



City of Bartlett

David Parsons, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, FEBRUARY 11, 2025 - BARTLETT CITY HALL - 6:00 PM

INVOCATION

Opening Prayer by Dr. Fred Shackelford, Ellendale Baptist Church

FUTURE MEETINGS

Parks and Recreation Advisory Board, February 13 at 6 p.m.

Historic Preservation Commission, February 17 at 6:30 p.m.

Bartlett Arts Council, February 18 at 6 p.m.

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

Design Review Commission, February 18 at 6:30 p.m.

Board of Zoning Appeals, February 20 at 6:30 p.m.

RECOGNITIONS

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the January 28, 2025 Board of Mayor and Aldermen Regular Meeting

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.

1. Resolution 01-25, a resolution approving a Special Use Permit to allow a Church Use to be located at the east side of Broadway Road on Parcel B0149 00261, just north of the Ellendale Five-Way Intersection, within the "R-E" Residential Estate Zoning District.
2. Reset the public hearing for March 11, 2025 for Resolution 02-25, a resolution approving a Special Use Permit to allow a Planned Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard, within the "RS-10" Single Family Residential Zoning District.

3. Ordinance 24-14, an ordinance to amend the City of Bartlett Zoning Ordinance, Article VI, Section 9 Supplementary District Regulations, Parking, Storage, or Use of Major Recreational Equipment; Article VI, Section 10 Parking and the Storage of Certain Vehicles in Residential Zoning Districts by adding Definitions; and Article VI, Section 12 Minimum Off Street Parking Requirements.
4. Ordinance 24-15, an ordinance of the City of Bartlett, Tennessee, adopting by reference State Traffic Offenses and Rules of the Road.

UNFINISHED BUSINESS

- 1 **Resolution 01-25, a resolution approving a Special Use Permit to allow a Church Use to be located at the east side of Broadway Road on Parcel B0149 00261, just north of the Ellendale Five-Way Intersection, within the “R-E” Residential Estate Zoning District. (Kim Taylor, Director of Planning and Economic Development)**
- 2 **Third Reading of Ordinance 24-14, an ordinance to amend the City of Bartlett Zoning Ordinance, Article VI, Section 9 Supplementary District Regulations, Parking, Storage, or Use of Major Recreational Equipment; Article VI, Section 10 Parking and the Storage of Certain Vehicles in Residential Zoning Districts by adding Definitions; and Article VI, Section 12 Minimum Off Street Parking Requirements. (Trey Arthur, Director of Code Enforcement)**
- 3 **Third Reading of Ordinance 24-15, an ordinance of the City of Bartlett, Tennessee, adopting by reference State Traffic Offenses and Rules of the Road. (J.J. Leatherwood, Court Clerk)**

CONSENT AGENDA

- 1 **Bid for Utility Billing Print Services. (Dick Phebus, Director of Finance)**

Recommend accepting the lowest and best bid from Pinnacle Data Systems, a Doxim Company at an estimated cost of \$31,917.00 per year for printing. Postage costs per United States Postal Service rates. Funds are available in Account 510.51100.179.
- 2 **Renewal of Postage Machine Lease. (Dick Phebus, Director of Finance)**
- 3 **Treasurer's Report for December 2024. (Dick Phebus, Director of Finance)**

NEW BUSINESS

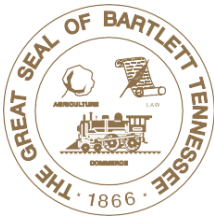
- I Reset the public hearing for March 11, 2025 for Resolution 02-25, a resolution approving a Special Use Permit to allow a Planned Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard, within the “RS-10” Single Family Residential Zoning District. (Kim Taylor, Director of Planning and Economic Development)**

- 2 Resolution 05-25, a resolution to amend the Fiscal Year 2025 Bartlett City General Purpose School Fund. (Dick Phebus, Director of Finance)**

OPEN DISCUSSION

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

ADJOURNMENT



City of Bartlett

David Parsons, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, JANUARY 28, 2025 - BARTLETT CITY HALL - 6:00 PM

ATTENDANCE

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

INVOCATION

Opening Prayer by Ed Calhoun, Calhoun Tabernacle of Praise

FUTURE MEETINGS

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

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

Beer Board, February 4 at 6 p.m.

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

City Beautiful Commission, February 6 at 6:30 p.m.

Industrial Development Board, February 6 at 7 p.m.

RECOGNITIONS

Bartlett Girls' Wrestling Team Recognition

Mayor Parsons declared January 28, 2025 as Bartlett Girls' Wrestling Day. Girls from Appling, Bon Lin, and Elmore Park Middle schools were recognized.

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

MINUTES ACCEPTANCE

Minutes of the January 14, 2025 Board of Mayor and Aldermen Regular Meeting

Minutes Acceptance: Minutes of Jan 28, 2025 6:00 PM (MINUTES ACCEPTANCE)

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

UNFINISHED BUSINESS

- I **Second Reading of Ordinance 24-14, an ordinance to amend the City of Bartlett Zoning Ordinance, Article VI, Section 9 Supplementary District Regulations, Parking, Storage, or Use of Major Recreational Equipment; Article VI, Section 10 Parking and the Storage of Certain Vehicles in Residential Zoning Districts by adding Definitions; and Article VI, Section 12 Minimum Off Street Parking Requirements. (Trey Arthur, Director of Code Enforcement)**

During discussion, Alderman Quinn asked if there was a way to legally carve out exceptions for estate lots. Director of Code Enforcement Trey Arthur stated that estate lots were discussed in the Board of Mayor and Aldermen Work Session. No comments or suggestions were made to amend.

Alderman Quinn said he had conversations with one family who own ten acres. Mr. Arthur stated he has had lengthy conversations with the same family, and they are not currently in compliance with front yard parking. The ordinance revision doesn't make provisions less stringent but better defines rear and side yards. He stated the homeowners were understanding of the requirements.

Mayor Parsons said that estate exceptions could be reviewed.

Alderman Quinn referenced a large lot with a barn in the front, house in the back (100s of feet back). He questioned their being allowed to park in front at the barn.

Mr. Arthur explained that there were lots in Bartlett that are pre-existing, non-conforming lots, such as a barn in the front. He said you cannot increase the non-conformity by allowing RV parking in the front. They could park inside of the barn, but not outside.

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 2/11/2025 6:00 PM
MOVER:	David Reaves, Alderman	
SECONDER:	Robert Griffin, Alderman	
AYES:	Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn	

- 2 **Second Reading of Ordinance 24-15, an ordinance of the City of Bartlett, Tennessee, adopting by reference State Traffic Offenses and Rules of the Road. (J.J. Leatherwood, Court Clerk)**

Court Clerk J.J. Leatherwood stated this ordinance was adopted in 2008 and it brings it into compliance with new Rules of the Road passed by State legislature.

Alderman David Reaves confirmed that the City of Bartlett ordinances were codified and in compliance with State laws.

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 2/11/2025 6:00 PM
MOVER:	David Reaves, Alderman	
SECONDER:	Robert Griffin, Alderman	
AYES:	Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn	

CONSENT AGENDA

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

- 1 Purchase Personal Protective Equipment for New Recruits. (Tommy Gately, Fire Chief)**
Request authorization to purchase 32 items of personal protective equipment from Municipal Emergency Services at a total cost of \$30,732.00 plus shipping. Municipal Emergency Services is a Sourcewell provider, contract #010424-MES. Funds are available in combination of Accounts 110.42300.340 and 110.42200.939.
- 2 Authorization to auction surplus property. (Dick Phebus, Director of Finance)**
One item has been identified as having a potential auction-value of \$500 or more and will be auctioned on GovDeals.com.

NEW BUSINESS

- 1 Reappoint Johnny Byrd as City Chaplain. (David Parsons, Mayor)**

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

- 2 Appoint and re-appoint Members to City's Boards and Commissions. (David Parsons, Mayor)**

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

3 Resolution 05-25, a resolution to amend the Fiscal Year 2025 General Fund Budget to accept \$8,000 in funding from the Tennessee Department of Commerce and Insurance and to appropriate \$8,000 for 2023-2024 bonus for police department certified personnel assigned as School Resource Officers. (Dick Phebus, Director of Finance)

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

OPEN DISCUSSION

Director of Membership and Community Development for the Bartlett Chamber of Commerce, Pierce Cannon, announced several upcoming events. Those events include:
Perk Before Work on Friday, January 31 at Pro Health across from the Chamber; and the following Ribbon Cutting Ceremonies: YMCA, Thursday, January 30 at 5 p.m., Not Just Your Dust Cleaning, February 4, and Direct Auto Insurance on February 11, 2025.

Joe Mixon, 2602 Elmore Park, addressed the Board suggesting an ordinance amendment regarding shipping containers as permanent storage.

Larry Conner, 3022 Court, had questions for the Board regarding parking pads and RV storage.

Mayor Parsons encouraged both citizens to contact his office and schedule an appointment with him to discuss their concerns.

ADJOURNMENT

Meeting adjourned at 6:34 PM

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

David Parsons, Mayor

Minutes Acceptance: Minutes of Jan 28, 2025 6:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3724)

Meeting: 02/11/25 06:00 PM
Department: Planning and Economic Development
Category: Special use permit
Prepared By: Penny Medlock

Initiator: Kim Taylor

Sponsors:

DOC ID: 3724

Resolution 01-25, a resolution approving a Special Use Permit to allow a Church Use to be located at the east side of Broadway Road on Parcel B0149 00261, just north of the Ellendale Five-Way Intersection, within the "R-E" Residential Estate Zoning District.

WHEREAS, an application has been made for a Special Use Permit to allow a Church Use to be located at the east side of Broadway Road on Parcel B0149 00261, just north of the Ellendale Five-Way Intersection, within the "R-E" Residential Estate Zoning District.

WHEREAS, according to Article 6, Section 3 of the Bartlett Zoning Ordinance, a Special Use Permit is required within the "R-E" Residential Estate Zoning District to allow a Church Use.

WHEREAS, the Planning Commission reviewed the proposed Special Use Permit to allow a Church Use to be located at the east side of Broadway Road on Parcel B0149 00261, just north of the Ellendale Five-Way Intersection, on Monday, December 2, 2024, in accordance with their regulations and denied the favorable recommendation of approval of the Special Use Permit; and

WHEREAS, the Board of Mayor and Aldermen held a Public Hearing on the 11th day of February, 2025, and approved the Special Use Permit to allow a Church Use to be located at the east side of Broadway Road on Parcel B0149 00261, just north of the Ellendale Five-Way Intersection, subject to the following conditions:

Engineering Conditions:

General:

1. A Commercial Site Plan contract may be required and will be prepared by Engineering and submitted to the developer/engineer for review to cover the fees to be paid to the City of Bartlett.
2. Applicant/ Engineer shall provide a **digital set of drawing** files showing the sanitary sewer lines, drainage lines, lot lines and all improvements in AutoCAD format to dhubbard@cityofbartlett.org <mailto:dhubbard@cityofbartlett.org> and ecampbell@cityofbartlett.org <mailto:ecampbell@cityofbartlett.org> for use in the preparation of the Water Design Plan. This plan will be coordinated with the site design engineer to resolve any conflicts.
3. A water line extension may be required to bore under railroad to meet commercial fire flow
4. A SWPPP and a TDEC permit may be required and shall be submitted to TDEC and also to the City of Bartlett Engineering office.

5. All new utilities shall be underground.
6. Detentions will be required.

Conceptual Site Plan:

7. The Fletcher creek pump station will need to be removed and sewer extended under railroad.
8. A traffic study will be required to assess the impact of traffic on the surrounding areas
9. Road widening may be required on Broadway Rd.
10. A sprinkler system will be required if the building is over 5,000 sqft.
11. The following plans will be required: landscaping, drainage, sewer, and water.
12. The driveway to Broadway may need to be shifted north to allow for adequate sight distance and vehicle stacking.
13. Additional 50' Railroad charter right of way easement shall be added along the 100' CSX railroad ROW.
14. Additional ROW dedication should be shown clearly and called out as "Dedicated to the City." The dedication required is 34' from the centerline of the roadway.

Traffic Study Analysis:

The Traffic Study was conducted by Martin Lipinski over a one-week period in March 2024. The study included the Level of Service (LOS) of the five-way intersection for 1) the existing conditions, 2) the initial stage of construction (2025) of a 5,000 SF building with approximately 15-25 vehicular trip generations, and 3) the complete buildout (2028) of a 15,000 SF building with approximately 30-52 vehicular trip generations. The proposed site will have a single driveway onto Broadway and will consist of meeting rooms and worship space. The following observations were made:

- When traffic is heavy at the Five-Way intersection, it is usually only heavy on one or two approaches at a time, so the intersection flow is pretty stable and longer queues dissipate quickly.
- Crash history analysis revealed no major concerns.
- Traffic volumes do not warrant signalization nor grade separation.
- No additional mitigation measures are warranted.
- Background traffic assumed to grow at 2% per year
- LOS for several approaches to the Five-Way declined during the study period because of 2% growth rate of background traffic. However, none of the vehicular approaches declined further as a direct result of the Mosque Site Development.

Planning Conditions:

- I. The owner/applicant shall be present at the meeting in order to make decisions relative to any changes that may be suggested by the Planning Commission.

2. The applicant shall be present at the corresponding Board of Mayor and Aldermen meetings to make decisions relative to any changes that maybe suggested by the Board of Mayor and Aldermen.
3. Should the Special Use Permit be approved by the Board of Mayor and Aldermen, the applicant shall submit site plan applications for approval by the Planning Commission and Design Review Commission.
4. The applicant shall submit site plan applications for approval by the Planning Commission and Design Review Commission for all future building additions and parking lot expansions with a revised traffic study for each site plan request.
5. The applicant would need to revise the Special Use Permit and traffic study to add any other SUP permitted nonresidential uses such as a school use or other future ancillary uses.

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, that the Special Use Permit to allow a Church Use to be located at the east side of Broadway Road on Parcel B0149 00261, just north of the Ellendale Five-Way Intersection, incorporating the above listed conditions, is approved.

ADOPTED THIS 11th DAY OF FEBRUARY, 2025.

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

David Parsons, Mayor

Penny Medlock, City Clerk

NEW BUSINESS**Public Hearing****Special Use Permit****1. Church Use, 0 Broadway Road (David Bray, The Bray Firm)**

INTRODUCTION: Planning Director Kim Taylor introduced the application for Mr. David Bray with The Bray Firm, on behalf of Badrul Hossain with the Bartlett Muslim Society, who is requesting Planning Commission approval of a favorable recommendation of a Special Use Permit (SUP) to allow for a church use to be located on the east side of Broadway Road on Parcel B0149 00261 which is located just north of the Ellendale 5-way intersection. The subject property is located within the "R-E" Residential Estate Zoning District.

BACKGROUND: The Bartlett Muslim Society is a 20 family congregation. Currently, worship services are held in the Bartlett Square Office Building located at 4210 Altruria Road. Article V, Chart 1 of the Bartlett Zoning Ordinance permits the church use in the "R-E" Residential Estate Zoning District with the granting of a Special Use Permit by the Board of Mayor and Aldermen. Surrounding uses include: residential single family homes with "R-E" zoning to the north, post office facility with "C-G" General Business zoning to the south, youth behavioral treatment facility with "R-E" zoning to the east, and residential single family homes with "RS-12" zoning to the west.

DISCUSSION: The applicant's request for the SUP includes a conceptual outline plan for the future development of the property. The property is an 8.244-acre site that will potentially contain the following: a 5,000 square foot building that may be expanded to 15,000 square feet, a parking lot with 165 parking spaces, and driveway access off Broadway Road. Should the Planning Commission provide a positive recommendation to the Board of Mayor and Aldermen, and the SUP is granted, the applicant would be required to return to the Planning Commission for site plan approval.

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

Engineering Conditions:**General:**

1. A Commercial Site Plan contract may be required and will be prepared by Engineering and submitted to the developer/engineer for review to cover the fees to be paid to the City of Bartlett.
2. Applicant/ Engineer shall provide a **digital set of drawing files** showing the sanitary sewer lines, drainage lines, lot lines and all improvements in AutoCAD format to dhubbard@cityofbartlett.org and ecampbell@cityofbartlett.org for use in the preparation of the Water Design Plan. This plan will be coordinated with the site design engineer to resolve any conflicts.
3. A water line extension may be required to bore under railroad to meet commercial fire flow
4. A SWPPP and a TDEC permit may be required and shall be submitted to TDEC and also to the City of Bartlett Engineering office.
5. All new utilities shall be underground.
6. Detentions will be required.
7. Conceptual Site Plan:
8. The Fletcher creek pump station will need to be removed and sewer extended under railroad.
9. A traffic study will be required to assess the impact of traffic on the surrounding areas
10. Road widening may be required on Broadway Rd.
11. A sprinkler system will be required if the building is over 5,000 square feet.
12. The following plans will be required: landscaping, drainage, sewer, and water.
13. The driveway to Broadway may need to be shifted north to allow for adequate sight distance and vehicle stacking.
14. Additional 50' Railroad charter right of way easement shall be added along the 100' CSX railroad ROW.
15. Additional ROW dedication should be shown clearly and called out as "Dedicated to the City." The dedication required is 34' from the centerline of the roadway.

Planning Conditions:

1. The owner/applicant shall be present at the meeting in order to make decisions relative to any changes that may be suggested by the Planning Commission.

2. The applicant shall be present at the corresponding Board of Mayor and Aldermen meetings to make decisions relative to any changes that maybe suggested by the Board of Mayor and Aldermen.
3. Should the Special Use Permit be approved by the Board of Mayor and Aldermen, the applicant shall submit site plan applications for approval by the Planning Commission and Design Review Commission.

Chairman John Conroy called for questions for Director Taylor from the Planning Commission (PC).

David Hunt asked if there are any infrastructure issues with the subject property.

Director Taylor stated that infrastructure is covered in the Engineering Conditions in the staff report.

Vice Chairman Curtis Sigler asked if the 5-way stop will be a part of the traffic study.

Director Taylor stated that she believes it would be, since traffic could go toward that direction.

David Bray, 2950 Stage Plaza North, stepped forward.

Mr. Bray stated that they are in agreement with comments and conditions in the staff report. He noted that this application contains a conceptual plan. There are still a lot of details to work through as they move through the development process. A traffic impact analysis has been provided, but they will do a more detailed traffic study as well as the project moves forward.

Badrul Hossain, 1078 Woodland Glen Drive, Cordova, TN, stepped forward.

Mr. Hossain stated that he is the Board President of the Bartlett Muslim Society. It is a non-profit organization. They are currently congregating in a shopping center located at 4210 Altruria Road, but their community is growing. It is primarily comprised of businesspeople who are interpreters. More people from their community are loving Bartlett due to the security and safety. Currently, there are approximately 100 hundred families of Bangladeshi origin who live and work in Bartlett. They do not have a place to worship right now. The location on Altruria Road is not large enough to allow any activities at all. This will not work in the long term for the children of this community. The Bartlett Muslim Society has

the community impact of a facility like this in mind. The traffic issue is of course a concern, but the first prayer is before dawn (sunrise). The major prayer that they congregate for is the night prayer, which is at approximately 8:00 to 9:00 p.m. Those two prayers will not affect the traffic congestion in the area due to their timing. There will also be plenty of parking. The Bartlett Muslim Society is willing and eager to comply with any recommendations from the PC and any local regulations. They want to have a positive impact in the community of Bartlett and to be an integral part of Bartlett.

Alderman Jack Young asked for clarification about the prayer service times.

Mr. Hossain stated that Islam requires prayer 5 times per day. The highly recommended congregation prayers are the pre-dawn (early morning) prayer and the late-night prayer. The early-morning prayer has to finish before sunrise. By the time those at early-morning prayer return back home, the sun has still not yet risen. The late-night prayer comes at 7:00 p.m. in the winter and can come as late as 9:30 p.m. in the summer. Neither of these congregation prayers are large gatherings. They are primarily attended by very devout people. The only time there will be an expected larger congregation is during the month of Ramadan, but that will be after sunset each night. Prayers do not include any music, instrument, or loudspeaker use. The hope is that these currently disjointed families can have a place to gather that will have a positive impact on their children.

Alderman Young asked if the facility would only ever be used during the early-morning and after sunset.

Mr. Hossain stated that it will be used that way during the weekdays because members have work. Maybe 2 or 3 people will gather and pray during daytime, but it is a work day so most will be at work. Over the weekend, it will be used more frequently for things like small gatherings and potlucks.

Mr. Hunt asked when the applicant plans on installing a school facility there.

Mr. Hossain stated that there is no plan to install a school. There is already a nearby Islamic private school, Pleasant View School. It is a large school with enrollment at around 600. Parents who decide to put their children in an Islamic school send them to Pleasant View School, but the majority of children attend the local public schools.

Mr. Hossain stated that the main goal of this proposed facility is to allow families of the Muslim faith to get together. Their biggest concern is losing their children with all the new technology in the world. The prayer facility would help children to keep in touch with their faith and culture, and to be more family-oriented.

Mr. Hunt asked how Memphis's sewer moratorium on areas of Bartlett in the Fletcher Creek drainage basin figures in to these plans.

Engineering Director John Horne stated that currently, this site is served by a pump station on Broadway Road that does lead to Fletcher Creek; however, any time a development is made on a piece of property in the City of Bartlett, the City requires sewer to be extended upstream. The black line shown in across the middle of the property on the conceptual drawing is actually a sewer line. It is very close to where the pump station is. The developer would be required to move that pump station and sewer it under the railroad tracks via bore. At that point, the sewer would be going to our North Basin, not into Fletcher Creek. So, with that engineering condition, this site would not be sewer serviced into the Fletcher Creek drainage basin; it would be going into our North Basin. The developer would be responsible for moving that sewer lift station, running a sewer line, and boring it under the railroad tracks to where it connects to the North Basin.

Jay Caughman stated that the property tends to pool with water around periods of heavy rain. How will that be alleviated to ensure that water does not flow to adjacent properties?

Mr. Bray stated that the plan is very much at the conceptual level so far. The suspected problem is that the pipe under the railroad is too small. The detention basin may end up having to be bigger than what is shown on the conceptual plan. There is plenty of room to expand it if necessary. The size will depend on the amount of inflow onto the property, but it will likely be around 70% larger than what is shown currently. There will still be ample parking and green space on the subject property either way.

Mr. Caughman asked if any other properties in the immediate area have been granted SUPs.

Director Taylor stated that this is the first SUP she is aware of.

Paul Kaiser asked if the water itself would be moved across the railroad tracks.

Mr. Bray stated that the pipe goes underneath the railroad tracks. He suspects that the drain pipe currently under the railroad track is too small for the level of development happening.

Mr. Kaiser asked if the basin will be large enough to hold that amount of water.

Mr. Bray stated that the detention basin being built would alleviate that concern. The detention basin will likely be bigger than the conceptual plan on tonight's application shows in order to be able to store the water. They can go off of the rate of flow that the current pipe can handle. Anything above the amount of water the pipe can handle is how the size of the detention basin is calculated. The pipe under the railroad is owned by the railroad. The detention basin will be owned by the applicant.

Mr. Caughman asked how the amount of parking shown in the conceptual plan was determined. It seems like a lot of parking.

Mr. Bray stated that the public roads by the subject property cannot handle any street parking, so they have to create enough parking to ensure that there is parking for the largest events the facility might have. That number may go down some; this is only a conceptual plan.

Mr. Caughman asked if the building footprint will change.

Mr. Bray stated that the building footprint will likely remain in the same place, but not change significantly. There are no architectural plans yet. If the SUP goes from the PC to the Board of Mayor and Aldermen and is approved, architectural and engineering plans would then be submitted. At that stage, civil engineering plans would be firmed up via the submission of a Site Plan application to the PC. Architectural plans would be firmed up via Site Plan application to the Design Review Commission.

Mr. Caughman noted that there is only one ingress/egress for such a large parking lot. The traffic study will help answer a lot of these questions.

Mr. Hossain stated that currently, there are no plans to host large events such as weddings at this location. There are larger facilities already in existence that were built to accommodate large gatherings. It is better to overbuild parking and have some empty parking spaces than to have people parking on the streets.

Vice Chairman Sigler stated that it would be good to add a second driveway, and to go ahead and build a sprinkler system regardless of the size the building ends up being.

Mr. Hossain stated that these are both excellent suggestions and he is happy to add them.

Alderman Young stated that the 5-way intersection near the subject property is the worst intersection in Bartlett. He is not in favor of any place of worship with a 165-car parking lot being built there.

Chairman Conroy stated the rules of the public hearing. Each side, 'for' and 'against', will get 20 minutes per side. Each individual speaker will have 3 minutes to speak. Speakers must be property owners in or citizens of Bartlett.

The Planning Department received 6 letters of opposition regarding the proposed church use.

Barry & Linda Coker, 4250 Broadway Road:

Against.

Charles & Ann Goforth, 4238 Broadway Road:

Dear Kim;

This letter has been written in response to your Public Notice concerning a public hearing for a Special Use Permit of a Church for the property on the east side of Broadway Road, north of the railroad. My wife Ann and I oppose the issuance of this permit for the reasons outlined in this letter and supporting documentation. Our opposition is based on the fact that the physical conditions that impact this property and the surrounding area make the property unsuitable for any use other than the residential estate zoning that currently exists.

The Bartlett Zoning Ordinance permits the approval of a church as a special use permit in the R-E district; however, it is the responsibility of the applicant to provide; "...evidence at the hearing on such special permit, which evidence must establish that satisfactory provision and arrangement has been made concerning the following items..."

The ordinance lists 9 separate items that must be addressed and the application does not address any of these items. Some items such as signs and screening can be addressed with the site plan application, but several must be considered and addressed prior to any approval of the proposed special use. The known traffic issues, availability of utilities, storm drainage, and compatibility with adjacent properties specifically must be addressed prior to consideration of this proposed special use.

I have prepared enclosed Attachment A which addresses four of the nine items listed in the ordinance. Please review this information, which is based on my 50 years of experience in City Planning (15 years as the City Planner of Bartlett), and 37 years of living on Broadway Road and my familiarity with the area.

It is our recommendation that this proposal be recommended for rejection based on the potential traffic impacts and utility issues. If you choose to consider this proposal it should be continued until the following information is provided by the applicant for proper review of the proposal:

1. A professional traffic impact study by a registered Traffic Engineer.
2. A detailed plan for the provision of water and sewer to the site.
3. A plan for properly handling the stormwater.
4. Conceptual building plans demonstrating compatibility with the surrounding uses.

Thank you for reviewing this information and the opportunity to submit our comments. We will be in attendance at the meeting and plan to speak in opposition to the proposed special use of a church.

(Information Provided by Charlie Goforth)

ATTACHMENT A— Churches in Bartlett are permitted in residential zoning districts only with approval of a Special Use Permit. The property shown below is owned by the Bartlett Muslim Society, contains 8.6 acres and is Zoned R-E Residential Estate. This zoning permits lots with a minimum of 1 acre and would permit a maximum of 8 residential lots. However, there is a moratorium in Bartlett and no new connections to the sewer system have been permitted in this area. The Bartlett Zoning Ordinance requires specific standards to be met prior to approval of a Special Use Permit. These standards from the Zoning Ordinance follow below.

The Bartlett Zoning Ordinance requires specific standards to be met prior to approval of a Special Use Permit. These standards from the Zoning Ordinance follow below.

- (a) Ingress and egress to property and proposed structures thereon (a)
Ingress and egress to property and proposed structures thereon
- (b) Off-street parking and loading areas where required, with particular attention to the items in (a) above and the economic, noise, glare, or odor effects of the special permit on adjoining properties and properties in the district.
- (c) Refuse and service areas, with particular reference to the items in (a) and (b) above.
- (d) Utilities, with reference to locations, availability and compatibility.
- (e) Screening and buffering with reference to type, dimensions and character.
- (f) Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
- (g) Required yards and other open space.
- (h) General compatibility with adjacent properties and other properties in the district.
- (i) Other items considered relevant to the proposed special uses.

It is my opinion based on over 50 years in the City Planning profession that the proposal cannot meet standards (a), (d) and (h) and the application for a Special Permit for a Church should be denied.

ITEM (a) INGRESS AND EGRESS— The property is currently zoned Residential Estate or one acre lots and contains 8.6 acres. Based on the current zoning, the maximum number of lots that could be located on the property is eight. Assuming two cars per house, this would provide for 16 vehicles, but the proposed project is providing for 165 parking spaces or ten times what could be accommodated if used for housing.

The only access to the property is by a rural two lane roadway and it is just north of a five way intersection with a railroad running through the middle of the intersection. This intersection is a constant traffic problem and is already burdened by the traffic to and from the Ninth Grade Academy on Shadowlawn where all 9th grade students in Bartlett attend. Traffic backs up in the morning around 7:00 AM and in the afternoon around 2:00. The southbound traffic often backs up from the intersection over 1800' or approximately 1/3 of a mile in the afternoons even with no train blocking the tracks. Here are some photos of this situation at my house on 1/3/2023.

It is very difficult to get out of driveways on Broadway during the daily traffic back-ups. Frequently, package delivery trucks and garbage and trash trucks block one lane of traffic on Broadway.

The five way intersection and railroad crossing has long been a major traffic issue and traffic has increased substantially as residential development to the north has increased and now generates almost 7,000 vehicles per day based on State counts (6,898).

There are no reasonable solutions to the existing traffic issues on Broadway and any development on this site other than for single family estate lots would be a mistake and further impact the area residents and Academy students and parents.

THIS APPLICATION SHOULD BE REJECTED BUT IN NO CASE SHOULD IT BE CONSIDERED UNTIL A TRAFFIC IMPACT STUDY IS SUBMITTED BY THE APPLICANT FROM A TRAFFIC ENGINEER ACCEPTABLE TO THE CITY.

ITEM (d) UTILITIES: SEWER— With the moratorium on new connections to the sewer system, owners have been limited to having private septic systems in this area before they can build a single house. The property directly north of the proposed site has been denied sewer access.

How would it be possible to have a septic system to serve this property? The ground at this site would not be acceptable for a septic

system due to the wet conditions and standing water on the site. The current sewer pump at this location is constantly under repair, it clearly was not designed for more intensive uses than large lot residential.

WATER— The water system on Broadway is old and undersized for anything but rural residential, substantial upgrades to the system would be required for the proposed use.

STORM DRAINAGE— There is no underground storm sewers in this area, it is all surface drainage. A major drainage way runs across the property. Properties to the north and west drain to this property and across the site to the railroad where in goes under the railroad in a pipe. My personal experience is that the drain pipes under the railroad are of insufficient size to handle the water flow. This photo below demonstrates the condition experienced this year when almost the entire property was under water. The proposed parking area is in the area covered by water in the photo.

THIS SPECIAL USE SHOULD NOT BE CONSIDERED UNTIL ALL THE UTILITY ISSUES HAVE BEEN ADDRESSED.

ITEM (H) GENERAL COMPATIBILITY WITH SURROUNDING PROPERTIES— This is also a major issue with large structures being out of character with the surrounding area. All of the Churches in this area and Youth

Villages were established in the County prior to annexation by Bartlett, so this was not a consideration in their location. Large non-residential structures with massive parking lots are not compatible with the rural development in this area.

In addition, hundreds of trees have already been cut down on this property and most could have been retained under any reasonable development. This has caused additional drainage runoff that further impacts the development of the property. Natural large trees and other screens have been removed.

THIS SPECIAL USE SHOULD NOT BE CONSIDERED UNTIL PLANS ARE
SUBMITTED DEMONSTRATION THE COMPATIBILITY OF THE PROPOSED USE.

Justin Dove, 4220 Broadway Road:

To Whom It May Concern,

I am officially writing this letter notifying the City of Bartlett my opinion on the upcoming Special Use permit regarding parcel B014900261 (David Bray / Badrul Hossain). If I wasn't traveling for business, I would be at the public hearing on 10/2/2023. Below are the reasons my family and I are against approving a special use permit for Parcel number B014900261.

Traffic Congestion— As you are aware, the five-way stop sign is notorious for causing confusion and daily traffic delays. Due to the

complexity of the five-way stop, Bartlett Academy hours, train schedule, and rush-hour, Broadway can't handle any additional influx of traffic. I have attached images that show traffic back up at various times throughout the year.

I believe the City of Bartlett should demand a complete traffic survey (at owners' expense) that monitors traffic patterns for an extended period of time. Bartlett should also require a study to determine if the special use permit development will alter the already congested intersection. If the study determines traffic will be altered, the special use permit should be denied or the applicant should be required to install a light or other traffic solution at their cost.

Infrastructure— MLGW - Since building our house in 2021, we have experienced frequent brownouts and power outages. It's common that we experience at least one (1) brownout weekly. Until MLGW significantly invests in our infrastructure, approving such a large project is an injustice to the surrounding neighbors.

