



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, January 25, 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. Donation – Parks & Recreation
 - b. E-mail System Annual Maintenance and Licensing
 - c. Police Department Mobile Data Terminals
 - d. Purchase of Vehicle Equipment
 - e. Purchase – Three Mobile Vision In-car Video Systems - Police Department
 - f. Purchase – Athletic Scoreboards
 - g. Contract Extension – GAC Management Software
 - h. Interlocal Cooperative Purchasing Agreement
 - i. Video Streaming Services
 - j. Germantown Education Foundation – Fill the Fountain
10. Approval of 2017 Budget Calendar
11. Ordinance 2015-9 – Amendment to 2016 Budget Ordinance – Third and Final Reading
12. Well Repair #9 – Southern Avenue
13. Resolution 16R08 – Authorizing Resolution for Refund of General Obligation Bonds and Issue of New General Obligation Bonds
14. Resolution 16R09 – Authorizing Resolution for General Obligation Bonds
15. 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: January 25, 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 25, 2016

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

SUBJECT: January 2016 Teacher of the Month

The January 2016 Teacher of the Month is Ms. Laurie Cotros.

Ms. Cotros serves as the art teacher and librarian at Our Lady of Perpetual Help Catholic School. This year she celebrates 25 years of teaching in the Diocese of Memphis where she also holds the title of Director of Fine Arts. In this role she assists art teachers at each of the Diocese schools with professional development opportunities. Ms. Cotros introduced at OLPH Visual Thinking Strategies, a program to help encourage higher critical thinking. Her classes focus on passion and creativity. Her warm inviting nature makes for happy students and parents. Her OLPH Family Art Night event encourages families to come together to make art. Student art is also on display. The event is well attended and has become a fall tradition at the school.

Outside of the classroom, Ms. Cotros serves on the boards of the Orpheum and Memphis College of Art. She is a member of Our Lady of Perpetual Help Catholic School and serves as a Minister of the Eucharist.

Ms. Cotros, 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: January 25, 2016

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

SUBJECT: January 2016 Youth Excellence Award

The January Youth Excellence Award is presented to Katarina Jankov a senior at Houston High School.

Academically, Katarina not only challenges herself with an extremely rigorous schedule; she also succeeds in all her classes. In order to take all of the AP classes she wanted, Katarina took three online courses. She thrives on performing well in the classroom and gives 110 percent effort. This year she qualified as a National Merit Semi-Finalist, an AP Scholar with Distinction and a National AP Scholar. Until this year, Katarina has taken both Latin and Spanish classes, earning gold medals on the National Latin Exam twice and on the National Spanish Exam for three years. She also earned perfect scores on both the ACT and SAT.

Katarina spends much of her time outside of class serving others. She has been a dedicated Key Club member since her freshman year, working diligently on many of their community service projects. This year she helped plan and is teaching PSAT workshops for a large group of students. She also volunteers at a local theatre and cooking school.

In recognition of her commitment to excellence, the Germantown Education Commission is proud to present Katarina Jankov 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: January 25, 2015

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

SUBJECT: RECOGNITION OF DONATIONS – PARKS AND RECREATION

INTRODUCTION:

The purpose of this agenda item is to recognize donations made to the Parks and Recreation Department for the Special Recreation program totaling \$5,505.00 and to approve Budget Adjustment No. 16-32.

BACKGROUND:

The Special Recreation program, managed by the Parks and Recreation Department's inclusion specialist, offers activities for individuals with intellectual or physical challenges, their families and friends. In addition to monthly themed dances, "Bowling is a Ball", "Art by Me", line dancing, music therapy, tennis lessons and fishing clinics are also successful program opportunities.

This year proceeds from the City's Annual Commission Appreciation Dinner gift basket auction benefitted the Special Recreation program. There were 50 themed-filled baskets and donated items that were auctioned.

The Germantown Civitan Club presented Parks and Recreation with their last donation before surrendering their charter to Civitan International.

The Huggins, Collierville residents and participants of the Special Recreation program, has generously made a donation.

DISCUSSION:

Donations provide the funding support and allow the department to provide exceptional quality services. The following event and organization are included in this recognition of funds:

Special Recreation Program	Proceeds from Gift Basket Auction	\$3,295.00
Special Recreation Program	Germantown Civitan Club	\$2,160.00
Special Recreation Program	Huggin's family	\$50.00

VISION 2020:

This agenda supports Vision 2020 with city programs and services responding to changing leisure time and recreational activity trends and resident needs. It additionally supports Vision 2020 by offering exceptional community events and festivals bringing our residents together. Additional funding supports actions identified in the Vision 2020 Quality of Life Section: Goal 16 Vibrant Community: "Exceptional community events and festivals bringing our residents together".

