



CITY OF GERMANTOWN

TENNESSEE

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

Board of Mayor and Aldermen Meeting

Monday, June 8, 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. Citizens to be Heard
7. **CONSENT**
 - a. Recognition of Grant – Germantown Animal Shelter
 - b. Annual Agreement - Ground Water Institute
 - c. Purchases – Maintenance Equipment
 - d. Overtime Reimbursement – Police Department
 - e. Vehicle Equipment – GPD
 - f. New World Systems SSMA Annual Maintenance
 - g. Network Annual Maintenance
 - h. Proximity Card Access – Fire Marshal's Office & Fire Administration
 - i. Fire Hose
 - j. Copy Machine Rental Extension
 - k. Germantown Municipal Center Renovations
8. Certificate of Compliance – The Winery
9. Public Hearing - Ordinance 2015-1 – Year-end Budget Adjustments - Second Reading
10. Public Hearing - Ordinance 2015-2 – FY16 Budget – Second Reading
11. Public Hearing – Ordinance 2015-3 – Real & Personalty Property Tax – Second Reading
12. Public Hearing - Ordinance 2015-7 – GMSD Year-end Budget Adjustments – Second Reading
13. Public Hearing - Ordinance 2015-6 - Amendment to Zoning Ordinance – Enclave 6 Subdivision – Second Reading
14. Ordinance 2015-8 – Amendment to Animal Control Ordinance – First Reading
15. Sports Provider Agreement – Germantown Football League
16. Methodist Hospital Parking Lot Expansion Development Agreement

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: June 8, 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: June 8, 2015
FROM: Patrick J. Lawton, City Administrator *PL*
SUBJECT: Annual Agreement – Ground Water Institute

INTRODUCTION:

The purpose of this agenda item is to request authorization for the Mayor to execute a Contract Renewal Agreement with the University of Memphis Ground Water Institute (GWI) in the amount of \$16,100.00.

BACKGROUND:

This fee provides funding for a technical staff that consults with local utility officials on water system issues. The GWI has a comprehensive well head protection well field report per State of Tennessee guidelines and an expanded well field data base and geologic mapping of the regional aquifer system.

DISCUSSION:

The GWI has offered to continue services with the City by acting as an independent expert in the ground water area. This relationship provides access to the data base for contaminate source inventory, well head protection contingency plan revisions, GIS technical support, census data source and USGS water testing programs. The GWI has started an Educational Outreach Program, working with local schools to assist with in-service training to prepare middle school teachers with a groundwater option program.

VISION 2020:

This project supports the Vision 2020 Strategy for a well designed and well maintained water distribution system by constantly evaluating data and utilizing resources to support defined goals of community vitality and safety.

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>
Utilities	040-9010-521.25-40	Water	Professional Services	\$19,004.18	\$16,100.00

Bruce Tillman is the contract administrator for this agreement. Mike Sorensen is the staff representative for the Ground Water Quality Control Board.

ATTACHMENTS:

Invoice

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 A. Piefer, Procurement Director

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

To execute a Contract Renewal Agreement with the University of Memphis Ground Water Institute in the amount of \$16,100.00.

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

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 8, 2015

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

SUBJECT: Purchase – Maintenance Equipment

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase transportation trailers from Century Equipment Rental in the amount of \$49,446.40 and service attachments for the Bobcat compact track loader from Bobcat Company in the amount of \$23,377.40 resulting in a net expenditure of \$72,823.80 and approve Budget Adjustment #15-88. In addition, authorization is requested to declare unit 917, a 1986 Cronkite Heavy Equipment Trailer, as surplus property.

BACKGROUND:

This purchase is for three (3) additional transportation trailers and one (1) replacement trailer ranging from 14' to 30' for hauling miscellaneous equipment, tools and materials during daily operations for the Public Works Department. The Bobcat attachments include a concrete / asphalt planer, bush hog grass cutting feature and an industrial bucket grapple. All additional freight expenses are included in this purchase.

