



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, JUNE 23, 2020 - CONFERENCE CALL - 6:00 PM

Due to the COVID-19 Global Pandemic and adhering to all Federal, State and Local Emergency Proclamations and Guidelines to protect the health, safety and welfare of our citizens, the City of Bartlett's Board of Mayor and Aldermen meetings will be held electronically via teleconference during the month of June. These meetings will follow Governor Bill Lee's Executive Orders #16 & #34 regarding the Tennessee Open Meetings Act. Minutes and recordings will be posted within two days of the Board of Mayor and Aldermen meeting.

INVOCATION

Opening Prayer by Alderman Jack Young

FUTURE MEETINGS

These future meetings, if necessary to meet, will be held via teleconference; or if meeting in-person, practice social distancing and follow Governor Lee's Executive Orders #16 & #34.

Bartlett Station Commission, July 1 at 7:30 a.m.

City Beautiful Commission, July 2 at 6:30 p.m.

Family Assistance Commission, July 6 at 6:00 p.m.

Planning Commission, July 6 at 7:00 p.m.

Parks and Recreation Advisory Board, July 9 at 7:00 p.m.

Bartlett Historical Society, July 13 at 7:00 p.m.

RECOGNITIONS

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the June 9, 2020 Board of Mayor and Aldermen Regular Meeting

CONSENT AGENDA

- 1 Renewal of maintenance agreement for Watson Field Reporting. (Jeff Cox, Police Chief)**

Request to renew service agreement with Data Driven for Watson Field Reporting Suite in the amount of \$37,364.90. This is an annual agreement running from July 1, 2020 to June 30, 2021.

- 2 Presentation of General Obligation Capital Outlay Note, Series 2020. (Dick Phebus, Director of Finance)**

- 3 Property, general liability, auto, worker's compensation, and other insurance renewals. (Dick Phebus, Director of Finance)**

- 4 Seventh year renewal of water tank maintenance project (10 Years). (John Horne, Assistant Director of Engineering)**

Last year (2019), the bid for water tank maintenance from Utility Service Company (Suez) was accepted. The project bid in 2013 was for maintenance during a 10 year period. Please award year seven of the project for \$214,005.21. Funds are available in Account 510.51200.945.

- 5 Bid for annual transportation projects. (John Horne, Assistant Director of Engineering)**

Recommend accepting the lowest bids from the following contractors:
Citywide Concrete Replacement - Ensco; Traffic Signal Maintenance - McCrory Electric. These are all budgeted items.

- 6 Planning Commission Report for June 2020. (Kim Taylor, Director of Planning and Economic Development)**

NEW BUSINESS

- 1 Set a public hearing for July 28, 2020 for Resolution 15-20, a resolution approving a Special Use Permit to allow funeral home use to be located at 5803 Stage Road within the "CG-MS" General Business with Main Street Overlay zoning district. (Kim Taylor, Director of Planning and Economic Development)**

- 2 **Set a public hearing for July 28, 2020 for Resolution 16-20, a resolution approving a Special Use Permit to allow funeral home use to be located at 5809 Stage Road within the "CG-MS" General Business with Main Street Overlay zoning district. (Kim Taylor, Director of Planning and Economic Development)**

- 3 **Resolution 18-20, a resolution to amend the Fiscal Year 2020 Capital Improvement Program Fund Budget and appropriate funds for construction of Bartlett Public Works City Shop. (Dick Phebus, Director of Finance)**

- 4 **Resolution 19-20, a resolution to amend the Fiscal Year 2020 Bartlett City Schools Federal Projects Fund, Discretionary Grants Fund and General Purpose School Fund. (Dick Phebus, Director of Finance)**

- 5 **First Reading of Ordinance 20-02, an ordinance amending Article II, Section 5(B); Article IV, Section I; 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. The development community expressed concern about the cost and difficulty in acquiring 100 percent bonds for construction activities. This proposed ordinance amendment introduces a minimum bond requirement to spur growth in the land development sector of the City. (Rick McClanahan, Director of Engineering). The public hearing to be set for July 28, 2020.**

OPEN DISCUSSION

ADJOURNMENT



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, JUNE 9, 2020 - CONFERENCE CALL - 6:00 PM

ATTENDANCE

Mayor A. Keith McDonald: Present, Alderman W.C. Pleasant: Present, Alderman Emily Elliott: Present, Alderman David Parsons: Present, Alderman Bobby Simmons: Present, Vice Mayor Jack Young: Present, Alderman Paula Sedgwick: Present.

INVOCATION

Opening Prayer by Alderman David Parsons

FUTURE MEETINGS

These future meetings, if necessary to meet, will be held via teleconference; or if meeting in-person, practice social distancing and follow Governor Lee's Executive Orders #16 & #34.

Parks and Recreation Advisory Board, June 11 at 7 p.m.

Bartlett Arts Council, June 16 at 6:00 p.m.

BPACC Advisory Board, June 16 at 6:00 p.m.

RECOGNITIONS

Mayor McDonald announced that in keeping with Governor Bill Lee's Executive Orders #16 & #34, as determination of record, this meeting was being recorded and that the minutes and the recording will be made available on the City's website within two days.

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

MINUTES ACCEPTANCE

Minutes of the May 26, 2020 Board of Mayor and Aldermen Regular Meeting

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

PUBLIC HEARING

Individuals will have a maximum of three minutes to speak either for or against the item, with a total of 20 minutes for each side.

Minutes Acceptance: Minutes of Jun 9, 2020 6:00 PM (MINUTES ACCEPTANCE)

- I. Resolution 07-20, a resolution approving a Special Use Permit to allow church use to be located at 8420 Wolf Lake Drive, Suite 120 within the "I-P" Planned Industrial Park zoning district.

No one spoke for or against Resolution 07-20.

Adjourned at 6:10 p.m.

2. Ordinance 20-01, an Ordinance to adopt the 2020-2021 Bartlett City General Purpose School Fund, Schools Discretionary Grants Fund, Schools Federal Projects Fund, and Schools Nutritional Fund Budgets.

No one spoke for or against Ordinance 20-01.

Adjourned at 6:10 p.m.

UNFINISHED BUSINESS

- I **Resolution 07-20, a resolution approving a Special Use Permit to allow church use to be located at 8420 Wolf Lake Drive, Suite 120 within the "I-P" Planned Industrial Park zoning district. (Kim Taylor, Director of Planning and Economic Development)**

Director of Planning, Kim Taylor, stated that this special use permit had been approved by the Planning Commission and recommended to the Board of Mayor and Aldermen for approval. The site would be used by Faith Baptist Church as a ministry to college students and small groups for worship primarily on evenings and weekends. The maximum occupancy is 49 persons and the area is 37,000 square feet.

RESULT:	APPROVED [5 TO 0]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Paula Sedgwick, Alderman
AYES:	Pleasant, Elliott, Simmons, Young, Sedgwick
AWAY:	Parsons

- 2 **Third Reading of Ordinance 20-01, an Ordinance to adopt the 2020-2021 Bartlett City General Purpose School Fund, Schools Discretionary Grants Fund, Schools Federal Projects Fund, and Schools Nutritional Fund Budgets. (Dick Phebus, Director of Finance)**

Teresa Winter, Chief Financial Officer with the Bartlett City Schools, explained that last year's budget was over estimated. The school system expects this year to resume to more historical levels and they anticipate more revenue.

RESULT: **APPROVED [5 TO 0]**
MOVER: Emily Elliott, Alderman
SECONDER: Paula Sedgwick, Alderman
AYES: Pleasant, Elliott, Simmons, Young, Sedgwick
AWAY: Parsons

CONSENT AGENDA

RESULT: **APPROVED [5 TO 0]**
MOVER: Jack Young, Vice Mayor
SECONDER: Emily Elliott, Alderman
AYES: Pleasant, Elliott, Simmons, Young, Sedgwick
AWAY: Parsons

- 1 Special seasonal event permit for Bartlett Station Farmers Market. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturdays June 13 through July 25 from 8 a.m. to 12 p.m. at 5890 Stage Road (Recycling Center Location).
- 2 Bid for coffee supplies. (Dick Phebus, Director of Finance)**
Recommend accepting the lowest bid from Premium at a total estimated annual cost of \$41,082.70. Funds are available in various department budgets.

NEW BUSINESS

- 1 Resolution 14-20, a resolution to amend the Fiscal Year 2020 Bartlett City Schools Education Capital Project Fund and General Purpose School Fund (Dick Phebus, Director of Finance)**

RESULT: **APPROVED [5 TO 0]**
MOVER: W.C. Pleasant, Alderman
SECONDER: Paula Sedgwick, Alderman
AYES: Pleasant, Elliott, Simmons, Young, Sedgwick
AWAY: Parsons

- 2 Resolution 17-20, a resolution of the City of Bartlett, Tennessee, authorizing the issuance of interest bearing General Obligation Capital Outlay Notes, Series 2020, in an amount not to exceed \$2,000,000, and providing for the payment of said notes. (Dick Phebus, Director of Finance)**

Director of Finance, Dick Phebus, advised that these Outlay Notes were for funding for the building of the City Shop, which has been previously approved.

RESULT:	APPROVED [5 TO 0]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Simmons, Young, Sedgwick
AWAY:	Parsons

OPEN DISCUSSION

Alderman Sedgwick complimented Alderman Elliott and the committee on the completion of the First Responders Monument.

Alderman Elliott asked Superintendent Dr. David Stevens when he expected the school to reopen in light of COVID-19. Dr. Stevens stated that the schools have a task force and have recently sent a survey to parents. He said that each week they get a clearer picture of when they can reopen. Their goal is get to students back safely. He also responded to Alderman Simmons question of the remodeling. He said the crews should wrap up in August and anticipate it being 95 percent complete when school reopens. Alderman Elliott thanked him for working so diligently to have graduation.

Mayor McDonald asked the aldermen that when asked as to why the City is not fully open to advise them that we are under the guidance of the Shelby County Health Department and must follow their directive. We will meet in-person when we can safely follow those guidelines.

ADJOURNMENT

Meeting adjourned at 6:29 PM

W.C. Pleasant, Register to the
Board of Mayor and Aldermen

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Jun 9, 2020 6:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 06/23/20 06:00 PM

Department: Police

Category: Agreement

Prepared By: Juliea Goodman

Department Head: Jeff Cox

Renewal of maintenance agreement for Watson Field Reporting.

Purchase an annual service agreement for Watson Field Reporting Suite for \$37,364.90 from DataDriven. Covers Maintenance and Upgrades from July 1, 2020 - June 30, 2021. This is a 2020-2021 budgeted item in account 123.48123.264.



