



# CITY OF GERMANTOWN TENNESSEE

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

March 10, 2016

Board of Mayor and Aldermen  
Municipal Center  
Germantown, TN 38138

Dear Board Members:

The following is a brief summary of the agenda items to be discussed at the meeting of the Board of Mayor and Aldermen scheduled for Monday, March 14, beginning at 6:00 p.m.

1. **Call to Order**  
The Mayor will call the meeting to order.
2. **Invocation**  
Parks and Recreation Director Pam Beasley will give the invocation.
3. **Pledge of Allegiance**  
Alderman Forrest Owens will lead the Pledge of Allegiance.
4. **Approval of Agenda**  
The Board is asked to set the agenda for the meeting. Any additions or changes are to be made at this time.
5. **Approval of Minutes**  
Approval is requested of the minutes of the regular meeting held February 22, 2016.
6. **Youth Excellence Award**  
The March Youth Excellence Award will be presented to Payton Kinler, a senior at Houston High School.
7. **Special Recognition**
  - a. **Recognition of Grant – Human Resources**  
Germantown is the first city in West Tennessee to qualify for this \$5,000 grant, based on meeting multiple criteria defined by the Healthier Tennessee Communities under the direction of the Governor's Foundation for Health & Wellness. The grant will be used specifically for outreach purposes to establish the identity and to create a sustainable campaign promoting a multi-faceted healthy lifestyle among a majority of our citizens.
  - b. **Emergency School Safety Zone Installation**  
Mr. Lawton will give an explanation of why this installation was necessary.
8. **Alderman Liaison Reports**  
Aldermen will give reports on their respective Commissions and any upcoming events.
9. **Citizens to be Heard**  
This item is to give citizens the opportunity to address the BMA on issues of concern.

10. **State Report on Debt Obligation for Bond Series 2016A and Series 2016B**

The statute governing the issuance of General Obligation bonds requires that within 45 days following the execution of this transaction, the governing body (the Board of Mayor and Aldermen) be provided with information on a form entitled "Report on Debt Obligation" as provided the Comptroller of the Treasury. No formal action is required by the Board.

11. **CONSENT**

a. **Recognition of Donations – Parks and Recreation**

The Germantown Woman's Club has donated \$800.00 for the Special Recreation Program and \$500.00 for the Bobby Lanier Farm Park.

b. **Purchase – Turnout Gear – Fire Department**

Turnout gear is an integral part of the firefighting ensemble. A set of turnout gear consists of a NFPA compliant coat and pant. The gear is state of the art materials. The total amount is \$29,184.00.

c. **Surplus Property – Fire Engine**

The original fire engine was purchased in 1975 from Pirsch Manufacturing for \$119,852.00. It has since undergone several remodel and refurbishing processes. The fire engine has been a reserved engine since 2003. With the purchase of the new engine this fiscal year, F-127 will no longer be needed.

d. **Appointment to Beautification Commission**

Ms. Aurora Theeuwés has expressed a desire to fill a vacancy on the Beautification Commission.

e. **Purchase – Dump Trucks**

These replacement vehicles will be used in the day-to-day operations of Public Works. The purchase is for one 2017 Kenworth T370 chassis equipped with a Rogers dump body at a cost of \$118,006.00 and one 2017 Kenworth T370 chassis equipped with a Rogers dump body and central hydraulics at a cost of \$122,756.00. The following three vehicles will be declared surplus and sold: 2002 Ford F450 Dump Truck, a 2001 Ford F450 Dump Truck, and a 2003 GMC Topkick Tandem Axle Dump Truck.

12. **Certificate of Compliance – Forest Hill Wine Merchants**

The owners of the Forest Hill Wine Merchants, located at 9087 Poplar Ave., Ste. 101, have completed the necessary application for a Certificate of Compliance for a retail liquor store.

