



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, March 28, 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. Special Recognition
 - a. Friends of Germantown Animal Shelter Auction
 - b. Recognition of Officer Jason True
 8. Alderman Liaison Reports
 9. Citizens to be Heard
 10. Resolution 16R15 – Parks and open Space Master Plan
 11. Resolution 16R16 – Comprehensive Recreation Plan
 12. Appointment of City Clerk
 13. **CONSENT**
 - a. July 4 Fireworks Show
 - b. Purchase – Bulk Asphalt
 - c. GPAC Box Office HVAC Replacement
 - d. Fuel System Upgrade
 - e. Library Flooring Replacement
 - f. Overtime Reimbursement – Police
 - g. Temporary Customer Service Employees
 14. City of Germantown/Tennessee Genealogical Society Agreement Extension
 15. Project Development Contract 1207 - Village of Germantown Expansion
 16. Project Development Contract 1209 - VMS Germantown Office Building
 17. Solid Waste and Yard Trash Disposal Contract
 18. Streetscape – Central Business District
 19. Adjournment
- BEER BOARD**
20. Temporary Beer Permit – Germantown Festival

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: March 28, 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: March 28, 2016

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

SUBJECT: March 2016 Teacher of the Month

The March 2016 Teacher of the Month is Mr. Casey Callaway, chairperson of the social studies department and head baseball coach at Germantown High School.

Mr. Callaway is described by his nominators as one who gives 110%. He is a mentor to GHS students and an advocate for the school. Mr. Callaway puts in many hours away from his family to develop his players and students into honest, hardworking, positive members of our community.

Mr. Callaway works hard for GHS and Shelby County Schools. He has served on the Shelby County Schools book adoption committee and currently serves on the SCIAA Policy Committee and as regional director for the Tennessee Baseball Coaches Association. In addition, he is an 11-year member of the GHS PTSA.

He also works for students outside the classroom. He spends many developing the boys on the baseball team to be better on and off the field. Developing not only physically, but teaching to build character.

Mr. Callaway works hard for the community. He hosted a free coaching clinic for Germantown Baseball League coaches, works with the Walk Like MADD event, serves at and delivers meals to the Union Mission, and through the baseball team, heads up an Angel Tree program each year.

Mr. Callaway, 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: March 28, 2016

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

SUBJECT: Resolution No. 16R15 – Approval of the Parks and Open Space Master Plan

INTRODUCTION:

The purpose of this agenda item is to adopt, by resolution, the Parks and Open Space Master Plan.

BACKGROUND:

The Commission for Accreditation of Park and Recreation Agencies (CAPRA) Standards for National Accreditation provide an authoritative assessment tool for park and recreation agencies. Through compliance with these national standards of excellence, CAPRA accreditation assures policy makers, department staff, the general public and tax payers that an accredited park and recreation agency has been independently evaluated against established benchmarks as delivering a high level of quality.

The Parks and Recreation Department has been nationally accredited by CAPRA since 1997. Every five years, the department must apply for reaccreditation and this year marks the twentieth anniversary for this designation and process.

The Parks and Recreation Department is striving to complete a rigorous self-assessment process within the next few weeks and then to prepare for an on-site visitation team who will conduct a peer review in June. Staff is reviewing and updating over thirty (30) planning documents, policies and operational manuals to insure compliance with new standards implemented in 2015. National accreditation represents the department's compliance of 151 professional standards deemed essential to the quality of service delivered.

DISCUSSION:

As a requirement of standards set by the Commission for Accreditation of Parks and Recreation Agencies (CAPRA), the Parks and Recreation Department is required to seek a resolution from the highest approving authority to confirm adoption of the Parks and Open Space Master Plan which is used as a guide for implementing park improvements. The plan includes these components: an inventory of all parks, amenities and related assets; records of community needs assessments including annual community survey results, program survey recommendations, and various advisory and focus group suggestions for consideration; and the five year Capital Improvement Program for Parks included in the City's budget document.

The current Parks and Open Space Master Plan was reviewed and adopted by the Parks and Recreation Commission as a part of the CAPRA reaccreditation process in July, 2011. Staff uses the plan as a management tool in service delivery and in preparing annual budget requests. The Commission has recommended an updated plan be developed in FY17 to align with the new Germantown Forward 2030 Plan. This request could be considered in the upcoming FY17 CIP program. Adoption of the existing plan is simply confirmation of what has already been approved by the Mayor and Board of Aldermen and completed as a part of annual budget allocations over the past five years.

