1930 South Germantown Road • Germantown, Tennessee 38138-2815 Phone (901) 757-7200 Fax (901) 757-7292 <a href="https://www.germantown-tn.gov">www.germantown-tn.gov</a>

November 5, 2014

Board of Mayor and Aldermen Municipal Center Germantown, TN 38138

Dear Board Members:

The following is a brief summary of the agenda items to be discussed at the meeting of the Board of Mayor and Aldermen scheduled for Monday, November 10, beginning at 6:00 p.m.

#### 1. Call to Order

The Mayor will call the meeting to order.

#### 2. Invocation

Public Works Director Bo Mills will give the invocation.

#### 3. Pledge of Allegiance

Alderman John Drinnon will lead the Pledge of Allegiance.

#### 4. Approval of Agenda

The Board is asked to set the agenda for the meeting. Any additions or changes are to be made at this time.

#### 5. Approval of Minutes

Approval is requested of the minutes of the meeting held October 27, 2014.

#### 6. Recognition of Donation - Farm Park

Methodist Lebonheur Healthcare System has donated \$15,000.00 to the Farm Park. This will be the third year of funding from the hospital. The cash contribution will support training, community education programs at the farm and with local schools and community special events.

#### 7. Citizens to be Heard

This item is to give citizens the opportunity to address the BMA on issues of concern.

#### **BEER BOARD**

#### 8. Suspension/Revocation – Beer Permit – Asian Eatery

There have been no previous beer violations.

#### 9. Suspension/Revocation - Beer Permit - El Porton

There have been no previous beer violations.

#### 10. Suspension/Revocation - Beer Permit - Garabaldi's

There have been no previous beer violations.

#### 11. Suspension/Revocation - Beer Permit - Grand Buffet

There was one previous violation in 2013.

#### 12. Suspension/Revocation - Beer Permit - Sakura

There were no previous violations.

#### BOARD OF MAYOR AND ALDERMEN

#### 13. Sports Operating Policy

The management and operation of all youth sports are guided by the Sports Operating Policy's which provide standard operating policies and procedures that are fair and consistent and align with the City's mission and values. The policies are reviewed, evaluated with input from the community and stakeholders, and revised to meet current conditions.

#### 14. Stop Loss Insurance

Medical Stop Loss Insurance protects the City's self-funded plan from extreme medical expense. The City has used the services of a stop loss carrier for over twenty years. The stop loss carrier works as a safety net to protect the City's self-insured medical plan.

#### 15. CONSENT

#### a. <u>Donations – Germantown Community Library</u>

Donations were made to the Germantown Regional History and Genealogy Center in the amount of \$344.00 and to the Germantown Community Library in the amount of \$1,896.00.

#### b. Change Order - Animal Shelter

During the renovation of the Animal Shelter, unforeseen site conditions were encountered resulting in additional work being required that could not be anticipated until construction began. This necessitated using equipment that was not anticipated or included in the contractor's bid and resulted in digging the foundation footings significantly deeper than originally planned. The total amount requested for Change Order No. 1 is \$8,659.87.

#### c. Community/Employee Survey

The results of the previous community surveys have led to improvements in areas of concern including internal communication and employee security. On November 25, 2013, the Board approved a contract with one, twelve month extension with NuStats, LLC for completion of the community and employee surveys for 2014. Staff is recommending adding \$800.00 for processing an additional fifty surveys only to be used should the City receive more completed surveys than projects. The total amount of the extension is not to exceed \$16,950.00.

#### d. Youth Basketball Uniforms

This is for the purchase of boys and girls basketball uniforms from Teamwear Graphics in an amount not to exceed \$16,000.00.

#### e. Tennessee Parks and Greenways Foundation Grant

This grant for \$1,250.00 from the Tennessee Parks and Greenways Foundation will provide the resources to install 911-locator signs on a section of the Germantown Greenway in the Wolf River Nature Area section to benefit the personal safety of our users.

# f. Resolution 14R17 – Amendment to Resolution 14R09 – Change of Effective Date for Germantown Board of Education to Participate in the Tennessee Consolidated Retirement System

Resolution 14R09 approved by the Board and the Germantown Board of Education contained the wrong effective date. The Board is asked to pass a new TCRS resolution indicating that the effective date for participating in the plan is July 1, 2014.

If you have questions regarding any of these agenda items, do not hesitate to contact me prior to the meeting on the 10<sup>th</sup>.

