



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, July 25, 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 Food Truck Music Festival
7. Alderman Liaison Reports
8. Citizens to be Heard
9. **CONSENT**
 - a. On-Call Contract for Collection of Yard Waste – Michael's Tree & Loader
 - b. Acceptance of the Report on Debt Obligation
 - c. Competitive Sealed Proposal Authorization – Classification & Compensation Consulting Services
 - d. Adoption - Drought Management Plan
 - e. Ammunition for Police Department
 - f. Automated Fingerprint Identification System Upgrade
 - g. Asphalt Compactor Purchase
 - h. On Call Professional Services Agreement – Kimley Horn & Associates
 - i. Chilled Water Piping Replacement – City Hall
 - j. Field Usage Agreement
10. Ordinance 2016-6 - Amendments to Sign Ordinance related to Temporary Signage – Third and Final Reading
11. Ordinance 2016-7 – Amendments to Wireless Transmission Facilities – Second Reading and Public Hearing
12. Ordinance 2016-8 – Amendments to Zoning Ordinance Transient Dwelling – Second Reading and Public Hearing
13. Ordinance 2016-9 – Forest Hill Heights Smart Code Overlay – Second Reading and Public Hearing
14. Wolf River Blvd./Germantown Rd. Intersection Improvements Project Amendment 1
15. Wolf River Blvd./Germantown Rd. Intersection Improvements Project - ROW Negotiation
16. Wolf River Blvd./Germantown Rd. Intersection Improvements Project Agreement Supplement
17. 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: July 25, 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: July 25, 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 July 11, 2016.

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

To approve the minutes of the Board of Mayor and Aldermen Meeting held July 11, 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. 6

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 26, 2016

FROM: Paul Chandler, GPAC Executive Director *PSC*

SUBJECT: SPECIAL RECOGNITION – GPAC FOOD TRUCK AND MUSIC FESTIVAL

The purpose of this agenda item is to give special recognition to the GPAC Food Truck and Music Festival by showing a video about the event.

On June 5, 2016 GPAC tested a large event in the GPAC Grove. This first large event had an attendance of over 2500 persons. Numerous citizens and visitors complimented the event and asked about future large outdoor events. The Food Truck & Music Festival video will be used in promotional and fundraisers efforts for GPAC and the development of the GPAC Grove. The event supports the Quality of Life Strategic Objective: Exceptional gathering places encourage engagement among residents and visitors.

PREPARED BY: Paul Chandler
Paul Chandler, GPAC Executive Director



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 25, 2016

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

SUBJECT: ON-CALL CONTRACT FOR COLLECTION OF YARD WASTE – MICHAEL'S TREE & LOADER

INTRODUCTION:

The purpose of this agenda item is to approve an increase of the authorized expenditure amount from the current amount of \$160,000.00 to \$184,000.00 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. Due to continued collection issues the Board raised the authorized amount an additional \$20,000.00 on June 13, 2016 to \$160,000.00

In an effort to determine if yard waste was collected on all routes and service 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 were communicated to the city and MTL was authorized to collect the missed streets.

DISCUSSION:

Due to the high number of missed service complaints and solid waste collection routes not being completed during the final month of the contract with Inland Waste, there is a need to increase the authorized expenditure by an additional \$24,000.00 raising the total authorized amount under the contract to \$184,000.00. This will allow for the payment of all invoices associated with this supplemental collection contract.

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.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 25, 2016

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

SUBJECT: ACCEPTANCE OF THE REPORT ON DEBT OBLIGATION

INTRODUCTION:

The purpose of this agenda item is to ask the Board of Mayor and Alderman to accept the Report on Debt Obligation and authorize the City to send the report to the Office of State and Local Finance.

BACKGROUND:

On June 13, 2016, the Board of Mayor and Alderman authorized the Mayor to execute an interfund loan agreement between the City and the Germantown Municipal School District for the purchase of computers. As part of state compliance, the City is required to submit a Report on Debt Obligation that indicates the interfund loan complies with the City's debt policy.

DISCUSSION:

The purpose for the Report is to provide clear and concise information to the Board of Mayor and Alderman regarding the Interfund Loan Agreement with the Germantown Municipal School District. The City received approval from the State of Tennessee on May 31, 2016 to issue a three-year interfund capital outlay note in the amount not to exceed \$900,000. The Report on Debt Obligation must be filed with the BMA not later than forty-five (45) days following the issuance or execution of the debt obligation, along with a copy filed with the Director of the Office of State and Local Finance.

