



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, June 13, 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. Proclamation – Smokey Bear National Winner
 - b. Recognition of Public Works Crews
 - c. Recognition of Neighborhood Services
7. Alderman Liaison Reports
8. Citizens to be Heard
9. Comptroller's Letter Regarding Capital Outlay Notes
10. Resolution 16R24 -Health Insurance for Elected Officials
11. **CONSENT**
 - a. Annual Agreement – Center for Applied Earth Science and Engineering Research (CAESER)
 - b. Annual Agreement – U. S. Geological Survey
 - c. Tyler SSMA Annual Maintenance
 - d. Network Annual Maintenance
 - e. Rejection of Proposals: Automated Enforcement Program
 - f. Recognition of Donation – Historic Commission
 - g. Great Hall Lobby Renovation – Change Order No. 1
12. Public Hearing – Ordinance 2016-2 – Budget Ordinance – Second Reading
13. Public Hearing – Ordinance 2016-3 – Year-End Budget Adjustments – Second Reading
14. Public Hearing – Ordinance 2016-4 – Real & Personalty Property Tax – Second Reading
15. Public Hearing – Ordinance 2016-5 – GMSD Year-End Budget Adjustments – Second Reading
16. Ordinance 2016-6 – Amendment to Sign Ordinance – Temporary Signs – First Reading, Set Public Hearing
17. Development Contract No.1210 Pinnacle Starbucks
18. Development Contract No.1200 Thornwood Phase IV
19. PSA - ROW Appraisal Services for Germantown Road/WRB Intersection Improvements Project
20. PSA - ROW Appraisal Review Services for Germantown Road/WRB Intersection Improvements Project
21. Roadway Markings/Bike Lanes - Farindon and Cordes
22. On-Call Contract for Collection of Yard Waste
23. Interfund Reimbursement Agreement

BEER BOARD

24. Public Hearing - Beer Permit – On Premise – Grimaldi's Pizzeria, Inc.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 13, 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

PROCLAMATION

WHEREAS, Smokey Bear is an international icon for the message of forest fire prevention, born as a caricature on a drawing board in 1944 and later represented by an actual bear, orphaned as a cub in a forest fire, and

WHEREAS, Woodsy Owl since 1971 has symbolized natural resource conservation, an icon helping inspire children to observe, explore and care for the environment, and

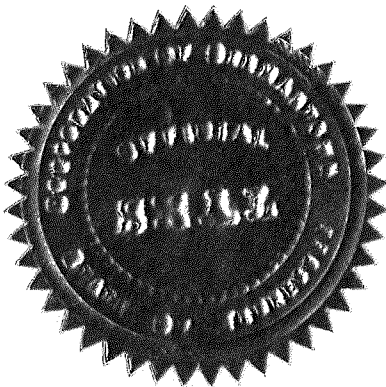
WHEREAS, The National Garden Clubs, Inc., in conjunction with the USDA Forest Service, annually sponsors a Smokey Bear/Woodsy Owl Poster Contest to promote wildfire prevention education and conservation, and

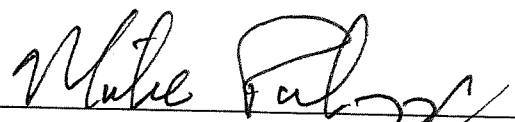
WHEREAS, officers and representatives of the National Garden Clubs, Inc., the USDA Forest Service, the Deep South Region, Tennessee Federation of Garden Clubs, and the Suburban Garden Club, a member of District I, sponsored the 2016 National Smokey Bear Woodsy Owl Poster contest, and

WHEREAS, the 2016 national poster contest winner is Khushi Patel of Farmington Elementary School, and

NOW THEREFORE, I, Mike Palazzolo, mayor of the City of Germantown, and on behalf of our Board of Mayor and Aldermen and all our citizens, do extend our heartfelt congratulations to Khushi Patel, her art teacher, Rebekah Laurenzi and parents, Jinal and Nishant Patel.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Germantown to be affixed this 12th day of May, 2016.




Mike Palazzolo, Mayor



Agenda No. 66

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 13, 2016

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

SUBJECT: Recognition of Public Works Crews

INTRODUCTION:

The purpose of this agenda item is to recognize the Germantown Public Works Crews for their work collecting yard waste for our residents from May 23 – 31, 2016.

BACKGROUND:

On Saturday, May 21 Mr. Lawton contacted Public Works Director, Bo Mills informing him of the dire need for Public Works to assist with yard waste collections in the City. Mr. Mills, Mr. Lawton and Mr. Joe Nunes met early on Monday the 23rd to discuss the plan of assistance. Public Works crews would mobilize using flat beds and available backhoes to divide the daily yard waste collection areas into four quadrants assigning a three man crew to each quadrant to pick up yard waste. Yard waste collections had been sketchy over the past three weeks; therefore the volume of yard waste was very high. By 10:30 am that morning Public works crews were on task. The materials were hauled to the Public Works Complex where tandem axle trucks were deployed hauling the debris to the Quad County Landfill. Crews collected route by route through the week of May 23 and ran the Monday route on May 31st. Over 1,200 cubic yards of materials were collected. A full report of Public Works man, truck and equipment hours will be available the week of June 6.

