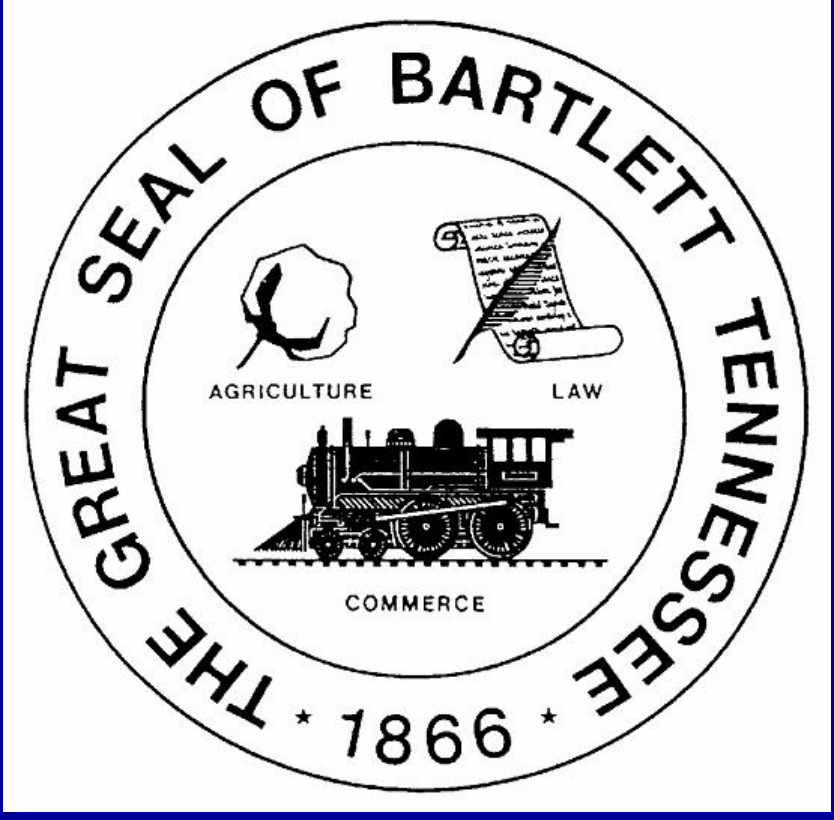
CITY OF BARTLETT
TENNESSEE

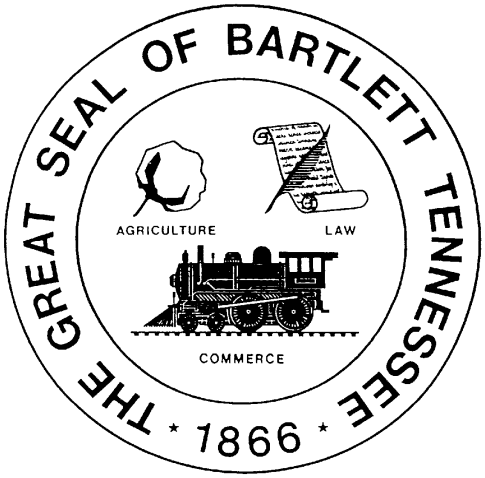
A GREAT PLACE TO
LIVE, WORK, RAISE A FAMILY
AND RETIRE…



A. Keith McDonald, Mayor

FISCAL 2013 BUDGET

CITY OF BARTLETT
TENNESSEE



Fiscal Year 2013 Adopted Budget

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, 2011

President 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, 2011**. 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 MISSION & VISION

MISSION STATEMENT

The City of Bartlett's mission is to plan for and provide superior services and economic growth to the community, in a clean and safe environment with integrity and responsiveness.

VISION

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.

KEY ISSUE: SCHOOLS

Goal: To determine the best method to provide access to a quality K-12 education by 6/30/12.

Objectives:

1. Conduct a feasibility study on providing a city school system. The Board is to hire a consulting firm by 12/31/11 and make a decision by 3/31/12.
2. Assess alternatives such as the creation of a municipal school district or charter school. The City administration should complete this by 3/31/12.
3. Study legal possibilities/ramifications. The city attorney with MTAS assistance should have this done by 3/31/12.
4. As information comes in, hold three town hall meetings with citizens by 5/31/12 and share the results/information through alternate media i.e. tape the meetings and broadcast them on the website, use podcasts.
5. Identify costs and the source of funds to pay for studies. The Board is to finish this by 12/31/11 for studies this fiscal year and identify costs and funds for fiscal year 2012/13 by 4/30/12.

KEY ISSUE: ANNEXATION/RESERVE/385

Goal #1: To draft a plan for development of the 385 area (North of Loosahatchie).

Objectives:

1. The Board is to assign the task to the planning commission by 12/31/11.
2. The Board is to task the planning department with assisting the planning commission by 8/30/11.
3. The planning commission is to provide written recommendations/a report by 3/31/12.

Goal #2: Hold a referendum for the annexation of the North Davies, Brunswick Farms, and White Oaks area by November of 2012.

Objectives:

1. The Board is to find out if the city must have plan of services if it annexes by referendum. It will ask MTAS for assistance and expects an answer by September 30, 2011.

2. The planning department will conduct a feasibility study, issue a cost report, devise a plan of services, and identify ISO savings by 12/31/11.
3. The planning department will send the study to the planning commission by 12/31/11.
4. The planning commission will review the report and make a recommendation by 3/31/12.
5. If the recommendation is to proceed, the city administration will make sure that all state mandated correspondence with affected residents is done by 8/31/12.
6. If the recommendation is to proceed, city administration will provide educational materials about the referendum by 8/31/12.

Goal #3: Annex by ordinance the Hwy. 14, Billy Maher, Hawk's Call areas.

Objectives:

1. The planning department will identify a plan of services for the area and submit its information to the planning commission by 12/31/11.
2. By 3/31/12 the planning commission will make a recommendation to the Board regarding the annexation.
3. If the recommendation is to proceed, the Board will adopt the annexation by the first Board meeting in October of 2012.

KEY ISSUE: ECONOMIC DEVELOPMENT

Goal: Complete the National League of Cities (NLC) tool for self-assessment on economic development by 6/30/12.

Objectives

1. The Mayor is to research what the Chamber of Commerce has already done by 9/30/11.
2. Mark Brown is to contact the state department of Economic Development and the area's regional economic development specialist (Ted Townsend) to see what resources are available by 8/31/11.
3. The Mayor is to contact NLC to start the process by November 8, 2011.
4. City administration is to coordinate NLC visits by 12/31/11.
5. The Mayor is to request a copy of a previous NLC study and then share it with Board by 9/15/11.

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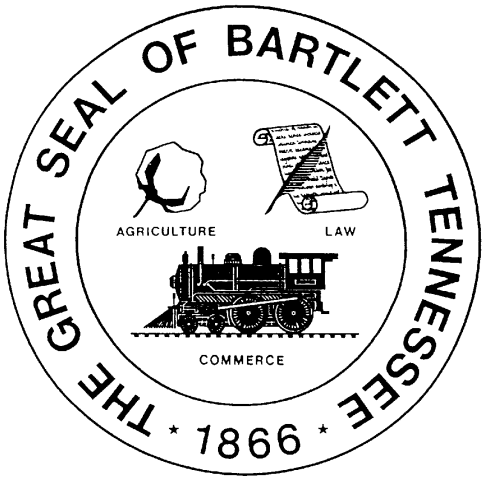
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CITY OF BARTLETT

TENNESSEE

INTRODUCTION

City of Bartlett

A. Keith McDonald, Mayor

June 12, 2012

Board of Mayor and Aldermen
Citizens of Bartlett

As required by the Charter presented for your approval are the fiscal year 2013 operating and capital budgets. As we anticipated, the weak economy has continued into 2012 and continues to have a negative impact on our revenue growth. While many believe the worst of the recession is over, we planned this budget based on a slow recovery. The housing market is still struggling, unemployment hovers around 10 percent, stimulus funds have expired, tax cuts will expire at the end of this year and the general consensus is that state and local governments will recover slower than the private sector. Locally, the Board of Equalization is still hearing appeals of property tax appraisals and we anticipate this will provide some uncertainty for property tax revenues for quite some time. The state of Tennessee is facing many of the same budget problems and what they do to balance their budget could have an impact on us. Throughout the recession our department directors and their staffs have managed to continue to provide excellent services and control their costs. We are budgeting for a $600 per full-time employee one-time bonus for FY 2013. The career ladder pay increase is included; however no general pay increase is budgeted. We will use the health insurance fund balance to fund a 3.87% increase in the cost of employee health insurance premium. In this budget we will maintain the current property tax rate and the current water & sewer rates.

Our long term strategic goals are:

- Maintain and improve the City's reputation as a good, clean, safe place to live.
- Provide outstanding services which enhance the health, safety and general welfare.
- Provide these services as effectively and efficiently as possible.
- Encourage growth in such a manner that new growth pays for most new infrastructure.
- Control the City's debt and debt service requirements.
- Limit annexations to areas that are economically feasible or where public safety needs must be met.
- Limit debt to no more than $5 million each year.

Highlights of this budget include:

→ Current service levels are maintained.

→ The property tax rate remains $1.49.

→ This budget includes no general pay increase but career ladder pay increases and one time $600 bonus are included.

→ A 3.87% increase in health insurance premium will be funded from the Health Insurance fund balance.

→ 3 additional police officers & 1 firefighter are included and 6 additional police officers will be included in an annexation plan of services.

→ We are continuing efforts to recruit additional paramedics in order to operate four ambulance units based on increased demand for services.

→ Included in the capital improvements budget are funds for parks, public works & police vehicles and other equipment, 20% match through Surface Transportation Projects fund (STP) for Old Brownsville West Road & Burloe Pedestrian Bridge, improvements to water & sewer lines around the City, and $1.3 million for street paving projects while limiting the amount of debt we issue to less than $5,000,000.

→ We are recommending that we continue our policy of maintaining our general fund balance at a level that is at least 20 percent of general fund expenditures and $1,000,000 for emergencies and this budget does that.

Again this year, we are not proposing an increase in the property tax rate. We will use fund balances in the general fund, the special revenue funds and the debt service fund to balance the budget, however we believe controlling costs and a prudent use of reserve funds will allow us to continue to maintain service levels as we continue to recover. During the last few years, with the support of the Board, we have built up our reserve funds to a level that will allow us to use some fund balance until economic conditions improve, while maintaining service levels.

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 12-04

AN ORDINANCE TO ADOPT THE 2012-2013 GENERAL FUND, DEBT SERVICE FUND, STREET AID FUND, SOLID WASTE FUND, GENERAL IMPROVEMENT FUND, DRUG ENFORCEMENT FUND, DRAINAGE FUND, PARKS IMPROVEMENT FUND, DEA ENFORCEMENT FUND, CAPITAL IMPROVEMENTS FUND AND UTILITY 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 2012-2013 Fiscal Year for the City of Bartlett are as follows:

		Fiscal Year 12/13
GENERAL FUND EXPENDITURES:		
ADMINISTRATIVE:		
Legislative Board	$	620,814
Mayorôs Office	$	690,127
Community Affairs	$	231,518
Building and Grounds	$	281,644
Bartlett Station Municipal Center	$	409,139
Library	$	1,124,454
Finance and Administration	$	1,295,646
City Court	$	781,470
Personnel	$	413,257
Planning and Economic Development	$	303,257
Total Administrative	**$**	**6,151,326**
PUBLIC SAFETY:		
Police Department	$	12,738,824
Fire Department	$	6,504,388
Ambulance Department	$	2,261,992
Code Enforcement	$	757,925
Total Public Safety	**$**	**22,263,129**
PUBLIC WORKS:		
Administration	$	614,691
City Shop	$	754,802
General Maintenance	$	1,228,568
General Services	$	276,463
Grounds Maintenance	$	1,162,983
Animal Control	$	674,591
Engineering Administration	$	348,696
Engineering & Inspection	$	464,368
Total Public Works	**$**	**5,525,162**
PARKS AND RECREATION:		
Administration	$	274,112
Community Center	$	857,009
Athletics	$	670,124
Maintenance	$	1,223,885
Senior Citizen Center	$	352,027
Recreation Center	$	1,521,920
Total Parks and Recreation	**$**	**4,899,077**

PERFORMING ARTS:			
Performing Arts Center	$	611,714	
Total Performing Arts	**$**	**611,714**	
OTHER GENERAL FUND ITEMS /TRANSFERS OUT			
Transfer Out to Bartlett Station	$	100,000	
Transfer Out to Debt Service	$	200,000	
Total Transfers Out	**$**	**300,000**	
TOTAL GENERAL FUND EXPENDITURES		**$**	**39,750,408**
GENERAL FUND REVENUES/TRANSFERS:			
Property Taxes	$	17,994,000	
Local Taxes	$	8,365,110	
Licenses & Privileges	$	1,432,950	
Intergovernmental	$	4,653,550	
General Charges for Services	$	3,762,999	
Department Revenues	$	604,325	
Court Charges	$	1,905,000	
Other Revenue	$	85,000	
Transfer In from General Improvement Fund	$	450,000	
Use of Fund Balance	$	497,474	
TOTAL GENERAL FUND REVENUES/TRANSFERS		**$**	**39,750,408**
SPECIAL REVENUE FUNDS EXPENDITURES			
Street Aid Fund	$	1,515,000	
Solid Waste Fund	$	5,030,294	
General Improvement Fund	$	938,900	
Drug Enforcement Fund	$	344,300	
DEA Enforcement Fund	$	125,400	
Drainage Control Fund	$	130,604	
Park Improvement Fund	$	0	
TOTAL SPECIAL REVENUE FUNDS EXPENDITURES		**$**	**8,084,498**
SPECIAL REVENUE FUNDS REVENUES/SOURCES			
Special Revenue Funds Revenue	$	7,293,000	
Special Revenue Funds Use of Fund Balance	$	791,498	
TOTAL SPECIAL REVENUE FUNDS REV./SOURCES		**$**	**8,084,498**
UTILITY FUND EXPENDITURES			
Administration	$	1,729,272	
Water & Wastewater Services	$	1,763,731	
Plant Operations	$	1,722,901	
Sewer Treatment	$	618,816	
Total Utility Operation Expenditures	**$**	**5,834,720**	
Utility Debt -- Principal	$	1,181,000	
Utility Debt -- Interest & Charges	$	471,199	
Total Utility Debt Expenditures	**$**	**1,652,199**	

Contribution to Fund Balance	**$**	**936,581**	
TOTAL UTILITY FUND EXPENDITURES		**$**	**8,423,500**
UTILITY FUND REVENUES/SOURCES			
Utility Fund Revenues	$	8,423,500	
TOTAL UTILITY FUND REVENUES/SOURCES		**$**	**8,423,500**
GENERAL DEBT SERVICE FUND EXPENDITURES			
Principal	$	2,814,000	
Interest and Other Charges	$	999,519	
TOTAL GENERAL DEBT SERVICE EXPENDITURES		**$**	**3,813,519**
GENERAL DEBT SERVICE REVENUES/SOURCES			
Debt Service Revenues	$	3,786,625	
Debt Service Use of Fund Balance	$	26,894	
TOTAL GENERAL DEBT SERVICE REV./SOURCES		**$**	**3,813,519**

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 2012-2013 are to be included in the budget, while new projects in future years represent "Planned" expenditures, and will require formal appropriation in future years.

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 ï Next 8,000 gallons, per 1,000 gallons	$ 1.80
Residential -- City Customers -- Over 10,000 gallons, per 1,000 gallons	$ 1.65
Residential -- Rural Customers -- The first 2,000 gallons	$ 8.70
Residential -- Rural Customers -- Next 8,000 gallons, per 1,000 gallons	$ 2.70
Residential -- Rural Customers -- Over 10,000 gallons, per 1,000 gallons	$ 2.48
Commercial -- City Customers -- The first 2,000 gallons	$ 10.88
Commercial -- City Customers -- Next 8,000 gallons, per 1,000 gallons	$ 2.10
Commercial -- City Customers -- Over 10,000 gallons, per 1,000 gallons	$ 1.91
Commercial -- Rural Customers -- The first 2,000 gallons	$ 15.59
Commercial -- Rural Customers -- Next 8,000 gallons, per 1,000 gallons	$ 3.15
Commercial -- Rural Customers -- Over 10,000 gallons, per 1,000 gallons	$ 2.89

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 -- City Customers -- Maximum monthly	$ 32.00
Residential -- Rural Customers -- The first 2,000 gallons	$ 9.09
Residential -- Rural Customers -- each additional 1,000 gallons	$ 1.79
Residential -- Rural Customers -- Maximum monthly	$ 40.00
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 2012-2013 comprehensive fees schedule for the City of Bartlett, Tennessee and establishes the rates for fiscal year 2012-2013. Any rate or fee not included in the attached 2012-2013 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 Workerôs Compensation be continued, with the Cityôs portion of the funding to be included in each fundôs 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, 2013. 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 2013 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, 2013.

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 yearôs 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.

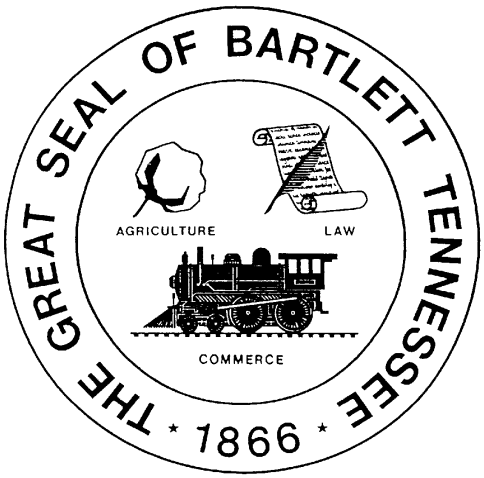
SECTION 15: EFFECTIVE DATE -- BE IT FURTHER ORDAINED, that this Ordinance becomes effective July 1, 2012.

FIRST READING:	May 08, 2012
SECOND READING:	May 22, 2012
THIRD READING:	June 12, 2012

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

_____
A. Keith McDonald, Mayor

Attest: _____
Stefanie McGee, City Clerk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ORDINANCE 12-05

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 2012

BE IT ORDAINED by the Board of Mayor and Alderman of the City of Bartlett, Tennessee, hereinafter referred to as the 2012 Tax Rate Ordinance to provide 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 $1.49 for each $100.00 of assessed valuation and there is hereby levied upon all taxable personal property a tax calculated upon a rate of $1.49 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.

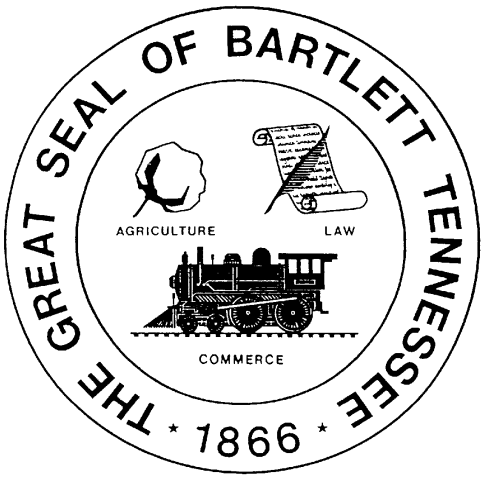
SECTION 3: EFFECTIVE DATE -- Be it further ordained that this Ordinance take effect July 1, 2012.

FIRST READING:	May 08, 2012
SECOND READING:	May 22, 2012
THIRD READING:	June 12, 2012

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

_____
A. Keith McDonald, Mayor

Attest: _____
Stefanie McGee, City Clerk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THE BUDGET DOCUMENT

The City of Bartlett Fiscal 2013 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, Capital Projects and Utility are major funds while other funds are nonmajor funds.

Introduction

The Introduction section includes a letter from the Mayor to the 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, a summary of each fund by expenditure type, an organization chart 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 2013 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 paving, solid waste, general improvement, drug enforcement, drainage and park improvements.

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 2013 capital budget. Sources of funds, expenditures and project start and completion dates are included.

Appendix

The appendix includes a Bartlett community profile, exhibit A and B of budget ordinance, 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.

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 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 control and 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 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. We budgeted no increase in property tax this year. 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 all budgeted to growth in the 2-4 % range over FY 2012 projection. All revenues based on residential growth such as solid waste, water and sewer and other development fees are based on no new residences this year.

Fund Balance

The cumulative excess of revenues over expenditures in a fund at a point in time. A restricted fund balance is earmarked for a special purpose while unrestricted fund balance is available for use. The City of Bartlett maintains our general fund balance at 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

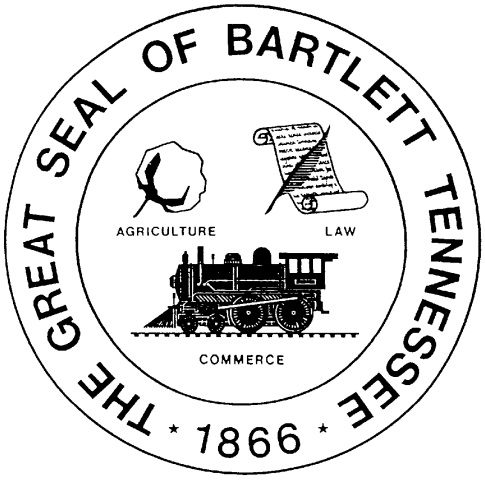
The budget is adopted in the form of an ordinance with such modifications and amendments recommended and approved by the Board. The budget ordinance defines the level of budgetary control at the cost center and/or department level. As indicated previously, no funds may be expended that are not included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

Budget Basis

The budgets of 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*. Budgets for the enterprise funds are presented on an accrual basis. 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 a reservation of fund balance at year-end and unencumbered, unexpended appropriations lapse at year-end.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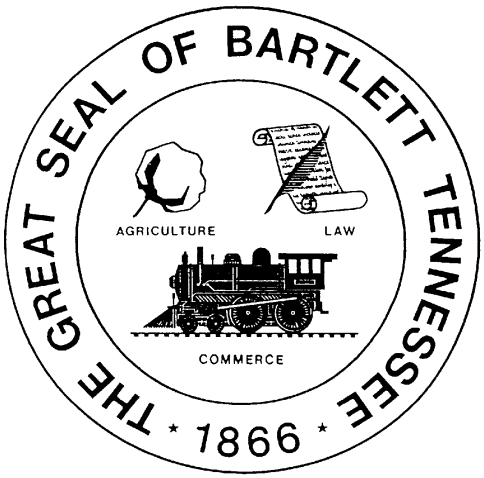
City of Bartlett

Budget Calendar

Fiscal 2012-2013

Day	Date	Activity
Friday	January 27	Budget Instruction Memo Distributed to Departments
Friday	February 10	Operating & CIP budgets Forecasts/Requests Due
Week of	March 5	Meet with Departments to Discuss Operating/CIP Budget Forecasts/Requests
Tuesday	March - May	Board Work Sessions as needed
Tuesday	May 8	Board Meeting – Budget First Reading
Tuesday	May 22	Board Meeting – Budget Second Reading
Tuesday	June 12	Board Meeting – Budget Third Reading – Approved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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. 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.
- 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 then 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

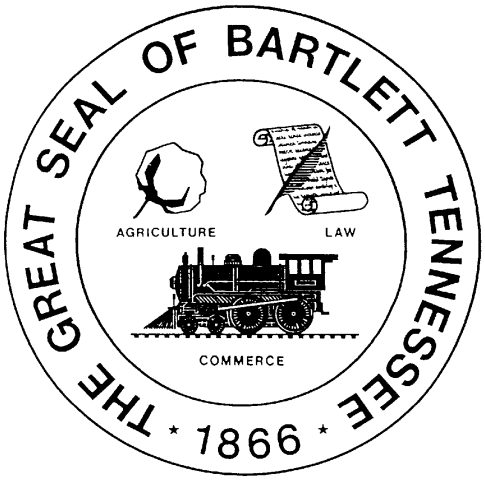
- The City of Bartlett will seek to maintain and if possible improve our bond rating to minimize debt service costs and preserve access to credit markets.
- Each bond issue will include an analysis of how the new issue and current debt impacts debt capacity and is within our debt policies.
- Financing 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.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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.

