



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, June 9, 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. Proclamation – Arbor Day Poster Winner
7. Citizens to be Heard
8. Public Hearing - Ordinance 2014-1 – Year-end Budget Adjustments – Second Reading (PJL)
9. Public Hearing - Ordinance 2014-2 – FY15 Budget – Second Reading (PJL)
10. Public Hearing - Ordinance 2014-3 – Real & Personalty Property Tax – Second Reading (RG)
11. Ordinance 2014-8 – Amendment to Section 23-88 – Parking in Residential Districts (WM)
12. PSA (Environmental Phase) Germantown Road Realignment (TG)
13. PSA (Environmental Phase) WRB/Germantown Road Intersection Improvements (TG)
14. Animal Shelter Expansion – Construction Contract (Bo)
15. SunGard Annual Maintenance (TF)
16. Library Roof (RD)
17. GPAC Stage Flooring (RD)
18. GMSD Funding (RG)
19. **CONSENT**
 - a. Network Annual Maintenance (TF)
 - b. Copy Machine Lease Agreement (LP)
 - c. Fire Hose Purchase (EB)
 - d. Safety City Donation (JS)
 - e. Donation – Parks & Recreation (PB)
 - f. Purchase of Utility Trailer (

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: June 9, 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: June 9, 2014

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

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 May 12, 2014.

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

To approve the minutes of the Board of Mayor and Aldermen Meeting held May 12, 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:** June 9, 2014**FROM:** Patrick J. Lawton, City Administrator *PJL***SUBJECT:** ORDINANCE NO. 2014-1 YEAR-END BUDGET ADJUSTMENTS – SECOND READING**INTRODUCTION:**

The purpose of this agenda item is to approve Ordinance No. 2014-1 on second 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, 14-97, 14-98, 14-101, 14-102, 14-103, and 14-111

- BA 14-96 Transfer fund balance to line items to pay for cafeteria plan expenses, compensation study expenses, driver's license check, creation of a new cash balance retirement plan and telephone costs.
- BA 14-97 Reallocate telephone expense to legal expenses
- BA 14-98 Increase operating transfer from general fund to state street aid
- BA 14-101 Transfer funds to cover Poplar Estate Walking Trail project, B&P furniture fund balance, election expense moved to Special Revenue fund and local sales tax moved to general fund
- BA 14-102 Increase Great Hall transfer
- BA 14-103 Move operating transfer from general fund to fire fund to cover ambulance purchase
- BA 14-111 Debt issuance for series 2013.

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 – SECOND READING
June 9, 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 second reading.

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:** June 9, 2014**FROM:** Patrick J. Lawton, City Administrator *PSL***SUBJECT:** **ORDINANCE 2014-2 An Ordinance to Adopt the FY2015 Budget – Second Reading – Public Hearing****INTRODUCTION:**

The Board of Mayor and Aldermen are asked to consider on second reading the FY15 Proposed Budget, and to conduct a 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. Between the first and second reading several amendments to the budget are being presented to the Board for consideration and if approved with the second reading of the ordinance, will be incorporated into the budget ordinance on third and final reading. These amendments are listed on Exhibit A to attached to this agenda sheet.

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 – Second Reading – Public Hearing
May 12, 2014**

PREPARED BY:

Sherry Rowell, Sr. Budget & Performance Analyst

REVIEWED BY:

Ralph Gabb, Finance Director

REVIEWED BY:

Adrienne Royals, Sr. Budget and Performance Analyst

REVIEWED BY:

Jessica Brown, Budget and Performance Analyst

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

To approve on second reading Ordinance No. 2014-2 and the budget amendments as set forth in Exhibit A establishing the FY15 Proposed Budget.

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: June 9, 2014

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

SUBJECT: Ordinance 2014-08 – Amendment to Germantown Code of Ordinances, Section 23-88 - Parking in Residential Districts – First Reading and Set Public Hearing

INTRODUCTION: The purpose of this agenda item is to approve on first reading an amendment to the regulations on the placement of front yard parking within residential 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 second reading on July 14, 2014.

BACKGROUND: Germantown's current regulations prohibit parking within the required front yards of residential lots. The only exception is in the case of a circular driveway. The Board of Zoning Appeals has requested that staff and the Planning Commission discuss an amendment to this requirement. The Planning Commission recommended approval of the amendment on May 6, 2014.

Following are the current regulations:

Sec. 23-88. Driveways.