Personnel from Public Works improved on the collection process deciding to use the lower profile flat deck trailers to load materials preventing lifting the heavy items as high off the ground. Most of the loading was being accomplished by hand. This sped up the collections and prevented employee injuries.

The cooperation from all Superintendents, Crew Leaders, Equipment Operators and Maintenance staff was amazing. They did not ask why, or grumble about this laborious task. They were just glad to help and took on the responsibility head on. Mr. Lawton pitched in giving two afternoons from his busy schedule to assist the crews in the field. Our City recognizes SPIRIT Award winners at each Manager Supervisor meeting: "S" – Service Excellence, "P" – Producing A+ results, "I" – Initiative, "R" – Responsibility, "I" – Innovative and "T" – Teamwork. The exemplary work of these Public Works professionals to assist in this time of our City's need certainly epitomizes the SPIRIT concept.

Forward 2030:

This agenda item supports Forward 2030 Key Performance Area: City Services and Finance – Strategic Objective 4: The City's objective is to provide superior customer service on a daily basis in the most timely and cost-effective manner.

Prepared by: Bo Mills, PWLF

Bo Mills, Public Works Director

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 13, 2016

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

SUBJECT: Recognition of Germantown Neighborhood Services Division

INTRODUCTION:

The purpose of this agenda item is to recognize the Germantown Neighborhood Service Division for their work managing sanitation concerns for our residents through May 31, 2016.

BACKGROUND:

Amid failure of the sanitation services contractor, the group banded together to assist citizens with complaints and resolution. Daily, the team listened to compounding frustrations about garbage problems in Germantown. They kept track of escalating concerns and cataloged them to make sure that missed cans and yard waste were attended to as part of Inland's obligations to the City.

An unexpected benefit of this work was getting to know our citizens better. Citizens shared their frustrations with staff. Although there was not always immediate resolution, a shared bond occurred and translated into a desire to make the situation better. The continued efficiency of the Neighborhood Services division has helped to keep the wheels from falling off this year in Germantown's struggles with Inland Waste Solutions and continues as part of the transition to Waste Pro.

The cooperation from all Neighborhood services staff was remarkable. Considering the circumstances and complaints faced each day, they did not ask why, or complain about themselves about the failures that seemed to exponentially increase each month, but took the responsibility with great care and compassion for our citizens. During the course of the contract, the entire group became better problem-solvers with tremendous customer relations skills. The commendable work of the Neighborhood Services division to assist in this time of our City's need without doubt epitomizes the SPIRIT concept: "S" – Service Excellence, "P" – Producing A+ results, "I" – Initiative, "R" – Responsibility, "I" – Innovative and "T" – Teamwork and illustrates excellence every day.

Forward 2030:

This agenda item supports Forward 2030 Key Performance Area: City Services and Finance – Strategic Objective 4: The City's objective is to provide superior customer service on a daily basis in the most timely and cost-effective manner.

Prepared by: Cameron Ross, AICP

Cameron Ross, Economic and Community Development Director



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 13, 2016

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

SUBJECT: Letter from Comptroller regarding Capital Outlay Notes

INTRODUCTION:

At the BMA meeting on May 23, 2016 the board approved Resolution 16R22 regarding the issuance of Capital Outlay Notes to support the GMSD purchase of computers. State Statute requires the approval by the State Comptroller's office of these types of financial transactions.

Attached to this agenda sheet is a letter from Mrs. Sandra Thompson, the Director of State and Local Finance granting this approval. There is no official role or action required by the BMA, only that the letter be presented to the board and made part of the official record.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 13, 2016

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

SUBJECT: ANNUAL AGREEMENT – CENTER FOR APPLIED EARTH SCIENCE AND ENGINEERING RESEARCH (CAESER)

INTRODUCTION:

The purpose of this agenda item is to request authorization for the Mayor to execute a Contract Renewal Agreement with the University of Memphis Center for Applied Earth Science and Engineering Research (CAESER) in the amount of \$16,100.00.

BACKGROUND:

This fee provides funding for a technical staff that consults with local utility officials on water system issues. CAESER, formerly the University of Memphis - Ground Water Institute, has a comprehensive well head protection well field report per State of Tennessee guidelines and an expanded well field data base and geologic mapping of the regional aquifer system.

DISCUSSION:

The CAESER has offered to continue services with the City by acting as an independent expert in the ground water area. This relationship provides expertise in matters dealing with ground water within the scope and mission of CAESER. This mission is to engage in applied research to sustain ground water resources, conduct an inventory of potential contaminant source sites that fall within or around Zones 1 and 2, locate production and observation wells and provide educational materials to City leaders and citizens concerning the aquifers' status.

FORWARD 2030:

Strategic Objective # 3 – Enhanced protection and conservation of our water resources are priorities.

BUDGET AND STAFFING IMPACT:

SOURCE OF FUNDING:

<u>Fund</u>	<u>Line Item No.</u>	<u>Dept.</u>	<u>Line Item Description</u>	<u>Budget Balance</u>	<u>Recommended Expenditures</u>
Utilities	040-9010-521.25-40	Water	Professional Services	\$37,998.30	\$16,100.00

Bo Mills is the contract administrator for this agreement. Mike Sorensen is the staff representative for the Ground Water Quality Control Board.

