

AGENDA



**January 19, 2012
6:30 P.M.**

**City Hall Council Chambers
707 North Main Street
Columbia, TN 38401
Phone: 931-560-1510**

*City of Columbia
City Council
Regular Meeting*

**Dean Dickey, Mayor
Wayne Kennedy, Vice Mayor
Council Member Carl McCullen, Ward 1
Council Member Debbie Matthews, Ward 2
Council Member Christa Martin, Ward 3
Council Member Mike Greene, Ward 4
Council Member Mark King, Ward 5**

**Paul C. Boyer, Jr., City Manager
C. Tim Tisher, City Attorney
Betty R. Modrall, City Recorder
Liz Bermudez, Recording Secretary**

The City Council of the City of Columbia welcomes your presence and participation at this meeting. If you wish to address Council regarding any item on the Agenda, you may do so by getting the attention of the presiding officer. Once recognized, you may then come to the podium and state your name and address. If the item of interest does not appear on the Agenda, you are welcome to speak under "Public Comments" (Section 12) of the Agenda. Anyone requesting accommodations due to disabilities should contact the ADA Coordinator, Connie Etzkin, at 931-560-1570 prior to the meeting.

REGULAR MEETING

- 1. CALL TO ORDER/ROLL CALL.**
- 2. INVOCATION BY BOB VASSAR, PASTOR, PLEASANT HEIGHTS BAPTIST CHURCH.**
- 3. PLEDGE OF ALLEGIANCE.**
- 4. APPROVAL OF AGENDA.**
- 5. PRESENTATIONS.**

5.1 PRESENTATION BY WILLIAM GENTNER, CHAIRMAN, METRO CHARTER COMMISSION, CONCERNING THE PROPOSED MAURY COUNTY METRO CHARTER.

5.2 PRESENTATION BY KARA HUCKABY, DIRECTOR OF CHAMBER OF COMMERCE MEMBERSHIP AND LEADERSHIP PROGRAMS, CONCERNING THE RETIRE TENNESSEE PROGRAM.

- 6. ORGANIZATIONAL BUSINESS.**

6.1 MINUTES OF THE CITY OF COLUMBIA REGULAR COUNCIL MEETING OF DECEMBER 15, 2011.

ATTACHMENTS: Minutes.

6.2 MINUTES OF THE CITY OF COLUMBIA REGULAR COUNCIL MEETING OF JANUARY 5, 2012.

ATTACHMENTS: Minutes.

- 7. CONSENT AGENDA.**

7.1 DISBURSEMENTS FOR THE MONTH OF DECEMBER 2011 IN THE AMOUNT OF \$5,338,456.53 – FINANCE DEPARTMENT.

ATTACHMENTS: Disbursements.

7.2 AWARD BID FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES – PERSONNEL DEPARTMENT.

RECOMMENDATION: Approve the agreement for employee assistance program services (EAP) as submitted by Life Services EAP of Nashville and authorize the mayor to execute a three year agreement for services.

INFORMATION: The City has provided an EAP program for a number of years to City employees and their families. The program provides a 6 session counseling model to employees and families with licensed, professional counselors. The program provides consulting services to assist management in dealing with various employee related issues and mandated training. In addition, employees have access to legal and financial professionals as well as online assistance in a variety of topics.

It is recommended that Council award a three year award to Life Services EAP of Nashville for EAP services and authorize the mayor to execute the agreement for the same. In addition to the basic EAP services, the agreement would further authorize the purchase of return to work or fitness for duty evaluations as may be requested by the Personnel Director.

The charge for basic EAP services would be \$1.70 per employee per month. The current census of 412 employees would incur a monthly charge of \$700.04 for EAP services while additional return to work or fitness evaluations would be charged on a case by case basis.

ATTACHMENTS: Agreement with LifeServices EAP; EAP proposal analysis; EAP proposal evaluation; EAP cost analysis.

CERTIFICATION: The Finance Director certifies that funds are budgeted and unencumbered within the professional services line item in General Government, Sanitation-Administration and Wastewater-Treatment Plant for EAP services.

