



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, FEBRUARY 25, 2014 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

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 Kevin Mims, Brunswick Baptist Church

FUTURE MEETINGS

Family Assistance Commission, March 3 at 6 p.m.

Planning Commission, March 3 at 7 p.m.

Bartlett Station Commission, March 5 at 7:30 a.m.

City Beautiful Commission, March 6 at 7 p.m.

Bartlett Historical Society, March 10 at 7 p.m.

RECOGNITIONS

Leadership Bartlett Class of 2014 spent the afternoon learning about City government and attended the Board meeting as part of their day.

Shelby County Trustee David Lenoir

Mr. Lenoir updated the Board on the financial health of Shelby County and Bartlett tax collections by the Trustee's office.

Certificate of Appreciation for Zeta Phi Beta

Mayor McDonald presented a Certificate of Appreciation to Zeta Phi Beta upon their five year anniversary.

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

MINUTES ACCEPTANCE

Minutes of the February 11, 2014 Board of Mayor and Aldermen Regular Meeting

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

CONSENT AGENDA

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

- 1 Special event permit for Brunswick Farms Neighborhood Garage Sale. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, March 15 from 7 a.m. to 2 p.m. throughout Brunswick Farms Subdivision. The rain date is Saturday, March 22, 7 a.m. to 2 p.m.
- 2 Special event permit for Smile Train 5K. (Jim Brown, Director of Code Enforcement)**
The event will be held on Sunday, March 2 from 3 to 5 p.m. beginning and ending at Bartlett Pediatric Dentistry, 3071 Kirby-Whitten.
- 3 Software upgrade for digital water meter reading. (Dick Phebus, Director of Finance)**
Recommend upgrade of digital water meter reading from United Utilities at a total cost of \$11,800.00. Funds are available in Account 510.51100.933.
- 4 Purchase four workstations for police dispatch. (Gary Rikard, Chief of Police)**
Recommend purchasing four HP Z420 Energy Star Workstations and monitors from Hewlett Packard at a total cost of \$11,242.56. Hewlett Packard is a contracted bid provider with Bartlett's Information Technology Department. Funds are available in Account 123.48123.933.
- 5 Purchase of Reflective Ultraviolet Imaging System. (Gary Rikard, Chief of Police)**
Recommend purchasing a reflective ultraviolet imaging system from Sirchie at a total cost of \$19,400.00. Sirchie is a sole-source provider. This system will be used by the Investigative Services Division. Funds will be taken from the DEA fund and are available in Account 129.48129.899.
- 6 Bid for one Bobcat Compact Track Loader. (David Thompson, Director of Parks and Recreation)**
Recommend accepting the lowest, qualified bid from Williams Equipment at a cost of \$42,395.38. Funds are available in account 311.48311.785.50174.

7 Bid for one 2014 Ford Explorer XLT. (David Thompson, Director of Parks and Recreation)

Recommend accepting the lowest bid from Country Ford at a cost of \$27,163.81.
Funds are available in account 311.48311.185.50711.

8 Special event permit for Movies in the Park. (Jim Brown, Director of Code Enforcement)

The event will be held on Friday April 25, May 9, May 23, June 13, June 27 and July 11 from 8 to 10:30 p.m. at Freeman Park.

9 Treasurer's Report for January 2014. (Dick Phebus, Director of Finance)

Budgeted expenditures	\$62,822,095
Year-to-date expenditures	\$38,027,586
Budgeted revenues	\$62,822,095
Year-to-date revenues	\$35,932,230

NEW BUSINESS

There is no new business.

OPEN DISCUSSION

No one spoke during Open Discussion.

ADJOURNMENT

Meeting adjourned at 7:14 PM



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, FEBRUARY 11, 2014 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

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 Scott Greer, New Hope Christian Church

FUTURE MEETINGS

Parks and Recreation Advisory Board, February 13 at 7 p.m.

Historic Preservation Commission, February 17 at 7 p.m.

BPACC Advisory Board, February 18 at 6 p.m.

Design Review Commission, February 18 at 7 p.m.

RECOGNITIONS

Boy or Girl Scouts

Mayor McDonald and the Aldermen recognized Boy Scouts from Troops 455, 255, 335 and 206 who attended the meeting as part of earning certain merit badges.

Recognition of Warren Young and Todd Graves on creation of new walking trail at Nesbit Park

Mayor McDonald noted that Warren Young, Parks and Recreation Advisory Board member, and Todd Graves, the City's GIS Manager, have been voluntarily working with the Mayor's Youth Council on the creation of a Nesbit Park walking trail. Initially the trail was only to be a mile long, but extended to 2.5 miles under Mr. Young and Mr. Graves. Mayor McDonald presented both men with a Certificate of Appreciation.

Proclamation for Engineers' Week

Mayor McDonald proclaimed February 16-22 as Engineers' Week.

Minutes Acceptance: Minutes of Feb 11, 2014 7:00 PM (MINUTES ACCEPTANCE)

*****Official Business of the Day*******MINUTES ACCEPTANCE****Minutes of the January 28, 2014 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

PUBLIC HEARING

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

- I. Resolution 01-14, a resolution approving a Special Use Permit to operate a Climate-Controlled Self Storage-Company, 6600 Stage Road, within the "SC-I" Planned Unit Commercial Development.

Mr. Ray Gill, owner of the property, stated that he plans for the storage unit usage will be temporary because he would like the facility to be used solely for retail.

RESULT:	ADJOURNED
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UNFINISHED BUSINESS

- I. **Resolution 01-14, a resolution approving a Special Use Permit to operate a Climate-Controlled Self Storage-Company, 6600 Stage Road, within the "SC-I" Planned Unit Commercial Development. (Terry Emerick, Director of Planning and Economic Development)**

Terry Emerick, City Planner, stated that this facility has been vacant for eight years. The applicant is requesting the special use permit to alter the interior to house a storage unit facility. The Planning Commission gave a positive recommendation to this special use permit.

RESULT:	APPROVED [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:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 1 Bid for 5 Self-Contained Breathing Apparatus, 13 Face Masks, 7 Spare Bottles. (Terry Wiggins, Fire Chief)**
Recommend accepting the lowest bid from NAFECO at a cost of \$28,686.00. Funds are available in account 110.42200.939.
- 2 Special event permit for A Crosstown 5K. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, April 5 from 8 a.m. to 12 p.m. The race will begin and end at Bartlett United Methodist Church.
- 3 Special event permit for Outdoor Spring Craft Festival. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, March 29 from 9:30 a.m. to 6 p.m. at Bartlett Hills Baptist Church.
- 4 Special event permit for St. Francis Hospital-Bartlett "Celebrating 10 Years." (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, May 31 from 10 a.m. to 2 p.m. with a rain date of Sunday, June 1 from 2 p.m. to 6 p.m. A celebratory program will be held on Monday, June 2 from 2 to 3 p.m. Both events will be held on the hospital's campus.
- 5 Planning Commission Report for February 2014. (Terry Emerick, Director of Planning and Economic Development)**
Item 1 - Final Subdivision Plan for Cross Subdivision, corner of Brother Blvd and Germantown Road, was tabled until the next meeting at the request of the applicant.
Item 2 - Site plan for Culpepper Place Assisted Living, on the northwest side of Highway 70, north of Broadway, was approved with conditions.
Item 3 - Russ Abernathy was re-elected as chairman and Ron Sandlin was re-elected as vice-chairman.

NEW BUSINESS

- 1 Resolution 05-14, A resolution to amend the 2013-2014 Parks Improvement Fund to make appropriations for certain projects within District Three of the Bartlett Municipal Park System. (Dick Phebus, Director of Finance)**

Dick Phebus, Director of Finance, noted that this \$25,000 appropriation will go toward the Nesbit Park walking trail.

Minutes Acceptance: Minutes of Feb 11, 2014 7:00 PM (MINUTES ACCEPTANCE)

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

OPEN DISCUSSION

Sherry Simmons, 6583 Holly Hearth Cove, announced her candidacy for County Commission District 3. The election will be held May 6, 2014.

David Reeves, 4535 Merlins Wood, also announced his candidacy for County Commission District 3.

Yolanda Taylor, president of Zeta Phi Beta Sorority, announced the group's upcoming events.

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 Feb 11, 2014 7:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

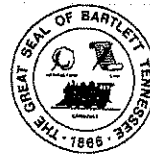
Meeting: 02/25/14 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

**Special event permit for Brunswick Farms Neighborhood
Garage Sale.**

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Bobby Simmons, 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



8957 Sweetthorn DR

Address

38002

Zip Code

3/15/14 min date 3/22/14

Dates of the Event

7am ~ 2pm

Hours of the Event

Garage Sale

Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

Property Owner

Cherita Carpenter

Special Event Permit Applicant

8957 Sweetthorn

Address of Applicant

901-486-6532

Phone Number

Fax Number

Check all items that apply:

For information call (901) 385-6425.

n/a Letter of Permission

x Insurance All Home owner's have insurance

n/a 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

ck#
3188

Cherita Carpenter

Responsible Person

2/10/14

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: Brunswick Farms Garage Sale-2014 (1178 : Brunswick Farms Neighborhood Garage Sale)

Special Event Checklist

Event: Garage Sale
 Location: Brunswick Farms
 Dates: 3/15 rain date 3/22

Type of special event: (Check one.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

☐ *Political campaigning.* Campaigning for public office.