ATTACHMENTS:

Invoice

Prepared by: Bruce Tillman
Bruce Tillman, Asst. Director of Public Works

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

Reviewed by: _____
Lisa Piefer, Procurement Director

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

To execute a Contract Renewal Agreement with the University of Memphis Center for Applied Earth Science and Engineering Research (CAESER) in the amount of \$16,100.00.

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: June 13, 2016

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

SUBJECT: ANNUAL AGREEMENT – U. S. GEOLOGICAL SURVEY

INTRODUCTION:

The purpose of this agenda item is to request authorization for the Mayor to execute a Contract Renewal Agreement with the U.S. Geological Survey in the amount of \$11,200.00.

BACKGROUND:

The Annual USGS Agreement provides the equipment and expertise necessary to monitor, record, sample and report on the conditions and any changes in the City's two well fields. The agreement begins July 1, 2016 and ends June 30, 2017. The results of work under this agreement will be available for publication by the U.S. Geological Survey. The USGS Southeast Region has consolidated its Water Science Centers for efficiencies and to minimize costs. The state of Tennessee is part of the Lower Mississippi Gulf Water Science Center along with Alabama, Arkansas, Louisiana and Mississippi.

DISCUSSION:

The information derived from the USGS is beneficial in planning for the future development of the well fields as well as continued management and use of our existing system. Continual aquifer level and water quality monitoring provides the information to detect any changes in quality or volume in a timely manner. Services include an in depth chemical analysis of water samples collected at both well fields. All of the reports are examined quarterly by the Environmental Cabinet to analyze trends and the strategic objective to monitor groundwater quality and quantity. The total cost for this agreement is \$21,100 with Germantown contributing \$11,200 and the USGS contributing \$9,900 in matching federal funds.

FORWARD 2030:

Strategic Objective # 3 – Enhanced protection and conservation of our water resources by evaluating data and utilizing resources to support defined goals of community vitality and safety.

BUDGET AND STAFFING IMPACT:

SOURCE OF FUNDING:

<u>Fund</u>	<u>Line Item No.</u>	<u>Dept.</u>	<u>Line Item Description</u>	<u>Budget Balance</u>	<u>Recommended Expenditures</u>
Utilitie	040-9010-521.25-40	Water	Professional Services	\$37,998.30	\$11,200.00

Bo Mills is the contract administrator for this agreement.

ATTACHMENT

USGS Contract

Prepared by: Bruce Tillman
Bruce Tillman, Asst. Director of Public Works

Reviewed by: Bo Mills, PWLF
Bo Mills, Director of Public Works

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

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

To authorize the Mayor to execute a Contract Renewal Agreement with the U.S. Geological Survey in the amount of \$11,200.00.

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: June 13, 2016

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

SUBJECT: TYLER SSMA ANNUAL MAINTENANCE

INTRODUCTION:

The purpose of this agenda item is to request funding for year four of the 5-year software maintenance agreement with Tyler Technologies, previously New World Systems, Inc., in the amount of \$144,898.00.

BACKGROUND:

New World Systems Microsoft Product (MSP) is the integrated software suite that is used by the Fire and Police personnel to manage their departmental operations. A few of the major software modules supported under the agreement are Computer Aided Dispatch (CAD), Fire Records, Law Enforcement Records, Municipal Court Management, Mobile Management and Mapping software.

The New World Systems software upgrade was approved by the Board of Mayor and Alderman on May 14, 2012. The Board also approved a 5-year software maintenance agreement that supports the upgraded system. This upgrade is 100% reimbursable by the Shelby County 911 District and funding was approved at the Shelby County 911 District Board of Directors meeting held on April 5, 2012. Shelby County 911 Board also agreed to reimburse year one of the maintenance agreement associated with the upgrade. After year one, the City is responsible for annual maintenance costs.

DISCUSSION:

The City has had a Standard Software Maintenance Agreement (SSMA) in place with Tyler Technologies, previously New World Systems, Inc., since implementing software in 1994. The agreement allows for periodic software updates and system support 24 hours a day seven days a week. Coverage ensures constant support for Police and Fire staff that depends on the software to do their jobs every day.

Annual costs associated with the SSMA are as follows:

Year 1	\$135,000.00
Year 2	\$136,580.00
Year 3	\$140,677.00
Year 4	\$144,898.00
Year 5	\$149,245.00

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
General	010-1510-416.26-30	IT	Equip. Maint.	\$308,335.90	\$144,898.00

TYLER SSMA ANNUAL MAINTENANCE

June 13, 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:

Tyler Technologies Invoice

PREPARED BY: Stephanie S. Logan

Stephanie S. Logan, Technical Services Coordinator

REVIEWED BY: Tony Fischer

Tony Fischer, Director of Information Technology

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

REVIEWED BY: John Selberg

John Selberg, Fire Chief

REVIEWED BY: Richard Hall

Richard Hall, Police Chief

REVIEWED BY: Adrienne Royals

Adrienne Royals, Sr. Budget and Performance Analyst

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

To grant authorization to fund year four of the 5-year software maintenance agreement with Tyler Technologies, previously New World Systems, Inc., in the amount of \$144,898.00.

