



CITY OF GERMANTOWN

TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
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Board of Mayor and Aldermen Meeting

Monday, January 11, 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. Proclamations
7. Citizens to be Heard
8. **CONSENT**
 - a. Purchase of Fitness Equipment – Fire Department
 - b. Firefighter Physicals
 - c. Forklift Purchase
9. Resolution 16R01 and Resolution 16R02- Amendment 1 and 2 to the Defined Benefit Plan
10. Resolution 16R03 and Resolution 16R04 – Amendment 7 and 8 to the Amended and Restated Employees' Retirement Plan
11. Resolution 16R05 and Resolution 16R06 –Initial Authorizing Bond Resolutions
12. Public Hearing - Ordinance 2015-9 – Amendment to 2016 Budget Ordinance – Second Reading
13. Emergency Water Contract – Dogwood Road Water Main Transfer
14. Ordinance 2016-01 – Amendment to Chapter 21 - Utilities Ordinance
15. Professional Services Agreement - Western Gateway Traffic Impact Analysis
16. Adjournment

BEER BOARD

1. Public Hearing – Taziki's Mediterranean Café
2. Public Hearing – Stoney River Steakhouse and Grill

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: January 11, 2016
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: January 11, 2016

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

SUBJECT: PURCHASE OF FITNESS EQUIPMENT FOR FIRE DEPARTMENT

INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase Fitness Equipment from Life Fitness in the total amount of \$49,069.03.

BACKGROUND:

The Fire Department received a grant for Fire Fighter Wellness and Fitness through the FEMA Assistance to Fire Fighters Grant Program. The Board approved this grant on November 23, 2015. The grant is for \$165,870.00. \$78,720.00 of this was earmarked for fitness equipment, including weight lifting equipment and exercise machines. This equipment will be provided in the Fire Stations to allow fire fighters to maintain the necessary level of fitness.

DISCUSSION:

The City is utilizing the National Joint Powers Alliance (NJPA) Buying Group cooperative purchasing program to acquire the fitness equipment. National cooperative contracts provide considerable time and resource savings for participating member agencies streamline the purchasing processes and maximize efficiencies. Procurement has reviewed and verified that the terms, conditions, and bidding methods are acceptable to the City.

VISION 2020:

This meets the Vision 2020 goals of providing effective emergency response with the right equipment and resources available to handle the emergency response, City facilities and programs support a healthy lifestyle, and delivering services in the most cost-effective manner.

BUDGET AND STAFFING IMPACT:

As specified with the acceptance of this grant, FEMA will reimburse the City for up to \$150,791.00. The City will make the initial purchases and then submit to FEMA for reimbursement. The City's portion of \$15,079.00 will come from reserve funds with the year end Budget Adjustments. The Federal share of the funds will be returned to the budget upon receipt of reimbursement, although the fund will have a negative balance until receipt of reimbursement from FEMA.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: January 11, 2016
FROM: Patrick J. Lawton, City Administrator *PJL*
SUBJECT: FIRE FIGHTER PHYSICAL EXAMS

INTRODUCTION:

The purpose of this agenda item is to request authorization to contract with LifeSigns to provide employee physical exams for Fire Fighters up to a total amount of \$67,600.00.

BACKGROUND:

The Fire Department received a grant for Fire Fighter Wellness and Fitness through the FEMA Assistance to Fire Fighters Grant Program. The Board approved this grant on November 23, 2015. The grant is for \$165,870.00. \$67,600.00 of this was earmarked for employee physicals for all fire fighters, including full-time, part-time and Reserves. These physical exams will provide a baseline health screening of the employee to guide them in their wellness efforts, as well as identify any health concerns. Similar employee physicals done by other Fire Departments have helped identify life threatening conditions previously unknown to the Fire Fighter. This has resulted in many lives saved. These physicals will be the first step in the Fire Department's new Health and Wellness Program.

DISCUSSION:

The City currently has an agreement with LifeSigns to provide comprehensive physical examinations for employees through our Health Plan. The Fire Department physicals will follow these same guidelines and pricing as currently approved.

VISION 2020:

This meets the Vision 2020 goals of providing effective emergency response with the right equipment and resources available to handle the emergency response, City facilities and programs support a healthy lifestyle, and delivering services in the most cost-effective manner.

BUDGET AND STAFFING IMPACT:

As specified with the acceptance of this grant, FEMA will reimburse the City for up to \$150,791.00. The City will make the initial purchases and then submit to FEMA for reimbursement. The City's portion of \$15,079.00 will come from reserve funds with the year end Budget Adjustments. The Federal share of the funds will be returned to the budget upon receipt of reimbursement, although the fund will have a negative balance until receipt of reimbursement from FEMA.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: January 11, 2016

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

SUBJECT: FORKLIFT PURCHASE

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase a liquid propane (LP) powered 2007 Clark Model CMP25 forklift to be utilized by the Fleet Services Division from Delta Materials Handling Inc. at a cost of \$13,500.00.

