

ACTION AGENDA

2015 – 2016

Mayor and City Council



Columbia, Tennessee
August 2015



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**City of Columbia
Policy Agenda 2015 – 2016
Targets for Action**

TOP PRIORITY

**City Tourism Market Plan
Hotel/Motel Revenue Guidelines
West 7th Street Project
Presidential Park Development
Employee Compensation Policy and Funding
Ridley Park Soccer Fields
Bi-Annual Paving Program**

HIGH PRIORITY

**Mall Redevelopment/TIF
Jack-n-Jill Building
Corporate Communications Position and Plan
Zoning Violations
Trailer Parks
Sports Commission: Development
Citywide Lighting**

MODERATE PRIORITY

City Beautification Plan and Organization

**City of Columbia
Management Agenda 2015 – 2016
Targets for Action**

TOP PRIORITY

Solid Waste Collection: Evaluation Report

Transportation Master Plan

Sports Tournaments Attraction Strategy

Website: Upgrade

Parks and Recreation Master Plan

HIGH PRIORITY

Capital Equipment Replacement Plan and Funding

Comprehensive Plan: Update

EPA Administrative Consent Order: Implementation

Disk Golf Development

City of Columbia
Action Outlines 2015 – 2016

GOAL 1	GROWING CITY ECONOMY
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ACTION: CITY TOURISM MARKETING PLAN		PRIORITY
		<i>Policy – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Hotel/Motel Tax Funding 	<ol style="list-style-type: none"> 1. Define “Tourism” and elements 2. Develop RFP 3. Hire consultant to develop plan 4. Council Decision: Award Contract 5. Develop Tourism Marketing Plan 6. Council Presentation 	
Responsibility: City Manager/Park and Recreation		

ACTION: PRESIDENTIAL PARK DEVELOPMENT		PRIORITY
		<i>Policy – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Maury County Use • Hotel/Motel Tax Funding 	<ol style="list-style-type: none"> 1. Obtain Maury County – Approval on Use of Property 2. Define scope/direction Final Site Plan 3. Council Decision: Award Contract for Design 	
Responsibility: Development Service		

ACTION: MALL REDEVELOPMENT/TIF		PRIORITY
		<i>Policy – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Meeting Columbia Housing and Redevelopment Authority	9/15
	2. Initiate TIF Study and Legal Framework	10/15
	3. Complete TIF Study and Legal Framework	1/16
	4. Housing and Redevelopment Authority: Blight Declaration	2/16
	5. Council Decision: Blight Declaration TIF Creation	3/16
Responsibility: City Manager/Development Services		

ACTION: SPORTS COMMISSION: DEVELOPMENT		PRIORITY
		<i>Policy – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Complete draft “By Law” purposes	
	2. Identify Membership	
	3. Finalize proposal	12/15
	4. Council Decision: Commission	1/16
Responsibility: Parks and Recreation		

ACTION: SPORTS TOURNAMENTS ATTRACTION STRATEGY		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Develop 2016 Tournament Calendar	12/15 – 5/16
	2. Complete “Coaches Packets” and Hotels	1/16
	3. College Softball: Cid State Class	3/16
	4. Refer to Sports Commission	3/16
	5. Complete Disc Golf Course	5/16
Responsibility: Parks and Recreation		

► **Management in Progress 2015 – 2016**

1. Maury Alliance: Performance Report

2. IDB Annual Performance Report

MIP

Time
10/15
1/16
4/16
3/16

GOAL 2	FINANCIALLY RESPONSIBLE CITY PROVIDING EXCELLENT SERVICES
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ACTION: HOTEL/MOTEL REVENUE GUIDELINES	PRIORITY						
	<i>Policy – Top</i>						
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Responsibility: City Manager							

ACTION: EMPLOYEE COMPENSATION POLICY AND FUNDING	PRIORITY						
	<i>Policy – Top</i>						
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Responsibility: Personnel							

ACTION: CORPORATE COMMUNICATIONS POSITION AND PLAN	PRIORITY						
	<i>Policy – High</i>						
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Responsibility: City Manager/Assistant City Manager							

