



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, JANUARY 22, 2019 - BARTLETT CITY HALL - 7:00 PM

INVOCATION

Opening Prayer by Johnny Byrd, Bartlett First Assembly of God

FUTURE MEETINGS

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

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

Planning Commission, February 4 at 7 p.m.

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

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

RECOGNITIONS

Recognition of Tony Webb as the Tennessee Highway Safety Office's Traffic Officer of the Year

Mayor's Youth Council

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the January 10, 2019 Board of Mayor and Aldermen Regular Meeting

CONSENT AGENDA

- 1 Special event permit for Winter Cross Country Series 8K Run. (Jim Brown, Director of Code Enforcement)**

The event will be held on Sunday, February 10 from 2 to 4 p.m. at Nesbit Park.

- 2 Planning Commission Report for December 2018. (Kim Taylor, Director of Planning and Economic Development)**

- 3 **Planning Commission Report for January 2019. (Kim Taylor, Director of Planning and Economic Development)**
- 4 **Treasurer's Report for December 2018. (Dick Phebus, Director of Finance)**

NEW BUSINESS

- I **Appointments to City Beautiful Commission. (A. Keith McDonald, Mayor)**

OPEN DISCUSSION

ADJOURNMENT



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

THURSDAY, JANUARY 10, 2019 - 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 Scott Greer, New Hope Christian Church

FUTURE MEETINGS

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

Bartlett Arts Council, January 15 at 6 p.m.

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

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

RECOGNITIONS

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

MINUTES ACCEPTANCE

Minutes of the December 11, 2018 Board of Mayor and Aldermen Regular Meeting

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

Minutes Acceptance: Minutes of Jan 10, 2019 7:00 PM (MINUTES ACCEPTANCE)

CONSENT AGENDA

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

- 1 **Special event permit for Valentine's Run. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, February 9 from 9 a.m. to 1 p.m. at Bartlett Baptist Church.
- 2 **Special event permit for Oak Elementary 5K Run fundraiser. (Jim Brown, Director of Code Enforcement)**
The event will be held on Friday, May 10 from 5 to 10 p.m. at Oak Elementary School.
- 3 **Proposal for annual fireworks display. (Debbie Gelineau, Director of Community Relations)**
Recommend accepting the only proposal from Pyro Shows at a cost of \$22,000 per show. Funds are available in Account 110.41220.175.
- 4 **Purchase of one 2019 Chevrolet Impala. (Glen Williamson, Chief of Police)**
Request to purchase one 2019 Chevrolet Impala from Freeland Chevrolet at a total cost of \$28,300.00. This vehicle will be purchased from a State Contract and will be used by the Police Investigative Services Division. Funds are available in Account 124.48124.935.
- 5 **Purchase of one 2019 Ford F150. (Glen Williamson, Chief of Police)**
Request to purchase one 2019 Ford F150 from Ford of Murfreesboro at a total cost of \$26,457.50. This vehicle will be purchased from a State Contract and will be used by the Police Investigative Services Division. Funds are available in Account 124.48124.935.
- 6 **Bid for one Ford F450XL with garbage body and 10-yard capacity. (Shan Criswell, Director of Parks and Recreation)**
Recommend accepting the lowest bid from Country Ford at a total cost of \$78,985.00. Funds are available in Account 311.48311.785.50719.
- 7 **Upgrade of current water meter reading equipment and software. (Dick Phebus, Director of Finance)**
Recommend upgrading current water meter reading equipment with Beacon software and licenses at a cost of \$87,900.04 with subsequent annual maintenance fees of \$14,420.04. Funds are available in 510.51100.945.

Minutes Acceptance: Minutes of Jan 10, 2019 7:00 PM (MINUTES ACCEPTANCE)

NEW BUSINESS

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

Bartlett Station Commission

Reappoint Alderman David Parsons. His term will expire December 31, 2022.

Beer Board

Reappoint Cordell Battles, Ryan Smith and Deborah Williams. Their terms will expire December 31, 2020.

Board of Zoning Appeals

Appoint Joe Walker. His term will expire December 31, 2020. Reappoint Stan Burton and Jeremy Stafford. Their terms will expire December 31, 2021. Reappoint Alderman David Parsons. His term will expire December 31, 2022.

BPACC Advisory Board

Reappoint Carol Price, Steve Stewart, Lorraine Williams. Their terms will expire December 31, 2021.

City Beautiful Commission

Reappoint Bill Browning, Kenneth Gilmer, Mark Guenin, Linda Howe, Carolyn Keane, Mike Martin, Tommie Jean Moore, Michelle Page, Kenneth Parks, Laurie Rieman, Tom Rieman, Kathleen Robertson, Danny Thompson, and Karen Winemiller. Their terms will expire December 31, 2019.

Code Appeals Board

Reappoint Brian Foshee and Aleta Jones. Their terms will expire December 31, 2020.

Contracts Committee

Appoint Mark Brown. This appointment does not expire.

Design Review Commission

Appoint Nick Taylor. His term will expire December 31, 2020. Reappoint Casper Briggs, Stan Burton, Keith Whaley. Their terms will expire December 31, 2020. Reappoint Alderman Emily Elliott. Her term will expire December 31, 2022.

Family Assistance Commission

Reappoint Ted Rasbach, Melinda Sturgell, and Jim Vazquez. Their terms expire December 31, 2021.

