



# CITY OF GERMANTOWN

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## TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
Phone (901)757-7200 Fax (901)757-7292 [www.germantown-tn.gov](http://www.germantown-tn.gov)

### Board of Mayor and Aldermen Meeting

Monday, March 23, 2015 – 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. Youth Excellence Award
7. Teacher of Month Award
8. Citizens to be Heard
9. **CONSENT**
  - a. Payroll Budget Transfer
  - b. Fire Pump Controller
  - c. Score Boards
  - d. Annual Maintenance Contract – Learning Center
  - e. Appointment to Germantown Education Foundation
10. Contract Development Agreement No. 1197 –The Shops of Saddle Creek North
11. Asphalt Milling and Paving Contract
12. Public Hearing - Ordinance 2015-5 – Amendment to Smart Code – Second Reading
13. Police - In-car Cameras
14. Police – Security Cameras

#### **BEER BOARD**

15. Suspension/Revocation – Beer Permit – Shell Service Center – 7627 Poplar
16. Suspension/Revocation – Beer Permit – Kwick Shop – 9434 Poplar
17. Suspension/Revocation – Beer Permit – Petra Café – 9155 Poplar Ave., Suite 17
18. Suspension/Revocation – Beer Permit – Royal Panda – 3120 Village Shops Dr. #23
19. Suspension/Revocation – Beer Permit – Russo's New York Pizzeria – 9087 Poplar

The City of Germantown complies with the American with Disabilities Act. Should you need accommodations for this meeting, please call 757-7200 at least 48 hours in advance of the meeting.



# CITY OF GERMANTOWN

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**

DATE: March 23, 2015  
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	BARZIZZA	GIBSON	KLEVAN	OWENS	JANDA	PALAZZOLO
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain



# CITY OF GERMANTOWN

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## REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

**DATE:** March 23, 2015  
**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 March 9, 2015.

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

To approve the minutes of the Board of Mayor and Aldermen Meeting held March 9, 2015.

**BOARD ACTION:** \_\_\_\_\_ **MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

VOTE/TOTAL	BARZIZZA	GIBSON	KLEVAN	OWENS	JANDA	PALAZZOLO
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain



# CITY OF GERMANTOWN

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## REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

**DATE:** March 23, 2015

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

**SUBJECT:** March 2015 Youth Excellence Award

The March 2015 Youth Excellence Award winner is Mr. Heath Rooks, a senior at Briarcrest Christian School. He is the son of Ed and Beth Rooks.

Heath is described by his nominators as a self-motivated and disciplined student. Throughout this high school career, Heath has balanced academics, athletics and fine arts and maintained excellence in each. He is highly respected by the faculty and his peers, evidenced by his election as president of the National Honor Society, the Ambassador program, the Wilson Society and his senior homeroom.

Heath has received, and continues to receive, high academic honors. He received the Joseph A. Clayton Award for earning a straight-A average and has been recognized by the Great Works of Heart program for visual and literary excellence. He is also a member of the key club, a school service organization.

Heath has been awarded All West Choir designation for his junior year and performed in the elite Chamber Choir for the past three years. He is a member of and soloist in OneVoice, a select a cappella group of 12 who perform locally and nationally. This group has signed a contract with Sony records for an album to be released worldwide.

Also a gifted athlete, Heath has been honored as a member of the All-Metro Track Team and recognized as a Best of the Preps nominee. He is a key member of the varsity football team defensive unit.

In recognition of his commitment to excellence, the Germantown Education Commission is proud to present Heath Rooks with the Germantown Youth Excellence Award.

**PREPARED BY:** Stacey Ewell

Stacey Ewell, Assistant to the City Administrator



# CITY OF GERMANTOWN

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**

**DATE:** March 23, 2015

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

**SUBJECT:** March 2015 Teacher of the Month

The March 2015 Teacher of the Month is Ms. Mary Lirette, kindergarten teacher at Dogwood Elementary School.

