



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, September 28, 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. Citizens to be Heard
7. **CONSENT**
 - a. Approval of Budget Adjustment - Animal Control Donation (Bo)
 - b. Resolution 15R14 - TML Drivers Safety Matching Grant (LP)
 - c. Resolution 15R15 - Safety Partners Matching Grant (LP)
 - d. Competitive Sealed Proposal Authorization – Event Planner Services for Farm Park Rental Facility and Alcoholic Beverage Management Services for Great Hall and Conference Center.
8. Approval of Provider Permits – (NR)
9. Public Hearing - Certificate of Compliance – Vom Fass – 2055 West St., STE 12

BEER BOARD

10. Public Hearing – Beer Permit Application – On-Site - Belmont Grill – 9102 Poplar Pike

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: September 28, 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: September 28, 2015

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

SUBJECT: Approval of Budget Adjustment – Animal Control Donation

INTRODUCTION:

The purpose of this agenda item is to approve an internal budget transfer to the Animal Control Operating Budget totaling \$14,000.00, and approve Budget Adjustment Number 16-15.

BACKGROUND:

On June 8, 2015, the Board recognized and accepted a donation to the Germantown Animal Shelter from the Petco Foundation in the amount of \$14,000.00. The grant was awarded to continue the exemplary shelter work for the animals in our community, primarily through adoption promotion programs and additional medical fees associated with the feral cat trap-neuter-release program.

DISCUSSION:

The donation was deposited into a liability account and a transfer is required to the operating budget in Animal Control to cover programs and medical expenses. A biannual report of designated expenses is required by the Petco Foundation identifying the fund objectives.

VISION 2020:

The agenda item supports the Quality of Life goal in the Vision 2020 Plan, making Germantown a better community through volunteering and contributing resources.

ATTACHMENTS:

Budget Adjustment # 16-15

Prepared by: Bruce Tillman
Bruce Tillman, Assistant Director of Public Works

Reviewed by: Bo Mills
Bo Mills, Public Works Director

Reviewed by: Ralph J. Gabb
Ralph J. Gabb, Finance Director

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

To approve an internal budget transfer to the Animal Control Operating Budget totaling \$14,000.00, and approve Budget Adjustment Number 16-15.

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: September 28, 2015

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

SUBJECT: 15R14 – TML Pool Driver Safety Matching Grant Program.

INTRODUCTION:

The purpose of this agenda item is to approve Resolution 15R14 - TML Pool Driver Safety Matching Grant Program. The Tennessee Municipal League (TML) Risk Management Pool is offering a "Driver Safety" Matching Grant Program to provide 50% of the cost for driver safety training provided to employees who drive City vehicles. Germantown is eligible to receive up to the maximum \$2,500 from the limited grant funds available. The grant applies to training performed and/or equipment purchased in fiscal year 2016 and the application must be submitted with a resolution approved by the Board of Mayor and Aldermen, along with cost estimates (approximately \$5,000) for the qualified driver safety training and equipment.

BACKGROUND:

The Richardson "Driver Safety" Grant Program offers financial assistance to Pool members with auto liability coverage whose employees are required to operate city/agency vehicles. Because the training needs and safety concerns of each Pool member are different, various driver safety training, methods, technologies, and approaches are eligible for this grant; including, but not limited to: instructor-led training, DVD training, computer based training, backup cameras and alarms, GPS tracking systems, alert systems for administrators (such as vehicle black box technology), and other technology that can assist administration in monitoring compliance with vehicle use policies.

DISCUSSION:

The City of Germantown is committed to providing a safe workplace including obligatory employee training to reinforce safe practices. This grant is typically offered every other year with the City receiving \$2,500 in FY15 that went towards installing GPS devices in all City vehicles. However, TML was able to offer the grant again this year as well.

