



CITY OF GERMANTOWN

TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
Phone (901)757-7200 Fax (901)757-7292 www.germantown-tn.gov

Board of Mayor and Aldermen Meeting

Monday, March 10, 2014 – 6:00 p.m.
Council Chambers – Municipal Building

1. Call To Order
2. Invocation
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
6. Citizens to be Heard

BEER BOARD

7. Public Hearing – Beer Permit – Whole Foods

BOARD OF MAYOR AND ALDERMEN

8. Resolution 14R04 – A Resolution by the City of Germantown to Amend Specific Provisions of its Private Act Charter.
9. Sewer Manhole Rehabilitation
10. Southern Ave. Aeration Tower Refurbishment
11. Repair Well #8 – Southern Ave.
12. Ord. 2013-15 – Amendment to Section 3-116 (Alcoholic Beverages – Location of Establishments) Regarding Zoning Districts – Third and Final Reading
13. Ord. 2014-4 – Western Gateway – Third and Final Reading
14. Ord. 2014-6 – Closure of Portion of McVay Road, north of North Street
15. Ord. 2014- 7 - Amendment s to Regulations on Permanent Signs
16. Purchase of five (5) Mobile Vision In-car Video Systems
17. GMSD Computer Purchase
18. **CONSENT**
 - a. Sungard Learning Center
 - b. Video Streaming Upgrade
 - c. Proximity Card Access Fleet Services
 - d. Appointment to Personnel Advisory Commission
 - e. Authorize Payment to Germantown Board of Education

The City of Germantown complies with the American with Disabilities Act. Should you need accommodations for this meeting, please call 757-7200 at least 48 hours in advance of the meeting.



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

March 5, 2014

Board of Mayor and Aldermen
Municipal Center
Germantown, TN 38138

Dear Board Members:

The following is a brief summary of the agenda items to be discussed at the meeting of the Board of Mayor and Aldermen scheduled for Monday, March 10, beginning at 6:00 p.m.

1. **Call to Order**

The Mayor will call the meeting to order.

2. **Invocation**

Finance Director Ralph Gabb will give the invocation.

3. **Pledge of Allegiance**

Alderman Mike Palazzolo will lead the Pledge of Allegiance.

4. **Approval of Agenda**

The Board is asked to set the agenda for the meeting. Any additions or changes are to be made at this time.

5. **Approval of Minutes**

Approval is requested of the minutes of the meeting held February 24, 2014.

6. **Citizens to be Heard**

This item is to give citizens the opportunity to address the Board of Mayor and Aldermen on issues of concern.

BEER BOARD

7. **Public Hearing – Beer Permit – Whole Foods**

The City has received a request from Whole Foods Market Group, Inc. for a beer permit for off premise consumption. The Market will be located at 7825 US Highway 72.

BOARD OF MAYOR AND ALDERMEN

8. **Resolution 14R04 – A Resolution by the City of Germantown to Amend Specific Provisions of Its Private Act Charter**

The City of Germantown operates under a private act charter. Any amendment to the City's private act charter must first be approved by a two-thirds vote of the BMA. Private act amendments also require approval of the General Assembly following this action by the Board.

During the Board retreat in August, the Board expressed a desire to address the section in the City's charter regarding the appointment of the City attorney and the residency requirement.

9. **Sewer Manhole Rehabilitation**

The City Sewer Division performs preventive maintenance and repairs on over 210 miles of sewer mains annually. The scope of this contract includes pre-flushing, visual inspection, an application of a polymer based polyurethane protective coating and the final inspection of the sewer manholes and wet wells identified in the bid. This process protects the walls from hydrogen sulfide and acid generated by microbiological organisms present in the wastewater by sealing the walls with a protective coating and repairing voids in the brick masonry structure. The City received two qualified bids and CTR Utility Rehab, LLC met all the specification requirements and is the most responsive and responsible bidder in an amount not to exceed \$300,000.00.

10. **Southern Ave. Aeration Tower Refurbishment**

After receiving the bids on April 23, 2013, the lowest qualified bid exceeded the approved budget by 31%. The Board rejected the bids on May 13, 2013. After meeting with the contractors and design engineers, the consensus was to totally demolish both aeration towers and redesign the system with two enclosed induced draft aerator vessels similar to the system at the Johnson Road Treatment Plant.

After staff reviewed the four qualified bid submittals, the low bidder, Landmark Construction Company, is recommended in the amount of \$929,000.00.

11. **Repair Well #8- Southern Ave.**

Staff is requesting the award of this contract to NWS to make the necessary repairs identified in the scope of the proposal and then to reinstall the well per the original bid for tear down and reinstallation. This contract includes all materials, machine shop labor, crews, and equipment expense in the amount of \$29,667.00.

