



# CITY OF GERMANTOWN TENNESSEE

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## **FINANCIAL ADVISORY COMMISSION MEETING MINUTES**

Tuesday, April 22, 2014, 6:00 pm

Economic & Community Development Blue Conference Room  
1920 S. Germantown Road

**Members Present:** Sudhir Agrawal, Vincent Correale, Eddie Cox, Rik Ditter, Clint Hardin, Russell Johnson, Walter Krug, Howard Lasley, Frank Markus, Frederick Miller, Paul Mosteller, Harold Steinberg, Richard Wagoner, Mark Holland, , Christine Menzel Dale Stover, Sidney Kuehn, Julius Moody, Julie Klein, Alderman Rocky Janda

**Members Absent:** Glenda Brock, Jonathan Turner and Christy Gilmour

**Staff Present:** Patrick Lawton, Ralph Gabb, Sherry Rowell, Adrienne Royals, Jessica Brown, o, Pam Beasley, Natalie Ruffin, Craig Melton, Jeff Beaman, John Selberg, Richard Hall, George Brogdon, Lisa Marinos,

**Others Present:** Alderman Mike Palazzolo, Mary Anne Gibson, Brandi Miller and Kevin Young

### **CALL TO ORDER**

Chairman Moody called the April 22, 2014 Financial Advisory Commission meeting to order at 6:00 p.m.

### **ESTABLISHMENT OF A QUORUM**

Ralph Gabb called roll and announced that a quorum was present.

### **APPROVAL OF THE MINUTES**

#### **\*\*MOTION\*\***

Chairman Moody moved to approve the minutes from the April 1, 2014 Financial Advisory Commission meeting as presented. Mr. Hardin made a motion to approve the minutes, Mr. Lasley seconded and the motion passed unanimously.

Mr. Lawton spoke on some of the Special Revenue Funds. He advised that we are making progress on the consideration of the entire budget. He said that the General Fund will be presented to the Financial Advisory Commission at the next meeting (April 29, 2014). He also announced that this meeting's start time has been changed from 6:00 p.m. to 7:00 p.m. due to the annual "Education Celebration."

Mr. Lawton also advised that the only Special Revenue Fund that is not presented tonight is the Germantown Municipal School District (GMSD) budget. He explained that GMSD is still in the process of putting their budget together by working closely with City staff on key issues that need to be addressed. The Board of Mayor and Alderman are still hopeful that the Superintendent, Finance Director and Chairman of that body will be able to present the GMSD budget to them by next Wednesday (April 30, 2014) thereby making it available for presentation to the Financial Advisory Commission before the first reading on May 12, 2014.

### **STATE STREET AID FUND**

Mr. Lawton explained that this is a population based allocation received from the State and generated from the gas and diesel fuel tax however, to make the fund "whole" to use it for various functions the City also has to transfer money from the General Fund. For FY15, we anticipate receiving just over \$1million from the allocation plus \$1.5 million from the General Fund. This fund covers the expenses of city crews, street resurfacing, asphalt rejuvenation, street sweeping and street striping (8 miles) and streetlight electricity.

### **AUTOMATED ENFORCEMENT FUND**

Mr. Lawton advised that the photo enforcement cameras are down until we can go in and analyze those intersections that are prone to accidents. Also, the General Assembly has passed new legislation that requires any municipality to conduct an engineering study to determine which intersections throughout the community will support an automated enforcement camera based on the number of accidents, police observations, engineering issues, etc. Per Mr. Lawton, the study is underway now; we hope to have data back within the next six weeks so that the City can determine the best locations/intersections for these type cameras. Bids are in now from various vendors who can provide this service. Mr. Lawton said that it will probably be a sixty-forty split on the revenues generated with the vendor receiving sixty percent. The fund covers expenses for leasing automated enforcement equipment, the "Alive-at-25" program and a driver's education program and vehicle at Houston High School.

### **DRUG ASSET FORFEITURE FUND**

Mr. Lawton stated that the State and Federal law allows local governments and law enforcement agencies to receive the proceeds from personal property and cash if it is proven that those assets were used in criminal activities such as selling, manufacturing and the distribution of illegal drugs. State law requires that these resources be used in drug related law enforcement expenses such as supplies, special equipment, overtime for enforcement officers, high school drug education, drug dog expenditures and confidential informants. Mr. Law further stated the City of Germantown is very careful about the use of these funds in that everything that is purchased is in accordance with State and Federal law. In addition, at the end of the year there is a special audit that is conducted separate and apart from the City's audit.

### **PICKERING CENTER FUND**

Mr. Lawton advised that the Pickering Center Fund is a rental facility that is managed by the City's Parks and Recreation Department. It is used for special classes, dances, bridge games, and cultural arts. It also provides programming for senior citizens. These funds are also used to pay instructors (70%) for all of the various classes.

### **RECREATION FUND**

Mr. Lawton said this fund is also managed by Parks and Recreation Staff. It includes recreation leagues such as youth basketball, adult softball, adult baseball, tennis, adult kickball, croquet, sports camps, cheerleading, community education and the Mayor's Cup 5K. Related expenses are dedicated to paying the part-time coaches and officials, uniforms, sports equipment and trophies/awards. This fund will also be used to provide an after school program for GMSD.

### **FEDERAL ASSET FORFEITURE FUND**

Per Mr. Lawton, this fund is very similar to the Drug Asset Fund. It involves a portion of police salaries where officers are rotated in and out of special operations and task force programs. Expenses include needed resources and personnel training. Revenues are received from the Federal Government and based upon the City's assistance and participation on forfeiture cases. Revenues are also obtained from asset forfeitures. Federal Law requires money seized from assets to be placed in a separate fund.