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1		✓		<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			N/A	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			N/A	<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			N/A	<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8			N/A	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	
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			N/A	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			N/A	<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			N/A	<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		J		<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			N/A	<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			N/A	<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			N/A	<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.	

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			N/A	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			N/A	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.	



Google earth

feet 2000
meters 700



signs located at entrance of subdivision
at Hwy 70.



Brunswick Farms
GARAGE SALE
March 15
Rain Date: March 22

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 02/25/14 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Smile Train 5K.**RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]****MOVER:** Jack Young, Vice Mayor**SECONDER:** Bobby Simmons, 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

3071 Kirby Whitten Rd. 38134
 Address Zip Code
March 2nd 2014 3pm-5pm
 Dates of the Event Hours of the Event
5K walk/run Race "Smile Train 5K"
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)
Jeff Williams
 Property Owner
Jeff Williams / David Caldwell 3071 Kirby Whitten Rd
 Special Event Permit Applicant Address of Applicant
382-1564
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

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

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

Angie Franceschini: 2-10-14
 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: Smile Train 5K
 Location: 3071 Kirby Whitten Rd.
 Dates: March 2, 2014

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.	See map
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.	Attached

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.

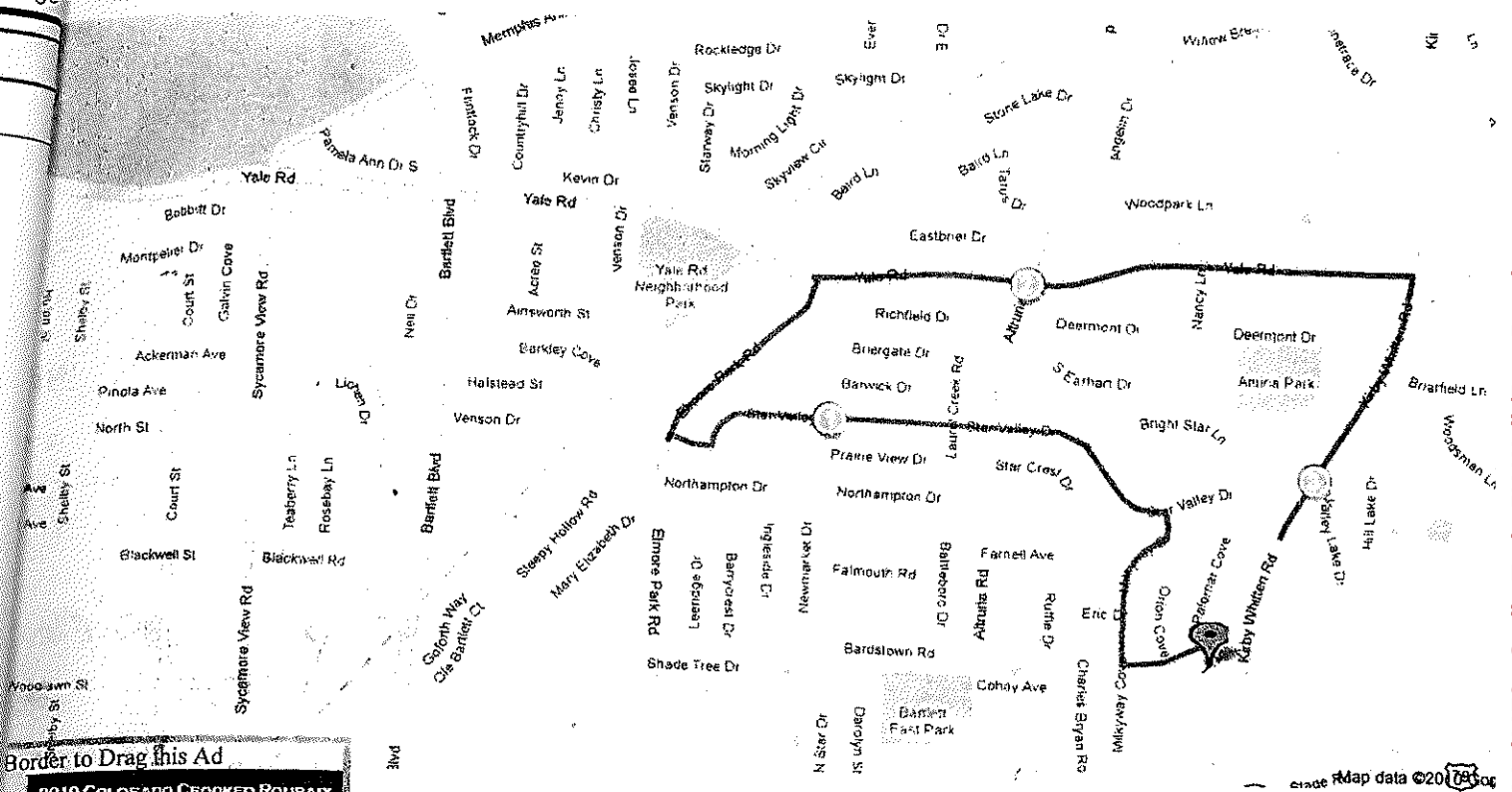
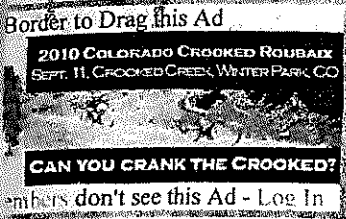
The application shall set forth and contain the following information:

	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.	Attached
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.	Attached
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.	See narrative
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	✓		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.	





BUSINESSOWNERS DECLARATION

31

BUSINESSOWNERS AMENDED DECLARATIONS EFFECTIVE 12/31/2013 NUMBER 01
**SUPERSEDES ANY PREVIOUS DECLARATIONS BEARING THE SAME NO. FOR THIS POLICY PERIOD
UPDATED MAILING ADDRESS**

Policy Number	From	Policy Period To	Coverage is Provided in the	Agency Code
OH5-9796064-01	12/31/2013	12/31/2014	HANOVER INSURANCE COMPANY	180211200

Named Insured and Address

PATRICIA K. WILLIAMS
404 HOLLOW SPRING COURT
BRENTWOOD, TN 37027

Agent

800-308-7143
INSURANCE PLANNING &
SERVICE CO., LLC
7348 EAST BRAINERD RD.
CHATTANOOGA, TN 37421

Policy Period: Beginning and Ending at 12:01 a.m. Standard Time at the Location of the Described Premises.
Business Type: INDIVIDUAL.
Mortgagee/Loss Payable:
Business of the Named Insured:
OFFICE

In consideration of the premium, insurance is provided the Named Insured with respect to those premises described in the Schedule below and with respect to those coverages and kinds of property for which a specific Limit of Insurance is shown, subject to all of the terms of this policy including forms and endorsements made a part hereof:

LOCATION SCHEDULE
Described Premises:

NO. 1 3071 KIRBY WHITTEN ROAD, MEMPHIS, TN 38134

Property Coverage	Limits of Insurance					
	Loc No 001	Bldg No 001	Loc No	Bldg No	Loc No	Bldg No
Deductible Amt	\$	1,000	\$		\$	
Building Amount	\$	940,992				
Valuation		RC				
Bus Personal Prop	NOT COVERED					
Valuation						
Business Income	ACTUAL BUSINESS LOSS SUSTAINED NOT EXCEEDING 12 CONSECUTIVE MONTHS					
Business Income	Excluded / None / 24 hour / 48 hour / 72 hour					
Waiting Period	24 HOUR					
Coverage	Limits of Insurance					
Liability and Medical Payments: Except for Property Damage Legal Liability, each paid claim for the following coverages reduced the Amount of Insurance we provide during the applicable annual period. Please refer to Paragraph D.4. of Section II- Liability of the Businessowners Coverage form.						
Business Liability	\$ 1,000,000	Per Occurrence	\$ 2,000,000	Aggregate		
Medical Expenses	\$ 5,000	Each Person				
Property Damage Legal Liability	\$ 300,000	Any one Fire, Explosion, Lightning, Smoke or Leakage				

Form 304-1009 (6-95)

Form 391-1002 (6-05)

Date Issued: 11/27/2013

ORIGINAL/INSURED

Payment Type: CUST SERV CTR-DIRECT BILL

Page 1 of 2

K 004



BUSINESSOWNERS DECLARATION

31

BUSINESSOWNERS AMENDED DECLARATIONS EFFECTIVE 12/31/2013 NUMBER 01
 SUPERSEDES ANY PREVIOUS DECLARATIONS BEARING THE SAME NO. FOR THIS POLICY PERIOD
 UPDATED MAILING ADDRESS

Policy Number	From	Policy Period To	Coverage is Provided in the	Agency Code
OH5-8796084-01	12/31/2013	12/31/2014	HANOVER INSURANCE COMPANY	180211200

Named Insured and Address

PATRICIA K. WILLIAMS
 404 HOLLOW SPRING COURT
 BRENTWOOD, TN 37027

Agent

800-308-7143
 INSURANCE PLANNING &
 SERVICE CO., LLC
 7348 EAST BRAINERD RD.
 CHATTANOOGA, TN 37421

Additional Property Coverages and Extensions:

See attached Schedule for Additional Coverages provided for under this Policy.

