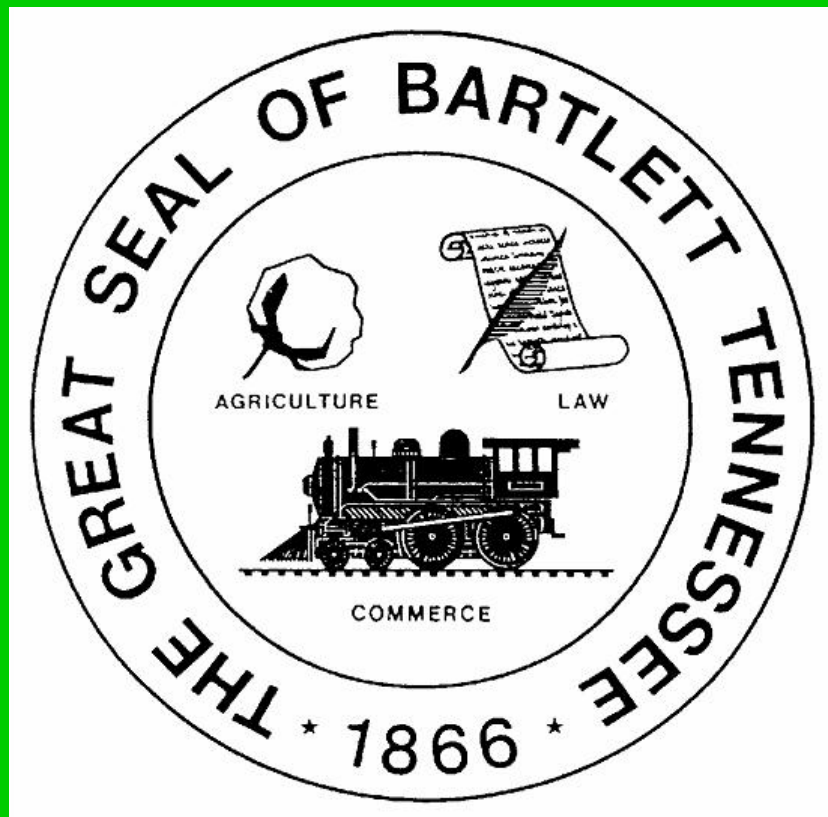


CITY OF BARTLETT **TENNESSEE**

**A GREAT PLACE TO
LIVE, WORK, RAISE A FAMILY
AND RETIRE...**



A. Keith McDonald, Mayor

FISCAL 2020 BUDGET



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Bartlett
Tennessee**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrell

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the **City of Bartlett, Tennessee** for its annual budget for the fiscal year beginning **July 1, 2018**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



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

T E N N E S S E E

INTRODUCTION



City of Bartlett

A. Keith McDonald, Mayor

June 11, 2019

Board of Mayor and Aldermen

City of Bartlett, Tennessee

This letter transmits the Budget for the fiscal year beginning July 1, 2019. 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 FY19 General Fund budget projected a break even from operations the finance department now projects an increase in fund balance for FY19 as a result of operations for the fiscal year ending June 30, 2019.

The FY20 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. 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 2019 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 has also remained steady since the recession in 2008 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. The 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 2020 operating and capital budgets. The State of Tennessee continues its strong growth in economic activity 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. Due to the strong Tennessee economy, the City experienced over 4.07% growth in the per capita state sales tax allocations from FY18 to FY19 and 32.98% growth for the six year period FY13 to FY19. The increased economic activity in the state, coupled with an increase in certified population figures for Bartlett in FY14 sparked this growth. The FY20 budget projects a 2.2% growth in state sales tax revenue over the prior year. The local economy has also seen an increase in economic activity in the last four years. Revenue from the local option sales tax was up over 12.7% in FY19 from FY14 levels. The FY20 budget anticipates an increase of 2.0% in local option sales tax over FY19.

The overall General Fund budget for FY20 is set at \$54.9 million. This includes \$49.4 million in general operation for the various departments within the city plus \$5.5 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 transfers to the City's Debt Service Fund for retirement of general obligation bonds and notes. The City has three (3) major funds reported in its annual CAFR: General Fund, General Purpose School Fund, and Capital Improvement Fund. Along with the General Fund budget of \$54.9 million the General Purpose School Fund has a budgeted appropriations of \$88.7 million. The School Fund is using \$2.5 million in fund balance to supplement the \$86.2

million in total revenues to balance its budget. The other major fund of the City, the Capital Improvement Fund does not have an adopted budget in the budget ordinance because it is a multi-year fund. The City additionally has eight (8) Special Revenue Funds which have adopted budgets on an annual basis. A new fund for FY20 is the E-Citation Fund 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 after 5 years of activity per state law.

The total budget for all funds included in the budget ordinance is \$174.98 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. i-ii details the vision statement of the Bartlett Board of Mayor and Aldermen for 2020. 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 FY20 budget continues this vision by maintaining services the citizens require, providing for future development through a conservative and well-managed debt management policy, improved education facilities through construction of a new Bartlett High School, recruitment of retail and commercial developers, continuing to hire an excellent staff 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 FY20-FY24. 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 provides general obligation bond proceeds of \$2,650,000 for design and construction of

the facility. The city anticipates additional funds for this project in FY21 of \$1,500,000 with completion 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 has completed the acquisition of necessary right-of-way for this project and 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 now underway 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 job market.
- The City is currently undertaking the full renovation of the Bartlett High School located on Woodlawn Street in Bartlett. The project was first proposed by the Bartlett Municipal School Board in FY16. After much discussion and architect renderings, the School Board opted to build around the existing building while also renovating the entire core of the building. General Obligation bonds of \$44 million were issued in FY17 toward construction of the facility. The City pledged an additional \$8,000,000 from General Fund reserves while the Bartlett School Board agreed to fund any remaining costs, including additional furniture and fixtures for the new classroom. Expenditures to date amount to \$30 million with estimate completion in August 2020. The City's estimated \$8,000,000 has not been budgeted in the FY20 budget document. However, the Board of Mayor and Aldermen have affirmed their commitment to this project and will amend either the current budget or next year's budget as appropriate to provide these funds for completion of the project.
- With the construction of the Tennessee College of Applied Technology underway, 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 \$800,000 for this project which should be completed in fall of 2020.

- The City continues to work with the State of Tennessee's Department of Transportation in funding improvements to its transportation overlay projects. The current budget for this project is \$350,000 with 80% TDOT funding. The five year projection for these projects is \$6,250,000 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. While this is not specific to Bartlett, it will require the City of spend an estimated \$4.5 million in the next five years to upgrade our facilities. TDOT will provide 80% funding for the first two years, with the City picking up the remaining \$2.5 million over the next three years. The City's CIP budget contains \$200,000 for this project in FY20 with TDOT finding \$160,000 of the cost.

Other Significant Challenges

Increased Property Taxes and Other Sources of Revenue

While the City has seen strong and steady economic growth in recent years, it is necessary to invest in programs or policies that will sustain this growth in both the near term and long range. To assist the City in retail development, it has invested in a consulting group that provides insight and recruitment services for retail businesses that fit the vision of the City Board and administration. This effort has been very successful in the past with franchises such as Krispi Kreme, Chick-fil-A, Red Koi, and others choosing Bartlett for additional locations. The City's property tax assessments have increased in recent years; however to mitigate any downturn and to provide a greater mix of development in the City, the Board is in process of passing an amendment to its zoning ordinance to include residential mixed use development allowed with a special use permit. The City has several developers that are interested in this method of development for both residential and business use on the same property. The City feels good about the prospects of new development using this method and creating additional property tax revenues in the future.

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. At the beginning of the fiscal year the entities will be required to contribute the equivalent of three months of premiums to provide cash flow for the Health Trust.

Premiums contributed for the remainder of the fiscal year are estimated to provide \$4,000,000 in surplus to pay outstanding claims at year end. 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 FY18 and FY19 budget provided resources associated with the annexation area by the creation of a new police district, an additional fully staffed ambulance, and additional employees in the parks department. The current FY2020 Capital Improvement Program budget provides additional equipment and vehicles for police, fire, and public works to service the annexed area as well as \$400,000 in sewer upgrades on Covington Pike.

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 disposal in the fall of each year, it is necessary to increase monthly customer fees to cover these costs. The sanitation fee was last increased in FY16 to \$25 per month per customer. The city has been partially funding the operation of the Sanitation Fund from reserves for several years. Due to the increased costs, the Board of Mayor and Aldermen have increased the monthly fee to \$30 per customer for residential and other increases for commercial customers. The Board feels this increase will provide sufficient revenue stream for several years. Total operations for the Sanitation Fund in FY20 is estimated at \$7.185 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. However, developer fees in recent years have declined. An estimate of operating loss in FY19 for the Water and Sewer Fund approach \$1 million. State law requires the Water and Sewer Fund to operate at a profit. The City has taken a proactive approach to this issue by increasing water and sewer rates \$4 per month per customer beginning July 1, 2019. This will be the first water/sewer rate increase since FY2012. The Water/Sewer Fund has an adopted budget in FY20 of \$9.7 million.

Bartlett Vision Statement

As detailed on pp. i-ii 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. The FY20-24 CIP budget provided for an additional \$1,500,000 toward this effort. The City plans to spend \$5.75 million in total to complete this project.
- 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 has 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 will be partially funded by the state government to build a Tennessee College of Applied Technology (TCAT) to promote this educational opportunity. The City is also in process 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 FY2019.
- 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 \$35 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 ensures resources will be provided for future debt retirement.
- General Government – Provide training opportunities for staff to become better efficient in their duties. We have monthly meetings with health and safety officials to detail work hazards and how to avoid them. Department heads require monthly training sessions in critical areas of work to encourage safety in the workplace.

Budget Overview

The Fiscal Year 2020 proposed budget for all funds, including Bartlett School Fund, is \$172.9 million. Excluding Bartlett School Fund, the Fiscal Year 2020 proposed budget for all funds is \$84.2 million, which represents a 0.66% increase compared to Fiscal Year 2019 Projections. The proposed General Fund budget is \$54.9 million which represents a 2.09% increase compared to the General Fund budget for Fiscal Year 2019.

Highlights of the FY2020 budget include:

- Figures from the Shelby County Assessor indicate a 3.0% increase in 2019 assessments over FY18.
- Local Sales Tax budgeted reflects an estimated 2.0% increase over FY2019.
- No use of reserves in General Fund operating budget resulting in a “balanced budget” in the General Fund. A balanced budget is defined as budgeted revenues plus use of reserves equal budgeted expenditures.
- One custodial positions in City Shop, three driver positions in General Maintenance, and one driver position in School Ground Maintenance were added.
- 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 in FY2019 include the maintenance of effort requirement for FY20 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.
- City-wide general salary increase of 2% is included in appropriations; career ladder increases are also 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 \$54.93 million. Funds are provided for the new positions noted above plus contribution to the city's Debt Service Fund to service existing and future debt issues. Budgeted expenditures of \$54.93 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 \$3.055 million to Debt Service Fund, \$100,000 to the Drainage Fund; 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 balanced budget for FY20 in the Solid Waste Fund with the \$5 per month increase in user fees. Approximately \$1.4 million in solid waste vehicles and equipment will be funded in Solid Waste Fund in FY209. The General-Improvement fund is used to fund city wide improvements and contribute to general fund balance. Its budget is also balanced for FY20; using \$159,400 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 again proposing a \$100,000 transfer from the General Fund for FY20 to cover projected expenditures in the Drainage Fund. 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 \$88.75million for FY20. The E-Citation Fund, with a budget of \$38,400 for police and city clerk operations, is a new fund for this budget year. 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 FY20 budget provides for a \$2 per month increase on both water and sewer usage to provide for a balanced budget. We are also proposing to use \$650,000 to pay for CIP projects including water and sewer line improvements on Kirby Whitten and Covington Pike.

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 \$3.055 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 \$8.732 million in FY20.

The City expects to issue \$6.56 million in general obligation bonds in FY20. Additionally, the City plans to issue \$2,440,000 in capital outlay notes to fund the purchase of vehicles and equipment as contained in the City's Capital Improvement Plan this year.

Capital Improvements Fund

We are requesting \$11,842,700 for capital improvement projects in FY20. Funding sources include \$6.56 million in G.O. bonds plus premium, \$2.44 million in capital notes, \$440,000 in TDOT matching funds, \$22,700 from Parks Improvement Fund, and \$650,000 from the Water and Sewer Fund retained earnings. Major projects and capital acquisitions as noted previously include \$250,000 in city hall renovations, \$4.9 million in street, bridge, traffic enhancements, and budgeted ADA compliance project. Park maintenance requires \$430,000 while equipment purchases for fire, police, parks and engineering require \$2.34 million. The Bartlett Performing Arts and Conference Center will see \$105,000 in improvements for HVAC systems, theater carpet, purchase of a grand piano, and security cameras. Water and sewer projects include water line extension for Kirby Whitten and improvements to Covington Pike 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 municipal school system in operation this year will also provide incentive for families to locate within Bartlett. To position the City for this expected growth we believe controlling costs along with a prudent use of reserve funds

will allow us to continue to improve service levels for the citizens of Bartlett. 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 as economic conditions improve.

REVENUES & EXPENDITURES PROJECTIONS

	FY 2018 Actual	FY 2019 Projection	FY 2020 Adopted	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
General Fund Revenues	\$53,110,467	\$53,990,640	\$54,933,561	\$56,581,568	\$ 58,279,015	\$ 60,027,385
General Fund Expenditures	52,235,798	53,807,921	54,933,561	56,306,900	57,996,107	59,735,990
Fund Balance	29,382,269	29,564,988	29,564,988	29,839,656	30,122,564	30,413,959
Special Revenue Funds Revenue	\$97,222,919	\$89,152,161	\$96,869,519	\$99,775,605	\$102,768,873	\$104,824,250
Special Revenue Funds Expenditures	89,108,962	91,386,675	99,957,819	100,957,397	102,976,545	104,006,311
Fund Balance	36,308,507	34,073,992	30,985,692	29,803,900	29,596,227	30,414,167
Utility Fund Revenues	\$ 8,503,886	\$ 8,677,000	\$ 9,725,000	\$10,016,750	\$ 10,217,085	\$ 10,421,427
Utility Fund Expenditures	8,067,091	10,830,275	9,322,216	9,695,105	9,889,007	10,086,787
Cash Balance	13,123,232	10,969,957	11,372,741	11,694,387	12,022,465	12,357,105
Debt Service Fund Revenues	\$ 8,957,271	\$ 8,332,500	\$ 8,187,000	\$ 8,226,300	\$ 8,281,700	\$ 8,391,300
Debt Service Expenditures	5,792,460	8,468,345	8,732,551	9,018,631	9,250,749	9,251,660
Fund Balance	3,331,785	3,195,940	2,650,389	1,858,057	889,008	28,647

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 FY20 this policy would require an unassigned fund balance at June 30, 2020 of \$11.98 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 FY20 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 48% of the total revenue in the General Fund with local taxes (sales, business, etc.) accounting for an additional 25% 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 2020 which is presented on pp. i-ii of this document.

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 19-02

AN ORDINANCE TO ADOPT THE 2019-2020 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 2019-2020 Fiscal Year for the City of Bartlett are as follows:

GENERAL FUND EXPENDITURES:	Fiscal Year 19/20
ADMINISTRATIVE:	
Legislative Board	\$ 865,387
Mayor's Office	\$ 814,472
Community Affairs	\$ 331,820
Building and Grounds	\$ 367,744
Bartlett Station Municipal Center	\$ 419,813
Library	\$ 1,385,360
Finance and Administration	\$ 1,751,101
City Court	\$ 1,129,422
Personnel	\$ 565,715
Planning and Economic Development	\$ 496,555
Total Administrative	\$ 8,127,389
PUBLIC SAFETY:	
Police Department	\$ 16,106,731
Fire Department	\$ 7,810,437
Ambulance Department	\$ 3,712,420
Code Enforcement	\$ 1,031,139
Total Public Safety	\$ 28,660,727
PUBLIC WORKS:	
Administration	\$ 602,096
City Shop	\$ 1,098,941
General Maintenance	\$ 1,719,610
General Services	\$ 322,601
Grounds Maintenance	\$ 1,537,446
Animal Control	\$ 872,377
Engineering Administration	\$ 433,440
Engineering & Inspection	\$ 645,333
Total Public Works	\$ 7,231,844
PARKS AND RECREATION:	
Administration	\$ 320,373
Community Center	\$ 948,532
Athletics	\$ 812,194
Maintenance	\$ 1,636,216
School Ground Maintenance	\$ 353,508
Senior Citizen Center	\$ 465,812
Recreation Center	\$ 1,744,592
Total Parks and Recreation	\$ 6,281,227

PERFORMING ARTS:

Performing Arts Center	\$	724,634
Total Performing Arts	\$	724,634

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 Drainage Fund	\$	100,000
Transfer Out Debt Service	\$	3,055,000
Total Transfers Out	\$	5,534,019

TOTAL GENERAL FUND EXPENDITURES **\$ 56,559,840**

GENERAL FUND REVENUES/TRANSFERS:

Property Taxes	\$	26,380,000
Local Taxes	\$	13,663,410
Licenses & Privileges	\$	1,592,700
Intergovernmental	\$	6,312,000
General Charges for Services	\$	4,497,190
Department Revenues	\$	1,626,279
Court Charges	\$	1,945,000
Other Revenue	\$	375,261
Transfer In from General Improvement Fund	\$	168,000

TOTAL GENERAL FUND REVENUES/TRANSFERS **\$ 56,559,840**

SPECIAL REVENUE FUNDS EXPENDITURES

Street Aid Fund	\$	2,585,000
Solid Waste Fund	\$	7,185,191
General Improvement Fund	\$	831,500
Drug Enforcement Fund	\$	294,200
DEA Enforcement Fund	\$	124,700
Drainage Control Fund	\$	127,374
Park Improvement Fund	\$	22,700
E-Citation Fund	\$	38,400
Bartlett City School Fund	\$	88,748,754

TOTAL SPECIAL REVENUE FUNDS EXPENDITURES **\$ 99,957,819**

SPECIAL REVENUE FUNDS REVENUES/SOURCES

Special Revenue Funds Revenue	\$	96,869,519
Use of Fund Balance	\$	3,088,300

TOTAL SPECIAL REVENUE FUNDS REV./SOURCES **\$ 99,957,819**

UTILITY FUND EXPENDITURES

Administration	\$	2,547,498
Water & Wastewater Services	\$	1,942,034
Plant Operations	\$	1,928,182
Sewer Treatment	\$	1,039,432
Total Utility Operation Expenditures	\$	7,457,146

Utility Debt -- Principal	\$	980,000	
Utility Debt -- Interest & Charges	\$	244,570	
Total Utility Debt Expenditures	\$	1,224,570	
Transfer to Capital Improvement Fund	\$	650,000	
Contribution to Fund Balance	\$	402,784	
TOTAL UTILITY FUND EXPENDITURES	\$	9,734,500	

UTILITY FUND REVENUES/SOURCES

Utility Fund Revenues	\$	9,725,000	
Department Revenues	\$	9,500	
TOTAL UTILITY FUND REVENUES/SOURCES	\$	9,734,500	

GENERAL DEBT SERVICE FUND EXPENDITURES

Principal	\$	5,518,000	
Interest and Other Charges	\$	3,214,551	
TOTAL GENERAL DEBT SERVICE EXPENDITURES	\$	8,732,551	

GENERAL DEBT SERVICE REVENUES/SOURCES

Debt Service Revenues	\$	8,187,000	
Use of Fund Balance	\$	545,551	
TOTAL GENERAL DEBT SERVICE REV/SOURCES	\$	8,732,551	

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, 2019.

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, 2019. 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 2019-2020 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:

	<u>Rates</u>
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:

	<u>Rates</u>
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 FY2019-20 for its Title Funds, School Nutrition Fund, Education Capital Projects Fund and other various funds administered by the Bartlett City Board of Education. These budget documents, "Exhibit B&C", are presented in the FY2019-20 Approved Special Revenue Budget and the FY2019-20 Approved Capital Budget documents as attached and made part of the enacting City of Bartlett budget ordinance by reference.

SECTION 10: CITY FEES SCHEDULE -- BE IT FURTHER ORDAINED that "Exhibit D" represents the fiscal year 2019-2020 comprehensive fees schedule for the City of Bartlett, Tennessee and establishes the rates for fiscal year 2019-2020. Any rate or fee not included in the attached 2019-2020 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, 2020. 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 2020 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, 2020.

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, 2019.

FIRST READING: May 14, 2019

SECOND READING: May 28, 2019

THIRD READING: June 11, 2019

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

A. Keith McDonald, Mayor

Attest: _____
Stefanie McGee, City Clerk

ORDINANCE 19-03

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 2019

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 2019 Tax Rate shall be levied as follows:

SECTION 1: TAX RATE -- 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.

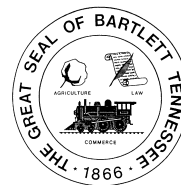
SECTION 3: EFFECTIVE DATE -- Be it further ordained that this Ordinance take effect July 1, 2019.

FIRST READING:	May 14, 2019
SECOND READING:	May 28, 2019
THIRD READING:	June 11, 2019

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

A. Keith McDonald, Mayor

Attest: _____
Stefanie McGee, City Clerk



THE BUDGET DOCUMENT

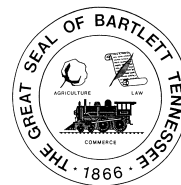
The City of Bartlett Fiscal 2020 Budget is organized into eight sections. They are Introduction, Summary, General Fund, Special Revenue Funds, Utility Fund, Debt Service Fund, Capital Improvement Plan and the Appendix, each designated by a tab. All funds are appropriated by the Board of Mayor and Aldermen. 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.

Introduction

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 and D) 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 2020 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

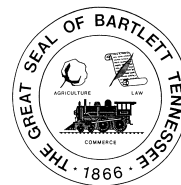
This section includes the budgets for the City's Debt Service Fund. This fund provides for the payment of principal, interest and other costs on the City's outstanding general obligation and water and sewer bonds. Also included are the schedules of bonds payable for both the general and water and sewer 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, Exhibit A, Exhibit B, Exhibit C, Exhibit D and a Glossary.



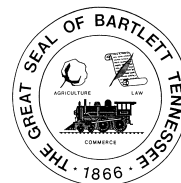
THE BUDGET PROCESS

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



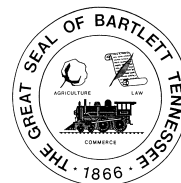
for the budget year. The budget for each fund must be balanced (i.e. total revenues and sources of funds must equal total expenditures) and the capital plan must identify sources of funding. Our goal as specified in the budget ordinance is to maintain the unassigned general fund balance at 20% of projected 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 2020 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 grow 2% over FY 2019 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

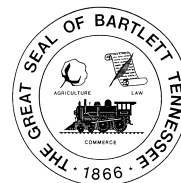
The Charter of the City of Bartlett requires the Finance Director to prepare and submit an annual budget and explanatory message at least forty-five (45) days before the beginning of the fiscal year. According to the Charter, the budget message should include the financial policies used to develop the 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.

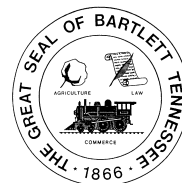
Budget Basis

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



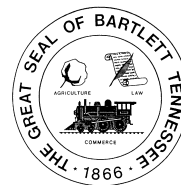
include the revised budget, actual expenditures and balance of funds available. The Finance Department presents a summarized financial status report to the Board of Mayor and Aldermen each month in the form of a Treasurer's Report. Forecasts of projected annual revenues and expenditures are prepared 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 2019-2020

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 18	Budget Instruction Memo Distributed to Departments
Friday	February 1	Operating & CIP budgets Forecasts/Requests Due (The budget coordinator met with each department and went over their budget)
Month	Beginning March 4	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)
Tuesday	Mar - May	Board Work Sessions as needed (The Mayor presented a summary to the Board of Aldermen and addressed any concerns the Aldermen may have)
Tuesday	May 14	Board Meeting – Budget First Reading (Proposed budget copies were presented to the Board of Mayor and Aldermen). *The public hearing is set for June 11, 2019 @7:00pm.
Tuesday	May 28	Board Meeting – Budget Second Reading. *The public hearing is set for June 11, 2019 @7:00pm.
Tuesday	June 11	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.
Tuesday	June 25	Board Meeting – Approve the Minutes – Final Approval
Thursday	June 30	Adopted budget copies were presented to the Board of Mayor and Aldermen

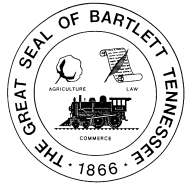


FINANCIAL POLICIES

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

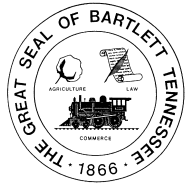
- A five-year Capital Improvement Plan will be developed and updated annually, including funding sources. Capital improvement projects will be defined as infrastructure or equipment with a useful life of 2 or more years and a cost of \$20,000 or more.
- We will continue to use pay-as-you go capital improvement 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.

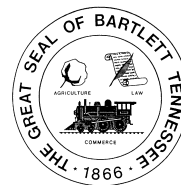
Reserve Policies

- 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

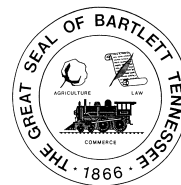
In order to maintain a clean, attractive city this budget includes a new position in Solid Waste. This will allow Bartlett to continue to avoid delays in yard waste collection, provide curbside pick-up of fall leaves, and continue to convert to fully automated packers and continue our recycling efforts. 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 \$88.75 million for FY 2020 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.

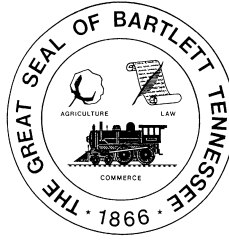
The Codes and Permits Office will continue to offer next day service for inspections. Continued expansion of the water and sewer system and planned, orderly expansions through annexation will be pursued. The Bartlett Station Commission will continue to promote re-development of the oldest part of Bartlett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

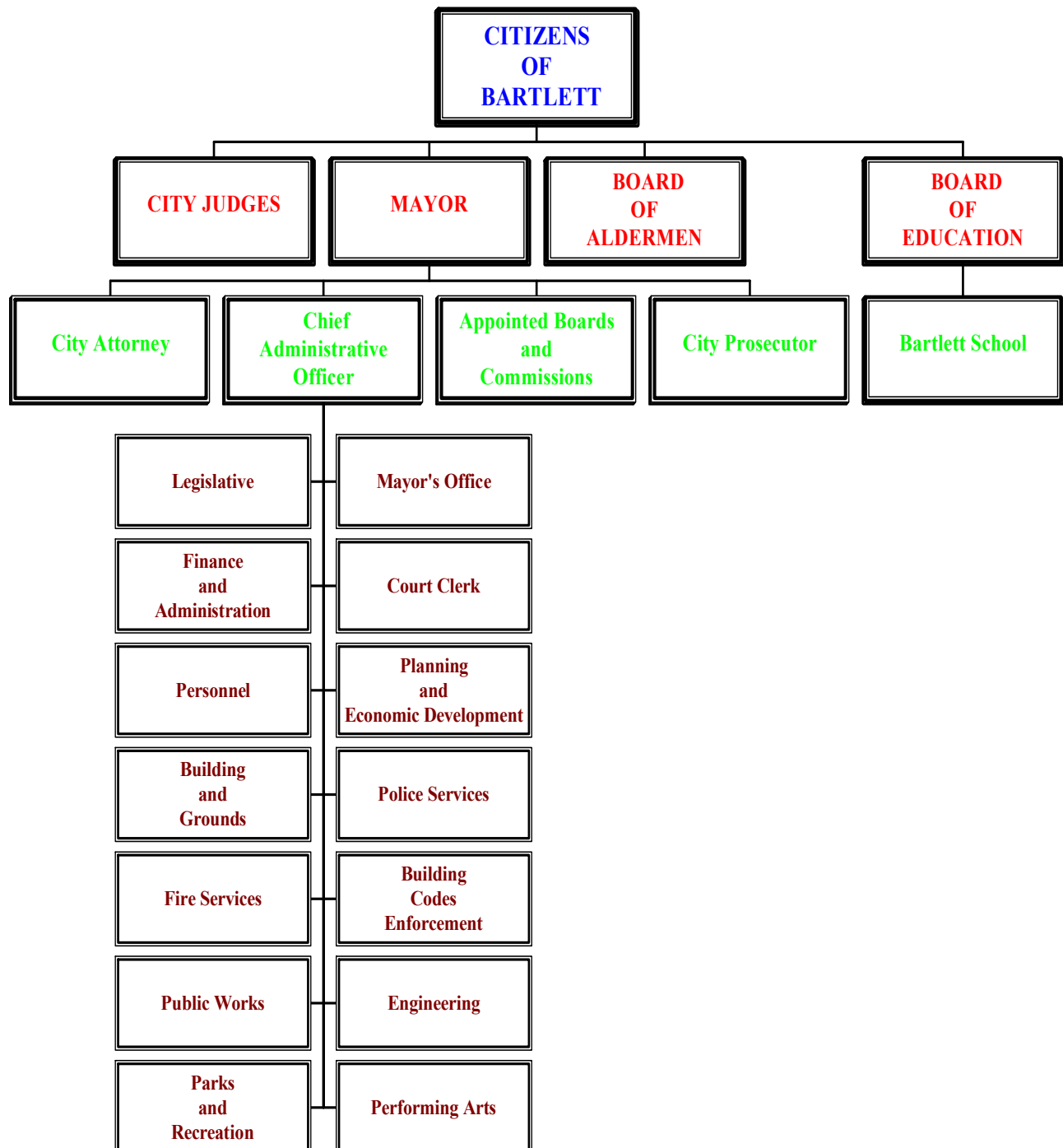
The Code Enforcement Office and Fire Marshall will continue to provide safety inspections for new construction, renovations and commercial facilities to ensure the safety of the structures and our citizens.

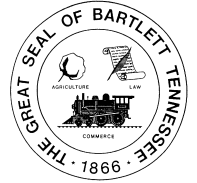
The Police Department will provide matching funds for a grant to provide officers in middle and high schools in Bartlett. We will continue to provide crossing guards at schools, both public and private, and enforce speed lanes in school zones.



CITY OF BARTLETT

ORGANIZATION CHART





City of Bartlett City Officials

Fiscal 2019-2020

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 ----- Glen Williamson
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

T E N N E S S E E

SUMMARY

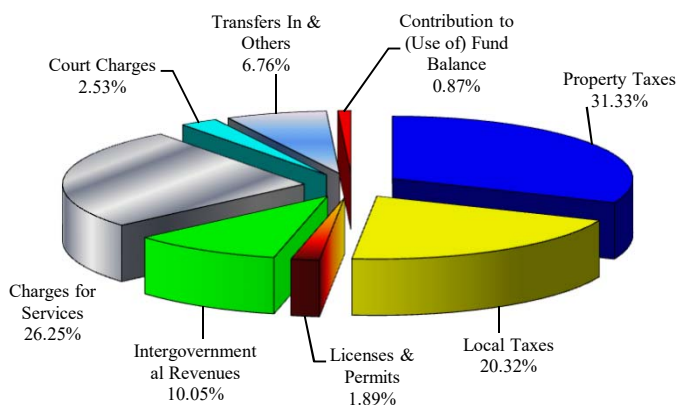


CITY OF BARTLETT ALL FUNDS - FUNCTION SUMMARY FY 2020 Adopted Budget

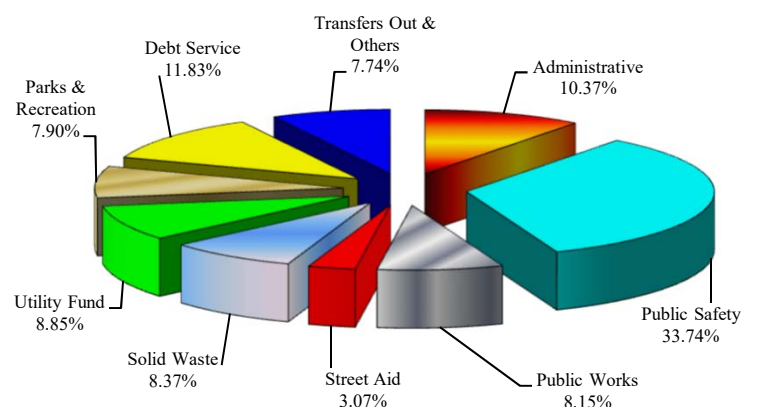


Description	General Fund	Special Revenue Funds	Utility Fund	Debt Service Fund	Total All Funds
Revenues					
Property Taxes	\$ 26,380,000	\$ 0	\$ 0	\$ 0	\$ 26,380,000
Local Taxes	13,663,410	0	0	3,442,500	17,105,910
Licenses & Permits	1,592,700	0	0	0	1,592,700
Intergovernmental Revenues	6,312,000	2,150,000	0	0	8,462,000
Charges for Services	4,497,190	8,110,400	9,493,000	0	22,100,590
Court Charges	1,945,000	187,000	0	0	2,132,000
Transfers In & Others	543,261	173,365	232,000	4,744,500	5,693,126
Bartlett School Fund Revenues	0	86,248,754	0	0	86,248,754
Total Revenues	\$ 54,933,561	\$ 96,869,519	\$ 9,725,000	\$ 8,187,000	\$ 169,715,080
Expenditures					
Administrative	\$ 8,065,468	\$ 663,500	\$ 0	\$ 0	\$ 8,728,968
Public Safety	27,951,102	457,300	0	0	28,408,402
Public Works	6,730,619	127,374	0	0	6,857,993
Street Aid	0	2,585,000	0	0	2,585,000
Solid Waste	0	7,046,191	0	0	7,046,191
Utility Fund	0	0	7,447,646	0	7,447,646
Parks & Recreation	6,652,353	0	0	0	6,652,353
Debt Service	0	0	1,224,570	8,732,551	9,957,121
Transfers Out & Others	5,534,019	329,700	650,000	0	6,513,719
Bartlett School Fund Expenditures	0	88,748,754	0	0	88,748,754
Total Expenditures	\$ 54,933,561	\$ 99,957,819	\$ 9,322,216	\$ 8,732,551	\$ 172,946,147
Contribution to (Use of) Fund Balance	\$ 0	\$ (3,088,300)	\$ 402,784	\$ (545,551)	\$ (3,231,067)
Beginning Fund Balance	\$ 29,564,988	\$ 34,073,992	\$ 10,969,957	\$ 3,195,940	\$ 77,804,877
Ending Fund Balance	\$ 29,564,988	\$ 30,985,692	\$ 11,372,741	\$ 2,650,389	\$ 74,573,810

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



**WHERE THE \$ GOES
(Does not include School)**

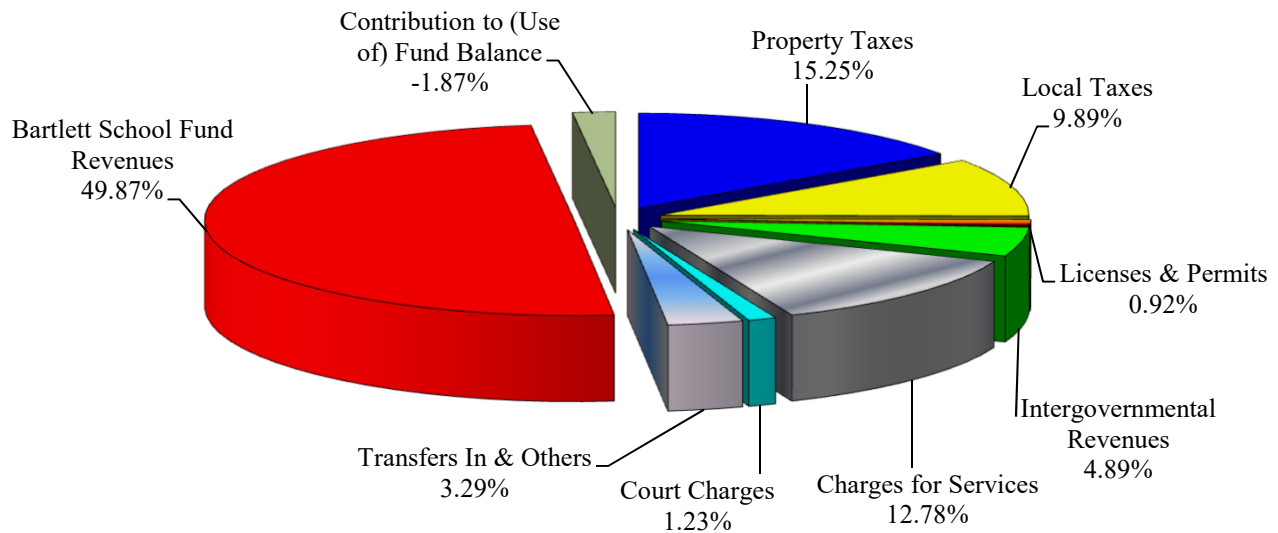




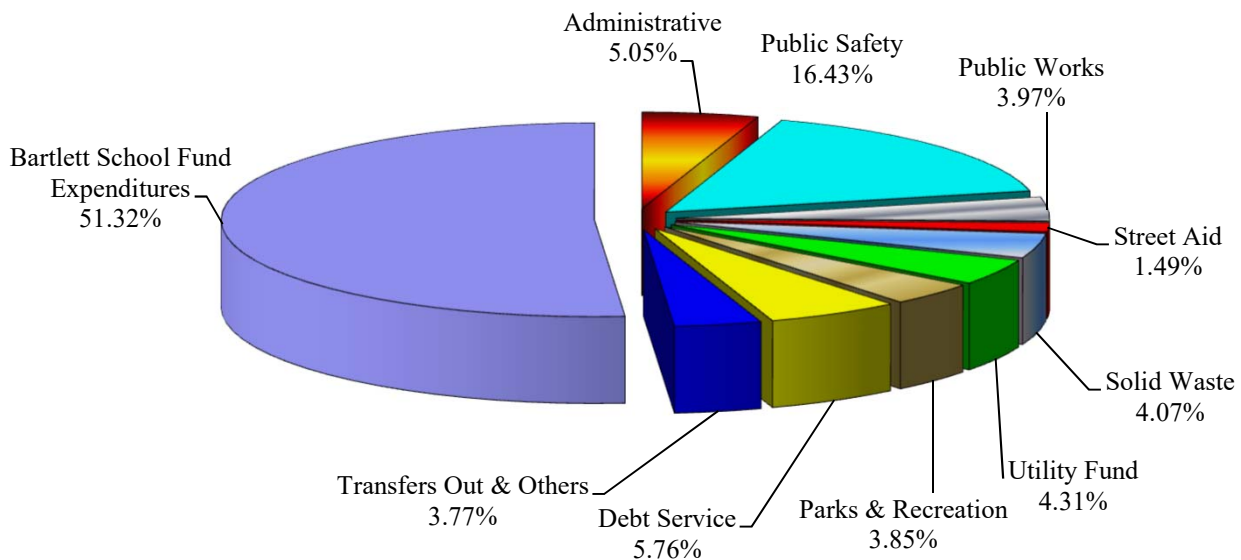
CITY OF BARTLETT ALL FUNDS FY 2020 Adopted Budget

Bartlett Municipal School Fund alone (51.32% 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 2020 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 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
<u>Revenues</u>				
Property Taxes	\$ 25,476,449	\$ 26,095,000	\$ 25,816,373	\$ 26,380,000
Local Taxes	16,106,932	16,943,818	16,875,897	17,105,910
License & Permits	1,755,784	1,816,700	1,587,700	1,592,700
Intergovernmental	8,115,701	7,941,000	8,277,000	8,462,000
Charges for Services	19,348,965	19,720,830	19,646,473	22,100,590
Court Charges	2,153,179	2,274,000	2,130,000	2,132,000
Transfers In & Others	6,582,636	5,831,073	5,970,982	5,693,126
Bartlett School Fund Revenues	88,254,898	79,847,876	79,847,876	86,248,754
Total Revenues	\$ 167,794,544	\$ 160,470,297	\$ 160,152,301	\$ 169,715,080
<u>Expenditures</u>				
Department Revenues/Recoveries	\$ 1,545,265	\$ 1,557,207	\$ 1,490,708	\$ 1,635,779
Salaries	28,608,007	30,257,953	29,601,994	30,923,207
Benefits	14,974,512	15,755,738	15,687,073	16,435,088
Other Personnel	1,148,515	1,164,800	1,143,428	1,172,700
Operations	14,823,580	16,643,125	16,243,380	17,174,952
Capital	1,701,554	3,663,729	3,186,238	3,734,885
Debt Service	6,910,825	9,734,420	9,706,980	9,878,621
Transfer Out	8,289,356	9,571,455	9,566,955	6,513,719
Bartlett School Fund Expenditures	80,293,228	80,847,876	80,847,876	88,748,754
Total Expenditures	\$ 155,204,311	\$ 166,081,889	\$ 164,493,216	\$ 172,946,147
Net From Operations	\$ 12,590,233	\$ (5,611,592)	\$ (4,340,915)	\$ (3,231,067)
*Bartlett School Fund Balance	\$ 32,001,898	\$ 31,001,898	\$ 31,001,898	\$ 28,501,898
Total Beginning Fund Balance**	\$ 45,443,935	\$ 50,143,895	\$ 50,143,895	\$ 46,802,979
Reserves/Encumbrances	71,397			
Total Ending Fund Balance**	\$ 50,143,895	\$ 45,532,303	\$ 46,802,979	\$ 46,071,912

** Does not include Bartlett School Fund Balance



CITY OF BARTLETT
ALL FUNDS SUMMARY - SUMMARY BY CATEGORY
FY 2020 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 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
General Fund				
Revenues	\$ 53,110,467	\$ 54,332,495	\$ 53,990,640	\$ 54,933,561
Expenditures	52,235,798	54,487,495	53,807,921	54,933,561
Total General Fund	\$ 874,669	\$ (155,000)	\$ 182,719	\$ 0
Undesignated Beginning Fund Balance	\$ 28,436,203	\$ 29,382,269	\$ 29,382,269	\$ 29,564,988
Reserves/Encumbrances	71,397			
Undesignated Ending Fund Balance	\$ 29,382,269	\$ 29,227,269	\$ 29,564,988	\$ 29,564,988
Special Revenue Funds				
Revenues	\$ 97,222,919	\$ 89,113,402	\$ 89,152,161	\$ 96,869,519
Expenditures	89,108,962	91,815,315	91,386,675	99,957,819
Total Special Revenue Funds	\$ 8,113,957	\$ (2,701,913)	\$ (2,234,514)	\$ (3,088,300)
*Bartlett School Fund Balance	\$ 32,001,898	\$ 31,001,898	\$ 31,001,898	\$ 28,501,898
Beginning Fund Balance (W/out School FB)	\$ 4,154,322	\$ 4,306,609	\$ 4,306,609	\$ 3,072,094
Ending Fund Balance (W/out School FB)	\$ 4,306,609	\$ 2,604,696	\$ 3,072,094	\$ 2,483,794
Utility Fund				
Revenues	\$ 8,503,886	\$ 8,738,000	\$ 8,677,000	\$ 9,725,000
Expenditures	8,067,091	11,307,677	10,830,275	9,322,216
Total Utility Fund	\$ 436,795	\$ (2,569,677)	\$ (2,153,275)	\$ 402,784
Beginning Cash Balance	\$ 12,686,437	\$ 13,123,232	\$ 13,123,232	\$ 10,969,957
Ending Cash Balance	\$ 13,123,232	\$ 10,553,555	\$ 10,969,957	\$ 11,372,741
Debt Service Fund				
Revenues	\$ 8,957,271	\$ 8,286,400	\$ 8,332,500	\$ 8,187,000
Expenditures	5,792,460	8,471,401	8,468,345	8,732,551
Total Debt Service Fund	\$ 3,164,812	\$ (185,001)	\$ (135,845)	\$ (545,551)
Undesignated Beginning Fund Balance	\$ 166,973	\$ 3,331,785	\$ 3,331,785	\$ 3,195,940
Undesignated Ending Fund Balance	\$ 3,331,785	\$ 3,146,784	\$ 3,195,940	\$ 2,650,389
All Operating Funds				
Revenues	\$ 167,794,544	\$ 160,470,297	\$ 160,152,301	\$ 169,715,080
Expenditures	155,204,311	166,081,889	164,493,216	172,946,147
Total All Operating Funds	\$ 12,590,233	\$ (5,611,592)	\$ (4,340,915)	\$ (3,231,067)
Total Beginning Fund Balance**	\$ 45,443,935	\$ 50,143,895	\$ 50,143,895	\$ 46,802,979
Total Ending Fund Balance**	\$ 50,143,895	\$ 45,532,303	\$ 46,802,979	\$ 46,071,912

** Does not include Bartlett School Fund Balance



CITY OF BARTLETT

GENERAL FUND - SUMMARY BY CATEGORY

FY 2020 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 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
<u>Revenues</u>				
Property Taxes	\$ 25,476,449	\$ 26,095,000	\$ 25,816,373	\$ 26,380,000
Local Taxes	12,904,189	13,565,418	13,500,897	13,663,410
License & Permits	1,755,784	1,816,700	1,587,700	1,592,700
Intergovernmental	6,221,427	6,141,000	6,237,000	6,312,000
Charges for Services	4,276,451	4,238,830	4,296,773	4,497,190
Court Charges	1,983,487	1,965,000	1,943,000	1,945,000
Other Revenue	492,679	510,547	608,897	543,261
Total Revenues	\$ 53,110,467	\$ 54,332,495	\$ 53,990,640	\$ 54,933,561
<u>Expenditures</u>				
Department Revenues/Recoveries	\$ 1,534,599	\$ 1,547,707	\$ 1,481,208	\$ 1,626,279
Salaries	25,012,417	26,393,604	25,860,857	27,008,006
Benefits	13,056,185	13,785,550	13,721,361	14,324,082
Other Personnel	949,104	971,300	965,928	979,200
Operations	7,289,887	7,923,792	7,757,346	8,229,148
Capital	383,948	276,938	304,119	485,385
Transfer Out	7,078,856	6,684,019	6,679,519	5,534,019
Total Expenditures	\$ 52,235,797.69	\$ 54,487,495	\$ 53,807,921	\$ 54,933,561
Net From Operations	\$ 874,669	\$ (155,000)	\$ 182,719	\$ 0
Undesignated Beginning Fund Balance	\$ 28,436,203	\$ 29,382,269	\$ 29,382,269	\$ 29,564,988
Reserves/Encumbrances	71,397			
Undesignated Ending Fund Balance	\$ 29,382,269	\$ 29,227,269	\$ 29,564,988	\$ 29,564,988



CITY OF BARTLETT
SPECIAL REVENUE FUNDS - SUMMARY BY CATEGORY
FY 2020 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 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
<u>Revenues</u>				
Intergovernmental Revenues	\$ 1,894,273	\$ 1,800,000	\$ 2,040,000	\$ 2,150,000
Charges for Services	6,762,628	6,999,000	6,914,700	8,110,400
Court Charges	169,692	309,000	187,000	187,000
Transfers In & Others	141,428	157,526	162,585	173,365
Bartlett School Fund Revenues	88,254,898	79,847,876	79,847,876	86,248,754
Total Revenues	\$ 97,222,919	\$ 89,113,402	\$ 89,152,161	\$ 96,869,519
<u>Expenditures</u>				
Salaries	\$ 1,920,541	\$ 2,084,727	\$ 2,002,903	\$ 2,094,845
Benefits	987,175	1,058,135	1,048,875	1,150,796
Other Personnel	199,411	193,500	177,500	193,500
Operations	3,980,265	4,986,115	4,913,831	5,169,874
Capital	1,186,843	2,307,526	2,058,254	2,270,350
Transfer Out	541,500	337,436	337,436	329,700
Bartlett School Fund Expenditures	80,293,228	80,847,876	80,847,876	88,748,754
Total Expenditures	89,108,962	91,815,315	91,386,675	99,957,819
Net from Operations	\$ 8,113,957	\$ (2,701,913)	\$ (2,234,514)	\$ (3,088,300)
Bartlett School Fund Balance	\$ 32,001,898	\$ 31,001,898	\$ 31,001,898	\$ 28,501,898
Beginning Fund Balance (W/out School FB)	\$ 4,154,322	\$ 4,306,609	\$ 4,306,609	\$ 3,072,094
Ending Fund Balance (W/out School FB)	\$ 4,306,609	\$ 2,604,696	\$ 3,072,094	\$ 2,483,794



CITY OF BARTLETT
UTILITY FUND - SUMMARY BY CATEGORY
FY 2020 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 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
<u>Revenues</u>				
Operating Revenues	\$ 8,309,886	\$ 8,483,000	\$ 8,435,000	\$ 9,493,000
Other Revenues	102,611	65,000	92,000	92,000
Non-Operating Revenues	91,390	190,000	150,000	140,000
Total Revenues	\$ 8,503,886	\$ 8,738,000	\$ 8,677,000	\$ 9,725,000
<u>Expenditures</u>				
<i>Department Revenues/Recoveries</i>	\$ 10,666	\$ 9,500	\$ 9,500	\$ 9,500
Salaries	1,675,049	1,779,622	1,738,234	1,820,356
Benefits	931,152	912,053	916,837	960,210
Operations	3,366,536	3,639,718	3,496,920	3,697,430
Capital	130,762	1,079,265	823,865	979,150
Total Expenditures	\$ 6,092,834	\$ 7,401,158	\$ 6,966,356	\$ 7,447,646
Cash Flow	\$ 2,411,052	\$ 1,336,842	\$ 1,710,644	\$ 2,277,354
<u>Less:</u>				
Debt Service	\$ 1,305,257	\$ 1,356,519	\$ 1,313,919	\$ 1,224,570
Transfer to Capital Improvement Fund	669,000	2,550,000	2,550,000	650,000
Total	\$ 1,974,257	\$ 3,906,519	\$ 3,863,919	\$ 1,874,570
Net Cash Flow	\$ 436,795	\$ (2,569,677)	\$ (2,153,275)	\$ 402,784
Beginning Cash Balance	\$ 12,686,437	\$ 13,123,232	\$ 13,123,232	\$ 10,969,957
Ending Cash Balance	\$ 13,123,232	\$ 10,553,555	\$ 10,969,957	\$ 11,372,741



CITY OF BARTLETT
GENERAL DEBT SERVICE FUND - SUMMARY BY CATEGORY
FY 2020 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 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
<u>Revenues</u>				
Local Sales Tax	\$ 3,202,743	\$ 3,378,400	\$ 3,375,000	\$ 3,442,500
Transfers & Others	5,754,528	4,908,000	4,957,500	4,744,500
Total Revenues	\$ 8,957,271	\$ 8,286,400	\$ 8,332,500	\$ 8,187,000
<u>Expenditures</u>				
Agent Fees	\$ 3,050	\$ 3,500	\$ 3,000	\$ 3,500
Issuance Cost	183,842	90,000	72,284	75,000
Bond Principal	3,885,500	5,515,150	5,515,150	5,518,000
Interest	1,720,068	2,862,751	2,877,911	3,136,051
Total Expenditures	\$ 5,792,460	\$ 8,471,401	\$ 8,468,345	\$ 8,732,551
Net from Operations	\$ 3,164,812	\$ (185,001)	\$ (135,845)	\$ (545,551)
Beginning Fund Balance	\$ 166,973	\$ 3,331,785	\$ 3,331,785	\$ 3,195,940
Ending Fund Balance	\$ 3,331,785	\$ 3,146,784	\$ 3,195,940	\$ 2,650,389



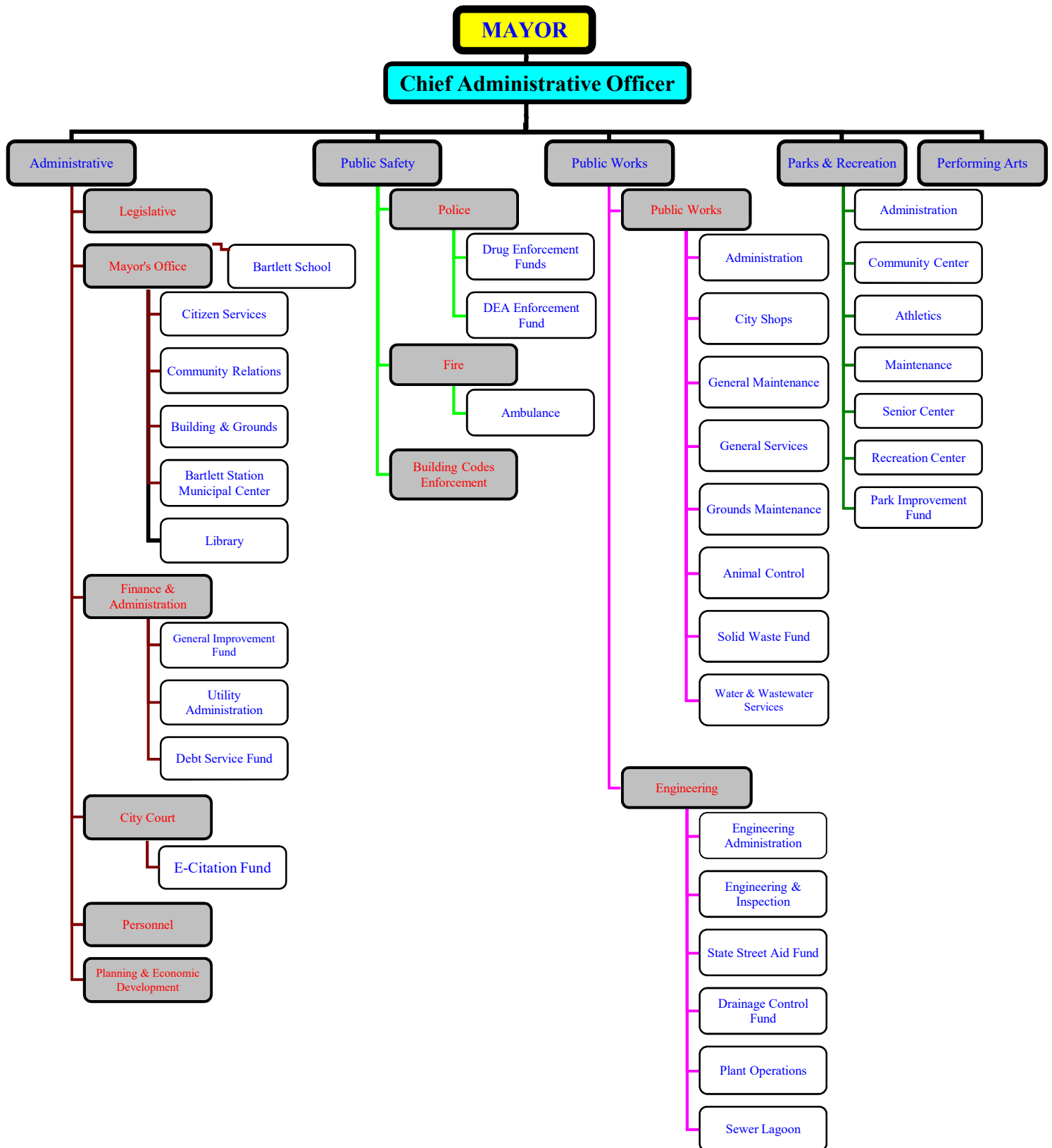
CITY OF BARTLETT
FY 2019-2023 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY FUNCTION



	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
<u>Revenues</u>						
<u>Source of Funds</u>						
G.O. Bonds	\$ 7,739,286	\$ 8,815,000	\$ 6,405,000	\$ 7,240,000	\$ 4,800,000	\$ 34,999,286
Capital Note	2,440,000	1,245,000	1,480,000	1,255,000	1,375,000	7,795,000
Transfer In from General Fund	0	0	0	0	0	0
FD311 Use of Fund Balance	550,714	0	0	0	0	550,714
Transfer In from Park Imp. Fund	22,700	0	0	0	0	22,700
Grant Funds	0	0	0	0	0	0
TDOT 80% match	440,000	6,120,000	2,620,000	4,500,000	0	13,680,000
Utility Bonds	0	1,725,000	1,250,000	400,000	400,000	3,775,000
Utility Retained Earnings	650,000	0	0	0	0	650,000
Total Revenues	\$ 11,842,700	\$ 17,905,000	\$ 11,755,000	\$ 13,395,000	\$ 6,575,000	\$ 61,472,700
<u>Expenditures</u>						
<u>G.O. Bond/Other Funded</u>						
Administrative	\$ 830,000	\$ 250,000	\$ 30,000	\$ 0	\$ 0	\$ 1,110,000
Public Safety	1,380,000	620,000	1,615,000	620,000	815,000	5,050,000
Public Works	3,265,000	2,000,000	500,000	500,000	500,000	6,765,000
Engineering	4,910,000	12,030,000	7,305,000	11,405,000	4,030,000	39,680,000
Parks & Recreation/BPACC	807,700	1,280,000	1,055,000	470,000	830,000	4,442,700
Total G.O. Bond/Other Funded	\$ 11,192,700	\$ 16,180,000	\$ 10,505,000	\$ 12,995,000	\$ 6,175,000	\$ 57,047,700
<u>Utility Bond/Other Funded</u>						
Water	\$ 250,000	\$ 600,000	\$ 0	\$ 0	\$ 0	\$ 850,000
Sewer	400,000	1,125,000	1,250,000	400,000	400,000	3,575,000
Total Utility Bond/Other Funded	\$ 650,000	\$ 1,725,000	\$ 1,250,000	\$ 400,000	\$ 400,000	\$ 4,425,000
Total Expenditures	\$ 11,842,700	\$ 17,905,000	\$ 11,755,000	\$ 13,395,000	\$ 6,575,000	\$ 61,472,700



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				Codes Enforcement CIP
	Enforcement				
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 2020 Adopted Budget



Fiscal Year 2020 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 be 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 3.5 new full time positions (5 new positions and unfunded 1.5 positions). In Public Works, City Shop added a custodial position while 3 driver positions were added in General Maintenance. In Parks, 1 driver position was added in School Ground Maintenance. The assistant director position in Parks Administration was not filled in FY19 (only funded for half of the year) and will not be funded for FY20. Also in the Utility Fund, the utility worker position in Plant Operations will be not funded for FY20 after it was not filled in FY19.