13. **Certificate of Compliance – Whole Foods**

The owners of Whole Foods, located at 7825 U.S. Highway 72, have completed the necessary application for a license to sell wine for off premises consumption. The sale of wine in grocery stores will not be permitted until after July 1, 2016.

14. **Certificate of Compliance – Sprouts Farmers Market**

The owners of Sprouts Farmers Market #579, located at 3150 Village Shops Dr., Suite 105, have completed the necessary application for a license to sell wine for off premises consumption.

15. **Certificate of Compliance – Fresh Market**

The owners of Fresh Market, located at 9375 Poplar, have completed the necessary application for a license to sell wine for off premises consumption.

16. **Great Hall Lobby Renovation Contract**

This is a construction contract with Design Specialties and Construction in the amount of \$118,409.00 for the expansion of the lobby in the Great Hall & Conference Center. The expansion will be used for pre-function and post-function events.

17. **Ordinance 2016-01 – Amendment to Chapter 21 – Utilities Ordinance – Third and Final Reading**

This is an ordinance that would allow customers the ability to have the late fee or lost discount removed if they have paid their utility bill on time for the preceding twelve consecutive months.

18. **PEG Disbursement to GMSD**

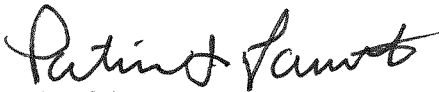
The City receives PEG funding from Comcast and AT&T based upon the number of subscribers on a quarterly basis. The funds are redirected to the PEG designated station by the City to the Germantown Municipal Television Station. The funds will be paid to the Germantown Municipal School District and will be used for capital equipment purchased by GMTV.

19. **Solid Waste Collections Contract**

The City's existing collection contract with Inland Waste Solutions expires on June 30, 2016. While there is an option to extend the current contract, a decision was made to conduct a competitive sealed request for proposal process to prepare for possible changes in the collection process. This agenda will authorize the Mayor to enter into a five-year contract effective July 1, 2016 with Waste Pro of Tennessee, Inc. for the collection of solid waste in the city.

If you have questions regarding any of these agenda items, do not hesitate to contact me prior to the meeting on the 14<sup>th</sup>.

Sincerely,



Patrick J. Lawton  
City Administration



# CITY OF GERMANTOWN

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## TENNESSEE

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

### Board of Mayor and Aldermen Meeting

Monday, March 14, 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. Youth Excellence Award
7. Special Recognition
  - a. Recognition of Grant – Human Resources
  - b. Emergency School Safety Zone Installation
8. Alderman Liaison Reports
9. Citizens to be Heard
10. State Report on Debt Obligation for Bond Series 2016A and Series 2016B
11. **CONSENT**
  - a. Recognition of Donations – Parks & Recreation
  - b. Purchase - Turnout Gear – Fire Department
  - c. Surplus Property – Fire Engine
  - d. Appointment to Beautification Commission
  - e. Purchase – 2 Dump Trucks
12. Certificate of Compliance – Forest Hill Wine Merchants
13. Certificate of Compliance – Whole Foods
14. Certificate of Compliance – Sprouts Farmers Market
15. Certificate of Compliance – Fresh Market
16. Great Hall Lobby Renovation Contract
17. Ordinance 2016-01 – Amendment to Chapter 21 - Utilities Ordinance Third and Final Reading
18. PEG Disbursement to GMSD
19. Solid Waste Collections Contract
20. Adjournment

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



# CITY OF GERMANTOWN

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

**DATE:** March 14, 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

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**REPORT TO: THE BOARD OF MAYOR AND ALDERMEN****DATE:** March 14, 2016**FROM:** Patrick J. Lawton, City Administrator *PSV***SUBJECT:** March 2016 Youth Excellence Award

The March Youth Excellence Award is presented to Payton Kinler a senior at Houston High School.

Payton truly enjoys learning and her enthusiastic pursuit of knowledge is contagious. She puts a great deal of time and effort into her studies, even taking honors pre-calculus during the summer in order to take more advanced math classes offered during her junior and senior years.

