



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, September 12, 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 - Germantown International Festival
7. Alderman Liaison Reports
8. Citizens to be Heard
9. Certificate of Compliance - Corks Wine and Spirits - 7841-7845 Farmington Blvd.
10. Certificate of Compliance - Corks Wine and Spirits - 3078 Village Shops Drive
11. **CONSENT**
 - a. Recognition of Donations - Small Fry Triathlon
 - b. Purchase - Police Vehicle Equipment
 - c. Purchase - Fitness Equipment – Fire
 - d. Purchase - Thermal Imaging Cameras
 - e. Purchase - Asphalt Recycler and Trailer
 - f. Purchase - Police Department Mobile Data Terminals
 - g. Purchase – Performance Risers
 - h. Human Resources Applicant Tracking Software
 - i. ClearPoint Performance Management
 - j. Rejection of Proposals - Alcoholic Beverage Services
 - k. GPAC Floor Replacement
 - l. Change Order No. 1 – GPAC Interior Security Cameras
 - m. Change Order No. 2 - Printing and Mailing Services for Tax Bills
12. School Board Appointment
13. Germantown Education Foundation Appointments
14. Purchase - Fire Aerial Platform
15. Human Resources Classification and Compensation Study
16. Contract to Purchase Land – Germantown Municipal School District



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 12, 2016

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

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: August 8, 2016

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

SUBJECT: SPECIAL RECOGNITION – GERMANTOWN INTERNATIONAL FESTIVAL 2016

INTRODUCTION:

The purpose of this agenda item is to recognize the Germantown Rotary Club Germantown International Festival 2016.

BACKGROUND:

The eighth annual Germantown International Festival, presented by the Rotary Club of Germantown, was held 11 a.m. to 5 p.m. on Saturday at the Great Hall & Conference Center. The purpose of the festival was to share various cultures with each other and with the local community.

These countries had booths displaying arts and crafts, authentic food and music and presented cultural programs from their respective countries.

Cultures Represented:

- | | | | |
|---------------------|----------|------------------------|---------------|
| Argentina | Ethiopia | Somalia and Mauritania | Peru |
| Austria | Germany | South Korea | Philippines |
| Brazil | Greece | Mexico | Poland |
| Caribbean Countries | Honduras | Nepal | Puerto Rico |
| China | India | Nigeria | Switzerland |
| Colombia | Iran | Palestine | Syria |
| El Salvador | Japan | Panama | Turkey |
| | | | United States |

GERMANTOWN FORWARD 2030:

Quality of Life - Strategic Objective 1 - Exceptional gathering places encourage engagement among residents and visitors. Placemaking facilitates cultural and social identities that define a place and support its ongoing evolution.

PREPARED BY: Michele Betty
MICHELE BETTY, CITY CLERK/RECORDER



Agenda No. 11a

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 12, 2016

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

SUBJECT: RECOGNITION OF DONATIONS- SMALL FRY TRIATHLON

INTRODUCTION:

The purpose of this agenda item is to recognize a donation made to the Parks and Recreation Department for the Small Fry Triathlon totaling \$3,500.00 and to approve Budget Adjustment No. 17-8.

BACKGROUND:

Parks and Recreation staff is planning for the 8th Annual Small Fry Triathlon in September at Farmington Park. Last year there were 156 preschoolers who competed in the running, biking, swimming portions of the event. Since 2012, the event has been sponsored by Campbell Clinic. The donation is applied towards the marketing expense, purchase of event staff and volunteer t-shirts, rental of inflatable moon bounces, participation medals, bib numbers and refreshments.

DISCUSSION:

The sponsorship for the above activity provides funding support and allows the department to provide exceptional quality services.

| | | |
|---------------------|-----------------|------------|
| Small Fry Triathlon | Campbell Clinic | \$3,500.00 |
|---------------------|-----------------|------------|



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 12, 2016
 FROM: Patrick J. Lawton, City Administrator *PJL*
 SUBJECT: PURCHASE – POLICE VEHICLE EQUIPMENT

INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase Police vehicle equipment for nine (9) new patrol and Administrative vehicles for the amount of \$60,654.13 from Fleet Safety Equipment, Inc.

BACKGROUND:

The vehicle equipment will include emergency lights, sirens, screens, backseats, speakers and center consoles for seven (7) replacement and two (2) new vehicles.

DISCUSSION:

The purchase of the vehicle equipment which will include the lights, speakers, siren systems and consoles will be purchased from the Naspo valuepoint- WSCA contract 81297 for \$30,165.02. The Setina utility total package which includes the screen, backseat, utility boxes, door guards and window screens and the front bumper will be purchased off Buy Board cooperative 432-13 for \$30,489.11 for a total of \$60,654.13.

