



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, May 23, 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. Special Recognition
 - a. Valedictorian Germantown High School
 - b. Valedictorian Houston High School
 - c. 2015-2016 GPAC Contributors
 - d. Beautification Commission Business Award
 - e. EMS Coordinator Mark Carter receives SAR EMS Commendation Medal
 - f. Retirement of Debra Wiles, City Attorney
7. Alderman Liaison Reports
8. Appointment of City Attorney
9. Citizens to be Heard
10. **CONSENT**
 - a. Video Streaming Annual Maintenance – Change Order No. 1
 - b. Ambulance Billing Contract Extension
 - c. PEG Disbursement to GMSD
 - d. Approval of Library Donations – Germantown Community Library
 - e. Recognition of Donation – Parks and Recreation
 - f. Photography Policy for Oaklawn Garden and the Farm Park
 - g. Quad County Environmental Solutions, LLC Contract Amendment
11. SunGard Annual Access Agreement and Upgrade
12. Fire Station Alerting System Upgrade
13. Fire Station Alerting System Upgrade Interface
14. Resolution 16R22 – Capital Outlay Notes
15. Lease Agreement - Germantown Municipal School District (GMSD) Central Office
16. Parks and Recreation Roofing
17. Contract Agreement with TDOT for Safe Routes to Schools Grant
18. Lateral G Design Supplement

19. Lateral G Cost Quote
20. Wolf River Blvd. Repaving - Construction Contract
21. Wolf River Blvd. Repaving - Professional Services Agreement
22. Certificate of Compliance Retail Package Store for Germantown Village Wine and Liquor – 7730 Poplar Ave., Suite 5
23. Sports Provider Agreement Extension
24. Resolution 16R23 - Board of Mayor and Aldermen Nepotism Policy
25. 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

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

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: May 23, 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 May 9, 2016.

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

To approve the minutes of the Board of Mayor and Aldermen Meeting held May 9, 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



Agenda No. 6a

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: Special Recognition – Apurva Kanneganti

Apurva Kanneganti is the Valedictorian for Germantown High School Class of 2016. She is a published co-author and scored a perfect 36 on the ACT and 2400 on the SAT. Apurva is a National Merit Scholar, a U.S. Presidential Scholar Semifinalist; she is President of five clubs at Germantown High School: International Club, Mu Alpha Theta, Germantown Giving Group, Knowledge Bowl, and Junior Classical League. She received full ride scholarship offers to University of Alabama – Birmingham, University of Texas – Dallas and University of Oklahoma. She was also accepted Early Action at Harvard University, where she will be attending in the fall and competed in the Jeopardy Teen Tournament. We are proud of her accomplishments and wish her much success.

PREPARED BY: Kristi Ransom
Marketing and Communications Manager



Agenda No. 6b

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: Special Recognition – Muhammad “Ali” Elahi

Muhammad “Ali” Elahi is Valedictorian for Houston High School’s Class of 2016 with a 4.64 GPA. Ali is the president of HOSA (Future Health Professionals), captain of the Bio-Medical Debate Team, president of the Model United Nations team at Houston High School and a member of Houston’s winning Knowledge Bowl team. Ali serves on the seven-member board of the Memphis InterFaith Board of Directors, where he is the only person younger than the age of 40 to serve. Ali speaks five languages and volunteers at a free health clinic every weekend to help take vital signs and to translate for patients who do not speak English. We are proud of his accomplishments and wish him much success.

PREPARED BY: Kristi Ransom
Marketing and Communications Manager



Agenda No. 6d

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: BEAUTIFICATION COMMISSION BUSINESS AWARD

INTRODUCTION:

The purpose of this agenda item is to recognize the Wendy's Restaurant as the recipient of the May Beautification Commission Business Award.

BACKGROUND:

The Wendy's Restaurant located at 7569 Poplar Avenue, just east of the newly renovated Saddlecreek South, was selected by the Beautification Commission to receive the May Beautification Award by a unanimous vote.

This long-time Germantown business has recently undergone renovations which have created a striking new façade and refreshed landscape. The site features a variety of evergreen plants including holly, boxwoods and arborvitae. A new patio area creates a welcoming gathering place for customers to enjoy outdoor seating. Red knockout roses complement the new exterior color scheme of the business. A beautiful green buffer has also been planted on the West Street side of the property.

The level of landscape detail, maintenance and care of this Germantown Wendy's Restaurant demonstrates pride in their appearance and the facility's commitment to helping the City look beautiful. The Beautification Commission is appreciative of their efforts.

DISCUSSION:

Each month, a designated commission member is responsible for identifying potential award winners and making a recommendation to the Commission. The May commission designee is Brandy Miller. Alderman Forrest Owens, Beautification Commission liaison, will present the award to Bobby Ware, Manager of the Wendy's Restaurant.

Germantown Forward 2030:

In keeping with the Germantown Forward 2030 Plan community values, this recognition program celebrates Germantown businesses that practice "smart community growth" principles and demonstrate "natural and designed beauty" to keep our city vibrant and "the community of choice".

Prepared by: Pam Beasley
Pam Beasley, Director of Parks and Recreation



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: Recognition – EMS Coordinator Mark Carter receives EMS Commendation Medal from Sons of American Revolution

INTRODUCTION:

The purpose of this agenda item is to recognize Fire Department EMS Coordinator Mark Carter as recipient of the Emergency Medical Services (EMS) Commendation Medal from the Isaac Shelby Chapter of the TN Society, Sons of the American Revolution (SAR).

BACKGROUND:

The EMS Commendation Medal is presented to an individual for accomplishments and outstanding contributions in the area of emergency medical services. Mark is well deserving of this award. He was instrumental in the development of our Ambulance Service and oversees it on a daily basis. Mark has also developed a strong partnership with Methodist Hospital Germantown that has resulted in CPR Classes for the community and high school students, as well as an improved patient care system. He has been instrumental in the Fire Department achieving such a high level of professionalism, compassion and excellent patient care. This has resulted in extremely high customer surveys after medical incidents as well as patient survival. Through rigorous training and use of new technology, the Fire Department has achieved some of the highest cardiac arrest and stroke survival rates in the Country. However, Mark will be the first to tell you that this isn't just due to his efforts. This is a team effort by all paramedics and EMTs, including our EMS Instructors.

DISCUSSION:

Lt. Col (Ret) P.Z. Horton of Germantown is President of the Isaac Chapter of the TN Society, Sons of the American Revolution and will be present and may wish to make comments. This same group presented the Fire Commendation Medals to several of our personnel after the response to the Pentagon on 9-11-01. Mark Carter along with other Fire Department personnel will also be present for the presentation.

