



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, MAY 22, 2018 - BARTLETT CITY HALL - 7:00 PM

ATTENDANCE

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

INVOCATION

Opening Prayer by Vice Mayor Jack Young

FUTURE MEETINGS

Board of Education, May 24 at 7 p.m.

Family Assistance Commission, June 4 at 6 p.m.

Planning Commission, June 4 at 7 p.m.

Bartlett Station Commission, June 6 at 7:30 a.m.

City Beautiful Commission, June 7 at 6:30 p.m.

Bartlett Historical Society, June 11 at 7 p.m.

RECOGNITIONS

National Public Works Week Proclamation

Mayor McDonald proclaimed National Public Works Week in Bartlett for the week of May 20 through 26.

Check presentation to Youth Villages

Bartlett Recreation Center Facility Manager Micheal Goldberg and Pickleball Tournament Director Rick Darling presented a check in the amount of \$10,147 to Youth Villages CEO Pat Lawler. The funds were raised during the fifth annual Pickleball Tournament, which was held April 6 and 7.

*****Official Business of the Day*******MINUTES ACCEPTANCE****Minutes of the May 8, 2018 Board of Mayor and Aldermen Regular Meeting**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Young, Sedgwick

UNFINISHED BUSINESS

- I **Second Reading of Ordinance 18-02, an ordinance to adopt the 2018-2019 General Fund, Street Aid Fund, Solid Waste Fund, General Improvement Fund, Drug Enforcement Fund, DEA Enforcement Fund, Drainage Fund, Parks Improvement Fund, Bartlett City School Fund, Utility Fund, Debt Service Fund, and Capital Improvements Fund budgets. (Dick Phebus, Director of Finance)**

Mr. Phebus noted that the attached fee schedule was amended to add manicures and pedicures at the Senior Citizens Center.

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 6/12/2018 7:00 PM
MOVER:	Jack Young, Vice Mayor	
SECONDER:	Emily Elliott, Alderman	
AYES:	Pleasant, Elliott, Parsons, Young, Sedgwick	

- 2 **Second Reading of Ordinance 18-03, an ordinance to levy and assess a tax rate for ad valorem taxes upon real property and personal property in the City of Bartlett for the Tax Year 2018. (Dick Phebus, Director of Finance)**

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 6/12/2018 7:00 PM
MOVER:	Jack Young, Vice Mayor	
SECONDER:	W.C. Pleasant, Alderman	
AYES:	Pleasant, Elliott, Parsons, Young, Sedgwick	

CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Young, Sedgwick

- 1 Special event permit for Bartlett Station Movies in the Park. (Jim Brown, Director of Code Enforcement)**
The event will be held on Fridays August 24, September 7, September 21 & October 5 from sunset to 11 p.m. at W.J. Freeman Park.
- 2 Special event permit for St. Ann Church's Fall Fest. (Jim Brown, Director of Code Enforcement)**
The event will be held on Friday, October 19 from 6 to 10 p.m. and Saturday, October 20 from 11 a.m. to 10 p.m. on the church's campus.
- 3 Annual bid for oil and lubricant. (Bill Yearwood, Director of Public Works)**
Recommend accepting the only qualified bid from Panther Oil.
- 4 Annual bid for Loose Waste Collection. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lower bid from Michaels Tree and Landscape.
- 5 Annual bid for generator load testing. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Clarke.
- 6 Bid for replacing Justice Center HVAC units. (Gary Rikard, Chief of Police)**
Recommend accepting the lowest bid from D & L, Inc. at a cost of \$47,295.00. Funds are available in Account 311.48311.780.20518.
- 7 Bid for Elmore Park Road drainage improvements project. (John Horne, Assistant Director of Engineering)**
Recommend accepting the lowest bid from Ensco in the amount of \$123,250.00, plus a contingency amount of \$26,750.00, for a total cost of \$150,000.00. Funds are available in Account 311.48311.780.63616.
- 8 Apple Lease 2019 Form CT-0253 Debt Obligation. (Dick Phebus, Director of Finance)**
State of Tennessee Comptroller's Office requires presentation to the Board of Mayor and Aldermen of the Report on Debt Obligation form for certain debt. Attached form is presented for the Apple computer capital lease approved on May 8, 2018.

NEW BUSINESS**1 Resolution 11-18, a resolution to establish the Mayor's salary and vehicle stipend for the four-year period beginning January 1, 2019. (Mark Brown, Chief Administrative Officer)**

Chief Administrative Officer Mark Brown stated that the State Constitution prohibits elected officials' salaries being altered during the term of office. Traditionally, the Board has set the mayor, aldermen, and judges' salaries during the year of a mayoral election.

This resolution increases the salary of Mayor \$2,500 each year, going from the current salary of \$95,000 to \$105,000. This increase is designed to attract candidates with executive level skills and background.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Young, Sedgwick

2 Resolution 12-18, a resolution to establish the salaries of Aldermen in the City of Bartlett beginning January 1, 2019. (Mark Brown, Chief Administrative Officer)

Mr. Brown stated that this resolution will maintain the Aldermen's current salary of \$12,000 per year for the next four years.

RESULT:	APPROVED [4 TO 1]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Parsons, Young, Sedgwick
NAYS:	Elliott

3 Resolution 13-18, a resolution to establish the salary of the Division I Judge in the City of Bartlett for the eight-year period beginning September 1, 2018. (Mark Brown, Chief Administrative Officer)

Mr. Brown explained that this resolution sets the Division I Judge's salary at \$64,000 for the next eight-year term.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Paula Sedgwick, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Young, Sedgwick

4 Resolution 14-18, a resolution to amend the Fiscal Year 2018 Bartlett City Schools Education Capital Project Fund and General Purpose School Fund. (Dick Phebus, Director of Finance)

Finance Director Dick Phebus explained that this amendment allocates additional funds for the renovations of the School System's administrative offices, Bartlett Square, and \$61 million for the renovation and new construction at Bartlett High School. Additionally, this amendment allocates the funds to pay for the Apple Lease the City agreed to enter into at the May 8 Board meeting on behalf of the school board.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Young, Sedgwick

OPEN DISCUSSION

In light of the recent school shooting in Santa Fe, Texas, Alderman Parsons pointed out that Bartlett City Schools has added one school resource officer in its 2019 Fiscal Year Budget.

Alderman Elliott announced that the Bartlett Station Farmers Market has begun and will be held every Saturday throughout the summer at W.J. Freeman Park.

Shirley Jackson, Chair of the Bartlett Board of Education, stated that the Board has been scrutinizing school security, and will add one resource officer in next year's budget. She also thanked the Board of Mayor and Aldermen for entering into the lease with Apple for new school computers, since the Board of Education is legally prohibited from entering into contracts.

ADJOURNMENT

Meeting adjourned at 7:28 PM



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, MAY 8, 2018 - BARTLETT CITY HALL - 7:00 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 Danny Sinuefield, Faith Baptist Church

FUTURE MEETINGS

Parks and Recreation Advisory Board, May 10 at 7 p.m.

Bartlett Historical Society, May 14 at 7 p.m.

BPACC Advisory Board, May 15 at 6 p.m.

Bartlett Arts Council, May 15 at 6:30 p.m.

Design Review Commission, May 15 at 6:30 p.m.

Board of Education Work Session, May 17 at 7 p.m.

Historic Preservation Commission, May 21 at 7 p.m.

RECOGNITIONS

Leadership Bartlett

The Leadership Bartlett Class of 2018 spent the afternoon learning about Bartlett's government, and then attended the Board meeting.

Mayor's Youth Council Class of 2018

Mayor McDonald presented the members of the Mayor's Youth Council Class of 2018 with certificates of recognition.

Eva Blake, freshman at the Bartlett Ninth Grade Academy

Erin Bowens, senior at Bartlett High School

Alexandra Cook, senior at Bartlett High School

Bethany Crane, senior at Tipton Rosemark Academy

Kevin Flanary, freshman at Bartlett Ninth Grade Academy

Faith Johnson, eighth grader at Bon Lin Middle School

Sean Greene, senior at Christian Brothers High School

Minutes Acceptance: Minutes of May 8, 2018 7:00 PM (MINUTES ACCEPTANCE)

Jed Hudson, junior at home school
 Breanna Jones, senior at Bolton High School
 Miranda Miskel, eighth grader at Elmore Park Middle School
 Ryan Owens, eighth grader at Appling Middle School
 Anuj Patel, eighth grader at Bon Lin Middle School
 Cole Price, eighth grader at Appling Middle School
 Hannah Rouse, senior at Bartlett High School
 Anna St. Clair, sophomore at Bartlett High School
 Abigail Sisson, eighth grader at Appling Middle School
 Anna Trakul, eighth grader at St. Ann Catholic School
 Patrick Wallace, senior at Bartlett High School
 Nicholas Winkler, junior at Bartlett High School
 Reagan Wallgren, sophomore at Faith Heritage Christian School

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

MINUTES ACCEPTANCE

Minutes of the April 24, 2018 Board of Mayor and Aldermen Regular Meeting

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

CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 1 Special event permit for Stanky Creek long-distance races. (Jim Brown, Director of Code Enforcement)**
 The event will be held on Sunday, September 16 from 7 a.m. to 4 p.m. at Nesbit Park.
- 2 Professional fee proposal for three-year extension of audit contract with Watkins Uiberall. (Dick Phebus, Director of Finance)**
 Recommend accepting the proposed fee schedule for a three-year contract extension to audit financial records of the City of Bartlett, plus Bartlett City Schools from Watkins Uiberall, LLC. Total fees proposed are \$105,500 in FY19; \$109,650 in FY20; \$112,900 in FY21. School system will reimburse the City for their portion of the audit fees. School activity funds will be a separate audit contract with the Bartlett Board of Education. Funds are available in Account 110.41300.175.
- 3 Bid for Orion water meters. (Bill Yearwood, Director of Public Works)**
 Recommend accepting the sole bid from National Meter. This bid price will be in effect for Fiscal year 2019. Funds are available in Account 510.51300.355.

- 4 Bid for water main repair clamps. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Consolidated. This bid price will be in effect for Fiscal Year 2019. Funds are available in Account 510.51300.355.
- 5 Bid for compression fittings and corporation stops. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from G & C Supply. Funds are available in Account 510.51300.355.
- 6 Bid for four recycling roll-off container. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Bakers Waste Equipment at a total cost of \$32,240.00. Funds are available in Account 311.48311.785.30718.
- 7 Bid for universal refuse containers. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Stringfellow at a unit cost of \$51.87. This bid price will be in effect for Fiscal Year 2019. Funds are available in Account 122.48122.940.

NEW BUSINESS

- 1 Resolution 08-18, a resolution to amend the Fiscal Year 2018 General Fund and Capital Improvement Fund budgets to provide funds for the purchase of a fire pumper. (Dick Phebus, Director of Finance)**

Mr. Phebus explained that this resolution appropriates \$600,000 for a new fire pumper.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 2 Resolution 09-18, a resolution to amend the Fiscal Year 2018 Bartlett City Schools Education Capital Project Fund. (Dick Phebus, Director of Finance)**

This resolution amends the Schools' Capital Fund budget to increase expenditures by \$1.7 million for the Academy's bus lot and athletic field project.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	David Parsons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 3 **Resolution 10-18, a resolution authorizing the execution and delivery of a lease purchase agreement for the acquisition of computers for the Bartlett City School System and an agreement with the Bartlett Board of Education for the payment of obligations under the lease purchase agreement. (Dick Phebus, Director of Finance)**

Mr. Phebus explained that this resolution approves the City entering into a lease with Apple for 5,200 computers for the Bartlett City School System. This resolution also provides for the payment to the City of Bartlett from the Bartlett Board of Education.

The school system is returning their old computers and receiving new ones.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 4 **First Reading of Ordinance 18-02, an ordinance to adopt the 2018-2019 General Fund, Street Aid Fund, Solid Waste Fund, General Improvement Fund, Drug Enforcement Fund, DEA Enforcement Fund, Drainage Fund, Parks Improvement Fund, Bartlett City School Fund, Utility Fund, Debt Service Fund, and Capital Improvements Fund budgets. (Dick Phebus, Director of Finance)** The public hearing to be set for June 12, 2018.

Mr. Phebus explained that this Fiscal Year 2019 Budget ordinance includes both the schools' general fund and special revenue fund.

Mayor McDonald noted that the Board held a work session to review the budget on Tuesday, April 24.

RESULT:	APPROVED ON FIRST READING [UNANIMOUS]	Next: 5/22/2018 7:00 PM
MOVER:	Emily Elliott, Alderman	
SECONDER:	Jack Young, Vice Mayor	
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick	

- 5 **First Reading of Ordinance 18-03, an ordinance to levy and assess a tax rate for ad valorem taxes upon real property and personal property in the City of Bartlett for the Tax Year 2018. (Dick Phebus, Director of Finance)** The public hearing to be set for June 12, 2018.

Mr. Phebus noted that this ordinance maintains the current property tax rate of \$1.83 per \$100 of assessed value.

RESULT:	APPROVED ON FIRST READING [UNANIMOUS]	Next: 5/22/2018 7:00 PM
MOVER:	Jack Young, Vice Mayor	
SECONDER:	Bobby Simmons, Alderman	
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick	

OPEN DISCUSSION

Alderman Pleasant announced his annual fish fry will be held Saturday, July 21.

Alderman Elliott announced the City's farmers market will begin Saturday, May 19 at W.J. Freeman Park.

City Engineer Rick McClanahan announced that the both Oak and Altruria Roads would reopen Wednesday, May 9 after CSX Railroad completed replacing railroad ties. Similar work will be done in July at the Stage, Yale, and Five-Way railroad crossings, which will close the roads to thru traffic.

BPACC Director Michael Bollinger announced the first concert in the Music by the Lake series will be held Friday, May 11 from 6 to 9 p.m. at BPACC.

ADJOURNMENT

Meeting adjourned at 7:25 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of May 8, 2018 7:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 2335)

Meeting: 05/22/18 07:00 PM

Department: Finance

Category: Budget

Prepared By: Eric Phan

Initiator: Dick Phebus

Sponsors:

DOC ID: 2335

Ordinance 18-02, an ordinance to adopt the 2018-2019 General Fund, Street Aid Fund, Solid Waste Fund, General Improvement Fund, Drug Enforcement Fund, DEA Enforcement Fund, Drainage Fund, Parks Improvement Fund, Bartlett City School Fund, Utility Fund, Debt Service Fund, and Capital Improvements Fund budgets.

SECTION 1: BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Bartlett that the following appropriations for the 2018-2019 Fiscal Year for the City of Bartlett are as follows:

	Fiscal Year 18/19
GENERAL FUND EXPENDITURES:	
ADMINISTRATIVE:	
Legislative Board	\$ 833,373
Mayor's Office	\$ 771,760
Community Affairs	\$ 315,859
Building and Grounds	\$ 353,519
Bartlett Station Municipal Center	\$ 424,472
Library	\$ 1,241,297
Finance and Administration	\$ 1,649,462
City Court	\$ 1,111,700
Personnel	\$ 535,742
Planning and Economic Development	\$ 487,931
Total Administrative	\$ 7,725,115
PUBLIC SAFETY:	
Police Department	\$ 15,737,595
Fire Department	\$ 7,617,020
Ambulance Department	\$ 3,588,010
Code Enforcement	\$ 1,013,266
Total Public Safety	\$ 27,955,891
PUBLIC WORKS:	
Administration	\$ 581,072
City Shop	\$ 1,036,853
General Maintenance	\$ 1,557,406
General Services	\$ 369,087
Grounds Maintenance	\$ 1,480,513
Animal Control	\$ 760,170
Engineering Administration	\$ 409,394
Engineering & Inspection	\$ 614,039
Total Public Works	\$ 6,808,534

PARKS AND RECREATION:

Administration	\$	371,693
Community Center	\$	944,034
Athletics	\$	806,993
Maintenance	\$	1,579,898
School Ground Maintenance	\$	243,529
Senior Citizen Center	\$	406,455
Recreation Center	\$	1,665,971
Total Parks and Recreation	\$	6,018,573
PERFORMING ARTS:		
Performing Arts Center	\$	692,073
Total Performing Arts	\$	692,073

OTHER GENERAL FUND ITEMS /TRANSFERS OUT

Transfer Out Debt Service	\$	1,000,000
Transfer Out Bartlett City School	\$	1,737,826
Transfer Out Shelby County Board of Education	\$	608,193
Transfer Out Bartlett City School Debt Service	\$	2,555,000
Transfer Out DARE Program	\$	33,000
Transfer Out Drainage Fund	\$	100,000
Transfer Out CIP	\$	500,000
Total Transfers Out	\$	6,534,019

TOTAL GENERAL FUND EXPENDITURES **\$ 55,734,205**

GENERAL FUND REVENUES/TRANSFERS:

Property Taxes	\$	26,095,000
Local Taxes	\$	13,565,418
Licenses & Privileges	\$	1,816,700
Intergovernmental	\$	6,141,000
General Charges for Services	\$	4,238,830
Department Revenues	\$	1,473,107
Court Charges	\$	1,965,000
Other Revenue	\$	271,650
Transfer In from General Improvement Fund	\$	167,500

TOTAL GENERAL FUND REVENUES/TRANSFERS **\$ 55,734,205**

SPECIAL REVENUE FUNDS EXPENDITURES

Street Aid Fund	\$	2,475,000
Solid Waste Fund	\$	6,614,577
General Improvement Fund	\$	768,800
Drug Enforcement Fund	\$	473,500
DEA Enforcement Fund	\$	279,200
Drainage Control Fund	\$	120,526
Park Improvement Fund	\$	16,936
Bartlett City School Fund	\$	79,847,876

TOTAL SPECIAL REVENUE FUNDS EXPENDITURES \$ 90,596,415**SPECIAL REVENUE FUNDS REVENUES/SOURCES**

Special Revenue Funds Revenue	\$ 89,113,402
Use of Fund Balance	\$ 1,483,013

TOTAL SPECIAL REVENUE FUNDS REV./SOURCES \$ 90,596,415**UTILITY FUND EXPENDITURES**

Administration	\$ 2,453,481
Water & Wastewater Services	\$ 1,890,339
Plant Operations	\$ 1,929,468
Sewer Treatment	\$ 998,437
Total Utility Operation Expenditures	\$ 7,271,725
Utility Debt -- Principal	\$ 1,087,000
Utility Debt -- Interest & Charges	\$ 269,519
Total Utility Debt Expenditures	\$ 1,356,519
Transfer to Capital Improvement Fund	\$ 2,550,000

TOTAL UTILITY FUND EXPENDITURES \$ 11,178,244**UTILITY FUND REVENUES/SOURCES**

Utility Fund Revenues	\$ 8,738,000
Department Revenues	\$ 9,500
Use of Fund Balance	\$ 2,430,744

TOTAL UTILITY FUND REVENUES/SOURCES \$ 11,178,244**GENERAL DEBT SERVICE FUND EXPENDITURES**

Principal \$	5,515,150
Interest and Other Charges	\$ 2,956,251

TOTAL GENERAL DEBT SERVICE EXPENDITURES \$ 8,471,401**GENERAL DEBT SERVICE REVENUES/SOURCES**

Debt Service Revenues	\$ 8,286,400
Use of Fund Balance	\$ 185,001

TOTAL GENERAL DEBT SERVICE REV./SOURCES \$ 8,471,401

SECTION 2: CAPITAL IMPROVEMENT PLAN -- BE IT FURTHER ORDAINED that "Exhibit A" represents the capital improvements plan for the City of Bartlett, Tennessee. The items listed as 2018-2019 are to be included in the budget, while new projects in future years represent "Planned" expenditures, and will require formal appropriation in future years. Unexpended project revenues and expenditures/expenses for existing projects may be administratively transferred to other CIP projects by the Finance Director with the approval of the Mayor and/or the Chief Administrative Officer.