GERMANTOWN FORWARD 2030:

This reaccreditation process provides evidence that the Parks and Recreation Department is conducting operations using the best management practices and meets all seven of the community values identified in Germantown Forward 2030.

BUDGET AND STAFFING IMPACT:

This action has no budget impact.

Reviewed by: Pam Beasley

Pam Beasley, Parks and Recreation Director

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

To adopt, Resolution 16R15, the Parks and Open Space Master Plan.

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: March 28, 2016

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

SUBJECT: Resolution No. 16R16 – Approval of the Parks and Recreation Department Recreation Plan

INTRODUCTION:

The purpose of this agenda item is to adopt, by resolution, the Parks and Recreation Department Recreation Plan.

BACKGROUND:

The Commission for Accreditation of Park and Recreation Agencies (CAPRA) Standards for National Accreditation provide an authoritative assessment tool for park and recreation agencies. Through compliance with these national standards of excellence, CAPRA accreditation assures policy makers, department staff, the general public and tax payers that an accredited park and recreation agency has been independently evaluated against established benchmarks as delivering a high level of quality.

The Parks and Recreation Department has been nationally accredited by CAPRA since 1997. Every five years, the department must apply for reaccreditation and this year marks the twentieth anniversary for this designation and process.

The Parks and Recreation Department is striving to complete a rigorous self-assessment process within the next few weeks and then to prepare for an on-site visitation team who will conduct a peer review in June. Staff is reviewing and updating over thirty (30) planning documents, policies and operational manuals to insure compliance with new standards implemented in 2015. National accreditation represents the department's compliance of 151 professional standards deemed essential to the quality of service delivered.

DISCUSSION:

The preparation of a Recreation Program Plan was established in 2011 by the Recreation Division as a management tool for service delivery. The purpose of the Plan is to provide a comprehensive implementation guide and assessment of recreation programs in all nine program service areas provided by the Parks and Recreation Department.

The Recreation Plan serves as a companion document to the Parks and Open Space Plan. The Recreation Program Plan and its implementation aligns with the role and vision of the department's annual Business Plan to "Strengthen the Community through People, Parks and Programs" and includes guidelines for both traditional recreation programs and services as well as other community programs viewed as important by the community such as farm based education, events at the Farm Park and support to youth sports providers.

As a requirement of standards set by the Commission for Accreditation of Parks and Recreation Agencies (CAPRA), the Parks and Recreation Department is required to seek a resolution from the highest approving authority to confirm adoption of the Parks and Recreation Department's Recreation Plan which is used as a guide for implementing year-round community recreation programs. The plan includes these components: a description of all recreation programs with learning outcomes; record of community needs through program survey recommendations, input from various advisory groups and focus groups; and the current recreation programs being offered in the FYI program guide.

The current Recreation Plan was reviewed and adopted by the Parks and Recreation Commission as a part of the CAPRA reaccreditation process in July, 2011. Specific programs in each category are updated annually. The Farm Park programs have been added. Staff uses the plan as a management tool in service delivery and in preparing annual budget requests. Adoption of the existing plan is simply confirmation of the programs and services that are included in the annual budgets.

GERMANTOWN FORWARD 2030:

This reaccreditation process provides evidence that the Parks and Recreation Department is conducting operations using the best management practices and meets all seven of the community values identified in Germantown Forward 2030.

BUDGET AND STAFFING IMPACT:

This action has no budget impact.

Prepared by: Natalie Ruffin

Natalie Ruffin, Recreation Superintendent

Reviewed by: Pam Beasley

Pam Beasley, Parks and Recreation Director

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

To adopt, Resolution 16R16, the Parks and Recreation Department Recreation Plan.

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: March 28, 2016

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

SUBJECT: CONTRACT EXTENSION & CHANGE ORDER – FIREWORKS DISPLAY FOR JULY FAMILY FOURTH EVENT

INTRODUCTION:

The purpose of this agenda item is to authorize the Mayor to exercise the City's option to extend the contract with Pyro Shows, Inc for the July 4, 2016 fireworks display in the amount of \$16,500.00 and a Change Order in the amount of \$3,000 for a total amount not to exceed \$19,500.

BACKGROUND:

Each year, the City contracts with a fireworks company to provide an electronically fired aerial fireworks display for the July Family Fourth event held at Municipal Park. The contract was awarded in FY15 in the amount of \$16,500.00 for the 2015 show, with an option to extend the contract for two (2) additional years at the same price. Staff is recommending exercising the City's option to extend the contract one additional year for the fireworks display. The City has used the contractor with successful results through 2015. The amount of \$16,500.00 is included in the FY16 budget.