GERMANTOWN FORWARD 2030:

This meets the objective of providing exceptional emergency medical services.

Prepared by: John Selberg
John Selberg, Fire Chief



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: SPECIAL RECOGNITION – RETIREMENT OF DEBRA WILES, CITY ATTORNEY

As the Board is aware, City Attorney Debra Wiles will be retiring effective May 31, 2016. Attached is her letter advising me of that fact. The City will recognize Ms. Wiles for her years of service to our community.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: APPOINTMENT OF CITY ATTORNEY

INTRODUCTION:

The BMA is asked to consider the attached agreement for legal services with David Harris and the law firm of Burch Porter and Johnson, PLLC.

BACKGROUND:

Debbie Wiles was appointed City attorney by the BMA in accordance with the city's charter. In July 2014, the City approved a legal services agreement with Ms. Wiles and the firm for whom she works, Burch Porter and Johnson. Recently, Ms. Wiles has announced that she will be retiring effective May 31, 2016.

DISCUSSION:

The administration recommends that the BMA consider the appointment of Mr. David Harris to serve as City attorney and as assistant attorney for the Planning Commission. Mr. Harris is an attorney for Burch Porter and Johnson and the terms and conditions of the legal services agreement approved by the BMA in 2014 are essentially the same with one exception, Mr. Harris will not be eligible for health insurance under the City's self funded health plan. There is no change in compensation.

Under the terms and conditions of this agreement, Mr. Harris and members of the firm provide the BMA, City Administration and staff, legal, research, documents and agreements on a variety of issues identified below designed to protect the City of Germantown from the legal risks that may ensue.

- Contractual arrangements
- Risk management
- Development activities (Planning, Zoning)
- Purchasing
- Human Resources
- Utilities
- Beer and alcohol
- State Statute interpretation
- Municipal Ordinance development
- General advice and counsel to the BMA

Funding for legal services is included in the FY16 approved budget and proposed FY17 budget.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: VIDEO STREAMING ANNUAL MAINTENANCE – CHANGE ORDER NO. 1

INTRODUCTION:

The purpose of this agenda item is to request authorization to amend the Granicus, Inc. annual agreement to include a 3-year agreement for the Boards and Commissions application in the amount of \$4,800.00.

BACKGROUND:

In December of 2009, the Board of Mayor and Aldermen approved a contract with Granicus, Inc. for video streaming services. The contracted amount included the purchase of hardware, software and professional services. On March 10, 2014, the Board of Mayor and Aldermen approved an upgrade to the system that enabled streaming capabilities to mobile devices. In addition to streaming capability, this upgrade allowed unlimited streaming of additional meeting bodies, training for those employees using the upgraded system and hardware maintenance.

Video streaming services are currently accessible via the City web site for the Board of Mayor and Aldermen meetings, Planning Commission meetings, Design and Review Commission meetings and Germantown Municipal School District Board of Education meetings.

DISCUSSION:

The City has maintained the annual maintenance and managed services in place with Granicus, Inc. since implementing the system in 2009. Granicus offers a large array of cloud based applications to assist governments in the effort to achieve accessibility, efficiency, transparency, and engage the citizen.

The Boards and Commissions application is designed to help government agencies easily manage citizen applications online. The public can easily see what Boards and Commissions exist and take the opportunity to apply for open seats from the City website. Traditionally, applying for boards and commissions is a paper heavy and labor intensive process involving emails, phone calls, public notices, multiple systems and verbal reminders at meetings. This application simplifies the entire administrative process with an online process.

A few of the key features and benefits of the application are:

- Ability to keep the public informed of active public bodies and membership online and through social media
- Allow community members to apply for boards and commissions through the City web site
- Manage rosters, appointments, workflows and vacancies
- Generate cost savings with a paperless strategy



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016
FROM: Patrick J. Lawton, City Administrator *PJL*
SUBJECT: Ambulance Billing Contract Extension

INTRODUCTION:

The purpose of this agenda item is to authorize the Mayor to enter into the second contract extension option year for ambulance billing services contract with Credit Bureau Systems (CBS) doing business as Ambulance Medical Billing (AMB).

BACKGROUND:

In June of 2013, the Board approved a two year contract with two one-year extension options to provide billing service for the ambulance transport service. In June of 2015, the Board approved the first one-year contract extension option, of the original contract, that will end on June 30, 2016. This contract includes a base fee of 6.5% per month of net collections to be paid to the billing service. This agenda item will exercise the second contract extension option of the contract with no increase in the fees. Contract services include billing customers following ambulance treatment and transport, as well as submitting monthly reports of outstanding charges to the City's collection service. The billing service also provides the hardware and software for the electronic Patient Care Reporting (ePCR) System used to record patient care, which is also available to the hospital emergency departments.

DISCUSSION:

Contract services for the past three years have met all the original contract requirements. The start-up of the billing service was very complicated, but handled very well by AMB. The City has been very satisfied with the billing service provided, the collection reporting provided, and the responsiveness of the billing contractor. Therefore, staff recommends extending the contract for the final additional year.

GERMANTOWN FORWARD 2030:

This contract supports the goals of the Fire Department providing exceptional emergency medical services to meet the needs of the community and reduce dependency of Special Revenue Funds on the General Fund.

BUDGET AND STAFFING IMPACT:

SOURCE OF FUNDING:

The vendor collects the transport fees and deposits them into the City's account daily. The billing vendor then submits an invoice for 6.5% of the revenue collected during that previous month. This is paid through account 017-2510-424.2540 Consulting in the Ambulance Budget.

ATTACHMENTS

Contract with Credit Bureau Systems

PREPARED BY: Jeff Beaman

William J. Beaman, Assistant Fire 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 enter into the second contract extension option year of the ambulance billing services contract with Credit Bureau Systems (CBS) doing business as Ambulance Medical Billing (AMB).

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: May 23, 2016

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

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 \$47,591.90 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 third quarter of fiscal year 2016 are from January 1, 2016 through March 31, 2016 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.

GERMANTOWN FORWARD 2030:

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

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: APPROVAL OF LIBRARY DONATIONS-GERMANTOWN COMMUNITY LIBRARY

INTRODUCTION:

The purpose of this agenda item is to recognize and accept donations made to the Germantown Community Library for the Books From Birth program in the amount of \$3,656.00 and to approve Budget Adjustment 16-69.

BACKGROUND:

The Germantown Community Library held a Silent Auction in the library to raise money for Books From Birth.

