



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, APRIL 10, 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 Jeffrey Rudy, Ellendale United Methodist

FUTURE MEETINGS

Parks and Recreation Advisory Board, April 12 at 7 p.m.

Historic Preservation Commission, April 16 at 7 p.m.

BPACC Advisory Board, April 17 at 6 p.m.

Bartlett Arts Council, April 17 at 6:30 p.m.

Design Review Commission, April 17 at 6:30 p.m.

Board of Education Work Session, April 19 at 6:30 p.m.

RECOGNITIONS

Designation as a Healthier Tennessee Community

Sharon Fryman, co-chair of this year's Leadership Bartlett class, announced that the Healthier Tennessee Board accepted the class's application to be designated a Healthier Community. The class will work to obtain a \$5,000 grant to implement seven different healthy initiatives in Bartlett.

Presentation by Shelby County Trustee David Lenoir

Mr. Lenoir gave the Board a semi-annual state of the County's finances presentation.

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

MINUTES ACCEPTANCE

Minutes of the March 27, 2018 Board of Mayor and Aldermen Regular Meeting

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

CONSENT AGENDA

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

1 Special event permit for Bartlett United Methodist Church 5K Run. (Jim Brown, Director of Code Enforcement)

The event will be held on Saturday, April 21 from 8 a.m. to 1 p.m. at Bartlett United Methodist Church.

2 Proposal for Recreation Center camera system upgrade. (Shan Criswell, Director of Parks and Recreation)

Recommend accepting the proposal from Interactive Security at a cost of \$29,770.00. Funds are available in Account 311.48311.785.54318.

3 Cured in Place Sewer & Drain Repair. (Rick McClanahan, Director of Engineering)

Recommend awarding bid to Insituform in the amount of \$142,375.00, plus a contingency of \$15,000.00 for a total of \$157,375.00. Funds are available in Accounts 311.48311.780.63616 and 312.48317.780.

4 Bids for demolition of two houses as part of FEMA Repetitive Loss Grant. (Rick McClanahan, Director of Engineering)

Recommend awarding Barnes & Brower the bid at \$15,910.00 for the house on Thistle Valley, and Memphis Wrecking the bid at \$17,000.00 for the house on Alfaree. Funds are available in Account 131.43100.780.08917 for Thistle Valley and Account 131.43100.780.08901 for Alfaree.

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

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

6 Treasurer's Report for February 2018. (Dick Phebus, Director of Finance)

Adopted Budget Expenditures	\$79,809,042
Year-to-date Expenditures	\$57,104,950
Adopted Budget Revenues	\$79,809,042
Year-to-date Revenues	\$60,307,310

NEW BUSINESS**1 Resolution 07-18, a resolution to amend the Fiscal Year 2018 Bartlett City Schools Education Capital Project Fund. (Dick Phebus, Director of Finance)**

Mr. Phebus explained that this amendment includes funds for the City Schools' administrative offices renovation, Bartlett High School's renovation, and Altruria Elementary gym repairs.

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

2 Reading of the Fair Housing Law into the record for Tennessee Economic and Community Development grant compliance. (Rick McClanahan, Director of Engineering)

Mr. McClanahan read the law into the record.

Title VIII of the Civil Rights Act of 1968 prohibits discrimination in the sale, rental, and financing of dwellings based on:

- Color
- Religion
- Sex
- National Origin

The Fair Housing Amendments Act of 1988, which became effective March 12, 1989, expands the coverage of Title VIII to:

1. Prohibit discrimination in housing on the basis of:
 - a. Disability
 - b. Familial Status
2. Strengthen the administrative enforcement of provisions of Title VIII.
3. Provide for the award of monetary damages where discriminatory housing practices are found.

The following actions are considered to be discriminatory under the fair Housing Law:

1. Refusing to sell, rent, deal, or negotiate with any person.
2. Discriminating in terms or conditions for buying or renting.
3. Advertising that housing is available only to persons of a certain race, color, religion, sex, national origin, or of a specific family size.
4. Denying that housing is available for inspection, sale or rent when it really is available.
5. "Blockbusting": persuading owners to sell or rent housing by telling them that minority groups are moving into the neighborhood.
6. Denying or making different terms or conditions for home loans by commercial lenders, such as banks, savings and loans, and insurance companies.
7. Denying to anyone the use of or participation in any real estate services, such as broker organizations, multiple-listing services or other facilities related to the selling and renting of housing.
8. Refusing to allow reasonable accommodation to be made for a person with disabilities.

RESULT: NO VOTE REQUIRED
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OPEN DISCUSSION

Alderman Simmons stated that early voting for the County primary races starts April 11, and that he is running for Shelby County Juvenile Court Clerk.

Lindsey Massey, 3546 Marietta Cove, announced she is running for County Commission, District 3, on the republican ticket.

Mick Wright, 5730 Bartlett Woods, announced he is also running for County Commission, District 3, on the republican ticket.

ADJOURNMENT

Meeting adjourned at 7:24 PM



BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, MARCH 27, 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 Stephen Brannon, Faith Baptist Church

FUTURE MEETINGS

Family Assistance Commission, April 2 at 6 p.m.

Planning Commission, April 2 at 7 p.m.

Beer Board, April 3 at 6 p.m.

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

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

Bartlett Historical Society, April 9 at 7 p.m.

RECOGNITIONS

Named 2017 Tree City USA by Arbor Day Foundation (Don Fent)

Mayor McDonald announced that the City has again been named Tree City USA for the eleventh consecutive year. He thanked City Forester Don Fent and the efforts of both Parks and Recreation and Public Works Departments.

2017 Employees of the Year (Ted Archdeacon)

Personnel Director Ted Archdeacon announced the 2017 Employees of the Year.