Goal 16 Vibrant Community: "Residents, businesses and organizations taking responsibility for making Germantown a better community through volunteering and contributing resources".

Recognition of Donations – Parks and Recreation

January 25, 2016

ATTACHMENTS:

Budget Adjustment No.16-32

PREPARED BY: Michelle McDonnell

Michelle McDonnell, Special Events, Programs & Marketing Coordinator

REVIEWED BY: Pam Beasley

Pam Beasley, Parks and Recreation Director

REVIEWED BY: Adrienne Royals

Adrienne Royals, Sr Budget and Performance Analyst

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

To recognize proceeds benefitting the Parks and Recreation Department, Special Recreation program, as detailed above and totaling \$5,505.00 and to approve Budge Adjustment No. 16-32.

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 25, 2016

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

SUBJECT: EMAIL SYSTEM ANNUAL MAINTENANCE AND LICENSING

INTRODUCTION:

The purpose of this agenda item is to request authorization to renew the annual maintenance and licensing for Google Apps for Government, Google Apps Vault, Google Drive Storage, and Google Chrome Device Management in the amount of \$46,680.52 from Onix Networking.

BACKGROUND:

The previous email system was installed over 12 years ago. Since installation, there was no significant software upgrade and the hardware was approaching end of life. Reliability of the system had become questionable. Over the last 12 years, providing various ways for citizens to communicate with the City of Germantown has become commonplace and the reliability of that service a must.

Using email as a method of communication between citizens, staff and elected officials has allowed the City to adapt to current technology. Employee Survey results and employee focus groups noted the need for additional email accounts throughout City departments to aid in better communication city-wide. The request for funding provided email accounts for all full-time employees along with additional package incentives unavailable under the current system.

On January 14, 2013 the Board of Mayor and Aldermen approved the implementation of Google Apps for Government. Annual maintenance and licensing has been renewed each January since implementation. On April 13, 2015 the Board of Mayor and Aldermen approved Change Order No. 1 to include Google Apps Vault.

DISCUSSION:

Google Apps for Government is a robust, secure "Cloud" based product developed specially for governments. It provides secure access from anywhere without the requirement of a mobile device. In addition to email information account users are able to access calendar and contact information.

Added benefits are:

- Overall cost reduction
- Eliminating older technology
- Seamless integration with various systems
- Streamline collaboration efforts among employees
- Google Docs (Documents, spreadsheets, and presentations. in real-time without attachments.)
- Group calendars
- Meeting facility calendars
- Disaster recovery
- Search/archive capability

EMAIL SYSTEM ANNUAL MAINTENANCE AND LICENSING

January 25, 2016

The addition of Google Vault adds the ability to automatically archive email information. This helps ensure the City is in compliance with Federal and State record retention policies while adding manageability capabilities. City staff is able to search and retrieve information requested faster and easier than previous processes. Currently there are nearly 6 million items in the Vault with new items being added every day.

Onix Networking holds GSA Schedule number GS-35F-5519H and has been verified by the Procurement Staff. The City utilizes statewide contracts or cooperative purchasing agreements to purchase services or products saving considerable time and resource savings for participating member agencies. This process also streamlines contracting and maximizes efficiencies.

Annual expenses will vary based upon the number of user licenses and are projected to be 465 users. Future license and maintenance expenses will be combined at the regular renewal date each year and are expected to be approximately \$100 per user. Also consolidated into the annual renewal are additional Google Drive storage licenses for heavy users and annual Google Chrome Device Management licenses.

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>
General	010-1510-416.25-50	IT	Comp. Equipment Maintenance	\$106,071.58	\$46,680.52

VISION 2020:

This Agenda item will provide City staff with the necessary tools to achieve the City's Mission as defined in Vision 2020. In addition it will promote the true S-P-I-R-I-T of Germantown as identified in Vision 2020 as well as support goal 23 Service Excellence and goal 25 Services delivered in the most cost effective manner.

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".