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 $7,500 is included in the budget for the Arts Council. 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

Although the school system is funded by Shelby County, Bartlett still provides education opportunities through parks summer day care and day camp programs. We now pay the total costs to operate the Bartlett library branch. We will 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 ($60,000) 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

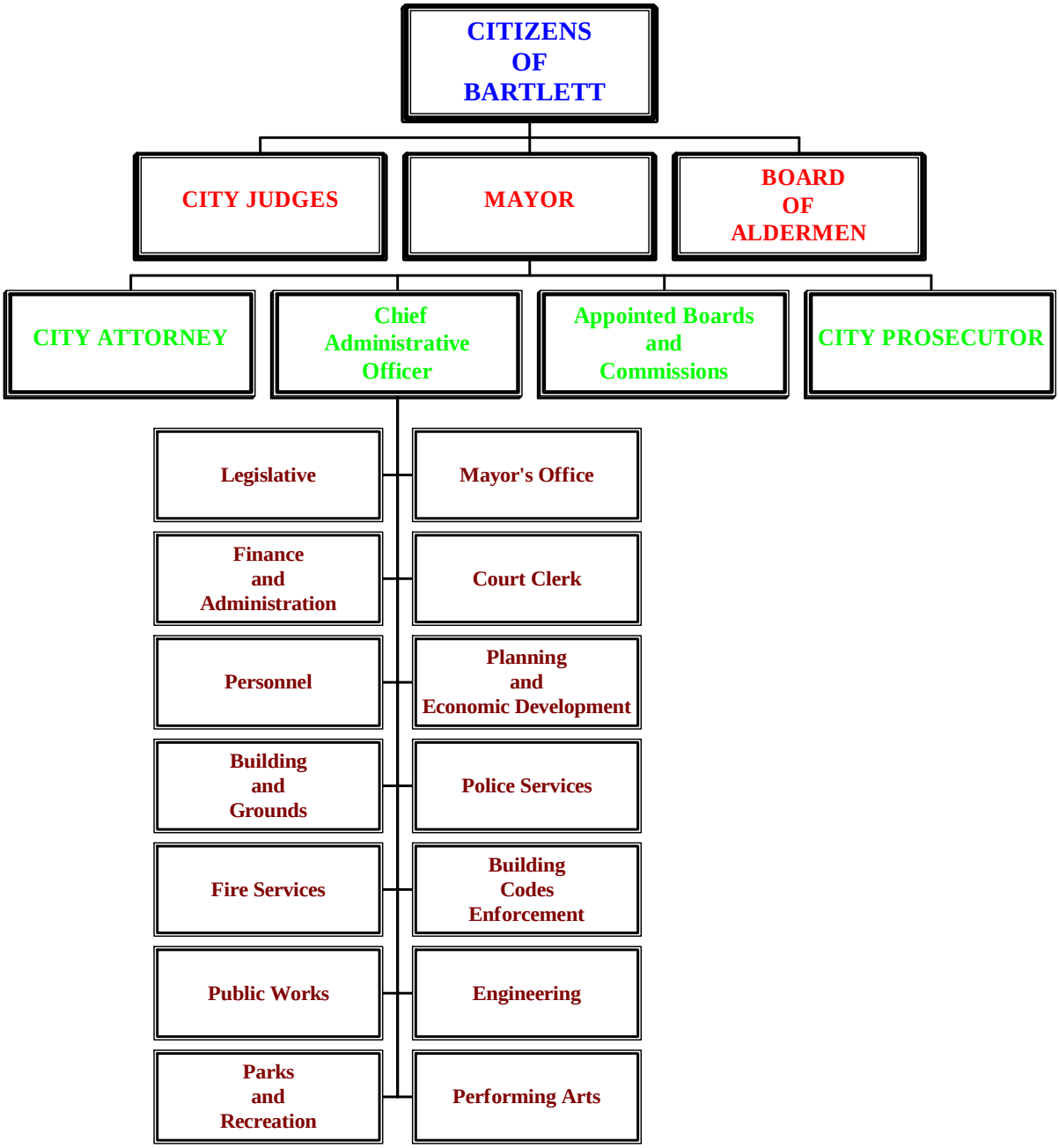
To provide for public safety, we will maintain the ratio of police officers to citizens of 2.25 officers per 1,000 citizens. We are continuing efforts to recruit additional paramedics in order to operate four ambulance units.

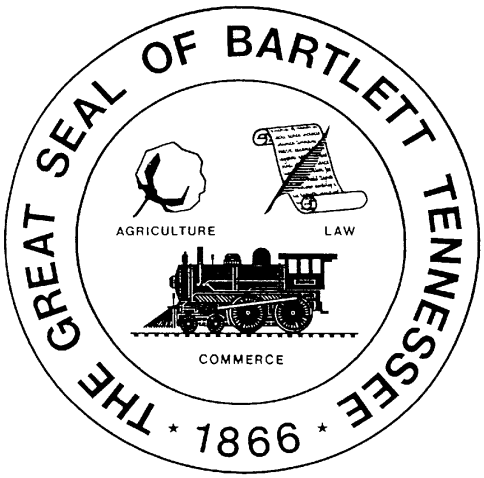
The Code Enforcement Office and Fire Marshall will continue to provide safety inspections for new construction, renovations and commercial facilities to ensure the safety of the structures and our citizens.

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

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CITY OF BARTLETT

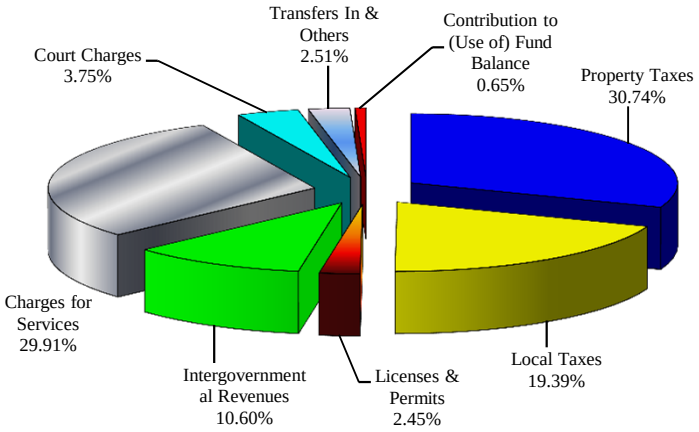
TENNESSEE

SUMMARY

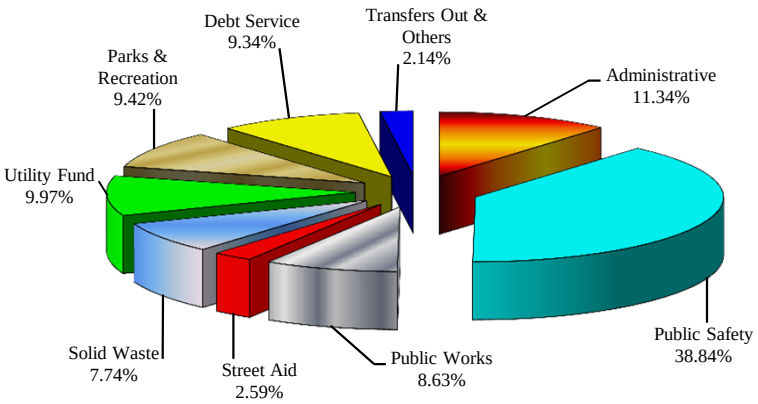
CITY OF BARTLETT
ALL FUNDS - FUNCTION SUMMARY
FY 2013 Adopted Budget

Description	General Fund	Special Revenue Funds	Utility Fund	Debt Service Fund	Total All Funds
Revenues					
Property Taxes	$ 17,994,000	$ 0	$ 0	$ 0	$ 17,994,000
Local Taxes	8,365,110	0	0	2,986,625	11,351,735
Licenses & Permits	1,432,950	0	0	0	1,432,950
Intergovernmental Revenues	4,653,550	1,550,000	0	0	6,203,550
Charges for Services	3,762,999	5,440,000	8,301,500	0	17,504,499
Court Charges	1,905,000	292,500	0	0	2,197,500
Transfers In & Others	535,000	10,500	122,000	800,000	1,467,500
Total Revenues	**$ 38,648,609**	**$ 7,293,000**	**$ 8,423,500**	**$ 3,786,625**	**$ 58,151,734**
Expenditures					
Administrative	$ 6,151,326	$ 488,900	$ 0	$ 0	$ 6,640,226
Public Safety	22,263,129	469,700	0	0	22,732,829
Public Works	4,920,837	130,604	0	0	5,051,441
Street Aid	0	1,515,000	0	0	1,515,000
Solid Waste	0	4,530,294	0	0	4,530,294
Utility Fund	0	0	5,834,720	0	5,834,720
Parks & Recreation	5,510,791	0	0	0	5,510,791
Debt Service	0	0	1,652,199	3,813,519	5,465,718
Transfers Out & Others	300,000	950,000	0	0	1,250,000
Total Expenditures	**$ 39,146,083**	**$ 8,084,498**	**$ 7,486,919**	**$ 3,813,519**	**$ 58,531,019**
Contribution to (Use of) Fund Balance	**$ (497,474)**	**$ (791,498)**	**$ 936,581**	**$ (26,894)**	**$ (379,285)**
Beginning Fund Balance	**$ 17,917,830**	**$ 4,285,533**	**$ 5,432,259**	**$ 946,606**	**$ 28,582,228**
Ending Fund Balance	**$ 17,420,356**	**$ 3,494,035**	**$ 6,368,840**	**$ 919,712**	**$ 28,202,943**

WHERE THE $ COMES FROM



WHERE THE $ GOES



CITY OF BARTLETT
GENERAL FUND - SUMMARY BY CATEGORY
FY 2013 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 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Revenues				
Property Taxes	$ 18,280,692	$ 18,060,410	$ 17,995,566	$ 17,994,000
Local Taxes	7,807,888	7,715,710	8,131,860	8,365,110
License & Permits	1,498,476	1,397,050	1,460,950	1,432,950
Intergovernmental	4,075,800	4,383,200	4,493,000	4,653,550
Charges for Services	3,752,058	3,697,840	3,761,373	3,762,999
Court Charges	1,793,935	1,940,000	1,894,000	1,905,000
Other Revenue	576,317	241,000	300,000	535,000
Total Revenues	**$ 37,785,166**	**$ 37,435,210**	**$ 38,036,749**	**$ 38,648,609**
Expenditures				
Department Revenues/Recoveries	*$ 776,160*	*$ 563,075*	*$ 654,333*	*$ 604,325*
Salaries	20,739,520	21,407,216	20,864,900	21,081,027
Benefits	9,579,686	10,686,185	10,293,761	10,704,995
Other Personnel	706,361	883,350	794,280	792,600
Operations	5,988,809	6,828,268	6,324,105	6,687,236
Capital	257,704	215,991	171,438	184,550
Transfer Out	100,000	0	0	300,000
Total Expenditures	**$ 36,595,920**	**$ 39,457,935**	**$ 37,794,151**	**$ 39,146,083**
Net From Operations	**$ 1,189,246**	**$ (2,022,725)**	**$ 242,598**	**$ (497,474)**
Undesignated Beginning Fund Balance	**$ 16,485,987**	**$ 17,675,233**	**$ 17,675,233**	**$ 17,917,830**
Undesignated Ending Fund Balance	**$ 17,675,233**	**$ 15,652,508**	**$ 17,917,830**	**$ 17,420,356**

CITY OF BARTLETT
SPECIAL REVENUE FUNDS - SUMMARY BY CATEGORY
FY 2013 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 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.

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Revenues				
State Street Aid Revenue	$ 1,500,043	$ 1,572,400	$ 1,553,520	$ 1,553,000
Solid Waste Revenue	4,854,628	4,846,000	5,098,020	4,842,000
General Improvement Revenue	600,887	595,000	595,000	595,000
Drug Enforcement Revenue	206,050	159,500	344,500	215,500
Federal Drug Enforcement Revenue	55,816	65,500	150,500	80,500
Drainage Control Revenue	6,084	7,000	12,000	7,000
Parks Improvement Revenue	0	6,991	7,468	0
Total Revenues	**$ 7,223,508**	**$ 7,252,391**	**$ 7,761,008**	**$ 7,293,000**
Expenditures				
Salaries	$ 1,596,114	$ 1,656,044	$ 1,623,861	$ 1,654,719
Benefits	766,658	834,715	828,552	869,260
Other Personnel	155,872	155,000	161,100	163,000
Operations	3,200,059	3,604,864	3,395,725	3,644,269
Capital	760,597	876,384	712,731	803,250
Tranfer Out	950,000	650,000	650,000	950,000
Total Expenditures	**7,429,301**	**7,777,007**	**7,371,969**	**8,084,498**
Net from Operations	**$ (205,793)**	**$ (524,616)**	**$ 389,039**	**$ (791,498)**
Beginning Fund Balance	**$ 4,102,286**	**$ 3,896,493**	**$ 3,896,493**	**$ 4,285,533**
Ending Fund Balance	**$ 3,896,493**	**$ 3,371,878**	**$ 4,285,533**	**$ 3,494,035**

CITY OF BARTLETT
UTILITY FUND - SUMMARY BY CATEGORY
FY 2013 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. This is a major fund.

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Revenues				
Operating Revenues	$ 6,293,217	$ 8,594,508	$ 8,254,430	$ 8,301,500
Other Revenues	410,255	34,000	35,000	26,000
Non-Operating Revenues	80,425	85,000	112,000	96,000
Total Revenues	**$ 6,783,897**	**$ 8,713,508**	**$ 8,401,430**	**$ 8,423,500**
Expenditures				
Department Revenues/Recoveries	*$ 13,710*	*$ 0*	*$ 0*	*$ 0*
Salaries	1,412,510	1,459,873	1,437,779	1,524,054
Benefits	838,168	774,649	730,404	785,208
Other Personnel	5,384	5,500	1,255	2,000
Operations	2,827,695	2,982,376	2,905,141	3,016,658
Capital	13,494	553,076	392,680	506,800
Total Expenditures	**$ 5,083,541**	**$ 5,775,474**	**$ 5,467,259**	**$ 5,834,720**
Cash Flow	**$ 1,700,356**	**$ 2,938,035**	**$ 2,934,172**	**$ 2,588,780**
Less:				
Debt Service	1,509,918	1,653,575	1,540,407	1,652,199
Total	**$ 1,509,918**	**$ 1,653,575**	**$ 1,540,407**	**$ 1,652,199**
Net Cash Flow	**$ 190,438**	**$ 1,284,460**	**$ 1,393,765**	**$ 936,581**
Retained Earnings, Beginning of Year	**$ 3,848,056**	**$ 4,038,494**	**$ 4,038,494**	**$ 5,432,259**
Retained Earnings, End of Year	**$ 4,038,494**	**$ 5,322,954**	**$ 5,432,259**	**$ 6,368,840**

CITY OF BARTLETT
GENERAL DEBT SERVICE FUND - SUMMARY BY CAT.
FY 2013 Adopted Budget

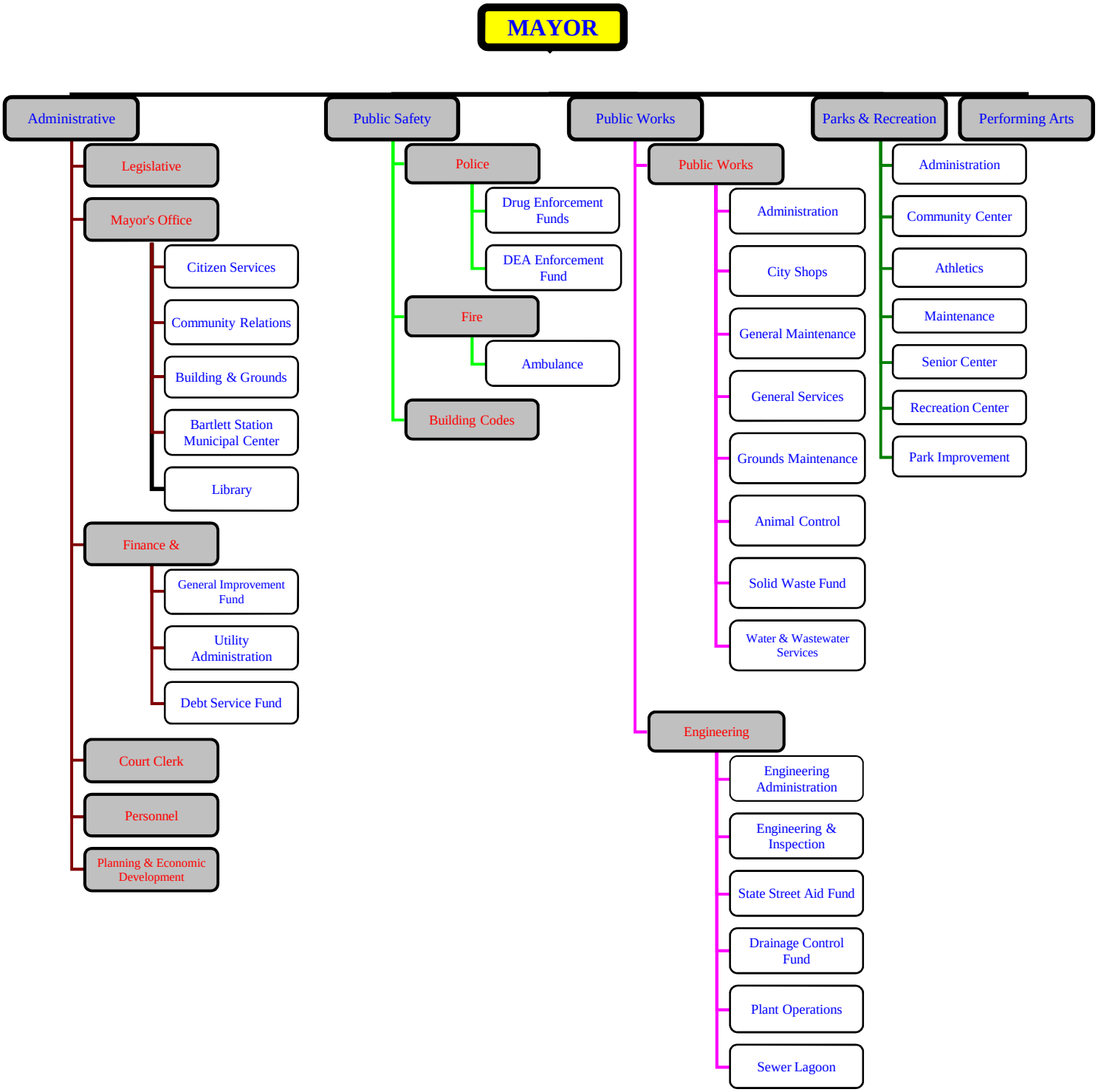
This fund is used for the accumulation of resources for, and the payment of interest and principle on the City's outstanding general obligation debt. Revenues for this fund consist of one third of the local sales tax and a portion of the general revenues. This is a nonmajor fund.

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Revenues				
Local Sales Tax	$ 2,697,575	$ 2,626,745	$ 2,887,500	$ 2,986,625
Transfers	840,000	500,000	500,000	800,000
Total Revenues	**$ 3,537,575**	**$ 3,126,745**	**$ 3,387,500**	**$ 3,786,625**
Expenditures				
Agent Fees	$ 2,757	$ 3,500	$ 3,000	$ 3,500
Issuance Cost	60,758	60,000	41,654	60,000
Bond Principal	2,394,850	2,112,330	2,112,330	2,814,000
Interest	910,148	950,915	864,282	936,019
Total Expenditures	**$ 3,368,512**	**$ 3,126,745**	**$ 3,021,266**	**$ 3,813,519**
Net from Operations	**$ 169,063**	**$ 0**	**$ 366,234**	**$ (26,894)**
Beginning Fund Balance	**$ 411,309**	**$ 580,372**	**$ 580,372**	**$ 946,606**
Ending Fund Balance	**$ 580,372**	**$ 580,372**	**$ 946,606**	**$ 919,712**

CITY OF BARTLETT
FY 2013-2017 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY FUNCTION

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Revenues						
G.O. Bonds	$ 1,910,000	$ 3,820,000	$ 2,310,000	$ 5,200,000	$ 2,690,000	**$ 15,930,000**
Utility Bonds	$ 1,240,000	$ 825,000	$ 1,105,000	$ 1,575,000	$ 900,000	**$ 5,645,000**
Capital Note	$ 1,674,000	$ 982,000	$ 932,000	$ 932,000	$ 932,000	**$ 5,452,000**
Total Revenues	**$ 4,824,000**	**$ 5,627,000**	**$ 4,347,000**	**$ 7,707,000**	**$ 4,522,000**	**$ 27,027,000**
Expenditures						
G.O. Bond/Other Funded						
Administrative	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 150,000**
Public Safety	$ 696,000	$ 1,390,000	$ 650,000	$ 490,000	$ 490,000	**$ 3,716,000**
Public Works	$ 913,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,913,000**
Engineering	$ 1,802,000	$ 1,992,000	$ 2,172,000	$ 5,222,000	$ 2,712,000	**$ 13,900,000**
Parks & Recreation	$ 143,000	$ 1,140,000	$ 140,000	$ 140,000	$ 140,000	**$ 1,703,000**
Total G.O. Bond/Other Funded	**$ 3,584,000**	**$ 4,802,000**	**$ 3,242,000**	**$ 6,132,000**	**$ 3,622,000**	**$ 21,382,000**
Utility Bond/Other Funded						
Water	$ 540,000	$ 225,000	$ 255,000	$ 425,000	$ 175,000	**$ 1,620,000**
Sewer	$ 700,000	$ 600,000	$ 850,000	$ 1,150,000	$ 725,000	**$ 4,025,000**
Total Utility Bond/Other Funded	**$ 1,240,000**	**$ 825,000**	**$ 1,105,000**	**$ 1,575,000**	**$ 900,000**	**$ 5,645,000**
Total Expenditures	**$ 4,824,000**	**$ 5,627,000**	**$ 4,347,000**	**$ 7,707,000**	**$ 4,522,000**	**$ 27,027,000**

CITY OF BARTLETT
ORGANIZATION CHART - BY FUNCTION



CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2013 Adopted Budget

Fiscal Year 2013 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. There is an increase of 5 full time positions in FY 2013, four in public safety and one in the utility fund, all are budgeted to start July 1, 2012. The Police department added 3 police officers while the Fire department added one paramedic. In the Utility fund, a watertreat operation was added in Plant Operations.