Ms. Lirette's nomination was accompanied by letters from parent after parent who credit her with helping their children develop a true love for school and learning. She is well known for helping shy, introverted kindergartners bloom, both academically and socially. Her reputation for going above and beyond for her students is evidenced by her custom built Polar Express train. Parents benefit from her commitment to communication including sharing photos, social media posts and even the occasional video message.

In addition to her talents in the classroom, Ms. Lirette works to make Dogwood Elementary, as a whole, a great place for students and faculty. She serves as the school's webmaster, manages the social media accounts, serves as an instructional coach, grade chair and a member of the technology committee. Ms. Lirette is on the textbook adoption and hospitality committees, serves as a cooperating teacher for University of Memphis students teachers, has led multiple in-service training sessions and manages a teaching blog focused on creative classroom ideas.

Ms. Lirette, please accept our appreciation for your commitment to Germantown students. Your award is sponsored by Dazzle.

**PREPARED BY:** Stacey Ewell  
Stacey Ewell, Assistant to the City Administrator





# CITY OF GERMANTOWN

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**

**DATE:** March 23, 2015

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

**SUBJECT:** Fire Pump Motor Controller – Germantown Center Complex

**INTRODUCTION:**

The purpose of this agenda item is to consider approval of a construction contract with American Electrical Contractors, Inc. in the amount of \$39,992.00 for the installation of new replacement fire pump motor controller at the Germantown Center Complex and approve Budget Adjustment Number 15-64.

**BACKGROUND:**

The existing fire pump motor controller was installed during original construction in 1989. This motor controller provides 480-volt 3-phase primary power circuitry from the MLGW transformer and 480-volt 3-phase emergency power circuitry from the emergency generator to the fire pump that serves the entire building.

At various times, the motor controller has failed annual maintenance inspections but repairs were made per manufacturer's specification and national fire codes. Due to the age of the motor controller, replacement parts have become obsolete that would keep the motor controller fully operational. During the most recent testing, the motor controller failed to perform on the 480-volt 3-phase emergency power circuitry from the emergency generator. When tested, the motor controller starts the emergency generator as designed but the transfer switch will not activate in order to provide emergency power. Currently, the motor controller operates correctly in the normal position, which is 480-volt 3-phase primary power circuitry from the MLGW transformer.

As part of strategic planning, funding for the fire pump motor replacement was requested and approved for FY15 IRP budget.

**DISCUSSION:**

Installation plans and specifications were compiled by DePOUW Engineering. The plans and specifications were reviewed by Shelby County Electrical Code Enforcement and the Procurement Department compiled all documents needed for the formal bid process. Bid advertisements were posted on the City's website and bidding opportunity distribution networks. Three contractors attended the pre-bid meeting and two bids were received ranging from \$39,992.00 to \$51,377.00 with American Electrical Contractors, Inc. submitting the low bid of \$39,992.00. The bid analysis sheet is attached. American Electrical Contractors, Inc has performed several projects with the City without discrepancies and is currently in good standing with the City. This project is scheduled for completion within 90 days as per bid specifications. Work will not begin until the replacement controller is onsite. Due to the various operations within the complex, scheduled power outages are to be performed after normal business hours. While the fire pump is without electrical power, the sprinkler system will have waterflow available. This eliminates the need for a fire watch, however, the Germantown Fire Department will be notified the moment that the fire pump controller is taken out of service and then notified when the new fire pump controller is put into service.







# CITY OF GERMANTOWN

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN****DATE:** March 23, 2015**FROM:** Patrick J. Lawton, City Administrator *PJL***SUBJECT:** ATHLETIC FIELD SCOREBOARDS**INTRODUCTION:**

The purpose of this agenda item is to request authorization to enter into a contract to purchase seven athletic field scoreboards in the amount of \$63,236.80 from Pyramid Sign and Awning, Co., Inc., establish unit pricing for a period of one (1) year from the approval date and approve Budget Adjustment Number 15-63.

