CITY OF BARTLETT
TENNESSEE

A GREAT PLACE TO
LIVE, WORK, RAISE A FAMILY
AND RETIRE…

A. Keith McDonald, Mayor

FISCAL 2021 ADOPTED BUDGET

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Bartlett

Tennessee

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morrill

Executive Director

BARTLETT VISION 2020

VISION STATEMENT

Our vision of Bartlett is for a dynamic, well-planned and growing community with a strong diversified economy and a high quality of life from childhood through retirement.

QUALITY OF LIFE

PRINCIPLES

- To provide a good place to live, work, play, raise a family and retire.
- To continue to maintain a clean, attractive, well-kept community.
- To provide a wide selection of high quality housing within the community.
- To encourage the conservation of structures, sites and districts of archeological, historical and architectural significance.
- To encourage all citizens and businesses in the City to keep their properties clean, neat and maintained.
- To encourage the development of private recreational facilities and services to meet special needs and compliment public recreational facilities and services.
- To promote and encourage the arts.
- To continue to encourage citizens to be pro-active and involved in community affairs.
- To groom future community leaders by promoting Leadership Bartlett and Youth Leadership Bartlett, and the Mayor’s Youth Council.
- To stand for excellence and quality in all we do.

EDUCATION

PRINCIPLES

- To foster continuous improvement, community and parental involvement in all public and private schools that serves the city of Bartlett.
- To promote Bartlett Municipal School System as a valuable asset and a critical building block of the community.
- To reward excellence in teaching.
- To broaden the scope of business/school partnerships through mentoring, and career programs.
- To prepare our youth for life's challenges and for life-long learning.
- To motivate our youth to become informed and responsible citizens who contribute to the Bartlett community.
- To foster environments that facilitates the development of the whole person, both morally and ethically.

- To encourage superior motivation, learning results and educational services for both college-bound and technology students.
- To encourage attendance at school and graduation of all students.
- To promote and support the Bartlett Education Foundation which encourages academic excellence.

ECONOMIC DEVELOPMENT

PRINCIPLES

- To identify and encourage effective public and private partnerships for economic development with an emphasis on creating high paying career opportunities for Bartlett citizens.
- To have a fertile economic climate for making Bartlett a strong partner in the regional economy.
- To implement strategies that will position and market Bartlett as a business-friendly environment for corporate and regional offices for healthcare, technology and research and development.
- To aggressively recruit businesses those enhance Bartlett's economic vitality.
- To plan for future employment centers in the annexation reserve.
- To develop innovative strategic partnerships and alliances between government and business to enhance economic growth through new business identification, planning and economic growth.
- To recruit institutions of higher education.
- To promote the creation of walkable streetscapes and commercial cores.

GENERAL GOVERNMENT

PRINCIPLES

- To protect the health, safety and general welfare of the citizens of Bartlett by providing adequately staffed and funded police, fire, ambulance, public works, utilities, code enforcement and parks and recreation departments.
- To maintain excellence in financial reporting and bond rating.
- To keep Bartlett's property taxes low.
- To establish operating policies and procedures which support excellence in the services provided, and sound management of financial resources
- To establish fiscal policy that balances the needs and capabilities of the community.
- To plan, coordinate and develop the basic infrastructure necessary for the future growth of the city.
- To establish plans for new capital improvement projects those balance the needs with the financial capabilities of the community.
- To encourage city employees, while respecting the rules of government, to continue to be proactive, cordial and helpful when working with citizens, developers and businesses that have proposals, problems, or complaints to discuss.

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CITY OF BARTLETT

TENNESSEE

INTRODUCTION

City of Bartlett

A. Keith McDonald, Mayor

August 25, 2020

Board of Mayor and Aldermen
City of Bartlett, Tennessee

This letter transmits the Budget for the fiscal year beginning July 1, 2020. In setting the City's annual financial plan of resources and uses of funds, the adoption of an annual Budget is a significant action by the Board of Mayor and Aldermen. This document outlines the authorization of allocation of resources and establishes department level operational expenditures for the coming year as well as a five-year capital improvement program to meet future infrastructure and equipment needs of the City.

The Board of Mayor and Aldermen have adopted budgets in recent years with conservative estimates of growth in revenues while at the same time providing essential services to the citizens of Bartlett. While the adopted FY20 General Fund budget projected a break even from operations the finance department now projects a decrease in fund balance for FY20 as a result of operations for the fiscal year ending June 30, 2020.

The FY21 annual operating budget represents the City's plans, policies, and strategies for maintaining a level of service to meet the needs and expectations of the citizens in the community during these very uncertain time due to the COVID-19 pandemic. Bartlett is a corporation established in 1866 and has a population, according the 2010 federal census and adjusted for 2012 annexation results, of 56,488. A more recent U.S. Census projection of the population in 2020 is close to 60,000. The City's charter was last amended on April 14, 1993 and operates under a strong Mayor and Aldermen form of government as provided for in Tennessee state statutes.

The City is located in the geographic center of Shelby County, Tennessee and is the second largest city in the county after Memphis. The Memphis MSA (Metropolitan Statistical Areas), in which the City is located, has a population of over one million people. The City covers over

32 square miles and has a reserve annexation area of about 9 square miles. Growth in the City has remained steady from the 1970's through the 2010's, growing at a robust pace of 78% since 1990. While the City is home to many companies with regional and international operations it continues to maintain its small town atmosphere. Commercial and residential development had remained steady since the recession in 2008 through 2019 which has contributed to increased property assessments and property tax revenues. Historic Bartlett Station, the Gotten House Museum, the Bartlett Performing Arts and Conference Center and thirty-one public parks provide year round cultural and recreational opportunities for the City's residents. The creation of the Bartlett Municipal School System in 2014 has also been a contributing factor in increased home sales and commercial development. Existing residential properties sell quickly once on the market in Bartlett, primarily due to its excellent school system and quality of life offered in the City. Bartlett's school system has won several awards from the State of Tennessee for its excellent education programs. The results have seen many new families wanting to move to Bartlett.

As required by the Bartlett City Charter this budget document is presented for your approval for the fiscal year 2021 operating and capital budgets. The State of Tennessee has seen many of its revenue streams reduced by the effects of the pandemic which impacts cities across the state. One of the main revenue sources for the state is the state sales tax, a portion of which is shared with municipalities in the state on a per capita basis. The sales tax is an elastic tax which can vary considerably month to month and year to year depending upon consumers' discretionary income. While the pandemic has seen many of the City's revenues reduced from prior years, Bartlett experienced a 2.7% growth in the per capita state sales tax allocations from FY19 to FY20. The growth in the state sales tax has been 31.5% for the six year period FY14 to FY20. However, the FY21 budget projects an almost 9.0% reduction in state sales tax revenue over FY20. The state's economy will likely result in declining revenue growth and the City is planning on this decrease in anticipation of overall contraction of the state and national economy. Revenue from other state shared taxes are trending downward. The state income tax, shared with local governments in Tennessee, will be phased out in FY21. Bartlett's share of this tax has been reduced by over 90% since FY15 and will be eliminated entirely in FY22 resulting in a loss of over $500,000 annually at its revenue high in FY15. Revenue from the local option sales tax, an amount generated from Bartlett's retail businesses remained flat in FY20 compared to FY19. The FY21 budget anticipates a decrease of 5.6% in local option sales tax over FY20.

The overall General Fund budget for FY2 is set at $54.9 million. This includes $48.9 million in general operation for the various departments within the city plus $6.1 million in transfers for other uses such as maintenance of effort appropriation for Bartlett City Schools, payment to Shelby County School System for purchase of county school buildings now used by the city system, and a $500,000 increase in transfers to the City's Debt Service Fund for retirement of general obligation bonds and notes. The City has four (4) major funds reported in its annual CAFR: General Fund, General Purpose School Fund, Capital Projects Fund, and Education Capital Fund. Along with the General Fund budget of $54.9 million the General Purpose School Fund has a budgeted appropriations of $91 million. The School Fund is using $4.55 million in fund balance to supplement the $86.4 million in total revenues to balance its budget. The Capital Projects Fund does not have an adopted budget in the budget ordinance because it is a multi-year fund. The Education Capital Fund does not have annual appropriations. The Bartlett Board of Education adopts a budget for each capital project as they are proposed during the year. The City additionally has twelve (12) Special Revenue Funds which have adopted budgets on an annual basis. The E-Citation Fund is required by state statutes and provides for revenue and expenditures computer equipment and DUI testing equipment for the Bartlett Courts and police Department. This fund is a temporary fund and will sunset in FY24 after 5 years of activity per state law.

The total budget for all funds included in the budget ordinance is $176.96 million which includes all expenditures and expenses of the various funds. The line item "Department Revenues" in the budget ordinance on pp. 13-15 for the General Fund and Utility Fund are netted with expenditures or expenses in the detailed budget, therefore creating slightly different budget totals when comparing the budget ordinance to the line item budget document.

VISION STATEMENT

The statement on pp. 7-8 details the vision statement of the Bartlett Board of Mayor and Aldermen for 2021. Simple stated it envisions a dynamic, well-planned and growing community with a strong diversified economy and a high quality of life from childhood through retirement. The envisions a great quality of life, educational opportunities for its youth, strong economic development through retail and commercial activity, and a strong, ethical, and citizen oriented government. The FY21 budget continues this vision by maintaining services the citizens require even in these challenging times, providing for future development through a conservative and well-managed debt management policy, improved education facilities through completion of a new Bartlett High School, recruitment of retail and commercial developers, and continuing to strive for excellent staff members to carry out policies and programs set forth in the budget document.

Major Initiatives

To keep pace with the transportation needs of the growing population of residents, businesses, and arterial traffic of visitors, the City has projects in various stages of completion as well as planned projects included in the City's Capital Improvement Program for FY21-FY25. Other projects will help improve department facilities, improvements to arterial roadways and bridges, parks facilities, and water and sewer improvements:

- The City began planning for a new city shop for a central location for its fleet management operations in FY17 by purchasing land for the project. The FY20 budget provided general obligation bond proceeds of $2,650,000 for design and construction. An additional $2,000,000 capital outlay note was issued in FY20 to provide additional funding for this project. The total estimated cost of the facility is $4,495,970 with a completion date in FY22. This will provide a state-of-the-art facility for equipment repair and maintenance for many years.
- The major east-west arterial Old Bartlett West road from Kirby-Whitten to Austin Peay Highway has been in the planning stages since FY2005. The City completed the acquisition of right-of-way in FY20 with plans to begin construction in FY21. This is a $7,350,000 project with 80% funding through the Tennessee Department of Transportation. Once completed, the new roadway will provide much needed relief on this east-west corridor.
- In August 2017 the City purchased land for $814,000 for the future construction of a new campus for the Tennessee College of Applied Technology at the corner of Appling Road and Brother Blvd. Construction is close to completion for this facility, funded by the State of Tennessee. The total amount obligated by the City is $1,000,000 inclusive of the land purchase. Once completed, the facility will join a network of twenty-seven other TCAT facilities in the state and will provide state-of-the-art technical training for workers to obtain technical skills and professional training necessary for advancement in today's competitive job market.
- The Bartlett High School located on Woodlawn Street is mostly complete. The project was first proposed by the Bartlett Municipal School Board in FY16. General Obligation bonds of $44 million were issued in FY17 to provide funding for the facility. The City pledged an additional $8,000,000 from General Fund reserves to fund any remaining costs, including additional furniture and fixtures for the new classroom. The City's $8,000,000 has been budgeted in the FY21 budget document in its capital improvement

program. The City will issue $8,000,000 in capital notes to complete the funding for this project.

- With the construction of the Tennessee College of Applied Technology coming to a close, the city plans to make major improvements to Appling Road from Brother Blvd on the south end to Southern Way on the north. The improvements will include curb, gutter, and sidewalk on the West side of Appling along the East border of the TCAT facility. The City has budgeted $1,450,000 for this project which should be completed in fall of 2021.
- The City continues to work with the State of Tennessee's Department of Transportation in funding improvements to its transportation overlay projects. The FY21 capital improvement program budget for this project is $190,000 with 80% TDOT funding. The five year projection for these projects is $2,755,000 with TDOT again funding 80% of the costs.
- The Tennessee Department of Transportation is requiring the City of Bartlett to provide ADA access to buildings, intersection sidewalks, and other ADA facilities. The City will be required to spend an estimated $1.7 million over the next five years to upgrade our facilities with TDOT providing 80% funding. The FY21 CIP budget does not contain any funding for this project; however the City will spend $170,000 in FY22 and FY23 with TDOT finding $1.360,000 of the cost over the two year period.

Other Significant Challenges

Increased Property Taxes and Other Sources of Revenue

While the City has seen success in retail development in the last several years, the current novel coronavirus pandemic has affected business in Bartlett as well as Tennessee and the nation. Past successes in attracting franchises such as Krispi Kreme, Chick-fil-A, Red Koi, and others have added significant revenues to the local tax base. The City's property tax assessments have increased slightly in recent years; however the pandemic has slowed development in the retail sector as well as residential and commercial activities. The City has several developers that are interested in development for residential housing. Residential units for existing properties are selling quickly once on the market. New construction has been hampered by a shortage of property and a moratorium on sewer connections to the Memphis sewer system. New housing permits averaged 301 units per year for FY2001 through FY2008. Since that time new housing permits have dropped to average of only 124 units per year. Property taxes have risen in recent years but were flat in FY20. The City expects similar numbers for FY21 until a reappraisal of all property is conducted in calendar 2021.

Health Insurance Costs for Employees

The City continues to address the rising health care costs for its employees by remaining in an Interlocal Health Benefit Plan. Members of the plan include employees of three municipalities and four municipal school systems in Shelby County. The annual costs of insurance premiums and prescription drugs continue to rise, placing strain on the participant members to provide a revenue stream sufficient to cover these costs. Plan rates and contributions for each entity are set in advance each July 1st. Plan contributions in FY20 were sufficient to cover all costs of the health plan without having members contribute in advance at the beginning of the plan year. The Interlocal Health Insurance Committee is closely monitoring our health care providers and pharmacy partners while promoting innovative solutions to these rising costs. The Board of Mayor and Aldermen are also monitoring the situation to ensure quality healthcare to its employees at reasonable prices.

Services to Annexed Property Owners

The City annexed 3,315 acres containing 927 parcels with an assessed valuation of over $58 million in 2012. A key challenge for the City continues to be providing services to this annexed territory. The FY20 Capital Improvement Program budget provided $400,000 in sewer projects in the annexed area. The City's operating budget continues to provide public safety and public works personnel and services to cover all annexed property.

Sanitation Fund Self-Sufficient

The Sanitation Fund is a special revenue fund of the city with the requirement that it be self-sufficient in operations. Due to increased costs of providing curbside trash pickup, street sweeping, and leaf deposal in the fall of each year, it is necessary to increase monthly customer fees to cover these costs. The sanitation fee was increased in FY20 to $30 per month per customer. The Board felt this increase provided sufficient revenue stream for several years. Total operations for the Sanitation Fund in FY20 was estimated at $7.13 million.

Water and Sewer Operations

The Water and Sewer Fund has operated close to a loss for the last several years. Subdivision develop fees have historically provided additional resources which enable the fund to operate without a loss. With developer fees in decline, the City took a proactive approach to this issue by increasing water and sewer rates $4 per month per customer beginning July 1, 2019. This water/sewer rate increase has provided needed revenues to allow operations to be in compliance with state laws and to assist funding of certain capital projects. The Water/Sewer Fund has an adopted budget in FY21 of $8.9 million in total expense.

Bartlett Vision Statement

As detailed in this document, The Board of Mayor and Aldermen met in January 2015 to adopt the City's Vision and Mission Statements and to develop 3-5 year strategic goals for economic growth, provide superior services to its citizens, and maintain a clean and safe environment.

The result of this meeting City's long-term strategic goals were focused on general areas of

- Quality of Life
- Education
- Economic Development
- General Government

Specific long-term strategies to promote the attainment of these goals are included below with specific results listed**:**

- Quality of Life - Adopt a more complete bikeway plan through a multi-year capital improvement program. Plans are in place to improve the bikeways on major arteries throughout the city.
- Quality of Life - Development of a master plan for Freeman Park with state of the art facilities for sports and entertainment venues. Major improvement have been made to the park, including soccer fields and the new A. Keith McDonald Pavilion included in the more than $6.1 million capital improvements currently underway for all park property. A major initiative is to upgrade all park restrooms to make them ADA compliant over the next few years.
- Education - To support the City's municipal school system to provide an innovative and exemplary education for all students in a safe, high-performing district that encourages them to expand their horizons and achieve their potential. The city purchased land for the purpose of construction of a training facility in Bartlett to coordinate special training for students wishing to get into the medical device field of study. This facility has been partially funded by the state government to build a Tennessee College of Applied Technology (TCAT) to promote this educational opportunity. The City is also close to completion of major renovation of its Bartlett High School which will provide quality education facilities for many years.
- Economic Development - Develop a retail recruitment plan to complement the City's commercial and healthcare industries. A number of new businesses have located in Bartlett as a result of this effort. The city continues to work with Retail Strategies, a consulting group which works to bring commercial business to the area. We have also proposed

changes in the city's zoning ordinance to provide for mixed use residential and commercial development in the future.

- General Government - Control the City's debt and debt service requirements and maintain or improve its Standard & Poor's AAA and Moody's Aa1 bond ratings. The city maintained its current bond ratings from S & P and Moody's on its $6.56 million bond issue in FY2020. There are plans to issue $2.8 million in general obligation bonds in FY21 with most of the proceeds going to city street improvements and other engineering projects.
- General Government - Limit debt to manageable levels each year. With demand for improved services and new infrastructure requirements, the city is looking to issue over $25 million in debt over the next four years. Debt service requirements will increase in the near term; however, the administration is confident that resources will be available for these projects. An increase in the city's property tax rate for FY18 ensured resources will be provided for future debt retirement. The City board also appropriated an additional $500,000 in transfers to its Debt Service Fund for FY21 to retire current and future debt obligations.
- General Government – Provide training opportunities for staff to become better efficient in their duties. We conducted monthly meetings with health and safety officials the first half of FY20 before the pandemic required social distancing and fewer contact with staff members. Department heads require monthly training sessions as appropriate in critical areas of work to encourage safety in the workplace.

<u>Budget Overview</u>

The Fiscal Year 2021 proposed budget for all funds, including Bartlett School Fund, is $176.9 million. Excluding Bartlett School Fund, the Fiscal Year 2021 proposed budget for all funds is $85.6 million, which represents a 2.05% increase compared to Fiscal Year 2020 Projections. The proposed General Fund budget is $54.9 million which represents a slight increase compared to the General Fund budget for Fiscal Year 2020.

<u>Highlights of the FY2020 budget include</u>:

- Figures from the Shelby County Assessor indicate a flat assessments in 2020 compared to FY19.
- Local Sales Tax budgeted reflects an estimated 5.0% decrease compared to FY2020.
- Planned use of reserves of $1,827,208 in General Fund operating budget.
- Revenues from the federal CARES Act through Shelby County of $800,000
- Revenues from State of Tennessee special appropriation of $1,338,991 to assist in mitigating effects of revenue reductions due to the pandemic.

- No increase in personnel positions in FY21
- Half-cent Sales Tax budgeted to reimburse costs for School Ground Maintenance, School Resource Officers, School Officers Overtime, Crossing Guards, Health and Safety Officer, and DARE Program. Additional budgeted amounts from half-cent sales tax for city support of Bartlett Municipal School System include the maintenance of effort requirement for FY21 of $1.7 million and Shelby County Board of Education buildings contribution of $608,000.
- Current service levels are maintained for special revenue funds with planned use of fund balances as necessary in State Street Aid, General Improvement, Drug Fund, and General Purpose School Fund.
- Recommend increasing sanitation fees by $5 per month per customer to make Solid Waste Fund self-sufficient with continue level of customer service.
- No general salary increases included in budget. Career ladder increases included for scheduled and approved personnel; funding provided for increased health insurance premiums and pension fund ADC requirements.

General Fund

General fund revenues are projected at $53.1 million. Funds are provided for contributions to the city's Debt Service Fund to service existing and future debt issues. Budgeted expenditures of $54.97 million include maintenance of effort appropriation of $1,737,826 to Bartlett City Schools plus $608,000 to Shelby County Board of Education for school buildings. Additional budgeted transfers include $3.555 million to Debt Service Fund, $100,000 to the Drainage Fund; $150,000 transfer out to Bartlett Station Commission; and $33,000 appropriation for DARE funding.

Special Revenue Funds

Gas tax revenue is used to pay for street lighting in the State Street Aid Fund. We included $200,000 in subdivision paving which will be paid from developer fees. An additional amount of $500,000 has been included for general street paving to complement CIP funding for this purpose. Solid Waste fund is intended to be self-supporting; fees will be unchanged from the prior year. We are proposing a small surplus for FY21 in the Solid Waste Fund with the $30 per month user fee per customer. Approximately $544,000 in solid waste vehicles and equipment will be funded in Solid Waste Fund in FY21. The General-Improvement fund is used to fund city wide improvements and contribute to general fund balance. Its budget is balanced for FY21, using $148,000 in fund balance. Drug funds are used to support drug education and enforcement throughout city. Drainage fund supports efforts to monitor drainage and storm water and forestry. We are proposing the use of $96,558 in fund balance to balance the Drainage Fund budget. The Bartlett City Municipal School Fund is presented as a special revenue fund. The Bartlett City Board of Education presented its budget for inclusion in this budget document. The school fund budget totals $91 million for FY21. The E-Citation Fund, with a budget of $30,400 for police and city clerk operations, is the second year for this fund. Revenues and expenditures are reserved for law enforcement E-ticket activities and city clerk computer equipment.

Water/Wastewater Fund

The fund's revenues and expenses are budgeted to provide sufficient operating income to comply with state regulations and maintain operations and capital improvements. The FY21 budget provides no monthly increase in water and sewer fees to provide for a balanced budget.

Debt Service Fund

One third of the 2¼ percent local option sales tax allocation to Bartlett goes to this fund to pay debt service for General Obligation debt. To supplement this revenue we are transferring $3.555 million from the General Fund and a $1 million transfer from the General Purpose School Fund to service the annual debt obligation. Total Debt Service Fund expenditures are $9.288 million in FY21.

The City expects to issue $2.8 million in general obligation bonds in FY21. Additionally, the City plans to issue $8,000,000 in capital outlay notes to fund the remaining costs of the Bartlett High School.

Capital Improvements Fund

We are requesting $12,024,010 for capital improvement projects in FY21. Funding sources include $2.8 million in G.O. bonds, $8.0 million in capital notes, $397,000 in TDOT matching funds, $525,000 in interest revenue, and the remainder in use of unspent funds and use of fund balance. Major projects and capital acquisitions as noted previously include $8.5 million in administrative projects plus the contribution for the high school, $3.3 million in street, bridge, traffic enhancements, and park maintenance programs. Water and sewer projects include sewer line extension for Westbrook Road and improvements to various sewer lines.

Budget Projections

The budget is an important plan with reflects the visions of the Board for providing excellent services to the citizens of the community. The city of Bartlett is planning for future growth due to its location and business friendly environment. The coronavirus pandemic has presented the City with challenges related to revenue streams which fund many of its functional areas. During the last few years, with the support of the Board, we have built up our reserve funds to a level that has favorably positioned the City in hope of improved economic conditions. We will continue to use a conservative approach in providing services to out citizens.

REVENUES & EXPENDITURES PROJECTIONS

	FY 2019 Actual	FY 2020 Projection	FY 2021 Adopted	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected
General Fund Revenues	$54,063,109	$54,042,225	$53,147,851	$ 51,553,415	$ 50,522,347	$ 52,543,241
General Fund Expenditures	53,476,816	54,199,572	54,975,059	53,325,807	51,726,033	52,243,293
Fund Balance	**29,865,345**	**29,707,998**	**27,880,790**	**26,108,398**	**24,904,712**	**25,204,660**
Special Revenue Funds Revenue	$96,651,356	$97,096,454	$97,218,528	$ 96,246,343	$ 94,321,416	$ 96,207,844
Special Revenue Funds Expenditures	93,629,895	111,618,826	102,550,566	97,423,038	94,500,347	95,445,350
Fund Balance	**39,329,966**	**24,807,594**	**19,475,556**	**18,298,861**	**18,119,931**	**18,882,425**
Utility Fund Revenues	$ 8,662,223	$ 9,503,000	$ 9,712,500	$ 9,809,625	$ 9,907,721	$ 10,105,876
Utility Fund Expenditures	9,840,258	8,834,753	10,143,143	10,041,712	9,941,294	10,040,707
Cash Balance	**12,626,348**	**13,294,595**	**12,863,952**	**12,631,865**	**12,598,292**	**12,663,460**
Debt Service Fund Revenues	$ 8,293,241	$ 8,117,850	$ 8,494,250	$ 8,918,963	$ 9,810,859	$ 9,908,967
Debt Service Expenditures	8,468,420	8,611,587	9,288,449	9,381,333	9,568,960	9,664,650
Fund Balance	**3,156,606**	**2,662,869**	**1,868,670**	**1,406,299**	**1,648,197**	**1,892,515**

In making the above projections the administration looked for guidance on fiscal policies established by the Board of Mayor and Aldermen. The fund balance policy in the General Fund requires that the City maintain an unassigned fund balance of at least 20% of general fund expenditures plus $1,000,000 in committed fund balance for emergency purposes. The objective is to develop a balanced budget without the use of reserves. For FY21 this policy would require an unassigned fund balance at June 30, 2021 of $10.99 million. One-time uses of reserves may be approved for certain capital items and expenditures. These appropriations are used infrequently when prior year operations result in surpluses or when the reserves can be replenished within two to three fiscal years. Special revenue funds rely on certain fees or designated revenue streams other than property taxes. The Board monitors the budget and actual operations of these funds on a monthly basis. The utility fund is self-supporting through customer user charges. State law requires the operation of utility funds to generate a positive change in net position each year. The Board reviews operations annually and determines if changes are needed to user rates or adjustments to operations. The budget for the City's Debt

Service Fund includes sources and uses of funds to service the general obligation debt and capital note requirements each year. For planning purposes the administration considers capital improvement needs for the year plus an additional four years of projections. The Board prioritizes these capital expenditures, determines the bond or note expenditures necessary and authorizes funding sources based on the City's debt management policy.

Concurrent with adoption of the FY21 budget, the Board of Mayor and Aldermen adopts a property tax rate. As previously noted, the budget adopted a property tax rate of $1.83, which has not changed since FY18. Property tax revenues account for approximately 47% of the total revenue in the General Fund with local taxes (sales, business, etc.) accounting for an additional 24% of total revenue.

With the Board's direction the administration is confident the City will make steady progress on fulfilling the goals and objectives outlined in its vision statement labeled Bartlett Vision 2021 which is presented on pp. 7-8 of this document.

The coronavirus pandemic has presented all local governments, including Bartlett, with many challenges in maintaining services to its citizens without eliminating personnel and capital improvements to perform this work. The City is confident it can meet these challenges and maintain an excellent level of service to its citizens.

The budgeting process and this document are further efforts and commitments to transparency in the affairs of the community. Department head meetings, board work sessions, and open public participation has resulted in a document which we hope will build on and garner the public's trust in the operations of the City. We have attempted to cover some highlights in this letter. For a better understanding of the City's plan of operations for the coming fiscal year, the reader should review this document in its entirety. Inquiries or comments may be directed to Dick Phebus, Finance Director or Mark Brown, Chief Administrative Officer. The budget may be viewed on the City's website at www.cityofbartlett.org.

Thank you for your consideration and continued support and we look forward to working with you throughout next year.

Dick Phebus
Director of Finance

ORDINANCE 20-03

AN ORDINANCE TO ADOPT THE 2020-2021 GENERAL FUND, STREET AID FUND, SOLID WASTE FUND, GENERAL IMPROVEMENT FUND, DRUG ENFORCEMENT FUND, DEA ENFORCEMENT FUND, DRAINAGE FUND, PARKS IMPROVEMENT FUND, E-CITATION FUND, BARTLETT CITY SCHOOL FUND, UTILITY FUND, DEBT SERVICE FUND AND CAPITAL IMPROVEMENTS FUND BUDGETS.

SECTION 1: BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Bartlett that the following appropriations for the 2020-2021 Fiscal Year for the City of Bartlett are as follows:

GENERAL FUND EXPENDITURES:		Fiscal Year 20/21
ADMINISTRATIVE:		
Legislative Board	$	1,088,082
Mayor's Office	$	819,921
Community Affairs	$	309,126
Building and Grounds	$	390,781
Bartlett Station Municipal Center	$	443,498
Library	$	1,308,801
Finance and Administration	$	1,820,199
City Court	$	1,128,547
Personnel	$	601,975
Planning and Economic Development	$	529,894
Total Administrative	**$**	**8,440,824**
PUBLIC SAFETY:		
Police Department	$	16,549,847
Fire Department	$	7,913,190
Ambulance Department	$	3,919,889
Code Enforcement	$	1,021,853
Total Public Safety	**$**	**29,404,779**
PUBLIC WORKS:		
Administration	$	427,328
City Shop	$	1,142,887
General Maintenance	$	1,619,209
General Services	$	342,020
Grounds Maintenance	$	1,534,742
Animal Control	$	823,140
Engineering Administration	$	298,743
Engineering & Inspection	$	409,237
Total Public Works	**$**	**6,597,306**
PARKS AND RECREATION:		
Administration	$	480,925
Community Center	$	915,387
Athletics	$	828,593
Maintenance	$	1,651,755
School Ground Maintenance	$	321,355
Senior Citizen Center	$	407,776
Recreation Center	$	1,836,254
Total Parks and Recreation	**$**	**6,442,045**

PERFORMING ARTS:				
Performing Arts Center	$	770,279		
Total Performing Arts	**$**	**770,279**		
OTHER GENERAL FUND ITEMS /TRANSFERS OUT				
Transfer Out Bartlett City School	$	1,737,826		
Transfer Out Shelby County Board of Education	$	608,193		
Transfer Out DARE Program	$	33,000		
Transfer Out Debt Service	$	3,555,000		
Transfer Out Bartlett Station	$	150,000		
Total Transfers Out	**$**	**6,084,019**		
TOTAL GENERAL FUND EXPENDITURES			**$**	**57,739,252**
GENERAL FUND REVENUES/TRANSFERS:				
Property Taxes	$	25,205,000		
Local Taxes	$	12,948,653		
Licenses & Privileges	$	1,626,500		
Intergovernmental	$	5,763,000		
General Charges for Services	$	3,413,000		
Department Revenues	$	2,764,193		
Court Charges	$	1,410,000		
Other Revenue	$	2,613,698		
Transfer In from General Improvement Fund	$	168,000		
Use of Fund Balance	$	1,827,208		
TOTAL GENERAL FUND REVENUES/TRANSFERS			**$**	**57,739,252**
SPECIAL REVENUE FUNDS EXPENDITURES				
Street Aid Fund	$	2,610,000		
Solid Waste Fund	$	7,282,780		
General Improvement Fund	$	820,500		
Drug Enforcement Fund	$	306,200		
DEA Enforcement Fund	$	378,700		
Drainage Control Fund	$	120,558		
Park Improvement Fund	$	0		
E-Citation Fund	$	30,400		
Bartlett City School Fund	$	91,001,428		
TOTAL SPECIAL REVENUE FUNDS EXPENDITURES			**$**	**102,550,566**
SPECIAL REVENUE FUNDS REVENUES/SOURCES				
Special Revenue Funds Revenue	$	97,218,528		
Use of Fund Balance	$	5,332,038		
TOTAL SPECIAL REVENUE FUNDS REV./SOURCES			**$**	**102,550,566**
UTILITY FUND EXPENDITURES				
Administration	$	2,720,268		
Water & Wastewater Services	$	2,308,946		
Plant Operations	$	2,734,840		
Sewer Treatment	$	1,168,270		
Total Utility Operation Expenditures	**$**	**8,932,324**		

Utility Debt -- Principal $ 1,002,000				
Utility Debt -- Interest & Charges	$	219,319		
Total Utility Debt Expenditures	**$**	**1,221,319**		
TOTAL UTILITY FUND EXPENDITURES			**$**	**10,153,643**

UTILITY FUND REVENUES/SOURCES				
Utility Fund Revenues	$	9,712,500		
Department Revenues	$	10,500		
Use of Fund Balance	$	430,643		
TOTAL UTILITY FUND REVENUES/SOURCES			**$**	**10,153,643**

GENERAL DEBT SERVICE FUND EXPENDITURES				
Principal	$	5,964,000		
Interest and Other Charges	$	3,324,449		
TOTAL GENERAL DEBT SERVICE EXPENDITURES			**$**	**9,288,449**

GENERAL DEBT SERVICE REVENUES/SOURCES				
Debt Service Revenues	$	8,494,250		
Use of Fund Balance	$	794,199		
TOTAL GENERAL DEBT SERVICE REV/SOURCES			**$**	**9,288,449**

SECTION 2: SOLID WASTE FEE -- BE IT FURTHER ORDAINED that the Solid Waste Fee shall be $30 per month for residential pickup; $30 for 1 cart, $35 for 2 carts, and $40 for 3 carts for commercial pickup. Other charges for Solid Waste services are listed in the Solid Waste Fee Schedule found in Exhibit B and made part of this ordinance by reference. All monthly and separate fee charges shall become effective July 1, 2020.

SECTION 3: ELECTRONIC CITATION FEE -- BE IT FURTHER ORDAINED that the electronic traffic citation fee of $5 authorized by T.C.A. 55-10-207(e) for each ticket that results in conviction is imposed in City Court effective July 1, 2020. The $5 fee shall be distributed as follows: $1 for the City Court Clerk, restricted use for computer hardware and related expenses as authorized in the above T.C.A. citation, and $4 designated for Special Revenue E-Citation Fund and used for electronic citation system and related expenses for the City of Bartlett Police Department law enforcement activities. The E-citation fee will expire on June 30, 2024.

SECTION 4: CAPITAL IMPROVEMENT PLAN -- BE IT FURTHER ORDAINED that "Exhibit A" represents the capital improvements plan for the City of Bartlett, Tennessee. The items listed as 2020-2021 are to be included in the budget, while new projects in future years represent "Planned" expenditures, and will require formal appropriation in future years. Unexpended project revenues and expenditures/expenses for existing projects may be administratively transferred to other CIP projects by the Finance Director with the approval of the Mayor and/or the Chief Administrative Officer.

SECTION 5: CAPITAL IMPROVEMENT PLAN BORROWING -- BE IT FURTHER ORDAINED that the borrowing required as scheduled with the Capital Improvements Plan will take additional, specific authorization from the Board of Mayor and Aldermen in accordance with Tennessee Law.

SECTION 6: The CITY WATER RATE -- BE IT FURTHER ORDAINED that the City Water Rates be assessed according to the following schedule:

	Rates
Residential -- City Customers -- The first 2,000 gallons	$ 7.80
Residential -- City Customers – Over 2,000 gallons, per 1,000 gallons	$ 1.80
Residential -- Rural Customers -- The first 2,000 gallons	$ 10.70
Residential -- Rural Customers -- Over 2,000 gallons, per 1,000 gallons	$ 2.70
Commercial -- City Customers -- The first 2,000 gallons	$ 12.88
Commercial -- City Customers – Over 2,000 gallons, per 1,000 gallons	$ 2.10
Commercial -- Rural Customers -- The first 2,000 gallons	$ 17.59
Commercial -- Rural Customers -- Over 2,000 gallons, per 1,000 gallons	$ 3.15

SECTION 7: The CITY SEWER RATE -- BE IT FURTHER ORDAINED that the City Sewer Rates be assessed according to the following schedule:

	Rates
Residential -- City Customers -- The first 2,000 gallons	$ 8.19
Residential -- City Customers -- each additional. 1,000 gallons	$ 1.64
Residential -- Rural Customers -- The first 2,000 gallons	$ 11.09
Residential -- Rural Customers -- each additional 1,000 gallons	$ 1.79
Commercial -- City Customers -- The first 2,000 gallons	$ 16.89
Commercial -- City Customers -- each additional 1,000 gallons	$ 1.79
Commercial -- Rural Customers -- The first 2,000 gallons	$ 24.14
Commercial -- Rural Customers -- each additional 1,000 gallons	$ 1.93

SECTION 8: WATER/SEWER IN LIEU OF AD VALOREM TAX PAYMENTS -- BE IT FURTHER ORDAINED that the Treasurer is directed to transfer and deliver to the general fund from the Water/Sewer Department, revenues equivalent to the property tax rate per each $100 of Net Book Value of assets of the Bartlett Water/Sewer Department in lieu of property taxes on the day and date regularly that property taxes are collected.

SECTION 9: BARTLETT CITY SCHOOL SPECIAL REVENUE AND CAPITAL BUDGET -- BE IT FURTHER ORDAINED that The Bartlett City Board of Education has approved and presented Special Revenue Funds for FY2020-21 for its Title Funds, School Nutrition Fund, Discretionary Grants Fund and other various funds administered by the Bartlett City Board of Education. These budget documents, "Exhibit B, C & D", are presented in the FY2020-21 Approved Special Revenue Budget and the FY2020-21 Approved Capital Budget documents as attached and made part of the enacting City of Bartlett budget ordinance by reference. (Note: The Bartlett City Board of Education General Fund Budget, along with its Special Revenue Funds Budgets for FY2020-2021 as noted within this section were previously presented and approved as contained in Ordinance 20-01 by the Bartlett Board of Mayor and Aldermen on three (3) separate readings dated May 12, 2020, May 26, 2020, and June 9, 2020. Ordinance 20-01 shall remain in full force and effect.)

SECTION 10: CITY FEES SCHEDULE -- BE IT FURTHER ORDAINED that "Exhibit E" represents the fiscal year 2020-2021 comprehensive fees schedule for the City of Bartlett, Tennessee and establishes the rates for fiscal year 2020-2021. Any rate or fee not included in the attached 2020-2021 schedule established by previous resolution, ordinance or administrative action will remain in effect.

SECTION 11: INTERNAL SERVICE FUNDS -- BE IT FURTHER ORDAINED that the Internal Service Funds for Health and Welfare and Worker’s Compensation be continued, with the City’s portion of the funding to be included in each fund’s budget.

SECTION 12: OPERATING BUDGETS EXPIRE AT JUNE 30 -- BE IT FURTHER ORDAINED that Operating budgets not spent or formally encumbered expire at June 30, 2021. Capital Projects are authorized on a "project" basis -- and the appropriation expires on completion of the project.

SECTION 13: NO APPROPRIATION EXCEEDED -- BE IT FURTHER ORDAINED that no appropriation listed above may be exceeded without appropriate ordinance action to amend the budget.

SECTION 14: AFTER THE FISCAL YEAR-END -- BE IT FURTHER ORDAINED that the Mayor is authorized to transfer appropriations within funds as needed to balance the budget after all year-end entries have been recorded in the fiscal year 2021 budget. All transfers will be reported to the Board of Mayor and Aldermen at the time of the reporting of the year-end financial results in the Comprehensive Annual Financial Report for the year ended June 30, 2021.

SECTION 15: DETAILED LINE-ITEM -- BE IT FURTHER ORDAINED that a detailed line-item financial plan shall be prepared in support of the budget.

SECTION 16: GENERAL FUND OPERATING RESERVES AT JUNE 30 -- BE IT FURTHER ORDAINED that the policy of the Board of Mayor and Aldermen establishes at 20%, the General Fund Balance as a percent of the next year's operations, and $1,000,000 established as an emergency fund. Below this level, unspent budgets will accrue toward this. Amounts above this level may be used as directed by the Board.

SECTION 17: SEVERABILITY -- BE IT FURTHER ORDAINED that all Ordinances heretofore passed in conflict herewith are hereby repealed insofar as they are in conflict with this Ordinance.

SECTION 18: EFFECTIVE DATE -- BE IT FURTHER ORDAINED that this Ordinance becomes effective July 1, 2020.

FIRST READING:	August 11, 2020
SECOND READING:	August 18, 2020 (special call meeting)
THIRD READING:	August 25, 2020

W.C. Pleasant

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

A. Keith McDonald

A. Keith McDonald, Mayor

Attest: Penny Medlock

Penny Medlock, City Clerk

ORDINANCE 20-04

AN ORDINANCE TO LEVY AND ASSESS A TAX RATE FOR AD VALOREM TAXES UPON REAL PROPERTY AND PERSONAL PROPERTY IN THE CITY OF BARTLETT FOR THE TAX YEAR 2020

WHEREAS, Tennessee Code Annotated, Section 67-5-103, authorizes municipalities in Tennessee to impose taxes for municipal purposes, and to fix the rates thereof; and

WHEREAS, Article X, Section 1 of the Bartlett Municipal Charter grants authority by the Board of Mayor and Aldermen to levy taxes for all corporate purposes upon the taxable property, real, personal, and mixed; and

WHEREAS, all property within the city not exempt by general law shall be assessed for taxation based on the assessments made by the Shelby County Assessor's Office;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Alderman of the City of Bartlett, Tennessee, that the 2020 Real and Personal Property Tax Rate shall be levied as follows:

SECTION 1: TAX RATE – Effective July 1, 2020, there is hereby levied upon all real property in the City of Bartlett pursuant to TCA 67-5-101 et sec., a tax calculated upon a rate of $1.83 for each $100.00 of assessed valuation and there is hereby levied upon all taxable personal property a tax calculated upon a rate of $1.83 for each $100.00 of assessed valuation.

SECTION 2: SEVERABILITY -- to the extent that any prior Ordinance, assessment or tax rate specification conflicts with this Ordinance the same is repealed.

SECTION 3: EFFECTIVE DATE -- Be it further ordained that this Ordinance shall take effect upon its passage on third and final reading, the public welfare requiring it.

FIRST READING:	August 11, 2020
SECOND READING:	August 18, 2020 (special call meeting)
THIRD READING:	August 25, 2020

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

A. Keith McDonald
A. Keith McDonald, Mayor

Attest: Penny Medlock
Penny Medlock, City Clerk

THE BUDGET DOCUMENT

The City of Bartlett Fiscal 2021 Budget is organized into eight sections. They are Introduction, Summary, General Fund, Special Revenue Funds, Utility Fund, Debt Service Fund, Capital Improvement Plan and the Appendix, each designated by a tab. All funds are appropriated by the Board of Mayor and Aldermen. General, Bartlett School and Utility are major funds while other funds are non-major funds.

In an effort to create greater accountability in the accounting and financial reporting practices for governments, a method of fund accounting has developed over many years to ensure that monies are spent only for approved and legitimate purposes. City of Bartlett uses separate cash accounts to manage funds dedicated for different purposes. Government funds may be viewed as a collection of smaller, separate accounting entities in City of Bartlett's Fund Structure. For the purpose of accounting for the revenues that flow into a government's funds and those that flow from the government, government operations are broken down into two broad fund types: governmental funds and proprietary funds. Governmental funds are used to account for governmental-type activities. These are all financial resources of the local government except those accounted for in the Utility (proprietary) fund. Governmental funds include the General Fund, special revenue funds, debt service funds, and capital projects funds, and include most of the city's basic services such as public safety and public works. Local taxes and intergovernmental revenues primarily support the General Fund. Special revenue funds are used to track revenues received for specific purposes that are legally restricted to expenditure for specified purposes. Utility fund (water and sewer) is used to track a government's business-type activities, including activities for which a fee is charged to external users for goods or services.

The governmental funds and enterprise fund are further broken down into departments to show how resources are appropriated to different activities and functions. Activities performed by the different departments can be supported from general and special revenues, or from general and enterprise funds.

<u>Introduction</u>

The Introduction section includes a letter from Director of Finance to Board of Mayor and Aldermen and the Citizens of Bartlett. Also included are the budget ordinance (exhibit A, B, C, D and E) are located in the appendix), tax rate ordinance, the budget document, budget process, budget calendar, financial policies, operating policies, Bartlett organization chart and City and Board of Education Officials.

Summary

The summary section of the budget includes an all funds summary by function, all funds pie charts, all funds summary by category, a summary of each fund by category, a capital improvement plan summary by function, an organization chart, a Funds and Functions Organizational Structure and a staffing level schedule.

General Fund

The General Fund section presents the operating budget for each function and department (including cost centers). Budgets are presented at a summary level, function level, department, cost center and at a line item detail level, and with an explanation for each FY 2021 notable operating and capital expense line item. Also presented are staffing levels, explanation of the increases in each budget, descriptions of each cost center and performance measures.

Special Revenue Funds

This section includes the budgets for the City's Special Revenue Funds. The revenues for these funds are restricted in use to the function they are collected for. Functions include street aid, solid waste, general improvement, drug enforcement, drainage, park improvements, e-citation and Bartlett school.

Utility Fund

This section includes summaries and details of the water and sewer operations of the City. Utility Fund is an enterprise fund.

Debt Service Fund

This section includes the budgets for the City's Debt Service Fund. This fund provides for the payment of principal, interest and other costs on the City's outstanding general obligation and water and sewer bonds. Also included are the schedules of bonds payable for both the general and water and sewer long-term debt.

Capital Improvement Plan

This section includes a summary of the five-year capital plan and project detail for each project in the Fiscal Year 2020 capital budget. Sources of funds, expenditures and project start and completion dates are included.

Appendix

The appendix includes a Bartlett community profile, a Glossary, Exhibit A, Exhibit B, Exhibit C, Exhibit D, and Exhibit E.

THE BUDGET PROCESS

The budget process consists of activities that encompass the development, implementation, and evaluation of a plan for the delivering of services and provision of capital assets. A well-developed budget process has a long-term perspective, has links to the goals of the organization, focuses on results and outcomes and involves communication and input from citizens. A good budget process is not just balancing revenues and expenditures but rather a multi-year, strategic plan that provides for the most effective allocation of resources. Our goal in the development of a budget for the city of Bartlett is to help the Mayor and Board of Aldermen make informed choices about the allocation of resources to provide for quality service delivery to the citizens of Bartlett.

In November, The Mayor, the CAO and the Finance Director meet with all departments to go over community issues, goals, expectations for the current year, and long-term plan. The Budget instructions are distributed to the departments in January. Each department then submits their budgets breaking out the current items, new budget items and/or programs with their explanations and costs with their priorities related to their department's goal and the City's goal. In March to April, the administration will meet with each department individually to review all departments' requests. Budget decisions are then made based on the departments' requests in respect to the City's goals, strategies and policies. The administration then present a preliminary summary to the Board of Aldermen and address any concerns the Aldermen may have. The administration submit a Requested Budget document in the first Board of Mayor and Aldermen regular meeting in May. The second budget reading includes any needed discussions and changes to the budget between the administration and the Board of Aldermen in the second regular meeting in May. The public hearing is set for the first meeting in June with public inputs where individuals will have a maximum of three minutes to speak either for or against the item, with a total of 20 minutes for each side. Once the budget is adopted, the Adopted Budget will be provided online for the public on June 30. Any budget amendments throughout the year need to be approved by the Board of Aldermen in regular meetings.

Budget Guidelines

The purpose of the development of the operating and capital improvements budgets is present to the Mayor and Board a comprehensive view of the proposed operations and capital improvements for the budget year. The budget for each fund must be balanced (i.e. total revenues and sources of funds must equal total expenditures) and the capital plan must identify sources of funding. Our goal as specified in the budget ordinance is to maintain the unassigned general fund balance at 20% of projected expenditures with a goal of building an additional balance of $1,000,000 designated for emergencies in the future. Budget development is at the cost center and department level by line item. Each department director is responsible for ensuring that expenditures do not exceed the approved budget. The level of budgetary control is at the cost center and/or department level which is adopted by the Mayor and Board of Aldermen in the Budget Ordinance. The main objective of the budget is to provide the highest level of services to the citizens and maintain the sound financial condition of the City.

Revenue Forecasting

General revenues are based upon growth assumptions based on trend analysis by month for the last ten year period. Each revenue item is evaluated based on monthly collection for the last ten years and growth assumptions are developed to forecast future years' revenues. FY 2021 property tax revenues include growth, new constructions and assessment appeals. All sales taxes are based on growth estimates used by the State of Tennessee and modified according to Bartlett sales tax payers. Sales taxes are budgeted to decrease 5% over FY 2020 projection. All revenues based on residential growth such as solid waste, water and sewer and other development fees are based on only 50 new additional residences this year.

Fund Balance

The cumulative excess of revenues over expenditures in a fund at a point in time. Fund balance is divided into 5 components; nonspendable, restricted, committed, assigned and unassigned. Nonspendable fund balance is not in a spendable form (such as inventory) or is required to be maintained intact (such as the corpus of an endowment fund). Restricted fund balance is constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation. Committed fund balance is constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint. Assigned fund balance is for a government to intend to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. Unassigned fund balance is available for any purpose; these amounts are reported only in the general fund. The City of Bartlett maintains our unassigned general fund balance at a level that is at least 20% of projected expenditures plus $1 million for emergencies. In addition to the ability to generate interest income, fund balance aids our credit ratings which directly affect our cost of borrowing, provides stable property tax rate which allows for cash flow needs. With certain limitations, fund balance may be used to balance the subsequent year's budget.

Budget Adoption

The Charter of the City of Bartlett requires the Finance Director to prepare and submit an annual budget and explanatory message at least forty-five (45) days before the beginning of the fiscal year. According to the Charter, the budget message should include the financial policies used to develop the budget, describe the important features of the budget, indicate any major changes from the current year, and summarize the City's debt position. The Charter requires that a public hearing be held, with the proper notice to the public, prior to the adoption of the budget. After the public hearing, the Charter requires the budget to be adopted. If the budget is not adopted before July 1, the current fiscal year appropriation will become the appropriations for next year until a budget is adopted.

Budget Document

The Charter requires that the form and content of the budget may be that as the finance director deems necessary or the board may require, except as required by law. TCA 6-56-201, the Municipal Budget Act of 1982, requires that the form and content of the budget include prior year actual expenditures, current year projected expenditures, and next years requested expenditures and the same format for revenues. The law also requires that no funds from any source be expended without inclusion in a budget ordinance. The Municipal Budget Act also requires that we prepare a statement of spending for proposed new capital projects and funding sources for the projects.

Budget Ordinance

The budget is adopted in the form of an ordinance with such modifications and amendments recommended and approved by the Board. The budget ordinance defines the level of budgetary control at the cost center and/or department level. As indicated previously, no funds may be expended that are not included in the budget ordinance, approved by the Board of Mayor and Aldermen. Changes and amendments may be made to the Budget Ordinance throughout the year in the form of a resolution adopted by the Board of Mayor and Aldermen.

Budget Basis

The basis of budgeting for all funds in the budget document is the modified accrual basis. Revenues are recognized as soon as they are both measurable and available to finance expenditures of the current period. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers certain revenues to be available if they are collected within 60 days of the end of the current period. Primary revenue sources, including property taxes, other local taxes, and intergovernmental revenues are susceptible to accrual. Other revenues are considered measurable and available only when cash is received by the City. Expenditures are generally recorded when the underlying liability has been paid. Debt Service Fund expenditures are recorded only when paid. The issuance of debt is not considered a budget item in the Debt Service Fund; however it is reported as other financing sources in the accounting records. Compensated absences is not a budgeted item for either governmental or enterprise funds. For governmental funds these amounts are recorded only in the government-wide statement of net position. Sick leave pay is budgeted, if known, in the individual funds and is recorded when due.

The City's Water & Sewer Fund (Enterprise Fund) is presented on a modified accrual basis for budgeting and on an accrual basis for accounting. The accrual basis recognizes transactions when they occur, regardless of when the actual cash flow related to these transactions occurs. Under this method of accounting, revenues are recognized in the accounting period when they are earned and become measurable. Principal payments on debt are included in the annual budget as required by the State of Tennessee and recorded as expense in the City's accounting records during the year but are closed to debt liability accounts at year end. Depreciation expense and compensated absences are also recorded at year end prior to closing the accounting records for the enterprise fund.

Budget Monitoring and Management

The Finance Department monitors the revenue and expenditure activity of the City throughout the fiscal year on a monthly basis. Each department director is given management reports, which include the revised budget, actual expenditures and balance of funds available. The Finance Department presents a summarized financial status report to the Board of Mayor and Aldermen each month in the form of a Treasurer’s Report. Forecasts of projected annual revenues and expenditures are prepared by the Finance Department at the end of each quarter. Budget control is maintained by recording encumbrances as purchase orders are written. All open encumbrances are recorded as an assigned fund balance at year-end and unencumbered, unexpended appropriations lapse at year-end.

City of Bartlett

Budget Calendar

Fiscal 2020-2021

Day	Date	Activity
Month	November	Meet with all departments to go over community issues, goals, expectations for the current year, and long-term plan
Friday	January 24	Budget Instruction Memo Distributed to Departments
Friday	February 7	Operating & CIP budgets Forecasts/Requests Due (The budget coordinator met with each department and went over their budget)
Month	Beginning March 2	Meet with Departments to Discuss Operating/CIP Budget Forecasts/Requests (The Mayor, the CAO, the Finance Director and the Budget Coordinator went over the budget with each department, examined each line item)
Months	Mar - July	The COVID-19 pandemic brought many uncertainties, above all is the City's revenue streams. After many meetings from March to July, the administration and the Board of Aldermen had a budget for FY 2021.
Tuesday	August 11	Board Meeting – Budget First Reading (Proposed budget copies were presented to the Board of Mayor and Aldermen). *The public hearing is set for August 25, 2020 @6:00pm.
Tuesday	August 18	Board Meeting – Budget Second Reading. *The public hearing is set for August 25, 2020 @6:00pm.
Tuesday	August 25	Board Meeting – Budget Third Reading – Approved. *The public hearing: Individuals will have a maximum of three minutes to speak either for or against the item, with a total of 20 minutes for each side.
Thursday	August 31	Adopted budget copies were presented to the Board of Mayor and Aldermen

FINANCIAL POLICIES

The City's financial policies establish the framework for Bartlett's financial planning and management. They set guidelines in which the budget and financial plan are developed and managed. They demonstrate the City of Bartlett's commitment to sound financial planning and management and fiscal integrity. These policies help our management team and elected officials have a benchmark against which to measure our financial planning and performance.

Operating Management Policies

- All departments share in the responsibility for meeting management and service delivery goals and ensuring long-term financial stability. Operating budgets and management plans will be developed using current resources available.
- The budget process is intended to allocate limited resources among competing programs based on policy priorities, efficiency and effectiveness of services and availability of resources.
- Additional personnel and programs will be requested only if necessary to maintain existing service levels due to expansion of service areas (i.e. annexation, construction of new facilities etc.) or service levels previously approved by the Mayor and Board. Enhanced service level requests should be made separate from the maintenance level budget and will be reviewed and approved by the Mayor and Board.
- As required by City Charter the budget will be balanced, total revenues are equal to or greater than total expenses. A budget can be considered balanced in hindsight, after a full year's worth of revenues and expenditures have been incurred and recorded. Current expenditures will be funded by using current revenue sources and revenue growth will be planned in a conservative, prudent manner. Use of fund balance in any fund to balance the current year budget must be approved by the Board of Mayor and Aldermen and part of a strategy to replace reserves in those funds within three years.
- User fees and charges for services will be reviewed annually to ensure that they cover the cost of the program at the rate determined to be responsible and non-burdensome to program participants. Fees will be adjusted as needed based on this analysis.
- Cash management and investment will be maintained in accordance with the City Charter, State law and the investment policy and will ensure the safety and security of city assets. Funds will be managed prudently and diligently with an emphasis on safety of principal, liquidity, and financial return.

Capital Management Policies

- A five-year Capital Improvement Plan will be developed and updated annually, including funding sources. Capital improvement projects will be defined as infrastructure or equipment with a useful life of 2 or more years and a cost of $20,000 or more.
- We will continue to use pay-as-you go capital improvement project financing to the extent revenue is available from fund balances, special revenue funds, grants and other sources other than City debt issuance.
- Self-supporting debt will be used for capital projects that qualify (i.e. utility projects) and rates will be adjusted to support these projects.

Debt Management Policies

- The City of Bartlett will seek to maintain and if possible improve our AAA bond rating from Standard & Poor's and Aa1 bond rating from Moody's to minimize debt service costs and preserve access to credit markets.
- Each bond issue will include an analysis of how the new issue and current debt impacts debt capacity and is within our debt policies.
- Financing of projects will not exceed the useful life of the infrastructure improvement or capital acquisition.
- The City will limit the amount of debt issued and planned in any planning period to the amount that can be supported by revenues projected to be available on a prudent and conservative basis.

Reserve Policies

- All fund designations and reserves will be evaluated annually for long-term adequacy and availability in accordance with policies developed and approved by the Mayor and Board.
- The General fund balance will be maintained at a level of 20% of projected General Fund expenditures with a goal of building an additional balance of $1,000,000 designated for emergencies in the future.
- Fund balances will be used prudently and conservatively to fund one time expenditures and stabilize the property tax rate.

Financial Reporting Policies

- The City's accounting and financial reporting systems will be maintained in conformance with generally accepted accounting principles (GAAP) and standards of GASB and the GFOA.
- An annual audit will be performed by an independent public accounting firm and a Comprehensive Annual Financial Report will be published.
- The City's financial report and budget will be submitted to the GFOA for review for certification for awards for excellence.
- Financial systems will be maintained to monitor revenues, expenditures and program performance on an on-going basis.

OPERATING POLICIES

Bartlett Vision 2020, which was developed through a committee of the Bartlett Area Chamber of Commerce and the 1997 Master Plan for the city, guides the operating policies for the City of Bartlett. These long term operating policies are used to develop specific initiatives in the operating and capital budgets. Throughout the year, we have monthly financial reports, quarterly financial updates, department head meetings, budget meetings, board work sessions, and open public participations. These have resulted in a budget document which we hope will build on and garner the public's trust in the operations of the City.

Quality of Life Policies

In order to maintain a clean, attractive city this budget includes a new position in Solid Waste. This will allow Bartlett to continue to avoid delays in yard waste collection, provide curbside pick-up of fall leaves, and continue to convert to fully automated packers and continue our recycling efforts. Funds are provided for a City Beautiful grant to promote residential and commercial beautification awards and participation in the America in Bloom program.

In order to encourage citizens to maintain their property the Board of Mayor and Aldermen has implemented a Maintenance Ordinance and a Noise Ordinance. Police officers and Court officials are trained to enforce both. The Mayor's Action Center continues to focus on enforcement of health and safety ordinances included in the Bartlett Codes.

In order to promote the arts $11,400 is included in the budget for the Arts Council. Shelby County Books from Birth also receives $7,500 to promote early childhood literacy by giving free age-appropriate books to children. Funds are included for the continued preservation and maintenance of the Gotten House, which is on the Historic Register.

The office of Community Relations will continue to coordinate events, raise funds and actively promote citizen participation on boards and commissions. Funds are provided for a television show on the Bartlett local cable station called FYI Bartlett. In addition the Board of Mayor and Aldermen and Planning Commission meetings will be broadcast.

In order to promote excellence and quality, funds are provided for tuition assistance, education incentives and career ladder training for all employees. Continued enhancements of hardware and software systems for all departments are planned.

Education

Bartlett City Schools is in its second year of operation. Bartlett City Schools is comprised of eleven schools and approximately 8,980 students located in Bartlett, Tennessee. The Bartlett School Fund will be presented as a special revenue fund. The school fund budget totaled $91 million for FY 2021 and included $2.3 million in contributions from the City's General Fund. We pay the total costs to operate the Bartlett library branch. We will also continue to sponsor and host Teacher Appreciation Days and provide awards for teachers recognized for excellence.

Economic Development

In order to promote economic development, this budget includes additional funds for a grant to the Chamber of Commerce ($35,000) to be matched with corporate partner donations.

The Codes and Permits Office will continue to offer next day service for inspections. Continued expansion of the water and sewer system and planned, orderly expansions through annexation will be pursued. The Bartlett Station Commission will continue to promote re-development of the oldest part of Bartlett through tenant incentives, design assistance and developer incentives and tax abatement programs.

General Government

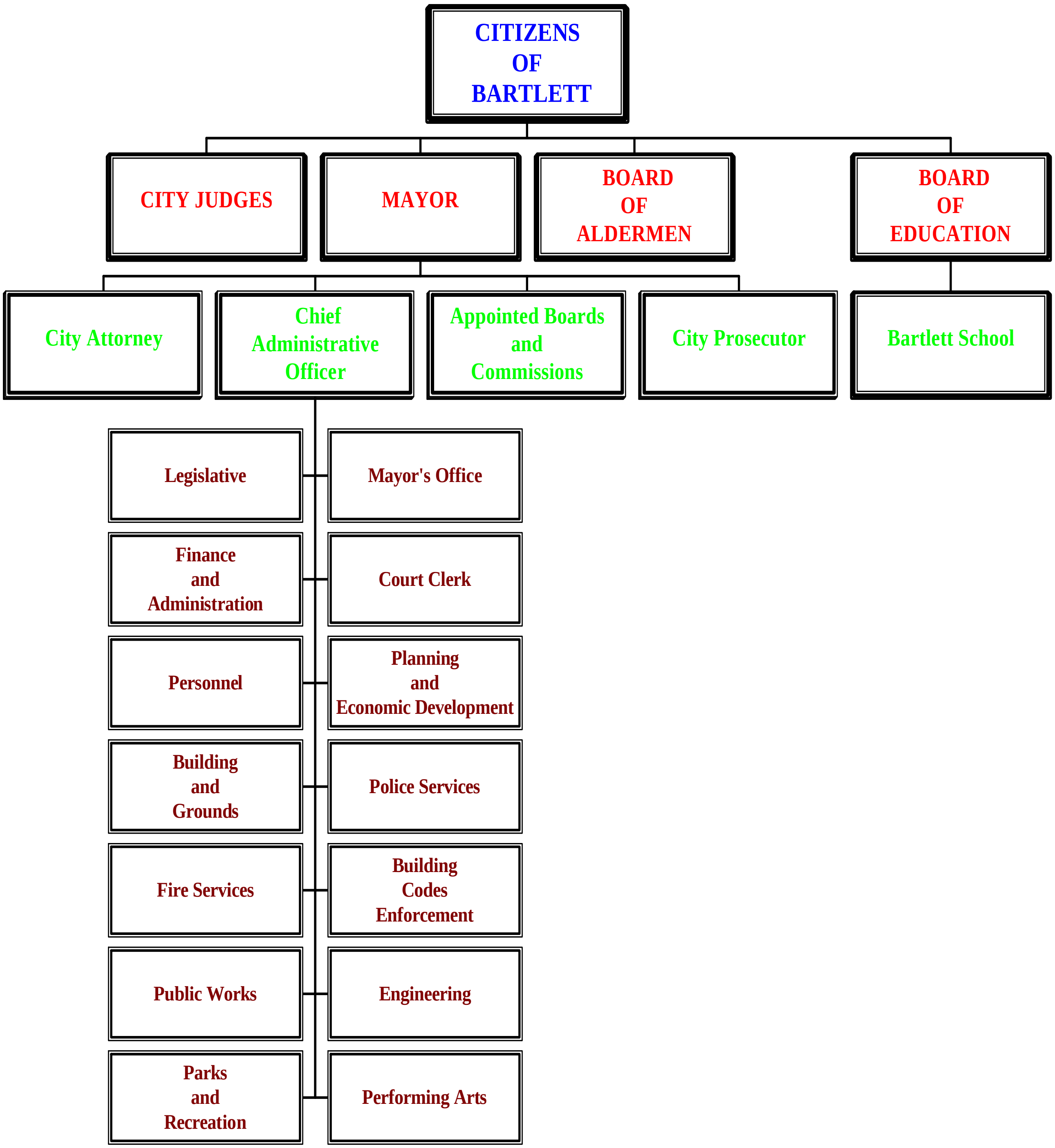
To provide for public safety, we will maintain the ratio of police officers to citizens of 2.25 officers per 1,000 citizens. We are continuing efforts to recruit and maintain enough paramedics to operate five ambulance units.

The Code Enforcement Office and Fire Marshall will continue to provide safety inspections for new construction, renovations and commercial facilities to ensure the safety of the structures and our citizens.

The Police Department will provide matching funds for a grant to provide officers in middle and high schools in Bartlett. We will continue to provide crossing guards at schools, both public and private, and enforce speed lanes in school zones.

CITY OF BARTLETT

ORGANIZATION CHART



City of Bartlett

City Officials

Fiscal 2020-2021

MAYOR

A. Keith McDonald (2022*)

ALDERMEN

Jack Young, Vice Mayor (2020*)
W.C. (Bubba) Pleasant, Register (2022*)
David Parsons (2022*)
Emily Elliott (2022*)
Bobby Simmons (2020*)
Paula Sedgwick (2020*)

CITY OFFICIALS

Chief Administrative Officer	Mark S. Brown
City Attorney	Edward McKenney Jr.
Director of Finance	Dick Phebus**
Director of Personnel	Ted Archdeacon
Director of Planning and Economic Development	Kim Taylor
Director of Police Services	Jeff Cox
Director of Fire Services	Terry Wiggins
Director of Code Enforcement	Jim Brown
Director of Public Works	Mike Adams
Director of Engineering/City Engineer	Rick McClanahan
Director of Parks and Recreation	Shan Criswell
Director of the Performing Arts Center	Michael Bollinger
Director of Community Relations	Debbie Gelineau
Court Clerk	Bill Lloyd

BOARD OF EDUCATION OFFICIALS

Superintendent	David Stephens
Chairman	David Cook
Vice-Chairman	Bryan Woodruff
Board Member	Erin Berry
Board Member	Portia Tate
Board Member	Shirley Jackson

* Date elected term expires
** Designated CMFO

CITY OF BARTLETT

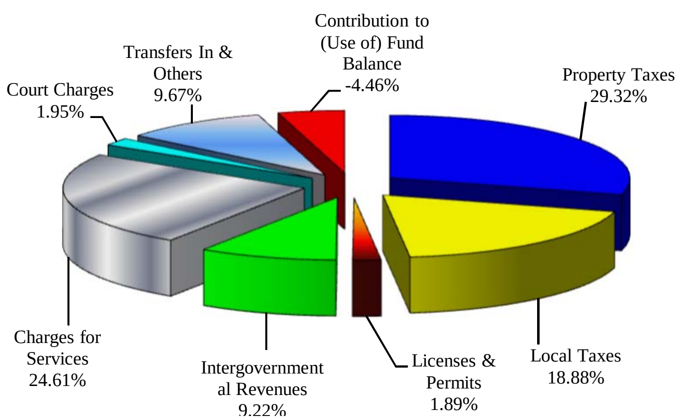
TENNESSEE

SUMMARY

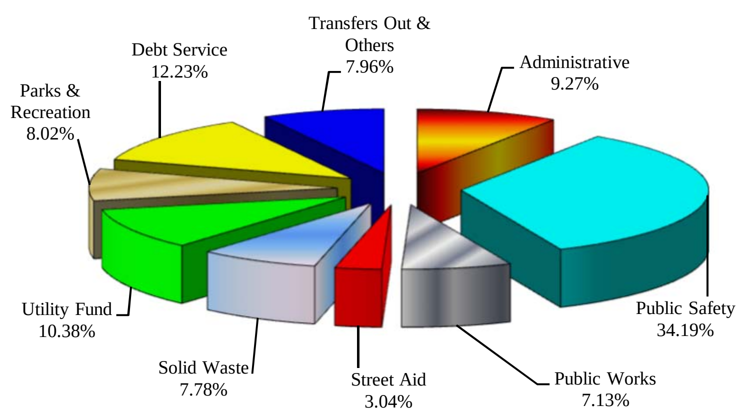
CITY OF BARTLETT
ALL FUNDS - FUNCTION SUMMARY
FY 2021 Adopted Budget

Description	General Fund	Special Revenue Funds	Utility Fund	Debt Service Fund	Total All Funds
Revenues					
Property Taxes	$ 25,205,000	$ 0	$ 0	$ 0	$ 25,205,000
Local Taxes	12,948,653	0	0	3,282,250	16,230,903
Licenses & Permits	1,626,500	0	0	0	1,626,500
Intergovernmental Revenues	5,763,000	2,160,000	0	0	7,923,000
Charges for Services	3,413,000	8,232,400	9,506,000	0	21,151,400
Court Charges	1,410,000	267,000	0	0	1,677,000
Transfers In & Others	2,781,698	107,700	206,500	5,212,000	8,307,898
Bartlett School Fund Revenues	0	86,451,428	0	0	86,451,428
Total Revenues	**$ 53,147,851**	**$ 97,218,528**	**$ 9,712,500**	**$ 8,494,250**	**$ 168,573,129**
Expenditures					
Administrative	$ 7,319,463	$ 652,500	$ 0	$ 0	$ 7,971,963
Public Safety	28,675,627	715,300	0	0	29,390,927
Public Works	6,004,981	120,558	0	0	6,125,539
Street Aid	0	2,610,000	0	0	2,610,000
Solid Waste	0	6,691,432	0	0	6,691,432
Utility Fund	0	0	8,921,824	0	8,921,824
Parks & Recreation	6,890,969	0	0	0	6,890,969
Debt Service	0	0	1,221,319	9,288,449	10,509,768
Transfers Out & Others	6,084,019	759,348	0	0	6,843,367
Bartlett School Fund Expenditures	0	91,001,428	0	0	91,001,428
Total Expenditures	**$ 54,975,059**	**$ 102,550,566**	**$ 10,143,143**	**$ 9,288,449**	**$ 176,957,217**
Contribution to (Use of) Fund Balance	**$ (1,827,208)**	**$ (5,332,038)**	**$ (430,643)**	**$ (794,199)**	**$ (8,384,088)**
Beginning Fund Balance	**$ 29,707,998**	**$ 24,807,594**	**$ 13,294,595**	**$ 2,662,869**	**$ 70,473,056**
Bartlett School Ending Fund Balance		**$ 16,870,460**			**$ 16,870,460**
Ending Fund Balance	**$ 27,880,790**	**$ 19,475,556**	**$ 12,863,952**	**$ 1,868,670**	**$ 62,088,968**

WHERE THE $ COMES FROM
(Does not include School)



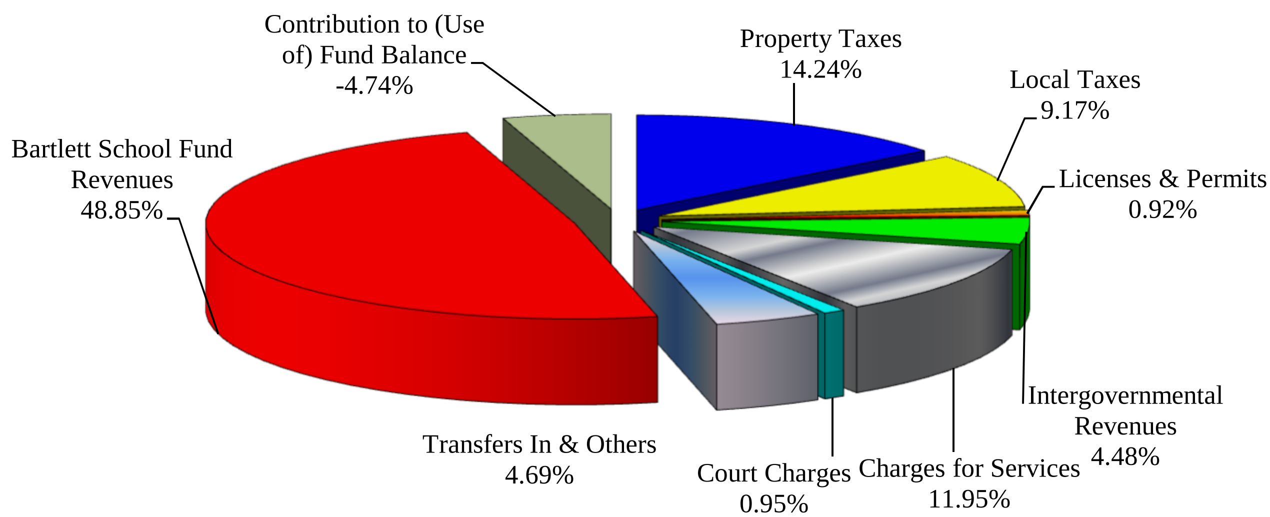
WHERE THE $ GOES
(Does not include School)



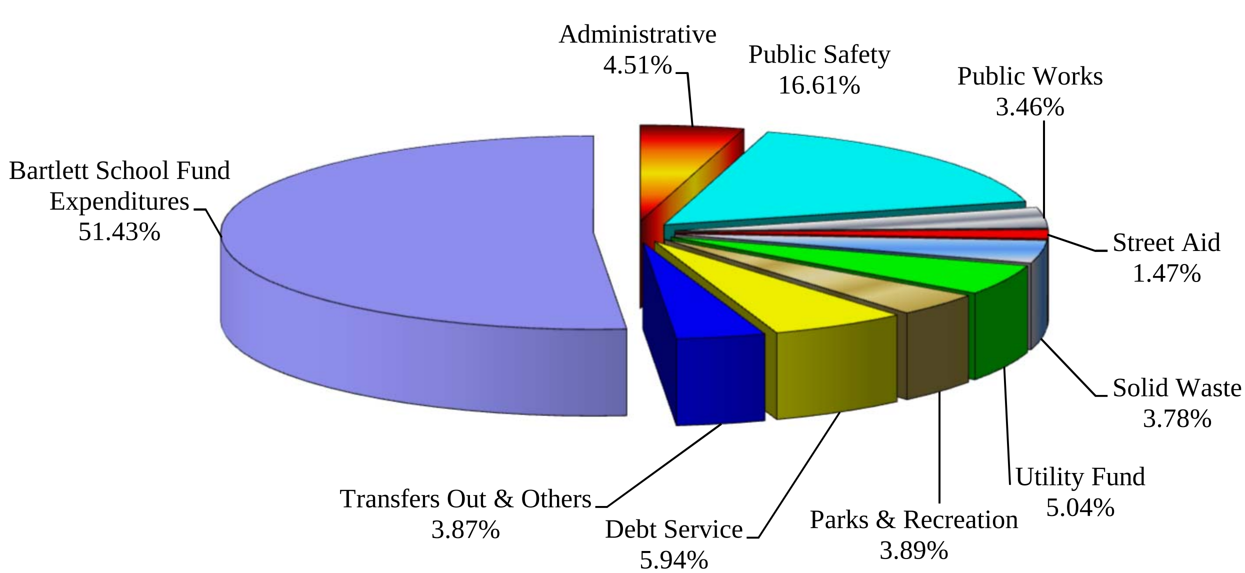
CITY OF BARTLETT
ALL FUNDS
FY 2021 Adopted Budget

Bartlett Municipal School Fund alone (51.57% Expenditures) is over half of all the other funds combined.

