



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 23, 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. Recognition of "Play Like a Champion" Graduating Class
7. Citizens to be Heard
8. Ratification of Charter Changes
9. Resolution No. 14R09 – Authorization for the Germantown Board of Education to participate in the Tennessee Consolidated Retirement System (TCRS)
10. Ordinance 2014-1 – Year-end Budget Adjustments – Third and Final Reading
11. Ordinance 2014-2 – FY15 Budget – Third and Final Reading
12. Ordinance 2014-3 – Real & Personalty Property Tax – Third and Final Reading
13. Resolution on Revenues – 14R01
14. Resolution 14R08 – FY15 Capital Improvements Program
15. Recreation Management Software
16. Acceptance of Reimbursement from Shelby County 911
17. Fabrication of Decorative Street Signs
18. Public Services Security Upgrade
19. Warrant - Thornwood Development
20. State of Tennessee Comptroller's Debt Authorization Letter for RAN
21. Revenue Anticipation Note, Series 2014
22. **CONSENT**
 - a. New World Systems SSMA Annual Maintenance
 - b.. Appointment/Reappointments to Germantown Education Foundation
 - c. Special Election Expenses

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 23, 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 23, 2014

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

SUBJECT: Play Like a Champion – Recognition of Graduating Class

During the Board of Mayor and Aldermen meeting this evening we will recognize the 17 City employees who participated in the 2014 Class of Play Like a Champion. The program was designed for employees who desire to gain a stronger perspective on all aspects of our municipal organization and to take personal responsibility for growth and development.

This year's graduates include the following employees:

John Appling
Fire Department

Prentiss Franklin
Public Services

Lisa McFarland
Court

Joe Bagwell
Fire Department

Mike Fronabarger
Facility Services

Laura Meanwell
Community Services

William Bailey
Public Services

Regina Gibson
Economic & Community Dev.

Johnny Prince
Procurement

Sonja Butler
Parks and Recreation

Ashley Hiskey
Court

Tim Streeby
Public Services

Stephen Carter
Public Services

Michelle Johns
Parks and Recreation

Ginny Tibbels
Police Department

Nancy Cook
Community Library

Lisa Marinos
Community Library



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**DATE: June 23, 2014****FROM: Patrick J. Lawton, City Administrator** *PSV***SUBJECT: Resolution No. 14R09 – Authorization for the Germantown Board of Education to Participate in the Tennessee Consolidated Retirement System****INTRODUCTION:**

This agenda item will allow full time employees of the Germantown Municipal School District (GMSD) to participate in the Tennessee Consolidated Retirement System (TCRS).

BACKGROUND:

All public teachers employed in the state of Tennessee are required to participate in TCRS. With the establishment of the GMSD the question was raised regarding the continuation of this participation for new and existing teachers and non-certified personnel. Attorneys for the TCRS proposed the adoption of several resolutions by the GMSD to ensure all employees can participate in one of the four TCRS plans.

DISCUSSION:

The City of Germantown, who in the eyes of the state, is the political subdivision responsible for the establishment of the GMSD is required to pass a similar resolution allowing GMSD employees to become members of TCRS and participate in the regular defined benefit plan. This resolution also requires a 9.27% contribution by GMSD. By approving this resolution the City is accepting the liability associated with the required school board contribution of 9.27%. However the City, through the approval process of the school district's budget, is also certifying that the budget adopted by the Germantown Board of Education has the actuarial required 9.27% employer contribution rate to fund this liability.

The administration has reviewed the GMSD budget and can assure the Board of Mayor and Aldermen that this funding requirement identified is incorporated in the FY15 GMSD budget. In addition, I have attached a letter from Autumn Enochs, GMSD Chief Financial Officer, stating that the required contribution has been appropriated in the GMSD budget.

VISION 2020:

“Excellent schools – the best in Tennessee” is a guiding principle in our Vision 2020 plan. Proper and competitive benefits will help ensure we have the best teachers to deliver this education to our students.

ATTACHMENTS:

TCRS Resolution
Letter from GMSD Chief Financial Officer

BUDGET AND STAFFING IMPACT:

The GMSD budget for FY15 does contain the required employer contribution rate into the TCRS of 9.27%. TCRS is administered by the State of Tennessee.

Resolution No. 14R09 – Authorization for the Germantown Board of Education to Participate in the Tennessee Consolidated Retirement System

REVIEWED BY: _____

Ralph Gabb, Finance Director

REVIEWED BY: _____

Debbie Wiles, City Attorney

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

To adopt Resolution No. 14R09 – a resolution to authorize the Germantown Board of Education’s participation in the Tennessee Consolidated Retirement System in accordance with Tennessee Code Annotated, Title 8, Chapters 34-37.