Sewer— When I was going through the special use permit process, I was informed that our sewer system can't handle any additional hookups unless a sewer tap already exists. Regardless if there is a sewer tap installed, this property was not intended to support the sewage that a facility of this type would generate.

Drainage and Flooding— Unlike other parts of Bartlett, our area does not feature a city drainage system. The surrounding properties rely on natural drainage -All of which travels through this parcel. In order to have an adequate building site, this project would require significant elevation changes. Changing the elevation would negatively affect the surrounding neighbors and potentially cause flooding. I have attached images that show flooding on this property during recent storms (2023).

Benefits for the Citizens of Bartlett— This development doesn't offer any upside for the City of Bartlett. According to the Shelby County Register of Deeds, this property should feature five (5) single-family homes. If used for its intended use, this property should generate healthy property tax for the City. The Special Use permit that has been applied for will not generate the tax revenue that it was designed for-providing no benefits to the citizens of Bartlett.

In conclusion, my family and I are against the Special Use permit for parcel number B014900261. In 2020, we decided to relocate back to Bartlett and chose this specific location based on its non-commercialized feel. We hope that the City votes against the Special Use permit and to keep the integrity of our neighborhood as it was originally designed. Any approvals outside of residential housing will create the above issues for the entire R-E district.

Dell & Carol Livingston, 4210 Broadway Road:

Ms. Taylor,

We are writing to share our concerns regarding allowing a special use permit for a commercial development for the property referenced above. Our family resides at 4210 Broadway Road and we have been residents of the neighborhood for 18 years.

As you are aware, the R-E District was established for Residential Homes on large lots and the intent is to preserve and protect the low density, open space character of the area as stated in the Zoning Ordinance of the City of Bartlett.

We are against this Special Use Permit request for the following reasons:

1. **Negative Traffic Impact:** Broadway Road is a narrow, 2 lane road with no shoulder or sidewalk. The entrance to the site will be off Broadway Road, just north of the 5-way intersection that regularly creates traffic congestion. This is exacerbated by the existing railway that motorists must also navigate. This commercial development proposes a gated entrance which could pose further traffic issues if the gates are closed, causing traffic to back up upon entering the property. There have been many times when traffic has extended beyond our driveway which is approximately .25 miles north of the intersection. Our concern

is that adding 165 vehicles onto this small residential road will negatively impact the health and safety of our residents. Increased traffic could push frustrated drivers onto side streets (Louella and Fonta, for example) where children play and can create lines of traffic that could block residents and emergency vehicles from getting in and out of driveways.

2. **Negative Neighborhood Integrity Impact:** This property has a history of flooding during periods of heavy rain and especially after the majority of the property was “clear cut” (see attached photos.) Drainage will be further negatively impacted by run-off from a 15,000 sf roof area and over an acre of impervious parking lot surface from the proposed development. This will have significant impact on adjacent properties, potentially causing flooding or other undesirable outcomes for landowners and the natural wildlife that our neighborhood enjoys. There is additional concern that this property has not been maintained since its original clearing and has been allowed to grow out of control which causes increased health, sanitation and safety issues for residents and their homes. (see attached photos.)
3. **Long term construction impact:** Allowing 3 separate phases for this development as indicated in the proposed site plan seems to create

an ongoing construction zone for the unforeseeable future for our neighborhood.

We purchased and improved our property because we enjoy the space and rural feeling that the Zoning Ordinance allows and feel that the proposed commercial development would significantly diminish the preservation of the open space character of the neighborhood and surrounding area. And we respectfully request that this special use permit be denied.

Randy & Tammy Baldock, 7218 Centralia Road:

In reference to the notice of public hearing that was mailed to our house recently, first and foremost, my wife and I are opposed to the approval of a special use permit for a church use. The reason for being against the special use permit is due to our concern of this action causing our (and others in this area) property value to decrease. We have lived in this area for 20+ years, and are counting on the value of our residence to assist us in retirement, if and when needed. Following are some questions and concerns we have. I plan to attend the meeting on Monday, October 2.

1. Is the Special Use Permit ("Permit") being requested a temporary or permanent permit?

- a. If temporary, what is the duration of the permit? Once the permit is lapsed, can another permit be requested? If yes, are nearby residents notified, similar to this notification? Is there anything that would allow the temporary to become permanent?
 - b. If permanent, is there an opportunity for homeowners or others in this city to request the permit to be rescinded, at a future date?
2. I will assume the property owner has already drafted plans for "improving" the property. Can homeowners in the area be allowed to know what the planned "improvements" are?
3. If approved, what does the Permit allow the owners or users of the property to do?
4. If approved, can the owners or users use speakers that will have the opportunity to create loud noise throughout the neighborhood at any time of day or night, weekdays and/or weekends?
5. If approved, will the owners be able to build whatever buildings they so choose to build? Same question as it relates to parking lots and related items on the property.
6. If approved, will the City of Bartlett consider installing a stop light or stop signs at the entrance?
7. As a novice to use permits, is it normal to allow non-residential use for residential zoned property? If this tract was zoned for residential, there must have been a reason to do so.

8. What are the benefits to homeowners in that area to allow this allowance of a special use permit?

Shelia & David Braden, PO Box 115, Ellendale, TN 38029:

We are AGAINST allowing a special use permit for a church use to be located on Broadway Road (Parcel B014900261).

The public hearing opened at 7:30 p.m.

Chairman Conroy called for anyone wishing to speak in favor to step forward.

Brittany Whitehead, 2731 Bragg Lane, stepped forward.

Ms. Whitehead stated that she is a veteran who spent 10½ years in the Army. Her service included a deployment to the Middle East, which included time in Iraq, Jordan, Kuwait, and Syria. At no point did she have to travel as far as the Bartlett Muslim Society has to travel to practice her own Christian faith. She would find it deeply disappointing to come home to the United States of America and see a municipality stop her fellow American citizens from being able to act in the free exercise of their religious faith. One year ago, she would not have been able to attend tonight's meeting because she was deployed. It would be heartbreaking to hear an unfavorable recommendation.

Ms. Whitehead noted that her home mortgage rate is below 3%, and her property taxes are one quarter (25%) of her mortgage. She advised the PC to look across the state line at the town of Horn Lake, Mississippi, and consider the amount of money they had to spend defending a case they were always going to lose [in which they denied permission to build a mosque]. The traffic generated by St. Ann's Catholic Church & School every morning is significant, and traffic will always be an issue. The exercise of free religious belief is integral to the United States of America and the oath that Ms. Whitehead swore to uphold and defend.

Mohammad Ullah, 4115 Course View Cove, stepped forward:

Mr. Ullah noted the concerns expressed by the PC regarding the potential size of the parking lot. Right now, they are meeting at 4210 Altruria Road, inside a

shopping center space. There are at most 6 or 7 cars coming during the evening prayer right now, and approximately 3 cars coming in the morning. The early-morning and late-night (or evening) prayers comprise the two main congregations. They did not expect parking to be an issue, but the engineers working on the project advised that it is better to have a lot of parking in case of future need. There may be as many as 10 to 15 cars coming to evening prayers [at a larger facility].

Mr. Ullah reminded the PC that what has been submitted is only a conceptual plan. There are not actually that many cars that will be parking at the facility. He asked the PC to consider the feelings of the members of the Bartlett Muslim Society. They need a place to pray, worship, and work in the community together that will bring peace of mind. They want to be good neighbors and ask for a favorable recommendation to the Board of Mayor and Aldermen.

Chairman Conroy called for anyone wishing to speak in against approval of a favorable recommendation to the Board of Mayor and Aldermen to step forward.

Charles Goforth, 4238 Broadway Road, stepped forward.

Mr. Goforth repeated the letter he submitted prior to tonight's meeting (can be viewed above under 'Charles & Ann Goforth, 4238 Broadway Road'). He stated that he has lived at his address since 1987. He is against any change to the 5-way stop that will intensify the amount of traffic. The increase in cars will cause an increase in traffic. The road is a two-lane roadway. The garbage truck stops on the street. On school mornings, traffic from the Bartlett Ninth Grade Academy backs up to his house.

Carrie Bristow, 4117 Broadway Road, stepped forward.

Ms. Bristow stated that traffic is the heaviest before the sun comes up. She is prevented from leaving her driveway at this time of day. When pulling out of her driveway, she cannot see people coming from the direction of the Bartlett Ninth Grade Academy. She has been hit while pulling into her driveway due to the traffic congestion at the 5-way stop. There are many dead animals in front of her home due to the trees being torn down. The subject property experiences significant flooding, which then flows into her own yard. She believes it is impossible to convert the subject property into anything that is not under water at least half of the year.

Ronnie Awtrey, 4375 Broadway Road, stepped forward.

Mr. Awtrey agreed with Alderman Young's opinion that the 5-way stop area is the worst possible place in the City to put anything. The train comes through the 5-way stop multiple times per day. No matter what the applicant says, churches always grow. 5 years from now the congregation size of the church could double.

Jeff Jenson, 4707 Buckhead Circle, stepped forward.

Mr. Jenson stated that he lives at the back of the Shadowlawn neighborhood near the 5-way stop. He drives through the 5-way stop every single day to get his daughters to school and then again to work. The intersection is already chaos. Traffic is already backing up when it is still dark outside, before the sun rises. The sun rose this morning at 6:55 a.m. There will be a huge impact on morning traffic and probably in the afternoon as well.

Mr. Jenson stated that anyone attempting to make this a religious issue is being patently dishonest. Residents who live near the subject property and deal with the traffic patterns know this [opposition] is specifically about the traffic. Anything other than one single family home on the subject property brings too much traffic. He asserted that clearly the goal of the church is to grow to fill the parking lot, or else they would not plan so many parking spaces. There is a better location than the subject property for this facility.

Alan Campbell, 7230 Periwinkle Cove, stepped forward.

Mr. Campbell stated that he completely respects the things that those speaking in favor of the SUP and religious freedom. St. Ann's has traffic congestion, but there are 6 lanes of traffic, versus the 7-way stop near this subject property. You could not find a worse location than this one. The property should have never been bought in the first place knowing that it is in residential zoning.

Mr. Campbell expressed concern that people on golf carts, people walking dogs, and children riding bicycles in the street will be impacted further by an increase in traffic near the 5-way. People already cut through his street to avoid the 5-way stop. The church use will not be beneficial or enhance the community in any way.

Leslie Lord, 7387 Memphis Arlington Road, stepped forward:

I live just a few houses down from the proposed build... I just wanted to share with you guys that my grandparents built my house in 1964. My mother was raised there. I was raised there. My husband and I have since purchased it. We didn't inherit it, we chose to live there. We love our house, we love being outside; and a commercial build will just completely change the feel of the area...the traffic in the morning and all of that stuff. So I just urge you to decline the permit. Thank you.

Jonathan Lord, 7387 Memphis-Arlington Road stepped forward:

Mr. Hossain, I hope you get a mosque somewhere. I hope you are a great member of our community. This isn't about this. This is about, "What does it mean when you start to change zoning?" What does it mean that for 200 years Bartlett has been a residential community with rules, with rules we don't bend at just a whim? The first reason you can't change this...you can't issue this permit... is because of the intersection. Mr. Hossain said it's not a traffic issue. We know it is. It's out my front porch. It affects my everyday life. Mr. Hossain, if he stood out there for 10 minutes, would see near misses again and again. He'd see car wrecks again and again. It reminds me of a Hot Wheels track that my nephew has where the cars are supposed to crash into each other; but even those have 2 tracks, not 5...and they don't have a railroad on top of it! You're asking for disaster. We all know that today. He hasn't seen the thousands of people every morning.

If he would have said, "Hey, the middle of the day is when we'll be there", we might have been like, "Okay, yeah"; but the morning and night? That is the worst times of day. Since they have cleared out the land, I have been flooded with pests. I know that sounds crazy, but because we're gonna move the swamp, the naturally occurring area, we are gonna see a spike in that. The deer... just this morning... I had a herd of deer in my front yard. I love that. If we build a parking lot there, that's not gonna happen. The second reason we can't issue this is, when you buy a home in Bartlett, you expect to have neighbors, not a parking lot next door. My family were directly impacted by a permit being issued, a residence being changed for a parking lot. Can I tell you that now we can't use half of our house? If you go home tonight and a car pulls in to your driveway at 2:00 a.m., it's gonna wake you up. You're gonna wonder what in the world is happening. I have parking lot that aims at my house, and dozens of cars every day now shine their headlights into my home. I've had to build new fencing. I've had to move bedrooms. I've had to lose all my privacy. I can't sit in my backyard anymore, because a permit was changed.

These are the things Mr. Bray's not gonna tell you, and the truth is, Mr. Bray and his company have made their careers and probably built their house off getting councils like this to change the rules, to bend a little bit more. We all know the story, if you give a mouse a cookie, he'll want a

glass of milk. If you give their associates this moment, let me tell you, there are a lot of mice waiting for a cookie nearby. Who wouldn't want to build something right there, where so many cars are?! Who wouldn't want to put another convenience store, another smoke shop in?! I don't need that. I need neighbors. I need people that are gonna want to build me up, that are gonna want to do life with me! Please, please don't open the gateway... This is such an artery to Bartlett. That's why there is traffic there, because this is literally where the blood of our town pumps through, where the busses unload every morning. I beg you, consider not just the impact it would have on traffic, but the impact on each and every neighbor. Thank you.

Dell Livingston, 4210 Broadway Road, stepped forward.

Mr. Livingston read the same letter he submitted prior to the meeting date (can be viewed above under, "Dell & Carol Livingston, 4210 Broadway Road"). He pointed out the issues the subject property has with flooding currently. He expressed concerns about property maintenance and protecting wildlife.

Harry Wilson, 7285 Louella Avenue, stepped forward.

Mr. Wilson stated that when traffic backs up at the 5-way stop, Louella Avenue and Fonta Road become like freeway. Those roads are not striped to separate traffic directions, so it forces drivers into people's yards, including his own. In winter time, this is especially problematic because it damages lawns. He is strictly opposed to this SUP if it will add to the already problematic traffic in the area.

Randall Cole, 5998 Hickory Grove Lane, stepped forward:

I don't know Mr. Hossain, any members of his church. I don't know the lady that wants to express her religious freedom. But I do know one thing: I like these words up here, "In God We Trust", and Mr. Young, you pray to that God right there. Mr. Young, Muslims do not believe in God. They believe in Allah as their God. They do not believe in Jesus who you pray... I want to say one thing. Read the Ten Commandments. Read the first two commandments, that's all I ask.

At this time, Mandy Young and Chairman Conroy interjected and told Mr. Cole to sit down.

Mr. Cole stated that his time is not up, and to read the first two of the Ten Commandments.

Robbie Jordan, 4669 Narcissus Drive, stepped forward:

First of all, ladies and gentlemen, thank you for your community service to our great city. I take this intersection alot. I'm no traffic engineer, I'm no drainage engineer, I'm no electrical engineer, but I trust you guys with buildings in this city. But I could not...I'm a member, I'm a deacon at Bartlett Hills Baptist Church, and I could not go home tonight and go to sleep...and I can't hear good so I don't know who has mentioned what so far, but I could not go to bed tonight and not step up here and mention that I stand for almighty God, and for what he stood for us. And I don't think we need no more churches in our city. We need to fill the pews of the ones we have. And I go to Bartlett Hills. I welcome these

people here, anybody here, to my church. Let's fill our churches and don't build anymore. Thank you for your service.

The public hearing closed at 7:58 p.m.

Chairman Conroy asked if the applicant would like to address any comments or concerns expressed during the public hearing.

Mr. Hossain stated that they hear the legitimate concerns from neighbors, but perhaps the parking lot is just too large [in the conceptual drawing]. Residents seem to have a completely incorrect idea about the congregation size. The Bartlett Muslim Society needs a place to worship and congregate. They are willing to go back and see if they can settle with a smaller facility (approximately 5,000 square feet) rather than the potential 15,000 square foot facility mentioned in the conceptual plan. The parking lot could be smaller and all engineering conditions would be implemented. The facility could be kept strictly as a worship place and no other gathering activities would be held there.

Mr. Hossain reminded the PC that there is already an Islamic school and a huge facility for large events, such as weddings, on Humphrey Road in Cordova. He does not think morning prayers will impact traffic due to the small number of attendees, but they will do everything in their power to follow the recommendations and conditions of the PC and staff.

Mr. Bray asked that the PC allow time for a detailed traffic study to be done before sending this application on to the Board of Mayor and Aldermen. This would allow them to see what kind of traffic impact they are actually looking at, rather than go into the vote not knowing. The 5-way intersection has always been bad and has not improved at all. This project would, at a minimum, bring another lane of traffic to allow some relief at the 5-way stop area. There would be another lane of pavement, curb, gutter, sidewalk, all things that are not out there right now. Development is how we improve the roads. Very rarely does the City of Bartlett itself go in and improve roads.

Jack Young made a motion to continue this agenda item for the church use Special Use Permit application at 0 Broadway Road until a detailed traffic study can be brought before the Planning Commission. Jay Caughman seconded the motion. Roll call vote: All members present voted Yes. Motion carries.

Municipal Planning Commission
Minutes
Monday, December 2, 2024 – 6:30 p.m.

The Bartlett Planning Commission (PC) met in the City Hall Assembly Chamber on Monday, December 2, 2024 at 6:30 p.m. for a regularly scheduled meeting.

The following members were present:

Curtis Sigler, Vice Chairman
David Hunt
John Conroy, Chairman
Jack Young, Alderman
Paul Kaiser
Jim Lamb
Ken Demetriou
Greg Easton

The following members were absent:

Josh McNeil

The following staff/advisors were present: Kim Taylor, Director of Planning; Sam Harris, Senior Planner; Leslie Brock, Planner; Melissa McAfee, Administrative Secretary; Trey Arthur, Director of Code Enforcement; Erin Campbell, Assistant Director of Engineering; Howard McNatt, Fire Marshall; Craig Jones, Deputy Fire Marshall; Ed McKenney, City Attorney

Alderman Jack Young opened the meeting with prayer.

The Pledge of Allegiance to the flag of the United States of America was recited.

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

Approval of Minutes of the November 4, 2024 meeting

A motion was made by Paul Kaiser to approve the minutes of the Monday, November 4, 2024 meeting as submitted. Jack Young seconded the motion. Roll Call Vote: All members present voted Yes. Motion carries. Minutes were approved.

Continued

1. Church Use, 0 Broadway Road (David Bray, The Bray Firm) – Traffic Study

INTRODUCTION: Planning Director Kim Taylor introduced the application for Mr. David Bray with The Bray Firm, on behalf of Badrul Hassain with the Bartlett Muslim Society, who is requesting Planning Commission approval of a favorable recommendation of a Special Use Permit (SUP) to allow for a church use to be located on the east side of Broadway Road on Parcel B0149 00261 which is located just north of the Ellendale five-way intersection. The subject property is located within the "R-E" Residential Estate Zoning District.

BACKGROUND: On October 2, 2023, the Planning Commission continued the Special Use Permit application review until a traffic study could be obtained. The traffic analysis was completed utilizing the revised conceptual outline plan that reduced the proposed parking lot from 165 parking spaces to 52 parking spaces. Staff has copied over the public hearing input received at the October 2, 2023 Planning Commission meeting. The public hearing correspondence is attached to this staff report packet.

Bartlett Muslim Society is a 20-family congregation. Currently, worship services are held in the Bartlett Square Office Building located at 4210 Altruria Road. Article V, Chart 1 of the Bartlett Zoning Ordinance permits the church use in the "R-E" Residential Estate Zoning District with the granting of a Special Use Permit by the Board of Mayor and Aldermen. Surrounding uses include: residential single family homes with "R-E" zoning to the north, post office facility with "C-G" General Business zoning to the south, youth behavioral treatment facility with "R-E" zoning to the east, and residential single family homes with "RS-12" zoning to the west.

DISCUSSION: The applicant's request for the SUP includes a conceptual outline plan for the future development of the property. The property is an 8.244-acre site that will potentially contain the following: a 5,000 square foot building that may be expanded to 15,000 square feet, a parking lot with 52 parking spaces, and driveway access off Broadway Road. Should the Planning Commission provide a positive recommendation to the Board of Mayor and Aldermen (BMA), and the SUP is granted, the applicant would be required to return to the Planning Commission for site plan approval.

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

Engineering Conditions:

General:

1. A Commercial Site Plan contract may be required and will be prepared by Engineering and submitted to the developer/engineer for review to cover the fees to be paid to the City of Bartlett.
2. Applicant/ Engineer shall provide a **digital set of drawing** files showing the sanitary sewer lines, drainage lines, lot lines and all improvements in AutoCAD format to dhubbard@cityofbartlett.org and ecampbell@cityofbartlett.org for use in the preparation of the Water Design Plan. This plan will be coordinated with the site design engineer to resolve any conflicts.
3. A water line extension may be required to bore under railroad to meet commercial fire flow
4. A SWPPP and a TDEC permit may be required and shall be submitted to TDEC and also to the City of Bartlett Engineering office.
5. All new utilities shall be underground.
6. Detentions will be required.

Conceptual Site Plan:

7. The Fletcher Creek pump station will need to be removed and sewer extended under railroad.
8. A traffic study will be required to assess the impact of traffic on the surrounding areas
9. Road widening may be required on Broadway Rd.
10. A sprinkler system will be required if the building is over 5,000 sqft.
11. The following plans will be required: landscaping, drainage, sewer, and water.
12. The driveway to Broadway may need to be shifted north to allow for adequate sight distance and vehicle stacking.
13. Additional 50' Railroad charter right of way easement shall be added along the 100' CSX railroad ROW.
14. Additional ROW dedication should be shown clearly and called out as "Dedicated to the City." The dedication required is 34' from the centerline of the roadway.

Traffic Study Analysis:

The Traffic Study was conducted by Martin Lipinski over a one-week period in March 2024. The study included the Level of Service (LOS) of the Five-way intersection for 1) the existing conditions, 2) the initial stage of construction (2025) of a 5,000 SF building with approximately 15-25 vehicular trip generations, and 3) the complete buildout (2028) of a 15,000 SF building with approximately 30-52 vehicular trip generations. The proposed site will have a single driveway onto Broadway and will consist of meeting rooms and worship space. The following observations were made:

- When traffic is heavy at the five-way intersection, it is usually only heavy on one or two approaches at a time, so the intersection flow is pretty stable and longer queues dissipate quickly.
- Crash history analysis revealed no major concerns.
- Traffic volumes do not warrant signalization nor grade separation.
- No additional mitigation measures are warranted.
- Background traffic assumed to grow at 2% per year
- LOS for several approaches to the five-way declined during the study period because of 2% growth rate of background traffic. However, none of the vehicular approaches declined further as a direct result of the Mosque Site Development.

Planning Conditions:

1. The owner/applicant shall be present at the meeting in order to make decisions relative to any changes that may be suggested by the Planning Commission.
2. The applicant shall be present at the corresponding Board of Mayor and Aldermen meetings to make decisions relative to any changes that may be suggested by the Board of Mayor and Aldermen.
3. Should the Special Use Permit be approved by the Board of Mayor and Aldermen, the applicant shall submit site plan applications for approval by the Planning Commission and Design Review Commission.
4. The applicant shall submit site plan applications for approval by the Planning Commission and Design Review Commission for all future building additions and parking lot expansions with a revised traffic study for each site plan request.
5. The applicant would need to revise the Special Use Permit and traffic study to add any other SUP permitted nonresidential uses such as a school use or other future ancillary uses.

Chairman John Conroy called for questions from the PC for Director Taylor.

Paul Kaiser asked when in March the traffic study was conducted. Whether or not school was in session would have made a difference. It could have been during Spring Break.

Assistant Engineering Director Erin Campbell stated that the actual traffic study specifies which week of March the traffic study occurred.

Jim Lamb asked if the study was conducted during Spring Break, where traffic would have been reduced.

Assistant Director Campbell stated that it was not conducted during Spring Break. The point of a traffic study is to get an accurate picture of what daily traffic is like in an area, so school breaks were specifically avoided.

Director Taylor stated that perhaps the applicant's representative can answer that question.

Vice Chairman Curtis Sigler asked if the applicant would have to come back before the PC if they ever want to increase the parking spaces beyond the proposed 52.

Director Taylor stated that if that were the case, Engineering would require another traffic study with the new proposed parking space amount. Also, if any of the ancillary uses for the church change, that may require an amended SUP to come before the PC and BMA.

Vice Chairman Sigler asked if that need to be added as a condition.

Director Taylor stated that it is already a condition in the staff report provided to the PC and applicant, so it is not necessary to add it a second time.

David Hunt asked if citizen complaints about traffic at the October 2023 public hearing were taken into account during the traffic study. People complained about cars circumventing the five-way stop and cutting through their neighborhood.

Assistant Director Campbell explained that the traffic Mr. Hunt is referring to is *already* happening. People currently cutting through neighborhoods is completely unrelated to hypothetical future use of the intersection by the mosque. Traffic studies study how people travel down the main streets. The change in traffic that is already happening, with people cutting through the neighborhoods, is not studied because it is not relevant to the proposed site development's traffic impact.

Alderman Jack Young stated that if you increase that traffic with the construction of the mosque, there will be more traffic from the neighborhood.

Assistant Director Campbell stated that this study is taking into account people that are going through the main intersection now with a 2% increase in growth, and all the traffic the mosque generates also going through that intersection.

Any other traffic would be traffic that is already cutting through the neighborhood or the 2% increase in general traffic growth, which is already accounted for.

Mr. Hunt stated that there was a traffic study done “years ago” which graded that intersection “disaster”. Now, all of a sudden, it's great.

Assistant Director Campbell explained that the traffic study does not say the intersection is great. It says that the mosque will not make it worse.

Greg Easton asked if there would be an acceleration or deceleration lane coming into the entrance.

Director Taylor stated that Engineering is requiring some road improvements along the front.

Assistant Director Campbell stated that Engineering is requiring widening of the portion of the road that fronts the property so that visitors aren't stopping in the single lane waiting to turn in.

Mr. Hunt asked if the road widening would need to be done regardless of the development.

Assistant Director Campbell stated that as a standard practice, the City asks developers to widen the road when they want to build a subdivision or apply for a SUP.

Mr. Easton asked if staff conditions are for this specific property.

Director Taylor answered in the affirmative. There will be more detailed plans later on, if the SUP is approved, which will also come before the PC. After a SUP is approved by the BMA, the PC may approve a Master Plan, Construction Plan, Final Plan, and Site Plan. The Design Review Commission will also need to approve a Site Plan.

Mr. Easton asked if sprinkler requirements will be affected with the building potentially expanding in three phases of 5,000 square feet each.

David Bray, The Bray Firm, 2950 Stage Plaza North, stepped forward.

Mr. Bray stated that he is in agreement with comments and conditions listed in the staff report. He is happy to answer any questions. The author of the traffic study, Dr. Lipinski, is also here. Mr. Bray will defer to Dr. Lipinski for any traffic questions.

Alderman Young stated that when this application came before the PC last year, the same size building required 150 parking spaces. Now, all of a sudden, you're going to build the same size building, and you only need a third of the parking? Is the population that much smaller all of a sudden?

Mr. Bray explained that the initial conceptual plan showing 165 parking spaces was a mistake on his part. He misunderstood what the applicant's vision for the mosque was during initial conversations. They are well within the parking requirements for the City with 52 parking spaces.

Alderman Young stated that this is not his concern. His concern is the traffic that is going to be generated for what was originally said to be 150 spaces. "When we turned it down because we said we couldn't handle that, all of a sudden, we had less spaces."

Mr. Bray reiterated that the 165 spaces on the original conceptual plan was a mistake on his part. The applicant said that amount was not what they needed on the site.

Alderman Young stated that he is absolutely opposed to any kind of facility, whether it be a mosque, a church, a community center, or anything on that part of Broadway Road where there is nothing but homes and there is a traffic problem already. "You can do all the studies you want, but I drive through there a lot, and it doesn't matter to me about a study. I actually live through it."

Mr. Hunt asked if you could have made the assumption that having 165 parking spaces made sense with the maximum building size being 15,000 square feet.

Mr. Bray stated that no, you could not. The parking requirement for a church use in Bartlett is one space per four seats in the auditorium. He reiterated again that the original proposal's 165 parking spaces was due to a misunderstanding between himself and the applicant.

David Hunt asked why that did not come out in the original meeting. Why wasn't it corrected then?

Mr. Bray stated it was in fact corrected at the original meeting.

Administrative Secretary Melissa McAfee stated that the October 2023 Planning Commission meeting minutes detail concerns about the number of spaces which were addressed by the applicant and their representative, Mr. Bray. They expressed willingness to decrease the number of parking spaces and continually reminded the PC that the plans presented were only conceptual, not set in stone. This is the case with all SUP applications.

David Hunt remarked that, "this situation, for me, is very confusing. I'm not sure where these folks are going and what they're trying to do. I'm reading some of this stuff, and that particular thing was on my list of questions, and you've answered that question, so thanks."

Mr. Bray stated that the applicant he's representing is present and can answer any questions the PC has.

Badrul Hossain, Board President of the Bartlett Muslim Society, stepped forward.

Mr. Hunt stated that at the original meeting, Mr. Hossain said the congregation was supposedly 20 people. The initial request last time was for 15,000 square feet. He does not understand what exactly is being requested or asked for. What is the plan, if there is a specific plan?

Mr. Hossain stated that the plan is for there to be a phased approach to building. They will start with one 5,000 square foot building. The building will be slightly bigger than the congregation size because they need some extra space for congregants to commune together other than the prayer hall. At this time, the congregation meets in a rented retail space at 4210 Altruria Road. Their maximum size is 20 congregants. Tonight, for example, there were less than 10 congregants that met for prayer. The traffic study takes into account that the only time they would expect some extra people is during the month of Ramadan in the evenings only. Other than that, the congregation is typically 10 to 20 people. In the beginning, they do not even expect to have a Friday prayer congregation because people prefer to go to the already established mosques with renowned scholars giving sermons. This mosque will be open to all Muslims, but the congregation right now is currently 95% or more Bangladeshi Muslims who settled in Bartlett. Everyone works as an interpreter and calls Bartlett their home. They do business in both Memphis and Bartlett. They need a nearby place of worship to congregate. In the three years they have been meeting at

the storefront at 4210 Altruria Road, the congregation size has not increased. This doesn't mean that the Bartlett Muslim Society doesn't have families in the area. They have about 100 families who practice Islam, but for regular prayers, only a handful of people show up. That is the norm almost everywhere except for the mosque at Stratford Road, which is slightly more populated. Their expectation is that this location will not have more than 20 people for the evening prayer.

Mr. Hunt asked how many people Mr. Hossain anticipated having to show up to occupy a 15,000 square foot building.

Mr. Hossain stated that 15,000 square feet is just their vision for if the Muslim population in the area grows. Perhaps the building could be multiple stories and families could gather there during Ramadan and other special occasions. If that is to happen, they will need more space than the beginning 5,000 square feet. Otherwise, they will not need those 15,000 square feet. This is based off the assumption that people will move here and stay in Bartlett instead of moving around to other cities or other parts of Memphis.

Mr. Hunt asked how many people Mr. Hossain anticipates filling up a 5,000 square foot building in a one year period.

Mr. Hossain stated that during Ramadan, that 20-person figure may double to 40. The number of cars may not increase, but they will be filled with congregants' spouses and children. During Ramadan, everyone gathers together at their mosque. During regular prayers throughout the rest of the year, only the adult males come for prayer. You don't see the children or ladies during any other prayers besides during Ramadan.

Mr. Hunt asked if Mr. Hossain is then suggesting 40 people, not 20.

Mr. Hossain stated that during Ramadan, it would likely be 40 congregants plus their spouses and families. There would likely be 25 to 30 cars maximum during Ramadan and only in the evenings. Some people have four-member families, so if they all come, then it would be more crowded on certain nights. For religious reasons, the women and men are separated during this time. This is one reason they sometimes need more space during Ramadan.

Mr. Hunt asked if Mr. Hossain plans on there ever being a school here.

Mr. Hossain stated that no, there will never be a school at this facility. There is an Islamic school nearby called Pleasant View School. It has a student population of around 800. Other than that, congregants send their children to local public schools or other private schools.

Alderman Young pointed out that Mr. Hossain said there were 100 Bangladeshi Muslim families in the area, but they claim to only need room for 30 or 40 people.

Mr. Hossain stated that for Friday prayers, many people go to a different mosque that is more established. They have had four Ramadans in the current facility at 4210 Altruria Road. Even during Ramadan, they don't get more than 30 vehicles coming in. Not everybody comes to a congregation and not everybody comes to this congregation.