WHERE THE $ COMES FROM



WHERE THE $ GOES



CITY OF BARTLETT
ALL FUNDS COMBINED SUMMARY - BY CATEGORY
FY 2021 Adopted Budget

City of Bartlett operating funds: General fund, Special Revenue funds, Utility fund and Debt Service fund are all combined, summary by category. Total fund balance does not include *School Fund Balance.

Category		FY 2019 Actual		FY 2020 Revised		FY 2020 Projection		FY 2021 Adopted
Revenues								
Property Taxes	$	25,871,946	$	26,380,000	$	26,058,534	$	25,205,000
Local Taxes		16,664,292		17,105,910		17,091,253		16,230,903
License & Permits		1,656,594		1,592,700		1,580,475		1,626,500
Intergovernmental		8,321,743		8,462,000		8,503,245		7,923,000
Charges for Services		19,764,861		22,111,390		21,113,500		21,151,400
Court Charges		2,134,944		2,132,000		1,532,000		1,677,000
Transfers In & Others		6,085,346		5,785,544		6,631,768		8,307,898
Bartlett School Fund Revenues		87,170,203		86,248,754		86,248,754		86,451,428
Total Revenues	**$**	**167,669,929**	**$**	**169,818,298**	**$**	**168,759,529**	**$**	**168,573,129**
Expenditures								
Department Revenues/Recoveries	*$*	*1,625,364*	*$*	*1,806,979*	*$*	*1,761,363*	*$*	*2,774,693*
Salaries		29,228,633		30,939,407		30,403,774		31,151,132
Benefits		15,795,881		16,435,088		16,703,946		18,235,493
Other Personnel		1,066,031		1,172,700		1,009,317		1,140,950
Operations		15,999,666		17,629,108		16,557,545		17,663,028
Capital		2,343,188		4,238,305		3,377,810		2,678,710
Debt Service		9,696,570		9,878,621		9,711,237		10,424,268
Transfer Out/Interdept Allocation		9,659,140		6,513,719		6,513,719		7,436,901
Bartlett School Fund Expenditures		83,251,642		100,748,754		100,748,754		91,001,428
Total Expenditures	**$**	**165,415,389**	**$**	**185,748,723**	**$**	**183,264,738**	**$**	**176,957,217**
Net From Operations	**$**	**2,254,540**	**$**	**(15,930,425)**	**$**	**(14,505,209)**	**$**	**(8,384,088)**
***Bartlett School Fund Balance**	**$**	**35,920,460**	**$**	**21,420,460**	**$**	**21,420,460**	**$**	**16,870,460**
Total Beginning Fund Balance**	**$**	**50,721,826**	**$**	**49,057,805**	**$**	**49,057,805**	**$**	**49,052,596**
Reserves/Encumbrances		103,218						
Total Ending Fund Balance**	**$**	**49,057,805**	**$**	**47,627,380**	**$**	**49,052,596**	**$**	**45,218,508**

** Does not include Bartlett School Fund Balance

CITY OF BARTLETT
ALL FUNDS SUMMARY - SUMMARY BY CATEGORY
FY 2021 Adopted Budget

The City of Bartlett operating funds are divided into four sections: General fund, Special Revenue funds, Utility fund and Debt Service fund. This is summary for all funds in these four sections showing only the total revenues and total expenditures in each section. Total fund balance does not include *School Fund Balance.

	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
General Fund				
Revenues	$ 54,063,109	$ 55,036,779	$ 54,042,225	$ 53,147,851
Expenditures	53,476,816	55,206,595	54,199,572	54,975,059
Total General Fund	**$ 586,293**	**$ (169,816)**	**$ (157,347)**	**$ (1,827,208)**
Undesignated Beginning Fund Balance	**$ 29,279,052**	**$ 29,865,345**	**$ 29,865,345**	**$ 29,707,998**
Reserves/Encumbrances	103,218			
Undesignated Ending Fund Balance	**$ 29,865,345**	**$ 29,695,530**	**$ 29,707,998**	**$ 27,880,790**
Special Revenue Funds				
Revenues	$ 96,651,356	$ 96,869,519	$ 97,096,454	$ 97,218,528
Expenditures	93,629,895	112,180,840	111,618,826	102,550,566
Total Special Revenue Funds	**$ 3,021,461**	**$ (15,311,321)**	**$ (14,522,372)**	**$ (5,332,038)**
***Bartlett School Fund Balance**	**$ 35,920,460**	**$ 21,420,460**	**$ 21,420,460**	**$ 16,870,460**
Beginning Fund Balance (W/out School FB)	**$ 4,306,606**	**$ 3,409,507**	**$ 3,409,507**	**$ 3,387,134**
Ending Fund Balance (W/out School FB)	**$ 3,409,507**	**$ 2,598,186**	**$ 3,387,134**	**$ 2,605,096**
Utility Fund				
Revenues	$ 8,662,223	$ 9,725,000	$ 9,503,000	$ 9,712,500
Expenditures	9,840,258	9,612,738	8,834,753	10,143,143
Total Utility Fund	**$ (1,178,035)**	**$ 112,262**	**$ 668,247**	**$ (430,643)**
Beginning Cash Balance	**$ 13,804,383**	**$ 12,626,348**	**$ 12,626,348**	**$ 13,294,595**
Ending Cash Balance	**$ 12,626,348**	**$ 12,738,610**	**$ 13,294,595**	**$ 12,863,952**
Debt Service Fund				
Revenues	$ 8,293,241	$ 8,187,000	$ 8,117,850	$ 8,494,250
Expenditures	8,468,420	8,732,551	8,611,587	9,288,449
Total Debt Service Fund	**$ (175,179)**	**$ (545,551)**	**$ (493,737)**	**$ (794,199)**
Undesignated Beginning Fund Balance	**$ 3,331,785**	**$ 3,156,606**	**$ 3,156,606**	**$ 2,662,869**
Undesignated Ending Fund Balance	**$ 3,156,606**	**$ 2,611,055**	**$ 2,662,869**	**$ 1,868,670**
All Operating Funds				
Revenues	$ 167,669,929	$ 169,818,298	$ 168,759,529	$ 168,573,129
Expenditures	165,415,388	185,732,723	183,264,738	176,957,217
Total All Operating Funds	**$ 2,254,541**	**$ (15,914,425)**	**$ (14,505,209)**	**$ (8,384,088)**
Total Beginning Fund Balance**	**$ 50,721,826**	**$ 49,057,806**	**$ 49,057,806**	**$ 49,052,596**
Total Ending Fund Balance**	**$ 49,057,806**	**$ 47,643,380**	**$ 49,052,596**	**$ 45,218,508**

** Does not include Bartlett School Fund Balance

CITY OF BARTLETT
GENERAL FUND - SUMMARY BY CATEGORY
FY 2021 Adopted Budget

The General Fund, a major fund, is used to account for all financial resources except those that are accounted for in other funds.

The General Fund encompasses most of the functions and services the public associates with city government. The mayor's office as well as legislative, finance, personnel, planning, and the city courts are part of the administration function. Police services, fire and ambulance and building code enforcement are in the public safety function. Public works, engineering, parks and recreation and performing arts make up the balance of the general fund expenditures.

All of the City's local taxes, except a portion of the local sales tax designated for debt service, are accounted for in the General Fund. The sanitation fee and city service fee are accounted for in the Special Revenue Funds shown separately in this document.

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues				
Property Taxes	$ 25,871,946	$ 26,380,000	$ 26,058,534	$ 25,205,000
Local Taxes	13,335,177	13,663,410	13,636,253	12,948,653
License & Permits	1,656,594	1,592,700	1,580,475	1,626,500
Intergovernmental	6,337,953	6,312,000	6,353,245	5,763,000
Charges for Services	4,493,190	4,497,190	3,652,500	3,413,000
Court Charges	1,776,992	1,945,000	1,190,000	1,410,000
Other Revenue	591,257	646,479	1,571,218	2,781,698
Total Revenues	**$ 54,063,109**	**$ 55,036,779**	**$ 54,042,225**	**$ 53,147,851**
Expenditures				
Department Revenues/Recoveries	*$ 1,591,381*	*$ 1,797,479*	*$ 1,750,363*	*$ 2,764,193*
Salaries	25,605,651	27,024,206	26,690,822	26,618,558
Benefits	13,978,795	14,324,082	14,665,670	15,624,244
Other Personnel	897,857	979,200	817,317	948,950
Operations	7,502,783	8,647,430	7,811,569	8,291,086
Capital	311,407	511,137	430,538	172,395
Transfer Out	6,771,704	5,534,019	5,534,019	6,084,019
Total Expenditures	**$ 53,476,816**	**$ 55,222,595**	**$ 54,199,572**	**$ 54,975,059**
Net From Operations	**$ 586,293**	**$ (185,816)**	**$ (157,347)**	**$ (1,827,208)**
Undesignated Beginning Fund Balance	**$ 29,279,052**	**$ 29,865,345**	**$ 29,865,345**	**$ 29,707,998**
Reserves/Encumbrances	103,218			
Undesignated Ending Fund Balance	**$ 29,865,345**	**$ 29,679,529**	**$ 29,707,998**	**$ 27,880,790**

CITY OF BARTLETT
SPECIAL REVENUE FUNDS - SUMMARY BY CATEGORY
FY 2021 Adopted Budget

Certain revenues of the City are required by state law or city ordinance to be accounted for in separate funds to insure the revenues are spent for specific designated purposes. The City has one major special revenue fund, Bartlett School Fund, and eight nonmajor special revenue funds: State Street Aid Fund, Solid Waste fund, General Improvement Fund, Drug Enforcement Funds, DEA Enforcement Fund, Drainage Control Fund, Parks Improvement, and E-Citation Fund. The Special Revenue Funds and the General Fund combine to make up the General Governmental Funds Group.

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues				
Intergovernmental Revenues	$ 1,983,791	$ 2,150,000	$ 2,150,000	$ 2,160,000
Charges for Services	6,972,375	8,121,200	8,148,000	8,232,400
Court Charges	357,952	187,000	342,000	267,000
Transfers In & Others	167,037	162,565	207,700	107,700
Bartlett School Fund Revenues	87,170,203	86,248,754	86,248,754	86,451,428
Total Revenues	**$ 96,651,356**	**$ 96,869,519**	**$ 97,096,454**	**$ 97,218,528**
Expenditures				
Salaries	$ 1,908,256	$ 2,094,845	$ 1,986,071	$ 2,267,988
Benefits	1,067,318	1,150,796	1,076,566	1,308,353
Other Personnel	168,175	193,500	192,000	192,000
Operations	4,972,747	5,179,518	4,995,726	5,399,344
Capital	1,924,322	2,483,726	2,290,009	1,622,105
Transfer Out/Interdept Allocation	337,436	329,700	329,700	759,348
Bartlett School Fund Expenditures	83,251,642	100,748,754	100,748,754	91,001,428
Total Expenditures	**93,629,895**	**112,180,840**	**111,618,826**	**102,550,566**
Net from Operations	**$ 3,021,461**	**$ (15,311,321)**	**$ (14,522,372)**	**$ (5,332,038)**
Bartlett School Fund Balance	**$ 35,920,460**	**$ 21,420,460**	**$ 21,420,460**	**$ 16,870,460**
Beginning Fund Balance (W/out School FB)	**$ 4,306,606**	**$ 3,409,507**	**$ 3,409,507**	**$ 3,387,134**
Ending Fund Balance (W/out School FB)	**$ 3,409,507**	**$ 2,598,186**	**$ 3,387,134**	**$ 2,605,096**

CITY OF BARTLETT
UTILITY FUND - SUMMARY BY CATEGORY
FY 2021 Adopted Budget

The City operates a Water and Sewer Fund that provides water treatment and water and sewer service throughout the City. This service is operated as a separate entity in an enterprise fund.

Most of the City's sewer effluent is treated under contract by the City of Memphis at their north treatment facility. The City of Bartlett provides treatment for sewer effluent in the north basin area.

This fund accounts for all revenues and expenditures related to this service including the interest and principle on debt secured by the revenues of the system. Utility fund is presented on a modified accrual basis for budgeting and on an accrual basis for accounting. This is a major fund.

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues				
Operating Revenues	$ 8,299,296	$ 9,493,000	$ 9,313,000	$ 9,506,000
Other Revenues	153,862	92,000	170,000	166,500
Non-Operating Revenues	209,065	140,000	20,000	40,000
Total Revenues	**$ 8,662,223**	**$ 9,725,000**	**$ 9,503,000**	**$ 9,712,500**
Expenditures				
Department Revenues/Recoveries	*$ 33,983*	*$ 9,500*	*$ 11,000*	*$ 10,500*
Salaries	1,714,726	1,820,356	1,726,881	2,264,586
Benefits	749,768	960,210	961,710	1,302,896
Operations	3,449,568	3,723,660	3,668,180	3,887,098
Capital	107,460	1,243,441	657,262	884,210
Interdept Alloc	0	0	0	593,534
Total Expenditures	**$ 5,987,540**	**$ 7,738,168**	**$ 7,003,033**	**$ 8,921,824**
Cash Flow	**$ 2,674,683**	**$ 1,986,832**	**$ 2,499,967**	**$ 790,676**
Less:				
Debt Service	$ 1,302,718	$ 1,224,570	$ 1,181,720	$ 1,221,319
Transfer to Capital Improvement Fund	2,550,000	650,000	650,000	0
Total	**$ 3,852,718**	**$ 1,874,570**	**$ 1,831,720**	**$ 1,221,319**
Net Cash Flow	**$ (1,178,035)**	**$ 112,262**	**$ 668,247**	**$ (430,643)**
Beginning Cash Balance	**$ 13,804,383**	**$ 12,626,348**	**$ 12,626,348**	**$ 13,294,595**
Ending Cash Balance	**$ 12,626,348**	**$ 12,738,610**	**$ 13,294,595**	**$ 12,863,952**

CITY OF BARTLETT
GENERAL DEBT SERVICE FUND - SUMMARY BY CATEGORY
FY 2021 Adopted Budget

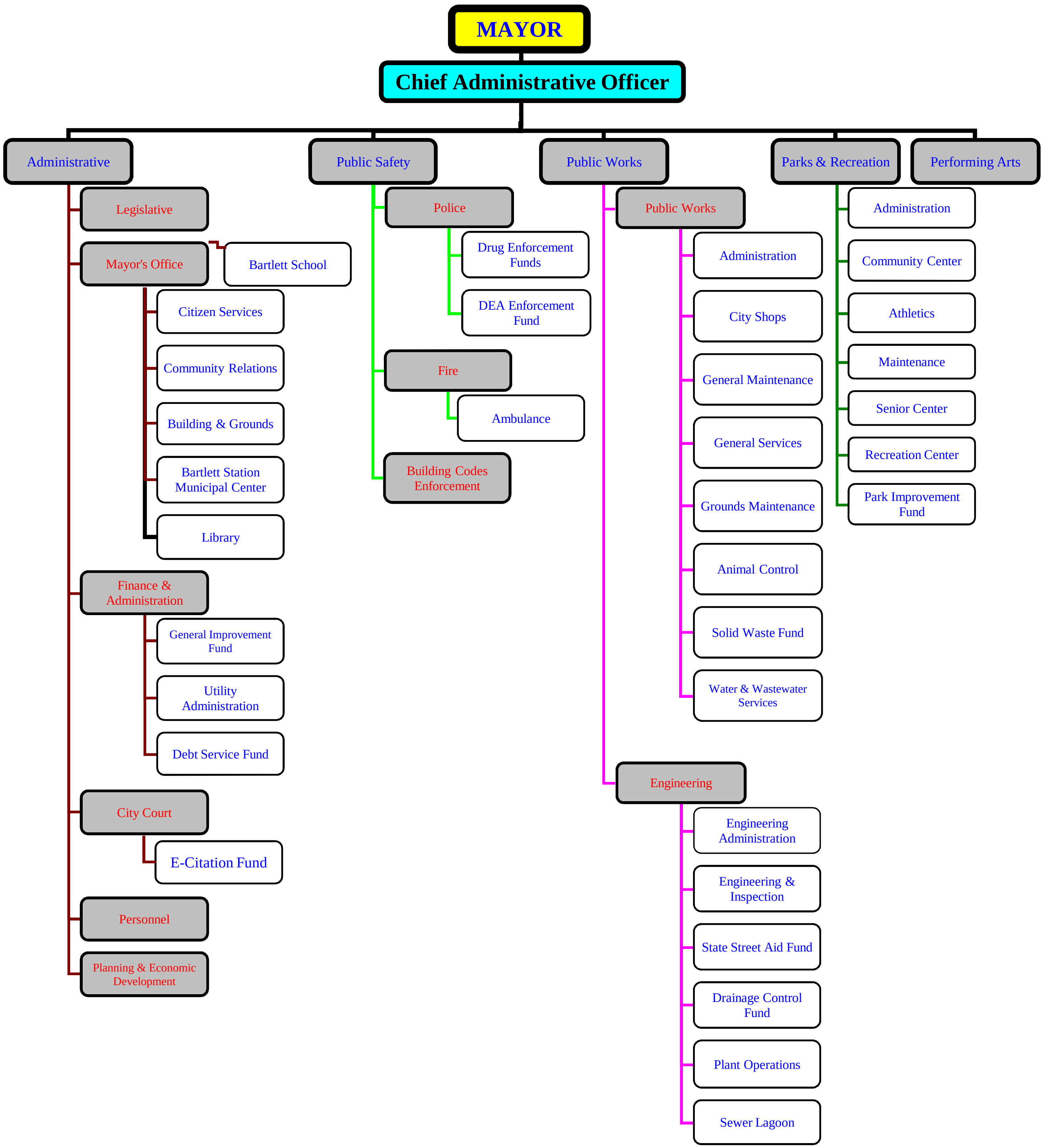
This fund is used for the accumulation of resources for, and the payment of interest and principle on the City's outstanding general obligation debt. Revenues for this fund consist of one third of the local sales tax and transfers from the Solid Waste Fund, Street Aid Fund and General Fund. This is a nonmajor fund.

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues				
Local Sales Tax	$ 3,329,115	$ 3,442,500	$ 3,455,000	$ 3,282,250
Transfers & Others	4,964,126	4,744,500	4,662,850	5,212,000
Total Revenues	**$ 8,293,241**	**$ 8,187,000**	**$ 8,117,850**	**$ 8,494,250**
Expenditures				
Agent Fees	$ 2,550	$ 3,500	$ 3,500	$ 3,500
Issuance Cost	72,018	75,000	78,570	82,000
Bond Principal	5,515,150	5,518,000	5,518,000	5,964,000
Interest	2,878,702	3,136,051	3,011,517	3,238,949
Total Expenditures	**$ 8,468,420**	**$ 8,732,551**	**$ 8,611,587**	**$ 9,288,449**
Net from Operations	**$ (175,179)**	**$ (545,551)**	**$ (493,737)**	**$ (794,199)**
Beginning Fund Balance	**$ 3,331,785**	**$ 3,156,606**	**$ 3,156,606**	**$ 2,662,869**
Ending Fund Balance	**$ 3,156,606**	**$ 2,611,055**	**$ 2,662,869**	**$ 1,868,670**

CITY OF BARTLETT
FY 2021-2025 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY FUNCTION

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Revenues						
Source of Funds						
G.O. Bonds	$ 2,789,334	$ 7,318,000	$ 4,991,500	$ 5,458,500	$ 4,500,000	**$ 25,057,334**
Capital Note	8,000,000	1,575,000	1,215,000	1,375,000	1,225,000	**13,390,000**
FD311 Interest	525,000	0	0	0	0	**525,000**
FD311 Transfers-unspent projects	45,573	0	0	0	0	**45,573**
FD311 Use of Fund Balance	71,495	0	0	0	0	**71,495**
Grant Funds	0	0	0	500,000	500,000	**1,000,000**
TDOT 80% match	397,608	5,412,000	1,406,000	2,234,000	0	**9,449,608**
Utility Bonds	0	1,545,000	1,500,000	0	0	**3,045,000**
Utility Retained Earnings	0	725,000	400,000	400,000	400,000	**1,925,000**
FD312 Transfers-unspent projects	184,097	0	0	0	0	**184,097**
FD312 Use of Fund Balance	10,903	0	0	0	0	**10,903**
Total Revenues	**$ 12,024,010**	**$ 16,575,000**	**$ 9,512,500**	**$ 9,967,500**	**$ 6,625,000**	**$ 54,704,010**
Expenditures						
G.O. Bond/Other Funded						
Administrative	$ 8,530,000	$ 30,000	$ 250,000	$ 30,000	$ 0	**$ 8,840,000**
Public Safety	40,000	1,740,000	620,000	815,000	815,000	**4,030,000**
Public Works	0	500,000	500,000	500,000	500,000	**2,000,000**
Engineering	3,097,010	10,645,000	5,637,500	6,672,500	3,880,000	**29,932,010**
Parks & Recreation/BPACC	162,000	1,390,000	605,000	1,550,000	1,030,000	**4,737,000**
Total G.O. Bond/Other Funded	**$ 11,829,010**	**$ 14,305,000**	**$ 7,612,500**	**$ 9,567,500**	**$ 6,225,000**	**$ 49,539,010**
Utility Bond/Other Funded						
Water	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Sewer	195,000	2,270,000	1,900,000	400,000	400,000	**5,165,000**
Total Utility Bond/Other Funded	**$ 195,000**	**$ 2,270,000**	**$ 1,900,000**	**$ 400,000**	**$ 400,000**	**$ 5,165,000**
Total Expenditures	**$ 12,024,010**	**$ 16,575,000**	**$ 9,512,500**	**$ 9,967,500**	**$ 6,625,000**	**$ 54,704,010**

CITY OF BARTLETT
ORGANIZATION CHART - BY FUNCTION



CITY OF BARTLETT
Funds and Functions Organizational Structure

Major funds are in blue, nonmajor funds are in red. Utility fund is presented on a modified accrual basis for budgeting and on an accrual basis for accounting. All other funds are presented on a modified-accrual basis for both budgeting and accounting.

	General Fund	Special Revenue Funds	Utility Fund	Debt Service Fund	Capital Improvement Fund
Administrative	Legislative	Bartlett School Fund			
	Mayor's Office				Administrative CIP
	Citizen Services				
	Community				
	Building & Grounds				
	Bartlett Station Municipal Center				
	Library				
	Finance	General Improvement Fund	Utility Administration	General Debt Service	
	City Court	E-Citation Fund			
	Personnel				
	Planning & Economic Development				
Public Safety	Police	Drug Enforcement Funds			Police CIP
		DEA Enforcement Fund			
	Fire				Fire CIP
	Ambulance				
	Building Codes Enforcement				Codes Enforcement CIP
Public Works	Public Works Administration	Solid Waste Fund	Water & Wastewater Services		Public Works CIP
	City Shops				
	General Maintenance				
	General Services				
	Grounds Maintenance				
	Animal Control				
	Engineering Administration	State Street Aid Fund	Plant Operations	Utility Fund Debt Service	Engineering CIP
	Engineering & Inspection	Drainage Control Fund	Sewer Lagoon		Utility Water CIP Utility Sewer CIP
Parks & Recreations	Parks Administration	Park Improvement Fund			Parks & Recreation CIP
	Community Center				
	Athletics				
	Parks Maintenance				
	Senior Center				
	Recreation Center				
Performing Arts	Performing Arts				

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2021 Adopted Budget

Fiscal Year 2021 staffing level schedule includes the number of full time employees, part time employees and the total full time equivalents (FTE). Full time equivalents are calculated by the number of total working hours divided into 2080 hours, which is a full year. Part time positions are just estimates based on the money allocated for part time. Departments have flexibility to balance their full time and part time positions allocated based on their total budget. Bartlett City Municipal School Fund will presented as a special revenue fund but their staffing level will not include in the City's staffing level schedule. The City, without Bartlett School, added a net of 1.5 new full time positions (2 new positions and 0.5 unfunded positions). In Administrative, Finance reduced their budget by leaving 0.5 unfunded position. In Public Works, Administration relocated 2 positions to Utility Water & Wastewater Services, General Maintenance relocated 3 driver positions to Solid Waste, Engineering Admin relocated 1 and Engineering & Inspection relocated 3 positions to Utility Plant Operations. In Parks, an Assistant Director was added to Administration. A clerk position was added to Utility Administration.

Description	FY 2019 Actual	FY 2020 Revised Budget	FY 2020 Projection	FY 2021 Adopted
GENERAL FUND				
Administrative				
Legislative Board				
Full Time	7.00	7.00	7.00	7.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Legislative Board FTE	***7.00***	***7.00***	***7.00***	***7.00***
Mayor's Office				
Full Time	5.00	5.00	5.00	5.00
Part Time (converted to FTE)	0.19	0.26	0.31	0.26
Total Mayor's Office FTE	***5.19***	***5.26***	***5.31***	***5.26***
Community Relations				
Full Time	1.00	1.00	1.00	1.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Community Affairs FTE	***1.00***	***1.00***	***1.00***	***1.00***
Buildings and Grounds				
Full Time	2.85	3.00	3.00	3.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Buildings and Grounds FTE	***2.85***	***3.00***	***3.00***	***3.00***
Bartlett Station Community Center				
Full Time	3.00	3.00	3.00	3.00
Part Time (converted to FTE)	2.33	2.26	2.24	2.26
Total B.S. Community Center FTE	***5.33***	***5.26***	***5.24***	***5.26***
Finance and Administration				
Full Time	15.00	16.00	15.00	15.50
Part Time (converted to FTE)	1.14	1.45	1.12	1.45
Total Finance & Administration FTE	***16.14***	***17.45***	***16.12***	***16.95***
City Court				
Full Time	12.00	12.00	12.00	12.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total City Court FTE	***12.00***	***12.00***	***12.00***	***12.00***

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised Budget	FY 2020 Projection	FY 2021 Adopted
Personnel				
Full Time	*5.00*	*5.00*	*5.00*	*5.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Personnel FTE	***5.00***	***5.00***	***5.00***	***5.00***
Planning & Economic Development				
Full Time	*4.80*	*5.00*	*4.21*	*5.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Planning & Eco Devpmnt FTE	***4.80***	***5.00***	***4.21***	***5.00***
Full Time	**55.65**	**57.00**	**55.21**	**56.50**
Part Time (converted to FTE)	**3.66**	**3.97**	**3.67**	**3.97**
Total Administrative FTE	**59.31**	**60.97**	**58.88**	**60.47**
Public Safety				
Police				
Full Time	*161.79*	*166.00*	*159.99*	*166.00*
Part Time (converted to FTE)	*6.37*	*7.16*	*6.13*	*7.16*
Total Police FTE	***168.16***	***173.16***	***166.12***	***173.16***
Fire				
Full Time	*70.69*	*72.00*	*72.79*	*72.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Fire FTE	***70.69***	***72.00***	***72.79***	***72.00***
Ambulance Service				
Full Time	*32.81*	*34.00*	*32.84*	*34.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Ambulance Service FTE	***32.81***	***34.00***	***32.84***	***34.00***
Building Codes Enforcement				
Full Time	*10.00*	*10.00*	*10.00*	*10.00*
Part Time (converted to FTE)	*1.73*	*2.65*	*2.59*	*1.82*
Total Bldg. Codes Enforcement FTE	***11.73***	***12.65***	***12.59***	***11.82***
Full Time	**275.29**	**282.00**	**275.62**	**282.00**
Part Time (converted to FTE)	**8.10**	**9.81**	**8.72**	**8.98**
Total Public Safety FTE	**283.39**	**291.81**	**284.34**	**290.98**
Public Works				
Administration				
Full Time	*4.97*	*5.00*	*5.00*	*3.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Administration FTE	***4.97***	***5.00***	***5.00***	***3.00***
City Shops				
Full Time	*11.43*	*13.00*	*12.65*	*13.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total City Shops FTE	***11.43***	***13.00***	***12.65***	***13.00***

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised Budget	FY 2020 Projection	FY 2021 Adopted
General Maintenance				
Full Time	*17.63*	*21.00*	*20.84*	*18.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total General Maintenance FTE	***17.63***	***21.00***	***20.84***	***18.00***
General Services				
Full Time	*3.88*	*4.00*	*3.60*	*4.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total General Services FTE	***3.88***	***4.00***	***3.60***	***4.00***
Grounds Maintenance				
Full Time	*13.35*	*14.00*	*13.09*	*14.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Grounds Maintenance FTE	***13.35***	***14.00***	***13.09***	***14.00***
Animal Control				
Full Time	*8.00*	*8.00*	*8.00*	*8.00*
Part Time (converted to FTE)	*1.29*	*1.50*	*1.03*	*1.43*
Total Animal Control FTE	***9.29***	***9.50***	***9.03***	***9.43***
Engineering Administration				
Full Time	*3.00*	*3.00*	*3.00*	*2.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Engineering Administration FTE	***3.00***	***3.00***	***3.00***	***2.00***
Engineering & Inspection				
Full Time	*5.80*	*6.00*	*6.00*	*3.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Engineering & Inspection FTE	***5.80***	***6.00***	***6.00***	***3.00***
Full Time	**68.06**	**74.00**	**72.18**	**65.00**
Part Time (converted to FTE)	**1.29**	**1.50**	**1.03**	**1.43**
Total Public Works FTE	**69.35**	**75.50**	**73.21**	**66.43**
Parks & Recreation				
Administration				
Full Time	*3.00*	*3.00*	*4.00*	*4.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Administration FTE	***3.00***	***3.00***	***4.00***	***4.00***
Community Center				
Full Time	*5.00*	*5.00*	*4.05*	*5.00*
Part Time (converted to FTE)	*9.53*	*10.43*	*8.80*	*10.61*
Total Community Center FTE	***14.53***	***15.43***	***12.85***	***15.61***
Athletics				
Full Time	*2.85*	*3.00*	*3.00*	*3.00*
Part Time (converted to FTE)	*6.59*	*6.75*	*7.00*	*6.69*
Total Athletics FTE	***9.44***	***9.75***	***10.00***	***9.69***

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised Budget	FY 2020 Projection	FY 2021 Adopted
Maintenance				
Full Time	*15.97*	*17.00*	*15.82*	*17.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Maintenance FTE	***15.97***	***17.00***	***15.82***	***17.00***
School Ground Maintenance				
Full Time	*1.00*	*2.00*	*2.00*	*2.00*
Part Time (converted to FTE)	*0.08*	*0.69*	*0.00*	*0.00*
Total School Ground Maintenance FTE	***1.08***	***2.69***	***2.00***	***2.00***
Senior Center				
Full Time	*4.00*	*4.00*	*4.00*	*4.00*
Part Time (converted to FTE)	*0.07*	*0.81*	*0.63*	*0.54*
Total Senior Center FTE	***4.07***	***4.81***	***4.63***	***4.54***
Recreation Center				
Full Time	*9.70*	*11.00*	*9.91*	*11.00*
Part Time (converted to FTE)	*17.04*	*17.34*	*16.02*	*17.26*
Total Recreation Center FTE	***26.74***	***28.34***	***25.93***	***28.26***
Full Time	**41.52**	**45.00**	**42.78**	**46.00**
Part Time (converted to FTE)	**33.31**	**36.02**	**32.45**	**35.10**
Total Parks FTE	**74.83**	**81.02**	**75.23**	**81.10**
Performing Arts				
Full Time	**3.00**	**3.00**	**2.82**	**3.00**
Part Time (converted to FTE)	**0.89**	**1.47**	**1.10**	**1.44**
Total Performing Arts FTE	**3.89**	**4.47**	**3.92**	**4.44**
FULL TIME	**443.52**	**461.00**	**448.61**	**452.50**
PART TIME (converted to FTE)	**47.25**	**52.77**	**46.97**	**50.92**
TOTAL GENERAL FUND FTE	**490.77**	**513.77**	**495.58**	**503.42**
SPECIAL REVENUE FUNDS				
Solid Waste Fund				
Full Time	*39.50*	*41.00*	*37.95*	*44.00*
Part Time (converted to FTE)	*0.78*	*1.80*	*1.11*	*2.29*
Total Solid Waste Fund FTE	***40.28***	***42.80***	***39.06***	***46.29***
Drainage Control Fund				
Full Time	*1.00*	*1.00*	*1.00*	*1.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Drainage Control Fund FTE	***1.00***	***1.00***	***1.00***	***1.00***
FULL TIME	**40.50**	**42.00**	**38.95**	**45.00**
PART TIME (converted to FTE)	**0.78**	**1.80**	**1.11**	**2.29**
TOTAL SPECIAL REVENUE FUNDS FTE	**41.28**	**43.80**	**40.06**	**47.29**

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised Budget	FY 2020 Projection	FY 2021 Adopted
UTILITY				
Administration				
Full Time	*6.00*	*6.00*	*6.58*	*7.00*
Part Time (converted to FTE)	*0.40*	*0.74*	*0.32*	*0.00*
Total Administration FTE	***6.40***	***6.74***	***6.90***	***7.00***
Water & Wastewater Services				
Full Time	*20.15*	*21.00*	*19.00*	*23.00*
Part Time (converted to FTE)	*0.33*	*0.75*	*0.08*	*0.75*
Total Water & Wastewater Services FTE	***20.48***	***21.75***	***19.08***	***23.75***
Plant Operations				
Full Time	*5.00*	*6.00*	*4.95*	*10.00*
Part Time (converted to FTE)	*0.48*	*0.54*	*0.54*	*0.54*
Total Plant Operations FTE	***5.48***	***6.54***	***5.49***	***10.54***
Sewer Lagoon				
Full Time	*3.50*	*4.00*	*4.00*	*4.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Sewer Lagoon FTE	***3.50***	***4.00***	***4.00***	***4.00***
FULL TIME	**34.65**	**37.00**	**34.53**	**44.00**
PART TIME (converted to FTE)	**1.21**	**2.03**	**0.94**	**1.29**
TOTAL UTILITY FTE	**35.86**	**39.03**	**35.47**	**45.29**

ALL FUNDS				
FULL TIME	**518.67**	**540.00**	**522.09**	**541.50**
PART TIME (converted to FTE)	**49.24**	**56.60**	**49.02**	**54.50**
TOTAL ALL FUNDS FTE	**567.91**	**596.60**	**571.11**	**596.00**

CITY OF BARTLETT

TENNESSEE

GENERAL FUND

The General Fund is the general operating fund of the City. It accounts for all financial resources except those required to be accounted for in another fund.

CITY OF BARTLETT
GENERAL FUND SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues				
Property Taxes	$ 25,871,946	$ 26,380,000	$ 26,058,534	$ 25,205,000
Local Taxes	13,335,177	13,663,410	13,636,253	12,948,653
License & Permits	1,656,594	1,592,700	1,580,475	1,626,500
Intergovernmental	6,337,953	6,312,000	6,353,245	5,763,000
Charges for Services	4,493,190	4,497,190	3,652,500	3,413,000
Court Charges	1,776,992	1,945,000	1,190,000	1,410,000
Other Revenue/Transfers	591,257	646,479	1,571,218	2,781,698
Total Revenues	**$ 54,063,109**	**$ 55,036,779**	**$ 54,042,225**	**$ 53,147,851**
Staffing Level				
Full-Time	*443.52*	*461.00*	*448.61*	*452.50*
Part-Time (converted to FTE)	*47.25*	*52.77*	*46.97*	*50.92*
Total Full-Time Equivalent (FTE)	***490.77***	***513.77***	***495.58***	***503.42***
Expenditures				
Legislative	$ 681,442	$ 913,673	$ 909,955	$ 818,025
Mayor's Office	738,494	814,472	787,208	617,491
Community Relations	296,345	316,820	288,659	294,126
Building & Grounds	340,115	537,560	541,213	390,781
Bartlett Station Municipal Center	408,179	419,813	450,352	443,498
Library	1,257,186	1,386,924	1,367,601	1,308,801
Finance	1,578,045	1,751,101	1,635,937	1,371,826
City Court	1,080,115	1,119,822	1,098,865	1,120,947
Personnel	463,537	528,394	485,106	424,074
Planning	469,259	496,555	453,908	529,894
Police	15,011,194	15,441,892	15,546,717	15,850,695
Fire Services and Ambulance	11,041,440	11,524,544	11,300,028	11,803,079
Codes Enforcement	1,013,599	1,031,139	1,002,125	1,021,853
Public Works	5,116,177	5,657,137	5,495,586	5,297,001
Engineering	1,029,982	1,078,773	1,075,075	707,980
Parks & Recreation	5,503,662	5,929,324	5,597,922	6,120,690
Performing Arts	676,342	724,634	629,296	770,279
Expenditures	**$ 46,705,112**	**$ 49,672,576**	**$ 48,665,553**	**$ 48,891,040**
Transfers Out				
Trfr. Out Bartlett City School	$ 1,737,826	$ 1,737,826	$ 1,737,826	$ 1,737,826
Trfr. Out Shelby County Board of Education	608,193	608,193	608,193	608,193
Trfr. Out DARE Program	20,685	33,000	33,000	33,000
Trfr. Out Drainage Fund	100,000	100,000	100,000	0
Trfr. Out Debt Service	3,555,000	3,055,000	3,055,000	3,555,000
Trfr. Out CIP	750,000	0	0	0
Trfr. Out Bartlett Station	0	0	0	150,000
Total Transfers Out	**$ 6,771,704**	**$ 5,534,019**	**$ 5,534,019**	**$ 6,084,019**
Total Expenditures	**$ 53,476,816**	**$ 55,206,595**	**$ 54,199,572**	**$ 54,975,059**
Net From Operations	**586,293**	**(169,816)**	**(157,347)**	**(1,827,208)**
Beginning Fund Balance	**$ 29,279,052**	**$ 29,865,345**	**$ 29,865,345**	**$ 29,707,998**
Reserves/Encumbrances	103,218			
Ending Fund Balance	**$ 29,865,345**	**$ 29,695,530**	**$ 29,707,998**	**$ 27,880,790**

CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2021 Adopted Budget

Description		FY 2019 Actual		FY 2020 Revised		FY 2020 Projection		FY 2021 Adopted
Property Taxes								
Real Property Tax	$	22,791,088	$	23,400,000	$	23,350,000	$	22,730,000
Personalty Tax		1,001,967		925,000		1,000,000		900,000
Property Tax - Utility		170,993		175,000		160,000		170,000
In-Lieu Of Tax - Utility		678,863		680,000		590,534		580,000
In-Lieu Of Tax - Industry		541,460		540,000		160,000		135,000
In-Lieu Of Tax - MLG&W		385,049		360,000		360,000		370,000
Delinquent Tax		193,611		200,000		275,000		200,000
Interest & Penalty		108,917		100,000		163,000		120,000
Total Property Taxes	**$**	**25,871,946**	**$**	**26,380,000**	**$**	**26,058,534**	**$**	**25,205,000**
Local Taxes								
Local Sales Tax		6,658,230		6,885,000	$	6,910,000	$	6,564,500
Sales Tax Half Cent		3,644,281		3,656,910		3,712,253		3,452,153
Wholesale Beer Tax		736,944		750,000		780,000		780,000
Wholesale Liquor Tax		374,896		420,000		410,000		410,000
Beer Permits Application		3,000		2,000		2,000		2,000
Retail Liquor Licenses		19,120		18,000		27,000		25,000
Beer Privilege Tax		8,229		7,500		8,000		8,000
Liquor Compliance Fee		1,500		2,000		0		0
Gross Receipts Business		1,073,508		1,100,000		1,000,000		950,000
Business Licenses		4,035		4,000		4,000		4,000
Return Fee-Business License		15,001		13,000		13,000		13,000
Collection Fees - Business Tax		100,306		90,000		100,000		100,000
Catv Franchise Fees		368,585		360,000		370,000		380,000
AT&T Franchise Fee		174,469		180,000		170,000		170,000
Hotel/Motel Tax		153,073		175,000		130,000		90,000
Total Local Taxes	**$**	**13,335,177**	**$**	**13,663,410**	**$**	**13,636,253**	**$**	**12,948,653**
License & Permits								
Issuing Fees	$	12,520	$	15,000	$	12,000	$	12,000
New Building Permits		110,822		100,000		70,000		100,000
New Electrical Permits		46,443		45,000		36,000		45,000
New Plumbing Permits		28,292		30,000		23,000		30,000
New Mechanical Permits		69,358		60,000		60,000		60,000
Zoning Application Fees		500		2,000		2,500		2,500
Planning Fees		1,600		2,500		1,500		1,500
Short-Term Rental Permit Fees		300		0		500		500
S/D Application Fees		3,420		6,000		4,000		4,000
Miscellaneous Building Permits		20,023		15,000		15,000		15,000
Board Of Zoning Appeals		1,800		2,000		1,500		1,500
Subdivision Inspection Fees		20,025		25,000		40,000		40,000
Subdivision Engineering Fees		21,122		15,000		13,500		13,500
Subdivision Sewer Review Fees		265		200		500		500
Road Cut & Boring Permit		17,830		10,000		4,000		4,000
Site Plan Review		16,038		15,000		12,475		12,500
Sign Review		8,300		8,000		10,000		10,000

CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2021 Adopted Budget

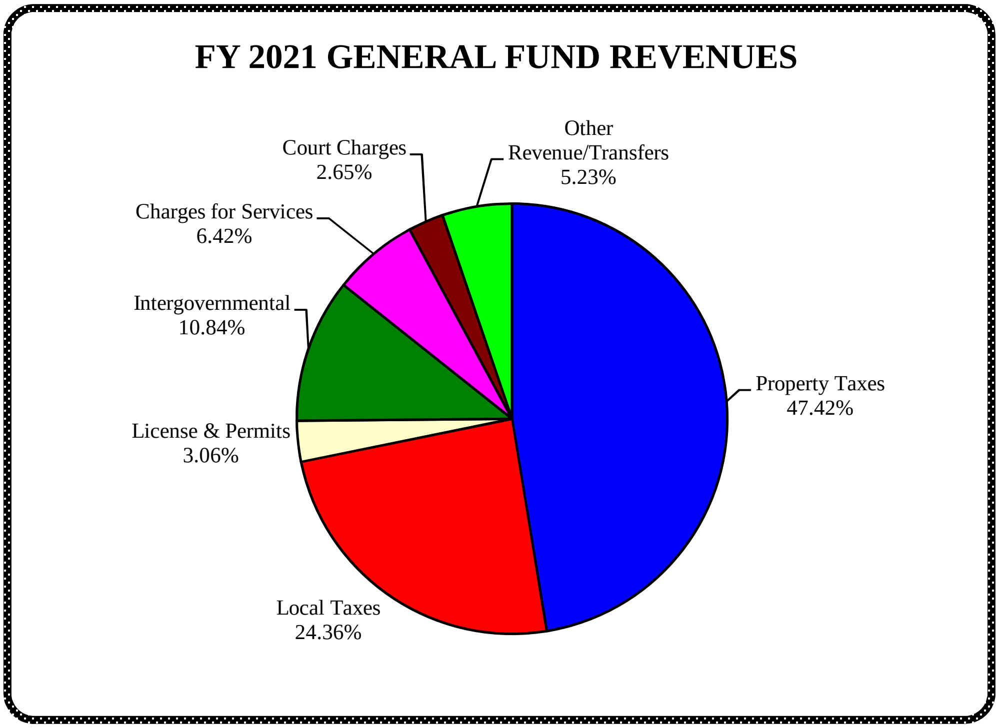
Description		FY 2019 Actual		FY 2020 Revised		FY 2020 Projection		FY 2021 Adopted
Building Plan Review		18,134		18,000		10,000		10,000
Sign Inspection		4,875		4,000		4,000		4,000
Auto Reg Fee		1,254,927		1,220,000		1,260,000		1,260,000
Total License & Permits	**$**	**1,656,594**	**$**	**1,592,700**	**$**	**1,580,475**	**$**	**1,626,500**
Intergovernmental Revenues								
State Sales Tax	$	5,010,012	$	5,120,000	$	5,100,000	$	4,692,000
State Income Tax		311,368		200,000		200,000		40,000
State Beer Tax		26,150		28,000		27,000		22,000
State Liquor Tax		107,959		95,000		105,000		110,000
State Excise Tax		20,960		10,000		52,245		15,000
State Petroleum Tax		112,162		114,000		114,000		114,000
State TVA In Lieu Of Tax		698,260		700,000		700,000		710,000
STG Telecom Sales Tax		51,083		45,000		55,000		60,000
Total Intergovernmental Revenues	**$**	**6,337,953**	**$**	**6,312,000**	**$**	**6,353,245**	**$**	**5,763,000**
Misc Charges For Services								
City Service Fees	$	2,182	$	0	$	11,500	$	12,000
Ambulance Fees		1,395,201		1,350,000		1,240,000		1,150,000
Tow-In Fees		3,000		4,000		4,000		4,000
Publication Fees		1,200		1,500		1,000		1,000
Police Background Check		27,925		28,000		15,000		20,000
Bartlett Station Municipal Center Fees		151,420		155,900		95,000		100,000
Community Relations		31,897		27,500		25,000		25,000
Library Fees		50,760		52,400		33,000		26,000
Total Misc Charges For Services	**$**	**1,663,584**	**$**	**1,619,300**	**$**	**1,424,500**	**$**	**1,338,000**
Parks & Rec Charges								
Senior Citizens Center	$	75,500	$	77,815	$	63,000	$	50,000
Community Center		487,721		462,000		330,000		250,000
Athletics		275,294		323,130		197,000		155,000
Recreation Center		1,701,140		1,767,500		1,428,000		1,500,000
Total Parks & Rec Charges	**$**	**2,539,656**	**$**	**2,630,445**	**$**	**2,018,000**	**$**	**1,955,000**
BPACC Revenues	**$**	**289,949**	**$**	**247,445**	**$**	**210,000**	**$**	**120,000**
Court Fines & Costs								
City Court Fines	$	1,765,962	$	1,930,000	$	1,180,000	$	1,400,000
Other Court Costs		11,030		15,000		10,000		10,000
Total Court Fines & Costs	**$**	**1,776,992**	**$**	**1,945,000**	**$**	**1,190,000**	**$**	**1,410,000**
Other Revenues								
Interest	$	256,882	$	220,000	$	250,000	$	250,000
Shelby County CARES Act Grant		0		0		950,000		800,000
Governor’s Local Government Support Grant		0		0		0		1,338,991
Sale Of Equipment		91,456		70,000		40,000		50,000
Public Entity Partners Dividend		0		0		0		115,000
Other Revenues		72,193		85,261		60,000		59,707

CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2021 Adopted Budget

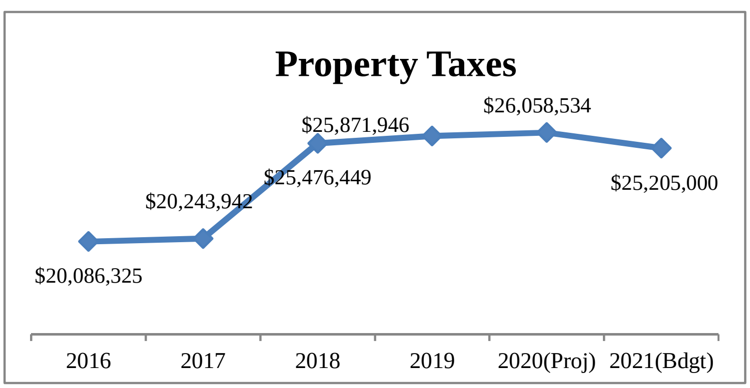
Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Transfer In	170,726	168,000	168,000	168,000
Reserves/Encumbrances	0	103,218	103,218	0
Total Other Revenues	**$ 591,257**	**$ 646,479**	**$ 1,571,218**	**$ 2,781,698**
TOTAL GENERAL FUND REVENUES	**$ 54,063,109**	**$ 55,036,779**	**$ 54,042,225**	**$ 53,147,851**

ANALYSIS OF GENERAL FUND REVENUE SOURCES

FY 2021 Adopted Budget



General Fund (GF) Revenues are classified into seven major sources; Property Taxes, Local Taxes, License & Permits, Intergovernmental, Charges for Services, Court Charges and Other Revenue. Property and Local Taxes are Bartlett's largest sources of revenue, a combined 66.78% of all General Fund Revenues in FY 2021. The anticipated revenue reduction in the 2021 budget is 1.65% (does not include reserves from previous year). The reduction would be much higher if not a $2.2 million one-time grants from the Federal Government and the State.



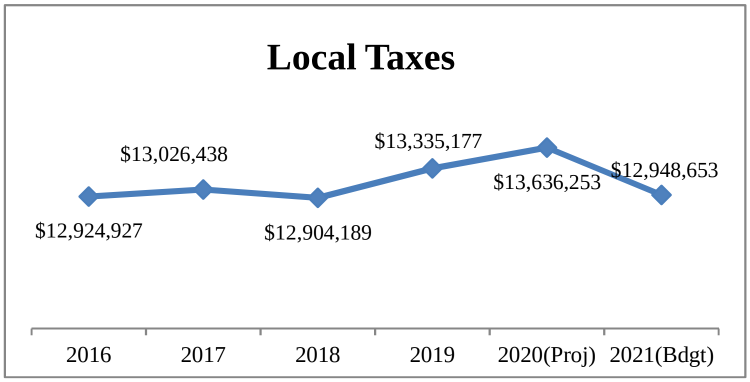
Property Taxes represent the largest percentage (47.42%) of all GF Revenues. The FY21 budget has a 3.28% reduction. During these very uncertain time due to the COVID-19 pandemic, the City is planning on this decrease in anticipation of overall contraction of the state and national economy. In the last 20 years, the property tax rate increased in 2017 (35 cent increase), in 2007 (a 23 cent increase), and in 2003 (a 15 cent increase). Taxes are due on February 28, 2021 and become delinquent March 1, 2021.

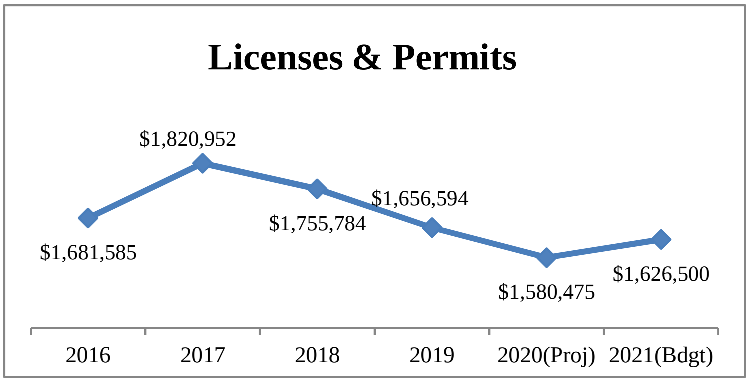
Property assessments are made by the Shelby County Tax Assessor based on the estimated appraised value and the following classifications:

Real Estate-Residential and Farm	25% of appraised value
Real Estate-Commercial and Industrial	40% of appraised value
Personal Property-Commercial and Industrial	30% of appraised value
Tennessee Regulators and Personal Property	55% of appraised value

CITY OF BARTLETT
ANALYSIS OF GENERAL FUND REVENUE SOURCES
FY 2021 Adopted Budget

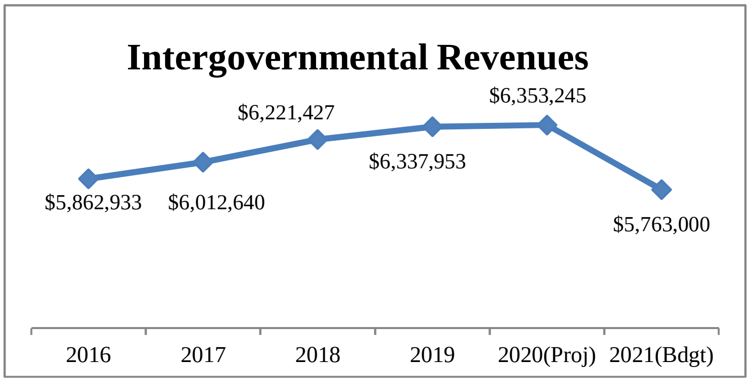
Local Taxes is the second largest source of revenue and represent 24.36% of all GF Revenues. They are comprised primarily of Local Sales Taxes ($6,564,500), more than half of all local taxes, Sales Tax School Reimbursement ($3,452,153), Wholesale Beer Taxes ($780,000), and Gross Receipts Business ($950,000). The current local sales taxes rate is 2.75% of the first $1,600 of the gross proceeds. However, 0.50% is designated for Bartlett Municipal School System. The Sales Tax School Reimbursement budgeted for city support of Bartlett Municipal School System in FY 2021 includes the maintenance of effort, school debt service transfer, Dare program and Shelby County Board of Education buildings. FY21 budget has a 5.04% decrease over FY20 projected.

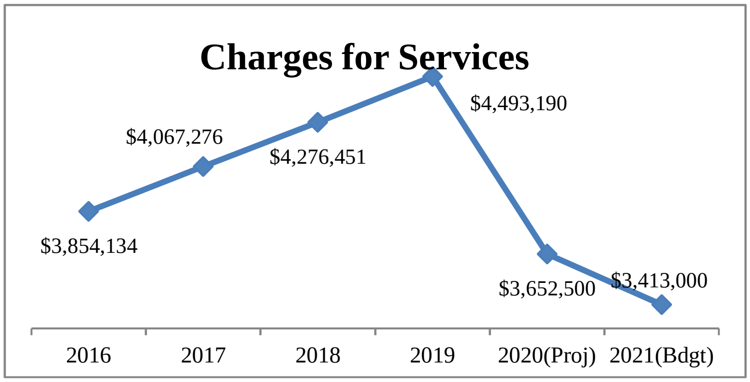




The Office of Code Enforcement sets, monitors and collects most of the **License and Permit** fees. FY 2021 budget for subdivision and new construction permit fees are based on 80 commercial constructions and 25 residential constructions. The biggest revenue in License and Permits is the $25 Wheel Tax that generates more than 2/3 of the total revenues.

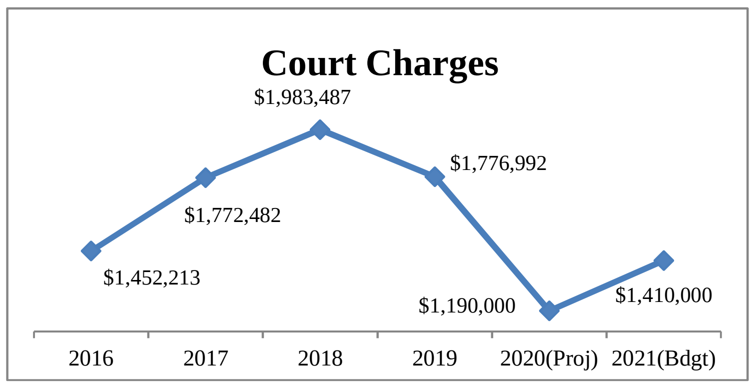
Intergovernmental Revenues are state shared revenues, the largest being Bartlett's share of the State Sales Tax, 81.42%. There has been steady increase since FY 2015 to FY 2020. However, in this pandemic, we budgeted an overall 9.29% decrease for FY 2021.

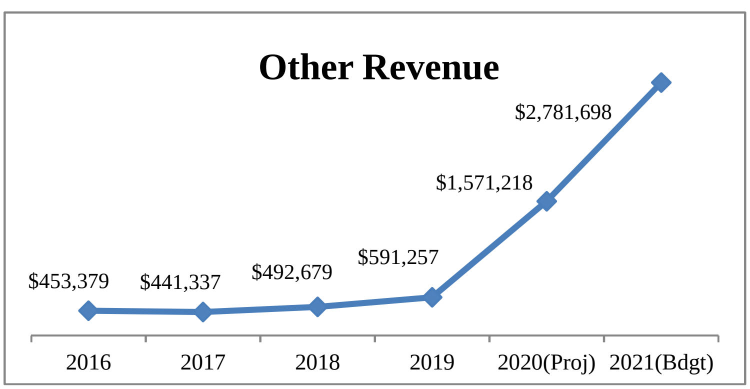




Parks and Recreation fees account for the largest share (43.95%) of **Charges for Services**. The basic parks & recreation fees was increased by 14% starting October 2019, the last increase was in 2005. After this increase, our fees are still lower than those of the surrounding centers. The second largest share of Charges for Services is the ambulance fees ($1,150,000). So far, Charges for Services have been hard hit the most since the pandemic started.

Court Charges are fees generated through fines for violations of City Ordinances and Court Costs. Thus, collection varies year by year.





One-time COVID-19 grants from the Federal and the State Government, total $2.2mil, help the overall revenues. Other revenues are Sales of Equipment and a transfer from the General Improvement Fund. The transfer from the General Improvement Fund to the General Fund (based on Bartlett's Ordinance and General Improvement Fund balance) is $168,000 for FY 2021. Carry-forward encumbrances are previous year expenditure commitments.

GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY

FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues				
Local Sales Tax .5% Reimbursement	$ 816,775	$ 979,454	$ 964,074	$ 968,386
State Police Training Grant	69,600	95,200	95,200	0
State Fire Training Grant	54,600	72,000	0	0
Supplemental Ambulance Payment	14,986	0	40,000	30,000
CERT Class Fees	0	0	580	0
Weed Cutting Fees	49,001	50,000	40,000	40,000
Electronic Traffic Citation Fee	0	9,600	7,600	7,600
Insurance Recoveries-Police	27,293	25,000	30,000	30,000
Transfer from Grants Fund	19,936	40,000	20,000	0
Intergovernment Reimbursement	75,641	60,000	55,000	50,000
Criminal Seizure Settlement	19,941	0	0	6,000
Breath Alcohol Test Charges	0	0	5,000	5,000
COVID-19 Grants	0	0	45,584	0
Donations	12,105	15,000	15,000	15,000
Animal Shelter Donations	11,927	12,000	12,000	12,000
Animal Shelter Boarding	3,819	1,400	5,000	5,000
Animal Shelter Capture Fee	6,623	7,500	5,000	5,000
Animal Shelter Adoption	36,814	40,000	40,000	40,000
Animal Shelter City License	26,986	40,000	30,000	30,000
Animal Shelter Misc Revenues	11,694	25,000	15,000	15,000
Cost Sharing Allocation Recovery	0	0	0	1,059,882
Shop Expense Allocation	333,640	325,325	325,325	445,325
Total Department Revenues	**$ 1,591,381**	**$ 1,797,479**	**$ 1,750,363**	**$ 2,764,193**
Personnel				
Supervisor Salaries	$ 4,468,073	$ 4,755,335	$ 4,595,230	$ 4,439,055
Employee Wages	19,289,032	20,198,673	20,156,788	20,174,670
Overtime Wages	699,716	787,200	773,040	722,800
Special Hours	162,096	182,100	171,139	165,100
Holiday Pay	533,861	575,109	559,424	579,078
Contracted Services	841,575	896,500	760,481	872,000
Part-Time	986,734	1,100,898	994,625	1,116,933
Instructional Expense	7,768	13,900	10,661	12,500
Vacation Pay	103,877	75,000	61,874	25,000
Educational Bonus	154,340	179,540	169,880	183,480
Sick Pay	142,237	65,000	46,240	25,000
Longevity Pay	543,204	614,931	601,393	581,153
FLSA Wages	71,998	78,000	76,820	78,000
COVID-19 Hazard Pay	47,161	51,523	46,485	483,263
Employee Incentive	9,047	12,136	12,136	12,136
Employee Testing	39,773	57,000	37,725	55,000
Other Personnel Costs	8,765	11,800	8,450	9,450
Employee Health Insurance	5,075,112	5,624,968	5,619,686	5,820,492
Employee Life Insurance	63,921	79,108	73,005	77,989
Worker's Compensation Insurance	726,750	743,244	623,243	533,296
Unemployment Compensation	10,872	22,650	8,356	15,300
Retiree Health Insurance	1,179,016	1,246,080	1,233,210	1,228,578
FICA	1,973,129	2,077,469	2,019,311	2,039,723
Pension Contribution	2,977,566	2,540,600	3,216,837	3,648,248

GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY

FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Contributory Retirement Plan	366,681	338,724	297,770	293,508
Total Personnel	**$ 40,482,303**	**$ 42,327,488**	**$ 42,173,809**	**$ 43,191,752**
Staffing Level				
Full-Time	*443.52*	*461.00*	*448.61*	*452.50*
Part-Time (converted to FTE)	*47.25*	*52.77*	*46.97*	*50.92*
Total Full-Time Equivalent (FTE)	***490.77***	***513.77***	***495.58***	***503.42***
Operations				
Training	$ 103,134	$ 210,500	$ 105,449	$ 189,000
State Training Salary Supplement	124,200	167,200	95,200	0
Firearms Training	36,887	40,000	40,000	35,000
Volunteer Expense	16,021	20,750	6,738	16,250
Travel	92,398	144,050	70,501	102,500
Legal Fees	68,602	140,000	130,000	100,000
Mayor's Youth Council	747	10,000	1,000	5,000
Professional Services	134,911	152,800	145,060	150,700
Contracted Services	125,237	126,960	120,400	126,000
Advertising & Promotional Expenses	0	500	0	0
Other Professional Service	140,841	179,100	167,217	171,700
Boards & Commissions	60,103	84,500	84,915	85,000
DUI Testing Fees	18,090	20,000	0	5,000
Sexual Offender Register	884	2,000	2,000	2,000
Civil & Criminal Seizure Expense	0	12,631	20,338	6,000
Postage & Freight	45,855	63,550	45,194	52,550
Notice Publication	16,198	40,100	40,000	40,100
Dues & Subscriptions	72,413	87,950	83,579	98,050
Meetings	7,345	13,100	7,771	11,950
Employee Appreciation	5,036	5,500	2,996	4,000
Utilities	660,392	666,500	617,750	717,500
Phones-Local	63,532	66,048	66,838	67,937
Cellular Phones	89,823	94,024	97,402	99,004
Data Processing - Software	1,053	0	0	0
Telecommunication Link	98,080	99,000	99,000	99,000
Library Charge-Shelby Co.	1,098,849	1,144,000	1,144,000	1,178,000
Reappraisal Charge from County	0	0	0	220,000
Shop Allocation	209,040	209,350	209,379	209,700
Vehicle Maintenance	396,151	366,250	377,605	382,450
Equipment Maintenance	165,200	276,850	205,954	200,450
Radio Maintenance	23,907	189,816	185,316	163,109
Computer Maintenance	47,021	7,000	7,600	7,600
Grounds Maintenance	389,758	441,400	388,759	427,100
Building Maintenance	238,673	321,764	327,337	258,175
Pool Maintenance	24,445	28,000	26,000	24,500
Swim Competitions	55,435	60,000	42,000	56,000
Fuel System Maintenance	3,448	0	0	0
Street Painting & Signs	30,572	35,900	17,000	35,000
Automobile Allowance	6,065	7,400	6,000	7,200
Office Supplies	97,227	106,613	76,787	96,350
Printing	76,765	107,500	73,070	81,200
Christmas Expenses	2,275	2,800	2,366	2,700

CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Medical Supplies	145,659	182,548	143,600	166,000
Special Designation Expend	2,670	2,500	500	1,500
Ticket Sales Expenditures-BPAC	19,192	14,905	14,000	18,000
Petroleum Supplies	567,621	537,900	510,460	546,000
Special Events	32,206	31,000	20,000	35,000
Concession Supplies Client	400	1,000	350	900
Preschool Supplies	5,092	4,600	4,300	4,600
Recreation Supplies	67,577	75,700	62,964	66,100
Concession Supplies	64,695	78,750	63,245	73,600
Field Trips	17,608	15,000	10,000	15,000
Tournament Expenses	75	500	100	500
Cost of Goods Sold	4,184	4,000	3,800	3,500
Clothing & Uniforms	250,489	299,505	252,121	250,400
Operating Supplies	241,444	291,915	255,844	269,700
Cleaning Supplies	69,712	75,800	70,976	78,500
Chemical Supplies	2,235	2,600	750	2,600
Air Service	10,351	7,000	7,661	7,300
Film & Developing	148	710	750	1,100
Fill Sand, Dirt & Gravel	27,980	30,000	27,000	28,000
Asphalt/Street Repairs	161,676	153,900	153,900	153,900
Concrete & Brick	9,291	10,000	10,000	10,000
Miscellaneous Shop Parts	2,408	2,400	1,865	2,400
Small Tools	29,905	35,700	27,663	31,350
Tournament Awards	9,153	8,200	5,712	8,200
Fire Hose	5,878	6,000	5,669	6,000
Pipe & Materials-System Maintenance	9,160	12,000	6,000	10,000
Miscellaneous Supplies	4,511	5,500	4,053	5,500
Jail Operations	57,224	50,000	50,000	50,000
CERT Training Supplies	387	1,200	0	1,200
Public Awareness	44,456	47,950	41,000	47,950
CPR Classes	0	0	725	0
Fire Prevention	5,870	6,000	4,000	6,000
Community Promotions	10,633	10,000	10,000	10,000
Travel Club	1,131	6,600	16,526	1,600
Equipment Rental	20,348	36,100	32,595	37,400
Street Barricade & Equip Rental	1,704	2,080	640	1,800
Equipment Leasing	20,259	33,265	21,422	24,820
Property Insurance	92,975	93,312	93,987	93,987
Vehicle & Equip Insurance	141,416	144,696	126,960	126,960
General Liability Insurance	230,175	236,103	243,000	243,000
Other Insurance	10,606	10,950	7,544	7,544
Landfill Fees	0	150	0	0
Bank Charges	76	500	100	500
Credit Card Vendor Fees	56,590	71,600	70,610	73,900
Interest Refund	2,513	1,000	9,311	10,000
State Fees	35,066	7,100	35,960	36,000
Cash Over/Short	395	900	254	650
Tow-In Fees	6,485	9,200	8,500	7,700
License Fees	1,320	700	750	750
Animal Control Fees	1,485	1,800	1,482	1,800
K-9 Operations	142	0	8,000	10,000

CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Storage Fees	348	450	150	450
Contingency	115,425	173,286	173,285	100,000
Damage Claims	10,330	29,500	20,983	29,500
Miscellaneous Other Expenses	27,488	31,950	31,979	38,150
Total Operations	**$ 7,502,783**	**$ 8,647,430**	**$ 7,811,569**	**$ 8,291,086**
Capital				
Fencing & Landscaping	$ 638	$ 4,000	$ 3,251	$ 4,000
Building Improvements	153,370	150,104	111,000	55,000
Communications Equipment	964	1,693	148	1,145
Data Processing Equipment	3,336	110,040	103,501	0
Office Equipment	1,828	6,000	3,000	1,500
Vehicles	900	66,500	68,467	0
Furniture	10,805	16,400	10,188	15,950
Other Equipment	139,564	156,400	130,983	94,800
Total Capital	**$ 311,407**	**$ 511,137**	**$ 430,538**	**$ 172,395**
TOTAL GENERAL FUND EXPEND'S	**$ 46,705,112**	**$ 49,688,576**	**$ 48,665,553**	**$ 48,891,040**

City of Bartlett

ADMINISTRATIVE

FY 2021 Adopted Budget

The Administrative function includes the Legislative Board, Mayor's Office (which includes the Mayor's Office, Community Relations, Building and Grounds, Bartlett Station Municipal Center and the Library), Finance and Administration, Court Clerk, Personnel, and Planning and Economic Development. The Administrative function budget had a net decrease of $699,341 (8.72%) over the FY 2020 Projection. The reason for the decrease is that we added a cost sharing allocation recovery from the Solid Waste and the Utility Fund to Legislative, Mayor's Office, Finance and Personnel. There were no staffing changes. FY 2021 budget included a career ladder pay increase for full-time employees.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	*48,875*	*61,921*	*59,921*	*1,121,361*
Salaries	3,325,185	3,577,631	3,407,739	3,582,383
Benefits	1,478,772	1,550,724	1,579,330	1,816,044
Other Personnel	45,385	62,800	42,725	60,000
Operations	2,459,496	3,031,060	2,936,922	2,974,547
Capital	52,753	124,840	112,009	7,850
Total	**7,312,716**	**8,285,134**	**8,018,804**	**7,319,463**