Police - John White

Fire - Kevin Smith,

Public Works - Travis Sutton

Parks and Recreation - Donna Keel

Admin - Lisa Ernest

*****Official Business of the Day*******MINUTES ACCEPTANCE****Minutes of the March 13, 2018 Board of Mayor and Aldermen Regular Meeting**

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

CONSENT AGENDA

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

- 1 Special event permit for fifth annual Running of the Rams 5K Run Fundraiser. (Jim Brown, Director of Code Enforcement)**
The event will be held on Friday, May 11 from 4 to 10 p.m. at Oak Elementary.
- 2 Special event permit for Applying Middle School Spring Fling. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, April 21 from 3 to 7 p.m.
- 3 Special event permit for St. Ann Catholic Church Philippine Fest / Crawfish Festival. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, April 7 from 8 a.m. to 10 p.m. at St. Ann Church.
- 4 Special event permit for Ellendale Baptist Church Easter Eggstravaganza. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, March 31 from 2 to 3:30 p.m. at Ellendale Baptist Church.

NEW BUSINESS

- 1 Resolution 06-18, a resolution to request unclaimed balance of accounts remitted to State Treasurer under the Unclaimed Property Act. (Dick Phebus, Director of Finance)**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Emily Elliott, Alderman
SECONDER:	Bobby Simmons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

2 Appoint Mike Adams as Director of Public Works. (A. Keith McDonald, Mayor)

Mr. Adams appointment will be effective July 1, 2018.

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

3 Appoint Matt Crenshaw as Assistant Director of Public Works. (A. Keith McDonald, Mayor)

Mr. Crenshaw's appointment will be effective July 1, 2018.

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

OPEN DISCUSSION

Mayor McDonald thanked Public Works Director Bill Yearwood for all the good work he's done, noting that the Solid Waste Division gets more compliments than any other in the City. Mr. Yearwood will retire June 30, 2018.

Alderman Simmons stated that early voting for the Shelby County Primaries will start April 11 and run through April 26. Bartlett's early voting location is Harmony Church.

Mick Wright, 5730 Bartlett Woods Drive, announced that he is running for County Commission District 3.

Mayor McDonald announced the new Chick-fil-A restaurant will open April 5.

ADJOURNMENT

Meeting adjourned at 7:22 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Mar 27, 2018 7:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 04/10/18 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Bartlett United Methodist Church 5K Run.

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



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

5676 STAGE RD 38134
 Address Zip Code

APRIL 21st, 2018 8AM - 1PM
 Dates of the Event Hours of the Event

5K RUN / WALK
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

BARTLETT UNITED METHODIST CHURCH
 Property Owner

SAM THOMPSON 5676 STAGE RD
 Special Event Permit Applicant Address of Applicant

901-386-2724
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

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

 \$60.00 Special Event Fee
 \$4.00 Permit Issuing Fee
 \$ 64.00 Total

SAM THOMPSON [Signature] 1/23/18
 Responsible Person Date

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

APPROVAL

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

Special Event Checklist

Event: a Crosstown 5K
 Location: BARTLETT UNITED METHODIST CHURCH (SURROUNDING NEIGHBORHOOD)
 Dates: APRIL • 21st, 2018

Type of special event: (Check one.)

- | | |
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| <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> |
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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 1 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> |
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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.	Event held at BUMC. Race held in surrounding neighborhood.
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.	

* MAP ATTACHED

Attachment: 5676 STAGE RD-BARTLETT UNITED METHODIST CHURCH 5K RUN-WALK-2018 (2308 : BUMC 5K Run/Walk)

	Sub- mitted ✓ or X	OK	N/A		Comments										
9		✓		Hours of operation and duration. 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			✓	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.	
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.	
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.	
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.	
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.	
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.	
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.	WILL BE SUBMITTED CLOSER TO DATE

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.

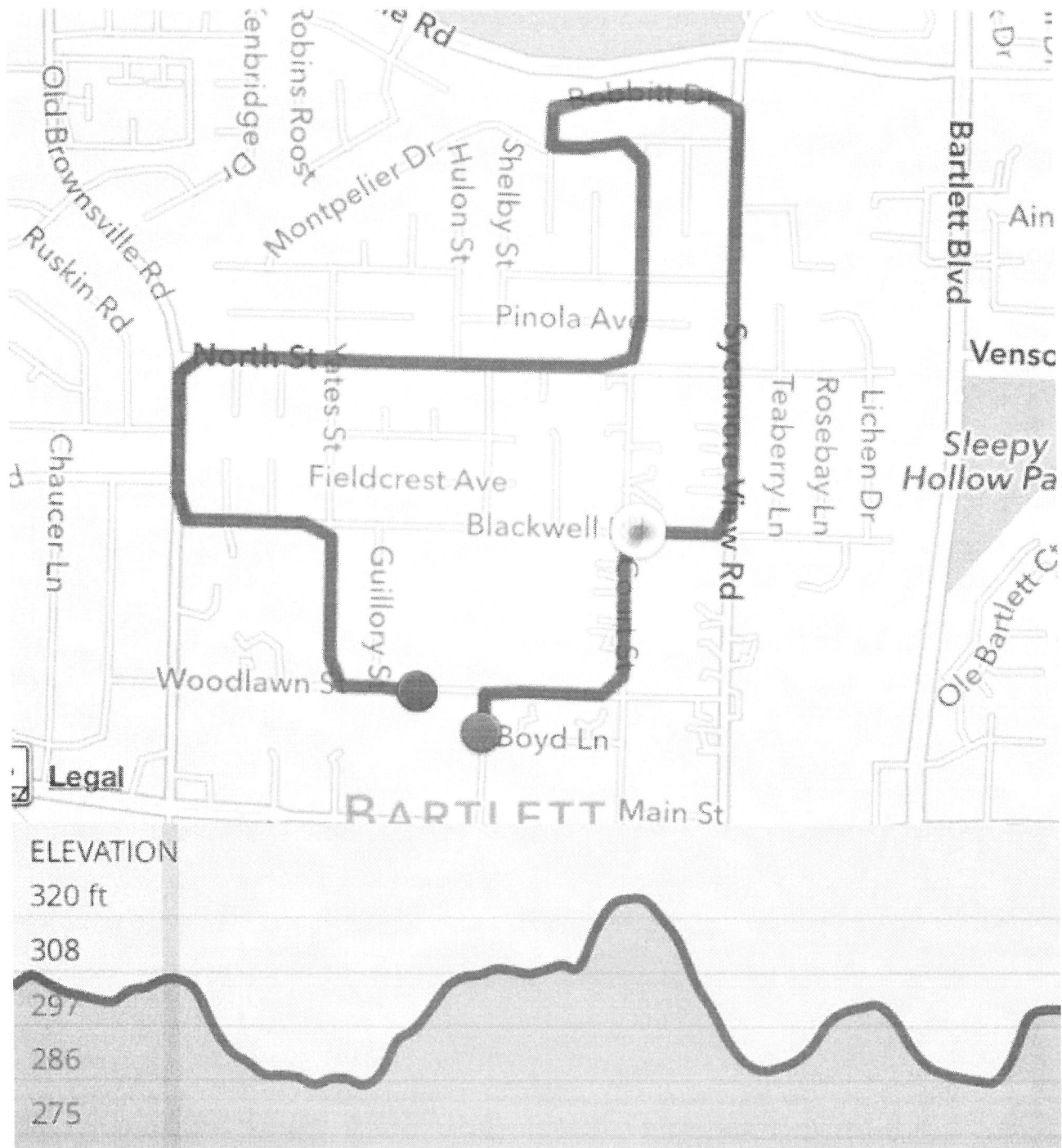
The application shall set forth and contain the following information:

	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.	MAP INCLUDED
35			✓	A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	
36			✓	Location and number of proposed temporary public toilets.	
37			✓	Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38		✓		Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

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

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



Laura Jenkins

From: Sam Thompson <sthompson@bartlettumc.org>
Sent: Thursday, March 08, 2018 9:45 AM
To: Laura Jenkins
Subject: FW: 2017 aCrosstown 5k

Police presence email communication.

Sam Thompson
 Director of Recreational Ministries
 Bartlett United Methodist Church
5676 Stage Road
Bartlett, TN 38134
W:901-386-2724
C:901-262-4537
www.bartlettumc.org

From: J.J. Leatherwood [mailto:jjleatherwood@bartlettpolice.org]
Sent: Tuesday, January 23, 2018 11:11 AM
To: Sam Thompson
Subject: Re: 2017 aCrosstown 5k

We will have 4 officers available.

Thank you,

Lieutenant J.J. Leatherwood

Patrol Division

Bartlett Police Department

3730 Appling road

Bartlett, TN 38133

901-734-6614 (cell)

901-385-5505 (fax)

On Jan 23, 2018, at 09:41, Sam Thompson <sthompson@bartlettumc.org> wrote:

Bartlett PD and Bartlett FD,

As required by the Special Event Permit for the City, I am contacting you about the possibility of having police and ambulance presence and assistance at our annual 5k race Saturday April 21st, 2018 at Bartlett United Methodist Church. You all have been gracious enough to help us for as long as this race has been happening and we cannot thank you enough for your support. The race will take place from 9am-11:30am. If we could have a few officers (4-5) assist us on the course and traffic direction that

Attachment: 5676 STAGE RD-BARTLETT UNITED METHODIST CHURCH 5K RUN-WALK-2018 (2308 : BUMC 5K Run/Walk)

would be incredible. We have also had an ambulance on site each year in case of an emergency. Please let me know if you have any questions or concerns. I will just need your permission and help in writing to submit with the application. I have attached the race course map to this email as well! Thank you and have a blessed day.

Sam Thompson
Director of Recreational Ministries
Bartlett United Methodist Church
5676 Stage Road
Bartlett, TN 38134
W:901-386-2724
C:901-262-4537
www.bartlettumc.org

<acrosstown5kCourse (1).jpg>

Laura Jenkins

From: Sam Thompson <sthompson@bartlettumc.org>
Sent: Thursday, March 08, 2018 9:49 AM
To: 'hugh@peterson-insurance.com'
Cc: Laura Jenkins
Subject: Insurance for 5k

Hugh,

I just received a message that we are needing to turn in our proof of insurance by the end of March for the 5k. I have copied Mrs. Jenkins to this email, she is the contact for the city in code enforcement. Please let me know if you have any questions and have a blessed day!

Sam Thompson
Director of Recreational Ministries
Bartlett United Methodist Church
5676 Stage Road
Bartlett, TN 38134
W:901-386-2724
C:901-262-4537
www.bartlettumc.org

Attachment: 5676 STAGE RD-BARTLETT UNITED METHODIST CHURCH 5K RUN-WALK-2018 (2308 : BUMC 5K Run/Walk)

Laura Jenkins

From: Courtney Rhodes <crhodes@bartlettumc.org>
Sent: Monday, March 26, 2018 2:46 PM
To: hugh@peterson-insurance.com
Cc: Laura Jenkins
Subject: 5K Insurance

Hey Hugh,

This is Courtney Rhodes and I am the new Recreation Director. I was wondering if you had our insurance ready for the 5k yet? We have been contacted that we cannot be approved or receive our permit until they receive our proof of insurance for the race. I have copied Mrs. Jenkins who is the contact for the city in code enforcement. Please let me know as soon as you can.

God bless!

Courtney Rhodes
Director of Recreational Ministries
Bartlett United Methodist Church
5676 Stage Road
Bartlett, TN 38134
W: 901-386-2724
C: 901-647-7471
www.bartlettumc.org

Attachment: 5676 STAGE RD-BARTLETT UNITED METHODIST CHURCH 5K RUN-WALK-2018 (2308 : BUMC 5K Run/Walk)



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
03/29/2018

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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HCC Specialty 401 Edgewater Place, Suite 400 Wakefield, MA 01880	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:		FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE		
INSURED Bartlett United Methodist Church 5676 Stage Rd Bartlett, TN 38134	INSURER A: U.S. Specialty Insurance Company		NAIC # 29599
	INSURER B: United States Fire Insurance Company		NAIC # 21113
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		SEL333129147	03/29/2018	04/24/2018	EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person) \$ 5,000
	☒ Host Liquor						PERSONAL & ADV INJURY \$ 1,000,000
B	☒ Medical Expense			US969152	03/29/2018	04/24/2018	GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ HIRED AUTOS						\$
	☐ NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	☐ EXCESS LIAB						AGGREGATE \$
	☐ CLAIMS-MADE						\$
	☐ DEDUCTIBLE						\$
	☐ RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

The Certificate Holder is added as Additional Insured with respects to our Insured's operations only.
 This insurance is primary and non-contributory as required by written contract.
 his coverage is with respect to aCrosstown 5k event to be held 04/21/2018 - 04/21/2018 at Bartlett United Methodist Church Bartlett TN

CERTIFICATE HOLDER
CANCELLATION

City of Bartlett
 Bartlett City Hall
 Bartlett, TN 38134

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

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 04/10/18 07:00 PM

Department: Parks and Recreation

Category: Purchase

Prepared By: Debbie Christopher

Department Head: Shan Criswell

Proposal for Recreation Center camera system upgrade.

