

City of Bartlett

David Parsons, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

THURSDAY, JANUARY 12, 2023 - BARTLETT CITY HALL - 6:00 PM

INVOCATION

Opening Prayer by Johnny Byrd, Legacy Church

FUTURE MEETINGS

Bartlett Arts Council, January 17 at 6 p.m.

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

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

Parks and Recreation Advisory Board, January 17 at 6 p.m.

Board of Zoning Appeals, January 19 at 6:30 p.m.

Historic Preservation Commission, January 23 at 7 p.m.

RECOGNITIONS

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the December 13, 2022 Board of Mayor and Aldermen Regular Meeting

CONSENT AGENDA

- 1 Special event permit for St. Valentine's Day 5K/10K Run. (Trey Arthur, Director of Code Enforcement)**

The event will be held on Saturday, February 11 from 5 a.m. to 1 p.m. at Bartlett Baptist Church.

- 2 Contract for Union Depot sewer holding tank modeling. (John Horne, Director of Engineering)**

Recommend accepting the design contract proposal from Barge Design Solutions, Inc. in the amount of \$36,500.00. Funds are available in Account 312.48312.772.805.

- 3 Treasurer's Report for November 2022. (Dick Phebus, Director of Finance)**

NEW BUSINESS

- 1 Appoint Vice Mayor. (David Parsons, Mayor)**
- 2 Elect Register. (David Parsons, Mayor)**
- 3 Appoint Johnny Byrd as City Chaplain. (David Parsons, Mayor)**
- 4 Appoint City Officials. (David Parsons, Mayor)**
- 5 Swear-in City Officials. (David Parsons, Mayor)**

OPEN DISCUSSION

ADJOURNMENT



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, DECEMBER 13, 2022 - BARTLETT CITY HALL - 6:00 PM

ATTENDANCE

Mayor A. Keith McDonald: Present, Alderman W.C. Pleasant: Present, Alderman Mandy Young: Present, Alderman David Parsons: Present, Alderman Bobby Simmons: Present, Vice Mayor Jack Young: Present, Alderman Kevin Quinn: Present.

INVOCATION

Opening Prayer by Scott Greer, New Hope Christian Church

Mayor McDonald presented Chaplain Scott Greer with a key to the City and acknowledged him for 8 years of service to the City.

FUTURE MEETINGS

Design Review Commission, December 19 at 6:30 p.m.

Beer Board, January 3 at 6 p.m.

Planning Commission, January 3 at 7 p.m.

Bartlett Station Commission, January 3 at 7:30 a.m.

Family Assistance Commission, January 9 at 6 p.m.

Parks and Recreation Advisory Board, January 12 at 6 p.m.

RECOGNITIONS

Presentation of the Jeanette Rainey Volunteer of the Year Awards

Mayor McDonald stated that former Chief Administrative Officer, Jay Rainey, vowed to recognize citizens that embodied volunteerism as his wife Jeanette left as an example.

Paul Wright, Assistant Director of Parks and Recreation presented this award to Dennis Lyon. Mr. Lyon has served almost 10 years on the Parks and Recreation Advisory Board.

Dick Phebus, Director of Finance presented Glen Mullins with this award for his service on the Bartlett Station Commission.

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

Minutes Acceptance: Minutes of Dec 13, 2022 6:00 PM (MINUTES ACCEPTANCE)

Announcement of Emergency Purchase

Mayor McDonald made the public aware of the emergency purchase of two BTUs for the Bartlett Station Municipal Center. The units had to be disconnected due to possible carbon monoxide poisoning. The purchase was made from the lowest bidder, Walker J. Walker, at a total cost of \$47,882.00.

MINUTES ACCEPTANCE

Minutes of the November 14, 2022 Board of Mayor and Aldermen Regular Meeting

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Bobby Simmons, Alderman
AYES:	W.C. Pleasant, Mandy Young, David Parsons, Bobby Simmons, Jack Young, Kevin Quinn

CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	Bobby Simmons, Alderman
AYES:	W.C. Pleasant, Mandy Young, David Parsons, Bobby Simmons, Jack Young, Kevin Quinn

- 1 Reschedule the Tuesday, January 10 Board of Mayor and Aldermen meeting to Thursday, January 12, 2023 at 6 p.m. (Mark Brown, Chief Administrative Officer)**
- 2 Proposal for July 2023 Star Spangled Fireworks Extravaganza Display. (Dick Phebus, Director of Finance)**
Recommend awarding Star Spangled Fireworks Extravaganza Display to Pyro Shows at a cost of \$25,000. Funds are available in Account 110.41220.175.
- 3 Proposal for alarms, door access controls, and camera systems. (Dick Phebus, Director of Finance)**
Recommend accepting the best proposal from Interactive Security Electronics for citywide alarms, door access control, and camera systems. Funds are available in various departmental accounts.
- 4 Treasurer's Report for October 2022. (Dick Phebus, Director of Finance)**

Budgeted Expenditures	\$92,054,808
Year-to-date Expenditures	\$35,080,914
Budgeted Revenues	\$92,054,808
Year-to-date Revenues	\$19,721,447

Minutes Acceptance: Minutes of Dec 13, 2022 6:00 PM (MINUTES ACCEPTANCE)

NEW BUSINESS**I Proposal for Storm/Disaster Debris Monitoring Services. (Dick Phebus, Director of Finance)**

Recommend accepting the best proposal from DebrisTech, LLC based on highest scoring from analysis by Public Works reviewers. Funds are available in Account 122.48122.563.

This item was initially on the Consent Agenda. Vice Mayor Jack Young requested the item be removed to question if by signing this contract it enabled the City to receive federal emergency assistance. Director of Finance Dick Phebus affirmed.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Mandy Young, Alderman
AYES:	W.C. Pleasant, Mandy Young, David Parsons, Bobby Simmons, Jack Young, Kevin Quinn

2 Rename the Ardie Road Water Plant to the William R. McClanahan Water Treatment Facility. (John Horne, Assistant Director of Engineering)

Assistant Director of Engineering John Horne commended Rick McClanahan on his faithful years of service. Mr. McClanahan was hired Oct. 1, 1988 and Mr. Horne has been working with him since 1994. He shared that Mr. McClanahan was an excellent problem solver and public servant and would always remember the way he treats people. Mr. Horne read 1 Peter 3:9.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Bobby Simmons, Alderman
AYES:	W.C. Pleasant, Mandy Young, David Parsons, Bobby Simmons, Jack Young, Kevin Quinn

3 Resolution 40-22, a resolution to amend the FY2023 Grants Fund budget to recognize State of Tennessee, U.S. Department of Justice, and other grant awards totaling \$86,565.00 to the Bartlett Police Department for public safety and training purposes. (Dick Phebus, Director of Finance)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Bobby Simmons, Alderman
AYES:	W.C. Pleasant, Mandy Young, David Parsons, Bobby Simmons, Jack Young, Kevin Quinn

Minutes Acceptance: Minutes of Dec 13, 2022 6:00 PM (MINUTES ACCEPTANCE)

4 Resolution 41-22, a resolution to amend the Fiscal Year 2023 Bartlett City Schools Nutrition Fund. (Dick Phebus, Director of Finance)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	W.C. Pleasant, Alderman
SECONDER:	David Parsons, Alderman
AYES:	W.C. Pleasant, Mandy Young, David Parsons, Bobby Simmons, Jack Young, Kevin Quinn

5 Retirement Recognitions. (A. Keith McDonald, Mayor)

Mayor McDonald recognized the following retirees and presented plaques and keys to the City:

Director of Public Works, Mike Adams, 1994

Director of Code Enforcement, Jim Brown, 2005

Chief Administrative Officer, Mark Brown, 2001

Director of Engineering, Rick McClanahan, 1988

Chief Inspector, Bartlett Police Department, Tina Schaber, 1991

Fire Chief, Terry Wiggins, 1982

6 Recognition in Honor of Alderman W. C. Pleasant. (A. Keith McDonald, Mayor)

Mayor McDonald recognized Alderman Pleasant with a plaque and a key to the City for his service as alderman since 2007.