Full-Time Authorized Personnel Positions

Legislative Board	
City Attorney	1
Alderman	6
Total Legislative Board	**7**
Mayor's Office	
Mayor	1
Chief Administrative/Financial Officer	1
Administrative Assistant	1
City Clerk	1
Administrative Secretary	1
Community Relations Director	1
BSMC Manager	1
Senior Clerk	1
Building Service	3
Custodial	1
Total Mayor's Office	**12**
Finance and Administration	
Finance Director	1
Assistant Finance Director	1
Finance Manager	1
MIS Coordinator	1
Budget/Financial Coordinator	1
Purchasing Agent	1
Senior Financial Analyst	1
Clerk	6
Computer Analyst	1
Computer Support Tech	2
Total Finance and Administration	**16**
City Court	
Prosecutor	1
Judge	2
Court Clerk	1
Assistant Prosecutor	1
Senior Clerk	1
Skill Clerk	6
Total Court Clerk	**12**
Personnel	
Personnel Director	1
Senior Personnel Coordinator	1
Personnel Assistant	1
Personnel Coordinator	1
Health/Safety Office	1
Total Personnel	**5**
Planning & Economic Development	
Planning Director	1
Senior Planner	1
Planner	1
Assistant Planner	1
Admin Secretary	1
Total Planning & Econ. Dev.	**5**
TOTAL ADMINISTRATIVE	**57**

CITY OF BARTLETT
ADMINISTRATIVE BUDGET SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues/Grants				
Local Sales Tax .5% Reimbursement	$ 36,770	$ 37,321	$ 37,321	$ 38,879
Electronic Traffic Citation Fee	0	9,600	7,600	7,600
Donations	12,105	15,000	15,000	15,000
Cost Sharing Allocation Recovery	0	0	0	1,059,882
Total Department Revenues/Grants	**$ 48,875**	**$ 61,921**	**$ 59,921**	**$ 1,121,361**
Personnel				
Supervisor Salaries	$ 1,565,259	$ 1,737,305	$ 1,528,835	$ 1,485,887
Employee Wages	1,655,143	1,727,765	1,776,014	1,970,771
Overtime Wages	18,716	22,600	20,985	21,600
Special Hours	5,200	5,200	5,200	5,200
Part-Time	80,867	84,761	76,705	98,925
Vacation Pay	6,256	0	1,681	0
Educational Bonus	2,880	3,600	5,280	5,880
Longevity Pay	52,652	60,812	60,260	63,651
COVID-19 Hazard Pay	4,865	5,007	4,866	59,046
Employee Incentives	9,047	12,136	12,136	12,136
Employee Testing	39,773	57,000	37,725	55,000
Other Personnel Costs	5,612	5,800	5,000	5,000
Employee Health Insurance	528,554	586,186	580,903	632,494
Employee Life Insurance	7,509	10,447	8,847	10,420
Worker's Compensation Insurance	19,560	20,870	17,499	15,823
Unemployment Compensation	0	12,650	7,150	14,300
Retiree Health Insurance	158,951	173,253	164,322	172,834
FICA	248,161	273,653	251,633	273,897
Pension Contribution	385,376	340,442	419,332	514,459
Contributory Retirement Plan	54,962	51,668	45,421	41,104
Total Personnel	**$ 4,849,342**	**$ 5,191,155**	**$ 5,029,794**	**$ 5,458,427**
Staffing Level				
Full-Time	*55.65*	*57.00*	*55.21*	*56.50*
Part-Time (converted to FTE)	*3.66*	*3.97*	*3.67*	*3.97*
Total Full-Time Equivalent (FTE)	***59.31***	***60.97***	***58.88***	***60.47***
Operations				
Training	$ 16,158	$ 39,200	$ 11,900	$ 31,500
Travel	39,929	70,600	23,087	45,100
Legal Fees	68,602	140,000	130,000	100,000
Mayor's Youth Council	747	10,000	1,000	5,000
Professional Service	99,236	105,800	104,820	108,700
Contracted Services	44,697	50,960	46,400	50,000
Advertising & Promotional Expenses	0	500	0	0
Other Professional Service	103,195	128,500	120,076	121,700
Boards & Commissions	60,103	84,500	84,915	85,000
Postage & Freight	28,764	34,200	30,180	33,200
Notice Publication	16,198	40,000	40,000	40,000
Dues & Subscriptions	34,765	45,680	43,445	48,830
Meetings	3,730	7,000	3,770	6,000
Utilities	156,598	162,000	157,000	172,000

CITY OF BARTLETT
ADMINISTRATIVE BUDGET SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Phones - Local	16,714	17,508	17,411	17,843
Cellular Phones	19,582	23,750	22,030	22,691
Telecommunication Link	43,236	44,000	44,000	44,000
Library Charge-Shelby Co.	1,098,849	1,144,000	1,144,000	1,178,000
Reappraisal Charge from County	0	0	0	220,000
Shop Allocation	6,300	6,300	6,300	6,300
Vehicle Maintenance	5,296	7,700	5,900	7,200
Equipment Maintenance	15,182	19,300	18,036	19,200
Radio Maintenance	0	169,816	169,816	0
Computer Maintenance	45	7,000	7,600	7,600
Grounds Maintenance	31,153	22,500	19,008	22,500
Building Maintenance	52,113	53,564	93,478	42,000
Automobile Allowance	6,065	7,400	6,000	7,200
Office Supplies	44,715	42,900	31,150	40,500
Printing	46,163	65,250	44,187	47,000
Petroleum Supplies	7,688	11,000	9,160	9,900
Special Events	13,728	15,000	15,000	15,000
Concession Supplies Client	400	500	350	400
Clothing & Uniforms	368	3,200	774	2,200
Operating Supplies	62,357	63,575	63,200	63,700
Cleaning Supplies	8,597	9,800	9,800	11,300
Film & Developing	21	350	750	750
Small Tools	52	550	533	550
Tournament Awards	2,049	2,000	3,000	3,000
Community Promotions	10,633	10,000	10,000	10,000
Equipment Rental	17,628	28,000	28,000	28,000
Equipment Leasing	5,930	6,600	6,450	7,000
Property Insurance	28,875	29,100	29,054	29,054
Vehicle & Equip Insurance	3,162	3,099	3,014	3,014
General Liability Insurance	98,967	100,072	118,265	118,265
Other Insurance	0	50	0	0
Bank Charges	76	500	100	500
Credit Card Vendor Fee	2,247	1,200	5,534	5,200
Interest Refund	2,513	1,000	9,311	10,000
State Fees	409	400	0	0
Cash Over/Short	238	550	204	550
Storage Fees	0	300	0	300
Contingency	115,425	173,286	173,285	100,000
Damage Claims	500	1,000	1,000	1,000
Miscellaneous Other Expenses	19,498	20,000	24,629	25,800
Total Operations	**$ 2,459,496**	**$ 3,031,060**	**$ 2,936,922**	**$ 2,974,547**
Capital				
Building Improvements	$ 49,968	$ 10,000	$ 0	$ 5,000
Data Processing Equipment	0	110,040	102,616	0
Office Equipment	0	3,000	3,000	0
Vehicles	0	0	4,500	0

CITY OF BARTLETT
ADMINISTRATIVE BUDGET SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Furniture	2,785	1,800	1,893	2,850
Total Capital	**$ 52,753**	**$ 124,840**	**$ 112,009**	**$ 7,850**
TOTAL ADMINISTRATIVE	**$ 7,312,716**	**$ 8,285,134**	**$ 8,018,804**	**$ 7,319,463**

Legislative Board

City of Bartlett

FY 2021 Adopted

What We Do

The Legislative Department represents the citizens of Bartlett through the Board of Mayor and Aldermen; also included in this department is the City Attorney. The City of Bartlett elects a Mayor and six Aldermen in non-partisan at-large positions. The Board enacts legislation necessary to protect the health, safety and welfare of our citizens; approves policies; approves a balanced budget that meets the needs of Bartlett; plan for the orderly development of the community; and approves the appointment of department directors and professional staff who manage service delivery.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	*0*	*0*	*0*	*270,057*
Salaries	195,366	216,000	216,000	216,000
Benefits	86,356	97,213	93,775	104,704
Operations	399,720	600,460	600,180	767,378
Capital	0	0	0	0
Total	**681,442**	**913,673**	**909,955**	**818,025**

FY 2020 Performance Highlights

The Legislative Department reviewed and approved balanced operating and capital improvements budgets that continued to provide a high level of services to Bartlett citizens. The Board of Mayor and Aldermen continued to provide support and approval of our strategy to reduce debt service costs as a percentage of expenses and maintain the property tax rate.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Meet 2nd and 4th Tuesday each month	# of meetings held	23	23	23
Review and adopt balanced operating budget by June 30	Budget approved by June 30	Approved	Approved	Approved
Review and adopt Capital Plan by June 30	Budget approved by June 30	Approved	Approved	Approved

CITY OF BARTLETT
LEGISLATIVE BOARD
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues/Grants				
Cost Sharing Allocation Recovery	$ 0	$ 0	$ 0	$ 270,057
Total Department Revenues/Grants	**$ 0**	**$ 0**	**$ 0**	**$ 270,057**
Personnel				
Supervisor Salaries	$ 72,000	$ 72,000	$ 72,000	$ 72,000
Employee Wages	123,366	144,000	144,000	144,000
COVID-19 Hazard Pay	82	83	83	7,083
Employee Health Insurance	31,638	35,352	35,352	32,797
Employee Life Insurance	44	50	44	50
Worker's Compensation Insurance	4,832	4,832	4,052	3,748
Retiree Health Insurance	7,968	10,800	9,900	10,800
FICA	14,298	15,856	15,550	15,879
Pension Contribution	27,493	30,240	28,794	31,806
Contributory Retirement Plan	0	0	0	2,541
Total Personnel	**$ 281,722**	**$ 313,213**	**$ 309,775**	**$ 320,704**
Staffing Level				
Full-Time	*7.00*	*7.00*	*7.00*	*7.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***7.00***	***7.00***	***7.00***	***7.00***
Operations				
Training	$ 3,428	$ 6,000	$ 590	$ 5,000
Travel	11,731	20,000	4,295	15,000
Legal Fees	38,202	100,000	100,000	100,000
Other Professional Service	36,350	50,000	50,000	50,000
Boards & Commissions	58,688	83,500	83,500	83,500
Chamber of Commerce $35k, Arts Council $11.4k, Shelby County Books from Birth $7.5k, Historic Preservation $10k and others.				
Postage & Freight	243	2,500	2,500	2,500
Notice Publication	16,198	40,000	40,000	40,000
Dues & Subscriptions	19,858	24,000	26,000	30,000
Meetings	597	2,000	900	2,000
Cellular Phones	3,567	4,200	4,200	4,200
Reappraisal Charge from County	0	0	0	220,000
Office Supplies	486	500	500	500
Printing	990	1,000	732	1,000
Operating Supplies	271	500	500	500
General Liability Insurance	88,146	87,974	107,178	107,178
Contingency	115,425	173,286	173,285	100,000
Miscellaneous Other Expenses	5,539	5,000	6,000	6,000
Total Operations	**$ 399,720**	**$ 600,460**	**$ 600,180**	**$ 767,378**
Total Legislative Board	**$ 681,442**	**$ 913,673**	**$ 909,955**	**$ 818,025**

Mayor's Office

City of Bartlett

FY 2021 Adopted

What We Do

The Mayor and Executive staff uphold the laws of Bartlett, Shelby County, Tennessee and the U.S. The Mayor's Office also provides strategic leadership to the City departments and their management. Through the supervision of all City departments, we manage the delivery of all City Services. In cooperation with the Finance Director, we prepare and submit the annual budget for approval by the Board of Mayor and Aldermen. The Mayor is the executive head of the city responsible for the enforcement of the ordinances of the city and laws of the state within the City. The Mayor presides at all meetings of the Board. *Included in this summary are Citizen Services, Community Relations, Building and Grounds, Bartlett Station Municipal Center and the Library which are managed by the Mayor's Office.

*Summary Revenue/Expenditure Type**

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	*12,105*	*15,000*	*15,000*	*217,430*
Salaries	818,815	853,660	848,329	868,204
Benefits	383,427	397,811	418,012	454,869
Operations	1,800,214	2,118,078	2,080,092	1,943,454
Capital	49,968	121,040	103,600	5,600
Total	**3,040,319**	**3,475,589**	**3,435,033**	**3,054,697**

FY 2020 Performance Highlights

The Mayor and Executive staff continued to deliver a high level of services to Bartlett citizens at less than budgeted costs. Continued emphasis on training and development helped retain the professional staff and maintain the morale of all employees. The Mayor and Executive staff recommended a revised 5 year capital improvements plan and operating budget.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Maintain high level of services/delivered from all departments	Approval of Board of Mayor & Aldermen & Citizen satisfaction with service delivery	Meet Measure	Meet Measure	Meet Measure
Retain professional staff in all departments	Retention of Department heads and assistants.	100%	100%	100%
Submit balanced budget	Approval of Board of Mayor & Aldermen of budget.	Yes	Yes	Yes
Maintain general fund balance at 20% of expenditures plus $1,000,000 for emergencies.	Fund balance as of % expenditures Committed $1,000,000 for emergencies	>20% Yes	>20% Yes	>20% Yes

CITY OF BARTLETT
MAYOR'S OFFICE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues/Grants				
Cost Sharing Allocation Recovery	$ 0	$ 0	$ 0	$ 202,430
Total Department Revenues/Grants	**$ 0**	**$ 0**	**$ 0**	**$ 202,430**
Personnel				
Supervisor Salaries	$ 380,386	$ 389,807	$ 382,999	$ 382,579
Employee Wages	50,620	56,316	53,302	56,316
Overtime Wages	0	1,000	573	1,000
Part-Time	7,058	8,000	8,000	8,000
Vacation Pay	0	0	752	0
Longevity Pay	12,510	16,072	14,996	15,293
COVID-19 Hazard Pay	412	498	412	5,498
Employee Health Insurance	51,476	54,329	54,329	65,594
Employee Life Insurance	1,187	1,428	1,295	1,404
Worker's Compensation Insurance	1,948	2,024	1,697	1,428
Unemployment Compensation	0	12,650	7,150	14,300
Retiree Health Insurance	21,551	22,306	21,815	21,945
FICA	34,245	35,935	34,451	35,569
Pension Contribution	74,301	62,457	82,692	64,628
Contributory Retirement Plan	0	0	0	5,164
Total Personnel	**$ 635,694**	**$ 662,822**	**$ 664,463**	**$ 678,718**
Staffing Level				
Full-Time	*5.00*	*5.00*	*5.00*	*5.00*
Part-Time (converted to FTE)	*0.19*	*0.26*	*0.31*	*0.26*
Total Full-Time Equivalent (FTE)	***5.19***	***5.26***	***5.31***	***5.26***
Operations				
Training	$ 3,647	$ 11,000	$ 5,682	$ 11,000
Travel	9,394	25,000	9,160	15,000
Mayor's Youth Council	747	10,000	1,000	5,000
Other Professional Service	39,000	40,000	40,000	40,000
Tyler Marketing charges for recording of Board of Mayor & Aldermen meetings, Planning Commission meetings and FYI show.				
Postage & Freight	1,105	3,500	3,500	3,500
Dues & Subscriptions	6,920	10,000	10,000	10,000
Meetings	835	1,200	1,200	1,200
Phones - Local	2,568	3,100	3,100	3,100
Cellular Phones	4,528	7,500	5,500	7,000
Shop Allocation	1,000	1,000	1,000	1,000
Vehicle Maintenance	1,267	1,700	1,700	1,700
Equipment Maintenance	317	300	300	300
Automobile Allowance	6,000	6,000	6,000	6,000
Office Supplies	4,600	4,500	4,500	4,500
Printing	3,352	3,500	3,500	3,500
Petroleum Supplies	1,384	2,500	2,500	2,500
Clothing & Uniforms	0	500	0	500
Operating Supplies	4,287	6,000	6,000	6,000
Film & Developing	0	50	50	50
Small Tools	0	100	100	100
Equipment Leasing	1,085	1,200	1,200	1,500

CITY OF BARTLETT
MAYOR'S OFFICE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Vehicle & Equip Insurance	268	350	379	379
General Liability Insurance	1,214	1,500	1,274	1,274
Other Insurance	0	50	0	0
Damage Claims	500	500	500	500
Miscellaneous Other Expenses	8,783	10,000	14,000	15,000
Total Operations	**$ 102,800**	**$ 151,050**	**$ 122,145**	**$ 140,603**
Capital				
Funiture	$ 0	$ 600	$ 600	$ 600
Total Capital	**$ 0**	**$ 600**	**$ 600**	**$ 600**
Total Mayor's Office	**$ 738,494**	**$ 814,472**	**$ 787,208**	**$ 617,491**

CITY OF BARTLETT
COMMUNITY RELATIONS
FY 2021 Adopted Budget

Description		FY 2019 Actual		FY 2020 Revised		FY 2020 Projection		FY 2021 Adopted
Department Revenues/Grants								
BBQ Cooking Context Revenues	$	12,105	$	15,000	$	15,000	$	15,000
Total Department Revenues/Grants	**$**	**12,105**	**$**	**15,000**	**$**	**15,000**	**$**	**15,000**
Personnel								
Supervisor Salaries	$	78,181	$	81,286	$	81,286	$	82,488
Longevity Pay		4,691		4,878		4,878		4,878
COVID-19 Hazard Pay		82		83		83		1,083
Employee Health Insurance		11,864		12,672		12,672		13,689
Employee Life Insurance		215		260		243		264
Worker's Compensation Insurance		134		141		118		103
Retiree Health Insurance		3,909		4,064		4,064		4,124
FICA		6,116		6,308		6,339		6,473
Pension Contribution		13,482		11,380		15,348		12,146
Contributory Retirement Plan		0		0		0		970
Total Personnel	**$**	**118,675**	**$**	**121,072**	**$**	**125,031**	**$**	**126,218**
Staffing Level								
Full-Time		*1.00*		*1.00*		*1.00*		*1.00*
Total Full-Time Equivalent (FTE)		***1.00***		***1.00***		***1.00***		***1.00***
Operations								
Training	$	1,365	$	2,000	$	1,520	$	1,500
Travel		3,454		3,000		1,200		1,500
Professional Services		20,000		22,000		22,000		22,000
Fireworks contract.								
Other Professional Service		20,882		30,000		25,000		25,000
Christmas parade, festivals & picnic contracts.								
Postage & Freight		235		1,000		1,000		1,000
Dues & Subscriptions		247		500		250		250
Meetings		60		500		200		200
Phones - Local		180		148		200		200
Cellular Phones		975		1,700		1,100		2,100
Shop Allocation		700		700		700		700
Vehicle Maintenance		1,542		500		500		500
Grounds Maintenance		21,541		10,000		7,000		10,000
Office Supplies		8,070		4,000		2,500		2,500
Printing		30,449		50,000		30,000		30,000
Petrolium Supplies		903		1,500		1,000		1,000
BBQ Cooking Context Expenditures		13,728		15,000		15,000		15,000
Operating Supplies		42,272		35,000		35,000		35,000
Film & Developing		21		300		700		700
Tournament Awards		2,049		2,000		3,000		3,000
Community Promotions		10,633		10,000		10,000		10,000
Equipment Rental		9,708		20,000		20,000		20,000
Vehicle & Equip Insurance		265		300		236		236
General Liability Insurance		497		600		522		522
Total Operations	**$**	**189,775**	**$**	**210,748**	**$**	**178,628**	**$**	**182,908**
Total Community Relations	**$**	**296,345**	**$**	**316,820**	**$**	**288,659**	**$**	**294,126**

CITY OF BARTLETT
BUILDINGS AND GROUNDS
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Employee Wages	$ 99,237	$ 105,291	$ 108,265	$ 112,751
Overtime Wages	424	3,000	3,000	3,000
Longevity Pay	2,131	2,485	2,484	2,485
COVID-19 Hazard Pay	247	249	247	3,249
Employee Health Insurance	22,447	23,981	23,981	25,938
Employee Life Insurance	273	337	326	361
Worker's Compensation Insurance	2,970	4,184	3,508	3,255
Retiree Health Insurance	4,762	5,265	5,413	5,638
FICA	7,082	8,041	8,149	8,704
Pension Contribution	11,645	10,417	14,051	16,603
Contributory Retirement Plan	1,447	1,544	1,357	1,327
Total Personnel	**$ 152,666**	**$ 164,794**	**$ 170,781**	**$ 183,311**
Staffing Level				
Full-Time	*2.85*	*3.00*	*3.00*	*3.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***2.85***	***3.00***	***3.00***	***3.00***
Operations				
Training	$ 0	$ 500	$ 0	$ 500
Postage & Freight	16	0	0	0
Dues & Subscriptions	0	100	0	0
Utilities	69,508	70,000	70,000	75,000
Phones - Local	1,050	1,100	550	1,100
Telecommunication Link	43,236	44,000	44,000	44,000
Shop Allocation	3,000	3,000	3,000	3,000
Vehicle Maintenance	831	3,000	3,000	3,000
Equipment Maintenance	1,788	3,500	3,500	3,500
Radio Maintenance	0	169,816	169,816	0
Grounds Maintenance	7,407	10,000	10,000	10,000
Building Maintenance	27,201	25,000	25,000	25,000
Office Supplies	23	0	0	0
Petroleum Supplies	2,251	2,500	2,500	2,500
Clothing & Uniforms	193	1,500	696	1,500
Operating Supplies	9,806	16,000	16,000	16,000
Cleaning Supplies	2,389	2,800	2,800	2,800
Small Tools	0	200	200	200
Equipment Rental	7,920	8,000	8,000	8,000
Property Insurance	8,536	8,700	8,629	8,629
Vehicle & Equip Insurance	1,411	1,600	1,410	1,410
General Liability Insurance	556	650	531	531
Miscellaneous Other Expenses	327	800	800	800
Total Operations	**$ 187,449**	**$ 372,766**	**$ 370,432**	**$ 207,470**
Total Building & Grounds	**$ 340,115**	**$ 537,560**	**$ 541,213**	**$ 390,781**

CITY OF BARTLETT
BARTLETT STATION MUNICIPAL CENTER
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 63,948	$ 66,182	$ 66,182	$ 66,182
Employee Wages	91,248	97,167	97,167	98,557
Part-Time	47,712	45,611	47,555	57,331
Longevity Pay	2,558	2,647	2,648	2,648
COVID-19 Hazard Pay	825	850	907	3,907
Employee Health Insurance	45,597	48,024	48,024	51,905
Employee Life Insurance	428	523	488	527
Worker's Compensation Insurance	4,090	3,863	3,239	3,182
Retiree Health Insurance	7,760	8,167	8,147	8,237
FICA	14,750	15,256	15,123	16,154
Pension Contribution	11,025	9,839	12,495	24,258
Contributory Retirement Plan	5,267	4,654	4,091	1,938
Total Personnel	**$ 295,208**	**$ 302,783**	**$ 306,066**	**$ 334,826**
Staffing Level				
Full-Time	*3.00*	*3.00*	*3.00*	*3.00*
Part-Time (converted to FTE)	*2.33*	*2.26*	*2.24*	*2.26*
Total Full-Time Equivalent (FTE)	***5.33***	***5.26***	***5.24***	***5.26***
Operations				
Advertising & Promotional Expenses	$ 0	$ 500	$ 0	$ 0
Other Professional Service	1,375	2,500	500	1,000
Postage & Freight	182	200	180	200
Dues & Subscriptions	75	80	80	80
Meetings	533	1,000	500	600
Utilities	50,880	52,000	47,000	55,000
Phones - Local	1,185	1,200	1,250	1,250
Cell Phone	751	600	795	800
Vehicle Maintenance	149	1,000	0	500
Equipment Maintenance	12,952	13,000	13,236	14,000
Grounds Maintenance	2,205	2,500	2,008	2,500
Building Maintenance	17,775	17,000	55,000	6,000
Automobile Allowance	65	200	0	200
Office Supplies	1,813	1,400	1,500	2,000
Printing	0	500	200	250
Petroleum Supplies	19	300	100	100
Concession Supplies Client	400	500	350	400
Clothing & Uniforms	174	200	78	200
Operating Supplies	1,852	1,000	500	500
Cleaning Supplies	6,208	7,000	7,000	8,500
Small Tools	52	250	233	250
Property Insurance	8,647	8,700	8,749	8,749
Vehicle & Equip Insurance	339	0	272	272
General Liability Insurance	668	700	621	621
Credit Card Vendor Fees	1,155	1,200	1,134	1,200
Miscellaneous Other Expenses	3,517	3,500	3,000	3,500
Total Operations	**$ 112,971**	**$ 117,030**	**$ 144,286**	**$ 108,672**
Total Bartlett Station Municipal Center	**$ 408,179**	**$ 419,813**	**$ 450,352**	**$ 443,498**

CITY OF BARTLETT
LIBRARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Operations				
Contracted Services	$ 44,697	$ 50,960	$ 46,400	$ 50,000
Guard Services.				
Utilities	36,210	40,000	40,000	42,000
Phones - Local	3,397	3,500	3,600	3,600
Library Charge-City of Memphis	1,098,849	1,144,000	1,144,000	1,178,000
Equipment Maintenance	0	1,000	1,000	1,000
Building Maintenance	7,138	9,564	12,000	11,000
Office Supplies	5,577	4,400	5,000	5,500
Operating Supplies	1,289	2,000	2,000	2,000
Property Insurance	8,200	8,200	8,234	8,234
General Liability Insurance	1,932	2,360	1,967	1,967
Cash Over/Short	(71)	0	(100)	0
Damage Claims	0	500	500	500
Total Operations	**$ 1,207,218**	**$ 1,266,484**	**$ 1,264,601**	**$ 1,303,801**
Capital				
Building Improvements	$ 49,968	$ 10,000	$ 0	$ 5,000
Data Processing Equipment	0	107,440	100,000	0
Office Equipment	0	3,000	3,000	0
Total Capital	**$ 49,968**	**$ 120,440**	**$ 103,000**	**$ 5,000**
Total Library	**$ 1,257,186**	**$ 1,386,924**	**$ 1,367,601**	**$ 1,308,801**

Finance and Administration

City of Bartlett

FY 2021 Adopted

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	*0*	*0*	*0*	*448,373*
Salaries	986,589	1,116,830	1,011,396	1,102,481
Benefits	425,850	466,527	466,318	544,488
Operations	162,821	166,744	156,930	172,730
Capital	2,785	1,000	1,293	500
Total	**1,578,045**	**1,751,101**	**1,635,937**	**1,371,826**

What We Do

The Finance and Administration department manages the City's financial affairs to ensure that all available resources are efficiently and effectively utilized; provide cost effective and responsive customer services to the Citizens of Bartlett; collect property taxes and other revenues; prepares and maintains accurate accounting and payroll records and reports; assists the departments in developing their budgets to manage City resources in a cost-effective manner; manages debt issuance to provide needed funds for capital improvement projects; supports I/T and telecommunication applications to meet the needs of the city departments; provides timely and accurate financial reports to the Citizens, the Board of Mayor and Aldermen, and City departments.

FY 2020 Performance Highlights

Awarded the Fiscal Year 2019 GFOA Distinguished Budget Presentation Award for the 18th straight year and the Certificate of Achievement for Excellence in Financial Reporting for the 29th straight year. Received rating from Moody's Investor Service (Aa1, second highest possible) and Standard & Poor's (AAA, the highest possible).

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Increase Property taxes collections	Tax collection rate	98.97%	98.69%	98.46%
To maintain or improve bonds rating	Moody's Investor Service	Aa1	Aa1	Aa1
	Standard & Poor's	AAA	AAA	AAA
Encourage participating and excellence in financial and budgeting reporting	CAFR meets GFOA financial reporting excellence benchmarks	Yes	Yes	Yes
	Budget meets GFOA distinguished budget presentation award	Yes	Yes	Yes

CITY OF BARTLETT
FINANCE AND ADMINISTRATION
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues/Grants				
Cost Sharing Allocation Recovery	$ 0	$ 0	$ 0	$ 448,373
Total Department Revenues/Grants	**$ 0**	**$ 0**	**$ 0**	**$ 448,373**
Personnel				
Supervisor Salaries	$ 298,139	$ 400,158	$ 308,244	$ 363,457
Employee Wages	655,121	679,922	676,477	699,830
Overtime Wages	7,232	5,600	5,525	5,600
Part-Time	26,097	31,150	21,150	33,594
Education Bonus	1,440	1,440	3,120	2,880
Longevity Pay	14,593	15,071	15,981	17,051
COVID-19 Hazard Pay	1,402	1,402	1,402	16,402
Employee Health Insurance	158,594	186,906	186,906	192,560
Employee Life Insurance	2,406	3,456	2,833	3,403
Worker's Compensation Insurance	2,365	2,520	2,113	1,712
Retiree Health Insurance	47,663	54,004	49,236	53,164
FICA	72,748	83,054	74,145	82,116
Pension Contribution	103,072	100,598	114,692	162,238
Contributory Retirement Plan	21,568	18,076	15,890	12,962
Total Personnel	**$ 1,412,439**	**$ 1,583,357**	**$ 1,477,714**	**$ 1,646,969**
Staffing Level				
Full-Time	*15.00*	*16.00*	*15.00*	*15.50*
Part-Time (converted to FTE)	*1.14*	*1.45*	*1.12*	*1.45*
Total Full-Time Equivalent (FTE)	***16.14***	***17.45***	***16.12***	***16.95***
Operations				
Training	$ 4,021	$ 6,000	$ 2,959	$ 3,000
Travel	9,860	10,000	4,329	5,000
Professional Services	76,400	79,000	79,000	81,900
Auditor & Trustee Fees.				
Postage & Freight	22,112	20,000	17,000	20,000
Dues & Subscriptions	3,369	6,300	2,865	3,500
Phones - Local	4,257	4,400	4,532	4,400
Cellular Phones	6,536	5,200	6,300	5,000
Equipment Maintenance	125	400	0	200
Automobile Allowance	0	1,200	0	1,000
Office Supplies	13,272	14,000	8,000	14,000
Printing	9,541	8,000	8,000	10,000
Clothing & Uniforms	0	1,000	0	0
Operating Supplies	2,223	2,200	3,000	3,000
Equipment Leasing	811	1,000	950	1,000
Property Insurance	3,492	3,500	3,442	3,442
General Liability Insurance	2,594	2,594	2,738	2,738
Bank Charges	76	500	100	500
Credit Card Vendor Fees	1,091	0	4,400	4,000
Interest Refund	2,513	1,000	9,311	10,000
State Fees	409	400	0	0
Cash Over/Short	119	50	4	50
Total Operations	**$ 162,821**	**$ 166,744**	**$ 156,930**	**$ 172,730**

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Capital				
Furniture	$ 2,785	$ 1,000	$ 1,293	$ 500
Total Capital	**$ 2,785**	**$ 1,000**	**$ 1,293**	**$ 500**
Total Finance and Administration	**$ 1,578,045**	**$ 1,751,101**	**$ 1,635,937**	**$ 1,371,826**

City Court

City of Bartlett

FY 2021 Adopted

What We Do

This office is responsible for preparation of all court dockets and maintains all court records; collects court fines and fees; prepares monthly reports for distribution of funds to city, county, and state agencies; and maintains records for all money received by the office. The City Court office issues subpoenas and warrants. The office is responsible for transferring cases that are appealed to the correct courts and cases that are bound over to Criminal Court; the Clerk also performs clerical duties of courts.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	*0*	*9,600*	*7,600*	*7,600*
Salaries	716,784	749,279	729,085	744,637
Benefits	307,329	297,740	312,459	347,805
Operations	56,002	79,803	62,305	36,105
Capital	0	2,600	2,616	0
Total	**1,080,115**	**1,119,822**	**1,098,865**	**1,120,947**

FY 2020 Performance Highlights

Maintained high standards of case load and collections.Installed computer system in courtroom.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Enhanced training for Court personnel	# of seminars attended	3	3	3
Increase collections of money owed to the court	% of nonpayments of fines and fees.	3%	3%	3%
Improve efficiency of office	Streamline all duties performed to process Court functions	Attained	Attained	Attained
Improve efficiency of office	Restructure Court forms and documents as necessary to meet state reporting requirements.	Attained	Attained	Attained

CITY OF BARTLETT
CITY COURT
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
City Service Fees				
Electronic Traffic Citation Fee	$ 0	$ 9,600	$ 7,600	$ 7,600
Total City Service Fees	**$ 0**	**$ 9,600**	**$ 7,600**	**$ 7,600**
Personnel				
Supervisor Salaries	$ 404,280	$ 447,129	$ 335,255	$ 234,189
Employee Wages	298,413	287,950	380,044	496,248
Overtime Wages	8,891	9,000	8,586	9,000
Special Hours	5,200	5,200	5,200	5,200
Vacation Pay	6,256	0	0	0
Educational Bonus	1,440	1,440	1,440	1,560
Longevity Pay	8,355	11,455	9,620	10,239
COVID-19 Hazard Pay	989	996	990	11,996
Employee Health Insurance	94,370	102,291	102,291	112,022
Employee Life Insurance	1,407	2,352	1,881	2,337
Worker's Compensation Insurance	1,541	1,571	1,317	1,127
Retiree Health Insurance	35,134	36,754	35,765	36,522
FICA	53,934	56,563	54,012	55,850
Pension Contribution	96,031	73,988	96,062	107,558
Contributory Retirement Plan	7,872	10,330	9,081	8,594
Total Personnel	**$ 1,024,113**	**$ 1,047,019**	**$ 1,041,544**	**$ 1,092,442**
Staffing Level				
Full-Time	*12.00*	*12.00*	*12.00*	*12.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***12.00***	***12.00***	***12.00***	***12.00***
Operations				
Training	$ 0	$ 500	$ 0	$ 500
Travel	883	3,000	1,000	1,000
Legal Fees	30,399	40,000	30,000	0
Other Professional Service	5,588	6,000	4,500	5,700
Postage & Freight	3,167	5,000	4,000	4,000
Dues & Subscriptions	1,197	1,200	1,200	1,200
Phones - Local	1,977	2,000	2,000	2,000
Cellular Phones	528	700	700	700
Shop Allocation	700	700	700	700
Vehicle Maintenance	0	500	0	500
Equipment Maintenance	0	600	0	0
Computer Maintenance	0	7,000	7,600	7,600
Adsi interface b/w jail, court, ticketing.				
Office Supplies	4,127	4,000	3,500	4,000
Printing	1,283	1,000	1,000	1,000
Petroleum Supplies	1,503	2,200	1,400	1,800
Operating Supplies	50	500	0	400
Equipment Leasing	1,953	1,900	1,900	2,000
Vehicle & Equip Insurance	365	254	236	236
General Liability Insurance	1,749	1,749	1,769	1,769
Cash Over/Short	190	500	300	500
Miscellaneous Other Expenses	344	500	500	500

CITY OF BARTLETT
CITY COURT
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Total Operations	**$ 56,002**	**$ 79,803**	**$ 62,305**	**$ 36,105**
Capital				
Data Processing Equipment	$ 0	$ 2,600	$ 2,616	$ 0
One printer & one P.C.				
Total Capital	**$ 0**	**$ 2,600**	**$ 2,616**	**$ 0**
Total City Court	**$ 1,080,115**	**$ 1,119,822**	**$ 1,098,865**	**$ 1,120,947**

FY 2021 Adopted

What We Do

The Personnel Department provides a complete program of personnel services (including employment, payroll support, compensation, benefits and safety) to all City departments in accordance with established laws, regulations, policies and practices in a manner reflecting high standards of professionalism, fairness and integrity.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	*36,770*	*37,321*	*37,321*	*177,901*
Salaries	301,196	315,642	315,389	321,831
Benefits	127,450	139,581	135,381	180,678
Other Personnel	45,385	62,800	42,725	60,000
Operations	26,276	47,492	24,432	39,466
Capital	0	200	4,500	0
Total	**463,537**	**528,394**	**485,106**	**424,074**

FY 2020 Performance Highlights

Self-funded Health Trust is not more stable and we should see an increase of 5%. Through the efforts of the Central and Departmental Safety Committees our workers' compensation claims have remained stable. Continued our EAP with Concern. FT Employee turnover rate has increased.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Maintain full-time employee turnover rate at 10% or below.	Actual turnover rate	5%	8%	9%
Complete a compensation survey and work on updating all job descriptions.	Completion of survey.	0%	100%	100%
Complete the review of Munis HR System and verify which additional modules may benefit the City.	Complete the review.	N/A	95%	100%

CITY OF BARTLETT
PERSONNEL
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues/Grants				
Local Sales Tax .5% Reimbursement	$ 36,770	$ 37,321	$ 37,321	$ 38,879
Cost Sharing Allocation Recovery	0	0	0	139,022
Total Department Revenues/Grants	**$ 36,770**	**$ 37,321**	**$ 37,321**	**$ 177,901**
Personnel				
Supervisor Salaries	$ 167,227	$ 176,614	$ 177,709	$ 178,803
Employee Wages	133,518	138,528	136,922	142,528
Overtime Wages	451	500	758	500
Educational Bonus	0	720	720	1,440
Longevity Pay	2,400	2,648	2,648	4,052
COVID-19 Hazard Pay	412	431	412	5,413
Employee Incentives	9,047	12,136	12,136	12,136
Employee Testing	39,773	57,000	37,725	55,000
Other Personnel Costs	5,612	5,800	5,000	5,000
Employee Health Insurance	51,827	55,630	55,630	60,146
Employee Life Insurance	819	1,008	943	1,028
Worker's Compensation Insurance	827	868	728	637
Retiree Health Insurance	14,967	15,757	15,732	16,067
FICA	22,417	28,525	23,064	28,885
Pension Contribution	10,345	9,490	12,495	47,110
Contributory Retirement Plan	14,388	12,368	10,873	3,764
Total Personnel	**$ 474,031**	**$ 518,023**	**$ 493,495**	**$ 562,509**
Staffing Level				
Full-Time	*5.00*	*5.00*	*5.00*	*5.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***5.00***	***5.00***	***5.00***	***5.00***
Operations				
Training	$ 1,977	$ 11,000	$ 270	$ 9,000
Travel	4,607	7,600	2,526	6,600
Professional Services	2,836	4,800	3,820	4,800
Other Professional Services	0	0	76	0
Postage & Freight	1,705	2,000	2,000	2,000
Dues & Subscriptions	2,104	1,500	1,850	2,000
Meetings	1,571	1,800	620	1,500
Phones - Local	1,050	1,060	1,091	1,093
Cellular Phones	1,154	2,200	1,935	1,791
Shop Allocation	500	500	500	500
Vehicle Maintenance	35	500	700	500
Equipment Maintenance	0	500	0	200
Computer Maintenance	45	0	0	0
Building Maintenance	0	2,000	1,478	0
Office Supplies	3,511	6,100	2,650	4,000
Printing	548	1,250	755	1,250
Petroleum Supplies	947	1,000	1,000	1,000
Operating Supplies	308	375	200	300
Equipment Leasing	1,291	1,500	1,500	1,500
Vehicle & Equip Insurance	254	300	245	245

CITY OF BARTLETT
PERSONNEL
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
General Liability Insurance	843	1,007	887	887
Storage Fees	0	300	0	300
Miscellaneous Other Expenses	988	200	329	0
Total Operations	**$ 26,276**	**$ 47,492**	**$ 24,432**	**$ 39,466**
Capital				
Vehicles	$ 0	$ 0	$ 4,500	$ 0
Furniture	0	200	0	0
Total Capital	**$ 0**	**$ 200**	**$ 4,500**	**$ 0**
Total Personnel	**$ 463,537**	**$ 528,394**	**$ 485,106**	**$ 424,074**

Planning & Economic Development

City of Bartlett

FY 2021 Adopted

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Salaries	306,435	326,220	287,540	329,230
Benefits	148,361	151,852	153,385	183,500
Operations	14,463	18,483	12,983	15,414
Capital	0	0	0	1,750
Total	**469,259**	**496,555**	**453,908**	**529,894**

What We Do

Planning and Development reviews and provides guidance for current development plans, prepares long range plans and special studies; compiles annexation plan of services; maintains statistical and mapped data on demographic and land use matters; administers and amends the zoning ordinance, subdivision ordinance and sign ordinance, provides updated information for the zoning map; provides staff support for the Planning Commission, Design Review Commission, Historic Preservation Commission, Station Commission and Industrial Development Board; implements the economic development policies of the city; provides assistance to local businesses and residents.

FY 2020 Performance Highlights

Processed 289 DRC sign applications; Review of 131 commercial site plans, 141 residential site plans, 15 preliminary subdivision plats, 13 final subdivision plats, and one minor subdivision plat; Six cases heard by Board of Zoning Appeals; Approved or amended 3 Industrial Development Board PILOTs, worked with Bartlett Station Commission on one façade grant and four tenant incentives; Five Certificates of Appropriateness heard by Historic Preservation Commission; Updated population records; Arranged required training for commission members; Hand delivered project information to multiple Commission members; Assisted other departments with ordinance related issues; Provided zoning information and approval for approximately 224 business licenses; Assembled zoning letters with documentation; Miscellaneous research; Coordinated economic development and local business assistance with the BACC.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Improve Regulations through Amendments	Submit Ordinance Amendments	1	1	1
Improve Customer/Applicant Service	Steamline business license approvals in the Annex building; re-generate the Land Use Handbook	Monitor for Accomplishment	Monitor for Accomplishment	Monitor for Accomplishment
Improve Staff Support Communications with Boards and Commissions	Improve Staff Report Communication; maintain required level of training.	Monitor for Accomplishment	Monitor for Accomplishment	Monitor for Accomplishment

CITY OF BARTLETT
PLANNING & ECONOMIC DEVELOPMENT
FY 2021 Adopted Budget

Description		FY 2019 Actual		FY 2020 Revised		FY 2020 Projection		FY 2021 Adopted
Personnel								
Supervisor Salaries	$	101,098	$	104,129	$	105,160	$	106,189
Employee Wages		203,619		218,591		179,837		220,541
Overtime Wages		1,718		3,500		2,543		2,500
Vacation Pay		0		0		929		0
Longevity Pay		5,415		5,556		7,005		7,005
COVID-19 Hazard Pay		412		415		330		4,415
Employee Health Insurance		60,741		67,001		61,718		77,843
Employee Life Insurance		729		1,033		794		1,046
Worker's Compensation Insurance		853		867		727		631
Retiree Health Insurance		15,236		16,136		14,250		16,337
FICA		22,571		24,115		20,800		24,267
Pension Contribution		37,983		32,033		42,703		48,112
Contributory Retirement Plan		4,421		4,696		4,129		3,844
Total Personnel	**$**	**454,796**	**$**	**478,072**	**$**	**440,925**	**$**	**512,730**
Staffing Level								
Full-Time		*4.80*		*5.00*		*4.21*		*5.00*
Part-Time (converted to FTE)		*0.00*		*0.00*		*0.00*		*0.00*
Total Full-Time Equivalent (FTE)		***4.80***		***5.00***		***4.21***		***5.00***
Operations								
Training	$	1,720	$	2,200	$	879	$	1,000
Travel		0		2,000		577		1,000
Boards & Commissions		1,415		1,000		1,415		1,500
Dues & Subscriptions		994		2,000		1,200		1,800
Meetings		134		500		350		500
Phones - Local		1,050		1,000		1,088		1,100
Cellular Phones		1,542		1,650		1,500		1,100
Shop Allocation		400		400		400		400
Vehicle Maintenance		1,472		500		0		500
Office Supplies		3,237		4,000		3,000		3,500
Petroleum Supplies		681		1,000		660		1,000
Equipment Rental		789		1,000		900		1,000
Vehicle & Equip Insurance		260		295		236		236
General Liability Insurance		768		938		778		778
Total Operations	**$**	**14,463**	**$**	**18,483**	**$**	**12,983**	**$**	**15,414**
Capital								
Furniture		0		0		0		1,750
Total Capital	**$**	**0**	**$**	**0**	**$**	**0**	**$**	**1,750**
Total Planning & Economic Development	**$**	**469,259**	**$**	**496,555**	**$**	**453,908**	**$**	**529,894**

City of Bartlett

PUBLIC SAFETY

FY 2021 Adopted Budget

The Public Safety function includes Police, Fire & Ambulance, and Building Codes Enforcement. The Public Safety Function budget increased by $826,757 (2.97%) over the FY 2020 Projection. There were no staffing changes. FY 2021 budget included a career ladder pay increase for full-time employees.

Full-Time Authorized Personnel Positions

Police	
Police Director	1
Assistant Police Director	1
Police Inspector	3
Admin Secretary	1
Building Service	2
Dispatcher	18
Jailer	13
Patrolman	89
Captain	6
Detective	15
Lieutenant	11
Skill clerk	5
Supervisor of Records	1
Total Police	**166**
Fire	
Assistant Chief	1
Director	1
Fire Commander	3
Battalion Commander	3
Admin Secretary	1
Fire Driver	15
Firefighter	33
Fire Lieutenant	15
Total Fire	**72**
Ambulance Service	
EMS Coordinator	1
Paramedic Lieutenant	3
Paramedic	30
Total Ambulance Service	**34**
Building Codes Enforcement	
Director	1
Admin Secretary	2
Building Inspector	5
Building Coordinator	1
Skill Clerk	1
Total Building Codes Enforcement	**10**
TOTAL PUBLIC SAFETY	**282**

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	*854,845*	*896,825*	*879,989*	*729,152*
Salaries	16,039,340	16,667,036	16,560,001	16,572,773
Benefits	9,387,263	9,476,949	9,725,553	10,336,421
Other Personnel	3,129	6,000	3,450	4,450
Operations	2,346,415	2,527,666	2,262,867	2,371,490
Capital	144,931	216,749	176,988	119,645
Total	**27,066,233**	**27,997,575**	**27,848,870**	**28,675,627**

CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues/Grants				
Local Sales Tax .5% Reimbursement	$ 572,848	$ 588,625	$ 588,625	$ 608,152
State Police Training Grant	69,600	95,200	95,200	0
State Fire Training Grant	54,600	72,000	0	0
Supplemental Ambulance Payment	14,986	0	40,000	30,000
911 Intergovernmental Grant	0	16,000	0	0
Intergovernment Reimbursement	75,641	60,000	101,164	50,000
Criminal Seizure Awards	19,941	0	0	6,000
Drug Testing Fee	0	0	5,000	5,000
Insurance Recoveries-Police	27,293	25,000	30,000	30,000
Transfer From Grants Fund	19,936	40,000	20,000	0
Total Department Revenues/Grants	**$ 854,845**	**$ 896,825**	**$ 879,989**	**$ 729,152**
Personnel				
Supervisor Salaries	$ 1,361,625	$ 1,368,829	$ 1,369,649	$ 1,380,786
Employee Wages	13,878,236	14,382,500	14,298,901	14,347,982
Overtime Wages	556,145	613,800	616,400	568,400
Special Hours	35,712	42,300	37,182	37,300
Holiday Pay	533,861	575,109	559,424	579,078
Part-Time	207,622	259,607	237,869	238,305
Vacation Pay	70,983	75,000	57,708	25,000
Educational Bonus	138,740	155,780	150,080	159,680
Sick Pay	105,819	65,000	46,240	25,000
Longevity Pay	364,635	425,676	411,464	393,831
FLSA Wages	71,998	78,000	76,820	78,000
COVID-19 Hazard Pay	24,735	25,879	24,881	295,962
Other Personnel Costs	3,129	6,000	3,450	4,450
Employee Health Insurance	3,308,705	3,557,649	3,557,649	3,768,690
Employee Life Insurance	41,968	50,351	46,894	50,218
Worker's Compensation Insurance	511,122	520,197	436,210	373,387
Unemployment Compensation	4,765	10,000	1,000	1,000
Retiree Health Insurance	759,562	786,741	782,104	784,646
FICA	1,257,044	1,301,258	1,276,298	1,287,545
Pension Contribution	1,979,886	1,654,437	2,126,591	2,328,354
Contributory Retirement Plan	213,442	195,872	172,190	186,030
Total Personnel	**$ 25,429,732**	**$ 26,149,985**	**$ 26,289,004**	**$ 26,913,644**
Staffing Level				
Full-Time	*275.29*	*282.00*	*275.62*	*282.00*
Part-Time (converted to FTE)	*8.10*	*9.81*	*8.72*	*8.98*
Total Full-Time Equivalent (FTE)	***283.39***	***291.81***	***284.34***	***290.98***
Operations				
Training	$ 77,292	$ 150,000	$ 83,497	$ 146,000
State Training Salary Supp	124,200	167,200	95,200	0
Firearms Training	36,887	40,000	40,000	35,000
Volunteer Expense	15,609	20,000	6,238	15,500
Travel	40,733	52,100	37,596	44,700
Contracted Services	80,540	76,000	74,000	76,000

CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Other Professional Service	7,574	12,800	11,300	10,300
Dui Testing Fees	18,090	20,000	0	5,000
Sexual Offender Reg.	884	2,000	2,000	2,000
Criminal Seizure Expense	0	12,631	20,338	6,000
Postage & Freight	8,124	16,600	6,800	10,000
Notice Publication	0	100	0	100
Dues & Subscriptions	7,793	13,120	11,320	12,120
Meetings	3,014	5,300	3,751	5,250
Utilities	144,023	155,000	159,000	169,000
Phones - Local	25,301	26,784	26,784	26,784
Cellular Phones	46,978	49,068	51,068	51,968
Telecommunication Link	54,844	55,000	55,000	55,000
Shop Allocation	82,700	82,700	82,700	82,700
Vehicle Maintenance	275,588	237,000	262,000	254,000
Equipment Maintenance	55,374	51,000	52,000	51,100
Radio Maintenance	23,817	20,000	15,500	117,140
Computer Maintenance	46,976	0	0	0
Grounds Maintenance	7,315	15,100	13,000	13,500
Building Maintenance	55,811	70,000	60,000	60,000
Office Supplies	25,404	30,700	25,200	28,700
Printing	11,109	17,000	10,500	13,000
Christmas Expenses	2,275	2,800	2,366	2,700
Medical Supplies	102,556	130,548	109,000	118,000
Petroleum Supplies	343,207	335,000	331,000	340,000
Clothing & Uniforms	208,648	246,655	214,011	202,500
Operating Supplies	40,258	50,135	43,300	43,300
Cleaning Supplies	5,720	8,000	6,000	6,000
Chemical Supplies	627	600	750	600
Air Service	10,351	7,000	7,661	7,300
Film & Developing	0	260	0	250
Small Tools	7,569	12,300	8,300	8,300
Fire Hose	5,878	6,000	5,669	6,000
Jail Operations	57,224	50,000	50,000	50,000
CERT Training Supplies	387	1,200	0	1,200
Public Awareness	7,719	8,000	8,000	8,000
CPR Classes	0	0	725	0
Fire Prevention	5,870	6,000	4,000	6,000
Equipment Rental	0	500	0	0
Equipment Leasing	4,554	12,300	6,000	7,000
Property Insurance	18,734	18,572	19,109	19,109
Vehicle & Equip Insurance	102,417	104,247	90,894	90,894
General Liability Insurance	98,084	99,596	91,225	91,225
Other Insurance	1,900	1,900	1,900	1,900
Credit Card Vendor Fees	292	0	1,476	2,000
State Fees	30,838	0	30,000	30,000
Tow-In Fees	6,485	9,200	8,500	7,700
K-9 Operations	142	0	8,000	10,000
Storage Fees	348	150	150	150
Damage Claims	6,967	18,900	10,000	18,900

CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Miscellaneous Other Expenses	1,387	600	39	1,600
Total Operations	**$ 2,346,415**	**$ 2,527,666**	**$ 2,262,867**	**$ 2,371,490**
Capital				
Building Improvements	$ 64,279	$ 81,104	$ 60,000	$ 35,000
Communications Equipment	964	1,145	0	1,145
Data Processing Equipment	190	0	0	0
Office Equipment	1,788	3,000	0	1,500
Vehicles	0	24,500	24,500	0
Furniture	6,643	12,000	5,735	11,000
Other Equipment	71,067	95,000	86,753	71,000
Total Capital	**$ 144,931**	**$ 216,749**	**$ 176,988**	**$ 119,645**
TOTAL PUBLIC SAFETY	**$ 27,066,233**	**$ 27,997,575**	**$ 27,848,870**	**$ 28,675,627**

Police Department

FY 2021 Adopted

What We Do

The Bartlett Police Department is a state-accredited department with one hundred twenty-six sworn officers providing service to the approximately sixty thousand citizens of Bartlett, Tennessee. The department is sworn to uphold the laws and ordinances of the City of Bartlett, Shelby County, Tennessee. The department will protect and defend the constitutional rights of all citizens and visitors that frequent the city.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	*757,428*	*824,825*	*788,825*	*699,152*
Salaries	9,239,271	9,554,557	9,600,527	9,526,285
Benefits	5,235,261	5,189,419	5,366,389	5,679,407
Other Personnel	3,129	5,000	2,500	3,500
Operations	1,275,716	1,467,741	1,328,633	1,324,155
Capital	15,245	50,000	37,493	16,500
Total	**15,011,194**	**15,441,892**	**15,546,717**	**15,850,695**

The department will continually train, implement, and re-evaluate itself to further a professional image. The department will seek to implement the latest trends in law enforcement to reduce the likelihood that crime will negatively impact the citizens of Bartlett, Tennessee, and subsequently affect their quality of life.

FY 2020 Performance Highlights

During the calendar year of 2019; Calls for service decreased from 81,492 to 69,632. Traffic crashes increased from 1055 to 1040 and crashes with injuries dropped from 213 to 194. Traffic citations slightly reduced from 12,224 to 12,082, and warning citations increased slightly from 31,802 to 31,968. Arrests decreased from 5999 to 5,897. The department now has a sworn complement of one hundred twenty-six officers. The department continues to participate in federal regional task force operations, having officers assigned to the Drug Enforcement Administration, Federal Bureau of Investigation, and the United States Secret Service. CopStops continued to grow in popularity. This program will remain a vital part of our community engagement initiative to enhance our relationship with the citizens we serve. The department also effectively implemented a data-driven policing program to reduce the number of crimes committed and the amount of injury-related crashes that occur. These actions lead to a nearly five (5) percent reduction in crimes committed and an almost nine (9) percent decrease in collisions with injuries. Additionally, the department completed its goal of outfitted all patrol officers with shotguns.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Reduce the # of crashes with injuries through coordinated enforcement and education	Number of crashes with injuries per year and the percentage reduction	194	184 5% Decrease	175 5% Decrease
Reduce the # of auto burglaries through data policing efforts and special enforcement techniques	Number of auto burglaries per year and percentage reduction	313	297 5% Decrease	282 5% Decrease
Reduce the number of reported crimes committed through data policing efforts and special enforcement techniques	Number of total crimes committed per year and the percentage reduction	3,217	3,056 5% Decrease	2,903 5% Decrease

CITY OF BARTLETT
POLICE DEPARTMENT
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues/Grants				
Local Sales Tax .5% Reimbursement	$ 572,848	$ 588,625	$ 588,625	$ 608,152
State Police Training Grant	69,600	95,200	95,200	0
911 Intergovernmental Grant	0	16,000	0	0
Intergovernmental Reimbursement	47,810	60,000	50,000	50,000
Criminal Seizure Awards	19,941	0	0	6,000
Drug Testing Fee	0	0	5,000	5,000
Insurance Recoveries-Police	27,293	25,000	30,000	30,000
Transfer from Grants Fund	19,936	40,000	20,000	0
Total Department Revenues/Grants	**$ 757,428**	**$ 824,825**	**$ 788,825**	**$ 699,152**
Personnel				
Supervisor Salaries	$ 490,521	$ 467,821	$ 469,291	$ 476,405
Employee Wages	8,167,738	8,381,006	8,441,637	8,392,550
Overtime Wages	415,822	504,400	504,399	460,000
Special Hours	5,200	10,000	6,000	6,000
Holiday Pay	304,934	325,000	313,374	325,000
Part-Time	159,991	191,330	179,200	191,330
Vacation Pay	54,057	25,000	25,011	25,000
Educational Bonus	61,590	72,500	70,320	80,000
Sick Pay	84,996	25,000	25,000	25,000
Longevity Pay	190,274	224,400	213,593	208,000
COVID-19 Hazard Pay	15,583	16,000	15,565	171,000
Other Personnel Costs	3,129	5,000	2,500	3,500
Employee Health Insurance	1,796,775	1,939,411	1,939,411	1,995,576
Employee Life Insurance	23,980	28,271	26,788	28,320
Worker's Compensation Insurance	293,362	298,282	250,123	215,587
Unemployment Compensation	4,765	10,000	1,000	1,000
Retiree Health Insurance	430,481	441,740	444,340	442,495
FICA	723,474	738,753	736,424	738,869
Pension Contribution	1,130,883	938,501	1,211,763	1,318,236
Contributory Retirement Plan	120,108	106,561	93,677	105,324
Total Personnel	**$ 14,477,661**	**$ 14,748,976**	**$ 14,969,416**	**$ 15,209,192**
Staffing Level				
Full-Time	*161.79*	*166.00*	*159.99*	*166.00*
Part-Time (converted to FTE)	*6.37*	*7.16*	*6.13*	*7.16*
Total Full-Time Equivalent (FTE)	***168.16***	***173.16***	***166.12***	***173.16***
Operations				
Training	$ 36,981	$ 78,000	$ 42,371	$ 60,000
State Training Salary Supp	69,600	95,200	95,200	0
Firearms Training	36,887	40,000	40,000	35,000
Volunteer Expense	1,208	5,000	1,238	1,500
Travel	34,587	43,000	33,630	35,000
Other Professional Service	0	5,000	3,500	2,500
DUI Testing Fees	18,090	20,000	0	5,000
Sexual Offender Reg.	884	2,000	2,000	2,000
Criminal Seizure Expense	0	12,631	20,338	6,000
Postage & Freight	3,542	4,000	2,500	2,500

CITY OF BARTLETT
POLICE DEPARTMENT
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Notice Publication	0	100	0	100
Dues & Subscriptions	4,076	10,000	7,485	8,000
Meetings	2,126	4,000	3,000	4,000
Utilities	88,529	95,000	99,000	105,000
Phones - Local	13,693	15,000	15,000	15,000
Cellular Phones	27,446	28,000	28,000	30,000
Telecommunication Link	54,844	55,000	55,000	55,000
Shop Allocation	50,000	50,000	50,000	50,000
Vehicle Maintenance	152,162	135,000	145,000	145,000
Equipment Maintenance	14,107	10,000	8,000	7,500
Radio Maintenance	6,198	7,500	3,500	62,184
Computer Maintenance	27	0	0	0
Grounds Maintenance	2,561	5,500	5,500	4,000
Building Maintenance	26,431	40,000	30,000	30,000
Office Supplies	16,151	20,000	16,000	18,000
Printing	8,286	12,000	8,000	10,000
Medical Supplies	371	20,000	1,000	10,000
Petroleum Supplies	251,391	250,000	245,000	255,000
Clothing & Uniforms	98,876	128,155	120,000	110,000
Operating Supplies	19,157	26,800	20,000	20,000
Cleaning Supplies	5,720	8,000	6,000	6,000
Small Tools	3,699	8,000	4,000	4,000
Jail Operations	57,224	50,000	50,000	50,000
Public Awareness	7,719	8,000	8,000	8,000
Equipment Leasing	3,424	7,500	4,000	5,000
Property Insurance	11,072	11,072	11,145	11,145
Vehicle & Equip Insurance	66,287	66,287	58,374	58,374
General Liability Insurance	69,496	69,496	61,352	61,352
Tow-In Fees	6,185	7,500	7,500	6,000
K-9 Operations	142	0	8,000	10,000
Damage Claims	5,151	15,000	10,000	15,000
Miscellaneous Other Expenses	1,387	0	0	1,000
Total Operations	**$ 1,275,716**	**$ 1,467,741**	**$ 1,328,633**	**$ 1,324,155**
Capital				
Office Equipment	$ 1,788	$ 3,000	$ 0	$ 1,500
Vehicles	0	24,500	24,500	0
Furniture	2,334	7,500	993	3,000
Other Equipment	11,123	15,000	12,000	12,000
Total Capital	**$ 15,245**	**$ 50,000**	**$ 37,493**	**$ 16,500**
Total Police Department	**$ 15,011,194**	**$ 15,441,892**	**$ 15,546,717**	**$ 15,850,695**

Fire & Ambulance Department

City of Bartlett

FY 2021 Adopted

What We Do

It is the mission of the Bartlett Fire Department to protect lives and conserve property within the City of Bartlett, Tennessee, by providing fire, emergency, rescue, and support services that help enhance the quality of life in our community.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	*97,418*	*72,000*	*91,164*	*30,000*
Salaries	6,189,402	6,453,799	6,321,579	6,431,035
Benefits	3,855,111	3,986,098	4,049,544	4,319,904
Other Personnel	0	1,000	950	950
Operations	965,985	990,543	880,124	979,190
Capital	128,359	165,104	138,995	102,000
Total	**11,041,440**	**11,524,544**	**11,300,028**	**11,803,079**

FY 2020 Performance Highlights

In FY 2020, the Bartlett Fire Department focused on enhancing the training of personnel, updating protective equipment, and continuing community involvement. After several years of planning, the BFD Training Center added a four story tower that provides countless training options. Ventilation and forcible entry props were added to create training scenarios not previously possible. Updated personal protective equipment was also secured to bring all turnouts (firefighting coats and pants) within NFPA recommendations. Further safety measures taken include the training of 22 firefighters in a State certified Incident Safety Officer class. BFD personnel also spent time training the community and fundraising. CPR classes continued for the high school and will begin for the Bartlett Freshmen Academy in the spring. Charitable efforts continued that benefited the Dream Factory, MDA, West Cancer Clinic, and the Ronald McDonald House.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Strengthen firefighter knowledge through education, certifications, and training.	Formal certifications and education	Fire Officer/ Hazmat	Safety Officer 22 people	Forcible Entry & Ventilation Training
Further develop the Bartlett Fire Department Training Facility.	Increase usable functions of training center by adding windows and props	Tower Floors Erected	Roof Prop	Complete Windows in Tower
Improve performance by strengthening evaluations for personnel.	Revise evaluation form for the positions of Firefighter, Driver, Lieutenant, Battalion Cmdr. and Probationary Firefighter by 1/1/2021	N/A	Rough draft/ revisions	Completed by January 1, 2021
Improve ISO rating by June 30, 2021	Improve ISO rating from 3 to 2	Create blueprint	Increase Training	Improve Response Time

CITY OF BARTLETT
FIRE DEPARTMENT
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues/Grants				
State Fire Training Grant	$ 36,600	$ 48,800	$ 0	$ 0
Total Department Revenues/Grants	**$ 36,600**	**$ 48,800**	**$ 0**	**$ 0**
Personnel				
Supervisor Salaries	$ 689,325	$ 714,583	$ 713,932	$ 715,896
Employee Wages	3,449,182	3,595,004	3,593,311	3,572,402
Overtime Wages	90,232	79,000	76,333	78,000
Special Hours	29,030	30,000	28,436	29,000
Holiday Pay	150,336	162,689	162,460	170,125
Vacation Pay	12,417	30,000	14,080	0
Educational Bonus	66,230	70,800	68,660	67,920
Sick Pay	20,823	20,000	21,240	0
Longevity Pay	142,067	161,054	160,860	154,834
FLSA Wages	43,748	50,000	48,828	50,000
COVID-19 Hazard Pay	5,524	6,000	5,936	80,000
Other Personnel Costs	0	500	450	450
Employee Health Insurance	969,068	1,042,245	1,042,245	1,089,305
Employee Life Insurance	11,374	13,791	12,876	13,677
Worker's Compensation Insurance	109,683	110,455	92,622	78,897
Retiree Health Insurance	206,925	215,479	215,361	213,699
FICA	338,713	353,362	346,784	346,661
Pension Contribution	592,810	486,959	648,547	631,459
Contributory Retirement Plan	39,501	41,566	36,540	50,452
Total Personnel	**$ 6,966,987**	**$ 7,183,487**	**$ 7,289,501**	**$ 7,342,777**
Staffing Level				
Full-Time	*70.69*	*72.00*	*72.79*	*72.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***70.69***	***72.00***	***72.79***	***72.00***
Operations				
Training	$ 13,251	$ 30,000	$ 20,000	$ 20,000
State Training Salary Supp	36,600	48,800	0	0
Volunteer Expense	14,401	15,000	5,000	14,000
Travel	4,171	4,600	2,704	5,200
Postage & Freight	295	500	200	450
Dues & Subscriptions	2,777	1,800	3,000	2,800
Meetings	278	650	300	600
Utilities	55,494	60,000	60,000	64,000
Phones - Local	8,278	8,400	8,400	8,400
Cellular Phones	5,672	7,600	9,600	8,500
Shop Allocation	19,000	19,000	19,000	19,000
Vehicle Maintenance	85,667	58,000	78,000	65,000
Equipment Maintenance	14,171	11,000	14,000	13,600
Radio Maintenance	15,028	9,000	9,000	34,626
Grounds Maintenance	4,755	9,600	7,500	9,500
Building Maintenance	29,380	30,000	30,000	30,000
Office Supplies	4,958	6,000	5,000	6,000
Printing	334	600	600	600

CITY OF BARTLETT
FIRE DEPARTMENT
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Christmas Expenses	2,275	2,800	2,366	2,700
Petroleum Supplies	50,979	44,000	47,000	44,000
Clothing & Uniforms	72,980	73,000	62,000	55,000
Operating Supplies	20,768	22,035	22,000	22,000
Chemical Supplies	627	600	750	600
Air Service	3,100	2,200	2,861	2,500
Film & Developing	0	200	0	200
Small Tools	3,680	3,800	3,800	3,800
Fire Hose	5,878	6,000	5,669	6,000
CERT Training Supplies	387	1,200	0	1,200
Fire Prevention	5,870	6,000	4,000	6,000
Equipment Leasing	189	3,800	1,000	1,000
Property Insurance	7,662	7,500	7,964	7,964
Vehicle & Equip Insurance	24,297	26,000	22,396	22,396
General Liability Insurance.	17,874	19,000	18,677	18,677
Other Insurance	1,900	1,900	1,900	1,900
Tow-In Fees	0	1,200	500	1,200
Damage Claims	0	1,400	0	1,400
Miscellaneous Other Expenses	0	600	0	600
Total Operations	**$ 532,974**	**$ 543,785**	**$ 475,187**	**$ 501,413**
Capital				
Building Improvements	$ 64,279	$ 81,104	$ 60,000	$ 35,000
Data Processing Equipment	190	0	0	0
Furniture	2,108	2,000	2,000	4,000
Other Equipment	0	50,000	51,753	30,000
Total Capital	**$ 66,577**	**$ 133,104**	**$ 113,753**	**$ 69,000**
Total Fire Department	**$ 7,529,939**	**$ 7,811,576**	**$ 7,878,441**	**$ 7,913,190**

CITY OF BARTLETT
AMBULANCE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues/Grants				
State Fire Training Grant	$ 18,000	$ 23,200	$ 0	$ 0
Supplemental Ambulance Payment	14,986	0	40,000	30,000
Intergovernmental Reimbursement	27,832	0	51,164	0
Total Department Revenues/Grants	**$ 60,818**	**$ 23,200**	**$ 91,164**	**$ 30,000**
Personnel				
Supervisor Salaries	$ 80,682	$ 82,296	$ 82,296	$ 82,296
Employee Wages	1,799,377	1,920,916	1,789,557	1,921,441
Overtime Wages	50,092	30,000	35,268	30,000
Special Hours	1,482	2,000	2,446	2,000
Holiday Pay	78,592	87,420	83,590	83,953
Vacation Pay	4,509	20,000	10,742	0
Educational Bonus	8,040	9,600	9,600	11,040
Sick Pay	0	20,000	0	0
Longevity Pay	20,231	27,075	27,001	20,820
FLSA Wages	28,249	28,000	27,992	28,000
COVID-19 Hazard Pay	2,721	2,800	2,391	33,800
Other Personnel Costs	0	500	500	500
Employee Health Insurance	427,895	453,300	453,300	544,351
Employee Life Insurance	5,191	6,402	5,570	6,404
Worker's Compensation Insurance	93,427	96,171	80,644	69,027
Retiree Health Insurance	94,004	100,037	93,593	100,063
FICA	149,593	160,116	146,090	156,790
Pension Contribution	189,873	172,262	198,133	295,053
Contributory Retirement Plan	43,567	38,515	33,859	23,574
Total Personnel	**$ 3,077,525**	**$ 3,257,410**	**$ 3,082,572**	**$ 3,409,112**
Staffing Level				
Full-Time	*32.81*	*34.00*	*32.84*	*34.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***32.81***	***34.00***	***32.84***	***34.00***
Operations				
Training	$ 22,155	$ 36,000	$ 15,000	$ 60,000
State Training Salary Supp	18,000	23,200	0	0
Travel	1,143	3,000	772	3,000
Contracted Services	80,540	76,000	74,000	76,000
Ambulance billing service.				
Other Professional Services	7,500	7,500	7,500	7,500
Postage & Freight	95	600	300	550
Dues & Subscriptions	435	600	435	600
Meetings	24	150	0	150
Cellular Phones	8,692	8,500	8,500	8,500
Shop Allocation	10,000	10,000	10,000	10,000
Vehicle Maintenance	32,635	40,000	35,000	40,000
Equipment Maintenance	27,095	30,000	30,000	30,000
Radio Maintenance	2,591	3,000	3,000	15,222
Office Supplies	631	700	700	700
Printing	191	400	400	400

CITY OF BARTLETT
AMBULANCE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Medical Supplies	102,186	110,548	108,000	108,000
Petroleum Supplies	27,801	27,000	27,000	27,000
Clothing & Uniforms	34,555	43,000	30,000	35,000
Operating Supplies	215	1,000	1,000	1,000
Air Service	7,252	4,800	4,800	4,800
Film & Developing	0	60	0	50
Small Tools	137	200	200	200
CPR Classes	0	0	725	0
Vehicle & Equip Insurance	8,878	9,000	7,471	7,471
General Liability Insurance	9,123	9,500	9,634	9,634
Ambulance Assessment Fees	30,838	0	30,000	30,000
Tow-In Fee	300	500	500	500
Damage Claims	0	1,500	0	1,500
Total Operations	**$ 433,011**	**$ 446,758**	**$ 404,937**	**$ 477,777**
Capital				
Furniture	$ 1,839	$ 2,000	$ 2,242	$ 4,000
Other Equipment	59,944	30,000	23,000	29,000
Lucas Mechanical CPR Machines & Life Pak.				
Total Capital	**$ 61,782**	**$ 32,000**	**$ 25,242**	**$ 33,000**
Total Ambulance	**$ 3,511,501**	**$ 3,712,968**	**$ 3,421,587**	**$ 3,889,889**

Building Codes Enforcement

FY 2021 Adopted

What We Do

The department of Code Enforcement makes certain that the citizens, neighborhoods and the unique character of Bartlett are protected and preserved by the enforcement of the International Code Council building, mechanical, electrical, plumbing and property maintenance codes, as well through enforcement of the city's ordinances. Through the inspections we provide, we add value, safety and integrity to our neighborhoods and community.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Salaries	610,667	658,680	637,895	615,453
Benefits	296,891	301,432	309,620	337,110
Operations	104,714	69,382	54,110	68,145
Capital	1,327	1,645	500	1,145
Total	**1,013,599**	**1,031,139**	**1,002,125**	**1,021,853**