Alderman Young asked if that is because their current space won't hold more people than that, or because some members just aren't involved.

Mr. Hossain stated that it is most likely that some just aren't as involved, or they prefer to go to the bigger mosque. Many like to listen to the more renowned scholars at the larger mosques. Memphis Islamic Center on Humphreys Road is a family center, not a mosque. It is a huge facility where people can go play basketball and soccer. They have a full-blown auditorium, gym, and everything. People host family gatherings and weddings there. People in this group go to Singleton Community Center in Bartlett or the Memphis Islamic Center to do family activities together.

Mr. Hunt asked Mr. Bray if research was done on the site before applications were submitted to see what infrastructure would be required to make the lot usable for this purpose.

Mr. Bray stated that they had some preliminary conversations with the City about that, and those are all details they will work through during the Construction Plan phase. This is far from being a done deal at this point. There is not a Site Plan yet. We've got to put pencil to paper, particularly with the sewer situation under the railroad and the widening of Broadway Road.

Mr. Hunt asked if the railroad or MLGW could prevent this from happening.

Mr. Bray stated that sewer extension is generally not an issue. It is just a matter of dotting all the Is and crossing all the Ts with MLGW as far as the utility extension across the railroad's property. The sewer and road issue will all come down to economics. MLGW is always a question. In some other municipalities, MLGW is saying they don't have service. This has not happened in Bartlett, however.

Mr. Bray stated that he has no reason to believe MLGW has an issue with service in that area. The site is not in one of the areas that has typically been a problem.

Chairman Conroy called for further discussion. Hearing none.

Jim Lamb made a motion to forward a favorable recommendation to the Board of Mayor and Aldermen for the Church Use Special Use Permit at 0 Broadway Road with comments and conditions of staff. Curtis Sigler seconded the motion. Roll call vote: Greg Easton, Paul Kaiser, David Hunt, Jim Lamb, Ken Demetriou, Jack Young, and Curtis Sigler voted No. John Conroy abstained. Motion fails.

Jack Young made a motion to forward an unfavorable recommendation to the Board of Mayor and Aldermen for the Church Use Special Use Permit at 0 Broadway Road. David Hunt seconded the motion. Roll call vote: Greg Easton, Paul Kaiser, David Hunt, Jim Lamb, Ken Demetriou, Jack Young, and Curtis Sigler voted Yes. John Conroy abstained. Motion carries.

NEW BUSINESS

Construction Plan

2. Walker Farms Planned Development Phase 3, Parcel B0138 00176 (Robert Reaves, Land Development Solutions)

INTRODUCTION: Director Taylor introduced the application for Mr. Robert Reaves, with Land Development Solutions, who is requesting Planning Commission approval of the Construction Plan for Walker Farms Planned Development (PD), Phase 3. The subject property is located north of Old Brownsville Road, and west of Farmland Way within the "RS-12" Single Family Residential Zoning District.

BACKGROUND: In 2004, the Memphis and Shelby County's Land Use Control Board and the Shelby County Commission granted approval of the Walker Farms PD, a 295-single family residential lot Outline Plan. The Outline Plan consisted of 158.07-acres of land to be developed in phases with minimum lot sizes starting from 10,000 square feet.





Bartlett Muslim Society
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Bartlett Muslim Society
4115 Course View Cv.
Bartlett, TN 38135-5185

The Bray Firm
2950 Stage Plaza North
Bartlett, TN 38134

Owner

Engineer

Karcher Revocable Living Trust
3522 Glen Trace Cv.
Bartlett, TN 38135-3043

Brian Costner
4200 Broadway Rd
Arlington, TN 38002

Carol Livingston
4214 Broadway Rd.
Bartlett, TN 38135-7504

Justin & Victoria Dove
4220 Broadway Rd.
Arlington, TN 38002-7504

Charles & Ann Goforth
P.O. Box 134
Ellendale, TN 38029

Barry & Linda Coker
270 Fawn Ridge Rd.
Parsons, TN 38363

Thomas & Anita Murry
P.O. Box 544
Ellendale, TN 38029-0544

Claude Hutchings
3566 Perennial Gap Dr.
Bartlett, TN 38133-2788

Joyce & Thomas White
4218 Fonta Rd.
Bartlett, TN 38002-9813

Keith Musenhelter
4285 Broadway Rd.
Arlington, TN 38002-9740

Jacqueline Phillips
4241 Broadway Rd.
Arlington, TN 38002-9740

Jon & Denise Medlock
P.O. Box 482
Ellendale, TN 38029-0482

Tillman & Sandra Wheat
P.O. Box 752
Ellendale, TN 38029-0752

James & Linda Bennett
P.O. Box 296
Ellendale, TN 38029

George Sykes
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Ste. 211
Bartlett, TN 38134

Susan Salley
P.O. Box 176
Ellendale, TN 38029

Landon & Lynn & William Cross
4215 Fonta
Arlington, TN 38002-7814

Cecily Briggs
604 Shotwell St.
Memphis, TN 38111-7521

Kenneth Troutman
4185 Fonta Rd.
Arlington, TN 38002-7813

David & Sandra McGuire
4161 Broadway Rd.
Arlington, TN 38002-5152

Lyndora Howard
P.O. Box 136
Ellendale, TN 38029-0136

Attachment: Church Use SUP ORIGINAL submittal (3724 : Res. 01-25, 5-Way Church Use SUP)

Bartlett Muslim Society
Page 2 of 3

Paul Jr & Sheila Black
P.O. Box 115
Ellendale, TN 38029

Charles & Sue Doyle
4184 Fonta
Arlington, TN 38002

Charles & Jeri Doyle
P.O. Box 548
Ellendale, TN 38029

Betty Martin
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Arlington, TN 38002-7813

Alan, Austin, & Aaron Campbell
P.O. Box 577
Ellendale, TN 38029-0577

Jade Fournier
7231 Periwinkle Cv.
Bartlett, TN 38002-2574

Kenneth & Robbie Greer
P.O. Box 133
Ellendale, TN 38029

George Gibson
P.O. Box 14
Ellendale, TN 38029-0014

Sophia & Jacob Becker
4131 Fonta Rd.
Arlington, TN 38002-7813

SFR 2014 – TN LLC
23975 Park Sorrento
Ste. 300
Calabasas, CA 91302-4012

Sharon Alderson
P.O. Box 356
Ellendale, TN 38029

Danny & Karen Caspersen
7228 Centralia Ave.
Ellendale, TN 38029

Randall & Tammy Baldock
7218 Centralia Rd.
Bartlett, TN 38135

Ellendale Methodist Church
P.O. Box 85
Ellendale, TN 38029

Landexpress
3973 Brunswick Rd.
Memphis, TN 38133

Billy Jr. & Jeriann Jeffries
3907 Oak Rd.
Bartlett, TN 38135-1938

Daniel Gregory
4044 Fonta Rd.
Arlington, TN 38002-9772

Esther McKeown
10388 Latting Rd.
Cordova, TN 38016-5501

Nellie Sparks
330 Norse Rd.
Eads, TN 38028

City of Bartlett
6400 Stage Rd.
Bartlett, TN 38134-3739

Rock N Roll Properties LLC
7475 Memphis-Arlington Rd.
Bartlett, TN 38135

Scarlet Walton
7281 Centralia Rd.
Bartlett, TN 38135-1881

Scott & Wendi Reinmann
7291 Centralia Rd.
Bartlett, TN 38135-1881

John Focht
1579 Lacewing Trace
Cordova, TN 38016

LCRP Investors
74 Dana Rd.
Buffalo, NY 14216-3513

Bowman Construction Inc.
3000 Catfish Dr.
Lake City, AR 72437-9017

Barbara & George Rueff Revocable
Living Trust
205 Elm St.
Quitman, AR 72131-9338

Attachment: Church Use SUP ORIGINAL submittal (3724 : Res. 01-25, 5-Way Church Use SUP)

Bartlett Muslim Society
Page 3 of 3

Braxton Jr. & Sannie Herring
P.O. Box 141
Ellendale, TN 38029-0141

Joe & Marjorie Simmons
P.O. Box 263
Ellendale, TN 38029-0263

Tracy & Shaun Payne
7266 Centralia Rd.
Bartlett, TN 38135-1880

Donna & Michael Etherton
P.O. Box 355
Ellendale, TN 38029

Frederick & Charlotte Grimes
4106 Fonta Rd.
Bartlett, TN 38002-7816

Sinead & Clifford Kuntzman
4118 Fonta St.
Arlington, TN 38002-7816

Judy & Theodore Branstetter
4132 Fonta Rd.
Arlington, TN 38002

Kacy & Thomas Jr. Morales
4140 Fonta Rd.
Arlington, TN 38002-7816

Harry & Emma Wilson
P.O. Box 345
Ellendale, TN 38029

Oneal & Vicki Sheffield Living Trust
P.O. Box 206
Ellendale, TN 38029-0206

Connie Mills
P.O. Box 340
Ellendale, TN 38029

Christopher & Carrie Bristow
4117 Broadway Rd.
Arlington, TN 38002

Memphis Boys Town Inc.
7410 Memphis Arlington Rd.
Memphis, TN 38135-1908

Manish & Rina Patel
5089 Sawyer Lake Dr.
Arlington, TN 38002

Joyce & Charles Smith
4020 Broadway Rd.
Memphis, TN 38135-1943

Larry Billings
9401 Greywood Cv.
Cordova, TN 38018-7008

Deanna Cabrera
4004 Broadway Rd.
Bartlett, TN 38135-1943

Billy & Margaret Scott
P.O. Box 354
Ellendale, TN 38029

Jonathan & Lslie Lord
7387 Memphis-Arlington Rd.
Bartlett, TN 38135-1907

Derek & Joseph Whittaker Irrevocable
Trust
7399 Memphis-Arlington Rd.
Bartlett, TN 38135-1907

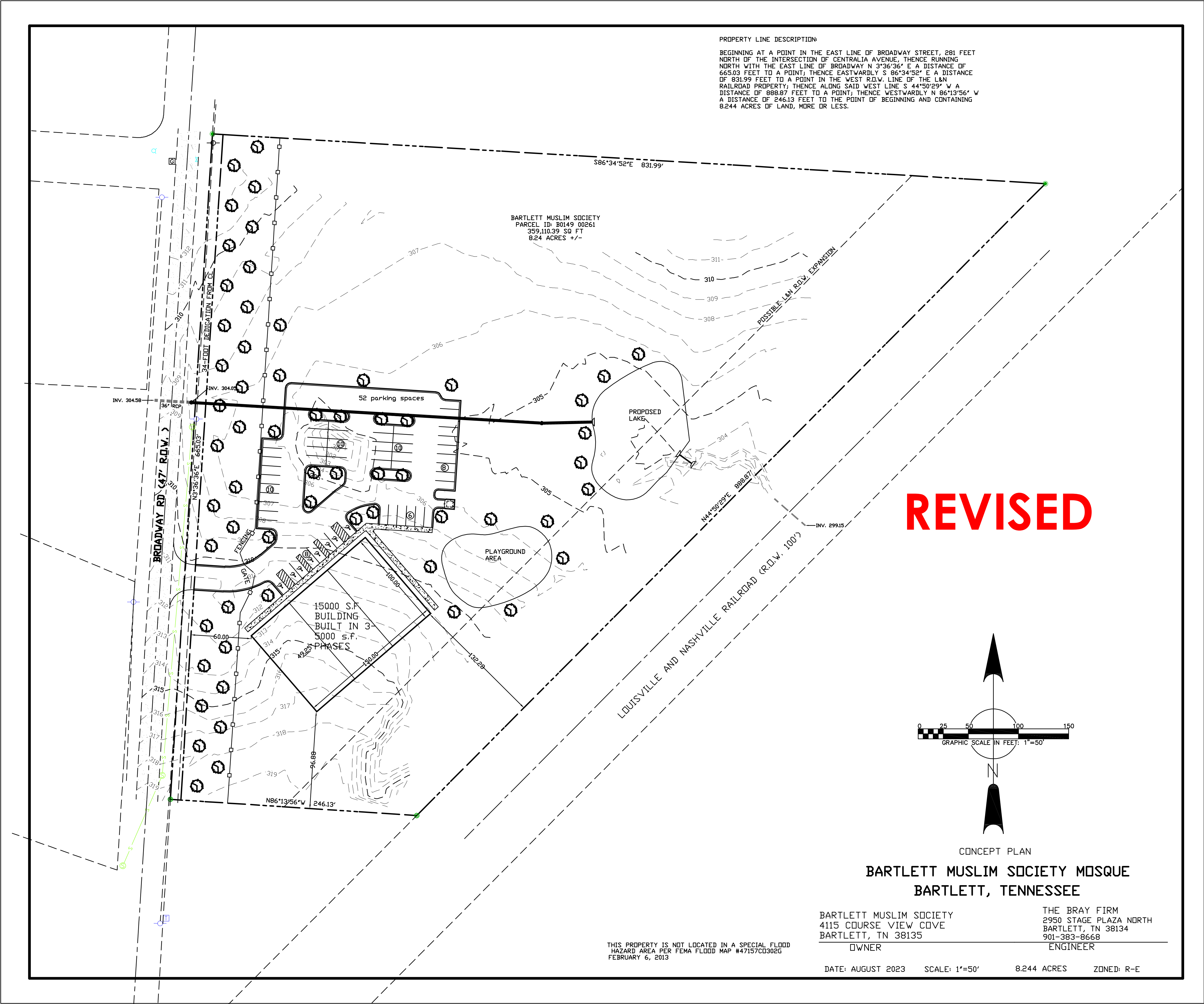
Jeremy Jenne & Rachel Smith
7411 Memphis-Arlington Rd.
Bartlett, TN 38135-1905

Hugo Plumbing Company Inc.
7311 Memphis-Arlington Rd.
Bartlett, TN 38135-1919

James Ganno
P.O. Box 656
Ellendale, TN 38029

Catherine Kaminski
3989 Broadway
Bartlett, TN 38135-1944

Attachment: Church Use SUP ORIGINAL submittal (3724 : Res. 01-25, 5-Way Church Use SUP)





Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 3693)

Meeting: 02/11/25 06:00 PM
Department: Code Enforcement
Category: Amendment
Prepared By: Penny Medlock

Initiator: Trey Arthur

Sponsors:

DOC ID: 3693

Ordinance 24-14, an ordinance to amend the City of Bartlett Zoning Ordinance, Article VI, Section 9 Supplementary District Regulations, Parking, Storage, or Use of Major Recreational Equipment; Article VI, Section 10 Parking and the Storage of Certain Vehicles in Residential Zoning Districts by adding Definitions; and Article VI, Section 12 Minimum Off Street Parking Requirements.

WHEREAS, the City desires to provide better service to the community by protecting property values by more efficiently addressing the parking and storage of certain vehicles, and the temporary parking of major recreational vehicles,

WHEREAS, the City desires to make clear the location for the parking of certain vehicles and define appropriate parking surfaces within the Zoning Ordinance,

WHEREAS, the City of Bartlett Board of Mayor and Aldermen desire to amend the Bartlett Zoning Ordinance by amending Article VI, Section 9 Parking, Storage, or Use of Major Recreational Equipment by removing and/or replacing text; and Article VI, Section 10 Parking of Certain Vehicles by adding/or removing text and adding definitions for clarification purposes.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, that:

Article VI, Section 9, Supplementary District Regulations: Parking, Storage, or Use of Major Recreational Equipment, shall be amended by removing and replacing text as follows:

Section 9 - Supplementary District Regulations: Parking, Storage, or Use of Major Recreational Equipment

For purposes of these regulations, major recreational equipment is defined as including boats and boat trailers, travel trailers, pick-up camper or coaches (designed to be mounted on automotive vehicles), motorized dwellings, tent trailers, and the like, and cases or boxes used for transporting recreational equipment, whether occupied by such equipment or not.

No major recreational equipment shall be parked or stored on any lot in a residential district except in accordance with Article VI Section 10. However, such equipment may be parked anywhere on residential premises for a period not to exceed twenty-four (24) hours during loading or unloading. No such equipment shall be used for living, sleeping, or housekeeping purposes when parked or stored on a residential lot, or in any location not approved for such use.

Exceptions for short-term living or sleeping in recreational vehicle on a residential lot:

- . Short-term accommodations for emergency circumstances in the case of uninhabitable residential dwelling damage due to flood, wind, or fire.
- . Persons desiring to utilize a recreational vehicle for such short-term residential accommodations must first submit a written request to include the specific reasons for the need for short-term living and the time frame for the request. Requests must be approved by the Director of Code Enforcement and shall be valid for up to six months but may be renewed for not more than one additional six-month period.
- . All recreational vehicles used for short-term residential accommodations must be legally registered and tagged.
- . Approved recreational vehicles may only be used for short-term accommodations on residential property during emergency circumstances. The recreational vehicle must have the ability to discharge sanitary waste to the sanitary sewer system.
- . Such approved recreational vehicles must be structurally sound and protect its occupants against the elements. The recreational vehicle must be maintained in good aesthetic appearance and function and be kept road-worthy. No structures such as porches, storage space, additional rooms, permanent stairs or the like, may be attached to recreational vehicles.
- . Construction repairs to the residential dwelling must start within (60) days of the approval of the recreational vehicle for short-term residential accommodations. Only one recreational vehicle shall be permitted for short-term residential accommodations on any parcel of land during the repair of the permanent dwelling.

Article VI, Section 10, Supplementary District Regulations: Parking and Storage of Certain Vehicles Use of Major Recreational Equipment, shall be amended by removing and replacing text and adding illustrations as follows:

Section 10 - Parking and Storage of Certain Vehicles Definitions and Locations

- . Definitions. As used in this section pertaining to the parking of trailers, boats, campers, RV's, ATV's and the like:
 - . "Residential Front Yard" means the yard area directly in front of the habitable (main) portion of the house extending to the front property line and not occupied by a structure.

2. "Residential Side Yard" means the yard area from the rear elevation of the house extending to the side property lines and forward to the front property line nearest to the front elevation at each side of the home.
3. "Residential Rear Yard" means the yard area extending from the rear of the side yard and the rear of the habitable (main) portion of the house extending to the rear property line and not occupied by a structure.
4. "Residential Area" means that portion of the City zoned as a Residential District set forth by Article V of the Zoning Ordinance.
5. "Driveway" means the area approved by the Building and Planning Department for motor vehicle use.
6. "Parking Surface" means a paved dust free surface consisting of asphalt paving, poured concrete, or other surface as approved by the Building Official in a residential district.

B. Parking Locations Prohibited

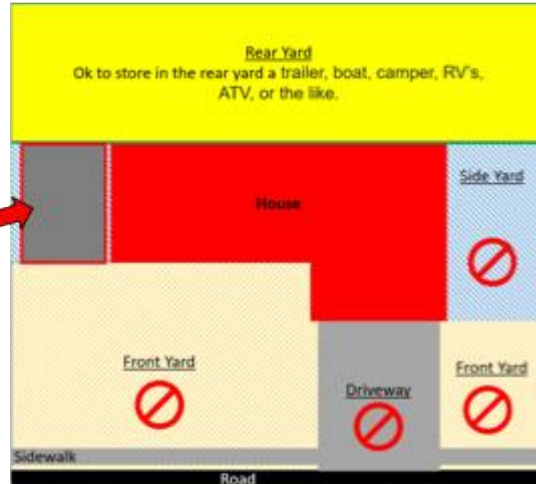
- . Residential Front Yard Parking Prohibited. No parking shall be permitted in a residential front yard other than a licensed motor vehicle on an approved parking surface. Further, no person shall park, store, or leave unattended trailers, boats, campers, RV's, ATV's and the like in the front yard.
- .
- . Residential Side Yard Parking Prohibited. No parking shall be permitted in a residential side yard other than a licensed motor vehicle on an approved parking surface. Further, except as provided in Article VI Section 10 §(C)(1), no person shall park, store, or leave unattended trailers, boats, campers, RV's, ATV's and the like in the side yard.

. Parking Location Exceptions

- . Residential Side Yard Parking Allowed. Trailers, boats, campers, RV's, ATV's and the like may be allowed to be parked in a residential side yard if parked within a driveway on a paved parking surface, as approved by the Building Official.



Trailers, boats, campers, RV's, ATV's, or the like, permitted to be stored in this area if parked within a driveway or a paved parking surface.



Typical Residential Corner Lot

Article VI, Section 12, Supplementary District Regulations: Minimum Off-Street Parking Requirements shall be amended to add and remove text as follows:

Section 12 - Supplementary District Regulations: Minimum Off-Street Parking Requirements

Hereafter no building shall be erected or altered and no land used unless there is provided adequate off-street parking space or spaces for the needs of tenants, personnel and patrons together with means of ingress and egress.

. GENERAL PROVISIONS:

- . Off-Street parking for other than residential uses shall be either on the same lot or within three hundred (300) feet of the building it is intended to serve measured from the nearest point of the building to the nearest point of the off-street parking lot. The off-street parking lot is subject to Planning Commission and Design Review Commission approval.
2. Residential off-street parking spaces shall consist of a parking strip, driveway, garage, or combination thereof and shall be located on the premises they are intended to serve. In

all zoning districts, no vehicle that may be parked in a front yard shall be parked or stored on any part of the front yard other than a paved driveway or any other hard surface area that is normally considered the driveway area of the lot as defined in Article VI, Section 10(5). To pave any area of a front yard, other than the driveway, for additional parking will require a building permit from the City of Bartlett Building Department.

3. Any area once designated as required off-street parking shall not be changed to any other use unless and until equal facilities are provided elsewhere, subject to site plan approval by the Planning Commission and the Design Review Commission.
4. In the instance of dual function of off-street parking where operating hours do not overlap, the Board of Zoning Appeals may grant an exception.
5. Two (2) or more buildings or uses may collectively provide the required off-street parking in which case the required number of parking spaces shall not be less than the sum of the requirements for the several individual uses computed separately.
6. For uses not specifically mentioned in this section the requirements for off-street parking for a similar use specifically mentioned in this section shall apply.

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

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

FIRST READING: December 10, 2024

SECOND READING: January 28, 2025

THIRD READING: February 11, 2025

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

David Parsons, Mayor

Penny Medlock, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 3692)

Meeting: 02/11/25 06:00 PM

Department: Court

Category: Amendment

Prepared By: Penny Medlock

Initiator: J.J. Leatherwood

Sponsors:

DOC ID: 3692

Ordinance 24-15, an ordinance of the City of Bartlett, Tennessee, adopting by reference State Traffic Offenses and Rules of the Road.

WHEREAS, the Board of Mayor and Aldermen desires to adopt by reference state traffic offenses, registration requirements and rules of the road; and

WHEREAS, the Tennessee General Assembly amended the laws pertaining to adoption of state laws by municipalities by reference, by changing the statute under which such adoption is made and by further specifying that only Class C misdemeanors may be adopted by municipalities and enforced as municipal ordinance violations;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen, that

Section 1. The following provision is added as the new Title 15, Chapter 1, Section 15-140 of the Municipal Code of Bartlett:

15-140. Adoption of state traffic statutes. By the authority granted under Tennessee Code Annotated § 16-18-302, the City of Bartlett adopts by reference as if fully set forth in this section, the “Rules of the Road,” as codified in Tennessee Code Annotated §§ 55-8-101 through 55-8-131 and §§ 55-8-133 through 55-8-159, § 55-8-161, §§ 55-8-163 through 55-8-191, § 55-8-193, § 55-8-195, § 55-8-199, §§ 55-8-203 through 55-8-205, § 55-8-212, § 55-8-301 and §§ 55-8-304 through 55-8-307. Additionally, the City of Bartlett adopts Tennessee Code Annotated § 55-4-101, § 55-4-103 through 55-4-105, §§ 55-4-107 through 55-4-108, §§ 55-4-110 through 55-4-111, §§ 55-4-113 through 55-4-115, §§ 55-4-120 through 55-4-121, § 55-4-131, §§ 55-9-401 through 55-9-408, § 55-9-414, §§ 55-9-601 through 55-9-603, § 55-12-139, § 55-50-333, and § 55-50-351, by reference as if fully set forth in this section.

Section 2. This ordinance shall take effect upon its final reading, the public welfare requiring it.

FIRST READING: December 10, 2024

SECOND READING: January 28, 2025

THIRD READING: February 11, 2025

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

David Parsons, Mayor

Penny Medlock, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 02/11/25 06:00 PM

Department: Finance

Category: Bid

Prepared By: Dick Phebus

Department Head: Dick Phebus

Bid for Utility Billing Print Services.

On November 8, 2024, an ad was placed in *The Daily News*. On December 9, 2024, the City of Bartlett received eight bids, which were opened at City Hall.

Bids were received from the following companies:

Vendor	Annual Print Costs
Amsive, LLC	\$41,616.00
Peregrine Services, INC	\$40,392.00
AB Data Ltd	\$36,838.68
360 S2G	\$122,400.00
The Masters Touch, LLC	\$40,392.00
Pinnacle Data Systems, a Doxim Company	\$31,917.00
Infosend	\$32,803.20
Diversified Companies, LLC	\$34,272.00

We recommend the bid be awarded to Pinnacle Data Systems, a Doxim Company for a total print price of \$31,917.00 per year.

Funds are available in Account 510.51100.179.

Thank you for your consideration.

CITY OF BARTLETT

**FINANCE DEPARTMENT
6400 STAGE ROAD
BARTLETT, TENNESSEE 38134**

**David Parsons, Mayor
Steve Sones, Chief Administrative Officer
Dick Phebus, Finance Director**



REQUEST FOR SEALED BIDS

RFP # FY2025-11-005

DUE: December 2, 2024, no later than 4:00 p.m. (CST)

UTILITY BILLING Finance

The City of Bartlett-Finance is soliciting written proposals, on a competitive basis from qualified companies or professionals to provide utility printing and postage services for the City of Bartlett as described in this Request for Proposals.

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I. INTRODUCTION

The City of Bartlett (the “City”) is seeking sealed bids from prospective vendors to provide printing and distribution services for the City’s utility billing services, described in this request as the “Services”. This Request for Sealed Bids is being released to invite professional and qualified companies to prepare and submit proposals in accordance to the instructions provided, where the successful candidate will be selected and invited to enter into a contractual relationship with City of Bartlett for the Services outlined in this document.

II. MINIMUM PROPOSER REQUIREMENT

All Proposers must:

1. Have at least five (5) years previous experience (minimum) and be in the regular business of printing and distributing utility billing.
2. Have sufficient, competent and skilled staff to perform the Services as required.
3. Provide all necessary equipment, materials, supplies and tools to provide the Services.
4. Have all necessary, applicable business and professional licenses. The City may require any or all Proposers to submit evidence of proper licensure.
5. Have at least three (3) business or municipal references for printing similar to the size and scope of this request. “See Exhibit A”.
6. Financial statements and banking information with three (3) years of audit information.
7. Provide a contingency or disaster recovery plan
8. Provide data back-up and/or offsite (out of area) back-up.
9. State storage capability.
10. Be an equal employment opportunity employer and abide by Title VI guidelines.
11. Provide proof of the minimum insurance requirements (**MANDATORY**, please review closely).
12. An Award Letter and purchase order will be issued to the successful vendor.
13. Provide a single point of contact within the service provider’s firm.
14. Prompt payment discount shall be considered as a cost factor in this bid. Invoices shall be mailed to Finance – Accounts Payable and shall be paid thirty (30) days after receipt of correct invoices

III. CORRESPONDENCE

Respondents requesting additional information or clarification are to contact Mr. Dick Phebus **in writing** at dphebus@cityofbartlett.org or at City of Bartlett, 6400 Stage Road, Bartlett, TN 38134.

Questions should reference the section of the document to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be November 21, 2024 by 12:00 p.m. (CST).*** These guidelines for communication have been established to ensure a fair and equitable process for all respondents. Questions/Answers to a few anticipated questions are provided on page 21 of this RFP.

If additional information on the specific required services is needed, please contact Dick Phebus at dphebus@cityofbartlett.org, Director of Finance, at (901) 385-1060.

IV. PROPOSAL SCHEDULE

All proposals (one original and three copies) must be received at the address listed above no later than **December 2, 2024 @ 2:00 p.m. (CST)**. Facsimile or e-mailed proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals will not be opened and considered.

- The City of Bartlett, Tennessee is issuing this request for sealed bids on November 8, 2024.
- Deadline to submit additional written questions – Proposers may submit written questions via email as to the intent or clarity of this RFP until noon on November 21, 2024. Responses to questions or any addenda will be posted within 24 hours or no later than noon November 22, 2024.
- Submission of Proposal – All Proposals must be received for review and evaluation **no later than Monday, December 2, 2024 at 2:00 P.M. CST. Proposals Received After This Deadline will not be accepted.** The date and time received will be recorded on each proposal. Proposals must be addressed and delivered to the address listed within this RFP packet.
- Evaluation of Proposal and Notification of Award – An evaluation team will review and make a selection as described in Section X: Evaluation and Award.

The City may reproduce any of the Proposer's proposal and supporting documents for internal use or for any other purpose required by law.

V. PROPOSAL CONDITIONS

- Contingencies** - This RFP does not commit the City to award a contract. The City reserves the right to accept or reject any or all proposals if the City determines it is in the best interest of the City to do so. The City will notify all Proposers, in writing, if all proposals are rejected.
- Modifications** - The City reserves the right to issue addenda or amendments to this proposal.
- Proposal Submission** - To be considered, all proposals must be submitted in the manner set forth in this RFP. It is the Proposer's responsibility to ensure that its proposals arrive on or before the specified time.
- Incurred Costs** - This RFP does not commit the City to pay any costs incurred in the preparation of a proposal in response to this RFP and Proposers agree that all costs incurred in developing this RFP are the Proposer's responsibility.
- Final Authority** – The final authority to award a contract rests solely with the City of Bartlett Finance/Purchasing Department and the Board of Mayor and Aldermen's approval.

VI. GENERAL REQUIREMENTS

- A. Background** – The City of Bartlett, TN is located approximately fifteen miles northeast of Memphis, and has a population of 59,102 citizens. The City generated approximately 22,000 utility billing statements in September 2024. From those statements, the City prepared and mailed out approximately 18,000 statements in the month of September 2024. The billing statements are currently mailed to half of the customers on the 15th of each month and the remaining half is mailed on the last day of the month. The selected Contractor will provide printing and distribution services for the City's utility bills. The City, through the use of Tyler Technologies Munis software, provides billing services for a number of City departments. These services include water, water irrigation, wastewater, wastewater industrial, sewer, solid waste, city service fees, street light fees, stormwater fees, and extra roll-off containers. All of these services appear on one centralized bill. The average semi-monthly number of utility bills is approximately 10,000, with an annual growth rate of 1%. Contractor may not subcontract this service unless approved in advance by the City of Bartlett.
- B. Project Time Frame** - The contract term and pricing will be for three years, consisting of an initial three-year period beginning January 1, 2025 through December 31, 2027. The City shall have the option to renew for an additional (2) two three-year periods beginning on January 1, 2028, through December 31, 2030 and January 1, 2031 thru December 31, 2033 at the same bid specifications. Renewal is contingent on an agreement of both parties, satisfactory performance of all criteria and subject to the availability of funds for each renewal period.
- C. Reservation of Rights** -The City reserves the right, for any reason to accept or reject any one or more proposals, to negotiate the term and specifications for the services provided, to modify any part of the RFP, or to issue a new RFP.
- D. Selection Criteria** - Each response will be evaluated on the criteria outlined in Section VII of this document. Each Proposer should set out in its response to this RFP to clearly identify the qualifications of its company and each individual who will work on this project.

VII. SCOPE OF WORK

A. Utility Bill Printing and Distribution

1. The proposed bill print and distribution services must allow Bartlett to provide an accurate, timely and user-friendly bill to all customers. Current bills are on 8 ½" x 11" paper with return envelopes. The specifications of this RFP will require the Contractor to create identical billing. Any proposed changes in the current format must be clearly indicated in the

- Proposer's RFP and agreed upon by the City of Bartlett. The Contractor shall provide mailing envelopes and return envelopes for all mailings. Stationery pricing shall be specified in the cost proposal for comparison to the City's pricing. The City will retain the right to approve all new billing documents prior to printing.
2. Bills and envelopes shall be designed to be consistent with billing system requirements and shall meet USPS regulations. The Contractor shall process mail through a presort routine and will attach and interface the CASS certified barcode for all qualified pieces and satisfy all documentation requirements of the USPS. All work will then be qualified for appropriate postal discounts and the Contractor shall produce the required postage reports.
 3. To the greatest extent feasible, multiple statements shall be matched by last name and address and be inserted into one envelope. The new bills should have the ability to convey special/targeted messages and the ability to include promotional inserts and/or advertisements. Bills will be required for both delinquent and service cut off notices. Utility account numbers and customer information are subject to red flag rules compliance.
 4. Bills should also contain a barcode suitable for potential lockbox use at a bank or in-house. Bills are mailed within forty-eight (48) hours of receipt of file. Bills should be presorted for lowest qualifying postage rate at Post Office. Disclosure of postal rates and location of postmarking is required.
 5. Contractor must be able to use the City's Tyler Technologies Munis utility software data to generate bills.
 6. Use of customer lists: The Contractor agrees that all information, including customer lists, provided by the City or obtained by the Contractor through performance of their duties shall not be disclosed or otherwise provided to any other person.
 7. Contractor shall provide reference documentation for the billing services provided and the Contractor will be required to provide training to City personnel for the implementation of billing services.
 8. Return envelopes for the submission of utility payments shall indicate a remittance address provided by the City.