Interactive Security has gone through the Request for Proposal process and the total cost for this purchase is \$29,770.00.

Funds are available in Account 311.58311.785.54318.

Thank you for your consideration.

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



Interactive Security Electronics
 1138 N. Germantown Parkway
 Box 101-323
 Cordova, TN. 38016
 901.385.5473
 www.isesecurity.com

Proposal

Vendor No. A4774

Date December 1, 2017
 Valid Until December 29, 2017
 Quote # BRC11101772c
 Customer ID BPD 6400

Customer:

City of Bartlett Recreation Center
 7700 Flaherty PL
 Bartlett TN 38133
 (901) 385-6470

Quote/Project Description

Bartlett Rec Center

Installation of security camera system

Description

Bartlett Recreation Center

Network Video Recorder w/ 2TB Hard Drive
 Megapixel IP Security Camera
 ExacqVision Camera License
 POE Network Switch
 Network Cabling, Conduit, Installation Labor and Programming

Line Total

1 each
 32 each
 36 each
 as required
 as required

Note: Alarm System Monitoring and Cellular Back Up Service Fee is 50.00 Per month

Total 28,475.00

Special Notes and Instructions

Once signed, please mail or e-mail to the provided address.

TAX NOT APPLICABLE - CERTIFICATE ON FILE

Subtotal

Discount

Tax

NA

Total

\$

28,475.00

This quote may be withdrawn at our discretion at any time prior to acceptance. Unless earlier withdrawn, the prices herein are valid for [30] days from the date of this quote. This quote contains confidential information and is only for the intended addressee(s). This quotation was prepared by Clyde Harden.

Please confirm your acceptance of this quote by signing this document

Thank you for the opportunity to serve you!

"Should you have any enquiries concerning this quote, please contact Clyde Harden at clyde@isesecurity.com"

Attachment: BRC Camera System-Interactive Security (2304 : Bartlett Recreation Center Camera System Upgrade)

Vendor No. A4774

Date	October 19, 2017
Valid Until	December 20, 2017
Quote #	BRC10191711
Customer ID	BPD 6400

Quote/Project Description

Bartlett Rec Center

Installation of Network Cabling

Description		Line Total
Bartlett Recreation Center		
Network Cabling, Conduit, Flex Conduit, 4 Port Network Splitter (POE)		
Installation Labor 2 Technicians @ 8 hours each = 16 hours		
		Total 1,295.00
Special Notes and Instructions		
Once signed, please mail or e-mail to the provided address.		
TAX NOT APPLICABLE - CERTIFICATE ON FILE	Subtotal	
	Discount	
	Tax	NA
	Total	\$ 1,295.00

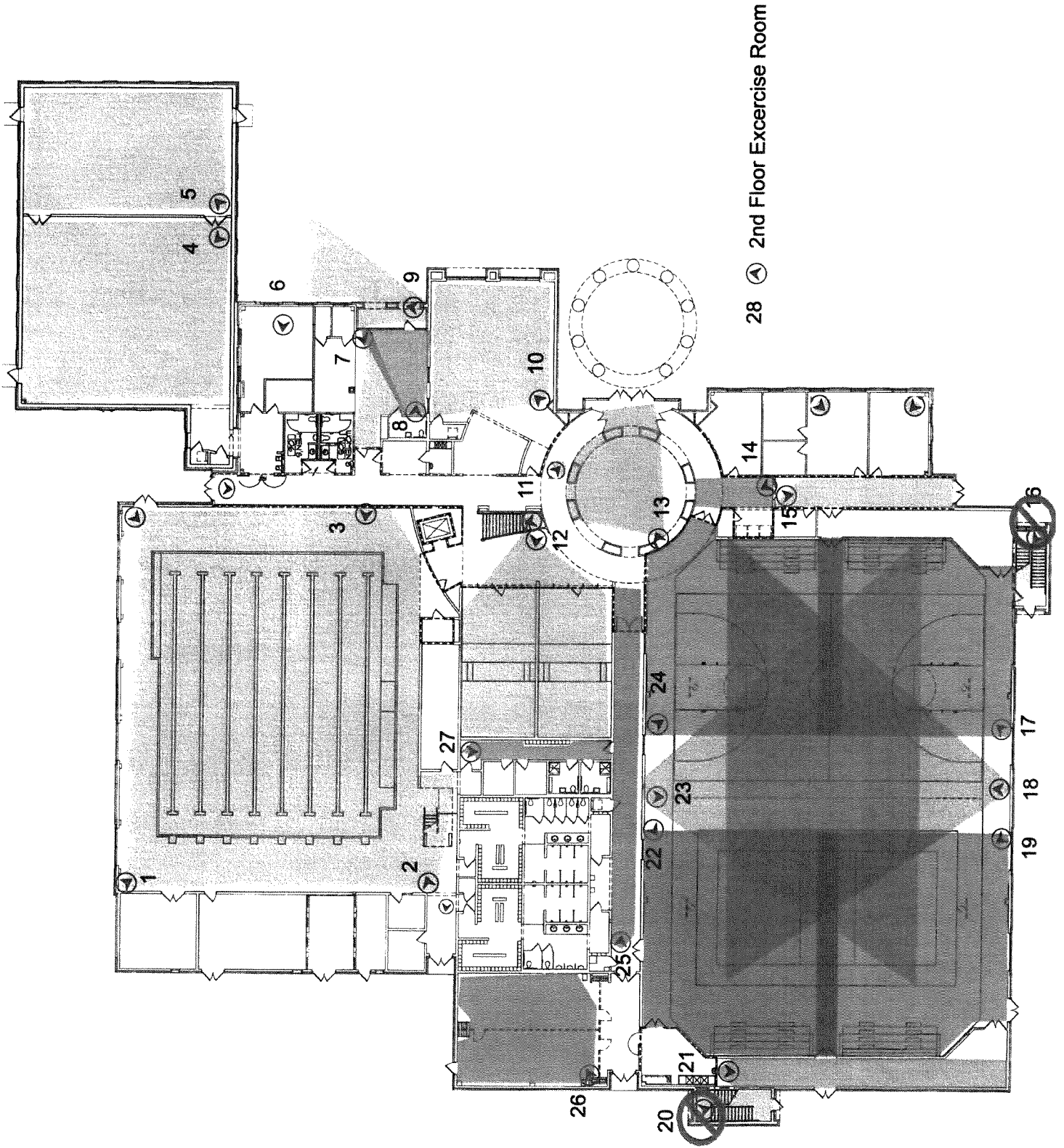
This quote may be withdrawn at our discretion at any time prior to acceptance. Unless earlier withdrawn, the prices herein are valid for [30] days from the date of this quote. This quote contains confidential information and is only for the intended addressee(s). This quotation was prepared by Clyde Harden.

