



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, JANUARY 23, 2018 - BARTLETT CITY HALL - 7:00 PM

ATTENDANCE

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

INVOCATION

Opening Prayer by Danny Sinuefield, Faith Baptist Church

FUTURE MEETINGS

Board of Education, January 25 at 7 p.m.

City Beautiful Commission, February 1 at 6:30 p.m.

Family Assistance Commission, February 5 at 6 p.m.

Planning Commission, February 5 at 7 p.m.

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

Parks and Recreation Advisory Board, February 8 at 7 p.m.

Bartlett Historical Society, February 12 at 7 p.m.

RECOGNITIONS

Youth Leadership Bartlett

The Youth Leadership Class of 2018 introduced themselves:

Kayla King
Grace Jennings
Grace Proseus
Madison Scott
Ellie Jones
Katie Szczepanski
Thomas Steele
Carley Brown
Brooklyn Hogel
Jordan Bailey
Lacy Loft
Alexandria Cloutier
Adam Dawidow

*****Official Business of the Day*******MINUTES ACCEPTANCE****Minutes of the January 9, 2018 Board of Mayor and Aldermen Regular Meeting**

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

PUBLIC HEARING

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

- I. Ordinance 17-08, an ordinance to amend Title II, Chapter 3, Section 306 of the Codified Ordinances of the City of Bartlett, Tennessee to amend the use of watercraft upon public, municipal waters.

No one spoke for or against Ordinance 17-08.

Adjourned at 7:07 p.m.

UNFINISHED BUSINESS

- I. **Third Reading of Ordinance 17-08, an ordinance to amend Title II, Chapter 3, Section 306 of the Codified Ordinances of the City of Bartlett, Tennessee to amend the use of watercraft upon public, municipal waters. (Shan Criswell, Director of Parks and Recreation)**

This amendment removes the word "motorized" from the ordinance to specify no boats can be used in public, municipal waters.

RESULT:	APPROVED ON THIRD AND FINAL RE [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	David Parsons, Alderman
AYES:	Pleasant, Parsons, Simmons, Young, Sedgwick

CONSENT AGENDA

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

1 Special event permit for St. Valentine's Day 5K and 10K Runs. (Jim Brown, Director of Code Enforcement)

The event will be held on Saturday, February 10, 2018 from 9 a.m. to 12 p.m. at Bartlett Baptist Church.

2 Bid for six mobile column lifts. (Bill Yearwood, Director of Public Works)

Recommend accepting the lowest, qualified bid from Advance Stores- Roanoke, VA for a total cost of \$61,045.72. Each unit costs \$10,174.29. Funds are available in Account 311.48311.785.30718.

3 Condemnation of two properties for Old Brownsville Road widening. (Rick McClanahan, Director of Engineering)

Recommend authorizing condemnation of two properties for the widening of Old Brownsville Road in the amount of \$97,557.00. Funds are available in Account 311.48311.770.422.

4 Treasurer's Report for December 2017. (Dick Phebus, Director of Finance)

Adopted Budget Expenditures	\$79,809,042
Year-to-Date Expenditures	\$45,469,647
Adopted Budget Revenues	\$79,809,042
Year-to-Date Revenues	\$34,078,403

NEW BUSINESS**1 Resolution 02-18, a resolution to amend the Fiscal Year 2018 Bartlett City Schools General Fund. (Dick Phebus, Director of Finance)**

Mr. Phebus explained that this budget amendment will be used to pay the City toward the school system's debt.

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

2 Resolution 03-18, a resolution to amend the Fiscal Year 2018 Bartlett City Schools Education Capital Project Fund. (Dick Phebus, Director of Finance)

Mr. Phebus explained that this amendment to the school's capital project fund would be to allocate \$97,500 to architect fees for the Academy's bus depot and athletic field.

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

OPEN DISCUSSION

No one spoke during Open Discussion.

ADJOURNMENT

Meeting adjourned at 7:11 PM



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, JANUARY 9, 2018 - BARTLETT CITY HALL - 7:00 PM

ATTENDANCE

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

INVOCATION

Opening Prayer by Jeffrey Rudy, Ellendale United Methodist

FUTURE MEETINGS

Bartlett Station Commission, January 10 at 7:30 a.m.

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

BPACC Advisory Board, January 16 at 6 p.m.

Bartlett Arts Council, January 16 at 6:30 p.m.

Design Review Commission, January 16 at 6:30 p.m.

Board of Education Work Session, January 18 at 7 p.m.

RECOGNITIONS

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

MINUTES ACCEPTANCE

Minutes of the December 12, 2017 Board of Mayor and Aldermen Regular Meeting

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

Minutes Acceptance: Minutes of Jan 9, 2018 7:00 PM (MINUTES ACCEPTANCE)

PUBLIC HEARING

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

- I. **Ordinance 17-07, an ordinance to amend Title 17, Chapter 1, Sections 101, 102, and 105, and add Section 106 of the Codified Ordinances to address yard waste removal.**

Mr. Brown stated that this ordinance addresses excess yard waste and debris for residential curbside pickup. There's been a recent, sustained increase in yard waste, which caused a need for ordinance changes to address them. The Board held a work session on the topic and the ordinance amendment are the solutions posed by the administration. The amount of curbside debris to be picked up each week has been doubled. If a residential property owner has more than 12 cubic yards on any given pickup day, the City has provided three possible solutions: 1) Hire a professional contractor to remove the excess 2) Transport the excess to the City's Solid Waste Facility 3) Request a cost estimate for Solid Waste to pick up the excess.

No one spoke for or against Ordinance 17-07.

Adjourned at 7:07 p.m.

UNFINISHED BUSINESS

- I. **Third Reading of Ordinance 17-07, an ordinance to amend Title 17, Chapter 1, Sections 101, 102, and 105, and add Section 106 of the Codified Ordinances to address yard waste removal. (Mark Brown, Chief Administrative Officer)**

RESULT:	APPROVED ON THIRD AND FINAL RE [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Bobby Simmons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

2. **Second Reading of Ordinance 17-08, an ordinance to amend Title 11, Chapter 3, Section 306 of the Codified Ordinances of the City of Bartlett, Tennessee to amend the use of watercraft upon public, municipal waters. (Shan Criswell, Director of Parks and Recreation)**

Mrs. Criswell noted that this amendment will removed the word motorized to simplify the ordinance that no watercraft are allowed on municipal waterways.

Alderman Parsons asked if the City has had problems with motorized boats. Mayor McDonald responded that the issue has been with canoes and kayaks being on the water.

