



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, July 27, 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. Proclamation – Girl Scout Month
7. Citizens to be Heard
8. **CONSENT**
 - a. Purchase - Bulk Asphalt
 - b. Annual Agreement – U. S. Geological Survey
 - c. Ammunition for Police Department
 - d. Professional Services Agreement – Great Hall Lobby Renovations
 - e. Final Payment – Water Main Improvements - TDOT Poplar Ave. Widening Project - Miller Farms Rd. to Dogwood Rd.
 - f. Approval of Library Donations – Germantown Community Library
 - g. Municipal Financial Advisor
 - h. Amendment to Declaration of Trust – Other Post-Employment Benefits
9. Ordinance 2015-8 – Amendment to Animal Control Ordinance – Third and Final Reading
10. Civic Support Grant – Germantown Arts Alliance
11. Chamber of Commerce Grant
12. Acceptance of Revised GPAC By-Laws
13. Memorandum of Understanding – Houston High School Athletics and Arts Foundation, Inc.
14. Professional Services Agreement – Forest Hill Heights Small Area Plan
15. Funding for Grandstand Replacement - Houston High School
16. Resolution 15R13 – TraVure Planned Unit Development Outline Plan.

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: July 27, 2015

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

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 July 13, 2015.

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

To approve the minutes of the Board of Mayor and Aldermen Meeting held July 13, 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



PROCLAMATION

WHEREAS; Girl Scouts, the pre-eminent organization for girls in the United States and around the world, has been an active part of the Germantown community; and

WHEREAS; there are 2.8 million Girl Scouts nationally and 10,580 locally in Girl Scouts Heart of the South, which includes the great city of Germantown, Tennessee; and

WHEREAS; for 103 years, Girl Scouting has helped build millions of girls and women of courage, confidence, and character who make the world a better place; and, has produced over 50 million women alumnae, who have gone on to be successful leaders in their communities, businesses, churches and homes; and

WHEREAS; the Girl Scout Leadership Experience helps girls discover themselves and their values, connect with others, and take action to make the world a better place; and,

WHEREAS; through the dedication, time, and talent of volunteers of different backgrounds, abilities, and areas of expertise, Girl Scouts Heart of the South offers the Girl Scout Leadership Experience to girls in all racial, ethnic, cultural, religious and socioeconomic groups;

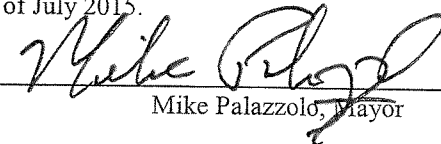
WHEREAS; August marks the start of a new school year and when volunteers and girls start their new Girl Scout year planning troop activities, organizing community service projects, scheduling field trips, working on badges and earning Girl Scout awards that develop them into happy and resourceful citizens.

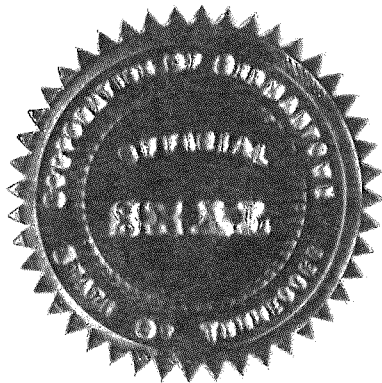
NOW, THEREFORE, BE IT RESOLVED, that I, Mike Palazzolo, Mayor of the City of Germantown, Tennessee, do hereby applaud the commitment Girl Scouting has made to Germantown and to America's girls and proudly proclaim the month of August 2015 as Girl Scout Month.

GIRL SCOUT MONTH

in Germantown, Tennessee, and calls upon all citizens of the city to recognize and support the contributions made by Girl Scouts and adult volunteers towards improving the quality of life in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Germantown to be affixed this 9th day of July 2015.