Please confirm your acceptance of this quote by signing this document.

Thank you for the opportunity to serve you!

"Should you have any enquiries concerning this quote, please contact Clyde Harden at clyde@isecurity.com"

Attachment: BRC Camera System-Interactive Security (2304 : Bartlett Recreation Center Camera System Upgrade)



28 Ⓐ 2nd Floor Exercise Room



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 04/10/18 07:00 PM

Department: Engineering

Category: Bid

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Cured in Place Sewer & Drain Repair.

On February 21, 2018, an ad was placed in *The Daily News*. On March 15, 2018, the City received bids for the cured-in-place repair of sewer and drain lines in the City.

We received one bid from Insituform Technologies as shown below:

Sanitary Sewer Repair	\$24,025.00
Storm Sewer Repair	\$118,350.00

Please award this bid to Insituform Technologies for \$142,375.00, plus a contingency of \$15,000.00 for a grand total of \$157,375.00. Funding to come from Account 311.48311.780.63616 (\$118,350.00) and Account 312.48317.780 (\$24,025.00)

Thank you for your consideration.

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

MOVER: Jack Young, Vice Mayor

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 04/10/18 07:00 PM

Department: Engineering

Category: Bid

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Bids for demolition of two houses as part of FEMA Repetitive Loss Grant.

On October 13, 2017, an ad was placed in *The Daily News*. On November 2, 2017, the City received bids for the demolition of two houses as part of the FEMA Repetitive Loss Grant. Four contractors bid on this work and the bid tab for this project is below.

The lowest bid for the work on Thistle Valley is from Barnes & Brower for \$15,910.00, and the lowest for demolition of the home on Alfaree is from Memphis Wrecking for \$17,000.00.

Please award Barnes & Brower the bid for Thistle Valley at \$15,910.00 with funding to come from Account 131.43100.780.08917 and award Memphis Wrecking the bid for Alfaree at \$17,000.00 with funding to come from Account 131.43100.780.08901.

The Repetitive Flood Claims (RFC) grant program <<https://www.fema.gov/site-page/repetitive-flood-claims-program>> provides funding to reduce or eliminate the long-term risk of flood damage to structures insured under the National Flood Insurance Program (NFIP) that have had one or more claim payments for flood damages. It was authorized in Section 1323 of the National Flood Insurance Act of 1968, as amended by the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004.

RFC funds may only be used to mitigate structures that are located within a state or community that is participating in the NFIP that cannot meet the requirements of the Flood Mitigation Assistance (FMA) program because they cannot provide the non-federal cost share, or do not have the capacity to manage the activities.

The long-term goal of the RFC grant program is to reduce or eliminate the number reoccurring flood insurance claims, through mitigation activities that are in the best interest of the National Flood Insurance Fund (NFIF).

The RFC program provides property owners who are not eligible for FMA funds with an opportunity to mitigate future losses to their property. The RFC grants are awarded to applicants on a nationwide basis without reference to state allocations, quotas, or other formula-based allocations.

Thank you for your consideration.

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

BID RESPONSE SHEET

FY2018-10-025 FEMA HOUSE DEMOLITION PROJECT

DUE 11/02/17 AT 2:00 P.M.

				Barnes & Brower		Chandler Demoliton		Memphis Wrecking		Wagner General	
Item No.	Description	Unit	Qty	Unit	Total	Unit	Total	Unit	Total	Unit	Total
Tract 1 – 3673 Thistle Valley Lane, Bartlett, TN											
1	Demolition and removal of structure	LS	1	9900.00	9900.00	10520.00	10520.00	12000.00	12000.00	12402.00	12402.00
2	Temporary Silt Fence with Steel Posts [TDOT EC-STR-3B]	LF	265	4.00	1060.00	3.80	1007.00	3.00	795.00	5.40	1431.00
3	Sod	SQ YD	1000	3.25	3250.00	3.14	3140.00	3.00	3000.00	4.45	4450.00
4	Sidewalk	LF	20	30.00	600.00	22.00	440.00	150.00	3000.00	90.00	1800.00
5	Curb and Gutter	LF	20	30.00	600.00	66.00	1320.00	50.00	1000.00	95.00	1900.00
6	MLG&W Allowance				\$500.00		\$500.00		\$500.00		\$500.00
Total Bid for Tract 1 - Thistle Valley					15,910.00		16,927.00		20,295.00		22,483.00
Add 1.5% for performance bonds						17,180.91					
Tract 2 – 2810 Alfaree Street, Bartlett, TN											
1	Demolition and removal of structure including out building	LS	1	8900.00	8900.00	8670.00	8670.00	10000.00	10000.00	10284.00	10284.00
2	Sod	SQ YD	1200	3.25	3900.00	3.14	6768.00	3.00	3600.00	4.25	5100.00
3	Temporary Silt Fence with Steel Posts [TDOT EC-STR-3B]	LF	300	4.00	1200.00	3.80	1140.00	3.00	900.00	5.14	1542.00
4	Curb and Gutter	LF	20	30.00	600.00	66.00	1320.00	75.00	1500.00	95.00	1900.00
5	Asbestos Removal and Disposal	LS	1	7200.00	7200.00	6820.00	6820.00	500.00	500.00	9240.00	9240.00
6	MLG&W Allowance				\$500.00		\$500.00		\$500.00		\$500.00
Total Bid for Tract 2 – Alfaree Street					22,300.00	25,218.00		17,000.00		28,566.00	
Add 1.5% for performance bonds						22551.27					
Grand Total					38,210.00	39,732.18		37,295.00		51,049.00	