**BACKGROUND:**

In September of 2003, the City of Germantown purchased eighteen wireless scoreboards with wireless consoles for athletic fields in Germantown. These scoreboards service Germantown residents involved in baseball, softball (youth & adult), lacrosse, football and soccer. Over the past five years, the annual maintenance/upkeep on these boards has increased significantly with the equipment often failing during game events causing much frustration from participants, coaches, league officials and staff. The warranty on the boards is well past the expiration date causing all repairs to be done by in-house staff.

**DISCUSSION:**

A phased replacement plan for the outdated, failing equipment was developed during the FY13 budget process. Phase I was completed in March 2013 which consisted of replacing eight boards at Cameron Brown and Houston Levee Park. In FY15, an IRP budget request was approved to complete Phase II of the project which includes replacement of all boards at Bob Hailey Athletic Complex. In January 2015, staff worked with the Purchasing Department to finalize the scoreboard specifications to purchase all seven scoreboards at Bob Hailey Baseball and Football. On February 5, the invitation to bid was sent out and advertised on the City's website. An e-notification was sent to eight hundred and twenty four (824) vendors. A non-mandatory pre-bid meeting was held Thursday, February 12 and the bid opening was held Friday, February 20 with a total of four bids received from the following vendors: Daktronics, Frank Balton and Company, Toadvine Enterprises and Pyramid Signs and Awning Co., Inc. The total price below reflects removal and disposal, installation, restoration of existing steel frames, extended warranty and surge/lightening protection. Staff also requests that unit prices be approved for a period of one (1) year from the BMA approval date. By establishing and approving unit prices with a contract, the City can purchase additional equipment specified as needed throughout the year with BMA Approval. A detailed summary of bid tabulations is attached.

Staff reviewed the bids, checked references and reviewed all aspects of the bid. Of the three (3) qualified bidders, Pyramid Sign and Awning, Co. Inc., located in Memphis is the acceptable low bidder. Pyramid Signs has been in business for thirty-five (35) years and has an A+ rating with the Better Business Bureau as no complaints have been filed against them. Pyramid Sign and Awning, Co., Inc. is in good standing with the Tennessee Contractors Licensing Board and all references provided positive feedback.

The scoreboards are Nevco which are guaranteed for a period of five (5) years from the date of invoice against defects in workmanship or material and Nevco will replace or repair without cost to the owner. The extended warranty coverage extends the terms of the original guarantee for an additional twenty-four (24) months. Nevco has been in

## ATHLETIC FIELD SCOREBOARDS

March 23, 2015

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business for over 75 years and provides facilities with the highest quality scoring and display products in the industry. They are known to be the largest privately held scoreboard manufacturer in the world with a commitment to quality, customer service and product innovation.

The approved IRP budget for this project is \$48,000.00. However, additional funding is needed to move forward with this purchase. Due to issues with the previously purchased scoreboards and hand held controllers, staff determined that higher quality boards and controllers for any new boards were warranted to provide our sports providers with effective scorekeeping. Considerable time was spent seeking a better solution and product. The Nevco scoreboard is considered to be higher quality and upgrading the controllers should alleviate any interference with the cell tower at Bob Hailey. Staff is also recommending purchasing the extended warranty package since a maintenance contract is not in place. If approved, the City will be contracting with Pyramid Sign and Awning Co. for one year, which will allow for the final phase of this project to be purchased at the contracted price. To complete Phase II of this project it is recommended that \$15,237.00 be taken from the Recreation Fund.

### VISION 2020:

This agenda supports Vision 2020 with city programs and services responding to changing leisure time and recreational activity trends and resident needs. It additionally supports Vision 2020 by making team sports available to all residents with quality athletic fields and practice facilities for recreational leagues, competitive leagues and tournaments.