Will for Patrick Lawton

Sincerely,

Patrick J. Lawton

City Administration

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, November 10, 2014 – 6:00 p.m. Council Chambers – Municipal Building

- 1. Call To Order
- 2. Invocation
- 3. Pledge of Allegiance
- Approval of Agenda
- 5. Approval of Minutes
- 6. Recognition of Donation Farm Park
- 7. Citizens to be Heard

#### **BEER BOARD**

- 8. Suspension/Revocation Beer Permit Asian Eatery
- 9. Suspension/Revocation Beer Permit El Porton
- Suspension/Revocation Beer Permit Garabaldi's
- 11. Suspension/Revocation Beer Permit –Grand Buffet
- 12. Suspension/Revocation Beer Permit Sakura

#### **BOARD OF MAYOR AND ALDERMEN**

- 13. Sports Operating Policy
- 14. Stop Loss Insurance
- 15. CONSENT
  - a. Donations Germantown Community Library
  - b. Change Order Animal Shelter
  - c. Community/Employee Survey
  - d. Youth Basketball Uniforms
  - e. Tennessee Parks and Greenways Foundation Grant
  - f. Resolution 14R17 Amendment to Resolution 14R09 Change of Effective Date for Germantown Board of Education to Participate in the Tennessee Consolidated Retirement System.

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:

November 10, 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	GOLDSWORTHY
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain



REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

November 10, 2014

FROM:

Patrick J. Lawton, City Administrator 25

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 October 27, 2014.

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

To approve the minutes of the Board of Mayor and Aldermen Meeting held October 27, 2014.

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



REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

November 10, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

Recognition of Donation -Farm Park

#### INTRODUCTION:

The purpose of this agenda item is to recognize a donation to the Farm Park from Methodist Lebonheur Healthcare System to support community events, educational programs and training totaling \$15,000.00.

#### **BACKGROUND:**

The Farm Park provides the community with a unique space to experience and learn about sustainable living. The site is home to the very successful Germantown Community Garden Association which has produced over 8,000 lbs of the food during this season using organic growing methods. During the FY15 first quarter, the gardening organization, other community groups, and citizen volunteers have logged 1,354 volunteer hours at the Farm Park in efforts to promote healthy lifestyles and conservation of our resources. The interest and support of this project continues to grow and expand.

Community partnerships are critical to the long-term success of the Farm Park. The Methodist Lebonheur Healthcare System has demonstrated their commitment to the mission of the project through their generous donation and interest in continued involvement.

#### **DISCUSSION:**

This will be the third year of funding from this Germantown based hospital. Staff and members of the Farm Park Advisory Group have continued an ongoing relationship with key hospital executives in an effort to explore all possibilities for collaboration. Education and outreach are identified as a priority among the entire group. The cash contribution being recognized will support training, community education programs at the farm and with local schools and community special events. 2014 public events, included the "Farm Park Farmer's Market", "Grill Off in the Garden" and the "Fall Harvest Festival". These activities would not be possible without the support and generosity of the Methodist Lebonheur Healthcare System.

The additional funding support for Farm Park project allows the City to provide exceptional quality service.

Page 2 RECOGNITION OF DONATION – FARM PARK NOVEMBER 10, 2014

#### **BUDGET AND STAFFING IMPACT:**

Expected funding for this sponsorship was included in the FY15 budget adoption. No budget adjustment is necessary.

#### **VISION 2020:**

This action supports several guiding principles contained in Vision 2020 Quality of Life section stating that "parks offer choices - wide range of venues for public enjoyment"; and the C.O. Franklin Park and surrounding properties provide "a regional destination park"; the personal wellness of residents - "a healthy lifestyle promoted by activities and events" that will be available in a local agricultural setting and most notably, creating a "sense of place" where the "residents feel connected and engaged".

PREPARED BY: Pam Beasley	
Pam Beasley, Director of Parks and Recreation	
REVIEWED BY: Ralph J. Gabb	
Ralph I Gabb Finance Director	

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

To recognize a donation to the Farm Park from Methodist Lebonheur Healthcare System to support community events, educational programs and training totaling \$15,000.00.

VOTE/TOTAL	MARCOM	DRINNON	PALAZZOLO	O OWENS	JANDA	GOLDSWORTHY
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain



REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

November 10, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

BEER BOARD HEARING - Suspension/Revocation of Beer License - Asian Eatery - 2072

**West Street** 

#### **INTRODUCTION:**

The Board will be sitting as the Beer Board.

Pursuant to Section 3-90 of the Code of Ordinances for the City of Germantown, a hearing has been scheduled for the purpose of determining if the beer permit for The Asian Eatery located at 2072 West Street should be removed or suspended.

#### **BACKGROUND:**

The underlying basis for the suspension or revocation being the violation of Section 3-89 of the Germantown City Ordinance and Section 57-5-30 of the Tennessee Code Annotated pertaining to the sale of beer to persons designated by the State to be a minor.

The Germantown Police Department served notice of this hearing to the Asian Eatery on October 2, 2014. Mr. Mark McDaniel, Police Advisor, will represent the City at this hearing.

The City of Germantown issued a beer permit to Sin Piu Lau of the Asian Eatery at 2072 West Street on August 9, 2011. There have been no previous violations.

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

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



REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

November 10, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

BEER BOARD HEARING - Suspension/Revocation of Beer License - El Porton - 2095

Merchants Row.

#### INTRODUCTION:

The Board will be sitting as the Beer Board.