12. **Ordinance 2013-15 – Amendment to Section 3-116 (Alcoholic Beverages – Location of Establishments) Regarding Zoning Districts – Third and Final Reading**

This is the third and final reading on an amendment to the City's regulations on zoning for places that sell alcoholic beverages. This is not a part of the Zoning Regulations, but, it does relate to the required zoning of places that sell alcoholic beverages and to the provisions of the Smart Code.

13. **Ordinance 2014-04 – Western Gateway – Third and Final Reading**

The Western Gateway area constitutes 58 acres and is strategically positioned to play a significant role in the future of Germantown's economic growth and vitality. The plan supports the creation of a distinctive district, with strong public spaces, where people want to live, work, shop and play. The original "Smart Growth Area" is now the Central Business District. The second non-residential node is the Western Gateway. With the adoption of the Western Gateway Small Area Plan, continuity and cohesiveness is developed that will contribute to the financial, environmental and economic sustainability of the City.

14. **Ordinance 2014-06 – Closure of Portion of McVay Road, North of North Street – First Reading – Set Public Hearing**

The Saddle Creek South PUD site plan proposes the closure of McVay Rd. as a public thoroughfare and the incorporation of the former right-of-way into Buildings W and S, access drives to those buildings and the detention area for the shopping center. Due to issues related to obtaining consent from the owners of the Arthur Homeplace S/D lots, the Planning Commission supported the closure

of either the entire street segment, or only the segment abutting the Shops at Saddle Creek property. The closure of the Shops at Saddle Creek segment is considered with this ordinance.

15. **Ordinance 2014- 07 - Amendment to Regulations on Permanent Signs**

Staff proposes several amendments to the regulations on permanent signs in commercial area. The amendments address sign regulations in the conventional zoning districts (C-1, C-2, SC-1, O, O-T, and O-51). The amendments will make Germantown's rules similar to those in Collierville.

16. **Purchase of Five (5) Mobile Vision In-car Video Systems**

These five in-car video units are additional units to be installed into five new replacement vehicles. The current in-car camera systems are over five (5) years old and have been out of warranty for over two years. The systems need regular repair that is time and cost ineffective. The current systems will be utilized as spares when the other cameras are sent for repairs. This will ensure that no police vehicle will be taken out of service because the camera system is not functioning. The cost of the units will be \$22,975.00 utilizing the Tennessee Statewide Contract 35795.

17. **GMSD Computer Purchase**

With the August start date of classes fast approaching, GMSD staff finds the need to have newly acquired employees ready to begin work as soon as possible. The City is able to utilize State of Tennessee SWC34905 with Apple to realize the best discount available.

18. **CONSENT**

a. **Sungard Learning Center**

Technology has advanced significantly over the years. This advancement in technology requires the City to continue to upgrade and train employees in order to communicate effectively. The addition of this learning center will allow the City to empower employees to a higher level while tracking the education process. The cost for this upgrade is \$15,300.00.

b. **Video Streaming Upgrade**

The Board approved a contract with Granicus, Inc. in December of 2009. Since implementation, mobile use and technology has advanced significantly. In order to reach out to the citizens on as many platforms as possible, the City will need to upgrade the current software and hardware in place. The original hardware is no longer under maintenance and is unable to support Live or On-demand streaming to mobile devices. The total amount for the upgrade will be \$15,399.88.

c. **Proximity Card Access Fleet Services**

In 2003 the City applied for a Homeland Security Grant in the amount of \$50,000.00 for a security system to protect our Public Safety Communications Center. Since the initial installation, additional buildings and doors have been added to the same proximity card access and closed circuit camera system. Under the construction contract, for the Fleet Services building, the City's Contractor is responsible for providing conduit for all data, phone and proximity card access. It is the City's responsibility for installing the low voltage wiring and components for communications along with entrance control equipment. The cost for the Proximity Card Access for Fleet Services is \$13,944.17.

d. **Appointment to Personnel Advisory Commission**

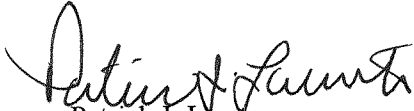
There is a vacancy on the Personnel Advisory Commission and Mr. Steven Priddy has expressed a desire to serve.

e. **Authorize Payment to Germantown Board of Education**

City staff continues to assist the Germantown Board of Education and has worked recently to set up checking accounts and a chart of accounts. This proposed payment would be transferred into this account. This arrangement allows for a clear division between Cit employees and employees of the Germantown Board of Education and allows the GBoE to fulfill the obligation to contract for legal services.

If you have questions regarding any of these agenda items, do not hesitate to contact me prior to the meeting on the 10th.

Sincerely,



Patrick J. Lawton
City Administrator



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 10, 2014
FROM: Patrick J. Lawton, City Administrator
SUBJECT: SET AGENDA

INTRODUCTION:

The Agenda must be set before the meeting. The Board must agree on the contents of the agenda and make changes to the agenda before the meeting begins.

PROPOSED MOTION(S), RESOLUTION(S), OTHER ACTION:

To approve the agenda (as amended).