BUDGET AND STAFFING IMPACT:

Source of Funding:

| Fund | Line Item No. | Dept. | Line Item Description | Budget Balance | Recommended Expenditure |
|---------|-------------------|--------|-----------------------|----------------|-------------------------|
| General | 010-2010-421.9440 | Police | Auto and Trucks | \$352,701.92 | \$60,654.13 |

IR1724-26

GERMANTOWN FORWARD 2030:

This purchase supports Germantown Forward 2030 Public Safety Strategic Objective 1 safest city and City Services and Financial Objective 4 to provide superior customer service.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 12, 2016

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

SUBJECT: PURCHASE – FITNESS EQUIPMENT – FIRE DEPARTMENT

INTRODUCTION:

The purpose of this agenda item is to consider approval of a purchase contract with 123 Wellness Inc. in the amount of \$27,415.00 for exercise equipment.

BACKGROUND:

The Fire Department received a grant for Fire Fighter Wellness and Fitness through the FEMA Assistance to Fire Fighters Grant Program. The Board approved this grant on November 23, 2015. The grant is for \$165,870.00. We have completed the initial round of purchasing and had funds remaining in the grant. These funds have been approved, by FEMA, to purchase additional fitness equipment items. The initial purchasing focused on strength training equipment. The additional equipment will focus on cardio training. All stations will receive a new treadmill and 3 of the 4 will receive new ascent trainers (elliptical). 123 Wellness, Inc. through the University of Wisconsin-Madison Cooperative Purchasing Agreement, has provided a quote for 4 treadmills and 3 ellipticals in the amount of \$ 27,415.00. The City will be reimbursed for 90% of the cost of the equipment.

DISCUSSION:

The City of Germantown will use Cooperative contract pricing for this project. Procurement Staff have reviewed the contract to ensure that the pricing, terms and contract dates are acceptable and recommends the purchase of this project. All contract information is on file with procurement.

Exercise Equipment Pricing:

| | |
|---|---------------------------------|
| Matrix Commercial T3x Treadmill AC Drive | |
| 4 T3x @ 3,1115.00 | |
| | Total: \$12,460.00 |
| Matrix Commercial A3x Ascent Trainer | |
| 3 Matrix A3x @ 4,235.00 | |
| | Total: \$12,705.00 |
| Freight/Delivery/Assembly: | |
| All Fire Station Locations | |
| | Total: \$2,250.00 |
| | Grand Total: \$27,415.00 |



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 12, 2016
FROM: Patrick J. Lawton, City Administrator *PJL*
SUBJECT: PURCHASE - THERMAL IMAGING CAMERAS

INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase 2 Bullard T3 Max Thermal Imaging Cameras, 2 vehicle chargers and 1 spare battery in the amount of \$ 13,982.91 as per the HGACBuy contract EE08-15.

BACKGROUND:

The present thermal imagers have an older technology than what is being offered on the market today. Some of the thermal imagers are more than 10 years old and have reached their end of life service. The TIC (thermal imaging camera) is an integral part of the firefighter's gear and allows rapid and accurate location of victims and possible hot spot fires. The camera aids in smaller less severe incidents and allows firefighters to see "through" walls and other structures to find electrical faults, concealed fires and other hazards with minimal damage to surrounding areas.

DISCUSSION:

This purchase will be made utilizing the HGAC Buy Cooperative purchasing program. The Houston Galveston Area Council Buy (HGACBuy) organization is a Government to Government procurement service available nationwide that the City has used to purchase. EVS (Emergency Vehicle Specialists), a local vendor, participates in the cooperative and provides contract pricing to buy the thermal imagers and accessories. Procurement Staff has reviewed contract number EE08-15 to ensure that the pricing, terms and contract dates are acceptable and recommends the purchase of these items. Funds for this purchase are in the FY17 operating budget.

GERMANTOWNFORWARD 2030

This meets the GermantownForward 2030 goal of maintain, improve and acquire innovative technology and investing in equipment and life-saving technology.

BUDGET AND STAFFING IMPACT:

Source of Funding:

| Fund | Line Item No. | Dept. | Line Item Description | Budget Balance | Recommended Expenditure |
|---------|------------------------------|-------|-----------------------|----------------|-------------------------|
| General | 010-2510-422.94-01 IR1705 | FIRE | Other Equipment | \$36,559.32 | \$ 13,982.91 |

Attachments:

HGACBUY Quote from EVS
HGACBUY Contract

PREPARED BY: Keith Saunders, Jr.

Keith Saunders, Jr. Administrative Chief

REVIEWED BY: John Selberg

John Selberg, Fire Chief

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

REVIEWED BY: Paul A. Turner

Paul A. Turner, Finance Director

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

Motion to approve the purchase of 2 - Bullard T3 Max Thermal Imaging Cameras, 2 - vehicle chargers and 1 spare battery in the amount of \$ 13,982.91 as per the HGACBuy Quote from EVS under contract EE08-15.

