



# 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, May 9, 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. Proclamation  
Public Works Week
  7. Special Recognition  
Houston High School Cyber Hackers Club
  8. Alderman Liaison Reports
  9. Citizens to be Heard
  10. **CONSENT**
    - a. Purchase – Cement Treated Base Mix
    - b. Grant Contract – The Big Read
    - c. Germantown Education Foundation – Fill the Fountain
  11. Ordinance 2016-2 – Budget Ordinance – First Reading, Set Public Hearing
  12. Ordinance 2016-3 - Year-End Budget Adjustments – First Reading, Set Public Hearing
  13. Ordinance 2016-4 – Real & Personalty Property Tax – First Reading, Set Public Hearing
  14. Ordinance 2016-5 – GMSD Year-End Budget Adjustments – First Reading, Set Public Hearing
  15. Acceptance of DRA Grant Funds for EPIcenter Germantown
  16. Construction Contract – Repairs to Cameron Brown Channel Stabilization and Grove Park Retention Pond
- BEER BOARD**
17. Public Hearing – Beer Permit – Off Premise - Fresh Market
  18. Temporary Beer Permit – Wings Art and Healing Fundraiser
  19. Temporary Beer Permit – Germantown Education Foundation – Big Orange Club
  20. Temporary Beer Permit – Germantown Education Foundation – GMSD

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: May 9, 2016

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

SUBJECT: Approval of Minutes

### INTRODUCTION:

The purpose of this agenda item is to approve the minutes of the Board of Mayor and Aldermen Meeting held April 25, 2016.

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

To approve the minutes of the Board of Mayor and Aldermen Meeting held April 25, 2016.

**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: May 9, 2016

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

SUBJECT: Proclamation - Public Works Week

**INTRODUCTION:**

National Public Works Week is May 15 – May 21, 2016.

**BACKGROUND:**

To honor the profession of Public Works and the City of Germantown's Public Works Department which provides basic quality of life services including: Animal Control, Street/Drainage and Sign Maintenance, Grounds Maintenance, Potable Water Production and Distribution and Sanitary Sewer Collection.

**FORWARD 2030:**

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

**ATTACHMENT:**

Proclamation

**Prepared by: Bo Mills**  
Bo Mills, Public Works Director

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



# CITY OF GERMANTOWN

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**REPORT TO:** THE BOARD OF MAYOR AND ALDERMEN  
**DATE:** May 9, 2016  
**FROM:** Patrick J. Lawton, City Administrator *PJL*  
**SUBJECT:** Special Recognition – Houston High School Cyber Hackers Club

Cyber Patriots are an ethical computer hackers club, focused on training tomorrow's technology leaders in securing computer networks. The Cyber Patriots along with the club sponsor and Houston High School Computer Science teacher Leslie Brommer, recently won awards for their outstanding work at the state competition. The **Cyber Scrubs team**, including: team captain Vijay Rajagopal, James Lindsay, Michael Jones, John Pi, Alejandro Scroggs, and Daniel Sylwestrowicz took second place.

Team **Safe Computer**, including: team captain Tim Liang, Rahul Ajmera, Taabish Kathawala, Jacob Pierce, Nikolas Preza and William Robertson, was awarded third place.

The Cyber Patriot program was conceived by the Air Force Association (AFA) to inspire students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future.

**PREPARED BY:** Kristi Ransom  
Kristi Ransom, Marketing and Communications Manager



# CITY OF GERMANTOWN

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

**DATE:** May 9, 2016  
**FROM:** Patrick J. Lawton, City Administrator *PL*  
**SUBJECT:** Bulk Purchase – Cement Treated Base Mix

**INTRODUCTION:**

The purpose of this agenda item is to request the Board's authorization to purchase 2,500 tons of cement treated base mix in the amount of \$58,900.00 from Metro Materials, Inc. and 1,000 tons from APAC-TN in the amount of \$26,500.00 for a total amount of \$85,400.00.

**BACKGROUND:**

Cement treated base mix is used primarily for street maintenance repairs, utility cuts and storm water maintenance projects. Public Works crews pick up the amount required each day as needed at the vendor's distribution plant for immediate application.

**DISCUSSION:**

On April 12, 2016, three qualified bids were received and Metro Materials, Inc was the low bid, followed by APAC-TN and Standard Construction Co., Inc. (Please see analysis sheet). The bulk of the contract was awarded to Metro Materials and APAC-TN was chosen as an alternative source for materials in the event that one of the plants is shut down for maintenance. The city has purchased cement treated base mix from both vendors in the past with positive results.

**FORWARD 2030:**

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

**BUDGET AND STAFFING IMPACT:**

**SOURCE OF FUNDING:**

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditures
State Street Aid	011-3210-436.26-80	Public Works	City Street Maintenance	\$85,400.00	\$85,400.00

Bobby Carter, Superintendent of Streets, will schedule the daily pick up of materials and distribution by street crews as required.











# CITY OF GERMANTOWN

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

DATE: May 09, 2016

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

SUBJECT: ORDINANCE 2016-2 Ordinance to Adopt the FY2017 Budget – First Reading

**INTRODUCTION:**

The Board of Mayor and Aldermen is asked to consider on first reading the FY17 Proposed Budget and set Monday, June 13, 2016 for the second reading and public hearing. The Board's review and annual adoption of the budget is the single most important action taken by the Board every year.

**BACKGROUND:**

The FY17 Proposed Budget before the Board takes into consideration the Policy Agenda developed by the Board. The Financial Advisory Commission (FAC) has held several meetings with the staff to review each component of the budget including the financial policies, the entire General Fund, the Enterprise Funds, the Special Revenue Funds and the Capital Improvements Program (CIP). In addition, the Personnel Advisory Commission (PAC) met several times during the budget development to consider the City's classification and compensation structure as well as employee benefits overall. The PAC's recommendation of a 3% merit adjustment is incorporated in the FY17 Proposed budget. The FAC has reviewed and approved the budget and now it is being presented for adoption to the Board of Mayor and Aldermen.

