



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, October 10, 2016 – 6:00 p.m.
Council Chambers – Municipal Building

1. Call To Order
2. Invocation
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
6. Special Recognition
 - a. Fire Department Receives Life Safety Achievement Award
 - b. CAPRA Accreditation
7. Beautification Commission Appointment
8. Alderman Liaison Reports
9. Citizens to be Heard
10. CONSENT
 - a. Purchase - Vehicles
 - b. Purchase - Water Plant Chemicals
 - c. Purchase - Portable and Mobile Police Radios
 - d. Purchase - Ford Expedition Police
 - e. Budget Adjustment- Public Safety Education Commission Purchase Trailer
 - f. Contract Extension- Police/Fire Uniforms
 - g. Civic Support - Germantown Education Foundation
 - h. New Antenna and Equipment Addition on an Existing Wireless Transmission Facility – 7624 Poplar Pike
 - i. New Antenna and Equipment Addition on an Existing Wireless Transmission Facility – 3160 Forest Hill-Irene
 - j. New Equipment Addition on an Existing Wireless Transmission Facility – 8151 Poplar Avenue
 - k. Recognition of Grant Award – Tennessee Valley Authority
 - l. Recognition of Donation – Real Property at 0 Farmington Boulevard
 - m. IBM Server Maintenance Renewal
11. Germantown City Hall Phase II - Erosion Control & Landscaping
12. Contract Development Agreement No. 1192. Amendment No.1 – Village at Germantown
13. Contract Development Agreement No. 1196 Amendment No. 1 – Thornwood Phase 1
14. Lateral G Change Order No. 1
15. Ordinance 2016-10 – Amendment to Beer Ordinance – First Reading, Set Public Hearing
16. Contract - Bobby Lanier Farm Park Pavilion Event Planner

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: October 10, 2016

FROM: Patrick J. Lawton, City Administrator *[Signature]*

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 September 26, 2016.

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

To approve the minutes of the Board of Mayor and Aldermen Meeting held September 26, 2016.

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

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



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: October 10, 2016

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

SUBJECT: RECOGNITION – FIRE DEPARTMENT RECEIVES LIFE SAFETY AWARD

INTRODUCTION:

The purpose of this agenda item is to recognize the 2015 Life Safety Achievement Award presented to the Germantown Fire Department.

BACKGROUND:

The Life Safety Achievement Award recognizes fire departments for having outstanding fire prevention efforts that have contributed to reducing the number of lives lost in residential fires. This award is sponsored by the National Association of State Fire Marshals Fire Research and Education Foundation in partnership with Grinnell Mutual Reinsurance Company. The Germantown Fire Department has received this award several times since it was initiated in 1994.

DISCUSSION:

The Germantown Fire Department is one of 160 fire departments across the United States to receive the award this year for recording zero fire deaths in 2015 as well as having documented active and effective fire prevention programs, including a clear commitment to reducing the number of house fires in the community. This award reflects the continued efforts by the Fire Department, the Fire Marshal's Office, and the entire Germantown community to prevent fires and fire deaths. These efforts include various fire safety presentations and training, the LAFS Clown Troupe, and code development and enforcement.

GERMANTOWN FORWARD 2030:

This meets the Germantown Forward 2030 goal of no fire fatalities, citizens and the community taking responsibility to prevent safety problems from occurring, and an educated community on home and personal safety.

Prepared by: John Selberg
John Selberg, Fire Chief



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: October 10, 2016
FROM: Patrick J. Lawton, City Administrator *PJL*
SUBJECT: CAPRA ACCREDITATION
Parks and Recreation Department Proclamation

INTRODUCTION:

The purpose of this agenda item is to adopt the proclamation recognizing the Germantown Parks and Recreation Department for achieving CAPRA reaccreditation.

BACKGROUND:

Nearly 200 million people use local park and recreation services annually to enhance their physical and social well-being. They seek the highest quality recreation experiences. Agency self-assessment and peer review is an excellent process for evaluating the quality of the system, which delivers these services. The fall of 2015 marked the beginning of a rigorous self-assessment process for the fifth consecutive five-year accreditation term by the City's Parks and Recreation Department. The extensive effort involved the participation and support of many other City departments. Then, in June of this year, the Parks and Recreation Department completed a peer review with professionals representing the Commission for Accreditation of Park and Recreation Agencies (CAPRA). The three day on-site visit allowed a thorough evaluation of policies, practices, programs and services delivered by the department. This process is a five-year reaccreditation effort with the department being originally accredited in 1997 and reaccredited again in 2016.

CAPRA is an independent body that is sanctioned by the National Recreation and Park Association (NRPA) and the American Academy for Park and Recreation Administration (AAPRA). National accreditation represents the department's compliance of 151 professional standards deemed essential to the quality of service delivered. The ten major categories of accreditation are as follows:

Category	Standards in This Category
Agency Authority, Role and Responsibility	Mission statements, goals and objectives, policy development, cooperative relationships
Planning	Community and strategic planning, community involvement, comprehensive planning, master plan for facilities, resource management plan, natural/cultural resources, environmental impact
Organization and Administration	Organization structure, administrative manual, public information/marketing, management information system communications
Human Resources	Staffing, job analyses, personnel manual, training, code of conduct/ethics, volunteers
Finance	Policies, management, auditing/accounting, budgeting



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: October 10, 2016

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

SUBJECT: PURCHASE - VEHICLES

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase one new dump truck from National Auto Fleet Group in the amount of \$122,125.00 and thirteen new vehicles from Ford of Murfreesboro in the amount of \$380,447.31 resulting in a total expenditure amount of \$502,572.31, to approve budget adjustment No.17-19 and to declare replaced vehicles as surplus property. The breakdown of the vehicles is as follows:

Vendor	QTY	Type of Vehicle	Unit Price	Total
National Fleet Auto Group	1	2017 Kenworth T370 Dump Truck	\$122,125.00	\$122,125.00
Ford of Murfreesboro	1	2017 Ford Utility Police Interceptor	\$31,104.55	\$31,104.55
Ford of Murfreesboro	1	2017 Ford Explorer XLT	\$28,581.55	\$28,581.55
Ford of Murfreesboro	1	2017 Ford Expedition XL	\$31,731.27	\$31,731.27
Ford of Murfreesboro	1	2017 Ford Fusion	\$20,327.55	\$20,327.55
Ford of Murfreesboro	7	2017 Ford Utility Police Interceptor	\$30,738.55	\$215,169.85
Ford of Murfreesboro	1	2017 Ford F-150 4x4 Pickup	\$27,932.27	\$27,932.27
Ford of Murfreesboro	1	2017 Ford F-150 Pickup	\$25,600.27	\$25,600.27
			Total	\$502,572.31

BACKGROUND:

The replacement vehicles purchased under this authorization are used in the day-to-day operations by the Police, Fire, Parks and Recreation, Fleet Services, Public Services and Community Development Departments. The replacement of these vehicles is based on current mileage, age, condition and maintenance costs. Normal life cycle on new vehicles is five-to-ten years. The cost difference of the 2017 Ford Police Interceptors is due to seven are to be used for regular patrol and one used by police administration, which require different options. Three of the new 2017 Ford Utility Police Interceptors are additional vehicles being added to the fleet for patrol.