Additional Liability Coverages: General Liability Broadening Endorsement

General Liability Class: 61217

Description: LESSORS RISK ONLY OFFICE OCCUPANCY

Liability Exposure: 6,560 Sq.FT

Policy Forms, Endorsements and Optional Coverages Attached:

See Forms and Endorsements Schedule

PREVIOUS PREMIUM IS:

NET PREMIUM CHANGE IS:

TOTAL BOP COVERAGE PREMIUM:

BOP TERRORISM COVG (INCLUDED IN TOTAL POLICY PREMIUM)
 OTHER THAN FIRE FOLLOWING

FIRE FOLLOWING

TOTAL UMBRELLA COVERAGE PREMIUM:

UMB TERRORISM COVG (INCLUDED IN TOTAL POLICY PREMIUM)

THE TOTAL ACTUAL PREMIUM:

\$3,542

\$0

\$3,542.00

\$ 30.00

\$ 30.00

\$000.00

NOT COVERED

NOT COVERED

\$3,542.00

Countersigned this _____ Day of _____

Authorized Representative

This Declarations Page with the Policy Contract, Forms and Endorsements, if any,
 Complete the Policy.

Form 391-1002 (06-05)

Date Issued: 11/27/2013

ORIGINAL/INSURED

Payment Type: CUST SERV CTR-DIRECT BILL

Page 2 of 2

5,995



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 02/25/14 07:00 PM

Department: Finance

Category: Purchase

Prepared By: Dick Phebus

Department Head: Dick Phebus

Software upgrade for digital water meter reading.

The Water Utility Department requires the purchase of new software for its route management system. United Utilities has discontinued support of our current version and requires a software upgrade. The software is used on the laptop to digitally read 4,127 meters each month. The remaining 16,000+ meters are read manually. The last software upgrade was purchased in October 2008.

Price quote for the equipment as sole source vendor is as follows:

Badger Read Center Data + Reading Data Management Software - Route Management Module (up to 10,000 to 25,000 services) and a 5-seat end user license.	\$11,800.00
Total Data Software	\$11,800.00

Funds are available in 510.51100.933.

Thank you for your consideration.

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

MOVER: Jack Young, Vice Mayor

SECONDER: Bobby Simmons, Alderman

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



Remit to:
PO Box 532184
Atlanta, GA 30353-2184

Quote

Date	Quote #
2/13/2014	6075

Name / Address
City of Bartlett Water Dept 3585 Altura Road Memphis, TN 38135

Terms	Rep	Project Name	CONTACT	FAX/EMAIL	FREIGHT	Expiration Date
Net 30	DJ		Don Ervin	email	PPD&ADD/NO...	9/60/14
Description				Qty	Cost	Total
Badger ReadCenter Data + Reading Data Management Software - Route Management Module (up to 10,000 to 25,000 services) and a 5-seat end user license.				1	11,800.00	11,800.00
1 day on site training is included in the price.						
Thank You....Kim. Call 888-358-0815 x 2 or email kim@unitedutilities.us with questions.					Sales Tax (7.0%)	\$0.00
United Utilities, Inc. accepts Master Card and Visa. Charge card orders will have a 3.5% processing charge applied to each order.					Subtotal	\$11,800.00
Sales & Service Center: 528 Almaville Road Smyrna, TN 37167 PH: 888-358-0815 / Fax: 615-459-8898		All returns will be charged a minimum 25% restocking fee. Special orders are not returnable. Products will batteries cannot be returned after 90			Total	\$11,800.00

Attachment: 2014 Connect Upgrade.pdf (1181 : Water Meter Reader Software)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 02/25/14 07:00 PM

Department: Police

Category: Purchase

Prepared By: Penny Medlock

Department Head: Gary Rikard

Purchase four workstations for police dispatch.

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

From: kfranz@cityofbartlett.org [mailto:kfranz@cityofbartlett.org]
Sent: Wednesday, February 12, 2014 9:51 AM
To: Billy Hiner
Subject: Dispatch workstations



ONLINE PRICE QUOTATION

Quote Number: 9273185

Today's Date : 2/12/2014 3:50:47 PM

Created By: kfranz@cityofbartlett.org

Quote Name: Dispatch Workstations

Quote Created Date : 2/12/2014 3:50:19 PM

Contract: WSCA/NASPO (B27164)

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

items/description	part no	unit price	qty	ext price
LJ449AV-3 -Configurable- HP Z420 ENERGY STAR® Workstation	Base	\$2,594.64	4	\$10,378.56
HP Z420 Workstation	LJ449AV-3			
ENERGY STAR® Qualified Configuration	QE162AV			
Windows 7 Professional 64	QD971AV#ABA			
HP Z420 600W 90% Efficient Chassis	QE159AV			
Intel® Xeon® E5-1620 3.60Ghz 10MB 1600 4C Processor	A2H76AV			
HP Z420 Localization Kit	QD956AV#ABA			
HP Processor Air Cooling Kit	A7E48AV			
HP Z420 Front Memory Duct (To improve acoustics we recommend the Front Memory Duct on configurations with 32GB or higher. Required for memory with 8GB DIMMs or Liquid Cooling.)	B4Y03AV			
HP Z420 Fan and Front Card Guide Kit	QE150AV			
AMD FirePro W7000 4GB 4xDP 1st No cables included Graphics (Requires Fan and Front Card Guide Kit QE150AV)	C2J43AV			
16GB DDR3-1866 ECC (2x8GB) Unbuffered RAM	E2S47AV			
1TB 7200 RPM SATA 1st Hard Drive	QE190AV			
HP 16X SuperMulti DVDRW SATA 1st ODD	QE236AV			
HP USB Keyboard	A8Z48AV#ABA			
HP USB Optical Mouse	A8Z50AV			
No Recovery Media Included (Not supported when either Win7 32 or Win7 64 Recovery Restore CDs is ordered.)	B6S40AV			
HP 14-in-1 Media Card Reader	E4W34AV			
HP Single Unit Packaging	QE243AV			
HP 3/3/3 Warranty	B2L49AV#ABA			
SubTotal :				\$10,378.56
Total :				\$10,378.56

The terms and conditions of the WSCA/NASPO will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this quote was created, go to:
<http://gem.compaq.com/gemstore/entry.asp?SiteID=13535>

* HP is not liable for pricing errors. If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

* This quotation may contain open market products which are sold in accordance with HP's Standard Terms and Conditions. HP makes no representation regarding the TAA status for open market products. Third party items that may be included in this quote are covered under the terms of the manufacturer warranty, not the HP warranty.

Attachment: HP Dispatch Workstations & Monitors (1180 : Dispatch Workstations)

* Please contact HP Public Sector Sales with any questions or for additional information:

K12 Education:	800-888-3224	Higher Education:	877-480-4433
State Local Govt:	888-202-4682	Federal Govt:	800-727-5472
Fax:	800-825-2329	Returns:	800-888-3224

* For detailed warranty information, please go to www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.

Plus (4) 24" monitors @ \$1864.00 -

Total - \$11,242.56

Attachment: HP Dispatch Workstations & Monitors (1180 : Dispatch Workstations)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 02/25/14 07:00 PM

Department: Police

Category: Purchase

Prepared By: Penny Medlock

Department Head: Gary Rikard

Purchase of Reflective Ultraviolet Imaging System.

