CITY OF BARTLETT
TENNESSEE

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

A. Keith McDonald, Mayor

FISCAL 2018 BUDGET

CITY OF BARTLETT
TENNESSEE

Fiscal Year 2018 Adopted Budget

June 13, 2017

A. Keith McDonald, Mayor

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Bartlett

Tennessee

For the Fiscal Year Beginning

July 1, 2016

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, 2016**. 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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TENNESSEE

INTRODUCTION

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City of Bartlett

A. Keith McDonald, Mayor

June 13, 2017

Board of Mayor and Aldermen
City of Bartlett, Tennessee

This letter transmits the Budget for the fiscal year beginning July 1, 2017. 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. The adopted FY17 General Fund budget projected a break even from operations (revenues less expenditures). The finance department now projects that will be the result for the budget year ending June 30, 2017.

The FY18 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 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 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, both population and commercial and residential development, has remained steady from the 1970's through the 2010's. While the City is home to many companies with regional and international operations it continues to maintain its small town atmosphere. 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.

As required by the Bartlett City Charter this budget document is presented for your approval for the fiscal year 2018 operating and capital budgets. The State of Tennessee has rebounded as well from the recession which impacts cities across the state. One of the main revenue sources for the state is the state sales tax, an elastic tax which can vary substantially month to month and year to year depending upon consumers' discretionary income. Higher fuel and energy costs tend to lower sales tax revenue, a portion of which is shared with cities. However, the City experienced over 2.5% growth in the per capita state sales tax allocations from FY16 to FY17 and 24.0% growth for the four year period FY13 to FY17. This growth was partially due to increased economic activity in the state and partly due to increased population figures certified by the state in FY14. The FY18 budget projects a 5% growth in state sales tax revenue over the prior year. The local economy has seen an increase in economic activity as well in the last four years. Revenue from the local option sales tax was up over 13.5% in FY17 from FY13 levels. The FY18 budget anticipates a conservative increase of 1.2% in local option sales tax over the prior year.

The housing market in Bartlett has rebounded over 170% since calendar year 2010; calendar year 2015 new house construction was 221 new units; calendar year 2016 new house construction was 205 units; calendar year 2017 is on target to equal both years. Commercial permits and valuation through May 2017 are well ahead of permits at the same time last year. Commercial permits in 2015 totaled $10.5 million. Calendar year 2016 exceeded $35 million while permits for 2017 through May already exceed 2016 amounts.

The Board of Mayor and Aldermen was faced with several challenges in planning for future growth and development in the City. Calendar year 2016 was a reappraisal year for Shelby County and all the municipalities in the county. As a result of that reappraisal, property values increased in the City by about 13.0% overall which resulted in a certified tax rate calculation of $1.48 per $100 of assessed value. This tax rate was a decrease from the prior year's tax rate of $1.62 per $100 assessed valuation; however it was determined to bring in the same amount of property taxes, less any growth or increase in assessments due to annexation, as the previous year. FY2018 budget priorities include six additional police officers, six new paramedics, and additional grass crews in the Parks department. We have also included a general 2% salary increase for all employees plus career ladder increases where appropriate.

A major improvement to the city will be the construction of a new Bartlett High School. The school will be located on the same site as the current high school but will be modernized for current and future enrollment. The cost is estimated to be $52 million with $44 million coming from a G.O. Bond issue and the remaining $8 million from city general fund reserves over a period of three years. The debt service for this bond issue is estimated to be $3.5 million per year for twenty years. The Bartlett Board of Education will contribute $1 million per year with the remainder coming from general fund revenues. To provide funds for this issue and to pay for program enhancements in police, ambulance, and parks, the administration is recommending an increase of 35 cents property tax rate over and above the certified tax rate of $1.48. This will result in a 2017 tax rate $1.83 to fund the FY18 general fund budget.

Secondly, 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 five municipal school systems in Shelby County. In an effort to mitigate the effects of rising costs, the Plan contracted in 2017 with a new third-party health provider to provide for the operation of the health insurance program. The competitive bid process and the establishment of a health insurance pool made up of the above mentioned employees has helped the City to maintain affordable premium levels for its employees while also saving several hundred thousand dollars in payments to its primary health insurance provider. While insurance premiums have remained competitive, employee premium contributions will vary depending upon the health plan chosen by the employee in FY18 while the overall increase for the insurance pool premiums will increase roughly 4.3%. The Interlocal Health Insurance Committee is currently monitoring the start of two walk-in health clinics for employees covered under the plan. The clinics are located in Collierville and Bartlett and were opened in early 2016. The City expects lower prescriptions costs and other health benefits from these facilities. They have been well received by all employees with about a 75% usage rate for available appointments at the facilities.

The City annexed by ordinance on December 31, 2012, 3,315 acres containing 927 parcels with an assessed valuation of over $58 million. Approximately 850 households with a population of 1,875 residents are included in the annexed area. A key challenge for the City at that time was to begin providing services to this annexed territory beginning January 1, 2013. The FY18 budget provides 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 FY2018 Capital Improvement Program budget provides equipment and vehicles for police, fire, public works to service the annexed area as well as sewer upgrades where needed. The increased revenues from property tax assessments and state shared revenues based on population have provided needed resources to mitigate the costs of services to this area. The Board carefully considered these revenue streams and allocation of resources to provide needed services and has continued to support department heads in this effort. One item the administration will be monitoring is the revenue generated from the State of Tennessee Hall Income Tax. Legislation in the 2016 Tennessee General Assembly implemented a phase out period for this state tax. The tax rate for this revenue source was 6% in 2015 and reduced to 5% in 2016. Further reductions will occur until the tax is eliminated. Municipalities receive three-fifths of the revenue generated within the jurisdiction. Budgeted amounts for FY18 have been reduced by 17% from FY17 in anticipation of this phase out.

The Bartlett Municipal School System is currently in its fourth year of operation. In support of the city school system, the residents of the City approved an increase in the City's local option sales tax of 0.5% in August 2012. Revenues from this sales tax increase generate approximately $4.0 million per year. These proceeds have been used to fund the local share of revenues and operational costs of the school system. The City provides over $1.7 million to the school system annually toward operational expenditures. The FY2018 budget appropriates $1.737 million, known as the maintenance of effort amount (MOE) for the municipal school system and an additional $608,000 appropriation to defray costs for the transfer of county school buildings to the municipal school system for its use. The City also appropriated $2.5 million to the Debt Service fund to service the debt on the projected $44 million bond issue for high school construction. Through the use of careful planning the City has positioned itself to meet the challenges of operating a successful school system. The administration is confident the local school will provide incentives for future residential and commercial growth within Bartlett.

Another challenge for the Board of Mayor and Aldermen in the budget process was to maintain the sustainability of the City's pension plan for future retirees. The City has administered a defined benefit plan since March 2001. The city's legacy pension plan was closed for all employees hired on or after July 1, 2014. After that date new employees were enrolled in a modified defined contribution plan that required a 5% of gross payroll contribution by each employee, guaranteed a 5% contribution from the city plus annual interest earnings of 5% on each individual account. The Board has adopted a policy to fund 100% of the actuarially recommended contribution to the defined benefit plan each year while also contributing the 5% city contribution plus 5% interest to individual accounts in the defined contribution plan.

The Board of Mayor and Aldermen met on January 15, 2015 to review 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 City's long-term strategic goals were focused on general areas of

- Providing Superior Services
- Economic Growth in the Community
- Provide Clean and Safe Environment for Citizens
- Integrity in the Workplace

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

- 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.
- Development of a master plan for Freeman Park with state of the art facilities for sports and entertainment venues. The FY17 CIP budget provided for over $1 million to begin this development with TDEC providing a $500,000 matching grant for future construction costs. The FY18 CIP budget continues this effort by budgeting an additional $1.4 million with $$2.5 million budgeted over the next four years.
- 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.
- 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.

- ■ 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 expects the new issue for its school construction project to maintain current bond ratings from S & P and Moody's.
- ■ Limit debt to manageable levels each year. With demand for improved services and new infrastructure requirements, the city is looking to issue over $24 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.

Budget Overview

The Fiscal Year 2018 proposed budget for all funds, including Bartlett School Fund, is $153,624,298. Excluding Bartlett School Fund, the Fiscal Year 2018 proposed budget for all funds is $77,053,423, which represents a 6.1% increase compared to Fiscal Year 2017 Projections. The proposed General Fund budget is $52,716,043 which represents a 10.7% increase compared to the General Fund budget for Fiscal Year 2017.

Highlights of the FY2018 budget include:

- Figures from the Shelby County Assessor indicate a 13.6% increase in assessments over FY17.
- Local Sales Tax budgeted reflects an estimated 3.0% increase over FY2017.
- 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.
- Additional six new police officers, six new paramedics, additional grass crew in Parks.
- 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 FY2017 include the maintenance of effort requirement for FY18 of $1.7 million and Shelby County Board of Education buildings contribution of $608,000.
- Current service levels are maintained for all funds with planned use of fund balances as necessary in Solid Waste, General Improvement, and Drug Funds.

- City-wide general salary increase of 2% is included in appropriations; career ladder increases are also included for scheduled and approved personnel and general 2% increase in entry level hourly rate of pay.

General Fund

General fund revenues are projected at $52.7 million which is a 10.7% increase over the current year projection. This increase represents funding for the new positions noted above plus contribution to the city's Debt Service Fund to service existing and future debt issues. The FY2017 proposed budget includes several new personnel positions. We have added a six new police officers to cover a new precinct created to cover annexed territory. We have also added six new paramedics to fully staff an additional ambulance to cover the same territory. Budgeted expenditures 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 $4 million to Debt Service Fund, $100,000 to the Drainage Fund; and $423,000 appropriation for school related activities.

Special Revenue Funds

Gas tax revenue is used to pay for street lighting in the State Street Aid Fund. After budgeting a one-time use of fund balance of $565,000 in FY17 to balance the State Street Aid Fund, we anticipate an increase in revenues from state legislative action to provide for a $158,000 surplus in this fund for FY18. Solid Waste fund is intended to be self-supporting; fees were increased $1.00 per month per customer in FY2016 to help offset increased equipment purchases. We are proposing a balanced budget for FY18 in the Solid Waste Fund, using fund balance of $268,310. The General-Improvement fund is used to fund city wide improvements and contribute to general fund balance. Its budget is also balanced for FY17. 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 FY18 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 $76.5 million for FY2018 and includes $2.35 million in contributions from the city's General Fund.

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 budgeted in-lieu of tax payment to the city General Fund will remain this year as the maximum allowed by Tennessee state statute, estimated to be $675,000.

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. We are transferring $163,000 from the Solid Waste Fund and $50,000 from the CIP Fund to help offset expenditures in the Debt Service Fund. As noted earlier, the General Fund will contribute $4 million for debt service and the Bartlett Board of Education will contribute $1 million annually for payment toward the bond issue for high school construction. Water and sewer revenue pays for the revenue and refunding debt obligations of the Water/Sewer fund.

The Debt Service Fund is used to provide resources to pay the principal and interest on general obligation bonds and notes. Fiscal year 2018 shows an increase in appropriations of $1,345,000 from FY2017 resulting from payments on outstanding debt and issuance costs of general obligation bonds to be issued in September 2018. The Debt Service Fund will increase its fund balance by $2,755,000 in FY18. This is a planned increase to provide resources to service the city's debt in future years. The City expects to issue $5.303 million in general obligation bonds in FY2018 with the possibility of refunding some older debt to saving money on interest costs. Additionally, the City plans to issue $1,969,150 in capital outlay notes to fund the purchase of vehicles and equipment as contained in the City's Capital Improvement Plan this year. The finance department is working with the City's financial advisor to determine if any current debt may qualify to be refunded. The City currently enjoys bond ratings of AAA from Standard & Poor's and Aa1 from Moody's rating services and will strive to maintain those ratings to qualify for the lowest possible interest rates on its long-term debt.

Capital Improvements Fund

We are requesting $10,386,907 for capital improvement projects in FY18. Of that amount, $2,480,000 will be funded through TDOT's STP program, $500,000 will be provided by grant funds, $79,313 from unspent projects in previous years, and $55,000 from Parks Improvement Fund reserves. The remainder will come from General Obligation Bond proceeds and $1,969,150 in Capital Outlay Note proceeds. Major projects and capital acquisitions include one new ambulance, city hall renovations, street and bridge improvements, W.J. Freeman Park master plan, equipment purchases for fire and police, and other recreation maintenance projects. Water and sewer projects include water line extensions and sewer relocation. Bond market conditions should be favorable and we are proposing to issue general obligation bonds for the balance. The City strives to limit the issuance of General Obligation debt to $5-$10 million per year. The City will also access some short-term funding for acquisition of CIP vehicles and equipment as presented in the FY2018 CIP project summary.

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 2016 Actual	FY 2017 Projection	FY 2018 Adopted	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected
General Fund Revenues	$46,315,496	$47,234,011	$52,716,043	$54,824,685	$56,469,425	$58,163,508
General Fund Expenditures	46,112,864	47,233,251	52,716,043	53,770,364	55,383,475	57,044,979
Special Revenue Funds Revenue	$83,599,428	$82,149,050	$85,622,081	$87,334,523	$88,207,868	$89,530,986
Special Revenue Funds Expenditures	75,538,914	82,894,624	86,011,384	86,871,498	88,174,570	89,497,189
Utility Fund Revenues	$ 8,789,603	$ 8,782,800	$ 8,886,000	$ 9,241,440	$ 9,380,062	$ 9,520,763
Utility Fund Expenditures	7,576,108	10,223,018	9,056,090	9,237,212	9,375,770	9,516,407
Debt Service Fund Revenues	$ 4,104,772	$ 4,246,000	$ 8,596,400	$ 8,687,800	$ 8,278,200	$ 8,360,982
Debt Service Expenditures	4,202,697	4,495,781	5,840,781	9,159,252	9,250,844	9,343,353

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. 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 FY18 budget, the Board of Mayor and Aldermen adopts a property tax rate. As previously noted, the budget provides for a property tax rate of $1.83. 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. In addition to 205 new single family homes, valued at over $47.7 million, there were 90 commercial developments valued at $35.1 million completed in 2016 which were added to the City's tax rolls in FY17. 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 later in this budget 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 17-03

AN ORDINANCE TO ADOPT THE 2017-2018 GENERAL FUND, STREET AID FUND, SOLID WASTE FUND, GENERAL IMPROVEMENT FUND, DRUG ENFORCEMENT FUND, DEA ENFORCEMENT FUND, DRAINAGE FUND, PARKS IMPROVEMENT 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 2017-2018 Fiscal Year for the City of Bartlett are as follows:

GENERAL FUND EXPENDITURES:		Fiscal Year 17/18
ADMINISTRATIVE:		
Legislative Board	$	1,002,247
Mayor's Office	$	731,552
Community Affairs	$	295,112
Building and Grounds	$	305,540
Bartlett Station Municipal Center	$	393,548
Library	$	1,179,307
Finance and Administration	$	1,555,127
City Court	$	1,083,058
Personnel	$	500,327
Planning and Economic Development	$	463,547
Total Administrative	**$**	**7,509,365**
PUBLIC SAFETY:		
Police Department	$	15,004,245
Fire Department	$	7,384,216
Ambulance Department	$	3,491,411
Code Enforcement	$	950,458
Total Public Safety	**$**	**26,830,330**
PUBLIC WORKS:		
Administration	$	591,998
City Shop	$	1,026,148
General Maintenance	$	1,483,226
General Services	$	350,872
Grounds Maintenance	$	1,380,073
Animal Control	$	726,192
Engineering Administration	$	401,004
Engineering & Inspection	$	519,711
Total Public Works	**$**	**6,479,224**
PARKS AND RECREATION:		
Administration	$	352,046
Community Center	$	917,795
Athletics	$	782,455
Maintenance	$	1,504,380
School Ground Maintenance	$	240,309
Senior Citizen Center	$	388,902
Recreation Center	$	1,666,749
Total Parks and Recreation	**$**	**5,852,636**

PERFORMING ARTS:		
Performing Arts Center	$	686,606
Total Performing Arts	**$**	**686,606**
OTHER GENERAL FUND ITEMS /TRANSFERS OUT		
Transfer Out Debt Service	$	1,500,000
Transfer Out Bartlett City School	$	1,737,826
Transfer Out Shelby County Board of Education	$	608,193
Transfer Out Balance of Sales Tax Half Cent	$	381,299
Transfer Out Bartlett City School Debt Service	$	2,505,000
Transfer Out DARE Program	$	42,000
Transfer Out Drainage Fund	$	100,000
Total Transfers Out	**$**	**6,874,318**

TOTAL GENERAL FUND EXPENDITURES $ 54,232,479

GENERAL FUND REVENUES/TRANSFERS:

Property Taxes	$	25,269,603
Local Taxes	$	13,388,618
Licenses & Privileges	$	1,806,700
Intergovernmental	$	6,024,500
General Charges for Services	$	4,006,884
Department Revenues	$	1,516,436
Court Charges	$	1,770,000
Other Revenue	$	188,738
Transfer In from General Improvement Fund	$	261,000

TOTAL GENERAL FUND REVENUES/TRANSFERS $ 54,232,479

SPECIAL REVENUE FUNDS EXPENDITURES

Street Aid Fund	$	1,695,000
Solid Waste Fund	$	6,329,310
General Improvement Fund	$	770,500
Drug Enforcement Fund	$	399,000
DEA Enforcement Fund	$	74,400
Drainage Control Fund	$	117,299
Park Improvement Fund	$	55,000
Bartlett City School Fund	$	76,570,875

TOTAL SPECIAL REVENUE FUNDS EXPENDITURES $ 86,011,384

SPECIAL REVENUE FUNDS REVENUES/SOURCES

Special Revenue Funds Revenue	$	85,622,081
Use of Fund Balance	$	389,303

TOTAL SPECIAL REVENUE FUNDS REV./SOURCES $ 86,011,384

UTILITY FUND EXPENDITURES

Administration	$	2,355,356
Water & Wastewater Services	$	1,953,944
Plant Operations	$	1,824,253
Sewer Treatment	$	897,035
Total Utility Operation Expenditures	**$**	**7,030,588**

Utility Debt -- Principal	$	1,065,000
Utility Debt -- Interest & Charges	$	291,502
Total Utility Debt Expenditures	**$**	**1,356,502**
Transfer to Capital Improvement Fund	**$**	**669,000**

TOTAL UTILITY FUND EXPENDITURES **$ 9,056,090**

UTILITY FUND REVENUES/SOURCES

Utility Fund Revenues	$	8,886,000		
Use of Fund Balance	$	170,090		
TOTAL UTILITY FUND REVENUES/SOURCES			**$**	**9,056,090**

GENERAL DEBT SERVICE FUND EXPENDITURES

Principal	$	3,885,500		
Interest and Other Charges	$	1,955,281		
Contribution to Fund Balance	$	2,755,619		
TOTAL GENERAL DEBT SERVICE EXPENDITURES			**$**	**8,596,400**

GENERAL DEBT SERVICE REVENUES/SOURCES

Debt Service Revenues	$	8,596,400		
TOTAL GENERAL DEBT SERVICE REV./SOURCES			**$**	**8,596,400**

SECTION 2: 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 2017-2018 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 3: 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 4: The CITY WATER RATE -- BE IT FURTHER ORDAINED the City Water Rates be assessed according to the following schedule:

		Rates
Residential -- City Customers -- The first 2,000 gallons	$	5.80
Residential -- City Customers – Over 2,000 gallons, per 1,000 gallons	$	1.80
Residential -- Rural Customers -- The first 2,000 gallons	$	8.70
Residential -- Rural Customers -- Over 2,000 gallons, per 1,000 gallons	$	2.70
Commercial -- City Customers -- The first 2,000 gallons	$	10.88
Commercial -- City Customers – Over 2,000 gallons, per 1,000 gallons	$	2.10
Commercial -- Rural Customers -- The first 2,000 gallons	$	15.59
Commercial -- Rural Customers -- Over 2,000 gallons, per 1,000 gallons	$	3.15

SECTION 5: The CITY SEWER RATE -- BE IT FURTHER ORDAINED the City Sewer Rates be assessed according to the following schedule:

	Rates
Residential -- City Customers -- The first 2,000 gallons	$ 6.19
Residential -- City Customers -- each additional. 1,000 gallons	$ 1.64
Residential -- Rural Customers -- The first 2,000 gallons	$ 9.09
Residential -- Rural Customers -- each additional 1,000 gallons	$ 1.79
Commercial -- City Customers -- The first 2,000 gallons	$ 14.89
Commercial -- City Customers -- each additional 1,000 gallons	$ 1.79
Commercial -- Rural Customers -- The first 2,000 gallons	$ 22.14
Commercial -- Rural Customers -- each additional 1,000 gallons	$ 1.93

SECTION 6: 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 7: CITY FEES SCHEDULE -- BE IT FURTHER ORDAINED, that "Exhibit B" represents the fiscal year 2017-2018 comprehensive fees schedule for the City of Bartlett, Tennessee and establishes the rates for fiscal year 2017-2018. Any rate or fee not included in the attached 2017-2018 schedule established by previous resolution, ordinance or administrative action will remain in effect.

SECTION 8: 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 9: OPERATING BUDGETS EXPIRE AT JUNE 30 -- BE IT FURTHER ORDAINED, that Operating budgets not spent or formally encumbered expire at June 30, 2018. Capital Projects are authorized on a "project" basis -- and the appropriation expires on completion of the project.

SECTION 10: NO APPROPRIATION EXCEEDED -- BE IT FURTHER ORDAINED, that no appropriation listed above may be exceeded without appropriate ordinance action to amend the budget.

SECTION 11: 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 2018 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, 2018.

SECTION 12: DETAILED LINE-ITEM -- BE IT FURTHER ORDAINED, that a detailed line-item financial plan shall be prepared in support of the budget.

SECTION 13: 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 14: 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 15: EFFECTIVE DATE -- BE IT FURTHER ORDAINED, that this Ordinance becomes effective July 1, 2017.

FIRST READING:	May 9, 2017
SECOND READING:	May 23, 2017
THIRD READING:	June 13, 2017

W. C. Pleasant

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

A. Keith McDonald

A. Keith McDonald, Mayor

Attest: ______________________

Stefanie McGee, City Clerk

ORDINANCE 17-04

An ordinance to levy and assess a tax rate for ad valorem taxes upon real property and personal property in the City of Bartlett for the Tax Year 2017

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 2017 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, 2017.

FIRST READING:	May 9, 2017
SECOND READING:	May 23, 2017
THIRD READING:	June 13, 2017

W. C. Pleasant

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

A. Keith McDonald

A. Keith McDonald, Mayor

Attest: ______________________
Stefanie McGee, City Clerk

THE BUDGET DOCUMENT

The City of Bartlett Fiscal 2018 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 and B are located in the appendix), tax rate ordinance, the budget document, budget process, budget calendar, financial policies, operating policies and the Bartlett organization chart.

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 2018 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 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 2018 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 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.

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. 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. After the administration has reviewed all departments' requests, budget decisions are then made based on the departments' requests in respect to the City's goals.

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 2017 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 3% over FY 2017 projection. All revenues based on residential growth such as solid waste, water and sewer and other development fees are based on 250 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 and basis of accounting for the governmental fund types are presented on a modified accrual basis, which means that expenditures, other than accrued interest on long-term debt, are recorded at the time liabilities are incurred and revenues are recognized only when they are received. The modified accrual basis of accounting recognizes revenues when they are earned, measurable *and available to finance current fiscal period expenditures*. Enterprise fund (utility fund in our case) 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.

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 2017-2018

Day	Date	Activity
Month	November	Meet with all departments to go over community issues, goals, expectations for the current year, and long-term plan
Monday	January 9	Budget Instruction Memo Distributed to Departments
Monday	January 23	Operating & CIP budgets Forecasts/Requests Due (The budget coordinator met with each department and went over their budget)
Month	Beginning February 6	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	Feb - 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 9	Board Meeting – Budget First Reading (Proposed budget copies were presented to the Board of Mayor and Aldermen)
Tuesday	May 23	Board Meeting – Budget Second Reading
Tuesday	June 13	Board Meeting – Budget Third Reading – Approved
Tuesday	June 27	Board Meeting – Approve the Minutes – Final Approval
Friday	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 8,000 students located in Bartlett, Tennessee. The Bartlett School Fund will be presented as a special revenue fund. The school fund budget totaled $76.5 million for FY 2018 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 ($10,000) 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

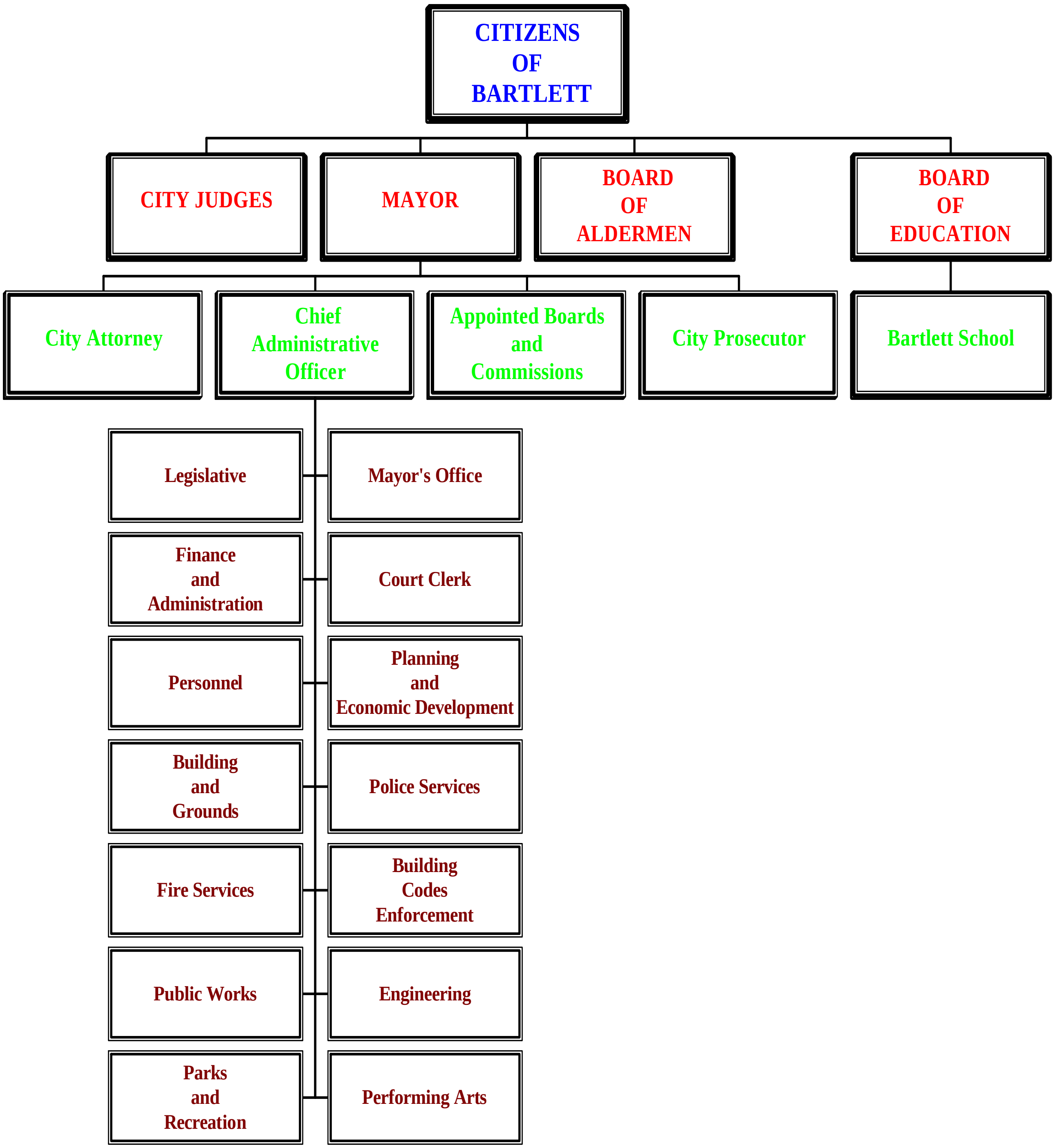
To provide for public safety, we will maintain the ratio of police officers to citizens of 2.25 officers per 1,000 citizens. We are continuing efforts to recruit and maintain enough paramedics to operate five ambulance units.

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

TENNESSEE

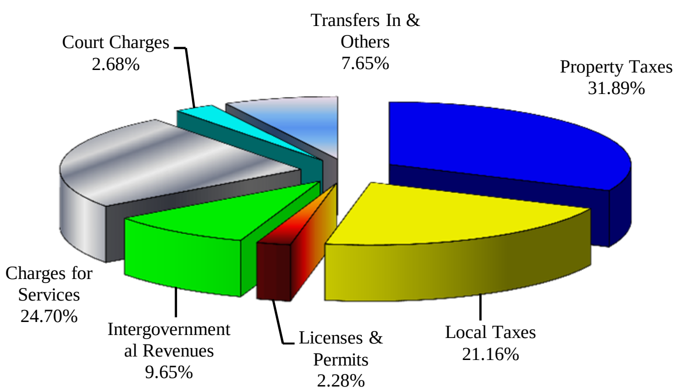
SUMMARY

Tab - back page

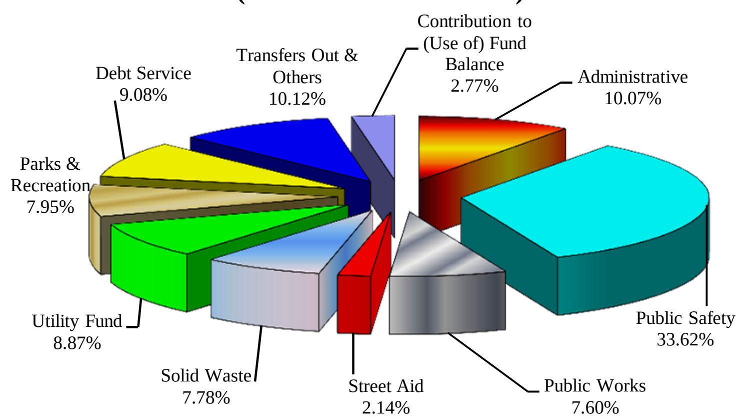
CITY OF BARTLETT
ALL FUNDS - FUNCTION SUMMARY
FY 2018 Adopted Budget

Description	General Fund	Special Revenue Funds	Utility Fund	Debt Service Fund	Total All Funds
Revenues					
Property Taxes	$ 25,269,603	$ 0	$ 0	$ 0	$ 25,269,603
Local Taxes	13,388,618	0	0	3,378,400	16,767,018
Licenses & Permits	1,806,700	0	0	0	1,806,700
Intergovernmental Revenues	6,024,500	1,620,000	0	0	7,644,500
Charges for Services	4,006,884	6,963,500	8,604,000	0	19,574,384
Court Charges	1,770,000	355,000	0	0	2,125,000
Transfers In & Others	449,738	112,706	282,000	5,218,000	6,062,444
Bartlett School Fund Revenues	0	76,570,875	0	0	76,570,875
Total Revenues	**$ 52,716,043**	**$ 85,622,081**	**$ 8,886,000**	**$ 8,596,400**	**$ 155,820,524**
Expenditures					
Administrative	$ 7,468,105	$ 509,500	$ 0	$ 0	$ 7,977,605
Public Safety	26,168,688	473,400	0	0	26,642,088
Public Works	5,905,999	117,299	0	0	6,023,298
Street Aid	0	1,695,000	0	0	1,695,000
Solid Waste	0	6,166,310	0	0	6,166,310
Utility Fund	0	0	7,030,588	0	7,030,588
Parks & Recreation	6,298,933	0	0	0	6,298,933
Debt Service	0	0	1,356,502	5,840,781	7,197,283
Transfers Out & Others	6,874,318	479,000	669,000	0	8,022,318
Bartlett School Fund Expenditures	0	76,570,875	0	0	76,570,875
Total Expenditures	**$ 52,716,043**	**$ 86,011,384**	**$ 9,056,090**	**$ 5,840,781**	**$ 153,624,298**
Contribution to (Use of) Fund Balance	**$ 0**	**$ (389,303)**	**$ (170,090)**	**$ 2,755,619**	**$ 2,196,226**
Beginning Fund Balance	**$ 28,864,392**	**$ 3,873,359**	**$ 12,874,916**	**$ 213,054**	**$ 45,825,721**
Ending Fund Balance	**$ 28,864,392**	**$ 3,484,056**	**$ 12,704,826**	**$ 2,968,673**	**$ 48,021,947**

WHERE THE $ COMES FROM
(Does not include School)



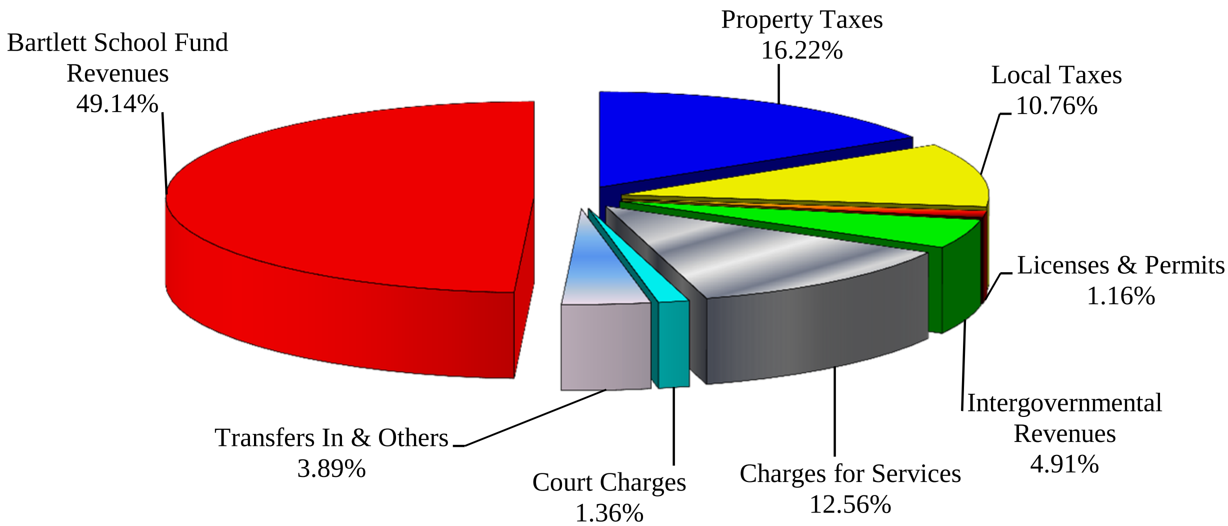
WHERE THE $ GOES
(Does not include School)



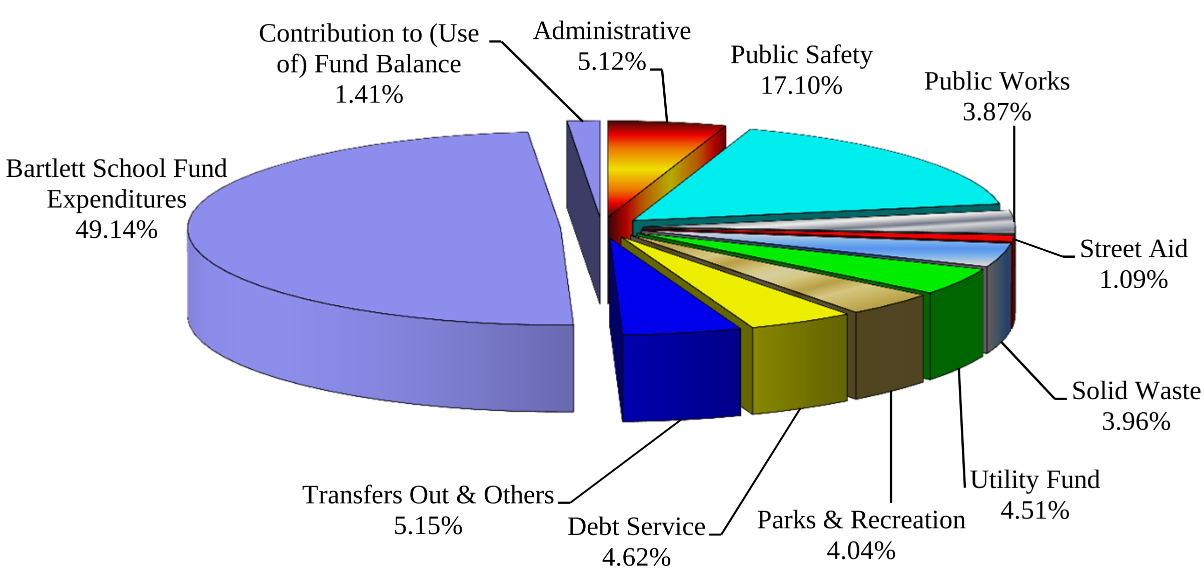
CITY OF BARTLETT
ALL FUNDS
FY 2018 Adopted Budget

Bartlett Municipal School Fund alone (49.14%) is almost half of all the other funds combined.

WHERE THE $ COMES FROM



WHERE THE $ GOES



CITY OF BARTLETT
ALL FUNDS COMBINED SUMMARY - BY CATEGORY
FY 2018 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 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues				
Property Taxes	$ 20,086,325	$ 20,492,302	$ 20,302,842	$ 25,269,603
Local Taxes	16,149,698	16,536,702	16,354,019	16,767,018
License & Permits	1,681,585	1,657,700	1,754,820	1,806,700
Intergovernmental	7,416,007	7,607,000	7,519,000	7,644,500
Charges for Services	18,871,830	19,555,884	18,954,739	19,569,384
Court Charges	1,732,481	2,063,000	2,075,000	2,083,000
Transfers In & Others	1,994,608	1,755,259	1,923,218	6,109,444
Bartlett School Fund Revenues	74,876,763	74,963,515	74,963,515	76,570,875
Total Revenues	**$ 142,809,298**	**$ 144,631,362**	**$ 143,847,153**	**$ 155,820,524**
Expenditures				
Department Revenues/Recoveries	*$ 1,568,548*	*$ 1,704,423*	*$ 1,615,573*	*$ 1,516,436*
Salaries	26,706,858	28,138,618	27,920,838	29,500,093
Benefits	13,461,223	14,030,801	13,875,393	14,546,244
Other Personnel	938,187	1,035,138	1,012,327	1,108,450
Operations	13,992,517	15,078,051	14,186,595	15,784,521
Capital	2,357,190	3,212,146	2,727,618	2,729,450
Debt Service	5,809,452	6,078,802	5,987,144	6,878,783
Transfer Out	5,869,674	7,245,609	7,224,109	8,022,318
Bartlett School Fund Expenditures	65,864,031	74,963,515	74,963,515	76,570,875
Total Expenditures	**$ 133,430,584**	**$ 148,078,257**	**$ 146,281,967**	**$ 153,624,298**
Net From Operations	**$ 9,378,715**	**$ (3,446,895)**	**$ (2,434,813)**	**$ 2,196,226**
***Bartlett School Fund Balance**	**$ 15,333,964**	**$ 15,333,964**	**$ 15,333,964**	**$ 15,333,964**
Total Beginning Fund Balance	**$ 47,818,532**	**$ 48,260,535**	**$ 48,260,535**	**$ 45,825,721**
Reserves/Encumbrances	76,021			
Total Ending Fund Balance	**$ 48,260,535**	**$ 44,813,639**	**$ 45,825,721**	**$ 48,021,947**

CITY OF BARTLETT
ALL FUNDS SUMMARY - SUMMARY BY CATEGORY
FY 2018 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 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
General Fund				
Revenues	$ 46,315,496	$ 47,684,398	$ 47,234,011	$ 52,716,043
Expenditures	46,112,864	47,818,005	47,233,251	52,716,043
Total General Fund	**$ 202,631**	**$ (133,608)**	**$ 760**	**$ 0**
Undesignated Beginning Fund Balance	**$ 28,584,980**	**$ 28,863,632**	**$ 28,863,632**	**$ 28,864,392**
Reserves/Encumbrances	76,021			
Undesignated Ending Fund Balance	**$ 28,863,632**	**$ 28,730,025**	**$ 28,864,392**	**$ 28,864,392**
Special Revenue Funds				
Revenues	$ 83,599,428	$ 84,011,564	$ 83,584,342	$ 85,622,081
Expenditures	75,538,914	84,948,961	84,329,916	86,011,384
Total Special Revenue Funds	**$ 8,060,513**	**$ (937,397)**	**$ (745,574)**	**$ (389,303)**
***Bartlett School Fund Balance**	**$ 15,333,964**	**$ 15,333,964**	**$ 15,333,964**	**$ 15,333,964**
Beginning Fund Balance (W/out School FB)	**$ 5,571,153**	**$ 4,618,933**	**$ 4,618,933**	**$ 3,873,359**
Ending Fund Balance (W/out School FB)	**$ 4,618,933**	**$ 3,681,536**	**$ 3,873,359**	**$ 3,484,056**
Utility Fund				
Revenues	$ 8,789,603	$ 8,631,000	$ 8,782,800	$ 8,886,000
Expenditures	7,576,108	10,775,588	10,223,018	9,056,090
Total Utility Fund	**$ 1,213,495**	**$ (2,144,588)**	**$ (1,440,218)**	**$ (170,090)**
Beginning Cash Balance	**$ 13,101,639**	**$ 14,315,134**	**$ 14,315,134**	**$ 12,874,916**
Ending Cash Balance	**$ 14,315,134**	**$ 12,170,546**	**$ 12,874,916**	**$ 12,704,826**
Debt Service Fund				
Revenues	$ 4,104,772	$ 4,304,400	$ 4,246,000	$ 8,596,400
Expenditures	4,202,697	4,535,703	4,495,781	5,840,781
Total Debt Service Fund	**$ (97,925)**	**$ (231,303)**	**$ (249,781)**	**$ 2,755,619**
Undesignated Beginning Fund Balance	**$ 560,760**	**$ 462,835**	**$ 462,835**	**$ 213,054**
Undesignated Ending Fund Balance	**$ 462,835**	**$ 231,532**	**$ 213,054**	**$ 2,968,673**
All Operating Funds				
Revenues	$ 142,809,298	$ 144,631,362	$ 143,847,153	$ 155,820,524
Expenditures	133,430,584	148,078,257	146,281,967	153,624,298
Total All Operating Funds	**$ 9,378,715**	**$ (3,446,895)**	**$ (2,434,813)**	**$ 2,196,226**
Total Beginning Fund Balance	**$ 47,818,532**	**$ 48,260,535**	**$ 48,260,535**	**$ 45,825,721**
Total Ending Fund Balance	**$ 48,260,535**	**$ 44,813,639**	**$ 45,825,721**	**$ 48,021,947**

CITY OF BARTLETT
GENERAL FUND - SUMMARY BY CATEGORY
FY 2018 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 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues				
Property Taxes	$ 20,086,325	$ 20,492,302	$ 20,302,842	$ 25,269,603
Local Taxes	12,924,927	13,198,302	13,074,019	13,388,618
License & Permits	1,681,585	1,657,700	1,754,820	1,806,700
Intergovernmental	5,862,933	6,027,000	5,934,000	6,024,500
Charges for Services	3,854,134	3,985,384	3,829,309	4,006,884
Court Charges	1,452,213	1,810,000	1,822,000	1,770,000
Other Revenue	453,379	513,710	517,021	449,738
Total Revenues	**$ 46,315,496**	**$ 47,684,398**	**$ 47,234,011**	**$ 52,716,043**
Expenditures				
Department Revenues/Recoveries	*$ 1,558,241*	*$ 1,702,423*	*$ 1,615,573*	*$ 1,516,436*
Salaries	23,181,550	24,459,588	24,320,346	25,703,602
Benefits	11,367,595	12,200,776	12,045,301	12,676,406
Other Personnel	782,149	870,138	851,827	923,038
Operations	6,505,390	7,453,279	7,218,462	7,775,165
Capital	424,746	572,039	469,779	279,950
Transfer Out	5,409,674	3,964,609	3,943,109	6,874,318
Total Expenditures	**$ 46,112,865**	**$ 47,818,005**	**$ 47,233,251**	**$ 52,716,043**
Net From Operations	**$ 202,631**	**$ (133,608)**	**$ 760**	**$ 0**
Undesignated Beginning Fund Balance	**$ 28,584,980**	**$ 28,863,632**	**$ 28,863,632**	**$ 28,864,392**
Reserves/Encumbrances	76,021			
Undesignated Ending Fund Balance	**$ 28,863,632**	**$ 28,730,025**	**$ 28,864,392**	**$ 28,864,392**

CITY OF BARTLETT
SPECIAL REVENUE FUNDS - SUMMARY BY CATEGORY
FY 2018 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 seven nonmajor special revenue funds: State Street Aid Fund, Solid Waste fund, General Improvement Fund, Drug Enforcement Funds, DEA Enforcement Fund, Drainage Control Fund and Parks Improvement Fund. The Special Revenue Funds and the General Fund combine to make up the General Governmental Funds Group.

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues				
Intergovernmental Revenues	$ 1,553,074	$ 1,580,000	$ 1,585,000	$ 1,620,000
Charges for Services	6,687,962	7,065,500	6,626,630	6,958,500
Court Charges	280,268	253,000	253,000	313,000
Transfers In & Others	201,360	149,549	156,197	159,706
Bartlett School Fund Revenues	74,876,763	74,963,515	74,963,515	76,570,875
Total Revenues	**$ 83,599,428**	**$ 84,011,564**	**$ 83,584,342**	**$ 85,622,081**
Expenditures				
Salaries	$ 1,951,037	$ 2,006,629	$ 1,956,160	$ 2,058,395
Benefits	976,502	1,018,214	1,019,107	1,036,951
Other Personnel	156,037	165,000	160,500	185,412
Operations	4,361,633	4,079,217	3,716,352	4,153,051
Capital	1,769,675	1,425,386	1,223,282	1,527,700
Tranfer Out	460,000	1,291,000	1,291,000	479,000
Bartlett School Fund Expenditures	65,864,031	74,963,515	74,963,515	76,570,875
Total Expenditures	**75,538,914**	**84,948,961**	**84,329,916**	**86,011,384**
Net from Operations	**$ 8,060,513**	**$ (937,397)**	**$ (745,574)**	**$ (389,303)**
Bartlett School Fund Balance	**$ 15,333,964**	**$ 15,333,964**	**$ 15,333,964**	**$ 15,333,964**
Beginning Fund Balance (W/out School FB)	**$ 5,571,153**	**$ 4,618,933**	**$ 4,618,933**	**$ 3,873,359**
Ending Fund Balance (W/out School FB)	**$ 4,618,933**	**$ 3,681,536**	**$ 3,873,359**	**$ 3,484,056**

CITY OF BARTLETT
UTILITY FUND - SUMMARY BY CATEGORY
FY 2018 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 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues				
Operating Revenues	$ 8,329,734	$ 8,505,000	$ 8,498,800	$ 8,604,000
Other Revenues	41,835	46,000	49,000	37,000
Non-Operating Revenues	418,033	80,000	235,000	245,000
Total Revenues	**$ 8,789,603**	**$ 8,631,000**	**$ 8,782,800**	**$ 8,886,000**
Expenditures				
Department Revenues/Recoveries	*$ 10,307*	*$ 2,000*	*$ 0*	*$ 0*
Salaries	1,574,271	1,672,401	1,644,332	1,738,096
Benefits	1,117,127	811,811	810,985	832,887
Operations	3,056,778	3,472,055	3,164,395	3,537,805
Capital	162,769	1,214,721	1,034,557	921,800
Total Expenditures	**$ 5,900,637**	**$ 7,168,989**	**$ 6,654,269**	**$ 7,030,588**
Cash Flow	**$ 2,888,966**	**$ 1,462,011**	**$ 2,128,531**	**$ 1,855,412**
Less:				
Debt Service	$ 1,675,471	$ 1,616,599	$ 1,578,749	$ 1,356,502
Transfer to Capital Improvement Fund	0	1,990,000	1,990,000	669,000
Total	**$ 1,675,471**	**$ 3,606,599**	**$ 3,568,749**	**$ 2,025,502**
Net Cash Flow	**$ 1,213,495**	**$ (2,144,588)**	**$ (1,440,218)**	**$ (170,090)**
Beginning Cash Balance	**$ 13,101,639**	**$ 14,315,134**	**$ 14,315,134**	**$ 12,874,916**
Ending Cash Balance	**$ 14,315,134**	**$ 12,170,546**	**$ 12,874,916**	**$ 12,704,826**

CITY OF BARTLETT
GENERAL DEBT SERVICE FUND - SUMMARY BY CATEGORY
FY 2018 Adopted Budget

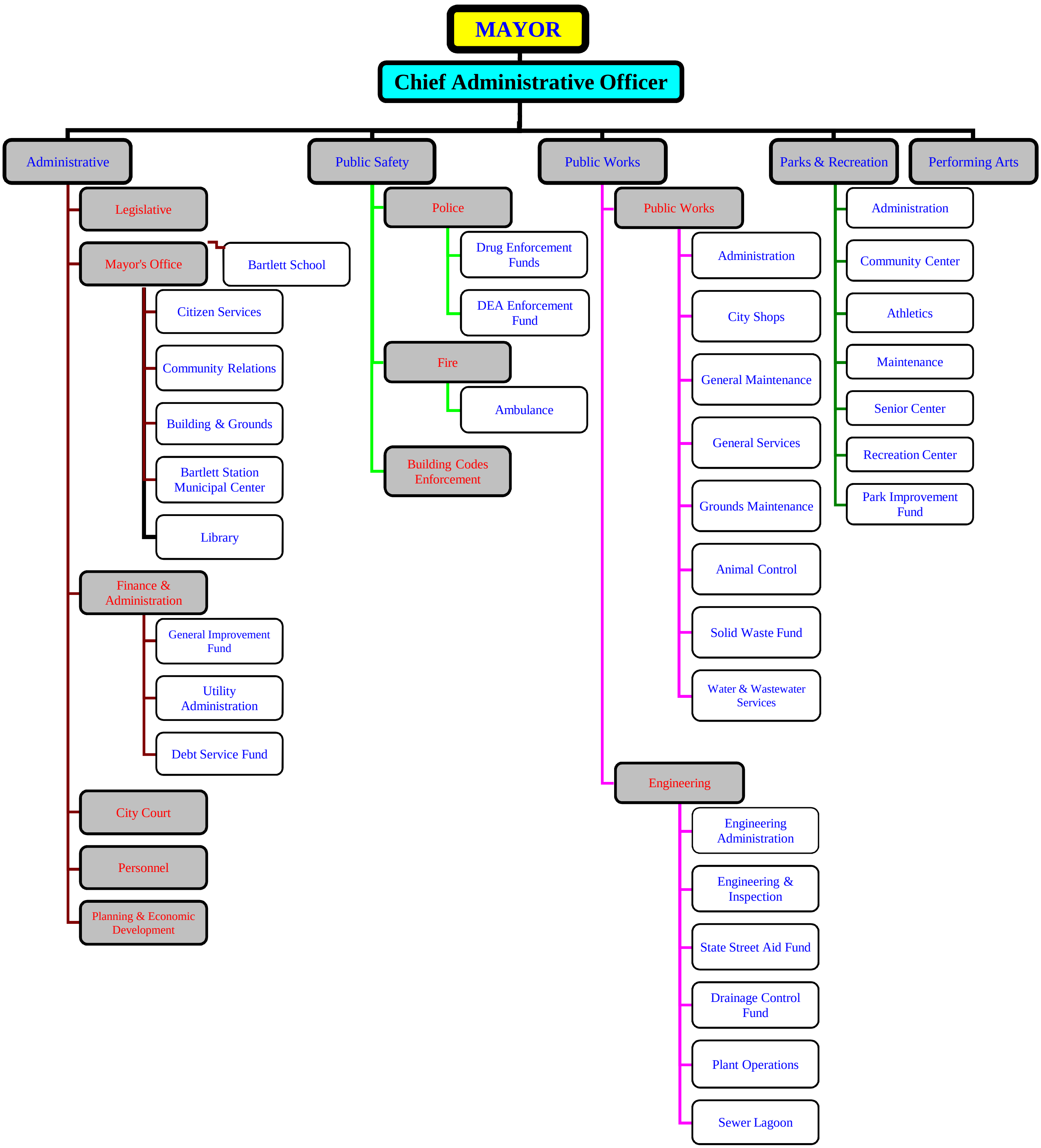
This fund is used for the accumulation of resources for, and the payment of interest and principle on the City's outstanding general obligation debt. Revenues for this fund consist of one third of the local sales tax and transfers from the Solid Waste Fund, Street Aid Fund and General Fund. This is a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

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues				
Local Sales Tax	$ 3,224,772	$ 3,338,400	$ 3,280,000	$ 3,378,400
Transfers	880,000	966,000	966,000	5,218,000
Total Revenues	**$ 4,104,772**	**$ 4,304,400**	**$ 4,246,000**	**$ 8,596,400**
Expenditures				
Agent Fees	$ 1,850	$ 3,500	$ 2,650	$ 3,500
Issuance Cost	66,866	70,000	84,737	315,000
Bond Principal	3,314,000	3,477,000	3,477,000	3,885,500
Interest	819,981	985,203	931,395	1,636,781
Total Expenditures	**$ 4,202,697**	**$ 4,535,703**	**$ 4,495,781**	**$ 5,840,781**
Net from Operations	**$ (97,925)**	**$ (231,303)**	**$ (249,781)**	**$ 2,755,619**
Beginning Fund Balance	**$ 560,760**	**$ 462,835**	**$ 462,835**	**$ 213,054**
Ending Fund Balance	**$ 462,835**	**$ 231,532**	**$ 213,054**	**$ 2,968,673**

CITY OF BARTLETT
FY 2018-2022 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY FUNCTION

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Revenues						
G.O. Bonds	$ 5,303,444	$ 7,255,000	$ 6,345,000	$ 5,745,000	$ 5,035,000	**$ 29,683,444**
Capital Note	1,969,150	1,145,000	930,000	855,000	810,000	**5,709,150**
FD311 Use of Fund Balance	79,313	0	0	0	0	**79,313**
Transfer In from Park Imp. Fund	55,000	0	0	0	0	**55,000**
Grant Funds	500,000	0	0	0	0	**500,000**
TDOT 80% match	2,480,000	8,000,000	8,800,000	240,000	0	**19,520,000**
Utility Bonds	0	1,965,000	830,000	1,130,000	1,100,000	**5,025,000**
Utility Retained Earnings	669,000	0	0	0	0	**669,000**
FD312 Transfers-unspent projects	6,000	0	0	0	0	**6,000**
Total Revenues	**$ 11,061,907**	**$ 18,365,000**	**$ 16,905,000**	**$ 7,970,000**	**$ 6,945,000**	**$ 61,246,907**
Expenditures						
G.O. Bond/Other Funded						
Administrative	$ 306,907	$ 280,000	$ 280,000	$ 0	$ 30,000	**$ 896,907**
Public Safety	1,110,000	1,130,000	755,000	610,000	755,000	**4,360,000**
Public Works	635,000	250,000	250,000	2,750,000	1,750,000	**5,635,000**
Engineering	5,100,000	12,730,000	13,530,000	2,870,000	2,570,000	**36,800,000**
Parks & Recreation/BPACC	3,235,000	2,010,000	1,260,000	610,000	740,000	**7,855,000**
Total G.O. Bond/Other Funded	**$ 10,386,907**	**$ 16,400,000**	**$ 16,075,000**	**$ 6,840,000**	**$ 5,845,000**	**$ 55,546,907**
Utility Bond/Other Funded						
Water	$ 600,000	$ 1,290,000	$ 230,000	$ 230,000	$ 500,000	**$ 2,850,000**
Sewer	75,000	675,000	600,000	900,000	600,000	**2,850,000**
Total Utility Bond/Other Funded	**$ 675,000**	**$ 1,965,000**	**$ 830,000**	**$ 1,130,000**	**$ 1,100,000**	**$ 5,700,000**
Total Expenditures	**$ 11,061,907**	**$ 18,365,000**	**$ 16,905,000**	**$ 7,970,000**	**$ 6,945,000**	**$ 61,246,907**

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				
	Personnel				
	Planning & Economic Development				
Public Safety	Police	Drug Enforcement Funds			Police CIP
		DEA Enforcement Fund			
	Fire				Fire CIP
	Ambulance				
	Building Codes Enforcement				Codes Enforcement CIP
Public Works	Public Works Administration	Solid Waste Fund	Water & Wastewater Services		Public Works CIP
	City Shops				
	General Maintenance				
	General Services				
	Grounds Maintenance				
	Animal Control				
	Engineering Administration	State Street Aid Fund	Plant Operations	Utility Fund Debt Service	Engineering CIP
	Engineering & Inspection	Drainage Control Fund	Sewer Lagoon		Utility Water CIP Utility Sewer CIP
Parks & Recreations	Parks Administration	Park Improvement Fund			Parks & Recreation CIP
	Community Center				
	Athletics				
	Parks Maintenance				
	Senior Center				
	Recreation Center				
Performing Arts	Performing Arts				

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2018 Adopted Budget

Fiscal Year 2018 staffing level schedule includes the number of full time employees, part time employees and the total full time equivalents (FTE). Full time equivalents are calculated by the number of total working hours divided into 2080 hours, which is a full year. Part time positions are just estimates based on the money allocated for part time. Departments have flexibility to balance their full time and part time positions allocated based on their total budget. Bartlett City Municipal School Fund will presented as a special revenue fund but their staffing level will not include in the City's staffing level schedule. The City, without Bartlett School, added a net of 17 new full time positions. In Administrative, the Mayor's Office eliminated a citizen services director position while Court added a skilled clerk and Planning added an assistant planner position. In Public Safety, Police added 6 police officers and Ambulance added 6 paramedics to activate the 5th ambulance unit. Parks Ground Maintenance added a crew of 4 positions alleviating the critical demands of City's parks maintenances.

