



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, May 12, 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. National Public Works Week Proclamation
7. Citizens to be Heard
8. Donation – Germantown Police Department

Beer Board

9. Beer Permit – Circle K

Board of Mayor and Aldermen

10. Bio-filter Replacement – Poplar Estates Park
11. PSA – Design of Lateral G
12. Lease – Club Cardiovascular Fitness Equipment
13. Lease – Club Strength Fitness Equipment
14. Ordinance 2014-1 – Year-end Budget Adjustments - First Reading
15. Ordinance 2014-2 – FY15 Budget – First Reading
16. Ordinance 2014-3 – Real & Personalty Property Tax – First Reading
17. Resolution 14R06 – Revenue Anticipation Note and Repayment Agreement
18. Agreement for Loan Repayment
19. Resolution 14R07 - Thornwood PUD Outline Plan Approval
20. **CONSENT**
 - a. Riverdale Tennis Court Fencing
 - b. Annual Agreement – Ground Water Institute
 - c. Appointments to Germantown Education Foundation
 - d. Great Hall Lobby Flooring
 - e. Shelving and Storage Cabinets – Warehouse

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

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 12, 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 April 28, 2014..

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

To approve the minutes of the Board of Mayor and Aldermen Meeting held April 28, 2014.

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

VOTE/TOTAL	MARGOM	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: May 12, 2014

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

SUBJECT: BIOFILTER REPLACEMENT – POPLAR ESTATES PARK

INTRODUCTION:

The purpose of this agenda item is to consider approval of a construction contract with Chris Hill Construction Company in the amount of \$59,415.00 for replacement of the Biofilter at Poplar Estates Park, and approve Budget Adjustment Number 14-89.

BACKGROUND:

In March of 2005 the Board of Mayor and Aldermen approved the installation of an odor control unit in Poplar Estates Park to address the sewer odor problem that exists in the residential and park area. A 42” sewer outfall transverses the northwest section of the City south of Wolf River Blvd and crosses a drainage ditch at the west end of the park. A siphon at the ditch crossing creates an offensive smell, prompting many citizen and park patron concerns in the area. The odor control unit is no longer effective and in an effort to resolve the problem before the warm weather season, a professional services agreement was approved by the Mayor on February 14, 2014 with Allen & Hoshall to provide an effective and efficient solution.

The scope is to design a “built in place” Biofilter system using a wood chip medium contained in a concrete structure with a moist environment to provide odor control. To reduce project costs, the plan is to use existing piping, blower vent, electrical and water services in the design. The Sewer Division will maintain the odor control unit once the project is completed.

DISCUSSION:

A mandatory pre-bid meeting was held at the job site on April 15, and two contractors attended. The bid was advertised on the City website and sent to plan houses. There were two qualified bids received. After review of the qualified bid submittals, staff recommends the lowest qualified bid for the project.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**DATE: May 12, 2014****FROM: Patrick J. Lawton, City Administrator** *PSL***SUBJECT: PROFESSIONAL SERVICES AGREEMENT – WOLF RIVER LATERAL G DESIGN PHASE****INTRODUCTION:**

The purpose of this agenda item is to consider approval of a Professional Services Agreement (PSA) in the amount of \$161,412.00 with ETI Corporation to design and prepare construction documents for drainage improvements along Wolf River Lateral G.

BACKGROUND:

Several severe storm events in the late 1990's through early 2000's prompted the City to initiate Stormwater Master Plans in various areas of the City that had experienced flooding. Those areas included the Crestwyn Area in the southeast part of town, the Mimosa Gardens area in the mid-southern area of town, the Miller Farms area in the center of town and the Lateral G area in the northeastern area of town. These various stormwater master plans identified many infrastructure deficiencies that subsequently led to many drainage improvement projects through the early 2000's to present time. A few of those projects include the McVay Road stormwater detention facility, the Mimosa Gardens neighborhood drainage improvements project and Miller Farms ditch improvements.

