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, September 8, 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 Life Safety Award Fire Department
- 7. Citizens to be Heard
- 8. Certificate of Compliance Doc's Wines and Spirits
- 9. Resolution 14R14 TML Driver Safety Matching Grant Program
- 10. Recognition of Sculpture Donation Germantown Public Library
- 11. Recognition of Public Promenade Donation
- 12. Germantown Municipal School District Mixed Drink Tax

13. CONSENT

a. Day Care Registration Module (NR)

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.



REPORT TO:

THE BOARD OF MAYOR AND ALDERMEN

DATE:

September 8, 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).

| VOTE/TOTAL | MARCOM | DRINNON | PALAZZOLO | OWENS | JANDA | GOLDSWORT | THY |
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REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

September 8, 2014

FROM:

Patrick J. Lawton, City Administrator

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 August 25, 2014.

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

To approve the minutes of the Board of Mayor and Aldermen Meeting held August 25, 2014.

| VOTE/TOTAL | MARCOM | DRINNON | PALAZZOLO | O OWENS | JANDA | GOLDSWORTHY |
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REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

September 8, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

LIFE SAFETY AWARD FOR FIRE DEPARTMENT

INTRODUCTION:

The purpose of this agenda item is to recognize the 2013 Life Safety Achievement Award presented to the Germantown Fire Department.

BACKGROUND:

The Life Safety Achievement Award recognizes local fire prevention efforts that have contributed to reducing the number of lives lost in residential fires. This award is sponsored by the National Association of State Fire Marshals Fire Research and Education Foundation in partnership with Grinnell Mutual Reinsurance Company. The Germantown Fire Department has received this award a few times since it was initiated in 1994.

DISCUSSION:

The Germantown Fire Department is one of 143 fire departments across the United States to receive the award this year for recording zero fire deaths in 2013 as well as having documented active and effective fire prevention programs, including a clear commitment to reducing the number of house fires in the community. This award reflects the continued efforts by the Fire Department and the entire Germantown Community to prevent fires and fire deaths. These efforts include various fire safety presentations and training, the LAFS Clown Troupe, and code development and enforcement.

VISION 2020:

This award reflects the Vision 2020 goals of no fire fatalities, citizens and the community taking responsibility to prevent safety problems from occurring, and an educated community on home and personal safety.

ATTACHMENTS:

2013 Life Safety Achievement Award and Letter

PREPARED BY: John Selberg

John Selberg, Fire Chief

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REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

September 8, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

Certificate of Compliance Retail Package Store Application - Doc's Wines and

Spirits - 6645 Poplar Ave. Suite 101

INTRODUCTION:

The purpose of this agenda item is to consider the request of A. Keith May and Audrey M. Page for a Certificate of Compliance as part of an application for a retail liquor license for a retail package store, Doc's Wines and Spirits, located at 6645 Poplar Ave., Suite 101.

BACKGROUND

The owners have completed the necessary City retail liquor license application and paid the required processing fee. The Germantown Police Department has found no criminal records or active warrants to discredit the applicants and a copy of their report is attached.

The liquor store will be located at 6645 Poplar Ave., Ste. 101, which is located in Carrfour.

A copy of the Police Department's record checks are attached.

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

To issue a Certificate of Compliance to A. Keith May and Audrey M. Page, for a retail liquor store located at 6645 Poplar Ave, Ste 101.

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REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

September 8, 2014

FROM:

Patrick J. Lawton, City Administrator 代 ン

SUBJECT:

Resolution 14R14 - TML Pool Driver Safety Matching Grant Program

INTRODUCTION:

The TML Risk Management Pool is offering a "Driver Safety" Matching Grant Program to provide 50% of the cost for driver safety training provided to employees who drive City vehicles. The grant applies to training performed and/or equipment purchased in fiscal year 2015 and the application must be submitted with a resolution approved by the Board of Mayor and Aldermen, along with cost estimates (approximately \$5,000) for the qualified driver safety training and equipment.

BACKGROUND:

The Richardson "Driver Safety" Grant Program offers financial assistance to Pool members with auto liability coverage whose employees are required to operate city/agency vehicles. Because the training needs and safety concerns of each Pool member are different, various driver safety training, methods, technologies, and approaches are eligible for this grant; including, but not limited to: instructor-led training, DVD training, computer based training, backup cameras and alarms, GPS tracking systems, alert systems for administrators (such as vehicle black box technology), and other technology that can assist administration in monitoring compliance with vehicle use policies.

DISCUSSION

During the FY15 Budget, staff submitted a project requesting a GPS tracking system in order to assist with driver safety. The monitoring and tracking system is needed to reduce fuel consumption and monitor individual driving habits to reduce accidents and possible savings on insurance and litigation costs. The system will increase efficiency, reduce fuel usage, emissions, and idle times, prevent unauthorized vehicle use, real time location of vehicle will improve customer service and optimize routes, assist in emergency situations, monitor risky driving habits and possible reduce vehicle accidents and identify underutilized vehicles for possible disposal.