B. Start-up and Transition Period

1. Proposer shall submit a start-up/transition plan to the City with its proposal. It shall identify the steps that must be taken prior to the planned commencement date for services pursuant to the contract and shall identify measurable benchmarks to demonstrate Contractor's progress toward the commencement of services. The start-up/transition plan shall therefore include, but not be limited to, the following:
 - Implementation of hardware and software
 - Integration with the City's Tyler Technologies Munis software.
 - Development and format of billing statement per City requirements.

2. Following notice of award by the City, Contractor shall submit weekly progress reports to the City regarding its progress toward implementation of scope of services contained herein, and shall meet with the Bartlett Finance Department as reasonably requested. Weekly progress reports shall clearly identify any failures to meet benchmarks and the steps taken to prevent any delay in implementation.

C. Invoicing to the City & Rates

1. The Contractor shall submit claims for payment monthly in accordance with its proposed price furnished as its response to this RFP or subsequent Best and Final Offer.
2. Rate adjustment - at the time of Contract renewal, the Contractor may request a rate adjustment.
 - Rate increase for any extension of the Contract shall be no greater than the increase in the CPI for South urban-all items (Series ID CUUR0300SAO, CUUS0300SAO), as published by the DOL for the previous twelve (12) month period or a maximum of 5%.
 - Postage - allowable increase and only as determined by USPS.

VII. CONTRACT REQUIREMENTS

The successful Proposer will be expected to enter into a contract incorporating the following terms and conditions, and such additional terms and conditions standard to services of this type.

A. General Requirements

1. Control. All services by the Contractor will be performed in a manner satisfactory to the City, and in accordance with the generally accepted business practices and procedures of the City.
2. Contractor's Personnel. The Contractor certifies that it presently has adequate qualified personnel to perform all services required under this Contract. All work under this Contract will be supervised by the Contractor. The Contractor further certifies that all of its employees assigned to serve the City shall have such knowledge and experience as required to perform the duties assigned to them. Any employee of the Contractor who, in the opinion of the City, is incompetent, or whose conduct becomes detrimental to the work, shall immediately be removed from association with services under this Contract.
3. Independent Status. (a) Nothing in this Contract shall be deemed to represent that the Contractor, or any of the Contractor's employees or agents, are the agents, representatives, or employees of the City. The Contractor will be an independent Contractor over the details and means for performing its obligations under this Contract. Anything in this Contract which may appear to give City the right to direct the Contractor as to the details of the performance of its obligations under this Contract

or to exercise a measure of control over the Contractor is solely for purposes of compliance with local, state and federal regulations and means that the Contractor will follow the desires of the City only as to the intended results of the scope of this Contract. (b) It is further expressly agreed and understood by Contractor that neither it nor its employees or agents are entitled to any benefits which normally accrue to employees of the City ; that the Contractor has been retained by the City to perform the services specified herein (not hired) and that the remuneration specified herein is considered fees for services performed (not wages) and that invoices submitted to the City by the Contractor for services performed shall be on the Contractor's letterhead.

4. Termination Or Abandonment. (a) It shall be cause for the immediate termination of this Contract if, after its execution, the City determines that either the Contractor or any of its principals, partners or corporate officers, if a corporation, including the corporation itself, has plead nolo contendere, or has plead or been found guilty of a criminal violation, whether state or federal, involving, but not limited to, governmental sales or purchases, including but not limited to the rigging of bids, price fixing, or any other collusive and illegal activity pertaining to bidding and governmental contracting. (b) The City may terminate the Contract upon five (5) days written notice by the City or its authorized agent to the Contractor for Contractor's failure to provide the services specified under this Contract. (c) This Contract may be terminated by either party by giving thirty (30) days written notice to the other, before the effective date of termination. In the event of such termination, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the termination date; however, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned as of the date of termination. (d) All work accomplished by Contractor prior to the date of such termination shall be recorded and tangible work documents shall be transferred to and become the sole property of the City prior to payment for services rendered.
5. Subcontracting, Assignment Or Transfer. Any subcontracting, assignment, delegation or transfer of all or part of the rights, responsibilities, or interest of either party to this Contract is prohibited unless by written consent of the other party. No subcontracting, assignment, delegation or transfer shall relieve the Contractor from performance of its duties under this contract. The City shall not be responsible for the fulfillment of the Contractor's obligations to its transferors or sub-Contractors. Upon the request of the other party, the subcontracting, assigning, delegating or transferring party shall provide all documents evidencing the assignment.
6. Conflict Of Interest. The Contractor covenants that neither the Mayor, nor any Alderman, nor any other City official or employee holds a direct or indirect interest in the Contract. The Contractor also covenants that it has no public or private interest, and will not acquire, directly or indirectly, any interest which would conflict in any manner with the performance of its services. The Contractor warrants that no part of the total contract amount provided herein shall be paid, directly or indirectly, to any officer or employee of the City as wages, compensation, or gifts in exchange for acting

as officer, agent, employee, sub-Contractor to the Contractor in connection with any work contemplated or performed relative to this Contract.

7. Covenant Against Contingent Fees. The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the City will have the right to recover the full amount of such fee, commission, percentage, brokerage fee, gift, or other consideration.
8. Employment Of City Workers. The Contractor will not engage, on a full or part-time, or other basis during the period of the Contract, any professional or technical personnel who are or have been at any time during the period of the Contract in the employ of the City.
9. Arbitration. Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the Contractor and the City will be referred to the City Finance Director or his/her duly authorized representative, whose decision regarding same will be final.
10. General Compliance With Laws. (a) If required, the Contractor shall certify that it is qualified and duly licensed to do business in the State of Tennessee and that it will take such action as, from time to time, may be necessary to remain so qualified and it shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract. (b) The Contractor is assumed to be familiar with and agrees that, at all times, it will observe and comply with all federal, state, and local laws, ordinances, and regulations in any manner affecting the conduct of the work. The preceding shall include, but is not limited to, compliance with all Equal Employment Opportunity laws, the Fair Labor Standards Act, Occupational Safety and Health Administration (OSHA) requirements, the Americans with Disabilities Act (ADA), and all state and local laws, rules and regulations pertaining to electrical requirements of residential construction and renovation. (c) This Contract will be interpreted in accordance with the laws of the State of Tennessee. By execution of this contract the Contractor agrees that all actions, whether sounding in contract or in tort, relating to the validity, construction, interpretation and enforcement of this contract will be instituted and litigated in the courts of the State of Tennessee, located in Shelby County, Tennessee, and in no other. In accordance herewith, the parties to this contract submit to the jurisdiction of the courts of the State of Tennessee located in Shelby County, Tennessee.
11. Nondiscrimination. The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment

practices of the Contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Contractor shall, upon request, show proof of such nondiscrimination, and shall post in conspicuous places available to all employees and applicants notices of nondiscrimination.

12. Entire Agreement. This Contract contains the entire Contract of the parties and there are no other promises or conditions in any other Contract whether oral or written. This Contract supersedes any prior written or oral Contracts between the parties.
13. Amendment. This Contract may be modified or amended, only if the amendment is made in writing and is signed by both parties.
14. Severability. If any provision of this Contract is held to be unlawful, invalid or unenforceable under any present or future laws, such provision shall be fully severable; and this Contract shall then be construed and enforced as if such unlawful, invalid or unenforceable provision had not been a part hereof. The remaining provisions of this Contract shall remain in full force and effect and shall not be affected by such unlawful, invalid or unenforceable provision or by its severance herefrom. Furthermore, in lieu of such unlawful, invalid, or unenforceable provision, there shall be added automatically as a part of this Contract a provision as similar in terms to such unlawful, invalid or unenforceable provision as may be possible, and be legal, valid and enforceable.
15. No Waiver Of Contractual Right. No waiver of any term, condition, default, or breach of this Contract, or of any document executed pursuant hereto, shall be effective unless in writing and executed by the party making such waiver; and no such waiver shall operate as a waiver of either (a) such term, condition, default, or breach on any other occasion or (b) any other term, condition, default, or breach of this Contract or of such document. No delay or failure to enforce any provision in this Contract or in any document executed pursuant hereto shall operate as a waiver of such provision or any other provision herein or in any document related hereto. The enforcement by any party of any right or remedy it may have under this Contract or applicable law shall not be deemed an election of remedies or otherwise prevent such party from enforcement of one or more other remedies at any time.
16. Matters To Be Disregarded. The titles of the several sections, subsections, and paragraphs set forth in this contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this contract.
17. Subject To Funding. This Contract is subject to annual appropriations of funds by the City. In the event sufficient funds for this Contract are not appropriated by the City of Bartlett for any of its fiscal periods during the term hereof, then this Contract will be terminated. In the event of such termination, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the termination date.

18. Travel Expenses. All travel expenses payable under this Contract shall be in accordance with the City Travel Policy and Procedures. This includes advance written travel authorization, submission of travel claims, documentation requirements, and reimbursement rates. No travel advances will be made by the City.
19. Incorporation Of Other Documents. (a) Contractor shall provide services pursuant to this Contract in accordance with the terms and conditions set forth within the City of Bartlett Request for Proposal Finance/Purchasing Department and incorporated herein by reference. (b) It is understood and agreed between the parties that, in the event of a variance between the terms and conditions of this Contract and any amendment thereto and the terms and conditions contained either within the Request for Proposal or the Response thereto, the terms and conditions of this Contract, as well as any amendment, shall take precedence and control the relationship and understanding of the parties.
20. Waiver Of Proprietary Interest. Notwithstanding anything to the contrary contained herein or within any other document supplied to City by the Contractor, Contractor understands and acknowledges that the City of Bartlett is a governmental entity subject to the laws of the State of Tennessee and that any reports, data or other information supplied to City by Contractor due to services performed pursuant to this Contract is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee.
21. Organization Status And Authority. (a) Contractor represents and warrants that it is a corporation, limited liability company, partnership, or other entity duly organized, validly existing and in good standing under the laws of the state of Tennessee; it has the power and authority to own its properties and assets and is duly qualified to carry on its business in every jurisdiction wherein such qualification is necessary. (b) The execution, delivery and performance of this Contract by the Contractor has been duly authorized by all requisite action and will not violate any provision of law, any order of any court or other agency of government, the organizational documents of the Contractor, any provision of any indenture, agreement or other instrument to which the Contractor is a party, or by which the Contractor's respective properties or assets are bound, or be in conflict with, result in a breach of, or constitute (with due notice or lapse of time or both) a default under any such indenture, agreement or other instrument, or result in the creation or imposition of any lien, charge or encumbrance of any nature whatsoever upon any of the properties or assets.
22. Warranty. Contractor warrants to the City that all Services shall be in strict compliance with the terms of this Contract, and all applicable governmental laws, rules and regulations.
23. Rights in Data. The City of Bartlett shall become the owner, and the Contractor shall be required to grant to the City, or its successors, a perpetual, non-exclusive, non-transferable, royalty-free right, in the City's name, to use any deliverables provided by

the Contractor under this Contract, regardless of whether they are proprietary to the Contractor or to any third parties.

B. Indemnification and Insurance Requirements.

1. Responsibilities For Claims And Liabilities. (a) Contractor shall indemnify, defend, save and hold harmless the City, and its elected officials, officers, employees, agents, assigns, and instrumentalities from and against any and all claims, liability, losses or damages—including but not limited to Title VII and 42 USC Sec. 1983 prohibited acts—arising out of or resulting from any conduct; whether actions or omissions; whether intentional, unintentional, or negligent; whether legal or illegal; or otherwise that occur in connection with or in breach of this Contract or in the performance of the duties hereunder, whether performed by the Contractor its sub-Contractors, agents, employees or assigns. This indemnification shall survive the termination or conclusion of this Contract. (b) Contractor expressly understands and agrees that any insurance protection required by this Contract or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, defend, save and hold harmless the City or its elected officials, officers, employees, agents, assigns, and instrumentalities as herein provided. (c) The City has no obligation to provide legal counsel or defense to the Contractor or its sub-Contractors in the event that a suit, claim or action of any character is brought by any person not party to this Contract against Contractor as a result of or relating to obligations under this Contract. (d) Except as expressly provided herein, the City has no obligation for the payment of any judgment or the settlement of any claims against the Contractor as a result of or relating to obligations under this Contract. (e) Contractor shall immediately notify the City, c/o City of Bartlett Finance Department, 6400 Stage Road, Bartlett, TN 38134, of any claim or suit made or filed against the Contractor or its sub-Contractors regarding any matter resulting from or relating to Contractor's obligations under this Contract and will cooperate, assist and consult with the City in the defense or investigation thereof. (f) *The Contractor shall immediately notify City of Bartlett, Finance Office, 6400 Stage Road, Bartlett, TN 38134 of cancellation or changes in any of the insurance coverage provided. Evidence of replacement coverage must be provided to the Finance Office, with no lapse in coverage.*
2. Insurance Requirements. Contractor will provide evidence of insurance coverage as required for and shall provide and maintain the following:

Contractor shall maintain coverage with limits no less than:

- *Commercial General Liability and Professional Liability Insurance – \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate. City of Bartlett, its elected officials, appointees, employees, and members of boards, agencies or commissions shall*

be named as additional insured. The insurance shall include coverage for the following:

- a) Premises/Operations
 - b) Explosion, Collapse, & Underground, if applicable
 - c) Products/Completed Operations
 - d) Contractual
 - e) Independent Contractors
 - f) Broad Form Property Damage
 - g) Personal Injury and Advertising Liability
- *Workers Compensation and Employers' Liability Insurance* with minimum limits of \$1,000,000 each accident. Coverage is to include sole proprietors, partners, and officers regardless of requirement by statute. Certificate of Insurance shall indicate that these individuals are covered. Contractor waives its right of subrogation against City of Bartlett for any and all workers' compensation claims.

All insurance policies maintained by the Proposer/Contractor shall provide that insurance as applying to City of Bartlett shall be primary and non-contributory irrespective of such insurance or self-insurance as City of Bartlett may maintain in its own name and on its own behalf.

C. Right to Monitor and Audit

Access To Records. During all phases of the work and services to be provided hereunder the Contractor agrees to permit duly authorized agents and employees of the City, to enter Contractor's offices for the purpose of inspections, reviews and audits during normal working hours. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places. The Contractor will maintain all books, documents, papers, accounting records, and other evidence pertaining to the fee paid under this Contract and make such materials available at their offices at all reasonable times during the period of this Contract and for three (3) years from the date of payment under this Contract for inspection by the City or by any other governmental entity or agency participating in the funding of this Contract, or any authorized agents thereof; copies of said records to be furnished if requested.

IX. PROPOSAL SUBMISSION

A. General

1. All interested and qualified Proposers are invited to submit a proposal for consideration. Submission of a proposal indicates that the Proposer has read

and understands this entire RFP, including all attachments, exhibits, schedules, and addenda (as applicable), and all concerns regarding this RFP have been satisfied.

2. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc. are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.
3. Proposals must be complete in all respects as required in this section. A proposal may not be considered if it is conditional or incomplete.
4. **Hard copy proposals must be received by no later than 2:00 pm (CST) on December 2, 2024, at City of Bartlett Mayor's Office, 6400 Stage Road, Bartlett, TN 38134.**
5. Proposer agrees to provide City with any additional information it deems necessary to accurately determine ability to perform the services proposed. Furthermore, submission of this proposal constitutes permission by this organization for the City to verify all information contained in the proposal. Failure to comply with any request for additional information may disqualify this organization from further consideration. Such additional information may include evidence of financial ability to perform.

B. Proposal Presentation

1. One (1) original proposal (clearly identified as original) and three (3) copies of the proposal are required.
2. The package containing the original must be sealed and marked with the Proposer's name and **"UTILITY BILLING , RFP #FY2025-11-005" with due date and time indicated.**
3. Proposals must be in ink. Erasures and "white-out" are not permitted. Mistakes may be crossed out, corrections typed adjacent and initialed in ink by the person signing the proposal. Please identify all attachments, literature and samples, etc., with your firm name and our bid number.
4. Proposals must be verified before submission as they cannot be corrected after being opened. The City will not be responsible for errors or omissions on the part of Proposers in making up their proposals. A responsible officer or employee must sign proposals. Tennessee sales tax shall not be included in the Contractor's proposal.

C. Proposal Format

Response to this RFP must be in the form of a proposal package that must be submitted in the following format:

1. Comprehensive Response
 - a. Outline of how Proposer can meet or exceed the minimum requirements
 - b. A detailed description of the approach for accomplishing the services. The proposal must include a back-up plan in case of malfunction.
2. Cost and Fees (*Include the Cost Proposal Sheet in a separate sealed envelope. Exhibit C*)
 - a. Provide exact cost amounts proposed in the appropriate spaces as required in the Scope of Work. Explain any assumptions or constraints in a price proposal to perform the services.
 - b. There shall be no additional charges or fees in the proposal except as designated on the pricing sheet.
3. Additional information
 - a. References - (three required) **Exhibit A** must be submitted with the proposal.
 - b. Public Acts – signed form required, **Exhibit B**
 - c. Current year, signed W-9 form - **use IRS form March 2024 (attachment as posted on website)**

X. PROPOSAL EVALUATION AND AWARD

A. Evaluation Process

1. Initial Review – All proposals will be initially evaluated to determine if they meet the following minimum requirements:
 - a. The proposal must be complete, in the required format, and be in compliance with all the requirements of the RFP.
 - b. Proposers must meet the Minimum Proposer Requirements outlined in Section II of this RFP.
 - c. All proposals submitted in response to this RFP will be evaluated based on the following criteria:
 - Qualifications of personnel.
 - Ability to present a clear understanding of the nature and scope of the project.
 - Project methodology.
 - Previous experience with similar projects.
 - Cost to the City of Bartlett as outlined in the budget estimate.
 - Time frame for completion.

2. Selection will be based on determination of which proposal best meets the needs of the City of Bartlett and the requirements of this RFP and not solely on price.

B. Award of Contract

Proposers are advised that the lowest cost proposal will not necessarily be awarded the contract, as the selection will be based upon qualification criteria as deemed by the City, determined by the overall evaluation and approval by the Mayor and Board of Aldermen.

Contract(s) will be awarded based on a competitive selection of proposals received. The contents of the proposal of the successful Proposer will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award. The City reserves the right to negotiate any portions of the successful Proposer's fees and scope of work or utilize their own resources for such work.

End of RFP Requirements

XI. EXHIBITS

Exhibit A

REFERENCES

References for three similar-sized and type of Utility Billings, performed in the last 12 months:

1. Reference Name: _____

Contact Name: _____

Email: _____

Address: _____

Telephone: _____

2. Reference Name: _____

Contact Name: _____

Address: _____

Telephone: _____

3. Reference Name: _____

Contact Name: _____

Address: _____

Telephone: _____

Note: This Qualifications & References sheet must be included with the proposal.

Attachment: SB FY2025-11-005 Utility Printing (3720 : Utility Billing Print Services)

Exhibit B

IRAN DIVESTMENT ACT

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

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

Print Name _____

Signed _____

Title _____

Subscribed and sworn before me this ____ day of _____, 20____.

Signed _____ Print Name _____

Title _____

My commission expires: _____, 20____.

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

Attachment: SB FY2025-11-005 Utility Printing (3720 : Utility Billing Print Services)

EXHIBIT C

COST PROPOSAL SHEET

(One original, clearly marked, and three copies)

Must be in a separate sealed envelope, and included with the original proposal.

This Cost Proposal must specifically record below the exact cost amount(s) proposed in the appropriate space(s) as required herein. Said cost proposed must incorporate all costs for the proposed scope of services for the total contract period.

The Cost Proposal shall record only the cost proposed as required. It shall not record any text that could be construed as a qualification of the cost proposed. If the Proposer fails to specify the Cost Proposal as required, the City shall determine the proposal to be nonresponsive and reject it.

The Proposer must sign and date the Cost Proposal.

The Proposer shall indicate below the offered price for providing all services proposed including all services as defined in the contract Scope of Services of this RFP.

UTILITY BILL PRINTING AND DISTRIBUTION

Section I – Initial Bill Design and Development

Initial bill design and programming to mirror the design

Submitted by the city

Start- up costs

Total

\$ _____
\$ _____
\$ _____

Section II – Hourly Services

Programming – set for mail services

Programming – set for electronic services

Changes to bill design – custom programming

Training of City staff

\$ _____ per hour
\$ _____ per hour
\$ _____ per hour
\$ _____ per hour

Proposer's Initials

Page 2 – Cost Proposal Sheet

Section V – Insert and Print Services

ITEM #	DESCRIPTION	EST. MONTHLY QUANTITY	UNIT PRICE	TOTAL
1	Bill Printed & Distributed, Unit price per statement	20,400*		
2a	Charge for additional bill inserts, single sided	20,400*		
2b	Charge for additional bill inserts, two sided	20,400*		
3	Charge for combined bills, unit price	-----		
4	Postage fees, unit price	-----		
5	#9 Envelope pricing, unit price per thousand	-----		
6	#10 Envelope pricing, unit price per thousand	-----		
7	Inserts provided by third-party, insertion only	-----		

*Quantities are subject to change monthly

The proposer agrees that this bid shall be good and may not be withdrawn for a period of 60 days after the scheduled closing time for receiving bids.

Respectfully submitted:

NAME OF FIRM

Email

Authorized Representative
(Typed or Printed)

Phone Number

Authorized Representative Signature
(Required)

Date

Attachment: SB FY2025-11-005 Utility Printing (3720 : Utility Billing Print Services)

QUESTIONS AND ANSWERS

Previous replies to proposed questions

1. Why is the City looking to change from the most current vendor? The City's current contract with vendor expired on June 30, 2024. This RFP will award printing/postage services for utility billing based on defined contract term.
2. How are the records provided? The data will be in a flat file, XML (not PDF).
3. Is the Proposer required to design the billing statement? No, the majority of the design work will be done by the City, but the Proposer will be able to make minor changes.
4. Will the Proposer have to store the information? No, data is stored on the city's computers and cloud services.
5. Is there a return envelope? Yes, a #9 envelope; the address will be printed in black ink. The City plans on using a lockbox service offered by current banking institution.
6. What about the outer envelope? Color? The outer envelope will be a #10 window with the City logo and address in black ink.
7. What about the billing statement printing? The billing statement will be a single sheet, 8-1/2 x 11, printed on one side, four-color, with perforation on the bottom third for the return payment.
8. Are all of the billing statements in the Bartlett area only? Most of the billing statements are local to Bartlett, about 95%, with the remaining 5% out of town.
9. Are there multiple pages? Multiple mailings to the same account? The billing statement is a single sheet, no additional pages. There are approximately 30 to 50 accounts that have multiple mailings, and these may be combined, this is a line item on the pricing sheet.
10. Are there additional mailings for past due accounts? No, at this time Bartlett does not mail out additional notices for past due accounts.
11. What about the electronic billing services? The City utilizes billing software to send electronic utility bills to customers who sign up for this service.
12. Can you be more specific on the inserts? The selected Proposer will be responsible for printing the full page, four color insert. The custom insert will be mailed to all accounts (no separation for commercial and residential billing). Also, the pricing sheet has been revised to price both the single sided insert and the two-sided insert.
13. Will the quantity remain the same? No, the quantities are subject to change (increase) due to water service customers. There may be a decrease in quantities as on-line billing (paperless) becomes more accepted by customers. The initial start-up will be approximately 20,400.

END OF QUESTIONS/ANSWERS

doxim[®]CCM

PROPOSAL FOR THE City of Bartlett

Utility Billing Finance RFP # FY2025-11-005

Date

December 02, 2024 | 4:00 P.M.



Attachment: SB FY2025-11-005 Doxim Submission (3720 : Utility Billing Print Services)

Point of Contact:

Josh Ciccía | Account Executive
(519) 820-5046

josh.ciccía@doxim.com

Executive Sponsor:

Mitch Anderson | Regional VP – Utilities
(205) 370-5637

mitch.anderson@doxim.com

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COVER LETTER

December 02, 2024

CITY OF BARTLETT
Dick Phebus
Director of Finance
UTILITY BILLING – Finance Dept.

Re: Doxim Proposal for Utility Billing Finance RFP # FY2025-11-005

Dear Evaluation Team,

Thank you for the time that will be invested in evaluating Doxim's proposal in response to your *Utility Bill Printing and Mailing RFP No. 24-013*. Doxim values our long-time partnership with the City of Bartlett ("the City"), and we look forward to our continued collaboration. Doxim has continuously met the critical requirements highlighted in your RFP since the start of our relationship offering the stability, security, scale, and client-first service philosophy to best ensure your success.

While our two organizations have worked together for several years, this is an ideal opportunity to re-introduce ourselves to the City, as Doxim remains on a journey of growth and innovation. Doxim provides best-in-class omni-channel customer communication, ebilling and payment solutions, along with proprietary self-service tools that have been successfully deployed and in production for over 24 years. Doxim's platform includes redundant print, insertion, and mailing capabilities throughout North America. By continuing this storied partnership with Doxim, the City will be well positioned to strategically deliver the communication needs of your valued customers. Please note the various components of this value proposition listed below:

- Trusted and dedicated support team with historical familiarity, that understands the unique demands of the City. Our team stands ready to engage with the City to promote continuous improvement and overall strengthening of the partnership.
- Eight (8) state-of-the-art print/mail facilities and Tier-3 data centers across the US offering reliability and scale to ensure no delays in delivering the City's communications.
- Advancements in technology that reduce processing times and provides the City with more flexibility to personalize bills that exceed customer expectations.

In today's environment, utilities are driving initiatives to better customer engagement, reduce costs and accelerate time to revenue. Doxim has spent nearly two decades building a reputation of excellence serving the metered services industry offering an extended range of Customer Communications Management (CCM) products and solutions that address the entire scope and complexity of the utility customer journey.

We look forward to an opportunity to demonstrate the power of our offering, further answer any questions, and provide additional details about our solution so that we can orchestrate our experience and preparedness to deliver a world-class solution for the City.

Sincerely,

Josh Ciccio

EXECUTIVE SUMMARY

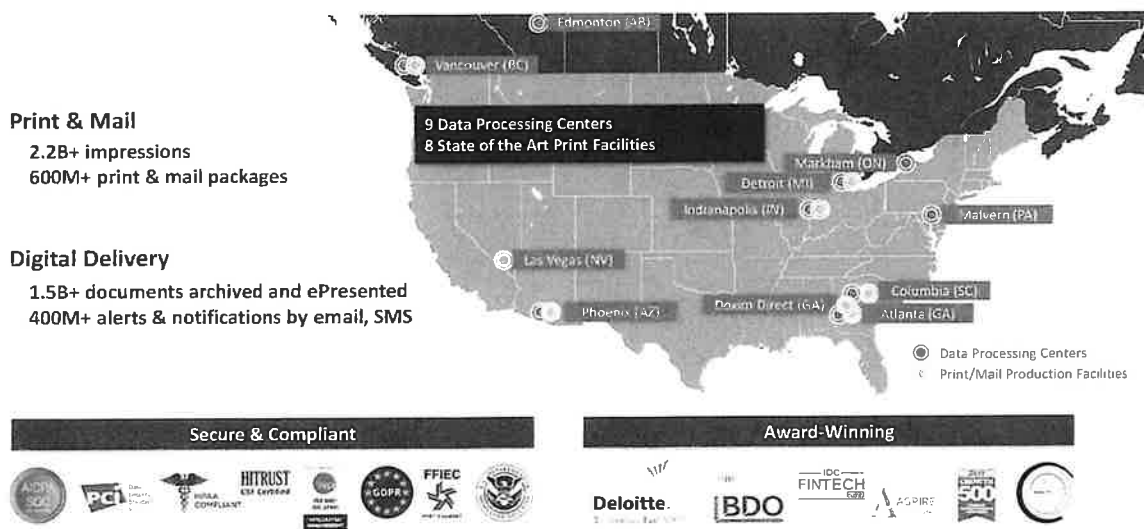
As you embark on the journey to select a best-in-class CCM partner, we are truly excited to present the Doxim CCM solution and to begin a long-standing strategic partnership with your team. This solution is an accurate representation of the scope of work we provide for utilities across the country. Doxim CCM creates a single source print and digital distribution network for customer facing communications that incorporates (see Figure 1):

- Print distribution across North America
 - Over 2.2B+ images annually
 - Over 600M+ pieces of mail annually

Figure 1. Doxim's Footprint

Enterprise-Scale, Coast-to-Coast Operations

doxim



For over 24 years, Doxim has been assisting utilities in improving communications while maximizing customer engagement. Working closely with our roster of over 280 utility clients, we understand their needs, develop, and evolve our solutions to fit these objectives perfectly as our clients continue to grow.

Figure 2. Doxim's Utility Experience

Proudly Serving 280+ US Utilities

doxim



We are proud to be recognized as the nationally known provider of print and mail solutions for utilities, offering one of the largest production footprints with *eight (8) state-of-the-art facilities in the US*, ensuring continuous error-free printing during production. Our printing capabilities include black and white printing, highlight printing, full-color printing, letter and legal-size printing, OCR printing, barcode printing, MICR check printing, and laser printer quality or better. We are confident in our ability to meet and exceed the City's printing and mailing requirements as outlined in the RFP - offering the stability and scale our clients have come to expect.

Purpose-Built Solutions

Leveraging the deep industry insights gained from our long-term client partnerships, we have designed purpose-built solutions to uniquely address the needs of all your stakeholders.

Today, Doxim CCM in conjunction with our print/mail offering, provides a suite of integrated SaaS technology solutions to manage essential touchpoints across the customer journey. The platform and our solutions are designed to shield you from the complexity of data management, composition and delivery, while providing business

users with self-serve control over essential activities that bring value to your utility each day.

Key Values and Benefits

Our Doxim CCM platform has the capabilities to address your critical requirements and will deliver many benefits to your organization, including:

- *Streamlined operations:* Automated end-to-end processes from receipt of source data; to custom data parsing, auditing, validation, and reconciliation; to custom document composition (bills, notices, letters, inserts and other documents) and the creation of output for print and digital delivery. All this occurs within Doxim's robust, resilient, and scalable network of eight (8) state-of-the-art print/mail facilities and Tier-3 data centers across the US.
- *Flexibility and customization:* Doxim CCM Client Portal will give the City's stakeholders self-serve control to manage document customization, customer messaging and management, while driving the creation and delivery of relevant, timely and compelling documents to the customer's mailbox.
- *Bill Design:* Doxim partners with utility clients to guide the bill design, or redesign process. As the most frequent form of communication with your customers, your bill design should promote a consistent company image, communicate concise information, and maximize each communication touchpoint. We take a consultative approach with impeccable attention to detail and provide each client with a positive experience.
- *eBill Presentment and Payments:* We recognize the focus of this RFP is for print and mail services but wanted to mention Doxim provides the opportunity to consolidate vendors through offering the industry's most comprehensive multichannel billing and payments platform, delivering an end-to-end customer engagement solution from enrollment through reconciliation.
- *Responsiveness and accountability:* Doxim's highly responsive account management team partners with your organization on all levels, from daily operational support through to executive sponsors, to ensure a true partnership that fulfills your operational and strategic goals.

- *Future-facing capabilities:* Doxim invests heavily in the ongoing evolution of our offerings to provide leading-edge capabilities and enable our clients to remain on the cusp of customer, regulatory, and market needs.
 - *Proven security and compliance:* Doxim processes are built for security and compliance, making it easy to keep pace with regulatory changes. Our technology, best practices, and infrastructure are audited and verified by third parties. We have a verified cyber security posture, provide visibility and transparency to clients, enable real-time updates and alerts to clients, align with and exceed required industry standards, and are top ranked across all regulatory and security criteria.
 - Our solutions are housed in state-of-the art, highly secure data centers with built-in redundancy and high availability.
 - Our print locations have rigorous on-site security in compliance with Facility Security Clearance (FCL) guidelines.
 - Ongoing investments in our Governance, Risk and Compliance (GRC) enable us to track compliance and provide security awareness training for our employees.
 - Based on location, we conduct SOC2 audits each year, maintain PCI certification, and HIPAA compliancy as well as robust disaster recovery and business continuity measures to ensure the unfailing delivery of your mission-critical print communications.