Lateral G flows from south to north along the City of Germantown and Town of Collierville's common border. Emptying into the Wolf River, Lateral G carries stormwater runoff from approximately a 1,223 acre drainage basin. The City initially entered into a PSA with ETI in 2001 to perform a Stormwater Master Plan for the Lateral G drainage Basin. In late 2003 staff presented the findings and recommendations of that study to the BMA. The chosen alternative involved the construction of a high flow channel on the west side of Lateral G within a Memphis Light Gas & Water (MLGW). In May of 2004, the City entered into a PSA with ETI to finalize design and construction documents for this alternative.

At the 60% design milestone it was discovered that significant utility adjustments would be required. MLG&W estimated that these adjustments would cost upwards of \$200,000. The unexpected high costs of these adjustments and other concerns voiced from area residents and Houston High School representatives stalled the project.

On Feb. 6, 2013, FEMA identified and placed many of the existing homes and property along Lateral G south of Wolf River Boulevard in a Special Flood hazard Area (SFHA). This action caused a renewed interest in the project by the City and residents. The City included in its FY14 CIP a project to re-evaluate Lateral G with the goal of identifying alternatives that would eliminate or lessen the need to relocate major utilities while providing the maximum flood protection. The Re-evaluation Phase was completed in January of 2014. Four alternatives were identified that would remove all of the homes from the 100-yr flood plain. Each alternative has pros and cons. The alternatives were presented to the BMA in a Work Session in February 2014.

DISCUSSION:

In a follow-up BMA Work Session staff was instructed to proceed with the design phase of Lateral G Drainage Improvements. Staff recommended Alternative 3 which involves intercepting the drainage from Dogwood Grove Subdivision in a surface inlets/underground piping system on the western edge of the practice field, conveying that stormwater northward under Wolf River Boulevard (WRB) and into Lateral G on the north side (downstream) of WRB. Just to the east of the proposed pipe alignment, a parallel berm will be constructed along the pipe route. Also included are modifications to the inlet side of the existing reinforced concrete box (RCB) under WRB. Improvements to the ditch will include widening on the east side to provide additional storage capacity and bank stabilization. Although there will be inconvenience during construction, of all the alternatives, Alternative 3 provides the least amount of disruption to existing utilities, residents and Houston High School.

ETI's scope/fee proposal for the design phase is attached for your review. The scope adequately covers all tasks necessary to complete the design and prepare construction documents for the project and prepare all paperwork to apply for the Conditional Letter of Map Revision (CLOMR). In staff's opinion, the fee is reasonable for the amount of field and office work necessary for a project of this size and magnitude. Staff recommends approval.

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>
CIP	039-0000-400.25-40 DR1404	Drainage	Professional Services	\$164,753.00	\$161,412.00

City Stormwater Engineer Mr. Tim Bierdz will serve as project manager during the design phase.

VISION 2020:

This project supports the Vision 2020 objective of well planned, designed, constructed and maintained infrastructure.

ATTACHMENTS:

Vicinity Map
ETI's Proposal

PREPARED BY: Tim Gwaltney

Tim Gwaltney, City Engineer

REVIEWED BY: Lisa Piefer

Lisa Piefer, Procurement Director

REVIEWED BY: Butch Eder

Butch Eder, CIP Manager

REVIEWED BY: Butch Eder

Ralph Gabb, Finance Director

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

To authorize the Mayor to enter into a Professional Services Agreement with ETI Corporation in the amount of \$ 161,412.00 for design of improvements to Wolf River Lateral G.

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: 5/12/2014

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

SUBJECT: LEASE - CLUB CARDIO FITNESS EQUIPMENT

INTRODUCTION:

The purpose of this agenda item is to authorize the Mayor and Board of Aldermen to enter into a contract with Direct Fitness Solutions in the amount of \$1,900.00 annually to provide preventative maintenance for the state of the art athletic cardiovascular equipment, and an operating leasing agreement with Geneva Capital in the amount of \$142,061.40 annually for the Germantown Athletic Club.

BACKGROUND:

Germantown Athletic Club opened on February 19, 1990 with the mission to provide health and fitness services and programs to residents of Germantown and surrounding communities. Our goal to provide quality health and fitness services, as well as quality customer service relies heavily on quality fitness equipment and maintenance.