DISCUSSION:

The Germantown Community Library works in partnership with many local organizations. We are currently working in conjunction with Books From Birth to increase literacy and exposure to books among young children in the community. Our goal is to have 100% of children ages 0 to 5 in Germantown participate in the Books From Birth program. We have promoted the program with celebrations for the enrollees and their families in the library and are offering financial support as well, by donating the funds raised at the auction we held on their behalf. Our auction raised \$3,656.00 for Books From Birth.

GERMANTOWN FORWARD 2030:

This complies with Key Performance Area City Services and Finance, Objective 5 "City will provide community services that are responsive to customer needs."

ATTACHMENTS:

Budget Adjustment 16-69.

Prepared by: Lisa Marinos
Lisa Marinos, Library Business Manager

Reviewed by: Daniel Page
Daniel Page, Library Director

Reviewed by: Linda Rathje
Linda Rathje, Accounting Manager



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016
FROM: Patrick J. Lawton, City Administrator *PL*
SUBJECT: RECOGNITION OF DONATION

INTRODUCTION:

The purpose of this agenda item is to recognize a donation made to the Parks and Recreation Department for the sponsorship of the summer "Reel" Family Time Outdoor Movie Night Series in the amount of \$1,600.00 and to approve Budget Adjustment No. 16-68.

BACKGROUND:

The "Reel" Family Time Outdoor Movie Series, sponsored by IBERIABANK, allows 4 movies to be shown on Friday evenings, in June at Municipal Park. The sponsorship covers movie right fees from SWANK Motion Pictures.

DISCUSSION:

Sponsorship for the above activity provides the funding support and allows the department to provide exceptional quality services. The following business is included in this recognition of funds:

"Reel" Family Time Outdoor Movie Night Series	IBERIABANK	\$1,600.00
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GERMANTOWN FORWARD 2030:

This agenda item supports a key performance area in the Germantown Forward 2030 Plan: Quality of Life – How arts, culture, recreation and leisure activities for both residents and visitors will remain relevant and delivered in a manner that exceeds expectations.

ATTACHMENTS:

Budget Adjustment No. 16-68

PREPARED BY: Natalie Ruffin

Natalie Ruffin, Recreation Superintendent

REVIEWED BY: Pam Beasley

Pam Beasley, Parks and Recreation

REVIEWED BY: Adrienne Royals

Adrienne Royals, Sr. Budget and Performance Analyst

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

To request recognition of proceeds benefitting the Parks and Recreation Department, as detailed above, in the amount of \$1600.00 and to approve Budget Adjustment No. 16-68.

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: May 23, 2016

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

SUBJECT: PHOTOGRAPHY POLICY FOR OAKLAWN GARDEN AND THE FARM PARK

INTRODUCTION:

The purpose of this agenda item is to approve the recommended photography policy and membership process for Oaklawn Garden and the Farm Park.

BACKGROUND:

As the City and the Parks and Recreation Department have begun the process of developing the management plan for the newly acquired Oaklawn Garden, it has become evident that a formal process for managing commercial photography businesses using Oaklawn Garden is necessary. Photography studios have been allowed to use the property without restrictions or guidelines. Large props, hanging decorations that could damage plants and trees and sometimes large groups with limited parking are a few of the challenges that need to be addressed. Currently, these commercial vendors are not providing the City with any evidence of holding liability insurance, which is a concern. City ordinance does not allow any commercial vendor to conduct "for profit" business on City property without permission and appropriate permit.

Staff has worked with the Ranger Division and the Parks and Recreation Commission to establish recommended guidelines for commercial photography at Oaklawn Garden and the Farm Park, which also has the potential for this type of use. Research was performed to identify what other local venues are doing to handle photography businesses using their property, most notably the Memphis Botanic Garden and the Dixon Garden. Both of these organizations implement an annual photography membership to address this matter.

The attached 2016 Photography Membership Application and Guidelines have been reviewed and unanimously recommended by the Parks and Recreation Commission. The city's legal counsel has also reviewed the attached documents. Staff believes that the recommended policy and membership application are fair, consistent and align with the mission and values of the Parks and Recreation Department. The policy also applies to commercial videography.

DISCUSSION

The application and photography membership program will be administered by the front desk personnel at the Parks and Recreation office. Park rangers will assist with public information and enforcement.

PHOTOGRAPHY POLICY FOR OAKLAWN GARDEN AND THE FARM PARK

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The recommended photography policy and administrative guidelines documents are attached. The following points serve to highlight the major elements in policy and summarize the application process:

1. Commercial photographers will contact the Parks and Recreation Department to complete the membership application and submit a copy of their business license and proof of insurance.
2. The recommended annual membership fee is \$150 per fiscal year for unlimited use or \$75 for a one-time, one hour session photography session. These fees will be included in the annual Resolution of Revenue during the budget process for adoption.
3. Reservations must be made by commercial photographers prior to photo sessions. This practice will prevent interruption of public programs and provide scheduling and parking control.
4. Photo shoot sessions are limited to a maximum of 20 people per session.
5. Park rules and other guidelines noted on the application document will apply.

Germantown Forward 2030:

Approval of the Photography Policy for these special use parks supports the Germantown Forward 2030 Plan by producing a new revenue source for parks under the Special Revenue Fund and increasing "self-sufficiency" of those funds. The policy also addresses a "timely response to customer needs" and "customer requirements for all city operations".

ATTACHMENTS:

2016 Photography Membership Application and Photography Policy for Special Use Parks - Oaklawn Garden and the Bobby Lanier Farm Park

PREPARED BY: Natalie Ruffin

Natalie Ruffin, Recreation Superintendent

REVIEWED BY: Pam Beasley

Pam Beasley, Director of Parks and Recreation

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

To approve the recommended photography policies for Oaklawn Garden and the Farm Park.

BOARD ACTION:

MOTION BY:

SECONDED BY:

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



Agenda No. 109

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: Quad County Environmental Solutions, LLC Contract Amendment

INTRODUCTION:

The purpose of this agenda item is to consider an amendment to the contract with Quad County Environmental Solutions, LLC (Quad County) for the disposal of yard trash collected in the City of Germantown.

BACKGROUND:

On March 28, 2016 the Board of Mayor and Aldermen executed a contract with Quad County for the disposal of yard trash. This contract had a commencement date of July 1, 2016. With the change in the commencement date of the solid waste collection contract with Waste Pro of Tennessee from July 1 to June 1, an amendment to the disposal contract with Quad County is also required.

DISCUSSION:

This amendment changes the commencement date from July 1, 2016 to June 1, 2016 and the term from sixty (60) to sixty-one (61) months. All other terms and conditions remain the same. Quad County has assured the City that they will accept the amendment with the commencement date of June 1, 2016 and the pricing outlined in the agreement.

