



# CITY OF GERMANTOWN TENNESSEE

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## **FINANCIAL ADVISORY COMMISSION MINUTES**

Tuesday, March 29, 2016, 6.00 p.m.  
Economic & Community Development Blue Conference Room  
1920 S. Germantown Road, Germantown, TN 38138

**Members Present:** Sudhir Agrawal, Hal Beckham, Clint Hardin, Alderman Rocky Janda, Russell Johnson, Michael McLaughlin, Christine Menzel, Frederick Miller, Julius Moody, Paul Mosteller, Brad Reardon, Alan Richmond, Donnie Rose, Richard Vosburg, and Scott Wickliffe

**Members Absent:** Mark Holland, Walter Krug, Jason Lowe, Chris Miller, Michael New, David Rea, Harold Steinberg, Dale Stover, and Brandon Westbrook

**Staff Present:** Patrick Lawton, Sherry Rowell, Adrienne Royals, De’Kisha Fondon, Butch Eder, Phil Rogers, Bo Mills, Reynold Douglas, Chief John Selberg, Cameron Ross, Tim Gwaltney, Alderman Dave Klevan, Alderman Mary Anne Gibson and Alderman Forrest Owens

### **CALL TO ORDER**

Chairman Moody called the March 29<sup>th</sup>, 2016 Financial Advisory Commission meeting to order.

### **ESTABLISHMENT OF A QUORUM**

Chairman Moody then called the roll and announced that a quorum was present.

### **APPROVAL OF THE MINUTES**

#### **\*\*MOTION\*\***

Mr. Hardin moved to approve the minutes as amended from the March 8<sup>th</sup>, 2016 Financial Advisory Commission meeting. Chairman Moody seconded and the motion passed unanimously.

### **CAPITAL IMPROVEMENTS PROGRAM**

Mr. Lawton said the Capital Improvements Program (CIP) is a fund within the City’s overall government accounting structure that is funded from a variety of sources such as reserves, State and Federal assistance/grants, Hall Income Tax and bond sells. The CIP program is a short range plan of five years in which we look at the capital

needs of the City and try to identify the appropriate funding source for the projects; it gives us the opportunity to accurately plan in a fairly short time frame by looking at the funds that need to be allocated, identify grant opportunities, consider venturing into the bond market and reduce borrowing cost overall. Mr. Lawton further explained that all of the capital projects that are submitted to the City from all of the various departments go through the Capital Improvements Review Team who in turn take a cut of the capital projects and weigh them against the City's Financial Policy to make sure that the project is worthy to go forward. Once this Board approves the selected capital projects the recommendation then goes before the Board of Mayor and Alderman (BMA) for their approval. Although the CIP is funded one year at a time, the BMA will see a five year picture of what's coming next.

Before introducing CIP Manager Mr. Butch Eder, Mr. Lawton announced that Alderman Rocky Janda, Alderman Mary Anne Gipson and Alderman Dave Klevan were in attendance tonight. Mr. Eder advised that there are 23 proposed projects (7 categories) in the FY17 CIP Program. The total program cost is \$11,723,578 (\$7,815,716 local funding and \$3,907,862 Federal State funding).

### **A) GENERAL GOVERNMENT PROJECTS**

1) Council Chambers Brick Wall Repairs (\$60,000)—Repairs to structural cracks within the brick walls and several other sections of the Council Chambers. This portion of the building was constructed in 1979 and hasn't had any exterior repairs other than roofing projects. After discovering the damage a structural engineer examined everything and assured that there was no major structural issues and that the repairs would be mainly cosmetic. The Hall Income Tax is the source of funding for this project.

2) 100 Foot Aerial Platform Replacement (\$1,475,000)—A 17 year old vehicle whereby the maintenance has become too excessive. Per Fire Chief Selberg, it has an equivalency of approximately 400,000 miles on it and has basically been in the shop more than half the year so far. The funding source is the Hall Income Tax.

3) City Court Clerk's Office Renovation-Design (\$10,000)—Acquire professional services to re-design and improve the existing office space in the City Court Clerk's Office for more efficient utilization of space. Mr. Eder advises that not only is this area in dire need of an additional cashier's station, but also, they are required to have a room that can be secured and locked. Once again, the funding source is the Hall Income Tax.

4) City Hall Erosion Control (\$80,000)—This is the roadside ditch that is on the west side of Farmington Boulevard that is adjacent to City Hall. The erosion in the ditch is getting progressively worse and will eventually erode into City Hall grounds. This project will help by providing erosion control along Farmington. The funding source is the Hall Income Tax.