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
GENERAL FUND				
Administrative				
Legislative Board				
Full Time	*7.63*	*7.00*	*7.00*	*7.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.48*	*0.58*
Total Legislative Board FTE	***7.63***	***7.00***	***7.48***	***7.58***
Mayor's Office				
Full Time	*6.00*	*6.00*	*6.00*	*6.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Mayor's Office FTE	***6.00***	***6.00***	***6.00***	***6.00***
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*	*2.18*	*2.00*
Part Time (converted to FTE)	*0.61*	*0.63*	*0.24*	*0.00*
Total Buildings and Grounds FTE	***2.61***	***2.63***	***2.42***	***2.00***
Bartlett Station Community Center				
Full Time	*3.00*	*3.00*	*3.00*	*3.00*
Part Time (converted to FTE)	*3.09*	*3.83*	*3.35*	*3.35*
Total B.S. Community Center FTE	***6.09***	***6.83***	***6.35***	***6.35***
Finance and Administration				
Full Time	*10.47*	*13.00*	*11.82*	*13.00*
Part Time (converted to FTE)	*2.31*	*1.33*	*1.84*	*1.33*
Total Finance & Administration FTE	***12.78***	***14.33***	***13.66***	***14.33***
City Court				
Full Time	*10.57*	*11.00*	*10.79*	*11.00*
Part Time (converted to FTE)	*0.81*	*0.00*	*1.03*	*0.00*
Total City Court FTE	***11.38***	***11.00***	***11.82***	***11.00***
Personnel				
Full Time	*3.52*	*4.00*	*4.00*	*4.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Personnel FTE	***3.52***	***4.00***	***4.00***	***4.00***

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2013 Adopted Budget

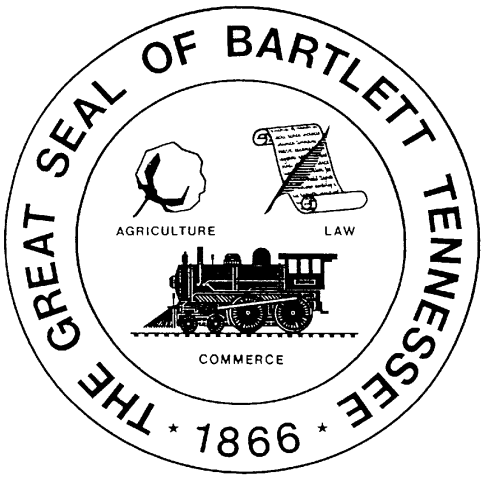
Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Planning & Economic Development				
Full Time	*3.00*	*3.00*	*3.00*	*3.00*
Part Time (converted to FTE)	*0.36*	*0.37*	*0.35*	*0.37*
Total Planning & Eco Devpmnt FTE	***3.36***	***3.37***	***3.35***	***3.37***
Full Time	**47.19**	**50.00**	**48.79**	**50.00**
Part Time (converted to FTE)	**7.18**	**6.16**	**7.29**	**5.63**
Total Administrative FTE	**54.37**	**56.16**	**56.08**	**55.63**
Public Safety				
Police				
Full Time	*141.04*	*144.00*	*138.83*	*147.00*
Part Time (converted to FTE)	*7.84*	*7.97*	*8.38*	*7.41*
Total Police FTE	***148.88***	***151.97***	***147.21***	***154.41***
Fire				
Full Time	*72.97*	*72.00*	*73.57*	*72.00*
Part Time (converted to FTE)	*0.76*	*0.72*	*0.78*	*0.72*
Total Fire FTE	***73.73***	***72.72***	***74.35***	***72.72***
Ambulance Service				
Full Time	*21.71*	*24.00*	*21.41*	*25.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Ambulance Service FTE	***21.71***	***24.00***	***21.41***	***25.00***
Building Codes Enforcement				
Full Time	*9.10*	*9.00*	*9.00*	*9.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.41*	*0.63*
Total Bldg. Codes Enforcement FTE	***9.10***	***9.00***	***9.41***	***9.63***
Full Time	**244.82**	**249.00**	**242.81**	**253.00**
Part Time (converted to FTE)	**8.60**	**8.69**	**9.57**	**8.76**
Total Public Safety FTE	**253.42**	**257.69**	**252.38**	**261.76**
Public Works				
Administration				
Full Time	*4.80*	*5.00*	*5.00*	*5.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Administration FTE	***4.80***	***5.00***	***5.00***	***5.00***
City Shops				
Full Time	*9.82*	*10.00*	*9.27*	*10.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total City Shops FTE	***9.82***	***10.00***	***9.27***	***10.00***
General Maintenance				
Full Time	*15.44*	*16.00*	*16.00*	*16.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total General Maintenance FTE	***15.44***	***16.00***	***16.00***	***16.00***
General Services				
Full Time	*3.00*	*3.00*	*3.00*	*3.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total General Services FTE	***3.00***	***3.00***	***3.00***	***3.00***

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Grounds Maintenance				
Full Time	*11.72*	*12.00*	*11.00*	*12.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Grounds Maintenance FTE	***11.72***	***12.00***	***11.00***	***12.00***
Animal Control				
Full Time	*8.00*	*8.00*	*7.95*	*8.00*
Part Time (converted to FTE)	*0.47*	*0.65*	*0.41*	*0.75*
Total Animal Control FTE	***8.47***	***8.65***	***8.36***	***8.75***
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	*7.00*	*5.00*	*5.00*	*5.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Engineering & Inspection FTE	***7.00***	***5.00***	***5.00***	***5.00***
Full Time	**62.78**	**62.00**	**60.22**	**62.00**
Part Time (converted to FTE)	**0.47**	**0.65**	**0.41**	**0.75**
Total Public Works FTE	**63.25**	**62.65**	**60.63**	**62.75**
Parks & Recreation				
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 Administration FTE	***3.00***	***3.00***	***3.00***	***3.00***
Community Center				
Full Time	*5.00*	*5.00*	*5.00*	*5.00*
Part Time (converted to FTE)	*10.11*	*11.31*	*11.16*	*11.31*
Total Community Center FTE	***15.11***	***16.31***	***16.16***	***16.31***
Athletics				
Full Time	*3.00*	*3.00*	*3.00*	*3.00*
Part Time (converted to FTE)	*5.88*	*6.41*	*6.54*	*6.41*
Total Athletics FTE	***8.88***	***9.41***	***9.54***	***9.41***
Maintenance				
Full Time	*14.00*	*14.00*	*13.59*	*14.00*
Part Time (converted to FTE)	*1.25*	*1.63*	*1.20*	*1.49*
Total Maintenance FTE	***15.25***	***15.63***	***14.79***	***15.49***
Senior Center				
Full Time	*4.00*	*4.00*	*3.82*	*4.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.45*	*0.00*
Total Senior Center FTE	***4.00***	***4.00***	***4.27***	***4.00***
Recreation Center				
Full Time	*11.02*	*12.00*	*11.00*	*12.00*
Part Time (converted to FTE)	*16.36*	*18.37*	*17.08*	*17.48*
Total Recreation Center FTE	***27.38***	***30.37***	***28.08***	***29.48***
Full Time	**40.02**	**41.00**	**39.41**	**41.00**
Part Time (converted to FTE)	**33.60**	**37.72**	**36.43**	**36.69**
Total Parks FTE	**73.62**	**78.72**	**75.84**	**77.69**

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Performing Arts				
Full Time	**2.00**	**2.00**	**2.00**	**2.00**
Part Time (converted to FTE)	**1.40**	**2.28**	**1.07**	**2.28**
Total Performing Arts FTE	**3.40**	**4.28**	**3.07**	**4.28**
FULL TIME	**396.81**	**404.00**	**393.23**	**408.00**
PART TIME (converted to FTE)	**51.25**	**55.50**	**54.77**	**54.11**
TOTAL GENERAL FUND FTE	**448.06**	**459.50**	**448.00**	**462.11**
SPECIAL REVENUE FUNDS				
Solid Waste Fund				
Full Time	*36.66*	*37.00*	*35.31*	*37.00*
Part Time (converted to FTE)	*1.51*	*1.73*	*1.10*	*1.73*
Total Solid Waste Fund FTE	***38.17***	***38.73***	***36.41***	***38.73***
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	**37.66**	**38.00**	**36.31**	**38.00**
PART TIME (converted to FTE)	**1.51**	**1.73**	**1.10**	**1.73**
TOTAL SPECIAL REVENUE FUNDS FTE	**39.17**	**39.73**	**37.41**	**39.73**
UTILITY				
Administration				
Full Time	*10.63*	*6.00*	*6.00*	*6.00*
Part Time (converted to FTE)	*0.71*	*0.00*	*0.39*	*0.63*
Total Administration FTE	***11.34***	***6.00***	***6.39***	***6.63***
Water & Wastewater Services				
Full Time	*14.78*	*20.00*	*19.95*	*20.00*
Part Time (converted to FTE)	*0.22*	*0.73*	*0.26*	*0.73*
Total Water & Wastewater Services FTE	***15.00***	***20.73***	***20.21***	***20.73***
Plant Operations				
Full Time	*4.73*	*5.00*	*4.42*	*6.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Plant Operations FTE	***4.73***	***5.00***	***4.42***	***6.00***
Sewer Lagoon				
Full Time	*3.48*	*3.00*	*2.48*	*3.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Sewer Lagoon FTE	***3.48***	***3.00***	***2.48***	***3.00***
FULL TIME	**33.62**	**34.00**	**32.85**	**35.00**
PART TIME (converted to FTE)	**0.93**	**0.73**	**0.65**	**1.36**
TOTAL UTILITY FTE	**34.55**	**34.73**	**33.50**	**36.36**
ALL FUNDS				
FULL TIME	**468.09**	**476.00**	**462.39**	**481.00**
PART TIME (converted to FTE)	**53.69**	**57.96**	**56.52**	**57.20**
TOTAL ALL FUNDS FTE	**521.78**	**533.96**	**518.91**	**538.20**


THE GREAT SEAL OF BARTLETT TENNESSEE
AGRICULTURE
LAW
COMMERCE
* 1866 *

CITY OF BARTLETT
GENERAL FUND SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Revenues				
Property Taxes	$ 18,280,692	$ 18,060,410	$ 17,995,566	$ 17,994,000
Local Taxes	7,807,888	7,715,710	8,131,860	8,365,110
License & Permits	1,498,476	1,397,050	1,460,950	1,432,950
Intergovernmental	4,075,800	4,383,200	4,493,000	4,653,550
Charges for Services	3,752,058	3,697,840	3,761,373	3,762,999
Court Charges	1,793,935	1,940,000	1,894,000	1,905,000
Other Revenue/Transfers	576,317	241,000	300,000	535,000
Total Revenues	**$ 37,785,166**	**$ 37,435,210**	**$ 38,036,749**	**$ 38,648,609**
Expenditures				
Legislative	$ 398,348	$ 580,151	$ 541,850	$ 620,814
Mayor's Office	638,459	683,319	673,663	690,127
Community Relations	200,167	277,304	220,679	231,518
Building & Grounds	273,100	320,630	299,573	281,644
Bartlett Station Municipal Center	416,140	411,085	394,243	409,139
Library	1,064,997	1,148,714	1,118,089	1,124,454
Finance	1,035,891	1,282,219	1,206,765	1,295,646
City Court	687,492	783,929	773,937	781,470
Personnel	338,111	410,699	388,731	413,257
Planning	287,236	293,472	294,178	303,257
Police	12,010,673	12,937,151	12,275,369	12,738,824
Fire Services and Ambulance	8,455,306	8,922,966	8,723,438	8,766,380
Codes Enforcement	698,373	724,039	734,761	757,925
Public Works	3,820,708	4,181,074	3,868,040	4,107,773
Engineering	887,828	807,743	801,015	813,064
Parks & Recreation	4,720,108	4,994,392	4,847,377	4,899,077
Performing Arts	562,986	699,047	632,443	611,714
Expenditures	**$ 36,495,920**	**$ 39,457,935**	**$ 37,794,151**	**$ 38,846,083**
Transfers Out				
Trfr. Out to Debt Service	$ 0	$ 0	$ 0	$ 200,000
Trfr. Out to Bartlett Station	100,000	0	0	100,000
Total Transfers Out	**$ 100,000**	**$ 0**	**$ 0**	**$ 300,000**
Total Expenditures	**$ 36,595,920**	**$ 39,457,935**	**$ 37,794,151**	**$ 39,146,083**
Net From Operations	**1,189,246**	**(2,022,725)**	**242,598**	**(497,474)**
Beginning Fund Balance	**$ 16,485,987**	**$ 17,675,233**	**$ 17,675,233**	**$ 17,917,830**
Ending Fund Balance	**$ 17,675,233**	**$ 15,652,508**	**$ 17,917,830**	**$ 17,420,356**

CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Property Taxes				
Real Property Tax	$ 15,557,980	$ 15,847,500	$ 15,659,000	$ 15,639,000
Personalty Tax	558,211	547,910	575,000	570,000
Property Tax - Utility	201,693	210,000	210,000	210,000
In-Lieu Of Tax - Utility	303,835	300,000	296,566	300,000
In-Lieu Of Tax - Industry	675,030	450,000	450,000	450,000
In-Lieu Of Tax - MLG&W	234,831	235,000	235,000	235,000
Delinquent Tax	586,777	350,000	420,000	440,000
Interest & Penalty	162,335	120,000	150,000	150,000
Total Property Taxes	**$ 18,280,692**	**$ 18,060,410**	**$ 17,995,566**	**$ 17,994,000**
Local Taxes				
Local Sales Tax	$ 5,395,150	$ 5,450,480	$ 5,775,000	$ 5,973,250
Wholesale Beer Tax	709,090	710,000	715,000	720,000
Wholesale Liquor Tax	183,071	170,000	180,000	185,000
Beer Permits Application	1,000	1,750	1,750	1,750
Retail Liquor Licenses	13,220	12,470	14,000	14,000
Beer Privilege Tax	6,600	6,900	6,500	6,500
Liquor Compliance Fee	1,500	0	1,500	1,500
Gross Receipts Business	925,751	750,000	825,000	850,000
Business Licenses	3,880	4,000	3,000	3,000
Return Fee-Business License	15,559	15,000	15,000	15,000
Collection Fees - Business Tax	86,012	40,000	50,000	50,000
Misc Business Permits & Licenses	110	110	110	110
Catv Franchise Fees	260,214	355,000	350,000	350,000
AT&T Franchise Fee	27,572	25,000	25,000	25,000
Hotel/Motel Tax	179,159	175,000	170,000	170,000
Total Local Taxes	**$ 7,807,888**	**$ 7,715,710**	**$ 8,131,860**	**$ 8,365,110**
License & Permits				
Additional Building Fees	$ 909	$ 1,000	$ 1,000	$ 1,000
Additional Electrical Fees	639	500	700	700
Additional Plumbing Fees	599	1,000	700	700
Additional Mechanical Fe	1,622	4,000	2,500	2,500
Issuing Fees	11,395	11,000	11,500	11,000
New Building Permits	98,136	75,000	100,000	90,000
New Electrical Permits	46,599	45,000	50,000	50,000
New Plumbing Permits	32,838	30,000	35,000	35,000
New Mechanical Permits	78,263	50,000	52,000	50,000
Zoning Application Fees	2,000	2,000	1,500	2,000
Planning Fees	1,800	1,500	1,500	1,500
S/D Application Fees	1,410	1,500	1,000	1,000
Miscellaneous Building Permits	19,410	15,000	15,000	15,000
Board Of Zoning Appeals	2,300	1,400	1,400	1,400
Subdivision Inspection Fees	18,718	12,000	24,000	18,000
Subdivision Engineering Fees	24,046	18,000	28,000	23,000
Subdivision Sewer Review Fees	120	150	150	150
Road Cut & Boring Permit	7,940	7,000	4,000	4,000
Site Plan Review	6,700	2,000	4,000	3,000

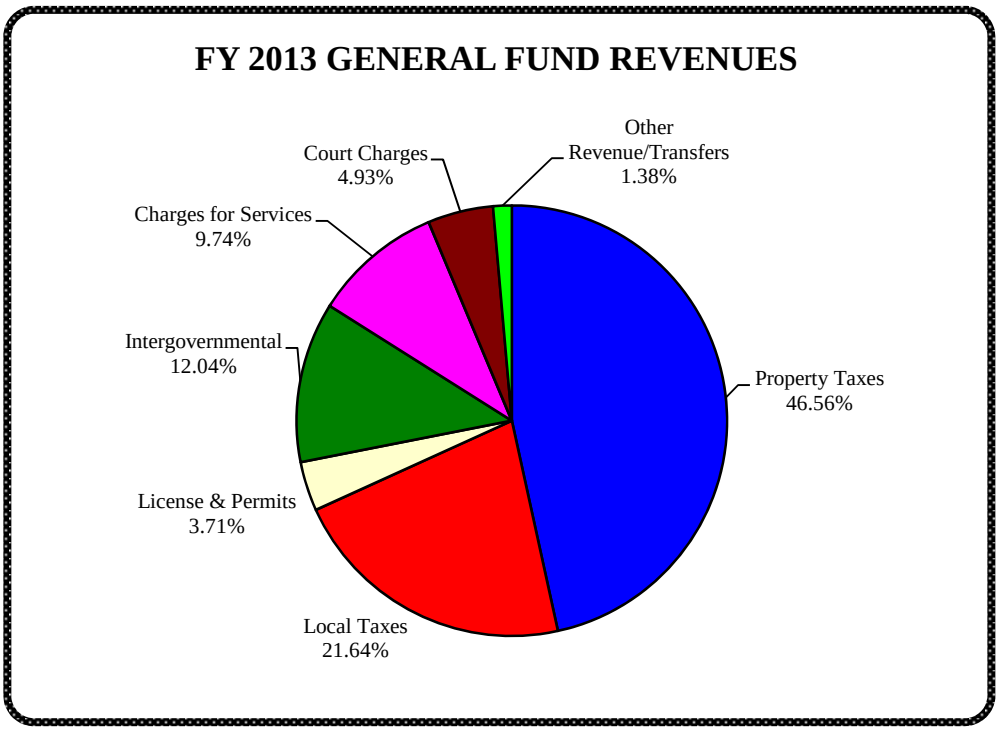
CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Sign Review	9,000	2,500	4,000	3,000
Building Plan Review	10,500	6,500	13,000	10,000
Sign Inspection	15,075	10,000	10,000	10,000
Auto Wheel Fee	1,108,458	1,100,000	1,100,000	1,100,000
Total License & Permits	**$ 1,498,476**	**$ 1,397,050**	**$ 1,460,950**	**$ 1,432,950**
Intergovernmental Revenues				
State Sales Tax	$ 3,156,088	$ 3,575,000	$ 3,585,000	$ 3,742,550
State Income Tax	303,795	100,000	200,000	200,000
State Beer Tax	24,496	28,000	26,000	28,000
State Liquor Tax	49,097	45,000	44,000	45,000
State Excise Tax	10,845	15,000	15,000	15,000
State TVA In Lieu Of Tax	528,413	616,700	620,000	620,000
STG Telecom Sales Tax	3,066	3,500	3,000	3,000
Total Intergovernmental Revenues	**$ 4,075,800**	**$ 4,383,200**	**$ 4,493,000**	**$ 4,653,550**
Misc Charges For Services				
City Service Fees	$ 4,595	$ 3,000	$ 3,000	$ 3,000
Ambulance Fees	715,285	700,000	720,000	720,000
Tow-In Fees	4,375	5,500	5,000	5,500
Copy Fees	0	100	100	100
Publication Fees	400	1,000	800	1,000
Police Background Check	11,745	10,000	11,000	10,000
911 Fees	11,822	18,240	15,000	15,000
Bartlett Station Municipal Center Fees	152,663	145,000	135,000	140,000
Community Relations	24,960	25,000	21,000	22,000
Library Fees	97,441	105,000	95,000	100,000
Total Misc Charges For Services	**$ 1,023,285**	**$ 1,012,840**	**$ 1,005,900**	**$ 1,016,600**
Parks & Rec Charges				
Senior Citizens Center	$ 61,400	$ 60,000	$ 74,055	$ 76,400
Community Center	494,455	475,000	480,000	475,000
Athletics	336,696	350,000	340,000	350,000
Recreation Center	1,583,031	1,550,000	1,642,418	1,597,999
Total Parks & Rec Charges	**$ 2,475,582**	**$ 2,435,000**	**$ 2,536,473**	**$ 2,499,399**
BPACC Revenues	253,191	250,000	219,000	247,000
Court Fines & Costs				
City Court Fines	$ 1,156,390	$ 1,200,000	$ 1,234,000	$ 1,250,000
City Court Costs	464,845	550,000	537,000	530,000
State Tax On Court Fines	54,982	60,000	47,000	50,000
Bond Forfeitures	43,065	45,000	20,000	20,000
Fines Greater Than Cash	60,489	75,000	45,000	45,000
Other Court Costs	14,165	10,000	11,000	10,000
Total Court Fines & Costs	**$ 1,793,935**	**$ 1,940,000**	**$ 1,894,000**	**$ 1,905,000**
Other Revenues				
Interest	$ 15,469	$ 20,000	$ 10,000	$ 15,000
Sale Of Equipment	10,858	20,000	100,000	20,000
Other Revenues	99,990	51,000	40,000	50,000

CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Transfer In	450,000	150,000	150,000	450,000
Total Other Revenues	**$ 576,317**	**$ 241,000**	**$ 300,000**	**$ 535,000**
TOTAL GENERAL FUND REVENUES	**$ 37,785,166**	**$ 37,435,210**	**$ 38,036,749**	**$ 38,648,609**

CITY OF BARTLETT
ANALYSIS OF GENERAL FUND REVENUE SOURCES
FY 2013 Adopted Budget



General Fund 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 68.20% of all General Fund Revenues in FY 2013. The weak economy has a negative impact on our revenue growth and the overall anticipated revenue growth in the 2013 budget is less than 2%.

Property Taxes		
FY	Amount	% Inc (Dec)
2009	$ 17,535,612	
2010	$ 18,263,226	4.15%
2011	$ 18,280,692	0.10%
2012 (Proj)	$ 17,995,566	-1.56%
2013 (Bdgt)	$ 17,994,000	-0.01%

Property Taxes represent the largest percentage (46.56%) of all GF Revenues. The last property tax rate increase was in 2007 (a 23 cent increase) for the Fiscal Year 2008. 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

The current property tax rate is at 1.49. The property tax rate has increased only twice (2003 & 2007) for the last 17 years. The struggling housing market has brought extra appraisal appeals providing lower property tax revenue collection. Taxes are due on February 28, 2013 and become delinquent March 1, 2013.

Local Taxes is the second largest source of revenue and represent 21.64% of all GF Revenues. They are comprised primarily of Local Sales Taxes ($5,973,250) over two thirds (71.41%) of local taxes, Wholesale Beer Taxes ($720,000), Gross Receipts Business ($850,000), CATV Franchise Fees ($350,000), along with other local taxes. The improving economy has allow local taxes to steadily increase over the last two years. The current local sales taxes rate is 2.25% the first $1,600 of the gross proceeds. The last rate increase was in FY 1984, from 1.5% to 2.25%.

Local Taxes		
FY	Amount	% Inc (Dec)
2009	$ 7,676,003	
2010	$ 7,610,030	-0.86%
2011	$ 7,807,888	2.60%
2012 (Proj)	$ 8,131,860	4.15%
2013 (Bdgt)	$ 8,365,110	2.87%

CITY OF BARTLETT
ANALYSIS OF GENERAL FUND REVENUE SOURCES
FY 2013 Adopted Budget

Licenses & Permits		
FY	Amount	% Inc (Dec)
2009	$ 1,411,869	
2010	$ 1,464,144	3.70%
2011	$ 1,498,476	2.34%
2012 (Proj)	$ 1,460,950	-2.50%
2013 (Bdgt)	$ 1,432,950	-1.92%

The Office of Code Enforcement sets, monitors and collects most of the **License and Permit** fees. FY 2013 budget for subdivision and new construction permit fees are based on no increase in commercial construction and residential construction. The biggest revenue in License and Permits is the $25 Wheel Tax that generates over 2/3 of the total revenues.

Intergovernmental Revenues are state shared revenues, the largest being Bartlett's share of the State Sales Tax, 80.42%. The biggest increase (10.24%) is in FY 2012, on the state reallocation of our share based on our population increase (from 40k in 2000 to 54k in 2010).

Intergovernmental Revenues		
FY	Amount	% Inc (Dec)
2009	$ 4,041,845	
2010	$ 3,861,239	-4.47%
2011	$ 4,075,800	5.56%
2012 (Proj)	$ 4,493,000	10.24%
2013 (Bdgt)	$ 4,653,550	3.57%

Charges for Services		
FY	Amount	% Inc (Dec)
2009	$ 4,005,249	
2010	$ 3,890,102	-2.87%
2011	$ 3,752,058	-3.55%
2012 (Proj)	$ 3,761,373	0.25%
2013 (Bdgt)	$ 3,762,999	0.04%

Parks and Recreation fees account for the largest share (42.47%) of **Charges for Services**. The second largest share of Charges for Services is the ambulance fees ($720,000). We budgeted a small increase (0.04%) in FY 2013.