7953 Stage Hills Blvd., Suite 108
Memphis, TN 38133

Invoice

Date	Invoice #
6/5/2020	546

Bill To

Bartlett Police Department
Attn: Penny Medlock
3730 Appling Road
Bartlett, TN 38133

		P.O. No.	Terms	Due Date
			Annual	7/1/2020
Item	Description	Qty	Rate	Amount
Annual Subscripti...	Annual Software Maintenance and Support Fee - Watson Field Reporting Suite Covers Maintenance, Support, and Upgrades from July 1, 2020 - June 30, 2021	1	37,364.90	37,364.90
			Total	\$37,364.90
			Balance Due	\$37,364.90

Signature: *William S. Handberg*

Date: 6/5/2020

Title: Chief Manager

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

REVIEWED**AGENDA ITEM**

Meeting: 06/23/20 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Penny Medlock

Department Head: Dick Phebus

Presentation of General Obligation Capital Outlay Note, Series 2020.

State of Tennessee Comptroller's Office requires presentation to the Board of Mayor and Aldermen of the Report on Debt Obligation form for General Obligation Capital Outlay Note, Series 2020. The attached form reflects the \$2,000,000 note approved on June 9, 2020.

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-151)

1. Public Entity:	
Name:	City of Bartlett
Address	6400 Stage Road
	Bartlett, TN 38134
Debt Issue Name:	General Obligation Capital Outlay Note, Series 2020
If disclosing initially for a program, attach the form specified for updates, indicating the frequency required.	

2. Face Amount:	\$ 2,000,000.00
Premium/Discount:	\$ 0.00

3. Interest Cost:	2.0500 %	☒ Tax-exempt	☐ Taxable
☒ TIC	☐ NIC		
☐ Variable:	Index _____ plus _____ basis points; or		
☐ Variable:	Remarketing Agent _____		
☐ Other:	_____		

4. Debt Obligation:		
☐ TRAN	☐ RAN	☒ CON
☐ BAN	☐ CRAN	☐ GAN
☐ Bond	☐ Loan Agreement	☐ Capital Lease
If any of the notes listed above are issued pursuant to Title 9, Chapter 21, enclose a copy of the executed note with the filing with the Office of State and Local Finance ("OSLF").		

5. Ratings:		
☒ Unrated		
Moody's _____	Standard & Poor's _____	Fitch _____

6. Purpose:	
	BRIEF DESCRIPTION
☒ General Government	100.00 % Construction of building for Public Works Department
☐ Education	_____ %
☐ Utilities	_____ %
☐ Other	_____ %
☐ Refunding/Renewal	_____ %

7. Security:	
☒ General Obligation	☐ General Obligation + Revenue/Tax
☐ Revenue	☐ Tax Increment Financing (TIF)
☐ Annual Appropriation (Capital Lease Only)	☐ Other (Describe): _____

8. Type of Sale:	
☐ Competitive Public Sale	☐ Interfund Loan
☐ Negotiated Sale	☐ Loan Program
☒ Informal Bid	

9. Date:	
Dated Date: 06/26/2020	Issue/Closing Date: 06/26/2020

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-151)

10. Maturity Dates, Amounts and Interest Rates *:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2021	\$ 219,000.00	2.0500 %		\$	%
2022	\$ 239,000.00	2.0500 %		\$	%
2023	\$ 244,000.00	2.0500 %		\$	%
2024	\$ 249,000.00	2.0500 %		\$	%
2025	\$ 254,000.00	2.0500 %		\$	%
2026	\$ 260,000.00	2.0500 %		\$	%
2027	\$ 265,000.00	2.0500 %		\$	%
2028	\$ 270,000.00	2.0500 %		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%

If more space is needed, attach an additional sheet.

If (1) the debt has a final maturity of 31 or more years from the date of issuance, (2) principal repayment is delayed for two or more years, or (3) debt service payments are not level throughout the retirement period, then a cumulative repayment schedule (grouped in 5 year increments out to 30 years) including this and all other entity debt secured by the same source **MUST BE PREPARED AND ATTACHED**. For purposes of this form, debt secured by an ad valorem tax pledge and debt secured by a dual ad valorem tax and revenue pledge are secured by the same source. Also, debt secured by the same revenue stream, no matter what lien level, is considered secured by the same source.

* This section is not applicable to the Initial Report for a Borrowing Program.

11. Cost of Issuance and Professionals:☐ No costs or professionals

	AMOUNT (Round to nearest \$)	FIRM NAME
Financial Advisor Fees	\$ 0	
Legal Fees	\$ 0	
Bond Counsel	\$ 1,500	Bone McAllester Norton PLLC
Issuer's Counsel	\$ 0	
Trustee's Counsel	\$ 0	
Bank Counsel	\$ 0	
Disclosure Counsel	\$ 0	
	\$ 0	
Paying Agent Fees	\$ 0	
Registrar Fees	\$ 0	
Trustee Fees	\$ 0	
Remarketing Agent Fees	\$ 0	
Liquidity Fees	\$ 0	
Rating Agency Fees	\$ 0	
Credit Enhancement Fees	\$ 0	
Bank Closing Costs	\$ 0	
Underwriter's Discount _____%		
Take Down	\$ 0	
Management Fee	\$ 0	
Risk Premium	\$ 0	
Underwriter's Counsel	\$ 0	
Other expenses	\$ 0	
Printing and Advertising Fees	\$ 0	
Issuer/Administrator Program Fees	\$ 0	
Real Estate Fees	\$ 0	
Sponsorship/Referral Fee	\$ 0	
Other Costs _____	\$ 0	
TOTAL COSTS	\$ 1,500	

Attachment: CT-0253 (2808 : CT0253 CON 2020)

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-151)

12. Recurring Costs:☒ No Recurring Costs

	AMOUNT (Basis points/\$)	FIRM NAME (If different from #11)
Remarketing Agent		
Paying Agent / Registrar		
Trustee		
Liquidity / Credit Enhancement		
Escrow Agent		
Sponsorship / Program / Admin		
Other		

13. Disclosure Document / Official Statement:☒ None Prepared☐ EMMA link☐ Copy attached

or

14. Continuing Disclosure Obligations:

Is there an existing continuing disclosure obligation related to the security for this debt?

☐ Yes☒ No

Is there a continuing disclosure obligation agreement related to this debt?

☒ Yes☐ NoIf yes to either question, date that disclosure is due One year from fiscal year endName and title of person responsible for compliance Director of Finance**15. Written Debt Management Policy:**

Governing Body's approval date of the current version of the written debt management policy

12/05/2011

Is the debt obligation in compliance with and clearly authorized under the policy?

☒ Yes☐ No**16. Written Derivative Management Policy:**☒ No derivative

Governing Body's approval date of the current version of the written derivative management policy

Date of Letter of Compliance for derivative

Is the derivative in compliance with and clearly authorized under the policy?

☐ Yes☐ No**17. Submission of Report:**

To the Governing Body:

on 4/23/2020and presented at public meeting held on 4/23/2020

Copy to Director to OSLF:

on _____

either by:

☐ Mail to:Cordell Hull Building
425 Fifth Avenue North, 4th Floor
Nashville, TN 37243-3400

OR

☒ Email to:SLF.PublicDebtForm@cot.tn.gov**18. Signatures:**

AUTHORIZED REPRESENTATIVE

PREPARER

Name

A. Keith McDonald

Title

Mayor

Firm

Mayor

Email

kmcdonald@cityofbartlett.orgTennessee Municipal Bond Fundlmooningham@tmbf.net

Date

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 06/23/20 06:00 PM

Department: Finance

Category: Presentation

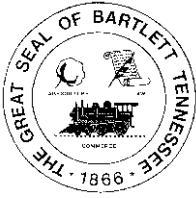
Prepared By: Dick Phebus

Department Head: Dick Phebus

Property, general liability, auto, worker's compensation, and other insurance renewals.

The city received property, general liability, auto, and worker's compensation insurance renewal quotes from Public Entity Partners. Bartlett School Board has elected to renew its general liability insurance separately. Building and property, auto, and worker's compensation insurance are quoted with combined city and school premiums as detailed in June 23, 2020 memorandum attached.

Thank you for your consideration of this insurance coverage renewal for Fiscal Year 2021.



City of Bartlett

A. Keith McDonald, Mayor

FINANCE DEPARTMENT MEMORANDUM

DATE: June 23, 2020
TO: Mayor and Board of Aldermen
FROM: Dick Phebus
RE: Property, Liability, Auto, and Other General Insurance renewals

We have received our Property, General Liability, Auto, and other insurance renewals for the 2021 fiscal year. Here is a summary of the various coverages:

	Fiscal 2018	Fiscal 2019	Fiscal 2020	Fiscal 2021
Gen. Liability, Law Enforcement, E & O, Auto Liability, Auto Physical Damage	City \$452,787	City \$460,814	City \$456,890	City \$383,849
Building & Property, EDP, Mobile Equip., Employee Dishonesty, Automatic Coverages	City \$167,638 Schools <u>\$272,496</u> Total \$440,134	City \$172,706 Schools <u>\$283,476</u> Total \$456,182	City \$176,582 Schools <u>\$287,997</u> Total \$464,579	City \$217,160 Schools <u>\$314,891</u> Total \$532,051
Worker's Comp.	City \$650,196 Schools <u>81,093</u> Total \$731,289	City \$680,375 Schools <u>81,093</u> Total \$731,289	City \$650,264 Schools <u>\$104,647</u> Total \$754,911	City \$544,523 Schools <u>\$ 74,542</u> Total \$619,065

Notes:

- Bartlett City Schools elected to renew their general liability policy separately in FY2021. They will reimburse the City of Bartlett for their share of the building and property premiums and worker's compensation premiums as shown in premium breakdown in Fiscal 2021 column in table above.
- Total Earthquake coverage is \$10 million. (*premium included in automatic coverages with Public Entity Partners*)
- Workers' Comp base rate decreased 6.7%. Our experience modifier increased from .852 to .863.
- Decrease to General Liability base rate of 1.70%; increase in Building & Property premium due to base rate increase of 15% plus increase in exposures.
- General liability premium includes coverage for *Ransomware, Social Engineering, and Data Restoration Expense*.
- All rates and premiums are net of TML member dividends of \$414,012 as follows:
 - Gen. Liability \$127,200
 - Buildings & Property \$ 31,882
 - Work Comp \$254,930

After carefully reviewing all rates, it is our recommendation that we continue coverage with Public Entity Partners (formerly The Pool) and renew our insurance coverages for fiscal year 2021.

Thank you for your consideration of this item.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 06/23/20 06:00 PM

Department: Engineering

Category: Bid

Prepared By: John Horne

Department Head: John Horne

Seventh year renewal of water tank maintenance project (10 Years).