BACKGROUND:

The propane powered forklift will be used in the day-to-day operations mainly by Fleet Services but can be utilized by all departments when required. The additional forklift will also serve as a backup and can be used by Procurement at the City warehouse when their forklift is out of service.

DISCUSSION:

Delta Materials Handling inc. has met all the requirements in submitting properly completed bid package and has been deemed the most responsive and responsible bidder.

The bid was advertised on the City's website and an e-notification was sent to nine hundred twenty-five (925) vendors. Funding for this purchase is included in the FY16 IRP Budget. Three bids were received and the bid analysis sheet is attached. Staff has reviewed all submitted bids and specifications and recommends the low bid from Delta Materials Handling Inc. for approval.

VISION 2020:

This purchase supports Goal 22 Financial Sustainability by investment in maintaining and upgrading the City's facilities and infrastructure.

BUDGET AND STAFFING IMPACT:

SOURCE OF FUNDING:

Fund	Line Item No.	Dept.	Line Item Description	*Budget Balance	Recommended Expenditures
Fleet	051-5520-482-94.90	Fleet Services IR1647	Used Forklift	\$18,000	\$13,500.00

ATTACHMENTS

Bid Analysis #COG2016-16

Prepared by: Eddie Johnson
Eddie Johnson, Fleet Services Manager

Reviewed by: Adrienne Royals
Adrienne Royals, Senior Budget & Performance Analyst

Reviewed by: Reynold D. Douglas
Reynold Douglas, General Services Director

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

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

To approve the purchase of a liquid propane (LP) powered 2007 Clark model CMP25 forklift to be utilized by the Fleet Services Division from Delta Materials Handling Inc. at a cost of \$13,500.00.

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: January 11, 2016

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

SUBJECT: Resolution 16R05 and Resolution 16R06 – Initial Authorizing Bond Resolution

INTRODUCTION:

The purpose of this agenda item is to adopt Resolution 16R05 and Resolution 16R06 the Initial Authorizing Resolution that permits the City of Germantown to issue up to \$4,000,000.00 and \$12,000,000.00 in general obligation bonds for public infrastructure projects, respectively.

BACKGROUND:

The City utilizes proceeds from selling long-term debt to finance capital improvement projects that add to or replace the public infrastructure. Included in the City's Capital Improvement Program are anticipated bond issues to support financing of the more significant infrastructure projects that are expected to have a long useful service life. Bond financing for drainage and roadway projects are included in the FY16 budget for \$3.5 million. In addition, the FY16 budget is being adjusted for an additional \$11.0 million for an expansion of the Riverdale School.

DISCUSSION:

The City proposes to issue up to \$16.0 million of General Obligation Bonds, Series 2016 to provide financing for capital improvement projects that were planned in the current fiscal year, plus an additional project that is being planned for with the FY16 budget adjustment. The bond-funded capital improvements include, but are not limited to improvement to major roads, drainage, parks and school facilities and equipment.

The City has engaged a financial advisory, Public Financial Management, Inc. (PFM) to recommend the proposed financing structure and timing of the bond issue under the current market conditions. The Financial Advisory Commission met on December 1, 2015 to review the City's proposal for the bond offering and provided unanimous support for the issuance of bonds at this time (subject to interest rate limitations) based on staff analysis of the long-term funding needs for the anticipated public projects and recognizing the City's excellent credit rating.

As part of this issue process, PFM assists the City with the preparation of sale documents, arranging the rating agency review, contacting potential bond purchasers and directing the competitive bid process for obtaining market interest rates from the underwriters. Bond counsel Adams and Reese LLP, of Nashville, TN will provide the specialized legal expertise required for issuing public debt.

This Initial Authorizing Resolution 16R05 and Resolution 16R06 directs the City to give the required public notice regarding the Board's initial approval of the City's intention to issue the new bond debt. The public notice provides the City's registered voters an opportunity to respond during a 20 day period with any public protest of the bond issuance.

VISION 2020:

Issuing long-term debt to finance the City's capital improvement projects supports Goal 22 of the Vision 2020: Financial Sustainability by providing financial resources to support the city's public infrastructure.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: January 11, 2016

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

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

INTRODUCTION:

This proposed budget amendment by the Board of Mayor and Aldermen on second 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 on February 22, 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: January 11, 2016

FROM: Patrick J. Lawton, City Administrator PJL

SUBJECT: Emergency Water Contract – Dogwood Road Water Main Transfer

INTRODUCTION:

The purpose of this agenda item is to request authorization to pay B & C Construction Co. Inc. in an amount not to exceed \$24,900.00 for an emergency transfer of all water services and two fire hydrants from a six inch main to a twelve inch main along Dogwood Road from Pete Mitchell to Germantown Road to correct low flow problems.