DISCUSSION:

Pyro Shows, Inc. provided an exceptional fireworks display with great visual effects per the contract agreement for last year's event. Pyro Shows, Inc. is a reputable Tennessee company having extensive experience in producing large municipal events including "Memphis in May" and other local July Fourth celebrations including the Millington Naval Air Station, City of Collierville and Bellevue Baptist Church shows. Pyro Shows, Inc. has also produced the National Park Service's July Fourth production in Washington, D.C.

The shell types and quantity are the same as previous years and would once again produce a high quality show with the best visual effects. The pyrotechnic specialist planned for this proposed display has been with the company eighteen years and has shot over 40 shows including the past seven shows with the City of Germantown. The company will also work with the staff to provide the music and computer firing system at no additional cost. Staff is recommending using the proposed contractor as they continue to demonstrate their professional, technical capabilities and the highest quality show for the budget amount.

This year marks our city's 175 anniversary of incorporation. As an additional service provided in the Contract and part of the commemoration, staff would like to request a change order to add \$3,000.00 of fireworks to the budget. The proposal submitted by Pyro Shows, Inc includes starting the show with special number fireworks that will explode in shapes of 1, 7, and 5's and increasing the size of the finale.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 28, 2015

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

SUBJECT: Purchase – Bulk Asphalt

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase an additional 750 tons of 411D hot asphalt mix in the amount of \$45,375.00 from Standard Construction Company, Inc. and 500 tons of 411D hot asphalt mix in the amount of \$28,500.00 from Lehman Roberts, for a total of \$73,875.00.

BACKGROUND:

Hot asphalt mix is used primarily for street maintenance repairs, temporary pothole repairs, utility cuts, parks and grounds trail repairs and storm water maintenance projects. Public Works crews pick up the amount required for the job each day as needed at the vendor's closest distribution plant location to the construction site. This procedure allows for immediate application while the product is still hot and pliable. This purchase will allow for two available suppliers during the year in the event that one of the asphalt plants is shut down for holidays or for seasonal maintenance. Standard Construction has two plants on the City's north and east borders allowing for less fuel costs, vehicle mileage and travel time from the job site. Lehman Roberts Plant is about twenty miles further (round trip) but offers a quality product at \$3.50 per ton less than Standard Construction Company and can supply product as a primary or secondary source throughout the year.

DISCUSSION:

In July 2015, the Board awarded renewal contracts to Lehman Roberts Company and Standard Construction Company, Inc. for the first year of a two year option year bid. The unit price is fixed at \$57.00 and \$60.50 per ton for Lehman Roberts and Standard Construction Co., Inc. respectively. Staff is requesting approval to increase each contract amount for the remainder of the first option year. The vendors have been notified and have agreed to the increase.

FORWARD 2030:

City Services and Finance – Strategic Objective 4 – The City provides high quality services. The City's highest objective is to provide superior customer service on a daily basis in the most timely and cost-effective manner.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 28, 2016

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

SUBJECT: GPAC -BOX OFFICE HVAC EQUIPMENT REPLACEMENT

INTRODUCTION:

The purpose of this agenda item is to consider approval of a contract with Metro Mechanical Contractors Inc. in the amount of \$13,566.00 for HVAC equipment replacement in the GPAC Box Office.

BACKGROUND:

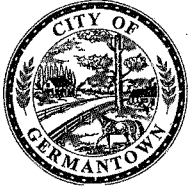
The existing fan coil unit (FCU) that serves the ticket box office was installed during original construction in 1994. During the first few years of operations, the existing FCU was adequate for workspace temperatures. However, over recent years, it has been determined that the existing FCU no longer has the heating or cooling capacity to maintain a comfortable workspace environment. In an attempt to create a more comfortable work environment, box office staff uses space heaters and fans to help supplement for workspace temperatures. In addition, all HVAC preventative maintenance is scheduled and performed quarterly.

DISCUSSION:

HNA Engineering, pllc provided plans and specifications for the formal bid process. However, the project was not bid due to the availability of cooperative price quotes through the State of Tennessee. Metro Mechanical Contractors Inc. is a local contractor and provided pricing under the State Wide Contract; SWC #700 Electrical, HVAC, and Plumbing Maintenance and Repair. Procurement Staff has reviewed contract to ensure that the pricing, terms and contract dates are acceptable and recommends the purchase of these items.