Description	FY 2016 Actual	FY 2017 Revised Budget	FY 2017 Projection	FY 2018 Adopted
GENERAL FUND				
Administrative				
Legislative Board				
Full Time	*7.00*	*7.00*	*7.00*	*7.00*
Part Time (converted to FTE)	*0.32*	*0.40*	*0.33*	*0.40*
Total Legislative Board FTE	***7.32***	***7.40***	***7.33***	***7.40***
Mayor's Office				
Full Time	*6.00*	*6.00*	*5.48*	*5.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Mayor's Office FTE	***6.00***	***6.00***	***5.48***	***5.00***
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	*2.00*	*2.00*	*2.00*	*2.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Buildings and Grounds FTE	***2.00***	***2.00***	***2.00***	***2.00***
Bartlett Station Community Center				
Full Time	*3.00*	*3.00*	*2.71*	*3.00*
Part Time (converted to FTE)	*3.14*	*3.22*	*3.18*	*2.84*
Total B.S. Community Center FTE	***6.14***	***6.22***	***5.89***	***5.84***
Finance and Administration				
Full Time	*14.75*	*15.50*	*14.76*	*15.50*
Part Time (converted to FTE)	*1.06*	*1.45*	*0.88*	*1.45*
Total Finance & Administration FTE	***15.81***	***16.95***	***15.64***	***16.95***
City Court				
Full Time	*10.82*	*11.00*	*11.00*	*12.00*
Part Time (converted to FTE)	*0.82*	*0.85*	*0.86*	*0.85*
Total City Court FTE	***11.64***	***11.85***	***11.86***	***12.85***

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised Budget	FY 2017 Projection	FY 2018 Adopted Budget
Personnel				
Full Time	*4.35*	*5.00*	*5.00*	*5.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Personnel FTE	***4.35***	***5.00***	***5.00***	***5.00***
Planning & Economic Development				
Full Time	*4.00*	*4.00*	*4.00*	*5.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Planning & Eco Devpmnt FTE	***4.00***	***4.00***	***4.00***	***5.00***
Full Time	**52.92**	**54.50**	**52.95**	**55.50**
Part Time (converted to FTE)	**5.34**	**5.92**	**5.25**	**5.54**
Total Administrative FTE	**58.26**	**60.42**	**58.20**	**61.04**
Public Safety				
Police				
Full Time	*147.60*	*155.00*	*153.99*	*163.00*
Part Time (converted to FTE)	*6.59*	*6.59*	*6.47*	*6.95*
Total Police FTE	***154.19***	***161.59***	***160.46***	***169.95***
Fire				
Full Time	*72.00*	*72.00*	*72.00*	*72.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Fire FTE	***72.00***	***72.00***	***72.00***	***72.00***
Ambulance Service				
Full Time	*26.00*	*28.00*	*27.86*	*34.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Ambulance Service FTE	***26.00***	***28.00***	***27.86***	***34.00***
Building Codes Enforcement				
Full Time	*8.68*	*10.00*	*9.81*	*10.00*
Part Time (converted to FTE)	*1.07*	*1.50*	*0.99*	*1.50*
Total Bldg. Codes Enforcement FTE	***9.75***	***11.50***	***10.80***	***11.50***
Full Time	**254.28**	**265.00**	**263.66**	**279.00**
Part Time (converted to FTE)	**7.66**	**8.09**	**7.46**	**8.45**
Total Public Safety FTE	**261.94**	**273.09**	**271.12**	**287.45**
Public Works				
Administration				
Full Time	*5.00*	*5.00*	*4.41*	*5.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Administration FTE	***5.00***	***5.00***	***4.41***	***5.00***
City Shops				
Full Time	*12.00*	*12.00*	*11.57*	*12.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total City Shops FTE	***12.00***	***12.00***	***11.57***	***12.00***

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised Budget	FY 2017 Projection	FY 2018 Adopted Budget
General Maintenance				
Full Time	*18.32*	*18.00*	*17.78*	*18.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total General Maintenance FTE	***18.32***	***18.00***	***17.78***	***18.00***
General Services				
Full Time	*3.67*	*4.00*	*4.00*	*4.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total General Services FTE	***3.67***	***4.00***	***4.00***	***4.00***
Grounds Maintenance				
Full Time	*13.26*	*14.00*	*13.68*	*14.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Grounds Maintenance FTE	***13.26***	***14.00***	***13.68***	***14.00***
Animal Control				
Full Time	*7.00*	*8.00*	*8.00*	*8.00*
Part Time (converted to FTE)	*0.96*	*1.50*	*0.88*	*1.50*
Total Animal Control FTE	***7.96***	***9.50***	***8.88***	***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	*4.16*	*5.00*	*4.90*	*5.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Engineering & Inspection FTE	***4.16***	***5.00***	***4.90***	***5.00***
Full Time	**66.41**	**69.00**	**67.34**	**69.00**
Part Time (converted to FTE)	**0.96**	**1.50**	**0.88**	**1.50**
Total Public Works FTE	**67.37**	**70.50**	**68.22**	**70.50**
Parks & Recreation				
Administration				
Full Time	*4.00*	*4.00*	*3.12*	*3.50*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Administration FTE	***4.00***	***4.00***	***3.12***	***3.50***
Community Center				
Full Time	*4.86*	*5.00*	*5.00*	*5.00*
Part Time (converted to FTE)	*9.66*	*11.00*	*9.50*	*10.44*
Total Community Center FTE	***14.52***	***16.00***	***14.50***	***15.44***
Athletics				
Full Time	*3.00*	*3.00*	*3.00*	*3.00*
Part Time (converted to FTE)	*5.72*	*6.25*	*6.38*	*6.43*
Total Athletics FTE	***8.72***	***9.25***	***9.38***	***9.43***

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised Budget	FY 2017 Projection	FY 2018 Adopted Budget
Maintenance				
Full Time	*12.14*	*13.00*	*12.84*	*17.00*
Part Time (converted to FTE)	*0.98*	*1.40*	*1.49*	*0.00*
Total Maintenance FTE	***13.12***	***14.40***	***14.33***	***17.00***
School Ground Maintenance				
Full Time	*1.00*	*1.00*	*1.00*	*1.00*
Part Time (converted to FTE)	*0.40*	*0.69*	*0.00*	*0.69*
Total School Ground Maintenance FTE	***1.40***	***1.69***	***1.00***	***1.69***
Senior Center				
Full Time	*4.00*	*4.00*	*4.00*	*4.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.07*	*0.24*
Total Senior Center FTE	***4.00***	***4.00***	***4.07***	***4.24***
Recreation Center				
Full Time	*11.00*	*11.00*	*10.76*	*11.00*
Part Time (converted to FTE)	*17.90*	*18.45*	*16.93*	*18.45*
Total Recreation Center FTE	***28.90***	***29.45***	***27.69***	***29.45***
Full Time	**40.00**	**41.00**	**39.72**	**44.50**
Part Time (converted to FTE)	**34.66**	**37.79**	**34.37**	**36.25**
Total Parks FTE	**74.66**	**78.79**	**74.09**	**80.75**
Performing Arts				
Full Time	**2.91**	**3.00**	**2.71**	**3.00**
Part Time (converted to FTE)	**0.64**	**1.30**	**1.02**	**1.30**
Total Performing Arts FTE	**3.55**	**4.30**	**3.73**	**4.30**
FULL TIME	**416.52**	**432.50**	**426.38**	**451.00**
PART TIME (converted to FTE)	**49.26**	**54.60**	**48.98**	**53.04**
TOTAL GENERAL FUND FTE	**465.78**	**487.10**	**475.36**	**504.04**
SPECIAL REVENUE FUNDS				
Solid Waste Fund				
Full Time	*40.59*	*41.00*	*39.71*	*41.00*
Part Time (converted to FTE)	*1.39*	*1.85*	*1.43*	*1.85*
Total Solid Waste Fund FTE	***41.98***	***42.85***	***41.14***	***42.85***
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	**41.59**	**42.00**	**40.71**	**42.00**
PART TIME (converted to FTE)	**1.39**	**1.85**	**1.43**	**1.85**
TOTAL SPECIAL REVENUE FUNDS FTE	**42.98**	**43.85**	**42.14**	**43.85**

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised Budget	FY 2017 Projection	FY 2018 Adopted Budget
UTILITY				
Administration				
Full Time	*5.91*	*6.00*	*6.00*	*6.00*
Part Time (converted to FTE)	*0.65*	*0.74*	*0.20*	*0.74*
Total Administration FTE	***6.56***	***6.74***	***6.20***	***6.74***
Water & Wastewater Services				
Full Time	*20.73*	*21.00*	*19.71*	*21.00*
Part Time (converted to FTE)	*0.46*	*0.70*	*0.53*	*0.70*
Total Water & Wastewater Services FTE	***21.19***	***21.70***	***20.24***	***21.70***
Plant Operations				
Full Time	*5.00*	*6.00*	*5.00*	*6.00*
Part Time (converted to FTE)	*0.30*	*0.70*	*0.50*	*0.70*
Total Plant Operations FTE	***5.30***	***6.70***	***5.50***	***6.70***
Sewer Lagoon				
Full Time	*4.00*	*4.00*	*4.00*	*4.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Sewer Lagoon FTE	***4.00***	***4.00***	***4.00***	***4.00***
FULL TIME	**35.64**	**37.00**	**34.71**	**37.00**
PART TIME (converted to FTE)	**1.41**	**2.14**	**1.23**	**2.14**
TOTAL UTILITY FTE	**37.05**	**39.14**	**35.94**	**39.14**

ALL FUNDS				
FULL TIME	**493.75**	**511.50**	**501.80**	**530.00**
PART TIME (converted to FTE)	**52.06**	**58.59**	**51.64**	**57.03**
TOTAL ALL FUNDS FTE	**545.81**	**570.09**	**553.44**	**587.03**

CITY OF BARTLETT

TENNESSEE

GENERAL FUND

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

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CITY OF BARTLETT
GENERAL FUND SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues				
Property Taxes	$ 20,086,325	$ 20,492,302	$ 20,302,842	$ 25,269,603
Local Taxes	12,924,927	13,198,302	13,074,019	13,388,618
License & Permits	1,681,585	1,657,700	1,754,820	1,806,700
Intergovernmental	5,862,933	6,027,000	5,934,000	6,024,500
Charges for Services	3,854,134	3,985,384	3,829,309	4,006,884
Court Charges	1,452,213	1,810,000	1,822,000	1,770,000
Other Revenue/Transfers	453,379	513,710	517,021	449,738
Total Revenues	**$ 46,315,496**	**$ 47,684,398**	**$ 47,234,011**	**$ 52,716,043**
Expenditures				
Legislative	$ 524,623	$ 776,499	$ 769,216	$ 1,002,247
Mayor's Office	743,080	806,701	754,026	729,052
Community Relations	273,163	282,743	285,781	290,112
Building & Grounds	285,956	300,935	295,284	305,540
Bartlett Station Municipal Center	404,590	389,526	383,826	393,548
Library	1,071,396	1,181,296	1,157,183	1,179,307
Finance	1,392,722	1,503,992	1,450,453	1,555,127
City Court	914,196	996,400	984,080	1,083,058
Personnel	491,603	502,875	455,333	466,567
Planning	394,548	407,038	411,196	463,547
Police	12,739,766	13,580,481	13,512,941	14,342,603
Fire Services and Ambulance	9,521,003	10,191,385	10,228,532	10,875,627
Codes Enforcement	744,084	888,440	869,005	950,458
Public Works	4,625,471	4,881,615	4,806,253	4,985,284
Engineering	767,531	906,046	888,140	920,715
Parks & Recreation	5,247,535	5,617,805	5,436,659	5,612,327
Performing Arts	561,925	639,620	602,235	686,606
Expenditures	**$ 40,703,190**	**$ 43,853,396**	**$ 43,290,142**	**$ 45,841,725**
Transfers Out				
Trfr. Out Debt Service	$ 500,000	$ 0	$ 0	$ 1,500,000
Trfr. Out Bartlett City School	1,722,825	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 Balance of Sales Tax Half Cent	0	0	0	381,299
Trfr. Out Bartlett City School Capital Projects	950,000	1,265,000	1,265,000	0
Trfr. Out Bartlett City School Debt Service	0	0	0	2,505,000
Trfr. Out DARE Program	18,656	42,000	20,500	42,000
Trfr. Out Drainage Fund	100,000	100,000	100,000	100,000
Trfr. Out CIP	1,410,000	111,590	111,590	0
Trfr. Out Bartlett Station	100,000	100,000	100,000	0
Total Transfers Out	**$ 5,409,674**	**$ 3,964,609**	**$ 3,943,109**	**$ 6,874,318**
Total Expenditures	**$ 46,112,864**	**$ 47,818,005**	**$ 47,233,251**	**$ 52,716,043**
Net From Operations	**202,631**	**(133,608)**	**760**	**0**
Beginning Fund Balance	**$ 28,584,980**	**$ 28,863,632**	**$ 28,863,632**	**$ 28,864,392**
Reserves/Encumbrances	76,021			
Ending Fund Balance	**$ 28,863,632**	**$ 28,730,025**	**$ 28,864,392**	**$ 28,864,392**

CITY OF BARTLETT

GENERAL FUND REVENUES

FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Property Taxes				
Real Property Tax	$ 17,434,554	$ 17,730,000	$ 17,730,000	$ 22,350,000
Personalty Tax	727,481	770,000	760,000	800,000
Property Tax - Utility	190,183	200,000	200,000	215,000
In-Lieu Of Tax - Utility	571,666	562,302	562,842	674,603
In-Lieu Of Tax - Industry	548,156	520,000	520,000	610,000
In-Lieu Of Tax - MLG&W	229,983	230,000	230,000	270,000
Delinquent Tax	263,187	350,000	200,000	250,000
Interest & Penalty	121,116	130,000	100,000	100,000
Total Property Taxes	**$ 20,086,325**	**$ 20,492,302**	**$ 20,302,842**	**$ 25,269,603**
Local Taxes				
Local Sales Tax	$ 6,449,544	$ 6,676,800	$ 6,560,000	$ 6,756,800
Sales Tax Half Cent	3,620,811	3,631,002	3,631,519	3,719,318
Wholesale Beer Tax	778,409	800,000	800,000	800,000
Wholesale Liquor Tax	269,322	250,000	310,000	330,000
Beer Permits Application	1,500	2,500	2,500	2,500
Retail Liquor Licenses	15,020	16,000	18,000	18,000
Beer Privilege Tax	7,450	7,500	7,500	7,500
Liquor Compliance Fee	1,500	1,500	1,500	1,500
Gross Receipts Business	911,385	900,000	900,000	900,000
Business Licenses	3,375	3,000	3,000	3,000
Return Fee-Business License	14,371	10,000	10,000	10,000
Collection Fees - Business Tax	82,663	70,000	70,000	70,000
Catv Franchise Fees	343,507	350,000	350,000	360,000
AT&T Franchise Fee	244,973	280,000	230,000	230,000
Hotel/Motel Tax	181,099	200,000	180,000	180,000
Total Local Taxes	**$ 12,924,927**	**$ 13,198,302**	**$ 13,074,019**	**$ 13,388,618**
License & Permits				
Addition Building Fees	$ 0	$ 0	$ 30	$ 0
Addition Electrical Fees	30	0	0	0
Addition Plumbing Fees	0	0	90	0
Addition Mechanical Fe	0	0	0	0
Issuing Fees	16,356	18,000	17,000	18,000
New Building Permits	112,891	110,000	160,000	165,000
New Electrical Permits	59,201	70,000	60,000	65,000
New Plumbing Permits	54,483	55,000	55,000	55,000
New Mechanical Permits	76,333	75,000	80,000	85,000
Zoning Application Fees	3,060	2,000	2,000	2,000
Planning Fees	3,600	3,000	3,000	3,000
S/D Application Fees	5,530	3,000	3,000	3,000
Miscellaneous Building Permits	16,449	15,000	14,000	15,000
Board Of Zoning Appeals	4,500	3,500	3,500	3,500
Subdivision Inspection Fees	61,330	15,000	45,000	60,000
Subdivision Engineering Fees	14,514	15,000	25,000	30,000
Subdivision Sewer Review Fees	930	200	200	200

CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Road Cut & Boring Permit	6,490	6,000	6,000	6,000
Site Plan Review	21,720	8,000	40,000	40,000
Sign Review	7,100	8,000	8,000	8,000
Building Plan Review	13,400	14,000	14,000	14,000
Sign Inspection	4,500	7,000	4,000	4,000
Auto Reg Fee	1,199,168	1,230,000	1,215,000	1,230,000
Total License & Permits	**$ 1,681,585**	**$ 1,657,700**	**$ 1,754,820**	**$ 1,806,700**
Intergovernmental Revenues				
State Sales Tax	$ 4,568,957	$ 4,777,000	$ 4,685,000	$ 4,825,500
State Income Tax	399,918	340,000	340,000	280,000
State Beer Tax	27,582	28,000	28,000	28,000
State Liquor Tax	74,593	85,000	80,000	85,000
State Excise Tax	9,272	7,000	7,000	7,000
State Petroleum Tax	114,923	115,000	114,000	114,000
State TVA In Lieu Of Tax	662,887	670,000	675,000	680,000
STG Telecom Sales Tax	4,801	5,000	5,000	5,000
Total Intergovernmental Revenues	**$ 5,862,933**	**$ 6,027,000**	**$ 5,934,000**	**$ 6,024,500**
Misc Charges For Services				
City Service Fees	$ 3,996	$ 4,000	$ 4,000	$ 4,000
Ambulance Fees	1,076,364	1,150,000	1,200,000	1,200,000
Tow-In Fees	5,000	5,000	5,000	5,000
Publication Fees	600	1,000	1,000	1,000
Police Background Check	20,512	22,000	22,000	22,000
Bartlett Station Municipal Center Fees	157,176	164,000	158,500	161,500
Community Relations	31,697	29,300	27,950	28,300
Library Fees	69,942	69,500	67,500	69,500
Total Misc Charges For Services	**$ 1,365,286**	**$ 1,444,800**	**$ 1,485,950**	**$ 1,491,300**
Parks & Rec Charges				
Senior Citizens Center	$ 56,874	$ 74,900	$ 73,050	$ 73,400
Community Center	486,322	447,500	431,000	445,500
Athletics	282,315	325,500	328,100	328,100
Recreation Center	1,491,300	1,468,484	1,349,484	1,460,884
Total Parks & Rec Charges	**$ 2,316,811**	**$ 2,316,384**	**$ 2,181,634**	**$ 2,307,884**
BPACC Revenues	**$ 172,037**	**$ 224,200**	**$ 161,725**	**$ 207,700**
Court Fines & Costs				
City Court Fines	$ 963,768	$ 1,100,000	$ 1,750,000	$ 1,750,000
City Court Costs	340,338	580,000	0	0
State Tax On Court Fines	36,223	40,000	0	0
Bond Forfeitures	21,137	25,000	2,000	0
Fines Greater Than Cash	69,858	50,000	50,000	0
Other Court Costs	20,889	15,000	20,000	20,000
Total Court Fines & Costs	**$ 1,452,213**	**$ 1,810,000**	**$ 1,822,000**	**$ 1,770,000**
Other Revenues				
Interest	$ 19,262	$ 15,000	$ 20,000	$ 25,000

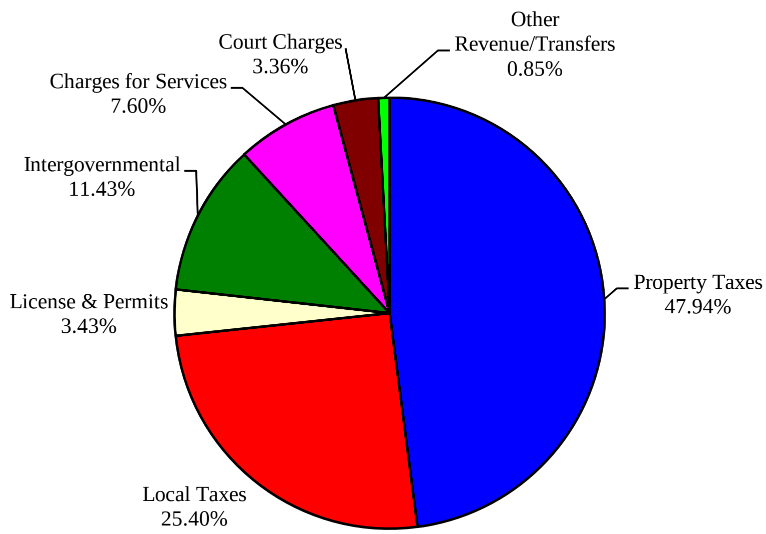
CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Sale Of Equipment	122,761	60,000	40,000	50,000
Other Revenues	51,324	101,689	120,000	113,738
Transfer In	260,031	261,000	261,000	261,000
Reserves/Encumbrances	0	76,021	76,021	0
Total Other Revenues	**$ 453,379**	**$ 513,710**	**$ 517,021**	**$ 449,738**
TOTAL GENERAL FUND REVENUES	**$ 46,315,496**	**$ 47,684,398**	**$ 47,234,011**	**$ 52,716,043**

ANALYSIS OF GENERAL FUND REVENUE SOURCES

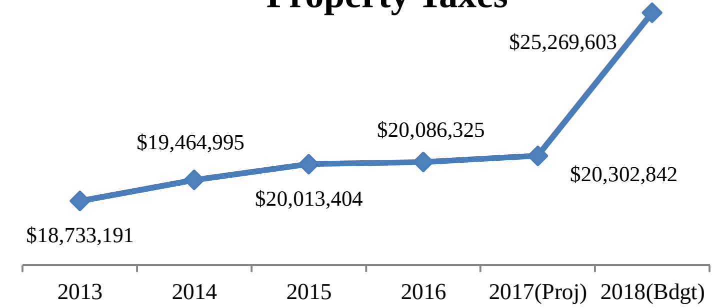
FY 2018 Adopted Budget

FY 2018 GENERAL FUND REVENUES



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 73.34% of all General Fund Revenues in FY 2018. The anticipated revenue growth in the 2018 budget is 11.79% (does not include reserves from previous year), mostly of that is through the 35 cent property tax increase. The overall economy has also improved compared to the last few years.

Property Taxes

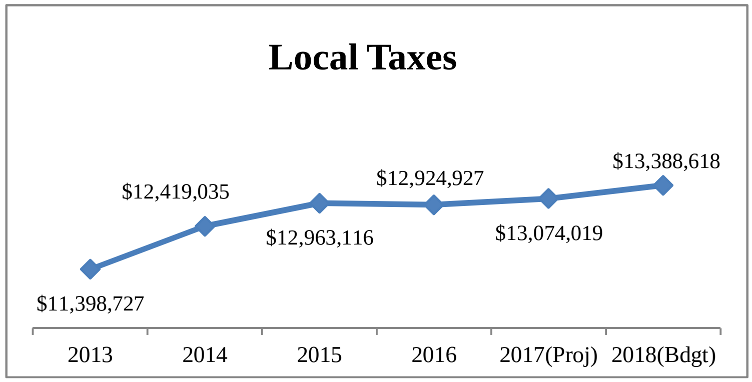


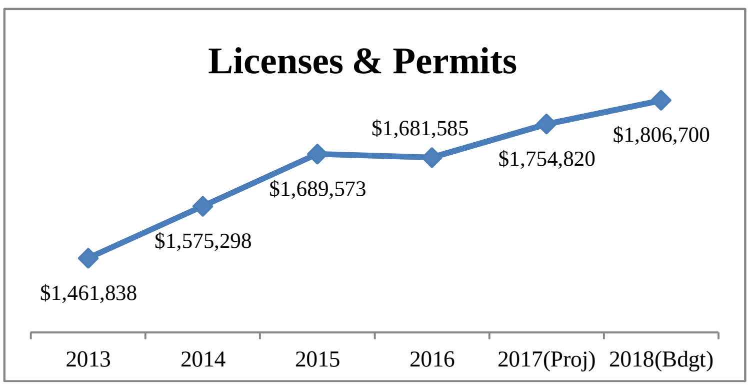
Property Taxes represent the largest percentage (47.94%) of all GF Revenues. The FY18 budget has a tax rate increase of 35 cents from the certified tax rate of 1.485 to the tax rate of 1.83. Most of the increase in funding is for additional positions in police, ambulance, parks and for Debt service. Before this, the property tax rate has increased only twice, 2003 (a 15 cent increase) and 2007 (a 23 cent increase), in the last 20 years. Taxes are due on February 28, 2017 and become delinquent March 1, 2017.

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

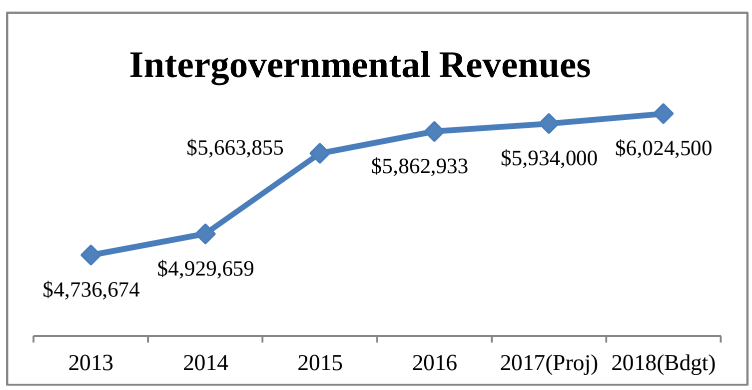
Local Taxes is the second largest source of revenue and represent 25.40% of all GF Revenues. They are comprised primarily of Local Sales Taxes ($6,756,800), more than half of local taxes, Sales Tax School Reimbursement ($3,719,318), Wholesale Beer Taxes ($800,000), and Gross Receipts Business ($900,000). 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 ($3,719,318) budgeted for city support of Bartlett Municipal School System in FY 2018 include 15 cent equivalent tax rate, school debt service transfer, Dare program, and down payment on phase II of computer equipment and Shelby County Board of Education buildings. FY18 budget has a 3% increase over FY17 projected.

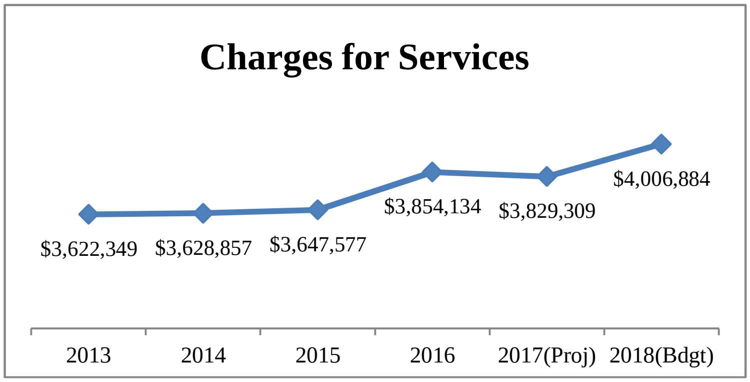




The Office of Code Enforcement sets, monitors and collects most of the L**icense and Permit** fees. FY 2018 budget for subdivision and new construction permit fees are based on 100 commercial constructions and 200 residential constructions. The biggest revenue in License and Permits is the $25 Wheel Tax that generates almost 3/4 of the total revenues.

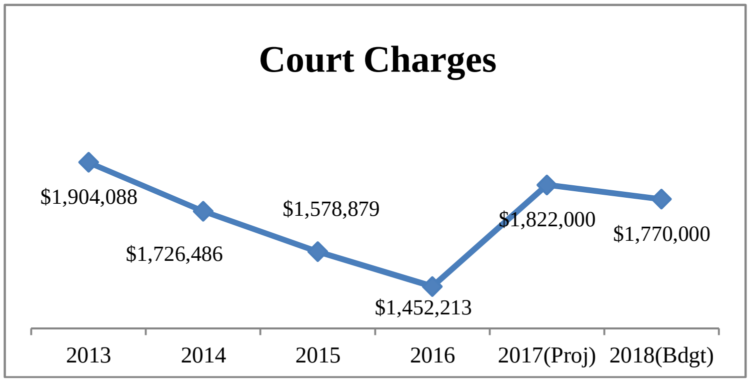
Intergovernmental Revenues are state shared revenues, the largest being Bartlett's share of the State Sales Tax, 80.10%. The big increase was in FY 2015 based on a higher state per capita amount allocation, an increase in population (to 56,488) through special census. FY 2018 budgeted an overall 3% increase.

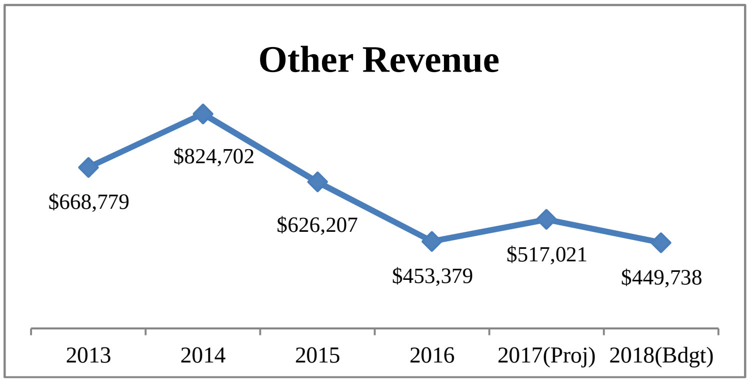




Parks and Recreation fees account for the largest share (36.46%) of **Charges for Services**. The second largest share of Charges for Services is the ambulance fees ($1,200,000). The ambulance transport fees were increased to match surrounding Cities and the market rates, a net 21% increase for FY 2016 .

Court Charges are fees generated through fines for violations of City Ordinances and Court Costs. Thus, collection varies year by year and trending down the last few years.





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 $261,000 for FY 2018. 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 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues				
Shop Expense Allocation	$ 334,590	$ 325,325	$ 325,325	$ 325,325
Local Sales Tax .5% Reimbursement	722,316	866,998	811,474	830,711
State Police Training Grant	63,600	67,800	67,800	0
State Fire Training Grant	49,200	50,400	50,400	0
Weed Cutting Fees	71,283	125,000	125,000	125,000
Insurance Recoveries-Police	2,747	25,000	25,000	25,000
Transfer from Grants Fund	63,559	40,000	20,000	20,000
Intergovernment Reimbursement	61,143	40,000	55,000	60,000
Donations	76,359	40,000	12,674	7,500
Animal Shelter Donations	7,140	8,000	9,000	9,000
Care Bond	613	0	0	0
Animal Shelter Boarding	1,510	1,400	1,400	1,400
Animal Shelter Capture Fee	8,430	7,500	7,500	7,500
Animal Shelter Adoption	39,820	40,000	40,000	40,000
Animal Shelter City License	30,329	40,000	40,000	40,000
Animal Shelter Misc Revenues	25,602	25,000	25,000	25,000
Total Department Revenues	**$ 1,558,241**	**$ 1,702,423**	**$ 1,615,573**	**$ 1,516,436**
Personnel				
Supervisor Salaries	$ 4,364,264	$ 4,606,173	$ 4,533,729	$ 4,545,873
Employee Wages	16,947,659	17,887,284	17,903,218	19,115,545
Overtime Wages	748,208	676,519	651,379	742,900
Special Hours	141,895	174,800	176,716	181,100
Holiday Pay	464,740	566,819	519,548	574,589
Contracted Services	723,396	802,038	787,810	855,038
Part-Time	979,524	1,114,812	1,055,196	1,118,184
Instructional Expense	6,938	9,500	8,125	9,500
Vacation Pay	75,928	60,000	85,486	65,000
Educational Bonus	131,440	156,480	148,280	158,780
Sick Pay	36,736	15,000	105,698	60,000
Longevity Pay	476,226	555,788	521,716	588,603
FLSA Wages	51,835	66,000	65,256	74,500
Bonus	45,299	50,217	47,287	52,431
Employee Incentive	7,572	11,136	11,136	11,136
Employee Testing	45,862	47,500	47,500	47,500
Other Personnel Costs	6,175	11,100	8,500	11,000
Employee Health Insurance	3,650,505	3,940,043	3,949,337	4,194,479
Employee Life Insurance	107,909	120,422	69,562	75,106
Worker's Compensation Insurance	639,882	665,192	665,192	708,851
Unemployment Compensation	(52)	10,000	1,596	10,000
Retiree Health Insurance	1,061,126	1,124,674	1,119,639	1,183,071
FICA	1,796,506	1,896,040	1,882,674	1,997,627
Pension Contribution	2,737,523	2,859,566	2,695,376	2,705,364
Contributory Retirement Plan	84,199	103,399	157,518	216,869
Total Personnel	**$ 35,331,295**	**$ 37,530,502**	**$ 37,217,474**	**$ 39,303,046**
Staffing Level				
Full-Time	*416.52*	*432.50*	*426.38*	*451.00*
Part-Time (converted to FTE)	*49.26*	*54.60*	*48.98*	*53.04*
Total Full-Time Equivalent (FTE)	***465.78***	***487.10***	***475.36***	***504.04***

CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Operations				
Training	$ 110,510	$ 154,095	$ 130,511	$ 181,550
State Training Salary Supplement	112,800	118,200	118,200	0
Firearms Training	40,587	40,000	37,500	40,000
Volunteer Expense	6,324	16,800	13,450	16,000
Travel	71,628	125,700	105,723	133,850
Legal Fees	47,634	140,000	139,000	140,000
Mayor's Youth Council	10,097	10,000	10,000	10,000
Professional Services	132,334	142,800	138,625	146,550
Contracted Services	74,868	76,500	71,728	74,000
Advertising & Promotional Expenses	0	500	500	500
Other Professional Service	296,996	145,665	143,110	143,090
Boards & Commissions	90,074	85,000	85,000	84,400
DUI Testing Fees	2,064	4,000	3,200	4,000
Sexual Offender Register	1,114	2,000	1,700	2,000
Criminal Seizure Expense	267	500	300	500
Postage & Freight	59,718	64,725	58,531	65,000
Notice Publication	20,977	40,500	40,000	40,500
Dues & Subscriptions	55,570	86,535	69,420	91,885
Meetings	8,613	12,650	11,419	12,250
Employee Appreciation	2,092	4,200	4,200	4,200
Utilities	565,841	652,800	643,575	658,600
Phones-Local	116,392	56,208	56,597	59,521
Long Distance Phone Calls	1,359	0	0	0
Cellular Phones	89,487	91,995	89,699	92,728
Data Processing - Software	1,677	0	1,500	0
Telecommunication Link	72,828	90,000	89,600	92,000
Library Charge-Shelby Co.	981,684	1,050,000	1,071,800	1,080,000
Reappraisal Charge from County	0	0	0	200,000
Shop Allocation	209,999	208,990	208,990	209,040
Vehicle Maintenance	303,248	335,050	325,292	339,600
Equipment Maintenance	139,830	187,750	193,867	205,250
Radio Maintenance	38,405	33,030	34,472	18,600
Computer Maintenance	56	0	0	0
Grounds Maintenance	201,367	391,120	384,880	391,100
Building Maintenance	188,924	232,623	226,200	227,450
Pool Maintenance	20,793	45,000	36,000	36,000
Swim Competitions	26,722	30,000	30,000	30,000
Fuel System Maintenance	4,492	0	0	0
Street Painting & Signs	36,709	32,000	32,000	32,000
Automobile Allowance	8,492	7,400	7,200	7,400
Office Supplies	88,269	103,221	92,290	104,950
Printing	96,363	94,700	94,218	101,700
Christmas Expenses	2,845	3,200	2,264	3,000
Medical Supplies	141,005	141,650	138,000	168,700
Special Designation Expend	2,906	2,500	2,500	2,500
Ticket Sales Expenditures-BPAC	805	1,000	1,000	1,000
Petroleum Supplies	386,318	545,200	449,688	530,400
Special Events	52,146	41,000	32,194	13,200
Concession Supplies Client	2,106	2,100	1,500	2,100
Preschool Supplies	3,967	4,600	4,600	4,600

CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Recreation Supplies	56,037	72,400	72,400	72,400
Concession Supplies	71,550	76,000	76,000	76,000
Field Trips	13,914	17,331	16,000	16,000
Tournament Expenses	0	700	500	500
Cost of Goods Sold	1,124	4,000	3,800	4,000
Clothing & Uniforms	205,992	211,002	209,230	275,250
Operating Supplies	229,464	263,512	257,300	278,850
Cleaning Supplies	61,564	69,700	66,081	69,700
Chemical Supplies	239	2,600	1,700	2,700
Air Service	7,915	7,400	7,200	7,300
Film & Developing	271	620	570	620
Fill Sand, Dirt & Gravel	10,115	24,000	24,000	28,000
Asphalt/Street Repairs	116,000	110,000	110,000	160,000
Concrete & Brick	11,858	12,000	12,000	12,000
Miscellaneous Shop Parts	2,614	2,400	2,400	2,400
Small Tools	30,607	33,950	32,300	34,941
Tournament Awards	10,639	12,700	12,200	12,200
Fire Hose	0	6,000	6,000	6,000
Pipe & Materials-System Maintenance	11,383	12,000	12,000	12,000
Miscellaneous Supplies	3,708	4,450	4,450	5,500
Jail Operations	39,867	30,000	26,000	30,000
CERT Training Supplies	1,147	1,500	1,500	1,500
Public Awareness	42,748	45,372	43,000	47,000
Fire Prevention	5,787	6,000	6,000	6,000
Community Promotions	8,493	10,000	7,000	10,000
Travel Club	8,779	8,000	10,000	10,000
Equipment Rental	20,869	32,067	29,800	31,300
Street Barricade & Equip Rental	0	1,800	1,440	1,800
Equipment Leasing	23,075	37,268	36,249	34,840
Property Insurance	90,035	91,260	87,361	89,628
Vehicle & Equip Insurance	119,788	122,608	142,657	150,107
General Liability Insurance	203,201	208,408	230,728	237,921
Other Insurance	7,291	6,550	4,877	8,450
Landfill Fees	65	444	444	444
Bank Charges	65	500	60	500
Credit Card Vendor Fees	37,942	50,400	49,314	51,900
Interest Refund	9	500	500	500
State Fees	6,778	5,900	5,900	6,000
Cash Over/Short	342	850	850	900
Tow-In Fees	5,310	11,900	9,900	11,900
License Fees	0	1,200	700	700
Animal Control Fees	1,716	1,800	1,800	1,800
Care Bond Costs	613	0	0	0
Storage Fees	343	0	290	100
Contingency	57,504	100,000	100,000	100,000
Damage Claims	26,878	30,000	15,835	27,500
Miscellaneous Other Expenses	22,449	52,681	48,084	36,300
Total Operations	**$ 6,505,390**	**$ 7,453,279**	**$ 7,218,462**	**$ 7,775,165**
Capital				
Fencing & Landscaping	$ 3,290	$ 800	$ 800	$ 800

CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Building Improvements	223,587	370,357	304,220	78,000
General Capital Improvements	0	25,000	0	25,000
Communications Equipment	3,235	7,700	6,700	6,650
Data Processing Equipment	7,282	0	4,001	0
Office Equipment	12,010	11,500	2,000	6,000
Vehicles	0	24,644	24,645	0
Furniture	24,753	18,048	22,143	30,000
Other Equipment	150,590	113,990	105,271	133,500
Total Capital	**$ 424,746**	**$ 572,039**	**$ 469,779**	**$ 279,950**
TOTAL GENERAL FUND EXPEND'S	**$ 40,703,190**	**$ 43,853,396**	**$ 43,290,142**	**$ 45,841,725**

THE GREAT SEAL OF BARTLETT TENNESSEE

AGRICULTURE

LAW

COMMERCE

★ 1866 ★

City of Bartlett

ADMINISTRATIVE

FY 2018 Adopted Budget

Full-Time Authorized Personnel Positions

Legislative Board

City Attorney	1
Alderman	6
Total Legislative Board	**7**

Mayor's Office

Mayor	1
Chief Administrative/Financial Officer	1
Administrative Assistant	1
City Clerk	1
Administrative Secretary	1
Community Relations Director	1
BSMC Manager	1
Senior Clerk	1
Building Service	2
Custodial	1
Total Mayor's Office	**11**

Finance and Administration

Finance Director	1
Assistant Finance Director	1
Finance Manager	1
MIS Coordinator	1
Budget/Financial Coordinator	1
Purchasing Agent	1
Senior Financial Analyst	1
Clerk	6
Computer Analyst	1
Computer Support Tech	2
Total Finance and Administration	**16**

City Court

Prosecutor	1
Judge	2
Court Clerk	1
Assistant Prosecutor	1
Senior Clerk	1
Skill Clerk	*6*
Total Court Clerk	**12**

Personnel

Personnel Director	1
Senior Personnel Coordinator	1
Personnel Assistant	1
Personnel Coordinator	1
Health/Safety Office	1
Total Personnel	**5**

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 $521,727 (7.51%) over the FY 2017 Projection. The Mayor Office eliminated the citizen services Director position. City Court added a skill clerk position and Planning & Economic Development added an assistant planner position. Finance will delay a vacated Deputy Director position to January 1, 2018. There were no other staffing changes. FY 2018 budget included a career ladder pay increase and a general 2% salary increase for full-time employees.

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues	*92,050*	*71,583*	*44,257*	*41,260*
Salaries	3,005,391	3,245,131	3,139,034	3,290,465
Benefits	1,259,109	1,303,591	1,255,555	1,347,616
Other Personnel	51,366	55,300	52,700	55,300
Operations	2,253,758	2,582,618	2,532,598	2,799,584
Capital	18,303	32,948	10,748	16,400
Total	**6,495,877**	**7,148,005**	**6,946,378**	**7,468,105**

Planning & Economic Development

Planning Director	1
Senior Planner	1
Planner	1
Assistant Planner	*1*
Admin Secretary	1
Total Planning & Econ. Dev.	**5**

TOTAL ADMINISTRATIVE	**56**

CITY OF BARTLETT
ADMINISTRATIVE BUDGET SUMMARY
FY 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Department Revenues/Grants								
Local Sales Tax .5% Reimbursement	$	15,691	$	31,583	$	31,583	$	33,760
Donations		76,359		40,000		12,674		7,500
Total Department Revenues/Grants	**$**	**92,050**	**$**	**71,583**	**$**	**44,257**	**$**	**41,260**
Personnel								
Supervisor Salaries	$	1,567,872	$	1,684,101	$	1,656,735	$	1,586,202
Employee Wages		1,329,667		1,446,725		1,375,693		1,593,816
Overtime Wages		10,121		12,600		12,954		16,000
Special Hours		5,300		5,200		5,200		5,200
Part-Time		92,431		96,505		88,452		89,247
Vacation Pay		20,110		0		12,810		10,000
Educational Bonus		2,760		2,880		2,880		2,880
Sick Pay		28,800		0		1,078		10,000
Longevity Pay		48,009		57,841		51,147		52,923
Bonus		4,737		5,263		4,998		5,379
Employee Incentives		7,572		11,136		11,136		11,136
Employee Testing		45,862		47,500		47,500		47,500
Other Personnel Costs		5,505		7,800		5,200		7,800
Employee Health Insurance		362,853		379,289		384,907		436,664
Employee Life Insurance		12,720		15,865		8,590		9,565
Worker's Compensation Insurance		18,026		18,528		18,528		18,939
Retiree Health Insurance		143,595		156,542		150,956		159,001
FICA		231,010		248,932		237,290		253,520
Pension Contribution		365,616		390,092		342,985		340,056
Contributory Retirement Plan		13,300		17,223		28,250		37,553
Total Personnel	**$**	**4,315,866**	**$**	**4,604,022**	**$**	**4,447,289**	**$**	**4,693,381**
Staffing Level								
Full-Time		*52.92*		*54.50*		*52.95*		*55.50*
Part-Time (converted to FTE)		*5.34*		*5.92*		*5.25*		*5.54*
Total Full-Time Equivalent (FTE)		***58.26***		***60.42***		***58.20***		***61.04***
Operations								
Training	$	21,330	$	43,200	$	27,400	$	37,700
Travel		36,228		70,400		57,272		70,400
Legal Fees		47,634		140,000		139,000		140,000
Mayor's Youth Council		10,097		10,000		10,000		10,000
Professional Service		90,481		95,800		95,600		97,550
Contracted Services		15,488		18,500		13,728		14,000
Advertising & Promotional Expenses		0		500		500		500
Other Professional Service		106,409		105,765		99,740		102,240
Boards & Commissions		90,074		85,000		85,000		84,400
Postage & Freight		34,532		34,450		32,481		33,500
Notice Publication		20,977		40,000		40,000		40,000
Dues & Subscriptions		33,671		45,850		33,035		45,550
Meetings		4,090		7,200		5,969		6,700
Utilities		140,995		161,000		164,775		167,000
Phones - Local		52,553		14,178		14,987		16,287
Long Distance Phone Calls		375		0		0		0

CITY OF BARTLETT
ADMINISTRATIVE BUDGET SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Cellular Phones	21,934	23,888	23,167	24,200
Data Processing - Software	367	0	0	0
Telecommunication Link	19,902	38,000	36,600	37,000
Library Charge-Shelby Co.	981,684	1,050,000	1,071,800	1,080,000
Reappraisal Charge from County	0	0	0	200,000
Shop Allocation	6,309	6,300	6,300	6,300
Vehicle Maintenance	3,026	6,700	6,600	6,550
Equipment Maintenance	6,611	17,700	15,100	18,700
Radio Maintenance	56	350	0	0
Grounds Maintenance	8,908	13,035	16,000	27,000
Building Maintenance	40,525	47,500	40,500	40,000
Automobile Allowance	8,492	7,400	7,200	7,400
Office Supplies	36,697	35,900	35,140	36,800
Printing	66,833	57,200	57,300	57,200
Petroleum Supplies	6,967	10,900	9,888	10,900
Special Events	39,468	35,000	24,694	5,000
Concession Supplies Client	568	600	500	600
Clothing & Uniforms	1,405	3,100	1,950	3,100
Operating Supplies	64,906	70,125	61,325	68,000
Cleaning Supplies	11,682	11,500	11,381	11,500
Film & Developing	11	150	100	150
Small Tools	212	550	550	550
Tournament Awards	2,084	2,000	1,500	1,500
Community Promotions	8,493	10,000	7,000	10,000
Equipment Rental	16,416	21,017	21,000	21,000
Equipment Leasing	5,792	7,900	6,500	6,900
Property Insurance	27,081	27,208	28,021	28,225
Vehicle & Equip Insurance	2,291	2,450	2,766	2,854
General Liability Insurance	76,327	78,852	95,065	96,228
Other Insurance	0	50	50	50
Bank Charges	65	500	60	500
Credit Card Vendor Fee	179	0	1,414	1,500
Interest Refund	9	500	500	500
State Fees	400	400	400	400
Cash Over/Short	143	500	600	550
Storage Fees	343	0	290	100
Contingency	57,504	100,000	100,000	100,000
Damage Claims	10,648	2,500	500	1,000
Miscellaneous Other Expenses	14,487	21,000	21,350	21,500
Total Operations	**$ 2,253,758**	**$ 2,582,618**	**$ 2,532,598**	**$ 2,799,584**
Capital				
Building Improvements	$ 0	$ 20,000	$ 6,000	$ 10,000
Data Processing Equipment	684	0	1,000	0
Office Equipment	12,010	8,500	0	3,000
Furniture	5,251	4,448	3,748	3,400
Other Equipment	358	0	0	0
Total Capital	**$ 18,303**	**$ 32,948**	**$ 10,748**	**$ 16,400**
TOTAL ADMINISTRATIVE	**$ 6,495,877**	**$ 7,148,005**	**$ 6,946,378**	**$ 7,468,105**

Legislative Board

City of Bartlett

FY 2018 Adopted

What We Do

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

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues	*6,446*	*0*	*0*	*0*
Salaries	167,121	207,780	204,900	216,180
Benefits	68,238	85,519	82,749	88,867
Operations	295,710	483,200	481,567	697,200
Total	**524,623**	**776,499**	**769,216**	**1,002,247**

FY 2017 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 2016 Actual	FY 2017 Forecast	FY 2018 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 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues/Grants				
Local Sales Tax .5% Reimbursement	$ 6,446	$ 0	$ 0	$ 0
Total Department Revenues/Grants	**$ 6,446**	**$ 0**	**$ 0**	**$ 0**
Personnel				
Supervisor Salaries	$ 53,850	$ 60,900	$ 60,900	$ 69,300
Employee Wages	113,271	146,880	144,000	146,880
Bonus	86	87	87	87
Employee Health Insurance	25,415	26,438	27,010	27,012
Employee Life Insurance	78	81	66	81
Worker's Compensation Insurance	3,680	4,129	4,129	4,664
Retiree Health Insurance	7,049	10,389	9,580	10,809
FICA	12,194	15,306	15,053	15,949
Pension Contribution	19,736	29,089	26,824	30,265
Total Personnel	**$ 235,359**	**$ 293,299**	**$ 287,649**	**$ 305,047**
Staffing Level				
Full-Time	*7.00*	*7.00*	*7.00*	*7.00*
Part-Time (converted to FTE)	*0.32*	*0.40*	*0.33*	*0.40*
Total Full-Time Equivalent (FTE)	***7.32***	***7.40***	***7.33***	***7.40***
Operations				
Training	$ 1,765	$ 10,000	$ 6,000	$ 6,000
Travel	10,847	20,000	15,000	20,000
Legal Fees	11,384	100,000	100,000	100,000
Other Professional Service	15,125	25,000	25,000	25,000
Boards & Commissions	88,879	83,500	83,500	83,500
Chamber of Commerce $10k, Bartlett Arts Council $11.4k, Shelby County Books from Birth and others.				
Postage & Freight	879	2,500	2,500	2,500
Notice Publication	20,977	40,000	40,000	40,000
Dues & Subscriptions	16,232	24,000	15,000	24,000
Meetings	628	2,000	2,000	2,000
Long Distance Phone Calls	23	0	0	0
Cellular Phones	4,103	4,200	4,200	4,200
Reappraisal Charge from County	0	0	0	200,000
Office Supplies	13	500	100	500
Printing	441	1,000	1,000	1,000
Operating Supplies	45	500	300	500
General Liability Insurance	62,580	65,000	81,967	83,000
Election Expenses				
Contingency	57,504	100,000	100,000	100,000
Miscellaneous Other Expenses	4,285	5,000	5,000	5,000
Total Operations	**$ 295,710**	**$ 483,200**	**$ 481,567**	**$ 697,200**
Total Legislative Board	**$ 524,623**	**$ 776,499**	**$ 769,216**	**$ 1,002,247**

Mayor's Office

City of Bartlett

FY 2018 Adopted

What We Do

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

Summary Revenue/Expenditure Type*

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues	*76,359*	*40,000*	*12,674*	*7,500*
Salaries	799,248	817,904	771,508	766,677
Benefits	338,416	339,008	329,151	312,148
Operations	1,705,478	1,812,541	1,785,167	1,812,734
Capital	11,402	31,748	2,948	13,500
Total	**2,778,185**	**2,961,201**	**2,876,100**	**2,897,559**