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: June 13, 2016

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

SUBJECT: NETWORK ANNUAL MAINTENANCE

INTRODUCTION:

The purpose of this agenda item is to authorize the Mayor to renew a maintenance contract with Presidio Networked Solutions in the amount of \$36,225.46 for the City's internet firewalls, network hardware and phone system licensing.

BACKGROUND:

The City of Germantown currently has maintenance contracts for internet firewalls, network hardware and phone system licensing that provides connectivity to various City facilities. Current hardware in place was installed between 2009 and 2016 and included a one-year maintenance contract. Presidio held the State-wide contract and subsequent renewal contracts were purchased from their company.

DISCUSSION:

The maintenance contracts will provide security through firewall filtering, coverage for the entire City network and licensing required for equipment associated with the City phone system. The contracts will provide support in maintaining the system's functionality and integrity should there be a malware, URL filtering or hardware failure. Presidio continues to hold the State-wide contract as a certified Cisco product provider. State of Tennessee Cisco Contract SWC# 385 Contract# 34841 reflects a 20% savings off standard maintenance pricing. Procurement staff has verified that the SWC contract is valid and in line with the City's Procurement process.

At this time the City's 17 locations are supported by 40 pieces of Cisco network hardware. The network is the core technology system for the City and allows for the following major services.

Accounting	Great Hall system
All desktop applications	Internet
CAD	Parks & Recreation system
Communications/dispatch	Payroll
Court system	Phone system
Email	Police/TBI system
Fire system	Procurement
Fleet system	Water Plant system
Germantown Athletic Club system	Taxes
GIS	Utilities
GPAC system	Website

The SMARTnet contract renewal will realign maintenance contracts to the City's fiscal year in future renewals. This will assist Information Technology staff when managing contract renewals and thereby minimize annual budget impacts.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 13, 2016

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

SUBJECT: Rejection of Proposals: Automated Enforcement Program

INTRODUCTION:

The purpose of this agenda item is to obtain Board of Mayor and Aldermen approval to reject all proposals in conjunction with Automated Enforcement Program.

BACKGROUND:

On April 8, 2013, the use of the competitive sealed proposal process for Automated Enforcement Program was recommended and approved by the BMA. The RFP was issued and advertised on October 25, 2013. The proposal was sent to eight (8) vendors and over 400 plus vendors were notified with e-notification on the City's website. On November 11, 2013 the City received proposals from the following vendors: American Traffic Solutions; GATSO, USA; Redflex Traffic Solutions; and Sensys America, Inc.

DISCUSSION:

Once the proposals were received, and evaluation team was created with the following team members: Cameron Ross, Tim Gwaltney, Chief Richard Hall, and Deputy Chief Rodney Bright. Lisa Piefer served as the RFP Coordinator during the process. The process spanned over two year period with changes in approaches to be used, proposed law, contract challenges and general sustainability of the program. A final recommendation was made by the Evaluation team to discontinue the program in May 2016. As a result and to formally terminate the process, Staff recommends the form rejection of all of the proposals submitted for the Automated Enforcement Program.

BUDGET IMPACT:

There is no budget impact.

ATTACHMENTS:

- Procurement RFP Report
- Memo - Automated Enforcement Cameras Recommendation

GERMANTOWN FORWARD 2030

This promotes the City Services and Finance Strategic Objective of creating a culture of continuous improvement and innovation, providing outstanding customer value, high product and service quality in a sound financial manner to our residents, businesses and visitors. It specifically relates to the action plan of reducing dependency of Special Revenue Funds on the General Fund

PREPARED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

REVIEWED BY: Tim Gwaltney

Tim Gwaltney, City Engineer

REVIEWED BY: Cameron Ross

Cameron Ross, Economic Community Development Director

REVIEWED BY: Richard Hall

Richard Hall, Police Chief

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

To approve the rejection of all submitted proposals related to Automated Enforcement Program.

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: June 13, 2016

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

SUBJECT: RECOGNITION OF DONATION – HISTORIC COMMISSION

INTRODUCTION:

The purpose of this agenda item is to recognize donations made to the Germantown Historic Commission totaling \$65.00 and to approve Budget Adjustment No. 16-77.

BACKGROUND:

The Historic Commission received \$65.00 in donations from the sale of t-shirts to support the restoration of the Depot building.

DISCUSSION:

The Commission spent most of their time this year converting the Germantown Depot into a train museum which was the first official building in Germantown and the center of life for many years. Over the past several years, the Historic Commission has worked to repurpose the building and reclaim the space as a train museum which is now open to the public. They are still in the process of developing a comprehensive operations plan which will include public hours, responsibilities of volunteers, and a community awareness/publicity campaign. During the conversion, members actively worked to select paint colors for the interior, added memorabilia throughout, and dedicated a theme for each room. Their intent is for this museum to be a tourist destination opportunity and educational experience for citizens and school students. In preparation for opening the museum to the public, the following work was performed:

- The building and restrooms were made ADA accessible.
- A chairlift was installed inside the building for ease of mobility.
- The interior of the building was cleaned up and walls were painted along with the woodwork and trim.
- Furniture was restored.
- The exterior light fixtures were replaced in keeping with the time period of the building.