FY 2020 Performance Highlights

Code Enforcement issued 30 new house permits in 2019. As of January 2020, there have been 2 new house permits issued. Some commercial permits issued during 2019 were the EMS Addition, MCECU, Kirby Whitten Pharmacy, Youth Villages-Food with Class Building, Pinacle Bank, TCAT Satellite Campus, Muncipal Park Restroom Renovation, Freddy's Frozen Custard remodel, Wolfchase Honda Service Bay addition, Quail Ridge Amenity Center, Bartlett Training Facility Sports Complex, the Salt Domes at Public Works, and a New Gas Station at Hwy 70 & Germantown Road. Code Enforcement personnel are maintaining their certifications in each of their respected fields through the International Code Council and working on additional certifications and cross-training.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Work with contractors and homeowners to perform inspections at a time most convenient to all concerned.	98% satisfaction	100%	100%	100%
Make annual sign inspections and enforce sign ordinances to bring all commercial signage into compliance.	100% of sign inspections completed annually and all violators have been notified	90%	100%	100%
Code Compliance works closely to enforce all City Ordinances in a professional and timely manner.	Enforces all City Ordinances within 10 working days	90%	100%	100%

CITY OF BARTLETT
BUILDING CODES ENFORCEMENT
FY 2021 Adopted Budget

Description		FY 2019 Actual		FY 2020 Revised		FY 2020 Projection		FY 2021 Adopted
Personnel								
Supervisor Salaries	$	101,098	$	104,129	$	104,130	$	106,189
Employee Wages		461,938		485,574		474,396		461,589
Overtime Wages		0		400		400		400
Special Hours		0		300		300		300
Part-Time		47,631		68,277		58,669		46,975
Vacation Pay		0		0		7,875		0
Educational Bonus		2,880		2,880		1,500		720
Longevity Pay		12,063		13,147		10,010		10,177
COVID-19 Hazard Pay		907		1,079		989		11,162
Employee Health Insurance		114,967		122,693		122,693		139,458
Employee Life Insurance		1,422		1,887		1,660		1,817
Worker's Compensation Insurance		14,650		15,289		12,821		9,876
Retiree Health Insurance		28,152		29,485		28,810		28,389
FICA		45,264		49,027		47,000		45,225
Pension Contribution		66,320		56,715		68,148		83,606
Contributory Retirement Plan		10,266		9,230		8,114		6,680
Total Personnel	**$**	**907,558**	**$**	**960,112**	**$**	**947,515**	**$**	**952,563**
Staffing Level								
Full-Time		*10.00*		*10.00*		*10.00*		*10.00*
Part-Time (converted to FTE)		*1.73*		*2.65*		*2.59*		*1.82*
Total Full-Time Equivalent (FTE)		***11.73***		***12.65***		***12.59***		***11.82***
Operations								
Training	$	4,905	$	6,000	$	6,126	$	6,000
Travel		832		1,500		490		1,500
Other Professional Service		74		300		300		300
Postage & Freight		4,192		11,500		3,800		6,500
Dues & Subscriptions		505		720		400		720
Meetings		585		500		451		500
Phones - Local		3,330		3,384		3,384		3,384
Cellular Phones		5,168		4,968		4,968		4,968
Shop Allocation		3,700		3,700		3,700		3,700
Vehicle Maintenance		5,124		4,000		4,000		4,000
Radio Maintenance		0		500		0		5,108
Computer Maintenance		46,949		0		0		0
Office Supplies		3,663		4,000		3,500		4,000
Printing		2,298		4,000		1,500		2,000
Petroleum Supplies		13,036		14,000		12,000		14,000
Clothing & Uniforms		2,238		2,500		2,011		2,500
Operating Supplies		119		300		300		300
Small Tools		53		300		300		300
Equipment Rental		0		500		0		0
Equipment Leasing		941		1,000		1,000		1,000
Vehicle & Equip Insurance		2,955		2,960		2,653		2,653
General Liability Insurance		1,591		1,600		1,562		1,562
Credit Card Vendor Fees		292		0		1,476		2,000
Storage Fees		348		150		150		150

CITY OF BARTLETT
BUILDING CODES ENFORCEMENT
FY 2021 Adopted Budget

Description		FY 2019 Actual		FY 2020 Revised		FY 2020 Projection		FY 2021 Adopted
Damage Claims		1,816		1,000		39		1,000
Total Operations	**$**	**104,714**	**$**	**69,382**	**$**	**54,110**	**$**	**68,145**
Capital								
Communications Equipment	$	964	$	1,145	$	0	$	1,145
Furniture		363		500		500		0
Total Capital	**$**	**1,327**	**$**	**1,645**	**$**	**500**	**$**	**1,145**
Total Building Codes Enforcement	**$**	**1,013,599**	**$**	**1,031,139**	**$**	**1,002,125**	**$**	**1,021,853**

City of Bartlett

PUBLIC WORKS/ ENGINEERING

FY 2021 Adopted Budget

Full-Time Authorized Personnel Positions

Public Works Administration	
Public Works Director	1
Administrative Secretary	1
General Clerk	1
Total P.W. Administration	**3**

Public Works City Shop	
Manager	1
Mechanic	9
Custodial	1
Parts Manager	1
Skill Clerk	1
Total P.W. City Shop	**13**

Public Works General Maintenance	
Supervisor	1
Custodial	1
Driver	8
Foreman	3
Sign Technician	1
Utility Worker	4
Total P.W. General Maintenance	**18**

Public Works General Services	
Manager	1
Building Tech.	2
Utility	1
Total P.W. General Services	**4**

Public Works Grounds Maintenance	
Manager	1
Driver	7
Foreman	5
Supervisor	1
Total P.W. Grounds Maintenance	**14**

Public Works Animal Control	
Manager	1
Animal Control Officer	4
General Clerk	1
Foreman	1
Utility	1
Total P.W. Animal Control	**8**

Engineering Administration	
Engineering Director	1
Administrative Secretary	1
Total Engin. Administration	**2**

The Public Works/Engineering function includes the Public Works Department and the Engineering Department. The Public Works Department has six cost centers; Administration, City Shop, General Maintenance, General Services, Grounds Maintenance and Animal Control. The Engineering Department has Administration and Inspection cost centers. The Public Works/Engineering function budget decreased by $565,680 (8.61%) over the FY 2020 Projection. The decrease is caused by relocations some positions to the Solid Waste and the Utility Fund. Administration relocated 2 positions to Utility Water & Wastewater Services, General Maintenance relocated 3 driver positions to Solid Waste, Engineering Admin relocated 1 and Engineering & Inspection relocated 3 positions to Utility Plant Operations. FY 2021 budget included a career ladder pay increase for full-time employees.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revs/Recvrs	*480,503*	*501,225*	*472,325*	*592,325*
Salaries	3,313,809	3,610,388	3,623,742	3,165,561
Benefits	1,898,664	2,029,945	2,072,304	1,985,123
Other Personnel	245,708	241,000	240,959	240,000
Operations	1,118,373	1,315,454	1,078,580	1,198,222
Capital	50,109	40,348	27,400	8,400
Total	**6,146,159**	**6,735,910**	**6,570,661**	**6,004,981**

Engineering and Inspection	
Engineer	1
Traffic Engineer	1
Manger GIS	1
Total Engin. and Inspection	**3**

TOTAL PUBLIC WORKS/ENGINEERING	**65**

Public
Works Summary

FY 2021 Adopted

What We Do

The Public Works Department involves three separate funds; General Fund, Solid Waste and Water/Wastewater Services. We are primarily the City's maintenance department for streets and right of ways, vehicles, equipment, drainage systems, City buildings, water distribition and wastewater collections. Other non-maintenance responsibilities include solid waste collection, recycling, meter reading and animal control.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revs/Recvrs	*480,503*	*501,225*	*472,325*	*592,325*
Salaries	2,679,125	2,942,672	2,954,706	2,759,874
Benefits	1,578,941	1,705,138	1,730,178	1,757,825
Other Personnel	245,708	241,000	240,959	240,000
Operations	1,047,691	1,229,704	1,015,617	1,123,227
Capital	45,216	39,848	26,450	8,400
Total	**5,116,177**	**5,657,137**	**5,495,586**	**5,297,001**

FY 2020 Performance Highlights

Several divisions in Public Works received new Division Managers this year, including a new Director and Assistant Director. General Maintenance purchased a new salt dome and is in the process of having it built. Solid Waste Division purchase 3 new recycling containers for their facilities. We are striving daily to meet the needs and exceed the expectations of our citizens.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Maintain the City's water and sewer infrastructure.	# of work tickets for Water/Wastewater Services. This number does not include Tn. One Call locates	3100	3205	3225
To establish standards by cleaning streets and maintain right-of-ways	Lane miles of roadway swept each month in Bartlett	999	1005	1050
Maintain the City's street, drainage systems, and traffic signs.	# of repairs to Drainage structures, streets, and traffic signs.	1354	1400	1425
Provide a safe and harmonious coexistence for pets and residents.	# of animals adopted out or returned to their owners	722	754	800

CITY OF BARTLETT
PUBLIC WORKS BUDGET SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues				
Weed Cutting Fees	$ 49,001	$ 50,000	$ 40,000	$ 40,000
Animal Shelter Donations	11,927	12,000	12,000	12,000
Animal Shelter Boarding	3,819	1,400	5,000	5,000
Animal Shelter Capture Fee	6,623	7,500	5,000	5,000
Animal Shelter Adoption	36,814	40,000	40,000	40,000
Animal Shelter City License	26,986	40,000	30,000	30,000
Animal Shelter Miscellaneous Revenues	11,694	25,000	15,000	15,000
Shop Expense Allocation	333,640	325,325	325,325	445,325
Total Department Revenues	**$ 480,503**	**$ 501,225**	**$ 472,325**	**$ 592,325**
Personnel				
Supervisor Salaries	$ 450,186	$ 463,729	$ 467,266	$ 374,725
Employee Wages	2,116,322	2,346,350	2,373,483	2,265,334
Overtime Wages	66,090	81,300	67,120	67,300
Special Hours	15,500	15,600	15,600	15,600
Contracted Services	245,708	241,000	240,959	240,000
Part-Time	31,027	35,693	31,237	36,915
Vacation Pay	12,327	0	0	0
Educational Bonus	10,800	18,240	12,000	14,560
Sick Pay	19,746	0	0	0
Longevity Pay	47,874	50,170	50,183	50,082
COVID-19 Hazard Pay	5,136	5,561	5,442	63,395
Employee Health Insurance	677,051	819,908	819,909	774,141
Employee Life Insurance	7,002	8,980	8,479	8,434
Worker's Compensation Insurance	124,793	128,578	107,818	93,451
Retiree Health Insurance	128,305	140,299	141,809	131,793
FICA	196,060	214,734	210,146	199,416
Pension Contribution	304,080	277,462	338,167	389,417
Contributory Retirement Plan	45,767	41,206	36,225	33,136
Total Personnel	**$ 4,503,774**	**$ 4,888,810**	**$ 4,925,843**	**$ 4,757,699**
Staffing Level				
Full-Time	*59.26*	*65.00*	*63.18*	*60.00*
Part-Time (converted to FTE)	*1.29*	*1.50*	*1.03*	*1.43*
Total Full-Time Equivalent (FTE)	***60.55***	***66.50***	***64.21***	***61.43***
Operations				
Training	$ 2,062	$ 7,100	$ 2,191	$ 3,700
Travel	2,553	4,750	1,457	1,800
Professional Services	25,000	29,000	26,000	27,000
Other Professional Service	3,398	10,000	1,500	7,000
Postage & Freight	157	200	99	200
Dues & Subscriptions	18,458	15,550	22,662	23,550
Employee Appreciation	5,036	5,500	2,996	4,000
Utilities	36,254	36,500	24,750	30,500
Phones - Local	7,106	7,166	8,096	8,283
Cellular Phones	9,942	9,500	9,435	10,100
Shop Allocation	97,500	97,500	97,500	97,500
Vehicle Maintenance	82,676	94,300	84,575	95,500

CITY OF BARTLETT
PUBLIC WORKS BUDGET SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Equipment Maintenance	51,784	138,250	78,351	66,500
Radio Maintenance	90	0	0	38,125
Grounds Maintenance	105,277	122,300	108,000	112,600
Building Maintenance	27,668	61,300	55,779	26,575
Fuel System Maintenance	3,448	0	0	0
Street Painting & Signs	30,572	35,900	17,000	35,000
Office Supplies	6,373	6,813	4,534	6,750
Printing	1,177	1,400	481	1,100
Medical Supplies	43,053	50,000	34,000	46,000
Petroleum Supplies	157,322	144,100	119,700	139,800
Clothing & Uniforms	19,855	21,350	17,829	21,350
Operating Supplies	44,210	49,550	43,550	48,650
Cleaning Supplies	8,175	8,700	7,612	8,700
Fill Sand, Dirt & Gravel	7,987	10,000	7,000	8,000
Asphalt	161,676	153,900	153,900	153,900
Concrete & Brick	9,291	10,000	10,000	10,000
Miscellaneous Shop Parts	2,408	2,400	1,865	2,400
Small Tools	15,412	15,500	13,880	15,500
Pipe & Materials-System Ma	9,160	12,000	6,000	10,000
Miscellaneous Supplies	4,511	5,500	4,053	5,500
Equipment Rental	56	500	0	1,500
Street Barricade & Equip. Rental	1,704	2,080	640	1,800
Equipment Leasing	1,442	3,245	1,650	2,150
Property Insurance	5,022	5,000	5,055	5,055
Vehicle & Equip Insurance	26,724	26,650	23,928	23,928
General Liability Insurance	9,046	11,400	9,111	9,111
Credit Card Vendor Fees	1,192	2,700	1,200	2,700
State Fees	772	4,200	3,960	3,500
Cash Over/Short	0	100	0	100
Animal Control Fees	1,485	1,800	1,482	1,800
Damage Claims	479	5,000	3,734	5,000
Miscellaneous Other Expenses	176	1,000	60	1,000
Total Operations	**$ 1,047,691**	**$ 1,229,704**	**$ 1,015,617**	**$ 1,123,227**
Capital				
Fencing & Landscaping	$ 638	$ 4,000	$ 3,251	$ 4,000
Communications Equipment	0	548	148	0
Office Equipment	40	0	0	0
Vehicles	900	0	0	0
Furniture	400	600	590	600
Other Equipment	43,237	34,700	22,461	3,800
Total Capital	**$ 45,216**	**$ 39,848**	**$ 26,450**	**$ 8,400**
TOTAL PUBLIC WORKS	**$ 5,116,177**	**$ 5,657,137**	**$ 5,495,586**	**$ 5,297,001**

CITY OF BARTLETT
PUBLIC WORKS ADMINISTRATION
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 199,263	$ 207,209	$ 209,739	$ 112,621
Employee Wages	102,885	111,396	111,634	72,718
Overtime Wages	245	300	100	300
Longevity Pay	11,956	12,433	12,584	7,155
COVID-19 Hazard Pay	412	415	413	3,249
Employee Health Insurance	45,764	48,024	48,024	51,905
Employee Life Insurance	830	1,020	961	593
Worker's Compensation Insurance	1,174	1,227	1,029	493
Retiree Health Insurance	15,107	15,930	16,069	9,267
FICA	22,963	24,318	23,791	13,060
Pension Contribution	40,809	35,069	46,508	26,908
Contributory Retirement Plan	3,462	3,405	2,994	3,821
Total Personnel	**$ 444,870**	**$ 460,746**	**$ 473,846**	**$ 302,090**
Staffing Level				
Full-Time	*4.97*	*5.00*	*5.00*	*3.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***4.97***	***5.00***	***5.00***	***3.00***
Operations				
Training	$ 95	$ 2,000	$ 325	$ 500
Travel	1,333	3,200	375	500
Postage & Freight	157	200	99	200
Dues & Subscriptions	478	750	689	650
Employee Appreciation	5,036	5,500	2,996	4,000
Utilities	10,818	10,500	0	0
Phones - Local	1,797	1,500	1,700	1,750
Cellular Phones	1,924	2,500	2,500	2,700
Shop Allocation	97,500	97,500	97,500	97,500
Vehicle Maintenance	1,750	1,300	3,075	2,500
Equipment Maintenance	490	250	0	0
Grounds Maintenance	392	800	0	600
Building Maintenance	659	600	790	675
Office Supplies	1,454	1,563	1,100	1,500
Printing	474	400	319	400
Petroleum Supplies	7,002	6,600	3,500	5,500
Clothing & Uniforms	260	500	379	500
Operating Supplies	715	550	550	650
Equipment Leasing	65	250	100	250
Property Insurance	1,167	1,200	1,178	1,178
Vehicle & Equip Insurance	833	950	1,149	1,149
General Liability Insurance	913	1,200	936	936
Miscellaneous Other Expenses	141	1,000	60	1,000
Total Operations	**$ 135,454**	**$ 140,813**	**$ 119,322**	**$ 124,638**
Capital				
Communications Equipment	$ 0	$ 148	$ 148	$ 0

CITY OF BARTLETT
PUBLIC WORKS ADMINISTRATION
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Furniture	400	600	590	600
Total Capital	**$ 400**	**$ 748**	**$ 738**	**$ 600**
Total Public Works Administration	**$ 580,724**	**$ 602,307**	**$ 593,905**	**$ 427,328**

CITY OF BARTLETT
CITY SHOP
FY 2021 Adopted Budget

Description		FY 2019 Actual		FY 2020 Revised		FY 2020 Projection		FY 2021 Adopted
Department Revenues								
Shop Expense Allocation	$	333,640	$	325,325	$	325,325	$	445,325
Total Department Revenues	**$**	**333,640**	**$**	**325,325**	**$**	**325,325**	**$**	**445,325**
Personnel								
Supervisor Salaries	$	66,798	$	68,134	$	69,139	$	70,144
Employee Wages		476,206		532,168		541,614		537,329
Overtime Wages		39,878		40,000		32,000		32,000
Special Hours		5,100		5,200		5,200		5,200
Contracted Services		22,591		0		959		0
Educational Bonus		7,920		13,680		8,000		10,000
Longevity Pay		7,084		7,271		7,271		8,119
COVID-19 Hazard Pay		989		1,079		1,072		14,079
Employee Health Insurance		139,420		170,389		170,389		172,288
Employee Life Insurance		1,490		1,914		1,822		1,937
Worker's Compensation Insurance		19,606		21,232		17,804		15,389
Retiree Health Insurance		27,150		29,913		30,315		30,268
FICA		42,806		47,370		46,068		47,092
Pension Contribution		51,769		48,681		52,150		89,451
Contributory Retirement Plan		14,971		12,527		11,012		7,147
Total Personnel	**$**	**923,779**	**$**	**999,558**	**$**	**994,815**	**$**	**1,040,443**
Staffing Level								
Full-Time		*11.43*		*13.00*		*12.65*		*13.00*
Part-Time (converted to FTE)		*0.00*		*0.00*		*0.00*		*0.00*
Total Full-Time Equivalent (FTE)		***11.43***		***13.00***		***12.65***		***13.00***
Operations								
Training	$	588	$	1,500	$	732	$	1,000
Dues & Subscriptions		17,137		14,000		21,300		22,000
Annual subscriptions for diagnostic software for Ford & Dodge, All Data, Identifix, Diamond Iris, Allison.								
Utilities		10,505		9,000		10,700		12,000
Local Phones		1,363		1,033		1,313		1,400
Cellular Phones		1,237		1,000		1,000		1,000
Vehicle Maintenance		5,097		5,000		4,500		5,000
Equipment Maintenance		4,294		4,000		2,585		4,000
Building Maintenance		11,795		8,500		5,000		8,500
Fuel System Maintenance		3,448		0		0		0
Office Supplies		2,001		2,000		1,418		2,000
Petroleum Supplies		9,695		7,500		7,000		7,500
Clothing & Uniforms		6,186		6,350		5,700		6,350
Operating Supplies		7,042		10,000		7,000		9,000
Cleaning Supplies		2,074		2,000		1,664		2,000
Miscellaneous Shop Parts		2,408		2,400		1,865		2,400
Small Tools		2,921		2,700		2,700		2,700
Miscellaneous Supplies		4,511		5,200		4,000		5,200
Equipment Leasing		1,105		1,800		1,200		1,200
Property Insurance		2,221		2,100		2,226		2,226
Vehicle & Equip Insurance		2,758		2,700		2,336		2,336

CITY OF BARTLETT
CITY SHOP
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
General Liability Insurance	1,612	2,100	1,632	1,632
Total Operations	**$ 99,999**	**$ 90,883**	**$ 85,872**	**$ 99,444**
Capital				
Office Equipment	$ 40	$ 0	$ 0	$ 0
Vehicles	900	0	0	0
Other Equipment	8,727	8,500	1,620	3,000
1 plasma cutter.				
Total Capital	**$ 9,667**	**$ 8,500**	**$ 1,620**	**$ 3,000**
Total City Shop	**$ 699,804**	**$ 773,616**	**$ 756,982**	**$ 697,562**

CITY OF BARTLETT
GENERAL MAINTENANCE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Employee Wages	$ 645,392	$ 762,802	$ 783,415	$ 700,425
Overtime Wages	11,655	19,000	15,000	15,000
Special Hours	5,200	5,200	5,200	5,200
Vacation Pay	2,454	0	0	0
Longevity Pay	10,848	11,455	11,752	14,018
COVID-19 Hazard Pay	1,484	1,743	1,731	19,743
Employee Health Insurance	197,954	280,641	280,641	209,329
Employee Life Insurance	1,753	2,441	2,326	2,241
Worker's Compensation Insurance	44,040	46,518	39,007	32,622
Retiree Health Insurance	32,250	38,140	39,164	35,021
FICA	46,727	56,749	56,342	51,402
Pension Contribution	92,114	89,571	106,036	104,186
Contributory Retirement Plan	5,856	6,150	5,407	8,675
Total Personnel	**$ 1,097,726**	**$ 1,320,410**	**$ 1,346,021**	**$ 1,197,862**
Staffing Level				
Full-Time	*17.63*	*21.00*	*20.84*	*18.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***17.63***	***21.00***	***20.84***	***18.00***
Operations				
Training	$ 0	$ 1,000	$ 595	$ 1,000
Travel	43	250	31	100
Other Professional Service	3,115	8,000	1,200	5,000
Dues & Subscriptions	194	200	215	250
Phones - Local	2,980	2,700	3,000	3,000
Cellular Phones	1,488	1,300	800	1,000
Vehicle Maintenance	30,034	40,000	30,000	40,000
Equipment Maintenance	20,451	22,000	22,765	25,000
Radio Maintenance	0	0	0	38,125
Building Maintenance	1,389	18,000	17,600	3,200
Street Painting & Signs	30,572	35,900	17,000	35,000
Office Supplies	560	650	446	650
Petroleum Supplies	41,259	40,000	35,000	40,000
Clothing & Uniforms	6,440	6,400	5,500	6,400
Operating Supplies	16,296	16,000	16,000	16,000
Cleaning Supplies	1,350	1,200	1,448	1,200
Fill Sand, Dirt & Gravel	7,987	10,000	7,000	8,000
Asphalt	161,676	153,900	153,900	153,900
Concrete & Brick	9,291	10,000	10,000	10,000
Small Tools	1,292	1,500	927	1,500
Pipe & Materials-System Maintenance	9,160	12,000	6,000	10,000
Equipment Rental	56	500	0	500
Street Barricade & Equip. Rental	1,704	2,080	640	1,800
Equipment Leasing	81	200	100	200
Vehicle & Equip Insurance	10,981	11,000	10,500	10,500
General Liability Insurance	2,448	3,000	2,522	2,522

CITY OF BARTLETT
GENERAL MAINTENANCE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Damage Claims	20	2,500	1,734	2,500
Total Operations	**$ 360,868**	**$ 400,280**	**$ 344,923**	**$ 417,347**
Capital				
Fencing & Landscaping	$ 638	$ 4,000	$ 3,251	$ 4,000
Total Capital	**$ 638**	**$ 4,000**	**$ 3,251**	**$ 4,000**
Total General Maintenance	**$ 1,459,232**	**$ 1,724,690**	**$ 1,694,196**	**$ 1,619,209**

CITY OF BARTLETT
GENERAL SERVICES
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 57,167	$ 58,407	$ 58,408	$ 58,953
Employee Wages	120,153	129,614	115,642	125,811
Overtime Wages	3,512	8,000	5,800	6,000
Contracted Services	0	1,000	0	0
Vacation Pay	9,873	0	0	0
Sick Pay	19,746	0	0	0
Longevity Pay	2,297	2,240	2,228	2,250
COVID-19 Hazard Pay	354	332	330	4,332
Employee Health Insurance	39,899	42,958	42,959	58,735
Employee Life Insurance	460	602	517	591
Worker's Compensation Insurance	11,848	9,781	8,202	6,988
Retiree Health Insurance	8,866	9,401	8,703	9,238
FICA	15,540	14,344	12,785	13,824
Pension Contribution	19,598	15,899	21,044	27,207
Contributory Retirement Plan	3,421	3,723	3,273	2,174
Total Personnel	**$ 312,734**	**$ 296,301**	**$ 279,891**	**$ 316,103**
Staffing Level				
Full-Time	*3.88*	*4.00*	*3.60*	*4.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***3.88***	***4.00***	***3.60***	***4.00***
Operations				
Training	$ 444	$ 1,200	$ 249	$ 500
Dues & Subscriptions	15	0	30	50
Cellular Phones	1,789	1,800	2,050	2,200
Vehicle Maintenance	2,361	4,000	3,000	4,000
Building Maintenance	0	0	170	0
Office Supplies	508	500	209	500
Petroleum Supplies	6,838	6,000	6,200	6,800
Clothing & Uniforms	1,114	1,400	1,000	1,400
Operating Supplies	4,049	4,000	4,000	4,000
Small Tools	3,339	3,800	3,819	3,800
Equipment Rental	0	0	0	1,000
Vehicle & Equip Insurance	1,367	1,400	1,198	1,198
General Liability Insurance	580	800	469	469
Total Operations	**$ 22,403**	**$ 24,900**	**$ 22,393**	**$ 25,917**
Capital				
Communications Equipment	$ 0	$ 200	$ 0	$ 0
Other Equipment	494	1,200	1,089	0
Total Capital	**$ 494**	**$ 1,400**	**$ 1,089**	**$ 0**
Total General Services	**$ 335,631**	**$ 322,601**	**$ 303,373**	**$ 342,020**

CITY OF BARTLETT
GROUND MAINTENANCE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues				
Weed Cutting Fees	$ 49,001	$ 50,000	$ 40,000	$ 40,000
Total Department Revenues	**$ 49,001**	**$ 50,000**	**$ 40,000**	**$ 40,000**
Personnel				
Supervisor Salaries	$ 66,798	$ 68,134	$ 68,134	$ 69,139
Employee Wages	501,294	528,786	534,703	538,263
Overtime Wages	3,215	4,000	4,220	4,000
Contracted Services	223,117	240,000	240,000	240,000
Vacation Pay	0	0	0	0
Education Bonus	2,880	2,880	2,880	2,880
Longevity Pay	11,432	11,996	11,972	13,279
COVID-19 Hazard Pay	1,072	1,162	1,154	13,162
Employee Health Insurance	148,906	165,535	165,535	160,406
Employee Life Insurance	1,564	1,904	1,810	1,937
Worker's Compensation Insurance	36,833	38,002	31,866	28,027
Retiree Health Insurance	28,404	29,744	30,142	30,266
FICA	41,441	43,662	43,670	44,964
Pension Contribution	60,150	54,357	67,693	89,441
Contributory Retirement Plan	12,014	10,331	9,082	7,146
Total Personnel	**$ 1,139,119**	**$ 1,200,493**	**$ 1,212,861**	**$ 1,242,910**
Staffing Level				
Full-Time	*13.35*	*14.00*	*13.09*	*14.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***13.35***	***14.00***	***13.09***	***14.00***
Operations				
Training	$ 795	$ 1,000	$ 130	$ 500
Dues & Subscriptions	194	200	30	200
Utilities	6,230	6,000	5,800	8,000
Phones - Local	965	1,033	1,000	1,033
Cellular Phones	2,035	1,500	1,545	1,600
Vehicle Maintenance	41,015	40,000	40,000	40,000
Equipment Maintenance	25,344	34,000	28,000	34,000
Radio Maintenance	90	0	0	0
Grounds Maintenance	103,456	115,000	105,000	110,000
Building Maintenance	12,153	27,000	25,195	10,000
Office Supplies	448	500	161	500
Petroleum Supplies	65,526	57,000	45,000	53,000
Clothing &Uniforms	3,719	4,500	4,000	4,500
Operating Supplies	9,796	10,000	9,000	10,000
Small Tools	6,979	7,000	6,000	7,000
Equipment Leasing	66	220	100	200
Property Insurance	690	700	696	696
Vehicle & Equip Insurance	8,065	8,000	6,364	6,364
General Liability Insurance	2,304	2,800	2,239	2,239
Damage Claims	479	2,000	2,000	2,000
Miscellaneous Other Expenses	16	0	0	0
Total Operations	**$ 290,365**	**$ 318,453**	**$ 282,260**	**$ 291,832**

CITY OF BARTLETT
GROUND MAINTENANCE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Capital				
Other Equipment	$ 30,666	$ 18,500	$ 17,346	$ 0
Total Capital	**$ 30,666**	**$ 18,500**	**$ 17,346**	**$ 0**
Total Ground Maintenance	**$ 1,411,150**	**$ 1,487,446**	**$ 1,472,467**	**$ 1,494,742**

CITY OF BARTLETT
ANIMAL CONTROL
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues				
Animal Shelter Donations	$ 11,927	$ 12,000	$ 12,000	$ 12,000
Animal Shelter Boarding	3,819	1,400	5,000	5,000
Animal Shelter Capture Fee	6,623	7,500	5,000	5,000
Animal Shelter Adoption	36,814	40,000	40,000	40,000
Animal Shelter City License	26,986	40,000	30,000	30,000
Animal Shelter Miscellaneous Revenues	11,694	25,000	15,000	15,000
Total Department Revenues	**$ 97,862**	**$ 125,900**	**$ 107,000**	**$ 107,000**
Personnel				
Supervisor Salaries	$ 60,159	$ 61,845	$ 61,846	$ 63,868
Employee Wages	270,391	281,584	286,475	290,788
Overtime Wages	7,587	10,000	10,000	10,000
Special Hours	5,200	5,200	5,200	5,200
Part-Time	31,027	35,693	31,237	36,915
Education Bonus	0	1,680	1,120	1,680
Longevity Pay	4,258	4,775	4,376	5,261
COVID-19 Hazard Pay	825	830	742	8,830
Employee Health Insurance	105,109	112,361	112,361	121,478
Employee Life Insurance	905	1,099	1,043	1,135
Worker's Compensation Insurance	11,292	11,818	9,910	9,932
Retiree Health Insurance	16,528	17,171	17,416	17,733
FICA	26,584	28,291	27,490	29,074
Pension Contribution	39,640	33,885	44,736	52,224
Contributory Retirement Plan	6,042	5,070	4,457	4,173
Total Personnel	**$ 585,545**	**$ 611,302**	**$ 618,409**	**$ 658,291**
Staffing Level				
Full-Time	*8.00*	*8.00*	*8.00*	*8.00*
Part-Time (converted to FTE)	*1.29*	*1.50*	*1.03*	*1.43*
Total Full-Time Equivalent (FTE)	***9.29***	***9.50***	***9.03***	***9.43***
Operations				
Training	$ 140	$ 400	$ 160	$ 200
Travel	1,177	1,300	1,051	1,200
Professional Services	25,000	29,000	26,000	27,000
Other Professional Service	283	2,000	300	2,000
Dues & Subscriptions	440	400	400	400
Utilities	8,701	11,000	8,250	10,500
Phones - Local	0	900	1,083	1,100
Cellular Phones	1,470	1,400	1,540	1,600
Vehicle Maintenance	2,420	4,000	4,000	4,000
Equipment Maintenance	1,205	78,000	25,000	3,500
Grounds Maintenance	1,428	6,500	3,000	2,000
Building Maintenance	1,673	7,200	7,023	4,200
Office Supplies	1,402	1,600	1,200	1,600
Printing	703	1,000	163	700
Medical Supplies	43,053	50,000	34,000	46,000
Petroleum Supplies	27,001	27,000	23,000	27,000

CITY OF BARTLETT
ANIMAL CONTROL
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Clothing & Uniforms	2,135	2,200	1,250	2,200
Operating Supplies	6,312	9,000	7,000	9,000
Cleaning Supplies	4,750	5,500	4,500	5,500
Small Tools	880	500	434	500
Miscellaneous Supplies	0	300	53	300
Equipment Leasing	124	775	150	300
Property Insurance	944	1,000	955	955
Vehicle & Equip Insurance	2,720	2,600	2,381	2,381
General Liability Insurance	1,189	1,500	1,313	1,313
Credit Card Vendor Fees	1,192	2,700	1,200	2,700
State Fees	772	4,200	3,960	3,500
Cash Over/Short	0	100	0	100
Animal Control Fees	1,485	1,800	1,482	1,800
Damage Claims	0	500	0	500
Total Operations	**$ 138,602**	**$ 254,375**	**$ 160,847**	**$ 164,049**
Capital				
Communications Equipment	$ 0	$ 200	$ 0	$ 0
Other Equipment	3,350	6,500	2,406	800
Total Capital	**$ 3,350**	**$ 6,700**	**$ 2,406**	**$ 800**
Total Animal Control	**$ 629,635**	**$ 746,477**	**$ 674,662**	**$ 716,140**

Engineering
Summary

FY 2021 Adopted

What We Do

This department oversees all engineering contracts for the City projects. Manages Engineering Inspection, Utility Plant Operations, Drainage Control Fund and Utility Sewer Lagoon. (Utility functions are in the Enterprise Fund).

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Salaries	634,684	667,716	669,036	405,687
Benefits	319,723	324,807	342,126	227,298
Operations	70,682	85,750	62,963	74,995
Capital	4,893	500	950	0
Total	**1,029,982**	**1,078,773**	**1,075,075**	**707,980**

FY 2020 Performance Highlights

Administered water and sewer extensions within the City; managed water upgrades in the system; efficiently managed sewer facilities; and worked on several road projects.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Provide engineering inspection oversight of City capital projects.	Percentage of projects completed on time and within the budget.	85%	83%	90%
Administer developer projects within the city and reserve area	Percentage of projects meet or exceed standards of the city.	80%	82%	85%
Continue to install sewers in annexed areas	Completion of projects outlined in Plans of Service	On time	Not on time	On time
Oversee repaving of various streets in the city limits	Percentage of completed projects on time and in budget.	90%	87%	87%

CITY OF BARTLETT
ENGINEERING BUDGET SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 277,731	$ 288,872	$ 291,492	$ 195,728
Employee Wages	352,530	372,544	372,544	204,959
Overtime Wages	4,422	6,300	5,000	5,000
Education Bonus	1,920	1,920	1,920	1,920
Longevity Pay	21,824	23,789	23,396	16,489
COVID-19 Hazard Pay	742	747	742	5,415
Employee Health Insurance	120,775	131,338	131,338	83,262
Employee Life Insurance	1,737	2,116	1,984	1,282
Worker's Compensation Insurance	7,745	7,967	6,680	1,114
Retiree Health Insurance	31,513	33,071	33,202	20,034
FICA	48,262	50,580	50,332	29,820
Pension Contribution	74,025	62,546	83,098	62,934
Contributory Retirement Plan	11,179	10,733	9,434	5,028
Total Personnel	**$ 954,407**	**$ 992,523**	**$ 1,011,162**	**$ 632,985**
Staffing Level				
Full-Time	*8.80*	*9.00*	*9.00*	*5.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***8.80***	***9.00***	***9.00***	***5.00***
Operations				
Training	$ 2,110	$ 3,200	$ 2,538	$ 1,000
Travel	1,626	2,800	587	1,000
Other Professional Service	262	7,000	502	1,500
Postage & Freight	516	900	300	400
Dues & Subscriptions	1,261	2,400	2,000	1,800
Meetings	217	200	0	200
Utilities	812	0	0	0
Phones - Local	3,453	3,600	3,500	3,625
Cellular Phones	5,552	5,700	6,374	6,400
Shop Allocation	3,890	4,200	4,200	4,200
Vehicle Maintenance	7,226	8,000	5,600	5,100
Equipment Maintenance	5,828	6,700	5,500	7,000
Radio Maintenance	0	0	0	5,108
Building Maintenance	6,125	8,000	5,700	7,700
Office Supplies	3,188	3,400	2,550	3,000
Printing	809	3,000	1,000	1,500
Petroleum Supplies	12,443	10,000	10,500	11,000
Clothing & Uniforms	1,096	1,150	400	700
Operating Supplies	1,910	1,950	850	1,950
Small Tools	68	350	100	0
Equipment Leasing	99	1,300	200	750
Property Insurance	3,615	3,700	3,656	3,656
Vehicle & Equip Insurance	2,597	2,900	2,507	2,507
General Liability Insurance	1,610	2,100	1,649	1,649
State Fees	3,047	2,500	2,000	2,500
License Fees	1,320	700	750	750
Total Operations	**$ 70,682**	**$ 85,750**	**$ 62,963**	**$ 74,995**

CITY OF BARTLETT
ENGINEERING BUDGET SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Capital				
Data Processing Equipment	$ 768	$ 0	$ 580	$ 0
Furniture	0	500	370	0
Other Equipment	4,125	0	0	0
Total Capital	**$ 4,893**	**$ 500**	**$ 950**	**$ 0**
TOTAL ENGINEERING	**$ 1,029,982**	**$ 1,078,773**	**$ 1,075,075**	**$ 707,980**

CITY OF BARTLETT
ENGINEERING ADMINISTRATION
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 209,041	$ 216,221	$ 218,841	$ 121,812
Employee Wages	50,620	51,632	51,632	52,391
Overtime Wages	0	300	0	0
Education Bonus	720	720	720	720
Longevity Pay	8,983	10,264	10,264	10,264
COVID-19 Hazard Pay	247	247	247	2,166
Employee Health Insurance	39,052	41,657	41,657	25,938
Employee Life Insurance	716	857	808	557
Worker's Compensation Insurance	1,115	1,162	974	510
Retiree Health Insurance	12,983	13,393	13,524	8,710
FICA	20,007	20,547	20,682	13,362
Pension Contribution	28,716	23,951	32,309	27,300
Contributory Retirement Plan	5,566	4,839	4,253	2,181
Total Personnel	**$ 377,766**	**$ 385,790**	**$ 395,911**	**$ 265,911**
Staffing Level				
Full-Time	*3.00*	*3.00*	*3.00*	*2.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***3.00***	***3.00***	***3.00***	***2.00***
Operations				
Training	$ 972	$ 2,000	$ 275	$ 0
Travel	743	1,300	0	0
Other Professional Service	23	4,500	52	0
Postage & Freight	516	900	300	400
Dues & Subscriptions	733	1,200	1,000	600
Meetings	0	100	0	100
Utilities	812	0	0	0
Phones - Local	1,036	1,200	1,100	1,200
Cellular Phones	1,325	2,000	2,074	2,100
Shop Allocation	890	1,200	1,200	1,200
Vehicle Maintenance	4,019	5,000	2,500	2,000
Equipment Maintenance	4,106	5,000	1,500	3,000
Building Maintenance	2,760	5,000	4,200	5,200
Office Supplies	423	800	450	500
Petroleum Supplies	12,443	10,000	10,500	11,000
Clothing & Uniforms	150	250	0	0
Operating Supplies	91	150	50	150
Small Tools	0	150	0	0
Equipment Leasing	99	1,300	200	750
Vehicle & Equip Insurance	846	1,000	708	708
General Liability Insurance	644	900	674	674
State Fees	3,047	2,500	2,000	2,500
License Fees	1,320	700	750	750
Total Operations	**$ 36,999**	**$ 47,150**	**$ 29,533**	**$ 32,832**
Capital				
Data Processing Equipment	$ 260	$ 0	$ 0	$ 0

CITY OF BARTLETT
ENGINEERING ADMINISTRATION
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Furniture	0	500	370	0
Total Capital	**$ 260**	**$ 500**	**$ 370**	**$ 0**
Total Engineering Administration	**$ 415,025**	**$ 433,440**	**$ 425,814**	**$ 298,743**

CITY OF BARTLETT
ENGINEERING & INSPECTION
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 68,690	$ 72,651	$ 72,651	$ 73,916
Employee Wages	301,910	320,912	320,912	152,568
Overtime Wages	4,422	6,000	5,000	5,000
Educational Bonus	1,200	1,200	1,200	1,200
Longevity Pay	12,841	13,525	13,132	6,225
COVID-19 Hazard Pay	495	500	495	3,249
Employee Health Insurance	81,723	89,681	89,681	57,324
Employee Life Insurance	1,022	1,259	1,176	725
Worker's Compensation Insurance	6,630	6,805	5,706	604
Retiree Health Insurance	18,530	19,678	19,678	11,324
FICA	28,255	30,033	29,650	16,458
Pension Contribution	45,308	38,595	50,789	35,634
Contributory Retirement Plan	5,613	5,894	5,181	2,847
Total Personnel	**$ 576,640**	**$ 606,733**	**$ 615,251**	**$ 367,074**
Staffing Level				
Full-Time	*5.80*	*6.00*	*6.00*	*3.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***5.80***	***6.00***	***6.00***	***3.00***
Operations				
Training	$ 1,138	$ 1,200	$ 2,263	$ 1,000
Travel	881	1,500	587	1,000
Other Professional Service	240	2,500	450	1,500
Dues & Subscriptions	528	1,200	1,000	1,200
Meetings	217	100	0	100
Phones - Local	2,417	2,400	2,400	2,425
Cellular Phones	4,227	3,700	4,300	4,300
Shop Allocation	3,000	3,000	3,000	3,000
Vehicle Maintenance	3,207	3,000	3,100	3,100
Equipment Maintenance	1,722	1,700	4,000	4,000
Radio Maintenance	0	0	0	5,108
Building Maintenance	3,365	3,000	1,500	2,500
Office Supplies	2,766	2,600	2,100	2,500
Printing	809	3,000	1,000	1,500
Clothing & Uniforms	946	900	400	700
Operating Supplies	1,819	1,800	800	1,800
Small Tools	68	200	100	0
Property Insurance	3,615	3,700	3,656	3,656
Vehicle & Equip Insurance	1,751	1,900	1,799	1,799
General Liability Insurance	966	1,200	975	975
Total Operations	**$ 33,683**	**$ 38,600**	**$ 33,430**	**$ 42,163**
Capital				
Data Processing Equipment	$ 509	$ 0	$ 580	$ 0
Other Equipment	4,125	0	0	0
Total Capital	**$ 4,634**	**$ 0**	**$ 580**	**$ 0**
Total Engineering & Inspection	**$ 614,957**	**$ 645,333**	**$ 649,261**	**$ 409,237**

City of Bartlett

PARKS & RECREATION

FY 2021 Adopted Budget

The Parks and Recreation function has seven cost centers; Administration, Singleton Community Center, Athletics, Parks Maintenance, School Ground Maintenance, Senior Center and Recreation Center. School Ground Maintenance cost center was added to maintain the school grounds for the Bartlett School System. The Parks and Recreation function budget increased by $522,768(9.34%) over the FY 2020 Projection. Parks was not open to the public from March to May 2020 and had June at half capacity, thus had some saving for FY 2020. Of course, the revenues suffered also. FY 2021 budget included a career ladder pay increase for full-time employees. An assistant director position was added to Parks and Rec Administration. There were no other staffing changes.

Full-Time Authorized Personnel Positions

Parks & Rec Administration	
Parks & Recreation Director	1
Parks & Recreation Assistant Director	1
Administrative Secretary	1
Skill Clerk	1
Total P&R Administration	**4**
Parks & Rec Community Center	
Preschool Coordinator	1
Manager	1
Building Service	2
Assistant Manager	1
Total P&R Community Center	**5**
Parks & Rec Athletics	
Manager	1
Assistant Manager	1
Athletic Coordinator	1
Total P&R Athletics	**3**
Parks & Rec Maintenance	
Driver	2
Foreman	6
Supervisor	1
Utility Worker	7
Manager	1
Total P&R Maintenance	**17**
School Ground Maintenance	
Supervisor	1
Driver	*1*
Total School Ground Maintenance	**2**
Parks & Rec Senior Center	
General Clerk	1
Coordinator I	1
Custodial	1
Manager	1
Total P&R Senior Center	**4**
Parks & Rec Recreation Center	
Assistant Manager	1
Manager 1	1
Manager	4
Building Tech	1
Custodial	2
Personal Trainer	2
Total P&R Recreation Ctr	**11**

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	*207,157*	*353,508*	*338,128*	*321,355*
Salaries	2,724,317	2,950,428	2,896,962	3,065,822
Benefits	1,164,291	1,209,188	1,235,046	1,402,676
Other Personnel	371,755	436,500	340,522	408,000
Operations	1,394,867	1,557,516	1,349,684	1,529,047
Capital	55,590	129,200	113,836	36,500
Total	**5,503,662**	**5,929,324**	**5,597,922**	**6,120,690**

TOTAL PARKS & REC **46**

Parks & Recreation Summary

City of Bartlett

FY 2021 Adopted

What We Do

The Mission of the Bartlett Parks and Recreation Department is to provide Bartlett residents with quality, fun recreational opportunities and facilities. Our Vision is to continue to be a leader in creating recreational opportunities and facilities for Bartlett citizens from childhood to retirement. We offer a full service recreation center, community center for adults and children, senior center, summer programs, youth and adult recreational sports leagues and also maintain all parks, fields and facilities.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	*207,157*	*353,508*	*338,128*	*321,355*
Salaries	2,724,317	2,950,428	2,896,962	3,065,822
Benefits	1,164,291	1,209,188	1,235,046	1,402,676
Other Personnel	371,755	436,500	340,522	408,000
Operations	1,394,867	1,557,516	1,349,684	1,529,047
Capital	55,590	129,200	113,836	36,500
Total	**5,503,662**	**5,929,324**	**5,597,922**	**6,120,690**

FY 2020 Performance Highlights

Parks and Recreation maintained 29 parks, 18 ballfields and 2 soccer complexes. Singleton Community Center offered over 300 classes and hosted 8 big special events;. The Recreation Center offered numerous fitness classes. They also offer youth programs and hosted 8 big special events. The Senior Center continues to offer classes and events for adults age 50+. The Athletic department provided sport/recreations opportunities for over 3,400 youth and 2,400 adults.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Enhance the Parks website. Add slide show of all parks. Implement new software program and add online registration	Add slide show for each park and facility.	100%	100%	100% 100%
Increase landscaping in all Parks: Repair and paint all park signs. Continue to upgrade all park flowerbeds. Keep all walking paths edged, clean &	Percentage of 29 Parks maintained.	75%	75%	95% 40%
Overlay 4 tennis courts. Replace ballfield irrigation at Appling. Install ballfield irrigation at Shadowlawn. Overlay Parking lots at Freeman Smith and Municipal.	Percentage of projects completed.	25%	75%	95%

Parks & Recreation Summary

City of Bartlett

FY 2021 Adopted

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Overlay the following walking trails: Bartlett Grove, Yale Rd., Byrd, Appling; Stoneridge, Municipal; Dixon Brewer, Quail Ridge, Freeman Smith, W. J. Freeman	Percentage of projects completed.	0%	50%	60%
W. J. Freeman Park Project	New entrance road and parking areas. 3 new multi-purpose fields and parking lot. Pavilion, Restroom/-Concession, lighted multipurpose fields; Amphitheater, handicap parking and loop trail.	0%	0%	85% 100% 75%

CITY OF BARTLETT
PARKS & RECREATION BUDGET SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues				
Local Sales Tax .5% Reimbursement	$ 207,157	$ 353,508	$ 338,128	$ 321,355
Total Department Revenues	**$ 207,157**	**$ 353,508**	**$ 338,128**	**$ 321,355**
Personnel				
Supervisor Salaries	$ 728,263	$ 809,348	$ 845,973	$ 905,152
Employee Wages	1,192,549	1,272,043	1,250,421	1,285,936
Overtime Wages	52,364	61,200	60,879	57,500
Special Hours	105,684	119,000	113,157	107,000
Contracted Services	371,755	436,500	340,522	408,000
Part-Time	645,456	688,837	626,532	710,234
Vacation Pay	14,311	0	0	0
Educational Bonus	0	0	600	1,440
Sick Pay	16,672	0	0	0
Longevity Pay	56,218	54,484	56,090	57,100
COVID-19 Hazard Pay	11,378	13,929	10,224	57,045
Employee Health Insurance	422,330	510,972	510,972	541,415
Employee Life Insurance	5,216	6,623	6,271	7,006
Worker's Compensation Insurance	62,192	64,139	53,784	48,343
Unemployment Compensation	6,107	0	206	0
Retiree Health Insurance	95,973	103,480	105,087	109,448
FICA	208,337	219,839	215,782	230,826
Pension Contribution	234,200	205,713	249,649	324,154
Contributory Retirement Plan	31,357	30,009	26,381	25,899
Total Personnel	**$ 4,260,362**	**$ 4,596,116**	**$ 4,472,530**	**$ 4,876,498**
Staffing Level				
Full-Time	*41.52*	*45.00*	*42.78*	*46.00*
Part-Time (converted to FTE)	*33.31*	*36.02*	*32.45*	*35.10*
Total Full-Time Equivalent (FTE)	***74.83***	***81.02***	***75.23***	***81.10***
Operations				
Training	$ 5,513	$ 9,250	$ 4,669	$ 5,050
Travel	3,643	8,300	4,969	5,400
Professional Services	8,514	12,000	11,040	10,000
Other Professional Service	14,624	12,800	14,339	11,700
Postage & Freight	2,980	4,150	2,315	2,750
Dues & Subscriptions	9,147	10,000	3,288	10,550
Utilities	283,671	273,000	238,000	304,000
Phones - Local	9,092	9,190	9,076	9,402
Cellular Phones	5,803	3,726	6,427	5,246
Shop Allocation	18,350	18,350	18,379	18,700
Vehicle Maintenance	25,070	18,250	18,586	19,150
Equipment Maintenance	36,606	56,100	51,068	53,150
Radio Maintenance	0	0	0	2,736
Grounds Maintenance	245,545	281,000	248,251	278,000
Building Maintenance	76,609	108,900	94,380	101,900
Pool Maintenance	24,445	28,000	26,000	24,500
Swim Competitions	55,435	60,000	42,000	56,000
Office Supplies	16,514	19,800	12,853	15,400

CITY OF BARTLETT
PARKS & RECREATION BUDGET SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Printing	2,316	3,850	4,902	3,600
Medical Supplies	50	2,000	600	2,000
Special Designation Expense	2,670	2,500	500	1,500
Petroleum Supplies	46,254	36,800	39,700	44,300
Special Events	18,479	16,000	5,000	20,000
Preschool Supplies	5,092	4,600	4,300	4,600
Recreation Supplies	67,577	75,700	62,964	66,100
Concession Supplies	64,344	78,000	62,895	73,000
Field Trips	17,608	15,000	10,000	15,000
Tournament Expenses	75	500	100	500
Cost of Goods Sold	4,184	4,000	3,800	3,500
Clothing & Uniforms	20,132	26,500	18,621	23,100
Operating Supplies	90,782	115,705	98,944	105,100
Cleaning Supplies	45,616	47,300	45,564	50,300
Chemical Supplies	1,609	2,000	0	2,000
Film & Developing	127	100	0	100
Fill Sand, Dirt & Gravel	19,993	20,000	20,000	20,000
Small Tools	6,804	7,000	4,850	7,000
Tournament Awards	7,104	6,200	2,712	5,200
Travel Club	1,131	6,600	16,526	1,600
Equipment Rental	2,665	6,100	4,595	6,900
Equipment Leasing	6,593	8,020	5,277	5,920
Property Insurance	27,767	27,940	28,074	28,074
Vehicle & Equip Insurance	6,256	7,500	6,381	6,381
General Liability Insurance	21,379	21,735	21,644	21,644
Other Insurance	8,706	9,000	5,644	5,644
Landfill Fees	0	150	0	0
Credit Card Vendor Fees	49,028	58,700	56,900	58,000
Cash Over (Short)	157	250	50	0
Damage Claims	2,384	4,600	6,249	4,600
Miscellaneous Other Expenses	6,427	10,350	7,252	9,750
Total Operations	**$ 1,394,867**	**$ 1,557,516**	**$ 1,349,684**	**$ 1,529,047**
Capital				
Building Improvements	$ 33,811	$ 59,000	$ 51,000	$ 15,000
Data Processing Equipment	630	0	0	0
Vehicles	0	42,000	39,467	0
Furniture	977	1,500	1,600	1,500
Other Equipment	20,171	26,700	21,769	20,000
Total Capital	**$ 55,590**	**$ 129,200**	**$ 113,836**	**$ 36,500**
TOTAL PARKS & RECREATION	**$ 5,503,662**	**$ 5,929,324**	**$ 5,597,922**	**$ 6,120,690**

CITY OF BARTLETT
PARKS ADMINISTRATION
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 107,218	$ 110,432	$ 159,915	$ 209,398
Employee Wages	94,807	98,099	98,099	99,536
Longevity Pay	8,329	8,588	8,654	8,719
COVID-19 Hazard Pay	247	248	247	4,330
Employee Health Insurance	24,019	25,344	25,344	46,486
Employee Life Insurance	557	667	782	989
Worker's Compensation Insurance	903	726	609	857
Retiree Health Insurance	10,101	10,427	12,901	15,447
FICA	15,603	15,930	19,372	23,197
Pension Contribution	34,832	29,194	39,378	45,491
Contributory Retirement Plan	0	0	0	3,635
Total Personnel	**$ 296,615**	**$ 299,655**	**$ 365,301**	**$ 458,085**
Staffing Level				
Full-Time	*3.00*	*3.00*	*4.00*	*4.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***3.00***	***3.00***	***4.00***	***4.00***
Operations				
Training	$ 310	$ 1,000	$ 660	$ 700
Travel	775	1,400	1,106	1,000
Postage & Freight	24	50	30	50
Dues & Subscriptions	1,505	1,300	1,300	1,300
Phones - Local	1,022	1,029	1,029	1,029
Cellular Phones	681	539	952	1,196
Shop Allocation	350	350	379	700
Vehicle Maintenance	213	250	586	650
Equipment Maintenance	0	0	0	50
Office Supplies	615	700	450	700
Printing	205	100	50	100
Petroleum Supplies	2,495	3,500	2,700	6,000
Clothing & Uniforms	0	250	250	200
Operating Supplies	672	1,000	1,000	1,000
Equipment Leasing	258	900	900	900
Property Insurance	5,434	5,500	5,495	5,495
Vehicle & Equip Insurance	528	600	236	236
General Liability Insurance	1,332	1,400	684	684
Miscellaneous Other Expenses	841	850	850	850
Total Operations	**$ 17,259**	**$ 20,718**	**$ 18,657**	**$ 22,840**
Total Parks Administration	**$ 313,874**	**$ 320,373**	**$ 383,958**	**$ 480,925**

CITY OF BARTLETT
SINGLETON COMMUNITY CENTER
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 113,810	$ 116,800	$ 108,355	$ 110,136
Employee Wages	128,095	131,107	131,106	133,467
Special Hours	2,289	3,000	1,000	2,000
Contracted Services	139,999	136,500	105,000	105,000
Part-Time	202,300	216,899	216,899	216,007
Vacation Pay	0	0	0	0
Longevity Pay	7,285	8,496	8,239	8,500
COVID-19 Hazard Pay	2,556	4,067	2,061	6,500
Employee Health Insurance	62,958	67,001	67,001	72,424
Employee Life Insurance	659	793	714	780
Worker's Compensation Insurance	8,977	8,321	6,978	6,952
Retiree Health Insurance	12,013	12,395	12,395	12,180
FICA	33,543	35,407	34,262	35,155
Pension Contribution	23,651	20,067	26,427	37,383
Contributory Retirement Plan	6,345	5,229	4,597	2,987
Total Personnel	**$ 744,478**	**$ 766,082**	**$ 725,034**	**$ 749,471**
Staffing Level				
Full-Time	*5.00*	*5.00*	*4.05*	*5.00*
Part-Time (converted to FTE)	*9.53*	*10.43*	*8.80*	*10.61*
Total Full-Time Equivalent (FTE)	***14.53***	***15.43***	***12.85***	***15.61***
Operations				
Training	$ 938	$ 1,000	$ 399	$ 1,000
Travel	894	1,500	1,005	800
Other Professional Service	5,514	2,800	5,340	3,000
Postage & Freight	69	200	85	100
Dues & Subscriptions	827	600	428	1,000
Utilities	41,332	46,000	39,500	45,000
Phones - Local	1,712	1,650	1,700	1,700
Cellular Phones	521	0	725	550
Equipment Maintenance	4,196	4,500	3,200	4,000
Building Maintenance	17,812	25,000	25,000	25,000
Office Supplies	3,459	3,600	2,338	3,300
Printing	502	800	600	800
Preschool Supplies	5,092	4,600	4,300	4,600
Recreation Supplies	14,554	16,600	15,000	15,000
Concession Supplies	6,400	7,000	5,000	7,000
Field Trips	17,608	15,000	10,000	15,000
Clothing & Uniforms	7,249	9,500	8,000	7,500
Operating Supplies	7,285	7,500	6,000	6,000
Cleaning Supplies	3,989	4,000	3,000	4,000
Film & Developing	127	100	0	100
Tournament Awards	1,967	2,000	1,800	2,000
Equipment Leasing	1,975	3,000	2,000	2,000
Property Insurance	4,850	4,900	4,905	4,905
Vehicle & Equip Insurance	296	400	763	763
General Liability Insurance	3,368	3,500	2,098	2,098
Credit Card Vendor Fees	7,122	7,700	6,700	7,200

CITY OF BARTLETT
SINGLETON COMMUNITY CENTER
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Damage Claims	(0)	0	50	0
Miscellaneous Other Expenses	1,612	2,000	1,500	1,500
Total Operations	**$ 161,269**	**$ 175,450**	**$ 151,436**	**$ 165,916**
Capital				
Building Improvements	$ 20,603	$ 7,000	$ 7,000	$ 0
Total Capital	**$ 20,603**	**$ 7,000**	**$ 7,000**	**$ 0**
Total Singleton Community Center	**$ 926,350**	**$ 948,532**	**$ 883,470**	**$ 915,387**

CITY OF BARTLETT
ATHLETICS
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 71,342	$ 75,509	$ 73,666	$ 74,588
Employee Wages	90,307	92,513	92,513	93,714
Overtime Wages	146	1,200	200	500
Special Hours	99,693	109,000	109,000	101,000
Part-Time	110,112	117,000	117,000	128,882
Longevity Pay	7,763	6,809	6,809	6,763
COVID-19 Hazard Pay	2,061	2,061	2,061	5,475
Employee Health Insurance	41,167	48,024	48,024	46,486
Employee Life Insurance	441	538	498	539
Worker's Compensation Insurance	9,744	9,904	8,305	7,149
Unemployment Compensation	0	0	0	0
Retiree Health Insurance	8,109	8,401	8,270	8,415
FICA	28,221	30,082	29,413	30,157
Pension Contribution	25,469	18,860	24,702	24,783
Contributory Retirement Plan	707	1,665	1,464	1,980
Total Personnel	**$ 495,281**	**$ 521,566**	**$ 521,925**	**$ 530,431**
Staffing Level				
Full-Time	*2.85*	*3.00*	*3.00*	*3.00*
Part-Time (converted to FTE)	*6.59*	*6.75*	*7.00*	*6.69*
Total Full-Time Equivalent (FTE)	***9.44***	***9.75***	***10.00***	***9.69***
Operations				
Training	$ 93	$ 1,200	$ 700	$ 800
Travel	0	800	800	800
Professional Services	2,410	4,000	4,000	4,000
Postage & Freight	6	50	50	50
Dues & Subscriptions	5,775	6,900	679	6,900
Utilities	83,436	62,000	57,000	85,000
Phones - Local	1,230	738	1,300	1,300
Cellular Phones	2,960	1,740	3,200	1,700
Equipment Maintenance	6,807	5,100	5,368	5,100
Grounds Maintenance	14,869	28,000	10,251	25,000
Building Maintenance	5,276	7,000	7,000	7,000
Office Supplies	2,556	2,400	2,000	2,400
Printing	0	750	624	500
Medical Supplies	50	2,000	600	2,000
Recreation Supplies	37,375	35,000	27,364	33,000
Concession Supplies	57,944	71,000	57,850	66,000
Clothing & Uniforms	1,354	2,000	2,000	2,000
Operating Supplies	5,834	9,000	7,456	9,000
Tournament Awards	5,073	4,000	700	3,000
Equipment Rental	0	3,200	3,461	4,000
Equipment Leasing	2,036	1,400	357	300
Property Insurance	2,193	2,200	2,219	2,219
General Liability Insurance	2,806	2,800	9,849	9,849
Other Insurance	8,706	9,000	5,644	5,644
Credit Card Vendor Fees	921	3,000	3,000	3,000
Cash Over (Short)	(119)	250	0	0

CITY OF BARTLETT
ATHLETICS
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Damage Claims	0	100	100	100
Miscellaneous Other Expenses	0	1,000	1,000	1,000
Total Operations	**$ 249,591**	**$ 266,628**	**$ 214,572**	**$ 281,662**
Capital				
Building Improvements	$ 13,208	$ 15,000	$ 15,000	$ 15,000
Redo cameras at Appling Complex.				
Furniture	977	1,500	1,600	1,500
Other Equipment	6,398	7,500	2,500	0
Total Capital	**$ 20,584**	**$ 24,000**	**$ 19,100**	**$ 16,500**
Total Athletics	**$ 765,456**	**$ 812,194**	**$ 755,597**	**$ 828,593**

CITY OF BARTLETT
PARKS MAINTENANCE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 73,505	$ 70,144	$ 70,144	$ 71,008
Employee Wages	582,058	626,630	614,631	620,287
Overtime Wages	50,887	59,000	59,000	55,500
Special Hours	1,443	2,000	2,000	2,000
Contracted Services	38,896	51,000	57,000	56,000
Vacation Pay	14,311	0	0	0
Sick Pay	16,672	0	0	0
Longevity Pay	21,107	18,425	20,284	20,384
COVID-19 Hazard Pay	1,319	1,411	1,320	18,577
Employee Health Insurance	142,916	175,183	175,183	165,606
Employee Life Insurance	1,735	2,223	2,049	2,205
Worker's Compensation Insurance	19,793	20,082	16,840	14,473
Unemployment Compensation	5,759	0	0	0
Retiree Health Insurance	32,757	34,734	34,239	34,458
FICA	54,841	56,027	54,798	56,069
Pension Contribution	76,665	70,732	75,802	101,794
Contributory Retirement Plan	11,628	9,472	8,327	8,133
Total Personnel	**$ 1,146,292**	**$ 1,197,063**	**$ 1,191,617**	**$ 1,226,494**
Staffing Level				
Full-Time	*15.97*	*17.00*	*15.82*	*17.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***15.97***	***17.00***	***15.82***	***17.00***
Operations				
Training	$ 310	$ 1,500	$ 0	$ 500
Travel	672	1,100	651	800
Dues & Subscriptions	240	400	170	400
Utilities	4,553	4,000	4,500	5,000
Phones - Local	870	883	907	948
Cellular Phones.	1,014	900	900	1,200
Shop Allocation	18,000	18,000	18,000	18,000
Vehicle Maintenance	23,549	16,500	16,500	16,500
Equipment Maintenance	12,107	22,000	19,000	20,000
Radio Maintenance	0	0	0	2,736
Grounds Maintenance	181,595	195,000	180,000	195,000
Building Maintenance	9,035	16,000	7,980	11,000
Office Supplies	23	100	12	0
Printing	799	0	0	0
Petroleum Supplies	32,672	28,000	28,000	28,000
Clothing & Uniforms	8,356	10,000	4,000	9,000
Operating Supplies	55,523	65,105	60,000	60,000
Cleaning Supplies	10,801	12,000	9,849	12,000
Chemical Supplies	1,609	2,000	0	2,000
Fill Sand, Dirt & Gravel	19,993	20,000	20,000	20,000
Small Tools	5,482	5,000	3,000	5,000
Equipment Rental	2,665	2,900	1,134	2,900
Equipment Leasing	52	320	120	320
Property Insurance	661	700	667	667

CITY OF BARTLETT
PARKS MAINTENANCE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Vehicle & Equip Insurance	4,866	5,500	4,365	4,365
General Liability Insurance	5,663	5,700	3,525	3,525
Landfill Fees	0	150	0	0
Damage Claims	2,165	3,000	5,149	3,000
Miscellaneous Other Expenses	265	2,500	702	2,400
Total Operations	**$ 403,541**	**$ 439,258**	**$ 389,130**	**$ 425,261**
Capital				
Data Processing Equipment	$ 630	$ 0	$ 0	$ 0
Total Capital	**$ 630**	**$ 0**	**$ 0**	**$ 0**
Total Parks Maintenance	**$ 1,550,463**	**$ 1,636,321**	**$ 1,580,747**	**$ 1,651,755**

CITY OF BARTLETT
SCHOOL GROUND MAINTENANCE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues				
Local Sales Tax .5% Reimbursement	$ 207,157	$ 353,508	$ 338,128	$ 321,355
Total Department Revenues	**$ 207,157**	**$ 353,508**	**$ 338,128**	**$ 321,355**
Personnel				
Employee Wages	$ 49,644	$ 84,570	$ 81,427	$ 89,402
Overtime Wages	0	1,000	1,544	1,500
Contracted Srvcs	41,547	60,000	60,000	60,000
Part-Time	1,365	13,248	0	0
Longevity Pay	2,979	3,097	3,142	3,187
COVID-19 Hazard Pay	82	249	165	2,165
Health Insurance	16,571	35,352	35,352	38,216
Life Insurance	137	271	245	286
Workman's Comp.	1,767	3,070	2,574	2,106
Retiree H.I.	2,482	4,229	4,071	4,470
FICA	3,695	7,366	5,778	6,422
Pension	8,561	7,437	9,747	13,165
Contributory Retirement Plan	0	1,572	1,382	1,052
Total Personnel	**$ 128,830**	**$ 221,461**	**$ 205,427**	**$ 221,971**
Staffing Level				
Full-Time	*1.00*	*2.00*	*2.00*	*2.00*
Part-Time (converted to FTE)	*0.08*	*0.69*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***1.08***	***2.69***	***2.00***	***2.00***
Operations				
Training	$ 50	$ 50	$ 0	$ 50
Cellular Phones	627	547	650	600
Vehicle Maintenance	1,257	1,500	1,500	2,000
Equipment Maintenance	2,412	4,000	3,500	4,000
Grounds Maintenance	49,081	58,000	58,000	58,000
Petroleum Supplies	10,974	5,000	9,000	10,000
Clothing & Uniforms	174	250	250	400
Operating Supplies	1,995	2,500	2,500	2,500
Small Tools	1,160	1,300	1,300	1,300
Vehicle & Equip Insurance	312	700	545	545
General Liability Insurance	643	700	489	489
Damage Claims	219	1,000	1,000	1,000
Miscellaneous Other Expenses	1,749	1,500	1,500	1,500
Total Operations	**$ 70,652**	**$ 77,047**	**$ 80,234**	**$ 82,384**
Capital				
Vehicles	$ 0	$ 42,000	$ 39,467	$ 0
Other Equipment	7,675	13,000	13,000	17,000
1 new mower $13,000 and 1 Storage building to store equipment in $4,000 = $17,000.				
Total Capital	**$ 7,675**	**$ 55,000**	**$ 52,467**	**$ 17,000**
Total School Ground Maintenance	**$ 0**	**$ 0**	**$ 0**	**$ 0**

CITY OF BARTLETT
SENIOR CENTER
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 64,884	$ 112,778	$ 111,803	$ 112,779
Employee Wages	111,282	72,885	73,736	73,736
Overtime Wages	1,252	0	0	0
Contracted Services	20,695	21,000	21,000	19,000
Part-Time	1,559	17,000	14,500	12,444
Longevity Pay	2,957	3,047	2,987	3,047
COVID-19 Hazard Pay	330	498	412	4,498
Employee Health Insurance	61,360	65,700	65,700	60,175
Employee Life Insurance	485	594	556	597
Worker's Compensation Insurance	1,835	2,549	2,137	1,808
Retiree Health Insurance	8,808	9,283	9,277	9,326
FICA	12,560	14,470	14,134	14,365
Pension	30,366	25,993	34,717	27,465
Contributory Retirement Plan	0	0	0	2,194
Total Personnel	**$ 318,374**	**$ 345,797**	**$ 350,959**	**$ 341,434**
Staffing Level				
Full-Time	*4.00*	*4.00*	*4.00*	*4.00*
Part-Time (converted to FTE)	*0.07*	*0.81*	*0.63*	*0.54*
Total Full-Time Equivalent (FTE)	***4.07***	***4.81***	***4.63***	***4.54***
Operations				
Training	$ 1,661	$ 2,000	$ 1,061	$ 1,000
Travel	772	1,500	636	1,000
Professional Services	84	0	40	0
Other Professional Services	9,109	10,000	8,999	8,700
Postage & Freight	1,114	1,850	350	750
Dues & Subscriptions	485	500	511	650
Utilities	14,695	16,000	14,000	16,000
Phones - Local	1,305	1,390	1,390	1,425
Equipment Maintenance	1,555	2,000	2,000	2,000
Building Maintenance	4,552	4,400	4,400	4,400
Office Supplies	4,834	6,500	2,900	3,500
Printing	0	200	127	200
Special Designation Expense	2,670	2,500	500	1,500
Recreation Supplies	1,132	1,100	1,100	1,100
Tournament Expenses	75	500	100	500
Clothing & Uniforms	372	500	200	500
Operating Supplies	6,037	5,600	4,750	5,600
Cleaning Supplies	2,786	3,300	2,500	3,300
Small Tools	162	200	50	200
Tournament Awards	64	200	212	200
Travels by Seniors	1,131	6,600	16,526	1,600
Equipment Leasing	809	900	900	900
Property Insurance	2,340	2,340	2,366	2,366
Vehicle & Equip Insurance	254	300	236	236
General Liability Insurance	1,435	1,435	915	915
Credit Card Vendor Fees	2,380	3,000	2,200	2,800
Cash Over (Short)	20	0	0	0

CITY OF BARTLETT
SENIOR CENTER
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Miscellaneous Other Expenses	1,817	2,000	1,700	2,000
Total Operations	**$ 63,651**	**$ 76,815**	**$ 70,670**	**$ 63,342**
Capital				
Building Improvements	$ 0	$ 37,000	$ 29,000	$ 0
Other Equipment	6,098	6,200	6,269	3,000
Total Capital	**$ 6,098**	**$ 43,200**	**$ 35,269**	**$ 3,000**
Total Senior Center	**$ 388,123**	**$ 465,812**	**$ 456,898**	**$ 407,776**

CITY OF BARTLETT
RECREATION CENTER
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 297,504	$ 323,685	$ 322,090	$ 327,243
Employee Wages	136,357	166,239	158,909	175,794
Overtime Wages	79	0	135	0
Special Hours	2,260	5,000	1,157	2,000
Contracted Services	130,618	168,000	97,522	168,000
Part-Time	330,120	324,690	278,133	352,901
Educational Bonus	0	0	600	1,440
Longevity Pay	5,798	6,022	5,975	6,500
COVID-19 Hazard Pay	4,782	5,395	3,958	15,500
Employee Health Insurance	73,339	94,368	94,368	112,022
Employee Life Insurance	1,203	1,537	1,427	1,610
Worker's Compensation Insurance	19,173	19,487	16,341	14,998
Unemployment Compensation	348	0	206	0
Retiree Health Insurance	21,703	24,011	23,934	25,152
FICA	59,875	60,557	58,025	65,461
Pension Contribution	34,657	33,430	38,876	74,073
Contributory Retirement Plan	12,677	12,071	10,611	5,918
Total Personnel	**$ 1,130,492**	**$ 1,244,492**	**$ 1,112,267**	**$ 1,348,612**
Staffing Level				
Full-Time	*9.70*	*11.00*	*9.91*	*11.00*
Part-Time (converted to FTE)	*17.04*	*17.34*	*16.02*	*17.26*
Total Full-Time Equivalent (FTE)	***26.74***	***28.34***	***25.93***	***28.26***
Operations				
Training	$ 2,151	$ 2,500	$ 1,849	$ 1,000
Travel	530	2,000	771	1,000
Professional Services	6,021	8,000	7,000	6,000
Postage & Freight	1,767	2,000	1,800	1,800
Dues & Subscriptions	315	300	200	300
Utilities	139,655	145,000	123,000	153,000
Phones - Local	2,953	3,500	2,750	3,000
Vehicle Maintenance	50	0	0	0
Equipment Maintenance	9,530	18,500	18,000	18,000
Building Maintenance	39,934	56,500	50,000	54,500
Pool Maintenance	24,445	28,000	26,000	24,500
Swim Competitions	55,435	60,000	42,000	56,000
Office Supplies	5,027	6,500	5,153	5,500
Printing	810	2,000	3,500	2,000
Petroleum Supplies	113	300	0	300
Special Events	18,479	16,000	5,000	20,000
Recreation Supplies	14,517	23,000	19,500	17,000
Cost of Goods Sold	4,184	4,000	3,845	3,500
Clothing & Uniforms	2,626	4,000	3,921	3,500
Operating Supplies	13,437	25,000	17,238	21,000
Cleaning Supplies	28,040	28,000	30,216	31,000
Small Tools	0	500	500	500
Equipment Leasing	1,463	1,500	1,000	1,500
Property Insurance	12,289	12,300	12,422	12,422

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Vehicle & Equip Insurance	0	0	236	236
General Liability Insurance	6,132	6,200	4,084	4,084
Credit Card Vendor Fees	38,604	45,000	45,000	45,000
Cash Over (Short)	256	0	0	0
Damage Claims	0	500	0	500
Miscellaneous Other Expenses	143	500	0	500
Total Operations	**$ 428,905**	**$ 501,600**	**$ 424,985**	**$ 487,642**
Total Recreation Center	**$ 1,559,398**	**$ 1,746,092**	**$ 1,537,252**	**$ 1,836,254**

City of Bartlett

PERFORMING ARTS
FY 2021 Adopted Budget

Full-Time Authorized Personnel Positions

Performing Arts

Performing Arts Director	1
Operation Manager	1
Sales & Marketing Coordinator	1
TOTAL PERFORMING ARTS	**3**

The Performing Arts Center budget had a net increase of $140,983 (22.4%) over the FY 2020 Projection. Performing Arts was closed from March to August because of the pandemic. FY 2021 budget included a career ladder pay increase for full-time employees. There was no staffing change.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Salaries	203,001	218,723	202,378	232,019
Benefits	49,805	57,276	53,437	83,980
Other Personnel	231,880	232,900	189,661	236,500
Operations	183,632	215,735	183,515	217,780
Capital	8,024	0	305	0
Total	**676,342**	**724,634**	**629,296**	**770,279**

Performing Arts Center

City of Bartlett

FY 2021 Adopted

What We Do

The Bartlett Performing Arts And Conference Center's mission - enhance the lives of citizens, students & economy of the City of Bartlett by providing a first-class performing arts center showcasing performing artists, as well as community based artists and organizations. BPACC is committed to Arts In Education, and offers quality, affordable space & amenities to host a variety of community events. BPACC is an asset for the City & Citizens.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Salaries	203,001	218,723	202,378	232,019
Benefits	49,805	57,276	53,437	83,980
Other Personnel	231,880	232,900	189,661	236,500
Operations	183,632	215,735	183,515	217,780
Capital	8,024	0	305	0
Total	**676,342**	**724,634**	**629,296**	**770,279**

FY 2020 Performance Highlights

The past three years brought positive changes to BPACC. An expanded PERFORMING ARTS SEASON and MUSIC BY THE LAKE series. An energized LIVE THEATRE PROGRAM. With leadership of the Mayor, & support of the Board of Alderman, launched ARTS IN EDUCATION PROGRAM. BPACC produces YOUTH THEATRE CAMPS and partners with various City and educational organizations. With the support of the City of Bartlett we have improved the facility: New Roof – expanded Security Camera System – enhanced Sound – Lighting Equipment elevate performance quality. It's a good time to be in Bartlett!