GERMANTOWN FORWARD 2030:

Solid waste collection and therefore disposal is a high priority city service and this amendment helps achieve the goal of delivering services in the most efficient manner possible.

BUDGET AND STAFFING IMPACT:

There is no staffing impact associated with this item. The estimated budget impact is \$40,000.00 and will be managed through the Sanitation Fund.

ATTACHMENTS:

Quad County Environmental Solutions, LLC Contract Amendment

Prepared by: Joe Nunes
Neighborhood Services Manager

Reviewed by: Cameron Ross
Director, Economic and Community Development

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

To authorize the Mayor to execute an amendment to the contract with Quad County Environmental Solutions, LLC for the disposal of yard trash with a commencement date of June 1, 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

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: SUNGARD ANNUAL ACCESS AGREEMENT AND UPGRADE

INTRODUCTION:

The purpose of this agenda item is to request authorization to enter into a 5-year software access agreement and upgrade with SunGard Public Sector in an amount not to exceed \$472,085.80.

BACKGROUND:

SunGard is the integrated software suite used throughout the City to manage departmental operations such as HR, Payroll, Finance, Code Enforcement and Work Orders to name a few. The City of Germantown invested in SunGard Public Sector, Inc. during 1999 in anticipation of Y2K issues with the system in use at the time. Since implementation the City has added applications to assist City staff in providing not only accounting services but also utility billing, payroll and purchasing. The Board approved an upgrade to the system in 2009 that brought all users under the NaviLine ASP (Application Services Provider) hosted environment and included the implementation of additional applications. The original access agreement was for a 5-year term with a 1-year access agreement extension approved in FY16.

On November 24, 2014 the Board approved the use of the Competitive Sealed Proposal Process for a Public Administration Software Suite. A Request for Proposal was issued April 17, 2015 with proposals received May 7, 2015.

DISCUSSION:

In keeping with the City's competitive process, a review team has been able to examine costs of an upgrade versus a new system to determine what best meets the City's needs. During this process, the review team determined the recommended solution would be an upgrade to the existing NaviLine platform with the addition of new applications instead of a platform change.

The upgraded system will continue to provide users with an ASP web-based environment whereby the data is housed by SunGard at the Voorhees, NJ data center. Staff accesses the system using a secured internet connection. The system is supported 24/7 with redundancy in Lake Mary, Florida. This environment provides immediate disaster recovery services. The ASP solution has been offered by SunGard since 2000 with over 150 clients. ASP also provides the following:

- 24/7 support and system monitoring by a dedicated technical support team
- Administration, backups, and system management
- All application server hardware and software upgrades
- Unlimited SunGard continuing education web conference training
- A secure, safe environment with built-in disaster recovery and business continuity services.

All changes to the software will be announced to users as they sign onto the system as "What's New". On-line training is available at any time at no additional charge.

SUNGARD ANNUAL ACCESS AGREEMENT AND UPGRADE

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There are three main components of the contract; business process reviews, upgrade of existing software applications and implementation of new applications. A dedicated project manager will help determine an implementation schedule based on bestpractices.

New applications include an upgrade to NaviLine Edge, Asset Management II, NaviLine Cash Receipts Lockbox Interface, NaviLine Mobile Work Orders, NaviLine Mobile Code Enforcement, SunGard Transaction Manager, Cognos BI, Converge Platform, Executime Time Attendance System, NaviLine Click2Gov3 and the addition of a test environment.

Many of the new and upgraded applications listed have been requested for several years. The mobile Work Order and Code Enforcement applications in particular have been requested as an item necessary in the performance of day-to-day jobs. Rather than purchase several different systems that would not communicate with each other, the SunGard mobile systems will be able to provide information to users across multiple applications. It will allow managers and supervisors the ability to utilize resources to their maximum potential.

Also slated for upgrade is the customer facing payment engine accessed when making payments from the City web site. This upgrade will provide customers a more user friendly experience when making online payments and allow the City to more easily pass on credit card processing fees incurred. A suite of customer facing mobile applications for iOS and Android devices is included in the project connecting citizens and customers anytime-anywhere.

The agreement is for a 5-year term. The up front, one-time costs total \$194,377.00, with \$136,437.00 for professional services and start-up, \$17,940.00 for anticipated equipment and \$40,000 for travel. Annual expense for the first year is \$277,708.80. All access fees reflect a 4% discount for annual payment and are flat for the 5-year term.

Professional Services/Start-Up	\$136,437.00
Equipment	\$ 17,940.00
Travel	\$ 40,000.00
	<u>\$194,377.00</u>

Year 1	\$277,708.80
Year 2	\$280,404.48
Year 3	\$280,404.48
Year 4	\$280,404.48
Year 5	\$280,404.48

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 Expenditure</u>
General	010-1510-416.26-30	IT	Maintenance	\$779,338.10	\$277,708.80
General	010-1510-416.94-83	IT	Software	\$526,000.00	\$194,377.00
	IR1627				

Stephanie Logan will be the Project Manager for the City on this project.

SUNGARD ANNUAL MAINTENANCE AND UPGRADE

May 23, 2016

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GERMANTOWN FORWARD 2030:

This project fulfills the Germantown Forward 2030 Strategic Objective 2 of Key Performance Area: Technology, a technology enabled community builds efficiency, safety, and transparency by which all stakeholders can use and access relevant government information and services at anytime from anywhere.

ATTACHMENTS:

SunGard Public Sector Schedule A – Order Form
RFP Report

PREPARED BY: Stephanie S. Logan

Stephanie S. Logan, Technical Services Coordinator

REVIEWED BY: Tony Fischer

Tony Fischer, Director of Information Technology

REVIEWED BY: Cathryn Perdue

Cathryn Perdue, Assistant Procurement Officer

REVIEWED BY: Adrienne Royals

Adrienne Royals, Sr. Budget and Performance Analyst

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

To approve authorization to enter into a 5-year software access agreement and upgrade with SunGard Public Sector in an amount not to exceed \$472,085.80.

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: May 23, 2016

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

SUBJECT: FIRE STATION ALERTING SYSTEM UPGRADE

INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase PrimeAlert CADVoice System upgrade for Computer Aided Dispatch (CAD) from Locution Systems, Inc. in the amount of \$175,511.00.

BACKGROUND:

The City contracted with Locution Systems in 2006 to replace the Fire Station alerting system that had been in place since the 80's. However, due to technology limitations of our CAD system at the time, the system has not been used as the primary dispatch system. The City still has the system and equipment from that purchase. In 2009 an upgrade to Zetron was purchased to ensure the City was in compliance with notification requirements. The Fire Station alerting system in use is at end of life and is in need of replacement.