Partnering for Success

We believe our print/mail experience and expertise offering, complete with consulting, situate us as a long-term partner that can propel the growth and the customized communications for the City.

We are committed to partnering with you for the long-term, providing industry-leading solutions to help you fulfill an omni-channel communications strategy that increases customer loyalty and maximizes customer engagement.

We are available to answer any questions you may have, and look forward to the opportunity to introduce you to the Doxim team as you move through the next steps in your evaluation process.

COMPREHENSIVE RESPONSE

a. *Outline of how Proposer can meet or exceed the minimum requirements*

1. Have at least five (5) years previous experience (minimum) and be in the regular business of printing and distributing utility billing.

We have over 24+ years of experience in helping utilities throughout the country to improve customer communications and maximize customer engagement. Our expertise includes the regular business of printing and distributing utility billing documents, ensuring the highest level of quality, accuracy, and security in the industry.

2. Have sufficient, competent and skilled staff to perform the Services as required.

Yes, we have sufficient, competent, and skilled staff to perform the services as required. We ensure that our consultants' level and skills match the execution of the implementation. Additionally, we are staffed to the production cycles of our clients, with the necessary resources of both equipment and people, alongside extensive experience to fulfill the requirements of your contract.

3. Provide all necessary equipment, materials, supplies and tools to provide the Services.

Our CCM solution will be deployed to support your requirements. This solution will include:

- Doxim CCM client portal to provide your team with self-serve tools to manage document onsets and production reporting.
- Doxim's data processing and document generation environment leverages industry-leading and purpose-built proprietary technologies to ensure reliable and scalable processing of your customer communications.
- Doxim's production capabilities that feature full-color, roll-fed, inkjet,

variable print coupled with static and selective insertion capabilities. Additional production capabilities include cut sheet, toner and MICR production as well as specialty finishing capabilities as seen in the production of coupon books.

4. Have all necessary, applicable business and professional licenses. The City may require any or all Proposers to submit evidence of proper licensure.

We are a private company, incorporated and registered to do business in all States.

5. Have at least three (3) business or municipal references for printing similar to the size and scope of this request. "See Exhibit A".

Please refer to the Section "Additional Information" for references.

6. Financial statements and banking information with three (3) years of audit information.

As a private company, we do not provide our financial reports at this stage. If awarded, we will provide you with a copy of our latest financial reports. Please see below for a signed letter from our Chief Financial Officer that showcases our financial strength.



April 2024

To Whom it may concern,

This letter provides information on the well-being of Doxim Inc. ("Doxim"), an organization founded in 2000 and existing under the laws of Delaware, USA.

Doxim is the customer communications management and engagement technology leader serving financial and regulated markets, providing omnichannel document solutions and transforming experiences to strengthen engagement throughout the entire lifecycle. The Doxim Platform helps clients communicate reliably and effectively, improve cross-sell, and upsell opportunities, and drive increased loyalty and wallet share through personalized communications. The platform addresses key digitization, operational efficiency, and customer experience challenges through our suite of plug-and-play, integrated, software and technology solutions.

Doxim's strong financial foundation, highly experienced leadership team, as well as quality products and services enable us to maintain our position as market leader in the markets we serve. We are a private company with strong backing from GI Partners, a private equity firm that raised \$20B in capital. We are proud of our:

- Annual revenue more than \$230M for FY2023 including acquisitions.
- Doxim maintains its leadership position with noteworthy CCM analysts including Aspire, Celent, IDC, and Quadrant, alongside prestigious achievements including WealthTech 100 and IDC Fintech 100 rankings.
- Over 2,000 clients located across North America, EMEA and APAC.
- 95-97% client retention.

We have grown via acquisition and are proud to have:

- Predictable income derived from a recurring revenue model supported by long-term contracts.
- Strong visibility into future revenue and profitability.
- Healthy gross margins across revenue streams.
- Dependable cash flow and a strong balance sheet.
- An active investor in GI Partners, and a great relationship with our banking syndicate.

Should you have any questions about our company, please do not hesitate to reach out to me.

Yours Sincerely,

DocuSigned by:

97FAE4E80FDC4AF
Andrew Kokoska

Chief Financial Officer

Email: andrew.kokoska@doxim.com

Washington, D.C. | 220 Spring Street
Suite 550, Herndon, VA 20170
Tel: 866.994.4900

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866.475.9876

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Toronto | 1380 Rodick Road
Suite 102, Markham, ON L3R 4G5
Tel: 905.475.9876

Attachment: SB FY2025-11-005 Doxim Submission (3720 : Utility Billing Print Services)

7. Provide a contingency or disaster recovery plan

Doxim maintains an extensive, resilient, and scalable network of state-of-the-art print & mail facilities across the country, strategically located near key markets for optimized delivery and cost efficiencies. Across our resilient network of operations, common equipment, processes, technology, and staff training ensure consistent service and timely job completion – for stringent adherence to SLAs. Jobs can be moved seamlessly between sites to enable 'load leveling' at peak times or to provide business continuity in response to a business interruption (e.g., power outage, natural disaster, etc.). This ensures that there is no additional cost to the City for maintaining service continuity.

Our disaster recovery plan includes the following steps:

Step 1: Business Units and Critical Departments

- Business critical IT services are identified in the continuity plan to be restored in a 24-48-hour window. Other non-essential services will follow within one week. The continuity plan designates the critical and non-critical functions by business unit.
- Identify person or department that triggered Disaster Recovery escalation.
- Mobilize business unit recovery team and associated departments, including operations, purchasing, IT, warehouse, inventory, and human resources.

Step 2: Business Unit Responsibility

- A recovery team is identified to manage the continuity plan. The recovery team will work with each department director or assigned leader to execute the continuity plan. Business units will sign off for functionality as each service is restored.
- Establish and manage vital services.

Step 3: Vendor Notification

- The recovery team will notify the vendors participating in our continuity plan. Our continuity plan, contact list, and data are stored at AWS, a secure offsite location. These items are all accessible via our recovery site once a disaster is declared.

- External contacts include local police and fire agencies, electricity and gas distribution, insurance, and our telecommunications/conference line bridge carrier.

Step 4: Meeting Location

- The designated meeting location will be declared and communicated by the business recovery team. The location is determined by the scale of the disaster situation.

Step 5: Customer Notification

- The business units will contact the account management team and client representatives with notification that we are in recovery mode. Clients and customers will be provided with updates as steps are completed in the recovery plan and information becomes available.
- Creation of customer communication documentation.
- Estimate of time needed to return to normal operations.

Step 6: IT Recovery at Disaster Location

- Our continuity plan is organized so that our IT staff can travel to the appropriate recovery location and restore the network as applicable.
- Designate IT recovery as warm or hot.
- Maintain server environment to recreate production.

Data Centers

Doxim maintains a robust disaster recovery program at all data centers in accordance with client SLA's and requirements. Data centers maintain replication capabilities to the designated disaster recovery (DR) sites with the required recovery time objective (RTO), and a recovery point objective (RPO).

Doxim's production servers are entirely virtualized and have multiple redundancies inside the data centers (N+1) that are "real-time". This ensures that systems are highly available and protect against common hardware failures.

8. Provide data back-up and/or offsite (out of area) back-up.

Client data is critical to the ongoing operation of Doxim's business and must be backed up on a regular basis. Our IT protocols include a policy and procedures pertaining to data backup and storage. This policy specifies the backup data and recovery in the event of accidental or intentional corruption, loss, or destruction of the data to implement procedures to create and maintain copies of data and components necessary for recovery activities. Offsite storage will facilitate data critical to the ongoing operation of our business in the event of a physical disaster at the original site. Client production data within the primary production site is replicated in the SAN in real-time with SAN replication to a secondary site through a daily snapshot. On a daily basis, file level incremental backups are conducted with a full back up completed monthly. Data is retained on the backup system for no more than 60 days and no less than 30 days. A copy of all data stored on the backup system is rotated offsite on a monthly basis.

9. State storage capability.

Our storage capability includes the following:

- Production raw data is stored for 30 days, and production output files are stored up to 90 days.
- Client production data within the primary production site is replicated in the SAN in real-time with SAN replication to a secondary site through a daily snapshot. On a daily basis, file level incremental backups are conducted with a full backup completed monthly. Data is retained on the backup system for no more than 60 days and no less than 30 days. A copy of all data stored on the backup system is rotated offsite on a monthly basis.
- For Hosted Services, Doxim will be responsible for deletion in the archive within 60 days of Customer's deletion, unless legal requirements require a longer period.

- Corporate data retention period will be a maximum of 7 years or as per legal requirements.

10. Be an equal employment opportunity employer and abide by Title VI guidelines.

Compliant. We are an equal opportunity employer and make employment decisions without regard to race, gender, disability, or protected veteran status.

11. Provide proof of the minimum insurance requirements (**MANDATORY**, please review closely).

Please refer to the attached COI under SECTION "APPENDIX - A"

12. An Award Letter and purchase order will be issued to the successful vendor.

Noted

13. Provide a single point of contact within the service provider's firm.

Josh Ciccio | Account Executive

(519) 820-5046

josh.ciccio@doxim.com

14. Prompt payment discount shall be considered as a cost factor in this bid. Invoices shall be mailed to Finance – Accounts Payable and shall be paid thirty (30) days after receipt of correct invoices

Noted

- b. A detailed description of the approach for accomplishing the services. The proposal must include a back-up plan in case of malfunction.

As the only national data processing, bill printing, mailing, and E-presentment

outsourced provider to solely focus on the unique nuances of utility billing, Doxim will continue to offer the City of Bartlett an approach that will allow you to get more features and billing options than anyone else in our industry. Our experience with large utilities will provide you with the technology and processes to satisfy your diverse customer base. Doxim has made a commitment to develop our software applications and business solutions to service the specific needs of billing for metered services. We will continue to deliver an improved system to highlight the presentation of customer information, improve your current level of service, and provide flexible billing solutions to support new services that today's utility customers desire and expect.

OUR SOLUTIONS

Utility Bill Print Processing

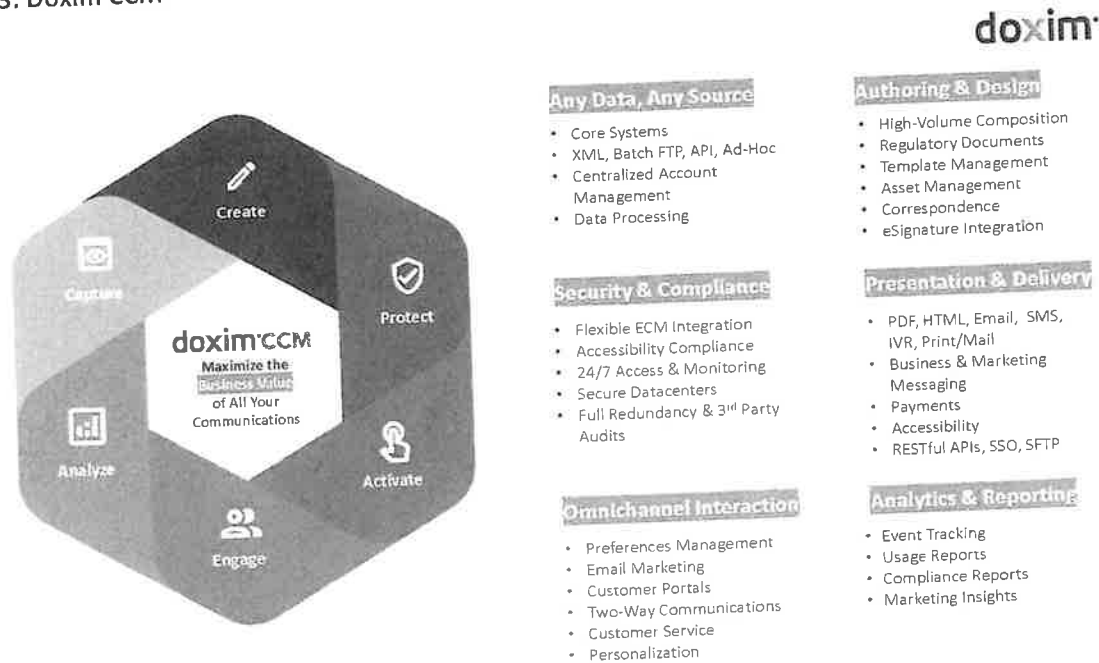
Doxim is a premier CCM provider focused on the complete customer billing lifecycle for utility providers – from bill design, data processing, production, and delivery through to payment processing. Doxim's infrastructure, capabilities, capacity, and personnel provide our clients with an opportunity to outsource all aspects of bill printing, mailing, e-presentment, including bill production, print suppression, letter management, targeted messaging, bill capturing, reporting, hosted client-branded biller web platforms, secure PDF delivery through multiple channels, bill summarizing and cost-reduction services. We can provide these benefits by focusing our business exclusively on the utility sector and tailoring our processes to specific standards.

Given the critical nature of utility billing, Doxim CCM was created for the purpose of billing for metered services, and this platform provides our clients with latest approach for data reception, data parsing, document composition, bill production, selective inserting, archiving, and channel delivery. High-level functionality includes:

- Data reception and mapping
- Document composition and management
- Postal processing services including CASS and DPV
- Online proofing

- Full-color print production
- Intelligent inserting
- Archiving/PDF services
- Multi-channel bill delivery
- Reporting statistics

Figure 3. Doxim CCM



Doxim CCM Client Portal

The cloud based Doxim CCM Client Portal allows clients to effectively manage customer engagement and multi-channel communications. The Doxim CCM self-service tools provide control and visibility to multi-channel document delivery, comprehensive tracking of file processing in both production and test environments, quality assurance, archival, content management, preference management, and analytics. Its base functionality provides a suite of configurable modules that empower users to self-manage customer messaging without IT engagement and includes easy to use features that benefit the utility and your customers:

- *Production Reporting:* Provides information on the production process, from data receipt to delivery.
- *Bill Review:* An online diverted bill technology that can create a daily library of bills that are captured based on business rules. This solution functions as an auditing and testing tool and can reduce “bad” bills from being delivered, including change management, testing, and holding bills until further notice.
- *Bill Archive:* A technology that allows clients, including call center agents, to search for specific, stored bills (PDFs), and then print, save, or email bills to customers in real time. Through this tool Doxim can create a web-call transfer to deliver PDF images within CIS screens.
- *Inserts, Onserts and Message Management:* An inserts and on-bill message campaign and letter management tool that helps to efficiently deliver specific messages and letters to target audiences and within a specified segment.

File Management

Doxim knows that printing and mailing of utility bills and other customer documents requires more data transfer controls than typical mailing. We complete a process of matching billing totals and statement counts to your file. Our web-enabled automated billing system ensures accurate receipt of your data file. If the file is not received or data is out of balance, an automated email is sent to the appropriate personnel to alert of a possible problem. Doxim’s systems run 24/7/365 and include built-in redundancy to accommodate downtime and maintenance periods.

Data Processing

Once a file is received, processed, validated, and balanced, our software assigns a unique tracking identifier for visibility and security purposes. Once processed, PDF confirmation samples are available for review, prior to printing.

Doxim offers advanced data processing. Your data will be imported into a database for further processing and data is merged with electronic forms for printing. Doxim provides the ability to validate data against pre-defined limits or lookup tables, and we will notify clients of any errors.

Within the Doxim Client Portal, our billing QA tool will allow authorized client personnel to review pulled bills prior to mailing. Via the file tracking tool, processing counts, bill samples, and process completion email confirmations are available for each data file transmitted.

More than the Bill: Inserts, Onserts and Message Management

Doxim can print and add inserts, including from third-party printers to our client's billing packages as needed. Our production processes utilize 2D barcode symbology and camera-verification technology which provides the highest level of accuracy for insertion and additional page count validation.

In client engagements where Doxim receives billing data and composes the bill, we can provide additional value-add services. Understanding that traditional inserts may be costly, unwieldy to manage and may be ignored in the envelope by customers, Doxim's Client Portal provides self-serve management tools for our clients to manage bill onserts (additional marketing communications produced on the fly and inserted as an additional page to the bill) and on-bill messaging. Customers can be segmented and targeted based on dynamic criteria, such as rate class, and the system will create a message library that is unique to the client. Multiple messaging locations and fields can be created at the account level and/or the marketing level to send messages that will reach specific and/or broad audiences.

Resilient Network of Print & Mail Facilities

Doxim maintains an extensive, resilient, and scalable network of state-of-the-art Print & Mail facilities across North America, strategically located near key markets for optimized delivery and cost efficiencies. Our data centers, complete with N+1 redundancy, enable clients to maintain business continuity by shifting communication execution and delivery to an alternate location in the event of business interruption. Across our network of operations, common equipment, processes, technology, and staff training ensure consistent service and timely job completion - for stringent adherence to SLAs. Jobs can be moved seamlessly between sites to enable "load leveling" at peak times or to provide business continuity in response to a business

interruption (e.g., power outage, natural disaster, etc.). In addition, the Mail Anywhere USPS program allows mail to be inducted at any site.

Print Production

Doxim is proud to be a national provider of print and mail solutions for utilities. We print accurately and ensure continuous error-free printing during production and manage a network of eight (8) facilities across the US, to support client work. We offer the latest full-color imaging technology available on the market today, as we can easily print all required graphics and text to transform our client's data into specific communication vehicles, including statements, notices, letters, postcards, inserts, buckslips, newsletters, home energy reports, etc. Our full-color technology provides complete variability which will allow individual bill formats, including perforations and graphics, to be based on customer attributes such as commercial bills, residential bills, etc. Our printing capabilities include black and white printing, highlight printing and full-color printing, minimum 300 DPI, letter and legal-size printing, variable perforations, OCR printing, barcode printing, MICR check printing, at laser printer quality or better.

Intelligent Inserting

Doxim manages a network of intelligent inserting technologies that are capable of inserting mail pieces at a rate of 12,000/hour. Our document folding and inserting technology includes continuous integrity checks and error detection capabilities. The technologies notify the operator of any bills that are missing, any blank envelopes, and/or any "double stuffs." On the rare occurrence that a piece of mail is damaged during the production process, our technology has functionality to re-process each piece and place it back into the print stream. This ensures that quality and postage reductions are never compromised. Doxim maintains the latest selective inserting technology. At the inserting stage, sequence numbers are captured via our camera verification technology to ensure each expected bill package within a batch - including householded bills - is produced.

Production Quality Control

To help us achieve 100% client satisfaction, Doxim operates within a defined Quality Control Plan. At the document composition level, auditing and balancing thresholds are in place to ensure data validity, and additional checkpoints are in place at the manufacturing level to ensure printing and selective inserting quality, as bills can be randomly sampled for Quality Assurance validation. Our camera-verification technology, which captures specific sequence numbers for reconciliation, is a critical checkpoint for selective inserting quality acceptance, and we have created a client-specific printing template that measures specific layout and data mapping elements of your bills and notices. This template will also validate paper requirements, print quality, OCR/remittance (lockbox) placement, etc.

In addition, metrics are in place to quantify and measure the system, including:

- On-time delivery percentage
- Number of corrective or preventative actions
- Number of customer complaints
- Waste management

Address Hygiene Services

We are a USPS-designated full-service mailer. As such, we validate and update your mailing lists to ensure delivery accuracy while preparing mail to USPS's exacting requirements to maximize postage discounts for our clients.

- *Address standardization:* We can ensure our clients' mailing addresses conform to required USPS address standardized formats to ensure the lowest possible mailing rates via Coding Accuracy Standard (CASS) and Delivery Point Validation (DPV).
- *Forward mail:* Doxim leverages the USPS Mail Forward service for piece-by-piece mail forwarding in accordance with temporary and permanent Change of Address (COA) orders.
- *NCOA validation:* Doxim leverages the National Change of Address (NCOA) database to ensure mail pieces are USPS Move Update compliant and eliminate waste and cost caused by outdated addresses.

Postal Disposition / Mail Entry Services

Doxim offers unrivaled USPS mail entry services to ensure the lowest possible postage rates. All full-service mailings are pre-sorted in development and trayed / palletized according to USPS specifications. In addition, Doxim qualifies for regular pick up and Seamless Acceptance by USPS due to our large scale and adherence to USPS mail preparation specifications, ensuring that our client's bill packages are ingested into the mail stream without delay.

COST AND FEES

- a. Provide exact cost amounts proposed in the appropriate spaces as required in the Scope of Work. Explain any assumptions or constraints in a price proposal to perform the services.
- b. There shall be no additional charges or fees in the proposal except as designated on the pricing sheet.

Noted.

ADDITIONAL INFORMATION

a. EXHIBIT A - References - (three required) *Exhibit A* must be submitted with the proposal.

References for three similar-sized and type of Utility Billings, performed in the last 12 months:

Reference # 1

Reference Name	Dekalb County, GA
Contact Name:	Monifa Yarborough
Email:	mdyarborough@dekalbcountyga.gov
Address:	774 Jordan Lane, Suite 200, Decatur, GA 30033
Telephone:	404-687-3981

Reference # 2

Reference Name	Metro Water
Contact Name:	Shannon Frye
Email:	shannon.frye@nashville.gov
Address:	1700 3rd Ave N, Nashville, TN 37208
Telephone:	615-862-4696

Reference # 3

Reference Name	City of Albemarle
Contact Name:	Jay Voyles
Email:	jvoyles@ci.albemarle.nc.us
Address:	144 N 2nd St, Albemarle, NC 28001
Telephone:	704-984-9416

UTILITY BILLING – Finance Dept.
RFP: FY2025-11-005
Due Date: December 2, 2024

Exhibit B

IRAN DIVESTMENT ACT

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

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

Print Name Mitch Anderson

Signed 

Title Regional Vice President

Subscribed and sworn before me this 22 day of November, 2024.

Signed  Print Name Bonnie Curry

Title Sales Executive

My commission expires: November 10, 2026.



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

Attachment: SB FY2025-11-005 Doxim Submission (3720 : Utility Billing Print Services)

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) PINNACLE DATA SYSTEMS LLC	
2 Business name/disregarded entity name, if different from above.	
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) C Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) 5 Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. ☐	
5 Address (number, street, and apt. or suite no.). See instructions. 25 Crestridge Dr Ste 200	
6 City, state, and ZIP code Suwanee, GA 30024-7267	
7 List account number(s) here (optional)	
Requester's name and address (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
or									
Employer identification number									

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of
U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

DISCLAIMER

All information provided herein, unless otherwise indicated, is of a confidential nature and is being delivered to the City of Bartlett ("Client") on the express understanding that it will be used by Client for the sole purpose of evaluating a proposed business transaction. By accepting receipt of this document, Client agrees that it will keep confidential all information contained herein or made available to Client in connection with the proposed business transaction.

The information provided herein by Doxim is based on specific information contained in the Client's RFP # FY2025-11-005 (the "RFP"). Should any such information provided by Client in the RFP prove to be inaccurate or incomplete, Doxim reserves the right to modify the information and/or responses contained herein. Doxim shall not be liable to Client for any responses, assumptions or information contained in this document, which are based on inaccurate or incomplete information provided in the RFP.

Notwithstanding anything in the RFP or Doxim's response thereto, the information and/or responses contained herein shall not and do not create any obligation on Doxim and are not intended to create legally binding obligations relating to the proposed transaction or the services contemplated herein.

APPENDIX- A

CERTIFICATE OF INSURANCE

Attachment: SB FY2025-11-005 Doxim Submission (3720 : Utility Billing Print Services)



CERTIFICATE OF LIABILITY INSURANCE

6/30/2025

DATE (MM/DD/YYYY)

8/30/2024

7.1.b

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

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

PRODUCER Lockton Insurance Brokers, LLC
CA License #OF15767
Three Embarcadero Center, Suite 600
San Francisco CA 94111

CONTACT
NAME:
PHONE
(A/C, No, Ext):
E-MAIL
ADDRESS:

FAX
(A/C, No):

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Federal Insurance Company

20281

INSURER B: Chubb Indemnity Insurance Company

12777

INSURER C: HDI Global Specialty SE

40041

INSURER D:

INSURER E:

INSURER F:

INSURED
1508883 Pinnacle Data Systems, L.L.C.
25 Crestridge Dr.
Suwanee GA 30024

COVERAGES**CERTIFICATE NUMBER:** 18504129**REVISION NUMBER:** XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Cont. Liab Incl. GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	N	N	3603-15-09	8/30/2024	8/30/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 50,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☒ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	N	N	(24) 7359-95-95	8/30/2024	8/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX Comp./Coll Ded \$ 1,000
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$	N	N	7819-63-38	8/30/2024	8/30/2025	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 \$ XXXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A	(25) 7183-89-77	8/30/2024	8/30/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C A	Prof Liab./E&O/Cyber Crime	N	N	FRL-H-P-CT-00010394-01 8264-3468	8/30/2024 6/30/2024	8/30/2025 6/30/2025	\$5M per clm & agg See attachment

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

CERTIFICATE HOLDER**CANCELLATION** See Attachments

18504129

Evidence of Coverage

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

AUTHORIZED REPRESENTATIVE

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Crime Addendum

Carrier: Federal Insurance Company

Crime Policy: 8264-3468

Crime – Employee Theft Limit - \$2,000,000 per occurrence

Crime – Computer Fraud and Forgery Limit - \$2,000,000 per occurrence

Crime – Client Coverage - Limit - \$2,000,000 per occurrence

NAMED INSURED LIST

1. Doxim Inc.
2. Allison Payment Systems, LLC
3. Doxim IDS, LLC
4. Doxim Utilitec, LLC
5. Doxim Canada Holdings Inc
6. Doxim Striata LLC
7. Pinnacle Data Systems, LLC
8. Laser Print Plus WY, LLC
9. Level One, LLC
10. Direct Technologies Inc.
11. Doxim Solutions ULC
12. Doxim Striata Limited
13. Doxim Striata Proprietary Limited

UTILITY BILLING – Finance Dept.

RFP: FY2025-11-005

Due Date: December 2, 2024

EXHIBIT C

COST PROPOSAL SHEET

(One original, clearly marked, and three copies)

Must be in a separate sealed envelope, and included with the original proposal.

This Cost Proposal must specifically record below the exact cost amount(s) proposed in the appropriate space(s) as required herein. Said cost proposed must incorporate all costs for the proposed scope of services for the total contract period.

The Cost Proposal shall record only the cost proposed as required. It shall not record any text that could be construed as a qualification of the cost proposed. If the Proposer fails to specify the Cost Proposal as required, the City shall determine the proposal to be nonresponsive and reject it.

The Proposer must sign and date the Cost Proposal.

The Proposer shall indicate below the offered price for providing all services proposed including all services as defined in the contract Scope of Services of this RFP.

UTILITY BILL PRINTING AND DISTRIBUTION

Section I – Initial Bill Design and Development

Initial bill design and programming to mirror the design

Submitted by the city

\$ N/A

Start- up costs

\$ N/A

Total

\$ N/A

Section II – Hourly Services

Programming – set for mail services

\$ 250.00 per hour

Programming – set for electronic services

\$ 250.00 per hour

Changes to bill design – custom programming

\$ 250.00 per hour

Training of City staff

\$ Included per hour

Initial
M.A.

Proposer's Initials

Attachment: Cost Proposal Doxim FY2025-11-005 (3720 : Utility Billing Print Services)

UTILITY BILLING – Finance Dept.

RFP: FY2025-11-005

Due Date: December 2, 2024

Page 2 – Cost Proposal Sheet

Section V – Insert and Print Services

ITEM #	DESCRIPTION	EST. MONTHLY QUANTITY	UNIT PRICE	TOTAL
1	Bill Printed & Distributed, Unit price per statement	20,400*	\$0.07300	\$1,489.20
2a	Charge for additional bill inserts, single sided	20,400*	Quoted at time of request	
2b	Charge for additional bill inserts, two sided	20,400*	Quoted at time of request	
3	Charge for combined bills, unit price	-----	\$0.05402	
4	Postage fees, unit price	-----		
5	#9 Envelope pricing, unit price per thousand	-----	\$23.43	
6	#10 Envelope pricing, unit price per thousand	-----	\$33.95	
7	Inserts provided by third-party, insertion only	-----	\$0.01025	

*Quantities are subject to change monthly

The proposer agrees that this bid shall be good and may not be withdrawn for a period of 60 days after the scheduled closing time for receiving bids.

Respectfully submitted:

Pinnacle Data Systems, a Doxim Company

josh.ciccia@doxim.com

NAME OF FIRM

Email

Mitch Anderson, Regional Vice President

Signed by:

Mitch Anderson

ED64296FC45C449...

205 370 5637

Authorized Representative
(Typed or Printed)

Phone Number

Attachment: Cost Proposal Doxim FY2025-11-005 (3720 : Utility Billing Print Services)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

Meeting: 02/11/25 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Department Head: Dick Phebus

AGENDA ITEM

Renewal of Postage Machine Lease.

The Finance Department requests approval of a lease renewal for the city's postage machine. The lease is currently with Memphis Communications Company payable through Quadient Leasing Company. Current lease is \$668.07 per month. Renewal forty-eight (48) month lease is \$670.00 per month for a total lease amount over four years of \$32,160.00. Funds are available in object code 211 in various department accounts.

Finance department recommends approving the new forty-eight (48) month lease with Memphis Communications Company for \$32,160.00.

7.2.a

DATE: 10/10/2023

City Of Bartlett

6400 Stage RD
Bartlett, TN 38134

ATTN:



**MEMPHIS
COMMUNICATIONS
CORPORATION**

4771 Summer Avenue
Memphis, Tennessee
Office (901) 725-9271
Fax (901) 272-3577

P.O. BOX 770389
MEMPHIS, TENNESSEE 38177-0389
TN LIC # 542
www.memphiscommunications.net

We are pleased to present the following proposal:

Quadiant IX7

DESCRIPTION	QUANTITY	TERM	TOTAL
Quadient IX7 Digital Postage Equipment -UP to 140 letters per minutes - Mixed size feeder w/ envelope sealer - Auto thickness adjustment up to 5/8" - Includes 100 departmental accounts standard - 4-digit password - IMI compliant -color touchscreen - Includes over 140 USPS rates & services - Integrated weigh platform – 10lb - Preventative Maintenance Agreement (parts & labor) – Included	1	48/mth lease	\$670.00/mth

Shipment, F.O.B. Factory will be approximately 3 - 4 weeks after receipt of your order. All prices are quoted for immediate acceptance and subject to change without notice unless otherwise stated. Terms CASH OR LEASE. Major supply costs detailed:

***Thank You,
Michael Kunde, 901-451-7572***

Customer Acceptance: Please enter our order for the above, subject to the terms and conditions on the reverse: if multiple quantities or items shown.

☐ Consider this our order.

☐ Our purchase order _____ will follow.
(Number if Known)

By _____ Title _____ Date _____

MCC201-4/11

Packet Pg. 125

Attachment: MCC 48 Month Lease Renewal (3726 : Postage Machine Lease)

Section (A) Office Information

Office Number	Office Name	Phone #	Date
6820	Memphis Communications Corp	(901) 725-9271	02/04/2025

Section (B) Billing Information

Company Name	City Of Bartlett		
DBA			
Billing Address	6400 STAGE RD		
City State Zip+4	BARTLETT	TN	38134-3739
Contact Name	Dick Phebus	Phone	(901) 385-6400
Contact Title		Fax	
Email Address	dphebus@cityofbartlett.org	PO #	

Section (C) Installation Information (if different from billing information)

Company Name	City Of Bartlett		
Installation Address	6400 STAGE RD		
City State Zip+4	BARTLETT	TN	38134-3739
Contact Name	Dick Phebus	Phone	(901) 385-6400
Contact Title		Fax	
Email Address	dphebus@cityofbartlett.org		
Main Post Office		PO 5-Digit Zip Code	

Section (D) Products

Qty	Model / Part Number	Description (include Serial Number, if applicable)
1	IX7WP10	IX-7 Series Base w/ Mixed Size Feeder, Sealer, Drop Tray, Ink Cartridge & IXWP10
1	IXDS7	Dynamic Weighing Platform for IX Series 7/7PRO Bases
1	IXPWRSTACKER	Conveyor Stacker & Adaptor (IX7 & IX7PRO ONLY)

Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status: ☐ Taxable ☒ Tax Exempt <i>Certificate attached</i> Billing Frequency: ☐ Monthly ☒ Quarterly ☐ Annually Billing Method: ☒ Standard	Number of Months First 48	Monthly Payment (Plus applicable taxes) \$670.00
	Current Lease Number: N21111988	
	☐ ACH (Please go to MyQuadient.com to register for ACH)	

Section (F) Postage Meter & Postage Funding Information

Meter Model IX7AI Machine Model IX7WP10 Postage Funding Method: ☒ Bill Me ☐ Prepay by Check ☐ ACH Debit (Submit customer authorization form)	Postage Funding Account: ☒ POC ☐ TMS ☐ New ☒ Existing Existing Account Number: 8097753
---	--

Service Products (Check all that apply)

☒ Online Postal Rates iMeter™ App (SP10) ☒ Online Postal Expense Manager iMeter™ App (SP20/NeoStats) ☐ Online E-Services with Electronic Return Receipt iMeter™ App (SP35) ☒ NeoShip PLUS (EP70PLUS) ☒ NeoShip Install & User Guide (EP70GUIDES) ☐ 4G/5G Cell Service ☒ Maintenance ☒ Installation/Training ☐ Software Support for premise (non-cloud) solutions
--

Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to the Postage Funding Account unless initial here _____.