- (a) *Maximum width.* The maximum width of a driveway in the required front yard shall be 24 feet at the apron with a maximum driveway surface width of 18 feet, except that for houses that require additional width to accommodate garage/carport access, driveways may be up to the width of the garage/carport within 20 feet of the garage/carport. **No parking spaces shall be permitted within the required front yard.**
- (b) *Parking spaces.* Parking spaces constructed in a legal location and of a permitted material prior to the effective date of this section shall be permitted and may be maintained in their current location.
- (c) *Nonconforming driveways.* Any driveway installed according to the ordinances in effect at the time of installation may be maintained, repaired or replaced in its present configuration. However, no driveway may be altered except in conformity with the provisions of this article.
- (d) *Driveway permits.* It shall be unlawful to commence the installation or alteration of a driveway until the city engineer or his designated representative has issued a permit for such work. Applications for driveway permits will be available at the offices of the city. The city engineer may require the owner to provide an official signed and sealed survey, by a land surveyor in the State of Tennessee, in order to determine the appropriateness of the application for a permit.
- (e) *violation and penalty.* Any person violating any provisions of this article shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished as provided

in section 1-10. Each day's continuance of a violation shall be considered a separate offense. The owner of any premises, or part thereof, where anything in violation of this article shall be placed, or shall exist, and any person who may have knowingly assisted in the commission of any such violation, shall be guilty of a separate offense. Persons in violation of this article may also be subject to injunctive proceedings.

(Ord. No. 2005-9, § 12, 9-23-05)

DISCUSSION: Staff researched other community's regulations on front yard parking for comparison purposes and found that most cities simply require vehicles to be parked on some form of hard service with an identifiable edge. Gravel is not an acceptable surface in those situations. Some communities limit the area of front yard pavement to a percentage (40% in several cases) or a set area. Raleigh, North Carolina allows parking pads within the front yard but requires either a berm or landscaping whenever a parking space is designed to be within 45 degrees of the public street. Staff suggests that Germantown's current prohibition be replaced with a similar requirement for landscaping. The proposed language is shown in red in the following draft amendment and examples of allowed and prohibited situations are attached.

VISION 2020: Approval of the revisions to the residential parking regulations is consistent with Goal 12: Enhanced Residential Neighborhoods, and its goal of "well-maintained homes and landscaping".

BUDGET AND STAFFING IMPACT: ECD staff (Planning staff, Code Officers, Construction Inspectors) have spent much time talking to homeowners and contractors who have constructed or want to construct additional parking within their front yard. The recommended amendment will simplify the requirements, in corner lot situations, for adding that parking space.

Prepared by: Wade Morgan
Wade Morgan, Chief Planner

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

PROPOSED MOTION: To approve on first reading ordinance 2014-08, which will amend the regulations in Section 23-88 of the City Code on parking in residential areas, and set July 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

ATTACHMENTS:

1. Proposed Amendments
2. Planning Commission minutes – May 6, 2014
- 3 - 7: Possible situations



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 9, 2014

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

SUBJECT: GERMANTOWN ROAD REALIGNMENT – PROF. SERVICES AGREEMENT

INTRODUCTION:

The purpose of this agenda item is to consider approval of a Professional Services Agreement in the amount of \$58,000.00 with Kimley-Horn and Associates, Inc. (KHA) for the Germantown Road Realignment Project.

BACKGROUND:

Significant development and re-development within the Smart Growth Area is anticipated in the near future. In an effort to decrease vehicular traffic congestion and provide safer pedestrian and bicycle movement within the central business district, realignment of Germantown Road immediately north of the railroad tracks with West Street was proposed in the Smart Growth Plan in 2007 (please see attached graphic). The proposed realignment of Germantown Road (S.R. 177) consists of realigning the existing roadway to the west to connect the offset legs of Germantown Road (please see attached graphic). A new signalized intersection would be constructed north of the Norfolk Southern Railroad to accommodate West Street and Old Germantown Road traffic.

Kimley-Horn and Associates was selected for Phase I of this project, a feasibility study, which was concluded in 2008. In January of 2009 the feasibility results were presented at the BMA retreat. Staff received favorable feedback from the BMA to proceed to Phase II, the design phase. KHA was retained as the City's consultant to provide design services and prepare construction documents for the project. The plans were prepared to approximately the 90% complete stage and submitted in October 2010 for review and comment. Due to a significant slowdown in the economy from 2008-2010 in which very little private development was occurring, and the fact that the Germantown Road Realignment project would qualify for federal/state funding, the City decided to place the project on hold in 2010.