Ted Rasbach, Chairman of the Family Assistance Commission, presented Alderman Pleasant with card.

7 Recognition in Honor of Mayor A. Keith McDonald. (Mark Brown, Chief Administrative Officer)

Vice Mayor Jack Young opened the floor to recognize Mayor McDonald. Each of the aldermen along with Chief Mark Brown, City Attorney Ed McKenney, and former Alderman Emily Elliott all expressed their gratitude for the mayor's service and commended him on a job well done in leading with honesty and integrity.

Mayor McDonald stated that there would be great challenges and great opportunities ahead, but to make the best decision with the information available at the time. He thanked God, his wife Patty and family for their support as well as his mayoral staff.

OPEN DISCUSSION

Alderman Parsons thanked Alderman Mandy Young for stepping in to serve the balance of the term vacated by Alderman Elliott.

Police Chief Cox presented Mark Brown with a plaque and patch collection upon his retirement.

Director of Engineering Rick McClanahan thanked the Mayor and Board of Aldermen for their support of him and the engineering department.

ADJOURNMENT

Meeting adjourned at 6:59 PM

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

A. Keith McDonald, Mayor

Minutes Acceptance: Minutes of Dec 13, 2022 6:00 PM (MINUTES ACCEPTANCE)

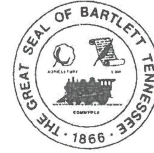
**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/12/23 06:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Trey Arthur

Special event permit for St.Valentine's Day 5K/10K Run.



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

3465 Kirby Whitten	38135
Address	Zip Code
2/11/2023	5am - 1pm
Dates of the Event	Hours of the Event
Bartlett Parks & Recreation Fundraiser	
Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)	
Bartlett Baptist Church	
Property Owner	
Singleton Community Center, Cassi Montoya	7266 3rd Road, 38135
Special Event Permit Applicant	Address of Applicant
901-385-5563	901-385-5597
Phone Number	Fax Number

Check all items that apply:

For information call (901) 385-6425.

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

\$60.00	Special Event Fee
\$4.00	Permit Issuing Fee
\$	2% Credit Card Fee
\$	Total Permit Fee

Cassi Montoya

Responsible Person

12/27/2022

Date

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

APPROVAL

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

Special Event Checklist

Event: St. Valentine's Day 5k/10k Run

Location: 3465 Kirby Whitten Pkwy

Dates: February 11, 2023

Type of special event: (Check one.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

☐ *Political campaigning.* Campaigning for public office.

Performance standards:

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

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

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

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

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

Conditions

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

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

Special event permit application, content and submission requirements

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

The application shall set forth and contain the following information:

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

Special event permit - authorization by Permitting Official

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

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

CERTIFICATE OF INSURANCE

PRODUCER**DIRECT**

562 FRANKLIN ROAD SUITE 200
FRANKLIN TN 37069

DATE: 12/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW.

INSURED**BARTLETT, CITY OF**

6400 STAGE RD

BARTLETT TN 38134-1148

COMPANIES AFFORDING COVERAGECOMPANY LETTER **A** **PUBLIC ENTITY PARTNERS**COMPANY LETTER **B**COMPANY LETTER **C****COVERAGES**

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.

CO	TYPE OF INSURANCE	Add'l Insd	POLICY #	POLICY PERIOD	LIMITS
A	GENERAL LIABILITY	X	PLI-0196-23	7/1/2022 - 7/1/2023	TORT PER PERSON/BODILY INJURY/PERSONAL INJURY \$300,000 PER OCCUR/BODILY INJURY/PERSONAL INJURY \$700,000 PER OCCURENCE/PROPERTY DAMAGE \$100,000 NON TORT PER OCCURRENCE/EACH OTHER LOSS \$1,000,000
	☒ Commercial General Liability ☒ Claims Made ☒ Personal Injury Liability ☒ Claims Made ☒ Law Enforcement Liability ☒ Claims Made				
A	ERRORS or OMISSIONS LIAB		PLI-0196-23	7/1/2022 - 7/1/2023	PER OCCURRENCE \$1,000,000 ☒ Claims Made
A	AUTOMOBILE LIABILITY		PLI-0196-23	7/1/2022 - 7/1/2023	TORT PER PERSON/BODILY INJURY \$300,000 PER OCCURRENCE/BODILY INJURY \$700,000 PER OCCURENCE/PROPERTY DAMAGE \$100,000 NON TORT PER OCCURRENCE/EACH OTHER LOSS \$1,000,000
	☒ Owned Autos ☒ Hired Autos ☒ Non-owned Autos ☒ Physical Damage				
A	WORKERS COMPENSATION EMPLOYERS LIABILITY		PWC-0216-23	7/1/2022 - 7/1/2023	WC STATUTORY COVERAGE EMPLOYERS LIAB-EACH ACCIDENT \$300,000 EMPLOYERS LIAB-DISEASE-POLICY LIMIT \$700,000 EMPLOYERS LIAB-DISEASE-EACH PERSON \$300,000
	PROPERTY & CRIME PROPERTY-PART I				BUILDINGS/PERS PROPERTY EDP EQUIPMENT MOBILE EQUIPMENT EQUIPMENT BREAKDOWN AUTOMATIC COVERAGES
	Causes of Loss				
	☐ Special				
	☐ Flood				
	☐ Earthquake				
	CRIME-PART II				EMPLOYEE DISHONESTY FORGERY OR ALTERATION THEFT, DISAPPEARANCE OR DESTRUCTION COMPUTER FRAUD
	☐ Blanket Crime				

LOCATION OF PREMISES/DESCRIPTION OF PROPERTY, OPERATIONS, VEHICLES OR SPECIAL ITEMS.

The Memphis Runners Track Club is an additional insured as respects the City of Bartlett acting as "Race Director" on February 10, 2023 and February 11, 2023

AN ADDITIONAL INSURED IS EXTENDED COVERAGE BY THIS POLICY IF A CHECK IS SHOWN IN THE 'Add'l Insd' COLUMN. THE COVERAGE AFFORDED TO THE ADDITIONAL INSURED IS SOLELY LIMITED TO LIABILITY SPECIFICALLY RESULTING FROM THE CONDUCT OF A NAMED INSURED WHICH MAY BE IMPUTED TO THE ADDITIONAL INSURED. LIMITS PROVIDED TO AN ADDITIONAL INSURED WILL NOT EXCEED THOSE APPLICABLE TO THE NAMED INSURED. THIS POLICY DOES NOT OPERATE TO PROVIDE COVERAGE OR INDEMNIFICATION OF LIABILITY ARISING FROM ACTS OR OMISSIONS OF THE ADDITIONAL INSURED OR FROM ANY OTHER THIRD PARTY. ALL COVERAGE AFFORDED TO AN ADDITIONAL INSURED IS SUBJECT TO THE CONDITIONS, TERMS AND EXCLUSIONS CONTAINED IN THE POLICY.

CERTIFICATE HOLDER**CANCELLATION****ADDITIONAL INSURED****Memphis Runners Track Club**

P O Box 17981

Memphis, TN 38187-0981

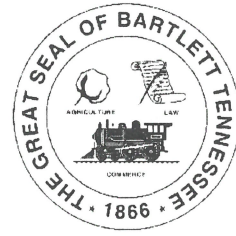
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Public Entity Partners - 562 Franklin Rd, Franklin, TN .37069 - 615-371-0049

Memo



To: Shan Criswell & Paul Wright
From: Cassi Montoya
CC: Mayor & Board of Alderman
Date: December 27, 2022
Re: St. Valentine's Day 5k/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 11, 2022, at 9:00 a.m. The run will begin and end at the Bartlett Baptist Church at 3465 Kirby Whitten Parkway. Estimated total event time is 2 hours. A combination of Parks employees and volunteers along with Bartlett Police and Fire will be onsite to help make the event a success.
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 to 74	74 to 79	80 & 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.