Grievance Review Board

Appoint Michael Goldberg. His term will expire December 31, 2019. Reappoint Jonathan Jewell, Jeremy Maser, Charlene Mitchell, and Ted Rasbach. Their terms will expire December 31, 2019. Reappoint Alderman Jack Young. His term will expire December 31, 2022.

Historic Preservation Commission

Appoint Mayrene Smith. Her term will expire December 31, 2023. Reappoint Kris Clinton. His term will expire December 31, 2023.

Industrial Development Board

Appoint Melissa Woodall. Her term will expire January 25, 2023. Reappoint Randy Allen and Carolyn Pruitt. Their terms will expire January 25, 2023.

Parks and Recreation Advisory Board

Appoint Claudia Tullos-Leonard. Her term will expire December 31, 2020. Reappoint Bob Brown and Kevin Hardin. Their terms will expire December 31, 2021.

Pension Board (Defined Benefit Plan)

Appoint Johnny Johnson. His term will expire December 31, 2022. Reappoint Jay Rainey. His term will expire December 31, 2022.

Retirement Plan Committee (Cash Balance Plan)

Appoint Johnny Johnson. His term will expire December 31, 2022. Reappoint Jay Rainey. His term will expire December 31, 2022.

Planning Commission

Appoint John Conroy. His term will expire December 31, 2021. Reappoint Walter Peggs, Sr., Joe Walker, and Mandy Young. Their terms will expire December 31, 2021. Reappoint Alderman Jack Young. His term will expire December 31, 2022.

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

2 Resolution 01-19, a resolution authorizing the City of Bartlett to accept up to \$5,000 in the Public Entity Partners James L. Richardson “Driver Safety” matching grant program and to amend the General Fund Fiscal Year 2019 Budget to account for revenues and expenditures. (Dick Phebus, Director of Finance)

Mr. Phebus explained that this resolution not only accepts the \$5,000 grant, but appropriates the City's required \$5,000 matching funds.

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

3 Resolution 02-19, a resolution to amend the Fiscal Year 2019 Grants Fund budget to appropriate funds for a Shelby County Government grant for fire department training tower and BPACC lighting system. (Dick Phebus, Director of Finance)

Mr. Phebus explained that this \$100,000 grant from Shelby County is thanks to County Commissioner Mick Wright. The County will reimburse the City fully.

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

4. Appoint Vice Mayor. (A. Keith McDonald, Mayor)

Mayor McDonald reappointed Jack Young for another two-year term as Vice Mayor.

5 Elect Register. (A. Keith McDonald, Mayor)

Alderman W.C. Pleasant was elected to serve another four-year term as register.

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

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

Scott Greer, pastor of New Hope Christian Church, agreed to serve as City Chaplain for a two-year term.

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

7 Reappoint David Lakin as City Prosecutor and Rhea Clift as Assistant City Prosecutor. (A. Keith McDonald, Mayor)

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

Swear-in City Officials.

The following City Officials were sworn in to their respective positions by Mayor McDonald:

APPOINTED POSITIONS

1. Chief Administrative Officer	Mark Brown
2. Mayor's Executive Assistant	Jeanie Underwood
3. City Clerk	Stefanie McGee
4. City Court Clerk	Bill Lloyd
5. Director of Planning & Economic Development	Kim Taylor
6. Director of Finance	Dick Phebus
7. Director of the Performing Arts & Conference Center	Michael Bollinger
8. Director of Personnel	Ted Archdeacon
9. Director of Code Enforcement	Jim Brown
10. Police Chief	Glen Williamson
11. Assistant Police Chief	Jeff Cox
12. Inspector	Tina Schaber
13. Inspector	Chris Golden
14. Inspector	Steve Sones
15. Fire Chief	Terry Wiggins
16. Assistant Fire Chief	Tommy Gately
17. Director of Parks and Recreation	Shan Criswell
18. Director of Public Works	Mike Adams
19. Assistant Director of Public Works	Matt Crenshaw
20. Director of Engineering/City Engineer	Rick McClanahan
21. Assistant Director of Engineering/Assistant City Engineer	John Horne
22. Director of Community Relations	Debbie Gelineau

Minutes Acceptance: Minutes of Jan 10, 2019 7:00 PM (MINUTES ACCEPTANCE)

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| 23. City Attorney | Ed McKenney, Jr. |
| 24. City Prosecutor | David Lakin |
| 25. Assistant City Prosecutor | Rhea Clift |

OPEN DISCUSSION

City Engineer Rick McClanahan stated that two additional transportation projects will be added to the City's submission to the Metropolitan Planning Organization. Mr. McClanahan presented the Board the City's proposed projects, but two were inadvertently omitted. In addition to those mentioned at the December 11, 2018 Board meeting, the City will request consideration and funding for the resurfacing of Brother Boulevard from Highway 64 to Appling Road and of Yale Road from Highway 70 to Brother Blvd. This is a current City project. The second request will be for \$4 million to complete Americans with Disabilities Act (ADA) improvements to public right-of-ways. These needed improvements were discovered as part of the City's recent ADA Transition Plan self-evaluation and would be completed during a four-year period. Both of these projects, if approved, would be funded 80 percent by the Federal government with a 20 percent local match.

Heidi Schafer, 9526 El Hill Road, Lakeland, TN 38002, announced that she is running as a republican in the State Primary Election for State Senate District 32.

ADJOURNMENT

Meeting adjourned at 7:24 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Jan 10, 2019 7:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/22/19 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Winter Cross Country Series 8K Run.