DISCUSSION:

The original bid was sent out on April 11, 2014 to provide a turnkey full service operating lease agreement for new commercial grade fitness cardiovascular equipment. The proposal was advertised on the City's website, sent to 777 e-notice subscribers and Eighteen (18) vendors. Six (6) vendors attended the mandatory pre-proposal meeting on April 17, 2014. Of the seven proposals received on April 29, 2014 through the competitive sealed proposal process, Direct Fitness Solutions, Inc. is the acceptable vendor for Preventative Maintenance in the amount of \$1,900 for and with Geneva Capital as the leasing company in the amount of \$142,061.40 annually for the 3 year operating lease term. Staff has reviewed the proposals and determined that this firm meets all of the operating lease requirements and best meets the Club's fitness needs. For additional information, please see attached RFP Report and Analysis.

All equipment (including motors, TV's, and other electrical ware items) and labor will be covered in leasing agreement by the leasing vendor, Geneva Capital. Maintenance will be provided by the equipment vendor, Direct Fitness Solutions and select staff will be trained to work and repair said equipment as well, in order in minimize downtime that we currently see. A parts depot consisting of ware items known to need to be replaced will also be included and restocked by the manufacturer. This will allow for reduced equipment down time due to the immediate availability of most replacement parts. All cardio equipment will be in leasing agreement for thirty six (36) months and lease payments will begin in FY15.

Leasing of equipment ensures that the facility has high quality cardio equipment with a built-in maintenance cost. Also, appearance and layout of new equipment will increase the efficiency of space, traffic flow, and potential of maintaining and increasing membership. Technology and trends in the fitness industry are constantly evolving and changing. The leasing aspect of equipment is the best option



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: 5/12/2014

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

SUBJECT: PURCHASE - CLUB STRENGTH FITNESS EQUIPMENT

INTRODUCTION:

The purpose of this agenda item is to authorize the Mayor and Board of Aldermen to enter into a contract with Direct Fitness Solutions in the amount of \$170,529.00 to purchase state of the art fitness strength equipment for the Germantown Athletic Club.

BACKGROUND:

Germantown Athletic Club opened on February 19, 1990 with the mission to provide health and fitness services and programs to residents of Germantown and surrounding communities. Our goal to provide quality health and fitness services, as well as quality customer service relies heavily on quality fitness equipment and maintenance.

DISCUSSION:

The original bid was sent out on April 11, 2014 to provide a purchase agreement for all new commercial grade strength equipment to include benches, bars, racks, dumbbells, weight plates, selectorized and plate loaded machines. With no electronics, and minimal or no moving parts, purchasing of this type of equipment is a more cost effective approach than leasing. The expected life span of this type of equipment paired with slower technological advancements means the Germantown Athletic Club can get a longer use than a three year lease option provides while still staying current with the strength equipment trends. Purchasing of the strength equipment also allows the Club to depreciate the assets and at the end of the life, sell them as surplus and put that money towards the next equipment purchase in the coming years.

Splitting out the cardio and strength also allows for a greater diversity in equipment selection. With the previous lease option for both cardio and strength, the City required a turnkey approach for both which limited the number of companies that could bid due to their product offerings.

The Bid was advertised on the City's website, sent to 777 e-notice subscribers and sent to eighteen (18) vendors. Six (6) vendors attended the mandatory Pre-Bid meeting held on April 17, 2014 The City received seven (7) bids from five (5) vendors. The City's selection was based on the vendor with the low bid that is the best qualified and responsive to the City's specifications. After a thorough evaluation of all bids, qualified staff determined there were only that there were only two (2) vendors that met the City's equipment specifications: Direct Fitness Solutions Bid No.1 and Dane Fitness. Of those two bids, **Direct Fitness Solutions** in the amount of **\$170,529.00** is being recommended for approval. Please see attached Bid analysis for more information.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 12, 2014

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

SUBJECT: ORDINANCE NO. 2014-1 YEAR-END BUDGET ADJUSTMENTS – FIRST READING

INTRODUCTION:

The purpose of this agenda item is to approve Ordinance No. 2014-1 on first reading. At the end of the fiscal year, a number of year-end budget adjustments are required to be made in order to avoid budget and fund overruns in the various funds.