VISION 2030:

Strategic Objective 2 within City Services and Finance – The City of Germantown is responsible for significant physical assets. The City believes that stewardship of City assets is essential to deliver high quality services to its customers consistently, as well as effectively.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 28, 2016

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

SUBJECT: FUEL SYSTEM UPGRADE

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization for The Southern Company, Inc to install two new fuel dispensers, replace the underground storage tank leak detection monitor and automatic tank gauging system at Fire Station Two in the amount of \$26,526.21

BACKGROUND:

Fire Station Two is equipped with two underground storage tanks, one 5,000-gallon unleaded gas and one 4,000-gallon diesel for refueling all City vehicles and equipment. The fuel dispensers, underground storage tank monitoring system, leak detection, and automatic tank gauging system needs to be replaced due to age, current mechanical condition and limited parts availability. These upgrades are required to maintain compliance with regulations mandated by the Tennessee Department of Environment and Conservation Underground Storage Tank Division.

DISCUSSION:

Of the two qualified bids The Southern Company, Inc submitted the lowest bid and has met all the requirements in submitting properly completed bid package and deemed the most responsive and responsible bidder. The bid document states "the Contractor can use the existing dispenser and fuel management wiring conduit, any additional wiring required must be included in the bid". The Southern Company, Inc and American Petroleum Sales & Service have taken an exception to this statement noting their bid does not include any extra conduit or wiring. Fleet Services staff has reviewed the exception and found it to be acceptable.

The bid was advertised on the City's website and an e-notification was sent to nine hundred fifty (950) vendors. Funding for this purchase is included in the FY16 IRP Budget. Two bids were received and the bid analysis sheet is attached. Staff has reviewed all submitted bids and specifications and recommends the low bid from The Southern Company, Inc for approval.

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

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 28, 2016

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

SUBJECT: LIBRARY FLOORING REPLACEMENTS

INTRODUCTION:

The purpose of this agenda item is to consider approval of a construction contract with BG Carpets DBA Carpet Contractors in the amount of \$77,082.00 for flooring replacements inside the Germantown Community Library and approve Budget Adjustment number 16-52.

BACKGROUND:

As part of the 2016 IRP Budget Process, funding was approved for carpet replacement in the library. The library was constructed in 1996 and the flooring has not been replaced from original construction. This project will replace badly worn carpet in main public areas to provide an aesthetically pleasing appearance within the facility.

DISCUSSION:

The City of Germantown will utilize in-state contract pricing for this project. The flooring replacements will be performed by a local vendor that has completed previous flooring projects for the City of Germantown. Procurement Staff have reviewed the contract to ensure that the pricing, terms and contract dates are acceptable and recommends the purchase of this project. Also, the library staff was included for their input with the project.

Carpet Pricing:

Main area to the north columns	
Broadloom- 1,450 yards @ \$28.95= \$41,997.50	
6" cove base- 600 linear feet @ \$2.70/ ft- \$1,620.00	
	Total- \$43,617.50
Children's Reading Area:	
Broadloom- 600 sq yards @ \$28.95/ yd= \$17,370.00	
6" cove base- 300 feet @ \$2.70/ft= \$810.00	
	Total- \$18,180.00
Non Fiction Stacks:	
Broadloom- 500 sq yards @ \$28.95 = \$14,475.00	
6" base- 300' @ \$2.70= \$810.00	
	Total- \$15,285.00



Agenda No. 13f.

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 28, 2016

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

SUBJECT: OVERTIME REIMBURSEMENT - POLICE

INTRODUCTION:

The purpose of this agenda item is to recognize overtime reimbursement from the Federal Department of Justice, the Department of Homeland Security and The State of Tennessee to the Germantown Police Department in the amount of \$20,379.99 and approve Budget Adjustment #16-51.

BACKGROUND:

The Germantown Police Department has an officer assigned to the Federal Bureau of Investigation Joint Safe Streets Task Force, the Drug Enforcement Administration Task Force, the Terrorism Task Force and the Secret Service Task Force. The mission of the FBI SSTF, TTF, SSTF and DEA is the prevention, preemption, deterrence and investigation of serious criminal acts that affect federal and local interests, and to disrupt and prevent serious criminal acts and apprehend individuals who may commit or plan to commit such acts. The officer usually works overtime in the performance of his duties. The Task Forces reimburse any overtime that the officers receives while carrying out his/her duties. The Department of Justice reimbursed \$14,391.52 and the Department of Homeland Security reimbursed \$4,318.00 The State of Tennessee Governors Highway Safety Office reimbursed \$1,670.47 total \$20,379.99.

DISCUSSION:

The overtime the officer receives is deducted from the Police Department Overtime Wages line item throughout the year. The reimbursement will be placed back into the Police Departments Overtime Wages line through the budget adjustment.

