



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, December 14, 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. Teacher of the Month
7. Youth Excellence Award
8. Citizens to be Heard
9. **CONSENT**
 - a. Donations – Germantown Community Library
 - b. ICMA Insights to Performance Measurement Contract
 - c. Printing and Mailing Services
 - d. Purchase - Portable Radios
 - e. Contract - Waste Pro – Sanitation Collector
 - f. Contract – Michaels Tree and Loader – Yard Debris
 - g. ATM Lease
 - h. Website Redesign Upgrade Contract
10. Sports Provider Agreement – Rugby
11. Acceptance of DRA Grant
12. Ordinance 2015-9 – Amendment to 2016 Budget Ordinance – First Reading
13. Memorandum of Understanding – City and GMSD
14. Vehicle Purchase
15. Medical and RX Stop Loss
16. 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

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: December 14, 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: December 14, 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 November 23, 2015.

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

To approve the minutes of the Board of Mayor and Aldermen Meeting held November 23, 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

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**DATE:** December 14, 2015**FROM:** Patrick J. Lawton, City Administrator *PJL***SUBJECT:** December 2015 Teacher of the Month

The December 2015 Teacher of the Month is Mr. Jim Smith.

Mr. Smith is the famed leader of the award winning Houston High School Band. An educator for 32 years, Mr. Smith has dedicated the last 25 years to Houston High School where he knows each of his students by name and ability. During this time, he has created an organization that has performed at the highest levels of the nation's high school music programs, including performances all over the country and most recently at the esteemed Carnegie Hall in New York City.

Mr. Smith is dedicated to the success of all students. He welcomes everyone with an interest in being a part of the Houston Band family, and each year the band includes students with special needs who in other schools may be denied the opportunity to participate. His only requirements are good citizenship and hard work. He is also committed to helping students beyond the classroom, having taken steps beyond his responsibility, time and time again, to care for students who have special circumstances at home or school. On many occasions, Mr. Smith has arranged for meal donations and even arranged a used car purchase for a family that fell on hard times.

Professionally, Mr. Smith is a member of the Music Educator's National Conference, West Tennessee School Band and Orchestra Association, Tennessee Bandmasters Association and the Tennessee Music Educators Association. He maintains these connections so that when students need to practice for a chair or scholarship audition, he can arrange for them to work with other esteemed music professionals. In addition, his fundraising efforts significantly impact the school's budget. The Houston Band is able to self fund it's \$500,000 per year budget.

Mr. Smith, please accept our appreciation for your commitment to Germantown students. Your award is sponsored by Principle Toyota.

PREPARED BY: Stacey Ewell

Stacey Ewell, Assistant to the City Administrator



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: December 14, 2015

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

SUBJECT: December 2015 Youth Excellence Award

The December Youth Excellence Award is presented to Timothy Liang a senior at Houston High School.

Timothy is known at Houston High as an outstanding student and a talented musician. During his high school career, he has taken only honors and Advanced Placement classes when offered, has earned high scores on AP exams and has been named both an AP Scholar with Distinction and a National AP Scholar. Also a National Merit Semifinalist, Timothy ranks in the top 2% of his class and earned a perfect ACT score of 36.

Timothy also plays the saxophone and has been a member of the Houston Varsity Band throughout high school. This year he was selected as a member of both the All-West Tennessee Concert Band and the Jazz Band. He has earned the spot of first chair saxophonist and was asked to serve as the saxophone section leader for the varsity band. In addition to his musical achievements, Timothy participates in STEM Team competitions, Knowledge Bowl Team, Latin Club and Key Club, volunteering over 40 hours per year.

In recognition of his commitment to excellence, the Germantown Education Commission is proud to present Timothy Liang with the Germantown Youth Excellence Award.

PREPARED BY: Stacey Ewell

Stacey Ewell, Assistant to the City Administrator



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: December 14, 2015

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

SUBJECT: APPROVAL OF LIBRARY DONATIONS-GERMANTOWN COMMUNITY LIBRARY

INTRODUCTION:

The purpose of this agenda item is to recognize and accept donations made to the Germantown Community Library in the amount of \$1,519.00 and to approve Budget Adjustment Number 16-26 .

