



# CITY OF GERMANTOWN 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, May 11, 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 (DJ)
6. National Public Works Week Proclamation
7. Citizens to be Heard
8. **CONSENT**
  - a. Purchase - Cement Treated Base
  - b. Fire Hose Replacement
  - c. Contract – PSA for Design of Cameron Brown Park & Grove Park Drainage
  - d. HVAC Upgrade – Library and Administration
  - e. Design Supplement No. 1 – GAC Renovation
  - f. Vehicle Purchase
  - g. Annual Fire Protection Services – Contract Extension
  - h. Approval of Donations – Germantown Community Library
9. Ordinance 2015-1 – Year-end Budget Adjustments - First Reading
10. Ordinance 2015-2 – FY16 Budget – First Reading
11. Ordinance 2015-3 – Real & Personalty Property Tax – First Reading
12. Ordinance 2015-7 – GMSD Year-end Budget Adjustments – First Reading
13. Approval of Inter-Fund Loan Agreement
14. Resolution 15R06 - Authorizing Inter-Fund Loan
- BEER BOARD**
15. Public Hearing –Beer Permit – Brookdale Solana Germantown

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



# CITY OF GERMANTOWN

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

DATE: May 11, 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

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

**DATE:** May 11, 2015

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

**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 April 27, 2015.

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

To approve the minutes of the Board of Mayor and Aldermen Meeting held April 27, 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*** **PROCLAMATION**

WHEREAS, public infrastructure, facilities and services are an integral part of the everyday lives of the citizens of Germantown, and

WHEREAS, the health, safety and comfort of this community greatly depends on the efficient and effective operation of our Public Works Division and its responsibilities for water, sewers, streets, drainage, grounds and animal control, and

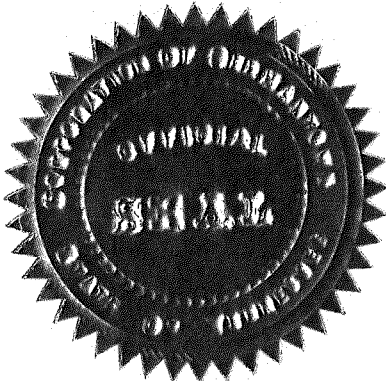
WHEREAS, the quality and effectiveness of such facilities and services relies on the efforts and expertise of those who design, build, operate and maintain the animal shelter, transportation, water supply, sewage, drainage systems, and public grounds, and

WHEREAS, it is in the public interest for citizens and civic leaders to gain knowledge and maintain a progressive interest in the public works and infrastructure needs and programs of our city,

NOW THEREFORE, I, Mike Palazzolo, Mayor of the City of Germantown, do hereby proclaim May 17-23, 2015 as

### **Public Works Week**

in the city of Germantown, and call upon all citizens and civic organizations to acquaint themselves with the delivery of public works services and our city's infrastructure and to recognize the contributions that Public Works personnel make every day to our health, safety, comfort and quality of life.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Germantown to be affixed this 29th day of April, 2015.

  
Mike Palazzolo, Mayor



# CITY OF GERMANTOWN

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

**DATE:** May 11, 2015

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

**SUBJECT:** Purchase – Cement Treated Base Mix

**INTRODUCTION:**

The purpose of this agenda item is to request the Board's authorization to purchase 2,000 tons of cement treated base mix in the amount of \$50,500.00 from Standard Construction Company.

**BACKGROUND:**

Cement treated base mix is used primarily for street maintenance repairs, utility cuts and storm water maintenance projects. Public Works crews pick up the amount required each day as needed at the vendor's distribution plant for immediate application.

**DISCUSSION:**

Bid packages were sent to four vendors. The bids were advertised on the City's website. Two bids were received as follows: Standard Construction Company, Inc. - \$25.25 / ton and APAC, TN - \$26.50 / ton. Staff would like to recommend the lowest acceptable bid from Standard Construction Company. (Please see attachment.)