BACKGROUND:

All of the expenditures being funded by the attached budget adjustments were approved under the City's purchasing policies and adhere to generally accepted accounting principle guidelines.

Budget Adjustments No. 14-96 and 14-98

- BA 14-96 Transfer fund balance to line items to pay for cafeteria plan expenses, compensation study expenses, driver's license check and telephone cost.
- BA 14-97 Reallocate telephone expense to legal expenses
- BA 14-98 Increase operating transfer from general fund to state street aid

DISCUSSION:

Typically at year-end, a number of budget adjustments are made to the various City funds, which realign operating expenses/expenditure accounts with actual activity. They recognize various overruns, underruns, project acceleration and deferrals that have already been brought to the Board of Mayor and Aldermen's attention and gained their approval.

Accounting transactions may cross separate funds and consequently require approval by ordinance.

VISION 2020:

This agenda supports the goals of Vision 2020 for Financial Sustainability. The action of this agenda item provides for the adequate resources to defined services and service levels. It allows for the actual cost of delivering City services to be defined and allocated

ORDINANCE NO. 2014-1 YEAR-END BUDGET ADJUSTMENTS – FIRST READING
May 12,2014

BUDGET AND STAFFING IMPACT:

The impact on the FY14 Budget is indicated on the individual attached budget adjustment form.

Prepared by: Ralph J. Gabb

Ralph J. Gabb, Finance Director

Reviewed by: Jessica Brown

Jessica Brown, Budget & Performance

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

To approve Ordinance No. 2014-1 for year-end budget adjustments on first reading and set Monday June 9, 2014 for second reading and public hearing.

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: May 12, 2014

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

SUBJECT: ORDINANCE 2014-2 An Ordinance to Adopt the FY2015 Budget – First Reading

INTRODUCTION:

The Board of Mayor and Aldermen are asked to consider on first reading the FY15 Proposed Budget, and to set Monday, June 9, 2014 for the second reading and public hearing. The Board's review and annual adoption of the budget is the single most important action taken by the Board every year..

BACKGROUND:

The FY15 Proposed Budget before the Board takes into consideration the Policy Agenda developed by the Board. The Financial Advisory Commission (FAC) has held several meetings with the staff to review each component of the budget including the financial policies, the entire General Fund, the Enterprise Funds and the CIP. In addition, the Personnel Advisory Commission (PAC) met several times during the budget development to consider the City's classification and compensation structure as well as employee benefits overall. The PAC's recommendation of a 3% merit adjustment is incorporated in the FY15 budget. The FAC has reviewed the budget and now it is being presented for adoption to the Board of Mayor and Aldermen.

DISCUSSION:

The Budget for all funds for FY15 totals \$118,360,450. The General Fund Operating Budget total \$44,893,300, the Enterprise Funds total \$17,443,459, Special Revenue Funds total \$46,635,391, Internal Service Funds total \$20,000 and the Capital Improvements Program for FY15 is \$9,368,300. During the Public Hearing, the Chairman for the FAC will present the Commission's recommendation regarding the Budget.

VISION 2020:

This agenda supports all the objectives under the Financial Sustainability goal within the Vision 2020 Plan. The FY15 Budget will secure adequate resources to support defined services and service levels, provide for financial reserves consistent with the City's Financial Policies and ensure the City's financial stability for the next fiscal year as well as through the planned period. The Budget defines service and service levels, outlines the costs of delivering the services and provides an ongoing evaluation of service delivery through detailed performance measurement.

**ORDINANCE 2014-2 An Ordinance to Adopt the FY2015 Budget – First Reading
May 12, 2014**

PREPARED BY: Sherry Rowell
Sherry Rowell, Sr. Budget & Performance Analyst

REVIEWED BY: Ralph Gabb
Ralph Gabb, Finance Director

REVIEWED BY: Adrienne Royals
Adrienne Royals, Sr. Budget and Performance Analyst

REVIEWED BY: Jessica Brown
Jessica Brown, Budget and Performance Analyst

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

To approve on first reading Ordinance No. 2014-2 establishing the FY15 Proposed Budget, and set Monday, June 9, 2014 for second reading and public hearing.

