



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, February 8, 2016 – 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. Recognition of Donations – Germantown Community Library
 - b. Recognition of Donations – Parks & Recreation – Historic Commission
 - c. Recognition of Grant Funds – Big Read
 - d. Budget Adjustment – Police Department Purchase
 - e. Landscape & Mowing Services Extension
 - f. Lake Maintenance Services Extension
 - g. Herbicide 7 Fertilizer Treatment Services Extension
 - h. Non-Inventory Janitorial Items
 10. Certificate of Compliance for Wine in Grocery Store – Kroger #419
 11. Adoption of Germantown Forward 2030 Strategic Plan
 12. Resolution 16R10 – Amendment to Pension Plan
 13. Adjournment
- BEER BOARD
1. Suspension/Revocation – Beer Permit – Circle K Store – 9113 Winchester Road
 2. Suspension/Revocation – Beer Permit - Fresh Market
 3. Suspension/Revocation – Beer Permit – Forest Hill Irene Exxon

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: February 8, 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: February 8, 2016

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

SUBJECT: February 2016 Teacher of the Month

The February 2016 Teacher of the Month is Mrs. Jessica Minton.

Mrs. Minton exudes enthusiasm for all things related to science and children and is considered a valuable asset at Riverdale School where she teaches honors physical science, eighth grade science and STEM.

Parents describe her as creative, engaging and dedicated. Her co-workers describe her as an inspiration, strong, organized and committed. Jessica believes in every student and encourages them academically, socially, emotionally and during extracurricular activities. She believes that it's her responsibility to do what it takes for every child to learn, no matter what. Mrs. Minton is a pro at communicating with parents, allowing parents to get involved and help students at home. And, if she has a special project that she needs funding for, Mrs. Minton rolls up her sleeves and asks receiving funding from friends, family, former co-workers, the Bill and Melinda Gates Foundation and Donors Choose.

Mrs. Minton, 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: February 8, 2016

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

SUBJECT: February 2016 Youth Excellence Award

The February Youth Excellence Award is presented to Alyssa Neuberger a senior at Briarcrest Christian School.

Alyssa's nominator describes her as a "once in a lifetime student." Alyssa's work ethic sets her apart from her peers. While she is incredibly talented academically, she still works very hard both in the classroom and on the soccer field and track. Alyssa has won the academic department award at Briarcrest in English, Pre-Calculus and Bible and is a four-year recipient of the Joseph A. Clayton Academic Excellence Award. Alyssa will graduate having completed seven AP courses and is on track to achieve all As throughout her high school career.

Alyssa brings the same work ethic to the school's soccer team. Coaches say she plays her best in high pressure situations. When Briarcrest is playing a team that is favored to win, Alyssa puts on a clinic and finds a way to compensate against a faster, stronger team as a whole. She is a student of the game, always looking to for ways to improve her knowledge and understanding for personal growth as well as team improvement.

In addition to her dedication to academic achievement and sports, Alyssa has served as class secretary for three years, Key Club president and is currently captain of the varsity soccer team.

In recognition of her commitment to excellence, the Germantown Education Commission is proud to present Alyssa Neuberger 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: February 8, 2016

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

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 \$2,550.00 and to the Germantown Regional History and Genealogy Center in the amount of \$50.00, and to approve Budget Adjustment Number 16-34.

BACKGROUND:

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

Shelby County Republican Women \$100.00
Heritage Women's Club \$600.00
Germantown Civitan Club \$1,000.00
English Meadows Garden Club \$100.00
Friends of the Germantown Community Library \$750.00

The following organization contributed a donation to the Germantown Regional History and Genealogy Center:

Chief Piomingo Chapter NSDAR \$50.00

DISCUSSION:

The Germantown Community Library works in partnership with many local organizations to provide top quality services to its patrons. Recently, we received \$700.00 in donations from Shelby County Republican Women (\$100.00) and Heritage Women's Club (\$600.00). These funds are designated by the donors to be used for enhancing the Youth Services Department according to their needs as determined by the Department Supervisor. Germantown Civitan Club donated \$1,000.00 for use by the Youth Services department. This money is to be used for programming - primarily on programs for people with special needs. English Meadows Garden Club donated \$100.00. That money is earmarked to purchase materials for the collection as is the \$750.00 donation from Friends of the Germantown Community Library.

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 16-34.