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Ticket Rev. experienced robust growth in recent years – maintain that trajectory.	Ticket Revenue FY17-$87,836	158,113	145,000	145,000
Sponsorship income grew in FY18. Will work to hold that gain, & hopefully secure add'l Sponsors.	Sponsorships FY20 -- Plus, In-Kind - $21,100 FY17 -- 35925	44,516	44,630	48,000
Rental Income substantially grew since FY17. Work to maintain positive growth.	Rental Fees FY17 -- $23,289	47,095	$ 50,000	$50,000
Programs launched in FY18 & FY19: MUSIC BY THE LAKE – ARTS IN EDUCATION, expansion of FAMILY PROGRAMS – a partnership producing THE NUTCRACKER -- creating our own LIVE THEATRE.	Continue to grow & elevate quality of all programs. -- At some point would like to add 3rd Music By Lake concert. -- Arts In Ed & Music By Lake programs are Free to students & public.	N/A	N/A	N/A

CITY OF BARTLETT
PERFOMING ARTS
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 85,009	$ 87,252	$ 92,015	$ 96,777
Employee Wages	94,252	97,471	85,425	99,688
Overtime Wages	1,977	2,000	2,656	3,000
Contracted Services	224,113	219,000	179,000	224,000
Part-Time	21,763	32,000	22,282	32,554
Instructional Expense	7,768	13,900	10,661	12,500
Vacation Pay	0	0	2,485	0
COVID-19 Hazard Pay	330	400	330	2,400
Employee Health Insurance	17,696	18,915	18,915	20,490
Employee Life Insurance	489	591	530	629
Worker's Compensation Insurance	1,338	1,493	1,252	1,178
Retiree Health Insurance	4,713	9,236	6,686	9,823
FICA	15,266	17,405	15,120	18,219
Pension Contribution	0	0	0	28,930
Contributory Retirement Plan	9,974	9,236	8,119	2,311
Total Personnel	**$ 484,686**	**$ 508,899**	**$ 445,476**	**$ 552,499**
Staffing Level				
Full-Time	*3.00*	*3.00*	*2.82*	*3.00*
Part-Time (converted to FTE)	*0.89*	*1.47*	*1.10*	*1.44*
Total Full-Time Equivalent (FTE)	***3.89***	***4.47***	***3.92***	***4.44***
Operations				
Training	$ 0	$ 1,750	$ 654	$ 1,750
Volunteer Expense	412	750	500	750
Travel	3,915	5,500	2,805	4,500
Professional Services	2,160	6,000	3,200	5,000
Other Professional Services	11,789	8,000	19,500	19,500
Postage & Freight	5,314	7,500	5,500	6,000
Dues & Subscriptions	989	1,200	863	1,200
Meetings	384	600	250	500
Utilities	39,034	40,000	39,000	42,000
Phones - Local	1,865	1,800	1,971	2,000
Cellular Phones	1,966	2,280	2,068	2,599
Data Processing - Software	1,053	0	0	0
Shop Allocation	300	300	300	300
Vehicle Maintenance	295	1,000	944	1,500
Equipment Maintenance	427	5,500	1,000	3,500
Grounds Maintenance	468	500	500	500
Building Maintenance	20,346	20,000	18,000	20,000
Office Supplies	1,033	3,000	500	2,000
Printing	15,191	17,000	12,000	15,000
Ticket Sales Expenditures	19,192	14,905	14,000	18,000
Petroleum Supplies	706	1,000	400	1,000
Concession Supplies Client	0	500	0	500
Concession Supplies	351	750	350	600
Clothing & Uniforms	390	650	485	550
Operating Supplies	1,926	11,000	6,000	7,000
Cleaning Supplies	1,604	2,000	2,000	2,200

CITY OF BARTLETT
PERFOMING ARTS
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Public Awareness	36,737	39,950	33,000	39,950
Equipment Rental	0	1,000	0	1,000
Equipment Leasing	1,641	1,800	1,845	2,000
Property Insurance	8,962	9,000	9,039	9,039
Vehicle & Equip Insurance	260	300	236	236
General Liability Insurance	1,089	1,200	1,106	1,106
Credit Card Vendor Fees	3,831	9,000	5,500	6,000
Cash Over/Short	1	0	0	0
Total Operations	**$ 183,632**	**$ 215,735**	**$ 183,515**	**$ 217,780**
Capital				
Building Improvements	$ 5,313	$ 0	$ 0	$ 0
Data Processing Equipment	1,748	0	305	0
Other Equipment	964	0	0	0
Total Capital	**$ 8,024**	**$ 0**	**$ 305**	**$ 0**
TOTAL PERFORMING ARTS	**$ 676,342**	**$ 724,634**	**$ 629,296**	**$ 770,279**

CITY OF BARTLETT

TENNESSEE

SPECIAL REVENUE FUNDS

Certain revenues of the City are required by state law or city ordinance to be accounted for in separate funds to insure the revenues are spent for specific designated purposes.

City of Bartlett

SPECIAL REVENUE FUNDS

FY 2021 Adopted Budget

Full-Time Authorized Personnel Positions

Solid Waste Fund

Manager	1
Driver	36
Solid Waste Supervisor	3
Clerk	1
Sanitation Worker	3
Total Solid Waste Fund	**44**

Drainage Control Fund

Construction Inspector	1
Total Drainage Control Fund	**1**

TOTAL SPECIAL REVENUE FUNDS	**45**

The Special Revenue Funds includes State Street Aid, Solid Waste, General Improvement, Drug Enforcement, DEA Enforcement, Drainage Control, Park Improvement, E-Citation, and Bartlett School Fund. The Special Revenue Funds are required by state law or city ordinance to be accounted for in separate funds. The revenues in each of these programs are collected to be used for each fund's specific purpose. Bartlett School Fund is a major fund. Three drivers were relocated from Public Works General Maintenance to the Solid Waste Fund. This budget included a career ladder pay increase for full-time employees. There was no other staffing change.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	96,651,356	96,869,519	97,096,454	97,218,528
Salaries	1,908,256	2,094,845	1,986,071	2,267,988
Benefits	1,067,318	1,150,796	1,076,566	1,308,353
Other Personnel	168,175	193,500	192,000	192,000
Operations	4,972,747	5,179,518	4,995,726	5,399,344
Capital	1,924,322	2,483,726	2,290,009	1,622,105
Trnsfr Out/ Interdept Alloc	337,436	329,700	329,700	759,348
Bartlett School	83,251,642	100,748,754	100,748,754	91,001,428
Net Income	**3,021,461**	**(15,311,321)**	**(14,522,372)**	**(5,332,038)**
School Beg FB	**35,920,460**	**21,420,460**	**21,420,460**	**16,870,460**
Beg Fund Bal	**4,306,606**	**3,409,507**	**3,409,507**	**3,387,134**
End Fund Bal	**3,409,507**	**2,598,186**	**3,387,134**	**2,605,096**

CITY OF BARTLETT
SUMMARY OF ALL SPECIAL REVENUE FUNDS
FY 2021 Adopted Budget

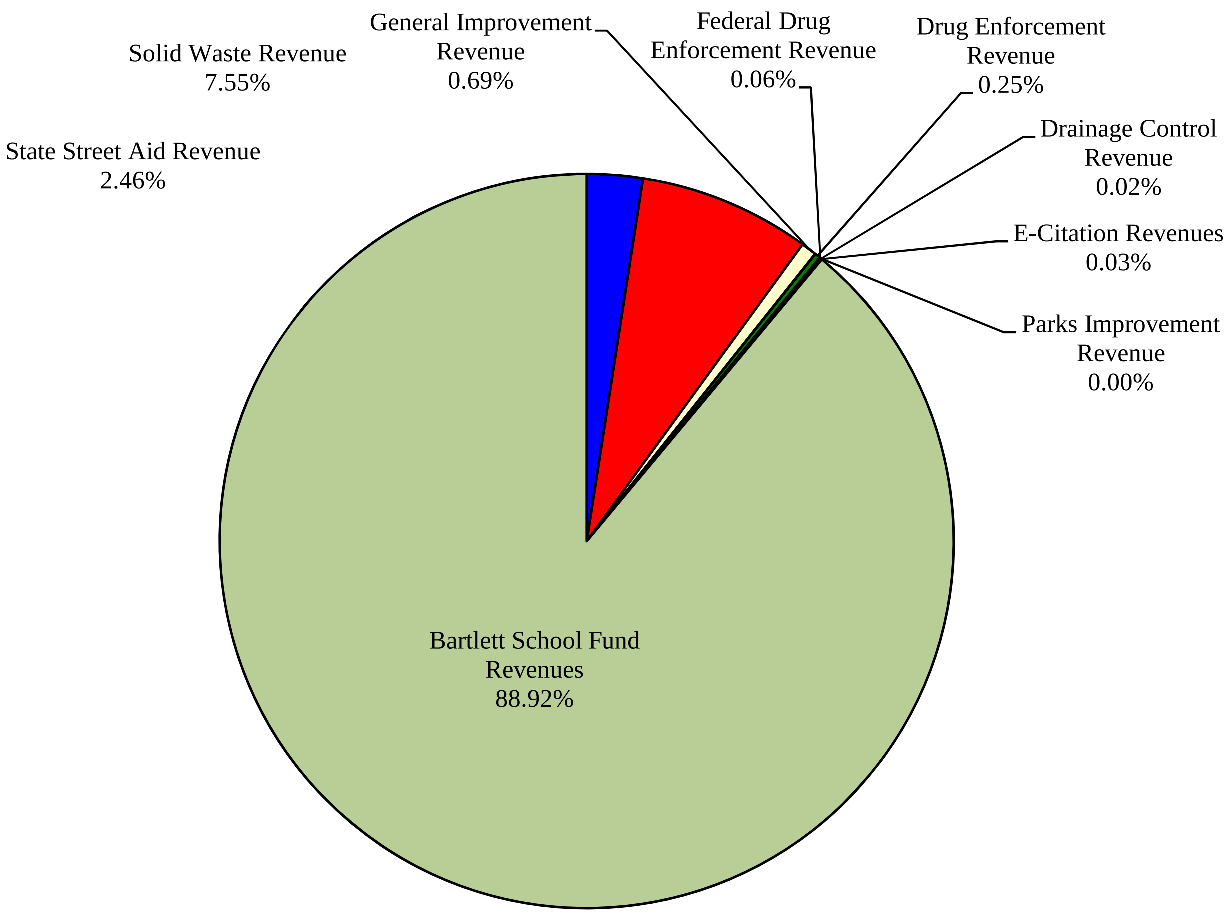
Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues				
State Street Aid Revenue	$ 2,199,320	$ 2,376,000	$ 2,329,000	$ 2,388,000
Solid Waste Revenue	6,108,533	7,185,191	7,323,000	7,344,000
General Improvement Revenue	666,134	672,100	672,500	672,500
Drug Enforcement Revenue	139,493	161,000	234,000	244,000
Federal Drug Enforcement Revenue	248,207	60,200	145,200	60,200
Drainage Control Revenue	117,078	127,374	120,000	24,000
Parks Improvement Revenue	2,388	500	4,000	4,000
E-Citation Revenues	0	38,400	20,000	30,400
Bartlett School Fund Revenues	87,170,203	86,248,754	86,248,754	86,451,428
Total Revenues	**$ 96,651,356**	**$ 96,869,519**	**$ 97,096,454**	**$ 97,218,528**
Expenditures				
Personnel				
Solid Waste Fund	$ 3,022,722	$ 3,281,791	$ 3,095,936	$ 3,597,783
Drug Enforcement Funds	25,766	54,000	54,000	66,000
Drainage Control Fund	95,261	103,350	104,701	104,558
Total Personnel	**$ 3,143,749**	**$ 3,439,141**	**$ 3,254,637**	**$ 3,768,341**
Staffing Level				
Full-Time	*40.50*	*42.00*	*38.95*	*45.00*
Part-Time (converted to FTE)	*0.78*	*1.80*	*1.11*	*2.29*
Total Full-Time Equivalent (FTE)	***41.28***	***43.80***	***40.06***	***47.29***
Bartlett School Full-Time Equivalent (FTE)	*864.00*	*864.00*	*864.00*	*863.90*
Operations				
State Street Aid Fund	$ 2,079,197	$ 2,150,000	$ 2,050,000	$ 2,150,000
Solid Waste Fund	2,285,726	2,297,006	2,346,506	2,548,944
General Improvement Fund	507,789	491,550	492,500	486,500
Drug Enforcement Funds	81,657	158,388	80,420	139,200
Federal Drug Enforcement Fund	10,321	34,700	3,000	38,700
Drainage Control Fund	8,058	24,874	13,300	16,000
E-Citation Fund	0	23,000	10,000	20,000
Total Operations	**$ 4,972,747**	**$ 5,179,518**	**$ 4,995,726**	**$ 5,399,344**
Transfers Out				
Street Aid to Debt Service	$ 0	$ 0	$ 0	$ 0
Solid Waste to Debt Service	153,000	139,000	139,000	591,348
General Improvement Fund to General Fund	167,500	168,000	168,000	168,000
Park Improvements to CIP	16,936	22,700	22,700	0
Total Transfers Out	**$ 337,436**	**$ 329,700**	**$ 329,700**	**$ 759,348**
Capital				
State Street Aid Fund	$ 202,813	$ 601,830	$ 425,000	$ 460,000
Solid Waste Fund	1,243,601	1,467,450	1,549,545	544,705
General Improvement Fund	71,253	177,000	161,000	166,000
Drug Enforcement Funds	199,421	85,500	10,464	101,000
Federal Drug Enforcement Fund	207,232	136,546	134,000	340,000
Drainage Control Fund	0	0	0	0

CITY OF BARTLETT
SUMMARY OF ALL SPECIAL REVENUE FUNDS
FY 2021 Adopted Budget

Description		FY 2019 Actual		FY 2020 Revised		FY 2020 Projection		FY 2021 Adopted
Parks Improvement Fund		0		0		0		0
E-Citation Fund		0		15,400		10,000		10,400
Total Capital	**$**	**1,924,322**	**$**	**2,483,726**	**$**	**2,290,009**	**$**	**1,622,105**
Bartlett School Fund Expenditures	**$**	**83,251,642**	**$**	**100,748,754**	**$**	**100,748,754**	**$**	**91,001,428**
Total Expenditures	**$**	**93,629,895**	**$**	**112,180,840**	**$**	**111,618,826**	**$**	**102,550,566**
Net From Operations		**3,021,461**		**(15,311,321)**		**(14,522,372)**		**(5,332,038)**
Bartlett School Fund Balance	**$**	**35,920,460**	**$**	**21,420,460**	**$**	**21,420,460**	**$**	**16,870,460**
Beginning Fund Balance (W/out School FB)	**$**	**4,306,606**	**$**	**3,409,507**	**$**	**3,409,507**	**$**	**3,387,134**
Ending Fund Balance (W/out School FB)	**$**	**3,409,507**	**$**	**2,598,186**	**$**	**3,387,134**	**$**	**2,605,096**

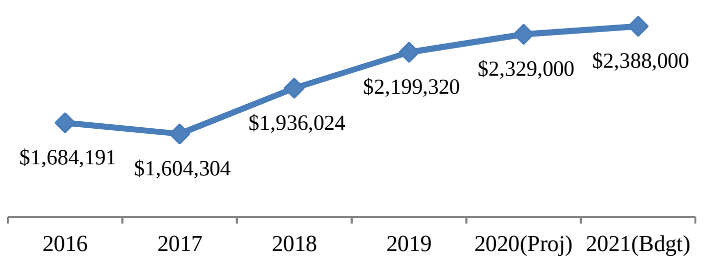
CITY OF BARTLETT
ANALYSIS OF SPECIAL REVENUE SOURCES
FY 2021 Adopted Budget

FY 2021 SPECIAL REVENUE SOURCES



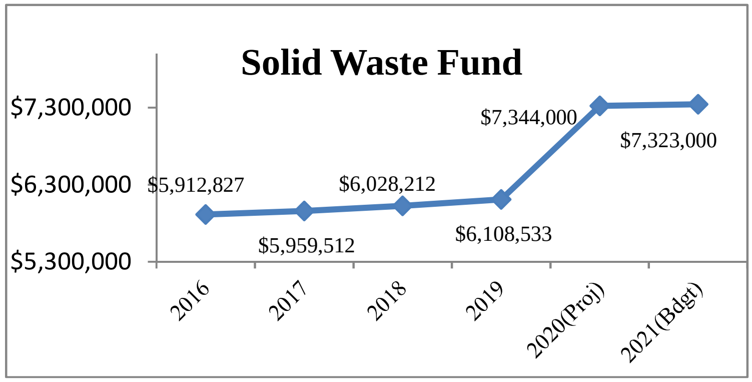
Special Revenue Funds are funds which are used to record transactions in which the funding source is legally restricted for a specific purpose. Included in the Special Revenue Funds are: State Street Aid Fund, Solid Waste Fund, General Improvement Fund, Drug Enforcement Funds, Federal Drug Enforcement Fund, Drainage Control Fund, Park Improvement Fund, E-Citation Fund and Bartlett School Fund. This is the first year for our E-Citation Fund.

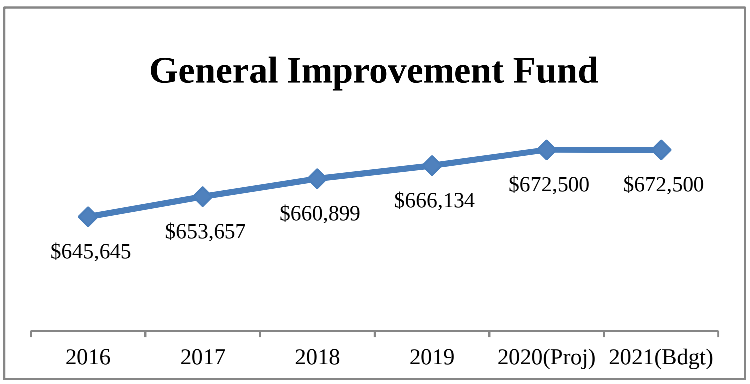
State Street Aid Fund



This is the City's portion of the motor fuel and gasoline taxes collected by and distributed by the State, per capita basis, and some developer fees used for streetlights. The IMPROVE Act of 2017 provided for additional gas and motor taxes. For FY 2019-20 the Act provides for an additional 1 cent of gas tax and 3 cents of diesel tax. Street paving is also budgeted in the CIP using G.O. Bonds.

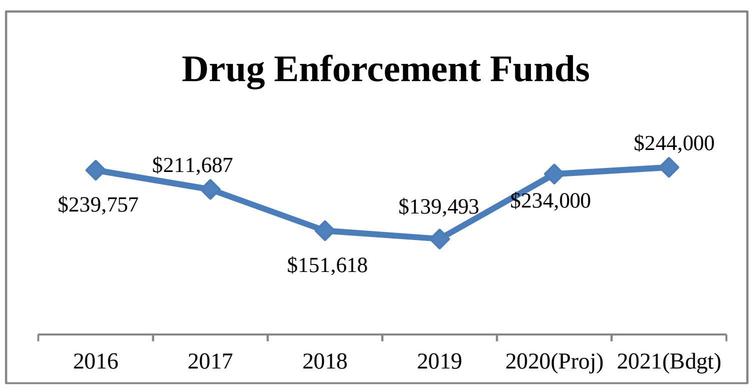
Solid Waste revenue is based on a monthly charge for collection and disposal. Solid waste fees were increased by $5 per month per customer to make Solid Waste Fund self-sufficient. The new rates are $30 for residential pickup, $30 for 1 cart, $35 for 2 carts and $40 for 3 carts for commercial pickup. Only a small increase in residential sanitation fee budgeted for FY 2021.

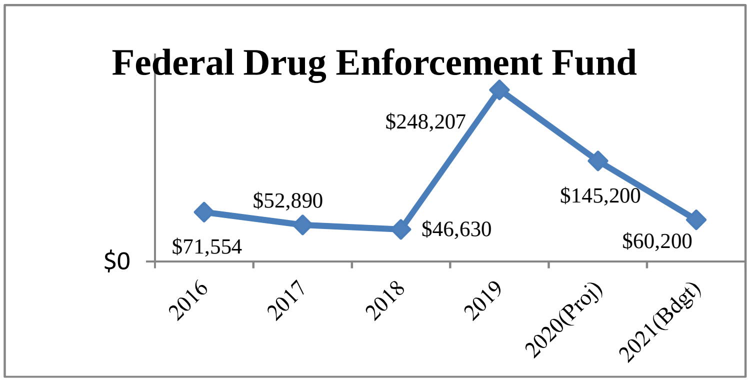




General Improvement revenue is derived from a $2.50 City Service fee charged to all utility and solid waste customers. $168,000 (25%) of this revenue is transferred to the General Fund per Bartlett's Ordinance and the balance is used for small capital purchases and improvements.

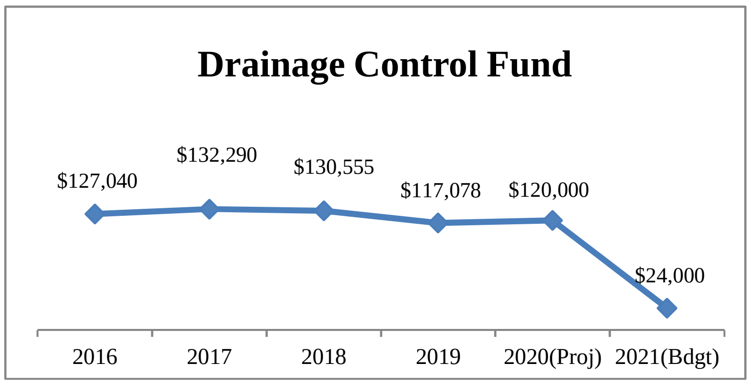
The Drug Enforcement Fund revenues are grant funds and seizure funds used for drug education and enforcement programs. Confiscated money and fines varies from year to year, based on enforcement activities.

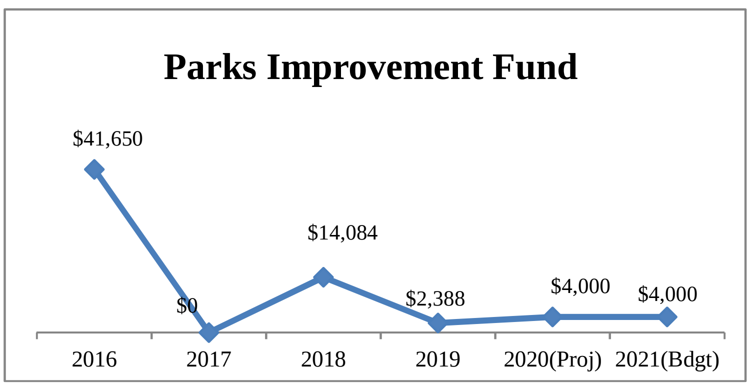




The Federal Drug Enforcement Fund revenues are federal grant funds and seizure funds that are used for drug education and enforcement programs. Federal grants and seizure funds can vary from year to year.

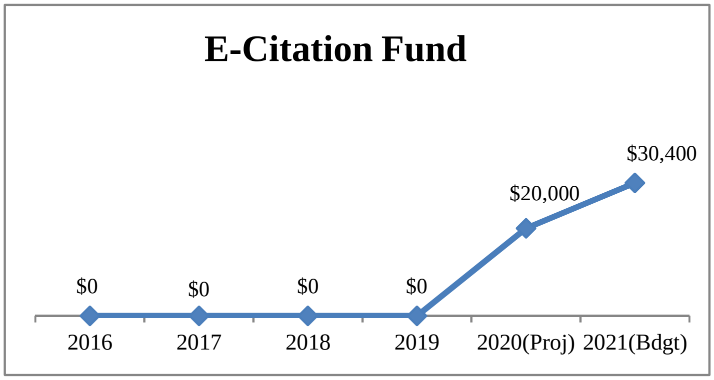
The Drainage Control revenue is a development fee of $500.00 per lot (half acre) for subdivision lots not served by a detention basin and $250.00 per lot for development served by a detention basin. The General Fund subsidizes this fund starting in FY 2016, $100,000 per year, except for FY 2021.



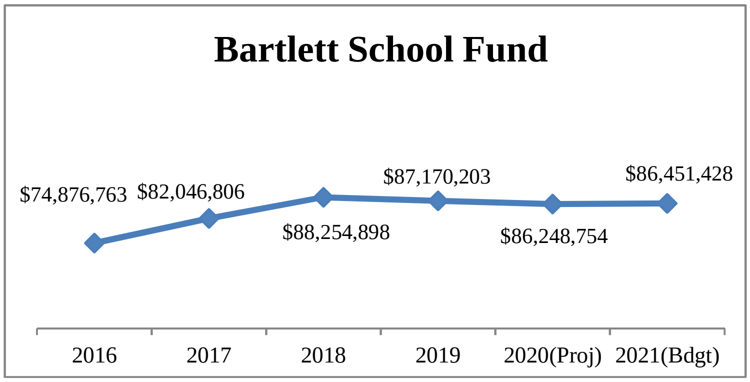


The Parks Improvement revenue is a development fee of $700.00 per lot for residential subdivision development. The fees are collected by parks zone and are to be used in the zone in which it is collected for park development and improvements. Some development fees in FY 2016 and in FY 2018 are the only activities in the last 6 years.

Electronic Citation Fee is a $5.00 fee for both written and electronic citations prepared by a law enforcement officer. The $5.00 fee received must be apportioned as follows: $1.00 of such fee will be retained by the court clerk for computer hardware purchases and computer related expenses; and $4.00 to the police department for Electronic citation system and program related expenditures to maintain electronic citation programs. This is the second year for the E-Citation Fund.



The Bartlett School revenue are used for the operation of the School System. This is the seventh year for Bartlett City Schools.



CITY OF BARTLETT
STREET AID FUND
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Street Aid Fund Revenues				
Gas Taxes	$ 1,983,791	$ 2,150,000	$ 2,150,000	$ 2,160,000
Street Lighting Fee	53,212	25,000	25,000	25,000
S/D Paving Fee	138,083	200,000	150,000	200,000
Transfer From CIP	2,600	0	0	0
Other Revenues	21,635	1,000	4,000	3,000
Total Street Aid Revenues	**$ 2,199,320**	**$ 2,376,000**	**$ 2,329,000**	**$ 2,388,000**
Street Aid Expenditures				
Operations				
Street Lighting	$ 1,412,422	$ 1,450,000	$ 1,400,000	$ 1,450,000
Street Paving	530,000	500,000	500,000	500,000
Street S/D Paving	136,775	200,000	150,000	200,000
Total Operations	**$ 2,079,197**	**$ 2,150,000**	**$ 2,050,000**	**$ 2,150,000**
Capital				
Handicap Ramp At Curbs	$ 35,000	$ 50,000	$ 50,000	$ 75,000
Curb Replacement	50,000	75,000	75,000	75,000
Signal Maintenance	117,813	476,830	300,000	310,000
Flasher modifications, signal pole replacement.				
Total Capital	**$ 202,813**	**$ 601,830**	**$ 425,000**	**$ 460,000**
Total Street Aid Expenditures	**$ 2,282,010**	**$ 2,751,830**	**$ 2,475,000**	**$ 2,610,000**
Net From Operations	**(82,690)**	**(375,830)**	**(146,000)**	**(222,000)**
Beginning Fund Balance	**$ 1,221,800**	**$ 1,139,110**	**$ 1,139,110**	**$ 993,110**
Ending Fund Balance	**$ 1,139,110**	**$ 763,280**	**$ 993,110**	**$ 771,110**

Solid Waste Fund

City of Bartlett

FY 2021 Adopted

Solid Waste crews collect household and yard waste while trying to divert as much solid waste as possible from the landfill towards recycling. Waste is transported to either Republic Services Landfill or the City's contracted mulch-processing site. This division is also responsible for the City's appliances, computers, televisions, and tires collection service and provides "special request" (for fee) yard waste collections. We have three recycling centers that accept newsprint, aluminum, cardboard, tin, plastic, and glass. Over 80% of Solid Waste Employees have worked there at least 10 years.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	*6,108,533*	*7,185,191*	*7,323,000*	*7,344,000*
Salaries	1,822,423	1,980,310	1,871,416	2,143,011
Benefits	1,032,123	1,111,481	1,034,520	1,264,772
Other Personnel	168,175	190,000	190,000	190,000
Operations	2,285,726	2,297,006	2,346,506	2,548,944
Capital	1,243,601	1,467,450	1,549,545	544,705
Trnsfr Out/ Interdept Alloc	153,000	139,000	139,000	591,348
Net Fr Opers	**(596,516)**	**(56)**	**192,013**	**61,220**
Beg Fund Bal	**1,086,301**	**489,785**	**489,785**	**681,798**
End Fund Bal	**489,785**	**489,729**	**681,798**	**743,018**

FY 2020 Performance Highlights

We continue to use single stream recycling at our recycling centers which makes the recycling process easier for our residents and more efficient. We have combined all of our leaf machines all together on one route in order to pick up the leaves in a timely manner. We have continued the program to replace our aging garbage carts some which are over fifteen years old. The carts that we purchase come with a ten year warranty and we still have 24 year-old carts in use. We have also replace several of our aging recycling containers at our recycling facilities with new larger ones in order to collect more recyclables at one time.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
The collection of curbside leaves in as timely manner as possible using City personnel and contract labor.	The period of time that it takes our crews to complete a full cycle of the City.	1 to 2 weeks per cycle	1 to 2 weeks per cycle	1 to 2 weeks per cycle
Reduce solid waste taken to the landfill. Look at the possiblity of single stream recycling program to increase the percentage of recycled materials	% of solid waste diverted from the landfill (the state has mandated a minimum 25% reduction)	40%	43%	44%
Maintain the current level of household service.	Number of calls for missed service and cart repairs combined each month.	160 per month	145 per month	130 per month

Solid Waste Fund

City of Bartlett

FY 2021 Adopted

Solid Waste crews collect household and yard waste while trying to divert as much solid waste as possible from the landfill towards recycling. Waste is transported to either Republic Services Landfill or the City's contracted mulch-processing site. This

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	*6,108,533*	*7,185,191*	*7,323,000*	*7,344,000*
Salaries	1,822,423	1,980,310	1,871,416	2,143,011
Benefits	1,032,123	1,111,481	1,034,520	1,264,772

CITY OF BARTLETT
SOLID WASTE FUND
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Solid Waste Revenues				
Shelby County CARES Act Grant	$ 0	$ 0	$ 32,000	$ 33,000
TN Recycling Rebate	21,415	10,800	0	0
Property Maintenance Charges	14,508	12,000	10,000	10,000
Sanitation Fee-Residential	6,012,453	7,100,000	7,200,000	7,220,000
Sanitation Fee-Commercial	27,121	28,000	35,000	35,000
Recycling Fee	3,147	5,000	10,000	10,000
Carts Commercial	1,620	500	1,000	1,000
Special Sanitation Pick Up	0	500	0	0
Carts Residential	20,395	20,000	20,000	20,000
Appliances	9,628	5,000	5,000	5,000
Other Revenue/Uncollectable	(1,754)	3,391	10,000	10,000
Total Solid Waste Revenues	**$ 6,108,533**	**$ 7,185,191**	**$ 7,323,000**	**$ 7,344,000**
Solid Waste Expenditures				
Personnel				
Supervisor Salaries	$ 63,085	$ 65,486	$ 65,486	$ 68,339
Employee Wages	1,482,357	1,615,599	1,515,775	1,771,781
Overtime Wages	254,981	260,000	260,000	260,000
Contracted Services	168,175	190,000	190,000	190,000
Part-Time	22,000	39,225	30,155	42,891
Vacation Pay	18,165	0	8,526	0
Sick Pay	17,699	0	0	0
Longevity Pay	35,827	37,904	34,368	39,544
COVID-19 Hazard Pay	3,216	3,652	3,133	45,652
Employee Health Insurance	430,367	547,726	456,506	553,113
Employee Life Insurance	4,279	5,379	4,759	5,888
Worker's Compensation Insurance	92,621	93,670	93,672	73,733
Retiree Health Insurance	77,248	84,054	79,039	92,006
FICA	135,111	145,126	136,031	160,001
Pension Contribution	194,665	170,980	198,275	273,346
Contributory Retirement Plan	22,925	22,990	20,211	21,489
Total Personnel	**$ 3,022,722**	**$ 3,281,791**	**$ 3,095,936**	**$ 3,597,783**
Staffing Level				
Full-Time	*39.50*	*41.00*	*37.95*	*44.00*
Part-Time (converted to FTE)	*0.78*	*1.80*	*1.11*	*2.29*
Total Full-Time Equivalent (FTE)	***40.28***	***42.80***	***39.06***	***46.29***
Operations				
Training	$ 79	$ 0	$ 150	$ 500
Travel	170	0	0	100
Other Professional Services	135	800	969	1,000
Dues & Subscriptions	194	400	425	425
Utilities	10,144	11,000	11,000	12,000
Phone-Local	1,464	1,350	1,350	1,350
Cellular Phones	1,620	1,500	2,200	2,500
Shop Allocation	100,000	100,000	100,000	220,000
Vehicle Maintenance	501,243	500,000	510,000	525,000
Equipment Maintenance	72,011	60,000	65,000	70,000

CITY OF BARTLETT
SOLID WASTE FUND
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Radio Maintenance	1,274	0	0	12,769
Building Maintenance	1,762	25,000	26,300	2,500
Office Supplies	1,306	1,200	1,200	1,200
Printing	590	750	750	750
Petroleum Supplies	379,468	390,000	350,000	375,000
Clothing & Uniforms	17,828	19,000	19,000	19,000
Operating Supplies	20,757	28,056	25,000	28,000
Cleaning Supplies	1,098	2,000	2,000	2,000
Fill Sand, Dirt & Gravel	2,653	3,000	3,000	3,000
Small Tools	2,641	2,500	3,200	3,000
Equipment Leasing	77	250	100	150
Property Insurance	622	700	628	700
Vehicle & Equip Insurance	45,018	40,000	42,990	40,000
General Liability Insurance	12,953	13,000	12,744	13,000
Landfill Fees	1,074,240	1,050,000	1,128,000	1,162,000
State Fees	24,500	31,500	24,500	35,000
Transfer Station Fees $4,500, Household Hazardous Waste Fee $20,000, Shelby County Solid Waste Board for Bartlett's share of consultants cost for new Solid Waste Plan $7,000.				
Damage Claims	9,624	12,000	14,000	15,000
Miscellaneous Other Expenses	2,256	3,000	2,000	3,000
Total Operations	**$ 2,285,726**	**$ 2,297,006**	**$ 2,346,506**	**$ 2,548,944**
Transfers Out/Interdept Allocation				
Transfer To Debt Service	$ 153,000	$ 139,000	$ 139,000	$ 125,000
Cost Sharing Allocation	0	0	0	466,348
Total Transfers Out	**$ 153,000**	**$ 139,000**	**$ 139,000**	**$ 591,348**
Capital				
Building Improvements	$ 6,524	$ 0	$ 0	$ 0
Communications Equipment	0	200	0	0
Data Processing Equipment	0	2,250	2,290	1,205
Vehicles	1,073,983	1,112,000	1,180,003	375,000
1 - Automated Packer - $260,000, 1 - Day Cab Tractor - $115,000.				
Other Equipment	88,724	278,000	292,252	93,500
1 - Walking Floor Trailer - $84,000, 1 - Recycling Container - $9,500.				
Garbage Carts	74,371	75,000	75,000	75,000
Total Capital	**$ 1,243,601**	**$ 1,467,450**	**$ 1,549,545**	**$ 544,705**
Total Solid Waste Expenditures	**$ 6,705,049**	**$ 7,185,247**	**$ 7,130,987**	**$ 7,282,780**
Net From Operations	**(596,516)**	**(56)**	**192,013**	**61,220**
Beginning Fund Balance	**$ 1,086,301**	**$ 489,785**	**$ 489,785**	**$ 681,798**
Ending Fund Balance	**$ 489,785**	**$ 489,729**	**$ 681,798**	**$ 743,018**

CITY OF BARTLETT
GENERAL IMPROVEMENT FUND
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
General Improvement Revenues				
City Service Fee	$ 666,794	$ 672,000	$ 672,000	$ 672,000
Other Revenue	(659)	100	500	500
Total General Improvement Revenues	**$ 666,134**	**$ 672,100**	**$ 672,500**	**$ 672,500**
General Improvement Expenditures				
Operations				
Training	$ 1,163	$ 10,000	$ 10,000	$ 10,000
Rental	37,140	38,000	38,000	38,000
MLGW pole attaching for fiber, Vertical Bridge tower lease for radio.				
Software	81,502	11,000	11,000	0
Telecommucation Link	1,500	1,500	1,500	1,500
Equipment Maintenance	581	2,000	2,000	2,000
Computer Maintenance	384,952	428,050	430,000	435,000
Building Maintenance	950	1,000	0	0
Total Operations	**$ 507,789**	**$ 491,550**	**$ 492,500**	**$ 486,500**
Transfers Out				
Transfer To General Fund	$ 167,500	$ 168,000	$ 168,000	$ 168,000
Total Transfers Out	**$ 167,500**	**$ 168,000**	**$ 168,000**	**$ 168,000**
Capital				
Buildings Improvements	$ 0	$ 0	$ 1,000	$ 1,000
Data Equipment	68,958	177,000	160,000	165,000
Furniture	2,296	0	0	0
Total Capital	**$ 71,253**	**$ 177,000**	**$ 161,000**	**$ 166,000**
Total Gen Improvement Expenditures	**$ 746,542**	**$ 836,550**	**$ 821,500**	**$ 820,500**
Net From Operations	**(80,408)**	**(164,450)**	**(149,000)**	**(148,000)**
Beginning Fund Balance	**$ 381,072**	**$ 300,664**	**$ 300,664**	**$ 151,664**
Ending Fund Balance	**$ 300,664**	**$ 136,214**	**$ 151,664**	**$ 3,664**

CITY OF BARTLETT
DRUG ENFORCEMENT FUNDS
FY 2021 Adopted Budget

Description		FY 2019 Actual		FY 2020 Revised		FY 2020 Projection		FY 2021 Adopted
Drug Enforcement Funds Revenues								
Drug Arrest Fees	$	900	$	0	$	0	$	0
Drug Enforcement Fines		51,237		40,000		40,000		40,000
Other Court Fines		63		2,000		2,000		2,000
Sale Confiscated Property		13,601		15,000		15,000		15,000
Civil Settlement		44,248		70,000		140,000		150,000
Transfer In School Reimbursement		20,685		33,000		33,000		33,000
Other Revenues		8,759		1,000		4,000		4,000
Total Drug Enforcement Funds Revenues	**$**	**139,493**	**$**	**161,000**	**$**	**234,000**	**$**	**244,000**
Dare Program Expenditures								
Operations								
Training	$	0	$	1,500	$	1,500	$	1,500
Travel		397		2,500		2,500		2,500
Office Supplies		203		500		500		500
Printing		718		1,000		1,000		1,000
Operating Supplies		10,878		10,000		10,000		10,000
Small Tools		0		2,000		2,000		2,000
Public Awareness		8,489		8,000		8,000		8,000
Total Operations	**$**	**20,685**	**$**	**25,500**	**$**	**25,500**	**$**	**25,500**
Capital								
Data Equipment	$	0	$	7,500	$	7,500	$	7,500
Total Capital	**$**	**0**	**$**	**7,500**	**$**	**7,500**	**$**	**7,500**
Total Dare Program Expenditures	**$**	**20,685**	**$**	**33,000**	**$**	**33,000**	**$**	**33,000**
Drug Enforcement Expenditures								
Personnel								
Overtime Wages	$	24,024	$	50,000	$	50,000	$	60,000
FICA		1,742		4,000		4,000		6,000
Total Personnel	**$**	**25,766**	**$**	**54,000**	**$**	**54,000**	**$**	**66,000**
Operations								
Training	$	0	$	3,000	$	0	$	5,000
Firearm Training		20,561		20,000		0		7,500
Travel		0		7,000		0		5,000
Dues & Subscriptions		240		500		0		500
Phone-Local		1,124		1,200		1,200		1,200
Cell Phones		4,959		6,000		6,000		6,000
Software		0		5,000		0		35,000
Upgrade records management system.								
Vehicle Maintenance		3,487		7,000		416		5,000
Office Supplies		1,909		2,000		0		2,000
Clothing		3,972		48,688		35,000		10,000
Operating Supplies		0		7,000		1,000		5,000
Small Tools		4,167		5,000		1,000		5,000
Public Awareness		4,257		2,000		0		1,000
Drug Prevention		(517)		1,000		0		1,000

CITY OF BARTLETT
DRUG ENFORCEMENT FUNDS
FY 2021 Adopted Budget

Description		FY 2019 Actual		FY 2020 Revised		FY 2020 Projection		FY 2021 Adopted
Equipment Leasing		110		1,500		200		1,000
Tow-In Fee		2,250		3,000		0		2,500
Informant Payments		12,125		10,000		10,000		20,000
Miscellaneous Expense		2,329		3,000		105		1,000
Total Operations	**$**	**60,972**	**$**	**132,888**	**$**	**54,920**	**$**	**113,700**
Capital								
Communication Equipment	$	0	$	5,000	$	0	$	2,500
Data Equipment		2,277		20,000		0		10,000
RMS Upgrade.								
Office Equipment		0		1,000		0		1,000
Vehicles		101,669		0		0		45,000
Purchase2 ISD Vehicles.								
Furniture		0		2,000		0		10,000
Other Equipment		95,475		50,000		2,964		25,000
Future K9 Replacement.								
Total Capital	**$**	**199,421**	**$**	**78,000**	**$**	**2,964**	**$**	**93,500**
Total Drug Enforcement Expenditures	**$**	**286,159**	**$**	**264,888**	**$**	**111,884**	**$**	**273,200**
Total Drug Enforcement Funds Expenditure	**$**	**306,844**	**$**	**297,888**	**$**	**144,884**	**$**	**306,200**
Net From Operations		**(167,351)**		**(136,888)**		**89,116**		**(62,200)**
Beginning Fund Balance	**$**	**422,422**	**$**	**255,071**	**$**	**255,071**	**$**	**344,187**
Ending Fund Balance	**$**	**255,071**	**$**	**118,183**	**$**	**344,187**	**$**	**281,987**

CITY OF BARTLETT
FEDERAL DRUG ENFORCEMENT FUND
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Fed Drug Enforcement Revenues				
DEA Funds	$ 247,902	$ 60,000	$ 145,000	$ 60,000
Interest/Other	305	200	200	200
Total Fed Drug Enforcement Revenues	**$ 248,207**	**$ 60,200**	**$ 145,200**	**$ 60,200**
Fed Drug Enforcement Expenditures				
Operations				
Training	$ 0	$ 10,000	$ 0	$ 10,000
Volunteer Expense	0	1,000	0	1,000
Travel	406	10,000	0	10,000
Dues & Subscription	700	2,000	0	3,000
Cell Phones	4,478	2,500	0	3,000
Vehicle Maintenance	850	2,000	0	2,000
Radio Maintenance	0	1,000	0	1,000
Office Supplies	0	1,000	0	1,000
Printing	126	200	0	200
Small Tools	3,761	5,000	3,000	5,000
Drug Use Prevention Program	0	0	0	2,500
Total Operations	**$ 10,321**	**$ 34,700**	**$ 3,000**	**$ 38,700**
Capital				
Data Equipment	$ 8,010	$ 5,000	$ 0	$ 55,000
RMS Upgrade.				
Vehicles	101,246	106,546	109,000	225,000
5 Patrol Vehs (45K Each).				
Furniture	39,980	0	0	0
Other Equipment	57,996	25,000	25,000	60,000
New Rifles, Rifle Mounts & Other Equipment.				
Total Capital	**$ 207,232**	**$ 136,546**	**$ 134,000**	**$ 340,000**
Total Fed Drug Enforcement Expenditures	**$ 217,553**	**$ 171,246**	**$ 137,000**	**$ 378,700**
Net From Operations	**30,655**	**(111,046)**	**8,200**	**(318,500)**
Beginning Fund Balance	**$ 338,260**	**$ 368,915**	**$ 368,915**	**$ 377,115**
Ending Fund Balance	**$ 368,915**	**$ 257,868**	**$ 377,115**	**$ 58,615**

CITY OF BARTLETT
DRAINAGE FUND
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Drainage Control Revenues				
Drainage Fee Detention Basin	$ 4,000	$ 4,000	$ 0	$ 4,000
Transfer from General Fund	100,000	100,000	100,000	0
Interest/Other	13,078	23,374	20,000	20,000
Total Drainage Revenues	**$ 117,078**	**$ 127,374**	**$ 120,000**	**$ 24,000**
Drainage Control Expenditures				
Personnel				
Employee Wages	$ 58,425	$ 61,035	$ 61,035	$ 61,477
Overtime Wages	3,384	3,500	3,620	3,500
Contracted Services	0	3,500	2,000	2,000
Education Bonus	720	720	720	720
Longevity	2,534	3,662	3,608	3,689
COVID-19 Hazard Pay	82	83	83	1,083
Employee Health Insurance	11,881	13,689	13,689	13,689
Employee Life Insurance	160	195	183	197
Worker's Compensation Insurance	277	330	336	261
Retiree Health Insurance	2,921	3,052	3,052	3,074
FICA	4,805	5,039	5,016	5,092
Pension Contribution	10,072	8,545	11,359	9,053
Contributory Retirement Plan	0	0	0	723
Total Personnel	**$ 95,261**	**$ 103,350**	**$ 104,701**	**$ 104,558**
h ***Staffing Level***				
Full-Time	*1.00*	*1.00*	*1.00*	*1.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***1.00***	***1.00***	***1.00***	***1.00***
Operations				
Training	$ 0	$ 750	$ 700	$ 750
Travel	0	1,400	1,400	1,400
Professional Services	1,000	6,024	2,000	2,500
Other Professional Services	488	6,500	1,500	3,000
Postage & Freight	0	100	0	0
Dues & Subscription	0	750	650	750
Printing	0	500	200	250
Operating Supplies	0	750	250	250
Public Awareness	3,111	4,500	3,000	3,500
State Fees	3,460	3,600	3,600	3,600
Total Operations	**$ 8,058**	**$ 24,874**	**$ 13,300**	**$ 16,000**
Total Drainage Control Expenditures	**$ 103,319**	**$ 128,224**	**$ 118,001**	**$ 120,558**
Net From Operations	**13,759**	**(850)**	**1,999**	**(96,558)**
Beginning Fund Balance	**$ 194,929**	**$ 208,688**	**$ 208,688**	**$ 210,687**
Ending Fund Balance	**$ 208,688**	**$ 207,838**	**$ 210,687**	**$ 114,129**

CITY OF BARTLETT
PARK IMPROVEMENTS FUND
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Park Improvement Revenues				
Parks Dev Fee Dist1	$ 0	$ 0	$ 0	$ 0
Parks Dev Fee Dist2	0	0	0	0
Parks Dev Fee Dist3	0	0	0	0
Greenbelt	0	0	0	0
Interest/Other Revenues	2,388	500	4,000	4,000
Total Park Improvement Revenues	**$ 2,388**	**$ 500**	**$ 4,000**	**$ 4,000**
Transfers Out				
Transfer to Capital Improvement Fund	$ 16,936	$ 22,700	$ 22,700	$ 0
Parks maintenances.				
Total Transfers Out	**$ 16,936**	**$ 22,700**	**$ 22,700**	**$ 0**
Park Improvement Expenditures				
Park Improvements Dist1	$ 0	$ 0	$ 0	$ 0
Park Improvements Dist2	0	0	0	0
Park Improvements Dist3	0	0	0	0
Park Improvements Miscellaneous	0	0	0	0
Total Park Improvement Expenditures	**$ 0**	**$ 0**	**$ 0**	**$ 0**
Net From Operations	**(14,548)**	**(22,200)**	**(18,700)**	**4,000**
Beginning Fund Balance	**$ 661,822**	**$ 647,274**	**$ 647,274**	**$ 628,574**
Ending Fund Balance	**$ 647,274**	**$ 625,074**	**$ 628,574**	**$ 632,574**

CITY OF BARTLETT
E-CITATION FUND
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
E-Citation Revenues				
Electronic Traffic Citation Fee	$ 0	$ 38,400	$ 20,000	$ 30,400
Total E-Citation Revenues	**$ 0**	**$ 38,400**	**$ 20,000**	**$ 30,400**
E-Citation Expenditures				
Operations				
Computer Maintenance	$ 0	$ 23,000	$ 0	$ 0
Share cost of Adsi interface b/w jail, court, ticketing, Eagent NCIC Software, DataDriven Watson, & VisionAir Software...				
Office Supplies	0	0	10,000	20,000
Total Operations	**$ 0**	**$ 23,000**	**$ 10,000**	**$ 20,000**
Capital				
Data Processing Equipment	$ 0	$ 15,400	$ 10,000	$ 10,400
Labtops, PCs & printers, Share of Server Cost.				
Total Capital	**$ 0**	**$ 15,400**	**$ 10,000**	**$ 10,400**
Total Drainage Control Expenditures	**$ 0**	**$ 38,400**	**$ 20,000**	**$ 30,400**
Net From Operations	**0**	**0**	**0**	**0**
Beginning Fund Balance	**$ 0**	**$ 0**	**$ 0**	**$ 0**
Ending Fund Balance	**$ 0**	**$ 0**	**$ 0**	**$ 0**

CITY OF BARTLETT

BARTLETT CITY SCHOOL FUND

FY 2021 Adopted Budget

Description		FY 2019 Actual		FY 2020 Revised		FY 2020 Projection		FY 2021 Adopted
Bartlett School Fund Revenues								
County Taxes	$	37,617,039	$	37,463,781	$	37,463,781	$	37,501,429
City of Bartlett Contributions		2,346,019		2,346,018		2,346,018		2,346,018
Charges for Services		515,926		88,912		88,912		45,272
Recurring Local Revenue		2,533,472		792,315		792,315		737,000
Nonrecurring Local Revenue		46,825		0		0		0
State Education Funds		43,443,494		44,792,672		44,792,672		45,133,709
Other State Revenue		107,959		89,056		89,056		108,000
Federal Funds thru the State		43		96,000		96,000		0
Capital Leases Issued		0		0		0		0
Other Sources		559,426		580,000		580,000		580,000
Total Bartlett School Fund Revenues	**$**	**87,170,203**	**$**	**86,248,754**	**$**	**86,248,754**	**$**	**86,451,428**
Staffing Level								
Full-Time Equivalent (FTE)		*864.00*		*864.00*		*864.00*		*863.90*
Bartlett School Fund Expenditures								
Regular Instruction Program	$	37,276,554	$	45,611,551	$	45,611,551	$	48,341,167
Alternative Education Program		409,649		6,800,620		6,800,620		6,643,678
Special Education		6,171,905		1,498,903		1,498,903		1,472,257
Career and Technical Education Program		1,352,855		528,575		528,575		451,125
Planning		122,871		129,890		129,890		130,416
Student Services		593,831		710,495		710,495		686,847
Health Services		697,742		893,256		893,256		921,447
Other Student Support		1,797,933		1,984,051		1,984,051		2,156,412
Regular Instruction Support		1,999,578		2,333,711		2,333,711		1,873,833
Special Education Support		1,081,587		1,180,359		1,180,359		1,239,367
Vocational Education Support		126,391		123,107		123,107		125,563
Board of Education		2,665,607		4,590,475		4,590,475		4,422,420
Director of Schools		474,338		695,100		695,100		751,003
Office of Principal		6,090,867		6,780,520		6,780,520		7,305,644
Fiscal Services		1,118,207		1,691,845		1,691,845		1,283,765
Human Resoures		491,748		611,503		611,503		663,803
Operation of Plant		4,078,762		4,784,729		4,784,729		5,018,383
Maintenance of Plant		1,390,409		1,388,562		1,388,562		1,592,086
Transportation		2,871,697		3,571,660		3,571,660		3,833,742
Technology		5,411,256		1,839,842		1,839,842		2,088,470
Capital Outlays		0		13,000,000		13,000,000		0
Transfers Out		7,027,857		0		0		0
Total Bartlett School Fund Expenditures	**$**	**83,251,642**	**$**	**100,748,754**	**$**	**100,748,754**	**$**	**91,001,428**
Net From Operations		**3,918,561**		**(14,500,000)**		**(14,500,000)**		**(4,550,000)**
School Beginning Fund Balance	**$**	**32,001,899**	**$**	**35,920,460**	**$**	**35,920,460**	**$**	**21,420,460**
School Ending Fund Balance	**$**	**35,920,460**	**$**	**21,420,460**	**$**	**21,420,460**	**$**	**16,870,460**

CITY OF BARTLETT

TENNESSEE

UTILITY FUND

The City operates a Water and Sewer Fund that provides water treatment and water and sewer service throughout the City. This service is operated as a separate entity in an enterprise fund.

City of Bartlett

UTILITY FUND

FY 2021 Adopted Budget

Full-Time Authorized Personnel Positions

Utility Administration	
Supervisor	1
General Clerk	3
Skill Clerk	2
Senior Clerk	1
Total Utility Administration	**7**
Water & Wastewater Services	
Assistant Director	1
Manager	1
Skill Clerk	1
Driver	5
Foreman	4
Supervisor	1
Meter Reader	4
Sewer Tech	2
Utility Worker	3
Utility Location Technician	1
Total Water & Wastewater Svcs	**23**
Plant Operations	
Assistant City Engineer	1
Manager	1
Engineer	1
Construction Inspector	3
Driver	1
Watertreat Operator	3
Total Plant Operations	**10**
Sewer Lagoon	
Manager	1
Watertreat Operator	2
Plant Maintenance	1
Total Sewer Lagoon	**4**
TOTAL UTILITY FUND	**44**

The Utility Fund has four cost centers; Administration, Water & Wastewater Services, Plant Operations and Sewer Lagoon. The Utility Fund budget had a net increase of $1,308,30 (14.81%) over the FY 2020 Projection. Public Works Administration reallocated 2 positions to Water & Wastewater Services while 4 positions were reallocated from Engineering to Plant Operations. Also, Utility Administration added a genenral clerk position. FY 2020 budget included a career ladder pay increase for full-time employees.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revenues	*8,696,205*	*9,734,500*	*9,514,000*	*9,723,000*
Salaries	1,714,726	1,820,356	1,726,881	2,264,586
Benefits	749,768	960,210	961,710	1,302,896
Operations	3,449,568	3,723,660	3,668,180	3,887,098
Capital	107,460	1,243,441	657,262	884,210
Interdept Alloc	0	0	0	593,534
Dbt Svc/Trfr Out	3,852,718	1,874,570	1,831,720	1,221,319
Net Income	**(1,178,035)**	**112,262**	**668,247**	**(430,643)**
Beg Cash Bal	**13,804,383**	**12,626,348**	**12,626,348**	**13,294,595**
End Cash Bal	**12,626,348**	**12,738,610**	**13,294,595**	**12,863,952**

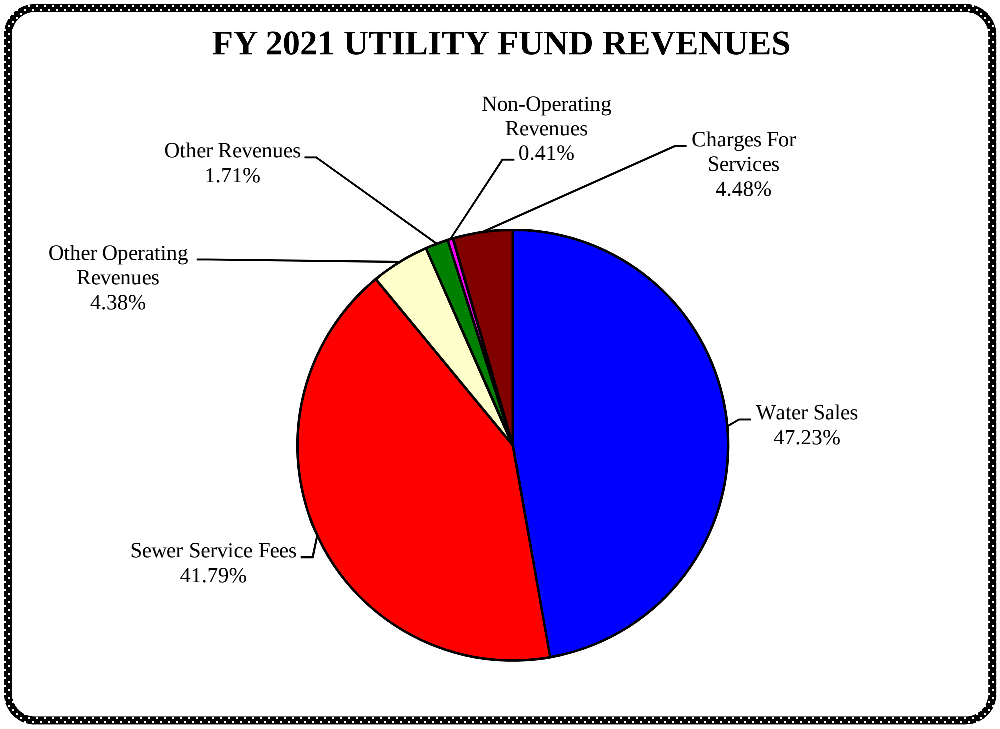
CITY OF BARTLETT
UTILITY FUND SUMMARY
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Utility Revenues				
Operating Revenues	$ 8,299,296	$ 9,493,000	$ 9,313,000	$ 9,506,000
Other Revenues	153,862	92,000	170,000	166,500
Non-Operating Revenues	209,065	140,000	20,000	40,000
Total Utility Revenues	**$ 8,662,223**	**$ 9,725,000**	**$ 9,503,000**	**$ 9,712,500**
Staffing Level				
Full-Time	*34.65*	*37.00*	*34.53*	*44.00*
Part-Time (converted to FTE)	*1.21*	*2.03*	*0.94*	*1.29*
Total Full-Time Equivalent (FTE)	***35.86***	***39.03***	***35.47***	***45.29***
Utility Expenditures				
Utility Administration	$ 2,184,529	$ 2,632,318	$ 2,468,835	$ 2,720,268
Water & Wastewater Services	1,619,100	1,944,937	1,881,627	2,308,946
Plant Operations	1,488,040	2,121,451	1,856,031	2,726,840
Sewer Treatment	695,870	1,039,462	796,540	1,165,770
Total Utility Expenditures	**$ 5,987,540**	**$ 7,738,168**	**$ 7,003,033**	**$ 8,921,824**
Projected Cash Flow	**$ 2,674,683**	**$ 1,986,832**	**$ 2,499,967**	**$ 790,676**
Less:				
Debt Service	$ 1,302,718	$ 1,224,570	$ 1,181,720	$ 1,221,319
Transfer to Capital Improvement Fund	2,550,000	650,000	650,000	0
Total	**$ 3,852,718**	**$ 1,874,570**	**$ 1,831,720**	**$ 1,221,319**
Net From Operations	**$ (1,178,035)**	**$ 112,262**	**$ 668,247**	**$ (430,643)**
Beginning Cash Balance	**$ 13,804,383**	**$ 12,626,348**	**$ 12,626,348**	**$ 13,294,595**
Ending Cash Balance	**$ 12,626,348**	**$ 12,738,610**	**$ 13,294,595**	**$ 12,863,952**

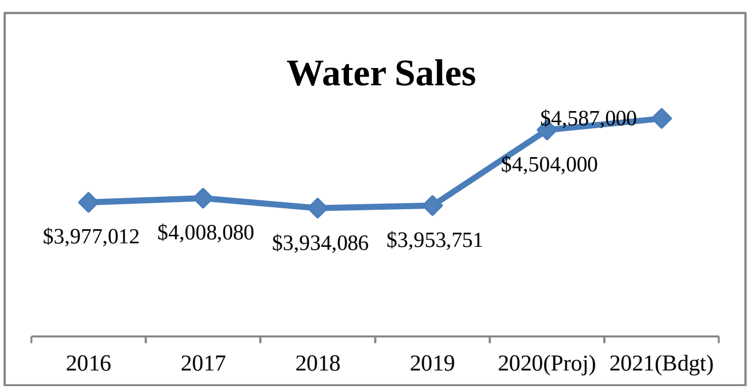
CITY OF BARTLETT
UTILITY FUND REVENUES
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Water Sales				
Metered Water Sales City Residential	$ 2,915,969	$ 3,375,000	$ 3,400,000	$ 3,450,000
Metered Water Sales City Commercial	855,734	1,010,000	870,000	900,000
Metered Water Sales Rural Residential	190,218	210,000	218,000	220,000
Metered Water Sales Rural Commercial	16,082	16,000	16,000	17,000
Uncollectable Revenue-Water	(24,252)	0	0	0
Total Water Sales	**$ 3,953,751**	**$ 4,611,000**	**$ 4,504,000**	**$ 4,587,000**
Sewer Service Fees				
Sewer Service Fees City Residential	$ 1,840,158	$ 2,118,000	$ 2,100,000	$ 2,150,000
Sewer Service Fees City Commercial	628,181	730,000	650,000	670,000
Sewer Service Fees Rural Commercial	3,721	4,500	4,500	4,500
North Sewer Service Fees City Res.	918,069	1,040,000	1,050,000	1,070,000
North Sewer Service Fees City Comm	42,387	50,000	45,000	50,000
North Sewer Service Fees Rural Res.	101,258	110,000	105,000	110,000
North Sewer Service Fees Rural Comm.	4,228	4,500	4,500	4,500
Uncollectable Revenue-Sewer	(7,086)	0	0	0
Total Sewer Service Fees	**$ 3,530,915**	**$ 4,057,000**	**$ 3,959,000**	**$ 4,059,000**
Other Operating Revenues				
Service Connection Fee	$ 67,860	$ 70,000	$ 65,000	$ 70,000
Disconnect/Reconnect Fee	37,740	35,000	35,000	35,000
Forfeited Discounts	298,274	310,000	315,000	320,000
Total Other Operating Revenues	**$ 403,874**	**$ 415,000**	**$ 415,000**	**$ 425,000**
Other Revenues				
Interest	$ 90,703	$ 52,000	$ 60,000	$ 60,000
Shelby County CARES Act Grant	0	0	60,000	61,500
Other Revenues	52,548	25,000	25,000	25,000
Reimbursements For Damage	10,611	15,000	25,000	20,000
Total Other Revenues	**$ 153,862**	**$ 92,000**	**$ 170,000**	**$ 166,500**
Non-Operating Revenues				
Water Tap Fees South	$ 54,000	$ 50,000	$ 5,000	$ 10,000
Water Tap Fees North	12,000	10,000	5,000	10,000
Sewer Tap South Basin	75,259	40,000	5,000	10,000
Sewer Tap North Basin	15,000	20,000	5,000	5,000
Subdivision Development	52,806	20,000	0	5,000
Total Non-Operating Revenues	**$ 209,065**	**$ 140,000**	**$ 20,000**	**$ 40,000**
Charges For Services				
Water Credit Card Fees	$ 16,121	$ 0	$ 70,000	$ 70,000
Tower Lease Payments	365,186	360,000	$ 340,000	$ 340,000
Water Meter Installation	29,450	50,000	$ 25,000	$ 25,000
Total Charges For Services	**$ 410,757**	**$ 410,000**	**$ 435,000**	**$ 435,000**
TOTAL UTILITY FUND REVENUES	**$ 8,662,223**	**$ 9,725,000**	**$ 9,503,000**	**$ 9,712,500**

CITY OF BARTLETT
ANALYSIS OF UTILITY REVENUE SOURCES
FY 2021 Adopted Budget

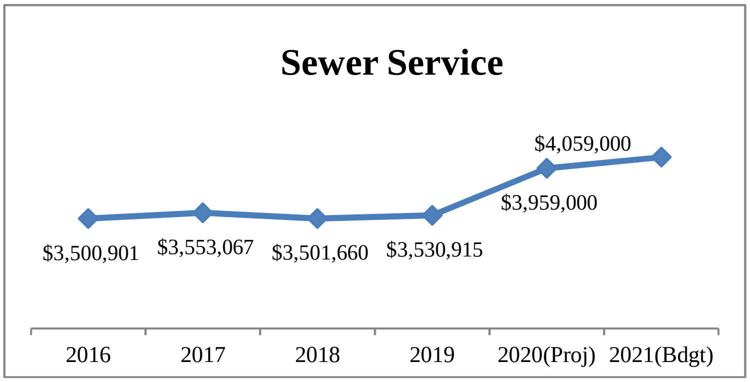


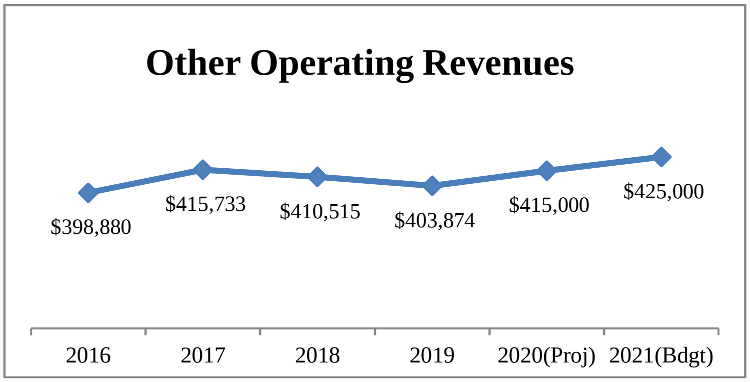
The Utility Revenues include charges for water and sewer usage and connection and development fees for the water and sewer system. We are required to make the Utility system self-sufficient per Tennessee Water and Wastewater Financing Board. $2 increase each in the water and sewer rates per month per customer for FY 2020. Water and sewer rates were last increased in 2011. 2.2% increase budgeted for FY 2021.



This revenue is based on the volume of water usage with a different rate for residential and commercial users. FY 2021 budget is based on 50 new additional users.

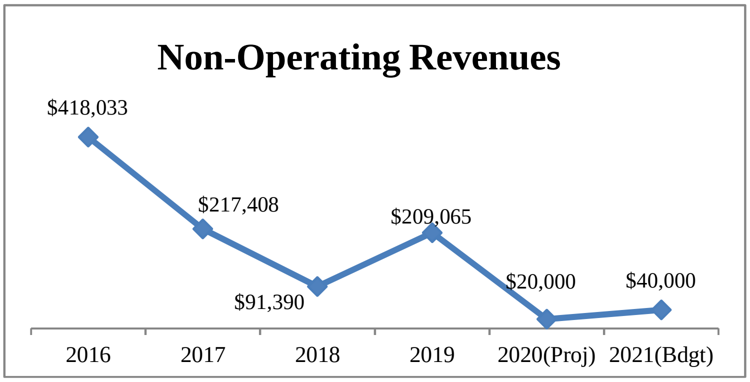
This revenue is based on the volume of water used and is a charge for the collection, treatment, and disposal of wastewater. Sewage in the North Basin is treated by the City and sewage in the South Basin is treated by the City of Memphis. FY 2021 budget is based on 50 new additional users.