### **B) MAJOR ROADS PROJECTS**

1) Poplar Avenue Culvert Replacement Phase IV (\$650,000)—This is a continuation of an ongoing project to repair and/or replace deteriorating galvanized metal culverts that run underneath Poplar Avenue. Thirty-one of the forty-six need repairing and seventeen of the thirty-one need to be excavated and completely replaced. Six culverts have been replaced or repaired to date. This project is funded 100% by State and Federal governments.

2) Forest Hill Irene Road Traffic/Safety Improvements-Design (\$400,000)—Design of traffic and safety improvements on the unimproved sections Forest Hill Irene Rd. from Farmoor Road to Winchester Road. Mr.

Lawton explained that from a safety stand point something needs to be done because of the drop offs/no shoulders and also because of the trees being so close to the edge of the pavement. Funding for this project will come from our City reserves.

3) Winchester Road Resurfacing—Forest Hill Irene to eastern City Limits-Design (\$100,000)—This project provides plans and specifications for the resurfacing of Winchester Road from Forest Hill Irene to the eastern City limits. The plans include milling, paving and stripping and construction is scheduled to begin in FY18. Funding is \$20,000 reserves and \$80,000 State and Federal governments.

### **C) INTERSECTIONS & OTHER**

1) Wolf River Boulevard/Germantown Road Inspection Improvements-Right-of-way Acquisition Description (\$750,000)—This Project was initiated in FY13 as a result of the Medical District Transportation Study Project. Per Mr. Lawton, preliminary design work on these plans have been in place for three plus years; included are traffic signal modifications, additional lanes and protected turn lanes. This project is 100% State funded.

2) Traffic Signal Upgrades Design (\$300,000)—Poplar Pike & Hacks Cross Road, Poplar Avenue and Kirby Parkway, Poplar Pike and Arthur Road/Germantown Road. It includes replacing wooden/concrete poles and span wires, installation of Germantown's standard mast arms, installation of video detection & emergency, pre-emption and updating striping and signage. This project is 100 % funded through State & Federal governments.

3) Decorative Street Signs (\$50,000)—This is an ongoing capital project. The signs are currently offered to neighborhoods on a cost-sharing basis. The cost of the street signposts is split 50/50 with the neighborhood and the City assumes 100% of the cost for the installation of stop signs. In addition, the sign blade has an area for each neighborhood to install a decorative logo that helps to identify the neighborhood. This year's project includes Duntreath East; neighborhood residents have already submitted payment for their share. Costs for this project will be taken from our City reserves.

4) Safe Routes to School (\$155,000)—Creates opportunities for elementary and middle school students to safely bicycle and walk to and from schools. Infrastructure improvements include new sidewalks, bike lanes and signage. Although the contract with the State has not been yet finalized, the City was awarded a grant in the amount of \$155,000 this year.

5) Central Business District Streetscape Master Plan-Construction (\$500,000)—Implementation of the Central Business District Streetscape Master Plan to enhance the character of the District by improving the visual elements of streets, sidewalks, street furniture, landscaping and open spaces. Old Germantown will be addressed initially. The funding source is the Hall Income Tax.

6) Oak Manor Drive-Railroad Crossing Improvements (\$30,000)—Large vehicles have a history of becoming stuck on the railroad tracks this location. The State and Railroad are requiring improvements to this crossing. These improvements will help to alleviate the problem. This project is 100% funded through State & Federal governments.

### **D) DRAINAGE**

1) Annual Miscellaneous Drainage Improvements (\$50,000)—This project involves design and construction of necessary improvements to small, isolated existing drainage problems inside existing public easements in

residential back yards and in public streets to alleviate flooding. This will also allow our Public Works Department to go out and make emergency repairs when needed. Funding for this project will come from our City reserves.

2) Lateral F Bank Stabilization (\$720,000)—Stream banks located approximately 300 feet north of Wolf River Boulevard (adjacent to Grove Park 1<sup>st</sup> Addition) are severely eroded and are encroaching on private property. This design and construction should remedy this by controlling the erosion. Funding source once again are the City's reserves.

3) Howard Road/McVay Road Culvert Replacement (\$800,000)—This project involves replacement and/or reconstruction of two existing 24 inch corrugated metal pipes under Howard Road just south of McVay Road. Public Works is constantly patching Howard Road over the two culverts due to failure. The corrugated metal pipes are at the end of their life expectancy. This project will be funded from our City reserves.