Pursuant to Section 3-90 of the Code of Ordinances for the City of Germantown, a hearing has been scheduled for the purpose of determining if the beer permit for El Porton located at 2095 Merchants Row should be removed or suspended.

#### **BACKGROUND:**

The underlying basis for the suspension or revocation being the violation of Section 3-89 of the Germantown City Ordinance and Section 57-5-30 of the Tennessee Code Annotated pertaining to the sale of beer to persons designated by the State to be a minor.

The Germantown Police Department served notice of this hearing to the El Porton on October 2, 2014. Mr. Mark McDaniel, Police Advisor, will represent the City at this hearing.

The City of Germantown issued a beer permit to El Porton of Tennessee at 2095 Merchants Row on June 8, 1992. There have been no previous violations.

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

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



REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

November 10, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

BEER BOARD HEARING - Suspension/Revocation of Beer License - Garabaldi's - 7521

**Queens Court.** 

#### INTRODUCTION:

The Board will be sitting as the Beer Board.

Pursuant to Section 3-90 of the Code of Ordinances for the City of Germantown, a hearing has been scheduled for the purpose of determining if the beer permit for Garabaldi's at 7521 Queens Court, should be removed or suspended.

#### **BACKGROUND:**

The underlying basis for the suspension or revocation being the violation of Section 3-89 of the Germantown City Ordinance and Section 57-5-30 of the Tennessee Code Annotated pertaining to the sale of beer to persons designated by the State to be a minor.

The Germantown Police Department served notice of this hearing to Garabaldi's on October 2, 2014. Mr. Mark McDaniel, Police Advisor, will represent the City at this hearing.

The City of Germantown issued a beer permit to Joseph Garibaldi to sell beer at Garabaldi's at 7521 Queens Court on March 8, 1987. There were no previous violations.

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

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



REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

November 10, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

BEER BOARD HEARING - Suspension/Revocation of Beer License - Grand Buffet - 2015

Exeter Rd.

#### **INTRODUCTION:**

The Board will be sitting as the Beer Board.

Pursuant to Section 3-90 of the Code of Ordinances for the City of Germantown, a hearing has been scheduled for the purpose of determining if the beer permit for the Grand Buffet located at 2015 Exeter Rd. should be removed or suspended.

#### **BACKGROUND:**

The underlying basis for the suspension or revocation being the violation of Section 3-89 of the Germantown City Ordinance and Section 57-5-30 of the Tennessee Code Annotated pertaining to the sale of beer to persons designated by the State to be a minor.

The Germantown Police Department served notice of this hearing to the Grand Buffet on October 2, 2014. Mr. Mark McDaniel, Police Advisor, will represent the City at this hearing.

The City of Germantown issued a beer permit to Heping Chen of the Grand Buffet at 2015 Exeter Rd. on January 22, 2007. There was one previous violation in 2013. The Beer Board assessed civil penalty of \$500.00 and a 30 day suspension if not paid within seven days. The fine was paid.

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

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



REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

November 10, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

BEER BOARD HEARING - Suspension/Revocation of Beer License - Sakura Japanese

Restaurant - 2060 West Street.

#### **INTRODUCTION:**

The Board will be sitting as the Beer Board.

Pursuant to Section 3-90 of the Code of Ordinances for the City of Germantown, a hearing has been scheduled for the purpose of determining if the beer permit for Sakura Japanese Restaurant at 2060 West Street, should be removed or suspended.

#### **BACKGROUND:**

The underlying basis for the suspension or revocation being the violation of Section 3-89 of the Germantown City Ordinance and Section 57-5-30 of the Tennessee Code Annotated pertaining to the sale of beer to persons designated by the State to be a minor.

The Germantown Police Department served notice of this hearing to Sakura Japanese Restaurant on October 2, 2014. Mr. Mark McDaniel, Police Advisor, will represent the City at this hearing.

The City of Germantown issued a beer permit to Chun Yin Lam to sell beer at Sakura Japanese Restaurant at 2060 West Street on December 8, 2003. There were no previous violations.

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

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



**REPORT TO:** 

THE BOARD OF MAYOR AND ALDERMEN

DATE:

November 10, 2014

FROM:

Patrick J. Lawton, City Administrator QSU

**SUBJECT:** 

SPORTS OPERATING POLICIES

#### **INTRODUCTION:**

The purpose of this agenda item is to approve the recommended revisions to the Sports Operating Policies.

#### **BACKGROUND:**

A primary goal of the Parks and Recreation Department is to work with volunteers and providers to provide top quality programs, facilities and sporting opportunities. The management and operation of all youth sports are guided by the Sports Operating Policies which provide standard operating policies and procedures that are fair and consistent and align with the City's mission and values. These policies are reviewed, evaluated with input from the community and stakeholders and revised to meet current conditions. This process is typically performed every four to five years. The last comprehensive evaluation process took place in 2012.