DISCUSSION:

The City requested funding for this project utilizing Surface Transportation Program (STP) funds through the Memphis-MPO. The project ranked sufficiently high to be funded in the current (2014-2017) Transportation Improvement Program (TIP). Typically, STP projects are 80% federal/20% local responsibility. However, since a significant portion of this project is on a state route, TDOT has agreed to cover half the local match requirement. Therefore, the City will be reimbursed 90% of project expenditures.

Since the project originally began as a City project and is now being converted to a federally funded, locally managed project, the City must back up and repeat a few steps. One of those steps that must be repeated is to re-advertise for engineering services. The City received a notice to proceed (NTP-attached) to the environmental phase from TN Department of Transportation (TDOT) on March 6, 2014. The

**Germantown Road Realignment – Professional Services Agreement
June 9, 2014**

City publically advertised for professional services in the Commercial Appeal on March 16, 2014 with a due date for Statements of Qualifications (SOQ's) of April 2, 2014. Five (5) SOQ's were received by the due date and distributed to the selection committee consisting of representatives from the Engineering and Public Services Department and the CIP Manager. The selection committee unanimously chose Kimley-Horn as the most qualified firm for this project. Their previous involvement, knowledge base and project understanding was reflected in their SOQ and made them the obvious choice to complete the work they began. The selection results are attached.

City staff met with the Kimley-Horn team on April 23, 2014 to discuss the scope of the project. The results of that meeting are described in the attached scope and fee proposal. The scope adequately addresses the needed tasks to complete the Germantown Road Realignment project environmental phase and we believe the fee to be reasonable for a project of the magnitude and complexity.

The timeline for the remaining project phases as well as cost estimates are as follows:

- FY15 Preliminary Design \$80,000*
- FY16 R.O.W. Acquisition \$2,400,000*

*90% federal/10% local responsibility.

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	030-0000-400.25-40 MR1402	Major Roads	Professional Services	\$58,000.00	\$58,000.00*

Tim Gwaltney, City Engineer will serve as Project Manager, point of contact throughout the environmental and design phase

*As invoices are received and approved, the City pays the invoices at 100%. Upon proof of payment to the consultant is received, the City then requests 90% reimbursement from TDOT with proper backup information.

VISION 2020:

This project supports the Vision 2020 objective of well planned, designed, constructed and maintained infrastructure as well as the safe, efficient and ease of mobility of the traveling public.

**Germantown Road Realignment – Professional Services Agreement
June 9, 2014**

ATTACHMENTS:

Professional Services Scope/Fee Proposal.
Vicinity Map
TDOT Notice to Proceed
Selection Team Results

PREPARED BY: Tim Gwaltney

Tim Gwaltney, P.E., City Engineer

REVIEWED BY: Butch Eder

Butch Eder, CIP Manager

REVIEWED BY: Lisa Piefer

Lisa Piefer, Procurement Director

REVIEWED BY: Ralph Gabb

Ralph Gabb, Finance Director

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

To authorize the Mayor to enter into a Professional Services Agreement with Kimley-Horn and Associates, Inc. in the amount of \$58,000.00 for the Germantown Road Realignment Project.

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: June 9, 2014

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

SUBJECT: WOLF RIVER BOULEVARD GERMANTOWN RD. INTERSECTION IMPROVEMENTS PROJECT – PROFESSIONAL SERVICES AGREEMENT

INTRODUCTION:

The purpose of this agenda item is to consider approval of a Professional Services Agreement in the amount of \$49,785.00 with Buchart-Horn, Inc. (BH) for the Wolf River Boulevard/Germantown Rd. Intersection Improvements Project.

BACKGROUND:

The intersection of Wolf River Boulevard and Germantown Road (S.R. 177) is one of the most heavily congested intersections within the entire Memphis-MPO area. The latest available volume counts indicate an Annual Average Daily Traffic (AADT) of over 75,000 veh/day. Excessive delays at all times of the day prompted the City of Germantown to request federal funding for improvements to add capacity and increase efficiency of the intersection.

The City requested funding for the project utilizing Surface Transportation Program (STP) funds through the Memphis-MPO. The project ranked sufficiently high to be funded in the current (2014-2017) Transportation Improvement Program (TIP). Typically, STP projects are 80% federal/20% local responsibility. However, since the bulk of the project is on a state route, TDOT has agreed to cover the 20% local match requirement. Therefore, the City will be reimbursed 100% of project expenditures.