DISCUSSION:

The City utilized cooperative purchasing agreements through National Joint Powers Alliance (NJPA) Contracts #060311-CEC and 031014-FTS to procure pricing. National cooperative contracts provide considerable time and resource savings for participating member agencies and streamline the contracting processes and maximize efficiencies. The Procurement Department staff have reviewed and verified the contract and bid documents to ensure that they are consistent with City's procurement policies and that the contract terms are up to date.

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:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditures
General	010-3010-430.94-20	Streets &	Maintenance	\$85,000.00	\$72,823.80
	IR1548, 1549	Grounds	Equipment		

ATTACHMENTS:

Budget Adjustment #15-88
NJPA Contract Information
Proposals

Prepared by: Bruce Tillman

Bruce Tillman, Asst. Director of Public Works

Reviewed by: Bo Mills

Bo Mills, Public Works Director

Reviewed by: Reynold Douglas

Reynold Douglas, General Services Director

Reviewed by: Eddie Johnson

Eddie Johnson, Fleet Services Manager

Reviewed by: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

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

To approve the purchase of transportation trailers from Century Equipment Rental in the amount of \$49,446.40 and service attachments for the Bobcat compact track loader from Bobcat Company in the amount of \$23,377.40 resulting in a net expenditure of \$72,823.80 and approve Budget Adjustment # 15-88. In addition, authorization is requested to declare unit 917, a 1986 Cronkite heavy equipment trailer, as surplus property.

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



Agenda No. 7d

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 8, 2015
FROM: Patrick J. Lawton, City Administrator
SUBJECT: OVERTIME REIMBURSEMENT - POLICE

INTRODUCTION:

The purpose of this agenda item is to recognize overtime reimbursement from the Federal Department of Justice and the Department of Homeland Security to the Germantown Police Department in the amount of \$15,166.69 and approve Budget Adjustment #15- 91 .

BACKGROUND:

The Germantown Police Department has an officer assigned to the Federal Bureau of Investigation Joint Safe Streets Task Force, the Drug Enforcement Administration Task Force, the Terrorism Task Force and the Secret Service Task Force. The mission of the FBI SSTF, TTF, SSTF and DEA is the prevention, preemption, deterrence and investigation of serious criminal acts that affect federal and local interests, and to disrupt and prevent serious criminal acts and apprehend individuals who may commit or plan to commit such acts. The officer usually works overtime in the performance of his duties. The Task Forces reimburse any overtime that the officers receives while carrying out his/her duties. The Department of Justice reimbursed \$13,219.29 and the Department of Homeland Security reimbursed \$1,947.40, total \$15,166.69.

DISCUSSION:

The overtime the officer receives is deducted from the Police Department Overtime Wages line item throughout the year. The reimbursement will be placed back into the Police Departments Overtime Wages line through the budget adjustment.

VISION 2020:

This reimbursement supports the Vision 2020 Public Safety Plan Goal 1- Safest City in Southeast and the objectives of people are safe and feel secure and a low crime rate: part 1(persons) and part 2(property).

ATTACHMENTS:

Budget Adjustment

PREPARED BY: Michael Berkes

Michael Berkes, Captain

REVIEWED BY: Richard Hall

Richard Hall, Chief

REVIEWED BY: Ralph J. Gabb

Ralph J. Gabb, Finance Director

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

To recognize overtime reimbursement from the Federal Department of Justice and the Department of Homeland Security in the amount of \$15,166.69 and to approve Budget Adjustment #15- 91.

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: June 8, 2015
FROM: Patrick J. Lawton, City Administrator *PSL*
SUBJECT: POLICE VEHICLE EQUIPMENT

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase police vehicle equipment in the amount of \$45,967.00 from Comserv Inc.

BACKGROUND:

This request is to provide police vehicle equipment for eight (8) new replacement vehicles. The police vehicle equipment will be installed by Comserv, including the transferable equipment from the vehicles going out of service. The equipment includes Federal Signal LED lightbars and all associated led lights, strobe lights, cables and brackets, Setina back seat barriers, sirens, gun locks, PA microphone, window bars and push bumpers.