SECTION 3: CAPITAL IMPROVEMENT PLAN BORROWING -- BE IT FURTHER ORDAINED, that the borrowing required as scheduled with the Capital Improvements Plan will take additional, specific authorization from the Board of Mayor and Aldermen in accordance with Tennessee Law.

SECTION 4: The CITY WATER RATE -- BE IT FURTHER ORDAINED the City Water Rates be assessed according to the following schedule:

	<u>Rates</u>
Residential -- City Customers -- The first 2,000 gallons	\$ 5.80
Residential -- City Customers - Over 2,000 gallons, per 1,000 gallons	\$ 1.80
Residential -- Rural Customers -- The first 2,000 gallons	\$ 8.70
Residential -- Rural Customers -- Over 2,000 gallons, per 1,000 gallons	\$ 2.70
Commercial -- City Customers -- The first 2,000 gallons	\$ 10.88
Commercial -- City Customers - Over 2,000 gallons, per 1,000 gallons	\$ 2.10
Commercial -- Rural Customers -- The first 2,000 gallons	\$ 15.59
Commercial -- Rural Customers -- Over 2,000 gallons, per 1,000 gallons	\$ 3.15

SECTION 5: The CITY SEWER RATE -- BE IT FURTHER ORDAINED the City Sewer Rates be assessed according to the following schedule:

	<u>Rates</u>
Residential -- City Customers -- The first 2,000 gallons	\$ 6.19
Residential -- City Customers -- each additional 1,000 gallons	\$ 1.64
Residential -- Rural Customers -- The first 2,000 gallons	\$ 9.09
Residential -- Rural Customers -- each additional 1,000 gallons	\$ 1.79
Commercial -- City Customers -- The first 2,000 gallons	\$ 14.89
Commercial -- City Customers -- each additional 1,000 gallons	\$ 1.79
Commercial -- Rural Customers -- The first 2,000 gallons	\$ 22.14
Commercial -- Rural Customers -- each additional 1,000 gallons	\$ 1.93

SECTION 6: WATER/SEWER IN LIEU OF AD VALOREM TAX PAYMENTS -- BE IT FURTHER ORDAINED, that the Treasurer is directed to transfer and deliver to the general fund from the Water/Sewer Department, revenues equivalent to the property tax rate per each \$100 of Net Book Value of assets of the Bartlett Water/Sewer Department in lieu of property taxes on the day and date regularly that property taxes are collected.

SECTION 7: CITY FEES SCHEDULE -- BE IT FURTHER ORDAINED, that "Exhibit B" represents the fiscal year 2018-2019 comprehensive fees schedule for the City of Bartlett, Tennessee and establishes the rates for fiscal year 2018-2019. Any rate or fee not included in the attached 2018-2019 schedule established by previous resolution, ordinance or administrative action will remain in effect.

SECTION 8: INTERNAL SERVICE FUNDS -- BE IT FURTHER ORDAINED, that the Internal Service Funds for Health and Welfare and Worker's Compensation be continued, with the City's portion of the funding to be included in each fund's budget.

SECTION 9: OPERATING BUDGETS EXPIRE AT JUNE 30 -- BE IT FURTHER ORDAINED, that Operating budgets not spent or formally encumbered expire at June 30, 2019. Capital Projects are authorized on a "project" basis -- and the appropriation expires on completion of the project.

SECTION 10: NO APPROPRIATION EXCEEDED -- BE IT FURTHER ORDAINED, that no appropriation listed above may be exceeded without appropriate ordinance action to amend the budget.

SECTION 11: AFTER THE FISCAL YEAR-END -- BE IT FURTHER ORDAINED, that the Mayor is authorized to transfer appropriations within funds as needed to balance the budget after all year-end entries have been recorded in the fiscal year 2019 budget. All transfers will be reported to the Board of Mayor and Aldermen at the time of the reporting of the year-end financial results in the Comprehensive Annual Financial Report for the year ended June 30, 2019.

SECTION 12: DETAILED LINE-ITEM -- BE IT FURTHER ORDAINED, that a detailed line-item financial plan shall be prepared in support of the budget.

SECTION 13: GENERAL FUND OPERATING RESERVES AT JUNE 30 -- BE IT FURTHER ORDAINED, that the policy of the Board of Mayor and Aldermen establishes at 20%, the General Fund Balance as a percent of the next year's operations, and \$1,000,000 established as an emergency fund. Below this level, unspent budgets will accrue toward this. Amounts above this level may be used as directed by the Board.

SECTION 14: SEVERABILITY -- BE IT FURTHER ORDAINED, that all Ordinances heretofore passed in conflict herewith are hereby repealed insofar as they are in conflict with this Ordinance.

SECTION 15: EFFECTIVE DATE -- BE IT FURTHER ORDAINED that this Ordinance becomes effective July 1, 2018.

FIRST READING: May 8, 2018

SECOND READING: May 22, 2018

THIRD READING: June 12, 2018

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

A. Keith McDonald, Mayor

Attest: _____
Stefanie McGee, City Clerk

HISTORY:

05/08/18 Board of Mayor and Aldermen **APPROVED ON FIRST READING**
Next: 05/22/18

COMMENTS - Current Meeting:

Mr. Phebus noted that the attached fee schedule was amended to add manicures and pedicures at the Senior Citizens Center.

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next:
	6/12/2018 7:00 PM	
MOVER:	Jack Young, Vice Mayor	
SECONDER:	Emily Elliott, Alderman	
AYES:	Pleasant, Elliott, Parsons, Young, Sedgwick	



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2019 - FY 2023

PROJECT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
<u>FUNDING SOURCES</u>						
General Obligation Bonds	\$ 5,715,000	\$ 7,140,000	\$ 7,635,000	\$ 6,220,000	\$ 3,630,000	\$ 30,340,000
Capital Note	1,355,000	1,710,000	875,000	1,105,000	845,000	5,890,000
Transfer In from General Fund	500,000	0	0	0	0	500,000
FD311 Transfers-unspent projects	50,000	0	0	0	0	50,000
Transfer In from Park Imp. Fund	16,936	19,683	0	150,000	0	186,619
Grant Funds	150,000	0	0	0	0	150,000
TDOT 80% match	5,960,000	9,600,000	0	800,000	0	16,360,000
Utility Bonds	0	1,000,000	400,000	900,000	400,000	2,700,000
Utility Retained Earnings	2,550,000	0	0	0	0	2,550,000
Total Funding Sources	\$ 16,296,936	\$ 19,469,683	\$ 8,910,000	\$ 9,175,000	\$ 4,875,000	\$ 58,726,619
<u>PROJECT COST</u>						
<u>Administrative</u>						
Vehicles & Equipment	\$ 65,000	\$ 30,000	\$ 0	\$ 30,000	\$ 0	\$ 125,000
City Hall Renovations	0	250,000	250,000	0	0	500,000
BSMC Maintenances	150,000	0	0	0	0	150,000
Total Administrative	\$ 215,000	\$ 280,000	\$ 250,000	\$ 30,000	\$ 0	\$ 775,000
<u>Police</u>						
Police Vehicles & Equipment	\$ 335,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 2,075,000
Justice Center Maintenance	150,000	120,000	120,000	120,000	120,000	630,000
Total Police	\$ 485,000	\$ 555,000	\$ 555,000	\$ 555,000	\$ 555,000	\$ 2,705,000
<u>Fire</u>						
Fire Vehicles	\$ 0	\$ 35,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 155,000
Fire Ambulances	0	210,000	0	220,000	0	430,000
Self-Contained Breathing Apparatus	0	550,000	0	0	0	550,000
Fire Truck	0	0	0	800,000	0	800,000
Total Fire	\$ 0	\$ 795,000	\$ 40,000	\$ 1,060,000	\$ 40,000	\$ 1,935,000
<u>Codes Enforcement</u>						
Codes Enforcement Vehicles	\$ 25,000	\$ 0	\$ 25,000	\$ 0	\$ 25,000	\$ 75,000
Total Code Inspection	\$ 25,000	\$ 0	\$ 25,000	\$ 0	\$ 25,000	\$ 75,000

Attachment: ExhibitA&Bord19Updated (2335 : Ord 18-02 Budget Ordinance.)



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2019 - FY 2023

PROJECT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
Public Works						
Public Works Vehicles & Equip	\$ 630,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,630,000
Public Works Vehicles & Equip	50,000	0	0	0	0	50,000
City Shop	0	0	2,500,000	1,500,000	0	4,000,000
Total Public Works	\$ 680,000	\$ 250,000	\$ 2,750,000	\$ 1,750,000	\$ 250,000	\$ 5,680,000
Engineering						
Engineering Vehicle	\$ 0	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000
City Wide Overlay	1,500,000	2,000,000	2,000,000	2,000,000	2,000,000	9,500,000
ADA Transition Plan	0	200,000	200,000	200,000	200,000	800,000
Bartlett Blvd Overpass	125,000	0	0	0	0	125,000
Old Brownsville West	1,200,000	2,400,000	0	0	0	3,600,000
Old Brownsville TDOT	4,800,000	9,600,000	0	0	0	14,400,000
Applying Road Improvements	0	500,000	0	0	0	500,000
Applying Road Improvements	500,000	0	0	0	0	500,000
Brother & Stage Left Signal	300,000	0	0	0	0	300,000
Fletcher Creek Greenway Ph2	200,000	0	0	0	0	200,000
Fletcher Creek Ph2 TDOT	800,000	0	0	0	0	800,000
Fletcher Creek Greenway Ph3	90,000	0	0	0	0	90,000
Fletcher Creek Ph3 TDOT	360,000	0	0	0	0	360,000
Fletcher Creek Greenway Ph4	0	0	100,000	200,000	0	300,000
Fletcher Creek Ph4 TDOT	0	0	0	800,000	0	800,000
Germantown North	0	0	140,000	0	0	140,000
Old Brownsville East	0	0	0	100,000	0	100,000
Various Drainage Projects	400,000	400,000	400,000	400,000	400,000	2,000,000
Total Engineering	\$ 10,275,000	\$ 15,130,000	\$ 2,870,000	\$ 3,730,000	\$ 2,630,000	\$ 34,635,000
Parks						
Parks Vehicles & Equipment	170,000	65,000	65,000	65,000	65,000	\$ 430,000
Recreation Ctr Equipment/Repairs	70,000	20,000	0	0	0	90,000
Singleton Equipment/Repairs	25,000	45,000	0	0	0	70,000
Senior Center Equipment/Repairs	35,000	40,000	30,000	35,000	0	140,000

Attachment: Exhibit A & B Ord 18-02 Budget Ordinance.



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2019 - FY 2023

PROJECT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
Parks Maintenances	290,000	100,000	650,000	0	160,000	1,200,000
Parks Maintenances	16,936	19,683	0	150,000	0	186,619
Parks Restroom Renovations-ADA	500,000	350,000	275,000	200,000	0	1,325,000
Parks Restroom Renovations-ADA	150,000	0	0	0	0	150,000
W.J. Freeman Park Project	500,000	750,000	1,000,000	700,000	750,000	3,700,000
Total Parks	\$ 1,756,936	\$ 1,389,683	\$ 2,020,000	\$ 1,150,000	\$ 975,000	\$ 7,291,619
<u>Performing Arts Center</u>						
BPACC Repairs & Improvements	\$ 310,000	\$ 70,000	\$ 0	\$ 0	\$ 0	\$ 380,000
Total Performing Arts Center	\$ 310,000	\$ 70,000	\$ 0	\$ 0	\$ 0	\$ 380,000
<u>Water</u>						
Old Brownsville Water Line	\$ 300,000	\$ 600,000	\$ 0	\$ 0	\$ 0	\$ 900,000
Water Extention Kirby Whitten	250,000	0	0	0	0	250,000
Water Plant Site	0	0	0	250,000	0	250,000
Transfer to Utility Funds	0	0	0	0	0	0
Total Water	\$ 550,000	\$ 600,000	\$ 0	\$ 250,000	\$ 0	\$ 1,400,000
<u>Sewers</u>						
Sewers in Annexation Area	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,000,000
Covington Pike Sewer	600,000	0	0	0	0	600,000
Woodlawn Water & Sewer	1,000,000	0	0	0	0	1,000,000
Upgrade Sewage Plant #2	0	0	0	250,000	0	250,000
Total Sewers	\$ 2,000,000	\$ 400,000	\$ 400,000	\$ 650,000	\$ 400,000	\$ 3,850,000
TOTAL CIP	\$ 16,296,936	\$ 19,469,683	\$ 8,910,000	\$ 9,175,000	\$ 4,875,000	\$ 58,726,619

Attachment: ExhibitA&BOrd19Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
BSMC	Municipal Center Rental Fee		
	Weekday, M-F (8:00am-5:00pm)		
	Auditorium (all day)	\$ 600.00	\$100 x 6 (2 hrs. free)
	Banquet Hall (all day)	\$ 750.00	\$125 x 6 (2 hrs. free)
	Boardroom (all day)	\$ 210.00	\$35 x 6 (2 hrs. free)
	Chapel (all day)	\$ 480.00	\$80 x 6 (2 hrs. free)
	Meeting Room (all day)	\$ 180.00	\$30 x 6 (2 hrs. free)
	Reception Hall (all day)	\$ 360.00	\$60 x 6 (2 hrs. free)
	Weekend and Evening Rates		
	Auditorium	\$125/hr.	4-hr. minimum
	Banquet Hall	\$150/hr.	4-hr. minimum
	Boardroom	\$40/hr.	3-hr. minimum
	Chapel	\$95/hr.	4-hr. minimum
	Meeting Room	\$35/hr.	3-hr. minimum
	Reception Hall	\$70/hr.	3-hr. minimum
	Equipment Rental		
	Sound System (Includes Sound Tech)	\$125/\$175	\$125 - R.H./\$175 - B.H. All Day
	Sound Technician	\$ 20.00	Per hour with 4-hr. minimum
	Wedding and Reception Packages		
	Reception only		
	Banquet Hall	\$ 1,200.00	8 hours
	Reception Hall	\$ 560.00	8 hours
	Wedding only		
	Auditorium	\$ 995.00	\$125/hr. + Sound Tech at \$120
	Chapel	\$ 785.00	\$95/hr + Sound Tech at \$120
	Wedding & Reception (Sound Tech Included)		
	Auditorium & Banquet Hall	\$ 2,375.00	7 hrs. in Aud/10 hrs. in B.H.
	Auditorium & Reception Hall	\$ 1,575.00	7 hrs. in Aud/10 hrs. in R.H.
	Chapel & Banquet Hall	\$ 2,165.00	7 hrs. in Chapel/10 hrs. in B.H.
	Chapel & Reception Hall	\$ 1,365.00	7 hrs. in Chapel/10 hrs. in R.H.
Finance	Alcoholic Beverage Application Fee	\$ 500.00	
	Alcoholic Beverage Duplicate License Fee	\$ 10.00	Each
	Alcoholic Beverage Renewal Fee	\$ 500.00	Annual
	Auto Tag Renewal Fee	\$ 25.00	Annual
	Beer Permit Application Fee	\$ 250.00	Each
	Beer Privilege Tax	\$ 100.00	Annual
	City Service Fee	\$ 2.50	Monthly
	Copy fees	\$ 0.15	Only applies to 20 pages and more
	Legal Notice	\$ 100.00	Each
	Liquor Privilege Tax License	\$ 600.00	\$600 - \$1,000 Annual Based on Seatin
	Lost Payroll Check Fee	\$ 25.00	Each
	Outdoor Sales Permit Fee	\$ 55.00	Each
	Penalty Personalty Property Taxes	5%	
	Penalty Real Property Taxes	5%	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
City Court	Returned Check Fee	\$ 20.00	Each or Amt of check, whichever is less
	Taxicab Permit Fee, per cab	\$ 80.00	Annual
	Wholesale Beer Tax	17%	Reported Monthly
	Wholesale Liquor Tax	5%	Reported Monthly
	Wine Only Privilege Tax License	\$ 120.00	\$120 - \$200 Annual Based on Seating
	Cable Franchise Fee	5%	Annual(Applied to Gross Revenues)
	Cable Application/Bid Fee	\$ 5,000.00	Per Application
	Cable Bid Copy Fee	\$ 25.00	Per Cable Bid
	Alcohol/Drug Treatment Fee	\$ 100.00	Set by State
	Breath Alcohol Test Charge	\$ 17.50	Set by State
	Cash Bond Forfeiture Fee	\$ 13.75	Set by State
	City Court Costs	\$ 86.00	Set by City
	City Litigation Tax	\$ 13.75	Can be no more than State Lit. Tax
	County Drug Treatment Fee	\$ 70.00	Set by State
	County Veteran Fee	\$ 50.00	Set by State
	Criminal Privilege Tax on Litigation	\$ 29.50	Set by State
	DA Crime Fee	\$ 75.00	Set by State
	DUI-Interlock Fee	\$ 40.00	Set by State
	DUI-Blood Test Charge	\$ 250.00	Set by State
	Drug Test Fee	\$ 10.00	Set by City
	Expungement Fee-City	\$ 100.00	Set by City
	Expungement Fee-State	\$ 350.00	Set by State
	Indigent Tax	\$ 12.50	Set by State
	Probation Fee	\$ 250.00	Set by City
	Reinstatement Fees From State	\$ 10.00	Per person when DL Reinstated
	Sexual Assault Fee	\$ 200.00	Set by State
	State Court Costs (Criminal Charge)	\$ 62.00	Set by State
	State Court Costs (Traffic Charge)	\$ 42.00	Set by State
	State Drug Treatment Fee	\$ 10.00	Set by State
	State Impair Driv. Fund Fees	\$ 5.00	Set by State
	State Litigation Tax	\$ 13.75	Set by State
	State Tax On Crimes Against Person/Crim. Injury Fund	\$ 26.50	Or \$50.00 (Set by State)
	Traffic Privilege Tax on Litigation	\$ 17.75	Set by State
	Traumatic Brain Injury Fund	\$15 or \$30	Set by State
	No Drivers License Fee	\$ 15.00	Set by State
	Late Fee on Traffic Citation-(1st FTA Ord.3-406)	\$ 50.00	Set by City
Planning	11 X 17 COLOR MAPS Copy Fee	\$ 3.00	Each
	Article V – Schedule Of District Regulations Copy Fee	\$ 2.50	Each
	Handbook Copy Fee	\$ 6.00	Each
	Landscape/Tree Ordinance Copy Fee	\$ 3.50	Each
	Re-Record Plat Fees	\$ 50.00	Each
	Sign Ordinance Copy Fee	\$ 18.00	Each
	Sign Summary, Appendix 5 & Chart 1 Copy Fee	\$ 1.25	Each