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 23, 2014

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

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

INTRODUCTION:

The purpose of this agenda item is to approve Ordinance No. 2014-1 on third 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, 14-111, 14-123, 14-125, 14-130, and 14-131

- 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, telephone costs, personnel costs, and employee physicals
- 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 and Series 2005.
- BA 14-123 Recognize PEG money from Comcast and AT&T. Also, the purchase of camera equipment for the Council Chambers
- BA 14-125 Increase personnel related expenses
- BA 14-130 To increase budget for increase cost in electricity and petroleum in vehicle maintenance
- BA 14-131 Increase legal fee in health care cost center

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.

ORDINANCE NO. 2014-1 YEAR-END BUDGET ADJUSTMENTS – THIRD READING
June 23, 2014

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.

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 third 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 23, 2014**FROM:** Patrick J. Lawton, City Administrator *PJL***SUBJECT:** ORDINANCE 2014-2 An Ordinance to Adopt the FY2015 Budget – Third Reading**INTRODUCTION:**

The Board of Mayor and Aldermen are asked to consider on third reading the FY15 Proposed Budget. 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. During the second reading on the budget held June 9, the Board amended the budget ordinance to include specific changes to expenditures as recommended by the administration. Those changes are now included in the attached budget ordinance.

DISCUSSION:

The Budget for all funds for FY15 totals \$120,024,222. The General Fund Operating Budget total \$44,937,300, the Enterprise Funds total \$17,426,606, Special Revenue Funds total \$48,076,487, Internal Service Funds total \$20,000 and the Capital Improvements Program for FY15 is \$9,563,829. Between the second and third reading several amendments to the budget are being presented to the Board for consideration and, if approved with the third reading of the ordinance tonight, will be incorporated into the budget ordinance. 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.

ATTACHMENTS:

Ordinance 2014-2
Exhibit A



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 23, 2014

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

SUBJECT: RESOLUTION ON REVENUES -14R01

INTRODUCTION:

The purpose of this agenda item is to authorize various fees, rates and other revenue structures of the City of Germantown.

BACKGROUND:

Since the codification of the City's Code of Ordinances several years ago, ordinances have been drafted to exclude dollar amounts of fees and rates. Rather, ordinances indicate amounts will be set by resolution of the Board of Mayor and Aldermen. Some of these amounts are set by Policy Letters; others are authorized by various Board of Mayor and Aldermen resolutions. The purpose of this action is to consolidate all revenue authorizations into a single document. This resolution is expected to be revised and adopted each year concurrent with the adoption of the annual budget.

DISCUSSION:

A comprehensive review of fees, rates and revenue structures was made during the past year and throughout the budget process. In many business areas, market comparisons were performed to make sure the fees and rates are comparable for the area. Minor changes in fees and charges have been incorporated in most areas for the City in the attempt to keep pace with the cost of services being provided. See Attachment I for explanation of changes.

Other changes in fees and fines are due mainly to review, research and comparison to existing costs of providing services, comparable fees charges by other cities in Tennessee and in direct compliance to laws and regulations of the state and federal governments.

While every effort has been made to include all amounts charged by the City, the exclusion of any amounts is not intended to cause such amounts to be unlawful. Any oversights subsequently discovered will be included in future revisions and updates of this resolution.

BUDGET AND STAFFING IMPACT:

Source of Funding:

The FY15 Budget document includes the fees, rates and amounts identified in this resolution.

RESOLUTION ON REVENUES -14R01
June 23, 2014

VISION 2020:

This agenda supports all the objectives under the Financial Sustainability goal within the Vision 2020 Plan.

PREPARED BY: Sherry Rowell
Sherry Rowell, Budget & Performance Advisor

REVIEWED BY: Ralph J. Gabb
Ralph J. Gabb, Finance Director

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

To adopt the attached Resolution on Revenues 14R01, and attached schedules establishing the rates, fines and fees in the various funds of the City of Germantown for the FY15 Operating 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 23, 2014****FROM: Patrick J. Lawton, City Administrator** *PJL***SUBJECT: HOSTED WEB-BASED RECREATION MANAGEMENT SOFTWARE****INTRODUCTION:**

The purpose of this agenda item is to consider approval of a contract with Active Network, LLC. in the amount of \$13,000 for hosted web-based recreation management software. The contract is a 36 month contract with the option to extend for (2) additional years under the same financial plan subject to review and approval by the City Attorney.