This additional financial support will allow the Commission to fulfill their mission and to offset project expenses as well as enhance the on-going efforts of the Historic.

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: SOURCE OF FUNDING:

This donation has no staffing impact.

ATTACHMENTS:

Budget Adjustment No. 16-77

PREPARED BY: Natalie Ruffin

Natalie Ruffin, Superintendent of Recreation

REVIEWED BY: Pam Beasley

Pam Beasley, Director of Parks and Recreation

REVIEWED BY: Adrienne Royals

Adrienne Royals, Research and Budget Analyst

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

To recognize donations made to the Germantown Historic Commission totaling \$65.00 and to approve Budget Adjustment No. 16-77.

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: June 13, 2016

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

SUBJECT: GREAT HALL LOBBY RENOVATION - CHANGE ORDER NO. 1

INTRODUCTION:

The purpose of this agenda item is to approve Change Order No.1 for the Great Hall Lobby Renovation Project with Design Specialties and Construction increasing the contract amount by \$1,856.00 from \$118,409.00 to \$120,265.00 and approve Budget Adjustment No. 16-92.

BACKGROUND:

On March 14, 2016, the Board of Mayor and Aldermen approved a construction contract with Design Specialties and Construction for the construction of the Great Hall Lobby Renovation Project Phase in the amount of \$118,409.00. The rationale being that the lobby expansion would enhance the appearance of the venue, improve competitiveness and create additional space to sell and grow revenues from weddings, receptions, cocktail parties and pre-function and post-function events.

DISCUSSION:

During the renovation of any older facility it's not unusual to encounter unforeseen site conditions as a result of conflicts between the original drawings and the as-built drawings or work that was previously done and not documented. The unforeseen conditions result in additional work being required that could not be anticipated until construction begins and true conditions are evaluated. Change Order No. 1 is the result of unforeseen conditions.

During the demolition phase, it was discovered that the ductwork for the existing Exhaust Fan No. 7 was flush against a structural support beam. In order for a new structural steel beam to be installed for roof support, the ductwork must be relocated. This was an unforeseen condition and only found to be in the way after extensive demolition was performed below this area.

The total cost of Change Order No. 1 is \$1,856.00 and staff recommends approval.

FORWARD 2030

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



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 13, 2016

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

SUBJECT: ORDINANCE 2016-2 Ordinance to Adopt the FY2017 Budget – Second Reading and Public Hearing

INTRODUCTION:

The Board of Mayor and Aldermen is asked to consider on second reading and hold public hearing on the FY17 Proposed Budget. 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 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 3.0% 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 \$134,170,527. The General Fund Operating Budget total is \$50,197,463, the Enterprise Funds total \$18,166,743 Special Revenue Funds total \$53,673,143, Internal Service Funds total \$53,000 and Capital Improvements Programs total \$12,080,178. Between first and second reading of the FY17 Proposed Budget, the Board of Mayor and Aldermen requests additional expenses be added to the Proposed FY17 Budget. We have tracked those changes in Exhibit A. In addition, the school district has revised its revenue and expenditure estimates based on the school board approval of the school district budget. During the Public Hearing, the Chairman for the FAC will present the Commission's recommendation regarding the Proposed Budget. A copy of the letter is attached.

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
Exhibit A
2016 Letter from Financial Advisory Commission on FY17 Proposed Budget

Prepared by: Sherry Rowell
Sherry Rowell, Sr. Budget & Performance Analyst

Reviewed by: Adrienne Royals
Adrienne Royals, Sr. Budget & Performance Analyst

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

To approve on second reading Ordinance No 2016-2, as amended by Exhibit A attached and made part of this motion, establishing the FY17 Proposed Budget.

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: June 13, 2016

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

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

INTRODUCTION:

The purpose of this agenda item is to approve Ordinance No. 2016-5 on second 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

BUDGET AND STAFFING IMPACT:

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 second reading.

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

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



Agenda No. 16

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 13, 2016

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

SUBJECT: Ordinance No. 2016-06 – Amendments to Sign Ordinance related to Temporary Signage – First Reading and Set Public Hearing

INTRODUCTION:

The purpose of this agenda item is to approve amendments to the Germantown Sign Ordinance's Temporary Sign Regulations for residential and commercial areas.

BACKGROUND:

In an effort to simplify and create standardized regulations for temporary signage in residential and commercial districts that are in line with recent U.S. Supreme Court decisions the Design Review Commission, City Staff and DRC counsel prepared the attached amendments to the Germantown Sign Ordinance Temporary Sign regulations.

DISCUSSION:

The Design Review Commission approved several amendments to the regulations on temporary signs in residential and commercial areas. The amendments address sign regulations in the conventional residential zoning districts (R-E, R-E-1, R-E-10, R, R-1, R-2, R-3, R-T, and PUD districts), in the Old Germantown districts (OG, OG-1), in the Smart Code Overlay Districts (T-3 – T-6), and also in commercial zoning districts (C-1, C-2, SC-1, O, O-T, and O-51). The amendments will make the temporary signs uniform in all districts across the City. Some of the more important areas to focus on are:

1. All content of temporary political signs shall, for the purposes of this ordinance change remain as before;
2. Location of temporary political signs shall remain outside of the right of way and on lots with the owner's consent.