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



5760 Yale Rd Nesbit Park 38134
 Address Zip Code

February 10 2019 2:00 to 4:00 P.M.
 Dates of the Event Hours of the Event

Cross Country 8K Run
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

City of Bartlett
 Property Owner

Memphis Runner's Track Club P.O. Box 17981 Memphis, TN 38118
 Special Event Permit Applicant Address of Applicant

(901) 337-5354 NA
 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

\$64.00 Total

Shawn Cissell 1-9-19
 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: 5760 YALE RD-WINTER CROSS COUNTRY 8K RUN-FEB 2019 (2487 : Winter Cross Country Series 8K Run)

Special Event Checklist

Event: Winter Cross Country Series
 Location: Nesbit Park
 Dates: February 10, 2019

Type of special event: (Check one.)

- | | |
|---|---|
| <p>☐ <i>Type 1: Noncommercial Events.</i> Fund-raising or non-commercial events held outside an enclosed permanent structure, including parades, advertised demonstrations, or events, including structures used in conjunction with the event.</p> <p>☐ <i>Type 2: Special Seasonal Events.</i> Farmers' market, Christmas tree sales, fruit, flower or vegetable sales, or sale of other seasonal products, when sold other than on the site where grown, constructed or assembled.</p> | <p>☐ <i>Type 3: Commercial Events.</i> Significant commercial events such as tent sales, sidewalk sales, trade shows, merchandise sales, product demonstrations or transient merchants.</p> <p>☒ <i>Type 4: Public Attractions.</i> Significant outdoor public events intended primarily for entertainment or amusement, such as carnivals, concerts, or festivals, including fireworks displays. Requires approval by the Board of Mayor and Aldermen.</p> |
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Exempt events: (If any of these apply, the special event is exempt from the permit requirement.)

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| <p>☐ <i>Public property.</i> Any special event wholly on public streets and right-of-ways or other property of the City, excluding public parks, which special event is allowed specifically or generally by action of the Board of Mayor and Aldermen.</p> <p>☒ <i>Public parks.</i> Any special event held within a public park. (Although exempt from this Section, these types of special events shall be governed by other provisions of the Codified Ordinances regulating conduct in City parks and recreation areas.)</p> <p>☐ <i>City sponsorship.</i> Any special event sponsored or co-sponsored by the City. Such event shall, however, be in compliance with the performance standards in Section 27.F.</p> <p>☒ <i>Special use permit or site plan.</i> Any business already operating under a special use permit or site plan that authorizes the display and sale of outdoor goods or authorizes the operation of any special event as defined herein.</p> <p>☐ <i>Yard sales.</i> Yard sales regulated under Article VI, Section 1 of the Zoning Ordinance.</p> | <p>☐ <i>Auctions/estate sales.</i> Auctions/estate sale for individual property that is not considered a special event and is conducted by duly licensed auctioneers.</p> <p>☐ <i>Business deliveries.</i> Newspaper delivery or bona fide merchants who deliver goods in the regular course of business.</p> <p>☐ <i>Certain solicitations.</i> Solicitors for charitable, non-profit or religious organizations who go from dwelling to dwelling, business to business, street to street, taking or attempting to take orders for goods, wares and merchandise are exempt from these provisions, provided these organizations meet the Internal Revenue Service Criteria to qualify as a charitable, non-profit or religious organization.</p> <p>☐ <i>First Amendment activity.</i> The dispensing of religious pamphlets or other literature which is protected by the United States Constitution under Freedom of Speech, Religion or Press.</p> <p>☐ <i>Political campaigning.</i> Campaigning for public office.</p> |
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Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1		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	memo attached
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.	Memo attached
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.	attached memo
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.	map attached
33	X			Date of the proposed event.	memo attached
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.	memo attached
35	X			A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	map attached
36	X			Location and number of proposed temporary public toilets.	memo attached
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.	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/4/2019

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

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

PRODUCER Insurance Management Group 959 E. 4th St. P.O. Box 1600 Marion IN 46952		CONTACT NAME: Margaret Mayers PHONE (A/C, No, Ext): (260) 338-2925 E-MAIL ADDRESS: mmayers@insmgt.com FAX (A/C, No):	
INSURED Road Runners Club of America/2019 and Its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209		INSURER(S) AFFORDING COVERAGE INSURER A: National Casualty Company INSURER B: Nationwide Life Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 11991 66869	

COVERAGES

CERTIFICATE NUMBER: 2019 \$2M A.I.

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY		KRO0000007654600	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 2,000,000
	☐ CLAIMS-MADE ☒ OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000				
	☒ Legal liability to	MED EXP (Any one person) \$ 5,000				
	☐ Participant \$2,000,000	PERSONAL & ADV INJURY \$ 2,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ Unlimited
	☒ POLICY ☐ PROJECT ☐ LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:					Abuse and Molestation \$ 500,000
A	AUTOMOBILE LIABILITY		KRO0000007654600	12/31/2018	12/31/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	☐ ANY AUTO	☐ SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	☐ NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS	☒ NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DED RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N ☒ N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
B	Excess Medical & Accident (\$250 deduction)		SPX0000030282400	12/31/2018	12/31/2019	Excess Medical \$10,000
		AD & Specific Loss \$2,500				

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

CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED. DATE OF EVENT(S): 02/10/19 MRTC Winter Off-Road Series 8K INSURED RRCA CLUB/EVENT