BACKGROUND:

In 2001, the City of Germantown purchased a recreation management software product for the Parks and Recreation Department. The software is used for the financial management of a variety of programs and facilities which are supported in total or in part by fees and charges. The current technology has become substandard and is not user friendly. In FY14, an IRP was approved in the amount of \$13,000 for a cloud based solution that would be managed by a vendor and better supported through continual updates of new versions and added features.

In March 2014, staff received authorization from the BMA to use the competitive sealed proposal process for procuring recreation management software services. This request was based on software inefficiencies, lack of engagement and community participation through online registration and a service process that is no longer effective. Software reports indicate that only 2.4% of registered households elect to register online leaving the majority to conduct their business in the office managed by part-time personnel.

The City is looking for an experienced partner to provide a superior hosted online solution which would improve staff efficiencies and provide citizens with the services they require which are better access to classes, programs, services and facilities. In addition, the City wants to provide citizens with the ability to perform all of these functions online and via a robust mobile platform.

DISCUSSION:

In February 2014, staff worked with the Procurement Department to finalize the specifications to purchase hosted web-based recreation management software. Request for Proposals were sent out in May. The competitive sealed proposal process was used to give staff the ability to review many different software services offered by providers. The proposal opening was held Tuesday, May 20, 2014 with a total of five proposals received from the following vendors: Active Network, eTrak-Plus, Rec1, US eDirect – Recreation Dynamics and Vermont Systems – RecTrac. An RFP Report is attached.

HOSTED WEB-BASED RECREATION MANAGEMENT SOFTWARE

June 23, 2014

The evaluation team was led by Cathryn Perdue in Procurement, and included Parks and Recreation staff: Pam Beasley, Natalie Ruffin, Craig Melton, and Kevin Weaver; Linda Rathje and Erica Perry in Finance, Jessica Brown in Budget/Performance and I.T Director, Tony Fischer. The team evaluated the proposals to determine which services were in the best interest of the City and our citizens by conducting live demonstrations with the top three proposed vendors to review all aspects of their proposal. Staff concluded that the proposal submitted by Active Network, LLC. would provide our community with the highest quality product.

Services Received

Active Network, LLC. is a module-based recreation management solution. The core modules included in the specifications are: payment processing, activity registration, facility reservations, public access, marketing, league scheduling, point of sale and financial reporting. Program categories that are offered by the Department include: sports leagues & camps, special events, senior activities, community enrichment, health & wellness, special needs recreation, environmental education and farm park programs. An added benefit is the marketing and communication tool that has one central database across all modules that tracks customer information. The system also provides integral marketing reporting capabilities, allowing staff to print reports, labels and generate email lists based upon multiple selection scenarios, such as zip code, gender, area, and age range. Live support is available for any issues from 9 a.m. to 8:30 p.m. (EST) Monday – Friday and is available for system down issues 24 hours a day, 7 days a week.

Some of the immediate benefits include low capital costs, an innovating product, removed need for infrastructure or redundancy measures, industry leading data and financial security and top level PCI compliance. Active Network follows a thorough implementation methodology, which will take the City from the initial project management to a review of our business processes. Once this stage is complete, Active will recommend the best way to move forward with training and implementation following an iterative process to help “go-live” with the system.

Credentials

Active Network, LLC. has been in the business for over 15 years and currently supports 47,000 customer organizations through its various Activity and Participant Management solutions. They have established partnerships with other municipal agencies in the state including Athens, Etowah, Goodlettsville, Johnson City, Maryville, Munford and Oak Ridge and currently serve 2,000 municipal customers with Parks and Recreation Management Software.

Active’s registration and application services technology has been adopted by a wide range of community service organizations that want to increase revenues, improve efficiency, and reduce the cost and complexity of managing activities, programs and events. The company’s popular Active.com community has also become the “go to” place to sign up for participatory activities around the nation, and has quickly moved up the ranks to become one the most visited sports-related sites on the Web.