7.3 APPROVE THE ANNUAL RENEWAL OF LIABILITY AND AUTO INSURANCE WITH THE TML RISK MANAGEMENT POOL – FINANCE DEPARTMENT.

RECOMMENDATION: Approval

INFORMATION: The City of Columbia obtains several lines of insurance coverage through the TML Risk Management Pool. The policy renewal for liability (general, law enforcement, errors and omissions and automobile) and auto physical damage coverage is January 1st of each year. An invoice for premium renewal for liability and auto insurance has been received from the TML Pool and is due for payment.

The total annual premium for 2012 is \$224,492 after the \$50,036 member dividend credit. Previous year premiums (after member dividend credits) were:

2011	\$220,152
2010	\$222,330
2009	\$230,584
2008	\$285,300

The base premium cost before member dividend credit for 2011 (\$274,528) decreased approximately 4.7% when compared to last year's base premium cost (\$287,509). The net decrease in premiums (a combination of rates, loss ratio and exposure) was offset by a smaller member dividend credit.

A breakdown of cost by fund is as follows:

General Fund	\$187,570
Sanitation Fund	\$ 24,600
Wastewater Fund	<u>\$ 12,322</u>
Total	\$ 224,492

Deductible amounts for liability coverage lines are \$5,000 per occurrence, with a \$1,000 deductible for auto physical damage. Only vehicles valued over \$3,500 are included in the physical damage coverage.

The City Council is requested to approve the renewal of City liability and automobile physical damage insurance and to authorize payment to the TML Risk Management Pool in the amount of \$224,492.

ATTACHMENTS: Copy of invoice dated December 20, 2011.

CERTIFICATION: The Finance Director certifies that the following funds are appropriated and unencumbered within the Insurance Premium line items in General (\$187,570), Sanitation (\$24,600) and Wastewater (\$12,322) funds.

7.4 AWARD BID FOR DEPOSITORY AND BANKING SERVICES – FINANCE DEPARTMENT.

RECOMMENDATION: Accept the proposal submitted by First Farmers and Merchants Bank for depository and banking services.

INFORMATION: Requests for proposals were solicited from area banks with two banks responding. The current three-year award has expired; therefore, the City is seeking to establish another three-year depository relationship with an area bank for City operating funds. After careful consideration of both proposals received, it is recommended that Council award First Farmers and Merchants Bank for a three-year period commencing with the award.

Under the agreement, the City will receive interest on all deposit accounts equal to the federal funds rates plus 20 basis points (.20%). Aggregate annual fees based upon anticipated volumes would be \$10,865.45.

ATTACHMENTS: Proposal Analysis; Exhibit A submissions from First Farmers and Merchants Bank and US Bank.

CERTIFICATION: The Finance Director certifies that funds for banking service charges are budgeted and unencumbered within the various City funds. It is anticipated that (instead of processing payment for fees monthly) fees for services will be netted against interest earnings for most accounts on a monthly basis.

7.5 AUTHORIZATION TO DISPOSE OF SURPLUS CITY PROPERTY – FINANCE DEPARTMENT.

RECOMMENDATION: Authorize purchasing agent to dispose of listed surplus items.

INFORMATION: Certain city owned property has been identified as surplus. Having considered possible interdepartmental transfers, it is requested the property be declared surplus and available for sale or disposal by the purchasing agent in a manner consistent with the purchasing manual and in the best interest of the City of Columbia.

ATTACHMENTS: List of Surplus Property.

7.6 AWARD BID FOR FIRE HOSE – FIRE DEPARTMENT.

RECOMMENDATION: Award the bid for various size fire hose to Dana Safety Supply of Greensboro, North Carolina.

INFORMATION: The Fire Department maintains an inventory of various sizes of fire hose both on the fire apparatus and at the fire stations. Fire hose has a useful life of approximately ten years and may further be subject to abuse or destruction in the normal course of business. In an effort to maintain an adequate, reliable inventory of hose, we have solicited bids for all sizes of replacement hose that may be purchased during calendar year 2012.

Having analyzed all bids received it is recommended that Council consider an award to Dana Safety Supply of Greensboro, North Carolina for ATI fire hose in 5 inch, 2 ½ inch, and 1 ¾ inch diameters together with couplings as may be purchased during 2012 at the prices as listed within the attached bid tabulation.

ATTACHMENTS: Bid Analysis; Bid Tabulation.

