City of Memphis
TENNESSEE

JIM STRICKLAND
MAYOR

December 29, 2020

The Honorable Chase Carlisle, Chairman
Personnel Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Carlisle:

Subject to Council approval, I hereby recommend that:

John McKissack

be reappointed to the Memphis Convention Center Commission with a term expiring July 1, 2022.

I have attached biographical information.

Sincerely,

Jim Strickland
Mayor

JSS/sss
Cc: Council Members

Suite 700 • 125 N. Main Street • Memphis, Tennessee 38103-2078 • (901) 576-6000 • FAX (901) 576-6018

City of Memphis
TENNESSEE

JIM STRICKLAND
MAYOR

December 29, 2020

The Honorable Chase Carlisle, Chairman
Personnel Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Carlisle:

Subject to Council approval, I hereby recommend that:

Thomas Midgley

be reappointed to the Memphis Convention Center Commission with a term expiring July 1, 2022.

I have attached biographical information.

Sincerely,

Jim Strickland
Mayor

JSS/sss
Cc: Council Members

Suite 700 • 125 N. Main Street • Memphis, Tennessee 38103-2078 • (901) 576-6000 • FAX (901) 576-6018

City Council Item Routing Sheet

Committee: Finance and Budget **Hearing Date: January 5, 2021**

☐ Ordinance ☒ Resolution ☐ Grant Acceptance

☐ Budget Amendment ☐ Commendation ☐ Other: Click here to enter text.

Item Description (Not the caption, but what does it do): Appropriation of allocation of $250,000 Grant to Southbrook Properties, Inc.
Recommended Council Action: Approve the resolution.
Describe previous action taken by any other entity (i.e. board, commission, task force, council committee, etc.) and date of any action taken: Allocation of Grant June 16, 2020

Does this item require city expenditure? Yes	**Source and Amount of Funds:**
$250,000	**Source:** Operating Budget $250,000

Approvals

Director_____ Date_____

Division Chief L Ford 12/22/2020 Date_____

Deputy CFO Budget Manager_____ Date 12/22/2020

Chief Financial Officer L Ford 12/22/2020 Date_____

Chief Legal Officer/City Attorney_____ Date_____

Chief Operating Officer

_____ Date_____

Council Committee Chair

_____ Date_____

Memphis City Council Summary Sheet

1. **Description of the Item (Resolution, Ordinance, etc.)**

   This is a Resolution allocating $250,000 grant to Southbrook Properties, Inc.

2. **Initiating Party (e.g. Public Works, at request of City Council, etc.)**
   Finance Division

3. **State whether this is a change to an existing ordinance or resolution, if applicable.**
   This item requires an amendment to the current funding budget for the City.

4. **State whether this requires a new contract, or amends an existing contract, if applicable.**
   This item does require a new contract or amend an existing contract.

5. **State whether this requires an expenditure of funds/requires a budget amendment.**

   This item will require an amendment to the Fiscal Year 2021 Operating Budget.

Resolution Appropriating $250,000 Grant to Southbrook Properties for the Development of Southbrook Town Centre – Theaters

WHEREAS, on June 16, 2020 the Council approved an allocation of $250,000 in the form of a Grant to Southbrook Properties to provide financial assistance to the ownership of Southbrook Town Centre and match the contribution of the Shelby County Commission for specific projects related to the construction of theaters as part of the Southbrook revitalization; and

WHEREAS, Southbrook Properties, Inc have now presented a request for disbursement for Phase I, and it is necessary to appropriate the Grant in its entirety in order to execute a grant contract with Southbrook Properties, Inc.; and

WHEREAS, it is necessary to amend the Fiscal Year 2021 Operating Budget to accommodate the execution of the grant and payment to the Vendor.

NOW, THEREFORE BE IT RESOLVED that the Memphis City Council appropriates the allocation of $250,000 to be distributed to Southbrook Properties in the form of a grant.

THEREFORE, BE IT FURTHER RESOLVED that the Fiscal Year 2021 Operating Budget be amended in the amount of $250,000 in accordance with Tennessee Constitution Article 2 § 24, TCA § 9-1-116, Municipal Budget Law of 1982.

Resolution allocating $250,000 to Southbrook Properties for the development of Southbrook Town Centre.

WHEREAS, the Memphis City Council previously awarded Capital Improvement funds to the Southbrook Town Centre; and

WHEREAS, the City Council has worked with the management and owners of the Southbrook Town Centre to improve the structure and visibility of this valued business partner; and

WHEREAS, the Shelby County Commission has also invested in this community anchor by awarding $250,000 in grant funds to Southbrook Properties; and

WHEREAS, this body seeks to provide financial assistance to the ownership of Southbrook Town Centre and match the contribution of the Shelby County Commission; and

WHERAS the Southbrook Town Centre will create $6.50 in industry output for every dollar of public investment, will create 79.4 jobs for every $1M in public investment, will create $228.00 labor income for every $100 of public investment, and will contribute $2,006,491 annually in local and state tax revenue; and

WHEREAS, investing in our community anchors will benefit all Memphians through job creation and economic development.

NOW, THEREFORE BE IT RESOLVED that the Memphis City Council allocates $250,000K to be distributed to Southbrook Properties for the development of Southbrook Town Centre.

THEREFORE, BE IT FURTHER RESOLVED that the Memphis City Council requests the administration to analyze and determine any unused funds from FY20 that can be utilized for this $250,000 allocation to Southbrook Properties as an FY20 expenditure.

Sponsors:
J B Smiley, Jr.

Patrice J. Robinson,
Chairwoman

I hereby certify that the foregoing is a true copy and document was adopted, approved by the Council of the City of Memphis in regular session on

Date JUN 16 2020

Valerie C. Snipes

Deputy Comptroller-Council Records

20- DRAFT

T095

Received
DEC 16 2020
Chief Administrative Office

City Council Item Routing Sheet

5

RECEIVED
DEC 17 2020
Finance Division
Budget

Division: Parks and Neighborhoods **Committee:** Parks and Neighborhoods **Hearing Date:** 1/7/2021

☐ Ordinance ☒ Resolution ☐ Grant Acceptance

☐ Budget Amendment ☐ Commendation ☐ Other: Click here to enter text.

Item Description: Resolution to allocate and appropriate $1,700,000.00 from FY21 CIP Project Number PK01032 Ed Rice Community Center, Contract Construction and Architecture-Engineering.

Recommended Council Action: Approve this Resolution Council District 7, Super District 8

Describe previous action taken by any other entity (i.e. board, commission, task force, council committee, etc.) and date of any action taken: $2,000,000.00 has previously been approved by the Council on May 22, 2019 for construction of the Ed Rice Community Center.

Does this item require city expenditure? Yes	**Source and Amount of Funds:**
$1,700,000.00	CIP Budget PK01032 $1,700,000.00
$Click here to enter text.	

Approvals

Director _____ Date 12/7/2020

Division Chief _____ Date _____

Budget Manager Kametris Wyatt Date 12/21/2020

Chief Financial Officer _____ Date 12/22/2020

Chief Legal Officer _____ MCG Date 12/22/20

Chief Operating Officer

_____ Date 12/14/20

Council Committee Chair

_____ Date _____

Memphis City Council Summary Sheet

1. **Description of the Item (Resolution, Ordinance, etc.)**
   Resolution to allocate and appropriate $1,700,000.00 from FY21 PK01032 Ed Rice Community Center, Contract Construction.

2. **Initiating Party (e.g. Public Works, at request of City Council, etc.)**
   Parks and Neighborhoods

3. **State whether this is a change to an existing ordinance or resolution, if applicable.**
   (Not Applicable)

4. **State whether this requires a new contract, or amends an existing contract, if applicable.**
   This will fund an existing construction contract.

5. **State whether this requires an expenditure of funds/requires a budget amendment.**

   This will require an expenditure of $1,700,000.00

Resolution to allocate and appropriate funds for the new Ed Rice Community Center

WHEREAS, the Council of the City of Memphis did include Ed Rice Community Center CIP Project Number PK01032, as part of the Fiscal Year 2021 Capital Improvements Budget; and

WHEREAS, the Council of the City of Memphis did provide an allocation of $1,700,000.00 in Fiscal Year 2021 CIP Project Number PK01032, Ed Rice Community Center, Contract Construction, as part of the Fiscal Year 2021 Capital Improvements Budget; and

WHEREAS, the Administration requests that Council approve the allocation and appropriation of $1,700,000 in Contract Construction in Fiscal Year 2021 CIP Project Number PK01032, Ed Rice Community Center, to fund continued construction of the new community center at Frayser Park.

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Memphis that it hereby approves the allocation and appropriation of $1,700,000.00 from Fiscal Year 2021 CIP Project Number PK01032, Ed Rice Community Center, Contract Construction, funded by G.O. Bonds General, chargeable to the Fiscal Year 2021 Capital Improvement Budget; with said appropriations being credited as follows:

Project Title:	**Ed Rice Community Center**
Project Number:	**PK01032**
Amount:	**$1,700,000.00**

T094

Received
DEC 16 2020
Chief Administrative Office

City Council Item Routing Sheet

(5)

RECEIVED
DEC 17 2020
Finance Division Budget

Division: ~~City Council~~ PARKS **Committee:** Parks & Neighborhoods **Hearing Date:** January 7, 2021

☐ Ordinance ☒ Resolution ☐ Grant Acceptance

☒ Budget Amendment ☐ Commendation ☐ Other: Click here to enter text.