SOURCE OF FUNDING:

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

Reviewed by: Daniel Page
Daniel Page, Library Director

Reviewed by: Linda Rathje
Linda Rathje, Accounting Manager

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

To recognize donations made to the Germantown Community Library in the amount of \$2,550.00 and the Germantown Regional History and Genealogy Center in the amount of \$50.00 and to approve Budget Adjustment Number 16-34.

BOARD ACTION: **MOTION BY:** **SECONDED BY:** _____

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



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: February 8, 2016

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

SUBJECT: RECOGNITION OF DONATION – HISTORIC COMMISSION

INTRODUCTION:

The purpose of this agenda item is to recognize donations made to the Germantown Historic Commission totaling \$1,766.87 and to approve Budget Adjustment No. 16-37.

BACKGROUND:

The Historic Commission received donations from the following organizations:

\$700.00 - Sons of the Confederate Veterans, General Robert E Lee Camp
For a Civil War marker for the 4th Tennessee Regiment to be installed at Depot Park later this year

\$300.00 - Sandra Wilson, Commission Member
To support the restoration of the Depot building

\$330.00 - Alderman John Barzizza
To support the restoration of the Depot building

\$436.87 - Sale of note cards and t-shirts
To support the restoration of the Depot building

DISCUSSION:

The Commission spent most of their time this year converting the Germantown Depot into a train museum. The dedication was held Friday, December 11, 2015. This was the first official building in Germantown and the center of life for many years. Over the past several years, the Historic Commission has worked to repurpose the building and reclaim the space as a train museum which is now open to the public. They are still in the process of developing a comprehensive operations plan which will include public hours, responsibilities of volunteers, and a community awareness/publicity campaign. During the conversion, members actively worked to select paint colors for the interior, added memorabilia throughout, and dedicated a theme for each room. Their intent is for this museum to be a tourist destination opportunity and educational experience for citizens and school students. Since the museum is open to the public, the following work was performed:

- Building and restrooms made ADA accessible.
- Chairlift installed inside the building to transition from one level to another.
- Cleaned up the interior of the building and painted the interior walls, woodwork and trim.
- Furniture restored.
- Replaced exterior light fixtures to keep with the time period of the building.

The funds will be used to enhance the on-going efforts of the Historic Commission to preserve the Depot building and other historical buildings and sites in Germantown. The additional financial support through the sale of note cards and t-shirts will allow the Commission to fulfill their mission and to offset project expenses.

VISION 2020:

Acceptance of this donation supports the Vision 2020 Plan in creating "Pride in Germantown – community organizations contributing and sharing resources; and strong community events bringing people together as a community".

BUDGET AND STAFFING IMPACT: SOURCE OF FUNDING:

This donation has no staffing impact.

ATTACHMENTS:

Budget Adjustment No. 16-37

PREPARED BY: Natalie Ruffin

Natalie Ruffin, Superintendent of Recreation

REVIEWED BY: Pam Beasley

Pam Beasley, Director of Parks and Recreation

REVIEWED BY: Adrienne Royals

Adrienne Royals, Research and Budget Analyst

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

To recognize donations made to the Germantown Historic Commission totaling \$1,766.87 and to approve Budget Adjustment No. 16-37.

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: February 8, 2016

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

SUBJECT: Recognition of Grant Funds – The Big Read

INTRODUCTION: The purpose of this agenda item is to recognize a grant from the National Endowment for the Arts received by the City for The Big Read totaling \$10,000 and approve Budget Adjustment Number 16-36.

BACKGROUND: The City of Germantown is 2015 recipient of a grant of \$10,000 to host The Big Read. A program of the National Endowment for the Arts, The Big Read broadens understanding of our world, our communities and ourselves through the joy of sharing a good book. Managed by Arts Midwest, this initiative offers grants to support innovative community reading programs designed around a single book. The City is one of 75 nonprofit organizations to receive a grant to host a Big Read project between September 2015 and June 2016. The Big Read in Germantown focused on "A Wizard of Earthsea" by Ursula K. Le Guin. Activities took place in October and November.

The Big Read provides communities nationwide with the opportunity to read, discuss, and celebrate one of 37 selections from U.S. and world literature. The 75 selected organizations received Big Read grants to promote and carry out community-based reading programs.

DISCUSSION: Grant Manager Alexa Robinson worked to secure the City's first Big Read grant. The successful project was the result of creative collaboration among the City, Germantown Municipal School District, Parks and Recreation, Germantown Community Library, Germantown Community Theatre, Germantown Performing Arts Center and Germantown Municipal PTA. Germantown's Big Read was hosted by the City's own traveling wizard and featured over 15 programs including a wildly successful kick-off event at Germantown Community Library. The program also received support in the form of donations from POP Solutions Group, Literacy is Key and Friends of the Germantown Community Library.