FY 2017 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 2016 Actual	FY 2017 Forecast	FY 2018 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 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues/Grants				
Youth Council Donations	$ 6,709	$ 5,000	$ 2,500	$ 2,500
Total Department Revenues/Grants	**$ 6,709**	**$ 5,000**	**$ 2,500**	**$ 2,500**
Personnel				
Supervisor Salaries	$ 345,260	$ 357,461	$ 357,462	$ 365,285
Employee Wages	106,527	112,521	73,367	47,759
Overtime Wages	245	1,000	500	1,000
Vacation Pay	0	0	7,655	0
Longevity Pay	9,231	12,142	11,130	12,104
Bonus	431	522	345	435
Employee Health Insurance	47,493	49,079	44,944	41,046
Employee Life Insurance	2,274	2,538	1,348	1,322
Worker's Compensation Insurance	1,838	1,944	1,944	1,874
Retiree Health Insurance	22,589	23,499	21,541	20,652
FICA	34,924	35,765	33,620	31,399
Pension Contribution	63,250	65,797	59,929	57,826
Total Personnel	**$ 634,064**	**$ 662,268**	**$ 613,785**	**$ 580,702**
Staffing Level				
Full-Time	*6.00*	*6.00*	*5.48*	*5.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***6.00***	***6.00***	***5.48***	***5.00***
Operations				
Training	$ 4,438	$ 11,000	$ 8,000	$ 11,000
Travel	12,896	25,000	25,000	25,000
Mayor's Youth Council	10,097	10,000	10,000	10,000
Other Professional Service	39,000	40,000	40,000	40,000
Tyler Marketing charges for recording of Board of Mayor & Aldermen meetings, Planning Commission meetings and FYI show.				
Postage & Freight	1,722	3,500	3,500	3,500
Dues & Subscriptions	6,865	10,000	7,000	10,000
Meetings	814	1,200	1,200	1,200
Phones - Local	1,374	1,033	2,700	2,700
Long Distance Phone Calls	23	0	0	0
Cellular Phones	6,437	8,000	6,500	7,500
Data Processing - Software	367	0	0	0
Shop Allocation	1,000	1,000	1,000	1,000
Vehicle Maintenance	631	1,700	1,700	1,700
Equipment Maintenance	60	300	300	300
Radio Maintenance	0	200	0	0
Automobile Allowance	6,000	6,000	6,000	6,000
Office Supplies	3,659	4,000	4,000	4,000
Printing	3,275	3,500	3,500	3,500
Petroleum Supplies	1,402	2,500	2,000	2,500
Clothing & Uniforms	0	500	500	500
Operating Supplies	5,794	6,000	6,000	6,000
Film & Developing	0	50	50	50
Small Tools	0	100	100	100
Equipment Leasing	1,087	1,200	1,200	1,200

CITY OF BARTLETT
MAYOR'S OFFICE
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Vehicle & Equip Insurance	259	300	312	350
General Liability Insurance	1,732	1,800	1,629	1,700
Other Insurance	0	50	50	50
Damage Claims	0	500	500	500
Miscellaneous Other Expenses	6,434	10,000	10,000	10,000
Total Operations	**$ 115,367**	**$ 149,433**	**$ 142,741**	**$ 150,350**
Capital				
Funiture	$ 0	$ 0	$ 0	$ 500
Other Equipment	358	0	0	0
Total Capital	**$ 358**	**$ 0**	**$ 0**	**$ 500**
Total Mayor's Office	**$ 743,080**	**$ 806,701**	**$ 754,026**	**$ 729,052**

CITY OF BARTLETT
COMMUNITY RELATIONS
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues/Grants				
Donations Sesquicentennial Celebration	$ 69,650	$ 35,000	$ 10,174	$ 5,000
Total Department Revenues/Grants	**$ 69,650**	**$ 35,000**	**$ 10,174**	**$ 5,000**
Personnel				
Supervisor Salaries	$ 67,597	$ 70,234	$ 70,234	$ 71,639
Longevity Pay	2,704	2,866	2,810	2,923
Bonus	86	87	87	87
Employee Health Insurance	12,542	13,219	9,021	9,038
Employee Life Insurance	342	379	222	229
Worker's Compensation Insurance	113	120	120	122
Retiree Health Insurance	3,380	3,512	3,512	3,582
FICA	5,146	5,303	5,342	5,415
Pension Contribution	9,464	9,833	9,833	10,029
Total Personnel	**$ 101,373**	**$ 105,553**	**$ 101,181**	**$ 103,064**
Staffing Level				
Full-Time	*1.00*	*1.00*	*1.00*	*1.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***1.00***	***1.00***	***1.00***	***1.00***
Operations				
Training	$ 695	$ 1,500	$ 1,500	$ 2,000
Travel	1,543	3,000	3,000	3,000
Professional Services	20,000	20,000	20,000	20,000
Fireworks contract.				
Other Professional Service	32,455	28,000	28,000	30,000
Christmas parade, festivals & picnic contracts.				
Postage & Freight	7,968	2,000	1,500	2,000
Dues & Subscriptions	650	1,000	500	500
Meetings	300	500	500	500
Phones - Local	58	148	148	148
Cellular Phones	1,056	1,700	1,700	1,700
Shop Allocation	709	700	700	700
Vehicle Maintenance	142	500	500	500
Grounds Maintenance	3,731	5,000	5,000	15,000
Electrical power to W.J. Freeman Park.				
Office Supplies	9,124	6,000	6,000	6,000
Printing	53,753	40,000	40,000	40,000
Petrolium Supplies	816	1,500	1,500	1,500
Sesquicentennial Celebration	39,468	35,000	24,694	5,000
Operating Supplies	46,422	37,125	37,125	38,000
Film & Developing	11	100	50	100
Tournament Awards	2,084	2,000	1,500	1,500
Community Promotions	8,493	10,000	7,000	10,000
Equipment Rental	9,576	13,017	13,000	13,000
Equipment Leasing	0	1,000	0	0
Vehicle & Equip Insurance	243	300	294	300
General Liability Insurance	598	600	563	600
Damage Claims	1,546	1,000	0	0

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Miscellaneous Other Expenses	0	500	0	0
Total Operations	**$ 241,440**	**$ 212,190**	**$ 194,774**	**$ 192,048**
Total Community Relations	**$ 273,163**	**$ 282,743**	**$ 285,781**	**$ 290,112**

CITY OF BARTLETT
BUILDINGS AND GROUNDS
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Employee Wages	$ 65,476	$ 68,476	$ 67,897	$ 70,067
Overtime Wages	3,644	5,000	4,000	5,000
Longevity Pay	2,295	2,389	2,342	2,437
Bonus	172	174	173	174
Employee Health Insurance	17,439	18,128	18,498	18,502
Employee Life Insurance	343	370	213	224
Worker's Compensation Insurance	2,748	2,828	2,828	2,890
Retiree Health Insurance	3,274	3,424	3,395	3,503
FICA	5,106	5,426	5,298	5,551
Pension Contribution	9,167	9,587	9,506	9,809
Total Personnel	**$ 109,665**	**$ 115,802**	**$ 114,150**	**$ 118,157**
Staffing Level				
Full-Time	*2.00*	*2.00*	*2.00*	*2.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***2.00***	***2.00***	***2.00***	***2.00***
Operations				
Training	$ 0	$ 500	$ 500	$ 500
Other Professional Service	0	1,800	0	0
Dues & Subscriptions	90	100	100	100
Utilities	65,289	70,000	70,000	70,000
Phones - Local	39,698	1,033	0	1,033
Telecommunication Link	15,604	33,000	33,000	33,000
Shop Allocation	3,000	3,000	3,000	3,000
Vehicle Maintenance	629	3,000	3,000	3,000
Equipment Maintenance	354	3,500	1,500	3,500
Radio Maintenance	0	150	0	0
Grounds Maintenance	3,869	5,000	10,000	10,000
Building Maintenance	17,204	22,000	22,000	22,000
Petroleum Supplies	1,643	2,500	2,500	2,500
Clothing & Uniforms	541	1,000	1,000	1,000
Operating Supplies	8,869	16,000	13,000	16,000
Cleaning Supplies	2,129	2,800	2,800	2,800
Small Tools	0	200	200	200
Equipment Rental	6,840	8,000	8,000	8,000
Property Insurance	8,873	9,000	7,839	8,000
Vehicle & Equip Insurance	1,041	1,100	1,256	1,300
General Liability Insurance	615	650	639	650
Miscellaneous Other Expenses	4	800	800	800
Total Operations	**$ 176,291**	**$ 185,133**	**$ 181,134**	**$ 187,383**
Total Building & Grounds	**$ 285,956**	**$ 300,935**	**$ 295,284**	**$ 305,540**

CITY OF BARTLETT
BARTLETT STATION MUNICIPAL CENTER
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 58,256	$ 60,566	$ 60,566	$ 61,777
Employee Wages	85,782	73,941	72,316	84,903
Part-Time	66,461	68,705	65,166	59,247
Vacation Pay	5,566	0	3,422	0
Longevity Pay	3,945	1,212	2,423	2,471
Bonus	947	1,105	1,120	1,120
Employee Health Insurance	23,184	22,085	27,004	27,012
Employee Life Insurance	714	726	420	469
Worker's Compensation Insurance	4,428	4,176	4,176	4,154
Retiree Health Insurance	7,202	6,725	6,644	7,334
FICA	16,493	15,217	15,163	15,521
Pension Contribution	19,262	18,831	10,013	8,649
Contributory Retirement Plan	323	0	3,110	4,245
Total Personnel	**$ 292,562**	**$ 273,289**	**$ 271,543**	**$ 276,902**
Staffing Level				
Full-Time	*3.00*	*3.00*	*2.71*	*3.00*
Part-Time (converted to FTE)	*3.14*	*3.22*	*3.18*	*2.84*
Total Full-Time Equivalent (FTE)	***6.14***	***6.22***	***5.89***	***5.84***
Operations				
Advertising & Promotional Expenses	$ 0	$ 500	$ 500	$ 500
Other Professional Service	14,204	4,965	1,240	1,240
Postage & Freight	188	200	231	250
Dues & Subscriptions	35	50	35	50
Meetings	529	1,000	379	500
Utilities	41,588	45,000	56,275	57,000
Phones - Local	1,337	1,476	1,250	1,200
Long Distance Phone Calls	7	0	0	0
Cell Phone	891	888	800	800
Equipment Maintenance	5,330	10,000	12,000	12,000
Grounds Maintenance	1,308	3,035	1,000	2,000
Building Maintenance	16,301	18,000	10,000	10,000
Automobile Allowance	0	200	0	200
Office Supplies	1,147	1,100	2,000	2,000
Printing	139	300	600	500
Concession Supplies Client	568	600	500	600
Clothing & Uniforms	209	500	450	500
Operating Supplies	1,040	6,000	1,000	3,000
Cleaning Supplies	9,554	8,700	8,581	8,700
Small Tools	196	250	250	250
Property Insurance	8,618	8,618	7,922	8,000
General Liability Insurance	855	855	856	856
Credit Card Vendor Fees	179	0	1,414	1,500
Damage Claims	4,102	0	0	0
Miscellaneous Other Expenses	3,705	4,000	5,000	5,000
Total Operations	**$ 112,028**	**$ 116,237**	**$ 112,283**	**$ 116,646**
Total Bartlett Station Municipal Center	**$ 404,590**	**$ 389,526**	**$ 383,826**	**$ 393,548**

CITY OF BARTLETT
LIBRARY
FY 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Operations								
Contracted Services	$	15,488	$	18,500	$	13,728	$	14,000
Guard Services.								
Utilities		34,118		46,000		38,500		40,000
Phones - Local		1,853		3,840		3,600		3,800
Long Distance Phone Calls		1		0		0		0
Telecommunication Link		4,299		5,000		3,600		4,000
Library Charge-City of Memphis		981,684		1,050,000		1,071,800		1,080,000
Equipment Maintenance		308		2,000		0		1,000
Building Maintenance		7,020		7,500		8,500		8,000
Office Supplies		3,696		3,000		3,000		3,000
Operating Supplies		1,203		2,000		1,500		2,000
Property Insurance		8,228		8,228		7,625		7,625
General Liability Insurance		2,480		2,480		2,382		2,382
Cash Over/Short		(25)		0		0		0
Damage Claims		0		1,000		0		500
Total Operations	**$**	**1,060,351**	**$**	**1,149,548**	**$**	**1,154,235**	**$**	**1,166,307**
Capital								
Building Improvements	$	0	$	20,000	$	0	$	10,000
Data Processing Equipment		274		0		0		0
Office Equipment		10,770		8,500		0		3,000
Furniture		0		3,248		2,948		0
Total Capital	**$**	**11,044**	**$**	**31,748**	**$**	**2,948**	**$**	**13,000**
Total Library	**$**	**1,071,396**	**$**	**1,181,296**	**$**	**1,157,183**	**$**	**1,179,307**

Finance and Administration

FY 2018 Adopted

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Salaries	899,115	972,377	936,302	984,436
Benefits	346,845	376,507	360,403	409,139
Operations	145,522	154,708	153,748	161,152
Capital	1,240	400	0	400
Total	**1,392,722**	**1,503,992**	**1,450,453**	**1,555,127**

What We Do

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

FY 2017 Performance Highlights

Awarded the Fiscal Year 2017 GFOA Distinguished Budget Presentation Award for the 15th straight year and the Certificate of Achievement for Excellence in Financial Reporting for the 26th 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 2016 Actual	FY 2017 Forecast	FY 2018 Projected
Increase Property taxes collections	Tax collection rate	99%	99%	99%
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 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Personnel								
Supervisor Salaries	$	327,487	$	371,798	$	328,650	$	324,638
Employee Wages		545,594		572,479		584,366		629,498
Overtime Wages		63		300		0		300
Part-Time		25,971		27,800		23,286		30,000
Vacation Pay		1,171		0		0		10,000
Education Bonus		1,440		1,440		1,440		1,440
Sick Pay		61		0		0		10,000
Longevity Pay		12,768		16,116		15,841		15,789
Bonus		1,378		1,552		1,464		1,566
Employee Health Insurance		106,478		115,370		114,484		130,840
Employee Life Insurance		4,402		5,099		2,898		3,053
Worker's Compensation Insurance		2,201		2,089		2,089		2,119
Retiree Health Insurance		43,680		47,214		45,651		47,707
FICA		67,712		73,211		70,346		75,590
Pension Contribution		95,721		104,536		94,171		98,510
Contributory Retirement Plan		9,832		9,880		12,019		12,525
Total Personnel	**$**	**1,245,960**	**$**	**1,348,884**	**$**	**1,296,705**	**$**	**1,393,575**
Staffing Level								
Full-Time		*14.75*		*15.50*		*14.76*		*15.50*
Part-Time (converted to FTE)		*1.06*		*1.45*		*0.88*		*1.45*
Total Full-Time Equivalent (FTE)		***15.81***		***16.95***		***15.64***		***16.95***
Operations								
Training	$	6,671	$	6,000	$	6,000	$	6,000
Registration for Tyler Connect Conference - $3,000; GFOA - $800; Watkins - $400; Acctg/Fraud - $1,800.								
Travel		2,723		10,000		6,000		10,000
Professional Services		66,800		72,500		72,500		74,250
Watkins - $62,250; Trustee - $12,000.								
Postage & Freight		17,350		18,000		18,000		18,000
Dues & Subscriptions		6,457		6,700		6,700		6,700
Phones - Local		5,368		3,400		3,950		4,000
Long Distance Phone Calls		87		0		0		0
Cellular Phones		5,196		5,000		6,000		6,000
Vehicle Maintenance		686		0		0		0
Equipment Maintenance		0		400		0		400
Computer Maintenance		0		0		0		0
Automobile Allowance		2,492		1,200		1,200		1,200
Office Supplies		10,703		11,000		11,000		11,000
Printing		7,429		10,000		10,000		10,000
Clothing & Uniforms		655		1,100		0		1,100
Operating Supplies		946		1,500		1,500		1,500
Small Tools		16		0		0		0
Equipment Leasing		1,658		1,800		1,800		1,800
Property Insurance		1,362		1,362		4,635		4,600
General Liability Insurance		3,346		3,346		3,152		3,152
Bank Charges		65		500		60		500
Interest Refund		9		500		500		500
State Fees		400		400		400		400

CITY OF BARTLETT
FINANCE AND ADMINISTRATION
FY 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Cash Over/Short		(69)		0		100		50
Storage Fees		171		0		252		0
Damage Claims		5,000		0		0		0
Total Operations	**$**	**145,522**	**$**	**154,708**	**$**	**153,748**	**$**	**161,152**
Capital								
Office Equipment	$	1,240	$	0	$	0	$	0
Furniture		0		400		0		400
Total Capital	**$**	**1,240**	**$**	**400**	**$**	**0**	**$**	**400**
Total Finance and Administration	**$**	**1,392,722**	**$**	**1,503,992**	**$**	**1,450,453**	**$**	**1,555,127**

City Court

City of Bartlett

FY 2018 Adopted

What We Do

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

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Salaries	611,169	669,250	657,118	727,690
Benefits	241,605	252,732	253,080	284,086
Operations	61,421	74,418	67,882	71,282
Capital	0	0	6,000	0
Total	**914,196**	**996,400**	**984,080**	**1,083,058**

FY 2017 Performance Highlights

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

Objective	Performance Measures	FY 2016 Actual	FY 2017 Forecast	FY 2018 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 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Personnel								
Supervisor Salaries	$	375,528	$	428,899	$	418,382	$	439,145
Employee Wages		227,966		232,151		228,536		278,345
Overtime Wages		2,374		3,000		5,000		5,000
Special Hours		5,300		5,200		5,200		5,200
Educational Bonus		1,320		1,440		1,440		1,440
Longevity Pay		6,976		7,496		7,461		7,864
Bonus		947		957		947		1,044
Employee Health Insurance		70,475		67,207		73,285		87,088
Employee Life Insurance		2,144		3,570		1,768		2,296
Worker's Compensation Insurance		1,332		1,405		1,405		1,514
Retiree Health Insurance		30,174		33,053		32,346		35,875
FICA		45,825		50,381		49,379		54,886
Pension Contribution		81,257		84,265		81,982		87,429
Contributory Retirement Plan		1,154		2,958		3,067		4,650
Total Personnel	**$**	**852,774**	**$**	**921,982**	**$**	**910,198**	**$**	**1,011,776**
Staffing Level								
Full-Time		*10.82*		*11.00*		*11.00*		*12.00*
Part-Time (converted to FTE)		*0.82*		*0.85*		*0.86*		*0.85*
Total Full-Time Equivalent (FTE)		***11.64***		***11.85***		***11.86***		***12.85***
Operations								
Training	$	596	$	2,000	$	0	$	0
Travel		1,350		3,000		2,000		3,000
Legal Fees		36,250		40,000		39,000		40,000
Public Defender.								
Other Professional Service		5,626		6,000		5,500		6,000
Postage & Freight		4,157		6,000		4,500		5,000
Dues & Subscriptions		640		800		1,000		1,000
Phones - Local		1,046		1,476		1,520		1,520
Cellular Phones		593		800		700		700
Shop Allocation		700		700		700		700
Vehicle Maintenance		0		500		500		500
Equipment Maintenance		499		600		600		600
Office Supplies		3,156		4,000		4,000		4,000
Printing		951		1,200		1,000		1,000
Petroleum Supplies		1,794		2,200		2,000		2,200
Operating Supplies		262		500		500		500
Equipment Leasing		1,039		1,200		1,000		1,200
Vehicle & Equip Insurance		247		247		298		298
General Liability Insurance		2,195		2,195		2,064		2,064
Cash Over/Short		263		500		500		500
Miscellaneous Other Expenses		58		500		500		500
Total Operations	**$**	**61,421**	**$**	**74,418**	**$**	**67,882**	**$**	**71,282**
Capital								
Building Improvements	$	0	$	0	$	6,000	$	0
Total Capital	**$**	**0**	**$**	**0**	**$**	**6,000**	**$**	**0**
Total City Court	**$**	**914,196**	**$**	**996,400**	**$**	**984,080**	**$**	**1,083,058**

Personnel

FY 2018 Adopted

What We Do

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

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues	*9,245*	*31,583*	*31,583*	*33,760*
Salaries	256,738	297,387	285,065	284,334
Benefits	154,460	139,235	118,837	116,357
Other Personnel	51,366	55,300	52,700	55,300
Operations	33,033	41,736	29,514	41,836
Capital	5,251	800	800	2,500
Total	**491,603**	**502,875**	**455,333**	**466,567**

FY 2017 Performance Highlights

Self-funded Health Trust remains stable. We continue to offer 4 health insurance plan options. Through the efforts of the Central and Departmental Safety Committees our workers' compensation claims reduced slightly. Continued our EAP with Concern. Employee turnover rate was 6.7%

Objective	Performance Measures	FY 2016 Actual	FY 2017 Forecast	FY 2018 Projected
Maintain employee turnover rate at 10% or below.	Actual turnover rate	7%	8%	8%
Revise/update job descriptions for all City positions.	Complete revisions of all job descriptions.	0%	10%	60%
Implement the E-verify system to verify employment eligibility of all City employees.	All Personnel Dept. employees trained and the E-verify system implemented and in operation.	0%	100%	100%
Implement the Employee Actions software within the MUNIS system.	Complete training of Pers. Dept. employees and use Emp. Actions for all entries in HR system.	N/A	0%	25%

CITY OF BARTLETT
PERSONNEL
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues/Grants				
Local Sales Tax .5% Reimbursement	$ 9,245	$ 31,583	$ 31,583	$ 33,760
Total Department Revenues/Grants	**$ 9,245**	**$ 31,583**	**$ 31,583**	**$ 33,760**
Personnel				
Supervisor Salaries	$ 164,168	$ 154,420	$ 178,820	$ 156,273
Employee Wages	91,599	142,667	105,603	127,361
Overtime Wages	971	300	642	700
Vacation Pay	13,372	0	1,733	0
Sick Pay	22,207	0	1,078	0
Longevity Pay	7,307	8,990	2,583	2,297
Bonus	344	431	431	431
Employee Incentives	7,572	11,136	11,136	11,136
Employee Testing	45,862	47,500	47,500	47,500
Other Personnel Costs	5,505	7,800	5,200	7,800
Employee Health Insurance	34,182	40,769	43,142	41,574
Employee Life Insurance	1,254	1,604	885	908
Worker's Compensation Insurance	715	808	808	776
Retiree Health Insurance	12,788	14,854	14,221	14,182
FICA	22,707	26,945	21,425	25,444
Pension Contribution	29,991	29,313	11,341	8,442
Contributory Retirement Plan	2,020	4,385	10,054	11,167
Total Personnel	**$ 462,564**	**$ 491,922**	**$ 456,602**	**$ 455,991**
Staffing Level				
Full-Time	*4.35*	*5.00*	*5.00*	*5.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***4.35***	***5.00***	***5.00***	***5.00***
Operations				
Training	$ 5,361	$ 11,000	$ 4,200	$ 11,000
Travel	6,173	7,600	4,500	7,600
Professional Services	3,681	3,300	3,100	3,300
Postage & Freight	2,268	2,250	2,250	2,250
Dues & Subscriptions	1,847	2,000	1,500	2,000
Meetings	1,538	2,000	1,500	2,000
Phones - Local	836	886	886	886
Long Distance Phone Calls	117	0	0	0
Cellular Phones	2,095	1,700	1,700	1,700
Shop Allocation	500	500	500	500
Vehicle Maintenance	553	500	500	500
Equipment Maintenance	0	500	500	500
Computer Maintenance	56	0	0	0
Office Supplies	3,786	3,800	3,000	3,800
Printing	844	1,200	1,200	1,200
Petroleum Supplies	502	1,000	900	1,000
Operating Supplies	325	500	400	500
Equipment Leasing	1,106	1,500	1,500	1,500
Vehicle & Equip Insurance	248	250	300	300
General Liability Insurance	1,050	1,050	989	1,000

CITY OF BARTLETT
PERSONNEL
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Storage Fees	146	0	39	100
Miscellaneous Other Expenses	0	200	50	200
Total Operations	**$ 33,033**	**$ 41,736**	**$ 29,514**	**$ 41,836**
Capital				
Furniture	5,251	800	800	2,500
Total Capital	**$ 5,251**	**$ 800**	**$ 800**	**$ 2,500**
Total Personnel	**$ 491,603**	**$ 502,875**	**$ 455,333**	**$ 466,567**

Planning & Economic Development

City of Bartlett

FY 2018 Adopted

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.

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Salaries	272,000	280,433	284,141	311,148
Benefits	109,545	110,590	111,335	137,019
Operations	12,593	16,015	14,720	15,380
Capital	410	0	1,000	0
Total	**394,548**	**407,038**	**411,196**	**463,547**

FY 2017 Performance Highlights

Processed 1 sign DRC/58 Admin Approval Signs/25 Admin Approval Site Plans/14 Planning Commission Site Plans and 12 Design Review Commission Site Plans; 11 BZA applications and 0 Industrial Development Board PILOT; worked 1 Bartlett Station Façade Grants; updated Foreclosure Report, updated population records; arranged required training for commission members; assisted other departments with ordinance related issues; provided zoning information and approval for approximately 98 business licenses, zoning letters, reviewed construction plans, miscellaneous research; coordinated economic development and local business assistance with the BACC.

Objective	Performance Measures	FY 2016 Actual	FY 2017 Forecast	FY 2018 Projected
Improve Regulations through Amendments	Submit Ordinance Amendments	5	2	4
Improve the Development Review Process	Maximum 10 day review of Construction Plans by Planning	Done	Monitor for Accomplishment	Monitor for Accomplishment
Improve Staff Support for Boards and Commissions	Improve Staff Report Content; increase Historic Commission Activity; maintain required level of training.	Fulfilled	Fulfilled	Improved

CITY OF BARTLETT
PLANNING & ECONOMIC DEVELOPMENT
FY 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Personnel								
Supervisor Salaries	$	175,725	$	179,823	$	181,721	$	98,145
Employee Wages		93,451		97,610		99,608		209,003
Overtime Wages		2,824		3,000		2,812		4,000
Sick Pay		6,533		0		0		0
Longevity Pay		2,783		6,630		6,557		7,038
Bonus		344		348		344		435
Employee Health Insurance		25,644		26,994		27,519		54,552
Employee Life Insurance		1,169		1,498		770		983
Worker's Compensation Insurance		971		1,029		1,029		826
Retiree Health Insurance		13,459		13,872		14,066		15,357
FICA		20,903		21,378		21,664		23,765
Pension Contribution		37,738		38,841		39,386		29,097
Contributory Retirement Plan		0		0		0		4,966
Total Personnel	**$**	**381,545**	**$**	**391,023**	**$**	**395,476**	**$**	**448,167**
Staffing Level								
Full-Time		*4.00*		*4.00*		*4.00*		*5.00*
Part-Time (converted to FTE)		*0.00*		*0.00*		*0.00*		*0.00*
Total Full-Time Equivalent (FTE)		***4.00***		***4.00***		***4.00***		***5.00***
Operations								
Training	$	1,804	$	1,200	$	1,200	$	1,200
Travel		695		1,800		1,772		1,800
Boards & Commissions		1,195		1,500		1,500		900
Dues & Subscriptions		895		1,200		1,200		1,200
Meetings		240		500		390		500
Phones - Local		1,013		886		933		1,000
Long Distance Phone Calls		90		0		0		0
Cellular Phones		1,563		1,600		1,567		1,600
Shop Allocation		400		400		400		400
Vehicle Maintenance		386		500		400		350
Equipment Maintenance		60		400		200		400
Office Supplies		1,412		2,500		2,040		2,500
Petroleum Supplies		810		1,200		988		1,200
Equipment Rental		901		1,200		1,000		1,200
Vehicle & Equip Insurance		253		253		306		306
General Liability Insurance		876		876		824		824
Total Operations	**$**	**12,593**	**$**	**16,015**	**$**	**14,720**	**$**	**15,380**
Capital								
Data Processing Equipment		410		0		1,000		0
Total Capital	**$**	**410**	**$**	**0**	**$**	**1,000**	**$**	**0**
Total Planning & Economic Development	**$**	**394,548**	**$**	**407,038**	**$**	**411,196**	**$**	**463,547**

THE GREAT SEAL OF BARTLETT TENNESSEE

AGRICULTURE

LAW

COMMERCE

★ 1866 ★

City of Bartlett

PUBLIC SAFETY

FY 2017 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	10
Patrolman	*89*
Captain	6
Detective	15
Lieutenant	11
Skill clerk	5
Supervisor of Records	1
Total Police	**163**

Fire

Assistant Chief	1
Director	1
Fire Commander	3
Battalion Commander	3
Admin Secretary	1
Fire Driver	15
Firefighter	33
Fire Lieutenant	15
Total Fire	**72**

Ambulance Service

EMS Coordinator	1
Paramedic Lieutenant	3
Paramedic	*30*
Total Ambulance Service	**34**

Building Codes Enforcement

Director	1
Admin Secretary	2
Building Inspector	5
Building Coordinator	1
Skill Clerk	1
Total Building Codes Enforcement	**10**

TOTAL PUBLIC SAFETY **279**

The Public Safety function includes Police, Fire & Ambulance, and Building Codes Enforcement. The Public Safety Function budget increased by $1,558,210 (6.33%) over the FY 2017 Projection. A total of 16 positions were added in Public Safety since January 1, 2017. Police added 4 in January and will add 6 more police officers while Ambulance will add 6 paramedics in FY 2018. FY 2018 budget included a career ladder pay increase and a general 2% salary increase for full-time employees.

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues	*794,062*	*795,711*	*771,200*	*661,642*
Salaries	14,300,418	14,943,682	15,026,564	15,935,858
Benefits	7,481,959	8,114,975	8,046,186	8,456,803
Other Personnel	450	3,300	3,300	3,200
Operations	1,885,585	2,232,060	2,142,939	2,248,219
Capital	130,501	162,000	162,689	186,250
Total	**23,004,852**	**24,660,306**	**24,610,478**	**26,168,688**

CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues/Grants				
Local Sales Tax .5% Reimbursement	$ 553,813	$ 572,511	$ 553,000	$ 556,642
State Police Training Grant	63,600	67,800	67,800	0
State Fire Training Grant	49,200	50,400	0	0
Insurance Recoveries-Police	2,747	25,000	25,000	25,000
Transfer From Grants Fund	63,559	40,000	20,000	20,000
Intergovernment Reimbursement	61,143	40,000	55,000	60,000
Total Department Revenues/Grants	**$ 794,062**	**$ 795,711**	**$ 720,800**	**$ 661,642**
Personnel				
Supervisor Salaries	$ 1,261,617	$ 1,284,589	$ 1,298,596	$ 1,305,360
Employee Wages	12,201,620	12,891,393	12,986,233	13,764,754
Overtime Wages	607,153	524,419	501,967	585,400
Special Hours	34,872	40,000	41,461	43,300
Holiday Pay	464,740	566,819	519,548	574,589
Part-Time	195,155	203,281	198,307	237,044
Vacation Pay	38,592	60,000	43,416	55,000
Educational Bonus	125,380	145,920	137,720	140,280
Sick Pay	7,936	15,000	91,536	50,000
Longevity Pay	310,578	367,486	345,134	397,347
FLSA Wages	51,835	66,000	65,256	74,500
Bonus	24,027	26,244	25,062	27,967
Other Personnel Costs	450	3,300	3,300	3,200
Employee Health Insurance	2,355,771	2,552,185	2,584,215	2,689,194
Employee Life Insurance	70,376	76,551	44,960	48,224
Worker's Compensation Insurance	441,958	461,930	461,930	498,007
Unemployment Compensation	0	10,000	0	10,000
Retiree Health Insurance	671,333	708,800	713,032	753,506
FICA	1,121,635	1,179,474	1,181,857	1,259,395
Pension Contribution	1,752,303	1,819,637	1,740,462	1,750,449
Contributory Retirement Plan	45,495	58,929	92,058	128,345
Total Personnel	**$ 21,782,827**	**$ 23,061,957**	**$ 23,076,050**	**$ 24,395,861**
Staffing Level				
Full-Time	*254.28*	*265.00*	*263.66*	*279.00*
Part-Time (converted to FTE)	*7.66*	*8.09*	*7.46*	*8.45*
Total Full-Time Equivalent (FTE)	***261.94***	***273.09***	***271.12***	***287.45***
Operations				
Training	$ 71,144	$ 91,295	$ 88,000	$ 121,000
State Training Salary Supp	112,800	118,200	67,800	0
Firearms Training	40,587	40,000	37,500	40,000
Volunteer Expense	6,122	16,000	13,000	15,500
Travel	25,563	44,000	40,500	46,400
Contracted Services	59,380	58,000	58,000	60,000
Other Professional Service	4,263	12,800	16,170	12,800
Dui Testing Fees	2,064	4,000	3,200	4,000
Sexual Offender Reg.	1,114	2,000	1,700	2,000
Criminal Seizure Expense	267	500	300	500

CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Postage & Freight	12,121	16,200	15,400	16,000
Notice Publication	0	500	0	500
Dues & Subscriptions	5,817	13,500	9,000	18,000
Meetings	4,393	4,950	5,250	5,350
Utilities	133,058	160,000	155,000	160,000
Phones - Local	39,472	22,450	21,680	22,904
Long Distance Phone Calls	533	0	0	0
Cellular Phones	46,051	46,650	47,650	49,259
Telecommunication Link	52,926	52,000	53,000	55,000
Shop Allocation	82,700	82,700	82,700	82,700
Vehicle Maintenance	184,785	220,000	215,000	224,000
Equipment Maintenance	24,972	40,000	46,500	50,500
Radio Maintenance	38,117	32,130	34,472	18,600
Grounds Maintenance	14,109	32,600	33,200	15,500
Building Maintenance	43,709	64,000	65,000	64,000
Office Supplies	21,657	35,600	25,500	35,400
Printing	14,263	20,400	20,200	20,200
Christmas Expenses	2,845	3,200	2,264	3,000
Medical Supplies	95,955	89,150	91,500	117,500
Petroleum Supplies	252,223	359,000	285,000	356,000
Clothing & Uniforms	163,609	166,302	167,000	224,250
Operating Supplies	34,042	41,500	43,500	46,500
Cleaning Supplies	6,706	8,000	6,500	8,000
Chemical Supplies	239	600	700	700
Air Service	7,915	7,400	7,200	7,300
Film & Developing	250	270	270	270
Small Tools	7,126	12,400	12,300	12,300
Fire Hose	0	6,000	6,000	6,000
Jail Operations	39,867	30,000	26,000	30,000
CERT Training Supplies	1,147	1,500	1,500	1,500
Public Awareness	5,831	6,000	7,000	8,000
Fire Prevention	5,787	6,000	6,000	6,000
Equipment Rental	0	500	500	500
Equipment Leasing	6,243	13,500	13,500	13,500
Property Insurance	17,850	18,500	16,638	17,500
Vehicle & Equip Insurance	87,778	89,863	104,174	110,665
General Liability Insurance	88,943	91,019	99,287	103,721
Other Insurance	1,900	1,900	1,900	1,900
Cash Over/Short	35	0	0	0
Tow-In Fees	5,310	11,900	9,900	11,900
Damage Claims	11,996	18,900	9,985	18,900
Miscellaneous Other Expenses	0	18,181	18,200	2,200
Total Operations	**$ 1,885,585**	**$ 2,232,060**	**$ 2,092,539**	**$ 2,248,219**
Capital				
Building Improvements	$ 41,480	$ 70,000	$ 70,000	$ 65,000
Communications Equipment	2,847	6,500	6,500	5,750
Data Processing Equipment	328	0	2,000	0
Office Equipment	0	3,000	2,000	3,000

CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Furniture	11,690	12,000	12,000	12,000
Other Equipment	74,156	70,500	70,189	100,500
Total Capital	**$ 130,501**	**$ 162,000**	**$ 162,689**	**$ 186,250**
TOTAL PUBLIC SAFETY	**$ 23,004,852**	**$ 24,660,306**	**$ 24,610,478**	**$ 26,168,688**

Police Department

City of Bartlett

FY 2018 Adopted

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues	*744,862*	*745,311*	*720,800*	*661,642*
Salaries	8,207,006	8,510,353	8,573,588	9,047,043
Benefits	4,156,437	4,495,334	4,429,124	4,625,202
Other Personnel	450	2,000	2,000	2,000
Operations	1,097,605	1,295,105	1,207,029	1,307,000
Capital	23,130	23,000	22,000	23,000
Total	**12,739,766**	**13,580,481**	**13,512,941**	**14,342,603**

What We Do

The Bartlett Police Department is a one hundred twenty sworn officer department 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 constitutional rights of all citizens and visitors that frequent the city. The department will continually train, implement and re-evaluate itself to further its 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.

FY 2017 Performance Highlights

During the calendar year 2016; Calls for service increased from 55,611 to 68,669. Traffic crashes decreased from 1251 to 776 with zero fatalities. Traffic citations decreased from 10,047 to 6,718 and warning citations increased from 14,485 to 16,209. Arrests decreased from 4159 to 3384. The department now has a sworn compliment of one hundred twenty officers. The department continues to participate in regional task force operations having officers assigned to DEA, FBI, USSS and the Shelby Co. District Attorney's Office/Metro Gang Unit. 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 nearly 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 will begin transitioning to the sidearm weapon, the SIG 320 9mm, after twelve years. This sidearm is a modular system and will replace the SIG 226. The new weapons platform will also include a rail mounted streamlight system which will enhance the ability of the officers tactically.

Objective	Performance Measures	FY 2016 Actual	FY 2017 Forecast	FY 2018 Projected
Reduce the # of total traffic crashes through enforcement and education	Number of vehicle crashes based on calendar year, 2016.	776	737 5% Decrease	700 5% Decrease
Reduce the # of auto burglaries using special enforcement techniques	Number of auto burglaries & percentage reduced	174	165 5% Decrease	157 5% Decrease
Continue to monitor domestic violence arrests and calls	Number of domestic violence reports	247	222 10% Decrease	200 10% Decrease

CITY OF BARTLETT
POLICE DEPARTMENT
FY 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Department Revenues/Grants								
Local Sales Tax .5% Reimbursement	$	553,813	$	572,511	$	553,000	$	556,642
State Police Training Grant		63,600		67,800		67,800		0
Insurance Recoveries-Police		2,747		25,000		25,000		25,000
Transfer from Grants Fund		63,559		40,000		20,000		20,000
Intergovernmental Reimbursement		61,143		40,000		55,000		60,000
Total Department Revenues/Grants	**$**	**744,862**	**$**	**745,311**	**$**	**720,800**	**$**	**661,642**
Personnel								
Supervisor Salaries	$	442,924	$	443,556	$	457,274	$	447,357
Employee Wages		7,114,569		7,440,377		7,540,654		7,933,066
Overtime Wages		479,430		450,000		400,000		474,000
Special Hours		5,999		12,000		11,240		12,000
Holiday Pay		261,105		341,432		304,227		331,000
Part-Time		164,084		164,420		164,420		180,620
Vacation Pay		18,071		25,000		25,000		25,000
Educational Bonus		43,680		57,360		50,040		51,480
Sick Pay		4,564		0		45,109		25,000
Longevity Pay		157,817		186,356		176,252		213,174
Bonus		14,899		16,000		15,760		16,791
Other Personnel Costs		450		2,000		2,000		2,000
Employee Health Insurance		1,336,403		1,445,612		1,435,890		1,467,779
Employee Life Insurance		40,342		42,573		25,302		26,817
Worker's Compensation Insurance		258,310		266,216		266,216		283,578
Unemployment Compensation		0		10,000		0		10,000
Retiree Health Insurance		377,743		394,197		398,687		419,021
FICA		639,748		665,216		669,218		708,835
Pension Contribution		972,979		1,012,939		961,181		976,432
Contributory Retirement Plan		30,776		32,433		56,242		70,295
Total Personnel	**$**	**12,363,893**	**$**	**13,007,687**	**$**	**13,004,712**	**$**	**13,674,245**
Staffing Level								
Full-Time		*147.60*		*155.00*		*153.99*		*163.00*
Part-Time (converted to FTE)		*6.59*		*6.59*		*6.47*		*6.95*
Total Full-Time Equivalent (FTE)		***154.19***		***161.59***		***160.46***		***169.95***
Operations								
Training	$	36,226	$	40,000	$	40,000	$	68,000
State Training Salary Supp		63,600		67,800		67,800		0
Firearms Training		40,587		40,000		37,500		40,000
Volunteer Expense		1,137		7,500		5,000		7,500
Travel		22,466		35,000		32,000		37,500
Other Professional Service		73		5,000		8,370		5,000
DUI Testing Fees		2,064		4,000		3,200		4,000
Sexual Offender Reg.		1,114		2,000		1,700		2,000
Criminal Seizure Expense		267		500		300		500
Postage & Freight		1,933		3,000		2,500		3,000
Notice Publication		0		500		0		500
Dues & Subscriptions		2,852		10,000		6,000		15,000
Meetings		3,372		3,500		4,000		4,000

CITY OF BARTLETT
POLICE DEPARTMENT
FY 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Utilities		81,595		95,000		95,000		95,000
Phones - Local		31,474		12,000		11,000		12,000
Long Distance Phone Calls		457		0		0		0
Cellular Phones		25,965		28,000		27,500		28,000
Telecommunication Link		52,926		52,000		53,000		55,000
Shop Allocation		50,000		50,000		50,000		50,000
Vehicle Maintenance		100,274		120,000		120,000		125,000
Equipment Maintenance		4,614		12,000		8,500		12,000
Radio Maintenance		28,551		20,430		22,772		5,000
Grounds Maintenance		3,543		4,200		5,200		5,500
Building Maintenance		22,656		35,000		35,000		35,000
Office Supplies		14,451		25,000		15,000		25,000
Printing		9,956		15,000		15,000		15,000
Medical Supplies		1,822		4,000		1,500		2,500
Petroleum Supplies		192,321		270,000		200,000		270,000
Clothing & Uniforms		88,998		102,302		100,000		117,000
Operating Supplies		15,455		20,000		22,000		25,000
Cleaning Supplies		6,706		8,000		6,500		8,000
Small Tools		4,876		8,000		8,000		8,000
Jail Operations		39,867		30,000		26,000		30,000
Public Awareness		5,831		6,000		7,000		8,000
Equipment Leasing		4,366		7,500		7,500		7,500
Property Insurance		10,544		11,000		9,599		10,000
Vehicle & Equip Insurance		54,654		54,654		65,935		70,000
General Liability Insurance		59,719		59,719		71,154		75,000
Tow-In Fees		4,840		10,000		8,000		10,000
Damage Claims		5,439		15,000		6,000		15,000
Miscellaneous Other Expenses		15		1,500		1,500		1,500
Total Operations	**$**	**1,097,605**	**$**	**1,295,105**	**$**	**1,207,029**	**$**	**1,307,000**
Capital								
Communications Equipment	$	2,847	$	5,000	$	5,000	$	5,000
Office Equipment		0		3,000		2,000		3,000
Furniture		7,489		7,500		7,500		7,500
Other Equipment		12,793		7,500		7,500		7,500
Total Capital	**$**	**23,130**	**$**	**23,000**	**$**	**22,000**	**$**	**23,000**
Total Police Department	**$**	**12,739,766**	**$**	**13,580,481**	**$**	**13,512,941**	**$**	**14,342,603**

Fire & Ambulance Department

City of Bartlett

FY 2018 Adopted

What We Do

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

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues	*49,200*	*50,400*	*50,400*	*0*
Salaries	5,603,634	5,855,876	5,888,927	6,270,752
Benefits	3,123,105	3,374,263	3,379,022	3,566,655
Other Personnel	0	1,300	1,300	1,200
Operations	736,393	873,346	870,994	875,020
Capital	107,071	137,000	138,689	162,000
Total	**9,521,003**	**10,191,385**	**10,228,532**	**10,875,627**

FY 2017 Performance Highlights

In FY 2017 the construction of a Fire Training Center was completed and placed in service. Firefighting training props are being built and used at this new facility to enhance live fire training evolutions. In FY-17 we continued to carry out several building improvement projects including ventilation upgrades and mold mitigation at Fire Station #2. We received a FEMA training grant that allowed an increased amount of formal leadership training to better assure readiness and personnel development. This grant covers tuition, books overtime and backfill to allow personnel to attend Officer/leadership classes. The Fire Department continues to participate in several approved charitable events such as the Annual Pancake Breakfast and Pink Heals to raise money for charitable initiatives.

Objective	Performance Measures	FY 2016 Actual	FY 2017 Forecast	FY 2018 Projected
Provide for advanced firefighter training in new tactical methods of fire suppression	Provide for personnel to receive updated training in new methods of fire attack. 3 phases(classes)	Completed all 3 phases	Restraunt fire training	Firefighter Survival Training
Development of the Bartlett Fire Department Training Facility	Move from concept and planning into construction, completion and deployment.	Completed and in use	Training activities	Training activities.
Revision and updating of Fire Department Rules and Regulations	Revise and update Fire Department Rules and Regulations to reflect current operational needs.	Research and review	Final review and roll out	Implimentation and application
Provide for enhanced training opportunities that create a higher degree of personnel development.	Provide for leadership training that develops our present and future departmental leaders.	Fire Officer Training	Safety Officer Training	RIT Training

CITY OF BARTLETT
FIRE DEPARTMENT
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues/Grants				
State Fire Training Grant	$ 39,600	$ 39,000	$ 39,000	$ 0
Total Department Revenues/Grants	**$ 39,600**	**$ 39,000**	**$ 39,000**	**$ 0**
Personnel				
Supervisor Salaries	$ 653,633	$ 671,912	$ 669,868	$ 683,131
Employee Wages	3,491,901	3,519,311	3,522,001	3,538,707
Overtime Wages	100,428	44,019	72,137	80,000
Special Hours	27,205	25,000	28,300	28,000
Holiday Pay	153,730	158,765	148,698	156,663
Vacation Pay	11,144	15,000	15,111	15,000
Educational Bonus	72,100	77,520	76,960	77,760
Sick Pay	3,372	5,000	46,427	15,000
Longevity Pay	130,378	152,871	143,071	150,148
FLSA Wages	38,264	48,000	44,884	50,000
Bonus	6,373	7,000	6,115	7,000
Other Personnel Costs	0	800	800	700
Employee Health Insurance	728,150	742,027	783,026	765,760
Employee Life Insurance	21,153	22,633	13,143	13,510
Worker's Compensation Insurance	105,292	107,420	107,420	108,372
Retiree Health Insurance	207,277	209,561	209,593	211,092
FICA	343,575	344,338	346,092	349,011
Pension Contribution	556,506	558,145	552,844	545,798
Contributory Retirement Plan	7,963	10,224	12,034	16,164
Total Personnel	**$ 6,658,443**	**$ 6,719,546**	**$ 6,798,524**	**$ 6,811,816**
Staffing Level				
Full-Time	*72.00*	*72.00*	*72.00*	*72.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***72.00***	***72.00***	***72.00***	***72.00***
Operations				
Training	$ 17,130	$ 33,295	$ 33,000	$ 30,000
State Training Salary Supp	39,600	39,000	39,000	0
Volunteer Expense	4,985	8,500	8,000	8,000
Travel	644	5,000	5,000	5,000
Other Professional Services	440	0	0	0
Postage & Freight	440	700	600	600
Dues & Subscriptions	2,190	2,500	2,000	2,000
Meetings	721	800	600	700
Utilities	51,463	65,000	60,000	65,000
Phones - Local	5,567	8,200	8,000	8,000
Long Distance Phone Calls	26	0	0	0
Cellular Phones	9,552	8,000	7,500	7,800
Shop Allocation	19,000	19,000	19,000	19,000
Vehicle Maintenance	44,165	51,000	51,000	51,000
Equipment Maintenance	7,286	8,000	8,000	8,500
Radio Maintenance	9,039	8,000	8,000	10,000
Grounds Maintenance	10,567	28,400	28,000	10,000
Building Maintenance	21,053	29,000	30,000	29,000

CITY OF BARTLETT
FIRE DEPARTMENT
FY 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Office Supplies		5,219		5,700		5,700		5,600
Printing		1,047		900		800		800
Christmas Expenses		2,845		3,200		2,264		3,000
Petroleum Supplies		31,671		45,000		43,000		43,000
Clothing & Uniforms		53,651		47,000		47,000		60,000
Operating Supplies		17,836		20,000		20,000		20,000
Chemical Supplies		239		600		700		700
Air Service		2,111		2,400		2,400		2,300
Film & Developing		250		200		200		200
Small Tools		1,996		3,900		3,800		3,800
Fire Hose		0		6,000		6,000		6,000
CERT Training Supplies		1,147		1,500		1,500		1,500
Fire Prevention		5,787		6,000		6,000		6,000
Equipment Leasing		963		4,000		4,000		4,000
Property Insurance		7,306		7,500		7,039		7,500
Vehicle & Equip Insurance		22,990		24,000		26,014		28,000
General Liability Insurance.		20,752		22,000		19,427		20,000
Other Insurance		1,900		1,900		1,900		1,900
Tow-In Fees		245		1,400		1,400		1,400
Damage Claims		6,557		1,400		1,485		1,400
Miscellaneous Other Expenses		0		16,681		16,700		700
Total Operations	**$**	**428,381**	**$**	**535,676**	**$**	**525,029**	**$**	**472,400**
Capital								
Building Improvements	$	41,480	$	70,000	$	70,000	$	65,000
Data Processing Equipment		328		0		2,000		0
Furniture		2,200		2,000		2,000		2,000
Other Equipment		32,601		33,000		33,000		33,000
Continued Self Contained Breathing Apparatus (SCBA) upgrades. This will Replace 5 more airpacks masks and bottles.								
Total Capital	**$**	**76,609**	**$**	**105,000**	**$**	**107,000**	**$**	**100,000**
Total Fire Department	**$**	**7,123,834**	**$**	**7,321,222**	**$**	**7,391,553**	**$**	**7,384,216**

CITY OF BARTLETT
AMBULANCE
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues/Grants				
State Fire Training Grant	$ 9,600	$ 11,400	$ 11,400	$ 0
Total Department Revenues/Grants	**$ 9,600**	**$ 11,400**	**$ 11,400**	**$ 0**
Personnel				
Supervisor Salaries	$ 76,028	$ 75,222	$ 77,555	$ 76,727
Employee Wages	1,225,476	1,487,712	1,488,123	1,830,187
Overtime Wages	27,295	30,000	29,430	31,000
Special Hours	1,669	2,700	1,513	3,000
Holiday Pay	49,905	66,622	66,623	86,926
Vacation Pay	9,377	20,000	2,976	15,000
Educational Bonus	6,720	8,160	7,840	8,160
Sick Pay	0	10,000	0	10,000
Longevity Pay	12,967	18,230	15,868	22,309
FLSA Wages	13,570	18,000	20,372	24,500
Bonus	1,809	2,200	2,239	2,958
Other Personnel Costs	0	500	500	500
Employee Health Insurance	235,001	288,473	289,180	364,951
Employee Life Insurance	6,567	8,440	4,894	6,102
Worker's Compensation Insurance	66,946	75,031	75,031	91,660
Retiree Health Insurance	63,377	78,147	78,284	95,346
FICA	101,136	126,315	124,067	154,697
Pension Contribution	166,564	183,547	168,061	167,101
Contributory Retirement Plan	3,889	12,594	18,169	35,667
Total Personnel	**$ 2,068,295**	**$ 2,511,893**	**$ 2,470,725**	**$ 3,026,791**
Staffing Level				
Full-Time	*26.00*	*28.00*	*27.86*	*34.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***26.00***	***28.00***	***27.86***	***34.00***
Operations				
Training	$ 15,597	$ 15,000	$ 12,000	$ 20,000
State Training Salary Supp	9,600	11,400	11,400	0
Travel	1,239	2,500	2,000	2,400
Contracted Services	59,380	58,000	58,000	60,000
Ambulance billing service.				
Other Professional Services	3,750	7,500	7,500	7,500
Postage & Freight	247	1,000	800	900
Dues & Subscriptions	375	400	400	400
Meetings	32	150	150	150
Cellular Phones	7,210	6,500	8,500	8,500
Shop Allocation	10,000	10,000	10,000	10,000
Vehicle Maintenance	34,857	45,000	40,000	44,000
Equipment Maintenance	13,012	20,000	30,000	30,000
Radio Maintenance	475	3,200	3,200	3,100
Office Supplies	177	900	800	800
Printing	0	500	400	400
Medical Supplies	94,133	85,150	90,000	115,000
Petroleum Supplies	16,588	30,000	28,000	29,000

CITY OF BARTLETT
AMBULANCE
FY 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Clothing & Uniforms		19,421		15,000		18,000		45,000
Operating Supplies		520		1,200		1,200		1,200
Air Service		5,805		5,000		4,800		5,000
Film & Developing		0		70		70		70
Small Tools		0		200		200		200
Vehicle & Equip Insurance		7,925		9,000		9,560		10,000
General Liability Insurance		7,447		8,000		6,985		7,000
Tow-In Fee		225		500		500		500
Damage Claims		0		1,500		1,500		1,500
Total Operations	**$**	**308,012**	**$**	**337,670**	**$**	**345,965**	**$**	**402,620**
Capital								
Furniture	$	1,700	$	2,000	$	2,000	$	2,000
Other Equipment		28,761		30,000		29,689		60,000
Lucas Mechanical CPR Machines & Life Pak.								
Total Capital	**$**	**30,461**	**$**	**32,000**	**$**	**31,689**	**$**	**62,000**
Total Ambulance	**$**	**2,397,169**	**$**	**2,870,163**	**$**	**2,836,979**	**$**	**3,491,411**

Building Codes Enforcement

City of Bartlett

FY 2018 Adopted

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Salaries	489,778	577,453	564,049	618,063
Benefits	202,417	245,378	238,040	264,946
Operations	51,587	63,609	64,916	66,199
Capital	301	2,000	2,000	1,250
Total	**744,084**	**888,440**	**869,005**	**950,458**

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.

FY 2017 Performance Highlights

Code Enforcement issued 205 new house permits in 2016. As of the first week of January 2017, there have been 4 new house permits issued. Some commercial permits issued during 2016 were Lakeside Geriatric Addition, Fullview Missionary Baptist Church addition, Krispy Kreme, and the City of Bartlett Monopole project. Code Enforcement personnel are maintaining their certifications in each of their respected fields through the International Code Council. We have one new employee who is working toward their ICC certification.