ATTACHMENTS:

Onix Networking Quote

PREPARED BY: Stephanie S. Logan
Stephanie S. Logan, Technical Services Coordinator

REVIEWED BY: Tony Fischer
Tony Fischer, Director of Information Technology

REVIEWED BY: Lisa A. Piefer
Lisa A. Piefer, Procurement Director

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

To authorize the renewal of annual maintenance and licensing for Google Apps for Government, Google Apps Vault, Google Drive Storage, and Google Chrome Device Management in the amount of \$46,680.52 from Onix Networking.

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 25, 2016

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

SUBJECT: POLICE DEPARTMENT MOBILE DATA TERMINALS

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase three (3) mobile data terminal (MDT) systems in the amount of \$11,067.00 from Brite Computers on Western States Contracting Alliance (WSCA) Contract number B27162.

BACKGROUND:

In-car computer systems allow the Police Department to use computer technology in daily field operations. The use of this equipment would enhance the ability of the department to respond to calls for service, take offense reports and utilize internet law enforcement sites. The equipment would also be another component of officer safety. These three (3) in-car computer systems are replacement units of outdated Panasonic CF-30 computers which are to be installed into three (3) new replacement vehicles.

DISCUSSION:

The current in-car computer systems are over five (5) years old and have been out of warranty for over two years. The Brite computer system will utilize the latest technology for in-car-computers with touch screen and removable key boards. This also includes a three year no fault warranty. This system is an all in one computer mount, radio and siren box holder arm rest and cup holder along with additional dc outlets. This type of mount will free up needed space in the passenger side of the vehicle. The computer systems will be purchased off of the Western States Contracting Alliance Contract number B27162 of which the State of Tennessee is a member of the alliance.

Newer computers will reduce the time Information Technology staff spends trouble shooting slow computer problems allowing a faster internal customer response time. Old MDTs will be recycled ensuring maximum benefit to the City and to the environment.

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
General	010-1510-416.3900	IT	Non-cap Assets	\$29,724.44	\$11,067.00

VISION 2020:

This purchase supports the Vision 2020 City Services and Finances Goal 22 of investing in maintaining and upgrading the City's facilities and infrastructure and the Public Safety Plan Goal 3 and the objectives of having the right equipment and resources available to handle emergency response.

ATTACHMENTS:

Vendor pricing per Western States Contracting Alliance Contract number B27162.

PREPARED BY: Stephanie S. Logan

Stephanie S. Logan, Technical Services Coordinator

REVIEWED BY: Tony Fischer

Tony Fischer, Director of Information Technology

REVIEWED BY: M. C. Berkes

Mike Berkes, Captain

REVIEWED BY: R. L. Hall

Richard Hall, Police Chief

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

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

To approve the purchase of mobile data terminal systems from Brite Computers in the amount of \$11,067.00 and declare the old Panasonic CF-30 mobile data terminals as surplus.

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 25, 2016

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

SUBJECT: POLICE VEHICLE EQUIPMENT

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase police vehicle equipment in the amount of \$17,820.00 from Comserv Inc.

BACKGROUND:

This request is to provide police vehicle equipment for five (5) new replacement vehicles. The police vehicle equipment will be installed by Comserv, including the transferable equipment from the vehicles going out of service. The equipment includes Federal Signal LED light bars and all associated led lights, strobe lights, cables and brackets, Setina back seat barriers, sirens, gun locks, PA microphone, window bars and push bumpers.

DISCUSSION:

On June 8, 2015 the BMA awarded the vehicle equipment purchase Comserv Inc. This award established unit pricing for twenty-three different items needed to equip the City's police patrol vehicles. These unit prices are effective until March 2016 and can be utilized to purchase additional equipment needed for the vehicles. The breakdown of the costs and quantities are attached as part of this agenda sheet.

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept	Line Item Description	Budget Balance	Recommended Expenditures
General	010-2010-421.94-40 IR1622-24	Police	Autos & Trucks	\$69,600.00	\$17,820.00

VISION 2020:

This purchase supports the Vision 2020 Public Safety Plan Goal 3 and the objectives of having the right equipment and resources available to handle the emergency response and City Services and Finances Goal 22 of investing in maintaining and upgrading the City's facilities and infrastructure.

ATTACHMENTS:

COG2015-322 Vehicle Equipment Unit Pricing – Awarded Vendor Comserv Inc.