MEMBER: Memphis Runners Track Club, Att'n: April Flanigan, PO Box 17981, Memphis, TN 38187

CERTIFICATE HOLDER

CANCELLATION

02/10/19 City of Bartlett
 6400 Stage Road
 Bartlett, TN 38134

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

AUTHORIZED REPRESENTATIVE

Terry Diller/MARG

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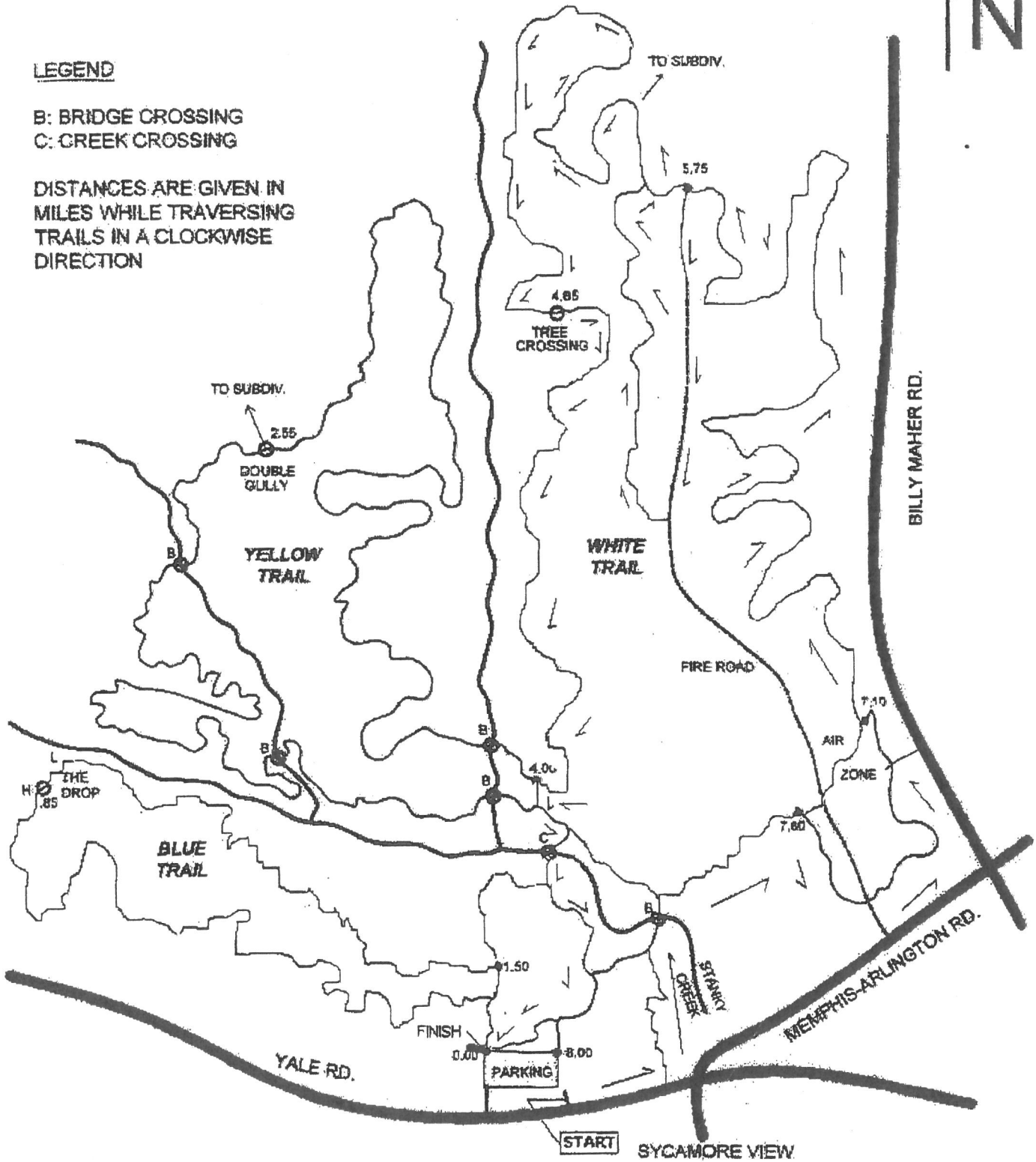
BARTLETT PARK STANKY CREEK BIKE TRAILS



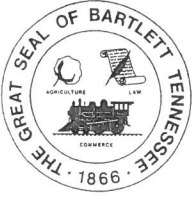
LEGEND

B: BRIDGE CROSSING
C: CREEK CROSSING

DISTANCES ARE GIVEN IN
MILES WHILE TRAVERSING
TRAILS IN A CLOCKWISE
DIRECTION



MRTC WCCRS
8K Run Course



City of Bartlett

A. Keith McDonald, Mayor
Shan Criswell, Parks Director

MEMORANDUM

TO: Jeff Cox

FROM: Shan Criswell *SC*

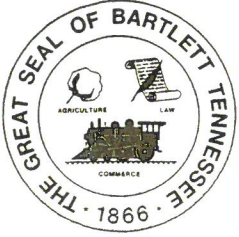
RE: Race at Nesbit Park

DATE: January 9, 2019

The Memphis Runners Track Club will have their annual Winter Cross Country Series 8K run on Sunday, February 10, 2019, at 2:00 PM pending board approval.