ACTION: SOLID WASTE COLLECTION: EVALUATION REPORT		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Rental Property Rate • Number of Times • Re-Route • Performance Enhancement • Enforcement 	<ol style="list-style-type: none"> 1. Finalize report 2. Council Presentation 3. Initiate Organization Change 4. Revise Ordinance <ul style="list-style-type: none"> A. Sanitation B. Code Revision 5. Council Decision 	<p>8/15</p> <p>9/15</p> <p>10/15</p> <p>12/15</p> <p>1/16</p>
Responsibility: Public Works		

ACTION: WEBSITE: UPGRADE		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	<ol style="list-style-type: none"> 1. Roll out Website 2. Complete Website 	<p>1/16</p> <p>3/16</p>
Responsibility: MIS		

ACTION: CAPITAL EQUIPMENT REPLACEMENT PLAN AND FUNDING		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Funding Level 	<ol style="list-style-type: none"> 1. Review Plan 2. Council Presentation: Direction for Budget 3. Council Decision: Budget FY 2016 – 2017 	<p>2/16</p> <p>3/16</p> <p>5/16</p>
Responsibility: Finance		

ACTION: EPA ADMINISTRATIVE CONSENT ORDER

PRIORITY
<i>Mgmt – High</i>

Key Issues

Activities/Milestones

Time

- | | | |
|----|---|-------|
| 1. | Submit Required Program – EPA | 9/15 |
| 2. | Council Decision: Engineering for Compliance Assistant | 11/15 |
| 3. | Complete System Evaluation and Rehabilitation Plan – Capacity Assessment Report | 12/15 |

Responsibility: Wastewater

► Management in Progress 2015 – 2016

		Time
1. Assistant City Manager: Hiring	M/C	9/15
2. NIMS Training Plan	MIP	10/15
3. Basic Emergency Operations Plan Update: Training, Exercise	MIP	1/16
4. Automatic Mutual Aid with Maury County: Guidelines	MIP	3/16
5. Health Insurance: Annual Review, Modifications	MIP	4/16
6. Fire Standards Operating Guidelines: Development	MIP	7/16
7. Supervisory Training: Leadership	MIP	
8. City – Maury County Strategy		Ongoing

► Major Projects 2015 – 2016

	Time
1. Wastewater Pump Station Telemetry	10/15
2. SCADA System: Upgrade	10/15
3. Woodland and 9 th to 10 th Street Storm Sewer Reconstruction: Phase 2	6/16
4. Sewer Rehabilitation Projects	6/16
A. Royal Oaks	
B. Stevens Bottom	
C. West 1 st	

GOAL 3	MORE ATTRACTIVE, LIVABLE CITY
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ACTION: WEST 7TH STREET PROJECT		PRIORITY
(including Underground Utilities)		<i>Policy – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Undergrounding Utilities • Final Design • Resolution: Issues with Maury County 	<ol style="list-style-type: none"> 1. Contact Columbia Power 2. CPWS Board Decision 3. Complete ROW Design 4. Review Design with TDOT 5. Council Presentation: Update 6. Complete Final Design 	<p>9/15</p> <p>10/15</p> <p>12/15</p> <p>1/16</p> <p>3/16</p> <p>12/16</p>
Responsibility: Development Services		

ACTION: RIDLEY PARK SOCCER FIELDS		PRIORITY
		<i>Policy – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Hotel/Motel Revenue • Funding • Design 	<ol style="list-style-type: none"> 1. Council Decision: Contract 2. Update Soccer Field Plan and Cost Estimates 3. Council Presentation 4. Council Decision: Budget FY 2016 – 2017, Funding 	<p>11/15</p> <p>2/16</p> <p>4/16</p> <p>5/16</p>
Responsibility: Parks and Recreation		

ACTION: ZONING VIOLATIONS

PRIORITY
<i>Policy – High</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Problem Areas • City Role • Ordinances/Regulations • Enforcement Process 	<ol style="list-style-type: none"> 1. Identify and define problems, evaluate 2. Prepare initial report for City Manager 	<p>10/15</p> <p>11/15</p>