BOARD ACTION: MOTION BY: SECONDED BY: _____

VOTE/TOTAL	MARCOM	DRINNON	PALAZZOLO	OWENS	JANDA	GOLDSWORTHY
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 10, 2014

FROM: Patrick J. Lawton, City Administrator *PJL*

SUBJECT: Approval of Minutes

INTRODUCTION:

The purpose of this agenda item is to approve the minutes of the Board of Mayor and Aldermen Meeting held February 24, 2014.

PROPOSED MOTION(S), RESOLUTION(S), OTHER ACTION:

To approve the minutes of the Board of Mayor and Aldermen Meeting held February 24, 2014,

BOARD ACTION: MOTION BY: SECONDED BY:

VOTE/TOTAL	MARCOM	DRINNON	PALAZZOLO	OWENS	JANDA	GOLDSWORTHY
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 10, 2014

FROM: Patrick J. Lawton, City Administrator *PSL*

SUBJECT: SEWER MANHOLE REHABILITATION

INTRODUCTION: The purpose of this agenda item is to consider approval of a rehabilitation service contract with CTR Utility Rehab, LLC in an amount not to exceed \$300,000.00 for the FY14 Sewer Manhole Rehabilitation contract.

BACKGROUND:

The City of Germantown Sewer Division performs preventive maintenance and repairs on over 210 miles of sewer mains annually. Each year funding is allocated in the Sewer Infrastructure Replacement Program for the rehabilitation of older or inferior infrastructure within the system to address infiltration or any other damage that may prevent maximum flow and functioning capabilities. The scope of this contract includes pre-flushing, visual inspection, an application of a polymer based polyurethane protective coating and the final inspection of the sewer manholes and wet wells identified in the bid. This process protects the walls from hydrogen sulfide and acid generated by microbiological organisms present in the wastewater by sealing the walls with a protective coating and repairing voids in the brick masonry structure.

DISCUSSION:

This is the second year that this technology has been utilized within the City of Germantown to restore the manhole integrity, to improve sewer flows and seal out ground water infiltration with minimum disruption of work sites. The primary focus for rehabilitation each year is the older infrastructure within the City system or traditionally repetitive problem areas. A non mandatory pre bid meeting was held on February 11 at Public Services and one vendor attended with Public Services and Procurement staff. Bid requests were sent to plan houses, advertised on the City's website and sent to 700 plus e-notice subscribers. Three bids were submitted. Of the three bids, CTR Utility Rehab, LLC was the most responsive and responsible bidder. Please see the attached analysis for more detailed information.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 10, 2014

FROM: Patrick J. Lawton, City Administrator *PJL*

SUBJECT: SOUTHERN AVENUE AERATION TOWER REFURBISHMENT

INTRODUCTION: The purpose of this agenda item is to request approval to contract with Landmark Construction Company for the Southern Avenue Aeration Tower Refurbishment Project in the amount of \$929,000.00.

BACKGROUND:

On October 8, 2012 the Board of Mayor and Aldermen approved a Professional Services Agreement with Allen & Hoshall for the development and design of a seismic retrofit and refurbishment of the two aeration towers at the Southern Avenue Water Treatment Plant. This project was in conjunction with the recent completion of the Southern Avenue Water Plant Renovation CIP. The project intent was to bring the plant infrastructure up to current seismic standards and to complete the necessary upgrades for both production plants ensuring long term future sustainability. The project required additional considerations due to the necessity of uninterrupted treatment and distribution of potable water throughout the construction process. Bids were opened on April 23, 2013 and the lowest qualified bid exceeded the approved budget by 31%. The Board rejected the bids on May 13, 2013. After meeting with the contractors and design engineers, the consensus was to totally demolish both aeration towers and redesign the system with two enclosed induced draft aerator vessels similar to the system at the Johnson Road Treatment Plant.

DISCUSSION:

A mandatory pre bid meeting was held at Public Services on January 27, 2014. Nine general contractors and two subcontractors were in attendance. Bids were opened on February 19, 2014. After staff reviewed the four qualified bid submittals, the low bidder, Landmark Construction Company, is recommended. (Please see attachment). Landmark Construction was the general contractor for the FY10-11 Southern Avenue Water Treatment Plant Refurbishment contract and their performance met expectations. The main provisions for this contract are the water plant must remain completely operational (12 MGD capacity) until October 1, 2014 when consumption historically drops due to seasonal change, and must be completed and restored to full capacity by April 15, 2015. Inspection costs are included in the current Professional Services Agreement with Allen & Hoshall, approved by the Board of Mayor and Aldermen on October 8, 2012.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 10, 2014

FROM: Patrick J. Lawton, City Administrator *PSL*

SUBJECT: REPAIR WELL # 8 – SOUTHERN AVENUE

INTRODUCTION: The purpose of this agenda item is to request authorization to contract with National Water Services, LLC (NWS) for repairs to well # 8 at the Southern Avenue well field in the amount of \$29,667.00.