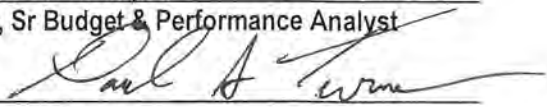
GERMANTOWN FORWARD 2030:

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.

ATTACHMENTS:

State of Tennessee Letter Dated May 31, 2016
Report on Debt Obligation

PREPARED BY: Adrienne Royals
Adrienne Royals, Sr Budget & Performance Analyst

REVIEWED BY: 
Paul Turner, Finance Director

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

To accept the Report on Debt Obligation for the purchase of school computers and to direct administration to send a copy of report to the Director of State and Local Finance.

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: July 25, 2016

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

SUBJECT: COMPETITIVE SEALED PROPOSAL AUTHORIZATION – Classification & Compensation Consulting Services

INTRODUCTION:

The purpose of this agenda item is for the Board of Mayor and Aldermen to authorize the City to use the competitive sealed proposal process for procuring consulting services to perform a comprehensive Classification & Compensation study.

BACKGROUND:

The City of Germantown's procurement policies and practices require the use of competitive sealed bids for the purchase of most goods and services. In some cases, the competitive sealed bid process may be either impracticable or not otherwise advantageous to the City due to the complexity of certain technological products or the unique nature of certain services. In such cases, the Board may authorize the use of the competitive sealed proposal process. These cases include purchases where qualifications, experience, or competence are considered more important than just the price in the overall process. Likewise, if there is more than one solution to meet the bid or purchase requirements, a competitive sealed proposal may be used to select the best overall solution by taking into account the variety of factors. Finally, if there is no readily identifiable (or defined) solution for a proposed purchase, the competitive sealed proposal will allow the submittal of vendor or supplier solutions that may not have been fully considered by City staff.

DISCUSSION:

The City will be seeking consultants to perform a comprehensive classification & compensation study. It has been fifteen years since the last class & comp study was conducted. Changes in the way jobs are performed, new technology and restructuring can cause a compensation system to become obsolete. We want to ensure that we have a compensation program in place that will be competitive in today's labor market. The scope of services would include but is not limited to the following:

1. Job analysis
 - a) Conduct orientation sessions with employees, supervisors and department heads
 - b) Develop appropriate job data collection tools
 - c) Gather job data, review data, and interview and observe employees as needed
 - d) Review current job descriptions for accuracy and advise on needed updates
 - e) Determine the appropriate Fair Labor Standards Act (FLSA) for each position

2. Job evaluations
 - a) Develop/recommend job evaluation system that is easy to understand and communicate
 - b) Apply methodology to jobs to determine job worth
 - c) Develop career paths for certain job families
 - d) Train HR staff in application of job evaluation system



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 25, 2016

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

SUBJECT: ADOPTION – DROUGHT MANAGEMENT PLAN

INTRODUCTION:

The purpose of this agenda item is to request Board authorization for the adoption of the Tennessee Department of Environment and Conservation (Division of Water Resources) Drought Management Plan for the City of Germantown Water System.

BACKGROUND:

On June 2, 2016, the Public Works Department received notification from TDEC regarding a Tennessee Public Water Systems Update. The Governing Rules for Public Water Systems (ID # 0400-45-01) require some amendments and key requirements for meeting the state of Tennessee safe water drinking standards. The submittal dates for the drought management plans are staged based upon the water system size serving 3,000 or more connections including consecutive systems: June 30, 2016.

DISCUSSION:

The City of Germantown qualifies as a community water system with 14,180 service connections. The TDEC Division of Water Resources received the Drought Management Plan dated June 6, 2016 and was approved by Mr. Gharib A. Khan with the Memphis Environmental Field Office on June 22, 2016. The next action required is adoption of the plan by the water system's governing authority.

FORWARD 2030:

In Strategic Objective 3 under the Natural Resources category we are called upon to invest in water availability and redundancy and to monitor the aquifer through the USGS and Groundwater Institute reports.

BUDGET AND STAFFING IMPACT: None

ATTACHMENTS:

City of Germantown Drought Management Plan
TDEC Letter of Approval

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

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

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

To adopt the Tennessee Department of Environment and Conservation (Division of Water Resources) Drought Management Plan for the City of Germantown Water System.

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: July 25, 2016

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

SUBJECT: AMMUNITION FOR POLICE DEPARTMENT

INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase ammunition for the Police Department for State required firearms qualifications, duty ammunition and training ammunition from the Tennessee Statewide Contract # 331.