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: May 12, 2014

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

SUBJECT: RESOLUTION 14R06 REVENUE ANTICIPATION NOTE

INTRODUCTION:

The purpose of this agenda item is to approve Resolution 14R06 which allows the City to appropriate on behalf of the Germantown Municipal School District \$8,600,000 in Revenue Anticipation Notes.

BACKGROUND:

The City through state legislation created the Germantown Municipal School District (GMSD). Elections were held for the GMSD in November 2013 with the swearing in of elected school board officials in December 2013. The GMSD will receive funds from multiple sources of revenue. However, the revenue received will not be sufficient in the first several months to meet cash demands of the GMSD.

DISCUSSION:

The GMSD which was created in the winter of FY14 will have its first full year of operation in FY15. Sources of revenues for the school year of FY15 will come from the state, "Basic Education Program" for \$22.0 million in equal installments. City of Germantown will provide support of \$2.1 million in equal installment from the 15 cent of property assessed value. However, the average daily attendance from Shelby County support will not be received until the months of January, February and March 2015 from Shelby County property tax collections. The GMSD will not have enough funds to meet their projected cash demands in the first several months of operations. In order ensure the GMSD has sufficient funds the City of Germantown will borrow on a short term basis the money necessary to provide the GMSD with cash to pay their bills. A repayment schedule has been developed in which the GMSD will repay the City of Germantown all funds borrowed by June 1, 2015.

VISION 2020:

This agenda supports all the objectives under the Financial Sustainability and Quality of Life Plan within the Vision 2020 Plan – City government has sufficient, sustainable revenues to support defined services and service levels. The creation of a special school district for Shelby County and Germantown that has the governance and decision making closer to the community



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 12, 2014

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

SUBJECT: AGREEMENT FOR LOAN REPAYMENT

INTRODUCTION:

The action before the Board of Mayor and Aldermen is consideration of an agreement between the Germantown Board of Education and the City of Germantown for the repayment of a loan of funds obtained from issuance of the revenue anticipation notes previously authorized on tonight's agenda with the approval of Resolution 14R06.

BACKGROUND:

With the establishment of the Germantown Municipal School District (GMSD) in December 2013, staff within the City of Germantown and the GMSD began working on all of the various fiscal components and requirements for the school system. This analysis underscored the cooperation and coordination necessary between these two entities as well as the nature of the GMSD's fiscal dependency upon the City. This understanding led to the staff recommendation regarding Resolution 14R06 previously approved by the Board of Mayor and Aldermen.

DISCUSSION:

In the prior action taken by the Board of Mayor and Aldermen in regard to Resolution 14R06, it is clear that funds received from issuance of the notes will be used for meeting GMSD appropriations made during fiscal year 2015 in anticipation of GMSD's collection of revenues from the State of Tennessee and Shelby County. The repayment agreement attached to this agenda sheet will memorialize the various terms and conditions under which the Germantown Board of Education agrees to repay this loan to the City of Germantown. On Monday May 5, 2014 the Germantown Board of Education authorized their Board chairman and school superintendent to execute this loan agreement.

As stated, the agreement addresses all of terms and conditions related to repayment of the loan including the City's review of cash flow reports from GMSD and the repayment schedule within fiscal year 2015. The agreement also makes clear that the parties agree that the loan will not affect the City's maintenance of effort obligation to GMSD.

A copy of the loan agreement is attached to this agenda sheet.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 12, 2014

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

SUBJECT: Resolution 14R07 – Thornwood Planned Unit Development Outline Plan

INTRODUCTION: The specific action requested by the Board is to approve the Thornwood Planned Unit Development (PUD), as recommended by the Planning Commission.

BACKGROUND: The Thornwood PUD was rezoned to the T-5 and T-4 districts as part of the Germantown Smart Growth Plan in 2007. The Planning Commission approved the Thornwood PUD outline plan on April 1, 2014.

DISCUSSION: The Thornwood PUD is to be a multi-phased, mixed used development of retail, office, hotel and multi-family uses. It will incorporate an internal north-south and east-west axis street layout with a central round-about and an emphasis on pedestrian connections to the surrounding areas and to other phases of the project.