This document consists of a Product Lease Agreement with Quadient Leasing USA, Inc.; and a Postage Meter Rental Agreement, and an Online Services and Software Agreement with Quadient, Inc.; and a Postage Funding Account Agreement with Quadient Finance USA, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Commercial-Equipment-Lease-Terms-USPS-Dealer-V11-2023), which are also available at <https://quadientterms.com/Commercial-Equipment-Lease-Terms-USPS-Dealer-V11-2023>, and that you are authorized to sign the agreements on behalf of the customer identified above. The agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Guided by Quadient, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more Information visit <https://www.quadient.com/about-us/sustainable-design-and-manufacturing>.

_____ Authorized Signature	_____ Print Name and Title	_____ Date Accepted
_____ Accepted by Quadient Inc. and its Affiliates		_____ Date Accepted



Why Wait Program Agreement

The Quadient Leasing Why Wait program entitles you to upgrade your Quadient equipment up to 6 months prior to the end of the term of your Current Lease. Your new lease term will automatically commence and billing will begin after your Current Lease has reached the end of its current term. The transition from your Current Lease to the New Lease will be seamless.

By electing to participate in this program, you agree to the following:

- You agree to continue making payments on lease number N21111988 through the end of its Initial Term or, if applicable, the current Renewal Term.
- The term of the new lease, being signed concurrently with this agreement, ("New Lease") will commence when the Current Lease reaches the end of its Initial Term or, if applicable, the current Renewal Term.
- The Products that are subject to the Current Lease will be replaced with the Products identified in the New Lease for the remainder of the Current Lease's Initial Term or, if applicable, the current Renewal Term.
- If a subscription to the Impress Platform is included on the New Lease, then any associated Usage Fees will be in addition to the payments on the Current Lease and the New Lease.
- The replaced products from the Current Lease must be returned to us within thirty (30) days of the effective date of this agreement.

Company: City Of Bartlett

Signature: _____

Name (printed): _____

Title: _____

Date: _____

Company: Quadient Leasing USA Inc.

Signature : _____

Name (printed): _____

Title: _____

Date: _____

Attachment: MCC 48 Month Lease Renewal (3726 : Postage Machine Lease)



Why Wait Program Agreement

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- You agree to continue making payments on lease number N21111988 through the end of its Initial Term or, if applicable, the current Renewal Term.
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- If a subscription to the Impress Platform is included on the New Lease, then any associated Usage Fees will be in addition to the payments on the Current Lease and the New Lease.
- The replaced products from the Current Lease must be returned to us within thirty (30) days of the effective date of this agreement.

Company: City Of Bartlett

Signature: _____

Name (printed): _____

Title: _____

Date: _____

Company: Quadient Leasing USA Inc.

Signature : _____

Name (printed): _____

Title: _____

Date: _____

Attachment: MCC 48 Month Lease Renewal (3726 : Postage Machine Lease)

NATION'S LARGEST TOTAL COMMUNICATIONS DEALER
PREVENTATIVE MAINTENANCE AGREEMENT

POSTAGE SYSTEM IM/IS/IN - MCC 9/15

7.2.a

SOLD TO

City of Bartlett

LOCATION

6400 Stage RD
 Bartlett, TN 38134



**MEMPHIS
 COMMUNICATIONS
 CORPORATION**

4771 SUMMER AVENUE
 P.O. BOX 770389
 MEMPHIS, TN 38122-0389
 (901) 725-9271
 FAX (901) 272-3577

QTY	Equipment Model Number	DESCRIPTION	SERIAL #	START METER READING
1	IX7DWP10	Base/Scale/Feeder		Included
				ANNUAL AMOUNT
4 YEAR/YEARS or 1,200,000 cycles, whichever comes first				

- INCLUDES: PARTS, LABOR, TRAINING, AND LIVE PHONE SUPPORT
- EXCLUDES: INK CARTRIDGE PRINTHEADS, RESERVOIRS, BRUSHES, SPONGES, TAPES, LABELS, SOFTWARE, AND RATE CHIPS
- EFFECTIVE START DATE: At install

Confidentiality Notice:

All information provided in the Maintenance Agreement should be considered confidential. It is the intellectual property of MCC. It should only be used for the express purpose of evaluating a Maintenance Agreement offered by MCC solely for the client listed above. In no way should these documents be distributed to anyone not employed by the company listed without the express written consent of an executive of MCC.

NOTES: *DO NOT BILL*

SUBJECT TO THE TERMS AND CONDITIONS ON REVERSE SIDE.
 THIS ORDER IS NOT VALID UNTIL ACCEPTED IN WRITING BY:

MCC APPROVAL

AUTHORIZED SIGNATURE

TITLE

PRINT NAME

DATE

CUSTOMER APPROVAL

X

X

CUSTOMER SIGNATURE

TITLE

X

X

PRINT NAME

DATE

**SUB-
 TOTAL
 TAX
 TOTAL**

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 02/11/25 06:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for December 2024.



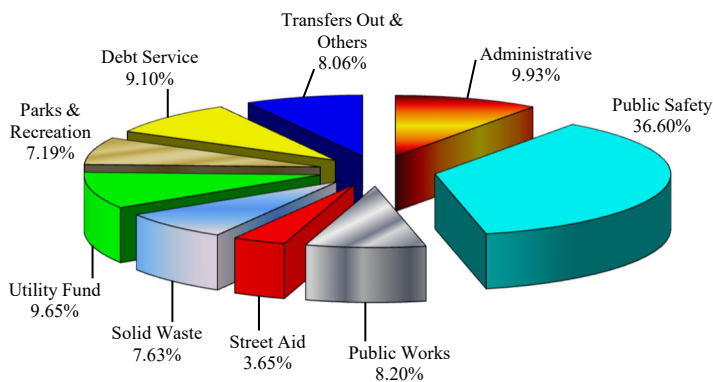
City of Bartlett

FINANCIAL REPORT

December 31, 2024

Total Expenditures, FY 2025 Budget: \$100,937,114

WHERE THE \$ GOES (Does not include School)

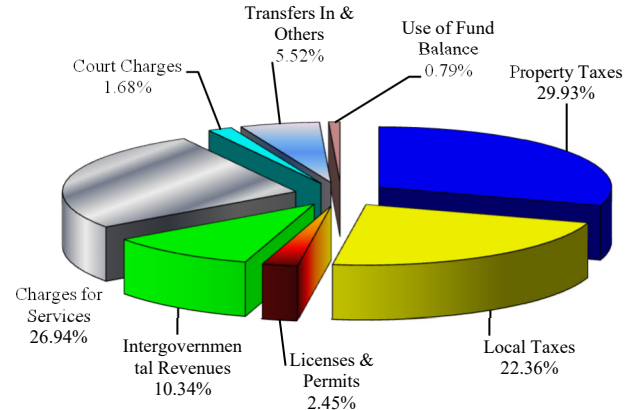


BUDGET HIGHLIGHTS

- June 30, 2024 year-to-date actual is audited.
- Property tax bills were mailed in October and are due February 28.
- Delinquent 2023 property taxes were submitted to the Trustee for collection.

Total Revenues, FY 2025 Budget: \$100,937,114

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



FY 2025 YEAR-TO-DATE For The Period Ending December 31, 2024

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 8,929,661	\$ 4,391,458
Public Safety	36,477,170	18,537,977
Public Works	7,488,894	3,723,201
Parks and Recreation	6,269,135	3,264,615
Performing Arts	861,880	479,374
Transfers & Other Gen. Fund Items	5,046,519	4,931,019
Subtotal	\$ 65,073,258	\$ 35,327,644
General Fund Revenues		
Property Taxes	\$ 30,212,000	\$ 17,283,473
Local Taxes	17,700,000	6,086,657
Building and Development Fees	2,477,000	1,012,734
Intergovernmental	8,415,000	2,698,949
Charges for Services	3,371,870	1,720,698
Court Charges	1,437,000	838,138
Other Revenue	1,460,388	646,358
Subtotal	\$ 65,073,258	\$ 30,287,009
Special Rev. Funds - Expenditures	\$ 13,909,195	\$ 6,248,517
Special Rev. Funds - Revenues	\$ 13,909,195	\$ 9,495,649
Utility Expenses	\$ 13,345,921	\$ 7,705,223
Utility Revenues	\$ 13,345,921	\$ 6,783,482
Debt Service Expenditures	\$ 8,608,740	\$ 6,856,991
Debt Service Revenues	\$ 8,608,740	\$ 5,136,734
Total Expenditures	\$ 100,937,114	\$ 56,138,375
Total Revenues	\$ 100,937,114	\$ 51,702,874

Note: FY 2025 Adopted Budget includes use of fund balance in the General Fund, Special Revenue Funds, Utility Fund and the Debt Service Fund.

Attachment: Dec24FinRpt (3723 : Treasurer's Report for December 2024)



City of Bartlett -- Financial Summary

For The Period Ending For The Period Ending December 31, 2024



	FY 2024 Audited Actual	FY 2025 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2024	Year-to-Date Actual FY 2025	Increase/ Decrease in \$	Percent of FY 2024 Actual	Percent of FY 2025 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 7,853,574	\$ 8,929,661	\$ 1,076,087	\$ 3,670,211	\$ 4,391,458	\$ 721,247	46.73%	49.18%	2.45%
Public Safety	33,969,752	36,477,170	2,507,418	16,832,920	18,537,977	1,705,057	49.55%	50.82%	1.27%
Public Works	7,170,493	7,488,894	318,401	3,431,901	3,723,201	291,300	47.86%	49.72%	1.85%
Parks and Recreation	7,045,366	6,269,135	(776,231)	3,917,275	3,264,615	(652,660)	55.60%	52.07%	-3.53%
Performing Arts	862,087	861,880	(207)	412,287	479,374	67,087	47.82%	55.62%	7.80%
Transfers & Other Gen. Fund Items	6,835,242	5,046,519	(1,788,723)	6,728,665	4,931,019	(1,797,646)	98.44%	97.71%	-0.73%
Total General Fund Expenditures	\$ 63,736,513	\$ 65,073,258	\$ 1,336,746	\$ 34,993,259	\$ 35,327,644	\$ 334,385	54.90%	54.29%	-0.61%
General Fund Revenues									
Property Taxes	\$ 29,420,768	\$ 30,212,000	\$ 791,232	\$ 17,031,987	\$ 17,283,473	\$ 251,487	57.89%	57.21%	-0.68%
Local Taxes	17,532,028	17,700,000	167,972	5,695,665	6,086,657	390,992	32.49%	34.39%	1.90%
Building and Development Fees	2,672,237	2,477,000	(195,237)	1,276,085	1,012,734	(263,350)	47.75%	40.89%	-6.87%
Intergovernmental	8,300,946	8,415,000	114,054	2,557,603	2,698,949	141,347	30.81%	32.07%	1.26%
Charges for Services	4,301,747	3,371,870	(929,877)	2,279,128	1,720,698	(558,430)	52.98%	51.03%	-1.95%
Court Charges	1,357,313	1,437,000	79,687	690,503	838,138	147,635	50.87%	58.33%	7.45%
Other Revenue	1,306,563	1,460,388	153,825	478,818	646,358	167,540	36.65%	44.26%	7.61%
Total General Fund Revenues	\$ 64,891,601	\$ 65,073,258	\$ 181,658	\$ 30,009,789	\$ 30,287,009	\$ 277,220	46.25%	46.54%	0.30%
Special Revenue Funds									
Street Aid Fund	\$ 2,814,903	\$ 3,680,000	\$ 865,097	\$ 886,000	\$ 1,288,676	\$ 402,676	31.48%	35.02%	3.54%
Solid Waste Fund	7,878,391	7,758,377	(120,014)	3,676,352	3,680,031	3,679	46.66%	47.43%	0.77%
General Improvement Fund	1,110,482	1,090,800	(19,682)	501,604	378,333	(123,271)	45.17%	34.68%	-10.49%
Drug Enforcement Fund	184,004	334,500	150,496	124,435	113,706	(10,729)	67.63%	33.99%	-33.63%
DEA Enforcement Fund	18,726	134,994	116,268	803	25,261	24,458	4.29%	18.71%	14.42%
Drainage Control Fund	133,691	785,524	651,833	65,543	578,333	512,790	49.03%	73.62%	24.60%
Park Improvement Fund	0	125,000	125,000	0	0	0	0.00%	0.00%	0.00%
E-Citation Fund	12,907	0	(12,907)	3,099	16,130	13,032	0.00%	0.00%	0.00%
Grant Funds	7,541,552	0	(7,541,552)	1,975,631	168,047	(1,807,584)	26.20%	0.00%	-26.20%
Special Revenue Funds - Expenditures	\$ 19,694,656	\$ 13,909,195	\$ (5,785,461)	\$ 7,233,467	\$ 6,248,517	\$ (984,950)	36.73%	44.92%	8.20%
Special Revenue Funds - Revenues	\$ 17,542,819	\$ 13,909,195	\$ (3,633,624)	\$ 6,977,199	\$ 9,495,649	\$ 2,518,450	39.77%	68.27%	28.50%
Utility Fund									
Total Utility Operations	\$ 13,951,499	\$ 12,771,741	\$ (1,179,758)	\$ 9,044,274	\$ 7,330,372	\$ (1,713,902)	64.83%	57.40%	-7.43%
Total Utility Debt Expenses	1,132,204	574,180	(558,024)	1,120,677	374,851	(745,825)	98.98%	65.28%	-33.70%
Total Utility Expenses	\$ 15,083,703	\$ 13,345,921	\$ (1,737,782)	\$ 10,164,950	\$ 7,705,223	\$ (2,459,727)	67.39%	57.73%	-9.66%
Total Utility Revenues	\$ 14,715,845	\$ 13,345,921	\$ (1,369,924)	\$ 6,426,638	\$ 6,783,482	\$ 356,844	43.67%	50.83%	7.16%
Debt Service Fund									
Total Debt Service Expenditures	\$ 11,802,966	\$ 8,608,740	\$ (3,194,226)	\$ 9,914,506	\$ 6,856,991	\$ (3,057,515)	84.00%	79.65%	-4.35%
Total Debt Service Revenues	\$ 9,526,476	\$ 8,608,740	\$ (917,736)	\$ 6,194,242	\$ 5,136,734	\$ (1,057,507)	65.02%	59.67%	-5.35%
Total Expenditures	\$ 110,317,838	\$ 100,937,114	\$ (9,380,724)	\$ 62,306,182	\$ 56,138,375	\$ (6,167,807)	56.48%	55.62%	-0.86%
Total Revenues	\$ 106,676,741	\$ 100,937,114	\$ (5,739,626)	\$ 49,607,867	\$ 51,702,874	\$ 2,095,007	46.50%	51.22%	4.72%

Attachment: Dec24FinRpt (3723 : Treasurer's Report for December 2024)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3725)

Meeting: 02/11/25 06:00 PM
Department: Planning and Economic Development
Category: Special use permit
Prepared By: Penny Medlock

Initiator: Kim Taylor

Sponsors:

DOC ID: 3725

Reset the public hearing for March 11, 2025 for Resolution 02-25, a resolution approving a Special Use Permit to allow a Planned Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard, within the “RS-10” Single Family Residential Zoning District.

WHEREAS, an application has been made for a Special Use Permit to allow a Planned Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard within the “RS-10” Single Family Residential Zoning District.

WHEREAS, according to Article 6, Section 3 of the Bartlett Zoning Ordinance, a Special Use Permit is required within the “RS-10” Single Family Residential Zoning District to allow a Planned Residential Development.

WHEREAS, the Planning Commission reviewed the proposed Special Use Permit to allow a Planned Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard on Monday, November 4, 2024, in accordance with their regulations and approved the favorable recommendation of approval of the Special Use Permit; and

WHEREAS, the Board of Zoning Appeals reviewed a proposed variance from the minimum lot size requirement for a Planned Development on Thursday, December 19, 2024, in accordance with their regulations and granted the variance; and

WHEREAS, the Board of Mayor and Aldermen held a Public Hearing on the 11th day of February, 2025, and approved the Special Use Permit to allow a Planned Unit Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard, subject to the following conditions:

Engineering Conditions:

General:

1. A Residential Subdivision Contract will be required to cover all associated fees and bond.
2. Applicant/ Engineer shall provide a digital set of drawing files showing the sanitary sewer lines, drainage lines, lot lines and all improvements in AutoCAD format to ecampbell@cityofbartlett.org <mailto:ecampbell@cityofbartlett.org> and dhubbard@cityofbartlett.org for use in the preparation of the Water Design Plan. This plan will be coordinated with the site design engineer to resolve any conflicts.
3. A SWPPP, a TDEC permit, and an ARAP will be required and shall be submitted to TDEC and also to the City of Bartlett Engineering office.

4. The private road is offset to the east of Countryhill Drive, which provides the potential for head on collisions in the center of Yale for left turning vehicles. This access, if it remains in this location, needs to be right-in-right-out. If a full movement intersection is desired, it shall be shifted to the west to line up or offset west of the street on the north side.
5. The developer shall add a right-in-right-out connection to Bartlett Blvd.
6. All new utilities shall be underground.
7. All mark-ups and corrections shall be addressed on the revised plans.

Plat:

8. All sewer, water, drainage, and other utility easements shall be shown. Additional 20' sewer easement will also be required on the property to the south for sewer connection.
9. Area for storm water detention is to be shown and labeled non-buildable.
10. Common Open Space shall be shown to be maintained by the HOA. Including private drive and detention area.
11. Show where the permanent SD survey monuments are to be installed. See Article IV, section 4 of the City's subdivision ordinance.
12. No direct driveway access shall be permitted to Yale or Bartlett Blvd from any lot within this development.

Site Plan:

13. Detention shall be shown.
14. Road width and radius of development access road needs to be enlarged.
15. Plan and profile sheet for road should be included.

Sanitary Sewer Plan:

16. Sewer profile will be required.
17. Structure and pipe data shall be shown with space provided for as-builts.
18. If any sewer cleanout is located in a paved area, then it shall comply with the detail approved by Bartlett Codes, which involves a brass connection and a concrete collar.
19. Tracer wire is required on all public sewer. Add detail to plan set.

Erosion Control Plan:

20. The Engineer may need to submit a SWPPP to TDEC with a copy sent to the City of Bartlett Engineering Department. Once TDEC has issued the Notice of Coverage (NOC), a copy shall be sent to the City of Bartlett Engineering Department.
21. EPSCs shall be shown in areas of off-site sewer installation.
22. An additional sheet is required for final stabilization of the site.
23. Metal posts with wired backed fence are required on the proposed silt fences.

Grading & Drainage Plan:

24. Detention will be required, provide detention analysis.

Planning Comments:

1. Staff recommends the front yard setback for Bartlett Boulevard be adjusted to 30 feet in order to make room for the realignment of the private drive with Countryhill Drive.

Planning Conditions:

1. The applicant shall add street names for the future Construction Plan and Final Plan submittals.
2. The applicant shall include a tree survey with a tree table with the Construction Plan.
3. The applicant shall include a landscape plan for the common open spaces.
4. A note shall be added to the plat stating that the proposed Planned Development requires a homeowner's association to be formed to maintain all common amenities. (All landscaping, subdivision fence, subdivision sign, private street, and other features.)
5. The applicant shall attach the homeowner's association bylaws instrument number and the covenants and restrictions instrument number to the final plat.
6. The applicant shall obtain Design and Review Commission approval for the common open space amenities and subdivision signage.
7. The owner/applicant shall be present at the meeting in order to make decisions relative to any changes that may be suggested by the Planning Commission.
8. The applicant shall be present at the corresponding Board of Mayor and Aldermen meetings to make decisions relative to any changes that maybe suggested by the Board of Mayor and Aldermen.
9. Should the Planned Development be approved by the Board of Mayor and Aldermen, the applicant shall submit construction and final subdivision plans, along with a site plan application to the Design Review Commission for the common open space areas and the amenities to be installed in the common open space areas.
10. The applicant shall submit an application to the Board of Zoning Appeals for a variance from the minimum lot size requirement of the Bartlett Zoning Ordinance.

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, that the Special Use Permit to allow a Planned Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard, incorporating the above listed conditions, is approved.

ADOPTED THIS 11th DAY OF FEBRUARY, 2025.

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

David Parsons, Mayor

Penny Medlock, City Clerk

Bartlett Planning and
Economic Development
Department
6400 Stage Road, P.O. Box 341148
Bartlett, TN 38184-1148
901-385-6417 FAX 901-385-6419
www.cityofbartlett.org

Variance Checklist

Bartlett Board of Zoning Appeals

Property Address for which Variance Is Requested _____

Property Owner _____ Phone _____

The applicant shall provide the following information twenty (21) days prior to the scheduled hearing date.

- ___ 1. This checklist plus **fees of \$300.00** with this application.
- ___ 2. A Plot Plan showing subject property and public street rights-of-way. If the property is encumbered by easements, show the type and location on the Plot Plan.
- ___ 3. The names and addresses of all property owners within three hundred (300) feet of the applicant's property or a minimum of ten (10) property owners, whichever is greater.
- ___ 4. One copy of the names and addresses required in #3 above on self-adhesive mailing labels.
- ___ 5. A Vicinity Map showing the subject property and all parcels within the distances described in #3 above. Every parcel shall indicate the owner's name and the street that each parcel fronts upon.
- ___ 6. A written explanation demonstrating how the following requirements are met.
 - a. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.
 - b. Literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
 - c. The special conditions and circumstances do not result from the actions of the applicant.
 - d. Granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district.

(Note: "No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted or non-conforming use of lands, structures or buildings in other districts shall be considered grounds for the issuance of a variance.")
- ___ 7. Any other information deemed necessary and requested by the Board.

The applicant should attend the meeting of the Board of Zoning Appeals, to present and answer questions on this application. The meeting is normally at 6:30 p.m. on the third Thursday of each month, at City Hall, 6400 Stage Road.

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

(print name)

(signature)

(date)

Questions also may be sent by email to the Department's planners:

- Kim Taylor, ktaylor@cityofbartlett.org
- Sam Harris, samharris@cityofbartlett.org
- Leslie Brock, leslie.brock@cityofbartlett.org



Telephone 901-383-8668

2950 Stage Plaza North
Bartlett, Tennessee 38134

November 21, 2024

Sam Harris
Senior Planner
City of Bartlett
Planning and Economic Development
6382 Stage Road
Bartlett, TN 38134

**RE: Bartlett Blvd. - Yale Road P.D.
BZA request to permit planned development on parcel less than 5.0 acres
Bartlett, Tennessee**

Mr. Harris:

Per this letter, we are requesting that a planned development be permitted on the subject property which is less than the 5.0 acres required for planned development application. The planned development has been filed and heard by Planning Commission with a favorable recommendation and is awaiting hearing before the Board of Mayor and Aldermen. As discussed in the pre-application process, this is a uniquely configured property at the southeast corner of Yale Road and Bartlett Boulevard. We have configured the plan to face houses on Yale Road but have added a common drive along the rear of the lots to avoid having eight (8) drive aprons across the frontage of this property. This design has one right-in, right-out only access from Bartlett Boulevard and a full movement driveway onto Yale (approximately 600 feet from the intersection). We believe this design will create a better product on the subject property and avoid the issues of having reverse frontage lots. However, for this design to work, we need the latitude of a planned development application rather than a straight-forward subdivision application.

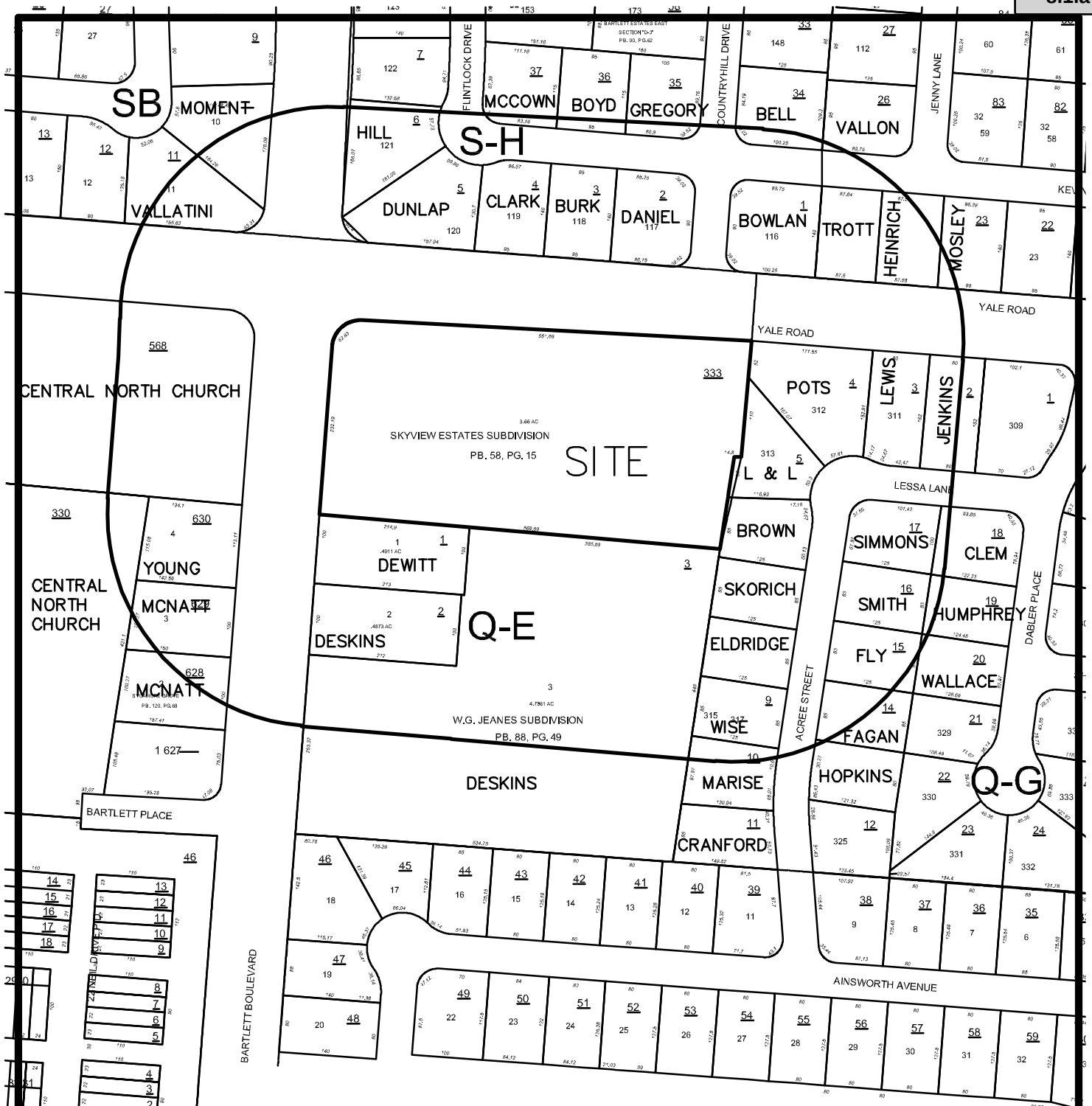
Thank you for considering this request. If you have any questions or need any additional information, please contact me.

Sincerely,

David Gean Bray, P.E.

Attachment: Bartlett Blvd Yale Rd PD Revised BZA Plans (3725 : Reset the public hearing for Res. 02-25 Yale Rd/Bartlett Blvd PD)





**BZA APPLICATION
0 BARTLETT BOULEVARD
PRIOLA PROPERTY
BARTLETT, TENNESSEE**

PREPARED BY THE BRAY FIRM

LAND DEVELOPMENT SERVICES
2950 STAGE PLAZA NORTH
BARTLETT, TENNESSEE
NOVEMBER 18, 2024

TELEPHONE 901-383-8668
E-MAIL dgbray@comcast.net
SCALE 1"=200'

Attachment: Bartlett Blvd Yale Rd Revised BZA Plans (3725 : Reset the public hearing for Res. 02-25 Yale Rd/Bartlett Blvd PD)

0 Bartlett Blvd.
Page 1

Dolphin Construction, Inc.
5190 Woods Landing Drive
Memphis, TN 38125

The Bray Firm
2950 Stage Plaza North
Bartlett, TN 38134

Applicant

Engineer

Owner

Donna Dewitt & Jeremy Evens
3338 Bartlett Blvd
Memphis, TN 38134

Zane & Sherry Deskins
3332 Bartlett Blvd
Memphis, TN 38134

Jesse & Donna McNatt
3343 Bartlett Blvd
Memphis, TN 38135

S J & Brendella Jenkins
6096 Lessa Ln
Memphis, TN 38134

Amber Lewis
6088 Lessa Ln
Memphis, TN 38134

Norman & Roma Potts
6082 Lessa Ln
Memphis, TN 38134

L & L Home Solutions
3369 Acree St
Bartlett, TN 38134

Chad Brown
3361 Acree St
Bartlett, TN 38134

Michael Skorich
3351 Acree St
Memphis, TN 38134

William & Shelby Eldridge
3343 Acree St
Memphis, TN 38134

Robert & Lindsay Wise
3335 Acree St
Bartlett, TN 38134

Aaron & Lacey Marise
3325 Acree St
Bartlett, TN 38134

Kevin & Louise Cranford
3317 Acree St
Memphis, TN 38134

Anthony & Tenika Moment
3418 Pamela Ann Dr
Bartlett, TN 38135

Millie & Lillie Hopkins & Jessie Swift
3326 Acree St
Bartlett, TN 38134

Sherry & Zane Deskins, Donna Dewitt &
Jeremy Evens
3320 Bartlett Blvd
Memphis, TN 38134

Kelbert & Rebecca Fagan
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Carol Fly
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Natalie Clem & Jonathan Bickers
3359 Dabler Pl
Memphis, TN 38134

0 Bartlett Blvd.
Page 2

Christopher & Nicole Humphery
3349 Dabler Pl
Bartlett, TN 38134

Linda, Lisa, & Lynette Wallace
3341 Dabler Pl
Memphi, TN 38134

Larry & Teresa Young
3353 Bartlett Blvd
Bartlett, TN 38135

Joseph & Belinda Hill
3417 Flintlock Dr
Bartlett, TN 38134

Timothy & Lisa Dunlap
6023 Kevin Dr
Memphis, TN 38135

Phillip & Donna Clark
6033 Kevin Dr
Memphis, TN 38134

Steven & Gloria Burk
6041 Kevin Dr
Memphis, TN 38134

Allen & Myrna Daniel
6051 Kevin Dr
Memphis, TN 38135

Jonathan & Connie Bowlmad
6069 Kevin Dr
Memphis, TN 38135

Joann Trott
6081 Kevin Dr
Memphis, TN 38135

Carl & Mary Heinrick
6091 Kevin Dr
Memphis, TN 38135

Brendan Mosely
6099 Kevin Dr
Memphis, TN 38135

Central North Church
5955 Yale Rd
Memphis, TN 38135

Collin & Rebecca Vallantina
5981 Pamela Ann Dr
Memphis, TN 38135

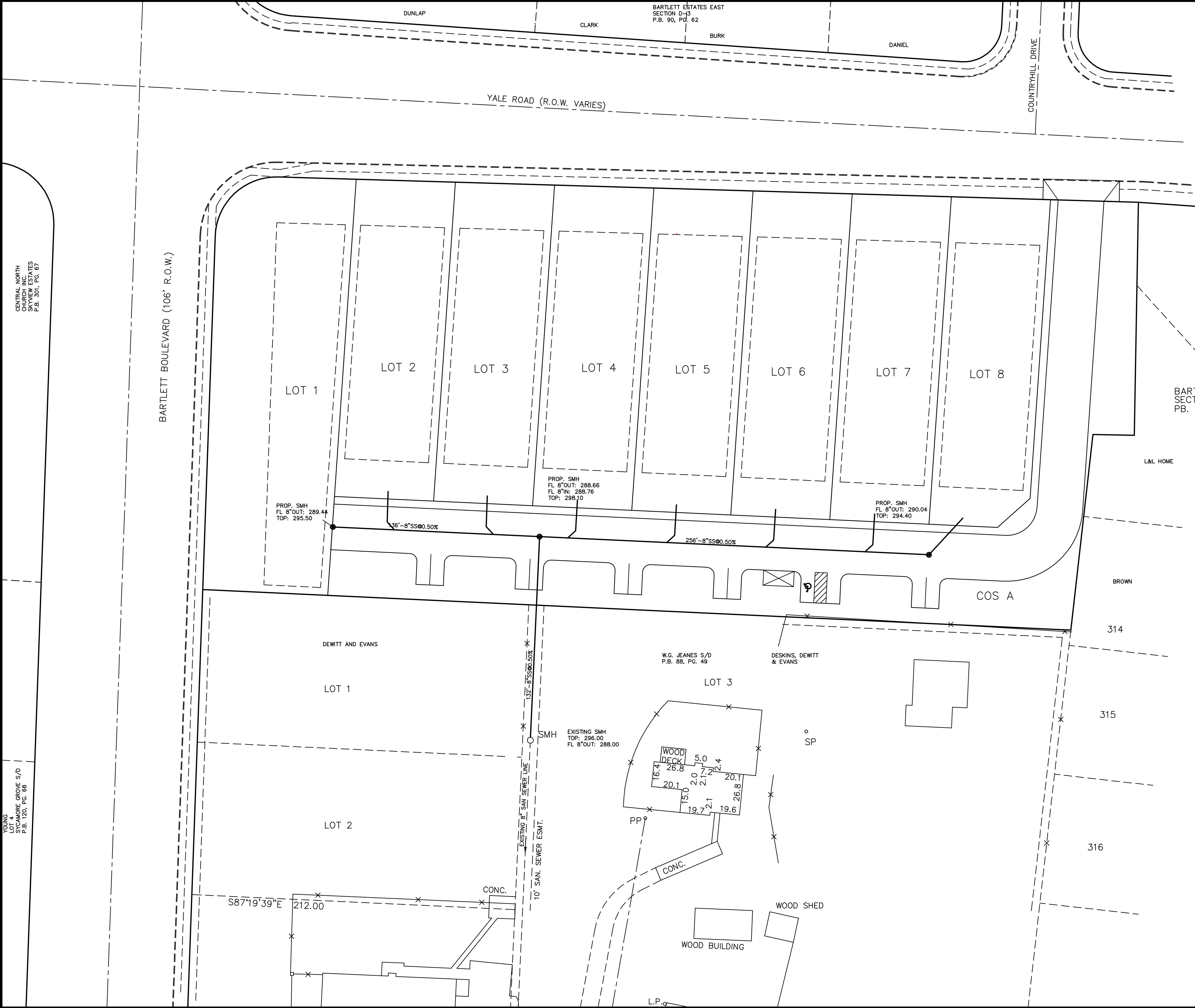
Cameron & Robin Mccown
6034 Kevin Dr
Memphis, TN 38135

Mario Boyd
6042 Kevin Dr
Memphis, TN 38135

Donald & Carol Gregory
3423 Countryhill Dr
Memphis, TN 38135

Marcus Bell
3422 Countryhill Dr
Bartlett, TN 38135

Sandra & Richard Vallon
3421 Jenny Ln
Memphis, TN 38135



CONSTRUCTION NOTES:

LOCATION OF EXISTING UNDERGROUND UTILITIES ARE APPROXIMATE AND ARE NOT NECESSARILY ALL OF SAME. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING THE APPROPRIATED UTILITY COMPANY TO DETERMINE THE EXACT LOCATION OF ALL UTILITIES AND/OR UNDERGROUND STRUCTURES PRIOR TO THE INITIATION OF ANY CONSTRUCTION. CONTRACTOR SHALL ALSO ASSUME FULL RESPONSIBILITY FOR DAMAGE TO ANY UTILITIES ENCOUNTERED WITHIN THE CONSTRUCTION PERIMETERS. FOR SITE LOCATION OF EXISTING UTILITIES INVOLVING M&GW, SOUTH CENTRAL BELL, AND/OR TEXAS GAS COMPANY, PLEASE CALL 1-800-351-1111. FOR SEWER SERVICE LOCATIONS, CALL 636-8025.