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 1/23/2018 7:00 PM
MOVER:	Emily Elliott, Alderman	
SECONDER:	Bobby Simmons, Alderman	
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick	

CONSENT AGENDA

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

- 1 Bid for Orion water meters. (Dick Phebus, Director of Finance)**
Recommend accepting the sole source bid National Meter for 907 Orion utility meters and accessories at a total cost of \$123,805.50. Funds are available in Account 510.51100.945
- 2 Authorization to purchase two properties through the Repetitive Loss Purchase program by Federal Emergency Management Agency. (Rick McClanahan, Director of Engineering)**
Request authorization to purchase properties at 3673 Thistle Valley and 2810 Alfaree, which have qualified for the Repetitive Loss Purchase Program by FEMA. Funding is 100 percent reimbursable by Federal, State and County governments. Funds available in Accounts 131.43100.780.08917 and 131.43100.780.0891.
- 3 Planning Commission Report for December 2017. (Kim Taylor, Director of Planning and Economic Development)**

Item 1 - Site plan for Kroger parking lot expansion at 7615 Highway 70 was approved with conditions.

Item 2 - Master plan for Willow Ridge Subdivision was approved with conditions.

Item 3 - Master plan for convenience store and fuel station subdivision, located on the northeast corner of Germantown Road and Highway 70, was deferred to the January Planning Commission meeting.

NEW BUSINESS

- 1 Appoint and re-appoint members to City's Boards and Commissions. (A. McDonald, Mayor)**

Bartlett Station Commission

Appoint David Parsons (term expires December 31, 2018) and David Weimar (December 31, 2019).

Reappoint Melissa Barre, Sue Griffith-Coleman, and Marty Marbry. Their terms will expire December 31, 2023.

Beer Board

Reappoint Richard Davenport and Lindsey Massey. Their terms will expire December 31, 2019.

Board of Zoning Appeals

Reappoint Russ Abernathy and David Hunt. Their terms will expire December 31, 2020.

BPACC Advisory Board

Appoint Dale Willis and Paula Sedgwick. Their terms will expire December 31, 2020.

Reappoint Anne Faulks and Shirley Smith. Their terms will expire December 31, 2020.

Minutes Acceptance: Minutes of Jan 9, 2018 7:00 PM (MINUTES ACCEPTANCE)

City Beautiful Commission

Appoint Carolyn Keane and Mike Martin. Their terms will expire December 31, 2018.

Reappoint Joe Bledsoe, Bill Browning, Mark Guenin, Linda Howe, Donald Keith, Tommie Jean Moore, Michelle Page, Kenneth Parks, Wayne Ray, Laurie Rieman, Tom Rieman, Kathleen Robertson, Danny Thompson, and Karen Winemiller. Their terms will expire December 31, 2018.

Code Appeals Board

Reappoint Warrie Williams. His term will expire December 31, 2019.

Design Review Commission

Appoint Tyler Canup and Greg Evans. Their terms will expire December 31, 2019.

Reappoint Dean Carlson and Jason Payne. Their terms will expire December 31, 2019.

Family Assistance Commission

Reappoint Michael Farley and Lori Shores. Their terms expire December 31, 2020.

Grievance Review Board

Appoint Jeremy Maser. His term expires December 31, 2018.

Reappoint Bo Maharrey, Jonathan Jewell, Charlene Mitchell, Ted Rasbach, and Jack Young. Their terms will expire December 31, 2018.

Historic Preservation Commission

Reappoint Debbie Ferrell and Nikia Johnson. Their terms will expire December 31, 2022.

Industrial Development Board

Reappoint Charles Goforth, Mike McElya, and Bob Morris. Their terms will expire January 25, 2022.

Parks and Recreation Advisory Board

Appoint John Alexander. His term will expire December 31, 2018.

Reappoint Dennis Lyon, Bob Nipp, and Melissa Woodall. Their terms will expire December 31, 2020.

Planning Commission

Reappoint Jay Caughman, Paul Kaiser, and James Lamb. Their terms will expire December 31, 2020.

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

2 Reappoint Scott Greer as City Chaplain. (A. McDonald, Mayor)

Scott Greer, pastor of New Hope Christian Church, will serve a one-year term as chaplain.

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

3 Resolution 01-18, a resolution to approve an agreement between the State of Tennessee Department of Transportation and the City of Bartlett for the design and construction of Fletcher Creek Greenway, Phase III. (Rick McClanahan, Director of Engineering)

Mr. McClanahan explained that this phase of the Fletcher Creek Greenway will be built across the front of the new Tennessee College of Applied Technology Campus along Appling Road connecting the current end of the greenway at Yale and Appling.

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

OPEN DISCUSSION

No one spoke during Open Discussion.

ADJOURNMENT

Meeting adjourned at 7:22 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Jan 9, 2018 7:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

ORDINANCE (ID # 2262)

Meeting: 01/23/18 07:00 PM
Department: Parks and Recreation
Category: Amendment
Prepared By: Stefanie McGee
Initiator: Shan Criswell
Sponsors:
DOC ID: 2262

Ordinance 17-08, an ordinance to amend Title 11, Chapter 3, Section 306 of the Codified Ordinances of the City of Bartlett, Tennessee to amend the use of watercraft upon public, municipal waters.

NOW THEREFORE BE IT HEREBY ORDAINED that the Board of

Mayor and Aldermen amend Title 11, Chapter 3, Section 306 as follows:

11-306. ~~Water~~ Motorized crafts, boats, etc. on any city-owned lake, pond, detention basin or other public waterways prohibited.

(1) No person shall bring into or operate any ~~motorized~~ watercraft, excluding remote controlled model watercraft, upon any public waters, ponds, detention basins or any other publicly owned or managed waterway, ~~unless a permit is obtained from the City of Bartlett Chief of Police.~~ *The mayor shall have the authority to allow exceptions.*

(2) Penalty. Violations of this section shall be a misdemeanor and subject to misdemeanor fines and penalties.

SEVERABILITY - Should any portion or part of this Ordinance be rendered void or unenforceable by any Court of law, statute or other authority, the rest and remainder of this Ordinance shall remain in full force and effect.

EFFECTIVE DATE This Ordinance shall become effective after its final passage, the public welfare requiring it.

First Reading: December 12, 2017

Second Reading: January 9, 2018

Updated: 12/4/2017 5:07 PM by Stefanie McGee

Page 1

Third Reading: January 23, 2018

W. C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Stefanie McGee, City Clerk

HISTORY:

12/12/17 Board of Mayor and Aldermen **APPROVED ON FIRST READING**
Next: 01/09/18

01/09/18 Board of Mayor and Aldermen **APPROVED ON SECOND READING**
Next: 01/23/18

COMMENTS - Current Meeting:

This amendment removes the word "motorized" from the ordinance to specify no boats can be used in public, municipal waters.