### BUDGET AND STAFFING IMPACT:

A cost savings in staff time will be achieved by selection of these scoreboards from reduced maintenance activities, unscheduled repairs and an implementation of an extended warranty package (not available with the other equipment). Another important impact achieved will be increased customer satisfaction from our sports providers and spectators. The following Nevco score board features make them a better value for the expenditure and increase trouble free operation:

- oBright long lasting LEDs. LEDs typically last 10,000 hours or more and are more energy efficient than the incandescent style bulbs in your existing equipment.
- oGasketed digits to eliminate moisture problems
- oCabinets are designed to withstand wind load speed up to 150 mph
- oBuilt in lightening protection – scoreboards feature fiber optic isolation circuitry to protect against lightening damage
- oNevco MPCW-7 wireless controllers have internal antennae to prevent damage and feature sealed keyboards to prevent damage from spills or moisture
- oNevco MPCW-7 wireless controllers offer convenient wireless operation within 1000'

### 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 Expenditures</u>
General	010-4010-440.94-90 IR1530	Parks & Rec	Scoreboards	\$48,000.00	\$63,236.80

### ATTACHMENTS

Bid Analysis  
Budget Adjustment

ATHLETIC FIELD SCOREBOARDS

March 23, 2015

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**Prepared by: Natalie Ruffin**

Natalie Ruffin, Recreation Superintendent

**Reviewed by: Pam Beasley**

Pam Beasley, Parks and Recreation Director

**Reviewed by: Lisa A. Piefer**

Lisa A. Piefer, Procurement Director

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

To request authorization to enter into a contract to purchase seven athletic field scoreboards in the amount of \$63,236.80 from Pyramid Sign and Awning, Co., Inc., establish unit pricing for a period of one (1) year from the approval date and approve Budget Adjustment Number 15-63.

**BOARD ACTION:**

**MOTION BY:**

**SECONDED BY:**

VOTE/TOTAL	BARZIZZA	GIBSON	KLEVAN	OWENS	JANDA	PALAZZOLO
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain



# CITY OF GERMANTOWN

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## REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 23, 2015  
FROM: Patrick J. Lawton, City Administrator *PSV*  
SUBJECT: ANNUAL MAINTENANCE CONTRACT - LEARNING CENTER

### INTRODUCTION:

The specific action requested of the Board is to renew the annual maintenance contract with SunGard Public Sector for the Germantown Learning Center in the amount of \$15,300.00.

### BACKGROUND:

The City first entered into an agreement in 1999 with SunGard Public Sector, formally H.T.E., when the Utility module we used was not Y2K compliant. The City added the Finance/Accounting, Payroll, Budgeting and Purchasing/Inventory modules the following year. The system was further upgraded to a hosted platform in 2009 adding several additional modules. The addition of the Germantown Learning Center took place in 2014.

### DISCUSSION:

Technology has advanced significantly over the years. This advancement in technology requires the City to continue to upgrade and train employees in order to communicate effectively. The addition of this learning center has allowed the City to empower employees to a higher level while tracking the education process.

Features of the plan include:

- Organization-specific training & development web site
- Web hosted and administered by SunGard Public Sector
- Learning events administered on the web site by SunGard Public Sector
- Site incorporates the City's non-SunGard Public Sector related learning events
- Manager function to assign, track and monitor employee learning activity
- Access to SunGard Public Sector learning events
  - Web conference classes (webinars)
  - On-demand classes (recorded, self-paced, 24-7 availability)
  - User group conference learning events
  - Regional learning events
- Access to non-SunGard Public Sector on-demand learning events
  - Desktop application topics (Word, Excel, Outlook, Photoshop, PC introduction, etc.)
  - Business & Professional Development topics (Time management, project management, teamwork, coaching, stress management, etc.)
  - Health & Safety topics (OSHA 10, first aid, driver safety, hazardous materials, etc.)
  - Information Technology topics (Windows 7, SQL, Sequel Server 2008, programming languages, networks, etc.)
- Access to 80-hours of private onsite or one-on-one web based customized training annually for the City (travel not included)







