



**CITY OF BELLE MEADE
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA PACKET
MARCH 20, 2024, 04:00 PM**



**AGENDA BOARD OF COMMISSIONERS
REGULAR MEETING
MARCH 20, 2024, 04:00 PM
BELLE MEADE CITY HALL, 4705 HARDING PIKE**

Call To Order

I. PLEDGE OF ALLEGIANCE

II. PUBLIC COMMENTS

III. MINUTES - pg 5

Consideration of the Minutes of the Board of Commissioners Regular Meeting held February 21, 2024

Attachment: [Minutes - BC 02212024.pdf](#)

IV. PUBLIC WORKS

A. Monthly Reports - Nathan McVay pg 11

Attachment: [February Public Works Report.pdf](#)

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B. Approve a Proposal, totaling \$24,295, from Landscape Services, Inc (LSI) for citywide irrigation system improvement project - Nathan McVay pg 17

Attachment: [LSI Proposal for Locking Backflow Preventers.pdf](#)

C. Approve a one-year extension of the Contract with JR and Associates for Creek Debris Removal and Maintenance, not to exceed \$140,000, for FY 2024-2025 - Nathan McVay pg 19

Attachment: [PW Memo - Creek Debris Contract Extension for FY 2025.pdf](#)

D. Approve two Proposal's, totaling \$6,782, with Gibbs Brothers Construction to repair two areas of the City of Belle Meade parking lot; 1) the entrance at Harding Pike and 2) In front of the Maintenance Shop - Nathan McVay pg 21

Attachment: [Approve Gibbs Bros Const Contract.pdf](#)

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V. CITY SERVICES

A. Public Safety

1. Monthly Reports - Chief Williams pg 25

Attachment: [PD Monthly Reports Feb-2024.pdf](#)

2. Approve a Parade Permit for the annual Cheekwood Classic Car Parade on Sunday, June 16, 2024 - Chief Williams pg 31

Attachment: [Cheekwood Parade Application 2024.pdf](#)

Attachment: [Cheekwood COI.pdf](#)

B.Health and Sanitation

1. Monthly Reports - Nathan McVay pg 39

Attachment: [Sewer Service Calls - February.pdf](#)

Attachment: [TN One Calls - February 2024.pdf](#)

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C.Building/Zoning/Planning

1. Monthly Reports - Mary Samaniego pg 45

Attachment: [February 2024 Report.pdf](#)

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2. Zoning Ordinance Update - Mary Samaniego - at meeting

D.Waste Collection - No Matters

E.Beautification/ Landscape

1. Monthly report - Laura Katherine Wood - at meeting

F.City Communications and Technology - No Matters

VI.ADMINISTRATION

A.Capital Projects Update - Jennifer Moody pg 53

Attachment: [2024 03 Memo Capital Projects Report.pdf](#)

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B.Approve a Proposal, not to exceed \$40,500, with KCI Technologies to deliver conceptual design and an opinion of probable cost for the Belle Meade Boulevard Pedestrian Pathway project - Jennifer Moody pg 55

Attachment: [Proposal - Pedestrian Improvements 2024 02 08.pdf](#)

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Attachment: [BelleMeadePedPath Schedule 2024 02 27.pdf](#)

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Finance - Leigh Mills

1. Financial Statements - January 2024 - pg 73

Attachment: [Financial Statements January 2024.pdf](#)

2. Investment Schedules - February 2024 - pg 81

Attachment: [Investment Schedules February 2024.pdf](#)

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3. Approval of Invoices Over \$5,000 - pg 85

1) SkyCop, Inc \$44,500.00

Attachment: [Invoice 23407 from SkyCop Inc.pdf](#)

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4. Approve a Proposal, not to exceed \$29,070, with KraftCPAs to perform the city's annual financial audit for the year ending June 30, 2024 - pg 87

Attachment: [KraftCPAs Memo-Proposal.pdf](#)

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C.Facilities - No Matters

D.Human Resources / Personnel

1. Promotion of Nathan McVay to Public Works Director - Jennifer Moody pg 95

Attachment: [HR-JD-Public Works Dir.pdf](#)

Attachment: [Nathan_s Resume.pdf](#)

VII.LEGISLATION

- A.ORDINANCE 2024-3 - AN ORDINANCE TO REPEAL TITLE 3, SECTION 205 "ELECTRONIC CITATION REGULATIONS AND FEES" OF THE MUNICIPAL CODE OF THE CITY OF BELLE MEADE IN ACCORDANCE WITH ITS FIVE-YEAR SUNSET PROVISION, for approval on the first of two readings - Jennifer Moody pg 101

Attachment: [ORD 2024-3 Repeal 3 205 to Sunset E citation Fee.pdf](#)

- B.ORDINANCE 2024-4 - AN ORDINANCE TO AMEND TITLE 11, SECTION 812 "COURT COSTS" OF THE MUNICIPAL CODE OF THE CITY OF BELLE MEADE TO RECOVER INCREASED COSTS ASSOCIATED WITH WRITTEN AND ELECTRONIC CITATIONS, for approval on the first of two readings - Jennifer Moody pg 103

Attachment: [ORD 2024-4 Amend 11 812 to Increase Court Costs.pdf](#)

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- C.ORDINANCE 2024-5 - AN ORDINANCE TO AMEND CERTAIN SECTIONS OF 13, CHAPTERS 1-3 ("PROPERTY MAINTENANCE REGULATIONS") TO CLARIFY AND SIMPLIFY ENFORCEMENT PROCEDURES, for approval on the first of two readings - Doug Berry at meeting

- D.RESOLUTION 2024-03 - A Resolution to Declare Certain Property Owned By The City To Be Surplus To The City's Needs And Directing Disposal Of The Same - Jennifer Moody pg 105

Attachment: [MEMO for Surplus Property - Misc to be sold or disposed of.pdf](#)

VIII.OTHER MATTERS

- A.Confirm the Mayor's appointment of Julie Frist to the Budget and Finance Committee - Rusty Moore - at meeting

IX.ADJOURN

The next scheduled meeting of the Board of Commissioners will be Monday, April 15, 2024 at Belle Meade City Hall 4705 Harding Pike Nashville, TN



MINUTES
BOARD OF COMMISSIONERS – REGULAR MEETING
FEBRUARY 21, 2024, 4:00 PM
BELLE MEADE CITY HALL, 4705 HARDING PIKE

Call To Order

Mayor Rusty Moore called the meeting to order at 4:01 p.m.

Board Members Present

Mayor Rusty Moore
Vice-Mayor Haley Dale
Louise Bryan
Neal Clayton
Marty Dickens

Staff Present

City Manager Jennifer Moody
Police Chief Chuck Williams
Finance Director Leigh Mills
Public Works Director Nathan McVay
Planning Director Mary Samaniego
City Recorder Rusty Terry

PLEDGE OF ALLEGIANCE led by Mayor Moore

PUBLIC COMMENTS

Public Comment Opened

Metro Council Member Thom Druffel provided an update on the transit plan, and zoning changes before the Metro Council.

Public Comment Closed

MINUTES

Consideration of the minutes of the Board of Commissioners meeting held January 24, 2024

The minutes were approved with correction: Dale Second: Clayton

ORDINANCE 2024-1 - AN ORDINANCE TO CLOSE, VACATE AND ABANDON THE RIGHT OF WAY OF REDWING AVENUE - for approval on the first of two readings

Mayor Moore stated there was no one present to speak on this ordinance, and moved it to the beginning of the meeting.

Motion to defer until a meeting could be organized with the affected residents by City Manager Jennifer Moody and City Attorney Doug Berry so there would be a thorough understanding of the affect of the closure of Red Wing Avenue: Moore Second: Clayton Vote: All aye

PUBLIC WORKS**Monthly Reports - Nathan McVay**

Interim Public Works Director McVay stated the Public Works Department was working on all of the right-of-way trimming in the city.

- Commissioner Bryan inquired about reporting blind spots.
- McVay requested that those be reported to Public Works.
- Mayor Moore inquired about the amount of time reported on the monthly reports allotted to cleaning the cardboard dumpster and trash dumpster areas.
- Interim Public Works Director McVay stated there were times when it does require additional time as residents would leave items outside of the dumpster area as well as cardboard left on the ground.
- Commissioner Bryan requested that names of those residents who do not put items in the appropriate dumpster be added to the maintenance list.

CITY SERVICES**Public Safety**

Chief Chuck Williams stated that they had the first successful use of the StarChase system, allowing the capture of the suspect by Metro Police.

Special Presentation - 2023 Annual Report - Chief Williams

Chief Williams provided highlights of the 2023 Annual Report.

Monthly Reports - Chief Williams

There were no questions on the monthly reports.

Approve the purchase of one tablet from Route 1 Portable Computer Systems, Inc., in the amount of \$3,370.73, utilizing funds from the 2024 Tennessee Highway Safety Office grant program

Chief Williams provided information on the need for the tablet.

Motion to approve: Dale Second: Bryan Vote: All aye

RESOLUTION 2024-01 - A Resolution of Support for the Public Entity Partners "Safety Partners" 2023 Grant Program

Chief Williams provided details on the Safety Partners grant.

Motion to approve: Dale Second: Clayton Vote: All aye

Health and Sanitation**Monthly Reports - Nathan McVay**

Interim Public Works Director McVay noted that there was only one bad pump replacement in the month of January.

There were no questions about the monthly reports.

Approve an expense of \$7,142 to support a rate study conducted by Metro-Nashville Water and its other wholesale rate customers - Jennifer Moody

City Manager Moody presented the details regarding the rate study and cost share.

Motion to approve participation in the rate study: Dale **Second:**
Bryan Vote: All aye

Building/Zoning/Planning

Monthly Reports - Mary Samaniego

- Commissioner Dale asked if it would be possible to include the closing of land disturbance permits.
- Planning Director Samaniego stated that the final as-builts could be included.
- Commissioner Bryan asked if the reports could also include a comparison to the year before.
- Planning Director Samaniego asked if that would be monthly or quarterly.
- Commissioner Bryan stated quarterly would be fine.
- Commissioner Dale asked for the definition of "permit fees for working without a permit."
- Planning Director Samaniego stated that if building begins without a permit, and a permit is required, there is an additional fine.
- Mayor Moore requested a summary on the enforcement of codes.
- Planning Director Samaniego provided an update on those that are on the list, adding that she felt that progress was being made.

A period of questions and answers about code enforcement ensued.

Zoning Ordinance Update - Mary Samaniego

Planning Director Samaniego provided information on the progress of the Zoning Ordinance update. Samaniego stated it had been presented to the Municipal Planning Commission the previous evening however no vote had been taken and there would be another meeting in March.

Approve a Proposal with Civil and Environmental Consultants Inc. (CEC) for Updates to the City's Stormwater Ordinance, at a total cost not to exceed \$38,750 - Mary Samaniego

Planning Director Samaniego reviewed the information provided in the proposal

and the need for the updates to the stormwater ordinance.

A period of questions from the board, answered by City Manager Moody and CEC Engineer Steve Casey, ensued.

Motion to approve: Bryan Second: Dale

Approve an annual permit for St. George's Farmers Market - Mary Samaniego

Planning Director Samaniego reviewed the request from St. George's Episcopal Church for their annual Farmers Market.

Agatha Nolen, Director of Outreach at St. George's provided additional details about the Farmer's Market, noting they were asking to extend the hours by one-half hour.

Motion to approve: Dickens Second: Bryan

Waste Collection - No Matters

Beautification/ Landscape

Monthly report

Beautification Committee Chairman Laura Katherine Wood was unable to attend, City Manager Jennifer Moody reviewed details of the report shared by Wood. Information included details on the Caldwell property plan and the plan of the committee is to have that information to present at the March meeting of the Board of Commissioners meeting.

Moody also provided details on two proposals from LSI, the city landscape company, and spring plantings and new plantings for City Hall.

Approve a proposal from Landscape Services, Inc (LSI) to install annual spring plantings at a total expense of \$14,525 - Jennifer Moody

Motion to approve: Bryan Second: Clayton Vote: All aye

Approve a Proposal from Landscape Services, Inc (LSI) to install new plantings at City Hall at a total expense of \$7,093 - Jennifer Moody

Motion to approve: Clayton Second: Dickens Vote: All aye

City Communications and Technology - No Matters

ADMINISTRATION

Capital Projects Update - Jennifer Moody

City Manager Moody provided details on the ongoing Capital and Grant Projects.

Consider a Bid Proposal from Jarrett Builders, in the amount of \$5,163,971, for the Walnut Drive Stormwater Improvement Project - Jennifer Moody

City Manager Moody reviewed the bid proposal from Jarrett Builders, explaining the process and her recommendation for rejecting the bid.

There was no motion on the proposal.

Finance

Financial Statements - December 2023 - Leigh Mills

Finance Director Leigh Mills noted that in response to the cardboard dumpster conversation, that when the drivers have to get out and pick up what is left outside the dumpster it is \$75, adding that the previous months bill had two charges for picking up what was not in the dumpster.

Finance Director Mills reviewed the December 2023 financial statements, providing highlights of the statements.

Investment Schedules - January 2024 - Leigh Mills

Finance Director Mills provided highlights of the January investment schedules.

Approval of Invoices Over \$5,000 - Leigh Mills

- | | |
|---|--------------|
| 1) Kraft CPAs PLLC (Audit Services) | \$7,580.00 |
| 2) Sammie Gibbs Construction (Snow/Ice Removal) | \$127,600.00 |
| 3) Wascon Inc. (Sewer) | \$7,991.92 |
| 4) Omnigo (PD E-Citation Software) | \$10,394.26 |

Motion to approve: Bryan Second: Dickens Vote: All aye

Facilities

Approve a Proposal, in the amount of \$3,685, from H.E. Parmer Company to Replace gutters and downpipes on the Public Works Maintenance Shop - Nathan McVay

Interim Public Works Director Nathan McVay provided background for the need for the gutters and downpipes to be replaced.

Motion to approve: Dale Second: Clayton Vote: All aye

Human Resources / Personnel - No Matters

LEGISLATION

ORDINANCE 2024-2 - AN ORDINANCE AMENDING ORDINANCE 2023-3 TO PROVIDE FOR THE INCREASE OR DECREASE IN THE VARIOUS EXPENDITURE AND REVENUE APPROPRIATIONS AS SHOWN BELOW - for approval on the second and final reading - Leigh Mills

As presented, the Budget Ordinance has been amended since first reading. The Board will need to 1) first consider a motion and vote on the amendment to incorporate these changes; 2) then, upon approval of the amendment, make a motion and vote to "approve the Budget Ordinance as amended."

Finance Director Mills stated at the January meeting she had reviewed the changes, adding one item had changed since that discussion, which is to increase the expense for snow removal.

Motion to approve: Bryan Vote: All aye

RESOLUTION 2024-02 - A RESOLUTION UPDATING THE INVESTMENT ACCOUNT INFORMATION WITH FIRST HORIZON BANK - Leigh Mills

Finance Director Mills provided background on the resolution, and due to the change in the law that the account information needed to be updated.

Motion to approve: Bryan Second: Dale Vote: All aye.

OTHER MATTERS

The Meeting Adjourned at 5:51 p.m.

Mayor Rusty Moore

City Recorder Rusty Terry

City of Belle Meade - Public Works Department Activity Report

Date Reported	Complaint Request	Name	Street No.	Street Name	Phone	Referred to	Action taken	Date Performed
2/1/2024	Installed two solar panels for the speed signs.			Lynwood Blvd		Nathan & Dylan	Completed	2/1/2024
2/6/2024	Removed dirt off of the top of a storm drain that Metro Water covered up while fixing a water		4427	Shepard		Nathan & Dylan	Completed	2/6/2024
2/6/2024	Picked up a 2x4 laying on the side of the road.			Harding Rd		Nathan & Dylan	Completed	2/6/2024
2/6/2024	Removed a few landscaping signs in the City.			City		Nathan & Dylan	Completed	2/6/2024
2/7/2024	Cleaned out a catch basin.			Glen Eden / Lynwood		Nathan & Dylan	Completed	2/7/2024
2/7/2024	Straightened a stop sign that was hit by a box truck.			Westview / Iroquois		Nathan	Completed	2/7/2024

Date Reported	Complaint Request	Name	Street No.	Street Name	Phone	Referred to	Action taken	Date Performed
2/7/2024	Removed two more of the Landscaping signs.			City		Dylan	Completed	2/7/2024
2/8/2024	Installed a new stop sign after someone backed into it.			St George's / City Hall		Nathan & Dylan	Completed	2/8/2024
2/12/2024	Picked up a box laying in the road.		504	Belle Meade Blvd		Dylan	Completed	2/12/2024
2/14/2024	Replaced a solar panel for a LPR			Lynwood / Westview		Nathan & Dylan	Completed	2/14/2024
2/15/2024	Replaced the light bulbs in Kim's office.			City Hall		Nathan & Dylan	Completed	2/15/2024
2/15/2024	Replaced the light bulbs in Judy's office.			City Hall		Nathan & Dylan	Completed	2/15/2024
2/16/2024	Replaced the light bulbs in Leigh's office			City Hall		Nathan & Dylan	Completed	2/16/2024

Date Reported	Complaint Request	Name	Street No.	Street Name	Phone	Referred to	Action taken	Date Performed
2/16/2024	Replaced the light bulbs in Rusty's office.			City Hall		Nathan & Dylan	Completed	2/16/2024
2/19/2024	Got stuff together for the shred day			City Hall / Maintenance Shop		Nathan & Dylan	Completed	2/19/2024
2/19/2024	Helped clean out the property room.			Police Department		Dylan	Completed	2/19/2024
2/21/2024	Straightened the tree and the (No threw Traffic) sign after it got hit.			Lynwood Blvd / Lynwood Terr		Nathan	Completed	2/21/2024
2/22/2024	Cut a dead tree and trimmed some overgrowth.			Royal Oaks Dr		Nathan & Dylan	Completed	2/22/2024
2/23/2024	Fixed a street name sign that fell.			Tyne / Lywood		Nathan	Completed	2/23/2024
2/26/2024	Started trimming some overgrowth away from the road.			Honeywood		Nathan & Dylan	In progress	2/26/2024

Date Reported	Complaint Request	Name	Street No.	Street Name	Phone	Referred to	Action taken	Date Performed
2/26/2024	Installed a new speed limit sign and truck speed sign.		400 Block	Lynwood Blvd		Nathan	Completed	2/26/2024
2/26/2024	Replaced a directional sign that was hit			Belle Meade Blvd		Nathan & Dylan	Completed	2/26/2024
2/27/2024	Moved some boxes up to the maintenance shop from city hall for the shred day.			City Hall		Nathan & Dylan	Completed	2/27/2024
2/27/2024	Set the court room set up for the Commissioners Retreat.			City Hall		Nathan & Dylan	Completed	2/27/2024
2/27/2024	Replaced the light bulbs in LT's office.			Police Department		Nathan & Dylan	Completed	2/27/2024
2/27/2024	Fixed a street name sign that fell off the pole from the wind.			Deer Park Dr / Belle Meade Blvd		Dylan	Completed	2/27/2024
2/27/2024	Picked up some wire out of the road.		533	Belle Meade Blvd		Dylan	Completed	2/27/2024

Date Reported	Complaint Request	Name	Street No.	Street Name	Phone	Referred to	Action taken	Date Performed
2/28/2024	Loaded everything into the shred truck			Maintenance Shop		Nathan & Dylan	Completed	2/28/2024
2/28/2024	Restocked the paper products			City Hall		Nathan & Dylan	Completed	2/28/2024

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PROACTIVE PERFORMANCE PARTNER
www.LandscapeServicesInc.com

2024 CONTRACT PROPOSAL

March 06, 2024

Proposal No. - 65235

PROPOSAL FOR

Nathan Mcvay

Belle Meade, City of
Belle Meade, City of
4705 Harding Road
Nashville, TN 37205

DESCRIPTION OF WORK TO BE PERFORMED

The following proposal is to install locking backflow covers on each backflow for the city of Belle Meade. The work is as follows:

- Install concrete slab at each backflow including PVC sleeve around backflow legs keeping it separated from the concrete for future maintenance.
- Install (8) 200S-AL Safe-T-Covers and locks on each 2" backflow along Belle Meade Blvd.
- Install (3) 100S-AL Safe-T-Covers and locks on each 1" backflow at Lynwood, Deer Park, and City Hall.
- Clean up all work site debris and materials.
- Concrete slab forms will be removed after concrete cures.