PREPARED BY: Michael C. Berkes

Michael C. Berkes, Captain

REVIEWED BY: Richard L. Hall

Richard Hall, Chief

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

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

To approve the purchase of police vehicle equipment from Comserv Inc. in the amount of \$17,820.00 per the unit pricing established on June 8, 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: January 25, 2016
FROM: Patrick J. Lawton, City Administrator *PJL*
SUBJECT: Purchase of Three (3) Mobile Vision In-car Video Systems

INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase three (3) Mobile Vision Flashback 3 digital in-car Video systems from L3 Communications Mobile Vision, Incorporated in the amount of \$13,485.00, utilizing the Tennessee Statewide contract 35795.

BACKGROUND:

In-car video systems allow the Police Department to use video technology in daily field operations. The use of this equipment would enhance the ability of the department to review probable cause for arrest, arrest procedures, evaluate Officer performance, identify training needs, and either substantiate or exonerate officers accused of inappropriate conduct or behavior. The equipment would also be another component of officer safety. These three (3) in-car video units are additional units to be installed into three (3) new replacement vehicles.

DISCUSSION:

The current in-car camera systems are over five (5) years old and have been out of warranty for over two years. The systems need regular repair that is time and cost ineffective. There have been over 80 hours used for maintenance this past fiscal year. The current systems will be utilized as spares when other cameras are sent for repairs. This will insure that no police vehicle will be taken out of service because the camera system is not functioning.

The Mobile Vision Flashback 3 system will utilize the latest technology for in-car cameras. The video from the camera system will be uploaded wirelessly and stored on a stand alone workstation with DVD backup. This system has no moving parts decreasing the amount of repairs. These systems are currently on the Tennessee Statewide Contract and have been verified by the Procurement staff. This also includes a two year warranty.

BUDGET AND STAFFING IMPACT:

Source of Funding:

Recommended		Line Item			
Fund	Line Item No.	Dept.	Description	Budget Balance	Expenditure
General	010-2010-421.9490	Police	Other Equipment IR1611	\$15,000.00	\$13,485.00



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: January 25, 2016

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

SUBJECT: ATHLETIC FIELD SCOREBOARDS

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase four athletic field scoreboards in the amount of \$17,168.36

BACKGROUND:

In September of 2003, the City of Germantown purchased eighteen wireless scoreboards with wireless consoles for athletic fields in Germantown. These scoreboards service Germantown residents involved in baseball, softball (youth & adult), lacrosse, football and soccer. Over the past seven years, the annual maintenance/upkeep on these boards has increased significantly with the equipment failing during game events causing much frustration from participants, coaches, league officials and staff. The warranty on the boards is well past the expiration date causing all repairs to be done by in-house staff.

DISCUSSION:

A phased replacement plan for the outdated, failing equipment was developed during the FY11 budget process. Phase I was completed in March 2013 which consisted of replacing eight boards at Cameron Brown and Houston Levee Park. Phase II was completed in March 2015 which consisted of replacing seven boards at Bob Hailey Athletic Complex. In FY16, an IRP budget request was approved to complete the third and final phase of the project which includes the replacement of the two boards at Farmington and the installation of two new boards at Johnson Road Park.

The approved IRP budget for this project is \$27,000 which covers the estimated costs for purchase of scoreboards, electrical connection and installation for the final phase. The City utilized the NJPA Cooperative Contract No. 082114-NVC to procure pricing for the scoreboards. The City will use current contract pricing for the installation of the scoreboards. In addition, quotes have been obtained for the installation of the steel beams and electrical service required at Johnson Road Park.

However, additional funding is needed to complete the final phase of this project. The project budget of \$27,000 covers the purchase and installation of three scoreboards which leaves the City one board short of what is needed to complete the final phase of the Scoreboard project. This last board will be used to benefit the new rugby program and the Germantown High School soccer program, which will demonstrate the City's overall commitment to these youth sports programs. Therefore, staff is recommending the purchase of a fourth and final board which will complete the phased replacement plan in its entirety. The proposed Year end budget adjustment will cover part of the scoreboard cost as well as installation and electrical. The Budget and Performance Staff have reviewed the Recreation Fund and it will

ATHLETIC FIELD SCOREBOARDS

January 25, 2016

Page 2

cover the additional monies that are needed. If approved, a year-end budget adjustment from the Recreation Fund in the amount of \$5,000.00 will be moved to the cover the additional costs needed to complete the scoreboard project. This adjustment would increase the Project Budget to \$32,000 and will complete the scoreboard replacements project.

The Nevco scoreboards are guaranteed for a period of five (5) years from the date of invoice against defects in workmanship or material and Nevco will replace or repair without cost to the owner. The extended warranty coverage extends the terms of the original guarantee for an additional twenty-four (24) months. Nevco has been in business for over 75 years and provides facilities with the highest quality scoring and display products in the industry. There are known to be the largest privately held scoreboard manufacturer in the world with a commitment to quality, customer service and product innovation.