# CITY OF GERMANTOWN

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**REPORT TO:** THE BOARD OF MAYOR AND ALDERMEN

**DATE:** March 23, 2015

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

**SUBJECT:** CONTRACT DEVELOPMENT AGREEMENT NO. 1197 –THE SHOPS OF SADDLE CREEK NORTH

## INTRODUCTION:

The specific action requested by the Board is to consider the Contract Development Agreement No. 1197 for an additional building at the Shops of Saddle Creek PUD, on the northeast corner of Poplar Ave. and West Farmington Blvd, as recommended by the Planning Commission at its November 4, 2014 meeting and by the Design Review Commission at its November 25, 2014 meeting.

## BACKGROUND:

The Shops of Saddle Creek shopping center was originally approved by the Planning Commission and Board of Mayor and Aldermen in 1987. The Planning Commission approved the Shops of Saddle Creek PUD on November 4, 2014, which consists of an additional 5,418 sq. ft. retail building situated in the area currently occupied by parking spaces and the Saddle Creek fountain, and the addition of 12 parking spaces along West Farmington Blvd.

## DISCUSSION:

Approval of the Contract Development Agreement No. 1197 will allow the construction of a 5,418 sq. ft., single story retail building on the corner of Poplar and West Farmington Blvd., and the reconfiguration of the parking area in the vicinity. The development was approved as a PUD because it involves the following variances from the standard development regulations:

1. The proposed building is located 12 feet (at the closest point) from Poplar Ave. and West Farmington Blvd., where the standard minimum setback from both streets is 40 feet.
2. The proposed building is located 11 feet from the east property line, where the standard rear yard setback is 20 ft.
3. The plan proposes a total of 447 parking spaces, where the SC-1 district requires a minimum of 452 parking spaces for the total floor area of all buildings within the Shops of Saddle Creek center.

## GERMANTOWN VISION 2020:

The Contract Development Agreement No. 1197 is consistent with the Germantown Vision 2020 goal for redevelopment in the heart of Germantown, including Goal 13 which supports the "redevelopment and reuse of older commercial and residential buildings".

## ATTACHMENTS:

1. Vicinity Map

Prepared by: Wade Morgan  
Wade Morgan, Chief Planner

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

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

To approve Contract Development Agreement No. 1197 for the Shops of Saddle Creek Planned Unit Development.

**BOARD ACTION:** \_\_\_\_\_ **MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

VOTE/TOTAL	BARZIZZA	GIBSON	KLEVAN	OWENS	JANDA	PALAZZOLO
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain





# CITY OF GERMANTOWN

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**

DATE: March 23, 2015

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

SUBJECT: Annual Milling and Paving Contract

**INTRODUCTION:**

The purpose of this agenda item is to consider approval of a service contract with Standard Construction Company, Inc in an amount not to exceed \$1,300,000.00 for the FY15 Annual Milling and Paving Contract.

**BACKGROUND:**

The Public Works Department has a proactive preventive street maintenance program that was established 20 years ago to annually grade, evaluate and schedule the candidate streets throughout the City for milling and /or pavement resurfacing. Our business plan objective is to prepare and resurface approximately ten miles annually. In FY14, six miles of roadway were milled and resurfaced under a contract with Lehman Roberts Company, Inc. in the amount of \$542,071.00. The annual contract also includes the repair of traffic loops that are damaged during the milling process, replacement of water valve boxes, sewer manhole risers and underground electrical utility boxes. The contract also includes a price for base asphalt mix in the event some structural or foundation failures exist. The thermoplastic striping application is included in the annual contract and funded by the Street Striping line item in the State Street Aid Budget.

**DISCUSSION:**

Per Tennessee Department of Transportation specifications, the asphalt surface is required to be 1.5" in thickness using a 411 Grade D surface mix. The FY14 contract surface mix bid unit price was \$74.00 per ton and milling costs per ton were \$10.50. This contract should fund approximately eight miles of roadway for FY15. In preparation for the overlay program, select streets must be milled to protect the integrity of curbs, driveways and drainage characteristics. The bid was advertised on the City's web site and three bids were received. (Please see attachment analysis sheet.) Staff recommends the acceptable low bid on this agenda item.