BACKGROUND:

In late November, the Germantown Fire Department was conducting routine flow tests on fire hydrants on Dogwood Road from Pete Mitchell to Germantown Road. The officers noted that the hydrants in the area had extremely low flow. The Fire Marshal's office notified Public Works. Public Works Utilities staff immediately conducted valve checks, hydrant inspections and system analysis to determine the reason for the low pressure. It was noted that all valves were functioning properly, the hydrants although dating back to the 40's were working properly and that no obvious restrictions were found in the water main. The principal cause of the low pressure seems to be the removal of the loop to Poplar Avenue with the closing of Pete Mitchell Road.

The water main in question was installed in the late 1940's and is asbestos – concrete (AC) or transite, a very fragile form of pipe of which the City has been eradicating from the system. Over time, transite pipe softens and loses mechanical strength increasing the number of pipe failures. A ductile iron twelve inch water main was installed in the early 1970's adjacent to this main to distribute water from the Southern Avenue Water Treatment Plant to the growing city. To resolve the low pressure problem, which would hamper the fire department's ability to battle fire in the area, the City Administrator gave emergency authority on December 15 for the Public Works Department to seek a contractor to assist with the needed transfer of water services and hydrants to the twelve inch main. This action will allow for the abandonment of approximately 2,300 feet of transite water main.

DISCUSSION:

On December 15, Public Works staff contacted Bill Koeneman, B & C Construction, to solicit a quote for the work. B & C provided the attached quote which is consistent with similar industry construction costs and confirmed that they could get to work on the project as soon as utility locates were accomplished. Per the Emergency Purchase process, the Procurement staff received approval from the City Administrator to move forward with the repairs. As result, staff completed the standard emergency contract with insurance requirements and completed the contract approval from the Mayor and City Attorney. B & C Construction was issued a purchase order in an amount not to exceed \$24,900.

Public Works staff notified the 13 homeowners that would be affected by the changeover. The contractor began work on the project on December 21. Not knowing the exact material needs for the service lines and the hydrant connections, the contract was designed as a not-to-exceed. Should the actual cost come in lower, the contractor will bill for only what is accomplished. Public Works crews will perform the street asphaltting and the Utility fund will furnish the two hydrants, tapping sleeves and valves to keep costs lower. Included in the FY 16 CIP budget are funds allocated for water mains maintenance. This emergency work will be accomplished using these funds.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: January 11, 2016

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

SUBJECT: WESTERN GATEWAY TRAFFIC IMPACT ANALYSIS - PROFESSIONAL SERVICES AGREEMENT

INTRODUCTION:

The purpose of this agenda item is to consider approval of a Professional Services Agreement (PSA) with Kimley-Horn & Associates (KHA) in the amount of \$70,000 to provide engineering services related to an in-depth Traffic Analysis of the Western Gateway.

BACKGROUND:

The City approved a Small Area Plan for the area of Germantown commonly referred to as the Western Gateway in November of 2013 and the Smart Code zoning overlay district was approved in October of 2014. The Western Gateway is comprised of approximately fifty-eight (58) acres and is bounded by the western city limit, Poplar Avenue on the north, Poplar Pike on the south and extends eastward to just west of Poplar Estates. The growth plan calls for relatively dense, mixed-use development, strong commercial services, interspersed with residential uses in a pedestrian friendly environment that would create and cultivate a sense of place and is consistent with the city's effort to continue to grow economically in a smart and sustainable manner.

DISCUSSION:

Enabling more dense development will increase traffic volumes and congestion in the area. Anticipating this issue, the City budgeted \$70,000 in its FY16 CIP to perform a Traffic Impact Analysis of the Western Gateway. The purpose of the study is to investigate the traffic impacts of the proposed development/redevelopment scenarios, locate and analyze deficiencies on the roadway networks and provide recommendations to relieve predicted traffic congestion and any identified operational issues.

The City issued a Request for Statements of Qualifications on November 24, 2015 and received two (2) responses by the due date December 16, 2015. Responses were received from Neel-Schaffer and Kimley-Horn. Both firms' respective technical expertise and past project experience were highly ranked by the selection committee. However, the selection committee was overly impressed with KHA's project approach, timing and understanding of the project and therefore determined KHA to be the best choice to provide services for this project.

KHA was informed of their selection on December 28 and subsequently a scope meeting was held December 29, 2015. The results of that meeting are summarized in KHA's attached scope/fee proposal received on January 4, 2016. Staff has thoroughly reviewed the proposed scope and find that it adequately covers the City's expectations. Staff also believes the fee to be reasonable for a project of this magnitude and respectfully recommend BMA approval.