At school, Payton participates in several honor societies and extra-curricular activities. She exhibits leadership as a member of the varsity tennis team and serves as co-editor for the school yearbook. She is also involved in the Key Club, Beta Club, National Honors Society and the 30+ ACT Club, all of which require many hours of service to the school and community. Payton was also inducted into Mu Alpha Theta and National Spanish Honors Society, demonstrating her academic excellence in a wide variety of academic areas.

As a member of the Honors Academy Council, Payton and her fellow council members organized a service project to make activity bags for the children of patients who visit our local VA Hospital. She organized the fundraiser, made a plan and supervised execution. In addition, Payton's Honors Academy Capstone Project resulted in the creation of a non-profit that organizes restaurants willing to provide free meals to the homeless.

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

**PREPARED BY:** Stacey Ewell

Stacey Ewell, Assistant to the City Administrator



# CITY OF GERMANTOWN

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

**DATE:** March 14, 2016

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

**SUBJECT:** Recognition of Grant Award-Healthier Tennessee Communities

**INTRODUCTION:** The purpose of this agenda item is to recognize a grant from the Healthier Tennessee Communities program received by the City totaling \$5,000 and approve Budget Adjustment number 16-46.

**BACKGROUND:** Germantown is the first City in West Tennessee to qualify for this \$5,000 grant, based on meeting multiple criteria defined by the Healthier Tennessee Communities under the direction of the Governor's Foundation for Health & Wellness. The three criteria included 1) at least 50% of K-8 teachers using the Go Noodle software program, 2) at least 15% of faith communities with 100+ members using Small Starts @ Worship wellness programs, and 3) at least 20% of workplaces with 35+employees using Small Starts @ Work wellness programs.

Tennessee consistently ranks among the 10 least healthy states in the nation. The Governor's Foundation was launched to encourage and enable Tennesseans to lead healthier lives. Healthier Tennessee is dedicated to improving the health of Tennesseans through three key behavior changes:

- Increased Physical Activity
- Healthier eating
- Cutting out tobacco use

Healthier Tennessee is reaching out to citizens in location where they gather most often:

- Workplaces
- Places of Worship
- Schools

"Small Starts" is an easy-to-follow software application with ideas and tips to help our citizens create healthier habits for life. It can be downloaded onto any mobile device.

**DISCUSSION:** Human Resources Director Steve Wilensky worked to secure the City's first Wellness Grant. The successful project was the result of collaboration including City HR staff, Germantown Municipal School District, the Wellness Council, and a Rhodes College intern. The shared purpose of this group is to increase citizen awareness and participation. This grant will be used specifically for outreach purposes to establish the identity and to create a sustainable campaign promoting a multi-faceted healthy lifestyle among a majority of our citizens.

**GERMANTOWN FORWARD 2030:** This Grant supports Germantown's commitment to promoting a healthy environment, supporting a balanced notion of wellness for all ages, and to increase citizen awareness and participation in wellness based activities.







# CITY OF GERMANTOWN

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

**DATE:** March 14, 2016

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

**SUBJECT:** STATE REPORT ON DEBT OBLIGATION – SERIES 2016A AND 2016B

**DISCUSSION:**

The statute governing the issuance of General Obligation bonds requires that within 45 days following the execution of this transaction the governing body (the Board of Mayor and Aldermen) be provided with information on a form entitled "Report on Debt Obligation" as provided the Comptroller of the Treasury. Attached to this agenda sheet is a copy of that report for both the 2016A and 2016B series. After presentation to the Board of Mayor and Aldermen a copy of this report will be sent the Comptroller's office.

There is not a vote or formal action required by the Board on this item. Information on the presentation of this report will be reflected in the minutes from tonight's meeting.