***Apparent Low bidder pending review**



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 04/10/18 07:00 PM

Department: Finance

Category: Budget

Prepared By: Stefanie McGee

Department Head: Dick Phebus

Authorization to auction surplus property.

Article V Section 4 of the Charter of the City of Bartlett designates the authority to the Mayor to sell surplus property with Board approval for items valued over \$500. The following items have been identified as surplus with a potential value of over \$500 and are eligible to be sold at public auction.

Department	Year	Make/Model	Color	Vehicle ID#
Parks	1999	Ford F150	White	1FTRF17W7XNB14516
Public Works	2009	Dixie Chopper Mower		1208081147
Public Works	2008	Dixie Chopper Mower		8081761
Public Works	1997	Ford F-250	White	3FTHF25F1VMA6062
Public Works	2006	Ford Ranger	White	1FTYR14006PA68410
Code	2005	Dodge Ram 1500	White	1D7HU16D15J579630
Police	2004	Dodge Neon SXT	Red	1B3ES56CX4D500679
Police	1995	Honda Civic	Black	1HGCD5627SA113613

It is our recommendation that these items be approved to be sold at public auction. If approved, the City of Bartlett will advertise the items to be auctioned on the GovDeals website (www.govdeals.com).

Thank you for your consideration of the above item.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]

MOVER: Jack Young, Vice Mayor

SECONDER: Emily Elliott, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 04/10/18 07:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for February 2018.**RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]****MOVER:** Jack Young, Vice Mayor**SECONDER:** Emily Elliott, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



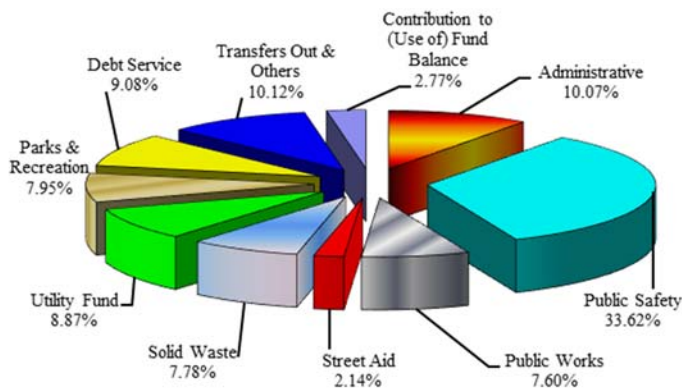
City of Bartlett

FINANCIAL REPORT

February 28, 2018

Total Expenditures, FY 2018 Budget: \$79,809,042

WHERE THE \$ GOES (Does not include School)

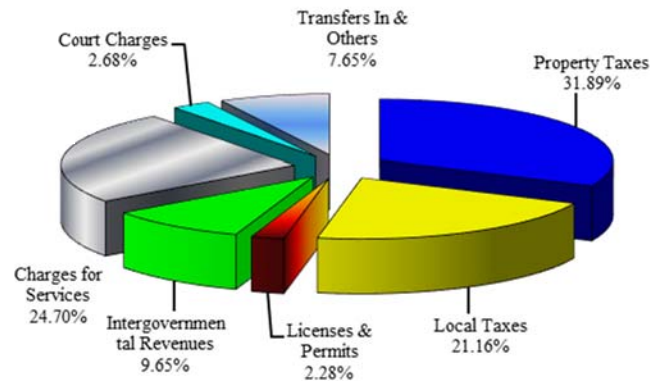


BUDGET HIGHLIGHTS

- Local Sales Taxes are below budget. Other revenues are within budget.
- Property taxes are due February 28 and delinquent March 1.
- Delinquent 2016 property taxes were submitted to the Trustee for collection.
- Fiscal Year 2019 budgets are being prepared by the departments now.

Total Revenues, FY 2018 Budget: \$79,809,042

WHERE THE \$ COMES FROM (Does not include School)



FY 2018 YEAR-TO-DATE For The Period Ending February 28, 2018

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 7,468,105	\$ 4,564,189
Public Safety	26,168,688	17,479,599
Public Works	5,905,999	3,813,610
Parks and Recreation	5,696,967	3,678,432
Performing Arts	601,966	465,359
Transfers & Other Gen. Fund Items	6,874,318	6,457,522
Subtotal	\$ 52,716,043	\$ 36,458,711
General Fund Revenues		
Property Taxes	\$ 25,269,603	\$ 24,560,608
Local Taxes	13,388,618	6,775,060
Building and Development Fees	1,806,700	1,089,839
Intergovernmental	6,024,500	2,931,474
Charges for Services	4,006,884	2,514,016
Court Charges	1,770,000	1,271,120
Other Revenue	449,738	330,319
Subtotal	\$ 52,716,043	\$ 39,472,436
Special Rev. Funds - Expenditures	\$ 9,440,509	\$ 6,337,403
Special Rev. Funds - Revenues	\$ 9,440,509	\$ 5,806,630
Utility Expenses	\$ 9,056,090	\$ 6,299,466
Utility Revenues	\$ 9,056,090	\$ 5,691,037
Debt Service Expenditures	\$ 8,596,400	\$ 8,009,371
Debt Service Revenues	\$ 8,596,400	\$ 9,337,207
Total Expenditures	\$ 79,809,042	\$ 57,104,950
Total Revenues	\$ 79,809,042	\$ 60,307,310

Note: FY 2018 Adopted Budget includes use of fund balance in the Special Revenue Funds and the Utility Fund.

