



City of Bartlett

David Parsons, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, AUGUST 27, 2024 - BARTLETT CITY HALL - 6:00 PM

INVOCATION

Opening Prayer by Chaplain Johnny Byrd, Legacy Church

FUTURE MEETINGS

Beer Board, September 3 at 6 p.m.

Planning Commission, September 3 at 6:30 p.m.

Bartlett Station Commission, September 4 at 7:30 a.m.

City Beautiful Commission, September 5 at 6:30 p.m.

RECOGNITIONS

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the August 13, 2024 Board of Mayor and Aldermen Regular Meeting

CONSENT AGENDA

- I Special event permit for Stanky Creek Mountain Bike Race. (Trey Arthur, Director of Code Enforcement)**

The event will be held on Saturday, September 29 from 9 a.m. to 7 p.m. at Nesbit Park.

- 2 Purchase a Freightliner Day Cab Tractor. (Matt Crenshaw, Director of Public Works)**

Request authorization to purchase one Freightliner Day Cab Tractor from Tag Truck Center at a total cost of \$136,609.64. Tag Truck Center is a Sourcewell provider, contract # 032824-NAF. Funds are available in Account 122.48122.935.

3 Proposal for ARPA Grant Administration Funds. (John Horne, Director of Engineering)

Recommend accepting the proposal from SIC Project Management, Inc. This proposal is for Grant Administration (as required by TDEC) of the entire ARPA Funds Process. SIC's proposal totals \$266,200.00 for four and a half years of work. Funding is available in the FY25 approved budget.

NEW BUSINESS

I Bartlett Library Enhancements. (Steve Sones, Chief Administrative Officer)

2 Resolution 31-24, a resolution of the City of Bartlett, Tennessee in support of public safety to advocate for a comprehensive juvenile rehabilitation and detention center to be located in West Tennessee. (Steve Sones, Chief Administrative Officer)

3 Resolution 32-24, a resolution to amend the Fiscal Year 2025 General Fund Budget to appropriate \$98,400 for 2024 peace officer retention bonus and 2023 supplemental pay for police department certified personnel. (Dick Phebus, Director of Finance)

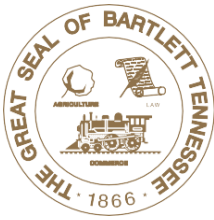
4 First Reading of Ordinance 24-09, an ordinance to amend Article I, Section 2 Definitions of the Bartlett Zoning Ordinance; and Article IV, Section 12(a) of the Bartlett Subdivision Ordinance, Title 14, Chapter I, Appendix B, of the Codified Ordinances of the City of Bartlett, Tennessee. (Kim Taylor, Director of Planning and Economic Development)

5 Appoint Karen Cook Twele as City Prosecutor effective September 1, 2024. (David Parsons, Mayor)

OPEN DISCUSSION

The public shall be provided an opportunity to address the Board or Commission during an Open Discussion period at the end of each regular and special meeting of the governing body. Prior to the start of the meeting, individuals will be required to complete and present to the Clerk the Open Discussion Citizen form provided at each meeting. The Open Discussion period for regular and special meetings of the Board or Commission shall be limited to twenty (20) minutes. Individuals shall be allowed to speak for up to three (3) minutes each. Open Discussion periods will not be held for any meeting where there are no actionable items on the agenda or meetings where the governing body is conducting a disciplinary hearing for a member of the governing body or a person whose profession or activities fall within the jurisdiction of the governing body.

ADJOURNMENT



City of Bartlett

David Parsons, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, AUGUST 13, 2024 - BARTLETT CITY HALL - 6:00 PM

ATTENDANCE

Mayor David Parsons: Present, Alderman Brad King: Present, Alderman Robert Griffin: Present, Alderman David Reaves: Present, Alderman Monique L. Williams: Present, Vice Mayor Jack Young: Present, Alderman Kevin Quinn: Present.

INVOCATION

Opening Prayer by Mark Johnson, Fountain of Truth Church

FUTURE MEETINGS

Board of Zoning Appeals, August 15 at 6:30 p.m.

Bartlett Arts Council, August 20 at 6 p.m.

BPACC Advisory Board, August 20 at 6 p.m.

Family Assistance Commission, August 26 at 6 p.m.

RECOGNITIONS

*****Official Business of the Day*****

Mayor Parsons announced the emergency purchase of a well pump for \$83,794.00 from National Water Services. This repair was at Waste Water Treatment Plant #2.

MINUTES ACCEPTANCE

Minutes of the July 23, 2024 Board of Mayor and Aldermen Regular Meeting

Minutes Acceptance: Minutes of Aug 13, 2024 6:00 PM (MINUTES ACCEPTANCE)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	David Reaves, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn

CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Reaves, Alderman
SECONDER:	Robert Griffin, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn

- 1 Purchase of Knuckleboom loader. (Matt Crenshaw, Director of Public Works)**
Request authorization to purchase one Knuckleboom loader from Stringfellow at a total cost of \$231,870.87. Stringfellow is a sole-source provider. Funds are available in Account 122.48122.935.
- 2 Purchase Chevrolet Crew Cab Trucks. (Matt Crenshaw, Director of Public Works)**
Request authorization to purchase two Chevrolet 3500 HD crew cab trucks with cranes for General Maintenance and Water/Wastewater from Sourcewell-National Auto Fleet Group, Contract 091521-NAF, at \$141,288.92 each for a total cost of \$282,577.84. Funds are available in Accounts 311.48311.785.30725 and 510.51300.935.
- 3 Purchase playground system for the Dixon Brewer Park Enhancements project. (Paul Wright, Director of Parks and Recreation)**
Request authorization to purchase a Little Tikes Commercial Playground system from Sourcewell - PlayPower LT, Farmington, Inc., Contract 010521-LTS for a total cost of \$74,412.00. Price includes removal and disposal of existing playground structure. Funds are available in Account 311.48311.780.51623.
- 4 Change Order for Bartlett Water System Repair and Replacements. (John Horne, Director of Engineering)**
Recommend approving Change Order No. 2 in the amount of \$168,280.00. The change order is \$116,350.00 above the approved contingency amount. This increases the contract amount to \$1,457,885.50. Funds are available in Account 312.48312.81119.
- 5 Pinnacle Financial Partners. (Dick Phebus, Director of Finance)**
Pinnacle Financial Partners Corporate authorization for bank savings account.
- 6 Approval of the Bartlett Library Advisory Board By-Laws. (Debbie Gelineau, Director of Community Relations)**

Minutes Acceptance: Minutes of Aug 13, 2024 6:00 PM (MINUTES ACCEPTANCE)

7 Authorization to auction surplus property. (Dick Phebus, Director of Finance)

Twenty-two items have been identified as having a potential auction-value of \$500 or more and will be auctioned on GovDeals.com.

8 Planning Commission Report for August 2024. (Kim Taylor, Director of Planning and Economic Development)

Public Hearing /Special Use Permit

1. Residential Mixed Use Development, 7157 Summer Avenue/Highway 70 (Mason Jambon, Southern Ave Land Management LLC)

Recommendation: Approval of a favorable recommendation to the Board of Mayor and Aldermen with conditions. Approved with conditions of staff.

Construction Plan

2. Austin Planned Development Subdivision, Southern Terminus of Christian Lane (David Bray, The Bray Firm)

Approved with conditions of staff.

Final Plan

3. Austin Planned Development Subdivision, Southern Terminus of Christian Lane (David Bray, The Bray Firm)

Recommendation: Approval with conditions.

Approved with conditions of staff and the following additional conditions: A vicinity map shall be added to the corner of the plat; the location of the mail kiosk required by the United States Postal Service shall be added to the plat; and Planning Condition #1 will say, "A Planned Development usually provides common amenities. Staff recommends adding a walking trail or gazebo around the detention basin on the common open space lot."

Ordinance Amendment

4. Ordinance 24-09, An Ordinance to Amend the Subdivision Regulations

Recommendation: Favorable recommendation to the Board of Mayor and Aldermen for approval.

Approved with conditions of staff.

NEW BUSINESS

I Resolution 28-24, a resolution to amend the Fiscal Year 2025 Bartlett City General Purpose School Fund, and Education Capital Project Fund. (Dick Phebus, Director of Finance)

Minutes Acceptance: Minutes of Aug 13, 2024 6:00 PM (MINUTES ACCEPTANCE)

RESULT: APPROVED [UNANIMOUS]
MOVER: David Reaves, Alderman
SECONDER: Jack Young, Vice Mayor
AYES: Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn

2 Resolution 29-24, a resolution authorizing the City of Bartlett to participate in the Property Conservation Matching Grant Program from Public Entity Partners. (Dick Phebus, Director of Finance)

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert Griffin, Alderman
SECONDER: Brad King, Alderman
AYES: Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn

3 Set a public hearing for September 10, 2024 for Resolution 30-24, a resolution approving a Special Use Permit to allow a Residential Mixed Use Development to be located at 7157 Summer Avenue/Highway 70, within the “R-TH” Townhouse Residential and “RS-10” Single Family Residential Zoning Districts. (Kim Taylor, Director of Planning and Economic Development)

RESULT: APPROVED [UNANIMOUS]
MOVER: David Reaves, Alderman
SECONDER: Robert Griffin, Alderman
AYES: Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn

OPEN DISCUSSION

John Threadgill, President of the Bartlett Area Chamber of Commerce, introduced the new Director of Membership and Community Development, Pierce Cannon.

Stephanie Mouzen, 8490 Spotted Fawn Dr., returned to inquire of the status of the cleanup of the pond in her neighborhood. Ms. Mouzen had addressed the Board on July 23, 2024. Mayor Parsons reiterated that the property on which the pond is located is not the property of the City of Bartlett, but the Bank of Bartlett. He did say that Engineering and Code Enforcement has been in contact with the Bank of Bartlett regarding the issue and cleanup.

ADJOURNMENT

Meeting adjourned at 6:11 PM

Minutes Acceptance: Minutes of Aug 13, 2024 6:00 PM (MINUTES ACCEPTANCE)

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parsons, Mayor

Minutes Acceptance: Minutes of Aug 13, 2024 6:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 08/27/24 06:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Laura Jenkins
Department Head: Trey Arthur

Special event permit for Stanky Creek Mountain Bike Race.



APPLICATION FOR SPECIAL EVENT
OFFICE OF
BARTLETT CODE ENFORCEMENT
6382 STAGE ROAD
BARTLETT TN 38134
901-385-6425

5760 Yale Road Bartlett 38115
 Address Zip Code
Saturday 9/28/24 9 AM - 7 PM
 Dates of the Event Hours of the Event
Mountain Bike Race
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)
City of Bartlett
 Property Owner
Stanky Creek cycling 3539 Lily Lane Memphis TN 38111
 Special Event Permit Applicant Address of Applicant
9013561465
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

☒ State of TN Business License, Shelby County Business License, Bartlett Business License (For Type 2 Events)
☒ Letter of Permission
☐ Insurance
☐ Tents (Fire Retardant letter included)
☒ Special Event Checklist
☒ Map
☐ Sign or Banner

\$60.00 Special Event Fee
\$5.00 Permit Issuing Fee
\$7.00 Software Fee
\$ 2% Credit Card Fee
\$ Total Permit Fee

Krista Whitson 7-30-24
 Responsible Person Signature and Printed Name Date

****Notify building department 10 days prior to Special Event to be held unless it is a Public Attraction which requires approval from the Board of Mayor & Aldermen.****

APPROVAL

This application is not a permit and grants no rights or privileges.

Special Event Checklist

Event: The Legend of Stanky Creek Bike Race
 Location: Norbit Park
 Dates: Sept. 28, 2024 9AM-7PM

Type of special event: (Check one.)

☐ *Type 1: Noncommercial Events.* Fund-raising or non-commercial events held outside an enclosed permanent structure, including parades, advertised demonstrations, or events, including structures used in conjunction with the event.

☐ *Type 2: Special Seasonal Events.* Farmers' market, Christmas tree sales, fruit, flower or vegetable sales, or sale of other seasonal products, when sold other than on the site where grown, constructed or assembled.

☐ *Type 3: Commercial Events.* Significant commercial events such as tent sales, sidewalk sales, trade shows, merchandise sales, product demonstrations or transient merchants.

☒ *Type 4: Public Attractions.* Significant outdoor public events intended primarily for entertainment or amusement, such as carnivals, concerts, or festivals, including fireworks displays. **Requires approval by the Board of Mayor and Aldermen.**

Exempt events: (If any of these apply, the special event is exempt from the permit requirement.)

☐ *Public property.* Any special event wholly on public streets and right-of-ways or other property of the City, excluding public parks, which special event is allowed specifically or generally by action of the Board of Mayor and Aldermen.

☐ *Public parks.* Any special event held within a public park. (Although exempt from this Section, these types of special events shall be governed by other provisions of the Codified Ordinances regulating conduct in City parks and recreation areas.)

☐ *City sponsorship.* Any special event sponsored or co-sponsored by the City. Such event shall, however, be in compliance with the performance standards in Section 27.F.

☐ *Special use permit or site plan.* Any business already operating under a special use permit or site plan that authorizes the display and sale of outdoor goods or authorizes the operation of any special event as defined herein.

☐ *Yard sales.* Yard sales regulated under Article VI, Section 1 of the Zoning Ordinance.

☐ *Auctions/estate sales.* Auctions/estate sale for individual property that is not considered a special event and is conducted by duly licensed auctioneers.

☐ *Business deliveries.* Newspaper delivery or bona fide merchants who deliver goods in the regular course of business.

☐ *Certain solicitations.* Solicitors for charitable, non-profit or religious organizations who go from dwelling to dwelling, business to business, street to street, taking or attempting to take orders for goods, wares and merchandise are exempt from these provisions, provided these organizations meet the Internal Revenue Service Criteria to qualify as a charitable, non-profit or religious organization.

☐ *First Amendment activity.* The dispensing of religious pamphlets or other literature which is protected by the United States Constitution under Freedom of Speech, Religion or Press.

☐ *Political campaigning.* Campaigning for public office.

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1			X	<i>Location.</i> Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	
2			X	For all special events that require the use of public right-of-way, the permit granted shall clearly specify the streets to be used for the event and the time that the streets will be closed, if applicable.	
3			X	Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4		X		<i>Land-use compatibility.</i> The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5		X		The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		X		The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.	
7			X	<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8		X		Any temporary structure shall be promptly removed upon the cessation of the event. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the event coordinator's expense.	

	Sub- mitted ✓ or X	OK	N/A		Comments										
9		X		<i>Hours of operation and duration.</i> The duration and hours of operation of a special event shall be consistent with the surrounding land uses. The total duration of a special event shall not exceed the duration set forth in Table VI.27-1; however, the duration of the special event may be modified by conditions attached to the issuance of the special event permit, as set forth in Section 27.F. Table V.27-1: Special Event Maximum Duration <table><tr><th>Type of Special Event</th><th>Duration</th></tr><tr><td>Type 1: Noncommercial</td><td>30 days</td></tr><tr><td>Type 2: Special Seasonal</td><td>90 days</td></tr><tr><td>Type 3: Commercial</td><td>14 days</td></tr><tr><td>Type 4: Public Attractions</td><td>14 days</td></tr></table>	Type of Special Event	Duration	Type 1: Noncommercial	30 days	Type 2: Special Seasonal	90 days	Type 3: Commercial	14 days	Type 4: Public Attractions	14 days	
Type of Special Event	Duration														
Type 1: Noncommercial	30 days														
Type 2: Special Seasonal	90 days														
Type 3: Commercial	14 days														
Type 4: Public Attractions	14 days														
10			X	In addition to the maximum duration as set forth in Table VI.27-1, a shopping center may hold centralized special events, not connected to individual businesses within the shopping center, which do not exceed sixty (60) days in a calendar year. The duration of all special events in a shopping center may be extended on a case by case basis if the special event(s) take place in shopping center parking areas not required for the primary businesses.											
11			X	<i>Frequency.</i> Except as otherwise provided herein, the maximum frequency of a special event on the same property shall be two (2) times per calendar year, excluding a shopping center. A shopping center shall be allowed to hold four (4) centralized events not connected to any individual business located within the center in addition to those events held by the individual businesses located within the shopping center.											

	Sub- mitted ✓ or X	OK	N/A		Comments
12			X	Type 3 outdoor sales at a specific location may be permitted only as follows: a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days. b. Outdoor sales may be permitted once in each calendar quarter if the duration is more than three (3) days but not more than ten (10) days. c. The minimum time between consecutive outdoor sales periods for the same business on the same property shall be fourteen (14) days from the beginning of one period to the beginning of the next period. Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.	
13		X		<i>Traffic circulation.</i> The special event shall not cause undue traffic congestion or accident potential, given anticipated attendance and the design of adjacent streets, intersections, parking and traffic controls. All sidewalks shall be left open for pedestrian traffic unless special approval is received for blockage. No alleys, driveways, fire lanes or other access points shall be blocked by the special event unless specific approval is granted for the special event.	
14			X	<i>Street closings.</i> The special event permit recipients shall be responsible for securing, installing and immediate removal upon cessation all barricades and signs when street closings are approved. Large Class III barricades shall be sandbagged to prevent blowing over.	