GERMANTOWN FORWARD 2030:

This reimbursement supports the Germantown Forward 2030 Public Safety Strategic Objective 1- Safest City in Southeast and the objectives of people are safe and feel secure and a low crime rate.

ATTACHMENTS:

Budget Adjustment

PREPARED BY: Michael Berkes

Michael Berkes, Captain

REVIEWED BY: Richard Hall

Richard Hall, Chief

REVIEWED BY: Linda Rathje

Linda Rathje, Finance

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

To recognize overtime reimbursement from the Federal Department of Justice, the Department of Homeland Security and The State of Tennessee in the amount of \$20,379.99 and to approve Budget Adjustment #16-51.

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: March 28, 2016

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

SUBJECT: City of Germantown/Tennessee Genealogical Society Agreement Extension

INTRODUCTION:

The purpose of this agenda sheet is to authorize the Mayor to enter into a ten year lease extension between the City of Germantown and the Tennessee Genealogical Society.

BACKGROUND:

On October 24, 2005, the City of Germantown entered into an agreement with the Tennessee Genealogical Society in which the City made available to the Society for its use certain space in the Germantown Regional History and Genealogy Center (GRHGC) at 7779 Poplar Pike, Germantown, Tennessee.

DISCUSSION:

The Society donates materials to the GRHGC collection, finances technology and furniture for the building with the City's approval, and conducts many educational programs for the community. In FY15, there were 105 programs on genealogy and local history topics and outreach events. With financial support and volunteers from their 500 members from across the state, region, and nation, the Society has brought internationally renown speakers to Germantown, has partnered with Germantown schools, and has furthered the important work of preserving a historical record for both the community and the families that live here.

GERMANTOWN FORWARD 2030:

This agreement complies with Quality of Life Key Performance Area in the Germantown Forward 2030 in that it supports "arts, culture, recreation and leisure activities for both residents and visitors."

BUDGET AND STAFFING IMPACT:

Policies for the GRHGC are set by the Germantown Library Board. Staffing for the GRHGC is provided through the City's contract with Library Systems and Services, Inc. The GRHGC is open five days a week and is so due to the generous Society volunteers who maintain trained and capable staffing. In FY 15 Society members volunteered 6,300 hours as the Center. The Germantown Library Board voted unanimously in support of the lease extension at their January 19, 2016 meeting.

SOURCE OF FUNDING:

Fund	Line Item No.	Dept.	Line Item Description	*Budget Balance	Recommended Expenditures
------	---------------	-------	-----------------------	-----------------	--------------------------

ATTACHMENTS

Original Agreement attached.
Letter of Support from Tennessee Genealogical Society attached

Prepared by: _____



Daniel Page, Library Director

Reviewed by: _____

Linda Rathje

Linda Rathje, Accounting Manager

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

To authorize the Mayor to enter into a ten year lease extension between the City of Germantown and the Tennessee Genealogical Society.

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: March 28, 2016

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

SUBJECT: Project Development Contract 1207 – Village of Germantown Expansion

INTRODUCTION:

The purpose of this agenda item is to approve Project Development Contract no. 1207, for the construction of a 19,770 sq. ft., three story, 33 unit apartment building at the Village of Germantown. The specific Board of Mayor and Aldermen action requested is approval of the standard development agreement.

BACKGROUND:

The Village at Germantown was initially approved as Project Development Contract #1098 by the Board of Mayor and Aldermen on June 23, 2003. It is currently a 247-unit continuing care retirement community for seniors and contains varying levels of housing and care, including single-family cottages, independent living apartments, assisted living, skilled care and special care units, and a rehabilitation facility. On February 19, 2014, the Planning Commission approved an expansion plan that included the following: New Memory Care and Assisted Living Facility – a new 3-story building containing 49,705 sq. ft. of floor area, which contains 30 assisted living dwelling units, 16 memory care dwelling units and 2 skilled care units; Rehabilitation Facility – a 1,760 sq. ft. building located in the existing northern courtyard; Kitchen Facility Expansion – the existing building footprint was expanded by approx. 2,968 sq. ft; and Parking Area Expansion – an additional 17 parking spaces to be constructed along the southern portion of Walking Horse Circle; these spaces were approved with the original site plan but were not constructed. The Planning Commission recently approved this proposed preliminary and final site plan for this project on January 5, 2016 and the Design Review Commission approved the project on January 26, 2016.

