

BOARD OF MAYOR AND ALDERMEN
EXECUTIVE SESSION
November 10, 2008

An executive session of the Board of Mayor and Aldermen was held on November 10, 2008, at 6:15 p.m. in the Administrative Conference Room of the Municipal Center.

Mayor Sharon Goldsworthy was present and presiding.

The following Aldermen were present: Ernest Chism, John Drinnon, Carole Hinely, Mike Palazzolo and Frank Uhlhorn. Staff present: Patrick Lawton, George Brogdon, Kristen Geiger, Tom Cates, Jerry Cook, Pat McConnell, Michael Saddler, Deputy Chief Bright, Chief Wolf, Derek Chaput, Bo Mills, Stacey Ewell, Josh Whitehead and Melody Pittman.

Invocation

Assistant City Administrator George Brogdon will give the invocation.

Pledge of Allegiance

Alderman Chism will begin the Pledge.

Approval of Minutes

There were no corrections or additions to the minutes.

Presentation of Susan G. Komen – Race for the Cure to the City of Germantown

This presentation is in appreciation.

Presentation of Beautification Commission Business Award

Emily Bader from the Beautification Commission will be present to present the award.

Website RFP

Mr. Lawton stated the difficulty with the site is there are two different software applications that staff must manage to try and keep material current and provide information to the citizens and neither is supported by outside vendors so when something happens, it is very expensive to repair. The Board had incorporated funds in this year's budget to develop a new website. Luna Web was the company the City engaged to develop the site map for all the various aspects the City would need. Luna Web, with the input of City staff, helped prepare a Request for Proposal (RFP).

In June, the Board authorized the City to move forward with the website and to pursue the website with a competitive sealed bid proposal process. There had been a meeting with the Telecommunications Commission, and a review of the site map with the Commission.

Seven bids were received for the work. Some were disqualified because they did not meet qualifications. There was an internal team put together that reviewed the requirements including Patrick Lawton, Stacy Ewell, Kristen Geiger, Trung Dang, Lisa Piefer and it was a consensus that two of the firms, Vision Internet and CivicPlus, be interviewed. Municipal websites were the specialty for both these firms and they were the top website development companies in the country. Both firms were interviewed, presentations were made and after hearing both the presentations and questions by staff, the City asked for their best and final offer. Both submitted offers and the recommendation from staff was Vision Internet for \$77,162.00.

The website will be a dynamic economic development tool for the City. People will be able to look at our website 24/7, 365 days a year. It will help promote communitywide events and serve as an effective communication tool for getting information out to the community. It will also help with emergency management information by providing very timely emergency management data. It will provide access to information to the citizens with access to self government activities, not just water bills and property taxes but this will be expanded to ticket sales, etc. This website will also cut the cost of distribution of materials and it is hoped to save about \$20,000 each year by not having to publish and mail as much information. The return of investment will be about 3 ½ years with the website.

In response to a question from Alderman Drinnon, Mr. Lawton stated people from all over the country would be able to access our website and learn about Germantown.

Mr. Lawton answered a question from Alderman Palazzolo regarding how the interactive services will be able to access the information. He stated the water bills, property taxes, minutes will be stored, the municipal code will be available on-line, information about the Club, signing for classes, and programs the Parks and Recreation offer, the possibilities are endless.

Mr. Lawton stated there was another part of this website that is available and will be incorporated with the program at a later date. This program is called CodeRed and is an emergency management tool that the citizens will be able to sign up for emergency notification via their cell phone, telephone or however they want to be tracked on immediate dangers threatening the community.

Alderman Chism asked questions that were written by people who serve on the Telecommunications Commission. He stated the Commission was not involved in any way in helping to develop this product. He stated he did not know the expertise of the people involved in the selection and he took a lot of credence in the people who serve on this commission and they were not asked to review any of the information.

Mr. Lawton assured Alderman Chism that they did meet with the Telecommunications Commission and went through the site map which is how the site will be logically organized by departments in city government. They also talked with the Telecommunications Commission about addressing the need to go out and make sure we link with the appropriate groups, such as schools, the Chamber and anyone who would have an interest in the City.

This will be an information and communications tool for the City. Pages must be written so people will understand what the City is about and what services we provide.

Alderman Hinely asked three specific questions regarding who else bid on the project, how the maintenance contract would be addressed and would the City need to purchase an additional server.

Mr. Lawton stated that seven vendors bid on the project however, only two vendors met the City's qualification criteria and were invited to make presentations to the City Administration. He stated there will be a maintenance agreement on the website and that it would be necessary to purchase an additional server.

Alderman Drinnon suggested the Board move forward with the contract and follow the leadership of administration with their recommendation.

Resolution 08R13 Retirement Plan Amendments

Mr. Lawton stated these amendments will not have any impact on the financial status of the plan. These are mainly housekeeping amendments. Attorney Paul O'Rouke, Human Resources Director Pat

McConnell, and Ernie Moretta the Benefits Administrator, were present and had worked with the plan and the amendments.

Purchase of Automated Fingerprint ID System

This will replace the old system that was purchased in 2002. The old system was no longer supported and would be more expensive to fix than to replace over time. TBI recommended the system and the firm. The system will link with New World System which is the system we use.

CONSENT AGENDA

First Amendment to Project Development Contract No. 1109 – Bill Linder Office Building

Recognition of Donations - Library

Sewer Pipeline Rehabilitation

Alderman Uhlhorn questioned the expense for the pipeline rehabilitation and how much could be done. Mr. Mills stated they did have the unit price and they had projected \$169,000 and since they had bid it out, a couple of sections already need to be repaired.

AutoCAD Software and License Purchase

Authorization for Competitive Sealed Proposal – Library Services

Mr. Lawton stated in September the Board had authorized the last payment of the reimbursement of the dollars the City collected from Mr. Steve McCabe for road improvements on Duntreath. When the Board authorized that last payment in the amount of \$5,438.00 it was without interest. Mr. McCabe has approached the City and asked if we would consider attaching the interest on the dollars we had held for twelve years. Mr. Lawton was now bringing this to the Board for direction.

The Board decided to postpone a decision until a later date.

Adjournment

The meeting adjourned to the Council Chamber for the regular meeting.