There is only one place where traffic control would be needed and it is at the start of the race for less than 100 yards on Yale Road. I am attaching a map. The officer would need to be there around 1:45 p.m., and should be finished by 2:15 p.m.

Thank you in advance for your help.



City of Bartlett

PARKS & RECREATION

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

January 9, 2019

City of Bartlett
Code Enforcement
6462 Stage Rd.
Bartlett, TN 38134

The Memphis Runners Track Club has requested to use Nesbit Park on February 10th 2019, for their annual Winter Cross Country Series 8K run.

Permission is hereby given by Bartlett Parks and Recreation Department pending approval by the Mayor and Board of Aldermen.

Sincerely,

Shan Criswell
Parks and Recreation Assistant Director

Attachment: 5760 YALE RD-WINTER CROSS COUNTRY 8K RUN-FEB 2019 (2487 : Winter Cross Country Series 8K Run)



December 5, 2018

To the City of Bartlett:

Please accept this as our formal request for permission to use Nesbit Park in Bartlett, TN as the location for the 8k of our Winter Off Road Series (WORS) race in 2019. The date of the event will be Sunday, February 10, 2019. The race will begin at 2:00 PM and set up/registration for the event will begin around 12:00 PM.

Should you need additional information, please contact me at 901.291.9423 or aflanigan@memphisrunners.com. Thank you for your past support of the Memphis Runners Track Club.

Sincerely,

April Flanigan, MRTC Administrative Secretary



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 01/22/19 07:00 PM
Department: Planning and Economic Development
Category: Report
Prepared By: Sam Harris
Department Head: Kim Taylor

Planning Commission Report for December 2018.

NEW BUSINESS

Site Plan

I. Lot I, Humphrey's Summer Avenue S/D, 0 Hwy 70 (David Bray, The Bray Firm)

INTRODUCTION: Ms. Kimberly Taylor explained that Mr. David Bray with The Bray Firm is requesting Planning Commission approval of a Site Plan for a new multi-tenant retail center and an additional retail building. The subject property is located on the southwest corner of the intersection of Highway 70 and North Germantown Road. It is within the "SC-1" Planned Unit Commercial Zoning District.

BACKGROUND: On December 3, 1984, the Planning Commission approved the Final Plan for the 4-lot Humphrey's Summer Avenue Subdivision. The subject property is Lot I of the Humphrey's Summer Avenue Subdivision.

DISCUSSION: The specific request by the applicant is to approve the Site Plan for a new multi-tenant retail center and an additional outparcel retail building on Lot I of the Humphrey's Summer Avenue Subdivision. The proposed multi-tenant retail center will be 24,500-sq.ft. The proposed retail building will be 3,500-sq.ft. Access to the site will be from a proposed curb cut off Highway 70, an ingress/egress drive to the east that joins lot 2 of the subdivision which has a curb cut off Germantown Road. Other features of the development include a streetscape landscape buffer, parking lot, dumpster enclosure, and detention basin. The specifics of the proposed site plan are as follows:

Site Data	
Site Area:	3.88-acres/169,012.80-square feet
Total Required Parking Spaces: (Four spaces for each 1,000 sq.ft.)	112 - Total 5 - Handicap Accessible (2 Van Accessible)
Total Proposed Parking Spaces:	124
Handicap Accessible:	10 (6 Van Accessible)
Regular Customer Parking	114
Proposed Total Building Area:	24,500-square feet (multi-tenant retail center) 3,500-square feet (retail building)
Greenspace/Open space:	37.1%
Building Height:	One-story

Continued 30 days until next Planning Commission Meeting.

2. Lot 2, Humphrey's Summer Avenue S/D, 0 Hwy 70 (David Bray, The Bray Firm)

INTRODUCTION: Ms. Kimberly Taylor explained that Mr. David Bray with The Bray Firm is requesting Planning Commission approval of a revised Site Plan for a new gas station with a convenience store and an attached three tenant retail center. The subject property is located on the southwest corner of the intersection of Highway 70 and North Germantown Road. It is within the "SC-1" Planned Unit Commercial Zoning District.

BACKGROUND: On December 3, 1984, the Planning Commission approved the Final Plan for the 4-lot Humphrey's Summer Avenue Subdivision. The subject property is Lot 2 of the Humphrey's Summer Avenue Subdivision. On May 7, 2018, the Planning Commission approved a site plan for a new gas station with a convenience store and an attached two tenant retail center on the subject property. However, that site plan had to be revised in order to provide adequate vehicle access from Highway 70 to Lots 1 and 2 of the Humphrey's Summer Avenue Subdivision.

DISCUSSION: The specific request by the applicant is to approve the Site Plan for a new gas station with a convenience store and an attached three tenant retail center on Lot 2 of the Humphrey's Summer Avenue Subdivision. The proposed gas station will have a new 4,000- sq.ft. convenience store and parking lot, four new pumps and new underground tanks that will be installed south of the fuel canopy. The proposed tenant retail spaces will have two 1,000-sq.ft.bays, and one 1,500-sq.ft. bay, for a total of 3,500 sq.ft.. Access to the site will be from a proposed curb cut off Germantown Road, an ingress/egress drive to the west that joins Lot 1 of the subdivision which has a curb cut off Highway 70. Other features of the development include a streetscape landscape buffer, and detention basin. The specifics of the proposed site plan are as follows:

Site Data	
Site Area:	3.08-acres/134,164.80-square feet
Total Required Parking Spaces: (One space for each 200 sq.ft.)	38 2 - Handicap Accessible (1 Van Accessible)
Total Proposed Parking Spaces:	38
Handicap Accessible:	2 (2 Van Accessible)
Regular Customer Parking	36
Proposed Total Building Area:	7,500-square feet
Greenspace/Open space:	70%
Building Height:	One-story

Continued 30 days until next Planning Commission Meeting.