BACKGROUND:

Members of the Police Department are required by the POST Commission to qualify with their duty weapon, off duty weapon, shotgun and patrol rifles each year. Currently the Police Department qualifies three times each year with their duty weapon and patrol rifle and once a year with the shotgun and off duty weapon. This ammunition will allow each officer the availability to be proficient with their weapon.

DISCUSSION:

The Statewide Contract Utilizes three (3) vendors: Craig's Firearm Supplies, Gulf States Distributors, Inc. and Precision Delta. The following ammunition requests outline the needs of the Police Department.

Vendor	Type of Ammunition	No. of Rounds	unit cost/1000	Total
Craig's Firearm	12 gauge 2 3/4 1 ounce slug reduced recoil	1,000.00	416.64	416.64
Craig's Firearm	.223 55 grain Full Metal Jacket	25,000.00	291.65	7,291.25
			Total	7,707.89
Vendor	Type of Ammunition	No. of Rounds	unit cost/1000	Total
Gulf States	.40 Caliber 180 grain Jacketed Hollow Point	5,000.00	317.00	1,585.00
Gulf States	.45 Caliber 230 grain Full Metal Jacket	2,000.00	249.00	498.00
Gulf States	.45 Caliber 230 grain Jacketed Hollow Point	1,000.00	345.00	345.00
Gulf States	12 gauge OO buckshot reduced recoil	1,000.00	436.00	436.00
Gulf States	22 Caliber Long Rifle	2,000.00	37.00	74.00
			Total	2,938.00
Vendor	Type of Ammunition	No. of Rounds	unit cost/500	Total
Precision Delta	9mm Luger +P 124-127 grain Winchester	3,000.00	251.00	1,506.00
Precision Delta	9mm Luger 115 Grain Full Metal Jacket	3,000.00	177.90	1,067.40
			Total	2,573.40
			Total	13,219.29



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 25, 2016

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

SUBJECT: AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM UPGRADE

INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase an Automated Fingerprint Identification System (AFIS) upgrade and maintenance plan for the City's Law Enforcement Records Management System (LERMS) from Cross Match Technologies, Inc. in the amount of \$13,647.00 using the Government Services Administration (GSA) cooperative purchasing agreement.

BACKGROUND:

The Germantown Police Department is required by the State of Tennessee to utilize an automated fingerprint identification system to fingerprint every adult arrested. Fingerprints are captured and sent to the Tennessee Bureau of Investigation for evaluation and stored in a data base for future reference.

The City contracted with Cross Match Technologies, Inc. in 2008 to replace the Police Department AFIS system that had been in place since 2000. AFIS equipment currently in use is at end of life and in need of replacement for continued maintenance coverage.

DISCUSSION:

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 upgraded AFIS equipment would best aid Police Department staff in their daily jobs for the following reasons:

- Allows continued compliance with State of Tennessee fingerprint requirements
- The City's LERMS vendor already has an interface built for the system that easily integrates
- Existing printing equipment is compatible with the new AFIS
- Reduced pricing because existing equipment has a current maintenance plan
- New hardware and software will be covered under the annual maintenance plan

Annual costs associated with the renewal of a maintenance plan are expected to be approximately \$1,800.00. Procurement Staff has reviewed the GSA contract to ensure that pricing, terms and contract dates are acceptable and recommends the purchase of this item.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 25, 2016
 FROM: Patrick J. Lawton, City Administrator *PSL*
 SUBJECT: ASPHALT COMPACTOR PURCHASE

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase a 2016 Caterpillar Asphalt Compactor Model CB24B from Thompson Machinery Company in the amount of \$44,810.71. In addition, authorization is requested to declare unit 943 a 1999 Ingersoll-Rand DD32 Asphalt Compactor as surplus property.

BACKGROUND:

This is a replacement for a 1999 Ingersoll-Rand DD32 Asphalt Compactor. Current compactor has exceeded its dependable life cycle and parts availability has become a problem because Ingersoll-Rand no longer manufactures asphalt rollers. The City utilizes asphalt rollers for street repairs and preventive maintenance as required.

DISCUSSION:

The City utilized a cooperative purchasing agreement through National Joint Powers Alliance (NJPA) Contract #032515-CAT to procure pricing from Thompson Machinery Company. National cooperative contracts provide considerable time and resource savings for participating member agencies and streamline the contracting processes and maximize efficiencies. The Procurement staff has verified the contract terms and pricing of this cooperative contract.

GERMANTOWN FORWARD 2030:

This purchase supports key performance area City Services and Finance Strategic Objective 2: Asset renewal is fully funded and takes place as scheduled.

