



# Shelby County Government

**Wanda Halbert**  
**Shelby County Clerk**

Chairman Lowery:

It is not with pleasure I find myself after 4 years of service and newly re-elected, addressing a host of lies/rumors/innuendoes/misrepresentation of the leadership/employees/services of the Shelby County Clerk team.

You and I became County officials at the same time -- we have repeatedly shared these concerns over 4 years including more than once with the last and current County Commission including Attorney-Client meetings.

It became clear, something was very wrong, therefore along with two other independent officials, our team asked for a forensic audit by Shelby County Government. While the other officials received one, Shelby County refused for more than 3 years to provide same to the County Clerk office!!!!

## **THE PURPOSE OF THIS LETTER:**

While our team has met with and reported the aforementioned to the Shelby County District Attorney and his Economics' Crime Team (we are finalizing their requested packet of reported concerns), a day after meeting with the County Mayor's CAO, the Office of the Shelby County Clerk is in receipt of a letter from the Mayor regarding the Poplar/Highland location and his brazened THREAT of a takeover of this County Clerk facility service (along with the Shelby County District Attorney)!

Our team has been working with local realtors.....Knowing we were not getting an extension of the current Poplar/Highland location (expires in June/July) (700 sqft of customer space --- please see official emails from the Fire Marshall, Code Enforcement and Shelby County Support Services), we immediately began looking for a remedy (preferably property ownership for Shelby County Government vs. renting) for the crowd congestion.

Unable to find a suitable location to fit the need, the Poplar/Highland property manager offered their own current office space (1 facility offered, not multiple).

With this plan, Support Services has given our team renderings (drawings) with 4 potential floor plans to choose from. As of this date --- that has been the ONLY work we have completed with them as we choose the plan.

The offered facility has 900 sqft of space -- 200 sqft more than the current location with lines often wrapped around the building. Again Sir, according to the Fire Marshall and Code Enforcement, dividing the square footage by 100 dictates the number of customers who can stand in your facility. 900 divided

by 100 is the same as what we have at the Whitehaven location - - - 9 customers at a time in the facility!! We will have the same problem you've had 25+ years before me.

As we all know - - - that does not work for our current customer base.....therefore, we pursued a second alternative to **ADD** to as a potential new facility.

The second facility, Quince/Perkins location is a bank in a shopping center with a fully furnished bank environment and amenities, 2 drive-up windows, space for up to 2 outdoor kiosks, commercial vault (not a safe) outside of public access, ownership of multiple parking spaces, etc.

This location would be perfect as a buffer to help split the Poplar/Highland customer base until we make final future plans, however, we find it odd Shelby County Government is not promoting it to Commission nor are they supporting the DIRE need.

We have found it interesting Sir, this past Monday, Shelby County Government put forth a \$3.5M proposal to purchase a dilapidated shopping center owned through an alleged less than \$10 conservatorship with a company we can't seem to find in the State system as a legitimate organization as they deny or refuse to help with Shelby County Clerk dire needs.

Additionally, County records appear to show the organization owes approximately \$7k in property tax, we didn't seem to get a report on the penalties/interest owed and there may be a City of Memphis property tax for the same year owed for more than \$11k.

Why would that presentation be given to Commission but not the 4 years of requested needs of the County Clerk office?

Until we know what direction will be taken before June 2023 on behalf of the County Poplar/Highland congestion, the Bank owner has offered a short term rental giving us time to present to Commission.

Lastly.....Chairman Lowery, I am an independent elected official the mayor is not my boss or the boss of the County Commission. Will you please allow our team to make a public presentation to ensure the Commission, we are hard at work and - - - the information that has clearly become an attempt to again sabotage and/or misrepresent is not correct.

Respectfully,

*Wanda Halbert*  
**Shelby** County Clerk

[www.shelbycountyttn.gov/74/County-Clerk](http://www.shelbycountyttn.gov/74/County-Clerk)

**Wanda Halbert**  
Shelby County Clerk  
Office: 901.779.2600  
Fax: 901.253.3800  
Office Address: 150 W. Jackson, Room 411 First  
Email: [Wanda.Halbert@shelbycountyttn.gov](mailto:Wanda.Halbert@shelbycountyttn.gov)