DISCUSSION:

TDOT issued the City a notice to proceed (attached) to the Preliminary Engineering/Environmental Phase of the project on March 6, 2014 at which point the City immediately publicly advertised for engineering and inspection services with a due date of April 2, 2014 for statements of qualifications (SOQ's) from interested firms. Seven (7) SOQs from interested firms were received by the due.

Using Qualification Based Selection (QBS) criteria, the selection committee chose Buchart-Horn as the most qualified firm to provide the design services for the City. Please see attached evaluation form. BH has provided excellent design services for the City on previous projects and we have every confidence BH will provide excellent service for this project as well.

City staff met with the Buchart Horn team on April 23, 2014 to discuss the scope of the project. The results of that meeting are described in the attached scope and fee proposal. The scope adequately addresses the necessary tasks to complete the Wolf River Boulevard/Germantown Rd. Intersection Improvements Project environmental and design phases and is reasonable for a project of this size, magnitude and complexity.

**Wolf River Boulevard/Germantown Rd. Intersection-Professional Services Agreement
June 9, 2014**

Approval of this PSA will authorize the Preliminary Engineering/Environmental Phase of the project to commence in FY14 in the amount of \$49,785.00.

Please note that staff asked Buchart Horn to provide a preliminary design fee. The preliminary design phase will not commence until after completion of the environmental phase which will be in FY15. The design fee is estimated at \$141,000.00. We will return to the BMA for approval of the design PSA at the appropriate time. Again, this is budgeted in FY15 and is 100% reimbursable.

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	030-0000-400.25-40 IO1405	Intersections	Professional Services	\$49,785.00	\$49,785.00*

Tim Gwaltney, City Engineer will serve as Project Manager, point of contact throughout the environmental and design phase

*As invoices are received and approved, the City pays the invoices at 100%. Once the City receives proof of payment to the consultant, the City then requests 100% reimbursement from TDOT with proper backup information.

VISION 2020:

This project supports the Vision 2020 objective of well planned, designed, constructed and maintained infrastructure as well as the safe, efficient and ease of mobility of the traveling public.

ATTACHMENTS:

Professional Services Scope/Fee Proposal
Vicinity Map
TDOT Notice to Proceed
Selection Team Results



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**DATE:** June 9, 2014**FROM:** Patrick J. Lawton, City Administrator *PSL***SUBJECT:** ANIMAL SHELTER EXPANSION AND RENOVATION CONTRACT**INTRODUCTION:**

The purpose of this agenda item is to consider approval of a construction contract with Barnes & Brower, Inc. in the amount of \$311,649.00 for Phase I of the Germantown Animal Shelter Expansion and Renovation Project and to approve Budget Adjustment Number 14-113.

BACKGROUND:

The Germantown Animal Shelter was constructed in 1981 and is in need of several structural improvements and an expanded area for animal intake and isolation prior to observation and standard testing from the veterinarian. The facility was expanded in 1999 to add a socialization room, veterinary observation / storage area and a small room for relocation of the cat cages. In 2009, the Board approved a contract for a new HVAC system and equipment platform. The outdoor dog runs were expanded and several drainage improvements were made on the north side of the building by Public Services staff.

The building has had several roof leaks and there is visual exterior wood and gutter damage. Many of the internal doors, walls and baseboards have corroded due to daily cleaning and sanitizing of the kennel areas. The isolation room is very small and located in an area no longer functional for housing sick animals. A renovation is critical for operational effectiveness and long term sustainability. A professional services agreement was awarded by the Board to Barge, Waggoner, Sumner and Cannon, Inc. in January of this year for the engineering and design services in preparation for this capital project.

The first phase includes modifications required for the expansion on the west side of the existing structure for the isolation kennels, outdoor runs with canopies, the relocation of the laundry room and minor modifications to meet ADA access requirements. The construction phase will also include new floor finishes, wall repairs, internal and external door replacements, ADA modifications that combine the two existing restrooms and required soil stabilization for the addition foundation. The expanded isolation/intake area will be approximately 630 square feet with a separate HVAC system isolated from the existing animal population and office administration area. Staff will provide onsite inspection for this project. The FY15 Budget requests funding for Phase II which will address additional expansion for storage, roof and external repairs, flooring restorations and a complete reconstruction of the outdoor runs.