Description	FY 2018 Actual	FY 2019 Revised Budget	FY 2019 Projection	FY 2020 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)	0.18	0.26	0.19	0.26
Total Mayor's Office FTE	5.18	5.26	5.19	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	2.33	3.00	2.85	3.00
Part Time (converted to FTE)	0.15	0.00	0.00	0.00
Total Buildings and Grounds FTE	2.48	3.00	2.85	3.00
Bartlett Station Community Center				
Full Time	3.00	3.00	3.00	3.00
Part Time (converted to FTE)	2.24	2.67	2.33	2.26
Total B.S. Community Center FTE	5.24	5.67	5.33	5.26
Finance and Administration				
Full Time	14.62	16.00	15.00	16.00
Part Time (converted to FTE)	0.77	1.45	1.14	1.45
Total Finance & Administration FTE	15.39	17.45	16.14	17.45
City Court				
Full Time	11.48	12.00	12.00	12.00
Part Time (converted to FTE)	0.82	0.00	0.00	0.00
Total City Court FTE	12.30	12.00	12.00	12.00



CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised Budget	FY 2019 Projection	FY 2020 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	4.48	5.00	4.80	5.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Planning & Eco Devpmnt FTE	4.48	5.00	4.80	5.00
Full Time	53.91	57.00	55.65	57.00
Part Time (converted to FTE)	4.16	4.38	3.66	3.97
Total Administrative FTE	58.07	61.38	59.31	60.97
Public Safety				
Police				
Full Time	158.63	166.00	161.79	166.00
Part Time (converted to FTE)	6.01	6.97	6.37	7.16
Total Police FTE	164.64	172.97	168.16	173.16
Fire				
Full Time	72.00	72.00	70.69	72.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Fire FTE	72.00	72.00	70.69	72.00
Ambulance Service				
Full Time	32.00	34.00	32.81	34.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Ambulance Service FTE	32.00	34.00	32.81	34.00
Building Codes Enforcement				
Full Time	10.00	10.00	10.00	10.00
Part Time (converted to FTE)	1.74	1.95	1.73	2.65
Total Bldg. Codes Enforcement FTE	11.74	11.95	11.73	12.65
Full Time	272.63	282.00	275.29	282.00
Part Time (converted to FTE)	7.75	8.92	8.10	9.81
Total Public Safety FTE	280.38	290.92	283.39	291.81
Public Works				
Administration				
Full Time	5.00	5.00	4.97	5.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Administration FTE	5.00	5.00	4.97	5.00
City Shops				
Full Time	11.47	12.00	11.43	13.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total City Shops FTE	11.47	12.00	11.43	13.00



CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised Budget	FY 2019 Projection	FY 2020 Adopted
General Maintenance				
Full Time	17.73	18.00	17.63	21.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total General Maintenance FTE	17.73	18.00	17.63	21.00
General Services				
Full Time	4.00	4.00	3.88	4.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total General Services FTE	4.00	4.00	3.88	4.00
Grounds Maintenance				
Full Time	13.75	14.00	13.35	14.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Grounds Maintenance FTE	13.75	14.00	13.35	14.00
Animal Control				
Full Time	7.29	8.00	8.00	8.00
Part Time (converted to FTE)	1.29	1.50	1.29	1.50
Total Animal Control FTE	8.58	9.50	9.29	9.50
Engineering Administration				
Full Time	3.00	3.00	3.00	3.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Engineering Administration FTE	3.00	3.00	3.00	3.00
Engineering & Inspection				
Full Time	4.62	6.00	5.80	6.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Engineering & Inspection FTE	4.62	6.00	5.80	6.00
Full Time	66.86	70.00	68.06	74.00
Part Time (converted to FTE)	1.29	1.50	1.29	1.50
Total Public Works FTE	68.15	71.50	69.35	75.50
Parks & Recreation				
Administration				
Full Time	3.00	3.50	3.00	3.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Administration FTE	3.00	3.50	3.00	3.00
Community Center				
Full Time	5.00	5.00	5.00	5.00
Part Time (converted to FTE)	9.51	10.44	9.53	10.43
Total Community Center FTE	14.51	15.44	14.53	15.43
Athletics				
Full Time	3.00	3.00	2.85	3.00
Part Time (converted to FTE)	5.97	6.43	6.59	6.75
Total Athletics FTE	8.97	9.43	9.44	9.75



CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2020 Adopted Budget



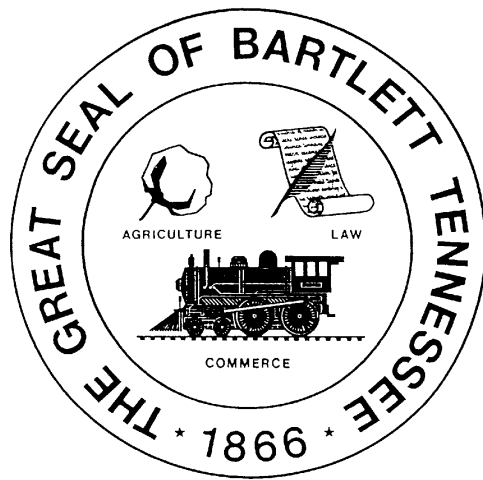
Description	FY 2018 Actual	FY 2019 Revised Budget	FY 2019 Projection	FY 2020 Adopted
Maintenance				
Full Time	16.33	17.00	15.97	17.00
Part Time (converted to FTE)	0.23	0.00	0.00	0.00
Total Maintenance FTE	16.56	17.00	15.97	17.00
School Ground Maintenance				
Full Time	1.00	1.00	1.00	2.00
Part Time (converted to FTE)	0.00	0.69	0.08	0.69
Total School Ground Maintenance FTE	1.00	1.69	1.08	2.69
Senior Center				
Full Time	4.00	4.00	4.00	4.00
Part Time (converted to FTE)	0.00	0.24	0.07	0.81
Total Senior Center FTE	4.00	4.24	4.07	4.81
Recreation Center				
Full Time	11.19	11.00	9.70	11.00
Part Time (converted to FTE)	17.01	17.34	17.04	17.34
Total Recreation Center FTE	28.20	28.34	26.74	28.34
Full Time	43.52	44.50	41.52	45.00
Part Time (converted to FTE)	32.72	35.14	33.31	36.02
Total Parks FTE	76.24	79.64	74.83	81.02
Performing Arts				
Full Time	2.86	3.00	3.00	3.00
Part Time (converted to FTE)	0.96	1.21	0.89	1.47
Total Performing Arts FTE	3.82	4.21	3.89	4.47
FULL TIME	439.78	456.50	443.52	461.00
PART TIME (converted to FTE)	46.88	51.15	47.25	52.77
TOTAL GENERAL FUND FTE	486.66	507.65	490.77	513.77
<u>SPECIAL REVENUE FUNDS</u>				
Solid Waste Fund				
Full Time	0.00	0.00	0.00	0.00
Part Time (converted to FTE)	39.33	41.00	39.50	41.00
Total Solid Waste Fund FTE	39.33	41.00	39.50	41.00
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	1.00	1.00	1.00	1.00
PART TIME (converted to FTE)	39.33	41.00	39.50	41.00
TOTAL SPECIAL REVENUE FUNDS FTE	40.33	42.00	40.50	42.00



CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised Budget	FY 2019 Projection	FY 2020 Adopted
UTILITY				
<i>Administration</i>				
Full Time	6.00	6.00	6.00	6.00
Part Time (converted to FTE)	0.63	0.74	0.40	0.74
Total Administration FTE	6.63	6.74	6.40	6.74
<i>Water & Wastewater Services</i>				
Full Time	21.00	21.00	20.15	21.00
Part Time (converted to FTE)	0.57	0.70	0.33	0.75
Total Water & Wastewater Services FTE	21.57	21.70	20.48	21.75
<i>Plant Operations</i>				
Full Time	5.00	6.00	5.00	5.00
Part Time (converted to FTE)	0.51	0.58	0.48	0.54
Total Plant Operations FTE	5.51	6.58	5.48	5.54
<i>Sewer Lagoon</i>				
Full Time	3.38	4.00	3.50	4.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Sewer Lagoon FTE	3.38	4.00	3.50	4.00
FULL TIME	35.38	37.00	34.65	36.00
PART TIME (converted to FTE)	1.71	2.02	1.21	2.03
TOTAL UTILITY FTE	37.09	39.02	35.86	38.03
ALL FUNDS				
FULL TIME	476.16	494.50	479.17	498.00
PART TIME (converted to FTE)	87.92	94.17	87.96	95.80
TOTAL ALL FUNDS FTE	564.08	588.67	567.13	593.80



CITY OF BARTLETT

T E N N E S S E E

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 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Revenues				
Property Taxes	\$ 25,476,449	\$ 26,095,000	\$ 25,816,373	\$ 26,380,000
Local Taxes	12,904,189	13,565,418	13,500,897	13,663,410
License & Permits	1,755,784	1,816,700	1,587,700	1,592,700
Intergovernmental	6,221,427	6,141,000	6,237,000	6,312,000
Charges for Services	4,276,451	4,238,830	4,296,773	4,497,190
Court Charges	1,983,487	1,965,000	1,943,000	1,945,000
Other Revenue/Transfers	492,679	510,547	608,897	543,261
Total Revenues	\$ 53,110,467	\$ 54,332,495	\$ 53,990,640	\$ 54,933,561
Expenditures				
Legislative	\$ 801,464	\$ 849,218	\$ 824,331	\$ 865,387
Mayor's Office	724,390	769,260	767,744	814,472
Community Relations	248,858	325,309	321,502	316,820
Building & Grounds	293,005	353,519	352,579	367,744
Bartlett Station Municipal Center	397,706	424,472	405,576	419,813
Library	1,174,151	1,241,297	1,234,072	1,385,360
Finance	1,510,855	1,650,542	1,558,072	1,751,101
City Court	1,024,236	1,111,700	1,074,080	1,119,822
Personnel	448,417	499,641	478,043	528,394
Planning	410,356	487,931	468,473	496,555
Police	14,356,729	15,056,404	15,050,889	15,397,106
Fire Services and Ambulance	10,709,302	11,210,102	11,152,914	11,522,857
Codes Enforcement	936,651	1,013,266	972,912	1,031,139
Public Works	5,054,467	5,298,876	5,118,536	5,651,846
Engineering	862,710	1,023,433	1,021,934	1,078,773
Parks & Recreation	5,509,240	5,788,895	5,656,199	5,927,719
Performing Arts	694,404	699,611	670,546	724,634
Expenditures	\$ 45,156,942	\$ 47,803,476	\$ 47,128,402	\$ 49,399,542
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	27,837	33,000	28,500	33,000
Trfr. Out Drainage Fund	100,000	100,000	100,000	100,000
Trfr. Out Debt Service	4,005,000	3,555,000	3,555,000	3,055,000
Trfr. Out CIP	600,000	650,000	650,000	0
Total Transfers Out	\$ 7,078,856	\$ 6,684,019	\$ 6,679,519	\$ 5,534,019
Total Expenditures	\$ 52,235,798	\$ 54,487,495	\$ 53,807,921	\$ 54,933,561
Net From Operations	874,669	(155,000)	182,719	0
Beginning Fund Balance	\$ 28,436,203	\$ 29,382,269	\$ 29,382,269	\$ 29,564,988
Reserves/Encumbrances	71,397			
Ending Fund Balance	\$ 29,382,269	\$ 29,227,269	\$ 29,564,988	\$ 29,564,988



CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Property Taxes				
Real Property Tax	\$ 22,446,336	\$ 22,960,000	\$ 22,800,000	\$ 23,400,000
Personalty Tax	925,625	930,000	965,000	925,000
Property Tax - Utility	174,973	215,000	172,000	175,000
In-Lieu Of Tax - Utility	669,962	680,000	678,863	680,000
In-Lieu Of Tax - Industry	487,180	610,000	540,510	540,000
In-Lieu Of Tax - MLG&W	358,716	350,000	360,000	360,000
Delinquent Tax	303,255	250,000	200,000	200,000
Interest & Penalty	110,404	100,000	100,000	100,000
Total Property Taxes	\$ 25,476,449	\$ 26,095,000	\$ 25,816,373	\$ 26,380,000
Local Taxes				
Local Sales Tax	6,405,486	6,756,800	\$ 6,750,000	\$ 6,885,000
Sales Tax Half Cent	3,494,438	3,685,618	3,682,577	3,656,910
Wholesale Beer Tax	794,896	840,000	750,000	750,000
Wholesale Liquor Tax	349,045	340,000	420,000	420,000
Beer Permits Application	1,250	2,000	3,000	2,000
Retail Liquor Licenses	17,190	18,000	18,370	18,000
Beer Privilege Tax	7,116	7,500	8,200	7,500
Liquor Compliance Fee	1,500	1,500	2,250	2,000
Gross Receipts Business	1,008,054	1,100,000	1,050,000	1,100,000
Business Licenses	4,140	4,000	3,500	4,000
Return Fee-Business License	13,860	10,000	13,000	13,000
Collection Fees - Business Tax	93,014	80,000	85,000	90,000
Catv Franchise Fees	363,818	360,000	360,000	360,000
AT&T Franchise Fee	175,908	180,000	180,000	180,000
Hotel/Motel Tax	174,475	180,000	175,000	175,000
Total Local Taxes	\$ 12,904,189	\$ 13,565,418	\$ 13,500,897	\$ 13,663,410
License & Permits				
Issuing Fees	\$ 15,258	\$ 18,000	\$ 14,000	\$ 15,000
New Building Permits	199,206	220,000	100,000	100,000
New Electrical Permits	69,144	75,000	45,000	45,000
New Plumbing Permits	42,316	55,000	30,000	30,000
New Mechanical Permits	97,426	110,000	60,000	60,000
Zoning Application Fees	1,900	2,000	2,000	2,000
Planning Fees	3,200	5,000	2,500	2,500
S/D Application Fees	7,990	7,000	6,000	6,000
Miscellaneous Building Permits	19,374	16,000	16,000	15,000
Board Of Zoning Appeals	1,200	2,500	2,000	2,000
Subdivision Inspection Fees	25,791	35,000	25,000	25,000
Subdivision Engineering Fees	11,899	20,000	15,000	15,000
Subdivision Sewer Review Fees	320	200	200	200
Road Cut & Boring Permit	1,458	2,000	15,000	10,000
Site Plan Review	18,766	20,000	15,000	15,000
Sign Review	11,800	10,000	8,000	8,000
Building Plan Review	17,850	15,000	18,000	18,000



CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2020 Adopted Budget



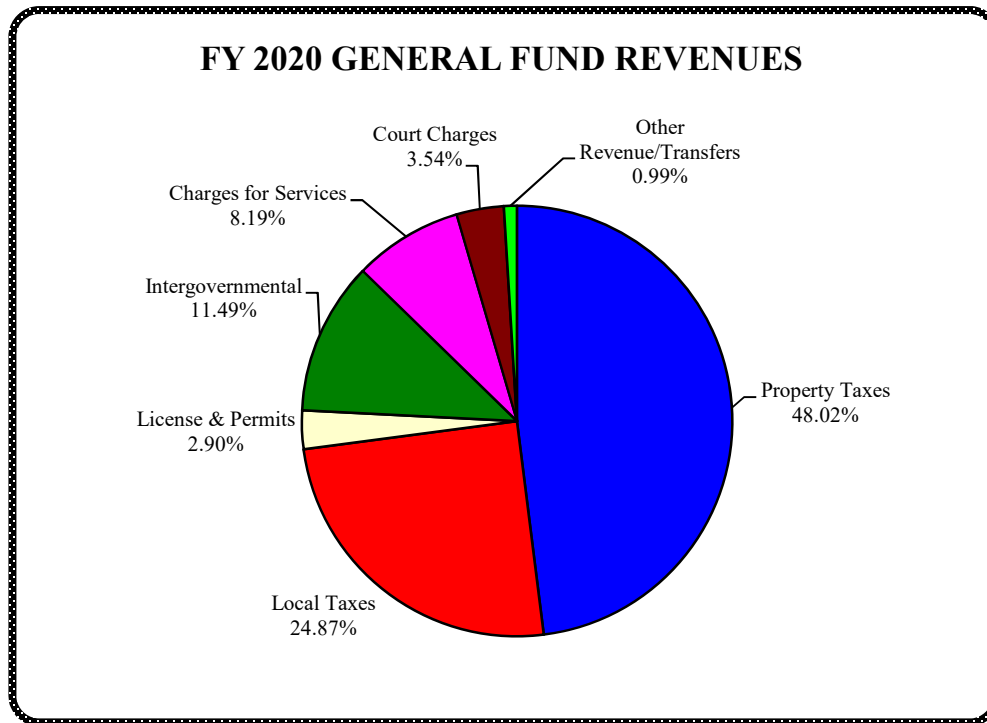
Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Sign Inspection	5,175	4,000	4,000	4,000
Auto Reg Fee	1,205,712	1,200,000	1,210,000	1,220,000
Total License & Permits	\$ 1,755,784	\$ 1,816,700	\$ 1,587,700	\$ 1,592,700
Intergovernmental Revenues				
State Sales Tax	\$ 4,814,166	\$ 4,964,000	\$ 4,970,000	\$ 5,120,000
State Income Tax	436,662	240,000	280,000	200,000
State Beer Tax	26,352	28,000	28,000	28,000
State Liquor Tax	89,054	90,000	95,000	95,000
State Excise Tax	11,531	10,000	10,000	10,000
State Petroleum Tax	113,816	114,000	114,000	114,000
State TVA In Lieu Of Tax	668,381	690,000	695,000	700,000
STG Telecom Sales Tax	61,464	5,000	45,000	45,000
Total Intergovernmental Revenues	\$ 6,221,427	\$ 6,141,000	\$ 6,237,000	\$ 6,312,000
Misc Charges For Services				
City Service Fees	\$ 1,343	\$ 0	\$ 0	\$ 0
Ambulance Fees	1,277,081	1,300,000	1,300,000	1,350,000
Tow-In Fees	3,125	5,000	4,000	4,000
Publication Fees	600	1,000	1,500	1,500
Police Background Check	25,961	25,000	28,000	28,000
Bartlett Station Municipal Center Fees	146,894	166,400	153,900	155,900
Community Relations	29,473	25,300	25,910	27,500
Library Fees	53,771	52,400	51,400	52,400
Total Misc Charges For Services	\$ 1,538,248	\$ 1,575,100	\$ 1,564,710	\$ 1,619,300
Parks & Rec Charges				
Senior Citizens Center	\$ 74,802	\$ 72,000	\$ 72,600	\$ 77,815
Community Center	470,408	447,500	447,500	462,000
Athletics	279,139	321,130	322,130	323,130
Recreation Center	1,657,503	1,583,500	1,658,413	1,767,500
Total Parks & Rec Charges	\$ 2,481,852	\$ 2,424,130	\$ 2,500,643	\$ 2,630,445
BPACC Revenues	\$ 256,352	\$ 239,600	\$ 231,420	\$ 247,445
Court Fines & Costs				
City Court Fines	\$ 1,969,921	\$ 1,950,000	\$ 1,930,000	\$ 1,930,000
Other Court Costs	13,567	15,000	13,000	15,000
Total Court Fines & Costs	\$ 1,983,487	\$ 1,965,000	\$ 1,943,000	\$ 1,945,000
Other Revenues				
Interest	\$ 110,530	\$ 108,000	\$ 220,000	\$ 220,000
Sale Of Equipment	81,279	70,000	70,000	70,000
Other Revenues	39,870	93,650	80,000	85,261
Transfer In	261,000	167,500	167,500	168,000
Reserves/Encumbrances	0	71,397	71,397	0
Total Other Revenues	\$ 492,679	\$ 510,547	\$ 608,897	\$ 543,261
TOTAL GENERAL FUND REVENUES	\$ 53,110,467	\$ 54,332,495	\$ 53,990,640	\$ 54,933,561



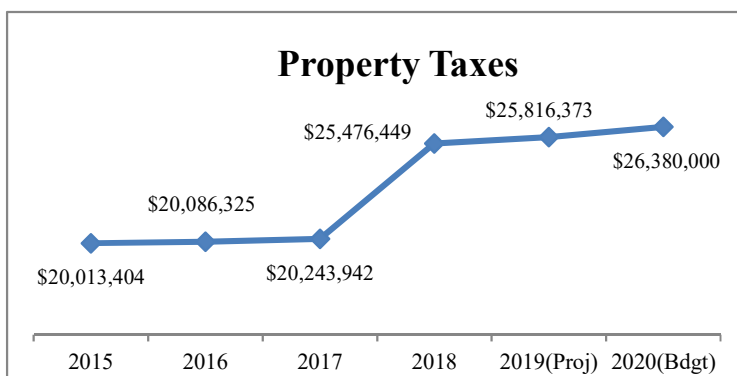
CITY OF BARTLETT

ANALYSIS OF GENERAL FUND REVENUE SOURCES

FY 2020 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 72.89% of all General Fund Revenues in FY 2020. The anticipated revenue growth in the 2019 budget is 1.88% (does not include reserves from previous year). The overall economy has improved in the last few years but it seems steady this year.



Property Taxes represent the largest percentage (48.02%) of all GF Revenues. The FY20 budget has a 2.18% increase based on growth, which is high compared to the normal growth of 1%. The economy has been good in the last few years bringing in more residential and commercial developments. 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, 2020 and become delinquent March 1, 2020.

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



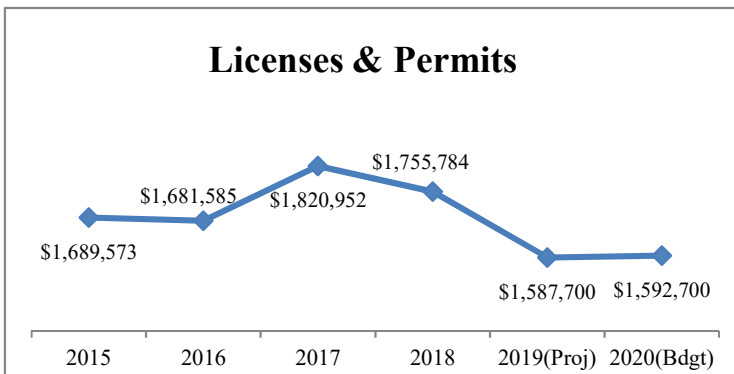
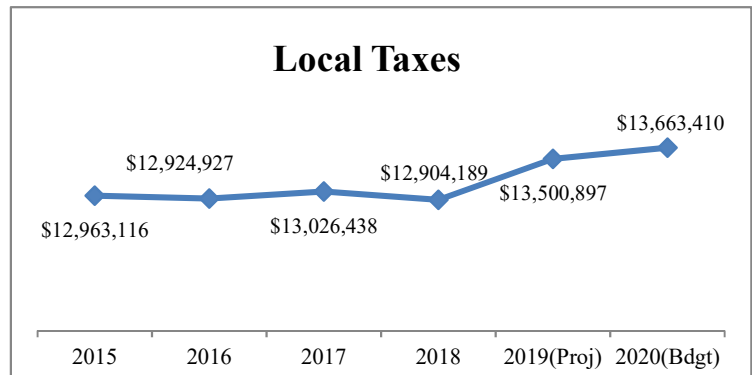
CITY OF BARTLETT

ANALYSIS OF GENERAL FUND REVENUE SOURCES

FY 2020 Adopted Budget

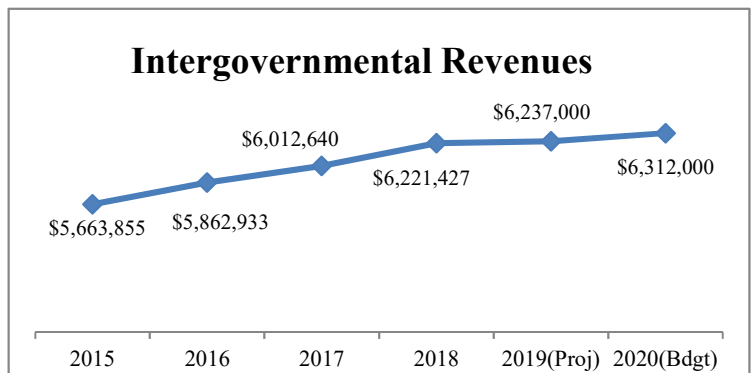


Local Taxes is the second largest source of revenue and represent 24.87% of all GF Revenues. They are comprised primarily of Local Sales Taxes (\$6,885,000), almost half of all local taxes, Sales Tax School Reimbursement (\$3,656,910), Wholesale Beer Taxes (\$750,000), and Gross Receipts Business (\$1,100,000). 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 2020 includes the maintenance of effort, school debt service transfer, Dare program and Shelby County Board of Education buildings. FY20 budget has a 1.2% increase over FY19 projected.



The Office of Code Enforcement sets, monitors and collects most of the **License and Permit** fees. FY 2020 budget for subdivision and new construction permit fees are based on 80 commercial constructions and 50 residential constructions. The biggest revenue in License and Permits is the \$25 Wheel Tax that generates almost 2/3 of the total revenues.

Intergovernmental Revenues are state shared revenues, the largest being Bartlett's share of the State Sales Tax, 81.12%. There has been steady increase since FY 2015. FY 2020 budgeted an overall 1.2% increase.

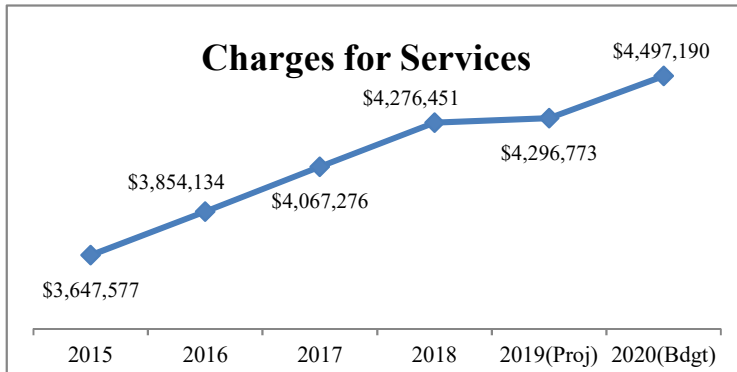




CITY OF BARTLETT

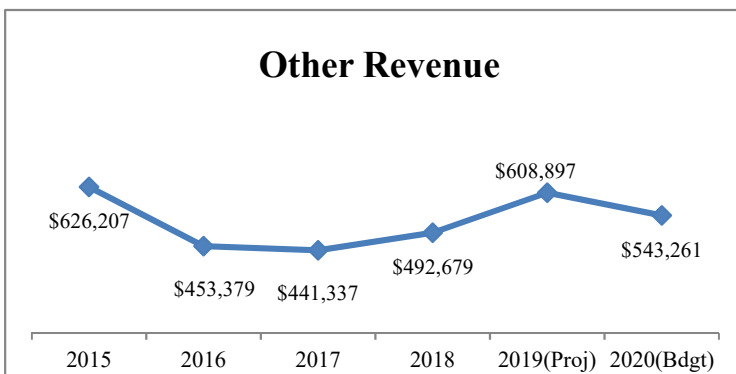
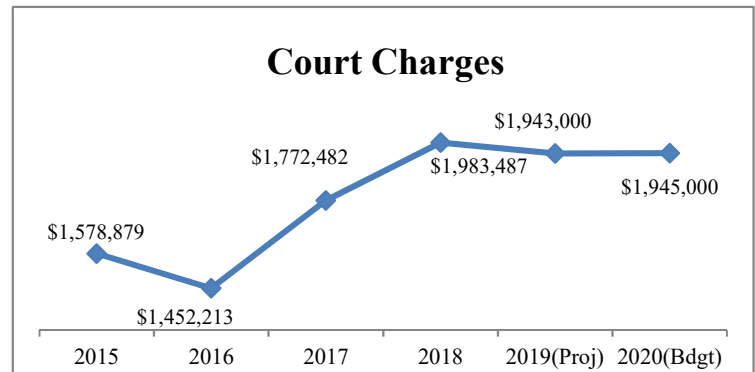
ANALYSIS OF GENERAL FUND REVENUE SOURCES

FY 2020 Adopted Budget



Parks and Recreation fees account for the largest share (39.3%) of **Charges for Services**. The basic parks & recreation fees will be 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 (\$1,350,000).

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



Sales of Equipment and a transfer from the General Improvement Fund make up the majority of the **Other Revenues**. 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 2020. Without the reserves (carry-forward encumbrances), there would be little changes from year to year. Carry-forward encumbrances are previous year expenditure commitments.



CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues				
Local Sales Tax .5% Reimbursement	\$ 784,909	\$ 864,382	\$ 862,878	\$ 979,454
State Police Training Grant	67,200	0	0	0
State Fire Training Grant	48,600	54,600	0	0
Supplemental Ambulance Payment	14,523	0	0	0
911 Intergovernmental Grant	0	0	0	16,000
Weed Cutting Fees	30,858	35,000	50,000	50,000
Electronic Traffic Citation Fee	0	0	0	9,600
Insurance Recoveries-Police	35,152	25,000	25,000	25,000
Transfer from Grants Fund	18,985	40,000	20,000	20,000
Intergovernment Reimbursement	73,770	60,000	60,000	60,000
Donations	16,049	17,500	12,105	15,000
Animal Shelter Donations	15,976	12,000	12,000	12,000
Animal Shelter Boarding	1,000	1,400	1,400	1,400
Animal Shelter Capture Fee	7,385	7,500	7,500	7,500
Animal Shelter Adoption	37,948	40,000	40,000	40,000
Animal Shelter City License	36,665	40,000	40,000	40,000
Animal Shelter Misc Revenues	11,940	25,000	25,000	25,000
Shop Expense Allocation	333,640	325,325	325,325	325,325
Total Department Revenues	\$ 1,534,599	\$ 1,547,707	\$ 1,481,208	\$ 1,626,279
Personnel				
Supervisor Salaries	\$ 4,370,497	\$ 4,625,313	\$ 4,475,247	\$ 4,755,335
Employee Wages	18,842,087	19,709,866	19,420,673	20,198,673
Overtime Wages	677,787	782,850	750,639	771,000
Special Hours	176,608	182,900	177,344	182,100
Holiday Pay	514,561	578,560	543,443	575,109
Contracted Services	879,364	888,000	892,728	896,500
Part-Time	945,438	1,092,675	1,036,954	1,100,898
Instructional Expense	12,788	11,500	11,500	13,900
Vacation Pay	120,778	65,000	108,737	75,000
Educational Bonus	149,330	172,760	164,600	179,540
Sick Pay	72,117	50,000	162,237	65,000
Longevity Pay	540,352	599,951	552,776	614,931
FLSA Wages	62,993	75,000	75,899	78,000
Bonus	49,002	51,943	47,164	51,523
Employee Incentive	8,087	12,136	12,136	12,136
Employee Testing	47,954	57,000	50,000	57,000
Other Personnel Costs	8,998	14,800	11,724	11,800
Employee Health Insurance	4,363,880	5,197,788	5,048,426	5,624,968
Employee Life Insurance	61,363	77,260	69,932	79,108
Worker's Compensation Insurance	708,851	726,750	726,749	743,244
Unemployment Compensation	7,206	10,000	5,018	22,650
Retiree Health Insurance	1,151,201	1,216,760	1,190,323	1,246,080
FICA	1,937,838	2,041,827	1,987,919	2,077,469
Pension Contribution	3,036,707	2,633,649	2,704,795	2,540,600
Contributory Retirement Plan	271,919	276,166	321,183	338,724
Total Personnel	\$ 39,017,705	\$ 41,150,454	\$ 40,548,146	\$ 42,311,288



CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
<u>Staffing Level</u>				
Full-Time	439.78	456.50	443.52	461.00
Part-Time (converted to FTE)	46.88	51.15	47.25	52.77
Total Full-Time Equivalent (FTE)	486.66	507.65	490.77	513.77
Operations				
Training	\$ 150,522	\$ 191,550	\$ 163,473	\$ 210,500
State Training Salary Supplement	115,800	54,600	0	0
Firearms Training	40,789	40,000	40,000	40,000
Volunteer Expense	3,758	23,250	18,600	20,750
Travel	75,327	133,550	114,570	142,050
Legal Fees	69,627	140,000	112,000	140,000
Mayor's Youth Council	8,636	10,000	10,000	10,000
Professional Services	136,690	146,300	143,884	152,800
Contracted Services	117,510	113,560	126,560	126,960
Advertising & Promotional Expenses	0	500	500	500
Other Professional Service	143,699	175,800	169,200	179,100
Boards & Commissions	55,668	84,500	66,000	84,500
DUI Testing Fees	7,616	6,500	18,000	20,000
Sexual Offender Register	1,625	2,000	1,500	2,000
Criminal Seizure Expense	0	500	500	500
Postage & Freight	48,473	63,300	59,691	63,550
Notice Publication	24,172	40,100	30,100	40,100
Dues & Subscriptions	85,112	88,145	80,425	87,950
Meetings	7,551	12,650	12,580	13,100
Employee Appreciation	3,326	4,700	5,122	5,500
Utilities	631,323	655,300	649,318	666,500
Phones-Local	64,368	62,449	62,817	66,048
Cellular Phones	84,857	92,986	90,441	94,024
Data Processing - Software	2,206	0	1,100	7,000
Telecommunication Link	74,589	95,000	94,000	99,000
Library Charge-Shelby Co.	1,059,258	1,110,000	1,070,000	1,144,000
Reappraisal Charge from County	201,935	0	0	0
Shop Allocation	209,040	209,040	209,040	209,350
Vehicle Maintenance	375,720	341,100	383,600	366,250
Equipment Maintenance	155,849	202,961	190,650	276,850
Radio Maintenance	14,878	21,000	20,000	20,000
Computer Maintenance	1,535	0	73	0
Grounds Maintenance	341,665	452,600	451,940	441,400
Building Maintenance	243,156	272,150	265,700	318,700
Pool Maintenance	22,358	28,000	27,453	28,000
Swim Competitions	54,249	55,000	56,000	60,000
Fuel System Maintenance	139	0	0	0
Street Painting & Signs	39,456	35,000	35,000	35,000
Automobile Allowance	7,933	7,400	6,200	7,400
Office Supplies	96,168	98,500	100,841	106,550
Printing	62,521	117,600	103,700	107,500
Christmas Expenses	2,144	2,900	2,275	2,800
Medical Supplies	155,301	154,072	157,250	182,000
Special Designation Expend	1,418	2,500	2,500	2,500
Ticket Sales Expenditures-BPAC	5	12,500	14,634	14,905



CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2020 Adopted Budget



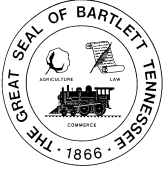
Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Petroleum Supplies	483,539	518,150	512,675	537,900
Special Events	28,555	23,200	30,500	31,000
Concession Supplies Client	582	1,400	500	1,000
Preschool Supplies	4,776	4,600	4,600	4,600
Recreation Supplies	83,813	70,200	75,100	75,700
Concession Supplies	71,422	76,750	77,500	78,750
Field Trips	11,973	16,000	16,000	15,000
Tournament Expenses	492	500	500	500
Cost of Goods Sold	983	2,000	4,000	4,000
Clothing & Uniforms	269,277	291,450	293,100	291,350
Operating Supplies	236,981	286,325	275,988	289,975
Cleaning Supplies	63,478	69,100	72,100	75,800
Chemical Supplies	2,041	2,600	2,500	2,600
Air Service	7,723	7,100	6,800	7,000
Film & Developing	280	915	510	710
Fill Sand, Dirt & Gravel	29,684	28,000	29,022	30,000
Asphalt/Street Repairs	111,649	175,000	175,000	150,000
Concrete & Brick	7,116	10,000	10,000	10,000
Miscellaneous Shop Parts	4,301	2,400	2,400	2,400
Small Tools	17,367	36,250	34,229	35,700
Tournament Awards	4,978	8,200	8,200	8,200
Fire Hose	5,477	6,000	6,000	6,000
Pipe & Materials-System Maintenance	6,938	12,000	12,000	12,000
Miscellaneous Supplies	4,032	5,500	5,400	5,500
Jail Operations	47,654	42,000	50,000	50,000
CERT Training Supplies	533	1,400	1,200	1,200
Public Awareness	47,301	47,076	47,225	47,950
Fire Prevention	3,173	6,000	6,000	6,000
Community Promotions	15,675	10,000	10,000	10,000
Travel Club	1,416	9,000	3,000	6,600
Equipment Rental	23,979	30,300	24,456	36,100
Street Barricade & Equip Rental	0	1,800	1,800	1,800
Equipment Leasing	22,027	33,940	33,840	33,265
Property Insurance	89,904	90,858	93,063	93,312
Vehicle & Equip Insurance	141,000	143,342	143,333	144,696
General Liability Insurance	225,912	228,112	232,148	236,103
Other Insurance	8,209	9,950	9,950	10,950
Landfill Fees	0	150	150	150
Bank Charges	86	500	100	500
Credit Card Vendor Fees	63,414	59,415	62,300	71,600
Interest Refund	2,059	500	1,000	1,000
State Fees	24,838	4,000	3,700	7,100
Cash Over/Short	(174)	900	870	900
Tow-In Fees	5,748	9,300	9,200	9,200
License Fees	280	700	700	700
Animal Control Fees	1,683	1,800	1,600	1,800
Storage Fees	144	250	250	450
Contingency	53,346	115,845	150,000	125,000
Damage Claims	30,713	29,500	18,250	29,500
Miscellaneous Other Expenses	25,541	33,950	31,350	31,950
Total Operations	\$ 7,289,887	\$ 7,923,792	\$ 7,757,346	\$ 8,229,148



CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Capital				
Fencing & Landscaping	\$ 0	\$ 800	\$ 800	\$ 4,000
Building Improvements	160,094	110,579	146,742	149,000
Communications Equipment	4,495	7,195	1,145	1,545
Data Processing Equipment	5,531	0	190	110,040
Office Equipment	1,457	6,000	3,000	6,000
Vehicles	0	0	0	42,000
Furniture	42,212	15,855	14,800	16,400
Other Equipment	170,159	136,508	137,442	156,400
Total Capital	\$ 383,948	\$ 276,938	\$ 304,119	\$ 485,385
TOTAL GENERAL FUND EXPEND'S	\$ 45,156,942	\$ 47,803,476	\$ 47,128,402	\$ 49,399,542



City of Bartlett

Full-Time Authorized Personnel Positions

Legislative Board

City Attorney	1
Alderman	<u>6</u>
Total Legislative Board	<u>7</u>

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
<i>Building Service</i>	3
Custodial	<u>1</u>
Total Mayor's Office	<u>12</u>

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	<u>2</u>
Total Finance and Administration	<u>16</u>

City Court

Prosecutor	1
Judge	2
Court Clerk	1
Assistant Prosecutor	1
Senior Clerk	1
Skill Clerk	<u>6</u>
Total Court Clerk	<u>12</u>

Personnel

Personnel Director	1
Senior Personnel Coordinator	1
Personnel Assistant	1
Personnel Coordinator	1
Health/Safety Office	<u>1</u>
Total Personnel	<u>5</u>

ADMINISTRATIVE

FY 2020 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 increase of \$580,996 (7.76%) over the FY 2019 Projection. There were no staffing changes. FY 2020 budget included a career ladder pay increase and a general 2% salary increase for full-time employees.

Summary Revenue/Expenditure Type

<u>Category</u>	<u>FY 2018 Actual</u>	<u>FY 2019 Revised</u>	<u>FY 2019 Projection</u>	<u>FY 2020 Adopted</u>
Revenues	50,980	53,601	48,206	61,921
Salaries	3,152,965	3,459,823	3,347,354	3,577,631
Benefits	1,370,064	1,478,274	1,437,062	1,550,724
Other Personnel	53,334	62,700	55,700	62,800
Operations	2,497,322	2,751,214	2,639,762	2,811,394
Capital	<u>10,733</u>	<u>14,480</u>	<u>52,800</u>	<u>124,840</u>
Total	<u>7,033,438</u>	<u>7,712,890</u>	<u>7,484,472</u>	<u>8,065,468</u>

Planning & Economic Development

Planning Director	1
Senior Planner	1
Planner	1
Assistant Planner	1
Admin Secretary	<u>1</u>
Total Planning & Econ. Dev.	<u>5</u>

TOTAL ADMINISTRATIVE

57



CITY OF BARTLETT
ADMINISTRATIVE BUDGET SUMMARY
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues/Grants				
Local Sales Tax .5% Reimbursement	\$ 34,930	\$ 36,101	\$ 36,101	\$ 37,321
Electronic Traffic Citation Fee	0	0	0	9,600
Donations	16,049	17,500	12,105	15,000
Total Department Revenues/Grants	\$ 50,980	\$ 53,601	\$ 48,206	\$ 61,921

Personnel

Supervisor Salaries	\$ 1,494,414	\$ 1,675,653	\$ 1,575,802	\$ 1,737,305
Employee Wages	1,558,373	1,662,432	1,665,955	1,727,765
Overtime Wages	17,380	23,500	19,343	22,600
Special Hours	5,932	5,200	5,200	5,200
Part-Time	76,866	93,038	81,054	84,761
Vacation Pay	11,122	0	1,628	0
Educational Bonus	2,880	2,880	2,880	3,600
Sick Pay	12,990	0	0	0
Longevity Pay	50,142	51,341	53,051	60,812
Bonus	4,737	5,214	4,866	5,007
Employee Incentives	8,087	12,136	12,136	12,136
Employee Testing	47,954	57,000	50,000	57,000
Other Personnel Costs	5,380	5,700	5,700	5,800
Employee Health Insurance	452,031	557,067	526,804	586,186
Employee Life Insurance	7,156	10,071	8,624	10,447
Worker's Compensation Insurance	18,939	19,560	19,560	20,870
Unemployment Compensation	(27)	0	0	12,650
Retiree Health Insurance	150,564	166,904	160,918	173,253
FICA	237,814	264,585	249,094	273,653
Pension Contribution	369,040	344,730	349,376	340,442
Contributory Retirement Plan	44,589	43,786	48,125	51,668
Total Personnel	\$ 4,576,363	\$ 5,000,797	\$ 4,840,116	\$ 5,191,155

Staffing Level

<i>Full-Time</i>	<i>53.91</i>	<i>57.00</i>	<i>55.65</i>	<i>57.00</i>
<i>Part-Time (converted to FTE)</i>	<i>4.16</i>	<i>4.38</i>	<i>3.66</i>	<i>3.97</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>58.07</i>	<i>61.38</i>	<i>59.31</i>	<i>60.97</i>

Operations

Training	\$ 19,692	\$ 38,800	\$ 23,800	\$ 39,200
Travel	30,431	70,600	57,000	70,600
Legal Fees	69,627	140,000	112,000	140,000
Mayor's Youth Council	8,636	10,000	10,000	10,000
Professional Service	97,571	100,300	100,300	105,800
Contracted Services	44,061	48,560	48,560	50,960
Advertising & Promotional Expenses	0	500	500	500
Other Professional Service	107,419	127,100	128,000	128,500
Boards & Commissions	55,668	84,500	66,000	84,500
Postage & Freight	27,082	33,250	32,716	34,200
Notice Publication	24,172	40,000	30,000	40,000
Dues & Subscriptions	34,254	45,250	38,888	45,680
Meetings	4,250	6,650	6,580	7,000
Utilities	152,339	162,000	157,000	162,000



CITY OF BARTLETT
ADMINISTRATIVE BUDGET SUMMARY
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Phones - Local	16,836	17,708	17,288	17,508
Cellular Phones	18,889	22,800	21,803	23,750
Telecommunication Link	29,024	40,000	42,000	44,000
Library Charge-Shelby Co.	1,059,258	1,110,000	1,070,000	1,144,000
Reappraisal Charge from County	201,935	0	0	0
Shop Allocation	6,300	6,300	6,300	6,300
Vehicle Maintenance	3,170	7,650	6,900	7,700
Equipment Maintenance	16,950	21,300	17,950	19,300
Computer Maintenance	12	0	45	7,000
Grounds Maintenance	14,238	42,500	39,500	22,500
Building Maintenance	47,359	50,000	50,400	52,000
Automobile Allowance	7,933	7,400	6,200	7,400
Office Supplies	43,702	36,500	39,411	42,900
Printing	24,390	74,450	64,700	65,250
Petroleum Supplies	9,007	10,700	10,800	11,000
Special Events	13,449	15,000	15,000	15,000
Concession Supplies Client	321	400	500	500
Clothing & Uniforms	1,291	3,275	3,200	3,200
Operating Supplies	56,175	57,875	62,275	63,575
Cleaning Supplies	8,580	10,300	9,800	9,800
Film & Developing	280	550	150	350
Small Tools	194	550	450	550
Tournament Awards	1,222	1,500	2,000	2,000
Community Promotions	15,675	10,000	10,000	10,000
Equipment Rental	16,308	21,000	21,000	28,000
Equipment Leasing	5,470	6,700	6,600	6,600
Property Insurance	28,377	28,577	28,875	29,100
Vehicle & Equip Insurance	3,132	3,232	2,712	3,099
General Liability Insurance	96,157	96,491	98,959	100,072
Other Insurance	0	50	50	50
Bank Charges	86	500	100	500
Credit Card Vendor Fee	3,022	2,000	900	1,200
Interest Refund	2,059	500	1,000	1,000
State Fees	400	400	400	400
Cash Over/Short	(30)	550	550	550
Storage Fees	0	100	100	300
Contingency	53,346	115,845	150,000	125,000
Damage Claims	0	1,000	500	1,000
Miscellaneous Other Expenses	17,603	20,000	20,000	20,000
Total Operations	\$ 2,497,322	\$ 2,751,214	\$ 2,639,762	\$ 2,811,394
Capital				
Building Improvements	\$ 8,375	\$ 10,000	\$ 50,000	\$ 10,000
Data Processing Equipment	183	0	0	110,040
Office Equipment	0	3,000	0	3,000
Furniture	2,175	1,480	2,800	1,800
Total Capital	\$ 10,733	\$ 14,480	\$ 52,800	\$ 124,840
TOTAL ADMINISTRATIVE	\$ 7,033,438	\$ 7,712,890	\$ 7,484,472	\$ 8,065,468

Legislative Board

City of Bartlett



FY 2020 Adopted

Summary Revenue/Expenditure Type

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.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Revenues	0	0	0	0
Salaries	192,036	216,000	216,000	216,000
Benefits	81,380	94,873	93,657	97,213
Operations	528,048	538,345	514,674	552,174
Capital	0	0	0	0
Total	801,464	849,218	824,331	865,387

FY 2019 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 2018 Actual	FY 2019 Forecast	FY 2020 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 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 69,300	\$ 72,000	\$ 72,000	\$ 72,000
Employee Wages	122,736	144,000	144,000	144,000
Bonus	86	83	83	83
Employee Health Insurance	28,313	32,928	32,918	35,352
Employee Life Insurance	45	81	45	50
Worker's Compensation Insurance	4,664	4,832	4,832	4,832
Retiree Health Insurance	7,869	10,800	9,900	10,800
FICA	14,077	15,909	15,856	15,856
Pension Contribution	26,325	30,240	30,023	30,240
Total Personnel	\$ 273,416	\$ 310,873	\$ 309,657	\$ 313,213
<u>Staffing Level</u>				
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	\$ 1,085	\$ 6,000	\$ 5,000	\$ 6,000
Travel	3,293	20,000	16,000	20,000
Legal Fees	37,277	100,000	75,000	100,000
Other Professional Service	49,267	50,000	50,000	50,000
Boards & Commissions	54,253	83,500	65,000	83,500
<i>Chamber of Commerce \$35k, Arts Council \$11.4k, Shelby County Books from Birth \$7.5k, Historic Preservation \$10k and others.</i>				
Postage & Freight	242	2,500	2,500	2,500
Notice Publication	24,172	40,000	30,000	40,000
Dues & Subscriptions	10,709	24,000	20,000	24,000
Meetings	930	2,000	2,000	2,000
Cellular Phones	3,203	4,200	4,200	4,200
Reappraisal Charge from County	201,935	0	0	0
Computer Maintenance	12	0	0	0
Office Supplies	209	500	500	500
Printing	265	1,000	1,000	1,000
Operating Supplies	250	500	500	500
General Liability Insurance	83,026	83,300	87,974	87,974
Contingency	53,346	115,845	150,000	125,000
<i>\$25k for First Responders.</i>				
Miscellaneous Other Expenses	4,575	5,000	5,000	5,000
Total Operations	\$ 528,048	\$ 538,345	\$ 514,674	\$ 552,174
Total Legislative Board	\$ 801,464	\$ 849,218	\$ 824,331	\$ 865,387

Mayor's Office

City of Bartlett



FY 2020 Adopted

Summary Revenue/Expenditure Type*

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.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Revenues	16,049	17,500	12,105	15,000
Salaries	776,222	827,346	817,899	853,660
Benefits	350,936	369,141	370,745	397,811
Operations	1,717,528	1,921,870	1,854,934	1,946,698
Capital	9,473	13,000	50,000	121,040
Total	2,838,110	3,113,857	3,081,473	3,304,209

FY 2019 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 2018 Actual	FY 2019 Forecast	FY 2020 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 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues/Grants				
Youth Council Donations	\$ 4,304	\$ 2,500	\$ 0	\$ 0
Total Department Revenues/Grants	\$ 4,304	\$ 2,500	\$ 0	\$ 0
Personnel				
Supervisor Salaries	\$ 368,059	\$ 379,173	\$ 380,387	\$ 389,807
Employee Wages	48,843	50,620	50,620	56,316
Overtime Wages	0	1,000	500	1,000
Part-Time	5,621	8,000	8,000	8,000
Longevity Pay	11,908	12,687	12,510	16,072
Bonus	344	498	412	498
Employee Health Insurance	44,182	50,602	51,136	54,329
Employee Life Insurance	1,138	1,375	1,283	1,428
Worker's Compensation Insurance	1,874	1,948	1,948	2,024
Unemployment Compensation	0	0	0	12,650
Retiree Health Insurance	20,845	21,490	21,551	22,306
FICA	33,264	33,646	33,938	35,935
Pension Contribution	69,652	60,171	66,777	62,457
Total Personnel	\$ 605,730	\$ 621,210	\$ 629,062	\$ 662,822
Staffing Level				
<i>Full-Time</i>	<i>5.00</i>	<i>5.00</i>	<i>5.00</i>	<i>5.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.18</i>	<i>0.26</i>	<i>0.19</i>	<i>0.26</i>
Total Full-Time Equivalent (FTE)	5.18	5.26	5.19	5.26
Operations				
Training	\$ 4,872	\$ 11,000	\$ 5,000	\$ 11,000
Travel	14,041	25,000	20,000	25,000
Mayor's Youth Council	8,636	10,000	10,000	10,000
Other Professional Service	39,000	40,000	40,000	40,000
<i>Tyler Marketing charges for recording of Board of Mayor & Aldermen meetings, Planning Commission meetings and FYI show.</i>				
Postage & Freight	1,130	3,500	3,500	3,500
Dues & Subscriptions	11,931	10,000	10,000	10,000
Meetings	792	1,200	1,200	1,200
Phones - Local	2,824	3,100	3,100	3,100
Cellular Phones	5,329	7,500	6,500	7,500
Shop Allocation	1,000	1,000	1,000	1,000
Vehicle Maintenance	1,173	1,700	1,700	1,700
Equipment Maintenance	0	300	300	300
Automobile Allowance	6,000	6,000	6,000	6,000
Office Supplies	4,211	4,000	4,500	4,500
Printing	1,510	3,500	3,500	3,500
Petroleum Supplies	3,261	2,500	2,500	2,500
Clothing & Uniforms	0	500	500	500
Operating Supplies	3,864	6,000	6,000	6,000
Film & Developing	0	50	50	50
Small Tools	0	100	100	100
Equipment Leasing	920	1,200	1,200	1,200
Vehicle & Equip Insurance	302	350	268	350
General Liability Insurance	1,479	1,500	1,214	1,500



**CITY OF BARTLETT
MAYOR'S OFFICE
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Other Insurance	0	50	50	50
Damage Claims	0	500	500	500
Miscellaneous Other Expenses	9,592	10,000	10,000	10,000
Total Operations	\$ 121,867	\$ 150,550	\$ 138,682	\$ 151,050
Capital				
Furniture	\$ 1,098	\$ 0	\$ 0	\$ 600
Total Capital	\$ 1,098	\$ 0	\$ 0	\$ 600
Total Mayor's Office	\$ 724,390	\$ 769,260	\$ 767,744	\$ 814,472



**CITY OF BARTLETT
COMMUNITY RELATIONS
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues/Grants				
BBQ Cooking Context Revenues	\$ 11,745	\$ 15,000	\$ 12,105	\$ 15,000
Total Department Revenues/Grants	\$ 11,745	\$ 15,000	\$ 12,105	\$ 15,000
Personnel				
Supervisor Salaries	\$ 73,412	\$ 76,670	\$ 78,181	\$ 81,286
Longevity Pay	4,395	4,693	4,691	4,878
Bonus	86	83	83	83
Employee Health Insurance	10,168	11,794	11,785	12,672
Employee Life Insurance	200	245	233	260
Worker's Compensation Insurance	122	134	134	141
Retiree Health Insurance	3,671	3,834	3,909	4,064
FICA	5,742	6,224	6,084	6,308
Pension Contribution	12,251	10,734	12,097	11,380
Total Personnel	\$ 110,046	\$ 114,411	\$ 117,197	\$ 121,072
Staffing Level				
<i>Full-Time</i>	<i>1.00</i>	<i>1.00</i>	<i>1.00</i>	<i>1.00</i>
Total Full-Time Equivalent (FTE)	1.00	1.00	1.00	1.00
Operations				
Training	\$ 1,795	\$ 2,000	\$ 2,000	\$ 2,000
Travel	4,285	3,000	3,000	3,000
Professional Services	20,000	20,000	20,000	22,000
<i>Fireworks contract.</i>				
Other Professional Service	12,435	30,000	30,000	30,000
<i>Christmas parade, festivals & picnic contracts.</i>				
Postage & Freight	390	2,000	1,000	1,000
Dues & Subscriptions	180	500	500	500
Meetings	160	500	500	500
Phones - Local	181	148	148	148
Cellular Phones	978	1,700	1,700	1,700
Shop Allocation	700	700	700	700
Vehicle Maintenance	338	500	500	500
Grounds Maintenance	4,990	30,000	27,000	10,000
Office Supplies	10,239	5,000	4,000	4,000
Printing	14,863	57,450	50,000	50,000
Petroleum Supplies	886	1,500	1,500	1,500
BBQ Cooking Context Expenditures	13,449	15,000	15,000	15,000
Operating Supplies	37,740	30,000	33,000	35,000
Film & Developing	280	500	100	300
Tournament Awards	1,222	1,500	2,000	2,000
Community Promotions	15,675	10,000	10,000	10,000
Equipment Rental	8,881	13,000	13,000	20,000
Vehicle & Equip Insurance	295	300	265	300
General Liability Insurance	597	600	497	600
Total Operations	\$ 150,558	\$ 225,898	\$ 216,410	\$ 210,748
Total Community Relations	\$ 248,858	\$ 325,309	\$ 321,502	\$ 316,820