The proposed amendments are **highlighted and underlined** in the following pages. Deletions are **struck through and highlighted**.

GERMANTOWN FORWARD 2030:

These amendments to the Germantown Sign Code Temporary Signage regulations are in alignment with Economic Development practices that support economic sustainability by creating an enabling business climate through clear and transparent processes.

ATTACHMENTS

1. Proposed Germantown Sign Code Amendments for Temporary Signs
2. Draft Minutes of the May 24, 2016 Design Review Commission Meeting
3. Ordinance 2016-06, Including the Smart Code, 2015 Version

Prepared by: Cameron Ross
Cameron Ross, AICP, Director, Economic & Community Development

Reviewed by: Shelia Pounder
Shelia Pounder, Senior Planner, Economic & Community Development

PROPOSED MOTION:

To approve on first reading Ordinance 2016-06, amendments to the Germantown Sign Ordinance related to temporary signs and set July 11, 2016 as the public hearing date.

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: June 13, 2016

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

SUBJECT: Project Development Contract No. 1210 – Pinnacle Starbucks – 1264 South Germantown Road, east side of Germantown Road, north of Wolf River Boulevard

INTRODUCTION: The purpose of this agenda item is to approve Project Development Contract Number 1210 for a renovate the existing 5,027 square foot bank building with canopy to split the use of the structure to allow multiple uses in the building, banking and a coffee cafe (Starbucks), on a 1.153 -acre site. The specific Board of Mayor and Alderman action requested is approval of Project Development Contract Number 1210.

BACKGROUND: The subject property is zoned "C-2" Commercial District and is located on the east side of Germantown Road, north of Wolf River Boulevard on Lot 1 of the Wolf River Center Subdivision (Re-subdivision of Lot 3 and a portion of Lot 2, Phase 1, First Addition). On September 25, 2006, the Board of Mayor and Aldermen approved Project Development Contract No. 1142 for the development of First Trust Bank. First Trust Bank subsequently changed the name of its branches to Magna Bank. Magna Bank recently merged with Pinnacle Financial Partners. The Planning Commission granted Preliminary and Final Site Plan approval of the project on June 2, 2015. The Design Review Commission granted Preliminary and Final Plan approval of the project on September 22, 2015.

DISCUSSION: Contract No. 1210 is a standard Project Development Contract. The approval will permit site improvements to include: Modifying the existing single story building and canopy to split the use of the structure to allow for a bank and a coffee cafe (Starbucks). The northern area of the building to be dedicated to Starbucks will include a 55 square foot addition for a dedicated coffee drive-thru lane with a new window and roofing. Primary access to the building will remain on the west side of the building and will provide access to both the bank and café. A new entrance door will be installed on the north side of the building to provide secondary access to Starbucks. The materials used in the exterior building renovation will match the existing building materials on the bank. The landscape area along the north side of the property would be reduced and 9 new parking spaces added to the site. Special provisions contained in Paragraph 31 of the contract pertain to the collection of fees.

	DEVELOPMENT INFORMATION
TOTAL SITE AREA	1.153 ac.
BUILDING SIZES w/canopy	5,498 S.F.
Magna Bank	2,773 S.F.
Starbucks	2,765 S.F.
BUILDING HEIGHT	32'-4"
NUMBER OF PARKING SPACES	35 provided 26 required

Forward 2030: This project fulfills the Forward 2030 Strategic Objective of “economic development practices support economic sustainability.”

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

ATTACHMENTS:

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

PREPARED BY: Sheila Pounder

Sheila Pounder, Senior Planner

REVIEWED BY: Cameron Ross

Cameron Ross, Director of Economic and Community Development

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

To approve Project Development Contract 1210 for the Pinnacle Financial Partners.

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: June 13, 2015
FROM: Patrick J. Lawton, City Administrator *PJL*
SUBJECT: Project Development Contract 1200 – Thornwood PUD, Phase 4

INTRODUCTION:

The purpose of this agenda item is to approve Project Development Contract no. 1200, for the construction of 258 unit apartment development on the west side of Exeter Rd., north of Neshoba Rd., within the Thornwood Planned Unit Development. The specific Board of Mayor and Aldermen action requested is approval of the standard development agreement.

BACKGROUND:

The property was rezoned from the "R" Single Family Residential District to the T-3, T-4 and T-5 districts as part of the Germantown Smart Growth Plan in 2007. The Thornwood Outline Plan was approved by the Planning Commission on April 1, 2014 and by the Board of Mayor and Aldermen on May 12, 2014. The Planning Commission approved the Phase 4 preliminary and final site plan on December 17, 2014, including 1 warrant to allow the building to allow access to individual dwelling units from the interior of the development with common access provided at a lobby entrance at the building's southwest corner (near the Thornwood roundabout). The BMA approved that same warrant on February 23, 2015.

DISCUSSION:

Phase 4 of the project consists of a 258 unit apartment development. The plan complies with the site and design requirements of the T-5 district with the one exception described above. Special provisions contained in Paragraph 31 of the contract pertain to the collection of fees.