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

PRICE QUOTE



Sirchie
100 Hunter Place
Youngsville, NC 27596
Phone: 919-554-2244
Fax: 919-554-2266

DEA
pmc

Quote Number: KSSDA2173
Date of Quote: January 3, 2014

Agency:	Bartlett Police Department
Attention:	Denise Webb
E-mail:	denisewebb@bartlettpolice.org
Address:	
Address:	3730 Appling Road
City/St/Zip:	Bartlett, TN 38133
Phone:	901-385-5565
Fax:	

Qty.	Catalog No.	Product Description	Unit Price	Amount
1	KSS60MRK	Krimesite Imager Master RUVIS Kit	\$18,950.00	\$18,950.00
1	BTS100	Black Talon Stabilizer (U.S. Patent No. 7,050,715)	\$450.00	\$450.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Quote Expires: Thursday, April 3, 14

Sub Total \$19,400.00

Delivery: 30 Days ARO

FOB: Youngsville, North Carolina

Payment Due: Net 30 Days

Shipping & Handling \$0.00

Quoted By: David Alford 540-845-3692/Fax 1-540-301-0813

TOTAL \$19,400.00

E-mail address: krimesite@gmail.com

Sole Source Provider Certification: Sirchie hereby certifies that it is the sole and exclusive manufacturer and distributor of the Krimesite Imager Master RUVIS Kit. The Krimesite Imager and Cyclops Imager, both of which are included in the Master RUVIS Kit, are manufactured, assembled and distributed at/from Sirchie's Youngsville, North Carolina manufacturing facility and are not available for purchase through any other source.

Terms of Price Quote: All prices are quoted in United States dollars and do not include any taxes that may apply to your agency. Acceptance of this quotation is expressly limited to the specifications, prices, terms and conditions therein stated. All items returned to Sirchie may be subject to a 20% restocking fee. Training is non-refundable.

Attachment: RUVIS (1182 : Purchase of Reflective Ultraviolet Imaging System)

[Home](#) / [RUVIS](#) / [KrimeSite Imager](#) / [KrimeSite™ RUVIS Kits](#)**KRIMESITE™ IMAGER Master RUVIS Kit****Your Cart**

Empty

CategoriesOther products by
SIRCHIE**Item #:** KSS60MRK**Our Price:** \$18,950.00**Quantity:** 1[ADD TO WISHLIST](#)[ADD TO CART](#)

- [Latent Print Development](#)
- [Fingerprint Recording](#)
- [RUVIS / KrimeSite Imager](#)
- [Alternate Light Sources / Bluemaxx](#)
- [Forensic Containment](#)
- [Evidence Collection](#)
- [Digital Forensics](#)
- [SIRCHMARK™ Evidence Marking](#)
- [Impression Evidence](#)
- [Optical Enhancement](#)
- [Scales and Photography](#)
- [Presumptive Drug Analysis](#)
- [Forensic Evidence Collection](#)
- [Forensic Analysis Equipment](#)
- [DNA & Physiological Specimen Collection](#)
- [Blood Evidence Search, ID & Enhancement](#)
- [Theft Detection](#)
- [Computer Software](#)
- [Lab Equipment & Supplies](#)
- [SIRCHIE Gear](#)

**Description**

This Master RUVIS Kit has been specifically designed for those agencies requiring versatility in both the field and the laboratory. The KSS60 KRIMESITE™ IMAGER is extraordinary for use in the laboratory and for photographing untreated latent fingerprints with a camera connected. The KSS7900 CYCLOPS offers exceptional search capabilities. These two kits combined offer unsurpassed benefits and features for the crime scene technician, the latent print examiner and the crime laboratory. In addition, with the KSS60MRK, one person can be scanning the area using the CYCLOPS Imager while the other person conducts close-up examination and photography with the KRIMESITE™ IMAGER. The perfect combination!

KSS60MRK Contents:**CYCLOPS Kit Consisting of:**

- 1 - KSS7997 CYCLOPS with PSS100b 25mm Objective Lens with Integral 254nm Filter
- 1 - Pistol Grip, Detachable
- 1 - Head Mount Assembly with Carrying Pouch
- 2 - AA Alkaline Batteries
- 1 - KSS9696 Class IIIa Laser Pointer with Batteries
- 1 - Operator's Manual

KSS60 consisting of:

- 1 - KRIMESITE IMAGER with KSS100b 60mm UV Lens
- 1 - KSS9696 Class IIIa Laser Pointer with Batteries
- 1 - KSS8010 Dual Filter Slide Assembly (Luminol/Visible and UV)
- 1 - CR123 Lithium Battery
- 12 - AA Batteries
- 1 - KRIMESITE IMAGER Steady Rest with Removeable Pistol Grip
- 1 - 58mm Camera Adapter
- 1 - KSS9200 SIRCHPOD Copy Stand
- 1 - CUV100TS UV Mini Light Source (4-Watt 254nm Shortwave, Battery Operated)
- 1 - UVP600ST UV Panther AC/DC Shortwave Light, 254nm
- 2 - 797GV UV Protective Spectacles
- 1 - EPS30KS Photo Scales, 6" (15cm), White on Black, Pack of 10

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Your Email:

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[Home](#) [Applications](#) [Reflective Ultra Violet Imaging Systems \(RUVIS\)](#)

Reflective Ultra Violet Imaging Systems (RUVIS)

The two primary RUVIS applications are untreated prints on most non-porous surfaces, and cyanoacrylate (CA) fumed prints.

Reflective Ultra Violet imaging Systems are an integral part of the crime scene investigator's search for evidence. By enhancing the observation and collection of evidence including latent prints on smooth non-porous surfaces, bites, bruises, blood detection with **Bluestar®**, and shoe impressions, **SceneScope® Advance™**. RUVIS provides more sensitivity than traditional methods of enhancement and without any treatment. Print collection can be performed on surfaces such as plastic bags, sticky side of tape, glossy magazine, photographs, linoleum tile, compact disks, credit cards, etc...Cyanoacrylate treatment will further enhance the results of the **SceneScope® Advance™**.

Detects Latent Prints

SceneScope® Advance™ RUVIS allows the detection of latent prints, prior to treatment. This is possible on surfaces that reflect light very well and do not absorb prints. That is to say surfaces that are smooth and non porous. Untreated sweaty prints show as white reflective ridges on a black background. Untreated oily prints appear as strong, black ridges on a shiny background.

Detects Cyanoacrylate Fumed Prints

As surfaces become rougher or more porous, "superglueing" the print may extend the range of surfaces on which RUVIS will work. Additionally, RUVIS may help avoid over fuming since the **SceneScope® Advance™** can see the ridges after only a slight fuming.

Shortwave Ultra Violet Light

RUVIS devices use 254nm UV light but they are not detecting fluorescence. Instead the device looks for the reflections and scatter of the 254nm light off of the fingerprint ridges.

Angle of Light is Critical

By varying the angle of incidence, the direction the light falls onto the surface, you attempt to find an angle that causes only the reflection and scatter of the fingerprint ridges to appear and the reflection off the background to disappear. Ideally, this results in an image where the ridges appear bright and the background appears dark.



Oblique lighting



Perpendicular Lighting

Background Rejection.

Because RUVIS devices see surface detail, they only see material deposited on those surfaces, not materials "IN" the surfaces. This allows superior Background Rejection as the device does not see inks and patterns in printed material. As long as the surface does not show rises or indents, the background will disappear.

Applications

AFIS & APIS

PrintQuest - proving the worth of a "Local" AFIS/APIS system

PrintQuest AFIS - APIS System

Results - the only thing that matters

Fingerprint Imaging

CrimeScope Digital Imaging Systems

ImaQuest

ImaQuest Digital Image Enhancement Suite

ImaQuest Fingerprint Enhancement Software

Forensic Light Sources

CrimeScope Forensic Light Source

CrimeScope LASER Forensic Light Source

HandScope Xenon Forensic Light Source

Mini-CrimeScope 400

Mini-CrimeScope Advance

SPEX Forensics FOCUS LED Alternate Light Source

Reflective Ultra Violet Imaging Systems (RUVIS)

SceneScope Advance RUVIS UV Imager

Attachment: RUVIS (1182 : Purchase of Reflective Ultraviolet Imaging System)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 02/25/14 07:00 PM

Department: Parks and Recreation

Category: Bid

Prepared By: Debbie Christopher

Department Head: David Thompson

Bid for one Bobcat Compact Track Loader.

On January 31, 2014, an ad was placed in the *Memphis Daily News*. On February 18, 2014, the City of Bartlett received three (3) of bids and were opened at City Hall.

Bids were received from the following companies:

Abby Equipment	\$41,929.00
Williams Equipment	\$42,395.38
Thompson Equipment	\$51,225.90
Stribling Equipment	No Bid

The lowest bid received does not meet the specifications included in the bid packet. Also, the Case equipment that is presently owned by the City is difficult to obtain parts causing prolonged downtime per Steve Massey, Fleet Manager.

We recommend the bid be awarded to Williams Equipment for a total price of \$42,395.38. Funds are available in account 311.48311.785.50174.

Thank you for your consideration.

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

MOVER: Jack Young, Vice Mayor

SECONDER: Bobby Simmons, Alderman

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



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 02/25/14 07:00 PM

Department: Parks and Recreation

Category: Bid

Prepared By: Debbie Christopher

Department Head: David Thompson

Bid for one 2014 Ford Explorer XLT.