CITY OF BARTLETT
BUILDINGS AND GROUNDS
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Employee Wages	\$ 79,183	\$ 98,106	\$ 99,238	\$ 105,291
Overtime Wages	1,208	5,000	1,292	3,000
Part-Time	1,990	0	0	0
Longevity Pay	1,891	2,485	2,131	2,485
Bonus	172	249	247	249
Employee Health Insurance	18,538	22,344	22,331	23,981
Employee Life Insurance	209	314	299	337
Worker's Compensation Insurance	2,863	2,970	2,970	4,184
Retiree Health Insurance	3,650	4,905	4,762	5,265
FICA	5,543	7,661	7,141	8,041
Pension Contribution	10,497	13,735	10,329	10,417
Contributory Retirement Plan	562	0	1,409	1,544
Total Personnel	\$ 126,306	\$ 157,769	\$ 152,149	\$ 164,794
Staffing Level				
<i>Full-Time</i>	<i>2.33</i>	<i>3.00</i>	<i>2.85</i>	<i>3.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.15</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	2.48	3.00	2.85	3.00
Operations				
Training	\$ 0	\$ 500	\$ 500	\$ 500
Postage & Freight	0	0	16	0
Dues & Subscriptions	45	100	0	100
Utilities	66,560	70,000	70,000	70,000
Phones - Local	794	1,100	1,100	1,100
Telecommunication Link	28,363	40,000	42,000	44,000
Shop Allocation	3,000	3,000	3,000	3,000
Vehicle Maintenance	905	3,000	3,000	3,000
Equipment Maintenance	1,260	3,500	3,500	3,500
Grounds Maintenance	6,755	10,000	10,000	10,000
Building Maintenance	24,970	22,000	25,000	25,000
Office Supplies	0	0	11	0
Petroleum Supplies	1,674	2,500	2,500	2,500
Clothing & Uniforms	1,028	1,500	1,500	1,500
Operating Supplies	11,005	16,000	16,000	16,000
Cleaning Supplies	1,370	2,800	2,800	2,800
Small Tools	99	200	200	200
Equipment Rental	7,427	8,000	8,000	8,000
Property Insurance	8,356	8,500	8,536	8,700
Vehicle & Equip Insurance	1,570	1,600	1,411	1,600
General Liability Insurance	618	650	556	650
Miscellaneous Other Expenses	900	800	800	800
Total Operations	\$ 166,699	\$ 195,750	\$ 200,430	\$ 202,950
Total Building & Grounds	\$ 293,005	\$ 353,519	\$ 352,579	\$ 367,744



CITY OF BARTLETT
BARTLETT STATION MUNICIPAL CENTER
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 61,777	\$ 63,013	\$ 63,949	\$ 66,182
Employee Wages	86,140	91,248	91,248	97,167
Part-Time	49,990	54,516	44,484	45,611
Longevity Pay	2,471	2,520	2,558	2,647
Bonus	861	996	825	850
Employee Health Insurance	42,690	49,392	45,880	48,024
Employee Life Insurance	399	494	461	523
Worker's Compensation Insurance	4,154	4,090	4,090	3,863
Retiree Health Insurance	7,334	7,713	7,760	8,167
FICA	14,416	15,313	14,520	15,256
Pension Contribution	10,333	9,472	9,899	9,839
Contributory Retirement Plan	4,512	4,330	4,562	4,654
Total Personnel	\$ 285,077	\$ 303,097	\$ 290,236	\$ 302,783
Staffing Level				
<i>Full-Time</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>
<i>Part-Time (converted to FTE)</i>	<i>2.24</i>	<i>2.67</i>	<i>2.33</i>	<i>2.26</i>
Total Full-Time Equivalent (FTE)	5.24	5.67	5.33	5.26
Operations				
Advertising & Promotional Expenses	\$ 0	\$ 500	\$ 500	\$ 500
Other Professional Service	1,080	1,100	2,000	2,500
Postage & Freight	289	250	200	200
Dues & Subscriptions	80	50	75	80
Meetings	585	650	800	1,000
Utilities	49,527	52,000	50,000	52,000
Phones - Local	1,192	1,200	1,100	1,200
Cell Phone	912	700	600	600
Vehicle Maintenance	590	1,100	500	1,000
Equipment Maintenance	15,257	15,000	13,000	13,000
Grounds Maintenance	2,494	2,500	2,500	2,500
Building Maintenance	16,605	20,000	18,000	17,000
Automobile Allowance	0	200	200	200
Office Supplies	1,278	1,400	1,300	1,400
Printing	0	500	500	500
Petroleum Supplies	0	0	300	300
Concession Supplies Client	321	400	500	500
Clothing & Uniforms	263	275	200	200
Operating Supplies	184	1,000	2,200	1,000
Cleaning Supplies	7,210	7,500	7,000	7,000
Small Tools	95	250	150	250
Property Insurance	8,454	8,500	8,647	8,700
General Liability Insurance	796	800	668	700
Credit Card Vendor Fees	3,022	2,000	900	1,200
Miscellaneous Other Expenses	2,395	3,500	3,500	3,500
Total Operations	\$ 112,629	\$ 121,375	\$ 115,340	\$ 117,030
Total Bartlett Station Municipal Center	\$ 397,706	\$ 424,472	\$ 405,576	\$ 419,813



**CITY OF BARTLETT
LIBRARY
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Operations				
Contracted Services	\$ 44,061	\$ 48,560	\$ 48,560	\$ 50,960
<i>Guard Services.</i>				
Utilities	36,253	40,000	37,000	40,000
Phones - Local	3,464	3,800	3,480	3,500
Telecommunication Link	661	0	0	0
Library Charge-City of Memphis	1,059,258	1,110,000	1,070,000	1,144,000
Equipment Maintenance	307	1,000	0	1,000
Building Maintenance	5,784	8,000	7,400	8,000
Office Supplies	4,342	4,000	6,000	4,400
Operating Supplies	1,274	2,000	1,500	2,000
Property Insurance	8,077	8,077	8,200	8,200
General Liability Insurance	2,360	2,360	1,932	2,360
Cash Over/Short	(66)	0	0	0
Damage Claims	0	500	0	500
Total Operations	\$ 1,165,776	\$ 1,228,297	\$ 1,184,072	\$ 1,264,920
Capital				
Building Improvements	\$ 8,375	\$ 10,000	\$ 50,000	\$ 10,000
Data Processing Equipment	0	0	0	107,440
<i>45 Computers and accessories plus labor to install & 10 laptops.</i>				
Office Equipment	0	3,000	0	3,000
Total Capital	\$ 8,375	\$ 13,000	\$ 50,000	\$ 120,440
Total Library	\$ 1,174,151	\$ 1,241,297	\$ 1,234,072	\$ 1,385,360

Finance and Administration

City of Bartlett



FY 2020 Adopted

Summary Revenue/Expenditure Type

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.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Salaries	938,835	1,050,145	988,818	1,116,830
Benefits	418,497	437,822	411,718	466,527
Operations	153,304	161,095	154,736	166,744
Capital	220	1,480	2,800	1,000
Total	1,510,855	1,650,542	1,558,072	1,751,101

FY 2019 Performance Highlights

Awarded the Fiscal Year 2019 GFOA Distinguished Budget Presentation Award for the 17th straight year and the Certificate of Achievement for Excellence in Financial Reporting for the 28th 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 2018 Actual	FY 2019 Forecast	FY 2020 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 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 294,608	\$ 375,405	\$ 298,139	\$ 400,158
Employee Wages	619,123	639,218	656,967	679,922
Overtime Wages	5,105	5,000	5,142	5,600
Special Hours	732	0	0	0
Part-Time	19,266	30,522	28,570	31,150
Vacation Pay	11,122	0	0	0
Education Bonus	1,440	1,440	1,440	1,440
Sick Pay	12,990	0	0	0
Longevity Pay	14,298	12,344	14,593	15,071
Bonus	1,292	1,479	1,402	1,402
Employee Health Insurance	136,113	174,629	157,532	186,906
Employee Life Insurance	2,429	3,247	2,744	3,456
Worker's Compensation Insurance	2,119	2,365	2,365	2,520
Retiree Health Insurance	45,715	50,731	47,755	54,004
FICA	71,498	78,345	73,065	83,054
Pension Contribution	101,810	97,239	93,149	100,598
Contributory Retirement Plan	17,672	16,003	17,673	18,076
Total Personnel	\$ 1,357,332	\$ 1,487,967	\$ 1,400,536	\$ 1,583,357
Staffing Level				
<i>Full-Time</i>	<i>14.62</i>	<i>16.00</i>	<i>15.00</i>	<i>16.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.77</i>	<i>1.45</i>	<i>1.14</i>	<i>1.45</i>
Total Full-Time Equivalent (FTE)	15.39	17.45	16.14	17.45
Operations				
Training	\$ 7,641	\$ 6,000	\$ 4,000	\$ 6,000
Travel	2,547	10,000	10,000	10,000
Professional Services	74,175	76,000	76,000	79,000
Auditor & Trustee.				
Postage & Freight	17,969	18,000	19,000	20,000
Dues & Subscriptions	7,577	6,800	4,000	6,300
Phones - Local	4,281	4,300	4,300	4,400
Cellular Phones	5,072	5,000	5,200	5,200
Equipment Maintenance	125	400	400	400
Automobile Allowance	1,933	1,200	0	1,200
Office Supplies	13,420	11,000	12,000	14,000
Printing	6,299	10,000	8,000	8,000
Clothing & Uniforms	0	1,000	1,000	1,000
Operating Supplies	1,742	1,500	2,200	2,200
Equipment Leasing	1,206	1,800	1,000	1,000
Property Insurance	3,490	3,500	3,492	3,500
General Liability Insurance	3,145	3,145	2,594	2,594
Bank Charges	86	500	100	500
Interest Refund	2,059	500	1,000	1,000
State Fees	400	400	400	400
Cash Over/Short	136	50	50	50
Total Operations	\$ 153,304	\$ 161,095	\$ 154,736	\$ 166,744



CITY OF BARTLETT
FINANCE AND ADMINISTRATION
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Capital				
Furniture	\$ 220	\$ 1,480	\$ 2,800	\$ 1,000
Total Capital	\$ 220	\$ 1,480	\$ 2,800	\$ 1,000
Total Finance and Administration	\$ 1,510,855	\$ 1,650,542	\$ 1,558,072	\$ 1,751,101

City Court

City of Bartlett



FY 2020 Adopted

Summary Revenue/Expenditure Type

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.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Revenues	0	0	0	9,600
Salaries	681,142	740,845	715,764	749,279
Benefits	282,709	298,377	290,213	297,740
Operations	60,385	72,478	68,103	79,803
Capital	0	0	0	2,600
Total	1,024,236	1,111,700	1,074,080	1,119,822

FY 2019 Performance Highlights

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

Objective	Performance Measures	FY 2018 Actual	FY 2019 Forecast	FY 2020 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 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
City Service Fees				
Electronic Traffic Citation Fee	\$ 0	\$ 0	\$ 0	\$ 9,600
Total City Service Fees	\$ 0	\$ 0	\$ 0	\$ 9,600
Personnel				
Supervisor Salaries	\$ 371,169	\$ 443,108	\$ 414,820	\$ 447,129
Employee Wages	296,275	284,537	286,744	287,950
Overtime Wages	8,498	8,000	9,000	9,000
Special Hours	5,200	5,200	5,200	5,200
Vacation Pay	0	0	1,628	0
Educational Bonus	1,440	1,440	1,440	1,440
Longevity Pay	7,715	8,696	8,699	11,455
Bonus	1,033	996	989	996
Employee Health Insurance	85,852	101,170	93,417	102,291
Employee Life Insurance	1,321	2,328	1,824	2,352
Worker's Compensation Insurance	1,514	1,541	1,541	1,571
Retiree Health Insurance	33,372	36,382	35,078	36,754
FICA	51,003	55,649	53,639	56,563
Pension Contribution	93,604	83,678	83,664	73,988
Contributory Retirement Plan	5,854	6,497	8,294	10,330
Total Personnel	\$ 963,851	\$ 1,039,222	\$ 1,005,977	\$ 1,047,019
Staffing Level				
<i>Full-Time</i>	<i>11.48</i>	<i>12.00</i>	<i>12.00</i>	<i>12.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.82</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	12.30	12.00	12.00	12.00
Operations				
Training	\$ 275	\$ 500	\$ 500	\$ 500
Travel	2,009	3,000	2,000	3,000
Legal Fees	32,350	40,000	37,000	40,000
<i>Public Defender.</i>				
Other Professional Service	5,637	6,000	6,000	6,000
Postage & Freight	5,131	5,000	4,500	5,000
Dues & Subscriptions	898	1,000	1,200	1,200
Phones - Local	1,988	2,000	2,000	2,000
Cellular Phones	659	700	700	700
Shop Allocation	700	700	700	700
Vehicle Maintenance	0	500	500	500
Equipment Maintenance	0	600	600	600
Computer Maintenance	0	0	0	7,000
<i>Adsi interface b/w jail, court, ticketing.</i>				
Office Supplies	3,939	4,000	4,000	4,000
Printing	970	1,000	1,000	1,000
Petroleum Supplies	1,905	2,200	2,000	2,200
Operating Supplies	116	500	500	500
Equipment Leasing	1,189	1,200	1,900	1,900
Vehicle & Equip Insurance	387	387	254	254
General Liability Insurance	2,191	2,191	1,749	1,749
Cash Over/Short	(101)	500	500	500



**CITY OF BARTLETT
CITY COURT
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Miscellaneous Other Expenses	141	500	500	500
Total Operations	\$ 60,385	\$ 72,478	\$ 68,103	\$ 79,803
Capital				
Data Processing Equipment	\$ 0	\$ 0	\$ 0	\$ 2,600
<i>One printer & one P.C.</i>				
Total Capital	\$ 0	\$ 0	\$ 0	\$ 2,600
Total City Court	\$ 1,024,236	\$ 1,111,700	\$ 1,074,080	\$ 1,119,822

Personnel

City of Bartlett



FY 2020 Adopted

Summary Revenue/Expenditure Type

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.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Revenues	34,930	36,101	36,101	37,321
Salaries	286,753	300,265	301,195	315,642
Benefits	114,984	131,535	126,508	139,581
Other Personnel	53,334	62,700	55,700	62,800
Operations	27,419	41,242	30,741	47,492
Capital	857	0	0	200
Total	448,417	499,641	478,043	528,394

FY 2019 Performance Highlights

Self-funded Health Trust may have issues that require significant premium increases. We eliminated all plans except for the offering the Copay plan which is financially sound. 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 increased to approximately 6%.

Objective	Performance Measures	FY 2018 Actual	FY 2019 Forecast	FY 2020 Projected
Maintain full-time employee turnover rate at 10% or below.	Actual turnover rate	5%	6%	8%
Complete a compensation survey and work on updating all job descriptions.	Completion of survey.	0%	95%	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 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues/Grants				
Local Sales Tax .5% Reimbursement	\$ 34,930	\$ 36,101	\$ 36,101	\$ 37,321
Total Department Revenues/Grants	\$ 34,930	\$ 36,101	\$ 36,101	\$ 37,321
Personnel				
Supervisor Salaries	\$ 159,243	\$ 166,176	\$ 167,227	\$ 176,614
Employee Wages	127,361	133,589	133,518	138,528
Overtime Wages	149	500	450	500
Educational Bonus	0	0	0	720
Longevity Pay	2,325	2,401	2,400	2,648
Bonus	431	415	413	431
Employee Incentives	8,087	12,136	12,136	12,136
Employee Testing	47,954	57,000	50,000	57,000
Other Personnel Costs	5,380	5,700	5,700	5,800
Employee Health Insurance	44,423	51,812	51,478	55,630
Employee Life Insurance	769	959	885	1,008
Worker's Compensation Insurance	776	827	827	868
Retiree Health Insurance	14,330	14,988	14,967	15,757
FICA	21,491	27,416	22,132	28,525
Pension Contribution	9,711	8,700	9,303	9,490
Contributory Retirement Plan	12,641	11,881	11,967	12,368
Total Personnel	\$ 455,071	\$ 494,500	\$ 483,403	\$ 518,023
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	\$ 3,485	\$ 11,000	\$ 5,000	\$ 11,000
Travel	4,236	7,600	4,000	7,600
Professional Services	3,396	4,300	4,300	4,800
Postage & Freight	1,932	2,000	2,000	2,000
Dues & Subscriptions	1,839	1,500	1,500	1,500
Meetings	1,623	1,800	1,800	1,800
Phones - Local	1,056	1,060	1,060	1,060
Cellular Phones	1,711	1,400	1,300	2,200
Shop Allocation	500	500	500	500
Vehicle Maintenance	114	500	350	500
Equipment Maintenance	0	500	150	500
Computer Maintenance	0	0	45	0
Building Maintenance	0	0	0	2,000
Office Supplies	3,673	3,600	3,600	6,100
Printing	483	1,000	700	1,250
Petroleum Supplies	753	1,000	1,000	1,000
Operating Supplies	0	375	375	375
Equipment Leasing	1,328	1,500	1,500	1,500
Vehicle & Equip Insurance	283	300	254	300
General Liability Insurance	1,007	1,007	1,007	1,007
Storage Fees	0	100	100	300



**CITY OF BARTLETT
PERSONNEL
FY 2020 Adopted Budget**

Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Miscellaneous Other Expenses	0	200	200	200
Total Operations	\$ 27,419	\$ 41,242	\$ 30,741	\$ 47,492
Capital				
Furniture	857	0	0	200
Total Capital	\$ 857	\$ 0	\$ 0	\$ 200
Total Personnel	\$ 448,417	\$ 499,641	\$ 478,043	\$ 528,394

Planning & Economic Development

City of Bartlett



FY 2020 Adopted

Summary Revenue/Expenditure Type

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, Board of Zoning Station Commission and Industrial Development Board; implements the economic development policies of the city; provides assistance to local businesses and residents.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Salaries	277,977	325,222	307,678	326,220
Benefits	121,557	146,526	144,221	151,852
Operations	10,638	16,183	16,574	18,483
Capital	183	0	0	0
Total	410,356	487,931	468,473	496,555

FY 2019 Performance Highlights

Processed 86 DRC sign applications; Review of 161 commercial site plans, 124 residential site plans, 31 preliminary subdivision plats, 23 final subdivision plats, and one minor subdivision plat; Four cases heard by Board of Zoning Appeals; Approved or amended 3 Industrial Development Board PILOTs, worked with Bartlett Station Commission on two façade grants and one tenant incentive; Three 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 221 business licenses; Assembled zoning letters with documentation; Miscellaneous research; Coordinated economic development and local business assistance with the BACC.

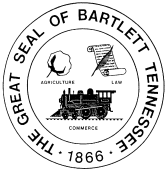
Objective	Performance Measures	FY 2018 Actual	FY 2019 Forecast	FY 2020 Projected
Improve Regulations through Amendments	Submit Ordinance Amendments	1	2	1
Improve Customer/Applicant Service	Streamline business license approvals in the Annex building; re-generate the Land Use Handbook	Monitor for Accomplishment	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 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 96,846	\$ 100,108	\$ 101,099	\$ 104,129
Employee Wages	178,711	221,114	203,620	218,591
Overtime Wages	2,420	4,000	2,959	3,500
Longevity Pay	5,140	5,515	5,469	5,556
Bonus	431	415	412	415
Employee Health Insurance	41,753	62,396	60,327	67,001
Employee Life Insurance	645	1,028	850	1,033
Worker's Compensation Insurance	826	853	853	867
Retiree Health Insurance	13,778	16,061	15,236	16,136
FICA	20,780	24,422	22,719	24,115
Pension Contribution	34,857	30,761	34,135	32,033
Contributory Retirement Plan	3,348	5,075	4,220	4,696
Total Personnel	\$ 399,535	\$ 471,748	\$ 451,899	\$ 478,072
Staffing Level				
<i>Full-Time</i>	<i>4.48</i>	<i>5.00</i>	<i>4.80</i>	<i>5.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	4.48	5.00	4.80	5.00
Operations				
Training	\$ 540	\$ 1,800	\$ 1,800	\$ 2,200
Travel	21	2,000	2,000	2,000
Boards & Commissions	1,415	1,000	1,000	1,000
Dues & Subscriptions	995	1,300	1,613	2,000
Meetings	160	500	280	500
Phones - Local	1,056	1,000	1,000	1,000
Cellular Phones	1,024	1,600	1,603	1,650
Shop Allocation	400	400	400	400
Vehicle Maintenance	49	350	350	500
Office Supplies	2,390	3,000	3,500	4,000
Petroleum Supplies	527	1,000	1,000	1,000
Equipment Rental	828	1,000	1,000	1,000
Vehicle & Equip Insurance	295	295	260	295
General Liability Insurance	938	938	768	938
Total Operations	\$ 10,638	\$ 16,183	\$ 16,574	\$ 18,483
Capital				
Data Processing Equipment	183	0	0	0
Total Capital	\$ 183	\$ 0	\$ 0	\$ 0
Total Planning & Economic Development	\$ 410,356	\$ 487,931	\$ 468,473	\$ 496,555



City of Bartlett

PUBLIC SAFETY FY 2020 Adopted Budget

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	<u>166</u>

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	<u>72</u>

Ambulance Service

EMS Coordinator	1
Paramedic Lieutenant	3
Paramedic	30
Total Ambulance Service	<u>34</u>

Building Codes Enforcement

Director	1
Admin Secretary	2
Building Inspector	5
Building Coordinator	1
Skill Clerk	1
Total Building Codes Enforcement	<u>10</u>

The Public Safety function includes Police, Fire & Ambulance, and Building Codes Enforcement. The Public Safety Function budget increased by \$774,387 (2.85%) over the FY 2019 Projection. There were no staffing changes. FY 2020 budget included a career ladder pay increase and a general 2% salary increase for full-time employees.

Summary Revenue/Expenditure Type

<u>Category</u>	<u>FY 2018 Actual</u>	<u>FY 2019 Revised</u>	<u>FY 2019 Projection</u>	<u>FY 2020 Adopted</u>
Revenues	792,306	764,352	689,752	709,625
Salaries	15,635,191	16,368,960	16,188,786	16,650,836
Benefits	8,690,393	9,209,821	9,247,298	9,476,949
Other Personnel	3,618	9,100	6,000	6,000
Operations	2,241,331	2,294,188	2,272,048	2,335,797
Capital	224,454	162,055	152,335	191,145
Total	<u>26,002,682</u>	<u>27,279,772</u>	<u>27,176,715</u>	<u>27,951,102</u>

TOTAL PUBLIC SAFETY 282



CITY OF BARTLETT

PUBLIC SAFETY BUDGET SUMMARY

FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues/Grants				
Local Sales Tax .5% Reimbursement	\$ 534,076	\$ 584,752	\$ 584,752	\$ 588,625
State Police Training Grant	67,200	0	0	0
State Fire Training Grant	48,600	54,600	0	0
Supplemental Ambulance Payment	14,523	0	0	0
911 Intergovernmental Grant	0	0	0	16,000
Insurance Recoveries-Police	35,152	25,000	25,000	25,000
Transfer From Grants Fund	18,985	40,000	20,000	20,000
Intergovernment Reimbursement	73,770	60,000	60,000	60,000
Total Department Revenues/Grants	\$ 792,306	\$ 764,352	\$ 689,752	\$ 709,625
Personnel				
Supervisor Salaries	\$ 1,326,165	\$ 1,328,630	\$ 1,365,044	\$ 1,368,829
Employee Wages	13,549,211	14,149,948	13,969,924	14,382,500
Overtime Wages	519,701	606,600	588,755	597,600
Special Hours	43,582	45,100	38,901	42,300
Holiday Pay	514,561	578,560	543,443	575,109
Part-Time	196,532	238,682	226,162	259,607
Vacation Pay	52,350	65,000	80,471	75,000
Educational Bonus	134,910	152,840	147,920	155,780
Sick Pay	22,109	50,000	125,819	65,000
Longevity Pay	358,608	404,723	372,743	425,676
FLSA Wages	62,993	75,000	75,899	78,000
Bonus	26,008	26,145	24,735	25,879
Other Personnel Costs	3,618	9,100	6,000	6,000
Employee Health Insurance	2,851,828	3,352,518	3,299,782	3,557,649
Employee Life Insurance	40,306	49,531	45,572	50,351
Worker's Compensation Insurance	498,007	511,122	511,122	520,197
Unemployment Compensation	7,198	10,000	5,000	10,000
Retiree Health Insurance	741,546	773,930	765,646	786,741
FICA	1,225,517	1,286,037	1,265,045	1,301,258
Pension Contribution	1,994,352	1,711,871	1,796,734	1,654,437
Contributory Retirement Plan	160,100	162,544	187,367	195,872
Total Personnel	\$ 24,329,202	\$ 25,587,881	\$ 25,442,084	\$ 26,133,785
Staffing Level				
<i>Full-Time</i>	<i>272.63</i>	<i>282.00</i>	<i>275.29</i>	<i>282.00</i>
<i>Part-Time (converted to FTE)</i>	<i>7.75</i>	<i>8.92</i>	<i>8.10</i>	<i>9.81</i>
Total Full-Time Equivalent (FTE)	280.38	290.92	283.39	291.81
Operations				
Training	\$ 117,603	\$ 134,000	\$ 124,000	\$ 150,000
State Training Salary Supp	115,800	54,600	0	0
Firearms Training	40,789	40,000	40,000	40,000
Volunteer Expense	3,525	22,500	18,000	20,000
Travel	35,767	46,300	42,100	50,100
Contracted Services	73,449	65,000	78,000	76,000
Other Professional Service	7,759	12,800	9,300	12,800
Dui Testing Fees	7,616	6,500	18,000	20,000



CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Sexual Offender Reg.	1,625	2,000	1,500	2,000
Criminal Seizure Expense	0	500	500	500
Postage & Freight	8,799	15,850	16,000	16,600
Notice Publication	0	100	100	100
Dues & Subscriptions	17,483	12,800	13,020	13,120
Meetings	2,770	5,300	5,300	5,300
Utilities	136,635	155,000	155,000	155,000
Phones - Local	25,609	24,220	25,784	26,784
Cellular Phones	43,183	49,268	48,968	49,068
Data Processing - Software	146	0	0	0
Telecommunication Link	45,565	55,000	52,000	55,000
Shop Allocation	82,700	82,700	82,700	82,700
Vehicle Maintenance	256,142	220,000	257,000	237,000
Equipment Maintenance	39,524	48,400	51,000	51,000
Radio Maintenance	14,177	21,000	20,000	20,000
Computer Maintenance	1,295	0	28	0
Grounds Maintenance	6,861	15,300	15,100	15,100
Building Maintenance	78,942	70,000	68,000	70,000
Office Supplies	24,679	30,200	30,700	30,700
Printing	13,704	17,200	15,000	17,000
Christmas Expenses	2,144	2,900	2,275	2,800
Medical Supplies	115,438	102,572	112,000	130,000
Petroleum Supplies	301,735	336,000	325,000	335,000
Clothing & Uniforms	227,907	240,625	241,500	238,500
Operating Supplies	39,289	50,100	46,300	48,300
Cleaning Supplies	7,086	8,000	7,000	8,000
Chemical Supplies	175	600	500	600
Air Service	7,723	7,100	6,800	7,000
Film & Developing	0	265	260	260
Small Tools	5,591	12,300	11,300	12,300
Fire Hose	5,477	6,000	6,000	6,000
Jail Operations	47,654	42,000	50,000	50,000
CERT Training Supplies	533	1,400	1,200	1,200
Public Awareness	3,936	8,076	8,000	8,000
Fire Prevention	3,173	6,000	6,000	6,000
Community Promotions	0	0	0	0
Equipment Rental	0	500	500	500
Equipment Leasing	5,658	12,500	12,300	12,300
Property Insurance	17,682	17,781	18,734	18,572
Vehicle & Equip Insurance	103,460	104,960	104,242	104,247
General Liability Insurance	94,462	95,621	99,287	99,596
Other Insurance	991	1,900	1,900	1,900
State Fees	20,846	0	0	0
Tow-In Fees	5,748	9,300	9,200	9,200
Storage Fees	144	150	150	150
Damage Claims	22,130	18,900	13,900	18,900
Miscellaneous Other Expenses	200	2,100	600	600
Total Operations	\$ 2,241,331	\$ 2,294,188	\$ 2,272,048	\$ 2,335,797



CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Capital				
Building Improvements	\$ 76,235	\$ 65,000	\$ 65,000	\$ 80,000
Communications Equipment	4,495	6,145	1,145	1,145
Data Processing Equipment	3,427	0	190	0
Office Equipment	192	3,000	3,000	3,000
Furniture	28,582	12,000	10,500	12,000
Other Equipment	111,523	75,910	72,500	95,000
Total Capital	\$ 224,454	\$ 162,055	\$ 152,335	\$ 191,145
TOTAL PUBLIC SAFETY	\$ 26,002,682	\$ 27,279,772	\$ 27,176,715	\$ 27,951,102

Police Department

City of Bartlett



FY 2020 Adopted

Summary Revenue/Expenditure Type

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, TN. The department maintains a high visibility and zero tolerance approach to minimize the impact of serious crime. 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

citizens and visitors that frequent the city. The department will continually train, implement and re-evaluate itself to further a professional image. We will implement the latest trends in law enforcement to reduce the likelihood that crime will negatively impact the citizens of Bartlett, TN. and there quality of life.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Revenues	715,189	709,752	689,752	709,625
Salaries	9,011,326	9,377,487	9,326,966	9,538,357
Benefits	4,776,507	5,062,227	5,118,692	5,189,419
Other Personnel	3,618	8,000	5,000	5,000
Operations	1,242,697	1,287,032	1,268,983	1,348,455
Capital	37,771	31,410	21,000	25,500
Total	14,356,729	15,056,404	15,050,889	15,397,106

FY 2019 Performance Highlights

During the calendar year 2018; Calls for service increased from 68,758 to 81,492. Traffic crashes did increase from 1260 to 1352 with two fatalities down from last years fatality total. Traffic citations decreased slightly from 12339 to 12224 and warning citations increased from 29,082 to 31,802. Arrests increased from 5745 to 5999. The department now has a sworn compliment 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 continues to be a very popular community event and helps build positive bonds between officers and the citizens they serve. The P25 city wide communications upgrade is complete and provides redundancy in emergency radio communications. The overall radio coverage has been greatly increased by the addition of a northern based radio tower. The transmission of calls is now microwave based from the dispatch center to both the northern and southern radio towers with no single points of failure. The department has transitioned to the SIG 320 9mm as the departmental issued sidearm.

Objective	Performance Measures	FY 2018 Actual	FY 2019 Forecast	FY 2020 Projected
Reduce the # of total traffic accidents through enforcement and education	Number of traffic accidents for the year	1,352	1284 5% Decrease	1217 5% Decrease
Reduce the # of auto burglaries using special enforcement techniques	Number of auto burgs & percentage reduced	368	350 5% Decrease	332 5% Decrease
Continue to monitor domestic violence arrests and calls	Number of domestic violence reports	260	234 10% Decrease	211 10% Decrease



**CITY OF BARTLETT
POLICE DEPARTMENT
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues/Grants				
Local Sales Tax .5% Reimbursement	\$ 534,076	\$ 584,752	\$ 584,752	\$ 588,625
State Police Training Grant	67,200	0	0	0
911 Intergovernmental Grant	0	0	0	16,000
Insurance Recoveries-Police	35,152	25,000	25,000	25,000
Transfer from Grants Fund	18,985	40,000	20,000	20,000
Intergovernmental Reimbursement	59,776	60,000	60,000	60,000
Total Department Revenues/Grants	\$ 715,189	\$ 709,752	\$ 689,752	\$ 709,625
Personnel				
Supervisor Salaries	\$ 465,577	\$ 455,614	\$ 490,521	\$ 467,821
Employee Wages	7,917,829	8,223,223	8,200,562	8,381,006
Overtime Wages	464,910	498,200	451,904	488,200
Special Hours	5,398	12,000	7,400	10,000
Holiday Pay	288,229	330,000	312,067	325,000
Part-Time	157,612	188,450	176,579	191,330
Vacation Pay	7,245	25,000	43,054	25,000
Educational Bonus	54,420	65,000	60,870	72,500
Sick Pay	0	25,000	84,996	25,000
Longevity Pay	190,655	219,300	190,516	224,400
Bonus	15,760	16,268	15,583	16,000
Other Personnel Costs	3,618	8,000	5,000	5,000
Employee Health Insurance	1,567,319	1,830,572	1,800,688	1,939,411
Employee Life Insurance	22,789	27,772	25,845	28,271
Worker's Compensation Insurance	283,578	293,362	293,362	298,282
Unemployment Compensation	7,198	10,000	5,000	10,000
Retiree Health Insurance	417,106	433,942	433,451	441,740
FICA	700,586	730,692	724,990	738,753
Pension Contribution	1,133,067	966,587	1,023,284	938,501
Contributory Retirement Plan	88,555	88,732	104,986	106,561
Total Personnel	\$ 13,791,451	\$ 14,447,714	\$ 14,450,658	\$ 14,732,776
Staffing Level				
<i>Full-Time</i>	<i>158.63</i>	<i>166.00</i>	<i>161.79</i>	<i>166.00</i>
<i>Part-Time (converted to FTE)</i>	<i>6.01</i>	<i>6.97</i>	<i>6.37</i>	<i>7.16</i>
Total Full-Time Equivalent (FTE)	164.64	172.97	168.16	173.16
Operations				
Training	\$ 67,132	\$ 68,000	\$ 58,000	\$ 78,000
State Training Salary Supp	67,200	0	0	0
Firearms Training	40,789	40,000	40,000	40,000
Volunteer Expense	0	7,500	3,000	5,000
Travel	27,958	37,000	33,000	41,000
Other Professional Service	0	5,000	1,500	5,000
DUI Testing Fees	7,616	6,500	18,000	20,000
Sexual Offender Reg.	1,625	2,000	1,500	2,000
Criminal Seizure Expense	0	500	500	500
Postage & Freight	2,415	3,000	3,500	4,000
Notice Publication	0	100	100	100
Dues & Subscriptions	13,803	10,000	10,000	10,000



**CITY OF BARTLETT
POLICE DEPARTMENT
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Meetings	1,773	4,000	4,000	4,000
Utilities	82,117	95,000	95,000	95,000
Phones - Local	13,856	13,000	14,000	15,000
Cellular Phones	24,440	28,000	28,000	28,000
Data Processing - Software	146	0	0	0
Telecommunication Link	45,565	55,000	52,000	55,000
Shop Allocation	50,000	50,000	50,000	50,000
Vehicle Maintenance	138,572	125,000	135,000	135,000
Equipment Maintenance	7,386	10,000	10,000	10,000
Radio Maintenance	7,204	7,500	7,500	7,500
Computer Maintenance	1,295	0	28	0
Grounds Maintenance	2,488	5,500	5,500	5,500
Building Maintenance	29,391	40,000	38,000	40,000
Office Supplies	16,765	20,000	20,000	20,000
Printing	10,154	12,000	10,000	12,000
Medical Supplies	536	2,500	2,000	20,000
Petroleum Supplies	223,327	250,000	240,000	250,000
Clothing & Uniforms	107,582	119,375	120,000	120,000
Operating Supplies	14,978	26,800	25,000	25,000
Cleaning Supplies	7,086	8,000	7,000	8,000
Small Tools	1,904	8,000	7,000	8,000
Jail Operations	47,654	42,000	50,000	50,000
Public Awareness	3,936	8,076	8,000	8,000
Equipment Leasing	4,072	7,500	7,500	7,500
Property Insurance	10,181	10,181	11,072	11,072
Vehicle & Equip Insurance	69,626	70,000	66,287	66,287
General Liability Insurance	65,501	66,000	69,496	69,496
Tow-In Fees	5,448	7,500	7,500	7,500
Damage Claims	21,174	15,000	10,000	15,000
Miscellaneous Other Expenses	0	1,500	0	0
Total Operations	\$ 1,242,697	\$ 1,287,032	\$ 1,268,983	\$ 1,348,455
Capital				
Communications Equipment	\$ 3,531	\$ 5,000	\$ 0	\$ 0
Data Processing Equipment	2,460	0	0	0
Office Equipment	192	3,000	3,000	3,000
Furniture	22,456	7,500	6,000	7,500
Other Equipment	9,132	15,910	12,000	15,000
Total Capital	\$ 37,771	\$ 31,410	\$ 21,000	\$ 25,500
Total Police Department	\$ 14,356,729	\$ 15,056,404	\$ 15,050,889	\$ 15,397,106

Fire & Ambulance Department

FY 2020 Adopted

City of Bartlett



Summary Revenue/Expenditure Type

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.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Revenues	77,117	54,600	0	0
Salaries	6,029,899	6,360,083	6,248,326	6,453,799
Benefits	3,633,027	3,836,532	3,840,201	3,986,098
Other Personnel	0	1,100	1,000	1,000
Operations	943,972	937,987	933,697	917,960
Capital	179,520	129,000	129,690	164,000
Total	10,709,302	11,210,102	11,152,914	11,522,857

FY 2019 Performance Highlights

In FY 2019, the fire department worked to strengthen the abilities of the department and engage the community. Goals were established early with Resolve Consultants that focused on anchoring the training capabilities of personnel, updating written standards, and improving outcomes by training teenagers CPR. The construction of the fire department training tower has greatly enhanced the department's ability to perform functional training within the Bartlett City limits. Additionally, departmental rules and regulations were updated and in place to create accountability for personnel. In December, The Bartlett Fire Department and community partner, Methodist Hospital, certified over 600 Bartlett High School juniors in CPR. Engaging the community through emergency response and intentional outreach are primary goals of the Bartlett Fire Department. Consistent with years past, the fire department raised money and donated to the needs of community members and charities.

Objective	Performance Measures	FY 2018 Actual	FY 2019 Forecast	FY 2020 Projected
Strengthen firefighter knowledge through education, certifications, and training.	Formal certifications and education	Fire Officer/ Hazmat	Life Safety Educator	Safety Officer/Instructor Coordinator/ Managing Officer
Further develop the Bartlett Fire Department Training Facility	Increase usable functions of training center by adding windows and props	Tower Floors Erected	Windows- BFD Labor	Functional Training Props
Revision and updating of Fire and Medical Standard Operating Guidelines	Revise and update Fire Department Standard Operating Guidelines to reflect current operational needs.	Evaluate current guidelines	Update SOGs (Fire/Medical)	Completed by January 1, 2020
Improve ISO rating	Improve ISO rating from 3 to 2	Create blueprint	Implement action steps	Improve rating by July 1, 2022



**CITY OF BARTLETT
FIRE DEPARTMENT
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues/Grants				
State Fire Training Grant	\$ 36,000	\$ 36,600	\$ 0	\$ 0
Total Department Revenues/Grants	\$ 36,000	\$ 36,600	\$ 0	\$ 0
Personnel				
Supervisor Salaries	\$ 683,344	\$ 694,646	\$ 693,733	\$ 714,583
Employee Wages	3,426,593	3,579,446	3,477,648	3,595,004
Overtime Wages	31,900	78,000	84,996	79,000
Special Hours	36,389	30,000	29,521	30,000
Holiday Pay	151,320	158,928	158,919	162,689
Vacation Pay	29,173	25,000	32,417	30,000
Educational Bonus	69,930	77,520	76,710	70,800
Sick Pay	22,109	15,000	40,823	20,000
Longevity Pay	137,642	148,854	148,073	161,054
FLSA Wages	39,326	50,000	49,002	50,000
Bonus	6,201	5,976	5,524	6,000
Other Personnel Costs	0	600	500	500
Employee Health Insurance	821,639	954,212	957,902	1,042,245
Employee Life Insurance	11,149	13,677	12,414	13,791
Worker's Compensation Insurance	108,372	109,683	109,683	110,455
Retiree Health Insurance	205,338	213,705	208,569	215,479
FICA	336,312	352,312	344,085	353,362
Pension Contribution	607,288	528,356	539,126	486,959
Contributory Retirement Plan	26,078	25,005	34,645	41,566
Total Personnel	\$ 6,750,103	\$ 7,060,920	\$ 7,004,290	\$ 7,183,487
Staffing Level				
<i>Full-Time</i>	<i>72.00</i>	<i>72.00</i>	<i>70.69</i>	<i>72.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	72.00	72.00	70.69	72.00
Operations				
Training	\$ 19,272	\$ 30,000	\$ 30,000	\$ 30,000
State Training Salary Supp	36,000	36,600	0	0
Volunteer Expense	3,525	15,000	15,000	15,000
Travel	4,215	4,800	4,600	4,600
Postage & Freight	190	550	500	500
Dues & Subscriptions	2,596	1,800	1,800	1,800
Meetings	445	650	650	650
Utilities	54,518	60,000	60,000	60,000
Phones - Local	8,465	8,000	8,400	8,400
Cellular Phones	6,607	7,800	7,500	7,600
Shop Allocation	19,000	19,000	19,000	19,000
Vehicle Maintenance	53,973	51,000	78,000	58,000
Equipment Maintenance	9,373	8,400	11,000	11,000
Radio Maintenance	6,809	10,000	9,000	9,000
Grounds Maintenance	4,373	9,800	9,600	9,600
Building Maintenance	49,551	30,000	30,000	30,000
Office Supplies	4,352	5,500	6,000	6,000
Printing	1,022	800	600	600



**CITY OF BARTLETT
FIRE DEPARTMENT
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Christmas Expenses	2,144	2,900	2,275	2,800
Petroleum Supplies	43,083	44,000	44,000	44,000
Clothing & Uniforms	72,561	75,000	75,000	73,000
Operating Supplies	23,784	22,000	20,000	22,000
Chemical Supplies	175	600	500	600
Air Service	2,348	2,300	2,000	2,200
Film & Developing	0	200	200	200
Small Tools	3,489	3,800	3,800	3,800
Fire Hose	5,477	6,000	6,000	6,000
CERT Training Supplies	533	1,400	1,200	1,200
Fire Prevention	3,173	6,000	6,000	6,000
Equipment Leasing	735	4,000	3,800	3,800
Property Insurance	7,501	7,600	7,662	7,500
Vehicle & Equip Insurance	25,461	26,000	26,000	26,000
General Liability Insurance.	18,388	19,000	19,000	19,000
Other Insurance	991	1,900	1,900	1,900
Tow-In Fees	300	1,300	1,200	1,200
Damage Claims	0	1,400	1,400	1,400
Miscellaneous Other Expenses	200	600	600	600
Total Operations	\$ 494,628	\$ 525,700	\$ 514,187	\$ 494,950
Capital				
Building Improvements	\$ 70,035	\$ 65,000	\$ 65,000	\$ 80,000
Data Processing Equipment	967	0	190	0
Furniture	6,126	2,000	2,000	2,000
Other Equipment	43,698	0	5,500	50,000
Total Capital	\$ 120,826	\$ 67,000	\$ 72,690	\$ 132,000
Total Fire Department	\$ 7,329,557	\$ 7,617,020	\$ 7,591,167	\$ 7,810,437



CITY OF BARTLETT AMBULANCE FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues/Grants				
State Fire Training Grant	\$ 12,600	\$ 18,000	\$ 0	\$ 0
Supplemental Ambulance Payment	14,523	0	0	0
Intergovernmental Reimbursement	13,994	0	0	0
Total Department Revenues/Grants	\$ 41,117	\$ 18,000	\$ 0	\$ 0
Personnel				
Supervisor Salaries	\$ 79,100	\$ 78,262	\$ 80,682	\$ 82,296
Employee Wages	1,747,888	1,866,929	1,828,611	1,920,916
Overtime Wages	22,892	30,000	51,455	30,000
Special Hours	1,794	2,800	1,680	2,000
Holiday Pay	75,012	89,632	72,457	87,420
Vacation Pay	14,881	15,000	5,000	20,000
Educational Bonus	7,680	7,440	7,460	9,600
Sick Pay	0	10,000	0	20,000
Longevity Pay	18,747	22,499	22,107	27,075
FLSA Wages	23,667	25,000	26,897	28,000
Bonus	2,928	2,822	2,721	2,800
Other Personnel Costs	0	500	500	500
Employee Health Insurance	364,648	437,028	426,959	453,300
Employee Life Insurance	5,005	6,225	5,702	6,402
Worker's Compensation Insurance	91,660	93,427	93,427	96,171
Retiree Health Insurance	91,349	97,260	95,465	100,037
FICA	144,217	155,716	150,490	160,116
Pension Contribution	183,012	153,995	174,863	172,262
Contributory Retirement Plan	38,344	42,260	38,761	38,515
Total Personnel	\$ 2,912,824	\$ 3,136,795	\$ 3,085,237	\$ 3,257,410
Staffing Level				
<i>Full-Time</i>	<i>32.00</i>	<i>34.00</i>	<i>32.81</i>	<i>34.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	32.00	34.00	32.81	34.00
Operations				
Training	\$ 28,116	\$ 30,000	\$ 30,000	\$ 36,000
State Training Salary Supp	12,600	18,000	0	0
Travel	2,397	3,000	3,000	3,000
Contracted Services	73,449	65,000	78,000	76,000
<i>Ambulance billing service.</i>				
Other Professional Services	7,500	7,500	7,500	7,500
Postage & Freight	269	800	500	600
Dues & Subscriptions	465	400	500	600
Meetings	46	150	150	150
Cellular Phones	7,503	8,500	8,500	8,500
Shop Allocation	10,000	10,000	10,000	10,000
Vehicle Maintenance	58,186	40,000	40,000	40,000
Equipment Maintenance	22,765	30,000	30,000	30,000
Radio Maintenance	164	3,000	3,000	3,000
Office Supplies	320	700	700	700
Printing	0	400	400	400



**CITY OF BARTLETT
AMBULANCE
FY 2020 Adopted Budget**

Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Medical Supplies	114,902	100,072	110,000	110,000
Petroleum Supplies	23,316	28,000	27,000	27,000
Clothing & Uniforms	45,826	44,000	44,000	43,000
Operating Supplies	278	1,000	1,000	1,000
Air Service	5,376	4,800	4,800	4,800
Film & Developing	0	65	60	60
Small Tools	0	200	200	200
Vehicle & Equip Insurance	5,413	6,000	9,000	9,000
General Liability Insurance	8,652	8,700	9,200	9,500
Ambulance Assessment Fees	20,846	0	0	0
Tow-In Fee	0	500	500	500
Damage Claims	957	1,500	1,500	1,500
Total Operations	\$ 449,345	\$ 412,287	\$ 419,510	\$ 423,010
Capital				
Furniture	\$ 0	\$ 2,000	\$ 2,000	\$ 2,000
Other Equipment	58,694	60,000	55,000	30,000
<i>Lucas Mechanical CPR Machines & Life Pak.</i>				
Total Capital	\$ 58,694	\$ 62,000	\$ 57,000	\$ 32,000
Total Ambulance	\$ 3,379,745	\$ 3,593,082	\$ 3,561,747	\$ 3,712,420

Building Codes Enforcement

City of Bartlett



FY 2020 Adopted

Summary Revenue/Expenditure Type

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.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Salaries	593,966	631,390	613,494	658,680
Benefits	280,859	311,062	288,405	301,432
Operations	54,662	69,169	69,368	69,382
Capital	7,164	1,645	1,645	1,645
Total	936,651	1,013,266	972,912	1,031,139

FY 2019 Performance Highlights

Code Enforcement issued 81 new house permits in 2018. As of the first week of January 2019, there have been 2 new house permits issued. Some commercial permits issued during 2018 were Bartlett High School Renovation, Maclin Showroom, Wagner General, Open Arms Care Homes, Peachtree Academy, Auto Zone, Bartlett City Schools Administration Building Renovation, Aldi's Addition, and Bartlett City Schools Bus Lot. Code Enforcement personnel are maintaining their certifications in each of their respected fields through the International Code Council. We have 3 new employees who are working toward their ICC certification.

Objective	Performance Measures	FY 2018 Actual	FY 2019 Forecast	FY 2020 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 2020 Adopted Budget



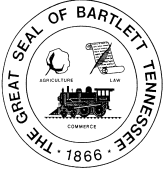
Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 98,145	\$ 100,108	\$ 100,108	\$ 104,129
Employee Wages	456,901	480,350	463,103	485,574
Overtime Wages	0	400	400	400
Special Hours	0	300	300	300
Part-Time	38,920	50,232	49,583	68,277
Vacation Pay	1,052	0	0	0
Educational Bonus	2,880	2,880	2,880	2,880
Longevity Pay	11,564	14,070	12,047	13,147
Bonus	1,120	1,079	907	1,079
Employee Health Insurance	98,220	130,706	114,233	122,693
Employee Life Insurance	1,364	1,857	1,611	1,887
Worker's Compensation Insurance	14,397	14,650	14,650	15,289
Retiree Health Insurance	27,752	29,023	28,161	29,485
FICA	44,401	47,317	45,480	49,027
Pension Contribution	70,985	62,933	59,461	56,715
Contributory Retirement Plan	7,123	6,547	8,975	9,230
Total Personnel	\$ 874,825	\$ 942,452	\$ 901,899	\$ 960,112
Staffing Level				
<i>Full-Time</i>	<i>10.00</i>	<i>10.00</i>	<i>10.00</i>	<i>10.00</i>
<i>Part-Time (converted to FTE)</i>	<i>1.74</i>	<i>1.95</i>	<i>1.73</i>	<i>2.65</i>
Total Full-Time Equivalent (FTE)	11.74	11.95	11.73	12.65
Operations				
Training	\$ 3,082	\$ 6,000	\$ 6,000	\$ 6,000
Travel	1,197	1,500	1,500	1,500
Other Professional Service	259	300	300	300
Postage & Freight	5,925	11,500	11,500	11,500
Dues & Subscriptions	619	600	720	720
Meetings	506	500	500	500
Phones - Local	3,289	3,220	3,384	3,384
Cellular Phones	4,633	4,968	4,968	4,968
Shop Allocation	3,700	3,700	3,700	3,700
Vehicle Maintenance	5,412	4,000	4,000	4,000
Radio Maintenance	0	500	500	500
Office Supplies	3,243	4,000	4,000	4,000
Printing	2,529	4,000	4,000	4,000
Petroleum Supplies	12,008	14,000	14,000	14,000
Clothing & Uniforms	1,937	2,250	2,500	2,500
Operating Supplies	250	300	300	300
Small Tools	198	300	300	300
Equipment Rental	0	500	500	500
Equipment Leasing	851	1,000	1,000	1,000
Vehicle & Equip Insurance	2,960	2,960	2,955	2,960
General Liability Insurance	1,921	1,921	1,591	1,600
Storage Fees	144	150	150	150
Damage Claims	0	1,000	1,000	1,000
Total Operations	\$ 54,662	\$ 69,169	\$ 69,368	\$ 69,382



CITY OF BARTLETT
BUILDING CODES ENFORCEMENT
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Capital				
Building Improvements	\$ 6,200	\$ 0	\$ 0	\$ 0
Communications Equipment	964	1,145	1,145	1,145
Furniture	0	500	500	500
Total Capital	\$ 7,164	\$ 1,645	\$ 1,645	\$ 1,645
Total Building Codes Enforcement	\$ 936,651	\$ 1,013,266	\$ 972,912	\$ 1,031,139



City of Bartlett

Full-Time Authorized Personnel Positions

Public Works Administration

Public Works Director	1
Assistant Director	1
Administrative Secretary	1
Skill Clerk	1
General Clerk	<u>1</u>
Total P.W. Administration	<u>5</u>

Public Works City Shop

Manager	1
Mechanic	9
Custodial	<u>1</u>
Parts Manager	1
Skill Clerk	<u>1</u>
Total P.W. City Shop	<u>13</u>

Public Works General Maintenance

Supervisor	1
Custodial	1
Driver	<u>11</u>
Foreman	3
Sign Technician	1
Utility Worker	<u>4</u>
Total P.W. General Maintenance	<u>21</u>

Public Works General Services

Manager	1
Building Tech.	2
Utility	<u>1</u>
Total P.W. General Services	<u>4</u>

Public Works Grounds Maintenance

Manager	1
Driver	7
Foreman	5
Supervisor	<u>1</u>
Total P.W. Grounds Maintenance	<u>14</u>

Public Works Animal Control

Manager	1
Animal Control Officer	4
General Clerk	1
Foreman	1
Utility	<u>1</u>
Total P.W. Animal Control	<u>8</u>

Engineering Administration

Engineering Director	1
Assistant City Engineer	1
Administrative Secretary	<u>1</u>
Total Engin. Administration	<u>3</u>

PUBLIC WORKS/ ENGINEERING FY 2020 Adopted Budget

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 increased by \$590,149 (9.61%) over the FY 2019 Projection. City Shop added 1 custodial position while 3 driver positions were added in General Maintenance. There was no other staffing changes. FY 2020 budget included a career ladder pay increase and a general 2% salary increase for full-time employees.