	Sub- mitted ✓ or X	OK	N/A		Comments
15		X		<i>Fire safety.</i> The fire department shall be consulted for the following requirements and inspection, as necessary. a. Fire lanes a minimum of 20 feet in width and 12 feet in height or as otherwise approved by the Fire Chief must be provided in order to allow Fire Department access within 150 feet of all structures and on at least two sides of all two-story structures within 500 feet of the location of the special event. b. All fire hydrants in the area of the special event must be left with five (5) feet of clearance on all sides and shall be accessible from the fire lanes that are designated with the event. c. No open fires shall be permitted unless advance approval is obtained from the Fire Department. d. Fire extinguishers shall be available as determined by the Fire Chief. e. Temporary electrical wiring for the special event shall be installed in accordance with the requirements of the National Electrical Code. f. Tents shall comply with the Fire Code and applicable building codes. g. Exit signs and proper exiting aisles shall be provided in temporary special event structures.	
16		X		<i>Off-street parking.</i> The event shall not create a parking shortage for any other use. All off-street parking surfaces used for the special event shall be concrete or asphalt.	
17		X		<i>Public conveniences and litter control.</i> Adequate on-site rest room facilities and solid waste containers shall be provided. The applicant shall calculate the demand for such facilities and specify how the need will be addressed.	
18		X		<i>Nuisances.</i> The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.	

	Sub- mitted ✓ or X	OK	N/A		Comments
19			X	<i>Area of parking lot dedicated to outdoor special events.</i> a. No more than ten (10) percent of the parking stalls required for the structure associated with the parking lot in which the special event occurs shall be permitted to be used for a special event. Regardless of how many stalls are occupied by the special event, no special event that occurs in the parking lot for a permanent structure may cause a parking shortage for primary and accessory uses associated with that structure. b. No spikes, nails, anchors or other devices shall be driven into any public street, sidewalk or parking lot surface or into any existing concrete or asphalt. Such devices may be used on private parking lots provided any damage resulting therefrom shall be fixed upon cessation of the event and removal of the devices.	
20			X	<i>City services.</i> If the applicant requests the City to provide services or equipment, including but not limited to traffic control or security personnel, or if the City otherwise determines that services or equipment are required to protect the public health, safety, or general welfare, the applicant shall be required to reimburse the City for the cost of the services. The City may require the applicant to submit a security deposit, in an amount determined by the Chief Administrative Officer and in the form approved by the City Attorney, prior to the event to ensure that the applicant complies with this provision.	
21		X		<i>Insurance coverage.</i> Special event permit recipients must show proof of liability insurance at time of application. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the Chief Administrative Officer based on the nature of the special event.	

Conditions

Conditions deemed necessary to ensure compatibility with adjacent land-uses and to minimize potential adverse impacts on nearby uses:

	Required ✓ or X	N/A		Comments
22			Limitations on signs.	
23		X	Temporary arrangements for parking and traffic circulation.	
24			Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25		X	Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	
26		X	The posting of security in an amount required by the Permitting Official to help ensure that the operation of the event and the subsequent restoration of the site are conducted according to required special event standards and conditions of approval.	
27		X	The provision of traffic control or security personnel to ensure the public safety and convenience.	
28			Execution of a "Special event agreement" in a form acceptable to the City Attorney to ensure the indemnification of the City and that public property will be protected and/or restored to its condition prior to the special event.	

4/25/02

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Attachment: 5760 YALE ROAD-MOUNTAIN BIKE RACE (3625 : Stanky Creek Mountain Bike Race)

Special event permit application, content and submission requirements

A complete application shall be submitted to the Permitting Official at least **ten (10) days** prior to the requested start date of any special event.

The application shall set forth and contain the following information:

	Sub- mitted ✓ or X	OK	N/A		Comments
29	✓			Name and address of the applicant.	
30			✓	Names and address of the owner of the premises on which the proposed event is to be held.	
31			✓	Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32	✓			Description of the site on which the proposed event is to be held.	
33	✓			Date of the proposed event.	
34	✓			A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	
35	✓			A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	
36			✓	Location and number of proposed temporary public toilets.	
37			✓	Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38		✓		Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

Type 1, 2 and 3 special events (as defined in part B) may be issued a special event permit by the Permitting Official on the form provided by the City when all of the following conditions have been satisfied and continue to be met throughout the special event:

	OK ✓ or X	N/A		Comments
39	✓		A complete application is made on the form provided by the City and a fee paid in accordance with City ordinances.	
40			The application has been reviewed and approved in writing by the Code Enforcement, Fire, Police, and Public Works Departments for traffic control and other safety concerns.	
41		✓	An electrical plan, if required for the special event, is approved by the Director of Code Enforcement.	
42	✓		The Permitting Official determines the following: a. The special event will comply with the special event performance standards...;	
43	✓		b. The special event will not endanger the public health, safety, or general welfare given the nature of the activity, its location on the site, and its relationship to parking and access points;	
44	✓		c. The special event will not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, smoke, odor, glare, litter, or visual pollution;	
45	✓		d. The special event shall comply with all applicable state and federal health, safety, environmental and other applicable requirements.	

4/25/02

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Attachment: 5760 YALE ROAD-MOUNTAIN BIKE RACE (3625 : Stanky Creek Mountain Bike Race)

NESBIT E911 SIGN LOCATIONS

THE GRAYLAND JUNCTION DRAIN CROSSES THE EAST AND MOUNTAIN BIKE TRAILS ALONG ITS COURSE. FOLLOW THE GRAYLAND BLVD AND THE TRAIL SIGN POSTS



Attachment: 5760 YALE ROAD-MOUNTAIN BIKE RACE (3625 : Stanky Creek Mountain Bike Race)



David Parsons, *Mayor*
 Paul Wright, *Parks Director*
 Jimbo Draffin, *Assistant Parks Director*

PARKS AND RECREATION

July 15, 2024

City of Bartlett
 Code Enforcement
 6382 Stage Road
 Bartlett, TN 38134

Stanky Creek Cycling has requested the use of Nesbit Park. This is for their The Legend of Stanky Creek 12 Hour Race and will be held Saturday, September 28, 2024 all day.

Permission is hereby given by Bartlett Parks and Recreation Department pending approval by the Mayor and Board of Aldermen.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Draffin".

Jimbo Draffin
 Assistant Director Parks and Recreation Department
 City of Bartlett

cc: Kris Whitson
 901-356-1465
Kwhitson901@gmail.com

Attachment: 5760 YALE ROAD-MOUNTAIN BIKE RACE (3625 : Stanky Creek Mountain Bike Race)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/23/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McKay Insurance Agency, Inc. 106 East Main Street P O Box 151 Knoxville IA 50138		CONTACT NAME: Megan Stanley PHONE (A/C, No, Ext): (641) 842-2135 E-MAIL ADDRESS: meg@mckayinsagency.com FAX (A/C, No): (641) 828-2013	
INSURED Silent Sports Association- MBR Stanky Creek Cycling 3539 Lily Lane Memphis TN 38111		INSURER(S) AFFORDING COVERAGE INSURER A: Evanston Insurance Company INSURER B: Gerber Life Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 35378 70939	

COVERAGES **CERTIFICATE NUMBER:** CL2472365666 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Includes Athletic Participants GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC ☒ OTHER: Event	N	N	3607AH010099-6	09/28/2024	09/29/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Accident Medical			15-070944-23	09/28/2024	09/29/2024	Excess \$25,000 Deductible \$250

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Legend of Stanky Creek Cross Country Mountain Bike Race: September 28, 2024. "This policy is issued, pursuant to Iowa Code section 515.147, by a nonadmitted company in Iowa and as such is not covered by the Iowa Insurance Guaranty Association."

CERTIFICATE HOLDER

City of Bartlett 6400 State Road Bartlett TN 38111
--

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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David Parsons, *Mayor*
 Paul Wright, *Parks Director*
 Jimbo Draffin, *Assistant Parks Director*

PARKS AND RECREATION

July 15, 2024

City of Bartlett
 Code Enforcement
 6382 Stage Road
 Bartlett, TN 38134

Stanky Creek Cycling has requested the use of Nesbit Park. This is for their The Legend of Stanky Creek 12 Hour Race and will be held Saturday, September 28, 2024 all day.

Permission is hereby given by Bartlett Parks and Recreation Department pending approval by the Mayor and Board of Aldermen.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Draffin".

Jimbo Draffin
 Assistant Director Parks and Recreation Department
 City of Bartlett

cc: Kris Whitson
 901-356-1465
Kwhitson901@gmail.com

Attachment: 5760 YALE ROAD-MOUNTAIN BIKE RACE (3625 : Stanky Creek Mountain Bike Race)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 08/27/24 06:00 PM

Department: Public Works

Category: Purchase

Prepared By: Jessica Vaughan

Department Head: Matt Crenshaw

Purchase a Freightliner Day Cab Tractor.



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

8/6/2024

Quote ID#2960HD (R1)

Mr. Steve Massey

City of Bartlett
6400 Stage Road
Bartlett, TN 38134

Dear Steve Massey,

National Auto Fleet Group is pleased to quote the following sourced item(s) for your consideration. One (1) New/Unused (**2025 Freightliner 114 SD Plus, Cummins X12 430V HP Engine, Eaton Cummins EXDP-16F118D Endurant XD Pro Automated Manual Transmission w/3 Wet Line Kit Installed**) and provided by Mr. Jason Hubbard with Tag Truck Center, each for:

	Contract Price
Chassis and Option	\$ 130,809.64
Wet Line Kit Quote	\$ 5,800.00
Tax (0.00%)	\$ 0.00
Total	\$ 136,609.64

This sourced item(s) is available under the Sourcewell (Formerly Known as NJPA) Contract 032824-NAF. Please reference this Bid Number on all Purchase Orders.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Ben Rodriguez

HD Contract Manager

BEN@NationalAutoFleetGroup.com

Office (855) 289-6572

Fax (831) 480-8497



Attachment: Bid Specs- Day Cab 8-16-24 (3634 : Purchase of Day Cab Tractor)

Prepared for:
Steve Massey
CITY OF BARTLETT
6400 Stage Road
Bartlett, TN 38134
Phone: 901-734-8807

Prepared by:
Jason Hubbard
TAG Truck Center
4450 AMERICAN WAY
Memphis, TN 38118
Phone: 901-271-0463

A proposal for
CITY OF BARTLETT

Prepared by
TAG Truck Center
Jason Hubbard

Jul 25, 2024

Freightliner 114SD Plus



Components shown may not reflect all spec'd options and are not to scale

Application Version 11.9.805
Data Version PRL-28D.049
CityofBartlettDC Cummins&Allison



07/25/2024 4:00 PM

Page 1 of 16

Attachment: Bid Specs- Day Cab 8-16-24 (3634 : Purchase of Day Cab Tractor)

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S P E C I F I C A T I O N P R O P O S A L

Data Code	Description	Weight Front	Weight Rear
Price Level			
PRL-28D	SD PRL-28D (EFF:MY25 ORDERS)		
Data Version			
DRL-049	SPECPRO21 DATA RELEASE VER 049		
Vehicle Configuration			
001-177	114SD PLUS CONVENTIONAL CHASSIS	7,934	6,476
004-225	2025 MODEL YEAR SPECIFIED		
002-002	SET BACK AXLE - TRACTOR	500	-480
019-005	TRAILER TOWING PROVISION FORWARD OF FIFTH WHEEL	5	5
003-001	LH PRIMARY STEERING LOCATION		
General Service			
AA1-001	TRACTOR/TRAILER CONFIGURATION		
AA6-002	DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES)		
99D-027	EPA EMISSIONS CERTIFICATION FOR REGISTRATION IN EPA OR ACT STATES - EPA CLEAN IDLE (INCLUDES 6X4 INCH LABEL ON LOWER FORWARD OF DRIVER DOOR)		
AF2-998	NONE		
A85-001	REFUSE SERVICE		
A84-1SA	SANITATION BUSINESS SEGMENT		
AA4-003	DRY BULK COMMODITY		
AA5-002	TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS		
AB1-008	MAXIMUM 8% EXPECTED GRADE		
AB5-001	SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE		
995-1AD	FREIGHTLINER LEVEL I WARRANTY		
A66-99D	EXPECTED FRONT AXLE(S) LOAD : 12000.0 lbs		
A68-99D	EXPECTED REAR DRIVE AXLE(S) LOAD : 40000.0 lbs		

Application Version 11.9.805
 Data Version PRL-28D.049
 CityofBartlettDC Cummins&Allison



07/25/2024 4:00 PM

Page 2 of 16

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Data Code	Description	Weight Front	Weight Rear
A63-99D	EXPECTED GROSS VEHICLE WEIGHT CAPACITY : 52000.0 lbs		
A70-99D	EXPECTED GROSS COMBINATION WEIGHT : 80000.0 lbs		
Truck Service			
AF3-2CR	TRACTOR ONLY WITH NO BODY UPFIT		
Tractor Service			
AA2-005	FLATBED TRAILER		
AH6-001	SINGLE (1) TRAILER		
Engine			
101-26G	CUM X12 430V HP @ 1900 RPM, 1550 LB-FT @ 1000 RPM, 2000 GOV RPM, VOC	-390	-45
Electronic Parameters			
79A-072	72 MPH ROAD SPEED LIMIT		
79B-000	CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT		
79J-021	5 MINUTES PTO SHUTDOWN WITHOUT PARK BRAKE STATUS WITH CLUTCH AND BRAKE OVERRIDE		
79L-019	PTO MODE THROTTLE OVERRIDE - LIMIT TO 2300 RPM		
79P-032	PTO RPM CONTROL WITH STEERING WHEEL SWITCHES		
79U-002	PTO GOVERNOR RAMP RATE - 50 RPM PER SECOND		
79X-023	PTO SPEED 1 SETTING - 600 RPM		
80C-002	ENGINE BRAKE WITH CRUISE CONTROL ENABLED AT 3 MPH ABOVE SET SPEED, 2 MPH INCREMENT BETWEEN BRAKING LEVELS		
80G-001	PTO MINIMUM RPM - 600		
80J-002	REGEN INHIBIT SPEED THRESHOLD - 5 MPH		
80S-004	PTO 1, DASH SWITCH, ENGAGE WHILE DRIVING		
80V-100	PTO MODE SPEED CONTROL ACTIVATION REQUEST FOR REMOTE ENGINE INTERFACE		
Engine Equipment			
99C-024	EPA 2010/GHG 2024 CONFIGURATION		
13E-001	STANDARD OIL PAN		
105-001	ENGINE MOUNTED OIL CHECK AND FILL		
014-099	SIDE OF HOOD AIR INTAKE WITH FIREWALL MOUNTED DONALDSON AIR CLEANER		



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Data Code	Description	Weight Front	Weight Rear
124-1D7	DR 12V 160 AMP 28-SI QUADRAMOUNT PAD ALTERNATOR WITH REMOTE BATTERY VOLT SENSE		
292-236	(3) DTNA GENUINE, FLOODED STARTING, MIN 3000CCA, 555RC, THREADED STUD BATTERIES		
290-017	BATTERY BOX FRAME MOUNTED		
281-001	STANDARD BATTERY JUMPERS		
282-003	SINGLE BATTERY BOX FRAME MOUNTED LH SIDE BACK OF CAB		
291-017	WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN		
289-001	NON-POLISHED BATTERY BOX COVER		
293-060	POSITIVE LOAD DISCONNECT WITH CAB MOUNTED CONTROL SWITCH WITH LOCKING PROVISION MOUNTED OUTBOARD DRIVER SEAT	2	
306-015	PROGRESSIVE LOW VOLTAGE DISCONNECT AT 12.3 VOLTS FOR DESIGNATED CIRCUITS		
180-102	EATON ENDURANT HEAVY DUTY AUTOMATED MANUAL TRANSMISSION CLUTCH		
107-048	CUMMINS NATURALLY ASPIRATED 25.9 CFM AIR COMPRESSOR WITH INTERNAL SAFETY VALVE		
152-041	ELECTRONIC ENGINE INTEGRAL SHUTDOWN PROTECTION SYSTEM		
128-004	CUMMINS INTEBRAKE BRAKE WITH HIGH MED LOW BRAKE		
016-1C3	RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH HORIZONTAL TAILPIPE		
28F-014	ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD REGENERATION AND VIRTUAL REGENERATION REQUEST SWITCH IN CLUSTER		
239-001	STANDARD EXHAUST SYSTEM LENGTH		
237-052	RH STANDARD HORIZONTAL TAILPIPE		
23U-002	13 GALLON DIESEL EXHAUST FLUID TANK		
30N-003	100 PERCENT DIESEL EXHAUST FLUID FILL		
23Y-001	STANDARD DIESEL EXHAUST FLUID PUMP MOUNTING		
43X-002	LH MEDIUM DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION		
43Y-001	STANDARD DIESEL EXHAUST FLUID TANK CAP		
273-058	AIR POWERED ON/OFF ENGINE FAN CLUTCH		