3. Hollywood Feed Addition, 6722 Summer Ave. (Emily Redding, Design Shop,

PLLC)

INTRODUCTION: Ms. Emily Redding with Design Shop, PLLC. is requesting Planning Commission approval of a Site Plan for Hollywood Feed. The subject property is located at 6722 Summer Avenue on the northwest corner of Summer Avenue and Kirby Whitten Road. It is within the “SC-1” Planned Unit Commercial Development zoning district.

BACKGROUND: The subject property is a 1.18-acre site located on Parcel 2-Lot 1 of the Robinwood Commercial Center. On August 6, 2007, the Planning Commission approved the site plan for a 1-story retail building with two bays.

DISCUSSION: The specific request by the applicant is for the approval of a revised site plan to construct a 1,380-square foot building addition to the east side of the existing building as well as a new dumpster enclosure to be attached to the existing building and directly south of the proposed addition.

Approved with conditions of staff.

4. Youth Villages Food with Class Building, 7410 Memphis Arlington Rd. (Jaime Bostick, A2H)

INTRODUCTION: Ms. Kimberly Taylor explained that Mr. Jaime Bostick with A2H Inc., is requesting Planning Commission approval of a Site Plan for Youth Villages. The subject property is located at 741 Memphis-Arlington Rd on the north east corner of Memphis-Arlington and Broadway Road. It is within the “R-E” Residential zoning district.

BACKGROUND: Youth Villages was originally annexed into the City in 1985 with uses that were “grandfathered-in” as legal non-conforming uses. On November 6, 2000, the Planning Commission approved a Special Use Permit (SUP) for a “children’s home” use which allowed multiple buildings on the site. On April 2, 2007, the Planning Commission approved a site plan to add a girl’s residential treatment facility and an additional maintenance building. On March 7, 2016, the Planning Commission approved a site plan to add a boy’s residential treatment facility.

DISCUSSION: The specific request by the applicant is for approval of a revised site plan to remove an existing classroom building and volleyball court and add a 13,800-square foot classroom building, a 2,800-square foot basketball pavilion and a 420-square foot storage/washroom facility with a 2,200-square foot pavilion with additional parking. The classroom building will include a deck off the northwest side, as well as two gardens just to the southeast of the building. Sidewalks are proposed between the basketball pavilion and the storage/washroom facility. Access to the site will be from the existing drive off Memphis-Arlington Road. The specifics of the site are as follows:

Site Data

Total Site Area:	81.29-acres (3,540,992.40-square feet)
Total Proposed Parking Spaces:	180 (14 additional with this site plan)
Total Required Parking Spaces:	48
Handicap Accessible:	10 (6 required) (4 additional with this site plan)
Proposed Building Area:	19,220-square feet

Approved with conditions of staff.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 01/22/19 07:00 PM

Department: Planning and Economic Development

Category: Report

Prepared By: Sam Harris

Department Head: Kim Taylor

Planning Commission Report for January 2019.

Continued Site Plan

I. Humphrey's Summer Avenue Subdivision - Retail Center, Lot 1, 0 HWY 70 (David Bray, The Bray Firm)

INTRODUCTION: Mr. David Bray with The Bray Firm is requesting Planning Commission approval of a Site Plan for a new multi-tenant retail center. The subject property is located on the southwest corner of the intersection of Highway 70 and North Germantown Road. It is within the "SC-1" Planned Unit Commercial Zoning District.

BACKGROUND: On December 3, 1984, the Planning Commission approved the Final Plan for the 4-lot Humphrey's Summer Avenue Subdivision. The subject property is Lot 1 of the Humphrey's Summer Avenue Subdivision.

DISCUSSION: The specific request by the applicant is to approve the Site Plan for a new multi-tenant retail strip center with an additional retail building on Lot 1 of the Humphrey's Summer Avenue Subdivision. The proposed multi-tenant retail strip center will be 24,500-sq.ft. The proposed retail building will be 3,500-sq.ft. Access to the site will be from a proposed curb cut off Highway 70, an ingress/egress drive to the east that joins Lot 2 of the subdivision which has a curb cut off Germantown Road. Other features of the development include a streetscape landscape buffer, parking lot, dumpster enclosure, and detention basin. The specifics of the proposed site plan are as follows:

Site Data	
Site Area:	3.88-acres/169,012.80-square feet
Total Required Parking Spaces: (Four spaces for each 1,000 sq.ft.)	112 - Total 5 - Handicap Accessible (2 Van Accessible)
Total Proposed Parking Spaces:	124
Handicap Accessible:	10 (6 Van Accessible)
Regular Customer Parking	114
Proposed Total Building Area:	24,500-square feet (multi-tenant retail center) 3,500-square feet (retail building)
Greenspace/Open space:	37.1%
Building Height:	One-story

Approved with conditions of staff.