Item Description:

Resolution seeks approval of the transfer, allocation and appropriation of funds from CIP Project Number GS01039 Major Modifications-Parks in the amount of $100,000.00 in G. O. Bonds to FY21 CIP Project Number PK21200 Council District Community Center Improvements, $100,000.00 contract construction for improvements at Pine Hill Golf Course.

Recommended Council Action: Approve this Resolution Council District 6; Super District 8

Describe previous action taken by any other entity (i.e. board, commission, task force, council committee, etc.) and date of any action taken: No previous actions have been taking by any other entity.

Does this item require city expenditure? Yes	**Source and Amount of Funds:**
$100,000.00	FY21 CIP Project # PK21200 - $100,000.00
$Click here to enter text.	

Approvals

Director _____ Date 12/14/2020

Division Chief _____ Date _____

Budget Manager Kametris Wyatt Date 12/21/2020

Chief Financial Officer _____ Date 12/22/2020

Chief Legal Officer _____ Date 12/22/20

Chief Operating Officer

_____ Date 12/14/20

Council Committee Chair

_____ Date _____

Memphis City Council Summary Sheet

1. **Description of the Item (Resolution, Ordinance, etc.)**
   Resolution seeks approval of the transfer, allocation and appropriation of funds of $100,000 from CIP Project Number GS01039 Major Modifications-Parks to FY21 CIP Project Number PK21200 Council District Community Center Improvements to complete repairs/maintenance projects and purchase Furniture, Fixtures and Equipment as neccesary.

2. **Initiating Party (e.g. Public Works, at request of City Council, etc.)**
   Division of Parks & Neighborhoods

3. **State whether this is a change to an existing ordinance or resolution, if applicable.**
   No

4. **State whether this requires a new contract, or amends an existing contract, if applicable.**
   There will be a contract required for the contract construction work.

5. **State whether this requires an expenditure of funds/requires a budget amendment.**
   This will require an expenditure of $100,000.00.

Resolution to transfer funds to Council District Community Center Improvements PK21200

WHEREAS, the Council of the City of Memphis did include funds of $1,400,000.00 in CIP Project Number PK21200 Council District Community Center Improvements, as part of the Fiscal Year 2021 Capital Improvements Program budget; and

WHEREAS, the Division of Parks and Neighborhoods has the need to replace an unsafe pedestrian/golf cart bridge at Hole 13 at the Pine Hill Golf Course; and

WHEREAS, the General Services Division has an allocation of $100,000 in CIP Project Number GS01039 Major Modifications-Parks, which has been earmarked as partial funding toward replacing the bridge; and

WHEREAS, it is necessary to transfer, allocate and appropriate the $100,000.00 from CIP, Project Number GS01039 Major Modifications-Parks to Fiscal Year 2021 CIP, PK21200 Council District Community Center Improvements; and

WHEREAS, the transferred funds from CIP Project Number GS01039 Major Modifications-Parks, in the amount of $100,000.00 shall be credited to Contract Construction, for the Fiscal Year 2021 CIP, Project Number PK21200 Council District Community Center Improvements.

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Memphis that it hereby approves the transfer, allocation and appropriation of funds from CIP Project Number GS01039 Major Modifications-Parks in the amount of $100,000.00 to Fiscal Year 2021 PK21200 Council District Community Center Improvements, being credited as $100,000.00 for Contract Construction, funded by G.O. Bonds General, chargeable to the Fiscal Year 2021, Capital Improvement Budget, with said appropriation being credited as follows:

Project Title:	**Council District Community Center Improvements**
Project Number:	**PK21200**
Appropriation:	**$100,000.00**

T096

City Council Item Routing Sheet

Division Finance / IT **Committee** Budget **Hearing Date** January 5, 2021

☐ Ordinance ☒ Resolution ☐ Grant Acceptance

☒ Budget Amendment ☐ Commendation ☐ Other: Click here to enter text.

Item Description (Not the caption, but what does it do): Resolution to transfer $175,000 of appropriated funding from IS01073-311 CRM Business Intelligence to IS01087-Account Reconciliation Management. **All Council Districts.**

Recommended Council Action: Approval of Resolution

Describe previous action taken by any other entity (i.e., board, commission, task force, council committee, etc.) and date of any action taken: N/A

Does this item require city expenditure?	**Source and Amount of Funds**
$175,000 **Amount**	$Click here to enter text.**Operating Budget**
$Click here to enter text.**Revenue to be received**	$175,000 **CIP Project #IS01073 (G.O. Bonds)**
	$Click here to enter text.**Federal/State/Other**

Approvals

Director K. Wyatt, for K. Bailey Date 12/21/2020

Director _____ Date _____

Budget Manager Kametris Wyatt Date 12/21/2020

Chief Financial Officer _____ Date 12/22/2020

Chief Legal Officer _____ Date _____

Chief Operating Officer

_____ Date _____

Council Committee Chair

_____ Date _____

Memphis City Council Summary Sheet

1. **Description of the Item (Resolution, Ordinance, etc.)**

Resolution to transfer $175,000 of appropriated funding from IS01073-311 CRM Business Intelligence to IS01087-Account Reconciliation Management. **All Council Districts.**

2. **Initiating Party (e.g. Public Works, at request of City Council, etc.)**
   Finance / IT

3. **State whether this is a change to an existing ordinance or resolution, if applicable.**
   N/A

4. **State whether this requires a new contract, or amends an existing contract, if applicable.**
   N/A

5. **State whether this requires an expenditure of funds/requires a budget amendment.**

This resolution authorizes the transfer of unspent appropriated funding from a current IT project to a new IT project whereby expenditures are expected to begin in the second half of Fiscal Year 2021.

NOTE: *Because this resolution is not directly related to a contract or to construction, there is no available* MWBE *information.*

RESOLUTION

***To transfer $175,000 appropriated funding from* IS01073-311 CRM Business Intelligence *to* IS01087-Account Reconciliation Management**

WHEREAS various Capital Improvement Program (CIP) projects retain unspent allocations or unencumbered appropriations that are sufficient and available for other uses; and

WHEREAS the Administration has identified "Account Reconciliation Management" (ARM), a project through which the City will conduct various maintenance tasks for the enhancement of the City's financial systems; and

WHEREAS a cost of $175,000 for the ARM project has been reasonably estimated; and

WHEREAS available funding for the ARM project has been identified in Project #IS01073-311 CRM Business Intelligence; and

WHEREAS it is necessary to transfer $175,000 of appropriated funding from Project #IS01073-311 CRM Business Intelligence to the ARM project, project number IS01087;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the Fiscal Year 2021 CIP Budget be amended by transferring **$175,000**, allocated and appropriated for **Information Technology**, from Project #IS01073-311 CRM Business Intelligence to Project #IS01087-Account Reconciliation Management.

Received
NOV 23 2020
Chief Administrative Office

Received
NOV 23 2020
Chief Administrative Office

RECEIVED
DEC 2 2020
CITY ATTORNEY'S OFFICE

act: 12-3-20 9:28 (LAW)

City Council Item Routing Sheet

T116

Division: General Services **Committee:** PW, SW, Tran, GS **Hearing Date:** December 15, 2020

☐ Ordinance ☒ Resolution ☐ Grant Acceptance

☐ Budget Amendment ☐ Commendation ☐ Other: Click here to enter text.

Item Description: This Resolution is requesting the approval for the sale of City owned surplus property acquired by Warranty Deed Instrument # V48019 for the use and benefit of the City of Memphis Division of Housing and Community Development. The property is located at 0 Oakview in Memphis, Shelby County, Tennessee, 38114 and further described as Parcel #031031 00011. The proceeds from this sale shall be deposited into the General Fund.

Recommended Council Action: **Approve**

Describe previous action taken by any other entity (i.e. board, commission, task force, council committee, etc.) and date of any action taken: No previous actions have been taking by any other entity.

Does this item require city expenditure? No $Amount: $Revenue to be received: $6,500.00	**Source and Amount of Funds:**

Approvals

Director _____ Date 11/23/20

Division Chief _____ Date _____

Budget Manager _____ Date 11/30/20

Chief Financial Officer _____ Date 12/02/2020

Chief Legal Officer _____ Date 12/2/2020

Chief Operating Officer

_____ Date 11/25/20

Council Committee Chair

_____ Date _____

Memphis City Council Summary Sheet

1. **Description of the Item (Resolution, Ordinance, etc.)**
   This a Resolution requesting the approval for the sale of City owned surplus property acquired by Warranty Deed, Instrument # V48019 for the use and benefit of the City of Memphis Division of Housing and Community Development, located at 0 Oakview in Memphis, Shelby County, Tennessee 38114 and further described as Parcel #031031 00011. The proceeds from this sale shall be deposited into the General Fund.
2. **Initiating Party (e.g. Public Works, at request of City Council, etc.)**
   General Services

3. **State whether this is a change to an existing ordinance or resolution, if applicable.**
   This item does not require a change to an existing ordinance.

4. **State whether this requires a new contract, or amends an existing contract, if applicable.**
   This item does not require a new contract or amend an existing contract.

5. **State whether this requires an expenditure of funds/requires a budget amendment.**
   This item does not require an expenditure of funds or a budget amendment.