Total \$24,295.00



CITY OF BELLE MEADE

Memo

To: Belle Meade Commissioners
From: Nathan McVay, Public Works Director
Date: March 20, 2024
Re: Creek Debris Removal and Maintenance Contract Extension for Additional Year

BACKGROUND

As part of its stormwater maintenance program, the City of Belle Meade annually contracts for labor and equipment to clear out fallen trees, remove undergrowth, and other debris from select creek reaches within the City. The contract is initially for one-year but may be extended up to an additional year.

In September 2023, the Board awarded a one-year contract to JR and Associates with the option of an additional one-year extension. JR and Associates has agreed to the contract extension for FY 2024-2025, with work to begin after July 1, 2024, with no increases in any of the costs.

JR & Associates have been the successful bidder for this work since the City began cleaning creeks in the mid-1990s. They are familiar with the contract requirements and the TDEC restrictions for working in and around the creeks. They employ a dependable, hardworking crew and work very well in cooperation and under the guidance of the Belle Meade Public Works Department.

RECOMMENDATION

The Board is recommended to approve the Bid Award and Contract with JR and Associates for the annual Creek Debris Removal and Maintenance work for FY 2024-2025, in a total amount not to exceed \$140,000.

FISCAL IMPACT

The City plans annually for this work in the General Fund under Stormwater – Maintenance and Repair -Other. In the proposed budget for FY 2024-2025, \$140,000 will be budgeted in account number 110-43150-269 and the contracted work will not be allowed to proceed until approval of the annual budget by the Board of Commissioners.

ATTACHMENTS

List of Creek Areas for FY 2024-2025

CREEK DEBRIS REMOVAL MAINTENANCE CONTRACT**CREEK AREAS NEEDING DEBRIS REMOVAL****LIST IS IN ORDER OF PRIORITY FOR THE FISCAL YEAR 2024-2025****(Please refer to Attachment 3, the color map with numbered locations)**

<u>AREA</u>	<u>CREEK LOCATION</u>
35.	Bridge at Jackson Boulevard and Harding Road
34.	Richland Creek at The Temple
31 – 33.	Leake Avenue to Belle Meade Mansion
17.	Branch culvert under Belle Meade Boulevard
16.	Creek culvert under Chancery Lane
19.	Culvert under Forsythe Place
15.	Herbert Place to Chancery Lane
14.	Chickering Road to Herbert Place
1.	Chickering Road to Chickering Lane
27.	Belle Meade Boulevard to Enquire Avenue
26.	Culvert under Belle Meade Boulevard to Iroquois Avenue
25.	Shepard Place to Belle Meade Boulevard
22.	Branch culvert under Lynwood Boulevard
47.	Deer Park/Pocket Park culvert
23.	Harding Place and Lynwood Boulevard



CITY OF BELLE MEADE

Memo

To: Belle Meade Commissioners
From: Nathan McVay, Public Works Director
Date: March 20, 2024
Re: Contract with Gibbs Brothers Construction

Background

The City of Belle Meade parking lot entrance, also known as Gardner Dr., has two places that need repairs.

The first location is at the entrance where the roadway has settled and causes ponding of water. Repairs would correct the grade and turn water to the catch basin for drainage.

The second location is in front of the maintenance shop where the roadway has deteriorated at the seams and caused a rough area.

Quote 1 - \$3,961 – Entrance at Harding Pike

Quote 2 - \$2,821 – In front of Maintenance Shop

Recommendation

The Board is recommended to approve and authorize the mayor to sign two contracts with Gibbs Brothers construction for the amounts of \$3,961.00 and \$2,821.00 for City Hall parking lot entrance repairs.

Fiscal Impact

Funds will be coming from account number 110-43100-269

Attachments

Proposal 1 and 2 for parking lot repairs

GIBBS BROTHERS CONSTRUCTION, INC.**PAVING CONTRACTORS****PROPOSAL**

CITY OF BELLE MEADE
4705 HARDING ROAD
NASHVILLE, TENNESSEE 37205

DATE: March 12, 2024

ATTN: NATHAN MCVAY

2021-2024 Street and Right-of-Way Maintenance Contract

ITEM	UNIT	UNIT PRICE	AMOUNT
Patch #1: Entrance to City Hall			
<u>EQUIPMENT</u>			
Tandem or Tri-Axle Trucks	8.00 Hrs	\$68.00	\$544.00
Pickup Truck	4.00 Hrs	\$18.00	\$72.00
Asphalt Paving Machine PF-180	4.00 Hrs	\$80.00	\$320.00
Asphalt Distributor	1.00 Hrs	\$28.00	\$28.00
Roller, 3-5 Ton	4.00 Hrs	\$38.00	\$152.00
Bobcat Loader	4.00 Hrs	\$65.00	\$260.00
<u>LABOR</u>			
Lead Person	4.00 Hrs	\$18.00	\$72.00
Laborer - Class B	16.00 Hrs	\$22.00	\$352.00
Truck Driver, 2 or 3 Axles	8.00 Hrs	\$25.00	\$200.00
Power Equipment Operators - Class C	4.00 Hrs	\$25.00	\$100.00
Power Equipment Operators - Class D	9.00 Hrs	\$25.00	\$225.00
<u>MATERIAL</u>			
Asphaltic Concrete Surface 411-E	15.00 Tons	\$78.00	\$1,170.00
Thermoplastic 12-inch Stop Bar	12.00 Each	\$18.00	\$216.00
Thermoplastic Pavement Markings	1.00 Each	\$250.00	\$250.00

* ALL HOURS AND MATERIAL ARE ESTIMATED. ACTUAL AMOUNTS MAY VARY. *

TOTAL AMOUNT DUE THIS INVOICE

\$3,961.00

2470 COUCHVILLE PIKE, NASHVILLE, TN 37217 (615) 883-2434

GIBBS BROTHERS CONSTRUCTION, INC.**PAVING CONTRACTORS****PROPOSAL**

CITY OF BELLE MEADE
4705 HARDING ROAD
NASHVILLE, TENNESSEE 37205

DATE: March 12, 2024

ATTN: NATHAN MCVAY

2021-2023 Street and Right-of-Way Maintenance Contract

ITEM	UNIT		UNIT PRICE	AMOUNT
Patch #2: Front of Shop				
<u>EQUIPMENT</u>				
Tandem or Tri-Axle Trucks	7.00	Hrs	\$68.00	\$476.00
Pickup Truck	3.50	Hrs	\$18.00	\$63.00
Asphalt Paving Machine PF-180	3.50	Hrs	\$80.00	\$280.00
Asphalt Distributor	1.00	Hrs	\$28.00	\$28.00
Roller, 3-5 Ton	3.50	Hrs	\$38.00	\$133.00
Bobcat Loader	3.50	Hrs	\$65.00	\$227.50
<u>LABOR</u>				
Lead Person	3.50	Hrs	\$18.00	\$63.00
Laborer - Class B	14.00	Hrs	\$22.00	\$308.00
Truck Driver, 2 or 3 Axles	7.00	Hrs	\$25.00	\$175.00
Power Equipment Operators - Class C	3.50	Hrs	\$25.00	\$87.50
Power Equipment Operators - Class D	8.00	Hrs	\$25.00	\$200.00
<u>MATERIAL</u>				
Asphaltic Concrete Surface 411-E	10.00	Tons	\$78.00	\$780.00

* ALL HOURS AND MATERIAL ARE ESTIMATED. ACTUAL AMOUNTS MAY VARY. *

TOTAL AMOUNT DUE THIS INVOICE

\$2,821.00

2470 COUCHVILLE PIKE, NASHVILLE, TN 37217 (615) 883-2434

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**Board of Commissioners Meeting
Police Department Statistical Summary
February 2024**

Call Type	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24
Alarms	38	34	31	33	28	38	31
Arrests	9	14	5	9	3	1	3
Burglary	1	0	1	0	0	0	0
Citations Issued	315	389	277	306	277	237	426
Community Contacts	221	292	205	231	195	89	227
Fingerprint Customers	11	18	15	13	24	14	15
House Checks	704	578	602	999	1,472	858	927
LPR Camera Hits	10	5	13	3	16	4	6
Non-Residential Checks	787	890	887	868	926	745	803
Reports Taken	19	33	20	21	16	23	13
Theft of Property	0	1	2	3	0	3	2
Traffic Crashes	5	8	4	5	4	5	3
Total Patrol Miles	9,171	9,514	10,074	10,076	9,761	7,612	9,728
P.D. Monthly Revenue	\$18,559.05	\$18,012.15	\$21,886.05	\$30,836.00	\$32,614.65	\$29,536.79	\$18,798.24

Belle Meade Police Department
Monthly Statistics

February 2024

Officer	Calls Answered	Citations Written	Traffic Stops	Verbal Warnings	Community Contacts	Reports Completed	Auto Crash Property	Auto Crash Injury	Arrests	Fingerprint Calls	Child Seats Installed	Houses Checked	Business Checks	Miles Patrolled
Bowker	20	8	8	2	4	2	1			4	8	94	40	500
Cloxtan	12	27	25	12	17							39	108	575
Cortier	10	2	8	6	2							103	108	726
Donegan	11	1	8	9								109	108	1,155
Doty	20	23	38	20	3	4	1					105		960
Dunn		5	3											21
Germany	1	51	63	28	40									354
Parrish	12	14	21	11	3	1			1			111	96	654
Read	35	121	79	22	97	2				8		58	72	903
Roark	12	49	53	42	52	1				3		69	24	1,289
Samol	16	22	23	12		1						108	135	943
Scarbrough	22	34	29	4	3	1	1					119	40	959
Wright	4	20	19	4	6	1						12	72	510
Yokley		49	27	11					2					194
Totals:	175	426	404	183	227	13	3	0	3	15	8	927	803	9,743

LPR REPORT - February 2024

Stolen Tags - 3

- 2 - Officers checked the area but were unable to locate the vehicle.
- 1 - Officers located and stopped the vehicle. After investigating, the officers were able to determine that the driver's tag had been swapped with a stolen tag. The stolen tag was seized and the driver of the vehicle was informed to contact her local police department to report her tag being stolen.

Stolen Vehicles - 3

- 2 - Officers checked the area but were unable to locate the vehicle.
- 1 - Officers located the vehicle and deployed a StarChase dart. The vehicle fled the area and metro was notified. Dispatch tracked the vehicle using gps and metro was able locate it. The driver was taken into custody and the stolen vehicle was recovered.

StarChase February 2024

Deployments - 1

Officers were able to locate a stolen vehicle that entered the city on West Tyne and successfully darted the vehicle. Dispatch was able to track the vehicle by GPS and with the assistance of Metro Police Department, the suspect was taken into custody at an apartment complex located in Bellevue and recovered the stolen vehicle.

City of Belle Meade
Wex Fuel Statement Activity

Gallons Purchased At The Pump				
Police	Streets	Sewer	Codes	Admin

Feb-23	1509.579	188.256	154.561	0.000	0.000
Mar-23	1643.652	214.330	172.073	0.000	79.606
Apr-23	1500.809	158.512	126.600	0.000	87.459
May-23	1689.391	221.689	159.741	0.000	78.753
Jun-23	1518.494	211.238	173.446	0.000	76.488
Jul-23	1621.122	160.372	99.224	0.000	50.300
Aug-23	1723.780	138.584	187.860	0.000	22.813
Sep-23	1683.678	128.890	72.200	0.000	13.829
Oct-23	1714.593	62.580	154.920	16.913	20.449
Nov-23	1723.518	116.997	155.210	0.000	0.000
Dec-23	1462.804	89.357	138.200	0.000	10.960
Jan-24	1594.581	73.440	142.690	0.000	0.000
Feb-24	1565.147	91.310	156.623	0.000	0.000

Fuel Cost Per Month For Each Department				
Police	Streets	Sewer	Codes	Admin

Feb-23	\$4,697.69	\$589.98	\$461.76	\$0.00	\$0.00
Mar-23	\$5,214.63	\$683.43	\$530.82	\$0.00	\$248.10
Apr-23	\$4,984.07	\$515.05	\$404.59	\$0.00	\$273.11
May-23	\$5,414.00	\$718.83	\$477.84	\$0.00	\$236.38
Jun-23	\$4,787.50	\$648.62	\$503.78	\$0.00	\$226.24
Jul-23	\$5,206.58	\$509.00	\$298.85	\$0.00	\$144.03
Aug-23	\$5,920.93	\$478.23	\$631.80	\$0.00	\$76.31
Sep-23	\$5,787.28	\$443.93	\$260.90	\$0.00	\$44.47
Oct-23	\$5,421.18	\$203.75	\$445.21	\$45.78	\$59.33
Nov-23	\$5,176.42	\$341.45	\$418.63	\$0.00	\$0.00
Dec-23	\$4,156.94	\$236.78	\$346.13	\$0.00	\$28.64
Jan-24	\$4,368.70	\$195.61	\$359.10	\$0.00	\$0.00
Feb-24	\$4,458.80	\$258.43	\$423.84	\$0.00	\$0.00



Police Department Monthly Report March 1, 2024

To: Charles Williams, Chief of Police

From: Tom Sexton – Detective

Dates: February 1, 2024 to March 1, 2024

NEW CASES ASSIGNED

24-0027 Identity Theft / Harassment Belle Meade resident had their identity stolen and used to establish various business accounts. Suspect has been identified and investigation is on-going.

Continuing Investigations:

Identity theft investigation case is still on-going. We are working with multiple police agencies across the United States to co-ordinate prosecution. The loss sustained by the victims in this investigation is well over seven figures at this time.

ASSISTING RESIDENTS

Assist resident with out of country family members in crisis.

Assist multiple Belle Meade resident concerning the jury duty scams. Caller identified himself as a Davidson County Deputy Sheriff and would threaten people with jail unless a “fine” of \$3,700 was paid immediately. Side note: I also got one of these calls. When I informed the caller that I was “working with a Belle Meade Detective” who informed me that he could settle the case for \$2,000.00. The scam artist started yelling at me and informed me that what the Detective was illegal. When I asked what the difference was between a Belle Meade Detective doing something illegal and what he was doing, he immediately disconnected the call!

ASSISTING OTHER AGENCIES

Metro Nashville Police- Brentwood Police – Mount Juliet Police - Intel provided on international theft group working in the area.

Metro Nashville Police Assisted Cold Case Detective in locating an endangered missing person. The Belle Meade / Forest Hill camera system provided valuable information concerning the location of the individual.

Metro Nashville Police Assisting in vehicle burglary investigations occurring in the West Nashville area.

Metro Nashville Police Assisting in a hit and run investigation.

CITY OF BELLE MEADE

**4705 Harding Road
Nashville, TN 37205**

**Office (615) 297-6041
Fax (615) 297-0255
www.citybellemeade.org**

**Application for a
Parade Event Permit**

Belle Meade Municipal Code, Section 16-110, requires any person, club, organization or other group with intent to hold any meeting, parade, demonstration, competition, exhibition, march, walk-a-thon, foot race or procession upon any street, park, or public place in the City of Belle Meade to first secure a permit.

Organization or Party Seeking Permit: Cheekwood Estate & Gardens

Representative (Name and Title): Jane MacLeod- CEO

Address: 1200 Forrest Park Drive Nashville, TN 37205

(Include Street, City, State & Zip)

Telephone #: 615-353-6997

Fax # _____

Description of Activity: Classic Cars at Cheekwood- Parade of Classic Cars (Tour d' Elegance)

Requesting Date: Sunday, June 16, 2024

Time: 4pm a.m. or p.m.

Please Attach a Diagram Showing the Location and Route.

I acknowledge receipt of Section 16-110 of the Belle Meade Municipal Code and will be responsible for the provisions found therein. I understand that this permit is subject to revocation for non-compliance and will not be effective for other than the date and time shown above. I further understand that failure to vacate the private premises of any person who requests or directs me or my organization to leave shall constitute trespassing. I agree that the City of Belle Meade shall be held harmless by me and my organization for any liability resulting from this activity. I further agree to indemnify the City of Belle Meade, Tennessee, its agents, employees or officials and save it or them harmless from all claims, demands, damages, actions, costs and charges from any type of claim or loss whatsoever which may arise as a result of the granting of this permit. I understand that as a condition precedent to the execution of this permit that I am required to present to the City proof of insurance in amounts deemed adequate by the City Manager naming the City of Belle Meade as an additional insured, and covenant and warrant that such insurance shall remain in effect for the event.


Signature of Applicant

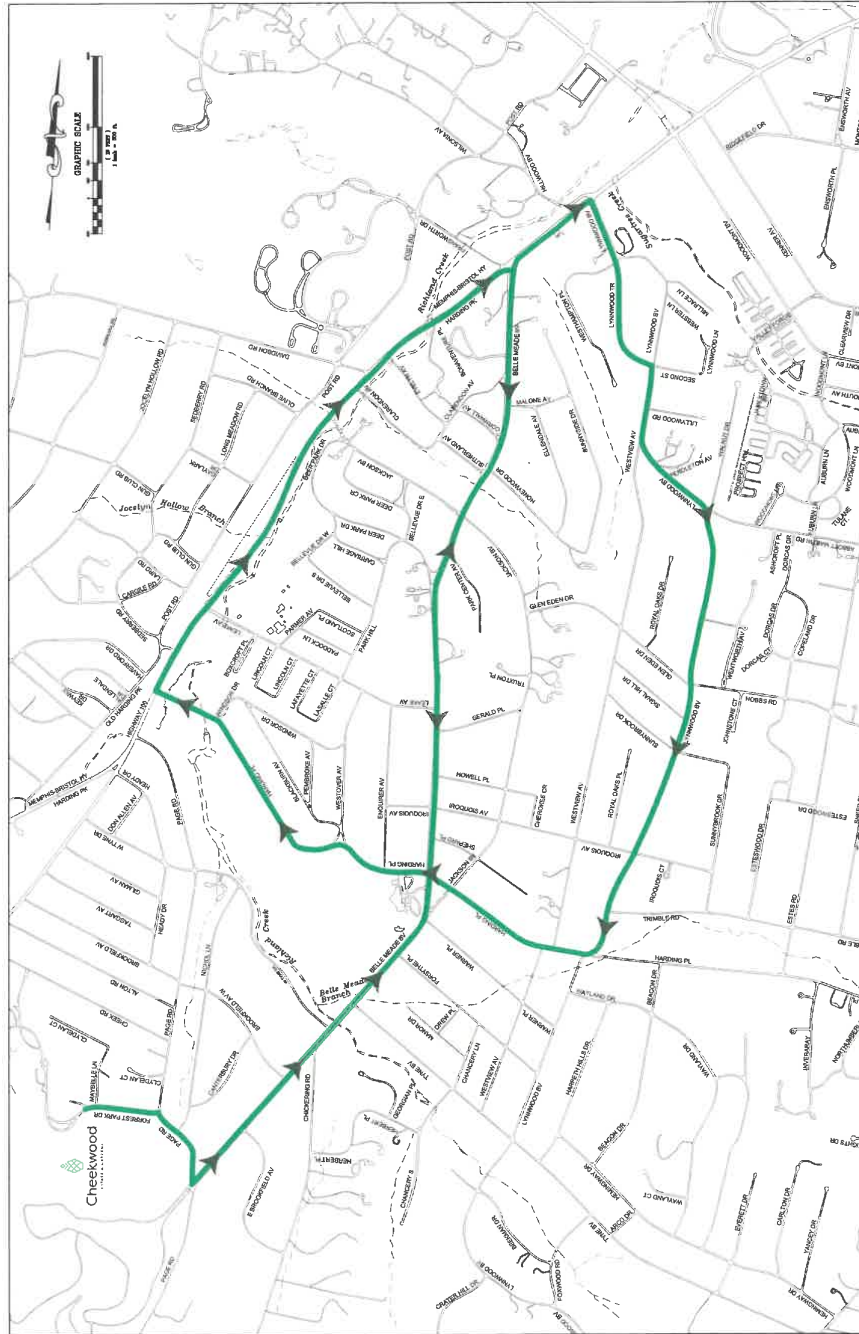
2/26/2024

Date

Permit Approved:

City of Belle Meade City Manager

Date



To learn more about the cars displayed throughout the weekend, scan this QR code for additional information and a map of car locations.