**Participants in the Couples Sweetheart Division are also eligible for individual awards.

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. A virtual option will be available for runners who can't make it on race day, or who live outside the area but still want to support Bartlett Parks & Rec.
4. Residents along the course will be sent a notification of the event via the City's Nextdoor account.
5. Post-race snacks and drinks will be available along with race awards for pickup shortly after the race ends inside Bartlett Baptist Church.
6. Memphis Runners Track Club will once again be doing the start, finish and results.

Thank you,



Cassi Montoya

Singleton Community Center
Facility Manager
901.385.5593
cmontoya@cityofbartlett.org

From: [Cassi Montoya](#)
To: [Kristina Headley](#)
Cc: [Alex Bien](#)
Subject: St. Valentines Day 5k/10k Run
Date: Tuesday, December 27, 2022 12:00:00 PM
Attachments: [5K Trial 32 2018.pdf](#)
[Valentines 10K Course Map.jpg](#)

Good Morning,

We are preparing for our St. Valentine's Day 5k/10k run that is scheduled for February 11, 2023 at Bartlett Baptist Church at 9:00am. I would like to request medical support with an ambulance and EMS crew. We are planning for about 200 runners. The 5k and 10k use the same finish line, so the unit can be stationed in the parking lot right next to it. I have attached course maps for your reference.

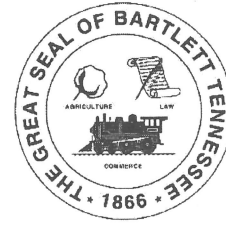
Please let me know if you have any questions about the event.

We appreciate your assistance with making this event safe and successful for our runners and guests.

Thank you,

Cassi Montoya
Facility Manager
Singleton Community Center
901.385.5593

Memo



To: Inspector Golden
From: Cassi Montoya
CC: Chief Cox
Date: December 22, 2022
Re: St. Valentine's Day 5k/10k Run

Good Morning,

I am sending this letter to request traffic control support again this year for our upcoming "St. Valentine's Run" which will be held at 9:00am on Saturday, February 11th, 2023 at Bartlett Baptist Church. I have attached course maps of both the 5K and 10K routes. The areas where we will need assistance with traffic control include the following intersections:

5K Route

- Yale and Kirby Whitten – need a unit dedicated to this intersection
- Yale and Crossing Cove – this unit can move to the 10K once the 5K is clear
- Deermont and Altruria
- Yale and Altruria – 2 units

10K Route

- Memphis Arlington and Kirby Whitten – need 1-2 units dedicated to this intersection
- Daybreak and Altruria
- Altruria and Egypt-Central – the Officer on the 5K at Yale & Crossing Cove can move to this intersection; the 5K starts about 10-minutes prior to the 10K to provide ample time for them to clear out

Please let me know if you have any questions about our needs for the event and I will be happy to answer them. I appreciate your assistance in making this event happen and helping keep the flow of traffic safe for the runners.

Thank you,

Cassi Montoya

Singleton Community Center
 Facility Manager
 901.385.5593
 cmontoya@cityofbartlett.org

Attachment: 3465 KIRBY WHITTEN-ST VALENTINES DAY 5K-10K-2023 (3258 : St. Valentine's Day 5K/10K Run)

Cassi Montoya

From: Chris Golden
Sent: Thursday, December 22, 2022 11:51 AM
To: Cassi Montoya
Cc: Jeff Cox
Subject: Re: Singleton St. Valentine's Run
Attachments: Memo - Police - 12-22-22.pdf

Thank you. Our Traffic Unit Supervisor will reach out with any questions.

Respectfully,

CG

Sent from my iPhone

On Dec 22, 2022, at 11:45 AM, Cassi Montoya <cmontoya@cityofbartlett.org> wrote:

Good Morning!

Attached is a memo and details requesting traffic control support for our St. Valentine's Day Run scheduled for February 11, 2023.

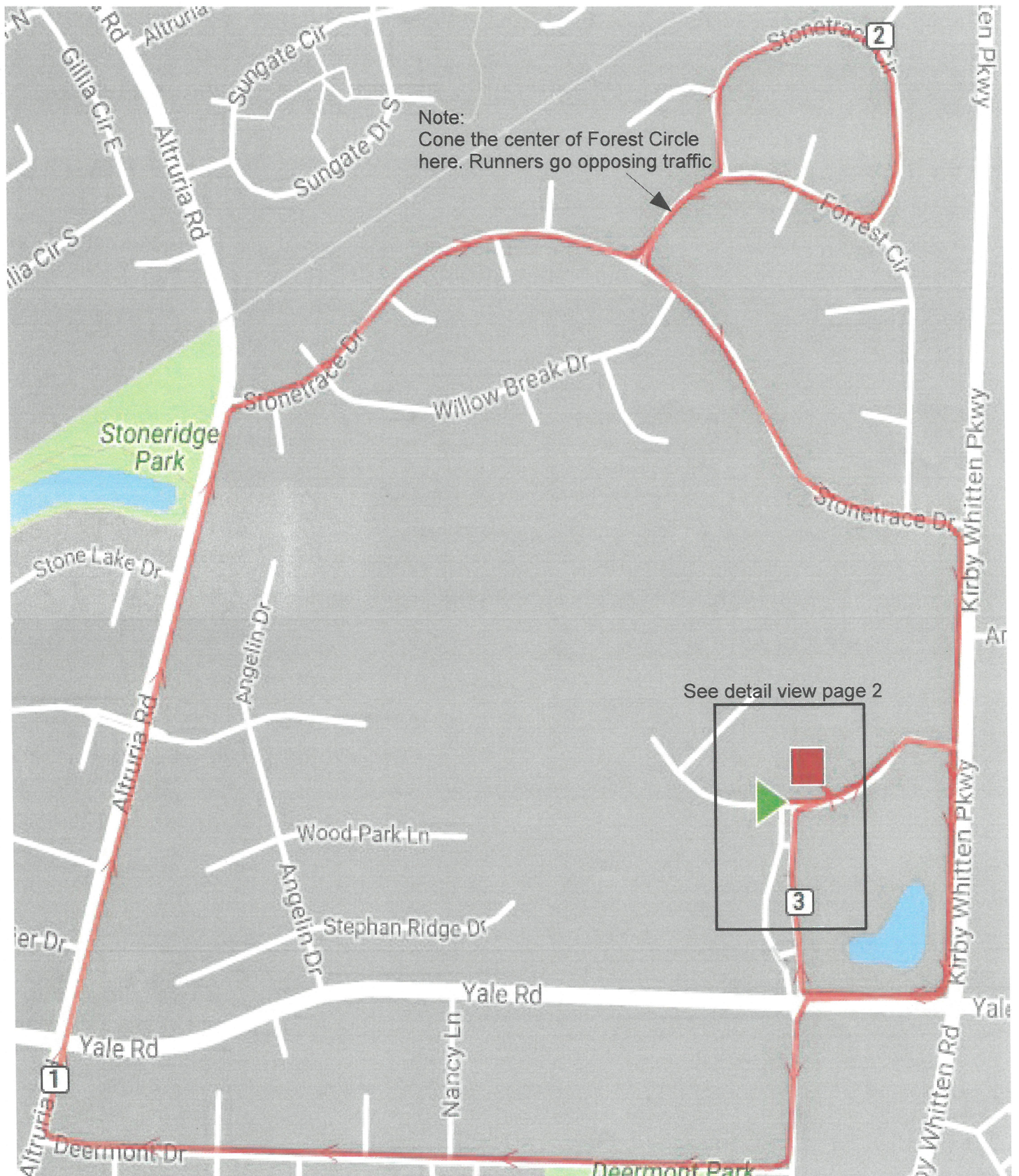
Please let me know if you need anything further.