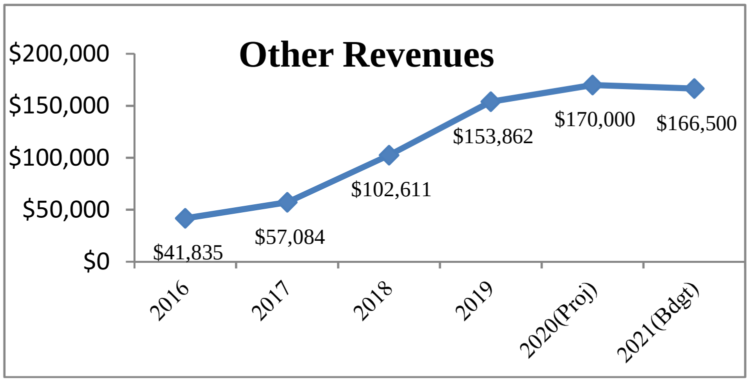




These are service fees and disconnect/reconnect fees for the water and sewer systems and the forfeited discounts.

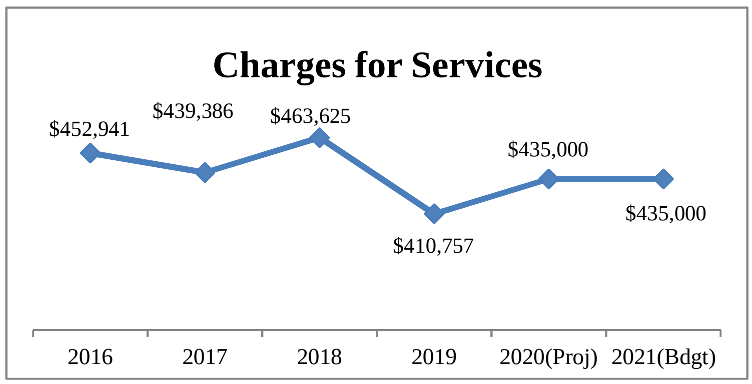
These are developer based tap and connection fees for the water and sewer systems. The Water Connection Fee is $2,000.00 per lot for residential connections and $3,000 per lot for commercial and industrial connections. The Sewer Connection Fee is $2,000.00 per lot for residential connections and the greater of $33 per front foot or $2,333 per acre for commercial and industrial connections.





Other Revenues include interest earned on utility investments and miscellaneous revenue.

These are charges for meter installation for the water and sewer system and lease payments for use of city utility property for cell phone antenae.



CITY OF BARTLETT

UTILITY FUND EXPENDITURES - LINE ITEM SUMMARY

FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues				
Local Sales Tax .5% Reimbursement	$ 21,467	$ 0	$ 0	$ 0
Demand Response Program	12,516	9,500	11,000	10,500
Total Department Revenues	**$ 33,983**	**$ 9,500**	**$ 11,000**	**$ 10,500**
Personnel				
Supervisor Salaries	$ 277,481	$ 286,500	$ 282,345	$ 484,608
Employee Wages	1,314,058	1,394,933	1,325,755	1,658,215
Overtime Wages	72,521	72,100	69,539	70,500
Special Hours	20,500	21,600	20,900	21,600
Part-Time	30,167	45,223	28,342	29,663
Vacation Pay	637	0	1,165	0
Educational Bonus	1,840	2,160	2,790	3,120
Sick Pay	877	0	0	0
Longevity Pay	35,500	35,296	36,775	50,612
COVID-19 Hazard Pay	3,051	3,314	2,969	44,815
Employee Health Insurance	382,686	439,859	418,764	547,694
Employee Life Insurance	4,334	5,381	4,799	6,857
Worker's Compensation Insurance	47,600	48,590	48,588	40,989
Retiree Health Insurance	(354,288)	84,071	80,446	107,141
FICA	125,663	133,708	125,500	170,592
Pension Contribution	492,623	192,515	224,970	308,129
Contributory Retirement Plan	9,245	15,316	14,944	22,947
Total Personnel	**$ 2,464,494**	**$ 2,780,566**	**$ 2,688,591**	**$ 3,567,482**
Staffing Level				
Full-Time	*34.65*	*37.00*	*34.53*	*44.00*
Part-Time (converted to FTE)	*1.21*	*2.03*	*0.94*	*1.29*
Total Full-Time Equivalent (FTE)	***35.86***	***39.03***	***35.47***	***45.29***
Operations				
Training	$ 3,507	$ 6,900	$ 6,494	$ 6,900
Travel	2,630	8,050	7,225	7,350
Professional Services	1,200	2,000	1,000	2,000
Other Professional Service	28,463	56,500	34,100	56,500
Postage & Freight	75,684	101,100	76,100	101,250
Notice Publication	185	850	300	400
Dues & Subscriptions	999	2,260	1,550	2,160
Utilities	638,690	615,000	732,000	773,000
Water Purchased For Resale	49,341	55,000	60,000	60,000
Phones - Local	3,661	5,450	3,700	3,900
Cellular Phones	7,392	7,050	7,650	8,050
Data Processing - Software	0	16,845	12,000	15,000
Telecommunication Link	549	650	600	650
Shop Allocation	24,600	24,600	26,000	26,000
Vehicle Maintenance	30,642	35,500	36,800	37,500
Equipment Maintenance	311,315	282,000	287,000	302,000
Radio Maintenance	0	0	0	14,228
Computer Maintenance	266	21,255	10,000	20,000
Grounds Maintenance	3,403	5,100	4,100	4,100

CITY OF BARTLETT

UTILITY FUND EXPENDITURES - LINE ITEM SUMMARY

FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Building Maintenance	9,701	23,000	17,300	23,000
Water & Sewer Line Maintenance	26,804	27,500	27,500	27,500
Waste Refuse	38,259	38,000	38,000	43,000
Bad Debt Expense	2,578	3,000	4,300	4,500
Office Supplies	8,187	7,500	7,900	8,500
Printing	10,211	51,470	18,200	22,350
Petroleum Supplies	62,914	53,000	56,200	57,000
Clothing & Uniforms	10,294	10,700	9,650	10,700
Operating Supplies	19,088	24,000	21,000	21,500
Cleaning Supplies	3,383	5,100	4,550	5,000
Chemical Supplies	84,738	102,810	99,574	110,800
Fill Sand, Dirt & Gravel	13,191	20,000	20,000	20,000
Concrete & Brick	6,761	7,000	7,000	7,000
Small Tools	2,385	2,900	2,900	2,900
Pipe & Materials-System Maintenance	54,118	70,000	70,000	70,000
Meters & Meter Boxes	3,468	8,500	5,500	7,000
Equipment Rental	0	500	0	500
Street Barricade & Equip Re	0	400	400	400
Equipment Leasing	1,284	1,400	1,440	1,440
Property Insurance	75,932	77,500	79,186	80,500
Vehicle & Equip Insurance	11,663	14,920	11,620	14,620
General Liability Insurance	20,838	21,600	20,787	21,600
Bank Charges	0	1,000	1,000	1,000
Credit Card Vendor Fees	10,509	0	68,000	70,000
Lab Testing	51,003	53,000	55,000	56,000
CSX Leases	1,210	1,500	2,500	2,500
Cash Over Or Short	34	100	100	100
Pollution Control Fees	50,104	51,200	51,200	51,200
In Lieu Of Tax Payments	678,863	670,000	590,535	580,000
Storage Fees	300	400	500	500
Sewer Service Fees	1,003,945	1,108,000	1,065,000	1,105,000
State Fees	1,000	750	1,000	1,000
Damage Claims	3,964	19,000	2,444	17,500
Miscellaneous Other Expenses	314	1,800	1,275	1,500
Total Operations	**$ 3,449,568**	**$ 3,723,660**	**$ 3,668,180**	**$ 3,887,098**
Transfers Out/Interdept Allocation				
Cost Sharing Allocation	$ 0	$ 0	$ 0	$ 593,534
Total Transfers Out	**$ 0**	**$ 0**	**$ 0**	**$ 593,534**
Capital				
Communications Equipment	$ 0	$ 1,400	$ 1,000	$ 1,000
Data Processing Equipment	9,645	12,250	13,386	14,710
Office Equipment	0	500	500	500
Vehicles	0	96,000	96,855	30,000
Other Equipment	2,150	16,000	11,921	15,000
Water/Sewer Mains & System Improvement	95,665	1,117,291	533,600	823,000
Total Capital	**$ 107,460**	**$ 1,243,441**	**$ 657,262**	**$ 884,210**
TOTAL UTILITY FUND EXPENDITURES	**$ 5,987,540**	**$ 7,738,168**	**$ 7,003,033**	**$ 8,921,824**

Utility Administration

City of Bartlett

FY 2021 Adopted

What We Do

Utility Administration bills bi-monthly for approximately 20,000 customers, checks for accurate readings, high-low readings, & inactive accounts, applies all incoming money to proper water customer's accounts or proper general ledger accounts, and generates daily deposits. New water meter sales in annexation areas are processed through this office.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Salaries	258,853	276,046	263,966	282,060
Benefits	91,471	131,432	125,740	141,911
Operations	1,798,587	2,028,740	1,882,664	1,979,160
Capital	35,619	196,100	196,465	135,500
Interdept Alloc	0	0	0	181,637
Total	**2,184,529**	**2,632,318**	**2,468,835**	**2,720,268**

FY 2020 Performance Highlights

Changes & improvements were made to several of our ordinances in the Water Department. Increased number of accounts that are on bank drafts. Collected for payments of yard carts on water bills. Continued payment plan for customers for efficiency. Experienced a decrease in non-pay turn-offs due to consistent turn-off schedule. Collected for payments of Family Funds Donations on water bills.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
2 accurate billings per month	% of bills processed & ready for mailing within two days	99%	99%	99%
Accurately read water meters monthly	# of meters read monthly	20,500	20,750	21,000
Accurately read water meters monthly	% of meters read accurately	99%	99%	99%

CITY OF BARTLETT
UTILITY ADMINISTRATION
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 58,742	$ 61,845	$ 61,845	$ 61,845
Employee Wages	191,352	198,541	197,457	219,715
Overtime Wages	138	100	446	500
Part-Time	8,622	15,560	4,218	0
Vacation Pay	(1,025)	0	1,165	0
Sick Pay	53	0	0	0
Longevity Pay	4,719	4,933	5,805	6,062
COVID-19 Hazard Pay	495	575	495	6,578
Employee Health Insurance	53,421	61,584	54,169	47,897
Employee Life Insurance	685	833	756	901
Worker's Compensation Insurance	449	462	468	343
Retiree Health Insurance	(56,913)	13,019	13,006	14,078
FICA	18,849	20,278	19,551	21,279
Pension Contribution	68,092	26,023	27,050	41,460
Contributory Retirement Plan	2,645	3,725	3,275	3,313
Total Personnel	**$ 350,324**	**$ 407,478**	**$ 389,706**	**$ 423,971**
Staffing Level				
Full-Time	*6.00*	*6.00*	*6.58*	*7.00*
Part-Time (converted to FTE)	*0.40*	*0.74*	*0.32*	*0.00*
Total Full-Time Equivalent (FTE)	***6.40***	***6.74***	***6.90***	***7.00***
Operations				
Training	$ 0	$ 1,000	$ 975	$ 1,000
Travel	1,264	2,000	2,000	2,000
Other Professional Service	0	22,000	0	22,000
Printing and mailing utility bills annually.				
Postage & Freight	74,197	100,000	75,000	100,000
Dues & Subscriptions	0	100	0	100
Phones - Local	967	1,000	1,000	1,000
Data Processing - Software	0	16,845	12,000	15,000
Equipment Maintenance	0	20,000	20,000	20,000
Computer Maintenance	266	21,255	10,000	20,000
Bad Debt Expense	2,578	3,000	4,300	4,500
Office Supplies	4,426	5,000	5,500	6,000
Printing	10,211	51,120	18,000	22,000
Operating Supplies	468	1,000	1,000	1,000
Equipment Leasing	1,284	1,400	1,440	1,440
Vehicle & Equip Insurance	12	20	12	20
General Liability Insurance	9,171	9,500	9,302	9,500
Bank Charges	0	1,000	1,000	1,000
Credit Card Vendor Fees	10,509	0	68,000	70,000
Cash Over Or Short	34	100	100	100
In Lieu Of Tax Payments	678,863	670,000	590,535	580,000
Formula based on depreciated book value of assets.				
Storage Fees	300	400	500	500
Sewer Service Fees	1,003,945	1,100,000	1,060,000	1,100,000
Based on treated sewer by City of Memphis.				
Damage Claims	0	1,000	1,000	1,000

CITY OF BARTLETT
UTILITY ADMINISTRATION
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Miscellaneous Other Expenses	91	1,000	1,000	1,000
Total Operations	**$ 1,798,587**	**$ 2,028,740**	**$ 1,882,664**	**$ 1,979,160**
Transfers Out/Interdept Allocation				
Cost Sharing Allocation	$ 0	$ 0	$ 0	$ 181,637
Total Transfers Out	**$ 0**	**$ 0**	**$ 0**	**$ 181,637**
Capital				
Communications Equipment	$ 0	$ 1,000	$ 1,000	$ 1,000
Data Processing Equipment	8,319	6,000	6,365	6,000
Office Equipment	0	500	500	500
Water Mains & System Improvement	27,300	188,600	188,600	128,000
Total Capital	**$ 35,619**	**$ 196,100**	**$ 196,465**	**$ 135,500**
Total Utility Administration	**$ 2,184,529**	**$ 2,632,318**	**$ 2,468,835**	**$ 2,720,268**

Water & Wastewater Services

City of Bartlett

FY 2021 Adopted

What We Do

Water/Wastewater Services is responsible for maintaining the City's water distribution and wastewater collections systems and infrastructure (meter setting and repairs, fire hydrants, valves, water services and mains, sewer services and mains, manholes, lift stations, and force mains. WWS also services the Bartlett reserve areas and reads the City's 25,540 water meters.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Salaries	907,631	956,970	915,474	1,093,931
Benefits	436,881	539,764	534,081	660,188
Operations	274,333	317,650	304,580	342,028
Capital	255	130,553	127,492	60,410
Interdept Alloc	0	0	0	152,389
Total	**1,619,100**	**1,944,937**	**1,881,627**	**2,308,946**

FY 2020 Performance Highlights

Our Tennessee-One-Call locate person processed 10,245 requests for locations in the last 12 months. This is an average of more than 42 per day; The crews maintain: 339 miles of sewer main, 7,315 sewer manholes, 29 lift stations, 385 miles of water main, 3,530 fire hydrants, 7,120 water valves, 39,550 sewer and water services, and 19 miles of forcemains.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Reduce wastewater system inflow and infiltration problems in order to reduce system repair costs	Cost of lift station repairs	$23,000	$25,000	$27,100
Reduce maintenance cost by continuing to install the Badger Orion AMR Systems.	Cost of labor and materials repairing and installing automated read meters and transponders.	$13,425	$14,340	$15,100
Maintain City's sewer and water lines, valves, manholes, and meters	Number of work tickets completed	9317	9453	9575

CITY OF BARTLETT
WATER & WASTEWATER SERVICES
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Personnel				
Supervisor Salaries	$ 68,997	$ 70,377	$ 70,378	$ 171,453
Employee Wages	790,063	830,730	793,772	866,615
Overtime Wages	34,305	35,000	35,000	35,000
Special Hours	5,200	5,200	5,200	5,200
Part-Time	9,066	15,663	11,124	15,663
Vacation Pay	4,366	0	0	0
Educational Bonus	1,100	1,440	1,420	1,440
Sick Pay	186	0	0	0
Longevity Pay	22,591	21,916	22,592	28,776
COVID-19 Hazard Pay	1,731	1,826	1,649	23,992
Employee Health Insurance	226,903	253,978	228,016	279,957
Employee Life Insurance	2,346	2,884	2,587	3,322
Worker's Compensation Insurance	32,316	32,893	32,892	24,392
Retiree Health Insurance	(186,996)	45,055	43,207	51,903
FICA	66,731	70,343	66,737	82,594
Pension Contribution	260,054	100,137	126,812	153,240
Contributory Retirement Plan	5,554	9,292	8,169	10,572
Total Personnel	**$ 1,344,512**	**$ 1,496,734**	**$ 1,449,555**	**$ 1,754,119**
Staffing Level				
Full-Time	*20.15*	*21.00*	*19.00*	*23.00*
Part-Time (converted to FTE)	*0.33*	*0.75*	*0.08*	*0.75*
Total Full-Time Equivalent (FTE)	***20.48***	***21.75***	***19.08***	***23.75***
Operations				
Training	$ 1,625	$ 1,300	$ 1,419	$ 1,300
Travel	1,366	1,750	1,625	1,750
Other Professional Service	12,363	18,000	18,000	18,000
Postage & Freight	238	200	200	200
Dues & Subscriptions	115	250	250	250
Utilities	48	0	12,000	13,000
Phones - Local	0	1,350	0	0
Cellular Phones	2,939	2,800	2,400	2,800
Shop Allocation	14,000	14,000	14,000	14,000
Vehicle Maintenance	26,379	30,000	30,000	30,000
Equipment Maintenance	14,314	12,000	12,000	12,000
Radio Maintenance	0	0	0	14,228
Building Maintenance	524	1,500	300	1,500
Water & Sewer Line Maintenance	26,804	27,500	27,500	27,500
Office Supplies	861	800	700	800
Petroleum Supplies	50,428	40,000	39,200	40,000
Clothing & Uniforms	8,130	8,500	7,500	8,500
Operating Supplies	12,986	13,000	13,000	13,000
Cleaning Supplies	1,405	1,800	1,800	1,800
Chemical Supplies	766	800	574	800
Fill Sand, Dirt & Gravel	13,191	20,000	20,000	20,000
Concrete & Brick	6,761	7,000	7,000	7,000
Small Tools	1,784	2,500	2,500	2,500
Pipe & Materials-System Maintenance	54,118	70,000	70,000	70,000

CITY OF BARTLETT
WATER & WASTEWATER SERVICES
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Meters & Meter Boxes	3,468	8,500	5,500	7,000
Street Barricade & Equip Re	0	400	400	400
Vehicle & Equip Insurance	8,501	11,000	8,208	11,000
General Liability Insurance	7,034	7,200	6,785	7,200
Damage Claims	3,964	15,000	1,444	15,000
Miscellaneous Other Expenses	223	500	275	500
Total Operations	**$ 274,333**	**$ 317,650**	**$ 304,580**	**$ 342,028**
Transfers Out/Interdept Allocation				
Cost Sharing Allocation	$ 0	$ 0	$ 0	$ 152,389
Total Transfers Out	**$ 0**	**$ 0**	**$ 0**	**$ 152,389**
Capital				
Communications Equipment	$ 0	$ 400	$ 0	$ 0
Data Processing Equipment	0	2,250	3,606	2,410
Vehicles	0	66,000	67,964	0
Other Equipment	255	14,000	10,921	13,000
Truck Crane for Crew Cab.				
Water Mains & System Improvement	0	47,903	45,000	45,000
Total Capital	**$ 255**	**$ 130,553**	**$ 127,492**	**$ 60,410**
Total Water & Wastewater Services	**$ 1,619,100**	**$ 1,944,937**	**$ 1,881,627**	**$ 2,308,946**

Utility
Plant Operations

City of Bartlett

FY 2021 Adopted

What We Do

This center operates and maintains the City's 4 water plants and the 9 tanks to provide high quality water to the City of Bartlett's citizens and the annexation areas. It also designs the water lines installed by developer's under the development agreements.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revs/Recvrs	*30,758*	*7,000*	*8,000*	*8,000*
Salaries	347,932	357,067	320,555	659,061
Benefits	142,314	170,465	171,511	358,999
Operations	1,027,485	1,040,160	1,119,750	1,179,900
Capital	1,066	560,758	252,215	355,000
Interdept Alloc	0	0	0	181,880
Total	**1,488,040**	**2,121,451**	**1,856,031**	**2,726,840**

FY 2020 Performance Highlights

This center has completed various water projects located through out the city.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Upgrade Various water lines in the city	Install upgrades within the fiscal year. Percentage of completion.	100%	95%	100%
Continue to particiapte in the TVA Enernoc program	Saving of Utility dollars for the rate payer	$10,000 savings	$12,000 savings	$15,000 savings
Continue the Cities tank Maintenance program	Maintain highly visible tanks in good condition. Percentage of completion.	90%	100%	100%

CITY OF BARTLETT
PLANT OPERATIONS
FY 2021 Adopted Budget

Description		FY 2019 Actual		FY 2020 Revised		FY 2020 Projection		FY 2021 Adopted
Department Revenues								
Local Sales Tax .5% Reimbursement	$	21,467	$	0	$	0	$	0
Demand Response Program		9,291		7,000		8,000		8,000
Total Department Revenues	**$**	**30,758**	**$**	**7,000**	**$**	**8,000**	**$**	**8,000**
Personnel								
Supervisor Salaries	$	73,072	$	74,533	$	70,377	$	170,024
Employee Wages		223,541		230,534		201,678		439,037
Overtime Wages		28,740		27,000		25,000		25,000
Special Hours		10,100		11,000		10,500		11,000
Part-Time		12,479		14,000		13,000		14,000
Vacation Pay		(3,176)		0		0		0
Educational Bonus		0		0		180		240
Sick Pay		45		0		0		0
Longevity Pay		3,591		3,662		3,590		10,890
COVID-19 Hazard Pay		495		581		495		9,913
Employee Health Insurance		62,287		72,425		72,425		155,686
Employee Life Insurance		800		976		818		1,949
Worker's Compensation Insurance		8,530		8,787		8,784		11,599
Retiree Health Insurance		(67,603)		15,253		13,603		30,453
FICA		25,079		26,072		22,820		49,829
Pension Contribution		112,268		42,709		47,317		81,897
Contributory Retirement Plan		0		0		1,479		6,543
Total Personnel	**$**	**490,247**	**$**	**527,532**	**$**	**492,066**	**$**	**1,018,060**
Staffing Level								
Full-Time		*5.00*		*6.00*		*4.95*		*10.00*
Part-Time (converted to FTE)		*0.48*		*0.54*		*0.54*		*0.54*
Total Full-Time Equivalent (FTE)		***5.48***		***6.54***		***5.49***		***10.54***
Operations								
Training	$	1,430	$	3,000	$	2,500	$	3,000
Travel		0		2,500		1,800		1,800
Other Professional Service		16,100		16,500		16,100		16,500
Ground Water institute.								
Postage & Freight		1,249		850		900		1,000
Notice Publication		185		750		300		300
Dues & Subscriptions		634		1,100		800		1,000
Utilities		472,082		465,000		550,000		580,000
Water Purchased For Resale		49,341		55,000		60,000		60,000
Phones - Local		1,424		1,800		1,400		1,600
Cellular Phones		4,318		4,000		5,000		5,000
Telecommunication Link		549		650		600		650
Shop Allocation		9,100		9,100		10,500		10,500
Vehicle Maintenance		1,285		4,000		2,800		3,500
Equipment Maintenance		252,442		215,000		215,000		225,000
Grounds Maintenance		1,191		2,500		1,500		1,500
Building Maintenance		8,213		19,000		15,000		19,000
Office Supplies		2,061		1,200		1,200		1,200
Printing		0		350		200		350

CITY OF BARTLETT
PLANT OPERATIONS
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Petroleum Supplies	8,350	9,000	11,500	12,000
Clothing & Uniforms	742	800	750	800
Operating Supplies	191	4,000	1,000	1,000
Cleaning Supplies	1,978	3,000	2,500	3,000
Chemical Supplies	69,721	87,010	85,000	95,000
Property Insurance	55,985	57,000	59,000	60,000
Vehicle & Equip Insurance	1,239	1,800	1,300	1,500
General Liability Insurance	3,531	3,700	3,600	3,700
Lab Testing	21,521	25,000	25,000	25,000
CSX Leases	1,210	1,500	2,500	2,500
Pollution Control Fees	40,414	41,000	41,000	41,000
Shelby County Wellhead protection, State Maintenance fee.				
State Fees	1,000	750	1,000	1,000
Damage Claims	0	3,000	0	1,500
Miscellaneous Other Expenses	0	300	0	0
Total Operations	**$ 1,027,485**	**$ 1,040,160**	**$ 1,119,750**	**$ 1,179,900**
Transfers Out/Interdept Allocation				
Cost Sharing Allocation	$ 0	$ 0	$ 0	$ 181,880
Total Transfers Out	**$ 0**	**$ 0**	**$ 0**	**$ 181,880**
Capital				
Data Processing Equipment	$ 1,066	$ 2,500	$ 2,215	$ 5,000
Water Mains & System Improvement	0	558,258	250,000	350,000
Tank Maintenance & Paint, Water Line Upgrades, Remove or paint Woodland tank.				
Total Capital	**$ 1,066**	**$ 560,758**	**$ 252,215**	**$ 355,000**
Total Plant Operations	**$ 1,488,040**	**$ 2,121,451**	**$ 1,856,031**	**$ 2,726,840**

Utility
Sewer Treatment

City of Bartlett

FY 2021 Adopted

What We Do

The City of Bartlett provides sewer treatment service to properties located north of Memphis Arlington and St. Elmo Road. We operate a 2.2 million gallon oxidation ditch and a 0.5 million gallon aerated lagoon serving this area. Both facilities are permitted through the State of Tennessee for discharge into the Loosahatchie River.

Summary Revenue/Expenditure Type

Category	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Revs/Recvrs	*3,225*	*2,500*	*3,000*	*2,500*
Salaries	200,310	230,273	226,886	229,534
Benefits	79,102	118,549	130,378	141,798
Operations	349,163	337,110	361,186	386,010
Capital	70,520	356,030	81,090	333,300
Interdept Alloc	0	0	0	77,628
Total	**695,870**	**1,039,462**	**796,540**	**1,165,770**

FY 2020 Performance Highlights

The City will continue to operate these facilities to provide the cleanest effluent to the Looseatchie river while maintaining low energy use.

Objective	Performance Measures	FY 2019 Actual	FY 2020 Forecast	FY 2021 Projected
Provide optimal gallons treated at permitted levels	Meet all Permit limits without violation	17 violations	6 violations	No violations
Participate in TVA energy conservation program	Save money for the utility in peak demand conditions.	Attained	Attained	Attained

CITY OF BARTLETT
SEWER TREATMENT
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Department Revenues				
Demand Response Program	$ 3,225	$ 2,500	$ 3,000	$ 2,500
Total Department Revenues	**$ 3,225**	**$ 2,500**	**$ 3,000**	**$ 2,500**
Personnel				
Supervisor Salaries	$ 76,670	$ 79,745	$ 79,745	$ 81,286
Employee Wages	109,102	135,128	132,848	132,848
Overtime Wages	9,338	10,000	9,093	10,000
Special Hours	5,200	5,400	5,200	5,400
Vacation Pay	472	0	0	0
Educational Bonus	740	720	1,190	1,440
Sick Pay	593	0	0	0
Longevity	4,600	4,785	4,788	4,884
COVID-19 Hazard Pay	330	332	330	4,332
Employee Health Insurance	40,075	51,872	64,154	64,154
Employee Life Insurance	503	688	638	685
Worker's Compensation Insurance	6,305	6,448	6,444	4,655
Retiree Health Insurance	(42,775)	10,744	10,630	10,707
FICA	15,004	17,015	16,392	16,890
Pension Contribution	52,210	23,646	23,791	31,532
Contributory Retirement Plan	1,047	2,299	2,021	2,519
Total Personnel	**$ 279,412**	**$ 348,822**	**$ 357,264**	**$ 371,332**
Staffing Level				
Full-Time	*3.50*	*4.00*	*4.00*	*4.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***3.50***	***4.00***	***4.00***	***4.00***
Operations				
Training	$ 452	$ 1,600	$ 1,600	$ 1,600
Travel	0	1,800	1,800	1,800
Professional Services	1,200	2,000	1,000	2,000
Postage	0	50	0	50
Notice Publication	0	100	0	100
Dues & Subscriptions	250	810	500	810
Utilities	166,560	150,000	170,000	180,000
Phones - Local	1,270	1,300	1,300	1,300
Cellular Phones	134	250	250	250
Shop Allocation	1,500	1,500	1,500	1,500
Vehicle Maintenance	2,978	1,500	4,000	4,000
Equipment Maintenance	44,559	35,000	40,000	45,000
Grounds Maintenance	2,212	2,600	2,600	2,600
Building Maintenance	964	2,500	2,000	2,500
Waste Refuse	38,259	38,000	38,000	43,000
Office Supplies	838	500	500	500
Petroleum Supplies	4,137	4,000	5,500	5,000
Clothing & Uniforms	1,422	1,400	1,400	1,400
Operating Supplies	5,443	6,000	6,000	6,500
Cleaning Supplies	0	300	250	200
Chemical Supplies	14,252	15,000	14,000	15,000

CITY OF BARTLETT
SEWER TREATMENT
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Small Tools	602	400	400	400
Equipment Rental	0	500	0	500
Property Insurance	19,947	20,500	20,186	20,500
Vehicle & Equip Insurance	1,911	2,100	2,100	2,100
General Liability Insurance	1,102	1,200	1,100	1,200
Lab Testing	29,482	28,000	30,000	31,000
Pollution Control Fees	9,690	10,200	10,200	10,200
Sewer Service Fees	0	8,000	5,000	5,000
Total Operations	**$ 349,163**	**$ 337,110**	**$ 361,186**	**$ 386,010**
Transfers Out/Interdept Allocation				
Cost Sharing Allocation	$ 0	$ 0	$ 0	$ 77,628
Total Transfers Out	**$ 0**	**$ 0**	**$ 0**	**$ 77,628**
Capital				
Data Processing Equipment	$ 260	$ 1,500	$ 1,200	$ 1,300
Vehicles	0	30,000	28,890	30,000
Other Equipment	1,895	2,000	1,000	2,000
Sewer Mains & System Improvement	68,365	322,530	50,000	300,000
Sewer Rehabs & sewer line upgrades.				
Total Capital	**$ 70,520**	**$ 356,030**	**$ 81,090**	**$ 333,300**
Total Sewer Treatment	**$ 695,870**	**$ 1,039,462**	**$ 796,540**	**$ 1,165,770**

CITY OF BARTLETT

TENNESSEE

DEBT SERVICE FUND

The Debt Service Fund provides for the payment of principal, interest and other costs on the City's outstanding general obligation bonds.

Debt Service Fund

The Debt Service Fund provides for the payment of principal, interest and other costs on the City's outstanding obligations. The City currently have three type of obligations, general obligation bonds, utility bonds, and capital outlay notes. General Obligation Bonds and Utility Bonds are issued in a term of 20 years for capital projects and equipment that have a useful life that extends beyond the 20 years period. Capital Outlay Notes are issued in term of 5 or 7 years for vehicles and equipment that have a useful life for less than 20 years. Debt Service Fund is not a major fund.

The primary source of revenue for the Debt Service Fund is a portion (1/3) of the Local Sales Tax. For the Fiscal Year 2021, funds needed for debt service payments come from a transfer from the General Fund, Bartlett School, Solid Waste Fund, and from the CIP interest earnings. The City expects to issue $2.8 million in general obligation bonds in FY 2021. Additionally, the City plans to issue $8 million in capital outlay notes to help out Bartlett City School for the Bartlett High School Renovation.

Debt Management Policies

The City of Bartlett will seek to maintain and if possible improve our bond rating to minimize debt service costs and preserve access to credit markets.

Each bond issue will include an analysis of how the new issue, along with current debt, impacts our debt capacity and long term plan.

Financing of projects will not exceed the useful life of infrastructure improvement or capital acquisition.

The City will limit the amount of debt issued in any budget period to the amount that can be supported by revenues projected to be available.

Credit Ratings

The City of Bartlett is rated AAA (the highest possible) by Standard and Poor's and Aa1 (second highest possible) by Moody's Investor Services.

Debt Limits

There is no statutory limit on the amount of debt that can be incurred or outstanding.

CITY OF BARTLETT
GENERAL DEBT SERVICE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
General Debt Service Revenues				
Local Sales Tax	$ 3,329,115	$ 3,442,500	$ 3,455,000	$ 3,282,250
Transfer From General Fund	3,555,000	3,055,000	3,055,000	3,555,000
Transfer From School for School Debt	1,000,000	1,000,000	1,000,000	1,000,000
Transfer From Solid Waste Fund	153,000	139,000	139,000	125,000
Transfer From CIP	249,320	550,000	461,850	525,000
Other Revenue	6,806	500	7,000	7,000
Total General Debt Service Revenues	**$ 8,293,241**	**$ 8,187,000**	**$ 8,117,850**	**$ 8,494,250**
General Debt Service Expenditures				
Paying Agent Fee	$ 2,550	$ 3,500	$ 3,500	$ 3,500
Go Bond Issuance Expense	65,284	65,000	71,070	72,000
TML Note Issuance Expense	6,734	10,000	7,500	10,000
2008A Principal	64,000	67,000	67,000	70,000
2010A Principal	720,000	735,000	735,000	745,000
2011A Principal	325,000	335,000	335,000	335,000
2012A Principal	830,000	855,000	855,000	625,000
2013A Principal	615,000	95,000	95,000	100,000
2015A Principal	190,000	200,000	200,000	205,000
2016A Principal	240,000	245,000	245,000	250,000
2017A Principal	1,515,000	1,605,000	1,605,000	1,680,000
2018A Principal	0	165,000	165,000	170,000
2019A Principal	0	0	0	205,000
2013B Capital Note Principal	113,000	115,000	115,000	118,000
2013A Capital Note Principal	192,000	196,000	196,000	0
2014 Capital Note Principal	149,000	152,000	152,000	155,000
2015 Capital Note Principal	149,000	152,000	152,000	155,000
2016 Capital Note Principal	155,000	158,000	158,000	161,000
2017 Capital Note Principal	258,150	269,000	269,000	275,000
2018 Capital Note Principal	0	174,000	174,000	180,000
2019 Capital Note Principal	0	0	0	317,000
2020A Capital Note Principal	0	0	0	218,000
2008A Interest	14,792	14,500	12,000	15,489
2010A Interest	74,213	59,203	59,203	42,547
2011A Interest	29,894	23,294	23,294	15,756
2012A Interest	164,538	139,263	139,263	117,063
2013A Interest	67,219	56,569	56,569	53,644
2015A Interest	199,950	194,150	194,150	190,100
2016A Interest	129,200	123,150	123,150	116,950
2017A Interest	298,775	280,775	280,775	261,650
School 2017A Interest	1,690,450	1,630,450	1,630,450	1,567,450
2018A Interest	85,877	228,325	228,325	219,950
2019A Interest	0	200,000	107,219	282,925
2020A Interest	0	0	0	150,000
2013 Capital Note Interest	6,166	3,738	3,738	1,257
2013A Capital Note Interest	6,906	3,488	3,488	0
2014 Capital Note Interest	11,837	8,541	8,541	5,179
2015 Capital Note Interest	14,240	11,185	11,185	8,079
2016 Capital Note Interest	17,470	14,434	14,434	11,340

CITY OF BARTLETT
GENERAL DEBT SERVICE
FY 2021 Adopted Budget

Description		FY 2019 Actual		FY 2020 Revised		FY 2020 Projection		FY 2021 Adopted
2017 Capital Note Interest		42,874		36,732		36,732		30,395
2018 Capital Note Interest		24,302		44,254		44,253		38,079
2019 Capital Note Interest		0		64,000		34,748		71,640
2020A Capital Note Interest		0		0		0		39,456
Total General Debt Service Expenditures	**$**	**8,468,420**	**$**	**8,732,551**	**$**	**8,611,587**	**$**	**9,288,449**
Net General Debt Service	**$**	**(175,179)**	**$**	**(545,551)**	**$**	**(493,737)**	**$**	**(794,199)**
Beginning Fund Balance	**$**	**3,331,785**	**$**	**3,156,606**	**$**	**3,156,606**	**$**	**2,662,869**
Ending Fund Balance	**$**	**3,156,606**	**$**	**2,611,055**	**$**	**2,662,869**	**$**	**1,868,670**

City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - General Long-Term Debt
June 30, 2020

Fiscal Year	2019 Capital Note		Series 2019 Bonds		2018 Capital Note		Series 2018 Bonds		2017 Capital Note		Series 2017 Bonds		2016 Capital Note		Series 2016 Bonds		2015 Capital Note	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2021	317,000	71,639	205,000	282,925	180,000	38,076	389,950	219,950	275,000	30,395	1,680,000	1,829,100	161,000	11,339	250,000	116,950	155,000	8,069
2022	327,000	61,528	215,000	272,425	187,000	31,672	391,200	211,200	282,000	23,906	1,760,000	1,743,100	165,000	8,177	255,000	110,650	158,000	4,892
2023	337,000	51,104	225,000	261,425	193,000	25,041	391,950	201,950	288,000	17,265	1,850,000	1,652,850	168,000	4,947	260,000	105,500	162,000	1,644
2024	348,000	40,349	235,000	249,925	200,000	18,183	392,200	192,200	295,000	10,473	1,830,000	1,560,850	171,000	1,659	380,000	99,100		
2025	359,000	29,249	245,000	237,925	207,000	11,081	391,950	181,950	302,000	3,518	1,925,000	1,466,975			390,000	91,400		
2026	370,000	17,804	260,000	225,300	214,000	3,734	391,200	171,200			2,030,000	1,368,100			400,000	83,500		
2027	382,000	5,997	275,000	211,925			389,950	159,950			2,135,000	1,263,975			400,000	75,500		
2028			290,000	197,800			393,075	148,075			2,235,000	1,154,725			415,000	67,350		
2029			300,000	183,050			390,575	135,575			2,155,000	1,044,975			425,000	58,950		
2030			315,000	167,675			393,800	123,800			2,270,000	934,350			430,000	50,400		
2031			330,000	153,200			392,800	112,800			2,375,000	830,100			300,000	43,100		
2032			345,000	139,700			391,400	101,400			2,470,000	733,200			305,000	37,050		
2033			360,000	125,600			389,600	89,600			2,570,000	632,400			310,000	30,900		
2034			375,000	110,900			392,300	77,300			2,680,000	527,400			320,000	24,600		
2035			390,000	95,600			389,500	64,500			2,785,000	418,100			325,000	17,988		
2036			405,000	79,700			391,200	51,200			2,895,000	304,500			330,000	11,028		
2037			420,000	63,200			392,300	37,300			3,020,000	186,200			340,000	3,740		
2038			440,000	46,000			392,800	22,800			3,145,000	62,900						
2039			455,000	28,100			392,700	7,700										
2040			475,000	9,500														
	$ 2,440,000	$ 277,670	$ 6,560,000	$ 3,141,875	$ 1,181,000	$ 127,786	$ 7,440,450	$ 2,310,450	$ 1,442,000	$ 85,558	$ 41,810,000	$ 17,713,800	$ 665,000	$ 26,122	$ 5,835,000	$ 1,027,705	$ 475,000	$ 14,606

City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - General Long-Term Debt
June 30, 2020

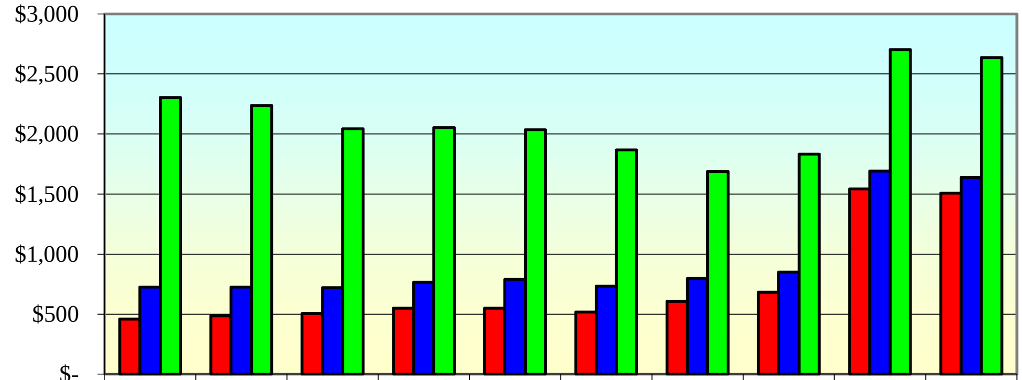
Fiscal	Series 2015 Bonds		2014 Capital Note		2013B Capital Note		Series 2013 Bonds		Series 2012 Bonds		Series 2011 Bonds		Series 2010 Bonds		Series 2008 Bonds		Total	
Year	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest*	Principal	Interest
2021	205,000	190,100	155,000	5,179	118,000	1,257	100,000	53,644	625,000	117,063	335,000	15,756	745,000	42,547	70,000	15,489	5,965,950	3,049,478
2022	205,000	186,000	159,000	1,741			105,000	50,569	640,000	98,088	350,000	7,194	390,000	28,825	73,000	14,035	5,662,200	2,854,002
2023	210,000	181,850					105,000	47,419	660,000	78,588	55,000	2,131	245,000	20,734	76,000	12,518	5,225,950	2,664,965
2024	215,000	175,450					110,000	44,194	690,000	61,788	55,000	722	60,000	16,694	80,000	10,938	5,061,200	2,482,524
2025	225,000	166,650					115,000	40,819	700,000	47,450			65,000	14,894	83,000	9,277	5,007,950	2,301,188
2026	235,000	157,450					115,000	37,369	715,000	31,969			65,000	12,944	87,000	7,552	4,882,200	2,116,921
2027	245,000	146,625					120,000	33,844	110,000	22,481			70,000	10,875	91,000	5,745	4,217,950	1,936,917
2028	255,000	134,125					125,000	30,169	115,000	19,528			70,000	8,688	95,000	3,854	3,993,075	1,764,313
2029	270,000	121,000					125,000	26,419	115,000	16,509			75,000	6,375	99,000	1,881	3,954,575	1,594,734
2030	280,000	107,250					130,000	22,431	120,000	13,200			75,000	3,891			4,013,800	1,422,997
2031	295,000	92,875					135,000	17,956	125,000	9,525			75,000	1,313			4,027,800	1,260,869
2032	310,000	77,750					140,000	13,144	125,000	5,775							4,086,400	1,108,019
2033	325,000	61,875					145,000	8,066	130,000	1,950							4,229,600	950,391
2034	340,000	45,250					150,000	2,719									4,257,300	788,169
2035	360,000	27,750															4,249,500	623,938
2036	375,000	9,375															4,396,200	455,803
2037																	4,172,300	290,440
2038																	3,977,800	131,700
2039																	847,700	35,800
2040																	475,000	9,500
	$ 4,350,000	$ 1,881,375	$ 314,000	$ 6,920	$ 118,000	$ 1,257	$ 1,720,000	$ 428,760	$ 4,870,000	$ 523,913	$ 795,000	$ 25,803	$ 1,935,000	$ 167,778	$ 754,000	$ 81,289	$ 82,704,450	$ 27,842,666

* - This is a variable rate loan. Interest rate assumed is 2.07% which was the rate for June 2019.

CITY OF BARTLETT
ANALYSIS OF GENERAL DEBT SERVICE
Last 10 Years

Debt per Capita
(FY 2010 - FY 2019)

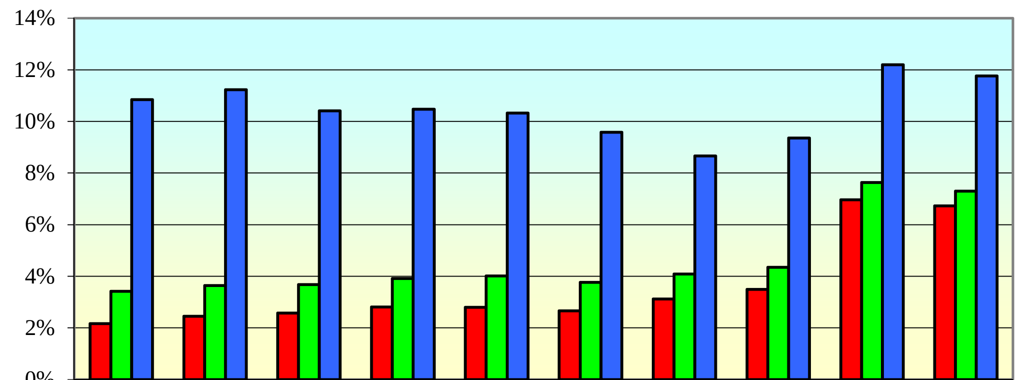
One of the measures of the capacity of a local government to service debt is Debt per Capita. The City of Bartlett's net debt and total debt per capita increased in FY16, FY17, & FY18 which is not good. The City issues $44mil G.O. bond for the Bartlett High School Renovation in FY 2018.



	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Net Debt	$458	$487	$504	$550	$551	$519	$607	$683	$1,543	$1,509
Total Debt	$725	$726	$720	$766	$789	$734	$797	$851	$1,691	$1,638
Net & Overlapping	$2,304	$2,238	$2,042	$2,054	$2,034	$1,868	$1,689	$1,833	$2,704	$2,638

Debt to Assessed Values
(FY 2010 - FY 2019)

Another measure of capacity is the Debt to Assessed Value of Property. The debt to assessed values has increased the last few years (decreasing % is better). The stagnant property values in Bartlett (and many parts of the country) coupled with increasing debt are not good. The City issues $44mil G.O. bond for Barlett City School H.S. construction is the cause of the big increase in debt to Assessed Values in FY18.



	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Net Debt	2.2%	2.4%	2.6%	2.8%	2.8%	2.7%	3.1%	3.5%	7.0%	6.7%
Total Debt	3.4%	3.6%	3.7%	3.9%	4.0%	3.8%	4.1%	4.3%	7.6%	7.3%
Net & Overlapping	10.8%	11.2%	10.4%	10.5%	10.3%	9.6%	8.7%	9.4%	12.2%	11.8%

CITY OF BARTLETT
UTILITY FUND DEBT SERVICE
FY 2021 Adopted Budget

Description	FY 2019 Actual	FY 2020 Revised	FY 2020 Projection	FY 2021 Adopted
Utility Debt Expenditures				
Paying Agent Fee	$ 1,550	$ 1,800	$ 1,550	$ 1,800
Debt Issuance Expense	2,306	47,000	4,400	47,000
2007B Principal	50,000	50,000	50,000	55,000
2008B Principal	47,000	50,000	50,000	52,000
2009B Principal	45,000	45,000	45,000	45,000
2010B Principal	295,000	305,000	305,000	310,000
2011B Principal	225,000	230,000	230,000	230,000
2012B Principal	235,000	240,000	240,000	250,000
2013B Principal	190,000	60,000	60,000	60,000
2007B Interest	23,645	22,270	22,270	20,091
2008B Interest	10,965	12,500	12,500	11,483
2009B Interest	21,935	21,057	21,057	19,674
2010B Interest	26,927	21,228	21,228	14,306
2011B Interest	28,563	25,513	25,513	20,913
2012B Interest	63,281	58,506	58,506	51,156
2013B Interest	36,546	34,696	34,696	32,896
Total Utility Debt Expenditures	**$ 1,302,718**	**$ 1,224,570**	**$ 1,181,720**	**$ 1,221,319**

City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - Water and Sewer Fund
June 30, 2020

Fiscal Year	Series 2013 Bonds		Series 2012 Bonds		Series 2011 Bonds		Series 2010 Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2021	60,000	32,896	250,000	51,156	230,000	20,913	310,000	14,306
2022	65,000	31,021	260,000	43,506	235,000	15,675	320,000	6,625
2023	65,000	29,071	265,000	35,631	240,000	9,738	100,000	1,313
2024	65,000	27,121	265,000	29,006	245,000	3,369		
2025	70,000	25,096	275,000	23,434				
2026	70,000	22,996	285,000	17,306				
2027	70,000	20,896	65,000	13,247				
2028	75,000	18,721	65,000	11,541				
2029	75,000	16,321	70,000	9,769				
2030	80,000	13,686	70,000	7,800				
2031	80,000	10,966	75,000	5,625				
2032	85,000	8,066	75,000	3,375				
2033	90,000	4,894	75,000	1,125				
2034	90,000	1,631						
	$ 1,040,000	$ 263,384	$ 2,095,000	$ 252,522	$ 950,000	$ 49,694	$ 730,000	$ 22,244

City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - Water and Sewer Fund
June 30, 2020

Fiscal Year	Series 2009 Bonds		Series 2008 Bonds		Series 2007 Bonds		Total	
	Principal	Interest	Principal	Interest*	Principal	Interest	Principal	Interest
2021	45,000	19,674	52,000	11,483	55,000	20,091	1,002,000	170,519
2022	50,000	18,140	54,000	10,403	55,000	17,809	1,039,000	143,179
2023	50,000	16,453	57,000	9,280	60,000	15,423	837,000	116,908
2024	50,000	14,703	59,000	8,096	60,000	12,933	744,000	95,227
2025	55,000	12,811	62,000	6,871	65,000	10,306	527,000	78,519
2026	55,000	10,776	64,000	5,584	65,000	7,544	539,000	64,207
2027	60,000	8,590	67,000	4,254	70,000	4,675	332,000	51,662
2028	60,000	6,250	70,000	2,862	75,000	1,594	345,000	40,968
2029	60,000	3,865	74,000	1,406			279,000	31,361
2030	65,000	1,333					215,000	22,819
2031							155,000	16,591
2032							160,000	11,441
2033							165,000	6,019
2034							90,000	1,631
	$ 550,000	$ 112,594	$ 559,000	$ 60,239	$ 505,000	$ 90,374	$ 6,429,000	$ 851,050

* - This is a variable rate loan. Interest rate assumed is 2.07% which was the rate for June 2019.

CITY OF BARTLETT, TENNESSEE
Water and Sewer Revenue Coverage
Last Ten Fiscal Years

Fiscal Year	Utility Service Charges	Less: Operating Expenses (1)	Net Available Revenue	Debt Service Principal	Debt Service Interest	Debt Service Total	Coverage
2010	6,282,853	5,243,944	1,038,909	1,010,000	563,000	1,573,000	0.66
2011	7,024,139	4,781,719	2,242,420	1,013,000	500,254	1,513,254	1.48
2012	9,398,373	4,897,935	4,500,438	1,100,000	401,108	1,501,108	3.00
2013	8,658,274	5,162,390	3,495,884	1,181,000	334,159	1,515,159	2.31
2014	8,600,560	4,897,158	3,703,402	1,203,000	309,680	1,512,680	2.45
2015	8,319,536	5,252,452	3,067,084	1,255,000	321,627	1,576,627	1.95
2016	8,336,812	5,330,520	3,006,292	1,362,000	293,949	1,655,949	1.82
2017	8,456,221	5,731,406	2,724,815	1,303,000	275,000	1,578,000	1.73
2018	8,405,111	6,092,835	2,312,276	1,065,000	240,857	1,305,857	1.77
2019	8,442,845	6,048,025	2,394,820	1,087,000	225,248	1,312,248	1.82

(1) Excludes depreciation expense.

(2) Includes revenue from water and sewer development and tap fees as required by GASB Statement No. 33.

CITY OF BARTLETT

TENNESSEE

CAPITAL IMPROVEMENT PROGRAM

This section includes a summary of the five-year capital plan and project detail for each project in the Capital Improvement budget.

City of Bartlett

Capital Improvement Plan (CIP)

This section includes a summary of the five-year capital plan and project detail for each project in the Fiscal Year 2021-2025 Capital Improvement budget. Sources of funds, expenditures and project start and completion dates are included. Only the FY 2021 projects were adopted while FY 2022-2025 projects in the plan are just for a future guide. The City strives to limit the issuance of General Obligation debt to no more than $5 million per year. We are proposing a general obligation bond issue of $2.8 million and capital note of $8 million for FY 2021 and will manage operating spending as a result. Based on prior experience, the Capital Improvement Fund is considered a major fund.

Management Policies

A five-year Capital Improvement Plan will be developed and updated annually, including funding sources. Capital improvement projects will be defined as infrastructure or equipment with a useful life of 2 or more years and a cost of $20,000 or more. We will continue to use pay-as-you go capital improvement project financing to the extent revenue is available from fund balances, special revenue funds, grants and other sources other than City debt issuance. Self-supporting debt will be used for capital projects that qualify (i.e. utility projects) and rates will be adjusted to support these projects.

Planning

The Capital Improvement Plan is developed by the Mayor and Chief Administrative Officer with input from the Finance Director and Board of Aldermen. The project manager in each department ensures that all the project phases are completed on schedule. The finance staff coordinates monthly reporting to the Board, quarterly forecasts and budget policy compliance.

Amendments

The Mayor and Chief Administrative Officer may approve administrative changes to the CIP budget (i.e. transfer within a project). Changes to the Budget Ordinance (i.e. transfers between different projects) must be made in the form of a resolution adopted by the Board of Mayor and Aldermen.

Significant Nonroutine Capital Expenditures

Nonroutine capital projects in FY 2021 are the Transfer to Bartlett City School and the Appling Road Improvements project. The City will issue $8 million in capital note and transfer to Bartlett City School for the Bartlett High School Renovation project for FY 2021. Appling Road Improvements started in 2019 and is expected to be completed in 2022.

Impact of Capital Improvements on Operating Budget

Vehicles and equipment replacements, repairs, rehab and upgrade projects have petroleum, repairs/maintenance operating budget costs and are listed in each project details. However, there is no increase or decrease in the operating budget costs because personnel, material & supplies and maintenance/repairs costs stay the same. Since we are in the middle of the pandemic, most all of the approved projects are the maintenance type projects thus there is no impact on the operating budget.

CITY OF BARTLETT
FY 2021-2025 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY FUNCTION

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Revenues						
Source of Funds						
G.O. Bonds	$ 2,789,334	$ 7,318,000	$ 4,991,500	$ 5,458,500	$ 4,500,000	**$ 25,057,334**
Capital Note	8,000,000	1,575,000	1,215,000	1,375,000	1,225,000	**13,390,000**
FD311 Interest	525,000	0	0	0	0	**525,000**
FD311 Transfers-unspent projects	45,573	0	0	0	0	**45,573**
FD311 Use of Fund Balance	71,495	0	0	0	0	**71,495**
Grant Funds	0	0	0	500,000	500,000	**1,000,000**
TDOT 80% match	397,608	5,412,000	1,406,000	2,234,000	0	**9,449,608**
Utility Bonds	0	1,545,000	1,500,000	0	0	**3,045,000**
Utility Retained Earnings	0	725,000	400,000	400,000	400,000	**1,925,000**
FD312 Transfers-unspent projects	184,097	0	0	0	0	**184,097**
FD312 Use of Fund Balance	10,903	0	0	0	0	**10,903**
Total Revenues	**$ 12,024,010**	**$ 16,575,000**	**$ 9,512,500**	**$ 9,967,500**	**$ 6,625,000**	**$ 54,704,010**
Expenditures						
G.O. Bond/Other Funded						
Administrative	$ 8,530,000	$ 30,000	$ 250,000	$ 30,000	$ 0	**$ 8,840,000**
Public Safety	40,000	1,740,000	620,000	815,000	815,000	**4,030,000**
Public Works	0	500,000	500,000	500,000	500,000	**2,000,000**
Engineering	3,097,010	10,645,000	5,637,500	6,672,500	3,880,000	**29,932,010**
Parks & Recreation/BPACC	162,000	1,390,000	605,000	1,550,000	1,030,000	**4,737,000**
Total G.O. Bond/Other Funded	**$ 11,829,010**	**$ 14,305,000**	**$ 7,612,500**	**$ 9,567,500**	**$ 6,225,000**	**$ 49,539,010**
Utility Bond/Other Funded						
Water	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Sewer	195,000	2,270,000	1,900,000	400,000	400,000	**5,165,000**
Total Utility Bond/Other Funded	**$ 195,000**	**$ 2,270,000**	**$ 1,900,000**	**$ 400,000**	**$ 400,000**	**$ 5,165,000**
Total Expenditures	**$ 12,024,010**	**$ 16,575,000**	**$ 9,512,500**	**$ 9,967,500**	**$ 6,625,000**	**$ 54,704,010**

CITY OF BARTLETT
FY 2021-2025 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY CATEGORY

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
GENERAL FUND						
Source of Funds						
G.O. Bonds	$ 2,789,334	$ 7,318,000	$ 4,991,500	$ 5,458,500	$ 4,500,000	**$ 25,057,334**
Capital Note	8,000,000	1,575,000	1,215,000	1,375,000	1,225,000	**13,390,000**
FD311 Interest	525,000	0	0	0	0	**525,000**
FD311 Transfers-unspent projects	45,573	0	0	0	0	**45,573**
FD311 Use of Fund Balance	71,495	0	0	0	0	**71,495**
Grant Funds	0	0	0	500,000	500,000	**1,000,000**
TDOT 80% match	397,608	5,412,000	1,406,000	2,234,000	0	**9,449,608**
Total Source	**$ 11,829,010**	**$ 14,305,000**	**$ 7,612,500**	**$ 9,567,500**	**$ 6,225,000**	**$ 49,539,010**
Project Costs						
Land/Right of Way	$ 0	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
Design/Engineering	100,000	550,000	557,500	200,000	200,000	**1,607,500**
Construction	3,199,010	11,230,000	5,840,000	7,982,500	4,800,000	**33,051,510**
Equipment/Furnishings	0	2,475,000	1,215,000	1,375,000	1,225,000	**6,290,000**
Other	8,530,000	0	0	10,000	0	**8,540,000**
Total Project Costs	**$ 11,829,010**	**$ 14,305,000**	**$ 7,612,500**	**$ 9,567,500**	**$ 6,225,000**	**$ 49,539,010**
UTILITY FUND						
Source of Funds						
Utility Bonds	$ 0	$ 1,545,000	$ 1,500,000	$ 0	$ 0	**$ 3,045,000**
Utility Retained Earnings	0	725,000	400,000	400,000	400,000	**1,925,000**
FD312 Transfers-unspent projects	184,097	0	0	0	0	**184,097**
FD312 Use of Fund Balance	10,903	0	0	0	0	**10,903**
Total Source	**$ 195,000**	**$ 2,270,000**	**$ 1,900,000**	**$ 400,000**	**$ 400,000**	**$ 5,165,000**
Project Costs						
Land/Right of Way	$ 0	$ 20,000	$ 0	$ 0	$ 0	**$ 20,000**
Design/Engineering	195,000	350,000	0	0	0	**545,000**
Construction	0	1,900,000	1,900,000	400,000	400,000	**4,600,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 195,000**	**$ 2,270,000**	**$ 1,900,000**	**$ 400,000**	**$ 400,000**	**$ 5,165,000**
TOTAL CIP COSTS	**$ 12,024,010**	**$ 16,575,000**	**$ 9,512,500**	**$ 9,967,500**	**$ 6,625,000**	**$ 54,704,010**

CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

PROJECT	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
FUNDING SOURCES						
General Obligation Bonds	$ 2,789,334	$ 7,318,000	$ 4,991,500	$ 5,458,500	$ 4,500,000	**$ 25,057,334**
Capital Note	8,000,000	1,575,000	1,215,000	1,375,000	1,225,000	**13,390,000**
FD311 Interest	525,000	0	0	0	0	**525,000**
FD311 Transfers-unspent projects	45,573	0	0	0	0	**45,573**
FD311 Use of Fund Balance	71,495	0	0	0	0	**71,495**
Grant Funds	0	0	0	500,000	500,000	**1,000,000**
TDOT 80% match	397,608	5,412,000	1,406,000	2,234,000	0	**9,449,608**
Utility Bonds	0	1,545,000	1,500,000	0	0	**3,045,000**
Utility Retained Earnings	0	725,000	400,000	400,000	400,000	**1,925,000**
FD312 Transfers-unspent projects	184,097	0	0	0	0	**184,097**
FD312 Use of Fund Balance	10,903	0	0	0	0	**10,903**
Total Funding Sources	**$ 12,024,010**	**$ 16,575,000**	**$ 9,512,500**	**$ 9,967,500**	**$ 6,625,000**	**$ 54,704,010**
PROJECT COST						
Administrative						
Vehicles & Equipment	$ 0	$ 30,000	$ 0	$ 30,000	$ 0	**$ 60,000**
Transfer to Bartlett City School	8,000,000	0	0	0	0	**8,000,000**
City Hall Renovations	0	0	250,000	0	0	**250,000**
Transfer to State Street Aid Fund	5,000	0	0	0	0	**5,000**
Transfer to Debt Service Fund	525,000	0	0	0	0	**525,000**
Total Administrative	**$ 8,530,000**	**$ 30,000**	**$ 250,000**	**$ 30,000**	**$ 0**	**$ 8,840,000**
Police						
Police Vehicles & Equipment	$ 0	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 1,740,000**
Justice Center Maintenance	40,000	120,000	120,000	120,000	120,000	**520,000**
Total Police	**$ 40,000**	**$ 555,000**	**$ 555,000**	**$ 555,000**	**$ 555,000**	**$ 2,260,000**
Fire						
Fire Vehicles	$ 0	$ 40,000	$ 40,000	$ 40,000	$ 40,000	**$ 160,000**
Fire Ambulances	0	220,000	0	220,000	220,000	**660,000**
Fire Truck	0	900,000	0	0	0	**900,000**
Total Fire	**$ 0**	**$ 1,160,000**	**$ 40,000**	**$ 260,000**	**$ 260,000**	**$ 1,720,000**

CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

PROJECT	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Codes Enforcement						
Codes Enforcement Vehicles	$ 0	$ 25,000	$ 25,000	$ 0	$ 0	$ 50,000
Total Code Inspection	$ 0	$ 25,000	$ 25,000	$ 0	$ 0	$ 50,000
Public Works						
Public Works Vehicles & Equp	$ 0	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 2,000,000
Total Public Works	$ 0	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 2,000,000
Engineering						
Engineering Vehicle	$ 0	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 120,000
City Wide Overlay	1,989,334	3,000,000	3,000,000	3,000,000	3,000,000	13,989,334
FD311 Transfers-unspent projects	5,573	0	0	0	0	5,573
FD311 Use of Fund Balance	5,093	0	0	0	0	5,093
STP Overlay of Elmore, St. Elmo, & Brunswick Roa	20,000	513,000	0	0	0	533,000
TDOT-STP Overlay of Elmore, St. Elmo, & Bruns	80,000	2,052,000	0	0	0	2,132,000
STP Overlay of Yale Road & Brother Blvd	18,000	0	0	0	0	18,000
TDOT-STP Overlay of Yale Road & Brother Blvd	72,000	0	0	0	0	72,000
Appling Road Improvements	600,000	0	0	0	0	600,000
Signal Pole Replacement	0	450,000	450,000	450,000	450,000	1,800,000
ADA Transition	0	170,000	170,000	0	0	340,000
TDOT-ADA Transition	0	680,000	680,000	0	0	1,360,000
Old Brownsville West	0	640,000	0	0	0	640,000
FD311 Use of Fund Balance	61,402	0	0	0	0	61,402
TDOT-Old Brownsville West	245,608	2,560,000	0	0	0	2,805,608
Fletcher Creek Greenway Ph4	0	30,000	90,000	0	0	120,000
Fletcher Creek Ph4 TDOT	0	120,000	360,000	0	0	480,000
STP Overlay of Elmore Park Road, Old Brownsville	0	0	91,500	558,500	0	650,000
TDOT-STP Overlay of Elmore Park Road, Old Br	0	0	366,000	2,234,000	0	2,600,000
Various Drainage Projects	0	400,000	400,000	400,000	400,000	1,600,000
Total Engineering	$ 3,097,010	$ 10,645,000	$ 5,637,500	$ 6,672,500	$ 3,880,000	$ 29,932,010

CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

PROJECT	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Parks						
Parks Vehicles & Equipment	$ 0	$ 120,000	$ 65,000	$ 65,000	$ 0	**$ 250,000**
Recreation Ctr Equipment/Repairs	0	120,000	120,000	55,000	0	**295,000**
Singleton CC Equipment/Repairs	51,000	50,000	80,000	75,000	0	**256,000**
Senior Center Equipment/Repairs	46,000	45,000	40,000	45,000	30,000	**206,000**
Parks Maintenances	65,000	650,000	0	0	0	**715,000**
Parks Restroom Renovations-ADA	0	350,000	300,000	300,000	0	**950,000**
W.J. Freeman Park	0	0	0	510,000	500,000	**1,010,000**
Grant Fund	0	0	0	500,000	500,000	**1,000,000**
Total Parks	**$ 162,000**	**$ 1,335,000**	**$ 605,000**	**$ 1,550,000**	**$ 1,030,000**	**$ 4,682,000**
Perfoming Arts Center						
BPACC Repairs & Improvements	0	55,000	0	0	0	**$ 55,000**
Total Performing Arts Center	**$ 0**	**$ 55,000**	**$ 0**	**$ 0**	**$ 0**	**$ 55,000**
Water						
Old Brownsville Water Line	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Water Extention Kirby Whitten	0	0	0	0	0	**0**
Transfer to Utility Funds	0	0	0	0	0	**0**
Total Water	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**
Sewers						
Sewers in Annexation Area	$ 0	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 1,600,000**
Fletcher Creek Sewer Basin	75,000	0	0	0	0	**75,000**
Hatch Lane Eagle's Nest Sewer	39,097	1,545,000	1,500,000	0	0	**3,084,097**
FD312 Use of Fund Balance	10,903	0	0	0	0	**10,903**
Westbrook Sewer Extension	20,000	325,000	0	0	0	**345,000**
Upgrade Sewage Plant #2	50,000	0	0	0	0	**50,000**
Total Sewers	**$ 195,000**	**$ 2,270,000**	**$ 1,900,000**	**$ 400,000**	**$ 400,000**	**$ 5,165,000**
TOTAL CIP	**$ 12,024,010**	**$ 16,575,000**	**$ 9,512,500**	**$ 9,967,500**	**$ 6,625,000**	**$ 54,704,010**

ADMINISTRATIVE SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

PROJECT	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Administrative						
Vehicles & Equipment	$ 0	$ 30,000	$ 0	$ 30,000	$ 0	**$ 60,000**
City Hall Renovations	0	0	250,000	0	0	**250,000**
Transfer to Bartlett City School	8,000,000	0	0	0	0	**8,000,000**
Transfer to State Street Aid Fund	5,000	0	0	0	0	**5,000**
Transfer to Debt Service Fund	525,000	0	0	0	0	**525,000**
Total Administrative	**$ 8,530,000**	**$ 30,000**	**$ 250,000**	**$ 30,000**	**$ 0**	**$ 8,840,000**
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 250,000	$ 0	$ 0	**$ 250,000**
Capital Note	8,000,000	30,000	0	30,000	0	**8,060,000**
FD311 Interest	525,000	0	0	0	0	**525,000**
FD311 Use of Fund Balance	5,000	0	0	0	0	**5,000**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 8,530,000**	**$ 30,000**	**$ 250,000**	**$ 30,000**	**$ 0**	**$ 8,840,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	250,000	0	0	**250,000**
Equipment/Furnishings	0	30,000	0	30,000	0	**60,000**
Other	8,530,000	0	0	0	0	**8,530,000**
Total Project Costs	**$ 8,530,000**	**$ 30,000**	**$ 250,000**	**$ 30,000**	**$ 0**	**$ 8,840,000**

ADMINISTRATIVE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 10622

Project Name: Vehicles and Equipment

Project Description

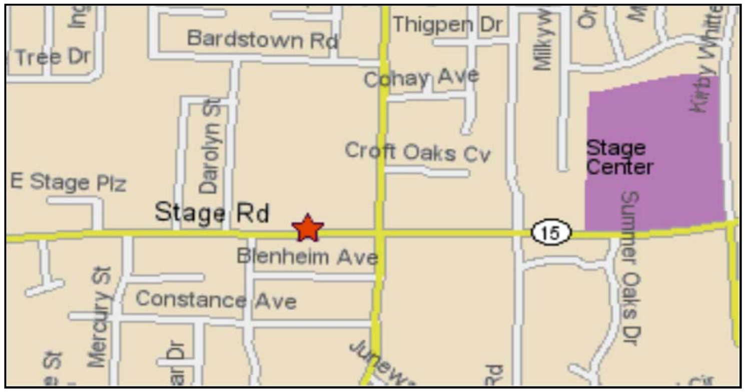
Replace 1 vehicle.

Project Schedule	**Start**	**Finish**
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/21	06/24
Total Project	**07/21**	**06/24**

Location

City Hall, 6400 Stage Road, Bartlett, TN 38134.

Location Map



Impact on Operating Budget	**FY 2021**	**FY 2022**	**FY 2023**
Personnel	$ 0	$ 0	$ 0
Operations	0	2,600	2,600
Capital	0	0	0
Total Costs on Oper. Budget	**$ 0**	**$ 2,600**	**$ 2,600**

Future Years and explanations: $1,600 for petroleum and $1,100 maintenance/repairs per year.

	FY 2021	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**TOTAL**
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	0	30,000	0	30,000	0	**60,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 30,000**	**$ 0**	**$ 30,000**	**$ 0**	**$ 60,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	0	0	0	**0**
Equipment/Furnishings	0	30,000	0	30,000	0	**60,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 30,000**	**$ 0**	**$ 30,000**	**$ 0**	**$ 60,000**

ADMINISTRATIVE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 11020

Project Name: City Hall Renovations

Project Description

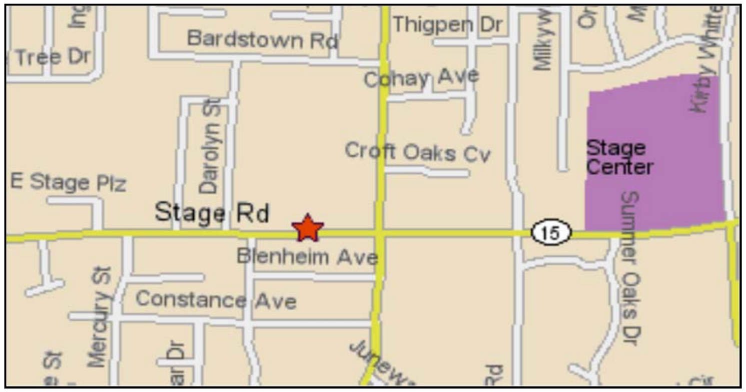
Renovates part of City Hall to improve office efficiency.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/19	06/21
Equipment/Furnishings	N/A	N/A
Total Project	**07/19**	**06/21**

Location

City Hall, 6400 Stage Road, Bartlett, TN 38134.