# CITY OF GERMANTOWN

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## REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 14, 2016

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

SUBJECT: RECOGNITION OF DONATIONS

### INTRODUCTION:

The purpose of this agenda item is to recognize a donation made to the Parks and Recreation Department for the Special Recreation program in the amount of \$800.00 and for the Bobby Lanier Farm Park planting project in the amount of \$500.00 and to approve Budget Adjustment No. 16-41.

### BACKGROUND:

The Special Recreation program, led by Parks and Recreation Department's Inclusion Specialist, offers activities for individuals with intellectual or physical challenges, their families and friends. This quarter, in addition to monthly themed dances, staff coordinated Bowling is a Ball, Art by Me, line dancing, music therapy, tennis lessons and a fishing clinic. In fact, the annual Spring Formal is April 1 at the Great Hall and Conference Center.

The Germantown Woman's Club presented Parks and Recreation staff with their donations in January and February.

### DISCUSSION:

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

Special Recreation Program	Germantown Woman's Club	\$800.00
Bobby Lanier Farm Park	Germantown Woman's Club	\$500.00

### Germantown Forward 2030:

This agenda item supports a key community value in the Germantown Forward 2030 Plan: "Local and Regional Partnerships". There has been a long standing partnership between the Parks and Recreation Department and the Germantown Woman's Club. This service group continues to provide volunteers, share resources and make donations like this to increase the department's service delivery capacity to the community.

### ATTACHMENTS:

Budget Adjustment No. 16-41

**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:**

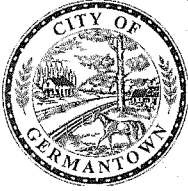
To request the recognition of proceeds benefitting the Parks and Recreation Department, Special Recreation program and the Bobby Lanier Farm Park, as detailed above, both totaling \$1,300.00 and to approve Budge Adjustment No. 16-41.

**BOARD ACTION:**

**MOTION BY:**

**SECONDED BY:**

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



# CITY OF GERMANTOWN

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

DATE: March 14, 2016

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

SUBJECT: Firefighter Turnout Gear

**INTRODUCTION:**

The purpose of this agenda item is to request authorization to purchase firefighter turnout gear from North American Fire Equipment Company (NAFECO) through the HGACBuy cooperative contract # EE08-15 in the total amount of \$29,184.00.

**BACKGROUND:**

Turnout gear is the personal protective clothing that fire fighters wear while fighting fires. This equipment is made from a special fabric that does not burn, and the construction of the garments provides protection from heat and steam. A set of turnout coat and pants has a life expectancy of approximately 6-7 years. The Fire Department is currently replacing turnout coats and pants purchased in 2009 and before. Each set of gear will remain in front line service for approximately 7 years. At this time, the department places the gear in reserve status and must purchase up to date gear. The department replaces approximately 1/6 of the gear each fiscal year.

**DISCUSSION:**

Turnout gear is an integral part of the firefighting ensemble. A set of turnout gear consists of a NFPA compliant coat and pant. This gear is state of the art materials and is a composite blend of PBI and Kevlar fibers. This combination offers more thermal protection to the wearer and improves firefighter safety.

The Houston Galveston Area Council Buy (HGACBuy) organization is a Government to Government procurement service available nationwide that the City has used to purchase. NAFECO, a local vendor, participates in the cooperative and provides contract pricing to buy the turnout clothing. Procurement Staff has reviewed contract number EE08-15 to ensure that the pricing, terms and contract dates are acceptable and recommends the purchase of these items.

**GERMANTOWNFORWARD 2030:**

This meets the GermantownForward 2030 goals of zero fire-related deaths and recruiting, hiring and retaining quality employees by assuring that fire fighters are provided with protective gear to perform operations safely.