Please award year seven of the project to Utility Service Company (Suez) in the amount of \$214,005.21. The project bid was for maintenance over a 10 year period. This Contract includes the renovation of the exterior of the Northhampton tank and the interior of the Brunswick '9' elevated tank. Also included are the annual inspections and miscellaneous repairs and appurtenances for each of our tanks. Funding is available in Account 510.51200.945. Thank you for your consideration.

AGREEMENT

THIS AGREEMENT, made this _____ day of August, 2019, by and between City of Bartlett, hereinafter called "OWNER" UTILITY SERVICE CO., INC., doing business as (an individual,) or (a Partnership,) or (a Corporation) hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the work identified as Contract Year Six (7) shown in the "Work Schedule" on Page WS-1 of: **Elevated Water Tank Maintenance Project**, project manual.
2. The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.
3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the NOTICE TO PROCEED and will complete the same within _____ calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.
4. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of \$ One Hundred Three Thousand Five Hundred Seventy-Seven and 69/100 Dollars (\$103,577.69), or as shown in the Bid schedule.
5. The term "CONTRACT DOCUMENT" means and includes the following:
 - (A) Advertisement for BIDS
 - (B) Information for BIDDERS
 - (C) BID
 - (D) BID BOND
 - (E) Agreement
 - (F) General Conditions
 - (G) Special Conditions
 - (H) Payment Bond
 - (I) Performance Bond
 - (J) NOTICE OF AWARD

A-1

Attachment: Tank Bid Tabulation (2801 : Seventh Year Water Tank Maintenance Project<<<Enter Short Title>>>)

(K) NOTICE TO PROCEED

(L) CHANGE ORDER

Change Order #1 given date 7/1/2019

(M) DRAWINGS none

(N) SPECIFICATIONS prepared or issued by City of Bartlett – Engineering Department

Dated April 29, 2013

(O) ADDENDA:

NO. 1, Dated May 8, 2013

NO. _____, Dated _____, 20

NO. _____, Dated _____, 20

NO. _____, Dated _____, 20

NO. _____, Dated _____, 20

NO. _____, Dated _____, 20

6. The OWNER will pay to the CONTRACTOR in the manner and at such time as set forth in the General Conditions such amount as required by the CONTRACT DOCUMENTS.

7. This Agreement shall be binding upon all parties hereto and their respectable heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, the Agreement in (3), each of which shall be deemed an original on the date first above written.

CITY OF BARTLETT
OWNER

BY _____

PRINT NAME A. Keith McDonald

TITLE Mayor, City of Bartlett

(SEAL)
ATTEST:

NAME _____
Print

TITLE _____

CONTRACTOR

BY _____

PRINT NAME _____

TITLE _____

**STATE OF GEORGIA
COUNTY OF HOUSTON**

Before me, the undersigned, a Notary Public, in and for said County and State, duly commissioned and qualified, personally appeared _____, with whom I am personally acquainted and who upon oath acknowledged that he/she executed the foregoing instrument for the purpose contained therein as his/her own free act and deed.

Witness my hand and notary seal the _____ day of _____, 20____.

Notary Public

My Commission expires: _____

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BID TABULATION—ELEVATED TANK MAINTENANCE PROJECT

BID TOTAL FOR INITIAL CONTRACT YEAR (FISCAL YEAR 2014)	\$ <u>Complete</u>
BID TOTAL FOR FISCAL YEAR 2015	\$ <u>Complete</u>
BID TOTAL FOR FISCAL YEAR 2016	\$ <u>Complete</u>
BID TOTAL FOR FISCAL YEAR 2017	\$ <u>Complete</u>
BID TOTAL FOR FISCAL YEAR 2018	\$ <u>Complete</u>
BID TOTAL FOR FISCAL YEAR 2019	\$ <u>Complete</u>
BID TOTAL FOR FISCAL YEAR 2020	\$ <u>214,005,21</u>
BID TOTAL FOR FISCAL YEAR 2021	\$ <u>163,773.16</u>
BID TOTAL FOR FISCAL YEAR 2022	\$ <u>396,667,.29</u>
BID TOTAL FOR FISCAL YEAR 2023	\$ <u>138,345,76</u>
TOTAL BID	\$ <u></u>
TOTAL BID AMOUNT FOR PROJECT IN WORDS	<u></u>

Contractor

Telephone Number

Authorized Representative

Date

Print Name _____

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Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 06/23/20 06:00 PM

Department: Engineering

Category: Bid

Prepared By: Becky Bailey

Department Head: John Horne

Bid for annual transportation projects.

The Fiscal Year 2021 annual bids for Concrete Replacement and Traffic Signal Maintenance were advertised in *The Daily News* on May 8, 2020. On May 22, 2020, we received one bid for Concrete Replacement and no bids for Traffic Signal Maintenance. The bidding period was extended (by addendum) for Traffic Signal Maintenance and we received one bid on June 11, 2020 for Traffic Signal Maintenance. The bid prices submitted by the contractors are included in the attachments. Based on the bid prices submitted, please award these bids to each of the following contractors:

Concrete Replacement

Encor, Inc.

Traffic Signal Maintenance

McCrory Electric Co.

The Concrete Replacement contract for FY2021 is being awarded to Encor, Inc. for the period from July 1, 2020 through June 30, 2021. Traffic Signal Maintenance is being awarded to McCrory Electric Company.

Funding is available in Account 121.48121.979, 121.48121.278 and 121.48121.279.

Both of these contractors have performed work in the City of Bartlett.

A copy of the bid tabulation sheets are attached.

Bidder's Tabulation Sheet
 FY2020-05-052 Concrete Replacement
 Due Date: Friday, May 22, 2020 2:00 pm

Item	Unit	Vendor 1	Vendor 2	Vendor 3
		Enscor		
		Bid Price	Bid Price	Bid Price
6-30 Curb and Gutter (SCS-1)	LF	45.00		
Drive Gutter	LF	43.00		
5' Minimum Handicap Ramp (SCS-2)	EACH	2500.00		
10' New Construction Ramp with Coping (SCS-3)	EACH	3000.00		
10' New Construction Ramp (SCS-4)	EACH	3500.00		
10' Retrofit Ramp with Coping (SCS-5)	EACH	4000.00		
10' Retrofit Ramp (SCS-6)	EACH	4500.00		
One Way Handicap Ramp (SCS-7)	EACH	2000.00		
T-Intersection Parallel Handicap Ramp (SCS-8)	EACH	2000.00		
Coping Wall (SCS-2, SCS-3, SCS-5)	LF	35.00		
Detectable Warning Surface Mat (all ramp details)	EACH	300.00		
Driveway Apron, Residential 6" (SCS-9, SCS-12)	SF	23.00		
Driveway Apron, Commercial 8" (SCS-12)	SF	25.00		
Remove and Replace Sidewalk (SCS-10)	LF	60.00		
New Construction Sidewalk (SCS-10)	LF	40.00		
Saw-Cutting (4" thick)	LF	4.50		
Saw-Cutting (6" or 8" thick)	LF	6.00		
Water Table (SCS-11)	SF	25.00		
Caulk	LF	2.00		
Sod	SY	6.00		
Fill Sand	TON	25.00		
CR-610 Crushed Limestone	TON	35.00		

Attachment: CONCRETE REPLACEMENT unit prices (2800 : Transportation Engineering Yearly Bids)

BID TABULATION

FY2020-05-053 TRAFFIC SIGNAL MAINTENANCE

DUE: JUNE 11, 2020 2:00 PM

McCrary Electric

Vendor 2

Personnel		Rate/Hour		Rate/Hour	
Item	Employee Classification	Business Hours (M-F, 8AM-5PM)	After Hour/ Emergency	Business Hours (M-F, 8AM-5PM)	After Hour/ Emergency
1	Traffic Signal Technician, IMSA Level 1	70.85	98.15		
2	Traffic Signal Technician, IMSA Level 2	74.70	103.90		
3	Traffic Signal Aide	6.10	92.50		
4	Journeyman Electrician	67.10	92.50		
5	Electrician Helper	53.30	73.60		

Equipment		Rate/Hour		Rate/Hour	
Item	Description	Business Hours (M-F, 8AM-5PM)	After Hour/ Emergency	Business Hours (M-F, 8AM-5PM)	After Hour/ Emergency
1	Bucket Truck	40.00	40.00		
2	3/4 ton Crew Truck	15.00	15.00		
3	1 ton Service Truck	20.00	20.00		
4	Pole trailer	110.00	150.00		
5	Excavator	85.00	85.00		
6	Trencher	62.00	62.00		
7	15 ton Boom Truck	165.00	205.00		

Materials Markup (%)

Cost +tax+%

10%

%

Attachment: TRAFFIC SIGNAL MAINTENANCE unit prices (2800 : Transportation Engineering Yearly Bids)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 06/23/20 06:00 PM

Department: Planning and Economic Development

Category: Report

Prepared By: Sam Harris

Department Head: Kim Taylor

Planning Commission Report for June 2020.

New Business

Hearing

Special Use Permit

I. Celebration of Life Funeral Services - Funeral Home use of 5803 Stage Road (Mario and Cara Carver, Celebration of Life Funeral Services)

INTRODUCTION: Mr. Mario Carver and Mrs. Cara Carver with Celebration of Life Funeral Services are requesting Planning Commission approval for a Special Use Permit (SUP) to allow a funeral home use at 5803 Stage Road. The subject property is located within the "CG-MS" General Business Zoning District with Main Street Overlay.

BACKGROUND: The original Bartlett Funeral Home was considered a permitted use as an "Undertaking Establishment" as allowed in the 1993 Zoning Ordinance. In December 2002, the Board of Mayor and Aldermen amended the Zoning Ordinance (Ordinance 02-16) and replaced the "Undertaking Establishment" use with the "Funeral Home" use requiring a Special Use Permit (SUP). The former Bartlett Funeral Home was permitted to continue operations as a non-conforming use. However, the Bartlett Funeral Home ceased operations in December 2018, and has remained closed to-date losing its non-conforming status. Since the non-conforming use was discontinued for greater than six (6) consecutive months as described in Article VII, Section 5 of the Bartlett Zoning Ordinance, the subject property must be used in conformity with the regulations of the zoning district in which it is located.

DISCUSSION: The applicant is proposing to operate the funeral home in the same capacity as the previous owner. The existing funeral home building is 3,674 square feet and was constructed in 1960. The applicant is proposing an estimated 20 person occupancy load for the viewing/visitation room, and a 60 person occupancy load to be split within the main chapel and the lobby/reception area (80 person occupancy load). The subject property is already fully developed with an existing parking lot and driveway access on Stage Road.

