



# CITY OF GERMANTOWN

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## TENNESSEE

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

### **Board of Mayor and Aldermen Meeting**

Monday, November 9, 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. November Teacher of the Month
7. November Youth Excellence Award
8. Citizens to be Heard
9. **CONSENT**
  - a. GPAC Theater Curtains
  - b. Civic Support – Germantown Education Foundation
10. Street Sweeping Contract
11. Transitional Reinsurance Payment
12. Adjournment

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



# CITY OF GERMANTOWN

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

**DATE:** November 9, 2015  
**FROM:** Patrick J. Lawton, City Administrator  
**SUBJECT:** SET AGENDA

**INTRODUCTION:**

The Agenda must be set before the meeting. The Board must agree on the contents of the agenda and make changes to the agenda before the meeting begins.

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

To approve the agenda (as amended).

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

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



# CITY OF GERMANTOWN

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

**DATE:** November 9, 2015  
**FROM:** Patrick J. Lawton, City Administrator *PJL*  
**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 October 26, 2015.

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

To approve the minutes of the Board of Mayor and Aldermen Meeting held October 26, 2015.

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

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



# CITY OF GERMANTOWN

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

**DATE:** November 9, 2015

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

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

The November 2015 Teacher of the Month Award is presented to Renee Buchholz.

Ms. Buchholz is a kindergarten teacher at Riverdale Elementary School. Her teaching techniques provide a safe learning environment where she teaches children about making good choices. The learning environment in turn allows the children to take risks learning and problem solving. Ms. Buchholz listens to her students, understands their individual needs and communicates weekly with families.

Additionally Renee tutors second and third graders and has been a sponsor for the past six years for the Girls Club which allows girls to participate in community service projects and self-help and social activities. Ms. Buchholz participates in Race for Education and Walk for Alzheimer's. She seeks to expand her knowledge about technology in the classroom by participating in Technology Thursdays at the University of Memphis. When asked why she teaches she simply states that "teaching is her calling and a passion." This is clear to anyone who has the opportunity to work alongside her or have a child in her class.

Ms. Buchholz, please accept our appreciation for your commitment to Germantown students. Your award is presented in memory of Mrs. Shirley Pouncey, who taught for 25 years as a kindergarten teacher at Riverdale School.

**PREPARED BY: Stacey Ewell**

Stacey Ewell, Assistant to the City Administrator



# CITY OF GERMANTOWN

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN****DATE:** November 9, 2015**FROM:** Patrick J. Lawton, City Administrator *PJL***SUBJECT:** November 2015 Youth Excellence Award

The November Youth Excellence Award is presented to Anne Wellford a senior at Germantown High School and the daughter of Mr. and Mrs. Brandon Wellford.

Anne has an impressive high school record to date. As an IB diploma candidate, she has taken a rigorous course schedule with 10 honors and fourteen IB courses taken thus far. Additionally Anne is the President of the National Honors Society, Treasurer of the Choir, is a member of the Beta Club, the National Spanish Honor Society, the Mu Alpha Theta Math Honor Society, has been selected as an Ambassador of Germantown High School and is a vocalist who also plays five instruments.

Anne finds time for community service volunteering at the animal shelter and tutoring at Germantown Middle School. Anne's passion is tennis. She is the Captain of the school's tennis team and is ranked in the top 10 for the State of Tennessee. Her guidance counselor wrote, "Anne is a master at maximizing her time, energy and talents. She personifies the best of intellect, character, leadership and citizenship."

In recognition of her commitment to excellence, the Germantown Education Commission is proud to present Anne Wellford with the Germantown Youth Excellence Award.

**PREPARED BY:** Stacey Ewell

Stacey Ewell, Assistant to the City Administrator



# CITY OF GERMANTOWN

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

**DATE:** November 9, 2015

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

**SUBJECT:** GPAC THEATER CURTAINS

**INTRODUCTION:**

The purpose of this agenda item is to consider approval to purchase theater curtains from Georgia Stage, LLC in the amount of \$13,680.00 to replace a portion of the theater curtains at GPAC.

**BACKGROUND:**

As part of the 2016 IRP Budget Process, funding was approved to replace the outdated theater curtains. This is the first purchase of a four year purchasing program that will eventually replace all of the theater curtains at the venue. Theater curtains should be replaced every ten to fifteen years. The curtains currently in GPAC were installed 21 years ago and show multiple signs of disrepair. The total award amount includes: Ten (10) Black Leg Curtain Panels and Twenty-four (24) Border Panels.

**DISCUSSION:**

The City received four (4) bids for the Germantown Performing Arts Center theater curtains. Although Georgia Stage, LLC took an exception to the acceptable brands of fabric, after further review of the fabric by the requesting department it was determined that the fabric is an acceptable equal product.

Georgia Stage, LLC has met all the requirements in submitting a properly completed bid package and has been deemed the most responsive and responsible bidder. The bid was advertised on the City of Germantown website, and an e-notification was sent to eight hundred seventy- one (871) vendors. Georgia Stage, LLC has been in business since 1990 and is family-owned and operated, all custom drapery is sewn on site. The following are just a few of the venues listed in their portfolio; Fox Theatre, Atlanta, GA, Shreveport Municipal Auditorium, Shreveport, LA and Yale University, New Haven, CT.