City Council Resolution

A Resolution requesting approval for the sale of a city owned parcel known as 0 Oakview, Parcel ID #031031 00011 Memphis, Tennessee 38114

WHEREAS, City of Memphis owns a surplus parcel located at 0 Oakview, which has a value less than $10,000, ("The Parcel") that was acquired by Warranty Deed, Instrument #V48019 recorded in the Shelby County Register's Office and is further identified by Shelby County Tax Assessor as Parcel #031031 00011 containing 0.251 acres;

WHEREAS, the sale of the subject Parcel will increase the City's General Fund, and eliminate blight and maintenance cost for the City of Memphis;

WHEREAS, Dream Team Solutions, LLC submitted an offer of Six Thousand Five Hundred Dollars ($6,500.00) along with a Six Hundred Fifty Dollars ($650.00) Earnest Money deposit to the City of Memphis Real Estate Center; and

WHEREAS, is it deemed to be in the best interest of the Citizens of the City of Memphis and County of Shelby that said sale be accepted subject to City Ordinance 5637, Amendment to Section 2-291(A) of the City's Code of ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the offer made by Dream Team Solutions, LLC, on the above described Parcel is hereby accepted subject to the City Ordinance 5637, Amendment to Chapter 2, Article V, Division 2, Section 1, Section 2-291(A)1 which states in part, "properties receiving an initial bid offer of twenty thousand dollars ($20,000) or less shall be submitted for approval to the City Council for first reading, which is final."

BE IT FURTHER RESOLVED, that subject to the Ordinance, the City of Memphis Real Estate Department shall prepare and arrange for the execution of the quit claim deed, and any other documents incidental to the completion of the transfer, and the Mayor of the City of Memphis is hereby authorized to execute said deeds or any other documents necessary to complete the sale and conveyance.

G074

Received

DEC 9 2020

Chief Administrative Office

RECEIVED

DEC 07 2020

Finance Division Budget

City Council Item Routing Sheet

Division: ~~City Council~~ General Services **Committee:** ~~Budget~~ Public Works/Trans/GS **Hearing Date:** Click here to enter text. 12/15/2020

☐ Ordinance ☒ Resolution ☐ Grant Acceptance

☐ Budget Amendment ☐ Commendation ☐ Other: Click here to enter text.

DEC 10 2020

out: 12-10-20 3:00 (CAW)

Item Description: This a Resolution requesting the transfer of 36 City owned surplus parcels acquired by the City of Memphis to the Community Redevelopment Agency (CRA), located within the Uptown TIF zone in Memphis, Shelby County, Tennessee 38107 and further described as Parcel #s 001096 00022 | 001100 00001 001100 00019 | 001100 00020 | 021006 00016 | 021009 00003 | 021012 00017 | 021012 00018 021013 00021 | 021013 00030 | 021030 00003 | 021044 00054 | 021046 00029 | 022001 00019 022001 00025 | 022002 00025 | 022003 00010 | 022003 00013 | 022016 00001 | 022020 00007 022022 00007 | 022025 00011 | 027002 00041 | 027003 00035 | 027008 00042 | 027017 00009 027027 00018 | 027031 00001 | 027034 00037 | 027034 00066 | 040010 00012 | 040010 00015 040010 00016 | 040012 00016 | 040014 00010 | 040024 00001

Recommended Council Action: **Approve**

Describe previous action taken by any other entity (i.e. board, commission, task force, council committee, etc.) and date of any action taken: No previous actions have been taking by any other entity.

Does this item require city expenditure? No

$Amount:

$Revenue to be received: $50 for each parcel for a total of **$1,800**

Source and Amount of Funds:

RECEIVED

3 59p

MAYOR'S OFFICE
CITY OF MEMPHIS

Approvals

Director _____ Date 12/2/20

Division Chief _____ Date _____

Budget Manager Kametris Wyatt Date 12/7/2020

Chief Financial Officer _____ Date 12/08/2020

Chief Legal Officer _____ Date 12-10-20

Chief Operating Officer

_____ Date 12/7/20

Council Committee Chair

_____ Date _____

Memphis City Council Summary Sheet

1. **Description of the Item (Resolution, Ordinance, etc.)**
   This a Resolution requesting the transfer of 36 City owned surplus parcels acquired by the City of Memphis to the Community Redevelopment Agency (CRA), located within the Uptown TIF zone in Memphis, Shelby County, Tennessee 38107 and further described as Parcel #s 001096 00022 | 001100 00001 | 001100 00019 | 001100 00020 | 021006 00016 | 021009 00003 | 021012 00017 | 021012 00018 021013 00021 | 021013 00030 | 021030 00003 | 021044 00054 | 021046 00029 | 022001 00019 022001 00025 | 022002 00025 | 022003 00010 | 022003 00013 | 022016 00001 | 022020 00007 022022 00007 | 022025 00011 | 027002 00041 | 027003 00035 | 027008 00042 | 027017 00009 027027 00018 | 027031 00001 | 027034 00037 | 027034 00066 | 040010 00012 | 040010 00015 040010 00016 | 040012 00016 | 040014 00010 | 040024 00001.

2. **Initiating Party (e.g. Public Works, at request of City Council, etc.)**
   General Services

3. **State whether this is a change to an existing ordinance or resolution, if applicable.**
   This item does not require a change to an existing ordinance.

4. **State whether this requires a new contract, or amends an existing contract, if applicable.**
   This item does not require a new contract or amend an existing contract.

5. **State whether this requires an expenditure of funds/requires a budget amendment.**
   This item does not require an expenditure of funds or a budget amendment.

City Council Resolution

A Resolution requesting the City of Memphis to transfer its ownership rights and interest in 36 parcels located in the Uptown TIF zone to the Community Redevelopment Agency

Whereas the City of Memphis is the owner of Parcel ID #'s 001096 00022 | 001100 00001 001100 00019 | 001100 00020 | 021006 00016 | 021009 00003 | 021012 00017 | 021012 00018 021013 00021 | 021013 00030 | 021030 00003 | 021044 00054 | 021046 00029 | 022001 00019 022001 00025 | 022002 00025 | 022003 00010 | 022003 00013 | 022016 00001 | 022020 00007 022022 00007 | 022025 00011 | 027002 00041 | 027003 00035 | 027008 00042 | 027017 00009 027027 00018 | 027031 00001 | 027034 00037 | 027034 00066 | 040010 00012 | 040010 00015 040010 00016 | 040012 00016 | 040014 00010 | 040024 00001;

Whereas the Community Redevelopment Agency (CRA) works with communities to address blight and provide affordable housing through the use of the Tax Increment Financing (TIF) tool;

Whereas the CRA endeavors to redevelop these parcels for the betterment of the communities in the Uptown neighborhood and would like to acquire all interest in the aforementioned City owned parcels;

Whereas the CRA has requested that the City of Memphis transfer its interest in Parcel ID #'s 001096 00022 | 001100 00001 | 001100 00019 | 001100 00020 | 021006 00016 | 021009 00003 | 021012 00017 | 021012 00018 | 021013 00021 | 021013 00030 | 021030 00003 | 021044 00054 | 021046 00029 | 022001 00019 | 022001 00025 | 022002 00025 | 022003 00010 | 022003 00013 | 022016 00001 | 022020 00007 | 022022 00007 | 022025 00011 | 027002 00041 | 027003 00035 | 027008 00042 | 027017 00009 | 027027 00018 | 027031 00001 | 027034 00037 | 027034 00066 | 040010 00012 | 040010 00015 | 040010 00016 | 040012 00016 | 040014 00010 | 040024 00001; and

Whereas it is deemed to be in the best interest of the Citizens of the City of Memphis and County of Shelby that said exchange be accepted subject to City Ordinance 2-16(F);

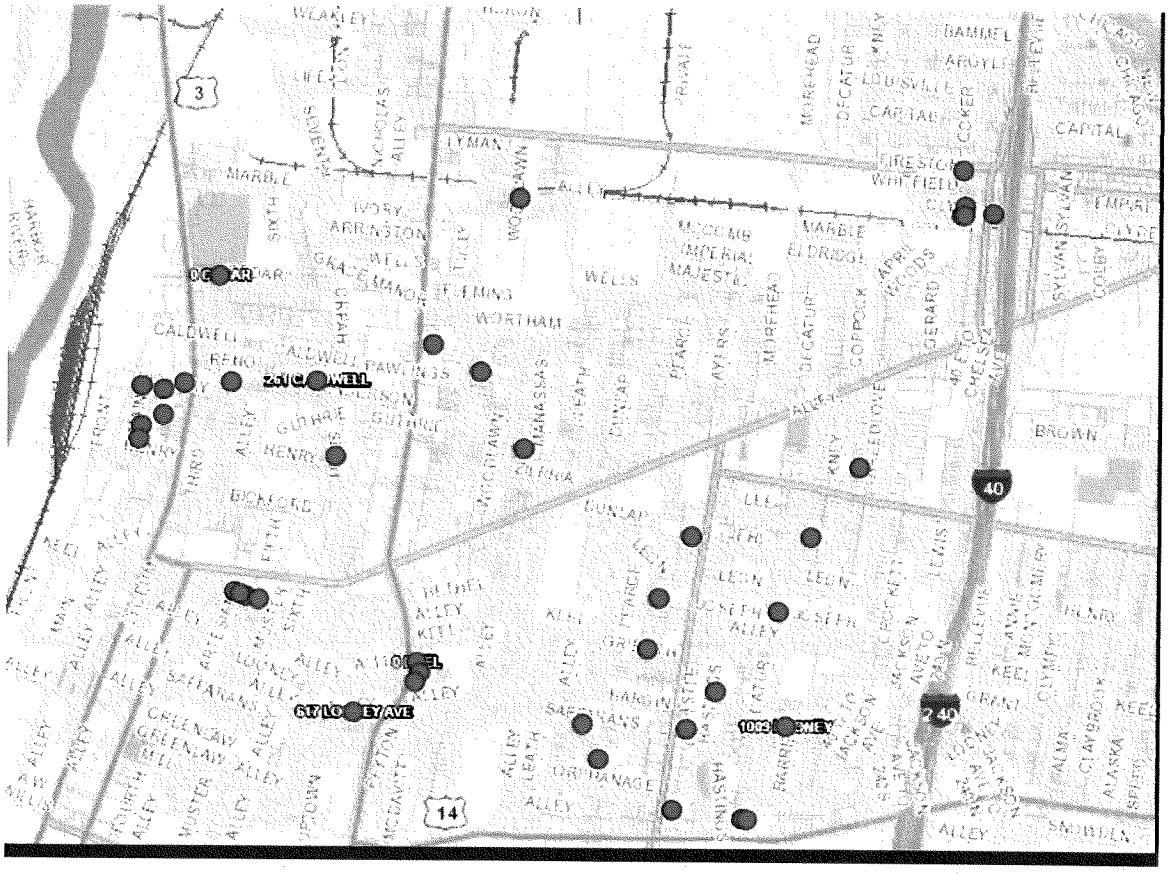
Now, therefore, be it resolved, by the Council of the City of Memphis that the request made by the Community Redevelopment Agency (CRA) for the above described property be hereby accepted subject to the City Ordinance 2-16(F) which states in part, " Property acquired by the city for redevelopment purposes may be conveyed upon such terms and conditions as it deems proper and without regard to the conveyance procedure outlined in subsection A of this section, upon passage of a resolution authorizing such sale or conveyance by the city council upon first reading, which reading shall be final."