Mike Palazzolo, Mayor





CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 27, 2015

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

SUBJECT: Purchase – Bulk Asphalt

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to enter into the first of two option years to purchase 1,000 tons of 411D hot asphalt mix in the amount of \$60,500.00 from Standard Construction Company, Inc. and 1,500 tons of 411D hot asphalt mix from Lehman Roberts in the amount of \$85,500, for a total of \$146,000.00.

BACKGROUND:

Hot asphalt mix is used primarily for street maintenance repairs, temporary pothole repairs, utility cuts, parks and grounds trail repairs and storm water maintenance projects. Public Works crews pick up the amount required for the job each day as needed at the vendor's closest distribution plant location to the construction site. This procedure allows for immediate application while the product is still hot and pliable. This purchase will allow for two available suppliers during the year in the event that one of the asphalt plants is shut down for holidays or for seasonal maintenance. Standard Construction has two plants on the City's north and east borders allowing for less fuel costs, vehicle mileage and travel time from the job site. Lehman Roberts Plant is about twenty miles further (round trip) but offers a quality product at \$3.50 per ton less than Standard Construction Company and can supply product as a primary or secondary source throughout the year.

DISCUSSION:

Three bids were received last August from Standard Construction Company, Inc. - \$60.50 / ton, Lehman-Roberts - \$57.00 / ton and APAC, TN - \$61.00 / ton. The Board awarded contracts to Lehman Roberts Company and Standard Construction Company, Inc. for the first year. Two options years were included in the bid process.

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:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
State Street Aid	011-3210-436.26-80	Public Works	City Street Maintenance	\$347,310.20	\$146,000.00

Bobby Carter, Superintendent of Streets, will schedule the daily pick up of hot asphalt 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 A. Piefer, Procurement Director

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

To enter into the first of two option years to purchase 1,000 tons of 411D hot asphalt mix from Standard Construction Company, Inc. in the amount of \$60,500.00 and 1,500 tons of 411D hot asphalt mix from Lehman Roberts in the amount of \$85,500.00 for a total of \$146,000.00.

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: July 27, 2015
FROM: Patrick J. Lawton, City Administrator *PSL*
SUBJECT: Annual Agreement – U. S. Geological Survey

INTRODUCTION:

The purpose of this agenda item is to request authorization for the Mayor to execute a Contract Renewal Agreement with the U.S. Geological Survey in the amount of \$11,200.00.

BACKGROUND:

The Annual USGS Agreement provides the equipment and expertise necessary to monitor, record, sample and report on the conditions and any changes in the City's two well fields. The agreement begins July 1, 2015 and ends June 30, 2016. The results of work under this agreement will be available for publication by the U.S. Geological Survey. Last October, the USGS Southeast Region consolidated its Water Science Centers for efficiencies and to minimize costs. The state of Tennessee became part of the Lower Mississippi Gulf Water Science Center along with Alabama, Arkansas, Louisiana and Mississippi.

DISCUSSION:

The information derived from the USGS is beneficial in planning for the future development of the well fields as well as continued management and use of our existing system. Continual aquifer level and water quality monitoring provides the information to detect any changes in quality or volume in a timely manner. Services include an in depth chemical analysis of water samples collected at both well fields. All of the reports are examined quarterly by the Environmental Cabinet to analyze trends and the strategic objective to monitor groundwater quality and quantity. The total cost for this agreement is \$21,100 with Germantown contributing \$11,200 and the USGS contributing \$9,900 in matching federal funds.

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	\$110,000.00	\$11,200.00

Bruce Tillman is the contract administrator for this agreement.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 27, 2015

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

SUBJECT: Ammunition for Police Department

INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase ammunition for the Police Department for State required firearms qualifications, duty ammunition and training ammunition from the Tennessee Statewide Contract # 331 in the total amount of \$33,417.52.

BACKGROUND:

Members of the Police Department are required by the POST Commission to qualify with their duty weapon, off duty weapon, shotgun and patrol rifles each year. Currently the Police Department qualifies three times each year with their duty weapon and patrol rifle and once a year with the shotgun and off duty weapon. This ammunition will allow each officer the availability to be proficient with their weapon.