Recognition of the grant funds is being presented to the Board of Mayor and Aldermen due to the final payment being received following a summary report submitted to Arts Midwest.

VISION 2020: Germantown's Big Read grant supports lifelong learning in the community while the grant dollars help augment the City's budget.

ATTACHMENTS: Budget adjustment 16-36

Prepared by: Stacey Ewell

Stacey Ewell, Assistant to the City Administrator

Reviewed by: Sherry Rowell

Sherry Rowell, Budget and Performance Analyst

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

To recognize a grant from the National Endowment for the Arts received by the City for The Big Read totaling \$10,000 and approve Budget Adjustment Number 16-36.

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



Agenda No. 9d

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: February 8, 2016

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

SUBJECT: Budget Adjustment #16-31

INTRODUCTION:

The purpose of this agenda item is to approve Budget Adjustment #16-31 from Other Revenue to purchase handheld radar units.

BACKGROUND:

The Germantown Police Department receives a reinstatement fee of \$25.00 from the State of Tennessee when a person renews their driver's license after they had been arrested for a suspended or revoked driver's license. This fee can only be utilized in traffic enforcement or to purchase equipment that is used for traffic enforcement. In the past the Germantown Police Department has purchased handheld radar units with these funds.

DISCUSSION:

The reimbursement funds will be placed back into the Police Departments Non-Cap assets line so as to purchase handheld radar units.

VISION 2020:

This reimbursement supports the Vision 2020 Public Safety Plan Goal 1- Safest City in Southeast and the objectives of people are safe and feel secure and a low crime rate: part 1(persons) and part 2(property).

ATTACHMENTS:

Budget Adjustment

PREPARED BY: Michael Berkes

Michael Berkes, Captain

REVIEWED BY: Richard Hall

Richard Hall, Chief

REVIEWED BY: Adrienne Royals

Adrienne Royals, SR. Budget Performance Analyst

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

To approve Budget Adjustment #16-31.

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: February 8, 2016

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

SUBJECT: Landscape & Mowing Services Extension

INTRODUCTION:

The purpose of this agenda item is to authorize the Mayor to enter into the first option year of the landscape and mowing services contract with Landscape Services Group in the amount of \$482,141.60.

BACKGROUND:

In 1994, the City contracted to maintain the turf areas of all municipal buildings and medians. Over the past twenty one years, parklands and greenways were added to the mowing contract along with additional medians. In 2001, it was determined to be more economical to enter into a contract arrangement consisting of landscape maintenance, seasonal flowers and irrigation maintenance than to provide this service in-house.

In August of 2015, the Board approved Change Order #1 consisting of adding 16 acres of mowing at Houston Middle School and Houston High School at a cost of \$16,416.00 annually. Change Order #1 also consisted of the Wolf River Connector which is 1.8 miles of landscaped, mulched and irrigated medians which connects Wolf River Blvd. between Kimbrough and Farmington Blvd at a cost of \$41,400.00 annually. Maintenance on these parcels increased the contract \$57,816.00 annually. This price was determined from a written proposal from Landscape Services Group.

DISCUSSION:

In December of 2012, the Board approved a three year contract with two one-year options to provide mowing and landscaping services. The final year of the three year agreement will end on March 31, 2016. This agenda item will exercise the first option year of the contract with an increase of \$9,540.69 provided in the original bid. Contract services for the past three years have met all the original contract requirements. Procurement staff has verified the Contract items to ensure proper compliance with terms and pricing.

VISION 2020:

This contract supports the Vision 2020 plan. Protecting and enhancing public and open space is a key strategy in the "Quality of Life" section of the plan. It also addresses the following sections of the Vision 2020 Plan: Beautiful Community (well designed well maintained public streetscapes, medians, public spaces and parks throughout the City).

BUDGET AND STAFFING IMPACT:

SOURCE OF FUNDING:

<u>Fund</u>	<u>Line Item No.</u>	<u>Dept.</u>	<u>Line Item Description</u>	<u>Budget Balance</u>	<u>Recommended Expenditures</u>
General	010-3010-430.26-90	Public Works	Contract Maintenance	\$482,142.00	\$482,141.60

Robert Childs, Contract Administrator, will oversee the administration of the Landscape and Mowing Services Contract.