Thank you,

Cassi Montoya
Facility Manager
Singleton Community Center
901.385.5593

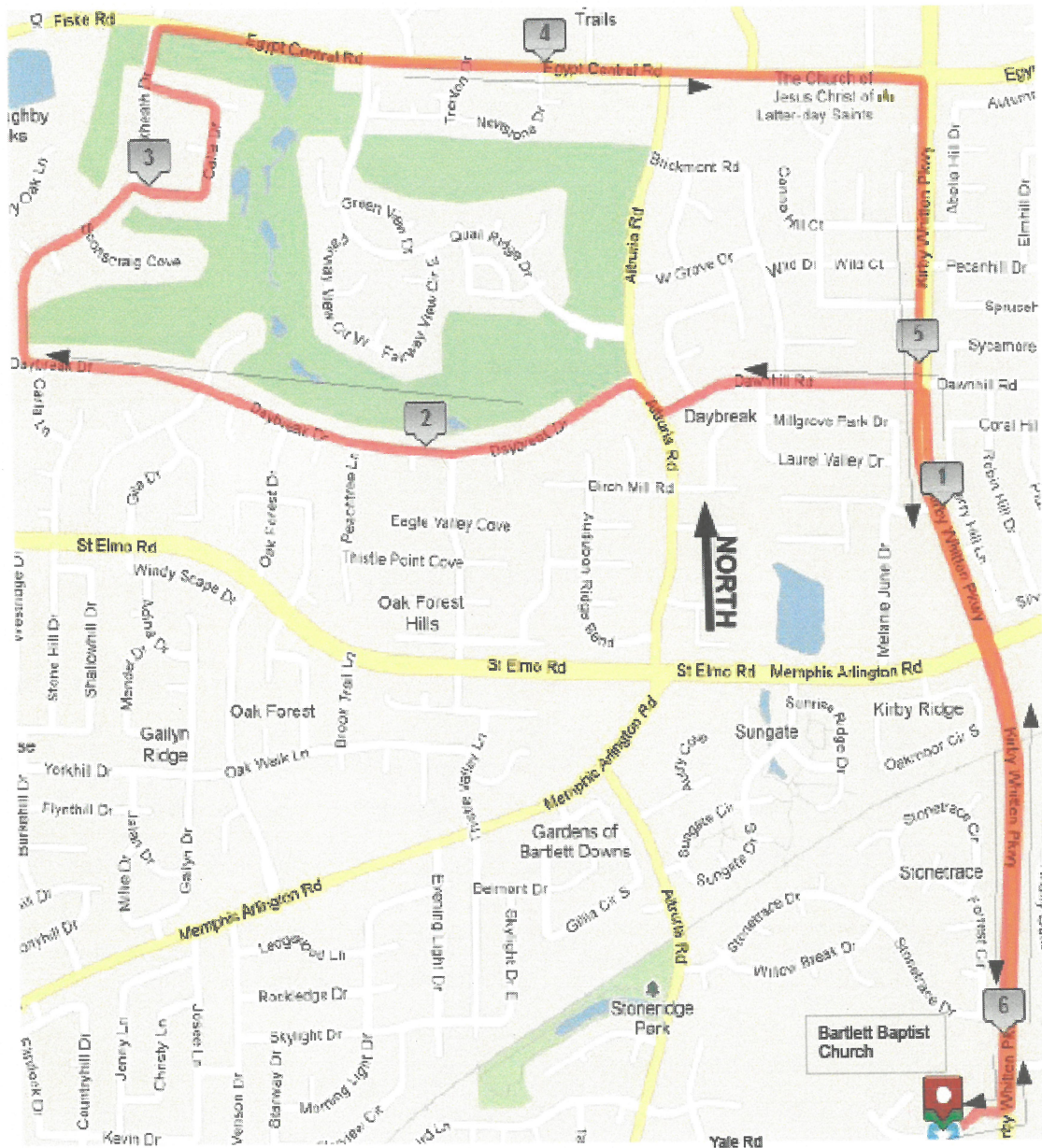
Attachment: 3465 KIRBY WHITTEN-ST VALENTINES DAY 5K-10K-2023 (3258 : St. Valentine's Day 5K/10K Run)

Bartlett Valentine 5K Trial 32





Bartlett Valentine 10K TN13005MS



Attachment: 3465 KIRBY WHITTEN-ST VALENTINES DAY 5K-10K-2023 (32558 : St. Valentine's Day 5K/10K Run)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/12/23 06:00 PM

Department: Engineering

Category: Contract

Prepared By: John Horne

Department Head: John Horne

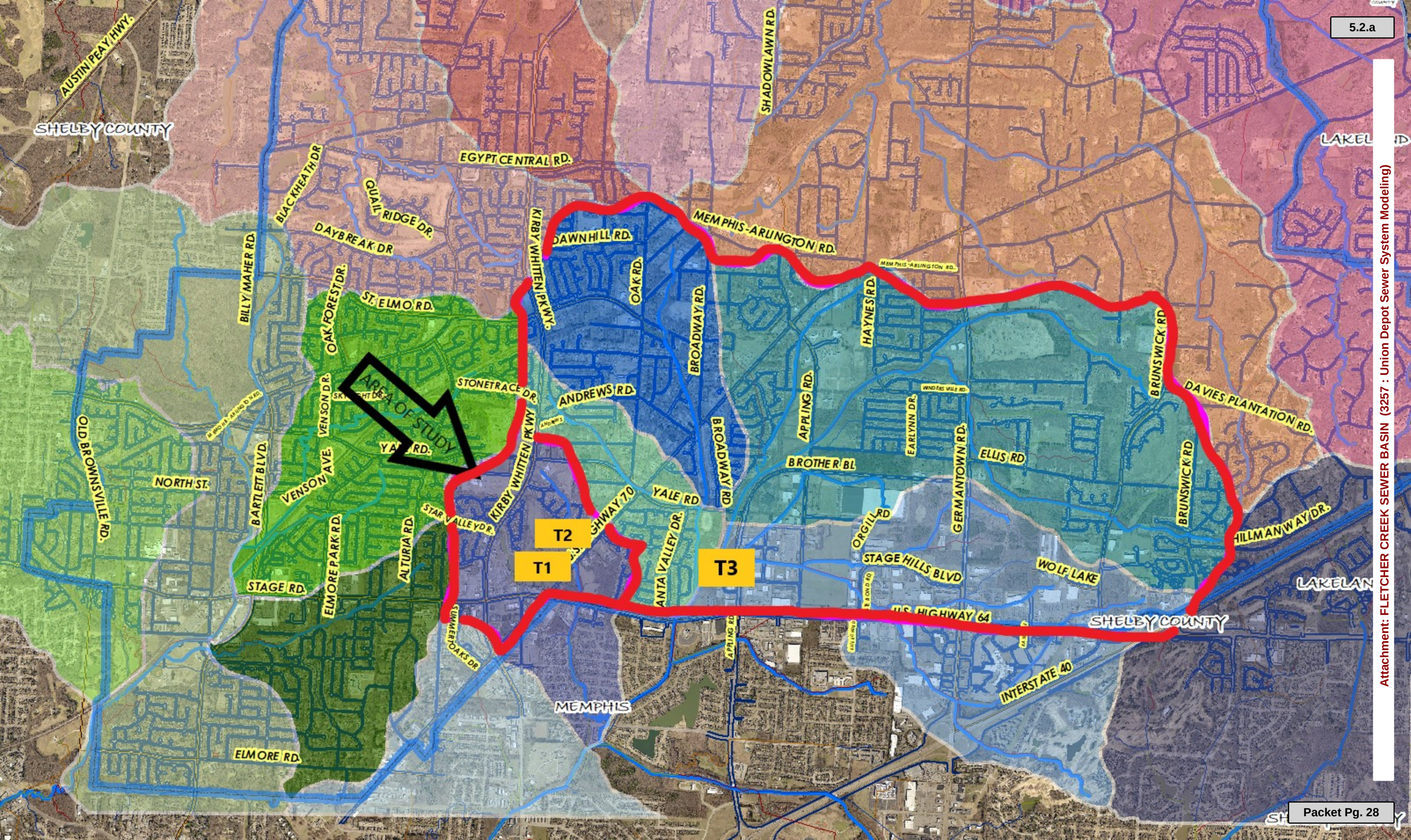
Contract for Union Depot sewer holding tank modeling.