BUDGET AND STAFFING IMPACT:

SOURCE OF FUNDING:

Fund	Line Item No.	Dept.	Line Item Description	*Budget Balance	Recommended Expenditures
General	010-3010-430-94.20	Public Services IR1714	Asphalt Compactor	\$65,000	\$44,810.71



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 25, 2016
FROM: Patrick J. Lawton, City Administrator *PJL*
SUBJECT: ON-CALL PROFESSIONAL SERVICES AGREEMENT - KIMLEY-HORN & ASSOCIATES, INC.

INTRODUCTION:

The purpose of this agenda item is to consider approval of a Professional Services Agreement (PSA) on an "as-needed" basis with Kimley-Horn & Associates, Inc. (KHA) in an amount not to exceed \$40,000.00 for FY17.

BACKGROUND:

The City of Germantown initially entered into an On-Call PSA with Kimley-Horn in 2006. KHA is recognized nationally as an Industry leader in the field of transportation. Locally, KHA has provided their transportation expertise to all municipalities within Shelby County, the Memphis-Metropolitan Planning Organization (Memphis-MPO) and the Tennessee Department of Transportation (TDOT), Memphis Area Transit Authority (MATA) and the Memphis-Shelby County Airport Authority (MSCAA). Their local knowledge of the regional transportation network has been a tremendous asset to the City through the years. Typical services under the agreement have included, traffic/transportation studies, traffic impact analyses, striping plans, signal timing assistance and assistance in various MPO matters.

For FY's 2007-2009 the average amount of the on-call services contract was approximately \$60,000/yr. In FY's 10-13 the contract averaged just over \$14,000/yr. The drastic reduction in average cost can be attributed to the professional development and experience of the City's former full time Traffic Engineer coupled with a fairly weak economy which reduced the amount of economic development submittals. An uptick in development occurred in the 2nd half of FY14. Due to many large, proposed mixed-use developments requiring multiple traffic impact analyses' reviews in FY15 caused the On-call contract amount to increase to \$40,000.00. The increased development trend is expected to continue through the foreseeable future. FY16's on-call contract was for a not-to-exceed amount of \$40,000. FY16 was closed out at \$39,600.00.

DISCUSSION:

The City does not have an in-house Traffic Engineer. KHA has provided excellent on-call services for the City since 2006 and we would like to continue that relationship by renewing the contract through FY17 for an amount not to exceed \$40,000.00, the same amount as FY15 and FY16. Economic and Community Development's FY17 operating budget includes \$60,000.00 for on-call professional services. KHA's proposal is attached for your review.


We are billed at the hourly rates in the proposal up to an amount not to exceed the ceiling without BMA approval.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 25, 2016

FROM: Patrick J. Lawton, City Administrator 

SUBJECT: CHILLED WATER PIPING REPLACEMENT – CITY HALL

INTRODUCTION:

The purpose of this agenda item is to request payment to Metro Mechanical Contractors Inc. in the amount of \$18,103.00 for emergency chilled water HVAC piping replacement in the City Hall building.

BACKGROUND:

On the morning of Wednesday, July 13th, Facility Services staff exposed the source of water that was flowing in the emergency generator yard by hand digging. This leak was causing water flow into the emergency generator's day tank. Staff discovered steel piping with welding fittings. Upon digging deeper, it was found that one of two underground chilled water pipes was leaking profusely and immediate repairs were deemed necessary. The General Services Director contacted Metro Mechanical to perform a temporary repair so that the work spaces inside City Hall would still have cooling available. The steel piping has deteriorated, and replacing both pipes will provide a longer lasting repair.

DISCUSSION:

Plans and specifications were not necessary for the piping replacements. However, the General Services Director did provide directives for rerouting the replacement piping. This repair was not bid due to the availability of cooperative price quotes through the State of Tennessee. Metro Mechanical Contractors Inc. is a local contractor and provided pricing under the State Wide Contract; SWC #700 Electrical, HVAC, and Plumbing Maintenance and Repair.

FORWARD 2030:

This project supports the City Services & Finance Strategic Objective 6: City Services are used effectively in high-priority areas.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 25, 2016

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

SUBJECT: SHELBY COUNTY SCHOOLS FACILITY USAGE AGREEMENT

INTRODUCTION:

The BMA is asked to consider the adoption of the attached Facility Usage Agreement for the three Shelby County Schools (SCS) located in Germantown (Germantown High School, Germantown Middle School and Germantown Elementary School) providing them the ability to secure scheduled use of certain City-owned park facilities; AND, for the City of Germantown Parks and Recreation Department (GPRD) to schedule and utilize their (SCS) indoor spaces for community recreation and sports programs for the FY17 term.