HOSTED WEB-BASED RECREATION MANAGEMENT SOFTWARE

June 23, 2014

Financial Proposal

Active Network would become the “pass through” for all fees and charges collected by the Parks and Recreation Department. Since it is proposed that the on-going cost for use of the system will be passed on to the users, staff will make the appropriate revisions to all fees and charges once the system is live and final decisions for credit card management is determined. This action will require a revision to the “Resolution of Revenue” which is expected to take place in early fall. The goal is to provide a quality product and service with little or no budget impact. The agreed upon fees are shown below:

In-house Cash, Check or EFT Transactions		Credit Card Transactions (Visa, MC, AmEx)	
Program Fee	\$10.00	Program Fee	\$10.00
Transaction Fee (2.5%)	\$0.25	Transaction Fee (2.5% + 3%)	\$0.25 + \$0.30 = \$0.55
Participant Pays	\$10.25	Participant Pays	\$10.55
Department Nets	\$10.00	Department Nets	\$10.00

Consulting Services	Total Training Hours (@ \$150/hr)	Total
Project Administration Services	7	\$1050
General Settings	8	\$1200
Activity Registration	16	\$2400
Facility Reservation (with Resource Scheduler and Interactive Maps add-ons)	24	\$3600
Public Access	16	\$2400
League Scheduling	8	\$1200
Point of Sale	8	\$1200
Reporting Services	Included	\$0
Communications, Marketing Tools & Link to ACTIVE.com	Included	\$0
Public Access Optimization	Included	\$0
Budget Discount		(-\$50)
Totals	87 Hours	\$13,000



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 23, 2014

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

SUBJECT: ACCEPTANCE OF REIMBURSEMENT FROM SHELBY COUNTY 911

INTRODUCTION:

The purpose of this agenda item is to accept \$196,013.60 from Shelby County 911 for reimbursement on the Computer Aided Dispatch (CAD) project.

BACKGROUND:

On May 14, 2012, the Board of Mayor and Aldermen authorized the City to enter into an agreement with New World Systems for the purchase of the upgrade for Computer Aided Dispatch (CAD) software used to dispatch Police and Fire emergency personnel in the amount of \$1,149,660.00. A change order for anticipated travel expenses associated with the project in the amount of \$61,500.00 was approved on July 23, 2012.

DISCUSSION:

When the CAD upgrade project was brought to the Board of Mayor and Aldermen for approval it was with the understanding that Shelby County 911 would fully reimburse the City. Since project inception the City has requested reimbursement from Shelby County 911 per the agreement. To date, Shelby County 911 issued the City four checks totaling \$1,099,135.79 in FY13 and an additional \$196,013.60 in FY14.

The accompanying Budget Adjustment is to satisfy the funding requirement brought to the Board on July 23, 2012 to fund Change Order 1 at the time revenues are received and to reimburse the first year's maintenance.

The largest portion of the reimbursed amount will be placed back into the Capital Improvements Program account as anticipated at the onset of this project with the remaining \$135,000.00 going to the General Fund for the Information Technology maintenance budget.

VISION 2020:

This purchase, and subsequent reimbursement, supports the Vision 2020 City Services and Finances Goal of investing in maintaining and upgrading the City's facilities and infrastructure and leveraging the City's resources through partnerships and grants. It also supports the Public Safety Goal of having the right equipment and resources available to handle emergency response.

ATTACHMENTS:

None

PREPARED BY: Stephanie S. Logan
Stephanie S. Logan, Technical Services Coordinator

REVIEWED BY: Tony Fischer
Tony Fischer, Director of Information Technology

REVIEWED BY: Ralph J. Gabb
Ralph J. Gabb, Finance Director

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

To accept \$196,013.60 from Shelby County 911 for reimbursement on the Computer Aided Dispatch (CAD) 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 23, 2014

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

SUBJECT: DECORATIVE STREET SIGNS – FABRICATION CONTRACT

INTRODUCTION:

The purpose of this agenda item is to recognize payments of \$11,173.50 from neighborhoods for decorative street signs; consider approval of a contract with Special Lite Products in the amount of \$35,778.00 for the fabrication of decorative street signs, decorative regulatory signs and decorative street sign brackets and approve Budget Adjustment Number 14-124.

BACKGROUND:

The decorative street sign posts are designed to enhance neighborhood character and improve safety by identifying streets easily. The decorative street sign posts program is handled administratively in the Department of Economic and Community Development by the Neighborhood Services Division.

Features of the design include the use of aluminum (not iron poles/brackets) with solid welds preventing rust and removal of the weaker design elements. The bracket also provides a space for the neighborhood's logo giving the neighborhood further identity. Per the Manual on Uniform Traffic Control Devices (MUTCD) guidelines, sign blades for public streets will continue to be green with a reflective white lettering.

Future maintenance on both streets signs and regulatory signs will be the responsibility of the City.