**VISION 2020:**

This purchase supports the Community Vitality Vision 2020 objective for well maintained infrastructure which includes streets, grounds and utilities.

**BUDGET AND STAFFING IMPACT:**

**SOURCE OF FUNDING:**

<u>Fund</u>	<u>Line Item No.</u>	<u>Dept.</u>	<u>Line Item Description</u>	<u>Budget Balance</u>	<u>Recommended Expenditures</u>
State Street Aid	011-3210-436.26-80	Public Works	City Street Maintenance	\$102,994.74	\$50,500.00

Bobby Carter, Superintendent of Streets, will schedule the daily pick up of materials and distribution by street crews as required.

**ATTACHMENTS:**

Bid Analysis

**Prepared by:** Bruce Tillman  
Bruce Tillman, Asst. Director of Public Works

**Reviewed by:** Bo Mills, PWLF  
Bo Mills, Public Works Director

**Reviewed by:** Lisa A. Piefer  
Lisa Piefer, Procurement Director

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

To approve the purchase of 2,000 tons of cement treated base mix in the amount of \$50,500.00 from Standard Construction Company, Inc.

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

VOTE/TOTAL	BARIZZA	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

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

**DATE:** May 11, 2015

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

**SUBJECT:** FIRE HOSE PURCHASE

**INTRODUCTION:**

The purpose of this agenda item is to request authorization to purchase twenty four (24) sections of 5-inch, double jacketed rubber fire hose in the amount of \$16,200.00; and twenty (20) sections of 2 1/2" synthetic jacketed rubber fire hose in the amount of \$4,000.00 from Emergency Equipment Professionals for a grand total of \$20,200.00.

**BACKGROUND:**

The Germantown Fire Department fire apparatus are required to carry a minimum of 1200 feet of 5-inch supply fire hose to meet ISO requirements. Inventory history shows over the past ten years that a majority of our 5-inch fire hose has lasted considerably less than ten years. After an evaluation of the fire hose presently on the market and recommendations from other departments, we feel that this hose has a proven record of a longer service life than hose previously purchased and is expected to exceed the manufacturer's warranty of 10 years. This hose will replace fire hose that has failed or is reaching the 10 year life expectancy. A bid was also requested to replace 58 sections of 1 3/4" and purchase 6 sections of 2" of Angus brand hose. The previous vendors no longer sell this brand of hoses; therefore no bids were received. Procurement staff will re-bid the 64 sections of hose and recommend to the Board for approval in June.

**DISCUSSION:**

The bid was advertised on the City's website, sent to 833 E-Notice Subscribers and nine previous bidders. The city received three (3) responses: two (2) no bids and one (1) bid.

**BUDGET AND STAFFING IMPACT:**

**Source of Funding:**

<u>Fund</u>	<u>Line Item No.</u>	<u>Dept.</u>	<u>Line Item Description</u>	<u>Budget Balance</u>	<u>Recommended Expenditure</u>
General	010-2510-422.94-01	Fire	Other Assets	\$40,799.70	\$20,200.00
Project IR1508					

**VISION 2020:**

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

**ATTACHMENTS:**

Bid Analysis

**PREPARED BY: Edgar Babian**  
Edgar Babian, Deputy Fire Chief

**REVIEWED BY: John Selberg**  
John Selberg, Fire Chief

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

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

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

To purchase twenty four (24) sections of 5-inch, double jacketed rubber Fire Hose in the amount of \$16,200.00; and twenty (20) sections of 2 1/2" synthetic jacketed rubber Fire Hose in the amount of \$4,000.00 from Emergency Equipment Professionals for a grand total of \$20,200.00.