4) City Wide Master Drainage Plan-Phase I (\$150,000)—The goal of this plan is to initially divide the City into quadrants to help develop a comprehensive drainage plan for the entire city that addresses existing drainage and flooding problems and avoids creating future ones. This plan would develop a master drainage plan to provide the city with sufficient, up-to-date, and accurate information to systematically plan and manage its drainage systems and provide a higher flood protection to its citizens, communities, properties, and infrastructure investments. The plan will contain information to existing drainage system conditions, location and extent of drainage problem areas, inadequate systems, proposed improvements, cost associated with the criteria for future drainage improvements and land. This project will also be funded from our City reserves.

5) Allenby Lake Spillway Evaluation & Design (\$50,000)—This project will evaluate and design the repair to the spillway that has collapsed on the city owned lake located adjacent to the Allenby Lake Subdivision and south of the new Wolf River Boulevard. The cave-in of the spillway has caused the lake's level to recede resulting in a breeding ground for snakes and mosquitoes and swamp like conditions adjacent to the subdivision. Funding is from the City reserves.

## **E) PARKS**

1) Comprehensive Parks and Recreation Master Plan Update (\$165,000)—The Parks and Recreation Parks and Open Space Master Plan that was updated in 2011 and since that time, the City has more control of the Cloyes property; also many things have been going on at the Farm Park and a new multi-purpose facility has been built. Although this design has served the Department well, a more progressive plan is needed to address new challenges. An RFQ with a well defined scope of services and design team qualifications/experiences will outline the comprehensive planning process desired by the Parks and Recreation Department using the CAPRA standard.

Elements of the plan will include but not be limited to:

- Executive Summary
- Trend Analysis
- Park Standards and Classifications
- Germantown Parks and Recreation Services Inventory
- Demand and Needs Assessment
- Action Plans
- Conceptual Site Plan and Funding Recommendations

2) Wolf River Boulevard Greenway Trail VI Connector-Cameron Brown Park to Eastern Trail Head (\$1,628,578)—The project will provide a connector from the new greenway trail from Cameron Brown Park to the eastern Trail Head near Farmington Boulevard. 80% is state funded (\$1,302,862) and 20% is locally funded (\$325,716). The 80% portion is money that has actually been sitting with the State as it was left over from the Wolf River Boulevard Road Project.

3) Wolf River Boulevard Greenway Trail Connector-Nashoba Park to New Trail Head (\$800,000)—Provides a connector from Nashoba Park to the new trail head. Although funding has not been received yet, it has been applied for through a Competitive Grant Application with the State’s Transportation Alternative Programs Office. 80% State (\$640,000) and 20% local funds (\$160,000).

**F) GERMANTOWN ATHLETIC CLUB**

Germantown Athletic Club Expansion Construction Phase II (\$2,500,000)—Phase II consists of covering the track level over the first basketball court to be used for a cardio deck and stretching area. It allows for an increase in cardio equipment not currently offered. Below will be an enclosed designated group fitness area (one big or two smaller rooms) and also, there will be a renovation of the hall wall between the basketball court and hallway. This project will be funded from the City’s reserves.

**G) UTILITY FUND**

Annexation Area Water Main Extension-Design (\$50,000)—Design of 5,000 feet of a twelve inch water main to connect the City’s system in Poplar Avenue to the system in Winchester Road. This new main will provide adequate water supply and pressure to serve all of the annexed area including those properties south of Winchester Road that is currently being serviced by MLG&W Construction in FY18. With this action, the City can take over all water service provisions in the annexation area. This is a locally funded project.

Mr. Eder concluded his presentation of the proposed FY17 Capital Improvements Program with the following Preliminary Funding Model:

• Reserves (47%):	\$ 2,890,716	General Government
	\$ 50,000	Utility Fund
	<u>\$ 2,500,000</u>	GAC Fund
	\$ 5,440,716	
• Hall Tax (18%)	\$ 2,125,000	
• Intergovernmental/Grants (33%)	\$ 3,907,862	
• Contingency (2%)	<u>\$ 250,000</u>	
<b>TOTAL</b>	<b>\$11,723,578</b>	

**OTHER BUSINESS**

Mr. Lawton announced that a FAC Sub-Committee meeting for Solid Waste will be held on this Thursday at 4:00 p.m. in the IT training room. He said that Budget and Performance have been working on different scenarios to be

considered and hopefully by Thursday, a recommendation for the sanitation rate will be ready for this body to consider.

**\*\*MOTION\*\***

Mr. Richmond moved to approve the FY17 Capital Improvements Program as presented. Mr. Mosteller seconded and the motion passed unanimously.

**ADJOURNMENT**

Chairman Moody adjourned the meeting at 7:25 p.m.