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: September 12, 2016

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

SUBJECT: PURCHASE – ASPHALT RECYCLER AND TRAILER

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase a Falcon four ton asphalt recycler and hot box trailer from Stringfellow, Inc. in the amount of \$30,349.00 and to approve Budget Adjustment # 17-6.

BACKGROUND:

This purchase will be utilized for recycling asphalt that has cooled and not pliable for immediate usage, primarily during the late fall and winter months. The dual burner will keep up to four tons of asphalt at the proper temperature for street maintenance and repair of potholes. A thirty gallon tack tank is mounted on the trailer for sealer applications in preparation for the surface repairs that bond the material to the patch. Public Works currently uses a cold mix that is packaged in fifty pound bags, very expensive and inefficient, with only a temporary benefit over the course of a cold winter season. The equipment comes with a two year limited factory warranty.

DISCUSSION:

The City utilized a cooperative purchasing agreement through the State of Tennessee State Wide Contract (SWC 210 Asphalt Repair Equipment) # 41291 to procure pricing. National cooperative contracts provide considerable time and resource savings for participating member agencies and streamline the contracting processes and maximize efficiencies. The Procurement Department staff have reviewed and verified the contract and bid documents to ensure that they are consistent with City's procurement policies and that the contract terms are up to date.

BUDGET AND STAFFING IMPACT:

Source of Funding:

| <u>Fund</u> | <u>Line Item No.</u> | <u>Dept.</u> | <u>Line Item Description</u> | <u>Budget Balance</u> | <u>Recommended Expenditure</u> |
|-------------|------------------------------|--------------|------------------------------|-----------------------|--------------------------------|
| General | 010-3010-430.94-20 IR1716 | Streets | Maintenance Equipment | \$30,349.00 | \$30,349.00 |

GERMANTOWN FORWARD 2030:

City Services and Finance – Strategic Objective # 4 – The City provides high quality services. The City's highest objective is to provide superior customer service on a daily basis in the most timely and cost-effective manner.

ATTACHMENTS:

Quotation
SWC – T500 Forms
Budget Adjustment

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

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

Reviewed By: Eddie Johnson
Eddie Johnson, Fleet Services Manager

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

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

To approve the purchase of a Falcon four ton asphalt recycler and hot box trailer from Stringfellow, Inc. in the amount of \$30,349.00 and approve Budget Adjustment #17-06.

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: September 12, 2016
FROM: Patrick J. Lawton, City Administrator *PJL*
SUBJECT: PURCHASE - POLICE DEPARTMENT MOBILE DATA TERMINALS

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase seven (7) mobile data terminal systems in the amount of \$26,425.00 from Brite Computers on WSCA Contract number B27162.

BACKGROUND:

In-car computer systems allow the Police Department to use computer technology in daily field operations. The use of this equipment would enhance the ability of the department to respond to calls for service, take offense reports and utilize internet law enforcement sites. The equipment would also be another component of officer safety. These seven (7) in-car computer systems are replacement units of outdated Panasonic CF-30 computers which are to be installed into seven (7) new replacement vehicles.

DISCUSSION:

The current in-car computer systems are over five (5) years old and have been out of warranty for over two years. The Brite computer system will utilize the latest technology for in-car-computers with touch screen and removable key boards. This also includes a five year no fault warranty. This system is an all in one computer mount, radio and siren box holder arm rest and cup holder along with additional USB outlets. This type of mount will free up needed space in the passenger side of the vehicle. The computer systems will be purchased off of the Western States Contracting Alliance Contract number B27162 of which the State of Tennessee is a member of the alliance.

Newer computers will reduce the time Information Technology staff spends trouble shooting slow computer problems allowing a faster internal customer response time. Old MDTs will be recycled ensuring maximum benefit to the City and to the environment.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 12, 2016
FROM: Patrick J. Lawton, City Administrator *PJL*
SUBJECT: PURCHASE - PERFORMANCE RISERS

INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase Performance Risers in the amount of \$ 21,094.00 from StageRight Corporation for use at GPAC.

BACKGROUND:

The risers that we currently own were bought when the theater opened in 1994. After years of use by GPAC and the Parks and Recreation Department, the risers have become a potential hazard to people who stand on them. Risers are regularly used for various events including choral and music performances.

DISCUSSION:

The purchase of the performance risers will include twenty-four (24) platforms, supports, guardrails, transport and storage carts which will be purchased off Buy Board cooperative contract #455-14.

BUDGET AND STAFFING IMPACT:

Source of Funding:

| Fund | Line Item No. | Dept. | Line Item Description | Budget Balance | Recommended Expenditure |
|-------------|----------------------|--------------|------------------------------|-----------------------|--------------------------------|
| General | 010-4710-441.9490 | GPAC | Other Assets | \$25,000.00 | \$21,094.00 |

IR1742

GERMANTOWN FORWARD 2030:

This purchase supports Germantown Forward 2030 Germantown Performing Arts Center Strategic Objective 1: Exceptional gathering places encourage engagement among residents and visitors.