DISCUSSION:

The TN SWC No. 331 Utilizes three (3) vendors: Craig's Firearm Supplies, Gulf States Distributors, Inc. and Precision Delta. The following ammunition requests outline the needs of the Police Department.

Vendor	Type of Ammunition	No. of Rounds	unit cost/1000	Total
Craig's Firearm	12 gauge 2 3/4 1 ounce slug reduced recoil	2,000.00	416.64	833.28
Craig's Firearm	.38 caliber 125 grain semi wade cutter	1,000.00	231.24	231.24
Craig's Firearm	.223 55 grain Full Metal Jacket	20,000.00	291.65	5,833.00
			Total	6,897.52
Vendor	Type of Ammunition	No. of Rounds	unit cost/1000	Total
Gulf States	.40 Caliber 180 grain Full Metal Jacket	93,000.00	209.00	19,437.00
Gulf States	.40 Caliber 180 grain Jacketed Hollow Point	10,000.00	317.00	3,170.00
Gulf States	.45 Caliber 230 grain Full Metal Jacket	2,000.00	248.00	498.00
Gulf States	.45 Caliber 230 grain Jacketed Hollow Point	1,000.00	345.00	345.00
Gulf States	12 gauge OO buckshot reduced recoil	2,000.00	436.00	872.00
Gulf States	22 Caliber Long Rifle	1,000.00	37.00	37.00
Gulf States	9mm luger 147 grain Full Metal Jacketed	10,000.00	191.00	1,910.00
			Total	26,269.00
Vendor	Type of Ammunition	No. of Rounds	unit cost/1000	Total
Precision Delta	9mm Luger +P 124-127 grain	1,000.00	251.00	251.00
			Total	33,417.52

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
General	01020104213290	Police	Other Supplies	\$175,138.00	\$33,417.52

VISION 2020:

This purchase supports the Vision 2020 Public safety Goal Plan 1 & 3 and objectives people are safe and feel secure and the objectives of having the right equipment and resources to handle the emergency response and City Services and Financial Goal 22 of investing in maintaining and upgrading the City's facilities and infrastructure.

ATTACHMENTS:

Procurement Staff has verified the contract pricing and has the information on file.

PREPARED BY: Michael C. Berkes

Captain M. C. Berkes

REVIEWED BY: Richard L. Hall

Richard L. Hall, Chief

REVIEWED BY:

Ralph Gabb, Finance Director

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

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

To approve the purchase of ammunition per the TN SWC No. 331 from Craig's Firearm Supply in the amount of \$6,897.52, Precision Delta Corp. in the amount of \$251.00 and Gulf States Distributors Inc. in the amount of \$26,269.00 for a total cost of **\$33,417.52**.

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: July 27, 2015

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

SUBJECT: GERMANTOWN GREAT HALL LOBBY RENOVATIONS – PROFESSIONAL SERVICES AGREEMENT

INTRODUCTION:

The purpose of this agenda item is to consider approval of a Professional Services Agreement (PSA) in the amount of \$14,950.00 with Ross Witt, PLLC for the Germantown Great Hall lobby renovations.

BACKGROUND:

As part of the 2016 CIP Budget Process, funding was approved for renovations in the lobby of the Great Hall. The rationale being that the renovations will enhance the appearance of the venue, improve competitiveness and create additional revenue opportunities receptions and other events.

DISCUSSION:

This Professional Services Agreement will provide final plans for bidding. The design scope includes plans and specifications for additional structural, flooring to cover fitness room stairwell, electrical, mechanical, interior finishes, and construction administration.

City staff met with Ross Witt, PLLC to discuss the scope of the project and to negotiate a fee. Staff believes the scope and fee of the PSA adequately addresses the building's exterior needs for the foreseeable future.

The funding for the Professional Services Agreement is included the FY16 Capital Improvements Budget and staff recommends approval.