**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**

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**DATE:** May 11, 2015

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

**SUBJECT:** CAMERON BROWN CHANNEL STABILIZATION AND GROVE PARK RETENTION POND LEVEE STABILIZATION – PROFESSIONAL SERVICES AGREEMENT

**INTRODUCTION:**

The purpose of this agenda item is to consider approval of a Professional Services Agreement with Pickering Firm, Inc. in the amount of \$73,000.00 for engineering services related to Bank Stabilization of a Drainage Channel within Cameron Brown Park and Grove Park Retention Pond Levee Stabilization.

**BACKGROUND:**

Cameron Brown-Park is a 55-acre park located at 8626 Farmington Boulevard. The Park contains five lighted baseball/softball fields, one lighted combination football/soccer field, a batting cage, two lighted tennis courts, 1.5 miles of paved hiking trails, a large pavilion, a three-acre lake, two playgrounds, 32 picnic sites with tables, grills and trash receptacles, electronic scoreboards, concession buildings, restrooms and water fountains. This park has been a staple in Germantown for several years, with an existing natural drainage channel splitting the baseball fields north of the existing restroom facility. The existing natural drainage channel is fed by the drainage pipe headwall discharging from the Park's lake to the south. The natural channel downstream of this headwall is experiencing bank erosion along both the east and west channel banks. The existing channel banks have erosion rills that are encroaching towards the baseball fields on both sides of the channel. On the east side the erosion has encroached within 2 feet of the outfield perimeter fence. See attached photo.

Grove Park is a thirteen (13) acre park within the Grove Park subdivision that contains an eight (8) acre lake and trails which is a public park facility owned by the City. Located to the northwest corner is the outfall structure of Grove Park Lake. The existing outfall structure discharges near the top of the existing lake levee, upstream from the confluence with the Wolf River. The levee in the vicinity of the existing outfall structure is failing and is in need of repairs. See attached photo.

Both of these projects were included in the City's FY15 CIP.

**DISCUSSION:**

A Request for Statement of Qualification was issued and publicly advertised on March 10, 2015. The proposal deadline was March 26, 2015 and the City received proposals from eleven (11) vendors. An evaluation committee team was established which consisted of Tim Gwaltney, Tim Bierdz, Tony Ladd, Butch Eder and Bo Mills. The evaluation criteria and procedures for selection were based on technical requirements, qualifications, experience, and quality/completeness of response. Staff conducted a non-mandatory onsite pre-proposal meeting March 17, 2015 with vendors for discussion for each project and to provide clarifications if requested. The evaluation team members met on April 17, 2015 to discuss vendor proposals and select a vendor.

**Professional Services Agreement –  
Repairs to Cameron Brown Park Channel  
and Grove Park Retention Pond Levee  
May 11, 2015  
Page 2**

The Pickering Firm, Inc. received the highest score out of the eleven (11) Statement of Qualifications submitted. Subsequently, Pickering Firm, Inc. was asked to provide a scope and fee proposal for the project. The scope includes preliminary analysis of alternatives for the repairs for each project. A meeting will be held with Public Works and Engineering Staff in order to select the best alternative. Once the selection is made, final design, construction cost estimates and preparation of construction documents will be finalized. The full Team Evaluation Report and Pickering's cost proposal are attached for your review.

The design fees are as follows:

• Cameron Brown Channel Stabilization	-	\$38,000.00
• Grove Park Retention Pond Levee Stabilization	-	<u>\$35,000.00</u>
<b>Total</b>	<b>-</b>	<b>\$73,000.00</b>

The evaluation team members thoroughly reviewed the proposal to ensure the proposal adequately defines the tasks needed to complete the design and preparation of construction documents for the two (2) locations as specified. The evaluation team members determined that the proposal adequately covers all tasks and believes the fee proposal to be reasonable for a project of this scale and magnitude.

Staff respectfully recommends approval of this item.

**VISION 2020:**

This project supports the Vision 2020 objective of well maintained sewer/water systems and storm drain systems to provide protection from flooding.

**BUDGET AND STAFFING IMPACT:**

The City's Stormwater Engineer, Mr. Tim Bierdz, will serve as Project Manager during the design phase.