City Council Resolution

Be it further resolved, that subject to the Ordinance, the City of Memphis Real Estate Department shall prepare and arrange for the execution of the quit claim deed, and any other documents incidental to the completion of the transfer, and the Mayor of the City of Memphis is hereby authorized to execute said deeds or any other documents necessary to complete the sale and conveyance.

City Council Resolution

Map of Parcels within Uptown TIF to be transferred to CRA



G075

Received

DEC 14 2020

DEC 09 2020

Chief Administrative Office

City Council Item Routing Sheet

RECEIVED

DEC 10 2020

Finance Division Budget

DEC 14 2020

Chief Administrative Office

Division General Services **Committee** PW, Trans & GS **Hearing Date** ~~Click here to enter text.~~ Jan. 5, 2021

☐ Ordinance ☒ Resolution ☐ Grant Acceptance

☐ Budget Amendment ☐ Commendation ☐ Other:

Item Description (Not the caption, but what does it do): A Resolution requesting approval of the sale of a city owned parcel known as 563 Hampton Place in Memphis, Shelby County, Tennessee 38126

District 6, Super District 8

Recommended Council Action: **Approve**

Describe previous action taken by any other entity (i.e. board, commission, task force, council committee, etc.) and date of any action taken: **None**

Does this item require city expenditure?	**Source and Amount of Funds**
$ **Amount**	$ **Operating Budget**
$500.00 **Revenue to be received**	$ **CIP Project #**
	$ **Federal/State/Other**

Approvals

Director _____ Date 12/9/20

Real Estate Mgr. _____ Date _____

Budget Manager Kametris Wyatt Date 12/10/2020

~~Finance Director~~ CFO _____ Date 12/11/2020

City Attorney _____ Date 12/14/20

Chief Administrative Officer

_____ Date 12-10-20

Council Committee Chair

_____ Date _____

Memphis City Council Summary Sheet

1. **Description of the Item (Resolution, Ordinance, etc.)**
   A Resolution requesting the approval of the sale of City owned parcel acquired with federal funds, by the City of Memphis for Division of Housing Community Development, located at 563 Hampton Place in Memphis, Shelby County, Tennessee 38126 and further described as Parcel ID # 025011 00004. The proceeds from this sale shall be deposited into fund 221 for Community Development Block Grant Program. District 6, Super District 8

2. **Initiating Party (e.g. Public Works, at request of City Council, etc.)**
   General Services

3. **State whether this is a change to an existing ordinance or resolution, if applicable.**
   This item does not require a change to an existing ordinance.

4. **State whether this requires a new contract, or amends an existing contract, if applicable.**
   This item does not require a new contract or amend an existing contract.

5. **State whether this requires an expenditure of funds/requires a budget amendment.**
   This item does not require an expenditure of funds or a budget amendment.

City Council Resolution

A Resolution requesting approval of the sale of a city owned parcel known as 563 Hampton Place, Parcel ID #025011 00004, Memphis, Tennessee 38126

WHEREAS, City of Memphis owns a surplus parcel located at 563 Hampton Place ("The Parcel") that was acquired in Plat Book 3 page 129 in the Register's Office and is further identified by Shelby County Tax Assessor as Parcels 025011 00004 containing 0.049 acres. The Parcel has a value of less than $10,000;

WHEREAS, the sale of the subject Parcel will increase the Housing and Community Development's Block Grant Program Fund, and eliminate blight and maintenance cost for the City of Memphis;

WHEREAS, St Mark's Baptist Church, an adjoining property owner submitted an offer of Five Hundred Dollars ($500.00) along with a Fifty Dollars ($50.00) Earnest Money deposit to the City of Memphis Real Estate Office; and

WHEREAS, is it deemed to be in the best interest of the Citizens of the City of Memphis and County of Shelby that said sale be accepted subject to City Ordinance 5637, Amendment to Section 2-291(A) of the City's Code of ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the offer made by St. Mark's Baptist Church, on the above described Parcel is hereby accepted subject to the City Ordinance 5637, Amendment to Chapter 2, Article V, Division 2, Section 1, Section 2-291(A)1 which states in part, "properties receiving an initial bid offer of twenty thousand dollars ($20,000) OR LESS SHALL BE SUBMITTED FOR APPROVAL TO THE City Council for first reading, which is final."

BE IT FURTHER RESOLVED, that subject to the Ordinance, the City of Memphis Real Estate Department shall prepare and arrange for the execution of the quit claim deed, and any other documents incidental to the completion of the transfer, and the Mayor of the City of Memphis is hereby authorized to execute said deeds or any other documents necessary to complete the sale and conveyance.

Shelandra Y. Ford
Shelby County Register of Deeds

Owner:	MEMPHIS CITY OF
Parcel Address:	563 HAMPTON
Parcel ID:	025011 00004
2020 Appraisal:	$3,500
Tax District:	MEMPHIS
Year Built:	
Lot Number:	50
Subdivision:	LOAGUE
Plat BK & PG:	UNKNOWN
Dimensions:	25 X 86.5
Total Acres:	0.049
Owner Address:	701 N MAIN ST MEMPHIS TN 38107

Map prepared on 12/9/2020

T092

Received

DEC 10 2020

DEC 08 2020

out: 12-10-20 3:00 LAW

Chief Administrative Office

City Council Item Routing Sheet

RECEIVED
DEC 09 2020
Finance Division
Budget

Division: Public Works **Committee:** Public Works **Hearing Date:** December 15, 2020

☐ Ordinance ☒ Resolution ☐ Grant Acceptance

☐ Budget Amendment ☐ Commendation ☐ Other:

Item Description: This resolution is an additive change order (additional funds request) to appropriate additional construction funds for street repaving. All Council Districts, esp. 2,3,5,6; both Super Districts

Recommended Council Action: Adopt the resolution

Describe previous action taken by any other entity (i.e. board, commission, task force, council committee, etc.) and date of any action taken: Council approved resolution (CIP #PW01254) awarding a construction contract to Lehman Roberts (Contract #35399) on November 19, 2019 for STP Grp 5 Resurfacing.

Does this item require city expenditure? Yes	**Source and Amount of Funds:**
$34,000.00	$34,000.00 **CIP Project PW01254**

RECEIVED

Approvals

Director _____ Date 12-8-20

Division Chief _____ Date _____

Budget Manager Kametris Wyatt Date 12/10/2020

Chief Financial Officer _____ Date 12/10/2020

Chief Legal Officer _____ Date 12/10/20

3:59p
MAYOR'S OFFICE
CITY OF MEMPHIS

Chief Operating Officer _____ Date 12-9-20

Council Committee Chair _____ Date _____

Memphis City Council Summary Sheet

1. **Description of the Item (Resolution, Ordinance, etc.)**

   Resolution appropriating contract construction funds in the amount of $34,000 funded by GO Bonds. This project provides for street repaving under the Surface Transportation Program. **This project includes all City Council Districts 2, 3, 5, and 6 and City Council Super Districts 8 and 9.** esp.

2. **Initiating Party (e.g. Public Works, at request of City Council, etc.)**
   Initiated by the Public Works Division and is being administered by the Engineering. Division

3. **State whether this is a change to an existing ordinance or resolution, if applicable.**

   This resolution appropriates $34,0000 to PW01254 STP Repaving Project Group 5 to amend the construction contract #35399 with Lehman Roberts Company.

4. **State whether this requires a new contract, or amends an existing contract, if applicable.**
   This requires an amendment to an existing contract.

5. **State whether this requires an expenditure of funds/requires a budget amendment.**

   The resolution requires an expenditure of funds and budget amendment.

RESOLUTION

This resolution is an additive change order *(additional funds request)* to an existing construction contract to appropriate additional construction funds for street repaving.