The vehicles being declared surplus and sold are as follows:

<u>Department</u>	<u>Vehicle</u>	<u>Unit No.</u>	<u>Approx. Mileage</u>
Public Services	2002 Sterling M8500	804	125,000
GPD (Admin)	2008 Ford Explorer	3072	90,000
Fleet Services - Pool	2000 Ford Crown Victoria	418	110,000
GFD (Admin)	2007 Ford Crown Victoria	3051	110,000
GPD (Admin)	2008 Chevrolet Impala	3074	108,000
GPD (Patrol)	2012 Chevrolet Tahoe	3099	95,000

<u>Department</u>	<u>Vehicle</u>	<u>Unit No.</u>	<u>Approx. Mileage</u>
GPD (Patrol)	2012 Chevrolet Tahoe	3100	90,000
GPD (Patrol)	2008 Ford Expedition	3069	125,000
GPD (Patrol) (Fire Damage)	2012 Chevrolet Tahoe	3095	68,700
ECD	2000 Ford F250 4x4	858	142,000
Parks & Rec.	2004 Ford Ranger	5015	119,000

DISCUSSION:

The City is utilizing the State of Tennessee statewide contract number 50708 title #209 vehicles. Ford of Murfreesboro 1550 NW Broad St, Murfreesboro, TN 37129 was awarded the contract through the State of Tennessee Central Procurement Office for all regions in the State. This contract will expire on December 15, 2016. Statewide contracts provide considerable time and resource savings for participating member agencies and streamline the contracting processes and maximize efficiencies.

The City is also utilizing a cooperative purchasing agreement through National Joint Powers Alliance (NJPA) Contract #102811-NAF to procure pricing from National Auto Fleet Group. National cooperative contracts provide considerable time and resource savings for participating member agencies and streamline the contracting processes and maximize efficiencies.

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:

<u>Fund</u>	<u>Line Item No.</u>	<u>Dept.</u>	<u>Line Item Description</u>	<u>*Budget Balance</u>	<u>Recommended Expenditures</u>
General	010-3010-430-94.40	Public Service IR1721	Dump Truck (1)	\$150,000	\$122,125.00
General	010-2010-421-94.40	Police IR1725	Admin Vehicle (1)	\$40,000	\$31,104.55
Fleet	051-5520-482-94.40	Fleet Services IR1755	SUV (Pool) (1)	\$31,500	\$28,581.55
General	010-2510-422-94.40	Fire IR1722	Admin Vehicle (1)	\$40,000	\$31,731.27
General	010-2010-421-94.40	Police IR1724	Admin Vehicle (1)	\$35,000	\$20,327.55
General	010-2010-421-94.40	Police IR1726	Patrol Vehicle (7)	\$275,000	\$215,169.85
General	010-1610-438-94.40	ECD IR1719	Pickup 4x4 (1)	\$30,500	\$27,932.27
General	010-4010-440-94.40	Parks IR1723	Park Ranger Pickup (1)	\$35,000	\$25,600.27
				Total	\$502,572.31

ATTACHMENTS

SWC Information
NJPA Contract Information
Quotes
Budget Adjustment

Prepared by: Eddie Johnson
Eddie Johnson, Fleet Services Manager

Reviewed by: Reynold D. Douglas
Reynold Douglas, General Services Director

Reviewed by: Richard Hall
Richard Hall, Police Chief

Reviewed by: John Selberg
John Selberg, Fire Chief

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

Reviewed by: Pam Beasley
Pam Beasley, Parks and Recreation Director

Reviewed by: Cameron Ross
Cameron Ross, Economic and Community Development
Director

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

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

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

To approve the purchase one new dump truck from National Auto Fleet Group in the amount of \$122,125.00 and thirteen new vehicles from Ford of Murfreesboro in the amount of \$380,447.31 resulting in a total expenditure amount of \$502,572.31, approve budget adjustment No.17-19 and to declare replaced vehicles 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: October 10, 2016

FROM: Patrick J. Lawton, City Administrator 

SUBJECT: PURCHASE – WATER PLANT CHEMICALS

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to exercise the second and final year contract extension option to purchase water treatment chemicals in the amount of \$7,000.00 from Brenntag Mid South Inc. and in the amount of \$80,002.86 from Ideal Chemical. The total expenditure is \$87,002.86.

BACKGROUND:

Water treatment chemicals are purchased as needed from local vendors for the purpose of providing quality potable water to the City of Germantown customers per State of Tennessee requirements. These chemicals include Chlorine Gas, Sodium Hypochlorite, Hydrofluosilicic Acid, Sodium Hexametaphosphate and Sodium Silica fluoride. Due to limited storage options, the chemicals required by each plant must be delivered in timely manner upon notification within 48 hours of the request for product. These products are to be the highest quality available, comply with specifications and include MSDS (Material Safety Data Sheets). This purchase will meet the department's needs for approximately one year.

DISCUSSION:

The bids were received and approved by the Board of Mayor and Alderman in August of 2014 for a one year contract and two additional option years. Staff would like to recommend exercising the second and final option year from Brenntag Mid South and Ideal Chemical. The vendors were contacted in advance to accept the terms of the original contract specifications. The unit price will remain the same as the previous year.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: October 10, 2016

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

SUBJECT: PURCHASE – PORTABLE AND MOBILE POLICE RADIOS

INTRODUCTION:

The purpose of this agenda item is to request authorization to purchase Motorola Portable and Mobile Radios for the Police Department from the Tennessee Statewide Contract # 418 in the total amount of \$30,326.80.

BACKGROUND:

Members of the Police Department are issued Motorola portable and mobile radios to stay in constant contact with each other, supervisors and dispatch for their and others safety.