Page 2
PURCHASE - PERFORMANCE RISERS
September 12, 2016

ATTACHMENTS:

StageRight BuyBoard Contract Quote

PREPARED BY: Liz Mulroy
Liz Mulroy, Venue Director

REVIEWED BY: Paul Chandler
Paul Chandler, Executive Director

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

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

To approve the purchase of Performance Risers for GPAC from StageRight Corporation in the amount of \$21,094.00.

BOARD ACTION: MOTION BY: SECONDED BY:

| VOTE/TOTAL | BARIZZA | 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. 11h

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 12, 2015

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

SUBJECT: HUMAN RESOURCES APPLICANT TRACKING SOFTWARE

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to utilize the County of Fairfax Virginia's Service Agreement with GovernmentJobs.com d/b/a NeoGov for applicant tracking software in the amount of \$13,476.

BACKGROUND:

The City has used several methods to track applicants for the various positions available. Applications are available on the City website for applicants to print and complete. Applications are then either mailed, hand delivered or faxed into Human Resources in order to be considered for employment. Records must be stored according to the State of Tennessee's record retention laws even when the applicant is not placed resulting in added expenses. Staff has no efficient way to manage applicant information for posted positions.

DISCUSSION:

The City contracted with SunGard to add the Applicant Tracking module in 2010. While the module is still covered under support for cities that already own the product, SunGard no longer offers the applicant tracking module to new clients, instead choosing to interface and develop partnerships with companies like NeoGov.

The County of Fairfax, Virginia has used NeoGov since 2013. NeoGov has agreed to allow the City to use T.C.A. § 12-3-1205 in order to "piggyback" off the contract they have in place with the County of Fairfax, Virginia. The City utilizes statewide contracts or cooperative purchasing agreements to purchase services or products saving considerable time and resource savings for participating member agencies. Procurement staff reviewed the Fairfax contract and requested a compliance form from NeoGov at that time.

The Service Agreement with NeoGov identifies pricing for the Insight Enterprise Edition. Features include the following.

- Online job applications integrated with the City website
- Online job announcements and descriptions
- Recruitment and examination planning
- Defined applicant selection process and scoring plans
- Email and hard copy notifications to applicants
- EEO data collection and reports

- Ability to schedule written, oral and other exams
- Candidate self-service portal for scheduling and application status
- Create and route position requisition for approval
- Customer support both online and by telephone for City staff
- Automatic product upgrades to licensed software

Annual recurring fees are expected to be \$8,476. Additionally, the City will realize savings on storage expenses as the system will be online and produce less paper for storage while continuing to allow compliance with State of Tennessee record retention laws.

BUDGET AND STAFFING IMPACT:

Source of Funding:

| Fund | Line Item No. | Dept. | Line Item Description | Budget Balance | Recommended Expenditure |
|-------------|------------------------------|--------------|------------------------------|-----------------------|--------------------------------|
| General | 010-1510-416.94-80 IR1737 | IT | Computer Software | \$16,000.00 | \$13,476.00 |

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:

Compliance Letter

PREPARED BY: Stephanie S. Logan
Stephanie S. Logan, Technical Services Coordinator

REVIEWED BY: Tony Fischer
Tony Fischer, Director of Information Technology

REVIEWED BY: Steve Wilensky
Steve Wilensky, Director of Human Resources

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

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

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

To authorize the use of the County of Fairfax Virginia's Service Agreement with GovernmentJobs.com d/b/a NeoGov for applicant tracking software in the amount of \$13,476.

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: September 12, 2016
FROM: Patrick J. Lawton, City Administrator *PLS*
SUBJECT: CLEARPOINT PERFORMANCE MANAGEMENT

INTRODUCTION:

The purpose of this agenda item is to request authorization to contract with ClearPoint Strategy for a performance management software program in the amount of \$39,005.06.

BACKGROUND:

In December 2015, the Board of Mayor and Aldermen approved a contract with ICMA Insights for a performance management software package to allow the City to track, monitor and display our progress toward implementation of the Germantown Forward 2030 strategic plan. In July of this year, we were informed that due to a lack of interest by local governments in the ICMA Insights program and competition from other providers, the program is not considered financially viable to continue. The cost of the program was \$20,965.25. During the first six months of the contract, we were able to refine our key performance indicators, development custom metrics and the drivers that support both. We are currently in discussions with ICMA Insights for a refund on the balance of this contract, approximately \$10,000. Despite the demise of this program, there is still the need for a performance measurement program and dashboard for implementation of the Germantown Forward 2030 strategic plan.

DISCUSSION:

The Germantown Forward strategic plan consists of 9 key performance areas, 26 strategic objectives and 64 key performance areas. Tracking and measuring our success in these areas will build a sustainable Germantown and fulfill the vision outlined in the strategic plan. The use of a dashboard for measuring and visually reporting on key performance indicators is an exceptionally useful tool in this regard. Combining key performance indicators with a dashboard will enable the City to monitor, analyze and manage our various departmental work processes and strategic objectives from various perspectives impacting both organizational effectiveness and agility.