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Data Code	Description	Weight Front	Weight Rear
276-001	AUTOMATIC FAN CONTROL WITHOUT DASH SWITCH, NON ENGINE MOUNTED		
110-003	CUMMINS SPIN ON FUEL FILTER		
118-008	COMBINATION FULL FLOW/BYPASS OIL FILTER		
266-057	1500 SQUARE INCH ALUMINUM RADIATOR		
103-039	ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT		
171-007	GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT		
172-001	CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES		
270-016	RADIATOR DRAIN VALVE		
155-055	DELCO 12V 39MT HD/OCP STARTER WITH THERMAL PROTECTION AND INTEGRATED MAGNETIC SWITCH	-45	

Transmission

342-634	EATON CUMMINS EXDP-16F118D ENDURANT XD PRO AUTOMATED MANUAL TRANSMISSION	66	17
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Transmission Equipment

84E-100	STANDARD
84P-998	NO TCU-PTO DRIVE INTERFACE
85G-000	MAXIMUM OUTPUT SPEED FOR PTO ENGAGEMENT 25 RPM
85J-003	REVERSE GEAR RANGE LIMITED TO 1ST GEAR
85R-004	EATON AS MAXIMUM START GEAR - 4
85U-116	PRIMARY 1ST GEAR, SECONDARY 7TH GEAR
85V-110	PRIMARY STANDARD, SECONDARY STANDARD
85W-110	PRIMARY STANDARD, SECONDARY STANDARD
85X-110	PRIMARY STANDARD, SECONDARY STANDARD
85Y-110	PRIMARY STANDARD, SECONDARY STANDARD
353-075	QUICKFIT BODY LIGHTING CONNECTOR AT END OF FRAME, WITH CAP
34C-011	ELECTRONIC TRANSMISSION WIRING TO CUSTOMER INTERFACE CONNECTOR
347-002	ALUMINUM CLUTCH HOUSING
362-1Y1	CUSTOMER INSTALLED CHELSEA 880 SERIES PTO
363-003	PTO MOUNTING, BOTTOM OF MAIN TRANSMISSION DETROIT & EATON FULLER TRANSMISSION



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Data Code	Description	Weight Front	Weight Rear
341-017	MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION FILL AND DRAIN, AXLE(S) FILL AND DRAIN		
345-078	HEAVY DUTY ELECTRONIC TRANSMISSION SHIFT CONTROL, COLUMN MOUNTED		
370-998	NO TRANSMISSION OIL COOLER	-30	
35T-003	SYNTHETIC TRANSMISSION LUBE		
Front Axle and Equipment			
400-1A6	DETROIT DA-F-12.0-3 12,000# FF1 71.5 KPI/3.74 DROP SINGLE FRONT AXLE		
402-049	MERITOR 16.5X5 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES		
403-043	2011/2013-FMVSS 121 RSD FRONT BRAKE LINING		
419-001	CAST IRON OUTBOARD FRONT BRAKE DRUMS		
409-006	FRONT OIL SEALS		
408-001	VENTED FRONT HUB CAPS WITH WINDOW, CENTER AND SIDE PLUGS - OIL		
416-022	STANDARD SPINDLE NUTS FOR ALL AXLES		
405-002	MERITOR AUTOMATIC FRONT SLACK ADJUSTERS		
406-001	STANDARD KING PIN BUSHINGS		
536-050	TRW THP-60 POWER STEERING		
539-003	POWER STEERING PUMP		
534-015	2 QUART SEE THROUGH POWER STEERING RESERVOIR		
40T-001	MINERAL SAE 80/90 FRONT AXLE LUBE		
Front Suspension			
620-1F0	12,000# DUAL TAPERLEAF FRONT SUSPENSION	42	
619-005	MAINTENANCE FREE RUBBER BUSHINGS - FRONT SUSPENSION		
410-001	FRONT SHOCK ABSORBERS		
Rear Axle and Equipment			
420-1K4	CUMMINS-MERITOR MT-40-14XP 40,000# R- SERIES TANDEM REAR AXLE WITH PUMP		-30
421-411	4.11 REAR AXLE RATIO		
424-003	IRON REAR AXLE CARRIER WITH OPTIONAL HEAVY DUTY AXLE HOUSING		40
386-044	RPL25 MERITOR MAIN DRIVELINE	20	20
388-039	RPL20 MERITOR INTERAXLE DRIVELINE		



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Data Code	Description	Weight Front	Weight Rear
452-004	DRIVER CONTROLLED TRACTION DIFFERENTIAL - FORWARD TANDEM/TRIDEM REAR AXLE		10
878-020	(1) INTERAXLE LOCK VALVE AND (1) DRIVER CONTROLLED DIFFERENTIAL LOCK FORWARD- REAR VALVE		
87A-005	INDICATOR LIGHT FOR EACH INTERAXLE LOCKOUT SWITCH		
87B-008	INDICATOR LIGHT FOR EACH DIFFERENTIAL LOCKOUT SWITCH		
423-019	MERITOR 16.5X8.62 Q+ CAST SPIDER CAM REAR BRAKES, DOUBLE ANCHOR, FABRICATED SHOES		
433-043	2011/2013-FMVSS 121 RSD REAR BRAKE LININGS		
434-011	BRAKE CAMS AND CHAMBERS ON FORWARD SIDE OF DRIVE AXLE(S)		
451-001	CAST IRON OUTBOARD REAR BRAKE DRUMS		40
440-006	REAR OIL SEALS		
426-101	WABCO TRISTOP D LONGSTROKE 2-DRIVE AXLE SPRING PARKING CHAMBERS		
428-003	HALDEX AUTOMATIC REAR SLACK ADJUSTERS		
41T-002	CURRENT AVAILABLE SYNTHETIC 75W-90 REAR AXLE LUBE		
42T-001	STANDARD REAR AXLE BREATHER(S)		
Rear Suspension			
622-297	TUFTRAC GEN2 40,000# REAR SPRING SUSPENSION		275
621-108	9.5 INCH NOMINAL RIDE HEIGHT (460MM GLOBAL REFERENCE HEIGHT)		
431-003	AXLE CLAMPING GROUP		
624-025	55 INCH AXLE SPACING		
623-006	FORE/AFT AND TRANSVERSE CONTROL RODS		
439-002	REAR SHOCK ABSORBERS - TWO AXLES (TANDEM)		40
Pusher / Tag Equipment			
429-998	NO PUSHER/TAG BRAKE DUST SHIELDS		
Brake System			
490-1AT	WABCO 4S/4M ABS WITH HILL START AID AND TRACTION CONTROL WITH ATC SHUT OFF SWITCH		
871-001	REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES		



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Data Code	Description	Weight Front	Weight Rear
904-001	FIBER BRAID PARKING BRAKE HOSE		
412-001	STANDARD BRAKE SYSTEM VALVES		
46D-002	STANDARD AIR SYSTEM PRESSURE PROTECTION SYSTEM		
413-002	STD U.S. FRONT BRAKE VALVE		
432-003	RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE		
480-088	WABCO SYSTEM SAVER HP WITH INTEGRAL AIR GOVERNOR AND HEATER		
483-004	WABCO OIL COALESCING FILTER FOR AIR DRYER		
479-015	AIR DRYER FRAME MOUNTED		
460-001	STEEL AIR BRAKE RESERVOIRS		
2TD-001	(1) 620 CUBIC INCH ALUMINUM TRANSMISSION AIR TANK, INLET CHECK VALVE	10	15
477-001	PULL CABLE ON WET TANK, PETCOCK DRAIN VALVES ON ALL OTHER AIR TANKS		

Trailer Connections

481-003	12 FOOT STRAIGHT TRAILER AIR HOSE	10	
476-001	18 INCH STAINLESS STEEL SLIDE BAR WITH SPRING TYPE TRAILER AIR HOSE HANGER	2	
484-006	COMBINATION DUMMY GLAD HANDS AND LIGHT PLUG HOLDER		
296-010	PRIMARY CONNECTOR/RECEPTACLE WIRED FOR SEPARATE STOP/TURN, ABS CENTER PIN POWERED THROUGH IGNITION		
297-132	SAE J560 7-WAY PRIMARY TRAILER CABLE RECEPTACLE MOUNTED BACK OF CAB/BACK OF SLEEPER		
1AZ-007	INBOARD FLAG BRACKET LOCATED AT BACK OF CAB/BACK OF SLEEPER		
310-002	12 FOOT DETACHABLE STRAIGHT PRIMARY TRAILER ELECTRICAL CABLE WITH SAE J560 CONNECTOR	6	

Wheelbase & Frame

545-472	4725MM (186 INCH) WHEELBASE		
546-100	11/32X3-1/2X10-3/16 INCH STEEL FRAME (8.73MMX258.8MM/0.344X10.19 INCH) 120KSI	140	-40
552-030	1600MM (63 INCH) REAR FRAME OVERHANG		
55W-006	FRAME OVERHANG RANGE: 61 INCH TO 70 INCH		
AC8-99D	CALC'D BACK OF CAB TO REAR SUSP C/L (CA) : 120.47 in		



Prepared for:
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Data Code	Description	Weight Front	Weight Rear
AE8-99D	CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 116.27 in		
AE4-99D	CALC'D FRAME LENGTH - OVERALL : 279.13 in		
FSS-0LH	CALCULATED FRAME SPACE LH SIDE : 33.99 in		
FSS-0RH	CALCULATED FRAME SPACE RH SIDE : 66.47 in		
553-002	FLANGED TAPERED END OF FRAME		
550-001	FRONT CLOSING CROSSMEMBER		
559-001	STANDARD WEIGHT ENGINE CROSSMEMBER		
562-001	STANDARD MIDSHIP #1 CROSSMEMBER(S)		
572-020	INVERTED U TRACTOR CROSSMEMBER		10
565-002	HEAVY DUTY SUSPENSION CROSSMEMBER		30
Chassis Equipment			
674-001	LH BACK OF CAB ACCESS	5	5
592-053	14 INCH (350MM) DECK PLATE FLUSH MOUNTED BETWEEN RAILS	5	5
556-1EE	16 INCH PAINTED STEEL BUMPER	32	
574-001	BUMPER MOUNTING FOR SINGLE LICENSE PLATE		
585-042	BETTS B-25 PAINTED MUDFLAP BRACKETS		15
590-001	BLACK MUDFLAPS		15
551-007	GRADE 8 THREADED HEX HEADED FRAME FASTENERS		
44Z-002	EXTERIOR HARNESSSES WRAPPED IN ABRASION TAPE		
Fifth Wheel			
578-1W9	FONTAINE 6000 SERIES 6NWB 24.0 INCH AIR SLIDE FIFTH WHEEL	30	415
577-305	FIFTH WHEEL 305MM (12.0 INCHES) AHEAD OF SUSPENSION CENTERLINE		
582-007	184MM (7.25 INCH) FIFTH WHEEL HEIGHT		
890-001	DASH MOUNTED CONTROL AND PLUMBING FOR FIFTH WHEEL		
579-003	SIDE LEFT FIFTH WHEEL RELEASE		
Fuel Tanks			
204-151	60 GALLON/227 LITER ALUMINUM FUEL TANK - LH		
218-006	25 INCH DIAMETER FUEL TANK(S)		
215-005	PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS		
212-007	FUEL TANK(S) FORWARD		

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Data Code	Description	Weight Front	Weight Rear
664-001	PLAIN STEP FINISH		
205-001	FUEL TANK CAP(S)		
122-075	ALLIANCE FUEL FILTER/WATER SEPARATOR	15	
216-020	EQUIFLO INBOARD FUEL SYSTEM		
202-016	HIGH TEMPERATURE REINFORCED NYLON FUEL LINE		
221-001	FUEL COOLER	10	
Tires			
093-2G7	BRIDGESTONE ECOPIA R268 295/75R22.5 14 PLY RADIAL FRONT TIRES	10	
094-1RY	BRIDGESTONE M726ELA 295/75R22.5 14 PLY RADIAL REAR TIRES		96
Hubs			
418-060	CONMET PRESET PLUS PREMIUM IRON FRONT HUBS		
450-060	CONMET PRESET PLUS PREMIUM IRON REAR HUBS		
Wheels			
502-428	ACCURIDE 28828 22.5X8.25 10-HUB PILOT 6.18 INSET 2-HAND HD STEEL DISC FRONT WHEELS	26	
505-428	ACCURIDE 28828 22.5X8.25 10-HUB PILOT 2- HAND HD STEEL DISC REAR WHEELS		104
496-011	FRONT WHEEL MOUNTING NUTS		
497-011	REAR WHEEL MOUNTING NUTS		
Cab Exterior			
829-1A2	114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB		
650-008	AIR CAB MOUNTING		
648-002	NONREMOVABLE BUGSCREEN MOUNTED BEHIND GRILLE		
667-004	FRONT FENDERS SET-BACK AXLE		
678-001	LH AND RH GRAB HANDLES		
646-041	STATIONARY BLACK GRILLE		
65X-004	BLACK HOOD MOUNTED AIR INTAKE GRILLE		
644-004	FIBERGLASS HOOD		
690-002	TUNNEL/FIREWALL LINER		
727-1AH	SINGLE 14 INCH ROUND POLISHED AIR HORN ROOF MOUNTED		
726-001	SINGLE ELECTRIC HORN		
728-001	SINGLE HORN SHIELD		



Prepared for:
 Steve Massey
 CITY OF BARTLETT
 6400 Stage Road
 Bartlett, TN 38134
 Phone: 901-734-8807

Prepared by:
 Jason Hubbard
 TAG Truck Center
 4450 AMERICAN WAY
 Memphis, TN 38118
 Phone: 901-271-0463

Data Code	Description	Weight Front	Weight Rear
575-001	REAR LICENSE PLATE MOUNT END OF FRAME		
312-068	HALOGEN COMPOSITE HEADLAMPS WITH BLACK BEZELS		
302-047	LED AERODYNAMIC MARKER LIGHTS		
311-001	DAYTIME RUNNING LIGHTS		
294-001	INTEGRAL STOP/TAIL/BACKUP LIGHTS		
300-015	STANDARD FRONT TURN SIGNAL LAMPS		
744-1BK	DUAL WEST COAST MOLDED-IN COLOR HEATED MIRRORS WITH LH AND RH REMOTE		
797-001	DOOR MOUNTED MIRRORS		
796-001	102 INCH EQUIPMENT WIDTH		
743-1AP	LH AND RH 8 INCH MOLDED-IN COLOR CONVEX MIRRORS MOUNTED UNDER PRIMARY MIRRORS		
729-001	STANDARD SIDE/REAR REFLECTORS		
73A-002	REAR REFLECTIVE DEVICE		
677-053	RH AFTERTREATMENT SYSTEM CAB ACCESS WITH PLAIN SHIELDING		
768-043	63X14 INCH TINTED REAR WINDOW		
661-004	TINTED DOOR GLASS LH AND RH WITH TINTED OPERATING WING WINDOWS		
654-011	RH AND LH ELECTRIC POWERED WINDOWS		
663-013	1-PIECE SOLAR GREEN GLASS WINDSHIELD		
659-007	8 LITER (2 GAL) WINDSHIELD WASHER RESERVOIR, CAB MOUNTED, WITHOUT FLUID LEVEL INDICATOR		
Cab Interior			
055-019	RUGGED TRIM PACKAGE		
707-107	GRAY & CARBON VINYL INTERIOR "RUGGED"		
70K-020	CARBON WITH PREMIUM GUNMETAL ACCENT (RUGGED)		
706-013	MOLDED PLASTIC DOOR PANEL		
708-013	MOLDED PLASTIC DOOR PANEL		
772-006	BLACK MATS WITH SINGLE INSULATION		
785-025	(1) 12V DASH MOUNTED POWER OUTLET		
691-001	FORWARD ROOF MOUNTED CONSOLE		
693-019	LH AND RH DOOR STORAGE POCKETS INTEGRATED INTO MOLDED DOOR PANELS		
738-021	DIGITAL ALARM CLOCK IN DRIVER DISPLAY		
742-007	(2) CUP HOLDERS LH AND RH DASH		
680-029	M2/SD DASH		