BACKGROUND:

The Germantown City Administration has continued to work with the Superintendent of Shelby County Schools to develop and implement a facility usage agreement for the sports and programs that have requested needed access to City parks and amenities for such activities. During the past year, the needs and desires of both SCS and the City of Germantown have been considered. The proposed agreement clearly lays out the terms and conditions for the use of facilities owned and operated by both parties in a manner that is mutually beneficial.

At the conclusion of the school year (May 2016) and the term of the contract, City staff worked with the principals of these three SCS Germantown schools to reevaluate the terms of the previous agreement. All were satisfied with the terms of the 2015 agreement model as it provided a partnership arrangement with no direct cost to either party. There are no recommended changes in this new contract.

DISCUSSION:

Details of the new contract reflect in-depth conversation between SCS and City legal staff, the SCS school principals and the Director of Parks and Recreation. Significant details of the contract are summarized below:

1. Germantown Middle School and Germantown Elementary School are included in this usage agreement.
2. For facilities that will be shared by more than one of these schools, Germantown High School will take the lead in submitting one unified schedule request to the City.
3. All SCS soccer programs have been moved from the Soccerplex to the east Farmington field which is shared with the rugby league.
4. The Germantown Middle School and Germantown Elementary School will have permission to schedule the Soccerplex fields for "in school" physical education programs and middle soccer practice as available.
5. SCS does not pay any usage fees for facility use of City of Germantown facilities.
6. The City of Germantown Parks and Recreation Department will be allowed to schedule and utilize indoor space at all three of these SCS schools for community recreation and sports programs at no cost to the City of Germantown.
7. All approved SCS sports programs will be allowed to charge admission fees during sanctioned school games, matches and/or tournaments.

The term of this proposed facility use agreement is for one year.

BUDGET AND STAFFING IMPACT:

The fees to be charged for the use of the various facilities identified in the agreement are consistent with the City's recently adopted "resolution on revenues for FY15". The exact amount to be assessed and collected per facility will be determined by the City's parks and recreation staff who will also monitor all aspects of compliance with this agreement.

GERMANTOWN FORWARD 2030:

This agreement aligns with the City's vision of offering "outstanding quality of life for all generations" and supports the desired community value of strong local partnerships.

ATTACHMENTS:

Facility Usage Agreement

PREPARED BY: Pam Beasley _____

Pam Beasley, Parks & Recreation Director

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

To authorize the Mayor to execute the attached Facility Usage Agreement for the use of certain City park facilities with the Shelby County Board of Education and the use of indoor space in the three Germantown SCS schools by the City of Germantown Parks and Recreation Department for the FY17 term.

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: July 25, 2016

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

SUBJECT: ORDINANCE NO. 2016-06 – AMENDMENTS TO SIGN ORDINANCE RELATED TO TEMPORARY SIGNAGE – THIRD READING

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 (DRC), 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 signs, for the purposes of this ordinance change, shall be content neutral;
2. Location of temporary signs shall remain outside of the right of way and on lots with the owner's consent.

The changes that were approved by the DRC and presented at first and second reading have been modified for third reading to reflect changes suggested as part of the Public Hearing and the Board's discussion. Temporary signs are limited to six square feet with the exception of R-E and R-E-1 which shall

be limited to eight square feet. These changes are summarized in the following table and reflected in the attached ordinance:

District	Front Yard Setback Requirements	Proposed Temporary Signage Size	Height Above Grade
Neighborhood Commercial (C-1)	60 feet (no parking in first 20) / 40 feet with no front parking	6 SF with parking; 16-32 SF without	8
General Commercial (C-2)	60 feet (no parking in first 20) / 40 feet with no front parking	6 SF with parking; 16-32 SF without	8
Shopping Center (SC-1)	60 feet (no parking in first 20) / 40 feet with no front parking	6 SF with parking; 16-32 SF without	8
Office (O)	60 feet (no parking in first 20) / 40 feet with no front parking	6 SF with parking; 16-32 SF without	8
Office (O-51)	60 feet (no parking in first 20) / 40 feet with no front parking	6 SF with parking; 16-32 SF without	8
Smart Code (T3, T4, T5, T6)	less than 30 unless on Poplar Avenue or Germantown Road	6 SF; 12-16 SF on Poplar or Germantown	8
Residential			
Residential Estate (RE)	10 feet from back of curb or street edge	8 Square Feet	8
Residential Estate (RE-1)	10 feet from back of curb or street edge	8 Square Feet	8
Residential (R)	10 feet from back of curb or street edge	6 Square Feet	6
Single Family Residential (R-1)	10 feet from back of curb or street edge	6 Square Feet	6
Single Family Residential (R-2)	10 feet from back of curb or street edge	6 Square Feet	6
Two Family Residential (R-3)	10 feet from back of curb or street edge	6 Square Feet	6
Residential Townhomes (R-T)	10 feet from back of curb or street edge	6 Square Feet	6
Retirement Housing (RH)	10 feet from back of curb or street edge	6 Square Feet	6
Old Germantown			
Old Germantown (OG)	10 feet from back of curb or street edge	6 Square feet	6
Old Germantown (OG-1)	10 feet from back of curb or street edge	6 Square feet	6