As of the Board of Mayor and Aldermen Meeting on June 13, 2016, all surety, insurance and signed development agreements have been received by the Department of Economic and Community Development.

GERMANTOWN FORWARD 2030:

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

BUDGET AND STAFFING IMPACT:

Approval of the Contract will permit the developer to complete construction plans for the actual development of the project. Engineering and Planning staff will spend time and resources reviewing the construction plans, and



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 13, 2016

FROM: Patrick J. Lawton, City Administrator *PJL*SUBJECT: WOLF RIVER BOULEVARD/GERMANTOWN RD. INTERSECTION IMPROVEMENTS PROJECT
PROFESSIONAL SERVICES AGREEMENT – RIGHT-OF-WAY APPRAISALS**INTRODUCTION:**

The purpose of this agenda item is to consider approval of a Professional Services Agreement in the amount of \$153,500.00 with Bouldin & Associates for property appraisal services related to the Wolf River Boulevard & Germantown Road Intersection Improvements Project.

BACKGROUND:

The intersection of Wolf River Boulevard and Germantown Road (S.R. 177) is one of the most heavily congested intersections within the entire Memphis-MPO area. The latest available volume counts indicate an Annual Average Daily Traffic (AADT) of over 75,000 vehicles per day. Excessive delays at all times of the day prompted the City of Germantown to request federal funding for improvements to add capacity and increase efficiency of the intersection.

The City requested funding for the project utilizing Surface Transportation Program (STP) funds through the Memphis-MPO. The project ranked sufficiently high to be funded in the current (2014-2017) Transportation Improvement Program (TIP). Typically, STP projects are 80% federal/20% local responsibility. However, since the bulk of the project is on a state route, TDOT has agreed to cover the 20% local match requirement. Therefore, the City will be reimbursed 100% of project expenditures.

In June of 2014, the Preliminary Engineering for Environmental Clearance phase of the project began. That phase was completed in December 2014. The Preliminary Engineering for Final Design phase began in January 2015 and was completed in May 2016 by e-mail from TDOT with instructions to begin the right-of-way activities.

DISCUSSION:

The purpose of this agenda item is to proceed to the right-of-way phase of the project. The City publically advertised for these services on April 27, 2016. The City received seven (7) Statements of Qualifications (SOQ's) from interested firms by the due date of May 5, 2016. The selection committee chose Bouldin & Associates as the best qualified firm to perform these appraisal services. We asked Bouldin & Associates to provide a fee proposal, which is attached to the agenda sheet. There are a total of thirty-one (31) individual properties to be appraised. Staff has reviewed the proposal and respectfully recommends 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.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 13, 2016

FROM: Patrick J. Lawton, City Administrator *PJL*SUBJECT: WOLF RIVER BOULEVARD/GERMANTOWN RD. INTERSECTION IMPROVEMENTS PROJECT
PROFESSIONAL SERVICES AGREEMENT – RIGHT-OF-WAY APPRAISAL REVIEWS**INTRODUCTION:**

The purpose of this agenda item is to consider approval of a Professional Services Agreement in the amount of \$134,000.00 with Douglas B. Hall & Associates, Inc. for property appraisal review services related to the Wolf River Boulevard & Germantown Road Intersection Improvements Project and to approve Budget Adjustment No.16-91.

BACKGROUND:

The intersection of Wolf River Boulevard and Germantown Road (S.R. 177) is one of the most heavily congested intersections within the entire Memphis-MPO area. The latest available volume counts indicate an Annual Average Daily Traffic (AADT) of over 75,000 vehicles per day. Excessive delays at all times of the day prompted the City of Germantown to request federal funding for improvements to add capacity and increase efficiency of the intersection.

The City requested funding for the project utilizing Surface Transportation Program (STP) funds through the Memphis-MPO. The project ranked sufficiently high to be funded in the current (2014-2017) Transportation Improvement Program (TIP). Typically, STP projects are 80% federal/20% local responsibility. However, since the bulk of the project is on a state route, TDOT has agreed to cover the 20% local match requirement. Therefore, the City will be reimbursed 100% of project expenditures.

In June of 2014, the Preliminary Engineering for Environmental Clearance phase of the project began. That phase was completed in December 2014. The Preliminary Engineering for Final Design phase began in January 2015 and was completed in May 2016 by e-mail from TDOT with instructions to begin the right-of-way activities.

DISCUSSION:

The purpose of this agenda item is to proceed to the right-of-way phase of the project. The City publically advertised for these services on April 27, 2016. The City received seven (7) Statements of Qualifications (SOQ's) from interested firms by the due date of May 5, 2016. The selection committee chose Douglas B. Hall & Associates as the best qualified firm to perform these appraisal review services. We asked Hall & Associates to provide a fee proposal, which is attached to the agenda sheet. There are a total of thirty-one (31) individual property appraisals to be appraised. Staff has reviewed the proposal and respectfully recommends 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.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 13, 2016

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

SUBJECT: ROADWAY MARKINGS/BIKE LANES – FARINDON AND CORDES

INTRODUCTION:

The purpose of this agenda item is to consider approval of a cost quote from TrafMark Industries in the amount of \$22,857.00 for pavement markings on Cordes and Farindon.