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Data Code	Description	Weight Front	Weight Rear
700-002	HEATER, DEFROSTER AND AIR CONDITIONER		
701-001	STANDARD HVAC DUCTING		
703-005	MAIN HVAC CONTROLS WITH RECIRCULATION SWITCH		
170-015	STANDARD HEATER PLUMBING		
130-041	VALEO HEAVY DUTY A/C REFRIGERANT COMPRESSOR		
702-002	BINARY CONTROL, R-134A		
739-033	STANDARD INSULATION		
285-013	SOLID-STATE CIRCUIT PROTECTION AND FUSES		
280-007	12V NEGATIVE GROUND ELECTRICAL SYSTEM		
324-1B3	STANDARD LED CAB LIGHTING		
787-004	REMOTE KEYLESS ENTRY AND 2 TRANSMITTERS		
657-001	DOOR LOCKS AND IGNITION SWITCH KEYED THE SAME		
78G-002	KEY QUANTITY OF 2		
655-005	LH AND RH ELECTRIC DOOR LOCKS		
756-336	BASIC ISRI HIGH BACK NON SUSPENSION DRIVERS SEAT W/FORE & AFT ADJUSTMENT		
760-335	BASIC ISRI HIGH BACK NON SUSPENSION PASSENGER SEAT		
759-005	DUAL DRIVER AND PASSENGER SEAT ARMRESTS	8	
711-004	LH AND RH INTEGRAL DOOR PANEL ARMRESTS		
758-1AK	BLACK VINYL DRIVER SEAT COVER		
761-1AK	BLACK VINYL PASSENGER SEAT COVER		
763-101	BLACK SEAT BELTS		
532-002	ADJUSTABLE TILT AND TELESCOPING STEERING COLUMN		
540-070	4-SPOKE 18 INCH (450MM) LEATHER WRAPPED STEERING WHEEL WITH CHROME SWITCH BEZELS		
765-002	DRIVER AND PASSENGER INTERIOR SUN VISORS		
Instruments & Controls			
106-002	ELECTRONIC ACCELERATOR CONTROL		
732-998	NO INSTRUMENT PANEL-DRIVER		
734-022	FULLY CONFIGURABLE CENTER INSTRUMENT PANELS		



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Data Code	Description	Weight Front	Weight Rear
87L-001	ENGINE REMOTE INTERFACE WITH PARK BRAKE INTERLOCK		
870-002	BRIGHT ARGENT FINISH GAUGE BEZELS		
486-001	LOW AIR PRESSURE INDICATOR LIGHT AND AUDIBLE ALARM		
840-001	DUAL NEEDLE PRIMARY AND SECONDARY AIR PRESSURE GAUGE		
198-025	INTAKE MOUNTED AIR RESTRICTION INDICATOR WITHOUT GRADUATIONS		
149-015	ELECTRONIC CRUISE CONTROL WITH CONTROLS ON STEERING WHEEL SPOKES		
156-007	KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY		
811-044	PREMIUM INSTRUMENT CLUSTER WITH 5.0 INCH TFT COLOR DISPLAY		
81B-003	DIGITAL PANEL LAMP DIMMER SWITCH IN DRIVER DISPLAY		
160-038	HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR LOCATED BELOW LH DASH		
844-001	2 INCH ELECTRIC FUEL GAUGE		
148-072	ENGINE REMOTE INTERFACE WITH ONE OR MORE SET SPEEDS		
48F-998	NO PREWIRED HIGH POWER CIRCUIT		
48H-003	QUICKFIT POWERTRAIN INTERFACE CONNECTOR UNDER CAB WITH CAPS		
163-014	ENGINE REMOTE INTERFACE CONNECTOR AT POWERTRAIN INTERFACE CONNECTOR		
856-001	ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE		
854-008	DIGITAL ENGINE OIL TEMPERATURE IN DRIVER DISPLAY		
852-002	ELECTRIC ENGINE OIL PRESSURE GAUGE		
864-998	NO TRANSMISSION TEMPERATURE GAUGE		
867-004	ELECTRONIC OUTSIDE TEMPERATURE SENSOR DISPLAY IN DRIVER MESSAGE CENTER		
830-017	ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY		
372-123	PTO CONTROLS FOR ENHANCED VEHICLE ELECTRIC/ELECTRONIC ARCHITECTURE		
736-998	NO OBSTACLE DETECTION SYSTEM		
72J-998	NO DR ASSIST SYSTEM		
49B-004	ELECTRONIC STABILITY CONTROL		

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 Data Version PRL-28D.049
 CityofBartlettDC Cummins&Allison



07/25/2024 4:00 PM

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Attachment: Bid Specs- Day Cab 8-16-24 (3634 : Purchase of Day Cab Tractor)

Prepared for:
 Steve Massey
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 6400 Stage Road
 Bartlett, TN 38134
 Phone: 901-734-8807

Prepared by:
 Jason Hubbard
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 4450 AMERICAN WAY
 Memphis, TN 38118
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Data Code	Description	Weight Front	Weight Rear
73B-998	NO LANE DEPARTURE WARNING SYSTEM		
72K-998	NO REVERSE PROXIMITY SENSOR		
679-998	NO OVERHEAD INSTRUMENT PANEL		
1U1-002	TOP OF DASH RAM MOUNT WITHOUT POWER OR GROUND, FOR CUSTOMER FURNISHED DEVICE		
746-137	AM/FM/WB WORLD TUNER RADIO WITH BLUETOOTH, USB AND AUXILIARY INPUTS, J1939		
747-001	DASH MOUNTED RADIO		
750-002	(2) RADIO SPEAKERS IN CAB		
753-001	AM/FM ANTENNA MOUNTED ON FORWARD LH ROOF		
749-998	NO CB RADIO MOUNTING PROVISION		
74D-006	STANDARD RADIO WIRING WITH STEERING WHEEL CONTROLS		
810-027	ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER		
817-001	STANDARD VEHICLE SPEED SENSOR		
812-001	ELECTRONIC 3000 RPM TACHOMETER		
813-1C8	DETROIT CONNECT PLATFORM HARDWARE		
8D1-315	5 YEARS DAIMLER CONNECTIVITY BASE PACKAGE (FEATURES VARY BY MODEL) POWERED BY DETROIT CONNECT ON CUMMINS ENGINES		
6TS-008	(2) TMC RP1226 ACCESSORY CONNECTORS: (1) LOCATED BEHIND PASSENGER SIDE REMOVABLE DASH PANEL (1) CENTER OF OVERHEAD CONSOLE		
162-002	IGNITION SWITCH CONTROLLED ENGINE STOP		
4C1-998	NO HARDWIRE SWITCH #1		
4C2-998	NO HARDWIRE SWITCH #2		
4C3-998	NO HARDWIRE SWITCH #3		
4C4-998	NO HARDWIRE SWITCH #4		
264-030	(1) OVERHEAD MOUNTED LANYARD CONTROL FOR DRIVER AIR HORN		
482-001	BW TRACTOR PROTECTION VALVE		
883-001	TRAILER HAND CONTROL BRAKE VALVE		
836-015	DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY		
660-008	SINGLE ELECTRIC WINDSHIELD WIPER MOTOR WITH DELAY		



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Data Code	Description	Weight Front	Weight Rear
304-030	ROTARY HEADLAMP SWITCH, MARKER LIGHTS/HEADLIGHTS SWITCH WITH PULL OUT FOR OPTIONAL FOG/ROAD LAMPS		
882-004	TWO VALVE PARKING BRAKE SYSTEM WITH WARNING INDICATOR		
299-020	SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER, HEADLAMP FLASH, WASH/WIPE/INTERMITTENT		
298-046	INTEGRAL ELECTRONIC TURN SIGNAL FLASHER WITH 40 AMP (20 AMP PER SIDE) TRAILER LAMP CAPACITY		
87T-998	NO WRG/SW-OPTL #2, CHAS, AIR		

Design

065-000	PAINT: ONE SOLID COLOR
---------	------------------------

Color

980-5F6	CAB COLOR A: L0006EY WHITE ELITE EY
986-020	BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT
962-972	POWDER WHITE (N0006EA) FRONT WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)
966-972	POWDER WHITE (N0006EA) REAR WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)
964-020	STANDARD BLACK BUMPER PAINT
963-003	STANDARD E COAT/UNDERCOATING

Certification / Compliance

996-001	U.S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND GLIDER KITS
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TOTAL VEHICLE SUMMARY

Weight Summary

	Weight Front	Weight Rear	Total Weight
Factory Weight ⁺	8413 lbs	7038 lbs	15451 lbs
Total Weight ⁺	8413 lbs	7038 lbs	15451 lbs

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Attachment: Bid Specs- Day Cab 8-16-24 (3634 : Purchase of Day Cab Tractor)

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(+) Weights shown are estimates only.

If weight is critical, contact Customer Application Engineering.

(***) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.

Attachment: Bid Specs- Day Cab 8-16-24 (3634 : Purchase of Day Cab Tractor)



**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 08/27/24 06:00 PM

Department: Engineering

Category: Proposal

Prepared By: John Horne

Department Head: John Horne

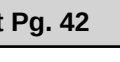
Proposal for ARPA Grant Administration Funds.

The City of Bartlett has been allotted \$3,412,917.00 through the proposed American Rescue Plan Act (ARPA). These funds will be used for public sewer rehabilitation. Sewer rehabilitation includes replacement of four sewer lift stations and rehabilitation of sewer mains in our northern sewer basins. (Shown in attached ARPA Sewer Rehab Map).

In order for the City to utilize these funds, we must provide a local match of 35 percent which equates to \$1,194,520.95. This local match is included in the FY25 approved budget.

SIC Inc. submitted qualifications during the RFQ process for handling the entire Grant Administration process. SIC was selected by our Selection Committee. SIC's contract would extend to the end of 2026. The contract price is not to exceed a cost of \$266,200.00 for the four and a half years of work (see page 6 in the attached SIC contract). This contract is reimbursable through the above ARPA Grant.

This contract was approved by the Board on September 13, 2022. However \$226,200.00 was mistakenly requested instead of the correct total contract of \$266,200.00. Please authorize this proposal and approve the contract with SIC, Inc. for Grant Administration totaling \$266,200.00.





August 23, 2022

Mr. John Horne
Assistant City Engineer
CITY OF BARTLETT
6400 Stage Road
Bartlett Tennessee 38134

**RE: CITY OF BARTLETT
PROPOSAL – ARP FUNDS
STATE WATER INFRASTRUCTURE GRANT PROGRAM
GRANT ADMINISTRATION & ENVIRONMENTAL REVIEW RECORD**

Dear Mr. Horne:

Pursuant to your request, I am submitting a Proposal for the grant administration and overall compliance requirements for the City of Bartlett ARP projects.

Knowledge applied properly is essential to every community and the project's success. The ability to take a project from the initial planning phase through completion goes beyond the typical grant administration service most companies offer. SIC Project Management has the ability and the discipline to work with the Owner and the Engineer to identify the problem and the solution that will benefit the Owner. The core purpose of SIC Project Management is to perform a service to the community that has a core purpose to help communities achieve success, success in Environment and Conservation.

The following pages contain information regarding specific compliance measures that are required for this project; a thorough knowledge of each compliance measure is essential to the completion of the project within the required period.

Thank you for your consideration.

Respectfully Submitted,

Shannon S. Cotter

Shannon S. Cotter
Owner

**PROPOSAL
PROFESSIONAL SERVICES**

PROJECT: Bartlett ARP Funds
TDEC State Water Infrastructure Grant Program

LOCATION: Bartlett, Tennessee

ARTICLES OF AGREEMENT

THIS AGREEMENT made and entered into as of the August 16, 2022 by and between the CITY OF BARTLETT, hereinafter called the OWNER, and SIC Project Management, hereinafter called the PLANNING CONSULTANT.

WITNESSETH THAT:

WHEREAS, the OWNER (City of Bartlett) intends to undertake certain eligible activities towards certain infrastructure improvements. The City was tasked with preparing a proposal plan on the Tennessee Department of Environment and Conservation State Water Infrastructure Grant Program Grant Management System's on-line portal identifying how the allocation of \$3,412,917.00 plus the City's required local share, would be allocated and expended.

Services of the PLANNING CONSULTANT to include Planning, Administration and Management Services, ranging from assistance with online portal setup and management, establishment of a spending plan, project selections and eligibility, project management, financial management, reporting requirements, strategic planning to maximize the use of all funds and, any and all other guidelines as specified under the ARPA funding program, Davis Bacon and Procurement of goods and services outlined in the spend plan, and project close-out activities. Said activities hereinafter referred to as the PROJECT and further identified under Section II – Services of PLANNING CONSULTANT; and

WHEREAS, the PLANNING CONSULTANT represents that she is equipped, competent, and able to undertake such an assignment and carry it to successful and timely completion; and

WHEREAS, the OWNER has likewise indicated its desire to engage the PLANNING CONSULTANT to render professional services and to assist in connection therewith;

NOW, THEREFORE, the OWNER and the PLANNING CONSULTANT, in consideration of those premises and of the mutual covenants herein set forth, do mutually agree as follows:

SECTION I EMPLOYMENT OF CONSULTANT

The OWNER agrees to employ the PLANNING CONSULTANT and the PLANNING CONSULTANT agrees to perform planning, administrative, management and other professional services required in connection with the PROJECT as stated herein, and for the satisfactory performance of such services, the OWNER agrees to pay the PLANNING CONSULTANT compensation as stated herein.

SECTION II SERVICES OF THE PLANNING CONSULTANT

The PLANNING CONSULTANT shall perform and carry out, as described in this Agreement, the necessary services provided for the successful implementation of the PROJECT in accordance with the regulations of the funding agency through the project closing timeframe of September 30, 2026. The above referenced professional service activities provided directly by the PLANNING CONSULTANT are more specifically detailed as follows:

A. PLANNING AND ADMINISTRATIVE SERVICES

1. Administrative Services

- i. Assist the OWNER in establishing a filing system in accordance with ARPA requirements including provision of necessary forms and checklists.
- ii. Provide documentation for the maintenance of contract records and project construction related files.
- iii. Check the filing system for deficiencies.
- iv. Provide assistance with the establishment of procedures for the financial management of contract funds.
- v. Prepare and submit Quarterly Reports to ARPA—state and federal as required.
- vi. Assist with payment of invoices and tract on ARPA Invoice Summary Worksheet and online portal.

- vii. Assist OWNER with the advertisement for contractors in accordance with Local and Federal procurement requirements.
- viii. Assist with the compilation of the bid document package—Davis Bacon Wage Decision and applicable project forms and certifications.
- ix. Assist with the receipt and review of bid documents from Contractor and Vendor with Architect/Engineer for review and approval.
- x. Assist with Davis Bacon Compliance requirements to ascertain that appropriate wages are being paid for a particular activity.
- xi. Make online quarterly updates to the State of Tennessee Department of Environment and Conservation's GMS Portal on projects' reporting requirements.
- xii. Make on site visits to review projects' progression and to determine if project is being implemented in accordance with scope and contractor's contract.
- xiii. Provide assistance with project closeout activities and documents as required by the State of Tennessee Department of Environment and Conservation State Water Infrastructure Grant Program.

B. PROJECT MANAGEMENT AND COORDINATION SERVICES

THE PLANNING CONSULTANT will manage and coordinate the PROJECT activities among and between the City of Bartlett, the City of Bartlett, the Architect/Engineer, vendor and contractor.

OTHER PROFESSIONAL SERVICES

1. Additional Services

As requested by the OWNER, the PLANNING CONSULTANT may provide services normally furnished by OWNER or services not otherwise assigned by this Agreement to the PLANNING CONSULTANT. These services include all additional work not assigned under Section II, A and of this Agreement but required by the OWNER, the State and the US Department of the Treasury. Any unanticipated

work arising from the PROJECT or from complications in said PROJECT, including but not limited to conflict resolution with contractor (s) and the OWNER.

SECTION III SERVICES OF THE OWNER

- A. The OWNER shall:
1. Provide the PLANNING CONSULTANT with full information as to her requirements for the PROJECT.
 2. Assist PLANNING CONSULTANT by placing at her disposal all available information pertinent to the PROJECT, including previous reports and any other data relative to design and construction of the PROJECT.
 3. Guarantee access to the work and make all provisions for the PLANNING CONSULTANT to enter upon public and private lands as required for PLANNING CONSULTANT to perform his/her services.
 4. Examine all studies, reports, sketches, specifications, proposals and other documents presented by PLANNING CONSULTANT, obtain advice of an Attorney, insurance counselor and other consultants as (s)he deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the PLANNING CONSULTANT.
 5. Pay all costs incidental notices to contractors, obtaining bids or proposals from contractors.
 6. Provide such legal, accounting, independent cost estimating and insurance counseling services as may be required for the PROJECT, and such auditing services as the OWNER may require to ascertain how or for what purpose any contractor has used the moneys paid to him under the construction contract.
 7. Designate a person to act as the OWNER's representative with respect to the work to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to materials, equipment, elements and systems pertinent to PLANNING CONSULTANT'S services.