BUDGET AND STAFFING IMPACT:

These changes as part of the Sign Ordinance will be administered under Economic and Community Development's Planning Division as part of its core functions and with the Design Review Commission.

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. Ordinance 2016-06

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 third reading Ordinance 2016-06, amendments to the Germantown Sign Ordinance related to temporary signs attached hereto.

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: July 25, 2016
FROM: Patrick J. Lawton, City Administrator *PJL*
SUBJECT: ORDINANCE NO. 2016-07 – AMENDMENTS TO WIRELESS TRANSMISSION FACILITIES – SECOND READING AND PUBLIC HEARING

INTRODUCTION:

Germantown's current regulations limit the height of Wireless Transmission Facilities to 100 feet and require a "fall zone" of 10 feet higher than the antennae. Working with Germantown residents and stakeholders as part of the Forward 2030 Strategic Plan process and discussions with Germantown Police and Fire it became apparent that there are many areas of the City that are underserved in coverage and capacity by wireless transmission facilities. Planning Commission approved these changes to the ordinance at their meeting on June 7, 2016.

BACKGROUND:

Staff researched other community's regulations on wireless transmission facilities for comparison purposes and found that there are a variety of height requirements and engineering analyses to manage this use. Germantown IT staff looked at the operations of both Police and Fire/EMS and their needs as well as those of the Municipal School District at school facilities around the City as it relates to this use in the City. The City based on this research and other analysis relative to height is proposing for the height of Wireless transmission facilities to be raised to 140 feet from the existing 100 feet [23-86 (h)(3)a] and for flexibility within fall zone requirements [23-86 (h)(1)]. The flexibility for these requirements would be predicated on the applicant demonstrating that the engineering and construction technology of a proposed wireless transmission facility is built in such a way that if it were to fall it could be contained within smaller area than is required by the current Code.

DISCUSSION:

In an effort to increase the coverage and capacity of wireless networks, the City of Germantown proposes to modify the existing regulations on wireless transmission facilities as it relates to the fall zone and tower height. The proposed amendments are to add additional language to 23-86(h)(1) of the City Code as follows:

- (1) Frontage and setbacks. Towers within all agricultural and residential districts shall be located on a single lot with a minimum of 200 feet of frontage to a public street. The minimum distance from the base of the tower to any right-of-way and adjoining

property line shall be equivalent to or greater than the height of the tower plus ten feet, **unless such distance is demonstrated unnecessary by the applicant's engineer and still meets the "National standards"**. No buildings or structures, except for associated appurtenances, shall be located within the setback area, thereby providing a clear fall zone for the tower to any right-of-way and adjoining property line. The setbacks for all associated appurtenances, including buildings, cabinets, structures and facilities, shall correspond with the minimum setbacks established by this division (see subsection (i)(1) of this section) and of the zoning district in which the use is proposed.

And the following revision would also be made to 23-86(h)(3)a. of the City Code as follows:

- (3) Tower height.
 - a. Maximum tower height shall be ~~100 feet~~ **140 Feet**.

GERMANTOWN FORWARD 2030:

These amendments to the Wireless Transmission Facilities regulations are in alignment with the strategic object of City-wide technological infrastructure supporting and sustaining individual, educational, government and business demands.

ATTACHMENTS

1. Proposed Germantown Code Amendments for Wireless Transmission Facilities
2. Draft Minutes of the June 7, 2016 Planning Commission Meeting
3. Ordinance 2016-07

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 second reading Ordinance 2016-07, amendments to the Germantown Ordinance related to Wireless Transmission Facilities.