BACKGROUND:

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

- Jeanne Campbell \$25.00
- Germantown Women's Club \$1,263.00
- Germantown Exchange Club \$51.00
- Friends of the Germantown Community Library \$180.00

DISCUSSION:

The Germantown Community Library works in partnership with many local organizations to provide top quality services to its patrons. Jeanne Campbell donated \$25.00 in honor of our Books by Mail program. Her donation is to go towards the purchase of new materials to add to the collection. Germantown Women's Club, who has long been partnering with us to keep our children's programs at such a high degree of excellence, directed their donation of \$1,263.00 go to enhancing those programs while the Germantown Exchange Club's donation of \$51.00 is to be used to enhance adult programs. The Friends of the Library have been extremely supportive of The Big Read. Their donation of \$180.00 is designated to fund supplies for one of our Big Read events.

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 16-26.

SOURCE OF FUNDING:

Fund	Line Item No.	Dept.	Line Item Description	*Budget Balance	Recommended Expenditures
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Prepared by: Lisa Marinos
Lisa Marinos, Library Business Manager

Reviewed by: Daniel Page
Daniel Page, Library Director

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

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

To recognize donations made to the Germantown Community Library in the amount of \$1,519.00 and to approve Budget Adjustment Number 16-26.

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: December 14, 2015

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

SUBJECT: ICMA Insights™ Transform Tier Upgrade

INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase the upgrade to ICMA Insights™ Transform Tier software, services and training from ICMA Center for Performance Analytics, which is powered by SAS®, the leading developer of performance analytics software, ICMA Insights™. The cost for the ICMA Insights™ Transform Tier is \$20,965.25.

BACKGROUND:

ICMA Insights™ is a dynamic, world-class performance management and analytics platform that communities use to easily report, benchmark, and analyze a core set of well-defined comparable performance data. ICMA Insights™ encourages communities to collaborate, share, and learn from effective practices from a worldwide network of city and county leader. In addition, ICMA Insights™ helps local governments create effective, efficient, transparent, and data-driven local governments.

DISCUSSION:

The City is a member of ICMA and currently is using the ICMA Insights™ Compare Tier (second tier) software package. This software package allows data to be reported annually and reviewed through summary statistics. In addition to the summary statistics, the Compare Tier provides access to predefined graphs and tables that compare key performance measures across population breakouts and states. By upgrading to the ICMA Insights™ Transform Tier (fifth tier), the City will have all the features outlined in the first four tiers and the most comprehensive range of features with expanded access to advanced data visualization tools. In addition, this software will provide scorecard tracking visual analytics dashboards, and customizable report builders, forecasting, measurement of key performance indicators, dynamic web publishing and custom reporting.

Consulting services provided by ICMA will include aligning ICMA Insights' metrics with the key performance indicators identified by the City of Germantown during the strategic planning process. This tier also offers flexibility to create up to 10 custom measures unique to the City. Germantown will be one of the first cities to become a Pilot Study for ICMA because Germantown is amendable to the creation of a case study documenting the implementation of the scope of services and providing feedback on service delivery. The City will be given a Pilot Study discount of \$7,000. As part of the pilot study, Germantown will receive an additional 100 custom metrics for a one-time fee of \$1,000 and the usual custom metric annual maintenance fee will be waived for these pilot study metrics as long as Germantown maintains a continuous membership. Training includes two days of onsite, hands-on training for the City of Germantown end-users.

A motion was made from the Germantown Forward 2030 Steering Committee on November 18, 2015, to purchase this software, which was approved unanimously by the Steering Committee. The annual cost associated with this proposal from ICMA Center for Performance Analytics is \$20,965.25.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: December 14, 2015

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

SUBJECT: PRINTING AND MAILING SERVICES

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to utilize the City of Sevierville Tennessee's Production Agreement with DataProse for printing, stuffing and mailing utility bills in an amount not to exceed \$109,524.

BACKGROUND:

On January 12, 2015 the Board approved the use of Sevierville Tennessee's Production Agreement with DataProse for printing, stuffing and mailing the City of Germantown utility bills.

The City of Sevierville, Tennessee has used DataProse since 2009. Both DataProse and the City of Sevierville have agreed to allow the City to use T.C.A. § 12-3-1201 (formerly § 12-3-1001) in order to "piggyback" off the contract they have in place. The City utilizes statewide contracts or cooperative purchasing agreements to purchase services or products saving considerable time and resource savings for participating member agencies. Procurement staff reviewed the Sevierville contract and requested a compliance form from DataProse at that time.