Attachment: Feb18FinRpt (2312 : Treasurer's Report for February 2018.)



City of Bartlett -- Financial Summary For The Period Ending February 28, 2018

6.6.a



	FY 2017 Actual	FY 2018 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2017	Year-to-Date Actual FY 2018	Increase/ Decrease in \$	Percent of FY 2017 Actual	Percent of FY 2018 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 6,731,107	\$ 7,468,105	\$ 736,998	\$ 4,249,074	\$ 4,564,189	\$ 315,115	63.13%	61.12%	-2.01%
Public Safety	24,480,010	26,168,688	1,688,678	16,580,599	17,479,599	899,000	67.73%	66.80%	-0.94%
Public Works	5,712,816	5,905,999	193,183	3,753,345	3,813,610	60,265	65.70%	64.57%	-1.13%
Parks and Recreation	5,249,695	5,612,327	362,632	3,453,015	3,678,432	225,418	65.78%	65.54%	-0.23%
Performing Arts	587,864	686,606	98,742	381,816	465,359	83,543	64.95%	67.78%	2.83%
Transfers & Other Gen. Fund Items	4,979,609	6,874,318	1,894,709	3,929,759	6,457,522	2,527,763	78.92%	93.94%	15.02%
Total General Fund Expenditures	\$ 47,741,101	\$ 52,716,043	\$ 4,974,942	\$ 32,347,607	\$ 36,458,711	\$ 4,111,103	67.76%	69.16%	1.40%
General Fund Revenues									
Property Taxes	\$ 20,243,942	\$ 25,269,603	\$ 5,025,661	\$ 19,324,108	\$ 24,560,608	\$ 5,236,499	95.46%	97.19%	1.74%
Local Taxes	13,026,438	13,388,618	362,180	6,821,900	6,775,060	(46,840)	52.37%	50.60%	-1.77%
Building and Development Fees	1,820,952	1,806,700	(14,252)	1,071,862	1,089,839	17,977	58.86%	60.32%	1.46%
Intergovernmental	6,012,640	6,024,500	11,860	2,846,887	2,931,474	84,587	47.35%	48.66%	1.31%
Charges for Services	4,067,276	4,006,884	(60,392)	2,345,380	2,514,016	168,636	57.66%	62.74%	5.08%
Court Charges	1,772,482	1,770,000	(2,482)	1,066,973	1,271,120	204,147	60.20%	71.81%	11.62%
Other Revenue	441,337	449,738	8,401	249,879	330,319	80,440	56.62%	73.45%	16.83%
Total General Fund Revenues	\$ 47,385,068	\$ 52,716,043	\$ 5,330,975	\$ 33,726,990	\$ 39,472,436	\$ 5,745,446	71.18%	74.88%	3.70%
Special Revenue Funds									
Street Aid Fund	\$ 2,161,362	\$ 1,695,000	\$ (466,362)	\$ 1,568,672	\$ 911,181	\$ (657,490)	72.58%	53.76%	-18.82%
Solid Waste Fund	5,855,458	6,329,310	473,852	3,937,868	4,360,571	422,703	67.25%	68.89%	1.64%
General Improvement Fund	791,552	770,500	(21,052)	525,668	559,012	33,345	66.41%	72.55%	6.14%
Drug Enforcement Fund	172,808	399,000	226,193	110,242	149,560	39,318	63.79%	37.48%	-26.31%
DEA Enforcement Fund	2,909	74,400	(20,465)	142	10,402	67,251	4.89%	13.98%	9.09%
Drainage Control Fund	94,865	117,299	117,299	66,660	67,394	(11,660)	70.27%	57.45%	-12.81%
Park Improvement Fund	0	55,000	52,091	0	55,000	10,402	0.00%	100.00%	100.00%
Grant Funds	2,277,325	0	(2,277,325)	4,242,044	224,283	(4,017,761)	186.27%	0.00%	-186.27%
Special Revenue Funds - Expenditures	\$ 11,356,279	\$ 9,440,509	\$ (1,915,770)	\$ 10,451,296	\$ 6,337,403	\$ (4,113,893)	92.03%	67.13%	-24.90%
Special Revenue Funds - Revenues	\$ 10,891,668	\$ 9,440,509	\$ (1,451,159)	\$ 9,663,782	\$ 5,806,630	\$ (3,857,152)	88.73%	61.51%	-27.22%
Utility Fund									
Total Utility Operations	\$ 8,272,744	\$ 7,699,588	\$ (573,156)	\$ 6,317,622	\$ 5,051,296	\$ (1,266,326)	76.37%	65.60%	-10.76%
Total Utility Debt Expenses	1,567,142	1,356,502	(210,640)	1,512,841	1,248,169	(264,671)	96.54%	92.01%	-4.52%
Total Utility Expenses	\$ 9,839,886	\$ 9,056,090	\$ (783,796)	\$ 7,830,463	\$ 6,299,466	\$ (1,530,997)	79.58%	69.56%	-10.02%
Total Utility Revenues	\$ 8,690,758	\$ 9,056,090	\$ 365,332	\$ 5,818,266	\$ 5,691,037	\$ (127,229)	66.95%	62.84%	-4.11%
Debt Service Fund									
Total Debt Service Expenditures	\$ 5,465,928	\$ 8,596,400	\$ 3,130,472	\$ 4,382,810	\$ 8,009,371	\$ 3,626,561	80.18%	93.17%	12.99%
Total Debt Service Revenues	\$ 5,170,067	\$ 8,596,400	\$ 3,426,333	\$ 2,631,169	\$ 9,337,207	\$ 6,706,038	50.89%	108.62%	57.73%
Total Expenditures	\$ 74,403,195	\$ 79,809,042	\$ 5,405,847	\$ 55,012,175	\$ 57,104,950	\$ 2,092,774	73.94%	71.55%	-2.39%
Total Revenues	\$ 72,137,561	\$ 79,809,042	\$ 7,671,481	\$ 51,840,206	\$ 60,307,310	\$ 8,467,103	71.86%	75.56%	3.70%

Attachment: Feb18FinRprt (2312 : Treasurer's Report for February 2018.)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION (ID # 2305)

Meeting: 04/10/18 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2305

Resolution 07-18, a resolution to amend the Fiscal Year 2018 Bartlett City Schools Education Capital Project Fund.