RESULT: **APPROVED ON THIRD AND FINAL RE [UNANIMOUS]**

MOVER: Jack Young, Vice Mayor

SECONDER: David Parsons, Alderman

AYES: Pleasant, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 01/23/18 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for St.Valentine's Day 5K and 10K Runs.

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



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

3465 Kirby Whitten Rd. 38135
 Address Zip Code

February 10, 2018 _____
 Dates of the Event Hours of the Event

St. Valentine's Day 5K/10K Run
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

Bartlett Baptist Church
 Property Owner

Tawny Walker (SCC) 7266 Third Rd.
 Special Event Permit Applicant Address of Applicant

901-385-5593 901-385-5597
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

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

~~\$60.00~~ Special Event Fee
~~\$4.00~~ Permit Issuing Fee
No Fee Total

Tawny Walker 1/2/18
 Responsible Person Date

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

APPROVAL

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

Attachment: ST VALENTINE'S DAY 5K-10K RUN-2018 (2280 : St Valentine's Day 5K/10K Run)

Special Event Checklist

Event: St. Valentines Day 5K/10K Run
 Location: Bartlett Baptist Church
 Dates: February 10, 2018
 Type of special event: (Check one.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

☐ *Political campaigning.* Campaigning for public office.

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1	X			<i>Location.</i> Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	map attached
2	X			For all special events that require the use of public right-of-way, the permit granted shall clearly specify the streets to be used for the event and the time that the streets will be closed, if applicable.	Police notified
3			X	Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4			X	<i>Land-use compatibility.</i> The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5		X		The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		X		The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.	
7		X		<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8		X		Any temporary structure shall be promptly removed upon the cessation of the event. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the event coordinator's expense.	

	Sub- mitted ✓ or X	OK	N/A		Comments										
9	X			<i>Hours of operation and duration.</i> The duration and hours of operation of a special event shall be consistent with the surrounding land uses. The total duration of a special event shall not exceed the duration set forth in Table VI.27-1; however, the duration of the special event may be modified by conditions attached to the issuance of the special event permit, as set forth in Section 27.F. Table V.27-1: Special Event Maximum Duration <table><tr><th>Type of Special Event</th><th>Duration</th></tr><tr><td>Type 1: Noncommercial</td><td>30 days</td></tr><tr><td>Type 2: Special Seasonal</td><td>90 days</td></tr><tr><td>Type 3: Commercial</td><td>14 days</td></tr><tr><td>Type 4: Public Attractions</td><td>14 days</td></tr></table>	Type of Special Event	Duration	Type 1: Noncommercial	30 days	Type 2: Special Seasonal	90 days	Type 3: Commercial	14 days	Type 4: Public Attractions	14 days	
Type of Special Event	Duration														
Type 1: Noncommercial	30 days														
Type 2: Special Seasonal	90 days														
Type 3: Commercial	14 days														
Type 4: Public Attractions	14 days														
10			X	In addition to the maximum duration as set forth in Table VI.27-1, a shopping center may hold centralized special events, not connected to individual businesses within the shopping center, which do not exceed sixty (60) days in a calendar year. The duration of all special events in a shopping center may be extended on a case by case basis if the special event(s) take place in shopping center parking areas not required for the primary businesses.											
11			X	<i>Frequency.</i> Except as otherwise provided herein, the maximum frequency of a special event on the same property shall be two (2) times per calendar year, excluding a shopping center. A shopping center shall be allowed to hold four (4) centralized events not connected to any individual business located within the center in addition to those events held by the individual businesses located within the shopping center.											

	Sub- mitted ✓ or X	OK	N/A		Comments
12			X	Type 3 outdoor sales at a specific location may be permitted only as follows: a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days. b. Outdoor sales may be permitted once in each calendar quarter if the duration is more than three (3) days but not more than ten (10) days. c. The minimum time between consecutive outdoor sales periods for the same business on the same property shall be fourteen (14) days from the beginning of one period to the beginning of the next period. Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.	
13	X			<i>Traffic circulation.</i> The special event shall not cause undue traffic congestion or accident potential, given anticipated attendance and the design of adjacent streets, intersections, parking and traffic controls. All sidewalks shall be left open for pedestrian traffic unless special approval is received for blockage. No alleys, driveways, fire lanes or other access points shall be blocked by the special event unless specific approval is granted for the special event.	Memo to Police included
14	X			<i>Street closings.</i> The special event permit recipients shall be responsible for securing, installing and immediate removal upon cessation all barricades and signs when street closings are approved. Large Class III barricades shall be sandbagged to prevent blowing over.	

	Sub- mitted ✓ or X	OK	N/A		Comments
15			X	<i>Fire safety.</i> The fire department shall be consulted for the following requirements and inspection, as necessary. a. Fire lanes a minimum of 20 feet in width and 12 feet in height or as otherwise approved by the Fire Chief must be provided in order to allow Fire Department access within 150 feet of all structures and on at least two sides of all two-story structures within 500 feet of the location of the special event. b. All fire hydrants in the area of the special event must be left with five (5) feet of clearance on all sides and shall be accessible from the fire lanes that are designated with the event. c. No open fires shall be permitted unless advance approval is obtained from the Fire Department. d. Fire extinguishers shall be available as determined by the Fire Chief. e. Temporary electrical wiring for the special event shall be installed in accordance with the requirements of the National Electrical Code. f. Tents shall comply with the Fire Code and applicable building codes. g. Exit signs and proper exiting aisles shall be provided in temporary special event structures.	
16		X		<i>Off-street parking.</i> The event shall not create a parking shortage for any other use. All off-street parking surfaces used for the special event shall be concrete or asphalt.	
17		X		<i>Public conveniences and litter control.</i> Adequate on-site rest room facilities and solid waste containers shall be provided. The applicant shall calculate the demand for such facilities and specify how the need will be addressed.	
18		X		<i>Nuisances.</i> The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.	