VISION 2020:

This agenda supports Vision 2020 with city programs and services responding to changing leisure time and recreational activity trends and residents needs. It additionally supports Vision 2020 by making team sports available to all residents with quality athletic fields and practice facilities for recreational leagues, competitive leagues and tournaments.

BUDGET AND STAFFING IMPACT:

A cost savings in staff time will be achieved by selection of these scoreboards from reduced maintenance activities, unscheduled repairs and an implementation of an extended warranty package (not available with the other equipment). Another important impact achieved will be increased customer satisfaction from our sports providers and spectators. The following Nevco score board features make them a better value for the expenditure and increase trouble free operation:

- Bring long lasting LEDs. LEDs typically last 10,000 hours or more and are more energy efficient than the incandescent style bulbs in existing equipment.
- Gasketed digits to eliminate moisture problems
- Cabinets are designed to withstand wind load speed up to 150 mph
- Built in lightening protection – scoreboards feature fiber optic isolation circuitry to protect against lightening damage
- Wireless controllers have internal antennae's to prevent damage and feature sealed keyboards to prevent damage from spills and moisture. They also offer convenient wireless operation within 1000'

SOURCE OF FUNDING:

Fund	Line Item No.	Dept	Line Item Description	Budget Balance	Recommended Expenditures
Recreation	041-4225-455.94-90	Parks &	Scoreboards	*27,000	\$17,168.36
	IR649	Recreation		See Notes	

*A year-end budget adjustment in the amount of \$5,000.00 will be moved out of the recreation fund balance to cover the costs, therefore increasing the Project Budget total to \$32,000.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: January 25, 2016

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

SUBJECT: Germantown Athletic Club – Club Management Software Contract Extension

INTRODUCTION:

The purpose of this agenda item is to authorize the contract extension and re-occurring monthly fees of \$1,321.00 to Jonas Fitness Incorporated for web based software use at the Germantown Athletic Club for a period of one year. This is an annual cost of \$15,852.00, with only \$6,605.00 being spent in FY16 and the remaining \$9,247.00 being allocated to FY17.

BACKGROUND:

Germantown Athletic Club celebrated its 25th anniversary in 2015. The Club has gone through many changes and improvements over the past 26 years, and currently serves over 12,000 members from the Germantown and surrounding areas for their health and wellness needs. Club management software is vitally important to the day to day operations of the facility, including check ins, billing, collections, program registration, reporting, etc. The management of the Club's membership base is critical to its sustainability.

DISCUSSION:

The Board of Mayor of Alderman approved on January 26, 2015 the authorization for the Germantown Athletic Club to use the web based software Compete for a period of one year with three one year extensions. The current contract ends January 31, 2016. The Compete software improves facility operations by:

- Tracking and processing membership and programming fees
- Compiling member history and usage trends
- Processing and tracking personal training usage
- Providing the means of point of sale system for the pro shop and concession area
- Maintaining inventory records
- Tracking gift card purchases and redemption
- Marketing through the use of emails

While the contract will be extended for the period of one year, monies will be split between fiscal years.

VISION 2020:

This agenda supports Vision 202 by designing City facilities for operating effectiveness and long term sustainability. This work additionally supports the goal of making Germantown Athletic Club a comprehensive, state-of-the-art health and wellness facility for the City of Germantown.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: January 25, 2016

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

SUBJECT: INTERLOCAL PURCHASING COOPERATIVE PARTICIPATION AGREEMENT – BUY BOARD NATIONAL PURCHASING COOPERATIVE

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to enter an Interlocal Participation Agreement with Buy Board National Purchasing Cooperative.

BACKGROUND:

The City began utilizing Purchasing Cooperatives in 2013. Since then the Procurement staff has utilized the cooperative purchasing process to purchase vehicles, generators, software, computers and heavy equipment. As a result, the City is able to realize the following:

- **Compliance and transparency** - Contracts and vendors awarded through a cooperative have been competitively procured, so City's achieve compliance with their local and state procurement requirements and a documented audit trail. Transparency in the procurement process is also treated with a similar high degree of focus. All vendors are treated on equal terms and are on the same plane of competition.
- **Value and choice** - With a wide range of contracts available, the City will find almost everything needed to support their organization.
- **Efficiency and cost savings** - Because the competitive procurement process has been completed, City's save time and resources that would have been spent on preparing and conducting a formal RFP/Bid. Besides reducing administrative costs, members achieve additional savings through competitive pricing.