**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>
CIP	039-0000-400.25-40 DR1501	Drainage	Prof. Services	\$38,000.00	\$38,000.00

<u>Fund</u>	<u>Line Item No.</u>	<u>Dept.</u>	<u>Line Item Description</u>	<u>Budget Balance</u>	<u>Recommended Expenditures</u>
CIP	039-0000-400.25-40 DR1502	Drainage	Prof. Services	\$35,000.00	\$35,000.00

Design Schedule - 4Q FY15 through 2Q FY16  
Construction to begin late 3Q FY16





Agenda No. 8d

## CITY OF GERMANTOWN

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

DATE: May 11, 2015

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

SUBJECT: HVAC UPGRADES – CITY HALL and GERMANTOWN LIBRARY

#### INTRODUCTION:

The purpose of this agenda item is to consider approval of a construction contract with Damon Marcus Company, Inc. in the amount of \$132,937.00 for HVAC Upgrades at City Hall and the Germantown Library.

#### BACKGROUND:

The existing air handler unit that serves the west wing in the City Hall building was installed during original construction in 1985. This air handler provides airflow to the Human Resources areas, the Information Technology areas, Administration areas, City Clerk, and the Budget & Performance offices. Due to the design and age of this air handler, the airflow is not consistent because replacement parts for the turning vanes are no longer available.

The existing cooling tower at the Germantown Library was installed during original construction in 1996. The cooling tower is the condenser side of the cooling system which serves two water cooled-chillers. Due to normal operational use, the cooling tower has deteriorated severely enough that repairs are no longer recommended.

#### DISCUSSION:

Haltom Mechanical Engineering provided plans and specifications for the formal bid process. During the design phase, a building automated control system was included to connect the new air handler unit to existing web-based building automated control system. In addition, a new web-based building automated control system was included to connect the new cooling tower to existing stand-alone building automated control system components. The stand-alone computer that provided access to the library's HVAC equipment to adjust setpoints has failed. It was the original computer from 1996 and the old software cannot be loaded onto new computers.

The low bidder was contacted by conference call with the Procurement and the Engineer present to discuss the bid price discrepancies. The contractor explained the price differences that were submitted to them and used the lower price quote which meets the product specifications. The bids were reviewed again, along with the specifications to help determine if the low bidder met product specifications.

The project was advertised on the City's Website, sent to eight hundred twenty (833) e-notice subscribers and the Bid Documents were sent to the Plan Houses for advertisement. Fourteen contractors attended the Pre-Bid Meeting on April 14, 2015. Four contractors submitted bids with Damon Marcus Company submitting the lowest base bid total of \$132,937.00 and at the City's option if necessary an alternate for a temporary cooling tower \$12,000.00. Both the base bids and the alternate came in much lower than anticipated.





Agenda No. 8e

# CITY OF GERMANTOWN

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

**DATE:** May 11, 2015

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

**SUBJECT:** DESIGN SUPPLEMENT NO. 1 – GERMANTOWN ATHLETIC CLUB RENOVATION

### **INTRODUCTION:**

The purpose of this agenda item is to consider approval of Supplement No. 1 in the amount of \$2,000.00 to the Professional Services Agreement with Fleming Architects to design improvements to the Germantown Athletic Club, increasing the contract amount from \$256,500.00 to \$258,500.00, for the design of additions to the existing fire alarm system.

### **BACKGROUND:**

On January 27, 2014 the City entered into a Professional Services Agreement with Fleming Architects in the amount of \$256,500.00 for the design of renovations to the Germantown Athletic Club. The project was designed to be constructed in phases to coincide with available funding. The design of all of the phases is 99 percent complete with the preparation of the phase I bid document underway for bidding during the first quarter of FY16.

Phase I consist of improvements to both the upper & lower levels north corridors and east of the gym. These areas includes the staff office area, children's area, spin class room and multi-purpose rooms. In addition, significant Improvements to HVAC, plumbing, fire protection and electrical systems will be accomplished during this phase.