CERTIFICATION: The Finance Director certifies that \$20,550 is budgeted and unencumbered within Fire-Suppression-Machinery & Equipment for replacement fire hose.

7.7 RATIFICATION OF CHANGES TO AERIAL AND PUMPER FIRE APPARATUS – FIRE DEPARTMENT.

RECOMMENDATION – Ratify the list of changes made to both the 100 foot aerial platform apparatus and the pumper currently under construction by Pierce Manufacturing.

INFORMATION – At the June 2, 2011 meeting of City Council, approval was given to purchase a custom built 100 foot aerial platform truck as well as a pumper truck for the Fire Department. Both units would be built to City supplied specifications by Pierce Manufacturing in Appleton Wisconsin. During the construction of any custom built fire apparatus, it is not unusual that modifications or changes are required in order to accommodate safety and structural engineering issues. Such has been the case in the manufacture of these trucks. Attached are two schedules indicating items that were eliminated or changed as credits to the projects and additions or substitutions

as charges. The net effect of changes as listed for the aerial is \$30,742.00 and \$6,970.00 for the pumper.

The most significant change was to the rear axle and suspension of the aerial platform truck. Due to the weight of the completed truck, the engineers at Pierce required a larger, heavier rear axle and suspension for safety purposes. Other changes were significantly less and generally represented substituting one item for another. All changes were necessary for proper functioning or utilization of the equipment and could not have been foreseen by the City when specifications were prepared.

The Council is requested to ratify all of the changes. While all changes have a monetary value associated with them and the net effect on both pieces of equipment reflects an increase in overall cost, there will be no increase in the price of the trucks to the City.

ATTACHMENTS: Platform Change Report December 16, 2011; Pumper Change Report December 16, 2011.

8. ADMINISTRATION.

9. RESOLUTIONS.

9.1 RESOLUTION NO. 12-01 – TAX CORRECTIONS – CITY RECORDER’S OFFICE.

RECOMMENDATION: Approval.

INFORMATION: The City Recorder is presenting tax corrections through 01-03-12 for Council consideration as submitted by Mr. Jim Dooley, Maury County Tax Assessor.

ATTACHMENTS: Resolution No. 12-01; Tax Corrections.

9.2 RESOLUTION NO. 12-02 – REQUESTING COUNCIL TO ACCEPT A DUCK RIVER CHAPTER OF QUAIL UNLIMITED DONATION IN THE AMOUNT OF \$700.00 TO BE USED FOR FIRE DEPARTMENT PUBLIC EDUCATION – FIRE DEPARTMENT.

RECOMMENDATION: Council is requested to authorize acceptance of this donation.

INFORMATION: Duck River Chapter of Quail Unlimited is donating to the City of Columbia Fire Department a check in the amount of \$700.00. The Fire Department will use the funds for public education.

ATTACHMENTS: Resolution No. 12-02.

9.3 RESOLUTION NO. 12-06 – A JOINT RESOLUTION STATING THE MAYORS’ AND MEMBERS’ OF CITY COUNCILS OPPOSITION TO THE PROPOSED CHARTER TO CONSOLIDATE AND FORM THE METROPOLITAN GOVERNMENT OF COLUMBIA AND MAURY COUNTY, TENNESSEE.

RECOMMENDATION: Approve.

ATTACHMENTS: Resolution No. 12-06.

10. ORDINANCES.

10.1 1ST CONSIDERATION OF ORDINANCE NO. 3898 – AN ORDINANCE PROVIDING FOR THE COLLECTION OF 2010 DELINQUENT PROPERTY TAXES – CITY RECORDER’S OFFICE.

RECOMMENDATION: Approve Ordinance No. 3898 on first consideration.

INFORMATION: Per the Municipal Code, and in accordance with past City policy, the City Council annually considers an Ordinance to provide for the collection of delinquent property taxes. Following adoption of the Ordinance, the City Recorder provides the City Attorney with a certified list of the delinquent 2010 property taxes. Upon receipt of said list, the City Attorney causes the publication of a notice stating that after 30 days, suit may be filed in the Chancery Court of Maury County for the collection of the delinquent property taxes.

ATTACHMENTS: Ordinance No. 3898.