	Sub- mitted ✓ or X	OK	N/A		Comments
19		X		<i>Area of parking lot dedicated to outdoor special events.</i> a. No more than ten (10) percent of the parking stalls required for the structure associated with the parking lot in which the special event occurs shall be permitted to be used for a special event. Regardless of how many stalls are occupied by the special event, no special event that occurs in the parking lot for a permanent structure may cause a parking shortage for primary and accessory uses associated with that structure. b. No spikes, nails, anchors or other devices shall be driven into any public street, sidewalk or parking lot surface or into any existing concrete or asphalt. Such devices may be used on private parking lots provided any damage resulting therefrom shall be fixed upon cessation of the event and removal of the devices.	
20	X			<i>City services.</i> If the applicant requests the City to provide services or equipment, including but not limited to traffic control or security personnel, or if the City otherwise determines that services or equipment are required to protect the public health, safety, or general welfare, the applicant shall be required to reimburse the City for the cost of the services. The City may require the applicant to submit a security deposit, in an amount determined by the Chief Administrative Officer and in the form approved by the City Attorney, prior to the event to ensure that the applicant complies with this provision.	
21			X	<i>Insurance coverage.</i> Special event permit recipients must show proof of liability insurance at time of application. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the Chief Administrative Officer based on the nature of the special event.	

Conditions

Conditions deemed necessary to ensure compatibility with adjacent land-uses and to minimize potential adverse impacts on nearby uses:

	Required ✓ or X	N/A		Comments
22		X	Limitations on signs.	
23		X	Temporary arrangements for parking and traffic circulation.	
24		X	Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25		X	Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	
26		X	The posting of security in an amount required by the Permitting Official to help ensure that the operation of the event and the subsequent restoration of the site are conducted according to required special event standards and conditions of approval.	
27		X	The provision of traffic control or security personnel to ensure the public safety and convenience.	
28		X	Execution of a "Special event agreement" in a form acceptable to the City Attorney to ensure the indemnification of the City and that public property will be protected and/or restored to its condition prior to the special event.	

Special event permit application, content and submission requirements

A complete application shall be submitted to the Permitting Official at least **ten (10) days** prior to the requested start date of any special event.

The application shall set forth and contain the following information:

	Sub- mitted ✓ or X	OK	N/A		Comments
29	X			Name and address of the applicant.	
30	X			Names and address of the owner of the premises on which the proposed event is to be held.	
31		X		Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32	X			Description of the site on which the proposed event is to be held.	
33	X			Date of the proposed event.	
34	X			A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	
35	X			A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	
36	X			Location and number of proposed temporary public toilets.	
37			X	Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38		X		Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

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

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



City of Bartlett

PARKS & RECREATION

A. Keith McDonald, Mayor
Shan Criswell, Parks Director

TO: Shan Criswell
FROM: Tawny Walker
Cc: Mayor and Board of Alderman
DATE: January 3, 2018
RE: St. Valentine's Day 5K and 10K Run

I have compiled a list for your information on the upcoming St. Valentine's Day 5K and 10K Run.

1. The date is scheduled for February 10, 2018, at 9:00 a.m. The run will begin and end at the Bartlett Baptist Church at 3465 Kirby Whitten Parkway. Estimated total time is 2 hours.
2. The award categories are as follows:

Individual award categories in both 5K and 10K

Overall Male	Overall Female
Master Male	Master Female
Grandmaster Male	Grandmaster Female

1st, 2nd, and 3rd place in the following categories

14 and under	15 to 19	20 to 24
25 to 29	30 to 34	35 to 39
40 to 44	45 to 49	50 to 54
55 to 59	60 to 64	65 to 69
70 and over		

Couples Sweetheart Division for 10K only.

In this division teams consist of two members (one male and one female). They both run the entire 10K and their times are added together to determine the winner. There will be an overall winner and age group winners. Age groups are determined by the average age of the team members.

Providing Bartlett residents with quality, fun recreational opportunities and facilities.

January 3, 2018

Page 2

Couples Sweetheart Awards

Overall Winner

1st place in the following age categories

19 and under	20 to 29	30 to 39	40 to 49
50 to 59	60 to 69	70 and over	

- 3. An estimated number of (30) personnel consisting of volunteers and staff will be utilized as course monitors and to man three water stops.**
- 4. Residents along the course will be given notification of the event via flyer.**
- 5. Memphis Runners Track Club will once again be doing the start, finish and results.**

If you have any questions, please don't hesitate to ask.



City of Bartlett

PARKS & RECREATION

A. Keith McDonald, Mayor
Shan Criswell, Parks Director

TO: Inspector Cox

FROM: Tawny Walker

DATE: January 3, 2018

RE: St. Valentine's Day 5K/10K Run

The date of this year's St. Valentine's Day 5K/10K Run is Saturday, February 10th. The race will begin and end in the Bartlett Baptist Church parking lot at 3465 Kirby Whitten Road. The race start time is 9:00 a.m. I am enclosing maps of the two courses. We are going to need traffic control in 7 areas but can possible do it with six cars because one of the areas early in the 5K can easily move to the last area we need control in the 10K.

5K RACE

1. Yale and Kirby Whitten – Stay
2. Yale and Crossing Cove – Can move to 10K
3. Deermont and Altruria
4. Yale and Altruria – (May need 2)

10K RACE

1. Memphis Arlington and Kirby Whitten – Stay – May need 2
2. Daybreak and Altruria
3. Altruria and Egypt Central (the Officer on the 5K at Yale and Crossing Cove can move to Altruria and Egypt Central because it is so early in the 5K. We are going to start the 5K five to ten minutes before the 10K giving the 5K runners plenty of time to clear out.

The Bartlett Police Department has always done such a fantastic job for us. I really appreciate your help and support.

Thanks!

Providing Bartlett residents with quality, fun recreational opportunities and facilities.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 01/23/18 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Jessica Vaughan

Department Head: Bill Yearwood

Bid for six mobile column lifts.

On November 22, 2017 an ad was placed in The Daily News. On December 07, 2017 City of Bartlett received 11 bids, which were opened at City Hall.

Bids were received from the following companies:

Vendor	Units	Cost per Unit	Total Cost
Advance Stores- Roanoke, VA	6	\$10,174.29	\$61,045.72
Advance Stores- Alternate	4	\$9,803.46	\$39,213.82
Advance Stores- Alternate	2	\$10,466.43	20,932.85
All South Equipment Sales - Memphis*	6	\$10,250.00	\$61,500.00
ARI Phoenix- Lebanon, OH	6	\$12,486.51	\$74,919.08
Gray Manufacturing- St Joseph, MO*	6	\$9,499.00	\$56,994.00
Heavy Duty Lift & Equipment - Flowery Branch, GA*	6	\$8,900.00	\$53,400.00
MAHA, USA- Pinckard, AL*	6	\$8,398.67	\$50,392.06
O'Reilly Automotive Stores- Springfield, MO	6	\$11,525.33	\$69,152.00
Technology International -Lake Mary, FL*	6	\$10,318.00	\$61,908.00
Technology International - Alternate*	6	\$6,915.00	\$41,490.00

* Bid did not meet specifications.

We recommend the bid be awarded to Advance Stores- Roanoke, VA for a total price of \$61,045.72.