**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	010-2510-422.32-70	Fire	Turnout Clothing	\$ 29,319.58	\$ 29,184.00

**ATTACHMENTS**

Purchase Quote # 862254 from NAFECO per HGACBuy contract # EE08-15

**Prepared by: Keith Saunders, Jr.**  
Keith Saunders, Jr., Fire Administrative Chief

**Reviewed by: John Selberg**  
John Selberg, Fire Chief

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

**Reviewed by: Adrienne Royals**  
Adrienne Royals, Sr. Budget Analyst

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

To approve the purchase of Fire Department Turnout Gear from North American Fire Equipment Company (NAFECO) through an HGACBuy cooperative contract EE08-15 for the amount of \$29,184.00 per quote # 862254.

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

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



# CITY OF GERMANTOWN

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

**DATE:** March 14, 2016

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

**SUBJECT:** Declaration of Surplus City Property

**INTRODUCTION:**

The purpose of this agenda item is to declare 1975 Pirsch Fire Engine, Asset # 3572 as surplus property, thus allowing for disposal of the apparatus.

**BACKGROUND:**

The original fire engine was purchased in 1975 from Pirsch Manufacturing for \$ 119,852.00. It has since undergone several remodel and refurbishing processes. This engine served as a front line apparatus until 2003 when it was replaced by F-156. It has been a reserve engine since that time. With the purchase of the new engine this fiscal year F-148 will become the primary reserve engine and F-127 will no longer be needed.

**DISCUSSION:**

The City has used GovDeals since 2008. F-127 will be advertised on the GovDeals auction site to be sold. The City pays a 7.5% fee to GovDeals which includes the auction services, collection of monies and remittance of revenue back to the City.

**GERMANTOWNFORWARD 2030:**

This meets the GermantownForward 2030 goal of assessing capital needs for public safety and increasing asset replacement to 70% of schedule by replacing an outdated fire engine and capturing funds from the sale of the old vehicle to offset the costs for the new vehicle.

**BUDGET AND STAFFING IMPACT:**

**Source of Funding:**

The Fire and Procurement departments, along with Vehicle Maintenance will manage the auction and fixed asset disposal process. The City pays a 7.5% fee to GovDeals which includes the auction services, collection of monies and remittance of revenue back to the City.

**ATTACHMENTS:**

Fixed Asset Disposal Form

**PREPARED BY:** Keith Saunders, Jr.  
Keith Saunders, Jr. Administrative Chief

**REVIEWED BY:** John Selberg  
John Selberg, Fire Chief

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

**REVIEWED BY:** Adrienne Royals  
Adrienne Royals, Sr. Budget Analyst

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

The purpose of this agenda item is to declare a 1975 Pirsch Fire Engine, Asset # 3572 as surplus property, thus allowing for disposal of the apparatus.

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

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







# CITY OF GERMANTOWN

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

**DATE:** March 14, 2016  
**FROM:** Patrick J. Lawton, City Administrator *PJL*  
**SUBJECT:** DUMP TRUCK PURCHASE

**INTRODUCTION:**

The purpose of this agenda item is to request the Board's authorization to purchase one 2017 Kenworth T370 chassis equipped with a Rogers dump body at a cost of \$118,006.00 and one 2017 Kenworth T370 chassis equipped with a Rogers dump body and central hydraulics at a cost of \$122,756.00 from National Fleet Auto Group resulting in a total expenditure amount of \$240,762.00 and to approve budget adjustment No.16-38. In addition, authorization is requested to declare replaced vehicles as surplus property.

**BACKGROUND:**

The replacement vehicles purchased under this authorization are used in the day-to-day operations by the Public Works. The replacement of these vehicles is based on current mileage, age, condition, utilization and maintenance costs. Normal life cycle on this type vehicle is ten-to-twelve years. The cost difference of the two trucks is due to one being equipped with hydraulics that will provide power for the salt spreaders. Job duties and workloads have changed since the two smaller dump trucks were purchased and these two underutilized vehicles will be deemed as surplus and replaced with one large dump truck.