DISCUSSION:

The TN SWC No. 418 Utilizes Motorola Solutions for the purchase of portable and mobile radios that are compliant with what the Police Department currently utilizes. With the addition of new Police Officers this fiscal year as well as new vehicles for those officers there is a need to increase the amount of portable and mobile radios. The TN SWC No. 418 for the portable radios include all the accessories needed to have the radios ready for immediate use. The cost for each radio will be \$2,899.16 for a total of five (5) at \$14,495.80. The cost per mobile radio is \$2,976.20 each for a total of \$14,881.00. Total cost for all ten (10) radios is \$30,326.80. The purchase of these radios will be made with State and Federal Drug funds saving the taxpayers any costs.

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
General	013.2010.423.3900	Police	Non-Cap Assets	\$0.00	\$30,326.80
				End of year adjustment	

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.

ATTACHMENTS:

Motorola Radio Quote from Tennessee State Wide Contract #418.

PREPARED BY: Michael C. Berkes

Captain M. C. Berkes

REVIEWED BY: Richard L. Hall

Richard L. Hall, Chief

REVIEWED BY: Tony Fischer

Tony Fischer, IT Director

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

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

To approve the purchase of Motorola Portable/Mobile Radios per the TN SWC No. 418 for a total cost of **\$30,326.80**.

BOARD ACTION: MOTION BY: SECONDED BY:

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



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: October 10, 2016

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

SUBJECT: PURCHASE- FORD EXPEDITION POLICE

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to purchase one (1) police vehicle from Ford of Murfreesboro for the amount of \$48,541.24.

BACKGROUND:

The Germantown Police Department has vehicles assigned to various Divisions to assist with the tasks assigned. These vehicles typically are utilized from 5- 10 years depending on use. The vehicle requested for purchase will be assigned to be utilized with the Negotiation and SWAT teams and transportation of officers.

DISCUSSION:

The current vehicle assigned to these tasks is a 1998 Dodge 15 passenger van. The replacement vehicle will be a better transport for officers with duty belts and equipment. It will support special events, Crisis Negotiations and SWAT teams and training. Replacing the Dodge will help to insure that there will be less maintenance and fuel costs and better reliability. The vehicle to be purchased will be a 2017 Ford Expedition EL XLT 4X2 and will be purchased utilizing Federal and State Drug Funds saving the taxpaying citizens any costs. A quote was obtained from Ford of Murfreesboro off of the Tennessee State Wide Contract.

ATTACHMENTS:

Quote Tennessee State Wide Contract

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Dept.	Line Item Description	Budget Balance	Recommended Expenditure
General	013.2010.423.9440	Police	Autos & Trucks	\$0.00	\$48,541.24
IR1758	Drug Fund			End of year adjustment	



Agenda No. 10e

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: October 10, 2016

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

SUBJECT: BUDGET ADJUSTMENT NO. 17-15 AND RECOGNIZE DONATION TO PUBLIC SAFETY EDUCATION COMMISSION

INTRODUCTION:

The purpose of this agenda item is to approve Budget Adjustment #17-15 for \$2,650.00 from Other Revenue to purchase a trailer for the Public Safety Education Commission and to recognize a donation of \$2,650.00 to the Public Safety Education Commission.

BACKGROUND:

The Germantown Police Department receives funds from the Public Safety Education Commission to purchase items throughout the fiscal year for educational items such as Germantown Safety city. The funds are used to purchase equipment and supplies. These funds are received throughout the year from donations from multiple organizations and individuals.

DISCUSSION:

The reimbursement funds will be placed back into the Police Departments Non-Cap assets line so as to purchase a 6' x 12' enclosed trailer for the storage of all the equipment utilized by the Public Safety Education Commission.

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.

ATTACHMENTS:

Budget Adjustment



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: October 10, 2016

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

SUBJECT: CONTRACT EXTENSION - UNIFORMS

INTRODUCTION:

The purpose of this agenda item is to request the Board's authorization to exercise the first year contract extension to purchase uniforms for the Police and Fire Departments from Mid-South Solutions.

BACKGROUND:

Members of the Police and Fire Departments are required to wear designated uniforms in the performance of their duties. Each member of the Police and Fire Departments has an allotted amount for the purchase of the uniforms. The uniforms were being purchased from multiple vendors and at different costs.

DISCUSSION:

The uniform bid was received and approved by the Board of Mayor and Alderman in October of 2015 for a one year contract with four additional option years. Staff recommends exercising the first year option with Mid-South Solutions. Mid-South Solutions was contacted in advance to accept the terms of the original contract with no increases in pricing.

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	01020104213260	Police	Uniforms and Clothing	\$131,500.00	\$40,000.00
General	01025104223260	Fire	Uniforms and Clothing	\$ 48,000.00	\$37,100.00
General	01725104243260	Ambulance	Uniforms and Clothing	\$ 16,350.00	\$ 6,500.00

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.

ATTACHMENTS:

Procurement Staff has verified the contract pricing and has the information on file.

PREPARED BY: Michael C. Berkes
M. C. Berkes, Police Captain

REVIEWED BY: Richard L. Hall
Richard L. Hall, Police Chief

REVIEWED BY: John Selberg
John Selberg, Fire Chief

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

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

To approve the contract extension one with Mid-South Solutions not to exceed \$40,000.00 for Police, \$37,100.00 for Fire and \$6,500.00 for Ambulance.

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: October 10, 2016

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

SUBJECT: CIVIC SUPPORT - GERMANTOWN EDUCATION FOUNDATION

INTRODUCTION:

The Board of Mayor and Aldermen will consider approval of a grant to the Germantown Education Foundation in the amount of \$100,000.

BACKGROUND:

Established in 200& by the City of Germantown, the Germantown Education Foundation is an independent, 501(c)3, not-for-profit corporation that raises funds to directly support the public education of children in Germantown, Tennessee. The mission of the Germantown Education Foundation is to mobilize community resources to support and benefit schools and educational programs in the city of Germantown. The Foundation supports the five public schools in the Germantown Municipal School District (GMSD) including Dogwood Elementary, Farmington Elementary, Riverdale Elementary and Middle, Houston Middle and Houston High.

DISCUSSION:

The fiscal year 2017 budget includes \$100,000 intended to support the activities of the Germantown Education Foundation. Action by the Board of Mayor and Aldermen is necessary to transfer these funds to the Foundation.

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	010-1910-442.8912	Civic Support	Education Foundation	\$100,000	\$100,000

GERMANTOWN FORWARD 2030:

Funding for Germantown Education Foundation directly supports the Germantown Forward 2030 Education key performance area. Specifically, these grant funds provide financial support to further the objective of GMSD becoming the top performing school district in Shelby County and ranking among the top five statewide.