After a review of various performance management programs on the market and conversations with peer cities, the Administration is recommending that we enter into a contract with ClearPoint Strategy in the amount of \$39,005.06 in FY17. The following is a breakdown for this cost proposal.

| | Details | Cost Year 1 | Recurring Cost |
|----------------------------------|---------------------------------------|--------------------|--------------------|
| Software User Licenses | 15 user licenses (\$544.08/user/year) | \$8,161.20 | \$8,161.20 |
| ClearPoint Setup | 6 days | \$8,614.62 | - |
| Training | 1 day | \$2,871.54 | - |
| Dashboard Setup | 10 days | \$14,357.70 | - |
| Optional website analytics setup | One time setup fee | \$500.00 | - |
| Dashboard Hosting Fee | \$1,000.00/year | \$1,000.00 | \$1,000.00 |
| Dashboard Maintenance | 2 days of support | - | \$2,871.54 |
| Maintenance and Support | Premium Support (1 license/year) | \$3,500.00 | - |
| Total Cost | | \$39,005.06 | \$12,032.74 |



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 12, 2016

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

SUBJECT: GPAC FLOOR REPLACEMENT

INTRODUCTION:

The purpose of this agenda item is to consider approval of a construction contract with BG Carpets DBA Carpet Contractors in the amount of \$17,985.00 for flooring replacements inside the GPAC Lobby and approve Budget Adjustment number 17-06.

BACKGROUND:

As part of the 2017 IRP Budget Process, funding was approved for flooring replacement in GPAC. The carpet in the lobby on the 1st floor level was replaced in 2007 and has become badly worn. Flooring samples were presented by Ross-Witt to the GPAC Director and General Services Director to help determine the best product, color, and pattern to coincide with existing wall colors and granite floor color.

DISCUSSION:

The City of Germantown will utilize NJPA cooperative pricing for this project. The flooring replacements will be performed by a local vendor that has completed previous flooring projects for the City of Germantown. Procurement Staff have reviewed the contract to ensure that the pricing, terms and contract dates are acceptable and recommends the purchase of this project.

Carpet Pricing:

| | |
|---|---|
| 1st Floor Lobby & Restroom Entrances | |
| Interface carpet tile - \$44.00 per yard installed. 406.64 yards @ \$44.00/yard = \$17,892.16 | |
| 4" cove base - \$1.31 per liner foot installed. 120 linear feet @ \$1.31/ ft = \$157.20 | |
| | |
| | Sub Total: \$17,892.16 + \$157.20 = \$18,049.36 |
| | Discount: (64.36) |
| | Total- \$17,985.00 |
| | |



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN
DATE: September 12, 2016
FROM: Patrick J. Lawton, City Administrator *PSL*
SUBJECT: CHANGE ORDER NO. 1 - GPAC INTERIOR SECURITY CAMERAS

INTRODUCTION:

The purpose of this agenda item is to request approval for a change order to purchase one additional interior security camera with annual monitoring charge in the amount of \$1,792.09 from Tyco Integrated Security under the NJPA Contract 031913-TIS and approve Budget Adjustment No. 17-9.

BACKGROUND:

The Board of Mayor and Aldermen approved a contract with Tyco Integrated Security on June 23, 2014 to provide installation of a CCTV system and proximity card access system throughout the Public Services Complex using the NJPA Contract #031913-TIS in the amount of \$64,813.33. The existing system included eighteen exterior cameras and could be expanded to sixty-four if needed for other buildings/facilities in the City. The Board of Mayor and Aldermen approved Change Order No. 1 to the contract adding five exterior cameras at City Hall to the system on March 23, 2015 in the amount of \$10,501.22. Change Order No. 2 was approved September 14, 2015 to add an additional 19 exterior cameras around GAC, GPAC and the Great Hall facilities in the amount of \$39,033.82. The addition of four cameras to monitor inside Germantown Performing Arts Center (GPAC) was approved by the Board on June 27, 2016 in the amount of \$13,988.18.

DISCUSSION:

With expansion capabilities of the security system and contract pricing still valid with Tyco Integrated Security, staff recommends the purchase and installation of one additional security cameras that will monitor inside GPAC for improved facility security. The cameras will be monitored through the existing system with additional space for expansion if needed.

The need for interior and exterior cameras at GPAC was identified in a risk assessment by the Police Department in 2013. The addition of interior cameras will provide additional security for GPAC employees, artists, patrons and art work displayed throughout the facility. Extensive lobby renovations required further review of the camera type and placement originally proposed. The camera identified in this change order will provide optimum coverage for the GPAC lobby.