Sewer modeling of the proposed Union Depot holding tanks is required to insure proper design and efficient operation as these will be owned, operated, and maintained by the City of Bartlett.

Barge Design Solutions submitted a proposal for these consulting services for \$36,500.00. The Engineering Department recommends awarding this contract to Barge Design Solutions in the amount of \$36,500.00.

Barge Design Solutions has performed work for the City of Bartlett on other projects. Attached is a copy of the proposal.

Funding is available in Account 312.48312.772.805.



BARGE DESIGN SOLUTIONS, INC.

PROFESSIONAL SERVICES AGREEMENT

This agreement is made as of the date last signed below by and between City of Bartlett (**Client**) and Barge Design Solutions, Inc. (**Barge**) for professional services for the assignment described as follows:

Project: Modeling for Wet Weather Storage

Location: Bartlett, Tennessee

Description of Project: Barge will provide design criteria and coordinate with the Union Station Development developer and the developer's design engineer for wet weather storage.

I. PROFESSIONAL SERVICES: **BARGE** agrees to perform the following Basic Services under this contract:

See Exhibit A

II. COMPENSATION: **Client** shall compensate Barge for the Basic Services as follows:

See Exhibit A

III. PAYMENTS: Invoices for services rendered will be issued monthly, and payment is due upon receipt of each invoice. Unless special arrangements are made, a finance charge of 1.5% per month will be added to unpaid balances more than thirty (30) days old. In the event legal action is necessary to enforce the payment terms of this agreement, **Barge** shall be entitled to a judgment for its attorneys' fees, court costs, and other collection expenses.

IV. TIME: unless agreed otherwise in writing, **Barge** will commence its services within a reasonable time after receipt of an executed copy of this agreement. **Barge** will perform its services in a timely manner commensurate with the exercise of due professional care. time for performance shall be extended as necessary for delays or suspensions due to circumstances beyond **Barge's** control. if such delay or suspension extends more than six months (cumulatively), **Barge's** compensation shall be equitably adjusted.

V. SUSPENSION OF SERVICES: If **Client** fails to pay any invoice when due or otherwise is in material breach of this Agreement, **Barge** may at its sole discretion suspend performance of services upon five (5) days' written notice to **Client**. **Barge** shall have no liability to **Client**, and **Client** agrees to make no claim for any delay or damage as a result of such suspension. Upon cure of the cause of the suspension, **Barge** shall resume services within a reasonable time, and there shall be an equitable adjustment of the project schedule and fees to reflect the effects of such suspension.

VI. STANDARD OF CARE: Notwithstanding any other provision of this Agreement or any other document describing the services, **Barge** shall perform its services in accordance with the standard of professional care ordinarily exercised under similar circumstances by reputable members of its profession in the same locality at the time the services are provided. No warranty, expressed or implied, is made or intended by **Barge**. The parties further agree that **Barge** is not a fiduciary of **Client**.

- VII. TERMINATION:** The obligation to provide further services under this Agreement may be terminated without cause by either party upon ten (10) days' written notice to the other party. On termination by either the **Client** or **Barge**, **Client** shall pay **Barge** all amounts due for any services performed to the date of termination (plus all reimbursable expenses incurred). Upon such termination by **Client**, it shall immediately return to **Barge** all drawings, reports, documents, and other instruments of professional services prepared by **Barge**, and **Client** shall make no further use thereof.
- VIII. OWNERSHIP AND REUSE OF DOCUMENTS:** All documents, including without limitation, drawings, specifications, and reports prepared by **Barge** pursuant to this Agreement are instruments of professional service. **Barge** shall own all legal and equitable rights therein, including copyrights. Such instruments are not intended or represented to be suitable for reuse by **Client** or others for additions or modifications of the Project or on any other project. Any reuse without written consent of **Barge** shall be at **Client's** sole risk and without liability to **Barge**; and to the fullest extent permitted by law, **Client** shall indemnify, defend, and hold harmless **Barge** from and against any and all claims, damages, losses, and expenses, including reasonable attorneys' fees and costs of defense arising out of or resulting therefrom. **Barge** shall be entitled to further compensation for services it is requested to perform in connection with any reuse of its instruments of professional service.
- IX. ACCESS TO THE SITE/JOBSITE SAFETY:** Unless otherwise stated, **Barge** will have access to the site for activities necessary for the performance of its services. **Client** agrees that **Barge** shall have no responsibility for the means, methods, sequences, procedures, techniques, and scheduling of construction, as these decisions are solely the responsibility of the contractors. **Barge** further shall have no authority or duty to supervise the construction workforce and shall not be responsible for jobsite safety or for any losses or injuries that occur at the Project site.
- X. INSURANCE:** **Barge** shall endeavor to secure and maintain insurance in such amounts as it deems necessary to protect **Barge** from claims of professional negligence arising from the performance of services under this Agreement.
- XI. RISK ALLOCATION:** In recognition of the relative risks, rewards, and benefits of the Project to both **Client** and **Barge**, to the fullest extent permitted by law, the parties agree to allocate the risks such that **Barge's** total liability to **Client** for any and all injuries, claims, losses, expenses, damages, and/or claim expenses arising out of **Barge's** services under this Agreement from any cause or causes shall not exceed the amount of **Barge's** fee. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.
- XII. DISPUTE RESOLUTION:** It is agreed that all claims, disputes, or other matters in question arising out of or related to this Agreement shall be submitted to nonbinding mediation before any legal proceeding is commenced. The parties shall equally bear the fees and expenses charged by the mediator.
- XIII. OPINIONS OF CONSTRUCTION COST:** Any opinion of probable construction cost prepared by **Barge** represents the judgment of one or more **Barge** design professionals and is supplied for general guidance of **Client**. Since **Barge** has no control over the construction marketplace and does not use the same pricing methods used by contractors, **Barge** does not guarantee the accuracy of such opinions.

XIV. GOVERNING LAW: Unless otherwise specified within this Agreement, this Agreement shall be governed by the laws of the State of Tennessee.

City of Bartlett	Barge Design Solutions, Inc.
By:	By:
Printed Name:	Printed Name: Jonathan Childs
Title:	Title: Senior Vice President
Address:	Address: 615 3rd Avenue S Nashville, TN 37210
Date Signed:	Date Signed:
Tax I.D. Number:	



Exhibit A, Scope of Work
Hydraulic Modeling for Wet Weather Storage
City of Bartlett
December 14, 2022

Barge Design Solutions, Inc. (Barge) will provide the following scope of services for City of Bartlett (Client) for the Modeling for Wet Weather Storage, in accordance with the Professional Services Agreement (Agreement) dated _____. The scope of work is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Project Schedule
- IV. Compensation

I. Project Description

Based on flow monitoring and survey information collected under a separate contract, Barge will perform analysis and modeling of the data collected to evaluate two storage locations, shown in Figure 1, at the Union Station development site. Barge will coordinate with the City of Memphis and the Developer of the site and storage tanks and provide design criteria to the Developer's design engineer.