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

Court Charges		
FY	Amount	% Inc (Dec)
2009	$ 2,029,699	
2010	$ 1,955,556	-3.65%
2011	$ 1,793,935	-8.26%
2012 (Proj)	$ 1,894,000	5.58%
2013 (Bdgt)	$ 1,905,000	0.58%

Other Revenue		
FY	Amount	% Inc (Dec)
2009	$ 492,678	
2010	$ 604,605	22.72%
2011	$ 576,317	-4.68%
2012 (Proj)	$ 300,000	-47.95%
2013 (Bdgt)	$ 535,000	78.33%

Interest income 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 decreased from $450,000 to $150,000 in FY 2012 and back to $450,000 in FY 2013.

CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Department Revenues				
State Police Training Grant	$ 63,000	$ 0	$ 0	$ 0
State Fire Training Grant	48,600	0	0	0
Weed Cutting Fees	114,565	100,000	140,000	140,000
Transfer from Grants Fund	6,180	0	12,132	0
Intergovernment Reimbursement	81,723	0	37,876	0
Animal Shelter Donations	19,721	22,000	14,000	14,000
Animal Shelter Boarding	1,987	1,250	1,800	1,800
Animal Shelter Capture Fee	7,026	6,500	7,200	7,200
Animal Shelter Adoption	45,417	50,000	54,000	54,000
Animal Shelter City License	34,757	40,000	45,000	45,000
Animal Shelter Misc Revenues	21,710	18,000	17,000	17,000
Shop Expense Allocation	331,475	325,325	325,325	325,325
Total Department Revenues	**$ 776,160**	**$ 563,075**	**$ 654,333**	**$ 604,325**
Personnel				
Supervisor Salaries	$ 3,133,854	$ 3,375,940	$ 3,307,851	$ 3,348,471
Employee Wages	15,920,559	16,278,245	15,945,583	16,019,545
Overtime Wages	460,810	465,750	367,304	459,200
Special Hours	173,315	192,300	176,301	191,000
Holiday Pay	428,571	475,318	430,840	492,063
Contracted Services	661,234	808,250	743,940	729,700
Part-Time	1,050,983	1,094,981	1,067,861	1,062,811
Instructional Expense	5,675	5,000	7,263	7,500
Vacation Pay	151,214	40,000	24,686	0
Educational Bonus	100,120	115,340	110,390	121,100
Sick Pay	0	25,000	38,314	0
Longevity Pay	369,339	423,347	391,085	443,896
FLSA Wages	50,330	74,000	49,319	68,000
Bonus	45,816	46,779	44,492	292,424
Employee Incentive	9,484	10,815	10,815	10,815
Other Personnel Costs	9,314	19,100	9,125	15,400
Employee Health Insurance	3,150,512	3,512,469	3,342,262	3,373,695
Employee Life Insurance	88,581	105,564	102,132	103,998
Employee Testing	30,359	51,000	34,062	40,000
Worker's Compensation Insurance	409,219	430,275	430,275	433,436
Unemployment Compensation	12,764	8,600	9,782	16,600
Retiree Health Insurance	474,401	982,709	960,907	968,399
FICA	1,631,826	1,684,384	1,658,654	1,669,048
Pension Contribution	2,657,289	2,751,585	2,689,698	2,711,521
Total Personnel	**$ 31,025,568**	**$ 32,976,751**	**$ 31,952,941**	**$ 32,578,622**
Staffing Level				
Full-Time	*396.81*	*404.00*	*393.23*	*408.00*
Part-Time (converted to FTE)	*51.25*	*55.50*	*54.77*	*54.11*
Total Full-Time Equivalent (FTE)	***448.06***	***459.50***	***448.00***	***462.11***
Operations				
Training	$ 47,578	$ 97,100	$ 85,770	$ 95,600
State Training Salary Supplement	111,600	0	0	0
Firearms Training	19,868	30,277	22,000	25,000

CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Volunteer Expense	10,459	16,169	15,400	14,800
Travel	63,218	71,350	69,431	87,200
Legal Fees	28,258	93,185	68,000	118,000
Mayor's Youth Council	1,673	2,000	2,000	2,000
Professional Services	160,939	242,075	185,252	207,800
Advertising & Promotional Expenses	400	500	500	500
Other Professional Service	165,739	211,475	191,730	200,400
Boards & Commissions	70,862	76,850	76,850	76,900
DUI Testing Fees	2,847	4,000	2,000	4,000
Sexual Offender Register	600	1,500	1,000	1,500
Postage & Freight	54,965	73,527	64,694	72,677
Notice Publication	28,480	47,200	45,150	36,200
Dues & Subscriptions	49,960	49,770	48,245	52,120
Meetings	3,000	8,825	6,346	8,430
Employee Appreciation	0	200	200	200
Utilities	626,735	656,800	617,000	655,800
Phones-Local	113,857	110,631	103,580	112,170
Long Distance Phone Calls	1,468	2,630	2,295	2,550
Cellular Phones	70,449	65,313	63,477	67,513
Data Processing - Software	623	12,000	4,000	0
Telecommunication Link	41,342	69,000	54,000	60,000
Library Charge-Shelby Co.	992,334	1,065,000	1,045,801	1,040,266
Shop Allocation	206,936	210,890	210,890	210,890
Vehicle Maintenance	254,494	301,700	275,475	262,400
Equipment Maintenance	138,486	157,140	119,900	147,290
Radio Maintenance	38,256	83,582	54,015	63,475
Computer Maintenance	14,799	0	11,500	0
Grounds Maintenance	156,832	176,185	147,329	149,250
Building Maintenance	208,840	250,070	236,330	243,200
Pool Maintenance	10,205	20,000	20,000	20,000
Swim Competitions	34,807	40,000	40,000	40,000
Fuel System Maintenance	(1,714)	0	0	0
Street Painting & Signs	32,948	30,000	30,000	30,000
Automobile Allowance	269	750	300	750
Office Supplies	76,242	83,450	78,263	82,300
Printing	59,648	98,439	78,459	81,750
Christmas Expenses	0	0	0	3,000
Medical Supplies	122,489	107,650	95,650	107,600
Special Designation Expend	8,282	1,000	2,500	2,500
Ticket Sales Expenditures-BPAC	11,980	2,000	600	1,000
Petroleum Supplies	588,835	620,748	627,198	672,596
Special Events	4,085	7,000	7,000	7,000
Concession Supplies Client	1,746	4,500	3,200	4,500
Preschool Supplies	4,660	4,500	4,500	4,500
Recreation Supplies	63,232	65,000	65,000	63,000
Concession Supplies	75,139	84,500	84,500	79,394
Field Trips	14,707	18,000	18,000	15,000
Tournament Expenses	6,979	7,700	7,700	7,700
Cost of Goods Sold	1,241	4,000	2,000	4,000
Clothing & Uniforms	157,256	180,335	178,385	186,435
Operating Supplies	191,249	239,975	215,278	280,150

CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Cleaning Supplies	48,490	57,000	53,600	58,000
Chemical Supplies	1,816	3,200	3,300	3,300
Air Service	6,520	6,262	5,800	5,600
Film & Developing	283	1,100	1,000	1,180
Fill Sand, Dirt & Gravel	36,811	30,000	24,000	30,000
Asphalt/Street Repairs	64,466	100,000	100,000	100,000
Concrete & Brick	10,628	15,000	12,000	12,000
Miscellaneous Shop Parts	2,367	2,500	1,800	2,200
Small Tools	21,234	26,925	23,725	28,425
Tournament Awards	17,113	20,100	17,700	18,200
Fire Hose	5,928	6,000	5,998	6,000
Pipe & Materials-System Maintenance	9,255	10,000	7,000	10,000
Miscellaneous Supplies	4,318	4,200	4,300	4,200
Jail Meals & Supplies	16,773	25,000	25,000	25,000
CERT Training Supplies	1,162	1,500	1,300	1,300
CERT Grant Expenses	6	1,000	1,000	0
Public Awareness	30,254	32,000	25,000	29,500
Fire Prevention	3,178	7,708	6,000	5,800
Community Promotions	8,305	5,000	8,000	8,000
Travel Club	7,638	12,000	16,500	16,500
Health Fair Expense	2,779	2,000	3,118	2,000
Line Dance Workshop Expense	0	6,000	0	0
Equipment Rental	19,189	32,514	19,100	24,950
Street Barricade & Equip Rental	2,153	1,800	1,500	1,800
Equipment Leasing	28,465	42,858	36,652	41,108
Property Insurance	104,305	104,305	104,756	104,756
Vehicle & Equip Insurance	48,782	48,964	57,815	57,815
General Liability Insurance	162,203	156,393	140,746	140,746
Other Insurance	7,013	7,499	7,550	7,550
Landfill Fees	50	1,500	500	500
Bank Charges	20,802	14,150	13,399	14,150
Credit Card Vendor Fees	34,075	35,800	35,700	36,300
Interest Refund	663	1,000	829	1,000
State Fees	5,310	4,600	6,065	6,800
Cash Over/Short	457	500	745	800
Tow-In Fees	8,365	14,700	7,400	11,400
License Fees	140	1,250	1,250	1,250
Animal Control Fees	1,557	1,800	1,800	1,800
Storage Fees	2,465	2,450	2,203	2,350
Contingency	37,578	100,000	100,000	100,000
Damage Claims	32,433	35,800	26,610	27,500
Miscellaneous Other Expenses	23,298	39,400	24,652	26,150
Total Operations	**$ 5,988,809**	**$ 6,828,268**	**$ 6,324,105**	**$ 6,687,236**
Capital				
Fencing & Landscaping	$ 802	$ 1,000	$ 1,000	$ 1,000
Building Improvements	112,164	117,741	84,200	31,200
Communications Equipment	1,448	1,900	2,049	3,900
Data Processing Equipment	6,461	0	5,720	0
Office Equipment	1,560	5,200	1,750	4,500
Furniture	11,578	16,800	12,107	16,100

CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Other Equipment	123,691	73,350	64,612	127,850
Total Capital	**$ 257,704**	**$ 215,991**	**$ 171,438**	**$ 184,550**
TOTAL GENERAL FUND EXPEND'S	**$ 36,495,920**	**$ 39,457,935**	**$ 37,794,151**	**$ 38,846,083**

CITY OF BARTLETT

TENNESSEE

GENERAL FUND

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

City of Bartlett

ADMINISTRATIVE

FY 2013 Adopted Budget

The Administrative function includes the Legislative Board, Mayor's Office (which includes the Mayor's Office, Citizen Services, 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 ($239,618, 4.05%) over the FY 2012 Projection. FY 2013 budget included a career ladder pay increase, a one-time bonus of $600 per full-time employee but no general pay increase. There were no staffing changes.

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
Citizen Services Director	1
Skill Clerk	1
Community Relations Director	1
BSMC Manager	1
Senior Clerk	1
Building Service	2
Custodial	1
Total Mayor's Office	**12**
Finance and Administration	
Finance Director	1
Assistant Finance Director	1
MIS Coordinator	1
Budget/Financial Coordinator	1
Accountant Supervisor	1
Accountant	1
Tax/Revenue Supervisor	1
Senior Clerk	2
Skill Clerk	2
Computer Support Tech	2
Total Finance and Administration	**13**
City Court	
Prosecutor	1
Judge	2
Court Clerk	1
Assistant Prosecutor	1
Senior Clerk	1
Skill Clerk	5
Total Court Clerk	**11**
Personnel	
Personnel Director	1
Senior Personnel Coordinator	1
Benefit/Payroll Coordinator	1
Skill Clerk	1
Total Personnel	**4**

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	2,351,403	2,608,345	2,576,563	2,644,095
Benefits	883,406	1,064,925	1,030,114	1,081,477
Other Personnel	49,817	60,600	42,022	49,600
Operations	2,044,145	2,444,552	2,254,508	2,367,854
Capital	11,169	13,100	8,501	8,300
Total	**5,339,940**	**6,191,522**	**5,911,708**	**6,151,326**

Planning & Economic Development	
Planning Director	1
Planner	1
Admin Secretary	1
Total Planning & Econ. Dev.	**3**
TOTAL ADMINISTRATIVE	**50**

CITY OF BARTLETT
ADMINISTRATIVE BUDGET SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 1,164,172	$ 1,378,384	$ 1,322,791	$ 1,394,661
Employee Wages	1,012,214	1,057,419	1,085,652	1,072,387
Overtime Wages	16,186	20,300	15,051	17,850
Special Hours	5,600	5,200	5,200	5,200
Contracted Services	10,814	0	0	0
Part-Time	153,232	147,042	147,869	153,997
Vacation Pay	10,089	0	7,496	0
Educational Bonus	0	0	0	1,440
Sick Pay	0	0	7,445	0
Longevity Pay	29,353	33,421	32,911	32,092
Bonus	4,823	5,084	4,769	35,053
Employee Incentives	9,484	10,815	10,815	10,815
Other Personnel Costs	8,645	9,600	7,960	9,600
Employee Health Insurance	271,490	329,585	289,851	306,209
Employee Life Insurance	8,928	12,584	11,788	12,733
Employee Testing	30,359	51,000	34,062	40,000
Worker's Compensation Insurance	13,131	11,597	11,597	10,404
Unemployment Compensation	273	600	2,133	600
Retiree Health Insurance	53,701	121,791	118,802	123,351
FICA	180,278	198,436	199,319	203,394
Pension Contribution	301,856	341,012	333,188	345,386
Total Personnel	**$ 3,284,626**	**$ 3,733,870**	**$ 3,648,699**	**$ 3,775,172**
Staffing Level				
Full-Time	*47.19*	*50.00*	*48.79*	*50.00*
Part-Time (converted to FTE)	*7.18*	*6.16*	*7.29*	*5.63*
Total Full-Time Equivalent (FTE)	***54.37***	***56.16***	***56.08***	***55.63***
Operations				
Training	$ 10,512	$ 19,650	$ 16,475	$ 26,350
Travel	24,917	29,350	32,031	45,100
Legal Fees	28,258	93,185	68,000	118,000
Mayor's Youth Council	1,673	2,000	2,000	2,000
Professional Service	67,729	118,500	81,052	90,300
Advertising & Promotional Expenses	400	500	500	500
Other Professional Service	94,623	95,175	88,730	91,000
Boards & Commissions	70,862	76,850	76,850	76,900
Postage & Freight	27,606	35,850	34,069	35,100
Notice Publication	28,480	45,200	45,150	35,200
Dues & Subscriptions	26,993	25,435	28,090	28,035
Meetings	1,842	3,850	3,791	4,275
Utilities	132,805	160,000	154,700	162,000
Phones - Local	43,522	46,625	39,291	46,500
Long Distance Phone Calls	253	465	461	465
Cellular Phones	17,420	18,250	16,969	18,550
Data Processing - Software	233	0	0	0
Telecommunication Link	7,088	14,000	9,000	10,000
Library Charge-Shelby Co.	992,334	1,065,000	1,045,801	1,040,266
Shop Allocation	5,100	7,800	7,800	7,800

CITY OF BARTLETT
ADMINISTRATIVE BUDGET SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Vehicle Maintenance	2,398	9,400	7,275	8,400
Equipment Maintenance	5,454	21,750	11,300	14,250
Radio Maintenance	0	395	375	375
Computer Maintenance	773	0	0	0
Grounds Maintenance	33,361	13,000	12,700	12,700
Building Maintenance	57,774	55,000	52,500	57,500
Automobile Allowance	269	750	300	750
Office Supplies	32,586	34,500	31,556	33,500
Printing	39,580	63,800	49,809	49,300
Petroleum Supplies	11,783	17,014	14,750	17,500
Concession Supplies Client	170	500	200	500
Clothing & Uniforms	1,716	2,250	1,500	1,750
Operating Supplies	54,830	62,884	54,585	62,800
Cleaning Supplies	8,053	11,000	10,500	10,500
Film & Developing	62	550	450	550
Small Tools	207	550	550	550
Tournament Awards	3,548	6,400	4,000	5,000
Community Promotions	8,305	5,000	8,000	8,000
Equipment Rental	13,750	20,264	14,000	14,000
Equipment Leasing	7,267	9,500	9,429	9,800
Property Insurance	29,397	29,397	29,062	29,062
Vehicle & Equip Insurance	1,317	1,499	1,438	1,438
General Liability Insurance	71,354	70,864	55,588	55,588
Other Insurance	0	150	150	150
Bank Charges	20,802	14,000	13,249	14,000
Interest Refund	663	1,000	829	1,000
State Fees	0	0	400	400
Cash Over/Short	199	200	500	500
Storage Fees	2,465	2,450	2,203	2,350
Contingency	37,578	100,000	100,000	100,000
Damage Claims	740	4,100	100	1,100
Miscellaneous Other Expenses	15,095	28,700	16,450	16,200
Total Operations	**$ 2,044,145**	**$ 2,444,552**	**$ 2,254,508**	**$ 2,367,854**
Capital				
Building Improvements	$ 10,204	$ 10,000	$ 6,000	$ 6,800
Data Processing Equipment	310	0	444	0
Office Equipment	0	2,100	1,000	1,500
Furniture	655	1,000	607	0
Other Equipment	0	0	450	0
Total Capital	**$ 11,169**	**$ 13,100**	**$ 8,501**	**$ 8,300**
TOTAL ADMINISTRATIVE	**$ 5,339,940**	**$ 6,191,522**	**$ 5,911,708**	**$ 6,151,326**

Legislative Board

City of Bartlett

FY 2013 Adopted Budget

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	107,988	121,200	127,728	155,200
Benefits	37,287	45,185	43,411	52,653
Operations	253,074	413,766	370,711	412,961
Total	**398,348**	**580,151**	**541,850**	**620,814**

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 orderly development of the community; and approves the appointment of department directors and professional staff who manage service delivery.

FY 2012 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 2011 Actual	FY 2012 Forecast	FY 2013 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 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 49,200	$ 49,200	$ 47,233	$ 49,200
Employee Wages	58,788	72,000	72,995	76,000
Part-Time	0	0	7,500	30,000
Bonus	86	87	84	4,287
Employee Health Insurance	11,247	12,339	11,924	11,924
Employee Life Insurance	35	86	75	87
Worker's Compensation Insurance	2,422	518	518	527
Unemployment Compensation	273	0	0	0
Retiree Health Insurance	2,290	6,060	5,429	6,260
FICA	8,111	9,127	9,697	12,040
Pension Contribution	12,823	16,968	15,684	17,528
Total Personnel	**$ 145,275**	**$ 166,385**	**$ 171,139**	**$ 207,853**
Staffing Level				
Full-Time	*7.63*	*7.00*	*7.00*	*7.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.48*	*0.58*
Total Full-Time Equivalent (FTE)	***7.63***	***7.00***	***7.48***	***7.58***
Operations				
Training	$ 2,490	$ 4,300	$ 4,300	$ 4,300
Employee training expense such as classes, books and training aids. Registration fees for various conferences including National League of Cities & TN Municipal League.				
Travel	9,660	8,000	10,000	15,000
Travel expenses related to TML Annual Conf., TML Legislative Conference, National League of Cities conferences and other meetings attended by the Aldermen and City Attorney.				
Legal Fees	8,253	75,185	50,000	100,000
Outside attorneys' fees.				
Other Professional Service	15,000	15,000	15,000	15,000
Lobbyist contract ($15,000/year) and various court costs.				
Boards & Commissions	70,082	76,000	76,000	76,000
Chamber of Commerce ($60,000), Bartlett Arts Council ($7,500), Other Boards and Commissions ($8,500)				
Postage & Freight	608	2,000	2,000	1,000
Mail to boards & commission members or mail on behalf of boards & commission members.				
Notice Publication	28,480	45,000	45,000	35,000
Publication of all legal notices and bids for the City, wanted ads for all depts. in The Commercial Appeal and the Bartlett Express.				
Dues & Subscriptions	14,071	15,000	15,000	15,000
TML dues $9,102; NLC membership dues $3813; ASCAP $305, Others $1,780				
Meetings	146	500	500	500
Board of Mayor & Aldermen work sessions and other meetings.				
Long Distance Phone Calls	13	25	25	25
Estimated cost for long distance.				
Cellular Phones	755	800	800	800
Cell phone/data charges for City Attorney				
Office Supplies	101	1,000	1,000	500
Office supplies for boards & commissions, paper and supplies for sending legal notices.				
Printing	2,139	3,000	3,000	2,000
Charges for printing of letterhead for Aldermen, note cards for Aldermen, info packets for Aldermen, business cards for Aldermen & Commissions.				

CITY OF BARTLETT
LEGISLATIVE BOARD
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Operating Supplies	90	750	750	500
Various supplies for legislative board and commissions.				
General Liability Insurance	57,206	57,206	42,336	42,336
Legislative portion of liability insurance, errors and ommissions.				
Contingency	37,578	100,000	100,000	100,000
For unexpected City-wide expenses.				
Miscellaneous Other Expenses	6,402	10,000	5,000	5,000
To allow flexibility in meeting unexpected legislative expenses.				
Total Operations	**$ 253,074**	**$ 413,766**	**$ 370,711**	**$ 412,961**
Total Legislative Board	**$ 398,348**	**$ 580,151**	**$ 541,850**	**$ 620,814**

Mayor's Office

City of Bartlett

FY 2013 Adopted Budget

Summary Revenue/Expenditure Type*

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	745,790	763,492	743,267	740,078
Benefits	265,422	292,968	304,697	297,606
Other Personnel	10,814	0	0	0
Operations	1,560,631	1,771,492	1,650,002	1,690,898
Capital	10,204	13,100	8,281	8,300
Total	**2,592,861**	**2,841,052**	**2,706,247**	**2,736,882**

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.