As a result, information from the FY16 Procurement Department Focus groups and Central Safety Committee was used to determine the grant requests. Overwhelming employees requested additional driver safety training for non public safety employees. The City will schedule a 4-hour Defensive Driving course for all employees who regularly drive a City vehicle (excluding Fire and Police personnel who receive instruction through separate programs). The course is presented by a certified instructor from the University of Memphis Professional & Continuing Education Dept. The classroom instruction is designed to teach our drivers how to AVOID or PREVENT accidents and crashes by increasing their awareness of traffic situations and learning to deal with adverse driving conditions. The cost is fifty dollars (\$50.00) per participant. Participation in the "Driver Safety" grant program is recommended.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 28, 2015

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

SUBJECT: 15R15– TML Pool Safety Partners Matching Grant Program.

INTRODUCTION:

The purpose of this agenda item is to approve Resolution 15R15 – TML Pool Safety Partners Matching Grant Program. The grant program, offered by the Tennessee Municipal League Risk Management Pool (TML) provides up to 50% of the cost for safety related purchases in fiscal year 2016. Germantown is eligible to receive up to the maximum \$2,000 from the limited grant funds available. The grant application must be submitted with this resolution approved by the Board of Mayor and Aldermen, along with cost estimates (approximately \$4,000) information for the identified safety purchase.

BACKGROUND:

The City's safety committee has recommended continued participation in this grant program. Each year, this group is tasked with making recommendations for equipment, training materials, and specialized training. Grant priority is given for risk exposures faced by our employees in the performance of their duties. The City also maintains a library of DVD's and training materials for use by the Departments. This is also reviewed during this grant process.

DISCUSSION:

The City of Germantown is committed to providing a safe workplace with equipment, training and educational opportunities that ensures the personal safety of our employees. The City of Germantown utilized its Central Safety committee members to select and recommend items for the 2015-16 Grant. Equipment requests from Public Services/Grounds, Facility Services and Fleet Services were submitted to TML for the grant. The equipment and justification as follows:

- Six (6) Safety Harnesses
- Two (2) Absorbing Lanyards for Specialty Harnesses for Facilities
- One (1) Electrical Glove Kit
- Two (2) corrugated Safety Mats
- One (1) Arc Flash Face shield with Hard Hat and Case
- One (1) Flame resistant Safety Jacket
- Six (6) pairs of Chainsaw Chaps
- One (1) Zoll AED Plus, Stat Pads and Wall mount Cabinet

Grounds Department: The Grounds Departments utilize these harnesses when installing signs, banners, trimming of trees, etc. A fall protection harness is a necessity when using the bucket truck to ensure that an individual doesn't fall out of the bucket to the ground from fatal heights. These harnesses will be assigned to two different crews that will maintain each harness so when needed each will be available and in a condition that will allow sound strength to withstand specified body weight in case of an accident.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 28, 2015

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

SUBJECT: COMPETITIVE SEALED PROPOSAL AUTHORIZATION – Event Planner Services for Farm Park Rental Facility and Alcoholic Beverage Management Services for Great Hall & Conference Center

Alcoholic Beverage Management Service

INTRODUCTION:

The purpose of this agenda item is for the Board of Mayor and Aldermen to authorize the City to use of the competitive sealed proposal process for procuring Event Planner Services for Farm Park Rental Facility and Alcoholic Beverage Management Services for the GHCC.

BACKGROUND:

The City of Germantown's procurement policies and practices require the use of competitive sealed bids for the purchase of most goods and services. In some cases, the competitive sealed bid process may be either impracticable or not otherwise advantageous to the City due to the complexity of certain technological products or the unique nature of certain services. In such cases, the Board may authorize the use of the competitive sealed proposal process. These cases include purchases where qualifications, experience, or competence are considered more important than just the price in the overall process. Likewise, if there is more than one solution to meet the bid or purchase requirements, a competitive sealed proposal may be used to select the best overall solution by taking into account the variety of factors. Finally, if there is no readily identifiable (or defined) solution for a proposed purchase, the competitive sealed proposal will allow the submittal of vendor or supplier solutions that may not have been fully considered by City staff.