Summary Revenue/Expenditure Type

<u>Category</u>	<u>FY 2018 Actual</u>	<u>FY 2019 Revised</u>	<u>FY 2019 Projection</u>	<u>FY 2020 Adopted</u>
Revs/Recvrs	475,411	486,225	501,225	501,225
Salaries	3,274,085	3,438,184	3,341,611	3,610,388
Benefits	1,829,095	1,883,984	1,842,795	2,029,945
Other Personnel	239,619	269,000	255,499	241,000
Operations	1,018,020	1,182,141	1,157,812	1,310,311
Capital	<u>31,769</u>	<u>35,225</u>	<u>43,978</u>	<u>40,200</u>
Total	<u>5,917,177</u>	<u>6,322,309</u>	<u>6,140,470</u>	<u>6,730,619</u>

Engineering and Inspection

Engineer	1
Traffic Engineer	1
Construction Inspector	3
Manager GIS	<u>1</u>
Total Engin. and Inspection	<u>6</u>

TOTAL PUBLIC WORKS/ENGINEERING	<u>74</u>



CITY OF BARTLETT
PUBLIC WORKS BUDGET SUMMARY
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues				
Weed Cutting Fees	\$ 30,858	\$ 35,000	\$ 50,000	\$ 50,000
Animal Shelter Donations	15,976	12,000	12,000	12,000
Animal Shelter Boarding	1,000	1,400	1,400	1,400
Animal Shelter Capture Fee	7,385	7,500	7,500	7,500
Animal Shelter Adoption	37,948	40,000	40,000	40,000
Animal Shelter City License	36,665	40,000	40,000	40,000
Animal Shelter Miscellaneous Revenues	11,940	25,000	25,000	25,000
Shop Expense Allocation	333,640	325,325	325,325	325,325
Total Department Revenues	\$ 475,411	\$ 486,225	\$ 501,225	\$ 501,225
Personnel				
Supervisor Salaries	\$ 470,603	\$ 471,388	\$ 450,185	\$ 463,729
Employee Wages	2,132,839	2,186,299	2,134,315	2,346,350
Overtime Wages	78,890	83,300	75,150	81,300
Special Hours	15,300	15,600	15,600	15,600
Contracted Services	239,619	269,000	255,499	241,000
Part-Time	26,195	35,693	32,797	35,693
Vacation Pay	38,095	0	12,351	0
Educational Bonus	9,720	15,120	11,880	18,240
Sick Pay	37,017	0	19,746	0
Longevity Pay	52,761	60,091	48,101	50,170
Bonus	5,253	5,229	5,112	5,561
Employee Health Insurance	590,346	711,701	659,722	819,908
Employee Life Insurance	6,940	8,505	7,682	8,980
Worker's Compensation Insurance	122,571	124,793	124,793	128,578
Retiree Health Insurance	130,074	132,884	129,208	140,299
FICA	204,779	205,760	198,769	214,734
Pension Contribution	339,860	285,722	278,048	277,462
Contributory Retirement Plan	31,499	30,840	39,303	41,206
Total Personnel	\$ 4,532,363	\$ 4,641,925	\$ 4,498,261	\$ 4,888,810
Staffing Level				
<i>Full-Time</i>	<i>59.24</i>	<i>61.00</i>	<i>59.26</i>	<i>65.00</i>
<i>Part-Time (converted to FTE)</i>	<i>1.29</i>	<i>1.50</i>	<i>1.29</i>	<i>1.50</i>
Total Full-Time Equivalent (FTE)	60.53	62.50	60.55	66.50
Operations				
Training	\$ 3,281	\$ 7,450	\$ 4,200	\$ 7,100
Travel	2,268	2,450	2,777	4,750
Professional Services	24,700	29,000	27,000	29,000
Other Professional Service	9,502	10,000	5,000	10,000
Postage & Freight	296	300	150	200
Dues & Subscriptions	23,353	16,345	15,434	15,550
Employee Appreciation	3,326	4,700	5,122	5,500
Utilities	35,841	37,300	34,318	36,500
Phones - Local	7,483	7,166	5,545	7,166
Cellular Phones	9,811	9,620	9,088	9,500
Data Processing Software	1,500	0	0	0
Shop Allocation	97,500	97,500	97,500	97,500



CITY OF BARTLETT
PUBLIC WORKS BUDGET SUMMARY
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Vehicle Maintenance	94,789	91,300	93,800	94,300
Equipment Maintenance	56,413	63,250	58,700	138,250
Radio Maintenance	800	0	0	0
Grounds Maintenance	84,580	117,300	116,925	122,300
Building Maintenance	12,951	29,750	28,550	61,300
Fuel System Maintenance	139	0	0	0
Street Painting & Signs	39,456	35,000	35,000	35,000
Office Supplies	6,564	6,650	6,650	6,750
Printing	1,645	1,400	1,400	1,400
Medical Supplies	39,373	50,000	44,000	50,000
Petroleum Supplies	132,216	123,700	129,400	144,100
Clothing & Uniforms	21,470	20,400	20,100	21,350
Operating Supplies	42,231	49,400	46,413	49,550
Cleaning Supplies	7,652	8,200	8,200	8,700
Fill Sand, Dirt & Gravel	10,418	10,000	10,000	10,000
Asphalt	111,649	175,000	175,000	150,000
Concrete & Brick	7,116	10,000	10,000	10,000
Miscellaneous Shop Parts	4,301	2,400	2,400	2,400
Small Tools	9,257	15,300	14,879	15,500
Pipe & Materials-System Ma	6,938	12,000	12,000	12,000
Miscellaneous Supplies	4,032	5,500	5,400	5,500
Equipment Rental	0	500	56	500
Street Barricade & Equip. Rental	0	1,800	1,800	1,800
Equipment Leasing	2,691	3,820	2,920	3,245
Property Insurance	4,775	5,000	5,022	5,000
Vehicle & Equip Insurance	24,587	24,950	26,841	26,650
General Liability Insurance	11,235	11,400	9,333	11,400
Credit Card Vendor Fees	2,322	2,700	2,700	2,700
State Fees	1,182	1,500	1,200	4,200
Cash Over/Short	0	100	0	100
Animal Control Fees	1,683	1,800	1,600	1,800
Damage Claims	3,903	5,000	500	5,000
Miscellaneous Other Expenses	518	1,000	600	1,000
Total Operations	\$ 965,746	\$ 1,107,951	\$ 1,077,522	\$ 1,224,561
Capital				
Fencing & Landscaping	\$ 0	\$ 800	\$ 800	\$ 4,000
Building Improvements	7,371	0	0	0
Communications Equipment	0	1,050	0	400
Office Equipment	44	0	0	0
Furniture	2,298	875	900	600
Other Equipment	22,057	32,500	42,278	34,700
Total Capital	\$ 31,769	\$ 35,225	\$ 43,978	\$ 39,700
TOTAL PUBLIC WORKS	\$ 5,054,467	\$ 5,298,876	\$ 5,118,536	\$ 5,651,846

Public Works Summary

FY 2020 Adopted

Summary Revenue/Expenditure Type

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 distribution and wastewater collections. Other non-maintenance responsibilities include solid waste collection, recycling, meter reading and animal control.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Revs/Recvrs	475,411	486,225	501,225	501,225
Salaries	2,723,828	2,792,280	2,708,047	2,942,672
Benefits	1,568,916	1,580,645	1,534,715	1,705,138
Other Personnel	239,619	269,000	255,499	241,000
Operations	965,746	1,107,951	1,077,522	1,224,561
Capital	31,769	35,225	43,978	39,700
Total	5,054,467	5,298,876	5,118,536	5,651,846

FY 2019 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 2018 Actual	FY 2019 Forecast	FY 2020 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	2604	2700	2775
To establish standards by cleaning streets and maintain right-of-ways	Lane miles of roadway in Bartlett	698	900	1125
Maintain the City's street, drainage systems, and traffic signs.	# of repairs to Drainage structures, streets, and traffic signs.	1348	1356	1400
Provide a safe and harmonious coexistence for pets and residents.	# of animals adopted out or returned to their owners	726	1040	1000



CITY OF BARTLETT
PUBLIC WORKS ADMINISTRATION
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 200,037	\$ 195,380	\$ 199,263	\$ 207,209
Employee Wages	117,364	104,184	103,107	111,396
Overtime Wages	44	300	150	300
Vacation Pay	18,509	0	0	0
Sick Pay	37,017	0	0	0
Longevity Pay	15,379	15,820	11,955	12,433
Bonus	431	415	412	415
Employee Health Insurance	42,766	50,602	44,702	48,024
Employee Life Insurance	828	959	897	1,020
Worker's Compensation Insurance	1,206	1,174	1,174	1,227
Retiree Health Insurance	15,870	14,978	15,118	15,930
FICA	28,808	23,134	23,017	24,318
Pension Contribution	48,826	38,342	36,617	35,069
Contributory Retirement Plan	1,323	1,284	3,285	3,405
Total Personnel	\$ 528,408	\$ 446,572	\$ 439,697	\$ 460,746
Staffing Level				
<i>Full-Time</i>	<i>5.00</i>	<i>5.00</i>	<i>4.97</i>	<i>5.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	5.00	5.00	4.97	5.00
Operations				
Training	\$ 558	\$ 500	\$ 400	\$ 2,000
Travel	927	1,000	1,500	3,200
Postage & Freight	296	300	150	200
Dues & Subscriptions	554	700	600	750
Employee Appreciation	3,326	4,700	5,122	5,500
Utilities	11,152	10,500	9,818	10,500
Phones - Local	1,846	1,500	0	1,500
Cellular Phones	2,683	2,500	2,388	2,500
Shop Allocation	97,500	97,500	97,500	97,500
Vehicle Maintenance	901	1,300	1,300	1,300
Equipment Maintenance	55	250	200	250
Grounds Maintenance	1,310	800	725	800
Building Maintenance	600	350	550	600
Office Supplies	1,578	1,500	1,500	1,500
Printing	488	400	400	400
Petroleum Supplies	5,416	4,000	6,000	6,600
Clothing & Uniforms	448	400	400	500
Operating Supplies	1,460	400	513	550
Fill Sand, Dirt & Gravel	70	0	0	0
Equipment Leasing	576	825	200	250
Property Insurance	1,144	1,200	1,167	1,200
Vehicle & Equip Insurance	922	950	950	950
General Liability Insurance	1,198	1,200	1,200	1,200
Miscellaneous Other Expenses	518	1,000	600	1,000
Total Operations	\$ 135,527	\$ 133,775	\$ 133,183	\$ 140,750



CITY OF BARTLETT
PUBLIC WORKS ADMINISTRATION
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Capital				
Communications Equipment	\$ 0	\$ 350	\$ 0	\$ 0
Furniture	0	375	400	600
Total Capital	\$ 0	\$ 725	\$ 400	\$ 600
Total Public Works Administration	\$ 663,935	\$ 581,072	\$ 573,280	\$ 602,096



CITY OF BARTLETT
CITY SHOP
FY 2020 Adopted Budget

Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues				
Shop Expense Allocation	\$ 333,640	\$ 325,325	\$ 325,325	\$ 325,325
Total Department Revenues	\$ 333,640	\$ 325,325	\$ 325,325	\$ 325,325
Personnel				
Supervisor Salaries	\$ 65,488	\$ 64,794	\$ 66,798	\$ 68,134
Employee Wages	461,837	486,221	485,967	532,168
Overtime Wages	31,789	40,000	38,000	40,000
Special Hours	5,200	5,200	5,200	5,200
Contracted Services	26,521	28,000	24,999	0
Vacation Pay	3,570	0	0	0
Educational Bonus	8,160	13,680	9,000	13,680
Longevity Pay	4,021	7,083	7,054	7,271
Bonus	947	996	989	1,079
Employee Health Insurance	118,468	136,985	139,446	170,389
Employee Life Insurance	1,419	1,763	1,648	1,914
Worker's Compensation Insurance	19,969	19,606	19,606	21,232
Retiree Health Insurance	26,366	27,551	27,638	29,913
FICA	41,554	44,398	43,441	47,370
Pension Contribution	52,617	43,077	48,592	48,681
Contributory Retirement Plan	12,408	12,166	11,955	12,527
Total Personnel	\$ 880,333	\$ 931,520	\$ 930,333	\$ 999,558
<u>Staffing Level</u>				
<i>Full-Time</i>	<i>11.47</i>	<i>12.00</i>	<i>11.43</i>	<i>13.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	11.47	12.00	11.43	13.00
Operations				
Training	\$ 578	\$ 1,800	\$ 1,200	\$ 1,500
Dues & Subscriptions	22,354	15,000	14,000	14,000
<i>Annual subscriptions for diagnostic software for Ford & Dodge, All Data, Identifix, Diamond Iris, Allison.</i>				
Utilities	9,774	9,000	8,500	9,000
Local Phones	1,332	1,033	1,112	1,033
Cellular Phones	1,141	1,000	1,000	1,000
Data Processing Software	1,500	0	0	0
Vehicle Maintenance	6,395	5,000	5,000	5,000
Equipment Maintenance	4,062	4,000	4,000	4,000
Building Maintenance	5,294	11,700	11,000	8,500
Fuel System Maintenance	139	0	0	0
Office Supplies	1,893	2,000	2,000	2,000
Petroleum Supplies	6,940	5,300	7,000	7,500
Clothing & Uniforms	6,291	6,000	6,000	6,350
Operating Supplies	8,610	10,000	9,000	10,000
Cleaning Supplies	2,311	2,000	2,000	2,000
Miscellaneous Shop Parts	4,301	2,400	2,400	2,400
Small Tools	1,844	2,700	2,700	2,700
Miscellaneous Supplies	4,032	5,200	5,200	5,200
Equipment Leasing	1,284	1,800	1,600	1,800
Property Insurance	2,030	2,100	2,221	2,100



**CITY OF BARTLETT
CITY SHOP
FY 2020 Adopted Budget**

Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Vehicle & Equip Insurance	2,670	2,700	2,758	2,700
General Liability Insurance	2,075	2,100	1,612	2,100
Total Operations	\$ 96,847	\$ 92,833	\$ 90,303	\$ 90,883
Capital				
Office Equipment	\$ 44	\$ 0	\$ 0	\$ 0
Furniture	498	500	500	0
Other Equipment	0	12,000	11,000	8,500
<i>New metal cutting bandsaw - \$6,500, Two new cooling fans for shop area - \$2,000.</i>				
Total Capital	\$ 542	\$ 12,500	\$ 11,500	\$ 8,500
Total City Shop	\$ 644,083	\$ 711,528	\$ 706,811	\$ 773,616



**CITY OF BARTLETT
GENERAL MAINTENANCE
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Employee Wages	\$ 675,033	\$ 683,937	\$ 646,459	\$ 762,802
Overtime Wages	26,877	19,000	17,000	19,000
Special Hours	5,100	5,200	5,200	5,200
Vacation Pay	4,842	0	2,454	0
Longevity Pay	13,162	15,271	11,908	11,455
Bonus	1,550	1,494	1,484	1,743
Employee Health Insurance	177,090	203,246	190,066	280,641
Employee Life Insurance	1,810	2,189	1,928	2,441
Worker's Compensation Insurance	42,493	44,040	44,040	46,518
Retiree Health Insurance	33,752	34,197	32,307	38,140
FICA	50,842	51,448	47,639	56,749
Pension Contribution	103,207	88,024	82,845	89,571
Contributory Retirement Plan	2,902	2,760	5,537	6,150
Total Personnel	\$ 1,138,660	\$ 1,150,806	\$ 1,088,867	\$ 1,320,410

Staffing Level

Full-Time	17.73	18.00	17.63	21.00
Part-Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Full-Time Equivalent (FTE)	17.73	18.00	17.63	21.00

Operations

Training	\$ 1,377	\$ 1,000	\$ 600	\$ 1,000
Travel	349	450	100	250
Other Professional Service	9,280	8,000	4,000	8,000
Dues & Subscriptions	135	200	194	200
Phones - Local	2,997	2,700	2,500	2,700
Cellular Phones	1,289	900	1,300	1,300
Vehicle Maintenance	42,906	42,000	35,000	40,000
Equipment Maintenance	28,088	22,000	22,000	22,000
Radio Maintenance	126	0	0	0
Building Maintenance	2,156	3,200	3,000	18,000
Street Painting & Signs	39,456	35,000	35,000	35,000
Office Supplies	565	650	650	650
Petroleum Supplies	33,870	40,000	35,000	40,000
Clothing & Uniforms	6,435	5,500	6,000	6,400
Operating Supplies	13,063	16,000	16,000	16,000
Cleaning Supplies	1,191	1,200	1,200	1,200
Fill Sand, Dirt & Gravel	10,348	10,000	10,000	10,000
Asphalt	111,649	175,000	175,000	150,000
Concrete & Brick	7,116	10,000	10,000	10,000
Small Tools	513	1,500	1,500	1,500
Pipe & Materials-System Maintenance	6,938	12,000	12,000	12,000
Equipment Rental	0	500	56	500
Street Barricade & Equip. Rental	0	1,800	1,800	1,800
Equipment Leasing	143	200	200	200
Vehicle & Equip Insurance	10,109	10,200	10,981	11,000
General Liability Insurance	2,999	3,000	2,448	3,000



**CITY OF BARTLETT
GENERAL MAINTENANCE
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Damage Claims	2,283	2,500	0	2,500
Total Operations	\$ 335,382	\$ 405,500	\$ 386,529	\$ 395,200
Capital				
Fencing & Landscaping	\$ 0	\$ 800	\$ 800	\$ 4,000
Communications Equipment	0	300	0	0
Total Capital	\$ 0	\$ 1,100	\$ 800	\$ 4,000
Total General Maintenance	\$ 1,474,042	\$ 1,557,406	\$ 1,476,196	\$ 1,719,610



**CITY OF BARTLETT
GENERAL SERVICES
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 83,864	\$ 86,260	\$ 57,167	\$ 58,407
Employee Wages	128,313	132,849	122,139	129,614
Overtime Wages	7,051	8,000	7,000	8,000
Contracted Services	333	1,000	500	1,000
Vacation Pay	0	0	9,897	0
Sick Pay	0	0	19,746	0
Longevity Pay	6,062	6,226	1,741	2,240
Bonus	344	332	330	332
Employee Health Insurance	34,541	40,018	39,678	42,958
Employee Life Insurance	574	701	509	602
Worker's Compensation Insurance	11,471	11,848	11,848	9,781
Retiree Health Insurance	10,609	10,955	8,965	9,401
FICA	16,677	17,128	15,882	14,344
Pension Contribution	30,815	26,631	17,738	15,899
Contributory Retirement Plan	1,615	1,444	3,271	3,723
Total Personnel	\$ 332,268	\$ 343,392	\$ 316,411	\$ 296,301
Staffing Level				
<i>Full-Time</i>	<i>4.00</i>	<i>4.00</i>	<i>3.88</i>	<i>4.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	4.00	4.00	3.88	4.00
Operations				
Training	\$ 52	\$ 2,250	\$ 600	\$ 1,200
Dues & Subscriptions	45	45	45	0
Cellular Phones	2,191	2,100	1,700	1,800
Vehicle Maintenance	2,444	4,000	3,500	4,000
Building Maintenance	161	0	0	0
Office Supplies	592	500	500	500
Petroleum Supplies	6,581	5,400	5,400	6,000
Clothing & Uniforms	1,157	1,200	1,200	1,400
Operating Supplies	3,495	4,000	4,000	4,000
Small Tools	2,281	3,300	3,300	3,800
Vehicle & Equip Insurance	1,341	1,400	1,367	1,400
General Liability Insurance	708	800	580	800
Total Operations	\$ 21,048	\$ 24,995	\$ 22,192	\$ 24,900
Capital				
Communications Equipment	\$ 0	\$ 200	\$ 0	\$ 200
Other Equipment	469	500	494	1,200
Total Capital	\$ 469	\$ 700	\$ 494	\$ 1,400
Total General Services	\$ 353,785	\$ 369,087	\$ 339,097	\$ 322,601



CITY OF BARTLETT GROUND MAINTENANCE FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues				
Weed Cutting Fees	\$ 30,858	\$ 35,000	\$ 50,000	\$ 50,000
Total Department Revenues	\$ 30,858	\$ 35,000	\$ 50,000	\$ 50,000
Personnel				
Supervisor Salaries	\$ 64,550	\$ 64,794	\$ 66,798	\$ 68,134
Employee Wages	493,712	513,170	505,631	528,786
Overtime Wages	4,584	4,000	4,000	4,000
Contracted Services	212,766	240,000	230,000	240,000
Vacation Pay	7,442	0	0	0
Education Bonus	1,560	1,440	2,880	2,880
Longevity Pay	9,829	11,432	11,203	11,996
Bonus	1,206	1,162	1,072	1,162
Employee Health Insurance	128,805	165,602	141,432	165,535
Employee Life Insurance	1,473	1,849	1,718	1,904
Worker's Compensation Insurance	36,114	36,833	36,833	38,002
Retiree Health Insurance	27,913	28,898	28,621	29,744
FICA	41,339	42,309	41,895	43,662
Pension Contribution	65,243	53,936	56,361	54,357
Contributory Retirement Plan	8,748	9,635	10,285	10,331
Total Personnel	\$ 1,105,284	\$ 1,175,060	\$ 1,138,729	\$ 1,200,493
<u>Staffing Level</u>				
<i>Full-Time</i>	<i>13.75</i>	<i>14.00</i>	<i>13.35</i>	<i>14.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>13.75</i>	<i>14.00</i>	<i>13.35</i>	<i>14.00</i>
Operations				
Training	\$ 526	\$ 1,500	\$ 1,000	\$ 1,000
Travel	44	0	0	0
Dues & Subscriptions	45	0	194	200
Utilities	5,870	6,000	6,000	6,000
Phones-Local	1,046	1,033	1,033	1,033
Cellular Phones	1,318	1,600	1,500	1,500
Vehicle Maintenance	38,885	35,000	45,000	40,000
Equipment Maintenance	21,793	34,000	30,000	34,000
Radio Maintenance	575	0	0	0
Grounds Maintenance	82,212	115,000	115,000	115,000
Building Maintenance	2,198	12,500	12,000	27,000
Office Supplies	510	500	500	500
Petroleum Supplies	52,027	48,000	52,000	57,000
Clothing & Uniforms	5,310	4,500	4,500	4,500
Operating Supplies	7,955	10,000	8,900	10,000
Small Tools	4,620	7,000	6,500	7,000
Equipment Leasing	148	220	220	220
Property Insurance	677	700	690	700
Vehicle & Equip Insurance	7,011	7,100	8,065	8,000
General Liability Insurance	2,792	2,800	2,304	2,800



**CITY OF BARTLETT
GROUND MAINTENANCE
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Damage Claims	1,619	2,000	500	2,000
Total Operations	\$ 237,181	\$ 289,453	\$ 295,906	\$ 318,453
Capital				
Other Equipment	\$ 0	\$ 16,000	\$ 27,284	\$ 18,500
<i>1 - Grasshopper Zero Turn Mower \$15,000; 1</i>				
Total Capital	\$ 0	\$ 16,000	\$ 27,284	\$ 18,500
Total Ground Maintenance	\$ 1,311,608	\$ 1,445,513	\$ 1,411,919	\$ 1,487,446



**CITY OF BARTLETT
ANIMAL CONTROL
FY 2020 Adopted Budget**

Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues				
Animal Shelter Donations	\$ 15,976	\$ 12,000	\$ 12,000	\$ 12,000
Animal Shelter Boarding	1,000	1,400	1,400	1,400
Animal Shelter Capture Fee	7,385	7,500	7,500	7,500
Animal Shelter Adoption	37,948	40,000	40,000	40,000
Animal Shelter City License	36,665	40,000	40,000	40,000
Animal Shelter Miscellaneous Revenues	11,940	25,000	25,000	25,000
Total Department Revenues	\$ 110,914	\$ 125,900	\$ 125,900	\$ 125,900
Personnel				
Supervisor Salaries	\$ 56,664	\$ 60,160	\$ 60,159	\$ 61,845
Employee Wages	256,580	265,938	271,012	281,584
Overtime Wages	8,545	12,000	9,000	10,000
Special Hours	5,000	5,200	5,200	5,200
Part-Time	26,195	35,693	32,797	35,693
Vacation Pay	3,732	0	0	0
Education Bonus	0	0	0	1,680
Longevity Pay	4,309	4,259	4,240	4,775
Bonus	775	830	825	830
Employee Health Insurance	88,675	115,248	104,398	112,361
Employee Life Insurance	837	1,044	982	1,099
Worker's Compensation Insurance	11,318	11,292	11,292	11,818
Retiree Health Insurance	15,564	16,305	16,559	17,171
FICA	25,560	27,343	26,895	28,291
Pension Contribution	39,152	35,712	35,895	33,885
Contributory Retirement Plan	4,502	3,551	4,970	5,070
Total Personnel	\$ 547,409	\$ 594,575	\$ 584,224	\$ 611,302
Staffing Level				
<i>Full-Time</i>	<i>7.29</i>	<i>8.00</i>	<i>8.00</i>	<i>8.00</i>
<i>Part-Time (converted to FTE)</i>	<i>1.29</i>	<i>1.50</i>	<i>1.29</i>	<i>1.50</i>
Total Full-Time Equivalent (FTE)	8.58	9.50	9.29	9.50
Operations				
Training	\$ 190	\$ 400	\$ 400	\$ 400
Travel	949	1,000	1,177	1,300
Professional Services	24,700	29,000	27,000	29,000
Other Professional Service	222	2,000	1,000	2,000
Dues & Subscriptions	220	400	400	400
Utilities	9,045	11,800	10,000	11,000
Phones - Local	262	900	900	900
Cellular Phones	1,188	1,520	1,200	1,400
Vehicle Maintenance	3,258	4,000	4,000	4,000
Equipment Maintenance	2,415	3,000	2,500	78,000
<i>Repair Incinerator which is 20 years old.</i>				
Grounds Maintenance	1,058	1,500	1,200	6,500
Building Maintenance	2,640	2,000	2,000	7,200
Office Supplies	1,424	1,500	1,500	1,600
Printing	1,157	1,000	1,000	1,000
Medical Supplies	39,373	50,000	44,000	50,000



**CITY OF BARTLETT
ANIMAL CONTROL
FY 2020 Adopted Budget**

Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Petroleum Supplies	27,382	21,000	24,000	27,000
Clothing & Uniforms	1,830	2,800	2,000	2,200
Operating Supplies	7,647	9,000	8,000	9,000
Cleaning Supplies	4,151	5,000	5,000	5,500
Small Tools	0	800	879	500
Miscellaneous Supplies	0	300	200	300
Equipment Leasing	540	775	700	775
Property Insurance	924	1,000	944	1,000
Vehicle & Equip Insurance	2,534	2,600	2,720	2,600
General Liability Insurance	1,463	1,500	1,189	1,500
Credit Card Vendor Fees	2,322	2,700	2,700	2,700
State Fees	1,182	1,500	1,200	4,200
Cash Over/Short	0	100	0	100
Animal Control Fees	1,683	1,800	1,600	1,800
Damage Claims	0	500	0	500
Total Operations	\$ 139,760	\$ 161,395	\$ 149,409	\$ 254,375
Capital				
Building Improvements	\$ 7,371	\$ 0	\$ 0	\$ 0
Communications Equipment	0	200	0	200
Furniture	1,800	0	0	0
Other Equipment	21,588	4,000	3,500	6,500
<i>Bone Crusher 3.3k; Cat Atrium 2k; Cover for Horse Trailer 1.2k.</i>				
Total Capital	\$ 30,759	\$ 4,200	\$ 3,500	\$ 6,700
Total Animal Control	\$ 607,014	\$ 634,270	\$ 611,233	\$ 746,477

Engineering Summary

FY 2020 Adopted

Summary Revenue/Expenditure Type

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).

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Salaries	550,256	645,904	633,564	667,716
Benefits	260,180	303,339	308,080	324,807
Operations	52,274	74,190	80,290	85,750
Capital	0	0	0	500
Total	862,710	1,023,433	1,021,934	1,078,773

FY 2019 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 2018 Actual	FY 2019 Forecast	FY 2020 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 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 244,905	\$ 276,650	\$ 274,734	\$ 288,872
Employee Wages	302,560	362,954	352,530	372,544
Overtime Wages	2,791	6,300	6,300	6,300
Education Bonus	1,820	1,920	1,920	1,920
Longevity Pay	20,260	22,185	21,891	23,789
Bonus	689	747	742	747
Employee Health Insurance	84,092	116,424	118,345	131,338
Employee Life Insurance	1,414	2,046	1,869	2,116
Worker's Compensation Insurance	5,867	7,745	7,745	7,967
Retiree Health Insurance	27,373	31,980	31,363	33,071
FICA	42,370	49,528	48,047	50,580
Pension Contribution	69,176	60,330	66,116	62,546
Contributory Retirement Plan	7,119	10,434	10,042	10,733
Total Personnel	\$ 810,436	\$ 949,243	\$ 941,644	\$ 992,523
Staffing Level				
<i>Full-Time</i>	<i>7.62</i>	<i>9.00</i>	<i>8.80</i>	<i>9.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	7.62	9.00	8.80	9.00
Operations				
Training	\$ 782	\$ 3,200	\$ 3,200	\$ 3,200
Travel	729	2,800	2,800	2,800
Other Professional Service	391	7,000	7,000	7,000
Postage & Freight	720	900	500	900
Dues & Subscriptions	3,524	2,400	2,400	2,400
Meetings	64	200	200	200
Phones - Local	3,472	3,600	3,600	3,600
Cellular Phones	5,172	5,000	5,100	5,700
Shop Allocation	3,890	3,890	3,890	4,200
Vehicle Maintenance	2,556	4,900	8,000	8,000
Equipment Maintenance	1,592	4,600	6,200	6,700
Building Maintenance	1,866	3,500	5,500	8,000
Office Supplies	2,255	3,300	3,000	3,400
Printing	2,767	3,500	3,000	3,000
Petroleum Supplies	8,873	10,000	10,000	10,000
Clothing & Uniforms	978	1,150	1,150	1,150
Operating Supplies	1,136	1,850	1,850	1,950
Small Tools	363	100	100	350
Equipment Leasing	679	1,300	1,300	1,300
Property Insurance	3,111	3,200	3,700	3,700
Vehicle & Equip Insurance	2,803	2,900	2,900	2,900
General Liability Insurance	1,862	2,100	2,100	2,100
State Fees	2,409	2,100	2,100	2,500
License Fees	280	700	700	700
Total Operations	\$ 52,274	\$ 74,190	\$ 80,290	\$ 85,750



CITY OF BARTLETT
ENGINEERING BUDGET SUMMARY
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Capital				
Data Processing Equipment	\$ 0	\$ 0	\$ 0	\$ 500
Total Capital	\$ 0	\$ 0	\$ 0	\$ 500
TOTAL ENGINEERING	\$ 862,710	\$ 1,023,433	\$ 1,021,934	\$ 1,078,773



CITY OF BARTLETT
ENGINEERING ADMINISTRATION
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 193,510	\$ 207,904	\$ 206,100	\$ 216,221
Employee Wages	48,693	50,620	50,620	51,632
Overtime Wages	0	300	300	300
Education Bonus	720	720	720	720
Longevity Pay	8,637	8,925	8,987	10,264
Bonus	258	249	247	247
Employee Health Insurance	32,363	38,808	38,792	41,657
Employee Life Insurance	584	827	764	857
Worker's Compensation Insurance	1,112	1,115	1,115	1,162
Retiree Health Insurance	12,110	12,926	12,836	13,393
FICA	18,743	19,831	19,712	20,547
Pension Contribution	26,760	23,415	25,394	23,951
Contributory Retirement Plan	4,549	4,564	4,654	4,839
Total Personnel	\$ 348,038	\$ 370,204	\$ 370,241	\$ 385,790
Staffing Level				
<i>Full-Time</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	3.00	3.00	3.00	3.00
Operations				
Training	\$ 372	\$ 2,000	\$ 2,000	\$ 2,000
Travel	0	1,300	1,300	1,300
Other Professional Service	261	4,500	4,500	4,500
Postage & Freight	713	900	500	900
Dues & Subscriptions	1,201	1,200	1,200	1,200
Meetings	64	100	100	100
Phones - Local	1,147	1,200	1,200	1,200
Cellular Phones	1,872	2,000	1,400	2,000
Shop Allocation	890	890	890	1,200
Vehicle Maintenance	1,662	2,500	5,000	5,000
Equipment Maintenance	73	2,900	4,500	5,000
Building Maintenance	1,027	2,000	4,000	5,000
Office Supplies	618	800	500	800
Printing	424	500	0	0
Petroleum Supplies	8,873	10,000	10,000	10,000
Clothing & Uniforms	213	250	250	250
Operating Supplies	61	150	150	150
Small Tools	0	0	0	150
Equipment Leasing	679	1,300	1,300	1,300
Vehicle & Equip Insurance	958	1,000	1,000	1,000
General Liability Insurance	811	900	900	900
State Fees	2,409	2,100	2,100	2,500
License Fees	280	700	700	700
Total Operations	\$ 24,607	\$ 39,190	\$ 43,490	\$ 47,150



**CITY OF BARTLETT
ENGINEERING ADMINISTRATION
FY 2020 Adopted Budget**



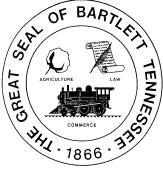
Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Capital				
Furniture	\$ 0	\$ 0	\$ 0	\$ 500
Total Capital	\$ 0	\$ 0	\$ 0	\$ 500
Total Engineering Administration	\$ 372,645	\$ 409,394	\$ 413,731	\$ 433,440



CITY OF BARTLETT
ENGINEERING & INSPECTION
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 51,396	\$ 68,746	\$ 68,634	\$ 72,651
Employee Wages	253,867	312,334	301,910	320,912
Overtime Wages	2,791	6,000	6,000	6,000
Educational Bonus	1,100	1,200	1,200	1,200
Longevity Pay	11,623	13,260	12,904	13,525
Bonus	431	498	495	500
Employee Health Insurance	51,730	77,616	79,553	89,681
Employee Life Insurance	830	1,219	1,105	1,259
Worker's Compensation Insurance	4,755	6,630	6,630	6,805
Retiree Health Insurance	15,263	19,054	18,527	19,678
FICA	23,627	29,697	28,335	30,033
Pension Contribution	42,416	36,915	40,722	38,595
Contributory Retirement Plan	2,570	5,870	5,388	5,894
Total Personnel	\$ 462,398	\$ 579,039	\$ 571,403	\$ 606,733
Staffing Level				
<i>Full-Time</i>	<i>4.62</i>	<i>6.00</i>	<i>5.80</i>	<i>6.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	4.62	6.00	5.80	6.00
Operations				
Training	\$ 410	\$ 1,200	\$ 1,200	\$ 1,200
Travel	729	1,500	1,500	1,500
Other Professional Service	130	2,500	2,500	2,500
Dues & Subscriptions	2,330	1,200	1,200	1,200
Meetings	0	100	100	100
Phones - Local	2,325	2,400	2,400	2,400
Cellular Phones	3,301	3,000	3,700	3,700
Shop Allocation	3,000	3,000	3,000	3,000
Vehicle Maintenance	894	2,400	3,000	3,000
Equipment Maintenance	1,519	1,700	1,700	1,700
Building Maintenance	839	1,500	1,500	3,000
Office Supplies	1,637	2,500	2,500	2,600
Printing	2,343	3,000	3,000	3,000
Clothing & Uniforms	765	900	900	900
Operating Supplies	1,076	1,700	1,700	1,800
Small Tools	363	100	100	200
Property Insurance	3,111	3,200	3,700	3,700
Vehicle & Equip Insurance	1,845	1,900	1,900	1,900
General Liability Insurance	1,051	1,200	1,200	1,200
Total Operations	\$ 27,667	\$ 35,000	\$ 36,800	\$ 38,600
Total Engineering & Inspection	\$ 490,065	\$ 614,039	\$ 608,203	\$ 645,333



City of Bartlett

PARKS & RECREATION

FY 2020 Adopted Budget

Full-Time Authorized Personnel Positions

Parks & Rec Administration

Parks & Recreation Director	1
Parks & Recreation Assistant Director*	1
Administrative Secretary	1
Skill Clerk	<u>1</u>
Total P&R Administration	<u>4</u>

Parks & Rec Community Center

Preschool Coordinator	1
Manager	1
Building Service	2
Assistant Manager	<u>1</u>
Total P&R Community Center	<u>5</u>

Parks & Rec Athletics

Manager	1
Assistant Manager	1
Athletic Coordinator	<u>1</u>
Total P&R Athletics	<u>3</u>

Parks & Rec Maintenance

Driver	2
Foreman	6
Supervisor	1
Utility Worker	7
Manager	<u>1</u>
Total P&R Maintenance	<u>17</u>

School Ground Maintenance

Supervisor	1
Driver	<u>1</u>
Total School Ground Maintenance	<u>2</u>

Parks & Rec Senior Center

General Clerk	1
Coordinator I	1
Custodial	1
Manager	<u>1</u>
Total P&R Senior Center	<u>4</u>

Parks & Rec Recreation Center

Assistant Manager	1
Manager I	1
Manager	4
Building Tech	1
Custodial	2
Personal Trainer	<u>2</u>
Total P&R Recreation Ctr	<u>11</u>

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 \$271,520(4.8%) over the FY 2019 Projection. FY 2020 budget included a career ladder pay increase and a general 2% salary increase for full-time employees. *The Parks & Recreation assistant director position was not filled in FY19 and is unfunded in FY20. School Ground Maintenance added a driver position. There were no other staffing changes.

Summary Revenue/Expenditure Type

<u>Category</u>	<u>FY 2018 Actual</u>	<u>FY 2019 Revised</u>	<u>FY 2019 Projection</u>	<u>FY 2020 Adopted</u>
Revenues	215,902	243,529	242,025	353,508
Salaries	2,756,779	2,919,861	2,778,087	2,950,428
Benefits	1,111,343	1,159,024	1,143,287	1,209,188
Other Personnel	416,604	409,000	427,229	436,500
Operations	1,354,805	1,486,899	1,504,079	1,555,911
Capital	<u>85,612</u>	<u>57,640</u>	<u>45,542</u>	<u>129,200</u>
Total	<u>5,509,240</u>	<u>5,788,895</u>	<u>5,656,199</u>	<u>5,927,719</u>

TOTAL PARKS & REC

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Parks & Recreation Summary

City of Bartlett



FY 2020 Adopted

Summary Revenue/Expenditure Type

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.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Revenues	215,902	243,529	242,025	353,508
Salaries	2,756,779	2,919,861	2,778,087	2,950,428
Benefits	1,111,343	1,159,024	1,143,287	1,209,188
Other Personnel	416,604	409,000	427,229	436,500
Operations	1,354,805	1,486,899	1,504,079	1,555,911
Capital	85,612	57,640	45,542	129,200
Total	5,509,240	5,788,895	5,656,199	5,927,719

FY 2019 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 2018 Actual	FY 2019 Forecast	FY 2020 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%
Increase landscaping in all Parks: Repair and paint all park signs. Continue to upgrade all park flowerbeds.	Percentage of 29 Parks maintained.	75%	75%	95%
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 2020 Adopted

Objective	Performance Measures	FY 2018 Actual	FY 2019 Forecast	FY 2020 Projected
Overlay the following walking trails: Bartlett Grove, Yale Rd., Byrd, Appling; Stoneridge, Municipal; Dixon Brewer, Quail Ridge	Percentage of projects completed.	30%	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 and amphitheater.	0%	0%	85% 25%



CITY OF BARTLETT
PARKS & RECREATION BUDGET SUMMARY
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues				
Local Sales Tax .5% Reimbursement	\$ 215,902	\$ 243,529	\$ 242,025	\$ 353,508
Total Department Revenues	\$ 215,902	\$ 243,529	\$ 242,025	\$ 353,508
Personnel				
Supervisor Salaries	\$ 733,195	\$ 788,515	\$ 724,473	\$ 809,348
Employee Wages	1,232,757	1,254,434	1,203,839	1,272,043
Overtime Wages	56,574	61,150	59,191	61,200
Special Hours	111,795	117,000	117,643	119,000
Contracted Services	416,604	409,000	427,229	436,500
Part-Time	622,458	698,762	672,941	688,837
Vacation Pay	12,350	0	14,311	0
Sick Pay	0	0	16,672	0
Longevity Pay	58,581	61,611	56,990	54,484
Bonus	11,712	13,944	11,379	13,929
Employee Health Insurance	369,748	442,438	426,197	510,972
Employee Life Insurance	5,090	6,537	5,652	6,623
Worker's Compensation Insurance	61,989	62,192	62,191	64,139
Unemployment Compensation	35	0	18	0
Retiree Health Insurance	97,350	102,148	96,344	103,480
FICA	212,387	219,510	211,622	219,839
Pension Contribution	261,144	230,996	214,521	205,713
Contributory Retirement Plan	20,958	19,648	27,390	30,009
Total Personnel	\$ 4,284,726	\$ 4,487,885	\$ 4,348,603	\$ 4,596,116
Staffing Level				
<i>Full-Time</i>	<i>43.52</i>	<i>44.50</i>	<i>41.52</i>	<i>45.00</i>
<i>Part-Time (converted to FTE)</i>	<i>32.72</i>	<i>35.14</i>	<i>33.31</i>	<i>36.02</i>
Total Full-Time Equivalent (FTE)	76.24	79.64	74.83	81.02
Operations				
Training	\$ 8,194	\$ 6,100	\$ 7,273	\$ 9,250
Travel	3,513	6,400	5,143	8,300
Professional Services	9,962	11,000	11,584	12,000
Other Professional Service	10,148	12,800	12,400	12,800
Postage & Freight	4,985	5,000	3,825	4,150
Dues & Subscriptions	5,405	10,150	9,868	10,000
Utilities	268,362	259,000	269,000	273,000
Phones - Local	9,089	7,855	8,955	9,190
Cellular Phones	4,943	3,798	3,687	3,726
Shop Allocation	18,350	18,350	18,350	18,350
Vehicle Maintenance	18,902	16,250	17,300	18,250
Equipment Maintenance	36,873	59,911	55,800	56,100
Computer Maintenance	128	0	0	0
Grounds Maintenance	235,493	277,000	280,000	281,000
Building Maintenance	88,628	98,900	98,250	107,400
Pool Maintenance	22,358	28,000	27,453	28,000
Swim Competitions	54,249	55,000	56,000	60,000
Office Supplies	16,500	18,600	19,080	19,800
Printing	2,459	4,050	3,600	3,850



CITY OF BARTLETT
PARKS & RECREATION BUDGET SUMMARY
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Medical Supplies	490	1,500	1,250	2,000
Special Designation Expense	1,418	2,500	2,500	2,500
Petroleum Supplies	31,160	36,750	36,675	36,800
Special Events	15,106	8,200	15,500	16,000
Preschool Supplies	4,776	4,600	4,600	4,600
Recreation Supplies	83,813	70,200	75,100	75,700
Concession Supplies	70,777	75,500	77,000	78,000
Field Trips	11,973	16,000	16,000	15,000
Tournament Expenses	492	500	500	500
Cost of Goods Sold	983	2,000	4,000	4,000
Clothing & Uniforms	17,335	25,500	26,500	26,500
Operating Supplies	92,501	116,100	114,650	115,600
Cleaning Supplies	40,160	41,300	45,300	47,300
Chemical Supplies	1,866	2,000	2,000	2,000
Film & Developing	0	100	100	100
Fill Sand, Dirt & Gravel	19,266	18,000	19,022	20,000
Small Tools	1,961	8,000	7,500	7,000
Tournament Awards	3,756	6,700	6,200	6,200
Travel Club	1,416	9,000	3,000	6,600
Equipment Rental	7,321	7,300	2,900	6,100
Equipment Leasing	6,646	8,820	9,020	8,020
Property Insurance	27,168	27,500	27,767	27,940
Vehicle & Equip Insurance	6,735	7,000	6,378	7,500
General Liability Insurance	20,848	21,100	21,379	21,735
Other Insurance	7,218	8,000	8,000	9,000
Landfill Fees	0	150	150	150
Credit Card Vendor Fees	49,194	48,715	49,700	58,700
Cash Over (Short)	(14)	250	320	250
Damage Claims	4,680	4,600	3,350	4,600
Miscellaneous Other Expenses	7,220	10,850	10,150	10,350
Total Operations	\$ 1,354,805	\$ 1,486,899	\$ 1,504,079	\$ 1,555,911
Capital				
Building Improvements	\$ 52,945	\$ 28,042	\$ 23,242	\$ 59,000
Data Processing Equipment	1,921	0	0	0
Office Equipment	1,179	0	0	0
Vehicles	0	0	0	42,000
Furniture	0	1,500	600	1,500
Other Equipment	29,566	28,098	21,700	26,700
Total Capital	\$ 85,612	\$ 57,640	\$ 45,542	\$ 129,200
TOTAL PARKS & RECREATION	\$ 5,509,240	\$ 5,788,895	\$ 5,656,199	\$ 5,927,719



**CITY OF BARTLETT
PARKS ADMINISTRATION
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 102,086	\$ 149,008	\$ 107,217	\$ 110,432
Employee Wages	91,606	94,807	94,807	98,099
Longevity Pay	7,552	8,239	8,419	8,588
Bonus	258	332	248	248
Employee Health Insurance	20,381	31,820	23,860	25,344
Employee Life Insurance	493	780	602	667
Worker's Compensation Insurance	867	903	902	726
Retiree Health Insurance	9,685	12,191	10,101	10,427
FICA	14,947	18,700	15,522	15,930
Pension Contribution	32,366	34,134	31,282	29,194
Total Personnel	\$ 280,240	\$ 350,914	\$ 292,960	\$ 299,655
Staffing Level				
<i>Full-Time</i>	<i>3.00</i>	<i>3.50</i>	<i>3.00</i>	<i>3.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	3.00	3.50	3.00	3.00
Operations				
Training	\$ 457	\$ 1,000	\$ 500	\$ 1,000
Travel	1,238	1,400	900	1,400
Postage & Freight	29	50	25	50
Dues & Subscriptions	1,275	1,500	1,240	1,300
Phones - Local	1,027	1,029	1,029	1,029
Cellular Phones	485	500	500	539
Shop Allocation	350	350	350	350
Vehicle Maintenance	314	250	250	250
Office Supplies	703	700	700	700
Printing	0	200	0	100
Petroleum Supplies	3,394	3,500	3,500	3,500
Recreation Supplies	4,461	0	0	0
Clothing & Uniforms	0	250	250	250
Operating Supplies	571	1,000	1,000	1,000
Equipment Leasing	863	900	900	900
Property Insurance	5,313	5,400	5,434	5,500
Vehicle & Equip Insurance	585	600	528	600
General Liability Insurance	1,262	1,300	1,332	1,400
Damage Claims	1,652	0	0	0
Miscellaneous Other Expenses	590	850	650	850
Total Operations	\$ 24,569	\$ 20,779	\$ 19,088	\$ 20,718
Total Parks Administration	\$ 304,809	\$ 371,693	\$ 312,048	\$ 320,373



CITY OF BARTLETT
SINGLETON COMMUNITY CENTER
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 117,903	\$ 124,783	\$ 113,810	\$ 116,800
Employee Wages	121,273	125,041	125,041	131,107
Special Hours	3,918	3,000	3,000	3,000
Contracted Services	139,477	105,000	135,445	136,500
Part-Time	193,503	238,824	206,824	216,899
Vacation Pay	7,782	0	0	0
Longevity Pay	7,819	8,239	8,239	8,496
Bonus	2,067	3,984	2,556	4,067
Employee Health Insurance	52,047	62,396	62,396	67,001
Employee Life Insurance	628	799	703	793
Worker's Compensation Insurance	8,822	8,977	8,977	8,321
Retiree Health Insurance	11,900	12,491	11,861	12,395
FICA	33,468	37,322	33,812	35,407
Pension Contribution	32,690	28,836	20,917	20,067
Contributory Retirement Plan	2,395	2,192	5,126	5,229
Total Personnel	\$ 735,691	\$ 761,884	\$ 738,707	\$ 766,082
Staffing Level				
<i>Full-Time</i>	<i>5.00</i>	<i>5.00</i>	<i>5.00</i>	<i>5.00</i>
<i>Part-Time (converted to FTE)</i>	<i>9.51</i>	<i>10.44</i>	<i>9.53</i>	<i>10.43</i>
Total Full-Time Equivalent (FTE)	14.51	15.44	14.53	15.43
Operations				
Training	\$ 64	\$ 500	\$ 672	\$ 1,000
Travel	0	700	871	1,500
Other Professional Service	2,352	2,800	2,800	2,800
Postage & Freight	94	200	200	200
Dues & Subscriptions	220	600	708	600
Utilities	42,646	47,000	47,000	46,000
Phones - Local	1,722	1,650	1,650	1,650
Cellular Phones	285	0	0	0
Equipment Maintenance	2,201	5,000	5,000	4,500
Building Maintenance	17,099	20,000	20,000	25,000
Office Supplies	3,399	3,600	3,600	3,600
Printing	230	1,000	1,000	800
Preschool Supplies	4,776	4,600	4,600	4,600
Recreation Supplies	12,243	17,100	17,000	16,600
Concession Supplies	6,757	7,000	7,000	7,000
Field Trips	11,973	16,000	16,000	15,000
Clothing & Uniforms	6,787	10,500	10,500	9,500
Operating Supplies	5,676	8,000	8,000	7,500
Cleaning Supplies	2,395	4,000	4,000	4,000
Film & Developing	0	100	100	100
Tournament Awards	1,288	2,500	2,000	2,000
Equipment Leasing	1,741	4,000	4,000	3,000
Property Insurance	4,746	4,800	4,850	4,900
Vehicle & Equip Insurance	318	400	296	400
General Liability Insurance	3,355	3,400	3,368	3,500
Credit Card Vendor Fees	5,960	7,700	7,700	7,700



**CITY OF BARTLETT
SINGLETON COMMUNITY CENTER
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Damage Claims	629	0	0	0
Miscellaneous Other Expenses	1,403	2,000	2,000	2,000
Total Operations	\$ 140,359	\$ 175,150	\$ 174,915	\$ 175,450
Capital				
Building Improvements	\$ 25,346	\$ 13,042	\$ 13,042	\$ 7,000
Other Equipment	5,805	0	0	0
Total Capital	\$ 31,151	\$ 13,042	\$ 13,042	\$ 7,000
Total Singleton Community Center	\$ 907,201	\$ 950,076	\$ 926,664	\$ 948,532



CITY OF BARTLETT ATHLETICS FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 68,250	\$ 70,462	\$ 71,342	\$ 75,509
Employee Wages	98,632	101,810	93,048	92,513
Overtime Wages	94	150	144	1,200
Special Hours	100,720	109,000	109,000	109,000
Part-Time	102,824	117,000	117,000	117,000
Longevity Pay	8,035	8,197	7,762	6,809
Bonus	2,325	2,241	2,061	2,061
Employee Health Insurance	33,525	38,808	40,621	48,024
Employee Life Insurance	444	551	483	538
Worker's Compensation Insurance	9,604	9,744	9,744	9,904
Unemployment Compensation	35	0	0	0
Retiree Health Insurance	8,338	8,614	8,220	8,401
FICA	28,293	30,370	29,754	30,082
Pension Contribution	27,870	24,118	23,246	18,860
Contributory Retirement Plan	0	0	816	1,665
Total Personnel	\$ 488,990	\$ 521,065	\$ 513,241	\$ 521,566

Staffing Level

<i>Full-Time</i>	<i>3.00</i>	<i>3.00</i>	<i>2.85</i>	<i>3.00</i>
<i>Part-Time (converted to FTE)</i>	<i>5.97</i>	<i>6.43</i>	<i>6.59</i>	<i>6.75</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>8.97</i>	<i>9.43</i>	<i>9.44</i>	<i>9.75</i>

Operations

Training	\$ 0	\$ 500	\$ 900	\$ 1,200
Travel	0	700	700	800
Professional Services	2,655	5,000	4,000	4,000
Postage & Freight	61	50	50	50
Dues & Subscriptions	3,450	6,900	6,900	6,900
Utilities	77,239	62,000	62,000	62,000
Phones - Local	1,237	738	738	738
Cellular Phones	2,052	1,740	1,740	1,740
Equipment Maintenance	4,643	8,500	4,800	5,100
Grounds Maintenance	19,903	25,000	28,000	28,000
Building Maintenance	4,848	6,500	6,850	7,000
Office Supplies	2,360	2,200	2,200	2,400
Printing	694	650	650	750
Medical Supplies	490	1,500	1,250	2,000
Recreation Supplies	43,823	35,000	35,000	35,000
Concession Supplies	64,020	68,500	70,000	71,000
Clothing & Uniforms	906	1,500	2,000	2,000
Operating Supplies	6,806	9,000	9,000	9,000
Tournament Awards	2,409	4,000	4,000	4,000
Equipment Rental	0	3,400	0	3,200
Equipment Leasing	2,087	1,200	1,400	1,400
Property Insurance	2,145	2,200	2,193	2,200
General Liability Insurance	2,775	2,800	2,806	2,800
Other Insurance	7,218	8,000	8,000	9,000
Credit Card Vendor Fees	1,773	3,000	1,500	3,000
Cash Over (Short)	(26)	250	250	250



**CITY OF BARTLETT
ATHLETICS
FY 2020 Adopted Budget**

Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Damage Claims	0	100	100	100
Miscellaneous Other Expenses	874	1,000	1,000	1,000
Total Operations	\$ 254,440	\$ 261,928	\$ 258,027	\$ 266,628
Capital				
Building Improvements	\$ 27,599	\$ 15,000	\$ 10,200	\$ 15,000
<i>Redo cameras at Appling Complex.</i>				
Furniture	0	1,500	600	1,500
Other Equipment	5,594	13,898	7,500	7,500
Total Capital	\$ 33,193	\$ 30,398	\$ 18,300	\$ 24,000
Total Athletics	\$ 776,623	\$ 813,391	\$ 789,568	\$ 812,194



**CITY OF BARTLETT
PARKS MAINTENANCE
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 70,806	\$ 70,055	\$ 70,496	\$ 70,144
Employee Wages	595,855	609,004	585,859	626,630
Overtime Wages	55,144	59,000	59,000	59,000
Special Hours	2,012	3,000	1,643	2,000
Contracted Services	44,100	51,000	51,000	51,000
Part-Time	1,104	0	0	0
Vacation Pay	590	0	14,311	0
Sick Pay	0	0	16,672	0
Longevity Pay	21,132	22,417	20,868	18,425
Bonus	1,464	1,411	1,320	1,411
Employee Health Insurance	118,403	136,919	140,747	175,183
Employee Life Insurance	1,711	2,173	1,868	2,223
Worker's Compensation Insurance	19,285	19,793	19,793	20,082
Retiree Health Insurance	33,333	33,953	32,818	34,734
FICA	54,502	55,574	55,578	56,027
Pension Contribution	81,217	68,348	71,887	70,732
Contributory Retirement Plan	9,539	9,543	9,820	9,472
Total Personnel	\$ 1,110,196	\$ 1,142,190	\$ 1,153,680	\$ 1,197,063

Staffing Level

<i>Full-Time</i>	<i>16.33</i>	<i>17.00</i>	<i>15.97</i>	<i>17.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.23</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>16.56</i>	<i>17.00</i>	<i>15.97</i>	<i>17.00</i>

Operations

Training	\$ 2,734	\$ 1,500	\$ 1,190	\$ 1,500
Travel	1,063	1,100	672	1,100
Dues & Subscriptions	170	400	240	400
Utilities	4,138	4,000	4,000	4,000
Phones - Local	875	738	738	883
Cellular Phones.	1,461	900	900	900
Shop Allocation	18,000	18,000	18,000	18,000
Vehicle Maintenance	18,164	15,000	16,000	16,500
Equipment Maintenance	7,511	22,000	22,000	22,000
Grounds Maintenance	168,604	195,000	195,000	195,000
Building Maintenance	3,841	18,000	14,000	16,000
Office Supplies	91	100	80	100
Petroleum Supplies	21,368	28,000	28,000	28,000
Clothing & Uniforms	6,623	10,000	10,000	10,000
Operating Supplies	57,337	65,000	65,000	65,000
Cleaning Supplies	12,062	12,000	12,000	12,000
Chemical Supplies	1,866	2,000	2,000	2,000
Fill Sand, Dirt & Gravel	19,266	18,000	19,022	20,000
Small Tools	564	6,000	6,000	5,000
Equipment Rental	7,321	2,900	2,900	2,900
Equipment Leasing	57	320	320	320
Property Insurance	649	700	661	700
Vehicle & Equip Insurance	4,902	5,000	4,866	5,500
General Liability Insurance	5,392	5,400	5,663	5,700



**CITY OF BARTLETT
PARKS MAINTENANCE
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Landfill Fees	0	150	150	150
Damage Claims	1,686	3,000	2,000	3,000
Miscellaneous Other Expenses	1,487	2,500	2,500	2,500
Total Operations	\$ 367,233	\$ 437,708	\$ 433,902	\$ 439,153
Capital				
Office Equipment	\$ 1,179	\$ 0	\$ 0	\$ 0
Total Capital	\$ 1,179	\$ 0	\$ 0	\$ 0
Total Parks Maintenance	\$ 1,478,608	\$ 1,579,898	\$ 1,587,582	\$ 1,636,216



CITY OF BARTLETT SCHOOL GROUND MAINTENANCE FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues				
Local Sales Tax .5% Reimbursement	\$ 215,902	\$ 243,529	\$ 242,025	\$ 353,508
Total Department Revenues	\$ 215,902	\$ 243,529	\$ 242,025	\$ 353,508
Personnel				
Employee Wages	\$ 46,847	\$ 48,692	\$ 49,644	\$ 84,570
Overtime Wages	1,193	2,000	0	1,000
Contracted Srvcs	54,812	60,000	60,000	60,000
Part-Time	5,653	13,248	13,248	13,248
Longevity Pay	2,798	2,921	2,978	3,097
Bonus	86	166	82	249
Health Insurance	14,230	16,464	16,461	35,352
Life Insurance	117	156	148	271
Workman's Comp.	1,715	1,767	1,767	3,070
Retiree H.I.	2,331	2,435	2,482	4,229
FICA	3,960	4,755	4,604	7,366
Pension	7,782	6,817	7,683	7,437
Contributory Retirement Plan	0	0	0	1,572
Total Personnel	\$ 141,524	\$ 159,421	\$ 159,097	\$ 221,461
Staffing Level				
<i>Full-Time</i>	<i>1.00</i>	<i>1.00</i>	<i>1.00</i>	<i>2.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.69</i>	<i>0.08</i>	<i>0.69</i>
Total Full-Time Equivalent (FTE)	1.00	1.69	1.08	2.69
Operations				
Training	\$ 0	\$ 100	\$ 50	\$ 50
Cellular Phones	659	658	547	547
Vehicle Maintenance	499	1,000	1,000	1,500
Equipment Maintenance	2,481	4,000	4,000	4,000
Grounds Maintenance	46,967	57,000	57,000	58,000
Office Supplies	18	0	0	0
Petroleum Supplies	6,247	5,000	5,000	5,000
Clothing & Uniforms	163	250	250	250
Operating Supplies	2,138	2,500	2,500	2,500
Small Tools	1,079	1,300	1,300	1,300
Vehicle & Equip Insurance	664	700	388	700
General Liability Insurance	551	600	643	700
Damage Claims	713	1,000	750	1,000
Miscellaneous Other Expenses	0	2,000	1,500	1,500
Total Operations	\$ 62,178	\$ 76,108	\$ 74,928	\$ 77,047
Capital				
Vehicles	\$ 0	\$ 0	\$ 0	\$ 42,000
<i>New F350 Crew Cab XLT to pull trailer and equipment.</i>				
Other Equipment	12,200	8,000	8,000	13,000
<i>1 60" Hustler mower Super Z hyperdrive - \$13,000 to replace worn out mower.</i>				
Total Capital	\$ 12,200	\$ 8,000	\$ 8,000	\$ 55,000
Total School Ground Maintenance	\$ 0	\$ 0	\$ 0	\$ 0



**CITY OF BARTLETT
SENIOR CENTER
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 62,694	\$ 64,884	\$ 64,884	\$ 112,778
Employee Wages	108,160	111,282	111,282	72,885
Overtime Wages	28	0	0	0
Contracted Services	21,708	25,000	18,626	21,000
Part-Time	3,110	5,000	3,188	17,000
Longevity Pay	2,810	2,893	2,889	3,047
Bonus	431	415	330	498
Employee Health Insurance	52,875	61,186	61,176	65,700
Employee Life Insurance	465	564	524	594
Worker's Compensation Insurance	1,824	1,835	1,835	2,549
Retiree Health Insurance	8,543	8,808	8,808	9,283
FICA	12,338	13,025	12,627	14,470
Pension Contribution	28,549	24,663	27,308	25,993
Total Personnel	\$ 303,535	\$ 319,555	\$ 313,477	\$ 345,797
Staffing Level				
<i>Full-Time</i>	<i>4.00</i>	<i>4.00</i>	<i>4.00</i>	<i>4.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.24</i>	<i>0.07</i>	<i>0.81</i>
Total Full-Time Equivalent (FTE)	4.00	4.24	4.07	4.81
Operations				
Training	\$ 1,790	\$ 2,000	\$ 2,000	\$ 2,000
Travel	422	1,500	1,500	1,500
Professional Services	32	0	84	0
Other Professional Services	7,797	10,000	9,600	10,000
Postage & Freight	3,425	3,700	1,850	1,850
Dues & Subscriptions	165	500	500	500
Utilities	14,829	16,000	16,000	16,000
Phones - Local	1,177	1,100	1,300	1,390
Equipment Maintenance	1,628	2,000	2,000	2,000
Grounds Maintenance	20	0	0	0
Building Maintenance	4,388	4,400	4,400	4,400
Office Supplies	6,553	6,500	6,500	6,500
Printing	64	200	200	200
Special Designation Expense	1,418	2,500	2,500	2,500
Recreation Supplies	866	1,100	1,100	1,100
Tournament Expenses	492	500	500	500
Clothing & Uniforms	276	500	500	500
Operating Supplies	5,882	5,600	5,600	5,600
Cleaning Supplies	2,659	3,300	3,300	3,300
Small Tools	42	200	200	200
Tournament Awards	59	200	200	200
Travels by Seniors	1,416	9,000	3,000	6,600
Equipment Leasing	762	900	900	900
Property Insurance	2,289	2,300	2,340	2,340
Vehicle & Equip Insurance	266	300	300	300
General Liability Insurance	1,383	1,400	1,435	1,435
Credit Card Vendor Fees	2,385	3,000	2,500	3,000



**CITY OF BARTLETT
SENIOR CENTER
FY 2020 Adopted Budget**

Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Miscellaneous Other Expenses	2,766	2,000	2,020	2,000
Total Operations	\$ 65,250	\$ 80,700	\$ 72,329	\$ 76,815
Capital				
Building Improvements	\$ 0	\$ 0	\$ 0	\$ 37,000
<i>Parking Lot Curbs & Repainting \$4k, Auditorium Lighting \$5k, Treadmills(3) \$13k, Sand/Refinish Wood floors \$15k, Bicycle - \$3k.</i>				
Data Processing Equipment	615	0	0	0
Other Equipment	3,110	6,200	6,200	6,200
<i>Cameras and equipment.</i>				
Total Capital	\$ 3,725	\$ 6,200	\$ 6,200	\$ 43,200
Total Senior Center	\$ 372,509	\$ 406,455	\$ 392,006	\$ 465,812



**CITY OF BARTLETT
RECREATION CENTER
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 311,456	\$ 309,323	\$ 296,724	\$ 323,685
Employee Wages	170,384	163,798	144,158	166,239
Overtime Wages	116	0	47	0
Special Hours	5,145	2,000	4,000	5,000
Contracted Services	156,506	168,000	162,158	168,000
Part-Time	316,264	324,690	332,681	324,690
Vacation Pay	3,979	0	0	0
Longevity Pay	8,435	8,705	5,835	6,022
Bonus	5,081	5,395	4,782	5,395
Employee Health Insurance	78,287	94,845	80,936	94,368
Employee Life Insurance	1,232	1,514	1,324	1,537
Worker's Compensation Insurance	19,872	19,173	19,173	19,487
Unemployment Compensation	0	0	18	0
Retiree Health Insurance	23,220	23,656	22,054	24,011
FICA	64,879	59,764	59,725	60,557
Pension Contribution	50,671	44,080	32,198	33,430
Contributory Retirement Plan	9,024	7,913	11,628	12,071
Total Personnel	\$ 1,224,550	\$ 1,232,856	\$ 1,177,441	\$ 1,244,492

Staffing Level

<i>Full-Time</i>	<i>11.19</i>	<i>11.00</i>	<i>9.70</i>	<i>11.00</i>
<i>Part-Time (converted to FTE)</i>	<i>17.01</i>	<i>17.34</i>	<i>17.04</i>	<i>17.34</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>28.20</i>	<i>28.34</i>	<i>26.74</i>	<i>28.34</i>

Operations

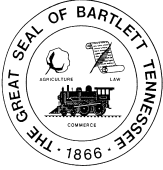
Training	\$ 3,149	\$ 500	\$ 1,961	\$ 2,500
Travel	791	1,000	500	2,000
Professional Services	7,275	6,000	7,500	8,000
Postage & Freight	1,376	1,000	1,700	2,000
Dues & Subscriptions	125	250	280	300
Utilities	129,510	130,000	140,000	145,000
Phones - Local	3,051	2,600	3,500	3,500
Vehicle Maintenance	0	0	50	0
Equipment Maintenance	18,462	18,411	18,000	18,500
Building Maintenance	58,453	50,000	53,000	55,000
Pool Maintenance	22,358	28,000	27,453	28,000
Swim Competitions	54,249	55,000	56,000	60,000
Office Supplies	3,376	5,500	6,000	6,500
Printing	1,471	2,000	1,750	2,000
Petroleum Supplies	151	250	175	300
Special Events	15,106	8,200	15,500	16,000
Recreation Supplies	22,420	17,000	22,000	23,000
Cost of Goods Sold	983	2,000	4,000	4,000
Clothing & Uniforms	2,580	2,500	3,000	4,000
Operating Supplies	14,090	25,000	23,550	25,000
Cleaning Supplies	23,044	22,000	26,000	28,000
Small Tools	277	500	0	500
Equipment Rental	0	1,000	0	0
Equipment Leasing	1,136	1,500	1,500	1,500



**CITY OF BARTLETT
RECREATION CENTER
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Property Insurance	12,026	12,100	12,289	12,300
General Liability Insurance	6,130	6,200	6,132	6,200
Credit Card Vendor Fees	39,076	35,015	38,000	45,000
Cash Over (Short)	12	0	50	0
Damage Claims	0	500	500	500
Miscellaneous Other Expenses	100	500	500	500
Total Operations	\$ 440,775	\$ 434,526	\$ 470,890	\$ 500,100
Capital				
Data Processing Equipment	\$ 1,306	\$ 0	\$ 0	\$ 0
Other Equipment	2,858	0	0	0
Total Capital	\$ 4,163	\$ 0	\$ 0	\$ 0
Total Recreation Center	\$ 1,669,488	\$ 1,667,382	\$ 1,648,331	\$ 1,744,592



City of Bartlett

Full-Time Authorized Personnel Positions

Performing Arts

Performing Arts Director	1
Operation Manager	1
Sales & Marketing Coordinator	1
TOTAL PERFORMING ARTS	<u>3</u>

PERFORMING ARTS

FY 2020 Adopted Budget

The Performing Arts Center budget had a net increase of \$54,088 (8.07%) over the FY 2019 Projection. FY 2020 budget included a career ladder pay increase and a general 2% salary increase for full-time employees. There was no staffing change.