**DISCUSSION:**

The budget for all funds for FY17 totals \$130,383,002. The General Fund Operating Budget total is \$49,873,938, the Enterprise Funds total \$18,166,743 Special Revenue Funds total \$50,441,143, Internal Service Funds total \$53,000 and Capital Improvements Programs total \$11,848,178. During the Public Hearing, the FAC Chairman will present the Commission's recommendation regarding the Proposed Budget.

**GERMANTOWN FORWARD 2030:**

This agenda item supports the Strategic Objective 1 of maintaining adequate funding levels to support existing services and future anticipated service requirements. The FY17 Budget will secure adequate resources to support defined services and service levels, provide for financial reserves consistent with the City's Financial Policies and ensure the City's financial stability for the next fiscal year as well as through the planned period. The Budget defines service and service levels, outlines the costs of delivering the services and provides an ongoing evaluation of services delivery through detailed performance measurement.

**ATTACHMENTS:**

Ordinance 2016-2









# CITY OF GERMANTOWN

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

DATE: May 9, 2016

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

SUBJECT: ORDINANCE NO. 2016-5 Germantown Municipal School District Year End Budget Adjustments – FIRST READING

**INTRODUCTION:**

The purpose of this agenda item is to approve Ordinance No. 2016-5 on first reading. At the end of the fiscal year, a number of year-end budget adjustments are required to be made in order to avoid budget and fund overruns in the various funds for the Germantown Municipal School District.

**BACKGROUND:**

The Germantown Municipal School District yearly budget adjustments have been approved by the Germantown Municipal School Board. However, the Germantown Municipal School District is a Special Revenue Fund of the City of Germantown and will appear in the Comprehensive Annual Financial Report (CAFR) as of June 30, 2016. Therefore, the City of Germantown Board of Mayor and Alderman must approve any yearly budget adjustments. Any adjustments made are following the State of Tennessee Guidelines for school districts and adhere to generally accepted accounting principles guidelines.

**DISCUSSION:**

This is the second year of operations for the GMSD and will require a number of yearly budget adjustments. These adjustments will recognize various overruns, underruns, project accelerations and deferrals that have been approved by the GMSD Board. These are being brought to your attention to gain approval.

Accounting transactions may cross separate funds and consequently require approval by ordinance.

**GERMANTOWN FORWARD 2030:**

This agenda supports the goals of Germantown Forward 2030 for Financial Sustainability. The action of this agenda item provides for the adequate resources to defined services and service levels. It allows for the actual cost of delivering School services to be defined and allocated

**ATTACHMENTS**

Attached are the budget documents signed by the GMSD Board Chair and GMSD Superintendent

**Prepared by:** Linda A. Rathje  
Linda A. Rathje, Accounting Manager

**Reviewed by:** Adrienne Royals  
Adrienne Royals, Budget & Performance Advisor

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

To approve Ordinance No. 2016-5 for Germantown Municipal School District year-end budget adjustments on first reading and set Monday, June 13, 2016 for second reading and public hearing.

**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: May 09, 2016

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

SUBJECT: CONSTRUCTION CONTRACT – REPAIRS TO CAMERON BROWN CHANNEL STABILIZATION AND GROVE PARK RETENTION POND LEVEE STABILIZATION

### INTRODUCTION:

The purpose of this agenda item is to consider approval of a construction contract with Encor, LLC in the amount of \$245,118.50 for repairs to Cameron Brown Channel Stabilization and Grove Park Retention Pond Levee Stabilization.

### BACKGROUND:

Cameron Brown-Park is a 55-acre park located at 8626 Farmington Boulevard. The Park contains five lighted baseball/softball fields, one lighted combination football/soccer field, a batting cage, two lighted tennis courts, 1.5 miles of paved hiking trails, a large pavilion, a three-acre lake, two playgrounds, 32 picnic sites with tables, grills and trash receptacles, electronic scoreboards, concession buildings, restrooms and water fountains. This park has been a staple in Germantown for several years, with an existing natural drainage channel serving the baseball fields north of the existing restroom facility. The existing natural drainage channel is fed by the drainage pipe headwall discharging from the Park's lake to the south. The natural channel downstream of this headwall is experiencing bank erosion along both the east and west channel banks. The existing channel banks have erosion rills that are encroaching towards the baseball fields on both sides of the channel. On the east side the erosion has encroached within 2 feet of the outfield perimeter fence. See attached photo.

Grove Park is a thirteen (13) acre park within the Grove Park subdivision that contains an eight (8) acre lake and trails. This is a public park facility owned by the City. The outfall structure of Grove Park Lake is located in the northwest corner of the lake. This outfall structure discharges near the top of the existing lake levee, upstream from the confluence with the Wolf River. The levee in the vicinity of the existing outfall structure is failing and is in need of repairs. See attached photo.

### DISCUSSION:

Design and construction drawings/document preparation was completed in March of 2016 and the project was subsequently advertised for construction. A mandatory pre-bid meeting was held on April 07, 2016 in which Six (6) interested contractors attended. Five (5) qualified bids were received on April 19, 2016 with Encor, LLC providing the lowest acceptable bid at \$245,118.50.00. Encor, LLC has provided construction services for the City on past projects such as the McVay Road Replacement Culvert project and Farm Park Sewer Extension with excellent results. Anticipated start date will be July 2016 with an estimated completion of May 2017.

Staff respectfully requests approval of this construction contract.