On February 3, 2014, an ad was placed in the Memphis Daily. On February 18, 2014, the City of Bartlett received three bids and were opened at City Hall.

Bids were received from the following companies:

Country Ford	\$27,163.81
Autonation Ford Memphis	\$27,842.00
Mid-Tenn Ford & Sterling Truck Sales	\$29,095.81

We recommend the bid be awarded to Country Ford for a total price of \$27,163.81.

Funds are available in account 311.48311.185.50711.

Thank you for your consideration.

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

MOVER: Jack Young, Vice Mayor

SECONDER: Bobby Simmons, Alderman

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

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 02/25/14 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Movies in the Park.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]**MOVER:** Jack Young, Vice Mayor**SECONDER:** Bobby Simmons, 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

WJ Freeman Park, 2629 Bartlett Blvd. 38134
 Address Zip Code
April 25, May 9, May 23, June 13, June 27, July 11, 2014 8:00^{pm}-10:30pm
 Dates of the Event Hours of the Event
Movies in the Park
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)
City of Bartlett
 Property Owner
Debbie Morrison / Jason Sykes 6400 stage Rd
 Special Event Permit Applicant Bart St Cmmn Address of Applicant
385-6804 / 901-412-6852 cell 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

 Total

Jason A. Sykes
 Responsible Person

2/19/14
 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: Movies in the Park (2014)-Special Event (1186 : Movies in the Park (2014))

Special Event Checklist

Event: Movies in the Park
 Location: W J Freeman Park
 Dates: April 25, May 9, May 23, June 13, June 27, July 11, 2014
 Type of special event: (Check one.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

☐ *Political campaigning.* Campaigning for public office.

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1	✓			<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.	WJ 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	Starts at 8pm
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.	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.	<i>Bantlett Fire Dept will be notified of the event</i>
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.	Will use parking space in the park
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, Park, 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.	
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.	



MOVIES IN THE PARK - 2014

*A PROPOSAL TO:
BARTLETT STATION COMMISSION*

facebook

WWW.FACEBOOK.COM/BARTLETTPARKMOVIES

Submitted by Commissioner:
Jason Sykes

Attachment: Movies in the Park (2014)-Special Event (1186 : Movies in the Park (2014))

SOMETHING NEW. SOMETHING FRESH.

THE IDEA

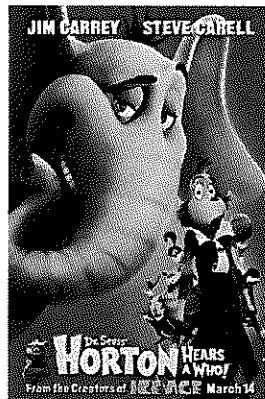
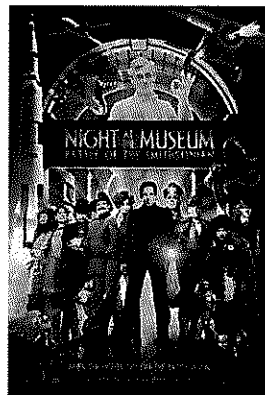
We are proposing that the Bartlett Station Commission spear-head the work to bring movie nights within the Bartlett Station area. We envision having a fun, family-oriented mini-summer movie series free (gain sponsorships) to the community where families can bring their blankets or lawn chairs and watch a movie in a park in the Bartlett Station area.

This will allow us to bring attention to the Bartlett Station area in a way that has never been done before. This will be a great way to drive traffic to this area of town and showcase all the great places we have to offer.

THE PROPOSAL

We would like to offer six (6) kid-friendly movies to be shown within Freeman Park. Below is a list of the dates and movies chosen:

All movies would be on Friday nights, starting at dusk (ard 8pm)
 April 25, May 9, May 23
 June 13, June 27, July 11, 2014



(movies shown in 2013)

We will contract with an outdoor movie company to bring in the equipment needed: screen, speakers, sound board, and other equipment. *We currently working with FunFlicks Southern Outdoor Movies (same as in 2013).*

We will reach out for approval from the following parties:

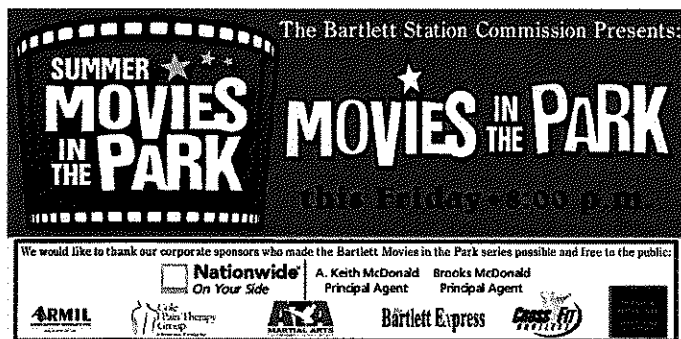
Bartlett Station Commission, Mayor, Mark Brown, Parks & Recreation, Community Relations, Bartlett Police, and Bartlett Fire, Code Enforcement, and BPACC.

SOMETHING NEW. SOMETHING FRESH.

SPONSORSHIPS

We have approached area businesses to sponsor one Friday movie night to cover the cost of renting the equipment or a lesser sponsorship level so additional businesses can go in together and sponsor a movie night. The three levels are a "Leading Role" "Co-Star" or a "Supporting Role" sponsorship. We will highlight the businesses with a banner at the bottom of the movie screen (see picture on the right), allow them a brief speaking opportunity on the night of the movie, flyers, social media outlets, newspaper ads, and within the City of Bartlett.

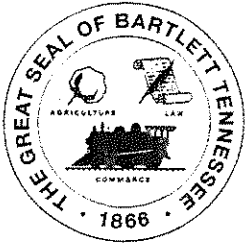
A more formal sponsorship outline has been created and accepted by the Bartlett Station Commission.



PLANNING PHASE

Below are the different processes in place to work to finalize this project:

- approval from Bartlett department leaders
- special event permit
- bid/quote process
- secure park dates - COMPLETED
- work with Bartlett Police & Fire to finalize logistics plan
- sponsorship plan and funding
- marketing plan, advertising



City of Bartlett

PARKS & RECREATION

A. Keith McDonald, Mayor
David D Thompson, Parks Director

February 18, 2014

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

The Bartlett Station Commission has requested to use W. J. Freeman Park Pavilion area on Friday evenings on April 25, May 9, May 23, June 13, June 27 and July 11, 2014, at dusk. 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,

David Thompson
Director Parks and Recreation
City of Bartlett

Attachment: Movies in the Park (2014)-Special Event (1186 : Movies in the Park (2014))

Presented by
Bartlett Station Commission

Family Movie Night in the Park

Be part of Movies in the Park

This is a free family-oriented event. Bring your blankets and lawn chairs and enjoy a fun kid-friendly movie.

**April 25, May 9, 23, June 13, 27 and July 11 at 8:00pm
inside W. J. Freeman Park (off Bartlett Blvd)**

Last year, we had an average crowd of 450 with a top crowd of 650!

SPONSORSHIP LEVELS:

Leading Role Sponsor - \$1000

Includes: One three-minute speaking opportunity in front of crowd, logo placement on screen and at entrance, table display, logo placement on promotional material and on social media.
(exclusive sponsorship to one movie night, not shared with any other sponsors)

Co-Star Sponsor - \$500

Includes: One 90 second speaking opportunity in front of crowd, logo placement on screen and at entrance, table display, logo placement on promotional material and on social media.

Supporting Role Sponsor - \$250

Includes: One 30 second speaking opportunity in front of crowd, logo placement on screen and at entrance, table display, logo placement on promotional material and on social media.

NEW this year - we will have food trucks present at each movie night!

This is an effort of the Bartlett Station Commission to bring attention to the Bartlett Station and historic section of Bartlett, Tennessee. Your involvement in this initiative will help us showcase all that the Bartlett Station has to offer.

For more information contact one of the following Bartlett Station Commissioners:
Jason Sykes 901.412.6852 - Brooks McDonald 901.581.9880
or email: BartlettMoviesinthePark@gmail.com.

Presented by
Bartlett Station Commission

Family Movie Night in the Park

Be part of Movies in the Park

This is a free family-oriented event. Bring your blankets and lawn chairs and enjoy a fun kid-friendly movie.

**April 25, May 9, 23, June 13, 27 and July 11 at 8:00pm
inside W. J. Freeman Park (off Bartlett Blvd)**

We are inviting two non-competing food trucks at each movie night.
Last year, we had an average crowd of 450 with a top crowd of 650!

SPONSORSHIP LEVELS:

6-Pack Sponsor - \$450

Includes: guarantee vendor space with one other non-competing food vendor at six events, logo placement on movie screen, logo placement on promotional material and on social media.