DISCUSSION:

Eight contractors and sub-contractors attended a mandatory preconstruction meeting held on May 13, 2014 at the Public Services Complex. Bids were advertised on the City website, at plan houses and 784 vendors were sent an e-notification. Two qualified bids were received and Staff would like to recommend the low bid submitted by Barnes & Brower, Inc. for construction of the base bid, outdoor canopies, flooring resurface and an operable window. (Please see the Bid Analysis and Alternatives 1, 2 and 4.) Funding in the FY14 CIP Budget has been allocated for this project with the overage of \$45,549.00 funded by CIP contingency. Contractor bids in response to the specifications came in well over the consultant's estimate. It is difficult to find comparison pricing for this type of work. The budget



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**DATE: June 9, 2014****FROM: Patrick J. Lawton, City Administrator** *PL***SUBJECT: SUNGARD ANNUAL MAINTENANCE**

INTRODUCTION: The purpose of this agenda item is to request authorization to extend the 5-year software maintenance agreement with SunGard Public Sector for one additional year in the amount of \$199,171.87.

BACKGROUND:

SunGard is the integrated software suite used throughout the City to manage departmental operations such as HR, Payroll, Finance, Code Enforcement and Work Orders to name a few. The City of Germantown invested in SunGard Public Sector, Inc. during 1999 in anticipation of Y2K issues with the system in use at the time. Since implementation the City has added modules to assist City staff in providing not only accounting services but also utility billing, payroll and purchasing. The Board approved an upgrade to the system in 2009 that brought all users under the Naviline ASP (Application Services Provider) hosted environment and included the implementation of additional modules. The original maintenance agreement was for a 5-year term.

DISCUSSION:

The ASP environment is a web-based system whereby the data is housed by SunGard at the Atlanta data center. Staff accesses the system using a secured internet connection. The system is supported 24/7 with redundancy in Lake Mary, Florida. This environment provides immediate disaster recovery services. The ASP solution has been offered by SunGard since 2000 with over 150 clients. ASP also provides the following:

- 24/7 support and system monitoring by a dedicated technical support team
- Administration, backups, and system management
- All application server hardware and software upgrades
- Unlimited SunGard continuing education web conference training
- A secure, safe environment with built-in disaster recovery and business continuity services.

All changes to the software will be announced to users as they sign onto the system as "What's New". On-line training is available at any time at no additional charge.

Annual costs associated with the requested agreement extension will remain at the FY14 amount of \$199,171.87. Pending final approval of the FY15 Budget, staff will be recommending a system migration to the SunGard One Solution in the first quarter of the new fiscal year. If approved, any unused maintenance dollars approved for the Naviline ASP product will be applied to the new maintenance agreement for One Solution.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 9, 2014

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

SUBJECT: GERMANTOWN COMMUNITY LIBRARY RE-ROOFING

INTRODUCTION:

The purpose of this agenda item is to consider approval of a construction contract with B Four Plied in the amount of \$114,037.00 for the re-roofing of the Germantown Community Library and approve Budget Adjustment Number 14-103.

BACKGROUND:

The Germantown Community Library was constructed in 1996. During the fall of 2001, the roofing system received minimal manufacturer's warranty repairs due to improper installation. The 2001 roofing repairs addressed all roofing penetrations such as pitch pans and caps sheet blisters. In addition, the existing skylight was raised to the manufacturer's minimum recommended curb height of eight-inches.

Currently, the roofing system is in need of multiple repairs even though spot repairs have been ongoing over the past few years. The re-roofing project will address all of the identified areas of wet roofing insulation, cap sheet blisters, all penetrations on the flat section of the roof, and the skylight. In addition, the project will reduce opportunities for phone and network equipment damage due to roof leaks during heavy downpours.

DISCUSSION:

The specifications and drawing details were compiled by Tennessee Roofing Consultants (TRC) along with 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. Eight contractors attended the Pre-Bid Meeting on April 23, 2014. Eight contractors picked up construction specifications and three contractors submitted bids with B Four Plied submitting the lowest bid of \$114,037.00. The bid analysis sheet is attached.

The original budget for this project was \$100,000.00. A budget adjustment is necessary to fund the project as bid. According to the recommended contractor, the increase in material cost is the reason for the project cost to be over the budgeted amount.

Staff recommends approval of the low bid from B Four Plied. B Four Plied has performed several roofing jobs for the City of Germantown and is in good standing with the City of Germantown from previous project evaluations.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 9, 2014

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

SUBJECT: GERMANTOWN PERFORMING ARTS CENTER STAGE REPLACEMENT

INTRODUCTION:

The purpose of this agenda item is to consider approval of a construction contract with Sports Floors, Inc. in the amount of \$122,765.00 for the replacement of the Germantown Performing Arts Center's Stage.