The City of Germantown is committed to providing a safe workplace including obligatory employee training to reinforce safe practices and use of necessary equipment. In years past, the grant requirements focused on driver training and driver checks. This year's grant now includes the addition of GPS tracking systems and back-up cameras. As a result, staff recommends using these grant monies to equipment additional vehicles. The City's safety committee has also recommended participation in this grant program.

BUDGET AND STAFFING IMPACT

Through the grant application process, the BMA is required to approve the attached Resolution to Participate. If approved, TML will notify the City to proceed with the purchase of the equipment. The total grant amount is \$5,000. After receipt and payment of the equipment, the City will be reimbursed 50% or \$2,500 of the cost of the equipment.

ATTACHMENTS:

Resolution 14R14 – Authorization to Participate in Matching Safety Grant Program

| PREPARED BY: Ricky Robbins |
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| Ricky Robbins, Safety Coordinator |
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| REVIEWED BY: Reynold Douglas |
| Reynold Douglas, General Services Director |
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| |
| REVIEWED BY: Lisa A. Piefer |
| Lisa A. Piefer, Procurement Director |

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

To approve Resolution 14R14, authorizing the City to participate in the TML Risk Management Pool "Driver Safety" Matching Grant Program for FY15.

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REPORT TO:

THE BOARD OF MAYOR AND ALDERMEN

DATE:

September 8, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

RECOGNITION OF SCULPTURE DONATION TO CITY OF

GERMANTOWN PUBLIC ART PROMENADE

INTRODUCTION:

The purpose of this agenda item is to recognize a sculpture donation to the City of Germantown Public Art Promenade totaling \$850.00.

BACKGROUND:

The sculptor Wesley Copp created "Ocean Slice" for the City of Germantown Public Art Promenade. The sculpture is located in the lobby of the Germantown Library.

DISCUSSION:

Artist Wesley Copp has made a donation to the City of Germantown Public Art Promenade of his sculpture called "Ocean Slice". The value of the sculpture is \$850.00.

VISION 2020:

This donation coincides with the Vision 2020 goal of presenting public art throughout the City and with the Quality of Life Strategic Objective to provide opportunities for business, organizations and residents to contribute resources.

PREPARED BY: Angie KeathleyPREPARED BY: Patricia CooperAngie Keathley, Assistant to the DirectorPatricia Cooper, Visual Arts Coordinator

REVIEWED BY: Paul Chandler

REVIEWED BY: Ralph J. Gabb

REVIEWED BY: Ralph J. Gabb

Paul Chandler, Executive Director, GPAC

Ralph J. Gabb, Finance Director

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

To accept Wesley Copp's sculpture donation of "Ocean Slice" valued at \$850.00.

| VOTE/TOTAL | MARCOM | DRINNON | PALAZZOLO | OWENS | JANDA | GOLDSWORTHY |
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REPORT TO:

THE BOARD OF MAYOR AND ALDERMEN

DATE:

September 8, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

RECOGNITION OF PUBLIC ART PROMENADE DONATIONS AND

APPROVAL OF BUDGET ADJUSTMENT NUMBER 15-08

INTRODUCTION: The purpose of this agenda item is to recognize donations to the City of Germantown Public Art Promenade totaling \$4,299.00 and approve Budget Adjustment Number 15-08 for the purchase of "Rise".

BACKGROUND: "Rise" by artist Richard Claraval was part of the first Public Art Promenade installation in 2012-2013. The artist allowed the sculpture to hang a second year at no cost to the City. The original price for "Rise" was \$6500.00. The artist has agreed to sell the work for \$4,299.00. "Rise" will be a permanent part of the Public Art Promenade.

<u>DISCUSSION:</u> The City of Germantown has collected donations totaling \$4,299.00 total to purchase a permanent piece of sculpture called "Rise". The sculpture is currently being displayed in City Hall. The artist Richard Claraval has agreed to the negotiated price of \$4,299.00 (originally \$6,500.00).

<u>VISION 2020:</u> This donation coincides with the Vision 2020 goal of presenting public art throughout the City and with the Quality of Life Strategic Objective to provide opportunities for business, organizations and residents to contribute resources.

ATTACHMENTS:

Budget Adjustment Number 15-08

PREPARED BY: Angie Keathley

PREPARED BY: Patricia Cooper
Patricia Cooper, Visual Arts Coordinator

Angie Keathley, Assistant to the Director

REVIEWED BY; Ralph J. Gabb

REVIEWED BY: Paul Chandler
Paul Chandler, Executive Director, GPAC

Ralph J. Gabb, Finance Director

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

To recognize donations totaling \$4,299 to the City of Germantown Public Art Promenade and to approve Budget Adjustment Number 15-08 for the purchase of the sculpture "Rise" by Richard Claraval.

| VOTE/TOTAL | MARCOM | DRINNON | PALAZZOLO | OWENS | JANDA | GOLDSWORTHY |
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REPORT TO:

THE BOARD OF MAYOR AND ALDERMEN

DATE:

September 8, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

Germantown Municipal School District - Mixed Drink Tax

INTRODUCTION:

The purpose of this agenda item is to disburse to the Germantown Municipal School District per Public Chapter No. 901, 50.0% of the mixed drink tax from the State of Tennessee for the month of July and future months.