DISCUSSION:

The plan keeps the building height to 3-story, increases the number of units to 33, and adds 19 additional new surface parking spaces in front of the building along Walking Horse Circle. The new site plan also reflects the inclusion of a new courtyard that will be surrounded on all sides by buildings. The new building will be connected the existing facility with the construction of a single-storey, enclosed walkway between the two structures. The height will be identical to the existing three storey independent living facility already on the property.

TOTAL SITE AREA	1.16 ac.
BUILDING SIZE	
<i>Apartment Structure</i>	19,770 SF
<i>Enclosed Walkway Connector</i>	610 SF
<i>Number of Units</i>	33

BUILDING HEIGHT 35 feet
NUMBER OF PARKING SPACES 39 provided
39 required

Forward 2030:

This project fulfills the Forward 2030 Strategic Objective of economic development policies encouraging investment in key commercial areas.

BUDGET AND STAFFING IMPACT:

Approval of the Contract will permit the developer to complete construction plans for the actual development of the project. Engineering and Planning staff will spend time and resources reviewing the construction plans, and Construction Inspection staff will spend time inspecting the project during the construction phase. The amount of time required is difficult to estimate, but will be defrayed by the fees for Plan Review and Construction Inspection, which are listed in the attachments.

ATTACHMENTS:

- Attachment 1 – Application and Disclosure of Ownership Interest
- Attachment 2 - Vicinity Map
- Attachment 3 - Site Plan and Elevation Drawing
- Attachment 4 – Planning Commission and Design Review Commission Minutes

PREPARED BY: Wade Morgan

Wade Morgan, AICP, Chief Planner

REVIEWED BY: Cameron Ross

Cameron Ross, AICP, Director of Economic and Community Development

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

To approve Project Development Contract 1207 for the Village of Germantown expansion.

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: March 28, 2016

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

SUBJECT: Project Development Contract 1209 – VMS Germantown Office Building

INTRODUCTION: The purpose of this agenda item is to approve Project Development Contract no. 1209, for the construction of a 8,562 sq. ft., single story office building. The specific Board of Mayor and Aldermen action requested is approval of the standard development agreement.

BACKGROUND: The subject site is Lot 2 in the Forest Hill Heights-Amended PUD, Phase 15, which is within the Forest Hill Heights Corporate Park Planned Development. The Planning Commission approved the preliminary and final site plan for the building on April 7, 2015. The Design Review Commission approved the preliminary and final building elevation, landscape and lighting plans on April 28, 2015, and approved revisions to the building materials on December 15, 2015.

DISCUSSION: .

	DEVELOPMENT INFORMATION
TOTAL SITE AREA	1.139 ac.
BUILDING SIZE	8,562 s.f.
BUILDING HEIGHT	23'.5" (To Top of Parapet)
NUMBER OF PARKING SPACES	42 provided 35 required

VISION 2020: This project fulfills the Vision 2020 Goal of contributing to a vibrant quality retail economy, and the objective of “retail businesses generating revenues for the City, helping to balance tax base”.

BUDGET AND STAFFING IMPACT: Approval of the Contract will permit the developer to complete construction plans for the actual development of the project. Engineering and Planning staff will spend time and resources reviewing the construction plans, and Construction Inspection staff will spend time inspecting the project during the construction phase. The amount of time required is difficult to estimate, but will be defrayed by the fees for Plan Review and Construction Inspection, which are listed in the attachments.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: March 28, 2016

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

SUBJECT: Solid Waste Disposal Contract

INTRODUCTION:

The purpose of this agenda item is to approve contracts for the disposal of solid waste (Residential Waste and Yard Trash) collected under a separate contract in the City of Germantown. Two separate contracts will be awarded for the disposal of solid waste generated from the collection of residential units and city facilities in the City of Germantown. One is with BFI Waste Systems of North America, LLC (BFI) for the disposal of residential/city solid waste. The second contract for the disposal of yard trash in plastic bags is with Quad County Environmental Solutions, LLC. (Quad County). Both contracts establish unit pricing per year with the initial five year term commencing on July 1, 2016 and running through June 30, 2021. There is an option for a five year extension.

BACKGROUND:

The current solid waste disposal contract with Waste Management Inc. of Tennessee expires on June 30, 2016. There is an option for an extension to the current contract.

The current solid waste collection contract included the disposal of yard trash. This item was not included in the solid waste collection RFP and contract that the Board approved on March 14, 2016. Therefore a bid was conducted.

DISCUSSION:

A competitive sealed bid was conducted by the Procurement department. The bid was issued on March 4, 2016. A pre-bid meeting was conducted on March 11, 2016 and the bid opening was March 18, 2016. The summary of the bids received for both residential waste and yard trash are reviewed separately below.