ATTACHMENTS:

Renewal Agreement Letter

PREPARED BY: Robert Childs

Robert Childs, Contract Administrator

REVIEWED BY: Bo Mills, PWLF

Bo Mills, Director of Public Works

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

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

To enter into the first option year of the landscape and mowing services contract with Landscape Services Group in the amount of \$482,141.60.

BOARD ACTION:

MOTION BY:

SECONDED BY:

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



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: February 8, 2016

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

SUBJECT: Lake Maintenance Services Extension

INTRODUCTION:

The purpose of this agenda item is to authorize the Mayor to enter into the second option year of the five year lake maintenance services contract with Aqua Services, Inc. for \$23,395.60.

BACKGROUND:

In February of 2012, the Board approved a three year contract with two one year options to provide a lake management program for eight treatments of nine locations. The first option of the three year agreement will end on February 28, 2016. This agenda item will exercise the second option year of the contract with no increase in the annual cost. Contract services include maintenance and repairs of all lake fountains, pumps and water features along with a quantitative aquatic weed control maintenance program performed on a monthly basis with follow up as needed. Contract services for the past four years have met all the original contract requirements.

DISCUSSION:

The contract will continue to provide any necessary chemical applications, lake colorant and any maintenance required on fountains, pumps and water features. Herbicide applications along with lake colorant applications will be applied each month starting in March and ending in October. Unwanted weeds and algae will be eliminated to maintain an aesthetically pleasing appearance. Preventative maintenance services of all lake fountains, pumps, water features and removal of any debris from the lakes where fountains exists will be performed monthly. Procurement staff has verified the Contract items to ensure proper compliance with terms and pricing.

VISION 2020:

This contract supports the Vision 2020 objective for protecting and enhancing public and open space as a key strategy in the "Quality of Life" section of the plan. It also addresses the following sections of the Vision 2020 Plan: Beautiful Community (well designed well maintained public streetscapes, medians, public spaces and parks throughout the City).

BUDGET AND STAFFING IMPACT:

SOURCE OF FUNDING:

<u>Fund</u>	<u>Line Item No.</u>	<u>Dept.</u>	<u>Line Item Description</u>	<u>Budget Balance</u>	<u>Recommended Expenditures</u>
General	010-3010-430.26-90	Public Services	Contract Maintenance	\$84,045.45	\$23,395.60

Robert Childs, Contract Administrator, will oversee the administration of the Lake Maintenance Services Contract.

ATTACHMENTS:

Renewal Agreement Letter

PREPARED BY: Robert Childs
 Robert Childs, Contract Administrator

REVIEWED BY: Bo Mills, PWLF
 Bo Mills, Director of Public Works

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

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

To enter into the second option year of the lake maintenance services contract with Aqua Services, Inc. for \$23,395.60.

BOARD ACTION: _____ **MOTION BY:** _____ **SECONDED BY:** _____

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



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: February 8, 2016

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

SUBJECT: Herbicide & Fertilizer Treatment Services Extension

INTRODUCTION:

The purpose of this agenda item is to authorize the Mayor to enter into the second option year of the herbicide and fertilizer treatment services contract with Herbi-Systems, Inc. in the amount of \$69,207.40.

BACKGROUND:

In February of 2012, the Board approved a three year contract with two one-year options to provide herbicide and fertilizer treatment services. The program includes three herbicide applications on thirty-six linear miles of right of ways along with five herbicide applications and three fertilizer applications on selected athletic fields, medians, greenways and municipal grounds. The first option year of the three year agreement will end on March 31, 2016. This agenda item will exercise the second option year of the contract with no increase in the annual cost. Contract services for the past four years have met all the original contract requirements. Procurement staff has verified the Contract items to ensure proper compliance with terms and pricing.

DISCUSSION:

Because of the specialized license required, the City chose to begin contracting herbicide and fertilizer applications to most of the City's properties. Keeping these areas weed free and lush sets a good example and keeps the City's properties aesthetically pleasing.

VISION 2020:

This contract supports the Vision 2020 plan. Protecting and enhancing public and open space is a key strategy in the "Quality of Life" section of the plan. It also addresses the following sections of the Vision 2020 Plan: Beautiful Community (well designed, well maintained public streetscapes, medians, public spaces and parks throughout the City).



Agenda No. 9h

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: February 8, 2016
FROM: Patrick J. Lawton, City Administrator *PJL*
SUBJECT: NON - INVENTORY JANITORIAL ITEMS

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to enter into an annual full service rental agreement with UniFirst Corporation in the amount of \$16,597.36 to provide services for non-inventory janitorial items in City buildings.