Responsibility: City Attorney/Development Services/Public Works/Police Chief
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ACTION: TRAILER PARKS

PRIORITY
<i>Policy – High</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • State Laws • City Goals • City Role • City Regulations • Enforcement Process 	<ol style="list-style-type: none"> 1. Seek legal opinion on options for City 2. Determine City options and potential City actions 3. Council Presentation: Report with Options, Direction 	<p>10/15</p> <p>11/15</p> <p>1/16</p>

Responsibility: City Attorney/Development Services
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ACTION: CITYWIDE LIGHTING

PRIORITY
<i>Policy – High</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Funding • CPWS Changes 	<ol style="list-style-type: none"> 1. Request information from CPWS 2. Obtain CPWS report 3. Initial evaluation in report and bills, options 4. Define scope 5. Council Direction/Decision 	<p>12/15</p> <p>2/16</p> <p>4/16</p> <p>4/16</p> <p>7/16</p>

Responsibility: Development Services/Finance
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ACTION: CITY BEAUTIFICATION PLAN AND ORGANIZATION		PRIORITY
		<i>Policy – Mod</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Goals • City Actions 	<ol style="list-style-type: none"> 1. Initiate Beautification Award 2. Open application 3. Design Review Team 4. Mayor Award 	<p>9/15</p> <p>9/15</p> <p>11/15</p> <p>3/16</p>
Responsibility: Development Services		

ACTION: PARKS AND RECREATION MASTER PLAN		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Contract Award 	<ol style="list-style-type: none"> 1. Issue RFQ 2. Review Proposal 3. Council Decision: Award Contract 4. Complete draft Master Plan 5. Council Presentation 	<p>9/15</p> <p>10/15</p> <p>11/15</p> <p>11/16</p> <p>12/16</p>
Responsibility: Parks and Recreation/Development Services		

ACTION: COMPREHENSIVE PLAN: UPDATE		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Contract Award 	<ol style="list-style-type: none"> 1. Issue RFQ 2. Review proposals 3. Council Decision: Award Contract 4. Complete draft plan 5. Council Presentation 	<p>9/15</p> <p>10/15</p> <p>11/15</p> <p>11/16</p> <p>12/16</p>
Responsibility: Development Services		

ACTION: DISK GOLF DEVELOPMENT

PRIORITY
<i>Mgmt – High</i>

Key Issues

Activities/Milestones

Time

- | | |
|-----------------------------------|-------|
| 1. Council Presentation | 9/15 |
| 2. Council Decision: MOU Adoption | 9/15 |
| 3. Begin Construction | 11/15 |
| 4. Open for Golf | 5/16 |

Responsibility: Parks and Recreation

► **Management in Progress 2015 – 2016**

1. CDBG: East Columbia Neighborhood Revitalization Plan Presentation
2. Sewer Capacity Plan and Assessment Initial Report
3. Arts Council District Creation: Annual Report
4. HOME Grant: Rehabilitating Homes (20)
5. NSP: Single Family Homes (2)
6. Hydraulic Investigation and Plan Development (for Flood prone Aras)

Time
9/15
12/15
2/16
2017
TBD

► **Major Project 2015 – 2016**

1. Farmers Market: Parking Lot
2. Fairview Park: Fence Replacement
3. Ridley Park: Parking Lot
4. Gateway Improvements for Highway 31/Neapolis (TDOT Roadscape Grant)

Time
9/15
11/15
2/16
3/16

GOAL 4	UPGRADED STREETS, IMPROVED TRANSPORTATION SYSTEM
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ACTION: BI-ANNUAL PAVING PROGRAM	PRIORITY															
	<i>Policy – Top</i>															
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• Funding Mechanism	3. Council Decision: Direction	3/16														
• Funding Level	4. Council Decision: Budget FY 2016 – 2017	5/16														
Responsibility: Public Works																