2. Humphrey's Summer Avenue Subdivision - Retail Center and Gas Station, Lot 2, 0 HWY 70 (David Bray, The Bray Firm)

INTRODUCTION: Mr. David Bray with The Bray Firm is requesting Planning Commission approval of a revised Site Plan for a new gas station with a convenience store and an attached three tenant retail strip center. The subject property is located on the southwest corner of the intersection of Highway 70 and North Germantown Road. It is within the "SC-1" Planned Unit Commercial Zoning District.

BACKGROUND: On December 3, 1984, the Planning Commission approved the Final Plan for the 4-lot Humphrey's Summer Avenue Subdivision. The subject property is Lot 2 of the Humphrey's Summer Avenue Subdivision. On May 7, 2018, the Planning Commission approved a site plan for a new gas station with a convenience store and an attached two tenant retail center on the subject property. However, that site plan had to be revised in order to provide adequate vehicle access from Highway 70 to Lots 1 and 2 of the Humphrey's Summer Avenue Subdivision.

DISCUSSION: The specific request by the applicant is to approve the Site Plan for a new 7,500-sq.ft. building to be divided into a gas station with a convenience store and an attached three tenant retail center on Lot 2 of the Humphrey's Summer Avenue Subdivision. The proposed gas station will have a 4,000-sq.ft. convenience store, four new pumps, and new underground tanks that will be installed south of the fuel canopy. The proposed tenant retail spaces will have two 1,000-sq.ft.bays, and one 1,500-sq.ft. bay. Access to the site will be from a proposed curb cut off Germantown Road, and an ingress/egress drive to the west that joins Lot 1 of the subdivision which has a curb cut off Highway 70. Other features of the development include a streetscape landscape buffer, and detention basin. The specifics of the proposed site plan are as follows:

Site Data	
Site Area:	3.08-acres/134,164.80-square feet
Total Required Parking Spaces: (One space for each 200 sq.ft.)	38 2 - Handicap Accessible (1 Van Accessible)
Total Proposed Parking Spaces:	38
Handicap Accessible:	2 (2 Van Accessible)
Regular Customer Parking	36
Proposed Total Building Area:	7,500-square feet
Greenspace/Open space:	70%
Building Height:	One-story

Approved with conditions of staff.

New Business

Site Plan

3. Kirby-Whitten Pharmacy ,Whitten Lakes Subdivision, Lot 3D, 3090 Kirby Whitten Pkwy., (David Bray, The Bray Firm)

INTRODUCTION: Mr. David Bray with The Bray Firm is requesting Planning Commission approval of a Site Plan for a pharmacy building on Lot 3D of the Whitten Lakes Subdivision. The subject property is located on the east side of Kirby Whitten Parkway, just north of Mt. Palomar Drive. It is within the “SC-1” commercial zoning district.

BACKGROUND: On June 4, 2018, the Planning Commission approved the Final Plan for the Re-subdivision of Lot 3 of the Whitten Lakes Subdivision into four lots identified as Lots 3A, 3B, 3C, and 3D. The subject property is a .56-acre site to be developed as a Pharmacy.

DISCUSSION: The specific request by the applicant is for the approval of a Site Plan for a pharmacy building. Access to the lot will be from a shared access drive off of Kirby Whitten Parkway. The specifics of the proposed site plan are as follows:

Site Data	
Site Area:	.56-acres/24,393-square feet
Total Required Parking Spaces: (One (1) space for each two hundred (200) square feet)	9
Total Proposed Parking Spaces:	13
Handicap Accessible:	1 (1 Van Accessible)
Greenspace/Open space:	38%

Approved with conditions of staff.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/22/19 07:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for December 2018.

FINANCIAL REPORT

Department	Percentage
Public Safety	33.10%
Public Works	7.61%
Street Aid	2.92%
Solid Waste	7.63%
Utility Fund	8.58%
Parks & Recreation	7.64%
Debt Service	11.61%
Transfers Out & Others	11.13%
Administrative	9.77%

Revenue Source	Contribution (%)
Property Taxes	30.83%
Local Taxes	20.02%
Charges for Services	23.30%
Intergovernmental Revenues	9.38%
Transfers In & Others	6.77%
Licenses & Permits	2.15%
Court Charges	2.73%
Contribution to (Use of) Fund Balance	-4.84%

Attachment: Dec18FinRprt (2490 : Treasurer's Report for December 2018.)