EXPOSITION OF ELEGANCE
CLASSIC CARS AT CHEEKWOOD

Tour d'elegance Parade Route

Sunday, June 16, 2024- 4pm

11 miles

Approx. 45 minutes @ 15-20 mph

Exit Cheekwood on Forrest Park Dr
Right turn on Page (heading Southwest)
Left turn on Belle Meade Blvd. (heading Northeast)
Right turn on Harding Pike (heading Northeast)
Right turn on Lynwood Terrace (heading South)
Bear right onto Lynwood Blvd. (heading South)
Right turn on Harding Place (heading West)
Right turn on Harding Pike (heading Northeast)
Right turn on Belle Meade Blvd. (heading South)
End at Warner Park entrance

 EXPOSITION OF ELEGANCE
CLASSIC CARS AT CHEEKWOOD



EXPOSITION OF ELEGANCE

CLASSIC CARS AT CHEEKWOOD

June 15-16, 2024

Cruise into Cheekwood and stroll among impeccably maintained classic cars from the early to mid-twentieth century during this dazzling weekend-long event. Enjoy the sounds of a barbershop quartet, grab a drink from well-stocked bar stations, and savor tasty fare from local food trucks. Elegant cars from a bygone era shine against the backdrop of Cheekwood's gardens before the weekend culminates with a Tour d'Elegance through the streets of the City of Belle Meade. Something for everyone awaits, including hands-on activities for the kids, so bring the whole family for the perfect Father's Day weekend.



EXPOSITION OF ELEGANCE

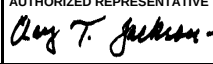
CLASSIC CARS AT CHEEKWOOD

Up close view of over 70 Classic Cars and Vintage Motorcycles • Visit with the Car Owners
Barbershop Harmony Quartet • Brass Quintet • DJ's featuring sounds of the classic car era
Art Activities • Food Trucks • Bar Stations

Open to the public: June 15 from 9am-5pm and June 16 from 9am-4pm

By Invitation: June 15 evening- The 1929 Big Band Party



Client#: 842096		22CHEEKBOT1					
ACORDTM		CERTIFICATE OF LIABILITY INSURANCE					
		DATE (MM/DD/YYYY) 3/08/2024					
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER McGriff Insurance Services LLC 3322 West End Ave., Suite 300 Nashville, TN 37203		CONTACT NAME: Regina Harris PHONE (A/C, No, Ext): 615-346-0330 FAX (A/C, No): 8777677417 E-MAIL ADDRESS: reharris@mcgriff.com					
INSURED Cheekwood Botanical Garden & Museum of Art 1200 Forrest Park Drive Nashville, TN 37205-4206		INSURER(S) AFFORDING COVERAGE					
		INSURER A : Hanover Insurance Company					
		INSURER B : LUBA Casualty Insurance Company					
		INSURER C : Allmerica Financial Benefits					
		INSURER D :					
		INSURER E :					
		INSURER F :					
COVERAGES		CERTIFICATE NUMBER:					
		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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ BI/PD Ded:25000 GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			LH5D83581105	02/21/2024	02/21/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
C	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			AW5D83587505	02/21/2024	02/21/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☒ OCCUR ☐ CLAIMS-MADE DED RETENTION \$			UH5D83581405	02/21/2024	02/21/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	028000022457123	02/21/2024	02/21/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
CERTIFICATE HOLDER City of Belle Meade 4705 Harding Pike Nashville, TN 37205				CANCELLATION 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 			

ACORD 25 (2016/03)

1 of 1
#S33922651/M33886813

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Service Calls

Date	St #	Address	ServiceTech	Problem	Remarks	PM	Parts Replaced	Serial #	Reason for Installation
2/1/2024	626	Royal Oaks Pl	Nathan&Dylan	Start Up	Start Up	☒		WH869748 WH869749	New Construction
2/2/2024	405	W Brookfield A	Nathan&Dylan	Issues	Broken Discharge	☒	Repaired the discharge line		
2/2/2024	4410	Truxton Pl	Nathan&Dylan	Issues	Broken discharge	☒	Repaired the discharge line		
2/6/2024	306	Clarendon Ave	Nathan&Dylan	Start Up	Start Up	☒		WH856465 WH869746	New Construction
2/8/2024	4303	Lillywood Rd	Nathan&Dylan	Issues	Broken discharge	☒	Repaired the discharge line		
2/9/2024	4433	Shepard Pl	Nathan&Dylan	Issues	Issues with the breaker in the disconnect	☒			
2/12/2024	1216	Belle Meade B	Nathan&Dylan	Start Up	Start Up	☒		WH869750 WH869751	New Construction
2/14/2024	525	Belle Meade B	Nathan McVay	Red Light	Bad contacts	☒	Replaced contacts		
2/14/2024	414	Ellendale Ave	Nathan&Dylan	Start Up	Start Up	☒		WH869758 WH856460	New Construction

Thursday, March 7, 2024

Page 1 of 2

Date	St #	Address	ServiceTech	Problem	Remarks	PM	Parts Replaced	Serial #	Reason for Installation
2/14/2024	402	Ellendale Ave	Nathan&Dylan	Start Up	Start Up	☒		WH870294 WH870274	New Construction
2/16/2024	4420	Forsythe Pl	Nathan&Dylan	Red Light	Bad Pump	☒	Replaced Pump	WGL20-21	Replacement
2/16/2024	4414	Howell Pl	Nathan&Dylan	Red Light	Bad Pump	☒	Replaced Pump	WGL20-21	Replacement
2/19/2024	1109	Belle Meade B	Nathan&Dylan	Issues	Broken discharge line	☒	Replaired the dischare line		
2/20/2024	1106	Nichol Ln	Nathan&Dylan	Start Up	Start Up	☒		WH871768 WH871801	New Construction
2/22/2024	123	Clarendon Ave	Dylan Hood	Red Light	T/R 244 12.2	☒			
2/26/2024	623	Royal Oaks Pl	Dylan Hood	Red Light	Bad Pump	☒	Pump	WH396302	
2/29/2024	305	Clarendon Ave	Nathan Mcvay	Red Light	Bad Alarm Switch	☒	Alarm Switch		

Thursday, March 7, 2024

Page 2 of 2

City of Belle Meade**February TN One Calls**

ticketId	workStreet	workdonefor
9341117	CLARENDON AVE	LINDSEY
9341512	HARDING PL	BONNIE BLACKBURN
9341723	JACKSON BLVD	HEATH HOGAN
9343071	BELLE MEADE BLVD	HOMEOWNER
9344561	CHICKERING RD	JOI TIPPS
9345146	NICHOL LN	HOMEOWNER
9345203	IROQUOIS AVE	MIMI DECAMP
9345661	JACKSON BLVD	KATHY ROLFE
9346199	BELLE MEADE BLVD	PATRICK AND BRIANNA LEWIS
9347204	BELLE MEADE BLVD	HAMMOND AND BRANDT
9349054	JACKSON BLVD	NDOT
9349113	CHICKERING RD	TURNER RESIDENCE
9349241	LYNNWOOD BLVD	JEANETTE WILSON
9349646	JACKSON BLVD	KATHY ROLFE
9349697	LYNNWOOD BLVD	MONTGOMERY CLASSIC CONSTRUCTION
9350636	ROYAL OAKS PL	HAYS AND HOUSTON ESTES
9351517	LYNNWOOD BLVD	PIEDMONT
9351734	ROYAL OAKS PL	CHANDELIER DEVELOPMENT
9351736	BELLEVUE DR S	CHANDELIER DEVELOPMENT
9352676	HARDING PL	HOMEOWNER
9354664	WARNER PL	OWNER MICHEAL HAYES
9356074	WARNER PL	COMCAST
9358431	FORSYTHE PL	JOHNSTON
9358775	WESTVIEW AVE	ROGERS BUILD
9360404	LYNNWOOD BLVD	HOMEOWNER
9360428	LYNNWOOD BLVD	HOMEOWNER
9360866	SUTHERLAND AVE	LAYNG MARTING
9361889	CHICKERING RD	PIEDMONT NATURAL GAS
9362902	SCOTLAND PL	PIEDMONT NATURAL GAS
9363567	DEER PARK DR	JON FOSTER
9363589	LYNNWOOD LN	ALISON UCHRIN
9364727	TYNE BLVD	TENNESSEE VALLEY HOMES, INC.
9366124	CARRIAGE HILL	OWEN BUILDERS
9367602	LYNNWOOD BLVD	HOMEOWNER
9368003	WESTVIEW AVE	PIEDMONT NATURAL GAS
9368866	ENQUIRER AVE	DOUG MCDOWELL
9370379	DEER PARK DR	JON FOSTER
9372130	TYNE BLVD	STEPHANIE SHAEFFIELD
9373372	ELLENDAL AVE	MATT DANIEL
9374467	HARDING PL	NDOT
9374778	BELLEVUE DR S	CLIENT
9375806	SCOTLAND PL	CULLEN AND KERRY ROBERTS
9375817	SCOTLAND PL	BILL BOYLE

City of Belle Meade**February TN One Calls**

9375829	LYNNWOOD TER	WILSON SISK
9376518	LYNNWOOD BLVD	LYNNE STEVENSON
9377439	WESTHAMPTON PL	HAMMOND
9381435	BELLE MEADE BLVD	LAGASSE
9385465	DEER PARK DR	MARGARET GREATHOUSE
9386077	BELLE MEADE BLVD	THE PARENT COMPANY
9386867	NICHOL LN	HOMEOWNER
9387661	LYNNWOOD BLVD	HOMEOWNER
9388005	BELLE MEADE BLVD	PATRICK AND BRIANNA LEWIS
9390091	WARNER PL	OWNER MICHEAL HAYES
9390806	LYNNWOOD BLVD	MONTGOMERY CLASSIC CONSTRUCTION
9391004	LYNNWOOD LN	HOMEOWNER
9392764	CHICKERING RD	JOI TIPPS
9393110	HARDING PL	BETHANY BARTEL
9393161	FORSYTHE PL	METRO WATER AND SEWER
9396474	CLARENDON AVE	LINDSEY
9396617	LYNNWOOD BLVD	MARK DUREKI
9397709	LYNNWOOD BLVD	PIEDMONT
9398485	WESTVIEW AVE	CUMBERLAND RIVER COMPACT
9398604	FORSYTHE PL	JOHNSTON
9404352	LEAKE AVE	COMCAST
9406793	HARDING PL	KRISTIN PAIN
9408281	LYNNWOOD BLVD	CORT FAMILY
9409786	HARDING PL	MARTY DICKENS
9413750	DEER PARK DR	JON FOSTER
9413945	W BROOKFIELD AVE	PIEDMONT NATURAL GAS
9413975	LILLYWOOD RD	PIEDMONT NATURAL GAS
9414441	SCOTLAND PL	CULLEN AND KERRY ROBERTS
9414449	SCOTLAND PL	BILL BOYLE
9414458	LYNNWOOD TER	WILSON SISK
9414841	WESTVIEW AVE	AT&T UTILITY OPERATIONS
9415199	SCOTLAND PL	PIEDMONT NATURAL GAS
9416518	W BROOKFIELD AVE	SAM HACEN
9418610	WESTHAMPTON PL	HAMMOND
9419189	WESTVIEW AVE	HENRY POPPING
9421006	HARDING PL	NDOT
9421098	JACKSON BLVD	NDOT
9421601	WALNUT DR	HOMEOWNER
9421602	LYNNWOOD BLVD	HOMEOWNER
9421755	TYNE BLVD	TENNESSEE VALLEY HOMES, INC.
9421769	LYNNWOOD BLVD	HOMEOWNER
9422254	CLARENDON AVE	KEYSTONE BUILDERS
9422405	EVELYN AVE	KEYSTONE BUILDERS
9422435	GEORGIAN PL	VEE VEE SCOTT

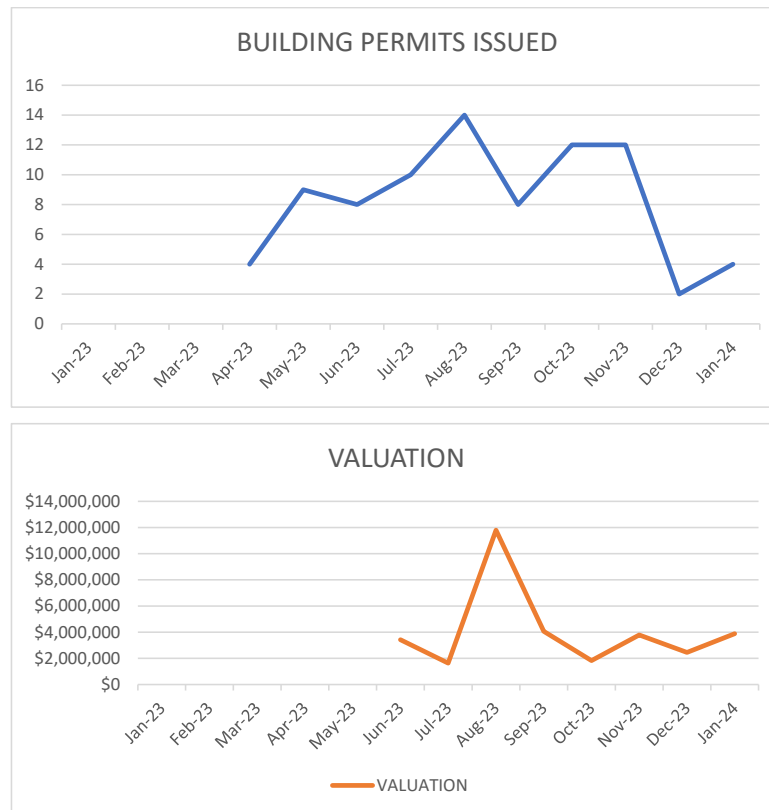
City of Belle Meade		
February TN One Calls		
9422692	PARK HILL	GRAHAM MOSLEY
9425655	FORSYTHE PL	APPLE
9425686	FORSYTHE PL	APPLE

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February 2024 – Monthly Building, Stormwater, Planning and Code Enforcement Report

Building Activity

- Building Permits Issues – 12
 - Valuation - \$3,751,914
 - Permit Fees - \$18,384
 - Permit Fees for working without a permit - \$0
- Building Inspections – 19
 - Inspections passed – 17
 - Inspections failed – 2



2024 Permit Tracking

Date	Permit #	Address	Improvement Type	Project Cost
2/1/2024	9301	1106 Nichol Lane	Swimming Pool	\$209,214.00
2/1/2024	9302	432 Royal Oaks Drive	Interior Renovation	\$153,700.00
2/6/2024	9303	436 Lynwood Blvd	Swimming Pool	\$95,000.00
2/6/2024	9304	424 Westview Ave	Demolition	N/A
2/14/2024	9305	4302 Lillywood Road	Addition	\$770,000.00
2/15/2024	9306	112 Lynwood Blvd	Swimming Pool	\$255,000.00
2/15/2024	9307	404 Lynwood Blvd	Swimming Pool	\$150,000.00
2/15/2024	9308	213 Belle Meade Blvd	Addition	\$950,000.00
2/15/2024	9309	4429 Shepard Place	Remodel	\$75,000.00
2/16/2024	9310	1225 Chickering Road	Demolition	N/A
2/21/2024	9311	4424 Shepard Place	Restoration	\$925,000.00
2/26/2024	9312	4324 Signal Hill Drive	Renovation	\$169,000.00



Permit Inspection Report

2/1/2024 - 2/29/2024

Permit #	Date	Jurisdiction	Project Address	Inspection Type	Description	Inspection Status
11271	2/28/2024	Belle Meade - TN	604 Lynwood Blvd	Final Inspection		Pass
11272	2/28/2024	Belle Meade - TN	508 Belle Meade Blvd	Insulation		Pending
11270	2/27/2024	Belle Meade - TN	624 Westview Ave.	Insulation		Pass
11269	2/22/2024	Belle Meade - TN	1207 Canterbury	Framing		Pass
11267	2/21/2024	Belle Meade - TN	105 Bellevue Drive S.	Footings		Fail
11268	2/21/2024	Belle Meade - TN	201 Scotland Place	Insulation		Pass
11264	2/20/2024	Belle Meade - TN	621 Westview Ave	Framing		Pass
11265	2/20/2024	Belle Meade - TN	1310 Chickering Road	Framing		Pass
11266	2/20/2024	Belle Meade - TN		Framing		Pass
11263	2/16/2024	Belle Meade - TN	412 Jackson Blvd	Final Inspection		Pass
11261	2/14/2024	Belle Meade - TN	305 Clarendon Ave	Final Inspection		Pass
11258	2/9/2024	Belle Meade - TN	1216 Belle Meade Blvd	Final Inspection		Pass
11259	2/9/2024	Belle Meade - TN	220 Lynwood Blvd	Final Inspection	615-477-3794	Pass
11256	2/8/2024	Belle Meade - TN	1109 Belle Meade Blvd	Footings		Pass
11257	2/8/2024	Belle Meade - TN		Final Inspection		Pass
11256	2/7/2024	Belle Meade - TN	1109 Belle Meade Blvd	Footings	Call before going	Pending
11255	2/6/2024	Belle Meade - TN	201 Scotland Place	Framing		Pass
11254	2/2/2024	Belle Meade - TN	626 Royal Oaks Place	Final Inspection		Fail

11253	2/1/2024	Belle Meade - TN	533 Belle Meade Blvd	Footings		Pass

Total Records: 19**2/29/2024****Page: 1 of 1**

Stormwater Activity

- Land Disturbance Permit Applications – 1 (212 Lynwood Terrace)
- Land Disturbance Permit Issued – 3 (213 Belle Meade Boulevard, 4429 Sheppard Place and 112 Lynwood Boulevard)
- As-Built Completed – 2 (4434 Sheppard Place and 1108 Nichol Lane)

Planning Activity

- Board of Zoning Appeals applications – 2
 - The application of Jack Fleischer BZA 2023-16, 112 Lynwood Boulevard, approval of a Conditional Use for a Swimming Pool and two Variances for a fence in an alternative location and pool equipment outside of the building envelope. APPROVED
 - The application of Bill McGugin, representative of Devane Tennessee Community Property Trust, BZA 2023-17, 402 West Brookfield Avenue, for Conditional Use for a swimming pool, pool house, and a tennis court and a Variance for a fence in an alternative location. APPROVED
- Planning Commission applications – 1
 - Recommendation for approval of the revised City of Belle Meade Zoning Ordinance. CONTINUED
- Historic Zoning Commission applications – 5
 - The application for a Certificate of Appropriateness, HZC2024-2, of Jim and Sarah Ann Ezzell, 911 Westview Avenue, for demolition of a single-family residence. APPROVED
 - The application for a Certificate of Appropriateness, HZC2024-1, of Chestnut Infill GP, 424 Westview Avenue, to construct a new single-family residence. APPROVED WITH CONDITIONS
 - The application for a Certificate of Appropriateness, HZC2024-4, of Colclasure Company, LLC representing Brian and Megan Fox, 550 Belle Meade Boulevard, to construct a new single-family residence. DEFERRED FOR 90 DAYS

- The application for a Certificate of Appropriateness, HZC2024-3, of Colclasure Company, LLC representing Michael and Yvonne Ralsky, 606 Westview Avenue, to construct a new single-family residence. APPROVED
- Staff update on the application for a certificate of appropriateness for Tori and Dave Alexander, (0523-1) 4424 Shepard Place for restoration and deferred maintenance and an addition to second story, to remain within the existing foundation.