ACTION: TRANSPORTATION MASTER PLAN	PRIORITY																		
	<i>Mgmt – Top</i>																		
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	4. Completed draft plan	11/16																	
	5. Council Presentation	12/16																	
Responsibility: Development Services																			

► Major Project 2015 – 2016	Time
<ol style="list-style-type: none"> 1. Campbell Pike/Highland Intersection Improvements 2. West 8th Street and Garden to High School Sidewalk Replacement 3. North Point Industrial Park/Highway 31 Project (TDOT) 4. Bear Creek and Patterson to Lasea Intersection Alignment Project (TDOT) 5. I-65/Bear Creek Pike Interchange: Advocacy, Design/Construction (TDOT) 	2/16 – 12/16 4/16 5/16 2016 Ongoing

GOAL 5	FANTASTIC DOWNTOWN
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ACTION: JACK-N-JILL BUILDING		PRIORITY
		<i>Policy – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Council Direction: Use of Surplus Property Sales to Fund Renovation	Completed
	2. Council Decision: 814 as Surplus	9/15
	3. Retain architect	10/15
	4. Complete Sale of 814 South Main	11/15
	5. Complete design	3/16
	6. Council Decision: Contract	5/16
	7. Begin	7/16
Responsibility: Police		

► Management in Progress 2015 – 2016	Time
1. Riverwalk Litigation: Resolution	Ongoing

Policy Calendar 2015 – 2016
City of Columbia

MONTH

September 2015

- 1. Presentation: Solid Waste Collection Report**
- 2. Presentation: Disc Golf**
- 3. Decision: 814 Surplus Declaration**

MONTH

October 2015

1. **Presentation/Decision: Hotel/Motel Revenue Guidelines**
2. **Presentation/Decision: Retiree Healthcare (over 65)**

MONTH

November 2015

1. **Decision: Employee Compensation Study Contract**

2. **Decision: EPA Administrative Consent Order Engineering for Compliance Assistance**

3. **Decision: Ridley Park Soccer Field Plan Contract**

4. **Decision: Award Contract**
 - A. **Parks and Recreation Master Plan**
 - B. **Transportation Master Plan**
 - C. **Comprehensive Plan: Update**

5. **Decision: Disc Golf MOU Agreement**

6. **Decision: Funeral Home**
 - A. **Demolition Contract**
 - B. **Park Design**

MONTH

December 2015

- 1. Decision: City Tourism Marketing Contract**
- 2. Presentation: Fats-Oils-Grease Ordinance**

MONTH

January 2016

1. **Decision: Sport Commission Creation**
2. **Presentation: Corporation Communications Framework**
3. **Presentation: Dispatch Center Report**
4. **Decision: Solid Waste Direction**
5. **Decision: Fats-Oil-Greaser Ordinance**
6. **Presentation: Trailer Parks Options**
7. **Presentation: Paving Program Options**

MONTH

February 2016

MONTH

March 2016

1. **Decision: Mall Redevelopment – Blight Declaration, TIF Creation**
2. **Presentation: Capital Equipment Replacement Plan**
3. **Presentation: West 7th Street Project Update Report**
4. **Decision: Paving Program Direction**

MONTH

April 2016

- 1. Presentation/Decision: Guidelines for Historic District**
- 2. Decision: Employee Compensation Policy and Funding**
- 3. Presentation Ridley Park Soccer Fields Plan**
- 4. Decision: Jack-n-Jill Building Construction Contract**

MONTH

May 2016

1. **Decision: Budget FY 2016 – 2017 Corporate Communications Funding**
2. **Decision: Budget FY 2016 – 2017 Dispatch Center Funding**
3. **Decision: Budget FY 2016 – 2017 Capital Equipment Replacement Funding**
4. **Decision: Budget FY 2016 – 2017 Funding for Training**
5. **Decision: Budget FY 2016 – 2017 Ridley Park Soccer Field Funding**
6. **Decision: Budget FY 2016 – 2017 Paving Program Funding**

MONTH

June 2016

1. Decision: Presidential Park Contract for Design

MONTH

July 2016

1. **Decision: Citywide Lighting**