Article V, Chart I of the Bartlett Zoning Ordinance permits the funeral home use in the "C-G" General Business Zoning District with the granting of a Special Use Permit by the Board of Mayor and Aldermen. Surrounding uses include: restaurants, various offices, banks, automotive repair and oil change business, and light industrial uses ("I-O" zoning).

Recommendation: Favorable recommendation to the Board of Mayor and Aldermen with conditions.

Approved favorable recommendation to the Board of Mayor and Aldermen with conditions of staff, no parking on the grass or gravel area, only on the marked pavement on that lot, and signed shared parking agreement.

2. West Tennessee Funeral Associates - Funeral Home of 5809 Stage Road (Cindy Phillips, West Tennessee Funeral Associates dba Heritage Funeral Home and Cremation)

INTRODUCTION: Ms. Cindy Phillips with West Tennessee Funeral Associates dba Heritage Funeral Home and Cremation is requesting Planning Commission approval for a Special Use Permit (SUP) to allow a funeral home use at 5809 Stage Road. The subject property is located within the “CG-MS” General Business Zoning District with Main Street Overlay.

BACKGROUND: The original Bartlett Funeral Home was considered a permitted use as an “Undertaking Establishment” as allowed in the 1993 Zoning Ordinance. In December 2002, the Board of Mayor and Aldermen amended the Zoning Ordinance (Ordinance 02-16) and replaced the “Undertaking Establishment” use with the “Funeral Home” use requiring a Special Use Permit (SUP). The former Bartlett Funeral Home was permitted to continue operations as a non-conforming use. However, the Bartlett Funeral Home ceased operations in December 2018, and has remained closed to-date losing its non-conforming status. Since the non-conforming use was discontinued for greater than six (6) consecutive months as described in Article VII, Section 5 of the Bartlett Zoning Ordinance, the subject property must be used in conformity with the regulations of the zoning district in which it is located.

DISCUSSION: The applicant is proposing funeral home use in the same capacity as the previous owner. The existing 2,940 square foot building that was constructed in 1968 will maintain the subject property’s current layout for serving families making funeral service arrangements, office space, employee breakroom, and file storage. The applicant is proposing no gatherings for any purpose other than families making funeral arrangements. The applicant states that no company vehicles (hearses, vans, etc.) will be kept at this location. The subject property is already fully developed with an existing parking lot and driveway access on Stage Road.

Recommendation: Favorable recommendation to the Board of Mayor and Aldermen with conditions of staff.

Approved favorable recommendation to the Board of Mayor and Aldermen with conditions of staff, no parking on the grass or gravel area, only on the marked pavement on that lot, and signed shared parking agreement.

3. Murphy USA Convenience Store and Gas Station, 6506 Memphis Arlington (Pov Chin, JM Civil Engineering)

INTRODUCTION: Mr. Pov Chin with JM Civil Engineering is requesting Planning Commission (PC) approval of a revised site plan on behalf of Murphy Oil USA. The subject property is located at 6505 Memphis-Arlington Road within the “SC-1” Planned Unit Commercial Development Zoning District.

BACKGROUND: On June 3, 2002, the PC approved a site plan for an automobile gas station with a customer service kiosk.

DISCUSSION: The applicant on behalf of Murphy USA is proposing a revised site plan to completely demolish the existing site (including: kiosk store, gas canopy, and underground fuel storage tanks), in order to construct a 1,400 square foot convenience store and six dual sided automobile gas pumps. In addition, the applicant is proposing separate freestanding concrete pads away from the convenience store along the south parking lot curb line for an ice machine dispenser and a propane tank dispenser. The specifics of the revised site plan are as follows:

Site Data	
Site Area:	0.56-acres/24,415-square feet
Proposed Total Building Area:	1,400-square feet
Total Required Parking Spaces (based on maximum of 4 employees)	14 (1 Handicap required)
Total Proposed Parking Spaces:	16 (1 Handicap required)
Handicap Accessible Proposed:	1 (1 ADA Van)
Regular Proposed:	15
Greenspace/Open space:	20% (pre-existing was 25.6%)
Building Height:	One-story

Recommendation: Approval with conditions.

Approved with conditions of staff.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 2804)

Meeting: 06/23/20 06:00 PM

Department: Planning and Economic Development

Category: Special use permit

Prepared By: Sam Harris

Initiator: Kim Taylor

Sponsors:

DOC ID: 2804 A

Set a public hearing for July 28, 2020 for Resolution 15-20, a resolution approving a Special Use Permit to allow funeral home use to be located at 5803 Stage Road within the "CG-MS" General Business with Main Street Overlay zoning district.

WHEREAS, an application has been made for a Special Use Permit to allow a Funeral Home use to be located at 5803 Stage Road within the "CG-MS" General Business with Main Street Overlay Zoning District.

WHEREAS, the Planning Commission due to the COVID-19 Global Pandemic and adhering to all Federal, State and Local Emergency Proclamations and Guidelines to protect the health, safety and welfare of our citizens, held a meeting electronically via teleconference per Executive Order #34 on June 1, 2020. The Planning Commission reviewed the proposed Special Use Permit to allow Funeral Home use to be located at 5803 Stage Road on Monday, June 1, 2020, in accordance with their regulations and recommended approval of the Special Use Permit; and

WHEREAS, the Board of Mayor and Aldermen held a Public Hearing on the 28th day of July, 2020, and approved the Special Use Permit to allow Funeral Home use to be located at 5803 Stage Road, subject to the following conditions:

Engineering Conditions: None

Planning Comments:

1. According to Article VII, Section 5 of the Bartlett Zoning Ordinance, Non-Conforming Uses of Structures or of Structures and Premises in Combination, if a use ceases to exist during six (6) consecutive months, then the subject property must be used in conformity with the regulations of the zoning district in which it is located. The funeral home business has ceased operation since December 2018.

Planning Conditions:

1. The applicant shall be responsible to meet the "assembly" occupancy building code requirements should the occupant load exceed 49 persons, or the proposed floor plan is altered.
2. The property has an insufficient number of parking spaces. There are currently 17 parking spaces on the property. Staff recommends 33 parking spaces of which 2 parking spaces would be required to be handicap accessible. The other option may be to reduce their proposed occupancy load by 50%, to match the existing parking lot conditions.
3. The parking lot servicing the subject property, and the adjacent properties at 5785, 5809, and 5811 Stage Road are all tied together by interchangeable cross access across property lines. Staff recommends the applicant obtain a shared parking agreement from the adjacent

property located at 5785 Stage Road.

4. The applicant may not operate the business at the subject property to have the occupant load exceed the existing parking spaces.
5. Motion was made to recommend approval to the Board of Mayor and Aldermen based on staff conditions, no parking on the grass or gravel area, only on the marked pavement on that lot, and signed shared parking agreement.

WHEREAS, the Board of Mayor and Aldermen have determined that this Special Use Permit should be approved;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, that the Special Use Permit to allow Funeral Home use to be located at 5803 Stage Road, incorporating the above listed conditions, is approved.

ADOPTED THIS 28th DAY OF JULY, 2020.

W.C. Pleasant, Register to the
Board of Mayor and Aldermen

A. Keith McDonald, Mayor

Penny Medlock, City Clerk

Bartlett Planning and
Economic Development Department
6382 Stage Road, P.O. Box 341148
Bartlett, TN 38184-1148
901-385-6417 FAX 901-385-6419
www.cityofbartlett.org

Bartlett Planning Commission

Application for Special Use Permit Approval

Consultation with the staff is encouraged prior to the completion of this application form.

Requested Special Use Funeral Home
 Property Address 5803 Stage Road
 Present Zoning CG-MS
 Owner/Developer Contact Mario Carver Phone (901) 827-3182
 Company Name Celebration of Life Funeral Services Fax (901) 509-8374
 Address 5803 Stage Road Bartlett, TN 38134
 Email Address caracarver1976@gmail.com
 Architect Contact NA Phone _____
 Company Name _____ Fax _____
 Address _____
 Email Address _____
 Engineer Contact NA Phone _____
 Company Name _____ Fax _____
 Address _____
 Email Address _____

Submitted by Mario Carver [Signature] 2/18/2020
(printed name) (signature) (date)
 Email Address caracarver1976@gmail.com Phone (901) 827-3182 Fax (901) 509-8374

 Acknowledge (by initials in the blank to the left) that the "Application Instructions: Planning Commission" were obtained and read prior to submitting this application.

 Attach a checked-off "Special Use Permit Checklist" and all items required therein.

 Provide 18-folded ($\pm 10'' \times 13''$) sets of plans with a copy of the signed application attached to each set.

 Provide an electronic PDF file of the plans. Note that an updated electronic file is required when plans are revised. The electronic file shall be labeled with the project name and accurately dated.

 Include a fee with this application (check payable to the City of Bartlett) of \$500.00 for five (5) acres or less, plus \$50.00 per acre (after the first five) to a maximum of \$3,000.00. **The fee is not refundable.**

I, the property owner(s) hereby authorize the filing of this application.

Barbara Wells
(print name)

[Signature]
(signature)



CELEBRATION OF

FUNERAL SERVICES

March 2, 2020

Bartlett Planning and Economic Development Department
6382 Stage Road
Bartlett, TN 38184-1148

Dear Sir or Madam:

My name is Cara Carver and I am a licensed embalmer and funeral director with the State of Tennessee. I am requesting a special use permit for the opening of my small business, a funeral home to be housed at 5803 Stage Road, Bartlett, TN. It is my desire to help the community of Bartlett and surrounding areas to provide proper and heartfelt funeral and burial services for their deceased loved ones. In the future, it is my goal to provide preneed services and funeral preplanning options.