Code Enforcement Activity

- Building Cases – 1
 - New - 0
 - Resolved - 0
- Stormwater Cases – 2
 - New - 0
 - Resolved - 1
- Property Maintenance Cases – 6
 - New - 0
 - Resolved – 0
- Planning Cases – 1
 - New – 1
 - Resolved - 0

PROPERTY MAINTENANCE CODE -- COMPLAINTS RECEIVED AND STATUS OF VIOLATIONS - Calendar Year 2024							
	Date of Complaint	Violation Address	Owner	Description	Department	Status upon Follow-up (Open/Closed)	NOTES
1	3/28/2023	207 Scotland Pl	Margaret Davitt	overgrown; vehicles parked on grass	Property Maintenance	OPEN	sent NOV letter. Spoke with her this morning. Is currently convalescing from a surgery. Asks for more time to remedy situation.
2	5/12/2023	215 Lynwood Terr		no erosion control in place; no ROW permit	Stormwater	OPEN	sent NOV letter
3	6/2/2023	717 Lynwood Blvd	Elaine Glezer	lot overgrown and inoperable vehicle; not habitable	Property Maintenance	OPEN	Posted NOV on property 12/18/2023. Heard at February City Court and Continued for 30 days.
4	7/5/2023	4435 E Brookfield Ave	Susan Freeman	dilapidated structure (possible not habitable and without power); broken windows; tarps, gutters on ground; outdoor storage	Property Maintenance	OPEN	sent NOV letter; sister is in communication and making progress. Lucy Freeman has obtained a building permit for the exterior condition, window, and roof work on Susan Freeman's house.
5	7/13/2023	216 Deer Park Dr	Anna Molette	backyard shed with vegetation/overgrown	Property Maintenance	OPEN	Issued citation to city court - Heard at February City Court and Continued for 30 days.
6	10/16/2023	4309 Glen Eden Drive	Brian & Amy Williams	pool fence is down	Property Maintenance	OPEN	Pool fence is down. Temporary fence in place. Two NOV sent. Fence damage was caused due to a tree that fell during a storm. Owner is waiting for his insurance company to settle his insurance claim so he can make needed repairs.
7	11/20/2023	513 Lynwood Blvd.	Walter L. Wilson	Maintenance of Structure	Property Maintenance	OPEN	Sent NOV. 11/20/2023. Spoke with homeowner. Is in communication with a contractor to make repairs. Has received estimate from the Wills Company for repairs.
8	12/14/2023	436 Lynwood Blvd		Erosion Control placement	Stormwater	CLOSED	sent NOV letter 12/28/2023
9	1/8/2024	4424 Shepard Place	Tori Alexander	Unapproved demolition of home contrary to historic zoning commission	Building	OPEN	Scope of work exceeds building permit and HZC approval. Stop work issued 01/22/24; homeowners to provided updates scope description and obtain proper permits prior to any further work.
10	2/26/2024	403 Sunnyside Drive	Powell	Storage shed on rear property line	Planning	OPEN	Property owner is seeking a variance for a new shed location that is within the rear yard setback.

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CITY OF BELLE MEADE ADMINISTRATION

Memo

To: Belle Meade Commissioners
From: Jennifer Moody, City Manager
Date: March 20, 2024
Re: Updates on Capital Projects

1. TDOT – HARDING PIKE (SR1/US70S) SIDEWALKS

- a. Awaiting response from TDOT Local Programs on their review of our NEPA submittal and we should receive a notice to proceed to the next project phase so we can complete preliminary engineering design of all improvements. We cannot proceed with design until we receive official approval from TDOT or we risk losing eligibility for reimbursement of those costs.
- b. I am currently preparing all documentation for our first reimbursement request to TDOT.

2. ARPA – WALNUT DR PROJECT

- a. A project webpage has been published and can be visited at <https://citybellemeade.org/walnut-drive-project/>.
- b. Only one bid was submitted by the bid deadline of February 1st at 2:00 p.m. at City Hall. The bid was not reasonable as to cost and was not approved. Due to lack of competitiveness, the design and also alternatives are under consideration with the expectation that the project may be rebid or redesigned prior to rebid.
- c. Efforts to obtain easement documents are currently on hold.

3. MASTER PLAN PROJECT – TRAFFIC CALMING – KCI ENGINEERING

- a. KCI delivered a presentation of the final concepts and estimates of probable costs for all traffic calming recommendations on February 23rd. The Board will consider, along with the annual budget review process, how much funding to allocate towards final design on any of the recommended concepts in the next 12 months. A new scope of work would need to be solicited and approved by the Board authorizing the next phase of these projects.

4. MASTER PLAN PROJECT – BELLE MEADE BLVD PEDESTRIAN PROJECT – KCI ENGINEERING

- a. KCI has provided a proposal to deliver a conceptual design and opinion of probable cost for a pedestrian pathway along Belle Meade Boulevard from Harding Place to Page Road; with a timeline for delivery of an initial concept in 1 month and final concept with opinion of probable cost at the end of 2 months' time; with a proposed scope of work not to exceed \$40,500. Board action on the proposal is required to start the project.

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500 11th Avenue N., Suite 290 • Nashville, TN 37203 • 615.370.8410 • Fax 615.370.8455

PROFESSIONAL SERVICES PROPOSAL

February 8, 2024

Jennifer Moody
City Manager
City of Belle Meade
4705 Harding Road
Nashville, TN 37205

Via Email: jmoody@citybellemeade.org

Subject: Conceptual Design, Schedule, and Opinion of Probable Cost for Belle Meade Boulevard Pedestrian Pathway – Harding Place to Page Road

KCI Technologies, Inc. (KCI) is pleased to submit this proposal for the above-referenced project. The Work will be performed for the following:

Location: City of Belle Meade

BACKGROUND

Based on discussions between the client and KCI Technologies, Inc., this project intends to inform the City of Belle Meade Board of Commissioners of the preliminary multi-modal design concept for Belle Meade Boulevard between Harding Place and Page Road. The purpose is to share a conceptual design and gather feedback from the Commissioners regarding potential design elements of a pedestrian pathway in both the northbound and southbound directions before the development of full design plans. It is intended to obtain a final design concept at the end of Task 3 that KCI can then develop into full construction plans.

SCOPE OF SERVICES:

This Proposal is limited exclusively to the Work as described in this Scope of Services section and anything not expressly described shall be considered expressly excluded from the Work. KCI proposes to perform the Work as follows.

The following tasks describe the development of the conceptual design, engagement with the Board of Commissioners for additional input and direction followed by modifications to the conceptual design. As noted below, Task 2 (Board of Commissioners Workshop) is optional based on the needs and desires of the client. The scope of services is further described through the following task descriptions.

Task 1 – Draft Pedestrian Pathway Conceptual Design

This task will consist of the development of a conceptual design for purposes of engaging the City of Belle Meade Board of Commissioners before full design.

Plan Views and Perspective Examples of Conceptual Design

- Using base aerial information, plan views of the Belle Meade Boulevard pedestrian pathway will be developed to illustrate the conceptual design for the length of the project. Previously collected traffic speed and volume data, roadway geometrics, and observations will be used to supplement aerial information where necessary. The concepts will conform to City of Belle Meade, NDOT, and national standards, including the National Association of City Transportation Officials (NACTO) and/or the requirements specified in the *Manual on Uniform Traffic Control Devices (MUTCD)*. KCI will prepare documents acceptable for discussion and educational purposes only. These documents will include pavement marking plans, concrete buffer protection, widening for multi-use area, signage layout, notes (e.g., design notes and material descriptions), and details as needed. Plan views will be developed based on the best information available since no survey will be obtained at this stage.
- Perspectives of the conceptual design will be developed using SketchUp and will illustrate the cross-sections' design elements, dimensions, and conceptual aesthetics in the understood right-of-way.

KCI will provide the client with one (1) digital (.pdf) copy of the plan views and perspectives of the conceptual design.

Anticipated Design Schedule and Pathway Planning-Level Cost Estimates

- Based on the pathway's conceptual design, the anticipated schedule for the full design will be developed. Planning-level cost estimates will also be developed based on design assumptions, developed in part during the project kickoff meeting with the client.

Task 2 – Board of Commissioners Workshop [OPTIONAL]

If desired, KCI will support the client by engaging in a presentation and discussion of the draft pathway conceptual design with the Board of Commissioners. KCI suggests a Working Session may be most appropriate for this task.

Preparation for Session

- KCI staff will prepare for the Board of Commissioners Session by printing and preparing materials as needed for a successful meeting, including plan views and perspective examples of the conceptual design, the anticipated schedule, and preliminary planning-level cost estimates.

Roundtable Discussion with Commissioners

- Roll plots of the conceptual design will be printed for a roundtable discussion. Various design components, opportunities, and challenges will be discussed. Input and discussion will be solicited from the Commissioners.

Task 3 – Final Pedestrian Pathway Conceptual Design

This task will include modifications to the pedestrian pathway design and/or associated materials should they be desired.

Modifications to Plan Views and Perspective Examples of Conceptual Design

- KCI staff will make modifications to the pedestrian pathway plan views and perspective examples should they be desired or directed by the City. Modified materials will serve as the basis for the preparation of final design plans, which will be completed under a separate effort.

Modifications to Anticipated Design Schedule and Pathway Planning-Level Cost Estimates

- KCI staff will make modifications to the anticipated final design plan schedule and planning-level cost estimates as needed.

KCI will provide the client with one (1) digital (.pdf) copy of the modified plan views and perspective examples of the conceptual design.

Task 4 – Project Coordination and Management

Throughout the project, KCI will provide coordination with the City of Belle Meade. This coordination will include the following.

- As part of Task 1, a virtual project kickoff meeting will be held between the KCI project manager and the client to refine the scope of the pedestrian pathway.
- Following the completion and submittal of Task 1 deliverables, KCI and the client will meet virtually to discuss the draft materials and determine if Task 2 is desired.
- Following the meeting with the Board of Commissioners (completed either through Task 2 or handled by the client as a standalone effort), modifications to the pathway's design will be discussed through a virtual meeting between KCI and the client prior to developing Task 3 deliverables.
- General project coordination and management activities.

Attendance at additional Commissioner meetings (virtual or in-person) beyond those detailed above is not included. These services can be provided, but they are considered additional services.

ADDITIONAL WORK

Experience indicates that certain additional items of work may be required or necessary which KCI cannot presently determine or estimate. For this reason, the fee for these items is not included in the provisions which follow on "Fees and Payments." Further, the performance of these items is not included in the Work unless the item is expressly described as the Work in the preceding Scope of Services section. These additional items of work ("Additional Work") are caused by many factors, usually at the discretion of the Client and/or his construction contractors. They may also be caused by reviewing agency or Client variance/deviation from present policies and standards of reviewing governmental agencies. "Additional Work" may sometimes be referred to as extras, change orders, or add-ons, but for purposes of this Agreement, all such descriptions are intended to be encompassed within the term Additional Work.

For Client's reference, the following are some of the services that may be required as Additional Work to complete the Work but that are expressly excluded from the Scope of Services listed above. In view of their exclusion from this Proposal, KCI is not and shall not be held responsible for their performance as Work within the Scope of Services.

- Work revisions on any Scope of Services items that are required as a result of a change requested by Client after previous approval by it or any approving agencies.
- Parking studies.
- Meetings in addition to those specifically identified in the Scope of Services
- Checking of work performed by others.
- Re-work or revisions of work due to changes in policies or regulations during the progress of the work.
- Expert witness testimony.

FEES AND PAYMENTS

The following fees are for the performance of the Work listed in the Scope of Services above, at the location described above. The fees listed in this FEES AND PAYMENTS section do not cover any Additional Work (defined above), or any other services which are not specifically described as part of the Work listed in the Scope of Services above.

KCI's fee for the Work listed for Task 1 – Draft Pedestrian Pathway Conceptual Design in the Scope of Services above will be a lump sum of **\$11,750.00** and will be invoiced monthly on the basis of percentage of work performed.

KCI's fee for the Work listed for Task 2 – Board of Commissioners Workshop [OPTIONAL] in the Scope of Services above will be a lump sum of **\$7,000.00** and will be invoiced monthly on the basis of percentage of work performed.



KCI's fee for the Work listed for Task 3 – Final Pedestrian Pathway Conceptual Design in the Scope of Services above will be a lump sum of \$6,250.00 and will be invoiced monthly on the basis of percentage of work performed.

KCI's fee for the Work listed for Task 4 – Project Coordination and Management in the Scope of Services above will be the standard hourly rates by personnel classification multiplied by the number of hours worked by each respective person. An estimated fee of \$15,500.00 and will be invoiced monthly on number of hours worked.

KCI represents that the total fee for the Work listed in the Scope of Services above shall not exceed \$40,500.00.

FEES AND PAYMENTS FOR ADDITIONAL WORK

Fees and payments for Additional Work shall be in addition to any fees and payments for the Work described in the Scope of Services and shall be billed and paid on the same fee and payment terms described for the Work above or as mutually agreed upon in writing when the Client orders the Additional Work.

DIRECT EXPENSES AND CHARGES

In addition to the above fees, Client shall also pay KCI the following charges:

1. Cost plus 10 percent for fees associated with the filing of applications and permits and for reproductions and prints, special mailings, and courier fees as requested or required in KCI's normal performance of the Work.
2. \$0.67 per mile for all automobile mileage associated with KCI's normal performance of the Work.

Based upon currently available information, KCI estimates that the fees for the Direct Expenses and Charges associated with the performance of the Work stated in the Scope of Services above will be approximately as follows: \$250.00

SPECIAL PROVISIONS

KCI shall have the right, at its expense, to post prominently on the subject property a sign advertising the fact that KCI Technologies, Inc., is providing engineering services for the Project.

KCI will submit monthly invoices for the Work and Additional Work rendered and the Direct Expenses and Charges incurred. The Client shall make prompt monthly payments in response to KCI's monthly invoices. The Client agrees that timely payment in full of all invoices is a condition precedent to this Agreement.



GENERAL PROVISIONS

The attached General Provisions are specifically made a part of this Proposal. If this Proposal is accepted by Client, then the General Provisions along with the Proposal shall constitute a complete and binding contract between KCI and Client (the "Agreement").

Any other understandings, agreements, promises, inducements, or representations are hereby void. Any modifications to the terms and conditions of this Agreement must be made in writing and signed by both parties hereto in order to be valid. The person executing this Agreement on behalf of the Client does hereby warrant that he/she has full authority to do so.

If this Proposal and the General Provisions attached hereto are satisfactory and acceptable, and fully set forth the terms of our understanding, please sign the Acceptance and return a copy to KCI's office. This Proposal and the General Provisions will then constitute our entire Agreement.

KCI reserves the right to terminate this contract in the event the Client, in the sole judgment of KCI, fails to establish sufficient credit to warrant proceeding with the work. In such event, Client shall be obligated to pay for all services rendered to date of termination, including any direct expenses, and no work will proceed thereafter unless Client provides a retainer which KCI, in its sole discretion, shall determine to be satisfactory for the continuation of the work.

We look forward to working with you on this project. I will serve as the Project Principal and my telephone number is 615.559.0158.

Sincerely,

Brandon Taylor, P.E.
Practice Leader

Approved:

Beth Ostrowski, P.E.
Regional Practice Leader

ACCEPTANCE:

The City of Belle Meade, in consideration of the terms and conditions of the Proposal and General Provisions which are fully set forth herein, does hereby accept this Proposal and General Provisions as the complete and final Agreement with KCI for the performance of the Work described herein, and does hereby further agree to comply with all the covenants in this Agreement.

ACCEPTED BY:

Jennifer Moody
City of Belle Meade

Date



ISO 9001:2015 CERTIFIED

ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS



**KCI Technologies, Inc.
Hourly Billing Rates – Effective 1/1/23**

Position	Hourly Rate
Principal	\$330.00
Principal Traffic Engineer/Principal Planner	\$245.00
Project Engineer/Project Planner III	\$190.00
Project Engineer/Project Planner II	\$155.00
Project Engineer/Project Planner I	\$135.00
Engineering Intern II/Senior Planner	\$120.00
Engineering Intern I/Planner I	\$110.00
Engineering Technician III	\$125.00
Engineering Technician II	\$105.00
Engineering Technician I	\$80.00
Engineering Aide	\$60.00
Administration	\$105.00
Public Meeting Rates	
Principal	\$350.00
Principal Traffic Engineer/Principal Planner	\$275.00
Project Engineer/Project Planner III	\$200.00
Project Engineer/Project Planner II	\$175.00
Project Engineer/Project Planner I	\$150.00
Engineering Intern II/Senior Planner	\$140.00
Engineering Intern I/Planner I	\$125.00

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EXHIBIT A

GENERAL PROVISIONS

**These General Provisions are incorporated by reference in the Proposal
for the performance of Services by KCI as of the date of the executed Proposal.**

1. START OF SERVICES

KCI will not provide Services until Client executes the Proposal creating a contract. However, if Client fails to return an executed copy of the contract ("Agreement") to KCI and Client requests and authorizes KCI to proceed with Services, the terms and conditions of this Agreement will be in force and govern the Services and the relationship of the parties.

2. ADJUSTMENTS TO FEE AND TIME

Fees quoted in the Proposal are based on current salaries, operational costs and the Services as initially presented by Client. Unless a lump sum fee is quoted, KCI shall have the automatic right to adjust the fee basis to reflect change in salaries and operational cost on each twelve (12) month anniversary following the date of the Proposal. Estimates stated in the Proposal are provided for convenience of the Client and KCI may adjust the estimates as necessary once Services commence if the Services are not as originally described or anticipated. KCI will not perform the Services requiring an adjustment to the estimates without written approval from Client.