DISCUSSION:

Two (2) vendors were contacted. Two (2) bids were received. See attached analysis sheet. The Police Department recommends all low bids and the purchase of police vehicle equipment as follows:

<u>ITEM NUMBERS</u>	<u>VENDOR</u>	<u>AMOUNT</u>
1-22	Comserv	\$45,967.00

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	010-2010-421.94-40 IR1517-20	Police	Autos & Trucks	\$65,304.00	\$45,967.00

VISION 2020:

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

ATTACHMENTS:

Bid analysis sheet



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 8, 2015

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

SUBJECT: NEW WORLD SYSTEMS SSMA ANNUAL MAINTENANCE

INTRODUCTION:

The purpose of this agenda item is to request funding for year three of the 5-year software maintenance agreement with New World Systems, Inc in the amount of \$140,677.00.

BACKGROUND:

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

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

DISCUSSION:

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

Annual costs associated with the SSMA are as follows:

Year 1	\$135,000.00
Year 2	\$136,580.00
Year 3	\$140,677.00
Year 4	\$144,898.00
Year 5	\$149,245.00

NEW WORLD SYSTEMS SSMA ANNUAL MAINTENANCE

June 8, 2015

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BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
General	010-1510-416.26-30	IT	Equip. Maint.	\$512,613.98	\$140,677.00

VISION 2020:

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

ATTACHMENTS:

New World Systems Invoice No. 04620

PREPARED BY: Stephanie S. Logan

Stephanie S. Logan, Technical Services Coordinator

REVIEWED BY: Tony Fischer

Tony Fischer, Director of Information Technology

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

REVIEWED BY: John Selberg

John Selberg, Fire Chief

REVIEWED BY: Richard Hall

Richard Hall, Police Chief

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

To grant authorization to fund year three of the 5-year software maintenance agreement with New World Systems, Inc. in the amount of \$140,677.00.

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

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 8, 2015

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

SUBJECT: NETWORK ANNUAL MAINTENANCE

INTRODUCTION:

The purpose of this agenda item is to renew a maintenance contract with Presidio Network Solutions in the amount of \$23,218.45 for the City's internet firewalls, network hardware and phone system licensing.

BACKGROUND:

The City of Germantown currently has maintenance contracts for internet firewalls, network hardware and phone system licensing that provides connectivity to various City facilities. The current hardware was installed in 2009 and included a one-year maintenance contract. Presidio held the State-wide contract and subsequent renewal contracts were purchased from their company. Current network hardware was purchased in 2008 and included one-year maintenance contracts. Presidio held the State-wide contract and subsequent renewal contracts were also purchased from their company.

DISCUSSION:

The maintenance contracts will provide security through firewall filtering, coverage for the entire City network and licensing required for equipment associated with the City phone system. The contracts will provide support in maintaining the system's functionality and integrity should there be a malware, URL filtering or hardware failure. Presidio continues to hold the State-wide contract as a certified Cisco product provider. State of Tennessee Cisco Contract RSWC# 385-Contract #34841 reflects a 20% savings off standard maintenance pricing. Procurement staff has verified that the SWC contract is valid and in line with the City's Procurement process.

At this time the City's 17 locations are supported by 40 pieces of Cisco network hardware. The network is the core technology system for the City and allows for the following major services.

Accounting	Great Hall system
All desktop applications	Internet
CAD	Parks & Recreation system
Communications/dispatch	Payroll
Court system	Phone system
Email	Police/TBI system
Fire system	Procurement
Fleet system	Water Plant system
Germantown Athletic Club system	Taxes
GIS	Utilities
GPAC system	Website



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 8, 2015

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

SUBJECT: PROXIMITY CARD ACCESS – FIRE MARSHAL'S OFFICE AND FIRE ADMINISTRATION

INTRODUCTION:

The specific action requested of the Board is to utilize the NJPA Contract No. 031913-TIS with Tyco Integrated Security for the purchase and installation of a proximity card access system in the amount of \$13,875.70 at the Fire Marshal's Office and Fire Administration

BACKGROUND:

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

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

DISCUSSION:

Fire Stations 1 and 3 have administrative offices in addition to regular Fire Station activities. Administrative staff is often left in the building during fire calls. The addition of proximity card access to the doors into office areas of the stations will provide security for individuals working alone in these facilities.