WH



# Shelby County Clerk

## REMINDER OF A "FEW" REPORTED CONCERNS TO SHELBY COUNTY GOVERNMENT AND COMMISSION:

Upon entering the Office of the Shelby County Clerk and over the last 4 years, our team has raised a host of concerns on the public record, in public meetings directly to Shelby County Legal, Shelby County Mayor and others regarding a host of concerns and/or questionable activity we were discovering (without going into many details via this document) including but not limited to:

- Lack of Shelby County Government orientation for independent elected officials (along with 1 other official, I attended the training for the County Commission which had nothing to do with our offices or how they work together);
- 4 years of our team with expressed concerns we did not see the organization's full financials that should have been documented and reported daily/weekly/monthly, ultimately to Commission;
- **EVERY** Shelby County Clerk facility appeared to be outside of legal and/or ADA compliance;
- Customers shoulder-to-shoulder and cheek to cheek with lines outside of the doors for more than 20 years;
- No public restrooms for customers in non-government facilities;
- While our organization essentially was evicted from one of the facilities as a result of a non-County Clerk performance (or lack thereof); we immediately began the process of looking for legal facilities and bringing the process of providing services into the 21<sup>st</sup> century, hence the new Riverdale location;
- Our team has shared multiple times, one of the PRIMARY reasons we cannot open the new Riverdale location is because Shelby County Government has demanded we fill EVERY current position before new ones can be requested - - - since COVID, a challenge almost EVERY business throughout the world is finding impossible to fulfill;
- While the Shelby County Clerk signed checks in the office, our new leadership was never made aware the office had an independent bank account with direct mail services until a year after being in the office (all reports and/or mail was historically WALKED to a different independent office and bank executives acknowledged they never talk to or work with the County Clerk – nor introduced themselves);
- In an effort to protect the integrity of our team, work and financials, our team desperately searched for finance reports from ANYONE who collected/reported/touched County Clerk funds.....two years after being in the office we discovered the funds were never being directly collected and turned over;
- The County Clerk office was historically placing all financial on Excel documents - - a finance compliance problem!!
- The County Clerk back room finance team (under a former appointed official's name who at that time was in the retirement portal) was logging financials in said official's name through the state system, we notified the Department of Revenue involved and disconnected said official from the financials;
- Unbeknown to the new leadership, the email used during transactions and financials belonged to said appointed official;
- There is an official finance General Ledger account number under a second appointed County Clerk employee's name which stunned our new leadership;

- A Shelby County Internal Controls Audits conducted by former official (**Mike Swift**) demanded the County Clerk office remove their financials from Excel spreadsheets and to place them in a finance system;
- Our team asked for same but have been denied the request at the exact same time others were given one;
- Our team came across a document that had a former County Clerk's signature (appeared to be an official signature stamped one to me) **with a birthday year of 1980** which was absolutely false;
- Thankfully - - - a local State Representative reached out to help with our frustration, got other State officials involved and sent multiple emails helping us;
- There were multiple alarms going off regarding the condition of the office facilities, infrastructure, way of documenting transactions and financials.....among many other things we can't release simply by virtue of this document;
- Chairman Lowery, as you know, this list goes on and on and it is direly serious!!

## Halbert, Wanda

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**From:** Payne, Joe <Joe.Payne@memphistn.gov>  
**Sent:** Wednesday, July 13, 2022 10:28 AM  
**To:** Hawthorne, Louis  
**Cc:** Halbert, Wanda  
**Subject:** Request for Inspection

[ This EMAIL was not sent from a Shelby County Government email address. Please use caution. ]  
Chief Hawthorne,

Please have the inspector assigned to the Down Town area to contact Ms. Wanda Halbert. She would like for her building to be inspected. Her contact number is (901) 222-3062. If any major fire code issues are observed, please notify me.

This is the Shelby County Clerk's Office.

Please reply back with the findings.

Thanks,

Joe M. Payne  
Chief Fire Marshal  
Memphis Fire Prevention  
Office (901) 636-5672  
Cell (901) 553-3318

## Halbert, Wanda

---

**From:** Payne, Joe <Joe.Payne@memphistn.gov>  
**Sent:** Wednesday, March 09, 2022 7:30 AM  
**To:** Halbert, Wanda  
**Cc:** Decker, Bobby; Hawthorne, Louis  
**Subject:** Re: County Clerk 2 Locations  
**Attachments:** InspectionReport\_20220308\_110548.pdf; Whitehaven.pdf

Ms. Halbert,

Please find attached the Fire Prevention Inspection Reports regarding the two locations that you specified.

I understand that you will be speaking with Mr. Decker regarding the capacity concern.

