

CITY OF FAIRVIEW
BOARD OF COMMISSIONERS
DECEMBER 3, 2015
7:00 P.M.
AGENDA

1. **Call to order by Mayor Carroll**
 - A. Prayer and Pledge
2. **Approval of the Agenda –**
3. **Citizen Comments – (Limited to the first 5 citizens to sign in and a limit of 3 minutes each).**
4. **Awards and/or Recognitions –**
5. **Public Announcements –**
6. **Staff Comments –**
7. **Approval of the Minutes – (only needed if removed from consent agenda)**
8. **Consent Agenda Consisting of Items as Follows:**
 - A. Approval of the Minutes from the November 19, 2015 Board of Commissioners meeting
9. **Old Business**
 - A. Discuss and/or Take Action on Approval of 2015 Audit - Daugherty
 - B. Discuss and/or Take Action on Annual Vacation Accrual – Daugherty
10. **New Business**
 - A. Discuss and/or Take Action on Separating City Funds – Carroll
 - B. Discuss and/or Take Action on the Hiring of a Human Resources Specialist – Bissell
 - C. Discuss and/or Take Action on Bill #2015-46, Ordinance No. 911, An Ordinance for an Amendment to the City of Fairview, Tennessee, Budget for Fiscal Year 2015-2016 Budget (GAN Accounting) - Daugherty
 - D. Discuss and/or Take Action on Bill #2015-47, Ordinance No. 912, An Ordinance for an Amendment to the City of Fairview, Tennessee, Budget for Fiscal Year 2015-2016 Budget (Grant Accounting) - Daugherty
 - E. Discuss and/or Take Action on Bill #2015-48, Ordinance No. 913, An Ordinance for an Amendment to the City of Fairview, Tennessee, Budget for Fiscal Year 2015-2016 Budget (Walmart Grant for LeadsOnline) - Daugherty
11. **City Manager Items for Discussion –**
 - A. Miscellaneous Updates
 - B. City Attorney Comments
12. **Communications from the Mayor and Commissioners –**
13. **Adjournment**

Discuss and/or take action on vacation accrual.

Per an auditor suggestion, city management has decided to calculate all accruals on a fiscal year basis. This action requires no board approval because our policy states that leave will accrue "annually". This leaves the option open to management to accrue either on a calendar, fiscal, or anniversary basis. Reasoning to accrue on a fiscal year basis lies solely on minimizing our liability at the end of the fiscal year.

Management wishes to change the maximum "roll over" hours for all employees to 80 hours. This action requires board approval because it is a policy change. Currently, employees within their 1st year can't roll any hours and employees within 10 years of service can roll up to 40 hours. The issues described below have been avoided because the city has been accruing on a calendar year basis.

This action would take the pressure off newly hired employees from being forced to take vacation time during their probationary period, provide the opportunity for employees within their first 10 years of service to plan summer family vacations, and reduce the chances of error by simplifying the accrual calculation.

Current policy and proposed policy changes are attached.

Current Policy

Years of Service	Vacation Leave Accrued per Year- All Employees Except Shift Personnel of the Fire Department	Firefighters assigned to 24/48 hour shift duty PTO per month	Vacation Time and Personal Time Off may not accrue from year to year.
1 st thru 4 th	8.00 hours /month	18.00 hours/month	Roll over up to 40 hours (After 1 st year)
5 th thru 9 th	10.00 hours/month	21.25 hours/month	Roll over up to 40 hours
10 th thru 19 th	12.00 hours/month	25.50 hours/month	Roll over up to 80 hours
20 th and up	16.67 hours/month	35.42 hours/month	Roll over up to 80 hours

Proposed Policy

Years of Service	Vacation Leave Accrued per Year- All Employees Except Shift Personnel of the Fire Department	Firefighters assigned to 24/48 hour shift duty PTO per month	Vacation Time and Personal Time Off may not accrue from year to year.
1 st thru 4 th	8.00 hours /month	18.00 hours/month	Roll over up to 80 hours
5 th thru 9 th	10.00 hours/month	21.25 hours/month	Roll over up to 80 hours
10 th thru 19 th	12.00 hours/month	25.50 hours/month	Roll over up to 80 hours
20 th and up	16.67 hours/month	35.42 hours/month	Roll over up to 80 hours