WHEREAS, the Council of the City of Memphis approved STP Grp 5 Resurfacing, project number PW01254 as part of the Public Works Fiscal Year 2021 Capital Improvement Budget; and

WHEREAS, there currently exists a contract that Council approved appropriation via resolution *(CIP #PW01254)* awarding a construction contract to Lehman Roberts *(Contract #35399*) on November 19, 2019, for street repaving; and

WHEREAS, it is necessary to extend said contract for additional funds for street repaving under the Surface Transportation Program; and

WHEREAS, it is necessary to appropriate $34,000 funded by G.O. Bonds in STP Grp 5 Resurfacing, project number PW01254, for street repaving under the Surface Transportation Program;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Memphis that the Fiscal Year 2021 Capital Improvement Budget be and is hereby amended by appropriating the total amount of $34,000 funded by G.O. Bonds for Contract Construction in STP Grp 5 Resurfacing, project number PW01254, for street repaving under the Surface Transportation Program chargeable to the Fiscal Year 2021 Capital Improvement Budget and credited as follows:

Project Title:	**STP Grp 5 Resurfacing**
Project Number:	**PW01254**
Amount:	**$34,000.00**

T098

City Council Item Routing Sheet

Received
DEC 18 2020
Chief Administrative Office

Division: Public Works **Committee:** Public Works, Solid Waste, Transportation & Gen. Svcs. **Hearing Date:** 1/19/2021

☐ Ordinance ☒ Resolution ☐ Grant Acceptance

☒ Budget Amendment ☐ Commendation ☐ Other:

RECEIVED
DEC 21 2020
Finance Division
Budget

Item Description:

This is an annual construction project to repair and rehab existing damaged sanitary sewer pipe using cured in place technology at various locations. All Council Districts.

Recommended Council Action: Approve.

Describe previous action taken by any other entity (i.e. board, commission, task force, council committee, etc.) and date of any action taken: No previous action has been taken.

Does this item require city expenditure? Yes	Source and Amount of Funds
$2,750,000.00 **Amount**	$ **Operating Budget**
$ **Revenue to be received**	$2,750,000.00 **CIP Project** #SW21201
	$ **Federal/State/Other**

Approvals

Director _____ Date 12-18-20

Division Chief _____ Date _____

Budget Manager Kametris Wyatt Date 12/21/2020

Chief Financial Officer _____ Date 12/22/2020

Chief Legal Officer _____ Date 12/22/2

MCG

Chief Operating Officer

_____ 12/21/2 Date _____

Council Committee Chair

_____ Date _____

Memphis City Council Summary Sheet

1. **Description of the Item**
   This is a resolution to transfer and appropriate funds for annual repair and rehab of existing damaged sanitary sewer pipe using cured in place technology at various locations. Rehab is performed on an as-needed basis in various Memphis City Council Districts.

2. **Initiating Party**
   Public Works (Environmental Engineering)

3. **State whether this is a change to an existing ordinance or resolution, if applicable.**
   This resolution does not change any existing ordinance or resolution.

4. **State whether this requires a new contract, or amends an existing contract, if applicable.**
   This request will require a new construction contract.

5. **State whether this requires an expenditure of funds/requires a budget amendment.**
   Yes, this requires an expenditure of funds and budget amendment.

6. **The MWBE Goal for this project was 4%. The WBE Goal for this project was 1%.**

This is a resolution to transfer and appropriate construction funds to repair/rehab existing damaged sanitary sewer pipes using CIPP process at various locations.

WHEREAS, the Council of the City of Memphis approved FY'21 Rehab Existing Coverline, project number SW21200, as part of the Public Works Fiscal Year 2021 Capital Improvement Budget; and

WHEREAS, bids were received to repair and rehab existing damaged sanitary sewer pipe using CIPP process at various locations with the lowest complying bid being $2,500,000.00 submitted October 21, 2020 by Moore Construction Company, Inc.; and

WHEREAS, it is necessary to transfer a construction allocation of $2,750,000.00 funded by Capital Pay Go-Sewer in FY'21 Rehab Existing Coverline, project number SW21200 to Install CIPP Annual 2021, project number SW21201; and

WHEREAS, it is necessary to appropriate $2,750,000.00 funded by Capital Pay Go-Sewer in Install CIPP Annual 2021, project number SW21201 as follows:

Contract Amount	**$2,500,000.00**
Project Contingencies	**$250,000.00**
Total Amount	**$2,750,000.00**

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the Fiscal Year 2021 Capital Improvement Budget be and is hereby amended by transferring a construction allocation of $2,750,000.00 funded by Capital Pay Go-Sewer in FY'21 Rehab Existing Coverline, project number SW21200 to Install CIPP Annual 2021, project number SW21201 to repair and rehab existing damaged sanitary sewer pipe using CIPP process at various locations.

BE IT FURTHER RESOLVED, that there be and is hereby appropriated the sum of $2,750,000.00 funded by Capital Pay Go-Sewer chargeable to the FY 2021 Capital Improvement Budget and credited as follows:

Project Title	**Install CIPP Annual 2021**
Project Number	**SW21201**
Total Amount	**$2,750,000.00**

T097

City Council Item Routing Sheet

Received
DEC 18 2020
Chief Administrative Office

Division: Public Works **Committee:** Public Works, Solid Waste, Transportation & Gen. Svcs. **Hearing Date:** 1/19/2021

☐ Ordinance ☒ Resolution ☐ Grant Acceptance

☒ Budget Amendment ☐ Commendation ☐ Other:

RECEIVED
DEC 21 2020
Finance Division
Budget

Item Description:

This is an annual construction project to repair and rehab existing damaged storm drain pipe using cured in place technology at various locations. All Council Districts.

Recommended Council Action: Approve.

Describe previous action taken by any other entity (i.e. board, commission, task force, council committee, etc.) and date of any action taken: No previous action has been taken.

Does this item require city expenditure? Yes	Source and Amount of Funds
$550,000.00 **Amount**	$ **Operating Budget**
$ **Revenue to be received**	$550,000.00 **CIP Project** #ST03220
	$ **Federal/State/Other**

Approvals

Director _____ Date 12-18-20

Division Chief _____ Date _____

Budget Manager Kamotis Wyatt Date 12/21/2020

Chief Financial Officer _____ Date 12/22/2020

Chief Legal Officer _____ Date 12/23/2

Chief Operating Officer

_____ Date 12/21/2 _____ Date _____

Council Committee Chair

_____ Date _____

Memphis City Council Summary Sheet

1. **Description of the Item (Resolution, Ordinance, etc.)**
   Resolution to transfer and appropriate funds for an annual construction project to repair and rehab existing damaged storm drain pipe using cured in place technology at various locations. Rehab is performed on an as-needed basis in various Memphis City Council Districts.

2. **Initiating Party (e.g. Public Works, at request of City Council, etc.)**
   Public Works (Environmental Engineering)

3. **State whether this is a change to an existing ordinance or resolution, if applicable.**
   NA

4. **State whether this requires a new contract, or amends an existing contract, if applicable.**
   This project requires a new contract.

5. **State whether this requires an expenditure of funds/requires a budget amendment.**
   This item requires an expenditure of funds.

6. **The MBE Goal for this project is 4% and the WBE goal for this project is 1%.**

This is a resolution to transfer and appropriate construction funds to repair/rehab existing damaged storm drain pipes using CIPP process at various locations.

WHEREAS, the Council of the City of Memphis approved Drainage – ST Coverline, project number ST03205, as part of the Public Works Fiscal Year 2021 Capital Improvement Budget; and

WHEREAS, bids were received to repair and rehab existing damaged storm drain pipe using CIPP process at various locations with the lowest complying bid being $500,000.00 submitted October 21, 2020 by Moore Construction Company, Inc.; and

WHEREAS, it is necessary to transfer a construction allocation of $550,000.00 funded by Capital Pay Go-Storm in Drainage – ST Coverline, project number ST03205 to Trenchless Storm System Rehab, project number ST03220 for repair and rehab of existing damaged storm drain pipe using CIPP process at various locations; and

WHEREAS, it is necessary to appropriate $550,000.00 funded by Capital Pay Go-Storm in Trenchless Storm System Rehab, project number ST03220 as follows:

Contract Amount	**$500,000.00**
Project Contingencies	**$50,000.00**
Total Amount	**$550,000.00**

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the Fiscal Year 2021 Capital Improvement Budget be and is hereby amended by transferring a construction allocation of $550,000.00 funded by Capital Pay Go-Storm in Drainage – ST Coverline, project number ST03205 to Trenchless Storm System Rehab, project number ST03220 for repair and rehab of existing damaged storm drain pipe using CIPP process at various locations.

BE IT FURTHER RESOLVED, that there be and is hereby appropriated the sum of $550,000.00 funded by Capital Pay Go-Storm chargeable to the FY 2021 Capital Improvement Budget and credited as follows:

Project Title	**Trenchless Storm System Rehab**
Project Number	**ST03220**
Total Amount	**$550,000.00**

Resolution to amend the Council Rules of Procedure related to Standing Committees.

WHEREAS, the City of Memphis Charter authorizes the Council to create rules, policies and procedures for it to carry out the duties and responsibilities outlined therein; and

WHEREAS, from time-to time, the Council deems it necessary to submit changes to of its Rules to ensure the legislative branch of government operates smoothly, efficiently and effectively.

WHEREAS, these amendments outline a new standing committee structure for the Council.