BACKGROUND:

The City is currently utilizing a full service contract that expires 24 February, 2016. Janitorial items that are not inventoried but has significant impact for providing services and safety in City buildings include: entrance mats, dust mops, shop towels, along with towels and wash cloths for jail services. The items are replenished every week. Due to the ongoing use of these items, it is more cost effective to have a full-service rental agreement through NJPA cooperative pricing. UniFirst Corporation, our current local vendor, has the cooperative janitorial supply contract with National Joint Power Alliance (NJPA).

DISCUSSION:

The NJPA Contract # 062415-UFC is valid until August 18, 2018. The office of Procurement has reviewed contract documents to ensure compliance with the state ordinances and City policies. This NJPA contract number is listed under the uniform and apparel category but includes mats and other non-inventoried items.

VISION 2020:

This purchase supports Goal 22 Financial Sustainability by maintaining City facilities.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: February 8, 2016

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

SUBJECT: Amendment to Pension Plan

INTRODUCTION:

The agenda item before the Board will amend the City's existing defined benefit pension plan to allow certain employees in the departments of Public Works and General Services to retire early at age 50 and normal retirement at age 55.

BACKGROUND:

The City's defined contribution pension plan has been in existence since the mid 80's with just under one million dollars in assets at that time. Today, under the watchful eye of the Retirement Plan Administration Commission and investment consultation with Gerber/Taylor, the plan has assets in excess of \$62M. The plan has undergone a variety of changes over the years including in 1990 an amendment to allow public safety employees (fire and police) the ability to contribute a portion of their salary to the pension fund in order to retire early at age 50 and normal retirement at age 55. Normal retirement age for the rest of the work force is 62 years of age with early retirement at 55. The rationale behind this differential within the plan at that time was that the life expectancy for public safety employees was shorter than other public employees. The contribution by public safety personnel also support a pension "bridge" until social security benefits are available at which time the bridge falls away. Earlier this year public works employees approached the administration about the option to contribute to the pension plan in a manner similar to police and fire.

It is important to point out that in 2013 participation in the current defined benefit pension plan was frozen and a new cash balance plan was established for all employees hired after July 1, 2013.

DISCUSSION:

Public works activities are jobs that require hard physical manual and skilled labor. Whether it is laying sod, 300 degree asphalt, and concrete or repairing a broken water main in sub freezing temperatures, studies show that employees in labor-intensive occupations have higher rates of heart events. Anecdotal information shows the deteriorating physical conditions of many of our public works employees experience after years of working in difficult conditions. Nonetheless they perform at an extremely high level and our annual citizen surveys consistently endorse the quality of their work and our city infrastructure.

The pension plan amendment before the Board of Mayor and Aldermen was considered and endorsed by the City's Retirement Plan Administration Commission on December 3, 2015. This action was preceded by an evaluation of how many public works & general services employees could actually contribute to the plan and retire at age 55 and what actuarial contribution would be necessary to support this action and not jeopardize the financial integrity of the pension plan. It was determined that 41 of the 70 public works employees and 7 of the 25 general services employees could contribute 7% of their annual salary and have the option to retire early at age 50 or normal retirement at age 55. An annual contribution from the City in the amount of 3.3% would also be necessary to support this amendment to the plan.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: February 8, 2016

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

SUBJECT: BEER BOARD HEARING – Suspension/Revocation of Beer License – Circle K Store – 9113 Winchester Rd.

INTRODUCTION:

The Board will be sitting as the Beer Board.

The purpose of this agenda item is to review a charge of sale of beer to a minor at Circle K Store located at 9113 Winchester Rd.

BACKGROUND:

The underlying basis for the suspension or revocation being the violation of Section 3-89 of the Germantown City Ordinance and Section 57-5-301 of the Tennessee Code Annotated pertaining to the sale of beer to persons designated by the State to be a minor.

The Germantown Police Department served notice of this hearing to Circle K Store on January 11, 2016. Mr. Mark McDaniel, Assistant City Prosecutor, will represent the City at this hearing.

The City of Germantown issued a beer permit to Circle K Store at 9113 Winchester Rd. on May 12, 2014. There have been no previous violations.

DISCUSSION:

On November 24, 2015, the Germantown Police Department (GPD) conducted an undercover sting investigation of beer permit holders in the City of Germantown. On that date, a Cooperating Individual (CI) working with the GPD, who was 19 years of age, entered Circle K Store and purchased beer from the cashier. The cashier did not check the identification of the CI before selling the beer. Officer Cordo witnessed the transaction and the cashier was issued a misdemeanor citation for selling beer to a minor.