Last spring the Parks and Recreation Commission worked with staff to review and recommend updates/revisions to the sports operating policies. Some of the changes being implemented this year include gaining Board of Mayor and Aldermen approval on all applications, strengthening the background check policies and implementing a youth sport concussion policy. In addition, staff created guidelines for park vendors, park sponsorships and signage protocol. The field rental reservation process and the tournament application guidelines which are used for one-time, occasional occurrences as sports field space and resources are available were also updated. Staff will conduct a comprehensive "roll-out" for the new policies and provide assistance to sports providers as needed. Designated city youth sport providers currently include soccer, football, baseball, and lacrosse.

#### **DISCUSSION**

In an effort to better communicate the intent of the sports policies and procedures to reflect current conditions, a full review of all existing sports management documents was conducted. Staff held several work sessions to complete a full review of the policies and guidelines. The Parks and Recreation Commission also appointed a Task Force Committee to assist staff with the review process. Suggestions and comments from the Sports Organizations were solicited and all were given the opportunity to review and approve the recommended changes at a Youth Sports Alliance meeting held Wednesday, May 21, 2014. The recommended revisions were then submitted to the Parks and Recreation Commission for their review and approval.

#### SPORTS OPERATING POLICIES

November 10, 2014

The recommended revisions to the Sports Operating Policies are summarized as follows:

- 1. The name of Policy Letter No. 33 was changed to Sports Operating Policies.
- 2. Provider application was revised to provide a more "customer friendly" selection process.
- 3. Provider designations will be for a period of one year with an option for two additional one year extensions.
- 4. Provider applications will be reviewed by the Department and submitted to the Chairman of the Parks and Recreation Commission for review and consideration. The Board and Mayor of Alderman will have the final authority to approve or deny Provider applications.
- 5. In determining the non-resident fee, the participant fee (excluding uniforms and equipment costs) will be multiplied against the percentage relationship between the City's property tax revenues and the total revenues of the City.
- 6. In determining the field usage schedule for Providers and organized Sports Programs, the Germantown Municipal School District will have fourth priority for usage of all City owned or operated sports facilities and fields.
- 7. To ensure primary service to Germantown residents, each team participating in competitive Provider Sports programs are required to be composed of a minimum of seventy (70%) percent residents of the City of Germantown.
- 8. Intra-league tournament requests will be considered a part of the league's season play and will not require an additional tournament application.
- 9. Sports camps operated by the City Selected Sports Providers may handle all registration and registration fees. The City will receive seventy (70%) percent of the gross revenues of camp fees as approved in the Resolution on Revenues.

The Germantown Parks and Recreation Commission met May 22, 2014 to consider the adoption of Sports Operating Policies as presented. Staff summarized the changes in the policy and answered a few questions. The Parks and Recreation Commission voted unanimously to recommend the policy changes to the Mayor and Board of Aldermen as presented by staff. Draft revisions were submitted to Procurement and Legal Counsel for review and approval.

The recommended revisions to the Background Check Policies are summarized as follows:

- 1. The name of the Volunteer Policies was changed to Background Check Policies.
- 2. All volunteers will be required to complete the consent form online using an electronic signature confirmation allowing the City of Germantown Parks and Recreation Department to order an individual criminal background check.
- 3. Volunteers will no longer be required to obtain and wear a photo ID badge. The Department is not able to effectively enforce this policy with the current resources. Through the application process, providers are required to develop a system to ensure all coaches on the field are qualified and authorized to coach.

#### Page 3

#### SPORTS OPERATING POLICY

November 10, 2014

The Germantown Parks and Recreation Commission met August 28, 2014 to consider the adoption of the Background Check Policies as presented. Staff summarized the changes in the policy and answered a few questions. The Parks and Recreation Commission voted to recommend the policy changes to the Mayor and Board of Aldermen as presented by staff. Draft revisions were submitted to Procurement and Legal Counsel for review and approval.

#### **VISION 2020:**

Review of the Policy supports the Vision 2020 Plan goal of Quality of Life: "City programs and services responsive to changing leisure time and recreational activity trends and residents' needs"; and "team sports available to all residents with quality athletic fields and practice facilities for recreational leagues, competitive leagues and tournaments".

#### **ATTACHMENTS:**

**Sports Operating Policies** 

PREPARED BY: Natalie Ruffin
Natalie Ruffin, Recreation Superintendent
DDEDADED DV. D D
PREPARED BY: Pam Beasley
Pam Beasley, Director of Parks and Recreation
REVIEWED BY: Lisa Piefer
Lisa A. Piefer, Procurement Director

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

To approve the recommended revisions to Sports Operating Policies as presented.

VOTE/TOTAL	L MARCOM	DRINNON	PALAZZOLO	O OWENS	JANDA	GOLDSWORTHY
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain



REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: November 10, 2014

FROM: Patrick J. Lawton, City Administrator

SUBJECT: STOP LOSS INSURANCE

#### **INTRODUCTION:**

The purpose of this agenda item is to consider approval of a new policy for the City of Germantown's Stop Loss Insurance with American Fidelity in the amount of \$664,644.96 for a twelve month contract.