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
CIP GH1601	044-4820-532.25-40	Great Hall	Prof. Services	\$14,950.00	\$14,950.00

VISION 2020:

This project supports the Financial Sustainability Goal 22 of maintaining and upgrading City facilities and the implementation of the 2005-2006 City Facility and Capital Assets Action Strategy.

ATTACHMENTS:

Professional Services Agreement RWAID No 15-124- Ross Witt, PLLC

PREPARED BY: Butch Eder

Butch Eder, CIP Manager

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 professional services agreement with Ross Witt, PLLC in the amount of \$14,950.00 for the Germantown Great Hall lobby renovations.

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: July 27, 2015

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

SUBJECT: **Final Payment for Water Main Improvements from Miller Farms Road to Dogwood Road - TDOT Poplar Avenue Widening Project**

INTRODUCTION:

The purpose of this agenda item is to authorize final payment to the Tennessee Department of Transportation (TDOT) for water main improvements from Miller Farms Road to Dogwood Road in the amount of \$49,241.39.

BACKGROUND:

The City's Water Department had sought for many years to remove all transite composition water mains from the water system that were installed in the early 1970's due to their fragility and likelihood of rupture with any disruption of the soil near the pipe. In addition, the repairs to transite pipe are very difficult and often the repair causes additional pipe breakage.

The widening of Poplar Avenue between Miller Farms Road and Dogwood Road that had been under consideration by TDOT since the late 1990's finally advanced into TDOT's funding cycle in 2010. This provided the City with the opportunity to capitalize on the construction to remove approximately 2,000 feet of transite pipe along Poplar Avenue from Miller Farms Road to Dogwood Road and replace it with more dependable ductile iron water main.

The new water main locations as well as the valves, fire hydrants and service lines were designed by Allen & Hoshall Engineering and incorporated into TDOT's Poplar Avenue construction contract under a Utility Relocation Contract between TDOT and the City in the amount of \$195,822.50. The Board of Mayor and Aldermen approved the Utility Relocation Contract on August 23, 2010 that was required prior to bidding the project. The Agreement provides for reimbursement to the City if the water main improvements are less than the \$195,822.50 and the City is required to reimburse TDOT if the total cost exceeds the \$195,822.50.

DISCUSSION:

In October of 2014 TDOT billed the City for \$245,063.89 for costs incurred for water main improvements associated with TDOT's Poplar Avenue Widening Project. Receiving this invoice after more than four years, the funding was not in the current year's budget to pay the invoice. Either the funding approved by the Board with the Utility Relocation Contract in September of 2010 was never encumbered or the funds were taken off the books after several years of no activity. Working with the Finance Department an all-inclusive search was undertaken to ensure that the funds approved under the Utility Relocation Contract were not deposited into a LGIP account or paid directly to TDOT.

Once it was determined that the funds were not previously paid to TDOT, the City was responsible for the \$245,063.89. However, as previously noted the funding was not included in the current year budget and the City proposed that it be allowed to make two payments, one for \$195,822.50 that was originally approved by the Board and the second payment after June 30, 2015 so that the funds could be included in the FY16 CIP budget. TDOT approved this request on February 5, 2015.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 27, 2015

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

SUBJECT: APPROVAL OF LIBRARY DONATIONS-GERMANTOWN COMMUNITY LIBRARY

INTRODUCTION:

The purpose of this agenda item is to recognize and accept donations made to the Germantown Regional History and Genealogy Center in the amount of \$425.00 and to the Germantown Community Library in the amount of \$1560.00 and to approve Budget Adjustment Number 16-4.