BACKGROUND:

The City of Germantown through state legislation created the Germantown Municipal School District (GMSD). Elections were held for the GMSD in November 2013 with the swearing in of elected school board officials in December 2013. The GMSD will receive funds from multiple sources of revenue.

DISCUSSION:

As identified above, the GMSD receives funds from multiple sources. The City of Germantown receives the monthly collection of mixed drink tax from the Tennessee Department of Revenue. In the past this money has been sent to the Shelby County Schools. Beginning in June 2014 the money was sent to the City and 50.0% must be disbursed to the Germantown Municipal School District as required under Public Chapter No. 901. The amount in mixed drink tax received in June 2014 is \$14,855.01 of which \$7,427.51 will be disbursed to the GMSD. The monthly amount will vary based upon the tax remitted to the State of Tennessee for mixed drinks.

VISION 2020:

This action is consistent with the vision 2020 and mission of our City by managers and supervisors taking responsibility for managing resources in a prudent manner.

PREPARED BY: Ralph J. Gabb

Ralph J. Gabb, Finance Director

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

To authorize the disbursement of \$7,427.51 to the Germantown Municipal School District which represents 50.0% of the tax received from the State of Tennessee for mixed drink tax and to authorize future disbursements of the tax.

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Agenda No. 13a



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

September 8, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

HOSTED WEB-BASED RECREATION MANAGEMENT SOFTWARE

CHANGE ORDER NO. 1

INTRODUCTION:

The purpose of this agenda item is to approve an amendment to the hosted web-based recreation management software contract with Active Network, LLC., and a change order in the amount of \$2,550.00 and to approve Budget Adjustment No. 15-10.

BACKGROUND:

In FY14, a contract was approved with Active Network, LLC. in the amount of \$13,000.00 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.

Active will provide a superior hosted online solution which will 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 will provide citizens with the ability to perform all of these functions online and via a robust mobile platform which will be better supported through continual updates of new versions and added features.

The core modules currently include 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: before/after school, sports leagues & camps, special events, senior activities, community enrichment, health & wellness, special needs recreation, environmental education and farm park programs.

DISCUSSION:

The new expanded REACH Before/After School Program is operating under the umbrella of the Germantown Parks and Recreation Department and has been developed in an effort to offer Germantown area families and children a unique and exciting after school experience that is balanced, student-driven, and conceptually sound. The program proposal developed by the recreation division was accepted by GMSD Board and administration and funding for the program was approved in the FY15 budget.

The inaugural program began Monday, August 4 at Riverdale, Farmington and Dogwood Elementary Schools. The staffing plan and program was based on 50 students at each site, however, all three sites have exceeded budget projections.

HOSTED WEB-BASED RECREATION MANAGEMENT SOFTWARE – CHANGE ORDER 1 September 8, 2014

With this new program in place it is necessary to add the Day Care Registration Module which will allow staff to tailor specific information into program sessions, monitor revenue, track enrollment and attendance, monitor authorized pick-ups and drop-offs, manage payment plans both in the office and online, automatically roll participants from one session to the next and assign various fee structures.

BUDGET AND STAFFING IMPACT:

Source of Funding:

| Fund | Line Item No. | Dept. | Line Item Description | Budget Balance | Recommended Expenditure |
|--------------|-----------------------------|---------------------------|-----------------------|-------------------|----------------------------|
| General Fund | 010-1510-416-9483 IR1409 | Information Technology | | \$15,550.00 | \$2,550.00 |

VISION 2020:

This agenda is in keeping with the Germantown Vision 2020 goal of financial sustainability with taking the responsibility for managing resources in a prudent manner, and the goal of services delivered in the most cost effective manner with actual costs of delivering the service defined and evaluated along with services delivered in a manner consistent with our core beliefs.

ATTACHMENTS:

Budget Adjustment No. 15-10

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| PREPARED BY: Natalie Ruffin |
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| Natalie Ruffin, Recreation Superintendent |
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| PREPARED BY: Pam Beasley |
| Pam Beasley, Parks and Recreation Director |
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| REVIEWED BY: Tony Fischer |
| Tony Fischer, IT Director |
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| REVIEWED BY: Ralph J. Gabb |
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REVIEWED BY: Lisa A. Piefer

Ralph J. Gabb, Finance Director

Lisa A. Piefer, Procurement Director

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

To approve an amendment to the hosted web-based recreation management software contract with Active Network, LLC., and a change order in the amount of \$2,550.00 and to approve Budget Adjustment No. 15-10.

| VOTE/TOTAL | MARCOM | DRINNON | PALAZZOLO | OWENS | JANDA | GOLDSWORTHY |
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