Objective	Performance Measures	FY 2016 Actual	FY 2017 Forecast	FY 2018 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 with the Citizen Services Center 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 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 89,033	$ 93,899	$ 93,899	$ 98,145
Employee Wages	369,674	443,993	435,455	462,794
Overtime Wages	0	400	400	400
Special Hours	0	300	408	300
Part-Time	31,071	38,861	33,887	56,424
Vacation Pay	0	0	329	0
Educational Bonus	2,880	2,880	2,880	2,880
Longevity Pay	9,415	10,029	9,943	11,716
Bonus	947	1,044	948	1,218
Employee Health Insurance	56,218	76,073	76,119	90,704
Employee Life Insurance	2,314	2,905	1,621	1,795
Worker's Compensation Insurance	11,410	13,263	13,263	14,397
Retiree Health Insurance	22,936	26,895	26,468	28,047
FICA	37,177	43,605	42,480	46,852
Pension Contribution	56,254	65,006	58,376	61,118
Pension Contribution	2,867	3,678	5,613	6,219
Total Personnel	**$ 692,196**	**$ 822,831**	**$ 802,089**	**$ 883,009**
Staffing Level				
Full-Time	*8.68*	*10.00*	*9.81*	*10.00*
Part-Time (converted to FTE)	*1.07*	*1.50*	*0.99*	*1.50*
Total Full-Time Equivalent (FTE)	***9.75***	***11.50***	***10.80***	***11.50***
Operations				
Training	$ 2,191	$ 3,000	$ 3,000	$ 3,000
Travel	1,213	1,500	1,500	1,500
Other Professional Service	0	300	300	300
Postage & Freight	9,501	11,500	11,500	11,500
Dues & Subscriptions	399	600	600	600
Meetings	270	500	500	500
Phones - Local	2,431	2,250	2,680	2,904
Long Distance Phone Calls	49	0	0	0
Cellular Phones	3,325	4,150	4,150	4,959
Shop Allocation	3,700	3,700	3,700	3,700
Vehicle Maintenance	5,489	4,000	4,000	4,000
Equipment Maintenance	60	0	0	0
Radio Maintenance	52	500	500	500
Office Supplies	1,811	4,000	4,000	4,000
Printing	3,260	4,000	4,000	4,000
Petroleum Supplies	11,643	14,000	14,000	14,000
Clothing & Uniforms	1,539	2,000	2,000	2,250
Operating Supplies	232	300	300	300
Small Tools	253	300	300	300
Equipment Rental	0	500	500	500
Equipment Leasing	914	2,000	2,000	2,000
Vehicle & Equip Insurance	2,209	2,209	2,665	2,665
General Liability Insurance	1,025	1,300	1,721	1,721
Cash Over/Short	20	0	0	0

CITY OF BARTLETT
BUILDING CODES ENFORCEMENT
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Damage Claims	0	1,000	1,000	1,000
Total Operations	**$ 51,587**	**$ 63,609**	**$ 64,916**	**$ 66,199**
Capital				
Communications Equipment	$ 0	$ 1,500	$ 1,500	$ 750
Furniture	301	500	500	500
Total Capital	**$ 301**	**$ 2,000**	**$ 2,000**	**$ 1,250**
Total Building Codes Enforcement	**$ 744,084**	**$ 888,440**	**$ 869,005**	**$ 950,458**

THE GREAT SEAL OF BARTLETT TENNESSEE

AGRICULTURE

LAW

COMMERCE

1866

City of Bartlett

PUBLIC WORKS/ ENGINEERING

FY 2018 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 $211,606 (3.72%) over the FY 2017 Projection. FY 2018 budget included a career ladder pay increase and a general 2% salary increase for full-time employees. There was no staffing change.

Full-Time Authorized Personnel Positions

Public Works Administration	
Public Works Director	1
Assistant Director	1
Administrative Secretary	1
Skill Clerk	1
General Clerk	1
Total P.W. Administration	**5**
Public Works City Shop	
Manager	1
Mechanic	8
Parts Manager	1
Skill Clerk	1
Senior Mechanic	1
Total P.W. City Shop	**12**
Public Works General Maintenance	
Supervisor	1
Custodial	1
Driver	8
Foreman	3
Sign Technician	1
Utility Worker	4
Total P.W. General Maintenance	**18**
Public Works General Services	
Manager	1
Building Tech.	2
Utility	1
Total P.W. General Services	**4**
Public Works Grounds Maintenance	
Manager	1
Driver	7
Foreman	5
Supervisor	1
Total P.W. Grounds Maintenance	**14**
Public Works Animal Control	
Manager	1
Animal Control Officer	4
General Clerk	1
Foreman	1
Utility	1
Total P.W. Animal Control	**8**
Engineering Administration	
Engineering Director	1
Assistant City Engineer	1
Administrative Secretary	1
Total Engin. Administration	**3**

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revs/Recvrs	*519,317*	*572,225*	*573,225*	*573,225*
Salaries	3,058,781	3,282,338	3,271,526	3,367,347
Benefits	1,584,022	1,686,300	1,686,839	1,714,050
Other Personnel	211,722	226,000	223,500	269,000
Operations	988,490	1,071,752	1,032,793	1,123,127
Capital	69,305	93,496	52,960	5,700
Total	**5,393,002**	**5,787,661**	**5,694,393**	**5,905,999**

Engineering and Inspection	
Engineer	1
Traffic Engineer	1
Construction Inspector	1
Lead Construction Inspector	1
Manger GIS	1
Total Engin. and Inspection	**5**

TOTAL PUBLIC WORKS/ENGINEERING	**69**

Public
Works Summary

FY 2018 Adopted

What We Do

The Public Works Department involves three separate funds; General Fund, Solid Waste and Water/Wastewater Services. We are primarily a maintenance department with responsibilities for streets, vehicles, equipment, drainage systems, City buildings, sewer and water infrastructure. Non-maintenance responsibilities include solid waste collection, recycling, meter reading and animal control.

Category	FY 2015 Actual	FY 2016 Revised	FY 2016 Projection	FY 2017 Adopted
Revs/Recvrs	*519,317*	*572,225*	*573,225*	*573,225*
Salaries	2,563,916	2,702,076	2,698,319	2,775,305
Benefits	1,364,926	1,429,506	1,437,788	1,458,167
Other Personnel	211,722	226,000	223,500	269,000
Operations	934,919	1,002,762	967,311	1,050,337
Capital	69,305	93,496	52,560	5,700
Total	**4,625,471**	**4,881,615**	**4,806,253**	**4,985,284**

FY 2017 Performance Highlights

The Animal Shelter building was in great need of repair and we were able to remove the damaged walls and replace them with reinforced concrete walls. This should reduce maintenance costs at the shelter for years. Animal Control also handled it first "hoarding" case. This was a joint venture that was headed by division manager, Angela Klein, and involved our Codes and Police Departments along with Memphis Animal Control and a national rescue group, Shelby County provided housing for the 100 animals in a building formerly used by the Corrections Department.

Objective	Performance Measures	FY 2016 Actual	FY 2017 Forecast	FY 2018 Projected
Maintain the City's water and sewer infrastructure.	# of work tickets for Water/Wastewater Services	3843	3850	3875
To establish standards by cleaning streets and maintain right-of-ways	Miles of roadway in Bartlett	270	301	320
Maintain the City's street, drainage systems, and traffic signs.	# of repairs to Drainage structures, streets, and traffic signs.	1643	1302	1400
Provide a safe and harmonious coexistence for pets and residents.	# of animals adopted out or returned to their owners	726	1165	750

CITY OF BARTLETT
PUBLIC WORKS BUDGET SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues				
Shop Expense Allocation	$ 334,590	$ 325,325	$ 325,325	$ 325,325
Weed Cutting Fees	71,283	125,000	125,000	125,000
Animal Shelter Donations	7,140	8,000	9,000	9,000
Care Bond	613	0	0	0
Animal Shelter Boarding	1,510	1,400	1,400	1,400
Animal Shelter Capture Fee	8,430	7,500	7,500	7,500
Animal Shelter Adoption	39,820	40,000	40,000	40,000
Animal Shelter City License	30,329	40,000	40,000	40,000
Animal Shelter Miscellaneous Revenues	25,602	25,000	25,000	25,000
Total Department Revenues	**$ 519,317**	**$ 572,225**	**$ 573,225**	**$ 573,225**
Personnel				
Supervisor Salaries	$ 439,020	$ 452,592	$ 456,361	$ 464,508
Employee Wages	2,016,207	2,122,058	2,121,331	2,176,004
Overtime Wages	72,287	80,500	80,027	83,500
Special Hours	15,932	15,600	15,600	15,600
Contracted Services	211,722	226,000	223,500	269,000
Part-Time	20,470	31,326	25,000	35,693
Vacation Pay	11,794	0	6,904	0
Educational Bonus	1,380	5,760	5,760	13,700
Sick Pay	0	0	13,084	0
Longevity Pay	48,999	54,768	52,731	57,066
Bonus	5,081	5,433	5,083	5,433
Other Personnel Costs	220	0	0	0
Employee Health Insurance	540,791	572,484	572,484	584,026
Employee Life Insurance	12,371	13,903	8,113	8,450
Worker's Compensation Insurance	115,451	119,315	119,315	122,571
Retiree Health Insurance	122,761	128,732	128,886	132,025
FICA	187,646	197,323	197,827	203,686
Pension Contribution	303,603	315,865	309,215	309,843
Contributory Retirement Plan	14,829	15,923	18,386	21,367
Total Personnel	**$ 4,140,564**	**$ 4,357,582**	**$ 4,359,607**	**$ 4,502,472**
Staffing Level				
Full-Time	*59.25*	*61.00*	*59.44*	*61.00*
Part-Time (converted to FTE)	*0.96*	*1.50*	*0.88*	*1.50*
Total Full-Time Equivalent (FTE)	***60.21***	***62.50***	***60.32***	***62.50***
Operations				
Training	$ 6,001	$ 7,400	$ 5,125	$ 6,850
Travel	2,119	1,200	1,100	3,150
Professional Services	26,932	29,000	29,000	29,250
Other Professional Service	67,980	7,200	7,800	8,000
Postage & Freight	225	300	250	300
Dues & Subscriptions	6,849	13,685	13,755	13,785
Employee Appreciation	2,092	4,200	4,200	4,200
Utilities	31,745	37,000	36,500	37,800
Phones - Local	5,309	7,166	7,166	7,166
Long Distance Phone Calls	67	0	0	0

CITY OF BARTLETT
PUBLIC WORKS BUDGET SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Cellular Phones	8,597	9,070	8,070	8,420
Data Processing Software	611	0	1,500	0
Shop Allocation	97,500	97,500	97,500	97,500
Vehicle Maintenance	90,723	86,500	79,800	86,300
Equipment Maintenance	70,993	64,310	64,827	68,310
Radio Maintenance	172	550	0	0
Grounds Maintenance	23,990	107,985	107,180	109,100
Building Maintenance	18,091	14,150	14,000	12,550
Fuel System Maintenance	4,492	0	0	0
Street Painting & Signs	36,709	32,000	32,000	32,000
Office Supplies	5,491	6,450	6,450	6,450
Printing	795	1,400	1,000	1,400
Medical Supplies	45,473	52,000	46,000	50,000
Petroleum Supplies	91,010	125,000	107,500	114,700
Clothing & Uniforms	21,473	19,800	18,800	19,300
Operating Supplies	38,478	48,600	48,375	49,400
Cleaning Supplies	8,065	8,200	8,200	8,200
Fill Sand, Dirt & Gravel	9,998	10,000	10,000	10,000
Asphalt	116,000	110,000	110,000	160,000
Concrete & Brick	11,858	12,000	12,000	12,000
Miscellaneous Shop Parts	2,614	2,400	2,400	2,400
Small Tools	13,756	13,300	13,300	13,300
Pipe & Materials-System Ma	11,383	12,000	12,000	12,000
Miscellaneous Supplies	3,708	4,450	4,450	5,500
Equipment Rental	0	500	0	500
Street Barricade & Equip. Rental	0	1,800	1,440	1,800
Equipment Leasing	3,589	3,845	3,770	3,820
Property Insurance	6,272	6,341	6,050	6,265
Vehicle & Equip Insurance	20,585	20,931	24,696	25,200
General Liability Insurance	11,532	11,829	11,257	11,721
Credit Card Vendor Fees	2,222	2,300	2,300	2,300
State Fees	4,378	3,500	3,500	3,500
Cash Over/Short	(20)	100	0	100
Animal Control Fees	1,716	1,800	1,800	1,800
Care Bond Costs	613	0	0	0
Damage Claims	2,383	4,000	1,750	3,000
Miscellaneous Other Expenses	350	1,000	500	1,000
Total Operations	**$ 934,919**	**$ 1,002,762**	**$ 967,311**	**$ 1,050,337**
Capital				
Fencing & Landscaping	$ 3,290	$ 800	$ 800	$ 800
Building Improvements	45,152	83,006	43,220	0
Communications Equipment	387	1,200	200	900
Data Processing Equipment	374	0	0	0
Furniture	2,765	1,000	1,000	3,500
Other Equipment	17,337	7,490	7,340	500
Total Capital	**$ 69,305**	**$ 93,496**	**$ 52,560**	**$ 5,700**
TOTAL PUBLIC WORKS	**$ 4,625,471**	**$ 4,881,615**	**$ 4,806,253**	**$ 4,985,284**

CITY OF BARTLETT
PUBLIC WORKS ADMINISTRATION
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 185,692	$ 193,964	$ 193,964	$ 197,843
Employee Wages	109,806	115,886	111,350	117,970
Overtime Wages	70	500	200	500
Longevity Pay	14,324	14,916	14,916	15,247
Bonus	431	431	345	431
Employee Health Insurance	34,067	35,860	35,860	41,046
Employee Life Insurance	1,514	1,673	961	1,011
Worker's Compensation Insurance	1,071	1,183	1,183	1,206
Retiree Health Insurance	14,775	15,493	15,266	15,791
FICA	23,155	23,975	23,763	24,456
Pension Contribution	41,370	43,379	41,015	40,688
Contributory Retirement Plan	0	0	617	1,259
Total Personnel	**$ 426,274**	**$ 447,260**	**$ 439,440**	**$ 457,448**
Staffing Level				
Full-Time	*5.00*	*5.00*	*4.41*	*5.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***5.00***	***5.00***	***4.41***	***5.00***
Operations				
Training	$ 615	$ 600	$ 650	$ 500
Travel	917	200	200	900
Postage & Freight	215	300	250	300
Dues & Subscriptions	509	400	500	500
Employee Appreciation	2,092	4,200	4,200	4,200
Utilities	9,510	11,000	10,500	11,000
Phones - Local	3,449	1,500	1,500	1,500
Long Distance Phone Calls	36	0	0	0
Cellular Phones	2,393	2,500	2,100	2,200
Shop Allocation	97,500	97,500	97,500	97,500
Vehicle Maintenance	848	1,500	1,200	1,300
Equipment Maintenance	309	310	310	310
Grounds Maintenance	0	180	180	1,600
Building Maintenance	354	450	300	350
Office Supplies	1,068	1,500	1,500	1,500
Printing	0	400	200	400
Petroleum Supplies	3,186	4,000	3,000	3,200
Clothing & Uniforms	478	300	300	300
Operating Supplies	263	500	275	400
Equipment Leasing	777	850	800	825
Property Insurance	2,693	2,700	2,630	2,700
Vehicle & Equip Insurance	538	600	649	700
General Liability Insurance	913	1,000	1,165	1,165
Damage Claims	0	500	0	0
Miscellaneous Other Expenses	190	1,000	500	1,000
Total Operations	**$ 128,853**	**$ 133,990**	**$ 130,409**	**$ 134,350**

CITY OF BARTLETT
PUBLIC WORKS ADMINISTRATION
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Capital				
Communications Equipment	$ 0	$ 200	$ 0	$ 200
Total Capital	**$ 0**	**$ 200**	**$ 0**	**$ 200**
Total Public Works Administration	**$ 555,126**	**$ 581,450**	**$ 569,849**	**$ 591,998**

CITY OF BARTLETT
CITY SHOP
FY 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Department Revenues								
Shop Expense Allocation	$	334,590	$	325,325	$	325,325	$	325,325
Total Department Revenues	**$**	**334,590**	**$**	**325,325**	**$**	**325,325**	**$**	**325,325**
Personnel								
Supervisor Salaries	$	61,142	$	61,386	$	63,284	$	63,523
Employee Wages		475,185		478,240		466,839		497,184
Overtime Wages		35,555		40,000		40,000		40,000
Special Hours		5,200		5,200		5,200		5,200
Contracted Services		21,706		23,000		23,000		28,000
Vacation Pay		0		0		6,542		0
Educational Bonus		1,380		5,760		5,760		13,700
Sick Pay		0		0		13,084		0
Longevity Pay		5,780		6,615		4,800		5,076
Bonus		1,033		1,035		948		1,035
Employee Health Insurance		122,868		125,081		125,081		127,699
Employee Life Insurance		2,757		2,914		1,671		1,794
Worker's Compensation Insurance		18,233		19,112		19,112		19,969
Retiree Health Insurance		26,816		26,981		26,506		28,035
FICA		41,524		42,413		43,074		44,503
Pension Contribution		59,304		59,823		58,006		57,053
Contributory Retirement Plan		6,115		5,616		5,790		7,659
Total Personnel	**$**	**884,599**	**$**	**903,176**	**$**	**908,697**	**$**	**940,430**
Staffing Level								
Full-Time		*12.00*		*12.00*		*11.57*		*12.00*
Part-Time (converted to FTE)		*0.00*		*0.00*		*0.00*		*0.00*
Total Full-Time Equivalent (FTE)		***12.00***		***12.00***		***11.57***		***12.00***
Operations								
Training	$	2,135	$	2,500	$	500	$	2,000
Dues & Subscriptions		6,047		12,885		12,885		12,885
Annual subscriptions for diagnostic software for Ford & Dodge, All Data, Identifix, Diamond Iris.								
Utilities		9,156		9,000		9,000		9,000
Local Phones		260		1,033		1,033		1,033
Cellular Phones		1,161		1,000		1,000		1,000
Data Processing Software		611		0		1,500		0
Vehicle Maintenance		7,020		7,000		7,000		7,000
Equipment Maintenance		4,023		4,000		4,000		4,000
Building Maintenance		5,032		4,500		4,500		4,500
Fuel System Maintenance		4,492		0		0		0
Office Supplies		2,264		2,000		2,000		2,000
Petroleum Supplies		3,160		5,000		5,000		5,500
Clothing & Uniforms		6,388		5,000		5,000		5,000
Operating Supplies		6,681		10,000		10,000		10,000
Cleaning Supplies		2,006		2,000		2,000		2,000
Miscellaneous Shop Parts		2,614		2,400		2,400		2,400
Small Tools		3,080		2,700		2,700		2,700
Miscellaneous Supplies		3,708		4,150		4,150		5,200
Equipment Leasing		1,571		1,800		1,800		1,800

CITY OF BARTLETT
CITY SHOP
FY 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Property Insurance		1,938		2,000		1,917		2,000
Vehicle & Equip Insurance		2,398		2,500		2,893		3,000
General Liability Insurance		2,134		2,300		2,019		2,200
Total Operations	**$**	**77,879**	**$**	**83,768**	**$**	**83,297**	**$**	**85,218**
Capital								
Furniture	$	1,380	$	500	$	500	$	500
Other Equipment		13,297		0		0		0
Total Capital	**$**	**14,678**	**$**	**500**	**$**	**500**	**$**	**500**
Total City Shop	**$**	**642,565**	**$**	**662,119**	**$**	**667,169**	**$**	**700,823**

CITY OF BARTLETT
GENERAL MAINTENANCE
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Employee Wages	$ 629,389	$ 653,901	$ 665,767	$ 661,568
Overtime Wages	15,545	17,000	16,000	17,000
Special Hours	5,414	5,200	5,200	5,200
Vacation Pay	5,850	0	0	0
Longevity Pay	11,327	12,717	12,717	13,721
Bonus	1,378	1,552	1,550	1,552
Employee Health Insurance	158,801	169,388	169,388	176,792
Employee Life Insurance	3,124	3,531	2,101	2,117
Worker's Compensation Insurance	40,836	41,967	41,967	42,493
Retiree Health Insurance	31,576	32,695	33,289	33,078
FICA	47,377	48,985	49,286	49,644
Pension Contribution	86,411	88,144	89,736	88,950
Contributory Retirement Plan	609	1,215	1,240	1,311
Total Personnel	**$ 1,037,637**	**$ 1,076,295**	**$ 1,088,241**	**$ 1,093,426**
Staffing Level				
Full-Time	*18.32*	*18.00*	*17.78*	*18.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***18.32***	***18.00***	***17.78***	***18.00***
Operations				
Training	$ 1,566	$ 1,950	$ 1,950	$ 1,250
Travel	482	300	200	800
Other Professional Service	4,143	6,000	6,000	6,000
Dues & Subscriptions	189	200	170	200
Phones - Local	714	2,700	2,700	2,700
Cellular Phones	785	900	650	700
Vehicle Maintenance	37,707	42,000	40,000	42,000
Equipment Maintenance	25,367	22,000	22,000	22,000
Radio Maintenance	172	300	0	0
Building Maintenance	2,545	3,200	3,200	3,200
Street Painting & Signs	36,709	32,000	32,000	32,000
Office Supplies	560	650	650	650
Petroleum Supplies	32,594	45,000	40,000	42,000
Clothing & Uniforms	6,095	6,000	5,000	5,500
Operating Supplies	10,515	16,000	16,000	16,000
Cleaning Supplies	1,166	1,200	1,200	1,200
Fill Sand, Dirt & Gravel	9,998	10,000	10,000	10,000
Asphalt	116,000	110,000	110,000	160,000
$50,000 increase is to repave Kirby Lakes walking trail.				
Concrete & Brick	11,858	12,000	12,000	12,000
Small Tools	826	1,500	1,500	1,500
Pipe & Materials-System Maintenance	11,383	12,000	12,000	12,000
Equipment Rental	0	500	0	500
Street Barricade & Equip. Rental	0	1,800	1,440	1,800
Equipment Leasing	281	200	200	200
Vehicle & Equip Insurance	8,229	8,229	9,927	10,000
General Liability Insurance	3,119	3,119	2,928	3,000
Damage Claims	2,228	1,500	750	1,500

CITY OF BARTLETT
GENERAL MAINTENANCE
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Miscellaneous Other Expenses	36	0	0	0
Total Operations	**$ 325,265**	**$ 341,248**	**$ 332,465**	**$ 388,700**
Capital				
Fencing & Landscaping	$ 3,290	$ 800	$ 800	$ 800
Communications Equipment	387	500	0	300
Furniture	885	0	0	0
Total Capital	**$ 4,562**	**$ 1,300**	**$ 800**	**$ 1,100**
Total General Maintenance	**$ 1,367,464**	**$ 1,418,843**	**$ 1,421,506**	**$ 1,483,226**

CITY OF BARTLETT
GENERAL SERVICES
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 79,605	$ 81,709	$ 81,709	$ 83,864
Employee Wages	111,573	123,406	123,406	128,312
Overtime Wages	5,302	5,000	7,500	8,000
Contracted Services	0	3,000	500	1,000
Longevity Pay	4,776	5,819	5,819	6,062
Bonus	344	345	345	345
Other Personnel Costs	220	0	0	0
Employee Health Insurance	32,962	31,903	31,903	32,536
Employee Life Insurance	974	1,108	647	679
Worker's Compensation Insurance	10,568	10,967	10,967	11,471
Retiree Health Insurance	9,559	10,256	10,256	10,609
FICA	14,759	15,784	16,001	16,572
Pension Contribution	24,353	25,208	25,074	25,921
Contributory Retirement Plan	861	1,253	1,301	1,351
Total Personnel	**$ 295,857**	**$ 315,758**	**$ 315,428**	**$ 326,722**
Staffing Level				
Full-Time	*3.67*	*4.00*	*4.00*	*4.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***3.67***	***4.00***	***4.00***	***4.00***
Operations				
Training	$ 525	$ 1,500	$ 1,300	$ 2,250
Dues & Subscriptions	45	0	0	0
Cellular Phones	2,104	1,950	1,700	1,800
Vehicle Maintenance	5,963	4,000	3,000	4,000
Office Supplies	286	300	300	300
Petroleum Supplies	4,573	6,000	5,500	6,000
Clothing & Uniforms	1,067	1,200	1,200	1,200
Operating Supplies	4,381	4,000	4,000	4,000
Small Tools	2,638	2,100	2,100	2,100
Vehicle & Equip Insurance	820	820	989	1,000
General Liability Insurance	756	800	733	800
Total Operations	**$ 23,158**	**$ 22,670**	**$ 20,822**	**$ 23,450**
Capital				
Communications Equipment	$ 0	$ 300	$ 200	$ 200
Other Equipment	0	500	350	500
Total Capital	**$ 0**	**$ 800**	**$ 550**	**$ 700**
Total General Services	**$ 319,015**	**$ 339,228**	**$ 336,800**	**$ 350,872**

CITY OF BARTLETT
GROUND MAINTENANCE
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues				
Weed Cutting Fees	$ 71,283	$ 125,000	$ 125,000	$ 125,000
Total Department Revenues	**$ 71,283**	**$ 125,000**	**$ 125,000**	**$ 125,000**
Personnel				
Supervisor Salaries	$ 61,142	$ 60,494	$ 62,365	$ 62,614
Employee Wages	449,213	494,114	498,263	504,336
Overtime Wages	1,842	4,000	2,827	4,000
Special Hours	117	0	0	0
Contracted Services	190,015	200,000	200,000	240,000
Vacation Pay	5,945	0	362	0
Longevity Pay	11,612	11,890	11,668	12,238
Bonus	1,120	1,207	1,206	1,207
Employee Health Insurance	116,831	130,382	130,382	124,389
Employee Life Insurance	2,523	2,995	1,754	1,814
Worker's Compensation Insurance	34,563	35,328	35,328	36,114
Retiree Health Insurance	25,411	27,730	28,032	28,347
FICA	37,216	40,290	40,416	41,259
Pension Contribution	55,613	60,315	61,088	61,397
Contributory Retirement Plan	5,585	6,189	6,149	6,420
Total Personnel	**$ 998,748**	**$ 1,074,934**	**$ 1,079,840**	**$ 1,124,135**
Staffing Level				
Full-Time	*13.26*	*14.00*	*13.68*	*14.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***13.26***	***14.00***	***13.68***	***14.00***
Operations				
Training	$ 1,010	$ 500	$ 500	$ 500
Travel	318	0	0	250
Other Professional Services	61,130	0	0	250
Dues & Subscriptions	70	0	0	0
Utilities	6,029	6,000	6,000	6,000
Phones-Local	497	1,033	1,033	1,033
Cellular Phones	1,145	1,620	1,620	1,620
Vehicle Maintenance	35,451	28,000	25,000	28,000
Equipment Maintenance	41,294	38,000	38,000	38,000
Radio Maintenance	0	250	0	0
Grounds Maintenance	22,582	104,305	104,000	106,000
Building Maintenance	3,444	2,000	2,000	2,500
Office Supplies	561	500	500	500
Petroleum Supplies	28,148	38,000	36,000	38,000
Clothing &Uniforms	5,033	4,500	4,500	4,500
Operating Supplies	9,689	9,200	9,200	10,000
Small Tools	7,213	7,000	7,000	7,000
Equipment Leasing	205	220	220	220
Property Insurance	665	665	636	665
Vehicle & Equip Insurance	5,818	6,000	6,882	7,000
General Liability Insurance	2,954	2,954	2,797	2,900

CITY OF BARTLETT
GROUND MAINTENANCE
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Damage Claims	155	1,000	1,000	1,000
Total Operations	**$ 233,410**	**$ 251,747**	**$ 246,888**	**$ 255,938**
Total Ground Maintenance	**$ 1,160,875**	**$ 1,201,681**	**$ 1,201,728**	**$ 1,255,073**

CITY OF BARTLETT
ANIMAL CONTROL
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues				
Animal Shelter Donations	$ 7,140	$ 8,000	$ 9,000	$ 9,000
Animal Shelter Boarding	1,510	1,400	1,400	1,400
Animal Shelter Capture Fee	8,430	7,500	7,500	7,500
Animal Shelter Adoption	39,820	40,000	40,000	40,000
Animal Shelter City License	30,329	40,000	40,000	40,000
Animal Shelter Miscellaneous Revenues	25,602	25,000	25,000	25,000
Care Bond	613	0	0	0
Total Department Revenues	**$ 113,444**	**$ 121,900**	**$ 122,900**	**$ 122,900**
Personnel				
Supervisor Salaries	$ 51,440	$ 55,039	$ 55,039	$ 56,664
Employee Wages	241,040	256,511	255,706	266,634
Overtime Wages	13,973	14,000	13,500	14,000
Special Hours	5,200	5,200	5,200	5,200
Part-Time	20,470	31,326	25,000	35,693
Longevity Pay	1,179	2,811	2,811	4,722
Bonus	775	863	689	863
Employee Health Insurance	75,262	79,870	79,870	81,564
Employee Life Insurance	1,478	1,682	979	1,035
Worker's Compensation Insurance	10,180	10,758	10,758	11,318
Retiree Health Insurance	14,624	15,577	15,537	16,165
FICA	23,616	25,876	25,287	27,252
Pension Contribution	36,552	38,996	34,296	35,834
Contributory Retirement Plan	1,659	1,650	3,289	3,367
Total Personnel	**$ 497,449**	**$ 540,159**	**$ 527,961**	**$ 560,311**
Staffing Level				
Full-Time	*7.00*	*8.00*	*8.00*	*8.00*
Part-Time (converted to FTE)	*0.96*	*1.50*	*0.88*	*1.50*
Total Full-Time Equivalent (FTE)	***7.96***	***9.50***	***8.88***	***9.50***
Operations				
Training	$ 150	$ 350	$ 225	$ 350
Travel	403	700	700	1,200
Professional Services	26,932	29,000	29,000	29,000
Other Professional Service	2,707	1,200	1,800	2,000
Dues & Subscriptions	0	200	200	200
Utilities	7,051	11,000	11,000	11,800
Phones - Local	415	900	900	900
Long Distance Phone Calls	7	0	0	0
Cellular Phones	1,010	1,100	1,000	1,100
Vehicle Maintenance	3,733	4,000	3,600	4,000
Equipment Maintenance	0	0	517	4,000
Grounds Maintenance	1,408	3,500	3,000	1,500
Building Maintenance	6,715	4,000	4,000	2,000
Office Supplies	752	1,500	1,500	1,500
Printing	795	1,000	800	1,000
Medical Supplies	45,473	52,000	46,000	50,000
Petroleum Supplies	19,349	27,000	18,000	20,000

CITY OF BARTLETT
ANIMAL CONTROL
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Clothing & Uniforms	2,413	2,800	2,800	2,800
Operating Supplies	6,957	8,900	8,900	9,000
Cleaning Supplies	4,885	5,000	5,000	5,000
Miscellaneous Supplies	0	300	300	300
Equipment Leasing	754	775	750	775
Property Insurance	976	976	867	900
Vehicle & Equip Insurance	2,782	2,782	3,356	3,500
General Liability Insurance	1,656	1,656	1,615	1,656
Credit Card Vendor Fees	2,222	2,300	2,300	2,300
State Fees	4,378	3,500	3,500	3,500
Cash Over/Short	(20)	100	0	100
Animal Control Fees	1,716	1,800	1,800	1,800
Care Bond Costs	613	0	0	0
Damage Claims	0	1,000	0	500
Miscellaneous Other Expenses	124	0	0	0
Total Operations	**$ 146,355**	**$ 169,339**	**$ 153,430**	**$ 162,681**
Capital				
Building Improvements	$ 45,152	$ 83,006	$ 43,220	$ 0
Communications Equipment	0	200	0	200
Data Processing Equipment	374	0	0	0
Furniture	500	500	500	3,000
Front desk area in the main lobby of the shelter.				
Other Equipment	4,039	6,990	6,990	0
Total Capital	**$ 50,065**	**$ 90,696**	**$ 50,710**	**$ 3,200**
Total Animal Control	**$ 580,425**	**$ 678,294**	**$ 609,201**	**$ 603,292**

Engineering
Summary

FY 2018 Adopted

What We Do

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

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Salaries	494,864	580,262	573,207	592,042
Benefits	219,096	256,794	249,051	255,883
Operations	53,571	68,990	65,482	72,790
Capital	0	0	400	0
Total	**767,531**	**906,046**	**888,140**	**920,715**

FY 2017 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 2016 Actual	FY 2017 Forecast	FY 2018 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 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Personnel								
Supervisor Salaries	$	209,639	$	278,168	$	278,169	$	283,732
Employee Wages		279,545		295,794		290,153		302,010
Overtime Wages		5,680		6,300		4,885		6,300
Education Bonus		1,920		1,920		1,920		1,920
Longevity Pay		18,828		19,006		19,510		21,288
Bonus		603		690		689		691
Employee Health Insurance		59,712		72,512		73,904		74,008
Employee Life Insurance		2,458		3,099		1,752		1,875
Worker's Compensation Insurance		5,267		5,663		5,663		5,867
Retiree Health Insurance		24,459		28,698		28,416		29,287
FICA		38,656		44,851		44,331		45,924
Pension Contribution		66,472		80,355		69,144		71,145
Contributory Retirement Plan		719		0		3,722		3,878
Total Personnel	**$**	**713,960**	**$**	**837,056**	**$**	**822,258**	**$**	**847,925**
Staffing Level								
Full-Time		*7.16*		*8.00*		*7.90*		*8.00*
Part-Time (converted to FTE)		*0.00*		*0.00*		*0.00*		*0.00*
Total Full-Time Equivalent (FTE)		***7.16***		***8.00***		***7.90***		***8.00***
Operations								
Training	$	2,814	$	3,200	$	3,000	$	3,200
Travel		1,634		2,800		2,500		2,800
Other Professional Service		2,206		7,100		6,000		7,000
Postage & Freight		860		900		500		900
Dues & Subscriptions		1,789		2,400		2,300		2,400
Meetings		110		200		200		200
Phones - Local		3,757		3,150		3,100		3,200
Long Distance Phone Calls		178		0		0		0
Cellular Phones		4,393		4,550		4,400		4,800
Shop Allocation		3,840		3,840		3,840		3,890
Vehicle Maintenance		3,951		4,600		4,800		5,500
Equipment Maintenance		3,132		4,000		3,600		4,400
Building Maintenance		1,466		2,600		2,800		3,500
Office Supplies		1,936		2,500		3,000		3,200
Printing		1,519		2,500		2,200		2,500
Petroleum Supplies		7,771		10,000		9,000		10,000
Clothing & Uniforms		570		1,150		950		1,100
Operating Supplies		1,627		1,850		1,750		1,850
Equipment Leasing		1,011		1,500		1,000		1,300
Property Insurance		2,644		2,800		2,913		3,000
Vehicle & Equip Insurance		2,702		2,900		3,259		3,500
General Liability Insurance		1,661		1,750		1,670		1,750
State Fees		2,000		2,000		2,000		2,100
License Fees		0		700		700		700
Total Operations	**$**	**53,571**	**$**	**68,990**	**$**	**65,482**	**$**	**72,790**

CITY OF BARTLETT
ENGINEERING BUDGET SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Capital				
Data Processing Equipment	$ 0	$ 0	$ 400	$ 0
Total Capital	**$ 0**	**$ 0**	**$ 400**	**$ 0**
TOTAL ENGINEERING	**$ 767,531**	**$ 906,046**	**$ 888,140**	**$ 920,715**

CITY OF BARTLETT
ENGINEERING ADMINISTRATION
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 194,107	$ 202,125	$ 202,125	$ 206,168
Employee Wages	45,905	47,739	46,824	48,694
Overtime Wages	0	300	0	300
Education Bonus	720	720	720	720
Longevity Pay	9,921	10,030	10,244	10,710
Bonus	258	260	258	260
Employee Health Insurance	22,151	23,037	23,408	23,498
Employee Life Insurance	1,220	1,349	786	816
Worker's Compensation Insurance	1,026	1,088	1,088	1,112
Retiree Health Insurance	12,001	12,493	12,447	12,743
FICA	19,064	19,528	19,572	19,962
Pension Contribution	33,602	34,981	34,853	35,681
Total Personnel	**$ 339,975**	**$ 353,650**	**$ 352,325**	**$ 360,664**
Staffing Level				
Full-Time	*3.00*	*3.00*	*3.00*	*3.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***3.00***	***3.00***	***3.00***	***3.00***
Operations				
Training	$ 2,010	$ 2,000	$ 2,000	$ 2,000
Travel	728	1,300	1,000	1,300
Other Professional Service	183	4,600	4,000	4,500
Postage & Freight	860	900	500	900
Dues & Subscriptions	1,145	1,400	1,300	1,400
Meetings	110	100	100	100
Phones - Local	1,415	1,350	1,000	1,000
Cellular Phones	1,682	2,100	1,800	2,000
Shop Allocation	840	840	840	890
Vehicle Maintenance	1,613	2,000	2,000	2,500
Equipment Maintenance	1,868	2,500	2,600	2,900
Building Maintenance	1,365	1,800	1,800	2,000
Office Supplies	81	100	600	600
Printing	207	500	300	500
Petroleum Supplies	7,771	10,000	9,000	10,000
Clothing & Uniforms	0	250	200	200
Operating Supplies	0	150	150	150
Equipment Leasing	1,011	1,500	1,000	1,300
Vehicle & Equip Insurance	1,892	2,000	2,282	2,500
General Liability Insurance	740	800	785	800
State Fees	2,000	2,000	2,000	2,100
License Fees	0	700	700	700
Total Operations	**$ 27,521**	**$ 38,890**	**$ 35,957**	**$ 40,340**
Total Engineering Administration	**$ 367,497**	**$ 392,540**	**$ 388,282**	**$ 401,004**

CITY OF BARTLETT
ENGINEERING & INSPECTION
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 15,532	$ 76,043	$ 76,044	$ 77,564
Employee Wages	233,640	248,055	243,329	253,316
Overtime Wages	5,680	6,000	4,885	6,000
Educational Bonus	1,200	1,200	1,200	1,200
Longevity Pay	8,907	8,976	9,266	10,578
Bonus	344	430	431	431
Employee Health Insurance	37,561	49,475	50,496	50,510
Employee Life Insurance	1,238	1,750	966	1,059
Worker's Compensation Insurance	4,241	4,575	4,575	4,755
Retiree Health Insurance	12,459	16,205	15,969	16,544
FICA	19,593	25,323	24,759	25,962
Pension Contribution	32,870	45,374	34,291	35,464
Contributory Retirement Plan	719	0	3,722	3,878
Total Personnel	**$ 373,984**	**$ 483,406**	**$ 469,933**	**$ 487,261**
Staffing Level				
Full-Time	*4.16*	*5.00*	*4.90*	*5.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***4.16***	***5.00***	***4.90***	***5.00***
Operations				
Training	$ 804	$ 1,200	$ 1,000	$ 1,200
Travel	906	1,500	1,500	1,500
Other Professional Service	2,023	2,500	2,000	2,500
Dues & Subscriptions	644	1,000	1,000	1,000
Meetings	0	100	100	100
Phones - Local	2,342	1,800	2,100	2,200
Long Distance Phone Calls	178	0	0	0
Cellular Phones	2,711	2,450	2,600	2,800
Shop Allocation	3,000	3,000	3,000	3,000
Vehicle Maintenance	2,338	2,600	2,800	3,000
Equipment Maintenance	1,264	1,500	1,000	1,500
Building Maintenance	101	800	1,000	1,500
Office Supplies	1,855	2,400	2,400	2,600
Printing	1,312	2,000	1,900	2,000
Clothing & Uniforms	570	900	750	900
Operating Supplies	1,627	1,700	1,600	1,700
Property Insurance	2,644	2,800	2,913	3,000
Vehicle & Equip Insurance	810	900	977	1,000
General Liability Insurance	921	950	885	950
Total Operations	**$ 26,050**	**$ 30,100**	**$ 29,525**	**$ 32,450**
Capital				
Data Processing Equipment	$ 0	$ 0	$ 400	$ 0
Total Capital	**$ 0**	**$ 0**	**$ 400**	**$ 0**
Total Engineering & Inspection	**$ 400,034**	**$ 513,506**	**$ 499,858**	**$ 519,711**

City of Bartlett

PARKS & RECREATION

FY 2018 Adopted Budget

Full-Time Authorized Personnel Positions

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

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 $175,668(3.23%) over the FY 2017 Projection. Parks Maintenance added one crew which includes 1 foreman and 3 utility worker positions. There were no other staffing changes. FY 2018 budget included a career ladder pay increase and a general 2% salary increase for full-time employees.

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues	*152,812*	*262,904*	*226,891*	*240,309*
Salaries	2,643,650	2,793,223	2,697,910	2,901,550
Benefits	978,929	1,024,063	996,308	1,087,759
Other Personnel	391,747	396,038	389,635	396,038
Operations	1,221,650	1,395,791	1,354,856	1,416,189
Capital	164,371	271,595	224,841	51,100
Total	**5,247,535**	**5,617,805**	**5,436,659**	**5,612,327**

TOTAL PARKS & REC **45**

Parks & Recreation Summary

City of Bartlett

FY 2018 Adopted

What We Do

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

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues	*152,812*	*262,904*	*226,891*	*240,309*
Salaries	2,643,650	2,793,223	2,697,910	2,901,550
Benefits	978,929	1,024,063	996,308	1,087,759
Other Personnel	391,747	396,038	389,635	396,038
Operations	1,221,650	1,395,791	1,354,856	1,416,189
Capital	164,371	271,595	224,841	51,100
Total	**5,247,535**	**5,617,805**	**5,436,659**	**5,612,327**

FY 2017 Performance Highlights

Parks and Recreation maintained 28 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 2016 Actual	FY 2017 Forecast	FY 2018 Projected
Enhance the Parks Department website	Work on Facebook page. Add slide shows for each park and facility. Add online registration. Percent of completion.	Not yet started	35%	100%
Continue to increase landscaping. Restripe 13 park parking areas. Redo ballfield irrigation.	Percentage of 28 Parks maintained.	75%	75%	90%
Add irrigation. Overlay 4 tennis courts. Overlay parking lots at Municipal & Freeman Smith.	Percentage of projects completed	5%	20%	40%

CITY OF BARTLETT
PARKS & RECREATION BUDGET SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues				
Local Sales Tax .5% Reimbursement	$ 152,812	$ 262,904	$ 226,891	$ 240,309
Total Department Revenues	**$ 152,812**	**$ 262,904**	**$ 226,891**	**$ 240,309**
Personnel				
Supervisor Salaries	$ 768,533	$ 780,936	$ 719,085	$ 768,967
Employee Wages	1,081,160	1,088,325	1,088,436	1,240,621
Overtime Wages	52,966	52,700	51,546	46,200
Special Hours	85,791	114,000	114,563	117,000
Contracted Services	391,747	396,038	389,635	396,038
Part-Time	655,199	757,262	724,280	728,762
Vacation Pay	5,432	0	19,924	0
Longevity Pay	49,812	56,120	53,194	58,823
Bonus	10,248	11,978	10,938	12,265
Employee Health Insurance	303,683	332,226	313,122	383,047
Employee Life Insurance	9,214	10,093	5,635	6,431
Worker's Compensation Insurance	57,793	58,512	58,512	61,989
Unemployment Compensation	0	0	1,596	0
Retiree Health Insurance	91,125	93,463	90,342	100,480
FICA	205,003	210,415	207,642	218,999
Pension Contribution	241,904	245,456	225,747	225,938
Contributory Retirement Plan	4,715	5,800	9,656	19,787
Total Personnel	**$ 4,014,326**	**$ 4,213,324**	**$ 4,083,853**	**$ 4,385,347**
Staffing Level				
Full-Time	*40.00*	*41.00*	*39.72*	*44.50*
Part-Time (converted to FTE)	*34.66*	*37.79*	*34.37*	*36.25*
Total Full-Time Equivalent (FTE)	***74.66***	***78.79***	***74.09***	***80.75***
Operations				
Training	$ 7,169	$ 8,000	$ 5,466	$ 9,800
Travel	1,666	4,800	351	6,100
Professional Services	12,771	12,000	12,025	12,000
Other Professional Service	116,138	12,800	13,400	12,800
Postage & Freight	5,794	7,375	6,400	6,300
Dues & Subscriptions	7,070	10,600	10,830	11,150
Utilities	223,954	252,800	247,300	251,800
Phones - Local	14,124	7,464	7,764	8,064
Long Distance Phone Calls	158	0	0	0
Cellular Phones	6,203	5,037	3,912	3,549
Data Processing - Software	699	0	0	0
Shop Allocation	19,350	18,350	18,350	18,350
Vehicle Maintenance	18,963	16,250	18,092	16,250
Equipment Maintenance	31,406	56,740	59,340	58,340
Grounds Maintenance	154,138	237,000	228,000	239,000
Building Maintenance	66,668	84,373	86,900	87,400
Pool Maintenance	20,793	45,000	36,000	36,000
Swim Competitions	26,722	30,000	30,000	30,000
Office Supplies	20,300	20,771	20,200	20,900
Printing	4,893	6,200	6,518	6,400

CITY OF BARTLETT
PARKS & RECREATION BUDGET SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Medical Supplies	(422)	500	500	1,200
Special Designation Expense	2,906	2,500	2,500	2,500
Petroleum Supplies	27,857	38,800	37,300	37,300
Special Events	12,678	6,000	7,500	8,200
Preschool Supplies	3,967	4,600	4,600	4,600
Recreation Supplies	56,037	72,400	72,400	72,400
Concession Supplies	70,890	75,000	75,000	75,000
Field Trips	13,914	17,331	16,000	16,000
Tournament Expenses	0	700	500	500
Cost of Goods Sold	1,124	4,000	3,800	4,000
Clothing & Uniforms	18,664	20,400	20,130	27,100
Operating Supplies	81,292	93,437	91,350	102,100
Cleaning Supplies	33,530	41,000	39,000	41,000
Chemical Supplies	0	2,000	1,000	2,000
Film & Developing	10	200	200	200
Fill Sand, Dirt & Gravel	117	14,000	14,000	18,000
Small Tools	9,512	7,700	6,150	8,791
Tournament Awards	8,556	10,700	10,700	10,700
Travel Club	8,779	8,000	10,000	10,000
Equipment Rental	4,453	9,300	8,300	9,300
Equipment Leasing	5,681	9,723	10,719	8,520
Property Insurance	27,017	27,240	25,474	26,373
Vehicle & Equip Insurance	6,184	6,216	7,462	7,588
General Liability Insurance	23,270	23,490	22,068	23,120
Other Insurance	5,391	4,600	2,927	6,500
Landfill Fees	65	444	444	444
Credit Card Vendor Fees	31,551	42,100	42,100	42,100
Cash Over (Short)	183	250	250	250
License Fees	0	500	0	0
Damage Claims	1,851	4,600	3,600	4,600
Miscellaneous Other Expenses	7,612	12,500	8,034	11,600
Total Operations	**$ 1,221,650**	**$ 1,395,791**	**$ 1,354,856**	**$ 1,416,189**
Capital				
Building Improvements	$ 117,149	$ 185,351	$ 172,000	$ 0
General Capital Improvements	0	25,000	0	25,000
Data Processing Equipment	3,416	0	601	0
Vehicles	0	24,644	24,645	0
Furniture	5,047	600	600	600
Other Equipment	38,760	36,000	26,995	25,500
Total Capital	**$ 164,371**	**$ 271,595**	**$ 224,841**	**$ 51,100**
TOTAL PARKS & RECREATION	**$ 5,247,535**	**$ 5,617,805**	**$ 5,436,659**	**$ 5,612,327**

CITY OF BARTLETT
PARKS ADMINISTRATION
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 177,590	$ 181,725	$ 106,758	$ 142,925
Employee Wages	85,189	88,351	89,809	91,605
Part-Time	1,948	0	0	0
Vacation Pay	0	0	11,326	0
Longevity Pay	9,447	10,400	7,172	7,837
Bonus	344	345	258	258
Employee Health Insurance	29,777	30,951	19,204	24,829
Employee Life Insurance	1,341	1,458	609	750
Worker's Compensation Insurance	998	1,058	1,058	867
Retiree Health Insurance	13,139	13,504	9,828	11,727
FICA	20,631	20,648	15,827	17,730
Pension Contribution	36,789	37,811	27,519	32,834
Total Personnel	**$ 377,194**	**$ 386,251**	**$ 289,368**	**$ 331,362**
Staffing Level				
Full-Time	*4.00*	*4.00*	*3.12*	*3.50*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***4.00***	***4.00***	***3.12***	***3.50***
Operations				
Training	$ 588	$ 700	$ 191	$ 500
Travel	1,000	1,100	351	1,100
Postage & Freight	66	50	50	50
Dues & Subscriptions	560	1,500	1,500	1,500
Phones - Local	1,314	738	938	938
Long Distance Phone Calls	52	0	0	0
Cellular Phones	1,478	1,392	863	500
Shop Allocation	350	350	350	350
Vehicle Maintenance	927	250	1,907	250
Office Supplies	451	500	500	700
Printing	0	0	318	200
Petroleum Supplies	4,674	6,000	3,500	3,500
Operating Supplies	628	500	500	1,000
Equipment Leasing	411	500	500	700
Property Insurance	5,387	5,500	4,978	5,000
Vehicle & Equip Insurance	1,358	1,358	1,639	1,700
General Liability Insurance	1,596	1,596	1,541	1,596
Miscellaneous Other Expenses	514	500	534	1,100
Total Operations	**$ 21,354**	**$ 22,534**	**$ 20,160**	**$ 20,684**
Capital				
Data Processing Equipment	$ 238	$ 0	$ 0	$ 0
Total Capital	**$ 238**	**$ 0**	**$ 0**	**$ 0**
Total Parks Administration	**$ 398,787**	**$ 408,785**	**$ 309,528**	**$ 352,046**

CITY OF BARTLETT
SINGLETON COMMUNITY CENTER
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 113,729	$ 116,753	$ 116,753	$ 122,336
Employee Wages	128,502	119,993	119,993	120,981
Overtime Wages	37	0	181	0
Special Hours	1,343	1,000	3,000	3,000
Contracted Services	107,812	105,000	105,000	105,000
Part-Time	191,567	238,824	230,552	238,824
Vacation Pay	1,377	0	0	0
Longevity Pay	7,175	7,792	7,792	8,077
Bonus	2,067	2,175	1,981	2,175
Employee Health Insurance	48,016	53,432	53,428	50,084
Employee Life Insurance	1,114	1,278	747	779
Worker's Compensation Insurance	8,496	8,613	8,613	8,822
Retiree Health Insurance	11,167	11,837	11,837	12,166
FICA	32,991	36,384	35,724	37,061
Pension Contribution	30,422	33,144	27,465	28,271
Contributory Retirement Plan	263	0	2,028	2,069
Total Personnel	**$ 686,079**	**$ 736,225**	**$ 725,094**	**$ 739,645**
Staffing Level				
Full-Time	*4.86*	*5.00*	*5.00*	*5.00*
Part-Time (converted to FTE)	*9.66*	*11.00*	*9.50*	*10.44*
Total Full-Time Equivalent (FTE)	***14.52***	***16.00***	***14.50***	***15.44***
Operations				
Training	$ 235	$ 1,500	$ 135	$ 1,500
Travel	0	2,500	0	1,500
Other Professional Service	2,735	2,800	2,800	2,800
Postage & Freight	302	500	500	500
Dues & Subscriptions	290	600	600	600
Utilities	38,386	48,000	42,500	47,000
Phones - Local	2,343	1,650	1,650	1,650
Long Distance Phone Calls	50	0	0	0
Cellular Phones	239	0	0	0
Data Processing - Software	699	0	0	0
Equipment Maintenance	4,127	5,000	5,000	5,000
Grounds Maintenance	2,750	0	0	0
Building Maintenance	11,305	20,000	20,000	20,000
Office Supplies	2,941	4,171	3,600	3,600
Printing	1,002	1,000	1,000	1,000
Preschool Supplies	3,967	4,600	4,600	4,600
Recreation Supplies	14,409	17,100	17,100	17,100
Concession Supplies	7,739	7,000	7,000	7,000
Field Trips	13,914	17,331	16,000	16,000
Clothing & Uniforms	9,199	8,500	8,500	10,500
Operating Supplies	7,247	8,000	8,000	8,000
Cleaning Supplies	2,452	4,000	4,000	4,000
Film & Developing	10	200	200	200
Tournament Awards	1,844	2,500	2,500	2,500
Equipment Leasing	1,890	4,500	4,000	4,000

CITY OF BARTLETT
SINGLETON COMMUNITY CENTER
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Property Insurance	5,017	5,017	4,450	4,500
Vehicle & Equip Insurance	568	600	685	700
General Liability Insurance	4,280	4,500	4,056	4,200
Credit Card Vendor Fees	5,914	7,700	7,700	7,700
Miscellaneous Other Expenses	267	2,000	2,000	2,000
Total Operations	**$ 146,118**	**$ 181,269**	**$ 168,576**	**$ 178,150**
Capital				
Building Improvements	$ 62,979	$ 185,351	$ 172,000	$ 0
Data Processing Equipment	612	0	220	0
Furniture	5,047	0	0	0
Other Equipment	0	9,000	0	0
Total Capital	**$ 68,637**	**$ 194,351**	**$ 172,220**	**$ 0**
Total Singleton Community Center	**$ 900,834**	**$ 1,111,845**	**$ 1,065,890**	**$ 917,795**

CITY OF BARTLETT
ATHLETICS
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 62,945	$ 66,099	$ 66,099	$ 67,421
Employee Wages	88,646	91,633	91,632	99,166
Overtime Wages	0	200	184	200
Special Hours	82,239	109,000	109,000	109,000
Part-Time	96,281	117,000	117,000	117,000
Longevity Pay	6,232	7,660	6,736	7,128
Bonus	1,981	1,981	2,239	2,239
Employee Health Insurance	30,182	31,347	33,008	32,008
Employee Life Insurance	761	852	499	533
Worker's Compensation Insurance	9,353	9,504	9,504	9,604
Retiree Health Insurance	7,580	7,887	7,891	8,329
FICA	25,150	29,310	29,254	29,967
Pension Contribution	21,223	22,082	22,082	23,322
Contributory Retirement Plan	0	0	5	0
Total Personnel	**$ 432,572**	**$ 494,555**	**$ 495,133**	**$ 505,917**
Staffing Level				
Full-Time	*3.00*	*3.00*	*3.00*	*3.00*
Part-Time (converted to FTE)	*5.72*	*6.25*	*6.38*	*6.43*
Total Full-Time Equivalent (FTE)	***8.72***	***9.25***	***9.38***	***9.43***
Operations				
Training	$ 130	$ 600	$ 400	$ 1,200
Travel	0	0	0	1,000
Professional Services	3,686	5,000	5,000	5,000
Postage & Freight	125	125	50	50
Dues & Subscriptions	5,725	6,800	6,800	6,800
Utilities	53,687	55,000	55,000	55,000
Phones - Local	1,080	738	738	738
Long Distance Phone Calls	1	0	0	0
Cellular Phones	2,124	2,100	1,500	1,500
Equipment Maintenance	3,964	8,500	8,500	8,500
Grounds Maintenance	6,194	40,000	40,000	40,000
Install lighting control system at Dixon Brewer Byrd and Shadowlawn parks.				
Building Maintenance	9,292	3,375	6,000	6,000
Paint office.				
Office Supplies	2,515	2,000	2,000	2,000
Printing	0	500	500	500
Medical Supplies	(301)	500	500	1,200
Recreation Supplies	24,271	35,000	35,000	35,000
Concession Supplies	63,151	68,000	68,000	68,000
Clothing & Uniforms	1,631	1,500	1,500	1,500
Operating Supplies	8,464	9,110	9,000	9,000
Tournament Awards	6,367	8,000	8,000	8,000
Equipment Rental	583	3,400	3,400	3,400
Equipment Leasing	1,452	1,200	4,000	1,200
Property Insurance	1,990	2,100	2,011	2,100
General Liability Insurance	2,992	2,992	2,824	2,900
Other Insurance	5,391	4,600	2,927	6,500