Summary Revenue/Expenditure Type

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Salaries	193,397	206,776	205,019	218,723
Benefits	55,289	54,447	50,919	57,276
Other Personnel	235,929	221,500	221,500	232,900
Operations	178,409	209,350	183,644	215,735
Capital	31,380	7,538	9,464	0
Total	<u>694,404</u>	<u>699,611</u>	<u>670,546</u>	<u>724,634</u>

Performing Arts Center

FY 2020 Adopted

City of Bartlett



Summary Revenue/Expenditure Type

What We Do

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

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Salaries	193,397	206,776	205,019	218,723
Benefits	55,289	54,447	50,919	57,276
Other Personnel	235,929	221,500	221,500	232,900
Operations	178,409	209,350	183,644	215,735
Capital	31,380	7,538	9,464	0
Total	694,404	699,611	670,546	724,634

FY 2019 Performance Highlights

FY18 – Brought a new Director with renewed energy & new programs. FY19 continued to revitalize the Center with a more popular and diverse PERFORMING ARTS SEASON of artists, including enhanced marketing. Launched in FY18, FY19 continued to grow the LIVE THEATRE program, MUSIC BY THE LAKE, FAMILY SERIES & YOUTH THEATER CAMPS. In partnership with Bartlett Schools the new ARTS IN EDUCATION PROGRAM is a winner for students and BPACC. In FY20 -- BPACC will continue to grow all above programming, plus add an additional Music By The Lake concert.

Objective	Performance Measures	FY 2018 Actual	FY 2019 Forecast	FY 2020 Projected
Ticket revenue grew in FY18 & 19, FY20 will follow that trajectory.	Ticket Revenue FY17-\$87,836	127,758	135,000	138,000
Sponsorship income grew in FY18. Will work to hold that gain, & hopefully secure a few add'l Sponsors.	Sponsorships FY17 - \$35,925 FY19 - In-Kind - \$15,900	42,425	95,000	50,000
Work to maintain & increase BPACC's rental business.	Rental Fees FY17 - \$23,289	29,856	\$ 34,000	\$38,000
New programs were launched in FY18 & FY19: MUSIC BY THE LAKE – ARTS IN EDUCATION, expansion of FAMILY PROGRAMS – BPACC producing its own LIVE THEATRE.	Continue to grow & elevate quality & grow all programs. Add - 3rd Music By concert the Lake spring - FY20.	N/A	N/A	N/A



**CITY OF BARTLETT
PERFORMING ARTS
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 101,213	\$ 84,477	\$ 85,009	\$ 87,252
Employee Wages	66,347	93,799	94,110	97,471
Overtime Wages	2,450	2,000	1,900	2,000
Contracted Services	223,141	210,000	210,000	219,000
Part-Time	23,386	26,500	24,000	32,000
Instructional Expense	12,788	11,500	11,500	13,900
Vacation Pay	6,861	0	0	0
Bonus	603	664	330	400
Employee Health Insurance	15,835	17,640	17,576	18,915
Employee Life Insurance	458	570	533	591
Worker's Compensation Insurance	1,478	1,338	1,338	1,493
Retiree Health Insurance	4,294	8,914	6,844	9,236
FICA	14,971	16,407	15,342	17,405
Pension Contribution	3,135	0	0	0
Contributory Retirement Plan	7,654	8,914	8,956	9,236
Total Personnel	\$ 484,615	\$ 482,723	\$ 477,438	\$ 508,899

Staffing Level

<i>Full-Time</i>	<i>2.86</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.96</i>	<i>1.21</i>	<i>0.89</i>	<i>1.47</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>3.82</i>	<i>4.21</i>	<i>3.89</i>	<i>4.47</i>

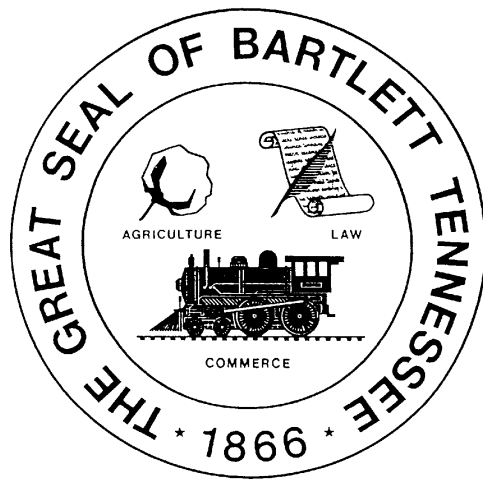
Operations

Training	\$ 970	\$ 2,000	\$ 1,000	\$ 1,750
Volunteer Expense	234	750	600	750
Travel	2,619	5,000	4,750	5,500
Professional Services	4,457	6,000	5,000	6,000
Other Professional Services	8,480	6,100	7,500	8,000
Postage & Freight	6,590	8,000	6,500	7,500
Dues & Subscriptions	1,093	1,200	815	1,200
Meetings	467	500	500	600
Utilities	38,146	42,000	34,000	40,000
Phones - Local	1,880	1,900	1,645	1,800
Cellular Phones	2,858	2,500	1,795	2,280
Data Processing - Software	560	0	1,100	0
Shop Allocation	300	300	300	300
Vehicle Maintenance	161	1,000	600	1,000
Equipment Maintenance	4,498	5,500	1,000	5,500
Grounds Maintenance	492	500	415	500
Building Maintenance	13,410	20,000	15,000	20,000
Office Supplies	2,469	3,250	2,000	3,000
Printing	17,555	17,000	16,000	17,000
Ticket Sales Expenditures	5	12,500	14,634	14,905
Petroleum Supplies	549	1,000	800	1,000
Concession Supplies Client	261	1,000	0	500
Concession Supplies	645	1,250	500	750
Clothing & Uniforms	297	500	650	650
Operating Supplies	5,648	11,000	4,500	11,000
Cleaning Supplies	0	1,300	1,800	2,000



**CITY OF BARTLETT
PERFORMING ARTS
FY 2020 Adopted Budget**

Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Public Awareness	43,365	39,000	39,225	39,950
Equipment Rental	350	1,000	0	1,000
Equipment Leasing	884	800	1,700	1,800
Property Insurance	8,791	8,800	8,965	9,000
Vehicle & Equip Insurance	283	300	260	300
General Liability Insurance	1,348	1,400	1,090	1,200
Credit Card Vendor Fees	8,876	6,000	9,000	9,000
Cash Over/Short	(130)	0	0	0
Total Operations	\$ 178,409	\$ 209,350	\$ 183,644	\$ 215,735
Capital				
Building Improvements	\$ 15,168	\$ 7,538	\$ 8,500	\$ 0
Office Equipment	42	0	0	0
Furniture	9,157	0	0	0
Other Equipment	7,013	0	964	0
Total Capital	\$ 31,380	\$ 7,538	\$ 9,464	\$ 0
TOTAL PERFORMING ARTS	\$ 694,404	\$ 699,611	\$ 670,546	\$ 724,634



CITY OF BARTLETT

T E N N E S S E E

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

Full-Time Authorized Personnel Positions

Solid Waste Fund

Manager	1
Driver	33
Solid Waste Supervisor	3
Clerk	1
Sanitation Worker	3
Total Solid Waste Fund	<u>41</u>

Drainage Control Fund

Construction Inspector	1
Total Drainage Control Fund	<u>1</u>

TOTAL SPECIAL REVENUE FUNDS 42

SPECIAL REVENUE FUNDS

FY 2020 Adopted Budget

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. This budget included a career ladder pay increase and a general 2% salary increase for full-time employees. There was no staffing change.

Summary Revenue/Expenditure Type

<u>Category</u>	<u>FY 2018 Actual</u>	<u>FY 2019 Revised</u>	<u>FY 2019 Projection</u>	<u>FY 2020 Adopted</u>
<i>Revenues</i>	97,222,919	89,113,402	89,152,161	96,869,519
Salaries	1,920,541	2,084,727	2,002,903	2,094,845
Benefits	987,175	1,058,135	1,048,875	1,150,796
Other Personnel	199,411	193,500	177,500	193,500
Operations	3,980,265	4,986,115	4,913,831	5,169,874
Capital	1,186,843	2,307,526	2,058,254	2,270,350
Transfer Out	541,500	337,436	337,436	329,700
Bartlett School	80,293,228	80,847,876	80,847,876	88,748,754
Net Income	<u>8,113,957</u>	<u>(2,701,913)</u>	<u>(2,234,514)</u>	<u>(3,088,300)</u>
School Beg FB	<u>32,001,898</u>	<u>31,001,898</u>	<u>31,001,898</u>	<u>28,501,898</u>
Beg Fund Bal	<u>4,154,322</u>	<u>4,306,609</u>	<u>4,306,609</u>	<u>3,072,094</u>
End Fund Bal	<u>4,306,609</u>	<u>2,604,696</u>	<u>3,072,094</u>	<u>2,483,794</u>



CITY OF BARTLETT
SUMMARY OF ALL SPECIAL REVENUE FUNDS
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Revenues				
State Street Aid Revenue	\$ 1,936,024	\$ 2,025,000	\$ 2,168,000	\$ 2,376,000
Solid Waste Revenue	6,028,212	6,106,800	6,133,985	7,185,191
General Improvement Revenue	660,899	670,000	667,100	672,100
Drug Enforcement Revenue	151,618	243,000	156,500	161,000
Federal Drug Enforcement Revenue	46,630	100,200	60,200	60,200
Drainage Control Revenue	130,555	120,526	118,000	127,374
Parks Improvement Revenue	14,084	0	500	500
E-Citation Revenues	0	0	0	38,400
Bartlett School Fund Revenues	88,254,898	79,847,876	79,847,876	86,248,754
Total Revenues	\$ 97,222,919	\$ 89,113,402	\$ 89,152,161	\$ 96,869,519
Expenditures				
Personnel				
Solid Waste Fund	\$ 2,978,114	\$ 3,163,186	\$ 3,078,044	\$ 3,281,791
Drug Enforcement Funds	40,266	78,000	54,000	54,000
Drainage Control Fund	88,747	95,176	97,234	103,350
Total Personnel	\$ 3,107,127	\$ 3,336,362	\$ 3,229,278	\$ 3,439,141
Staffing Level				
<i>Full-Time</i>	<i>40.33</i>	<i>42.00</i>	<i>40.50</i>	<i>42.00</i>
<i>Part-Time (converted to FTE)</i>	<i>1.81</i>	<i>1.85</i>	<i>0.78</i>	<i>1.80</i>
Total Full-Time Equivalent (FTE)	42.14	43.85	41.28	43.80
<i>Bartlett School Full-Time Equivalent (FTE)</i>	<i>846.00</i>	<i>864.00</i>	<i>864.00</i>	<i>874.00</i>
Operations				
State Street Aid Fund	\$ 1,379,518	\$ 2,080,000	\$ 2,030,000	\$ 2,150,000
Solid Waste Fund	2,089,280	2,177,191	2,220,457	2,296,950
General Improvement Fund	397,541	482,700	490,950	486,500
Drug Enforcement Funds	85,815	186,000	121,200	154,700
Federal Drug Enforcement Fund	19,539	34,200	27,200	34,700
Drainage Control Fund	8,572	26,024	24,024	24,024
E-Citation Fund	0	0	0	23,000
Total Operations	\$ 3,980,265	\$ 4,986,115	\$ 4,913,831	\$ 5,169,874
Transfers Out				
Street Aid to Debt Service	\$ 0	\$ 0	\$ 0	\$ 0
Solid Waste to Debt Service	225,500	153,000	153,000	139,000
General Improvement Fund to General Fund	261,000	167,500	167,500	168,000
Park Improvements to CIP	55,000	16,936	16,936	22,700
Total Transfers Out	\$ 541,500	\$ 337,436	\$ 337,436	\$ 329,700
Capital				
State Street Aid Fund	\$ 144,808	\$ 395,000	\$ 395,000	\$ 435,000
Solid Waste Fund	894,999	1,291,309	1,073,348	1,467,450
General Improvement Fund	51,627	119,600	117,296	177,000
Drug Enforcement Funds	93,211	242,254	207,000	85,500
Federal Drug Enforcement Fund	2,197	259,363	265,610	90,000
Drainage Control Fund	0	0	0	0



CITY OF BARTLETT
SUMMARY OF ALL SPECIAL REVENUE FUNDS
FY 2020 Adopted Budget



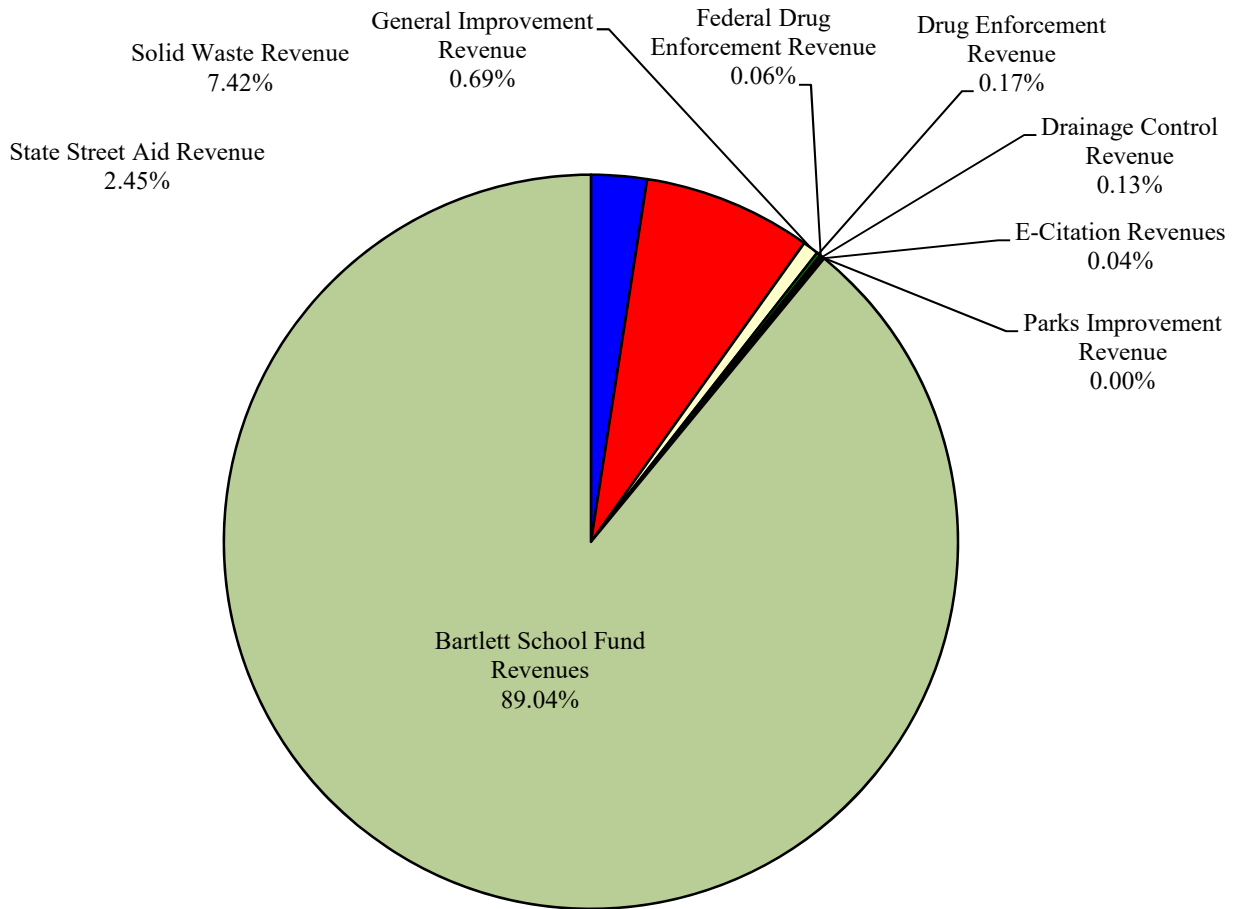
Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Parks Improvement Fund	0	0	0	0
E-Citation Fund	0	0	0	15,400
Total Capital	\$ 1,186,843	\$ 2,307,526	\$ 2,058,254	\$ 2,270,350
Bartlett School Fund Expenditures	\$ 80,293,228	\$ 80,847,876	\$ 80,847,876	\$ 88,748,754
Total Expenditures	\$ 89,108,962	\$ 91,815,315	\$ 91,386,675	\$ 99,957,819
Net From Operations	8,113,957	(2,701,913)	(2,234,514)	(3,088,300)
Bartlett School Fund Balance	\$ 32,001,898	\$ 31,001,898	\$ 31,001,898	\$ 28,501,898
Beginning Fund Balance (W/out School FB)	\$ 4,154,322	\$ 4,306,609	\$ 4,306,609	\$ 3,072,094
Ending Fund Balance (W/out School FB)	\$ 4,306,609	\$ 2,604,696	\$ 3,072,094	\$ 2,483,794



CITY OF BARTLETT ANALYSIS OF SPECIAL REVENUE SOURCES FY 2020 Adopted Budget

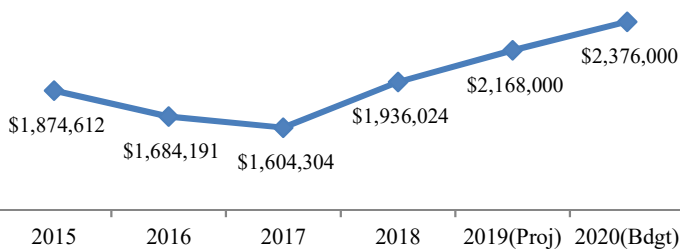


FY 2020 SPECIAL REVENUE SOURCES



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



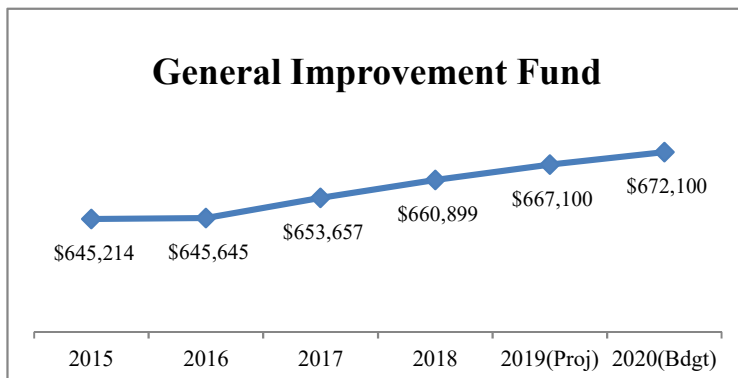
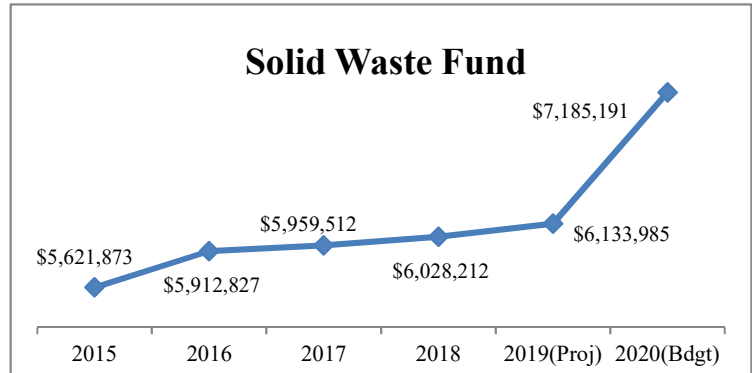
This is the City's portion of the motor fuel and gasoline taxes collected by and distributed by the State, per capita basis, and some developer fees used for streetlights. The IMPROVE Act of 2017 provided for additional gas and motor taxes. For FY 2019-20 the Act provides for an additional 1 cent of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



CITY OF BARTLETT ANALYSIS OF SPECIAL REVENUE SOURCES FY 2020 Adopted Budget

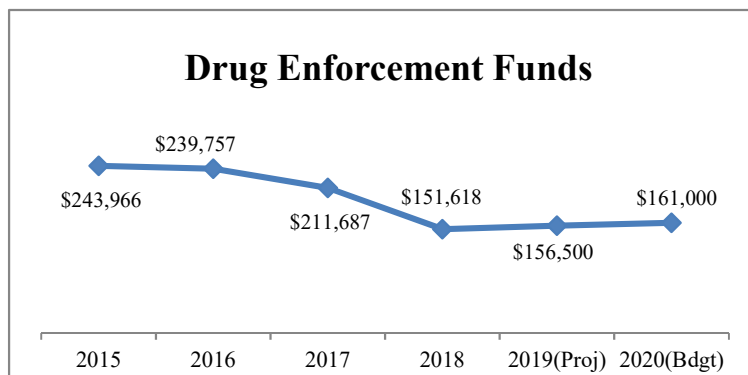


Solid Waste revenue is based on a monthly charge for collection and disposal. Solid waste fees were increased by \$5 per month per customer to make Solid Waste Fund self-sufficient. The new rates are \$30 for residential pickup, \$30 for 1 cart, \$35 for 2 carts and \$40 for 3 carts for commercial pickup. 17.36% increase in residential sanitation fee budgeted for FY 2020.



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.

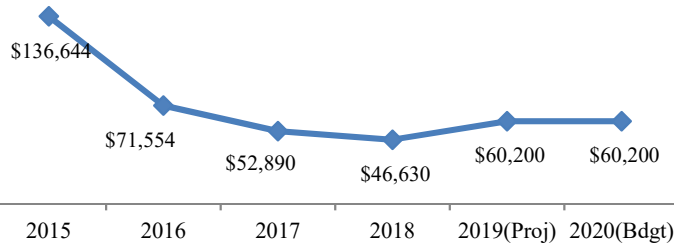




CITY OF BARTLETT ANALYSIS OF SPECIAL REVENUE SOURCES FY 2020 Adopted Budget



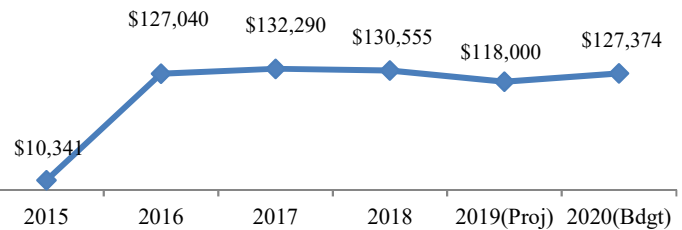
Federal Drug Enforcement Fund



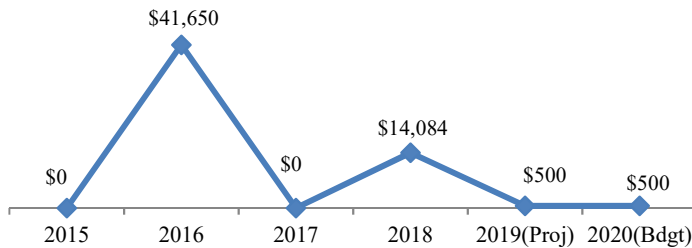
The Federal Drug Enforcement Fund revenues are federal grant funds and seizure funds that are used for drug education and enforcement programs. Federal grants and seizure funds can vary from year to year.

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.

Drainage Control Fund



Parks Improvement Fund



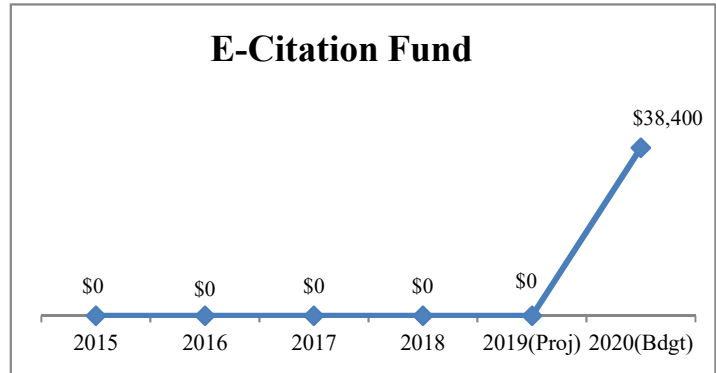
The Parks Improvement revenue is a development fee of \$700.00 per lot for residential subdivision development. The fees are collected by parks zone and are to be used in the zone in which it is collected for park development and improvements. Some development fees in FY 2016 and in FY 2018 are the only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



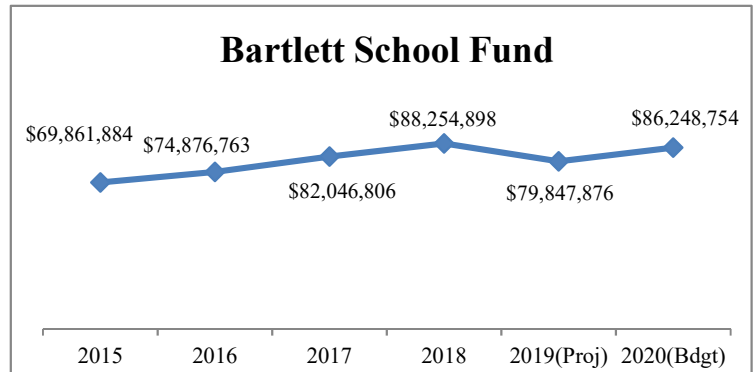
CITY OF BARTLETT ANALYSIS OF SPECIAL REVENUE SOURCES FY 2020 Adopted Budget



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 first year for the E-Citation Fund.



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





**CITY OF BARTLETT
STREET AID FUND
FY 2020 Adopted Budget**

Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Street Aid Fund Revenues				
Gas Taxes	\$ 1,894,273	\$ 1,800,000	\$ 2,040,000	\$ 2,150,000
Street Lighting Fee	33,267	25,000	25,000	25,000
S/D Paving Fee	0	200,000	100,000	200,000
Transfer From CIP	6,907	0	0	0
Other Revenues	1,576	0	3,000	1,000
Total Street Aid Revenues	\$ 1,936,024	\$ 2,025,000	\$ 2,168,000	\$ 2,376,000
Street Aid Expenditures				
Operations				
Street Lighting	\$ 1,379,518	\$ 1,350,000	\$ 1,400,000	\$ 1,450,000
Street Paving	0	530,000	530,000	500,000
Street S/D Paving	0	200,000	100,000	200,000
Total Operations	\$ 1,379,518	\$ 2,080,000	\$ 2,030,000	\$ 2,150,000
Capital				
Handicap Ramp At Curbs	\$ 30,000	\$ 35,000	\$ 35,000	\$ 50,000
Curb Replacement	59,920	50,000	50,000	75,000
Signal Maintenance	54,888	310,000	310,000	310,000
<i>Flasher modifications, signal pole replacement.</i>				
Total Capital	\$ 144,808	\$ 395,000	\$ 395,000	\$ 435,000
Total Street Aid Expenditures	\$ 1,524,326	\$ 2,475,000	\$ 2,425,000	\$ 2,585,000
Net From Operations	411,698	(450,000)	(257,000)	(209,000)
Beginning Fund Balance	\$ 810,102	\$ 1,221,800	\$ 1,221,800	\$ 964,800
Ending Fund Balance	\$ 1,221,800	\$ 771,800	\$ 964,800	\$ 755,800

Solid Waste Fund

City of Bartlett



FY 2020 Adopted

Summary Revenue/Expenditure Type

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 Browning Ferris Industries 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.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Revenues	6,028,212	6,106,800	6,133,985	7,185,191
Salaries	1,824,962	1,953,943	1,890,463	1,980,310
Benefits	954,229	1,019,243	1,012,581	1,111,481
Other Personnel	198,923	190,000	175,000	190,000
Operations	2,089,280	2,177,191	2,220,457	2,296,950
Capital	894,999	1,291,309	1,073,348	1,467,450
Transfer Out	225,500	153,000	153,000	139,000
Net Fr Opers	(159,682)	(677,886)	(390,864)	0
Beg Fund Bal	1,245,982	1,086,300	1,086,300	695,436
End Fund Bal	1,086,300	408,414	695,436	695,436

FY 2019 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 2018 Actual	FY 2019 Forecast	FY 2020 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.	5 to 6 weeks per cycle	5 to 6 weeks per cycle	6 to 7 weeks per cycle
Reduce solid waste taken to the landfill. Look at the possibility 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%	42%	43%
Maintain the current level of household service.	Number of calls for missed service and cart repairs combined each month.	330 per month	315 per month	300 per month



**CITY OF BARTLETT
SOLID WASTE FUND
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Solid Waste Revenues				
TN Recycling Rebate	\$ 0	\$ 10,800	\$ 10,685	\$ 10,800
Property Maintenance Charges	10,729	12,000	12,000	12,000
Sanitation Fee-Residential	5,977,222	6,030,000	6,050,000	7,100,000
Sanitation Fee-Commercial	23,587	24,000	25,000	28,000
Recycling Fee	7,982	5,000	5,000	5,000
Carts Commercial	260	500	1,200	500
Special Sanitation Pick Up	0	500	500	500
Carts Residential	22,538	20,000	16,000	20,000
Appliances	3,475	4,000	10,000	5,000
Other Revenue/Uncollectable	(17,581)	0	3,600	3,391
Total Solid Waste Revenues	\$ 6,028,212	\$ 6,106,800	\$ 6,133,985	\$ 7,185,191

Solid Waste Expenditures

Personnel

Supervisor Salaries	\$ 72,815	\$ 74,271	\$ 63,085	\$ 65,486
Employee Wages	1,477,388	1,580,447	1,511,003	1,615,599
Overtime Wages	246,379	260,000	284,909	260,000
Contracted Services	198,923	190,000	175,000	190,000
Part-Time	28,379	39,225	31,466	39,225
Vacation Pay	5,561	0	12,187	0
Sick Pay	0	0	17,699	0
Longevity Pay	36,014	41,514	40,700	37,904
Bonus	3,703	3,652	3,216	3,652
Employee Health Insurance	375,278	446,044	422,392	547,726
Employee Life Insurance	4,217	5,295	4,655	5,379
Worker's Compensation Insurance	92,287	92,621	92,621	93,670
Retiree Health Insurance	77,510	82,736	78,688	84,054
FICA	134,166	144,091	140,568	145,126
Pension Contribution	209,555	187,528	179,002	170,980
Contributory Retirement Plan	15,937	15,762	20,853	22,990
Total Personnel	\$ 2,978,114	\$ 3,163,186	\$ 3,078,044	\$ 3,281,791

Staffing Level

<i>Full-Time</i>	<i>39.33</i>	<i>41.00</i>	<i>39.50</i>	<i>41.00</i>
<i>Part-Time (converted to FTE)</i>	<i>1.81</i>	<i>1.85</i>	<i>0.78</i>	<i>1.80</i>
Total Full-Time Equivalent (FTE)	41.14	42.85	40.28	42.80

Operations

Other Professional Services	\$ 817	\$ 0	\$ 700	\$ 800
Dues & Subscriptions	180	200	194	400
Utilities	9,978	11,000	10,000	11,000
Phone-Local	1,376	1,350	1,350	1,350
Cellular Phones	1,665	1,500	1,400	1,500
Shop Allocation	100,000	100,000	100,000	100,000
Vehicle Maintenance	431,543	450,000	560,000	500,000
Equipment Maintenance	37,941	55,000	65,000	60,000
Building Maintenance	1,829	1,500	2,000	25,000
<i>\$23,000 increase is to repair chute on tipping floor.</i>				
Office Supplies	1,379	1,200	1,269	1,200



**CITY OF BARTLETT
SOLID WASTE FUND
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Printing	4,228	750	600	750
Petroleum Supplies	350,868	360,000	365,000	390,000
Clothing & Uniforms	18,033	15,000	18,000	19,000
Operating Supplies	28,325	28,000	28,000	28,000
Cleaning Supplies	1,826	2,000	2,000	2,000
Fill Sand, Dirt & Gravel	106	3,000	2,561	3,000
Small Tools	2,455	2,500	2,641	2,500
Equipment Leasing	152	250	250	250
Property Insurance	609	700	622	700
Vehicle & Equip Insurance	38,231	40,000	45,017	40,000
General Liability Insurance	12,996	13,000	12,953	13,000
Landfill Fees	997,239	1,050,741	965,400	1,050,000
State Fees	24,500	24,500	24,500	31,500
<i>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.</i>				
Damage Claims	22,651	12,000	9,000	12,000
Miscellaneous Other Expenses	354	3,000	2,000	3,000
Total Operations	\$ 2,089,280	\$ 2,177,191	\$ 2,220,457	\$ 2,296,950
Transfers Out				
Transfer To Debt Service	\$ 163,000	\$ 153,000	\$ 153,000	\$ 139,000
Transfer To CIP	62,500	0	0	0
Total Transfers Out	\$ 225,500	\$ 153,000	\$ 153,000	\$ 139,000
Capital				
Building Improvements	\$ 10,406	\$ 10,000	\$ 6,524	\$ 0
Communications Equipment	0	200	200	200
Data Processing Equipment	0	0	0	2,250
Vehicles	745,731	1,138,109	903,835	1,112,000
<i>2 Knucklebooms \$265k; 2 Automated Packers \$486k; 2 F550 Dump Trucks \$110k; 1 Mini Packer \$136k; 1 Day Tractor \$115k.</i>				
Other Equipment	74,100	68,000	87,790	278,000
<i>3 Leaf Machines \$198k; 1 Walking Floor Trailer \$80,000.</i>				
Carts	64,762	75,000	75,000	75,000
Total Capital	\$ 894,999	\$ 1,291,309	\$ 1,073,348	\$ 1,467,450
Total Solid Waste Expenditures	\$ 6,187,894	\$ 6,784,686	\$ 6,524,849	\$ 7,185,191
Net From Operations	(159,682)	(677,886)	(390,864)	0
Beginning Fund Balance	\$ 1,245,982	\$ 1,086,300	\$ 1,086,300	\$ 695,436
Ending Fund Balance	\$ 1,086,300	\$ 408,414	\$ 695,436	\$ 695,436



CITY OF BARTLETT
GENERAL IMPROVEMENT FUND
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
General Improvement Revenues				
City Service Fee	\$ 662,819	\$ 670,000	\$ 667,000	\$ 672,000
Other Revenue	(1,919)	0	100	100
Total General Improvement Revenues	\$ 660,899	\$ 670,000	\$ 667,100	\$ 672,100
General Improvement Expenditures				
Operations				
Training	\$ 6,385	\$ 10,000	\$ 10,000	\$ 10,000
Rental	36,052	37,000	37,000	38,000
<i>MLGW pole attaching for fiber, Vertical Bridge tower lease for radio.</i>				
Software	12,764	70,200	70,000	11,000
Telecommunication Link	1,500	1,500	1,500	1,500
Equipment Maintenance	634	2,000	1,500	2,000
Computer Maintenance	339,306	361,000	370,000	423,000
Building Maintenance	900	1,000	950	1,000
Total Operations	\$ 397,541	\$ 482,700	\$ 490,950	\$ 486,500
Transfers Out				
Transfer To General Fund	\$ 261,000	\$ 167,500	\$ 167,500	\$ 168,000
Total Transfers Out	\$ 261,000	\$ 167,500	\$ 167,500	\$ 168,000
Capital				
Data Equipment	\$ 51,627	\$ 119,600	\$ 115,000	\$ 177,000
Furniture	0	0	2,296	0
Total Capital	\$ 51,627	\$ 119,600	\$ 117,296	\$ 177,000
Total Gen Improvement Expenditures	\$ 710,168	\$ 769,800	\$ 775,746	\$ 831,500
Net From Operations	(49,269)	(99,800)	(108,646)	(159,400)
Beginning Fund Balance	\$ 430,342	\$ 381,073	\$ 381,073	\$ 272,427
Ending Fund Balance	\$ 381,073	\$ 281,273	\$ 272,427	\$ 113,027



CITY OF BARTLETT
DRUG ENFORCEMENT FUNDS
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Drug Enforcement Funds Revenues				
Drug Arrest Fees	\$ 0	\$ 2,000	\$ 0	\$ 0
Drug Enforcement Fines	47,288	30,000	40,000	40,000
Other Court Fines	0	2,000	2,000	2,000
Sale Confiscated Property	10,786	25,000	15,000	15,000
Civil Settlement	65,111	150,000	70,000	70,000
Transfer In School Reimbursement	27,837	33,000	28,500	33,000
Other Revenues	596	1,000	1,000	1,000
Total Drug Enforcement Funds Revenues	\$ 151,618	\$ 243,000	\$ 156,500	\$ 161,000
Dare Program Expenditures				
Operations				
Training	\$ 0	\$ 1,500	\$ 1,500	\$ 1,500
Travel	2,350	2,500	2,500	2,500
Office Supplies	0	500	500	500
Printing	0	1,000	1,000	1,000
Operating Supplies	12,863	10,000	10,000	10,000
Small Tools	0	2,000	2,000	2,000
Public Awareness	3,903	8,000	8,000	8,000
Total Operations	\$ 19,116	\$ 25,500	\$ 25,500	\$ 25,500
Capital				
Data Equipment	\$ 8,721	\$ 7,500	\$ 3,000	\$ 7,500
Total Capital	\$ 8,721	\$ 7,500	\$ 3,000	\$ 7,500
Total Dare Program Expenditures	\$ 27,837	\$ 33,000	\$ 28,500	\$ 33,000
Drug Enforcement Expenditures				
Personnel				
Overtime Wages	\$ 37,536	\$ 70,000	\$ 50,000	\$ 50,000
FICA	2,730	8,000	4,000	4,000
Total Personnel	\$ 40,266	\$ 78,000	\$ 54,000	\$ 54,000
Operations				
Training	\$ 2,742	\$ 5,000	\$ 2,500	\$ 3,000
Firearm Training	6,996	30,000	20,000	20,000
Travel	7,920	15,000	7,000	7,000
Professional Services	0	2,000	0	0
Contract Services	0	500	0	0
Notice Publication	0	500	0	0
Dues & Subscriptions	240	1,500	500	500
Phone-Local	1,069	1,000	1,200	1,200
Cell Phone	5,597	8,000	6,000	6,000
Software	9,997	30,000	5,000	5,000
Vehicle Maintenance	3,646	10,000	7,000	7,000
Equipment Maintenance	0	1,000	0	0
Office Supplies	1,288	3,000	2,000	2,000
Clothing	3,551	15,000	10,000	45,000
Body Armor Vests.				



CITY OF BARTLETT
DRUG ENFORCEMENT FUNDS
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Operating Supplies	11,040	7,000	7,000	7,000
Small Tools	3,020	5,000	5,000	5,000
Public Awareness	644	2,000	5,000	2,000
Drug Prevention	1,034	1,000	0	1,000
Equipment Rental	0	1,000	0	0
Equipment Leasing	628	3,000	1,500	1,500
Tow-In Fee	2,000	4,000	3,000	3,000
Informant Payments	5,286	10,000	10,000	10,000
Miscellaneous Expense	0	5,000	3,000	3,000
Total Operations	\$ 66,699	\$ 160,500	\$ 95,700	\$ 129,200
Capital				
Communication Equipment	\$ 4,214	\$ 15,000	\$ 5,000	\$ 5,000
Data Equipment	21,177	20,000	20,000	20,000
<i>E ticket printers.</i>				
Office Equipment	377	2,000	1,000	1,000
Vehicles	47,859	110,000	110,000	0
Furniture	400	5,000	2,000	2,000
Other Equipment	10,464	82,754	66,000	50,000
<i>Pharo Laser Imager.</i>				
Total Capital	\$ 84,490	\$ 234,754	\$ 204,000	\$ 78,000
Total Drug Enforcement Expenditures	\$ 191,454	\$ 473,254	\$ 353,700	\$ 261,200
Total Drug Enforcement Funds Expenditure	\$ 219,291	\$ 506,254	\$ 382,200	\$ 294,200
Net From Operations	(67,673)	(263,254)	(225,700)	(133,200)
Beginning Fund Balance	\$ 490,096	\$ 422,423	\$ 422,423	\$ 196,723
Ending Fund Balance	\$ 422,423	\$ 159,169	\$ 196,723	\$ 63,523



CITY OF BARTLETT
FEDERAL DRUG ENFORCEMENT FUND
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Fed Drug Enforcement Revenues				
DEA Funds	\$ 46,506	\$ 100,000	\$ 60,000	\$ 60,000
Interest/Other	123	200	200	200
Total Fed Drug Enforcement Revenues	\$ 46,630	\$ 100,200	\$ 60,200	\$ 60,200
Fed Drug Enforcement Expenditures				
Operations				
Training	\$ 1,609	\$ 10,000	\$ 5,000	\$ 10,000
Volunteer Expense	0	1,000	1,000	1,000
Travel	223	10,000	5,000	10,000
Dues & Subscription	1,320	2,000	2,000	2,000
Cell Phone	1,444	2,000	5,000	2,500
Vehicle Maintenance	0	2,000	2,000	2,000
Radio Maintenance	8,190	1,000	1,000	1,000
Office Supplies	0	1,000	1,000	1,000
Printing	0	200	200	200
Small Tools	6,753	5,000	5,000	5,000
Total Operations	\$ 19,539	\$ 34,200	\$ 27,200	\$ 34,700
Capital				
Data Equipment	\$ 2,197	\$ 5,000	\$ 8,010	\$ 5,000
Vehicles 2 ISD Cars.	0	160,000	160,000	60,000
Furniture	0	40,000	40,000	0
Other Equipment 50 (12 ga.) shotguns.	0	54,363	57,600	25,000
Total Capital	\$ 2,197	\$ 259,363	\$ 265,610	\$ 90,000
Total Fed Drug Enforcement Expenditures	\$ 21,736	\$ 293,563	\$ 292,810	\$ 124,700
Net From Operations	24,894	(193,363)	(232,610)	(64,500)
Beginning Fund Balance	\$ 313,367	\$ 338,261	\$ 338,261	\$ 105,651
Ending Fund Balance	\$ 338,261	\$ 144,897	\$ 105,651	\$ 41,151



CITY OF BARTLETT DRAINAGE FUND FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Drainage Control Revenues				
Drainage Fee Detention Basin	\$ 6,750	\$ 8,000	\$ 3,000	\$ 4,000
Transfer from General Fund	100,000	100,000	100,000	100,000
Interest/Other	23,805	12,526	15,000	23,374
Total Drainage Revenues	\$ 130,555	\$ 120,526	\$ 118,000	\$ 127,374
Drainage Control Expenditures				
Personnel				
Employee Wages	\$ 55,675	\$ 57,284	\$ 58,940	\$ 61,035
Overtime Wages	2,368	3,500	3,500	3,500
Contracted Services	488	3,500	2,500	3,500
Education Bonus	720	720	720	720
Longevity	2,227	2,272	2,358	3,662
Bonus	86	83	83	83
Employee Health Insurance	10,185	11,794	11,802	13,689
Employee Life Insurance	153	183	174	195
Worker's Compensation Insurance	234	277	277	330
Retiree Health Insurance	2,784	2,864	2,947	3,052
FICA	4,515	4,679	4,813	5,039
Pension Contribution	9,312	8,020	9,120	8,545
Total Personnel	\$ 88,747	\$ 95,176	\$ 97,234	\$ 103,350
<u>Staffing Level</u>				
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	\$ 615	\$ 750	\$ 750	\$ 750
Travel	697	1,400	1,400	1,400
Professional Services	366	5,674	5,674	5,674
Other Professional Services	0	8,000	6,000	6,000
Postage & Freight	0	100	100	100
Dues & Subscription	600	750	750	750
Printing	122	500	500	500
Operating Supplies	52	750	750	750
Public Awareness	2,660	4,500	4,500	4,500
State Fees	3,460	3,600	3,600	3,600
Total Operations	\$ 8,572	\$ 26,024	\$ 24,024	\$ 24,024
Total Drainage Control Expenditures	\$ 97,319	\$ 121,200	\$ 121,258	\$ 127,374
Net From Operations	33,235	(674)	(3,258)	0
Beginning Fund Balance	\$ 161,695	\$ 194,930	\$ 194,930	\$ 191,672
Ending Fund Balance	\$ 194,930	\$ 194,256	\$ 191,672	\$ 191,672



**CITY OF BARTLETT
PARK IMPROVEMENTS FUND
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Park Improvement Revenues				
Parks Dev Fee Dist1	\$ 0	\$ 0	\$ 0	\$ 0
Parks Dev Fee Dist2	14,000	0	0	0
Parks Dev Fee Dist3	0	0	0	0
Greenbelt	0	0	0	0
Interest/Other Revenues	84	0	500	500
Total Park Improvement Revenues	\$ 14,084	\$ 0	\$ 500	\$ 500
Transfers Out				
Transfer to Capital Improvement Fund	\$ 55,000	\$ 16,936	\$ 16,936	\$ 22,700
<i>Parks maintenances.</i>				
Total Transfers Out	\$ 55,000	\$ 16,936	\$ 16,936	\$ 22,700
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	(40,916)	(16,936)	(16,436)	(22,200)
Beginning Fund Balance	\$ 702,738	\$ 661,822	\$ 661,822	\$ 645,386
Ending Fund Balance	\$ 661,822	\$ 644,886	\$ 645,386	\$ 623,186



**CITY OF BARTLETT
E-CITATION FUND
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
E-Citation Revenues				
Electronic Traffic Citation Fee	\$ 0	\$ 0	\$ 0	\$ 38,400
Total E-Citation Revenues	\$ 0	\$ 0	\$ 0	\$ 38,400
E-Citation Expenditures				
Operations				
Computer Maintenance	\$ 0	\$ 0	\$ 0	\$ 23,000
<i>Share cost of Adsi interface b/w jail, court, ticketing, Eagent NCIC Software, DataDriven Watson, & VisionAir Software...</i>				
Total Operations	\$ 0	\$ 0	\$ 0	\$ 23,000
Capital				
Data Processing Equipment	\$ 0	\$ 0	\$ 0	\$ 15,400
<i>Laptops, PCs & printers, Share of Server Cost.</i>				
Total Capital	\$ 0	\$ 0	\$ 0	\$ 15,400
Total Drainage Control Expenditures	\$ 0	\$ 0	\$ 0	\$ 38,400
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 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Bartlett School Fund Revenues				
County Taxes	\$ 36,726,782	\$ 34,733,379	\$ 34,733,379	\$ 37,463,781
City of Bartlett Contributions	2,346,019	2,346,018	2,346,018	2,346,018
Charges for Services	715,664	479,378	479,378	88,912
Recurring Local Revenue	476,261	468,750	468,750	792,315
Nonrecurring Local Revenue	569,789	0	0	0
State Education Funds	41,612,895	41,458,351	41,458,351	44,792,672
Other State Revenue	89,054	82,000	82,000	89,056
Federal Funds thru the State	96,193	96,000	96,000	96,000
Capital Leases Issued	5,031,856	0	0	0
Other Sources	590,385	184,000	184,000	580,000
Total Bartlett School Fund Revenues	\$ 88,254,898	\$ 79,847,876	\$ 79,847,876	\$ 86,248,754
Staffing Level				
<i>Full-Time Equivalent (FTE)</i>	<i>846</i>	<i>864</i>	<i>864</i>	<i>874</i>
Bartlett School Fund Expenditures				
Regular Instruction Program	\$ 37,978,972	\$ 39,912,672	\$ 39,912,672	\$ 45,611,551
Alternative Education Program	397,505	398,181	398,181	528,575
Special Education	5,825,953	6,288,984	6,288,984	6,800,620
Career and Technical Education Program	1,183,409	1,366,518	1,366,518	1,498,903
Planning	120,683	126,616	126,616	129,890
Student Services	493,114	503,021	503,021	710,495
Health Services	979,092	807,542	807,542	893,256
Other Student Support	1,789,102	2,324,347	2,324,347	1,984,051
Regular Instruction Support	1,910,929	2,004,511	2,004,511	2,333,711
Special Education Support	1,012,777	1,208,814	1,208,814	1,180,359
Vocational Education Support	23,196	120,996	120,996	123,107
Board of Education	2,391,883	2,659,274	2,659,274	3,590,475
Director of Schools	476,669	516,872	516,872	695,100
Office of Principal	5,612,272	6,538,409	6,538,409	6,780,520
Fiscal Services	1,068,239	1,393,265	1,393,265	1,691,845
Human Resources	583,342	622,607	622,607	611,503
Operation of Plant	3,935,791	4,185,025	4,185,025	4,784,729
Maintenance of Plant	1,083,075	1,313,078	1,313,078	1,388,562
Transportation	2,548,948	3,102,726	3,102,726	3,571,660
Technology	2,284,726	4,353,545	4,353,545	1,839,842
School Safety	107,119	100,873	100,873	0
Capital Outlays	5,363,755			1,000,000
Transfers Out	3,122,677	1,000,000	1,000,000	1,000,000
Total Bartlett School Fund Expenditures	\$ 80,293,228	\$ 80,847,876	\$ 80,847,876	\$ 88,748,754
Net From Operations	7,961,670	(1,000,000)	(1,000,000)	(2,500,000)
School Beginning Fund Balance	\$ 24,040,228	\$ 32,001,898	\$ 32,001,898	\$ 31,001,898
School Ending Fund Balance	\$ 32,001,898	\$ 31,001,898	\$ 31,001,898	\$ 28,501,898

CITY OF BARTLETT

T E N N E S S E E

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

Full-Time Authorized Personnel Positions

Utility Administration

Supervisor	1
General Clerk	2
Skill Clerk	2
Senior Clerk	1
Total Utility Administration	6

Water & Wastewater Services

Manager	1
Driver	5
Foreman	4
Supervisor	1
Meter Reader	4
Sewer Tech	2
Utility Worker	3
Utility Location Technician	1
Total Water & Wastewater Svcs	21

Plant Operations

Manager	1
Engineer	1
Driver*	1
Watertreat Operator	3
Total Plant Operations	6

Sewer Lagoon

Manager	1
Watertreat Operator	2
Plant Maintenance	1
Total Sewer Lagoon	4

TOTAL UTILITY FUND 37

UTILITY FUND FY 2020 Adopted Budget

The Utility Fund has four cost centers; Administration, Water & Wastewater Services, Plant Operations and Sewer Lagoon. The Utility Fund budget had a net decrease of \$1,508,059 (13.92%) over the FY 2019 Projection. In FY20, the Utility Fund will transfer \$650,000 to the CIP for water and sewer projects (a big decrease in the transfer to the CIP of \$2.55 for FY19). *The driver position in Plant Operations is unfunded in FY20 and was not filled in FY19. There was no staffing change. FY 2020 budget included a career ladder pay increase and a general 2% salary increase for full-time employees.