The City was able to secure NJPA pricing and installation for all of the card access equipment needed for the Fire Marshal and Fire Administration Offices through the NJPA Contract No. 031913-TIS with Tyco Integrated Security (previously ADT Security Services). This is the same local vendor that has installed the system throughout the other City buildings. Procurement staff has verified that the SWC contract is valid and in line with the City's Procurement process.

PROXIMITY CARD ACCESS – FIRE MARSHAL’S OFFICE AND FIRE ADMINISTRATION

June 8, 2015

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BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
General	010-1510-416-39-00	IT	Non-Capital Assets	\$12,377.70*	\$12,377.70
General	010-1510-416-26-30	IT	Equip. Maint	\$484,944.86	\$1,498.00

* Funds will be moved within the IT Department budget on a year-end Budget Adjustment.

VISION 2020:

TOP-QUALITY FACILITIES, PARKS AND INFRASTRUCTURE: City facilities are designed for operating effectiveness and long-term sustainability. 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 Integrated Security price quote per NJPA Contract No. 031913-TIS

PREPARED BY: Stephanie S. Logan

Stephanie S. Logan, Technical Services Coordinator

REVIEWED BY: Tony Fischer

Tony Fischer, Information Technology Director

REVIEWED BY: John Selberg

John Selberg, Fire Chief

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

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

To approve the purchase and installation of a proximity card system from Tyco Integrated Security in the amount of \$13,875.70 for the Fire Marshal’s Office and Fire Administration.

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: June 8, 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 sixty-two (62) sections of 1 3/4 inch fire attack hose in the amount of \$18,086.00; and six (6) sections of 2" fire attack hose in the amount of \$1,449.00 from Emergency Equipment Professionals; for a grand total of \$19,535.00.

BACKGROUND:

The Germantown Fire Department fire apparatus carries several attack hose lines pre-connected to the fire pumper to permit rapid deployment and fire attack. This hose must be designed for aggressive fire attack, including high burst strength; low friction loss; high heat, abrasion and kink resistance; and minimal drag to allow it to be easily maneuvered through a building during fire fighting operations. The attack hose lines are color-coded to match the outlet on the fire pumper. This hose will replace older hose that has failed or is reaching the 10 year life expectancy.

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) bids. The bid from Emergency Equipment Professionals is recommended as it is the lowest price that fully meets specifications.

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
General	010-2510-422.94-01	Fire	Other Assets	\$20,599.70	\$19,535.00
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: John Selberg

John Selberg, Fire Chief

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

REVIEWED BY: Linda Rathje for Ralph Gabb

Ralph Gabb, Finance Director

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

To purchase sixty-two (62) sections of 1 ¾ inch fire attack hose in the amount of \$18,086.00; and six (6) sections of 2" fire attack hose in the amount of \$1,449.00 from Emergency Equipment Professionals; for a grand total of \$19,535.00.

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

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 8, 2015

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

SUBJECT: COPY MACHINE LEASE AGREEMENT

INTRODUCTION:

The purpose of this agenda item is to authorize the monies for the 2nd year of a three year agreement for the lease of Twenty-three (23) copy machines from NovaCopy, Inc. for an estimated annual cost of \$66,100.00.

BACKGROUND:

The Procurement staff reviews each year to see if it is beneficial to bid out the copy machine lease. Due to the lack of sheet volume and small number of machines requested, it has been in the best interest of the City to utilize a larger entity for better volume pricing. As a result, the City has utilized the Shelby County Contract for the past eight years with great efficiency and cost.