Agenda No. 11m

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 12, 2016

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

SUBJECT: CHANGE ORDER NO. 2 - PRINTING AND MAILING SERVICES

INTRODUCTION:

The purpose of this agenda item is to request approval of Change Order No. 2 to utilize the City of Sevierville Tennessee's Production Agreement with DataProse in the amount of \$19,338 for additional printing and mailing services of the City's tax bills.

BACKGROUND:

The City has produced, printed and mailed tax bills to citizens for many years. City employees have been involved in every step of the process from managing the data file from the County to delivering the printed, folded, sorted envelopes to the post office. The number of tax bills produced has grown to approximately 25,000 a year. On January 12, 2015 the Board approved the use of Sevierville Tennessee's Production Agreement with DataProse for printing, stuffing and mailing the City of Germantown utility bills.

The City of Sevierville, Tennessee has used DataProse since 2009. Both DataProse and the City of Sevierville have agreed to allow the City to use T.C.A. § 12-3-1201 (formerly § 12-3-1001) in order to "piggyback" off the contract they have in place. The City utilizes statewide contracts or cooperative purchasing agreements to purchase services or products saving considerable time and resource savings for participating member agencies. The Procurement staff reviewed the Sevierville contract and requested a compliance form from DataProse.

DISCUSSION:

The Production Agreement with DataProse identifies pricing for Goods and Services in addition to the monthly utility bill printing and mailing. Staff identified that adding printing for "Talk of the Town" and "Fill the Fountain of Knowledge" further increased efficiencies in the sorter process. Also identified was the ability to add printing services needed in the future such as tax bills and special campaigns that could also be handled via this established contract pricing. The use of this process for the utility bills has been successful and created a more efficient way for the mailing procedures. With this success and the sorter equipment at the end of its life cycle, staff determined it was time to make the transition for the tax bill process.

The Annual expenses will vary based on the number of tax bills printed, stuffed and mailed. Current billings are projected to be 25,000 a year with an anticipated annual printing/stuffing expense of \$6,538. Postage expenses are actual post office charges and will be charged as incurred through the monthly invoice. Annual postage is projected at \$12,800.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 12, 2016

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

SUBJECT: GERMANTOWN EDUCATION FOUNDATION APPOINTMENTS

INTRODUCTION:

The purpose of this agenda item is to appoint Marissa Loper, Gary Yenser and Tripp Turner, as members of the Germantown Education Foundation. Each member will serve a three-year term..

BACKGROUND:

The Germantown Education Foundation (GEF) presently has eight board members. Per the Foundation bylaws, the board may have up to 15 members. GEF appointments are valid for three years and must be approved by the Germantown Board of Mayor and Aldermen.

DISCUSSION:

Each new member was approved by the Germantown Education Foundation Board on August 18. Each brings a skill which will be an asset to the foundation.

Marissa Loper is a successful entrepreneur and mother of three Germantown Municipal School District students. Loper will bring expertise in writing and communications to the Board.

Tripp Turner serves as Director of OrthoOne Sports Medicine and is the head athletic trainer at Houston High School. Turner is the West Tennessee Regional Representative on the Tennessee Athletic Trainers' Society Executive Board.

Gary Yenser, also an entrepreneur, is owner of SpeedPro Memphis and served on the Germantown Forward 2030 Steering Committee. Yenser was also a member of the Forward 2030 Education Task Force.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 12, 2016

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

SUBJECT: PURCHASE – FIRE AERIAL PLATFORM

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase a custom aerial platform fire apparatus in the amount of \$1,437,520.00 from Ferrara Fire Apparatus. Included within the purchase price is additional equipment needed for the operation of the aerial platform apparatus at emergency incidents, as well as extended warranties.

BACKGROUND:

The current 100' aerial platform fire apparatus (F-149) has reached 17 years of front-line service. The normal utilization of an aerial platform apparatus is fifteen (15) years of front-line service. This truck has experienced increasing repair and maintenance costs as well as being out-of-service and not available for use much of the time. In FY16, F-149 was down for repairs 54% of the time.

The aerial ladder on this apparatus is capable of reaching 100 feet in height while supporting 1,000 lbs in the platform (bucket) area. Firefighters can utilize this capability in several methods. Victims requiring extrication from elevated locations can be rescued more efficiently and safer. The water flow capabilities of over 2,000 gallons per minute from dual nozzles located on the front of the bucket allow for simultaneous offensive and defensive fire attack and exposure protection. This apparatus, in addition to the traditional truck company operations of search and rescue along with ventilation, will carry specialized equipment to handle technical rescue incidents such as vehicle extrication, low and high angle rope rescue, swift water rescue, and flooded area rescue.

DISCUSSION:

The City is utilizing the Houston-Galveston Area Council (HGAC) cooperative purchasing program to acquire the aerial platform apparatus and equipment. National cooperative contracts provide considerable time and resource savings for participating member agencies, streamline the purchasing processes, and maximize efficiencies. Procurement has reviewed and verified that the terms, conditions, and bidding methods are acceptable to the City.