Best Regards,

Joe M. Payne  
Chief Fire Marshal  
Memphis Fire Prevention  
Office (901) 636-5672  
Cell (901) 553-3318

---

**From:** Halbert, Wanda <Wanda.Halbert@shelbycountyttn.gov>  
**Sent:** Tuesday, March 8, 2022 11:58 AM  
**To:** Payne, Joe <Joe.Payne@memphistn.gov>  
**Cc:** bobby.decker@shelbycountyttn.gov <Bobby.Decker@shelbycountyttn.gov>; Hawthorne, Louis <Louis.Hawthorne@memphistn.gov>  
**Subject:** Re: County Clerk 2 Locations

**CAUTION:** This email originated outside of the **City of Memphis** organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Hello Gentlemen:

We continue to be stunned at the many discoveries throughout the organization.

The records here only have the square footage of the entire rented space, but does not have anything about the customer service space where they are being served.

Also if someone comes downtown they can see we have the customers standing in hallways/lobbies.

However you can help us try to figure out the customer space (sq footage) would be greatly appreciated.

SIGH ☹️

Wanda

Sent from my iPhone

On Mar 8, 2022, at 8:27 AM, Payne, Joe <Joe.Payne@memphistn.gov> wrote:

Bobby,

I believe the issue she has is that at times the building appears to be overcrowded, but she doesn't have the occupancy load of the area in question.

Thanks,

Joe M. Payne  
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Kindest Regards.



**Bobby Decker, MCP, CBO**  
Building Official  
Construction Enforcement  
Division of Planning and Development  
6465 Mullins Station Rd., Memphis, TN 38134  
Phone: 901-222-8350 Fax 901-222-8348  
Email: [bobby.decker@shelbycountyttn.gov](mailto:bobby.decker@shelbycountyttn.gov)



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**From:** Payne, Joe <Joe.Payne@memphistn.gov>  
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**Cc:** Decker, Bobby <Bobby.Decker@shelbycountyttn.gov>; Hawthorne, Louis

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Ms. Halbert,

I am the Fire Official/ Fire Marshal with the Memphis Fire Department. We inspect Facilities for fire code violations. I was hoping that I would have gotten this information earlier yesterday. I am aware that you need this information before tomorrow; however, we are going to do our utmost to inspect these locations today. I am not sure about the annual requirements. I don't know what fire protection equipment is installed in those facilities, but to be sure, I would like to send an inspector to those locations.

The Building Department provides the occupancy load/capacity of buildings. I am copying the Building Official, Mr. Bobby Decker, on this correspondence. I have spoken with him, and he will assist with this request. His direct number is (901) 222-8350.

We, highly, appreciate your being concerned about the safety of the public and your employees.

If I can be of further assistance, please do not hesitate to contact me.

Kind Regards,

Joe M. Payne  
Chief Fire Marshal  
Memphis Fire Prevention  
Office (901) 636-5672

---

**From:** Halbert, Wanda <[Wanda.Halbert@shelbycountyttn.gov](mailto:Wanda.Halbert@shelbycountyttn.gov)>

**Sent:** Monday, March 7, 2022 7:37 PM

**To:** Payne, Joe <[Joe.Payne@memphistn.gov](mailto:Joe.Payne@memphistn.gov)>

**Subject:** County Clerk 2 Locations

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---

Hello Sir:

Thank you for taking my call today.

The 2 locations we need to know the maximum capacity are:

## **Poplar Plaza**

3412A Plaza Dr.  
Open 7:00-3:15

## **Whitehaven**

4122 Elvis Presley Blvd.



Open 8:00-4:15

Also, are we required to go through any inspections and/or are there any requirements of us annually or otherwise?

Thank you again.....

Wanda, 901-222-3066 Private Line

# Shelby County Clerk

[www.shelbycountyttn.gov/74/County-Clerk](http://www.shelbycountyttn.gov/74/County-Clerk)

## Wanda Halbert

Shelby County Clerk

Office: 901.222.3068

Fax: 901.222.3038

Office Address: 150 Washington Avenue, 1st floor

Email: [Wanda.Halbert@shelbycountyttn.gov](mailto:Wanda.Halbert@shelbycountyttn.gov)



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WI





City of Memphis  
 Division of Fire Services  
 Fire Prevention Bureau  
 2668 Avery Avenue  
 Memphis, TN 38112  
 Phone: 901.636.5401



**FIRE EXISTING INSPECTION**

Record Number: FIRE-INSP-22-00012

March 08, 2022

4122 ELVIS PRESLEY BLVD, MEMPHIS 38116  
 MEMPHIS, 38116

An inspection of your facility on Tuesday, March 8, 2022 revealed the results listed below.