BACKGROUND:

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

For the Germantown Regional History and Genealogy Center
Tennessee Genealogical Society \$425.00

For the Germantown Community Library
Friends of the Germantown Community Library \$500.00
Germantown Women's Club \$1,000.00
Mark Ruleman \$50.00
Anonymous \$10.00

DISCUSSION:

The Germantown Community Library works in partnership with many local organizations to provide top quality services to its patrons. The donations given to the GRHGC by TGS are to purchase new materials for the GRHGC. Mark Ruleman donated money for GCL to purchase a particular title to add to the collection. The Friends of the Germantown Community Library directed their donation be used to pay for a Little Free Library to be placed at Germantown Athletic Center. Germantown Women's Club has been a long time supporter of the Children's Department. This year their donation is designated for the staff of the Children's Department to use at their discretion to enhance programs for our young 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:

See attached budget adjustment number 16-4



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 27, 2015

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

SUBJECT: MUNICIPAL FINANCIAL ADVISOR

INTRODUCTION:

The purpose of this agenda item is to approve an extension of the contract with Public Financial Management, Inc. to serve as Municipal Advisor for an upcoming municipal bond issuance and retainer for services.

BACKGROUND:

The City issued a Request for Proposal on May 13, 2013 for a municipal financial advisor to assist the City on the issuance of debt. Two firms submitted a proposal to serve as the City's municipal advisor. While both firms are fully qualified to act as municipal financial advisors the City after a complete analysis and comparison of business structures, financial services and expertise determine Public Financial Management (PFM) is better suited to provide the advisory services sought by the City. The City contracted with Public Financial Management on July 8, 2013 for one year. Per the contract the City at its option may extend the contract for an additional successive 2 years or a total of 36 months.

DISCUSSION:

The City will be issuing a bond for use on several capital improvements programs which were approved during the budget process and with the adoption of the FY16 budget. PFM has served the City as Financial Advisor for 26 years and provided advice on 16 bond issues totaling over \$100 million. PFM has registered as a municipal advisor under regulations issued by the Security and Exchange Commission and the Municipal Securities Rulemaking Board. Their knowledge of rating agencies and the capital markets will serve the City well when the bond is issued. Per the City's Debt Management Policy adopted and submitted to the Tennessee Comptroller, all debt transactions in excess of \$1 million or for all sales of debt in the public debt market, the City utilize the assistance of a financial advisory firm in the issuance and administration of the City's debt. The financial advisory firm will provide objective advice and analysis, maintain the confidentiality of the city's financial plan and be free from any conflict of interest. In addition the City's financial advisor will not underwrite the debt.

VISION 2020:

This meets Goal 22, Financial Sustainability, Triple "A" bond rating maintained and every manager and supervisor taking responsibility for managing resources in a prudent manner.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 27, 2015

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

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

INTRODUCTION:

The purpose of this agenda item is to approve on third reading 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, after notification to animal's owner, 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.

After receiving input at the first reading of this proposed ordinance change, staff has added the phrase, "after notification to animal's owner" to the Section 5-4 requested change.

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, PWLF
Bo Mills, Public Works Director

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

To approve Ordinance #2015-08 Amendments to Animal Control Ordinance on Third Reading.

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: July 27, 2015

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

SUBJECT: Memorandum of Understanding – Houston High School Athletics and Arts Foundation, Inc.

INTRODUCTION:

The Board is asked this evening to consider the approval of a Memorandum of Understanding between the City of Germantown and the Houston High School Athletics and Arts Foundation, Inc., a 501c3 entity for the distribution of a Challenge Grant in the amount of \$125,000.00 for improvements at Houston High School.

BACKGROUND:

In June of 2015 the Houston High School Athletics and Arts Foundation, Inc. was established as a 501c3 organization. The stated purpose of the Foundation is to raise funds to be used to secure athletic and artistic programs at Houston High School by paying for improvements and additions to the athletic and artistic facilities of the school. A copy of the bylaws of this foundation is attached to this agenda sheet.

Currently the Foundation is raising funds to replace the football field with artificial turf and make other improvements to the stadium. During the Board of Mayor and Aldermen budget deliberations for FY16, the Foundation approached the City of Germantown regarding a contribution to this fund raising effort. The Board authorized an allocation of \$125,000.00 towards this purpose for incorporation in the FY16 budget. However, the Board stipulated that the funds would be provided to the Foundation in the form of a Challenge Grant under an approved Memorandum of Understanding between the City and the Foundation.