DISCUSSION:

The Production Agreement with DataProse identifies pricing for Goods and Services in addition to monthly bill printing and mailing. Printing services for additional inserts mailed with the City's monthly utility bills, such as Talk of the Town and Fill the Fountain of Knowledge, have been identified and can be used to streamline services for added efficiency. Printing service pricing can be used in the future as special campaigns or billing needs are identified.

Annual expenses will vary based upon the number of utility bills printed, stuffed and mailed. Current billings are projected to be 16,500/month with an anticipated annual printing/stuffing expense of \$21,600. A permanent postage deposit is required in the amount of \$11,786. Postage expenses are actual post office charges, will be drawn from the postage deposit as mailed and replenished as incurred through the monthly invoice. Average monthly expenses are projected at \$8,706. Printing/stuffing of Talk of the Town inserts included in monthly utility bills have anticipated annual expenses of \$15,924 and will continue to be expensed to the General Fund. Total annual expenses will span two fiscal year budgets. Of the annual \$109,524, FY16 expenses are anticipated to be \$73,016 with the remaining \$36,508 to be expended in FY17.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: December 14, 2015

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

SUBJECT: Purchase of Portable Radios

INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase five (5) Motorola APX6000XE Portable Radios for the Fire Department from the Tennessee Statewide Contract #418 in the total amount of \$11,425.00.

BACKGROUND:

Each fire apparatus and ambulance carries a portable radio for every assigned member to the vehicle. In addition, staff members are also assigned a portable radio that is normally stored in their assigned vehicle. Additional portable radios are located at Fire Station 3 for special events, large scale emergency incidents, and for use as spares in the event another portable radio requires service. Portable radios are used to keep in direct contact with Dispatch and other fire department resources during emergency incidents and routine situations. This model portable radio has been specifically designed to be used in harsh environments such as fire suppression operations. These radios will be assigned to the new fire engine when placed into service.

DISCUSSION:

The Tennessee Statewide Contract # 418 utilizes Motorola Solutions for the purchase of portable radios that are compliant with City's public safety communications system shared by both the Fire and Police Departments. This also includes all the accessories needed to have the radios ready for immediate use. The cost for each radio is \$2,285.00. A total of five (5) radios will be purchased for \$11,425.00.

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>
CIP	032-0000-400-9401 GG1602	Fire	Fire Truck Replacement	\$12,147.00	\$11,425.00

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

ATTACHMENTS:

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

Motorola Portable Radio Quote.

PREPARED BY: Jeff Beaman
William J. Beaman, Assistant Fire Chief

REVIEWED BY: John Selberg
John Selberg, Fire Chief

REVIEWED BY: Tony Fischer
Tony Fischer, IT Director

REVIEWED BY: Ralph J. Gabb
Ralph J. 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 Motorola Portable Radios per the Tennessee Statewide Contract #418 for a total cost of \$11,425.00.

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: December 14, 2015

FROM: Patrick J. Lawton, City Administrator *PS ✓*

SUBJECT: On-Call Contract for Collection of Solid Waste

INTRODUCTION:

The purpose of this agenda item is to recommend approval of a contract with Waste Pro of Tennessee, Inc. (Waste Pro) to provide collection of solid waste including household trash, construction debris, bulky items, white goods and recyclables on an on-call basis. The amount of the contract is not to exceed \$30,000.00.

BACKGROUND:

The City currently has a contract with Inland Waste Solutions, LLC (Inland) for solid waste collection services. After experiencing a decline in solid waste collection service in May and June of 2015, the City contacted several vendors and entered into an emergency contract with Waste Pro to provide solid waste collection on an on-call basis. The services under that contract were not required and the contract expired.

In recent months the city has once again experienced an increase in the number of complaints from residents resulting from missed services during the collection of solid waste by the current contractor, Inland. In order to ensure that solid waste is collected in a timely manner per the terms of the contract, the city is establishing additional contracts to provide for on-call collection of solid waste.

DISCUSSION:

The solid waste collection services contract with Inland requires that all routes be completed by the end of the scheduled work day and that all complaints received by the contractor prior to 5:00 pm (Monday to Friday) shall be collected by 12:00 noon the next work day and all missed service requests are to be resolved within twenty four hours. Also, under the contract, once the contractor fails to correct defective workmanship, the City has the right to proceed with corrective work which allows for the use of on-call services.

After the timeframe outlined in the solid waste collection services contract for collection of missed service requests, the City will verify with each customer that the missed service request(s) was properly collected by Inland. In the event that the City determines the request was not serviced, Waste Pro will be notified and authorized to collect the identified addresses.