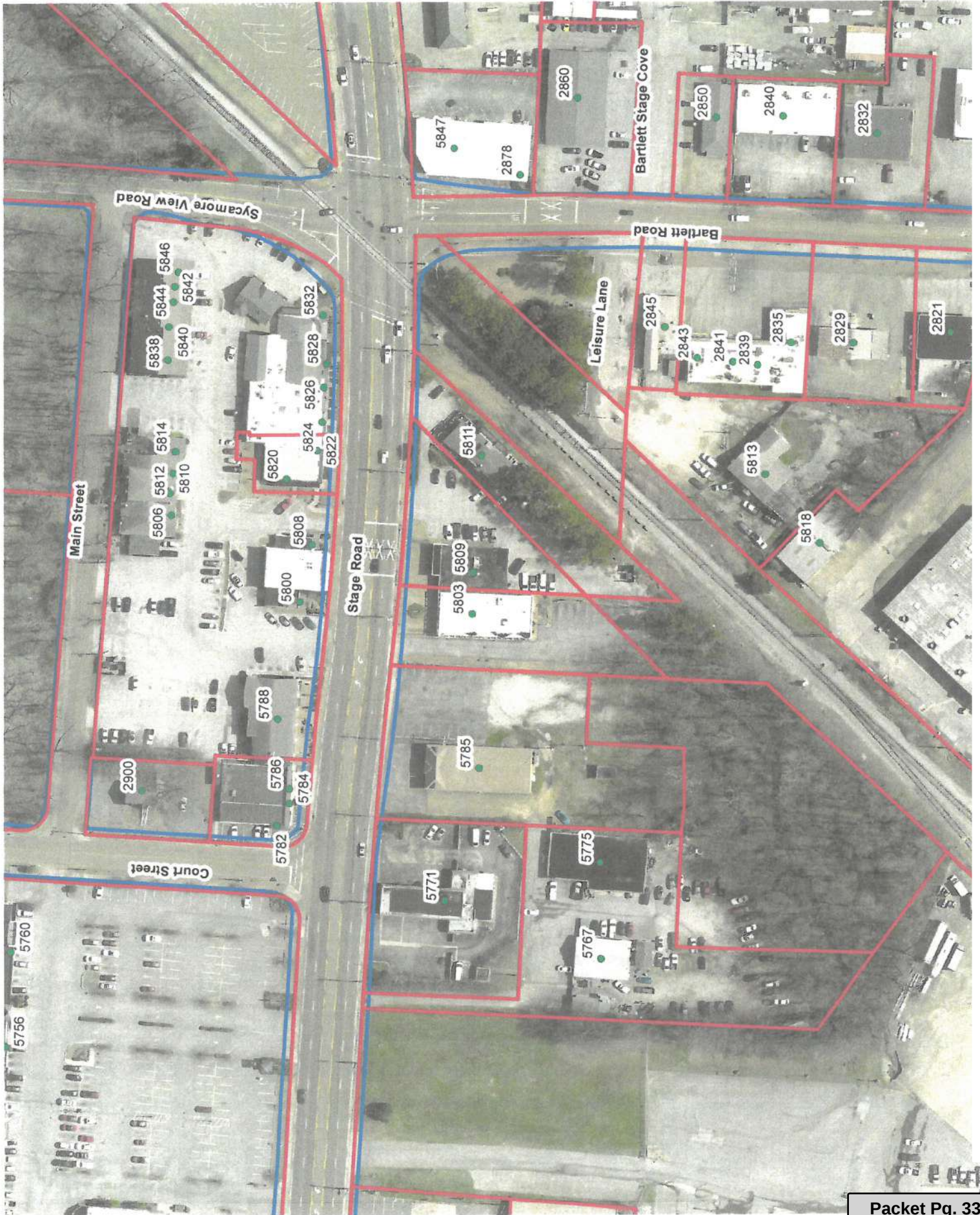
The property is the former location of Bartlett Funeral Home, owned and managed for many years by Al Tacker. The firm closed approximately December 2018 and the space has been vacant since that time. I have signed a lease and am planning to open in that space, maintaining the property's current layout for the viewing rooms, chapel, employee breakroom, office space, etc. No construction, destruction or erection of any walls will take place. I am using this property in the same capacity as the previous owner, therefore no changes are being implemented.

If further information is needed or requested, please contact me at (901) 827-3182 or my property manager Mr. Sam Zalowitz at (901) 550-5295.

Regards,

Mario and Cara Carver, Owners
Celebration of Life Funeral Services

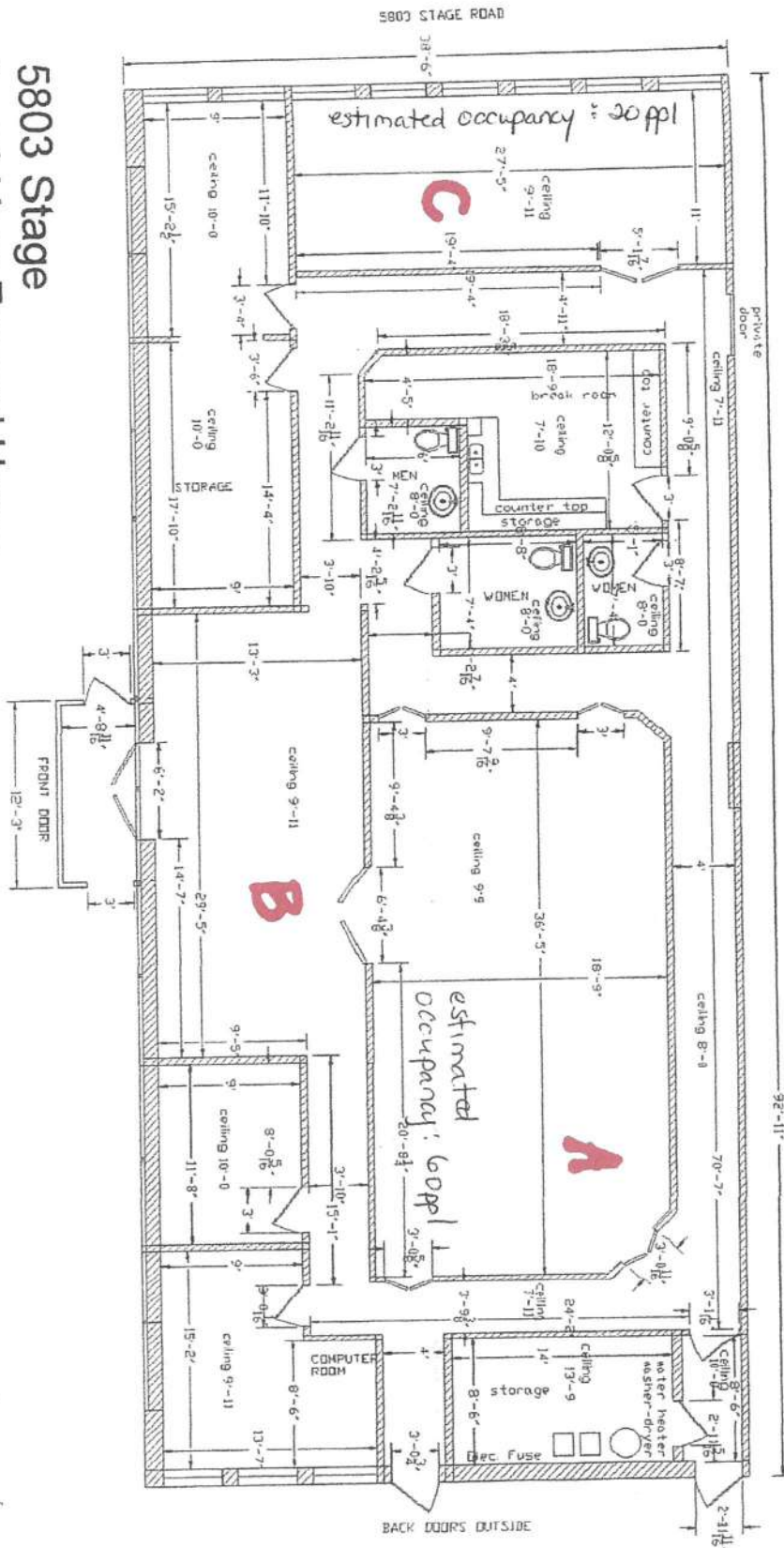
Attachment: 5803 Stage SUP (2804 : Res 15-20 SUP Celebration of Life Funeral Home 5803 Stage Road)



Attachment: 5803 Stage SUP (2804 : Res 15-20 SUP Celebration of Life Funeral Home 5803 Stage Road)



Attachment: 5803 Stage SUP (2804 : Res 15-20 SUP Celebration of Life Funeral Home 5803 Stage Road)



Main Chapel
Lobby Reception Area
Viewing/Visitation Room

CELEBRATION OF



FUNERAL SERVICES

5803 Stage Road - Bartlett, Tennessee 38134 - 901.827.3182 o 901.509.8374 f



Cara D. Carver

Licensed Embalmer and Funeral Director

We here at Celebration of Life Funeral Services know that the loss of a loved one is difficult. We all have experienced it to some degree: a parent, a child, a grandparent, or a friend. The staff here is dedicated to assisting you with the utmost respect and compassion as we guide you through the arrangement process. Celebration of Life is family owned and operated and will be here for you and your family when the time comes. Experience the love, dedication and empathy that our firm is devoted to delivering to each and every one of the families we come in contact with as we celebrate the life and cherish the memory of your loved one. Experience the experience of Celebration of Life, where your heart's joy is our joy to help you celebrate.

Assessor of Property

[View](#)

+

+

+

+

+

+

+

Packet Pg. 37

Earl Brewer
2968 Court St.
Bartlett, TN 38134

Jaskco Properties LLC
9245 Poplar Ave. Ste 5-326
Germantown, TN 38138-7931

Boyd Twenty LLC
744 S. Whitestation Rd.
Memphis, TN 38117

Alan Higdon
2923 Court St.
Bartlett, TN 38134

CLC Family Enterprises LLC
5712 Stage Rd.
Bartlett, TN 38134

Shubh Labh LLC
30 Harden Dock Rd.
Counce, TN 38326

Laura Hope Property LLC
6989 Cutter Mill Rd.
Bartlett, TN 38134

Malcum & Juanita Cain
5717 Hood Ave.
Memphis, TN 38134

Bartlett City Board of Education
5705 Stage Rd.
Bartlett, TN 38134

Harold & Shirley Hasting Living
Trust
5675 Hilltop Rd.
Memphis, TN 38135

Kaam Investments
8104 Cambury Cv. W
Germantown, TN 38138

Phillip & Dianne Robbins
2947 Court St.
Memphis, TN 38134

Estate of Malcolm Hawkins Sr.
and Malcolm & Patti Hawkins
2751 Elmore Park Rd.
Memphis, TN 38134