DISCUSSION:

Based on the above ordinance criteria, The Procurement staff recommends and respectfully requests the use of the competitive sealed proposal process for procuring the following specialized services:


Alcoholic Beverage Management Services for the GHCC: The GHCC staff is requesting the procurement of a vendor to provide Alcoholic Beverage Management Services for events. The City would request vendors to address the following areas: Options for building Liquor license; Options for the Ability to sell alcohol by the drink exclusively for events requesting host bar or cash bar service; and proposed commission/fees for requested services. The competitive sealed proposal process will allow a team to interview prospective vendors to determine the best process and provider to provide the services.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 28, 2015

FROM: Patrick J. Lawton, City Administrator 

SUBJECT: SPORTS PROVIDER AGREEMENTS

INTRODUCTION:

The purpose of this agenda item is to approve extending the provider agreements for one additional year with the Germantown Legends to remain as the Youth Soccer Provider; with the Houston Lacrosse Club to remain as the Youth Lacrosse Provider; and with the Germantown Baseball League to remain as the Youth Baseball Provider for the City of Germantown. These agreements are for a period of one year with an option for (2) 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 athletic fields located in the City in which the Parks and Recreation Department make available. These programs are organized, scheduled and operated on behalf of the Parks and Recreation Department by the City's designated Sports Providers performing as service providers in conjunction and cooperation with the City. These agreements were awarded in FY15, with the option for (2) two additional one year extensions. Staff would like to extend these agreements for one additional year and recommend using these Providers through 2016.

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 which included 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 soccer, football, baseball, and lacrosse.

The current financial arrangement provides for an impact fee to be assessed per participant to 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 FY15, staff collected \$79,760.00 in total impact and non-resident fees.

Currently, the City has an agreement with the Germantown Legends, the Houston Lacrosse Club and the Germantown Baseball League to be the City Selected Sports Providers for youth baseball, lacrosse and soccer which includes recreation and competitive leagues. These agreements are for a period of one year and reviewed and approved by the Parks and Recreation Department.

The City of Germantown received agreements from all three organizations committed to providing comprehensive athletic programs utilizing City owned, operated and maintained facilities. These include Bob Hailey Baseball, Cloyes Park, Farmington Park, Johnson Road Park, Riverdale Park, Soccerplex as well as Cameron Brown Park and Houston Levee Park. These City Selected Sport Providers 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 athletic facilities the City decides to make available. The Provider also has the exclusive right to provide and conduct concession operations where available during the period of assigned use (season).

DISCUSSION:

The due date for 2016 spring sports agreements was August 15. Agreements were submitted by the Germantown Legends, Houston Lacrosse Club and the Germantown Baseball League. All of whom provide our community with high quality athletic programs and a high level of professional standards. Based on these factors, staff recommended extending the Provider Agreements with all three organizations - the Germantown Legends, the Houston Lacrosse Club and the Germantown Baseball League at the Parks and Recreation Commission's August 27, 2015 meeting. The Commission concurred with staff and their recommendation is to extend all three agreements through 2016.

The Germantown Legends became the service provider for the City of Germantown in the fall of 2012 and started the season with 140 recreational players and five competitive teams. Since then, their numbers have increased to over 400 recreational players per season and nine competitive teams. They have also instituted a TOPS soccer program for youth with disabilities that is sanctioned by Tennessee Secondary School Athletic Association (TSSAA). Their goal is and has been to provide Germantown youth of all ages and skill level with the best comprehensive soccer program in Germantown and surrounding areas.

The Houston Lacrosse Club became the service provider for the City of Germantown in 2002. This is a recreational youth lacrosse club that provides a sports alternative to boys and girls of all skill levels in the areas served by Houston High School, Houston Middle School, Farmington Elementary, Dogwood Elementary and residents of Germantown. Programs are offered to boys and girls in grades 1 to 12. They are committed to providing a sports environment that encourages sportsmanship and fair play while stressing the importance of team work. Over the past nine years the club has seen considerable growth and has been the catalyst for the formation of a number of other lacrosse programs in Shelby County. Today, they are the largest lacrosse club in Tennessee.

The Germantown Baseball League became the service provider for the City of Germantown in 2009 which is run completely by volunteers. This youth organization is dedicated to providing superior youth baseball to the residents of Germantown and the surrounding communities. The program provides youth baseball on a recreational and competitive level for over 800 children each year.