CONTRACTOR SHALL ENSURE UNINTERRUPTED SEWER SERVICE ON EXISTING SEWER AND SERVICE CONNECTIONS BY PROVIDING AMPLE TEMPORARY WASTEWATER PUMPING AND/OR BYPASSING.

CONTRACTOR SHALL MAINTAIN ACCESS TO ALL PROPERTIES.

CONTRACTOR SHALL NOTIFY THE CITY OF MEMPHIS CONSTRUCTION INSPECTION OFFICE AT 636-2462 A MINIMUM OF 24 HOURS PRIOR TO BEGINNING ANY CONSTRUCTION

ALL AREAS IN CUT OR FILL WHERE VEGETATION HAS BEEN REMOVED SHALL BE SEEDED, MULCHED, FERTILIZED, AND/OR SODDED AS REQUIRED TO PREVENT EROSION.

THE CONTRACTOR SHALL VERIFY EXISTING DATA AND REPORT ANY SIGNIFICANT DISCREPANCIES TO THE ENGINEER.

ALL SANITARY SEWER TO BE CONSTRUCTED AS PER CITY OF MEMPHIS STANDARD CONSTRUCTION SPECIFICATIONS. SANITARY SEWER SERVICE CONNECTIONS TO BE INSTALLED AS PER CITY OF MEMPHIS STANDARD SST-16.

ALL SEWER MANHOLE LIDS IN OPEN AREAS ARE TO BE CONSTRUCTED 1.5' ABOVE PROPOSED GRADE. IN BACKYARDS, MANHOLE LIDS ARE TO BE 1.5' ABOVE INITIAL GRADE, 0.5' ABOVE FINAL GRADE.
ALL SANITARY SEWER, INCLUDING SERVICE CONNECTIONS, WHICH HAS LESS THAN 1.5' CLEARANCE (OUTSIDE OF PIPES) WITH DRAINAGE OR IN FILLED AREAS SHALL BE CLASS 50 D.I.P. OR CONCRETE ENCASED, 10' BOTH SIDES OF CROSSING. ALL DUCTILE IRON PIPE SHALL BE POLYETHYLENE LINED OR SHALL BE TREATED WITH PROTECTO 401 OR APPROVED EQUIVALENT.

THE CITY OF MEMPHIS SHALL HAVE INGRESS/EGRESS RIGHTS TO USE PRIVATE DRIVES AND YARDS FOR THE PURPOSE OF MAINTAINING ALL PUBLIC SEWER LINES AND SHALL BEAR NO RESPONSIBILITY FOR THE MAINTENANCE OF SAID PRIVATE DRIVES AND YARDS.

NO TREES, SHRUBS, PERMANENT STRUCTURES OR OTHER UTILITIES (EXCEPT FOR CROSSINGS) WILL BE ALLOWED WITHIN SANITARY SEWER EASEMENT.

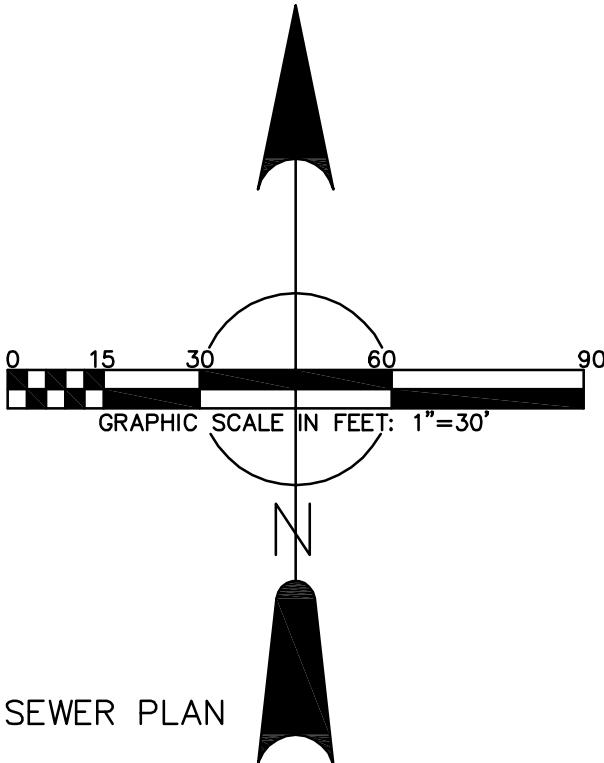
NO OTHER UTILITIES OR SERVICES MAY OCCUPY SANITARY SEWER EASEMENTS IN PRIVATE DRIVES AND YARDS EXCEPT FOR CROSSINGS.

ALL SANITARY SEWER MANHOLES IN REVERSE CROWN STREETS ALLEYS OR DRIVES (PUBLIC OR PRIVATE) SHALL BE PROVIDED WITH GASKETS AND PLUGS FOR "PICK HOLES" TO PREVENT DRAINAGE INFLOW INTO SEWER SYSTEM.

THE CONTRACTOR SHALL PROVIDE ADEQUATE AND EFFECTIVE EROSION CONTROL AS NECESSARY TO PREVENT ANY SILTATION INTO EXISTING DRAINAGE SYSTEM AND/OR ADJACENT PROPERTIES.

NOTES :

1. SETBACKS
A. MIN. FRONT- 40 FEET BARTLETT BLVD, 30 FEET YALE ROAD.
B. MIN SIDE- 5 FEET
C. MIN. REAR- 25 FEET
2. THIS PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA PER FEMA FLOOD MAP #47157C0190G DATED FEBRUARY 6, 2013.
3. IF SETTLEMENT OCCURS ALONG ANY OF THE THE PUBLIC EASEMENTS WITHIN THE PRIVATE PROPERTY, THE OWNER SHALL BE RESPONSIBLE FOR ALL REPAIRS. IN THE EVENT THAT "PUBLIC WORKS" HAS TO EXCAVATE TO REPAIR A LEAK IN A PUBLIC LINE, "PUBLIC WORKS" SHALL BE RESPONSIBLE FOR EXCAVATION, BACKFILL, COMPACTION AND BRINGING THE AFFECTED AREA UP TO GRADE WITH APPROPRIATE SUB-BASE MATERIAL, BUT THE OWNER SHALL BE RESPONSIBLE FOR ALL FINISH WORK INCLUDING, BUT NOT LIMITED TO ASPHALT, CONCRETE AND LANDSCAPING.
4. DRIVEWAYS AND OTHER PERMANENT STRUCTURES/IMPROVEMENTS SHALL NOT BE PLACED IN SEWER, WATER, OR DRAINAGE EASEMENTS OR OVER SEWER AND WATER SERVICES LOCATED ON PRIVATE PROPERTY.
5. THE CITY SHALL HAVE INGRESS/ EGRESS RIGHTS TO USE PRIVATE DRIVES AND YARDS FOR THE PURPOSE OF MAINTAINING ALL PUBLIC UTILITIES AND SHALL BEAR NO RESPONSIBILITY FOR THE MAINTENANCE OF SAID DRIVES AND YARDS.
6. ALL NEW UTILITIES SHALL BE UNDERGROUND.

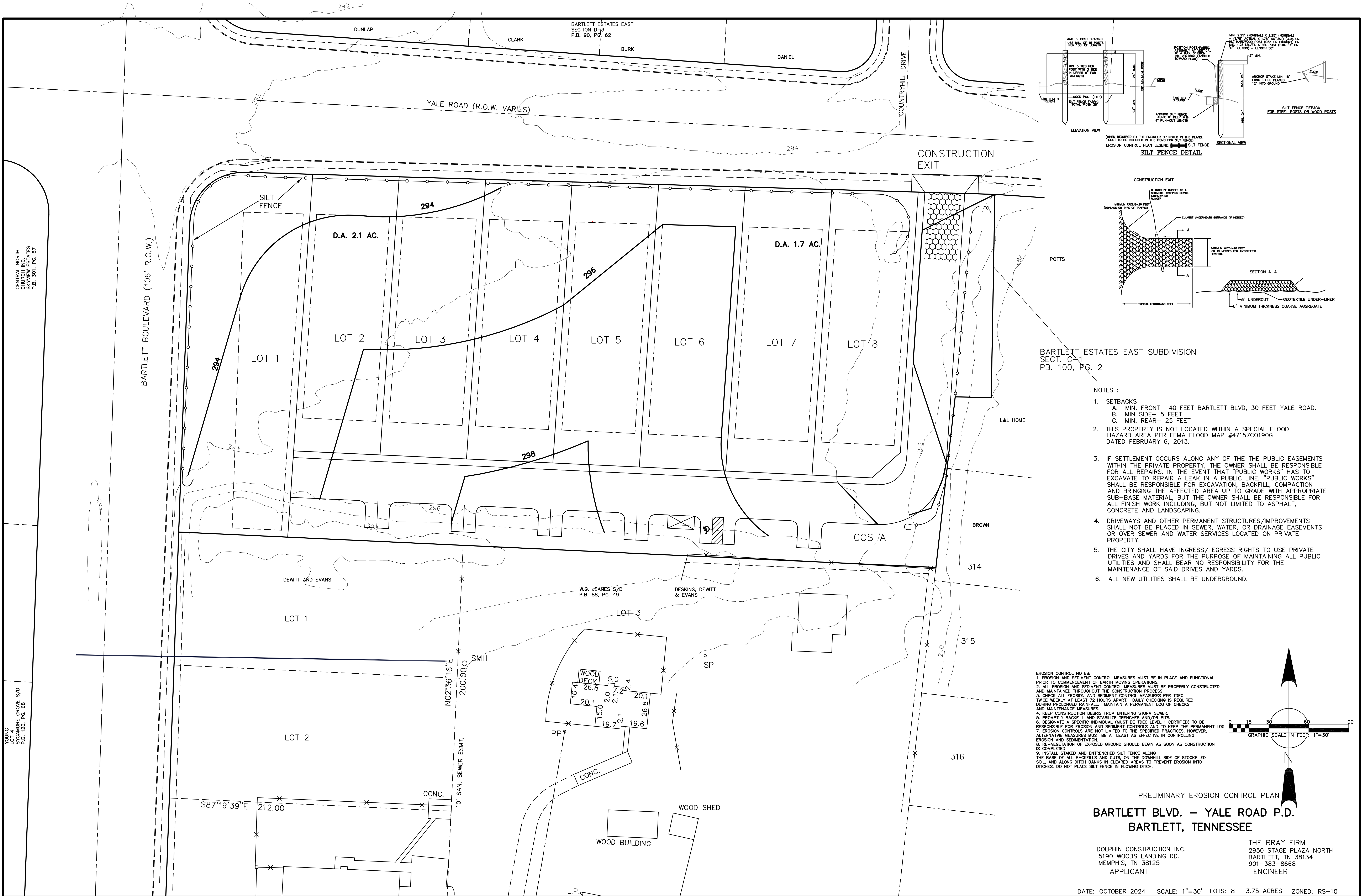


PRELIMINARY SANITARY SEWER PLAN
BARTLETT BLVD. - YALE ROAD P.D.
BARTLETT, TENNESSEE

DOLPHIN CONSTRUCTION INC.
5190 WOODS LANDING RD.
MEMPHIS, TN 38125
APPLICANT

THE BRAY FIRM
2950 STAGE PLAZA NORTH
BARTLETT, TN 38134
901-383-8668
ENGINEER

DATE: OCTOBER 2024 SCALE: 1"=30' LOTS: 8 3.75 ACRES ZONED: RS-10

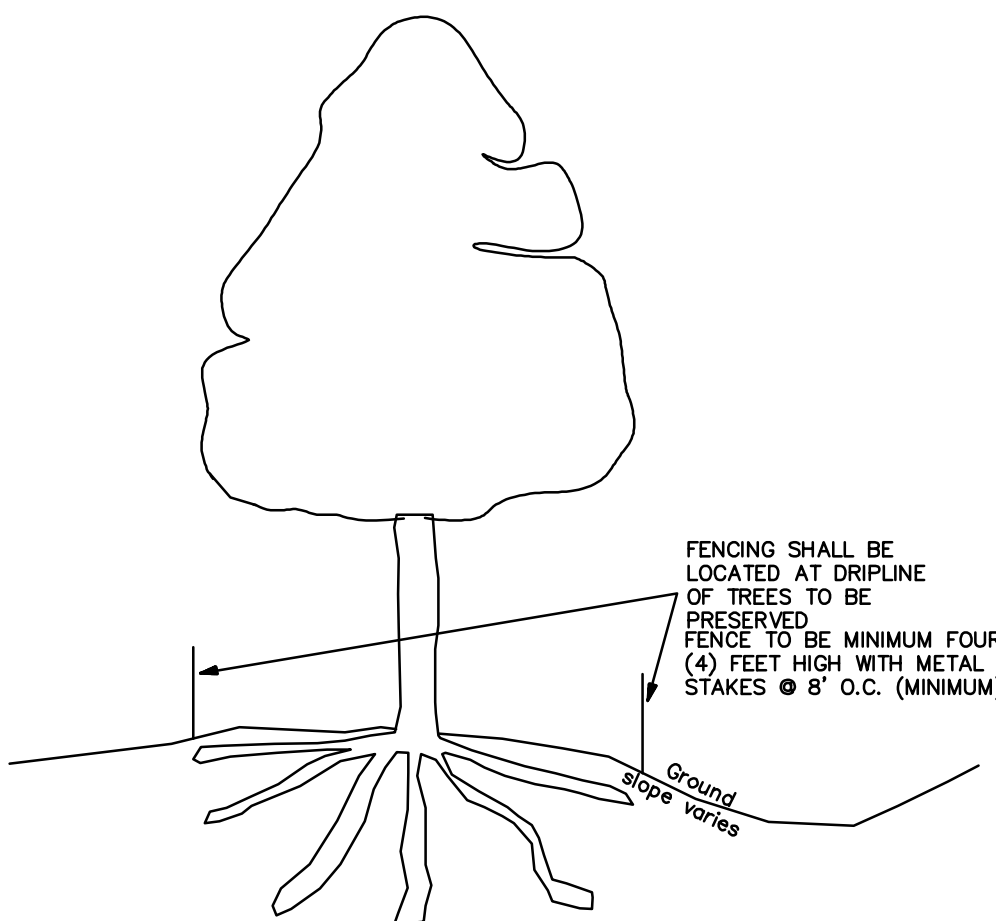
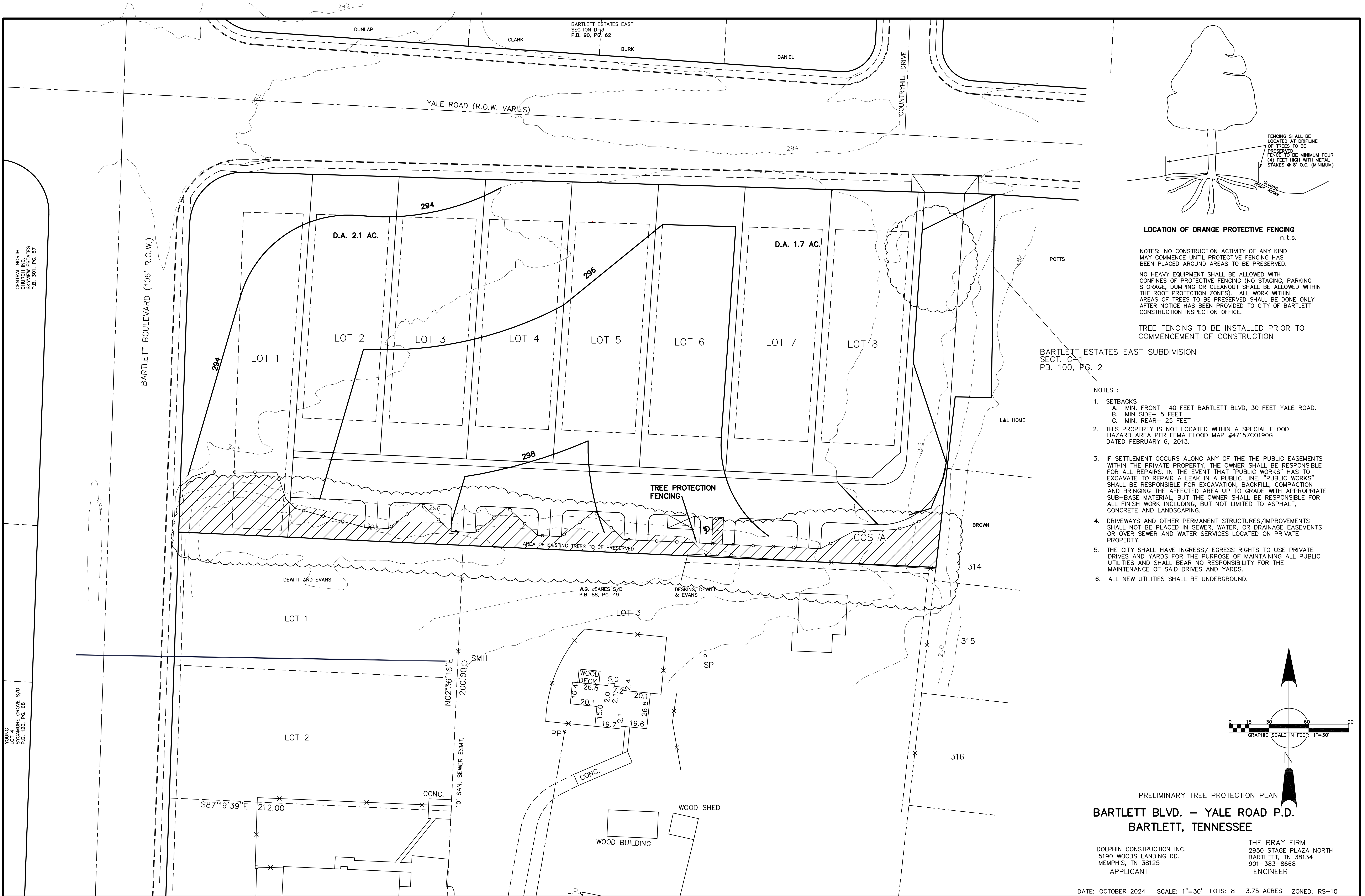


PRELIMINARY EROSION CONTROL PLAN
BARTLETT BLVD. – YALE ROAD P.D.
BARTLETT, TENNESSEE

DOLPHIN CONSTRUCTION INC.
5190 WOODS LANDING RD.
MEMPHIS, TN 38125
APPLICANT

THE BRAY FIRM
2950 STAGE PLAZA NORTH
BARTLETT, TN 38134
901-383-8668
ENGINEER

DATE: OCTOBER 2024 SCALE: 1"=30' LOTS: 8 3.75 ACRES ZONED: RS-10



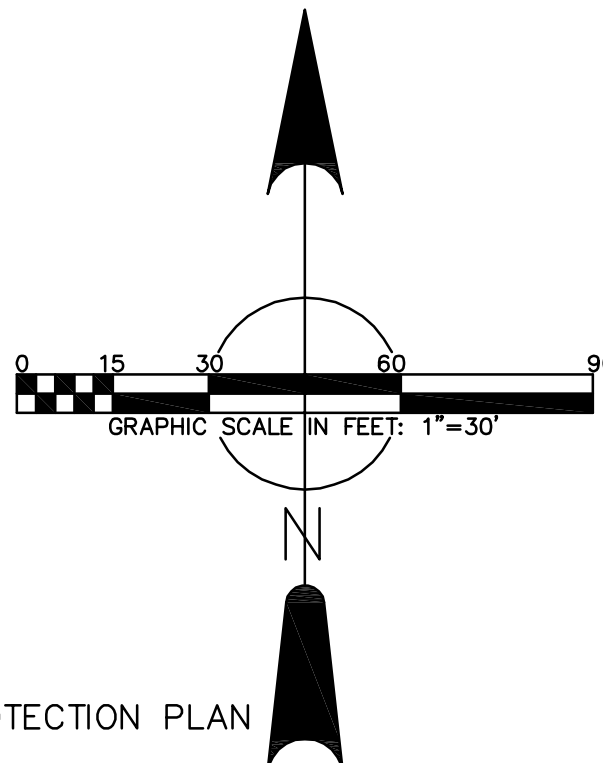
LOCATION OF ORANGE PROTECTIVE FENCING
n.t.s.

NOTES: NO CONSTRUCTION ACTIVITY OF ANY KIND MAY COMMENCE UNTIL PROTECTIVE FENCING HAS BEEN PLACED AROUND AREAS TO BE PRESERVED.

NO HEAVY EQUIPMENT SHALL BE ALLOWED WITHIN CONFINES OF PROTECTIVE FENCING (NO STAGING, PARKING STORAGE, DUMPING OR CLEANOUT SHALL BE ALLOWED WITHIN THE ROOT PROTECTION ZONES). ALL WORK WITHIN AREAS OF TREES TO BE PRESERVED SHALL BE DONE ONLY AFTER NOTICE HAS BEEN PROVIDED TO CITY OF BARTLETT CONSTRUCTION INSPECTION OFFICE.

TREE FENCING TO BE INSTALLED PRIOR TO COMMENCEMENT OF CONSTRUCTION

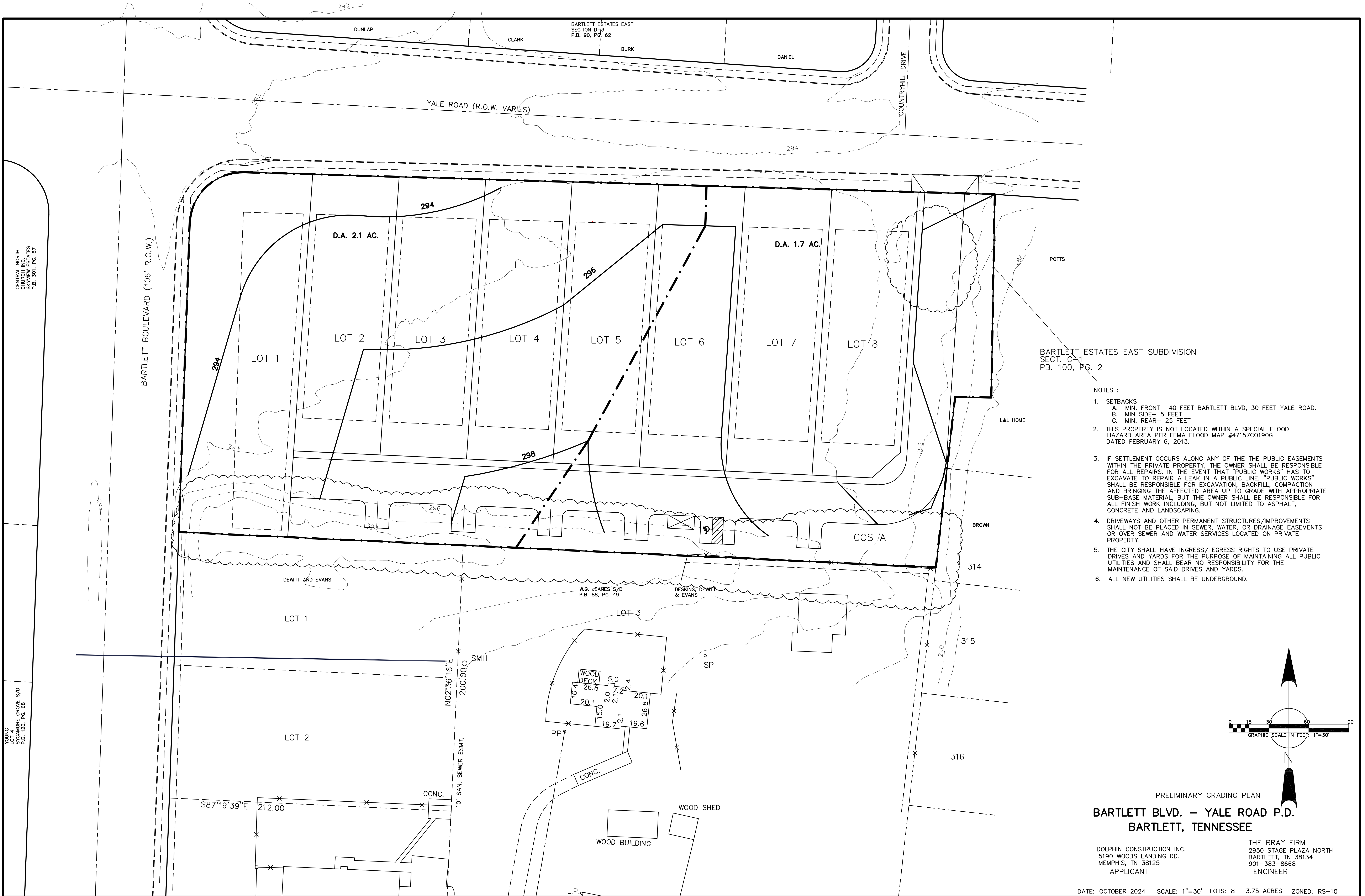
- NOTES :
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 6. ALL NEW UTILITIES SHALL BE UNDERGROUND.