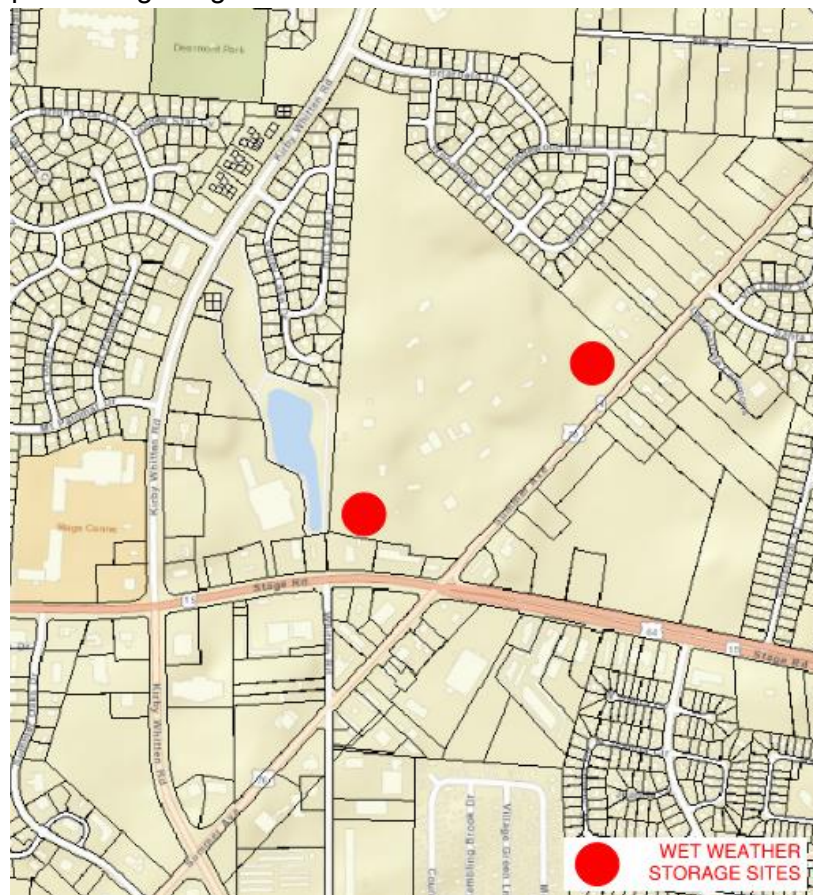


Figure 1: Wet Weather Storage Locations



II. Scope of Services

The scope of services is summarized into the following major tasks:

Task 1 – Flow Data Analysis and Modeling

Task 2 – Coordination with Developer

The following sections provide a description of the purpose, activities, deliverables, and assumptions anticipated for each of the tasks. Throughout the following tasks, Barge will manage the activities of our staff, coordinate meetings with Client staff, and submit monthly invoices with updated schedules and budgets as applicable.

Task 1 – Flow Data Analysis and Modeling

The flow data analysis and modeling task will involve review of the data collected in separate contract. The data will be analyzed to determine the inflow and infiltration (I/I) contribution from each subbasin and to determine the design criteria to remove sufficient flow to meet the requirements of the City of Memphis for two storage tank locations on the Union Station development. Activities in this task include the following:

- Prepare a sewer hydraulic model using data collected from a previous project.
- Use the model to determine the design criteria as follows:
 - Manholes that would be suitable for connection to the wet weather storage systems
 - The required flow rate from each connection manhole to meet the project requirements
 - An estimate of the overflow elevation to the wet weather pumping station for each of the identified manholes
- Prepare and submit to the Client a draft technical memorandum presenting the flow monitoring analysis results and design criteria related to the overflow elevation to the wet weather pumping station.
- A workshop will be conducted with the Client to review the draft technical memorandum and a summary will be provided of the meeting. Comments from the meeting will be addressed in the final technical memorandum.
- A final technical memorandum will be provided to the Client.



Exhibit A, Scope of Work
Hydraulic Modeling for Wet Weather Storage
City of Bartlett
December 14, 2022

Deliverables:

The following deliverables will be provided as part of this task:

- Draft and final technical memorandum
- Workshop summary

Assumptions:

The following assumptions are applicable to the above scope of services:

- Design services related to manhole modifications, piping routes, pump station design, equalization design, or the design elements not mentioned in the scope are not included in this scope of services.
- The assumed acceptable design criteria for the City of Memphis is maintaining flows below the crown of the pipe.
- It is assumed that five manholes will be evaluated for connection to wet weather storage.

Task 2 – Coordination with Developer

Barge will participate in coordination meetings with the Client, Developer, and Developer's engineer. The goal of the meetings is to address questions about the design criteria defined in the technical memorandum regarding the wet weather storage tanks being designed by the Developer's engineer.

Deliverables:

The following deliverables will be provided as part of this task:

- None

Assumptions:

The following assumptions are applicable to the above scope of services:

- Four 1-hour virtual coordination meetings are included.
- Agenda and meeting minutes will be prepared by the Developer or Developer's engineer.

III. Project Schedule

Total duration to completion for the project is anticipated to be four months.



Exhibit A, Scope of Work
Hydraulic Modeling for Wet Weather Storage
City of Bartlett
December 14, 2022

IV. Compensation

Client agrees to pay Barge a Lump Sum Fee of \$36,500 to complete the scope of work as defined in the tasks above. Barge will submit monthly invoices based on percent of work completed to date. The project status will be summarized monthly in our progress report and invoice submittal.

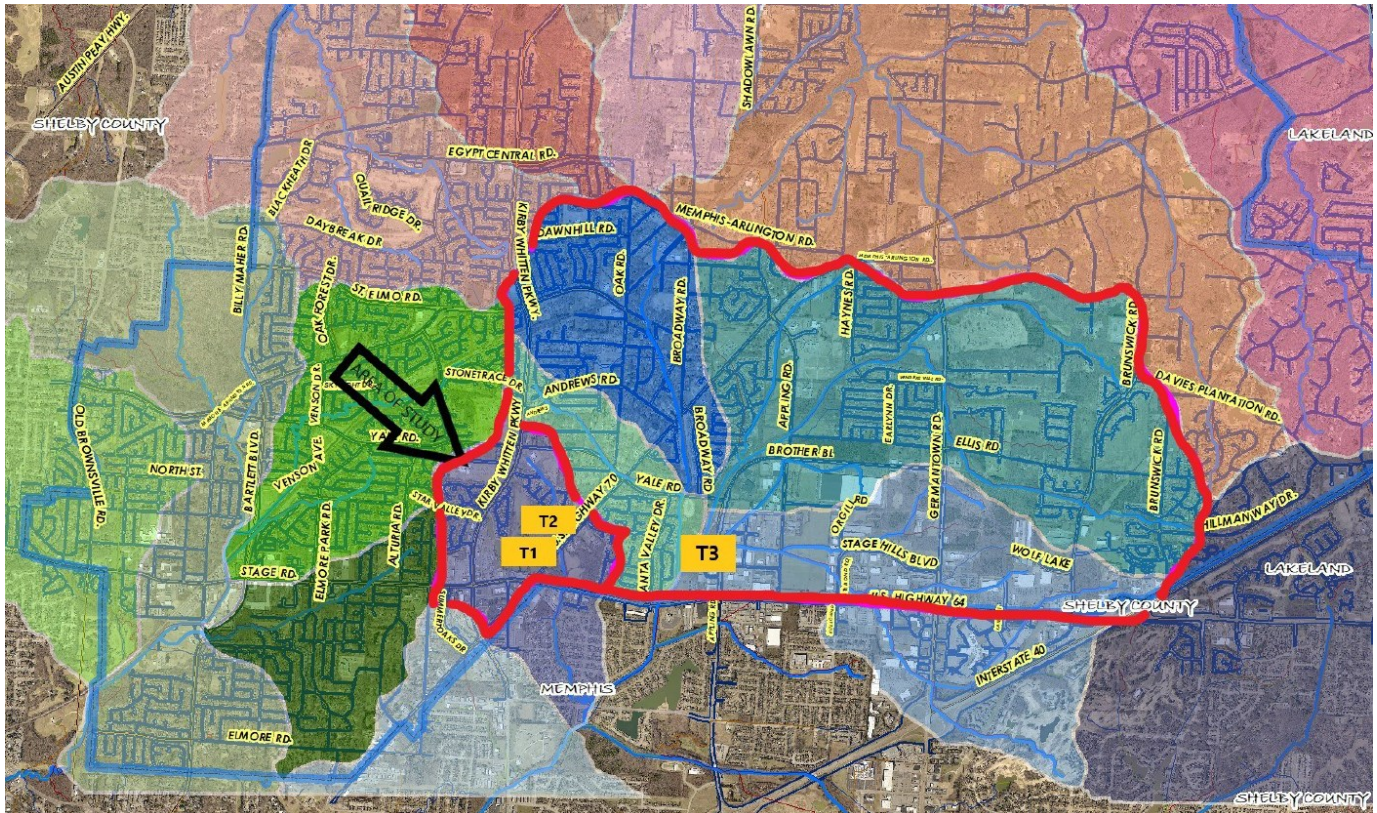
Memo to: Mayor & Board of Aldermen
From John Horne
RE: Sewer Modeling for Union
Depot Holding tanks
1/4/23