8. Give prompt notification to the PLANNING CONSULTANT whenever OWNER observes or otherwise becomes aware of any defect in the PROJECT.
9. Furnish, as appropriate, approvals and permits from all governmental authorities having jurisdiction over the PROJECT and such approvals and consents from others as may be necessary for completion of the PROJECT.
10. Furnish, or direct the PLANNING CONSULTANT to provide, necessary Additional Services as stipulated in SECTION II – C of this Agreement or other services as required.
11. Bear all costs incidental to compliance with requirements of this Section.
12. Give thorough consideration to all proposals and other documentation presented by the PLANNING CONSULTANT as a result of the Scope of Services contained herein, and inform the PLANNING CONSULTANT of all decisions within a reasonable time so as not to delay the work of the PLANNING CONSULTANT.
13. Hold promptly all required special meetings, serve all public and private notices, receive and act upon all protests and fulfill all requirements necessary in the development of the PROJECT.

SECTION IV COMPENSATION

Method of Payment for Services performed under Section II – SERVICES OF THE PLANNING CONSULTANT shall be as follows:

For services performed under Section II – Subsections A and B PLANNING AND ADMINISTRATIVE/MANAGEMENT AND COORDINATION SERVICES, it is expressly understood and agreed that the OWNER will pay the PLANNING CONSULTANT in accordance with the State Water Infrastructure Grant Program guidelines of 6% of the City's total grant contract for administrative services and pre-grant collaborative planning activities.

The OWNER will pay the PLANNING CONSULTANT Two hundred sixty-six thousand two hundred dollars and 00/100 (\$266,200.00) This said Fee for Administrative, Management and Coordination services will be billed monthly in accordance with this Agreement, with the not to exceed amount of \$266,200.00.

For services performed under Section II – Subsection C – OTHER PROFESSIONAL SERVICES, it is expressly understood and agreed that the OWNER will pay the PLANNING CONSULTANT on an hourly basis of \$150/ hour plus applicable reimbursable expenses.

SECTION V GENERAL TERMS AND CONDITIONS

A. TERMINATION FOR CONVENIENCE

If through any cause, the PLANNING CONSULTANT shall fail to fulfill in timely and proper manner her obligations under this Agreement, or if the PLANNING CONSULTANT shall violate any of the covenants, agreements, or stipulations of this Agreement, the OWNER shall thereupon have the right to terminate this Agreement by giving written notice to the PLANNING CONSULTANT of such termination and specifying effective date thereof, at least ten (10) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, photographs, and reports prepared by the PLANNING CONSULTANT under this Agreement shall, at the option of the OWNER, become its property and the PLANNING CONSULTANT shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the PLANNING CONSULTANT shall not be relieved of liability to the OWNER damages sustained by the OWNER by virtue of any breach of the Agreement by the PLANNING CONSULTANT and the OWNER may withhold any payments to the PLANNING CONSULTANT for the purpose of set-off until such time as the exact amount of damages due the OWNER from the PLANNING CONSULTANT is determined.

B. TERMINATION FOR CONVENIENCE OF OWNER

The OWNER may terminate this Agreement at any time by giving at least ten (10) days' notice in writing to the PLANNING CONSULTANT. If the Contract is terminated by the OWNER as provided herein, the PLANNING CONSULTANT will be paid for the time provided and expenses incurred up to the termination date. If this Agreement is terminated due to the fault of the PLANNING CONSULTANT, paragraph 1 hereof relative to termination shall apply.

C. CHANGES

The OWNER may, from time to time, request changes in the scope of services of the PLANNING CONSULTANT to be performed hereunder. Such changes, including any increase or decrease in the amount of the PLANNING CONSULTANT'S compensation, which are mutually agreed upon by and between the OWNER and the PLANNING CONSULTANT shall be incorporated in written amendments to this Agreement.

D. PERSONNEL

1. The PLANNING CONSULTANT represents that she has, or will secure at her own expense, personnel required in performing the services under this Agreement, as to be determined by the PLANNING CONSULTANT. Such personnel shall not be employees of or have any contractual relationship with the OWNER.
2. All of the services required hereunder will be performed by the PLANNING CONSULTANT and all personnel engaged by the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services, as to be determined by the PLANNING CONSULTANT.
3. If determined by the Planning Consultant that additional personnel is necessary specific to the above referenced project, the Owner will be notified. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the OWNER. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

E. ASSIGNABILITY

The PLANNING CONSULTANT shall not assign any interest on this Agreement, shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the OWNER thereto: Provided, however, that claims for money by the PLANNING CONSULTANT from the OWNER under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the OWNER.

F. REPORTS AND INFORMATION

The PLANNING CONSULTANT shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the OWNER to assure proper accounting for all project funds, both Federal and non-federal shares. These records will be made available for audit purposes to the OWNER or any authorized representative, and will be retained for three (3) years after the expiration of this Agreement unless permission to destroy them is granted by the OWNER.

G. FINDINGS CONFIDENTIALITY

All of the reports, information, data, etc., prepared or assembled by the PLANNING CONSULTANT under this Agreement are confidential and the PLANNING CONSULTANT agrees that they shall not be made available to any individual or organization without the prior written approval of the OWNER.

H. GOVERNING LAW

Unless otherwise specified within this agreement, this agreement shall be governed by the laws of the State of Tennessee.

J. INTEREST OF MEMBERS OF AN OWNER

No member of the governing body of the OWNER and no other officer, employee, or agent of the OWNER, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Agreement; and the PLANNING CONSULTANT shall take appropriate steps to assure compliance.

K. INTEREST OF OTHER LOCAL PUBLIC OFFICIALS

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Agreement; and the PLANNING CONSULTANT shall take appropriate steps to assure compliance.

L. INTEREST OF CONSULTANT AND EMPLOYEES

The PLANNING CONSULTANT covenants that she presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. The PLANNING CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

M. ANTI-KICKBACK RULES

Salaries of planners and administrative staff, performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions are as mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 740; Section 276c). The PLANNING CONSULTANT shall comply with applicable "Anti-Kickback" regulations, and shall insert appropriate provisions in all subcontracts covering work under this Agreement to ensure compliance by subcontractors with such regulations, and shall be responsible for the submission of affidavits required of subcontractors there under except as the Secretary of Labor may specifically provide for variations or exemptions from the requirements thereof.

N. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Agreement, the PLANNING CONSULTANT agrees as follows:

1. The PLANNING CONSULTANT will not discriminate against any employee or applicant for employment because of race, creed, sex, color, or national origin. The PLANNING CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The PLANNING CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the OWNER setting forth the provisions of this non-discrimination clause.
- 2.

3. The PLANNING CONSULTANT will, in all solicitation or advertisements for employees placed by or on behalf of the PLANNING CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, or national origin.
4. The PLANNING CONSULTANT will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
5. The PLANNING CONSULTANT will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
6. The PLANNING CONSULTANT will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records and accounts by the OWNER and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
7. In the event of the PLANNING CONSULTANT'S non-compliance with the equal opportunity clauses of this Agreement or with any of such rules, regulations or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the PLANNING CONSULTANT may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
8. The PLANNING CONSULTANT will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The PLANNING CONSULTANT will take such action with respect to any subcontract or purchase order as the OWNER may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event the PLANNING CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

O. CIVIL RIGHTS ACT OF 1964

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

P. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

No person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

Q. "SUBCONTRACTING

Deleted

R. INDEMNIFICATION

If any claim is brought against either the OWNER or the PLANNING CONSULTANT, by any third party, relating in whole or in part to the negligence of the OWNER or the PLANNING CONSULTANT each party shall indemnify the other against any loss or judgment, including attorneys' fees and costs, to the extent that such loss or expense is caused by the party's negligence.

S. RISK ALLOCATION

In recognition of the relative risks, rewards and benefits of the project to both the OWNER and PLANNING CONSULTANT, the risks have been allocated such that the OWNER agrees that, to the fullest extent permitted by law, the PLANNING CONSULTANT'S total liability to the OWNER for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this Agreement from cause or causes, shall not exceed the amount of \$5,000.00. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

T. DISPUTES RESOLUTION

It is agreed by both parties that all unsettled claims, counterclaims, disputes or other matters in questions arising out of or related to this Agreement shall first be attempted to be resolved by mediation. This provision can be waived by the mutual consent of the parties or by either party if its rights would be irrevocably prejudiced by a delay in initiating arbitration or the right to file a lawsuit.

U. OPINIONS OF CONSTRUCTION COST

Any opinion of Probable Construction costs and Project Costs will be provided by the appropriate Architecture, Engineer or Vendor to the OWNER.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement, this _____, 2022.

ACCEPTED:

Mayor, City of Bartlett

Owner, SIC Project Management

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bobby Simmons, Alderman
SECONDER:	David Parsons, Alderman
AYES:	W.C. Pleasant, Mandy Young, David Parsons, Bobby Simmons, Jack Young, Kevin Quinn

CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	David Parsons, Alderman
AYES:	W.C. Pleasant, Mandy Young, David Parsons, Bobby Simmons, Jack Young, Kevin Quinn

- 1 **Special event permit for The Legend of Stanky Creek Mountain Bike Race. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, October 1 from 9 a.m. to 5 p.m. at Nesbit Park.
- 2 **Purchase one walking floor trailer. (Matt Crenshaw, Assistant Director of Public Works)**
Request authorization to purchase one walking floor trailer from Sourcewell at a total cost of \$124,646.00. Sourcewell is a single source provider. Funds are available in Account 122.48122.939
- 3 **Purchase one Ford F-150. (Matt Crenshaw, Assistant Director of Public Works)**
Request authorization to purchase one F-150 regular cab pick-up, 4x2, 8' bed from Ford of Murfreesboro on the State contract at a total cost of \$31,706.00. Funds are available in Account 510.51300.935.
- 4 **Bid for one police motorcycle. (Jeff Cox, Police Chief)**
Recommend accepting the bid from Performance Plus Cycles at a cost of \$28,727.99 for one 2023 BMW R1250 RT-P Police Pursuit Motorcycle. Funds are available in Account 124.48124.935.
- 5 **Proposal for ARPA Grant Administration Funds. (John Horne, Assistant Director of Engineering)**
Recommend accepting the proposal from SIC Project Management, Inc. This proposal is for Grant Administration (as required by TDEC) of the entire ARPA Funds Process. SIC's proposal totals \$226,200.00 for four and a half years of work. Funding is available in the FY23 approved budget.
- 6 **Proposal for Center of Applied Earth Science and Engineering Research (CAESER) Wellhead Protection Plan. (John Horne, Assistant Director of Engineering)**
Recommend accepting the proposal from CAESER for \$26,440.00 per year for 5 years for continued research and support regarding the City of Bartlett's wellheads.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 08/27/24 06:00 PM

Department: Administration

Category: Presentation

Prepared By: Dick Phebus

Department Head: Steve Sones

Bartlett Library Enhancements.

The City of Bartlett entered into a contract with Avenu Insights & Analytics to operate the City of Bartlett Library beginning July 1, 2024. Concurrently, an invoice review conducted by Banks, Finley, White & Company revealed that the Memphis Public Library owed the City of Bartlett \$97,584.09 from unspent proceeds related to the purchase of certain books and materials spanning across FY2021, FY2022, and FY2023. This amount was subsequently deducted from the final 4th quarter FY2024 billing from the City of Memphis. Bartlett agreed that Avenu could refresh the library's physical and virtual collection of materials and conduct interior renovations with the unspent proceeds once the company began managing the facility. The administration is recommending the payment of \$45,000 to expand the physical and virtual collection and \$50,000 to update the building's interior. The \$95,000 of unspent FY2024 appropriations will be used to cover these acquisitions and renovations. Funds are available in account 110.41840.257.

**THE CITY OF MEMPHIS AND BARTLETT
PUBLIC LIBRARY SERVICES AGREEMENT**

Agreed Upon Procedures of Financial Statements

For the Fiscal Years 2021, 2022 and 2023

**THE CITY OF MEMPHIS AND BARTLETT
PUBLIC LIBRARY SERVICES AGREEMENT**

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**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Walter Pearson, CFO
City of Memphis, Tennessee

We have performed the procedures enumerated below on detailed invoices from the City of Memphis, Tennessee ("City of Memphis") to the City of Bartlett, Tennessee ("City of Bartlett") for the purchase of certain books and materials on behalf of the City of Bartlett (the "Service Agreement") for the fiscal years ended FY21, FY22 & FY23. The City of Memphis' management is responsible for the detailed invoices from the City of Memphis to the City of Bartlett and invoices supporting the purchases made by the Memphis Public Library on behalf of the Bartlett Library system.

The City of Memphis has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of determining the final payment due to the City of Bartlett. Additionally, the City of Bartlett that has agreed to and acknowledged that the procedures performed are appropriate for their purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Agreed Upon Procedure	Finding
1. Review the detailed invoices from the City of Memphis to the City of Bartlett to confirm the Bartlett Public Library System was invoiced an annual amount for the purchase of certain books and materials per the management and support service agreement between the Memphis Public Library System and the Bartlett Public Library System for the fiscal years FY21, FY22 & FY23.	We reviewed the quarterly invoices for each of the fiscal years ending FY21, FY22 & FY 23. We noted that the City of Memphis invoiced the City of Bartlett \$285,100, for the purchase of certain books and materials during this time.
2. Review supporting documentation to confirm the City of Memphis collected payment from the City of Bartlett for the purchase of certain books and materials.	We reviewed copies of cancelled checks and bank deposit slips and noted the City of Memphis received a total of \$285,100.00 from the City of Bartlett during the fiscal years FY21, FY22 & FY23 for invoices related to the purchase of certain books and materials.





3. Review the invoices that support the expenditures the City of Memphis asserts were incurred on behalf of the City of Bartlett for the fiscal years FY21, FY22 & FY23. For the years ending FY21, FY22 & FY23, the City of Memphis asserted to spend \$187,515 on behalf of the City of Bartlett for the purchase of certain books and materials. We reviewed the supporting invoices provided by the Memphis Public Library System, and we found no discrepancies between the total amount of invoices provided and the amount the City of Memphis reported of \$187,515.
4. Determine whether the Bartlett Public Library System received the books and materials the Memphis Public Library System purchased on its behalf. The Bartlett Public Library System does not have a formal process in place to track items ordered and received by the City of Memphis. Therefore, we were not able to perform this procedure.
5. Calculate the final payment due from the City of Memphis to the City of Bartlett. Based on our procedures performed, we confirmed that the City of Memphis invoiced and received a total of \$285,100 from the City of Bartlett for the purchase of certain books and materials. We also confirmed that the Memphis Public Library System incurred a total of \$187,515.91 of expenditures on behalf of the Bartlett Public Library System. Based on this information, we calculated there are \$97,584.09 of unspent proceeds.

We were engaged by the City of Memphis to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Service Agreement. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the City of Memphis and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.



This report is intended solely for the information and use of The City of Memphis and City of Bartlett Public Library System Services Agreement and is not intended to be and should not be used by anyone other than those specified parties.

Bonny July, WDO+CO

Memphis, Tennessee
June 15, 2024

Executive Summary

Detail Work

The City of Bartlett contracts with the Memphis Public Library (MPL) to provide management and support services directly to the Bartlett Public Library system (BPL). Through this partnership MPL provides certain management services to BPL, one of the services which MPL provides is the purchasing of certain books and materials for BPL. MPL invoices the City of Bartlett quarterly for these services.

For the fiscal years ending FY21, FY22 & FY23, the City of Bartlett allocated \$95,000 per year (*annual materials allocation*) for the purchase of certain books and materials that would be purchased by MPL through its management agreement with BPL. Each year, the annual materials allocation of \$95,000 was paid to MPL in quarterly installments.

For the fiscal years ending FY21, FY22 & FY23, the City of Bartlett is requesting a refund of the unspent proceeds of the annual materials allocation paid to MPL for the purchase of certain books and materials.

Banks, Finley, White & Co. CPAs were engaged to assist the City of Memphis in determining whether there were any unspent proceeds from the annual materials allocation for the fiscal years ending FY21, FY22 & FY23. As a part of our engagement, we agreed the following procedures would be appropriate to assist the City of Memphis in making this determination:

- We reviewed the amounts invoiced to the City of Bartlett by MPL to obtain the following information:
 - The invoice included the annual materials allocation.
 - The City of Memphis collected the full amount of the invoice.
- Determine the actual expenditures incurred by MPL on behalf of the BPL by:
 - Reviewing documents/invoices provided by MPL to support the actual expenditures that MPL asserts to have spent on behalf of BPL.
 - Determining whether BPL received the books/materials MPL asserts to have purchased on behalf of BPL.
- Compute the final payment the City of Bartlett is due from MPL.

We have performed the above procedures and have determined that the City of Memphis received \$285,100.00 from the City of Bartlett between the fiscal years ending in FY21-FY23. During this time, MPL purchased \$187,515.91 worth of books and materials on behalf of BPL. As a result, the City of Memphis has \$97,584.09 in unspent proceeds related to its agreement with the City of Bartlett.

Review the City of Memphis Invoices to the Bartlett Public Library System:

For the fiscal years ending in FY21, FY22 & FY23, we obtained the following information:

- Copies of the detailed quarterly invoice from MPL to the City of Bartlett to determine the annual materials allocation was included in the invoice.
- Copy of Check/ACH confirmation to determine whether the full invoice was paid.