BACKGROUND:

The Germantown Performing Arts Center has been in service for more than twenty years and its original stage is showing its age after two decades of wear and tear. It has numerous defects including cracks, holes and dead spots. In addition to being unsightly, the performance characteristics of the stage have diminished noticeably. Although it has been refinished several times over the years, it has reached the point that it needs to be replaced.

DISCUSSION:

It was originally anticipated that staff would prepare the specifications needed to bid the project. However, it became evident early on that this stage was not a typical floor replacement. There were numerous nuances and intricate details including the removal of the existing trap doors that required professional architectural services. Accordingly, the City hired Barge Waggoner Sumner & Cannon, Inc. on March 5, 2014 in the amount of \$4,830.00 to assist staff in preparing the specifications and construction drawings.

The bid package was completed at the end of April 2014, and the project was advertised on the City's Website and the specifications and plans were sent to the Plan Houses on May 7, 2014. Two contractors attended the Pre-Bid Meeting on May 14, 2014. Two contractors picked up plans and specifications and two contractors submitted bids with Sports Floors, Inc. submitting the lowest bid of \$122,765.00. The bid analysis sheet is attached.

Funding is included in the FY14 Capital Improvements Budget and staff recommends approval of the low bid from Sports Floors, Inc.

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	032-0000-400.93-01 GG1404	General Government	Other Improv.	\$172,585.00	\$122,565.00

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.

ATTACHMENTS:

Bid Analysis – COG2014-325
Budget Adjustment

PREPARED BY: Butch Eder

Butch Eder, CIP Manager

REVIEWED BY: Reynold Douglas

Reynold Douglas, General Services Director

REVIEWED BY: Paul Chandler

Paul Chandler, GPAC Executive Director

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

REVIEWED BY: Ralph J. Gabb

Ralph J. Gabb, Finance Director

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

To authorize the Mayor to enter into a contract with Sports Floors, Inc. in the amount of \$122,765.00 for the replacement of the Germantown Performing Arts Center's Stage.

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: June 9, 2014

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

SUBJECT: AUTHORIZE PAYMENT TO GERMANTOWN BOARD OF EDUCATION

INTRODUCTION:

The purpose of this agenda item is to appropriate funding in the amount of \$1,215,018 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 the 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:

The Germantown Board of Education has worked to set up their checking accounts and 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 pay all their bills.

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
Spec. Rev.	015-1910-449.11-10	GMSD	Super Salaries	\$346,046	\$ 346,046
Spec. Rev	015-1910-449-12-10	GMSD	Empl Wages	\$368,679	\$ 364,679
Spec. Rev	015-1910-449.14-60	GMSD	Workers Comp	\$ 1,854	\$ 1,854
Spec. Rev	015-1910-449.24-10	GMSD	Utilities	\$ 4,800	\$ 4,800
Spec. Rev	015-1910-449.25-40	GMSD	Consulting	\$ 45,021	\$ 45,021
Spec. Rev	015-1910-449.24-50	GMSD	Telephone	\$ 23,950	\$ 23,950
Spec. Rev	015-1910-449.94-80	GMSD	Computer Equip	\$399,607	\$ 399,607
Spec. Rev	015-1910-449.53.10	GMSD	Building Rent	\$ 77,664	\$ 29,061



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 9, 2014

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

SUBJECT: NETWORK ANNUAL MAINTENANCE

INTRODUCTION: The purpose of this agenda item is to renew a maintenance contract with Presidio Networked Solutions in the amount of \$19,756.14 for the City's internet firewalls, network hardware and phone system licensing.

BACKGROUND:

The City of Germantown currently has maintenance contracts for internet firewalls, network hardware and phone system licensing that provide connectivity to various City facilities. The current hardware was installed in 2009 and included a one-year maintenance contract. Presidio held the State-wide contract and subsequent renewal contracts were purchased from their company. Current network hardware was purchased in 2008 and included one-year maintenance contracts. Presidio held the State-wide contract and subsequent renewal contracts were also purchased from their company.

DISCUSSION:

The maintenance contracts will provide security through firewall filtering, coverage for the entire City network and licensing required for equipment associated with the City phone system. The contracts will provide support in maintaining the system's functionality and integrity should there be a malware, URL filtering or hardware failure. Presidio continues to hold the State-wide contract as a certified Cisco product provider. State of Tennessee Cisco Contract SWC# 385 Contract# 34841 reflects a 20% savings off standard maintenance pricing. Procurement staff has verified that the SWC contract is valid and in line with the City's Procurement process.