PREPARED BY: Stacey Ewell
STACEY EWELL, ASSISTANT TO THE CITY ADMINISTRATOR

REVIEWED BY: Sherry Rowell
SHERRY ROWELL, SENIOR BUDGET AND PERFORMANCE ANALYST

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

To approve payment of a grant to the Germantown Education Foundation in the amount of \$100,000 to be used to fund grants to Germantown Municipal Schools.

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: October 10, 2016

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

SUBJECT: CO-LOCATION OF A NEW ANTENNA ON AN EXISTING WIRELESS TRANSMISSION FACILITY – 7624 POPLAR PIKE

INTRODUCTION:

The purpose of this agenda item is to approve the co-location of a new antenna for Ingenu, Inc.- On Ramp Wireless to be installed on an existing Crown Castle wireless transmission facility, located at 7624 Poplar Pike. The proposed equipment addition will be located on the same tower currently under lease to Crown Castle. The specific request of the Board of Mayor and Alderman is approval of a new antenna on an existing wireless transmission facility.

BACKGROUND:

Crown Castle has an existing tower (WTF) located on City property, located at 7624 Poplar Pike. An amended and revised lease agreement between the City of Germantown and Crown Castle for this site was entered into on February 23, 2013. The lease agreement allows Crown Castle, as the owner and operator of the WTF, to sublease space on this shared facility to other service providers with the approval of the City. On September 21, 2016, Crown Castle received approval from the City to their request for a sublease to Ingenu, Inc.-On Ramp Wireless.

DISCUSSION:

The applicant is requesting approval to add a new antenna, along with its associated equipment, to an existing tower (WTF) that is currently leased to Crown Castle. The Zoning Ordinance allows for the approval of WTF co-locations and the replacement or addition of equipment by service providers on existing towers via a streamlined approval process that includes a review by the Department of Community Development staff to insure that all Ordinance and technical requirements have been met and by approval of the Board of Mayor and Alderman. There will be no changes to the ground compound space. The installation of the new antenna and equipment does not require public improvements at this site. Additional fees for subleases are required to be paid to the City by the lessee, Crown Castle, as contained in the Amended and Revised Lease Agreement, within Paragraph 12. The proposed request would grant the approval necessary for Ingenu, Inc.- On Ramp Wireless to obtain a building permit and install its antennas and equipment on the existing tower within the existing compound.

BUDGET AND STAFFING IMPACT:

Approval of the new antenna and associate equipment will allow the planning staff to approve the construction plans to permit the service provider to obtain a building permit from Shelby County for installation on the existing WTF. Planning staff will spend time and resources reviewing the construction plans and inspecting the completed work. The amount of time required is difficult to estimate, but will be defrayed by the fees for Administrative Review.

GERMANTOWN 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.

ATTACHMENTS:

Attachment 1 – Request Letter, Amended and Revised Lease Agreement, and Site Plan Drawing

PREPARED BY: Sheila Pounder
Cameron Ross, Director of Economic and Community Development

REVIEWED BY: Cameron Ross
Sheila Pounder, Planning Division Manager

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

To approve the request allowing the addition of a new antenna and equipment for Ingenu, Inc.- On Ramp Wireless to co-locate on an existing Crown Castle tower, located at 7624 Poplar Pike.

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: October 10, 2016

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

SUBJECT: NEW ANTENNA AND EQUIPMENT ADDITION ON AN EXISTING WIRELESS TRANSMISSION FACILITY – 3160 FOREST HILL IRENE

INTRODUCTION:

The purpose of this agenda item is to approve the addition of a new antenna and equipment for Cingular Wireless to be installed on an existing Crown Castle wireless transmission facility, located at 3160 Forest Hill Irene. The proposed equipment addition will be located on the same tower currently owned and operated by Crown Castle. The specific request of the Board of Mayor and Alderman is approval of new equipment an existing wireless transmission facility.

BACKGROUND:

Crown Castle has an existing tower (WTF) located at 3160 Forest Hill Irene, on which Cingular Wireless is a current service provider.

DISCUSSION:

The applicant is requesting approval to add a new antenna, along with its associated equipment, to an existing tower (WTF) that is currently owned and operated by Crown Castle. The Zoning Ordinance allows for the approval of WTF co-locations and the replacement or addition of equipment by service providers on existing towers via a streamlined approval process that includes a review by the Department of Community Development staff to insure that all Ordinance and technical requirements have been met and by approval of the Board of Mayor and Alderman. There will be no changes to the ground compound space. The installation of the new antenna and equipment does not require public improvements at this site. The proposed request would grant the approval necessary for Cingular Wireless to obtain a building permit and install its antennas and equipment on the existing tower within the existing compound.

BUDGET AND STAFFING IMPACT:

Approval of the new antenna and associate equipment will allow the planning staff to approve the construction plans to permit the service provider to obtain a building permit from Shelby County for installation on the existing WTF. Planning staff will spend time and resources reviewing the construction plans and inspecting the completed work. The amount of time required is difficult to estimate, but will be defrayed by the fees for Administrative Review.

GERMANTOWN 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.

ATTACHMENTS:

Attachment 1 – Request Letter and Site Plan Drawing

PREPARED BY: Sheila Pounder

Cameron Ross, Director of Economic and Community Development

REVIEWED BY: Cameron Ross

Sheila Pounder, Planning Division Manager

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

To approve the request allowing the new antenna and equipment addition for Cingular Wireless on an existing Crown Castle tower, located at 3160 Forest Hill Irene.

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: October 10, 2016

FROM: Patrick J. Lawton, City Administrator *[Signature]*

SUBJECT: NEW EQUIPMENT ADDITION ON AN EXISTING WIRELESS TRANSMISSION FACILITY – 8151 POPLAR AVENUE

INTRODUCTION:

The purpose of this agenda item is to approve the addition of a new antenna and equipment for Cingular Wireless to be installed on an existing Crown Castle wireless transmission facility, located at 8151 Poplar Avenue. The proposed equipment addition will be located on the same tower currently owned and operated by Crown Castle. The specific request of the Board of Mayor and Alderman is approval of a new antenna and equipment on an existing wireless transmission facility.

BACKGROUND:

Crown Castle has an existing tower (WTF) located at 8151 Poplar Avenue, on which Cingular Wireless is a current service provider.