BACKGROUND:

In August of 2013, the City awarded a contract for the lowest qualified bid to NWS for the annual utility well and pump inspection and analysis. The reports revealed areas of concern due to lack of water production at Southern Avenue Well #8. In order to determine the cause, the City requested bids from NWS and Layne Christiansen Company to pull the well, disassemble, inspect and reinstall. NWS was the lowest qualified bid. (See Attached).

DISCUSSION:

After the unit was pulled and transported to the specialty shop to break down and determine the mechanical problems. NWS discovered that several internal parts and machine work are required prior to the reinstallation at the well site. (Please see attached proposal).

Staff is requesting the award of this contract to NWS to make the necessary repairs identified in the scope of the proposal and then to reinstall the well per the original bid for tear down and reinstallation. It is imperative that repairs are completed and the well is operational at full capacity before the high water demand this summer. This contract includes all materials, machine shop labor, crews and equipment expense. The maintenance and parts will be under warranty for one year and should restore the pumping capacities to maximum levels. NWS has performed maintenance on pumps in the city utility system and results have been positive.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 10, 2014

FROM: Patrick J. Lawton, City Administrator *PL*

SUBJECT: ORDINANCE 2013-15 –AMENDMENT TO THE ALCOHOLIC BEVERAGE REGULATIONS: THIRD READING

INTRODUCTION:

The specific action requested by the Board is to approve an amendment to the City's regulations on zoning for places that sell alcoholic beverages. The proposed amendment can be best described as a "clean-up" amendment to address over-sights, clarifications, and less-than-clear language. The specific action requested is to approve the amendment on third and final reading.

BACKGROUND:

Various conflicts, unclear language and similar issues have been identified by staff as they implement the regulations on subdivisions, businesses and dwellings. In some cases, the current regulations cause unnecessary delays and expenses to property owners, and can be confusing to staff, residents and business owners. The Planning Commission recommended approval of the amendment at its meeting on August 6, 2013. A public hearing was held by the BMA on January 13, 2014. The BMA deferred action on the amendment on January 27, 2014 and on February 24, 2014.

DISCUSSION:

The proposed amendment addresses the following situation that needs clarification:

1. **Section 3-116 (Alcoholic Beverages – Location of Establishments)** – While this is not part of the Zoning Regulations, it does relate to the required zoning of places that sell alcoholic beverages and to the provisions of the Smart Code. Currently, section 3-116 limits places that sell alcoholic beverages to the C-2 (General Commercial) zoning district. When the Smart Code and associated districts were adopted in 2007, section 23-804 (Table 10: Specific Functions) permitted Liquor Selling Establishments to be located in T-5 districts, subject to the approval of a warrant. Staff recommends that Section 3-116 be amended to include the SC-1 district as a permitted district, and the T-5 district as a permitted district, subject to the approval of a warrant.

In addition, the recently created T-6 District has been included in the list of districts. Liquor Selling Establishments are also permitted within that district, subject to the approval of a warrant.

BUDGET AND STAFFING IMPACT:

The amendment will not directly affect the City's budget or time and effort commitments of City staff.

GERMANTOWN VISION 2020:

The proposed amendment is consistent with several goals from Germantown Vision 2020: Goals for redevelopment in the heart of Germantown, including Goal 13 which supports "redevelopment and reuse of older commercial and residential buildings"; and Goal 12, which has the objective of well-maintained and modernized homes and landscaping.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**DATE:** March 10, 2014**FROM:** Patrick J. Lawton, City Administrator *PSV***SUBJECT:** Ordinance 2014-04 - Western Gateway Small Area Plan Rezoning – Third Reading**INTRODUCTION:**

The purpose of this agenda item is to approve on third and final reading the rezoning of the area within the Western Gateway Small Area Plan. That plan encompasses all the properties located between Poplar and Poplar Pike between the eastern boundary of 6755 Poplar (Ray Gill property, formerly the Kirby Farm property) and the western boundary of the City of Germantown.

BACKGROUND:

On August 13, 2007, the BMA approved Ordinance 2007-13, whereby the “Germantown Smart Growth Plan” was developed to fulfill the Guiding Principles of the “Germantown Vision 2020” Strategic Plan (adopted 2005). The specific objective is to achieve Goal 7 of the Economic Sustainability Plan: Redevelopment of the Central Business District. The guiding principles set the framework for the strategy and goals for economic development to support its vision, mission and core values. On September 24, 2012, the Board of Mayor and Aldermen (BMA) approved the Economic Development Strategic Plan which identified business nodes, and promoted the development of small area plans for the five (5) non-residential areas in the City. The original “Smart Growth Area” is now the Central Business District. The second non-residential node is the Western Gateway. With the adoption of the Western Gateway Small Area Plan, continuity and cohesiveness is developed that will contribute to the financial, environment and economic sustainability of the City. The Planning Commission recommended approval of the rezoning on December 3, 2013.