Summary Revenue/Expenditure Type

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Revenues	8,514,552	8,747,500	8,686,500	9,734,500
Salaries	1,675,049	1,779,622	1,738,234	1,820,356
Benefits	931,152	912,053	916,837	960,210
Operations	3,366,536	3,639,718	3,496,920	3,697,430
Capital	130,762	1,079,265	823,865	979,150
Dbt Svc/Trfr Out	1,974,257	3,906,519	3,863,919	1,874,570
Net Income	436,795	(2,569,677)	(2,153,275)	402,784
Beg Cash Bal	12,686,437	13,123,232	13,123,232	10,969,957
End Cash Bal	13,123,232	10,553,555	10,969,957	11,372,741



CITY OF BARTLETT
UTILITY FUND SUMMARY
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Utility Revenues				
Operating Revenues	\$ 8,309,886	\$ 8,483,000	\$ 8,435,000	\$ 9,493,000
Other Revenues	102,611	65,000	92,000	92,000
Non-Operating Revenues	91,390	190,000	150,000	140,000
Total Utility Revenues	\$ 8,503,886	\$ 8,738,000	\$ 8,677,000	\$ 9,725,000
Utility Expenditures				
Utility Administration	\$ 2,284,792	\$ 2,453,481	\$ 2,357,125	\$ 2,547,498
Water & Wastewater Services	1,725,345	1,956,039	1,931,198	1,942,034
Plant Operations	1,473,143	1,995,701	1,841,106	1,921,182
Sewer Treatment	609,553	995,937	836,927	1,036,932
Total Utility Expenditures	\$ 6,092,834	\$ 7,401,158	\$ 6,966,356	\$ 7,447,646
Projected Cash Flow	\$ 2,411,052	\$ 1,336,842	\$ 1,710,644	\$ 2,277,354
Less:				
Debt Service	\$ 1,305,257	\$ 1,356,519	\$ 1,313,919	\$ 1,224,570
Transfer to Capital Improvement Fund	669,000	2,550,000	2,550,000	650,000
Total	\$ 1,974,257	\$ 3,906,519	\$ 3,863,919	\$ 1,874,570
Net From Operations	\$ 436,795	\$ (2,569,677)	\$ (2,153,275)	\$ 402,784
Beginning Cash Balance	\$ 12,686,437	\$ 13,123,232	\$ 13,123,232	\$ 10,969,957
Ending Cash Balance	\$ 13,123,232	\$ 10,553,555	\$ 10,969,957	\$ 11,372,741



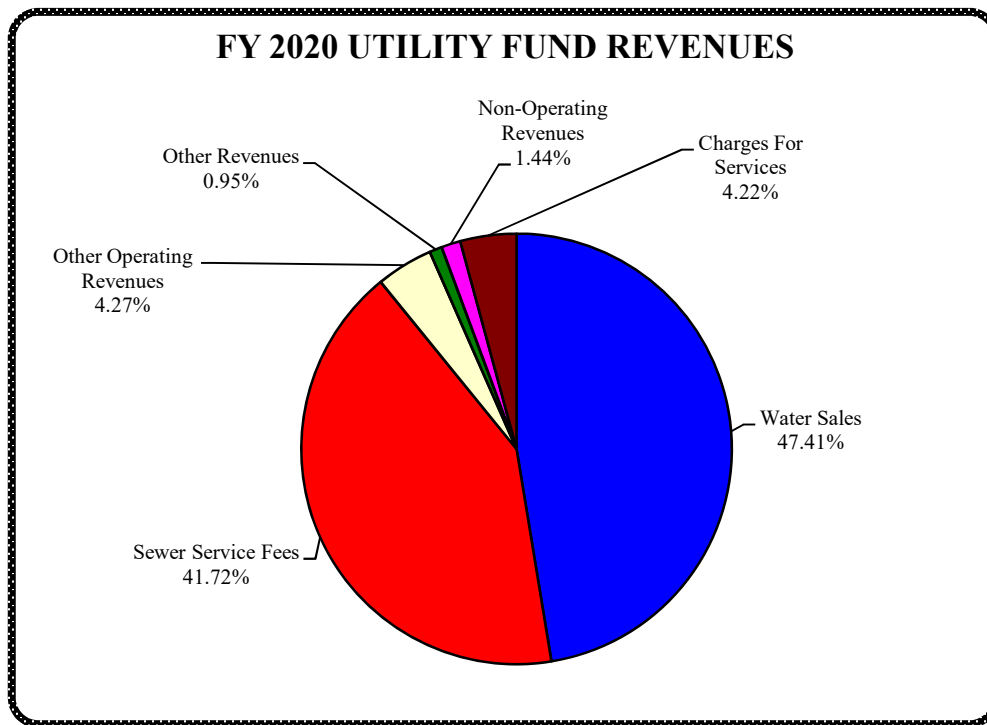
CITY OF BARTLETT
UTILITY FUND REVENUES
FY 2020 Adopted Budget



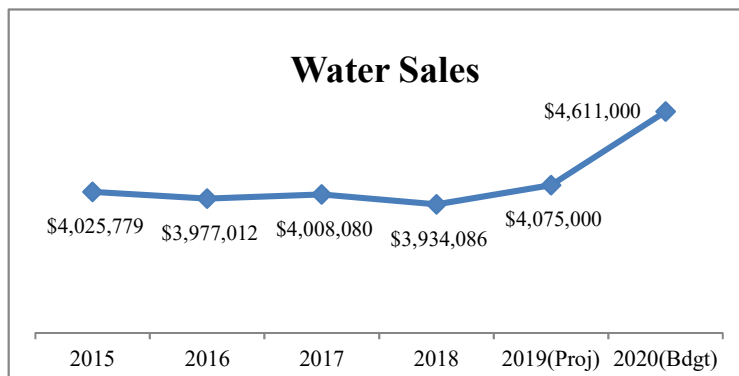
Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Water Sales				
Metered Water Sales City Residential	\$ 2,890,612	\$ 3,000,000	\$ 3,000,000	\$ 3,375,000
Metered Water Sales City Commercial	860,480	900,000	875,000	1,010,000
Metered Water Sales Rural Residential	184,090	180,000	185,000	210,000
Metered Water Sales Rural Commercial	13,914	15,000	15,000	16,000
Uncollectable Revenue-Water	(15,009)	0	0	0
Total Water Sales	\$ 3,934,086	\$ 4,095,000	\$ 4,075,000	\$ 4,611,000
Sewer Service Fees				
Sewer Service Fees City Residential	\$ 1,829,413	\$ 1,850,000	\$ 1,850,000	\$ 2,118,000
Sewer Service Fees City Commercial	631,105	640,000	630,000	730,000
Sewer Service Fees Rural Commercial	4,148	4,000	4,000	4,500
North Sewer Service Fees City Res.	906,634	900,000	905,000	1,040,000
North Sewer Service Fees City Comm	41,994	45,000	42,000	50,000
North Sewer Service Fees Rural Res.	93,619	90,000	95,000	110,000
North Sewer Service Fees Rural Comm.	4,114	4,000	4,000	4,500
Uncollectable Revenue-Sewer	(9,368)	0	0	0
Total Sewer Service Fees	\$ 3,501,660	\$ 3,533,000	\$ 3,530,000	\$ 4,057,000
Other Operating Revenues				
Service Connection Fee	\$ 72,926	\$ 70,000	\$ 70,000	\$ 70,000
Disconnect/Reconnect Fee	34,980	35,000	35,000	35,000
Forfeited Discounts	302,609	310,000	300,000	310,000
Total Other Operating Revenues	\$ 410,515	\$ 415,000	\$ 405,000	\$ 415,000
Other Revenues				
Interest	\$ 40,645	\$ 32,000	\$ 52,000	\$ 52,000
Other Revenues	47,301	18,000	25,000	25,000
Reimbursements For Damage	14,664	15,000	15,000	15,000
Total Other Revenues	\$ 102,611	\$ 65,000	\$ 92,000	\$ 92,000
Non-Operating Revenues				
Water Tap Fees South	\$ 29,300	\$ 50,000	\$ 50,000	\$ 50,000
Water Tap Fees North	2,000	20,000	10,000	10,000
Sewer Tap South Basin	33,407	50,000	40,000	40,000
Sewer Tap North Basin	8,000	20,000	20,000	20,000
Subdivision Development	18,683	50,000	30,000	20,000
Total Non-Operating Revenues	\$ 91,390	\$ 190,000	\$ 150,000	\$ 140,000
Charges For Services				
Tower Lease Payments	\$ 391,322	\$ 360,000	\$ 390,000	\$ 360,000
Water Meter Installation	72,304	80,000	35,000	50,000
Total Charges For Services	\$ 463,625	\$ 440,000	\$ 425,000	\$ 410,000
TOTAL UTILITY FUND REVENUES	\$ 8,503,886	\$ 8,738,000	\$ 8,677,000	\$ 9,725,000



CITY OF BARTLETT ANALYSIS OF UTILITY REVENUE SOURCES FY 2020 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. 12.08% increase budgeted for FY 2020.



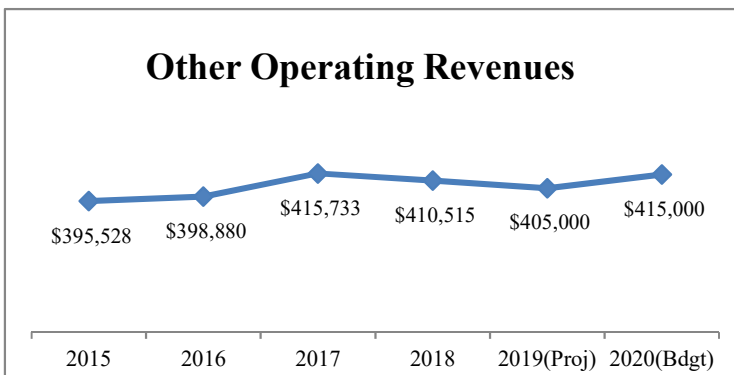
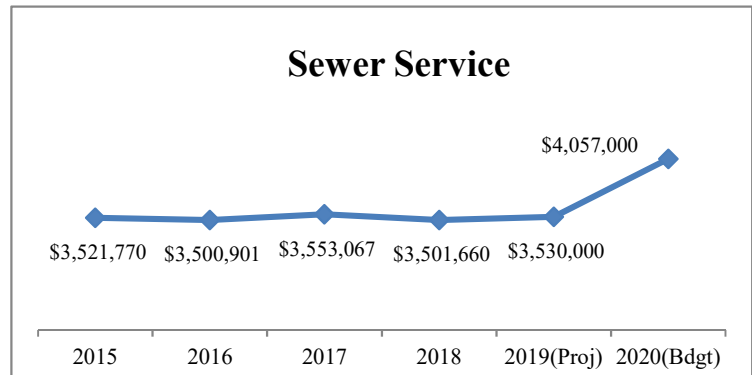
This revenue is based on the volume of water usage with a different rate for residential and commercial users. \$2 increase in the water rate per month per customer. FY 2020 budget is based on 50 new additional users.



CITY OF BARTLETT ANALYSIS OF UTILITY REVENUE SOURCES FY 2020 Adopted Budget

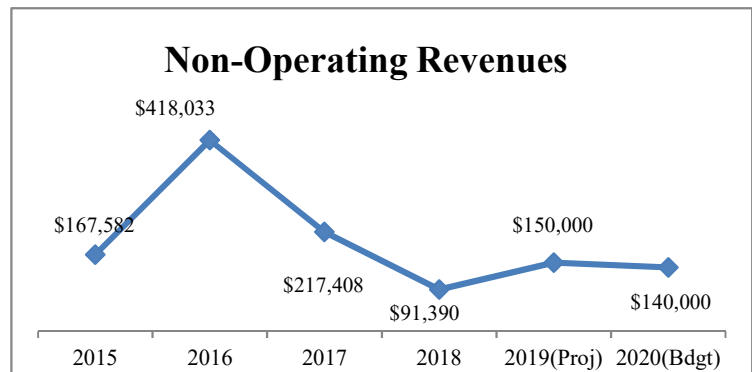


This revenue is based on the volume of water used and is a charge for the collection, treatment, and disposal of wastewater. Sewage in the North Basin is treated by the City and sewage in the South Basin is treated by the City of Memphis. \$2 increase in the sewer rate per month per customer. FY 2020 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.

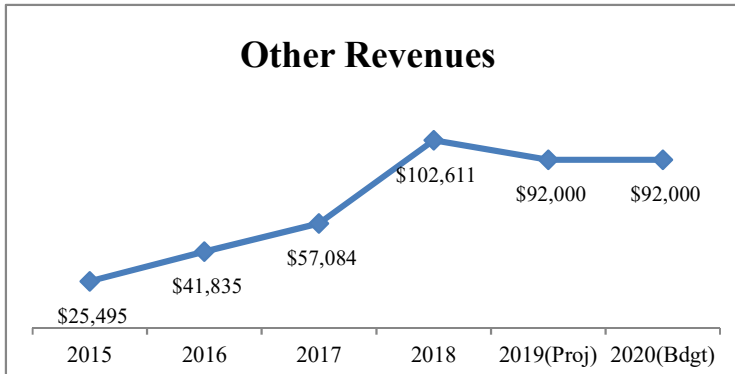




CITY OF BARTLETT ANALYSIS OF UTILITY REVENUE SOURCES FY 2020 Adopted Budget



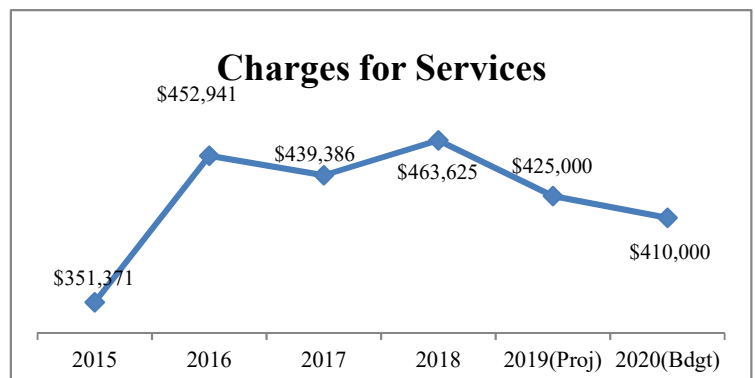
Other Revenues



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 antennae.

Charges for Services





CITY OF BARTLETT

UTILITY FUND EXPENDITURES - LINE ITEM SUMMARY

FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues				
Demand Response Program	\$ 10,666	\$ 9,500	\$ 9,500	\$ 9,500
Total Department Revenues	\$ 10,666	\$ 9,500	\$ 9,500	\$ 9,500
Personnel				
Supervisor Salaries	\$ 273,799	\$ 276,536	\$ 277,483	\$ 286,500
Employee Wages	1,269,895	1,363,763	1,327,921	1,394,933
Overtime Wages	73,602	71,000	75,386	72,100
Special Hours	20,900	22,100	21,100	21,600
Part-Time	36,854	46,223	36,344	45,223
Vacation Pay	10,472	0	2,518	0
Educational Bonus	2,280	2,400	1,920	2,160
Sick Pay	(298)	0	0	0
Longevity Pay	31,919	37,226	35,785	35,296
Bonus	3,186	3,342	3,051	3,314
Employee Health Insurance	333,325	396,686	393,755	439,859
Employee Life Insurance	4,171	5,249	4,762	5,381
Worker's Compensation Insurance	46,390	47,600	47,600	48,590
Retiree Health Insurance	119,309	82,015	80,271	84,071
FICA	123,591	131,754	127,365	133,708
Pension Contribution	244,709	192,525	206,001	192,515
Contributory Retirement Plan	12,097	13,256	13,809	15,316
Total Personnel	\$ 2,606,201	\$ 2,691,675	\$ 2,655,071	\$ 2,780,566
<u>Staffing Level</u>				
<i>Full-Time</i>	<i>35.38</i>	<i>37.00</i>	<i>34.65</i>	<i>36.00</i>
<i>Part-Time (converted to FTE)</i>	<i>1.71</i>	<i>2.02</i>	<i>1.21</i>	<i>2.03</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>37.09</i>	<i>39.02</i>	<i>35.86</i>	<i>38.03</i>
Operations				
Training	\$ 3,982	\$ 6,500	\$ 6,500	\$ 6,900
Travel	3,672	8,050	7,450	8,050
Professional Services	0	2,000	1,000	2,000
Other Professional Service	31,225	34,500	38,900	56,500
Postage & Freight	74,026	81,000	81,075	101,100
Notice Publication	261	850	100	850
Dues & Subscriptions	775	1,800	1,700	2,260
Utilities	597,646	615,000	614,000	615,000
Water Purchased For Resale	45,936	35,000	55,023	55,000
Phones - Local	3,694	5,650	5,074	5,450
Cellular Phones	7,387	7,000	6,250	7,050
Data Processing - Software	1,560	11,000	14,850	15,000
Telecommunication Link	599	750	514	650
Shop Allocation	24,600	24,600	24,600	24,600
Vehicle Maintenance	27,759	41,000	28,900	35,500
Equipment Maintenance	289,263	318,468	288,000	282,000
Computer Maintenance	0	20,000	10,000	20,000
Grounds Maintenance	7,123	5,000	5,050	5,100
Building Maintenance	29,653	19,000	22,550	23,000
Water & Sewer Line Maintenance	30,006	27,500	27,500	27,500



CITY OF BARTLETT
UTILITY FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2020 Adopted Budget

Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Waste Refuse	34,217	38,000	38,000	38,000
Bad Debt Expense	5,461	3,000	2,000	3,000
Office Supplies	8,760	7,600	7,500	7,500
Printing	2,733	13,350	10,000	30,350
Petroleum Supplies	49,295	50,500	47,500	53,000
Clothing & Uniforms	10,380	10,700	10,700	10,700
Operating Supplies	17,251	24,000	22,500	24,000
Cleaning Supplies	3,057	5,700	4,100	5,100
Chemical Supplies	71,040	100,800	100,266	100,800
Fill Sand, Dirt & Gravel	14,061	20,000	20,000	20,000
Concrete & Brick	4,243	7,000	7,000	7,000
Small Tools	2,408	2,900	2,900	2,900
Pipe & Materials-System Maintenance	72,192	70,000	70,000	70,000
Meters & Meter Boxes	6,804	10,000	8,000	8,500
Equipment Rental	0	500	500	500
Street Barricade & Equip Re	0	400	400	400
Equipment Leasing	0	0	1,400	1,400
Property Insurance	74,221	75,000	76,000	77,500
Vehicle & Equip Insurance	14,106	14,400	12,313	14,920
General Liability Insurance	20,952	21,200	21,005	21,600
Bank Charges	0	4,000	500	1,000
Lab Testing	42,853	58,000	47,000	53,000
CSX Leases	0	1,300	1,300	1,500
Cash Over Or Short	2	100	200	100
Pollution Control Fees	49,513	51,200	51,200	51,200
In Lieu Of Tax Payments	669,962	670,000	670,000	670,000
Storage Fees	238	400	300	400
Sewer Service Fees	1,007,776	1,093,000	1,021,900	1,108,000
State Fees	0	1,200	0	750
Damage Claims	5,000	19,000	3,300	19,000
Miscellaneous Other Expenses	844	1,800	100	1,800
Total Operations	\$ 3,366,536	\$ 3,639,718	\$ 3,496,920	\$ 3,697,430
Capital				
Communications Equipment	\$ 2,492	\$ 1,600	\$ 1,000	\$ 1,400
Data Processing Equipment	1,505	7,700	17,400	12,250
Office Equipment	0	1,500	0	500
Vehicles	0	53,000	52,000	96,000
Other Equipment	838	81,900	80,465	16,000
Water/Sewer Mains & System Improvement	123,806	933,565	673,000	853,000
Land Purchase	2,122	0	0	0
Total Capital	\$ 130,762	\$ 1,079,265	\$ 823,865	\$ 979,150
TOTAL UTILITY FUND EXPENDITURES	\$ 6,092,834	\$ 7,401,158	\$ 6,966,356	\$ 7,447,646

Utility Administration

City of Bartlett



FY 2020 Adopted

Summary Revenue/Expenditure Type

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.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Salaries	253,461	269,220	259,097	276,046
Benefits	126,561	120,961	121,995	131,432
Operations	1,779,955	1,927,800	1,831,833	2,004,520
Capital	124,816	135,500	144,200	135,500
Total	2,284,792	2,453,481	2,357,125	2,547,498

FY 2019 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 2018 Actual	FY 2019 Forecast	FY 2020 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 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 56,664	\$ 57,797	\$ 58,743	\$ 61,845
Employee Wages	183,245	192,863	191,352	198,541
Overtime Wages	281	3,000	66	100
Part-Time	13,272	15,560	8,936	15,560
Vacation Pay	1,257	0	0	0
Sick Pay	43	0	0	0
Longevity Pay	4,565	4,712	4,719	4,933
Bonus	603	603	495	575
Employee Health Insurance	45,800	53,056	53,067	61,584
Employee Life Insurance	638	802	743	833
Worker's Compensation Insurance	432	449	449	462
Retiree Health Insurance	18,750	12,533	12,505	13,019
FICA	18,662	19,927	18,936	20,278
Pension Contribution	31,703	25,427	27,437	26,023
Contributory Retirement Plan	4,109	3,452	3,644	3,725
Total Personnel	\$ 380,022	\$ 390,181	\$ 381,092	\$ 407,478

Staffing Level

<i>Full-Time</i>	<i>6.00</i>	<i>6.00</i>	<i>6.00</i>	<i>6.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.63</i>	<i>0.74</i>	<i>0.40</i>	<i>0.74</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>6.63</i>	<i>6.74</i>	<i>6.40</i>	<i>6.74</i>

Operations

Training	\$ 925	\$ 1,000	\$ 1,000	\$ 1,000
Travel	114	2,000	1,400	2,000
Other Professional Service	0	0	4,400	22,000
<i>Printing and mailing utility bills annually.</i>				
Postage & Freight	73,741	80,000	80,000	100,000
Dues & Subscriptions	0	100	100	100
Phones - Local	972	1,000	1,000	1,000
Data Processing - Software	1,560	11,000	14,850	15,000
Equipment Maintenance	1,128	20,000	5,000	20,000
Computer Maintenance	0	20,000	10,000	20,000
Bad Debt Expense	5,461	3,000	2,000	3,000
Office Supplies	6,240	5,000	5,000	5,000
Printing	2,507	13,000	10,000	30,000
Operating Supplies	426	1,000	0	1,000
Equipment Leasing	0	0	1,400	1,400
Vehicle & Equip Insurance	0	0	12	20
General Liability Insurance	9,104	9,200	9,171	9,500
Bank Charges	0	4,000	500	1,000
Cash Over Or Short	2	100	200	100
In Lieu Of Tax Payments	669,962	670,000	670,000	670,000
<i>Formula based on depreciated book value of assets.</i>				
Storage Fees	238	400	300	400
Sewer Service Fees	1,007,466	1,085,000	1,014,400	1,100,000
<i>Based on treated sewer by City of Memphis.</i>				
Damage Claims	0	1,000	1,000	1,000



**CITY OF BARTLETT
UTILITY ADMINISTRATION
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Miscellaneous Other Expenses	109	1,000	100	1,000
Total Operations	\$ 1,779,955	\$ 1,927,800	\$ 1,831,833	\$ 2,004,520
Capital				
Communications Equipment	\$ 0	\$ 1,200	\$ 1,000	\$ 1,000
Data Processing Equipment	1,010	4,000	15,200	6,000
Office Equipment	0	1,500	0	500
Water Mains & System Improvement	123,806	128,800	128,000	128,000
Total Capital	\$ 124,816	\$ 135,500	\$ 144,200	\$ 135,500
Total Utility Administration	\$ 2,284,792	\$ 2,453,481	\$ 2,357,125	\$ 2,547,498

Water & Wastewater Services

City of Bartlett



FY 2020 Adopted

Summary Revenue/Expenditure Type

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 25,535 water meters.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Salaries	900,276	937,361	927,141	956,970
Benefits	542,238	522,728	529,191	539,764
Operations	280,709	317,850	299,401	317,650
Capital	2,122	178,100	175,465	127,650
Total	1,725,345	1,956,039	1,931,198	1,942,034

FY 2019 Performance Highlights

Our Tennessee-One-Call locate person processed 10,852 requests for locations in the last 12 months. This is an average of more than 42 per day; The crews maintain: 338 miles of sewer main, 7,310 sewer manholes, 29 lift stations, 384 miles of water main, 3,525 fire hydrants, 7,110 water valves, 39,540 sewer and water services, and 19 miles of forcemains.

Objective	Performance Measures	FY 2018 Actual	FY 2019 Forecast	FY 2020 Projected
Reduce wastewater system inflow and infiltration problems in order to reduce system repair costs	Cost of lift station repairs	\$27,500	\$34,000	\$35,100
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.	\$13,200	\$15,340	\$16,150
Maintain City's sewer and water lines, valves, manholes, and meters	Number of work tickets completed	6854	7210	7300



CITY OF BARTLETT
WATER & WASTEWATER SERVICES
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Personnel				
Supervisor Salaries	\$ 73,403	\$ 68,997	\$ 68,998	\$ 70,377
Employee Wages	776,117	812,501	803,787	830,730
Overtime Wages	35,245	35,000	35,000	35,000
Special Hours	5,200	5,200	5,200	5,200
Part-Time	10,311	15,663	14,156	15,663
Vacation Pay	5,705	0	0	0
Educational Bonus	1,560	1,680	1,200	1,440
Sick Pay	151	0	0	0
Longevity Pay	21,890	24,340	22,876	21,916
Bonus	1,809	1,826	1,731	1,826
Employee Health Insurance	206,314	236,546	239,538	253,978
Employee Life Insurance	2,319	2,821	2,583	2,884
Worker's Compensation Insurance	31,909	32,316	32,316	32,893
Retiree Health Insurance	65,181	44,075	43,639	45,055
FICA	66,473	69,147	67,951	70,343
Pension Contribution	131,558	102,514	108,882	100,137
Contributory Retirement Plan	7,369	7,463	8,475	9,292
Total Personnel	\$ 1,442,515	\$ 1,460,089	\$ 1,456,332	\$ 1,496,734

Staffing Level

<i>Full-Time</i>	<i>21.00</i>	<i>21.00</i>	<i>20.15</i>	<i>21.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.57</i>	<i>0.70</i>	<i>0.33</i>	<i>0.75</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>21.57</i>	<i>21.70</i>	<i>20.48</i>	<i>21.75</i>

Operations

Training	\$ 1,669	\$ 1,300	\$ 1,300	\$ 1,300
Travel	1,295	1,750	1,750	1,750
Other Professional Service	15,125	18,000	18,000	18,000
Postage & Freight	69	200	200	200
Dues & Subscriptions	245	250	200	250
Phones - Local	0	1,350	1,350	1,350
Cellular Phones	2,885	2,500	2,500	2,800
Shop Allocation	14,000	14,000	14,000	14,000
Vehicle Maintenance	24,211	35,000	25,000	30,000
Equipment Maintenance	7,368	10,000	18,000	12,000
Building Maintenance	487	1,500	1,500	1,500
Water & Sewer Line Maintenance	30,006	27,500	27,500	27,500
Office Supplies	719	800	800	800
Petroleum Supplies	40,097	36,000	37,500	40,000
Clothing & Uniforms	8,278	8,500	8,500	8,500
Operating Supplies	11,068	13,000	13,000	13,000
Cleaning Supplies	1,300	1,800	1,800	1,800
Chemical Supplies	0	800	766	800
Fill Sand, Dirt & Gravel	14,061	20,000	20,000	20,000
Concrete & Brick	4,243	7,000	7,000	7,000
Small Tools	1,641	2,500	2,500	2,500
Pipe & Materials-System Maintenance	72,192	70,000	70,000	70,000
Meters & Meter Boxes	6,804	10,000	8,000	8,500
Street Barricade & Equip Re	0	400	400	400



CITY OF BARTLETT
WATER & WASTEWATER SERVICES
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Vehicle & Equip Insurance	10,777	11,000	8,501	11,000
General Liability Insurance	7,170	7,200	7,034	7,200
Damage Claims	5,000	15,000	2,300	15,000
Miscellaneous Other Expenses	0	500	0	500
Total Operations	\$ 280,709	\$ 317,850	\$ 299,401	\$ 317,650
Capital				
Communications Equipment	\$ 0	\$ 400	\$ 0	\$ 400
Data Processing Equipment	0	0	0	2,250
Vehicles	0	53,000	52,000	66,000
<i>1 - F150 XLT pickup \$32,000; 1 - F250 pickup \$34,000.</i>				
Other Equipment	0	79,700	78,465	14,000
<i>Replacement crane for truck 9012.</i>				
Water Mains & System Improvement	0	45,000	45,000	45,000
Land Purchase	2,122	0	0	0
Total Capital	\$ 2,122	\$ 178,100	\$ 175,465	\$ 127,650
Total Water & Wastewater Services	\$ 1,725,345	\$ 1,956,039	\$ 1,931,198	\$ 1,942,034

Utility Plant Operations

FY 2020 Adopted

City of Bartlett



Summary Revenue/Expenditure Type

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.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Revs/Recvrs	8,115	7,000	7,000	7,000
Salaries	336,789	347,697	348,926	357,067
Benefits	164,180	158,271	161,619	170,465
Operations	980,008	1,058,568	1,035,361	1,038,150
Capital	282	438,165	302,200	362,500
Total	1,473,143	1,995,701	1,841,106	1,921,182

FY 2019 Performance Highlights

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

Objective	Performance Measures	FY 2018 Actual	FY 2019 Forecast	FY 2020 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 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues				
Demand Response Program	\$ 8,115	\$ 7,000	\$ 7,000	\$ 7,000
Total Department Revenues	\$ 8,115	\$ 7,000	\$ 7,000	\$ 7,000
Personnel				
Supervisor Salaries	\$ 70,329	\$ 73,072	\$ 73,072	\$ 74,533
Employee Wages	215,372	225,125	221,782	230,534
Overtime Wages	27,318	23,000	30,320	27,000
Special Hours	10,500	11,500	10,500	11,000
Part-Time	13,271	15,000	13,252	14,000
Vacation Pay	(960)	0	0	0
Sick Pay	36	0	0	0
Longevity Pay	2,529	3,574	3,590	3,662
Bonus	517	581	495	581
Employee Health Insurance	53,893	62,396	62,378	72,425
Employee Life Insurance	772	954	877	976
Worker's Compensation Insurance	8,148	8,530	8,530	8,787
Retiree Health Insurance	22,306	14,910	14,743	15,253
FICA	24,350	25,578	25,298	26,072
Pension Contribution	52,590	41,748	45,708	42,709
Total Personnel	\$ 500,969	\$ 505,968	\$ 510,545	\$ 527,532
Staffing Level				
Full-Time	5.00	6.00	5.00	5.00
Part-Time (converted to FTE)	0.51	0.58	0.48	0.54
Total Full-Time Equivalent (FTE)	5.51	6.58	5.48	5.54
Operations				
Training	\$ 625	\$ 2,600	\$ 2,600	\$ 3,000
Travel	75	2,500	2,500	2,500
Other Professional Service	16,100	16,500	16,500	16,500
Ground Water institute.				
Postage & Freight	211	750	850	850
Notice Publication	167	750	0	750
Dues & Subscriptions	335	1,200	1,100	1,100
Utilities	444,046	465,000	465,000	465,000
Water Purchased For Resale	45,936	35,000	55,023	55,000
Phones - Local	1,444	2,000	1,424	1,800
Cellular Phones	4,293	4,200	3,500	4,000
Telecommunication Link	599	750	514	650
Shop Allocation	9,100	9,100	9,100	9,100
Vehicle Maintenance	1,356	5,000	2,000	4,000
Equipment Maintenance	239,980	253,468	230,000	215,000
Grounds Maintenance	2,665	2,500	2,500	2,500
Building Maintenance	24,196	15,000	18,550	19,000
Office Supplies	1,212	1,300	1,200	1,200
Printing	225	350	0	350
Petroleum Supplies	6,375	10,000	7,000	9,000
Clothing & Uniforms	777	800	800	800
Operating Supplies	111	4,000	3,500	4,000



**CITY OF BARTLETT
PLANT OPERATIONS
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Cleaning Supplies	1,571	3,600	2,000	3,000
Chemical Supplies	59,605	85,000	85,000	85,000
Property Insurance	54,727	55,000	56,000	57,000
Vehicle & Equip Insurance	1,736	1,800	1,800	1,800
General Liability Insurance	3,575	3,600	3,600	3,700
Lab Testing	18,405	30,000	21,000	25,000
CSX Leases	0	1,300	1,300	1,500
Pollution Control Fees	39,823	41,000	41,000	41,000
<i>Shelby County Wellhead protection, State Maintenance fee.</i>				
State Fees	0	1,200	0	750
Damage Claims	0	3,000	0	3,000
Miscellaneous Other Expenses	735	300	0	300
Total Operations	\$ 980,008	\$ 1,058,568	\$ 1,035,361	\$ 1,038,150
Capital				
Data Processing Equipment	\$ 282	\$ 2,200	\$ 2,200	\$ 2,500
Other Equipment	0	1,200	0	0
Water Mains & System Improvement	0	434,765	300,000	360,000
<i>Tank Maintenance & Paint, Water Line Upgrades, Remove or paint Woodland tank.</i>				
Total Capital	\$ 282	\$ 438,165	\$ 302,200	\$ 362,500
Total Plant Operations	\$ 1,473,143	\$ 1,995,701	\$ 1,841,106	\$ 1,921,182

Utility Sewer Treatment

City of Bartlett



FY 2020 Adopted

Summary Revenue/Expenditure Type

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.

Category	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
<i>Revs/Recvrs</i>	2,550	2,500	2,500	2,500
Salaries	184,523	225,344	203,070	230,273
Benefits	98,173	110,093	104,032	118,549
Operations	325,865	335,500	330,325	337,110
Capital	3,543	327,500	202,000	353,500
Total	609,553	995,937	836,927	1,036,932

FY 2019 Performance Highlights

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

Objective	Performance Measures	FY 2018 Actual	FY 2019 Forecast	FY 2020 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 2020 Adopted Budget**



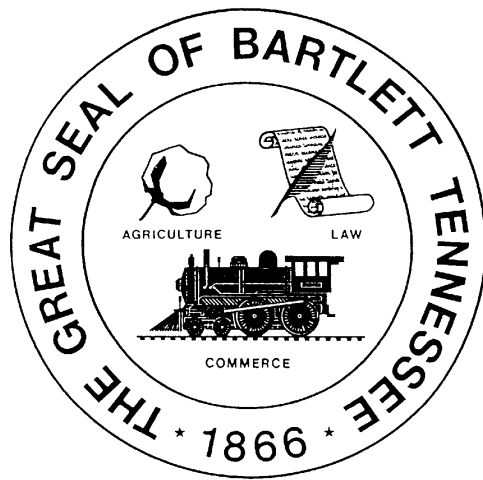
Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Department Revenues				
Demand Response Program	\$ 2,550	\$ 2,500	\$ 2,500	\$ 2,500
Total Department Revenues	\$ 2,550	\$ 2,500	\$ 2,500	\$ 2,500
Personnel				
Supervisor Salaries	\$ 73,403	\$ 76,670	\$ 76,670	\$ 79,745
Employee Wages	95,161	133,274	111,000	135,128
Overtime Wages	10,759	10,000	10,000	10,000
Special Hours	5,200	5,400	5,400	5,400
Vacation Pay	4,470	0	2,518	0
Educational Bonus	720	720	720	720
Sick Pay	(528)	0	0	0
Longevity	2,936	4,600	4,600	4,785
Bonus	258	332	330	332
Employee Health Insurance	27,318	44,688	38,772	51,872
Employee Life Insurance	443	672	559	688
Worker's Compensation Insurance	5,901	6,305	6,305	6,448
Retiree Health Insurance	13,072	10,497	9,384	10,744
FICA	14,106	17,102	15,180	17,015
Pension Contribution	28,858	22,836	23,974	23,646
Contributory Retirement Plan	619	2,341	1,690	2,299
Total Personnel	\$ 282,696	\$ 335,437	\$ 307,102	\$ 348,822
Staffing Level				
<i>Full-Time</i>	<i>3.38</i>	<i>4.00</i>	<i>3.50</i>	<i>4.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	3.38	4.00	3.50	4.00
Operations				
Training	\$ 763	\$ 1,600	\$ 1,600	\$ 1,600
Travel	2,188	1,800	1,800	1,800
Professional Services	0	2,000	1,000	2,000
Postage	5	50	25	50
Notice Publication	94	100	100	100
Dues & Subscriptions	195	250	300	810
Utilities	153,599	150,000	149,000	150,000
Phones - Local	1,278	1,300	1,300	1,300
Cellular Phones	208	300	250	250
Shop Allocation	1,500	1,500	1,500	1,500
Vehicle Maintenance	2,191	1,000	1,900	1,500
Equipment Maintenance	40,787	35,000	35,000	35,000
Grounds Maintenance	4,457	2,500	2,550	2,600
Building Maintenance	4,970	2,500	2,500	2,500
Waste Refuse	34,217	38,000	38,000	38,000
Office Supplies	589	500	500	500
Petroleum Supplies	2,824	4,500	3,000	4,000
Clothing & Uniforms	1,324	1,400	1,400	1,400
Operating Supplies	5,647	6,000	6,000	6,000
Cleaning Supplies	186	300	300	300
Chemical Supplies	11,435	15,000	14,500	15,000



**CITY OF BARTLETT
SEWER TREATMENT
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Small Tools	768	400	400	400
Equipment Rental	0	500	500	500
Property Insurance	19,494	20,000	20,000	20,500
Vehicle & Equip Insurance	1,593	1,600	2,000	2,100
General Liability Insurance	1,103	1,200	1,200	1,200
Lab Testing	24,448	28,000	26,000	28,000
Pollution Control Fees	9,690	10,200	10,200	10,200
Sewer Service Fees	310	8,000	7,500	8,000
Total Operations	\$ 325,865	\$ 335,500	\$ 330,325	\$ 337,110
Capital				
Communications Equipment	\$ 2,492	\$ 0	\$ 0	\$ 0
Data Processing Equipment	213	1,500	0	1,500
Vehicles	0	0	0	30,000
Other Equipment	838	1,000	2,000	2,000
Sewer Mains & System Improvement	0	325,000	200,000	320,000
<i>Sewer Rehabs & sewer line upgrades.</i>				
Total Capital	\$ 3,543	\$ 327,500	\$ 202,000	\$ 353,500
Total Sewer Treatment	\$ 609,553	\$ 995,937	\$ 836,927	\$ 1,036,932



CITY OF BARTLETT

T E N N E S S E E

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.



City of Bartlett

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 2020, 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 \$7.739 million in general obligation bonds in FY 2020. Additionally, the City plans to issue \$2,440,000 in capital outlay notes to fund various projects and equipment as contained in the City's Capital Improvement Plan this year.

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 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
General Debt Service Revenues				
Local Sales Tax	\$ 3,202,743	\$ 3,378,400	\$ 3,375,000	\$ 3,442,500
Transfer From General Fund	4,005,000	3,555,000	3,555,000	3,055,000
Transfer From School for School Debt	1,000,000	1,000,000	1,000,000	1,000,000
Transfer From Solid Waste Fund	163,000	153,000	153,000	139,000
Transfer From CIP	586,209	200,000	249,000	550,000
Other Revenue	319	0	500	500
Total General Debt Service Revenues	\$ 8,957,271	\$ 8,286,400	\$ 8,332,500	\$ 8,187,000
General Debt Service Expenditures				
Paying Agent Fee	\$ 3,050	\$ 3,500	\$ 3,000	\$ 3,500
Go Bond Issuance Expense	176,772	80,000	66,284	65,000
TML Note Issuance Expense	7,070	10,000	6,000	10,000
2007A Principal	140,000	0	0	0
2008A Principal	61,000	64,000	64,000	67,000
2009A Principal	100,000	0	0	0
2010A Principal	705,000	720,000	720,000	735,000
2011A Principal	325,000	325,000	325,000	335,000
2012A Principal	805,000	830,000	830,000	855,000
2013A Principal	590,000	615,000	615,000	95,000
2015A Principal	190,000	190,000	190,000	200,000
2016A Principal	230,000	240,000	240,000	245,000
2017A Principal	0	1,515,000	1,515,000	1,605,000
2018A Principal	0	0	0	165,000
2013 Capital Note Principal	110,000	113,000	113,000	115,000
2013A Capital Note Principal	189,000	192,000	192,000	196,000
2014 Capital Note Principal	145,000	149,000	149,000	152,000
2015 Capital Note Principal	146,000	149,000	149,000	152,000
2016 Capital Note Principal	149,500	155,000	155,000	158,000
2017 Capital Note Principal	0	258,150	258,150	269,000
2018 Capital Note Principal	0	0	0	174,000
2007A Interest	39,563	0	0	0
2008A Interest	12,102	13,500	14,000	14,500
2009A Interest	9,706	0	0	0
2010A Interest	88,463	74,213	74,213	59,203
2011A Interest	36,394	29,894	29,894	23,294
2012A Interest	189,063	164,538	164,538	139,263
2013A Interest	85,294	67,219	67,219	56,569
2015A Interest	205,650	199,950	199,950	194,150
2016A Interest	135,100	129,200	129,200	123,150
2017A Interest	124,668	298,775	298,775	280,775
School 2017A Interest	697,434	1,690,450	1,690,450	1,630,450
2018A Interest	0	78,581	85,877	228,325
2019A Interest	0	0	0	200,000
2013 Capital Note Interest	8,541	6,166	6,166	3,738
2013A Capital Note Interest	10,271	6,906	6,906	3,488
2014 Capital Note Interest	15,056	11,837	11,837	8,541
2015 Capital Note Interest	17,235	14,240	14,240	11,185
2016 Capital Note Interest	20,423	17,470	17,470	14,434



**CITY OF BARTLETT
GENERAL DEBT SERVICE
FY 2020 Adopted Budget**



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
2017 Capital Note Interest	25,107	42,874	42,874	36,732
2018 Capital Note Interest	0	16,938	24,302	44,254
2019 Capital Note Interest	0	0	0	64,000
Total General Debt Service Expenditure:	\$ 5,792,460	\$ 8,471,401	\$ 8,468,345	\$ 8,732,551
Net General Debt Service	\$ 3,164,812	\$ (185,001)	\$ (135,845)	\$ (545,551)
Beginning Fund Balance	\$ 166,973	\$ 3,331,785	\$ 3,331,785	\$ 3,195,940
Ending Fund Balance	\$ 3,331,785	\$ 3,146,784	\$ 3,195,940	\$ 2,650,389



City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - General Long-Term Debt
June 30, 2019

Fiscal Year	2018 Capital Note		Series 2018 Bonds		2017 Capital Note		Series 2017 Bonds		2016 Capital Note		Series 2016 Bonds		2015 Capital Note		Series 2015 Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2020	174,000	44,253	393,325	228,325	269,000	36,732	1,605,000	1,911,225	158,000	14,434	245,000	123,150	152,000	11,185	200,000	194,150
2021	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	205,000	190,100
2022	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	205,000	186,000
2023	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	210,000	181,850
2024	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			215,000	175,450
2025	207,000	11,081	391,950	181,950	302,000	3,518	1,925,000	1,466,975			390,000	91,400			225,000	166,650
2026	214,000	3,734	391,200	171,200			2,030,000	1,368,100			400,000	83,500			235,000	157,450
2027			389,950	159,950			2,135,000	1,263,975			400,000	75,500			245,000	146,625
2028			393,075	148,075			2,235,000	1,154,725			415,000	67,350			255,000	134,125
2029			390,575	135,575			2,155,000	1,044,975			425,000	58,950			270,000	121,000
2030			393,800	123,800			2,270,000	934,350			430,000	50,400			280,000	107,250
2031			392,800	112,800			2,375,000	830,100			300,000	43,100			295,000	92,875
2032			391,400	101,400			2,470,000	733,200			305,000	37,050			310,000	77,750
2033			389,600	89,600			2,570,000	632,400			310,000	30,900			325,000	61,875
2034			392,300	77,300			2,680,000	527,400			320,000	24,600			340,000	45,250
2035			389,500	64,500			2,785,000	418,100			325,000	17,988			360,000	27,750
2036			391,200	51,200			2,895,000	304,500			330,000	11,028			375,000	9,375
2037			392,300	37,300			3,020,000	186,200			340,000	3,740				
2038			392,800	22,800			3,145,000	62,900								
2039			392,700	7,700												
	<u>\$ 1,355,000</u>	<u>\$ 172,040</u>	<u>\$ 7,833,775</u>	<u>\$ 2,538,775</u>	<u>\$ 1,711,000</u>	<u>\$ 122,290</u>	<u>\$ 43,415,000</u>	<u>\$ 19,625,025</u>	<u>\$ 823,000</u>	<u>\$ 40,556</u>	<u>\$ 6,080,000</u>	<u>\$ 1,150,855</u>	<u>\$ 627,000</u>	<u>\$ 25,791</u>	<u>\$ 4,550,000</u>	<u>\$ 2,075,525</u>



City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - General Long-Term Debt
June 30, 2019

Fiscal Year	2014 Capital Note		2013B Capital Note		Series 2013 Bonds		2013A Capital Note		Series 2012 Bonds		Series 2011 Bonds		Series 2010 Bonds		Series 2008 Bonds		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest*	Principal	Interest
2020	152,000	8,541	115,000	3,738	95,000	56,569	196,000	3,489	855,000	139,263	335,000	23,294	735,000	59,203	67,000	12,397	5,746,325	2,869,948
2021	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	11,385	5,443,950	2,690,809
2022	159,000	1,741			105,000	50,569			640,000	98,088	350,000	7,194	390,000	28,825	73,000	10,328	5,120,200	2,516,341
2023					105,000	47,419			660,000	78,588	55,000	2,131	245,000	20,734	76,000	9,226	4,663,950	2,349,145
2024					110,000	44,194			690,000	61,788	55,000	722	60,000	16,694	80,000	8,079	4,478,200	2,189,391
2025					115,000	40,819			700,000	47,450			65,000	14,894	83,000	6,871	4,403,950	2,031,608
2026					115,000	37,369			715,000	31,969			65,000	12,944	87,000	5,617	4,252,200	1,871,883
2027					120,000	33,844			110,000	22,481			70,000	10,875	91,000	4,304	3,560,950	1,717,554
2028					125,000	30,169			115,000	19,528			70,000	8,688	95,000	2,929	3,703,075	1,565,588
2029					125,000	26,419			115,000	16,509			75,000	6,375	99,000	1,495	3,654,575	1,411,298
2030					130,000	22,431			120,000	13,200			75,000	3,891			3,698,800	1,255,322
2031					135,000	17,956			125,000	9,525			75,000	1,313			3,697,800	1,107,669
2032					140,000	13,144			125,000	5,775							3,741,400	968,319
2033					145,000	8,066			130,000	1,950							3,869,600	824,791
2034					150,000	2,719											3,882,300	677,269
2035																	3,859,500	528,338
2036																	3,991,200	376,103
2037																	3,752,300	227,240
2038																	3,537,800	85,700
2038																	392,700	7,700
	<u>\$ 466,000</u>	<u>\$ 15,461</u>	<u>\$ 233,000</u>	<u>\$ 4,995</u>	<u>\$ 1,815,000</u>	<u>\$ 485,328</u>	<u>\$ 196,000</u>	<u>\$ 3,489</u>	<u>\$ 5,725,000</u>	<u>\$ 663,175</u>	<u>\$ 1,130,000</u>	<u>\$ 49,097</u>	<u>\$ 2,670,000</u>	<u>\$ 226,981</u>	<u>\$ 821,000</u>	<u>\$ 72,631</u>	<u>\$ 79,450,775</u>	<u>\$ 27,272,014</u>

* - This is a variable rate loan. Interest rate assumed is 1.51% which was the rate for June 2018.

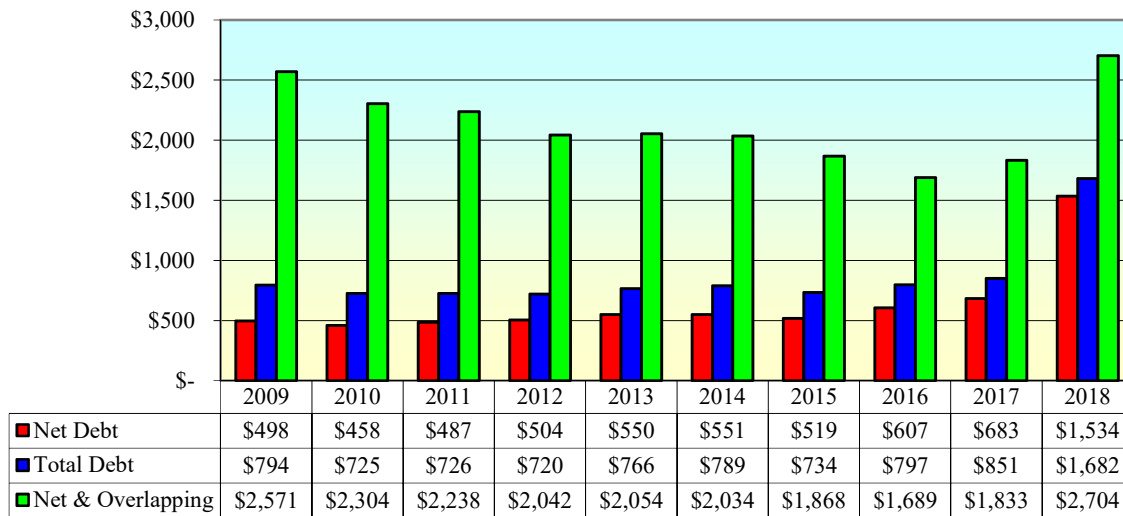


CITY OF BARTLETT ANALYSIS OF GENERAL DEBT SERVICE Last 10 Years



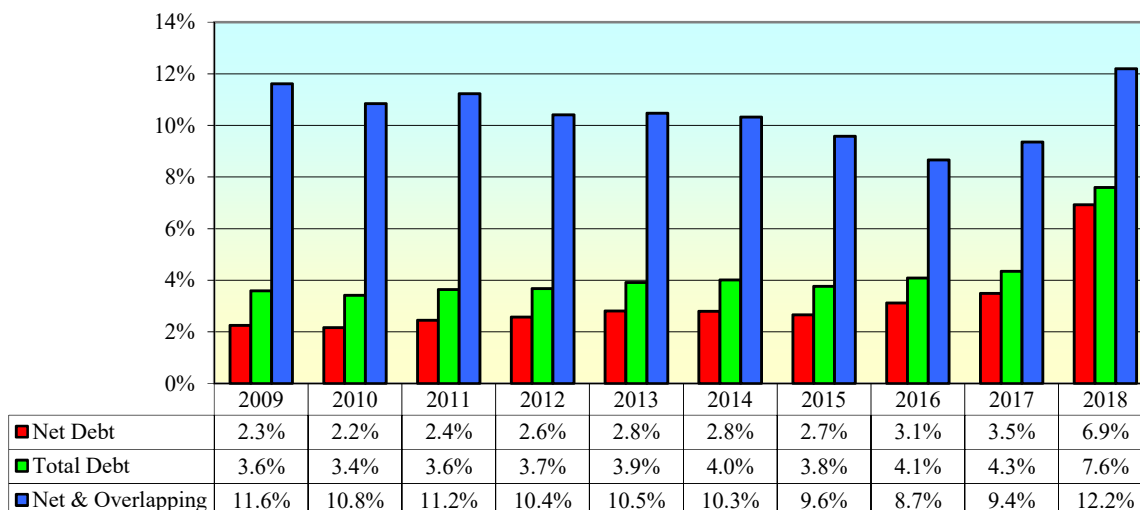
Debt per Capita (FY 2009 - FY 2018)

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. The City issues \$44mil G.O. bond for



Debt to Assessed Values (FY 2009 - FY 2018)

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 Bartlett City School H.S. construction is the cause of the big increase in debt to Assessed Values in FY18.





CITY OF BARTLETT
UTILITY FUND DEBT SERVICE
FY 2020 Adopted Budget



Description	FY 2018 Actual	FY 2019 Revised	FY 2019 Projection	FY 2020 Adopted
Utility Debt Expenditures				
Paying Agent Fee	\$ 1,550	\$ 1,800	\$ 1,550	\$ 1,800
Debt Issuance Expense	2,554	47,000	4,650	47,000
2007B Principal	50,000	50,000	50,000	50,000
2008B Principal	45,000	47,000	47,000	50,000
2009B Principal	45,000	45,000	45,000	45,000
2010B Principal	295,000	295,000	295,000	305,000
2011B Principal	215,000	225,000	225,000	230,000
2012B Principal	225,000	235,000	235,000	240,000
2013B Principal	190,000	190,000	190,000	60,000
2007B Interest	25,666	24,320	24,320	22,270
2008B Interest	8,968	12,500	12,500	12,500
2009B Interest	23,135	22,340	22,340	21,057
2010B Interest	32,828	27,419	27,419	21,228
2011B Interest	33,030	30,063	30,063	25,513
2012B Interest	70,281	65,631	65,631	58,506
2013B Interest	42,246	38,446	38,446	34,696
Total Utility Debt Expenditures	\$ 1,305,257	\$ 1,356,519	\$ 1,313,919	\$ 1,224,570



City of Bartlett

SCHEDULE OF BONDS PAYABLE

Future Maturities (Including Interest) - Water and Sewer Fund

June 30, 2019

Fiscal Year	Series 2013 Bonds		Series 2012 Bonds		Series 2011 Bonds		Series 2010 Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2020	60,000	34,696	240,000	58,506	230,000	25,513	305,000	21,228
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						
	<u>\$ 1,100,000</u>	<u>\$ 298,081</u>	<u>\$ 2,335,000</u>	<u>\$ 311,028</u>	<u>\$ 1,180,000</u>	<u>\$ 75,206</u>	<u>\$ 1,035,000</u>	<u>\$ 43,472</u>



City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - Water and Sewer Fund
June 30, 2019

Fiscal Year	Series 2009 Bonds		Series 2008 Bonds		Series 2007 Bonds		Total	
	Principal	Interest	Principal	Interest*	Principal	Interest	Principal	Interest
2020	45,000	21,058	50,000	9,196	50,000	22,270	980,000	192,467
2021	45,000	19,674	52,000	8,441	55,000	20,091	1,002,000	167,477
2022	50,000	18,140	54,000	7,656	55,000	17,809	1,039,000	140,432
2023	50,000	16,453	57,000	6,840	60,000	15,423	837,000	114,468
2024	50,000	14,703	59,000	5,980	60,000	12,933	744,000	93,111
2025	55,000	12,811	62,000	5,089	65,000	10,306	527,000	76,737
2026	55,000	10,776	64,000	4,153	65,000	7,544	539,000	62,776
2027	60,000	8,590	67,000	3,186	70,000	4,675	332,000	50,594
2028	60,000	6,250	70,000	2,174	75,000	1,594	345,000	40,280
2029	60,000	3,865	74,000	1,117			279,000	31,072
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
	<u>\$ 595,000</u>	<u>\$ 133,651</u>	<u>\$ 609,000</u>	<u>\$ 53,832</u>	<u>\$ 555,000</u>	<u>\$ 112,644</u>	<u>\$ 7,409,000</u>	<u>\$ 1,027,914</u>

* - This is a variable rate loan. Interest rate assumed is 1.51% which was the rate for June 2018.



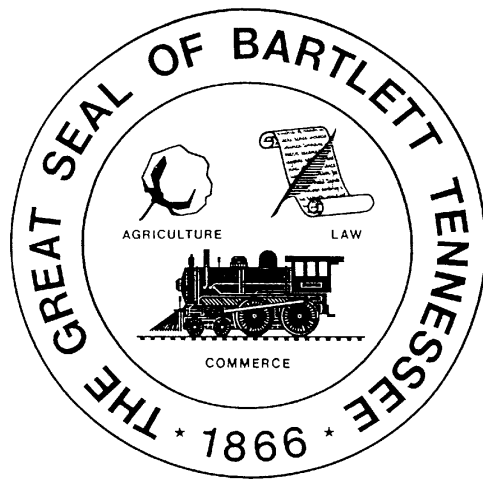
CITY OF BARTLETT, TENNESSEE
Water and Sewer Revenue Coverage
Last Ten Fiscal Years



Fiscal Year	Utility Service Charges	Less: Operating Expenses (1)	Net Available Revenue	Debt Service			Coverage
				Principal	Interest	Total	
2009	6,830,594	4,662,988	2,167,606	880,000	581,992	1,461,992	1.48
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

(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

T E N N E S S E E

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 2020-2024 Capital Improvement budget. Sources of funds, expenditures and project start and completion dates are included. Only the FY 2020 projects were adopted while FY 2021-2024 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. However, we are proposing a general obligation bond issue of \$7.739 million for FY 2020 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 2020 are the City Hall Renovations, City Shop, Bartlett Blvd Overpass, Appling Road Improvements, Water Extension Kirby Whitten, and the Covington Pike Sewer project. City Hall Renovation, City Shop are new projects are expected to be completed within 1-4 years. Bartlett Blvd Overpass is a 10 years project started in 2010 and is expected to completed in 2021. Appling Road Improvements, Water Extension Kirby Whitten, and the Covington Pike Sewer project all started in 2019 and are 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. One project will affect the overall operating budget cost is City Shop. Once the City Shop project is completed, there should have a saving of about \$4,000/year of maintenance and operating costs. No staffing change is planned for the new shop.