Through this lease, new machines are provided to each department on their required speed, features, average monthly copies required. Cost requirements are as follows:

- Lease price of each machine is based on the unit cost per the bid contract.
- Service and supplies for the black & white copies are based on the unit cost per the bid contract.
- Service and supplies for the color copies are based on the unit cost per the bid contract.
- Lease includes the following:
 - Equipment installation, training, service and supplies which include the equipment lease price
 - Cost per copy for service and supplies per each page black and color machines.
 - All operating supplies except paper which is more cost efficient for the City to provide.

DISCUSSION:

In 2014, Shelby County Government completed the competitive sealed bid process to secure pricing for over six-hundred (600) copiers which included language allowing cooperative purchasing by other municipalities. The County selected NovaCopy as their provider and approved a three year lease agreement (CONTRACT RFP #13-003-54.) Procurement staff reviewed the contract and recommended utilizing the Shelby Contract for the lease of Twenty-three (23) Minolta copy machines from NovaCopy Inc. Staff reviews the contract and returns each July to approve the annual amount. The 2nd year of the lease would begin on July 1, 2015 and will be funded in the FY 16 Budget.

VISION 2020:

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



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 8, 2015

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

SUBJECT: Germantown Municipal Center Renovations

INTRODUCTION:

The purpose of this agenda item is to consider approval of a construction contract with Wagner General Contractors, Inc. in the amount of \$118,300.00 for Information Technology, Human Resources, and Administrative office space improvements.

BACKGROUND:

The I.T. and H.R. areas were constructed during 2001 as part of Phase II of the ECD building renovations. Since that time, more work space and training room space was identified during the FY15 CIP Budget application process. This project will include reconfigurations to create more usable workspace, and improve workflow.

This project will include the construction of interior walls, relocation of doors, ceiling repairs, flooring repairs, relocation of lighting, and relocation of HVAC duct as identified on construction drawings. Alternative bid items are Administration workroom reconfigurations, kitchen improvements, acoustical improvements, along with disassembling and reassembling existing office furnishings.

DISCUSSION:

Ross Witt, PLLC was retained at a cost of \$3,220.00 for the architectural design services including final design and preparations, specifications, and drawing details for bid.

Nine contractors attended the mandatory pre-bid meeting held on May 18, 2015 at the Germantown Municipal Center. Bids were advertised on the City website, at plan houses and 840 vendors were sent an e-notification. Three bids were received, two bids were qualified. The third bid was deemed non-responsive because the bid bond that was submitted was for another project, not associated with the City of Germantown. Wagner General Contractors, Inc. submitted the lowest qualified base bid in the amount of \$118,300.00. In addition, staff is recommending the acceptance of Alternates #1 that includes improvements to the Administrative office area in the amount of \$29,500.00 and Alternate #2 which includes labor for the removal and replacement of the existing furniture in the amount of \$6,800.00. This general contracting company has completed numerous projects for the City of Germantown with satisfactory CIP evaluations to recommend using Wagner General Contractors, Inc. for other projects.

Funding for this project is included in the FY15 CIP Budget and the bid analysis sheet is attached and Staff is recommending approval.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 8, 2015

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

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

INTRODUCTION:

The Board of Mayor and Aldermen are asked to consider on second reading the FY16 Proposed Budget. The Board's review and annual adoption of the budget is the single most important action taken by the Board every year.

BACKGROUND:

The 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 \$123,672,538. The General Fund Operating Budget total is \$47,323,753, the Enterprise Funds total \$16,658,489, Special Revenue Funds total \$49,072,296, 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. A copy of their letter is attached.

Attached to the agenda sheet is Exhibit A which tracks the proposed changes to the budget ordinance from each reading. These changes are recommended by the administration and have been incorporated into the ordinance before you on second reading.

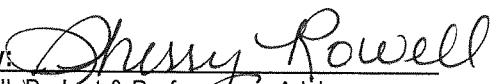
VISION 2020:

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.