Should conditions be encountered in the performance of the Services that KCI has reason to believe are in variance with the conditions initially indicated by the Client or documents provided by the Client and differing materially from those ordinarily encountered and generally recognized as inherent in the Services, hereinafter called Changed Conditions, KCI shall, prior to modifying its Services or disturbing such Changed Conditions, give written notice to Client of such Changed Conditions and an estimate of additional time and cost, if applicable, to provide the Services in relation to the Changed Conditions. Upon receipt of KCI's notice of Changed Conditions, Client shall determine how the Changed Conditions will affect the project and notify KCI of how to proceed with the Services.

Although KCI will attempt to complete all Services in a timely fashion, KCI does not guarantee, expressed or implied, the time when Services are completed. If applicable, KCI will coordinate with the Client in scheduling and performing the Services to avoid conflict, delay in or interference with Client's work or others performing at the project site.

3. CONDUCT OF THE SERVICES

If applicable to the Services, all concept, preliminary and final plans prepared by KCI will be submitted to Client for approval prior to or concurrent with submittal to appropriate governmental authorities. If Client does not respond to such plans within five (5) business days of receipt, the plans shall be deemed approved by Client. After Client's approval, any change shall be deemed Additional Services for which KCI shall receive additional compensation. KCI shall not be obligated to incorporate changes requested by Client into its plans if, in the opinion of KCI, such changes would result in a substandard work product.

If applicable to the Services, any reference to existing subsurface objects is provided for general reference based on existing information supplied to KCI by the Client or others and such locations are not to be considered exact. At least forty-eight (48) hours before penetrating the ground, Client agrees to contact the local "State One-Call System (Dial 811)" and have a utilities representative on site unless otherwise stated in the Services.

4. STANDARD OF CARE

KCI will perform the Services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locale and conform, as applicable, to appropriate federal, state and local laws, regulations and codes relevant to this Agreement. KCI makes no warranty, express or implied, of the Services. Nothing in this Agreement is intended to create, nor shall it be construed to create, a fiduciary duty owed by either party to the other.

5. RIGHT OF ENTRY; PERMITS; LICENSES; SAFETY

Client agrees to provide rights of entry and all permits necessary for the completion of KCI's Services under this Agreement at no cost to KCI unless otherwise defined in the Proposal. If applicable to the Services, Client represents, warrants and covenants that it possesses either (1) valid title and ownership interests in, or (2) the right to transfer, assign or encumber, the real property or parcel(s) of land that is the focus of or is related to the Services.

If applicable to the Services, if Client possesses neither valid title and ownership interests in, nor the right to transfer, assign or encumber, the real property or parcel(s) of land related to the Services, one of the following conditions must be fulfilled by Client within ten (10) business days after receipt of a fully executed copy of this Agreement:

- i. Client must secure express written authorization from the rightful owner of the property that (1) grants KCI the right to provide the Services on or about the property or parcel(s) in question; and (2) acknowledges and affirms the entire terms of this Agreement and the range of Services rendered by KCI; or
- ii. Client must pay an additional fee to KCI in an amount equal to thirty percent (30%) of the gross contract before KCI commences the Services.

KCI warrants that its personnel providing the Services are appropriately skilled and licensed in the State in which the Project is located.

If applicable to the Services, when KCI Services require KCI personnel or subconsultants to be at a project site, KCI agrees it and its subconsultants will comply with the Client's or any of Client's contractors or representative's reasonable health and safety requirements, which will be provided to KCI at least ten (10) business days prior to arrival on the project site. KCI shall not be responsible for any health and safety precautions or programs of Client or any of Client's contractors or representatives.

If applicable to the Services, neither the professional activities of KCI, nor the presence of KCI or its employees and subconsultants at a project site, shall relieve the Client, or the Client's General Contractor or, as applicable, any other third party engaged by the Client, of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Services in accordance with the project documents and any health or safety precautions required by any regulatory agencies. KCI and its personnel have no authority to exercise any control over any other third parties, including a construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that it, its General Contractor or any other third party engaged by the Client shall be solely responsible for jobsite health and safety and warrants that this intent shall be carried out in the Client's contract with those other entities.

6. DOCUMENTS

Upon final payment, KCI hereby assigns to Client any and all rights, title and interest, including, without limitation, patents, trademarks, copyrights, trade secrets and other proprietary rights, to the Documents and Materials created by KCI specifically for Client hereunder and required to be delivered to Client by virtue of the description or specification as a deliverable in the applicable Services. Documents and Materials are the

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Ver. March 2022

documents, drawings, and any specifications, computations, electronic data files, sketches, test data, survey results, photographs, and other material required for the provision of the Services.

Until final payment and during the provision of Services, KCI will provide the Documents and Materials to Client pursuant to a limited, non-transferable, no fee, worldwide, license to use the Documents and Materials solely for the purpose of the Project. Client may not copy, distribute, display, or create derivative works from the Documents and Materials except as necessary for the Project until ownership passes at the time of final payment. Under no circumstances or at any time (including after any assignment has been effectuated) may Client modify the Documents and Materials without KCI's express written permission and, when permitted, any such modifications will be clearly marked as being made by the Client.

Where the Documents and Materials are marked with KCI's copyright notices or other indicia or authorship, Client may not remove or modify any such marking without the prior written permission of KCI during the duration of the Project or anytime thereafter (including after any assignment has been effectuated). Notwithstanding anything to the contrary contained herein, KCI retains all right to its knowledge, experience, and know-how (including processes, ideas, concepts, and techniques) acquired in the course of performing the Services. KCI may, but is not obligated to, keep copies of all Documents and Materials for its records.

In the event Client, Client's contractors or subcontractors, or anyone for whom Client is legally liable makes or permits to be made any changes or modifications to the Documents and Materials, including electronic files, without obtaining KCI's prior written consent, Client assumes full responsibility for such changes or modifications, including any consequences thereof. Client agrees to waive any and all claims against KCI and to release KCI from any liability arising directly or indirectly from unauthorized changes or modifications.

Client will include in all contracts in any way related to the Services provisions prohibiting another entity, including a contractor or any subcontractors of any tier, from making any changes or modifications to KCI's Documents and Materials without the prior written approval of KCI, prohibiting the removal of KCI's copyright notices and other markings, and requiring the other party to indemnify KCI from any and all liability or cost arising from unauthorized changes or modifications.

Client assumes full responsibility and liability for all unauthorized changes and modifications to the Documents and Materials by itself or any third party after final payment to KCI.

If there is a discrepancy between that which is described or depicted on any Documents or Materials in electronic files and that which is described and depicted on the hard copies of such Documents or Materials, the hard copies shall govern.

7. INDEMNIFICATION AND LIABILITY

KCI shall indemnify and hold harmless the Client, its officers, directors, and employees, from and against those liabilities, damages, and costs that Client is legally obligated to pay as a result of the death or bodily injury to any person or the destruction or damage to any property, to the extent caused by the negligent acts, errors or omissions of KCI or anyone for whom KCI is legally responsible, subject to any limitations of liability contained in this Agreement. KCI will reimburse Client for reasonable defense costs for claims arising out of KCI's professional negligence based on the percentage of KCI's liability.

KCI shall indemnify, defend and hold harmless the Client, its officers, directors, and employees, from and against those claims, liabilities, damages and costs arising out of third-party claims to the extent caused by the negligent acts, errors or omissions of KCI or anyone for whom KCI is legally responsible, subject to any limitations of liability contained in this Agreement. The duty to defend shall not apply to professional liability claims.

The foregoing defend, hold harmless and indemnity obligations shall apply solely to any such causes of action, damages, costs, expenses or defense obligations covered by KCI's insurance.

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Ver. March 2022

The Client agrees to indemnify and hold harmless KCI, its officers, directors, and employees against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts, errors or omissions in connection with the Services and this Agreement and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable. This Client indemnification and hold harmless includes damages, liabilities or costs arising from or relating to: slander of title or disparagement of property claims referenced in Section 5, RIGHT OF ENTRY; PERMITS; LICENSES; SAFETY; changes/modifications to Documents and Materials referenced in Section 6, DOCUMENTS; fees and expenses including, but not limited to cost of personnel time, court costs, litigation expenses and reasonable attorneys' fees KCI incurs as a result of late-payment referenced in Section 10, PAYMENTS; and, where applicable, any loss or damage to KCI or third parties' personnel or equipment resulting from any ground penetration except when it is the direct result of KCI's sole negligence or when caused by normal wear and tear.

Neither the Client nor KCI shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

If applicable to the Services, Client warrants that it has and will comply with all lawful obligations regarding hazardous or toxic substances, and it agrees to indemnify and hold KCI harmless from any loss, damage, expenditure or liability arising out of or in any way relating to the presence, discharge, exposure or release of hazardous or toxic substances of any kind except to the extent it is the direct result of KCI's sole negligence.

To the fullest extent permitted by law, the total liability, in the aggregate, of KCI and its officers, directors, and employees to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Services or this Agreement, from any cause or causes whatsoever, including but not limited to, negligence, strict liability, breach of contract or breach of warranty shall not exceed \$25,000 or the total compensation received by KCI under this Agreement, whichever is the lesser.

Neither party shall have liability for special, incidental, or consequential damages, lost revenues, lost profits, or punitive/exemplary damages, regardless of whether either party is or was aware of the possibility or actuality of such damages and regardless of the form or theory of relief of any claim or action. If Client is subject to liquidated damages, then Client agrees to waive any potential claim against KCI for liquidated damages unless, pursuant to a final determination consistent with Section 12, DISPUTE RESOLUTION, KCI is found to be at least partially at fault, then KCI agrees to pay a proportionate share of liquidated damages.

If applicable to the Services, Client agrees that KCI shall not be liable for work performed by other parties, for the accuracy of data supplied by other parties upon which KCI may rely, or for testing or inspection work performed by others, nor for any loss or damages claimed to result from penetration of the ground unless the loss or damage is a direct result of KCI's sole negligence.

If applicable to the Services, Client hereby agrees that, to the fullest extent permitted by law, KCI's maximum liability to Client for any and all claims, actions, damages, or losses arising out of or in any way related to mold shall not exceed the amount of any insurance coverage available to satisfy any claim made against KCI within the scope of any such coverage in existence at the time the claim is resolved by way of settlement award or judgment (exclusive of any required deductible). Client further agrees that in no event shall KCI be liable for any claims or damages of any nature, regardless of the insurance, (including costs relating thereto) for bodily or personal injury related to mold claims.

8. INSURANCE

KCI maintains at least the following insurance: 1) Commercial General Liability Insurance, including contractual liability, with a limit of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate; 2) Workers Compensation Insurance in compliance with the statutes of the State that has jurisdiction over its employees providing the Services to the required statutory amount; 3) Automobile

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Liability Insurance with a combined single limit of two million dollars (\$2,000,000); and 4) Professional Liability Insurance in the amount of at least two million dollars (\$2,000,000). Certificates of insurance may be provided upon request.

9. CONFIDENTIALITY

The term "Confidential Information" shall mean any confidential or proprietary business, technical, financial or other non-public information or materials in a tangible or electronic format of a party ("Disclosing Party") provided to the other party ("Receiving Party") in connection with the Project, whether orally or in physical form, that is not generally known or available to others. However, Confidential Information shall not include information (i) previously known by Receiving Party without an obligation of confidentiality; (ii) acquired by Receiving Party from a third party which was not, to Receiving Party's knowledge, under an obligation of confidentiality; (iii) that is or becomes publicly available through no fault of Receiving Party; or (iv) that Disclosing Party gave written permission to Receiving Party to disclose, but only to the extent of such permitted disclosure.

Confidential Information produced or provided by either party relating to the Project shall not be released to other parties or the subject of any public announcement or publicity release without the other party's written authorization. The submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the Project is not a publication as stated herein.

Except as required by applicable law, each Receiving Party agrees that (i) it will use Confidential Information of Disclosing Party solely for the purpose of the Agreement; and (ii) it will not disclose the Confidential Information of the Disclosing Party to any third party other than the Receiving Party's employees or agents, on a need-to-know basis, who are bound by obligations of nondisclosure and restricted use at least as strict as those contained herein, provided that Receiving Party remains liable for any breach of the confidentiality provisions of this Agreement by its employees or agents. The Receiving Party will protect the Confidential Information of the Disclosing Party in the same manner that it protects the confidentiality of its own proprietary and confidential information, but in no event using less than a reasonable standard of care.

In the event Receiving Party receives a subpoena or other administrative or judicial demand for any Confidential Information of Disclosing Party, Receiving Party will give Disclosing Party prompt written notice of such subpoena or demand and allow Disclosing Party to assert any available defenses to disclosure. Upon request by Disclosing Party and excluding necessary back-ups and record retention policies, Receiving Party will return or destroy all copies of any Confidential Information of the Disclosing Party and will destroy the copies kept consistent with record retention policies. Confidential Information will at all times remain the property of the Disclosing Party. The provisions of this Section will expire three (3) years after the expiration or termination of the Agreement.

10. PAYMENTS

Invoices submitted by KCI to Client are due and payable in full for undisputed amounts no later than thirty (30) days after receipt or, if applicable, fifteen (15) days after Client receives payment for the Services invoiced by KCI. If Client has a specific format or required information to be included in the invoice, Client will provide those details to KCI at the time of executing this Agreement. KCI does not agree to any retainage or withholding unless specifically agreed to in writing.

If any invoiced amount is disputed, Client will provide a detailed written explanation of the dispute and the parties agree to follow the dispute process in Section 12, DISPUTE RESOLUTION. Both parties agree to continue fulfilling the obligations of this Agreement during resolution of the dispute.

If undisputed amounts of an invoice remain unpaid for more than sixty (60) days from the date of the invoice, KCI, at its discretion and as allowable by law, may impose any or all of the following remedies: (1) apply a service charge of one and one half percent (1.5%) per month, eighteen percent (18%) per annum; (2) stop all Services, provided Client is given three (3) business days prior written notice to cure; (3) withdraw all certifications and plans previously submitted; (4) assert a lien on the property; (5) file suit for the collection

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of said overdue invoices in any Court of competent jurisdiction; and (6) undertake any other remedies accorded it by law or this Agreement. An exercise of one or more of these actions shall not be deemed a waiver of future exercise of other actions.

As full and complete compensation for the Services, including all sales, excise, employment, use and other applicable taxes, fees and all other amounts imposed by governing authorities that are applicable to the Services, Client shall pay the KCI invoices. KCI shall be responsible for the payment of all taxes covering the Services, including the payment of all applicable taxes covering its employees.

11. TERMINATION

Upon three (3) business days' written notice to the other party, this Agreement may be terminated for convenience by either party, with or without cause and at the party's sole discretion. Upon termination for convenience, neither party shall have any further claims against each other provided that Client shall pay KCI for all Services performed through the date of termination.

Upon payment for all Services performed through the date of termination for convenience, neither party shall have any further claim for any type of damages and this Agreement will be deemed completed as of the date of the termination for convenience as if the Services included only those Services completed through the date of the termination for convenience.

If Client has paid KCI in full pursuant to the terms of a termination for convenience, Client has the option within thirty (30) business days of the notice to terminate for convenience to request Services to resume provided KCI is given ten (10) business days written notice as to when Services shall resume and only after Client and KCI have agreed on the Services, schedule, and fee. If Client fails to resume the Services as provided herein, KCI shall have no obligation to resume the Services at any time thereafter.

If the termination for convenience is due to Client being terminated for convenience, then Client shall vigorously pursue on behalf of KCI the compensation due KCI. KCI agrees to cooperate fully in Client's efforts to pursue any claims allowed including providing any necessary documentation and cost records.

Either party may terminate this Agreement for cause should the other party fail to deliver their obligations and requirements in a timely manner, to correct defective Services, as applicable, to act in good faith, or to carry out their obligations and requirements in accordance with this Agreement, each of which shall constitute a breach of this Agreement. In such event, the terminating party shall give written notice to the intended terminated party explaining the cause for termination thereby initiating the option to cure the default and take substantial steps to correct such default within three (3) business days after receipt of notification. If the intended terminated party fails to take substantial steps in the time allotted, the other party may immediately terminate this Agreement.

12. DISPUTE RESOLUTION

The parties agree that all claims, disputes, and other matters ("Claims") in question between the parties arising out of or relating to this Agreement or breach thereof shall first attempt to be resolved between themselves including escalating up to the appropriate levels of each party. If after thirty (30) business days the Claim remains unresolved, then the parties agree to submit the Claim for confidential, non-binding mediation with both parties agreeing to the mediator no later than forty-five (45) days after written agreement to engage in mediation. The fees and expenses of the mediator shall be equally shared by both parties. Each party is responsible for their own costs, expenses, consultant fees and attorney fees incurred in the presentation or defense of the Claims that is subject to mediation between the parties. The parties agree to fully cooperate and participate in good faith to resolve the Claims. No written or verbal representation made by either party in the course of any discussions attempting to resolve the Claims or other settlement negotiations shall be deemed to be a party admission. Both parties agree that the choice of law shall be the laws of the State of the KCI office executing the Agreement, regardless of any other choice of law provisions.

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If mediation fails to resolve the Claims within six (6) months, the Claims shall be submitted for determination through litigation in a court of competent jurisdiction in the County or City of the State of the KCI office executing the Agreement. Prior to the exercise of this right, the party seeking judicial relief shall provide the other party thirty (30) days' prior written notice before filing such judicial action.

13. CERTIFICATE OF MERIT

Either consistent with the applicable Certificate of Merit statute or pursuant to this Agreement, Client shall make no claim (whether directly or in the form of a third-party claim) against KCI unless the Client shall have first provided KCI with written certification executed by an independent engineer licensed in the State where the Services are being performed, specifying each and every act or omission that the certifier contends constitutes a violation of the standard of care consistent with Section 4, STANDARD OF CARE. Such certificate shall be provided thirty (30) days prior to the presentation of any such claim or the institution of any dispute resolution process pursuant to Section 12, DISPUTE RESOLUTION.

14. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

If applicable to the Services, KCI will comply with the requirements of 41 CFR §§ 60-1.4(a) and 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, or for inquiring about, discussing, or disclosing information about compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability.

If applicable to the Services, KCI will comply with the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, or for inquiring about, discussing, or disclosing information about compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. Contractor/subcontractor agrees to comply with all the provisions set forth in 29 CFR Part 471, Appendix A to Subpart A (Executive Order 13496).

15. ASSIGNMENT, DELEGATION, AND SUBCONTRACT

Neither party may assign, delegate, or subcontract any portion of this Agreement without the prior written consent of the other party, which shall not be unreasonably withheld. Any assignment, delegation, or subcontracting shall not operate to relieve that party of performing its obligations and responsibilities per this Agreement. Any assignment, delegation, or subcontract shall provide for and require the same protections as to the other party and levels of performance at least equal to those provided for in this Agreement.

16. THIRD PARTY BENEFICIARY

The parties agree that the Services performed by KCI pursuant to this Agreement are solely for the benefit of the Client and are not intended by either party to benefit any other person or entity. To the extent that any other person or entity, including but not limited to the project contractor and/or any of its subcontractors, is benefited by the Services performed by KCI pursuant to this Agreement, such benefit is purely incidental and such other person or entity shall not be deemed a third-party beneficiary to this Agreement.

17. FORCE MAJEURE

If and to the extent that either party is prevented, precluded or hindered from performance under this Agreement by force majeure circumstances, including acts of God, the elements, acts of terrorism, disease, viruses, pandemic, epidemic, acts of governmental authorities, strikes, lockouts, casualties, or other similar

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or dissimilar causes beyond its reasonable control, such performance shall be excused, but only for the time period and to the extent that such performance is prevented, precluded or hindered by such causes. Time of performance of the party's obligations hereunder shall be extended by a time period reasonably necessary to overcome the effects of such force majeure occurrences.