Funds are available in Account 311.48311.785.30718.

Thank you for your consideration.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]

MOVER: Jack Young, Vice Mayor

SECONDER: W.C. Pleasant, Alderman

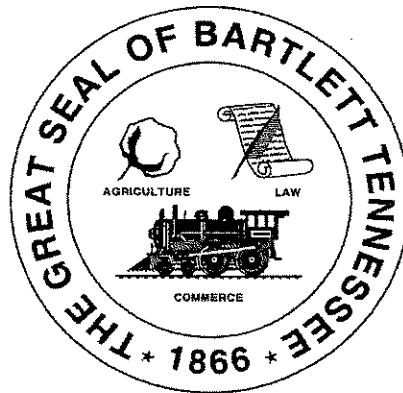
AYES: Pleasant, Parsons, Simmons, Young, Sedgwick

Copy

CITY OF BARTLETT

6400 STAGE ROAD
BARTLETT, TENNESSEE 38134

A. Keith McDonald, Mayor
Mark Brown, Chief Administrator Officer
Dick Phebus, Finance Director
Bill Yearwood, Public Works Director



REQUEST FOR SEALED BIDS

SB # FY2018-11-036

DUE: Thursday, December 07, 2017, no later than 2:00 p.m. (CST)

MOBILE COLUMN LIFTS

PUBLIC WORKS - FLEET

The City of Bartlett Public Works - Fleet is seeking to purchase six (6) Mobile Column Lifts, with a capacity of 18,000 to 18,800 pounds, as per the written specifications.

Attachment: Specs for Mobile Column Lifts 01 10 18 (2276 : Mobile Column Lifts)

MOBILE COLUMN LIFT- FLEET
 Sealed Bid: FY2018-11-036
 Due Date: December 07, 2017

NOTICE TO BIDDERS

Sealed Bids are to be received no later than **2:00 P.M. on Thursday, December 07, 2017**. All bid packets, with an original, clearly identified, and two copies, must be labeled **"FY2018-11-036 MOBILE COLUMN LIFT"** and addressed as follows:

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

The City reserves the right to reject any and all bids and to waive any informality in the bidding process. The City of Bartlett is an equal opportunity employer. If further information is desired, please contact Debbie Cairncross, Purchasing Agent at 901-385-6416 or email dcairncross@cityofbartlett.org

Please quote prices on attached bid sheet.

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

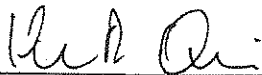
These prices are submitted with a declaration that no Bartlett Aldermen or Employee has a financial or beneficial interest in this transaction.

Advance Stores Company Inc
 NAME OF FIRM

TE-Government@advance-auto.com
 EMAIL

5008 Airport Rd Roanoke VA 24012
 ADDRESS

540-561-6812
 PHONE


 SIGNATURE OF AUTHORIZED
 REPRESENTATIVE

Kevin Quinn
 PRINT NAME

11 / 30 / 2017
 DATE

Attachment: Specs for Mobile Column Lifts 01 10 18 (2276 : Mobile Column Lifts)

MOBILE COLUMN LIFT- FLEET
 Sealed Bid: FY2018-11-036
 Due Date: December 07, 2017

INTENT

The intent of these specifications is to provide sufficient detailed information to permit prospective bidders to submit bids on six (6) each, individual, new and unused, current model **Mobile Column Lifts with a capacity of 18,000 to 18,800 pounds** for the Fleet Department as per the written specifications. Units shall be delivered to City of Bartlett Fleet Services located at 3583 Altruria Road, Bartlett, TN 38135.

STATEMENT OF INTENT – EQUALITY AND FAIRNESS

The City of Bartlett will not discriminate against any individual of any reason and will provide services to all citizens in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation.

GENERAL SPECIFICATIONS

These specifications are intended as minimum requirements. However, it is recognized that each manufacturer has special features that make his equipment unique. Therefore, all bids will be considered, but every bidder must state, in detail, where his product fails to meet these specifications. Unless otherwise stated, these specifications are not intentionally written to favor any one Manufacturer, and are only for the purpose of indicating generally the type of work required of said bid items. It is the intention of the City to purchase quality products and not necessarily the products with the lowest initial cost.

1. All bidders must clearly identify any and all deviations from these specifications that their products may have; however, bids must meet or exceed specifications.
2. Bidder shall include the Compliance check list, along with the signed pricing sheet and the signed and notarized Public Acts 109 form (page 8). **Note: An original, clearly marked, and two copies shall be included in the bid package.**
3. All prices are to be firm for 180 days from bid due date.
4. The City reserves the right to reject any and all bids.
5. The bid shall state the manufacturer's warranty, along with owner's manuals.
6. An Award Letter and purchase order will be issued to the successful vendor.
7. All charges for transportation and unloading are to be pre-paid by the successful bidder, and are not the responsibility of the City of Bartlett.
8. Unit delivered as a result of the award of this bid shall be a current year model, new and unused.

Note: Bidder may include any additional information or brochures on equipment being presented in the bid package.

MOBILE COLUMN LIFT- FLEET
 Sealed Bid: FY2018-11-036
 Due Date: December 07, 2017

DETAILED SPECIFICATIONS

(Include one original and two copies with bid pricing sheet and Public Acts 109 form)

(6) Each, Mobile Column Lift, 18,000 to 18,800 pound capacity, Specifying MCH19 Flex, or equal

	COMPLIANCE ANSWER		
	<u>YES</u>	<u>NO</u>	<u>OFFER</u>
Load Capacity - 18,000 to 18,800 pounds (specify) 18,800 pounds	<u>X</u>	_____	_____
Battery Operated – cordless with 110V charger	<u>X</u>	_____	_____
Adjustable Forks – Multiple width with an adjustable range of 9.25” to 22.0”	<u>X</u>	_____	_____
Steering and Braking System - Spring Loaded	<u>X</u>	_____	_____
Wheels - Rubber coated steel	<u>X</u>	_____	_____
Fork Lift Pockets – to provide in-shop mobility	<u>X</u>	_____	_____
Protected Hydraulic Cylinder Rod – Minimum maintenance Required	<u>X</u>	_____	_____
Lock Indicator Light	<u>X</u>	_____	_____
Single Column Controls – with a large information screen	<u>X</u>	_____	_____
Vehicle Height and Weight Gauges – integrated with digital display	<u>X</u>	_____	_____



Initials

MOBILE COLUMN LIFT- FLEET
 Sealed Bid: FY2018-11-036
 Due Date: December 07, 2017

COMPLIANCE ANSWER

YES NO OFFER

Intuitive Controller (or equal) – wireless, industrial grade and to include the following:

Show each light column with indicator light

X _____

On/Off Power Button

X _____

Information Screen

X _____

Joystick Control, two-speed for up/down movement

X _____

Single Lower-to-Lock button

X _____

E-Stop Control or equal

X _____

Remote Battery Indicator

X _____

Auto Resume

X _____

Accidental Button Press Protection

X _____

Out of Operation Range Audible Warning Indicator

X _____

CERTIFICATION

Unit must meet design specifications of ANSI or ALI ALCTV 2011 standard, as required by OSHA or any revision in effect at time of manufacture. Certification of compliance with the applicable standards shall appear on the unit's nameplate, affixed to unit when shipped complete from the factory.
Must Comply – No Exceptions

Complies

Koke
 Initials

MOBILE COLUMN LIFT- FLEET
 Sealed Bid: FY2018-11-036
 Due Date: December 07, 2017

BID PRICING SHEET

(One original, clearly marked, and two copies, must include the specification check list and the Public Acts 109 form)

(6) Each, MOBILE COLUMN LIFT

Make and model # of unit bid Rotary MCH19

(Include brochures on model specifying)

<u>\$ 10,174.29</u>	X 6	<u>\$61,045.72</u>
Each Lift		Total Price
<u>\$ 9,803.46</u>	x 4	<u>\$39,213.82</u>
Each lift		Total Price
<u>\$10,466.43</u>	x 2	<u>\$20,932.85</u>
Each lift		Total Price

Total Bid in Words:

Six columns = ten thousand one hundred seventy four dollars and twenty nine cents each or sixty one thousand forty five dollars and seventy two cents for six total
 Four columns = nine thousand eight hundred three dollars and forty six cents or thirty nine thousand two hundred thirteen dollars and eighty two cents for four total
 Two columns = ten thousand four hundred sixty six dollars and forty three cents or twenty thousand nine hundred thirty two dollars and eighty five cents for two total.

Time required for delivery: 45 days. (Not counting holidays)

NOTE: BID PRICING TO BE FIRM FOR 180 DAYS, WITH AN OPTION TO PURCHASE ADDITIONAL VEHICLES WITHIN ONE YEAR FROM BID DUE DATE AT THE SAME PRICE

Advance Stores Company Incorporated

NAME OF FIRM

TE-Government@advance-auto.com

Email

Kevin Quinn

Authorized Representative
 (Typed or Printed)

540-561-6812

Telephone Number

Kevin Quinn

Authorized Representative Signature

11/30/2017

Date

Attachment: Specs for Mobile Column Lifts 01 10 18 (2276 : Mobile Column Lifts)

MOBILE COLUMN LIFT- FLEET
 Sealed Bid: FY2018-11-036
 Due Date: December 07, 2017

PUBLIC ACTS 109
(Iran Divestment Act)

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

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

Print Name Kevin Quinn
 Signed [Signature]
 Title VP Finance

Subscribed and sworn before me this 30th day of November, 20 17.

Signed [Signature] Print Name Theresa Hull

Title Sr Executive Assistant

My commission expires: 12/16, 20 18.



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

Attachment: Specs for Mobile Column Lifts 01 10 18 (2276 : Mobile Column Lifts)

MOBILE COLUMN LIFT- FLEET
 Sealed Bid: FY2018-11-036
 Due Date: December 07, 2017

OWNERS MANUALS

Furnish ALL manuals:

- Service/Repair Manual
- Parts Manual
- Operators Manual

Specify ALL warranties available 1 year labor. 1 year functional parts. 5 year structure.

ALL WARRANTY INFORMATION TO BE PROVIDED UPON DELIVERY OF VEHICLE.

ALL WARRANTY WORK TO BE DONE WITHIN 50 MILES OF BARTLETT CITY LIMITS

REPLACEMENT PARTS MUST BE AVAILABLE LOCALLY

DELIVERY - Must be delivered to:

City of Bartlett – Fleet Services

3583 Altruria Rd.

Bartlett, TN 38135

End of Specifications



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 01/23/18 07:00 PM

Department: Engineering

Category: Bid

Prepared By: Dena Hathaway

Department Head: Rick McClanahan

Condemnation of two properties for Old Brownsville Road widening.

Several months ago I came to you for authorization to condemn several properties for the widening of Old Brownsville Road. These condemnations were due to the City and property owners not reaching an agreement on price.

There are now two properties we have reached agreement on price but cannot get the mortgage holders to provide release on the right of way takings. I am asking that the City of Bartlett condemn these two properties to get clear title to the right of way and pay the owners the agreed upon price .

The two properties are:

Tommy & Dora Price	\$49,181.00
Bobby & Randa Cranford	\$48,376.00

Please authorize condemnation proceedings of these two properties with funding to purchase to come from Account 311.48311.770.422.

Thank you for your consideration.

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

MOVER: Jack Young, Vice Mayor

SECONDER: W.C. Pleasant, Alderman

AYES: Pleasant, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 01/23/18 07:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for December 2017.

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

MOVER: Jack Young, Vice Mayor

SECONDER: W.C. Pleasant, Alderman

AYES: Pleasant, Parsons, Simmons, Young, Sedgwick



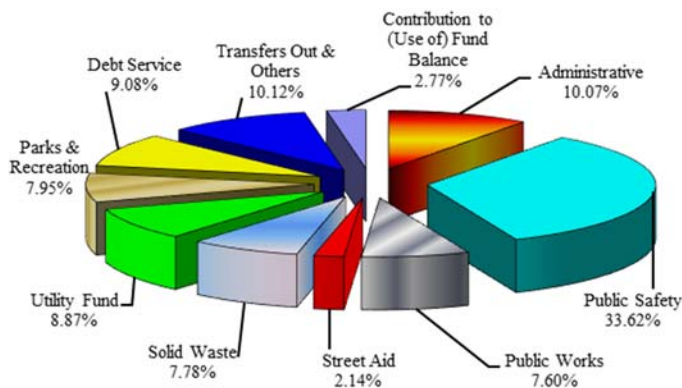
City of Bartlett

FINANCIAL REPORT

December 31, 2017

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

WHERE THE \$ GOES (Does not include School)

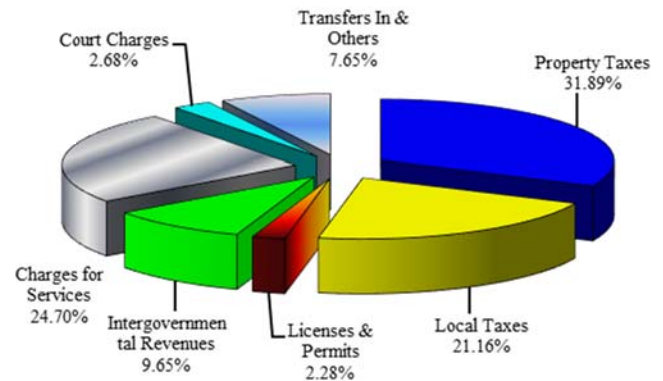


BUDGET HIGHLIGHTS

- June 30, 2017 year-to-date actual is audited.
- Property tax bills will be mailed in November and are due February 28.
- Delinquent 2016 property taxes were submitted to the Trustee for collection.