DISCUSSION:

There are three neighborhoods that have submitted payment for the decorative street signs. These are Dogwood Creek North (\$7,600.00), Cedar Ridge (\$3,200.00) and Duntreath Equus Park (\$373.50) for a total of \$11,173.50.

Due to concerns about paint chipping, the specifications for the project were revised to improve the powder coating process. This included sand blasting of the post to improve adhesion of the powder coating, the addition of a primer coat and a higher quality final powder coat material. This resulted in a higher cost per post but should provide a finish that will last much longer than previous posts.

The bid was advertised on the City's website, sent to 792 e-notices subscribers and to fifteen (15) plan houses. Bid packets were sent to eighteen (18) vendors. Special Lite Products who has supplied the posts in the past was the only bidder for fabrication with a cost of \$434.00 per post and \$108.00 per sign bracket. The cost under this contract for a street signpost would be \$650.00 and a regulatory signpost \$434.00. The fabrication bid analysis is attached. The table below summarizes the breakdown of the expenditures.

Fabrication Item	Number	Cost	Total Cost
Street sign posts	27	\$434	\$11,718.00
Regulatory sign posts	42	\$434	\$18,228.00
Street sign brackets	54	\$108	\$ 5,832.00

A bid was also issued for the installation; but no bids were received. Staff is working to identify modifications to the specifications and additional supplier contacts that will produce an acceptable bid.

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
CIP	031.0000.400.9301	IO	Other Improvements	\$35,778.00	\$35,778.00*

*Budget Adjustment Number 14-124 is attached.

There is no staffing impact. Joe Nunes will serve as Project Manager.

VISION 2020:

This project adheres to the Vision 2020 goals in the following areas: Goal 12 – Enhanced Residential Neighborhoods and Goal 15 – Beautiful Community under the Community Vitality section of Vision 2020 are both impacted by the Decorative Street Sign program. In addition, with neighborhood financial participation, it meets the objective of neighborhoods taking responsibility for their neighborhoods.

ATTACHMENTS:

Bid Analysis
Budget Adjustment Number 14-124

PREPARED BY: Joe Nunes
Joe Nunes, Neighborhood Services Manager

REVIEWED BY: Cameron Ross
Cameron Ross, Economic and Community Development Director

REVIEWED BY: Ralph J. Gabb
Ralph J. Gabb, Finance Director

REVIEWED BY: Lisa A. Piefer
Lisa A. Piefer, Procurement Director



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**DATE: June 23, 2014****FROM: Patrick J. Lawton, City Administrator** *PSL***SUBJECT: PUBLIC SERVICES COMPLEX SECURITY UPGRADE****INTRODUCTION:**

The specific action requested of the Board is to authorize the Mayor to execute a contract for the installation of a closed circuit TV (CCTV) system and proximity card access points throughout the Public Services Complex with Tyco Integrated Security in an amount of \$64,813.33 using the NJPA Cooperative Purchasing Agreement.

BACKGROUND:

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

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

DISCUSSION:

Public Services Complex houses many pieces of equipment that are critical to the day-to-day services provided to the citizens of Germantown. Facilities in the Complex include Southern Water Treatment Plant, Public Services Administration building, Maintenance Warehouse, Animal Shelter and the Fleet Services building currently under construction.

This project will help minimize property loss, improve employee safety and further extend Homeland Security initiatives. This recommendation includes the addition of 16 high resolution closed circuit TV cameras, three additional proximity card access points, a server to store camera activity and the first year of maintenance. This update will allow prompt video availability and reporting capabilities in the event of a security breach in the future.

The City was able to secure NJPA pricing and installation for all of the CCTV and card access equipment needed for the Public Services Complex through Tyco Integrated Security (previously ADT Security Services). Procurement Staff has verified the NJPA/Tyco contract details to ensure that the information is valid. This is the same local vendor that has installed the system throughout the other City buildings.

PUBLIC SERVICES COMPLEX SECURITY UPGRADE

June 23, 2014

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BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
CIP	032-0000-400-9401	General	Other	\$262,731.01	\$58,562.67
	GG1301	Government	Equipment		
General	010-1510-416-2630	IT	Equipment	\$416,965.62	\$6,250.66
			Maintenance		

VISION 2020:

The action requested in this agenda item fulfills most aspects of the City of Germantown's Mission as identified in Vision 2020. "The City provides EXCEPTIONAL SERVICES, REponsive TO CITIZENS NEEDS AND TOP-QUALITY FACILITIES, PARKS AND INFRASTRUCTURE." Service excellence is a key goal of the Vision 2020 Plan whether it is for our citizens or our employees who in turn provide services for our citizens. Vision 2020 also states that we provide "Exceptional Services Responsive to Citizens meaning City government uses state-of-the-art technology in service delivery. This request can also be directly tied to the fundamental and guiding principles of a "Safe" community and the goal of "Safest City in the Southeast".