At this time the City's 17 locations are supported by 40 pieces of Cisco network hardware. The network is the core technology system for the City and allows for the following major services.

Accounting	Great Hall system
All desktop applications	Internet
CAD	Parks & Recreation system
Communications/dispatch	Payroll
Court system	Phone system
Email	Police/TBI system
Fire system	Procurement
Fleet system	Water Plant system
Germantown Athletic Club system	Taxes
GIS	Utilities
GPAC system	Website



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**DATE:** June 9, 2014**FROM:** Patrick J. Lawton, City Administrator *PJL***SUBJECT:** COPY MACHINES LEASE AGREEMENT**INTRODUCTION:**

The purpose of this agenda item is to authorize a three year agreement for the lease of Twenty-two (22) copy machines from NovaCopy, Inc. for an estimated annual cost of \$58,100.00.

BACKGROUND:

The Procurement staff reviews each year to see if is beneficial to bid out the copy machine lease. Due to the lack of sheet volume and small number of machines requested, it has been in the best interest of the City to utilize a larger entity for better volume pricing. As a result, the City has utilized the Shelby County Contract for the past eight years with great efficiency and cost.

Through this lease, new machines are provided to each department on their required speed, features, average monthly copies required. Cost requirements are as follows:

- Lease price of each machine is based on the unit cost per the bid contract.
- Service and supplies for the black & white copies are based on the unit cost per the bid contract.
- Service and supplies for the color copies are based on the unit cost per the bid contract.

DISCUSSION:

This year, Shelby County completed the competitive sealed bid process to secure pricing for over six-hundred (600) copiers which included language allowing cooperative purchasing by other municipalities. The County selected NovaCopy as their provider. After careful review of the Shelby County RFP #13-003-54 and contract, the Procurement staff recommends the lease of Twenty-two (22) Minolta copy machines from NovaCopy Inc. The term of the lease is for a three-year period before replacement of the machines. NovaCopy Inc. will provide equipment installation, training, service and supplies which include the equipment lease price, cost per copy for service and supplies per each page black and color machines. This covers all operating supplies except paper which is more cost efficient for the City to provide. The lease would begin on July 1, 2014 and will be funded in the FY 15 Budget. Staff would return each July to approve the annual amount.

VISION 2020:

This purchase supports the Vision 2020 Public Safety Plan Goal 3 and the objectives of having the right equipment and resources available to handle the emergency response and City Services and Finances Goal 22 of investing in maintaining and upgrading the City's facilities and infrastructure.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 9, 2014

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

SUBJECT: FIRE HOSE PURCHASE

INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase thirteen (13) sections of 5-inch, 3-ply nitrile rubber attack/supply from Dana Safety Supply hose in the total amount of \$7,040.00; eleven (11) sections of double-jacketed rubber lined 5-inch fire hose from EVS in the total amount of \$7,041.71; and ten (10) sections of 5-inch double jacketed, poly-lined fire hose from Safe Industries in the total amount of \$6,584.00; for a grand total of \$20,665.71.

BACKGROUND:

The Germantown Fire Department fire apparatus are required to carry a minimum of 1200 feet of supply fire hose to meet ISO requirements. Inventory history shows over the past ten years that a majority of our 5-inch fire hose has lasted considerably less than ten years. After an evaluation of the fire hose presently on the market, we are requesting the purchase of three different types of hose to assist with long range evaluation. This hose will replace fire hose that has failed over the past five years and is no longer in service. The fire hose we are requesting comes with a ten year warranty.

DISCUSSION:

The bid was advertised on the City's website, sent to 777 E-Notice Subscribers and five previous bidders. Five (5) bids were received. We recommend the low bids that meet specifications from three vendors:

Dana Safety Supply: 11 @ \$640.00 = \$7,040
EVS: 13 @ \$541.67 = \$7,041.71
Safe Industries: 10 @ \$658.40 = \$6,584.00

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	010-2510-422.94-90	Fire	Other Assets	\$20,742.00	\$20,665.71

VISION 2020:

This purchase meets a Vision 2020 goal of providing effective emergency response with the right equipment and resources available to handle the emergency response.