CITY OF BARTLETT
ATHLETICS
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Cash Over (Short)	138	250	250	250
Damage Claims	0	100	100	100
Miscellaneous Other Expenses	0	1,000	0	1,000
Total Operations	**$ 204,652**	**$ 262,490**	**$ 264,000**	**$ 268,438**
Capital				
Building Improvements	$ 1,800	$ 0	$ 0	$ 0
Furniture	0	600	600	600
Other Equipment	0	7,000	7,000	7,500
Update Scoreboards /singelton gym.				
Total Capital	**$ 1,800**	**$ 7,600**	**$ 7,600**	**$ 8,100**
Total Athletics	**$ 639,024**	**$ 764,645**	**$ 766,733**	**$ 782,455**

CITY OF BARTLETT
PARKS MAINTENANCE
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 66,397	$ 65,693	$ 69,418	$ 70,399
Employee Wages	457,383	465,117	465,117	599,240
Overtime Wages	50,516	50,000	50,000	45,000
Special Hours	2,186	2,000	2,000	3,000
Contracted Services	56,492	48,000	48,000	48,000
Part-Time	8,878	31,000	23,500	0
Vacation Pay	1,699	0	0	0
Longevity Pay	18,677	21,296	18,744	21,722
Bonus	1,120	1,218	1,206	1,479
Employee Health Insurance	88,674	96,676	81,550	146,571
Employee Life Insurance	2,713	2,866	1,651	2,143
Worker's Compensation Insurance	16,498	16,430	16,430	19,285
Retiree Health Insurance	26,212	26,541	26,727	33,482
FICA	44,336	46,266	46,137	54,339
Pension Contribution	66,908	63,911	69,574	65,598
Contributory Retirement Plan	2,374	3,715	1,879	10,054
Total Personnel	**$ 911,064**	**$ 940,729**	**$ 921,933**	**$ 1,120,312**
Staffing Level				
Full-Time	*12.14*	*13.00*	*12.84*	*17.00*
Part-Time (converted to FTE)	*0.98*	*1.40*	*1.49*	*0.00*
Total Full-Time Equivalent (FTE)	***13.12***	***14.40***	***14.33***	***17.00***
Operations				
Training	$ 298	$ 0	$ 330	$ 500
Travel	0	0	0	500
Other Professional Service	75,375	0	0	0
Dues & Subscriptions	45	200	510	500
Utilities	4,825	3,800	3,800	3,800
Phones - Local	765	738	738	738
Cellular Phones.	1,413	900	900	900
Shop Allocation	18,000	18,000	18,000	18,000
Vehicle Maintenance	17,246	15,000	15,000	15,000
Equipment Maintenance	9,126	22,000	22,000	22,000
Radio Maintenance	117	0	0	0
Grounds Maintenance	145,113	159,000	154,000	159,000
Building Maintenance	7,550	15,000	15,000	15,000
Office Supplies	22	100	100	100
Petroleum Supplies	19,132	28,000	28,000	28,000
Clothing & Uniforms	5,715	5,000	5,000	10,000
Operating Supplies	34,557	42,027	40,000	50,000
Cleaning Supplies	11,491	12,000	10,000	12,000
Chemical Supplies	0	2,000	1,000	2,000
Fill Sand, Dirt & Gravel	117	14,000	14,000	18,000
Small Tools	7,831	4,000	4,000	6,000
Equipment Rental	3,400	4,900	3,900	4,900
Equipment Leasing	43	223	319	320
Property Insurance	628	628	610	628
Vehicle & Equip Insurance	4,010	4,010	4,838	4,838

PARKS MAINTENANCE

FY 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
General Liability Insurance		5,437		5,437		5,136		5,400
Landfill Fees		65		444		444		444
Damage Claims		1,540		3,000		3,000		3,000
Miscellaneous Other Expenses		0		2,500		2,500		2,500
Total Operations	**$**	**373,860**	**$**	**362,907**	**$**	**353,125**	**$**	**384,068**
Capital								
Other Equipment	$	38,760	$	0	$	0	$	0
Total Capital	**$**	**38,760**	**$**	**0**	**$**	**0**	**$**	**0**
Total Parks Maintenance	**$**	**1,323,685**	**$**	**1,303,636**	**$**	**1,275,058**	**$**	**1,504,380**

CITY OF BARTLETT
SCHOOL GROUND MAINTENANCE
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues				
Local Sales Tax .5% Reimbursement	$ 152,812	$ 262,904	$ 226,891	$ 240,309
Total Department Revenues	**$ 152,812**	**$ 262,904**	**$ 226,891**	**$ 240,309**
Personnel				
Employee Wages	$ 36,869	$ 43,390	$ 44,623	$ 47,737
Overtime Wages	1,435	2,500	1,000	1,000
Contracted Srvcs	35,534	48,038	48,038	48,038
Part-Time	12,484	13,248	7,134	13,248
Vacation Pay	2,356	0	0	0
Longevity Pay	1,137	2,530	2,530	2,583
Bonus	0	172	86	172
Health Insurance	7,645	13,219	13,219	13,506
Life Insurance	168	234	141	153
Workman's Comp.	1,489	1,624	1,624	1,715
Retiree H.I.	1,858	2,169	2,268	2,387
FICA	3,946	4,367	3,875	4,589
Pension	4,906	6,075	6,350	6,683
Contributory Retirement Plan	15	0	0	0
Total Personnel	**$ 109,842**	**$ 137,566**	**$ 130,888**	**$ 141,811**
Staffing Level				
Full-Time	*1.00*	*1.00*	*1.00*	*1.00*
Part-Time (converted to FTE)	*0.40*	*0.69*	*0.00*	*0.69*
Total Full-Time Equivalent (FTE)	***1.40***	***1.69***	***1.00***	***1.69***
Operations				
Training	$ 0	$ 0	$ 90	$ 100
Other Professional Service	26,000	0	0	0
Cellular Phones	651	645	649	649
Vehicle Maintenance	30	1,000	1,185	1,000
Equipment Maintenance	3,464	2,400	5,000	4,000
Grounds Maintenance	81	38,000	34,000	40,000
Petroleum Supplies	3,092	3,500	5,000	5,000
Clothing & Uniforms	0	300	330	100
Operating Supplies	2,420	1,200	1,500	1,500
Small Tools	1,681	3,000	1,500	2,000
General Liability Insurance	649	649	609	649
Damage Claims	311	1,000	500	1,000
Miscellaneous Other Expenses	4,591	4,000	1,000	2,500
Total Operations	**$ 42,970**	**$ 55,694**	**$ 51,363**	**$ 58,498**
Capital				
General Capital Improvements	$ 0	$ 25,000	$ 0	$ 25,000
Design and modify school flasher to allow crossing guards to operate without having to get into the cabinets (1st of 2 years).				
Vehicles	0	24,644	24,645	0
Other Equipment	0	20,000	19,995	15,000
72" Mower Zero Turn.				
Total Capital	**$ 0**	**$ 69,644**	**$ 44,640**	**$ 40,000**
Total School Ground Maintenance	**$ 0**	**$ 0**	**$ 0**	**$ 0**

CITY OF BARTLETT
SENIOR CENTER
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 59,378	$ 60,566	$ 60,566	$ 63,612
Employee Wages	100,979	105,117	104,654	109,843
Overtime Wages	867	0	0	0
Contracted Services	28,399	30,000	27,760	30,000
Part-Time	0	2,500	2,500	5,000
Longevity Pay	774	722	1,812	2,817
Bonus	344	345	345	344
Employee Health Insurance	42,501	44,170	44,626	45,088
Employee Life Insurance	789	895	522	555
Worker's Compensation Insurance	1,599	1,653	1,653	1,824
Retiree Health Insurance	8,018	8,284	8,261	8,673
FICA	11,508	12,159	12,115	13,102
Pension Contribution	22,450	23,196	23,131	24,284
Total Personnel	**$ 277,606**	**$ 289,607**	**$ 287,945**	**$ 305,142**
Staffing Level				
Full-Time	*4.00*	*4.00*	*4.00*	*4.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.07*	*0.24*
Total Full-Time Equivalent (FTE)	***4.00***	***4.00***	***4.07***	***4.24***
Operations				
Training	$ 636	$ 200	$ 320	$ 2,000
Travel	0	200	0	1,000
Other Professional Services	8,078	10,000	10,625	10,000
Postage & Freight	3,295	3,700	3,700	3,700
Dues & Subscriptions	80	500	920	1,000
Utilities	13,308	16,000	16,000	16,000
Phones - Local	1,261	900	1,000	1,000
Long Distance Phone Calls	12	0	0	0
Equipment Maintenance	1,491	1,840	1,840	1,840
Building Maintenance	2,295	4,400	4,400	4,400
Office Supplies	7,717	6,500	6,500	6,500
Printing	0	200	200	200
Special Designation Expense	2,906	2,500	2,500	2,500
Recreation Supplies	902	1,300	1,300	1,300
Tournament Expenses	0	700	500	500
Clothing & Uniforms	132	600	500	500
Operating Supplies	6,358	5,600	5,600	5,600
Cleaning Supplies	2,737	3,000	3,000	3,000
Small Tools	0	200	200	200
Tournament Awards	345	200	200	200
Travels by Seniors	8,779	8,000	10,000	10,000
Equipment Leasing	787	800	800	800
Property Insurance	2,301	2,301	2,145	2,145
General Liability Insurance	1,448	1,448	1,375	1,375
Credit Card Vendor Fees	150	3,000	3,000	3,000
Miscellaneous Other Expenses	1,845	2,000	2,000	2,000
Total Operations	**$ 66,862**	**$ 76,089**	**$ 78,625**	**$ 80,760**

CITY OF BARTLETT
SENIOR CENTER
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Capital				
Building Improvements	$ 640	$ 0	$ 0	$ 0
Data Processing Equipment	1,379	0	0	0
Other Equipment	0	0	0	3,000
Additional cameras and DVR to Bartlett Senior Center security camera system.				
Total Capital	**$ 2,019**	**$ 0**	**$ 0**	**$ 3,000**
Total Senior Center	**$ 346,486**	**$ 365,696**	**$ 366,570**	**$ 388,902**

CITY OF BARTLETT
RECREATION CENTER
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 288,494	$ 290,100	$ 299,491	$ 302,274
Employee Wages	183,593	174,724	172,608	172,049
Overtime Wages	111	0	181	0
Special Hours	24	2,000	563	2,000
Contracted Services	163,510	165,000	160,837	165,000
Part-Time	344,040	354,690	343,594	354,690
Vacation Pay	0	0	8,598	0
Longevity Pay	6,369	5,720	8,408	8,659
Bonus	4,392	5,742	4,823	5,598
Employee Health Insurance	56,887	62,431	68,087	70,961
Employee Life Insurance	2,328	2,510	1,466	1,518
Worker's Compensation Insurance	19,360	19,630	19,630	19,872
Unemployment Compensation	0	0	1,596	0
Retiree Health Insurance	23,152	23,241	23,530	23,716
FICA	66,442	61,281	64,710	62,211
Pension Contribution	59,205	59,237	49,626	44,946
Contributory Retirement Plan	2,062	2,085	5,744	7,664
Total Personnel	**$ 1,219,970**	**$ 1,228,391**	**$ 1,233,492**	**$ 1,241,158**
Staffing Level				
Full-Time	*11.00*	*11.00*	*10.76*	*11.00*
Part-Time (converted to FTE)	*17.90*	*18.45*	*16.93*	*18.45*
Total Full-Time Equivalent (FTE)	***28.90***	***29.45***	***27.69***	***29.45***
Operations				
Training	$ 5,282	$ 5,000	$ 4,000	$ 4,000
Travel	666	1,000	0	1,000
Professional Services	9,086	7,000	7,000	7,000
Other Professional Service	3,950	0	0	0
Postage & Freight	2,006	3,000	2,100	2,000
Dues & Subscriptions	370	1,000	500	750
Utilities	113,747	130,000	130,000	130,000
Phones - Local	7,362	2,700	2,700	3,000
Long Distance Phone Calls	44	0	0	0
Cellular Phones	299	0	0	0
Shop Allocation	1,000	0	0	0
Equipment Maintenance	9,877	17,000	17,000	17,000
Building Maintenance	36,226	41,598	41,500	42,000
Pool Maintenance	20,793	45,000	36,000	36,000
Swim Competitions	26,722	30,000	30,000	30,000
Office Supplies	6,654	7,500	7,500	8,000
Printing	3,891	4,500	4,500	4,500
Medical Supplies	(74)	0	0	0
Petroleum Supplies	912	1,300	800	800
Special Events	12,678	6,000	7,500	8,200
Recreation Supplies	16,456	19,000	19,000	19,000
Cost of Goods Sold	1,124	4,000	3,800	4,000
Clothing & Uniforms	1,987	4,500	4,300	4,500
Operating Supplies	21,618	27,000	26,750	27,000

CITY OF BARTLETT
RECREATION CENTER
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Cleaning Supplies	16,850	22,000	22,000	22,000
Small Tools	0	500	450	591
Equipment Rental	470	1,000	1,000	1,000
Equipment Leasing	1,098	2,500	1,100	1,500
Property Insurance	11,694	11,694	11,280	12,000
Vehicle & Equip Insurance	248	248	300	350
General Liability Insurance	6,868	6,868	6,527	7,000
Credit Card Vendor Fees	25,487	31,400	31,400	31,400
Cash Over (Short)	45	0	0	0
License Fees	0	500	0	0
Damage Claims	0	500	0	500
Miscellaneous Other Expenses	395	500	0	500
Total Operations	**$ 365,833**	**$ 434,808**	**$ 419,007**	**$ 425,591**
Capital				
Building Improvements	$ 51,730	$ 0	$ 0	$ 0
Data Processing Equipment	1,187	0	381	0
Total Capital	**$ 52,917**	**$ 0**	**$ 381**	**$ 0**
Total Recreation Center	**$ 1,638,719**	**$ 1,663,199**	**$ 1,652,880**	**$ 1,666,749**

City of Bartlett

PERFORMING ARTS

FY 2018 Adopted Budget

Full-Time Authorized Personnel Positions

Performing Arts

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

The Performing Arts Center budget had a net increase of $84,371 (14.01%) over the FY 2017 Projection. Biggest part of the increase is the change in leadership and new investments in the future of the Performing Arts Center. FY 2018 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 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Salaries	173,311	195,214	185,312	208,382
Benefits	63,576	71,847	60,413	70,178
Other Personnel	126,864	189,500	182,692	199,500
Operations	155,907	171,059	155,276	188,046
Capital	42,267	12,000	18,542	20,500
Total	**561,925**	**639,620**	**602,235**	**686,606**

Performing Arts Center

City of Bartlett

FY 2018 Adopted

What We Do

The Bartlett Performing Arts And Conference Center seeks to enhance the cultural lives of the citizens, students and the economy of the City of Bartlett by providing a first-class performance facility showcasing both professional performing artists as well as community based artists and arts organizations. Additionally, the Center is committed to offering quality, affordable services and amenities for hosting a variety of business, civic and social gatherings.

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Salaries	173,311	195,214	185,312	208,382
Benefits	63,576	71,847	60,413	70,178
Other Personnel	126,864	189,500	182,692	199,500
Operations	155,907	171,059	155,276	188,046
Capital	42,267	12,000	18,542	20,500
Total	**561,925**	**639,620**	**602,235**	**686,606**

FY 2017 Performance Highlights

The past two seasons have seen significant changes in leadership at the Bartlett Performing Arts and Conference Center. Over that time, no doubt attendance is not up to expectations at the Center. This must be addressed.
The FY18 season will focus on reinvigorating interest in, and attendance at, Center performances. This will be accomplished via: a more popular and varied season of performing artists, as well better planned & executed marketing effort.
TheatreKids will continue. As produced by BPACC, Little Theatre will continue. New programs will be introduced including: MUSIC BY THE LAKE – a MOVIE MAKERS CAMP – an ARTS IN EDUCATION PROGRAM In partnership with Bartlett Public Schools.

Objective	Performance Measures	FY 2016 Actual	FY 2017 Forecast	FY 2018 Projected
Work to elevate Ticket Revenue, of all variety, in coming season.	Revenue from ticket sales	156,600	120,000	120,000
Work to increase Sponsorship in coming season.	Actual contributions made	$43,500 ($50,000 in-kind)	$40,000 ($50,000 in-kind)	$40,000 ($50,000 in-kind)
Work to maintain, and hopefully increase, BPACC's Rental business.	Actual Rental numbers.	8,000	$ 10,000	$12,000
Launch several new programs at the BPACC, including yet not limited to: a MOVIE MAKERS CAMP - MUSIC BY THE LAKE - an ARTS IN EDUCATION PROGRAM in partnership with Bartlett Public Schools.	Launch of said programs, successful execution of said programs, as well as overall participation. Revenue expected.	N/A	N/A	34,000

CITY OF BARTLETT
PERFOMING ARTS
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 117,583	$ 125,787	$ 124,783	$ 137,104
Employee Wages	39,459	42,989	41,372	38,340
Overtime Wages	0	0	0	5,500
Contracted Services	119,927	180,000	174,567	190,000
Part-Time	16,269	26,438	19,157	27,438
Instructional Expense	6,938	9,500	8,125	9,500
Vacation Pay	0	0	2,432	0
Longevity Pay	0	567	0	1,156
Bonus	603	609	517	696
Employee Health Insurance	27,695	31,347	20,705	27,540
Employee Life Insurance	770	911	512	561
Worker's Compensation Insurance	1,335	1,244	1,244	1,478
Retiree Health Insurance	7,852	8,439	8,007	8,772
FICA	12,554	15,045	13,727	16,103
Pension Contribution	7,625	8,161	7,823	7,933
Contributory Retirement Plan	5,141	5,524	5,446	5,939
Total Personnel	**$ 363,751**	**$ 456,561**	**$ 428,417**	**$ 478,060**
Staffing Level				
Full-Time	*2.91*	*3.00*	*2.71*	*3.00*
Part-Time (converted to FTE)	*0.64*	*1.30*	*1.02*	*1.30*
Total Full-Time Equivalent (FTE)	***3.55***	***4.30***	***3.73***	***4.30***
Operations				
Training	$ 2,052	$ 1,000	$ 1,520	$ 3,000
National presenters conference in NYC and South Arts conference in Atlanta.				
Volunteer Expense	202	800	450	500
Travel	4,418	2,500	4,000	5,000
Professional Services	2,150	6,000	2,000	8,000
Postage & Freight	6,187	5,500	3,500	8,000
Targeted mailings of Season Brochures to city of Bartlett &/or other select zips to north and northeast of Bartlett.				
Dues & Subscriptions	375	500	500	1,000
Meetings	20	300	0	0
Utilities	36,089	42,000	40,000	42,000
Phones - Local	1,177	1,800	1,900	1,900
Long Distance Phone Calls	48	0	0	0
Cellular Phones	2,309	2,800	2,500	2,500
Shop Allocation	300	300	300	300
Vehicle Maintenance	1,799	1,000	1,000	1,000
Equipment Maintenance	2,832	5,000	4,500	5,000
Grounds Maintenance	223	500	500	500
Building Maintenance	18,465	20,000	17,000	20,000
Office Supplies	2,187	2,000	2,000	2,200
Printing	8,059	7,000	7,000	14,000
Printing costs for targeted mailings of Season Brochures to city of Bartlett &/or other select zips to north and northeast of Bartlett.				
Ticket Sales Expenditures	805	1,000	1,000	1,000
Petroleum Supplies	490	1,500	1,000	1,500
Concession Supplies Client	1,538	1,500	1,000	1,500
Concession Supplies	660	1,000	1,000	1,000

CITY OF BARTLETT
PERFOMING ARTS
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Clothing & Uniforms	271	250	400	400
Operating Supplies	9,119	8,000	11,000	11,000
Cleaning Supplies	1,580	1,000	1,000	1,000
Public Awareness	36,917	39,372	36,000	39,000
Equipment Rental	0	750	0	0
Equipment Leasing	759	800	760	800
Property Insurance	9,171	9,171	8,265	8,265
Vehicle & Equip Insurance	248	248	300	300
General Liability Insurance	1,468	1,468	1,381	1,381
Credit Card Vendor Fees	3,989	6,000	3,500	6,000
Total Operations	**$ 155,907**	**$ 171,059**	**$ 155,276**	**$ 188,046**
Capital				
Building Improvements	$ 19,807	$ 12,000	$ 13,000	$ 3,000
Wall Removal.				
Data Processing Equipment	2,481	0	0	0
Furniture	0	0	4,795	10,500
Appx 60 new meeting/banquet tables & carts.				
Other Equipment	19,980	0	747	7,000
Box office ticketing system.				
Total Capital	**$ 42,267**	**$ 12,000**	**$ 18,542**	**$ 20,500**
TOTAL PERFORMING ARTS	**$ 561,925**	**$ 639,620**	**$ 602,235**	**$ 686,606**

CITY OF BARTLETT

TENNESSEE

SPECIAL REVENUE FUNDS

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

Tab - back page

City of Bartlett

SPECIAL REVENUE FUNDS

FY 2018 Adopted Budget

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	**41**

Drainage Control Fund

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

TOTAL SPECIAL REVENUE FUNDS	**42**

The Special Revenue Funds includes State Street Aid, Solid Waste, General Improvement, Drug Enforcement, DEA Enforcement, Drainage Control, Park Improvement Fund, 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

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues	83,599,428	84,011,564	83,584,342	85,622,081
Salaries	1,951,037	2,006,629	1,956,160	2,058,395
Benefits	976,502	1,018,214	1,019,107	1,036,951
Other Personnel	156,037	165,000	160,500	185,412
Operations	4,361,633	4,079,217	3,716,352	4,153,051
Capital	1,769,675	1,425,386	1,223,282	1,527,700
Transfer Out	460,000	1,291,000	1,291,000	479,000
Bartlett School	65,864,031	74,963,515	74,963,515	76,570,875
Net Income	**8,060,513**	**(937,397)**	**(745,574)**	**(389,303)**
School Beg FB	**15,333,964**	**15,333,964**	**15,333,964**	**15,333,964**
Beg Fund Bal	**5,571,153**	**4,618,933**	**4,618,933**	**3,873,359**
End Fund Bal	**4,618,933**	**3,681,536**	**3,873,359**	**3,484,056**

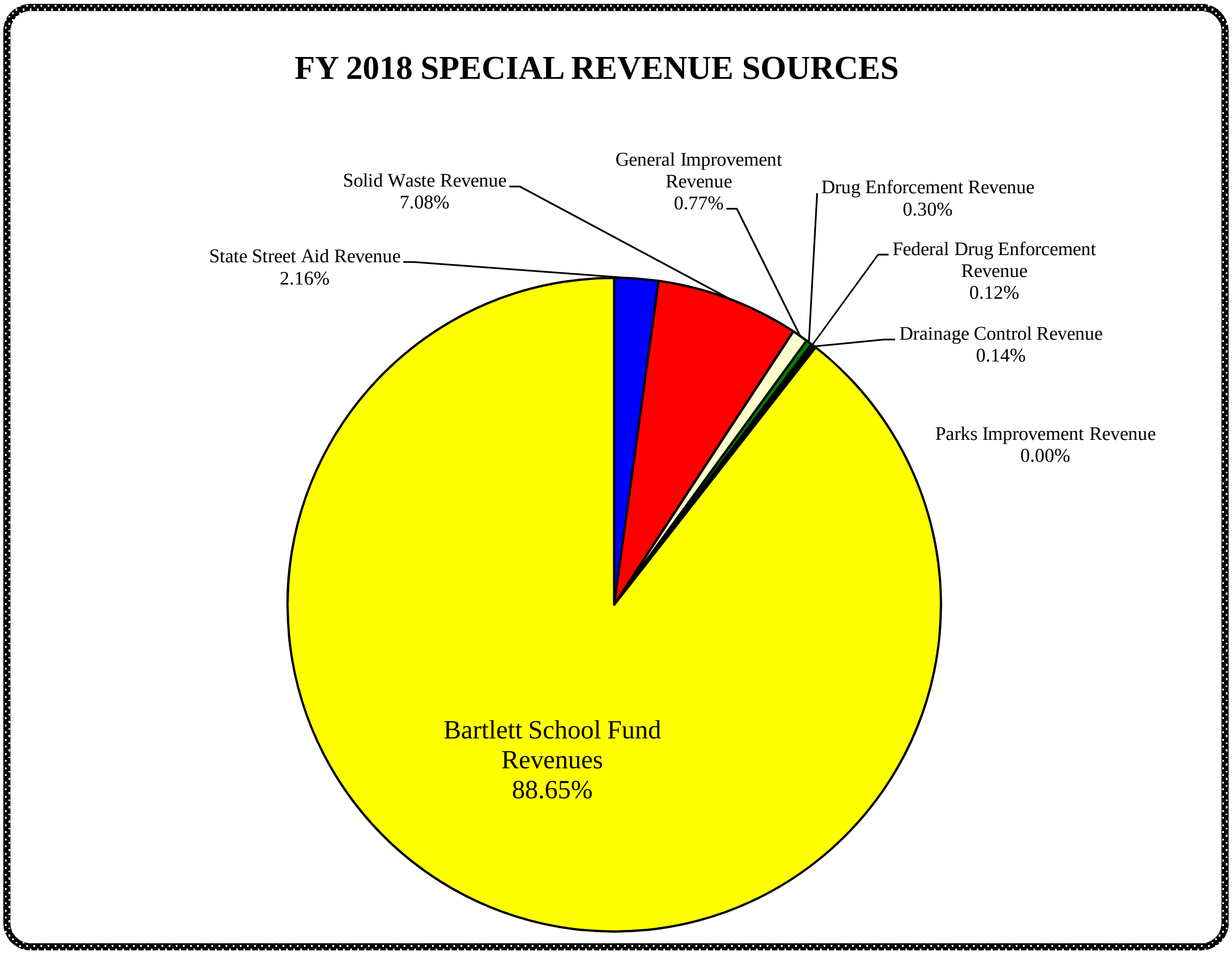
CITY OF BARTLETT
SUMMARY OF ALL SPECIAL REVENUE FUNDS
FY 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Revenues								
State Street Aid Revenue	$	1,684,191	$	1,830,000	$	1,585,000	$	1,852,907
Solid Waste Revenue		5,912,827		6,157,049		5,965,880		6,061,000
General Improvement Revenue		645,645		662,500		656,274		663,500
Drug Enforcement Revenue		239,757		196,000		211,800		256,000
Federal Drug Enforcement Revenue		71,554		100,500		75,343		100,500
Drainage Control Revenue		127,040		102,000		126,530		117,299
Parks Improvement Revenue		41,650		0		0		0
Bartlett School Fund Revenues		74,876,763		74,963,515		74,963,515		76,570,875
Total Revenues	**$**	**83,599,428**	**$**	**84,011,564**	**$**	**83,584,342**	**$**	**85,622,081**
Expenditures								
Personnel								
Solid Waste Fund	$	2,894,685	$	3,023,382	$	2,989,064	$	3,112,809
Drug Enforcement Funds		107,970		78,000		63,000		78,000
Drainage Control Fund		80,921		88,461		83,703		89,949
Total Personnel	**$**	**3,083,576**	**$**	**3,189,843**	**$**	**3,135,767**	**$**	**3,280,758**
Staffing Level								
Full-Time		*41.59*		*42.00*		*40.71*		*42.00*
Part-Time (converted to FTE)		*1.39*		*1.85*		*1.43*		*1.85*
Total Full-Time Equivalent (FTE)		***42.98***		***43.85***		***42.14***		***43.85***
Bartlett School Full-Time Equivalent (FTE)		*805.00*		*813.00*		*813.00*		*846.00*
Operations								
State Street Aid Fund	$	2,028,863	$	1,500,000	$	1,326,000	$	1,525,000
Solid Waste Fund		1,895,975		2,083,667		1,907,294		2,003,301
General Improvement Fund		310,480		266,500		338,900		399,500
Drug Enforcement Funds		110,405		162,400		108,678		163,500
Federal Drug Enforcement Fund		1,585		39,400		13,700		34,400
Drainage Control Fund		14,324		27,250		21,780		27,350
Total Operations	**$**	**4,361,633**	**$**	**4,079,217**	**$**	**3,716,352**	**$**	**4,153,051**
Transfers Out								
Street Aid to Debt Service	$	0	$	700,000	$	700,000	$	0
Solid Waste to Debt Service		200,000		200,000		200,000		163,000
General Improvement Fund to General Fund		260,000		391,000		391,000		261,000
Park Improvements to CIP		0		0		0		55,000
Total Transfers Out	**$**	**460,000**	**$**	**1,291,000**	**$**	**1,291,000**	**$**	**479,000**
Capital								
State Street Aid Fund	$	180,037	$	195,000	$	179,000	$	170,000
Solid Waste Fund		1,223,913		850,000		796,782		1,050,200
General Improvement Fund		91,886		135,000		110,000		110,000
Drug Enforcement Funds		61,828		94,000		75,000		157,500
Federal Drug Enforcement Fund		212,012		61,100		58,100		40,000
Drainage Control Fund		0		0		4,400		0

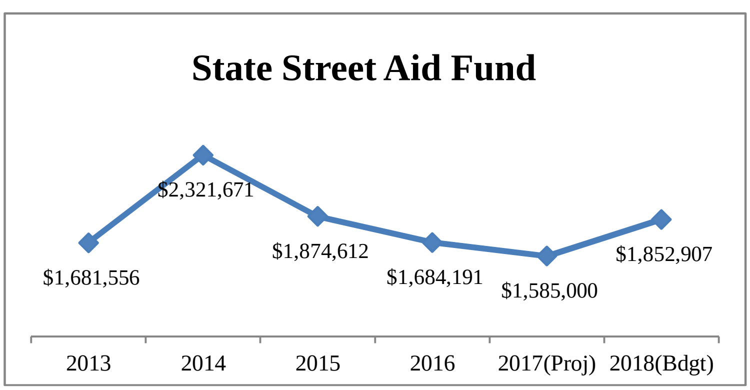
CITY OF BARTLETT
SUMMARY OF ALL SPECIAL REVENUE FUNDS
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Parks Improvement Fund	0	90,286	0	0
Total Capital	**$ 1,769,675**	**$ 1,425,386**	**$ 1,223,282**	**$ 1,527,700**
Bartlett School Fund Expenditures	**$ 65,864,031**	**$ 74,963,515**	**$ 74,963,515**	**$ 76,570,875**
Total Expenditures	**$ 75,538,914**	**$ 84,948,961**	**$ 84,329,916**	**$ 86,011,384**
Net From Operations	**8,060,513**	**(937,397)**	**(745,574)**	**(389,303)**
Bartlett School Fund Balance	**$ 15,333,964**	**$ 15,333,964**	**$ 15,333,964**	**$ 15,333,964**
Beginning Fund Balance (W/out School FB)	**$ 5,571,153**	**$ 4,618,933**	**$ 4,618,933**	**$ 3,873,359**
Ending Fund Balance (W/out School FB)	**$ 4,618,933**	**$ 3,681,536**	**$ 3,873,359**	**$ 3,484,056**

CITY OF BARTLETT
ANALYSIS OF SPECIAL REVENUE SOURCES
FY 2018 Adopted Budget

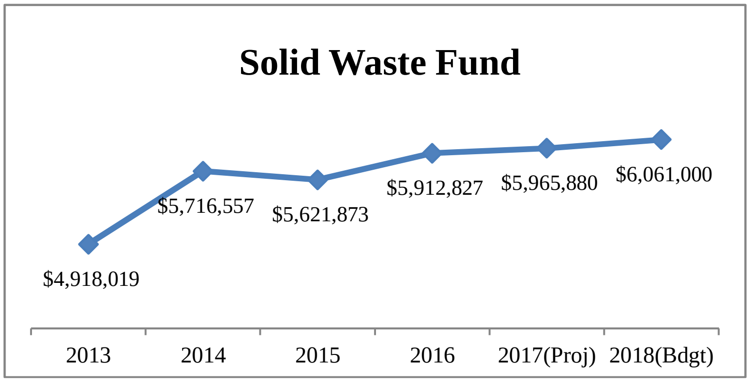


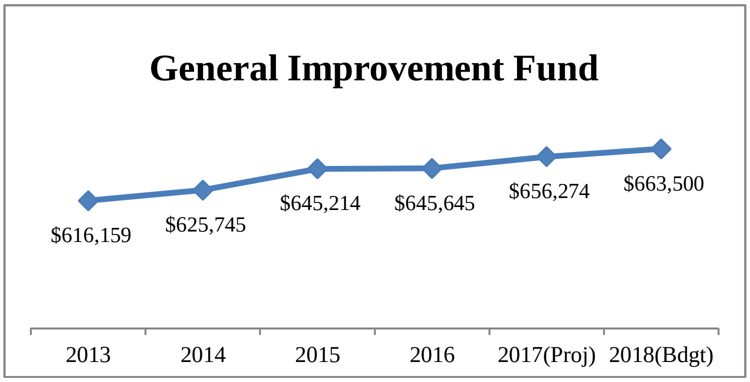
Special Revenue Funds are funds which are used to record transactions in which the funding source is legally restricted for a specific purpose. Included in the Special Revenue Funds are: State Street Aid Fund, Solid Waste Fund, General Improvement Fund, Drug Enforcement Funds, Federal Drug Enforcement Fund, Drainage Control Fund, Park Improvement Fund and Bartlett School 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. State Petroleum Tax used to be allocated in this Fund but will now budgeted in the General Fund for street purposes starting in FY 2015. Street paving is budgeted in the CIP using G.O. Bonds. Transfer out to the Debt Service Fund to offset some of the debt service costs. Big increase in FY18 is the $200k budgeted for Subdivision Paving Fee.

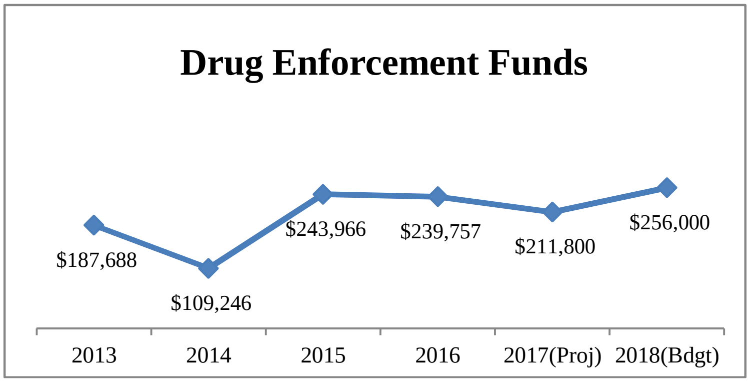
Solid Waste revenue is based on a monthly charge for collection and disposal. There was a solid waste fee increase of $1 per month starting FY 2016. Solid waste fee per month is $25 for residential pickup, $23 for 1 cart, $28 for 2 carts and $33 for 3 carts for commercial pickup. 1.69% increase in residential sanitation fee budgeted for FY 2018.



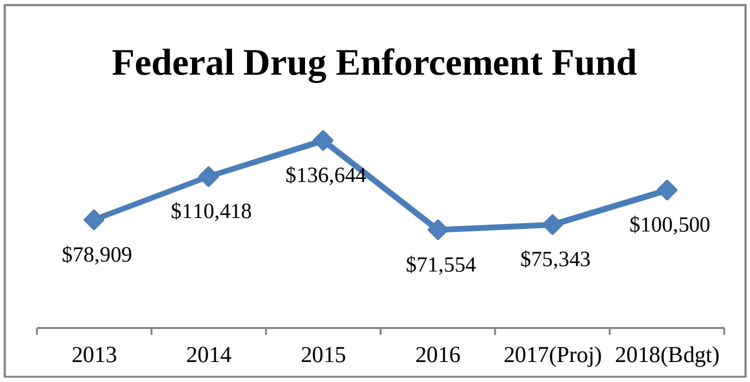


General Improvement revenue is derived from a $2.50 City Service fee charged to all utility and solid waste customers. $261,000 of this revenue is transferred to the General Fund per Bartlett's Ordinance and the balance is used for small capital purchases and improvements.

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.

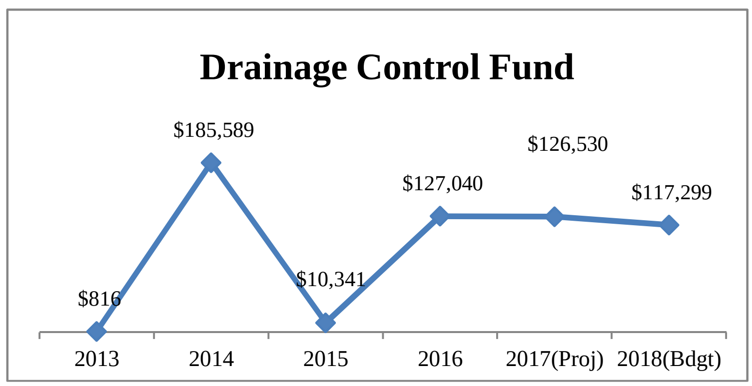


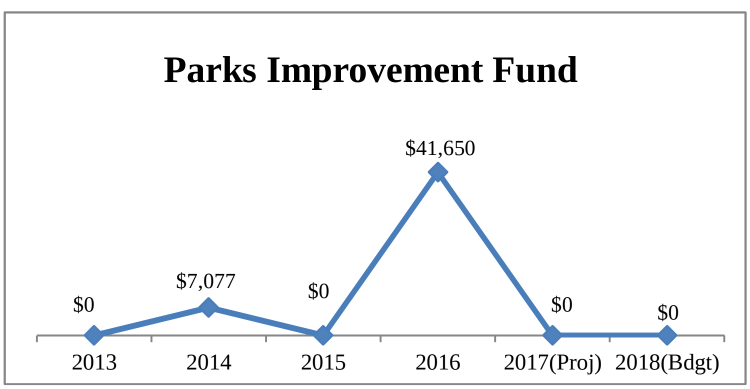
CITY OF BARTLETT
ANALYSIS OF SPECIAL REVENUE SOURCES
FY 2018 Adopted Budget



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.

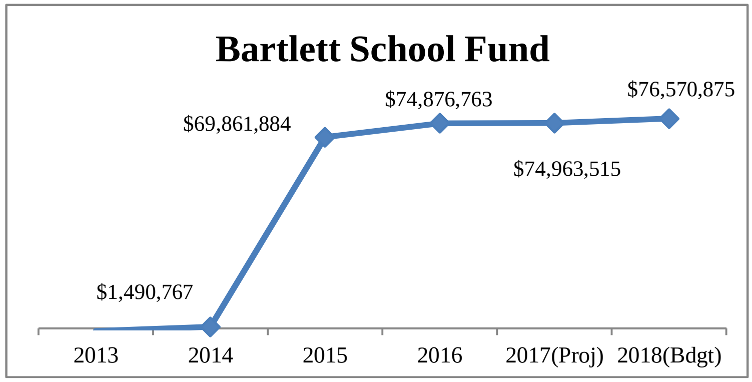
The Drainage Control revenue is a development fee of $500.00 per lot (half acre) for subdivision lots not served by a detention basin and $250.00 per lot for development served by a detention basin. The big increase in FY 2014 is from the reimbursed CIP fund allocated for Drainage projects. Transfer in from the General Fund is $100,000 for FY 2016, FY 2017 and for FY 2018.





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. Small donations to purchase equipment for Davies Park in FY 2014 and some development fees in FY 2016 are the only activities in the last 6 years.

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



CITY OF BARTLETT
STREET AID FUND
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Street Aid Fund Revenues				
Gas Taxes	$ 1,553,074	$ 1,580,000	$ 1,585,000	$ 1,620,000
Street Lighting Fee	0	50,000	0	26,000
S/D Paving Fee	91,116	200,000	0	200,000
Transfer From CIP	40,000	0	0	6,907
Other Revenues	0	0	0	0
Total Street Aid Revenues	**$ 1,684,191**	**$ 1,830,000**	**$ 1,585,000**	**$ 1,852,907**
Street Aid Expenditures				
Operations				
Street Lighting	$ 1,289,731	$ 1,300,000	$ 1,300,000	$ 1,300,000
Street Paving	624,553	0	26,000	25,000
Street S/D Paving	114,579	200,000	0	200,000
Total Operations	**$ 2,028,863**	**$ 1,500,000**	**$ 1,326,000**	**$ 1,525,000**
Transfers Out				
Transfer To Debt Service	$ 0	$ 700,000	$ 700,000	$ 0
Total Transfers Out	**$ 0**	**$ 700,000**	**$ 700,000**	**$ 0**
Capital				
Handicap Ramp At Curbs	$ 20,723	$ 30,000	$ 30,000	$ 30,000
Curb Replacement	25,026	45,000	54,000	45,000
State Street Aid Projects	5,875	0	0	0
Signal Maintenance	128,413	120,000	95,000	95,000
Total Capital	**$ 180,037**	**$ 195,000**	**$ 179,000**	**$ 170,000**
Total Street Aid Expenditures	**$ 2,208,900**	**$ 2,395,000**	**$ 2,205,000**	**$ 1,695,000**
Net From Operations	**(524,710)**	**(565,000)**	**(620,000)**	**157,907**
Beginning Fund Balance	**$ 1,891,871**	**$ 1,367,161**	**$ 1,367,161**	**$ 747,161**
Ending Fund Balance	**$ 1,367,161**	**$ 802,161**	**$ 747,161**	**$ 905,068**

Solid Waste Fund

City of Bartlett

FY 2018 Adopted

Solid Waste crews collect household and yard waste while trying to divert as much solid waste as possible from the landfill towards recycling. Waste is transported to either 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.

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues	*5,912,827*	*6,157,049*	*5,965,880*	*6,061,000*
Salaries	1,795,874	1,880,246	1,845,078	1,930,920
Benefits	942,774	983,136	983,986	1,001,477
Other Personnel	156,037	160,000	160,000	180,412
Operations	1,895,975	2,083,667	1,907,294	2,003,301
Capital	1,223,913	850,000	796,782	1,050,200
Transfer Out	200,000	200,000	200,000	163,000
Net Fr Opers	**(301,746)**	**0**	**72,740**	**(268,310)**
Beg Fund Bal	**1,443,672**	**1,141,926**	**1,141,926**	**1,214,666**
End Fund Bal	**1,141,926**	**1,141,926**	**1,214,666**	**946,356**

FY 2017 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. By leaving a leaf machine on each days route we hope to complete the City 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.

Objective	Performance Measures	FY 2016 Actual	FY 2017 Forecast	FY 2018 Projected
Collection of curbside leaves in as timely manner as possible.	The period of time that it takes our crews to complete a cycle of the City.	4 out of 6 weeks	4 out of 6 weeks	4 out of 6 weeks
Reduce solid waste taken to the landfill. Look at the possiblity of single stream recycling program to increase the percentage of recycled materials	% of solid waste diverted from the landfill (the state has mandated a minimum 25% reduction)	39%	40%	41%
Maintain the current level of household service.	# of complaints/services provided (# of customers x 52 = # of services provided)	1 per 11,038	1 per 14,2004	1 per 15,000

CITY OF BARTLETT
SOLID WASTE FUND
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Solid Waste Revenues				
TN Recycling Rebate	$ 4,929	$ 5,000	$ 10,750	$ 5,000
Sanitation Fee-Residential	5,826,820	6,100,000	5,900,000	6,000,000
Sanitation Fee-Commercial	22,576	22,000	23,000	24,000
Recycling Fee	5,895	5,000	8,000	8,000
Carts Commercial	525	500	500	500
Special Sanitation Pick Up	130	500	630	500
Carts Residential	22,450	20,000	20,000	20,000
Appliances	3,550	3,000	3,000	3,000
Other Revenue	25,953	1,049	0	0
Total Solid Waste Revenues	**$ 5,912,827**	**$ 6,157,049**	**$ 5,965,880**	**$ 6,061,000**
Solid Waste Expenditures				
Personnel				
Supervisor Salaries	$ 79,605	$ 81,709	$ 81,709	$ 83,864
Employee Wages	1,473,548	1,534,312	1,506,369	1,582,831
Overtime Wages	216,646	225,000	225,000	225,000
Contracted Services	156,037	160,000	160,000	180,412
Part-Time	26,075	39,225	32,000	39,225
Vacation Pay	1,633	0	5,670	0
Sick Pay	0	0	8,096	0
Longevity Pay	39,563	41,843	41,843	45,751
Bonus	3,703	3,793	3,617	3,793
Employee Health Insurance	386,505	405,927	405,927	409,932
Employee Life Insurance	8,249	8,727	4,998	5,333
Worker's Compensation Insurance	85,950	89,607	89,607	92,287
Unemployment Compensation	(187)	0	0	0
Retiree Health Insurance	77,658	80,801	79,404	83,335
FICA	131,414	137,337	135,737	141,507
Pension Contribution	203,055	208,911	201,843	211,873
Contributory Retirement Plan	5,231	6,190	7,244	7,666
Total Personnel	**$ 2,894,685**	**$ 3,023,382**	**$ 2,989,064**	**$ 3,112,809**
Staffing Level				
Full-Time	*40.59*	*41.00*	*39.71*	*41.00*
Part-Time (converted to FTE)	*1.39*	*1.85*	*1.43*	*1.85*
Total Full-Time Equivalent (FTE)	***41.98***	***42.85***	***41.14***	***42.85***
Operations				
Other Professional Services	$ 540	$ 300	$ 563	$ 0
Dues & Subscriptions	210	220	215	220
Utilities	9,637	11,000	10,000	11,000
Phone-Local	1,024	1,350	1,350	1,350
Long Distance	3	0	0	0
Cellular Phones	2,316	1,800	1,500	1,500
Shop Allocation	100,000	100,000	100,000	100,000
Vehicle Maintenance	381,543	450,000	425,000	450,000
Equipment Maintenance	63,238	55,000	50,000	55,000
Radio Maintenance	335	500	0	0
Building Maintenance	4,594	2,000	2,000	1,000

CITY OF BARTLETT
SOLID WASTE FUND
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Office Supplies	897	1,000	900	1,000
Printing	145	750	600	750
Petroleum Supplies	238,955	330,000	260,000	275,000
Clothing & Uniforms	13,946	14,000	16,000	15,000
Operating Supplies	31,199	28,000	28,000	28,000
Cleaning Supplies	1,398	2,000	2,000	2,000
Fill Sand, Dirt & Gravel	0	3,000	3,000	3,000
Small Tools	0	1,800	2,500	2,500
Equipment Leasing	225	300	300	300
Property Insurance	681	681	573	681
Vehicle & Equip Insurance	35,955	35,955	42,590	43,000
General Liability Insurance	14,011	14,011	13,144	14,000
Landfill Fees	963,301	1,000,000	911,000	962,000
State Fees	0	0	0	23,000
Damage Claims	10,323	10,000	10,024	10,000
Miscellaneous Other Expenses	21,500	20,000	26,035	3,000
Total Operations	**$ 1,895,975**	**$ 2,083,667**	**$ 1,907,294**	**$ 2,003,301**
Transfers Out				
Transfer To Debt Service	$ 200,000	$ 200,000	$ 200,000	$ 163,000
Total Transfers Out	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 163,000**
Capital				
Building Improvements	$ 0	$ 0	$ 0	$ 13,000
Communications Equipment	0	500	0	200
Data Equipment	374	0	0	0
Vehicles	1,086,647	547,500	494,000	884,000
2-Automated Packers $476,000, 2-Knuckle Booms $270,000, Mini Packer $115,000, F-150 Pickup truck $23,000.				
Other Equipment	44,245	227,000	227,782	78,000
Walking floor trailer.				
Carts	92,647	75,000	75,000	75,000
Total Capital	**$ 1,223,913**	**$ 850,000**	**$ 796,782**	**$ 1,050,200**
Total Solid Waste Expenditures	**$ 6,214,573**	**$ 6,157,049**	**$ 5,893,140**	**$ 6,329,310**
Net From Operations	**(301,746)**	**0**	**72,740**	**(268,310)**
Beginning Fund Balance	**$ 1,443,672**	**$ 1,141,926**	**$ 1,141,926**	**$ 1,214,666**
Ending Fund Balance	**$ 1,141,926**	**$ 1,141,926**	**$ 1,214,666**	**$ 946,356**

CITY OF BARTLETT
GENERAL IMPROVEMENT FUND
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
General Improvement Revenues				
City Service Fee	$ 648,750	$ 662,500	$ 656,000	$ 663,500
Other Revenue	(3,105)	0	274	0
Total General Improvement Revenues	**$ 645,645**	**$ 662,500**	**$ 656,274**	**$ 663,500**
General Improvement Expenditures				
Operations				
Training	$ 1,331	$ 2,000	$ 0	$ 2,000
Rental	18,112	20,000	19,000	37,000
MLGW pole attaching for fiber, Vertical Bridge tower lease for radio.				
Software	0	10,000	13,000	10,000
Telecommucation Link	1,500	1,500	1,500	1,500
Equipment Maintenance	899	1,000	3,500	2,000
Computer Maintenance	286,538	230,000	300,000	345,000
Building Maintenance	950	1,000	900	1,000
Operating Supplies	1,151	1,000	1,000	1,000
Total Operations	**$ 310,480**	**$ 266,500**	**$ 338,900**	**$ 399,500**
Transfers Out				
Transfer To General Fund	$ 260,000	$ 261,000	$ 261,000	$ 261,000
Transfer To Capital Improvement Fund	0	130,000	130,000	0
Total Transfers Out	**$ 260,000**	**$ 391,000**	**$ 391,000**	**$ 261,000**
Capital				
Building Improvement	$ 36,460	$ 10,000	$ 10,000	$ 10,000
Data Equipment	55,426	125,000	100,000	100,000
Total Capital	**$ 91,886**	**$ 135,000**	**$ 110,000**	**$ 110,000**
Total Gen Improvement Expenditures	**$ 662,366**	**$ 792,500**	**$ 839,900**	**$ 770,500**
Net From Operations	**(16,720)**	**(130,000)**	**(183,626)**	**(107,000)**
Beginning Fund Balance	**$ 584,957**	**$ 568,237**	**$ 568,237**	**$ 384,611**
Ending Fund Balance	**$ 568,237**	**$ 438,237**	**$ 384,611**	**$ 277,611**

CITY OF BARTLETT
DRUG ENFORCEMENT FUNDS
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Drug Enforcement Funds Revenues				
Drug Arrest Fees	$ 4,240	$ 4,000	$ 4,000	$ 4,000
Drug Enforcement Fines	26,139	30,000	30,000	30,000
Restitution Payment	0	500	500	500
Other Court Fines	2,201	3,000	3,000	3,000
Sale Confiscated Property	20,887	15,000	20,000	25,000
Confiscated DEA Sales	5,977	500	500	500
Civil Settlement	149,415	100,000	120,000	150,000
Transfer In School Reimbursement	18,656	42,000	32,800	42,000
Other Revenues	12,243	1,000	1,000	1,000
Total Drug Enforcement Funds Revenues	**$ 239,757**	**$ 196,000**	**$ 211,800**	**$ 256,000**
Dare Program Expenditures				
Operations				
Training	$ 410	$ 2,000	$ 500	$ 2,000
Travel	672	3,000	1,000	3,000
Office Supplies	0	500	0	500
Printing	260	1,000	1,000	1,000
Operating Supplies	9,922	15,000	10,000	15,000
Small Tools	0	5,000	0	5,000
Public Awareness	7,392	8,000	8,000	8,000
Total Operations	**$ 18,656**	**$ 34,500**	**$ 20,500**	**$ 34,500**
Capital				
Data Equipment	$ 0	$ 7,500	$ 0	$ 7,500
Total Capital	**$ 0**	**$ 7,500**	**$ 0**	**$ 7,500**
Total Dare Program Expenditures	**$ 18,656**	**$ 42,000**	**$ 20,500**	**$ 42,000**
Drug Enforcement Expenditures				
Personnel				
Overtime Wages	$ 100,621	$ 70,000	$ 55,000	$ 70,000
FICA	7,349	8,000	8,000	8,000
Total Personnel	**$ 107,970**	**$ 78,000**	**$ 63,000**	**$ 78,000**
Operations				
Training	$ 2,100	$ 10,000	$ 5,000	$ 10,000
Firearm Training	0	3,000	1,500	3,000
Travel	7,067	15,000	10,000	15,000
Professional Services	0	2,000	2,000	2,000
Contract Services	0	500	250	500
Notice Publication	0	1,000	500	1,000
Dues & Subscriptions	240	2,000	1,000	1,500
Phone-Local	477	900	900	1,000
Cell Phone	4,872	8,000	7,500	8,000
Software	10,011	20,000	8,000	20,000
Vehicle Maintenance	5,033	10,000	6,500	10,000
Equipment Maintenance	152	1,000	500	1,000
Office Supplies	245	3,000	3,000	3,000

CITY OF BARTLETT
DRUG ENFORCEMENT FUNDS
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Clothing	38,750	15,000	5,000	15,000
Operating Supplies	1,789	7,000	5,000	7,000
Small Tools	2,542	4,000	11,528	5,000
Public Awareness	2,675	2,000	1,000	2,000
Drug Prevention	0	500	500	1,000
Equipment Rental	0	1,000	500	1,000
Equipment Leasing	886	3,000	3,000	3,000
Tow-In Fee	3,375	4,000	2,000	4,000
Informant Payments	11,535	10,000	10,000	10,000
Miscellaneous Expense	0	5,000	3,000	5,000
Total Operations	**$ 91,749**	**$ 127,900**	**$ 88,178**	**$ 129,000**
Capital				
Communication Equipment	$ 0	$ 15,000	$ 5,000	$ 15,000
Body wires, pole cameras.				
Data Equipment	43,918	20,000	20,000	20,000
E ticket printers, tablets for Narc. officers.				
Office Equipment	0	2,500	1,000	2,000
Vehicles	0	0	0	58,000
2 ISD unmarked equipped vehicles.				
Furniture	0	5,000	5,000	5,000
Other Equipment	17,910	44,000	44,000	50,000
Ballistic Rifle Vests (120 @ $400 each).				
Total Capital	**$ 61,828**	**$ 86,500**	**$ 75,000**	**$ 150,000**
Total Drug Enforcement Expenditures	**$ 261,546**	**$ 292,400**	**$ 226,178**	**$ 357,000**
Total Drug Enforcement Funds Expenditure	**$ 280,202**	**$ 334,400**	**$ 246,678**	**$ 399,000**
Net From Operations	**(40,445)**	**(138,400)**	**(34,878)**	**(143,000)**
Beginning Fund Balance	**$ 491,661**	**$ 451,216**	**$ 451,216**	**$ 416,338**
Ending Fund Balance	**$ 451,216**	**$ 312,816**	**$ 416,338**	**$ 273,338**