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Subdivision Ordinance Copy Fee	\$ 7.00	Each
	Zoning Ordinance W/ New Ordinances Copy Fee	\$ 29.25	Each
	Board of Zoning Appeals		
	Variances	\$ 300.00	Each
	Design Review Fees		
	Sign Review	\$ 100.00	Each
	Site Plan Review	\$ 200.00	Each
	Site Plan - Planning Commission		
	Site Plan Review (without contract)	\$ 200.00	Each
	Site Plan Review (with contract)	\$ 300.00	Each
	Subdivision		
	Construction Plan	\$ 100.00	Each
	Plus	\$ 10.00	Per lot
	Dedication of Street	\$ 300.00	Each
	Final Plan	\$ 300.00	Each
	Plus	\$ 20.00	Per lot
	Master Plan	\$ 300.00	Each
	Plus	\$ 20.00	Per lot
	Rerecording	\$ 50.00	Each
	Revocations	\$ 300.00	Each
	Street Name Change	\$ 300.00	Each
	Road, Street, Alley Closure	\$ 300.00	Each
	Zoning		
	Planned Development: Outline Plan	\$ 300.00	Five acres or less, \$30 per acre after first five and maximum fee of \$2,000
	Rerecording	\$ 50.00	Each
	Renotification Fee	\$ 100.00	Up to 100 labels and \$1.00 per label over first 100
		\$ 1.00	
	Reprocessing of Applications	\$ 150.00	Five acres or less, \$15 per acre after first five and maximum fee of \$1,000
	Rezoning and Special Use Permits	\$ 500.00	Five acres or less, \$50 per acre after first five and maximum fee of \$3,000
Police	Background Checks	\$ 15.00	Each
	Beer Server Permits	\$ 10.00	Each
	DUI Tapes/Video	\$ 15.00	Each
	Fingerprints	\$ 15.00	Per card
	Sexual Offender Registry	\$ 150.00	Each
	Sexual Oriented Business Employee Permit Fee	\$ 15.00	Annual
	Sexual Oriented Business Permit Fee	\$ 500.00	Annual
	Tow fees	\$ 125.00	Each

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
Fire	Ambulance Transport Fee for BLS	\$ 650.00	For BLS
	Ambulance Transport Fee for ALS I	\$ 750.00	For ALS I
	Ambulance Transport Fee for ALS II	\$ 850.00	For ALS II
	Plus a mileage fee	\$ 8.00	Per mile
	Copy fees	\$ 0.15	Only applies to 20 pages and more
	CPR Classes	\$ 20.00	Per person per class
Code Enf.	Building Fees		
	Addition not exceeding 400 square feet	\$ 40.00	Minimum fee (1&2 family dwelling)
	Addition of more than 400 square feet	\$ 90.00	Minimum fee (1&2 family dwelling)
	Alteration and repair-per \$1,000	\$ 4.00	One & Two Family Dwelling
	Minimum fee of	\$ 60.00	
	Certificate of Occupancy	\$ 60.00	
	Commercial curb-cuts, driveway entrances & exits	\$ 0.06	Minimum \$30
	Commercial sidewalks	\$ 30.00	On public right of way
	Conveyor Systems, Racking Systems	\$ 60.00	First \$250,000
	Per \$1,000 for more than \$250,000	\$ 1.00	
	Decks & spas	\$ 40.00	
	Demolition-for each 25,000 cubic feet	\$ 7.00	
	Demolition-Maximum Fee	\$ 500.00	
	Demolition-Minimum Fee	\$ 60.00	
	Detached building <= 100 sq ft	\$ 20.00	Minimum fee one story
	Detached building > 600 sq ft	\$ 0.05	Per square feet
	Detached exceeding 100 sq ft <= 600 sq ft	\$ 30.00	Minimum fee one story
	Fees for Amending Permits	\$ 20.00	
	Fees for Issuing Permits	\$ 4.00	
	Fees for miscellaneous construction	\$ 8.00	Per \$1,000
	Fences one-two family dwelling	\$ 10.00	
	Minimum fee	\$ 60.00	
	First Re-inspection Fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	Gates, wall fence, or others	\$ 20.00	Minimum
	Per \$1,000	\$ 4.00	
	Hazardous occupancies	\$ 200.00	
	Imploded Structures-flat fee	\$ 1,000.00	
	New construction & additions	\$ 40.00	Minimum Fee (not 1&2 family dwellin
	Less than \$25,000-per \$1,000	\$ 4.00	
	\$25,000 to \$1,000,000-per \$1,000	\$ 3.00	Plus one-time \$100
	\$1,000,001 to \$25 million-per \$1,000	\$ 2.00	Plus one-time \$3,025
	\$25,000,001 & above-per \$1,000	\$ 1.50	Plus one-time \$51,025
	New construction of or addition to existing	\$ 0.05	Per square foot (1&2 family dwelling)
	Minimum fee of	\$ 125.00	
	Removal or moving of structures	\$ 200.00	
	Special events	\$ 60.00	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Temporary construction trailer (6 months)	\$ 60.00	
	Work commencing before permit issued	Double Fee	
	Electrical Permit Fees		
	0-150 amperes	\$ 70.00	
	151-400 amperes	\$ 125.00	
	Over 400 amperes	\$ 250.00	
	277 to 480 volt phase	\$ 2.00	Per Amp
	Amending Permit Fee	\$ 20.00	
	Circuits with capacity of more than 1 KW		
	For the first 5 KW	\$ 5.00	
	For each additional KW	\$ 3.00	
	Empty Conduits	\$ 10.00	For each 50' of conduit or bank of conduits
	Existing Residential Occupancies		
	1 to 5 circuits	\$ 30.00	
	Over 5 circuits	\$ 45.00	
	Fee for issuing permits	\$ 4.00	
	Filing of Board of Appeals	\$ 100.00	
	First Re-inspection fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	General Inspection (not a complaint)	\$ 50.00	
	Installed Motors		
	1st H.P.	\$ 6.00	
	Each additional H.P.	\$ 1.00	
	Fuel Pumps	\$ 20.00	
	Motors moved at same address	\$ 15.00	
	Low Voltage (Non-Residential)	\$ 15.00	Per System/Per Floor
	Minimum permit fee	\$ 15.00	
	Miscellaneous Items		
	Meter Put Back	\$ 15.00	
	Recalls	\$ 15.00	
	Underground or overhead low voltage cable	\$ 20.00	Per 100 ft
	Miscellaneous Fees		
	Battery Charger up to 100 amperes	\$ 15.00	
	Battery Charger-more than 100 amperes	\$ 15.00	
	Electric welder	\$ 25.00	
	Fire Ruling	\$ 50.00	
	Lighting and Convenience Outlet Circuits	\$ 4.00	
	Modular Res. Buildings	\$ 50.00	
	Motion picture machine	\$ 30.00	
	Panels	\$ 15.00	
	Power Rectifier-more than 100 amperes	\$ 3.00	Each unit
	Power Rectifier-up to 100 amperes	\$ 15.00	
	Relocated Houses	\$ 50.00	
	X-ray unit-120 volt	\$ 15.00	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	X-ray unit-208/240 volt	\$ 50.00	
	Mobile Homes (manufactured)	\$ 50.00	
	Reconnecting Signs		
	1st circuit	\$ 15.00	
	Each additional circuit	\$ 2.00	
	Mercury Vapor Light P.O.L.	\$ 15.00	
	Re-inspection of interior wiring	\$ 50.00	Out of service for 90 days or more
	Residential Low Voltage		
	After Electrical-roughin	\$ 50.00	
	Before Electrical-roughin	\$ 30.00	
	Residential Temporary Meter Center	\$ 25.00	
	Service, Feeder, & Panel Replacement	\$ 50.00	Residential
	Signs and Decorative Circuits		
	1st circuit	\$ 6.00	
	Each additional circuit	\$ 4.00	
	Conduit installed for the sign circuit	\$ 15.00	
	Swimming Pools		
	Above Ground Pools	\$ 30.00	
	Inground Pools	\$ 100.00	
	Transformers & Capacitors		
	Installations-100 watts up to 5 KVA	\$ 15.00	
	Installations-each additional > 5 KVA	\$ 0.50	
	Replacement	\$ 20.00	
	Up to 240 volt phase	\$ 1.00	Per Amp
	Work commencing before permit issued	Double Fee	
	Voltage excess of 480 volts per KVA		
	First 10,000 KVA	\$ 1.50	Per KVA
	Additional KVA over 10,000 up to 50,000	\$ 0.50	Each
	Each additional KVA above 50,000	\$ 0.25	Each
	Gas Permit Fees		
	Fee for Amending Permits	\$ 20.00	
	Fees for issuing permits	\$ 4.00	
	Filing Application for Board of Appeals	\$ 100.00	
	First re-inspection fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	For \$1 to \$1,000 valuation of installation	\$ 15.00	
	For each gas outlet	\$ 2.50	Single Family Residence
	Gas meter put back	\$ 15.00	
	Minimum Permit Fee	\$ 15.00	
	Per each additional \$1,000	\$ 8.00	
	Work commencing before permit issued	Double Fee	
	Liquidation/Special Sale Application Fee	\$ 25.00	Each

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
Mechanical Permit Fees			
	Fee for Amending Permits	\$ 20.00	
	Fees for Issuing permits	\$ 4.00	
	Filing for Board of Appeals	\$ 100.00	
	First re-inspection Fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	For 1st \$1,000	\$ 15.00	
	For 1st \$1,000	\$ 16.00	
	For each additional \$1,000 >\$1 mil	\$ 3.00	
	For each additional \$1,000 <\$1 mil	\$ 8.00	
	Minimum Permit Fee	\$ 15.00	
	Work commencing before permit issued	Double Fee	
	Plan Review Fee		
	\$0-\$25,000 total valuation	\$ 50.00	
	\$25,001-\$50,000 total valuation	\$ 100.00	
	\$50,001-\$100,000 total valuation	\$ 150.00	
	\$100,001-\$200,000 total valuation	\$ 200.00	
	\$200,001-\$300,000 total valuation	\$ 300.00	
	\$300,001-\$400,000 total valuation	\$ 400.00	
	\$400,001-\$500,000 total valuation	\$ 500.00	
	\$500,001 and up	\$ 600.00	
	Signs (New)	\$ 25.00	
Plumbing Permit Fees			
	Amending Permit Fee	\$ 20.00	
	Fees for issuing permits	\$ 4.00	
	Filing to Board of Appeals	\$ 100.00	
	First re-inspection fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	Installation of Plumbing Fixtures	\$ 7.50	
	Minimum Permit fee	\$ 15.00	Each Fixture
	Sewer Repair	\$ 100.00	
	Per \$1,000	\$ 8.00	Commercial Minimum
	Sewer Replacement or Connections	\$ 30.00	
	Sewer Turnaround	\$ 1,500.00	
	Water Heater	\$ 15.00	
	Water Service-< 1 inch > 2 inch	\$ 30.00	
	Water Service-< 2 inch	\$ 200.00	
	Water Service-> 1 inch	\$ 20.00	
	Work commencing before permit issued	Double Fee	
Public Works	Adoption Fee	\$ 65.00	Each
	Animal License Fee	\$ 6.00	Each (altered)
		\$ 16.00	Each (non-altered)
		\$ 3.00	Replacement Cost
	Boarding Fees	\$ 10.00	Per Day

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Capture Fees		
	1st offense	\$ 30.00	Each
	2nd offense	\$ 60.00	Each
	3rd offense	\$ 90.00	Each
	Grass Cutting of Vacant Houses	Actual Cost	Materials, Equipments & Labor Cost
	Shelter Misc. Revenue	\$ 25.00	Owner surrender
		\$ 25.00	Cremation fee
		\$ 15.00	Micro-chipping
Solid Waste	Appliance Pickup	\$ 25.00	Each
	Commercial Pickup-Set Up Fee	\$ 15.00	Each
	Commercial Pickup - Charge for Cart	\$ 50.00	Each
	Commercial Pickup - Monthly Charges:		
	For 1 Cart	\$ 23.00	Monthly
	For 2 Carts	\$ 28.00	Monthly
	For 3 Carts	\$ 33.00	Monthly
	Residential Cart Replacement Cost	\$ 50.00	Each
	Residential Cart Additional Purchase	\$ 50.00	Each
	Residential Pickup	\$ 25.00	Monthly
	Yard Waste Cart Purchase	\$ 50.00	Each - While Grant carts are available
Water/Wastewater			
	Barrel Locks to Contractors	\$ 7.50	Each
	Refundable User Fee for Fire Hydrant Meter	\$ 1,000.00	Each
	Rental for Fire Hydrant Meter	\$ 25.00	Monthly
	Water useage of Fire Hydrant Meter		Current City rates for water useage
	City Water Rates		
	Residential -- City Customers	\$ 5.80	The first 2,000 gallons
	Residential -- City Customers	\$ 1.80	each additional 1,000 gallons
	Residential -- Rural Customers	\$ 8.70	The first 2,000 gallons
	Residential -- Rural Customers	\$ 2.70	each additional 1,000 gallons
	Commercial -- City Customers	\$ 10.88	The first 2,000 gallons
	Commercial -- City Customers	\$ 2.10	each additional 1,000 gallons
	Commercial -- Rural Customers	\$ 15.59	The first 2,000 gallons
	Commercial -- Rural Customers	\$ 3.15	each additional 1,000 gallons
	City Sewer Rates		
	Residential -- City Customers	\$ 6.19	The first 2,000 gallons
	Residential -- City Customers	\$ 1.64	each additional 1,000 gallons
	Residential -- Rural Customers	\$ 9.09	The first 2,000 gallons
	Residential -- Rural Customers	\$ 1.79	each additional 1,000 gallons
	Commercial -- City Customers	\$ 14.89	The first 2,000 gallons
	Commercial -- City Customers	\$ 1.79	each additional 1,000 gallons
	Commercial -- Rural Customers	\$ 22.14	The first 2,000 gallons
	Commercial -- Rural Customers	\$ 1.93	each additional 1,000 gallons