The pricing outlined in the contract calls for a minimum per day of \$840.00 for up to ten (10) customers and each additional customer serviced after that is \$50.00 per customer. Pending approval, the term of this agreement will begin on December 15, 2015 and run concurrently through April 30, 2016. At its option, the City will be able to extend the contract at the same terms for two (2) additional thirty day periods and for an end date of June 30, 2016.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: December 14, 2015
FROM: Patrick J. Lawton, City Administrator *PJL*
SUBJECT: On-Call Contract for Collection of Yard Waste

INTRODUCTION:

The purpose of this agenda item is to recommend approval of a contract with Michael's Tree & Loader LLC (MTL) to provide collection of yard waste including clear bags, roll carts, personal containers and loose tree limbs on an on-call basis. The amount of the contract is not to exceed \$40,000.00.

BACKGROUND:

The City currently has a contract with Inland Waste Solutions, LLC (Inland) for solid waste collection services. After experiencing a decline in solid waste collection service in May and June of 2015, the City contacted several vendors and entered into an emergency contract with Waste Pro to provide solid waste and yard waste collection on an on-call basis. The services under that contract were not required and the contract expired.

In recent months the city has once again experienced an increase in the number of complaints from residents resulting from missed services during the collection of solid waste by the current contractor, Inland. In order to ensure that solid waste is collected in a timely manner per the terms of the contract, the city is establishing additional contracts to provide for on-call collection of solid waste and yard waste.

DISCUSSION:

In an effort to ensure that all routes are completed prior to the end of the scheduled work day, the City is contracting with MTL for inspection services again on an on-call basis. Once notified by the city, the designated routes will be inspected by MTL and any streets not identified as not receiving service will be communicated to the city and MTL will be authorized to collect the missed streets.

The pricing outlined in the contract is as follows:

Inspection Service - \$65.00 per hour (three hour minimum)

Collection Service - \$250.00 per hour (three hour minimum) for equipment and two men.

Pending approval, the term of this agreement will begin on December 15, 2015 and run concurrently through April 30, 2016. At its option, the City will be able to extend the contract at the same terms for two (2) additional thirty day periods and an end date of June 30, 2016.

VISION 2020:

This contract supports the Vision 2020 objective of services delivered in a manner consistent with core beliefs which includes service excellence.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**DATE:** December 14, 2015**FROM:** Patrick J. Lawton, City Administrator *PJL***SUBJECT:** City Website Redesign and Content Management System Upgrade Contract Approval**INTRODUCTION:**

The Board of Mayor and Aldermen is asked to consider a proposal from Vision Technology Solutions, LLC, DBA Vision Internet Providers to redesign the City website and upgrade the related content management system in the amount of \$28,564.14.

BACKGROUND:

The current City website, designed and created by Vision Internet, was launched on January 20, 2010. The new site was a significant upgrade from the City's first website which was created during the 1990s. Since the 2010 launch, significant improvements to the content management system (CMS), the tool used by staff to edit the website and new standards for design and navigation have emerged. Technological obsolescence occurs when a new product has been created to replace an older version, as is the case with the existing CMS.

DISCUSSION:

A key step in the redesign of the City website is the planning phase. The process outlined by Vision includes mapping the site's content to determine the most viewed or searched items and surveying community members, staff and elected officials about site functionality and navigation to ensure a site that is streamlined and can be accessed on site visitors' terms.

The city is currently utilizing Vision's CMS 4 platform, which is two versions behind its most recent release. While this platform has been sufficient to enable departments to manage content, technology has evolved significantly and training is no longer available for the nearly eight-year-old legacy system. In addition, the .NET version (which CMS 4 is built on) has numerous security and compatibility issues that can no longer be addressed with incremental patchwork updates. These issues have recently led to downtime for the site, making it unavailable to residents on demand.

Migrating to the most recent platform (VisionLive/CMS Version 6) will address these concerns, while allowing the City to take advantage of many enhanced features:

- Responsive design, meaning the website will automatically optimize for whatever device our site visitors are using (laptop, tablet, phone, etc)
- Homepage editor, which will allow staff to be able to easily change out buttons, images and other content on our homepage, currently not an option for the existing site
- Emergency communications tools, which will give staff the ability to update a site banner with important information, or quickly create an emergency homepage should staff need to quickly disseminate information to the public
- Page template builder, which will enable staff to create new layouts for the website

- Enhanced document and image functionality, which will allow site editors to upload content directly to the page they're creating. The current CMS requires four steps to add a photo to a page. The new version supports drag and drop placement.