NOW, THEREFORE, BE IT RESOLVED that the Council Rules of Procedure shall be amended to replace as follows:

E. ORGANIZATION OF THE COUNCIL

37. There shall be the following standing committees which shall be appointed annually by the Chairperson.

a. Audit
b. Budget
c. Economic Development, Tourism and Technology
d. Housing and Community Development
e. MLGW
f. Parks and Environment
g. Personnel, Government Affairs and Annexations
h. Planning and Zoning
i. Public Safety and Homeland Security
j. Public Services, Arts, Youth Initiatives, Libraries and Neighborhoods
k. Public Works, Solid Waste, Transportation and General Services
l. Transportation

Sponsor:
Frank Colvett, Jr. Chairman

MEMPHIS CITY COUNCIL

R U L E S O F P R O C E D U R E

CITY OF MEMPHIS, TENNESSEE

INCLUDING AMENDMENTS OF:

January 10, 1984
January 17, 1984
March 20, 1984
January 2, 1985
January 21, 1986
January 6, 1987
February 17, 1987
December 8, 1987
January 26, 1988
January 10, 1989
October 6, 1998
May 15, 2001
October 21, 2003
December 2, 2003
October 3, 2006
February 6, 2007
February 20, 2007
September 18, 2007
September 9, 2008
September 23, 2008
April 5, 2011
August 2, 2011
December 20, 2011
December 16, 2014
June 7, 2016
December 20, 2016
December 5, 2017
February 19, 2019
December 1, 2020

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RULES OF PROCEDURE - COUNCIL OF THE CITY OF MEMPHIS, TENNESSEE

A. DUTIES OF THE CHAIRPERSON (1 through 6)

1. The Chairperson shall preside at all meetings of the Council.

2. The Chairperson shall have general direction of the Council Chamber and shall preserve order. The Sergeant at Arms of the Council shall be under the direct supervision of the Chairperson.

3. The Chairperson, in consultation with the Parliamentarian, shall decide questions of order, subject to appeal of the council by any member, and shall put each question. The Chairperson shall have a vote on all matters.

4. The Chairperson shall appoint all committees, unless otherwise directed by the Council, and shall have other powers granted to him/her hereunder. The Chairperson may also appoint a Parliamentarian; in default of such appointment the Council's Legal Counsel shall serve as Parliamentarian. The Chairperson shall establish the order of business for any special meeting of the Council. It shall be the responsibility of the Chairperson-elect to distribute and collect staff performance reviews in December of each year.

5. The Chairperson shall be elected by a majority vote of the duly sworn Council Members during the second meeting of November preceding the year he/she shall serve.

   The Vice Chairperson shall be elected by a majority vote of the Council Members during the second meeting of the November preceding the year he/she shall serve. In the event the Chairperson of the Council becomes incapacitated, the Vice Chairperson shall serve as Chairperson of the Council and a new member shall be voted in as Vice Chairperson for the remainder of the year.

6. The Chairperson, through the Council Office Administrator, shall be in charge of the office staff, shall schedule the workload and assume the responsibility of office routing. The Chairperson shall be in charge of employment, with notification to Council Members of job openings. Dismissal of Council staff is subject to the approval of the Council in executive session. Members of the Council shall not request personal secretarial work of staff members for other than strictly Council business.

   The Chairperson will be in charge of and accountable for the Council budget that has been approved by the Council during the budget process.

   The Chairperson will authorize and/or approve all expenditures requested by the Council Members and the staff, including, but not limited to, travel and supplies. The party seeking

authorization or approval shall, at the request of the Chairperson, submit written substantiation that the expenditure requested is for City business. If the Chairperson determines that the expenditure is not for City business, the Chairperson will return the request without authorization or approval for payment to the Council Member or staff member.

If the involved Council or staff member disagrees with the Chairperson's decision, said Council Member or staff member may appeal to the Council's Personnel Committee, which will make a recommendation to the entire Council, action of the entire Council shall be conclusive.

If it is determined that an expenditure properly authorized was not for City business, the Chairperson and the Council Member who initiated the expenditure will both be equally responsible to make restitution; provided, however, if the substantiating evidence upon which the Chairperson relied was incorrect, then the Chairperson shall not be liable to make restitution.

If the involved Council or staff member disagrees with the findings, such person may appeal to the Council's Personnel, Committee, which will make a recommendation to the entire Council, and action of the entire Council shall be conclusive.

B. ORDER OF BUSINESS (7 through 21)

7. The meeting shall be called to order.

8. Invocation.

9. Roll Call.

10. Recognition of Visitors, including presentations of Resolutions and Certificates (presentations limited to 10 minutes).

11. Minutes of previous meeting approved.

12. Comptroller shall call agenda.

13. Recommendations and Communications from Mayor and others received and considered.

14. Nominations and/or appointments made.

15. Passage of ordinances considered in the following manner:
(Rezoning ordinances excluded)

    a. First Reading
    b. Second Reading.
    c. Third and Final Reading.

16. Public hearings required by law (including consideration of ordinances on Third and Final Reading on Zonings).

17. Resolutions presented by Divisions in the following order:
    a. Executive Office.
    b. Finance and Administration.
    c. Fire Services.
    d. General Services.
    e. Housing and Community Development.
    f. Human Services.
    g. Human Resources.
    h. Planning and Development.
    I. Police Services.
    j. Public Service
    k. Public Works and Solid Waste.
    l. Sanitation Services.

18. Committee reports shall be given consideration and action in the order listed hereinafter (See E. Organization of Council).

19. Recommendations of the Council:

    a. General Items.
    b. Discussion Items.

20. Introduction of items on matters by the General Public.

21. Adjournment.

C. PROCEEDINGS IN COUNCIL MEETINGS (22 through 34)

22. Council Members shall have a regularly assigned seat in the Council Chamber. The Chairperson will assign the seating at the beginning of each year. Each Council Member shall address the Chairperson from his/her appropriate seat, and no Council Member shall be recognized by the Chairperson unless he/she be in his/her proper place. Talking on a Cell phone is not permitted at the Council member's assigned seat. If a call must be made or taken, members are asked to use the ante rooms located on either side of Council Chambers. The Chairperson may request a member to step away from the dais if he/she is causing a major distraction.

23. Every motion, resolution, or ordinance, must be introduced by a Council Member and seconded by another Council Member. The fact that any Council Member introduces a resolution or ordinance shall not prevent the Council Member from casting a negative vote on said resolution or ordinance. Upon failure of a second, the Chairperson shall declare the motion failed for lack of a second and the motion shall not be considered further.

24. All motions shall be subject to debate except the following motions:

    a. To Adjourn
    b. To Lay on the Table
    c. For the Previous Question

    provided, however, the proponent of any measure sought to be tabled shall have the right to be heard after the motion To Table is made and before said motion is put to vote. Furthermore, any lights registered and duly acknowledged by the Chairperson, after a motion for the previous question has been made, those persons will be allowed to speak but no new lights will be accepted.

25. When any question or motion is under debate in the Council, the following motions only shall be in order and may be entertained by the Chairperson.

    a. To Adjourn.
    b. To Lay on the Table.
    c. To the Previous Question.
    d. To Limit or Extend Limits of Debate
    d. To Postpone to a Day Certain.
    e. To Commit.
    f. To Amend.
    g. To Postpone Indefinitely.

    Each of said motions shall take precedence in the order set out herein.

26. A roll call vote shall be taken by the Chairperson on all ordinances and on all resolutions involving appropriations, real property or funding. All ordinances shall be passed on consecutive, regular meetings; provided, however, that on Third and Final Reading, an ordinance may be postponed by affirmative action of Council from week-to-week or to a day certain. After the Chairperson has put a question, or after there has been a roll call vote of the Council, the Chairperson shall not entertain a motion until a decision of the Council has been declared by the Chairperson.

    The chair may call for any other method of voting allowed by Roberts Rules of Order such as voice vote, show of hands or by unanimous consent. In each case, the Comptroller shall reveal how each member voted to the Chairperson either verbally or electronically. The result of the vote shall not be final until announced by the Chairperson. Any member whose vote was not called may request his or her vote to be recorded at any time prior to the Chairperson's announcement of the vote. Any member may change his or her vote at any time prior to the announcement of the vote as long as such change does not change the outcome of the vote.

27. Any Council Member may appeal to the Council from any ruling of the Chairperson, and a majority vote of the Council Members present shall decide the appeal.

28. No one other than a Council Member may address the Council, except with the permission of the Chairperson, or as otherwise permitted under these Rules of Procedure. The Chairperson's ruling under this Rule 28 may be appealed to Council in the same manner as any other ruling. Members of the public wishing to address the Council on an agenda item shall sign in with the Sergeant At Arms and will be recognized by the Chairperson at the appropriate time. When recognized, this person shall state his or her name and address and shall limit remarks to the specific question under debate. Comment shall be limited to two (2) minutes. Persons may speak on no more than two (2) agenda items. No citizen may yield any allotted time to any other person or speaker. There shall be no debate by Council on the Consent Agenda, unless a matter is removed from the Consent Agenda by proper vote of the Council. Members of the public may not speak to the Consent Agenda except during the portion of the Agenda reserved for Discussion of matters presented by the General Public.

29. In the case of any disturbance or disorderly conduct in the Council Chamber, the Chairperson shall have the power to order same to be cleared.

30. The Council may change the order of business upon majority vote of those Council Members present or at the discretion of the Chairperson or Councilmember presiding over the meeting.

31. In the case of public hearings which debate the passage of an ordinance, the Chairperson may set time limitations in advance of the hearings; provided, however, that equal time be

afforded to those who support such proposals and those who are in opposition. In the case of group opposition or group support, the Chairperson may request agreement on a single spokesman for each group.