**ORDER TO COMPLY:** Since these conditions are contrary to the local and/or State Fire Prevention Code, you must correct each item upon receipt of this notice. An inspection to determine compliance with this notice will be conducted on or about 04/07/2022. If you fail to comply with this notice before the next inspection, you may be liable for the penalties provided by law for such violations.

**Inspection Number:** 33209485      **Date:** 03/08/2022      **Status:** Reinspection - OTC Issued

**Record Type:** Fire Inspection

**Business Name:** Shelby County Clerk Office

**Location:** 4122 ELVIS PRESLEY BLVD, MEMPHIS 38116 MEMPHIS, 38116

**Contact:** Wanda Halbert

**Inspector:** Antonio Mack, antonio.mack@memphistn.gov

**Result Comment:** A reinspection shall be conducted in 2 weeks.

**Findings:**

	<u>Correction Due Date</u>	<u>Corrected Date</u>	<u>Status</u>
Violation 1	04/07/2022		In Violation

*Notes: Means of egress obstructed by customers waiting to enter premises. Approximately 35 customers waiting outside blocking egress pathway.*



City of Memphis  
 Division of Fire Services  
 Fire Prevention Bureau  
 2668 Avery Avenue  
 Memphis, TN 38112  
 Phone: 901.636.5401



**GENERAL INSPECTION**

Record Number: FIRE-INSP-22-00013

March 08, 2022

3412 PLAZA AVE, MEMPHIS 38111  
 MEMPHIS, 38111

An inspection of your facility on Tuesday, March 8, 2022 revealed the results listed below.

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**Inspection Number:** 33207836      **Date:** 03/08/2022      **Status:** Reinspection - OTC Issued

**Record Type:** Fire Inspection

**Business Name:** Shelby County Clerk Office

**Location:** 3412 PLAZA AVE, MEMPHIS 38111 MEMPHIS, 38111

**Contact:** Brandon Mcarthur

**Inspector:** MC Condra, mc.condra@memphistn.gov

**Result Comment:** Manager was polite and helpful during inspection.

**Findings:**

	<u>Correction Due Date</u>	<u>Corrected Date</u>	<u>Status</u>
Violation 1 <i>Notes: Front door exit sign needs repairing</i>	03/22/2022		In Violation
Violation 2 <i>Notes: repair back door emergency light</i>	04/07/2022		In Violation

## Halbert, Wanda

---

**From:** Decker, Bobby  
**Sent:** Tuesday, March 08, 2022 8:40 AM  
**To:** 'Payne, Joe'; Halbert, Wanda  
**Cc:** Hawthorne, Louis  
**Subject:** RE: County Clerk 2 Locations

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Ok, thanks.

Kindest Regards.



**Bobby Decker, MCP, CBO**  
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Building Official  
Construction Enforcement  
Division of Planning and Development  
6465 Mullins Station Rd., Memphis, TN 38134  
Phone: 901-222-8350 Fax 901-222-8348  
Email: [bobby.decker@shelbycountyttn.gov](mailto:bobby.decker@shelbycountyttn.gov)



Visit our [website](#)

**From:** Payne, Joe <Joe.Payne@memphistn.gov>  
**Sent:** Tuesday, March 8, 2022 7:59 AM  
**To:** Halbert, Wanda <Wanda.Halbert@shelbycountyttn.gov>  
**Cc:** Decker, Bobby <Bobby.Decker@shelbycountyttn.gov>; Hawthorne, Louis <Louis.Hawthorne@memphistn.gov>  
**Subject:** Re: County Clerk 2 Locations

[ This EMAIL was not sent from a Shelby County Government email address. Please use caution. ]

Ms. Halbert,

I am the Fire Official/ Fire Marshal with the Memphis Fire Department. We inspect Facilities for fire code violations. I was hoping that I would have gotten this information earlier yesterday. I am aware that you need this information before tomorrow; however, we are going to do our utmost to inspect these locations today. I am not sure about the annual requirements. I don't know what fire protection equipment is installed in those facilities, but to be sure, I would like to send an inspector to those locations.