### **REACH AFTER SCHOOL PROGRAM PROPOSAL**

Recreation Superintendent Natalie Ruffin and Recreation Specialist Craig Melton of the Parks and Recreation Department presented on the REACH After School which is being managed under the umbrella of the Parks and Recreation Department (P&R). Ms. Ruffin advised that several months ago, the GMSD invited the Parks and Recreation Department to submit a program proposal to be their after school provider. Right now per Ms. Ruffin, they are in the design phase of the proposal and are focused on trying to make the program affordable while making sure that means are met for GMSD as well. In addition, they want to make sure that the program is student driven, meets the needs and interest of the participants, that quality staffing is provided and overall is well balanced creating new opportunities for a strong partnership. Per Ms. Ruffin, this program will focus on three components—Recreation, Education and Enrichment.

Mr. Melton spoke on the mission of this program. He said the mission of the REACH program is to find work-like activities during the after school hours that that students can take part in. The purpose is to offer healthy choices for the students to expand their creativity learn new skills, participate in physical activities and to have fun with their friends while they are doing so. Mr. Melton further stated that the program will be structured to be beneficial to the students and convenient for the parents in that it takes place immediately after school. He said the goals for the first year are to create a solid program structure, to coordinate effectively with the Municipal School District, and to implement the program at Dogwood, Farmington and Riverdale Elementary Schools. Per Mr. Melton, we are going to leave the existing REACH component as it is very effective. Mr. Melton then spoke on the REACH After School Program which will target those students that need a place to go after school. He advised that homework assistance, recreational programming and learning enrichment (optional), a snack and Fun Friday are some of things that will be offered. Mr. Melton further explained that the City will be responsible for the registration, record keeping, fee collection and the administration of the program. We will manage the employees, implement the training program, come up with a comprehensive marketing plan, secure funding from sponsors/civic organizations and monitor communications between the department, the participating schools and the school system. Mr. Melton said that they would be requesting that GMSD provide or offer any unused space for the program. The projected budget for this program is \$300,000 for incoming revenue and \$258,042 for total expenditures.

### **AMBULANCE FUND**

Fire Chief Mr. John Selberg gave a presentation on the Ambulance Fund. He advised that billing was slow at first but is now going well with revenues coming in at a pretty steady rate. As of today per Chief Selberg, \$877,602 has been billed out (net) and \$521,000 revenue has been received. He further advised that approximately \$166,000 in fees are pending; a debt collection RFP has being drafted and submitted to the Procurement Department for review. Transport fees which are about 25-40% lower than County private service fees are projected to increase by 3.5% in FY15. He said that other revenue projections for FY15 includes a 3% EMS call load increase annually, 1% in Medicare in January, 2014 and an increase in collections by the new debt collection service.

Chief Selberg spoke on customer service. He said that the true intent of the Ambulance program was to improve customer service. Paramedics are now able to stay with the patient all the way to the hospital and beyond. A post survey is sent to patients afterwards to rate the service that was provided. Per Chief Selberg, 92% rated us as outstanding with a score of 4.92 out of 5. He further advised that our cardiac arrest survival (ROSC) rate is 33% for all cardiac arrest (including flat line) and 53 % for workable rhythms. In FY15, Chief Selberg plans to add 3 paramedic/fire fighters to work eight hours per day. This will allow us to better handle multiple call periods and

reduce the impact on the fire engines by not requiring personnel to move over to the ambulance side as often. Chief Selberg stressed how much the Ambulance Budget is impacted by the Fire Budget in that \$1,000,000 was transferred from the General Fund last year to help start the Ambulance program. Savings for FY14 totaled \$563,235.

### **FARM PARK FUND**

Mr. Lawton said because of the revenues associated with supporting the Farm Park it has been recommended that this fund be treated as a Special Revenue Fund to get a better handle on the revenues that are coming in to cover the expenses for this expanded operation.

Ms. Pam Beasley, Director of the Parks and Recreation Department began by sharing some history of the Farm Park. She said that the Bobby Lanier Farm Park is a tract of land that used to be called Ocean View Farms. This property was purchased to expand the park system and capture the only parcel of private property in a 100+ acre track of public land. Starting in the fall of 2010 the Park and Recreation Commission began holding public hearings and work sessions to determine how this land should be used. The community said they wanted to keep the land green and that it should be used as some type of farm. The City then secured a professional design service to come up with a master plan. She further advised that the City has over 15 ongoing partnerships with local businesses, schools and universities, civic groups and non-profit organizations. Today we are in our third year of operation with our Community Garden Association which includes 70+ members who volunteer 2 hours every week. Ms. Beasley said the mission of the Farm Park is to serve as a working farm that demonstrates, promotes, educates and advocates sustainable and healthy living. During the park's first season nearly 14,000 visitors came through.

Ms. Beasley talked about the FY14 CIP request for the Hay Barn Pavilion. She said there was a misperception at the last meeting in that the City was trying to build a literal barn filled with hay. The Hay Barn space is a component of phase II and will serve as a support structure to the Farm. Per Ms. Beasley, it is called a hay barn to give the structure life; it is actually a three-sided outdoor pavilion used as a gathering place.

### **\*\*MOTION\*\***

Sidney Kuhen moved to approve the Capital Improvement Project for the Farm Park. Clint Hardin seconded the motion and the motion passed. 12 members voted yes and 5 members voted no.

### **\*\*MOTION\*\***

Paul Mosteller moved to approve the Special Revenue Funds. Russell Johnson seconded and the motion passed unanimously.

### **OTHER BUSINESS**

No other business.

### **ADJOURNMENT**

The meeting adjourned at 8:55 p.m.