TOTAL SITE AREA 17 ac.

DEVELOPMENT PROGRAM:

Office, Retail and Restaurant Space	60,000 sq. ft
Hotel	108 rooms
Multi-family residential	570 dwelling units
Civic Space	0.5 acres
Green Space	0.5 acres

GERMANTOWN VISION 2020: The proposed PUD is consistent with the Germantown Vision 2020 goal for redevelopment in the heart of Germantown, including Goal 1, which calls for “mixed use (residential and on-residential) development in the heart of the City”.

BUDGET AND STAFFING IMPACT: Approval of the PUD will not immediately affect the City’s budget or time and effort commitments of City staff. The developer and his consultants will be able to file construction drawings for the actual development of the site. City staff will devote time to the review of those plans and the inspection of the construction work, which will be at least partially offset by the fees paid with the development contracts.

Prepared by: Wade Morgan _____
Wade Morgan, Chief Planner

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

PROPOSED MOTION: To approve Resolution 14R07 - the Thornwood PUD outline plan.

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

VOTE/TOTAL	MARGOM	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

ATTACHMENTS:

1. Vicinity Map
2. Thornwood PUD outline plan
3. Thornwood PUD plans for Phases 1 - 3
4. Planning Commission minutes – April 1, 2014
5. PUD Application and ownership disclosure
6. Resolution 14R07



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 12, 2014

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

SUBJECT: RIVERDALE TENNIS COURT FENCING

INTRODUCTION:

The purpose of this agenda item is to consider approval of a construction contract with West Memphis Fence & Construction Co., Inc. not to exceed \$20,000.00 for replacement of fencing and windscreen at the Riverdale tennis courts, and approve Budget Adjustment Number 14-90.

BACKGROUND:

Funding was approved in the FY14 Infrastructure Replacement Budget to replace weak posts, chain link fencing and windscreen surrounding the tennis courts at Riverdale Park. The existing fence was installed in the mid 80's and over time has become unsightly and unsafe due to weather, rust and use.

DISCUSSION:

This bid was advertised on the City's website and plan houses. Two qualified bids were received and staff recommends selection of West Memphis Fence & Construction Co., Inc. for removal of existing wire, rails and windscreen surrounding the Riverdale tennis courts. The contractor will straighten line posts and paint with galvanized paint before installation of new wire, rails and windscreen for the base bid of \$18,240.00. However, staff recommends an amount not to exceed the budget of \$20,000.00 to allow for the replacement of up to eight posts due to rust or breakage during the process of heating and straightening the post at a cost of \$197.00 per post. (Please see Bid Analysis attached.)

VISION 2020:

This project supports the Vision 2020 goal of top quality parks facilities designed for operation effectiveness and long-term sustainability, offering athletic complexes with quality tennis courts for competitive and recreational opportunities.

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>
IRP	010-3010-430.94-90	Public	Riverdale	\$20,000.00	Not to exceed
	IR1415	Services	Tennis Court Fencing		\$20,000.00

Robert Childs will serve as Contract Administrator.

ATTACHMENTS:

Bid Analysis/Budget Adjustment

PREPARED BY: Robert Childs

Robert Childs, Contract Administrator

REVIEWED BY: Bo Mills

Bo Mills, Public Services Director

REVIEWED BY: George Brogdon

George Brogdon, Community Services Divisional Director

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

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

To authorize the Mayor to enter into a contract with West Memphis Fence & Construction Co., Inc. not to exceed the amount of \$20,000.00 for the replacement of fencing and wind screen at the Riverdale tennis courts, and approve Budget Adjustment Number 14-90.

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: May 12, 2014

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

SUBJECT: ANNUAL AGREEMENT – GROUND WATER INSTITUTE

INTRODUCTION:

The purpose of this agenda item is to consider approval of a service contract renewal with the University of Memphis Ground Water Institute in the amount of \$16,100.00 for independent expertise in the area of ground water management.

BACKGROUND:

This fee provides funding for a technical staff that consults with local utility officials on water system issues. The GWI updates and maintains a comprehensive well head protection well field report per State of Tennessee guidelines and an expanded well field data base and geologic mapping of the regional aquifer system.