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

WHEREAS, the Board of Education has approved two budget amendments to its FY2018 Education Capital Projects Fund budget approved on February 22, 2018 and March 22, 2018 which are labeled "Exhibit A" and "Exhibit B" and made a part of this resolution by reference;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the February 22, 2018 and March 22, 2018, amendments to the FY2018 Education Capital Projects Fund Budget of the Bartlett City Board of Education are approved.

Adopted this day of April 10, 2018

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk

COMMENTS - Current Meeting:

Mr. Phebus explained that this amendment includes funds for the City Schools' administrative offices renovation, Bartlett High School's renovation, and Altruria Elementary gym repairs.

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

EXHIBIT "A"

**RESOLUTION 5-8**

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	\$23,040,228
General Purpose Fund Balance is amended in the following category:	
141-34555-00000-000-0000-0000 Fund Balance is amended from \$23,040,228 to \$18,740,228	\$4,300,000
Amended General Purpose Fund Balance	\$18,740,228
2017-18 EDUCATION CAPITAL PROJECT FUND BUDGET REVENUES	\$4,514,125
Revenues are amended in the following categories:	
177-44170-00000-000-0000-5048 Misc. Revenues – Bartlett Square Renovation is amended from \$0 to \$4,300,000	\$4,300,000
Amended 2017-18 Education Capital Project Fund Budget Revenues	\$8,814,125

2017-18 EDUCATION CAPITAL PROJECT FUND BUDGET EXPENDITURES	\$4,514,125
Expenditures are amended in the following categories:	
177-91300-39900-000-0000-5048 Education Capital Projects – Other Contracted Services is amended from \$0 to \$4,300,000	\$4,300,000
Amended 2017-18 Education Capital Project Fund Budget Expenditures	\$8,814,125

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 February 22, 2018 from and after its adoption by the Bartlett City Board of Education.

Adopted this ____ day of February, 2018.


 Shirley Jackson, Chairman
 Bartlett City Board of Education


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

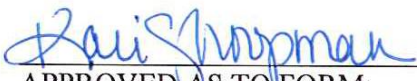

 APPROVED AS TO FORM:
 Kari Shoopman, General Counsel

EXHIBIT "B"

**RESOLUTION 5-9**

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	\$23,040,228
General Purpose Fund Balance is amended in the following category:	
141-34555-00000-000-0000-0000 Fund Balance is amended from \$18,740,228 to \$17,440,228	\$1,300,000
Amended General Purpose Fund Balance	\$17,440,228
2017-18 EDUCATION CAPITAL PROJECT FUND BUDGET REVENUES	\$8,814,125
Revenues are amended in the following categories:	
177-44170-00000-000-0000-5058 Misc. Revenues – Bartlett High School Field Turf is amended from \$0 to \$1,000,000	\$1,000,000

177-44170-0000-000-0000-5068 Misc. Revenues – Altruria Gym Repair is amended from \$0 to \$300,000	\$300,000
Amended 2017-18 Education Capital Project Fund Budget Revenues	\$10,114,125
2017-18 EDUCATION CAPITAL PROJECT FUND BUDGET EXPENDITURES	\$8,814,125
Expenditures are amended in the following categories:	
177-91300-39900-000-0000-5058 Other Contracted Services – Bartlett High School Field Turf is amended from \$0 to \$1,000,000	\$1,000,000
177-91300-39900-000-0000-5058 Other Contracted Services – Altruria Gym Repair is amended from \$0 to \$300,000	\$300,000
Amended 2017-18 Education Capital Project Fund Budget Expenditures	\$10,114,125

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 March 22, 2018 from and after its adoption by the Bartlett City Board of Education.

Adopted this _____ day of March, 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

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

COMPLETED

Meeting: 04/10/18 07:00 PM

Department: Engineering

Category: Presentation

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

AGENDA ITEM

**Reading of the Fair Housing Law into the record for Tennessee
Economic and Community Development grant compliance.**

This grant is for Fletcher Creek Bank Stabilization.

RESULT: NO VOTE REQUIRED

The City of Bartlett is a recipient of a 2011 Small Cities Block – Disaster Grant (CDBG). As a recipient of the CDBG funds, the City of Bartlett hereby publishes the Fair Housing Law for informational purposes to all residents of the City.

**CITY OF BARTLETT
FAIR HOUSING LAW**

Title VIII of the Civil Rights Act of 1968 prohibits discrimination in the sale, rental, and financing of dwellings based on:

- Color
- Religion
- Sex
- National Origin

The Fair Housing Amendments Act of 1988, which became effective March 12, 1989, expands the coverage of Title VIII to:

1. Prohibit discrimination in housing on the basis of:
 - a. Disability
 - b. Familial Status
2. Strengthen the administrative enforcement provisions of Title VIII.
3. Provide for the award of monetary damages where discriminatory housing practices are found.

The following actions are considered to be discriminatory under the Fair Housing Law:

1. Refusing to sell, rent, deal, or negotiate with any person.
2. Discriminating in terms or conditions for buying or renting.
3. Advertising that housing is available only to persons of a certain race, color, religion, sex, national origin, or of a specific family size.
4. Denying that housing is available for inspection, sale or rent when it really is available.
5. "Blockbusting" - persuading owners to sell or rent housing by telling them that minority groups are moving into the neighborhood.
6. Denying or making different terms or conditions for home loans by commercial lenders, such as banks, savings and loans, and insurance companies.
7. Denying to anyone the use of or participation in any real estate services, such as broker organizations, multiple-listing services or other facilities related to the selling and renting of housing.
8. Refusing to allow reasonable accommodation to be made for a person with disabilities.