DISCUSSION:

The Western Gateway area constitutes 58 acres and is strategically positioned to play a significant role in the future of Germantown’s economic growth and vitality. This study was funded by a public/private partnership between the City and a consortium of private property owners, and is based on Smart Growth principles that encourage urban, mixed-use, walkable districts, similar to those in the City’s Central Business District. The Lawrence Group, which led in the development of the original “Germantown Smart Growth Plan”, brought the public and the City together for a 4-day public design charrette which then moved to a public presentation of the preliminary plan and later the final plan. The public, stakeholders, public officials and other representatives guided the design team in its work and were primary determinants of the plan’s outcomes. The plan supports the creation of a distinctive district, with strong public spaces, where people want to live, work, shop and play.

The plan identifies three (3) development strategies for the 58 acre area, a fiscal analysis illustrating the financial benefit for the citizens and the costs to the City, recommendations for the mobility options on the public streets, the Regulating Plan (or recommended zoning plan - T-5 and T-6 – see page 75).

The Western Gateway area encompasses five properties, all zoned differently: Old Germantown (OG-1), Multi-family Residential (R-T), Shopping Center (SC-1), General Commercial (C-2) and Office (O) Districts. The proposed zoning will designate the properties as General Urban (T-5), General Urban, Restricted (T-5R) and Urban Core (T-6) per the Smart Code and are shown on Attachment 1.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**DATE:** March 10, 2014**FROM:** Patrick J. Lawton, City Administrator *PSL***SUBJECT:** Ordinance 2014-06 - Closure of a Portion of McVay Rd. – First Reading and Set Public Hearing**INTRODUCTION:**

The purpose of this agenda item is to approve on first reading the closure of the portion of McVay Road, north of North Street that is abutted on both sides by the Saddle Creek shopping center development. The specific action requested is the approval of an ordinance that will close that portion of the street as a public thoroughfare.

BACKGROUND:

McVay Road was dedicated as a public street (50 feet of right-of-way) with the Boyd Arthur Homeplace Subdivision, which was approved by the Planning Commission October 17, 1973. The street extends from North Street, just north of the Norfolk-Southern/CSX Railroad, to its dead-end approximately 300 feet south of Poplar Ave. The actual pavement stops well short of that point, and serves 3 lots in the Boyd Arthur Homeplace Subdivision. The closure of the portion of the street is a component of the Saddle Creek South PUD site plan, which was approved by the Planning Commission on January 7, 2014. The street's closure was approved by the Planning Commission on February 4, 2014.

DISCUSSION:

The Saddle Creek South PUD site plan proposes the closure of McVay Rd. as a public thoroughfare and the incorporation of the former right-of-way into Buildings W and S, access drives to those buildings and the detention area for the shopping center. The street closure application initially considered by the Planning Commission proposed the closure of the part of McVay that abuts lots within the Arthur Homeplace Subdivision and the part that abuts the Shops at Saddle Creek, Inc. property. Due to issues related to obtaining consent from the owners of the Arthur Homeplace Subdivision lots, the Planning Commission supported the closure of either the entire street segment, or only the segment abutting the Shops at Saddle Creek property. The closure of the Shops at Saddle Creek segment is considered with this ordinance.

VISION 2020:

Approval of the closure is supported by Goal 8 (Vibrant Quality Retail Economy) and the objective of "Retail businesses generating revenues for the City helping to balance our tax base".

BUDGET AND STAFFING IMPACT:

Engineering and Planning staff will spend time and resources reviewing the construction plans for the Saddle Creek South project which will incorporate the road closure, and Construction Inspection staff will spend time inspecting the project during the construction phase. The amount of time required is difficult to estimate, but will likely be substantial, owing to the size and complexity of the development. Those costs will be defrayed by the fees for Plan Review and Construction Inspection, which are set out in the project development contract.

Prepared by: Wade Morgan _____
Wade Morgan, Chief Planner

Reviewed by: Cameron Ross _____
Cameron Ross, Director of Economic
and Community Development

ATTACHMENTS:

1. Vicinity Map
2. Sadde Creek South Site Plan
3. Portion of McVay to be Closed
4. Letter from Trademark Properties
5. Ownership Disclosure Form
6. Ordinance 2014-06
7. Planning Commission minutes – February 4, 2014

PROPOSED MOTION:

To approve on first reading ordinance 2014-06, which will close as a public street that portion of McVay Road north of North Street and abutting the Shops at Saddle Creek, Inc. property, as shown on the Saddle Creek South final site plan, and set April 14, 2014 as the public hearing date.