FY 2012 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 2011 Actual	FY 2012 Forecast	FY 2013 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	>20%	>20%	>20%

CITY OF BARTLETT
MAYOR'S OFFICE
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 316,466	$ 317,498	$ 317,499	$ 319,670
Employee Wages	87,516	89,601	89,602	91,354
Overtime Wages	0	500	500	500
Vacation Pay	2,106	0	0	0
Longevity Pay	3,971	6,000	5,955	6,135
Bonus	431	522	418	4,122
Employee Health Insurance	34,746	38,119	36,864	36,864
Employee Life Insurance	1,804	2,198	2,139	2,220
Worker's Compensation Insurance	1,537	1,545	1,545	1,364
Retiree Health Insurance	9,986	20,355	20,355	20,551
FICA	30,895	31,212	31,294	31,770
Pension Contribution	56,102	56,994	56,994	57,543
Total Personnel	**$ 545,559**	**$ 564,544**	**$ 563,165**	**$ 572,093**
Staffing Level				
Full-Time	*6.00*	*6.00*	*6.00*	*6.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***6.00***	***6.00***	***6.00***	***6.00***
Operations				
Training	$ 3,583	$ 2,500	$ 2,500	$ 2,500
Employee training expense such as classes, books, and training aids.				
Travel	11,198	10,000	10,000	15,000
Travel to conferences and various other trips.				
Mayor's Youth Council	1,673	2,000	2,000	2,000
Estimated costs for Mayor's Youth Council meetings and events.				
Other Professional Service	47,730	50,000	47,730	50,000
Public awareness program, including $40,000 for cable production and $8,730 for Granicus.				
Postage & Freight	2,043	3,500	3,500	3,500
Correspondence from Mayor's Office.				
Dues & Subscriptions	2,730	2,000	2,000	2,000
Membership dues, various subscriptions to publications, the commercial Appeal, and The Bartlett Express.				
Meetings	678	1,500	1,500	1,500
Meetings with suburban Mayors and other business leaders.				
Phones - Local	1,359	1,200	1,200	1,200
Cost for phone service for Mayor's office.				
Long Distance Phone Calls	28	50	50	50
Cost for long distance service.				
Cellular Phones	4,594	5,500	5,500	5,600
Charges for four (5) cell phones and wireless connection for laptop computers.				
Shop Allocation	2,000	4,000	4,000	4,000
Estimated costs for repairs to vehicles in Mayor's Office.				
Vehicle Maintenance	479	3,500	3,500	3,500
General upkeep and repairs to vehicles in Mayor's Office.				
Equipment Maintenance	0	300	300	300
Maintenance of miscellaneous office equipment in the Mayor's Office.				
Radio Maintenance	0	200	200	200
Maintenance for radios in the Mayor's Office.				
Computer Maintenance	105	0	0	0

CITY OF BARTLETT
MAYOR'S OFFICE
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Automobile Allowance	59	0	0	0
Office Supplies	2,839	3,000	3,000	3,000
Miscellaneous office supplies for Mayor's Office.				
Printing	905	3,500	3,527	3,500
Outside printing costs.				
Petroleum Supplies	2,264	5,100	5,100	5,400
Estimated fuel costs for Mayor's Office vehicles.				
Operating Supplies	1,069	6,000	6,000	6,000
Toner cartridges, paper for printer, etc.				
Film & Developing	0	50	50	50
Estimated charges for film developing.				
Small Tools	0	100	100	100
Miscellaneous tools for Mayor's office.				
Equipment Leasing	752	1,100	1,100	1,100
Copier rental and copy costs.				
Vehicle & Equip Insurance	118	300	270	270
Auto liability insurance for vehicles (allocation).				
General Liability Insurance	2,115	1,625	1,614	1,614
Allocation.				
Other Insurance	0	50	50	50
Notary bond insurance.				
Damage Claims	0	100	100	100
Miscellaneous Other Expenses	4,579	10,000	5,000	5,000
To provide some flexibility in the budget to handle unanticipated expenses.				
Total Operations	**$ 92,900**	**$ 117,175**	**$ 109,891**	**$ 117,534**
Capital				
Office Equipment	$ 0	$ 600	$ 0	$ 500
Fax machine and typewriter.				
Furniture	0	1,000	607	0
Three filing cabinets.				
Total Capital	**$ 0**	**$ 1,600**	**$ 607**	**$ 500**
Total Mayor's Office	**$ 638,459**	**$ 683,319**	**$ 673,663**	**$ 690,127**

CITY OF BARTLETT
COMMUNITY RELATIONS
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 62,493	$ 62,494	$ 62,494	$ 63,128
Vacation Pay	115	0	0	0
Longevity Pay	1,250	1,255	1,250	1,276
Bonus	86	87	84	687
Employee Health Insurance	3,664	4,019	3,894	3,894
Employee Life Insurance	281	337	328	341
Worker's Compensation Insurance	118	114	114	86
Retiree Health Insurance	1,562	3,125	3,125	3,156
FICA	4,833	4,834	4,856	4,927
Pension Contribution	8,749	8,749	8,749	8,838
Total Personnel	**$ 83,151**	**$ 85,014**	**$ 84,894**	**$ 86,333**
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	$ 944	$ 2,000	$ 1,500	$ 1,500
Training workshops for community relations.				
Travel	1,639	4,000	3,000	3,000
Costs for travel to training seminars.				
Professional Services	1,200	36,000	18,000	18,000
Fireworks contract.				
Other Professional Service	26,625	24,175	20,000	20,000
Entertainment, professional sound system for special events.				
Postage & Freight	283	5,000	3,000	5,000
Mailing costs for special events.				
Dues & Subscriptions	411	1,000	1,000	1,000
Leadership, local paper, dues.				
Meetings	320	500	500	500
Chamber luncheons and other required meetings.				
Cellular Phones	1,494	1,700	1,400	1,700
Service costs of one Blackberry.				
Shop Allocation	0	700	700	700
Vehicle Maintenance	976	1,000	1,000	1,000
Estimated repairs, parts and general upkeep for one vehicle.				
Grounds Maintenance	0	4,000	4,000	4,000
Temporary electricity for events.				
Office Supplies	6,959	6,000	5,000	6,000
Paper, toner, writing materials, misc. office supplies.				
Printing	25,169	45,000	30,000	30,000
Costs for printing semi-annual City Informational Brochure.				
Petrolium Supplies	1,558	1,500	2,000	2,000
Estimated fuel charges for one vehicle.				
Operating Supplies	30,749	34,300	25,000	30,000
Tents, additional staging, event t-shirts, sweatshirts, carnival tickets, Christmas ornaments.				
Film & Developing	62	500	400	500
Costs for printing photographs from special events, meetings, etc...				

CITY OF BARTLETT
COMMUNITY RELATIONS
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Tournament Awards	3,548	6,400	4,000	5,000
Trophies and awards for events.				
Community Promotions	8,305	5,000	8,000	8,000
Banners, signs and advertisement for events.				
Equipment Rental	6,022	12,264	6,000	6,000
Portable lighting, toilets and golf carts for events.				
Vehicle & Equip Insurance	118	118	130	130
Auto liability insurance for one vehicle.				
General Liability Insurance	633	633	655	655
Allocation.				
Miscellaneous Other Expenses	0	500	500	500
Miscellaneous expense as needed.				
Total Operations	**$ 117,015**	**$ 192,290**	**$ 135,785**	**$ 145,185**
Total Community Relations	**$ 200,167**	**$ 277,304**	**$ 220,679**	**$ 231,518**

CITY OF BARTLETT
BUILDINGS AND GROUNDS
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Employee Wages	$ 69,020	$ 69,020	$ 68,635	$ 61,058
Overtime Wages	3,924	6,000	4,014	4,000
Part-Time	12,004	13,000	4,248	0
Vacation Pay	230	0	3,722	0
Sick Pay	0	0	7,445	0
Longevity Pay	4,141	4,150	3,175	2,207
Bonus	258	261	251	1,374
Employee Health Insurance	12,252	13,441	15,557	15,818
Employee Life Insurance	337	373	361	330
Worker's Compensation Insurance	2,003	2,095	2,095	1,899
Unemployment Compensation	0	0	278	0
Retiree Health Insurance	1,725	3,451	3,446	3,053
FICA	6,664	6,906	6,881	5,038
Pension Contribution	9,663	9,663	9,461	8,548
Total Personnel	**$ 122,222**	**$ 128,360**	**$ 129,569**	**$ 103,325**
Staffing Level				
Full-Time	*2.00*	*2.00*	*2.18*	*2.00*
Part-Time (converted to FTE)	*0.61*	*0.63*	*0.24*	*0.00*
Total Full-Time Equivalent (FTE)	***2.61***	***2.63***	***2.42***	***2.00***
Operations				
Training	$ 0	$ 0	$ 0	$ 1,000
Dues & Subscriptions	35	50	35	50
Sam's Club Membership renewals.				
Utilities	33,349	67,000	67,000	67,000
Utilities for City Hall, City Hall Annex, Gotten House, Pump @ lake and radio tower.				
Phones - Local	28,652	31,500	25,000	31,500
City Hall phone service.				
Long Distance Phone Calls	0	50	50	50
Long distance charges and City's service charge.				
Telecommunication Link	4,917	5,000	5,000	5,000
Internet service, phone lines for modems.				
Shop Allocation	500	500	500	500
Estimated labor charges for City Hall pool vehicles and maintenance truck.				
Vehicle Maintenance	244	3,000	1,500	2,000
Estimated repairs, parts and general upkeep for City Hall pool vehicles and maintenance truck.				
Equipment Maintenance	1,444	14,000	4,000	5,000
Repairs and maintenance to equipment such as postage machines, vacuum cleaners, floor buffer, ice machine, AT&T phone line Maintenance.				
Radio Maintenance	0	100	100	100
Maintenance for radios.				
Grounds Maintenance	26,131	5,000	5,000	5,000
Maintenance of lawns, flowers (includes flowers in Stage Rd. medians), shrubbery and trees on City Hall grounds supplies, irrigation system, mulch.				
Building Maintenance	17,986	20,000	20,000	20,000
Repairs and maintenance to HVAC systems, fire alarms, sprinklers, Pest Control for City Hall, Gotten House and Library.				
Office Supplies	89	0	0	0

CITY OF BARTLETT
BUILDINGS AND GROUNDS
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Petroleum Supplies	1,933	2,000	2,500	2,500
Estimated fuel charges for maintenance truck and City Hall pool vehicles.				
Clothing & Uniforms	550	1,000	1,000	1,000
Uniforms and cleaning of uniforms for maintenance staff.				
Operating Supplies	13,625	13,500	13,500	13,500
Paper towels, paper products, plates, coffee, flags for entire city, repairs to flags, UPS shipping for City Hall.				
Cleaning Supplies	843	2,000	2,000	2,000
Cleaning supplies, chemicals, wax for floor for City Hall and City Hall Annex.				
Small Tools	19	200	200	200
Hand tools needed for City Hall and City Hall Annex.				
Equipment Rental	7,728	8,000	8,000	8,000
Lease on postage machine.				
Equipment Leasing	1,443	2,500	2,500	2,500
Copier rental and copy costs.				
Property Insurance	10,158	10,158	10,254	10,254
Allocation for City Hall and Gotten House.				
Vehicle & Equip Insurance	372	372	408	408
Allocation for maintenance truck and two (2) pool vehicles at City Hall.				
General Liability Insurance	840	840	757	757
Building and Grounds portion of liability insurance.				
Damage Claim	0	3,000	0	0
Claims costs.				
Miscellaneous Other Expenses	20	2,500	250	0
Unanticipated expenses.				
Total Operations	**$ 150,878**	**$ 192,270**	**$ 169,554**	**$ 178,319**
Capital				
Office Equipment	$ 0	$ 0	$ 450	$ 0
Equipment replacement.				
Total Capital	**$ 0**	**$ 0**	**$ 450**	**$ 0**
Total Building & Grounds	**$ 273,100**	**$ 320,630**	**$ 299,573**	**$ 281,644**

CITY OF BARTLETT
BARTLETT STATION MUNICIPAL CENTER
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 52,349	$ 52,350	$ 52,350	$ 53,633
Employee Wages	74,581	75,389	76,062	76,735
Contracted Services	10,814	0	0	0
Part-Time	67,438	77,640	67,863	70,000
Vacation Pay	228	0	0	0
Longevity Pay	1,834	1,834	2,817	2,986
Bonus	1,120	1,205	1,087	3,005
Employee Health Insurance	23,499	25,780	24,940	24,939
Employee Life Insurance	567	690	675	704
Worker's Compensation Insurance	2,952	3,157	3,157	3,111
Unemployment Compensation	0	600	1,855	600
Retiree Health Insurance	3,173	6,387	6,421	6,518
FICA	14,770	15,627	15,131	15,450
Pension Contribution	17,770	17,883	17,978	18,252
Total Personnel	**$ 271,095**	**$ 278,542**	**$ 270,336**	**$ 275,933**
Staffing Level				
Full-Time	*3.00*	*3.00*	*3.00*	*3.00*
Part-Time (converted to FTE)	*3.09*	*3.83*	*3.35*	*3.35*
Total Full-Time Equivalent (FTE)	***6.09***	***6.83***	***6.35***	***6.35***
Operations				
Advertising & Promotional Expenses	$ 400	$ 500	$ 500	$ 500
Promotion of Bartlett Station Municipal Center for rentals.				
Postage & Freight	206	250	205	250
Dues & Subscriptions	70	35	35	35
Meetings	451	500	650	650
Supplies for meetings.				
Utilities	58,827	53,000	47,700	50,000
Utilities cost for Bartlett Station Municipal Center.				
Phones - Local	1,512	1,500	1,300	1,400
Local phone service for Bartlett Station Municipal Center.				
Long Distance Phone Calls	14	20	16	20
Estimated long distance charge and City's service charge.				
Cell Phone	1,439	1,500	950	1,000
Service costs for three (3) cell phones forBartlett Station Municipal Center.				
Equipment Maintenance	3,143	3,500	4,000	5,000
Repairs and maintenance to equipment.				
Grounds Maintenance	7,229	4,000	3,700	3,700
Maintenance of lawns, flowers, shrubbery and trees around Bartlett Station Municipal Center and Library.				
Building Maintenance	31,776	27,500	27,500	30,000
Repairs and maintenance to Bartlett Station Municipal Center as needed.				
Automobile Allowance	82	200	100	200
Mileage reimbursement costs.				
Office Supplies	1,398	1,000	1,000	600
Printing	641	500	500	500
Concession Supplies Client	170	500	200	500
Estimated cost of supplying concessions for clients.				

CITY OF BARTLETT
BARTLETT STATION MUNICIPAL CENTER
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Clothing & Uniforms	890	1,000	500	500
Uniforms and cleaning of uniforms for maintenance staff.				
Operating Supplies	7,326	5,000	7,276	10,000
Costs of supplies other than general office supplies to operate department.				
Cleaning Supplies	7,210	9,000	8,500	8,500
Cleaning supplies such as wax, soaps and cleaning chemicals for BSMC and the Library.				
Small Tools	188	250	250	250
Hand tools, screwdrivers and other small tools.				
Property Insurance	6,723	6,723	6,830	6,830
Property Insurance Allocation.				
General Liability Insurance	1,065	1,065	971	971
Allocations.				
Miscellaneous Other Expenses	4,081	5,000	5,000	5,000
Miscellaneous expense as needed.				
Total Operations	**$ 134,841**	**$ 122,543**	**$ 117,683**	**$ 126,406**
Capital				
Building Improvements	$ 10,204	$ 10,000	$ 6,000	$ 6,800
Data Processing Equipment	0	0	224	0
Total Capital	**$ 10,204**	**$ 10,000**	**$ 6,224**	**$ 6,800**
Total Bartlett Station Municipal Center	**$ 416,140**	**$ 411,085**	**$ 394,243**	**$ 409,139**

CITY OF BARTLETT
LIBRARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Operations				
Utilities	$ 40,629	$ 40,000	$ 40,000	$ 45,000
Phones - Local	5,059	6,000	5,500	6,000
Long Distance Phone Calls	0	20	20	20
Telecommunication Link	2,170	9,000	4,000	5,000
Library Charge-City of Memphis	992,334	1,065,000	1,045,801	1,040,266
Equipment Maintenance	383	2,000	1,500	2,000
Building Maintenance	8,011	7,500	5,000	7,500
Office Supplies	2,251	3,000	2,100	3,000
Operating Supplies	710	1,000	500	1,000
Property Insurance	9,877	9,877	9,955	9,955
General Liability Insurance	2,817	2,817	2,713	2,713
Cash Over/Short	14	0	0	0
Damage Claims	740	1,000	0	1,000
Total Operations	**$ 1,064,997**	**$ 1,147,214**	**$ 1,117,089**	**$ 1,123,454**
Capital				
Office Equipment	$ 0	$ 1,500	$ 1,000	$ 1,000
Total Capital	**$ 0**	**$ 1,500**	**$ 1,000**	**$ 1,000**
Total Library	**$ 1,064,997**	**$ 1,148,714**	**$ 1,118,089**	**$ 1,124,454**

Finance and Administration

City of Bartlett

FY 2013 Adopted Budget

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	649,735	792,833	778,786	807,818
Benefits	229,609	319,830	281,569	315,383
Operations	155,892	169,556	146,410	172,445
Capital	655	0	0	0
Total	**1,035,891**	**1,282,219**	**1,206,765**	**1,295,646**

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 2012 Performance Highlights

Awarded the Fiscal Year 2012 GFOA Distinguished Budget Presentation Award for the 10th straight year and the Certificate of Achievement for Excellence in Financial Reporting for the 21th 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 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Increase Property taxes collections	Tax collection rate	99%	99%	99%
To maintain or improve bonds rating	Moody's Investor Service	Aa2	Aa1	Aa1
	Standard & Poor's	AA+	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
Maintain or increase General Fund balance at 20% of expenditures	General Fund balance % of expenditures	>20%	>20%	>20%

CITY OF BARTLETT
FINANCE AND ADMINISTRATION
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 272,864	$ 386,397	$ 380,252	$ 390,166
Employee Wages	319,554	365,034	346,472	380,655
Overtime Wages	0	2,000	0	0
Special Hours	500	0	0	0
Part-Time	56,817	39,402	52,062	36,997
Vacation Pay	2,467	0	0	0
Longevity Pay	6,684	8,120	8,128	8,120
Bonus	1,206	1,292	1,255	9,178
Employee Health Insurance	67,076	101,585	72,014	83,938
Employee Life Insurance	2,620	4,058	3,728	4,162
Worker's Compensation Insurance	1,690	1,879	1,879	1,539
Retiree Health Insurance	14,897	37,572	35,472	38,541
FICA	49,729	60,124	59,804	61,990
Pension Contribution	83,241	105,200	99,289	107,915
Total Personnel	**$ 879,344**	**$ 1,112,663**	**$ 1,060,355**	**$ 1,123,201**
Staffing Level				
Full-Time	*10.47*	*13.00*	*11.82*	*13.00*
Part-Time (converted to FTE)	*2.31*	*1.33*	*1.84*	*1.33*
Total Full-Time Equivalent (FTE)	***12.78***	***14.33***	***13.66***	***14.33***
Operations				
Training	$ 2,645	$ 6,500	$ 3,835	$ 12,000
Employee training expense such as classes, books, and training aids.				
Travel	2,099	3,000	4,720	7,000
TGFOA, GFOA and Munis Conference for finance staff.				
Professional Services	64,488	80,000	61,048	70,000
External auditor, actuary contracts.				
Postage & Freight	16,308	15,500	16,514	16,500
Postage & Freight for tax bills, A/P checks, tax notices, Business License renewals.				
Dues & Subscriptions	6,386	3,500	6,200	6,000
GFOA dues, GFOA Certificate - CAFR, and GFOA Publications.				
Meetings	87	150	6	150
Meetings expense.				
Phones - Local	4,178	3,900	3,791	3,900
Finance phones.				
Long Distance Phone Calls	86	100	100	100
Long distance charges.				
Cellular Phones	6,329	6,000	5,869	6,000
Cell phones & network cards monthly charges.				
Data Processing - Software	233	0	0	0
Shop Allocation	1,000	1,000	1,000	1,000
City shop costs for one vehicle.				
Vehicle Maintenance	136	700	75	700
Vehicle cleaning, maintenance and outside vehicle repair.				
Equipment Maintenance	156	450	0	450
Office equipment maintenance.				
Computer Maintenance	378	0	0	0

CITY OF BARTLETT
FINANCE AND ADMINISTRATION
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Automobile Allowance	10	300	0	300
Mileage reimbursement cost.				
Office Supplies	10,204	11,000	10,156	11,000
Copy paper, toner, and other office supplies.				
Printing	7,458	8,000	9,582	10,000
Budget books, CAFR, tax bills, tax forms, and check stock.				
Petroleum Supplies	2,014	3,500	0	2,000
Fuel expenses for vehicles.				
Clothing & Uniforms	276	250	0	250
Operating Supplies	1,096	1,300	859	1,100
Miscellaneous supplies.				
Equipment Leasing	1,349	2,000	1,729	2,000
Equipment Leasing.				
Property Insurance	2,639	2,639	2,023	2,023
Finance portion of liability insurance for EDP Equipment.				
Vehicle & Equip Insurance	355	355	244	244
Finance portion of vehicle and equipment insurance.				
General Liability Insurance	3,112	3,112	3,028	3,028
Allocation.				
Other Insurance	0	50	50	50
Notary licenses.				
Bank Charges	20,802	14,000	13,249	14,000
Service charges from banks.				
Interest Refund	663	1,000	829	1,000
Interest expense paid on cash in-lieu of bonds held.				
State Fees	0	0	400	400
Professional privilege tax to state.				
Cash Over/Short	(0)	0	0	0
Over or short from cash drawer.				
Storage Fees	1,392	1,250	1,103	1,250
Vital Records offsite storage for permanent records.				
Miscellaneous Other Expenses	13	0	0	0
Miscellaneous expense as needed.				
Total Operations	**$ 155,892**	**$ 169,556**	**$ 146,410**	**$ 172,445**
Capital				
Furniture	$ 655	$ 0	$ 0	$ 0
Office furniture.				
Total Capital	**$ 655**	**$ 0**	**$ 0**	**$ 0**
Total Finance and Administration	**$ 1,035,891**	**$ 1,282,219**	**$ 1,206,765**	**$ 1,295,646**

City Court

City of Bartlett

FY 2013 Adopted Budget

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 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	448,332	504,292	500,245	505,882
Benefits	193,030	226,884	221,369	222,915
Operations	46,130	52,753	52,323	52,673
Total	**687,492**	**783,929**	**773,937**	**781,470**

FY 2012 Performance Highlights

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

Objective	Performance Measures	FY 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Enhanced training for Court personnel	# of seminars attended	4	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 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 203,042	$ 290,315	$ 242,833	$ 295,415
Employee Wages	233,237	199,777	245,543	196,267
Overtime Wages	6,953	9,000	6,669	9,000
Special Hours	5,100	5,200	5,200	5,200
Vacation Pay	749	0	3,774	0
Educational Bonus	0	0	0	1,440
Longevity Pay	4,946	5,406	4,900	4,548
Bonus	947	950	920	7,520
Employee Health Insurance	78,080	85,660	77,583	73,727
Employee Life Insurance	1,572	2,646	2,329	2,655
Worker's Compensation Insurance	1,078	1,091	1,091	866
Retiree Health Insurance	10,907	24,505	24,230	24,584
FICA	33,672	38,013	38,415	38,740
Pension Contribution	61,079	68,613	68,127	68,835
Total Personnel	**$ 641,362**	**$ 731,176**	**$ 721,614**	**$ 728,797**
Staffing Level				
Full-Time	*10.57*	*11.00*	*10.79*	*11.00*
Part-Time (converted to FTE)	*0.81*	*0.00*	*1.03*	*0.00*
Total Full-Time Equivalent (FTE)	***11.38***	***11.00***	***11.82***	***11.00***
Operations				
Training	$ 0	$ 2,000	$ 2,000	$ 2,000
Training expense & registration fees for City judges.				
Travel	102	2,100	2,100	2,100
Travel expenses related for City judges.				
Legal Fees	20,005	18,000	18,000	18,000
Public Defender's salaries.				
Other Professional Service	5,268	6,000	6,000	6,000
Interpreter's cost and special fees from circuit court.				
Postage & Freight	5,671	7,000	6,500	6,500
Postage for letter and collection notices for delinquent fines and costs.				
Dues & Subscriptions	540	800	800	800
Update of Tennessee Code Annotated books used by Attorney's, Judge's, Prosecutor's and Court Clerk's Office.				
Phones - Local	818	800	800	800
Local phone service for current lines.				
Long Distance Phone Calls	26	50	50	50
Long distance fees and charges.				
Cellular Phones	768	750	750	750
Cell phone usage for Court Clerk.				
Shop Allocation	700	700	700	700
Labor charges for maintenance to Court Clerks vehicle.				
Vehicle Maintenance	78	500	500	500
Parts, supplies for the repair and maintenance of 1 vehicle.				
Equipment Maintenance	0	600	600	600
Maintenance costs for computers, printers, fax machine, typewriters and cash register.				
Office Supplies	3,914	4,000	3,900	4,000
Office supplies for court.				