3-Pack Sponsor - \$250

Includes: guarantee vendor space with one other non-competing food vendor at three events, logo placement on movie screen, logo placement on promotional material and on social media.

Single Sponsor - \$100

Includes: guarantee vendor space with one other non-competing food vendor at one event, logo placement on movie screen, logo placement on promotional material and on social media.

NEW this year - Food Trucks! Two vendors at each movie night.

This is an effort of the Bartlett Station Commission to bring attention to the Bartlett Station and historic section of Bartlett, Tennessee. Your involvement in this initiative will help us showcase all that the Bartlett Station has to offer.

For more information, contact the following Bartlett Station Commissioner:
Jason Sykes 901.412.6852 or email: BartlettMoviesinthePark@gmail.com.



Quote ID# 459823

January 20, 2014 1:08pm

Event Information

Event Name: Bartlett's Movie Night in The Park
 Organization: The City of Bartlett
 Address: 2629 Bartlett Boulevard
 Bartlett, TN 38134
 Surface: Grass - Allow Stakes
 Referral: Repeat Customer

Start Date: Fri, April 25, 2014
 Time: 8:00pm
 End Date: Fri, April 25, 2014
 Time: 10:30pm
 Delivery Type: Fully Hosted
 Volunteers: None Required
 Number of Guests: 600

Prices

Subtotal: \$799.00
 Delivery: + \$25.00
 Surcharge: + \$54.80
 Admin Dct: ~ \$159.80
 Total: \$719.00

Contact Information

First Name: Jason Home Phone:
 Last Name: Sykes Office Phone:
 Address: 6400 Stage Road Cell Phone: (901) 412-6852
 Bartlett, TN 38134 Fax Number:
 Coupon:
 Email: jasonsykes@yahoo.com

Rentals

(1)33-ft (20x12Viewable) Premiere
 Movie Screen \$799.00
 (1)All Projection, Sound & Cables
 (1)Weather Assurance Plan - All
 Days
 (1)Tip Your Host for Great Service!

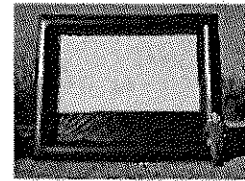
- ☐ I want to book online now!
- ☐ Please contact me about this quote.

Submit Request

Edit Quote

Print Quote...

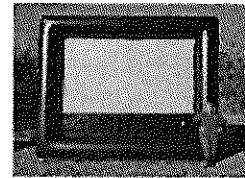
Email Quote



25-ft AUCTION ITEM (16x9 Viewable)

Premiere Movie Screen

Add for Only \$800.00

18-ft (12x9 Viewable) Backyard Movie
Screen

Add for Only \$349.00

Site Evaluation Visit

Add for Only \$75.00

Note: Quotes are not guaranteed and are subject to staff approval. This is a quote and not a reservation. Please complete your booking by completing the reservation on-line or calling our office at 877-7-FLICKS (354257)

Attachment: Movies in the Park (2014)-Special Event (1186 : Movies in the Park (2014))



Quote ID# 459825

January 20, 2014 1:08pm

Event Information

Event Name: Bartlett's Movie Night in The Park
 Organization: The City of Bartlett
 Address: 2629 Bartlett Boulevard
 Bartlett, TN 38134
 Surface: Grass - Allow Stakes
 Referral: Repeat Customer

Start Date: Fri, May 9, 2014
 Time: 8:00pm
 End Date: Fri, May 9, 2014
 Time: 10:30pm
 Delivery Type: Fully Hosted
 Volunteers: None Required
 Number of Guests: 600

Prices

Subtotal: \$799.00
 Delivery: + \$25.00
 Surcharge: + \$54.80
 Admin Dct: - \$159.80
 Total: \$719.00

Contact Information

First Name: Jason Home Phone:
 Last Name: Sykes Office Phone:
 Address: 6400 Stage Road Cell Phone: (901) 412-6852
 Bartlett, TN 38134 Fax Number:
 Email: jasonsykes@yahoo.com
 Coupon:

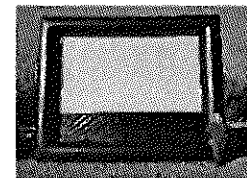
Rentals

(1)33-ft (20x12Viewable) Premiere
 Movie Screen \$799.00
 (1)All Projection, Sound & Cables
 (1)Weather Assurance Plan - All
 Days
 (1)Tip Your Host for Great Service!

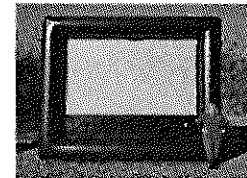
☐ I want to book online now!

☐ Please contact me about this quote.

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25-ft AUCTION ITEM (16x9 Viewable)
 Premiere Movie Screen
 Add for Only \$800.00



18-ft (12x9 Viewable) Backyard Movie
 Screen
 Add for Only \$349.00

Attachment: Movies in the Park (2014)-Special Event (1186 : Movies in the Park (2014))



Quote ID# 459829

January 20, 2014 1:12pm

Event Information

Event Name: Bartlett's Movie Night in The Park
 Organization: The City of Bartlett
 Address: 2629 Bartlett Boulevard
 Bartlett, TN 38134
 Surface: Grass - Allow Stakes
 Referral: Repeat Customer

Start Date: Fri, May 23, 2014
 Time: 8:15pm
 End Date: Fri, May 23, 2014
 Time: 10:45pm
 Delivery Type: Fully Hosted
 Volunteers: None Required
 Number of Guests: 600

Prices

Subtotal: \$799.00
 Delivery: + \$25.00
 Surcharge: + \$54.80
 Admin Dct: - \$159.80
 Total: \$719.00

Contact Information

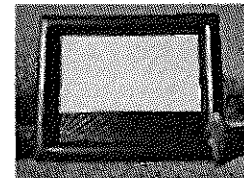
First Name: Jason Home Phone:
 Last Name: Sykes Office Phone:
 Address: 6400 Stage Road Cell Phone: (901) 412-6852
 Bartlett, TN 38134 Fax Number:
 Coupon:
 Email: jasonsykes@yahoo.com

Rentals

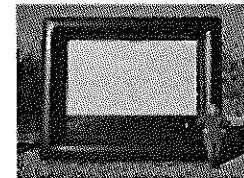
(1)33-ft (20x12Viewable) Premiere
 Movie Screen \$799.00
 (1)All Projection, Sound & Cables
 (1)Weather Assurance Plan - All
 Days
 (1)Tip Your Host for Great Service!

- ☐ I want to book online now!
- ☐ Please contact me about this quote.

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25-ft AUCTION ITEM (16x9 Viewable)
 Premiere Movie Screen
 Add for Only \$800.00



18-ft (12x9 Viewable) Backyard Movie
 Screen
 Add for Only \$349.00

Site Evaluation Visit
 Add for Only \$75.00

Attachment: Movies in the Park (2014)-Special Event (1186 : Movies in the Park (2014))



Quote ID# 459833

January 20, 2014 1:13pm

Event Information

Event Name: Bartlett's Movie Night in The Park Start Date: Fri, June 13, 2014
 Organization: The City of Bartlett Time: 8:30pm
 Address: 2629 Bartlett Boulevard End Date: Fri, June 13, 2014
 Bartlett, TN 38134 Time: 11:00pm
 Surface: Grass - Allow Stakes Delivery Type: Fully Hosted
 Referral: Repeat Customer Volunteers: None Required
 Number of Guests: 600

Prices

Subtotal: \$799.00
 Delivery: + \$25.00
 Surcharge: + \$54.80
 Admin Dct: - \$159.80
 Total: \$719.00

Contact Information

First Name: Jason Home Phone:
 Last Name: Sykes Office Phone:
 Address: 6400 Stage Road Cell Phone: (901) 412-6852
 Bartlett, TN 38134 Fax Number:
 Coupon:
 Email: jasonsnykes@yahoo.com

Rentals

(1)33-ft (20x12Viewable) Premiere
 Movie Screen \$799.00
 (1)All Projection, Sound & Cables
 (1)Weather Assurance Plan - All
 Days
 (1)Tip Your Host for Great Service!

- ☐ I want to book online now!
- ☐ Please contact me about this quote.

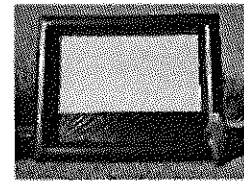
Submit Request

Edit Quote

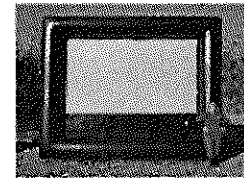
Print Quote...