The new aerial platform apparatus will meet current safety standards, including a climate controlled cab, as well as improved storage, pump, water capacity, and aerial structure. Built into the apparatus will be a compressed air foam system (CAFS) that uses a mixture of firefighting foam, compressed air, and water to greatly improve fire suppression capabilities. Other built-in features include a mobile data terminal, internet Wi-Fi system, LED lighting, automatic snow chains, and reduced motor emissions meeting current federal government standards. The vehicle will also include some loose equipment to replace aging equipment on the existing truck. Upon delivery, the equipment not installed by the manufacturer at the factory will be mounted before the apparatus is placed into service.

This aerial platform fire apparatus will be used as the front-line service truck company and will allow the existing aerial platform apparatus, F-149, to be placed out of service, declared surplus, and then disposed of once the new apparatus is placed into service. The existing 75' Quint fire apparatus that is in Reserve Status will be used as the backup vehicle for this Platform.

To address service requirements, extended warranties up to five (5) years on the cab, power train, chassis, body, and components are included within the purchase price. For service and maintenance, Ferrara Fire Apparatus limits their use of proprietary components, and many other components are commonly used by the Heavy Trucking Industry and almost all other fire apparatus manufacturers. This will improve the ability to obtain replacement parts. Common components are normally shipped from Ferrara Fire Apparatus within 24-28 hours. Warranty requests are handled within 24-48 hours for vehicles that are out of service. With other minor issues, the warranty service is handled on a mutually agreeable schedule. Ferrara Fire Apparatus utilizes mobile factory technicians to make warranty and out of warranty repair requests. Parts for warranty service are shipped via overnight delivery. In the event that Germantown Fleet Services prefers to make a warranty repair, Ferrara Fire Apparatus will provide the parts and reimburse the City for labor and other expenses related to the warranty repair. In the unlikely event that the apparatus had to return to the factory for repairs or modifications, the Ferrara Fire Apparatus Factory is only about 5 hours away in Holden, Louisiana, as opposed to much further for other fire apparatus manufacturers.

GERMANTOWNFORWARD 2030:

This meets the GermantownForward 2030 goals of zero fire-related deaths and low property losses through adequate apparatus and equipment placed at strategically located fire stations.

BUDGET AND STAFFING IMPACT:

The Fire Apparatus Committee worked together to develop specifications for this apparatus. This committee is made up of members from the Fire Department and Fleet Services, and is chaired by Assistant Chief Beaman. Assistant Chief Beaman will monitor the construction of the apparatus. Staff will travel to the factory at least 4 times for the pre-construction meeting, aerial structures inspection, pre-paint inspection, and final inspection. The travel expenses for the trips to the factory are included within the purchase price. Construction is expected to take about 11 months.

SOURCE OF FUNDING:

| Fund | Line Item No. | Dept. | Line Item Description | *Budget Balance | Recommended Expenditures |
|-------------|-------------------------------|--------------|------------------------------|------------------------|---------------------------------|
| CIP | 010-2510-422.94-01 GG 1705 | Fire | Aerial Platform Purchase | \$1,475,000.00 | \$1,437,520.00 |

ATTACHMENTS

Contract Information
Purchase Quote #

Prepared by: Jeff Beaman
William J. Beaman, Assistant Fire Chief

Reviewed by: John Selberg
John Selberg, Fire Chief

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

Reviewed by: Paul A. Turner
Paul A. Turner, Finance Director

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

To approve the purchase of a custom aerial platform fire apparatus from Ferrara Fire Apparatus in the amount of \$1,437,520.00. In addition, authorization is requested that once the new aerial platform fire apparatus is delivered, accepted, and placed into service that F-149 be declared as surplus property

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: September 12, 2016

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

SUBJECT: HUMAN RESOURCES CLASSIFICATION AND COMPENSATION STUDY

INTRODUCTION:

The purpose of this agenda item is to recommend the use of an In-State Contract with the City of Springfield, TN for a Classification and Compensation study to be provided by Burris, Thompson & Associates in the amount of \$22,550 with any additional hours billed at \$100 per hour.

BACKGROUND:

A classification and compensation system provides the framework for determining how employees will be paid. As a general rule, classification and compensation studies are conducted periodically to ensure that the ability to hire and retain qualified employees remains competitive with the market and to ensure that internal equity is maintained. It has been fifteen years since the last Class & Comp study was conducted. Due to advances in technology, process changes and the use of new equipment and machines, job duties and responsibilities have changed. As a result of these changes, the City's compensation system needs refining.

The purpose of this Class & Comp Study is to ensure that we have a compensation program in place that is competitive in today's labor market to attract and retain a qualified workforce.