Procurement staff utilized General Services Administration (GSA) Contract No. GS-07F-445AA with Vision Technology Solutions, LLC. dba Vision Internet Providers for web-based marketing services which includes all pricing for upgrades of the website.

This federal government cooperative purchasing program allows state, local and tribal governments to benefit from pre-vetted vendors on a variety of Information Technology products and services as well as security and law enforcement products and services offered through specific GSA Schedule contracts. This program allows eligible entities to purchase from Cooperative Purchasing approved vendors, at any time, for any reason, using any funds available.

Schedule contracts open under Cooperative Purchasing Schedule 70, include: The largest and most widely-used acquisition vehicle in the federal government. It features a wide variety of information technology products and services including mobile device and mobile application management (MDM/MAM) tools, automated data processing equipment (firmware), software, cloud computing services, hardware, support equipment, and professional services.

VISION 2020:

City Services and Finances – Adequate resources to support defined services and service levels, investment in maintaining and upgrading the City's facilities and infrastructure, use state-of-the-art, innovative and creative techniques and approaches

City focusing on mission and core services - new techniques and technology used to enhance service delivery and services delivered in a manner consistent with our core beliefs

BUDGET AND STAFFING IMPACT:

The project will be managed by Administration communications staff. The total cost of the redesign and CMS upgrade is \$28,561.14. The project is expected to be complete during FY17.

SOURCE OF FUNDING:

Fund	Line Item No.	Dept.	Line Item Description	*Budget Balance	Recommended Expenditures
General	010-1210-413-2320	Administration	Public Relations	\$98,911.15	\$28,564.14.

ATTACHMENTS

GSA Contract No. GS-07F-445AA is on file with Procurement Department Cost Proposal

Prepared by: Stacey Ewell
Stacey Ewell, Assistant to the City Administrator

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

Reviewed by: Tony Fischer
Tony Fischer, IT Director

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

To authorize the Mayor to execute a contract with Technology Solutions, LLC, DBA Vision Internet in the amount of \$28,564.14 for the redesign of the City website and upgrade of the related content management system.

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: December 14, 2015

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

SUBJECT: SPORT PROVIDER AGREEMENT

INTRODUCTION:

The purpose of this agenda item is to consider approval of a provider agreement with the Germantown Rugby Club to become the Youth Rugby Provider for the City of Germantown. This agreement is 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 make certain athletic programs available for children on athletic fields located in the City. 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 are for a period of one year with an option for (2) two additional one year extensions.

A primary goal of the Parks and Recreation Department is to work with volunteers and providers to offer 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 allows for a more "customer friendly" selection process.

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

The current financial arrangement includes an impact fee which is 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, the Germantown Football League and the Germantown Baseball League to be the City Selected Sports Providers for youth baseball, football, 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 a proposal from one organization committed to providing a comprehensive athletic program utilizing City owned, operated and maintained facilities. City Selected Sport Providers have the exclusive right to develop, implement, instruct and manage an athletic program that offers 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 conduct concession operations where available during the period of assigned use (season).

DISCUSSION:

A proposal was received from a reputable organization that has experience in offering top quality athletic programs in the City of Germantown.

Staff reviewed the proposal submitted and concluded that the Germantown Rugby Club would provide our community with a high quality athletic program and a high level of professional standards. Based on these factors, staff recommended that the Germantown Rugby Club be selected as a City Sport Provider at the Parks and Recreation Commission's October meeting. The Commission concurred with staff and their recommendation was to approve the application as submitted.

The Germantown Ruby Club is a sports alternative for boys and girls of all skill levels served by Houston High School, Germantown High School, Germantown Middle School, Houston Middle School, Riverdale Elementary, Farmington Elementary, Dogwood Elementary and residents of the Germantown area. They will utilize Rugby as a teaching platform to instill sound judgment, encourage sportsmanship, a strong work ethic, leadership and team work in young adults in Germantown.

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 the Germantown Rugby Club

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 the provider agreement with the Germantown Rugby Club to become the Youth Rugby Provider. This agreement is for a period of one year with an option for (2) 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: December 14, 2015

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

SUBJECT: Acceptance of DRA Grant Funds for EPIcenter Germantown

INTRODUCTION: The purpose of this agenda item is to accept a \$93,863 grant from the Delta Regional Authority (DRA) to the City of Germantown for the purpose of programming/training at EPIcenter Germantown and acknowledge the role of the City and its partner, Memphis Bioworks/EPIcenter, to provide additional project support in the form of in-kind services with a fair market value of \$30,750.