The Building Department provides the occupancy load/capacity of buildings. I am copying the Building Official, Mr. Bobby Decker, on this correspondence. I have spoken with him, and he will assist with this request. His direct number is (901) 222-8350.

We, highly, appreciate your being concerned about the safety of the public and your employees.

If I can be of further assistance, please do not hesitate to contact me.

Kind Regards,

Joe M. Payne  
Chief Fire Marshal  
Memphis Fire Prevention  
Office (901) 636-5672

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**From:** Halbert, Wanda <[Wanda.Halbert@shelbycountyttn.gov](mailto:Wanda.Halbert@shelbycountyttn.gov)>

**Sent:** Monday, March 7, 2022 7:37 PM

**To:** Payne, Joe <[Joe.Payne@memphistn.gov](mailto:Joe.Payne@memphistn.gov)>

**Subject:** County Clerk 2 Locations

**CAUTION:** This email originated outside of the **City of Memphis** organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Hello Sir:

Thank you for taking my call today.

The 2 locations we need to know the maximum capacity are:

## **Poplar Plaza**

3412A Plaza Dr.  
Open 7:00-3:15

## **Whitehaven**

4122 Elvis Presley Blvd.  
Open 8:00-4:15

Also, are we required to go through any inspections and/or are there any requirements of us annually or otherwise?

Thank you again.....

Wanda, 901-222-3066 Private Line

# Shelby County Clerk

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[www.shelbycountyttn.gov/74/County-Clerk](http://www.shelbycountyttn.gov/74/County-Clerk)

## Wanda Halbert

Shelby County Clerk

Office: 901.222.3068

Fax: 901.222.3038

Office Address: 150 Washington Avenue, 1st Floor

Email: [Wanda.Halbert@shelbycountyttn.gov](mailto:Wanda.Halbert@shelbycountyttn.gov)

WI



## Halbert, Wanda

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**From:** Miller, Eddie  
**Sent:** Wednesday, April 20, 2022 9:12 AM  
**To:** Grandberry, Bobby  
**Cc:** Norville, Cliff; Cunningham, Bill; McArthur, Brandon; Halbert, Wanda; Alston, Nycole; Archibald, Tony  
**Subject:** RE: Shelby County Clerk - Service Areas

Service Areas (public Space) for Shelby County Clerk locations are as follows (measurements are approximate):

150 Washington – 1207 square feet  
1075 Mullins Station – 560 square feet  
Poplar Plaza Branch – 700 square feet  
Whitehaven Branch – 900 square feet  
Raleigh Branch – 704 square feet  
Millington Branch - 544 square feet

Please let me know if additional information is needed.

Best Regards,



*EDDIE MILLER*  
*DEPUTY ADMINISTRATOR*  
**Support Services**  
**Shelby County Government**  
584 Adams  
Memphis, TN 38103  
901-222-2407  
[eddie.miller@shelbycountyttn.gov](mailto:eddie.miller@shelbycountyttn.gov)

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**From:** Grandberry, Bobby  
**Sent:** Wednesday, April 13, 2022 12:24 PM  
**To:** Miller, Eddie  
**Cc:** Norville, Cliff ; Cunningham, Bill ; McArthur, Brandon ; Halbert, Wanda ; Alston, Nycole ; Archibald, Tony  
**Subject:** RE: Shelby County Clerk - Service Areas

Great!

Thanks Eddie!!!

Bobby

**Bobby F. Grandberry, MBA**  
Deputy Administrator  
Shelby County Clerk's Office  
150 Washington Avenue  
Memphis, TN. 38103

Direct Line: (901) 222-3009  
Fax Line: (901) 222-3038  
e-mail: [bobby.grandberry@shelbycountyttn.gov](mailto:bobby.grandberry@shelbycountyttn.gov)

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**From:** Miller, Eddie  
**Sent:** Wednesday, April 13, 2022 12:14 PM  
**To:** Grandberry, Bobby  
**Cc:** Norville, Cliff; Cunningham, Bill; McArthur, Brandon; Halbert, Wanda; Alston, Nycole; Archibald, Tony  
**Subject:** RE: Shelby County Clerk - Service Areas

Thanks Bobby, we'll get the measurements for you. Give me a day or two.