Email Quote

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25-ft AUCTION ITEM (16x9 Viewable)
 Premiere Movie Screen
 Add for Only \$800.00



18-ft (12x9 Viewable) Backyard Movie
 Screen
 Add for Only \$349.00

Site Evaluation Visit
 Add for Only \$75.00

Attachment: Movies in the Park (2014)-Special Event (1186 : Movies in the Park (2014))



Quote ID# 459837

January 20, 2014 1:14pm

Event Information

Event Name: Bartlett's Movie Night in The Park
 Organization: The City of Bartlett
 Address: 2629 Bartlett Boulevard
 Bartlett, TN 38134
 Surface: Grass - Allow Stakes
 Referral: Repeat Customer

Start Date: Fri, June 27, 2014
 Time: 8:30pm
 End Date: Fri, June 27, 2014
 Time: 11:00pm
 Delivery Type: Fully Hosted
 Volunteers: None Required
 Number of Guests: 600

Prices

Subtotal: \$799.00
 Delivery: + \$25.00
 Surcharge: + \$54.80
 Admin Dct: - \$159.80
 Total: \$719.00

Contact Information

First Name: Jason Home Phone:
 Last Name: Sykes Office Phone:
 Address: 6400 Stage Road Cell Phone: (901) 412-6852
 Bartlett, TN 38134 Fax Number:
 Coupon:
 Email: jasonsnykes@yahoo.com

Rentals

(1)33-ft (20x12Viewable) Premiere
 Movie Screen \$799.00
 (1)All Projection, Sound & Cables
 (1)Weather Assurance Plan - All
 Days
 (1)Tip Your Host for Great Service!

- ☐ I want to book online now!
- ☐ Please contact me about this quote.

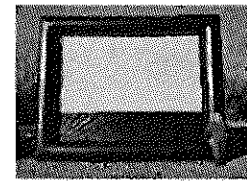
Submit Request

Edit Quote

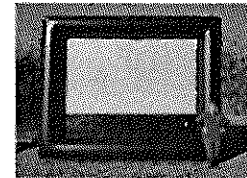
Print Quote...

Email Quote

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25-ft AUCTION ITEM (16x9 Viewable)
 Premiere Movie Screen
 Add for Only \$800.00



18-ft (12x9 Viewable) Backyard Movie
 Screen
 Add for Only \$349.00

Site Evaluation Visit
 Add for Only \$75.00

Attachment: Movies in the Park (2014)-Special Event (1186 : Movies in the Park (2014))



Quote ID# 459839

January 20, 2014 1:14pm

Event Information

Event Name: Bartlett's Movie Night in The Park
 Organization: The City of Bartlett
 Address: 2629 Bartlett Boulevard
 Bartlett, TN 38134
 Surface: Grass - Allow Stakes
 Referral: Repeat Customer

Start Date: Fri, July 11, 2014
 Time: 8:30pm
 End Date: Fri, July 11, 2014
 Time: 11:00pm
 Delivery Type: Fully Hosted
 Volunteers: None Required
 Number of Guests: 600

Prices

Subtotal: \$799.00
 Delivery: + \$25.00
 Surcharge: + \$54.80
 Admin Dcl: - \$159.80
 Total: \$719.00

Contact Information

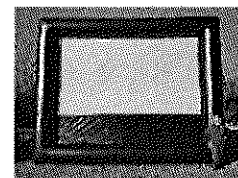
First Name: Jason Home Phone:
 Last Name: Sykes Office Phone:
 Address: 6400 Stage Road Cell Phone: (901) 412-6852
 Bartlett, TN 38134 Fax Number:
 Coupon:
 Email: jasonsnykes@yahoo.com

Rentals

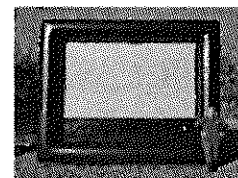
(1)33-ft (20x12Viewable) Premiere
 Movie Screen \$799.00
 (1)All Projection, Sound & Cables
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 (1)Tip Your Host for Great Service!

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 Premiere Movie Screen
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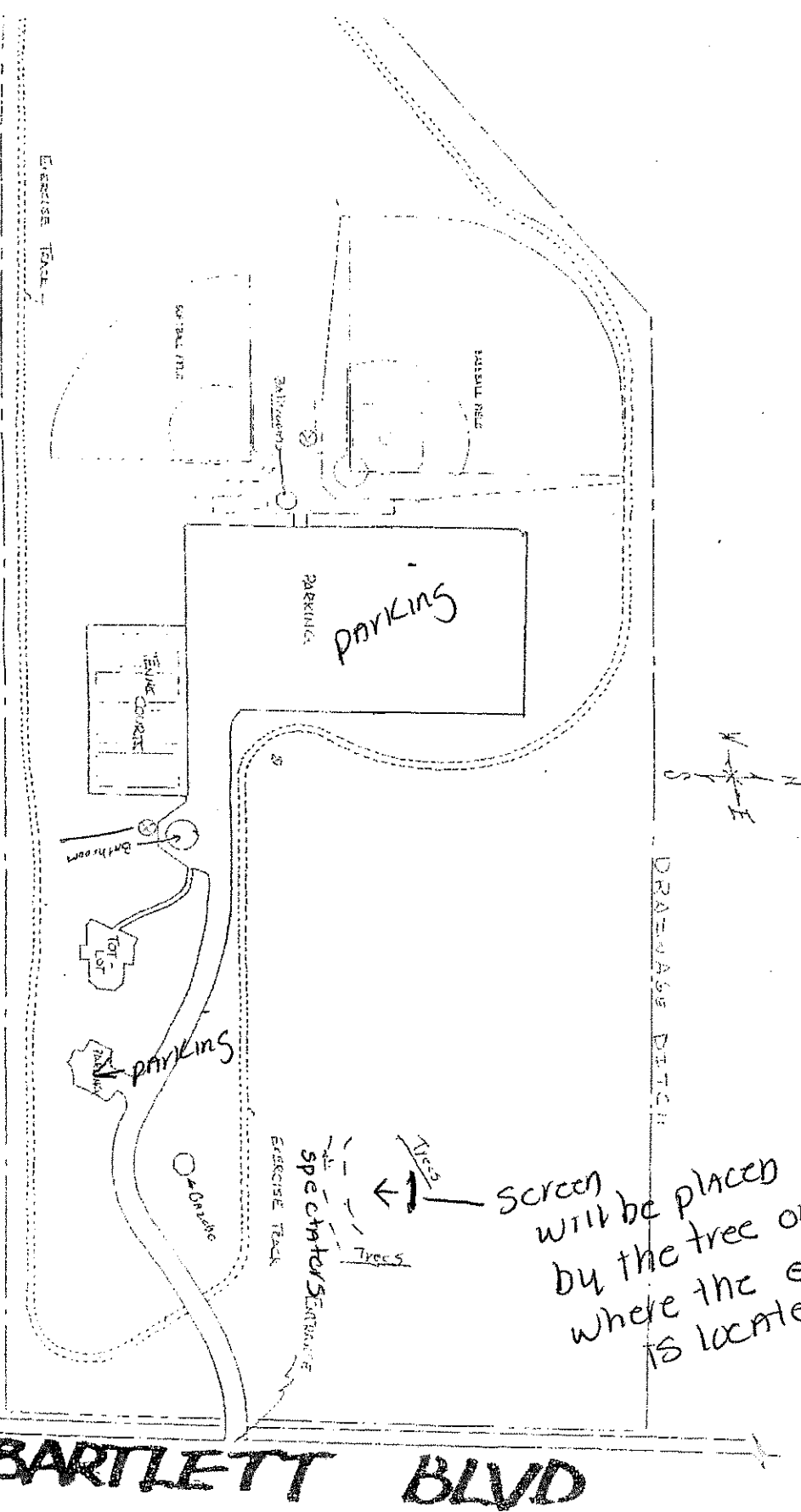


18-ft (12x9 Viewable) Backyard Movie
 Screen
 Add for Only \$349.00

Site Evaluation Visit
 Add for Only \$75.00

Attachment: Movies in the Park (2014)-Special Event (1186 : Movies in the Park (2014))

W. I. FREEMAN



**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 02/25/14 07:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for January 2014.