DISCUSSION:

The applicant is requesting approval to add a new antenna, along with its associated equipment, to an existing tower (WTF) that is currently owned and operated by Crown Castle. The Zoning Ordinance allows for the approval of WTF co-locations and the replacement or addition of equipment by service providers on existing towers via a streamlined approval process that includes a review by the Department of Community Development staff to insure that all Ordinance and technical requirements have been met and by approval of the Board of Mayor and Alderman. There will be no changes to the ground compound space. The installation of the new antenna and equipment does not require public improvements at this site. The proposed request would grant the approval necessary for Cingular Wireless to obtain a building permit and install its antennas and equipment on the existing tower within the existing compound.

BUDGET AND STAFFING IMPACT:

Approval of the new antenna and associate equipment will allow the planning staff to approve the construction plans to permit the service provider to obtain a building permit from Shelby County for installation on the existing WTF. Planning staff will spend time and resources reviewing the construction plans and inspecting the completed work. The amount of time required is difficult to estimate, but will be defrayed by the fees for Administrative Review.

GERMANTOWN 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.

ATTACHMENTS:

Attachment 1 – Request Letter and Site Plan Drawing

PREPARED BY: Sheila Pounder

Cameron Ross, Director of Economic and Community Development

REVIEWED BY: Cameron Ross

Sheila Pounder, Planning Division Manager

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

To approve the request allowing the new antenna and equipment addition for Cingular Wireless on an existing Crown Castle tower, located at 8151 Poplar Avenue.

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. 10K

CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: October 10, 2016

FROM: Patrick J. Lawton, City Administrator

SUBJECT: RECOGNITION OF GRANT AWARD – TENNESSEE VALLEY AUTHORITY

INTRODUCTION:

The purpose of this agenda item is to recognize a grant award from the Tennessee Valley Authority for economic development website modifications totaling \$2,500.00 and to approve Budget Adjustment No. 17-22.

BACKGROUND:

Economic and Community Development staff has been working with Administration on modifications to the Economic Development section of the City's website. The grant award is applied towards the development of new content including pictures and the organization of this particular section of the website as part of the larger City website update.

DISCUSSION:

The grant award for the above activity provided matching funding support and allows the department to provide exceptional information through the City's website.

Economic Development website grant	Tennessee Valley Authority	\$2,500.00
------------------------------------	----------------------------	------------

GERMANTOWN FORWARD 2030:

This agenda item supports a key performance area in the Germantown Forward 2030 Plan: Economic Development practices support economic sustainability.

ATTACHMENTS:

Budget Adjustment No. 17-22.

PREPARED BY: Cameron Ross

Cameron Ross, Economic and Community Development Director

REVIEWED BY: Alexa Robinson

Alexa Robinson, Grants Writer

REVIEWED BY: Sherry Rowell

Sherry Rowell, Sr. Budget and Performance Analyst

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

To recognize the grant award from the Tennessee Valley Authority to Economic and Community Development for improvements to the City website as detailed above and in the amount of \$2,500.00 and to approve Budget Adjustment No. 17-22.

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: October 10, 2016
FROM: Patrick J. Lawton, City Administrator *PJL*
SUBJECT: RECOGNITION OF DONATION

INTRODUCTION:

The purpose of this agenda item is to recognize a donation made to the City of Germantown in the form of real property at 0 Farmington Road.

BACKGROUND:

The property is located on the north side of Farmington Boulevard between Autobahn Drive and Cordes Circle. The property is currently owned by Deborah Alexander, Carol Graw, and Sharon Counce. All taxes are paid on this property with Germantown and Shelby County.

DISCUSSION:

This property, if accepted by the BMA, will provide better access for future service and maintenance of Lateral D.

GERMANTOWN FORWARD 2030:

This agenda item supports a key performance area in the Germantown Forward 2030 Plan to prioritize enhanced protection and conservation of our water resources.

ATTACHMENTS:

Location map

PREPARED BY: Cameron Ross

Cameron Ross, Economic and Community Development Director

REVIEWED BY: Tim Gwaltney, PE

Tim Gwaltney, City Engineer

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

To request recognition of real property donation at 0 Farmington Boulevard.

BOARD ACTION: MOTION BY: SECONDED BY:

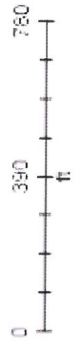
VOTE/TOTAL	BARZIZZA	GIBSON	KLEVAN	OWENS	JANDA	PALAZZOLO
YES	Yes	Yes	Yes	Yes	Yes	Yes
NO	No	No	No	No	No	No
ABSTAIN	Abstain	Abstain	Abstain	Abstain	Abstain	Abstain



**TOM LEATHERWOOD, REGISTER OF DEEDS
SHELBY COUNTY, TENNESSEE**

THIS MAP, DEEDS, PLATS, MAPS AND PAGES, ENDORSEMENTS, DO NOT REPRESENT ACQUISITION SURVEY INFORMATION OR EXACT LEGAL OWNERSHIP BOUNDARIES AND ARE FOR INFORMATIONAL PURPOSES ONLY. THEREFORE, THEY SHOULD NOT BE RELIED UPON AS A REPRESENTATION OF ANY PROPERTY FOR ANY PURPOSE.

MAP DATE: September 29, 2014





CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: October 10, 2016

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

SUBJECT: IBM SERVER MAINTENANCE RENEWAL

INTRODUCTION:

The purpose of this agenda item is to consider approval of a 24-month maintenance contract with Dynamix Group, Inc in the amount of \$21,440.00.

BACKGROUND:

The City's current maintenance contract covers the IBM iSeries server and an IBM message switch that connects Mobile Data Terminals (MDT) to the servers for Police Department and Court Clerk areas.

DISCUSSION:

Dynamix Group, Inc. was the original vendor for the IBM iSeries hardware systems and message switch currently being used by the City. The IBM vendor of record is Dynamix Group, Inc. and is the single source able to provide maintenance coverage.

The expiring contract covers the server in use in the Police Department/Court Clerk areas as well as the Police IBM messaging switch used to connect Police MDTs to the iSeries server and various State record services. Since the original hardware installation, Police and Fire Departments have partnered in the Computer Aided Dispatch (CAD) Upgrade project moving to a Windows based software platform. This move eliminated the need for a second IBM iSeries server. The Court Clerk area is currently reviewing software options that will best fit the needs of their business/customers before investing further. The equipment will be replaced or deemed surplus once a decision has been made on a Court software system.