Alan Higdon
2928 Court St.
Bartlett, TN 38134

Quality Memphis Properties LLC
923 Payne Ave.
St. Paul, MN 55130

Side Porch Steak House LLC
6064 Bartley Ridge Dr.
Bartlett, TN 38135

Christy Brawner
3143 Woodland Crest Dr.
Lakeland, TN 38002

Martin Chow
1840 Young Ave.
Memphis, TN 38114

American Propertis Company LP
5720 Stage Road Ste E
Bartlett, TN 38134

Town of Bartlett
2969 Court St.
Memphis, TN 38134

Loraine Evans
2957 Sycamore View
Bartlett, TN 38134

James and Crandall Quinn
2943 Sycamore View Rd.
Bartlett, TN 38134

South Willett
PO Box 171247
Memphis, TN 38187

Bradford Guthrie
2845 Bartlett Rd.
Bartlett, TN 38134

Umar Yusuf
8376 Windersville Dr.
Bartlett, TN 38133

DMB Holding LLC
4198 Loch Meade Dr.
Lakeland, TN 38002

Vickie Tart
3707 Doe Valley Cv.
Bartlett, TN 38135

Jonny & Anne Filsinger
4009 Lighthouse Cv.
Arlington, TN 38002

Damon-Marcus Company
5871 Stage Rd.
Bartlett, TN 38134

Amazing Real Estate LLC
5798 Ferguson Rd.
Bartlett, TN 38134

Yida Property Management
9699 Leeward Slopes Dr.
Arlington, TN 38002

Mohammed & Kadijatuh Bah
10376 Buckley Brian Ln.
Collierville, TN 38017

Frank and Frank LLC
1000 N. US Hwy 1 Unit E102
Jupiter, FL 33477

Kaam Investments LLC
85104 Cambury Cv. W
Germantown, TN 38138

Norman & Debbie Timbs
8570 Memphis Arlington Rd.
Memphis, TN 38133

David Jackson
139 Cypress Creek Rd.
Linden, TN 37096

Apostolic Pentecostal Temple
2774 Bartlett
Bartlett, TN 38134

Robert Millikin
2923 Sycamore View
Bartlett, TN 38134

James and Crandall Quinn
2943 Sycamore View Rd.
Memphis, TN 38134

Nicole Whitehead
2977 Sycamore View
Memphis, TN 38134

David and Vicki Payton
2969 Sycamore View Rd.
Memphis, TN 38134

Gemtone Inc
PO Box 3560
Topeka, KS 66601

Charles and Tracy Rich
2850 Bartlett Rd.
Memphis, TN 38134

SBC Investments LLC
12152 Brookstone Dr.
Knoxville, TN 37934



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 2805)

Meeting: 06/23/20 06:00 PM

Department: Planning and Economic Development

Category: Special use permit

Prepared By: Sam Harris

Initiator: Kim Taylor

Sponsors:

DOC ID: 2805

Set a public hearing for July 28, 2020 for Resolution 16-20, a resolution approving a Special Use Permit to allow funeral home use to be located at 5809 Stage Road within the "CG-MS" General Business with Main Street Overlay zoning district.

WHEREAS, an application has been made for a Special Use Permit to allow a Funeral Home use to be located at 5809 Stage Road within the "CG-MS" General Business with Main Street Overlay Zoning District.

WHEREAS, the Planning Commission due to the COVID-19 Global Pandemic and adhering to all Federal, State and Local Emergency Proclamations and Guidelines to protect the health, safety and welfare of our citizens, held a meeting electronically via teleconference per Executive Order #34 on June 1, 2020. The Planning Commission reviewed the proposed Special Use Permit to allow Funeral Home use to be located at 5809 Stage Road on Monday, June 1, 2020, in accordance with their regulations and recommended approval of the Special Use Permit; and

WHEREAS, the Board of Mayor and Aldermen held a Public Hearing on the 28th day of July, 2020, and approved the Special Use Permit to allow Funeral Home use to be located at 5809 Stage Road, subject to the following conditions:

Engineering Conditions: None

Planning Comments:

1. According to Article VII, Section 5 of the Bartlett Zoning Ordinance, Non-Conforming Uses of Structures or of Structures and Premises in Combination, if a use ceases to exist during six (6) consecutive months, then the subject property must be used in conformity with the regulations of the zoning district in which it is located. The funeral home business has ceased operation since December 2018.

Planning Conditions:

1. The applicant shall be responsible to meet the "assembly" occupancy building code requirements should the occupant load exceed 49 persons, or the proposed floor plan is altered.
2. The property has an insufficient number of parking spaces. There are currently 17 parking spaces on the property. Staff recommends 22 parking spaces of which one parking space would be required to be handicap accessible. The other option may be to reduce their proposed occupancy load by 27%, to match the existing parking lot conditions.
3. The parking lot servicing the subject property, and the adjacent properties at 5785, 5809, and 5811 Stage Road are all tied together by interchangeable cross access across property lines. Staff recommends the applicant obtain a shared parking agreement from the adjacent

property located at 5811 Stage Road.

4. The applicant may not operate the business at the subject property to have the occupant load exceed the existing parking spaces.
5. Motion was made to recommend approval to the Board of Mayor and Aldermen based on staff conditions, no parking on the grass or gravel area, only on the marked pavement on that lot, and signed shared parking agreement.

WHEREAS, the Board of Mayor and Aldermen have determined that this Special Use Permit should be approved;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, that the Special Use Permit to allow Funeral Home use to be located at 5809 Stage Road, incorporating the above listed conditions, is approved.

ADOPTED THIS 28th DAY OF JULY 2020.

W.C. Pleasant, Register to the
Board of Mayor and Aldermen

A. Keith McDonald, Mayor

Penny Medlock, City Clerk

Bartlett Planning and
Economic Development Department
6382 Stage Road, P.O. Box 341148
Bartlett, TN 38184-1148
901-385-6417 FAX 901-385-6419
www.cityofbartlett.org

Bartlett Planning Commission
Application for Special Use Permit Approval

Consultation with the staff is encouraged prior to the completion of this application form.

Requested Special Use Funeral Home Arrangement office
Property Address 5809 Stage Road
Present Zoning C6-MS
Owner/Developer Contact Cindy Phillips Phone 901-292-4390
Company Name Heritage Funeral Home and Cremation Fax 901-507-9134
Address 6000 Poplar Ave Ste 250 Memphis TN 38119
Email Address info@heritagefuneralhome@gmail.com
Architect Contact N/A Phone _____
Company Name _____ Fax _____
Address _____
Email Address _____
Engineer Contact N/A Phone _____
Company Name _____
Address _____
Email Address _____

RECEIVED

MAY 07 2020

CITY OF BARTLETT

Submitted by CINDY PHILLIPS Cindy Phillips 05/07/2020
(printed name) (signature) (date)
Email Address info@heritagefuneralhome@gmail.com Phone 901-292-4390 Fax 901-507-9134

- COP Acknowledge (by initials in the blank to the left) that the "Application Instructions: Planning Commission" were obtained and read prior to submitting this application.
- COP Attach a checked-off "Special Use Permit Checklist" and all items required therein.
- N/A Provide 18-folded ($\pm 10" \times 13"$) sets of plans with a copy of the signed application attached to each set.
- COP Provide an electronic PDF file of the plans. Note that an updated electronic file is required when plans are revised. The electronic file shall be labeled with the project name and accurately dated.
- COP Include a fee with this application (check payable to the City of Bartlett) of \$500.00 for five (5) acres or less, plus \$50.00 per acre (after the first five) to a maximum of \$3,000.00. The fee is not refundable.

I, the property owner(s) hereby authorize the filing of this application.

CHRIS D. HEINZ Chris D. Heinz 5/7/20
(print name) LPS MEMPHIS, INC. (signature) (date)

Bartlett Planning and
Economic Development Department
6382 Stage Road, P.O. Box 341148
Bartlett, TN 38184-1148
901-385-6417 FAX 901-385-6419
www.cityofbartlett.org

Special Use Permit Checklist

Plot Plan and Legal Description (each parcel, if more than one)

- Plot plan, drawn to scale, showing the following information for each parcel (several parcels may be included on one sheet):
- ☒ Adjoining public street rights-of-way
 - ☒ Area (acres)
 - ☒ Present zoning
 - ☒ Requested special use, including purpose (attach statement, one page maximum)
 - N/A Area in which buildings are proposed to be located, showing setback dimensions from line.
 - ☐ Drainage
 - ☒ Driveways
 - ☒ Parking area
 - N/A Buffer planting areas
 - ☒ Type and location of any easements
 - N/A If Site Plan application and approval are necessary, conformance to Tree Ordinance is required.

Other pertinent information as required through staff consultation.

N/A Legal description (may be attached to plot plan).

☒ One (1) PDF file of the plot plan, for display at the Planning Commission meeting.

Vicinity Map

☒ Vicinity map, drawn to a convenient scale, showing the subject property and all parcels within a 1,000-foot radius. Every parcel shall indicate owner's name and the streets, roads or alleys that each parcel fronts upon.

☒ One (1) PDF file of the vicinity map, for display at the Planning Commission meeting.

Property Owners

☒ List of all property owners within 1,000 feet or a minimum of fifty (50) property owners, whichever results in the greater number of owners. A xerographic copy of the mailing labels may serve as the list.

☒ Self-adhesive mailing labels for the list of property owners (two sets).

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED



May 7, 2020

Re: 5809 Stage Rd., Bartlett, TN 38134

To whom it may concern,

Please allow this letter to serve as official notice that West Tennessee Funeral Associates, LLC is the tenant of Loeb Bros. Realty, L.P. at 5809 Stage Rd., Bartlett, TN 38134. Feel free to contact me with any questions, comments, or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris D. Heinz".

Chris D. Heinz, Vice President Property Management
LPI Memphis, Inc.

Attachment: 5809 Stage SUP (2805 : Res 16-20 West TN /Heritage Funeral Home 5809 Stage Road)

Heritage Funeral Home & Cremation
6000 Poplar Avenue Suite 250, Memphis, TN 38119
(901) 685-0723

April 17, 2020

Intended Operations at 5809 Stage Road, Bartlett, TN

West Tennessee Funeral Associates is now the owner of Heritage Funeral Home and Cremation, and Bartlett Funeral Home which has been located in and well-known in Bartlett for more than twenty years. These establishments were formerly owned by Alfred Tacker. While both establishment names have been purchased from Mr. Tacker, we are only operating Heritage Funeral Home at this time.

We are requesting use of the property at 5809 Stage Rd for the sole purpose of making funeral service arrangements, office/admin and file storage. No decedents will be brought to this location. There would be no "gatherings" for any purpose other than families making funeral arrangements.

Arrangement appointments are typically attended by only a few family members, sometimes only one family member attends.

This particular location is desirable because of its close proximity to the former location of Bartlett Funeral Home, and is convenient and easily accessible for our families.

No company vehicles (hearses, vans, etc) will be kept at this location. The only display items would be kept inside the property such as merchandise examples for families to choose from while planning services.

Cynthia (Cindy) Phillips continues as the manager of the funeral home. She is our personnel who would be working in this location to serve our families.

9	49 CANPY RF/SLB (441)	9
9	49 MULT-USE RET (441)	9
51	49 MULT-USE RET (2499)	51
4	32 CANPY RF/SLB 32	4

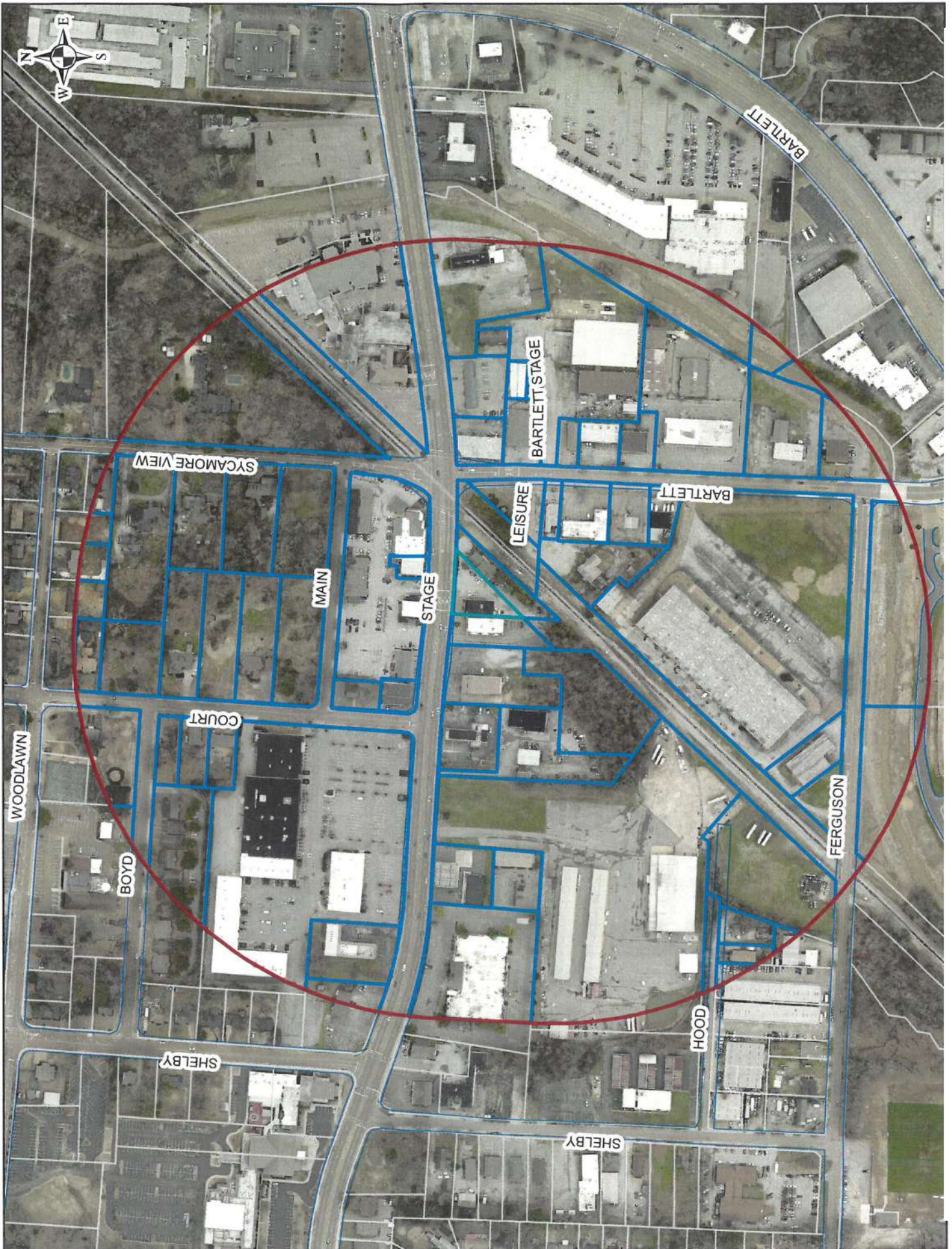
Jur: 000
Parcel: B0156 00564
Taxyr: 2020
Card: 1

Code	Description	Area
083	MULTI-USE RE ...	2499
083	MULTI-USE RE ...	441
CP6	CANOPY ROO ...	128
CP6	CANOPY ROO ...	441
PA1	PAVING ASPHA...	8000*

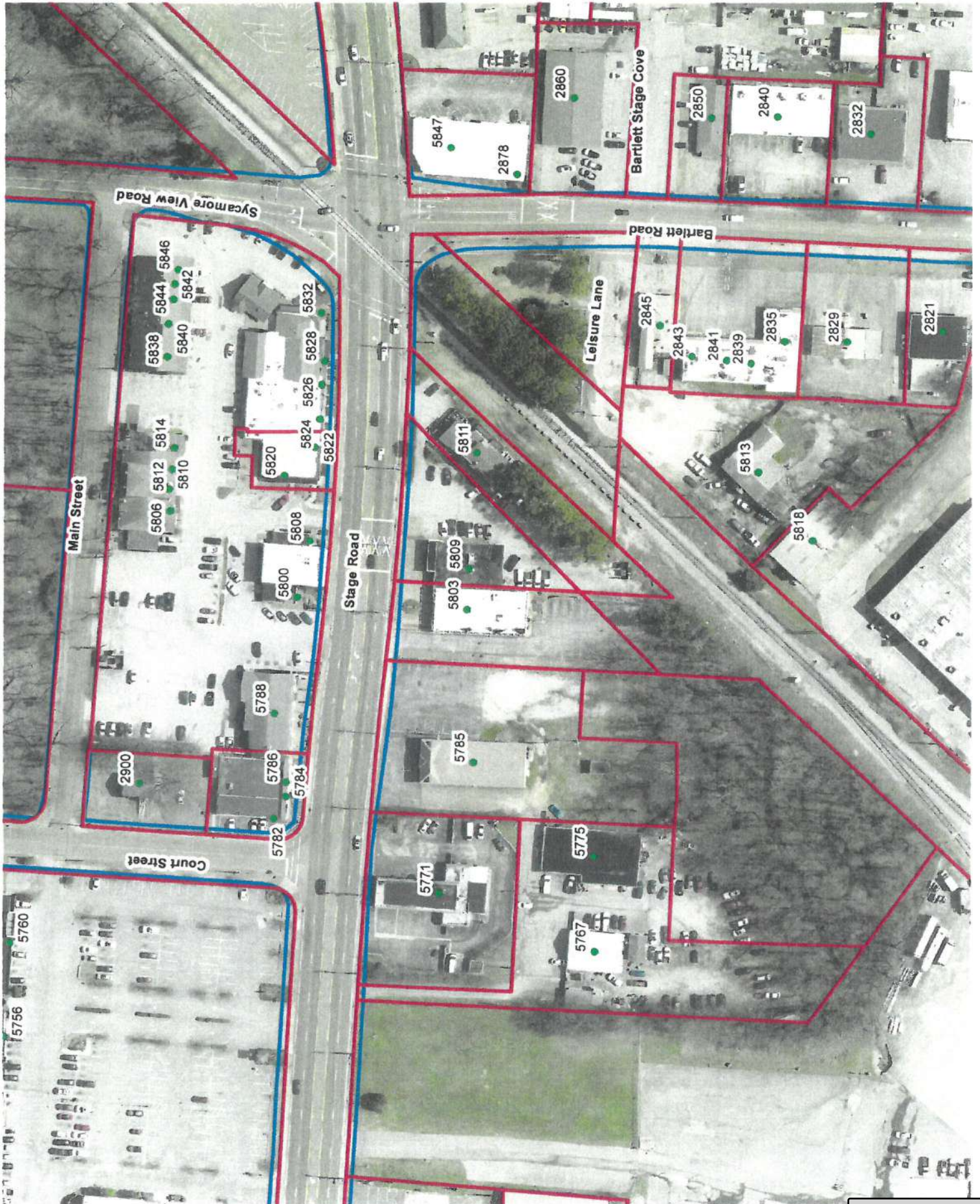
Year Built: 1968

Investment Grade: D

Building Square Footage: 2940



Attachment: 5809 Stage SUP (2805 : Res 16-20 West TN /Heritage Funeral Home 5809 Stage Road)



Attachment: 5809 Stage SUP (2805 : Res 16-20 West TN /Heritage Funeral Home 5809 Stage Road)





Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 2797)

Meeting: 06/23/20 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2797

Resolution 18-20, a resolution to amend the Fiscal Year 2020 Capital Improvement Program Fund Budget and appropriate funds for construction of Bartlett Public Works City Shop.

WHEREAS, the City of Bartlett did enter into a contract with Legacy Construction in April 2020 for the construction of a new city shop for the City; and

WHEREAS, the Board of Mayor and Aldermen approved funding in the FY20 Capital Improvement Program budget for this project in the amount of \$2,650,000; and

WHEREAS, after review of the bid from Legacy Construction it is necessary to provide additional funding in FY20; and

WHEREAS, it is necessary to amend the FY2020 Capital Improvement Program Fund budget to appropriate \$2,000,000 in funding for this project;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, that the FY2020 Capital Improvement Program Fund budget is amended \$2,000,000 from capital outlay note proceeds to provide for additional funding for the city shop as follows:

<u>Fund Account Number</u>	<u>Description</u>	<u>Amount</u>
311.48311.392020.310	Capital Outlay Note	\$2,000,000
311.48311.780.310	City Shop Construction	\$2,000,000

Adopted this day of June 23, 2020

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____

Penny Medlock, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 2806)

Meeting: 06/23/20 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2806

Resolution 19-20, a resolution to amend the Fiscal Year 2020 Bartlett City Schools Federal Projects Fund, Discretionary Grants Fund and General Purpose School Fund.

WHEREAS, the Bartlett City Board of Mayor and Aldermen is required to approve the Bartlett City Board of Education General Purpose School Fund budget and other School Special Revenue Fund budgets, as amended; and

WHEREAS, the Bartlett City Board of Education, using Resolution 7-9, plans to approve budget amendments to its FY2020 Federal Projects Fund by \$1,371,840, its Discretionary Grants Fund by \$667,758, and its FY2020 General Purpose School Fund by \$140,000 on June 25, 2020; and

WHEREAS, resolution 7-9 of the Bartlett City Board of Education is hereby attached and made a part of this resolution by reference;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the amendments to the FY2020 Federal Projects Fund, the FY2020 Discretionary Grants Fund, and the FY2020 General Purpose School Fund of the Bartlett City Board of Education are approved, subject to adoption by the Bartlett City Board of Education.

Adopted this day of June 23, 2020

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Penny Medlock, City Clerk



RESOLUTION 7-9

A RESOLUTION TO AMEND THE 2019-2020 FISCAL YEAR SPECIAL REVENUE FUND BUDGETS AND GENERAL PURPOSE FUND BUDGET OF THE BARTLETT CITY SCHOOLS.

WHEREAS, Tennessee Code Annotated §49-2-203(a)(10)(A)(i) requires the Bartlett City Board of Education to direct the Superintendent and the Chair to prepare a budget on forms furnished by the Commissioner, and when the budget has been approved by the Board, to then submit that budget to the Bartlett Board of Mayor and Aldermen for their approval; and

WHEREAS, these amendments to the Special Revenue Fund Budget change the total amount of the budget, as recognized by the increase in Title grants to local education agencies.

NOW, THEREFORE, BE IT RESOLVED BY THE BARTLETT CITY BOARD OF EDUCATION:

Section 1. That the annual Special Revenue Fund Budget for the 2019-2020 school year for the Bartlett City Schools as presented in official budget documents are hereby amended by reference in the following amounts within the following grants referenced below:

2019-20 FEDERAL PROJECTS FUND REVENUES:		\$5,974,159
Revenues are amended in the following categories:		
142-47141	Title 1-A is amended from \$2,371,866 to \$2,033,817	\$661,951
142-47141	Title Consolidated Administration is amended from \$385,463 to \$364,327	(\$21,136)
142-47141	Title 1-N is amended from \$738,986 to \$1,078,948	\$339,962
142-47141	Title 1-D is amended from \$41,295 to \$42,792	\$1,497
142-47189	Title II-A is amended from \$204,117 to \$373,118	\$169,001

142-47146	Title III-ELA is amended from \$17,077 to \$22,137	\$5,060
142-47590	Title IV is amended from \$256,618 to \$376,306	\$119,688
142-47143	IDEA Part B is amended from \$1,919,784 to \$1,979,381	\$59,597
142-47143	IDEA Discretionary/Supplementals is amended from \$6,651 to \$12,657	\$6,006
142-47145	IDEA Preschool is amended from \$32,302 to \$42,006	\$9,704
142-47143	IDEA Technology Partnership Grant is amended from \$0 to \$5,510	\$5,510
142-47131	Perkins Reserve Consolidated is amended from \$0 to \$15,000	\$15,000
AMENDED FEDERAL PROJECTS FUND REVENUES		\$7,345,999
2019-20 DISCRETIONARY GRANTS FUND REVENUES:		\$398,093
142-47131	Perkins Reserve Consolidated is amended from \$7,735 to \$0	(\$7,735)
145-46590	Voluntary Pre-K is amended from \$64,083 to \$187,817	\$123,734
145-44990	First-8 Pre-K is amended from \$0 to \$110,000	\$110,000
145-44990	Shelby County Education Foundation Pre-K is amended from \$49,774 to \$0	(\$49,774)
145-46590	Coordinated School Health is amended from \$22,858 to \$90,000	\$67,142
145-46230	Safe Schools is amended from \$47,753 to \$205,337	\$157,584
145-46230	School Safety is amended from \$118,739 to \$108,335	(\$10,404)
145-46981	School Resource Officer is amended from \$0 to \$210,000	\$210,000
145-46980	Arts Students Ticket Subsidy is amended from \$46 to \$2,163	\$2,117
145-46980	TN Arts Commission 360 is amended from \$8,996 to \$20,000	\$11,004

145-46980	TN Arts Education Teacher Training is amended from \$0 to \$3,600		\$3,600	
145-46590	Read to be Ready Coaching Network is amended from \$1,494 to \$0		(\$1,494)	
145-47131	CTE Perkins Basic is amended from \$48,181 to \$128,599		\$80,418	
145-47590	Read to be Ready Summer Grant is amended from \$28,434 to \$0		(\$28,434)	
	Amended Discretionary Grant Fund Revenues		\$1,065,851	
2019-20 FEDERAL PROJECT FUND EXPENDITURES			\$5,974,159	
Expenditures are amended in the following categories:				
9006	Title I-A is amended from \$2,371,866 to \$3,033,817		\$661,951	
9006				
0106	Title Consolidated Administration is amended from \$385,463 to \$364,327		(\$21,136)	
1106	Title 1-N is amended from \$738,986 to \$1,078,948		\$339,962	
1606	Title 1-D is amended from \$41,295 to \$42,792		\$1,497	
2006	Title II-A is amended from \$204,117 to \$373,118		\$169,001	
3006	Title III-A is amended from \$17,077 to \$22,137		\$5,060	
4400	Title IV is amended from \$256,618 to \$376,306		\$119,688	
9006	IDEA Part B is amended from \$1,919,784 to \$1,979,381		\$59,597	
8910	IDEA Discretionary/Supplementals is amended from \$6,651 to \$12,657		\$6,006	
9106	IDEA Preschool is amended from \$32,302 to \$42,006		\$9,704	
8920	IDEA Technology Partnership Grant is amended from \$0 to \$5,510		\$5,510	
8020	Perkins Reserve Consolidated is amended from \$0 to \$15,000		\$15,000	
	Amended Federal Projects Fund Budget Expenditures		\$7,345,999	

	2019-20 Discretionary Grants Fund Expenditures	\$398,093
8046	Voluntary Pre-K is amended from \$64,083 to \$187,817	\$123,734
8058	First-8 Pre-K is amended from \$0 to \$110,000	\$110,000
8056	Shelby County Education Foundation Pre-K is amended from \$49,774 to \$0	(\$49,774)
8706	Coordinated School Health is amended from \$22,858 to \$90,000	\$67,142
8036	Safe Schools is amended from \$47,753 to \$205,337	\$157,584
8037	School Safety is amended from \$118,739 to \$108,335	(\$10,404)
8038	School Resource Officer is amended from \$0 to \$210,000	\$210,000
8086	Arts Students Ticket Subsidy is amended from \$46 to \$2,163	\$2,117
8077	TN Arts Commission 360 is amended from \$8,996 to \$20,000	\$11,004
8075	TN Arts Teacher Training is amended from \$0 to \$3,600	\$3,600
8040	Read to be Ready Coaching Network is amended from \$1,494 to \$0	(\$1,494)
8010	CTE Perkins Basic is amended from \$48,181 to \$128,599	\$80,418
8020	Perkins Reserve Consolidated is amended from \$7,735 to \$0	(\$7,735)
7210	Read to be Ready Summer Grant is amended from \$28,434 to \$0	(\$28,434)
	Amended Discretionary Grants Fund Expenditures	\$1,065,851
	2019-20 GENERAL PURPOSE FUND BUDGET REVENUES	\$88,748,754
	Revenues are not amended	
	2019-20 GENERAL PURPOSE FUND BUDGET EXPENDITURES	\$88,748,754
	Expenditures are amended in the following categories:	
	141-71100-16300-320-0025-0000 Regular Instruction – Education Assistants is amended from \$0 to \$140,000	\$140,000

Commented [SK1]: Check acct number (8020)

	141-71200-16300-320-0025-0000 Special Education Instruction – Educational Assistants is amended from \$242,920 to \$102,920		(\$140,000)
	Amended 2019-20 General Purpose Fund Budget Expenditures		\$88,748,754

Section 2. That the budget documents required by law will be amended and submitted as required for approval to the Bartlett Board of Mayor and Aldermen, and, upon approval, shall be submitted as required to the State of Tennessee.

Section 3. That this resolution shall become effective June 25, 2020 from and after its adoption by the Bartlett City Board of Education.

Adopted this ____ day of June, 2020.

Shirley Jackson, Chairman
Bartlett City Board of Education

David A. Stephens, Superintendent
Bartlett City Board of Education

APPROVED AS TO FORM:
Kari Shoopman, General Counsel



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 2803)

Meeting: 06/23/20 06:00 PM

Department: Engineering

Category: Amendment

Prepared By: Penny Medlock

Initiator: Rick McClanahan

Sponsors:

DOC ID: 2803

Ordinance 20-02, an ordinance amending Article II, Section 5(B); Article IV, Section 1; 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. The development community expressed concern about the cost and difficulty in acquiring 100 percent bonds for construction activities. This proposed ordinance amendment introduces a minimum bond requirement to spur growth in the land development sector of the City.

ORDINANCE 20-02

AN ORDINANCE AMENDING ARTICLE II, SECTION 5(B); ARTICLE IV, SECTION 1; 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.

WHEREAS some of the provisions of the Bartlett Subdivision Ordinance, Title 14, Chapter I, Appendix B, of the Codified Ordinances of the City of Bartlett are inadequate to address particular situations; and

WHEREAS the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, desire to amend said Subdivision Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, THAT:

Section 1. That Article II, Section 5(B), Subdivision Development Contract, of the Bartlett Subdivision Ordinance, Title 14, Chapter I, Appendix B, of the Codified Ordinances of the City of Bartlett be amended to add the following as the last sentence of Section 5(B): "If no plat is recorded and/or no permit(s) issued, a minimum bond can be set out as outlined in the subdivision contract." (Ord. #80-18, July 8, 1980; modified.)

Section 2. That Article IV, Section 1, General Requirements, of the Bartlett Subdivision Ordinance, Title 14, Chapter I, Appendix B, of the Codified Ordinances of the City of Bartlett be amended to add the following as the last sentence of Section 1: "If minimum bonds are used, the reductions apply only as allowed by the City Engineer to cover outstanding liabilities." (Ord. #80-18, July 8, 1980; modified.)

Section 3. That Article IV, Section 12(A), Reduction of Bond upon Partial Completion, of the Bartlett Subdivision Ordinance, Title 14, Chapter 1, Appendix B, of the Codified Ordinances of the City of Bartlett be amended to delete the final sentence and to substitute the following: “The residual improvement shall normally be limited to such items as erosion control, revegetation, landscaping and plantings, and to those improvements such as sidewalks, handicap ramps, curb cuts, driveway aprons, asphalt, and HOA set-up fees, etc. which are deferred pending completion of building construction in those instances where the developer is also the builder. If a minimum bond is allowed for a development, no bond adjustments will be allowed until all work is complete, all fees are paid, and the final plat is recorded. Only then can the bond be adjusted to reflect the remaining outstanding items in the subdivision ie. paving, sidewalks, streetlights, HOA completion etc.” (Ord. #80-18, July 8, 1980; modified.)

Section 4. Severability

Should any provision of this Ordinance be rendered unconstitutional or null and void by a Court of Law, legislative act or otherwise, all other provisions of this Ordinance shall remain in full force and effect.

Section 5. Effective Date. BE IT FURTHER ORDAINED that this ordinance shall take effect upon its passage on third and final reading, the public welfare requiring it.

First Reading: June 23, 2020
 Second Reading: July 14, 2020
 Third Reading: July 28, 2020

 W. C. Pleasant Register to the Board
 of Mayor and Aldermen

 A. Keith McDonald
 Mayor

ATTEST: _____
 Penny Medlock
 City Clerk