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

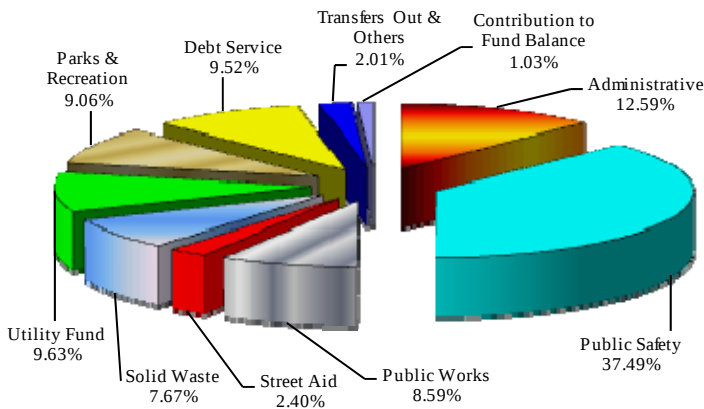


City of Bartlett

FINANCIAL REPORT

January 31, 2014

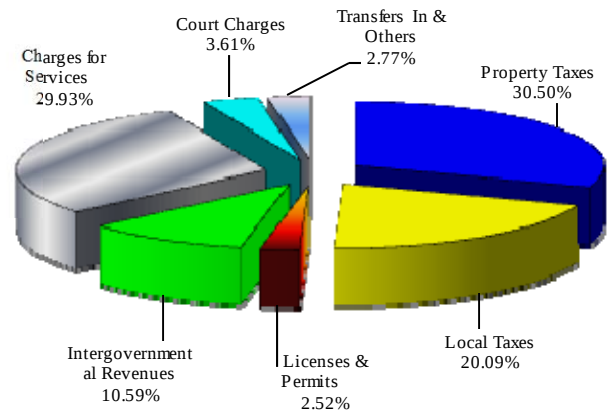
Total Expenditures, FY 2014 Budget: \$62,822,095



BUDGET HIGHLIGHTS

- June 30, 2013 year-to-date actual is audited.
- Property taxes are due February 28 and delinquent March 1.
- Delinquent 2012 property taxes were submitted to the Trustee for collection.
- Fiscal Year 2015 budgets are being prepared by the departments now.

Total Revenues, FY 2014 Budget: \$62,822,095



FY 2014 YEAR-TO-DATE For The Period Ending January 31, 2014

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 7,432,819	\$ 3,745,779
Public Safety	22,746,860	13,508,298
Public Works	5,214,132	2,899,072
Parks and Recreation	5,023,492	2,895,310
Performing Arts	601,966	336,270
Transfers & Other Gen. Fund Items	500,000	1,227,800
Subtotal	\$ 41,519,269	\$ 24,612,529
General Fund Revenues		
Property Taxes	\$ 18,931,000	\$ 12,672,794
Local Taxes	9,495,860	4,863,090
Building and Development Fees	1,563,450	786,079
Intergovernmental	4,960,500	1,901,887
Charges for Services	3,765,384	1,913,465
Court Charges	1,945,000	894,713
Other Revenue	858,075	198,733
Subtotal	\$ 41,519,269	\$ 23,230,760
Special Rev. Funds - Expenditures	\$ 8,171,631	\$ 5,273,624
Special Rev. Funds - Revenues	\$ 8,171,631	\$ 5,418,335
Utility Expenses	\$ 8,849,100	\$ 4,353,129
Utility Revenues	\$ 8,849,100	\$ 5,111,953
Debt Service Expenditures	\$ 4,282,095	\$ 3,788,303
Debt Service Revenues	\$ 4,282,095	\$ 2,171,181
Total Expenditures	\$ 62,822,095	\$ 38,027,586
Total Revenues	\$ 62,822,095	\$ 35,932,230

Note: FY 2014 Adopted Budget includes use of fund balance in General Fund and the Debt Service Fund.

Attachment: Treasurer's Report (1185 : Treasurer's Report for January 2014)



City of Bartlett -- Financial Summary For The Period Ending January 31, 2014



	FY 2013 Actual	FY 2014 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2013	Year-to-Date Actual FY 2014	Increase/ Decrease in \$	Percent of FY 2013 Actual	Percent of FY 2014 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 6,378,944	\$ 7,432,819	\$ 1,053,875	\$ 3,735,818	\$ 3,745,779	\$ 9,961	58.56%	50.40%	-8.17%
Public Safety	22,440,029	22,746,860	306,831	13,035,108	13,508,298	473,190	58.09%	59.39%	1.30%
Public Works	4,770,744	5,214,132	443,389	2,751,881	2,899,072	147,191	57.68%	55.60%	-2.08%
Parks and Recreation	4,787,759	5,030,052	242,293	2,659,265	2,895,310	236,045	55.54%	57.56%	2.02%
Performing Arts	543,777	595,406	51,629	288,460	336,270	47,810	53.05%	56.48%	3.43%
Transfers & Other Gen. Fund Items	300,000	500,000	200,000	100,000	1,227,800	1,127,800	33.33%	245.56%	212.23%
Total General Fund Expenditures	\$ 39,221,253	\$ 41,519,269	\$ 2,298,016	\$ 22,570,533	\$ 24,612,529	\$ 2,041,997	57.55%	59.28%	1.73%
General Fund Revenues									
Property Taxes	\$ 18,733,191	\$ 18,931,000	\$ 197,809	\$ 12,263,214	\$ 12,672,794	\$ 409,580	65.46%	66.94%	1.48%
Local Taxes	9,198,352	9,495,860	297,508	3,968,548	4,863,090	894,541	43.14%	51.21%	8.07%
Building and Development Fees	1,461,838	1,563,450	101,612	718,641	786,079	67,438	49.16%	50.28%	1.12%
Intergovernmental	4,736,674	4,960,500	223,826	1,867,871	1,901,887	34,017	39.43%	38.34%	-1.09%
Charges for Services	3,622,349	3,765,384	143,035	1,790,795	1,913,465	122,670	49.44%	50.82%	1.38%
Court Charges	1,904,088	1,945,000	40,912	960,471	894,713	(65,758)	50.44%	46.00%	-4.44%
Other Revenue	668,779	858,075	189,296	374,659	198,733	(175,926)	56.02%	23.16%	-32.86%
Total General Fund Revenues	\$ 40,325,271	\$ 41,519,269	\$ 1,193,998	\$ 21,944,198	\$ 23,230,760	\$ 1,286,562	54.42%	55.95%	1.53%
Special Revenue Funds									
Street Aid Fund	\$ 1,396,212	\$ 1,490,000	\$ 93,788	\$ 656,790	\$ 944,917	\$ 288,127	47.04%	63.42%	16.38%
Solid Waste Fund	5,312,880	5,262,309	(50,571)	2,871,404	3,225,087	353,684	54.05%	61.29%	7.24%
General Improvement Fund	861,532	630,000	(231,532)	378,910	301,717	(77,193)	43.98%	47.89%	3.91%
Drug Enforcement Fund	174,838	382,800	207,962	101,274	161,773	60,499	57.92%	42.26%	-15.66%
DEA Enforcement Fund	63,265	140,900	77,635	61,282	2,485	(58,796)	96.87%	1.76%	-95.10%
Drainage Control Fund	93,443	119,408	25,965	58,862	59,886	1,024	62.99%	50.15%	-12.84%
Park Improvement Fund	0	0	0	0	0	0	0.00%	0.00%	0.00%
Grant Funds	1,569,865	0	(1,569,865)	394,292	577,758	183,467	25.12%	0.00%	-25.12%
Special Revenue Funds - Expenditures	\$ 9,472,037	\$ 8,171,631	\$ (1,446,620)	\$ 4,522,813	\$ 5,273,624	\$ 750,811	47.75%	64.54%	16.79%
Special Revenue Funds - Revenues	\$ 9,070,435	\$ 8,171,631	\$ (898,804)	\$ 4,288,187	\$ 5,418,335	\$ 1,130,149	47.28%	66.31%	19.03%
Utility Fund									
Total Utility Operations	\$ 5,365,766	\$ 5,976,698	\$ 610,932	\$ 2,990,530	\$ 2,990,384	\$ (146)	55.73%	50.03%	-5.70%
Total Utility Debt Expenses	1,554,525	1,628,832	74,307	1,351,320	1,362,745	11,425	86.93%	83.66%	-3.26%
Contribution to Fund Balance	0	1,243,570	1,243,570	0	0	0	0.00%	0.00%	0.00%
Total Utility Expenses	\$ 6,920,292	\$ 8,849,100	\$ 1,928,808	\$ 4,341,850	\$ 4,353,129	\$ 11,279	62.74%	49.19%	-13.55%
Total Utility Revenues	\$ 8,552,001	\$ 8,849,100	\$ 297,099	\$ 5,220,202	\$ 5,111,953	\$ (108,249)	61.04%	57.77%	-3.27%
Debt Service Fund									
Total Debt Service Expenditures	\$ 3,696,482	\$ 4,282,095	\$ 585,613	\$ 3,272,871	\$ 3,788,303	\$ 515,433	88.54%	88.47%	-0.07%
Total Debt Service Revenues	\$ 3,648,238	\$ 4,282,095	\$ 633,857	\$ 1,151,193	\$ 2,171,181	\$ 1,019,989	31.55%	50.70%	19.15%
Total Expenditures	\$ 59,310,063	\$ 62,822,095	\$ 3,365,818	\$ 34,708,066	\$ 38,027,586	\$ 3,319,519	58.52%	60.53%	2.01%
Total Revenues	\$ 61,595,945	\$ 62,822,095	\$ 1,226,150	\$ 32,603,780	\$ 35,932,230	\$ 3,328,450	52.93%	57.20%	4.27%