### **DISCUSSION:**

After completion of the construction documents, a meeting was held with the city's Fire Marshal to discuss his review comments. During this meeting, the Fire Marshall related issues with the fire alarm system that occur not only in the Germantown Athletic Club, but at the Great Hall and GPAC as well. In order for the fire department to properly respond to alarms, they need the systems to be properly addressed to the buildings for which they serve. Fleming's original design upgraded only the areas in which renovations were to occur, and not the untouched areas of the Germantown Athletic Club. The Fire Marshal's request that the entire facility be upgraded, except for the swimming pool area due to how the air is provided and monitored, has necessitated this request for Design Supplement No.1. Accordingly, we requested that Fleming Architects instruct their electrical subcontractor to provide a proposal to design the additions requested by the Fire Marshal.

Their proposal is attached and provides for the design the fire alarm system for the areas not included in phases 1, 2, or 3 of the planned renovation of the Germantown Athletic Club. The fire alarm design will be divided in the various bidding packages as directed by the city for an additional lump sum of \$2,000.00.

Staff has reviewed the proposal, the extra design work required and believes the cost is reasonable and recommends approval of Design Supplement No. 1.





# CITY OF GERMANTOWN

## REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

**DATE:** May 11, 2015  
**FROM:** Patrick J. Lawton, City Administrator *PJL*  
**SUBJECT:** VEHICLE PURCHASE

### INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to the purchase of one (1) 2016 Ford Escape from National Fleet Auto Group at a cost of \$21,428.00; one (1) 2016 Ford F-250 at a cost of \$30,676.24, one (1) 2016 Transit Connect Van at a cost of \$21,390.08 and seven (7) 2016 Ford Utility Police Interceptors with three (3) vehicles at a cost of \$29,049.44 each, four (4) at a cost of \$29,649.44 each from Golden Circle Ford Inc. resulting in a total expenditure amount of \$279,240.40. In addition, authorization is requested to declare replaced vehicles as surplus property.

### BACKGROUND:

The replacement vehicles to be purchased under this authorization will be used in the day-to-day operations by the Police, Animal Control and Economic, and Community Development Departments. The replacement of these vehicles is based on current mileage, age, condition, and maintenance costs. Normal life cycle on new vehicles is five-to-ten years. The cost difference of the 2016 Ford Police Interceptors is due to three are to be used for regular patrol and four used by administration, which require different options.

The vehicles to be declared surplus and sold are as follows:

<u>Vehicle</u>	<u>Approx. Mileage</u>	<u>Department</u>
1998 Ford Ranger Pickup (Unit 856)	80,000 miles	Animal Control
2007 Ford Ranger Pickup (Unit 486)	105,470 miles	ECD – Code Enforcement
1996 Dodge Dakota Pickup (Unit 473)	93,000 miles	GPD (Admin)
2004 Chevrolet Impala (Unit 3034)	113,595 miles	GPD (Admin.)
2008 Chevrolet Impala (Unit 3074)	93,000 miles	GPD (Admin)
2007 Ford Crown Victoria PPV (Unit 3051)	96,000 miles	GPD (Admin)
2009 Ford Expedition (Unit 3075)	98,000 miles	GPD (Patrol K9)
2007 Dodge Charger PPV (Unit 3066)	101,725 miles	GPD (Admin)
2013 Chevrolet Tahoe PPV (Unit 3117)	Wrecked (Total Loss)	GPD (Patrol)
2012 Chevrolet Tahoe PPV (Unit 3096)	Wrecked (Total Loss)	GPD (Patrol)



**DISCUSSION:**

The City is utilizing the State of Tennessee statewide contract number 40034 title #209 vehicles. Golden Circle Ford Inc. 1432 Highway 45 Bypass, Jackson TN 38305-2710 was awarded a multi-year contract through the State of Tennessee Central Procurement Office for all regions in the State. Statewide contracts provide considerable time and resource savings for participating member agencies and streamline the contracting processes and maximize efficiencies.