*EDDIE MILLER*  
*DEPUTY ADMINISTRATOR*  
**Support Services**  
**Shelby County Government**  
584 Adams  
Memphis, TN 38103  
901-222-2407  
[eddie.miller@shelbycountyttn.gov](mailto:eddie.miller@shelbycountyttn.gov)

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**From:** Grandberry, Bobby <[Bobby.Grandberry@shelbycountyttn.gov](mailto:Bobby.Grandberry@shelbycountyttn.gov)>  
**Sent:** Wednesday, April 13, 2022 11:14 AM  
**To:** Miller, Eddie <[Eddie.Miller@shelbycountyttn.gov](mailto:Eddie.Miller@shelbycountyttn.gov)>  
**Cc:** Norville, Cliff <[Cliff.Norville@shelbycountyttn.gov](mailto:Cliff.Norville@shelbycountyttn.gov)>; Cunningham, Bill <[Bill.Cunningham@shelbycountyttn.gov](mailto:Bill.Cunningham@shelbycountyttn.gov)>;  
McArthur, Brandon <[Brandon.Mcarthur@shelbycountyttn.gov](mailto:Brandon.Mcarthur@shelbycountyttn.gov)>; Halbert, Wanda <[Wanda.Halbert@shelbycountyttn.gov](mailto:Wanda.Halbert@shelbycountyttn.gov)>;  
Alston, Nycole <[Nycole.Alston@shelbycountyttn.gov](mailto:Nycole.Alston@shelbycountyttn.gov)>; Archibald, Tony <[Tony.Archibald@shelbycountyttn.gov](mailto:Tony.Archibald@shelbycountyttn.gov)>;  
Grandberry, Bobby <[Bobby.Grandberry@shelbycountyttn.gov](mailto:Bobby.Grandberry@shelbycountyttn.gov)>  
**Subject:** RE: Shelby County Clerk - Service Areas

Eddie,

I attached a copy of our branch locations.

Thanks!

**Bobby**

**Bobby F. Grandberry, MBA**  
Deputy Administrator  
Shelby County Clerk's Office  
150 Washington Avenue  
Memphis, TN. 38103  
Direct Line: (901) 222-3009  
Fax Line: (901) 222-3038  
e-mail: [bobby.grandberry@shelbycountyttn.gov](mailto:bobby.grandberry@shelbycountyttn.gov)

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**From:** Miller, Eddie  
**Sent:** Wednesday, April 13, 2022 7:56 AM  
**To:** Grandberry, Bobby

**Cc:** Norville, Cliff; Cunningham, Bill; McArthur, Brandon; Halbert, Wanda; Alston, Nycole; Archibald, Tony  
**Subject:** RE: Shelby County Clerk - Service Areas

Bobby:

What other facilities do you need the square footage for? I want to make sure we get all the information you guys need.

Best,



**EDDIE MILLER**  
**DEPUTY ADMINISTRATOR**  
**Support Services**  
**Shelby County Government**  
584 Adams  
Memphis, TN 38103  
901-222-2407  
[eddie.miller@shelbycountyttn.gov](mailto:eddie.miller@shelbycountyttn.gov)

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**From:** Grandberry, Bobby <[Bobby.Grandberry@shelbycountyttn.gov](mailto:Bobby.Grandberry@shelbycountyttn.gov)>  
**Sent:** Tuesday, April 12, 2022 5:27 PM  
**To:** Alston, Nycole <[Nycole.Alston@shelbycountyttn.gov](mailto:Nycole.Alston@shelbycountyttn.gov)>; Halbert, Wanda <[Wanda.Halbert@shelbycountyttn.gov](mailto:Wanda.Halbert@shelbycountyttn.gov)>  
**Cc:** Norville, Cliff <[Cliff.Norville@shelbycountyttn.gov](mailto:Cliff.Norville@shelbycountyttn.gov)>; Miller, Eddie <[Eddie.Miller@shelbycountyttn.gov](mailto:Eddie.Miller@shelbycountyttn.gov)>; Cunningham, Bill <[Bill.Cunningham@shelbycountyttn.gov](mailto:Bill.Cunningham@shelbycountyttn.gov)>; Grandberry, Bobby <[Bobby.Grandberry@shelbycountyttn.gov](mailto:Bobby.Grandberry@shelbycountyttn.gov)>; McArthur, Brandon <[Brandon.Mcarthur@shelbycountyttn.gov](mailto:Brandon.Mcarthur@shelbycountyttn.gov)>  
**Subject:** RE: Shelby County Clerk - Service Areas

Thanks Nycole!