BACKGROUND:

The Police and Engineering Departments field countless reports of excessive neighborhood speeding. All reports are investigated. Traffic counters (data collectors) are placed near the reported speeding locations for approximately a week to determine average daily traffic volumes and speeds. The data collectors record volumes/speeds on an hourly basis, 24-hrs/day. With this hourly information, the Police Department is better able manage their resources by planning targeted enforcement. Speed enforcement has an immediate, yet short-term effect on driver behavior. When GPD is on-site, drivers tend to slow down. However, as soon as GPD is no longer on-site, speeds tend to increase.

Drivers tend to drive at speeds at which they are comfortable. On wide, straight roadways, speeds are relatively high. On narrower roadways with horizontal and vertical curves, speeds are relatively low. It is not a good use of GPD resources to continually enforce 30/35 mph speed limits on roadways that drivers are comfortable driving at speeds much greater.

Two (2) such roadways are Cordes (from Dogwood to Farmington) and Farindon (from Hacks Cross to Cross Country). Both roadways are 48' wide curb to curb, straight and marked (striped) for one 18' wide lane of vehicular traffic in each direction with 5' wide bike lanes. The most recent traffic studies indicated that the 85th percentile speed for both roads was approaching 40 mph. This is too fast for a residential area. Narrowing of the travel lanes is an excellent method to change driver behavior for the long-term.

DISCUSSION:

TrafMark Industries is the area's only pavement marking company and has been providing this service for Germantown and surrounding areas for over 20-yrs. We asked TrafMark to provide a quote for restriping both streets, narrowing the travel lanes and widening the bike lanes. Those quotes are attached for your review. Staff respectfully recommends 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.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 13, 2016

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

SUBJECT: On-Call Contract for Collection of Yard Waste

INTRODUCTION:

The purpose of this agenda item is to approve an increase of the authorized expenditure amount from the current amount of \$140,000.00 to \$160,000.00 under the existing on-call solid waste collection contract with Michael's Tree & Loader, LLC (MTL) for the collection of yard waste.

BACKGROUND:

The city experienced an increase in the number of complaints from residents resulting from missed services during the collection of solid waste by the former contractor, Inland Waste Solutions. In order to ensure that solid waste was collected in a timely manner per the terms of the contract, the city established additional contracts to provide for on-call collection of solid waste and yard waste. The City entered into an emergency contract with Michael's Tree & Loader, LLC to provide yard waste collection on an on-call basis. This contract was approved by the Board on December 14, 2015 and an extension through June 30, 2016 was approved on April 11, 2016. The original contract authorized the expenditure of \$40,000. This was increased by the Board to \$80,000.00 and an additional \$40,000 was approved on April 25, 2016. An additional increase of an additional \$20,000.00 was approved by the Board on May 23, 2016 raising the authorized total to \$140,000.00.

In an effort to determine if yard waste is collected on all routes and service is completed prior to the end of the scheduled work day, the City contracted with MTL for inspection services on an on-call basis. Once notified by the city, the designated routes are inspected by MTL and any streets identified as not receiving service are communicated to the city and MTL will be authorized to collect the missed streets.

DISCUSSION:

Due to the high number of missed service complaints and solid waste collection routes not being completed there is a need to increase the authorized expenditure by an additional \$20,000.00 raising the total authorized amount under the contract to \$160,000.00.

The pricing outlined in the contract is as follows:

Inspection Service - \$65.00 per hour (three hour minimum)

Collection Service - \$250.00 per hour (three hour minimum) for equipment and two men.

GERMANTOWN FORWARD 2030:

Solid waste collection is a high priority city service. This item helps the City achieve the goal of delivering services to customers in the most efficient manner possible.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: June 13, 2016

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

SUBJECT: Interfund Loan Agreement

INTRODUCTION:

Consideration and approval of this agenda item by the BMA will authorize the mayor to execute the attached Interfund Loan agreement between the City and the Germantown Municipal School District for the purchase of computers.

BACKGROUND:

At the BMA meeting on May 23rd the board adopted Resolution 16R22 regarding the issuance of capital outlay notes for the purpose of purchasing computer equipment for the teachers and students at GMSD. On May 31st, the City received approval from the State Comptroller's office for the City to issue the notes as an Interfund Loan from the City's General Fund to its Municipal School District special revenue pursuant to T.C.A 9-21-604 and 9-21-408.

DISCUSSION:

Attached is a copy of the Interfund Loan agreement between the district and the City. Under the terms of the agreement the City will loan the district \$869,955.00 from the unassigned portion of our reserves. The district will make three annual payments beginning June 1, 2017 to the City (principal and interest of 1%) in the amount of \$295,803.94.

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Line Item Description	Budget Balance	Recommended Expenditure
General Fund	010-0000-271-00.00	Unassigned fund balance	10,637,141.00	869,955.00

GERMANTOWN FORWARD 2030:

The City's ability and willingness to support GMSD 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 of the factors influencing student achievement, collaborations between the City and GMSD like the technology improvements made possible through this funding agreement, specifically enhance the learning environment in our schools.

ATTACHMENTS:

Interfund Loan Agreement

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

To authorize the mayor to execute the attached Interfund Loan Agreement and the distribution of \$869,955.00 to the Germantown Municipal School District.

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