The City is also utilizing a cooperative purchasing agreement through National Joint Powers Alliance (NJPA) Contract #102811-NAF to procure pricing from National Auto Fleet Group. National cooperative contracts provide considerable time and resource savings for participating member agencies and streamline the contracting processes and maximize efficiencies. NJPA is being used for one purchase because the State of Tennessee statewide contract did not have pricing on the 2016 Ford Escape.

**VISION 2020:**

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

**BUDGET AND STAFFING IMPACT:**

**SOURCE OF FUNDING:**

<b>Fund</b>	<b>Line Item No.</b>	<b>Dept.</b>	<b>Line Item Description</b>	<b>*Budget Balance</b>	<b>Recommended Expenditures</b>
General	010-3610-430-94.40	Animal Control IR1514	Van	\$25,000	\$21,390.08
General	010-1610-438-94.40	Development IR1515	SUV	\$25,000	\$21,428.00
General	010-2010-421-94.40	Police IR1517	Admin Vehicle	\$90,000	\$59,298.88
General	010-2010-421-94.40	Police IR1518	Admin Vehicle	\$36,000	\$29,649.44
General	010-2010-421-94.40	Police IR1519	Admin Vehicle	\$36,000	\$29,649.44
General	010-2010-421-94.40	Police IR1520	Patrol Vehicle	\$108,000	\$87,148.32
General	013-2010-423-94.40	Police IR Drug Fund	Autos & Trucks	\$0	\$30,676.24

**ATTACHMENTS**

Contract Information  
Proposal





# CITY OF GERMANTOWN

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

**DATE:** May 11, 2015

**FROM:** Patrick J. Lawton, City Administrator *[Signature]*

**SUBJECT:** ANNUAL FIRE PROTECTION SERVICES – CONTRACT EXTENSION

**INTRODUCTION:**

The purpose of this agenda item is to request authorization for the Mayor to enter into a contract extension with Simplex Grinnell, LP to inspect and test all City-owned fire protection systems in the amount of \$13,283.00.

**BACKGROUND:**

All City-owned buildings that are equipped with fire alarm systems and fire sprinkler systems are due for annual inspections and testing as required. The service agreement was BMA approved during November 2010. The cost of the original three year contract was \$12,678.00 annually with the option to extend the service agreement up to two years. This request will be the second and final contract extension in the amount of \$13,283.00. Facilities covered under the contract are; Southern Ave Water Treatment Plant, Public Services Complex, GPAC, Johnson Rd Water Treatment Plant, Municipal Centre, Library, Fire Station 1, Fire Station 3 and Economic and Community Development Building. Under the original contract Fire Station 4 was not included as it was still under construction; however the inspections and testing are currently paid separately until a new contract is administered in FY16.

**DISCUSSION:**

During the original bid process in November 2010, eight vendors were contacted. The bid was advertised in the *Daily News*. One bid was received.

**VISION 2020:**

Equipping and providing safe public facilities supports the City's Vision 2020 goal of providing service excellence.

Reynold Douglas, General Services Director will manage this contract.

**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	010-1710-418.26-90	Facility Services	Contract Maintenance	\$120,298.99	\$13,283.00

**ATTACHMENTS**

Origin of contract dated December 30, 2010

**ANNUAL FIRE PROTECTION SERVICES – CONTRACT EXTENSION**

May 11, 2015

Page 2

**PREPARED BY: Ida Griffiths**

Ida Griffiths, Administrative Assistant

**REVIEWED BY: Reynold D. Douglas**

Reynold Douglas, General Services Director

**REVIEWED BY: Lisa A. Piefer**

Lisa A. Piefer, Procurement Director

**REVIEWED BY: Ralph J. Gabb**

Ralph J. Gabb, Finance Director

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

To authorize the Mayor to enter into a contract extension with Simplex Grinnell, LP to inspect and test all City-owned fire protection systems in the amount of \$13,283.00.