DISCUSSION:

Each cooperative has general requirements for participation from on-line forms to Interlocal Agreements. The City's Procurement Staff as well as Departments seek out ways to stretch their budget dollars and provide the best product and services.

From this research, the staff from the Public Works Department and Procurement staff reviewed the BuyBoard National Purchasing Cooperative for use in the Cured-in-Place-Pipe for StormWater and Sewer Pipe Projects. This cooperative is formed between the National School Boards Association (NSBA) and several state school boards associations to streamline the buying process for schools, municipalities, and other public entities. BuyBoard has nationally solicited, evaluated and awarded contracts through a competitive bidding process on behalf of its members. There are over Forty-two (42) local governments and school districts in the state of Tennessee that participate through the Interlocal agreements including the Germantown Board of Education (GMSD).

VISION 2020:

The use of the cooperative purchasing programs process is in keeping with the Germantown Vision 2020 goal of financial sustainability with taking the responsibility for managing resources in a prudent manner and the goal of services delivered in the most cost effective manner

BUDGET AND STAFFING IMPACT:

N/A

SOURCE OF FUNDING:

N/A

ATTACHMENTS

Buy Board National Purchasing Cooperative Interlocal Participation Agreement & General Information

Prepared by: Cathryn Perdue
Cathryn Perdue, Assistant Procurement Director

Reviewed by: _____
Lisa A. Piefer, Procurement Director

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

To allow the Mayor to enter an Interlocal Participation Agreement with Buy Board National Purchasing Cooperative.

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 25, 2016

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

SUBJECT: VIDEO STREAMING ANNUAL MAINTENANCE

INTRODUCTION:

The purpose of this agenda item is to request authorization to renew the annual maintenance and managed services for video streaming in the amount of \$10,799.88 from Granicus, Inc.

BACKGROUND:

In December of 2009, the Board of Mayor and Aldermen approved a contract with Granicus, Inc. for video streaming services. The contracted amount included the purchase of hardware, software and professional services. On March 10, 2014, the Board of Mayor and Aldermen approved an upgrade to the system that enabled streaming capabilities to mobile devices. In addition to streaming capability, this upgrade allowed unlimited streaming of additional meeting bodies, training for those employees using the upgraded system and hardware maintenance.

Video streaming services are currently accessible via the City web site for the Board of Mayor and Aldermen meetings, Planning Commission meetings, Design and Review Commission meetings and Germantown Municipal School District Board of Education meetings.

DISCUSSION:

The City has maintained the annual maintenance and managed services in place with Granicus, Inc. since implementing the system in 2009. The services allow for periodic software updates, system support, live streaming and content archival.

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
General	010-1510-416.2550	IT	Prof. Svs.-Other	\$106,071.58	\$10,799.88

VISION 2020:

TOP-QUALITY FACILITIES, PARKS AND INFRASTRUCTURE: City facilities are designed for operating effectiveness and long-term sustainability.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: January 25, 2016

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

SUBJECT: Ordinance 2015-9 – An Ordinance to Amend the FY2016 Annual Budget – Third and Final Reading

INTRODUCTION:

This proposed budget amendment by the Board of Mayor and Aldermen on third and final reading tonight will open the approved FY16 budget to consider an increase in capital funding for the Germantown Municipal School District (GMSD) and funding in FY16 for the total project cost of improvements to Lateral G.

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.

Board of Mayor and Aldermen
Ordinance 2015-9 – An Ordinance to Amend the FY2016 Annual Budget
January 25, 2016
Page 2

Contingent upon the approval of this budget amendment and eventual bond sale, an interfund reimbursement agreement between the City of Germantown and the Germantown Board of Education that would require that the school district reimburse the City for the principle amount plus interest as well as the pro rata share of all costs and expenses incurred by the City with the bond sale. The City administration has requested that this agreement be executed by the School Board the day of the bond sale and prior to presentation to the Board of Mayor and Aldermen.

This amendment now includes a change between second reading and third reading. Before the Board is the inclusion of the funding for improvements to Lateral G in the amount of \$1,200,000 that was previously budgeted in FY17. The budget for this project is as follows:

- Lateral G Improvements \$ 1,200,000.00
- Bond proceeds to support the project \$ 1,200,000.00

VISION 2020:

This action by the Board of Mayor and Aldermen supports the City's vision, mission and value statement by investing in our public facilities and infrastructure and helping to contribute to a world class school system and to support a well-maintained sewer/water system and storm drain system providing protection from flooding.