The vehicles being declared surplus and sold are as follows:

<u>Vehicle</u>	<u>Approx. Mileage</u>	<u>Department</u>
2002 Ford F450 Dump Truck (Unit 5007)	61,000 miles	Public Services
2001 Ford F450 Dump Truck (Unit 860)	65,157 miles	Public Services
2003 GMC Topkick Tandem Axle Dump Truck (Unit 805)	82,356 miles	Public Services

**DISCUSSION:**

Staff researched the Tennessee State Wide Contract SWC200 but the Department of Transportation Dump Trucks did not meet the City specifications. The City is utilizing a cooperative purchasing agreement through National Joint Powers Alliance (NJPA) Contract #102811-NAF to procure pricing from National Auto Fleet Group. National cooperative contracts provide considerable time and resource savings for participating member agencies and streamline the contracting processes and maximize efficiencies.

**GERMANTOWN FORWARD 2030:**

This purchase supports key performance area City Services and Finance action plan; increased asset replacement to 70% of IRP schedule













# CITY OF GERMANTOWN

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

DATE: March 14, 2016

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

SUBJECT: GREAT HALL LOBBY RENOVATION CONSTRUCTION

### **INTRODUCTION:**

The purpose of this agenda item is to consider approval of a construction contract with Design Specialties and Construction Inc. in the amount of \$118,409.00 for the construction of the Great Hall Lobby Renovation Project.

### **BACKGROUND:**

As part of the FY15 CIP Budget Process, funding was approved for the construction of a courtyard/patio area on the west end of the Great Hall. The rationale being that the addition would enhance the appearance of the venue, improve competitiveness and create additional space to sell and grow revenues from weddings, receptions, cocktail parties and other events. This project was completed in August 2015 and has had a positive impact on rental fees.

Building upon this success, funding was approved during the FY16 CIP Process for the expansion of the lobby to be used for pre-function and post-function events. On July 27, 2015, the Board of Mayor and Aldermen approved a Professional Services Agreement with Ross Witt, PLLC in the amount of \$14,950.00 to design the improvements and prepare drawings and specifications for the bid.

### **DISCUSSION:**

The project was advertised on the City's Website and the specifications were sent to the Plan Houses on January 7, 2016. Nine contractors attended the Pre-Bid Meeting on January 13, 2016 and ten contractors picked up construction specifications and drawings. Six contractors submitted bids. Five of the bids were within the Architect's estimate and one was significantly lower, approximately half the estimate. Based upon this fact, staff contacted Jaycon Development's owner to discuss the significant difference between their bid and all the other bids received. After several discussions, Jaycon Development believes they can complete the project for their bid. However, our Architect has never seen a project where the low bid was half the estimate and so great a difference between the low and second low bid. Based upon this discrepancy, our Architect is concerned with Jaycon Development's bid. Staff has the same opinion of Jaycon Development's bid and is therefore recommending the approval of the second low bid submitted by Design Specialties and Construction Inc. in the amount of \$107,949.00.

In addition, staff is recommending the acceptance of Alternate No.1 that consists of adding gypsum board on furring channels over the concrete masonry units and painting the gypsum board at a cost \$10,460.00 for a total project cost of \$118,409.00. Funding for this project is included in the FY16 CIP Budget and the bid analysis sheet is attached

### **FORWARD 2030:**

This project supports the City Services and Finance Strategic Objective #1, action item #2 that states to reduce dependency of Enterprise Funds on the General Fund.







# CITY OF GERMANTOWN

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

DATE: March 14, 2016

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

SUBJECT: Ordinance 2016-01 an Ordinance to Amend Chapter 21 (Utilities) – Third and Final Hearing

**INTRODUCTION:**

The purpose of this agenda item is to adopt Ordinance No. 2016-01 an Ordinance to amend Chapter 21 (Utilities) of the Code of Ordinances of the City of Germantown for the provisions related to late fee allowances.

**BACKGROUND:**

The current ordinance does not allow for waiver of difference between net (discounted) and gross payment for Germantown water and sewer customers. The proposed ordinance would allow customers who have paid utility bills on time for the preceding 12 consecutive months to take advantage of the net or discounted rate listed on the bill.