DISCUSSION:

The PrimeAlert CADVoice System upgrade will be 100% reimbursed by the Shelby County 911 District. The cost of the project upgrade will be \$175,511.00. Annual costs associated with the Standard Software Maintenance Agreement will be the City's responsibility, are expected to be \$15,898, and begin after the 1-year warranty period.

The City has been able to implement a more systematic approach to the constant need for updates in the computer industry. Based on systems currently in place, and in the Information Technology departmental 10-year plan, it was determined that the implementation of an upgraded Locution system would best aid Fire and Police Department staff in their daily jobs for the following reasons:

- Locution would allow us to share the same countywide database with Memphis and Shelby County
- Local support that is familiar with the systems
- The City's CAD vendor already has an interface built for the system that easily integrates
- Locution will integrate with the existing Fire Station PA systems

The Locution PrimeAlert CADVoice System provides the alerting needed in the Fire Stations and includes automated audio dispatching to allow the dispatcher to dispatch the call and take information from the caller simultaneously. The Locution system uses pre-recorded audio snippets to dispatch over the PA systems and radio. The Locution PrimeAlert CADVoice System utilizes internet protocol and radio system to send alerts to fire companies. This will help reduce the dispatch time as the system can instantly notify each fire station, resulting in quicker response times to emergencies.

Additional funding will be requested for the interface between Locution and Tyler New World so that it is compatible with the City's CAD system. Funding for this project will also be 100% reimbursed by the Shelby County 911 District.

GERMANTOWN FORWARD 2030:

This project fulfills the Germantown Forward 2030 Strategic Objectives 2 and 3 of Public Safety, Fire protection services result in low property loss and no fire deaths, assure response times meet national standards, and Germantown has the highest survivability rate in Tennessee related to Emergency Medical Services.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: FIRE STATION ALERTING SYSTEM INTERFACE

INTRODUCTION:

The purpose of this agenda item is to request authorization to enter into an agreement with Tyler New World to create and implement an interface between the Locution Systems Inc. PrimeAlert CADVoice System and Tyler New World Computer Aided Dispatch System (CAD) in the amount of \$15,000.00.

BACKGROUND:

The City contracted with Locution Systems in 2006 to replace the Fire Station alerting system that had been in place since the 80's. However, due to technology limitations of our CAD system at the time, the system has not been used as the primary dispatch system. The City still has the system and equipment from that purchase. In 2009 an upgrade to Zetron was purchased to ensure the City was in compliance with notification requirements. The Fire Station alerting system in use is at end of life and is in need of replacement.

DISCUSSION:

The interface between Locution's PrimeAlert CADVoice System and Tyler New World's CAD System will be 100% reimbursed by the Shelby County 911 District. The cost of the project will be \$15,000.00. Annual costs associated with the Standard Software Maintenance Agreement will be the City's responsibility and are expected to remain the same as the current annual Zetron interface expenses.

GERMANTOWN FORWARD 2030:

This project fulfills the Germantown Forward 2030 Strategic Objectives 2 and 3 of Public Safety, Fire protection services result in low property loss and no fire deaths, assure response times meet national standards, and Germantown has the highest survivability rate in Tennessee related to Emergency Medical Services.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: RESOLUTION 16R22 – CAPITAL OUTLAY NOTES

INTRODUCTION:

The Board of Mayor and Aldermen is asked this evening to approve a resolution authorizing the Administration to issue capital outlay notes for the purchase of computers for Germantown Municipal School District (GMSD).

BACKGROUND:

As the Board is aware, the GMSD is reliant on the City when it comes to major capital improvements, financing or other debt obligations. This year, the District will be replacing and purchasing new computers for teachers and students for FY17. The cost associated with this transaction is approximately \$900,000. To facilitate this transaction, the Administration is proposing the issuance of capital outlay notes for the purchase of the computers.

DISCUSSION:

With consideration of this resolution by the Board this evening, we will submit this documentation to the State comptroller for their approval of this proposed action. This resolution authorizes the City to seek quotes from local banks in a private negotiated sale for the purchase of the computers. On the agenda for the June 13, 2016 meeting of the Board of Mayor and Aldermen will be the following items:

1. Approval of the capital outlay notes, series 2016
2. An interfund agreement between the City and the District regarding the repayment by the District to the City for the use of these funds.

The purchase of computers by GMSD at this level will be an annual expense. The Administration proposes that we follow a similar process in subsequent years.

GERMANTOWN FORWARD 2030:

The City's ability and willingness to support Germantown Municipal School District through its borrowing and leasing power directly supports the Germantown Forward 2030 key performance area of Education. While the City has no direct influence on many factors influencing student achievement, collaborations between the City and GMSD, like the technology improvements made possible by this funding agreement, specifically enhance the learning environment in our schools.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: PARKS & RECREATION BUILDING ROOF REPLACEMENT AND EXTERIOR IMPROVEMENTS

INTRODUCTION:

The purpose of this agenda item is to consider approval of a construction contract with Accent Roofing, LLC in the amount of \$94,238.00 for the construction of the Parks & Recreation Building roof replacement and exterior improvements and approve Budget Adjustment No. 16-72.

BACKGROUND:

This 60 year old building is located at 2276 West Street in the Old Germantown District and the only improvements to the facility since 2000 were interior renovations. The project will address exterior improvements including a new roof and windows, painting and rotten wood replacement.

On August 10, 2015, the Board of Mayor and Aldermen approved a Professional Services Agreement with Ross Witt, LLC in the amount of \$24,325.00 for the design of the renovations, an asbestos evaluation and preparation of construction documents for bid. The design was completed on April 7, 2016.

DISCUSSION:

The project was advertised on the City's Website and e-mail notification was sent to nine hundred fifty-seven vendors on April 18, 2016. Three contractors attended the pre-bid meeting on April 27, 2016. Only Accent Roofing, LLC submitted a bid. Their base bid for the roof replacement was \$63,764.00. In addition, staff is recommending the acceptance of Alternate No.1 that consists of new windows, painting and rotten wood replacement at a cost \$30,474.00 for a total project cost of \$94,238.00. Funding for this project is included in the FY16 CIP Budget and staff recommends approval. The bid analysis sheet is attached.

FORWARD 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: May 23, 2016

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

SUBJECT: SAFE ROUTES TO SCHOOL (SRTS) – TDOT AGREEMENT

INTRODUCTION:

The purpose of this agenda item is to consider acceptance of a Safe Routes to School (SRTS) Agreement from the TN Department of Transportation (TDOT) in the amount of \$132,608.00 for construction of sidewalks and bike lanes in the vicinity of Riverdale Elementary School.