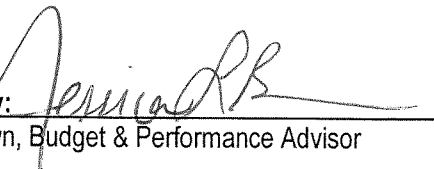
ATTACHMENTS:

Ordinance 2015-2

Prepared by: 
Ralph J. Gabb, Finance Director

Reviewed by: 
Sherry Rowell, Budget & Performance Advisor

Reviewed by: 
Adrienne Royals, Budget & Performance Advisor

Reviewed by: 
Jessica Brown, Budget & Performance Advisor

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

To approve on second reading Ordinance No 2015-2, as amended by Exhibit A attached and made part of this motion, establishing the FY16 Proposed Budget.

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:** June 8, 2015**FROM:** Patrick J. Lawton, City Administrator *PJL***SUBJECT:** ORDINANCE NO. 2015-7 Germantown Municipal School District Year End Budget Adjustments – SECOND READING**INTRODUCTION:**

The purpose of this agenda item is to approve Ordinance No. 2015-7 on second 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



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 8, 2015

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

SUBJECT: Ordinance 2015-06 – Rezoning of 2.79 Acres within The Enclave PUD, Phase 6:
Second Reading and Public Hearing

INTRODUCTION:

The purpose of this agenda item is to hold a public hearing and approve on second reading the rezoning from the AG Agricultural District to the R-3 Residential District of 2.79 acres within Phase 6 of The Enclave Planned Unit Development (PUD).

BACKGROUND: The subject site is part of Phase 6 of the Enclave PUD. The Enclave PUD was originally approved by the Planning Commission (PC) on January 6, 2004, and by the Board of Mayor and Aldermen on February 9, 2004. The Phase 6 preliminary and final plan was approved by the PC on July 6, 2014. The rezoning of this 2.79 acre area was recommended by the PC on April 7, 2015.

DISCUSSION:

During the detailed mapping of Phase 6 into the City's Geographic Information System (GIS), the GIS staff noticed that several lots within Phase 6 appeared to extend beyond the boundary of the R-3 zoning district, and into the Agricultural (AG) zoning district. More research into the original zoning of the surrounding area and the zoning of The Enclave confirmed that a 2.79 acre section of The Enclave was within the AG zoning district. All or parts of seventeen planned lots and a Common Open Space area are within the AG district. The 2.79 acre, AG-zoned area is within the original area of the Enclave PUD master plan.

Staff recommends the rezoning of the 2.79 acre area to the Two Family Residential (R-3) district, so as to match the zoning of the remainder of The Enclave.

VISION 2020: The proposed rezoning will place all of The Enclave PUD within a single, consistent zoning district. That action is consistent with the Vision 2020 goal of "Development and Redevelopment Consistent with Germantown Character" and the objective of "development meeting City design standards".

BUDGET AND STAFFING IMPACT: Approval of the rezoning will have minimal impact on the budget and staff resources. Approval of the zoning change will avoid confusion in the future as houses are constructed and sold.

ATTACHMENTS:

1. Vicinity Map
2. Area to be Rezoned
3. Enclave PUD Master Plan
4. Proposed ordinance
5. Planning Commission minutes – April 7, 2015

Application

Prepared by: Wade Morgan _____
Wade Morgan, Chief Planner

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

PROPOSED MOTION: To approve on second reading ordinance 2015-06, the rezoning of 2.79 acres within Phase 6 of The Enclave PUD, from the Agricultural District to the R-3 Residential District.

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: June 8, 2015

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

SUBJECT: Ordinance #2015-08 Amendments to Animal Control Ordinance – First Reading

INTRODUCTION:

The purpose of this agenda item is to propose two additions to the animal ordinances, **Section 5-1 Definitions** and **Section 5-4 Impoundment, notice of violation and emergency care.**

BACKGROUND:

In Section 5.1, there are listed 25 definitions related to animals and animal care. The City's Animal Shelter staff recommends addition of another definition to define a proper shelter. This definition addition will allow Public Works Animal Shelter staff to address situations where outdoor pets are kept without proper shelter to protect them from the elements.