Residential Waste Disposal:

Bids were received from BFI Waste Systems of North America, LLC, Waste Connections of TN, Inc. (Waste Connections) and Waste Management, Inc. of TN (Waste Management). All vendors noted exceptions on the bid forms and the exceptions for Waste Connections and Waste Management were not acceptable by the City.

The following table summarizes the bids that were received with the price per ton for the five year term of the contract.

Fiscal Year	BFI	Waste Connections	Waste Management
FY17	\$25.00	\$32.75	\$32.30
FY18	25.36	33.30	32.30
FY19	25.72	33.90	32.95
FY20	26.09	34.50	33.61
FY21	26.46	35.10	34.28

It was determined that BFI Waste Systems of North America, LLC was the lowest bidder. Based on the estimated quantities of solid waste over the next five years, the estimated expenses are shown in the table below.

Fiscal Year	Estimated Tons	Estimated Cost (BFI)
FY17	12,954	\$323,855
FY18	13,039	330,923
FY19	13,110	337,723
FY20	13,181	344,652
FY21	13,253	351,712
Total	65,537	\$1,688,865

Yard Trash Disposal:

Yard trash has been collected in clear plastic bags for a number of years. The yard trash is collected with equipment that compacts the yard trash (rear loaders) and with equipment that collects the material loose or non-compacted (knuckleboom/claw) trucks. Pricing was requested for both collection methods. Pricing was also requested for collection of yard trash in kraft (paper) bags that would allow for the processing of the material into mulch and compost. At this time the City is not prepared to switch to that collection process, therefore the analysis is based upon the lowest bidder who will accept yard trash collected in plastic bags.

Four bids were received for the disposal of yard trash. The bids were from BFI Waste Systems of North America, LLC. (BFI), Waste Connections of TN, Inc. (Waste Connections), Quad County Environmental Solutions, LLC (Quad County) and MTL Environmental, LLC (MTL).

There were a number of exceptions noted on the Waste Connections bid that the City did not consider to be acceptable.

The following table summarizes the bids that were received with the price per cubic yard for the five year term of the contract:

Yard Trash In Plastic Bags – Loose

Year	BFI	MTL	Quad County	Waste Connections
FY17	\$4.50	\$6.25	\$4.44	\$4.00
FY18	4.57	6.38	4.44	4.07
FY19	4.64	6.50	4.44	4.14
FY20	4.71	6.63	4.44	4.21
FY21	4.78	6.77	4.44	4.29

Yard Trash in Plastic Bags - Compacted

Year	BFI	MTL	Quad County	Waste Connections
FY17	\$12.50	\$6.75	\$4.44	\$4.75
FY18	12.69	6.89	4.44	4.83
FY19	12.88	7.02	4.44	4.92
FY20	13.07	7.16	4.44	5.00
FY21	13.27	7.31	4.44	5.09

It was determined that Quad County Environmental Solutions, LLC was the lowest bidder for disposal of yard trash in plastic bags. Based on the estimated quantities of solid waste over the next five years, the estimated expenses are shown in the table below.

Fiscal Year	Estimated Cubic Yards	Estimated Cost (Quad County)
FY17	100,000	\$444,000
FY18	102,500	455,100
FY19	105,063	466,478
FY20	107,689	478,139
FY21	110,381	490,093
Total	525,633	\$2,333,810

The Solid Waste Disposal Services Bid Analysis by Procurement is attached.

Germantown Forward 2030:

Solid waste collection and therefore disposal is a high priority city service. This bid helps the City achieve the goal of delivering services to customers in the most efficient manner possible, while pursuing efficiencies in operations to achieve the best value of public funds.

BUDGET AND STAFFING IMPACT:

There is no staffing impact with this item. The budget for solid waste disposal (residential waste and yard trash) in FY17 is estimated to be \$767,855.00 and is included in the Sanitation Fund budget.

Prepared by: Joe Nunes
Neighborhood Services Manager

Reviewed by: Cameron Ross
Director, Economic and Community Development

Reviewed by: Cathryn Perdue
Assistant Procurement Director

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

To authorize the Mayor to enter into contracts for the disposal of solid waste (residential waste and yard trash) generated from solid waste collection in the City of Germantown based on the unit pricing submitted in the bid. One contract is with BFI Waste Systems of North America, LLC for the disposal of residential solid waste and a second contract with Quad County Environmental Solutions, LLC for the disposal of yard trash. Both contracts commence on July 1, 2016 with an initial term of five years and the option of an additional five year extension.