This incident is a direct violation of the Germantown Beer Ordinance Section 3-82 through 3-89 of selling beer illegally to any person less than twenty-one years of age.

This is the first ordinance violation at this Circle K Store location, which was issued a beer permit on May 12, 2014.

The Beer Board has the authority to issue a civil penalty of up to \$2,500.00 or suspend or revoke the beer permit if it deems appropriate (Section 3-84).

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

To find Circle K Store located at 9113 Winchester Rd., guilty or not guilty of a violation of the Germantown Beer Ordinance regarding selling beer to a minor.

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

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

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: February 8, 2016

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

SUBJECT: BEER BOARD HEARING – Suspension/Revocation of Beer License – Fresh Market – 9375 Poplar Ave.

INTRODUCTION:

The Board will be sitting as the Beer Board.

The purpose of this agenda item is to review a charge of sale of beer to a minor at Fresh Market located at 9375 Poplar Ave.

BACKGROUND:

The underlying basis for the suspension or revocation being the violation of Section 3-89 of the Germantown City Ordinance and Section 57-5-301 of the Tennessee Code Annotated pertaining to the sale of beer to persons designated by the State to be a minor.

The Germantown Police Department served notice of this hearing Fresh Market on January 11, 2016. Mr. Mark McDaniel, Assistant City Prosecutor, will represent the City at this hearing.

The City of Germantown issued a beer permit to Fresh Market at 9975 Poplar Ave. on March 8, 2002. There were two previous violations.

DISCUSSION:

On November 24, 2015, the Germantown Police Department (GPD) conducted an undercover sting investigation of beer permit holders in the City of Germantown. On that date a Cooperating Individual (CI) working with the GPD, who was 19 years of age, entered Fresh Market and purchased a beer from the cashier. The cashier did check the identification of the CI before selling the beer. Officer Cordo witnessed the transaction and the cashier was issued a misdemeanor citation for selling beer to a minor.

This incident is a direct violation of the Germantown Beer Ordinance Section 3-82 through 3-89 of selling beer illegally to any person less than twenty-one years of age.

This is the third ordinance violation at Fresh Market location, which was issued a beer permit on March 8, 2002. The first violation was in January, 2006, chose to pay the fine of \$1,500. Second violation was in January, 2013, chose to pay fine of \$500.

The Beer Board has the authority to issue a civil penalty of up to \$2,500 or suspend or revoke the beer permit if it deems appropriate (Section 3-84).



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: February 8, 2016

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

SUBJECT: BEER BOARD HEARING – Suspension/Revocation of Beer License – Forest Hill Irene Exxon – 9100 Poplar Ave.

INTRODUCTION:

The Board will be sitting as the Beer Board.

The purpose of this agenda item is to review a charge of sale of beer to a minor at Forest Hill Irene Exxon located at 9100 Poplar Ave. . .

BACKGROUND:

The underlying basis for the suspension or revocation being the violation of Section 3-89 of the Germantown City Ordinance and Section 57-5-301 of the Tennessee Code Annotated pertaining to the sale of beer to persons designated by the State to be a minor.

The Germantown Police Department served notice of this hearing to Forest Hill Irene Exxon on January 11, 2016. Mr. Mark McDaniel, Assistant City Prosecutor, will represent the City at this hearing.

The City of Germantown issued a beer permit to Forest Hill Irene Exxon at 9100 Poplar Ave., on September 22, 2014. There have been no previous violations with the new owner.

DISCUSSION:

On November 24, 2015, the Germantown Police Department (GPD) conducted an undercover sting investigation of beer permit holders in the City of Germantown. On that date a Cooperating Individual (CI) working with the GPD, who was 19 years of age, entered Forest Hill Irene Exxon and purchased a beer from the cashier. The cashier did check the identification of the CI before selling the beer. Officer Sternberger witnessed the transaction and the cashier was issued a misdemeanor citation for selling beer to a minor.

This incident is a direct violation of the Germantown Beer Ordinance Section 3-82 through 3-89 of selling beer illegally to any person less than twenty-one years of age.

This is the first ordinance violation at Forest Hill Irene Exxon location, which was issued a beer permit on September 22, 2014.

The Beer Board has the authority to issue a civil penalty of up to \$2,500 or suspend or revoke the beer permit if it deems appropriate (Section 3-84).

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

To find Forest Hill Irene Exxon located at 9100 Poplar Ave., guilty or not guilty of a violation of the Germantown Beer Ordinance regarding selling beer to a minor.

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

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

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