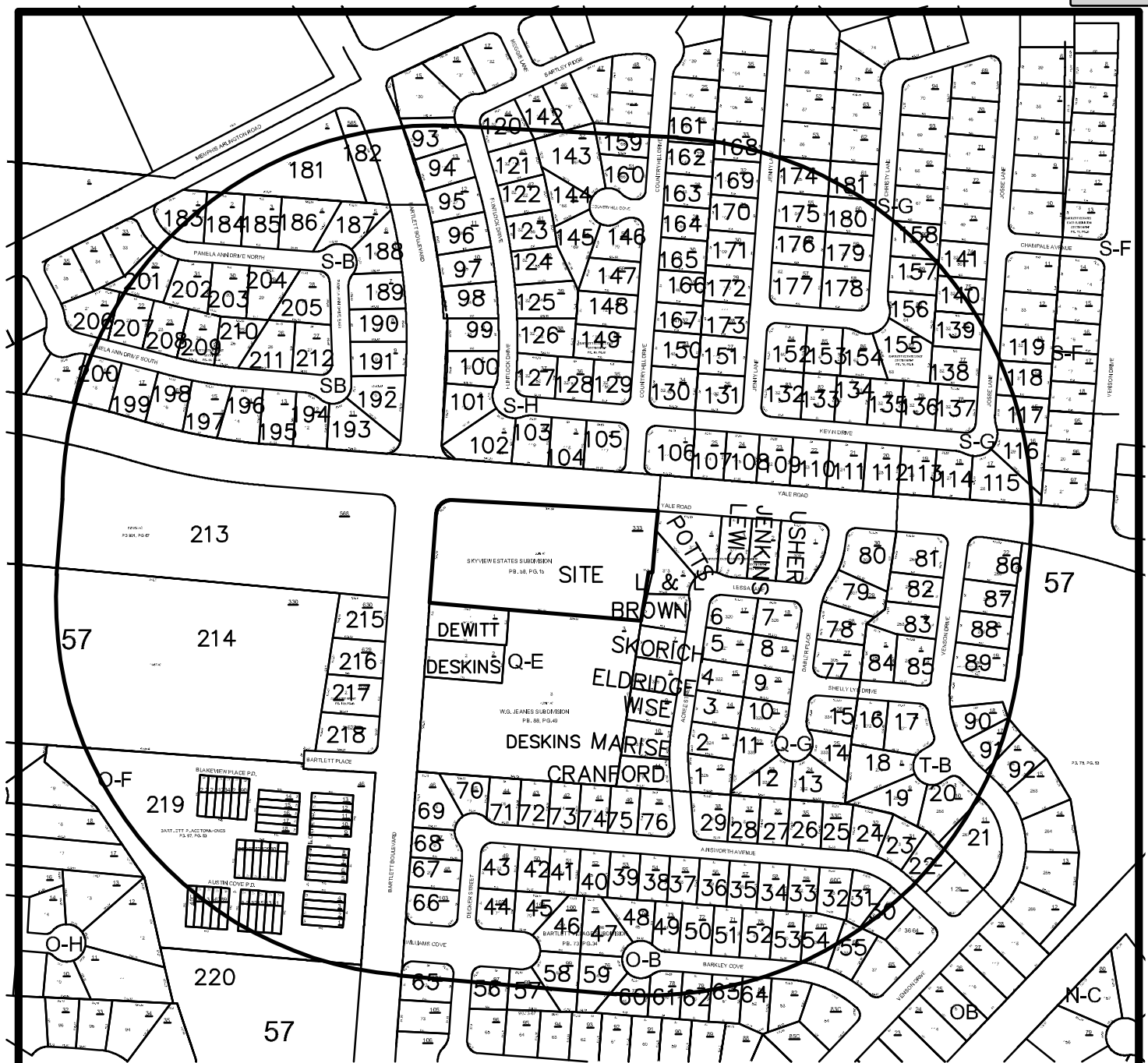


PRELIMINARY TREE PROTECTION PLAN
BARTLETT BLVD. - YALE ROAD P.D.
BARTLETT, TENNESSEE

DOLPHIN CONSTRUCTION INC.
5190 WOODS LANDING RD.
MEMPHIS, TN 38125
APPLICANT

THE BRAY FIRM
2950 STAGE PLAZA NORTH
BARTLETT, TN 38134
901-383-8668
ENGINEER





**PLANNED DEVELOPMENT APPLICATION
O BARTLETT BOULEVARD
PRIOLA PROPERTY
BARTLETT, TENNESSEE**

PREPARED BY THE BRAY FIRM

LAND DEVELOPMENT SERVICES
2950 STAGE PLAZA NORTH
BARTLETT, TENNESSEE
OCTOBER 3, 2024

TELEPHONE 901-383-8668
E-MAIL dgbray@comcast.net
SCALE 1"=400'

- | | | | |
|-----|-----------------------|-----|----------------------------|
| 1. | ELLENBECKER | 50. | JOHNSON |
| 2. | HOPKINS | 51. | TISCIA |
| 3. | FAGAN | 52. | BARRETT |
| 4. | FLY | 53. | PUGH |
| 5. | SMITH | 54. | COMBS |
| 6. | SIMMONS | 55. | MULLINS |
| 7. | CLEM | 56. | BELLUOMINI |
| 8. | HUMPHREY | 57. | KELLUM |
| 9. | WALLACE | 58. | YAMASA |
| 10. | LAINE | 59. | WINEK |
| 11. | DARLING | 60. | GILDART |
| 12. | CASEY | 61. | WONG |
| 13. | NAIK | 62. | MARISE |
| 14. | CHOWBAY | 63. | MARTIN |
| 15. | DUFFY | 64. | US SFE ASSET COMPANY 1 LLC |
| 16. | WARD | 65. | PAFFORD |
| 17. | MARTIN | 66. | AMF LIVING TRUST |
| 18. | LATHAM | 67. | MEADOR |
| 19. | BURTON | 68. | BATES |
| 20. | JIMENEZ | 69. | CURTIS |
| 21. | HESTER | 70. | ENG REVOCABLE TRUST |
| 22. | WALKER | 71. | IMPERIAL |
| 23. | WOODLEY | 72. | BENNETT |
| 24. | BYRD | 73. | MACKECHINE |
| 25. | COURTNEY | 74. | MEWBORN |
| 26. | ROUSSEAU | 75. | JAYNE |
| 27. | BRITTON | 76. | HOWARD |
| 28. | ANDERSON | 77. | GRAY |
| 29. | BUCHHEIT | 78. | WALKER |
| 30. | HOMW SFR BORROWER LLC | 79. | CLARK |
| 31. | WALDRUP | 80. | ORR |
| 32. | MCCLANAHAN | 81. | NORRIS |
| 33. | BRYANT | 82. | BOWLING |
| 34. | JONAKIN | 83. | BROWER |
| 35. | FASMAN | 84. | YOUNG |
| 36. | BOWMAN | 85. | CROWDER |
| 37. | PARKS | 86. | WOOD |
| 38. | HARDIN | 87. | GRANDBERRY |
| 39. | PARKER | 88. | HART |
| 40. | FKH SFR PROPCO D L P | 89. | HIGDON |
| 41. | JONAKIN | 90. | COCHRAN |
| 42. | PRUITT | 91. | COBLENTZ |
| 43. | WHITAKER | 92. | WILLIAMS |
| 44. | VU | 93. | TEAMER |
| 45. | HUNT | 94. | TURNER |
| 46. | BURNS | 95. | BELOTE |
| 47. | BOLDEN | 96. | BUSSEY |
| 48. | JONES | 97. | PINKSTON |
| 49. | YANCEY | 98. | KING |

**PLANNED DEVELOPMENT APPLICATION
0 BARTLETT BOULEVARD
PRIOLA PROPERTY
BARTLETT, TENNESSEE**

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LAND DEVELOPMENT SERVICES
2950 STAGE PLAZA NORTH
BARTLETT, TENNESSEE
OCTOBER 3, 2024

TELEPHONE 901-383-8668
E-MAIL dgbray@comcast.net
SCALE 1"=400'

99.	POORE	148.	EMISON
100.	GESWEIN	149.	HILL
101.	HILL	150.	COUNTRY
102.	DUNLAP	151.	BRIDGES
103.	CLARK	152.	LAWSON INVESTMENT LLC
104.	BURK	153.	OVERLY
105.	DANIEL	154.	NORRIS
106.	BOWLAN	155.	ROSE
107.	TROTT	156.	HERTTER
108.	HEINRICH	157.	PARR
109.	MOSLEY	158.	FISHER
110.	RHODES	159.	SCOTT
111.	GILLIAM	160.	WILMOTH
112.	SHEFFEILD	161.	RAIFORD
113.	CAMPOS	162.	WU
114.	ROTZOLL	163.	HICKS
115.	HARRISON	164.	MESSINGER
116.	SMITH	165.	HOME SFR BORROWER LLC
117.	FKH SFR LLP	166.	JONES
118.	GEORGE & JUDY HANNAH TRUST	167.	JOBIN 22 LLC
119.	JOYNER	168.	YAMASA CO LDT
120.	KLOAP	169.	WRIGHT
121.	KRUG	170.	WEST
122.	WYATT	171.	RIGGS
123.	STEWART	172.	STEINBRECHER
124.	SMITH	173.	TARTERA
125.	GUESS	174.	SUTTON
126.	WRIGHT	175.	BREWER
127.	MCCOWN	176.	JONES
128.	BOYD	177.	CARPENTER
129.	GREGORY	178.	KARRER
130.	BELL	179.	SUTTON
131.	VALLON	180.	RUSS
132.	WILLIAMS	181.	CITY OF BARTLETT
133.	SNYDER	182.	CITY OF BARTLETT
134.	GRASSETTE	183.	GRISHAM
135.	BELSHAN	184.	SCOTT
136.	HEARN	185.	LEWIS
137.	MILAM	186.	QUISENBERRY
138.	BRASHER	187.	SNYDER
139.	BIGGS	188.	MARKHAM
140.	HURST	189.	SHIDLER
141.	VANVOORHIS	190.	ANDERSON
142.	COLLINS	191.	LINDLEY
143.	STANDRIDGE	192.	MOMENT
144.	LLYOD	193.	VALLATINI
145.	TUCKER	194.	GOWER
146.	TUCKER	195.	ROOK
147.	MOORE	196.	PEARSON

**PLANNED DEVELOPMENT APPLICATION
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PRIOLA PROPERTY
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- 197. CAMPBELL
- 198. WALLACE
- 199. SWENSEN
- 200. ROWELL
- 201. MARTIN
- 202. JONES
- 203. SAYLOR
- 204. COLLINS
- 205. DAVIS
- 206. JACKSON
- 207. LESTER
- 208. BOGUE
- 209. EVANS
- 210. RATZLAFF
- 211. MYERS
- 212. ALEXANDER
- 213. CENTRAL NORTH CHURCH
- 214. CENTRAL NORTH CHURCH
- 215. YOUNG
- 216. McNATT
- 217. McNATT
- 218. MAHR
- 219. BARTLETT PLACE TOWNHOMES HOME-OWNERS ASSOCIATION
- 220. VALENTI DEVELOPMENT GROUP

**PLANNED DEVELOPMENT APPLICATION
0 BARTLETT BOULEVARD
PRIOLA PROPERTY
BARTLETT, TENNESSEE**

PREPARED BY THE BRAY FIRM

LAND DEVELOPMENT SERVICES
2950 STAGE PLAZA NORTH
BARTLETT, TENNESSEE
OCTOBER 3, 2024

TELEPHONE 901-383-8668
E-MAIL dgbray@comcast.net

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

Planning Commission Planned Development Checklist

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

- _____ Plot plan, drawn at a scale no smaller than 1" = 100', showing the following information for each parcel (several parcels may be included on one sheet):
 - _____ Name and location of planned development, name of owner and designer, date, north point, and scale.
 - _____ Location of existing and platted property lines, streets, buildings, water courses, railroads, sewers, bridges, culverts, drain pipes, water mains, easements, and the present zoning classification of the site and adjoining land.
 - _____ Proposed street names and the location and dimensions of proposed streets, drives, alleys, easements, parking areas, parks and other open space, reservations, lot lines, and building setback lines.
 - _____ A drainage plan showing the existing and proposed drainage with contour intervals at not less than two feet. Also, provide flood hazard details when applicable.
 - _____ All dimensions and acreage to the nearest tenth, building locations, number of dwelling units, landscape plans, and other information as may be required by the Planning Commission.
 - _____ Requested uses, including purpose (attach statement, one page maximum).

_____ Buffer planting areas.

- _____ A tree survey by a certified arborist is required if there are trees larger than 6" in diameter on the site.
- _____ A tree protection plan that is signed by a surveyor and arborist showing trees to be removed and saved is required.
- _____ Erosion control plan.
- _____ Location of sewer and water services and water meter sizes.
- _____ Legal description (may be attached to plot plan).
- _____ One (1) 8 1/2" x 11" transparency of the plot plan, for use with an overhead projector.

Vicinity Map

- _____ Vicinity map, drawn to a convenient scale, showing the subject property and all parcels within a 1,000-foot radius. Every parcel shall indicate owner's name and the streets, roads or alleys that each parcel fronts upon.
- _____ One (1) PDF file of the vicinity map, for display at the Planning Commission meeting.

Property Owners

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

Include a fee with this application (payable to the City of Bartlett) of \$1,000 for five (5) acres or less, plus \$30 per additional acre to a maximum of \$2,000. The fee is not refundable. Amendment fee is \$300 plus \$30 per additional acre over five to a maximum of \$2,000.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

0 Bartlett Blvd.
Page 1

Dolphin Construction, Inc.
5190 Woods Landing Drive
Memphis, TN 38125

The Bray Firm
2950 Stage Plaza North
Bartlett, TN 38134

Applicant

Engineer

Owner

Donna Dewitt & Jeremy Evens
3338 Bartlett Blvd
Memphis, TN 38134

Zane & Sherry Deskins
3332 Bartlett Blvd
Memphis, TN 38134

Matthew & Jessica Usher
6104 Lessa Ln
Bartlett, TN 38134

S J & Brendella Jenkins
6096 Lessa Ln
Memphis, TN 38134

Amber Lewis
6088 Lessa Ln
Memphis, TN 38134

Norman & Roma Potts
6082 Lessa Ln
Memphis, TN 38134

L & L Home Solutions
3369 Acree St
Bartlett, TN 38134

Chad Brown
3361 Acree St
Bartlett, TN 38134

Michael Skorich
3351 Acree St
Memphis, TN 38134

William & Shelby Eldridge
3343 Acree St
Memphis, TN 38134

Robert & Lindsay Wise
3335 Acree St
Bartlett, TN 38134

Aaron & Lacey Wise
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Kevin & Louise Cranford
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Dalton Ellenbecker
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3359 Dabler Pl
Memphis, TN 38134

Attachment: Bartlett Blvd & Yale Rd PD ORIGINAL Plans (3725 : Reset the public hearing for Res. 02-25 Yale Rd/Bartlett Blvd PD)

0 Bartlett Blvd.
Page 2

Christopher & Nicole Humphery
3349 Dabler Pl
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Memphis, TN 38134

John & Sara Casey
3321 Dabler Pl
Memphis, Tn 38134

Savy Chowbay, Walter Gosein & Puri
Pachi
3328 Dabler Pl
Bartlett, TN 38134

Sandhya Naik Revocable Living Trust &
Savy Chowbey Revocable Living Trust
3322 Dabler Pl
Bartlett, TN 38134

William Duffy
6117 Shelly Lyn Dr
Memphis, TN 38134

Keith & Qwanesha Ward
6129 Shelly Lyn Dr
Bartlett, TN 38134

Charles & Wanda Martin
3335 Venson Dr
Memphis, TN 38134

Jason Latham
3315 Venson Dr
Memphis, TN 38134

Jessica Burton
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Bartlett, TN 38134

Feliciano Jimenez & Eloisa Medina
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Bartlett, TN 38134

Jason & Jennifer Hester
3297 Venson Dr
Bartlett, TN 38134

Sylvester & Salome Walker
6138 Ainsworth St
Bartlett, TN 38134

Christopher & Rachell Woodley
6132 Ainsworth St
Bartlett, Tn 38134

Kathryn Byrd
6126 Ainsworth
St
Bartlett, Tn 38134

COURTNEY FAMIGLIETTI TRU
1890 Linbrook Dr
San Diego, CA 92111

Neal Rousseau
6110 Ainsworth St
Bartlett, TN 38134

Angela & David Britton
6102 Ainsworth St
Bartlett, TN 38134

Stephen Anderson
6094 Ainsworth St
Memphis, TN 38134

Roberta & Brian Buchheit
3306 Acree St
Memphis, TN 38134

Home SFR Borrower LLC
3505 Kroger Blvd
Ste 400
Duluth, GA 30096

Etherl Waldrup
6131 Ainsworth St
Memphis, TN 38134

Ashley Bryant
6111 Ainsworth St
Bartlett, TN 38134

Justin Jonakin
6103 Ainsworth St
Bartlett, TN 38135

David Fasman
445 5th Ave
Apt 21H
New York, NY 10016

Attachment: Bartlett Blvd & Yale Rd PD ORIGINAL Plans (3725 : Reset the public hearing for Res. 02-25 Yale Rd/Bartlett Blvd PD)

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Mark & Linda Bowman
6087 Ainsworth St
Memphis, TN 38134

Nancy Parks
6079 Ainsworth St
Memphis, TN 38134

Michael & Cindy Harding
6071 Ainsworth St
Memphis, TN 38134

Peggy Parker, Michael & Pamela Yates,
& Jordan Kutz
6063 Ainsworth St
Memphis, TN 38134

FKH SFR Propco D L P
1850 Parkway Pl
Ste 900
Marietta, GA 30067

Patricia Jonakin
6047 Ainsworth St
Bartlett, TN 38134

Toryanica Pruitt
6039 Ainsworth St
Bartlett, TN 38135

Jack Whitaker
5099 Old Summer Rd
Ste C
Memphis, TN 38134

Kevinhieu Vu & Sarah Blanc
3280 Decker St
Bartlett, TN 38134

Jason Hunt & Anna Tang
1622 Begen Ave
Mountain View, CA 94040

Matthew Burns
3534 Waterford Cv
Collierville, TN 38017

Dorothy Bolden
6064 Barkley Cv
Memphis, TN 38135

Robert & Wayne Jones
6068 Barkley Cv
Memphis, TN 38135

Debra & Justin Yancey
6076 Barkley Cv
Memphis, TN 38134

Anthony & Suzi Johnson
6084 Barjley Cv
Memphis, TN 38134

Cheryl Tiscia
6092 Barkley Cv
Memphis, TN 38134

Eleanor Barrett & James & Debra
Hutting
6100 Barkley Cv
Memphis, TN 38134

Richard & Lisa Pugh
6108 Barkley Cv
Memphis, TN 38134

Jennifer & Scott Combs
6114 Barkley Cv
Bartlett, TN 38134

Dawn & James Mullins
6120 Barkley Cv
Bartlett, TN 38135

Charles Hasty
3277 Venson Dr
Bartlett, TN 38134

Bradley & Meghan Belluomini
3258 Decker St
Memphis, TN 38134

James Kellum
6037 Williams Cv
Memphis, TN 38134

Co LDT Yamasa
PO Box 4090
Scottsdale, AZ 85216

David & Cynthia Winek
6065 Barkley Cv
Memphis, TN 38135

Joel & Mildred Gildart
6069 Barkley Cv
Memphis, TN 38134

Danny Wong
6077 Barkley Cv
Memphis, TN 38134

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Page 4

Spencer Marise
2680 Bending Elm Dr
Memphis, TN 38134

Taylor Martin & Patricia Mashburn
6093 Barkley Cv
Bartlett, Tn 38134

US SFE Company 1 LLC
8300 N Mopac Expy
Ste 200
Austin, TX 78759

Christine Pafford
3259 Decker St
Bartlett, TN 38134

AMF Living Trust
3281 Decker St
Bartlett, TN 38134

Gary & Joann Meador
3289 Decker St
Memphis, TN 38134

Bates Family Trust
3297 Decker St
Bartlett, TN 38135

Kendall & Leticia Curtis
3303 Decker St
Bartlett, TN 38134

ENG Revocable Trust
6022 Ainsworth St
Memphis, TN 38134

Imperial Security Service INC
2555 Poplar Ave
Memphis, TN 38112

Jerry & Theresa Bennett
6038 Ainsworth St
Bartlett, TN 38134

Joan Mackechnie
6046 Ainsworth St
Memphis, TN 38134

Brenda Mewborn Trust
6054 Ainsworth St
Memphis, TN 38134

Paul & Cindy Jayne
6062 Ainsworth St
Memphis, TN 38134

Joseph & Devon Howard
6070 Ainsworth St
Bartlett, TN 38134

Michael Gray
6118 Shelly Lyn Dr
Memphis, TN 38134

James Walker
3360 Dabler Pl
Bartlett, TN 38134

Zachary Clark & Katelyn Christian
3370 Dabler Pl
Bartlett, TN 38134

Sarah Orr
3378 Dabler Pl
Bartlett, TN 38134

Shirley Norris
3375 Venson Dr
Memphis, TN 38134

Dale & Lisa Bowling
3363 Venson Dr
Bartlett, TN 38134

John & Denna Brower
3355 Venson Dr
Memphis, TN 38134

Julie & Michael Young
6130 Shelly Lyn Dr
Memphis, TN 38134

James & Carol Crowder
3345 Venson Dr
Memphis, TN 38134

Howard & Cynthia Wood
3374 Venson Dr
Memphis, TN 38135

Clarence & Brenda Grandberry
3364 Venson Dr
Memphis, TN 38134

Eugene & Karen Hart
3356 Venson Dr
Memphis, TN 38135

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Page 5

Bobbie Higdon
3348 Venson Dr
Bartlett, TN 38134

Ciara Williams
3316 Venson Dr
Memphis, TN 38134

Stephen & Johnnie Belote
3471 Flintlock Dr
Memphis, TN 38134

David & Victoria King
3443 Flintlock Dr
Memphis, TN 38134

Joseph & Belinda Hill
3417 Flintlock Dr
Bartlett, TN 38134

Steven & Gloria Burk
6041 Kevin Dr
Memphis, TN 38134

Joann Trott
6081 Kevin Dr
Memphis, TN 38135

Michale & Karen Rhodes
6109 Kevin Dr
Memphis, TN 38135

Javier Campos
6139 Kevin Dr
Memphis, TN 38135

Charles & Dixie Cochran
3332 Venson Dr
Memphis, TN 38134

Gene & Anita Teamer
3487 Flintlock Dr
Bartlett, TN 38134

Nicholas Bussey
3463 Flintlock Dr
Bartlett, TN 38135

Robert Poore & Jessica Luna-Vega
3433 Flintlock Dr
Memphis, TN 38134

Timothy & Lisa Dunlap
6023 Kevin Dr
Memphis, TN 38135

Allen & Myrna Daniel
6051 Kevin Dr
Memphis, TN 38135

Carl & Mary Heinrick
6091 Kevin Dr
Memphis, TN 38135

Zachary & Abigale Gilliam
6119 Kevin Dr
Memphis, TN 38135

Anthony & Maureen Rotzoll
6147 Kevin Dr
Memphis, TN 38135

Terry & Patricia Coblenz
405 Elm St
Barnesville, GA 30204

Justin & Kathryn Turner
3479 Flintlock Dr
Bartlett, TN 38134

James Pinkston
3453 Flintlock Dr
Bartlett, TN 38134

Philip Diane Geswein
3423 Flintlock Dr
Memphis, TN 38134

Phillip & Donna Clark
6033 Kevin Dr
Memphis, TN 38134

Jonathan & Connie Bowlmad
6069 Kevin Dr
Memphis, TN 38135

Brendan Mosely
6099 Kevin Dr
Memphis, TN 38135

Vivkie Sheffield
6129 Kevin Dr
Bartlett, TN 38135

John & Justis Harrison
6157 Kevin Dr
Memphis, TN 38135

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Page 6

Desha & Michael Smith
3410 Josee Ln
Memphis, TN 38135

FKH SFR LLC
1850 Parkway Pl
Ste 900
Marietta, GA 30067

George & Judy Hannah Revocable L
Trust
3428 Josee Ln
Bartlett, TN 38135

Douglas & Lisa Joyner
3476 Josee Ln
Bartlett, TN 38135

Jaron & Kathryn Kloap
6019 Bartley Rdg
Bartlett, TN 38135

Laurence Krug
3474 Flintlock Dr
Memphis, TN 38135

Michael & Dorothy Wyatt
3470 Flintlock Dr
Memphis, TN 38135

William & Nancy Stewart
3462 Flintlock Dr
Memphis, TN 38135

Gary & Terri Smith
3452 Flintlock Dr
Memphis, TN 38135

Ricky & Cynthia Guess Revocable Trust
3442 Flintlock Dr
Memphis, TN 38135

Jason Wright
1059 Sterling Point Pl
Gulf Breeze, FL 32563

Cameron & Robin Mccown
6034 Kevin Dr
Memphis, TN 38135

Mario Boyd
6042 Kevin Dr
Memphis, TN 38135

Donald & Carol Gregory
3423 Countryhill Dr
Memphis, TN 38135

Marcus Bell
3422 Countryhill Dr
Bartlett, TN 38135

Sandra & Richard Vallon
3421 Jenny Ln
Memphis, TN 38135

Linda Williams
3422 Jenny Ln
Memphis, TN 38135

Jeffrey & Cynthia Snyder
6110 Kevin Dr
Bartlett, TN 38135

Bradley & Abbie Grassette
6120 Kevin Dr
Memphis, TN 38135

Billie & John Belshan
6130 Kevin Dr
Memphis, TN 38135

Farmer & Robbie Hearn
4600 Hauaala Rd
Kapaa, HI 96746

Heather & Justin Milam
3419 Josee Ln
Bartlett, TN 38135

JC Brasher
3429 Josee Ln
Bartlett, TN 38135

Matthew & Stefanie Biggs
3437 Josee Ln
Bartlett, TN 38135

TOMMY & JESSICA HURST
3447 Josee Ln
Memphis, TN 38135

Randall & Kelley Vanvoorhis
3457 Josee Ln
Memphis, TN 38135

Patricia Collins
6027 Barkley Rdg
Memphis, TN 38135

Attachment: Bartlett Blvd & Yale Rd PD ORIGINAL Plans (3725 : Reset the public hearing for Res. 02-25 Yale Rd/Bartlett Blvd PD)

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HAROLD & PATTY STANDRIDGE
6048 Countryhill Cv
Memphis, TN 38135

Ronald & Carolyn Lloyd
6044 Countryhill Ln
Memphis, TN 38135

Daniel & Anna Tucker
6047 Countryhill Cv
Bartlett, TN 38135

Courtney & Jeremy Tucker
3461 Countryhill Dr
Bartlett, TN 38135

Brian Moore
3449 Countryhill Dr
Bartlett, TN 38135

Sheri, Noah, & Victoria Eminson
3441 Countryhill Dr
Memphis, TN 38134

Andrew & Ainsley Hill
3431 Countryhill Dr
Bartlett, TN 38135

COUNTRY HILL LLC
9670 Memphis Arlington R
Arlington, TN 38002

Jeremy & Cierra Bridges
3431 Jenny Ln
Bartlett, TN 38135

Lawson Investment LLC
275 S Walnut Bend Rd
Ste 100
Cordova, TN 38018

Jonathan & Samantha Overly
3444 Christy Ln
Bartlett, TN 38135

Stephanie Norris & Ian Walsh
3448 Christy Ln
Bartlett, TN 38135

Darryl & Constance Rose
3452 Christy Ln
Memphis, TN 38135

Ryan & Amy Hertter
4700 Wild Fern Dr
Bartlett, TN 38135

Rose Parr
3460 Christy Ln
Memphis, TN 38135

Justin Fisher & Margery Strickland
3464 Christy Ln
Bartlett, Tn 38135

Boswell Scott
3487 Countryhill Dr
Bartlett, TN 38135

Arnold Wilmoth
6054 Countryhill Cv
Memphis, TN 38135

Kenneth & Kristi Raiford
3490 Countryhill Dr
Memphis, TN 38135

Ming-Lun & Xiao Wu
3482 countryhill Dr
Memphis, TN 38135

Jacqueline Hicks & Henry Johnson
3474 Countryhill Dr
Memphis, TN 38135

Michael & Belinda Messinger
3466 Countryhill Dr
Bartlett, TN 38135

Eli & April Jones
3448 Country Hill Dr
Bartlett, Tn 38135

Jobin 22 LLC
3500 S Dupont Hwy
Dover, De 19901

Yamasa CO LTD
Po Box 4090
Scottsdale, AZ 85261

Arron & Annette Wright
3477 Jenny Ln
Bartlett, TN 38135

Daniel & Jennifer West
3469 Jenny Ln
Bartlett, TN 38135

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Page 8

Donald & Christina Riggs
3459 Jenny Ln
Bartlett, TN 38135

James & Kathryn Steinbrecher
3449 Jenny Ln
Memphis, TN 38134

Alex & Beverly Tartera
3439 Jenny Ln
Memphis, Tn 38135

Nancy Sutton & Debra Forrester
3478 Jenny Ln
Bartlett, TN 38135

Billy Brewer
3470 Jenny Ln
Bartlett, TN 38135

Gene Jones
3460 Jenny Ln
Memphis, Tn 38135

Vernon & Barbara Carpenter
4090 Mimosa Hill Ln
Bartlett, TN 38134

Lori & Matthew Karrer
3457 Christy Ln
Memphis, TN 38135

Travis Sutton
3463 Christy Ln
Memphis, TN 38135

Brenda Russ
3471 Christy Ln
Memphis, TN 38135

William Fowler
3481 Christy Ln
Bartlett, TN 38135

City of Bartlett
6400 Stage Rd
Memphis, TN 38135

Donna Grisham
5932 Pamela Ann Dr
Memphis, TN 38135

Darrell & Imelda Scott
5950 Pamela Ann Dr
Memphis, TN 38135

Jennifer & Jerome Lewis
5960 Pamela Ann Dr
Bartlett, TN 38135

Stokes & Susan Quisenberry Living Trust
5970 Pamela Ann Dr
Memphis, TN 38135

Ruth & Benton Snyder
5980 Pamela Ann Dr
Memphis, TN 38135

Preace & Linda Markham
3452 Pamela Ann Dr
Memphis, TN 38135

Laura & Daniel Shidler
3444 Pamela Ann Dr
Memphis, TN 38135

Pamela Anderson
3434 Pamela Ann Dr
Memphis, TN 38135

Christina Lindley
3426 Pamela Ann
Bartlett, TN 38135

Anthony & Tenika Moment
3418 Pamela Ann Dr
Bartlett, TN 38135

Collin & Rebecca Vallantina
5981 Pamela Ann Dr
Memphis, TN 38135

Gavin Gower
5975 Pamela Ann Dr
Memphis, TN 38135

Wendy Rook
5965 Pamela Ann Dr
Bartlett, TN 38135

Jerry Pearson
5959 Pamela Ann Dr
Bartlett, TN 38135

Marsh & Gwendolyn Campbell
5949 Pamela Ann Dr
Memphis, TN 38135

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Harris & Ann Wallace
5939 Pamela Ann Dr
Memphis, TN 38135

Andrew & Sarah Swensen
5929 Pamela Ann Dr
Bartlett, TN 38135

Thomas & Cynthia Rowell
5919 Pamela Ann Dr
Memphis, TN 38135

Deborah Martin
5937 Pamela Ann Dr
Memphis, TN 38135

Korey & Rita Jones
5943 Pamela Ann
Bartlett, TN 38135

Charles Saylor Trust
5953 Pamela Ann Dr
Bartlett, TN 38135

Willie Collins
5963 Pamela Ann Dr
Memphis, TN 38135

Larry & Rita Davis Revocable Living
Trust
3441 Pamela Ann Dr
Memphis, TN 38135

Martin Lester
5924 Pamela Ann Dr
Memphis, TN 38135

James Bouge
5934 Pamela Ann Dr
Memphis, TN 38135

Celestine Evans
5944 Pamela Ann Dr
Bartlett, TN 38135

Jed & Kenya Ratzlaff
5954 S Pamela Ann Dr
Bartlett, TN 38135

Patrick & Shirley Myers
5964 Pamela Ann Dr
Bartlett, TN 38135

Pamela Alexander
3429 Pamela Ann Dr
Memphis, TN 38135

Stephen Jackson & Frances Coffey
5914 Pamela Ann Dr
Memphis, TN 38135

Central North Church
5955 Yale Rd
Memphis, TN 38135

Larry & Teresa Young
3353 Bartlett Blvd
Bartlett, TN 38135

Jesse & Donna McNatt
3343 Bartlett Blvd
Memphis, TN 38135

Frederick & Jacquelyn Mahr
3323 Bartlett Blvd
Memphis, TN 38135

Bartlett Place Townhomes Home-
Owners Association
3301 Neil Dr
Memphis, TN 38135

Valenti Development Group
2015 Stonegate
TRL 101
Vestavia Hill, AL 35242



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3719)

Meeting: 02/11/25 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 3719

Resolution 05-25, a resolution to amend the Fiscal Year 2025 Bartlett City General Purpose School Fund.

WHEREAS, the Bartlett City Board of Mayor and Aldermen is required to approve the Bartlett City Board of Education (BOE) General Purpose School Fund and other school fund budgets, as amended; and

WHEREAS, the Bartlett City BOE, using Resolution 12-4, approved a budget amendment on January 23, 2025, amending the FY2025 General Purpose School Fund for ACT for Juniors and Individual Education Account payments to parents/guardians of children with disabilities, funded through the Tennessee Investment in Student Achievement (TISA) program. The amendment also appropriates additional funding for High Cost Special Education students. Finally, the amendment provides a budgeted use of General Purpose School fund balance for acquisition and replacement of security cameras; and

WHEREAS, resolution 12-4 of the Bartlett City BOE is hereby attached and made a part of this resolution by reference;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the amendment itemized in resolution 12-4 to the FY2025 General Purpose School Fund of the Bartlett City BOE is approved.

Adopted this day of February 11, 2025

Harold Brad King, Register to the

David Parsons, Mayor

Board of Mayor and Aldermen

Attest: _____

Penny Medlock, City Clerk



RESOLUTION 12-4

A RESOLUTION TO APPROVE THE PLANNED USE OF GENERAL FUND BALANCE AND TO AMEND THE 2024-2025 FISCAL YEAR GENERAL PURPOSE FUND BUDGET OF THE BARTLETT CITY SCHOOLS.

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

WHEREAS, these amendments change the total amount of the budget.

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

Section 1. That the General Purpose Fund Budget for the 2024-2025 school year for the Bartlett City Schools as presented in official budget documents are hereby amended by reference in the following amounts as referenced below:

Fund 141 General Fund								
Fund	Function	Object	Project	Description	Budget	Add	Subtract	Amended Budget
141	71100	59500		TISA On-behalf Payments-ACT	\$0.00	\$117,000.00		\$117,000.00
141	71200	59500		TISA On-behalf Payments-Individualized Education Acct	\$0.00	\$94,000.00		\$94,000.00
141	71200	31200		Special Ed Contracts with Private Agencies (Excess Cost)	\$180,000.00	\$154,754.97		\$334,754.97
141	72130	79000		Other Student Support-Other Equipment	\$18,175.00	\$10,000.00		\$28,175.00
Totals					\$198,175.00	\$375,754.97	\$0.00	\$573,929.97
Fund	Function	Object	Project	Description	Budget	Add	Subtract	Amended Budget
								\$0.00
Totals					\$0.00	\$0.00	\$0.00	\$0.00
FY25 Amended General Fund Balance					Beginning Bal	Add	Subtract	Amended Fund Bal
					\$58,851,768.60		\$10,000.00	\$58,841,768.60

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

Section 3. That this resolution shall become effective January 23, 2025 from and after its adoption by the Bartlett City Board of Education.

Adopted this _____ day of January 2025.

David M. Cook II, Chairman
Bartlett City Board of Education

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

APPROVED AS TO FORM:
Kari Shoopman, General Counsel