10.2 1ST CONSIDERATION OF ORDINANCE NO. 3899 – AN ORDINANCE PROVIDING FOR THE COLLECTION OF 2010 DELINQUENT PERSONAL PROPERTY TAXES – CITY RECORDER’S OFFICE.

RECOMMENDATION: Approve Ordinance No. 3899 on first consideration.

INFORMATION: Per the Municipal Code, and in accordance with past City policy, the City Council annually considers an Ordinance to provide for the collection of delinquent personal property taxes. Following adoption of the Ordinance, the City Recorder provides the City Attorney with a certified list of the delinquent 2010 personal property taxes. Upon receipt of said list, the City Attorney causes the publication of a notice stating that after 30 days, suit may be filed in the Chancery Court of Maury County for the collection of the delinquent personal property taxes.

ATTACHMENTS: Ordinance No. 3899.

10.3 1ST CONSIDERATION OF ORDINANCE NO. 3900 – AN ORDINANCE PROVIDING FOR THE COLLECTION OF 2010 DELINQUENT SPECIAL ASSESSMENTS – CITY RECORDER’S OFFICE.

RECOMMENDATION: Approve Ordinance No. 3900 on first consideration.

INFORMATION: Per the Municipal Code, and in accordance with past City policy, the City Council annually considers an Ordinance to provide for the collection of delinquent special assessments. Following adoption of the Ordinance, the City Recorder provides the City Attorney with a certified list of the delinquent 2010 special assessments. Upon receipt of said list, the City Attorney causes the publication of a notice stating that after 30 days, suit may be filed in the Chancery Court of Maury County for the collection of the delinquent special assessments.

ATTACHMENTS: Ordinance No. 3900.

10.4 1ST CONSIDERATION OF ORDINANCE NO. 3901 – AN ORDINANCE TO AMEND THE FY 2011-12 BUDGET ORDINANCE NO. 3882 AS PREVIOUSLY AMENDED, PROVIDING FOR REVISIONS TO THE GENERAL AND CAPITAL PROJECTS FUNDS AND ESTABLISH THE DATE OF FEBRUARY 16, 2012 AS THE DATE OF PUBLIC HEARING – FINANCE DEPARTMENT.

RECOMMENDATION: Approve Ordinance No. 3901 on first consideration and establish the date of February 16, 2012 as the date of Public Hearing.

INFORMATION: The Proposed Ordinance is the second amendment of the FY 2011-12 Appropriation Ordinance and revises the budgets of several departments within the General Fund and the budget of the Capital Projects Fund.

Items included within this budget amendment are as follows:

Police Department

- Budget \$81 interest earned on funds received from a partnership with the Drug Enforcement Agency during FY 2010-11.
- Rebudget 2010 Bulletproof Vest Grant and matching funds (\$10,000),
- Budget \$48,752 for 2011 Byrne/Justice Assistance Grant, and
- Budget 2011 Bulletproof Vest Grant and matching funds (\$18,000).

General Government

- Decrease reserve account \$9,000 for 2011 Bulletproof Vest grant matching (transferred to Police Department),
- Budget \$5,000 for TN Department of Agriculture Tree grant, and
- Budget \$50,000 transfer to Capital Projects Fund for additional City Hall project contingency.

Fire Department

- Budget \$551 for donation from Fred's

Capital Projects Fund

- Budget \$114,829 received from Amendment #4 to Safe Routes to School grant,
- Budget \$2,500 for stain for Farmers Market,
- Budget \$6,260 for Change Order #2 for Farmers Market,
- Budget \$91,500 for TDOT Roadscapes Grant (\$73,200) and matching funds transferred from General Fund (\$18,300), and
- Budget \$50,000 in Capital Projects Fund-Reserves for additional contingency funding for City Hall project (anticipated use: Voice over IP Phone system).

A detailed schedule of items included within this budget amendment is attached. This amendment increases the City's total budget for FY 2011-12 by \$388,473 to \$61,332,175.

ATTACHMENTS: Ordinance No. 3901; Supporting Documentation; FY 2011-12 Expenditure Summary.

- 11. OTHER BUSINESS.**
- 12. PUBLIC COMMENTS.**
- 13. EXECUTIVE SESSION.**
- 14. ADJOURNMENT.**