CITY OF BARTLETT
FEDERAL DRUG ENFORCEMENT FUND
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Fed Drug Enforcement Revenues				
DEA Funds	$ 71,410	$ 100,000	$ 75,000	$ 100,000
Interest/Other	144	500	343	500
Total Fed Drug Enforcement Revenues	**$ 71,554**	**$ 100,500**	**$ 75,343**	**$ 100,500**
Fed Drug Enforcement Expenditures				
Operations				
Training	$ 0	$ 10,000	$ 2,000	$ 10,000
Volunteer Expense	0	1,000	500	1,000
Travel	0	15,000	5,000	10,000
Dues & Subscription	1,382	2,000	500	2,000
Cell Phone	0	2,000	1,000	2,000
Vehicle Maintenance	124	2,000	1,000	2,000
Radio Maintenance	0	1,200	600	1,200
Office Supplies	0	1,000	500	1,000
Printing	0	200	100	200
Small Tools	80	5,000	2,500	5,000
Total Operations	**$ 1,585**	**$ 39,400**	**$ 13,700**	**$ 34,400**
Capital				
Data Equipment	$ 0	$ 5,000	$ 2,000	$ 5,000
Vehicles	212,012	35,000	35,000	15,000
Bomb K9.				
Other Equipment	0	21,100	21,100	20,000
Night vision equipment.				
Total Capital	**$ 212,012**	**$ 61,100**	**$ 58,100**	**$ 40,000**
Total Fed Drug Enforcement Expenditures	**$ 213,598**	**$ 100,500**	**$ 71,800**	**$ 74,400**
Net From Operations	**(142,044)**	**0**	**3,543**	**26,100**
Beginning Fund Balance	**$ 405,430**	**$ 263,386**	**$ 263,386**	**$ 266,929**
Ending Fund Balance	**$ 263,386**	**$ 263,386**	**$ 266,929**	**$ 293,029**

CITY OF BARTLETT
DRAINAGE FUND
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Drainage Control Revenues				
Drainage Fee Not Served Detention Basin	$ 1,500	$ 0	$ 2,500	$ 0
Drainage Fee Detention Basin	23,000	2,000	13,000	13,000
Transfer from General Fund	100,000	100,000	100,000	100,000
Interest/Other	2,540	0	11,030	4,299
Total Drainage Revenues	**$ 127,040**	**$ 102,000**	**$ 126,530**	**$ 117,299**
Drainage Control Expenditures				
Personnel				
Employee Wages	$ 53,513	$ 54,583	$ 54,582	$ 55,675
Overtime Wages	1,029	1,800	1,500	1,800
Contracted Services	0	5,000	500	5,000
Education Bonus	720	720	720	720
Longevity	2,141	2,183	2,184	2,227
Bonus	86	86	86	86
Employee Health Insurance	8,535	8,866	9,038	9,038
Employee Life Insurance	272	295	172	178
Worker's Compensation Insurance	221	231	231	234
Retiree Health Insurance	2,676	2,729	2,729	2,784
FICA	4,236	4,326	4,319	4,413
Pension Contribution	7,492	7,642	7,642	7,794
Total Personnel	**$ 80,921**	**$ 88,461**	**$ 83,703**	**$ 89,949**
Staffing Level				
Full-Time	*1.00*	*1.00*	*1.00*	*1.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***1.00***	***1.00***	***1.00***	***1.00***
Operations				
Training	$ 145	$ 750	$ 700	$ 750
Travel	810	1,400	1,000	1,400
Professional Services	0	5,000	5,000	5,000
Other Professional Services	5,108	10,000	6,000	10,000
Postage & Freight	0	0	30	100
Dues & Subscription	415	750	500	750
Printing	0	500	250	500
Operating Supplies	35	750	600	750
Public Awareness	4,351	4,500	4,200	4,500
State Fees	3,460	3,600	3,500	3,600
Total Operations	**$ 14,324**	**$ 27,250**	**$ 21,780**	**$ 27,350**
Capital				
Data Processing Equipment	$ 0	$ 0	$ 400	$ 0
Drain Pipe	0	0	4,000	0
Total Capital	**$ 0**	**$ 0**	**$ 4,400**	**$ 0**
Total Drainage Control Expenditures	**$ 95,245**	**$ 115,711**	**$ 109,883**	**$ 117,299**
Net From Operations	**31,795**	**(13,711)**	**16,647**	**0**

CITY OF BARTLETT
DRAINAGE FUND
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Beginning Fund Balance	$ 92,474	$ 124,269	$ 124,269	$ 140,916
Ending Fund Balance	$ 124,269	$ 110,558	$ 140,916	$ 140,916

CITY OF BARTLETT
PARK IMPROVEMENTS FUND
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Park Improvement Revenues				
Parks Dev Fee Dist1	$ 0	$ 0	$ 0	$ 0
Parks Dev Fee Dist2	41,650	0	0	0
Parks Dev Fee Dist3	0	0	0	0
Greenbelt	0	0	0	0
Interest/Other Revenues	0	0	0	0
Total Park Improvement Revenues	**$ 41,650**	**$ 0**	**$ 0**	**$ 0**
Transfers Out				
Transfer to Capital Improvement Fund	$ 0	$ 0	$ 0	$ 55,000
Parks maintenances.				
Total Transfers Out	**$ 0**	**$ 0**	**$ 0**	**$ 55,000**
Park Improvement Expenditures				
Park Improvements Dist1	$ 0	$ 35,000	$ 0	$ 0
Park Improvements Dist2	0	10,286	0	0
Park Improvements Dist3	0	45,000	0	0
Park Improvements Miscellaneous	0	0	0	0
Total Park Improvement Expenditures	**$ 0**	**$ 90,286**	**$ 0**	**$ 0**
Net From Operations	**41,650**	**(90,286)**	**0**	**(55,000)**
Beginning Fund Balance	**$ 661,088**	**$ 702,738**	**$ 702,738**	**$ 702,738**
Ending Fund Balance	**$ 702,738**	**$ 612,452**	**$ 702,738**	**$ 647,738**

CITY OF BARTLETT
BARTLETT CITY SCHOOL FUND
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Bartlett School Fund Revenues				
County Taxes	$ 32,323,112	$ 31,455,735	$ 31,455,735	$ 33,473,752
City of Bartlett Contributions	3,281,018	2,846,019	2,846,019	2,378,193
Charges for Services	0	1,013,625	1,013,625	574,500
Recurring Local Revenue	1,636,584	609,385	609,385	418,750
Nonrecurring Local Revenue	3,000	54,166	54,166	0
State Education Funds	37,265,806	38,628,915	38,628,915	39,395,680
Other State Revenue	74,593	74,170	74,170	75,000
Federal Funds thru the State	212,228	212,000	212,000	175,000
Other Sources	80,422	69,500	69,500	80,000
Total Bartlett School Fund Revenues	**$ 74,876,763**	**$ 74,963,515**	**$ 74,963,515**	**$ 76,570,875**
Staffing Level				
Full-Time Equivalent (FTE)	*805*	*813*	*813*	*846*
Bartlett School Fund Expenditures				
Regular Instruction Program	$ 32,915,702	$ 38,576,597	$ 38,576,597	$ 38,037,591
Special Education	5,421,421	5,666,466	5,666,466	7,068,526
Career and Technical Education Program	1,162,916	1,306,664	1,306,664	1,385,592
Alternative Education Program	336,471	302,907	302,907	385,668
Planning	119,198	122,459	122,459	125,116
Student Services	352,235	495,428	495,428	484,402
Health Services	931,262	708,253	708,253	667,582
Other Student Support	1,611,573	1,712,003	1,712,003	1,930,852
Regular Instruction Support	1,400,882	1,486,113	1,486,113	1,519,664
Special Education Support	858,601	921,935	921,935	1,071,052
Technical Education Support	33,088	36,241	36,241	25,860
Board of Education	1,846,727	2,866,673	2,866,673	3,133,227
Office of Superintendent	1,094,538	489,720	489,720	348,352
Office of Principal	5,189,849	6,203,088	6,203,088	6,186,291
Fiscal Services	855,962	1,102,284	1,102,284	1,124,313
Human Resoures	450,488	532,885	532,885	594,999
Operation of Plant	3,659,706	3,914,243	3,914,243	4,078,333
Maintenance of Plant	1,540,929	1,360,201	1,360,201	1,147,054
Transportation	2,301,754	2,844,009	2,844,009	3,122,326
Technology	3,700,213	4,227,721	4,227,721	3,712,918
School Safety	0	57,625	57,625	421,157
Transfers Out	80,515	30,000	30,000	0
Total Bartlett School Fund Expenditures	**$ 65,864,031**	**$ 74,963,515**	**$ 74,963,515**	**$ 76,570,875**
Net From Operations	**9,012,733**	**0**	**0**	**0**
School Beginning Fund Balance	**$ 6,321,231**	**$ 15,333,964**	**$ 15,333,964**	**$ 15,333,964**
School Ending Fund Balance	**$ 15,333,964**	**$ 15,333,964**	**$ 15,333,964**	**$ 15,333,964**

THE GREAT SEAL OF BARTLETT TENNESSEE

AGRICULTURE

LAW

COMMERCE

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CITY OF BARTLETT

TENNESSEE

UTILITY FUND

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

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City of Bartlett

UTILITY FUND
FY 2018 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 $1,166,928 (11.41%) over the FY 2017 Projection. In FY18, the Utility Fund will transfer $675,000 to the CIP (for Old Brownsville Water Line and Sewer Relocation projects), a big decrease in the transfer to the CIP of $1.975 million for FY17. There was no staffing change. FY 2017 budget included a career ladder pay increase and a general 2% salary increase for full-time employees.

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**

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revenues	*8,799,911*	*8,633,000*	*8,782,800*	*8,886,000*
Salaries	1,574,271	1,672,401	1,644,332	1,738,096
Benefits	1,117,127	811,811	810,985	832,887
Operations	3,056,778	3,472,055	3,164,395	3,537,805
Capital	162,769	1,214,721	1,034,557	921,800
Dbt Svc/Trfr Out	1,675,471	3,606,599	3,568,749	2,025,502
Net Income	**1,213,495**	**(2,144,588)**	**(1,440,218)**	**(170,090)**
Beg Cash Bal	**13,101,639**	**14,315,134**	**14,315,134**	**12,874,916**
End Cash Bal	**14,315,134**	**12,170,546**	**12,874,916**	**12,704,826**

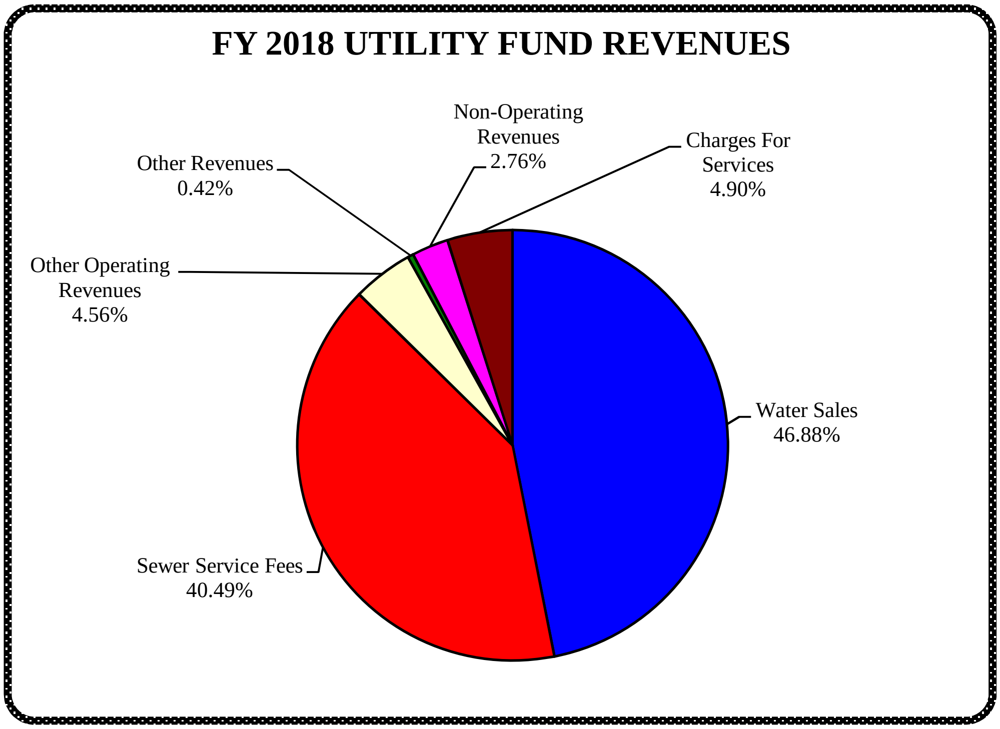
CITY OF BARTLETT
UTILITY FUND SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Utility Revenues				
Operating Revenues	$ 8,329,734	$ 8,505,000	$ 8,498,800	$ 8,604,000
Other Revenues	41,835	46,000	49,000	37,000
Non-Operating Revenues	418,033	80,000	235,000	245,000
Total Utility Revenues	**$ 8,789,603**	**$ 8,631,000**	**$ 8,782,800**	**$ 8,886,000**
Utility Expenditures				
Utility Administration	$ 2,082,326	$ 2,266,785	$ 1,995,987	$ 2,355,356
Water & Wastewater Services	1,802,837	1,890,148	1,845,481	1,953,944
Plant Operations	1,392,568	1,930,129	1,795,319	1,824,253
Sewer Treatment	622,907	1,081,927	1,017,481	897,035
Total Utility Expenditures	**$ 5,900,637**	**$ 7,168,989**	**$ 6,654,269**	**$ 7,030,588**
Projected Cash Flow	**$ 2,888,966**	**$ 1,462,011**	**$ 2,128,531**	**$ 1,855,412**
Less:				
Debt Service	$ 1,675,471	$ 1,616,599	$ 1,578,749	$ 1,356,502
Transfer to Capital Improvement Fund	0	1,990,000	1,990,000	669,000
Total	**$ 1,675,471**	**$ 3,606,599**	**$ 3,568,749**	**$ 2,025,502**
Net From Operations	**$ 1,213,495**	**$ (2,144,588)**	**$ (1,440,218)**	**$ (170,090)**
Beginning Cash Balance	**$ 13,101,639**	**$ 14,315,134**	**$ 14,315,134**	**$ 12,874,916**
Ending Cash Balance	**$ 14,315,134**	**$ 12,170,546**	**$ 12,874,916**	**$ 12,704,826**

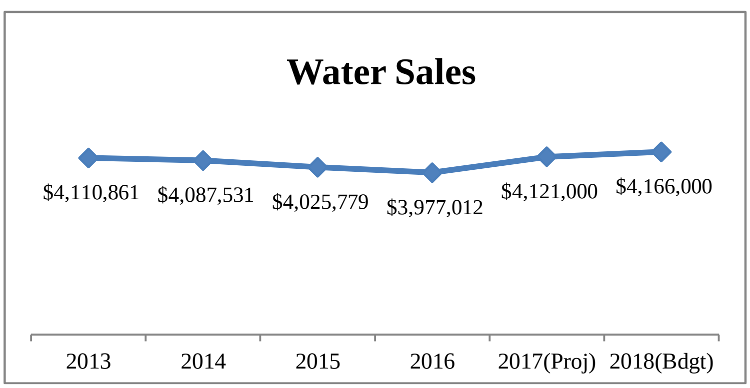
CITY OF BARTLETT
UTILITY FUND REVENUES
FY 2018 Adopted Budget

Description		FY 2016 Actual		FY 2017 Revised		FY 2017 Projection		FY 2018 Adopted
Water Sales								
Metered Water Sales City Residential	$	2,920,827	$	3,050,000	$	3,010,000	$	3,050,000
Metered Water Sales City Commercial		889,920		910,000		915,000		920,000
Metered Water Sales Rural Residential		176,984		175,000		180,000		180,000
Metered Water Sales Rural Commercial		17,329		16,000		16,000		16,000
Uncollectable Revenue-Water		(28,048)		0		0		0
Total Water Sales	**$**	**3,977,012**	**$**	**4,151,000**	**$**	**4,121,000**	**$**	**4,166,000**
Sewer Service Fees								
Sewer Service Fees City Residential	$	1,855,657	$	1,880,000	$	1,880,000	$	1,900,000
Sewer Service Fees City Commercial		625,288		625,000		635,000		640,000
Sewer Service Fees Rural Commercial		4,744		5,000		4,000		4,000
North Sewer Service Fees City Res.		891,807		900,000		900,000		910,000
North Sewer Service Fees City Comm		49,286		50,000		48,000		50,000
North Sewer Service Fees Rural Res.		85,183		85,000		87,000		90,000
North Sewer Service Fees Rural Comm.		4,279		4,000		3,800		4,000
Uncollectable Revenue-Sewer		(15,343)		0		0		0
Total Sewer Service Fees	**$**	**3,500,901**	**$**	**3,549,000**	**$**	**3,557,800**	**$**	**3,598,000**
Other Operating Revenues								
Service Connection Fee	$	64,763	$	65,000	$	70,000	$	70,000
Disconnect/Reconnect Fee		34,200		35,000		35,000		35,000
Forfeited Discounts		299,917		300,000		300,000		300,000
Total Other Operating Revenues	**$**	**398,880**	**$**	**400,000**	**$**	**405,000**	**$**	**405,000**
Other Revenues								
Interest	$	4,553	$	5,000	$	8,000	$	7,000
Transfer From Utility Fund CIP		0		15,000		15,000		0
Other Revenues		20,625		13,000		16,000		17,000
Reimbursements For Damage		16,658		13,000		10,000		13,000
Total Other Revenues	**$**	**41,835**	**$**	**46,000**	**$**	**49,000**	**$**	**37,000**
Non-Operating Revenues								
Water Tap Fees South	$	64,000	$	15,000	$	65,000	$	70,000
Water Tap Fees North		112,000		0		20,000		20,000
Sewer Tap South Basin		70,600		25,000		70,000		75,000
Sewer Tap North Basin		131,615		20,000		20,000		20,000
Subdivision Development		39,818		20,000		60,000		60,000
Total Non-Operating Revenues	**$**	**418,033**	**$**	**80,000**	**$**	**235,000**	**$**	**245,000**
Charges For Services								
Tower Lease Payments	$	373,041	$	330,000	$	340,000	$	360,000
Water Meter Installation		79,900		75,000	$	75,000	$	75,000
Total Charges For Services	**$**	**452,941**	**$**	**405,000**	**$**	**415,000**	**$**	**435,000**
TOTAL UTILITY FUND REVENUES	**$**	**8,789,603**	**$**	**8,631,000**	**$**	**8,782,800**	**$**	**8,886,000**

CITY OF BARTLETT
ANALYSIS OF UTILITY REVENUE SOURCES
FY 2018 Adopted Budget

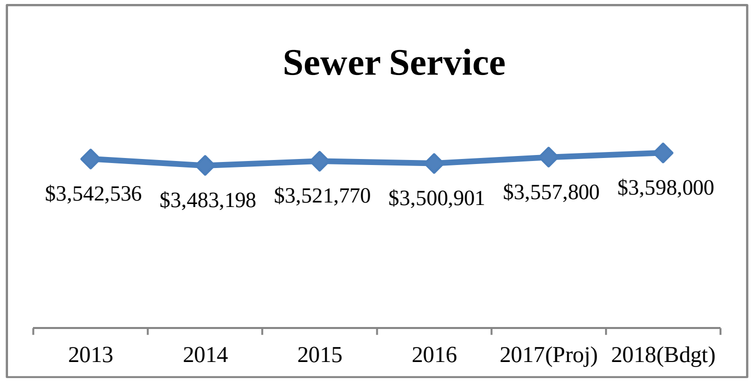


The Utility Revenues include charges for water and sewer usage and connection and development fees for the water and sewer system. We are required to make the Utility system self-sufficient per Tennessee Water and Wastewater Financing Board. No increase in the rates for FY 2018. Water and sewer rates were last increased in 2011. Only 1.18% increase budgeted for FY 2018.

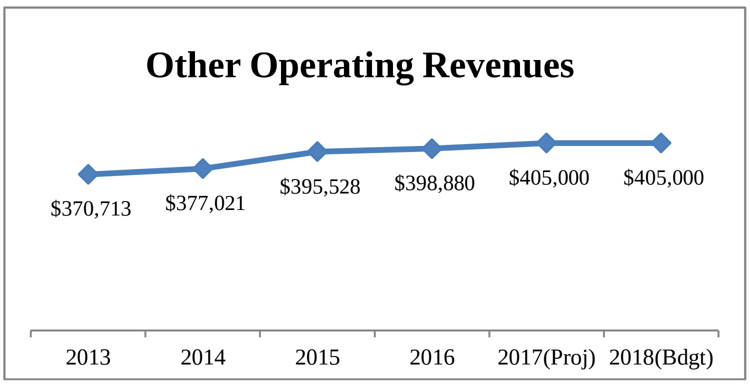


This revenue is based on the volume of water usage with a different rate for residential and commercial users. FY 2018 budget is based on 200 new additional users.

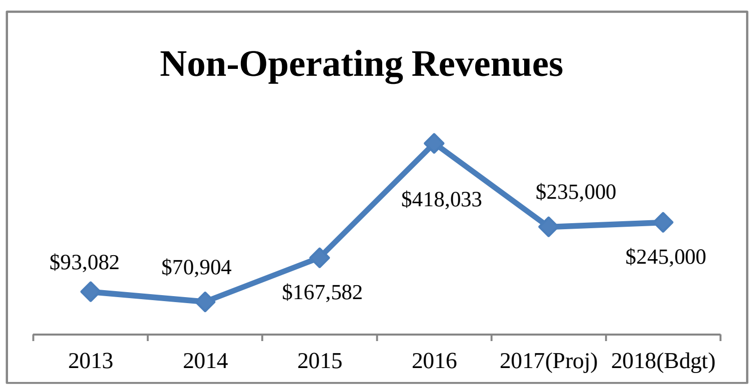
This revenue is based on the volume of water used and is a charge for the collection, treatment, and disposal of wastewater. Sewage in the North Basin is treated by the City and sewage in the South Basin is treated by the City of Memphis. FY 2018 budget is based on 200 new additional users.



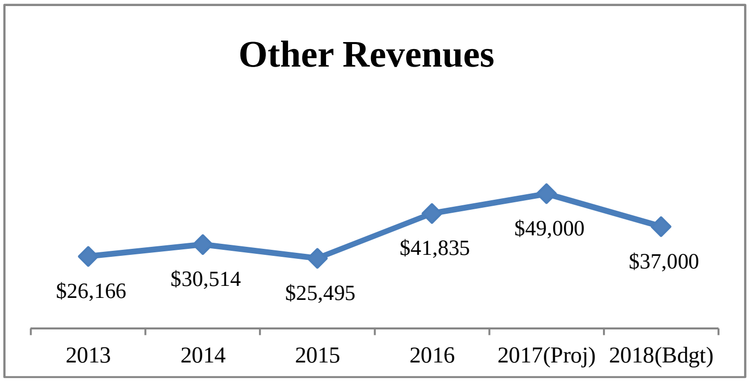
These are service fees and disconnect/reconnect fees for the water and sewer systems and the forfeited discounts.



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.

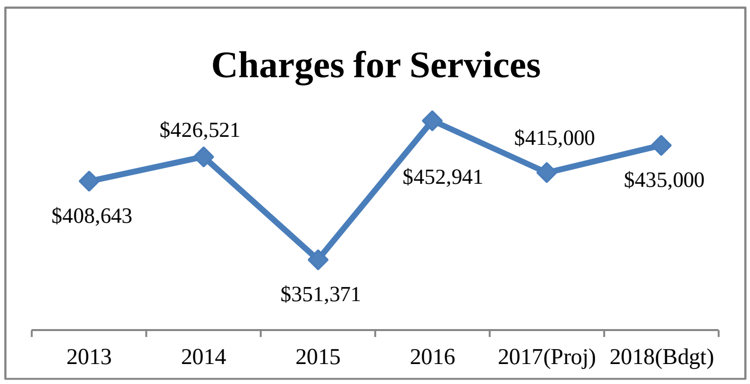


CITY OF BARTLETT
ANALYSIS OF UTILITY REVENUE SOURCES
FY 2018 Adopted Budget



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

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



CITY OF BARTLETT
UTILITY FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues				
Demand Response Program	$ 10,307	$ 2,000	$ 0	$ 0
Total Department Revenues	**$ 10,307**	**$ 2,000**	**$ 0**	**$ 0**
Personnel				
Supervisor Salaries	$ 253,572	$ 260,602	$ 261,632	$ 273,799
Employee Wages	1,206,653	1,270,576	1,262,516	1,322,474
Overtime Wages	62,702	66,700	65,224	67,500
Special Hours	20,700	23,300	20,600	23,100
Part-Time	30,644	51,223	34,360	51,223
Vacation Pay	17,556	0	164	0
Educational Bonus	720	720	2,040	2,160
Sick Pay	596	0	0	0
Longevity Pay	22,570	28,560	28,491	31,305
Bonus	3,186	3,367	3,101	3,366
Other Personnel Costs	165	0	0	0
Employee Health Insurance	312,464	327,565	335,137	333,892
Employee Life Insurance	7,440	8,269	4,805	5,107
Worker's Compensation Insurance	43,758	44,716	44,716	46,390
Retiree Health Insurance	246,820	76,558	76,208	79,814
FICA	114,463	122,537	120,231	127,879
Pension Contribution	338,283	191,272	186,503	191,582
Contributory Retirement Plan	9,107	8,247	9,589	11,392
Total Personnel	**$ 2,691,398**	**$ 2,484,212**	**$ 2,455,317**	**$ 2,570,983**
Staffing Level				
Full-Time	*35.64*	*37.00*	*34.71*	*37.00*
Part-Time (converted to FTE)	*1.41*	*2.14*	*1.23*	*2.14*
Total Full-Time Equivalent (FTE)	***37.05***	***39.14***	***35.94***	***39.14***
Operations				
Training	$ 2,957	$ 8,050	$ 5,549	$ 7,900
Travel	1,163	7,900	7,200	7,750
Professional Services	6,130	4,550	3,000	2,000
Other Professional Service	39,092	34,500	34,630	34,500
Postage & Freight	75,698	78,050	77,950	81,250
Notice Publication	529	2,100	600	1,100
Dues & Subscriptions	809	2,250	1,385	1,950
Utilities	593,846	615,000	610,000	607,000
Water Purchased For Resale	34,765	32,000	31,000	32,000
Phones - Local	8,665	4,350	5,820	5,550
Long Distance Phone Calls	60	0	0	0
Cellular Phones	5,616	6,450	6,800	7,000
Data Processing - Software	4,798	10,500	5,000	11,000
Telecommunication Link	622	1,600	1,000	1,200
Shop Allocation	24,600	24,600	24,600	24,600
Vehicle Maintenance	35,243	37,200	52,000	42,000
Equipment Maintenance	238,407	277,000	263,000	283,000
Radio Maintenance	218	0	0	0
Computer Maintenance	307	20,000	0	20,000

CITY OF BARTLETT
UTILITY FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Grounds Maintenance	1,390	8,100	6,500	4,700
Building Maintenance	10,155	15,250	17,000	19,000
Water & Sewer Line Maintenance	18,338	27,500	27,500	27,500
Waste Refuse	31,656	35,000	35,000	43,000
Bad Debt Expense	3,095	2,400	3,000	3,000
Office Supplies	12,188	6,300	5,800	6,800
Printing	4,957	20,350	8,350	20,350
Petroleum Supplies	49,106	65,500	55,000	59,000
Clothing & Uniforms	12,804	10,800	10,800	10,700
Operating Supplies	20,304	24,200	22,700	24,500
Cleaning Supplies	3,441	5,400	4,600	5,700
Chemical Supplies	49,424	105,800	97,800	102,800
Fill Sand, Dirt & Gravel	20,886	20,000	20,000	20,000
Concrete & Brick	6,585	10,000	8,000	8,000
Small Tools	1,065	2,800	3,000	2,900
Pipe & Materials-System Maintenance	71,678	70,616	70,000	70,000
Meters & Meter Boxes	8,645	10,000	10,000	10,000
Equipment Rental	0	500	0	500
Street Barricade & Equip Re	396	400	400	400
Property Insurance	72,490	74,500	69,690	73,000
Vehicle & Equip Insurance	12,094	12,341	14,591	15,700
General Liability Insurance	21,695	22,796	21,216	21,352
Bank Charges	0	4,000	0	4,000
Lab Testing	43,175	58,000	58,000	58,000
CSX Leases	1,167	1,400	1,200	1,300
Cash Over Or Short	(35)	100	100	100
Pollution Control Fees	46,689	49,000	49,600	50,700
In Lieu Of Tax Payments	571,666	562,302	562,842	674,603
Storage Fees	171	0	372	400
Sewer Service Fees	882,373	1,058,600	842,000	1,008,000
State Fees	1,000	1,200	1,200	1,200
Damage Claims	4,549	19,000	7,500	19,000
Miscellaneous Other Expenses	106	1,800	1,100	1,800
Total Operations	**$ 3,056,778**	**$ 3,472,055**	**$ 3,164,395**	**$ 3,537,805**
Capital				
Communications Equipment	$ 387	$ 1,800	$ 5,094	$ 1,600
Data Processing Equipment	7,673	8,200	3,007	7,700
Office Equipment	1,290	1,500	650	1,500
Vehicles	0	324,152	285,735	83,000
Furniture	318	0	0	0
Other Equipment	2,655	17,870	16,270	79,200
Water/Sewer Mains & System Improvement	150,446	861,199	723,800	748,800
Total Capital	**$ 162,769**	**$ 1,214,721**	**$ 1,034,557**	**$ 921,800**
TOTAL UTILITY FUND EXPENDITURES	**$ 5,900,637**	**$ 7,168,989**	**$ 6,654,269**	**$ 7,030,588**

Utility Administration

City of Bartlett

FY 2018 Adopted

What We Do

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

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Salaries	230,639	242,407	239,068	258,972
Benefits	147,217	101,739	102,333	106,329
Operations	1,571,420	1,787,139	1,518,735	1,854,555
Capital	133,049	135,500	135,851	135,500
Total	**2,082,326**	**2,266,785**	**1,995,987**	**2,355,356**

FY 2017 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 2016 Actual	FY 2017 Forecast	FY 2018 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 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 51,440	$ 52,469	$ 53,498	$ 56,664
Employee Wages	164,724	171,378	175,816	183,748
Overtime Wages	187	3,000	1,240	3,000
Part-Time	14,288	15,560	8,514	15,560
Vacation Pay	1,561	0	0	0
Sick Pay	88	0	0	0
Longevity Pay	3,443	4,288	4,310	4,575
Bonus	603	603	517	604
Employee Health Insurance	38,654	40,373	41,144	41,148
Employee Life Insurance	1,076	1,209	719	769
Worker's Compensation Insurance	412	404	404	432
Retiree Health Insurance	39,777	11,192	11,466	12,021
FICA	17,005	17,925	17,619	19,214
Pension Contribution	41,642	22,637	22,848	24,182
Contributory Retirement Plan	2,957	3,108	3,306	3,384
Total Personnel	**$ 377,857**	**$ 344,146**	**$ 341,401**	**$ 365,301**
Staffing Level				
Full-Time	*5.91*	*6.00*	*6.00*	*6.00*
Part-Time (converted to FTE)	*0.65*	*0.74*	*0.20*	*0.74*
Total Full-Time Equivalent (FTE)	***6.56***	***6.74***	***6.20***	***6.74***
Operations				
Training	$ 636	$ 2,500	$ 99	$ 2,500
Travel	0	2,000	2,000	2,000
Postage & Freight	74,675	76,800	76,800	80,000
Dues & Subscriptions	0	100	100	100
Phones - Local	1,843	900	970	1,000
Long Distance Phone Calls	36	0	0	0
Data Processing - Software	4,615	10,500	5,000	11,000
Equipment Maintenance	8,389	20,000	6,000	20,000
Computer Maintenance	217	20,000	0	20,000
Bad Debt Expense	3,095	2,400	3,000	3,000
Office Supplies	10,239	3,500	3,500	4,000
Printing	4,541	20,000	8,000	20,000
Operating Supplies	116	1,000	500	1,000
General Liability Insurance	9,037	9,037	8,852	8,852
Bank Charges	0	4,000	0	4,000
Cash Over Or Short	(35)	100	100	100
In Lieu Of Tax Payments	571,666	562,302	562,842	674,603
Formula based on depreciated book value of assets.				
Storage Fees	171	0	372	400
Sewer Service Fees	882,073	1,050,000	840,000	1,000,000
Based on treated sewer by City of Memphis. Rate expected to increase in FY2018.				
Damage Claims	0	1,000	0	1,000
Miscellaneous Other Expenses	106	1,000	600	1,000
Total Operations	**$ 1,571,420**	**$ 1,787,139**	**$ 1,518,735**	**$ 1,854,555**
Capital				
Communications Equipment	$ 0	$ 1,200	$ 4,894	$ 1,200

CITY OF BARTLETT
UTILITY ADMINISTRATION
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Data Processing Equipment	3,491	4,000	1,507	4,000
Three (3) computers.				
Office Equipment	1,290	1,500	650	1,500
Furniture	318	0	0	0
Water Mains & System Improvement	127,951	128,800	128,800	128,800
Replacement of regular meters with Orion meters which can be read from the vehicle.				
Total Capital	**$ 133,049**	**$ 135,500**	**$ 135,851**	**$ 135,500**
Total Utility Administration	**$ 2,082,326**	**$ 2,266,785**	**$ 1,995,987**	**$ 2,355,356**

Water & Wastewater Services

City of Bartlett

FY 2018 Adopted

What We Do

Water/Wastewater Services is responsible for maintaining the City's water distribution and wastewater collections systems and infrastructure (meter setting and repairs, fire hydrants, valves, water services and mains, sewer services and mains, manholes, lift stations, and force mains. WWS also services the Bartlett reserve areas and reads the City's 25,425 water meters.

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Salaries	852,799	900,320	882,157	928,685
Benefits	660,333	487,504	480,680	492,159
Operations	287,325	324,701	328,332	327,500
Capital	2,379	177,622	154,312	205,600
Total	**1,802,837**	**1,890,148**	**1,845,481**	**1,953,944**

FY 2017 Performance Highlights

Our Tennessee-One-Call locate person processed 6,854 requests for locations in the last 12 months. That's an average of more than 25 per day; The crews maintain: 334 miles of sewer main, 7,269 sewer manholes, 29 lift stations, 375 miles of water main, 3,509 fire hydrants, 7,081 water valves, 39,393 sewer and water services, and 19 miles of forcemains.

Objective	Performance Measures	FY 2016 Actual	FY 2017 Forecast	FY 2018 Projected
Reduce wastewater system inflow and infiltration problems in order to reduce system repair costs	Cost of lift station repairs	$27,500	$30,000	$33,000
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	$14,300	$15,750
Maintain City's sewer and water lines, valves, manholes, and meters	Number of work tickets completed	6854	7000	7250

CITY OF BARTLETT
WATER & WASTEWATER SERVICES
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Personnel				
Supervisor Salaries	$ 67,597	$ 70,234	$ 70,234	$ 73,403
Employee Wages	735,518	774,223	759,223	799,419
Overtime Wages	33,153	35,000	35,000	35,000
Special Hours	5,200	5,200	5,200	5,200
Part-Time	11,330	15,663	12,500	15,663
Vacation Pay	11,929	0	164	0
Educational Bonus	0	0	1,320	1,440
Sick Pay	350	0	0	0
Longevity Pay	15,627	18,932	18,932	21,111
Bonus	1,809	1,897	1,723	1,897
Other Personnel Costs	165	0	0	0
Employee Health Insurance	198,072	210,723	210,723	209,698
Employee Life Insurance	4,071	4,560	2,625	2,793
Worker's Compensation Insurance	30,030	30,826	30,826	31,909
Retiree Health Insurance	141,544	42,223	41,473	43,641
FICA	61,746	65,653	64,391	68,096
Pension Contribution	190,987	109,616	104,285	105,673
Contributory Retirement Plan	4,004	3,074	4,218	5,901
Total Personnel	**$ 1,513,132**	**$ 1,387,824**	**$ 1,362,837**	**$ 1,420,844**
Staffing Level				
Full-Time	*20.73*	*21.00*	*19.71*	*21.00*
Part-Time (converted to FTE)	*0.46*	*0.70*	*0.53*	*0.70*
Total Full-Time Equivalent (FTE)	***21.19***	***21.70***	***20.24***	***21.70***
Operations				
Training	$ 934	$ 1,350	$ 1,350	$ 1,200
Travel	233	1,900	1,700	1,750
Other Professional Service	20,999	18,000	18,000	18,000
Postage & Freight	244	200	200	200
Dues & Subscriptions	165	200	150	200
Phones - Local	1,433	1,350	1,350	1,350
Long Distance Phone Calls	17	0	0	0
Cellular Phones	2,437	2,600	2,500	2,500
Data Processing - Software	183	0	0	0
Shop Allocation	14,000	14,000	14,000	14,000
Vehicle Maintenance	30,860	30,000	45,000	35,000
Equipment Maintenance	6,044	10,000	14,000	10,000
Radio Maintenance	218	0	0	0
Computer Maintenance	90	0	0	0
Building Maintenance	492	500	500	1,500
Water & Sewer Line Maintenance	18,338	27,500	27,500	27,500
Office Supplies	604	800	800	800
Petroleum Supplies	35,283	47,000	40,000	43,000
Clothing & Uniforms	10,728	8,500	8,500	8,500
Operating Supplies	11,301	12,200	12,200	13,000
Cleaning Supplies	1,684	1,800	1,800	1,800
Chemical Supplies	766	800	800	800
Fill Sand, Dirt & Gravel	20,886	20,000	20,000	20,000

CITY OF BARTLETT
WATER & WASTEWATER SERVICES
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Concrete & Brick	6,585	10,000	8,000	8,000
Small Tools	550	2,500	2,500	2,500
Pipe & Materials-System Maintenance	71,678	70,616	70,000	70,000
Meters & Meter Boxes	8,645	10,000	10,000	10,000
Street Barricade & Equip Re	396	400	400	400
Vehicle & Equip Insurance	10,026	10,026	12,096	13,000
General Liability Insurance	6,959	6,959	6,986	7,000
Damage Claims	4,549	15,000	7,500	15,000
Miscellaneous Other Expenses	0	500	500	500
Total Operations	**$ 287,325**	**$ 324,701**	**$ 328,332**	**$ 327,500**
Capital				
Communications Equipment	$ 387	$ 600	$ 200	$ 400
Data Processing Equipment	1,992	0	0	0
Vehicles	0	116,152	94,842	83,000
New F-150 Regular Cab Truck - $28,000, New F-350 Crew Cab - $55,000.				
Other Equipment	0	15,870	14,270	77,200
New Trailer Mounted 100Kw Generator - $70,000, New 8 foot Trench Box - $7,200.				
Water Mains & System Improvement	0	45,000	45,000	45,000
Total Capital	**$ 2,379**	**$ 177,622**	**$ 154,312**	**$ 205,600**
Total Water & Wastewater Services	**$ 1,802,837**	**$ 1,890,148**	**$ 1,845,481**	**$ 1,953,944**

Utility
Plant Operations

City of Bartlett

FY 2018 Adopted

What We Do

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

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revs/Recvrs	*7,965*	*0*	*0*	*0*
Salaries	298,983	327,649	320,889	339,201
Benefits	184,262	133,631	133,505	137,402
Operations	894,366	1,031,250	995,032	1,020,450
Capital	22,921	437,599	345,893	327,200
Total	**1,392,568**	**1,930,129**	**1,795,319**	**1,824,253**

FY 2017 Performance Highlights

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

Objective	Performance Measures	FY 2016 Actual	FY 2017 Forecast	FY 2018 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 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues				
Demand Response Program	$ 7,965	$ 0	$ 0	$ 0
Total Department Revenues	**$ 7,965**	**$ 0**	**$ 0**	**$ 0**
Personnel				
Supervisor Salaries	$ 65,678	$ 67,665	$ 67,666	$ 70,329
Employee Wages	195,392	207,484	207,111	215,372
Overtime Wages	22,587	20,000	22,566	21,000
Special Hours	10,300	12,500	10,200	12,500
Part-Time	5,026	20,000	13,346	20,000
Vacation Pay	2,906	0	0	0
Sick Pay	88	0	0	0
Longevity Pay	746	2,331	2,439	2,550
Bonus	431	522	517	520
Employee Health Insurance	43,416	45,122	46,290	46,042
Employee Life Insurance	1,358	1,486	868	914
Worker's Compensation Insurance	7,834	7,847	7,847	8,148
Retiree Health Insurance	37,193	13,757	13,739	14,285
FICA	21,505	24,045	23,336	24,945
Pension Contribution	68,786	38,521	38,469	39,998
Total Personnel	**$ 483,246**	**$ 461,280**	**$ 454,394**	**$ 476,603**
Staffing Level				
Full-Time	*5.00*	*6.00*	*5.00*	*6.00*
Part-Time (converted to FTE)	*0.30*	*0.70*	*0.50*	*0.70*
Total Full-Time Equivalent (FTE)	***5.30***	***6.70***	***5.50***	***6.70***
Operations				
Training	$ 1,121	$ 2,600	$ 2,600	$ 2,600
Travel	930	2,500	2,000	2,500
Other Professional Service	17,575	16,500	16,100	16,500
Ground Water institute.				
Postage & Freight	734	1,000	900	1,000
Notice Publication	279	2,000	500	1,000
Dues & Subscriptions	509	1,800	1,000	1,500
Utilities	444,868	470,000	465,000	465,000
Water Purchased For Resale	34,765	32,000	31,000	32,000
Phones - Local	3,293	900	2,000	2,000
Long Distance Phone Calls	7	0	0	0
Cellular Phones	2,941	3,500	3,500	4,000
Telecommunication Link	622	1,600	1,000	1,200
Shop Allocation	9,100	9,100	9,100	9,100
Vehicle Maintenance	3,733	6,000	6,000	6,000
Equipment Maintenance	195,151	215,000	210,000	215,000
Grounds Maintenance	166	4,600	2,500	2,500
Building Maintenance	8,311	12,500	12,500	15,000
Office Supplies	921	1,500	1,000	1,500
Printing	416	350	350	350
Petroleum Supplies	9,308	14,000	12,000	12,000
Clothing & Uniforms	670	800	800	800

CITY OF BARTLETT
PLANT OPERATIONS
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Operating Supplies	2,372	4,000	3,500	4,000
Cleaning Supplies	1,712	3,600	2,500	3,600
Chemical Supplies	38,039	85,000	80,000	85,000
Property Insurance	55,647	57,000	51,431	54,000
Vehicle & Equip Insurance	1,149	1,500	1,386	1,500
General Liability Insurance	4,186	5,000	3,965	4,000
Lab Testing	16,675	30,000	30,000	30,000
CSX Leases	1,167	1,400	1,200	1,300
Pollution Control Fees	36,999	41,000	40,000	41,000
Shelby County Wellhead protection, State Maintenance fee.				
State Fees	1,000	1,200	1,200	1,200
Damage Claims	0	3,000	0	3,000
Miscellaneous Other Expenses	0	300	0	300
Total Operations	**$ 894,366**	**$ 1,031,250**	**$ 995,032**	**$ 1,020,450**
Capital				
Data Processing Equipment	$ 1,611	$ 2,200	$ 1,000	$ 2,200
Vehicles	0	48,000	44,893	0
Water Mains & System Improvement	21,310	387,399	300,000	325,000
Tank Maintenance & Paint $225k, Water Line Upgrades $50k, Old tank removal $50k.				
Total Capital	**$ 22,921**	**$ 437,599**	**$ 345,893**	**$ 327,200**
Total Plant Operations	**$ 1,392,568**	**$ 1,930,129**	**$ 1,795,319**	**$ 1,824,253**

Utility
Sewer Treatment

City of Bartlett

FY 2018 Adopted

Summary Revenue/Expenditure Type

Category	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Revs/Recvrs	*2,343*	*2,000*	*0*	*0*
Salaries	191,849	202,025	202,218	211,238
Benefits	125,315	88,937	94,467	96,997
Operations	303,667	328,965	322,296	335,300
Capital	4,419	464,000	398,500	253,500
Total	**622,907**	**1,081,927**	**1,017,481**	**897,035**

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.

FY 2017 Performance Highlights

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

Objective	Performance Measures	FY 2016 Actual	FY 2017 Forecast	FY 2018 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 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Department Revenues				
Demand Response Program	$ 2,343	$ 2,000	$ 0	$ 0
Total Department Revenues	**$ 2,343**	**$ 2,000**	**$ 0**	**$ 0**
Personnel				
Supervisor Salaries	$ 68,857	$ 70,234	$ 70,234	$ 73,403
Employee Wages	111,018	117,491	120,366	123,935
Overtime Wages	6,774	8,700	6,418	8,500
Special Hours	5,200	5,600	5,200	5,400
Vacation Pay	1,160	0	0	0
Educational Bonus	720	720	720	720
Sick Pay	70	0	0	0
Longevity	2,754	3,009	2,810	3,069
Bonus	344	345	344	345
Employee Health Insurance	32,322	31,347	36,980	37,004
Employee Life Insurance	935	1,014	593	631
Worker's Compensation Insurance	5,482	5,639	5,639	5,901
Retiree Health Insurance	28,306	9,386	9,530	9,867
FICA	14,207	14,914	14,885	15,624
Pension Contribution	36,868	20,498	20,901	21,729
Contributory Retirement Plan	2,146	2,065	2,065	2,107
Total Personnel	**$ 317,164**	**$ 290,962**	**$ 296,685**	**$ 308,235**
Staffing Level				
Full-Time	*4.00*	*4.00*	*4.00*	*4.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***4.00***	***4.00***	***4.00***	***4.00***
Operations				
Training	$ 266	$ 1,600	$ 1,500	$ 1,600
Travel	0	1,500	1,500	1,500
Professional Services	6,130	4,550	3,000	2,000
Other Professional Services	518	0	530	0
Postage	45	50	50	50
Notice Publication	250	100	100	100
Dues & Subscriptions	135	150	135	150
Utilities	148,978	145,000	145,000	142,000
Phones - Local	2,097	1,200	1,500	1,200
Cellular Phones	238	350	800	500
Shop Allocation	1,500	1,500	1,500	1,500
Vehicle Maintenance	650	1,200	1,000	1,000
Equipment Maintenance	28,823	32,000	33,000	38,000
Grounds Maintenance	1,224	3,500	4,000	2,200
Building Maintenance	1,352	2,250	4,000	2,500
Waste Refuse	31,656	35,000	35,000	43,000
Office Supplies	423	500	500	500
Petroleum Supplies	4,515	4,500	3,000	4,000
Clothing & Uniforms	1,407	1,500	1,500	1,400
Operating Supplies	6,515	7,000	6,500	6,500
Cleaning Supplies	45	0	300	300

CITY OF BARTLETT
SEWER TREATMENT
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Chemical Supplies	10,619	20,000	17,000	17,000
Small Tools	515	300	500	400
Equipment Rental	0	500	0	500
Property Insurance	16,843	17,500	18,259	19,000
Vehicle & Equip Insurance	919	815	1,109	1,200
General Liability Insurance	1,513	1,800	1,413	1,500
Lab Testing	26,500	28,000	28,000	28,000
Pollution Control Fees	9,690	8,000	9,600	9,700
Sewer Service Fees	300	8,600	2,000	8,000
Total Operations	**$ 303,667**	**$ 328,965**	**$ 322,296**	**$ 335,300**
Capital				
Data Processing Equipment	$ 579	$ 2,000	$ 500	$ 1,500
Vehicles	0	160,000	146,000	0
Other Equipment	2,655	2,000	2,000	2,000
Sewer Mains & System Improvement	1,185	300,000	250,000	250,000
Sewer rehabs & sewer lines upgrades.				
Total Capital	**$ 4,419**	**$ 464,000**	**$ 398,500**	**$ 253,500**
Total Sewer Treatment	**$ 622,907**	**$ 1,081,927**	**$ 1,017,481**	**$ 897,035**

CITY OF BARTLETT
TENNESSEE

DEBT SERVICE FUND

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

Tab - back page

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.

The primary source of revenue for the Debt Service Fund is a portion (1/3) of the Local Sales Tax. For the Fiscal Year 2018, 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 $5.303 million in general obligation bonds in FY 2018. Additionally, the City plans to issue $1,969,150 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 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
General Debt Service Revenues				
Local Sales Tax	$ 3,224,772	$ 3,338,400	$ 3,280,000	$ 3,378,400
Transfer From General Fund	500,000	0	0	1,500,000
Transfer From General Fund for School Debt	0	0	0	2,505,000
Transfer From School for School Debt	0	0	0	1,000,000
Transfer From Street Aid Fund	0	700,000	700,000	0
Transfer From Solid Waste Fund	200,000	200,000	200,000	163,000
Transfer From CIP	180,000	66,000	66,000	50,000
Total General Debt Service Revenues	**$ 4,104,772**	**$ 4,304,400**	**$ 4,246,000**	**$ 8,596,400**
General Debt Service Expenditures				
Paying Agent Fee	$ 1,850	$ 3,500	$ 2,650	$ 3,500
Go Bond Issuance Expense	59,168	60,000	77,137	80,000
TML Note Issuance Expense	7,698	10,000	7,600	10,000
School Bond Issuance Expense	0	0	0	225,000
2007A Principal	130,000	135,000	135,000	140,000
2008A Principal	56,000	59,000	59,000	61,000
2009A Principal	95,000	95,000	95,000	100,000
2010A Principal	670,000	685,000	685,000	705,000
2011A Principal	610,000	395,000	395,000	325,000
2012A Principal	765,000	785,000	785,000	805,000
2013A Principal	560,000	575,000	575,000	590,000
2015A Principal	0	170,000	170,000	190,000
2016A Principal	0	0	0	230,000
2013 Capital Note Principal	106,000	108,000	108,000	110,000
2013A Capital Note Principal	183,000	186,000	186,000	189,000
2014 Capital Note Principal	139,000	142,000	142,000	145,000
2015 Capital Note Principal	0	142,000	142,000	146,000
2016 Capital Note Principal	0	0	0	149,500
2007A Interest	87,125	81,825	81,825	76,325
2008A Interest	2,702	5,000	9,000	10,800
2009A Interest	58,754	56,687	38,596	18,163
2010A Interest	115,913	102,363	102,363	88,463
2011A Interest	53,644	43,594	43,594	36,394
2012A Interest	232,338	212,913	212,913	189,063
2013A Interest	119,794	102,769	102,769	85,294
2015A Interest	87,896	209,250	209,250	205,650
2016A Interest	0	90,000	58,014	135,100
2017A Interest	0	0	0	80,000
School 2017A Interest	0	0	0	600,000
2013 Capital Note Interest	13,142	10,863	10,863	8,542
2013A Capital Note Interest	16,839	13,582	13,582	10,271
2014 Capital Note Interest	21,276	18,199	18,199	15,057
2015 Capital Note Interest	10,560	20,158	20,158	17,235
2016 Capital Note Interest	0	18,000	10,268	20,424
2017 Capital Note Interest	0	0	0	40,000
Total General Debt Service Expenditures	**$ 4,202,697**	**$ 4,535,703**	**$ 4,495,781**	**$ 5,840,781**
Net General Debt Service	**$ (97,925)**	**$ (231,303)**	**$ (249,781)**	**$ 2,755,619**
Beginning Fund Balance	**$ 560,760**	**$ 462,835**	**$ 462,835**	**$ 213,054**
Ending Fund Balance	**$ 462,835**	**$ 231,532**	**$ 213,054**	**$ 2,968,673**

City of Bartlett

SCHEDULE OF BONDS PAYABLE

Future Maturities (Including Interest) - General Long-Term Debt

June 30, 2017

Fiscal Year	2016 Capital Note		Series 2016 Bonds		2015 Capital Note		Series 2015 Bonds		2014 Capital Note		2013B Capital Note		Series 2013 Bonds		2013A Capital Note	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2018	149,500	20,423	230,000	135,100	146,000	17,235	190,000	205,650	145,000	15,056	110,000	8,541	590,000	85,294	189,000	10,271
2019	155,000	17,470	240,000	129,200	149,000	14,240	190,000	199,950	149,000	11,837	113,000	6,166	615,000	67,219	192,000	6,906
2020	158,000	14,434	245,000	123,150	152,000	11,185	200,000	194,150	152,000	8,541	115,000	3,738	95,000	56,569	196,000	3,489
2021	161,000	11,339	250,000	116,950	155,000	8,069	205,000	190,100	155,000	5,179	118,000	1,257	100,000	53,644		
2022	165,000	8,177	255,000	110,650	158,000	4,892	205,000	186,000	159,000	1,741			105,000	50,569		
2023	168,000	4,947	260,000	105,500	162,000	1,644	210,000	181,850					105,000	47,419		
2024	171,000	1,659	380,000	99,100			215,000	175,450					110,000	44,194		
2025			390,000	91,400			225,000	166,650					115,000	40,819		
2026			400,000	83,500			235,000	157,450					115,000	37,369		
2027			400,000	75,500			245,000	146,625					120,000	33,844		
2028			415,000	67,350			255,000	134,125					125,000	30,169		
2029			425,000	58,950			270,000	121,000					125,000	26,419		
2030			430,000	50,400			280,000	107,250					130,000	22,431		
2031			300,000	43,100			295,000	92,875					135,000	17,956		
2032			305,000	37,050			310,000	77,750					140,000	13,144		
2033			310,000	30,900			325,000	61,875					145,000	8,066		
2034			320,000	24,600			340,000	45,250					150,000	2,719		
2035			325,000	17,988			360,000	27,750								
2036			330,000	11,028			375,000	9,375								
2037			340,000	3,740												
	$ 1,127,500	$ 78,449	$ 6,550,000	$ 1,415,155	$ 922,000	$ 57,266	$ 4,930,000	$ 2,481,125	$ 760,000	$ 42,355	$ 456,000	$ 19,703	$ 3,020,000	$ 637,841	$ 577,000	$ 20,666

City of Bartlett

SCHEDULE OF BONDS PAYABLE

Future Maturities (Including Interest) - General Long-Term Debt

June 30, 2017

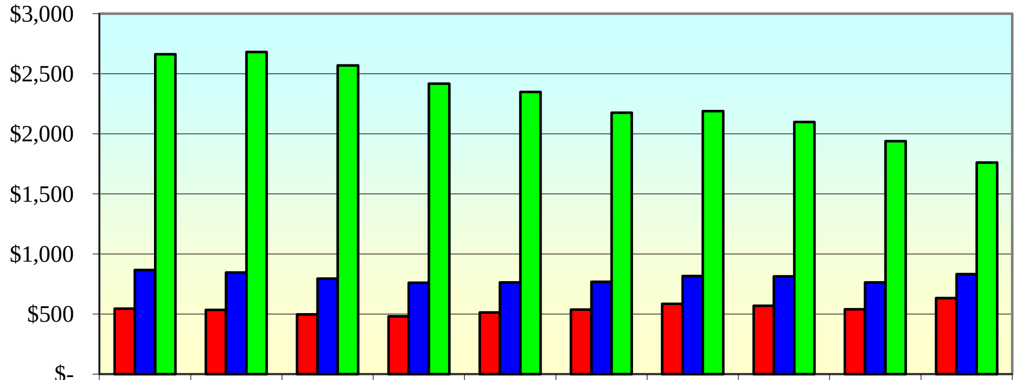
Fiscal Year	Series 2012 Bonds		Series 2011 Bonds		Series 2010 Bonds		Series 2009 Bonds		Series 2008 Bonds		Series 2007 Bonds		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest*	Principal	Interest	Principal	Interest
2018	805,000	189,063	325,000	36,394	705,000	88,463	100,000	18,163	61,000	2,446	140,000	76,325	3,885,500	908,422
2019	830,000	164,538	325,000	29,894	720,000	74,213	100,000	15,563	64,000	2,287	145,000	70,625	3,987,000	810,107
2020	855,000	139,263	335,000	23,294	735,000	59,203	105,000	12,638	67,000	2,120	155,000	64,586	3,565,000	716,359
2021	625,000	117,063	335,000	15,756	745,000	42,547	110,000	9,330	70,000	1,945	160,000	58,168	3,189,000	631,346
2022	640,000	98,088	350,000	7,194	390,000	28,825	110,000	5,783	73,000	1,763	165,000	51,505	2,775,000	555,186
2023	660,000	78,588	55,000	2,131	245,000	20,734	115,000	1,984	76,000	1,572	170,000	44,595	2,226,000	490,964
2024	690,000	61,788	55,000	722	60,000	16,694			80,000	1,374	180,000	37,333	1,941,000	438,312
2025	700,000	47,450			65,000	14,894			83,000	1,165	185,000	29,713	1,763,000	392,090
2026	715,000	31,969			65,000	12,944			87,000	949	195,000	21,733	1,812,000	345,913
2027	110,000	22,481			70,000	10,875			91,000	721	205,000	13,281	1,241,000	303,327
2028	115,000	19,528			70,000	8,688			95,000	484	210,000	4,463	1,285,000	264,806
2029	115,000	16,509			75,000	6,375			99,000	236			1,109,000	229,489
2030	120,000	13,200			75,000	3,891							1,035,000	197,172
2031	125,000	9,525			75,000	1,313							930,000	164,769
2032	125,000	5,775											880,000	133,719
2033	130,000	1,950											910,000	102,791
2034													810,000	72,569
2035													685,000	45,738
2036													705,000	20,403
2037													340,000	3,740
	$ 7,360,000	$ 1,016,775	$ 1,780,000	$ 115,385	$ 4,095,000	$ 389,656	$ 640,000	$ 63,459	$ 946,000	$ 17,062	$ 1,910,000	$ 472,325	$ 35,073,500	$ 6,827,221

* - This is a variable rate loan. Interest rate assumed is 0.58% which was the rate for June 2016.