ATTACHMENTS:

Tyco Integrated Security price quotes

PREPARED BY: Stephanie S. Logan

Stephanie S. Logan, Technical Services Coordinator

REVIEWED BY: Butch Eder

Butch Eder, Capital Improvements Manager

REVIEWED BY: Tony Fischer

Tony Fischer, Information Technology Director

REVIEWED BY: Bo Mills

Bo Mills, Public Services Director

REVIEWED BY: Reynold D. Douglas

Reynold D. Douglas, General Services Director

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

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

To authorize the Mayor to execute a contract for the installation of a closed circuit TV (CCTV) system and proximity card access points throughout the Public Services Complex with Tyco Integrated Security in an amount of \$64,813.33.

RD ACTION: MOTION BY: _____ SECONDED BY: _____

TOTAL	MARCOM	DRINNON	PALAZZOLO	OWENS	JANDA	GOLDSWORTHY
Yes		Yes	Yes	Yes	Yes	Yes
No		No	No	No	No	No
Abstain		Abstain	Abstain	Abstain	Abstain	Abstain



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 23, 2014

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

SUBJECT: Thornwood Planned Unit Development, Phase 1, Located on the northeast corner of Germantown Rd. and Neshoba Rd. – Request Approval of Warrant

INTRODUCTION: The purpose of this agenda item is to approve one warrant associated with the approval of the phase one site plan for the Thornwood PUD proposed for the northeast corner of Germantown Rd. and Neshoba Rd. The property is within the T-5 Urban Center and T-4 districts. Warrants are deviations from the strict requirements of the Smart Growth districts and must be approved by both the Planning Commission and the Board of Mayor and Aldermen.

BACKGROUND: The property was rezoned from the “R” Single Family Residential District to the T-4 and T-5 districts as part of the Germantown Smart Growth Plan in 2007. The Planning Commission approved the Thornwood PUD outline plan on April 1, 2014. The Board of Mayor and Aldermen approved the outline plan on May 12, 2014. The Planning Commission approved the warrant in conjunction with the approval of the preliminary and final site plan, on June 3, 2014.

DISCUSSION: Phase 1 of the project is 3.236 acres in area and consists of the interior drives, interior curb, gutter and sidewalks, pedestrian crossings at Exeter, Neshoba and mid-block Neshoba, utility infrastructure and mass grading of the site.

WARRANT: The following warrant from the standard development regulations is required for Phase 1:

1. The Smartcode Regulating Plan designates a Landscape Preservation Area along a section of the Germantown Rd. frontage north of Neshoba Rd., where a “buffer of existing trees shall be preserved to maintain the green transition into the smart growth area”. The Thornwood PUD proposes an alternative landscape plan within that area.

In those instances where reasons are shown that would justify a deviation from the strict requirements of the provisions of the SmartCode, the Planning Commission shall have authority to permit such deviations. A warrant is an official decision that permits a practice that is not consistent with a specific provision(s) of this Code, but is justified by its "intent" and is consistent with the urban design guidelines and/or development concepts in the "Germantown Smart Growth Plan".

The following is from the SmartCode section of the zoning regulations: “In determining justifiable reasons for granting a warrant, the PC shall take into account, among other relevant factors that may be applicable, the relationship of the property to other properties, whether the deviation would be in accord with the intent of the SmartCode, principles of good land use planning as same may evolve over time, the

topography of the property, and peculiar and exceptional practical difficulties or undue hardship upon the owner of the property. In determining whether to grant a warrant, financial hardship shall not alone be considered sufficient to justify a deviation. In all events, the PC shall take into consideration whether the proposed deviation may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the SmartCode provisions.”

VISION 2020: The Thornwood 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 non-residential) development in the heart of the City”. Approval of the PUD is further supported by Goal 8 (Vibrant Quality Retail Economy) and the objective of “Retail businesses generating revenues for the City helping to balance our tax base”.

BUDGET AND STAFFING IMPACT: Approval of the warrant will permit the developer to file construction plans for the actual development of the project. Engineering and Planning staff will spend time and resources reviewing the construction plans, and Construction Inspection staff will spend time inspecting the project during the construction phase. The amount of time required is difficult to estimate, but will likely be substantial, owing to the size and complexity of the development. Those costs will be defrayed by the fees for Plan Review and Construction Inspection, which are set out in the project development contract.