Location Map



Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Costs on Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: no impact on operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 250,000	$ 0	$ 0	**$ 250,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 0**	**$ 250,000**	**$ 0**	**$ 0**	**$ 250,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	250,000	0	0	**250,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 0**	**$ 250,000**	**$ 0**	**$ 0**	**$ 250,000**

PUBLIC SAFETY SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

PROJECT	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Police						
Police Vehicles & Equipment	$ 0	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 1,740,000**
Justice Center Maintenance	40,000	120,000	120,000	120,000	120,000	**520,000**
Total Police	**$ 40,000**	**$ 555,000**	**$ 555,000**	**$ 555,000**	**$ 555,000**	**$ 2,260,000**
Fire						
Fire Vehicles	$ 0	$ 40,000	$ 40,000	$ 40,000	$ 40,000	**$ 160,000**
Fire Ambulances	0	220,000	0	220,000	220,000	**660,000**
Fire Truck	0	900,000	0	0	0	**900,000**
Total Fire	**$ 0**	**$ 1,160,000**	**$ 40,000**	**$ 260,000**	**$ 260,000**	**$ 1,720,000**
Codes Enforcement						
Codes Enforcement Vehicles	$ 0	$ 25,000	$ 25,000	$ 0	$ 0	**$ 50,000**
Total Code Enforcement	**$ 0**	**$ 25,000**	**$ 25,000**	**$ 0**	**$ 0**	**$ 50,000**
Source of Funds						
G.O. Bonds	$ 0	$ 1,020,000	$ 120,000	$ 120,000	$ 120,000	**$ 1,380,000**
Capital Note	0	720,000	500,000	695,000	695,000	**2,610,000**
FD311 Transfers-unspent projects	40,000	0	0	0	0	**40,000**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 40,000**	**$ 1,740,000**	**$ 620,000**	**$ 815,000**	**$ 815,000**	**$ 4,030,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	40,000	120,000	120,000	120,000	120,000	**520,000**
Equipment/Furnishings	0	1,620,000	500,000	695,000	695,000	**3,510,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 40,000**	**$ 1,740,000**	**$ 620,000**	**$ 815,000**	**$ 815,000**	**$ 4,030,000**

Department: POLICE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 20321

Project Name: Police Vehicles & Equipment

Project Description

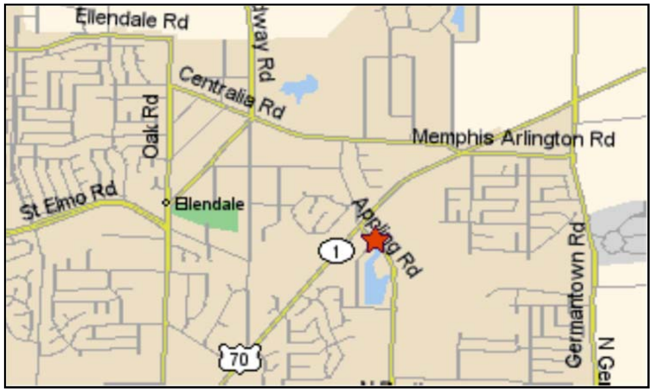
None for FY21.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Utility Relocation	N/A	N/A
Equipment/Furnishings	07/20	06/25
Total Project	**07/20**	**06/25**

Location

3730 Appling Rd.

Location Map



Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	26,400	26,400
Capital	0	0	0
Total Impact Oper. Budget	**$ 26,400**	**$ 26,400**	**$ 26,400**

Future Years and explanations: $17,000 petroleum & $9,400 repairs/maintenance per year.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	0	435,000	435,000	435,000	435,000	**1,740,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 1,740,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	0	0	0	**0**
Equipment/Furnishings	0	435,000	435,000	435,000	435,000	**1,740,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 1,740,000**

Department: POLICE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 20521

Project Name: Justice Center Maintenance

Project Description

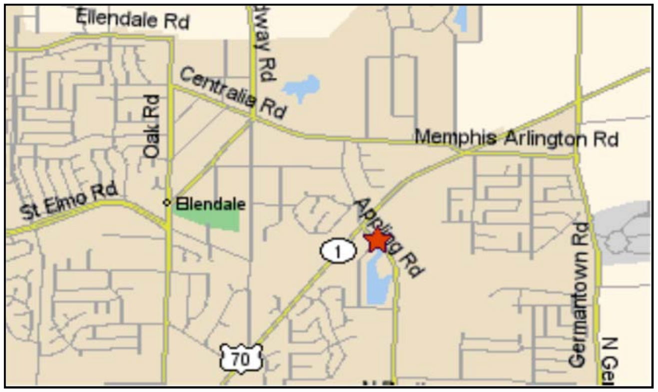
Records Storage Security, $15,000. HVAC Repair for Server Room, $15,000. Sally Port Gate Motors, $7,500.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/20	06/25
Equipment/Furnishings	N/A	N/A
Total Project	**07/20**	**06/25**

Location

3730 Appling Rd.

Location Map



Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: no impact on operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 120,000	$ 120,000	$ 120,000	$ 120,000	**$ 480,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	40,000	0	0	0	0	**40,000**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 40,000**	**$ 120,000**	**$ 120,000**	**$ 120,000**	**$ 120,000**	**$ 520,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	40,000	120,000	120,000	120,000	120,000	**520,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 40,000**	**$ 120,000**	**$ 120,000**	**$ 120,000**	**$ 120,000**	**$ 520,000**

Department: FIRE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 25722
Project Name: Fire Vehicles

Project Description

Replace aging vehicles. Expedition requested due to equiptment being carried and used as command post. **2022 - EMS Supervisor Vehicle.** Expedition requested due to EMS equiptment being carried. **2023-2025 Replace aging Staff Vehicles.**

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/21	06/25
Total Project	**07/21**	**06/25**

Location

2939 Altruria Rd, Bartlett, TN 38134

Location Map

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	3,500	3,500
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 3,500**	**$ 3,500**

Future Years and explanations: $3,000 petroleum & $500 repairs/maintenance per year.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	0	40,000	40,000	40,000	40,000	**160,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 160,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	0	0	0	**0**
Equipment/Furnishings	0	40,000	40,000	40,000	40,000	**160,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 160,000**

Department: FIRE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 25622

Project Name: Fire Ambulances

Project Description

New ambulance to replace high mileage ambulances.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/21	06/25
Total Project	**07/21**	**06/25**

Location

Station 2, 5996 Mps-Arl.

Location Map

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	7,500	7,500
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 7,500**	**$ 7,500**

Future Years and explanations: Petroleum & repairs/maintenance cost is around 8,000/year.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	0	220,000	0	220,000	220,000	**660,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 220,000**	**$ 0**	**$ 220,000**	**$ 220,000**	**$ 660,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	0	0	0	**0**
Equipment/Furnishings	0	220,000	0	220,000	220,000	**660,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 220,000**	**$ 0**	**$ 220,000**	**$ 220,000**	**$ 660,000**

Department: FIRE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 25222
Project Name: Fire Truck 2022

Project Description

Replace Ladder Truck Platform in FY22.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/21	06/22
Total Project	**07/21**	**06/22**

Location

Station 4, 6875 Old Brownsville Road

Location Map

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: $17,000 petroleum & $8,000 repairs/maintenance per year.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 900,000	$ 0	$ 0	$ 0	**$ 900,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 900,000**	**$ 0**	**$ 0**	**$ 0**	**$ 900,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	0	0	0	**0**
Equipment/Furnishings	0	900,000	0	0	0	**900,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 900,000**	**$ 0**	**$ 0**	**$ 0**	**$ 900,000**

Department: **CODES ENFORCEMENT**

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: **29122**

Project Name: **Codes Enforcement Vehicles**

Project Description

Replace an aging vehicle.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/18	06/23
Total Project	**07/18**	**06/23**

Location

6382 Stage Road, Bartlett.

Location Map

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	7,000	7,000
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 7,000**	**$ 7,000**

Future Years and explanations: $5,000 for petroleum and $2,500 maintenance/repairs per year.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	0	25,000	25,000	0	0	**50,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 25,000**	**$ 25,000**	**$ 0**	**$ 0**	**$ 50,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	0	0	0	**0**
Equipment/Furnishings	0	25,000	25,000	0	0	**50,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 25,000**	**$ 25,000**	**$ 0**	**$ 0**	**$ 50,000**

PUBLIC WORKS SUMMARY

PROJECT	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Public Works						
Public Works Vehicles & Equp	$ 0	$ 500,000	$ 500,000	$ 500,000	$ 500,000	**$ 2,000,000**
Total Public Works	**$ 0**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 2,000,000**
Engineering						
Engineering Vehicle	$ 0	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 120,000**
City Wide Overlay	2,000,000	3,000,000	3,000,000	3,000,000	3,000,000	**14,000,000**
STP Overlay of Elmore, St. Elmo, ‹	100,000	2,565,000	0	0	0	**2,665,000**
STP Overlay of Yale Road & Brotl	90,000	0	0	0	0	**90,000**
Appling Road Improvements	600,000	0	0	0	0	**600,000**
Signal Pole Replacement	0	450,000	450,000	450,000	450,000	**1,800,000**
ADA Transition	0	850,000	850,000	0	0	**1,700,000**
Old Brownsville West	307,010	3,200,000	0	0	0	**3,507,010**
Fletcher Creek Greenway Ph4	0	150,000	450,000	0	0	**600,000**
STP Overlay of Elmore Park Road,	0	0	457,500	2,792,500	0	**3,250,000**
Various Drainage Projects	0	400,000	400,000	400,000	400,000	**1,600,000**
Total Engineering	**$ 3,097,010**	**$ 10,645,000**	**$ 5,637,500**	**$ 6,672,500**	**$ 3,880,000**	**$ 29,932,010**
Source of Funds						
G.O. Bonds	$ 2,627,334	$ 5,203,000	$ 4,201,500	$ 4,408,500	$ 3,850,000	**$ 20,290,334**
Capital Note	0	530,000	530,000	530,000	530,000	**2,120,000**
FD311 Transfers-unspent projects	5,573	0	0	0	0	**5,573**
FD311 Use of Fund Balance	66,495	0	0	0	0	**66,495**
TDOT 80% match	397,608	5,412,000	1,406,000	2,234,000	0	**$ 9,449,608**
Total Source	**$ 3,097,010**	**$ 11,145,000**	**$ 6,137,500**	**$ 7,172,500**	**$ 4,380,000**	**$ 31,932,010**
Project Costs						
Land/Right of Way	$ 0	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
Design/Engineering	100,000	550,000	557,500	100,000	100,000	**1,407,500**
Construction	2,997,010	10,015,000	5,050,000	6,542,500	3,750,000	**28,354,510**
Equipment/Furnishings	0	530,000	530,000	530,000	530,000	**2,120,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 3,097,010**	**$ 11,145,000**	**$ 6,137,500**	**$ 7,172,500**	**$ 4,380,000**	**$ 31,932,010**

Department: PUBLIC WORKS

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 30722

Project Name: Public Works Vehicles & Equipment

Project Description

None for FY21.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/19	06/23
Total Project	**07/19**	**06/23**

Location

Public Works buildings around the City.

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	54,000	54,000
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 54,000**	**$ 54,000**

Future Years and explanations: $37,000 petroleum & 19,000 repairs/maintenance per year.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	0	500,000	500,000	500,000	500,000	**2,000,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 2,000,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	0	0	0	**0**
Equipment/Furnishings	0	500,000	500,000	500,000	500,000	**2,000,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 2,000,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 42022

Project Name: Engineering Vehicle

Project Description

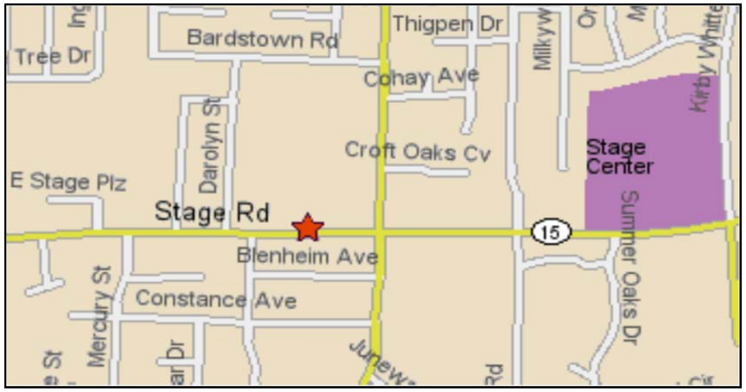
Vehicle replacement.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/19	06/23
Total Project	**07/19**	**06/23**

Location

6382 Stage Road, Bartlett.

Location Map



Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	2,500	2,500
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 2,500**	**$ 2,500**

Future Years and explanations: $1,500 for petroleum and $1,000 maintenance/repairs per year.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	0	30,000	30,000	30,000	30,000	**120,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 120,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	0	0	0	**0**
Equipment/Furnishings	0	30,000	30,000	30,000	30,000	**120,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 120,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 456

Project Name: City Wide Overlay

Project Description

Pave various streets throughout the City of Bartlett.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/10	06/25
Equipment/Furnishings	N/A	N/A
Total Project	**07/10**	**06/25**

Location

All over the city.

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 1,989,334	$ 3,000,000	$ 3,000,000	$ 3,000,000	$ 3,000,000	**$ 13,989,334**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	5,573	0	0	0	0	**5,573**
FD311 Use of Fund Balance	5,093	0	0	0	0	**5,093**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 2,000,000**	**$ 3,000,000**	**$ 3,000,000**	**$ 3,000,000**	**$ 3,000,000**	**$ 14,000,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	2,000,000	3,000,000	3,000,000	3,000,000	3,000,000	**14,000,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 2,000,000**	**$ 3,000,000**	**$ 3,000,000**	**$ 3,000,000**	**$ 3,000,000**	**$ 14,000,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 458

Project Name: STP Asphalt Overlay of Elmore, St. Elmo, & Brunswick Roads

Project Description

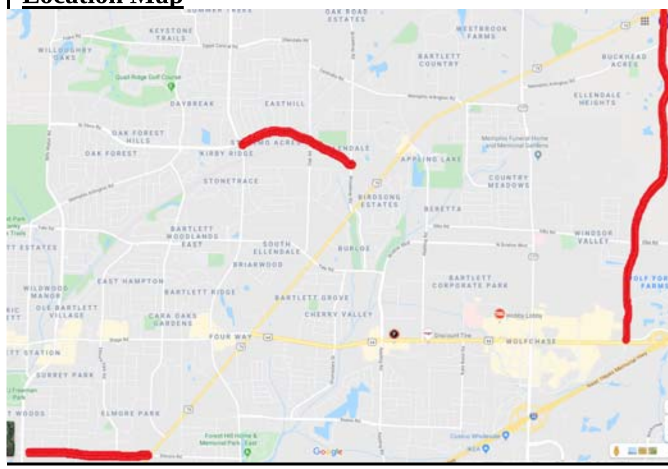
Use STP 2023 Funds for the Asphalt Overlay of Elmore Road, St. Elmo, and Brunswick Road

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	08/20	08/22
Utility Relocation	NA	NA
Construction	02/22	07/23
Total Project	**08/20**	**07/23**

Location

Elmore Road Between US 70 and Bartlett Boulevard, St. Elmo between Broadway and Oak Road, and Brunswick Road between US 64 and US 70.

Location Map



Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 20,000	$ 513,000	$ 0	$ 0	$ 0	**$ 533,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	80,000	2,052,000	0	0	0	**2,132,000**
Total Source	**$ 100,000**	**$ 2,565,000**	**$ 0**	**$ 0**	**$ 0**	**$ 2,665,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	100,000	350,000	0	0	0	**450,000**
Construction	0	2,215,000	0	0	0	**2,215,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 100,000**	**$ 2,565,000**	**$ 0**	**$ 0**	**$ 0**	**$ 2,665,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 4561

Project Name: STP Overlay of Yale Road and Brother Blvd

Project Description

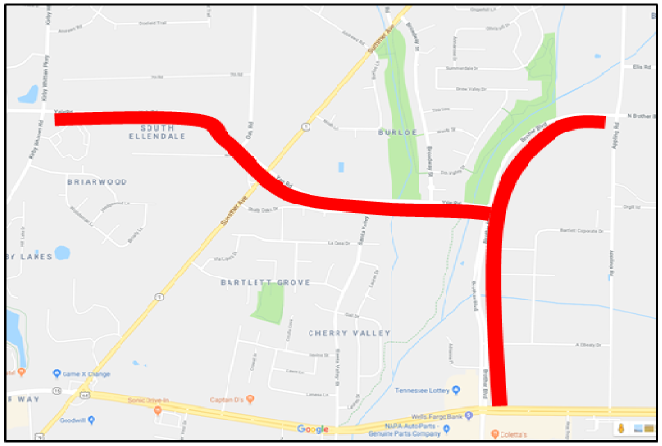
Use STP Funds to Asphalt Overlay Yale Road from Brother Blvd to Kirby Whitten, and Brother Boulevard from Appling Road to US 64

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	07/19	07/20
Utility Relocation	NA	NA
Construction	02/21	02/21
Total Project	**07/19**	**02/21**

Location

See Project Description

Location Map



Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2024	FY 2025	FY 2026	TOTAL
Source of Funds						
G.O. Bonds	$ 18,000	$ 0	$ 0	$ 0	$ 0	**$ 18,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	72,000	0	0	0	0	**72,000**
Total Source	**$ 90,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 90,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	90,000	0	0	0	0	**90,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 90,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 90,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 4571

Project Name: Appling Road Improvements Phase 2

Project Description

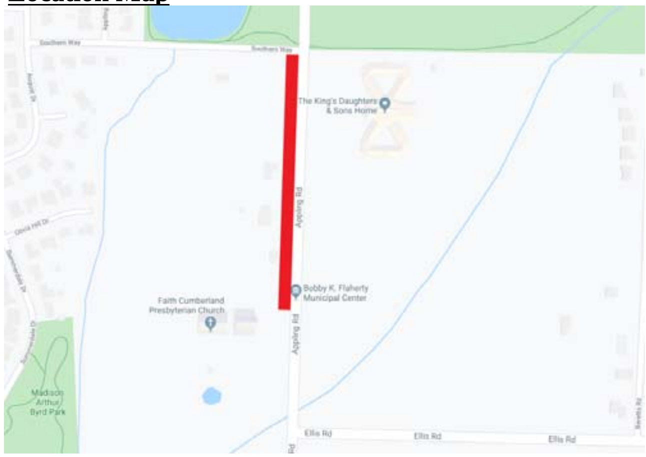
Appling Road Improvements include the Curb, Gutter and Sidewalk on the West Side only from Southern Way southwardly to Faith Cumberland Presbyterian Church.

Project Schedule	Start	Finish
Land/Right of Way	01/20	07/20
Design/Engineering	07/18	01/21
Construction	02/21	07/22
Equipment/Furnishings	N/A	N/A
Total Project	**07/18**	**07/22**

Location

See Description

Location Map



Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY2021	FY 2023	FY 2024	FY 2025	FY 2026	TOTAL
Source of Funds						
G.O. Bonds	$ 600,000	$ 0	$ 0	$ 0	$ 0	**$ 600,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 600,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 600,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	600,000	0	0	0	0	**600,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 600,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 600,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 459

Project Name: Annual Signal Pole Replacement

Project Description

These projects involve replacing a Traffic Signal Pole each year to the new mast arm style. Construction for this work is being paid out of State Street Aid (121.48121.979) FY21 Design and CEI $ are for Bartlett Blvd/Ivanhoe

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	07/20	06/21
Construction	07/21	06/23
Equipment/Furnishings	N/A	N/A
Total Project	**07/20**	**06/23**

Location

Various locations around the city.

Location Map

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 450,000	$ 450,000	$ 450,000	$ 450,000	**$ 1,800,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 450,000**	**$ 450,000**	**$ 450,000**	**$ 450,000**	**$ 1,800,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	100,000	100,000	100,000	100,000	**400,000**
Construction	0	350,000	350,000	350,000	350,000	**1,400,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 450,000**	**$ 450,000**	**$ 450,000**	**$ 450,000**	**$ 1,800,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 455

Project Name: ADA Transition Plan

Project Description

Use STP Funds to Construct ADA Improvements in accordance with the City's ADA Plan. The Plan includes spending $10M within 20 years. This FY 2023 TIP Funding Plan includes spending $2M over the next 3 years.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	08/20	03/21
Utility Relocation	NA	NA
Construction	06/21	06/25
Total Project	**08/20**	**06/25**

Location

Locations all over the City.

Location Map

Around the City.

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 170,000	$ 170,000	$ 0	$ 0	**$ 340,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	680,000	680,000	0	0	**1,360,000**
Total Source	**$ 0**	**$ 850,000**	**$ 850,000**	**$ 0**	**$ 0**	**$ 1,700,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	850,000	850,000	0	0	**1,700,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 850,000**	**$ 850,000**	**$ 0**	**$ 0**	**$ 1,700,000**

Department: **ENGINEERING**

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 422

Project Name: Old Brownsville West

Project Description

This project will re-build Old Brownsville Road from Kirby Whitten to Austin Peay Highway. It is funded 80/20 through the surface transportation fund. Re-paving of the roadway in 10 years. Initial engineering of 150,000 was provided in 2005 budget and an additional of 140,000 in 2007 budget.

Project Schedule	Start	Finish
Land/Right of Way	07/15	06/19
Design/Engineering	07/15	06/19
Utility Relocation	N/A	N/A
Construction	07/18	06/24
Total Project	**07/15**	**06/24**

Location

Old Brownsville Road - Kirby Whitten Road to Austin Peay Highway.

Location Map

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 640,000	$ 0	$ 0	$ 0	**$ 640,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	61,402	0	0	0	0	**61,402**
TDOT 80% match	245,608	2,560,000	0	0	0	**2,805,608**
Total Source	**$ 307,010**	**$ 3,200,000**	**$ 0**	**$ 0**	**$ 0**	**$ 3,507,010**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	307,010	3,200,000	0	0	0	**3,507,010**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 307,010**	**$ 3,200,000**	**$ 0**	**$ 0**	**$ 0**	**$ 3,507,010**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 4514

Project Name: Fletcher Creek Greenway Ph4

Project Description

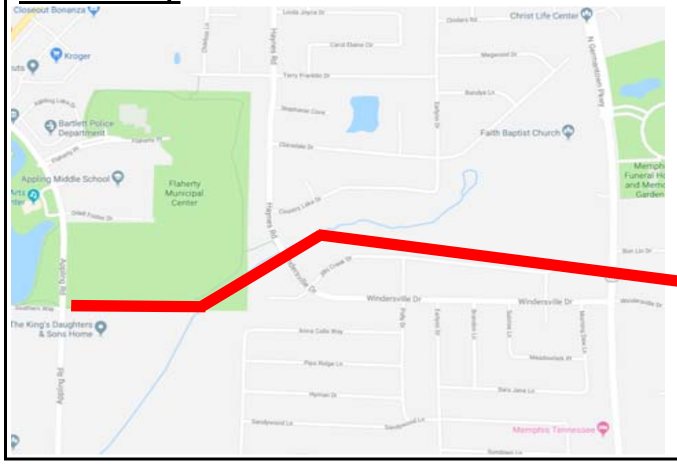
4th Phase of the Fletcher Creek Greenway

Project Schedule	Start	Finish
Land/Right of Way	01/21	10/22
Design/Engineering	01/22	06/22
Construction	07/22	12/24
Equipment/Furnishings	N/A	N/A
Total Project	**01/21**	**12/22**

Location

Fletcher Creek Just North of Ellis Road

Location Map



Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 30,000	$ 90,000	$ 0	$ 0	**$ 120,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	120,000	360,000	0	0	**480,000**
Total Source	**$ 0**	**$ 150,000**	**$ 450,000**	**$ 0**	**$ 0**	**$ 600,000**
Project Costs						
Land/Right of Way	$ 0	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
Design/Engineering	0	100,000	0	0	0	**100,000**
Construction	0	0	450,000	0	0	**450,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 150,000**	**$ 450,000**	**$ 0**	**$ 0**	**$ 600,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 4581

Project Name: STP Overlay of Elmore Park Road, Old Brownsville Road, Ellendale Road, and Billy Maher Road

Project Description

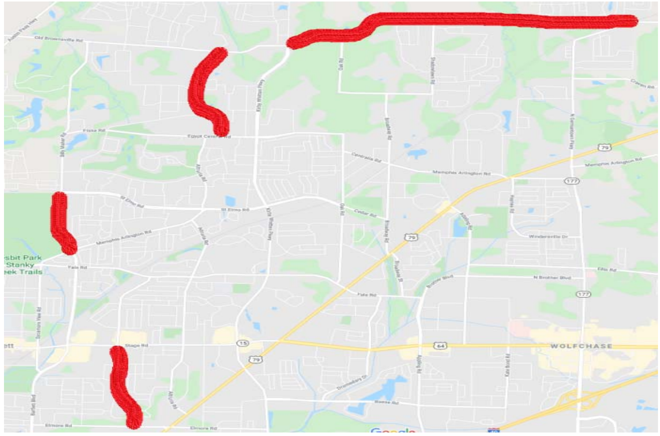
Use STP Funds for the asphalt overlay of Elmore Park Road between Stage and Elmore Road, Old Brownsville Road between Kirby Whitten and Germantown Road, Ellendale Road between Fiske Road and Old Brownsville Road, and Billy Maher Road between Memphis Arlington & Fiske Road.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	07/22	07/23
Utility Relocation	NA	NA
Construction	08/23	06/24
Total Project	**07/22**	**06/24**

Location

See Description Above

Location Map



Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 91,500	$ 558,500	$ 0	**$ 650,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	366,000	2,234,000	0	**2,600,000**
Total Source	**$ 0**	**$ 0**	**$ 457,500**	**$ 2,792,500**	**$ 0**	**$ 3,250,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	457,500	0	0	**457,500**
Construction	0	0	0	2,792,500	0	**2,792,500**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 0**	**$ 457,500**	**$ 2,792,500**	**$ 0**	**$ 3,250,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 63622

Project Name: Various Drainage Projects

Project Description

Drain Projects located around the city.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/20	06/25
Equipment/Furnishings	N/A	N/A
Total Project	**07/20**	**06/25**

Location

Around the city.

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 1,600,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 1,600,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	400,000	400,000	400,000	400,000	**1,600,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 1,600,000**

PARKS AND RECREATION SUMMARY

PROJECT	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Parks and Recreation						
Parks Vehicles & Equipment	$ 0	$ 120,000	$ 65,000	$ 65,000	$ 0	**$ 250,000**
Recreation Ctr Equipment/Repairs	0	120,000	120,000	55,000	0	**295,000**
Singleton CC Equipment/Repairs	51,000	50,000	80,000	75,000	0	**256,000**
Senior Center Equipment/Repairs	46,000	45,000	40,000	45,000	30,000	**206,000**
Parks Maintenances	65,000	650,000	0	0	0	**715,000**
Parks Restroom Renovations-ADA	0	350,000	300,000	300,000	0	**950,000**
W.J. Freeman Park	0	0	0	1,010,000	1,000,000	**2,010,000**
Total Parks and Recreation	**$ 162,000**	**$ 1,335,000**	**$ 605,000**	**$ 1,550,000**	**$ 1,030,000**	**$ 4,682,000**
Perfoming Arts Center						
BPACC Repairs & Improvements	$ 0	$ 55,000	$ 0	$ 0	$ 0	**$ 55,000**
Total Performing Arts Center	**$ 0**	**$ 55,000**	**$ 0**	**$ 0**	**$ 0**	**$ 55,000**
Source of Funds						
G. O. Bonds	$ 162,000	$ 1,095,000	$ 420,000	$ 930,000	$ 530,000	**$ 3,137,000**
Capital Note	0	295,000	185,000	120,000	0	**600,000**
Transfer In from Park Imp. Fund	0	0	0	0	0	**0**
Grant Funds	0	0	0	500,000	500,000	**1,000,000**
Total Source	**$ 162,000**	**$ 1,390,000**	**$ 605,000**	**$ 1,550,000**	**$ 1,030,000**	**$ 4,737,000**
Project Costs						
Design/Engineering	$ 0	$ 0	$ 0	$ 100,000	$ 100,000	**$ 200,000**
Construction	162,000	1,095,000	420,000	1,320,000	930,000	**3,927,000**
Equipment/Furnishings	0	295,000	185,000	120,000	0	**600,000**
Other	0	0	0	10,000	0	**10,000**
Total Project Costs	**$ 162,000**	**$ 1,390,000**	**$ 605,000**	**$ 1,550,000**	**$ 1,030,000**	**$ 4,737,000**

Department: **PARKS & RECREATION**

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 50722

Project Name: Parks Vehicles & Equipment

Project Description

FY22: Ford Explorer XLT (Parks Director) $32k; Maint: 1 2020 F350 Super Cab - $32k; 1 Bobcat T595 Compact Tractor Loader - $52k Total $116k.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/21	06/24
Total Project	**07/21**	**06/24**

Location

At various locations throughout the City.

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations			
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: petroleum and maintenance/repairs costs are estimated to be around $15,000 per year.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	0	120,000	65,000	65,000	0	**250,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
Transfer In from Park Imp. Fund	0	0	0	0	0	**0**
Grant Funds	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 120,000**	**$ 65,000**	**$ 65,000**	**$ 0**	**$ 250,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	0	0	0	**0**
Equipment/Furnishings	0	120,000	65,000	65,000	0	**250,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 120,000**	**$ 65,000**	**$ 65,000**	**$ 0**	**$ 250,000**

Department: PARKS & RECREATION — **BARTLETT CAPITAL IMPROVEMENT PROGRAM**

FY 2021 - FY 2025

Project No.: 51721

Project Name: Singleton Community Center Equipment/Repairs

Project Description

FY21 - Gym Doors (6) replaced $14k; replace (6)heat pumps $37k; Total $51,000. FY22 - Replace Playground Equipment $30k; Repaint Metal Fascia Upper on Gymnasium $15k; replace Auditorium doors $6k; Total $51,000. FY23 - Refinish wood floors in dance rooms (3) and front hall $35k; replace handicap ramps in front hall $25k; replace front entry doors (6) $18k; Total $78,000. FY24 - remodel Preschool, Basement and Gym bathrooms $75k

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	N/A	N/A
Total Project	**01/00**	**01/00**

Location

7266 Third Road

Location Map

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 51,000	$ 50,000	$ 80,000	$ 75,000	$ 0	**$ 256,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 51,000**	**$ 50,000**	**$ 80,000**	**$ 75,000**	**$ 0**	**$ 256,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	51,000	50,000	80,000	75,000	0	**256,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 51,000**	**$ 50,000**	**$ 80,000**	**$ 75,000**	**$ 0**	**$ 256,000**

Department: **PARKS & RECREATION**

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: **54322**

Project Name: Recreation Center Equipment/Repairs

Project Description

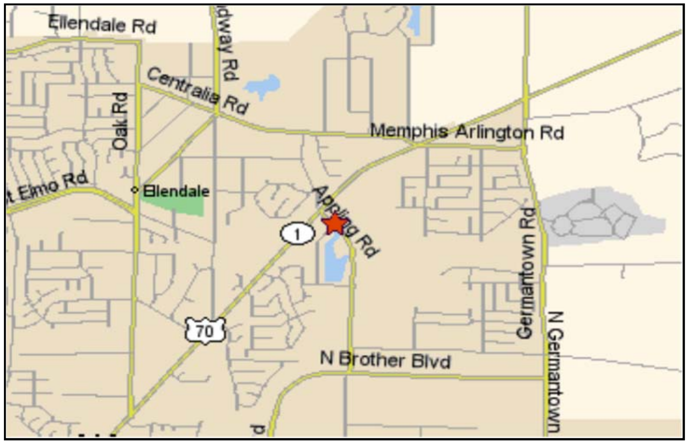
FY22 – Strength Equipment $70k; Gym Curtain $24k; Wood floor rescreen - $5,500; RTU-1 18k Total $117,500.
FY23 - Carpet Replacement $70k; Cardio Equipment $35k; RTU-6 12k Total $117k.
FY24 – Security Updates **$8,500.00**; Air Curtain $9,500.00; Duct Cleaning $22k; RTU-11 14k; Total $54,000.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/21	06/24
Total Project	**07/21**	**06/24**

Location

7700 Flaherty Place.

Location Map



Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	0	120,000	120,000	55,000	0	**295,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
Transfer In from Park Imp. Fund	0	0	0	0	0	**0**
Grant Funds	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 120,000**	**$ 120,000**	**$ 55,000**	**$ 0**	**$ 295,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	0	0	0	**0**
Equipment/Furnishings	0	120,000	120,000	55,000	0	**295,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 120,000**	**$ 120,000**	**$ 55,000**	**$ 0**	**$ 295,000**

Department: PARKS AND RECREATION

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 51821

Project Name: Bartlett Senior Center Equipment/Repairs

Project Description

FY21: Roof Replacement for shingle portion of roof and porch roof - $46K, Total: $46K; **FY22:** HVAC Units (2) - $20K, Window Replacements (8) - $7K; Lighting and Dimmer System - $18K, Total: 45K; **FY23:** Kitchen Remodel Updates & ADA Changes - $40K, Total: 40K; **FY24:** Restrooms Remodel ADA - $42K, Total: 42k; **FY25:** Replacement Elliptical - $4K, HVAC Units (2) - $22K, Total: 26K

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/20	06/24
Total Project	**07/17**	**06/17**

Location

5727 Woodlawn, Bartlett, TN 38134

Location Map

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 46,000	$ 45,000	$ 40,000	$ 45,000	$ 30,000	**$ 206,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
Transfer In from Park Imp. Fund	0	0	0	0	0	**0**
Grant Funds	0	0	0	0	0	**0**
Total Source	**$ 46,000**	**$ 45,000**	**$ 40,000**	**$ 45,000**	**$ 30,000**	**$ 206,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	46,000	45,000	40,000	45,000	30,000	**206,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 46,000**	**$ 45,000**	**$ 40,000**	**$ 45,000**	**$ 30,000**	**$ 206,000**

Department: PARKS & RECREATION | **BARTLETT CAPITAL IMPROVEMENT PROGRAM**
FY 2021 - FY 2025

Project No.: 51421

Project Name: Parks Maintenance

Project Description

FY21 - Dixon Brewer Walking Trail $25,000; Freeman Smith Walking Trail $18,000; Freeman Smith Parking Lot $22k.

FY22 – Redo Deermont Lighting -$650k.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/20	06/23
Equipment/Furnishings	N/A	N/A
Total Project	**07/20**	**06/23**

Location

At various locations throughout the City.

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 65,000	$ 650,000	$ 0	$ 0	$ 0	**$ 715,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
Transfer In from Park Imp. Fund	0	0	0	0	0	**0**
Grant Funds	0	0	0	0	0	**0**
Total Source	**$ 65,000**	**$ 650,000**	**$ 0**	**$ 0**	**$ 0**	**$ 715,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	65,000	650,000	0	0	0	**715,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 65,000**	**$ 650,000**	**$ 0**	**$ 0**	**$ 0**	**$ 715,000**

Department: **PARKS & RECREATION**

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: **51622**

Project Name: Parks Restroom Renovations - ADA

Project Description

2022 Shadowlawn Restrooms-**$350k**, **2023** Freeman Smith-**$300k**; **2024** Dixon Brewer **$300K;** **Total:** **$950K**

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/17	06/23
Equipment/Furnishings	N/A	N/A
Total Project	**07/17**	**06/23**

Location

Shadowlawn Park 4734 Shadowlawn Rd., Bartlett, TN 38133; Freeman Smith Park 4620 N. Brunswick Rd., 38002, Dixon Brewer Park 5745 Woodlawn St., 38134.

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 350,000	$ 300,000	$ 300,000	$ 0	**$ 950,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
Transfer In from Park Imp. Fund	0	0	0	0	0	**0**
Grant Funds	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 350,000**	**$ 300,000**	**$ 300,000**	**$ 0**	**$ 950,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	350,000	300,000	300,000	0	**950,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 350,000**	**$ 300,000**	**$ 300,000**	**$ 0**	**$ 950,000**

Department: PARKS & RECREATION — **BARTLETT CAPITAL IMPROVEMENT PROGRAM**

FY 2021 - FY 2025

Project No.: 51402

Project Name: W.J. Freeman Park

Project Description

FY24 Amphitheater - Building, stage, lighting, handicap parking and access, loop trails and sidewalks. Total $1,010,000. (Bond $510,000, Grant $500,000).

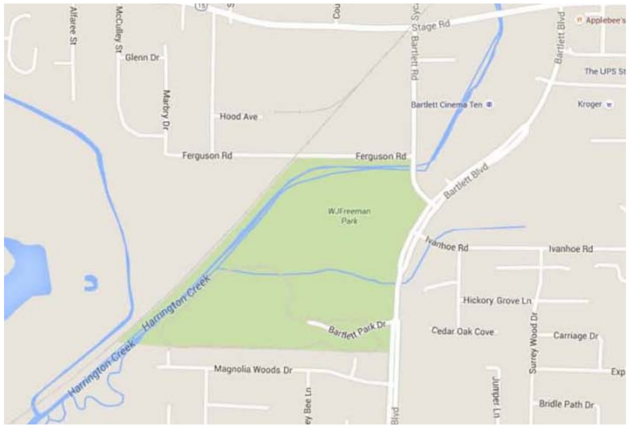
FY25 Disc Gold Course - Parking lot, Restroom, Playground Total - $1,000,000 (Bond $500k, Grant $500k)

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/20	06/22
Equipment/Furnishings	N/A	N/A
Total Project	**07/20**	**06/22**

Location

2619 Bartlett Boulevard, Bartlett, TN 38134

Location Map



Impact on Operating Budget

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 9,000
Operations	0	0	1,000
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 10,000**

Future Years and explanations: Once completed, part-time employees and maintenance costs will be expected to be around $10,000/year.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 510,000	$ 500,000	**$ 1,010,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
Transfer In from Park Imp. Fund	0	0	0	0	0	**0**
Grant Funds	0	0	0	500,000	500,000	**1,000,000**
Total Source	**$ 0**	**$ 0**	**$ 0**	**$ 1,010,000**	**$ 1,000,000**	**$ 2,010,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	100,000	100,000	**200,000**
Construction	0	0	0	900,000	900,000	**1,800,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	10,000	0	**10,000**
Total Project Costs	**$ 0**	**$ 0**	**$ 0**	**$ 1,010,000**	**$ 1,000,000**	**$ 2,010,000**

Department: **Perfoming Arts Center**

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 59122

Project Name: **BPACC Repairs & Improvements**

Project Description

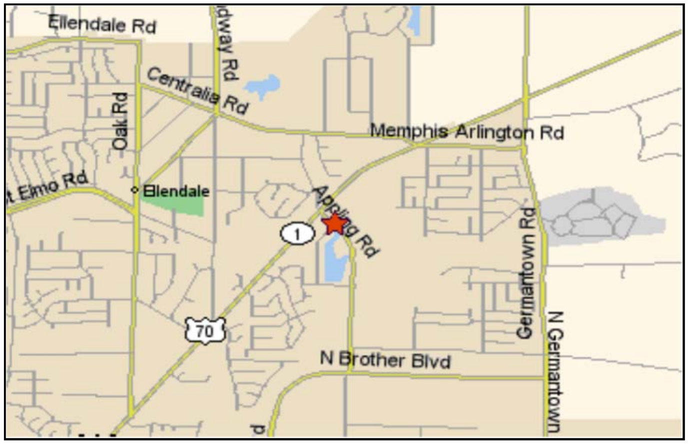
Conf. Room Carpet – $4,000 / HVAC Units 9 & 11 – $19,800 / Replace Broken Doors – $4,000 / "CIP's for DISCUSSION" – Replace Parking Lot & Marquee Lts. w LED's – $6,500 / Replace Dysfunctional Lobby Cans & Cove Lts. w LED's – $11,400 / Replace Old Worn Banquet Chairs – $8,000

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/20	06/22
Total Project	**07/20**	**06/22**

Location

All Work Done At BPACC.

Location Map



Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	0	55,000	0	0	0	**55,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
Grant Funds	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 55,000**	**$ 0**	**$ 0**	**$ 0**	**$ 55,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	0	0	0	**0**
Equipment/Furnishings	0	55,000	0	0	0	**55,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 55,000**	**$ 0**	**$ 0**	**$ 0**	**$ 55,000**

UTILITY FUND SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

PROJECT	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Water						
Old Brownsville Water Line	$ 0	$ 0	$ 0	$ 0	$ 0	**0**
Water Extention Kirby Whitten	0	0	0	0	0	**0**
Transfer to Utility Funds	0	0	0	0	0	**0**
Total Water	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**
Sewers						
Sewers in Annexation Area	$ 0	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 1,600,000**
Fletcher Creek Sewer Basin	75,000	0	0	0	0	**75,000**
Hatch Lane Eagle's Nest Sewer	50,000	1,545,000	1,500,000	0	0	**3,095,000**
Westbrook Sewer Extension	20,000	325,000	0	0	0	**345,000**
Upgrade Sewage Plant #2	50,000	0	0	0	0	**50,000**
Total Sewers	**$ 195,000**	**$ 2,270,000**	**$ 1,900,000**	**$ 400,000**	**$ 400,000**	**$ 5,165,000**
Source of Funds						
Utility Bonds	$ 0	$ 1,545,000	$ 1,500,000	$ 0	$ 0	**$ 3,045,000**
Utility Retained Earnings	0	725,000	400,000	400,000	400,000	**1,925,000**
FD312 Transfers-unspent projects	184,097	0	0	0	0	**184,097**
FD312 Use of Fund Balance	10,903	0	0	0	0	**10,903**
Total Source	**$ 195,000**	**$ 2,270,000**	**$ 1,900,000**	**$ 400,000**	**$ 400,000**	**$ 5,165,000**
Project Costs						
Land/Right of Way	$ 0	$ 20,000	$ 0	$ 0	$ 0	**$ 20,000**
Design/Engineering	195,000	350,000	0	0	0	**545,000**
Utility Relocation	0	0	0	0	0	**0**
Construction	0	1,900,000	1,900,000	400,000	400,000	**4,600,000**
Landscaping	0	0	0	0	0	**0**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 195,000**	**$ 2,270,000**	**$ 1,900,000**	**$ 400,000**	**$ 400,000**	**$ 5,165,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 81122

Project Name: Sewers in Annexation Area

Project Description

Funds for extending sewers in our annexed areas.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Utility Relocation	N/A	N/A
Construction	07/21	06/25
Total Project	**07/21**	**06/25**

Location

These projects are located at various locations around the City.

Location Map

These projects are located at various locations around the City.

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
Utility Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Retained Earnings	0	400,000	400,000	400,000	400,000	**1,600,000**
FD312 Transfers-unspent projects	0	0	0	0	0	**0**
FD312 Use of Fund Balance	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 1,600,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Utility Relocation	0	0	0	0	0	**0**
Construction	0	400,000	400,000	400,000	400,000	**1,600,000**
Landscaping	0	0	0	0	0	**0**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 1,600,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 805

Project Name: Fletcher Creek Sewer Basin Study

Project Description

This Study will analyze the City of Memphis Sewer Model, and the Memphis Requests for Bartlett to provide sewer storage tanks.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Utility Relocation	N/A	N/A
Construction	N/A	N/A
Total Project	N/A	N/A

Location

These projects are located at various locations around the City.

Location Map

These projects are located at various locations around the City.

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
Utility Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Retained Earnings	0					**0**
FD312 Transfers-unspent projects	75,000	0	0	0	0	**75,000**
FD312 Use of Fund Balance	0	0	0	0	0	**0**
Total Source	**$ 75,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 75,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	75,000	0	0	0	0	**75,000**
Utility Relocation	0	0	0	0	0	**0**
Construction						**0**
Landscaping	0	0	0	0	0	**0**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 75,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 75,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 806

Project Name: Hatch Lane Eagle's Nest Sewer

Project Description

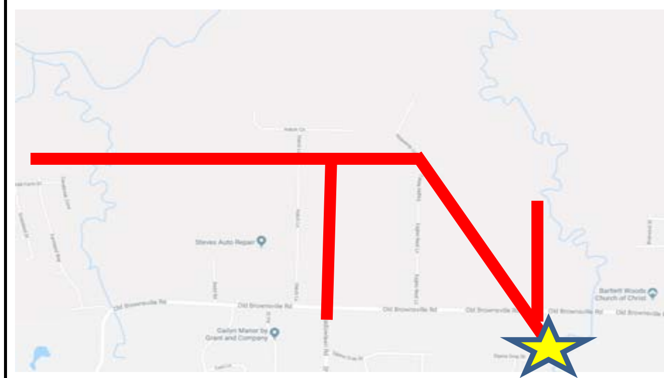
Funds for extending sewers to Hatch Lane, Harch Cove, and Eagle's Nest. This Project would also remove the Shadowlawn Sewer Pump Station. (Shown in the map as a Yellow Star)

Project Schedule	Start	Finish
Land/Right of Way	07/21	12/21
Design/Engineering	02/21	02/22
Utility Relocation	N/A	N/A
Construction	03/22	12/25
Total Project	**02/21**	**12/25**

Location

Hatch Lane/Old Brownsville Road

Location Map



Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
Utility Bonds	$ 0	$ 1,545,000	$ 1,500,000	$ 0	$ 0	**$ 3,045,000**
Utility Retained Earnings	0	0	0	0	0	**0**
FD312 Transfers-unspent projects	39,097	0	0	0	0	**39,097**
FD312 Use of Fund Balance	10,903	0	0	0	0	**10,903**
Total Source	**$ 50,000**	**$ 1,545,000**	**$ 1,500,000**	**$ 0**	**$ 0**	**$ 3,095,000**
Project Costs						
Land/Right of Way	$ 0	$ 20,000	$ 0	$ 0	$ 0	**$ 20,000**
Design/Engineering	50,000	25,000	0	0	0	**75,000**
Utility Relocation	0	0	0	0	0	**0**
Construction	0	1,500,000	1,500,000	0	0	**3,000,000**
Landscaping	0	0	0	0	0	**0**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 50,000**	**$ 1,545,000**	**$ 1,500,000**	**$ 0**	**$ 0**	**$ 3,095,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 81171

Project Name: Westbrook Sewer Extension

Project Description

Funds for extending sewers along Westbrook and Mem-Arlington. This extension will also remove the Mem-Arl Pump Station.

Project Schedule	Start	Finish
Land/Right of Way	07/19	12/19
Design/Engineering	07/19	12/19
Utility Relocation	N/A	N/A
Construction	07/20	07/21
Total Project	**07/19**	**07/21**

Location

Mem-Arlington - Westbrook Road

Location Map

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
Utility Bonds	$ 0			$ 0	$ 0	**$ 0**
Utility Retained Earnings	0	325,000	0	0	0	**325,000**
FD312 Transfers-unspent projects	20,000	0	0	0	0	**20,000**
FD312 Use of Fund Balance	0	0	0	0	0	**0**
Total Source	**$ 20,000**	**$ 325,000**	**$ 0**	**$ 0**	**$ 0**	**$ 345,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	20,000	325,000	0	0	0	**345,000**
Utility Relocation	0	0	0	0	0	**0**
Construction	0			0	0	**0**
Landscaping	0	0	0	0	0	**0**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 20,000**	**$ 325,000**	**$ 0**	**$ 0**	**$ 0**	**$ 345,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

Project No.: 807

Project Name: Sewer Plant 2 Upgrade

Project Description

IN the coming years, this lagoon will reach capacity. Options are to Buy land and Construct a new Sewer Plant, or install sewer lines and/or pumps to pump some of the sewer flow back to WWTP #1 in order to reduce the flow to this plant and extend its life. The first step in this process would be to hire a consultant to analayze this plan and the infrastructure options mentioned above.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Utility Relocation	N/A	N/A
Construction	07/21	06/22
Total Project	**07/21**	**06/22**

Location

Impact on Operating Budget	FY 2021	FY 2022	FY 2023
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: No impact on the operating budget.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Source of Funds						
Utility Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Retained Earnings	0		0	0	0	**0**
FD312 Transfers-unspent projects	50,000	0	0	0	0	**50,000**
FD312 Use of Fund Balance	0	0	0	0	0	**0**
Total Source	**$ 50,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 50,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	50,000	0	0	0	0	**50,000**
Utility Relocation	0	0	0	0	0	**0**
Construction	0		0	0	0	**0**
Landscaping	0	0	0	0	0	**0**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 50,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 50,000**

CITY OF BARTLETT

TENNESSEE

APPENDIX

Date of Incorporation – 1866

Date Charter Adopted – April 14, 1993

Form of Government – Mayor and Aldermen

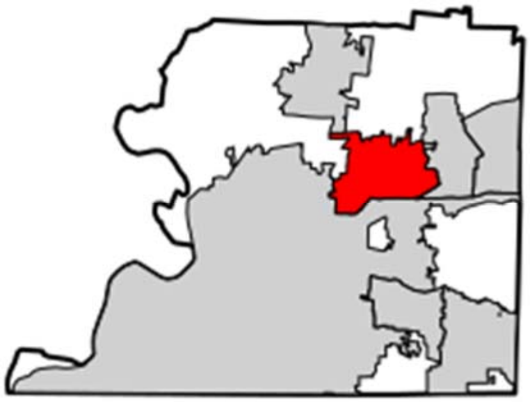
Bartlett, with a 2010 census population of 54,613 is the geographic center of Shelby County and the second largest city in Shelby County. With the new annexation January 1, 2013, Bartlett will have a population of 56,488. A more recent projection of the population in 2016 is close to 60,000. The City's charter was last amended on April 14, 1993 and operates under a strong Mayor and Aldermen form of government as provided for in Tennessee state statutes. The City is located in the geographic center of Shelby County, Tennessee and is the second largest city in the county after Memphis. The Memphis MSA (Metropolitan Statistical Areas), in which Bartlett is included, has a population of over one million people. The City covers over 32 square miles and has a reserve annexation area of about 9 square miles. Growth in the City, in population, commercial and residential developments, and annexations, has remained steady from the 1970's through the 2010's.

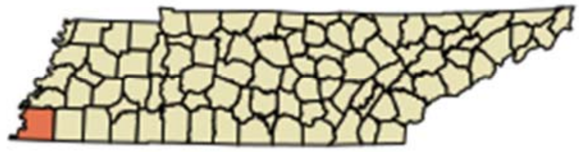
Bartlett's industrial area is home to many companies including Brother Industries USA, Brother International Corporation, Gyrus ENT, Brimhall Foods Company and the USDA Cotton Classing Plant. While home for many industries, Bartlett continues to maintain its small town atmosphere. Historic Bartlett Station, the Gotten House Museum, the Bartlett Performing Arts and Conference Center and numerous public parks provide year round cultural and recreational opportunities for Bartlett residents.

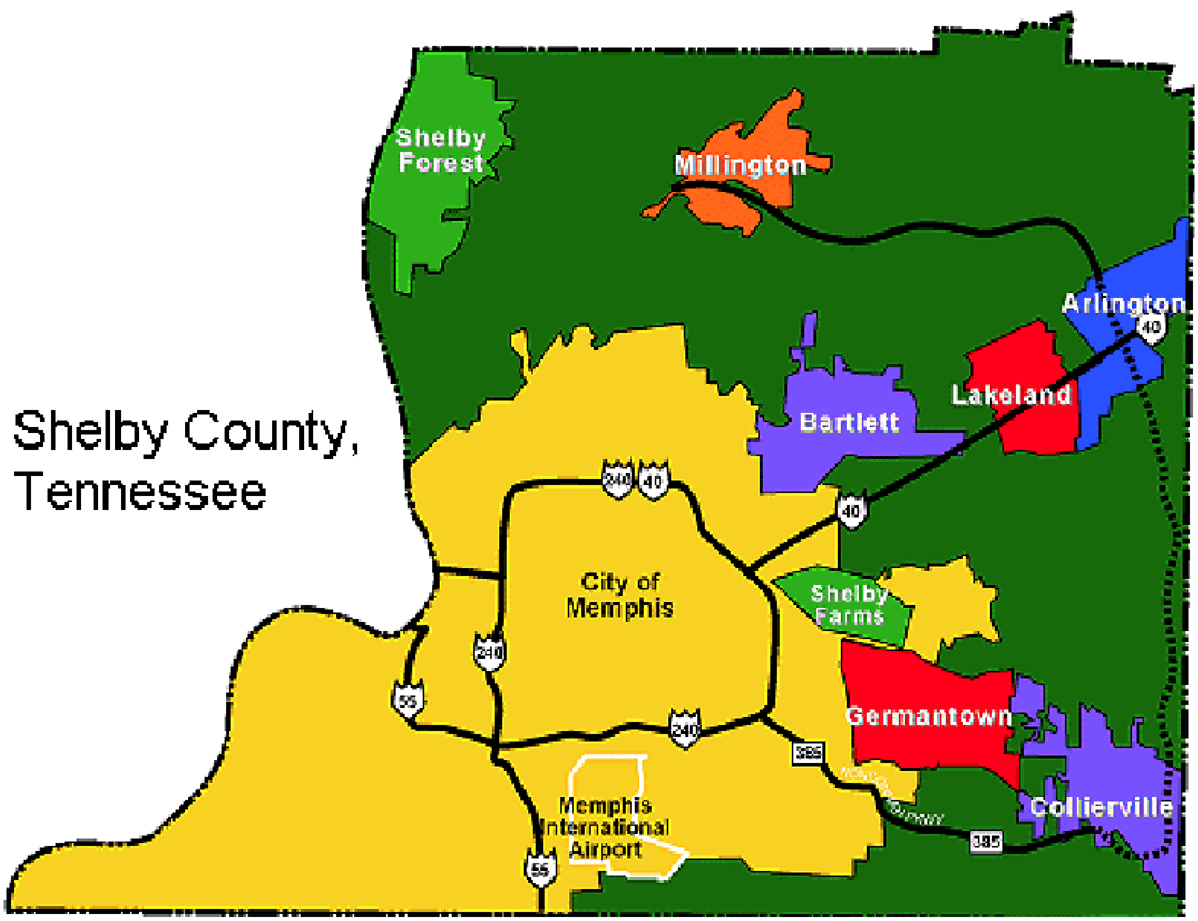
Those residents who settled in Bartlett in the 1800's did so for its rich soil and long growing season. Shelby County was the leading cotton-growing county in Tennessee at the time. One of its early settlers purchased 3,000 acres of prime farmland along what is now known at Stage Road. From the early 1800's until the late 1960's Bartlett was an agricultural town producing cotton, soybeans, and flowers. In the early 1900's dairy farms began to dominate the landscape. Several farms grew flowers but the largest was operated by Kate Bond, a lifelong citizen born in 1886 who provided flowers to the Peabody Hotel and area hospitals. When a new school was built near her home in the 1990's, it was named Kate Bond Elementary in her honor. In the fall of 1865 the citizens of "Union Depot" wanted to secure a name for the place the depot and post office should be known. The Memphis Daily News reported that the citizens wisely settled upon the name of Bartlett in honor of one of the oldest citizens of the county, Gabriel Maston Bartlett. In 1866, the Tennessee state legislature passed an act incorporating the town of Bartlett. It remains an irony that of the many photographs of early settlers and photos of Bartlett in its early years, not a single photograph remains of the man who Bartlett was named after.

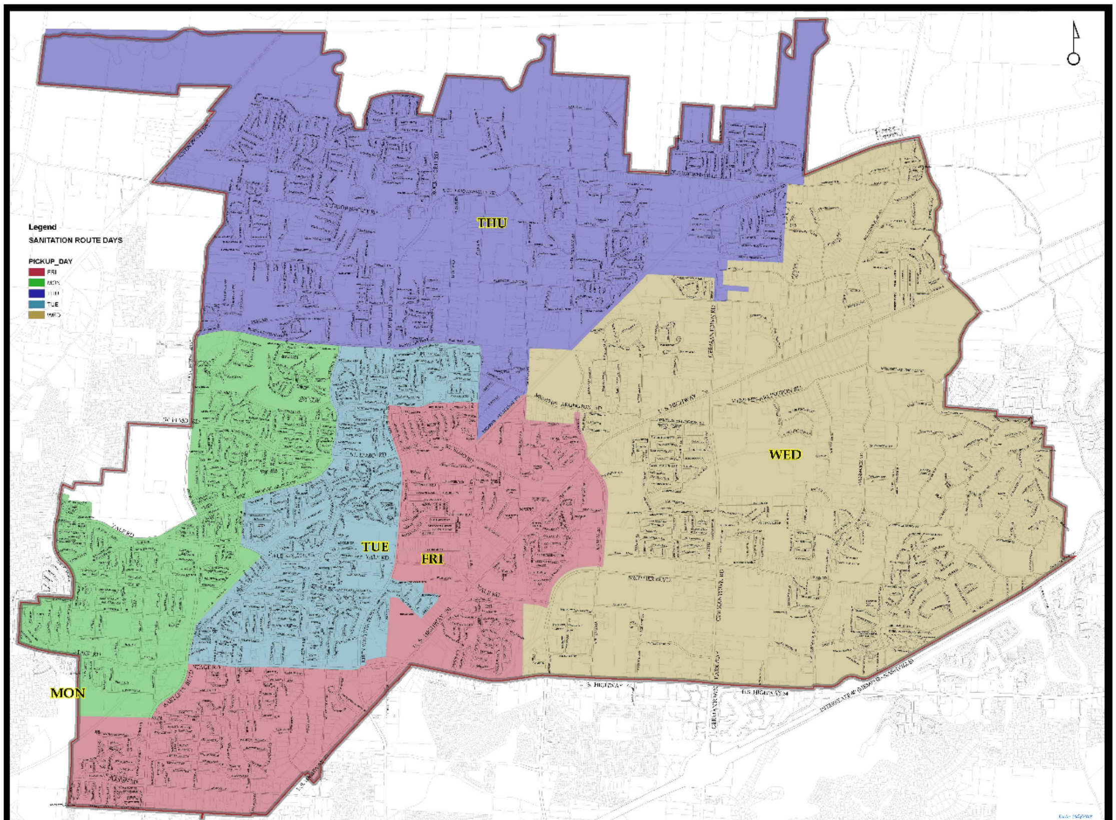
With great schools, a low tax rate, first-class recreational facilities and great neighborhoods Bartlett offers its citizens a small town atmosphere in a metropolitan area.

City of Bartlett, Shelby County, Tennessee

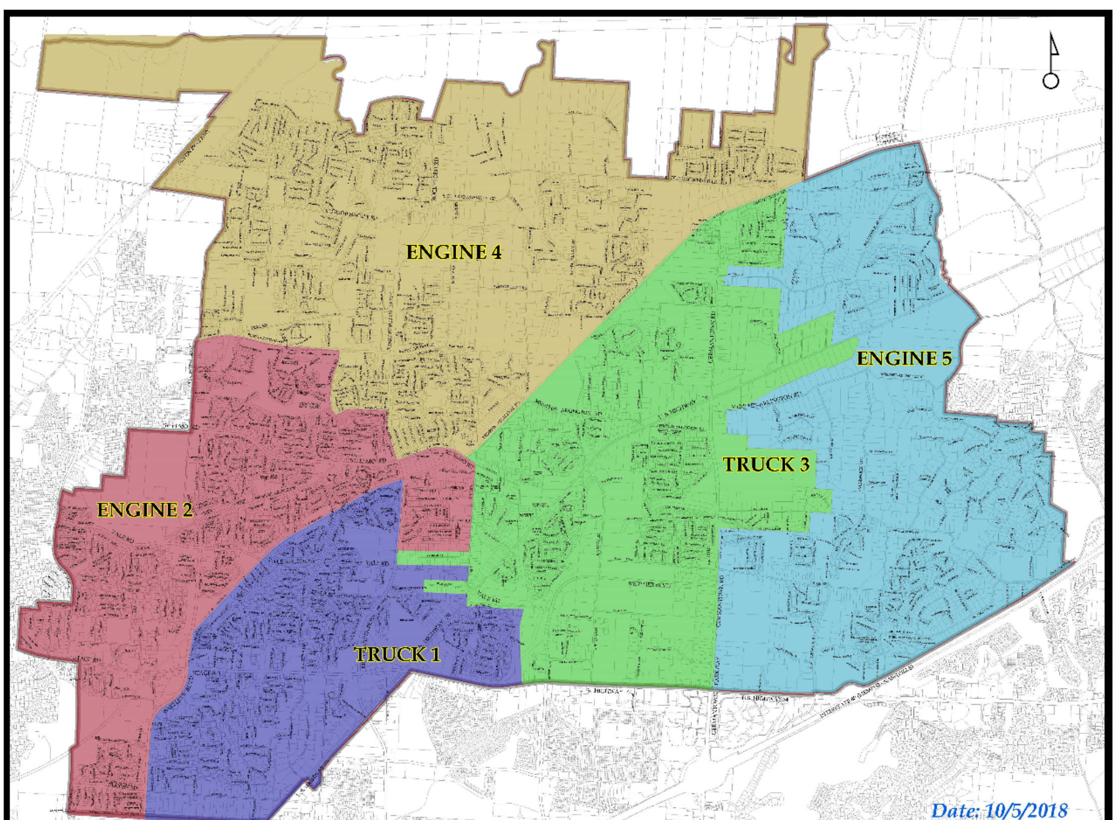








CITY OF BARTLETT SANITATION DAY MAP



BARTLETT FIRE DISTRICTS

GEOGRAPHIC

Total Square Miles in City Limits		32.3
Miles of Streets		301
City Lane Miles	678	
State Highway Lane Miles	20.95	
Total Lane Miles		699

SEWER SYSTEM

Miles of Sewer Lines	353
Number of Sewer Connections	20,378
Pump Stations	25
Capacity of Bartlett System (Gallons/day)	2,700,000

WATER SYSTEM

Miles of Water Lines	372
Number of Water Connections	21,552
Number of Water Plants	4
Number of Storage Tanks	10
Capacity of Bartlett System (max gallon/day)	17,000,000

RECREATION

Number of Parks		31
Total Acres	736	
Developed	28	
Undeveloped	3	
Number of Tennis Courts		14
Number of Baseball Fields		18
Miles of Walking Trails		14

PUBLIC SAFETY

Number of Fire Stations	5
Number of Commissioned Police Officers	126

SCHEDULE OF MAJOR TAXPAYERS (2019)

Customer Name	Assessed Value
Brother International	$ 33,615,450
Tenet Healthcare/St. Francis	31,477,830
Walmart Real Estate Trust	13,085,500
UHS of Lakeland Inc	12,126,250
Passco Wolfchase DST	11,227,160
Gyros AMCI Inc	11,077,340

POPULATION (US Census)

1980	17,170
1990	26,989
2000	40,543
2010	54,613
Age	
Under 18 years	13,819
19 to 49 years	21,997
50 to 64 years	11,984
65 years and over	6,813
Race	
White	42,975
Black and African America	8,771
Asian	1,368
American Indian & Alaskan	138
Other Race(s)	1,361

HOUSING STARTS

2017	191
2018	125
2019	51
2020	26

COMMERCIAL INDUSTRIAL/PERMITS

2017	104
2018	132
2019	96
2020	91

HOUSING UNITS

Owner Occupied	17,047
Renter Occupied	2,409
Average Family Size	2.81

2019 TAX YEAR

Property Tax Rate	1.83
Local Sales Tax	2.75%
State Sales Tax	7.00%
Bond Ratings	
Standard and Poor's	AAA
Moody's	Aa1

GLOSSARY OF TERMS

Accrual Basis of Accounting - A method of recording earnings and expenses as they occur or are incurred, without regard to the actual date of collection or payment.

Adopted Budget - The budget approved by the Mayor and Board of Aldermen and enacted by budget appropriation ordinance, on or before July 1 each year.

Allocation - Planned expenditures and funding sources approved in the CIP for specific projects in future years.

Appropriation - A legal authorization granted by the Board of Mayor and Aldermen to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and time when it may be expended.

Assessed Value - The estimate of fair market value assigned to property by an appraiser or tax assessor.

Attrition - Used to quantify anticipated personnel cost savings due to the lapsed time between when a funded position becomes vacant and is filled.

Authorized Positions (Full-Time) - Total number of positions that a department may fill. Due to attrition positions may not be funded for the full fiscal year.

Balanced Budget – Total revenues and sources of funds must equal total expenditures.

Bond – a debt security, under which the issuer owes the holders a debt and, depending on the terms of the bond, is obliged to pay them interest (the coupon) and/or to repay the principal at a later date, termed the maturity.

BSMC – Bartlett Station Municipal Center.

Budget - An annual financial plan to allocate resources in order to achieve the City's goals. Must be submitted to the Board 45 days prior to the beginning of the fiscal year.

Budget Calendar - The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.

Budget Document - The official written financial plan prepared by the City's staff, which presents the proposed budget to the Mayor and Board of Aldermen.

Budget Ordinance - The official enactment by the Mayor and Board of Aldermen establishing the legal authority for City administrative staff to obligate and expend funds.

Capital Improvement Budget (CIB) - The first fiscal year appropriations of the Capital Improvement Program and reprogrammed appropriations from prior year's CIB.

Capital Improvement Program (CIP) - Adopted plan of public improvements, scheduled on a priority basis, for the current fiscal year and the succeeding 4 years, including estimated costs and funding sources.

Capital Outlay - The purchase of items of significant value (more than $5,000) and having a useful life a minimum of 5 years, also referred to as fixed assets. These costs are included in the operating budget.

Capital Projects – Projects (usually multi-year) established to account for the cost of capital improvements. Typically, a capital project encompasses a purchase of land and/or the construction of or improvements to a building or infrastructure with a useful life of 2 or more years and a cost of $20,000 or more.

Cash Basis of Accounting - An accounting method in which income is recognized only upon the receipt of a cash payment without considering the period for which payments are due. Also, expenses are accounted for only upon their cash payment.

Charges For Services - Fees received from fee-based services.

Citizens Police Academy - Training session citizens can attend so they will have a better understanding of policing.

Comprehensive Annual Financial Report (CAFR) - A report that reflects the financial position of the funds and account groups of the City and the result of operations for a year. The report also provides information on the economic condition of the City.

Cost Center - A sub-unit of a department.

County Assessor - Appraises all real and personal property in Shelby County and maintains the necessary data to provide the taxing jurisdictions with the certified assessments and any changes made as prescribed by Tennessee Code Annotated.

County Trustee - State constitutional office, the banker, principal tax collector, and revenue agent for all of Shelby County Government.

Debt Service Fund - Used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

Department - A major unit of the City designated by the type of service provided.

Depreciation - The decrease in the value of physical assets due to use and passage of time.

Debt Service - The payments of principal and interest on loans, notes, and bonds.

DOT - Department of Transportation. State agency designated to oversee all areas of transportation.

EMS - Emergency Medical Services. Fire cost center that provides emergency lifesaving procedures and pre-hospital care to the sick and injured.

EMT - Emergency Medical Technician. Job classification licensed by the State. First responder to emergencies. Provide basic first aid care to the sick and injured before the paramedics arrive on the scene.

Encumbrance - A recorded expenditure commitment representing a contract to purchase goods or services. If an item is encumbered at year-end, additional appropriation authority is required to make the expenditures.

Enterprise Fund – used to report any activity for which a fee is charged to external users for goods or services.

Expenditures - The cost of goods received or services rendered whether payments for such goods and services have been made or not.

Fair Labor Standards Act - A federal law that governs the payment of minimum wage, overtime rates, compensatory time, record keeping of hours worked, and other criteria relating to wages and hours of work for non-exempt employees, including government employees.

Fiduciary Fund – fund that when a governmental unit acts in a fiduciary capacity such as a trustee or agent. The government unit is responsible for handling the assets placed under its control

GLOSSARY OF TERMS

Fiscal Year - A period of consecutive months designated as the budget year. The City's fiscal year is from July 1 to June 30.

FTE - Full Time Equivalent, used to convert part-time hours to the equivalent of a full time employee.

Fund - A fiscal entity with a self-balancing set of accounts used to account for activity(s) with common objectives.

Fund balance - The cumulative excess of revenues over expenditures in a fund at a point in time. With certain limitations, fund balance may be used to balance the subsequent year's budget.

GAAP – Generally accepted accounting principles – conventions, rules, and procedures that serve as the norm for the fair presentation of financial statements.

GASB - Governmental Accounting Standards Board.

General Fund - The general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

GFOA - Government Finance Officers Association.

GHSO - The Governor's Highway Safety Office (GHSO) is Tennessee's advocate for highway safety. This office works with law enforcement, judicial personnel and community advocates to coordinate activities and initiatives relating to the human behavioral aspects of highway safety.

Goals And Objectives - Cost center defined measurable activities to be completed within the current budget.

G.O. Bonds - (General Obligation) Bonds that are backed by the full faith and credit and unlimited taxing authority of the City.

Governmental Fund – focuses primarily on the sources, uses, and balances of current financial resources and often has a budgetary orientation. The governmental fund category includes the general fund, special revenue funds, capital projects funds, debt service funds, and permanent funds.

Intergovernmental Revenue - Revenue received from another government for general purposes or special purpose.

Internal Service Funds - Used to account for the financing of goods or services provided by one department to other departments or agencies of the City, or to other governmental units, on a cost reimbursement basis.

Line Item Budget - A budget summarizing the detail expense items for goods and services the City intends to purchase during the fiscal year.

Major Fund – A governmental fund or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor's report. The General Fund is always a major fund.

Modified Accrual Basis of Accounting - A method of recording most items of revenue and expenditures may be handled on a "cash" basis for daily processing and converted to an accrual basis by periodic adjustments.

Neighborhood Watch - A group of neighbors who form an organization to assist each other in providing for the security of their homes by observing strangers and unusual occurrences in the area.

Net Debt - comprises all financial liabilities minus all financial assets of general government.

Ordinance - A formal legislative enactment by the Mayor and Board of Aldermen. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Overlapping Debt - A situation in which two governments with overlapping jurisdiction each have debt. The City and the county have both issued bonds, both the city and the state have overlapping debt.

Performance Measures - Data collected to determine how effective or efficient a program is in achieving its goals and objectives.

Recoveries - Funds that are paid to a department after work is performed for another City department.

Retained Earnings - The accumulated earnings of a Utility or Internal Service fund that have been retained in the fund and that are not reserved for any specific purpose.

SCADA - Supervisory Control and Data Acquisition, a computer system monitoring and controlling a process.

Special Revenue Fund - are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

State Training Supplements - State funds that are provided to police officers and fire fighters that complete a minimum of 40 hours of course work each year.

Tax Levy - The total amount of tax that optimally should be collected based on tax rates and assessed values of personal and real properties.

Total Debt – The total of all bonds and other obligations owed by all governmental funds and all enterprise funds.