DISCUSSION:

The Ground Water Institute has offered to continue services with the City by acting as an independent expert in the ground water area. This relationship provides access to the data base for contaminate source inventory, well head protection contingency plan revisions, GIS technical support, census data source and USGS water testing programs. GWI has started an Educational Outreach Program, working with local schools to assist with in service training to prepare middle school teachers with a groundwater option program. Summaries of the Institutes activities are in each quarter's Environmental Cabinet report.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 12, 2014

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

SUBJECT: GREAT HALL LOBBY FLOORING REPLACEMENT

INTRODUCTION:

The purpose of this agenda item is to consider approval of a construction contract with Carpet Contractors in the amount of \$20,938.32 for the replacement of the Great Hall Lobby Flooring and approve Budget Adjustment Number 14-93.

BACKGROUND:

The Great Hall was constructed in 2002 and the tile in the lobby is original with the carpet only having been replaced once. This project will replace both the tile and badly worn carpet in the lobby providing for an aesthetically pleasing entranceway into the facility.

DISCUSSION:

The specifications were completed by staff in March 2014. The project was advertised on the City's Website and the specifications were sent to the Plan Houses on April 14, 2014. Two contractors attended the Pre-Bid Meeting on April 23, 2014. Two contractors picked up construction specifications and two contractors submitted bids with Carpet Contractors submitting the lowest qualifying bid of \$20,938.32 including two add alternates. The bid analysis sheet is attached.

Staff recommends approval of the base bid and the two add alternates.

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>
IRP	044-4820-532.92-10 IR1423	Great Hall	Bldg. Improv.	\$20,939.00	\$20,938.32

Reynold Douglas and Butch Eder will serve as Project Managers.

VISION 2020:

This project supports the Financial Sustainability Goal 22 of maintaining and upgrading City facilities and the implementation of the 2005-2006 City Facility and Capital Assets Action Strategy.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 12, 2014

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

SUBJECT: FLEET SHOP STORAGE CABINET AND SHELVING

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase new open, bulk and modular drawer shelving systems from Grainger in the amount of \$27,974.47.

BACKGROUND:

On November 26, 2012 the Board of Mayor and Aldermen authorized the City to enter into a construction contract with VictorHall Construction, LLC for construction of a new Fleet Services facility. Associated funds are identified for furniture, fixtures, and equipment (FF&E) in the Capital Improvement Program that were approved during the FY14 budget process.

DISCUSSION:

The City utilized a cooperative purchasing agreement through National Joint Powers Alliance (NJPA) to procure pricing from Grainger for the shelving systems. National cooperative contracts provide considerable time and resource savings for participating member agencies and streamline the contracting processes and maximize efficiencies.

The State of TN Statue 12-3-1008 & 1009 of Title 12 Public Property, Printing and Contracts Chapter 3 Public Purchases Part 10 Local Governments mandates how municipalities can utilize these cooperatives. Because not all cooperative purchasing agreements are the same, purchasing staff has researched many of the national cooperatives to insure that they follow similar bidding practices to the state and local statutes and requirements for purchasing. As a result, staff was able to review the business practices and procedures for the National Joint Powers Alliance (NJPA) purchasing cooperative and approve them for use in the procurement of the new storage cabinets and shelving.

NJPA establishes a legal paper trail for the municipalities, justifying the City's contract purchasing decision. At no cost to the City, NJPA membership provides access to competitively bid national cooperative contracts, procured by a national municipal contracting agency. These contracts leverage national volume pricing and provide NJPA members with the desired vendor choices.

Every state government entity has a purchasing level at which public agencies are required to "go out to bid." NJPA has nationally solicited, evaluated and awarded contracts through a competitive bidding process on behalf of its members. These contracts can be leveraged by municipalities under the authority of NJPA's enabling legislation and your state's procurement laws and/or Joint Powers Authority. These laws allow access to NJPA's contracts and procurement process to satisfy your local/state bidding requirements, avoiding duplication of the process. Through the NJPA contract staff was able to get price quotes for this type of storage cabinets and shelving.