Debt per Capita

(FY 2007 - FY 2016)

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, which is not good. The reason is the increase in d

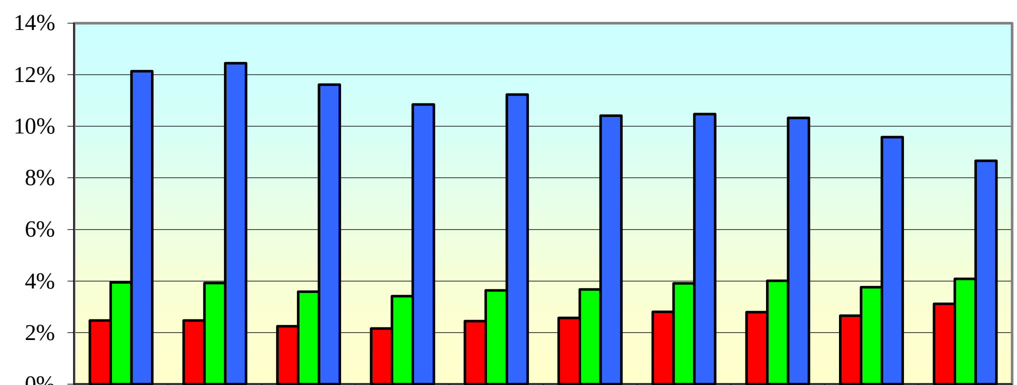


	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Net Debt	$544	$534	$498	$481	$512	$538	$586	$569	$539	$633
Total Debt	$867	$846	$794	$761	$762	$767	$816	$814	$762	$831
Net & Overlapping	$2,664	$2,683	$2,571	$2,420	$2,350	$2,176	$2,189	$2,100	$1,939	$1,761

Debt to Assessed Values

(FY 2007 - FY 2016)

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.



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Net Debt	2.5%	2.5%	2.3%	2.2%	2.4%	2.6%	2.8%	2.8%	2.7%	3.1%
Total Debt	4.0%	3.9%	3.6%	3.4%	3.6%	3.7%	3.9%	4.0%	3.8%	4.1%
Net & Overlapping	12.1%	12.4%	11.6%	10.8%	11.2%	10.4%	10.5%	10.3%	9.6%	8.7%

CITY OF BARTLETT
UTILITY FUND DEBT SERVICE
FY 2018 Adopted Budget

Description	FY 2016 Actual	FY 2017 Revised	FY 2017 Projection	FY 2018 Adopted
Utility Debt Expenditures				
Paying Agent Fee	$ 1,550	$ 1,800	$ 1,550	$ 1,800
Debt Issuance Expense	17,975	47,000	5,100	47,000
2007B Principal	45,000	45,000	45,000	50,000
2008B Principal	42,000	43,000	43,000	45,000
2009B Principal	40,000	40,000	40,000	45,000
2010B Principal	275,000	285,000	285,000	295,000
2011B Principal	565,000	490,000	490,000	215,000
2012B Principal	220,000	215,000	215,000	225,000
2013B Principal	175,000	185,000	185,000	190,000
2007B Interest	30,033	28,233	28,233	26,333
2008B Interest	2,002	2,500	6,800	8,400
2009B Interest	25,403	24,532	24,532	23,510
2010B Interest	44,719	39,119	39,119	33,319
2011B Interest	52,063	41,513	41,513	34,463
2012B Interest	84,556	79,131	79,131	72,531
2013B Interest	55,171	49,771	49,771	44,146
Total Utility Debt Expenditures	**$ 1,675,471**	**$ 1,616,599**	**$ 1,578,749**	**$ 1,356,502**

City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - Water and Sewer Fund
June 30, 2017

Fiscal Year	Series 2013 Bonds		Series 2012 Bonds		Series 2011 Bonds		Series 2010 Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2018	190,000	44,146	225,000	72,531	215,000	34,463	295,000	33,319
2019	190,000	38,446	235,000	65,631	225,000	30,063	295,000	27,419
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	75,000	1,125				
	$ 1,480,000	$ 380,673	$ 2,870,000	$ 450,316	$ 1,620,000	$ 139,731	$ 1,625,000	$ 104,209

City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - Water and Sewer Fund
June 30, 2017

Fiscal Year	Series 2009 Bonds		Series 2008 Bonds		Series 2007 Bonds		Total	
	Principal	Interest	Principal	Interest*	Principal	Interest	Principal	Interest
2018	45,000	23,510	45,000	1,813	50,000	26,333	1,065,000	236,114
2019	45,000	22,340	47,000	1,695	50,000	24,320	1,087,000	209,914
2020	45,000	21,058	50,000	1,572	50,000	22,270	980,000	184,843
2021	45,000	19,674	52,000	1,442	55,000	20,091	1,002,000	160,478
2022	50,000	18,140	54,000	1,307	55,000	17,809	1,039,000	134,083
2023	50,000	16,453	57,000	1,166	60,000	15,423	837,000	108,794
2024	50,000	14,703	59,000	1,017	60,000	12,933	744,000	88,148
2025	55,000	12,811	62,000	863	65,000	10,306	527,000	72,511
2026	55,000	10,776	64,000	701	65,000	7,544	539,000	59,324
2027	60,000	8,590	67,000	535	70,000	4,675	332,000	47,943
2028	60,000	6,250	70,000	360	75,000	1,594	345,000	38,466
2029	60,000	3,865	74,000	177			279,000	30,132
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							165,000	2,756
	$ 685,000	$ 179,501	$ 701,000	$ 12,648	$ 655,000	$ 163,296	$ 9,636,000	$ 1,430,375

* - This is a variable rate loan. Interest rate assumed is 0.58% which was the rate for June 2016.

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

Fiscal Year	Utility Service Charges	Less: Operating Expenses (1)	Net Available Revenue	Debt Service Principal	Debt Service Interest	Debt Service Total	Coverage
2007	8,205,579	4,237,489	3,968,090	1,010,000	573,585	1,583,585	2.51
2008	8,307,946	4,352,229	3,955,717	895,000	593,012	1,488,012	2.66
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

(1) Excludes depreciation expense.

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

THE GREAT SEAL OF BARTLETT TENNESSEE

AGRICULTURE

LAW

COMMERCE

* 1866 *

CITY OF BARTLETT

TENNESSEE

CAPITAL IMPROVEMENT PROGRAM

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

Tab - back page

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 2018-2022 Capital Improvement budget. Sources of funds, expenditures and project start and completion dates are included. Only the FY 2018 projects were adopted while FY 2019-2022 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 $5.303 million for FY 2018 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 2018 are the City Hall Renovations, Fletcher Creek Greenway, Old Brownsville West, W.J. Freeman Park, Parks Restroom Renovations-ADA and Old Brownsville Water Line project. City Hall Renovations and Parks Restroom Renovations-ADA are new projects and are expected to be completed within 1-4 years. Fletcher Creek Greenway project, started in FY 2013, is funded through STP (surface transportation fund) 80/20 (the City match is 20%) and are expected to to be completed in 2020. W.J. Freeman Park project started last year and are expected to completed in 5-7 years. Old Brownsville Water Line project also started last year and is expected to be completed in 2019.

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. Two projects will affect the overall operating budget cost are Fletcher Creek Greenway and W.J. Freeman Park. Once these projects are completed, there will be part-time employees and maintenance costs for Fletcher Creek Greenway (about $25,000/year) and for W.J. Freeman Park (about $40,000/year).

CITY OF BARTLETT
FY 2018-2022 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY FUNCTION

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Revenues						
G.O. Bonds	$ 5,303,444	$ 7,255,000	$ 6,345,000	$ 5,745,000	$ 5,035,000	**$ 29,683,444**
Capital Note	1,969,150	1,145,000	930,000	855,000	810,000	**5,709,150**
FD311 Use of Fund Balance	79,313	0	0	0	0	**79,313**
Transfer In from Park Imp. Fund	55,000	0	0	0	0	**55,000**
Grant Funds	500,000	0	0	0	0	**500,000**
TDOT 80% match	2,480,000	8,000,000	8,800,000	240,000	0	**19,520,000**
Utility Bonds	0	1,965,000	830,000	1,130,000	1,100,000	**5,025,000**
Utility Retained Earnings	669,000	0	0	0	0	**669,000**
FD312 Use of Fund Balance	6,000	0	0	0	0	**6,000**
Total Revenues	**$ 11,061,907**	**$ 18,365,000**	**$ 16,905,000**	**$ 7,970,000**	**$ 6,945,000**	**$ 61,246,907**
Expenditures						
G.O. Bond/Other Funded						
Administrative	$ 306,907	$ 280,000	$ 280,000	$ 0	$ 30,000	**$ 896,907**
Public Safety	1,110,000	1,130,000	755,000	610,000	755,000	**4,360,000**
Public Works	635,000	250,000	250,000	2,750,000	1,750,000	**5,635,000**
Engineering	5,100,000	12,730,000	13,530,000	2,870,000	2,570,000	**36,800,000**
Parks & Recreation/BPACC	3,235,000	2,010,000	1,260,000	610,000	740,000	**7,855,000**
Total G.O. Bond/Other Funded	**$ 10,386,907**	**$ 16,400,000**	**$ 16,075,000**	**$ 6,840,000**	**$ 5,845,000**	**$ 55,546,907**
Utility Bond/Other Funded						
Water	$ 600,000	$ 1,290,000	$ 230,000	$ 230,000	$ 500,000	**$ 2,850,000**
Sewer	75,000	675,000	600,000	900,000	600,000	**2,850,000**
Total Utility Bond/Other Funded	**$ 675,000**	**$ 1,965,000**	**$ 830,000**	**$ 1,130,000**	**$ 1,100,000**	**$ 5,700,000**
Total Expenditures	**$ 11,061,907**	**$ 18,365,000**	**$ 16,905,000**	**$ 7,970,000**	**$ 6,945,000**	**$ 61,246,907**

CITY OF BARTLETT

FY 2018-2022 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY CATEGORY

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
GENERAL FUND						
Source of Funds						
G.O. Bonds	$ 5,303,444	$ 7,255,000	$ 6,345,000	$ 5,745,000	$ 5,035,000	**$ 29,683,444**
Capital Note	1,969,150	1,145,000	930,000	855,000	810,000	**5,709,150**
FD311 Use of Fund Balance	79,313	0	0	0	0	**79,313**
Transfer In from Park Imp. Fund	55,000	0	0	0	0	**55,000**
Grant Funds	500,000	0	0	0	0	**500,000**
TDOT 80% match	2,480,000	8,000,000	8,800,000	240,000	0	**19,520,000**
Total Source	**$ 10,386,907**	**$ 16,400,000**	**$ 16,075,000**	**$ 6,840,000**	**$ 5,845,000**	**$ 55,546,907**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	500,000	0	175,000	215,000	140,000	**1,030,000**
Construction	7,740,000	14,740,000	14,770,000	5,770,000	4,695,000	**47,715,000**
Equipment/Furnishings	2,090,000	1,660,000	1,130,000	855,000	1,010,000	**6,745,000**
Other	56,907	0	0	0	0	**56,907**
Total Project Costs	**$ 10,386,907**	**$ 16,400,000**	**$ 16,075,000**	**$ 6,840,000**	**$ 5,845,000**	**$ 55,546,907**
UTILITY FUND						
Source of Funds						
Utility Bonds	$ 0	$ 1,965,000	$ 830,000	$ 1,130,000	$ 1,100,000	**$ 5,025,000**
Utility Retained Earnings	669,000	0	0	0	0	**669,000**
FD312 Use of Fund Balance	6,000	0	0	0	0	**6,000**
Total Source	**$ 675,000**	**$ 1,965,000**	**$ 830,000**	**$ 1,130,000**	**$ 1,100,000**	**$ 5,700,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 250,000	**$ 250,000**
Design/Engineering	0	50,000	0	0	0	**50,000**
Construction	675,000	1,775,000	650,000	950,000	650,000	**4,700,000**
Equipment/Furnishings	0	140,000	180,000	180,000	200,000	**700,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 675,000**	**$ 1,965,000**	**$ 830,000**	**$ 1,130,000**	**$ 1,100,000**	**$ 5,700,000**
TOTAL CIP COSTS	**$ 11,061,907**	**$ 18,365,000**	**$ 16,905,000**	**$ 7,970,000**	**$ 6,945,000**	**$ 61,246,907**

CIP PROJECT LINE ITEMS SUMMARY

PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
FUNDING SOURCES						
General Obligation Bonds	$ 5,303,444	$ 7,255,000	$ 6,345,000	$ 5,745,000	$ 5,035,000	**$ 29,683,444**
Capital Note	1,969,150	1,145,000	930,000	855,000	810,000	**5,709,150**
FD311 Use of Fund Balance	79,313	0	0	0	0	**79,313**
Transfer In from Park Imp. Fund	55,000	0	0	0	0	**55,000**
Grant Funds	500,000	0	0	0	0	**500,000**
TDOT 80% match	2,480,000	8,000,000	8,800,000	240,000	0	**19,520,000**
Utility Bonds	0	1,965,000	830,000	1,130,000	1,100,000	**5,025,000**
Utility Retained Earnings	669,000	0	0	0	0	**669,000**
FD312 Use of Fund Balance	6,000	0	0	0	0	**6,000**
Total Funding Sources	**$ 11,061,907**	**$ 18,365,000**	**$ 16,905,000**	**$ 7,970,000**	**$ 6,945,000**	**$ 61,246,907**
PROJECT COST						
Administrative						
Vehicles & Equipment	$ 0	$ 30,000	$ 30,000	$ 0	$ 30,000	**$ 90,000**
City Hall Renovations	250,000	250,000	250,000	0	0	**750,000**
Transfer to State Street Aid Fund	6,907	0	0	0	0	**6,907**
Transfer to Debt Service Fund	50,000	0	0	0	0	**50,000**
Total Administrative	**$ 306,907**	**$ 280,000**	**$ 280,000**	**$ 0**	**$ 30,000**	**$ 896,907**
Police						
Police Vehicles & Equipment	$ 730,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 2,470,000**
Justice Center Maintenance	100,000	120,000	120,000	120,000	120,000	**580,000**
Total Police	**$ 830,000**	**$ 555,000**	**$ 555,000**	**$ 555,000**	**$ 555,000**	**$ 3,050,000**
Fire						
Fire Vehicles	$ 30,000	$ 0	$ 0	$ 30,000	$ 0	**$ 60,000**
Fire Truck	0	550,000	0	0	0	**550,000**
Fire Ambulances	200,000	0	200,000	0	200,000	**600,000**
Total Fire	**$ 230,000**	**$ 550,000**	**$ 200,000**	**$ 30,000**	**$ 200,000**	**$ 1,210,000**

CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Codes Enforcement						
Codes Enforcement Vehicles	$ 50,000	$ 25,000	$ 0	$ 25,000	$ 0	**$ 100,000**
Total Code Inspection	**$ 50,000**	**$ 25,000**	**$ 0**	**$ 25,000**	**$ 0**	**$ 100,000**
Public Works						
Public Works Vehicles & Equp	$ 635,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,635,000**
City Shop	0	0	0	2,500,000	1,500,000	**4,000,000**
Total Public Works	**$ 635,000**	**$ 250,000**	**$ 250,000**	**$ 2,750,000**	**$ 1,750,000**	**$ 5,635,000**
Engineering						
Engineering Vehicle	$ 0	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 120,000**
City Wide Overlay	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	**10,000,000**
Fletcher Creek Greenway Ph2	20,000	200,000	200,000	60,000	0	**480,000**
Fletcher Creek TDOT	80,000	800,000	800,000	240,000	0	**1,920,000**
Old Brownsville West	600,000	1,800,000	2,000,000	0	0	**4,400,000**
Old Brownsville TDOT	2,400,000	7,200,000	8,000,000	0	0	**17,600,000**
Brother & Stage Left Signal	0	300,000	0	0	0	**300,000**
Old Brownsville East	0	0	100,000	0	0	**100,000**
Germantown North	0	0	0	140,000	140,000	**280,000**
Various Drainage Projects	0	400,000	400,000	400,000	400,000	**1,600,000**
Total Engineering	**$ 5,100,000**	**$ 12,730,000**	**$ 13,530,000**	**$ 2,870,000**	**$ 2,570,000**	**$ 36,800,000**
Parks						
Parks Vehicles & Equipment	$ 149,150	$ 90,000	$ 65,000	$ 65,000	$ 65,000	**$ 434,150**
Parks V&E Use of FB	850	0	0	0	0	**850**
Recreation Ctr Equipment/Repairs	180,000	120,000	40,000	0	0	**340,000**
Singleton Equipment/Repairs	160,000	65,000	45,000	0	0	**270,000**
Senior Center Equipment/Repairs	35,000	35,000	35,000	20,000	0	**125,000**
Parks Maintenances	263,444	385,000	275,000	0	0	**923,444**
Parks Maintenances Use of FB	21,556	0	0	0	0	**21,556**
Parks Maintenances Park Imp Fd	55,000	0	0	0	0	**55,000**
Parks Restroom Renovations-ADA	200,000	250,000	275,000	200,000	0	**925,000**

CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
W.J. Freeman Park Project	1,400,000	1,000,000	525,000	325,000	675,000	**3,925,000**
W.J. Freeman Grant	500,000	0	0	0	0	**500,000**
Total Parks	**$ 2,965,000**	**$ 1,945,000**	**$ 1,260,000**	**$ 610,000**	**$ 740,000**	**$ 7,520,000**
Perfoming Arts Center						
BPACC Repairs & Improvements	$ 270,000	$ 65,000	$ 0	$ 0	$ 0	**$ 335,000**
Total Performing Arts Center	**$ 270,000**	**$ 65,000**	**$ 0**	**$ 0**	**$ 0**	**$ 335,000**
Water						
Old Brownsville Water Line	$ 600,000	$ 600,000	$ 0	$ 0	$ 0	**$ 1,200,000**
Tank Maint. & Paint	0	140,000	180,000	180,000	200,000	**700,000**
Water Line Upgrades	0	50,000	50,000	50,000	50,000	**200,000**
Woodlawn Tank	0	250,000	0	0	0	**250,000**
Water Extention Kirby Whitten	0	250,000	0	0	0	**250,000**
Water Plant Site	0	0	0	0	250,000	**250,000**
Transfer to Utility Funds	0	0	0	0	0	**0**
Total Water	**$ 600,000**	**$ 1,290,000**	**$ 230,000**	**$ 230,000**	**$ 500,000**	**$ 2,850,000**
Sewers						
Sewers in Annexation Area	$ 0	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 1,600,000**
Old Brownsville Swr Relocation	75,000	75,000	0	0	0	**150,000**
Sewer Rehab	0	100,000	100,000	100,000	100,000	**400,000**
Sewer Line Upgrades	0	100,000	100,000	100,000	100,000	**400,000**
Upgrade Sewage Plant #2	0	0	0	300,000	0	**300,000**
Total Sewers	**$ 75,000**	**$ 675,000**	**$ 600,000**	**$ 900,000**	**$ 600,000**	**$ 2,850,000**
TOTAL CIP	**$ 11,061,907**	**$ 18,365,000**	**$ 16,905,000**	**$ 7,970,000**	**$ 6,945,000**	**$ 61,246,907**

ADMINISTRATIVE SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Administrative						
Vehicles & Equipment	$ 0	$ 30,000	$ 30,000	$ 0	$ 30,000	**$ 90,000**
City Hall Renovations	250,000	250,000	250,000	0	0	**750,000**
Transfer to State Street Aid Fund	6,907	0	0	0	0	**6,907**
Transfer to Debt Service Fund	50,000	0	0	0	0	**50,000**
Total Administrative	**$ 306,907**	**$ 280,000**	**$ 280,000**	**$ 0**	**$ 30,000**	**$ 896,907**
Source of Funds						
G.O. Bonds	$ 250,000	$ 250,000	$ 250,000	$ 0	$ 0	**$ 750,000**
Capital Note	0	30,000	30,000	0	30,000	**90,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	56,907	0	0	0	0	**56,907**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 306,907**	**$ 280,000**	**$ 280,000**	**$ 0**	**$ 30,000**	**$ 896,907**
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	250,000	0	0	**750,000**
Equipment/Furnishings	0	30,000	30,000	0	30,000	**90,000**
Other	56,907	0	0	0	0	**56,907**
Total Project Costs	**$ 306,907**	**$ 280,000**	**$ 280,000**	**$ 0**	**$ 30,000**	**$ 896,907**

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 10619

Project Name: Vehicles and Equipment

Project Description

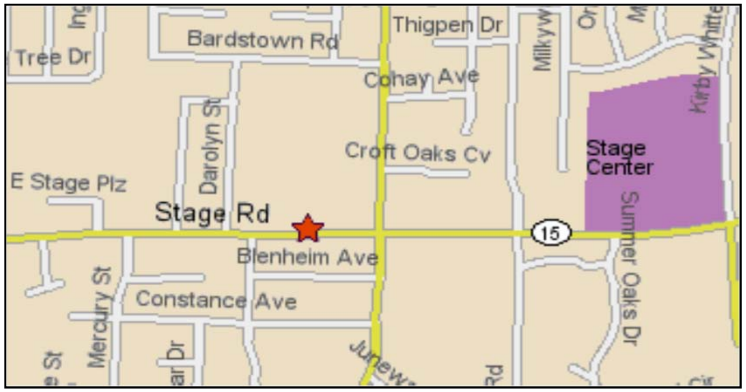
Replace one vehicle each year.

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 2018	FY 2019	FY 2020
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.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	0	30,000	30,000	0	30,000	**90,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 30,000**	**$ 30,000**	**$ 0**	**$ 30,000**	**$ 90,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	0	0	0	**0**
Equipment/Furnishings	0	30,000	30,000	0	30,000	**90,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 30,000**	**$ 30,000**	**$ 0**	**$ 30,000**	**$ 90,000**

Project No.: 11018

Project Name: City Hall Renovations

Project Description

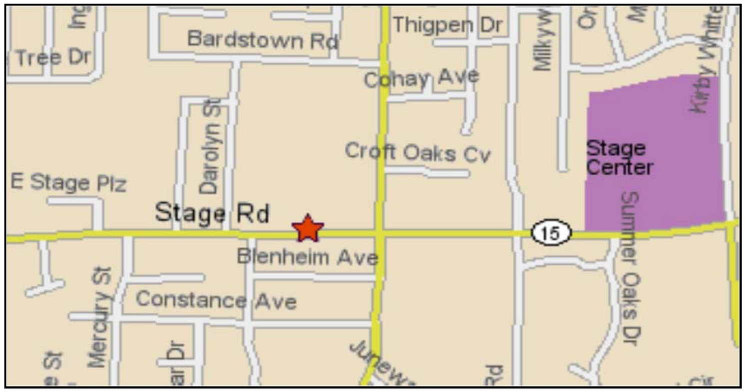
Renovates part of City Hall to improve office efficiency.

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

Location

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

Location Map



Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Costs on Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: no impact on operating budget.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 250,000	$ 250,000	$ 250,000	$ 0	$ 0	**$ 750,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
Total Source	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 0**	**$ 0**	**$ 750,000**
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	250,000	0	0	**750,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 0**	**$ 0**	**$ 750,000**

PUBLIC SAFETY SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Police						
Police Vehicles & Equipment	$ 730,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 2,470,000**
Justice Center Maintenance	100,000	120,000	120,000	120,000	120,000	**580,000**
Total Police	**$ 830,000**	**$ 555,000**	**$ 555,000**	**$ 555,000**	**$ 555,000**	**$ 3,050,000**
Fire						
Fire Vehicles	$ 30,000	$ 550,000	$ 0	$ 30,000	$ 0	**$ 610,000**
Fire Ambulances	200,000	0	200,000	0	200,000	**600,000**
Total Fire	**$ 230,000**	**$ 550,000**	**$ 200,000**	**$ 30,000**	**$ 200,000**	**$ 1,210,000**
Codes Enforcement						
Codes Enforcement Vehicles	$ 50,000	$ 25,000	$ 0	$ 25,000	$ 0	**$ 100,000**
Total Code Enforcement	**$ 50,000**	**$ 25,000**	**$ 0**	**$ 25,000**	**$ 0**	**$ 100,000**
Source of Funds						
G.O. Bonds	$ 300,000	$ 670,000	$ 320,000	$ 120,000	$ 320,000	**$ 1,730,000**
Capital Note	810,000	460,000	435,000	490,000	435,000	**2,630,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 1,110,000**	**$ 1,130,000**	**$ 755,000**	**$ 610,000**	**$ 755,000**	**$ 4,360,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	100,000	120,000	120,000	120,000	120,000	**580,000**
Equipment/Furnishings	1,010,000	1,010,000	635,000	490,000	635,000	**3,780,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 1,110,000**	**$ 1,130,000**	**$ 755,000**	**$ 610,000**	**$ 755,000**	**$ 4,360,000**

Department: POLICE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 20318

Project Name: Police Vehicles & Equipment

Project Description

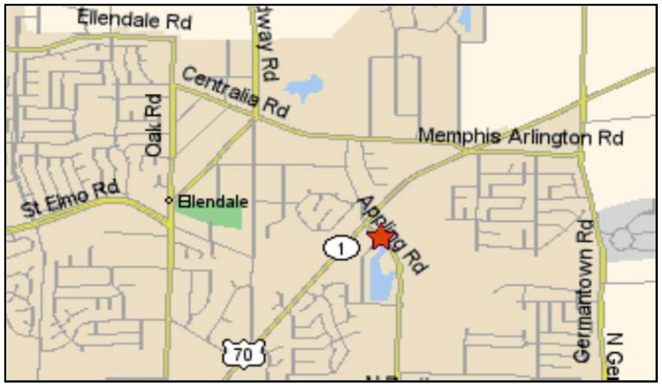
2 ISD Unmarked Vehicles equipped ($29,000 each, total $58,000), 14 Dodge Chargers ($43,750 each equipped (lights, radars, cameras, computers, total $612,500). Purchase Time & Attendance Software, $10,000; Drone with FLIR, $25,000, mobil equipments $21k total.

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	07/17	06/22
Total Project	**07/17**	**06/22**

Location

3730 Appling Rd.

Location Map



Impact on Operating Budget	FY 2018	FY 2019	FY 2020
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.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	730,000	435,000	435,000	435,000	435,000	**2,470,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 730,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 2,470,000**
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	730,000	435,000	435,000	435,000	435,000	**2,470,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 730,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 2,470,000**

Department: POLICE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 20518

Project Name: Justice Center Maintenance

Project Description

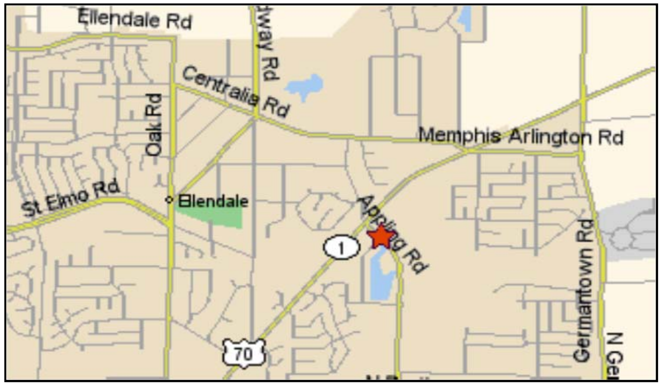
Paint the Justice Center (last painted 2008), est. $20,000; BJC entry doors handicap compliant ($10,000); Jail Washer/Dryer ($4000); Jail Entry Door Replacement ($2,000); BJC Sprinkler System ($40,000) Replace Impound Lot Fencing and tree removal ($20,000).

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/17	06/22
Equipment/Furnishings	N/A	N/A
Total Project	**07/17**	**06/22**

Location

3730 Appling Rd.

Location Map



Impact on Operating Budget	FY 2018	FY 2019	FY 2020
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 100,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	**$ 580,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 100,000**	**$ 120,000**	**$ 120,000**	**$ 120,000**	**$ 120,000**	**$ 580,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	100,000	120,000	120,000	120,000	120,000	**580,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 100,000**	**$ 120,000**	**$ 120,000**	**$ 120,000**	**$ 120,000**	**$ 580,000**

Department: FIRE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 25718

Project Name: Fire Vehicles

Project Description

Replace 1 crown vic staff car vehicle. Replace Engine 4 which is a 1998 Fire Truck in FY19.

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	07/17	06/19
Total Project	**07/17**	**06/19**

Location

2939 Altruria Road.

Location Map

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	3,300	25,000
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 3,300**	**$ 25,000**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 550,000	$ 0	$ 0	$ 0	**$ 550,000**
Capital Note	30,000	0	0	30,000	0	**60,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 30,000**	**$ 550,000**	**$ 0**	**$ 30,000**	**$ 0**	**$ 610,000**
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	550,000	0	30,000	0	**610,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 30,000**	**$ 550,000**	**$ 0**	**$ 30,000**	**$ 0**	**$ 610,000**

Department: FIRE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 25618

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	07/17	06/22
Total Project	**07/17**	**06/22**

Location

Station 2, 5996 Mps-Arl.

Location Map

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	5,000	5,500	6,000
Capital	0	0	0
Total Impact Oper. Budget	**$ 5,000**	**$ 5,500**	**$ 6,000**

Future Years and explanations: Petroleum & repairs/maintenance cost is around 6,000/year.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 200,000	$ 0	$ 200,000	$ 0	$ 200,000	**$ 600,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 200,000**	**$ 0**	**$ 200,000**	**$ 0**	**$ 200,000**	**$ 600,000**
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	200,000	0	200,000	0	200,000	**600,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 200,000**	**$ 0**	**$ 200,000**	**$ 0**	**$ 200,000**	**$ 600,000**

Department: CODES ENFORCEMENT

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 29118

Project Name: Codes Enforcement Vehicles

Project Description

Replace 2 aging 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	07/17	06/21
Total Project	**07/17**	**06/21**

Location

6382 Stage Road, Bartlett.

Location Map

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	7,000	7,000
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 7,000**	**$ 7,000**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	50,000	25,000	0	25,000	0	**100,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 50,000**	**$ 25,000**	**$ 0**	**$ 25,000**	**$ 0**	**$ 100,000**
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	50,000	25,000	0	25,000	0	**100,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 50,000**	**$ 25,000**	**$ 0**	**$ 25,000**	**$ 0**	**$ 100,000**

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

PUBLIC WORKS SUMMARY

PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Public Works						
Public Works Vehicles & Equp	$ 635,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,635,000**
City Shop	0	0	0	2,500,000	1,500,000	**4,000,000**
Total Public Works	**$ 635,000**	**$ 250,000**	**$ 250,000**	**$ 2,750,000**	**$ 1,750,000**	**$ 5,635,000**
Engineering						
Engineering Vehicle	$ 0	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 120,000**
City Wide Overlay	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	**10,000,000**
Fletcher Creek Greenway Ph2	100,000	1,000,000	1,000,000	300,000	0	**2,400,000**
Old Brownsville West	3,000,000	9,000,000	10,000,000	0	0	**22,000,000**
Brother & Stage Left Signal	0	300,000	0	0	0	**300,000**
Old Brownsville East	0	0	100,000	0	0	**100,000**
Germantown North	0	0	0	140,000	140,000	**280,000**
Various Drainage Projects	0	400,000	400,000	400,000	400,000	**1,600,000**
Total Engineering	**$ 5,100,000**	**$ 12,730,000**	**$ 13,530,000**	**$ 2,870,000**	**$ 2,570,000**	**$ 36,800,000**
Source of Funds						
G.O. Bonds	$ 2,620,000	$ 4,700,000	$ 4,700,000	$ 5,100,000	$ 4,040,000	**$ 21,160,000**
Capital Note	635,000	280,000	280,000	280,000	280,000	**1,755,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	2,480,000	8,000,000	8,800,000	240,000	0	**$ 19,520,000**
Total Source	**$ 5,735,000**	**$ 12,980,000**	**$ 13,780,000**	**$ 5,620,000**	**$ 4,320,000**	**$ 42,435,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	100,000	0	100,000	140,000	140,000	**480,000**
Construction	5,000,000	12,700,000	13,400,000	5,200,000	3,900,000	**40,200,000**
Equipment/Furnishings	635,000	280,000	280,000	280,000	280,000	**1,755,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 5,735,000**	**$ 12,980,000**	**$ 13,780,000**	**$ 5,620,000**	**$ 4,320,000**	**$ 42,435,000**

Department: PUBLIC WORKS

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 30718

Project Name: Public Works Vehicles & Equipment

Project Description

Fleet Services - *6 Mobile Lift Columns - (45k), 25 Ton Axle Jack (2k), Hydraulic Fluid Cart (2k).* ***Gen. Maint.-*** *21 yd Tandem Dump Truck w/spreader & plow (195k), Salt Spreader & Plow (40k), 9 yd Dump truck w/spreader & plow (120k), Snow Plow (15k), F-350 Crew Cab (55k).* ***Grd. Maint.-*** *9 yd Dunp Truck (95k), 2 Riding Mowers (30k), 16' Enclosed Trailer (6k), Arrow Board (4k), Rear Flail Mower (10k).* ***Animal Control-*** *New Fiberglass Coach for AC Truck (13k).*

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	07/17	06/22
Total Project	**07/17**	**06/22**

Location

Public Works buildings around the City.

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	635,000	250,000	250,000	250,000	250,000	**1,635,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 635,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 1,635,000**
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	635,000	250,000	250,000	250,000	250,000	**1,635,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 635,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 1,635,000**

Department: PUBLIC WORKS

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 310

Project Name: City Shop

Project Description

Purchases land in FY 2017 and starts contruction in FY 2021.

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	07/16	06/22
Total Project	**07/16**	**06/22**

Location

To be determined.

Location Map

To be determined.

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
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.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 2,500,000	$ 1,500,000	**$ 4,000,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 0**	**$ 0**	**$ 2,500,000**	**$ 1,500,000**	**$ 4,000,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	0	2,500,000	1,500,000	**4,000,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 0**	**$ 0**	**$ 2,500,000**	**$ 1,500,000**	**$ 4,000,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 42019

Project Name: Engineering Vehicle

Project Description

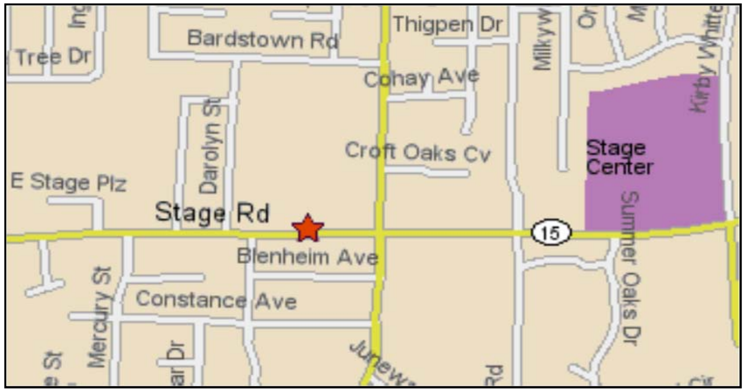
Vehicle replacement.

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	07/18	06/22
Total Project	**07/18**	**06/22**

Location

6382 Stage Road, Bartlett. Two pickup trucks for the water department.

Location Map



Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	2,500	2,500	2,500
Capital	0	0	0
Total Impact Oper. Budget	**$ 2,500**	**$ 2,500**	**$ 2,500**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	0	30,000	30,000	30,000	30,000	**120,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 120,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	0	0	0	0	**0**
Equipment/Furnishings	0	30,000	30,000	30,000	30,000	**120,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 120,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 456

Project Name: City Wide Overlay

Project Description

Pave various streets throughout the City of Bartlett.

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

Location

All over the city.

Location Map

Streets throughout the City of Bartlett.

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	**$ 10,000,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 2,000,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 10,000,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	**10,000,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 2,000,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 10,000,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 4512

Project Name: Fletcher Creek Greenway Ph2

Project Description

Match for Fletcher Creek Greenway.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	07/13	06/17
Construction	07/17	06/21
Equipment/Furnishings	N/A	N/A
Total Project	**07/13**	**06/21**

Location

Summer Ave & Burloe Ln.

Location Map

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
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.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 20,000	$ 200,000	$ 200,000	$ 60,000	$ 0	**$ 480,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	80,000	800,000	800,000	240,000	0	**1,920,000**
Total Source	**$ 100,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 300,000**	**$ 0**	**$ 2,400,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	100,000	0	0	0	0	**100,000**
Construction	0	1,000,000	1,000,000	300,000	0	**2,300,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 100,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 300,000**	**$ 0**	**$ 2,400,000**

Department: **ENGINEERING**

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 422

Project Name: Old Brownsville West

Project Description

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

Project Schedule	Start	Finish
Land/Right of Way	07/10	06/15
Design/Engineering	07/04	12/12
Utility Relocation	N/A	N/A
Construction	07/16	06/21
Total Project	**07/04**	**06/21**

Location

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

Location Map

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 600,000	$ 1,800,000	$ 2,000,000	$ 0	$ 0	**$ 4,400,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	2,400,000	7,200,000	8,000,000	0	0	**17,600,000**
Total Source	**$ 3,000,000**	**$ 9,000,000**	**$ 10,000,000**	**$ 0**	**$ 0**	**$ 22,000,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	3,000,000	9,000,000	10,000,000	0	0	**22,000,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 3,000,000**	**$ 9,000,000**	**$ 10,000,000**	**$ 0**	**$ 0**	**$ 22,000,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 454

Project Name: Brother and Stage Left Turn

Project Description

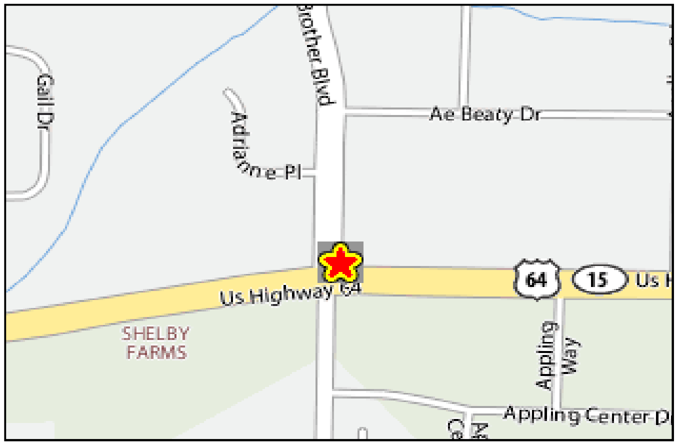
Install an east bound left turn lane on Brother along with signal modifications.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	07/16	12/16
Construction	07/18	06/19
Equipment/Furnishings	N/A	N/A
Total Project	**07/16**	**06/19**

Location

Brother and Stage.

Location Map



Impact on Operating Budget	FY 2018	FY 2019	FY 2020
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 the operating budget.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 300,000	$ 0	$ 0	$ 0	**$ 300,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 300,000**	**$ 0**	**$ 0**	**$ 0**	**$ 300,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	300,000	0	0	0	**300,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 300,000**	**$ 0**	**$ 0**	**$ 0**	**$ 300,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: To be determined

Project Name: Old Brownsville - East

Project Description

This project will build Old Brownsville Road from Kirby Whitten to Germantown Parkway. It is a surface transportation project with an 80/20 match from the State. Re-paving of the roadway in 10 years.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	07/19	06/20
Utility Relocation	N/A	N/A
Construction	N/A	N/A
Total Project	**07/19**	**06/20**

Location

Old Brownsville - Kirby Whitten Road to Germantown Parkway.

Location Map

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 100,000	$ 0	$ 0	**$ 100,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 0**	**$ 100,000**	**$ 0**	**$ 0**	**$ 100,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	100,000	0	0	**100,000**
Construction	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**	**$ 100,000**	**$ 0**	**$ 0**	**$ 100,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: To be determined

Project Name: Germantown North

Project Description

This Project is widening and improving Germantown Road between US highway 70 and Old Brownsville Road. This is a State Project and if we participate it will be at an 80/20 match. The numbers shown reflect a local match.

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

Location

US 70 to Old Brownsville.

Location Map

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 140,000	$ 140,000	**$ 280,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 0**	**$ 0**	**$ 140,000**	**$ 140,000**	**$ 280,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	140,000	140,000	**280,000**
Construction	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**	**$ 0**	**$ 140,000**	**$ 140,000**	**$ 280,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 63619

Project Name: Various Drainage Projects

Project Description

Drain Projects located around the city.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/18	06/22
Equipment/Furnishings	N/A	N/A
Total Project	**07/18**	**06/22**

Location

Around the city.

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 1,600,000**
Capital Note	0	0	0	0	0	**0**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 1,600,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	0	400,000	400,000	400,000	400,000	**1,600,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 1,600,000**

PARKS AND RECREATION SUMMARY

PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Parks and Recreation						
Parks Vehicles & Equipment	$ 150,000	$ 90,000	$ 65,000	$ 65,000	$ 65,000	**$ 435,000**
Recreation Ctr Equipment/Repairs	180,000	120,000	40,000	0	0	**340,000**
Singleton Equipment/Repairs	160,000	65,000	45,000	0	0	**270,000**
Senior Center Equipment/Repairs	35,000	35,000	35,000	20,000	0	**125,000**
Parks Maintenances	340,000	385,000	275,000	0	0	**1,000,000**
Parks Restroom Renovations-ADA	200,000	250,000	275,000	200,000	0	**925,000**
W.J. Freeman Park Project	1,900,000	1,000,000	525,000	325,000	675,000	**4,425,000**
Total Parks and Recreation	**$ 2,965,000**	**$ 1,945,000**	**$ 1,260,000**	**$ 610,000**	**$ 740,000**	**$ 7,520,000**
Perfoming Arts Center						
BPACC Repairs & Improvements	$ 270,000	$ 65,000	$ 0	$ 0	$ 0	**$ 335,000**
Total Performing Arts Center	**$ 270,000**	**$ 65,000**	**$ 0**	**$ 0**	**$ 0**	**$ 335,000**
Source of Funds						
G. O. Bonds	$ 2,133,444	$ 1,635,000	$ 1,075,000	$ 525,000	$ 675,000	**$ 6,043,444**
Capital Note	524,150	375,000	185,000	85,000	65,000	**1,234,150**
Transfer In from Park Imp. Fund	55,000	0	0	0	0	**55,000**
FD311 Use of Fund Balance	22,406	0	0	0	0	**22,406**
Grant Funds	500,000	0	0	0	0	**500,000**
Total Source	**$ 3,235,000**	**$ 2,010,000**	**$ 1,260,000**	**$ 610,000**	**$ 740,000**	**$ 7,855,000**
Project Costs						
Design/Engineering	$ 400,000	$ 0	$ 75,000	$ 75,000	$ 0	**$ 550,000**
Construction	2,390,000	1,670,000	1,000,000	450,000	675,000	**6,185,000**
Equipment/Furnishings	445,000	340,000	185,000	85,000	65,000	**1,120,000**
Total Project Costs	**$ 3,235,000**	**$ 2,010,000**	**$ 1,260,000**	**$ 610,000**	**$ 740,000**	**$ 7,855,000**

Department: PARKS & RECREATION

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 50718

Project Name: Parks Vehicles & Equipment

Project Description

2018 -2 Truck (heavy duty) -$40k each; Three 72" Zero Turn Mower $14k each; 1 - Trideck Finish Mower (replace mower that is 20 yrs. old) $21k. 1 trailer $4k.

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	07/17	06/22
Total Project	**07/17**	**06/22**

Location

At various locations throughout the City.

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	5,000	5,000
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 5,000**	**$ 5,000**

Future Years and explanations: petroleum and maintenance/repairs costs are estimated to be around $5,000 per year.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	149,150	90,000	65,000	65,000	65,000	**434,150**
Transfer In from Park Imp. Fund	0	0	0	0	0	**0**
FD311 Use of Fund Balance	850	0	0	0	0	**850**
Grant Funds	0	0	0	0	0	**0**
Total Source	**$ 150,000**	**$ 90,000**	**$ 65,000**	**$ 65,000**	**$ 65,000**	**$ 435,000**
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	150,000	90,000	65,000	65,000	65,000	**435,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 150,000**	**$ 90,000**	**$ 65,000**	**$ 65,000**	**$ 65,000**	**$ 435,000**

Department: PARKS & RECREATION

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 54318

Project Name: Recreation Center Equipment/Repairs

Project Description

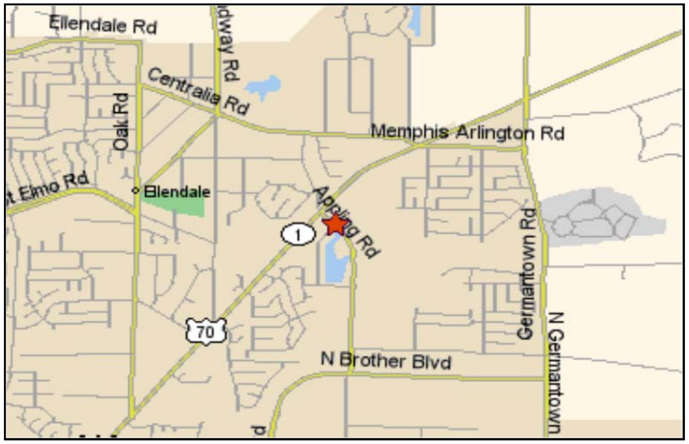
2018 - HammerStrength Equipment - 68k, Life Fitness Insignia Series Strength Machines - $97k, Shade Structures - $12k; TOTAL 177k; 2019 - 2 HVAC Units (7 ton & 10 ton) - $34k, Pool UV System - $39k; Floor Complete Sand - $30k, Gym Curtain $14k 2020 - Elliptical/Recumbent/Upright Bikes - $40k.

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	07/17	06/20
Total Project	**07/17**	**06/20**

Location

7700 Flaherty Place.

Location Map



Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	180,000	120,000	40,000	0	0	**340,000**
Transfer In from Park Imp. Fund	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
Grant Funds	0	0	0	0	0	**0**
Total Source	**$ 180,000**	**$ 120,000**	**$ 40,000**	**$ 0**	**$ 0**	**$ 340,000**
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	180,000	120,000	40,000	0	0	**340,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 180,000**	**$ 120,000**	**$ 40,000**	**$ 0**	**$ 0**	**$ 340,000**

Department: Singleton

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 51718

Project Name: Singleton Equipment/Repairs

Project Description

2018 Gymnasium Roof $150k, Main Office HVAC $10k; **2019** Auditorium HVAC $10K; Restroom HVAC $15k; Pavilion $35k; Security Camera $5k, **2020:** Wood Floors Refinished $25k; HVAC Replacement $7k; Stage Curtain $5K; Basement Room Divider $3K; Kiln $5k.

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

Location

7266 Third St., Bartlett, TN 38135

Location Map

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	160,000	65,000	45,000	0	0	**270,000**
Transfer In from Park Imp. Fund	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 160,000**	**$ 65,000**	**$ 45,000**	**$ 0**	**$ 0**	**$ 270,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	150,000	35,000	0	0	0	**185,000**
Equipment/Furnishings	10,000	30,000	45,000	0	0	**85,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 160,000**	**$ 65,000**	**$ 45,000**	**$ 0**	**$ 0**	**$ 270,000**

Department: PARKS AND RECREATION

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 51818

Project Name: Bartlett Senior Center Equipment/Repairs

Project Description

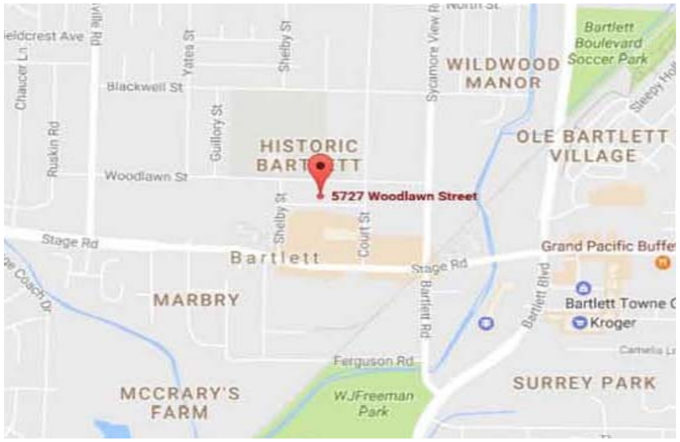
2018 - HVAC Roof Unit Replacement (2) - $18k, Main Restrooms Renovation* - $17k; **2019 -** Tile Floor Replacement - $19k, Sand/ Refinish Wood Floors - $13k, Life Fitness Recumbent Bicycle - $3k; **2020 -** 2 HVAC Units - $20k, Life Fitness Treadmills (3) - $15k; **2021** - 2 HVAC Units - $20k. *Applying for grant for restroom renovations to better fit seniors and handicap/wheelchair participants with additional safety measures.

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	07/17	06/21
Total Project	**07/17**	**06/17**

Location

5727 Woodlawn, Bartlett, TN 38134

Location Map



Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	35,000	35,000	35,000	20,000	0	**125,000**
Transfer In from Park Imp. Fund	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0		0	0	**0**
Total Source	**$ 35,000**	**$ 35,000**	**$ 35,000**	**$ 20,000**	**$ 0**	**$ 125,000**
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	35,000	35,000	35,000	20,000	0	**125,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 35,000**	**$ 35,000**	**$ 35,000**	**$ 20,000**	**$ 0**	**$ 125,000**

Department: PARKS & RECREATION

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 51418

Project Name: Parks Maintenance

Project Description

FY18: $78K Tennis Court at Municipal Park; $8.5K Fence at Soccer Complex; $8K Metal Roof at W.J. Freeman, $8K Metal Roof at Freeman Smith; $10K Sidewalk to back field at Shadowlawn; $65K Yale Rd. Walking Trail; $70K Byrd Walking Trail; $90K Appling Rd. Trail; Total $337,500; FY19: Davies Levee Asphalt $15K, Stoneridge Walking Trail $140K; Municipal Tennis Courts $78K; Freeman Smith Overlay Parking $150K; TOTAL: $383K; FY20: Municipal Parking lot $75K; Deermont Lighting $200K.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/17	06/21
Equipment/Furnishings	N/A	N/A
Total Project	**07/17**	**06/21**

Location

At various locations throughout the City.