18. NOTICES

All notices shall be sufficient if delivered in person, or sent by certified mail receipt requested or email to the party's designated recipient at the following:

City of Belle Meade:
Jennifer Moody
4705 Harding Road, Nashville, TN 37205
jmoody@citybellemead.org

KCI:
Brandon Taylor, P.E., Practice Leader
500 11th Avenue North, Suite 290, Nashville, TN 37203
(615) 559-0155
Brandon.taylor@kci.com

Unless otherwise identified above, Client agrees that the person executing this contract will be the designated recipient.

Notice will be considered made as of the date of actual delivery if in person, as of the date of the receipt if sent via certified mail, or two (2) business days after the date of the email.

Changes in the designated recipient and/or contract information from the above will not be effective until such time as written notice is provided to the other party in accordance with this Section 18.

19. MISCELLANEOUS

This Agreement and all the terms herein may only be amended, deleted, or otherwise altered by a written document signed by KCI and Client.

The failure of either party to enforce or act upon any right afforded it by this Agreement shall not be deemed a waiver of such right for future acts of a similar nature.

This Agreement shall be governed by the laws of the State of the KCI office executing the Agreement, regardless of its or any other choice of law provisions.

Both parties agree that KCI is an independent contractor.

KCI shall have the right, at its expense, to post prominently advertising signage at the location and on vehicles and equipment acknowledging KCI is providing services.

The whole and entire agreement of the parties is set forth in this Agreement and the parties are not bound by any agreements, understandings, or conditions otherwise than as expressly set forth herein.

If any provision of this Agreement is deemed invalid, illegal or unenforceable in any jurisdiction, (i) such provision will be deemed amended to conform to applicable laws of such jurisdiction so as to be valid and enforceable, or if it cannot be so amended without materially altering the intention of the parties, it will be stricken; (ii) the validity, legality and enforceability of such provision will not in any way be affected or impaired thereby in any other jurisdiction; and (iii) the remainder of this Agreement will remain in full force and effect.

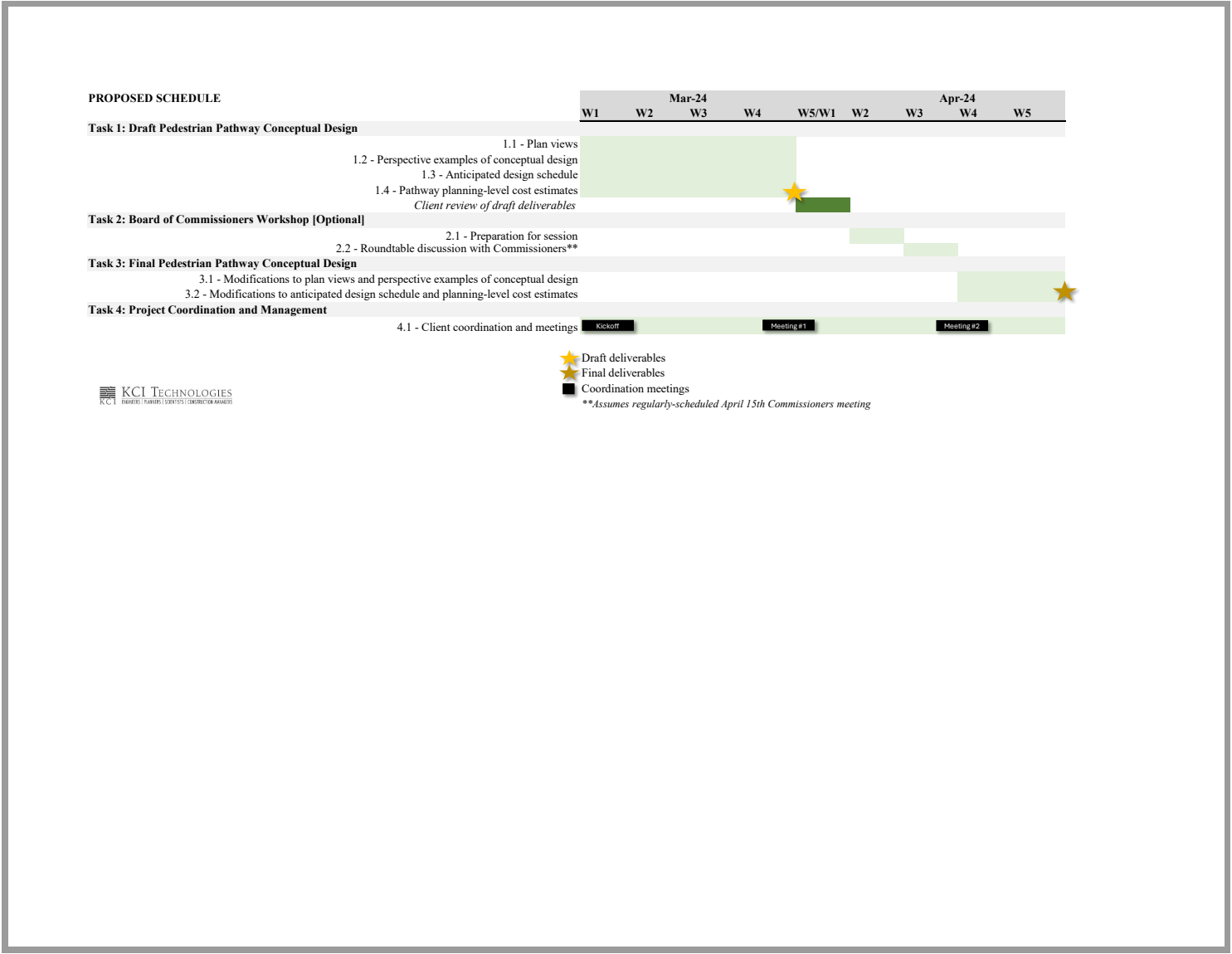
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City Of Belle Meade - General Fund
Condensed Financial Statement - (Budget vs Actual)
January 31, 2024

	Fiscal 2024 Budget	YTD 2024 Budget	YTD January-24 Actual	YTD Actual vs Budget	YTD Actual vs Budget
Operating Revenue					
Property and other taxes	\$ 3,335,457	\$ 2,220,117	\$ 2,129,015	\$ (91,102)	0%
Mixed drink taxes	60,000	30,000	34,004	4,004	13%
Permits and fees	394,500	230,125	203,057	(27,068)	-12%
State sales taxes	348,120	174,060	178,706	4,646	3%
State income taxes	-	-	-	-	0%
Gross receipts - TVA	34,812	17,406	17,776	370	2%
Franchise taxes	80,000	33,333	29,853	(3,480)	-10%
In lieu of tax - utilities	5,000	-	-	-	0%
Road Maintenance Fee MOU	323,191	323,191	333,533	10,342	3%
Public safety charges	40,000	23,333	58,593	35,260	151%
Stormwater User Fee	308,200	308,200	298,085	(10,115)	-3%
Court fines and costs	235,000	137,083	141,121	4,038	3%
State beer tax	1,334	667	699	32	5%
State-city streets	5,309	2,655	2,657	3	0%
Sports betting tax	2,901	1,451	2,704	1,254	86%
Other revenues	371,176	-	67,595	67,595	0%
Interest earnings	260,000	151,667	430,320	278,653	184%
Net Change in Value of Investments	-	-	106,283	106,283	0%
Contributions	20,000	11,667	17,545	5,878	50%
	<u>\$ 5,825,000</u>	<u>\$ 3,664,954</u>	<u>\$ 4,051,546</u>	<u>\$ 386,592</u>	<u>475%</u>
Operating Expenditures					
General government	\$ 983,921	\$ 573,954	\$ 548,581	\$ 25,372	-4%
Police	2,215,649	1,292,462	1,206,957	85,505	-7%
Building inspection	152,761	89,111	90,647	(1,536)	2%
Highways and streets	358,159	208,926	195,350	13,576	-6%
Stormwater	232,960	135,893	143,265	(7,372)	5%
Solid waste collection	633,800	353,872	405,712	(51,841)	15%
Parkways and Blvds	218,000	127,167	91,220	35,947	-28%
	<u>\$ 4,795,250</u>	<u>\$ 2,781,384</u>	<u>\$ 2,681,733</u>	<u>\$ 99,651</u>	<u>-24%</u>
Excess rev vs (exp) from Operations	<u>\$ 1,029,750</u>	<u>\$ 883,570</u>	<u>\$ 1,369,813</u>	<u>\$ 286,941</u>	<u>499%</u>
Capital Revenue and Expenditures					
Transfer In from Undesignated Fund Balance	-	-	-	-	0%
Capital Project Expenses	742,041	432,858	500,668	(67,811)	16%
Net rev vs net (exp)	<u>\$ 287,709</u>	<u>\$ 450,712</u>	<u>\$ 869,144</u>	<u>\$ 418,432</u>	<u>-36%</u>
Assets			January 31, 2024	January 31, 2023	
Cash			\$ 223,658	\$ 190,197	
Investments			7,528,688	10,737,221	
Investments - Designated			10,126,793	6,358,473	
Property taxes receivable			3,357,543	3,329,233	
Other receivables			87,328	166,923	
Other assets			64,678	42,713	
			<u>\$ 21,388,688</u>	<u>\$ 20,824,761</u>	
Liabilities and Reserves					
Payables and accrued liab			\$ 19,297	\$ 112,026	
Deferred rev - prop taxes			3,357,543	3,329,233	
Deferred rev - ARPA grant			747,679	848,007	
Designated reserves			10,126,793	6,358,473	
Unrestricted funds			6,268,231	9,275,907	
Revenues < expenditures			869,144	901,114	
			<u>\$ 21,388,688</u>	<u>\$ 20,824,761</u>	

City of Belle Meade - General Fund
Condensed Financial Statement - 4 Year Summary
January 31, 2024

	YTD January-24 Actual	YTD January-23 Actual	YTD January-22 Actual	YTD January-21 Actual	Average January 2021 to 2024
Operating Revenue					
Property and other taxes	\$ 2,129,015	\$ 2,153,877	\$ 2,087,233	\$ 1,064,604	\$ 1,858,682
Mixed drink taxes	34,004	36,955	32,492	13,179	29,157
Permits and fees	203,057	313,093	333,035	138,627	246,953
State sales taxes	178,706	198,297	188,116	172,064	184,296
State income taxes	-	-	-	-	-
Gross receipts - TVA	17,776	17,440	15,060	16,643	16,730
Franchise taxes	29,853	36,034	44,460	28,400	34,687
In lieu of tax - utilities	-	-	-	-	-
Sports betting tax	2,704	2,609	1,304	-	1,654
Road Maintenance Fee MOU	333,533	323,191	297,872	253,191	301,947
Public safety charges	58,593	56,024	36,156	4,098	38,718
Stormwater User Fee	298,085	290,950	91,003	94,368	193,601
Court fines and costs	141,121	166,263	147,454	73,939	132,194
State beer tax	699	720	704	718	710
State-city streets	2,657	3,100	3,141	3,372	3,068
Other revenues (includes grants)	67,595	5,268	86,060	88,918	61,960
Interest earnings	430,320	196,469	32,987	76,566	184,085
Net Change in Value of Investments	106,283	(17,955)	(58,048)	(45,670)	(3,847)
Contributions	17,545	25,905	50,645	30,505	31,150
	<u>\$ 4,051,546</u>	<u>\$ 3,808,239</u>	<u>\$ 3,389,674</u>	<u>\$ 2,013,523</u>	<u>\$ 3,315,745</u>
Operating Expenditures					
General government	\$ 548,581	\$ 549,280	\$ 495,747	\$ 435,899	\$ 507,377
Police	1,206,957	1,261,727	1,193,862	1,104,496	1,191,760
Building inspection	90,647	80,841	77,240	70,762	79,872
Highways and streets	195,350	174,014	167,724	137,114	168,551
Stormwater	143,265	144,803	146,292	119,303	138,416
Solid waste collection	405,712	369,665	285,783	301,420	340,645
Parkways and Blvds	91,220	103,122	93,715	68,714	89,193
	<u>\$ 2,681,733</u>	<u>\$ 2,683,452</u>	<u>\$ 2,460,363</u>	<u>\$ 2,237,708</u>	<u>\$ 2,515,814</u>
Excess rev vs (exp) from Operations	<u>\$ 1,369,813</u>	<u>\$ 1,124,787</u>	<u>\$ 929,311</u>	<u>\$ (224,186)</u>	<u>\$ 799,931</u>
Capital Revenue and Expenditures					
Transfer In from Undesignated Fund Balance	-	-	-	-	-
Capital Project Expenses	500,668	223,673	142,934	398,372	316,412
Net rev vs net (exp)	<u>\$ 869,144</u>	<u>\$ 901,114</u>	<u>\$ 786,377</u>	<u>\$ (622,557)</u>	<u>\$ 483,520</u>
Assets					
Cash	\$ 223,658	\$ 190,197	\$ 153,744	\$ 169,944	
Investments	7,528,688	10,737,221	9,726,803	10,208,394	
Investments - Designated	10,126,793	6,358,473	6,015,020	5,009,065	
Property taxes receivable	3,357,543	3,329,233	3,306,275	1,787,609	
Other receivables	87,328	166,923	135,978	108,974	
Other assets	64,678	42,713	40,693	27,744	
	<u>\$ 21,388,688</u>	<u>\$ 20,824,761</u>	<u>\$ 19,378,514</u>	<u>\$ 17,311,730</u>	
Liabilities and Reserves					
Payables and accrued liab	19,297	112,026	44,293	60,208	
Deferred rev - prop taxes	3,357,543	3,329,233	3,306,275	1,787,609	
Deferred rev - ARPA grant	747,679	848,007	424,004	-	
Designated reserves	10,126,793	6,358,473	6,015,020	5,009,065	
Unrestricted funds	6,268,231	9,275,907	8,802,545	11,077,404	
Revenues < expenditures	869,144	901,114	786,377	(622,557)	
	<u>\$ 21,388,688</u>	<u>\$ 20,824,761</u>	<u>\$ 19,378,514</u>	<u>\$ 17,311,730</u>	



Capital Budget Report - General Fund - January 31, 2024



Project/Budget Item	FY 24	FY 25	FY 26	FY 27	FY 28	Total	Actual Spent FY 24	Budget Variance FY 24
Fleet Replacement								
Vehicle Replacement	\$183,896	\$228,091	\$257,745	\$106,441	\$111,763	\$887,937	\$262,654	(\$78,758)
Total Fleet Replacement	\$183,896	\$228,091	\$257,745	\$106,441	\$111,763	\$887,937	\$262,654	(\$78,758)
Machinery and Equipment								
UTV, Starchase, Video Security System	\$113,712	\$82,000	\$86,100	\$92,169	\$100,764	\$474,745	\$68,216	\$45,496
Computers, Monitors, Servers	\$21,784	\$0	\$0	\$0	\$0	\$21,784	\$0	\$21,784
Total Machinery and Equipment	\$135,496	\$82,000	\$86,100	\$92,169	\$100,764	\$496,529	\$68,216	\$67,280
Streets								
Street paving- Per paving plan	\$497,872	\$300,000	\$315,000	\$330,750	\$347,288	\$1,790,910	\$5,756	\$492,116
Street paving- Master Plan, other	\$240,000	\$500,000	\$525,000	\$551,250	\$578,813	\$2,395,063	\$80,821	\$159,179
Total Streets	\$737,872	\$800,000	\$840,000	\$882,000	\$926,100	\$4,185,972	\$86,577	\$651,295
Stormwater								
Stormwater Imp- Undesignated	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$276,282	\$83,222	(\$33,222)
Total Stormwater	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$276,282	\$83,222	(\$33,222)
Total	\$1,107,264	\$1,162,591	\$1,238,970	\$1,138,492	\$1,199,403	\$5,846,719	\$500,668	\$606,595

**** Any fiscal years beyond the current approved fiscal year are for planning purposes only.**

City of Belle Meade
Other Revenue Breakdown
For the month ended, January 31, 2024

Grant - State of TN: Highway Safety	\$ 6,160
Grant - VCIF	60,120
Vending Machine proceeds/Other	250
Voting Space rental	750
Recycle Cans	315
Totals	<u>\$ 67,595</u>

City of Belle Meade, Tennessee 4 Year summary Proprietary Fund (Sewer Fund) January 31, 2024				
ASSETS	FY 2024	FY 2023	FY 2022	FY 2021
Current assets:				
Cash and cash equivalents	\$ 163,004	\$ 213,981	\$ 138,055	\$ 235,084
Cash and cash equivalents- restricted	-	-	-	-
Investments	1,763,418	1,482,304	1,280,155	979,808
Receivables (net of allowance for uncollectible)	46,312	51,549	41,267	40,112
Prepays	3,204	2,248	2,142	1,460
Inventory	13,439	15,064	5,548	8,689
Total current assets	<u>1,989,377</u>	<u>1,765,146</u>	<u>1,467,166</u>	<u>1,265,153</u>
Noncurrent assets:				
Capital assets				
Construction in progress	-	-	-	-
Improvements other than buildings	555,598	555,598	555,598	541,158
Machinery and equipment	7,317,689	7,134,405	6,893,589	6,730,711
Accumulated Depreciation	(6,765,664)	(6,499,371)	(6,251,659)	(6,008,193)
Total capital assets (net of accumulated depreciation)	<u>1,107,623</u>	<u>1,190,632</u>	<u>1,197,528</u>	<u>1,263,676</u>
TOTAL ASSETS	<u>\$ 3,097,000</u>	<u>\$ 2,955,778</u>	<u>\$ 2,664,694</u>	<u>\$ 2,528,829</u>
LIABILITIES				
Current Liabilities:				
Accounts payable	13,163	28,172	14,539	12,719
Purchase orders payable	-	-	-	-
TOTAL CURRENT LIABILITIES	<u>13,163</u>	<u>28,172</u>	<u>14,539</u>	<u>12,719</u>
Long-term liabilities:				
Accrued leave	6,730	4,431	4,543	3,412
TOTAL LONG-TERM LIABILITIES	<u>6,730</u>	<u>4,431</u>	<u>4,543</u>	<u>3,412</u>
TOTAL LIABILITIES	<u>19,893</u>	<u>32,603</u>	<u>19,081</u>	<u>16,131</u>
NET POSITION				
Change in Net Position	269,331	315,209	217,336	243,355
Net investment in capital assets	322,627	588,920	836,632	1,080,100
Restricted	-	-	-	-
Unrestricted	2,485,149	2,019,046	1,591,644	1,189,243
TOTAL NET POSITION	<u>3,077,107</u>	<u>2,923,175</u>	<u>2,645,612</u>	<u>2,512,698</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 3,097,000</u>	<u>\$ 2,955,778</u>	<u>\$ 2,664,694</u>	<u>\$ 2,528,829</u>

City of Belle Meade, Tennessee
Statement of Revenues, Expenses and Change in Net Position
Proprietary Fund (Sewer Fund)
For the month ended January 31, 2024