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

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



FY 2018 YEAR-TO-DATE For The Period Ending December 31, 2017

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 7,468,105	\$ 3,222,114
Public Safety	26,168,688	13,217,586
Public Works	5,905,999	2,884,186
Parks and Recreation	5,696,967	2,867,781
Performing Arts	601,966	385,062
Transfers & Other Gen. Fund Items	6,874,318	6,457,522
Subtotal	\$ 52,716,043	\$ 29,034,250
General Fund Revenues		
Property Taxes	\$ 25,269,603	\$ 8,158,817
Local Taxes	13,388,618	4,166,671
Building and Development Fees	1,806,700	831,582
Intergovernmental	6,024,500	1,809,437
Charges for Services	4,006,884	1,820,937
Court Charges	1,770,000	978,626
Other Revenue	449,738	219,833
Subtotal	\$ 52,716,043	\$ 17,985,903
Special Rev. Funds - Expenditures	\$ 9,440,509	\$ 4,533,368
Special Rev. Funds - Revenues	\$ 9,440,509	\$ 4,122,211
Utility Expenses	\$ 9,056,090	\$ 5,276,498
Utility Revenues	\$ 9,056,090	\$ 4,295,807
Debt Service Expenditures	\$ 8,596,400	\$ 6,625,531
Debt Service Revenues	\$ 8,596,400	\$ 7,674,481
Total Expenditures	\$ 79,809,042	\$ 45,469,647
Total Revenues	\$ 79,809,042	\$ 34,078,403

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

Attachment: Dec17FinRpt (2279 : Treasurer's Report for December 2017)



City of Bartlett -- Financial Summary For The Period Ending December 31, 2017

8.4.a



	FY 2017 Actual	FY 2018 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2017	Year-to-Date Actual FY 2018	Increase/ Decrease in \$	Percent of FY 2017 Actual	Percent of FY 2018 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 6,731,107	\$ 7,468,105	\$ 736,998	\$ 3,157,255	\$ 3,222,114	\$ 64,859	46.91%	43.15%	-3.76%
Public Safety	24,480,010	26,168,688	1,688,678	12,509,606	13,217,586	707,980	51.10%	50.51%	-0.59%
Public Works	5,712,816	5,905,999	193,183	2,830,172	2,884,186	54,014	49.54%	48.83%	-0.71%
Parks and Recreation	5,249,695	5,612,327	362,632	2,696,907	2,867,781	170,874	51.37%	51.10%	-0.27%
Performing Arts	587,864	686,606	98,742	302,773	385,062	82,289	51.50%	56.08%	4.58%
Transfers & Other Gen. Fund Items	4,979,609	6,874,318	1,894,709	3,818,169	6,457,522	2,639,353	76.68%	93.94%	17.26%
Total General Fund Expenditures	\$ 47,741,101	\$ 52,716,043	\$ 4,974,942	\$ 25,314,882	\$ 29,034,250	\$ 3,719,369	53.03%	55.08%	2.05%
General Fund Revenues									
Property Taxes	\$ 20,243,942	\$ 25,269,603	\$ 5,025,661	\$ 11,865,783	\$ 8,158,817	\$ (3,706,966)	58.61%	32.29%	-26.33%
Local Taxes	13,026,438	13,388,618	362,180	4,263,275	4,166,671	(96,604)	32.73%	31.12%	-1.61%
Building and Development Fees	1,820,952	1,806,700	(14,252)	784,236	831,582	47,346	43.07%	46.03%	2.96%
Intergovernmental	6,012,640	6,024,500	11,860	1,780,921	1,809,437	28,515	29.62%	30.03%	0.42%
Charges for Services	4,067,276	4,006,884	(60,392)	1,701,757	1,820,937	119,180	41.84%	45.45%	3.61%
Court Charges	1,772,482	1,770,000	(2,482)	795,366	978,626	183,260	44.87%	55.29%	10.42%
Other Revenue	441,337	449,738	8,401	193,415	219,833	26,418	43.82%	48.88%	5.06%
Total General Fund Revenues	\$ 47,385,068	\$ 52,716,043	\$ 5,330,975	\$ 21,384,754	\$ 17,985,903	\$ (3,398,851)	45.13%	34.12%	-11.01%
Special Revenue Funds									
Street Aid Fund	\$ 2,161,362	\$ 1,695,000	\$ (466,362)	\$ 1,322,973	\$ 675,438	\$ (647,535)	61.21%	39.85%	-21.36%
Solid Waste Fund	5,855,458	6,329,310	473,852	2,715,825	3,198,698	482,873	46.38%	50.54%	4.16%
General Improvement Fund	791,552	770,500	(21,052)	455,389	496,296	40,907	57.53%	64.41%	6.88%
Drug Enforcement Fund	172,808	399,000	226,193	99,253	77,646	(21,607)	57.44%	19.46%	-37.98%
DEA Enforcement Fund	2,909	74,400	(20,465)	0	672	49,728	0.00%	0.90%	0.90%
Drainage Control Fund	94,865	117,299	22,999	49,349	49,728	5,651	52.02%	42.39%	-9.63%
Park Improvement Fund	0	55,000	55,000	0	55,000	672	0.00%	100.00%	100.00%
Grant Funds	2,277,325	0	(2,277,325)	4,047,755	(20,109)	(4,067,865)	177.74%	0.00%	-177.74%
Special Revenue Funds - Expenditures	\$ 11,356,279	\$ 9,440,509	\$ (1,915,770)	\$ 8,690,544	\$ 4,533,368	\$ (4,157,176)	76.53%	48.02%	-28.51%
Special Revenue Funds - Revenues	\$ 10,891,668	\$ 9,440,509	\$ (1,451,159)	\$ 8,026,839	\$ 4,122,211	\$ (3,904,628)	73.70%	43.67%	-30.03%
Utility Fund									
Total Utility Operations	\$ 8,272,744	\$ 7,699,588	\$ (573,156)	\$ 5,228,242	\$ 4,126,230	\$ (1,102,011)	63.20%	53.59%	-9.61%
Total Utility Debt Expenses	1,567,142	1,356,502	(210,640)	1,405,483	1,150,268	(255,215)	89.68%	84.80%	-4.89%
Total Utility Expenses	\$ 9,839,886	\$ 9,056,090	\$ (783,796)	\$ 6,633,724	\$ 5,276,498	\$ (1,357,226)	67.42%	58.26%	-9.15%
Total Utility Revenues	\$ 8,690,758	\$ 9,056,090	\$ 365,332	\$ 4,484,706	\$ 4,295,807	\$ (188,899)	51.60%	47.44%	-4.17%
Debt Service Fund									
Total Debt Service Expenditures	\$ 5,465,928	\$ 8,596,400	\$ 3,130,472	\$ 3,776,190	\$ 6,625,531	\$ 2,849,340	69.09%	77.07%	7.99%
Total Debt Service Revenues	\$ 5,170,067	\$ 8,596,400	\$ 3,426,333	\$ 2,006,005	\$ 7,674,481	\$ 5,668,476	38.80%	89.28%	50.48%
Total Expenditures	\$ 74,403,195	\$ 79,809,042	\$ 5,405,847	\$ 44,415,340	\$ 45,469,647	\$ 1,054,307	59.70%	56.97%	-2.72%
Total Revenues	\$ 72,137,561	\$ 79,809,042	\$ 7,671,481	\$ 35,902,304	\$ 34,078,403	\$ (1,823,901)	49.77%	42.70%	-7.07%