**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:** May 11, 2015

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

**SUBJECT:** APPROVAL OF LIBRARY DONATIONS-GERMANTOWN COMMUNITY LIBRARY

**INTRODUCTION:**

The purpose of this agenda item is to recognize and accept donations given to the Germantown Community Library in the amount of \$1,566 and to approve Budget Adjustment Number 15-82.

**BACKGROUND:**

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

Friends of the Germantown Community Library \$1,176  
Shelby County Republican Woman's Club \$100  
Germantown Women's Club \$100  
Germantown Plantation \$75  
Germantown Public Services \$100  
Anonymous \$15

**DISCUSSION:**

The Germantown Community Library works in partnership with many local organizations to provide top quality services for its patrons. The donations given by the Friends of Germantown Community Library were designated to pay for the purchase of a Little Free Library to be installed at the Germantown Athletic Club and to cover the monthly cost of maintaining the aquarium in the Children's Department. The Shelby County Woman's Club requested its donation be used to enhance children's programs. The Germantown Women's Club designated the funds it provided be used to purchase sensory toys for youngsters with autism. Germantown Plantation, Germantown Public Services and the anonymous donor requested the library use their money to purchase more books for the collection. These donations will allow the library to broaden the scope of its projects and programs and to increase the number of new books available for its patrons.

**VISION 2020:**

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."

**BUDGET AND STAFFING IMPACT:**

Please see attached budget adjustment number 15-82.

**Prepared by: Lisa Marinos**

Lisa Marinos, Library Business Manager

**Reviewed by: Daniel Page**

Daniel Page, Library Director

**Reviewed by: Ralph 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 \$1,566 and to approve Budget Adjustment Number 15-82.

**BOARD ACTION:**

**MOTION BY:**

**SECONDED BY:**

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





# CITY OF GERMANTOWN

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

**DATE:** May 11, 2015

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

**SUBJECT:** ORDINANCE 2015-2 An Ordinance to Adopt the FY2016 Budget – First Reading

**INTRODUCTION:**

The Board of Mayor and Aldermen are asked to consider on first reading the FY16 Proposed Budget and to set Monday, June 8, 2015 for the second reading and public hearing. The Board's review and annual adoption of the budget is the single most important action taken by the Board every year.

**BACKGROUND:**

The FY16 Proposed Budget before the Board takes into consideration the Policy Agenda developed by the Board. The Financial Advisory Commission (FAC) has held several meetings with the staff to review each component of the budget including the financial policies, the entire General Fund, the Enterprise Funds, the Special Revenue Funds and the CIP. In addition, the Personnel Advisory Commission (PAC) met several times during the budget development to consider the City's classification and compensation structure as well as employee benefits overall. The PAC's recommendation of a 3.0% merit adjustment is incorporated in the FY16 Proposed budget. The FAC has reviewed the budget and now it is being presented for adoption to the Board of Mayor and Aldermen.

**DISCUSSION:**

The budget for all funds for FY16 totals \$123,571,772. The General Fund Operating Budget total is \$47,254,089, the Enterprise Funds total \$16,658,489, Special Revenue Funds total \$49,041,194, Internal Service Funds total \$80,000 and Capital Improvements Programs total \$10,538,000. During the Public Hearing, the Chairman for the FAC will present the Commission's recommendation regarding the Proposed Budget.

**VISION 2020:**

This agenda supports all the objectives under the Financial Sustainability goal within the Vision 2020 Plan. The FY16 Budget will secure adequate resources to support defined services and service levels, provide for financial reserves consistent with the City's Financial Policies and ensure the City's financial stability for the next fiscal year as well as through the planned period. The Budget defines service and service levels, outlines the costs of delivering the services and provides an ongoing evaluation of services delivery through detailed performance measurement.