ATTACHMENTS:

Bid Analysis

PREPARED BY: *Edgar Babian*

Edgar Babian, Deputy Fire Chief

REVIEWED BY: *John Selberg*

John Selberg, Fire Chief

REVIEWED BY: *Lisa A. Piefer*

Lisa A. Piefer, Procurement Director

REVIEWED BY: *Ralph J. Gabb*

Ralph Gabb, Finance Director

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

To purchase fire hose from Dana Safety Supply in the total amount of \$7,040.00; from EVS in the total amount of \$7,041.71; and from Safe Industries in the total amount of \$6,584.00; for a grand total of \$20,665.71.

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: June 9, 2014

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

SUBJECT: RECOGNITION OF DONATION – FARM PARK

INTRODUCTION:

The purpose of this agenda item is to recognize a donation from the Germantown Woman’s Club to the Farm Park totaling \$1,300.00 and to approve Budget Adjustment No. 14-109.

BACKGROUND:

The Farm Park is in its third year of operation with successful programs, a community garden and a very popular evening farmer’s market. The Farm Park Master Plan calls for the south two acres of the property to be used for agricultural growing. Crops harvested from this area will serve as a revenue source for the Farm Park. Currently, there is no water source in this area, and early experimental growing has not produced very good results.

In keeping with the City’s goals of sustainability, the Germantown Woman’s Club has generously offered a \$1,300.00 contribution to support irrigation enhancement efforts and increase agricultural production at the Farm Park. This summer a growing plan for cut flowers has been developed and flowers will be sold. Two methods of sales will be implemented: “u-pick-it” and the farmer’s market. This pilot project will provide valuable information for future growing strategies.

DISCUSSION

The funds in this request will be used to install drip irrigation to the south zone of the Farm Park. This effort will allow diversified crops to be planted in this field with less risk of failure. During the summer months most crops need supplemental water supplies to reach maximum harvest. The funding support for this project is in keeping with the business plan for the Farm Park.

The total cost of for equipment, parts and supplies for the irrigation project is \$3,934.37. The Germantown Woman’s Club donation along with savings in the small tools line item in the Farm Park budget ensures adequate funds will be available to complete the project. Staff from Public Services will provide the labor needed for the installation.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 9, 2014

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

SUBJECT: HEAVY EQUIPMENT TRAILER PURCHASE

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase a 2014 Felling FT-30-2-LP heavy duty equipment trailer from Century Equipment Rental in the amount of \$16,233.24.

BACKGROUND:

The low profile heavy duty equipment trailer purchased under this authorization will be used to haul the new excavator the Board approved for purchase on October 28, 2013. The city owned tilt type equipment trailers are not designed to safely transport this type of machinery. This trailer can be used by all departments that require a low profile type trailer to transport equipment.

DISCUSSION:

The City utilized a cooperative purchasing agreement through National Joint Powers Alliance (NJPA) Contract #031711-FTS to procure pricing from Century Equipment Rental. National cooperative contracts provide considerable time and resource savings for participating member agencies and streamline the contracting processes and maximize efficiencies. Procurement staff has reviewed and approved all of the information for this purchase.

The State of TN Statute 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 ensure 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 a low profile heavy duty equipment trailer.

**HEAVY EQUIPMENT TRAILER PURCHASE
JUNE 9, 2014**

Through Felling Trailers who has contracts with NJPA, the City was able to secure a low profile heavy duty equipment trailer at a total cost of \$16,233.24. This cost includes delivery, five year structural warranty and a three year paint warranty.

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>
Utility	040-9020-522-94.40	Water <u>IR1422</u>	Excavator Trailer	\$19,513.91	\$16,233.24

VISION 2020:

This purchase supports Goal 22 Financial Sustainability by investment in maintaining and upgrading the City's facilities and infrastructure.

ATTACHMENTS:

- Vendor Quote
- Product Information
- NJPA Contract Information

PREPARED BY: Eddie Johnson

Eddie Johnson, Fleet Services Manager

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

REVIEWED BY: Reynold Douglas

Reynold Douglas, General Services Director

REVIEWED BY: Ralph Gabb

Ralph J. Gabb, Finance Director

REVIEWED BY: George Brogdon

George Brogdon, Community Services Director

REVIEWED BY: Bo Mills

Bo Mills, Public Services Director

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

To approve the purchase of a 2014 Felling FT-30-2 LP heavy duty equipment trailer from Century Equipment Rental in the amount of \$16,233.24.

BOARD ACTION: MOTION BY:

SECONDED BY:

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