ATTACHMENTS:

Budget Ordinance Amendment
Budget Adjustment No. 16-14

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

REVIEWED BY: Sherry Rowell _____
Sherry Rowell, Sr. Budget & Performance Analyst

REVIEWED BY: Adrienne Royals _____
Adrienne Royals, Sr. Budget & Performance Analyst

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

To approve Ordinance 2015-9 and Budget Adjustment No. 16-14 to amend the FY16 Annual Budget on third and final reading.

BOARD ACTION: MOTION BY: SECONDED BY: _____

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



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: January 25, 2016

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

SUBJECT: Well Repair # 9 – Southern Avenue

INTRODUCTION:

The purpose of this agenda item is to request authorization to contract with National Water Services, LLC for repairs to well #9 at the Southern Avenue well field in the amount of \$49,776.00.

BACKGROUND:

Public Works awarded a contract for the lowest qualified bid to National Water Services, LLC for the annual utility well and pump inspection and analysis. The reports revealed areas of concern due to lack of water production at Southern Avenue well #9. Competitive bids were requested for pulling the well, disassembly, inspection and reinstallation and National Water Services, LLC was the lowest qualified bid. The unit was pulled and transported to a specialty shop to break down and determine the mechanical problems. NWS discovered that several internal parts and machine work are required prior to the reinstallation at the well site. (Please see estimate).

DISCUSSION:

Due to the reduction of pumping capabilities and the upcoming seasonal impact of well production and distribution for our customers, staff is requesting the award of a maintenance contract to National Water Services, LLC to make the necessary repairs identified in the scope of this contract and then to reinstall the well per the original agreement. Two options were provided and staff has selected the water lube assembly repair. This eliminates the need to purchase and use food grade lubricating oil for this pump. National Water Services, LLC has performed maintenance on pumps in the city utility system and results have been positive. This contract includes all materials, machine shop labor, crews and equipment expense. The maintenance and parts will be under warranty for one year and should restore the pumping capacities to maximum levels.

VISION 2020:

This contract supports the Vision 2020 objective for funding a well designed and well maintained utility production and distribution system.

BUDGET AND STAFFING IMPACT:

SOURCE OF FUNDING:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
Utility	040-9010-521.26-20	Water	Equipment Maintenance	\$53,656.53	\$49,776.00

ATTACHMENT:

Bid proposal

Prepared by: Bruce Tillman
Bruce Tillman, Asst. Director of Public Works

Reviewed by: Bo Mills, PWLF
Bo Mills, Public Works Director

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

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

To contract with National Water Services, LLC for repairs to well #9 at the Southern Avenue well field in the amount of \$49,776.00

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 25, 2016

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

SUBJECT: RESOLUTION 16R08 – AUTHORIZING RESOLUTION FOR REFUND OF GENERAL OBLIGATION SERIES 2006 AND 2009 AND THE ISSUANCE OF GENERAL OBLIGATIONS BOND

INTRODUCTION:

The purpose of this agenda item is to adopt the resolution authorizing the City of Germantown to issue up to \$9,000,000.00 of bonds to refinance currently outstanding debt at more favorable interest rates and to issue new debt for current capital projects.

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 Improvements Program are anticipated bond issues to support financing of the more significant capital improvements that are expected to have a long useful service life. In addition, lower interest rates make it beneficial for the City to refinance some of its existing debt.

DISCUSSION:

The City proposes to issue general obligation and refunding bonds series 2016A in an amount not to exceed \$9,000,000.00. This amount is inclusive of a not to exceed \$4,000,000.00 which will be used for capital projects identified in the City's capital budget with the balance the subject of the refunding. Due to current market conditions and favorable bond interest rate, the refunding of the older bonds will generate debt service savings over the remaining life of the original bonds. At current market rates (which are subject to change), the debt service savings (at present value) are projected to be about \$200,000.00. The plan of refunding and savings computation have been submitted for review to the Tennessee Director of State and Local Finance and her office has issued a report on our submitted refunding plan that acknowledges our assumptions and anticipated savings based on current market rates.