CITY OF BARTLETT
CITY COURT
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Printing	1,776	1,500	1,400	1,500
All forms used in the Clerk's office and court room.				
Petroleum Supplies	1,498	2,100	2,050	2,200
Fuel expenses for one vehicle.				
Operating Supplies	165	200	200	200
Miscellaneous operating supplies.				
Equipment Leasing	2,662	3,000	3,000	3,000
Copy machine's rental.				
Vehicle & Equip Insurance	118	118	122	122
Vehicle insurance.				
General Liability Insurance	1,835	1,835	1,851	1,851
Allocation.				
Cash Over/Short	185	200	500	500
Miscellaneous Other Expenses	0	500	500	500
Miscellaneous expenses.				
Total Operations	**$ 46,130**	**$ 52,753**	**$ 52,323**	**$ 52,673**
Total City Court	**$ 687,492**	**$ 783,929**	**$ 773,937**	**$ 781,470**

Personnel

City of Bartlett

FY 2013 Adopted Budget

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 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	187,156	213,977	213,572	217,449
Benefits	94,016	110,976	110,227	121,303
Other Personnel	39,003	60,600	42,022	49,600
Operations	17,937	25,146	22,910	24,905
Total	**338,111**	**410,699**	**388,731**	**413,257**

FY 2012 Performance Highlights

The Personnel Department continued utilization of the comprehensive HR and payroll computer system; continued to develop the Personnel Forms Library; ran a very successful United Way campaign with total donations of $28,699; changed the group medial insurance provider to BlueCrossBlueShield. (It should be noted that with our agressive renewal process, over the past 5 years our premiums have increased an average of 1.65% per year, while the national trend has been 10%-14% each year). We continued our employee assistance program with CONCERN EAP; maintained the employee turnover rate at 4.8%.

Objective	Performance Measures	FY 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Maintain employee turnover rate at 10% or below.	Actual turnover rate	5%	4%	5%
Revise/update job descriptions for all City positions.	Complete revisions of all job descriptions.	10%	50%	100%
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%	50%	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	50%	100%

CITY OF BARTLETT
PERSONNEL
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 119,274	$ 131,647	$ 131,647	$ 133,872
Employee Wages	67,278	81,880	81,625	83,227
Overtime Wages	603	450	300	350
Vacation Pay	2,726	0	0	0
Longevity Pay	5,760	5,891	5,891	6,002
Bonus	344	335	335	2,735
Employee Incentives	9,484	10,815	10,815	10,815
Other Personnel Costs	8,645	9,600	7,960	9,600
Employee Health Insurance	28,674	35,201	34,060	42,090
Employee Life Insurance	841	1,153	1,126	1,172
Employee Testing	30,359	51,000	34,062	40,000
Worker's Compensation Insurance	728	598	598	504
Retiree Health Insurance	4,393	10,676	10,664	10,855
FICA	15,337	16,413	16,880	16,736
Pension Contribution	25,728	29,894	29,858	30,394
Total Personnel	**$ 320,174**	**$ 385,553**	**$ 365,821**	**$ 388,352**
Staffing Level				
Full-Time	*3.52*	*4.00*	*4.00*	*4.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***3.52***	***4.00***	***4.00***	***4.00***
Operations				
Training	$ 555	$ 1,750	$ 1,740	$ 2,300
Includes training expenses for annual state conferences for TMPA and TNPRIMA. Also expenses for MUNIS training conference as personnel has not attended in several years.				
Travel	218	2,050	2,011	2,500
Travel expenses to attend two conferences in TN. Added expense to attend MUNIS training conference in 2013.				
Professional Services	2,041	2,500	2,004	2,300
Includes expenses for background checks, 125 plan admin., employee handbook review, fees to build Crystal Reports.				
Postage & Freight	2,477	2,500	2,250	2,250
Mails such as job applications, correspondence, COBRA Benefit notifications and W-2 forms.				
Notice Publication	0	200	150	200
This line item covers job notices in professional publications, internet sites and RFP advertising.				
Dues & Subscriptions	2,241	2,300	2,300	2,300
Dues to professional organizations such as TNPRIMA, GMSHRM, TPMA, IPMA. Various periodicals and resource materials including: FLSA Handbook, FLSA Exemptions and Payroll Currently.				
Meetings	0	500	475	475
Includes expenses for United Way Campaign Activities, Benefit and Insurance meetings as well as other local meetings.				
Phones - Local	864	825	800	800
Fees for phones and service in personnel office, 4 phone and 1 fax lines.				
Long Distance Phone Calls	32	50	50	50
Fees for long distance calls.				
Cellular Phones	1,349	1,300	1,000	1,300
Includes cell phone and wireless internet used by Director.				
Shop Allocation	500	500	500	500
Labor charges for maintenance to Personnel Department's vehicle.				
Vehicle Maintenance	154	500	500	500
Parts and equipment for maintenance to Personnel Department vehicle.				

CITY OF BARTLETT
PERSONNEL
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Equipment Maintenance	0	500	500	500
Repairs for all office equipment including: line printing laser printers and fax machine.				
Radio Maintenance	0	75	75	75
Replace portable radio battery and general maintenance Safety Officer's radio.				
Computer Maintenance	290	0	0	0
Office Supplies	2,693	3,000	2,800	2,900
Includes all general supplies used in day to day operation of Personnel Department.				
Printing	1,492	2,100	1,800	1,800
Cost for printing various forms and certifications. Includes printing cost for employment applications.				
Printing revised Personnel Policy Manuals and Employee Handbooks.				
Petroleum Supplies	825	1,177	1,000	1,200
Gasoline cost for Personnel Department vehicle.				
Operating Supplies	0	734	500	500
Costs of supplies other than general office supplies to operate department.				
Vehicle & Equip Insurance	118	118	135	135
Liability insurance premium for Personnel Department vehicle.				
General Liability Insurance	1,017	1,017	970	970
Allocation for General Liablity Insurance Premium.				
Other Insurance	0	50	50	50
Includes cost of Notary Bond due this fiscal year.				
Storage Fees	1,072	1,200	1,100	1,100
Fees to store non-active personnel Master Personnel Files off site in secure facility.				
Miscellaneous Other Expenses	0	200	200	200
Other miscellaneous expenses.				
Total Operations	**$ 17,937**	**$ 25,146**	**$ 22,910**	**$ 24,905**
Total Personnel	**$ 338,111**	**$ 410,699**	**$ 388,731**	**$ 413,257**

Planning & Economic Development

City of Bartlett

FY 2013 Adopted Budget

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	212,402	212,551	212,965	217,668
Benefits	64,042	69,082	68,841	71,617
Operations	10,482	11,839	12,152	13,972
Capital	310	0	220	0
Total	**287,236**	**293,472**	**294,178**	**303,257**

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

FY 2012 Performance Highlights

Processed 57 signs/site plans to date for the Planning Commission and Design Review Commission; administrative face change approval of approximately 50 signs; 5 BZA applications and one Industrial Development Board PILOT; worked two Bartlett Station Facade Grants; updated Foreclosure Report, assist with MAAR real estate forum; updated population records; arranged required trainining for commsision members; assisted other departments with ordinance related issues; provided zoning information and approval for approximately 128 business licenses; boundary survey, zoning letters, reviewed construction plans, miscellaneous research; coordinated economic developmment and local business assistance with the BACC.

Objective	Performance Measures	FY 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Improve Regulations through Amendments	Submit Ordinance Amendments	5	2	2
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 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 88,483	$ 88,483	$ 88,483	$ 89,577
Employee Wages	102,240	104,718	104,718	107,091
Overtime Wages	4,705	2,350	3,568	4,000
Part-Time	16,974	17,000	16,196	17,000
Vacation Pay	1,468	0	0	0
Longevity Pay	767	765	795	818
Bonus	344	345	335	2,145
Employee Health Insurance	12,252	13,441	13,015	13,015
Employee Life Insurance	872	1,043	1,027	1,062
Worker's Compensation Insurance	603	600	600	508
Retiree Health Insurance	4,768	9,660	9,660	9,833
FICA	16,266	16,180	16,361	16,703
Pension Contribution	26,701	27,048	27,048	27,533
Total Personnel	**$ 276,444**	**$ 281,633**	**$ 281,806**	**$ 289,285**
Staffing Level				
Full-Time	*3.00*	*3.00*	*3.00*	*3.00*
Part-Time (converted to FTE)	*0.36*	*0.37*	*0.35*	*0.37*
Total Full-Time Equivalent (FTE)	***3.36***	***3.37***	***3.35***	***3.37***
Operations				
Training	$ 295	$ 600	$ 600	$ 750
Employee training expense and other training aids.				
Travel	0	200	200	500
Conference travel for Director and Planner.				
Boards & Commissions	780	850	850	900
APA memberships for Planning Commission members.				
Postage & Freight	9	100	100	100
Postage for notice letters, newsletters.				
Dues & Subscriptions	510	750	720	850
Professional association dues for Dir. and Planner				
Meetings	160	200	160	500
Local meetings expense for Dir. and Planner.				
Phones - Local	1,080	900	900	900
Local telephone services.				
Long Distance Phone Calls	54	100	100	100
Long-distance telephone service.				
Cellular Phones	693	700	700	1,400
Upgrade 1 cell phone & usage, in additional 1 regular cell.				
Shop Allocation	400	400	400	400
Repair allocation made at the city shop for vehicle.				
Vehicle Maintenance	330	200	200	200
Maintenance allocation for vehicle.				
Equipment Maintenance	329	400	400	400
Misc. equipment maintenance.				
Radio Maintenance	0	20	0	0
Maintenance of radio in vehicle.				
Automobile Allowance	118	250	200	250
Allowance for use of personal vehicle by Planner and Office Staff - delivering packets and recording items.				

CITY OF BARTLETT
PLANNING & ECONOMIC DEVELOPMENT
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Office Supplies	2,139	2,500	2,600	2,500
Miscellaneous office supplies.				
Printing	0	200	0	0
Occasional outside printing jobs.				
Petroleum Supplies	1,692	1,637	2,100	2,200
Gasoline allocated from city gas pump usage.				
Operating Supplies	0	100	0	0
Hardware items purchased irregularly, handy maps, cell phones, beepers, staple cartridges for copier.				
Equipment Rental	1,061	900	1,100	1,200
Vehicle & Equip Insurance	118	118	129	129
Premium for one vehicle				
General Liability Insurance	714	714	693	693
Allocation.				
Total Operations	**$ 10,482**	**$ 11,839**	**$ 12,152**	**$ 13,972**
Capital				
Data Processing Equipment	$ 310	$ 0	$ 220	$ 0
Total Capital	**$ 310**	**$ 0**	**$ 220**	**$ 0**
Total Planning & Economic Development	**$ 287,236**	**$ 293,472**	**$ 294,178**	**$ 303,257**

City of Bartlett

PUBLIC SAFETY
FY 2013 Adopted Budget

The Public Safety function includes Police, Fire & Ambulance, and Building Codes Enforcement. The Public Safety Function budget increased by $529,561 (2.44%) over the FY 2012 Projection. The Police Department added three police officers and the Fire Department added one paramedic, all budgeted to start on July 1, 2012. FY 2013 budget included a career ladder pay increase, a one-time bonus of $600 per full-time employee but no general pay increase.

Full-Time Authorized Personnel Positions

Police	
Police Director	1
Assistant Police Director	1
Police Inspector	3
Admin Secretary	1
Building Service	1
Custodial	1
Dispatcher	16
Jailer	9
Patrolman	79
Captain	6
Detective	13
Lieutenant	10
Skill clerk	5
Supervisor of Records	1
Total Police	**147**
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	*21*
Total Ambulance Service	**25**
Building Codes Enforcement	
Director	1
Admin Secretary	2
Building Inspector	4
Building Coordinator	1
Skill Clerk	1
Total Building Codes Enforcement	**9**
TOTAL PUBLIC SAFETY	**253**

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Revenues	*199,502*	*0*	*50,008*	*0*
Salaries	12,976,101	13,291,054	12,956,842	13,070,278
Benefits	6,443,333	7,214,761	6,914,623	7,219,896
Other Personnel	174	9,500	1,000	5,800
Operations	1,747,076	1,895,950	1,769,620	1,824,505
Capital	197,169	172,891	141,492	142,650
Total	**21,164,351**	**22,584,156**	**21,733,568**	**22,263,129**

CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Department Revenues/Grants				
State Police Training Grant	$ 63,000	$ 0	$ 0	$ 0
State Fire Training Grant	48,600	0	0	0
Intergovernment Reimbursement	81,723	0	37,876	0
Transfer From Grants Fund	6,180	0	12,132	0
Total Department Revenues/Grants	**$ 199,502**	**$ 0**	**$ 50,008**	**$ 0**
Personnel				
Supervisor Salaries	$ 1,171,181	$ 1,178,914	$ 1,178,915	$ 1,135,193
Employee Wages	11,227,313	11,529,463	11,273,753	11,350,233
Overtime Wages	336,991	330,600	252,076	330,000
Special Hours	37,820	51,000	41,762	49,700
Holiday Pay	428,571	475,318	430,840	492,063
Part-Time	202,797	201,077	210,336	205,152
Vacation Pay	99,822	40,000	9,363	0
Educational Bonus	98,200	113,420	108,470	117,740
Sick Pay	0	25,000	16,884	0
Longevity Pay	254,225	296,645	273,156	317,064
FLSA Wages	50,330	74,000	49,319	68,000
Bonus	23,252	23,471	22,747	176,133
Other Personnel Costs	174	9,500	1,000	5,800
Employee Health Insurance	2,069,248	2,307,139	2,222,791	2,236,167
Employee Life Insurance	58,910	68,625	67,061	67,421
Worker's Compensation Insurance	280,553	301,870	301,870	304,614
Unemployment Compensation	9,514	8,000	2,230	15,000
Retiree Health Insurance	308,379	635,419	622,443	624,271
FICA	1,035,742	1,066,681	1,045,626	1,053,464
Pension Contribution	1,726,587	1,779,173	1,741,823	1,747,959
Total Personnel	**$ 19,419,609**	**$ 20,515,315**	**$ 19,872,465**	**$ 20,295,974**
Staffing Level				
Full-Time	*244.82*	*249.00*	*242.81*	*253.00*
Part-Time (converted to FTE)	*8.60*	*8.69*	*9.57*	*8.76*
Total Full-Time Equivalent (FTE)	***253.42***	***257.69***	***252.38***	***261.76***
Operations				
Training	$ 29,035	$ 63,000	$ 60,100	$ 54,500
State Training Salary Supp	111,600	0	0	0
Firearms Training	19,868	30,277	22,000	25,000
Volunteer Expense	10,459	15,000	15,000	14,000
Travel	33,157	35,500	31,800	36,000
Other Professional Service	10,309	11,800	7,000	11,400
Dui Testing Fees	2,847	4,000	2,000	4,000
Sexual Offender Reg.	600	1,500	1,000	1,500
Postage & Freight	10,620	12,450	14,400	15,450
Notice Publication	0	2,000	0	1,000
Dues & Subscriptions	14,549	13,100	9,050	12,550
Meetings	1,080	4,900	2,480	4,080
Utilities	148,365	143,000	143,000	143,000

CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Phones - Local	44,776	37,300	40,065	40,100
Long Distance Phone Calls	634	1,210	1,110	1,110
Cellular Phones	37,133	33,835	32,335	33,835
Data Processing - Software	390	11,500	3,500	0
Telecommunication Link	34,254	55,000	45,000	50,000
Shop Allocation	82,700	82,700	82,700	82,700
Vehicle Maintenance	170,882	188,500	185,000	161,000
Equipment Maintenance	36,690	43,500	29,500	40,500
Radio Maintenance	36,976	81,127	52,450	61,000
Computer Maintenance	12,412	0	10,000	0
Grounds Maintenance	1,661	4,000	4,000	4,000
Building Maintenance	59,301	88,370	68,000	70,000
Office Supplies	16,890	21,000	18,400	20,400
Printing	9,486	16,700	14,300	16,200
Christmas Expenses	0	0	0	3,000
Medical Supplies	68,254	57,000	55,000	57,000
Special Designation Expend	602	0	0	0
Petroleum Supplies	377,757	411,234	410,798	431,796
Clothing & Uniforms	128,640	146,660	147,660	153,660
Operating Supplies	31,656	40,250	38,050	38,300
Cleaning Supplies	5,005	5,000	5,000	5,000
Chemical Supplies	1,245	1,000	800	800
Air Service	6,520	6,262	5,800	5,600
Film & Developing	162	300	300	380
Small Tools	5,685	11,500	9,500	12,500
Fire Hose	5,928	6,000	5,998	6,000
Jail Meals & Supplies	16,773	25,000	25,000	25,000
CERT Training Supplies	1,162	1,500	1,300	1,300
CERT Grant Expenses	6	1,000	1,000	0
Public Awareness	3,572	6,500	5,000	5,000
Fire Prevention	3,178	7,708	6,000	5,800
Equipment Rental	0	1,250	0	750
Equipment Leasing	8,002	16,385	11,185	12,685
Property Insurance	21,385	21,385	21,620	21,620
Vehicle & Equip Insurance	32,120	32,120	41,687	41,687
General Liability Insurance	62,578	57,578	58,602	58,602
Other Insurance	1,950	2,050	2,100	2,100
Cash Over/Short	(1)	0	30	0
Tow-In Fees	8,365	14,700	7,400	11,400
Damage Claims	16,831	19,500	13,900	18,900
Miscellaneous Other Expenses	3,024	2,800	1,700	2,300
Total Operations	**$ 1,747,076**	**$ 1,895,950**	**$ 1,769,620**	**$ 1,824,505**
Capital				
Building Improvements	$ 74,427	$ 86,541	$ 61,500	$ 0
Communications Equipment	0	500	799	1,500
Data Processing Equipment	3,950	0	3,231	0
Office Equipment	1,560	3,000	750	3,000
Furniture	10,414	15,500	11,500	15,800

CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Other Equipment	106,818	67,350	63,712	122,350
Total Capital	**$ 197,169**	**$ 172,891**	**$ 141,492**	**$ 142,650**
TOTAL PUBLIC SAFETY	**$ 21,164,351**	**$ 22,584,156**	**$ 21,733,568**	**$ 22,263,129**

Police Department

City of Bartlett

FY 2013 Adopted Budget

What We Do

The Bartlett Police Department is committed to providing the highest level of service for the safety and security of the citizens of Bartlett, TN. The department will maintain a high visible presence, uphold the local, state and federal laws it is tasked with, and continue to be proactive in its attempt to prevent crime that negatively impacts the well being of the community. The department will avail all sworn officers to future training and technology improvements so that the department will continue to be one the the most trained and equipped departments recognized in the state of Tennessee.

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Revenues	*150,394*	*0*	*50,008*	*0*
Salaries	7,482,127	7,675,577	7,377,947	7,508,778
Benefits	3,538,837	4,017,951	3,825,101	4,038,821
Other Personnel	9	2,000	1,000	2,000
Operations	1,123,568	1,219,273	1,108,204	1,166,875
Capital	16,526	22,350	13,125	22,350
Total	**12,010,673**	**12,937,151**	**12,275,369**	**12,738,824**

FY 2012 Performance Highlights

Highlights for the year 2011: Overall crime reported showed a decrease of 16%. Total property crimes showed a decrease of 18% and total personal crimes showed a decrease of 9%. Some of these areas are; Aggravated Assault down 57/50, Misdemeanor assault down 155/124, Auto theft down 47/40, Auto burglary up 138/191, Burglaries down 231/157, Calls for service down 5% (52598), Vehicle accidents down 9% (1093), Traffic citations up 12%, Warning citations down 12%, Overall arrest down 8%. During the year 2011 the Bartlett Police Department met several benchmarks and is well on it's way to being a state accredited agency, if not completed in the calendar year 2012, then buy the end of the 2013 fiscal year end of 06/30/2013. The Bartlett Communications Division has been substantially updated through the use of 911 emergency funds availed to the department by the local 911 board. The department is working with the board and a scondary PSAP location has been selected and at present being renovated and updated to provide a fully functional alternative communicatons site in the event of a city wide disaster that would require off-site communications & dispatching in the event that a disaster renders the city's primary communicatons and dispatch inoperable.

Objective	Performance Measures	FY 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Fully fund through 911 commission a secondary PSAP, and have at a 100% state of readiness in the event of activation of Emergency Disaster Plan.	State of Readinesss for the use of Secondary PSAP and all associated requirements of 911/Dispatch. Based on Calendar Year	0%	50%	100%
Reduce the # of total traffic accidents thorough aggressive enforcement.	Number of traffic citations. Based on Calendar Year	15,111	16622 (10%)	18284 (10%)
Reduce the increase in auto burglaries using special enforcement techniques.	Number of reported auto burglaries. Based on Calendar Year	191	172 (10%)	155 (10%)
Continue to monitor domestic violence arrests and calls. Increase awareness.	Number of reported domestic compliants and/or arrests.	294	265 (10%)	238 (10%)

CITY OF BARTLETT
POLICE DEPARTMENT
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Department Revenues/Grants				
State Police Training Grant	$ 63,000	$ 0	$ 0	$ 0
Intergovernmental Reimbursement	81,215	0	37,876	0
Transfer from Grants Fund	6,180	0	12,132	0
Total Department Revenues/Grants	**$ 150,394**	**$ 0**	**$ 50,008**	**$ 0**
Personnel				
Supervisor Salaries	$ 405,885	$ 409,667	$ 409,668	$ 393,461
Employee Wages	6,580,049	6,771,502	6,557,710	6,633,682
Overtime Wages	307,276	300,000	222,318	300,000
Special Hours	5,591	12,000	7,670	12,000
Holiday Pay	237,608	275,000	238,689	285,000
Part-Time	183,326	182,408	180,581	169,635
Vacation Pay	47,357	25,000	8,442	0
Educational Bonus	28,400	33,500	33,600	36,380
Sick Pay	0	25,000	16,884	0
Longevity Pay	130,199	156,000	141,650	170,751
Bonus	14,296	14,296	13,799	102,496
Other Personnel Costs	9	2,000	1,000	2,000
Employee Health Insurance	1,151,173	1,298,071	1,248,865	1,280,416
Employee Life Insurance	33,785	38,778	37,751	37,947
Worker's Compensation Insurance	154,608	170,105	170,105	176,481
Unemployment Compensation	9,514	8,000	2,230	15,000
Retiree Health Insurance	173,117	359,058	348,179	351,357
FICA	589,663	609,779	590,430	599,193
Pension Contribution	969,117	1,005,364	974,477	983,800
Total Personnel	**$ 11,020,973**	**$ 11,695,528**	**$ 11,204,048**	**$ 11,549,599**
Staffing Level				
Full-Time	*141.04*	*144.00*	*138.83*	*147.00*
Part-Time (converted to FTE)	*7.84*	*7.97*	*8.38*	*7.41*
Total Full-Time Equivalent (FTE)	***148.88***	***151.97***	***147.21***	***154.41***
Operations				
Training	$ 19,699	$ 30,000	$ 29,100	$ 30,000
Basic police training, in-service, manuals and other training aids.				
State Training Salary Supp	63,000	0	0	0
Firearms Training	19,868	30,277	22,000	25,000
Special training in use of firearms, ammunition and other training aids.				
Volunteer Expense	662	3,000	3,000	3,000
Expense allowance paid to citizens who volunteer their time in service of the city. Adding new VIPS program.				
Travel	27,931	30,000	25,000	30,000
Lodging, food and gas for training classes, court park and out of town investigations.				
Other Professional Service	4,086	5,000	2,500	5,000
Fees paid for miscellaneous professional services (i.e. forensic services & spanish interpreters).				
DUI Testing Fees	2,847	4,000	2,000	4,000
Medlab fees & supplies for DUI testing.				
Sexual Offender Reg.	600	1,500	1,000	1,500
Fees due to TBI for Sexual Offender Registries, paid by offender.				