Our results are as follows:

Fiscal Year Ended June 30, 2021

Voucher	Invoice Date	*Invoice Amount	Amount Included for Books/Materials	Payment Date
337497	01/15/2021	\$272,625.85	\$23,750.00	01/28/2021
337498	01/15/2021	\$258,615.74	\$23,750.00	01/28/2021
342262	05/06/2021	\$256,608.65	\$23,750.00	05/12/2021
	07/06/2021	\$307,236.02	<u>\$23,850.00</u>	07/14/2021
Total			\$95,100.00	

Fiscal Year Ended June 30, 2022

Voucher	Invoice Date	*Invoice Amount	Amount Included for Books/Materials	Payment Date
350936	10/25/2021	\$307,216.63	\$23,750.00	10/28/2021
256398	02/09/2022	\$315,452.01	\$23,750.00	02/17/2022
363300	06/08/2022	\$315,100.00	\$23,750.00	07/26/2022
	07/05/2022	\$308,361.80	<u>\$23,750.00</u>	07/15/2022
Total			\$95,000.00	

Fiscal Year Ended June 30, 2023

Voucher	Invoice Date	*Invoice Amount	Amount Included for Books/Materials	Payment Date
373802	12/19/2022	\$272,704.13	\$23,750.00	01/04/2023
373858	12/19/2022	\$270,813.12	\$23,750.00	01/10/2023
379731	04/26/2023	\$310,756.02	\$23,750.00	04/28/2023
377974	07/07/2023	\$311,594.96	<u>\$23,750.00</u>	07/17/2023
Total			\$95,000.00	

For the fiscal years ending FY21, FY22 & FY23, we confirmed that the City of Bartlett paid, and the City of Memphis received \$285,100 in fees for the purchase of certain books and materials for the City of Bartlett.

Determine the Actual Expenditures Incurred By MPL On Behalf of the BPL:

Exhibit A summarizes the information by year as reported in Exhibits B - D and nets the total expenditures for each year against the total payments received each year to compute the unused portion of funds received by MPL from BPL. Exhibits B - D depict the information provided by MPL to support the actual expenditures incurred on behalf of BPL for each of the fiscal years ending FY21, FY22 & FY23.

The tables in Exhibits B – D display the following key data points that were used to assist the auditors in determining the expenditures incurred by MPL on behalf of BPL. The key data points are as follows:

- *Cash Balance – This column represents the amount of cash MPL should have at the end of the year after collecting the annual materials allocation from the City of Bartlett and paying the expenditures incurred for the year on behalf of the City of Bartlett.*
- *Budgeted - This column represents the amount the BPL budgeted for the fiscal year for each category of collections.*
- *Paid – This column represents the amounts MPL asserts to have incurred for the purchase of certain books and materials on behalf of BPL.*

For the fiscal year ending FY21, we noted the table in Exhibit B depicts \$38,984.40 in expenditures. We requested and received from MPL the invoices to support the claim of \$38,984.40 of actual expenditures. We noted no discrepancies in the total amount of invoices received and the total expenditures of \$38,984.40 as reported per Exhibit B. Based on the City of Bartlett's annual payment of \$95,100 ($\$23,750 \times 3 + \$23,850$) we calculated a remaining balance of \$56,115.60. There is no discrepancy between our calculation and the amount reported per Exhibit A.

For the fiscal year ending FY22, we noted the table in Exhibit C depicts \$58,947.75 in expenditures. We requested and received from MPL the invoices to support the claim of \$58,947.75 of actual expenditures. We noted no discrepancies in the total amount of invoices received and the total expenditures of \$58,947.75 as reported per Exhibit C. Based on the City of Bartlett's annual payment of \$95,000 ($\$23,750 \times 4$) we calculated a remaining balance of \$36,052.25. There is no discrepancy between our calculation and the amount reported per Exhibit A.

For the fiscal year ending FY23, we noted the table in Exhibit D depicts \$89,583.76 in expenditures. We requested and received from MPL the invoices to support the claim of \$89,583.76 of actual expenditures. We noted no discrepancies in the total amount of invoices received and the total expenditures of \$89,583.76 as reported per Exhibit D. Based on the City of Bartlett's annual payment of \$95,000.00 ($\$23,750 \times 4$) we calculated a remaining balance of \$5,416.24. There is no discrepancy between our calculation and the amount reported per Exhibit A.

Determine whether BPL received the books/materials MPL purchased on its behalf:

We discussed with the BPL staff its internal procedures used to document the items ordered and received that were purchased by MPL on behalf of BPL. Through our inquiries, we were notified that the BPL did not have a process in place which tracked the items ordered and received that were purchased by MPL on behalf of BPL. Therefore, we were not able to obtain sufficient information to complete this procedure.

Compute the final payment the City of Bartlett is due from MPL:

Based on the procedures performed above, we summarized the information in Exhibit A to calculate the final payment due to the City of Bartlett. Exhibit A calculates total payments from the City of Bartlett to MPL of \$258,100 and total expenditures made by MPL on behalf of the BPL of \$187,516. Based on this, we have calculated that there is \$97,584 in unspent funds that were paid to MPL for the purchase of certain books and materials on behalf of BPL.

EXHIBIT A

SUMMARY

	INVOICES BY MPL PAID BY CITY OF BARTLETT		CONFIRMED INVOICES RECORDED AS PAID IN SIRI	CONFIRMED INVOICES OUTSIDE OF SIRI	REMAINING BALANCE UNSPENT	
FY21Q1	\$ 23,750.00					
FY21Q2	23,750.00					
FY21Q3	23,750.00					
FY21Q4	<u>23,850.00</u>					
FY21 TOTAL	\$ <u>95,100.00</u>	-	\$ <u>38,984.40</u>	\$ <u>-</u>	\$ <u>56,115.60</u>	Exhibit B
FY22Q1	\$ 23,750.00					
FY22Q2	23,750.00					
FY22Q3	23,750.00					
FY22Q4	<u>23,750.00</u>					
FY22 TOTAL	\$ <u>95,000.00</u>		\$ <u>57,948.75</u>	\$ <u>999.00</u>	\$ <u>36,052.25</u>	Exhibit C
FY23Q1	\$ 23,750.00					
FY23Q2	23,750.00					
FY23Q3	23,750.00					
FY23Q4	<u>23,750.00</u>					
FY23 TOTAL	\$ <u>95,000.00</u>	-	\$ <u>35,507.51</u>	\$ <u>54,076.25</u>	\$ <u>5,416.24</u>	Exhibit D
		-				
TOTALS	\$ <u>285,100.00</u>	-	\$ <u>132,440.66</u>	\$ <u>55,075.25</u>	\$ <u>97,584.09</u>	

EXHIBIT B

FISCAL YEAR 2021 EXPENDITURES

Fund ID	Fund Name	Cash Balance	Cash (%)	Free Balance	Free %	Budgeted	Encumbered	Invoiced	Paid
BAR-ACD	BAR Adult New Books on CD Bartlett	\$ 1,700.00	1.00 %	\$ 1,700.00	1.00 %	\$ 1,700.00	\$ -	\$ -	\$ -
BAR-AE	BAR Enhancement Adult Bartlett	6,814.92	0.85 %	2,925.94	0.37 %	8,000.31	3,888.98	-	1,185.39
BAR-ANF	BAR Adult New Nonfiction Bartlett	10,712.00	1.00 %	10,712.00	1.00 %	10,712.00	-	-	-
BAR-BIND	BAR Bartlett Bindery	6,768.76	0.97 %	6,736.98	0.96 %	7,000.00	-	31.78	231.24
BAR-CA	Bartlett Award Books	1,500.00	1.00 %	(32.03)	(0.02)%	1,500.00	1,532.03	-	-
BAR-CCD	BAR Children's New Books on CD	1,600.00	1.00 %	1,600.00	1.00 %	1,600.00	-	-	-
BAR-CE	BAR Children's Enhancement Bartlett	7,297.28	0.54 %	(219.82)	(0.02)%	13,500.95	7,517.10	-	6,203.67
BAR-CL	BAR Classics Bartlett	2,953.40	1.00 %	2,953.40	1.00 %	2,953.40	-	-	-
BAR-CN	BAR Children's New Books Bartlett	6,585.21	0.54 %	696.31	0.06 %	12,200.00	5,888.90	-	5,614.79
BAR-CPL	BAR High Demand	(14,278.02)	- %	(14,278.02)	- %	-	-	-	14,278.02
BAR-EN	BAR Encyclopedias Bartlett	(71.84)	(0.07)%	(71.84)	(0.07)%	999.00	-	-	1,070.84
BAR-FIC	BAR Adult New Fiction Bartlett	10,012.00	1.00 %	10,012.00	1.00 %	10,012.00	-	-	-
BAR-PL	BAR Popular Library Bartlett	3,005.16	0.46 %	3,005.16	0.46 %	6,500.00	-	-	3,494.84
BAR-SE	BAR Serials Bartlett	5,462.40	0.79 %	5,462.40	0.79 %	6,881.40	-	-	1,419.00
BAR-SO	Standing Order Bartlett	4,355.59	0.68 %	4,355.59	0.68 %	6,370.00	-	-	2,014.41
BAR-YAC	BAR Young Adult Comics/Graphic Novels Bartlett	350.00	1.00 %	350.00	1.00 %	350.00	-	-	-
BAR-YACD	BAR Young Adult Books on CD Bartlett	300.00	1.00 %	300.00	1.00 %	300.00	-	-	-
BAR-YAE	BAR Young Adult Enhancement Bartlett	241.90	0.12 %	(1,273.62)	(0.63)%	2,019.40	1,515.52	-	1,777.50
BAR-YAN	BAR Young Adult New Books Bartlett	<u>805.30</u>	<u>0.32 %</u>	<u>(545.78)</u>	<u>(0.22)%</u>	<u>2,500.00</u>	<u>1,351.08</u>	<u>-</u>	<u>1,694.70</u>
Total		\$ <u>56,114.06</u>	<u>0.59 %</u>	\$ <u>34,388.67</u>	<u>0.36 %</u>	\$ <u>95,098.46</u>	\$ <u>21,693.61</u>	\$ <u>31.78</u>	\$ <u>38,984.40</u>
		EXHIBIT A							

EXHIBIT C

FISCAL YEAR 2022 EXPENDITURES

Fund ID	Fund Name	Cash Balance	Cash (%)	Free Balance	Free %	Budgeted	Encumbered	Invoiced	Paid
BAR-ACD	Adult New Books on CD Bartlett	\$ 2,500.00	100 %	\$ 2,500.00	100 %	\$ 2,500.00	\$ -	\$ -	\$ -
BAR-AE	BAR Enhancement Adult Bartlett	4,112.40	0.51 %	3,836.45	0.48 %	8,000.31	275.95	-	3,887.9
BAR-ANF	BAR Adult New Nonfiction Bartlett	1,326.84	0.12 %	(2,305.62)	-0.22 %	10,712.00	3,632.46	-	9,385.10
BAR-BIND	BAR Bartlett Bindery	568.94	0.57 %	568.94	0.57 %	1,000.00	-	-	431.00
BAR-CA	Bartlett Award Books	229.99	0.15 %	229.99	0.15 %	1,500.00	-	-	1,270.0
BAR-CCD	BAR Children's New Books on CD	1,600.00	1.00 %	1,600.00	100 %	1,600.00	-	-	-
BAR-CE	BAR Children's Enhancement Bartlett	1,223.34	0.09 %	(233.55)	-0.02 %	13,500.95	1,456.89	-	12,277.6
BAR-CL	BAR Classics Bartlett	2,953.40	1.00 %	2,953.40	100 %	2,953.40	-	-	-
BAR-CN	BAR Children's New Books Bartlett	814.14	0.07 %	(1,091.46)	-0.09 %	12,200.00	1,905.60	-	11,385.80
BAR-EN	BAR Encyclopedias Bartlett	1,000.00	1.00 %	1,000.00	100 %	1,000.00	-	-	-
BAR-FIC	BAR Adult New Fiction Bartlett	5,901.45	0.59 %	2,860.50	0.29 %	10,012.00	3,040.95	-	4,110.50
BAR-PL	BAR Popular Library Bartlett	5,551.00	0.85 %	5,551.00	0.85 %	6,500.00	-	-	949.00
BAR-SE	BAR Serials Bartlett	5,781.76	0.45 %	5,781.76	0.45 %	12,881.40	-	-	7,099.60
BAR-SO	Standing Order Bartlett	4,312.19	0.54 %	4,312.19	0.54 %	7,995.00	-	-	3,682.8
BAR-YAC	BAR Young Adult Comics/Graphic Novels Bartlett	169.71	0.48 %	169.71	0.48 %	350.00	-	-	180.20
BAR-YACD	a.AR Young Adult Books on CD Bartlett	300.00	1.00 %	300.00	100 %	300.00	-	-	-
BAR-YAE	BAR Young Adult Enhancement Bartlett	886.30	0.44 %	221.36	0.11 %	2,019.40	470.52	194.42	1,133.10
BAR-YAN	e.AR Young Adult New Books Bartlett	<u>344.25</u>	<u>0.14 %</u>	<u>(118.51)</u>	<u>-0.05 %</u>	<u>2,500.00</u>	<u>462.76</u>	<u>-</u>	<u>2,155.70</u>
Total		\$ <u>39,575.71</u>	0.41 %	\$ <u>28,136.16</u>	0.29 %	\$ <u>97,524.46</u>	\$ <u>11,245.13</u>	\$ <u>194.42</u>	\$ <u>57,948.70</u>
		Exhibit A							

EXHIBIT D

FISCAL YEAR 2023 EXPENDITURES

Fund ID	Fund Name	Cash Balance	Cash (%)	Free Balance	Free %	Budgeted	Encumbered	Invoiced	Paid
BAR-AE	BAR Enhancement Adult Bartlett	\$ 11,346.47	0.71 %	\$ 11,256.50	0.70 %	\$ 16,000.62	\$ 89.97	\$ -	4,654.1
BAR-ANF	BAR Adult New Nonfiction Bartlett	18,015.87	0.84 %	17,953.88	0.84 %	21,424.00	61.99	-	3,408.1
BAR-BIND	BAR Bartlett Bindery	3,400.00	1.00 %	3,400.00	100 %	3,400.00	-	-	-
BAR-CA	Bartlett Award Books	253.11	0.17 %	253.11	0.17 %	1,500.00	-	-	1,246.8
BAR-CCD	BAR Children's New Books on CD	1,600.00	1.00 %	1,600.00	100 %	1,600.00	-	-	-
BAR-CE	BAR Children's Enhancement Bartlett	363.12	0.12 %	262.18	0.09 %	2,913.78	100.94	-	2,550.6
BAR-CL	BAR Classics Bartlett	2,953.40	1.00 %	2,953.40	100 %	2,953.40	-	-	-
BAR-CN	BAR Children's New Books Bartlett	22,158.72	0.91 %	22,158.72	0.91 %	24,400.00	-	-	2,241.2
BAR-CPL	BAR High Demand	(9,768.35)		(9,768.35)		-	-	-	9,768.3
BAR-EN	BAR Encyclopedias Bartlett	6,195.00	0.74 %	6,195.00	0.74 %	8,393.00	-	-	2,198.0
BAR-FIC	BAR Adult New Fiction Bartlett	10,597.87	0.82 %	10,512.93	0.81 %	13,000.00	84.94	-	2,402.1
BAR-PL	BAR Popular Library Bartlett	12,968.23	1.00 %	12,968.23	1.00 %	13,000.00	-	-	31.7
BAR-SE	BAR Serials Bartlett	11,176.40	0.87 %	11,176.40	0.87 %	12,881.40	-	-	1,705.0
BAR-SO	Standing Order Bartlett	6,406.10	0.80 %	6,406.10	0.80 %	7,995.00	-	-	1,588.9
BAR-YAC	BAR Young Adult Comics/Graphic Novels Bartlett	418.18	0.60 %	418.18	0.60 %	700.00	-	-	281.8
BAR-YACD	BAR Young Adult Books on CD Bartlett	300.00	1.00 %	300.00	100 %	300.00	-	-	-
BAR- YAE	BAR Young Adult Enhancement Bartlett	2,313.20	0.57 %	2,273.22	0.56 %	4,038.80	39.98	-	1,725.6
BAR-YAN	BAR Young Adult New Books Bartlett	<u>3,295.17</u>	<u>0.66 %</u>	<u>3,269.19</u>	<u>0.65 %</u>	<u>5,000.00</u>	<u>25.98</u>	<u>-</u>	<u>1,704.8</u>
Total		\$ <u>103,992.49</u>	0.75 %	\$ <u>103,588.69</u>	0.74 %	\$ <u>139,500.00</u>	\$ <u>403.80</u>	\$ <u>-</u>	\$ <u>35,507.5</u>
									Exhibit A

Attachment: City of Memphis and Bartlett Library - Public Library Services Agreement 2021-2023 Invoice

Library Enhancement Focus Areas

Educate

- Early Literacy / Children’s Space: Create a destination for children to learn the literacy skills needed to succeed in school.