32. In the case of final readings on Zoning Ordinances, the following procedures shall be followed:

    a. Office of Planning and Development will provide the Chairperson and the committee Chairperson of Planning and Zoning a list of cases on the agenda that are non-contested which may be heard prior to any contested cases that may require a lengthy debate and discussion. Each case shall be presented by a member of the staff of the Office of Planning and Development.

    b. The applicant shall be granted a maximum of fifteen (15) minutes for oral presentation. This time limitation may be divided between initial presentation and rebuttal, as long as the total does not exceed the fifteen minutes allotted.

    c. Spokesman for the opposition shall be granted equal time.

    d. Discussion between Council Members shall not be interrupted by either the applicants or the opponents, nor by any other members of the public present in the Council Chamber. **The Chairperson shall strictly enforce these rules.**

33. Persons seeking to speak during the section reserved for Discussion of matters presented by the General Public shall sign in with the Sergeant At Arms, listing name and subject matter. At the conclusion of the regular business on the agenda, the Chairperson recognizes those persons who have registered to speak with the Sergeant At Arms, the Chairperson shall make the following statement:

    As a reminder, these meetings are for the official business of the council and are held in public, not as a meeting with the public. Citizens may address the Council as a matter of legislative grace and not as a matter of right. Any person wishing to speak is expected to reflect a total sense of respect for the office held by those assembled to conduct business. Speakers shall be courteous to one another, to any member of the administrative staff, as well as persons who may address the Council. Each speaker must state their name and home address for the record. Speakers are respectfully asked to refrain from using names of city personnel or elected officials, particularly when lodging a complaint. Speakers will not be permitted to engage in gossip, make defamatory comments, or use abusive or vulgar language. The Chairperson shall have the authority to revoke the permission granted to any individual to speak if any such individual is disruptive or does not

adhere to Council rules. A continued disturbance may result in removal from Council Meeting or possible removal from the Council Meeting. Each Speaker will have no more than two minutes to speak.

After making the forgoing announcement, the Chairperson shall recognize persons who have registered to speak with the Sergeant At Arms in the proper order of signatures as handed to him by the Sergeant At Arms. Recognition of any person who failed to sign-in will be discouraged, but final decision shall rest with the Chairperson. No citizen may yield any allotted time to any other person or speaker.

34. If any question shall arise which is not provided for in these Rules, the same shall be governed by Roberts Rules of Order, which is hereby adopted. The Council Rules of Procedure as adopted shall supersede Robert's Rules of Order for items addressed within.

D. DECORUM IN COUNCIL MEETINGS (35 through 36)

35. Meetings of the Council shall be conducted in an orderly manner to ensure the public has a full opportunity to be heard and the deliberative process of the Council is retained at all times. The Presiding Officer shall be responsible for maintaining decorum throughout the meeting. If a Councilmember feels that the Presiding Officer has failed to address a breach of decorum, the Councilmember may by motion appeal to the Chairperson to preserve decorum.

a. Councilmembers. The members of the City Council shall preserve order and decorum, and a member shall not by conversation or other means delay or interrupt the Council proceedings or disturb any other member while speaking and obey the orders of the Presiding Officer. Councilmembers addressing the public, Administrative Staff, Council Staff or other Councilmembers shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Council, staff or general public. Any Councilmember who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Council meeting shall, at the discretion of the presiding officer, be asked to refrain from such behavior. If the behavior persists, the Chairperson with the approval or majority vote of the body shall determine how to proceed with the meeting.

b. Employees. Employees of the City or City shall observe the same rules of order and decorum as those which apply to the members of Council.

c. Persons Addressing the Council. Any person who addresses the Council shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Council, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Council meeting shall, at the discretion of the presiding officer, be barred from further audience before the Council during that meeting.

d. Members of the Audience. No person in the audience at a Council meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Council meeting. Any person who conducts himself in the aforementioned manner shall, at the discretion of the presiding officer, be barred from further audience before the Council during that meeting.

36. Rules of Enforcement

a. Warning. The presiding officer shall request that a person who is breaching the rules of

decorum to be orderly and silent through a verbal warning.

b. Order to Leave. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, the presiding officer shall order him or her, to leave the Council meeting to prevent any further disruption of the meeting.

c. Removal. If such person does not remove himself or herself, the presiding officer may order any law enforcement officer who is on duty at the meeting as sergeant-at-arms of the Council to remove that person from the Council chambers to prevent further disruption of the meeting.

E. ORGANIZATION OF COUNCIL (37 and 38)

37. There shall be the following standing committees which shall be appointed annually by the Chairperson:

a. Audit ~~Committee~~
b. Budget
c. Economic Development, Tourism and Technology
~~d. Government Affairs & Annexations~~
d. Housing and Community Development
e. MLGW
f. Parks and Environment
g. Personnel, Government Affairs and Annexations
h. Planning and Zoning
i. Public Safety and Homeland Security
j. Public Services, Arts, Youth Initiatives, Libraries and Neighborhoods
k. Public Works, Solid Waste, Transportation and General Services
l. Transportation

38. a. Any proposal or ordinance, other than routine personal resolutions, must be referred by the originator to an appropriate committee for consideration and recommendation. If the originator has an item and he is not sure to which committee it should be referred, he will give it to the Chairperson of the Council for assignment. This committee may, if it desires, hold public hearings thereon. In such public hearings, all speakers shall be limited to five minutes, except by special permission of the committee Chairperson. Equal time shall be afforded to the proponents and opponents of any ordinance or resolution under consideration.

b. Any proposal or resolution presented in committee must contain the name of the originator and co-sponsor (if applicable) in the lower right-hand portion of the document immediately following the body of the legislation. Any ordinance presented must contain the name of the originator, co-sponsor (if applicable) and Council Chairperson.

c. On occasion should an emergency arise or a quantifiable benefit to the City of Memphis or another party will be lost as a result of the delay of action by the Memphis City Council, meeting minutes for an agenda item may be approved at the same meeting. In order to approve an agenda item and minutes for that item the same evening, a Councilmember shall request in Executive Session by motion and approval of two-thirds (2/3) of Councilmembers present and voting in Executive Session on that day that those minutes be approved the same evening.

F. AGENDA (39 through 45)

39. The agenda of the Council shall be prepared under the direction of the Council Records, with administrative items to be submitted no later than 10:00 a.m. on Thursday, preceding the Council meeting, to the Council Office.

a. Resolutions or Ordinances placed on the agenda shall indicate the sponsor of the item as well as the Chairperson of the committee.

Example:

Flinn Chairperson, Personnel Committee	7. Ordinance to amend Chapter 25 of the City of Memphis Code of Ordinances, governing the City Pension System to provide a 2016 Cash Balance Plan and a 2016 Defined Contribution Plan (Non-vested employees) Ordinance No. 5572 Sponsored by Administration

b. Any matter which has appeared on the agenda and has been acted upon by either a majority vote for approval or rejection, may be brought before the Council for reconsideration upon proper motion of a Council Member and seconding motion by another Council Member.

The only requirements for this action are:

(1) The Member making the Motion to Reconsider must have voted on the prevailing side of the initial vote. A Member, regardless of how he voted on the Motion to be Reconsidered, may Second the Motion.

(2) Such Motion to Reconsider must be made prior to approval of the minutes in which the first vote was cast.

(3) The Motion to Reconsider is not amendable.

(4) No question can be reconsidered twice unless it was materially amended during its first reconsideration.

Once a matter, either ordinance, resolution, or special permit, has been finally approved or rejected at one meeting, any such item may not be placed on the agenda by either a Member of the Council or the Administration for further consideration until SIX MONTHS (minimum of twelve (12) official weekly meetings) following original consideration of the matter.

c. All items that have been referred to committee and have been acted upon by that committee shall appear on the agenda with the appropriate committee Chairperson's name alongside. All items not referred to committee shall appear with the Council Member's name who is the sponsor of that item.

Before any item is put on the Council Agenda, with the exception of subdivision approval and acceptance, Fiscal Consent Agenda items, personal resolutions, i.e., acknowledgment, condolence, commendation, the originator of such item must present it promptly to the appropriate committee. In addition, only four honorary street name changes per council member per four year term will be considered by a Council Committee or placed on a Council agenda. Additionally, not more than 2 name changes are permitted in a year and no name changes will be carried over from term to term. A regular street name change may occur only if a person is deceased.

40. All proposed ordinances, resolutions, motions, and other matters submitted by Council Members shall be submitted in writing to the Council Office by 10:00 a.m. THURSDAY, except that a Council Member may give notice of an ordinance or resolution and the same shall be considered at TUESDAY meetings if, in fact, the Council Member presents it in writing by the Tuesday meeting. Only items involving extreme emergencies may be added to the agenda after the Thursday, 10:00 a.m. deadline; provided, also, that two or more Members of the Council may voice their objections thereto and said items shall be added to the next regular agenda.

41. All proposals, recommendations and communications submitted by the Mayor or his designated officer shall be in the Council Office by 10:00 a.m., THURSDAY, preceding the Council meeting. All recommendations and proposals not involving resolutions or ordinances shall also be placed on the agenda.

    The Council, Mayor and Administrative Staff will review the agenda and discuss any policy questions that are pending or anticipated during Council Executive Session held each Tuesday. During this session, each agenda Item should be discussed; Council Committee and administrative reports shall be received and **appointments to citizen boards shall be interviewed**. If additional time is needed to gather information or study an agenda item, it may be deferred or dropped from the agenda by a majority of the Council present.

42. All other communications required by law to be presented to the Council shall be placed on the agenda.

43. The Council Records staff shall mail to all Council Members and the administration a copy of the agenda before 5:00 p.m., THURSDAY preceding each Council Meeting. A copy of any resolutions or ordinances on the agenda for consideration shall be sent to the Council Office and mailed to each member of the appropriate committee, along with the agenda. Any Council Member may request the Council Office to allow him to pick up a copy of the agenda, resolutions, and ordinances in lieu of mailing same to him/her.