The second addition to the animal ordinance is in Section 5.4 Impoundment, notice of violation and emergency care. Staff often deals with repeat offenders where pets escape their impoundment structures. This addition will allow staff to spay or neuter unaltered animals at the owners' expense that are running loose and are impounded two times within any twelve month period or a total of five times over any time period. Experience and proven research confirms that spay or neutered animals are less likely to roam.

DISCUSSION:

Germantown Animal Shelter staff was aware of these needed additions for some time. This spring a resident on Birch Park Lane brought concerns about her neighbor's three outside animals not having adequate shelter. Staff worked with this resident to address this particular concern but used this case as a catalyst to suggest an addition to the ordinance. Since staff was recommending this addition, they wanted to seek an additional change related to loose animals and the need to address the reason for them escaping their enclosures.

VISION 2020:

Approval of these two ordinance additions supports the Vision 2020 Quality of Life goal with residents taking responsibility for making Germantown a better community.

BUDGET AND STAFFING IMPACT:

No significant impacts are expected by inserting these two changes to the animal ordinances.

ATTACHMENTS:

The proposed additions to the Code of Ordinances, City of Germantown, Tennessee Sections 5-1 and 5-4.

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

Reviewed by: Bo Mills
Bo Mills, Public Works Director

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

To approve Ordinance 2015-08 Germantown Code of Ordinances Additions – Animals on First Reading and to set July 13, 2015 as 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

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 8, 2015

FROM: Patrick J. Lawton, City Administrator

SUBJECT: SPORTS PROVIDER AGREEMENT – GERMANTOWN FOOTBALL LEAGUE

INTRODUCTION:

The purpose of this agenda item is to approve of a provider agreement with the Germantown Football League to become the Youth Cheer & Youth Football Provider for the City of Germantown. This agreement is for a period of one year with an option for two additional one-year extensions.

BACKGROUND:

Each year, the City implements contracts with local youth sport provider organizations to provide certain athletic programs for children on City athletic fields made available by the Parks and Recreation Department. These programs are organized, scheduled and operated on behalf of the Parks and Recreation Department, by the City's designated Sports Providers which perform as service providers in conjunction and cooperation with the City.

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. In November 2014, the Mayor and Board of Alderman approved revisions to the Sports Operating Policies. Some of the changes that were implemented this year include gaining Board and Mayor approval on all applications along with a new sports provider application that provides a more "customer friendly" selection process.

Designated City youth sport providers currently include baseball, football, lacrosse and soccer.

The current financial arrangement provides for an impact fee to be assessed per participant by the Provider based on the direct operating expenses of the Sports programs as approved annually by the Board of Mayor and Aldermen. All non-residents are charged a non-resident fee in excess of the fee charged to the residents of the City. This fee is based upon a percentage relationship between the City's property tax revenues and the total revenues of the City which are assessed per participant, not to exceed one hundred dollars (\$100) per participant. In FY14, staff collected \$81,193.00 in total impact and non-resident fees. Of this amount, the Germantown Football League generated \$12,648.

Currently, the Germantown Football League serves as the City's Selected Sports Provider for recreational youth football. This agreement is for a period of one year and was reviewed and approved by the Parks and Recreation Department.

In January 2015, due to staffing realignment within the Recreation Division, the Department reached out to the League inviting them to take over management of the youth cheer program.

The City of Germantown received one application from a qualified organization interested in providing a Comprehensive athletic program which includes youth cheer and youth football utilizing City owned, operated and maintained facilities. These facilities include Cameron Brown Baseball, Bob Hailey Baseball and Football Fields.

This Selected Sport Provider will have the exclusive right to develop, implement, instruct and manage an athletic program that provides leagues, clinics, camps and intra-league tournaments for children at City athletic facilities. The Provider will also have the exclusive right to provide and conduct concession operations where available during the period of assigned use (season).