Inspire

- In-Building Inspiration: Engaging displays, showcase local artists,

Connect

- Community Outreach: High Touch Visibility

Children's Spaces Prior State:

- Room was locked and used for storage
- Well worn flooring and unclean areas
- No pervasive early literacy components or activities present
- No welcoming seating encouraging families to enjoy space as a regular part of their library visit



Create A Learning Lagoon!

- Hands-on literacy tools to encourage exploration & learning
- Comfortable and welcoming spaces with inviting flooring / seating
- Little ones can create stories, play with manipulatives, sit comfortably and read, or enjoy a variety of fun activities
- Tie into existing local artwork





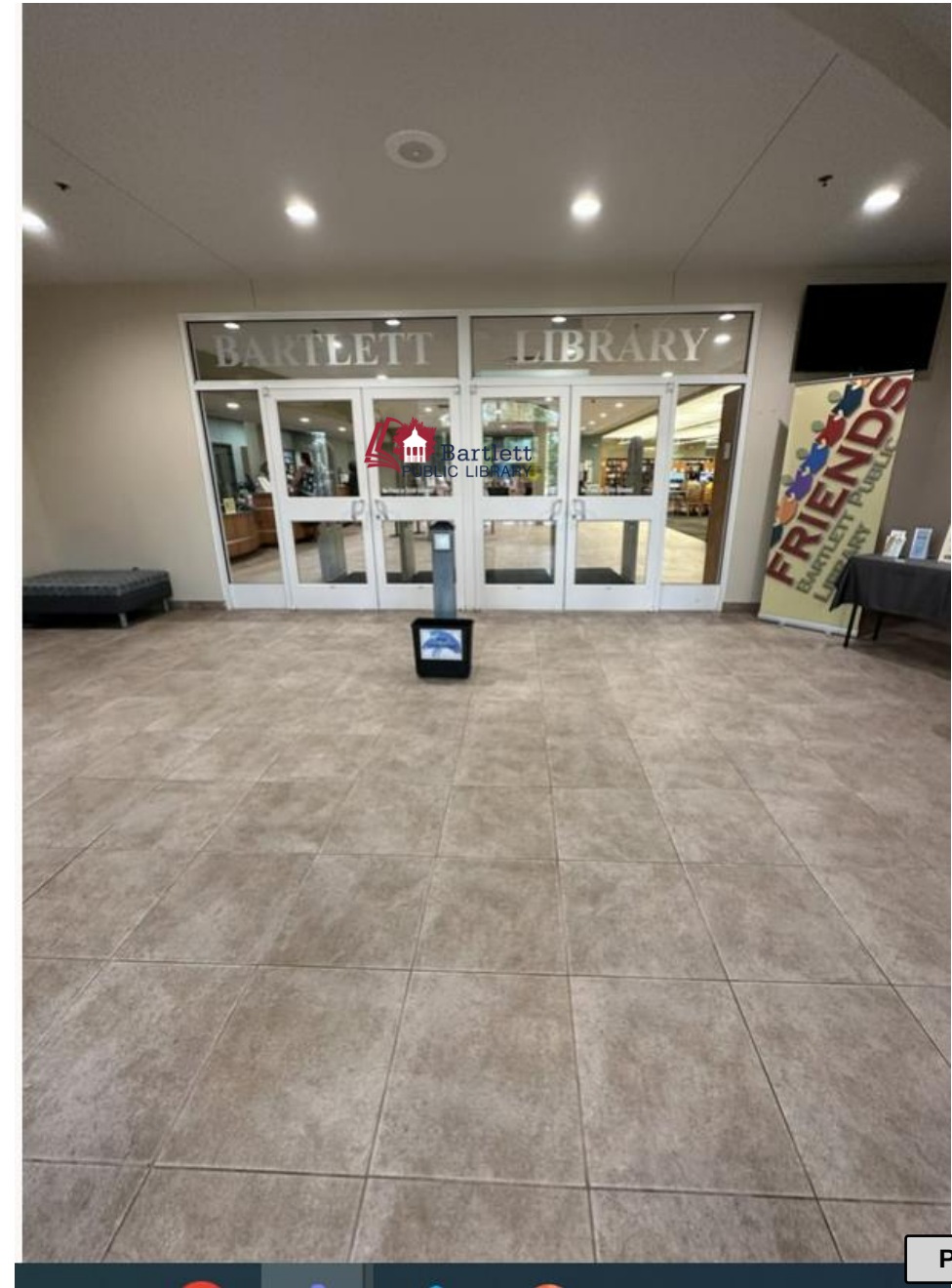
Deploy Techie Tot Spots

- Three AWE Literacy Stations
- Outstanding Content
- Early Literacy Focus

Entry – Prior State



Create Gateway to Discovery





6.1.b

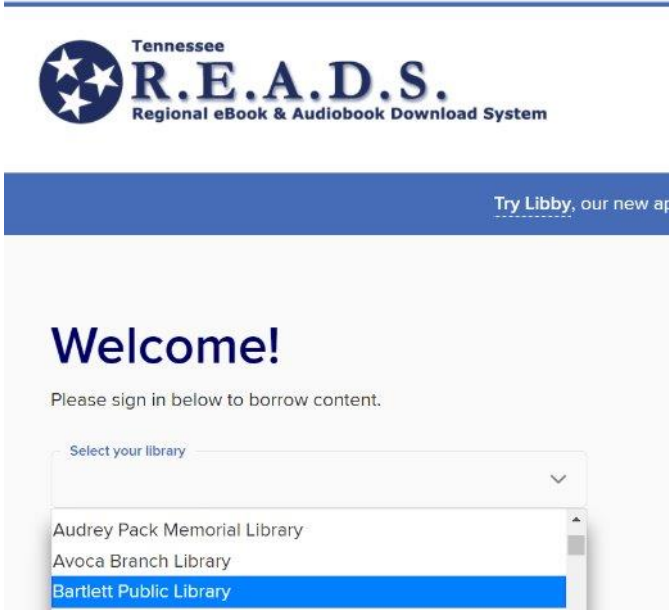
Library on the Go!

Attachment: Library Enhancements Summer 2024 (3637 : Bartlett Library Enhancements)

Library Digital Materials Refresh Budget

Digital Collection /TN State Reads	
Consortium Digital Content Equity Buy-In State Library	\$20,000

- **Access To A Large & Vibrant Electronic Collection & Libby:**
 - Bartlett Library cardholders now able to access Tennessee R.E.A.D.S. statewide consortium. This includes a vast catalog of more than 275,000+ copies of fiction and nonfiction titles, including mystery, biography & autobiography, fantasy, children, young adult, magazines, videos and more.
 - This compares to the Memphis Digital Collection of 67,621 items.



Library Physical Materials Refresh Budget

Physical Collection	
Brodart Library Materials Vendor	\$25,000

Focus Areas For Physical Collection

Adult Materials

- Patron purchase suggestions
- Update nonfiction sections of the collection including business, testing, biography
- Gaps in popular titles/authors and series

Children’s

- Patron purchase suggestions
- Graphic novels / Children's biography
- Gaps children's series / general picture book/fiction collection

Young Adult

- Patron purchase suggestions
- Filling in missing titles to series / Graphic Novels
- School reading lists titles

\$50,000 In-Building Refresh Budget

Furnishings & Activity Supplies Children’s Area	\$24,000
Technology Upgrades	\$16,000
In-Building Graphics / Enhancements	\$5,000
Outreach	\$5,000

INVOICE


Avenu Insights & Analytics

5860 Trinity Pkwy Ste 120
Centreville, VA 20120

Invoice #: INVB-055680

Page Number: 1
Invoice Date: 08/16/2024
Due Date: 09/15/2024

Bill To:

City of Bartlett
Attn: Mayor David Parsons
6400 Stage Rd
Bartlett, TN 38134-3739

ORDER NO.	CUSTOMER #	PERIOD OF PERFORMANCE	TERMS	DUE DATE
CN00262649	C104070	POP: July 2024	Net 30	09/15/2024
CUSTOMER CONTRACT NO.	CUSTOMER PO NO.	VENDOR ID NO.	VENDOR EIN NO.	TAX REGISTRATION NO.

Item	Description	Unit	Quantity	Unit Price	Amount USD
IT000201 - Collection Acquisitions (Library Materials)	Library Collection Acquisitions (refresh physical materials)	Each	1	\$25,000.00	\$25,000.00
IT000201 - Collection Acquisitions (Library Materials)	Library Collection Acquisitions (digital materials)	Each	1	\$20,000.00	\$20,000.00
				Subtotal	\$45,000.00
				Total	\$45,000.00

USD

Please remit payment to:

Via EFT – ACH or Wire (Preferred):

Bank Name: Wells Fargo
Account Name: Avenu Insights & Analytics
ABA/Routing: 121000248
Account Number (USD): 4941513962

Via Check:

Avenu Insights & Analytics
PO Box 200886
Dallas, TX 75320-0886

Please contact the Billing Department at AR@avenuinsights.com, or call 571-485-7875, should you have any questions or comments

Attachment: Avenu Re-Fresh Material Collections Invoice (3637 : Bartlett Library Enhancements)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3636)

Meeting: 08/27/24 06:00 PM

Department: Administration

Category: Agreement

Prepared By: Penny Medlock

Initiator: Steve Sones

Sponsors:

DOC ID: 3636

Resolution 31-24, a resolution of the City of Bartlett, Tennessee in support of public safety to advocate for a comprehensive juvenile rehabilitation and detention center to be located in West Tennessee.

WHEREAS, the City of Bartlett has long maintained public safety as a top service priority with an annual commitment exceeding fifty-five percent of the general fund operating budget; and

WHEREAS, public safety, crime prevention and justice for victims remains a focus among residents in Bartlett, Shelby County, the Mid-South and throughout West Tennessee; and

WHEREAS, it is well documented that crime has been a major concern throughout Memphis and Shelby County, specifically violent and property crime over the past several years; and

WHEREAS, specifically juvenile offenses and crimes have become common throughout the region ranging from vandalism, shoplifting, assault, aggravated assault, property theft, automobile theft, theft of handguns and murder; and

WHEREAS, in 2023, there were over five hundred serious juvenile charges filed in the Juvenile Court of Memphis and Shelby County; and

WHEREAS, there are limited settings currently available to appropriately detain and rehabilitate juvenile offenders; and

WHEREAS, the Wilder Youth Development Center constructed in 1971, located in Fayette County, Tennessee has been identified for improvements, however the capacity is well below the demand for juvenile rehabilitation and detention services in Shelby County and West Tennessee; and

WHEREAS, the shuttered West Tennessee Federal Detention Facility with capacity of 600 inmates on 44 acres located in Mason, Tennessee demands the need for a feasibility study conducted by the State of Tennessee to support the facility repurposing for an expanded capacity, comprehensive juvenile rehabilitation and detention center to serve West Tennessee; and

WHEREAS, the City of Bartlett has maintained a focus on public safety with specific strategies to deter crime and criminal activity within our city limits, as demonstrated by the reduction of crime in Bartlett in 2023 by 3.7%; and

WHEREAS, Bartlett has worked with purpose to maintain safety, there still remains a significant risk and continuous criminal activity within the Mid-South poses challenges and pressure for Bartlett law enforcement to maintain acceptable levels of safety and security.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF BARTLETT, TENNESSEE, and on behalf of our entire community, that we fully support the need for enhanced safety in our city and within our neighborhoods, and that we advocate among our state representatives, senators and governor of the great State of Tennessee for an appropriately sized, comprehensive center to rehabilitate and detain juvenile offenders throughout West Tennessee.

ADOPTED THIS 27TH day of August 2024.

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parsons, Mayor

Penny Medlock, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3638)

Meeting: 08/27/24 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 3638

Resolution 32-24, a resolution to amend the Fiscal Year 2025 General Fund Budget to appropriate \$98,400 for 2024 peace officer retention bonus and 2023 supplemental pay for police department certified personnel.

WHEREAS, the State of Tennessee Department of Commerce and Insurance and the Tennessee Peace Officers Standards Training Commission announced in July 2024 the disbursement of grant funds payable to all eligible law enforcement officers and school resource officers of an \$800 retention bonus if they have completed their 2023 in-service training hours and are still employed as a law enforcement officer at the time of application for the funds; and

WHEREAS, the Bartlett Police Department mistakenly omitted the name of one qualified officer to receive the 2023 Tennessee Peace Officers Standards Training Commission during fiscal year 2024; and

WHEREAS, the Bartlett Police Department has submitted names of all officers eligible for the 2024 retention bonus and the one officer due the 2023 in-service training bonus and all grant funds and in-service training funds have been received by the City; and

WHEREAS, in order to distribute the funds to the eligible police personnel it is necessary to amend the Fiscal Year 2025 Operating Budget for the Police Department to appropriate the revenues and expenditures;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that, the Fiscal Year 2025 General Fund budget is amended to appropriate \$98,400 in revenues and expenditures for the 2024 Peace Officer Retention Bonus and the 2023 Peace Officer supplemental pay for eligible police officer personnel.

Adopted this day of August 27, 2024

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parsons, Mayor

Attest: _____
Penny Medlock, City Clerk



ATTACHMENT 2

Salary Supplement Voucher

TO BE SIGNED BY CHIEF ADMINISTRATIVE OFFICIAL

By signing below, I am requesting funds for the payment of an additional retention bonus in the amount of eight hundred dollars (\$800.00) per officer from the city/county ("local government") listed below to be paid to full-time police officers, as defined by T.C.A. § 38-8-103(3), who are employed by a local government as of the date of this request and who were paid the 2023 calendar year in-service salary supplement submitted to and approved by the POST Commission by this agency. A copy of the roster submitted by the Agency to the POST Commission is attached hereto, and the undersigned certifies that all individuals listed on the attached roster meet the eligibility requirements set out in Delegated Grant Authority (No. 83000) and as described above. The undersigned certifies that all funds received from this request will be paid to individuals listed on the attached roster and that the local government agrees to be bound to and abide by the program requirements set out in Delegated Grant Authority (No. 83000).

This request is made with the understanding that payments received are subject to the deduction of applicable taxes by the local unit of government before disbursement to eligible full-time police officers.

The undersigned further certifies that all personnel receiving the salary pay supplement were full-time certified law enforcement officers as defined in Tennessee Code Annotated, Title 38, Chapter 8; and that their primary duties and responsibilities during the 2023 calendar year were to detect and prevent crime.

Number of Officers: 122 Total Amount: \$ 97,600.00 (#of officers x \$800)

City/County Chief Administrative Official (Sheriff/Police Chief- DO NOT SIGN)

Signature: 

Date: 6/18/2024

Print Name, Title: DAVID PARSONS, MAYOR

City/County: CITY OF BARTLETT

Agency: CITY OF BARTLETT POLICE DEPARTMENT

Official Mailing Address: 6400 STAGE ROAD, Bartlett, TN 38134

FOR P.O.S.T. USE ONLY

RECEIVED

By Pamela Pavao at 9:50 pm, Jun 23, 2024

Correct Number of Officers Eligible: 122 Amount: \$ 97,600

(Corrections to Agency Supplement Request)

Total salary supplement paid for 2023 calendar year: 103,200

Number of Officers: 129 Total Amount: \$ 103,200 (#of officers x \$800)

Employee Signature:  Date Processed: 6/18/24

IN-2094 (06/2024)

RDA 1494

INVOICE# 83000- 10

2024 Bonus Salary Supplement Agency Request Roster

IMPORTANT:
After completing, YOU MUST save the form as an Excel Workbook (*.xlsx). You will then be able to upload the form into Acadis and complete your submission.

(Steps)
- Go to the file menu,
- Select save a copy,
- Select "Excel Workbook (*.xlsx)",
- Select location to save the file,
- and click save.