Prepared by: Wade Morgan
Wade Morgan, Chief Planner

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

PROPOSED WARRANT MOTION 1: To approve a warrant allowing an alternative landscape plan, as shown on the final site plan for the Thornwood PUD, Phase 1 approved by the Planning Commission on June 3, 2014, within the Landscape Preservation Area described in the SmartCode Regulating Plan along a section of Germantown Road frontage, north of Neshoba Rd.

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. Vicinity Map
2. Phase One Overall Landscape Plan
3. Justification for the Warrant
4. Landscape Plan Details
5. Planning Commission Minutes
6. Ownership Disclosures



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**DATE: June 23, 2014****FROM: Patrick J. Lawton, City Administrator** *PLS***SUBJECT: STATE OF TENNESSEE COMPTROLLER'S DEBT AUTHORIZATION LETTER FOR REVENUE ANTICIPATION NOTE**

On May 13, 2014 the State of Tennessee Comptroller of the Treasury, Office of State and Local Finance issued a letter to the Honorable Sharon Goldsworthy, Mayor of the City of Germantown. This letter acknowledged receipt of the request from the City of Germantown for approval to issue revenue anticipation notes (RAN). The RAN is to be used to provide funding for the Germantown Municipal School District.

The letter from the Comptroller's Office allows the City to issue Revenue Anticipation Notes, Series 2014 in the amount of \$8,600,000. The issuance is contingent upon the passage of the City 2015 budget ordinance that includes the school budget for the Germantown Municipal School District.

The City has complied with all other requirements of the Comptroller's Office which include; Department of Education authorizing the executed copy of the New Location Education Agency (LEA), loan agreement signed between the City of Germantown and the Germantown Board of Education to pay back the money loaned, Resolution 14R06 authorizing the issuance, sales and payment of RAN not to exceed \$8,600,000, cash flow statement from the Germantown Municipal School District demonstrating the need for RAN, revision of Debt Management Policy allowing the issuance of a RAN.

Per the Comptroller's Office, the issuance of the RAN is conditional upon agreement with the following terms by the governing body:

- A copy of the Comptroller's letter be provided to all the members of the governing body, be present at their meeting and be entered into the minutes.
- The City shall comply with the requirement of Tennessee Code Annotated, Title 9, Chapter 21.
- The City shall report the execution and amount of the RANs to this office within 45 days of issuance on the Report on Debt Obligation.
- The City shall repay the RANs no later than June 30, 2015 and provide this Office documentation within 15 days of, but not later than June 30, 2015.
- The City shall use the Note Form when borrowing the funds, and return a copy of the executed form to this Office with the Report on Debt Obligation.

In recognition of the requirement of the State of Tennessee Comptroller's Office, please accept a copy of the letter and let this be entered into the minutes of the Board of Mayor and Aldermen.

Prepared by: Ralph J. Gabb

Ralph J. Gabb, Finance Director



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 23, 2014

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

SUBJECT: REVENUE ANTICIPATION NOTE, SERIES 2014

INTRODUCTION:

The purpose of this agenda item is to approve SunTrust Bank as the financial institution for the Revenue Anticipation Note, Series 2014.

BACKGROUND:

The Citizens of Germantown voted in a referendum to have a Germantown School District. Upon the creation of the school system it was determined that sufficient cash was not available to begin operations as funds from the State of Tennessee Basic Education Program funds would not be received until August and would be received in 10 equal installments. As well as Average Daily Attendance funds would not be received until January, February and March. Therefore the City needed to obtain a short term Revenue Anticipation Note on behalf of the Germantown Board of Education.

DISCUSSION:

The City reviewed its Financial Policy's, Debt Management Policy's and its operating budget for the Fiscal Year 2015. It was determined that the City could not cash flow the necessary money for the start up of the Germantown Municipal School District. Public Financial Management with the assistance of the City sent out a Request for Proposal (RFP) on a short term note to financial institutions that appeared to meet the requirements of the City as well as institutions the City currently have established financial relationships.

The RFP was sent to six (6) financial institutions of which four (4) financial institutions responded. The RFP asked the institutions to look at fixed rates, variable rates, tax free with draw down option, tax free, taxable with a draw and taxable. The four (4) financial institutions were competitive with each other.