**VISION 2020:**

This contract supports the Vision 2020 objective for top quality infrastructure for streets that are well designed, funded and maintained. This annual program is also identified as a critical success factor in the Infrastructure Update.





Agenda No. 12

# CITY OF GERMANTOWN

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## **REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**

**DATE:** March 23, 2015

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

**SUBJECT:** ORDINANCE 2015-05 – GERMANTOWN SMART CODE – PUBLIC HEARING AND SECOND READING

**INTRODUCTION:** The purpose of this agenda item is to hold a public hearing on Ordinance 2015- 05, Revisions to the Smart Code, and approve the ordinance on second reading. If approved, the third and final reading will be on April 13.

**BACKGROUND:** On August 13, 2007, the Board of Mayor and Aldermen (BMA) approved Ordinance 2007-13, which adopted the Smart Code as recommended by the "Germantown Smart Growth Plan". That plan had been developed to fulfill the Guiding Principles of the "Germantown Vision 2020" Strategic Plan (adopted 2005); specifically the objective of Redevelopment of the Central Business District, as described by Goal 7 of the Economic Sustainability Plan.

In 2012, the City initiated the "Western Gateway Small Area Plan" for the Poplar Ave./Kirby Parkway vicinity. One component of that plan was the amendment of the Smart Code to include the T-6 Urban Core zoning district. In addition, other revisions and updates were recommended to the Smart Code. The Planning Commission recommended approval of the updated Smart Code on October 1, 2013. On November 11, 2013, the BMA approved the new Smart Code which replaced completely the 2007 version.

**DISCUSSION:** Germantown staff became aware of errors in the 2013 version of the Smart Code, so began a review of the Code for incorrect procedures, incorrect references to other sections, omissions from the 2007 Smart Code and similar errors. The proposed amendments will completely replace the 2013 version of the Smart Code with a corrected version. The first page of the attached document is a summary table of the proposed amendments. Following that is the complete Smart Code, with text that is to be deleted ~~struck through~~ and new language shown in red, and will completely replace the 2013 version.

**VISION 2020:** Approval of the ordinance supports Goal 6 of the Vision 2020 Economic Sustainability Plan, which calls for mixed use (residential and non-residential) development in the heart of the city area and for strong retail businesses and office development for professional services.

### **ATTACHMENTS:**

1. Proposed Smart Code Amendments
2. Minutes of the January 6, 2015 Planning Commission Meeting
3. Ordinance 20105-05, Including the Smart Code, 2015 Version





# CITY OF GERMANTOWN

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## REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

**DATE:** March 23, 2015  
**FROM:** Patrick J. Lawton, City Administrator *PSL*  
**SUBJECT:** Purchase of Three (3) Mobile Vision In-car Video Systems

### INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase three (3) Mobile Vision Flashback 3 digital in-car Video systems from L3 Communications Mobile Vision, Incorporated in the amount of \$13,785.00, utilizing the Tennessee Statewide contract 35795.

### BACKGROUND:

In-car video systems allow the Police Department to use video technology in daily field operations. The use of this equipment would enhance the ability of the department to review probable cause for arrest, arrest procedures, evaluate Officer performance, identify training needs, and either substantiate or exonerate officers accused of inappropriate conduct or behavior. The equipment would also be another component of officer safety. These three (3) in-car video units are additional units to be installed into three (3) new replacement vehicles.

### DISCUSSION:

The current in-car camera systems are over five (5) years old and have been out of warranty for over two years. The systems need regular repair that is time and cost ineffective. There have been over 80 hours used for maintenance this past fiscal year. The current systems will be utilized as spares when other cameras are sent for repairs. This will insure that no police vehicle will be taken out of service because the camera system is not functioning.