#### **BACKGROUND:**

Medical Stop Loss insurance protects the City's self-funded plan from extreme medical expense. The effective date of the new policy will be January 1, 2015. The City has used the services of a stop loss carrier for over twenty years. The stop loss carrier works as a safety net to protect the City's self insured medical plan. For example, if an individual medical claim exceeds \$115,000, this insurance will reimburse the City 100% of the paid eligible claims that exceed that specific deductible amount. This year the City also requested additional pricing at \$130,000 for the deductible to see if it was beneficial to increase the amounts.

Pursuant to current purchasing laws, Procurement Staff completed through the process by issuing an Invitation to Bid ("Bid") for these services. Presently the City has an \$115,000 individual stop loss deductible with an annual premium of \$667,644.96 with American Fidelity.

#### **DISCUSSION:**

The City received four (4) bids by the October 23<sup>rd</sup> deadline to submit. Of the Bids submitted, only Health Cost Solutions, Inc., with American Fidelity and The Barnett Group with National Union Fire met all of the Bid requirements. As stated above, the City requested pricing for the deductible amounts of \$115,000 and \$130,000 to see if there was a benefit to increasing the deductible amounts. From the review by staff and the City's consultant, the higher deductible does not benefit the City at this time; but will continue to be reviewed in future bids.

After thorough analysis of the City's medical plan activity this past year and review by Staff and the City's Consultant, ESP Inc., it is the recommendation of staff that the City continue its coverage with American Fidelity. Their overall coverage remains the same, as does the deductible and they continue to have an A+ rating. The City's Third Party Administrator, Health Cost Solutions, Inc. worked in conjunction with American Fidelity, to provide a cost effective quote to continue this important coverage. As mentioned, the stop loss would remain at an individual \$115,000 deductible for 2015. Attached are copies of the Bid Results Analysis.

Page 2 STOP LOSS INSURANCE November 10, 2014

#### **BUDGET AND STAFFING IMPACT:**

The FY15 Budget includes \$664,644.96 for managing benefit costs as part of our health plan. This program is managed by staff in Human Resources.

			Line Item	Budget	Recommended
Fund	Line Item No.	Dept.	Description	Balance	Expenditure
Health Fund	066-5015-471-51.50	H.R.	Medical Claims	\$3,682,140.99	\$664,644,96

Human Resources will serve as Contract Administrator.

#### **VISION 2020:**

Financial Sustainability - Having stop loss insurance in place supports our Vision 2020 goals to have services delivered in the most cost effective manner.

#### **ATTACHMENTS**:

Bid Results Analysis

PRE	PA	RED	BY:				
Lisa	Α.	Piefer.	Procure	ment D	irector		 

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

To authorize the Mayor and Board to enter into a contract policy with American Fidelity in the amount of \$664,6644.96 for stop loss insurance coverage for 2015.

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



REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

November 10, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

APPROVAL OF LIBRARY DONATIONS-GERMANTOWN COMMUNITY

**LIBRARY** 

#### **INTRODUCTION:**

The purpose of this agenda item is to recognize and accept donations made to the Germantown Regional History and Genealogy Center in the amount of \$344.00 and to the Germantown Community Library in the amount of \$1,896.00 and to approve Budget Adjustment Number 15-24.

#### **BACKGROUND:**

The following organizations and individuals have contributed these donations to the Germantown Community Library:

For the Germantown Regional History and Genealogy Center Mary Lou Thesmar \$11.00 TN Genealogical Society \$284.00 Meredith Hodges \$25.00 Southern Historical Press \$24.00

For the Germantown Community Library Merck Foundation \$156.00 Kiwanis Club of Germantown \$500.00 Nancy Harness \$50.00 Germantown Women's Club \$1,000.00 The Allenby Lakes Book Group \$190.00

#### **DISCUSSION:**

The Germantown Community Library works in partnerships with many local organizations to provide top quality services to its patrons. The donations given to the GRHGC are to purchase new materials for the GRHGC. Several of the donations to GCL are for new books. The money from Merck was given to purchase books for the collection. Nancy Harness wishes her donation to be used to buy books in honor of the library staff. The Allenby Lakes Book Group has made their gift for books in memory of Robert Smith. The Kiwanis Club has provided the library with donations for many years. This year their gift will support the movie programs at the library. The Germantown Women's Club has been a long time supporter of the Children's Department. This year their donation is designated for enhancing Children's programs.

#### **VISION 2020:**

November 10, 2014

This complies with Quality of Life Goal 17, Objective 1 "Top-quality library recognized for excellence in our programs and services to the community." It additionally supports City Services and Finances Goal 22, Objective 7 "leverage the City's resources through partnerships and grants."