BUDGET AND STAFFING IMPACT:

There are no budget impacts to the City of Germantown as this debt will be paid by the Germantown Municipal School District. Loan agreements have been signed by the City of Germantown and the Germantown School Board of Education.

VISION 2020:

Lifelong Learning:

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

Prepared by: Ralph J. Gabb
Ralph J. Gabb, Finance Director

PROPOSED MOTION(S), RESOLUTION(S), OTHER ACTION:
To authorize the Mayor to sign the Revenue Anticipation Note, Series 2014 with SunTrust Bank.

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 23, 2014

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

SUBJECT: NEW WORLD SYSTEMS SSMA ANNUAL MAINTENANCE

INTRODUCTION: The purpose of this agenda item is to request funding for year two of the 5-year software maintenance agreement with New World Systems, Inc in the amount of \$136,580.00.

BACKGROUND:

New World Systems Microsoft Product (MSP) is the integrated software suite that is used by the Fire and Police personnel to manage their departmental operations. A few of the major software modules supported under the agreement are Computer Aided Dispatch (CAD), Fire Records, Law Enforcement Records, Municipal Court Management, Mobile Management and Mapping software.

The New World Systems software upgrade was approved by the Board of Mayor and Alderman on May 14, 2012. The Board also approved a 5-year software maintenance agreement that supports the upgraded system. This upgrade is 100% reimbursable by the Shelby County 911 District and funding was approved at the Shelby County 911 District Board of Directors meeting held on April 5, 2012. Shelby County 911 Board also agreed to reimburse year one of the maintenance agreement associated with the upgrade. After year one, the City is responsible for annual maintenance costs.

DISCUSSION:

The City has had a Standard Software Maintenance Agreement (SSMA) in place with New World Systems, Inc. since implementing software in 1994. The agreement allows for periodic software updates and system support 24 hours a day seven days a week. Coverage ensures constant support for Police and Fire staff that depends on the software to do their jobs every day.

Annual costs associated with the SSMA are as follows:

Year 1	\$135,000.00
Year 2	\$136,580.00
Year 3	\$140,630.00
Year 4	\$144,802.00
Year 5	\$149,098.00

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
General	010-1510-416.26-30	IT	Maintenance	\$422,513.04	\$136,580.00

VISION 2020:

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

ATTACHMENTS:

New World Systems Invoice

PREPARED BY: Stephanie S. Logan
Stephanie S. Logan, Technical Services Coordinator

REVIEWED BY: Tony Fischer
Tony Fischer, Director of Information Technology

REVIEWED BY: Lisa A. Piefer
Lisa A. Piefer, Procurement Director

REVIEWED BY: John Selberg
John Selberg, Fire Chief

REVIEWED BY: Rodney Bright
Rodney Bright, Deputy Police Chief

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

To grant authorization to fund year two of the 5-year software maintenance agreement with New World Systems, Inc. in the amount of \$136,580.00.

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 23, 2014

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

SUBJECT: Special Municipal Election Expenses

INTRODUCTION:

The Board of Mayor and Aldermen is asked to consider a payment to Shelby County government in the amount of \$100,465.00 for the Special Municipal Election held on July 16, 2013 and Special School Board Election held November 7, 2013.

BACKGROUND:

For the past several years the City administration and the Board of Mayor and Aldermen have been working diligently towards the development of a municipal school district. The City of Germantown was the only entity that could initiate this action. Early steps in this process required the development and passage of the appropriate ordinances creating the school district and establishing the school board. These ordinances also stated that the question to form a school district would be put to a vote by the registered voters in Germantown and the subsequent vote for school board members. These elections took place on July 16, 2013 and November 7, 2013.

DISCUSSION:

Recently the City received the invoice from Shelby County Government for the cost of these two elections. The invoice shows the total cost for the elections in all six municipalities and Germantown's proportional share.

BUDGET AND STAFFING IMPACT:

A year end budget adjustment on tonight's agenda, Budget Adjustment 14-101, allocated funding from accumulated fund balance in the municipal school budget from FY13 and FY14 to cover this expense.

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>
GMSD	015-1910-449.89.90	Schools	Other Expense	\$107,642.88	\$100,465.00

ATTACHMENTS:

Shelby County Government Special Municipal School Elections

- Invoice No. DF36805
- Invoice No. DF36799

REVIEWED BY: Ralph Gabb
Ralph Gabb, Finance Director

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

To authorize a payment to Shelby County Government in the amount of \$100,465.00 for the election held July 16, 2013 for Special Municipal Election and election held November 7, 2013 for the Special Municipal School Board Election.

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