Attachment: ExhibitA&BOrd19Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
Engineering	Fee for Plans and Specifications (for copies)		
	From \$100,000 to \$250,000	\$ 25.00	
	From \$250,001 to \$500,000	\$ 50.00	
	From \$500,001 to \$750,000	\$ 75.00	
	Greater than \$750,000	\$ 100.00	
	Commercial & Industrial		
	City Subdivision Inspection		
	Minimum, per lot	\$ 300.00	Whichever is greater
	Or % of Development Cost	3.0%	Whichever is greater
	Drainage Control Fee		
	For those lots not served by a detention basin	\$ 500.00	Per half acre
	For those lots served by a detention basin	\$ 250.00	Per half acre
	Sewer Connection Charge		
	Per Acre	\$ 2,333.00	Whichever is greater
	Per Front Foot	\$ 33.00	Whichever is greater
	Sewer Review Fee		
	Minimum	\$ 25.00	Per contract
	Per lot	\$ 10.00	Whichever is greater
	Per 250 feet of Sewer line Extension	\$ 25.00	Whichever is greater
	Subdivision and site plan review		
	Minimum	\$ 175.00	Whichever is greater
	Or % of Public Improvement Cost	1.5%	Whichever is greater
	Water Connection Fee	\$ 3,000.00	Per lot
	Water Plant Expansion % of Water Main Cost	15%	
	Water System Engineering % of Water Main Cost	6%	
	Residential		
	City Subdivision Inspection		
	Minimum, per lot	\$ 300.00	Whichever is greater
	Or % of Development Cost	3.0%	Whichever is greater
	Drainage Control Fee		
	For those lots not served by a detention basin	\$ 500.00	Per lot
	For those lots served by a detention basin	\$ 250.00	Per lot
	Park Land Development Fee	\$ 700.00	Per lot
	Sewer Connection Charge	\$ 2,000.00	
	Sewer Review Fee		
	Minimum	\$ 25.00	Per contract
	Per lot	\$ 10.00	Whichever is greater
	Per 250 feet of Sewer line Extension	\$ 25.00	Whichever is greater
	Subdivision and site plan review	\$ 175.00	Per lot
	Water Connection Fee	\$ 2,000.00	Per lot
	Water Plant Expansion Percent of Water Main Cost	15%	
	Water System Engineering % of Water Main Cost	6%	
	Street Cut Permit per 25 feet of cut	\$ 10.00	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
Parks	Facility Rental		
	Dixon-Brewer Park Gazebo	\$ 40.00	Residents (1/2 day/\$80 all day)
		\$ 60.00	Non-Residents(1/2 day/\$120 all day)
	Ellendale Park Pavilion	\$ 50.00	Residents (1/2 day/\$90 all day)
		\$ 70.00	Non-Residents (1/2 day/\$140 all day)
	W. J. Freeman Park - Gazebo	\$ 30.00	Residents (1/2 day/\$60 all day)
		\$ 45.00	Non-Residents(1/2 day/\$90 all day)
	W. J. Freeman Park - Pavilion	\$ 50.00	Residents(1/2 day/\$100 all day)
		\$ 75.00	Non-Residents(1/2 day/\$150 all day)
Athletics	Adult Sports	\$ 525.00	Softball
		\$ 400.00	Fall Softball
		\$ 500.00	Basketball
		\$ 210.00	Volleyball
	Facility Rental		
	Deermont	\$ 2,000.00	Weekend
	Ellendale	\$ 250.00	Per facility/day
	Appling	\$ 500.00	Per facility/day
	Late Registration	\$ 20.00	Per person
	Lights	\$ 30.00	Per 1.5hr, non league teams
	Tennis/Cricket & non BPRD group	\$ 15.00	Per player
	Tournament Fees	\$ 200.00	Per team
	Youth Sports-per person	\$ 80.00	Baseball, Softball & Basketball
		\$ 50.00	Volleyball
	Plus Non-Resident fee	\$ 30.00	Per person
	Youth Sports-per team		
	6 & u basketball	\$ 225.00	
	8 & u to 14&u basketball	\$ 375.00	
	17 & u basketball	\$ 525.00	
	6 & u 8 & u baseball	\$ 325.00	
	10 & u to 14 & u baseball	\$ 425.00	
	Per person fees for non BPRD Programs	\$ 15.00	per person
Singleton C.C.	Adult Classes		
	Bench Aerobics	\$ 5.00	Per class
	Belly Dancing	\$ 75.00	Resident per session
		\$ 80.00	Nonresident per session
	Zumba	\$ 5.00	Per class or 8 classes for \$35.00
	Yoga	\$ 5.00	Per class
	Chair Yoga	\$ 5.00	Per class
	Line Dancing	\$ 25.00	Resident per Month
		\$ 30.00	Non-Resident per Month
	Clogging	\$ 25.00	Resident per month
		\$ 30.00	Nonresident per month
		\$ 15.00	Senior per month

Attachment: ExhibitA&BOrd19Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Pottery with Susie	\$ 145.00	Resident per session
		\$ 150.00	Nonresident per session
Art Programs			
	Toddler Art	\$ 60.00	Per Session
	Children's Art Classes	\$ 275.00	Resident Per session (Ages 9-14)
		\$ 275.00	Nonresident Per session (Ages 9-14)
		\$ 225.00	Resident per session (Ages 5-8)
		\$ 225.00	Nonresident per session (Ages 5-8)
	Saturday Artists	\$ 225.00	Resident Per Session (Ages 5-8)
		\$ 225.00	Non Res. Per Session (Ages 5-8)
		\$ 250.00	Resident Per Session (Ages 9-14)
		\$ 250.00	Non Res. Per Session (Ages 9-14)
Dance			
	Bartlett Dance Factory	\$ 45.00	Resident per month
		\$ 50.00	Non-resident per month
	Bartlett Dance Factory - Summer Dance	\$ 90.00	Resident per session
		\$ 100.00	Non-resident per session
	Fall Break Camp	\$ 125.00	Resident/Non-Resident per week
	Spring Break Camp	\$ 125.00	Resident/Non-Resident per week
	Summer Day Camp	\$ 800.00	Resident
		\$ 850.00	Non-resident
Facility Rental			
	Regular Hours		
	Classroom	\$ 30.00	Resident per hour
		\$ 40.00	Non-resident per hour
	Stage Room	\$ 40.00	Resident per hour
		\$ 50.00	Non-resident per hour
	Auditorium	\$ 60.00	Resident per hour
		\$ 70.00	Non-resident per hour
	Kitchen	\$ 50.00	Resident per hour
		\$ 60.00	Non-resident per hour
	Gymnasium, one side only	\$ 65.00	Resident per hour
		\$ 75.00	Non-resident per hour
	Gymnasium, whole gym	\$ 130.00	Resident per hour
		\$ 150.00	Non-resident per hour
	Concession Stand	\$ 100.00	Resident Flat Fee
		\$ 125.00	Non-Resident Flat Fee
	Basketball Tournament	\$ 1,750.00	3 Day Resident
		\$ 1,900.00	3 Day Non-Resident
After Hours			
	Classroom	\$ 65.00	Resident per hour
		\$ 75.00	Non-resident per hour
	Stage Room	\$ 80.00	Resident per hour
		\$ 90.00	Non-resident per hour

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Auditorium	\$ 125.00	Resident per hour
		\$ 145.00	Non-resident per hour
	Kitchen	\$ 60.00	Resident per hour
		\$ 70.00	Non-resident per hour
	Gymnasium, one side only	\$ 145.00	Resident per hour
		\$ 165.00	Non-resident per hour
	Gymnasium, whole gym	\$ 290.00	Resident per hour
		\$ 350.00	Non-resident per hour
	Deposit Auditorium, Classrooms, Gym & Stage Rm	\$ 200.00	
	Deposit Teen Parties	\$ 500.00	Cash
	Rectangle Tables	\$ 6.00	
	Round Tables	\$ 8.00	
	Metal Chairs	\$ 0.75	
	White Chairs	\$ 1.00	
	Flamingo's	\$ 45.00	
	IDs	\$ 25.00	Resident per year
		\$ 40.00	Non-resident per year
		\$ 5.00	Day Pass
	Martial Arts		
	Kendo	\$ 25.00	Per month
	Preschool		
	Literature-4 & 5 yrs old (Fridays)	\$ 50.00	Resident per session
		\$ 55.00	Non-resident per session
	Preschool-2 yrs old	\$ 100.00	Resident per month
		\$ 105.00	Non-resident per month
	Preschool-3 & 4 yrs old	\$ 90.00	Resident per month
		\$ 95.00	Non-resident per month
	Preschool Summer Funtime-2 & 3 yrs old	\$ 90.00	Resident per month
		\$ 95.00	Non-resident per month
	Preschool Summer Funtime - 4-5 yrs old	\$ 90.00	Resident per month
		\$ 95.00	Non-resident per month
	Special Events		
	Halloween	\$ 1.00	Per adult
	Pet Show	\$ 10.00	Each pet
	Valentine's 5K/10K Run	\$ 25.00	Each
	Valentine's 5K/10K Run	\$ 40.00	Couples
	Turkey Shoot	\$ 1.00	Each
	Youth Classes		
	Acrobatics & Tumbling	\$ 15.00	Resident Per class
		\$ 20.00	Nonresident per class
	Babysitter Workshop	\$ 85.00	Per session
	Beginner Guitar	\$ 20.00	Per 1/2 hr session

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Baton	\$ 109.00	Resident per Session
		\$ 114.00	Non-Resident per Session
		\$ 35.00	Non-Resident per session
	Drawing - Children	\$ 90.00	
		\$ 95.00	
	ACT Prep	\$ 200.00	Resident per session
		\$ 205.00	Nonresident per session
	Adult Art	\$ 105.00	Resident per session - 4 weeks
		\$ 105.00	Non-resident per session - 4 weeks
	Driver Education	\$ 480.00	Resident per session
		\$ 485.00	Nonresident per session
	Piano with Shirley (Ages 6-High School)	\$ 20.00	Per 1/2 hr session
	Piano with with Vickie (Ages 6-Adults)	\$ 80.00	Per Month
	Tennis (Ages 7-17)	\$ 60.00	Resident - 1 Lesson Per Week
		\$ 65.00	Non Resident - 1 Lesson Per Week
	Tutoring/Elementary	\$ 325.00	per semester
	Tutoring/Middle School	\$ 325.00	per semester
	Summer Tutoring	\$ 30.00	Per Week
	Tutoring/High School	\$ 325.00	per semester
	Beginner Running	\$ 45.00	Resident - New Class
		\$ 55.00	Non-Resident - New Class
	Fun with Drums	\$ 60.00	Resident - New Class
		\$ 65.00	Non-Resident - New Class
	Stained Glass Class	\$ 130.00	Resident - New Class
		\$ 135.00	Non-Resident - New Class
Senior Center	AM Stretch Exercise Class	\$ 3.00	Per Class
	Ballroom Dance Day Class	\$ 3.00	Per class
	Ballroom Dance Night Class	\$ 10.00	Per Class
	Belly Dancing	\$ 3.00	Per Class
	Bridge Lessons	\$ 6.00	Per Class
	Calligraphy Workshops	\$ 35.00	Per Session
	Ceramics	\$ 10.00	Per month
	Computer Class	\$ 50.00	Per Session
	Computer Workshop	\$ 40.00	4-8 hours
	Computer Workshop	\$ 25.00	4 hours or less
	Dance - Afternoon	\$ 3.00	Members Per Dance
		\$ 5.00	Non-Members Per Dance
	Dance - Evening	\$ 5.00	Members Per Dance
		\$ 6.00	Non-Members Per Dance
	Duplicate Bridge	\$ 1.00	Per session
	Duplicate Bridge Additional Fee	\$ 1.50	Non-Members per Session
	Exercise Punch Card	\$ 30.00	Per Punch Card

Attachment: Exhibit A & B Ord19Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
Facility Rental			
Classroom (except #2)		\$ 40.00	Resident Per Hour / Two Hour Min.
		\$ 45.00	Non-Resident Per Hour / 2 Hr Min.
Classroom # 2		\$ 45.00	Resident Per Hour / Two Hour Min.
		\$ 50.00	Non-Resident Per Hour / 2 Hr Min.
Auditorium		\$ 90.00	Resident Per Hour / Two Hour Min.
		\$ 95.00	Non-Resident Per Hour / 2 Hr Min.
Auditorium Deposit		\$ 200.00	Per Auditorium Rental
Classroom & Room 2 Deposit		\$ 50.00	Per Classroom or Room 2 Rental
Kitchen (Type-Catering)		\$ 75.00	Additional Flat Fee for Rental
For Profit Rentals		\$ 5.00	Per Hour Added to Standard Rental Fee
Equipment - Podium		\$ 25.00	Additional Flat Fee for Rental
Equipment - Mic over PA		\$ 25.00	Additional Flat Fee for Rental (Aud. On
Equipment - TV w/ DVD		\$ 50.00	Additional Flat Fee for Rental
Rental Cleanup - Classroom		\$ 25.00	Additional Flat Fee Per Classroom Rental
Rental Cleanup - Room 2		\$ 50.00	Additional Flat Fee Per Rm 2 Rental
Rental Cleanup - Auditorium		\$ 95.00	Additional Flat Fee Per Auditorium Rental
Tablecloths - 60"x120" or 108" Round		\$ 17.50	Per Table Cloth
Tablecloths - 90"x132" or 132" Round		\$ 22.50	Per Table Cloth
Tablecloths - 120"		\$ 20.00	Per Table Cloth
Tablecloth Overlay - 72"x72" or 90"x90"		\$ 15.00	Per Overlay with Table Cloth Rental
Chair Cover with Sash		\$ 4.00	Per Chair
Jewelry Class		\$ 3.00	Per class
Language Classes		\$ 30.00	Per Session
Leather Class		\$ 3.00	Per class
Line Dance Class		\$ 3.00	Per class
Manicure		\$ 15.00	
Pedicure		\$ 21.00	
Special Care Fee		\$ 10.00	Additional (case-by-case)
Massage - Chair			
15-minutes		\$ 16.00	Per 15-minute appointment
30-minutes		\$ 32.00	Per 30-minute appointment
Memberships			
Basic Membership		\$ 15.00	Per Year
All-Inclusive Membership		\$ 19.00	Per Month
Newsletter Ad Space			
Business card size ad		\$ 15.00	Per issue
Quarter page ad		\$ 25.00	Per issue
Half page ad		\$ 45.00	Per issue
Full page ad		\$ 80.00	Per issue
Half page ad - outside back cover		\$ 100.00	Per issue
Oil Painting Class		\$ 10.00	Per Month
Photography Workshop		\$ 35.00	Per Session
Piano/Music Lessons		\$ 80.00	Per Month

Attachment: Exhibit A & B Ord19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Pottery Class	\$ 15.00	Per Month
	Sketching/Art Class	\$ 10.00	Per Month
	Sewing Class	\$ 10.00	Per Month
	Tai Chi	\$ 3.00	Per class
	Yoga	\$ 3.00	Per class
	Zumba Class	\$ 3.00	Per class
Recreation Center			
	Corporate Household	\$ 605.00	Yearly
	Corporate Senior Household	\$ 508.00	Yearly
	Corporate Senior Single	\$ 335.00	Yearly
	Corporate Single	\$ 400.00	Yearly
	Employee Household	\$ 384.00	Yearly
	Employee Senior Household	\$ 276.00	Yearly
	Employee Senior Single	\$ 192.00	Yearly
	Employee Single	\$ 252.00	Yearly
	Non-Resident College Membership	\$ 161.00	Yearly
	Non-Resident Day Pass Daily	\$ 15.00	Daily
	Non-Resident Day Pass Weekly	\$ 35.00	Weekly
	Non-Resident Household	\$ 734.00	Yearly
	Non-Resident Senior Household	\$ 659.00	Yearly
	Non-Resident Senior Single	\$ 432.00	Yearly
	Non-Resident Single	\$ 486.00	Yearly
	Resident College Membership	\$ 143.75	Yearly
	Resident Day Pass Daily	\$ 10.00	Daily
	Resident Day Pass Weekly	\$ 23.00	Weekly
	Resident Household	\$ 486.00	Yearly
	Resident Senior Household	\$ 356.00	Yearly
	Resident Senior Single	\$ 238.00	Yearly
	Resident Single	\$ 313.00	Yearly
	Resident Single - Monthly	\$ 29.00	Monthly
	Resident Household - Monthly	\$ 45.00	Monthly
	Resident Senior Single - Monthly	\$ 22.00	Monthly
	Resident Senior Household - Monthly	\$ 33.00	Monthly
	Non-Resident Single	\$ 156.00	3-Month
	Non-Resident Household	\$ 234.00	3-Month
	Non-Resident Senior Single	\$ 138.00	3-Month
	Non-Resident Senior Household	\$ 210.00	3-Month
	Non-Resident Single	\$ 45.00	Monthly
	Non-Resident Household	\$ 68.00	Monthly
	Non-Resident Senior Single	\$ 40.00	Monthly
	Non-Resident Senior Household	\$ 61.00	Monthly
	Resident Single	\$ 99.00	3-Month
	Resident Household	\$ 156.00	3-Month
	Resident Senior Single	\$ 75.00	3-Month

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Resident Senior Household	\$ 114.00	3-Month
	Non-Resident Single	\$ 156.00	3-Month
	Non-Resident Household	\$ 234.00	3-Month
	Non-Resident Senior Single	\$ 138.00	3-Month
	Non-Resident Senior Household	\$ 210.00	3-Month
	Corporate Single	\$ 129.00	3-Month
	Corporate Household	\$ 192.00	3-Month
	Corporate Senior Single	\$ 108.00	3-Month
	Corporate Senior Household	\$ 162.00	3-Month
	Aquatics		
	Splash Pad Resident - Daily	\$ 5.00	Daily
	Splash Pad Non-Resident - Daily	\$ 12.00	Daily
	Splash Pad Resident - Yearly	\$ 90.00	Yearly
	1 student 1 lesson per mem	\$ 45.00	
	1 student 1 lesson per non-mem	\$ 70.00	
	1 student 4 lessons per mem	\$ 95.00	
	1 student 4 lessons per non-mem	\$ 125.00	
	Lifeguard Instructor mem	\$ 195.00	
	Lifeguard Instructor non- mem	\$ 220.00	
	Lifeguard recert mem fee	\$ 65.00	
	Lifeguard recert non-mem fee	\$ 90.00	
	Lifeguard training mem fee	\$ 175.00	
	Lifeguard training non-mem fee	\$ 200.00	
	Masters swim mem daily	\$ 35.00	Monthly
	Masters swim non-mem daily	\$ 50.00	Monthly
	Swim class member fee	\$ 70.00	
	Swim class non-member fee	\$ 95.00	
	Swim club registration	\$ 10.00	
	WSI class mem	\$ 195.00	
	WSI class non-mem	\$ 220.00	
	Daycare		
	Daycare mem 12 sessions	\$ 20.00	
	Daycare mem 6 sessions	\$ 10.00	
	Daycare mem daily	\$ 2.00	
	Daycare non-mem 12 sessions	\$ 20.00	
	Daycare non-mem 6 sessions	\$ 10.00	
	Daycare non-mem daily	\$ 2.00	
	Unlimited childcare 1 mo.	\$ 30.00	
	Facility Rental		
	Basketball court rental	\$ 55.00	1/2 Court - 1 Hour Member
		\$ 70.00	1/2 Court - 2 Hour Member
		\$ 85.00	1/2 Court - 2 Hour Non-Member
		\$ 105.00	1/2 Court - 1 Hour Non-Member
		\$ 100.00	Full Court - 1 Hour Member