#### **ATTACHMENTS:**

Budget Adjustment 15-24

PREPARED BY: Lisa Marinos

Lisa Marinos, Business Manager Germantown Community Library

**REVIEWED BY: Daniel Page** 

Daniel Page, Library Director

REVIEWED BY: Ralph J. Gabb

Ralph J. Gabb, Finance Director

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

To recognize donations made to the Germantown Community Library in the amount of \$1,896.00 and to the Germantown Regional History and Genealogy Center in the amount of \$344.00 and to approve Budget Adjustment Number 15-24.

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

Agenda No. 156



# **CITY OF GERMANTOWN**

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

November 10, 2014

FROM:

Patrick J. Lawton, City Administrator

**SUBJECT:** 

CHANGE ORDER NO. 1 - ANIMAL SHELTER EXPANSION PHASE I

#### **INTRODUCTION:**

The purpose of this agenda item is to approve Change Order No.1 for the Animal Shelter Expansion Phase I Project increasing the contract amount by \$8,659.87 from \$311,649.00 to \$320,308.87 and approve Budget Adjustment No. 15-14.

#### **BACKGROUND:**

On June 9, 2014, the Board of Mayor and Alderman approved Agenda Item Number 14, authorizing the Mayor to enter into a contract with Barnes & Brower, Inc. for construction of the Animal Shelter Expansion Phase I in the amount of \$311,649.00. This renovation includes modifications required for the expansion of the west side of the existing structure for isolation kennels, outdoor runs with canopies, the relocation of the laundry room and modifications to meet ADA access requirements and restroom renovation.

#### **DISCUSSION:**

During the renovation of any older facility it's not unusual to encounter unforeseen site conditions as a result of conflicts between the original drawings and the as-built drawings or work that was previously done and not documented. These unforeseen conditions result in additional work being required that could not be anticipated until construction begins and true conditions are evaluated.

Staff was aware that the Animal Shelter Expansion Project's construction site was in an area of an old landfill that was active in the 1970's. Accordingly, every effort was made to diminish the risk of unforeseen conditions on this project including a Geotechnical Evaluation of the site that included soil borings and the inclusion of bid items in the construction contract to fund the removal and replacement of unsuitable soils. Even with this due diligence, Change Order No. 1 is the result of unforeseen conditions.

During the digging of the footings for the Animal Shelter Phase I Expansion Project, the Contactor encountered an enormous amount of construction debris including some large sections of concrete that had to be jack hammered into smaller pieces just to be able to remove them. This necessitated using equipment that was not anticipated or included in the Contractor's bid and resulted in digging the foundation footings significantly deeper than originally planned, approximately 15 feet deeper.

This extra equipment and the increased depth of the footings which requires that flowable concrete be used in the place of engineered fill at \$112.00 per Cubic Yard versus \$27.00 per Cubic Yard that was bid resulted in an \$8,659.87 increase the contract amount. Therefore, the total amount requested for Change Order No. 1 for the Animal Shelter Expansion Phase I Project is \$8,659.87.

Page 2 Change Order No.1 - Animal Shelter Expansion Phase I November 10, 2014

### **BUDGET AND STAFFING IMPACT:**

**Source of Funding:** 

Fund	Line Item No.	Dept.	Line Item  Description	Budget* Balance	Recommended Expenditure
CIP	032-0000-400.92-10	General	Bldg. Improv.	\$8,660.00	\$8,659.87
	GG1401	Government			

<sup>\*</sup> Funding provided by CIP Contingency Account

#### **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:**

Change Order No. 1 Description Budget Adjustment 15-14 Photos

PREPA	RED	BY:	Butch	Eder

Butch Eder, CIP Manager

#### REVIEWED BY: Reynold Douglas

Reynold Douglas, General Services Director

#### **REVIEWED BY:** Bo Mills

Bo Mills, Public Services Director

#### **REVIEWED BY:** Tim Gwaltney

Tim Gwaltney, P.E., City Engineer

#### 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 approve Change Order No.1 for the Animal Shelter Expansion Phase I Project increasing the contract amount by \$8,659.87 from \$311,649.00 to \$320,308.87 and approve Budget Adjustment No. 15-14.

### **BOARD ACTION: MOTION BY:**

SEC	O!	ND	ED	В	Y	:

VOTE/TOTA	L 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



REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

November 10, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

COMMUNITY AND EMPLOYEE SURVEY CONTRACT EXTENSION

**INTRODUCTION:** The purpose of this agenda item is to consider approval of an agreement with NuStats, LLC in an amount not to exceed \$16,950 for the completion of community and employee surveys.

#### **BACKGROUND:**

In 1994, the City conducted its first community wide survey. Subsequent surveys were completed in 1999, 2000, 2004 and 2011-2013. Surveys were based on a standard questionnaire developed by the City to determine public opinion on programs and services and on nine major indices: overall citizen satisfaction, administrative leadership, responsiveness to citizens, efficiency, maintenance/traffic, safety/emergency services, cultural/recreational, utilities/services and City Hall. The proposed survey will ask the same baseline questions in addition to relevant and timely questions regarding services and preferences.