BACKGROUND: This application was put together by the City's Economic Development Manager, Marie Lisco and the City's Grant Writer, Alexa Robinson in collaboration with Memphis Bioworks/EPIcenter as part of our current incubator program. EPIcenter is the entrepreneurial division of Memphis Bioworks, and EPIcenter Germantown is the organization's satellite office in Carrefour. The funding support provided by the BMA for the 2016 fiscal year has facilitated the physical location (including internet, a security system, and secure access) for the incubator so that EPIcenter can begin to attract/assist entrepreneurs in our area. The \$93,863 DRA grant funds — combined with City of Germantown and EPIcenter in-kind resources and expertise during the 2017 fiscal year — will be used to launch training and education to guide emerging and small businesses through the stages of business development: *Create, Fund, Develop and Grow*. These funds are expected to go to specialized EPIcenter programming including Co.Starters program and materials, EPIcenter Growth Academy, Entrepreneur-In-Residence, Mentoring, and Networking Events. This programmatic training is designed specifically for (1) leaders of scalable startups that may feel overwhelmed, (2) owners of existing businesses that are not reaching their potential, and (3) managers of growing companies that need immediate intervention assistance. This is accomplished via workshops, short courses and growth cohorts that provide businesses with education, tools and methodologies necessary to focus on and excel at their critical business missions. Service providers (local subject matter experts - legal, financial, accounting, etc.) from area businesses will also be incorporated and utilized. While housed and offered out of EPIcenter's satellite Germantown incubator and co-working space, these educational opportunities will be actively promoted to and recruit other emerging and small businesses throughout the region.

DISCUSSION: The grant from DRA will be used to provide programming and training to help businesses effectively unleash fast, predictable and sustainable company growth so that entrepreneurs conceive, launch and scale businesses in our area.

VISION 2020: The work of EPIcenter Germantown supports the guiding principles of Vision 2020 mandating that businesses have opportunities to succeed.

ATTACHMENTS: DRA Grant Contract Signature Page and Resolution

Prepared by: Marie Lisco
Marie Lisco, Economic Development Manager

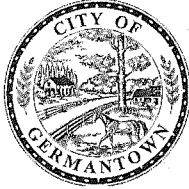
Reviewed by: Cameron Ross
Cameron Ross, Economic & Community Development Director

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

To approve Resolution 15R16 to accept a \$93,863 grant from the Delta Regional Authority for EPIcenter Germantown and agree to the terms of the grant contract.

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: December 14, 2015

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

SUBJECT: Ordinance 2015-9 – An Ordinance to Amend the FY2016 Annual Budget – First Reading

INTRODUCTION:

This proposed budget amendment by the Board of Mayor and Aldermen on first reading tonight will open the approved FY16 budget to consider an increase in capital funding for the Germantown Municipal School District (GMSD).

BACKGROUND:

The FY16 budget was adopted by the Board of Mayor and Aldermen on June 22, 2015. During the budget work sessions with the Board and the Financial Advisory Commission (FAC) leading up to this adoption, the administration presented several capital improvement projects identified by the GMSD for possible funding consideration in the FY16 budget. However, due to internal discussions by GMSD regarding funding priorities and cost estimates, it was decided that any further review of these projects would take place after the adoption of the City's budget and only with a clear presentation by the school district of its capital priorities and construction estimates.

On August 20, 2015, the FAC convened a meeting to hear a presentation by City and school administration regarding capital funding for GMSD and a plan for funding these improvements in the current fiscal year. At the end of the meeting and after considerable discussion by the FAC a motion was made to "recommend to the BMA that the approval of the FY16 budget be amended to include the issuance of debt in the amount of \$12 million for additional class room space at Riverdale Elementary School and for a multipurpose athletic facility at Houston High School". The vote was unanimous in support of this action.

The administration convened the FAC once again on December 1, 2015 to present the revised cost figures for Riverdale. Increased project costs for the Riverdale project forced the GMSD to abandon the Houston High School athletic facility at this time. The recommendation to amend the budget was approved by the FAC.

DISCUSSION:

Based on cost estimates developed by the District's design engineering firm during the final design phase for this capital project, the cost estimates are as follows:

- Riverdale addition \$11,991,713.00
- Bond proceeds to support the project \$11,000,000.00

The GMSD will take from their reserves dollars in excess of \$11 million to complete the project.