HUMAN RESOURCES SPECIALIST

Announce and recruit for a 1 year term contract employee or consultant to provide the city with the following:

1. A revised employee policy and procedures manual
2. Develop a firm hiring procedure including but not limited to announcement procedures, interviewing procedures including standardized questions, interview participants, selecting official, influence safeguards, background checks.
3. A standardized set of evaluation documents and personnel files
4. A complete review of all job descriptions with amendments to include firm qualifications.
5. In conjunction with each department establish a training plan for each position
6. Conduct and submit a salary comparison study of the city's wages vs. the Middle TN average. Prepare and submit a revised pay structure that reduces the number of steps, properly aligns wages to responsibility and allows for merit progression.
7. Prepare and submit a revision to our leave carry-over and accrual policy.
8. Coordinate the health insurance program.
9. Will serve as a non-voting participant on all interview panels and as ranking review official.
10. No benefits, contract range \$36,000 - \$48,000

How do we afford it?

Attrition of 2 police officers and another on LWOP create a surplus of \$ 15,000 per month. Announce and select to begin February 1, 2016. Five months paid FY 2015. 6 months paid from next year's budget.

No budget effect. Even if we hire 2 police officers, the lapse time that has already occurred will cover the cost for this FY. (1 month @ \$5k, 1 month at \$15k = \$20k, 5 mths @ \$4K = \$20k)

10 C

Bill # 2015-46

ORDINANCE NO. 911

AN ORDINANCE FOR AN AMENDMENT TO THE CITY OF FAIRVIEW, TENNESSEE, BUDGET FOR FISCAL YEAR 2015 – 2016 BUDGET

Be it Ordained by the City of Fairview, Tennessee as follows:

WHEREAS, the Board of Commissioners of the City of Fairview, Tennessee, have determined that the Budget for Fiscal Year 2015 - 2016 (beginning July 1, 2015 and running through June 30, 2016) should be amended to reflect the final expenditures for the Fiscal Year, and:

WHEREAS, the Board of Commissioners of the City of Fairview, Tennessee adopted the fiscal year 2015 – 2016 budget by passage of Ordinance Number 891 on June 18, 2015, and

WHEREAS, pursuant to the Tennessee state Constitution, Article II, Section 24, no public money shall be expended except pursuant to appropriations made by law, and

WHEREAS, pursuant to Tennessee Code Annotated § 6-56-209, the Board of Commissioners has the authority to authorize the Finance Director to transfer money from one appropriation to another within the same fund, and

NOW THEREFORE BE IT ORDAINED BY THE CITY OF FAIRVIEW, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2015-2016 BUDGET AS FOLLOWS:

Section 1. Ordinance 891 is hereby amended to appropriate GAN funds to pay contractor on "Resurfacing Project". This entry brings the City under State Comptroller compliance for GAN accounting.

Revenue			
Account #	Current Balance	Amendment Amt	New Balance
Other Financial	\$0	\$214,372.82	\$214,372.82
Source –			
GAN Proceeds			
- 36421			

Expenditures			
Account #	Current Budget	Amendment Amt	New Balance
Street Paving	\$0	\$214,372.82	\$214,372.82
and Improvements			
41000-931			

Section 2. The Financial Officer is hereby authorized to make said changes in the accounting system.

BE IT FURTHER ORDAINED, If any sentence, clause, phrase or paragraph of this Ordinance is declared to be unconstitutional by any Court of competent jurisdiction; such holding will not affect any other portion of this Ordinance.

BE IT FINALLY ORDAINED, that this Ordinance shall take effect fifteen days (15) days after its first passage or upon second reading, whichever is later, the public welfare requiring it.

MAYOR

CITY RECORDER

APPROVED AS TO FORM:

CITY ATTORNEY

Passed First Reading _____

Passed Second Reading _____

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Bill # 2015-47

ORDINANCE NO. 912

AN ORDINANCE FOR AN AMENDMENT TO THE CITY OF FAIRVIEW, TENNESSEE, BUDGET FOR FISCAL YEAR 2015 – 2016 BUDGET

Be it Ordained by the City of Fairview, Tennessee as follows:

WHEREAS, the Board of Commissioners of the City of Fairview, Tennessee, have determined that the Budget for Fiscal Year 2015 - 2016 (beginning July 1, 2015 and running through June 30, 2016) should be amended to reflect the final expenditures for the Fiscal Year, and:

WHEREAS, the Board of Commissioners of the City of Fairview, Tennessee adopted the fiscal year 2015 – 2016 budget by passage of Ordinance Number 891 on June 18, 2015, and

WHEREAS, pursuant to the Tennessee state Constitution, Article II, Section 24, no public money shall be expended except pursuant to appropriations made by law, and

WHEREAS, pursuant to Tennessee Code Annotated § 6-56-209, the Board of Commissioners has the authority to authorize the Finance Director to transfer money from one appropriation to another within the same fund, and
NOW THEREFORE BE IT ORDAINED BY THE CITY OF FAIRVIEW, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2015-2016 BUDGET AS FOLLOWS:

Section 1. Ordinance 891 is hereby amended to appropriate TDOT Grant Funds to reimburse GAN expenditure on "Resurfacing Project". This entry brings the City under State comptroller compliance for Grant accounting.

Revenue			
Account #	Current Balance	Amendment Amt	New Balance
TDOT Grant	\$0	\$214,372.82	\$214,372.82
Resurfacing Project			
33460			

Expenditures			
Account #	Current Budget	Amendment Amt	New Budget Amt
Debt Service	\$0	\$214,372.82	\$214,372.82
Grant Anticipation			
Note			
49000-624			

Section 2. The Financial Officer is hereby authorized to make said changes in the accounting system.

BE IT FURTHER ORDAINED, If any sentence, clause, phrase or paragraph of this Ordinance is declared to be unconstitutional by any Court of competent jurisdiction; such holding will not affect any other portion of this Ordinance.

BE IT FINALLY ORDAINED, that this Ordinance shall take effect fifteen days (15) days after its first passage or upon second reading, whichever is later, the public welfare requiring it.

MAYOR

CITY RECORDER

APPROVED AS TO FORM:

CITY ATTORNEY

Passed First Reading

Passed Second Reading



Bill # 2015-48

ORDINANCE NO. 913

AN ORDINANCE FOR AN AMENDMENT TO THE CITY OF FAIRVIEW, TENNESSEE, BUDGET FOR FISCAL YEAR 2015 – 2016 BUDGET

Be it Ordained by the City of Fairview, Tennessee as follows:

WHEREAS, the Board of Commissioners of the City of Fairview, Tennessee, have determined that the Budget for Fiscal Year 2015 - 2016 (beginning July 1, 2015 and running through June 30, 2016) should be amended to reflect the final expenditures for the Fiscal Year, and:

WHEREAS, the Board of Commissioners of the City of Fairview, Tennessee adopted the fiscal year 2015 – 2016 budget by passage of Ordinance Number 891 on June 18, 2015, and

WHEREAS, pursuant to the Tennessee state Constitution, Article II, Section 24, no public money shall be expended except pursuant to appropriations made by law, and

WHEREAS, pursuant to Tennessee Code Annotated § 6-56-209, the Board of Commissioners has the authority to authorize the Finance Director to transfer money from one appropriation to another within the same fund, and

NOW THEREFORE BE IT ORDAINED BY THE CITY OF FAIRVIEW, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2015-2016 BUDGET AS FOLLOWS:

Section 1. Ordinance 891 is hereby amended to appropriate Walmart Grant funds to spend on Police Department LeadsOnline contract.

Revenue			
Account #	Current Balance	Amendment Amt	New Balance
Walmart Grants 36721	\$0	\$2,000.00	\$2,000.00

Expenditures			
Account #	Current Budget	Amendment Amt	New Budget Amt
Police - Contractual Services 42100-200	\$15,270.00	\$2,000.00	\$15,270.00

Section 2. The Financial Officer is hereby authorized to make said changes in the accounting system.

BE IT FURTHER ORDAINED, If any sentence, clause, phrase or paragraph of this Ordinance is declared to be unconstitutional by any Court of competent jurisdiction; such holding will not affect any other portion of this Ordinance.

BE IT FINALLY ORDAINED, that this Ordinance shall take effect fifteen days (15) days after its first passage or upon second reading, whichever is later, the public welfare requiring it.

MAYOR

CITY RECORDER

APPROVED AS TO FORM:

CITY ATTORNEY

Passed First Reading _____

Passed Second Reading _____