As you are aware, a portion of the City of Bartlett is sewer serviced to the south into the City of Memphis. In 2012, the City of Memphis was directed by the EPA to begin correcting sewer problems in their system.

In 2019, the Memphis Engineering Department mentioned to our Administration that sewer flows in our Fletcher Creek Sewer System (outlined in **RED** below) were considered excessive and the City of Bartlett should take corrective action. Through further documents, the City of Memphis *requested* the City of Bartlett to do the following:

1. Install 3 sewer storage tanks (labeled below as T1, T2, T3)
2. Require future developments within the Fletcher Creek Sewer Basin to install individual Sewer Holding Tanks.

Since then, the Engineering Department has complied with the 2nd request only. Below, in the area marked "AREA OF STUDY" is the location of the proposed development called Union Depot.



Last Fall, The City of Memphis agreed to allow the Union Depot Sewer Plan to proceed with the following conditions: The Developer (Grant) would be required to construct (2) underground Sewer Storage Tanks on site in the areas shown above as T1 & T2.

1. The Total Volume of both tanks combined would be less than 600K gallons.
2. The developer agreed to construct these (2) tanks as a part of the Phase 1 Site Development.
3. Once in operation, they will be owned and maintained by Bartlett Public Works.
4. These (2) tanks will accommodate the sewer flow for all phases of Union Depot.

Since then, our consultant, Barge Design Solutions has been conducting the necessary sewer design modeling to insure these Proposed Holding tanks are designed and will perform correctly. The attached contract is the Final Phase of this design, totaling \$36,500.00. I recommend we accept this contract.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/12/23 06:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for November 2022.



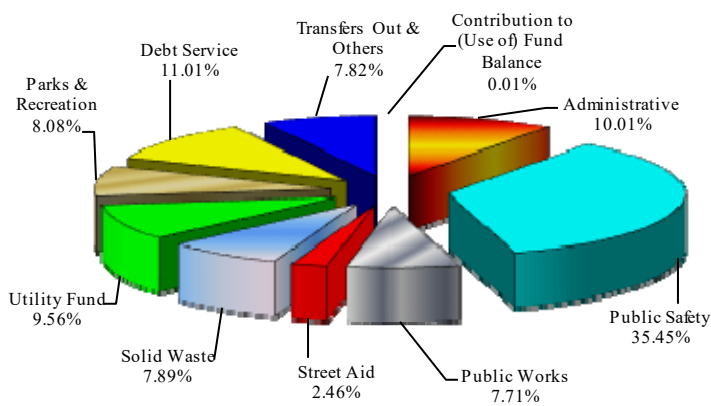
City of Bartlett

FINANCIAL REPORT

November 30, 2022

Total Expenditures, FY 2023 Budget: \$92,054,808

WHERE THE \$ GOES (Does not include School)

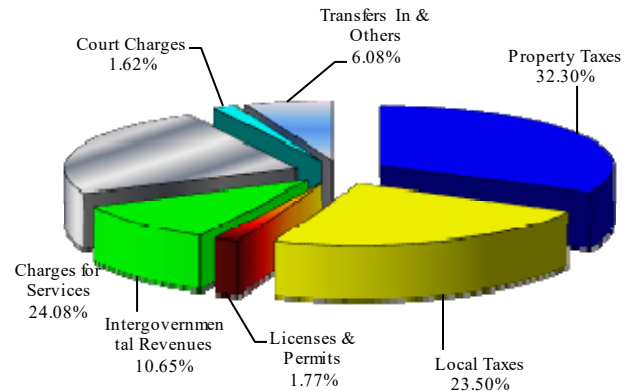


BUDGET HIGHLIGHTS

- June 30, 2022 year-to-date actual is unaudited.
- Information in this report is preliminary Fiscal Year 2022 year-end.
- Property tax bills were mailed in November and are due February 28.
- Delinquent 2021 property taxes were submitted to the Trustee for collection.

Total Revenues, FY 2023 Budget: \$92,054,808

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



FY 2023 YEAR-TO-DATE For The Period Ending November 30, 2022

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 8,505,009	\$ 2,723,539
Public Safety	32,193,764	13,634,008
Public Works	6,967,139	2,813,482
Parks and Recreation	6,661,221	2,856,624
Performing Arts	777,765	295,097
Transfers & Other Gen. Fund Items	6,389,019	5,901,019
Subtotal	\$ 61,493,917	\$ 28,223,768
General Fund Revenues		
Property Taxes	\$ 29,731,000	\$ 2,641,014
Local Taxes	17,178,430	4,279,664
Building and Development Fees	1,626,200	653,360
Intergovernmental	7,654,000	1,937,633
Charges for Services	3,745,960	1,728,097
Court Charges	1,258,000	549,264
Other Revenue	300,327	204,333
Subtotal	\$ 61,493,917	\$ 11,993,365
Special Rev. Funds - Expenditures	\$ 11,024,872	\$ 3,053,845
Special Rev. Funds - Revenues	\$ 11,024,872	\$ 3,989,130
Utility Expenses	\$ 10,365,019	\$ 3,597,028
Utility Revenues	\$ 10,365,019	\$ 4,544,336
Debt Service Expenditures	\$ 9,171,000	\$ 7,000,137
Debt Service Revenues	\$ 9,171,000	\$ 5,801,341
Total Expenditures	\$ 92,054,808	\$ 41,874,778
Total Revenues	\$ 92,054,808	\$ 26,328,172

Note: FY 2023 Adopted Budget includes use of fund balance in the Special Revenue Funds.