BACKGROUND:

The SRTS program was established in August 2005 as part of the federal transportation reauthorization legislation to provide funding to State Departments of Transportation to create and administer SRTS programs. Purposes include (1) enable and encourage children, including those with disabilities, to walk and bike to school; (2) make walking and biking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and (3) facilitate planning, development and implementation of projects to improve safety, and reduce traffic, fuel consumption and air pollution in the vicinity of schools.

In 2015 the City Germantown applied for and received a SRTS grant. The grant covers infrastructure such as sidewalks and bike lanes as well as an educational component. SRTS Grants are 100% reimbursable and do not require a local match.

DISCUSSION:

There are numerous bike/pedestrian improvements needed within the identified 1-mile walking/biking zone of Riverdale Elementary School. This is an older part of the City that when constructed, sidewalks were not required to be installed with development. Through the years, sidewalks were installed in some areas making for a very disjointed, inconsistent pedestrian network. Please see attached vicinity map.

This project involves the construction of approximately 2,000 linear feet of 5 foot wide concrete sidewalk along Miller Farms Road from the Greenway Trail crossing to Apple Valley Road (indicated as Priority 1 on the vicinity map). The project also includes approximately 5,000 feet of bike lanes on Poplar Estates from Brookside to Corsica (indicated as Priority 2 on the vicinity map). We have applied for an additional SRTS grant to perform additional bike/ped improvements in the Riverdale Elementary School area. We hope to have positive response from that application in the coming months.

In order to proceed with this project, the attached agreement needs City approval. The agreement is a standard TDOT Local Programs agreement that has been reviewed by the City Attorney. Upon full execution of the agreement, the City will receive a Notice to Proceed (NTP) to the environmental phase (NEPA) of the project.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN**DATE:** May 23, 2016**FROM:** Patrick J. Lawton, City Administrator *PL***SUBJECT:** LATERAL G – DESIGN SUPPLEMENT**INTRODUCTION:**

The purpose of this agenda item is to consider approval of Supplement 1 in the amount of \$132,400.00 to an existing Professional Services Agreement (PSA) with ETI Corporation related to the Lateral G Drainage Improvements Project, increasing the contract from \$161,412.00 to \$293,812.00.

BACKGROUND:

Lateral G flows from south to north along the common border of the City of Germantown and Town of Collierville. Emptying into the Wolf River, Lateral G carries stormwater runoff from a drainage area of over 1,200 acres. In February 2013, revisions to the Federal Emergency Management Administration's (FEMAs) flood insurance rate maps (FIRMs) placed many of the existing homes and property along Lateral G south of Wolf River Boulevard (WRB) in a Special Flood Hazard Area (SFHA). As a result, property owners with mortgages are now required to carry flood insurance. In an effort to alleviate this burden, the BMA instructed staff with the assistance of a design firm to provide drainage improvement alternatives that would remove these homes from the newly established SFHA.

ETI was hired by the City in July of 2013 to investigate alternatives. Four viable alternatives were developed and presented to the BMA in January 2014. Due to the fairly high construction cost estimates for all of the alternatives, staff/ETI recommended a two phase alternative. Phase I involved intercepting the drainage from Dogwood Grove Subdivision in a surface inlet/sub-surface piping system on the western side of the practice field, conveying that stormwater northward under WRB and into Lateral G on the north (downstream) side of WRB. Immediately east of this new inlet/piping system will be a berm that runs parallel with the drainage system route. Phase II involved the widening of Lateral G to increase storage capacity and stabilize the banks. Construction cost estimates presented to the BMA were approximately \$1,000,000 for each phase for a total cost estimate of ~\$2,000,000.00. The plan was to construct Phase I in FY16, Phase II in FY17. We were directed to proceed to the design phase for the recommended alternative.

DISCUSSION:

On May 12, 2014, the City entered into a PSA with ETI in the amount of \$161,412.00 for design services of Phases I & II as described above. The design and construction documents were being prepared as two separate construction projects. All permitting applications and reviews by various agencies were under review as two separate projects. In February 2016, the City decided to combine Phases I & II into a single project. At that time we estimated and informed the BMA that additional design fees of approximately \$100,000.00 would be necessary for the expedited professional services.

The design and construction documents were completed in late March 2016 and the project was advertised for construction in early April. The actual additional design fees totaled \$107,900.00. In addition to this amount, we

asked ETI to provide a fee proposal to cover all outstanding permitting fees and to provide utility and intergovernmental agency coordination on an as needed basis for the project during construction. The utility conflicts involved in this project include MLGW, Zayo, AT&T and Windstream. The success of the first phase of this project, installation of a large reinforced concrete box under Wolf River Blvd. during the summer months while school is out, will be heavily dependent upon utility relocation coordination. The intergovernmental agencies involved with this project during the duration of construction include, City of Germantown, Federal Emergency Management Administration (FEMA), TN Dept. of Environment and Conservation (TDEC), Army Corps of Engineers (COE) and Germantown Municipal School District. We have learned through the design process that the key interests of each of these entities sometimes are in direct conflict. For example, FEMA's flood control interests are often in conflict with TDEC's environmental preservation concerns. These competing interests will continue through the construction phase and staff believes it is imperative to have the Engineer of Record (ETI) on-board to aid in these coordination efforts on an as-needed basis. ETI's fee proposal (attached) for these services is for an amount not to exceed \$24,400.00. Please see below summary:

Original Contract Amount		\$161,412.00
Supplement 1 (consisting of items below)		
Additional work to combine Phases I & II into a single bid package	\$107,900	\$132,400.00
Utility and Intergovernmental Agency Coordination	\$21,000.00	
Permitting Fees	\$3,500.00	
New Contract Amount		\$293,812.00

Staff respectfully requests approval of Supplement 1.

FORWARD 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.

BUDGET AND STAFFING IMPACT:

Tim Bierdz, City Stormwater Engineer will serve as Project Manager, point of contact throughout the Construction phase.

SOURCE OF FUNDING:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
CIP	030-0000-400.25-40 DR1404	Drainage	Professional Services	\$137,499.52	\$132,400.00

ATTACHMENTS:

ETI Fee Proposal (2)

PREPARED BY: Tim Gwaltney
Tim Gwaltney, P.E., City Engineer

REVIEWED BY: Cameron Ross
Cameron Ross, ECD Director

REVIEWED BY: Butch Eder
Butch Eder, CIP Manager

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

REVIEWED BY: Adrienne Royals
Adrienne Royals, Budget and Performance Sr. Analyst

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

To approve Supplement No. 1 in the amount of \$132,400.00, increasing the originally approved Professional Services Agreement amount of \$161,412.00 to \$293,812.00 with ETI Corporation for design services related to the Wolf River Lateral G Drainage Improvements Project.