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 263,444	$ 385,000	$ 275,000	$ 0	$ 0	**$ 923,444**
Capital Note	0	0	0	0	0	**0**
Transfer In from Park Imp. Fund	55,000	0	0	0	0	**55,000**
FD311 Use of Fund Balance	21,556	0	0	0	0	**21,556**
Grant Funds	0	0	0	0	0	**0**
Total Source	**$ 340,000**	**$ 385,000**	**$ 275,000**	**$ 0**	**$ 0**	**$ 1,000,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	340,000	385,000	275,000	0	0	**1,000,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 340,000**	**$ 385,000**	**$ 275,000**	**$ 0**	**$ 0**	**$ 1,000,000**

Department: PARKS & RECREATION

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 51618

Project Name: Parks Restroom Renovations - ADA

Project Description

2018 Municipal Restrooms-$200K. **2019** Ellendale Restrooms-$250k. **2020** Shadowlawn Restrooms-$275K, **2021** Freeman Smith-$200K.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/17	06/21
Equipment/Furnishings	N/A	N/A
Total Project	**07/17**	**06/21**

Location

Municipal Park 2795 Altruria Rd., Bartlett, TN 38134; Ellendale Park 3800 Greenleaf Rd., Bartlett, TN 38135; Shadowlawn Park 4734 Shadowlawn Rd., Bartlett, TN 38133; Freeman Smith Park 4620 N. Brunswick Rd., 38002

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 200,000	$ 250,000	$ 275,000	$ 200,000	$ 0	**$ 925,000**
Capital Note	0	0	0	0	0	**0**
Transfer In from Park Imp. Fund	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
Grant Funds	0	0	0	0	0	**0**
Total Source	**$ 200,000**	**$ 250,000**	**$ 275,000**	**$ 200,000**	**$ 0**	**$ 925,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	200,000	250,000	275,000	200,000	0	**925,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 200,000**	**$ 250,000**	**$ 275,000**	**$ 200,000**	**$ 0**	**$ 925,000**

Department: PARKS & RECREATION

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 51401

Project Name: W.J. Freeman Park Project

Project Description

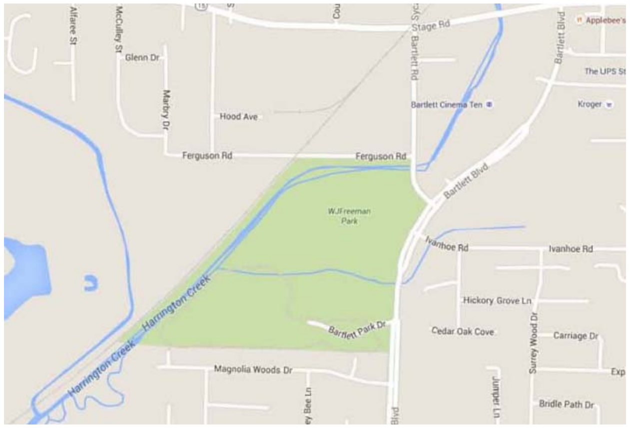
Integrate the future needs of the park while enhancing the amenitites afforded to the local community. **FY18 & FY19:** Freeman Park Rd & lightings, 2 Multipurpose Fields, 1 Cricket field, 1 parking area, Pavilion & Restroom/Concession; Total $2,900k (includes Grant fund of $500k). **FY20**: 1 Multipurpose field, Lighting all 3 MP fields, total $525k; **FY21** Amphitheater, Trails & Sidewalks, Design, total $325k; **FY22** Disc Golf Course, Parking lot, Restroom, total $675k.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/16	06/23
Equipment/Furnishings	N/A	N/A
Total Project	**07/16**	**06/23**

Location

2619 Bartlett Boulevard, Bartlett, TN 38134

Location Map



Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: Once completed, part-time employees and maintenance costs will be expected to be around $40,000/year.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 1,400,000	$ 1,000,000	$ 525,000	$ 325,000	$ 675,000	**$ 3,925,000**
Capital Note	0	0	0	0	0	**0**
Transfer In from Park Imp. Fund	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
Grant Funds	500,000	0	0	0	0	**500,000**
Total Source	**$ 1,900,000**	**$ 1,000,000**	**$ 525,000**	**$ 325,000**	**$ 675,000**	**$ 4,425,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	400,000	0	75,000	75,000	0	**550,000**
Construction	1,500,000	1,000,000	450,000	250,000	675,000	**3,875,000**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 1,900,000**	**$ 1,000,000**	**$ 525,000**	**$ 325,000**	**$ 675,000**	**$ 4,425,000**

Department: Perfoming Arts Center

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 59118

Project Name: BPACC Repairs & Improvements

Project Description

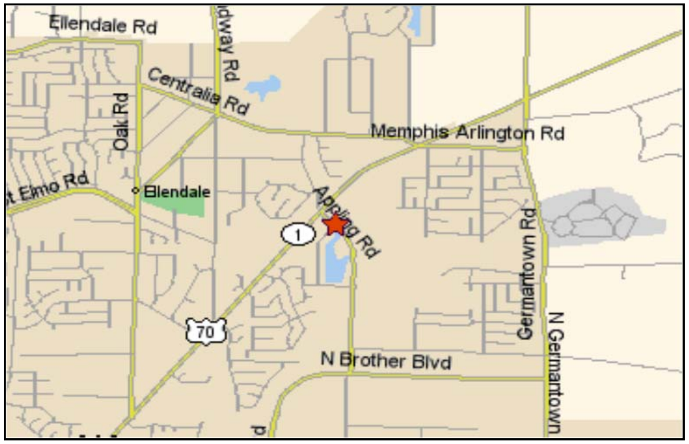
FY18: Demo & replace stucco shell on roof around stage house, $200k. Improved sign on Appling Road, $23k. Complete Audio, Lighting equipment & installation $47k. FY19: Grand piano, $50,000. Roof-top AC unit #7, 4 ton, York and Rtu #8, 6 ton, York $15k w/crane.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/17	06/18
Equipment/Furnishings	07/17	06/19
Total Project	**07/17**	**06/19**

Location

3663 Appling Road.

Location Map



Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
G.O. Bonds	$ 270,000	$ 0	$ 0	$ 0	$ 0	**$ 270,000**
Capital Note	0	65,000	0	0	0	**65,000**
FD311 Transfers-unspent projects	0	0	0	0	0	**0**
FD311 Use of Fund Balance	0	0	0	0	0	**0**
TDOT 80% match	0	0	0	0	0	**0**
Total Source	**$ 270,000**	**$ 65,000**	**$ 0**	**$ 0**	**$ 0**	**$ 335,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Construction	200,000	0	0	0	0	**200,000**
Equipment/Furnishings	70,000	65,000	0	0	0	**135,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 270,000**	**$ 65,000**	**$ 0**	**$ 0**	**$ 0**	**$ 335,000**

UTILITY FUND SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Water						
Old Brownsville Water Line	$ 600,000	$ 600,000	$ 0	$ 0	$ 0	**1,200,000**
Tank Maint. & Paint	0	140,000	180,000	180,000	200,000	**$ 700,000**
Water Line Upgrades	0	50,000	50,000	50,000	50,000	**200,000**
Woodlawn Tank	0	250,000	0	0	0	**250,000**
Water Extention Kirby Whitten	0	250,000	0	0	0	**250,000**
Water Plant Site	0	0	0	0	250,000	**250,000**
Total Water	**$ 600,000**	**$ 1,290,000**	**$ 230,000**	**$ 230,000**	**$ 500,000**	**$ 2,850,000**
Sewers						
Sewers in Annexation Area	$ 0	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 1,600,000**
Old Brownsville Swr Relocation	75,000	75,000	0	0	0	**150,000**
Sewer Rehab	0	100,000	100,000	100,000	100,000	**400,000**
Sewer Line Upgrades	0	100,000	100,000	100,000	100,000	**400,000**
Upgrade Sewage Plant #2	0	0	0	300,000	0	**300,000**
Total Sewers	**$ 75,000**	**$ 675,000**	**$ 600,000**	**$ 900,000**	**$ 600,000**	**$ 2,850,000**
Source of Funds						
Utility Bonds	$ 0	$ 1,965,000	$ 830,000	$ 1,130,000	$ 1,100,000	**$ 5,025,000**
Utility Retained Earnings	669,000	0	0	0	0	**669,000**
FD312 Use of Fund Balance	6,000	0	0	0	0	**6,000**
Total Source	**$ 675,000**	**$ 1,965,000**	**$ 830,000**	**$ 1,130,000**	**$ 1,100,000**	**$ 5,700,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 250,000	**$ 250,000**
Design/Engineering	0	50,000	0	0	0	**50,000**
Utility Relocation	0	0	0	0	0	**0**
Construction	675,000	1,775,000	650,000	950,000	650,000	**4,700,000**
Equipment/Furnishings	0	140,000	180,000	180,000	200,000	**700,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 675,000**	**$ 1,965,000**	**$ 830,000**	**$ 1,130,000**	**$ 1,100,000**	**$ 5,700,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 722

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	07/16	06/17
Design/Engineering	N/A	N/A
Construction	07/17	06/19
Equipment/Furnishings	N/A	N/A
Total Project	**07/16**	**06/19**

Location

Old Brownsville road

Location Map

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
Utility Bonds	$ 0	$ 600,000	$ 0	$ 0	$ 0	**$ 600,000**
Utility Retained Earnings	600,000	0	0	0	0	**600,000**
FD312 Use of Fund Balance	0	0	0	0	0	**0**
Total Source	**$ 600,000**	**$ 600,000**	**$ 0**	**$ 0**	**$ 0**	**$ 1,200,000**
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	600,000	600,000	0	0	0	**1,200,000**
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	**$ 600,000**	**$ 600,000**	**$ 0**	**$ 0**	**$ 0**	**$ 1,200,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 70119

Project Name: Tank Maintenance & Paint

Project Description

To paint and clean water tanks.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Utility Relocation	N/A	N/A
Other	07/18	06/22
Total Project	**07/18**	**06/22**

Location

All water tanks located in the City of Bartlett.

Location Map

All water tanks located in the City of Bartlett.

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
Utility Bonds	$ 0	$ 140,000	$ 180,000	$ 180,000	$ 200,000	**$ 700,000**
Utility Retained Earnings	0	0	0	0	0	**0**
FD312 Use of Fund Balance	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 140,000**	**$ 180,000**	**$ 180,000**	**$ 200,000**	**$ 700,000**
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	0	0	0	**0**
Landscaping	0	0	0	0	0	**0**
Equipment/Furnishings	0	140,000	180,000	180,000	200,000	**700,000**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 140,000**	**$ 180,000**	**$ 180,000**	**$ 200,000**	**$ 700,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 70219

Project Name: Water Line Upgrades

Project Description

Various upgrades needed to maintain system.

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	07/18	06/22
Total Project	**07/18**	**06/22**

Location

Various locations around the City.

Location Map

Various locations around the City.

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
Utility Bonds	$ 0	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 200,000**
Utility Retained Earnings	0	0	0	0	0	**0**
FD312 Use of Fund Balance	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 200,000**
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	50,000	50,000	50,000	50,000	**200,000**
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**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 200,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 72119

Project Name: Woodlawn Tank

Project Description

Build a new 500,000 gallons tank in lower pressure plane.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	07/18	12/19
Construction	07/18	12/19
Equipment/Furnishings	N/A	N/A
Total Project	**07/18**	**12/19**

Location

Stanky Creek or Freeman park or Soccer Field.

Location Map

To be determined

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: Maintenance & repair costs are estimated to be $10,000/year after project completion.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
Utility Bonds	$ 0	$ 250,000	$ 0	$ 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**	**$ 250,000**	**$ 0**	**$ 0**	**$ 0**	**$ 250,000**
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	200,000	0	0	0	**200,000**
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**	**$ 250,000**	**$ 0**	**$ 0**	**$ 0**	**$ 250,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM

FY 2018 - FY 2022

Project No.: to be determined

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 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
Utility Bond	$ 0	$ 250,000	$ 0	$ 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**	**$ 250,000**	**$ 0**	**$ 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	250,000	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	**$ 0**	**$ 250,000**	**$ 0**	**$ 0**	**$ 0**	**$ 250,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: To be determined

Project Name: Water Plant Site

Project Description

Purchase of Land for a new water plant.

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

Location

Exact location to be determined.

Location Map

Exact location to be determined.

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations: Maintenance & repair costs are estimated to be $10,000/year after project completion.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
Utility Bonds	$ 0	$ 0	$ 0	$ 0	$ 250,000	**$ 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**	**$ 0**	**$ 0**	**$ 250,000**	**$ 250,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 250,000	**$ 250,000**
Design/Engineering	0	0	0	0	0	**0**
Utility Relocation	0	0	0	0	0	**0**
Construction	0	0	0	0	0	**0**
Landscaping	0	0	0	0	0	**0**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 250,000**	**$ 250,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 81119

Project Name: Sewers in Annexation Area

Project Description

Funds for extending sewers in our annexed areas.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Utility Relocation	N/A	N/A
Construction	07/18	06/22
Total Project	**07/18**	**06/22**

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 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
Utility Bonds	$ 0	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 1,600,000**
Utility Retained Earnings	0	0	0	0	0	**0**
FD312 Use of Fund Balance	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 1,600,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	0	0	0	0	0	**0**
Utility Relocation	0	0	0	0	0	**0**
Construction	0	400,000	400,000	400,000	400,000	**1,600,000**
Landscaping	0	0	0	0	0	**0**
Equipment/Furnishings	0	0	0	0	0	**0**
Other	0	0	0	0	0	**0**
Total Project Costs	**$ 0**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 1,600,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 80318

Project Name: Old Brownsville Sewer Relocation

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	01/18	08/19
Equipment/Furnishings	N/A	N/A
Total Project	**01/18**	**08/19**

Project Description

Relocate sewers as part of the road widening project.

Location

Old Brownsville road

Location Map

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
Utility Bonds	$ 0	$ 75,000	$ 0	$ 0	$ 0	**$ 75,000**
Utility Retained Earnings	69,000	0	0	0	0	**69,000**
FD312 Use of Fund Balance	6,000	0	0	0	0	**6,000**
Total Source	**$ 75,000**	**$ 75,000**		**$ 0**	**$ 0**	**$ 150,000**
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	75,000	75,000	0	0	0	**150,000**
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	**$ 75,000**	**$ 75,000**	**$ 0**	**$ 0**	**$ 0**	**$ 150,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 81619

Project Name: Sewer Rehab

Project Description

These projects are for the rehabilitation of existing sewer lines around the City.

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	07/18	06/22
Total Project	**07/18**	**06/22**

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 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
Utility Bonds	$ 0	$ 100,000	$ 100,000	$ 100,000	$ 100,000	**$ 400,000**
Utility Retained Earnings	0	0	0	0	0	**0**
FD312 Use of Fund Balance	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 400,000**
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	100,000	100,000	100,000	100,000	**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	**$ 0**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 400,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: 81819

Project Name: Sewer Line Upgrades

Project Description

Various upgrades needed to maintain system.

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	07/18	06/22
Total Project	**07/18**	**06/22**

Location

Various locations around the City.

Location Map

These projects are located at various locations around the City.

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
Utility Bonds	$ 0	$ 100,000	$ 100,000	$ 100,000	$ 100,000	**$ 400,000**
Utility Retained Earnings	0	0	0	0	0	**0**
FD312 Use of Fund Balance	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 400,000**
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	100,000	100,000	100,000	100,000	**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	**$ 0**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 400,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

Project No.: To be determined

Project Name: Sewer Plant 2 Upgrade

Project Description

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	07/20	06/21
Total Project	**07/20**	**06/21**

Location

Area North of the River.

Location Map

Exact location to be determined

Impact on Operating Budget	FY 2018	FY 2019	FY 2020
Personnel	$ 0	$ 0	$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Source of Funds						
Utility Bonds	$ 0	$ 0	$ 0	$ 300,000	$ 0	**$ 300,000**
Utility Retained Earnings	0	0	0	0	0	**0**
FD312 Use of Fund Balance	0	0	0	0	0	**0**
Total Source	**$ 0**	**$ 0**	**$ 0**	**$ 300,000**	**$ 0**	**$ 300,000**
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	0	300,000	0	**300,000**
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**	**$ 0**	**$ 300,000**	**$ 0**	**$ 300,000**

THE GREAT SEAL OF BARTLETT TENNESSEE

AGRICULTURE LAW

COMMERCE

★ 1866 ★

CITY OF BARTLETT

TENNESSEE

APPENDIX

Tab - back page

Date of Incorporation – 1866

Date Charter Adopted – April 14, 1993

Form of Government – Mayor and Aldermen

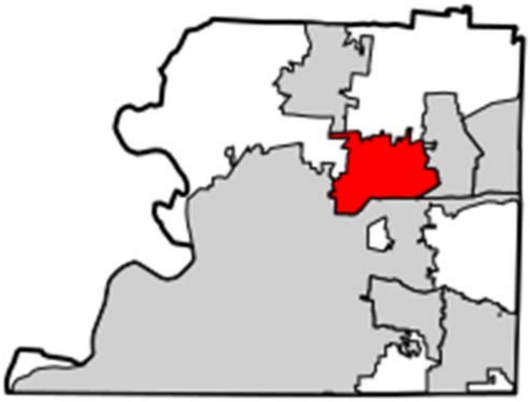
Bartlett, with a 2010 census population of 54,613 is the geographic center of Shelby County and the second largest city in Shelby County. With the new annexation January 1, 2013, Bartlett will have a population of 56,488. A more recent projection of the population in 2016 is close to 60,000. The City's 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.

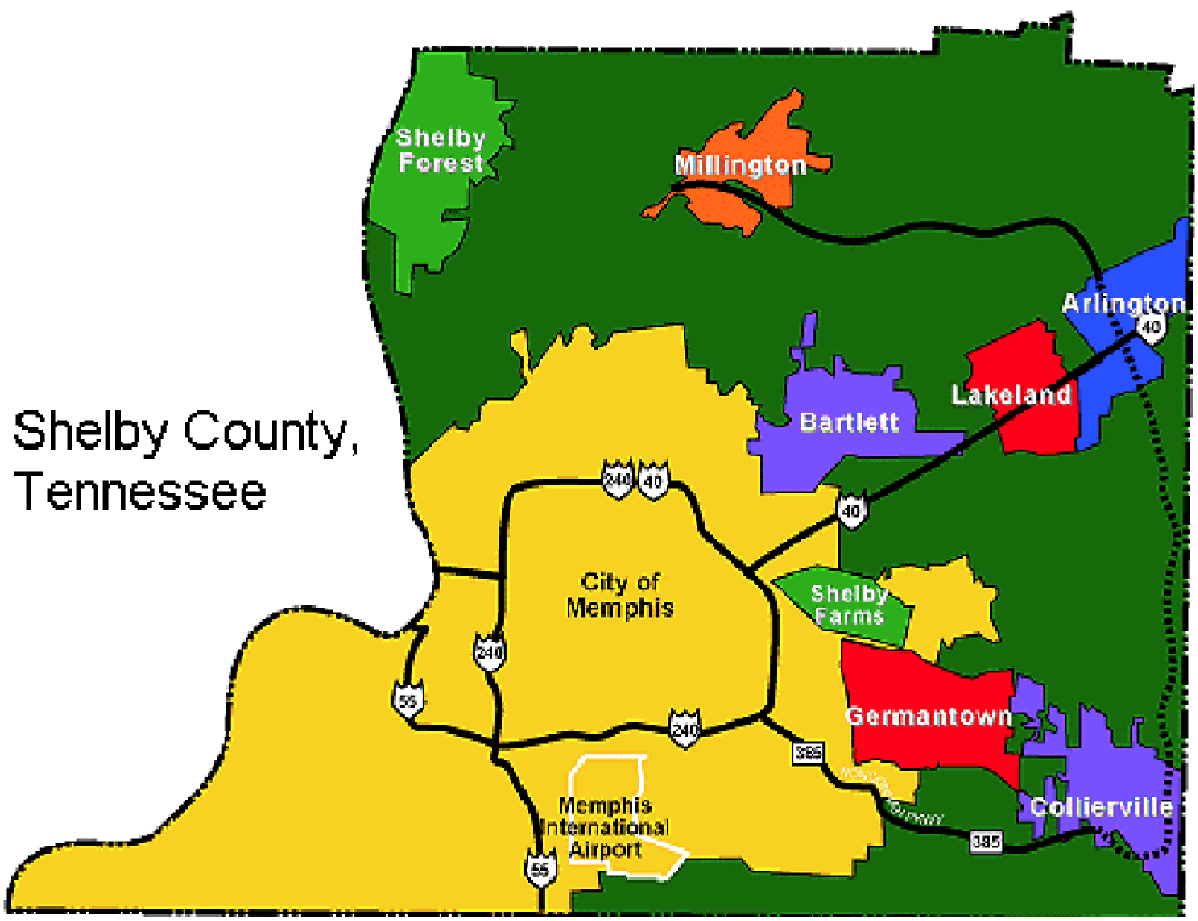
Bartlett's industrial area is home to many companies including Brother Industries USA, Brother International Corporation, Gyrus ENT, Brimhall Foods Company and the USDA Cotton Classing Plant. While home for many industries, Bartlett continues to maintain its small town atmosphere. Historic Bartlett Station,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

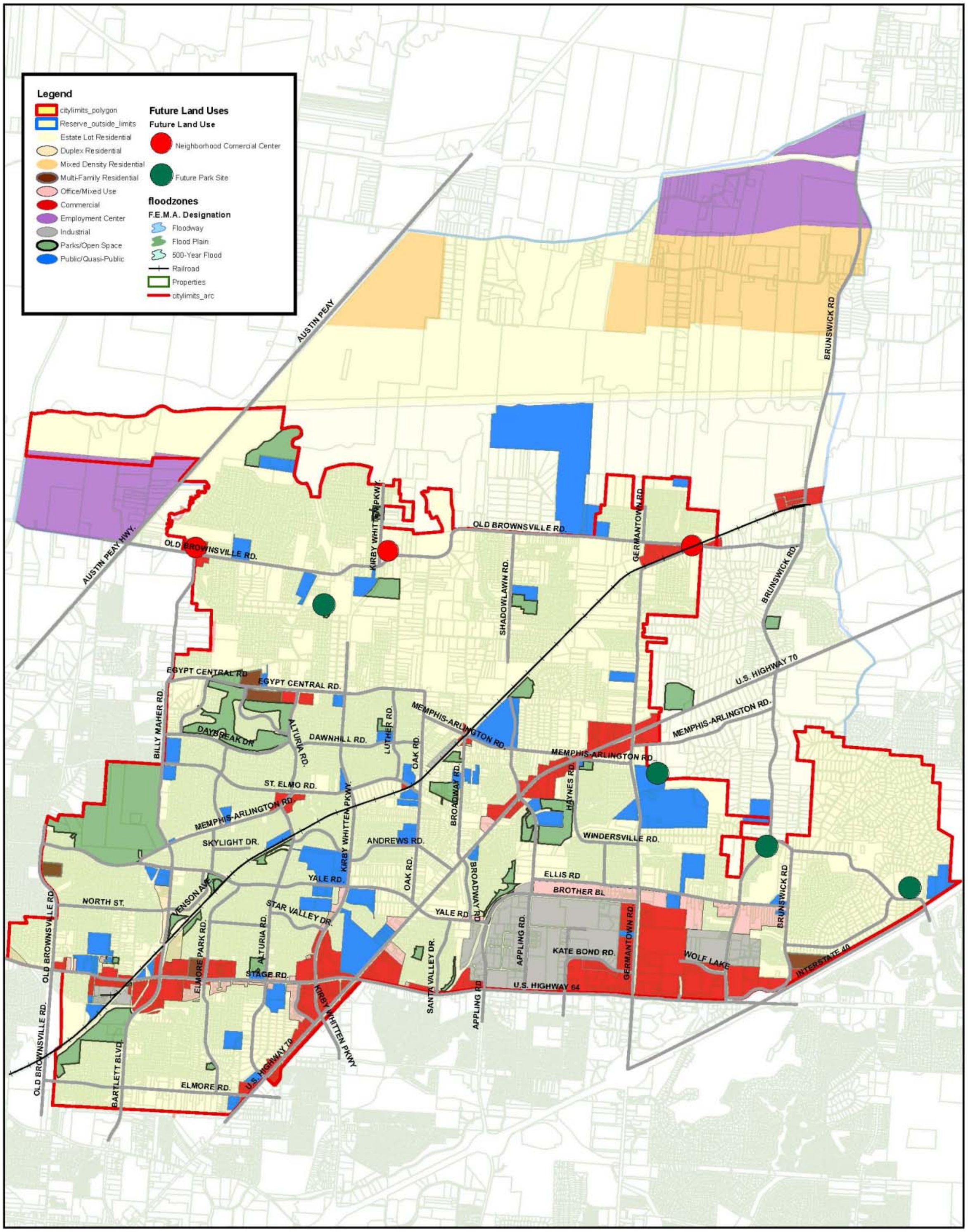
With great schools, a low tax rate, first-class recreational facilities and great neighborhoods Bartlett offers its citizens a small town atmosphere in a metropolitan area.

City of Bartlett, Shelby County, Tennessee





Bartlett Master Plan Update



N
W E
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DRAFT
Map Date:
updated 02/04/10

0 2,000 4,000 8,000 12,000 16,000 Feet

City of Bartlett Office of Planning and Economic Development
(901) 385.6417

BARTLETT COMMUNITY PROFILE

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	19,971
Pump Stations	25
Capacity of Bartlett System (Gallons/day)	2,700,000

WATER SYSTEM

Miles of Water Lines	372
Number of Water Connections	21,216
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	120

SCHEDULE OF MAJOR TAXPAYERS (2016)

Customer Name	**Assessed Value**
Saint Francis Hospital	$ 39,263,531
Brother Industries	31,178,430
PASSCO Legends LLC	11,120,000
Robinwood Retirement Community	7,161,960
Branch Bartlett Association LP	6,423,120
UHS of Lakeside INC	6,007,360

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

2014	179
2015	218
2016	216
2017	191

COMMERCIAL INDUSTRIAL/PERMITS

2014	86
2015	80
2016	87
2017	104

HOUSING UNITS

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

2017 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

Exhibit A

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

CIP PROJECT LINE ITEMS SUMMARY

PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
FUNDING SOURCES						
General Obligation Bonds	$ 5,303,444	$ 7,255,000	$ 6,345,000	$ 5,745,000	$ 5,035,000	**$ 29,683,444**
Capital Note	1,969,150	1,145,000	930,000	855,000	810,000	**5,709,150**
FD311 Use of Fund Balance	79,313	0	0	0	0	**79,313**
Transfer In from Park Imp. Fund	55,000	0	0	0	0	**55,000**
Grant Funds	500,000	0	0	0	0	**500,000**
TDOT 80% match	2,480,000	8,000,000	8,800,000	240,000	0	**19,520,000**
Utility Bonds	0	1,965,000	830,000	1,130,000	1,100,000	**5,025,000**
Utility Retained Earnings	669,000	0	0	0	0	**669,000**
FD312 Use of Fund Balance	6,000	0	0	0	0	**6,000**
Total Funding Sources	**$ 11,061,907**	**$ 18,365,000**	**$ 16,905,000**	**$ 7,970,000**	**$ 6,945,000**	**$ 61,246,907**
PROJECT COST						
Administrative						
Vehicles & Equipment	$ 0	$ 30,000	$ 30,000	$ 0	$ 30,000	**$ 90,000**
City Hall Renovations	250,000	250,000	250,000	0	0	**750,000**
Transfer to State Street Aid Fund	6,907	0	0	0	0	**6,907**
Transfer to Debt Service Fund	50,000	0	0	0	0	**50,000**
Total Administrative	**$ 306,907**	**$ 280,000**	**$ 280,000**	**$ 0**	**$ 30,000**	**$ 896,907**
Police						
Police Vehicles & Equipment	$ 730,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 2,470,000**
Justice Center Maintenance	100,000	120,000	120,000	120,000	120,000	**580,000**
Total Police	**$ 830,000**	**$ 555,000**	**$ 555,000**	**$ 555,000**	**$ 555,000**	**$ 3,050,000**
Fire						
Fire Vehicles	$ 30,000	$ 0	$ 0	$ 30,000	$ 0	**$ 60,000**
Fire Truck	0	550,000	0	0	0	**550,000**
Fire Ambulances	200,000	0	200,000	0	200,000	**600,000**
Total Fire	**$ 230,000**	**$ 550,000**	**$ 200,000**	**$ 30,000**	**$ 200,000**	**$ 1,210,000**

Exhibit A

CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Codes Enforcement						
Codes Enforcement Vehicles	$ 50,000	$ 25,000	$ 0	$ 25,000	$ 0	**$ 100,000**
Total Code Inspection	**$ 50,000**	**$ 25,000**	**$ 0**	**$ 25,000**	**$ 0**	**$ 100,000**
Public Works						
Public Works Vehicles & Equp	$ 635,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,635,000**
City Shop	0	0	0	2,500,000	1,500,000	**4,000,000**
Total Public Works	**$ 635,000**	**$ 250,000**	**$ 250,000**	**$ 2,750,000**	**$ 1,750,000**	**$ 5,635,000**
Engineering						
Engineering Vehicle	$ 0	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 120,000**
City Wide Overlay	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	**10,000,000**
Fletcher Creek Greenway Ph2	20,000	200,000	200,000	60,000	0	**480,000**
Fletcher Creek TDOT	80,000	800,000	800,000	240,000	0	**1,920,000**
Old Brownsville West	600,000	1,800,000	2,000,000	0	0	**4,400,000**
Old Brownsville TDOT	2,400,000	7,200,000	8,000,000	0	0	**17,600,000**
Brother & Stage Left Signal	0	300,000	0	0	0	**300,000**
Old Brownsville East	0	0	100,000	0	0	**100,000**
Germantown North	0	0	0	140,000	140,000	**280,000**
Various Drainage Projects	0	400,000	400,000	400,000	400,000	**1,600,000**
Total Engineering	**$ 5,100,000**	**$ 12,730,000**	**$ 13,530,000**	**$ 2,870,000**	**$ 2,570,000**	**$ 36,800,000**
Parks						
Parks Vehicles & Equipment	$ 149,150	$ 90,000	$ 65,000	$ 65,000	$ 65,000	**$ 434,150**
Parks V&E Use of FB	850	0	0	0	0	**850**
Recreation Ctr Equipment/Repairs	180,000	120,000	40,000	0	0	**340,000**
Singleton Equipment/Repairs	160,000	65,000	45,000	0	0	**270,000**
Senior Center Equipment/Repairs	35,000	35,000	35,000	20,000	0	**125,000**
Parks Maintenances	263,444	385,000	275,000	0	0	**923,444**
Parks Maintenances Use of FB	21,556	0	0	0	0	**21,556**
Parks Maintenances Park Imp Fd	55,000	0	0	0	0	**55,000**
Parks Restroom Renovations-ADA	200,000	250,000	275,000	200,000	0	**925,000**

Exhibit A

CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2018 - FY 2022

PROJECT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
W.J. Freeman Park Project	1,400,000	1,000,000	525,000	325,000	675,000	**3,925,000**
W.J. Freeman Grant	500,000	0	0	0	0	**500,000**
Total Parks	**$ 2,965,000**	**$ 1,945,000**	**$ 1,260,000**	**$ 610,000**	**$ 740,000**	**$ 7,520,000**
Perfoming Arts Center						
BPACC Repairs & Improvements	$ 270,000	$ 65,000	$ 0	$ 0	$ 0	**$ 335,000**
Total Performing Arts Center	**$ 270,000**	**$ 65,000**	**$ 0**	**$ 0**	**$ 0**	**$ 335,000**
Water						
Old Brownsville Water Line	$ 600,000	$ 600,000	$ 0	$ 0	$ 0	**$ 1,200,000**
Tank Maint. & Paint	0	140,000	180,000	180,000	200,000	**700,000**
Water Line Upgrades	0	50,000	50,000	50,000	50,000	**200,000**
Woodlawn Tank	0	250,000	0	0	0	**250,000**
Water Extention Kirby Whitten	0	250,000	0	0	0	**250,000**
Water Plant Site	0	0	0	0	250,000	**250,000**
Transfer to Utility Funds	0	0	0	0	0	**0**
Total Water	**$ 600,000**	**$ 1,290,000**	**$ 230,000**	**$ 230,000**	**$ 500,000**	**$ 2,850,000**
Sewers						
Sewers in Annexation Area	$ 0	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 1,600,000**
Old Brownsville Swr Relocation	75,000	75,000	0	0	0	**150,000**
Sewer Rehab	0	100,000	100,000	100,000	100,000	**400,000**
Sewer Line Upgrades	0	100,000	100,000	100,000	100,000	**400,000**
Upgrade Sewage Plant #2	0	0	0	300,000	0	**300,000**
Total Sewers	**$ 75,000**	**$ 675,000**	**$ 600,000**	**$ 900,000**	**$ 600,000**	**$ 2,850,000**
TOTAL CIP	**$ 11,061,907**	**$ 18,365,000**	**$ 16,905,000**	**$ 7,970,000**	**$ 6,945,000**	**$ 61,246,907**

Exhibit B

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

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)	$ 360.00	$60 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	$70/hr.	3-hr. minimum
	Equipment Rental		
	Sound System (Includes Sound Tech)	$125/$175	$125 - R.H./$175 - B.H. All Day
	Sound Techincian	$ 20.00	Per hour with 4-hr. minimum
	Wedding and Reception Packages		
	Reception only		
	Banquet Hall	$ 1,200.00	8 hours
	Reception Hall	$ 560.00	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	$ 1,575.00	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	$ 1,365.00	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%	

Exhibit B

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
	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
City Court	Alcohol/Drug Treatment Fee	$ 100.00	Set by State
	Breath Alcohol Test Charge	$ 17.50	Set by State
	Cash Bond Forfeiture Fee	$ 13.75	Set by State
	City Court Costs	$ 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
	Expungement Fee-City	$ 100.00	Set by City
	Expungement Fee-State	$ 350.00	Set by State
	Indigent Tax	$ 12.50	Set by State
	Probation Fee	$ 250.00	Set by City
	Reinstatement Fees From State	$ 10.00	Per person when DL Reinstated
	Sexual Assault Fee	$ 200.00	Set by State
	State Court Costs (Criminal Charge)	$ 62.00	Set by State
	State Court Costs (Traffic Charge)	$ 42.00	Set by State
	State Drug Treatment Fee	$ 10.00	Set by State
	State Impair Driv. Fund Fees	$ 5.00	Set by State
	State Litigation Tax	$ 13.75	Set by State
	State Tax On Crimes Against Person/Crim. Injury Fund	$ 26.50	Or $50.00 (Set by State)
	Traffic Privilege Tax on Litigation	$ 17.75	Set by State
	Traumatic Brain Injury Fund	$15 or $30	Set by State
	No Drivers License Fee	$ 15.00	Set by State
	Late Fee on Traffic Citation-(1st FTA Ord.3-406)	$ 50.00	Set by City
Planning	11 X 17 COLOR MAPS Copy Fee	$ 3.00	Each
	Article V – Schedule Of District Regulations Copy Fee	$ 2.50	Each
	Handbook Copy Fee	$ 6.00	Each
	Landscape/Tree Ordinance Copy Fee	$ 3.50	Each
	Re-Record Plat Fees	$ 50.00	Each
	Sign Ordinance Copy Fee	$ 18.00	Each
	Sign Summary, Appendix 5 & Chart 1 Copy Fee	$ 1.25	Each

Exhibit B

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
	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 2017-2018

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	

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
	Removal or moving of structures	$ 200.00	
	Special events	$ 60.00	
	Temporary construction trailer (6 months)	$ 60.00	
	Work commencing before permit issued	Double Fee	
	Electrical Permit Fees		
	0-150 amperes	$ 70.00	
	151-400 amperes	$ 125.00	
	Over 400 amperes	$ 250.00	
	277 to 480 volt phase	$ 2.00	Per Amp
	Amending Permit Fee	$ 20.00	
	Circuits with capacity of more than 1 KW		
	For the first 5 KW	$ 5.00	
	For each additional KW	$ 3.00	
	Empty Conduits	$ 10.00	For each 50' of conduit or bank of conduits
	Existing Residential Occupancies		
	1 to 5 circuits	$ 30.00	
	Over 5 circuits	$ 45.00	
	Fee for issuing permits	$ 4.00	
	Filing of Board of Appeals	$ 100.00	
	First Re-inspection fee	$ 30.00	
	2+ Re-inspection Fee	$ 50.00	
	General Inspection (not a complaint)	$ 50.00	
	Installed Motors		
	1st H.P.	$ 6.00	
	Each additional H.P.	$ 1.00	
	Fuel Pumps	$ 20.00	
	Motors moved at same address	$ 15.00	
	Low Voltage (Non-Residential)	$ 15.00	Per System/Per Floor
	Minimum permit fee	$ 15.00	
	Miscellaneous Items		
	Meter Put Back	$ 15.00	
	Recalls	$ 15.00	
	Underground or overhead low voltage cable	$ 20.00	Per 100 ft
	Miscellaneous Fees		
	Battery Charger up to 100 amperes	$ 15.00	
	Battery Charger-more than 100 amperes	$ 15.00	
	Electric welder	$ 25.00	
	Fire Ruling	$ 50.00	
	Lighting and Convenience Outlet Circuits	$ 4.00	
	Modular Res. Buildings	$ 50.00	
	Motion picture machine	$ 30.00	
	Panels	$ 15.00	
	Power Rectifier-more than 100 amperes	$ 3.00	Each unit
	Power Rectifier-up to 100 amperes	$ 15.00	

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
	Relocated Houses	$ 50.00	
	X-ray unit-120 volt	$ 15.00	
	X-ray unit-208/240 volt	$ 50.00	
	Mobile Homes (manufactured)	$ 50.00	
	Reconnecting Signs		
	1st circuit	$ 15.00	
	Each additional circuit	$ 2.00	
	Mercury Vapor Light P.O.L.	$ 15.00	
	Re-inspection of interior wiring	$ 50.00	Out of service for 90 days or more
	Residential Low Voltage		
	After Electrical-roughin	$ 50.00	
	Before Electrical-roughin	$ 30.00	
	Residential Temporary Meter Center	$ 25.00	
	Service, Feeder, & Panel Replacement	$ 50.00	Residential
	Signs and Decorative Circuits		
	1st circuit	$ 6.00	
	Each additional circuit	$ 4.00	
	Conduit installed for the sign circuit	$ 15.00	
	Swimming Pools		
	Above Ground Pools	$ 30.00	
	Inground Pools	$ 100.00	
	Transformers & Capacitors		
	Installations-100 watts up to 5 KVA	$ 15.00	
	Installations-each additional > 5 KVA	$ 0.50	
	Replacement	$ 20.00	
	Up to 240 volt phase	$ 1.00	Per Amp
	Work commencing before permit issued	Double Fee	
	Voltage excess of 480 volts per KVA		
	First 10,000 KVA	$ 1.50	Per KVA
	Additional KVA over 10,000 up to 50,000	$ 0.50	Each
	Each additional KVA above 50,000	$ 0.25	Each
	Gas Permit Fees		
	Fee for Amending Permits	$ 20.00	
	Fees for issuing permits	$ 4.00	
	Filing Application for Board of Appeals	$ 100.00	
	First re-inspection fee	$ 30.00	
	2+ Re-inspection Fee	$ 50.00	
	For $1 to $1,000 valuation of installation	$ 15.00	
	For each gas outlet	$ 2.50	Single Family Residence
	Gas meter put back	$ 15.00	
	Minimum Permit Fee	$ 15.00	
	Per each additional $1,000	$ 8.00	
	Work commencing before permit issued	Double Fee	
	Liquidation/Special Sale Application Fee	$ 25.00	Each

Exhibit B

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

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

Exhibit B

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
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
	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	$ 25.00	Each
	Commercial Pickup-Set Up Fee	$ 15.00	Each
	Commercial Pickup - Charge for Cart	$ 50.00	Each
	Commercial Pickup - Monthly Charges:		
	For 1 Cart	$ 23.00	Monthly
	For 2 Carts	$ 28.00	Monthly
	For 3 Carts	$ 33.00	Monthly
	Residential Cart Replacement Cost	$ 50.00	Each
	Residential Cart Addional Purchase	$ 50.00	Each
	Residential Pickup	$ 25.00	Monthly
	Special Pickup:	$ 250.00	Each - based on full brush truck
	Yard Waste Cart Purchase	$ 50.00	Each - While Grant carts are available
Water/Wastewater			
	Barrel Locks to Contractors	$ 7.50	Each
	Refundable User Fee for Fire Hydrant Meter	$ 1,000.00	Each
	Rental for Fire Hydrant Meter	$ 25.00	Monthly
	Water useage of Fire Hydrant Meter		Current City rates for water useage
	City Water Rates		
	Residential -- City Customers	$ 5.80	The first 2,000 gallons
	Residential -- City Customers	$ 1.80	each additional 1,000 gallons
	Residential -- Rural Customers	$ 8.70	The first 2,000 gallons
	Residential -- Rural Customers	$ 2.70	each additional 1,000 gallons
	Commercial -- City Customers	$ 10.88	The first 2,000 gallons
	Commercial -- City Customers	$ 2.10	each additional 1,000 gallons
	Commercial -- Rural Customers	$ 15.59	The first 2,000 gallons
	Commercial -- Rural Customers	$ 3.15	each additional 1,000 gallons

Exhibit B

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
	City Sewer Rates		
	Residential -- City Customers	$ 6.19	The first 2,000 gallons
	Residential -- City Customers	$ 1.64	each additional 1,000 gallons
	Residential -- Rural Customers	$ 9.09	The first 2,000 gallons
	Residential -- Rural Customers	$ 1.79	each additional 1,000 gallons
	Commercial -- City Customers	$ 14.89	The first 2,000 gallons
	Commercial -- City Customers	$ 1.79	each additional 1,000 gallons
	Commercial -- Rural Customers	$ 22.14	The first 2,000 gallons
	Commercial -- Rural Customers	$ 1.93	each additional 1,000 gallons
Engineering	Fee for Plans and Specifications (for copies)		
	From $100,000 to $250,000	$ 25.00	
	From $250,001 to $500,000	$ 50.00	
	From $500,001 to $750,000	$ 75.00	
	Greater than $750,000	$ 100.00	
	Commercial & Industrial		
	City Subdivision Inspection		
	Mimimum, per lot	$ 300.00	Whichever is greater
	Or % of Development Cost	3.0%	Whichever is greater
	Drainage Control Fee		
	For those lots not served by a detension basin	$ 500.00	Per half acre
	For those lots served by a detension basin	$ 250.00	Per half acre
	Sewer Connection Charge		
	Per Acre	$ 2,333.00	Whichever is greater
	Per Front Foot	$ 33.00	Whichever is greater
	Sewer Review Fee		
	Mimimum	$ 25.00	Per contract
	Per lot	$ 10.00	Whichever is greater
	Per 250 feet of Sewer line Extension	$ 25.00	Whichever is greater
	Subdivision and site plan review		
	Mimimum	$ 175.00	Whichever is greater
	Or % of Public Improvement Cost	1.5%	Whichever is greater
	Water Connection Fee	$ 3,000.00	Per lot
	Water Plant Expansion % of Water Main Cost	15%	
	Water System Engineering % of Water Main Cost	6%	
	Residential		
	City Subdivision Inspection		
	Mimimum, per lot	$ 300.00	Whichever is greater
	Or % of Development Cost	3.0%	Whichever is greater
	Drainage Control Fee		
	For those lots not served by a detension basin	$ 500.00	Per lot
	For those lots served by a detension basin	$ 250.00	Per lot
	Park Land Development Fee	$ 700.00	Per lot
	Sewer Connection Charge	$ 2,000.00	

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
	Sewer Review Fee		
	Mimimum	$ 25.00	Per contract
	Per lot	$ 10.00	Whichever is greater
	Per 250 feet of Sewer line Extension	$ 25.00	Whichever is greater
	Subdivision and site plan review	$ 175.00	Per lot
	Water Connection Fee	$ 2,000.00	Per lot
	Water Plant Expansion Percent of Water Main Cost	15%	
	Water System Engineering % of Water Main Cost	6%	
	Street Cut Permit per 25 feet of cut	$ 10.00	
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	$ 500.00	Softball
		$ 400.00	Fall Softball
		$ 500.00	Basketball
		$ 210.00	Volleyball
	Facility Rental		
	Deermont	$ 2,000.00	Weekend
	Ellendale, Freeman & Appling	$ 125.00	Per field per day
	Late Registration	$ 20.00	Per person
	Lights	$ 20.00	Per 1.5hr
	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	$ 30.00	Per person
	Youth Sports-per team		
	6 & u basketball	$ 225.00	
	8 & u to 14&u basketball	$ 375.00	
	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

Exhibit B

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
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	Resident & Non Res. Per Class
	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
	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

Exhibit B

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
	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
	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

Exhibit B

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
	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
	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

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

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

Exhibit B

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
	Newsletter Ad Space		
	Business card size ad	$ 15.00	Per issue
	Quarter page ad	$ 25.00	Per issue
	Half page ad	$ 45.00	Per issue
	Full page ad	$ 80.00	Per issue
	Half page ad - outside back cover	$ 100.00	Per issue
	Oil Painting Class	$ 10.00	Per Month
	Photography Workshop	$ 35.00	Per Session
	Piano/Music Lessons	$ 80.00	Per Month
	Pottery Class	$ 15.00	Per Month
	Sketching/Art Class	$ 10.00	Per Month
	Sewing Class	$ 10.00	Per Month
	Tai Chi	$ 3.00	Per class
	Yoga	$ 3.00	Per class
	Zumba Class	$ 3.00	Per class
Recreation Center			
	Corporate Household	$ 605.00	Yearly
	Corporate Senior Household	$ 508.00	Yearly
	Corporate Senior Single	$ 335.00	Yearly
	Corporate Single	$ 400.00	Yearly
	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	$ 35.00	Weekly
	Non-Resident Household	$ 734.00	Yearly
	Non-Resident Senior Household	$ 659.00	Yearly
	Non-Resident Senior Single	$ 432.00	Yearly
	Non-Resident Single	$ 486.00	Yearly
	Resident College Membership	$ 143.75	Yearly
	Resident Day Pass Daily	$ 10.00	Daily
	Resident Day Pass Weekly	$ 23.00	Weekly
	Resident Household	$ 486.00	Yearly
	Resident Senior Household	$ 356.00	Yearly
	Resident Senior Single	$ 238.00	Yearly
	Resident Single	$ 313.00	Yearly
	Resident Single	$ 99.00	3-Month
	Resident Household	$ 156.00	3-Month
	Resident Senior Single	$ 75.00	3-Month
	Resident Senior Household	$ 114.00	3-Month
	Non-Resident Single	$ 156.00	3-Month
	Non-Resident Household	$ 234.00	3-Month

Exhibit B

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
	Non-Resident Senior Single	$ 138.00	3-Month
	Non-Resident Senior Household	$ 210.00	3-Month
	Corporate Single	$ 129.00	3-Month
	Corporate Household	$ 192.00	3-Month
	Corporate Senior Single	$ 108.00	3-Month
	Corporate Senior Household	$ 162.00	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 lession per mem	$ 40.00	
	1 student 1 lession per non-mem	$ 65.00	
	1 student 4 lessions per mem	$ 90.00	
	1 student 4 lessions per non-mem	$ 115.00	
	Lifeguard Instructor mem	$ 195.00	
	Lifeguard Instructor non- mem	$ 220.00	
	Lifeguard recert mem fee	$ 65.00	
	Lifeguard recert non-mem fee	$ 90.00	
	Lifeguard training mem fee	$ 175.00	
	Lifeguard training non-mem fee	$ 200.00	
	Masters swim mem daily	$ 35.00	Monthly
	Masters swim non-mem daily	$ 50.00	Monthly
	Swim class member fee	$ 70.00	
	Swim class non-member fee	$ 95.00	
	Swim club registration	$ 10.00	
	WSI class mem	$ 195.00	
	WSI class non-mem	$ 220.00	
	Daycare		
	Daycare mem 12 sessions	$ 20.00	
	Daycare mem 6 sessions	$ 10.00	
	Daycare mem daily	$ 2.00	
	Daycare non-mem 12 sessions	$ 20.00	
	Daycare non-mem 6 sessions	$ 10.00	
	Daycare non-mem daily	$ 2.00	
	Unlimited childcare 1 mo.	$ 30.00	
	Facility Rental		
	Basketball court rental	$ 35.00	1 goal resident -per hour
		$ 40.00	1 goal non-resident-per hour
		$ 50.00	1/2 Court - 1 Hour Member
		$ 65.00	1/2 Court - 2 Hour Member
		$ 75.00	1/2 Court - 2 Hour Non-Member
		$ 95.00	1/2 Court - 1 Hour Non-Member
		$ 95.00	Full Court - 1 Hour Member
		$ 145.00	Full Court - 2 Hour Member

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
		$ 125.00	Full Court - 2 Hour Non-Member
		$ 185.00	Full Court - 1 Hour Non-Member
	Large Meeting Room Rental	$ 110.00	2 hour Member
		$ 135.00	3 hour Member
		$ 160.00	4 hour Member
		$ 135.00	2 hour Non-Member
		$ 160.00	3 hour Non-Member
		$ 185.00	4 hour Non-Member
	Meeting Room 2	$ 85.00	2 hour Member
		$ 110.00	3 hour Member
		$ 135.00	4 hour Member
		$ 110.00	2 hour Non-Member
		$ 135.00	3 hour Non-Member
		$ 160.00	4 hour Non-Member
	Choose 1 Package	$ 100.00	Member
		$ 130.00	Non-Member
	Choose 2 Package	$ 130.00	Member
		$ 175.00	Non-Member
	Home School Swim	$ 3.00	
	HS Lap Lane Rental fee	$ 6.00	
	Lock-In Rental Balance	$ 700.00	
	Lock-In Rental Deposit	$ 100.00	
	Pantry room	$ 20.00	
	Pool Lane Rental member	$ 15.00	
	Pool Lane Rental nonmember	$ 20.00	
	Racquetball court rental	$ 25.00	Per hour
	Scuba	$ 10.00	Per person
	Volleyball court rental	$ 90.00	Per hour
	Yearly locker rental	$ 60.00	
	Inflatable - Giant Slide - Member	$ 85.00	
	Inflatable - Castle - Member	$ 60.00	
	Inflatable - Basketball Hoops - Member	$ 50.00	
	Inflatable - Giant Slide - Non-Member	$ 110.00	
	Inflatable - Castle - Non-Member	$ 80.00	
	Inflatable - Basketball Hoops - Non-Member	$ 65.00	
	Rental Security Deposit (Refundable)	$ 150.00	
	Fitness		
	Fire Workout - 4 Weeks - Member	$ 120.00	
	Fire Workout - 4 Weeks - Non-Member	$ 140.00	
	Fire Workout - 1 Class - Member	$ 20.00	
	Fire Workout - 1 Class - Non-Member	$ 25.00	

Exhibit B

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
	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 2017-2018

Department	Type	Amount	Frequency/Notes/Description
	Other Recreation Center		
	Basketball league registration	$ 40.00	
	Camp 1 wk mem	$ 125.00	
	Camp 1 wk mem 1st sibling	$ 115.00	
	Camp 1 wk mem 2nd sibling	$ 100.00	
	Camp 1 wk non-mem	$ 150.00	
	Camp 1 wk non-mem 1st sibling	$ 140.00	
	Camp 1 wk non-mem 1nd sibling	$ 125.00	
	Camp day rate member	$ 30.00	
	Camp day rate non-member	$ 35.00	
	Health Non-Profit Booth	$ 25.00	
	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	$ 35.00	
	BXST 101 Member - 2nd	$ 25.00	
	BXST 101 Non-Member	$ 50.00	
	BXST 101 Non-Member - 2nd	$ 40.00	
	Late fee	$ 10.00	
	Black team mem	$ 55.00	Monthly
	Black team non-mem	$ 70.00	Monthly
	Black 2nd swimmer mem	$ 45.00	Monthly
	Black 2nd swimmer non-mem	$ 60.00	Monthly
	Red team mem	$ 65.00	Monthly

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
	Red team non-mem	$ 80.00	Monthly
	Red 2nd swimmer mem	$ 55.00	Monthly
	Red 2nd swimmer non-mem	$ 70.00	Monthly
	Senior member	$ 75.00	Monthly
	Senior non-mem	$ 90.00	Monthly
	Senior 2nd swimmer mem	$ 65.00	Monthly
	Senior 2nd swimmer non-mem	$ 80.00	Monthly
	USS transfer fee in LSC	$ 5.00	
	USS transfer fee out of LSC	$ 10.00	
	White team mem	$ 40.00	Monthly
	White team non-mem	$ 60.00	Monthly
	White 2nd swimmer mem	$ 35.00	Monthly
	White 2nd swimmer non-mem	$ 50.00	Monthly
	Yearly registration fee	$ 100.00	
	Yearly US reg fee	$ 66.00	
Performing Arts	BOX OFFICE		
	Credit card processing - per subscription	$ 5.00	
	Credit card processing - per ticket	$ 1.00	
	Tickets - "Pick 10" (season)	$28/$24/$20/	10 Tix - 20% Off
		$16/$12/$8	10 Tix - 20% Off
	Tickets - "Buy 5 Shows or More" (season)	$26.25/$22.50/	5 Shows - 25% off
		$18.75/$15/	5 Shows - 25% off
		$11.25/$7.50	5 Shows - 25% off
	Tickets - Subscribers- Legend Series	$50/$40/$35	Will have 2 Sections
	Tickets - Client - design/print only	$ 50.00	
	Tickets - Client - design/print/pre-sell	$ 100.00	
	Tickets - Client - pre-sell only	$ 50.00	
	Tickets - Public - DinnerStages	$ 40.00	dinner & show
	Tickets - Public - Family Series	$10 and $15	Youth & Adult
	Tickets - Public - Premium Engagement	$35/$30	Series priced slightly differently
	Tickets - Public - Showcase Series	$ 25.00	
	Tickets - Subscriber - DinnerStages	$ 20.00	to cover food portion of ticket
	Tickets - Subscriber - Family Series	$10 and $12	Youth & Adult
	Tickets - Subscriber - Premium & Showcase Series	$24 and $20	Premium & Showcase
	Tickets-Theatrestage Series	$25/$20	
	Tickets-TheatreKids Conservatory Series	$10/$15	Youth & Adult
	CLASSES & INSTRUCTION		
	TheatreKids Conservatory tuition	$ 125.00	
	Summer camp - per participant	$ 125.00	Total fee (includes deposit)
	Instruction/class non-refundable deposit	$ 50.00	
	CONCESSIONS		
	BPACC events - per item	$ 2.00	
	Client coffee refills - each	$ 5.00	
	Client coffee station - per event	$ 20.00	

City of Bartlett
Fees Schedule
Fiscal Year 2017-2018

Department	Type	Amount	Frequency/Notes/Description
	Client concessions - per event	$ 50.00	
	Client reception fee	$ 100.00	
	Client merchandise - per event	$ 30.00	
	EQUIPMENT RENTAL		
	Audio recording - per event	$ 50.00	
	Banquet table w/cloth & skirt - per event	$ 20.00	
	Banquet table with cloth only - per event	$ 15.00	
	Corded microphones > 10 - per event	$ 18.00	
	Facility piano & bench - per event	$ 50.00	
	Facility piano tuning - per event	$ 150.00	
	Follow spot light - per event	$ 25.00	Operator additional @$18/hr
	Lecturn only - per event	$ 15.00	
	Lecturn with microphone - per event	$ 25.00	
	Removal of seats - per row/event	$ 50.00	
	Stage lighting & audio/design (color) - per hour	$25/$50	
	Stage risers - per event	$ 75.00	
	Stage screen only - per event	$ 15.00	
	Video recording and sale - per event	$ 50.00	
	Video/data projector/screen - per event	$ 250.00	
	Wireless microphones - per event	$ 100.00	
	SPACE RENTAL		
	Auditorium (per hr, 4-hour minimum)	$ 100.00	Includes House Manager
	Green Room (per hr, 4-hour minimum)	$ 35.00	Includes House Manager
	Studio (per hr, 4-hour minimum)	$ 120.00	Includes House Manager
	Conference Room (per hr, 4-hr minimum)	$ 50.00	Includes House Manager
	Sponsorship		
	Per agreement - minimum	$ 1,000.00	

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.

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.