CITY OF BARTLETT
FY 2019-2023 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY FUNCTION

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
<u>Revenues</u>						
<u>Source of Funds</u>						
G.O. Bonds	\$ 7,739,286	\$ 8,815,000	\$ 6,405,000	\$ 7,240,000	\$ 4,800,000	\$ 34,999,286
Capital Note	2,440,000	1,245,000	1,480,000	1,255,000	1,375,000	7,795,000
FD311 Use of Fund Balance	550,714	0	0	0	0	550,714
Transfer In from Park Imp. Fund	22,700	0	0	0	0	22,700
Grant Funds	0	0	0	0	0	0
TDOT 80% match	440,000	6,120,000	2,620,000	4,500,000	0	13,680,000
Utility Bonds	0	1,725,000	1,250,000	400,000	400,000	3,775,000
Utility Retained Earnings	650,000	0	0	0	0	650,000
Total Revenues	\$ 11,842,700	\$ 17,905,000	\$ 11,755,000	\$ 13,395,000	\$ 6,575,000	\$ 61,472,700
<u>Expenditures</u>						
<u>G.O. Bond/Other Funded</u>						
Administrative	\$ 830,000	\$ 250,000	\$ 30,000	\$ 0	\$ 0	\$ 1,110,000
Public Safety	1,380,000	620,000	1,615,000	620,000	815,000	5,050,000
Public Works	3,265,000	2,000,000	500,000	500,000	500,000	6,765,000
Engineering	4,910,000	12,030,000	7,305,000	11,405,000	4,030,000	39,680,000
Parks & Recreation/BPACC	807,700	1,280,000	1,055,000	470,000	830,000	4,442,700
Total G.O. Bond/Other Funded	\$ 11,192,700	\$ 16,180,000	\$ 10,505,000	\$ 12,995,000	\$ 6,175,000	\$ 57,047,700
<u>Utility Bond/Other Funded</u>						
Water	\$ 250,000	\$ 600,000	\$ 0	\$ 0	\$ 0	\$ 850,000
Sewer	400,000	1,125,000	1,250,000	400,000	400,000	3,575,000
Total Utility Bond/Other Funded	\$ 650,000	\$ 1,725,000	\$ 1,250,000	\$ 400,000	\$ 400,000	\$ 4,425,000
Total Expenditures	\$ 11,842,700	\$ 17,905,000	\$ 11,755,000	\$ 13,395,000	\$ 6,575,000	\$ 61,472,700



CITY OF BARTLETT
FY 2019-2023 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY CATEGORY



	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
GENERAL FUND						
Source of Funds						
G.O. Bonds	\$ 7,739,286	\$ 8,815,000	\$ 6,405,000	\$ 7,240,000	\$ 4,800,000	\$ 34,999,286
Capital Note	2,440,000	1,245,000	1,480,000	1,255,000	1,375,000	7,795,000
Transfer In from General Fund	0	0	0	0	0	0
FD311 Use of Fund Balance	550,714	0	0	0	0	550,714
Transfer In from Park Imp. Fund	22,700	0	0	0	0	22,700
Grant Funds	0	0	0	0	0	0
TDOT 80% match	440,000	6,120,000	2,620,000	4,500,000	0	13,680,000
Total Source	\$ 11,192,700	\$ 16,180,000	\$ 10,505,000	\$ 12,995,000	\$ 6,175,000	\$ 57,047,700
Project Costs						
Land/Right of Way	\$ 50,000	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 100,000
Design/Engineering	50,000	150,000	0	0	0	200,000
Construction	8,212,700	14,855,000	8,345,000	11,860,000	4,920,000	48,192,700
Equipment/Furnishings	2,330,000	1,125,000	2,160,000	1,135,000	1,255,000	8,005,000
Other	550,000	0	0	0	0	550,000
Total Project Costs	\$ 11,192,700	\$ 16,180,000	\$ 10,505,000	\$ 12,995,000	\$ 6,175,000	\$ 57,047,700
UTILITY FUND						
Source of Funds						
Utility Bonds	\$ 0	\$ 1,725,000	\$ 1,250,000	\$ 400,000	\$ 400,000	\$ 3,775,000
Utility Retained Earnings	650,000	0	0	0	0	650,000
FD312 Transfers-unspent projects	0	0	0	0	0	0
Total Source	\$ 650,000	\$ 1,725,000	\$ 1,250,000	\$ 400,000	\$ 400,000	\$ 4,425,000
Project Costs						
Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Design/Engineering	0	50,000	0	0	0	50,000
Construction	650,000	1,675,000	1,250,000	400,000	400,000	4,375,000
Equipment/Furnishings	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Project Costs	\$ 650,000	\$ 1,725,000	\$ 1,250,000	\$ 400,000	\$ 400,000	\$ 4,425,000
TOTAL CIP COSTS	\$ 11,842,700	\$ 17,905,000	\$ 11,755,000	\$ 13,395,000	\$ 6,575,000	\$ 61,472,700



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2020 - FY 2024

PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
<u>FUNDING SOURCES</u>						
General Obligation Bonds	\$ 7,739,286	\$ 8,815,000	\$ 6,405,000	\$ 7,240,000	\$ 4,800,000	\$ 34,999,286
Capital Note	2,440,000	1,245,000	1,480,000	1,255,000	1,375,000	7,795,000
FD311 Use of Fund Balance	550,714	0	0	0	0	550,714
Transfer In from Park Imp. Fund	22,700	0	0	0	0	22,700
TDOT 80% match	440,000	6,120,000	2,620,000	4,500,000	0	13,680,000
Utility Bonds	0	1,725,000	1,250,000	400,000	400,000	3,775,000
Utility Retained Earnings	650,000	0	0	0	0	650,000
Total Funding Sources	\$ 11,842,700	\$ 17,905,000	\$ 11,755,000	\$ 13,395,000	\$ 6,575,000	\$ 61,472,700
<u>PROJECT COST</u>						
<u>Administrative</u>						
Vehicles & Equipment	\$ 30,000	\$ 0	\$ 30,000	\$ 0	\$ 0	\$ 60,000
City Hall Renovations	250,000	250,000	0	0	0	500,000
Transfer to Debt Service Fund	550,000	0	0	0	0	550,000
Total Administrative	\$ 830,000	\$ 250,000	\$ 30,000	\$ 0	\$ 0	\$ 1,110,000
<u>Police</u>						
Police Vehicles & Equipment	\$ 470,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 2,210,000
Justice Center Maintenance	110,000	120,000	120,000	120,000	120,000	590,000
Total Police	\$ 580,000	\$ 555,000	\$ 555,000	\$ 555,000	\$ 555,000	\$ 2,800,000
<u>Fire</u>						
Fire Vehicles	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
Fire Ambulances	210,000	0	220,000	0	220,000	650,000
Self-Contained Breathing Apparatus	550,000	0	0	0	0	550,000
Fire Truck	0	0	800,000	0	0	800,000
Total Fire	\$ 800,000	\$ 40,000	\$ 1,060,000	\$ 40,000	\$ 260,000	\$ 2,200,000
<u>Codes Enforcement</u>						
Codes Enforcement Vehicles	\$ 0	\$ 25,000	\$ 0	\$ 25,000	\$ 0	\$ 50,000
Total Code Inspection	\$ 0	\$ 25,000	\$ 0	\$ 25,000	\$ 0	\$ 50,000



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2020 - FY 2024

PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Public Works						
Public Works Vehicles & Equip	\$ 615,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,615,000
City Shop	2,650,000	1,500,000	0	0	0	4,150,000
Total Public Works	\$ 3,265,000	\$ 2,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 6,765,000
Engineering						
Engineering Vehicle	\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 180,000
City Wide Overlay	2,999,286	3,000,000	3,000,000	3,000,000	3,000,000	14,999,286
FD311 Use of Fund Balance	714	0	0	0	0	714
ADA Transition	40,000	360,000	250,000	2,000,000	250,000	2,900,000
ADA Transition TDOT	160,000	1,440,000	0	0	0	1,600,000
Bartlett Blvd Overpass	600,000	0	0	0	0	600,000
Old Brownsville West	0	500,000	600,000	370,000	0	1,470,000
Old Brownsville TDOT	0	2,000,000	2,400,000	1,480,000	0	5,880,000
Appling Road Improvements	200,000	600,000	0	0	0	800,000
Fletcher Creek Greenway Ph4	0	40,000	0	260,000	0	300,000
Fletcher Creek Ph4 TDOT	0	160,000	0	1,040,000	0	1,200,000
STP Overlay Projects	70,000	630,000	55,000	495,000	0	1,250,000
STP Overlay Projects TDOT	280,000	2,520,000	220,000	1,980,000	0	5,000,000
Signal Pole Replacement	100,000	350,000	350,000	350,000	350,000	1,500,000
Various Drainage Projects	400,000	400,000	400,000	400,000	400,000	2,000,000
Total Engineering	\$ 4,910,000	\$ 12,030,000	\$ 7,305,000	\$ 11,405,000	\$ 4,030,000	\$ 39,680,000
Parks						
Parks Vehicles & Equipment	155,000	65,000	65,000	65,000	0	\$ 350,000
Recreation Ctr Equipment/Repairs	95,000	0	0	0	0	95,000
Senior Center Equipment/Repairs	0	30,000	40,000	40,000	30,000	140,000
Parks Maintenances	430,000	135,000	650,000	90,000	0	1,305,000
Parks Maintenances	22,700	0	0	0	0	22,700
Parks Restroom Renovations-ADA	0	350,000	300,000	275,000	0	925,000
W.J. Freeman Park Project	0	700,000	0	0	800,000	1,500,000
Total Parks	\$ 702,700	\$ 1,280,000	\$ 1,055,000	\$ 470,000	\$ 830,000	\$ 4,337,700



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2020 - FY 2024

PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
<u>Performing Arts Center</u>						
BPACC Repairs & Improvements	105,000	0	0	0	0	\$ 105,000
Total Performing Arts Center	\$ 105,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 105,000
<u>Water</u>						
Old Brownsville Water Line	\$ 0	\$ 600,000	\$ 0	\$ 0	\$ 0	\$ 600,000
Water Extention Kirby Whitten	250,000	0	0	0	0	250,000
Transfer to Utility Funds	0	0	0	0	0	0
Total Water	\$ 250,000	\$ 600,000	\$ 0	\$ 0	\$ 0	\$ 850,000
<u>Sewers</u>						
Sewers in Annexation Area	\$ 0	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,600,000
Covington Pike Sewer	400,000	0	0	0	0	400,000
Hatch Lane Eagle's Nest Sewer	0	400,000	600,000	0	0	1,000,000
Westbrook Sewer Extension	0	325,000	0	0	0	325,000
Upgrade Sewage Plant #2	0	0	250,000	0	0	250,000
Total Sewers	\$ 400,000	\$ 1,125,000	\$ 1,250,000	\$ 400,000	\$ 400,000	\$ 3,575,000
TOTAL CIP	\$ 11,842,700	\$ 17,905,000	\$ 11,755,000	\$ 13,395,000	\$ 6,575,000	\$ 61,472,700



ADMINISTRATIVE SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2020 - FY 2024

PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
<u>Administrative</u>						
Vehicles & Equipment	\$ 30,000	\$ 0	\$ 30,000	\$ 0	\$ 0	\$ 60,000
City Hall Renovations	250,000	250,000	0	0	0	500,000
Transfer to Debt Service Fund	550,000	0	0	0	0	550,000
Total Administrative	\$ 830,000	\$ 250,000	\$ 30,000	\$ 0	\$ 0	\$ 1,110,000
<u>Source of Funds</u>						
G.O. Bonds	\$ 250,000	\$ 250,000	\$ 0	\$ 0	\$ 0	\$ 500,000
Capital Note	30,000	0	30,000	0	0	60,000
FD311 Use of Fund Balance	550,000	0	0	0	0	550,000
TDOT 80% match	0	0	0	0	0	0
Total Source	\$ 830,000	\$ 250,000	\$ 30,000	\$ 0	\$ 0	\$ 1,110,000
<u>Project Costs</u>						
Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Design/Engineering	0	0	0	0	0	0
Construction	250,000	250,000	0	0	0	500,000
Equipment/Furnishings	30,000	0	30,000	0	0	60,000
Other	550,000	0	0	0	0	550,000
Total Project Costs	\$ 830,000	\$ 250,000	\$ 30,000	\$ 0	\$ 0	\$ 1,110,000

ADMINISTRATIVE

BARTLETT CAPITAL IMPROVEMENT PROGRAM

Project No.: 10620

FY 2020 - FY 2024

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

07/18

06/22

Total Project

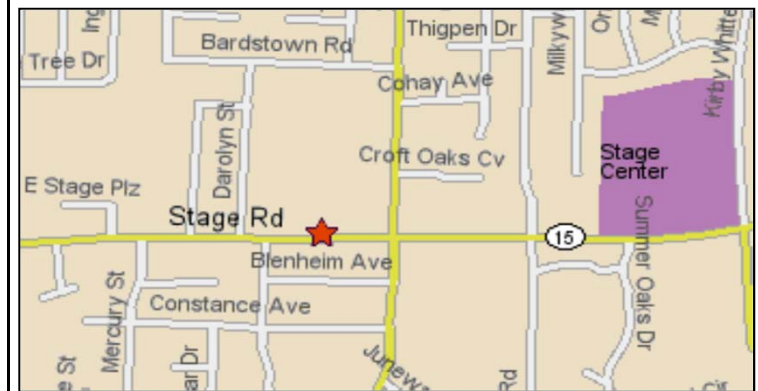
07/18

06/22

Location

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

Location Map



Impact on Operating Budget

FY 2020

FY 2021

FY 2022

Personnel

\$

0

\$

0

\$

0

Operations

2,500

2,600

2,600

Capital

0

0

0

Total Costs on Oper. Budget

\$

2,500

\$

2,600

\$

2,600

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

Source of Funds

FY 2020

FY 2021

FY 2022

FY 2023

FY 2024

TOTAL

G.O. Bonds

\$

0

\$

0

\$

0

\$

0

\$

0

\$

0

Capital Note

30,000

0

30,000

0

0

60,000

FD311 Transfers-unspent projects

0

0

0

0

0

0

TDOT 80% match

0

0

0

0

0

0

Total Source

\$

30,000

\$

0

\$

30,000

\$

0

\$

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

30,000

0

30,000

0

0

60,000

Other

0

0

0

0

0

0

Total Project Costs

\$

30,000

\$

0

\$

30,000

\$

0

\$

0

\$

60,000

ADMINISTRATIVE

BARTLETT CAPITAL IMPROVEMENT PROGRAM

Project No.: 11020

FY 2020 - FY 2024

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

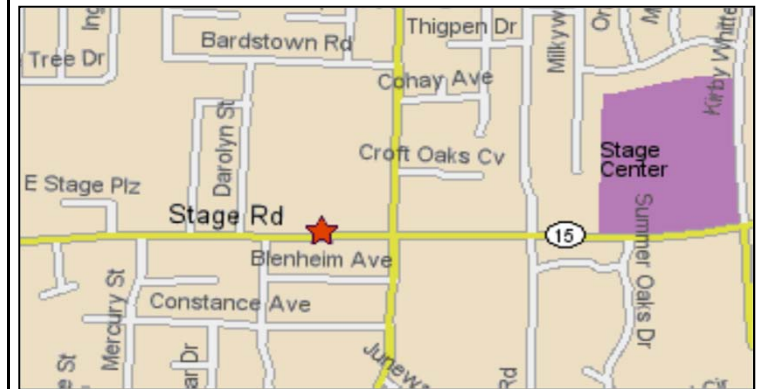
07/19

06/21

Location

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

Location Map



Impact on Operating Budget

FY 2020

FY 2021

FY 2022

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.

Source of Funds

FY 2020

FY 2021

FY 2022

FY 2023

FY 2024

TOTAL

G.O. Bonds

\$

250,000

\$

250,000

\$

0

\$

0

\$

0

\$

500,000

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

\$

250,000

\$

250,000

\$

0

\$

0

\$

0

\$

500,000

Project Costs

Land/Right of Way

\$

0

\$

0

\$

0

\$

0

\$

0

\$

0

Design/Engineering

0

0

0

0

0

0

Construction

250,000

250,000

0

0

0

500,000

Equipment/Furnishings

0

0

0

0

0

0

Other

0

0

0

0

0

0

Total Project Costs

\$

250,000

\$

250,000

\$

0

\$

0

\$

0

\$

500,000



PUBLIC SAFETY SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM

FY 2020 - FY 2024

PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
<u>Police</u>						
Police Vehicles & Equipment	\$ 470,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 2,210,000
Justice Center Maintenance	110,000	120,000	120,000	120,000	120,000	590,000
Total Police	\$ 580,000	\$ 555,000	\$ 555,000	\$ 555,000	\$ 555,000	\$ 2,800,000
<u>Fire</u>						
Fire Vehicles	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
Fire Ambulances	210,000	0	220,000	0	220,000	650,000
Self-Contained Breathing Apparatus	550,000	0	0	0	0	550,000
Fire Truck	0	0	800,000	0	0	800,000
Total Fire	\$ 800,000	\$ 40,000	\$ 1,060,000	\$ 40,000	\$ 260,000	\$ 2,200,000
<u>Codes Enforcement</u>						
Codes Enforcement Vehicles	\$ 0	\$ 25,000	\$ 0	\$ 25,000	\$ 0	\$ 50,000
Total Code Enforcement	\$ 0	\$ 25,000	\$ 0	\$ 25,000	\$ 0	\$ 50,000
<u>Source of Funds</u>						
G.O. Bonds	\$ 0	\$ 0	\$ 800,000	\$ 0	\$ 0	\$ 800,000
Capital Note	1,380,000	620,000	815,000	620,000	815,000	4,250,000
FD311 Transfers-unspent projects	0	0	0	0	0	0
TDOT 80% match	0	0	0	0	0	0
Total Source	\$ 1,380,000	\$ 620,000	\$ 1,615,000	\$ 620,000	\$ 815,000	\$ 5,050,000
<u>Project Costs</u>						
Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Design/Engineering	0	0	0	0	0	0
Construction	110,000	120,000	120,000	120,000	120,000	590,000
Equipment/Furnishings	1,270,000	500,000	1,495,000	500,000	695,000	4,460,000
Other	0	0	0	0	0	0
Total Project Costs	\$ 1,380,000	\$ 620,000	\$ 1,615,000	\$ 620,000	\$ 815,000	\$ 5,050,000

Department: POLICE**BARTLETT CAPITAL IMPROVEMENT PROGRAM**

FY 2020 - FY 2024

Project No.: 20320**Project Name:** Police Vehicles & Equipment**Project Description**

10 Patrol vehicles \$375,000 including equipping (lights, radars, cameras, computers, wraps, e-ticket printers and radio). 2 ISD vehicles & equipment \$60,000. 10 hand held radars for CSU & traffic, \$13,000; Ballistic shields, SWAT munitions equipment, \$13,000; Training drone \$5,000; TOTAL: \$466,000

Project Schedule**Start****Finish**

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Utility Relocation

N/A

N/A

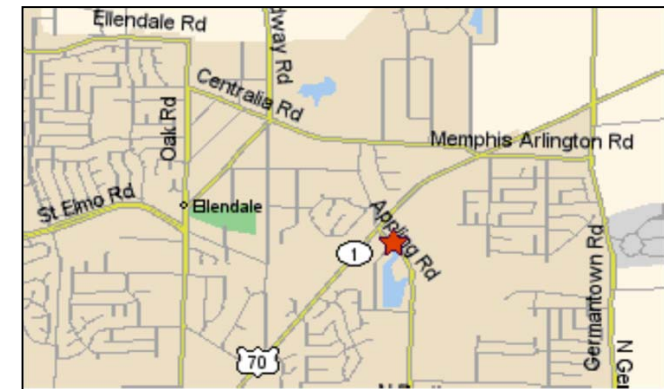
Equipment/Furnishings

07/18

06/23

Total Project**07/18****06/23****Location**

3730 Appling Rd.

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

Personnel

\$

0

\$

0

\$

0

Operations

\$

26,400

\$

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.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds

\$

0

\$

0

\$

0

\$

0

\$

0

\$

0

Capital Note

\$

470,000

\$

435,000

\$

435,000

\$

435,000

\$

435,000

\$

2,210,000

FD311 Transfers-unspent projects

\$

0

\$

0

\$

0

\$

0

\$

0

\$

0

TDOT 80% match

\$

0

\$

0

\$

0

\$

0

\$

0

\$

0

Total Source

\$

470,000

\$

435,000

\$

435,000

\$

435,000

\$

435,000

\$

2,210,000**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

\$

470,000

\$

435,000

\$

435,000

\$

435,000

\$

435,000

\$

2,210,000

Other

\$

0

\$

0

\$

0

\$

0

\$

0

\$

0

Total Project Costs

\$

470,000

\$

435,000

\$

435,000

\$

435,000

\$

435,000

\$

2,210,000

Department: POLICE**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2020 - FY 2024****Project No.: 20520****Project Name: Justice Center Maintenance****Project Description**

Upgrade exercise room, \$8,000; Jail Washer and Dryer set, \$2000; Carpet for Dispatch, \$4500; Jail Freezer, \$5000; Jail Management System (JMS) per request of Jail Insp., \$30,000; Jail Security Upgrades (cont. from prev. year), keyfobs, cameras, monitors, \$28,000; BJC renovation, second phase, \$30,000. TOTAL: \$107,500

Project Schedule**Start****Finish**

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Construction

07/18

06/23

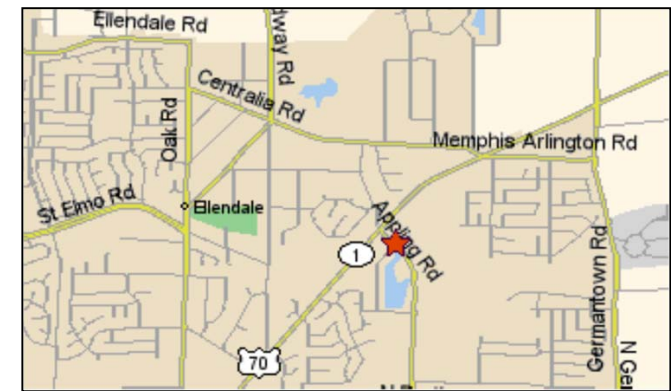
Equipment/Furnishings

N/A

N/A

Total Project**07/18****06/23****Location**

3730 Appling Rd.

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

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 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL****Source of Funds**

G.O. Bonds

\$

0

\$

0

\$

0

\$

0

\$

0

Capital Note

110,000

120,000

120,000

120,000

120,000

590,000

FD311 Transfers-unspent projects

0

0

0

0

0

0

TDOT 80% match

0

0

0

0

0

0**Total Source**

\$

110,000

\$

120,000

\$

120,000

\$

120,000

\$

120,000

\$

590,000**Project Costs**

Land/Right of Way

\$

0

\$

0

\$

0

\$

0

\$

0

Design/Engineering

0

0

0

0

0

0

Construction

110,000

120,000

120,000

120,000

120,000

590,000

Equipment/Furnishings

0

0

0

0

0

0

Other

0

0

0

0

0

0**Total Project Costs**

\$

110,000

\$

120,000

\$

120,000

\$

120,000

\$

120,000

\$

590,000

Department: FIRE**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2020 - FY 2024****Project No.: 25720****Project Name: Fire Vehicles****Project Description**

Replace aging vehicles. **2020 - Battalion Commander Vehicle.** Expedition requested due to equipment being carried and used as command post. **2021 - EMS Supervisor Vehicle.** Expedition requested due to EMS equipment being carried. **2022 & 2023 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

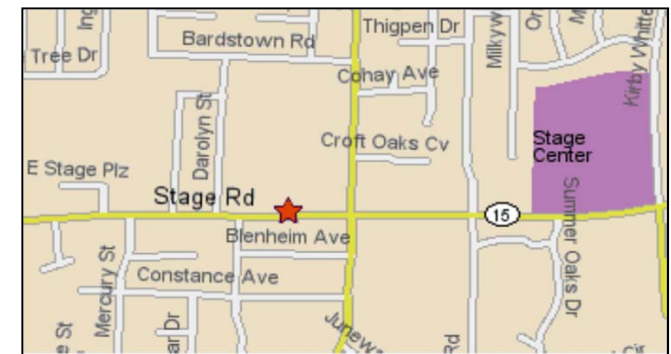
Equipment/Furnishings

07/19

06/23

Total Project**07/19****06/23****Location**

2939 Altruria Rd, Bartlett, TN 38134

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

Personnel

\$

0

\$

0

\$

0

Operations

0

3,300

3,500

Capital

0

0

0

Total Impact Oper. Budget

\$

0

\$

3,300

\$

3,500**Future Years and explanations:** \$3,000 petroleum & \$500 repairs/maintenance per year.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds

\$

0

\$

0

\$

0

\$

0

\$

0

\$

0

Capital Note

40,000

40,000

40,000

40,000

40,000

200,000

FD311 Transfers-unspent projects

0

0

0

0

0

0

TDOT 80% match

0

0

0

0

0

0

Total Source

\$

40,000

\$

40,000

\$

40,000

\$

40,000

\$

40,000

\$

200,000**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

40,000

40,000

40,000

40,000

40,000

200,000

Other

0

0

0

0

0

0

Total Project Costs

\$

40,000

\$

40,000

\$

40,000

\$

40,000

\$

40,000

\$

200,000

Department: FIRE**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2020 - FY 2024****Project No.: 25620****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

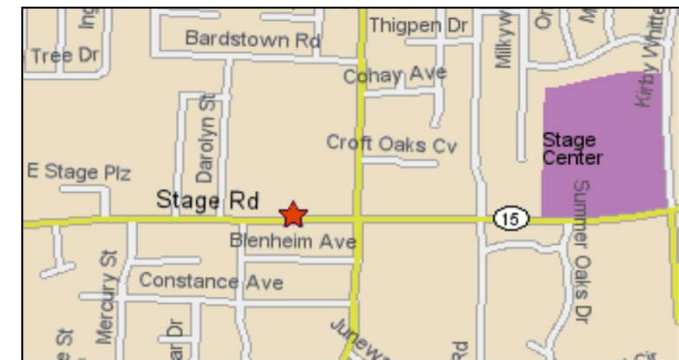
Equipment/Furnishings

07/19

06/22

Total Project**07/19****06/22****Location**

Station 2, 5996 Mps-Arl.

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

Personnel

\$ 0

\$ 0

\$ 0

Operations

0

7,000

7,500

Capital

0

0

0

Total Impact Oper. Budget**\$ 0****\$ 7,000****\$ 7,500****Future Years and explanations:** Petroleum & repairs/maintenance cost is around 8,000/year.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Capital Note

210,000

0

220,000

0

220,000

650,000

FD311 Transfers-unspent projects

0

0

0

0

0

0

TDOT 80% match

0

0

0

0

0

0

Total Source**\$ 210,000****\$ 0****\$ 220,000****\$ 0****\$ 220,000****\$ 650,000****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

210,000

0

220,000

0

220,000

650,000

Other

0

0

0

0

0

0

Total Project Costs**\$ 210,000****\$ 0****\$ 220,000****\$ 0****\$ 220,000****\$ 650,000**

Department: FIRE**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2020 - FY 2024****Project No.: 25820****Project Name: Self-Contained Breathing Apparatus****Project Description**

Replaces obsolete Self-Contained Breathing Apparatus (SCBA) to the 2018 standard.

Project Schedule**Start****Finish**

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Construction

N/A

N/A

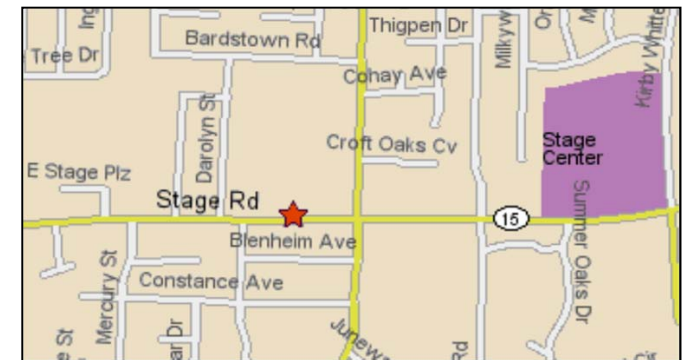
Equipment/Furnishings

07/19

06/20

Total Project**07/19****06/20****Location**

2939 Altruria Rd, Bartlett, TN 38134

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

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.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds

\$

0

\$

0

\$

0

\$

0

\$

0

Capital Note

550,000

0

0

0

0

550,000

FD311 Transfers-unspent projects

0

0

0

0

0

0

TDOT 80% match

0

0

0

0

0

0

Total Source

\$

550,000

\$

0

\$

0

\$

0

\$

0

\$

550,000**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

550,000

0

0

0

0

550,000

Other

0

0

0

0

0

0

Total Project Costs

\$

550,000

\$

0

\$

0

\$

0

\$

0

\$

550,000

Department: FIRE**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2020 - FY 2024****Project No.: 25222****Project Name: Fire Truck 2022****Project Description**

Replace Fire Truck 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 2020****FY 2021****FY 2022**

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.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds

\$ 0

\$ 0

\$ 800,000

\$ 0

\$ 0

\$ 800,000

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****\$ 800,000****\$ 0****\$ 0****\$ 800,000****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

0

800,000

0

0

800,000

Other

0

0

0

0

0

0

Total Project Costs**\$ 0****\$ 0****\$ 800,000****\$ 0****\$ 0****\$ 800,000**

Department: CODES ENFORCEMENT**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2020 - FY 2024****Project No.: 29121****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

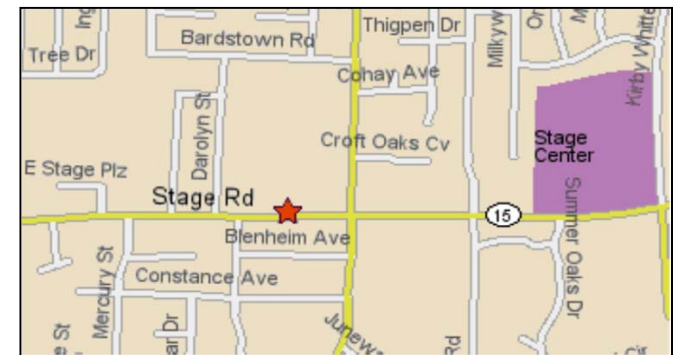
Equipment/Furnishings

07/18

06/23

Total Project**07/18****06/23****Location**

6382 Stage Road, Bartlett.

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

Personnel

\$ 0

\$ 0

\$ 0

Operations

7,000

7,000

7,000

Capital

0

0

0

Total Impact Oper. Budget**\$ 7,000****\$ 7,000****\$ 7,000****Future Years and explanations:** \$5,000 for petroleum and \$2,500 maintenance/repairs per year.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Capital Note

0

25,000

0

25,000

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****\$ 0****\$ 25,000****\$ 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

0

25,000

0

50,000

Other

0

0

0

0

0

0

Total Project Costs**\$ 0****\$ 25,000****\$ 0****\$ 25,000****\$ 0****\$ 50,000**



PUBLIC WORKS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM

FY 2020 - FY 2024

PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Public Works						
Public Works Vehicles & Equip	\$ 615,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,615,000
City Shop	2,650,000	1,500,000	0	0	0	4,150,000
Total Public Works	\$ 3,265,000	\$ 2,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 6,765,000
Engineering						
Engineering Vehicle	\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 180,000
City Wide Overlay	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	15,000,000
ADA Transition	200,000	1,800,000	250,000	2,000,000	250,000	4,500,000
Bartlett Blvd Overpass	600,000	0	0	0	0	600,000
Old Brownsville West	0	2,500,000	3,000,000	1,850,000	0	7,350,000
Appling Road Improvements	200,000	600,000	0	0	0	800,000
Fletcher Creek Greenway Ph4	0	200,000	0	1,300,000	0	1,500,000
STP Overlay Projects	350,000	3,150,000	275,000	2,475,000	0	6,250,000
Signal Pole Replacement	100,000	350,000	350,000	350,000	350,000	1,500,000
Various Drainage Projects	400,000	400,000	400,000	400,000	400,000	2,000,000
Total Engineering	\$ 4,910,000	\$ 12,030,000	\$ 7,305,000	\$ 11,405,000	\$ 4,030,000	\$ 39,680,000
Source of Funds						
G.O. Bonds	\$ 7,059,286	\$ 7,380,000	\$ 4,655,000	\$ 6,875,000	\$ 4,000,000	\$ 29,969,286
Capital Note	675,000	530,000	530,000	530,000	530,000	2,795,000
Transfer In from General Fund	0	0	0	0	0	0
FD311 Use of Fund Balance	714	0	0	0	0	714
TDOT 80% match	440,000	6,120,000	2,620,000	4,500,000	0	\$ 13,680,000
Total Source	\$ 8,175,000	\$ 14,030,000	\$ 7,805,000	\$ 11,905,000	\$ 4,530,000	\$ 46,445,000
Project Costs						
Land/Right of Way	\$ 50,000	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 100,000
Design/Engineering	50,000	150,000	0	0	0	200,000
Construction	7,400,000	13,300,000	7,275,000	11,375,000	4,000,000	43,350,000
Equipment/Furnishings	675,000	530,000	530,000	530,000	530,000	2,795,000
Other	0	0	0	0	0	0
Total Project Costs	\$ 8,175,000	\$ 14,030,000	\$ 7,805,000	\$ 11,905,000	\$ 4,530,000	\$ 46,445,000

Department: PUBLIC WORKS			BARTLETT CAPITAL IMPROVEMENT PROGRAM						
Project No.: 30720			FY 2020 - FY 2024						
Project Name: Public Works Vehicles & Equipment									
Project Description Admin - F150 Crew Cab \$37k. Gen. Maint. - Crawler Dozer \$151k. Gen. Services - Service Truck with utility Bed \$45k, F150 XLT Pickup \$32k. Grd. Maint - Street Sweeper \$280k, F150 Extended Cab Pickup \$34k, 40hp Kubota Tractor \$32.5k Total CIP Cost \$611.5k			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 2020	FY 2021	FY 2022				
Personnel	\$	0	\$	0	\$ 0				
Operations		50,000		52,000	54,000				
Capital		0		0	0				
Total Impact Oper. Budget	\$	50,000	\$	52,000	\$ 54,000				
Future Years and explanations: \$37,000 petroleum & 19,000 repairs/maintenance per year.									
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL	
Source of Funds									
G.O. Bonds	\$	0	\$	0	\$	0	\$	0	
Capital Note		615,000		500,000		500,000		500,000	2,615,000
Transfer In from General Fund		0		0		0		0	0
FD311 Transfers-unspent projects		0		0		0		0	0
TDOT 80% match		0		0		0		0	0
Total Source	\$	615,000	\$	500,000	\$	500,000	\$	500,000	\$ 2,615,000
Project Costs									
Land/Right of Way	\$	0	\$	0	\$	0	\$	0	\$ 0
Design/Engineering		0		0		0		0	0
Construction		0		0		0		0	0
Equipment/Furnishings		615,000		500,000		500,000		500,000	2,615,000
Other		0		0		0		0	0
Total Project Costs	\$	615,000	\$	500,000	\$	500,000	\$	500,000	\$ 2,615,000

Department: PUBLIC WORKS				BARTLETT CAPITAL IMPROVEMENT PROGRAM		
Project No.: 310				FY 2020 - FY 2024		
Project Name: City Shop						
Project Description Purchases land in FY 2017 and starts contruction in 2019.				Project Schedule		
				Start		
				Finish		
				Land/Right of Way		
				Design/Engineering		
				Construction		
				Equipment/Furnishings		
				Total Project		
Location To be determined.				Location Map To be determined.		
Impact on Operating Budget						
	FY 2020	FY 2021	FY 2022			
Personnel	\$ 0	\$ 0	\$ 0			
Operations	0	0	0			
Capital	0	0	0			
Total Impact Oper. Budget	\$ 0	\$ 0	\$ 0			
Future Years and explanations: estimated a saving of \$4,000 in repairs/maintenance per year.						

Department: ENGINEERING**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 42020****FY 2020 - FY 2024****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

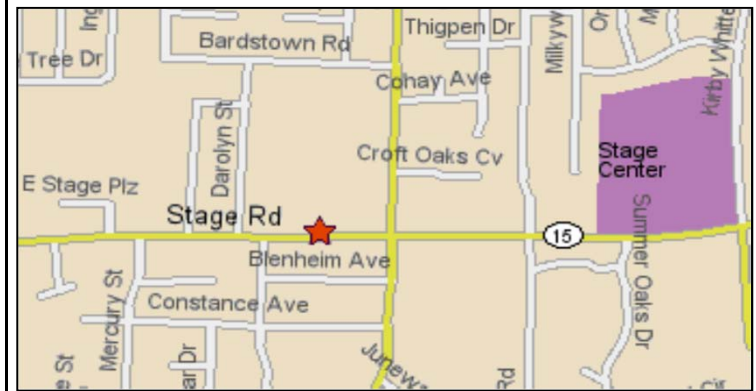
Equipment/Furnishings

07/19

06/23

Total Project**07/19****06/23****Location**

6382 Stage Road, Bartlett.

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

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.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds

\$

0

\$

0

\$

0

\$

0

\$

0

Capital Note

60,000

30,000

30,000

30,000

30,000

180,000

Transfer In from General Fund

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

\$

60,000

\$

30,000

\$

30,000

\$

30,000

\$

30,000

\$

180,000**Project Costs**

Land/Right of Way

\$

0

\$

0

\$

0

\$

0

\$

0

Design/Engineering

0

0

0

0

0

0

Construction

0

0

0

0

0

0

Equipment/Furnishings

60,000

30,000

30,000

30,000

30,000

180,000

Other

0

0

0

0

0

0

Total Project Costs

\$

60,000

\$

30,000

\$

30,000

\$

30,000

\$

30,000

\$

180,000

Department: ENGINEERING				BARTLETT CAPITAL IMPROVEMENT PROGRAM		
Project No.: 455				FY 2020 - FY 2024		
Project Name: ADA Transition						
Project Description Assess City Properties to determine adequacy of ADA accessibility. FY20 & FY21 TIP funding approved (80/20). No outside funds identified at this point for FY22-FY24.				Project Schedule		
				Start		
				Finish		
				Land/Right of Way		
				Design/Engineering		
				Utility Relocation		
				Construction		
				Total Project		
Location Locations all over the City.				Location Map Around the City.		
Impact on Operating Budget						
	FY 2020	FY 2021	FY 2022			
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.						

Department: ENGINEERING**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2020 - FY 2024****Project No.: 302****Project Name: Bartlett Blvd Overpass****Project Description**

Bartlett Blvd Bridge Over the CSX Railroad: Repair Deck, Replace Slope Paving under and around the bridge as well as milling existing asphalt and repaving the surface.

Project Schedule**Start****Finish**

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Construction

07/18

06/20

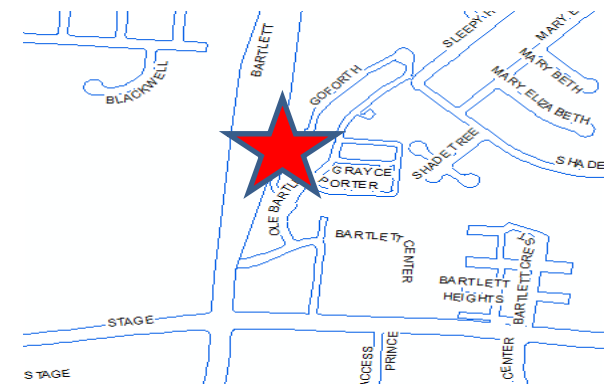
Equipment/Furnishings

N/A

N/A

Total Project**07/18****06/20****Location**

Bartlett Blvd North of Stage Road.

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

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.

Source of Funds**FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds

\$

600,000

\$

0

\$

0

\$

0

\$

0

\$

600,000

Capital Note

0

0

0

0

0

0

Transfer In from General Fund

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

\$

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****Project No.: 422****FY 2020 - FY 2024****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

06/21

Total Project**07/15****06/21****Location**

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

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

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.

Source of Funds**FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds	\$ 0	\$ 500,000	\$ 600,000	\$ 370,000	\$ 0	\$ 1,470,000

Capital Note	0	0	0	0	0	0

Transfer In from General Fund	0	0	0	0	0	0

FD311 Transfers-unspent projects	0	0	0	0	0	0

TDOT 80% match	0	2,000,000	2,400,000	1,480,000	0	5,880,000

Total Source	\$ 0	\$ 2,500,000	\$ 3,000,000	\$ 1,850,000	\$ 0	\$ 7,350,000

Project Costs

Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Design/Engineering	0	0	0	0	0	0

Construction	0	2,500,000	3,000,000	1,850,000	0	7,350,000

Equipment/Furnishings	0	0	0	0	0	0

Other	0	0	0	0	0	0

Total Project Costs	\$ 0	\$ 2,500,000	\$ 3,000,000	\$ 1,850,000	\$ 0	\$ 7,350,000

Department: ENGINEERING**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 457****FY 2020 - FY 2024****Project Name: Appling Road Improvements****Project Description**

Appling Road Improvements include the Curb, Gutter and Sidewalk on the West Side only from Southern Way southwardly to Brother Blvd.

Project Schedule**Start****Finish**

Land/Right of Way

N/A

N/A

Design/Engineering

07/18

06/19

Construction

07/19

06/21

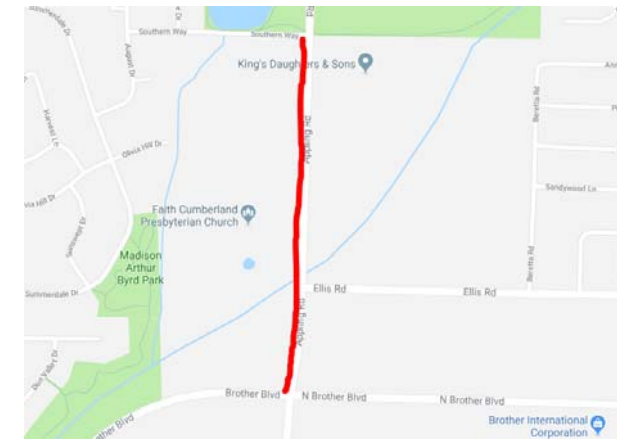
Equipment/Furnishings

N/A

N/A

Total Project**07/18****06/21****Location**

Widening of the West side of Appling Road; between Brother Blvd. and Southern Way.

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

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.

Source of Funds**FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds

\$ 200,000

\$ 600,000

\$ 0

\$ 0

\$ 0

\$ 800,000

Capital Note

0

0

0

0

0

0

Transfer In from General Fund

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**\$ 200,000****\$ 600,000****\$ 0****\$ 0****\$ 0****\$ 800,000****Project Costs**

Land/Right of Way

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Design/Engineering

0

0

0

0

0

0

Construction

200,000

600,000

0

0

0

800,000

Equipment/Furnishings

0

0

0

0

0

0

Other

0

0

0

0

0

0

Total Project Costs**\$ 200,000****\$ 600,000****\$ 0****\$ 0****\$ 0****\$ 800,000**

Department: ENGINEERING**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.:** 4514**FY 2020 - FY 2024****Project Name:** Fletcher Creek Greenway Ph4**Project Description**

4th Phase of the Fletcher Creek Greenway

Project Schedule**Start****Finish**

Land/Right of Way

N/A

N/A

Design/Engineering

07/20

06/21

Construction

07/21

06/23

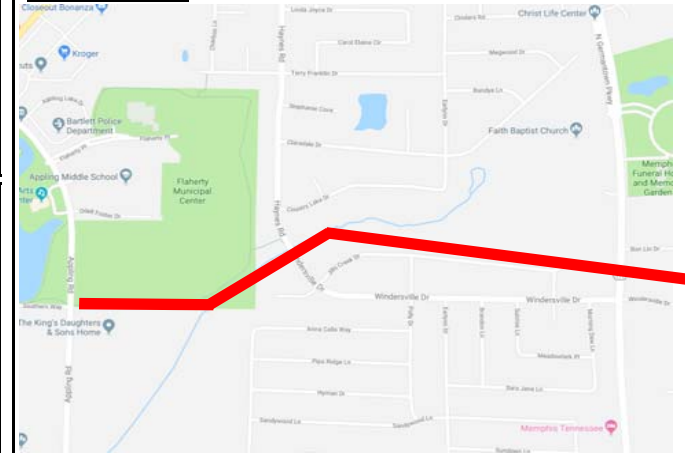
Equipment/Furnishings

N/A

N/A

Total Project**07/20****06/23****Location**

Fletcher Creek Just North of Ellis Road

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

Personnel

\$

0

\$

0

\$

0

Operations

0

0

0

Capital

0

0

0

Total Impact Oper. Budget

\$

0

\$

0

\$

0

Future Years and explanations: Once the greenway is finished, there will be some maintenance costs, around \$25,000/year.

Source of Funds**FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds

\$

0

\$

40,000

\$

0

\$

260,000

\$

0

\$

300,000

Capital Note

0

0

0

0

0

0

Transfer In from General Fund

0

0

0

0

0

0

FD311 Transfers-unspent projects

0

0

0

0

0

0

TDOT 80% match

0

160,000

0

1,040,000

0

1,200,000**Total Source**

\$

0

\$

200,000

\$

0

\$

1,300,000

\$

0

\$

1,500,000**Project Costs**

Land/Right of Way

\$

0

\$

50,000

\$

0

\$

0

\$

0

\$

50,000

Design/Engineering

0

150,000

0

0

0

150,000

Construction

0

0

0

1,300,000

0

1,300,000

Equipment/Furnishings

0

0

0

0

0

0

Other

0

0

0

0

0

0**Total Project Costs**

\$

0

\$

200,000

\$

0

\$

1,300,000

\$

0

\$

1,500,000

Department: ENGINEERING				BARTLETT CAPITAL IMPROVEMENT PROGRAM		
Project No.: 63620				FY 2020 - FY 2024		
Project Name: Various Drainage Projects						
Project Description Drain Projects located around the city.				Project Schedule		
				Start		
				Finish		
				Land/Right of Way		
				Design/Engineering		
				Construction		
				Equipment/Furnishings		
				Total Project		
Location Around the city.				Location Map At various locations throughout the City.		



PARKS AND RECREATION SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2020 - FY 2024

PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
<u>Parks and Recreation</u>						
Parks Vehicles & Equipment	\$ 155,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 0	\$ 350,000
Recreation Ctr Equipment/Repairs	95,000	0	0	0	0	95,000
Senior Center Equipment/Repairs	0	30,000	40,000	40,000	30,000	140,000
Parks Maintenances	452,700	135,000	650,000	90,000	0	1,327,700
Parks Restroom Renovations-ADA	0	350,000	300,000	275,000	0	925,000
W.J. Freeman Park Project	0	700,000	0	0	800,000	1,500,000
Total Parks and Recreation	\$ 702,700	\$ 1,280,000	\$ 1,055,000	\$ 470,000	\$ 830,000	\$ 4,337,700
<u>Performing Arts Center</u>						
BPACC Repairs & Improvements	\$ 105,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 105,000
Total Performing Arts Center	\$ 105,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 105,000
<u>Source of Funds</u>						
G. O. Bonds	\$ 430,000	\$ 1,185,000	\$ 950,000	\$ 365,000	\$ 800,000	\$ 3,730,000
Capital Note	355,000	95,000	105,000	105,000	30,000	690,000
FD311 Transfers-unspent projects	0	0	0	0	0	0
Transfer In from Park Imp. Fund	22,700	0	0	0	0	22,700
Grant Funds	0	0	0	0	0	0
Total Source	\$ 807,700	\$ 1,280,000	\$ 1,055,000	\$ 470,000	\$ 830,000	\$ 4,442,700
<u>Project Costs</u>						
Design/Engineering	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Construction	452,700	1,185,000	950,000	365,000	800,000	3,752,700
Equipment/Furnishings	355,000	95,000	105,000	105,000	30,000	690,000
Total Project Costs	\$ 807,700	\$ 1,280,000	\$ 1,055,000	\$ 470,000	\$ 830,000	\$ 4,442,700

Department: PARKS & RECREATION				BARTLETT CAPITAL IMPROVEMENT PROGRAM																																																																																										
Project No.: 50720 Project Name: Parks Vehicles & Equipment				FY 2020 - FY 2024																																																																																										
Project Description 1 New 2019-20 Ford Explorer (Parks Director) \$35k; Maint: 1 F350 Extended Cab - \$42k; 1 Equipment Trailer - \$10k; 2 - 72' Hustler mowers (\$13k ea) \$26k; Jackhammer attachment - \$10K; Total \$176k. Athletics: Shade Structures at Appling Ballfield Complex \$30k.				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 At various locations throughout the City.				Location Map																																																																																										
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Impact on Operating Budget <table><thead><tr><th></th><th>FY 2020</th><th>FY 2021</th><th>FY 2022</th></tr></thead><tbody><tr><td>Personnel</td><td>\$ 0</td><td>\$ 0</td><td>\$ 0</td></tr><tr><td>Operations</td><td>15,000</td><td>15,000</td><td>15,000</td></tr><tr><td>Capital</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Total Impact Oper. Budget</td><td>\$ 15,000</td><td>\$ 15,000</td><td>\$ 15,000</td></tr></tbody></table> Future Years and explanations: petroleum and maintenance/repairs costs are estimated to be around \$15,000 per year.					FY 2020	FY 2021	FY 2022	Personnel	\$ 0	\$ 0	\$ 0	Operations	15,000	15,000	15,000	Capital	0	0	0	Total Impact Oper. Budget	\$ 15,000	\$ 15,000	\$ 15,000																																																																							
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Source of Funds <table><thead><tr><th></th><th>FY 2020</th><th>FY 2021</th><th>FY 2022</th><th>FY 2023</th><th>FY 2024</th><th>TOTAL</th></tr></thead><tbody><tr><td>G.O. Bonds</td><td>\$ 0</td><td>\$ 0</td><td>\$ 0</td><td>\$ 0</td><td>\$ 0</td><td>\$ 0</td></tr><tr><td>Capital Note</td><td>155,000</td><td>65,000</td><td>65,000</td><td>65,000</td><td>0</td><td>350,000</td></tr><tr><td>FD311 Transfers-unspent projects</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfer In from Park Imp. Fund</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Grant Funds</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Total Source</td><td>\$ 155,000</td><td>\$ 65,000</td><td>\$ 65,000</td><td>\$ 65,000</td><td>\$ 0</td><td>\$ 350,000</td></tr></tbody></table> Project Costs <table><tbody><tr><td>Land/Right of Way</td><td>\$ 0</td><td>\$ 0</td><td>\$ 0</td><td>\$ 0</td><td>\$ 0</td><td>\$ 0</td></tr><tr><td>Design/Engineering</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Construction</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Equipment/Furnishings</td><td>155,000</td><td>65,000</td><td>65,000</td><td>65,000</td><td>0</td><td>350,000</td></tr><tr><td>Other</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Total Project Costs</td><td>\$ 155,000</td><td>\$ 65,000</td><td>\$ 65,000</td><td>\$ 65,000</td><td>\$ 0</td><td>\$ 350,000</td></tr></tbody></table>					FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL	G.O. Bonds	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	Capital Note	155,000	65,000	65,000	65,000	0	350,000	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	\$ 155,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 0	\$ 350,000	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	155,000	65,000	65,000	65,000	0	350,000	Other	0	0	0	0	0	0	Total Project Costs	\$ 155,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 0	\$ 350,000
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Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0																																																																																								
Design/Engineering	0	0	0	0	0	0																																																																																								
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Total Project Costs	\$ 155,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 0	\$ 350,000																																																																																								

Department: PARKS & RECREATION**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 54320****FY 2020 - FY 2024****Project Name: Recreation Center Equipment/Repairs****Project Description**

FY20 – Strength Equipment \$68k; Gym Curtain \$21k; Wood floor rescreen - \$5,800; Total \$94,800.
 FY21 – Splash Pad Features \$9,375.00; Security Updates \$8,500.00; Air Curtain \$9,300.00; Duct Cleaning \$22,000.00; Total \$49,175.
 FY22 - Carpet Replacement \$60k; Cardio Equipment \$35k; Total \$95k.

Project Schedule**Start****Finish**

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Construction

N/A

N/A

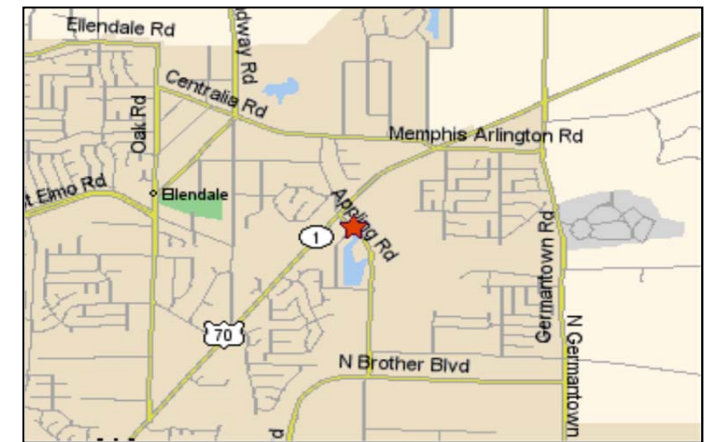
Equipment/Furnishings

07/19

06/20

Total Project**07/19****06/20****Location**

7700 Flaherty Place.

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

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.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds

\$

0

\$

0

\$

0

\$

0

\$

0

Capital Note

95,000

0

0

0

0

95,000

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

\$

95,000

\$

0

\$

0

\$

0

\$

95,000**Project Costs**

Land/Right of Way

\$

0

\$

0

\$

0

\$

0

\$

0

Design/Engineering

0

0

0

0

0

0

Construction

0

0

0

0

0

0

Equipment/Furnishings

95,000

0

0

0

0

95,000

Other

0

0

0

0

0

0

Total Project Costs

\$

95,000

\$

0

\$

0

\$

0

\$

95,000

Department: PARKS AND RECREATION**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 51821****FY 2020 - FY 2024****Project Name: Bartlett Senior Center Equipment/Repairs****Project Description**

FY21: HVAC Units (2) - \$20k, Window Replacements (8) - \$7k; Total: 27k; **FY22:** Kitchen Remodel Updates & ADA Changes - \$40k, Total: 40k; **FY23:** Restrooms Remodel ADA - \$42k, Total: 42k; **FY24:** 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

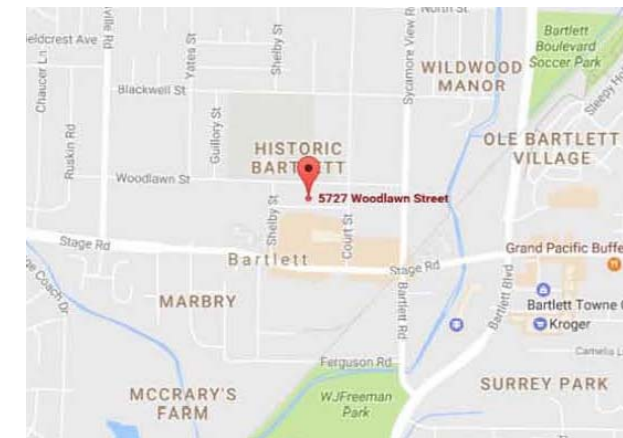
Equipment/Furnishings

07/20

06/24

Total Project**07/17****06/17****Location**

5727 Woodlawn, Bartlett, TN 38134

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

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.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds

\$

0

\$

0

\$

0

\$

0

\$

0

Capital Note

0

30,000

40,000

40,000

30,000

140,000

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

\$

30,000

\$

40,000

\$

40,000

\$

30,000

\$

140,000**Project Costs**

Land/Right of Way

\$

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

40,000

40,000

30,000

140,000

Other

0

0

0

0

0

0**Total Project Costs**

\$

0

\$

30,000

\$

40,000

\$

40,000

\$

30,000

\$

140,000

Department: PARKS & RECREATION**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2020 - FY 2024****Project No.: 51420****Project Name: Parks Maintenance****Project Description**

FY20 – Municipal Parking lot \$11k, Municipal Walking Trail \$54k, Stoneridge Walking Trail \$60k, Rivercrest Walking/Trail 36'(sinkhold)\$2,700, (NEW) Pickleball court at Shadowlawn \$325k - Total \$452,700. **FY21** - Dixon Brewer Walking Trail \$30k, Quail Ridge Walking Trail \$65k, Freeman Smith Parking Lot \$36k; Total \$131k; **FY22** – Redo Deermont Lighting -\$650k. **FY23**–W. J. Freeman Walking Trail \$90k; (**\$20k Undesignated, \$2700 District 3)

Project Schedule**Start****Finish**

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Construction

07/19

06/23

Equipment/Furnishings

N/A

N/A

Total Project**07/19****06/23****Location**

At various locations throughout the City.

Location Map

At various locations throughout the City.