Funding for this improvement will be generated through the issuance of general obligation bonds by the City. Pending the approval of this budget amendment, the bond sale for this project will take place in February 2016 as part of a previously anticipated bond sale for drainage and road improvements in this year's CIP.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: December 14, 2015

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

SUBJECT: Memorandum of Understanding

INTRODUCTION:

This agenda item is consideration of a memorandum of understanding (MOU) between the City of Germantown and the Germantown Board of Education regarding the issuance of general obligations bonds for capital improvements at Riverdale Elementary School.

BACKGROUND:

During the Board of Mayor and Aldermen's annual retreat in February 2015, representatives from the Germantown Municipal School District (GMSD) presented their capital improvement request to the City for FY16 and beyond. Recently GMSD approved a five-year capital improvements plan for new construction, additions and renovations, and deferred maintenance.

As a result of the initial funding request, the Administration reviewed the City's debt capacity and developed a series of amendments to our debt management policy endorsed by the Financial Advisory Commission and adopted by the Board of Mayor and Aldermen. This policy change has provided us the ability to address many of the capital needs of the District including the addition at Riverdale Elementary School.

DISCUSSION:

The MOU before you this evening represents an expression of the intent of both the City and the District to move forward with the bond sale for the Riverdale addition. It was approved by the Board of Education on Monday, November 30, 2015. The actual interfund reimbursement agreement will be finalized and executed by the District prior to awarding the bond sale by the Board of Mayor and Aldermen.

VISION 2020:

This action by the Board of Mayor and Aldermen supports the City's vision, mission, and value statement by creating the opportunity to invest in our school district.

ATTACHMENTS:

Memorandum of Understanding

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

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

To authorize the Mayor to execute the attached Memorandum of Understanding between the City of Germantown and the Germantown Board of Education.

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: December 14, 2015

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

SUBJECT: VEHICLE PURCHASE

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase vehicles from and Golden Circle Ford Inc. in the total expenditure amount of \$347,807.98, to approve budget adjustment No.16-29 and to declare replaced vehicles as surplus property. The breakdown of the vehicles is as follows:

Vendor	QTY	Type of Vehicle	Unit Price	Total
National Fleet Auto Group	1	2016 Ford F-250 equipped with service body	\$37,907.00	\$37,907.00
Golden Circle Ford, Inc.	1	2016 Ford F-250	\$23,202.74	\$23,202.74
Golden Circle Ford, Inc.	1	2016 Transit Connect Van	\$24,697.58	\$24,697.58
Golden Circle Ford, Inc.	1	2016 Ford Escape	\$21,127.96	\$21,127.96
Golden Circle Ford, Inc.	2	2016 Ford Fusions	\$19,297.58	\$38,595.16
Golden Circle Ford, Inc.	1	2016 Ford F150 4x4 pickup	\$30,756.42	\$30,756.42
Golden Circle Ford, Inc.	1	2016 Ford F-150 Pickup	\$24,096.42	\$24,096.42
Golden Circle Ford, Inc.	3	2016 Ford Utility Police Interceptors	\$29,349.94	\$88,049.82
Golden Circle Ford, Inc.	1	2016 Ford Utility Police Interceptor	\$29,594.94	\$29,594.94
Golden Circle Ford, Inc.	1	2016 Ford Utility Police Interceptor	\$29,779.94	\$29,779.94
Total				\$347,807.98

BACKGROUND:

The replacement vehicles purchased under this authorization are used in the day-to-day operations by the Police, Fire, Parks and Recreation, Fleet Services, Public Services and Water Departments. The replacement of these vehicles is based on current mileage, age, condition and maintenance costs. Normal life cycle on new vehicles is five-to-ten years. The cost difference of the 2016 Ford Police Interceptors is due to three are to be used for regular patrol and two used by Fire administration, which require different options.