CITY OF BARTLETT
POLICE DEPARTMENT
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Postage & Freight	2,261	3,250	2,500	3,250
Necessary mailings.				
Notice Publication	0	2,000	0	1,000
Bid advertising.				
Dues & Subscriptions	11,532	10,000	6,000	10,000
IACP, IAAP, FBI dues, Oakstone Publications, TN Advanced Law books. Narcotic division subscriptions.				
Meetings	391	3,500	1,000	2,500
Local BPD meeting expenses, food, drinks and paper products.				
Utilities	82,363	78,000	78,000	78,000
Cost of BPD utilities at 3730 Appling and new storage building.				
Phones - Local	36,663	30,000	32,765	33,000
Phone operation cost.				
Long Distance Phone Calls	455	500	500	500
Cost of long distance services.				
Cellular Phones	23,763	20,500	20,500	20,500
Cost of cellular phone services.				
Data Processing - Software	317	11,500	3,500	0
Telecommunication Link	34,254	55,000	45,000	50,000
TBI, NCIC Connections, portal fees to ICJI, air cards for 80 PDA's @ $40/month.				
Shop Allocation	50,000	50,000	50,000	50,000
City shop charges.				
Vehicle Maintenance	113,093	119,000	119,000	100,000
Repair, maintenance and equipping of BPD vehicles.				
Equipment Maintenance	15,379	25,000	15,000	20,000
Radar repair, console maintenance, other equip. maintenance.				
Radio Maintenance	30,185	59,127	35,000	40,000
Mobile and portable radios, Motorola Radio Service Agreement at approx. $13,000.				
Computer Maintenance	12,318	0	10,000	0
Grounds Maintenance	1,617	3,000	3,000	3,000
Mulch, herbicide and lawn care.				
Building Maintenance	33,955	53,370	33,000	40,000
Heat/AC Maintenance, electrical, mechanical repairs, sally port slide gate and plumbing for Jail's new washer/dryer.				
Office Supplies	7,920	10,000	8,000	10,000
Paper supplies, toner, pencils, general office supplies.				
Printing	6,364	10,000	9,000	10,000
BPD forms, state and local, business cards, etc.				
Medical Supplies	4,588	4,000	2,000	4,000
Squad car, jail and office medical supplies (ie. first aid kits, CPR cards).				
Petroleum Supplies	291,904	316,320	315,000	332,136
Gas and oil for BPD vehicles.				
Clothing & Uniforms	79,989	80,000	81,000	92,000
Annual allotments for officers, patrol, civilian, and newhire uniforms. Patches, Honor Guard and Motors.				
Operating Supplies	14,168	18,000	18,000	18,000
Miscellaneous supplies, ISD and crime lab supplies.				
Cleaning Supplies	5,005	5,000	5,000	5,000
Cleaning supplies, towels, waxes, soaps, etc.				
Small Tools	1,994	8,000	5,000	8,000
Small hardware, keys, locks, etc.				

CITY OF BARTLETT
POLICE DEPARTMENT
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Jail Meals & Supplies	16,773	25,000	25,000	25,000
Meals for inmates, hygiene kits & Dr. visits for inmates held over 2 weeks.				
Public Awareness	3,572	6,500	5,000	5,000
K-4, Neighborhood Watch and Child Identification CPA and YCPA.				
Equipment Rental	0	250	0	250
Tents for Bartlett Celebration and Kid's Count.				
Equipment Leasing	5,320	11,000	6,000	7,500
Copier rental for Admin, ISD, Records, Patrol, BSMC and Jail.				
Property Insurance	12,739	12,739	12,862	12,862
Allocated premiums related to recovery of value of BPD property.				
Vehicle & Equip Insurance	21,256	21,256	24,557	24,557
Premiums for vehicles and equipment.				
General Liability Insurance	39,134	34,134	35,770	35,770
Premiums related to the legal liability of the City, officers and employees.				
Other Insurance	0	50	50	50
Tow-In Fees	7,506	13,000	6,000	10,000
DUI & DOR tow fees, squad car towing.				
Damage Claims	16,831	15,000	10,000	15,000
Cost incurred to reimburse others for damages.				
Miscellaneous Other Expenses	1,265	1,500	600	1,500
Expenses incurred that are not accountable elsewhere.				
Total Operations	**$ 1,123,568**	**$ 1,219,273**	**$ 1,108,204**	**$ 1,166,875**
Capital				
Data Processing Equipment	$ 2,279	$ 0	$ 375	$ 0
Office Equipment	1,560	3,000	750	3,000
Labelers, Fax Machines, file cabinets, shredders.				
Furniture	5,914	10,000	6,000	10,000
Replacement chairs & desks for Offices and Communications/Jail.				
Other Equipment	6,773	9,350	6,000	9,350
Replace Jail Washer and Dryer, approx. $2500, Industrial appliances.				
Total Capital	**$ 16,526**	**$ 22,350**	**$ 13,125**	**$ 22,350**
Total Police Department	**$ 12,010,673**	**$ 12,937,151**	**$ 12,275,369**	**$ 12,738,824**

Fire & Ambulance Department

City of Bartlett

FY 2013 Adopted Budget

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 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Revenues	*49,108*	*0*	*0*	*0*
Salaries	5,043,884	5,163,025	5,118,270	5,086,520
Benefits	2,703,747	2,982,847	2,874,309	2,957,701
Other Personnel	165	7,000	0	3,500
Operations	576,934	620,553	604,792	600,359
Capital	179,684	149,541	126,068	118,300
Total	**8,455,306**	**8,922,966**	**8,723,438**	**8,766,380**

FY 2012 Performance Highlights

In 2011 the Bartlett Fire Department continued the delivery of Teen CERT and Adult CERT disaster preparedness classes. In May 2011 the Bartlett Fire Department assisted in several areas associated with River Watch 2011 by responding as needed regarding planning and deployment. The Career Ladder program is meeting it's objectives of providing a force that encourages personnel to achieve higher levels of expertise in their chosen profession. In 2011, a technical rescue course was initiated, developed and deployed to add another dimension to our all hazards response capabilities. The Fire Department continues to participate in several approved charitable events such as the Annual Pancake Breakfast, Buzz the Red, White and Blue, the March of Dimes Spaghetti Supper and Mid- South Food Bank. 2011 was the second year of participation in the Pink Heals Tee-shirt sales for breast cancer awareness through the Wings Foundation. This effort yielded $6000 - $7000 for breast cancer research.

Objective	Performance Measures	FY 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Maintain present levels of response times as call loads continue to increase	Average response time 4:30 to 5 minutes	4:37 minutes	less than 5 minutes	less than 5 minutes
Continue technical rescue training of team personnel.	Mastery of all tech-rescue disciplines	25%	50%	75%
Continue to offer disaster preparedness initiatives, CERT and TEEN CERT training to the Citizens of Bartlett.	Increase to number of ctizens certified in CERT training each year	Certified 133 citizens	Certify 121 citizens	Certify 150 citizens
Have all personnel certified as EMT-B or greater	Percent compliance	98%	98%	100%

CITY OF BARTLETT
FIRE DEPARTMENT
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Department Revenues/Grants				
State Fire Training Grant	$ 37,800	$ 0	$ 0	$ 0
Intergovernment Reimbursement	508	0	0	0
Total Department Revenues/Grants	**$ 38,308**	**$ 0**	**$ 0**	**$ 0**
Personnel				
Supervisor Salaries	$ 617,247	$ 620,174	$ 620,174	$ 593,256
Employee Wages	3,181,368	3,259,810	3,254,643	3,117,746
Overtime Wages	17,957	20,000	23,368	22,000
Special Hours	30,749	35,000	32,699	35,000
Holiday Pay	141,858	148,276	141,032	151,321
Part-Time	19,471	18,669	19,003	19,423
Vacation Pay	43,541	10,000	0	0
Educational Bonus	60,920	68,880	63,500	69,600
Longevity Pay	112,037	125,561	117,396	130,561
FLSA Wages	38,708	54,000	36,233	50,000
Bonus	6,287	6,400	6,272	50,200
Other Personnel Costs	165	5,000	0	2,500
Employee Health Insurance	654,800	720,858	697,992	657,322
Employee Life Insurance	17,846	20,952	20,855	20,039
Worker's Compensation Insurance	74,298	77,904	77,904	72,416
Retiree Health Insurance	94,965	193,999	193,740	185,550
FICA	317,396	325,207	325,345	313,490
Pension Contribution	531,809	543,198	542,476	519,540
Total Personnel	**$ 5,961,419**	**$ 6,253,888**	**$ 6,172,632**	**$ 6,009,964**
Staffing Level				
Full-Time	*72.97*	*72.00*	*73.57*	*72.00*
Part-Time (converted to FTE)	*0.76*	*0.72*	*0.78*	*0.72*
Total Full-Time Equivalent (FTE)	***73.73***	***72.72***	***74.35***	***72.72***
Operations				
Training	$ 4,964	$ 15,000	$ 15,000	$ 13,000
Employee training expenses such as classes, books and other training aids. Fire personnel EMT/Para renewals, fire inspection renewals, State fire school expenses.				
State Training Salary Supp	37,800	$ 0	$ 0	0
Volunteer Expense	9,797	12,000	12,000	11,000
Reserve firefighter organization. Includes clothing, training, etc.				
Travel	2,124	2,500	2,500	2,200
Transportation, lodging and meals for out of town expense for professional conferences and seminars.				
Postage & Freight	510	2,000	2,000	1,500
Freight on incoming or outgoing shipments as well as postage for mail.				
Dues & Subscriptions	2,063	2,000	2,000	1,500
Dues and subscriptions for affiliation with professional organizations and emergency services publications.				
Meetings	387	500	600	700
Expenses for meetings such as mid south fire chiefs luncheon, and lunch for outside agency personnel.				
Utilities	66,002	65,000	65,000	65,000
Expenses for utilities for 5 fire stations.				
Phones - Local	5,791	5,000	5,000	4,800
Service for local telephone at five fire stations.				

CITY OF BARTLETT
FIRE DEPARTMENT
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Long Distance Phone Calls	135	500	400	400
Service for long distance telephone charges.				
Cellular Phones	5,426	4,000	4,000	4,500
Cellular service charges and pagers.				
Shop Allocation	19,000	19,000	19,000	19,000
Funds for repairs made at the City Shop.				
Vehicle Maintenance	38,807	48,000	45,000	40,000
Charges of repairs, parts and routine servicing to fire department vehicles.				
Equipment Maintenance	8,431	8,500	8,500	8,000
Specialized equipment which requires routine service or repair such as hurst tool "jaws of life", nozzles, valves, etc.				
Radio Maintenance	5,042	17,500	16,000	17,000
Repairs and/or purchases to maintain or upgrade radios such as portable batteries, $10,000 added for Civil Defense Sirens.				
Grounds Maintenance	44	1,000	1,000	1,000
Grounds keeping expenses.				
Building Maintenance	25,346	35,000	35,000	30,000
Repair and contract fees to maintain five fire station at an acceptable appearance and operational level.				
Office Supplies	4,643	6,000	5,500	5,500
Office supplies such as paper supplies, toner, pencils and general office supplies.				
Printing	929	1,200	1,000	1,000
Charges for the professional printing of forms, applications and personnel information.				
Christmas Expenses	0	0	0	3,000
Expenses for Christmas party.				
Special Designation Expend	602	0	0	0
Petroleum Supplies	47,302	52,200	52,200	54,810
Fuel and lubricants for the operations vehicles, and apparatus.				
Clothing & Uniforms	38,771	50,000	50,000	45,000
Annual uniform allotment of $500 for each personnel and to purchase those items that wear out due to normal useage.				
Operating Supplies	14,820	20,000	18,000	18,000
Those items needed to facilitate day to day operations, items not normally on hand otherwise.				
Chemical Supplies	1,245	1,000	800	800
Firefighting additives and chemicals.				
Air Service	2,707	3,262	3,000	2,800
Purchase of parts, masks for new employees and routine servicing of fire department self-contained breathing apparatus (SCBA).				
Film & Developing	93	300	300	280
Photograph expenses for fire scene investigation, and training.				
Small Tools	3,251	3,000	4,000	4,000
Cost of small tools and equipment.				
Fire Hose	5,928	6,000	5,998	6,000
To replace outdated and damaged hose.				
CERT Training Supplies	1,162	1,500	1,300	1,300
Pencils, workbooks, miscellaneous office supplies for CERT training.				
CERT Grant Expenses	6	1,000	1,000	0
Donations for community programs from local businesses (Wal-Mart, Freds etc.).				
Fire Prevention	3,178	7,708	6,000	5,800
Literature and information to educate the public about safety, in an effort to involve the community education program.				
Equipment Leasing	1,515	3,000	2,800	2,800
Lease and maintenance of copy machine.				
Property Insurance	8,646	8,646	8,758	8,758
Annual premiums on fixed structures insurance.				

CITY OF BARTLETT
FIRE DEPARTMENT
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Vehicle & Equip Insurance	5,317	5,317	12,771	12,771
Annual insurance premiums on rolling stock.				
General Liability Insurance.	16,459	16,459	16,105	16,105
Fire's portion of liability insurance.				
Other Insurance	1,900	1,900	1,900	1,900
Annual premium for reserves' disability insurance.				
Cash Over/Short	(1)	0	30	0
Tow-In Fees	860	1,500	1,200	1,200
Charges for tow-in fees for heavy fire apparatus.				
Damage Claims	0	1,500	1,400	1,400
Damage claims for accidents.				
Miscellaneous Other Expenses	1,759	1,000	800	800
Total Operations	**$ 392,760**	**$ 429,991**	**$ 427,862**	**$ 413,624**
Capital				
Building Improvements	$ 74,427	$ 86,541	$ 61,500	$ 0
Critical maintenance and renovation of all 5 fire stations.				
Data Processing Equipment	712	0	1,856	0
Furniture	3,772	3,000	3,000	2,800
Office and living area furniture replacements for five fire stations and offices.				
Other Equipment	33,943	25,000	24,991	78,000
Air packs (3), air bottles (30) and personnal protective equipment (turnouts).				
Total Capital	**$ 112,854**	**$ 114,541**	**$ 91,347**	**$ 80,800**
Total Fire Department	**$ 6,428,725**	**$ 6,798,420**	**$ 6,691,841**	**$ 6,504,388**

CITY OF BARTLETT
AMBULANCE
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Department Revenues/Grants				
State Fire Training Grant	$ 10,800	$ 0	$ 0	$ 0
Total Department Revenues/Grants	**$ 10,800**	**$ 0**	**$ 0**	**$ 0**
Personnel				
Supervisor Salaries	$ 69,269	$ 70,293	$ 70,293	$ 67,751
Employee Wages	1,095,085	1,126,079	1,090,307	1,221,344
Overtime Wages	11,758	10,000	6,390	8,000
Special Hours	980	3,000	1,393	2,000
Holiday Pay	49,106	52,042	51,119	55,742
Vacation Pay	5,665	5,000	921	0
Educational Bonus	6,000	8,160	8,490	8,880
Longevity Pay	6,993	10,087	9,137	8,934
FLSA Wages	11,622	20,000	13,086	18,000
Bonus	1,895	2,000	1,840	17,175
Other Personnel Costs	0	2,000	0	1,000
Employee Health Insurance	192,833	213,073	200,369	224,702
Employee Life Insurance	5,278	6,460	6,090	6,961
Worker's Compensation Insurance	43,736	46,136	46,136	48,123
Retiree Health Insurance	29,110	59,819	58,030	64,455
FICA	94,037	97,343	94,458	104,217
Pension Contribution	163,010	167,492	161,888	180,473
Total Personnel	**$ 1,786,376**	**$ 1,898,984**	**$ 1,819,947**	**$ 2,037,757**
Staffing Level				
Full-Time	*21.71*	*24.00*	*21.41*	*25.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***21.71***	***24.00***	***21.41***	***25.00***
Operations				
Training	$ 1,849	$ 15,000	$ 13,000	$ 10,000
Employee training expenses such as classes, books, and training aids. Benchmarking CEU training, EMT/Para certification renewals.				
State Training Salary Supp	10,800	0	0	0
State training supplement; reimbursed from state.				
Travel	1,120	2,000	1,800	1,800
Travel expenses for outside professional training seminars, conferences and certification.				
Other Professional Services	6,000	6,000	4,500	6,000
Medical director's annual fee & collection fees.				
Postage & Freight	2,886	3,000	2,900	2,900
Cost to mail monthly statements on ambulance billing.				
Dues & Subscriptions	382	400	350	350
For professional organizations, and publications.				
Meetings	0	200	180	180
Expenses incurred by attending local profesional organizations meetings such as Mid-South EMS Council.				
Long Distance Phone Calls	7	10	10	10
Long distance charges.				
Cellular Phones	7,234	8,500	7,000	8,000
Cellular service charges and data charge for EPCR computers for ambulances.				
Shop Allocation	10,000	10,000	10,000	10,000
Funds for repairs made at the City shop.				

CITY OF BARTLETT
AMBULANCE
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Vehicle Maintenance	15,228	17,500	17,000	17,000
Charges of repairs and routine servicing to fire department ambulances, added $2,250 for Ambulance lincense fees.				
Equipment Maintenance	12,880	10,000	6,000	12,500
Specialized equipment which requires routine service or repair, including EKG monitors, repairs to EPCR ambulance computers. Added $8143.00 for LifePak maintenance contract computers.				
Radio Maintenance	970	3,000	1,200	3,500
Repairs or supplies to maintain radios i.e. batteries, etc.				
Office Supplies	743	1,000	900	900
Purchase of offices supplies used to maintain day to day operations of the fire department.				
Printing	212	1,500	1,200	1,200
Charges for the professional printing of forms, applicand personnel information.				
Medical Supplies	63,665	53,000	53,000	53,000
Supplies to stock ambulances and equip medical personnel.				
Petroleum Supplies	25,237	28,085	28,085	29,490
Fuel and lubricants for the operations of our emergency vehicles, and apparatus.				
Clothing & Uniforms	8,794	15,000	15,000	15,000
Annual uniform allotment of $500 for each personnel and wear out due to normal useage such as gloves, hoods, boots, and helmets.				
Operating Supplies	2,590	1,500	1,800	1,800
Those supplies needed to facilitate day to day operations.				
Air Service	3,813	3,000	2,800	2,800
Oxygen and bottled air for ambulances and cascade system.				
Film & Developing	69	0	0	100
Small Tools	179	200	200	200
Cost of small tools needed on ambulances				
Vehicle & Equip Insurance	4,294	4,294	3,238	3,238
Annual insurance premiums on rolling stock.				
General Liability Insurance	5,173	5,173	5,017	5,017
Allocation.				
Other Insurance	50	0	50	50
Insurance on paramedics and EMTs.				
Tow-In Fee	0	200	200	200
Charges for tow-in fees.				
Damage Claims	0	2,000	1,500	1,500
Damage claims for accidents.				
Total Operations	**$ 184,174**	**$ 190,562**	**$ 176,930**	**$ 186,735**
Capital				
Furniture	$ 728	$ 2,000	$ 2,000	$ 2,500
Furniture for New Administration edition to Fire Station 1.				
Other Equipment	66,102	33,000	32,721	35,000
LifePak EKG monitors for Unit 5.				
Total Capital	**$ 66,830**	**$ 35,000**	**$ 34,721**	**$ 37,500**
Total Ambulance	**$ 2,026,580**	**$ 2,124,546**	**$ 2,031,598**	**$ 2,261,992**

Building Codes Enforcement

City of Bartlett

FY 2013 Adopted Budget

What We Do

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

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	450,090	452,452	460,625	474,980
Benefits	200,750	213,963	215,213	223,374
Other Personnel	0	500	0	300
Operations	46,573	56,124	56,624	57,271
Capital	959	1,000	2,299	2,000
Total	**698,373**	**724,039**	**734,761**	**757,925**

FY 2012 Performance Highlights

Code Enforcement has relocated to a new building, which they are sharing with the planning and engineering departments. The additional floor space is being utilized by all departments. The convenience of the three departments being located together makes for faster and more efficent service to the city's citizens.

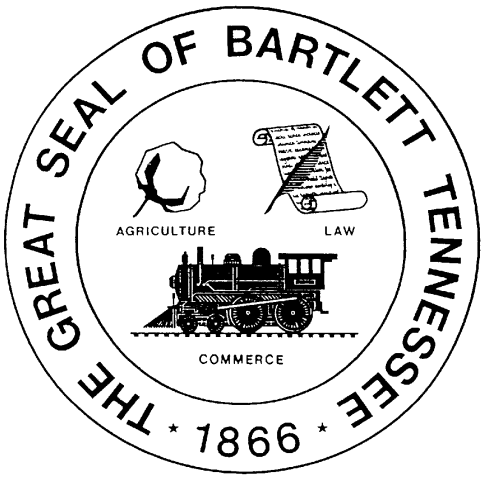
Objective	Performance Measures	FY 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Work with contractors and homeowners to perform inspections at a time most convenient to all concerned.	98% satisfaction	100%	100%	100%
Make annual sign inspections and enforce sign ordinances to bring all commercial signage 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 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 78,780	$ 78,780	$ 78,780	$ 80,725
Employee Wages	370,810	372,072	371,093	377,461
Overtime Wages	0	600	0	0
Special Hours	500	1,000	0	700
Part-Time	0	0	10,752	16,094
Vacation Pay	3,260	0	0	0
Educational Bonus	2,880	2,880	2,880	2,880
Longevity Pay	4,996	4,997	4,973	6,818
Bonus	775	775	836	6,262
Other Personnel Costs	0	500	0	300
Employee Health Insurance	70,442	75,137	75,565	73,727
Employee Life Insurance	2,001	2,435	2,365	2,474
Worker's Compensation Insurance	7,911	7,725	7,725	7,594
Retiree Health Insurance	11,188	22,543	22,494	22,909
FICA	34,645	34,352	35,393	36,564
Pension Contribution	62,651	63,119	62,982	64,146
Total Personnel	**$ 650,840**	**$ 666,915**	**$ 675,838**	**$ 698,654**
Staffing Level				
Full-Time	*9.10*	*9.00*	*9.00*	*9.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.41*	*0.63*
Total Full-Time Equivalent (FTE)	***9.10***	***9.00***	***9.41***	***9.63***
Operations				
Training	$ 2,523	$ 3,000	$ 3,000	$ 1,500
Employee training expense such as classes,books and other training aids.				
Travel	1,982	1,000	2,500	2,000
Provide transportation to Inspectors or office personnel, for required schooling and seminars, to maintain State Certification.				
Other Professional Service	223	800	0	400
Payment for outside structural Engineering services.				
Postage & Freight	4,963	4,200	7,000	7,800
Required mailing of permits and correspondence.				
Dues & Subscriptions	572	700	700	700
Provide current Building/Mechanical/Electrical/Plumbing magazines and newsletters. Yearly memberships with organizations.				
Meetings	302	700	700	700
Monthly meetings of the Tennessee Building Officials Association for five personnel.				
Phones - Local	2,321	2,300	2,300	2,300
Business telephone system used by all code employees.				
Long Distance Phone Calls	37	200	200	200
Telephone out of state contractors, engineers, architects, property owners and out of state agencies.				
Cellular Phones	710	835	835	835
Cellular service charges.				
Data Processing - Software	73	0	0	0
Shop Allocation	3,700	3,700	3,700	3,700
Cost of labor by City Shop for Codes Enforcement vehices.				
Vehicle Maintenance	3,754	4,000	4,000	4,000
Cost of replacement parts on aging autos charged by the Shop.				
Radio Maintenance	779	1,500	250	500
Yearly maintenance and batteries for ten radios.				