Attachment: Dec17FinRprt (2279 : Treasurer's Report for December 2017)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION (ID # 2277)

Meeting: 01/23/18 07:00 PM

Department: Finance

Category: Amendment

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2277

Resolution 02-18, a resolution to amend the Fiscal Year 2018 Bartlett City Schools General Fund.

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

WHEREAS, the Board of Education has approved a budget amendment to its FY2018 General Purpose School Fund Budget approved on December 14, 2017 which is labeled "Exhibit A" and made a part of this resolution by reference;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the December 14, 2017, amendments to the FY2018 General Purpose School Fund Budget of the Bartlett City Board of Education is approved, as detailed in the attached document labeled "Exhibit A".

Adopted this day of January 23, 2018

W.C. Pleasant, Register to the

Board of Mayor and Aldermen

A. Keith McDonald, Mayor

Attest: _____
Stefanie McGee, City Clerk

COMMENTS - Current Meeting:

Mr. Phebus explained that this budget amendment will be used to pay the City toward the school system's debt.

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

Attachment A



RESOLUTION 5-6

A RESOLUTION TO APPROVE THE PLANNED USE OF GENERAL FUND BALANCE AND TO AMEND THE 2017-2018 FISCAL YEAR ANNUAL GENERAL PURPOSE FUND BUDGET OF THE BARTLETT CITY SCHOOLS.

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

WHEREAS, these amendments to the General Purpose Fund Budget change the total amount of the budget.

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

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

2017-18 GENERAL PURPOSE FUND BUDGET FUND BALANCE	\$24,040,228
General Purpose Fund Balance is amended in the following category:	
141-34555-00000-000-0000-0000 Fund Balance is amended from \$24,040,228 to \$23,040,228	(\$1,000,000)
Amended General Purpose Fund Balance	\$23,040,228
2017-18 GENERAL PURPOSE FUND BUDGET REVENUES	\$76,570,875
Revenues are amended in the following categories:	
141-44170-00000-000-0000-0000 Misc. Revenues are amended from \$250,000 to \$1,250,000	\$1,000,000
Amended 2017-18 General Fund Budget Revenues	\$77,570,875

2017-18 GENERAL PURPOSE FUND BUDGET EXPENDITURES	\$76,570,875
Expenditures are amended in the following categories:	
141-99200-00000-000-0000-0000 Transfers Out to City of Bartlett is amended from \$0 to \$1,000,000	\$1,000,000
Amended 2017-18 General Fund Budget Expenditures	\$77,570,875

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 December 14, 2017 from and after its adoption by the Bartlett City Board of Education.

Adopted this _____ day of December, 2017.

Shirley Jackson, Chairman
Bartlett City Board of Education

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

APPROVED AS TO FORM:
Kari Shoopman, General Counsel



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION (ID # 2278)

Meeting: 01/23/18 07:00 PM

Department: Finance

Category: Amendment

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2278

Resolution 03-18, a resolution to amend the Fiscal Year 2018 Bartlett City Schools Education Capital Project Fund.

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

WHEREAS, the Board of Education has approved a budget amendment to its FY2018 Education Capital Projects Fund Budget approved on December 14, 2017 which is labeled "Exhibit B" and made a part of this resolution by reference;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the December 14, 2017, amendments to the FY2018 Education Capital Projects Fund Budget of the Bartlett City Board of Education is approved, as detailed in the attached document labeled "Exhibit B".

Adopted this day of January 23, 2018

W.C. Pleasant, Register to the

Board of Mayor and Aldermen

A. Keith McDonald, Mayor

Attest: _____
Stefanie McGee, City Clerk

COMMENTS - Current Meeting:

Mr. Phebus explained that this amendment to the school's capital project fund would be to allocate \$97,500 to architect fees for the Academy's bus depot and athletic field.

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

ATTACHMENT B



RESOLUTION 5-4

A RESOLUTION TO AMEND THE 2017-2018 FISCAL YEAR EDUCATIONAL CAPITAL PROJECTS FUND OF THE BARTLETT CITY SCHOOLS.

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

WHEREAS, these amendments to the Education Capital Projects Fund Budget change the total amount of the budget.

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

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

2017-18 EDUCATION CAPITAL PROJECT FUND BUDGET REVENUES	\$4,416,625
Revenues are amended in the following categories:	
177-44170-00000-000-0000-5038 Misc. Revenues – Academy Bus Depot & Athletic Field is amended from \$0 to \$97,500	\$97,500
Amended 2017-18 Education Capital Project Fund Budget Revenues	\$4,514,125
2017-18 EDUCATION CAPITAL PROJECT FUND BUDGET EXPENDITURES	\$4,416,625
Expenditures are amended in the following categories:	
177-91300-30400-000-0000-5038 Education Capital Projects – Architect Fees is amended from \$0 to \$97,500	\$97,500

Amended 2017-18 Education Capital Project Fund Budget Expenditures	\$4,514,125
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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 December 14, 2017 from and after its adoption by the Bartlett City Board of Education.

Adopted this _____ day of December, 2017.

Shirley Jackson, Chairman
Bartlett City Board of Education

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

APPROVED AS TO FORM:
Kari Shoopman, General Counsel