Several service options were reviewed by staff. The option recommended for funding is to enter into a 24-month agreement for the iSeries server and message switch in the amount of \$21,440.00. This option is based on the financial savings that will be realized (\$792.00), equipment currently in use, age of hardware being placed under maintenance and level of importance it plays in day-to-day operations for emergency personnel and the citizens served.

BUDGET AND STAFFING IMPACT:

Source of Funding:

Fund	Line Item No.	Project No.	Dept.	Line Item Description	Budget Balance	Expenditure
General	010-1510-416.2630		IT	Computer Equip. Maintenance	\$905,830.53	\$21,440.00

GERMANTOWN FORWARD 2030:

This project fulfills the Germantown Forward 2030 Strategic Objective 1 of Key Performance Area: Public Safety, Germantown is the safest city in Tennessee.

ATTACHMENTS:

Dynamix Sales Quote

PREPARED BY: Stephanie S. Logan

Stephanie S. Logan, Technical Services Coordinator

REVIEWED BY: Tony Fischer

Tony Fischer, Information Technology Director

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 Mayor to enter into a contract with Dynamix Group, Inc in the amount of \$21,440.00 for a 24-month maintenance contract.

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



Sales Quote

Prepared For: Germantown, City of
Project: 2 Yr IBM Renewal Oct 2016
Agreement #: 07-351-7716
Quote #: 20160927.1055 Rev 03

Prepared by: Sonja Grant
Phone: 678-401-7534
Email: sonjagrants@dynamixgroup.com
Date: Thursday, September 29, 2016

Item	Description	Qty	Unit Price	Extended Price
Germantown				
1930 South Germantown Road, Germantown, TN 38138				
SElite	IBM ServiceElite Contract A197KS Billed in Advance - Contract Period 10/27/2016 through 10/26/2018	1	\$21,440.00	\$21,440.00
Germantown Total				\$21,440.00

Prices guaranteed valid through Thursday, October 27, 2016

Grand Total Price **\$21,440.00**

Unless specified otherwise, prices do not include applicable taxes, shipping charges, or travel and living charges. When agreed to by you and Dynamix Group, Inc., this Sales Quote confirms the Products and Services which are ordered subject to the Dynamix Group Sales Agreement (or an equivalent agreement between you and us) referenced above.

Agreed to:
Germantown, City of

Agreed to:
Dynamix Group, Inc.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



**Proposal for City of Germantown
IBM ServiceElite, Effective October 28,2016**

Type	Model	Serial	Description	Service Description	Charge Start	Charge End	24 Month Pre-Pay
Hardware							
9131	52A	00A984G	SYSTEM P5	8x5 HW Maintenance	10/28/2016	10/27/2018	\$ 2,317.00
9406	520	00BC3DF	ESERVER I5	24x7 HW Maintenance	10/28/2016	10/27/2018	\$10,069.00
Subtotal - Hardware Maintenance Services							\$12,386.00
Software Maintenance Services							
9406	520	00BC3DF	ESERVER I5	8x5 SWMA for IBMli P10 - 1 proc	10/28/2016	10/27/2018	\$ 8,328.00
9131	52A	00A984G	SYSTEM P5	8x5 SWMA for AIX Std - 1 proc	10/28/2016	10/27/2018	\$ 726.00
Subtotal - Software Maintenance Services							\$ 9,054.00
Proposal Total							<u>\$21,440.00</u>

Notes: Pricing valid through October 27,2016



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: October 10, 2016

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

SUBJECT: GERMANTOWN CITY HALL PHASE II – EROSION CONTROL & LANDSCAPING

INTRODUCTION:

The purpose of this agenda item is to consider approval of a construction contract with Sprinkler Systems, LLC in the amount of \$71,700.00 for the construction of the Germantown City Hall Phase II – Erosion Control and Landscaping Project.

BACKGROUND:

This project was originally included as an alternate in the FY15 CIP Germantown City Hall Phase I – Signage and Landscaping Project; however, there was not sufficient funding available within the project's budget to incorporate it into the construction contract. Consequently, the project was submitted as a standalone project during the FY17 CIP Application Process and was approved for inclusion into the FY17 CIP Budget. The project will provide erosion control to avert additional erosion within the roadside gullies along Farmington Boulevard adjacent to City Hall and landscaping for an aesthetically pleasing entrance into City Hall.

On July 25, 2016, the City entered into a Professional Services Agreement with Dalhoff Thomas Design, LLC in the amount of \$5,400.00 to update the design plans and prepare the construction documents for bid.

DISCUSSION:

The project was advertised on the City's Website and e-mail notification was sent to 1033 vendors on September 7, 2016. Seven contractors attended the pre-bid meeting on September, 14, 2016 and five contractors picked up construction specifications and drawings. Three contractors submitted bids with Sprinkler Systems, LLC submitting the lowest base bid of \$66,200.00. In addition, staff is recommending the acceptance of Alternate No.3 that consists of additional irrigation for a total project cost of \$71,700.00. Funding for this project is included in the FY17 CIP Budget and staff recommends approval. The bid analysis sheet is attached.

FORWARD 2030:

Strategic Objective 3 within Natural Resources – Enhanced protection and conservation of our water resources are priorities. Stormwater discharge clarity is critical to maintaining clean lakes and rivers. The unpolluted discharge into drain laterals and further into adjacent rivers and lakes is an inherent and legislative necessity.

Bid Analysis
COG2017-04 Germantown City Hall Phase II
Erosion Control and Landscaping

Bid Opening September 27, 2016
2pm

**Alt 4: Remove
Designated Trees**

**Alt 1: Install
Fieldstone Boulders -
Total Price**

**Alt 2: Remove Plants
in Entrance Median -
Total Price**

**Alt 3: Install Irrigation
and Shrubs -
Total Price**

Base Bid - Total Price

Agriscapes, LLC	\$88,596.22	\$8,194.12	\$3,145.60	\$8,804.27	\$11,390.61
Sprinkler Systems, LLC	\$66,200.00	\$6,575.00	\$2,636.00	\$5,500.00	\$9,600.00
Wagner General Contractors, Inc.	\$96,500.00	\$5,500.00	\$4,000.00	\$8,500.00	\$20,000.00

Bid Award:

Of the three (3) qualified bidders, **Sprinkler Systems, Inc.** has the lowest base bid in the amount of **\$66,200.00** and the following unit prices for Alternates 1-4:

Alternate 1 Fieldstone Boulders:	\$ 6,575.00	Total Price
Alternate 2 Remove Plants in Entrance Median:	\$ 2,636.00	Total Price
Alternate 3 Install Irrigation:	\$ 5,500.00	Total Price
Alternate 4 Remove Designated Trees and Shrubs	\$ 9,600.00	Total Price

The City has also selected Alternate 3 at \$5,500.00, for a **Total Award Amount of \$ 71,700.00**

Sprinkler Systems, Inc. has met all the requirements in submitting a properly completed bid package and has taken no exceptions to the bid terms and conditions.

The Award will be recommended for approval at the October 10, 2016 BMA Meeting.

General Information:

The bid was advertised on the City's website, and an e-notification was sent to one thousand and thirty-three (1033) vendors.

- The packets were picked up by five (5)
- Seven (7) Contractors & Sub-Contractors attended the Mandatory Meeting on September 14, 2016
- Two (2) Contractors attended the Bid Opening on September 27, 2016

Sprinkler Systems, Inc. has been in business since 2007. Sprinkler Systems, Inc. has an A+ rating with the Better Business Bureau, and no complaints have been filed against the company.



CITY OF GERMANTOWN

REPORT TO: THE BOARD OF MAYOR AND ALDERMEN

DATE: October 10, 2016

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

SUBJECT: CONTRACT DEVELOPMENT AGREEMENT NO. 1192 AMENDMENT NO. 1 – VILLAGE AT GERMANTOWN

INTRODUCTION:

The specific action requested by the Board is to consider the Contract Development Agreement No. 1192 Amendment No. 1 for a 12 month extension. The project is located on Germantown Road east to Exeter.

BACKGROUND:

This project in the Village at Germantown was originally approved by the Planning Commission in March 2014 and Board of Mayor and Aldermen in September 2014.

DISCUSSION:

Approval of the Contract Development Agreement No. 1196 Amendment No. 1 will allow the project to complete the following work as part of the original approved contract:

1. New Memory Care and Assisted Living Facility – a new 3-story building containing 49,705 sq. ft. of floor area. The building will contain 30 assisted living dwelling units, 16 memory care dwelling units and 2 skilled care units;
2. Rehabilitation Facility – a 1,760 sq. ft. building to be located in the existing northern courtyard.
3. Kitchen Facility Expansion – the existing building footprint will be expanded by approx. 2,968 sq. ft.
4. Parking Area Expansion – an additional 17 parking spaces are to be constructed along the southern portion of Walking Horse Circle.

GERMANTOWN Forward 2030:

The Contract Development Agreement No. 1196 Amendment No. 1 fulfills the Germantown Forward 2030 Strategic Objectives of “Economic development policies encourage investment in key commercial areas” and “Economic development practices support economic sustainability.”

PREPARED BY: Cameron Ross

Cameron Ross, Director of Economic and Community Development

REVIEWED BY: Tim Gwaltney

Tim Gwaltney P.E., City Engineer

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

To approve Contract Development Agreement No, 1192 Amendment No. 1 – Village at Germantown for the extension of the contract for an additional 12 months.

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: October 10, 2016

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

SUBJECT: CONTRACT DEVELOPMENT AGREEMENT NO. 1196 AMENDMENT NO. 1 – THORNWOOD PHASE 1

INTRODUCTION:

The specific action requested by the Board is to consider the Contract Development Agreement No. 1196 Amendment No. 1 for a reduction in the security amount from \$1,115,178 to \$625,325 and a 12 month extension. The project is located on the northeast corner of Germantown Road and Neshoba east to Exeter.

BACKGROUND:

Thornwood Phase 1 was originally approved by the Planning Commission in June 2014 and Board of Mayor and Aldermen in November 2014.

DISCUSSION:

Approval of the Contract Development Agreement No. 1196 Amendment No. 1 will allow the reduction in security amount to reflect the completed portions of the development as follows:

	Original	Remaining
Water system (100% of total)	\$164,045	<i>Completed</i>
Remaining Public Improvements (40% of total, excluding clearing, grubbing and grading) (0.40) x \$344,795 =	\$137,918	<i>Completed</i>
Private Improvements (100% of total) (see below)	\$601,550	<i>\$423,660</i>
Landscape and Irrigation (100% of total) (see below)	<u>\$211,665</u>	<u>\$211,665</u>
TOTAL	\$1,115,178	\$625,325

GERMANTOWN Forward 2030:

The Contract Development Agreement No. 1196 Amendment No. 1 fulfills the Germantown Forward 2030 Strategic Objectives of "Economic development policies encourage investment in key commercial areas" and "Economic development practices support economic sustainability."

PREPARED BY: Cameron Ross _____

Cameron Ross, Director of Economic and Community Development

REVIEWED BY: Tim Gwaltney _____

Tim Gwaltney P.E., City Engineer

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

To approve Contract Development Agreement No, 1196 Amendment No. 1 – Thornwood Phase 1, for the reduction in security from \$1,115,178 to \$625,325 and the extension of the contract for an additional 12 months.

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: October 10, 2016

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

SUBJECT: CONSTRUCTION CONTRACT CHANGE ORDERS 1 – 7 - WOLF RIVER LATERAL G DRAINAGE IMPROVEMENTS

INTRODUCTION:

The purpose of this agenda item is to consider approval of Changes Orders 1-7 in the amount of \$79,242.66 to a construction contract with Acuff Enterprises, Inc D/B/A Scott Contractors, increasing the contract amount from \$2,290,036.50 to \$2,369,279.16 for Wolf River Lateral G Drainage Improvements and to approve Budget Adjustment No. 17-20.

BACKGROUND:

At the May 9, 2016 meeting, the Board of Mayor and Aldermen (BMA) approved a construction contract in the amount of \$2,290,036.50 with Acuff Enterprises d.b.a. Scott Contractors for drainage improvements along Wolf River Lateral G. The purpose of the project is to improve the stormwater flow characteristics of Lateral G such that the flood plain can be reduced. The Federal Emergency Management Agency (FEMA) has indicated by their issuance of a Conditional Letter of Map Revision (CLOMR) for the project, that once the drainage improvements are completed, FEMA will revise the flood plain boundaries along Lateral G which will remove approximately thirty (30) homes from the flood plain.

A major component of the drainage improvements involved the installation of a large (8' w x 6' h) reinforced concrete box culvert (RCBC) beneath Wolf River Boulevard. Knowing that this task would have a major negative impact on traffic, we wanted this done during the summer months between school years. Construction of the RCBC began the first week of June and was completed in mid-July. Our goal was to have all travel lanes on WRB available for traffic prior to the beginning of the 2016-2017 school year. The contractor did everything in their power to make this happen. However, delays in permit approval from the Corps of Engineers (COE) and the TN Department of Environment and Conservation (TDEC) caused delays on the portion of the project immediately upstream and downstream of WRB. These permitting approval delays caused completion of the WRB curb lanes to be delayed. The needed COE and TDEC permit approvals were received in mid-August. Work continued in earnest after the permit approvals. Curb lanes are anticipated to be opened in mid-October.

The project is on schedule to be completed by November 2017.

DISCUSSION:

As with all large construction projects along major drainage channels, change orders and contract quantity overruns and under runs are to be expected. To date, the project is \$79,242.66 over budget. Approval of this agenda item will increase the construction contract from \$2,290,036.50 to \$2,369,279.16. Please see below table summarizing and detailing all quantity overages/underage's and change orders:

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.

ATTACHMENTS:

Vicinity Map
Budget Adjustment No.17-20
Change
Orders

PREPARED BY: Tim Bierdz

Tim Bierdz, Stormwater Engineer

REVIEWED BY: Tim Gwaltney

Tim Gwaltney, City Engineer

REVIEWED BY: Butch Eder

Butch Eder, CIP Manager

REVIEWED BY: Cameron Ross

Cameron Ross, Economic and Community Development Director

REVIEWED BY: Lisa A. Piefer

Lisa A. Piefer, Procurement Director

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

To approve change orders 1 - 7 in the amount of \$79,242.66, increasing the limit of an existing construction contract with Acuff Enterprises, Inc D/B/A Scott Contractors for the Wolf River Lateral G Drainage Improvements to an amount of \$2,369,279.16 and approve Budget Adjustment No. 17-20.

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: October 10, 2016

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

SUBJECT: CONTRACT – BOBBY LANIER FARM PARK PAVILION EVENT PLANNER

INTRODUCTION:

The purpose of this agenda item is to authorize the Mayor to enter into a contract agreement with Southern Avenue Company, LLC as the City's Event Planning Services Provider for the Bobby Lanier Farm Park Hay Barn Pavilion.

BACKGROUND:

The successful business model for the Farm Park relies on incorporating community and private rentals services to create a sustainable revenue source for the park. The Farm Park rental policies were approved by the Mayor and Board of Aldermen last fall with the rental fee structure adopted during the FY17 budget process. As recommended by staff and the Parks and Recreation Commission, the rental operation will be market driven and compares with like facilities in the area and across the country. All factors considered at the current time, the most efficient method of operating rental services is through a professional service contract with a qualified vendor.

The Farm Park rental policies have been set up with the goal of securing a professional, dynamic event planner through a contractual agreement that would fully facilitate, manage and market the unique rental business at the Farm Park. The Mayor and Board authorized staff to accept competitive sealed proposals for such and is now prepared to present the Board with a recommendation. The scope of services that the event planner will be performing provides comprehensive management of rental operations and includes being responsible for, but not limited to: all rental client communications; booking services; facilitation of all on-site set-up, take-down and day-of event staffing; coordination of all other vendors such as carters, decorators and rental equipment; enforcement of policies; and marketing the rental venues through a variety of methods.

DISCUSSION:

A Request for Proposal (RFP) was issued and publicly advertised on July 7, 2016 with information also being sent to nine (9) local vendors. Four vendors attended a proposal meeting on July 19th. Vendors were given an opportunity to tour the site and submit questions for clarification. An addendum of questions and responses was issued on July 29th and posted to the City's website. The proposal submittal deadline was August 16th. One proposal was submitted from the Southern Avenue Company, LLC, owned and operated by Ms. Melissa Kimbrough.

Staff implemented a comprehensive evaluation process to review proposal content and insure that the goals of the Farm Park rental program could be met. Members of the evaluation team represented perspectives from marketing, economic development, rental services and parks and recreation. The process was managed and facilitated by Procurement.

The evaluation team met on September 19th to discuss the vendor's response, as the awarded vendor will be the exclusive event planning company for the Bobby Lanier Farm Park Hay Barn Pavilion venue, and responsible for coordinating all aspects of rental services. The team's evaluation and selection criteria were based on project understanding, project approach and qualifications, experience and quality of response from the proposer.

CONTRACT – BOBBY LANIER FARM PARK

PAVILION EVENT PLANNER

October 10, 2016

After a thorough review of the information submitted, the team determined that Southern Avenue Company meets all the specifications of the RFP and is qualified to perform the work as described in the RFP and recommends Southern Avenue Company as the City's exclusive Event Planning Services Provider for the Bobby Lanier Farm Park Hay Barn Pavilion.

Southern Avenue Company, LLC is a Germantown based business demonstrating the capacity to provide the services needed to move the Farm Park project forward. They are currently located at 7582 Southern Avenue with plans to expand and move to Saddlecreek South (next to Stoney River Restaurant) in November of this year. The exposure at that location will increase the awareness of the Farm Park rental venues as well as all that the Farm Park has to offer.

Event Planning Services shall be provided at no cost to the City, all facility rental fees will be paid directly to the City and 100% of the rental fees and fees for any other additional city services outlined in the rental policy document (ranger services, additional fees for community garden tours) paid to and retained by the City. Southern Avenue Company will collect and/or manage all other fees and charges associated with facility rentals and event production required by the renter including but not limited to catering, equipment/tent/prop rental, parking services, event design and decorations, florists and any other requirements within the parameters of the Farm Park rental policies. Southern Avenue Company will also coordinate all necessary insurance requirements for additional vendor access to City property.

The contract will be for one year with two additional successive one-year extensions.

GERMANTOWN FORWARD 2030:

This agenda item supports a key performance area in the Germantown Forward 2030 Plan: Quality of Life – How arts, culture, recreation and leisure activities for both residents and visitors will remain relevant and delivered in a manner that exceeds expectations. The Farm Park remains a destination location increasing Germantown's desire to support "place making" venues.

ATTACHMENTS:

RFP Report for Bobby Lanier Farm Park Hay Barn Pavilion Event Planner Services

**CONTRACT – BOBBY LANIER FARM PARK
PAVILION EVENT PLANNER**

October 10, 2016

PREPARED BY: Pam Beasley
Pam Beasley, Director of Parks and Recreation

REVIEWED BY: Cathryn Perdue
Cathryn Perdue, Assistant Director of Procurement

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

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

To authorize the Mayor to enter into a contract agreement with Southern Avenue Company, LLC as the City's Event Planning Services Provider for the Bobby Lanier Farm Park Hay Barn Pavilion.

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