DISCUSSION:

Pursuant to T.C.A. § 12-3-1203 (formerly § 12-3-1204) which authorizes in-state "piggyback" contracts whereby cities, counties, utility districts, or other local governments in Tennessee may purchase supplies, goods, equipment, and services under the same terms as a legal bid initiated by any other city, county, utility district or other local government unit in Tennessee, the City of Germantown intends to utilize the services of Burris Thompson & Associates for a Classification and Compensation Study under the arrangement detailed in the City of Springfield, TN Request for Proposal (RFP) and contract with the City of Springfield, TN.

In reviewing the request for a Class & Comp Study, staff completed research and determined that the RFP submitted by the City of Springfield for a Class & Comp Study met the criteria established for the City's Class & Comp Study. The proposal submitted by Burris, Thompson & Associates covered all of the deliverables that the City needed. Staff also received positive feedback from other municipalities that had used Burris, Thompson & Associates for similar studies.

Staff notified the City of Springfield, TN of the City's intent to utilize their RFP and Contract with Burris, Thompson & Associates and requested all of the contract documents. Burris, Thompson & Associates was also contacted and agreed to the use of this agreement via the City's Compliance Form and a cost proposal specific to the City's requirements. This document is used to ensure that the Contract requirements including costs will be used in accordance with TN State law and the City of Springfield, TN's contract. The cost for these services is \$22,550 with any additional hours billed at \$100 per hour not to exceed the budgeted amount of \$40,000. The Compliance Sheet and Cost proposal are included for your review. The Contract documents are available for review if needed.

GERMANTOWN FORWARD 2030:

Strategic Objective 4 within City Services and Finance – The City of Germantown’s objective is to sustain adequate City services and meet customer expectations. In order to meet this objective the City is dependent upon the quality of the individuals providing the service. To recruit, hire and retain a competent workforce dedicated to serving our customers the City must ensure a compensation program that maintains internal equity and is competitive with relevant markets.

BUDGET AND STAFFING IMPACT:

SOURCE OF FUNDING:

| <u>Fund</u> | <u>Line Item No.</u> | <u>Dept.</u> | <u>Line Item Description</u> | <u>Budget Balance</u> | <u>Recommended Expenditure</u> |
|-------------|----------------------|-----------------|------------------------------|-----------------------|--------------------------------|
| General | 010.1410.414.2540 | Human Resources | Prof. Services Consulting | \$62,500 | \$40,000 |

Mary Milam, Compensation Administrator, will oversee the project.

ATTACHMENTS

Compliance Sheet

Prepared by: Mary Milam
Compensation Administrator

Reviewed by: Steve Wilensky
Human Resources Director

Reviewed by: Lisa A. Piefer
Procurement Director

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

To recommend the use of an In-State Contract with the City of Springfield, TN for a Classification & Compensation Study provided by Burris, Thompson & Associates in the amount of \$22,550 with any additional hours billed at \$100 per hour not to exceed the budgeted amount of \$40,000.

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 |



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: September 12, 2016

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

SUBJECT: CONTRACT TO PURCHASE LAND – GERMANTOWN MUNICIPAL SCHOOL DISTRICT

INTRODUCTION:

The purpose of this agenda item is to consider depositing the sum of \$33,000.00 to be held as earnest money for the purchase of 31.13 acres for the construction of a new elementary school in the City of Germantown.

BACKGROUND:

The doors to the new Germantown Municipal School District (GMSD) opened in August 2014. Since that time the District has experienced tremendous growth, especially at the elementary school level. In a recent work session the GMSD superintendent demonstrated that the District could open a new elementary school today and fill it with 500 plus students. He also stated that the growth will continue.

Over the past year, the mayor, city administrator and superintendent's office have been researching and identifying suitable sites in terms of size and location to accommodate a new elementary or K-8 school. After eliminating several sites from consideration, we are recommending the purchase of a site north of Winchester located in the newly rezoned Forest Hills Heights. Please see the attached map.

DISCUSSION:

The property in question meets two critical search criteria - size (31.13 acres) located south of Poplar Avenue. The property is currently owned by Regency Homebuilders, LLC, who have an interest in developing the property as a single family subdivision under the R Zoning. However, they are interested in selling this property to the City if certain contingencies are met by both parties.

These contingencies are repeated below and continued in Section 7 of the attached agreement.

- a. All representations and warranties of Seller set forth in Section 5 hereof being materially true and correct, and Seller having materially complied with all of the provisions and conditions set forth herein to be complied with by Seller unless otherwise waived by Buyer.
- b. Seller being able to convey marketable fee simple title to the Property to Buyer subject to no exceptions other than the Permitted Exceptions (as hereinafter defined).
- c. There shall be no material adverse change in the matters reflected in the Commitment.
- d. Buyer's ability to obtain, in the amount of the Purchase Price, the most recent and appropriate ALTA form owner's title insurance policy and lender's title insurance policy, as applicable, including such ALTA endorsements as may be desired by Buyer and/or lender, insuring the Property without exceptions other than as acceptable to Buyer and lender (the "Permitted Exceptions") and other exceptions which are usual and customary for commercial real estate transactions in Shelby County, Tennessee.