The City has engaged financial advisor, Public Financial Management, Inc. (PFM), to recommend the proposed structure and timing of the bond issue under the current market conditions. The Financial Advisory Commission met on January 12, 2016 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 analyses of the long-term funding needs for the anticipated public projects, and recognizing the City's excellent credit rating, PFM has advised that market conditions are favorable for issuing bonds at this time.

VISION 2020:

Issuing long-term debt to refinance debt using lower interest rates supports Goal 22 of the Vision 2020: Financial Sustainability. The funding provided by this bond issue will allow the City to maintain and upgrade roadways, facilities and other essential infrastructure needed to support the high service levels expected from various City Departments.

BUDGET AND STAFFING IMPACT:

Current and future budget projections indicate that the expected future General Fund revenues are strong and adequate for meeting the debt service requirements for refunding bonds. Furthermore, the financial analyses prepared by the Budget & Performance team indicates that the issuance of this debt fits within the objectives of the Board of Mayor and Aldermen Policy Agenda while still maintaining the City's Financial Policy goal ratios (such as fund balances to expenditures) which are closely monitored by the credit rating agencies, Moody's and Standard & Poor's.

Prepared by: Patrick J. Lawton
Patrick J. Lawton, City Administrator

Reviewed by: Sherry Rowell
Sherry Rowell, Sr. Budget & Performance Analyst

Reviewed by: Adrienne Royals
Adrienne Royals, Sr. Budget & Performance Analyst

ATTACHMENTS:
Resolution 16R08

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

To approve the attached Resolution No. 16R08 authorizing the execution, terms, issuance, sale, and payment of not to exceed \$9,000,000.00 General Obligation Improvement and Refunding Bonds, Series 2016A of the City of Germantown, Tennessee, and providing the details thereof, pursuant to state law under Title 9, Chapter 21, Tennessee Code Annotated.

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 25, 2016

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

SUBJECT: RESOLUTION 16R09 – AUTHORIZING RESOLUTION FOR GENERAL OBLIGATION BONDS

INTRODUCTION:

The purpose of this agenda item is to adopt the resolution authorizing the City of Germantown, based on the specified terms and anticipated market conditions, to issue up to \$12,000,000.00 of general obligation bonds for certain public works projects.

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 Improvements Program are anticipated bond issues to support financing of the more significant capital improvements that are expected to have a long useful service life. Bond financing school facilities is included in the recently amended FY16 Budget.

DISCUSSION:

The City proposes to issue up to \$12,000,000.00 of General Obligation Bonds, Series 2016B. Resolution 16R09 authorizes the execution, per terms, issuance, sale and payment of the amount not to exceed \$12,000,000.00 of General Obligation bonds. The details of the Series 2016B are contained within the resolution.

These funds will be used to make improvements to Riverdale Elementary School by adding a 7th and 8th grade addition and related capital improvements.

As part of this issue process, Public Financial Management, Inc. assists the City with preparing the bond sale documents, arranging the ratings agency review, contacting potential bond purchasers and directing the competitive bid process for obtaining favorable market interest rates. Bond counsel Adams and Reese LLP of Nashville, TN will provide the specialized legal expertise required for issuing public debt and complying with applicable security laws.

VISION 2020:

Issuing long-term debt to finance the City's capital improvements projects supports Goal 22 of the Vision 2020: Financial Sustainability. The funding provided by this bond issue will allow the City to enhance our public school district.

BUDGET AND STAFFING IMPACT:

Current and future budget projections indicate that the expected future General Fund revenues are adequate for meeting the debt service requirements for the bonds issued herein. Furthermore, the financial analyses prepared by the Budget & Performance team indicates that the issuance of this debt fits within the objectives of the Capital Improvements Program and the Board of Mayor and Aldermen Policy Agenda while still maintaining the City's Financial Policy goal ratios (such as fund balances to expenditures) which are closely monitored by the credit rating agencies, Moody's and Standard & Poor's.

ATTACHMENTS:

Resolution 16R09

Prepared by: Patrick J. Lawton
Patrick J. Lawton, City Administrator

Reviewed by: Sherry Rowell
Sherry Rowell, Sr. Budget & Performance Analyst

Reviewed by: Adrienne Royals
Adrienne Royals, Sr. Budget & Performance Analyst

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

To approve the attached Resolution No. 16R09 authorizing the execution, terms, issuance, sale, and payment of not to exceed \$12,000,000.00 General Obligation Bonds, Series 2016B of the City of Germantown, Tennessee, and providing the details thereof, pursuant to state law under Title 9, Chapter 21, Tennessee Code Annotated.

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