BOARD ACTION: MOTION BY: _____

SECONDED BY: _____

VOTE/TOTAL	MARCOM	DRINNON	PALAZZOLO	OWENS	JANDA	GOLDSWORTHY
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**DATE:** March 10, 2014**FROM:** Patrick J. Lawton, City Administrator *PSL***SUBJECT:** Ordinance 2014-07 – Amendments to the Regulations on Signs in Commercial and Office Districts – First Reading and Set Public Hearing**INTRODUCTION:**

The purpose of this agenda item is to approve on first reading several amendments to the sign regulations for permanent signs in commercial and office zoning districts. The specific action requested is the approval of the proposed ordinance on first reading. The public hearing will be held in conjunction with the third reading on April 14, 2014.

BACKGROUND:

Germantown's sign regulations base the size of signs for retail and office uses on the width of the space occupied by the tenant, with a maximum size of 50 square feet.

DISCUSSION:

Germantown has a limited amount of easily developable land, and the transition zones between Germantown and neighboring cities has become less distinct in recent years as development has pushed to the City Limits. Businesses will locate to the commercial areas with the most advantageous sign regulations while maintaining their market area. Staff benchmarked with other cities in Shelby County and found that the proposed square foot figure for wall signs will mirror what Collierville uses.

Staff proposes several amendments to the regulations on permanent signs in commercial areas. The amendments address sign regulations in the conventional zoning districts (C-1, C-2, SC-1, O, O-T, and O-51). The amendments will make Germantown's rules similar to those in Collierville. Some of the more important areas to focus on are:

1. New Definitions; including a definition of "Sign Band", which is the defined area for a wall sign;
2. Permission for a wall sign that faces a major street or customer parking lot not apparent from residential areas;
3. Change the maximum allowed area for wall signs from 0.5 sq. ft. of sign area for every one foot of building wall length to 1.5 sq. ft. of sign area for every one foot of building wall length. The maximum total sign area is proposed to increase to 75 square feet for most tenant spaces. Tenant spaces over 10,000 sq. ft. in area will be allowed a sign that could be as large as 125 sq. ft., based on the length of building wall on which the sign is erected and with DRC approval. Signs will be limited to no more than 75% of the central portion of the horizontal lease space;
4. The area on the face of the sign that may be covered by a logo shall not exceed the allowable sign area for the premises of the tenant.

VISION 2020:

Approval of the revisions to the sign regulations is supported by Goal 8 (Vibrant Quality Retail Economy) and the objective of “Retail businesses generating revenues for the City helping to balance our tax base”.

BUDGET AND STAFFING IMPACT:

Planning staff will spend time and resources reviewing the applications and plans for updated signs that come about as a result of the changes to the sign regulations. The amount of time required is difficult to estimate, as it will depend on the number of signs for new businesses and updated signs. Those costs will be defrayed by the application fees for sign review.

Prepared by: Wade Morgan
Wade Morgan, Chief Planner

Reviewed by: Cameron Ross
Cameron Ross, Director of Economic
and Community Development

ATTACHMENTS:

1. Proposed Amendments
2. Design Review Commission minutes – February 13, 2014

PROPOSED MOTION:

To approve on first reading ordinance 2014-07, which will amend the regulations in Section 14 of the City Code on permanent signs, and set April 14, 2014 as the public hearing date.

BOARD ACTION: MOTION BY: _____ **SECONDED BY:** _____

VOTE/TOTAL	MARCOM	DRINNON	PALAZZOLO	OWENS	JANDA	GOLDSWORTHY
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 10, 2014

FROM: Patrick J. Lawton, City Administrator *PSL*

SUBJECT: Purchase of five (5) Mobile Vision In-car Video Systems

INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase five (5) Mobile Vision Flashback 3 digital in-car Video systems from L3 Communications Mobile Vision, Incorporated in the amount of \$22,975, utilizing the Tennessee Statewide contract 35795.

BACKGROUND:

In-car video systems allow the Police Department to use video technology in daily field operations. The use of this equipment would enhance the ability of the department to review probable cause for arrest, arrest procedures, evaluate Officer performance, identify training needs, and either substantiate or exonerate officers accused of inappropriate conduct or behavior. The equipment would also be another component of officer safety. These five (5) in-car video units are additional units to be installed into five (5) new replacement vehicles.

DISCUSSION:

The current in-car camera systems are over five (5) years old and have been out of warranty for over two years. The systems need regular repair that is time and cost ineffective. There have been over 80 hours used for maintenance this past fiscal year. The current systems will be utilized as spares when other cameras are sent for repairs. This will insure that no police vehicle will be taken out of service because the camera system is not functioning.

The Mobile Vision Flashback 3 system will utilize the latest technology for in- car-cameras. The video from the camera system will be uploaded wirelessly and stored on a stand alone workstation with DVD backup. This system has no moving parts decreasing the amount of repairs. These systems are currently on the Tennessee Statewide Contract No. 35795 and have been reviewed by the Procurement Department. This also includes a two year warranty.