Impact on Operating Budget**FY 2020****FY 2021****FY 2022**

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.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds

\$ 430,000

\$ 135,000

\$ 650,000

\$ 90,000

\$ 0

\$ 1,305,000

Capital Note

0

0

0

0

0

0

FD311 Transfers-unspent projects

0

0

0

0

0

0

Transfer In from Park Imp. Fund

22,700

0

0

0

0

22,700

Grant Funds

0

0

0

0

0

0

Total Source**\$ 452,700****\$ 135,000****\$ 650,000****\$ 90,000****\$ 0****\$ 1,327,700****Project Costs**

Land/Right of Way

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Design/Engineering

0

0

0

0

0

0

Construction

452,700

135,000

650,000

90,000

0

1,327,700

Equipment/Furnishings

0

0

0

0

0

0

Other

0

0

0

0

0

0

Total Project Costs**\$ 452,700****\$ 135,000****\$ 650,000****\$ 90,000****\$ 0****\$ 1,327,700**

Department: Performing Arts Center**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 59120****FY 2020 - FY 2024****Project Name: BPACC Repairs & Improvements****Project Description**

Replace (2) HVAC 6 Ton Roof Units - #7 & #8 - \$18,000; Replace 20 year old Lobby/Theatre Carpet, 42oz theatre grade carpet - \$16,000.; Purchase Grand Piano (used) - \$60,000; Security cameras system – 12 Cambers, 4 monitors, installation – \$10k.

Project Schedule**Start****Finish**

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Construction

N/A

N/A

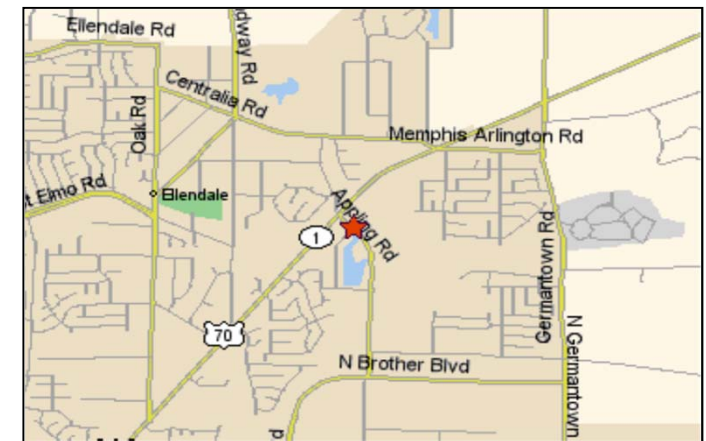
Equipment/Furnishings

07/19

06/20

Total Project**07/19****06/20****Location**

BPACC -- 3663 Appling Road, Bartlett

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

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.

Source of Funds**FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

G.O. Bonds

\$ 0 \$ 0 \$ 0

Capital Note

105,000 0 0

FD311 Transfers-unspent projects

0 0 0

Grant Funds

0 0 0

Total Source**\$ 105,000 \$ 0 \$ 0**

\$ 0 \$ 0

\$ 0 \$ 0

\$ 0

0 0

0 0

105,000

0 0

0 0

0

0 0

0 0

0

\$ 0 \$ 0**\$ 0 \$ 0****\$ 105,000****Project Costs**

Land/Right of Way

\$ 0 \$ 0 \$ 0

Design/Engineering

0 0 0

Construction

0 0 0

Equipment/Furnishings

105,000 0 0

Other

0 0 0

Total Project Costs**\$ 105,000 \$ 0 \$ 0****\$ 0 \$ 0****\$ 0 \$ 0****\$ 105,000**



UTILITY FUND SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2020 - FY 2024

PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
<u>Water</u>						
Old Brownsville Water Line	\$ 0	\$ 600,000	\$ 0	\$ 0	\$ 0	600,000
Water Extention Kirby Whitten	250,000	0	0	0	0	250,000
Total Water	\$ 250,000	\$ 600,000	\$ 0	\$ 0	\$ 0	\$ 850,000
<u>Sewers</u>						
Sewers in Annexation Area	\$ 0	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,600,000
Covington Pike Sewer	400,000	0	0	0	0	400,000
Hatch Lane Eagle's Nest Sewer	0	400,000	600,000	0	0	1,000,000
Westbrook Sewer Extension	0	325,000	0	0	0	325,000
Upgrade Sewage Plant #2	0	0	250,000	0	0	250,000
Total Sewers	\$ 400,000	\$ 1,125,000	\$ 1,250,000	\$ 400,000	\$ 400,000	\$ 3,575,000
<u>Source of Funds</u>						
Utility Bonds	\$ 0	\$ 1,725,000	\$ 1,250,000	\$ 400,000	\$ 400,000	\$ 3,775,000
Utility Retained Earnings	650,000	0	0	0	0	650,000
FD312 Use of Fund Balance	0	0	0	0	0	0
Total Source	\$ 650,000	\$ 1,725,000	\$ 1,250,000	\$ 400,000	\$ 400,000	\$ 4,425,000
<u>Project Costs</u>						
Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Design/Engineering	0	50,000	0	0	0	50,000
Utility Relocation	0	0	0	0	0	0
Construction	650,000	1,675,000	1,250,000	400,000	400,000	4,375,000
Equipment/Furnishings	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Project Costs	\$ 650,000	\$ 1,725,000	\$ 1,250,000	\$ 400,000	\$ 400,000	\$ 4,425,000

Department: ENGINEERING - WATER**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.:** 722**FY 2020 - FY 2024****Project Name: Old Brownsville Water Line Install and Replacement****Project Description**

Install new 16 inch water line and relocate water lines in conjunction with Old Brownsville road widening

Project Schedule**Start****Finish**

Utility Relocation

10/18

10/19

Design/Engineering

03/18

10/18

Construction

10/18

10/21

Equipment/Furnishings

N/A

N/A

Total Project**03/18****10/21****Location**

Old Brownsville Road between Austin Peay and Kirby Whitten

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

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.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

Utility Bonds

\$

0

\$

600,000

\$

0

\$

0

\$

0

\$

600,000

Utility Retained Earnings

0

0

0

0

0

0

FD312 Use of Fund Balance

0

0

0

0

0

0

Total Source

\$

0

\$

600,000

\$

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

Utility Relocation

0

0

0

0

0

0

Construction

0

600,000

0

0

0

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

\$

600,000

\$

0

\$

0

\$

0

\$

600,000

Department: ENGINEERING - WATER**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.:** 724**FY 2020 - FY 2024****Project Name:** Water Extention Kirby Whitten**Project Description**

Extend water to provide service as outlined in the Plan of Service.

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

07/19

06/20

Total Project**07/19****06/20****Location**

Kirby Whitten North of Old Brownsville.

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

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.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

Utility Bond

\$

0

\$

0

\$

0

\$

0

\$

0

Utility Retained Earnings

250,000

0

0

0

0

250,000

FD312 Use of Fund Balance

0

0

0

0

0

0

Total Source

\$

250,000

\$

0

\$

0

\$

0

\$

250,000**Project Costs**

Land/Right of Way

\$

0

\$

0

\$

0

\$

0

\$

0

Design/Engineering

0

0

0

0

0

0

Utility Relocation

0

0

0

0

0

0

Construction

250,000

0

0

0

0

250,000

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

\$

250,000

\$

0

\$

0

\$

0

\$

250,000

Department: ENGINEERING - SEWER				BARTLETT CAPITAL IMPROVEMENT PROGRAM		
Project No.: 81120				FY 2020 - FY 2024		
Project Name: Sewers in Annexation Area						
Project Description Funds for extending sewers in our annexed areas.				Project Schedule		
				Start		
				Finish		
				Land/Right of Way		
				Design/Engineering		
				Utility Relocation		
				Construction		
				07/20		
				06/24		
				Total Project		
				07/20		
				06/24		
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 2020		
				FY 2021		
				FY 2022		
Personnel				\$ 0		
Operations				0		
Capital				0		
Total Impact Oper. Budget				\$ 0		
Future Years and explanations: No impact on the operating budget.						

Department: ENGINEERING - SEWER**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 80319****FY 2020 - FY 2024****Project Name: Covington Pike Sewer****Project Description**

Relocate sewers as part of the road widening project.

Project Schedule**Start****Finish**

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Construction

01/18

08/20

Equipment/Furnishings

N/A

N/A

Total Project**01/18****08/20****Location**

Old Brownsville Road between Bill Maher and Covington Pike.

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

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.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

Utility Bonds

\$

0

\$

0

\$

0

\$

0

\$

0

Utility Retained Earnings

400,000

0

0

0

0

400,000

FD312 Use of Fund Balance

0

0

0

0

0

0

Total Source

\$

400,000

\$

0

\$

0

\$

0

\$

400,000**Project Costs**

Land/Right of Way

\$

0

\$

0

\$

0

\$

0

\$

0

Design/Engineering

0

0

0

0

0

0

Utility Relocation

0

0

0

0

0

0

Construction

400,000

0

0

0

0

400,000

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

\$

400,000

\$

0

\$

0

\$

0

\$

400,000

Department: ENGINEERING - SEWER**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2020 - FY 2024****Project No.: 80320****Project Name: Hatch Lane Eagle's Nest Sewer****Project Description**

Funds for extending sewers to Hatch Lane, Harch Cove, and Eagle's Nest

Project Schedule**Start****Finish**

Land/Right of Way

N/A

N/A

Design/Engineering

09/18

12/19

Utility Relocation

N/A

N/A

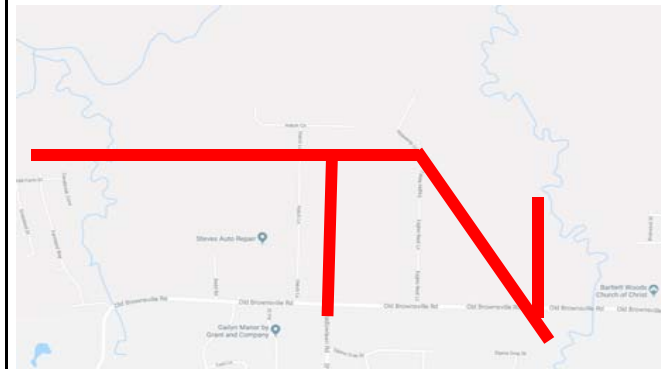
Construction

07/21

06/22

Total Project**09/18****06/22****Location**

Hatch Lane/Old Brownsville Road

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

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.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

Utility Bonds

\$ 0

\$ 400,000

\$ 600,000

\$ 0

\$ 0

\$ 1,000,000

Utility Retained Earnings

0

0

0

0

0

0

FD312 Use of Fund Balance

0

0

0

0

0

0

Total Source**\$ 0****\$ 400,000****\$ 600,000****\$ 0****\$ 0****\$ 1,000,000****Project Costs**

Land/Right of Way

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Design/Engineering

0

50,000

0

0

0

50,000

Utility Relocation

0

0

0

0

0

0

Construction

0

350,000

600,000

0

0

950,000

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****\$ 600,000****\$ 0****\$ 0****\$ 1,000,000**

Department: ENGINEERING - SEWER**BARTLETT CAPITAL IMPROVEMENT PROGRAM**

FY 2020 - FY 2024

Project No.: To be determined**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

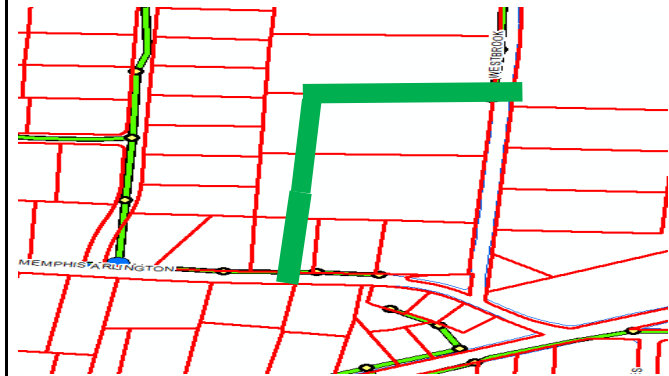
Construction

07/20

07/21

Total Project**07/19****07/21****Location**

Mem-Arlington - Westbrook Road

Location Map**Impact on Operating Budget****FY 2020****FY 2021****FY 2022**

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.**Source of Funds****FY 2020****FY 2021****FY 2022****FY 2023****FY 2024****TOTAL**

Utility Bonds

\$ 0

\$ 325,000

0

0

\$ 0

\$ 325,000

Utility Retained Earnings

0

0

0

0

0

0

FD312 Use of Fund Balance

0

0

0

0

0

0

Total Source**\$ 0****\$ 325,000****\$ 0****\$ 0****\$ 0****\$ 325,000****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

325,000

0

0

0

325,000

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****\$ 325,000****\$ 0****\$ 0****\$ 0****\$ 325,000**

Department: ENGINEERING - SEWER		BARTLETT CAPITAL IMPROVEMENT PROGRAM	
<u>Project No.:</u> To be determined		FY 2020 - FY 2024	
<u>Project Name:</u> Sewer Plant 2 Upgrade			

Department: ENGINEERING - SEWER		BARTLETT CAPITAL IMPROVEMENT PROGRAM	
<u>Project No.:</u> To be determined		FY 2020 - FY 2024	
<u>Project Name:</u> Sewer Plant 2 Upgrade			

Department: ENGINEERING - SEWER		BARTLETT CAPITAL IMPROVEMENT PROGRAM	
<u>Project No.:</u> To be determined		FY 2020 - FY 2024	
<u>Project Name:</u> Sewer Plant 2 Upgrade			

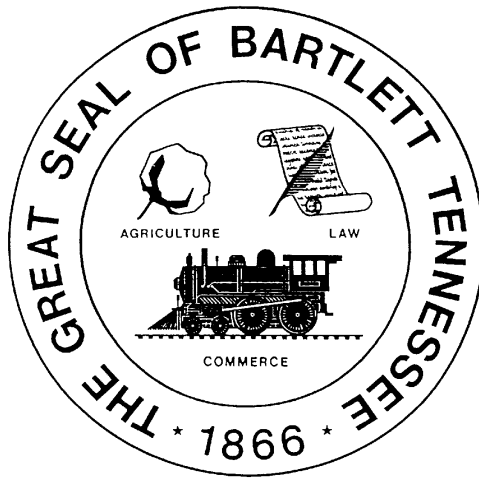
Department: ENGINEERING - SEWER		BARTLETT CAPITAL IMPROVEMENT PROGRAM	
<u>Project No.:</u> To be determined		FY 2020 - FY 2024	
<u>Project Name:</u> Sewer Plant 2 Upgrade			

Department: ENGINEERING - SEWER		BARTLETT CAPITAL IMPROVEMENT PROGRAM	
		FY 2020 - FY 2024	
<u>Project No.:</u> To be determined			
<u>Project Name:</u> Sewer Plant 2 Upgrade			

<u>Project Description</u> Buy land and Construct a new Sewer Plant	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

<u>Location</u> Area North of the River.				<u>Location Map</u> Exact location to be determined			
<u>Impact on Operating Budget</u>							
	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>				
Personnel	\$ 0	\$ 0	\$ 0				
Operations	0	0	0				
Capital	0	0	0				
Total Impact Oper. Budget	\$ 0	\$ 0	\$ 0				
<u>Future Years and explanations:</u> No impact on the operating budget.							

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Source of Funds						
Utility Bonds	\$ 0	\$ 0	\$ 250,000	\$ 0	\$ 0	\$ 250,000
Utility Retained Earnings	0	0	0	0	0	0
FD312 Use of Fund Balance	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
Utility Relocation	0	0	0	0	0	0
Construction	0	0	250,000	0	0	250,000
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	\$ 0	\$ 250,000	\$ 0	\$ 0	\$ 250,000



CITY OF BARTLETT

T E N N E S S E E

APPENDIX



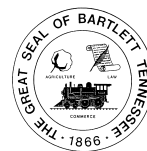
Date of Incorporation – 1866
Date Charter Adopted – April 14, 1993
Form of Government – Mayor and Aldermen

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.

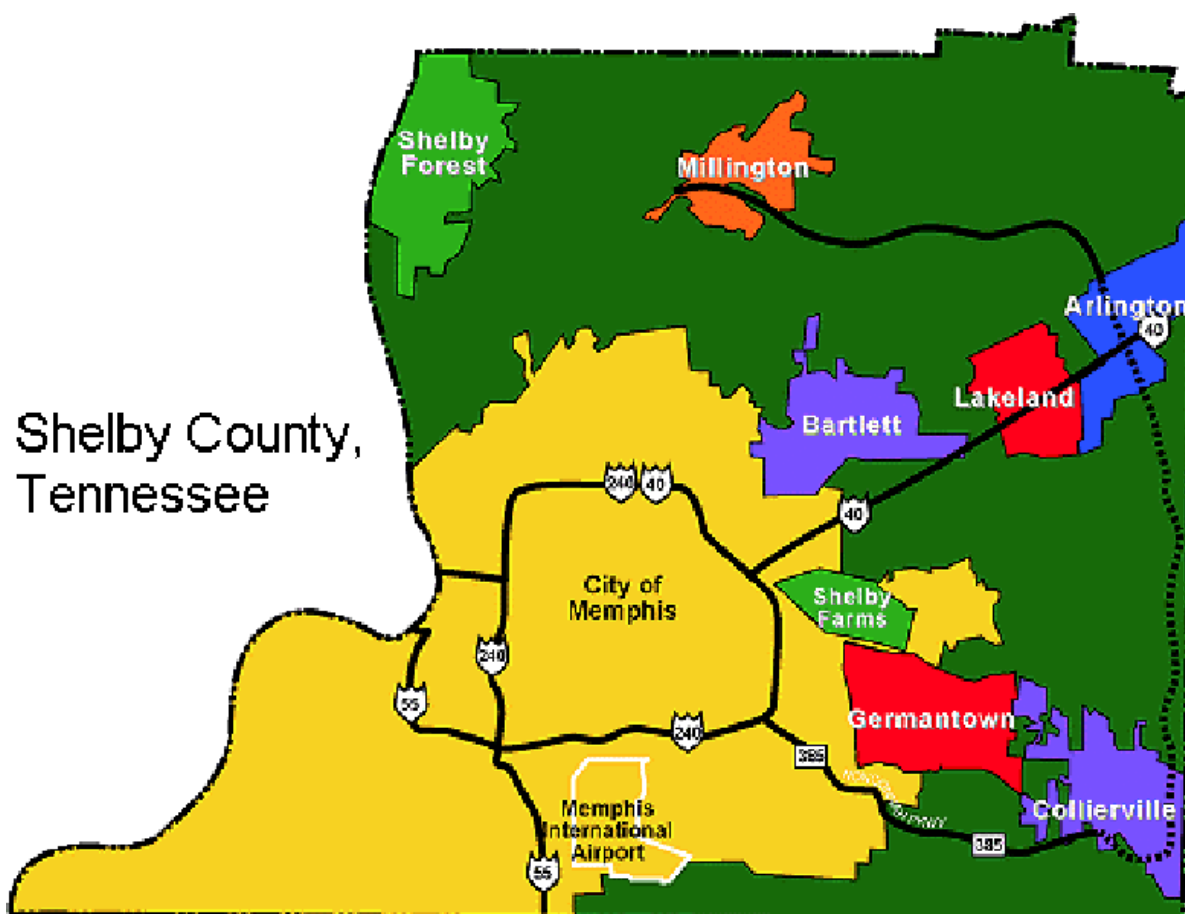
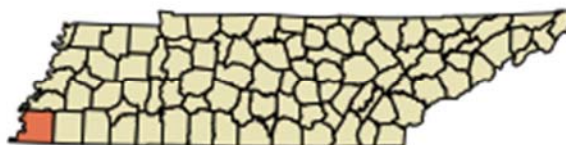
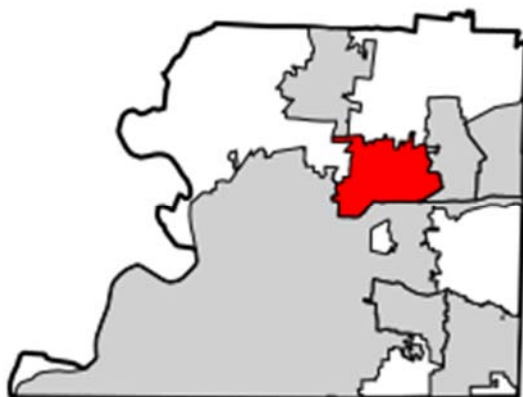
Bartlett's industrial area is home to many companies including Brother Industries USA, Brother International Corporation, Gyrus ENT, Brimhall Foods Company and the USDA Cotton Classing Plant. While home for many industries, Bartlett continues to maintain its small town atmosphere. Historic Bartlett Station, 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.

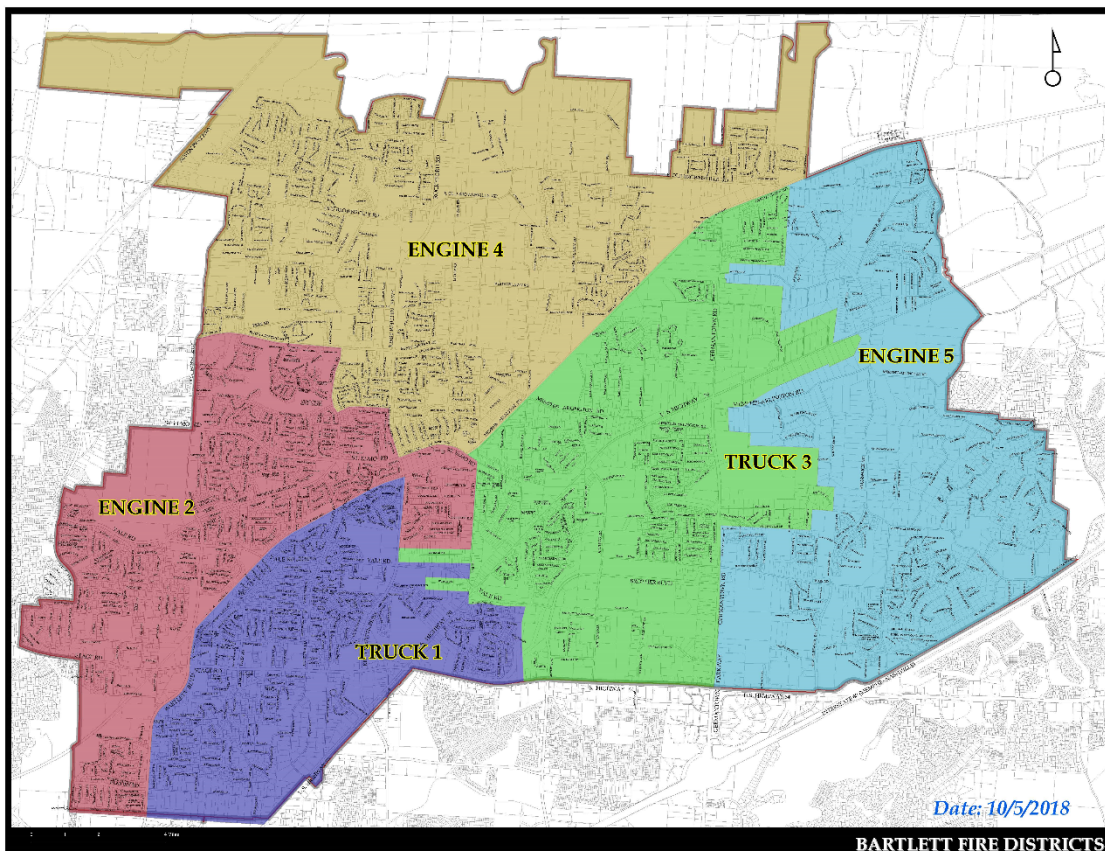
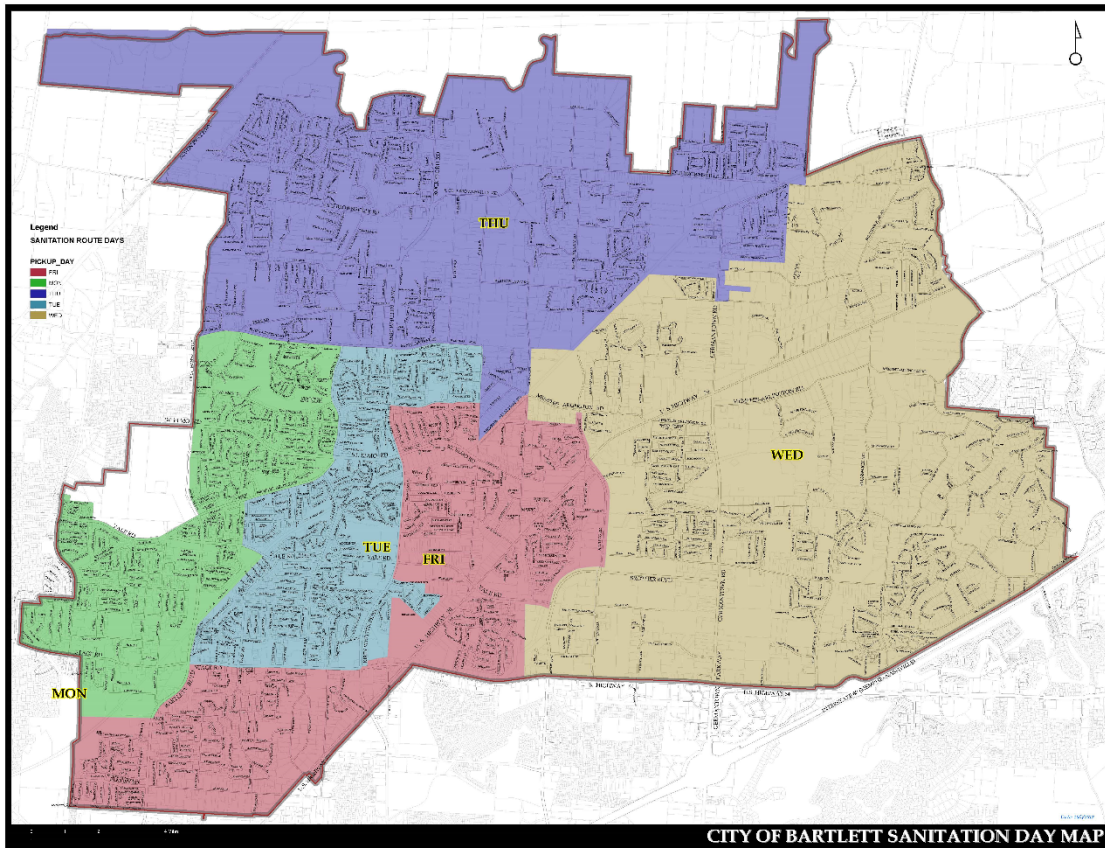
Those residents who settled in Bartlett in the 1800's did so for its rich soil and long growing season. Shelby County was the leading cotton-growing county in Tennessee at the time. One of its early settlers purchased 3,000 acres of prime farmland along what is now known at Stage Road. From the early 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







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	20,746
Pump Stations	25
Capacity of Bartlett System (Gallons/day)	2,700,000

WATER SYSTEM

Miles of Water Lines	372
Number of Water Connections	21,515
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 (2018)

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

2016	216
2017	191
2018	125
2019	51

COMMERCIAL INDUSTRIAL/PERMITS

2016	87
2017	104
2018	132
2019	96

HOUSING UNITS

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

2018 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.



GLOSSARY OF TERMS

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.



GLOSSARY OF TERMS

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.



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2020 - FY 2024

PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
<u>FUNDING SOURCES</u>						
General Obligation Bonds	\$ 7,739,286	\$ 8,815,000	\$ 6,405,000	\$ 7,240,000	\$ 4,800,000	\$ 34,999,286
Capital Note	2,440,000	1,245,000	1,480,000	1,255,000	1,375,000	7,795,000
FD311 Use of Fund Balance	550,714	0	0	0	0	550,714
Transfer In from Park Imp. Fund	22,700	0	0	0	0	22,700
TDOT 80% match	440,000	6,120,000	2,620,000	4,500,000	0	13,680,000
Utility Bonds	0	1,725,000	1,250,000	400,000	400,000	3,775,000
Utility Retained Earnings	650,000	0	0	0	0	650,000
Total Funding Sources	\$ 11,842,700	\$ 17,905,000	\$ 11,755,000	\$ 13,395,000	\$ 6,575,000	\$ 61,472,700
<u>PROJECT COST</u>						
<u>Administrative</u>						
Vehicles & Equipment	\$ 30,000	\$ 0	\$ 30,000	\$ 0	\$ 0	\$ 60,000
City Hall Renovations	250,000	250,000	0	0	0	500,000
Transfer to Debt Service Fund	550,000	0	0	0	0	550,000
Total Administrative	\$ 830,000	\$ 250,000	\$ 30,000	\$ 0	\$ 0	\$ 1,110,000
<u>Police</u>						
Police Vehicles & Equipment	\$ 470,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 2,210,000
Justice Center Maintenance	110,000	120,000	120,000	120,000	120,000	590,000
Total Police	\$ 580,000	\$ 555,000	\$ 555,000	\$ 555,000	\$ 555,000	\$ 2,800,000
<u>Fire</u>						
Fire Vehicles	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
Fire Ambulances	210,000	0	220,000	0	220,000	650,000
Self-Contained Breathing Apparatus	550,000	0	0	0	0	550,000
Fire Truck	0	0	800,000	0	0	800,000
Total Fire	\$ 800,000	\$ 40,000	\$ 1,060,000	\$ 40,000	\$ 260,000	\$ 2,200,000
<u>Codes Enforcement</u>						
Codes Enforcement Vehicles	\$ 0	\$ 25,000	\$ 0	\$ 25,000	\$ 0	\$ 50,000
Total Code Inspection	\$ 0	\$ 25,000	\$ 0	\$ 25,000	\$ 0	\$ 50,000



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2020 - FY 2024

PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Public Works						
Public Works Vehicles & Equip	\$ 615,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,615,000
City Shop	2,650,000	1,500,000	0	0	0	4,150,000
Total Public Works	\$ 3,265,000	\$ 2,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 6,765,000
Engineering						
Engineering Vehicle	\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 180,000
City Wide Overlay	2,999,286	3,000,000	3,000,000	3,000,000	3,000,000	14,999,286
FD311 Use of Fund Balance	714	0	0	0	0	714
ADA Transition	40,000	360,000	250,000	2,000,000	250,000	2,900,000
ADA Transition TDOT	160,000	1,440,000	0	0	0	1,600,000
Bartlett Blvd Overpass	600,000	0	0	0	0	600,000
Old Brownsville West	0	500,000	600,000	370,000	0	1,470,000
Old Brownsville TDOT	0	2,000,000	2,400,000	1,480,000	0	5,880,000
Applying Road Improvements	200,000	600,000	0	0	0	800,000
Fletcher Creek Greenway Ph4	0	40,000	0	260,000	0	300,000
Fletcher Creek Ph4 TDOT	0	160,000	0	1,040,000	0	1,200,000
STP Overlay Projects	70,000	630,000	55,000	495,000	0	1,250,000
STP Overlay Projects TDOT	280,000	2,520,000	220,000	1,980,000	0	5,000,000
Signal Pole Replacement	100,000	350,000	350,000	350,000	350,000	1,500,000
Various Drainage Projects	400,000	400,000	400,000	400,000	400,000	2,000,000
Total Engineering	\$ 4,910,000	\$ 12,030,000	\$ 7,305,000	\$ 11,405,000	\$ 4,030,000	\$ 39,680,000
Parks						
Parks Vehicles & Equipment	155,000	65,000	65,000	65,000	0	\$ 350,000
Recreation Ctr Equipment/Repairs	95,000	0	0	0	0	95,000
Senior Center Equipment/Repairs	0	30,000	40,000	40,000	30,000	140,000
Parks Maintenances	430,000	135,000	650,000	90,000	0	1,305,000
Parks Maintenances	22,700	0	0	0	0	22,700
Parks Restroom Renovations-ADA	0	350,000	300,000	275,000	0	925,000
W.J. Freeman Park Project	0	700,000	0	0	800,000	1,500,000
Total Parks	\$ 702,700	\$ 1,280,000	\$ 1,055,000	\$ 470,000	\$ 830,000	\$ 4,337,700



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2020 - FY 2024

PROJECT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
<u>Performing Arts Center</u>						
BPACC Repairs & Improvements	\$ 105,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 105,000
Total Performing Arts Center	\$ 105,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 105,000
<u>Water</u>						
Old Brownsville Water Line	\$ 0	\$ 600,000	\$ 0	\$ 0	\$ 0	\$ 600,000
Water Extention Kirby Whitten	250,000	0	0	0	0	250,000
Transfer to Utility Funds	0	0	0	0	0	0
Total Water	\$ 250,000	\$ 600,000	\$ 0	\$ 0	\$ 0	\$ 850,000
<u>Sewers</u>						
Sewers in Annexation Area	\$ 0	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,600,000
Covington Pike Sewer	400,000	0	0	0	0	400,000
Hatch Lane Eagle's Nest Sewer	0	400,000	600,000	0	0	1,000,000
Westbrook Sewer Extension	0	325,000	0	0	0	325,000
Upgrade Sewage Plant #2	0	0	250,000	0	0	250,000
Total Sewers	\$ 400,000	\$ 1,125,000	\$ 1,250,000	\$ 400,000	\$ 400,000	\$ 3,575,000
TOTAL CIP	\$ 11,842,700	\$ 17,905,000	\$ 11,755,000	\$ 13,395,000	\$ 6,575,000	\$ 61,472,700

Bartlett City Schools



2019-2020

**Approved Special
Revenue Budget**

BARTLETT CITY SCHOOLS
Title Funds

Title Funds			
Revenue		2018-19	2019-20
<u>ACCT</u>	<u>Description</u>	<u>BUDGET</u>	<u>BUDGET</u>
142-47141	Title I-A	1,089,064	2,371,866
142-47141	Consolidated Administration	144,388	385,463
142-47141	Title I-Neglected	331,002	738,986
142-47141	Title I- Delinquent	21,740	41,295
142-47189	Title II-A	93,718	204,117
142-47141	Title III - ELA	6,326	17,077
142-47590	Title IV	39,888	256,618
Total Title Funds		1,726,126	4,015,422

BARTLETT CITY SCHOOLS

Title I-A

Title I-A

		2019-20	2019-20
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
116	Teachers	4	231,457
138	Instructional Computer Personnel	1	58,738
169	Part Time Salaries	6	195,536
189	Other Salaries	7	565,122
195	Substitute Teachers		4,800
201	Social Security		65,451
204	State Retirement		90,626
206	Life insurance		2,880
207	Medical insurance		118,409
212	Medicare		15,307
311	Contracts other Systems		53,939
355	Mileage		1,500
399	Other Contracted Services		0
429	Instructional Supplies & Materials		194,658
524	Inservice/ Staff Development		36,115
599	Other Charges- 15% carryover		118,619
722	Equipment		491,822
	Indirect Costs		<u>126,887</u>
	Total Title I-A		2,371,866

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 challenging state academic standards.

BARTLETT CITY SCHOOLS
Title I- Consolidated Administration

Title Consolidated Administration

<u>ACCT</u>	<u>Description</u>	<u>2019-20</u> <u>PERS</u>	<u>2019-20</u> <u>BUDGET</u>
105	Supervisor	1.6	157,829
138	Computer Instruction Personnel	0.5	26,527
162	Clerical Personnel	1	44,790
189	Other Salaries	0.5	30,392
201	Social Security		16,091
204	State Retirement		22,053
206	Life insurance		777
207	Medical insurance		30,240
212	Medicare		3,763
355	Mileage		1,500
499	Other Supplies & Materials		2,000
524	Inservice/ Staff Development		12,000
790	Other Equipment		4,500
	Indirect Costs		<u>33,001</u>
	Total Title Consolidated Administration		385,463

Informational Note:

Consolidated Administration reflects employees who spend 100% of their time administering their 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 0.6% by

BARTLETT CITY SCHOOLS

Title I-A Neglected

Title I-A Neglected

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
169	Part Time Salaries	11	225,000
189	Other Salaries & Wages	1	63,715
201	Social Security		17,900
204	State Retirement		6,697
206	Life Insurance		206
207	Medical Insurance		8,400
212	Medicare		4,186
355	Travel		1,600
399	Other Contracted Services		70,000
429	Instructional Supplies & Materials		141,011
524	In-Service/Staff Development		78,430
722	Regular Instruction Equipment		75,000
	Indirect Costs		<u>46,841</u>
	Total Title I-A Neglected		738,986

Informational Note:
Title I-A, Neglected

BARTLETT CITY SCHOOLS

Title I Part D

Title I Part D

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
169	Part-Time Employees	0.5	19,100
201	Social Security		1,176
212	Medicare		275
399	Other Contracted Services		2,960
429	Instructional Supplies & Materials		0
722	Regular Instructional Equipment		16,000
	Indirect Costs		<u>1,784</u>
	Total Title I Part D		41,295

Informational Note:
Title I, Part D

BARTLETT CITY SCHOOLS

Title II-A

Title II-A

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
169	Part-Time Employees	1	30,112
189	Other Salaries (and Stipends)	21	86,848
195	Substitute Teachers		7,609
201	Social Security		7,723
204	State Retirement		9,232
206	Life insurance		215
212	Medicare		1,806
399	Other Contracted Services		11,500
524	Inservice/ Staff Development		30,025
722	Equipment		5,000
	Indirect Costs		<u>14,047</u>
	Total Title II-A		204,117

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

BARTLETT CITY SCHOOLS
Title III -English Language Learners

Title III

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
196	In-Service Training		393
429	Instructional Supplies & Materials		11,447
524	Inservice/ Staff Development		3,753
599	Other Charges		0
722	Regular Instructional Equipment		300
	Indirect Costs		1,184
	Total Title III - ELL		17,077

Informational Note:

Title III funds support instructional services for English Language Learners.

BARTLETT CITY SCHOOLS
Title IV

Title IV

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
130	Social Workers	2	122,119
189	Other Salaries & Wages	1	60,000
201	Social Security		11,291
204	State Retirement		18,543
206	Life insurance		659
207	Medical insurance		25,200
212	Medicare		2,640
355	Mileage		2,100
524	In-Service/Staff Development		7,695
	Indirect Costs		<u>6,371</u>
	Total Title IV		256,618

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

<u>ACCT</u>	<u>Description</u>	2018-19 <u>BUDGET</u>	2019-20 <u>BUDGET</u>
142-47143	IDEA Pt B	1,227,410	1,919,784
142-47143	IDEA Preschool	14,430	32,302
142-47143	IDEA Supplemental	<u>5,961</u>	<u>6,651</u>
Total IDEA Revenue		1,247,801	1,958,737

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

<u>ACCT</u>	<u>Description</u>	2019-20	2019-20
		<u>PERS</u>	<u>BUDGET</u>
105	Supervisor/Director	1	96,543
124	Psychological Personnel	1	81,775
131	Medical Personnel	5	202,507
163	Educational Assistants	13	331,500
171	Speech Pathologist	5	280,500
189	Other Salaries - Disproportionality	4.5	338,893
201	Social Security		82,566
204	State Retirement		137,053
206	Life insurance		4,818
207	Medical insurance		227,494
212	Medicare		19,310
	Indirect Costs		116,825
	Total IDEA Pt. B		1,919,784

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

BARTLETT CITY SCHOOLS
IDEA Preschool

IDEA Preschool

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
429	Instructional Supplies & Materials		12,000
524	In-Service/Staff Development		3,787
599	Other Charges		200
725	Special Education Equipment		15,102
	Indirect Costs		1,213
	Total IDEA Preschool		32,302

Informational Note:

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

BARTLETT CITY SCHOOLS
IDEA Supplemental

IDEA Supplemental

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2018-19 <u>BUDGET</u>
499	Other Supplies & Materials		6,651
	Total IDEA Supplemental		6,651

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 interventions and

BARTLETT CITY SCHOOLS
Discretionary Grants

Revenue

<u>ACCT</u>	<u>Description</u>	<u>2019-20 BUDGET</u>
44990	SCEF Pre-K	49,774
45690	Voluntary Pre-K	64,083
46590	Coordinated School Health	22,858
46981	Safe Schools	47,753
46981	School Safety	118,739
46980	Arts Students Ticket Subsidies	46
46980	TN Arts Commission Arts 360	8,996
47590	Read to be Ready Summer Grant	28,434
46590	Read to be Ready Coaching Network	1,494
47131	CTE Perkins Basic	48,181
47131	Perkins Reserve Consolidated Grant	7,735
	TOTAL	398,093

BARTLETT CITY SCHOOLS
Shelby County Schools Education Foundation Voluntary Pre-K

SCEF Pre-K

		2019-20	2019-20
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
116	Teachers	1	15,972
163	Educational Assistants	1	4,748
195	Substitute Teachers		0
201	Social Security		1,845
204	State Retirement		2,120
206	Life insurance		91
207	Medical insurance		5,849
212	Medicare		429
399	Other Contracted Services		18,720
	Indirect Costs		
	Total SCSEF Pre-K		49,774

Informational Note:

The Shelby County Schools Educational Foundation (SCSEF) 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

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
116	Teachers	1	42,448
201	Social Security		2,970
204	State Retirement		4,440
206	Life insurance		173
207	Medical insurance		3,780
212	Medicare		695
422	Food Supplies		100
429	Instructional Supplies & Materials		159
524	In-Service/Staff Development		1,000
599	Other Charges		350
	Indirect Costs		7,968
	Total Voluntary Pre-K		64,083

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

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
105	Supervisor/Director	1	18,580
201	Social Security		1,228
204	State Retirement		1,722
206	Life insurance		99
212	Medicare		287
355	Travel		35
499	Other Supplies & Materials		29
524	In-Service/Staff Development		878
	Total Coordinated School Health		22,858

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

BARTLETT CITY SCHOOLS
Safe Schools

Safe Schools

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
309	Contract With Government Agencies		12,500
790	Other Equipment		35,253
	Total Safe Schools		47,753

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

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
790	Other Equipment		118,739
	Total Safe Schools		118,739

Informational Note:

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

BARTLETT CITY SCHOOLS
Arts Students Ticket Subsidies

Arts Students Ticket Subsidies

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
599	Other Charges		46
	Total Arts Students Ticket Subsidies		46

Informational Note:

The Arts Students Tickets Subsidy grant is applied for by teachers within the school. Funds received are used to provide admission to events that expose students to arts and cultural events either inside or outside the classroom setting.

BARTLETT CITY SCHOOLS
TN Arts Commission Arts 360

TAC Arts 360

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
399	Other Contracted Services		1,872
499	Other Supplies and Materials		4,281
599	Other Charges		871
	Indirect Costs		1,972
	Total TAC Arts 360		8,996

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-served and at-risk youth in Tennessee. Emphasis on exposure to, experience in, and appreciation of the arts and awakening of natural creativity.

BARTLETT CITY SCHOOLS
Read To Be Ready - Summer Program

Read To Be Ready - Summer Program

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
105	Supervisor/Director	1	3,060
116	Teachers		12,116
131	Medical Personnel		1,861
162	Clerical Personnel		566
201	Social Security		1,098
204	State Retirement		1,832
212	Medicare		255
312	Contracts with Private Agencies (Buses)		654
422	Food Supplies		150
429	Instructional Supplies		6,620
499	Other Supplies & Materials		67
524	In-Service/Staff Development		24
533	Background Checks		131
Total Read to Be Ready - Summer Program			28,434

Informational Note:

The Read to Be Ready Summer Grant is used to increase reading and writing achievement of students involved in the Bartlett Elementary School summer literacy program and to provide all attending students with a small library of age appropriate books at or above the child's current reading level.

BARTLETT CITY SCHOOLS
Read to Be Ready Coaching Network

Read to Be Ready - Coaching Network

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
429	Instructional Supplies & Materials		0
524	In-Service/Staff Development		1,494
	Total Read to Be Ready - Coaching		1,494

Informational Note:

The Read to Be Ready Coaching Network is used to support the LEA's effort to improve reading in grades K-3 through coaching. The State provides training for supervisors of instruction and principals who will redeliver the training content .

BARTLETT CITY SCHOOLS
CTE Perkins Basic

CTE Perkins Basic

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
355	Travel		22,878
499	Other Supplies & Materials		20,089
524	In-Service/Staff Development		3,073
730	Vocational Equipment		1,282
790	Other Equipment		548
	Indirect Costs		311
	Total Read to Be Ready - Coaching		48,181

Informational Note:

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

<u>ACCT</u>	<u>Description</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
499	Other Supplies & Materials		7,735
	Indirect Costs		0
	Total Read to Be Ready - Coaching		7,735

Informational Note:

Perkins Reserve Consolidated Grant is used to purchase materials and services outside of the normal resources that benefit our students who are involved in technical pathways.

BARTLETT CITY SCHOOLS
School Nutrition

School Nutrition

Revenue		2018-19	2019-20
<u>ACCT</u>	<u>Description</u>	<u>BUDGET</u>	<u>BUDGET</u>
143-43521	Lunch Payments - Children	770,000	901,175
143-43522	Lunch Payments - Adults	62,295	67,275
143-43523	Income from Breakfast	70,000	75,562
143-43525	Ala Carte Sales	525,000	700,096
143-47111	USDA School Lunch Program	1,030,000	1,216,018
143-47113	USDA Breakfast	206,000	241,174
143-46520	State Matching	45,000	45,000
143-44165	Commodity Rebates	3721	3,925
Total School Nutrition Revenue		2,712,016	3,250,225

BARTLETT CITY SCHOOLS
School Nutrition

School Nutrition**Expenditures**

<u>ACCT</u>	<u>Description</u>	2018-19 <u>PERS</u>	2018-19 <u>BUDGET</u>	2019-20 <u>PERS</u>	2019-20 <u>BUDGET</u>
143-73100-16500	Cafeteria Managers	11	388,772	10.5	377,167
143-73100-16500	School Nutrition Technicians	53	748,903	53	748,680
143-73100-18900	Other Salaries & Wages	0.5	30,000	1.5	124,350
143-73100-20100	Social Security		72,396		77,512
143-73100-20400	State Retirement		104,878		46,491
143-73100-20600	Life insurance		1,336		4,297
143-73100-20700	Medical insurance		120,000		115,000
143-73100-21200	Medicare		16,931		18,128
143-73100-33600	Maintenance & Repair Equipment		8,500		8,500
143-73100-35400	Transportation- Food		3,000		5,000
143-73100-35400	Other Contracted Services		160,000		746,300
143-73100-42200	Food Supplies		935,000		850,000
143-73100-43500	Office Supplies		1,000		1,000
143-73100-49900	Other Supplies and Materials		95,000		95,000
143-73100-59900	Other Charges		1,300		1,300
143-73100-71000	Food Service Equipment		25,000		31,500
Total School Nutrition Expenditures			2,712,016		3,250,225

Informational Note:

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

Bartlett City Schools



2019-2020

**Approved Capital
Budget**

BARTLETT CITY SCHOOLS
Capital Budget

Revenue		2018-19	2019-20
<u>ACCT</u>	<u>Description</u>	<u>BUDGET</u>	<u>BUDGET</u>
177-44990	Other Local Revenue (County Commission)		<u>1,935,000</u>
	TOTAL		1,935,000

BARTLETT CITY SCHOOLS

Capital Budget

Expenditures		2018-19	2019-20
<u>ACCT</u>	<u>Description</u>	<u>BUDGET</u>	<u>BUDGET</u>
177-91300-30400	Architects	0	110,250
177-91300-32100	Engineers	0	180,000
177-91300-70600	Building Construction	0	212,500
177-91300-70700	Building Improvements	0	<u>1,432,250</u>
	TOTAL		1,935,000

Bartlett City Schools 2019-20 Capital Budget						
Project Description	Estimated Costs	Architect 15% of Est. Costs	Engineer 15% of Est. Costs	Building Construction	Building Improvement	Project Total
Bartlett Ninth Grade Academy Football Dressing Room	\$250,000	\$37,500		\$212,500		\$250,000
Bartlett Ninth Grade Academy Abate and Renovate South End of "A" Building	\$750,000		\$112,500		\$637,500	\$750,000
Altruria Elementary Abate and Replace Flooring in Classrooms and Gym	\$250,000		\$37,500		\$212,500	\$250,000
Bartlett Elementary Replace Flooring	\$85,000	\$12,750			\$72,250	\$85,000
Central Office Convert Annex to Warehouse	\$100,000	\$15,000			\$85,000	\$100,000
Ellendale Elementary Abate and Replace Flooring in Classrooms	\$200,000		\$30,000		\$170,000	\$200,000
Ellendale Elementary Front Office Renovation	\$300,000	\$45,000			\$255,000	\$300,000
TOTAL COUNTY COMMISSION (Capital Budget)		\$110,250	\$180,000	\$212,500	\$1,432,250	\$1,935,000

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

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)	\$ 750.00	\$125 x 6 (2 hrs. free)
	Boardroom (all day)	\$ 210.00	\$35 x 6 (2 hrs. free)
	Chapel (all day)	\$ 480.00	\$80 x 6 (2 hrs. free)
	Meeting Room (all day)	\$ 180.00	\$30 x 6 (2 hrs. free)
	Reception Hall (all day)	\$ 390.00	\$65/hr. x 6 (2 hrs. free)
	Weekend and Evening Rates		
	Auditorium	\$125/hr.	4-hr. minimum
	Banquet Hall	\$150/hr.	4-hr. minimum
	Boardroom	\$40/hr.	3-hr. minimum
	Chapel	\$95/hr.	4-hr. minimum
	Meeting Room	\$35/hr.	3-hr. minimum
	Reception Hall	\$75/hr.	3-hr. minimum
	Equipment Rental		
	Sound System (Includes Sound Tech)	\$125/\$175	\$125 - R.H./\$175 - B.H. All Day
	Sound Technician	\$ 20.00	Per hour with 4-hr. minimum
	Wedding and Reception Packages		
	Reception only		
	Banquet Hall	\$ 1,200.00	8 hours
	Reception Hall	\$ 600.00	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	\$ 2,375.00	7 hrs. in Aud/10 hrs. in B.H.
	Auditorium & Reception Hall	\$ 1,625.00	7 hrs. in Aud/10 hrs. in R.H.
	Chapel & Banquet Hall	\$ 2,165.00	7 hrs. in Chapel/10 hrs. in B.H.
	Chapel & Reception Hall	\$ 1,415.00	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%	

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
City Court	Returned Check Fee	\$ 20.00	Each or Amt of check, whichever is less
	Taxicab Permit Fee, per cab	\$ 80.00	Annual
	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
	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	\$ 86.00	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

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
	Sign Summary, Appendix 5 & Chart 1 Copy Fee	\$ 1.25	Each
	Subdivision Ordinance Copy Fee	\$ 7.00	Each
	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	\$ 125.00	Each

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

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	
	Temporary construction trailer (6 months)	\$ 60.00	

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
	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	
	X-ray unit-208/240 volt	\$ 50.00	

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
	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
	Mechanical Permit Fees		
	Fee for Amending Permits	\$ 20.00	
	Fees for Issuing permits	\$ 4.00	

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
	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	\$ 10.00	Per Day
	Capture Fees		
	1st offense	\$ 30.00	Each
	2nd offense	\$ 60.00	Each

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
	3rd offense	\$ 90.00	Each
	Grass Cutting of Vacant Houses	Actual Cost	Materials, Equipments & Labor Cost
	Shelter Misc. Revenue	\$ 25.00	Owner surrender
		\$ 25.00	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 Additional 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 usage of Fire Hydrant Meter		Current City rates for water usage
	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 2019-2020

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		
	Minimum, 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 detention basin	\$ 500.00	Per half acre
	For those lots served by a detention 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		
	Minimum	\$ 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		
	Minimum	\$ 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		
	Minimum, 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 detention basin	\$ 500.00	Per lot
	For those lots served by a detention basin	\$ 250.00	Per lot
	Park Land Development Fee	\$ 700.00	Per lot
	Sewer Connection Charge	\$ 2,000.00	
	Sewer Review Fee		
	Minimum	\$ 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	

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
Parks	Facility Rental		
	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 to 14&u basketball	\$ 425.00	
	17 & u basketball	\$ 525.00	
	6 & u 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
	Line Dancing	\$ 25.00	Resident per Month
		\$ 30.00	Non-Resident per Month
	Clogging	\$ 25.00	Resident per month
		\$ 30.00	Nonresident per month
		\$ 15.00	Senior per month

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
	Pottery with Susie	\$ 145.00	Resident per session
		\$ 150.00	Nonresident per session
Art Programs			
	Toddler Art	\$ 60.00	Per Session
	Children's Art Classes	\$ 275.00	Resident Per session (Ages 9-14)
		\$ 275.00	Nonresident Per session (Ages 9-14)
		\$ 225.00	Resident per session (Ages 5-8)
		\$ 225.00	Nonresident per session (Ages 5-8)
	Saturday Artists	\$ 225.00	Resident Per Session (Ages 5-8)
		\$ 225.00	Non Res. Per Session (Ages 5-8)
		\$ 250.00	Resident Per Session (Ages 9-14)
		\$ 250.00	Non Res. Per Session (Ages 9-14)
Dance			
	Bartlett Dance Factory	\$ 45.00	Resident per month
		\$ 50.00	Non-resident per month
	Bartlett Dance Factory - Summer Dance	\$ 90.00	Resident per session
		\$ 100.00	Non-resident per session
	Fall Break Camp	\$ 125.00	Resident/Non-Resident per week
	Spring Break Camp	\$ 125.00	Resident/Non-Resident per week
	Summer Day Camp	\$ 800.00	Resident
		\$ 850.00	Non-resident
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	\$ 50.00	Resident per hour
		\$ 60.00	Non-resident per hour
	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	\$ 1,750.00	3 Day Resident
		\$ 1,900.00	3 Day Non-Resident
After Hours			
	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

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
	Auditorium	\$ 125.00	Resident per hour
		\$ 145.00	Non-resident per hour
	Kitchen	\$ 60.00	Resident per hour
		\$ 70.00	Non-resident per hour
	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	
	Round Tables	\$ 8.00	
	Metal Chairs	\$ 0.75	
	White Chairs	\$ 1.00	
	Flamingo's	\$ 45.00	
	IDs	\$ 25.00	Resident per year
		\$ 40.00	Non-resident per year
		\$ 5.00	Day Pass
	Martial Arts		
	Kendo	\$ 25.00	Per month
	Preschool		
	Literature-4 & 5 yrs old (Fridays)	\$ 50.00	Resident per session
		\$ 55.00	Non-resident per session
	Preschool-2 yrs old	\$ 100.00	Resident per month
		\$ 105.00	Non-resident per month
	Preschool-3 & 4 yrs old	\$ 90.00	Resident per month
		\$ 95.00	Non-resident per month
	Preschool Summer Funtime-2 & 3 yrs old	\$ 90.00	Resident per month
		\$ 95.00	Non-resident per month
	Preschool Summer Funtime - 4-5 yrs old	\$ 90.00	Resident per month
		\$ 95.00	Non-resident per month
	Special Events		
	Halloween	\$ 1.00	Per adult
	Pet Show	\$ 10.00	Each pet
	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
	Babysitter Workshop	\$ 85.00	Per session
	Beginner Guitar	\$ 20.00	Per 1/2 hr session

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
	Baton	\$ 109.00	Resident per Session
		\$ 114.00	Non-Resident per Session
		\$ 35.00	Non-Resident per session
	Drawing - Children	\$ 90.00	
		\$ 95.00	
	ACT Prep	\$ 200.00	Resident per session
		\$ 205.00	Nonresident per session
	Adult Art	\$ 105.00	Resident per session - 4 weeks
		\$ 105.00	Non-resident per session - 4 weeks
	Driver Education	\$ 480.00	Resident per session
		\$ 485.00	Nonresident per session
	Piano with Shirley (Ages 6-High School)	\$ 20.00	Per 1/2 hr session
	Piano with with Vickie (Ages 6-Adults)	\$ 80.00	Per Month
	Tennis (Ages 7-17)	\$ 60.00	Resident - 1 Lesson Per Week
		\$ 65.00	Non Resident - 1 Lesson Per Week
	Tutoring/Elementary	\$ 325.00	per semester
	Tutoring/Middle School	\$ 325.00	per semester
	Summer Tutoring	\$ 30.00	Per Week
	Tutoring/High School	\$ 325.00	per semester
	Beginner Running	\$ 45.00	Resident - New Class
		\$ 55.00	Non-Resident - New Class
	Fun with Drums	\$ 60.00	Resident - New Class
		\$ 65.00	Non-Resident - New Class
	Stained Glass Class	\$ 130.00	Resident - New Class
		\$ 135.00	Non-Resident - New Class
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

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
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
	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

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
	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
	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

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
	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	
	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	

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
Facility Rental			
Basketball court rental		\$ 55.00	1/2 Court - 1 Hour Member
		\$ 75.00	1/2 Court - 2 Hour Member
		\$ 85.00	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
		\$ 145.00	Full Court - 1 Hour Non-Member
		\$ 215.00	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
		\$ 210.00	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	
Lock-In Rental Deposit		\$ 150.00	
Pool Lane Rental member		\$ 15.00	
Pool Lane Rental nonmember		\$ 20.00	
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	

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
	Fire Workout - 1 Class - Member	\$ 20.00	
	Fire Workout - 1 Class - Non-Member	\$ 25.00	
	Golf Fitness - Member	\$ 50.00	
	Golf Fitness - Non-Member	\$ 75.00	
	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	
	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	

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
	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	
	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

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
	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	\$ 72.00	
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
	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	

City of Bartlett
Fees Schedule
Fiscal Year 2019-2020

Department	Type	Amount	Frequency/Notes/Description
	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