DISCUSSION:

On December 9, staff held a meeting with the Youth Sports Alliance to “roll-out” the new changes to the Sports Operating Policies which included a review of the new application and selection process. The due date for fall sports applications was March 15. One application was received for the 2015 Fall sports season. In late January 2015, staff sent a request for applications along with the revised application packet to current City Selected Sports Providers.

A Proposal was received from the Germantown Football League, a reputable organization having extensive experience in providing quality athletic programs within the City of Germantown.

Staff reviewed the proposal and concluded that the proposal submitted by the Germantown Football League would provide our community with high-quality athletic programs and a high level of professional standards. Based on these factors, staff recommended that the Germantown Football League be selected to provide athletic services for the City of Germantown at the Parks and Recreation Commission's April 23, 2015 meeting. The Commission also reviewed the application and concurred with staff. Their recommendation is to approve the application as submitted.

The Germantown Football League became the service provider for the City of Germantown in 2009 and is run completely by volunteers. This youth organization is community based and dedicated to providing superior services including, youth cheer and football, to the residents of Germantown and the surrounding communities. The program currently provides youth football on a recreational level for over 350 children and is requesting to provide a youth recreational cheer program for over 100 children. As the sole provider for both cheer and football, the organization will provide a safe, structured environment for children to play, learn and enjoy each of these sports.

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.

BUDGET AND STAFFING IMPACT: SOURCE OF FUNDING:

Natalie Ruffin, Recreation Superintendent, will handle the administrative duties with support from staff.

ATTACHMENTS:

Provider Agreement from Germantown Football League

PREPARED BY: Natalie Ruffin

Natalie Ruffin, Recreation Superintendent

REVIEWED BY: Pam Beasley

Pam Beasley, Parks and Recreation

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

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

To approve a provider agreement with the Germantown Football League to become the Youth Cheer and Football Provider. This agreement is for a period of one year with an option for two additional one year extensions.

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: June 8, 2015

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

SUBJECT: Project Development Contract 1204 – Methodist Hospital Parking Lot Expansion

INTRODUCTION: The purpose of this agenda item is to approve Project Development Contract no. 1203, for the construction of 103 additional parking spaces for Methodist Hospital Germantown.. The specific Board of Mayor and Aldermen action requested is approval of the standard development agreement.

BACKGROUND: The hospital campus totals 36.88 acres. The Planning Commission approved the preliminary and final site plan for the additional parking spaces on January 6, 2015. The Design Review Commission approved the preliminary and final landscape and lighting plans on January 27, 2015.

DISCUSSION: The plan consists of 77 surface parking spaces in the vicinity of the existing chapel building and 44 parking spaces to the east of the recently-completed parking garage on Germantown Rd. All of the spaces will be accessed via the existing drives within the hospital campus..

VISION 2020: This project fulfills the Vision 2020 Goal number 9 of having “premier regional medical facilities” and the objective of providing “full-service medical and healthcare providers serving the Mid-south region.”

BUDGET AND STAFFING IMPACT: Approval of the Contract will permit the developer to complete construction plans for the actual development of the project. Engineering and Planning staff will spend time and resources reviewing the construction plans, and Construction Inspection staff will spend time inspecting the project during the construction phase. The amount of time required is difficult to estimate, but will be defrayed by the fees for Plan Review and Construction Inspection, which are listed in the attachments.

ATTACHMENTS:

Attachment 1 – Application and Disclosure of Ownership Interest

Attachment 2 - Vicinity Map

Attachment 3 - Site Plan and Elevation Drawing

Attachment 4 – Planning Commission and Design Review Commission Minutes

Contract 1204
June 8, 2015 BMA meeting

PREPARED BY: Wade Morgan
Wade Morgan, AICP, Chief Planner

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

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

To approve Project Development Contract 1204 for the Methodist LeBonheur Hospital Parking Lot Expansion.

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

ATTACHMENT 1: APPLICATION AND DISCLOSURE OF OWNERSHIP INTERESTS