DISCUSSION:

Attached to this agenda sheet is a copy of the Memorandum of Understanding between the City and Foundation for the use of these funds. The MOU clearly states that the \$125,000.00 will be in the form of a Challenge Grant to be provided to the Foundation upon receipt and documentation satisfactory to the City that matching funds have been raised and received by the Foundation. The MOU also points out that the City supports this effort of the Foundation and hopes that the participation by the City will assist in gathering additional community support for this worthwhile endeavor.

VISION 2020

The use of these funds by the City to support the Foundation underscores the City's commitment to providing support for the Germantown Municipal School District and for excellent public facilities within our city. This Challenge Grant also underscores the importance of public/private partnerships and how these assets can be leveraged for the benefit of our students.

BUDGET AND STAFFING IMPACT:

Funding for this Challenge Grant in the amount of \$125,000.00 is included in the Civic Support cost center of the operating budget. These funds will be released by the Administration pending receipt of documentation by the Foundation that the Challenge Grant has been met.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 27, 2015

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

SUBJECT: PROFESSIONAL SERVICES AGREEMENT – FOREST HILL HEIGHTS SMALL AREA PLAN

INTRODUCTION:

The purpose of this agenda item is to authorize the mayor to execute the development proposal for a redevelopment planning study along the city's southern border near Forest Hill-Irene and Winchester in the area known as Forest Hill Heights.

BACKGROUND:

In August 2012 the Board of Mayor and Aldermen adopted a long-range strategic plan for the economic development future of our city. The plan was based on five guiding principles with specific actions to measure our level of success. One area in particular called for the development of small area planning studies in the city's existing commercial and business areas. With the potential for development occurring around the City's southern borders (see attached map) Economic and Community Development contacted the property owners in this area about the potential for the development of a small area redevelopment plan consistent with the recommendations from the strategic plan. A small area plan is a comprehensive planning document that address the issues of a portion of the city that have a cohesive or common set of characteristics. The plan addresses the areas unique characteristics and issues with solutions tailored to the area.

DISCUSSION:

Attached to this agenda sheet are four documents (1) a map of the study area (2) the contract for planning services, (3) the joint funding agreement and (4) the budget. The planning services document outlines the scope of work Looney Ricks Kiss ("LRK") and their subcontractors will provide in the development of this small area plan. Similar to the work that was previously done on the CBD Smart Growth Plan, Germantown Smart Code, and the Western Gateway Small Area Plan, LRK will provide the City with a comprehensive plan and land use recommendations (including Smart Code application) to develop and implement the strategies and recommendations contained within the planning document.

The property owners in the Forest Hill Heights study area have all agreed to assist in the funding of this study. The joint funding agreement attached to this agenda sheet outlines their involvement and financial contribution. The contract, pending approval by the Board of Mayor and Aldermen, will be encumbered by the City.

VISION 2020:

The small area planning work envisioned in this study supports the Vision 2020 objective of by helping to create a vibrant and robust economy, including well planned, designed, constructed and maintained infrastructure, and promotes safe and efficient mobility.

BUDGET AND STAFFING IMPACT:

Economic and Community Development Director, Cameron Ross will serve as the project manager with assistance from all ECD divisions.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 27, 2015

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

SUBJECT: Funding for Grandstand Replacement – Houston High School

INTRODUCTION:

The Board is asked this evening to consider a grant to the Houston Mustang Bullpen Club in support of the replacement of the bleachers/grandstand seating at the Houston High School baseball field, also known as Mustang Field.

BACKGROUND:

During the deliberations on the FY16 budget, the Houston Mustang Bullpen Club approached the City of Germantown regarding a contribution from the City towards the replacement of the grandstand seating at Mustang Field. The Booster Club requested a grant in the amount of \$15,000.00 for this purpose. Attached is a copy of a letter from William Kenley, President of Houston Mustang Bullpen Club, to Mayor Palazzolo requesting this funding. The adopted FY16 budget includes in the Civic Support Cost Center an allocation of \$15,000.00 for this purpose.