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: May 23, 2016

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

SUBJECT: LATERAL G – MEMPHIS LIGHT GAS & WATER (MLGW) COST QUOTE

INTRODUCTION:

The purpose of this agenda item is to consider approval of utility relocation cost in the amount of \$44,636.45 with Memphis Light Gas & Water (MLGW) related to temporary removal and reinstallation of a water main within the Lateral G Drainage Improvements Project limits and to approve Budget Adjustment No. 16-79.

BACKGROUND:

Lateral G is one of seven (7) major Wolf River tributaries located within the City Limits of Germantown. Lateral G is located on the far east side of town adjacent to Houston High School. A major drainage improvement project is scheduled to commence this summer. Acuff Enterprises d.b.a. Scott Contractors is the contractor. The construction contract in the amount of \$2,290,036.50 was approved by the Board of Mayor and Aldermen on May 9, 2016.

In part, the drainage improvements project involves installation of a traditional surface inlet and underground piping system to intercept stormwater runoff from the existing Dogwood Grove residential subdivision, convey it northward under Wolf River Boulevard in a new reinforced concrete box culvert then into Lateral G on the north side of WRB.

Please see attached graphic. The new piping system is indicated in yellow. Indicated in orange is an existing 30-inch diameter water main owned/maintained by MLGW. The proposed storm system is in conflict with the existing water main. This utility conflict is the purpose of this agenda item.

DISCUSSION:

The existing 30" water main is located within an MLGW easement. Therefore, the City is responsible for MLGW's costs associated with this temporary removal and replacement. During a non-peak water usage time of year, October – January, MLGW will shut down the water main, temporarily remove approximately 80 feet of the pipe, wait for the City's contractor to install our storm pipe and backfill, then MLGW will reinstall their waterline and place it back in service. This temporary water shut down period will not affect Germantown residents.

Staff respectfully recommends approval of this MLGW cost t in the amount of \$44,636.45.

FORWARD 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: May 23, 2016

FROM: Patrick J. Lawton, City Administrator *PJL*SUBJECT: WOLF RIVER BOULEVARD REPAVING FROM FARMINGTON BLVD. TO EAST CITY LIMITS
(EAST END) – AWARD OF CONSTRUCTION CONTRACT**INTRODUCTION:**

The purpose of this agenda item is to consider approval of a Construction Contract in the amount of \$1,449,828.70 with Standard Construction Company for the Wolf River Boulevard Repaving project from Farmington Blvd. to East City Limits (East End).

BACKGROUND:

Wolf River Boulevard is a major east-west corridor running through the northern portion of Germantown. The roadway extends from Walnut Grove in Memphis to Shelton Road in Collierville and was constructed in phases from the 1980's through 2013. The most recent phase was the final two mile segment between Kimbrough and Farmington funded through Surface Transportation Program (STP), 80% federal, 20% local responsibility.

The older portions of the roadway are experiencing severe surface deterioration in the form of pot holes and cracking. Public Works crews have been maintaining the surface defects by point repair of potholes and fillers. Knowing that the roadway had reached the point of needing major reconstruction and overlay that would have used the City's entire repaving budget, in 2013 the City requested and received funding for the project from the Memphis-MPO resurfacing grouping funding source for the segments from Germantown Road to approximately Kimbrough (West End) and from Farmington Boulevard to the eastern City limits (East End). Funding for this project is 80% reimbursable. Upon receiving notification that funding was approved for the project, the City entered into an intergovernmental agreement with the TN Department of Transportation (TDOT) in November of 2013 to develop the project.

Using qualifications based selection process, the City chose Fisher & Arnold (F&A) to provide Design and Construction Engineering and Inspection Services for the project. In April 2014, the City entered into a professional services agreement with Fisher & Arnold to provide preliminary design/environmental phase services for the project. The environmental phase services were completed in September 2014 as evidenced by the attached TDOT Notice to Proceed to Final Design Phase. The final design phase of the project was completed in May of 2015 as evidenced by the TDOT Notice to Proceed to Construction.

Construction funding for the West End was budgeted in FY15. Construction of the West End took place from August-November 2015 and was completed substantially below the original contract amount.

WOLF RIVER BLVD. REPAVING PROJECT (EAST END) – CONSTRUCTION CONTRACT

May 23, 2016

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DISCUSSION:

This agenda item involves construction of the East End of the project. The project was publicly advertised for construction in the Commercial Appeal and Tri-State Defender on April 5, 2016. Two (2) responsive bids were received and publicly read aloud on April 28, 2016 with Standard Construction Company providing the lowest bid in the amount of \$1,449,828.70. The bids have been thoroughly reviewed by staff and our Design/CEI Firm (F&A) for any math errors or discrepancies. None were found in either bid.

On May 3, 2016 the City requested TDOT concurrence (attached) to award the construction contract for the East End to Standard Construction Company. TDOT concurrence was received on May 6, 2016 (attached). Assuming approval tonight, a notice to proceed (NTP) to the contractor is anticipated in early June with a goal of having the project substantially completed prior to beginning of next school year, early August timeframe. Staff respectfully recommends the contract for approval.

FORWARD 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.

BUDGET AND STAFFING IMPACT:

Tim Gwaltney, City Engineer served as Project Manager, point of contact throughout the Environmental and Design phases and Construction of West End and will continue in that role throughout the Construction of East End.

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 Expenditure</u>
CIP	030-0000-400.93-01 MR1602	Major Roads	Other Improvements	\$1,449,829.00	\$1,449,828.70*

*As invoices are received and approved, the City pays the invoices at 100%. Upon receipt of proof of payment to the contractor, the City then requests 80% reimbursement from TDOT with proper backup information.

ATTACHMENTS:

- Vicinity Map
- Bid Analysis (3)
- TDOT Notice to Proceed to Final Design
- TDOT Notice to Proceed to Construction of East End
- City's Request for TDOT Concurrence to Award (5 pages)
- TDOT Concurrence (2 pages)



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: WOLF RIVER BOULEVARD REPAVING FROM FARMINGTON BLVD. TO EAST CITY LIMITS (EAST END) – PROFESSIONAL SERVICES AGREEMENT

INTRODUCTION:

The purpose of this agenda item is to consider approval of a Professional Services Agreement in the amount of \$170,000.00 with Fisher & Arnold, Inc. (F&A) to provide Construction Engineering and Inspection (CEI) for the Wolf River Boulevard Repaving project Farmington Blvd. to the East City Limits (East End).