Utility Fund (Water and Sewer) - Used to account for the acquisition, operations and maintenance of the City's facilities and services which are entirely or predominantly self-supported by user charges or where the City has decided that periodic determination of revenues earned, expenses incurred, and /or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Exhibit A

CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

PROJECT	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
FUNDING SOURCES						
General Obligation Bonds	$ 2,789,334	$ 7,318,000	$ 4,991,500	$ 5,458,500	$ 4,500,000	**$ 25,057,334**
Capital Note	8,000,000	1,575,000	1,215,000	1,375,000	1,225,000	**13,390,000**
FD311 Interest	525,000	0	0	0	0	**525,000**
FD311 Transfers-unspent projects	45,573	0	0	0	0	**45,573**
FD311 Use of Fund Balance	71,495	0	0	0	0	**71,495**
Grant Funds	0	0	0	500,000	500,000	**1,000,000**
TDOT 80% match	397,608	5,412,000	1,406,000	2,234,000	0	**9,449,608**
Utility Bonds	0	1,545,000	1,500,000	0	0	**3,045,000**
Utility Retained Earnings	0	725,000	400,000	400,000	400,000	**1,925,000**
FD312 Transfers-unspent projects	184,097	0	0	0	0	**184,097**
FD312 Use of Fund Balance	10,903	0	0	0	0	**10,903**
Total Funding Sources	**$ 12,024,010**	**$ 16,575,001**	**$ 9,512,502**	**$ 9,967,503**	**$ 6,625,004**	**$ 54,704,020**
PROJECT COST						
Administrative						
Vehicles & Equipment	$ 0	$ 30,000	$ 0	$ 30,000	$ 0	**$ 60,000**
Transfer to Bartlett City School	8,000,000	0	0	0	0	**8,000,000**
City Hall Renovations	0	0	250,000	0	0	**250,000**
Transfer to State Street Aid Fund	5,000	0	0	0	0	**5,000**
Transfer to Debt Service Fund	525,000	0	0	0	0	**525,000**
Total Administrative	**$ 8,530,000**	**$ 30,000**	**$ 250,000**	**$ 30,000**	**$ 0**	**$ 8,840,000**
Police						
Police Vehicles & Equipment	$ 0	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 1,740,000**
Justice Center Maintenance	40,000	120,000	120,000	120,000	120,000	**520,000**
Total Police	**$ 40,000**	**$ 555,000**	**$ 555,000**	**$ 555,000**	**$ 555,000**	**$ 2,260,000**
Fire						
Fire Vehicles	$ 0	$ 40,000	$ 40,000	$ 40,000	$ 40,000	**$ 160,000**
Fire Ambulances	0	220,000	0	220,000	220,000	**660,000**
Fire Truck	0	900,000	0	0	0	**900,000**
Total Fire	**$ 0**	**$ 1,160,000**	**$ 40,000**	**$ 260,000**	**$ 260,000**	**$ 1,720,000**

Exhibit A

CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

PROJECT	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Codes Enforcement						
Codes Enforcement Vehicles	$ 0	$ 25,000	$ 25,000	$ 0	$ 0	$ **50,000**
Total Code Inspection	**$ 0**	**$ 25,000**	**$ 25,000**	**$ 0**	**$ 0**	**$ 50,000**
Public Works						
Public Works Vehicles & Equp	$ 0	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ **2,000,000**
Total Public Works	**$ 0**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 2,000,000**
Engineering						
Engineering Vehicle	$ 0	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ **120,000**
City Wide Overlay	1,989,334	3,000,000	3,000,000	3,000,000	3,000,000	**13,989,334**
FD311 Transfers-unspent projects	5,573	0	0	0	0	**5,573**
FD311 Use of Fund Balance	5,093	0	0	0	0	**5,093**
STP Overlay of Elmore, St. Elmo, & Brunswick Roa	20,000	513,000	0	0	0	**533,000**
TDOT-STP Overlay of Elmore, St. Elmo, & Bruns	80,000	2,052,000	0	0	0	**2,132,000**
STP Overlay of Yale Road & Brother Blvd	18,000	0	0	0	0	**18,000**
TDOT-STP Overlay of Yale Road & Brother Blvd	72,000	0	0	0	0	**72,000**
Appling Road Improvements	600,000	0	0	0	0	**600,000**
Signal Pole Replacement	0	450,000	450,000	450,000	450,000	**1,800,000**
ADA Transition	0	170,000	170,000	0	0	**340,000**
TDOT-ADA Transition	0	680,000	680,000	0	0	**1,360,000**
Old Brownsville West	0	640,000	0	0	0	**640,000**
FD311 Use of Fund Balance	61,402	0	0	0	0	**61,402**
TDOT-Old Brownsville West	245,608	2,560,000	0	0	0	**2,805,608**
Fletcher Creek Greenway Ph4	0	30,000	90,000	0	0	**120,000**
Fletcher Creek Ph4 TDOT	0	120,000	360,000	0	0	**480,000**
STP Overlay of Elmore Park Road, Old Brownsville	0	0	91,500	558,500	0	**650,000**
TDOT-STP Overlay of Elmore Park Road, Old Br	0	0	366,000	2,234,000	0	**2,600,000**
Various Drainage Projects	0	400,000	400,000	400,000	400,000	**1,600,000**
Total Engineering	**$ 3,097,010**	**$ 10,645,000**	**$ 5,637,500**	**$ 6,672,500**	**$ 3,880,000**	**$ 29,932,010**

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2021 - FY 2025

CIP PROJECT LINE ITEMS SUMMARY

PROJECT	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Parks						
Parks Vehicles & Equipment	$ 0	$ 120,000	$ 65,000	$ 65,000	$ 0	**$ 250,000**
Recreation Ctr Equipment/Repairs	0	120,000	120,000	55,000	0	**295,000**
Singleton CC Equipment/Repairs	51,000	50,000	80,000	75,000	0	**256,000**
Senior Center Equipment/Repairs	46,000	45,000	40,000	45,000	30,000	**206,000**
Parks Maintenances	65,000	650,000	0	0	0	**715,000**
Parks Restroom Renovations-ADA	0	350,000	300,000	300,000	0	**950,000**
W.J. Freeman Park	0	0	0	510,000	500,000	**1,010,000**
Grant Fund	0	0	0	500,000	500,000	**1,000,000**
Total Parks	**$ 162,000**	**$ 1,335,000**	**$ 605,000**	**$ 1,550,000**	**$ 1,030,000**	**$ 4,682,000**
Perfoming Arts Center						
BPACC Repairs & Improvements	$ 0	$ 55,000	$ 0	$ 0	$ 0	**$ 55,000**
Total Performing Arts Center	**$ 0**	**$ 55,000**	**$ 0**	**$ 0**	**$ 0**	**$ 55,000**
Water						
Old Brownsville Water Line	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Water Extention Kirby Whitten	0	0	0	0	0	**0**
Transfer to Utility Funds	0	0	0	0	0	**0**
Total Water	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**
Sewers						
Sewers in Annexation Area	$ 0	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 1,600,000**
Fletcher Creek Sewer Basin	75,000	0	0	0	0	**75,000**
Hatch Lane Eagle's Nest Sewer	39,097	1,545,000	1,500,000	0	0	**3,084,097**
FD312 Use of Fund Balance	10,903	0	0	0	0	**10,903**
Westbrook Sewer Extension	20,000	325,000	0	0	0	**345,000**
Upgrade Sewage Plant #2	50,000	0	0	0	0	**50,000**
Total Sewers	**$ 195,000**	**$ 2,270,000**	**$ 1,900,000**	**$ 400,000**	**$ 400,000**	**$ 5,165,000**
TOTAL CIP	**$ 12,024,010**	**$ 16,575,000**	**$ 9,512,500**	**$ 9,967,500**	**$ 6,625,000**	**$ 54,704,010**

Exhibit B

Bartlett City Schools

2020-2021
Proposed Federal Projects
Fund Budget

BARTLETT CITY SCHOOLS

Title Funds

Title Funds

Revenue

ACCT	Description	2019-2020 BUDGET	2020-2021 BUDGET
142-47141	Title I-A	2,371,866	1,357,076
142-47141	Consolidated Administration	385,463	134,136
142-47141	Title I-Neglected	738,986	432,727
142-47141	Title I- Delinquent	41,295	19,227
142-47189	Title II-A	204,117	319,769
142-47141	Title III - ELA	17,077	2,069
142-47590	Title IV	256,618	221,493
	Total Title Funds	**4,015,422**	**2,486,497**

BARTLETT CITY SCHOOLS

Title I-A

Title I-A

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
116	Teachers	4	122,498
138	Instructional Computer Personnel	1	20,147
169	Part Time Salaries	11	78,049
189	Other Salaries	7	264,988
195	Substitute Teachers		14,850
201	Social Security		36,662
204	State Retirement		38,849
206	Life insurance		1,261
207	Medical insurance		69,791
212	Medicare		7,639
311	Contracts other Systems		48,194
355	Mileage		2,332
399	Other Contracted Services		0
429	Instructional Supplies & Materials		121,278
499	Other Supplies & Materials		6,460
524	Inservice/ Staff Development		47,448
599	Other Charges		378,853
722	Equipment		49,173
	Indirect Costs		48,602
	Total Title I-A		**1,357,076**

Informational Note:
Title I, Part A of the Every Student Succeeds Act (ESSA) provides financial assistance to schools with high numbers or high percentages of children from low-income families to help ensure that all children meet

BARTLETT CITY SCHOOLS

Title I- Consolidated Administration

Title Consolidated Administration

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
105	Supervisor	1.5	52,610
138	Computer Instruction Personnel	0.5	7,329
162	Clerical Personnel	1	24,271
189	Other Salaries	0.5	6,694
201	Social Security		6,319
204	State Retirement		6,034
206	Life insurance		332
207	Medical insurance		11,613
212	Medicare		1,478
355	Mileage		139
499	Other Supplies & Materials		2,091
524	Inservice/ Staff Development		5,100
790	Other Equipment		4,500
	Indirect Costs		5,626
	Total Title Consolidated Administration		**134,136**

Informational Note:
Consolidated Administration reflects employees who spend 100% of their time administering ther federally funded Title I-A, Title I-A Neglected, Title II-A, and Title III grants. Funded 50% by Title I-A, 48% by Title I-A Neglected, 1.4 by Title II-A, and .6% by Title IV.

BARTLETT CITY SCHOOLS

Title I-A Neglected

Title I-A Neglected

ACCT	Description	2019-2020 PERS	2020-2021 BUDGET
169	Part Time Salaries	14	132,949
189	Other Salaries & Wages	2	34,371
201	Social Security		12,381
204	State Retirement		4,031
206	Life Insurance		163
207	Medical Insurance		14,436
212	Medicare		2,501
355	Travel		746
399	Other Contracted Services		4,000
429	Instructional Supplies & Materials		178,453
524	In-Service/Staff Development		19,469
722	Regular Instruction Equipment		11,423
	Indirect Costs		17,804
	Total Title I-A Neglected		**432,727**

Informational Note:
Title I-A, Neglected

BARTLETT CITY SCHOOLS

Title I Part D

Title I Part D

ACCT	Description	2019-2020 PERS	2020-2021 BUDGET
169	Part-Time Employees	0.5	7,942
201	Social Security		495
212	Medicare		116
399	Other Contracted Services		0
429	Instructional Supplies & Materials		4
524	Staff Development		499
722	Regular Instructional Equipment		9,738
	Indirect Costs		433
	Total Title I Part D		**19,227**

Informational Note:
Title I, Part D

BARTLETT CITY SCHOOLS

Title II-A

Title II-A

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
169	Part-Time Employees	0.5	32,195
189	Other Salaries (and Stipends)	12	66,037
195	Substitute Teachers		14,300
201	Social Security		7,208
204	State Retirement		10,806
206	Life Insurance		314
212	Medicare		1,642
399	Other Contracted Services		1,240
524	Inservice/ Staff Development		165,706
722	Equipment		10,000
	Indirect Costs		10,321
	Total Title II-A		**319,769**

Informational Note:
Title II, Part A funds are used to recruit, train, prepare and retain high quality teachers and to provide professional development. Includes cost of salaries, benefits, materials, supplies and services used in the Title II-A program.Title II funds are used to recruit, train, prepare, and retain high quality teachers and to provide professional development. Includes cost of salaries, benefits, materials, supplies, and services used in the Title II-A program.

BARTLETT CITY SCHOOLS

Title III -English Language Learners

Title III

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
196	In-Service Training		609
429	Instructional Supplies & Materials		686
524	Inservice/ Staff Development		186
599	Other Charges		0
722	Regular Instructional Equipment		300
	Indirect Costs		288
	Total Title III - ELL		**2,069**

Informational Note:
Title III funds support instructional services for English Language Learners.

BARTLETT CITY SCHOOLS

Title IV

Title IV

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
130	Social Workers	2	75,454
189	Other Salaries	1	37,606
201	Social Security		8,031
204	State Retirement		15,530
206	Life insurance		500
207	Medical insurance		25,234
212	Medicare		1,914
355	Mileage		1,736
429	Instructional Supplies		15,705
499	Other Supplies & Materials		6,084
524	InService/Staff Development		13,820
599	Other Charges		7,000
722	Regular Instructional Equipment		5,000
	Indirect Costs		7,879
	Total Title IV		**221,493**

Informational Note:
Title IV, is used to fund Well-rounded Educational Opportunities to support STEM classes, supplies and materials; and student competitions; Safe and Healthy Students by use of a social worker to support schools to promote the attendance and graduation initiatives; and Effective Use of Technology to provide professional development to teachers on the use of technology in the classroom.

BARTLETT CITY SCHOOLS

IDEA Pt. B

IDEA - Revenue

ACCT	Description	2019-2020 BUDGET	2020-2021 BUDGET
142-47143	IDEA Pt B	1,919,784	858,902
142-47143	IDEA Preschool	32,302	27,876
142-47143	IDEA Supplemental	6,651	12,657
	Total IDEA Revenue	**1,958,737**	**899,435**

Informational Note:
IDEA Pt B funds provide for support of children eligible for special education between the ages of 3 and 21. Includes cost of salaries, benefits, materials, supplies, and services used in the IDEA program.

BARTLETT CITY SCHOOLS

IDEA Pt. B

IDEA Pt. B

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
105	Supervisor/Director	1	30,581
124	Psychological Personnel	0	0
131	Medical Personnel	4	89,092
163	Educational Assistants	18	128,384
171	Speech Pathologist	5	63,613
189	Other Salaries - Disproportionality	4.5	155,179
201	Social Security		33,248
204	State Retirement		65,261
206	Life insurance		2,109
207	Medical insurance		115,777
212	Medicare		7,776
355	Travel		939
524	Staff Development		98,615
590	Transfers Out		45,738
	Indirect Costs		22,590
	Total IDEA Pt. B		**858,902**

Informational Note:
IDEA Pt B funds provide for support of children eligible for special education between the ages of 3 and 21. Includes cost of salaries, benefits, materials, supplies, and services used in the IDEA program.

BARTLETT CITY SCHOOLS

IDEA Preschool

IDEA Preschool

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
429	Instructional Supplies & Materials		8,748
524	In-Service/Staff Development		1,950
599	Other Charges		78
725	Special Education Equipment		16,495
	Indirect Costs		605
	Total IDEA Preschool		**27,876**

Informational Note:
IDEA Preschool is for support of preschool children under the IDEA program. Includes cost of materials, supplies and services used in the IDEA Preschool program.

BARTLETT CITY SCHOOLS

IDEA Supplemental

IDEA Supplemental

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
499	Other Supplies & Materials		6,657
524	Staff Development		6,000
	Total IDEA Supplemental		**12,657**

Informational Note:
The IDEA Supplemental/Discretionary Funds are used to purchase programs to progress monitor and benchmark students with disabilities. In addition, professional development will be provided to support intenventions and academic strategies.

Bartlett City Schools

2020-2021

Proposed School Nutriton

Fund Budget

BARTLETT CITY SCHOOLS

School Nutrition

School Nutrition

Revenue

ACCT	Description	2019-20	2020-21
143-43521	Lunch Payments - Children	$ 901,175	$ 762,241
143-43522	Lunch Payments - Adults	$ 67,275	$ 41,205
143-43523	Income from Breakfast	$ 75,562	$ 71,115
143-43525	Ala Carte Sales	$ 700,096	$ 499,675
143-47111	USDA School Lunch Program	$ 1,216,018	$ 1,108,249
143-47113	USDA Breakfast	$ 241,174	$ 225,918
143-46520	State Matching	$ 45,000	$ 24,251
143-44165	Commodity Rebates	$ 3,925	$ -
	Total School Nutrition Revenue	$ 3,250,225	$ 2,732,654

BARTLETT CITY SCHOOLS

School Nutrition

School Nutrition

Expenditures

ACCT	Description		2019-20		2020-21
143-73100-16501	Cafeteria Managers	$	377,167	$	393,254
143.73100-16502	School Nutrition Technicians	$	748,680	$	618,591
143-73100-18900	Other Salaries & Wages	$	124,350	$	124,350
143-73100-20100	Part time helpers				
143-73100-20400	Part time cashiers				
143-73100-20600	Substitue Helpers	$	-	$	33,000
143-73100-20100	Social Security	$	77,512	$	72,490
143-73100-20400	State Retirement	$	46,491	$	47,982
143-73100-20600	Life insurance	$	4,297	$	3,905
143-73100-20700	Medical insurance	$	115,000	$	115,000
143-73100-21200	Medicare	$	18,128	$	16,953
143-73100-33600	Maintenance & Repair Equipment	$	8,500	$	16,000
143-73100-35400	Transportation- Food	$	5,000	$	3,000
143-73100-39900	Other Contracted Services	$	746,300	$	344,529
143-73100-42200	Food Supplies	$	850,000	$	800,000
143-73100-43500	Office Supplies	$	1,000	$	400
143-73100-49900	Other Supplies and Materials	$	95,000	$	95,000
143-73100-59900	Other Charges	$	1,300	$	1,200
143-73100-71000	Food Service Equipment	$	31,500	$	47,000
	Total School Nutrition Expenditures	$	3,250,225	$	2,732,654

Informational Note:
Includes cost of materials, supplies, and services used in the School Nutrition Program.

Bartlett City Schools

2020-2021

Proposed Discretionary

Grants Fund Budget

BARTLETT CITY SCHOOLS

Discretionary Grants

Revenue

ACCT	Description	2020-2021 BUDGET
44990	First 8 Pre-K	43,012
45690	Voluntary Pre-K	75,967
46590	Coordinated School Health	29,827
46981	Safe Schools	107,035
46981	School Safety	546
46981	School Resource Officer	210,000
46980	Arts Students Ticket Subsidies	1,270
46980	TN Arts Commission Arts 360	7,698
46980	Arts Education- Teacher Training	385
47131	CTE Perkins Basic	49,418
	TOTAL	**525,158**

BARTLETT CITY SCHOOLS

First 8 Pre-K

First 8 Pre-K

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
116	Teachers	1	20,965
163	Educational Assistant:	1	5,695
201	Social Security		2,209
204	State Retirement		2,757
206	Life insurance		110
207	Medical insurance		8,737
212	Medicare		517
429	Instructional Supplies & Materials		177
524	Inservice/Staff Development		330
599	Other Charges		300
	Indirect Costs		1,215
	Total First 8 Pre-K		**43,012**

Informational Note:
The First 8 Pre-K grant is used to create an early childhood education program for "at-risk" children and their families served by BCS to coordinate and provide the services to develop school readiness skills in an environment that fosters learning and promotes success in kindergarten and throughout the child's life.

BARTLETT CITY SCHOOLS

Voluntary Pre-K

Voluntary Pre-K

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
116	Teachers	2	53,461
195	Substitute Teachers		1,000
201	Social Security		3,716
204	State Retirement		5,683
206	Life insurance		213
207	Medical insurance		5,517
212	Medicare		869
422	Food Supplies		5
429	Instructional Supplies & Materials		1,316
524	In-Service/Staff Development		365
599	Other Charges		1,396
	Indirect Costs		2,426
	Total Voluntary Pre-K		**75,967**

Informational Note:
The Voluntary Pre-K grant is used to create an early childhood education program for "at-risk" children and their families served by BCS to coordinate and provide the services to develop school readiness skills in an environment that fosters learning and promotes success in kindergarten and throughout the child's life.

BARTLETT CITY SCHOOLS

Coordinated School Health

Coordinated School Health

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
105	Supervisor/Director	1	23,856
201	Social Security		1,572
204	State Retirement		2,212
206	Life insurance		120
212	Medicare		367
355	Travel		5
499	Other Supplies & Materials		774
524	In-Service/Staff Development		919
	Total Coordinated School Health		**29,827**

Informational Note:
Coordinated School Health supports and integrates components which work together to develop and reinforce health-related knowledge, skills, attitudes and behavior and make health an important priority at schools. It focuses on children's health issues and the development of health literacy.

BARTLETT CITY SCHOOLS

Safe Schools

Safe Schools

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
309	Contract With Government Agencies		12,500
790	Other Equipment		94,535
	Total Safe Schools		**107,035**

Informational Note:
Safe Schools Funds are provided to decrease the likelihood of violent or disruptive behavior and to protect students and staff from harm when such behavior may occur. BCS is using these funds to provide for a Schools Resource Officer and security cameras.

BARTLETT CITY SCHOOLS

School Safety

School Safety

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
790	Other Equipment		546
	Total Safe Schools		**546**

Informational Note:
School Safety Funds are provided for the use of safety equipment to improve additional video surveillance systems in schools and related computer devices, provider computers for security personnel, provider card/badge access and implement appropriated intervention and prevention programs to meet the needs of students.

BARTLETT CITY SCHOOLS

School Resource Officer

School Resource Officer

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
309	Contract With Government Agencies		210,000
	Total School Resource Officer		**210,000**

Informational Note:
School Resource Officer funds are provided to station an Officer at each school location to ensure a safe environment for all students and employees.

BARTLETT CITY SCHOOLS

Arts Students Ticket Subsidies

Arts Students Ticket Subsidies

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
599	Other Charges		1,270
	Total Arts Students Ticket Subsidies		**1,270**

Informational Note:
The Arts Students Tickets Subsidy grant is applied for by teachers within the school. Funds received are used to provide admissions to expose students to arts and cultural events whether they may be either inside or outside the classroom setting.

BARTLETT CITY SCHOOLS

TN Arts Commission Arts 360

TN Arts Commission- Arts 360

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
399	Other Contracted Services		378
499	Other Supplies & Materials		2,973
524	In-Service/Staff Development		3,735
	Indirect Costs		613
	Total TN Arts Commission- Arts 360		**7,698**

Informational Note:
The Tennessee Arts Commission Arts 360 grant is used to integrate the arts into basic school curriculum at Bartlett and Rivercrest Elementary and to provide arts activities and educational opportunities to under-serviced and at-risk youth in Tennessee. Emphasis on exposure to,

BARTLETT CITY SCHOOLS

Arts Education- Teacher Training

Arts Education-Teacher Training

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
524	In-Service/Staff Development		275
	Indirect Costs		110
	Total Arts Education- Teacher Training		**385**

Informational Note:
The Arts-Education- Teacher Training funds are provided to enrich the teacher's professional development in the arts and how to corporate it in the learning environment.

BARTLETT CITY SCHOOLS

CTE Perkins Basic

CTE Perkins Basic

ACCT	Description	2020-2021 PERS	2020-2021 BUDGET
429	Instructional Supplies & Materials		16,393
499	Other Supplies & Materials		5,743
730	Vocational Equipment		3,599
355	Travel		19,181
524	In-Service/Staff Development		3,025
	Indirect Costs		1,477
	Total CTE Perkins Basic		**49,418**

Informational Note:
The CTE Perkins Basic Grant is used to support the LEA's effort to improve the secondary and postsecondary career and technical education programs.

BARTLETT CITY SCHOOLS

Perkins Reserve Consolidated

Perkins Reserve Consolidated

		2020-2021	2020-2021
ACCT	Description	PERS	BUDGET
499	Other Supplies & Materials		10,115
	Total Perkins Reserve		**10,115**

Informational Note:
The Perkins Reserve Grant is used for student examiniation fees to obtain industry certifications.

Exhibit E

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
BSMC	Municipal Center Rental Fee		
	Weekday, M-F (8:00am-5:00pm)		
	Auditorium (all day)	$ 600.00	$100 x 6 (2 hrs. free)
	Banquet Hall (all day)	$ 810.00	$135/hr x 6 (2 hrs. free)
	Boardroom (all day)	$ 240.00	$40/hr x 6 (2 hrs. free)
	Chapel (all day)	$ 480.00	$80 x 6 (2 hrs. free)
	Reception Hall (all day)	$ 420.00	$70/hr x 6 (2 hrs. free)
	Weekend and Evening Rates		
	Auditorium	$125/hr.	4-hr. minimum
	Banquet Hall	$175/hr	4-hr. minimum
	Boardroom	$50/hr	3-hr. minimum
	Chapel	$95/hr.	4-hr. minimum
	Reception Hall	$85/hr	3-hr. minimum
	Equipment Rental		
	Sound System (Includes Sound Tech)	$125/$175	$125 - R.H./$175 - B.H. All Day
	Sound Techincian	$ 20.00	Per hour with 4-hr. minimum
	Wedding and Reception Packages		
	Reception only		
	Banquet Hall	$ 1,400.00	8 hours
	Reception Hall	$ 680.00	8 hours
	Wedding only		
	Auditorium	$ 995.00	$125/hr. + Sound Tech at $120
	Chapel	$ 785.00	$95/hr + Sound Tech at $120
	Wedding & Reception (Sound Tech Included)		
	Auditorium & Banquet Hall	$ 2,625.00	7 hrs. in Aud/10 hrs. in B.H.
	Auditorium & Reception Hall	$ 1,725.00	7 hrs. in Aud/10 hrs. in R.H.
	Chapel & Banquet Hall	$ 2,415.00	7 hrs. in Chapel/10 hrs. in B.H.
	Chapel & Reception Hall	$ 1,515.00	7 hrs. in Chapel/10 hrs. in R.H.
Finance	Alcoholic Beverage Application Fee	$ 500.00	
	Alcoholic Beverage Duplicate License Fee	$ 10.00	Each
	Alcoholic Beverage Renewal Fee	$ 500.00	Annual
	Auto Tag Renewal Fee	$ 25.00	Annual
	Beer Permit Application Fee	$ 250.00	Each
	Beer Privilege Tax	$ 100.00	Annual
	City Service Fee	$ 2.50	Monthly
	Copy fees	$ 0.15	Only applies to 20 pages and more
	Legal Notice	$ 100.00	Each
	Liquor Privilege Tax License	$ 600.00	$600 - $1,000 Annual Based on Seating
	Lost Payroll Check Fee	$ 25.00	Each
	Outdoor Sales Permit Fee	$ 55.00	Each
	Penalty Personalty Property Taxes	5%	
	Penalty Real Property Taxes	5%	
	Returned Check Fee	$ 20.00	Each or Amt of check, whichever is less
	Taxicab Permit Fee, per cab	$ 80.00	Annual

Exhibit E

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	Wholesale Beer Tax	17%	Reported Monthly
	Wholesale Liquor Tax	5%	Reported Monthly
	Wine Only Privilege Tax License	$ 120.00	$120 - $200 Annual Based on Seating
	Cable Franchise Fee	5%	Annual(Applied to Gross Revenues)
	Cable Application/Bid Fee	$ 5,000.00	Per Application
	Cable Bid Copy Fee	$ 25.00	Per Cable Bid
City Court	Alcohol/Drug Treatment Fee	$ 100.00	Set by State
	Breath Alcohol Test Charge	$ 17.50	Set by State
	Cash Bond Forfeiture Fee	$ 13.75	Set by State
	City Court Costs	$ 102.50	Set by City
	City Litigation Tax	$ 13.75	Can be no more that State Lit. Tax
	County Drug Treatment Fee	$ 70.00	Set by State
	County Veteran Fee	$ 50.00	Set by State
	Criminal Privilege Tax on Litigation	$ 29.50	Set by State
	DA Crime Fee	$ 75.00	Set by State
	DUI-Interlock Fee	$ 40.00	Set by State
	DUI-Blood Test Charge	$ 250.00	Set by State
	Drug Test Fee	$ 10.00	Set by City
	E-Ticket Fee	$ 5.00	Set by State
	Expungement Fee-City	$ 100.00	Set by City
	Expungement Fee-State	$ 350.00	Set by State
	Indigent Tax	$ 12.50	Set by State
	Probation Fee	$ 250.00	Set by City
	Reinstatement Fees From State	$ 10.00	Per person when DL Reinstated
	Sexual Assault Fee	$ 200.00	Set by State
	State Court Costs (Criminal Charge)	$ 62.00	Set by State
	State Court Costs (Traffic Charge)	$ 42.00	Set by State
	State Drug Treatment Fee	$ 10.00	Set by State
	State Impair Driv. Fund Fees	$ 5.00	Set by State
	State Litigation Tax	$ 13.75	Set by State
	State Tax On Crimes Against Person/Crim. Injury Fund	$ 26.50	Or $50.00 (Set by State)
	Traffic Privilege Tax on Litigation	$ 17.75	Set by State
	Traumatic Brain Injury Fund	$15 or $30	Set by State
	No Drivers License Fee	$ 15.00	Set by State
	Late Fee on Traffic Citation-(1st FTA Ord.3-406)	$ 50.00	Set by City
Planning	11 X 17 COLOR MAPS Copy Fee	$ 3.00	Each
	Article V – Schedule Of District Regulations Copy Fee	$ 2.50	Each
	Handbook Copy Fee	$ 6.00	Each
	Landscape/Tree Ordinance Copy Fee	$ 3.50	Each
	Re-Record Plat Fees	$ 50.00	Each
	Sign Ordinance Copy Fee	$ 18.00	Each
	Sign Summary, Appendix 5 & Chart 1 Copy Fee	$ 1.25	Each
	Subdivision Ordinance Copy Fee	$ 7.00	Each

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	Zoning Ordinance W/ New Ordinances Copy Fee	$ 29.25	Each
	Board of Zoning Appeals		
	Variances	$ 300.00	Each
	Design Review Fees		
	Sign Review	$ 100.00	Each
	Site Plan Review	$ 200.00	Each
	Site Plan - Planning Commission		
	Site Plan Review (without contract)	$ 200.00	Each
	Site Plan Review (with contract)	$ 300.00	Each
	Subdivision		
	Construction Plan	$ 100.00	Each
	Plus	$ 10.00	Per lot
	Dedication of Street	$ 300.00	Each
	Final Plan	$ 300.00	Each
	Plus	$ 20.00	Per lot
	Master Plan	$ 300.00	Each
	Plus	$ 20.00	Per lot
	Rerecording	$ 50.00	Each
	Revocations	$ 300.00	Each
	Street Name Change	$ 300.00	Each
	Road, Street, Alley Closure	$ 300.00	Each
	Zoning		
	Planned Development: Outline Plan	$ 300.00	Five acres or less, $30 per acre after first five and maximum fee of $2,000
	Rerecording	$ 50.00	Each
	Renotification Fee	$ 100.00	Up to 100 labels and $1.00 per label over first 100
		$ 1.00	
	Reprocessing of Applications	$ 150.00	Five acres or less, $15 per acre after first five and maximum fee of $1,000
	Rezoning and Special Use Permits	$ 500.00	Five acres or less, $50 per acre after first five and maximum fee of $3,000
Police	Background Checks	$ 15.00	Each
	Beer Server Permits	$ 10.00	Each
	DUI Tapes/Video	$ 15.00	Each
	Fingerprints	$ 15.00	Per card
	Sexual Offender Registry	$ 150.00	Each
	Sexual Oriented Business Employee Permit Fee	$ 15.00	Annual
	Sexual Oriented Business Permit Fee	$ 500.00	Annual
	Tow fees (Each)		
	Passenger Vehicles	$ 125.00	Each
	Class "B" Vehicles	$ 200.00	Trucks & Trailers 1.5 Tons
	Class "C" Vehicles	$ 350.00	Large Trucks, Tractors & Trailers 3 Tons

Exhibit E

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
Fire	Ambulance Transport Fee for BLS	$ 650.00	For BLS
	Ambulance Transport Fee for ALS I	$ 750.00	For ALS I
	Ambulance Transport Fee for ALS II	$ 850.00	For ALS II
	Plus a mileage fee	$ 8.00	Per mile
	Copy fees	$ 0.15	Only applies to 20 pages and more
	CPR Classes	$ 20.00	Per person per class
Code Enf.	**Building Fees**		
	Addition not exceeding 400 square feet	$ 40.00	Minimum fee (1&2 family dwelling)
	Addition of more than 400 square feet	$ 90.00	Minimum fee (1&2 family dwelling)
	Alteration and repair-per $1,000	$ 4.00	One & Two Family Dwelling
	Minimum fee of	$ 60.00	
	Certificate of Occupancy	$ 60.00	
	Commercial curb-cuts, driveway entrances & exits	$ 0.06	Minimum $30
	Commercial sidewalks	$ 30.00	On public right of way
	Conveyor Systems, Racking Systems	$ 60.00	First $250,000
	Per $1,000 for more than $250,000	$ 1.00	
	Decks & spas	$ 40.00	
	Demolition-for each 25,000 cubic feet	$ 7.00	
	Demolition-Maximum Fee	$ 500.00	
	Demolition-Minimum Fee	$ 60.00	
	Detached building <= 100 sq ft	$ 20.00	Minimum fee one story
	Detached building > 600 sq ft	$ 0.05	Per square feet
	Detached exceeding 100 sq ft <= 600 sq ft	$ 30.00	Minimum fee one story
	Fees for Amending Permits	$ 20.00	
	Fees for Issuing Permits	$ 4.00	
	Fees for miscellaneous construction	$ 8.00	Per $1,000
	Fences one-two family dwelling	$ 10.00	
	Minimum fee	$ 60.00	
	First Re-inspection Fee	$ 30.00	
	2+ Re-inspection Fee	$ 50.00	
	Gates, wall fence, or others	$ 20.00	Minimum
	Per $1,000	$ 4.00	
	Hazardous occupancies	$ 200.00	
	Imploded Structures-flat fee	$ 1,000.00	
	New construction & additions	$ 40.00	Minimum Fee (not 1&2 family dwelling)
	Less than $25,000-per $1,000	$ 4.00	
	$25,000 to $1,000,000-per $1,000	$ 3.00	Plus one-time $100
	$1,000,001 to $25 million-per $1,000	$ 2.00	Plus one-time $3,025
	$25,000,001 & above-per $1,000	$ 1.50	Plus one-time $51,025
	New construction of or addition to existing	$ 0.05	Per square foot (1&2 family dwelling)
	Minimum fee of	$ 125.00	
	Removal or moving of structures	$ 200.00	
	Special events	$ 60.00	

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	Temporary construction trailer (6 months)	$ 60.00	
	Work commencing before permit issued	Double Fee	
	Electrical Permit Fees		
	0-150 amperes	$ 70.00	
	151-400 amperes	$ 125.00	
	Over 400 amperes	$ 250.00	
	277 to 480 volt phase	$ 2.00	Per Amp
	Amending Permit Fee	$ 20.00	
	Circuits with capacity of more than 1 KW		
	For the first 5 KW	$ 5.00	
	For each additional KW	$ 3.00	
	Empty Conduits	$ 10.00	For each 50' of conduit or bank of conduits
	Existing Residential Occupancies		
	1 to 5 circuits	$ 30.00	
	Over 5 circuits	$ 45.00	
	Fee for issuing permits	$ 4.00	
	Filing of Board of Appeals	$ 100.00	
	First Re-inspection fee	$ 30.00	
	2+ Re-inspection Fee	$ 50.00	
	General Inspection (not a complaint)	$ 50.00	
	Installed Motors		
	1st H.P.	$ 6.00	
	Each additional H.P.	$ 1.00	
	Fuel Pumps	$ 20.00	
	Motors moved at same address	$ 15.00	
	Low Voltage (Non-Residential)	$ 15.00	Per System/Per Floor
	Minimum permit fee	$ 15.00	
	Miscellaneous Items		
	Meter Put Back	$ 15.00	
	Recalls	$ 15.00	
	Underground or overhead low voltage cable	$ 20.00	Per 100 ft
	Miscellaneous Fees		
	Battery Charger up to 100 amperes	$ 15.00	
	Battery Charger-more than 100 amperes	$ 15.00	
	Electric welder	$ 25.00	
	Fire Ruling	$ 50.00	
	Lighting and Convenience Outlet Circuits	$ 4.00	
	Modular Res. Buildings	$ 50.00	
	Motion picture machine	$ 30.00	
	Panels	$ 15.00	
	Power Rectifier-more than 100 amperes	$ 3.00	Each unit
	Power Rectifier-up to 100 amperes	$ 15.00	
	Relocated Houses	$ 50.00	
	X-ray unit-120 volt	$ 15.00	

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	X-ray unit-208/240 volt	$ 50.00	
	Mobile Homes (manufactured)	$ 50.00	
	Reconnecting Signs		
	1st circuit	$ 15.00	
	Each additional circuit	$ 2.00	
	Mercury Vapor Light P.O.L.	$ 15.00	
	Re-inspection of interior wiring	$ 50.00	Out of service for 90 days or more
	Residential Low Voltage		
	After Electrical-roughin	$ 50.00	
	Before Electrical-roughin	$ 30.00	
	Residential Temporary Meter Center	$ 25.00	
	Service, Feeder, & Panel Replacement	$ 50.00	Residential
	Signs and Decorative Circuits		
	1st circuit	$ 6.00	
	Each additional circuit	$ 4.00	
	Conduit installed for the sign circuit	$ 15.00	
	Swimming Pools		
	Above Ground Pools	$ 30.00	
	Inground Pools	$ 100.00	
	Transformers & Capacitors		
	Installations-100 watts up to 5 KVA	$ 15.00	
	Installations-each additional > 5 KVA	$ 0.50	
	Replacement	$ 20.00	
	Up to 240 volt phase	$ 1.00	Per Amp
	Work commencing before permit issued	Double Fee	
	Voltage excess of 480 volts per KVA		
	First 10,000 KVA	$ 1.50	Per KVA
	Additional KVA over 10,000 up to 50,000	$ 0.50	Each
	Each additional KVA above 50,000	$ 0.25	Each
	Gas Permit Fees		
	Fee for Amending Permits	$ 20.00	
	Fees for issuing permits	$ 4.00	
	Filing Application for Board of Appeals	$ 100.00	
	First re-inspection fee	$ 30.00	
	2+ Re-inspection Fee	$ 50.00	
	For $1 to $1,000 valuation of installation	$ 15.00	
	For each gas outlet	$ 2.50	Single Family Residence
	Gas meter put back	$ 15.00	
	Minimum Permit Fee	$ 15.00	
	Per each additional $1,000	$ 8.00	
	Work commencing before permit issued	Double Fee	
	Liquidation/Special Sale Application Fee	$ 25.00	Each

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	Mechanical Permit Fees		
	Fee for Amending Permits	$ 20.00	
	Fees for Issuing permits	$ 4.00	
	Filing for Board of Appeals	$ 100.00	
	First re-inspection Fee	$ 30.00	
	2+ Re-inspection Fee	$ 50.00	
	For 1st $1,000	$ 15.00	
	For 1st $1,000	$ 16.00	
	For each additional $1,000 >$1 mil	$ 3.00	
	For each additional $1,000<$1 mil	$ 8.00	
	Minimum Permit Fee	$ 15.00	
	Work commencing before permit issued	Double Fee	
	Plan Review Fee		
	$0-$25,000 total valuation	$ 50.00	
	$25,001-$50,000 total valuation	$ 100.00	
	$50,001-$100,000 total valuation	$ 150.00	
	$100,001-$200,000 total valuation	$ 200.00	
	$200,001-$300,000 total valuation	$ 300.00	
	$300,001-$400,000 total valuation	$ 400.00	
	$400,001-$500,000 total valuation	$ 500.00	
	$500,001 and up	$ 600.00	
	Signs (New)	$ 25.00	
	Plumbing Permit Fees		
	Amending Permit Fee	$ 20.00	
	Fees for issuing permits	$ 4.00	
	Filing to Board of Appeals	$ 100.00	
	First re-inspection fee	$ 30.00	
	2+ Re-inspection Fee	$ 50.00	
	Installation of Plumbing Fixtures	$ 7.50	
	Minimum Permit fee	$ 15.00	Each Fixture
	Sewer Repair	$ 100.00	
	Per $1,000	$ 8.00	Commercial Minimum
	Sewer Replacement or Connections	$ 30.00	
	Sewer Turnaround	$ 1,500.00	
	Water Heater	$ 15.00	
	Water Service-< 1 inch > 2 inch	$ 30.00	
	Water Service-< 2 inch	$ 200.00	
	Water Service-> 1 inch	$ 20.00	
	Work commencing before permit issued	Double Fee	
Public Works	Adoption Fee	$ 65.00	Each
	Animal License Fee	$ 6.00	Each (altered)
		$ 16.00	Each (non-altered)
		$ 3.00	Replacement Cost
	Boarding Fees	$ 15.00	Per Day

Exhibit E

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	Capture Fees		
	1st offense	$ 30.00	Each
	2nd offense	$ 60.00	Each
	3rd offense	$ 90.00	Each
	Grass Cutting of Vacant Houses	Actual Cost	Materials, Equipments & Labor Cost
	Shelter Misc. Revenue	$ 25.00	Owner surrender
		$ 50.00	Cremation fee
		$ 15.00	Micro-chipping
Solid Waste	Appliance Pickup	$ 30.00	Each
	Commercial Pickup-Set Up Fee	$ 20.00	Each
	Commercial Pickup - Charge for Cart	$ 55.00	Each
	Commercial Pickup - Monthly Charges:		
	For 1 Cart	$ 30.00	Monthly
	For 2 Carts	$ 35.00	Monthly
	For 3 Carts	$ 40.00	Monthly
	Residential Cart Replacement Cost	$ 55.00	Each
	Residential Cart Addional Purchase	$ 55.00	Each
	Residential Pickup	$ 30.00	Monthly
	Yard Waste Cart Purchase	$ 55.00	Each - While Grant carts are available
Water/Wastewater			
	Barrel Locks to Contractors	$ 7.50	Each
	Refundable User Fee for Fire Hydrant Meter	$ 1,000.00	Each
	Rental for Fire Hydrant Meter	$ 25.00	Monthly
	Water useage of Fire Hydrant Meter		Current City rates for water useage
	City Water Rates		
	Residential -- City Customers	$ 7.80	The first 2,000 gallons
	Residential -- City Customers	$ 1.80	each additional 1,000 gallons
	Residential -- Rural Customers	$ 10.70	The first 2,000 gallons
	Residential -- Rural Customers	$ 2.70	each additional 1,000 gallons
	Commercial -- City Customers	$ 12.88	The first 2,000 gallons
	Commercial -- City Customers	$ 2.10	each additional 1,000 gallons
	Commercial -- Rural Customers	$ 17.59	The first 2,000 gallons
	Commercial -- Rural Customers	$ 3.15	each additional 1,000 gallons
	City Sewer Rates		
	Residential -- City Customers	$ 8.19	The first 2,000 gallons
	Residential -- City Customers	$ 1.64	each additional 1,000 gallons
	Residential -- Rural Customers	$ 11.09	The first 2,000 gallons
	Residential -- Rural Customers	$ 1.79	each additional 1,000 gallons
	Commercial -- City Customers	$ 16.89	The first 2,000 gallons
	Commercial -- City Customers	$ 1.79	each additional 1,000 gallons
	Commercial -- Rural Customers	$ 24.14	The first 2,000 gallons
	Commercial -- Rural Customers	$ 1.93	each additional 1,000 gallons

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
Engineering	Fee for Plans and Specifications (for copies)		
	From $100,000 to $250,000	$ 25.00	
	From $250,001 to $500,000	$ 50.00	
	From $500,001 to $750,000	$ 75.00	
	Greater than $750,000	$ 100.00	
	Commercial & Industrial		
	City Subdivision Inspection		
	Mimimum, per lot	$ 300.00	Whichever is greater
	Or % of Development Cost	3.0%	Whichever is greater
	Drainage Control Fee		
	For those lots not served by a detension basin	$ 500.00	Per half acre
	For those lots served by a detension basin	$ 250.00	Per half acre
	Sewer Connection Charge		
	Per Acre	$ 2,333.00	Whichever is greater
	Per Front Foot	$ 33.00	Whichever is greater
	Sewer Review Fee		
	Mimimum	$ 25.00	Per contract
	Per lot	$ 10.00	Whichever is greater
	Per 250 feet of Sewer line Extension	$ 25.00	Whichever is greater
	Subdivision and site plan review		
	Mimimum	$ 175.00	Whichever is greater
	Or % of Public Improvement Cost	1.5%	Whichever is greater
	Water Connection Fee	$ 3,000.00	Per lot
	Water Plant Expansion % of Water Main Cost	15%	
	Water System Engineering % of Water Main Cost	6%	
	Residential		
	City Subdivision Inspection		
	Mimimum, per lot	$ 300.00	Whichever is greater
	Or % of Development Cost	3.0%	Whichever is greater
	Drainage Control Fee		
	For those lots not served by a detension basin	$ 500.00	Per lot
	For those lots served by a detension basin	$ 250.00	Per lot
	Park Land Development Fee	$ 700.00	Per lot
	Sewer Connection Charge	$ 2,000.00	
	Sewer Review Fee		
	Mimimum	$ 25.00	Per contract
	Per lot	$ 10.00	Whichever is greater
	Per 250 feet of Sewer line Extension	$ 25.00	Whichever is greater
	Subdivision and site plan review	$ 175.00	Per lot
	Water Connection Fee	$ 2,000.00	Per lot
	Water Plant Expansion Percent of Water Main Cost	15%	
	Water System Engineering % of Water Main Cost	6%	
	Street Cut Permit per 25 feet of cut	$ 10.00	

Exhibit E

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
Parks	Facility Rental		
	A. Keith McDonald Pavilion ($500 Security Deposit)	$ 300.00	Residents(1/2 day/$600 all day)
		$ 450.00	Non-Residents(1/2 day/$900 all day)
	Dixon-Brewer Park Gazebo	$ 40.00	Residents (1/2 day/$80 all day)
		$ 60.00	Non-Residents(1/2 day/$120 all day)
	Ellendale Park Pavilion	$ 50.00	Residents (1/2 day/$90 all day)
		$ 70.00	Non-Residents (1/2 day/$140 all day)
	W. J. Freeman Park - Gazebo	$ 30.00	Residents (1/2 day/$60 all day)
		$ 45.00	Non-Residents(1/2 day/$90 all day)
	W. J. Freeman Park - Pavilion	$ 50.00	Residents(1/2 day/$100 all day)
		$ 75.00	Non-Residents(1/2 day/$150 all day)
Athletics	Adult Sports	$ 525.00	Softball
		$ 400.00	Fall Softball
		$ 525.00	Basketball
		$ 210.00	Volleyball
	Facility Rental		
	Deermont	$ 2,000.00	Weekend
	Ellendale	$ 250.00	Per facility/day
	Appling	$ 500.00	Per facility/day
	Late Registration	$ 20.00	Per person
	Lights	$ 30.00	Per 1.5hr, non league teams
	Tennis/Cricket & non BPRD group	$ 15.00	Per player
	Tournament Fees	$ 200.00	Per team
	Youth Sports-per person	$ 80.00	Baseball, Softball & Basketball
		$ 50.00	Volleyball
	Plus Non-Resident fee	$ 15.00	Per person
	Youth Sports-per team		
	6 & u basketball	$ 350.00	
	8 & u basketball	$ 425.00	
	10 & u basketball	$ 450.00	
	17 & u basketball	$ 525.00	
	6 & u to 8 & u baseball	$ 325.00	
	10 & u to 14 & u baseball	$ 425.00	
	Per person fees for non BPRD Programs	$ 15.00	per person
Singleton C.C.	Adult Classes		
	Bench Aerobics	$ 5.00	Per class
	Belly Dancing	$ 75.00	Resident per session
		$ 80.00	Nonresident per session
	Zumba	$ 5.00	Per class or 8 classes for $35.00
	Yoga	$ 5.00	Per class
	Chair Yoga	$ 5.00	Per class
	Clogging	$ 25.00	Resident per month
		$ 30.00	Nonresident per month
		$ 15.00	Senior per month

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	Pottery		
	Hand Building	$ 145.00	Resident per session
		$ 150.00	Nonresident per session
	Wheel Class	$ 160.00	Resident per session
		$ 165.00	Nonresident per session
	Clay	$ 25.00	
	Pottery Tools	$ 20.00	
	Art Programs		
	Children's Art Classes	$ 300.00	Per session (Ages 9-14)
		$ 175.00	Per session (Ages 5-8)
	Saturday Artists	$ 200.00	Per Session (Ages 5-8)
		$ 300.00	Per Session (Ages 9-14)
	Summer Art Camp	$ 125.00	Per Session (Ages 5-9)
		$ 150.00	Per Session (Ages 10-16)
	Sewing by Design	$ 20.00	Resident, per month
		$ 25.00	Non-Resident, per month
	Dance		
	Recreational Dance Program	$ 45.00	Resident per month
		$ 50.00	Non-resident per month
	Summer Dance Camp	$ 90.00	Resident per session
		$ 100.00	Non-resident per session
	Camp Singleton		
	Fall Break Camp	$ 125.00	Resident per week
	Fall Break Camp	$ 135.00	Non-Resident per week
	Camp day rate, Resident	$ 30.00	Resident per day
	Camp day rate, Non-Resident	$ 35.00	Non-Resident per day
	Spring Break Camp	$ 125.00	Resident per week
	Spring Break Camp	$ 135.00	Non-Resident per week
	Camp day rate, Resident	$ 30.00	Resident per day
	Camp day rate, Non-Resident	$ 35.00	Non-Resident per day
	Summer Day Camp		
	Full Summer tuition, Resident	$ 1,000.00	Resident, full summer
	Full Summer tuition, Non-Resident	$ 1,100.00	Non-Resident, full summer
	Camp 1 wk, Resident	$ 125.00	Resident, per week
	Camp 1 wk, Resident, 1st sibling	$ 120.00	Resident, 1st sibling, per week
	Camp 1 wk, Resident, 2nd sibling	$ 115.00	Resident, 2nd sibling, per week
	Camp 1 wk, Non-Resident	$ 135.00	Non-Resident, per week
	Camp 1 wk, Non-Resident, 1st sibling	$ 130.00	Non-Resident, 1st sibling, per week
	Camp 1 wk, Non-Resident, 2nd sibling	$ 125.00	Non-Resident, 2nd sibling, per week
	Camp day rate, Resident	$ 30.00	Resident, per day
	Camp day rate, Non-Resident	$ 35.00	Non-Resident, per day

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	Facility Rental		
	Regular Hours		
	Classroom	$ 30.00	Resident per hour
		$ 40.00	Non-resident per hour
	Stage Room	$ 40.00	Resident per hour
		$ 50.00	Non-resident per hour
	Auditorium	$ 60.00	Resident per hour
		$ 70.00	Non-resident per hour
	Kitchen, with Auditorium	$ 50.00	Resident Flat Fee
		$ 55.00	Non-Resident Flat Fee
	Gymnasium, one side only	$ 65.00	Resident per hour
		$ 75.00	Non-resident per hour
	Gymnasium, whole gym	$ 130.00	Resident per hour
		$ 150.00	Non-resident per hour
	Concession Stand	$ 100.00	Resident Flat Fee
		$ 125.00	Non-Resident Flat Fee
	Basketball Tournament		
	2 Day, Resident	$ 1,750.00	
	2 Day, Non-Resident	$ 1,900.00	
	Full Week, Resident	$ 2,200.00	
	Full Week, Non-Resident	$ 2,400.00	
	After Hours (2 Hour Minimum)		
	Classroom	$ 65.00	Resident per hour
		$ 75.00	Non-resident per hour
	Stage Room	$ 80.00	Resident per hour
		$ 90.00	Non-resident per hour
	Auditorium	$ 125.00	Resident per hour
		$ 145.00	Non-resident per hour
	Kitchen, with Auditorium	$ 60.00	Resident Flat Fee
		$ 65.00	Non-resident Flat Fee
	Gymnasium, one side only	$ 145.00	Resident per hour
		$ 165.00	Non-resident per hour
	Gymnasium, whole gym	$ 290.00	Resident per hour
		$ 350.00	Non-resident per hour
	Deposit Auditorium, Classrooms, Gym & Stage Rm	$ 200.00	
	Deposit Teen Parties	$ 500.00	Cash
	Rectangle Tables	$ 6.00	
	Metal Chairs	$ 0.75	
	IDs	$ 40.00	Resident per year
		$ 60.00	Non-resident per year
		$ 5.00	Day Pass

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	Martial Arts		
	Kendo	$ 25.00	Per month
	Aikido	$ 30.00	Resident, per month
		$ 35.00	Non-Resident, per month
	Preschool		
	Registration fee	$ 25.00	
	Book Club-4 & 5 yrs old (Fridays)	$ 50.00	Resident per session
		$ 55.00	Non-resident per session
	Preschool Playtime-2 yrs old (Fridays)	$ 60.00	Resident per month
		$ 65.00	Non-resident per month
	Preschool-3 & 4 yrs old		
	Two days per week, resident	$ 90.00	Resident per month
	Two days per week, non-resident	$ 95.00	Non-resident per month
	Four days per week, resident	$ 180.00	Resident per month
	Four days per week, non-resident	$ 190.00	Non-resident per month
	Pre-K Camp- 3 & 4 yrs old	$ 80.00	Resident per session - 3 wks
		$ 85.00	Non-resident per session - 3 wks
	Special Events		
	Halloween	$ 1.00	Per adult
	Valentine's 5K/10K Run	$ 25.00	Each
	Valentine's 5K/10K Run	$ 40.00	Couples
	Turkey Shoot	$ 1.00	Each
	Youth Classes		
	Acrobatics & Tumbling	$ 15.00	Resident Per class
		$ 20.00	Nonresident per class
	Baton	$ 109.00	Resident per Session
		$ 114.00	Non-Resident per Session
		$ 55.00	Resident, additional sibling per session
		$ 60.00	Non-Resident, additional sibling per sessio
	ACT Prep	$ 200.00	Resident per session
		$ 205.00	Nonresident per session
	Driver Education	$ 560.00	Resident per session
		$ 560.00	Nonresident per session
	Piano Lessons	$ 250.00	Resident per session - 12 weeks
		$ 275.00	Non-Resident per session - 12 weeks
	Tennis (Ages 7-17)	$ 60.00	Resident - 1 Lesson Per Week
		$ 65.00	Non Resident - 1 Lesson Per Week
	Theatre	$ 180.00	Resident per session - 12 weeks
		$ 185.00	Non-Resident per session - 12 weeks
	Drum Lessons	$ 25.00	Resident - per lesson
		$ 30.00	Non-Resident - per lesson

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
Senior Center	AM Stretch Exercise Class	$ 3.00	Per Class
	Ballroom Dance Day Class	$ 3.00	Per class
	Ballroom Dance Night Class	$ 10.00	Per Class
	Belly Dancing	$ 3.00	Per Class
	Bridge Lessons	$ 6.00	Per Class
	Calligraphy Workshops	$ 35.00	Per Session
	Ceramics	$ 10.00	Per month
	Computer Class	$ 50.00	Per Session
	Computer Workshop	$ 40.00	4-8 hours
	Computer Workshop	$ 25.00	4 hours or less
	Dance - Afternoon	$ 3.00	Members Per Dance
		$ 5.00	Non-Members Per Dance
	Dance - Evening	$ 5.00	Members Per Dance
		$ 6.00	Non-Members Per Dance
	Duplicate Bridge	$ 1.00	Per session
	Duplicate Bridge Additional Fee	$ 1.50	Non-Members per Session
	Exercise Punch Card	$ 30.00	Per Punch Card
	Facility Rental		
	Classroom (except #2)	$ 40.00	Resident Per Hour / Two Hour Min.
		$ 45.00	Non-Resident Per Hour / 2 Hr Min.
	Classroom # 2	$ 45.00	Resident Per Hour / Two Hour Min.
		$ 50.00	Non-Resident Per Hour / 2 Hr Min.
	Auditorium	$ 90.00	Resident Per Hour / Two Hour Min.
		$ 95.00	Non-Resident Per Hour / 2 Hr Min.
	Auditorium Deposit	$ 200.00	Per Auditorium Rental
	Classroom & Room 2 Deposit	$ 50.00	Per Classroom or Room 2 Rental
	Kitchen (Type-Catering)	$ 75.00	Additional Flat Fee for Rental
	For Profit Rentals	$ 5.00	Per Hour Added to Standard Rental Fee
	Equipment - Podium	$ 25.00	Additional Flat Fee for Rental
	Equipmt - Mic over PA	$ 25.00	Additional Flat Fee for Rental (Aud. Only)
	Equipmt - TV w/ DVD	$ 50.00	Additional Flat Fee for Rental
	Rental Cleanup - Classroom	$ 25.00	Additional Flat Fee Per Classroom Rental
	Rental Cleanup - Room 2	$ 50.00	Additional Flat Fee Per Rm 2 Rental
	Rental Cleanup - Auditorium	$ 95.00	Additional Flat Fee Per Auditorium Rental
	Tablecloths - 60"x120" or 108" Round	$ 17.50	Per Table Cloth
	Tablecloths - 90"x132" or 132" Round	$ 22.50	Per Table Cloth
	Tablecloths - 120"	$ 20.00	Per Table Cloth
	Tablecloth Overlay - 72"x72" or 90"x90"	$ 15.00	Per Overlay with Table Cloth Rental
	Chair Cover with Sash	$ 4.00	Per Chair
	Jewelry Class	$ 3.00	Per class
	Language Classes	$ 30.00	Per Session
	Leather Class	$ 3.00	Per class
	Line Dance Class	$ 3.00	Per class

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	Manicure	$ 15.00	
	Pedicure	$ 21.00	
	Special Care Fee	$ 10.00	Additional (case-by-case)
	Massage - Chair		
	15-minutes	$ 16.00	Per 15-minute appointment
	30-minutes	$ 32.00	Per 30-minute appointment
	Memberships		
	Basic Membership	$ 15.00	Per Year
	All-Inclusive Membership	$ 19.00	Per Month
	Newsletter Ad Space		
	Business card size ad	$ 15.00	Per issue
	Quarter page ad	$ 25.00	Per issue
	Half page ad	$ 45.00	Per issue
	Full page ad	$ 80.00	Per issue
	Half page ad - outside back cover	$ 100.00	Per issue
	Oil Painting Class	$ 10.00	Per Month
	Photography Workshop	$ 35.00	Per Session
	Piano/Music Lessons	$ 80.00	Per Month
	Pottery Class	$ 15.00	Per Month
	Sketching/Art Class	$ 10.00	Per Month
	Sewing Class	$ 10.00	Per Month
	Tai Chi	$ 3.00	Per class
	Yoga	$ 3.00	Per class
	Zumba Class	$ 3.00	Per class
Recreation Center			
	Corporate Household	$ 690.00	Yearly
	Corporate Senior Household	$ 580.00	Yearly
	Corporate Senior Single	$ 382.00	Yearly
	Corporate Single	$ 456.00	Yearly
	Corporate Household	$ 64.00	Monthly
	Corporate Senior Household	$ 54.00	Monthly
	Corporate Senior Single	$ 35.00	Monthly
	Corporate Single	$ 42.00	Monthly
	Employee Household	$ 384.00	Yearly
	Employee Senior Household	$ 276.00	Yearly
	Employee Senior Single	$ 192.00	Yearly
	Employee Single	$ 252.00	Yearly
	Non-Resident College Membership	$ 161.00	Yearly
	Non-Resident Day Pass Daily	$ 15.00	Daily
	Non-Resident Day Pass Weekly	$ 40.00	Weekly
	Non-Resident Household	$ 837.00	Yearly
	Non-Resident Senior Household	$ 752.00	Yearly
	Non-Resident Senior Single	$ 493.00	Yearly
	Non-Resident Single	$ 555.00	Yearly

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	Resident College Membership	$ 143.75	Yearly
	Resident Day Pass Daily	$ 10.00	Daily
	Resident Day Pass Weekly	$ 26.00	Weekly
	Resident Household	$ 555.00	Yearly
	Resident Senior Household	$ 406.00	Yearly
	Resident Senior Single	$ 272.00	Yearly
	Resident Single	$ 357.00	Yearly
	Resident Single - Monthly	$ 33.00	Monthly
	Resident Household - Monthly	$ 52.00	Monthly
	Resident Senior Single - Monthly	$ 25.00	Monthly
	Resident Senior Household - Monthly	$ 38.00	Monthly
	Non-Resident Single	$ 178.00	3-Month
	Non-Resident Household	$ 267.00	3-Month
	Non-Resident Senior Single	$ 158.00	3-Month
	Non-Resident Senior Household	$ 240.00	3-Month
	Non-Resident Single	$ 52.00	Monthly
	Non-Resident Household	$ 78.00	Monthly
	Non-Resident Senior Single	$ 46.00	Monthly
	Non-Resident Senior Household	$ 70.00	Monthly
	Resident Single	$ 113.00	3-Month
	Resident Household	$ 178.00	3-Month
	Resident Senior Single	$ 86.00	3-Month
	Resident Senior Household	$ 130.00	3-Month
	Non-Resident Single	$ 178.00	3-Month
	Non-Resident Household	$ 267.00	3-Month
	Non-Resident Senior Single	$ 158.00	3-Month
	Non-Resident Senior Household	$ 240.00	3-Month
	Corporate Single	$ 148.00	3-Month
	Corporate Household	$ 219.00	3-Month
	Corporate Senior Single	$ 124.00	3-Month
	Corporate Senior Household	$ 185.00	3-Month
	Aquatics		
	Splash Pad Resident - Daily	$ 5.00	Daily
	Splash Pad Non-Resident - Daily	$ 12.00	Daily
	Splash Pad Resident - Yearly	$ 90.00	Yearly
	1 student 1 lesson per mem	$ 45.00	
	1 student 1 lesson per non-mem	$ 75.00	
	1 student 4 lessons per mem	$ 100.00	
	1 student 4 lessons per non-mem	$ 130.00	
	Lifeguard Instructor mem	$ 225.00	
	Lifeguard Instructor non- mem	$ 250.00	
	Lifeguard recert mem fee	$ 75.00	
	Lifeguard recert non-mem fee	$ 100.00	
	Lifeguard training mem fee	$ 200.00	

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	Lifeguard training non-mem fee	$ 230.00	
	Masters swim mem daily	$ 40.00	Monthly
	Masters swim non-mem daily	$ 55.00	Monthly
	Swim class member fee	$ 80.00	
	Swim class non-member fee	$ 110.00	
	Swim club registration	$ 10.00	
	WSI class mem	$ 225.00	
	WSI class non-mem	$ 250.00	
	Daycare		
	Daycare mem 12 sessions	$ 20.00	
	Daycare mem 6 sessions	$ 10.00	
	Daycare mem daily	$ 2.00	
	Daycare non-mem 12 sessions	$ 20.00	
	Daycare non-mem 6 sessions	$ 10.00	
	Daycare non-mem daily	$ 2.00	
	Unlimited childcare 1 mo.	$ 30.00	
	Facility Rental		
	Basketball court rental	$ 55.00	1/2 Court - 1 Hour Member
		$ 75.00	1/2 Court - 2 Hour Member
		$ 90.00	1/2 Court - 1 Hour Non-Member
		$ 110.00	1/2 Court - 2 Hour Non-Member
		$ 110.00	Full Court - 1 Hour Member
		$ 165.00	Full Court - 2 Hour Member
		$ 155.00	Full Court - 1 Hour Non-Member
		$ 210.00	Full Court - 2 Hour Non-Member
	Large Meeting Room Rental	$ 125.00	2 hour Member
		$ 155.00	3 hour Member
		$ 185.00	4 hour Member
		$ 155.00	2 hour Non-Member
		$ 185.00	3 hour Non-Member
		$ 215.00	4 hour Non-Member
	Meeting Room 2	$ 95.00	2 hour Member
		$ 125.00	3 hour Member
		$ 155.00	4 hour Member
		$ 125.00	2 hour Non-Member
		$ 155.00	3 hour Non-Member
		$ 185.00	4 hour Non-Member
	Choose 1 Package	$ 115.00	Member
		$ 150.00	Non-Member
	Choose 2 Package	$ 150.00	Member
		$ 200.00	Non-Member
	Home School Swim	$ 3.00	
	HS Lap Lane Rental fee	$ 6.00	
	Lock-In Rental Balance	$ 800.00	

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	Lock-In Rental Deposit	$ 150.00	
	Pool Lane Rental member	$ 15.00	
	Pool Lane Rental nonmember	$ 20.00	
	Pool Play Area Rental member	$ 50.00	1 Hour
	Pool Play Area Rental member	$ 75.00	2 Hour
	Pool Play Area Rental nonmember	$ 70.00	1 Hour
	Pool Play Area Rental nonmember	$ 95.00	2 Hour
	Racquetball court rental	$ 25.00	Per hour
	Scuba	$ 10.00	Per person
	Yearly locker rental	$ 60.00	
	Inflatable - Giant Slide - Member	$ 95.00	
	Inflatable - Castle - Member	$ 70.00	
	Inflatable - Basketball Hoops - Member	$ 60.00	
	Inflatable - Giant Slide - Non-Member	$ 125.00	
	Inflatable - Castle - Non-Member	$ 95.00	
	Inflatable - Basketball Hoops - Non-Member	$ 65.00	
	Rental Security Deposit (Refundable)	$ 150.00	
	Fitness		
	Fire Workout - 4 Weeks - Member	$ 120.00	
	Fire Workout - 4 Weeks - Non-Member	$ 140.00	
	Fire Workout - 1 Class - Member	$ 20.00	
	Fire Workout - 1 Class - Non-Member	$ 25.00	
	1 Hr Personal Training Member	$ 50.00	
	1 Hr Personal Training Non-Member	$ 65.00	
	12 Hrs Personal Training Member	$ 513.00	
	12 Hrs Personal Training Non-Member	$ 684.00	
	2 Hr Update Personal Training	$ 75.00	
	20 Hrs Personal Training Member	$ 800.00	
	20 Hrs Personal Training Non-Member	$ 1,000.00	
	20/20/20 Senior Member	$ 130.00	
	20/20/20 Senior Non-Member	$ 170.00	
	3 Hr Personal Training Member	$ 100.00	
	3 Hr Personal Training Non-Member	$ 145.00	
	30 Hrs Personal Training Member	$ 1,050.00	
	30 Hrs Personal Training Non-Member	$ 1,350.00	
	6 Hrs Personal Training Member	$ 270.00	
	6 Hrs Personal Training Non-Member	$ 360.00	
	Eager To Exercise Mem	$ 30.00	
	Eager To Exercise Non-Mem	$ 40.00	
	Fast Track	$ 225.00	
	Fitness Assessment	$ 25.00	
	Indoor Triathlon	$ 20.00	
	Just For Teens Member	$ 65.00	
	Just For Teens Non-Member	$ 85.00	

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	Small Group Training Member	$ 130.00	
	Small Group Training Non-Member	$ 170.00	
	Quest 4 Fitness member	$ 65.00	
	Quest 4 Fitness nonmember	$ 85.00	
	Sports Conditioning member	$ 65.00	
	Sports Conditioning nonmember	$ 85.00	
	Team Training 1 Mem & 1 Non- Mem 1session	$ 65.00	
	Team Training 1 Mem & 1 Non-Mem 8 sessions	$ 440.00	
	Team Training 1 Mem & 1 Non-Mem 12 sessions	$ 540.00	
	Team Training 2 Members 1 session	$ 60.00	
	Team Training 2 Members 8 sessions	$ 400.00	
	Team Training 2 Members 12 sessions	$ 480.00	
	Team Training 2 Non-Mem 1 session	$ 70.00	
	Team Training 2 Non-mem 8 sessions	$ 480.00	
	Team Training 2 Non-mem 12 sessions	$ 600.00	
	Next Level Training Member	$ 35.00	
	Next Level Training Non-Member	$ 40.00	
	Martial Arts Contract Monthly	$ 400.00	
	Other Recreation Center		
	Basketball league registration	$ 40.00	
	Camp 1 wk mem	$ 135.00	
	Camp 1 wk mem 1st sibling	$ 125.00	
	Camp 1 wk mem 2nd sibling	$ 110.00	
	Camp 1 wk non-mem	$ 160.00	
	Camp 1 wk non-mem 1st sibling	$ 150.00	
	Camp 1 wk non-mem 1nd sibling	$ 135.00	
	Camp day rate member	$ 35.00	
	Camp day rate non-member	$ 40.00	
	Health Non-Profit Booth	$ 30.00	
	Health Profit Booth	$ 35.00	
	Junior Youth members	$ 20.00	
	JYM special	$ 50.00	
	Kickball Team	$ 375.00	
	Kids Night Out mem	$ 10.00	
	Kids Night Out Non-Mem	$ 15.00	
	Lock-in Member	$ 20.00	
	Lock-in member additional child	$ 15.00	
	Lock-in non member	$ 25.00	
	Lock-in non member additional child	$ 20.00	
	Racquetball league mem	$ 20.00	
	Racquetball league non-mem	$ 25.00	
	Racquetball slam add level	$ 10.00	
	Racquetball slam mem	$ 20.00	
	Softball registration	$ 45.00	

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	Tanning 1 session	$ 5.00	
	Tanning punch card 10 sessions	$ 30.00	
	Tanning unlimited tanning 1 mo.	$ 30.00	
	Triathlon individual	$ 25.00	
	Triathlon insurance individual	$ 10.00	
	Triathlon late fee individual	$ 5.00	
	Trunk N Treat	$ 25.00	
	Swim Competition		
	BXST 101 Member	$ 40.00	
	BXST 101 Member - 2nd	$ 30.00	
	BXST 101 Non-Member	$ 55.00	
	BXST 101 Non-Member - 2nd	$ 45.00	
	Late fee	$ 10.00	
	Black team mem	$ 60.00	Monthly
	Black team non-mem	$ 75.00	Monthly
	Black 2nd swimmer mem	$ 50.00	Monthly
	Black 2nd swimmer non-mem	$ 65.00	Monthly
	Red team mem	$ 70.00	Monthly
	Red team non-mem	$ 85.00	Monthly
	Red 2nd swimmer mem	$ 60.00	Monthly
	Red 2nd swimmer non-mem	$ 75.00	Monthly
	Senior member	$ 80.00	Monthly
	Senior non-mem	$ 95.00	Monthly
	Senior 2nd swimmer mem	$ 70.00	Monthly
	Senior 2nd swimmer non-mem	$ 85.00	Monthly
	USS transfer fee in LSC	$ 5.00	
	USS transfer fee out of LSC	$ 10.00	
	White team mem	$ 45.00	Monthly
	White team non-mem	$ 65.00	Monthly
	White 2nd swimmer mem	$ 40.00	Monthly
	White 2nd swimmer non-mem	$ 55.00	Monthly
	Yearly registration fee	$ 110.00	
	Yearly US reg fee	$ 74.00	
Performing Arts	BOX OFFICE		
	Credit card processing - per subscription	$ 5.00	On Total Order
	Credit card processing - per ticket	$2 & $4	Depending on Ticket Price
	Tickets - Buy 5 or More Shows Subscription	$7.50 / $11.25	5 Shows - 25% off
		$ 15.00	5 Shows - 25% off
		$18.75 - $26.25	5 Shows - 25% off
	Tickets - Subscribers - Headliner Series	$40 / $50	
	Theatre - Public - Headliner Series	$ 50.00	
	Tickets - Public - Showcase Series	$ 35.00	
	Theatre - Public - Live Theatre Series	$ 20.00	
	Tickets - Subscriber - Family Series	$10 / $15	Youth & Adult

City of Bartlett
Fees Schedule
Fiscal Year 2020-2021

Department	Type	Amount	Frequency/Notes/Description
	CLASSES & INSTRUCTION		
	Summer camp - per participant	$ 125.00	Fee - includes deposit
	CONCESSIONS		
	BPACC events - per item	$ 2.00	
	Client Coffee Statin - per event	$ 20.00	
	Client Coffee Refill - per event	$ 5.00	
	Client - Hospitality Coordination Fee		Varies - Based on needs & volume
	Client merchandise - per event	15% - of gross	Applies to BPACC series artists
	EQUIPMENT RENTAL		
	Banquet table w/cloth & skirt - per event	$ 10.00	
	Banquet table with cloth only - per event	$ 5.00	
	Corded Mics - up to 10 - per mic	$ 10.00	
	Facility piano & bench - per event	$ 50.00	
	Facility piano tuning - per event	$ 150.00	
	Follow spot light - per event	$ 25.00	Operator Add'l - $20.00 per hr
	Podium Only - per event	$ 15.00	
	Podium w Mic - per event	$ 25.00	
	Removal of seats - per row/event	$ 50.00	
	Stage Audio --- Lighting Techs per hour	$35 -- $20	
	Stage risers - per event	$ 100.00	
	Stage screen only - per event	$ 25.00	
	Wireless Mics - per event - per mic	$ 85.00	
	SPACE RENTAL		
	Auditorium (per hr, 4-hour minimum)	$ 125.00	Includes House Manager
	Lobby (per hr, 4-hour minimum)	$ 85.00	Includes House Manager
	Green Room (per hr, 4-hour minimum)	$ 40.00	Includes House Manager
	Studio (per hr, 4-hour minimum)	$ 60.00	Includes House Manager
	Conference Room (per hr, 4-hr minimum)	$ 50.00	Includes House Manager
	Sponsorship	$ 1,000.00	& Up
	Special Partnerships	$ 500.00	$500 to $999