Nolan's Production Group will handle the installation of the curtains for an additional fee.

**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.









# CITY OF GERMANTOWN

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

**DATE:** November 9, 2015  
**FROM:** Patrick J. Lawton, City Administrator *PSL*  
**SUBJECT:** Contract Street Sweeping

**INTRODUCTION:**

The purpose of this agenda item is to authorize the Mayor to enter into the first year of a three year contract with two option years with Sweeping Corporation of America for contract sweeping services in an amount not to exceed \$212,834.14.

**BACKGROUND:**

The City has utilized contract sweeping services with great success for over 25 years. Sweeping Corporation of America has been the contractor for the last four years, purchasing the contract from Simmons Sweeping Company in June of 2011. In the past few contracts, the city has implemented five year service agreements (three years with two additional option years) and the process has been efficient and economically beneficial. Sweeping Corporation has provided good service and the working relationship has been exemplary throughout the last four years.

**DISCUSSION:**

A non-mandatory pre-bid meeting was held on September 29, 2015 and Sweeping Corporation of America attended. The bids were opened on October 7 and two bids were received. Public Works officials met with the apparent low bidder, Airfield, Etc., to discuss irregularities with their bid submittal. In a later statement from the company president, Airfield Etc. confirmed that there was an error in the mileage estimates that would prohibit Airfield, Etc. from meeting the contractual obligations required in the specifications.

Staff recommends acceptance of the Alternate Bid which provides for disposal of contractor-generated debris from sweeping during the heavy leaf season (November – February) at the Public Works Complex. The savings realized from the sweeping contract are significant (\$67,656) compared to Public Works transporting the debris with larger trucks to the Frank Road landfill (\$17,000). Accepting the Alternate Bid saves approximately \$50,000 annually.

The contract will continue to provide contract sweeping service on a weekly basis for commercial routes, bi-weekly for high volume traffic corridors, monthly for major collector routes and six times annually for designated residential areas that are heavily wooded or potentially flood prone areas. In addition, this contract will continue city wide sweeps for a maximum of two times per year or as the seasons dictate the need. This service provides for aesthetic roadways, extended surface life of each street and the reduction of storm water inlet stoppages and pollution run off. Over 2,500 yards of debris were diverted from our storm water collection system last year. The Storm Water Operations Budget will provide the funding for this contract.





# CITY OF GERMANTOWN

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN****DATE:** November 9, 2015**FROM:** Patrick J. Lawton, City Administrator *PSL***SUBJECT:** TRANSITIONAL REINSURANCE PROGRAM PAYMENT**INTRODUCTION:**

The purpose of this agenda item is to authorize the full payment in the amount of \$33,101.64 to Health Cost Solutions/Pay.gov for the 2015 benefit year to the government for the transitional reinsurance program as required by the Affordable Care Act.

**BACKGROUND:**

To fund many of the changes and programs mandated by the Affordable Care Act several new taxes and fees are impacting traditional insurance plans and self-funded plans (like the City of Germantown) across the country. One such program change was the establishment of the Transitional Reinsurance Program. Through this program, reinsurance fees are distributed to health insurance providers such as the exchanges and the health insurance marketplace. The assumption is that insurance purchased through these providers may disproportionately attract individuals at risk for high medical cost. This reinsurance program is designed to protect these companies from losses and help stabilize premiums.

**DISCUSSION:**

This is the second year of a three-year program. The program is funded over a three-year period through a transitional reinsurance assessment on health plan sponsors in the amount of \$20 billion and contributions from the US Treasury at \$5 billion. In 2015 the reinsurance fee for traditional insurance plans and self-funded plans is \$44.00 per member per year times our average plan enrollment of 752.31 equals \$33,101.64.

Self-funded plans, which applies to the City of Germantown, must ensure the reporting, as well as scheduling of the payment, is completed by November 10<sup>th</sup>. Health Cost Solutions, the city's third party administrator, will file the form and schedule the payment by November 10<sup>th</sup>, for all clients at no cost. The City has availed itself of the option of allowing the TPA to make the payment. Most HCS clients, including the City, are accepting this option, to ensure the form and payment is correct and sent in a timely fashion.

**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>
Health Fund-15	066-0000-211.00-00	HR	Trans Reins 2015	\$400,595.00	\$22,067.76
Health Fund-16	066-5015-471.89-90	HR	Trans Reins 2016	\$11,034.00	\$11,033.88

**VISION 2020:**

Planning for this contribution and ensuring timely remittance speaks to the City's financial accountability and sustainability.

**ATTACHMENTS:**

Copy of Employee Security Planning Inc. explanation of Transitional Reinsurance Letter.

**PREPARED BY:**   
Ernie Moretta, Benefits Administrator

**REVIEWED BY:**   
Steve Wilensky, Human Resources Director

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

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

To authorize the full payment of \$33,101.64 for the Transitional Reinsurance program as required by the Affordable Care Act and to approve Budget Adjustment No. 16-22. Health Cost Solutions will make the payment for the City.

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

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