The Mobile Vision Flashback 3 system will utilize the latest technology for in-car cameras. The video from the camera system will be uploaded wirelessly and stored on a stand alone workstation with DVD backup. This system has no moving parts decreasing the amount of repairs. These systems are currently on the Tennessee Statewide Contract. This also includes a two year warranty. The Procurement staff has verified that the contract terms and conditions are consistent with the City and up to date.

### BUDGET AND STAFFING IMPACT:

#### Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
General	010-2010-421.9490	Police	Other Equipment IR1533	\$15,000.00	\$13,785.00





# CITY OF GERMANTOWN

## REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 23, 2015

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

SUBJECT: Change Order No.1 – Purchase of Additional Outdoor Security Cameras

### INTRODUCTION:

The purpose of this agenda item is to request approval of a change order for the purchase five (5) additional outdoor security cameras with the annual monitoring charge in the amount of \$10,501.22 from Tyco Integrated Security under the NJPA Contract 031913-TIS.

### BACKGROUND:

Currently, there are no cameras that monitor outside the Police and Fire department parking lots or the front of City Hall court entrance. The only camera monitoring the outside of the building is at the Police sally port jail door. The Board of Mayor and Aldermen approved a contract with Tyco Integrated Security on June 23, 2014 to provide installation of a CCTV system and proximity card access system throughout the Public Services Complex using the NJPA Contract #031913-TIS in the amount of \$64,813.33. The existing system included eighteen cameras and could be expanded to sixty-four if needed for other buildings/facilities in the City.

### DISCUSSION:

With the expansion capabilities of the security system and the contract pricing still valid with Tyco Integrated Security, staff recommends the purchase and installation of an additional five (5) security cameras that will monitor the front City Hall entrance for court security and the north parking area of City Hall where Police and Fire vehicles are parked in a non-secure lot. The need for additional security cameras was brought forward at the beginning of FY15 budget proposals for security monitoring of the unsecured parking lots where police and fire vehicles are parked. It was also proposed that an additional camera would help monitor the front of City Hall on court nights for the safety of court personnel and the citizens attending court. At the time of the FY15 budget preparation there were not any funds available through the Federal Drug Fund. Since the FY15 budget was approved funds have come available through the Federal Drug Fund for the purchase of the new cameras. This will help increase security on court night and protect the city owned vehicles from theft and damage. The cameras will be monitored through the existing system with additional space for expansion if needed. The initial costs for equipment and installation will be paid out of the Federal Drug fund account saving taxpayers those costs. The remaining costs for maintenance will be paid from the IT budget line.

### BUDGET AND STAFFING IMPACT:

Source of Funding:		Line Item		Recommended	
Fund	Line Item No.	Dept.	Description	Budget Balance	Expenditure
Drug	013-2010-423.3900	Police	Non-Cap	\$15,000.00	\$9,469.36
General	010-1510-416-2630	IT	Computer Equip.	\$524,785.00	\$1,031.86
			Maintenance		

**VISION 2020:**

This purchase 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:**

Tyco price quote

**PREPARED BY: Michael C. Berkes**

Michael C. Berkes, Captain

**REVIEWED BY: Richard Hall**

Richard L. Hall, Chief

**REVIEWED BY: Tony Fischer**

Tony Fisher, IT Director

**REVIEWED BY: Lisa A. Piefer**

Lisa A. Piefer, Procurement Director

**REVIEWED BY: Ralph J. Gabb**

Ralph J. Gabb, Finance Director

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

To request approval of a change order for the purchase five (5) additional outdoor security cameras with the annual monitoring charge in the amount of \$10,501.22 from Tyco Integrated Security under the NJPA Contract 031913-TIS.

**BOARD ACTION:**

**MOTION BY:**

**SECONDED BY:**

VOTE/TOTAL	BARZIZZA	GIBSON	KLEVAN	OWENS	JANDA	PALAZZOLO
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain