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City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
		\$ 150.00	Full Court - 2 Hour Member
		\$ 135.00	Full Court - 2 Hour Non-Member
		\$ 200.00	Full Court - 1 Hour Non-Member
	Large Meeting Room Rental	\$ 120.00	2 hour Member
		\$ 145.00	3 hour Member
		\$ 175.00	4 hour Member
		\$ 145.00	2 hour Non-Member
		\$ 175.00	3 hour Non-Member
		\$ 200.00	4 hour Non-Member
	Meeting Room 2	\$ 90.00	2 hour Member
		\$ 115.00	3 hour Member
		\$ 140.00	4 hour Member
		\$ 120.00	2 hour Non-Member
		\$ 145.00	3 hour Non-Member
		\$ 175.00	4 hour Non-Member
	Choose 1 Package	\$ 105.00	Member
		\$ 140.00	Non-Member
	Choose 2 Package	\$ 140.00	Member
		\$ 190.00	Non-Member
	Home School Swim	\$ 3.00	
	HS Lap Lane Rental fee	\$ 6.00	
	Lock-In Rental Balance	\$ 750.00	
	Lock-In Rental Deposit	\$ 150.00	
	Pool Lane Rental member	\$ 15.00	
	Pool Lane Rental nonmember	\$ 20.00	
	Racquetball court rental	\$ 25.00	Per hour
	Scuba	\$ 10.00	Per person
	Yearly locker rental	\$ 60.00	
	Inflatable - Giant Slide - Member	\$ 90.00	
	Inflatable - Castle - Member	\$ 65.00	
	Inflatable - Basketball Hoops - Member	\$ 55.00	
	Inflatable - Giant Slide - Non-Member	\$ 115.00	
	Inflatable - Castle - Non-Member	\$ 85.00	
	Inflatable - Basketball Hoops - Non-Member	\$ 70.00	
	Rental Security Deposit (Refundable)	\$ 150.00	
	Fitness		
	Fire Workout - 4 Weeks - Member	\$ 120.00	
	Fire Workout - 4 Weeks - Non-Member	\$ 140.00	
	Fire Workout - 1 Class - Member	\$ 20.00	
	Fire Workout - 1 Class - Non-Member	\$ 25.00	
	Golf Fitness - Member	\$ 50.00	
	Golf Fitness - Non-Member	\$ 75.00	
	1 Hr Personal Training Member	\$ 50.00	
	1 Hr Personal Training Non-Member	\$ 65.00	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	12 Hrs Personal Training Member	\$ 513.00	
	12 Hrs Personal Training Non-Member	\$ 684.00	
	2 Hr Update Personal Training	\$ 75.00	
	20 Hrs Personal Training Member	\$ 800.00	
	20 Hrs Personal Training Non-Member	\$ 1,000.00	
	20/20/20 Senior Member	\$ 130.00	
	20/20/20 Senior Non-Member	\$ 170.00	
	3 Hr Personal Training Member	\$ 100.00	
	3 Hr Personal Training Non-Member	\$ 145.00	
	30 Hrs Personal Training Member	\$ 1,050.00	
	30 Hrs Personal Training Non-Member	\$ 1,350.00	
	6 Hrs Personal Training Member	\$ 270.00	
	6 Hrs Personal Training Non-Member	\$ 360.00	
	Eager To Exercise Mem	\$ 30.00	
	Eager To Exercise Non-Mem	\$ 40.00	
	Fast Track	\$ 225.00	
	Fitness Assessment	\$ 25.00	
	Indoor Triathlon	\$ 20.00	
	Just For Teens Member	\$ 65.00	
	Just For Teens Non-Member	\$ 85.00	
	Small Group Training Member	\$ 130.00	
	Small Group Training Non-Member	\$ 170.00	
	Quest 4 Fitness member	\$ 65.00	
	Quest 4 Fitness nonmember	\$ 85.00	
	Sports Conditioning member	\$ 65.00	
	Sports Conditioning nonmember	\$ 85.00	
	Team Training 1 Mem & 1 Non- Mem 1 session	\$ 65.00	
	Team Training 1 Mem & 1 Non-Mem 8 sessions	\$ 440.00	
	Team Training 1 Mem & 1 Non-Mem 12 sessions	\$ 540.00	
	Team Training 2 Members 1 session	\$ 60.00	
	Team Training 2 Members 8 sessions	\$ 400.00	
	Team Training 2 Members 12 sessions	\$ 480.00	
	Team Training 2 Non-Mem 1 session	\$ 70.00	
	Team Training 2 Non-mem 8 sessions	\$ 480.00	
	Team Training 2 Non-mem 12 sessions	\$ 600.00	
	Next Level Training Member	\$ 35.00	
	Next Level Training Non-Member	\$ 40.00	
	Martial Arts Contract Monthly	\$ 400.00	
	Other Recreation Center		
	Basketball league registration	\$ 40.00	
	Camp 1 wk mem	\$ 135.00	
	Camp 1 wk mem 1st sibling	\$ 125.00	
	Camp 1 wk mem 2nd sibling	\$ 110.00	
	Camp 1 wk non-mem	\$ 160.00	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Camp 1 wk non-mem 1st sibling	\$ 150.00	
	Camp 1 wk non-mem 1nd sibling	\$ 135.00	
	Camp day rate member	\$ 35.00	
	Camp day rate non-member	\$ 40.00	
	Health Non-Profit Booth	\$ 30.00	
	Health Profit Booth	\$ 35.00	
	Junior Youth members	\$ 20.00	
	JYM special	\$ 50.00	
	Kickball Team	\$ 375.00	
	Kids Night Out mem	\$ 10.00	
	Kids Night Out Non-Mem	\$ 15.00	
	Lock-in Member	\$ 20.00	
	Lock-in member additional child	\$ 15.00	
	Lock-in non member	\$ 25.00	
	Lock-in non member additional child	\$ 20.00	
	Racquetball league mem	\$ 20.00	
	Racquetball league non-mem	\$ 25.00	
	Racquetball slam add level	\$ 10.00	
	Racquetball slam mem	\$ 20.00	
	Softball registration	\$ 45.00	
	Tanning 1 session	\$ 5.00	
	Tanning punch card 10 sessions	\$ 30.00	
	Tanning unlimited tanning 1 mo.	\$ 30.00	
	Triathlon individual	\$ 25.00	
	Triathlon insurance individual	\$ 10.00	
	Triathlon late fee individual	\$ 5.00	
	Trunk N Treat	\$ 25.00	
Swim Competition			
	BXST 101 Member	\$ 35.00	
	BXST 101 Member - 2nd	\$ 25.00	
	BXST 101 Non-Member	\$ 50.00	
	BXST 101 Non-Member - 2nd	\$ 40.00	
	Late fee	\$ 10.00	
	Black team mem	\$ 55.00	Monthly
	Black team non-mem	\$ 70.00	Monthly
	Black 2nd swimmer mem	\$ 45.00	Monthly
	Black 2nd swimmer non-mem	\$ 60.00	Monthly
	Red team mem	\$ 65.00	Monthly
	Red team non-mem	\$ 80.00	Monthly
	Red 2nd swimmer mem	\$ 55.00	Monthly
	Red 2nd swimmer non-mem	\$ 70.00	Monthly
	Senior member	\$ 75.00	Monthly
	Senior non-mem	\$ 90.00	Monthly
	Senior 2nd swimmer mem	\$ 65.00	Monthly

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Senior 2nd swimmer non-mem	\$ 80.00	Monthly
	USS transfer fee in LSC	\$ 5.00	
	USS transfer fee out of LSC	\$ 10.00	
	White team mem	\$ 40.00	Monthly
	White team non-mem	\$ 60.00	Monthly
	White 2nd swimmer mem	\$ 35.00	Monthly
	White 2nd swimmer non-mem	\$ 50.00	Monthly
	Yearly registration fee	\$ 100.00	
	Yearly US reg fee	\$ 66.00	
Performing Arts	BOX OFFICE		
	Credit card processing - per subscription	\$ 5.00	On Total Order
	Credit card processing - per ticket	\$2.00 & \$4.00	Depending on Ticket Price
	Tickets - Buy 5 or More Shows Subscription	\$7.50 / \$11.25	5 Shows - 25% off
		\$15.00	5 Shows - 25% off
		\$18.75 - \$26.25	5 Shows - 25% off
	Tickets - Subscribers - Headliner Series	\$40.00 / \$50.00	2 Seating Sections
	Theatre - Public - Headliner Series	\$40.00 / \$50.00	
	Tickets - Public - Showcase Series	\$25.00 / \$35.00	
	Theatre - Public - Live Theatre Series	\$20.00	
	Tickets - Subscriber - Family Series	\$10.00 / \$15.00	Youth & Adult
	CLASSES & INSTRUCTION		
	Summer camp - per participant	\$ 125.00	Fee - includes deposit
	Instruction/class non-refundable deposit	\$ 50.00	
	CONCESSIONS		
	BPACC events - per item	\$ 2.00	
	Client Coffee Statin - per event	\$20.00	
	Client Coffee Refill - per event	\$5.00	
	Client - Hospitality Coordination Fee		Varies - Based on needs & volume
	Client merchandise - per event	15% - of gross	Applies to BPACC series artists
	EQUIPMENT RENTAL		
	Banquet table w/cloth & skirt - per event	\$10.00	
	Banquet table with cloth only - per event	\$5.00	
	Corded Mics - up to 10 - per mic	\$ 10.00	
	Facility piano & bench - per event	\$50.00	
	Facility piano tuning - per event	\$ 150.00	
	Follow spot light - per event	\$ 25.00	Operator Add'l - \$20.00 per hr
	Podium Only - per event	\$ 15.00	
	Podium w Mic - per event	\$ 25.00	
	Removal of seats - per row/event	\$ 50.00	
	Stage Audio --- Lighting Techs per hour	\$35.00 -- \$20.00	
	Stage risers - per event	\$100.00	
	Stage screen only - per event	\$25.00	
	Wireless Mics - per event - per mic	\$85.00	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	SPACE RENTAL		
	Auditorium (per hr, 4-hour minimum)	\$125.00	Includes House Manager
	Lobby (per hr, 4-hour minimum)	\$85.00	Includes House Manager
	Green Room (per hr, 4-hour minimum)	\$40.00	Includes House Manager
	Studio (per hr, 4-hour minimum)	\$60.00	Includes House Manager
	Conference Room (per hr, 4-hr minimum)	\$50.00	Includes House Manager
	Sponsorship		
	Per agreement - minimum	\$ 1,000.00	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 2331)

Meeting: 05/22/18 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2331

Ordinance 18-03, an ordinance to levy and assess a tax rate for ad valorem taxes upon real property and personal property in the City of Bartlett for the Tax Year 2018.

WHEREAS, Tennessee Code Annotated, Section 67-5-103, authorizes municipalities in Tennessee to impose taxes for municipal purposes, and to fix the rates thereof; and

WHEREAS, Article X, Section I of the Bartlett Municipal Charter grants authority by the Board of Mayor and Aldermen to levy taxes for all corporate purposes upon the taxable property, real, personal, and mixed; and

WHEREAS, all property within the city not exempt by general law shall be assessed for taxation based on the assessments made by the Shelby County Assessor's Office;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Alderman of the City of Bartlett, Tennessee, that the 2018 Tax Rate shall be levied as follows:

SECTION 1: TAX RATE -- There is hereby levied upon all real property in the City of Bartlett pursuant to TCA 67-5-101 et sec., a tax calculated upon a rate of \$1.83 for each \$100.00 of assessed valuation and there is hereby levied upon all taxable personal property a tax calculated upon a rate of \$1.83 for each \$100.00 of assessed valuation.

SECTION 2: SEVERABILITY -- to the extent that any prior Ordinance, assessment or tax rate specification conflicts with this Ordinance the same is repealed.

SECTION 3: EFFECTIVE DATE -- Be it further ordained that this Ordinance take effect July 1, 2018.

FIRST READING: May 8, 2018

SECOND READING: May 22, 2018

THIRD READING: June 12, 2018

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

A. Keith McDonald, Mayor

Attest: _____

Stefanie McGee, City Clerk

HISTORY:

05/08/18 Board of Mayor and Aldermen **APPROVED ON FIRST READING**
Next: 05/22/18

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next:
	6/12/2018 7:00 PM	
MOVER:	Jack Young, Vice Mayor	
SECONDER:	W.C. Pleasant, Alderman	
AYES:	Pleasant, Elliott, Parsons, Young, Sedgwick	

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 05/22/18 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Bartlett Station Movies in the Park.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]**MOVER:** Jack Young, Vice Mayor**SECONDER:** Emily Elliott, Alderman**AYES:** Pleasant, Elliott, Parsons, Young, Sedgwick



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

W.J. FREEMAN PARK 2629 BARTLETT BLVD 38134
 Address Zip Code

AUG 24, SEP 7, SEP 21, OCT 5 2018 DUSK TO 11 PM
 Dates of the Event Hours of the Event

BARTLETT STATION "MOVIE IN THE PARK"
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

CITY OF BARTLETT
 Property Owner

GLEN MULLINS BARTLETT STATION COMMISSION BARTLETT, TN 38134
 Special Event Permit Applicant Address of Applicant

901-484-9607 901-385-6804
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

- ☐ Letter of Permission
☒ Insurance CITY OF BARTLETT
☐ Tents (Fire Retardant letter included)
☒ Special Event Checklist
☒ Map
☒ Sign or Banner

\$60.00 Special Event Fee
\$4.00 Permit Issuing Fee
0 Total

Glen Mullins
 Responsible Person

5/2/18
 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.

Attachment: 2629 BARTLETT BLVD-MOVIES IN THE PARK-2018 (2337 : Movies in the Park)

Special Event Checklist

Event: BARTLETT STATION "MOVIES IN THE PARK"
 Location: W.J. FREEMAN PARK
 Dates: AUG 24, SEP 7, SEP 21, OCT 5 2018

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 I 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	✓			<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.	W.J. FREEMAN PARK
2		✓		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		✓		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			✓	<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		✓		The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		✓		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		✓		<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8		✓		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	✓			<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	FOOD VENDERS @ 7 PM MOVIE @ 8 PM (SUNDAY)
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			✓	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			✓	<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		✓		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.	FOOD VENDORS
13		✓		<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.	BARTLETT POLICE DEPT
14			✓	<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		✓		<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.	BARTLETT FIRE DEPT WILL BE MADE AWARE OF THE EVENT
16		✓		<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		✓		<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.	SOLID WASTE TO PROVIDE TRASH CAUS
18		✓		<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		✓		<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.	WILL USE PARKING SPACES
20		✓		<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.	POLICE, FIRE, PARKS, PUBLIC WORKS, SOLID WASTE
21		✓		<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.	CITY OF BARTLETT

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	✓		Temporary arrangements for parking and traffic circulation.	
24	✓		Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25	✓		Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	
26	✓		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	✓		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.	

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.	USING PARKS OUTLETS
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.	

Bartlett Station Commission**6400 Stage Road****Bartlett, TN 38134**

May 2, 2018

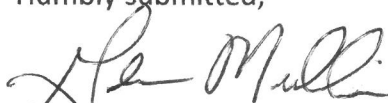
Mayor McDonald and Board of Aldermen,

The Bartlett Station Commission is very excited to once again host and organize the 2018 Bartlett Station Movies in the Park event along with the city of Bartlett.

It has been a very successful program for the commission and we appreciate the continued support the city has given us for this event.

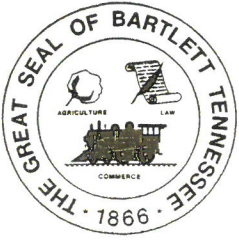
We are excited about the 2018 season and hope you and your families will join us at Freeman park for movies.

Humbly submitted,


Glen Mullins, Commissioner

Bartlett Station Commission

Attachment: 2629 BARTLETT BLVD-MOVIES IN THE PARK-2018 (2337 : Movies in the Park)



City of Bartlett

PARKS & RECREATION

A. Keith McDonald, Mayor
Shan Criswell, CPRP, Parks Direct

May 1, 2018

City of Bartlett
Code Enforcement
6462 Stage Road
Bartlett, TN 38134

The Bartlett Station Commission has requested to use W. J. Freeman Park Pavilion and Gazebo area on Friday evenings at dusk August 24, September 7, September 21, and October 5, 2018.

This is for their Bartlett Movies in the Park events. Permission is hereby given by Bartlett Parks and Recreation Department pending approval by the Mayor and Board of Aldermen.

Sincerely,

Shan Criswell
Director Parks and Recreation Department
City of Bartlett

Cc: Glen Mullins, Bartlett Station Commission

Attachment: 2629 BARTLETT BLVD-MOVIES IN THE PARK-2018 (2337 : Movies in the Park)



**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 05/22/18 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for St. Ann Church's Fall Fest.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Young, Sedgwick



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

6529 Stage Road 38134
Address Zip Code
Oct 19 & 20, 2018 Fri 6p-10p
Dates of the Event Hours of the Event
Fundraiser
Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)
St Ann Catholic Church
Property Owner
SUSAN HUNT 6529 Stage Road
Special Event Permit Applicant Address of Applicant
901. 266. 5206 901. 373. 9030
Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

- ☒ Letter of Permission
☒ Insurance
☐ Tents (Fire Retardant letter included)
☒ Special Event Checklist
☒ Map
☒ Sign or Banner

_____ \$60.00 _____ Special Event Fee
_____ \$4.00 _____ Permit Issuing Fee

_____ Total

Susan Hunt
Responsible Person

5-3-18
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.

Attachment: 6529 STAGE RD-ST ANN FALL FEST FUNDRAISER-OCTOBER 2018 (2343 : St Ann Fall Fest)

Special Event Checklist

Event: St. Ann Fall Fest
 Location: 6529 Stage Road
 Dates: Oct 19 & 20, 2018

Type of special event: (Check one.)

- | | |
|---|---|
| <p>☐ <i>Type 1: Noncommercial Events.</i> 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.</p> <p>☐ <i>Type 2: Special Seasonal Events.</i> 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.</p> | <p>☐ <i>Type 3: Commercial Events.</i> Significant commercial events such as tent sales, sidewalk sales, trade shows, merchandise sales, product demonstrations or transient merchants.</p> <p>☒ <i>Type 4: Public Attractions.</i> 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.</p> |
|---|---|

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

- | | |
|---|--|
| <p>☐ <i>Public property.</i> 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.</p> <p>☐ <i>Public parks.</i> 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.)</p> <p>☐ <i>City sponsorship.</i> 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.</p> <p>☐ <i>Special use permit or site plan.</i> 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.</p> <p>☐ <i>Yard sales.</i> Yard sales regulated under Article VI, Section I of the Zoning Ordinance.</p> | <p>☐ <i>Auctions/estate sales.</i> Auctions/estate sale for individual property that is not considered a special event and is conducted by duly licensed auctioneers.</p> <p>☐ <i>Business deliveries.</i> Newspaper delivery or bona fide merchants who deliver goods in the regular course of business.</p> <p>☐ <i>Certain solicitations.</i> 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.</p> <p>☐ <i>First Amendment activity.</i> The dispensing of religious pamphlets or other literature which is protected by the United States Constitution under Freedom of Speech, Religion or Press.</p> <p>☐ <i>Political campaigning.</i> Campaigning for public office.</p> |
|---|--|

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		X	Limitations on signs.	
23	X		Temporary arrangements for parking and traffic circulation.	
24		X	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		X	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.	

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	X			Name and address of the applicant.	
30	X			Names and address of the owner of the premises on which the proposed event is to be held.	
31	X			Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32	X			Description of the site on which the proposed event is to be held.	
33	X			Date of the proposed event.	
34	X			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	X			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	X			Location and number of proposed temporary public toilets.	
37	X			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	X			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	X		A complete application is made on the form provided by the City and a fee paid in accordance with City ordinances.	
40	X		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	X		An electrical plan, if required for the special event, is approved by the Director of Code Enforcement.	
42	X		The Permitting Official determines the following: a. The special event will comply with the special event performance standards....;	
43	X		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	X		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	X		d. The special event shall comply with all applicable state and federal health, safety, environmental and other applicable requirements.	



ST. ANN

CATHOLIC CHURCH

7.2.a

May 3, 2018

Bartlett Code Enforcement
6382 Stage Road
Bartlett, Tennessee 38134

RE: St. Ann Fall Fest

To whom it may concern:

Enclosed is an application for a permit for the *St. Ann Fall Fest*. This two-day event is scheduled for October 19 and 20, 2018.

Please let me know if further information is required.

We appreciate your support and look forward to hearing from you regarding our permit.

Sincerely,

Susan S. Hunt
Parish Administrator
901.497.8108
susan.hunt@stannbartlett.org

Attachment: 6529 STAGE RD-ST ANN FALL FEST FUNDRAISER-OCTOBER 2018 (2343 : St Ann Fall Fest)

Certificate of Coverage

Date: 5/9/2018

Certificate Holder Bishop of the Diocese of Memphis and His Successors in Office, Diocese of Memphis Catholic Center 5825 Shelby Oaks Drive Memphis, TN 38134	This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.
Covered Location St Ann Church 6529 Stage Rd Bartlett, TN 38134	Company Affording Coverage THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154

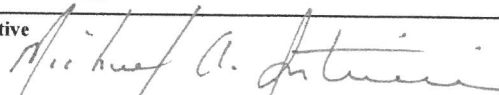
Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate 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 coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability	8576	7/1/2018	7/1/2019	Each Occurrence	500,000
☒ Occurrence				General Aggregate	
☐ Claims Made				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Coverage is verified for claims arising out of St Ann's Fall Fest, October 19-20, 2018.

Holder of Certificate	Cancellation
City of Bartlett Code Compliance PO Box 314148 Bartlett, TN 38134	Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail <u>30</u> days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.
0277001690	Authorized Representative 



Attachment: 6529 STAGE RD-ST ANN FALL FEST FUNDRAISER-OCTOBER 2018 (2343 : St Ann Fall Fest)

4' x 8' Matte - from \$97.99

Have a Print-Ready File?
[Upload Print-Ready File](#)

Order Today, and we'll ship by: Wed 03/14/2018* Ground delivery estimated by: Fri 03/16/2018

(Expedited delivery options available during check out)



* Larger quantity orders may require additional production time

Attachment: 6529 STAGE RD-ST ANN FALL FEST FUNDRAISER-OCTOBER 2018 (2343 : St Ann Fall Fest)



Y15

Car Raffle – Ticket Sales begin June 22, 2018

Car with ribbon parked on corner lot of Stage and Charles Bryan

List of Events for Friday, October 19, 2018:

Golf Tournament at Quail Ridge Golf Club

Italian Dinner on campus - school gym

Silent and Live Auction - school gym and cafeteria

Wine Pull - school gym

Golf Tournament Award Presentations - school gym

List of Events for Saturday, October 20, 2018:

Food Truck Vendors – parking lot

Arts, Crafts and Business Vendors – parking lot

Corn Hole Tournament - school gym

Carnival Rides (4)

Chili Cook Off – Madonna Hall

All Day Music Fest (variety of bands) – parking lot

Live on the Field (evening event) – 5th Kind Band



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 05/22/18 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Jessica Vaughan

Department Head: Bill Yearwood

Annual bid for oil and lubricant.

On April 19, 2018 an ad was placed in *The Daily News*. On May 3, 2018 the City of Bartlett received two bids, which were opened at City Hall.

Bids were received from the following companies:

Panther Oil	
Safety-Kleen * did not bid on all items	

We recommend the bid be awarded to Panther Oil.

This item is a yearly bid item.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Young, Sedgwick

OIL AND LUBRICANT

FY2018-04-052

Due: May 3, 2018



PKG	DESCRIPTION	QTY	UNIT	PANTHER OIL		SAFETY-KLEEN	
				UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
Bulk	Star Fire Synthetic Blend 15W40 or equal Motor Oil API service, CI-4, CJ4, CJ4/SM, CI-4, CJ4, CJ4/SM, VDS-4, CH-4, CI-4S/L	1,800	Gal.	\$ 6.99	\$ 12,582.00	\$ 6.15	\$ 11,070.00
Bulk	Star Fire Synthetic Blend 10W40 or equal Motor Oil API service for gasoline engines SJ, SL, SM, SN, ILSACGF4, ILSACGF4, SN, SJ	1,000	Gal	\$ 4.99	\$ 4,990.00	\$ 4.80	\$ 4,800.00
Bulk	5000Hr AW46 or equal Hydraulic Fluid, Must be universal fluid suitable for all equipment, C-M2C41-A, C-3, TO-2, C-4 MS - 1206PTF	1,000	Gal	\$ 4.79	\$ 4,790.00	\$ 4.75	\$ 4,750.00
Bulk	Star Fire Full Synthetic multi-vehicle Automatic Transmission Fluid Applications Specifying: Mercon, Mercon V, Mercon LV, Mercon SP, Dexron III Allison C-4, ATF+3 TranSynd, TES295, TES 389	600	Gal	\$ 8.95	\$ 5,370.00	\$ 19.75	\$ 11,850.00
120 # Drum	High temp Red Grease NGL grade # 2, must be suitable for use in all vehicles: light and heavy duty trucks, & all heavy equipment, such as dozers, loaders, backhoes, or equal	6	Drum	\$ 209.00	\$ 1,254.00	N/B	N/B
120 # Drum	Gear lube 75W-90, full synthetic	6	Drum	\$ 298.00	\$ 1,788.00	\$ 366.00	\$ 2,196.00
55 Gal Drum	Anti-Freeze - Pure Fleet extended life, heavy duty antifreeze concentrate or equal	8	Drum	\$ 489.00	\$ 3,912.00	N/B	N/B
55 Gal Drum	Diesel Exhaust Fluid	8	Drum	\$ 89.00	\$ 712.00	N/B	N/B
3 Gal Case	Windshield Washer Fluid Premix to -20 degrees 6 (1) gallon bottles to a case	50	Case	\$ 10.54	\$ 527.00	N/B	N/B



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 05/22/18 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Jessica Vaughan

Department Head: Bill Yearwood

Annual bid for Loose Waste Collection.

On April 24, 2018 an ad was placed in *The Daily News*. On May 10, 2018 the City of Bartlett received two bids, which were opened at City Hall.

Bids were received from the following companies:

Michaels Tree and Landscape	
Waste Pro	

We recommend the bid be awarded to Michael's Tree and Landscape.

This is an annual bid item.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Young, Sedgwick

BID RESPONSE SHEET
FY2018-04-046 LOOSE WASTE COLLECTION
DUE 05/10/18 AT 2:00 P.M.

Vendor Name: Michaels Tree & Loader Service

Minimum collection time per visit 3 Hrs.

Equipment Information:

Truck #1	Collection Capacity	40-55	C.Y.	Collection Cost	\$ 185.00	Hour
Truck #2	Collection Capacity	55-85	C.Y.	Collection Cost	\$ 215.00	Hour
Truck #3	Collection Capacity	86-115	C.Y.	Collection Cost	\$ 255.00	Hour
Truck #4	Collection Capacity	116 +	C.Y.	Collection Cost	\$ 275.00	Hour

Vendor Name: WastePro

Minimum collection time per visit 8 Hrs.

Equipment Information:

Truck #1	Collection Capacity	30	C.Y.	Collection Cost	\$ 375.00	Hour
Truck #2	Collection Capacity	30	C.Y.	Collection Cost	\$ 375.00	Hour
Truck #3	Collection Capacity	25	C.Y.	Collection Cost	\$ 375.00	Hour
Truck #4	Collection Capacity	32	C.Y.	Collection Cost	\$ 475.00	Hour

Attachment: FY2018-04-046 LOOSE WASTE COLLECTION bid response sheet (2341 : Loose Waste Collection)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 05/22/18 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Jessica Vaughan

Department Head: Bill Yearwood

Annual bid for generator load testing.

On April 26, 2018 an ad was placed in *The Daily News*. On May 10, 2018 the City of Bartlett received four bids, which were opened at City Hall.

Bids were received from the following companies:

Clarke	
Cummins	
Energy	
Williams	

We recommend the bid be awarded to Clarke.

This is an annual bid item.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Young, Sedgwick

BID RESPONSE SHEET
Generator Load Testing
 FY2018-04-053
 DUE: MAY 10, 2018, 2:00 PM

VENDOR NAME

Clarke

Cummins

Energy

Eq. #	Year	Make	Cap. (KW)	Serial #	Location	Cost	Cost	Cost	Cost
99	2007	Katolight	230	132414-0906	6400 Stage Road, City Hall	\$	770.00	\$	837.20
3102	2015	John Deere	100	SGM32F89G	5996 Mphs. Arlington Fire Sta. 2	\$	590.00	\$	644.70
3119	1986	John Deere	55	694412	2939 Altruria, Fire Sta. 1	\$	560.00	\$	585.20
3121	2017	Cummins	100	74232945	7855 Mphs. Arlington Fire Sta. 3	\$	560.00	\$	530.60
3139	1998	Generac	60	98A04525S	6875 Old Brownsville Fire Sta. 4	\$	600.00	\$	585.20
3167	2006	John Deere	100	2109860	3725 Brunswick Rd Fire Sta. 5	\$	590.00	\$	644.70
5115	1997	Kohler	80	382921	3730 Appling Rd Justice Ctr.	\$	560.00	\$	637.70
5121	1996	Kohler	20	SPEC PA-189022-61	Radio Tower	\$	560.00	\$	530.60
8452	1997	Olympian	35	2034844	3583 Altruria Rd Fleet Serv.	\$	560.00	\$	530.60
9100W	1998	Onan	175	J970654331	5258 Shelter Run Treatment Plant	\$	670.00	\$	735.70
9104M	2017	Caterpillar	100	Not yet assigned	3587 Altruria Water Mtnce	\$	560.00	\$	644.70
9110T	1992	Onan	400	D910379556	3183 Germantown Rd. Water Plant 4	\$	895.00	\$	1,048.60
9133M	1992	Onan	230	L810601472	5258 Shelter Run Water Mtnce	\$	770.00	\$	744.10
9145T	1996	Olympian	200	5YF03106	5725 Woodlawn Water Plant 2	\$	670.00	\$	744.10
9156T	2001	Caterpillar	500	CER00234	4751 Ardie Road Water Plant 3	\$	985.00	\$	1,048.60
9160M	2004	Caterpillar	100	OLY00000VX4P00190	3587 Altruria Water Mtnce	\$	600.00	\$	644.70
9161W	2005	Detroit	450	2039016	5258 Shelter Run Treatment Plant	\$	895.00	\$	1,048.60
169T	2007	Cummins	400	C070030585	3585 Altruria Water Plant 1	\$	895.00	\$	1,048.60
n/a	2016	Generac	25	3000354643	5205 Brief Rd.	\$	560.00	\$	530.60
						\$	12,850.00	\$	13,764.80
						\$		\$	29,220.00

Williams	
Cost	
\$	1,071.00
\$	956.00
\$	856.00
\$	956.00
\$	856.00
\$	956.00
\$	956.00
\$	856.00
\$	856.00
\$	956.00
\$	956.00
\$	1,393.00
\$	1,071.00
\$	1,071.00
\$	1,393.00
\$	956.00
\$	1,393.00
\$	1,393.00
\$	856.00
19,757.00	

COPY**CLARKE**
Power Services

Date: April 29th, 2018

To: Mayor Keith McDonald
City of Bartlett

Re: SB #FY2018-04-053 Generator Load Testing

Mr. Mayor McDonald,

Please find the Clarke Power Service Generator Load Testing Proposal SB#FY2018-04-063 attached.

Your list of contacts are as follows:

Operational questions can be directed at Harvey Marcum (Account Mgr and Lead Tech for Clarke Generator 901-262-2390) or John Moore (General Manager for Clarke Generator 336-207-8867)
Contractual questions can be directed at the Clarke Power Services Contract Administrator and Government Sales Director Tom Greenwood (414-218-2715)

Clarke values the existing relationship it has with the City of Bartlett. Harvey, John and myself appreciate the opportunity you have allowed us in bidding on your business. Please feel welcome to contact us with any questions or requests you might have.

Thank you.



Thomas Greenwood
Clarke Government Sales Mgr
414-218-2715

Attachment: Bid Specs for Generator Load testing 2018 (2342 : Generator Load Testing)

GENERATOR LOAD TESTING
 Sealed Bid #: FY2018-04-053
 Due Date: May 10, 2018

NOTICE TO BIDDERS

Sealed Bids are to be received no later than **2:00 p.m. on May 10, 2018**. All bid packets with an original, clearly identified, and two copies, must be labeled "**FY2018-04-053 GENERATOR LOAD TESTING**" and addressed to:

**MAYOR A. KEITH MCDONALD
 CITY OF BARTLETT
 6400 STAGE ROAD
 BARTLETT, TENNESSEE 38134-1148**

The City reserves the right to reject any and all bids and to waive any informality in the bidding process. The City of Bartlett is an equal opportunity employer and will not discriminate against any individual for any reason. If further information is desired, please contact Debbie Cairncross, Purchasing Agent at 901-385-6416 or by email at dcairncross@cityofbartlett.org. There is a no cost to obtain bid documents and plans.

Please quote prices on attached bid pricing sheet

We propose to furnish the item(s) listed on attached form(s) at prices quoted and guarantee safe delivery FOB Delivered and as specified.

These prices are submitted with a declaration that no City Official or Employee has a financial or beneficial interest in this transaction.

Clarke Power Services, Inc

NAME OF FIRM

3070 Sandbrook Street, Memphis, TN 38116

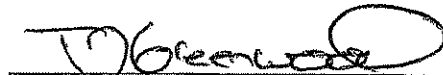
ADDRESS

414-218-2715

PHONE

tgreenwood@clarkepsi.com

E-MAIL ADDRESS



SIGNATURE OF AUTHORIZED
 REPRESENTATIVE

Thomas Greenwood

PRINT NAME

GENERATOR LOAD TESTING
 Sealed Bid #: FY2018-04-053
 Due Date: May 10, 2018

AFFIDAVIT OF EQUIVALENT DRUG TESTING PROGRAM

State of Wisconsin)
 County of Milwaukee) S.S.

Thomas J Greenwood, being first duly sworn, deposes and says that:

(1) He/She is Government Business Manager of the company submitting this bid and
 has _____ (title)
 authority to sign this affidavit.

(2) He/She is fully informed of the City of Bartlett's drug policy as outlined in this bid.

(3) His/Her company has a testing program in place equal to or greater than the City's program

TJ Greenwood

Signed

Clarke Government Sales Mgr

Title

Subscribed and sworn before me this 24th day of April, 2018.

Signed [Signature]

Title Personal Banker officer

My commission expires: November 12, 2019.

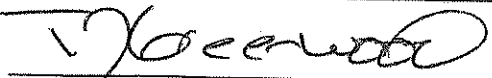
GENERATOR LOAD TESTING
 Sealed Bid #: FY2018-04-053
 Due Date: May 10, 2018

PUBLIC ACTS 109
(Iran Divestment Act)

"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalties of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106."

Full text of Public Chapters can be found on the Tennessee Secretary of State's website: [http://tnsos.org/acts/ PublicActs.109.php](http://tnsos.org/acts/PublicActs.109.php).

Print Name Thomas J Greenwood

Signed 

Title Clarke Government Sales Mgr

Subscribed and sworn before me this 26th day of April, 2018.

Signed 

Print Name Travon Perkins

Title Personal Banker Officer

My commission expires: November 12, 2019.

NOTE: Bids cannot be considered nor awards made to anyone without the above required statement.

GENERATOR LOAD TESTING
 Sealed Bid #: FY2018-04-053
 Due Date: May 10, 2018

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Wisconsin)
 County of Millwaukee) s.s.

Thomas J Greenwood

_____, being first duly sworn, deposes and says that:

(1) He/She is Government Sales Manager of Clarke Power Services, Inc, the Bidder that has submitted the attached BID;

(2) He/She is fully informed respecting the preparation and contents of the attached BID and of all pertinent circumstances respecting such BID;

(3) Such Bid is genuine and is not a collusive or sham BID;

(4) Neither the said Bidder nor any of its officers, partners owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agree, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to retain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder firm or person to fix the price of prices in the attached Bid, or of any other Bidder, or to fix any overhead, profit or cost element or the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the **CITY OF BARTLETT** or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) TJ Greenwood

(Title) Clarke Power Services Government Sales Manager

Subscribed and sworn before me this 26th day of April, 2018

Thomas J Greenwood (Title) Personal banker

My commission expires November 12 2019

GENERATOR LOAD TESTING
 Sealed Bid #: FY2018-04-053
 Due Date: May 10, 2018

CONTRACT MONITORING

The **Tennessee Department of Transportation** requires the City of Bartlett to maintain records of those ethnic and gender groups who are awarded bids on projects.

You are asked for **voluntary disclosure** of the following information as it pertains to the ownership of the bidding company:

Company Name: Clarke Power Services, Inc Date: 4/26/2018

Gender: Male X Female _____

Race: Caucasian X

African American _____

Hispanic _____

Other (please specify) _____

_____ I have reviewed this request and have decided **NOT** to provide the requested information.

GENERATOR LOAD TESTING
 Sealed Bid #: FY2018-04-053
 Due Date: May 10, 2018

CONTRACT MONITORING – PART 2

All contractors, consultants, and suppliers that receive funds from state or federal projects (through Bartlett) must comply with Title VI guidelines. All contractors/consultants/suppliers will have to follow many of the same guidelines that apply to the City of Bartlett. The City's Title VI coordinator will perform compliance reviews of each entity as the selection for the award to receive funds and then reviews will be performed a minimum of every 3 years during the life of the contract while they are receiving funds.

The following self-survey will be the tool used by the City of Bartlett to ensure the selected contractor/consultant/supplier compliance; if found to be non-compliant, the City's Title VI Coordinator will attempt to bring into compliance. If continued to be non-compliant, the contract will be cancelled and the City's our association will be discontinued.

Title VI Self Survey for Contractors/Consultants/Suppliers

Name of Contractor: Clarke Power Services, Inc Date Completed: 4/26/2018

Address: 3070 Sandbrook Street

City: Memphis State: TN Zip: 38116

Phone: 414-218-2715 Fax: 901-396-7224

This should be completed annually while the contract is active and submitted to the sub-recipient's Title VI Coordinator for review.

1. Are Title VI posters visible to staff? If yes, where? Title VII posters are visible to staff.
2. Are all Physical Areas (i.e. restrooms, dining rooms, waiting rooms, etc.) provided without regard to race, color, or national origin? Yes
3. How is Title VI information disseminated to new/current employees? Title VII information is provided at the time of hire in the new employee document package.



April 30, 2018

To: City of Bartlett

Clarke Power Services, Inc assures that no person on the grounds of race, color, national origin, or sex, as provided by the Title VI of the Civil Rights Act of 1964 and from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Tennessee Department of Transportation (TDOT).

A handwritten signature in black ink, appearing to read "T Greenwood", written over a horizontal line.

Thomas Greenwood
Clarke Power Services, Inc
Government Sales Director

COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Clarke Power Services, Inc. not to discriminate against any employee or applicant for employment because of race, color, religion, sex, gender identity or sexual orientation, national origin, age, marital status, genetic information, disability, or because he or she is a protected veteran. It is also the policy of Clarke Power Services, Inc. to take affirmative action to employ and to advance in employment, all persons regardless of race, color, religion, sex, gender identity or sexual orientation, national origin, age, marital status, genetic information, disability, or protected veteran status, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

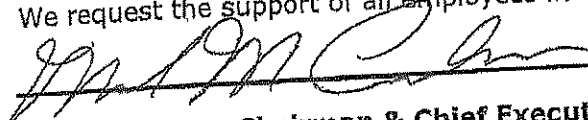
Employees and applicants of Clarke Power Services, Inc. will not be subject to harassment on the basis of race, color, religion, sex, gender identity or sexual orientation, national origin, age, marital status, genetic information, disability, or because he or she is a protected veteran. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law is prohibited.

As Chief Executive Officer of Clarke Power Services, Inc., I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of Equal Employment Opportunity and affirmative action throughout all levels of the company, I have selected the Human Resource Director, as the Equal Employment Opportunity (EEO) Manager for Clarke Power Services, Inc.. One of the EEO Manager's duties will be to establish and maintain internal audit and reporting systems to allow for effective measurement of the company's programs.

In furtherance of Clarke Power Services, Inc.'s policy regarding Affirmative Action and Equal Employment Opportunity, the company has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that Clarke Power Services, Inc. is committed to in order to ensure that its policy of nondiscrimination and affirmative action is accomplished. This Affirmative Action Program is available in the Human Resources office for inspection by any employee or applicant for employment upon request, during normal business hours. Interested persons should contact the Human Resource Director for assistance.

If you are a disabled individual, or covered veteran and would like to be considered under these programs, please let your immediate supervisor or department head know. Although giving this information is voluntary, such a disclosure by you will enable Clarke Power Services, Inc. to further assist you in an appropriate manner concerning your employment. Be assured that your willingness to provide such information will in no way result in adverse treatment. Information obtained concerning employees will be kept confidential, except that (1) supervisors and department managers may be informed regarding restrictions on the work or duties of disabled employees and disabled veterans and regarding necessary accommodations, and (2) first aid personnel may be informed, when and to the extent appropriate, if a disability might require emergency treatment, and (3) government representatives investigating compliance with federal and state laws shall be informed, as necessary.

We request the support of all employees in accomplishing Equal Employment Opportunity.


 Mark Andreae, Chairman & Chief Executive Officer

January 1, 2018

Attachment: Bid Specs for Generator Load testing 2018 (2342 : Generator Load Testing)

Clarke Power Services Inc. Policy

Effective Date: March 13, 2013

Supersedes Date: March 18, 2005

Page 1 of 3

Subject: **Equal Employment Opportunity**

Approved by: Mark Andreae – President and CEO (SOF)

Signature

Equal Employment Opportunity

The Company provides equal employment opportunities to all persons, consistent with applicable federal, state, and municipal equal employment opportunity laws prohibiting discrimination based on race, sex (including pregnancy), age (40 and older), disability, religion, ancestry, color, national origin, genetic information, veteran status, or any other applicable statutorily protected group status. This policy applies to all phases of the employment relationship including the recruiting, hiring, compensating, promoting, transferring, reducing in force, and disciplining employees.

Adjustment to Work Duties. If an employee believes she needs an adjustment to her work duties or workplace based on her medical condition, the employee promptly should contact her manager and the Human Resources Manager. Prior to any subsequent meeting, it may be helpful to the process if the employee provides written documentation identifying the nature of the limitation(s) that she believes requires an adjustment, the likely duration, suggested adjustment(s), and any medical documentation. Her manager and the Human Resources Manager will meet with her to discuss the request, explain the process, and determine what documentation is necessary to evaluate the request. It is the employee's responsibility to ensure that her health care provider provides the requested documentation. Depending on the circumstances and documentation, the Company may require supplemental information from the employee's health care provider or another health care provider/third party. The Company cannot always grant the specific adjustment an employee seeks, but will make a determination whether it can make an adjustment that will enable the employee to perform the essential functions of her position.

Lactation Accommodation. The Company will provide reasonable, unpaid, breaks for a non-exempt employee to express breast milk for her nursing infant who is up to one year old. The Company will furnish a private location at its office (other than the bathroom) for that activity. The Company will provide a refrigerator or other cold storage space (or permit the employee to provide her own) for keeping expressed milk until the end of the employee's work day. Please contact the Human Resources Manager if you need such an accommodation.

Workplace Harassment/Discrimination

The Company affords all employees a workplace that is free from all forms of harassment or discrimination based on sex (including pregnancy), race, religion, age (40 or older),

ancestry, color, disability, national origin, genetic information, veteran status, or any other applicable statutorily protected group status. Such misconduct should be reported promptly, regardless of who originates it or participates in it, and regardless of whether it is oral, written, visual, or physical conduct. If found to have occurred, such misconduct will result in corrective action that the Company determines is an appropriate resolution of the matter. The corrective action could range up to and include separation of the offender.

Reporting Procedure. Anyone who is the object of any such conduct or who observes any such activity should immediately report the matter to either her manager, the Human Resources Manager (513-719-2304) or the Vice President of Human Resources (336-809-9905), or any other member of the Company's management staff without fear of reprisal. Retaliation will not be tolerated against persons who report such activity or against those who assist or participate in any investigation.

Investigation/Disciplinary Action. Each reported matter will be investigated under the direct supervision of the Vice President of Human Resources or his authorized designee. After the investigation has been completed, the Company will make a determination. Appropriate corrective action, up to and including separation from the Company, will be taken if that is deemed the proper resolution of the matter.

Explanation Of Sexual Harassment. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Unwelcome sexual advances (verbal and/or physical), requests for favors and other verbal and/or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is either an explicit or implicit term or condition of employment (such as a promotion, job assignment, overtime opportunity, wage increase, etc.); or
- Submission to or rejection of the conduct is used as a basis for making employment decisions; or
- The conduct has the purpose or the effect of unreasonably interfering with an individual's work performance or creating a hostile or offensive work environment.

Discriminatory Harassment. While it is not possible to list all those examples that may constitute discriminatory harassment, the following non-exhaustive list sets forth some examples of conduct which may constitute discriminatory harassment depending upon the totality of the circumstances:

Sexual

- Sexual jokes or offensive sexual language;
- Sexual references;
- Verbal harassment of a sexual nature;
- Subtle or direct pressure for sexual activity;
- Physical contact such as touching, patting, pinching, rubbing or squeezing;
- Leering at or ogling or other sexual references or comments about a person's body, appearance or clothing;
- Seeking sexual attention with implied or explicit threats or rewards; or

- Displaying pictures or objects of a sexual nature.

Conduct Based On Other Protected Characteristic(s)

- Verbal conduct such as epithets, derogatory comments or jokes, or slurs;
- Visual conduct such as posters, photographs, cartoons, or drawings that denigrate or show hostility or aversion toward an individual or group;
- Written conduct such as threatening or offensive letters, notes, or invitations;
- Electronic communication of verbally or visually harassing material; or
- Physical conduct or physical interference with someone.

Supervisory/Employee Relationships. The Company recognizes the potential difficulties that may be generated by consensual relationships between a supervisor and a subordinate employee. Therefore, no manager/supervisor shall directly supervise or participate in employment decisions (e.g., evaluations, promotions, compensation, discipline) for an employee with whom he/she has or has had a consensual relationship. "Consensual Relationship," for purposes of this policy, includes dating, romantic involvement, sexual relations, or the exchange of affections.

Managers/supervisors who have (or had) a Consensual Relationship that is contrary to this policy should promptly disclose the relationship to the Human Resources Manager. Please err on the side of disclosure as openness helps to avoid future misunderstandings. The Company will determine whether it is appropriate and possible to adjust reporting or working relationships or whether other actions or changes are necessary. Failure to promptly disclose such a Consensual Relationship may result in discipline up to and including termination.

Other Office Relationships. Employees engaging in a Consensual Relationship (defined above) shall not engage in conduct that has the purpose or effect of unreasonably interfering with the other employee's work performance or creating a hostile or offensive work environment. If an employee participating in a Consensual Relationship believes the other employee is engaging in behavior that violates the Company's Workplace Harassment/Discrimination Policy or any other policy, she/he shall immediately report the matter as set forth above.

Unacceptable Behavior. Using and insisting upon good manners, professional behavior, and the exercise of good sense will go a long way in avoiding and preventing the inappropriate conduct covered by this policy. Again, should there be any incident which runs afoul of this policy, it should be reported immediately. While this policy sets forth its goals of promoting a workplace that is free from the above-referenced harassment or discrimination, it does not limit the Company's ability to take corrective action for workplace conduct which the Company determines is unacceptable, regardless whether that conduct violates this policy.

GENERATOR LOAD TESTING
 Sealed Bid #: FY2018-04-053
 Due Date: May 10, 2018

BID PRICING SHEET

(Include one original, clearly marked, and two copies, including Insurance Certificate, Public Acts 109 form and current, signed W-9 form)

Eq. #	Year	Make	Cap. (KW)	Serial #	Location	Cost
99	2007	Katolight	230	132414-0906	6400 Stage Road City Hall	\$770.00
3102	2015	John Deere	100	SGM32F89G	5996 Mphs. Arlington Fire Station 2	\$590.00
3119	1986	John Deere	55	694412	2939 Altruria Fire Station 1	\$560.00
3121	2017	Cummins	100	74232945	7855 Mphs. Arlington Fire Station 3	\$560.00
3139	1998	Generac	60	98A04525S	6875 Old Brownsville Fire Station 4	\$600.00
3167	2006	John Deere	100	2109860	3725 Brunswick Rd Fire Station 5	\$590.00
5115	1997	Kohler	80	382921	3730 Appling Rd Justice Center	\$560.00
5121	1996	Kohler	20	SPEC PA-189022-61	Radio Tower	\$560.00
8452	1997	Olympian	35	2034844	3583 Altruria Rd Fleet Services	\$560.00
9100W	1998	Onan	175	J970654331	5258 Shelter Run Treatment Plant	\$670.00
9104M	2017	Caterpillar	100	Not yet assigned	3587 Altruria Water Maintenance	\$560.00
9110T	1992	Onan	400	D910379556	3183 Germantown Rd. Water Plant 4	\$895.00
9133M	1992	Onan	230	L810601472	5258 Shelter Run Water Maintenance	\$770.00
9145T	1996	Olympian	200	5YF03106	5725 Woodlawn Water Plant 2	\$670.00
9156T	2001	Caterpillar	500	CER00234	4751 Ardie Road Water Plant 3	\$985.00
9160M	2004	Caterpillar	100	OLY00000VX4P00190	3587 Altruria Water Maintenance	\$600.00
9161W	2005	Detroit	450	2039016	5258 Shelter Run Treatment Plant	\$895.00
9169T	2007	Cummins	400	C070030585	3585 Altruria Water Plant 1	\$895.00
n/a	2016	Generac	25	3000354643	5205 Brief Rd.	\$560.00
Total Bid						\$12,850.00

Signatures on page 2

BPS-1

Client#: 667855

CLARKPOW

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/26/2017

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services LLC 312 Elm Street, 24th Floor Cincinnati, OH 45202 513 852-6300		CONTACT NAME: Natalia Wiley PHONE (A/C, No, Ext): 513 852-6300 FAX (A/C, No): 513 852-6428 E-MAIL ADDRESS: natalia.wiley@usi.com	
INSURED Clarke Power Services, Inc. 3133 East Kemper Road Cincinnati, OH 45241		INSURER(S) AFFORDING COVERAGE	
		INSURER A : Continental Casualty Company	
		INSURER B : Continental Insurance Company	
		INSURER C : American Casualty Company of Reading PA	
		INSURER D : National Fire Insurance Co. of Hartford	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

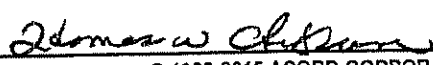
REVISION NUMBER:

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ PD Ded:25,000 ☒ Employers Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:		C2095931897	11/01/2017	11/01/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 OH Stop Gap \$1,000,000
D	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY		C4017046399	11/01/2017	11/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired Phys D \$5,000/Ded.
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$0		C5084035326	11/01/2017	11/01/2018	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC582521072	11/01/2017	11/01/2018	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Garagekeepers		C2095931950	11/01/2017	11/01/2018	\$250,000 per location
A	Equipment		C6024360174	11/01/2017	11/01/2018	\$100,000 Leased/Rented

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 This Certificate of Insurance is issued as a matter of information only and confers no rights upon the holder and does not amend, extend or alter the coverage afforded by policies designated on the Certificate.

CERTIFICATE HOLDER

CANCELLATION

Proof of Insurance	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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Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 05/22/18 07:00 PM

Department: Police

Category: Bid

Prepared By: Penny Medlock

Department Head: Gary Rikard

Bid for replacing Justice Center HVAC units.

On March 27, 2018 an ad was placed in *The Daily News*. On April 26, 2018, the City of Bartlett received five bids, which were opened at City Hall.

Bids were received from the following companies:

D & L, Inc.	\$47,295.00
Damon Marcus	\$52,300.00
Metro Mechanical	\$60,683.00
National HVAC	\$65,489.00
Terry Bell Construction	\$53,802.54

City Consultant, Casper Riggs, SSR, recommends D & L, Inc. for a total price of \$47,295.00.

Funds are available in Account 311.48311.780.20518.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Young, Sedgwick



May 1, 2018

Debbie Cairncross
Purchasing Agent
City of Bartlett
6400 Stage Rd.
Bartlett, TN 38134
901-385-6416

Re: Recommendation Letter
FY2018-04-044 Roof Top HVAC Replacement Units, Bartlett Justice Center
SSR NO. 18670211

Dear Debbie:

We have received the bids for the above referenced project. We have spoken with the low bidder, Bryant Land with D&L INC HVAC & Sheet Metal, and they are comfortable with their bid. We have no issues with D&L. SSR recommends that the total bid for \$47,295.00 submitted by D&L be accepted and the construction contract be awarded.

Sincerely,

A handwritten signature in blue ink that reads "Casper Briggs". The signature is fluid and cursive, with the first name "Casper" being more prominent than the last name "Briggs".

Casper Briggs
Mechanical Engineer
Smith Seckman Reid, Inc.

Attachment: Bid Rec - Bartlett Justice Center (2336 : HVAC Units for Justice Center)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 05/22/18 07:00 PM

Department: Engineering

Category: Contract

Prepared By: Erin Campbell

Department Head: John Horne

Bid for Elmore Park Road drainage improvements project.

The Elmore Park Drainage Improvements Project was advertised in *The Daily News* on March 22, 2018. The contractors that picked up Bid Documents are as follows:

B & C Construction
Delgado General
Dixieland Contractors
Encor
Madden Phillips Const.
P & E Development
Precise Concrete Works

On April 19, 2018, the City received four bids for the construction of the Elmore Park Road Drainage Improvements Project. The apparent low bidder, Encor, submitted a total base bid of **\$123,250.00**. Based on the bid prices submitted, the Engineering Department recommends awarding this contract to Encor in the base bid amount of **\$123,250.00**, plus an additional amount of **\$26,750.00** for items that may need to be added during construction for a total not to exceed **\$150,000.00**. Encor has performed work for the City of Bartlett on other projects. Funding is available in Account 311.48311.780.63616.

Bidder	Total Base Bid
B & C Construction	\$180,170.00
Delgado General	\$132,310.00
Encor	\$123,250.00

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Young, Sedgwick

BID PRICING SHEET FY2018-03-038 ELMORE PARK DRAINAGE IMPROVEMENTS

B & C CONSTRUCTION

DELGADO GENERAL

ENSCOR

Item No.	Description	Unit	Qty.	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Mobilization	LS	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$6,500.00	\$6,500.00
2	Clearing and Grubbing	AC	1.8	\$15,000.00	\$27,000.00	\$8,200.00	\$14,760.00	\$2,000.00	\$3,600.00
3	Asphalt Removal	SY	40	\$10.00	\$400.00	\$20.00	\$800.00	\$10.00	\$400.00
4	Curb & Gutter Removal	LF	50	\$20.00	\$1,000.00	\$15.00	\$750.00	\$10.00	\$500.00
5	6-72 Curb Inlet Removal	EA	2	\$500.00	\$1,000.00	\$1,200.00	\$2,400.00	\$750.00	\$1,500.00
6	15" Pipe Removal	LF	50	\$25.00	\$1,250.00	\$22.00	\$1,100.00	\$10.00	\$500.00
7	Tree Protection Fencing	LF	170	\$6.00	\$1,020.00	\$5.00	\$850.00	\$5.00	\$850.00
8	Earthwork (Excavation & Disposal)	CY	1,500	\$20.00	\$30,000.00	\$14.00	\$21,000.00	\$10.00	\$15,000.00
9	Erosion Control	LS	1	\$10,000.00	\$10,000.00	\$6,500.00	\$6,500.00	\$10,000.00	\$10,000.00
10	6-30 Curb & Gutter	LF	50	\$30.00	\$1,500.00	\$50.00	\$2,500.00	\$30.00	\$1,500.00
11	Asphalt Trench Repair (not including granular backfill)	SY	40	\$100.00	\$4,000.00	\$70.00	\$2,800.00	\$35.00	\$1,400.00
12	Concrete Swale	SF	1,100	\$10.00	\$11,000.00	\$7.00	\$7,700.00	\$15.00	\$16,500.00
13	30" Type "D" Headwall	EA	1	\$3,000.00	\$3,000.00	\$2,400.00	\$2,400.00	\$2,500.00	\$2,500.00
14	36" Type "D" Headwall	EA	1	\$3,500.00	\$3,500.00	\$2,600.00	\$2,600.00	\$3,000.00	\$3,000.00
15	Double 6-72 Curb Inlet	EA	2	\$7,500.00	\$15,000.00	\$6,100.00	\$12,200.00	\$5,000.00	\$10,000.00
16	24" RCP, Class III	LF	50	\$50.00	\$2,500.00	\$68.00	\$3,400.00	\$100.00	\$5,000.00
17	Pipe Connection to Existing Box Culvert	EA	4	\$1,500.00	\$6,000.00	\$1,200.00	\$4,800.00	\$2,000.00	\$8,000.00
18	Existing Inlet Modification for New Pipe	EA	2	\$2,000.00	\$4,000.00	\$2,200.00	\$4,400.00	\$1,000.00	\$2,000.00
19	Granular Backfill (CR-610)	TN	60	\$50.00	\$3,000.00	\$35.00	\$2,100.00	\$50.00	\$3,000.00
20	Sod	SY	9,000	\$5.00	\$45,000.00	\$3.25	\$29,250.00	\$3.50	\$31,500.00
Total Base Bid					\$180,170.00		\$132,310.00		\$123,250.00

Attachment: FY2018-03-038 ELMORE PARK DRAINAGE IMPROVEMENTS PROJECT bid pricing sheet

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 05/22/18 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Department Head: Dick Phebus

Apple Lease 2019 Form CT-0253 Debt Obligation.**RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]****MOVER:** Jack Young, Vice Mayor**SECONDER:** Emily Elliott, Alderman**AYES:** Pleasant, Elliott, Parsons, Young, Sedgwick

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)

1. Public Entity:	
Name:	CITY OF BARTLETT, TENNESSEE
Address	6400 STAGE ROAD
	BARTLETT, TN 38134
Debt Issue Name:	APPLE COMPUTER EQUIPMENT LEASE
If disclosing initially for a program, attach the form specified for updates, indicating the frequency required.	

2. Face Amount:	\$ 5,031,865.00
Premium/Discount:	\$

3. Interest Cost:	4.0400 %	☒ Tax-exempt	☐ Taxable
☐ TIC	☐ NIC		
☐ Variable:	Index _____ plus _____ basis points; or		
☐ Variable:	Remarketing Agent _____		
☒ Other:	DISCOUNTED INTEREST RATE CALCULATION		

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 _____ %	
☒ Education 100.00 %	5200 APPLE COMPUTERS AND NETWORK EQUIP
☐ 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: 05/08/2018	Issue/Closing Date: 05/08/2018

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
2018	\$1,266,467.59	4.0400 %		\$	%
2019	\$1,243,900.78	4.0400 %		\$	%
2020	\$1,255,095.88	4.0400 %		\$	%
2021	\$1,266,391.75	4.0400 %		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%

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	\$ 0	
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	\$ 0	

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 _____	_____	_____

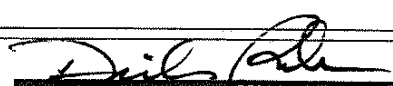
13. Disclosure Document / Official Statement:	
☒ None Prepared	
☐ EMMA link _____	or
☐ Copy attached	

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 ☒ No
If yes to either question, date that disclosure is due _____	
Name and title of person responsible for compliance _____	

15. Written Debt Management Policy:	
Governing Body's approval date of the current version of the written debt management policy	<u>12/31/2011</u>
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 <u>05/22/2018</u>	and presented at public meeting held on <u>05/22/2018</u>
Copy to Director to OSLF: on <u>05/23/2018</u>	either by:
☒ Mail to: _____	☐ Email to: _____
Cordell Hull Building 425 Fifth Avenue North, 4th Floor Nashville, TN 37243-3400	<u>StateAndLocalFinance.PublicDebtForm@cot.tn.gov</u>

18. Signatures:	
 AUTHORIZED REPRESENTATIVE	 PREPARER
Name: <u>A. Keith McDonald</u>	Name: <u>Dick Phebus</u>
Title: <u>Mayor</u>	Title: <u>Finance Director</u>
Firm: _____	Firm: <u>City of Bartlett, TN</u>
Email: <u>kmdonald@citvofbartlett.org</u>	Email: <u>dphebus@citvofbartlett.org</u>
Date: <u>05/23/2018</u>	Date: <u>05/23/2018</u>



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION (ID # 2333)

Meeting: 05/22/18 07:00 PM
Department: Administration
Category: Budget
Prepared By: Stefanie McGee
Initiator: Mark Brown
Sponsors:
DOC ID: 2333

Resolution 11-18, a resolution to establish the Mayor's salary and vehicle stipend for the four-year period beginning January 1, 2019.

WHEREAS, Article XI, Section 9 of the Tennessee Constitution prohibits "altering the salary prior to the end of the term for which such public officer was selected," and

WHEREAS, the City of Bartlett has a policy of establishing the salaries of elected officials in the year of a mayoral election, and

WHEREAS, a mayoral election will be held in November 2018, and it is in the public interest that salaries for the term of offices up for election to be known prior to the election.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Bartlett:

SECTION 1.

The following salary schedule is hereby established for the elected position of Mayor of the City of Bartlett:

Effective January 1, 2019, \$97,500 per year
Effective January 1, 2020, \$100,000 per year
Effective January 1, 2021, \$102,500 per year
Effective January 1, 2022, \$105,000 per year

SECTION 2.

A. Throughout the term beginning January 1, 2019, the Mayor agrees to use his personal vehicle for required travel and local trips necessary in carrying out his job duties. In consideration of the use of his personal vehicle, the City will reimburse auto expenses at a flat rate of \$500.00 (Five Hundred Dollars) per month. In addition to the monthly auto reimbursement, the City will reimburse fuel expenses

- for trips extending beyond a 50 mile radius of the Mayor's home or office.
- B. The Mayor understands and agrees that proceeds received under this provision may be subject to Federal taxes which will be withheld in accordance with prevailing tax laws.
- C. The Mayor agrees to maintain liability insurance equal to or greater than \$100,000 (One Hundred Thousand Dollars) per person, \$300,000 (Three Hundred Thousand Dollars) per accident, and \$100,000 (One Hundred Thousand Dollars) property damage.

ADOPTED THIS 22ND DAY OF MAY 2018.

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

A. Keith McDonald, Mayor

Stefanie McGee, City Clerk

COMMENTS - Current Meeting:

Chief Administrative Officer Mark Brown stated that the State Constitution prohibits elected officials' salaries being altered during the term of office. Traditionally, the Board has set the mayor, aldermen, and judges' salaries during the year of a mayoral election.

This resolution increases the salary of Mayor \$2,500 each year, going from the current salary of \$95,000 to \$105,000. This increase is designed to attract candidates with executive level skills and background.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION (ID # 2332)

Meeting: 05/22/18 07:00 PM
Department: Administration
Category: Budget
Prepared By: Stefanie McGee
Initiator: Mark Brown
Sponsors:
DOC ID: 2332

Resolution 12-18, a resolution to establish the salaries of Aldermen in the City of Bartlett beginning January 1, 2019.

WHEREAS, Article XI, Section 9 of the Tennessee Constitution prohibits “altering the salary prior to the end of the term for which such public officer was selected,” and

WHEREAS, the City of Bartlett has a policy of establishing the salaries of elected officials in the year of a mayoral election, and

WHEREAS, a mayoral election and elections of Aldermen Positions 1, 2, and 3 will be held in November 2018, and it is in the public interest that salaries for the term of offices up for election to be known prior to the election.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Bartlett:

SECTION I. The following salaries are hereby established for the Aldermen in Positions 1 through 6:

Effective January 1, 2019 - \$12,000 per year

Effective January 1, 2020 - \$12,000 per year

Effective January 1, 2021 - \$12,000 per year

Effective January 1, 2022 - \$12,000 per year

ADOPTED THIS 22ND DAY OF MAY 2018.

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

A. Keith McDonald, Mayor

Attest: _____

Stefanie McGee, City Clerk

COMMENTS - Current Meeting:

Mr. Brown stated that this resolution will maintain the Aldermen's current salary of \$12,000 per year for the next four years.

RESULT:	APPROVED [4 TO 1]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Emily Elliott, Alderman
AYES:	W.C. Pleasant, David Parsons, Jack Young, Paula Sedgwick
NAYS:	Emily Elliott



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION (ID # 2295)

Meeting: 05/22/18 07:00 PM
Department: Administration
Category: Budget
Prepared By: Stefanie McGee
Initiator: Mark Brown
Sponsors:
DOC ID: 2295

Resolution 13-18, a resolution to establish the salary of the Division I Judge in the City of Bartlett for the eight-year period beginning September 1, 2018.

WHEREAS, TCA 16-18-205 states that city judges' salaries shall be set "prior to the term of office and shall not be increased nor diminished during the term," and

WHEREAS, a Municipal election will be held in August 2018 and the term for a popularly elected City Judge is eight years, according to TCA 16-18-203.

BE IT HEREBY RESOLVED:

The following annual salaries are hereby established for the elected position of Division I Municipal Judge:

The salary for the Division I Municipal Judge shall be as follows:

Effective September 1, 2018, \$64,000

Effective September 1, 2019, \$64,000

Effective September 1, 2020, \$64,000

Effective September 1, 2021, \$64,000

Effective September 1, 2022, \$64,000

Effective September 1, 2023, \$64,000

Effective September 1, 2024, \$64,000

Effective September 1, 2025, \$64,000

ADOPTED THIS 22ND DAY OF MAY 2018.

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

A. Keith McDonald, Mayor

Stefanie McGee, City Clerk

COMMENTS - Current Meeting:

Mr. Brown explained that this resolution sets the Division I Judge's salary at \$64,000 for the next eight-year term.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Paula Sedgwick, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION (ID # 2344)

Meeting: 05/22/18 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2344

Resolution 14-18, a resolution to amend the Fiscal Year 2018 Bartlett City Schools Education Capital Project 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 has approved one budget amendment to its FY2018 Education Capital Projects Fund budget approved on May 10, 2018 and one budget amendment to its FY2018 General Purpose School Fund on May 10, 2018 which are labeled "Exhibit A" and "Exhibit B" respectively, and made a part of this resolution by reference;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the May 10, 2018, amendments to the FY2018 Education Capital Projects Fund Budget and the FY2018 General Purpose School Fund of the Bartlett City Board of Education are approved.

Adopted this 22nd day of May 2018

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk

COMMENTS - Current Meeting:

Finance Director Dick Phebus explained that this amendment allocates additional funds for the renovations of the School System's administrative offices, Bartlett Square, and \$61 million for the renovation and new construction at Bartlett High School. Additionally, this amendment allocates the funds to pay for the Apple Lease the City agreed to enter into at the May 8 Board meeting on behalf of the school board.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Young, Sedgwick

EXHIBIT "A"



RESOLUTION 5-13

A RESOLUTION TO APPROVE THE PLANNED USE OF GENERAL FUND BALANCE AND TO AMEND THE 2017-2018 FISCAL YEAR EDUCATIONAL CAPITAL PROJECTS FUND 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 Education Capital Projects Fund Budget change the total amount of the budget.

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

Section 1. That the Education Capital Projects Fund Budget for the 2017-2018 school year for the Bartlett City Schools as presented in official budget documents is hereby amended by reference in the following amounts:

2017-18 GENERAL PURPOSE FUND BUDGET FUND BALANCE	\$17,440,228
General Purpose Fund Balance is amended in the following category:	
141-34555-00000-000-0000-0000 Fund Balance is amended from \$17,440,228 to \$8,115,228	(\$9,325,000)
Amended General Purpose Fund Balance	\$8,115,228
2017-18 EDUCATION CAPITAL PROJECT FUND BUDGET REVENUES	\$11,814,125
Revenues are amended in the following categories:	
177-44170-00000-000-0000-5048 Misc. Revenues – Bartlett Square Renovations is amended from \$4,300,000 to \$4,625,000	\$325,000

177-44170-0000-000-0000-5018 Misc. Revenues – BHS Renovations is amended from \$4,091,625 to \$65,091,625	\$61,000,000
Amended 2017-18 Education Capital Project Fund Budget Revenues	\$73,139,125
2017-18 EDUCATION CAPITAL PROJECT FUND BUDGET EXPENDITURES	\$11,814,125
Expenditures are amended in the following categories:	
177-91300-71100-000-0000-5058 Furniture & Fixtures – Bartlett Square Renovations is amended from \$0 to \$325,000	\$325,000
177-91300-70600-000-0000-5018 Building Construction – BHS Renovations is amended from \$0 to \$61,000,000	\$61,000,000
Amended 2017-18 Education Capital Project Fund Budget Expenditures	\$73,139,125

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 May 10, 2018 from and after its adoption by the Bartlett City Board of Education.

Adopted this _____ day of May 2018.

Shirley Jackson, Chairman
Bartlett City Board of Education

Dr. David A. Stephens, Superintendent
Bartlett City Board of Education

APPROVED AS TO FORM:
Kari Shoopman, General Counsel

EXHIBIT "B"



RESOLUTION 5-14

A RESOLUTION TO AMEND THE 2017-2018 FISCAL YEAR ANNUAL 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 General Purpose Fund Budget change the total amount of the budget.

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

Section 1. That the annual General Purpose Fund Budget for the 2017-2018 school year for the Bartlett City Schools as presented in official budget documents is hereby amended by reference in the following amounts:

2017-18 GENERAL PURPOSE FUND BUDGET REVENUES	\$77,570,875
Revenues are amended in the following categories:	
141-49300-00000-000-0000-0000 Capital Leases Issued is amended from \$0 to \$5,031,865	\$5,031,865
Amended 2017-18 General Fund Budget Revenues	\$82,602,740
2017-18 GENERAL PURPOSE FUND BUDGET EXPENDITURES	\$77,570,875
Expenditures are amended in the following categories:	
141-76100-59900-360-1000-0000 Other Charges is amended from \$0 to \$5,031,865,000	\$5,031,865
Amended 2017-18 General Fund Budget Expenditures	\$82,602,740

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 May 10, 2018 from and after its adoption by the Bartlett City Board of Education.

Adopted this _____ day of May, 2018.

Shirley Jackson, Chairman
Bartlett City Board of Education

Dr. David A. Stephens, Superintendent
Bartlett City Board of Education

APPROVED AS TO FORM:
Kari Shoopman, General Counsel