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
General	010-2010-421.9490 IR1418	Police	Other Equipment	\$35,000.00	\$22,975.00



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 10, 2014

FROM: Patrick J. Lawton, City Administrator *PSL*

SUBJECT: GMSD COMPUTER PURCHASE

INTRODUCTION:

The specific action requested of the Board is to purchase computers from Apple, Inc. for the Germantown Municipal School District (GMSD) Central Office in an amount of \$12,699.00.

BACKGROUND:

The Board of Mayor and Alderman approved a budget to get the GMSD Central Office space up and running in fiscal year 2014. Included in the budget projections were printers, copiers, phones and computers for staff.

DISCUSSION:

With the August start date of classes fast approaching, GMSD staff finds the need to have newly acquired employees ready to begin work as soon as possible. This purchase will allow the GMSD Technology Supervisor to provide new employees computer access as soon as they report to work. The City is able to utilize State of Tennessee SWC34905 with Apple to realize the best discount available.

BUDGET AND STAFFING IMPACT:

Source of Funding:

<u>Fund</u>	<u>Line Item No.</u>	<u>Dept.</u>	<u>Line Item Description</u>	<u>Budget Balance</u>	<u>Recommended Expenditure</u>
Municipal Schools	015-1910-449-9480	Schools	Computers	\$423,940.99	\$12,699.00

VISION 2020:

Furnishing and equipping the central office supports Vision 2020 by providing financial assistance for top quality schools and supporting public education through our municipal school district.

ATTACHMENTS:

Apple, Inc Quote

PREPARED BY: Stephanie S. Logan

Stephanie S. Logan, Technical Services Coordinator

REVIEWED BY: Tony Fischer

Tony Fischer, Information Technology Director

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**DATE:** March 10, 2014**FROM:** Patrick J. Lawton, City Administrator *PJL***SUBJECT:** SUNGARD LEARNING CENTER

INTRODUCTION: The specific action requested of the Board is to approve an amendment to the existing contract with SunGard Public Sector for the addition of a learning center in the amount of \$15,300.00.

BACKGROUND:

The City first entered into an agreement in 1999 with SunGard Public Sector, formally H.T.E., when the Utility module we used was not Y2K compliant. The City added the Finance/Accounting, Payroll, Budgeting and Purchasing/Inventory modules the following year. The system was further upgraded to a hosted platform in 2009 adding several additional modules.

DISCUSSION:

Technology has advanced significantly over the years. This advancement in technology requires the City to continue to upgrade and train employees in order to communicate effectively. The addition of this learning center will allow the City to empower employees to a higher level while tracking the education process.

Features of the plan include:

- Organization-specific training & development web site
- Web hosted and administered by SunGard Public Sector
- Learning events administered on the web site by SunGard Public Sector.
- Site incorporates the City's non-SunGard Public Sector related learning events
- Manager function to assign, track and monitor employee learning activity
- Access to SunGard Public Sector learning events
 - Web conference classes (webinars)
 - On-demand classes (recorded, self-paced, 24-7 availability)
 - User group conference learning events
 - Regional learning events
- Access to non-SunGard Public Sector on-demand learning events
 - Desktop application topics (Word, Excel, Outlook, Photoshop, PC introduction, etc.)
 - Business & Professional Development topics (Time management, project management, teamwork, coaching, stress management, etc.)
 - Health & Safety topics (OSHA 10, first aid, driver safety, hazardous materials, etc.)
 - Information Technology topics (Windows 7, SQL, Sequel Server 2008, programming languages, networks, etc.)
- Access to 80-hours of private onsite or one-on-one web based customized training annually for the City (travel not included)



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 10, 2014

FROM: Patrick J. Lawton, City Administrator *PSL*

SUBJECT: VIDEO STREAMING UPGRADE

INTRODUCTION:

The specific action requested of the Board is to authorize the mayor to execute a contract for an upgrade to the existing streaming hardware and software in an amount of \$15,399.88.

BACKGROUND:

In December of 2009, the Board of Mayor and Aldermen approved a contract with Granicus, Inc. for video streaming services. The contracted amount included the purchase of hardware, software and professional services.

Video streaming services are currently accessible via the City web site for the Board of Mayor and Aldermen meetings, Planning Commission meetings, and the Design and Review Commission meetings.

DISCUSSION:

Since implementation, mobile use and technology has advanced significantly. In order to reach out to the citizens on as many platforms as possible, the City will need to upgrade the current software and hardware in place. The original hardware is no longer under maintenance and is unable to support Live or On-demand streaming to mobile devices.

In addition to streaming capability to mobile devices, this upgrade will allow unlimited streaming of additional meeting bodies, training for those employees using the upgraded system and hardware maintenance.