DISCUSSION:

The letter from Mr. Kenley highlights the efforts to date at Mustang Field and the problems with the existing bleachers. Since the time of the letter in February 2015 and the receipt of approximately 300 seats from the Memphis Redbirds, the Booster Club has completed the work identified in this funding request. Therefore, the \$15,000.00 in this year's budget will be used to reimburse the Booster Club for this work. Prior to providing the grant to the Booster Club the City will receive invoices outlining the work completed to date and will provide this grant based upon receipt of those invoices.

BUDGET AND STAFFING IMPACT:

Funding for this request is incorporated in the FY16 budget. Based upon approval by the Board of Mayor and Aldermen this evening the City will receive the invoices as identified above from the Booster Club for the work completed.

ATTACHMENTS:

Funding Request Letter

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

To approve a grant to the Houston Mustang Bullpen Club in the amount of \$15,000.00 for improvements made to Mustang Field. Said funding will be provided upon receipt of invoices outlining the work at Mustang Field associated with this project completed to date.

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: July 27, 2015

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

SUBJECT: Resolution 15R13 – Travure Planned Unit Development Outline Plan

INTRODUCTION:

The specific action requested by the Board is to approve the Travure Planned Unit Development (PUD), as recommended by the Planning Commission.

BACKGROUND:

The Travure PUD (formerly referred to as the Kirby Farm House) was rezoned from the OG-1, Old Germantown district, to the T-4R and T-5 districts as part of the Western Gateway Small Area Plan on October 13, 2014. The Planning Commission approved the Travure PUD outline plan on July 7, 2015.

DISCUSSION:

The Travure PUD is to be a multi-phased, mixed used development of retail, office, and hotel uses. It will incorporate an internal north-south and east-west street layout connecting Poplar Avenue and Kirby Parkway, thereby promoting the redevelopment of the subject property and properties westward to Kirby Parkway.

The eastern 150 feet of the property is within the T4-R district, which allows residential uses and/or parking facilities (either parking structure or surface parking), and requires a 50 foot building setback including a 25 foot landscape screen. The maximum building height is 3 stories. The remainder of the property is within the T-5 district, which requires a minimum 20 foot tall building, and allows five story buildings (six stories with warrant).

DEVELOPMENT SUMMARY

TOTAL SITE AREA	10.05 ac.
USES: all uses allowed in the T-5 and T-4R districts	.
Parcel 1 - Office, and Retail Space	34,100 sq. ft
Parcel 2 – Office	150,620 sq. ft.
Parcel 3 - Hotel	216 rooms

NOTE: THE ABOVE FIGURES ARE BASED ON THE SUBMITTED CONCEPT PLANS

GERMANTOWN VISION 2020:

The proposed PUD is consistent with the Germantown Vision 2020 goal for redevelopment in the heart of Germantown, including Goal 1, which calls for “mixed use (residential and on-residential) development in the heart of the City”.

BUDGET AND STAFFING IMPACT:

Approval of the PUD will not immediately affect the City’s budget or time and effort commitments of City staff. The developer and his consultants will be able to file construction drawings for the actual development of the site. City staff will devote time to the review of those plans and the inspection of the construction work, which will be at least partially offset by the fees paid with the development contracts.

ATTACHMENTS:

1. Vicinity Map
2. Travure PUD outline plan
3. Travure PUD plans for Phases 1 - 3
4. Planning Commission minutes – July 7, 2015
- ~~5.~~ PUD Application and ownership disclosure
- ~~6.~~ Resolution 15R13

Prepared by: Wade Morgan
Wade Morgan, Chief Planner

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

PROPOSED MOTION: To approve resolution 15R13 for the Travure PUD outline plan.

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