**ATTACHMENTS:**

Ordinance 2015-2









# CITY OF GERMANTOWN

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN****DATE:** May 11, 2015**FROM:** Patrick J. Lawton, City Administrator *PL***SUBJECT:** ORDINANCE NO. 2015-7 Germantown Municipal School District Year End Budget Adjustments – FIRST READING**INTRODUCTION:**

The purpose of this agenda item is to approve Ordinance No. 2015-7 on first reading. At the end of the fiscal year, a number of year-end budget adjustments are required to be made in order to avoid budget and fund overruns in the various funds for the Germantown Municipal School District.

**BACKGROUND:**

The Germantown Municipal School District yearly budget adjustments have been approved by the Germantown Municipal School Board. However, the Germantown Municipal School District is a Special Revenue Fund of the City of Germantown and will appear in the Comprehensive Annual Financial Report (CAFR) as of June 30, 2015. Therefore, the City of Germantown Board of Mayor and Alderman must approve any yearly budget adjustments. Any adjustments made are following the State of Tennessee Guidelines for school districts and adhere to generally accepted accounting principles guidelines.

**DISCUSSION:**

This is the first full year of operations for the GMSD and will require a number of yearly budget adjustments. These adjustments will recognize various overruns, underruns, project accelerations and deferrals that have been approved by the GMSD Board. These are being brought to your attention to gain approval.

Accounting transactions may cross separate funds and consequently require approval by ordinance.

**VISION 2020:**

This agenda supports the goals of Vision 2020 for Financial Sustainability. The action of this agenda item provides for the adequate resources to defined services and service levels. It allows for the actual cost of delivering School services to be defined and allocated

**BUDGET AND STAFFING IMPACT:**

Attached are the budget documents signed by the GMSD Board Chair and GMSD Superintendent

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

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

To approve Ordinance No. 2015-7 for Germantown Municipal School District year-end budget adjustments on first reading and set Monday June 8, 2015 for second reading and public hearing.

**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: May 11, 2015

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

SUBJECT: AGREEMENT FOR LOAN REPAYMENT

**INTRODUCTION:**

The action before the Board of Mayor and Aldermen is consideration of an agreement between the Germantown Board of Education and the City of Germantown for the repayment of an Interfund Loan as previously authorized on tonight's agenda with the approval of Resolution 15R06

**BACKGROUND:**

With the establishment of the Germantown Municipal School District (GMSD) in December 2013, it was determined the City of Germantown may need to establish a loan to assist in the necessary cash flow shortfalls for a few years. This understanding has underscored the cooperation and coordination necessary between the two entities as well as the nature of the GMSD's fiscal dependency upon the City. This understanding led to the staff recommendation regarding the prior year approval of a Revenue Anticipation Note for \$8.6 million dollars for the GMSD cash flow needs. During fiscal year 2015 the GMSD borrowed \$3.87 million of the \$8.6 available to them. In addition, the terms of the agreement were followed and all funds borrowed were paid back according to the agreement.

**DISCUSSION:**

In the prior action taken by the Board of Mayor and Aldermen in regard to Resolution 15R06, it is clear that funds received from and Interfund Loan will be used to meet GMSD appropriations made during fiscal year 2016 in anticipation of GMSD's collection of revenues from the State of Tennessee and Shelby County. The repayment agreement attached to this agenda sheet will memorialize the various terms and condition under which the Germantown Board of Education agrees to repay this loan to the City of Germantown. On Monday, May 20, 2015 the Germantown Board of Education authorized their Board Chairman and school superintendent to execute this loan agreement.

As stated, the agreement addresses all of the terms and conditions related to repayment of the loan including the City's review of cash flow reports from GMSD and the repayment schedule within fiscal year 2016. The agreement makes clear that the parties agree that the loan will not affect the City's maintenance of effort obligation to GMSD.

A copy of the loan agreement is attached to this agenda sheet.

**VISION 2020:**

The approval of this loan agreement brings the City one step closer to achieving its goal of providing a world class education system within our community.