One Time Expense		\$4,600.00
Existing Recurring Expense	12 x \$699.99	\$8,399.88
New Recurring Expense	12 x \$200.00	\$2,400.00
TOTAL		\$15,399.88

BUDGET AND STAFFING IMPACT:

Source of Funding:

<u>Fund</u>	<u>Line Item No.</u>	<u>Dept.</u>	<u>Line Item Description</u>	<u>Budget Balance</u>	<u>Recommended Expenditure</u>
General	010-1510-416-2630	IT	Equip. Maint	\$460,822.15	\$10,799.88
General	010-1510-416-3900	IT	Non Cap Assets	\$59,000.00	\$ 4,600.00

VIDEO STREAMING UPGRADE

March 10, 2014

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VISION 2020:

TOP-QUALITY FACILITIES, PARKS AND INFRASTRUCTURE: City facilities are designed for operating effectiveness and long-term sustainability.

ATTACHMENTS:

Granicus, Inc. price quote

PREPARED BY: Stephanie S. Logan

Stephanie S. Logan, Technical Services Coordinator

REVIEWED BY: Tony Fischer

Tony Fischer, Information Technology Director

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

PROPOSED MOTION(S), RESOLUTION(S), OTHER ACTION:

To authorize the mayor to execute a contract for an upgrade to the existing streaming hardware and software in an amount of \$15,399.88 and declare the old hardware surplus.

BOARD ACTION: MOTION BY:

SECONDED BY:

VOTE/TOTAL	MARCOM	DRINNON	PALAZZOLO	OWENS	JANDA	GOLDSWORTHY
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 10, 2014

FROM: Patrick J. Lawton, City Administrator *PSL*

SUBJECT: PROXIMITY CARD ACCESS – FLEET SERVICES

INTRODUCTION:

The specific action requested of the Board is to authorize the mayor to execute a contract for the installation of a proximity card access system with Tyco Integrated Security in an amount of \$13,944.17 using the NJPA Cooperative Purchasing Agreement at the Fleet Services building located at 7726 Southern Avenue.

BACKGROUND:

In 2003, the City of Germantown applied for a Homeland Security Grant in the amount of \$50,000.00 for a security system to protect our Public Safety Communications Center. The Public Safety Communications Center is located near the center of the Municipal Center and all exterior doors were included. The security system specifications were prepared by the City of Germantown and were bid by the Department of Homeland Security District 11. ADT Security Services, Inc. was the low bid that met specifications. Additional funding in the amount of \$9,273.00 was approved by the Board of Mayor and Aldermen to come from the Federal Drug Fund. In March, the Department of Homeland Security agreed to cover the additional \$9,273.00 balance thereby eliminating the need for additional funding from the Federal Drug Fund.

Since the initial installation, additional buildings and doors have been added to the same proximity card access and closed circuit camera system. Facilities include: Park restrooms, Public Services Complex, Finance, Courts and Fire Station 4 are the main areas that have been added over the years.

DISCUSSION:

Under the construction contract, ViktorHall, the City's Contractor for the Fleet Services building, is responsible for the installation of all electrical wiring including power and lighting. In addition, the Contractor is responsible for providing conduit for all data, phone and proximity card access. Within the construction contract, it is the City's responsibility for installing the low voltage wiring and components for communications along with entrance control equipment.

The City was able to secure NJPA pricing and installation for all of the card access equipment needed for the Fleet Services building through Tyco Integrated Security (previously ADT Security Services). This is the same local vendor that has installed the system throughout the other City buildings.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 10, 2014

FROM: Patrick J. Lawton, City Administrator *PL*

SUBJECT: AUTHORIZE PAYMENT TO GERMANTOWN BOARD OF EDUCATION

INTRODUCTION: The purpose of this agenda item is to appropriate funding in the amount of \$8,000.00 to the Germantown Board of Education to fund specified expenses incurred during the current fiscal year.

BACKGROUND:

In June, 2013, the Germantown Board of Mayor and Aldermen approved the fiscal year 2014 budget, including approximately \$2.5 million designated for municipal schools. These funds were approved with the understanding that the Germantown Board of Education (GBoE) and Germantown Municipal School District would have expenses related to school start-up. The Board of Education has no budget aside from the amount allocated by the City.

DISCUSSION:

City staff continues to assist the Germantown Board of Education and has worked recently to set up checking accounts and a chart of accounts. If approved, the proposed payment would be transferred into this account. This arrangement allows for a clear division between City employees and employees of the Germantown Board of Education and allows the GBoE to fulfill the obligation to contract for legal services.

The proposed payment would cover expenses associated with office supplies through June 30.

BUDGET AND STAFFING IMPACT:

Source of Funding:

<u>Fund</u>	<u>Line Item No.</u>	<u>Line Item Description</u>	<u>Budget Balance</u>	<u>Recommended Expenditure</u>
Municipal Schools	015-1910-449.3101	Office Supplies	\$8,867.00	\$8,000.00

VISION 2020:

Lifelong Learning

- Creation of a special school district for Shelby County and Germantown that has the governance and decision making closer to the community
- Top-quality public education (best in Tennessee) that prepares graduates to be responsible adults and for higher education for twenty-first century jobs
- Fiscal year 2014 strategic plan goal: Establish municipal schools