Attachment: Nov22FinRpt (3251 : Treasurer's Report for November 2022)



City of Bartlett -- Financial Summary
For The Period Ending For The Period Ending November 30, 2022

	FY 2022 Unaudited Actual	FY 2023 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2022	Year-to-Date Actual FY 2023	Increase/ Decrease in \$	Percent of FY 2022 Actual	Percent of FY 2023 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 7,541,461	\$ 8,505,009	\$ 963,548	\$ 3,000,774	\$ 2,723,539	\$ (277,235)	39.79%	32.02%	-7.77%
Public Safety	30,777,032	32,193,764	1,416,732	12,835,557	13,634,008	798,451	41.70%	42.35%	0.64%
Public Works	5,986,620	6,967,139	980,519	2,383,758	2,813,482	429,724	39.82%	40.38%	0.56%
Parks and Recreation	6,212,299	6,661,221	448,922	2,787,535	2,856,624	69,089	44.87%	42.88%	-1.99%
Performing Arts	731,876	777,765	45,889	275,777	295,097	19,320	37.68%	37.94%	0.26%
Transfers & Other Gen. Fund Items	9,161,033	6,389,019	(2,772,014)	6,901,019	5,901,019	(1,000,000)	75.33%	92.36%	17.03%
Total General Fund Expenditures	\$ 60,410,321	\$ 61,493,917	\$ 1,083,596	\$ 28,184,421	\$ 28,223,768	\$ 39,347	46.65%	45.90%	-0.76%
General Fund Revenues									
Property Taxes	\$ 29,671,002	\$ 29,731,000	\$ 59,998	\$ 3,143,708	\$ 2,641,014	\$ (502,693)	10.60%	8.88%	-1.71%
Local Taxes	16,586,268	17,178,430	592,162	4,030,234	4,279,664	249,430	24.30%	24.91%	0.61%
Building and Development Fees	1,632,022	1,626,200	(5,822)	618,679	653,360	34,681	37.91%	40.18%	2.27%
Intergovernmental	7,611,046	7,654,000	42,954	1,839,635	1,937,633	97,998	24.17%	25.32%	1.14%
Charges for Services	4,001,941	3,745,960	(255,981)	1,415,369	1,728,097	312,728	35.37%	46.13%	10.77%
Court Charges	1,351,432	1,258,000	(93,432)	519,632	549,264	29,632	38.45%	43.66%	5.21%
Other Revenue	1,128,797	300,327	(828,470)	815,755	204,333	(611,422)	72.27%	68.04%	-4.23%
Total General Fund Revenues	\$ 61,982,507	\$ 61,493,917	\$ (488,590)	\$ 12,383,011	\$ 11,993,365	\$ (389,646)	19.98%	19.50%	-0.47%
Special Revenue Funds									
Street Aid Fund	\$ 2,389,204	\$ 2,260,000	\$ (129,204)	\$ 1,057,689	\$ 404,797	\$ (652,892)	44.27%	17.91%	-26.36%
Solid Waste Fund	6,803,184	7,323,166	519,983	2,314,255	2,152,043	(162,212)	34.02%	29.39%	-4.63%
General Improvement Fund	733,947	877,050	143,103	299,531	385,934	86,403	40.81%	44.00%	3.19%
Drug Enforcement Fund	322,685	297,000	(25,685)	7,954	61,091	53,137	2.46%	20.57%	18.10%
DEA Enforcement Fund	164,685	125,000	(39,685)	158,452	2,600	(155,852)	96.22%	2.08%	-94.14%
Drainage Control Fund	116,228	129,656	13,428	45,549	43,903	(1,646)	39.19%	33.86%	-5.33%
Park Improvement Fund	150,000	0	(150,000)	7,921	0	(7,921)	0.00%	0.00%	0.00%
E-Citation Fund	17,620	13,000	(4,620)	0	0	0	0.00%	0.00%	0.00%
Grant Funds	6,947,500	0	(6,947,500)	1,057,755	3,477	(1,054,278)	15.22%	0.00%	-15.22%
Special Revenue Funds - Expenditures	\$ 17,645,053	\$ 11,024,872	\$ (6,620,180)	\$ 4,949,106	\$ 3,053,845	\$ (1,895,261)	28.05%	27.70%	-0.35%
Special Revenue Funds - Revenues	\$ 16,570,143	\$ 11,024,872	\$ (5,545,271)	\$ 6,927,615	\$ 3,989,130	\$ (2,938,485)	41.81%	36.18%	-5.62%
Utility Fund									
Total Utility Operations	\$ 7,412,779	\$ 9,381,516	\$ 1,968,737	\$ 3,033,531	\$ 2,768,947	\$ (264,583)	40.92%	29.51%	-11.41%
Total Utility Debt Expenses	1,156,914	983,503	(173,411)	1,075,114	828,081	(247,033)	92.93%	84.20%	-8.73%
Total Utility Expenses	\$ 8,569,693	\$ 10,365,019	\$ 1,795,326	\$ 4,108,644	\$ 3,597,028	\$ (511,616)	47.94%	34.70%	-13.24%
Total Utility Revenues	\$ 10,832,271	\$ 10,365,019	\$ (467,252)	\$ 4,409,442	\$ 4,544,336	\$ 134,893	40.71%	43.84%	3.14%
Debt Service Fund									
Total Debt Service Expenditures	\$ 9,426,930	\$ 9,171,000	\$ (255,930)	\$ 7,355,952	\$ 7,000,137	\$ (355,815)	78.03%	76.33%	-1.70%
Total Debt Service Revenues	\$ 10,032,224	\$ 9,171,000	\$ (861,224)	\$ 6,711,807	\$ 5,801,341	\$ (910,466)	66.90%	63.26%	-3.65%
Total Expenditures	\$ 96,051,996	\$ 92,054,808	\$ (3,997,188)	\$ 44,598,123	\$ 41,874,778	\$ (2,723,345)	46.43%	45.49%	-0.94%
Total Revenues	\$ 99,417,146	\$ 92,054,808	\$ (7,362,337)	\$ 30,431,876	\$ 26,328,172	\$ (4,103,704)	30.61%	28.60%	-2.01%

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/12/23 06:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Penny Medlock

Department Head: David Parsons

Appoint Vice Mayor.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/12/23 06:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Penny Medlock

Department Head: David Parsons

Elect Register.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/12/23 06:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Penny Medlock

Department Head: David Parsons

Appoint Johnny Byrd as City Chaplain.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 01/12/23 06:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Penny Medlock

Department Head: David Parsons

Appoint City Officials.

APPOINTED POSITIONS

1. Chief Administrative Officer	Steve Sones
2. Executive Assistant to the Mayor	Jeanie Underwood
3. City Clerk	Penny Medlock
4. City Court Clerk	Bill Lloyd
5. Director of Planning & Economic Development	Kim Taylor
6. Director of Finance	Dick Phebus
7. Assistant Director of Finance	Kristi Francavilla
8. Director of the Performing Arts & Conference Center	Michael Bollinger
9. Director of Personnel	Ted Archdeacon
10. Director of Code Enforcement	Trey Arthur
11. Chief of Police	Jeff Cox
12. Assistant Chief of Police	Chris Golden
13. Chief Inspector	Laurie Thompson
14. Chief Inspector	Eric Leppanen
15. Chief Inspector	J.J. Leatherwood
16. Fire Chief	Tommy Gately
17. Assistant Fire Chief	Chip Webster
18. Director of Parks and Recreation	Shan Criswell
19. Assistant Director of Parks and Recreation	Paul Wright
20. Director of Public Works	Matt Crenshaw
21. Assistant Director of Public Works	Aaron Davidson
22. Director of Engineering/City Engineer	John Horne
23. Assistant Director of Engineering/Assistant City Engineer	Erin Campbell
24. Director of Community Relations	Debbie Gelineau
25. City Attorney	Ed McKenney, Jr.

- 26. Assistant City Attorney
- 27. City Prosecutor
- 28. Assistant City Prosecutor

Will Wyatt
Rhea Clift
Phillip Walker

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 01/12/23 06:00 PM

Department: Board of Mayor and Aldermen

Category: Agreement

Prepared By: Penny Medlock

Department Head: David Parsons

Swear-in City Officials.