The vehicles being declared surplus and sold are as follows:

<u>Department</u>	<u>Vehicle</u>	<u>Unit No.</u>	<u>Approx. Mileage</u>
Fleet Services	2004 Dodge 2500 Pickup	201	125,000
Fleet Services - Pool	2001 Ford Crown Victoria	421	129,000
Fleet Services - Pool	2000 Ford Crown Victoria	507	116,000
GFD (Admin)	2008 Ford Expedition	162	130,000
GFD (Admin)	2007 Ford Expedition	160	105,000
GPD (Admin)	2004 Dodge 1500 Pickup	3068	80,000

<u>Department</u>	<u>Vehicle</u>	<u>Unit No.</u>	<u>Approx. Mileage</u>
GPD (Patrol)	2005 Ford Crown Victoria	3035	82,000
GPD (Patrol)	2007 Ford Crown Victoria	3057	95,000
GPD (Admin)	2008 Chevrolet Impala	3074	105,000
GPD (Admin)	2008 Chevrolet Impala	422	105,000
Parks & Rec	2002 Ford Explorer	598	91,000
Parks & Rec	2005 Ford Escape	5013	145,000
Public Services	2001 Chevrolet Pickup	484	123,000
Water	2002 Dodge 1500 Pickup	600	102,000

DISCUSSION:

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

The City is also utilizing a cooperative purchasing agreement through National Joint Powers Alliance (NJPA) Contract #102811-NAF to procure pricing from National Auto Fleet Group. National cooperative contracts provide considerable time and resource savings for participating member agencies and streamline the contracting processes and maximize efficiencies. NJPA is being used for one purchase because the State of Tennessee statewide contract did not have pricing on the 2016 Ford F250 equipped with a service body.

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:

<u>Fund</u>	<u>Line Item No.</u>	<u>Dept.</u>	<u>Description</u>	<u>Budget Balance</u>	<u>Recommended Expenditures</u>
General	010-3010-430-94.40	Public Service IR1618	Pickup (1)	\$50,000	\$37,907.00
Fleet	051-5520-482-94.40	Fleet Services IR1648	Pickup (1)	\$32,000	\$23,202.74
General	010-4010-440-94.40	Parks IR1620	Transit Connect Van (1)	\$27,000	\$24,697.58
General	010-4010-440-94.40	Parks IR1621	Park Ranger Vehicle (1)	\$27,000	\$21,127.96
General	010-2010-421-94.40	Police IR1622	Patrol Vehicle (1)	\$30,000	\$29,349.94
General	010-2010-421-94.40	Police IR1623	Admin Vehicle (2)	\$76,000	\$38,595.16
General	010-2010-421-94.40	Police IR1624	Patrol Vehicle (2)	\$90,000	\$58,699.88



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: December 14, 2015

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

SUBJECT: Medical and RX Stop Loss - 2016

INTRODUCTION:

The purpose of this agenda item is to consider approval of a new policy for the City of Germantown's Stop Loss Insurance with American Fidelity in the amount of \$ 641,990.40 for a twelve month contract.

BACKGROUND:

Medical Stop Loss insurance protects the City's self-funded plan from extreme medical expense. The effective date of the new policy will be January 1, 2016. The City has used the services of a stop loss carrier for over twenty years. The stop loss carrier works as a safety net to protect the City's self insured medical plan. For example, if an individual medical claim exceeds \$115,000, this insurance will reimburse the City 100% of the paid eligible claims that exceed that specific deductible amount. This year the City also requested additional pricing at \$100,000 and \$130,000 for the deductible to see if it was beneficial to increase the amounts.

Pursuant to current purchasing laws, Procurement Staff completed through the process by issuing an Invitation to Bid ("Bid") for these services. Presently the City has an \$115,000 individual stop loss deductible with an annual premium of \$664,644.96 with American Fidelity.

DISCUSSION:

The City received ten (10) bid submissions by the November 5, 2015 deadline to submit. The Procurement Staff reviewed the bid submissions to ensure that the Bid requirements were met and if there were any exceptions or conditions listed. Because purchasing law does not allow the Bidder to change their bid once submitted; the conditions and/or exceptions listed on each bid play a crucial factor in the bid selection. All bid exceptions have to weighed to determine the amount of risk and cost involved in the City's decision to select the option that best fits the City's needs.

Of the ten bids, only Health Cost Solutions, Inc., with American Fidelity was the only bidder to provide a firm quote that did not contain the risk of the higher aggregate stop loss, cap the run-in contribution and overall, provided the least amount of risk for the City and met all of the Bid requirements without any conditions. The total annual cost would be \$ 641,990.40 which represents a \$22,654 decrease from last year's cost.

As stated above, the City requested pricing for the deductible amounts of \$115,000, \$100,000 and \$130,000 to see if there was a benefit to increasing the deductible amounts. From the review by staff and the City's consultant, the higher deductible does not benefit the City at this time; but will continue to be reviewed in future bids.