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. 12

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 25, 2016

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

SUBJECT: ORDINANCE NO. 2016-08 – AMENDMENTS TO ZONING ORDINANCE REGARDING TRANSIENT DWELLING AND GUESTS – SECOND READING AND PUBLIC HEARING

INTRODUCTION:

Germantown's current regulations do not address concerns that have been raised regarding short term transient housing in the neighborhoods of Germantown. The following amendment to the Germantown Zoning Ordinance is proposed to preserve the existing character of Germantown's neighborhoods and manage any transient dwellings that may be operating within the City's neighborhoods. Planning Commission approved these changes to the ordinance at their meeting on June 7, 2016.

BACKGROUND:

Staff researched other community's regulations on transient dwelling, short term rental and short term residential operations for comparison purposes and found that there are a variety of ways to manage this use. Staff looked at the operations of the Economic and Community Development Neighborhood Services Division, which manages Code Compliance, and determined that the following was the most appropriate way to facilitate this use in the City.

DISCUSSION:

The City of Germantown proposes to add to all Residential zoning districts (R Districts, 23-152, 23-177, 23-202, 23-227, 23-252, 23-277, 23-302, 23-327, 23-347 *et seq.*) and Old Germantown zoning districts (O-G, O-G1, 23-517, 23-542, *et seq.*) the follow provision:

No Transient Dwelling or portion thereof may be occupied by any Transient Guest(s) for a period of less than thirty (30) continuous days.

The following definition would also be added to 23-2 of the City Code:

Transient Dwelling: Homes, condominiums, apartments, rooms and/or other residential accommodations that are occupied for dwelling, lodging, or sleeping purposes by Transient Guest(s) for any consideration.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 25, 2016

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

SUBJECT: ORDINANCE NO. 2016-09 – FOREST HILL HEIGHTS SMART CODE OVERLAY – SECOND READING AND PUBLIC HEARING

INTRODUCTION:

The purpose of this agenda item is to approve the Smart Code overlay for the Forest Hill Heights Small Area Plan encompassing all the properties located between Forest Hill and the east City limits south of Winchester Drive and the area between the western boundary of 9540 Winchester and the eastern boundary of the City of Germantown north of Winchester to Poplar. Forest Hill Heights, constituting 310.7 acres near the southern City limits and 385, is strategically positioned to play a significant role in the future of Germantown's economic growth and vitality. Planning Commission approved these changes to the ordinance at their meeting on June 7, 2016.

BACKGROUND:

On August 13, 2007, the BMA approved Ordinance 2007-13, whereby the "Germantown Smart Growth Plan" was developed to fulfill the Guiding Principles of the "Germantown Vision 2020" Strategic Plan (adopted 2005); and specifically to achieve the objectives of Goal 7 of the Economic Sustainability Plan: Redevelopment of the Central Business District. The guiding principles set the framework for the strategy and goals for economic development to support its vision, mission and core values. On September 24, 2012, the Board of Mayor and Aldermen (BMA) approved the Economic Development Strategic Plan which developed nodes, and with an approved small area plan - districts, for the five (5) targeted mixed-use areas in the City. The original "Smart Growth Area" is now referred to as the Central Business District. The second mixed-use node, the Western Gateway, was approved by the BMA on November 11, 2013.

On April 11, 2016 the Board of Mayor and Alderman unanimously approved the Forest Hill Heights Small Area Plan. With the adoption of the plan, a holistic and cohesive vision has been put into motion for future development in this area that will contribute to the financial, environmental and economic sustainability of the City. The application of the Smart Code will facilitate future mixed use development as the enabling legislation to implement the vision of the Forest Hill Heights Small Area plan.

DISCUSSION:

Forest Hill Heights encompasses five properties; all zoned differently, from O-51(Office-51 feet) to R-T (Residential Townhomes) to C-1 (Neighborhood Commercial) to C-2 (General Commercial) and finally the O



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: July 25, 2016

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

SUBJECT: WOLF RIVER BOULEVARD/GERMANTOWN RD. INTERSECTION IMPROVEMENTS PROJECT AMENDMENT 1

INTRODUCTION:

The purpose of this agenda item is to consider approval of Amendment 1 in the amount of \$488,400 to the existing TN Department of Transportation Local Programs contract for the Germantown Road/Wolf River Boulevard Intersection Improvements Project, increasing the contract amount to \$1,858,400.00.

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 October 2013, the City entered into a contract in the amount of \$1,370,000.00 with TDOT to develop the project.

DISCUSSION:

The original project contemplated a total of eighteen (18) residential and commercial properties to be impacted by the project. However, as the design phase progressed and became more detailed, the total number of impacted properties increased to thirty-one (31). Realizing that the increased number of properties was going to greatly impact the costs associated with property appraisals, reviews, negotiations, acquisitions, field surveying and plat preparations, the City approached the Memphis MPO and TDOT requesting additional funds for the project. TDOT and the MPO agreed to add a total of \$488,400.00 to the project. Please see below table summarizing funding per phase and the resulting changes of Amendment 1.