**DISCUSSION:**

There are Germantown utility customers who have paid their utility bill on a timely basis for many years. The current ordinance does not allow for the waiver of the late fee (gross amount due) even for these customers. The amendment to the utility ordinance will allow for the removal of a late fee for utility customers who have paid their utility bill on time for the preceding 12 consecutive months.

**GERMANTOWN FORWARD 2030:**

This ordinance amendment supports the Germantown Forward 2030 objective of providing community services that are responsive to customer needs.

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

**Reviewed by: Bo Mills, PWLF**  
Bo Mills, Public Services Director

**Reviewed by: Linda Rathje**  
Linda Rathje, Accounting Manager

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

To approve Ordinance No. 2016-01 on third 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

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

**DATE:** March 14, 2016

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

**SUBJECT:** PEG Disbursement to GMSD

**INTRODUCTION:**

The purpose of this agenda item is to authorize the disbursement of Public, Education and Government (PEG) in the amount of \$48,496.72 to the Germantown Municipal School District for the use of capital equipment at the Germantown Municipal Television Station.

**BACKGROUND:**

With the formation of the Germantown Municipal Schools, one of the earliest goals was to provide an instructional television program for students attending Houston High School. The PEG origination fee received from AT&T and Comcast is assigned to the Germantown Municipal School District for use in purchasing capital equipment.

On June 2, 2014, the Germantown Municipal School District took possession of Houston High School and converted the small engine repair shop to become the Germantown Municipal Television Station. The school district goal is to design, purchase, install, operate and maintain a full broadcast facility that airs 24/7 to over 14,500 households in the Germantown community over AT&T U-Verse channel 99 as well as Comcast channel 17. The TV station is Germantown Municipal Television, known as GMTV.

**DISCUSSION:**

The City of Germantown receives PEG funding from Comcast and AT&T based upon the number of subscribers on a quarterly basis. The funds are redirected to the PEG designated station by the City to the Germantown Municipal Television Station. The funds from the second quarter of fiscal year 2016 are from October 1, 2015 through December 31, 2015 and will be paid to the Germantown Municipal School District and will be used for capital equipment purchased by GMTV. The documentation is to be maintained by the Germantown Municipal School District for all capital purchases for the PEG station. These funds will ensure that quality equipment will be purchased and used by the students.

Regarding our Maintenance of Effort (MOE) obligation, MOE takes into consideration the total revenue the City provides the District for current operating funds, excluding capital outlay. Thus our MOE obligation will not be affected by this one-time capital expenditure.

**VISION 2020:**

The approval of this collection of funds to be transferred to the Germantown Education Foundation brings the City one step closer to achieving its goal of providing a world class education system within our community.





# CITY OF GERMANTOWN

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

**DATE:** March 14, 2016

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

**SUBJECT:** Approval of Solid Waste Collection Contract

**INTRODUCTION:**

The purpose of this agenda item is to authorize the Mayor to enter into a five-year contract (with an option for an additional five years) effective July 1, 2016 with Waste Pro of Tennessee, Inc. (Waste Pro) for the collection of solid waste (household solid waste, recyclables and yard trash) in the City of Germantown.

**BACKGROUND:**

The City's existing collection contract with Inland Waste Solutions expires on June 30, 2016. While there is an option to extend the current contract, a decision was made to conduct a competitive sealed request for proposal process to prepare for possible changes in the collection process. The Board approved this action on September 14, 2015. A Request for Proposal (RFP) was developed detailing the specifications for the collection service. The service levels identified in the RFP included:

- Household Trash (Garbage, Rubbish, etc.) – Weekly collection with Back Door and Curbside Service
- Recyclables – Weekly collection curbside
- Yard Trash – Weekly collection curbside with a ten (10) cubic yard, (approximately 50 bags) per week.
- City Facility and Community Events – Scheduled dumpster and temporary community event collection

The RFP was developed by a cross-functional team including procurement, neighborhood services and the city attorney's office. In addition, the City utilized the services of a consultant, Carruthers Environmental Consulting, to assist with the development and the operational analysis of the proposals. The financial analysis was conducted by the budget and performance staff.