City of Bartlett -- Financial Summary For The Period Ending December 31, 2018

5.4.a



	FY 2018 Audited Actual	FY 2019 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2018	Year-to-Date Actual FY 2019	Increase/ Decrease in \$	Percent of FY 2018 Actual	Percent of FY 2019 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 7,033,438	\$ 7,671,514	\$ 638,076	\$ 3,222,114	\$ 3,171,459	\$ (50,656)	45.81%	41.34%	-4.47%
Public Safety	26,002,682	27,266,139	1,263,457	13,217,586	13,870,667	653,081	50.83%	50.87%	0.04%
Public Works	5,917,177	6,322,309	405,132	2,884,186	3,054,089	169,903	48.74%	48.31%	-0.44%
Parks and Recreation	5,509,240	5,775,044	265,804	2,867,781	2,816,717	(51,064)	52.05%	48.77%	-3.28%
Performing Arts	694,404	692,073	(2,331)	385,062	332,019	(53,043)	55.45%	47.97%	-7.48%
Transfers & Other Gen. Fund Items	7,078,856	6,534,019	(544,837)	6,457,522	6,501,019	43,497	91.22%	99.49%	8.27%
Total General Fund Expenditures	\$ 52,235,798	\$ 54,261,098	\$ 2,025,300	\$ 29,034,250	\$ 29,745,970	\$ 711,719	55.58%	54.82%	-0.76%
General Fund Revenues									
Property Taxes	\$ 25,476,449	\$ 26,095,000	\$ 618,551	\$ 8,158,817	\$ 14,199,006	\$ 6,040,189	32.02%	54.41%	22.39%
Local Taxes	12,904,189	13,565,418	661,229	4,166,671	4,265,559	98,888	32.29%	31.44%	-0.84%
Building and Development Fees	1,755,784	1,816,700	60,916	831,582	712,428	(119,154)	47.36%	39.22%	-8.15%
Intergovernmental	6,221,427	6,141,000	(80,427)	1,809,437	1,905,965	96,528	29.08%	31.04%	1.95%
Charges for Services	4,276,451	4,238,830	(37,621)	1,820,937	2,002,230	181,293	42.58%	47.24%	4.65%
Court Charges	1,983,487	1,965,000	(18,487)	978,626	883,416	(95,210)	49.34%	44.96%	-4.38%
Other Revenue	492,679	439,150	(53,529)	219,833	227,465	7,632	44.62%	51.80%	7.18%
Total General Fund Revenues	\$ 53,110,467	\$ 54,261,098	\$ 1,150,631	\$ 17,985,903	\$ 24,196,068	\$ 6,210,165	33.87%	44.59%	10.73%
Special Revenue Funds									
Street Aid Fund	\$ 1,524,326	\$ 2,475,000	\$ 950,674	\$ 675,438	\$ 1,286,019	\$ 610,581	44.31%	51.96%	7.65%
Solid Waste Fund	6,187,894	6,614,577	426,683	3,198,698	3,543,564	344,866	51.69%	53.57%	1.88%
General Improvement Fund	710,168	768,800	58,632	496,296	508,060	11,764	69.88%	66.08%	-3.80%
Drug Enforcement Fund	219,291	473,500	254,209	77,646	126,812	49,166	35.41%	26.78%	-8.63%
DEA Enforcement Fund	21,736	279,200	181,881	672	142,342	141,669	3.09%	50.98%	47.89%
Drainage Control Fund	97,319	120,526	65,526	49,728	47,965	(1,763)	51.10%	39.80%	-11.30%
Park Improvement Fund	55,000	16,936	(4,800)	55,000	16,936	(38,064)	0.00%	100.00%	100.00%
Grant Funds	1,710,951	0	(1,710,951)	(20,109)	400,159	420,269	-1.18%	0.00%	1.18%
Special Revenue Funds - Expenditures	\$ 10,526,686	\$ 10,748,539	\$ 221,853	\$ 4,533,368	\$ 6,071,857	\$ 1,538,489	43.07%	56.49%	13.42%
Special Revenue Funds - Revenues	\$ 10,678,972	\$ 10,748,539	\$ 69,567	\$ 4,122,211	\$ 4,625,479	\$ 503,268	38.60%	43.03%	4.43%
Utility Fund									
Total Utility Operations	\$ 7,062,392	\$ 9,812,225	\$ 2,749,833	\$ 4,126,230	\$ 5,367,441	\$ 1,241,211	58.43%	54.70%	-3.72%
Total Utility Debt Expenses	1,305,257	1,356,519	51,262	1,150,268	1,159,921	9,653	88.13%	85.51%	-2.62%
Total Utility Expenses	\$ 8,367,649	\$ 11,168,744	\$ 2,801,095	\$ 5,276,498	\$ 6,527,362	\$ 1,250,864	63.06%	58.44%	-4.62%
Total Utility Revenues	\$ 8,503,886	\$ 11,168,744	\$ 2,664,858	\$ 4,295,807	\$ 4,494,065	\$ 198,258	50.52%	40.24%	-10.28%
Debt Service Fund									
Total Debt Service Expenditures	\$ 8,116,874	\$ 8,471,401	\$ 354,527	\$ 6,625,531	\$ 6,758,140	\$ 132,609	81.63%	79.78%	-1.85%
Total Debt Service Revenues	\$ 11,281,685	\$ 8,471,401	\$ (2,810,284)	\$ 7,674,481	\$ 4,952,370	\$ (2,722,111)	68.03%	58.46%	-9.57%
Total Expenditures	\$ 79,247,007	\$ 84,649,782	\$ 5,402,775	\$ 45,469,647	\$ 49,103,328	\$ 3,633,681	57.38%	58.01%	0.63%
Total Revenues	\$ 83,575,009	\$ 84,649,782	\$ 1,074,773	\$ 34,078,403	\$ 38,267,983	\$ 4,189,580	40.78%	45.21%	4.43%

Attachment: Dec18FinRprt (2490 : Treasurer's Report for December 2018.)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/22/19 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Jeanie Underwood

Department Head: A. Keith McDonald

Appointments to City Beautiful Commission.

Appoint Joni Bailey and Jim Crowder to the City Beautiful Commission.

CITY BEAUTIFUL COMMISSION

6.1.a

NAME	TERM EXPIRES	NEW / RE-APPOINT
Bailey, Joni	12/31/2019	New Appointment (Replacing Joe Bledsoe)
Crowder, Jim	12/31/2019	New Appointment (Replacing Donald Keith)

Attachment: Appointments to City Beautiful Commission--1-22-19-Agenda (2491 : Appointments to City