Phase	Federal/State Responsibility	Original Contract Amount	Amendment 1 Contract Amount	Per Phase Change
PE-NEPA	100%	\$50,000	\$50,000	\$0
PE-Design	100%	\$100,000	\$223,000	\$123,000
Right-of-Way	100%	\$510,000	\$875,400	\$365,400
Construction	100%	\$705,000	\$631,900	-\$73,100
CEI	100%	N/A	\$71,000	\$71,000
TDOT ES	100%	\$5,000	\$7,100	\$2,100
TOTAL		\$1,370,000	\$1,858,400	\$488,400

Staff respectfully requests approval of Amendment 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 Gwaltney, City Engineer will serve as Project Manager, point of contact throughout the design and ROW Acquisition phase

ATTACHMENTS:

- TDOT Amendment 1 (Exhibit A– pages 3-6)
- Original Contract Exhibit A (page 7)
- TDOT/MPO E-mail Confirmation of adjustments (pages 8-9)

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 Amendment 1 in the amount of \$488,400.00 to the existing TDOT Local Programs contract for the Germantown Road/Wolf River Blvd. Intersection Improvements Project which increases the contract amount from \$1,370,000.00 to \$1,858,400.00.

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: July 25, 2016

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

The purpose of this agenda item is to consider approval of a Professional Services Agreement in the amount of \$124,775.00 with Stanfield Consultants, Inc. for property negotiation and acquisition 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 is continuing. By e-mail in June of 2016, TDOT notified the City 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 Stanfield Consultants as the best qualified firm to perform the property negotiations/acquisition services. We asked Stanfield 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. Please note that the fee proposal includes line items for residential and business relocations. These items are not applicable to this project. Staff reviewed the proposal and respectfully recommends its 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: July 25, 2016

FROM: Patrick J. Lawton, City Administrator *PLW*SUBJECT: WOLF RIVER BOULEVARD/GERMANTOWN RD. INTERSECTION IMPROVEMENTS PROJECT
PROFESSIONAL SERVICES AGREEMENT SUPPLEMENT**INTRODUCTION:**

The purpose of this agenda item is to consider approval of Supplement No. 2 in the amount of \$122,379.00 to a Professional Services Agreement with Buchart-Horn, Inc. (BH), increasing the ceiling from \$140,009.00 to \$262,388.00 for Right-of-Way assistance and design and preparation of construction documents related to 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.

On June 9, 2014 (FY14 – CIP), the City entered into a professional services agreement with Buchart-Horn to provide preliminary design/environmental phase services for the project in the amount of \$49,785.00. This portion of the project was completed, submitted to TDOT and the Federal Highway Administration (FHWA) for review and approval. The City received approval from those respective agencies as evidenced by the attached Notice to Proceed to the Preliminary Engineering for Final Design Phase, dated December 16, 2014. The design phase is continuing with completion anticipated late this calendar year to early next.

DISCUSSION:

The purpose of this supplement is to account for additional properties that were not in the original fee proposal. The additional properties will add significantly to the effort related to plat preparations and field surveying/staking. The scope includes all tasks necessary to complete construction drawings and construction cost estimates. Buchart-Horn's scope and fee proposal is attached for your review. Staff has thoroughly reviewed the scope/fee. Our opinion is the scope adequately covers the City's needs and we believe the fee to be reasonable for the magnitude of the project. The City budgeted for these supplemental services in its FY17 CIP.

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.

WOLF RIVER BOULEVARD/GERMANTOWN RD. INTERSECTION IMPROVEMENTS PROJECT PROFESSIONAL SERVICES AGREEMENT SUPPLEMENT

July 25, 2016

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BUDGET AND STAFFING IMPACT:

Tim Gwaltney, City Engineer will serve as Project Manager, point of contact throughout the design and ROW Acquisition 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 Expenditures</u>
CIP	031-0000-400.25-40 IO1405	Intersections	Professional Services	\$270,000.00	\$122,379.00*

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

ATTACHMENTS:

Professional Services Scope/Fee Proposal

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. 2 to a professional services agreement with Bucharth-Horn, Inc. in the amount of \$122,379.00, increasing the contract amount from \$140,009.00 to \$262,388.00 for design services related to the Wolf River Boulevard/Germantown Road Intersection Improvements project.

BOARD ACTION:

MOTION BY:

SECONDED BY:

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