	January 2024	January 2023	January 2022	January 2021	4 Year
	FY Actual YTD	FY Actual YTD	FY Actual YTD	FY Actual YTD	Average
Operating revenues:					
Sewer user fees	\$ 327,645	\$ 331,216	\$ 309,277	\$ 275,450	\$ 310,897
Permits	1,200	2,000	600	3,400	1,800
Total operating revenues	\$ 328,845	\$ 333,216	\$ 309,877	\$ 278,850	\$ 312,697
Operating expenses:					
Salaries	\$ 30,627	\$ 31,759	\$ 30,005	\$ 27,495	\$ 29,971
Payroll Taxes	2,264	2,364	2,137	1,994	2,190
Health/Dental & Life Ins.	7,755	6,954	5,255	3,627	5,898
Retirement	2,612	2,496	2,440	2,146	2,423
Clothing & Uniforms	233	739	673	688	583
Education & Training	150	-	585	-	184
Telephone, Internet	708	689	635	643	669
Professional Services	3,473	3,425	2,466	2,716	3,020
Insurance	450	3,147	2,974	2,044	2,154
Repair & Maintenance Pumps	44,102	14,726	12,589	13,506	21,231
Repair & Maintenance Vehicle	1,871	1,290	410	542	1,028
Repair & Maintenance Other Equipment	-	-	-	-	-
Operating Supplies	152	386	867	375	445
Chemicals	76,395	77,120	69,983	75,560	74,765
Gasoline, Oil	1,343	3,134	1,934	622	1,758
Consumable Tools	-	-	122	-	31
Depreciation	-	-	-	-	-
Total operating expenses	\$ 172,135	\$ 148,228	\$ 133,077	\$ 131,958	\$ 146,349
Operating income	\$ 156,710	\$ 184,988	\$ 176,800	\$ 146,892	\$ 166,347
Nonoperating revenues:					
Interest income	51,831	24,611	201	1,230	19,468
Other income	-	-	12,500	26,559	9,765
Gain (loss) on sale of assets	-	-	-	-	-
Total nonoperating revenues (expenses)	51,831	24,611	12,701	27,789	29,233
Income before contributions and transfers	208,541	209,599	189,501	174,681	195,580
Contributions and transfers					
Tap and access fees	12,000	20,000	6,000	14,200	13,050
Capital contributions	53,000	85,610	21,835	54,474	53,730
Total contributions and transfers	65,000	105,610	27,835	68,674	66,780
Change in position	\$ 273,541	\$ 315,209	\$ 217,336	\$ 243,355	\$ 262,360

City of Belle Meade, Tennessee
Statement of Net Position
Proprietary Fund (Sewer Fund)
January 31, 2024

ASSETS	FY 2024	FY 2023
Current assets:		
Cash and cash equivalents	\$ 163,004	\$ 213,981
Cash and cash equivalents- restricted	-	-
Investments	1,763,418	1,482,304
Receivables (net of allowance for uncollectible)	46,312	51,549
Prepays	3,204	2,248
Inventory	13,439	15,064
Total current assets	<u>1,989,377</u>	<u>1,765,146</u>
Noncurrent assets:		
Capital assets		
Construction in progress	-	-
Improvements other than buildings	555,598	555,598
Machinery and equipment	7,317,689	7,134,405
Accumulated Depreciation	(6,765,664)	(6,499,371)
Total capital assets (net of accumulated depreciation)	<u>1,107,623</u>	<u>1,190,632</u>
TOTAL ASSETS	<u>\$ 3,097,000</u>	<u>\$ 2,955,778</u>
LIABILITIES		
Current Liabilities:		
Accounts payable	13,163	28,172
Purchase orders payable	-	-
TOTAL CURRENT LIABILITIES	<u>13,163</u>	<u>28,172</u>
Long-term liabilities:		
Accrued leave	6,730	4,431
TOTAL LONG-TERM LIABILITIES	<u>6,730</u>	<u>4,431</u>
TOTAL LIABILITIES	<u>19,893</u>	<u>32,603</u>
NET POSITION		
Change in Net Position	269,331	315,209
Net investment in capital assets	322,627	588,920
Restricted	-	-
Unrestricted	2,485,149	2,019,046
TOTAL NET POSITION	<u>3,077,107</u>	<u>2,923,175</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 3,097,000</u>	<u>\$ 2,955,778</u>

City of Belle Meade, Tennessee
Statement of Revenues, Expenses and Change in Net Position
Proprietary Fund (Sewer Fund)
For the month ended January 31, 2024

	FY 2024 BUDGET	FY 2024 BUDGET YTD	FY 2024 ACTUAL YTD	FY 2023 ACTUAL YTD	Variance Actual vs Last Yr.
Operating revenues:					
Sewer user fees	\$ 506,837	\$ 295,655	\$ 327,645	\$ 331,216	-1%
Permits	1,600	933	1,200	2,000	-40%
Total operating revenues	508,437	296,588	328,845	333,216	-1%
Operating expenses:					
Salaries	62,332	36,361	30,627	31,759	-4%
Payroll Taxes	4,309	2,514	2,264	2,364	-4%
Health/Dental & Life Ins.	13,166	7,680	7,755	6,954	12%
Retirement	4,506	2,629	2,612	2,496	5%
Clothing & Uniforms	1,330	776	233	739	-68%
Education & Training	820	478	150	-	0%
Telephone, Internet	1,500	875	708	689	3%
Professional Services	16,430	9,584	3,473	3,425	0%
Insurance	5,400	3,150	4,660	3,147	48%
Repair & Maintenance Pumps	43,950	25,638	44,102	14,726	0%
Repair & Maintenance Vehicle	1,500	875	1,871	1,290	0%
Repair & Maintenance Other Equipment	1,000	583	-	-	0%
Operating Supplies	1,350	788	152	386	0%
Chemicals	115,000	86,250	76,395	77,120	-1%
Gasoline, Oil	8,000	4,667	1,343	3,134	0%
Consumable Tools	500	292	-	-	0%
Depreciation	265,000	-	-	-	0%
Total operating expenses	546,094	183,138	176,345	148,228	19%
Operating income	(37,657)	113,450	152,500	184,988	-18%
Nonoperating revenues:					
Interest income	40,000	23,333	51,831	24,611	111%
Other income	333,323	-	-	-	0%
Gain (loss) on sale of assets	-	-	-	-	-
Total nonoperating revenues (expenses)	373,323	23,333	51,831	24,611	0%
Income before contributions and transfers	335,666	136,784	204,331	209,599	-3%
Contributions and transfers					
Tap and access fees	16,000	9,333	12,000	20,000	-40%
Capital contributions	55,850	32,579	53,000	85,610	-38%
Total contributions and transfers	71,850	41,913	65,000	105,610	-38%
Change in position	\$ 407,516	\$ 178,696	\$ 269,331	\$ 315,209	-15%

City of Belle Meade**Investment Schedule - General Fund****Local Government Investment Pool****Balance at February 29, 2024**

<u>Investment Type</u>	<u>Financial Institution</u>	<u>Balance</u>	<u>Current Rate</u>	<u>Previous Rate</u>	<u>Comments</u>
Liquid Investment Account	Local Government Investment Pool	\$ 10,041,018	5.32%	5.35%	Earnings rate is monthly average
<u>Interest Earnings</u>					
	Current month	\$ 41,936.63			
	Fiscal year-to-date	\$ 329,392.27			
<u>Cash Transfers</u>					
<u>From Investment Pool to Operating Cash (withdrawal):</u>					
	Total	\$ -			
<u>From Operating Cash to Investment Pool (deposit):</u>					
	2/16/2024	\$ 150,000.00			
	Total	\$ 150,000.00			
<u>Restricted funds in the LGIP balance:</u>					
**** American Rescue Plans Act (ARPA) fund restricted for specific uses.				\$ 747,679.00	
** David & Cindy Wilds Exemplary Service Award funds restricted to police				12,248.51	
department employees per specific guidelines.				\$ 759,927.51	

City of Belle Meade

**Investment Schedule - Sewer Fund
Local Government Investment Pool
Balance at February 29, 2024**

Investment Type	Financial Institution	Balance	Current Rate	Previous Rate	Comments
Liquid Investment Account	Local Government Investment Pool	\$ 1,770,872	5.32%	5.35%	Earnings rate is monthly average

Interest Earnings

Current month	\$ 7,453.70
Fiscal year-to-date	\$ 59,284.97

Cash Transfers

From Investment Pool to Operating Cash (withdrawal):

Total	\$ -
--------------	-------------

From Operating Cash to Investment Pool (deposit):

Total	\$ -
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**City of Belle Meade
Investment Schedule
Certificates of Deposit Laddering
February 29, 2024**

First Horizon Advisors Account	2024	
	Current Period	
Beginning Balance	\$	6,367,311.47
Additions & Withdrawals		449,515.41
Interest Income		9,711.40
Taxes, Fees & Expenses		-
Change in Value		(7,467.50)
Ending Balance	\$	6,819,070.78

Interest Income (includes First Horizon Checking Account):

July 2023	\$	17,801.06
August		10,529.25
September		23,546.54
October		14,704.59
November		33,844.33
December		14,474.45
January 2024		25,438.47
February		9,711.40
TOTAL	\$	150,050.09

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SkyCop, Inc.
3736 Getwell Cove
Memphis, TN 38118
+1 9014102151
AR@skycopinc.com
www.skycopinc.com

Invoice

**BILL TO**

City of Belle Meade
4705 Harding Rd.
Nashville, TN 37205 US

SHIP TO

City of Belle Meade
4705 Harding Rd.
Nashville, TN 37205 US

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
23407	01/04/2024	\$44,500.00	02/03/2024	Net 30	

SALES REP

Joe Patty

DATE	PRODUCT / SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Maintenance Agreement - Sale	Maintenance Agreement - 2024	1	44,500.00	44,500.00
	Sales Tax	Sales Tax calculated by AvaTax on Fri 05 Jan 11:46:53 UTC 2024	1	0.00	0.00

Thanks for your business!

SUBTOTAL	44,500.00
TAX	0.00
TOTAL	44,500.00
BALANCE DUE	\$44,500.00

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CITY OF BELLE MEADE ADMINISTRATION

Memo

To: Belle Meade Commissioners
From: Jennifer Moody, City Manager
Date: March 20, 2024
Re: Kraft CPAs proposal

BACKGROUND

The City of Belle Meade was previously under a three-year contract with KraftCPAs for audit services. The contract ended with the June 30, 2023, audit that was recently completed. The fee for fiscal year 2023 was \$22,500 and \$1,850 for coding and preparation of the new State of Tennessee Crosswalk document.

The Comptroller's office began requiring the Crosswalk in 2023. It is a means of converting financial data into a standard format and it provides consistency, comparability, and transparency.

The attached proposal includes a fee of \$27,500 for audit preparation, \$1,000 fee for Crosswalk preparation and an additional 2% of the total fee to be applied to cover technology requirements, security enhancements and administrative costs. This new additional 2% fee is broken out separately so that Kraft can track them to determine if this cost covers these types of fees each year.

RECOMMENDATION

The Belle Meade Board of Mayor and Commissioners is recommended to accept the proposal submitted by KraftCPAs.

FISCAL IMPACT

Funds are budgeted in the General Fund – Expenses for these services under “Professional Services” (General Fund account 110-41000-250).

ATTACHMENT

KraftCPAs proposal

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FEBRUARY 21, 2024

PROPOSAL

TO PROVIDE ASSURANCE SERVICES



City of Belle Meade

Mayor Rusty Moore
and Members of the Board of Commissioners
4705 Harding Road
Nashville, TN 37205



kraftcpas.com



February 21, 2024

City of Belle Meade
 Mayor Rusty Moore and Members of the Board of Commissioners
 4705 Harding Road
 Nashville, TN 37205

Dear Mayor Moore and Members of the Board:

We welcome this opportunity to submit our proposal to provide assurance services for the City of Belle Meade (the City). We're confident that KraftCPAs has the expertise and resources to provide these services efficiently and effectively.

Having worked with KraftCPAs previously, you're aware of our commitment to the success of our clients. That commitment will be apparent in every step of our engagement. In fact, our pledge to client service is part of the reason we've maintained client relationships for more than 30 years:

- » We will listen to your needs before suggesting solutions.
- » We will tailor our services to meet your requirements.
- » We will deliver our services to accommodate your schedule.
- » We will be there when you need us.
- » We will not try to sell you something you don't need.

We know that operating a governmental body presents unique challenges, but our team is eager to work with you to establish your long-term goals and provide the strategy and guidance to help you achieve them.

It would be our privilege to work with you to develop a plan that meets your needs and budget as well as our standards for quality and service. Please reach out if you have questions or would like to discuss more.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jared King'.

Jared King, CPA, CFE
 Member, Assurance Services

A handwritten signature in blue ink, appearing to read 'Julie O. Evans'.

Julie Evans, CPA
 Senior Manager, Assurance Services

NASHVILLE
 615-242-7351
 555 Great Circle Road
 Nashville, TN 37228

CHATTANOOGA
 423-894-7400
 6136 Shallowford Road, Suite 101
 Chattanooga, TN 37421

COLUMBIA
 931-388-3711
 610 North Garden Street, Suite 200
 Columbia, TN 38401

LEBANON
 615-449-2334
 105 Bay Court
 Lebanon, TN 37087

PROPOSAL FOR SERVICES

AUDIT OF THE FINANCIAL STATEMENTS

We will audit the financial statements of the City of Belle Meade (the City) as of and for the year ending June 30, 2024. Our procedures will be based upon the specified needs, objectives, and scheduling requirements of the City and conducted in accordance with generally accepted accounting standards in the United States of America as published by the American Institute of Certified Public Accountants and Government Auditing Standards issued by the Comptroller General of the United States.

In addition to providing assurance that the financial statements are free of material misstatement and are fairly presented, the intent of this engagement is to:

- » Enhance the reliability of the financial statements
- » Provide a basis for input to management regarding ongoing business considerations
- » Provide practical suggestions for strengthening internal controls, improving operational efficiency, implementing cost controls, and enhancing accounting systems

We will audit the financial statements of the City to determine whether they are presented fairly in all material respects and in conformity with accounting principles generally accepted in the United States. While the proper reporting of the financial statements is the responsibility of the City, it is our responsibility to express an opinion on the financial statements as well as a reasonable basis for that opinion.

Our audit will include the evaluation of the City's accounting policies, reasonableness of accounting estimates, and overall presentation of the financial statements.

Although our audit will be designed to provide reasonable assurance of detecting errors and irregularities material to the financial statements, it will not be intended and cannot be relied upon to disclose all fraud, defalcations, irregularities, or other illegal acts, should they exist. We will note any material errors, irregularities, or illegal acts observed during the engagement unless they are clearly inconsequential.

TIMING AND REPORTING

Fieldwork for this engagement will begin at a mutually agreed-upon time. We will present our report and management letter to members of the board of directors after fieldwork is completed. At that time, we will detail internal control deficiencies and operational concerns that were observed during the engagement, along with recommendations for improvement.

ONGOING COMMUNICATION AND FEEDBACK

Continued communication throughout the year — not just during the engagement period — strengthens our relationship and could provide you the information necessary to avoid costly pitfalls. As part of our ongoing relationship, we will keep you abreast of regulatory changes and accounting methodologies that could affect the City. We will also be available to discuss issues and concerns during or after the engagement that could affect your long-range planning. Routine calls and email correspondence will not be billed separately, although inquiries that require significant research may be billed as additional services. We will not perform services that could result in additional fees without your approval.

ABOUT OUR FIRM

KraftCPAs is one of the largest and most recognized public accounting firms in Tennessee with more than 250 employees and offices in Nashville, Lebanon, Chattanooga, and Columbia.

KraftCPAs has been locally owned and based in Tennessee since 1958. That independence allows us to make decisions and respond to the needs of our clients and employees quickly without consulting a regional or national office.

KraftCPAs • kraftcpas.com

PROPOSAL FOR SERVICES

It's our mission to provide exceptional and innovative services for our clients; be a valued and respected member of our community; and provide our employees the opportunity for personal and professional growth and fulfillment.

CLIENT SERVICE TEAM

To ensure the highest level of quality, the most senior members of your client service team will be actively involved in this engagement.

Jared King, a member with our assurance services team, will oversee the engagement, perform a final review, and sign the reports.

Julie Evans, a senior manager with our assurance services team, will be the client service team leader. She will manage fieldwork and will be your primary contact through the assurance process.

STATEMENT OF INDEPENDENCE

KraftCPAs, our employees, and any subcontractors engaged by our firm are required to adhere to all applicable independence, integrity, and objectivity requirements, including regulations, rulings, and interpretations issued by governmental agencies, the Independence Standards Board, American Institute of Certified Public Accountants, Securities and Exchange Commission, and other authorities as applicable. We have determined that no employee of KraftCPAs or our affiliated companies has a relationship with the Organization that could impair our independence or create a conflict of interest.

YOUR INVESTMENT

We strive to provide exceptional service at a reasonable price, and we believe the value of quality service and experience should be significant factors when comparing fees. As with all our clients, our desire is to continue building upon our relationship and enhancing the service you receive. Our proposed fees are as follows:

SERVICE	2024
Preparation and audit of the financial statements of the City	\$27,500
Preparation of State of Tennessee Crosswalk document	\$1,000 ¹
Meeting with Budget and Finance Committee to present audit report	Provided at no additional cost

¹ Fee assumes comparable fund structure and no substantive changes to Crosswalk document in Year 2.

An additional 2% of the total fee will be applied to cover technology requirements, security enhancements, and administrative costs.

These fees are based on our understanding of the City's current situation and the number of hours anticipated to complete this engagement. They do not include potential expenses such as confirmation costs, technology fees, report processing, travel, and supplies. Those will be billed at cost without markup.

Significant changes in the City's operations or personnel, the establishment of new programs, or the implementation of new accounting standards may result in fee adjustments. We will discuss those circumstances with you prior to the start of additional work.

PROPOSAL FOR SERVICES

ASSISTANCE BY YOUR STAFF

To allow our team to work most efficiently, our fees and schedule are based on the following assumptions:

- » We will receive reasonable assistance from your staff, including preparation of certain year-end closing schedules that provide supporting detail for each account.
- » Accounting records and underlying documents that adequately support year-end balances and transactions throughout the year will be available on request.
- » Records will be in good condition and not require significant year-end closing adjustments.
- » We will receive reasonable assistance in the drafting of your financial statements, including but not limited to information included in footnotes and schedules.
- » We will have access to your previous auditors and workpapers.

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City of Belle Meade

Job Description

Job Title: PUBLIC WORKS DIRECTOR

Reports To: City Manager

Supervises: Collection System Operator/Maintenance Worker

FLSA Status: Non-Exempt, Salaried

Amended Date: 03-20-2012

Summary: Ensure safety, smooth traffic flow, environmental health of residents, and pleasing appearance of the City through performance of job duties. Under general direction, oversees maintenance and repair of City streets and infrastructure, supervises contracts for street maintenance, landscaping, trash and recycle collection, brush and chipper service, snow and ice removal, street sweeping and annual creek debris cleaning. Oversees maintenance and repairs to sewer collection system and stormwater system. Duties also include executing a variety of administrative, construction and maintenance tasks under the general direction of the City Manager. The work must be performed in all kinds of weather conditions.

Essential Job Duties

1. Responds to Service Calls or Complaints

- Receives or prepares work orders; conducts on-site inspections to determine nature of problem.
- Refers water or electric power issues to Metro Water Service or Nashville Electric Service; delegates response to sewer collection system problems.
- Determines how to best resolve problem.
- Responds to emergency calls.
- Responds to complaints/requests from citizens.