An employee survey was also conducted in 2011, 2012, 2013 and 2014. Results have lead to improvements in areas of concern including internal communication and employee security. An employee suggestion program, formal open door policy and employee grievance procedures were also developed as a result of survey findings.

#### **DISCUSSION:**

On November 25, 2013, the BMA approved a contract with one twelve month extension with NuStats, LLC for completion of the community and employee surveys for 2014. Staff also recommends adding \$800 for processing an additional fifty (50) surveys only to be used should the City receive more completed surveys than projected. Therefore, the total amount of the extension is \$16,950. NuStats, LLC completed the 2014 survey with great success and was rated excellent by the Budget and Performance staff. With approval by the Board of Mayor and Aldermen, NuStats, LLC will provide the complete report for both the community and employee surveys by March 1, 2015.

The vendor will be responsible for development, implementation, tabulation, analysis and reporting of a mailed citizen survey of 2,000 households and an internal employee survey of 370 full-time employees. The contract includes a renewal option for one additional year.

#### **BUDGET AND STAFFING IMPACT:**

Source of Funding:

			Line Item	Budget	Recommended
Fund	Line Item No.	Dept.	Description	Balance	Expenditure
General	010-1810-419-8990	Budget	Other Expenses	\$29,125	\$16,950

#### **VISION 2020:**

Implementation of citizen and employee surveys are critical to Vision 2020's evaluation of citizen needs, value of services, responsiveness to customers and anticipating the future needs of customers.

#### **ATTACHMENTS:**

Revised Survey Analysis Report - 2014

PREPARED I	BY: Jessica Brown	
Jessica Brown.	Budget & Performance	

<u>R</u> J	E	/IE	W	ED	BY	: Lisa	Α.	Piefer	

Lisa A. Piefer, Procurement Director

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

To authorize the Mayor to enter into a contract extension with NuStats, LLC in the amount of \$16,950 to conduct the Germantown community and employee surveys.

VOTE/TOTAL	MARCOM	DRINNON	PALAZZOLO	O OWENS	JANDA	GOLDSWORTHY
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain



**REPORT TO:** 

THE BOARD OF MAYOR AND ALDERMEN

DATE:

November 10, 2014

FROM:

Patrick J. Lawton, City Administrator &

**SUBJECT:** 

YOUTH BASKETBALL UNIFORMS

#### INTRODUCTION:

The purpose of this agenda item is to authorize the purchase of boys and girls basketball uniforms from Teamwear Graphics in an amount not to exceed \$16,000.

#### **BACKGROUND:**

Each year, the Germantown Parks and Recreation Department operates a youth basketball league for first through twelfth grade youth. The seasonal program runs from November 1, 2014 to March 13, 2015. Games and practices are held in Germantown Municipal School gymnasiums at Farmington Elementary, Riverdale Elementary, Dogwood Elementary, and Houston Middle School.

#### **DISCUSSION**

The Parks and Recreation Department provides team jerseys and shorts for the youth basketball program. The program includes approximately 500 boys and girls, ages 7 to 17 years old. Bids were received from the three vendors below.

	<b>Teamwear Graphics</b>	<b>Bluff City Sports</b>	Ad-Wear Speciality
Jerseys	\$6,495.00	\$7,845.00	\$7,245.00
Shorts	\$3,500.00	\$3,906.25	\$5,545.00
Alternate	<u>\$495.00</u>	<u>\$0</u>	<u>\$N/A</u>
Total	\$10,490.00	\$11,751.25	\$12,790.00

<sup>\*</sup>Please note that total bids reflect an estimated supply of approximately 500 basketball jerseys and basketball shorts. The actual quantity ordered will not exceed the budgeted amount of \$16,000.

Staff recommends accepting the low bid from Teamwear Graphics for the basketball uniforms.

#### **BUDGET AND STAFFING IMPACT:**

The Recreation Division staff implements and manages the Youth Basketball League and is responsible for all facets of the program. Participant registration fees cover the direct expenses of the Youth Basketball League.

#### YOUTH BASKETBALL UNIFORMS

November 10, 2014

**Source of Funding:** 

			Line Item	Budget	Recommended
Fund	Line Item No.	Dept.	Description	<b>Budget Balance</b>	Expenditure
Recreation (	041-4225-451.3260	Parks & Rec	YBK Uniforms & Clothing		\$16,000.00

#### **VISION 2020:**

This program remains strong and continues to service Germantown residents as well as neighboring communities. The continuation of this program supports the Vision 2020 Plan goal of Quality of Life: "top-quality recreation programs offered by Parks and Recreation". This youth league also provides a "variety of choices for recreation offered by the City"; and "promotes "health and physical education offered by Parks and Recreation for all ages".

#### **ATTACHMENTS:**

Bid Analysis

PREPARED BY: Kevin Weaver
Kevin Weaver, Sports Coordinator
REVIEWED BY: Pam Beasley
Pam Beasley, Director of Parks and Recreation
REVIEWED RV. Lisa A Diafor

Lisa A. Piefer, Procurement Director

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

To authorize the purchase of boys and girls basketball uniforms from Teamwear Graphics in an amount not to exceed \$16,000.