To address collection issues, the RFP included a requirement for a service verification system and outlined a number of areas where performance will be monitored on a monthly basis.

The specifications in the RFP were reviewed by the Environmental Commission and the Neighborhood Preservation Commission. The RFP was distributed on January 12, 2015 to five (5) vendors. In addition the RFP was posted on the City's website and distributed to all over eight hundred plus vendors via E-notification. A mandatory pre-proposal meeting was attended by five companies. The companies who submitted proposals were: Waste Pro of Tennessee, MTL Environmental Services and Michael's Tree and Loader Services. Waste Pro of Tennessee and MTL Environmental met the mandatory requirements to move forward as Finalists. Michael's Tree and Loader Services submitted an alternate proposal to the specifications which was deemed non-responsive.

## **Solid Waste Collection Contract**

Board of Mayor and Aldermen

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### **DISCUSSION:**

An RFP Report is attached to this agenda sheet and includes the summary of the proposals received, evaluations and procedures used. The Evaluation Team was coordinated by Procurement and consisted of representatives from ECD, Neighborhood Services, IT, General Services, the Athletic Club and Budget & Performance (non-voting member). The team conducted an evaluation of the two proposals which also included an operational analysis by the consultant. First The RFP process calls for the separate evaluation and scoring of the technical proposal first and then the cost proposal. This ensures that the technical evaluation is not influenced by the overall cost and the best technical approach is selected. Based on this thorough evaluation process, the team is satisfied that Waste Pro of Tennessee, Inc. is the most competent vendor and is being recommended by the team as being the most responsible and responsive proposer to perform the scope of work as outlined in this proposal for Solid Waste Collections. A comparison of the proposal pricing received for the first year of the contract is shown in the table below.

A summary of the contract requirements is shown below:

- Household Trash – Weekly collection of unlimited amounts of household (Garbage, Rubbish, etc) trash and excess trash. Residents have the option of either back door or curbside service. Collection of bulky trash (appliances, furniture, etc.) is limited to five cubic yards per week. Also included is the limited collection (one cubic yard) of construction debris (additional fee for larger amounts). Service will be provided by both rear loaders and knuckle boom trucks with both curbside and back door customers being collected at the same time on the route.
- Recyclables – Weekly curbside collection of recyclables from roll carts supplied at no charge to the residents. Service will be provided by one man automated trucks.
- Yard Trash – Weekly curbside collection of limited amounts of yard trash in carts or bags. The amount of yard trash collected per week per household is ten cubic yards or approximately 50 bags. Service will be provided by knuckle boom (claw) trucks assisted by rear loading compactor trucks.
- Carts – Included in the agreement is the replacement of all curbside roll carts with new 96 gallon roll carts. In addition, back door customers will also have the option of ordering a roll cart. The 35 gallon recycle carts will also be replaced with a 64 gallon roll cart. Residents that are heavier recyclers will have the option of choosing a 96 gallon recycle cart. All recycle carts are included at no charge to the resident.
- City Facilities – Collection of trash and recyclables at city facilities and at Community Events such as Amnesty and Recycling Day.

### **GERMANTOWN FORWARD 2030:**

Solid waste collection is one of the services that impact the majority of residents on a weekly basis. This RFP was designed to achieve two of the goals of Germantown Forward 2030 under City Services. The plan is to provide residents with High Quality Services that are Responsive to Customer Needs.

### **BUDGET AND STAFFING IMPACT:**

The agreement includes fixed prices for the first five years and in the five year optional extension. Based on the current 76% curbside and 24% back door ratio, it is estimated that the amount of the solid waste collection Contract for the first year is \$3.9 million. All revenues and expenses are managed through the Sanitation Fund.