BACKGROUND:

Wolf River Boulevard is a major east-west corridor running through the northern portion of Germantown. The roadway extends from Walnut Grove in Memphis to Shelton Road in Collierville and was constructed in phases from the 1980's through 2013. The most recent phase was the final two mile segment between Kimbrough and Farmington funded through Surface Transportation Program (STP), 80% federal, 20% local responsibility.

The older portions of the roadway are experiencing severe surface deterioration in the form of pot holes and cracking. Public Works crews have been maintaining the surface defects by point repair of potholes and fillers. Knowing that the roadway had reached the point of needing major reconstruction and overlay that would have used the City's entire repaving budget, in 2013 the City requested and received funding for the project from the Memphis-MPO resurfacing grouping funding source for the segments from Germantown Road to approximately Kimbrough (West End) and from Farmington Boulevard to the eastern City limits (East End). Funding for this project is 80% reimbursable. Upon receiving notification that funding was approved for the project, the City entered into an intergovernmental agreement with the TN Department of Transportation (TDOT) in November of 2013 to develop the project.

Using qualifications based selection process, the City chose Fisher & Arnold (F&A) to provide Design and CEI for the project. In April 2014, the City entered into a professional services agreement with Fisher & Arnold to provide preliminary design/environmental phase services for the project. The environmental phase services were completed in September 2014 as evidenced by the attached TDOT Notice to Proceed to Final Design Phase. The final design phase of the project was completed in March of 2016 as evidenced by the TDOT Notice to Proceed to Construction.

DISCUSSION:

Now that the project has reached the Construction Phase, it is time to advance F&A's services to CEI. We asked F&A to provide a fee proposal (attached) for the required CEI services. Staff thoroughly reviewed the proposed CEI scope and is satisfied that all state and federal guidelines are adequately covered. We also believe the proposed fee to be reasonable for a construction project of this complexity and magnitude.

Staff respectfully recommends this professional services agreement for approval.

FORWARD 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.

BUDGET AND STAFFING IMPACT:

Tim Gwaltney, City Engineer served as Project Manager, point of contact throughout the Environmental and Design phases and will continue in that role throughout the Construction phase.

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 Expenditure</u>
CIP	030-0000-400.25-40 MR1602	Major Roads	Professional Services	\$270,329.00	\$170,000.00*

*As invoices are received and approved, the City pays the invoices at 100%. Upon receipt of proof of payment to the CEI consultant, the City then requests 80% reimbursement from TDOT with proper backup information.

ATTACHMENTS:

Vicinity Map
TDOT Notice to Proceed to Final Design
TDOT Notice to Proceed to Construction
CEI Fee Proposal



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: May 23, 2016

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

SUBJECT: SPORT PROVIDER AGREEMENT EXTENSION

INTRODUCTION:

The purpose of this agenda item is to approve the extension of the provider agreement for one additional year with the Germantown Football League to be the Youth Cheer and Football Provider for the City of Germantown.

BACKGROUND:

Each year, the City implements contracts with local youth sport provider organizations to provide certain athletic programs for children on athletic fields located in the City in which the Parks and Recreation Department make available. These programs are organized, scheduled and operated on behalf of the Parks and Recreation Department by the City's designated Sports Providers performing as service providers in conjunction and cooperation with the City. This agreement was awarded in FY15, with the option for (2) two additional one year extensions. Staff would like to extend this agreement for one additional year and recommend using this Provider through 2016.

A primary goal of the Parks and Recreation Department is to work with volunteers and providers to provide top quality programs, facilities and sporting opportunities. The management and operation of all youth sports are guided by the Sports Operating Policies which provide standard operating policies and procedures that are fair and consistent and align with the City's mission and values.

Designated city youth sport providers currently include cheer, baseball, football, rugby, soccer, softball and lacrosse.

The current financial arrangement provides for an impact fee to be assessed per participant to the Provider based on the direct operating expenses of the Sports programs as approved annually by the Board of Mayor and Aldermen. All non-residents are charged a non-resident fee in excess of the fee charged to the residents of the City. This fee is based upon a percentage relationship between the City's property tax revenues and the total revenues of the City which are assessed per participant, not to exceed one hundred dollars (\$100) per participant. In FY15, staff collected \$79,760.00 in total impact and non-resident fees.

Currently, the City has an agreement with the Germantown Legends, the Houston Lacrosse Club, Germantown Rugby Club and the Germantown Baseball League to be the City Selected Sports Providers for youth baseball, softball, lacrosse, rugby and soccer which includes recreation and competitive leagues. These agreements are for a period of one year and reviewed and approved by the Parks and Recreation Department.

These Providers are committed to providing comprehensive athletic programs utilizing City owned, operated and maintained facilities which includes Bob Hailey Baseball, Cloyes Park, Farmington Park, Johnson Road Park, Riverdale Park, Soccerplex as well as Cameron Brown Park and Houston Levee Park. These City Selected Sport Providers have the exclusive right to develop, implement, instruct and manage an athletic program that provides leagues, clinics, camps and intra-league tournaments for children at athletic facilities the City decides to make available. The Provider also has the exclusive right to provide and conduct concession operations where available during the period of assigned use (season).

DISCUSSION:

The Germantown Football League is a reputable organization having extensive experience in providing quality athletic programs within the City of Germantown. Staff completed the League's post-season evaluation and determined that they will continue to provide our community with high quality athletic programs and a high level of professional standards. Staff recommended extending their Provider Agreement at the Parks and Recreation Commission's April 28, 2016 meeting and the Commission concurred with staff to extend this agreement through 2016.

The Germantown Football League became the service provider for the City of Germantown in 2009 which is run completely by volunteers. This youth organization is community based dedicated to providing superior services which includes, youth cheer and football, to the residents of Germantown and the surrounding communities. The program currently provides youth football on a recreational level for over 350 children and youth cheer for over 100 children. As the sole provider for both cheer and football, the organization will provide a safe, structured environment for children to play, learn and enjoy each of these sports.

GERMANTOWN FORWARD 2030:

This agenda item supports a key performance area in the Germantown Forward 2030 Plan: Quality of Life – How arts, culture, recreation and leisure activities for both residents and visitors will remain relevant and delivered in a manner that exceeds expectations.

BUDGET AND STAFFING IMPACT:

Natalie Ruffin, Recreation Superintendent, handles the administrative duties with support from staff.

ATTACHMENTS

Provider Agreement from Germantown Football League dated May 22, 2015

PREPARED BY: Natalie Ruffin

Natalie Ruffin, Recreation Superintendent

REVIEWED BY: Pam Beasley

Pam Beasley, Parks and Recreation

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