**Bobby**

**Bobby F. Grandberry, MBA**  
Deputy Administrator  
Shelby County Clerk's Office  
150 Washington Avenue  
Memphis, TN. 38103  
Direct Line: (901) 222-3009  
Fax Line: (901) 222-3038  
e-mail: [bobby.grandberry@shelbycountyttn.gov](mailto:bobby.grandberry@shelbycountyttn.gov)

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**From:** Alston, Nycole  
**Sent:** Tuesday, April 12, 2022 5:19 PM  
**To:** Halbert, Wanda  
**Cc:** Norville, Cliff; Miller, Eddie; Grandberry, Bobby; Cunningham, Bill  
**Subject:** FW: Shelby County Clerk - Service Areas

Clerk Halbert,

In follow-up to our meeting this afternoon, I am forwarding you an email shared by Eddie Miller with the square-footage of the Whitehaven and Poplar Plaza waiting areas.

He will have his team to assess the other locations and provide the square footage.

Thank you.

Thank you,  
Nycole-

Nycole Alston  
Administrator of Support Services  
Shelby County Government  
584 Adams Avenue  
Memphis, TN 38103  
901-222-2432 (office)  
901-605-0435 (mobile)  
[nycole.alston@shelbycountyttn.gov](mailto:nycole.alston@shelbycountyttn.gov)



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**From:** Miller, Eddie  
**Sent:** Tuesday, April 12, 2022 2:28 PM  
**To:** Alston, Nycole <[Nycole.Alston@shelbycountyttn.gov](mailto:Nycole.Alston@shelbycountyttn.gov)>  
**Subject:** FW: Shelby County Clerk - Service Areas

FYI



**EDDIE MILLER**  
**DEPUTY ADMINISTRATOR**  
**Support Services**  
**Shelby County Government**  
584 Adams  
Memphis, TN 38103  
901-222-2407  
[eddie.miller@shelbycountyttn.gov](mailto:eddie.miller@shelbycountyttn.gov)

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**From:** Grandberry, Bobby <[Bobby.Grandberry@shelbycountyttn.gov](mailto:Bobby.Grandberry@shelbycountyttn.gov)>  
**Sent:** Tuesday, March 8, 2022 3:16 PM  
**To:** Miller, Eddie <[Eddie.Miller@shelbycountyttn.gov](mailto:Eddie.Miller@shelbycountyttn.gov)>  
**Cc:** Norville, Cliff <[Cliff.Norville@shelbycountyttn.gov](mailto:Cliff.Norville@shelbycountyttn.gov)>; Halbert, Wanda <[Wanda.Halbert@shelbycountyttn.gov](mailto:Wanda.Halbert@shelbycountyttn.gov)>; Cash, Bill <[Bill.Cash@shelbycountyttn.gov](mailto:Bill.Cash@shelbycountyttn.gov)>  
**Subject:** RE: Shelby County Clerk - Service Areas

Thank you Eddie.

I'll make certain that the Clerk receives this info!



Bobby

**Bobby F. Grandberry, MBA**

Deputy Administrator  
Shelby County Clerk's Office  
150 Washington Avenue  
Memphis, TN. 38103  
Direct Line: (901) 222-3009  
Fax Line: (901) 222-3038  
e-mail: [bobby.grandberry@shelbycountyttn.gov](mailto:bobby.grandberry@shelbycountyttn.gov)

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**From:** Miller, Eddie  
**Sent:** Tuesday, March 08, 2022 2:39 PM  
**To:** Grandberry, Bobby  
**Cc:** Norville, Cliff  
**Subject:** Shelby County Clerk - Service Areas

Mr. Grandberry:

Good Afternoon! I've been asked to provide the square footage for the customer (public) service areas at the Shelby County Clerk's Whitehaven and Poplar locations. Please see the following information:

Whitehaven location (4122 Elvis Presley Blvd.): Approximately 30'x30' = 900 ft.2  
Poplar Plaza location (3412 Plaza Ave.): Approximately 25'x28' = 700 ft.2

For clarity, these areas are the "waiting areas" for the customers/public, not employee space.

Please let me know if additional information is needed.

Best Regards,

**EDDIE MILLER**  
**DEPUTY ADMINISTRATOR**  
**Support Services**  
**Shelby County Government**  
**584 Adams**  
**Memphis, TN 38103**  
**901.222.2407**  
[eddie.miller@shelbycountyttn.gov](mailto:eddie.miller@shelbycountyttn.gov)

Sent from iPad