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: March 28, 2016

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

SUBJECT: PROFESSIONAL SERVICES AGREEMENT – CENTRAL BUSINESS DISTRICT STREETScape PLANNING AND DESIGN

INTRODUCTION:

The purpose of this agenda item is to authorize the mayor to execute the professional services agreement for a streetscape design plan and complete streets manual for the Central Business District (CBD) and Old Germantown (OG) areas of the City and to approve Budget Adjustment number 16-54

BACKGROUND:

In 2007 the Board of Mayor and Aldermen adopted the Smart Growth Plan for the Central Business District that set the stage for the future development of our city. The plan was based on guiding principles with specific actions and paths to successful implementation. One area in particular called for the development of streetscape standards and complete streets policies within existing commercial and business areas. With the potential for development occurring around the City's Central Business District (see attached map) Administration and Economic and Community Development feel that it is now time to revisit the recommendations of the 2007 plan to create design standards and policies that are consistent with the recommendations from the plan.

A streetscape design manual and complete streets policy for the CBD will address the issues of a creating a better identity and sense of place for this area of the city and define a cohesive common set of characteristics. The documents will directly address the area's unique characteristics and issues with solutions tailored to the area. The Old Germantown area of the City has long been referred to as the heart of Germantown; however over the years the character has become secondary to the destinations and does not allow for a comfortable pedestrian environment or real sense of place.

DISCUSSION:

Attached to this agenda sheet are four documents (1) maps of the study areas (2) the contract for professional services, (3) the scope of services and (4) Budget Adjustment. The professional services document outlines the scope of work Alta and their subcontractors will provide in the development of these documents and policies. Building on the work that was previously done as part of the CBD Smart Growth Plan, Alta will provide the City with a complete set of design standards to develop and implement the strategies and recommendations contained within the previous planning documents. As part of the first phase of the work the Alta will develop final designs for the Old Germantown Streetscape Plan, a CBD Streetscape Design Manual, and a Complete Streets Policy.

The second phase of this work will be to develop subsequent construction design plans for the OG district to immediately move towards enhancement of this area. This work will consist of creating cost estimates and a recommended implementation strategy within the OG district to design and build the recommendations from the plan. These deliverables will consist of a survey of the area to depict existing and improved conditions (e.g. sidewalks, roadways, parking areas, and striping plans). Utilities will also be field located on the documents and will include stormwater, sanitary and other utility companies assets on the plan. Recommended landscaping features such as tree locations, tree line and shrubs will also be prepared and sited appropriately within the district.

Board of Mayor and Aldermen
CBD Streetscape Planning and Design Manual

The final deliverables for phase two of this project will be to prepare construction drawings that will include preliminary design plans, design development plans and contract documents that will allow the City to move forward to the next phase of construction with a complete project in accordance with all local and state standards addressed.

FORWARD 2030:

The streetscape planning and urban design work envisioned with the implementation of these documents supports the Forward 2030 objective of significantly improving walk ability in Germantown's Central Business District and moving towards the goal of Germantown being regionally recognized as a leader for improved access and mobility for all forms of transportation.

BUDGET AND STAFFING IMPACT:

Economic and Community Development Director, Cameron Ross will serve as the project manager with assistance from all ECD divisions.

SOURCE OF FUNDING:

<u>Line Item</u>	<u>Budget</u>					
<u>Fund</u>	<u>Line Item No.</u>	<u>Dept.</u>	<u>Description</u>	<u>Balance</u>	<u>Expenditure</u>	
CIP	031-0000-400.25-40 IO1601	Intersections	Prof. Serv.	\$154,895.00	\$154,895.00	

ATTACHMENTS:

RFP Report
Map
Budget
ALTA Planning Scope of Services
Budget Adjustment 16-54

PREPARED BY: Cameron Ross

Cameron Ross, AICP LEED AP, Economic and Community Development Director

REVIEWED BY: Tim Gwaltney

Tim Gwaltney, PE, City Engineer

REVIEWED BY: Butch Eder

Butch Eder, CIP Manager

REVIEWED BY: Cathryn Perdue

Cathryn Perdue, Asst. Procurement Director

Board of Mayor and Aldermen
CBD Streetscape Planning and Design Manual

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

To authorize the Mayor to execute a contract with Alta Planning and Design for professional services for the development of the CBD Streetscape Design Manual, Complete Streets Policy and construction documents for Old Germantown Phase I in the amount of \$109,985.00 and Phase II in a not to exceed amount of \$45,000.00; and approve Budget Adjustment 16-54.

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