VOTE/TOTAL	L 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



REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

November 10, 2014

FROM:

Patrick J. Lawton, City Administrator

**SUBJECT:** 

**Tennessee Parks and Greenways Foundation Grant** 

#### INTRODUCTION:

The purpose of this agenda item is to recognize a grant for \$1,250.00 from the Tennessee Parks and Greenways Foundation and to authorize the Mayor to enter into an agreement with this organization to install proposed signage at the Germantown Greenway and to approve Budget Adjustment 15-26. The Parks and Recreation Department will coordinate terms of the agreement.

#### **BACKGROUND:**

The Parks and Recreation Department staff has played a key leadership role in the Mid-South Greenway Alliances' development of a regional 911 signage system for greenway trails. This organization focuses on safety and security issues on greenway trails and has been meeting since August 2012. The group has identified the locating of trail users in emergency situations as a topic of mutually high concern. After input from local first responders and an extensive review of other cities' best practices to address this issue, the Alliance has developed a regionally coordinated 911-Locator System, based upon an alphanumeric coding system and consistent sign design template. The System offers important advantages, with the most important being immediate user recognition of the 911 design and familiarity with a common coding system throughout the region.

This grant will provide the resources to install these 911-locator signs on a section of the Germantown Greenway in the Wolf River Nature Area section to benefit the personal safety of our users.

#### **DISCUSSION:**

A grant proposal requesting \$2,500.00 for greenway safety signage was written and submitted to the Tennessee Parks and Greenway Foundation in September for consideration through their TennGreen Connections small grants program. The City received a grant award on October 16 in the amount of \$1,250.00 which can be used to complete a portion of the project. The balance of the funds needed will be proposed in the FY16 budget request.

#### **VISION 2020:**

Acceptance of this grant supports Goal 18 Quality of Life: "Trails and greenway system available for public use; and well designed, well maintained parks and green spaces throughout our City".

Page 2 TENNESSEE PARKS AND GREENWAYS FOUNDATION GRANT NOVEMBER 10, 2014

#### **BUDGET AND STAFFING IMPACT:**

Staffing Impact: Pam Beasley, Director of Parks and Recreation will serve as the project leader and coordinate the installation effort with Public Works.

			Line Item		Recommended
Fund	Line Item No.	Dept.	Description	Budget Balance	Expenditure
General	010-3010-430.2650	PW	Grounds		\$1,250.00
		•	Maintenance		

#### **Attachments:**

Grant Award Letter Budget Adjustment 15- 26 Grant Agreement

	P	REI	<b>A</b>	RED	BY:	Pam	Beasley	7
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Pam Beasley, Director of Parks and Recreation

#### REVIEWED BY: Bo Mills

Bo Mills, Public Works Director

#### REVIEWED BY:

Lisa Piefer, Procurement Director

#### PROPOSED MOTION(S), RESOLUTION(S), OTHER

To recognize grant funds in the amount of \$1,250.00 from the Tennessee Parks and Greenways Foundation and to authorize the Mayor to enter into an agreement with this organization to install proposed signage at the Germantown Greenway and to approve budget adjustment 15-26. The Parks and Recreation Department will coordinate terms of the agreement.

VOTE/TOTAL	MARCOM	DRINNON	PALAZZOLO	O OWENS	JANDA	GOLDSWORTHY
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain



REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE:

November 10, 2014

FROM:

Patrick J. Lawton, City Administrator

SUBJECT:

Resolution No. 14R17 - Amendment to Resolution 14R09- Change of Effective Date

for the Germantown Board of Education to Participate in the Tennessee

**Consolidated Retirement System** 

#### INTRODUCTION:

This agenda item will amend Resolution No. 14R09 regarding participation by the Germantown Board of Education in the Tennessee Consolidated Retirement System (TCRS).

#### **DISCUSSION:**

Recently TCRS contacted the Germantown Municipal School District and advised that the resolutions approved by the Board of Mayor and Aldermen and the Germantown Board of Education contained the wrong effective date. Service credit hours will be given to those employees hired prior to July 1, 2014, six months before the effective date of the plan or January 1, 2015.

Therefore, the Board of Mayor and Aldermen is asked to pass a new TCRS resolution indicating that the effective date for participation in the plan is July 1, 2014

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

To approve Resolution No. 14R17 - Amendment to Resolution 14R09- change of effective date for the Germantown Board of Education to participate in the Tennessee Consolidated Retirement System.

#### **ATTACHMENTS:**

TCRS Resolution No. 14R17

#### **BOARD ACTION: MOTION BY:**

#### **SECONDED BY:**

VOTE/TOTAL	MARCOM	DRINNON	PALAZZOLO	OWENS	JANDA	GOLDSWORT
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain