

Minutes of a meeting of the Board of Commissioners of the City of Forest Hills

May 5, 2011

The Forest Hills Board of Commissioners (herein also the "Board") held its regular meeting on May 5, 2011 at the City's Offices, 4012 Hillsboro Road, Nashville, Tennessee, beginning at 5:00 p.m. Mayor Coke presided. Also present were Commissioner Douglas, Vice Mayor Lovell, Matt Foster, City Attorney and Al Deck, City Manager. Others present are shown on the attached sign-in sheet. A copy of the Agenda is also attached to these minutes.

Approval of the Minutes: Upon motion by Vice Mayor Lovell, which

was seconded by Commissioner Douglas, the Members unanimously voted to approve the Minutes of the April 21, 2011 meeting.

2.. Report from the City Manager, Al Deck.

(a) City Hall: Award Audio Visual Contract: The City Manager provided information about all vendors and the process by which the field was reduced to two. The recommendations by the independent 3rd party reviewer were also discussed. The Manager recommended awarding the contract to Multi-Media Masters (M3). The bids by M3 and CustoMedia were only \$81 apart on a bid of more than \$45,000. M3 was recommended because they seem to know our needs and system better than anyone. M3 created a schematic of the system, which was a great help to the 3rd party reviewer. The reviewer was also referenced the programing ability of M3. One of the final factors was site visits seeing samples of M3's installations and products, including the recently installed system at the City of Oak Hill.

The Members rejected the extended warranty offers and purchased the optional microphone system. Upon motion by Commissioner Douglas, which was seconded by Vice Mayor Lovell, the Members voted to approve the bid of \$45,287.32 and awarded the Audio Visual contract to Multi-Media Masters.

(b) City Hall: Award Security System Contract: The City also received two bids for Access Control, Alarm Service, and Cable installation. The two bidders were Access Control Systems (ACS) and Watchter. The bid from ACS was \$25,329. and \$37,677.29 from Watchter. Based on a difference of \$12,348.29, Vice Mayor Lovell offered a motion to accept the bid by Access Control Systems. The motion was seconded by Commissioner Douglas, and the Members unanimously voted to approve the bid by ACS for \$25,329.

(c) City Website: Award Contract: The City Manager presented a recap of the three bids from Armour & Armour; Design; and InsuredCo. Representatives from InsuredCo and Armour & Armour were present and answered question from the Members. The bids received were as follows:

Armour & Armour: \$2,500 to redesign; \$450 monthly maintenance, and \$250 hosting

DESIGN: \$7,750 to redesign; \$150 monthly min. not to exceed \$300; and no cost to host

InsuredCo: 0 cost to redesign; \$199.95 monthly maintenance; and no cost to host

Following a discussion and receiving comments from each representative, Vice Mayor Lovell offered a motion to award the website design contract to Armour & Armour, which was seconded by Commissioner Douglas and the Members unanimously voted to approve the bid by Armour & Armour.

(d) Custom Post & Signs for Hillsboro Pike & Other Locations: The

City Manager discussed the recent problems with the new custom posts installed on Kingsbury. In discussions

with both the vendor and manufacture of the break-away devices, no one has yet determined the cause of the problems with the installation. The posts are falling over, which may indicate faulty installation. One post, which was struck by a car failed to break away as designed. The manufacture is in contact with the installer and they may send a representative to investigate.

(e) Report on the 2010 Census: The 2010 census report Forest Hills population as 4812. That number is final and will stand as the official population for the distribution of the 2011 / 2012 State Shared Taxes by the State of Tennessee. We have only two options regarding a challenge of the result for the next fiscal year: review the boundary maps used to establish our census count and determine where discrepancies might be in the location of housing units, or conduct a special census at our expense.

3. Report from the City Attorney, Matt Foster:

(a) City Court: Appointment of a Judge. Mr. Foster reviewed the necessary requirements to operate a court; such as: training, equipment, software, and location. He will talk with the candidates to determine qualifications, salary requirements, and frequency of court dates. He will report his findings to the members.

4. Public Comments: none.

There being no further matters to be discussed and no further business to come before the Board, the meeting was adjourned.