2. Oversees Street and Landscape Maintenance

- Monitors condition of all streets, traffic signs, and traffic signals.
- Oversees and reviews work of street sweeping contractor, street maintenance contractor, landscaping contractor, and snow and ice removal contractor.
- Repairs or replaces street signs; repairs potholes; removes dead animals, downed tree limbs, and other hazards from roadways.
- Inspects and approves all road cuts and right-of-way clearance issues.
- Plants and/or supervises planting of grass, shrubs, and trees.
- Assists in developing specifications, estimates the cost of projects, and reviews bids and contracts for street repairs.
- Monitors and reports progress of contract work for improvements to streets and parkway/boulevard systems.

3. Oversees Sanitation and Brush/Chipper Contractors

- Oversees and reviews work of Trash/Recycle Collection contractor and Brush/Chipper contractor.
- Monitors (3) dumpsters behind city hall to ensure regular pickup by contractor and that access gates are locked when dumpsters are full.
- Assists Brush/Chipper contractor with enforcement of contract regulations for brush disposal. Notify residents when brush is non-compliant.
- Assists Trash/Recycle contractor with citizen complaints, if necessary.

JD – Public Works

4. Oversees the Stormwater Program

- Assists consulting engineer with preparation of and updates to the NPDES Phase II Stormwater General Permit.
- Responsible for City's compliance efforts of the NPDES Permit.
- Participates in planning and designing City projects for compliance with applicable stormwater regulations.
- Investigates complaints about stormwater runoff, develops corrective recommendations for identified problems, consults with engineer if necessary, and notifies City Manager if legal action is needed to effect compliance with established stormwater management standards.
- Maintains stormwater management plan and other documentation needed for compliance with NPDES Permit and BMP's. Provides City employees and the public with plan information as requested.
- Assists codes department and/or consulting engineer with stormwater related construction issues.
- Works with consulting engineer and codes department in preparation of and during the TDEC audit of NPDES permit.

5. Oversees Sewer Collection System Maintenance

- Participates in planning and designing sewer system expansion, helps coordinate installation of pressure sewer system improvements by contractors.
- Delegates preventive maintenance, sewer affluent testing, odor control equipment servicing, and maintenance of safety equipment.
- Delegates marking of grinder service lines and/or lateral lines as needed.
- Assists in monitoring progress of contract work for improvements to sewer system.
- Assumes duties of Collections Operator in his absence.

6. Oversees Equipment and Facilities Maintenance

- Oversees maintenance of public works building and equipment.
- Assists city administration and codes department with maintenance of all city property.
- Supervises annual emissions testing of all city vehicles.
- Supervises fire extinguisher service /replacement.
- Supervises public works vehicle repair and maintenance.

7. Develops Public Works Department Budget, Policies, Procedures, and Bids

- Develops annual departmental budget in conjunction with City Manager.
- Monitors budgeted vs. actual expenses to ensure compliance with budget.
- Assists City Manager and/or consulting engineer with preparation of bid specifications and in bid selection process for various public works projects and maintenance contracts costing \$10,000 or more.
- Recommends public works policies and procedures.
- Requisitions all equipment and supplies for public works and submits quotes, bids, and prices to City Manager for approval of items or projects under \$10,000.

8. Supervises Staff

- Ensures professional development of staff; coordinates in-house training and ensures professional certifications are maintained.
- Administers City personnel policies and procedures.
- Assigns and oversees work and monitors/reviews work results.
- Coaches staff concerning job performance; provides feedback; completes annual performance reviews.

Page 2

JD – Public Works

- Communicates policies and direction to staff.
- Disciplines/recommends termination of individuals if necessary, following City guidelines and policies.

9. Reports Department Activities and Results

- Keeps City Manager informed of emergency situations as well as routine maintenance activities.
- Reports results of activities and projects.
- Prepares monthly Citizen Request/Complaint Report for Commissioners' meeting.

Other Job Duties

Performs other job duties as assigned, including:

- In conjunction with the codes department, reviews driveway construction to ensure there are no obstructions of right-of-way.
- Keeps up-to-date with all governmental regulations affecting public works activities and implements necessary changes to policies and procedures.
- Attends professional association meetings and job-related training classes within the state for the benefit of the department.

Primary Job Challenges

Primary challenges of this position include ensuring customer satisfaction, sometimes in emergency situations and/or when dealing with multiple requests for service, complaints, and contractor projects.

Equipment Operated

- Light duty truck
- Forklift
- Various hand and power tools.
- Mobile radio, digital camera, desktop computer, fax machine, scanner

Competencies Required

Competencies important for successful job performance include:

- Knowledge of the operation and maintenance of heavy and light equipment, as well as a variety of small machinery and hand tools.
- Knowledge of the materials and equipment used in the maintenance and construction of pressure sewer, streets, landscape and solid waste systems.
- Knowledge of the principles and practices of construction and maintenance of streets, landscape, stormwater system, pressure sewer system and other public facilities.
- Knowledge of local, state, and federal laws and regulations pertaining to the operations of pressure sewer systems, streets, landscape, waste collection, stormwater systems and all other public works operations.
- Knowledge of current management practices and procedures. Ability to maintain a high level of discipline and morale.
- Knowledge of the occupational hazards of work and the necessary safety precautions that may be needed.
- Ability to plan, organize, assign, supervise and inspect the work of subordinates and contractors.

JD – Public Works

- Ability to perform a variety of tasks simultaneously or in rapid succession, and meet deadlines.
- Knowledge of federal, state and city traffic regulations.
- Ability to communicate effectively and tactfully both verbally and in writing.
- Ability to keep accurate records and make reports.
- Ability to establish and maintain an effective working relationship with the public, other employees and elected officials. Contact with the general public is frequent.

Physical Requirements and Work Environment

The employee routinely works outdoors and may be exposed to extreme conditions of weather, machinery with moving parts, excessive noise, fumes, dirt, dust, and chemicals or toxic substances, including raw sewage and household wastes.

The employee must have the ability to occasionally work beyond normal hours, at night or on weekends.

Qualifications

Education and Experience:

- High school graduate or equivalent; college degree preferred.
- Minimum of 8 years public works experience, with at least 4 years in a responsible supervisory position as director, assistant director or superintendent.

Required Certifications:

- Valid Tennessee driver's license
- OSHA approved certification for forklift operator
- EPSC Level I (EPSC Level II desired).

Other Requirements:

Must submit to and pass a pre-employment drug screen.

Must not have been convicted of or pleaded guilty or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or City ordinances relating to theft, dishonesty, gambling or controlled substances.

Nathan McVay

Public Works

I have been employed by The City of Belle Meade for over 10 years. In these past years I have gained a great knowledge within the public works realm. Overseeing all street, sewer, and stormwater maintenance. In this time, I have had the opportunity to grow in my profession and become certified in several Tennessee Department of Environment and Conservation categories.



NathanMcVay08@gmail.com



615-485-7797



Cedar Hill, TN

SKILLS

Grade 1 and 2
wastewater collection
system operator

Grade 1 and 2
distribution system
operator

EPSC Level 1 certified

Lift Truck trainer
certified

Level 2 hazardous
materials operation

WORK EXPERIENCE

Public Works Director City of Belle Meade

03/2024 - Present

Achievements/Tasks

- Oversee the day to day operations of the department, including planning, budgeting, staffing and operations.
- Develop and Implement short and long term goals and objectives for the department.
- Developed and implemented processes, policies and procedures to ensure compliance with local, state and federal regulations.
- Represented the department in public forums and meetings with elected officials, partner agencies and other stakeholders.
- Ensured the efficient and effective delivery of services to the public.

Interim Public Works Director City of Belle Meade

11/2023 - 03/2024

Acting Public Works Director City of Belle meade

09/2023 - 11/2023

Assistant Public Works Director City of Belle Meade

07/2019 - 09/2023

Achievements/Tasks

- Prepared and presented reports to the public works director and other governing bodies
- Assisted with the design and construction of public works project
- Responsible for supervising and managing the operations of the public works department
- Oversaw the sewer collection system operator
- Responsible for overseeing street maintenance
- Assist with management of the stormwater program
- Management of sanitization, brush and chipper contracts

WORK EXPERIENCE

Collection System Operator

City of Belle Meade

09/2012 - 07/2019

Achievements/Tasks

- Respond to service calls or complaint
- Sewer collection system maintenance
- Planning and designing of sewer system expansion
- Installation of pressure sewer system
- Sewer affluent testing for the state
- Odor control equipment servicing
- Marking of grinder service lines and water lines as needed
- Performed sewer system, equipment and facilities maintenance

Utility Worker

East Montgomery Utility District

08/2009 - 09/2012

Achievements/Tasks

- Installing new water mains and services
- Ductile taps, AC taps and PVC taps
- Generic utility work
- Customer service
- Repairing potable water mains
- Meter reading

Senior Deckhand

Madison Coal and Supply

03/2005 - 08/2009

Achievements/Tasks

- Pick-up and delivery of barges
- Build tow
- Make locks
- Cleaning and maintenance

ORDINANCE 2024-3

AN ORDINANCE TO REPEAL TITLE 3, SECTION 205 “ELECTRONIC CITATION REGULATIONS AND FEES” OF THE MUNICIPAL CODE OF THE CITY OF BELLE MEADE IN ACCORDANCE WITH ITS FIVE-YEAR SUNSET PROVISION

WHEREAS, the State of Tennessee, under T.C.A. 55-10-207, authorized electronic citations to be filed in court, along with a fee to recover costs associated with both written and electronic citations;

WHEREAS, the City of Belle Meade adopted such regulations and fee by Ordinance 2015-4 which amended Title 3, Chapter 2 of the Municipal Code as follows:

SECTION 1. The Municipal Code of the City of Belle Meade be amended by adding this new section to Title 3, Chapter 2:

3-205. Electronic citation regulations and fees.

- (a) As used in this section, “electronic citation” means a written citation or an electronic citation prepared by a law enforcement officer on paper or on an electronic data device with the intent the citation shall be filed, electronically or otherwise, with a court having jurisdiction over the alleged offense.
- (b) Pursuant to and in accordance with state statutory requirements found in T.C.A. 55-10-207(e), each court clerk shall charge and collect an electronic citation fee of five dollars (\$5.00) for each citation which results in a conviction.

SECTION 2. Date of effect. This Ordinance shall take effect on July 1, 2015, the public welfare requiring it.

SECTION 3. Sunset provision. This Ordinance and its fee requirement shall terminate five (5) years from the date of adoption of this Ordinance and the City’s Code shall be so annotated.

NOW, THEREFORE, BE IT ORDAINED by the City of Belle Meade, as follows:

SECTION 1. That Title 3, Chapter 2 of the Municipal Code of the City of Belle Meade be amended by deleting section 3-205. “Electronic citation regulations and fees.” in its entirety.

SECTION 2. This Ordinance shall take effect immediately upon its final passage.

Passed on first reading _____

Passed on second reading _____

Rusty Moore, Mayor

Rusty Terry, City Recorder

ORDINANCE 2024-4

AN ORDINANCE TO AMEND TITLE 11, SECTION 812 “COURT COSTS” OF THE MUNICIPAL CODE OF THE CITY OF BELLE MEADE TO RECOVER INCREASED COSTS ASSOCIATED WITH WRITTEN AND ELECTRONIC CITATIONS

WHEREAS, the Municipal Court of the City of Belle Meade regularly hears cases involving traffic and other violations of the Ordinances of the City, which result in some instances in the imposition of a fine upon the guilt party; and

WHEREAS, the City of Belle Meade is authorized under T.C.A. 6-21-507 for the Board of Commissioners to establish rates for the recovery of court costs; and

WHEREAS, the Commissioners are advised that the court clerk currently charges a cost of \$75.00 for each conviction of a moving traffic violation and/or other violations of the ordinances of the city, with or without a hearing, based on a guilty plea; and

WHEREAS, the Commissioners are additionally advised that the authority to charge a separate, additional cost of five dollars (\$5.00) to recover costs associated with electronic citations has sunset, as of July 1, 2020, in accordance with provisions of state law; and

WHEREAS, the administrative costs of operating municipal court have increased upon the City of Belle Meade since court costs were previously amended in 2019.

NOW, THEREFORE, BE IT ORDAINED by the City of Belle Meade, as follows:

SECTION 1. That Title 11, Chapter 8 of the Municipal Code of the City of Belle Meade be amended by replacing Section 11-812, in its entirety, to read as follows:

11-812. Court Costs. A court cost of \$95.00 per offense is hereby established for all moving traffic and other criminal offenses in violation of ordinances of the City of Belle Meade, which cost shall be in addition to any fine that may be assessed by the Court, or in addition to any fine that may be due in the form of an Appearance Bond paid in advance of, and/or in lieu of, a trial. The court costs of \$1.00 for state training fees as authorized by T.C.A. 6-18-304 shall not be included in the \$95.00 court cost, but treated as a separate, additional cost.

SECTION 2. This Ordinance shall take effect on July 1, 2024.

Passed on first reading _____

Passed on second reading _____

Rusty Moore, Mayor

Rusty Terry, City Recorder

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CITY OF BELLE MEADE ADMINISTRATION

Memo

To: Belle Meade Commissioners
From: Jennifer Moody, City Manager
Date: March 20, 2024
Re: Surplus Property

BACKGROUND

From time to time, the City of Belle Meade is in possession of certain equipment, materials or property which is no longer needed for city operations. In some cases, the items may have become obsolete or have been stored unused over the years. The proceeds from the sale can be put towards other beneficial uses.

This disposition of surplus property is the final step in the city's purchasing cycle and state law generally recognizes it to be in the discretion of the local governing body to decide what constitutes surplus property. University of Tennessee, Municipal Technical Advisory Services (MTAS) recommends that unless otherwise provided in the city's charter, the city's governing body should declare property as surplus in a resolution, which itemizes and describes the items to be surpluses and authorizes city staff to proceed with the sale. Such policies serve to provide public transparency and prevent any appearance of city staff improperly selling (or giving away) city assets.

RECOMMENDATION

The Belle Meade Board of Mayor and Commissioners is recommended to declare these items surplus property and authorize city staff to proceed with their sale or disposal.

FISCAL IMPACT

Proceeds from the sale of these items will be reflected in the General Fund for the current fiscal year. We will first attempt to sell all items or surplus them to other governmental entities, but those that are obsolete, no longer work, and do not generate any bids will be disposed of properly.

ATTACHMENT

Surplus Property Resolution

RESOLUTION 2024-03**A RESOLUTION OF THE CITY OF BELLE MEADE, BOARD OF COMMISSIONERS
TO DECLARE CERTAIN PROPERTY OWNED BY THE CITY TO BE SURPLUS TO
THE CITY'S NEEDS AND DIRECTING DISPOSAL OF THE SAME**

WHEREAS, the City of Belle Meade has identified various items of city-owned property as being surplus to the needs of the City and has determined it to be in the public interest to offer them for sale.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF BELLE MEADE
TENNESSEE, AS FOLLOWS:**

SECTION 1. Property declared surplus to the needs of the City government. The following described property is hereby declared to be low value and surplus to the needs of the City (also see Exhibit A attached for a determination of value report from the city manager).

Item No.	Description	Quantity
1	police model volcanic bicycle	1
2	police model fuji bicycle	1
3	Paragon Furniture - 6' desk with adjustable legs; all-weld metal legs with laminate top	6
4	glass top computer desk with keyboard tray	1
5	black plastic stackable letter trays	4
6	solidex VHS Video Cassette Rewinder	1
7	HP Keyboard with USB cord	1
8	Samsung DVD, VHS player	1
9	HP Color Printer Deskjet D4260 - missing adapter	1
10	Dell Keyboard	2
11	Dell Monitor missing powercord	1
12	Dell Powerconnect 2848 networking device	1
13	Dell Monitor with powercord	1
14	Dell 18.5" Monitor with powercord	1
15	Asus 20" monitor with powercord, no stand	1
16	Saris trunk mounted bicycle rack	1
17	OREI 1x16 HDMI Splitter Box 18G	1
18	l-shape desk, metal bottom, wooden top, with hutch (poor condition)	1
19	Infocus projector (not functional)	1
20	Avaya office phone (not functional)	1

21	rolling chair (poor condition)	8
22	stationary chairs with chrome frame and black plastic seat and back board	12
23	stationary chairs with wood back board, metal legs, and fabric seat, stackable (worn, but fair condition fabric and do not match existing court/board room audience chairs)	24
24	wooden table/desk with one drawer	1
25	Husqvarna chainsaws (18" and 16") (not functional)	2
26	two-drawer desk with metal bottom, wood top	1

SECTION 2. City Manager directed to dispose of surplus property. In compliance with the City of Belle Meade Municipal Code, (Title 5, Section 5-110. Surplus Property), once the property is declared surplus by the commissioners, the city manager may use any of the following means to lawfully dispose of the property:

- a. Sale to other government agencies, the public, or by using any reputable on-line or auction company for a reasonable fee determined by the city manager to be reasonable.
- b. The City of Belle Meade reserves the right to sell its surplus property at public auction or sealed bid to the highest and best bidder.

SECTION 3. That this resolution shall take effect from and after its passage, the general welfare of the City of Belle Meade, Tennessee requiring it.

IT IS SO RESOLVED AND DONE on this the 20th day of March 2024.

ATTEST:

CITY OF BELLE MEADE TENNESSEE

RUSTY TERRY
City Recorder

RUSTY MOORE
Mayor

Exhibit A:
Surplus Property List (3/20/2024)
City Manager's Determination of Value Report

Item No.	Description	Quantity	Est. Value (per unit)	Total Est. Value
1	police model volcanic bicycle	1	\$ 100.00	\$ 100.00
2	police model fuji bicycle	1	\$ 100.00	\$ 100.00
3	Paragon Furniture - 6' desk with adjustable legs; all-weld metal legs with laminate top	6	\$ 375.00	\$ 2,250.00
4	glass top computer desk with keyboard tray	1	\$ 80.00	\$ 80.00
5	black plastic stackable letter trays	4	\$ -	\$ -
6	solidex VHS Video Cassette Rewinder	1	\$ -	\$ -
7	HP Keyboard with USB cord	1	\$ -	\$ -
8	Samsung DVD, VHS player	1	\$ -	\$ -
9	HP Color Printer Deskjet D4260 - missing adapter	1	\$ -	\$ -
10	Dell Keyboard	2		\$ -
11	Dell Monitor missing powercord	1	\$ -	\$ -
12	Dell Powerconnect 2848 networking device	1	\$ -	\$ -
13	Dell Monitor with powercord	1	\$ -	\$ -
14	Dell 18.5" Monitor with powercord	1	\$ -	\$ -
15	Asus 20" monitor with powercord, no stand	1	\$ -	\$ -
16	Saris trunk mounted bicycle rack	1	\$ 200.00	\$ 200.00
17	OREI 1x16 HDMI Splitter Box 18G	1	\$ 70.00	\$ 70.00
18	l-shape desk, metal bottom, wooden top, with hutch (poor condition)	1	\$ -	\$ -
19	Infocus projector (not functional)	1	\$ -	\$ -
20	Avaya office phone (not functional)	1	\$ -	\$ -
21	rolling chair (poor condition)	8	\$ -	\$ -
22	stationary chairs with chrome frame and black plastic seat and back board	12	\$ 30.00	\$ 360.00
23	stationary chairs with wood back board, metal legs, and fabric seat, stackable (worn, but fair condition fabric and do not match existing court/board room audience chairs)	24	\$ 50.00	\$ 1,200.00
24	wooden table/desk with one drawer	1	\$ 50.00	\$ 50.00
25	husquavarna chainsaws (18" and 16") (not functional)	2	\$ -	\$ -
26	two-drawer desk with metal bottom, wood top	1	\$ -	\$ -
				\$ 4,360.00