Double Click icon to View How

Agency Name:

Agency Head Print Name:

Agency Head Signature:

Date: 6/18/2024

Agency C

22 POST USE ONLY

Total Eligible: 122

Corrected Total Officers Eligible

122

Total Not Eligible: 22

Corrected Total Officers Not Eligible

22

Total Amount: \$97,600.00

Bruce L. Cantrelle

6/18/2024

Post Signature

Date

Officer Name (Last, First, MI)	PSID Number	Is Officer Eligible for the Bonus?	POST USE ONLY		POST USE ONLY NOTES
			Sort & Filter	Sort & Filter	
ADAIR, DUSTIN, C.	3609-1758	YES	OK		
ALLEN, JACOB, A.	4430-4438	YES	OK		
ALLEN, ROBERT, C.	5130-5144	YES	OK		
ANDERSON, REBEKA, A.	4474-3909	YES	OK		
ARENDT, RYAN J.	9291-0506	YES	OK		
ARMSTRONG, BENJAMIN R.	4497-9228	YES	OK		
ARMSTRONG, CHRISTOPHER R.	4846-4527	YES	OK		
BELL, NATHANIEL A.	5594-4748	NO	OK		
BIERBRODT, WILSON H.	3489-0970	YES	OK		
BRAMLETT, NICKOLAS A.	4974-8087	YES	OK		
BREWER, TERRY G.	3635-4440	NO	OK		
BROWN, KRISTOPHER D.	3179-9529	YES	OK		
BRYANT, ASHLEY R.	6123-5417	YES	OK		
BRYANT, CHARLES E.	3072-2085	YES	OK		
BUELTEMANN, BLAKE T.	7665-3298	YES	OK		
BUELTEMANN, COLLIN T.	1107-8285	YES	OK		
BUTLER, ANDREW G.	8383-9961	YES	OK		
BYNUM, JUSTINE E.	1639-9075	YES	OK		
CALDWELL, RUSSELL B.	5735-1330	YES	OK		
CANNITO, SHARON A.	3512-8666	NO	OK		
CHILLIS, REVOLDO K., JR.	5600-4011	NO	OK		

2024 Bonus Salary Supplement Agency Request Roster

CHRISTIAN, ROBERT M.	9815-9380	YES		OK	
CHRISTIAN, SARA J.	3319-9878	YES		OK	
CICI, PATRICK J.	8395-0555	YES		OK	
CLARK, WILLIAM D.	4029-2732	YES		OK	
CLEMENTS, CHARLES R.	7900-3187	YES		OK	
COLE, BRENTON L.	3624-7273	YES		OK	
COLEMAN, CHANDLER C.	2304-2946	YES		OK	
COTE, MICHAEL J.	6844-7614	YES		OK	
COVINGTON, JOHN L.	0809-7846	NO		OK	
COX, JEFFERY J.	7386-2925	YES		OK	
CROSSNO, CLINTON B.	1066-1958	YES		OK	
DECROW, PATRICK N.	0929-0498	YES		OK	
DEWITT, KEVIN G.	2483-2545	YES		OK	
DICKERSON, JACOB L.	6057-5433	YES		OK	
DUNLAP, TIMOTHY A.	7318-4125	YES		OK	
DYER, JONATHAN T.	4846-5097	YES		OK	
EDWARDS, BRANDON L.	3854-4904	YES		OK	
ELLENBECKER, DALTON J.	6956-7663	NO		OK	
ELLIOTT, JAMES ELLIOTT	3191-8055	NO		OK	
FARLEY, SHARON S.	3696-8666	NO		OK	
FISHER, STEPHEN S.	9812-6957	YES		OK	
GAMMON, ARLAN L.	3025-0473	YES		OK	
GARCES, ESTEVAN R.	6082-4166	YES		OK	
GARCIA, JESUS A.	1404-2921	YES		OK	
GIANNINI, ARON P.	2824-2051	YES		OK	
GILLESPIE, TYLER L.	3177-5629	YES		OK	
GOLDEN, CHRISTOPHER M.	2885	YES		OK	
GOMEZ-MARQUEZ, JOSE M.	7676-8824	YES		OK	
GORE, JAY R.	6411-5462	YES		OK	
GREEN, ANTHONY J.	5060-9784	YES		OK	
GRIFFIN, COLIN W.	3763-7394	YES		OK	

Attachment: Salary Supplement - Second 2023 - Retention Bonus (3638 : Res. 32-24 Peace Officers Retention and Supplemental Pay)

2024 Bonus Salary Supplement Agency Request Roster

GRiffin, DAVID W.	9600-0342	YES		OK	
GRILLIOT, MATTHEW A.	1855-0061	YES		OK	
HALER, HANNAH R.	6473-6657	YES		OK	
HAI FORD, RICHARD T.	2667-7511	NO		OK	
HALLIDAY, WYATT G.	0327-4708	YES		OK	
HAMMONDS, STEVEN R.	5032-3449	YES		OK	
HANSKIEWICZ, STANLEY J.	6265-5347	YES		OK	
HARDGRAVE, MICHAEL W.	2732-1438	YES		OK	
HARRIS, EVERETTE G.	2930-0884	YES		OK	
HINES, DAVID B.	8501-8959	YES		OK	
HOBBS, JOE E.	8492-7212	YES		OK	
HOLMES, GERALD W.	0746-5528	YES		OK	
HORMANN, CORY E.	4473-2297	YES		OK	
JACKSON, JASON W.	7170-1342	YES		OK	
JACOBS, SCOTT G.	2928-1754	YES		OK	
JARRETT, LESLIE S.	1478-2573	YES		OK	
JONEA, JOSEPH Q.	1169-6482	YES		OK	
KANE, JOHN M., SR.	6479-1772	YES		OK	
KEYS, JOHN S., SR.	3221-6015	YES		OK	
KICKLIGHTER, LOGAN R.	5824-1291	YES		OK	
KING, TAYLOR A.	2753-7731	YES		OK	
KISSINGER, HUNTER C.	6477-3179	YES		OK	
KNIGHT, CASEY M.	3616-9719	YES		OK	
LEATHERWOOD, JOHN J.	9860-9415	NO		OK	
LEPPANEN, ERIC R.	9010-9795	YES		OK	
LITTLEFORD, LOGAN A.	9419-2279	YES		OK	
LUFF, BRYAN G.	6419-0317	YES		OK	
MACK, RICHARD G.	5117-7065	YES		OK	
MACON, VINCENT	8123-9224	NO		OK	
MALISKAS, ANDREW R.	4375-4861	YES		OK	
MARTIN, JARED A.	7141-4877	YES		OK	

Attachment: Salary Supplement - Second 2023 - Retention Bonus (3638 : Res. 32-24 Peace Officers Retention and Supplemental Pay)

2024 Bonus Salary Supplement Agency Request Roster

MARTIN, MICHAEL K.	0595-5871	YES		OK	
MARTIN, ZACHARY L.	8501-5056	YES		OK	
MASER, JEREMY C.	0305-0061	YES		OK	
MASSAY, JOSEPH S., JR.	6168-2303	YES		OK	
MAY, OSCAR W., III	5024-1001	YES		OK	
MCARTHUR, MATTHEW R.	5537-3849	YES		OK	
MICCOLIUM, THOMAS R., III	5989-5461	YES		OK	
MCGRAW, ASYA S.	1622-0302	YES		OK	
MCKEE, CHRISTOPHER M.	0245-7267	YES		OK	
MEADOWS, AARON R.	3968-8248	YES		OK	
MELTON, SCOTT A.	1048-8265	YES		OK	
MENDEZ, EZEQUIEL NMN	9148-4478	YES		OK	
MOOSE, TIMOTHY J.	31138	NO		OK	
MORRIS, HUNTER B.	6436-5422	YES		OK	
MYERS, JOHN W.	0679-7688	YES		OK	
NORWOOD, CORY L.	3779-9123	YES		OK	
PAPPAS, ANTHONY N.	1580-0083	YES		OK	
PEREZ, JUAN F.	9750-5153	NO		OK	
PIKE, JOSHUA L.	1080-4593	YES		OK	
POPE, RYAN D.	4205-8088	YES		OK	
PRINCE, JOSHUA D.	0199-1022	YES		OK	
PURCELL, NICHOLAS R.	3758-4083	YES		OK	
RANDALL, TYRONE E.	6886-4066	YES		OK	
READ, ROBERT J.	8241-8147	YES		OK	
RIEDER, JOHN L., III	1805-3363	NO		OK	
ROBINSON, MATTHEW D.	2186-2640	YES		OK	
RODRIGUEZ-MERAZ, CHRISTIAN NMN	5423-8956	YES		OK	
ROSE, KEITH A.	7323-1950	YES		OK	
ROSS, OLIVIA H.	0239-5144	YES		OK	
SANDERS, DEMARCO S.	9078-7838	YES		OK	
SANDLIN, ADAM P.	1280-4445	YES		OK	

Attachment: Salary Supplement - Second 2023 - Retention Bonus (3638 : Res. 32-24 Peace Officers Retention and Supplemental Pay)

2024 Bonus Salary Supplement Agency Request Roster

SCHAUMBURG, CHRISTIAN NMN, SR.	1391-9478	YES		OK	
SELM, ROBERT T. S	1929-0613	YES		OK	
SLUDER, CHRISTIE L.	2056-0196	NO		OK	
SMITH, DAVID K.	2037-9822	NO		OK	
SPRINGER, JEREMY A.	8977-3369	YES		OK	
STABE, CHRISTOPHER C.	0215-1477	YES		OK	
STEVENS, BREEN B.	3466-2111	NO		OK	
STEVENS, PHILLIP A.	2645-5768	YES		OK	
STEWART, DUSTIN D.	1150-9378	YES		OK	
STUBBS, ETHAN R.	2106-2620	YES		OK	
TAYLOR, MICHAEL D.	29952	YES		OK	
THOMPSON, LAURA K.	0950-9639	YES		OK	
THOMPSON, WALTER M. III	1554-8785	YES		OK	
THORNTON, BRANDON E.	4453-6612	YES		OK	
TUDON, GUSTAVO NMN, JR.	2925-7688	YES		OK	
TURNER, JARRED M.	4838-8206	NO		OK	
VICK, BRITTNI L.	9645-2380	YES		OK	
WALLER, CHRISTIAN	9010-0903	NO		OK	
WEBB, DENISE M.	4927-7191	YES		OK	
WEIBEL, MATTHEW S.	4398-1349	YES		OK	
WHITE, JOHN T. SR.	8852-7323	YES		OK	
WHITE, PEYTON C.	2609-2716	YES		OK	
WHITE, ROBERT W. III	0378-9077	NO		OK	
WILLIAMS, JEFFERSON L.	3896-8035	NO		OK	
WILLOUGHBY, JENNIFER K.	4986-6231	NO		OK	
WILSON, PATRICK J.	2457-8801	YES		OK	
WILSON, WESLEY J.	8293-3343	YES		OK	
WORTHY, JOSHLA E.	2046-9207	YES		OK	
YOUNG, GRANT A.	4139-1140	YES		OK	
YOUNG, JESSIE D. III	2570-4738	YES		OK	

Attachment: Salary Supplement - Second 2023 - Retention Bonus (3638 : Res. 32-24 Peace Officers Retention and Supplemental Pay)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 3631)

Meeting: 08/27/24 06:00 PM

Department: Planning and Economic Development

Category: Amendment

Prepared By: Melissa Hale

Initiator: Kim Taylor

Sponsors:

DOC ID: 3631

Ordinance 24-09, an ordinance to amend Article 1, Section 2 Definitions of the Bartlett Zoning Ordinance; and Article IV, Section 12(a) of the Bartlett Subdivision Ordinance, Title 14, Chapter 1, Appendix B, of the Codified Ordinances of the City of Bartlett, Tennessee.

WHEREAS, the City of Bartlett Board of Mayor and Aldermen understands the need to generate buildable legal lots of record for residentially zoned vacant land,

WHEREAS, the City of Bartlett Planning Commission has reviewed several applications over the past years for minor two lot residential subdivisions as a standard process to legalize buildable lots,

WHEREAS, in an effort to support residential development and growth within the City,

WHEREAS, the City of Bartlett Board of Mayor and Aldermen desires to amend the Zoning Ordinance and the Subdivision Ordinance to improve the review process to generate legal lots of record,

WHEREAS, the City of Bartlett Planning Commission reviewed the proposed amendment during its regular meeting held on August 5, 2024, and made a recommendation to the Board of Mayor and Aldermen that the proposed amendment be approved; and

WHEREAS, a public hearing before the Board of Mayor and Aldermen was held on September 24, 2024, pursuant to notice thereof published in a newspaper of general circulation on September 5, 2024.

Now, Therefore, Be it Ordained by the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, that:

Article I, Section 2 under the heading “*Definitions Of Terms Used In This Ordinance*” in the Bartlett Zoning Ordinance the definition of “Lot of Record” shall be replaced by a new definition:

“A lot or parcel of land in a legal subdivision recorded in the Shelby County Register's Office; or a parcel of land described by metes and bounds less than 4-acres recorded by deed in the Shelby County Register's Office on or prior to June 1, 1981 that complies with the City of Bartlett subdivision exemption. Lots recorded in Shelby County annexed into the City of Bartlett through December 31, 2012 may also qualify for the exemption based on the Shelby County exemption date of March 1, 1989, as long as the status if the lot(s) or parcel(s) has not changed since the Shelby County exemption date, and all other City of Bartlett subdivision requirements are satisfied. (Ord. #02-18-Ord #24-09)”

Article I. Purpose, Authority, Jurisdiction and Policy, Section 3§A paragraph shall be replaced in the Bartlett Subdivision Ordinance by:

“Residentially zoned lot(s) or parcel(s) of land may be exempt from Bartlett subdivision regulations when the land to be subdivided is less than four (4) acres and within the Bartlett city limits on or prior to June 1, 1981. Residentially zoned parcels of land that were annexed into the City of Bartlett through December 31, 2012, may also qualify for the exemption based on the Shelby County March 1, 1989 exemption date. The parcel(s) of land must be the "original parcel of record" described in a recorded deed or plat with the same size and lot configuration as originally recorded on or prior to June 1, 1981, or in the case of annexation through December 31, 2012, the Shelby County exemption date of March 1, 1989 will be applied as long as the status if the lots or parcels have not changed since the Shelby County exemption date, and all other City of Bartlett subdivision requirements are satisfied. The recorded deed or plat must be presented at the time of the building application. The lot(s) or parcel(s) of land must also comply with the current bulk regulations of the Bartlett Zoning Ordinance.

Parcels of land that do not qualify for the exemption dates, and need to comply with the Bartlett subdivision regulations may qualify for the minor two lot (2 lot) subdivision provision if the lot(s) or parcel(s) is zoned single family residential. Deferment or waivers from minor improvements such as dedications, road width extensions, sidewalk curb and gutter, and all others will require Planning Commission approval of the minor subdivision with the deferred or waived improvements.”

Article II. Procedures for Subdivision Approval, Section I, General, paragraph shall be replaced in the Bartlett Subdivision Ordinance by:

“The procedures for review and approval of a subdivision and its documentation by recorded plat consists of three (3) separate steps, except for parcels that qualify for the Minor Two Lot Subdivision process. The initial formal step is the preparation of a master plan of a proposed subdivision for submission to the planning commission. The second step is the preparation of a construction plan of the proposed subdivision or sections thereof for review by the city engineer and other agencies as required followed by submission to the planning commission for approval. The third and final step is the preparation of a final subdivision plat with all required certificates for submission to and approval by the planning commission. This final plat becomes the instrument to be recorded in the office of the Shelby County Register when final approval has been attested to by signature of the secretary of the planning commission.

Parcels that qualify for the Minor Two Lot subdivision process will only need to apply for the third and Final Plan step. However, Planning and Engineering staff may require supplemental plans to go with the application. The Final Plan may be administratively approved at the discretion of the Planning and Engineering Staff.”

Article IV. Prerequisites to Final Subdivision Approval, Section 8§H4 Sidewalks, Curbs, Gutters, and

Handicap Ramps, under the heading *Deferment or Waiver of Installation* in the Bartlett Subdivision Ordinance, section shall be replace by:

“Parcels of land, less than four acres in size, created by deed between June 1, 1981 and January 1, 2009 may file an application for a minor two lot (2 lot) subdivision to be eligible for the issuance of no more than two residential building permits.

Further:

- a. The property must be in a zoning district permitting residential use.
- b. The resultant lots are in conformance to all requirements of the zoning ordinance and any other applicable regulations. Determination of minimum lot size is exclusive of any dedication requirement.
- c. The lots shall have direct access to an existing public street, with no new streets proposed.
- d. The Planning Commission may waive street improvements if all required dedication and easements are granted as well as any improvements necessary for safety considerations.
- e. Any extension of utilities to the property are the responsibility of the applicant.
- f. Standard subdivision drawings are required.
- g. The minor two lot (2 lot) subdivision may be administratively approved by Planning and Engineering staff at their discretion. Required variances from the Zoning Ordinance must be approved by the Board of Zoning Appeals prior to Final Plan approval.
- f. Standard subdivision contract is required. The minor two lot (2 lot) subdivision may be submitted as a final plat application provided that the plat complies with all the requirements for final plat submission. (As amended by Ord. #02-18, Dec. 2002, and Ord. #08-13, Jan. 2009)”

EFFECTIVE DATE-This Ordinance shall be effective from and after its final passage, the public welfare requiring it.

First Reading: August 27, 2024

Second Reading: September 10, 2024

Third Reading: September 24, 2024

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parsons, Mayor

Attest: _____
Penny Medlock, City Clerk

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 08/27/24 06:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Penny Medlock

Department Head: David Parsons

Appoint Karen Cook Twele as City Prosecutor effective September 1, 2024.