44. The Council staff shall make such agenda available to the public and to the press by mailing time each Thursday.

45. a. Resolutions and ordinances on first and second reading, which appear to be noncontroversial, may be placed on a Consent Agenda. All items on the Consent Agenda may be read cumulatively and adopted by one vote, provided, however, an objection by any one Member of the Council will cause an item to be removed from the Consent Agenda and handled in the normal manner. The Consent agenda is to be made and distributed at the same time as the regular weekly agenda.

b. Resolutions on first and second reading, prepared for fiscal matters and routine appropriation of funds on items previously budgeted or allocated for specific projects, up to amounts of $25,000, may be placed under a caption Fiscal Consent Agenda, be read cumulatively and adopted by one roll call vote, provided, however, any objection by any one Member of the Council will cause an item to be removed from the Fiscal Consent Agenda and handled in the normal manner. Items above $25,000, where no objection is voiced, may be added at Executive Sessions and be considered with other Fiscal Consent items. The Fiscal Consent Agenda is to be made a part of and distributed at the same time as the regular weekly agenda.

There shall be a permanent Fiscal Consent Agenda for the acceptance of grant funds and donations across all city divisions. Items shall appear in the appropriate committee and on the Fiscal Agenda simultaneously. Items appearing on the Fiscal Consent Agenda will be approved with same night minutes. Any item requiring a city match will be added on the Fiscal Consent Agenda only after it has received approval in the appropriate committee and a motion has been made to add the item. Council members shall be able to pull items from the Fiscal Agenda with an objection.

G. CODE OF ETHICS (46 through 49)

46. Meetings of the Council; Members of the Council are expected to be prompt in their attendance of official meetings, including those held in joint session with the Shelby County Commission. Such meetings shall be conducted in an orderly manner and according to the Rules of Procedure as adopted by this Council pursuant to Article 7, Section 44, of the Charter of the City of Memphis, as quoted below:

    It shall require a majority of the duly sworn Members of the Council to form a quorum for the transaction of business, but a smaller number may adjourn from day to day, and can adopt such measures as are necessary to compel the attendance of absent Members. The Council may determine the rules for its procedure and may prescribe the punishment for its Members for non-attendance or disorderly conduct, and shall have the power to enforce same.

47. Conduct of individual Members during meetings of the Council is expected to reflect a total sense of respect for the office held by those assembled to conduct business. Members shall be courteous to one another, to any member of the administrative staff, as well as persons who may address the Council. The length of time to speak for each Council member is limited to not more than five (5) minutes, per motion, to be used in sum or in part when first recognized to speak on a matter or the remaining time may be used when recognition is sought the second time. A Member may not speak until recognized by the Chairperson and **shall not be recognized the second time on the same subject** until all members who wish to speak have had an opportunity to do so. Any disorderly conduct shall be noted by the Chairperson.

48. General Conduct: Members of the Council are advised of the following provision of the Home Rule Amendment:

    > Neither the Council nor any Member thereof shall give orders directly to the Mayor's subordinates or otherwise interfere with the operation of the administrative departments through such means as directing or requesting the appointment or removal of any of the Mayor's subordinates, or by suggesting or promoting the making of particular purchases from, or contract with, any specific organization, or by applying for special services not available to all citizens. The office of any Council Member violating any provision of this section shall immediately become vacant upon his conviction of such type of misconduct in a court of competent jurisdiction.
    >
    > The Council shall have full power and authority to adopt the rules and regulations pertaining to the conduct of the Council, including the power to issue subpoenas and administer oaths, as now provided for the Board of Commissioners.

49. In order to implement these procedures, the Chairperson shall appoint a special three-member committee designated as a COMMITTEE OF ETHICS. Its function shall be to receive, consider and investigate any written charges presented by a Council Member preferred against any Member of the Council wherein said Member of the Council is alleged to have been guilty of misfeasance, malfeasance, or any felony or misdemeanor involving moral turpitude. This shall include written complaints that may be filed concerning ethical conduct of any Member of

the Council, such as conduct alleged to be in violation of the Oath of Office as sworn to by each Member of the Council, including the specific Charter references cited above. The Committee shall report to the full Council as to its findings and recommendations in any such case filed.

Censure of any Member of the Council would require nine (9) votes. Recommendations of this Committee may include referral to the Shelby County Attorney General and/or U.S. Attorney General, and findings deemed appropriate for further investigation by proper offices.

H. OTHER MEETINGS OF THE COUNCIL (50 through 53)

50. The Council meets in official session at 3:30 p.m. the first and third Tuesday of each month unless otherwise notified, in the Council Chamber, with an Executive Session beginning 30 minutes prior to the official session.

51. Special called meetings must follow official procedures as directed by the Chairperson.

52. The Chairperson of the Council may call a meeting of the Council, upon reasonable notice, for discussion purposes or consideration of any item the Chairperson deems pertinent, but such meeting shall not be considered official, nor can any official or binding action be taken by the Council at any such meeting. As many as seven (7) Members of the Council may petition the Chairperson to call such a meeting of the Council, provided, however, that the same restrictions as the official action shall apply.

53. No rule(s) of the Council's Rules of Procedure may be changed without receiving an affirmative constitutional majority. A constitutional majority is defined to be a majority of the number of Members to which the Council is entitled; currently seven (7).

    Notice of a proposed rule change must be communicated in writing, to each Council Member at least seven days prior to consideration by the Council. Said notice shall state the general nature of the proposed rule and the date on which the sponsor intends to present the proposal to the Council.

    These Rules may be amended at any time by a constitutional majority vote of the Council.

I. TRAVEL POLICY (54 through 55)

54. The City Council hereby adopts the official City of Memphis Travel Policy as a guideline for definition of allowable travel expense and limitation, and for the Chairperson's use in considering approval or disapproval of the type and amount of travel expenditure requests for which individual Members seek advance payment of post-travel reimbursement. Said Travel Policy as it relates to Council Members may be amended by majority vote of Council.

    All Members of the City Council shall request out-of-city travel and/or reimbursement from the Chairperson of the Council, who will approve or disapprove said request after expeditious review, and said review and determination shall be based on whether or not said travel is judged to be in the best interest of the City of Memphis. Any travel approved by the Chairperson of the City Council, for either himself or another council member, is only valid during the calendar year of the Chairperson's tenure. All persons seeking approval for travel must receive authorization in writing from the Chairperson of the Council prior to the initiation of travel plans by the City Council staff. In the event the Council Chairperson disapproves a Member's travel request, said Member may appeal the Chairperson's decision to the Council's Personnel Committee which may, by majority vote of the Committee's membership, recommend to the full Council to uphold the Chairperson's decision or approve the travel requested.

55. Council Members shall be responsible for prompt notification of their inability to attend a conference or a meeting which requires pre-registration. In the event a registration fee has been made which is not refundable, Council Members shall be required to reimburse the City for that portion of the fee which is non-refundable.

    The Council Chairperson shall have the ability to waive this requirement upon justification of the circumstances which require cancellation. In the event the Council Chairperson disapproves a Member's waiver request, said Member may appeal the Chairperson's decision to the Council's Personnel, Intergovernmental and Annexation Committee's membership and recommend to the full Council, either to uphold the Chairperson's decision or to waive the reimbursement.

J. VACANCIES (56)

56. Upon notification of a vacancy on the Council, the Chairperson shall request written nominations from Council members of a qualified individual(s) they would like considered for the position. Additionally, the public may nominate candidates and interested candidates shall personally submit a resume and letter indicating their interest in the vacant seat. The name, address and birthdate of all candidates should be included in the nominating letter. Interested candidates will also be asked to provide proof of residency as described by the City of Memphis Human Resources Division. Required documents for Proof of Residency shall be at least one (1) of the following: valid Tennessee driver's license or state identification; Tennessee vehicle registration; current Memphis Light Gas & Water bill (within previous 30 days), and at least two (2) of the following: mortgage papers or lease agreement in candidate's or spouse's name; address section of federal tax return or tax bill for residence; recent bank or credit union statement in candidate's or spouse's name (within previous 30 days); voter registration card. The candidate's eligibility and residency will be certified by the Shelby County Election Commission.

Signatures of twenty-five (25) registered voters residing in the Council district in which the vacancy exists shall be obtained. Said signatures and proof of residency shall be submitted to the Shelby County Election Commission on a form which includes a sworn, affirmative statement regarding the residency of the candidate by noon on the Thursday preceding the Tuesday meeting when the Council shall fill the vacancy.

During the Regular Meeting of the Council or Executive Session, all nominees will be given an opportunity to deliver a speech, may be questioned by the Council, and will be voted on at the same time. A roll call vote shall be taken with each Council member indicating the name of their choice to fill the vacant seat. Voting will begin with the Council person whose name appears first on the voting board. With each successive round of voting, the person who voted first in the previous round will vote last.

The Deputy Comptroller will tabulate the votes and inform the Chairperson of the vote count for each nominee at the conclusion of each round of voting. The procedures in the initial round will be repeated as many times as necessary until a nominee receives a majority vote of the duly sworn Council Members. Beginning at the second round of voting, a nominee receiving less than two (2) votes will be dropped from the list of nominees. After three (3) rounds of voting, the Chairperson may accept a motion to consider the top two (2) vote-getters.

The Chairperson will have the discretion to establish time limits for voting when an impasse seems likely and to table voting to the next meeting so as to not disrupt and delay normal Council business.