CITY OF BARTLETT
BUILDING CODES ENFORCEMENT
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Computer Maintenance	94	0	0	0
Office Supplies	3,585	4,000	4,000	4,000
Maintain independent office supplies for Code Enforcement.				
Printing	1,982	4,000	3,100	4,000
Printing of permit & complaint forms.				
Petroleum Supplies	13,314	14,629	15,513	15,360
Gasoline for six to eight vehicles.				
Clothing & Uniforms	1,087	1,660	1,660	1,660
Uniform for five inspectors.				
Operating Supplies	78	750	250	500
Replacement batteries for flashlights & purchase spray paint.				
Small Tools	262	300	300	300
Purchase of small tools.				
Equipment Rental	0	1,000	0	500
Possible rental of required equipment.				
Equipment Leasing	1,167	2,385	2,385	2,385
Yearly rental cost for copy machine.				
Vehicle & Equip Insurance	1,253	1,253	1,121	1,121
Auto insurance on eight vehicles.				
General Liability Insurance	1,812	1,812	1,710	1,710
Insurance allocation.				
Other Insurance	0	100	100	100
Insurance allocation.				
Damage Claims	0	1,000	1,000	1,000
Damage claims for accidents.				
Miscellaneous Other Expenses	0	300	300	0
Miscellaneous expenses.				
Total Operations	**$ 46,573**	**$ 56,124**	**$ 56,624**	**$ 57,271**
Capital				
Communications Equipment	$ 0	$ 500	$ 799	$ 1,500
Purchase of radios to replace aged units.				
Data Processing Equipment	959	0	1,000	0
Furniture	0	500	500	500
Possible additional/replacement furniture.				
Total Capital	**$ 959**	**$ 1,000**	**$ 2,299**	**$ 2,000**
Total Building Codes Enforcement	**$ 698,373**	**$ 724,039**	**$ 734,761**	**$ 757,925**


THE GREAT SEAL OF BARTLETT TENNESSEE
AGRICULTURE
LAW
COMMERCE
* 1866 *

City of Bartlett

PUBLIC WORKS/ ENGINEERING
FY 2013 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 $251,782 (5.39%) over the FY 2012 Projection. FY 2013 budget included a career ladder pay increase, a one-time bonus of $600 per full-time employee but no general pay increase. There were no staffing changes.

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	5
Skill Clerk	2
Senior Mechanic	2
Total P.W. City Shop	**10**
Public Works General Maintenance	
Supervisor	1
Custodial	1
Driver	7
Foreman	3
Sign Technician	1
Utility Worker	3
Total P.W. General Maintenance	**16**
Public Works General Services	
Manager	1
Building Tech.	2
Total P.W. General Services	**3**
Public Works Grounds Maintenance	
Manager	1
Driver	6
Foreman	4
Supervisor	1
Total P.W. Grounds Maintenance	**12**
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 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Revs/Recvrs	*576,658*	*563,075*	*604,325*	*604,325*
Salaries	2,824,481	2,819,082	2,713,596	2,758,729
Benefits	1,323,641	1,407,004	1,372,852	1,415,572
Other Personnel	181,367	240,000	228,692	243,000
Operations	946,180	1,082,006	952,040	1,103,661
Capital	9,524	3,800	6,200	4,200
Total	**4,708,536**	**4,988,817**	**4,669,055**	**4,920,837**

Engineering and Inspection	
Engineer	1
Traffic Engineer	1
Construction Inspector	1
Lead Construction Inspector	1
GIS Specialist	1
Total Engin. and Inspection	**5**
TOTAL PUBLIC WORKS/ENGINEERING	**62**

CITY OF BARTLETT
PUBLIC WORKS BUDGET SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Department Revenues				
Shop Expense Allocation	$ 331,475	$ 325,325	$ 325,325	$ 325,325
Weed Cutting Fees	114,565	100,000	140,000	140,000
Animal Shelter Donations	19,721	22,000	14,000	14,000
Animal Shelter Boarding	1,987	1,250	1,800	1,800
Animal Shelter Capture Fee	7,026	6,500	7,200	7,200
Animal Shelter Adoption	45,417	50,000	54,000	54,000
Animal Shelter City License	34,757	40,000	45,000	45,000
Animal Shelter Miscellaneous Revenues	21,710	18,000	17,000	17,000
Total Department Revenues	**$ 576,658**	**$ 563,075**	**$ 604,325**	**$ 604,325**
Personnel				
Supervisor Salaries	$ 399,558	$ 405,044	$ 406,123	$ 403,640
Employee Wages	1,751,660	1,810,123	1,719,242	1,750,624
Overtime Wages	59,989	62,200	49,201	58,200
Special Hours	16,000	15,600	15,300	15,600
Contracted Services	181,092	240,000	228,637	243,000
Part-Time	10,542	15,662	12,000	15,662
Vacation Pay	24,443	0	6,993	0
Sick Pay	0	0	13,985	0
Longevity Pay	41,953	46,296	41,637	48,159
Bonus	4,737	4,825	4,516	37,225
Other Personnel Costs	495	0	165	0
Employee Health Insurance	413,929	456,716	435,932	441,668
Employee Life Insurance	10,009	11,963	11,267	11,633
Worker's Compensation Insurance	65,173	66,950	66,950	71,409
Unemployment Compensation	503	0	0	0
Retiree Health Insurance	53,781	110,758	106,268	107,713
FICA	169,248	174,910	170,551	171,807
Pension Contribution	301,018	310,123	297,198	301,597
Total Personnel	**$ 3,504,130**	**$ 3,731,170**	**$ 3,585,965**	**$ 3,677,937**
Staffing Level				
Full-Time	*52.78*	*54.00*	*52.22*	*54.00*
Part-Time (converted to FTE)	*0.47*	*0.65*	*0.41*	*0.75*
Total Full-Time Equivalent (FTE)	***53.25***	***54.65***	***52.63***	***54.75***
Operations				
Training	$ 2,154	$ 3,450	$ 1,825	$ 4,900
Travel	922	1,650	1,050	1,250
Professional Services	73,688	81,500	76,000	81,500
Other Professional Service	7,310	13,500	6,000	8,000
Postage & Freight	288	375	287	375
Dues & Subscriptions	726	435	535	835
Employee Appreciation	0	200	200	200
Utilities	45,042	43,000	36,500	42,000
Phones - Local	4,832	6,450	3,800	4,900
Long Distance Phone Calls	73	75	64	80
Cellular Phones	6,780	6,300	7,095	7,650
Shop Allocation	96,386	97,500	97,500	97,500

CITY OF BARTLETT
PUBLIC WORKS BUDGET SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Vehicle Maintenance	63,708	81,000	63,100	70,500
Equipment Maintenance	51,455	41,300	32,060	41,800
Radio Maintenance	1,221	2,000	1,130	2,000
Computer Maintenance	39	0	0	0
Grounds Maintenance	41,530	101,250	51,450	66,450
Building Maintenance	28,785	18,500	14,000	21,500
Fuel System Maintenance	(1,714)	0	0	0
Street Painting & Signs	32,948	30,000	30,000	30,000
Office Supplies	5,901	5,250	5,775	6,150
Printing	1,338	1,100	1,300	1,400
Medical Supplies	54,235	50,000	40,000	50,000
Petroleum Supplies	138,965	137,000	145,000	161,000
Clothing & Uniforms	15,351	16,300	15,100	16,300
Operating Supplies	37,610	45,600	39,100	95,500
Cleaning Supplies	5,343	7,000	8,600	8,000
Chemical Supplies	571	1,200	1,500	1,500
Fill Sand, Dirt & Gravel	17,313	20,000	14,000	20,000
Asphalt	64,466	100,000	100,000	100,000
Concrete & Brick	10,628	15,000	12,000	12,000
Miscellaneous Shop Parts	2,367	2,500	1,800	2,200
Small Tools	10,407	11,050	9,850	11,550
Pipe & Materials-System Ma	9,255	10,000	7,000	10,000
Miscellaneous Supplies	4,318	4,200	4,300	4,200
Equipment Rental	1,460	2,000	1,000	2,000
Street Barricade & Equip. Rental	2,153	1,800	1,500	1,800
Equipment Leasing	2,552	3,750	3,415	3,650
Property Insurance	7,554	7,554	6,496	6,496
Vehicle & Equip Insurance	10,934	10,934	9,971	9,971
General Liability Insurance	11,456	11,456	11,204	11,204
Credit Card Vendor Fees	2,632	2,300	2,200	2,300
State Fees	3,310	2,600	4,165	4,400
Cash Over/Short	(55)	100	15	100
Animal Control Fees	1,557	1,800	1,800	1,800
Damage Claims	5,248	8,700	10,013	4,000
Miscellaneous Other Expenses	668	2,000	500	1,000
Total Operations	**$ 883,711**	**$ 1,009,679**	**$ 880,200**	**$ 1,029,961**
Capital				
Fencing & Landscaping	$ 802	$ 1,000	$ 1,000	$ 1,000
Building Improvements	3,557	0	3,500	0
Communications Equipment	1,448	1,400	1,250	2,400
Data Processing Equipment	617	0	0	0
Office Equipment	0	100	0	0
Furniture	359	300	0	300
Other Equipment	2,742	500	450	500
Total Capital	**$ 9,524**	**$ 3,300**	**$ 6,200**	**$ 4,200**
TOTAL PUBLIC WORKS	**$ 3,820,708**	**$ 4,181,074**	**$ 3,868,040**	**$ 4,107,773**

Public Works Summary

FY 2013 Adopted Budget

What We Do

The Public Works Department includes activities within three separate funds; General Fund, Solid Waste and Water/Wastewater Services. Public Works is primarily a maintenance department. It maintains streets, city vehicles and equipment; right of ways, as well as sewer, water, and drainage systems. General Services (building maintenance), Animal Control, and Solid Waste services are also provided.

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Revs/Recvrs	*576,658*	*563,075*	*604,325*	*604,325*
Salaries	2,237,749	2,308,629	2,201,866	2,243,726
Benefits	1,085,014	1,182,541	1,155,407	1,191,211
Other Personnel	181,367	240,000	228,692	243,000
Operations	883,711	1,009,679	880,200	1,029,961
Capital	9,524	3,300	6,200	4,200
Total	**3,820,708**	**4,181,074**	**3,868,040**	**4,107,773**

FY 2012 Performance Highlights

Public Works crews once again were involved in a federally declared disaster in FY12. Although Bartlett was not hit by heavy flooding as parts of Shelby County were, we gained valuable information and strategies towards maintaining services to our residents during flooding conditions.

Objective	Performance Measures	FY 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Maintain and repair city vehicles & equipment	# of work tickets for vehicles and equipment	3648	3769	3890
To establish standards by cleaning streets and maintain right-of-ways	Miles of roadway in Bartlett	278	280	282
Maintain the City's street, drainage systems, and traffic signs.	# of repairs to Drainage structures, streets, and traffic signs.	2051	2149	2247
Provide a safe and harmonious coexistance for pets and residents.	# of animals adopted out or returned to their owners	1275	1290	1300

CITY OF BARTLETT
PUBLIC WORKS ADMINISTRATION
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 164,205	$ 165,960	$ 165,960	$ 165,960
Employee Wages	105,447	106,466	106,338	108,655
Overtime Wages	281	1,200	1,046	1,200
Vacation Pay	7,607	0	0	0
Longevity Pay	9,709	10,056	10,056	10,844
Bonus	431	431	418	3,431
Employee Health Insurance	32,262	31,182	30,166	30,166
Employee Life Insurance	1,230	1,471	1,446	1,483
Worker's Compensation Insurance	947	944	944	815
Retiree Health Insurance	6,741	13,621	13,615	13,731
FICA	21,025	21,352	21,529	21,785
Pension Contribution	37,751	38,140	38,122	38,446
Total Personnel	**$ 387,635**	**$ 390,823**	**$ 389,640**	**$ 396,516**
Staffing Level				
Full-Time	*4.80*	*5.00*	*5.00*	*5.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***4.80***	***5.00***	***5.00***	***5.00***
Operations				
Training	$ 295	$ 300	$ 225	$ 800
Employee training expenses such as classes, books, and training aides.				
Travel	854	850	750	850
Travel and hotel expenses for training.				
Postage & Freight	272	350	275	350
Postage and stamps.				
Dues & Subscriptions	494	200	200	500
TCAPWAS memberships, Weather Radar services and Public Works magazines.				
Employee Appreciation	0	200	200	200
Utilities	15,639	15,000	13,000	15,000
Electricity, gas, water.				
Phones - Local	4,421	6,000	3,500	4,500
Local telephone service.				
Long Distance Phone Calls	37	30	35	35
Long distance telephone service.				
Cellular Phones	1,435	1,500	2,500	2,800
Cell phone monthly fees.				
Shop Allocation	96,386	97,500	97,500	97,500
Shop labor for vehicles and equipment.				
Vehicle Maintenance	2,596	2,000	1,400	2,000
Parts for vehicles and equipment.				
Equipment Maintenance	393	300	310	300
Maintenance for printers, fax, adding machines, etc.				
Radio Maintenance	171	500	200	500
Radio repair.				
Building Maintenance	407	500	300	500
Paint, light bulbs, carpet, doors, windows.				
Office Supplies	1,915	1,600	2,225	2,500
Pen, paper, envelopes, printer cartridges, file folders, diaries, maps, letterhead.				

CITY OF BARTLETT
PUBLIC WORKS ADMINISTRATION
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Printing	418	100	300	400
Newspaper ads, door hangers.				
Petroleum Supplies	63,082	60,000	65,000	70,000
Gas and diesel for Admin, Gen. Maint., and Fleet Services.				
Clothing & Uniforms	10,409	11,000	10,000	11,000
Uniforms for all PW funds except Fleet.				
Operating Supplies	817	1,600	800	1,000
Luncheons, flowers, plaques, trophies, coffee, Christmas cards, name plates, keys, batteries.				
Equipment Leasing	424	800	685	800
Equipment Leasing.				
Property Insurance	3,828	3,828	2,731	2,731
Property insurance allocation.				
Vehicle & Equip Insurance	1,603	1,603	790	790
Vehicle and equipment insurance allocation.				
General Liability Insurance	1,500	1,500	1,419	1,419
General liability insurance allocation.				
Damage Claims	0	500	500	500
Payment for damages caused by PW crews performing jobs.				
Miscellaneous Other Expenses	668	2,000	500	1,000
Miscellaneous expenses.				
Total Operations	**$ 208,061**	**$ 209,761**	**$ 205,345**	**$ 217,975**
Capital				
Communications Equipment	$ 0	$ 200	$ 200	$ 200
All communication equipment, accessories purchases and repairs.				
Data Processing Equipment	617	0	0	0
Total Capital	**$ 617**	**$ 200**	**$ 200**	**$ 200**
Total Public Works Administration	**$ 596,313**	**$ 600,784**	**$ 595,185**	**$ 614,691**

CITY OF BARTLETT
CITY SHOP
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Department Revenues				
Shop Expense Allocation	$ 331,475	$ 325,325	$ 325,325	$ 325,325
Total Department Revenues	**$ 331,475**	**$ 325,325**	**$ 325,325**	**$ 325,325**
Personnel				
Supervisor Salaries	$ 55,995	$ 57,073	$ 57,073	$ 54,219
Employee Wages	390,723	403,037	348,971	366,581
Overtime Wages	18,127	22,000	17,875	20,000
Special Hours	5,400	5,200	4,900	5,200
Contracted Services	27,137	32,000	31,000	32,000
Vacation Pay	2,853	0	6,993	0
Sick Pay	0	0	13,985	0
Longevity Pay	11,650	11,721	8,394	10,068
Bonus	861	862	836	6,862
Other Personnel Costs	220	0	110	0
Employee Health Insurance	74,074	81,359	71,679	77,439
Employee Life Insurance	2,133	2,485	2,160	2,272
Worker's Compensation Insurance	10,370	10,810	10,810	9,639
Unemployment Compensation	503	0	0	0
Retiree Health Insurance	11,168	23,005	20,302	21,040
FICA	35,915	37,242	34,596	34,210
Pension Contribution	62,388	64,415	56,493	58,912
Total Personnel	**$ 709,518**	**$ 751,209**	**$ 686,177**	**$ 698,442**
Staffing Level				
Full-Time	*9.82*	*10.00*	*9.27*	*10.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***9.82***	***10.00***	***9.27***	***10.00***
Operations				
Training	$ 1,651	$ 1,800	$ 1,300	$ 1,800
Employee training expenses such as classes, books and or training aids. $1,000 is for training on Cummings engines.				
Postage & Freight	0	25	12	25
Stamps.				
Utilities	11,103	11,000	9,000	11,000
Electricity, gas, water.				
Long Distance Phone Calls	34	40	25	40
Long distance phone calls.				
Cellular Phones	1,086	750	850	850
Cell phone fees.				
Vehicle Maintenance	3,582	4,000	5,600	5,500
Parts for vehicle and equipment repairs.				
Equipment Maintenance	3,315	3,500	3,500	4,000
Computer, printer, fax, type writer, engine analyzer.				
Radio Maintenance	50	250	125	250
Radio maintenance.				
Computer Maintenance	39	0	0	0
Building Maintenance	5,243	4,000	4,200	4,500
Paint, light bulbs, doors, windows, etc.				
Fuel System Maintenance	(1,714)	0	0	0

CITY OF BARTLETT
CITY SHOP
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Office Supplies	1,939	1,100	1,100	1,100
Pen, paper, envelopes, folders, printer cartridges.				
Clothing & Uniforms	4,318	4,000	3,800	4,000
Uniforms and mats.				
Operating Supplies	6,422	6,500	5,800	6,500
Batteries, welding rods, paint, grease, tool washing wires.				
Cleaning Supplies	1,298	1,600	1,600	1,600
Wax, soap, rags, toilet paper, paper towels, mops, bucks.				
Miscellaneous Shop Parts	2,367	2,500	1,800	2,200
Nuts, bolts, washers, starter fluid, clutch fluid, tubes valve caps, valve stems, battery cleaner.				
Small Tools	2,409	2,500	2,500	2,500
Socket wrenches, hammers, screw drivers, specialized tools needed for repairs of City equipment.				
Miscellaneous Supplies	2,958	3,000	3,000	3,000
Misc office supplies and tool allowance for mechanics.				
Equipment Leasing	1,547	2,000	2,000	2,000
Equipment Leasing and oxygen tank rental $1800.				
Property Insurance	2,206	2,206	2,223	2,223
Property insurance allocation.				
Vehicle & Equip Insurance	1,238	1,238	1,070	1,070
Allocation.				
General Liability Insurance	1,956	1,956	1,902	1,902
Allocation.				
Total Operations	**$ 53,047**	**$ 53,965**	**$ 51,407**	**$ 56,060**
Capital				
Building Improvements	$ 3,557	$ 0	$ 3,500	$ 0
Furniture	359	300	0	300
Office chairs.				
Total Capital	**$ 3,916**	**$ 300**	**$ 3,500**	**$ 300**
Total City Shop	**$ 435,006**	**$ 480,149**	**$ 415,759**	**$ 429,477**

CITY OF BARTLETT
GENERAL MAINTENANCE
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Employee Wages	$ 556,793	$ 568,123	$ 571,404	$ 554,572
Overtime Wages	25,023	15,000	12,802	15,000
Special Hours	5,300	5,200	5,200	5,200
Vacation Pay	5,170	0	0	0
Longevity Pay	8,864	10,112	11,203	14,327
Bonus	1,378	1,378	1,338	10,978
Other Personnel Costs	275	0	55	0
Employee Health Insurance	122,706	140,138	141,846	134,754
Employee Life Insurance	2,634	3,068	3,030	2,995
Worker's Compensation Insurance	22,154	22,649	22,649	25,536
Retiree Health Insurance	13,920	28,406	28,570	27,729
FICA	44,020	44,164	45,042	43,916
Pension Contribution	77,951	79,537	79,997	77,640
Total Personnel	**$ 886,187**	**$ 917,775**	**$ 923,136**	**$ 912,647**
Staffing Level				
Full-Time	*15.44*	*16.00*	*16.00*	*16.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***15.44***	***16.00***	***16.00***	***16.00***
Operations				
Training	$ 0	$ 0	$ 0	$ 500
Fees for TCAPWA conf. being hosted by Bartlett FY13.				
Travel	68	0	0	0
Other Professional Service	6,230	11,000	5,000	6,000
Tree removal service.				
Postage	16	0	0	0
Dues & Subscriptions	186	200	200	200
TCAPWA dues and magazine subscriptions.				
Cellular Phones	826	900	800	900
Cell phone monthly fees.				
Vehicle Maintenance	25,535	29,000	25,000	29,000
Parts for vehicle repairs some parts will be allocated from inventory others purchased from vendors.				
Equipment Maintenance	26,206	17,000	11,000	17,000
Parts for equipment repairs.				
Radio Maintenance	749	750	500	750
Mobil radio repairs.				
Grounds Maintenance	223	250	250	250
Fertilizer, grass, seed, plants.				
Building Maintenance	3,359	3,500	2,000	3,500
Painting, light bulbs, carpet, windows, wax.				
Street Painting & Signs	32,948	30,000	30,000	30,000
Sign repair and replacement, street striping and marking. Reflectivity upgrades/replacements.				
Office Supplies	915	850	850	850
Pens, pencils, note pads, file cabinets, envelopes and printer cartridges.				
Operating Supplies	14,899	18,000	14,000	68,000
Filter cloth, batteries, water plug, concrete patch, inboards, Christmas decorations 50k & others.				
Cleaning Supplies	1,431	1,400	1,400	1,400
Wax, soap, rags, toilet paper, paper towels, mops, bucks.				

CITY OF BARTLETT
GENERAL MAINTENANCE
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Fill Sand, Dirt & Gravel	17,313	20,000	14,000	20,000
Fill sand, dirt and gravel used for road repairs and road projects, also rip rap, sod & salt.				
Asphalt	64,466	100,000	100,000	100,000
Materials for road cuts, road shoulders, salting streets, pot holes and Contracted Asphalt Work.				
Concrete & Brick	10,628	15,000	12,000	12,000
Building inlets, manholes, replacing sidewalks, curb and gutter, water tables, road cuts.				
Small Tools	923	1,500	1,000	1,500
Shovel, drills, hammers, screw drivers, flash lights.				
Pipe & Materials-System Maintenance	9,255	10,000	7,000	10,000
Pipe and other materials used for drainage system repair including steel products, manhole, inlets.				
Equipment Rental	1,460	2,000	1,000	2,000
Special construction equipment as needed.				
Street Barricade & Equip. Rental	2,153	1,800	1,500	1,800
Rental of barricades for street and drainage repairs.				
Equipment Leasing	123	350	150	250
Rental of copy machine.				
Vehicle & Equip Insurance	3,763	3,763	3,708	3,708
Vehicle and equipment insurance.				
General Liability Insurance	2,856	2,856	2,813	2,813
General liability insurance.				
Damage Claims	968	1,200	3,893	1,500
Payment for damages caused by PW employees doing their job.				
Total Operations	**$ 227,497**	**$ 271,319**	**$ 238,064**	**$ 313,921**
Capital				
Fencing & Landscaping	$ 802	$ 1,000	$ 1,000	$ 1,000
Communications Equipment	749	1,000	900	1,000
Purchase pagers, cell phones, office phones and accessories.				
Total Capital	**$ 1,551**	**$ 2,000**	**$ 1,900**	**$ 2,000**
Total General Maintenance	**$ 1,115,236**	**$ 1,191,094**	**$ 1,163,100**	**$ 1,228,568**

CITY OF BARTLETT
GENERAL SERVICES
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 70,811	$ 72,179	$ 72,180	$ 73,247
Employee Wages	81,825	84,301	84,301	86,580
Overtime Wages	3,886	5,000	3,722	5,000
Contracted Services	3,219	8,000	5,852	11,000
Vacation Pay	148	0	0	0
Longevity Pay	4,249	4,331	4,330	4,395
Bonus	258	259	251	2,059
Employee Health Insurance	31,082	34,100	32,970	32,969
Employee Life Insurance	704	845	830	863
Worker's Compensation Insurance	6,130	6,362	6,362	7,439
Retiree Health Insurance	3,816	7,824	7,824	7,991
FICA	11,910	12,286	12,388	12,659
Pension Contribution	21,369	21,907	21,907	22,376
Total Personnel	**$ 239,407**	**$ 257,394**	**$ 252,917**	**$ 266,578**
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	$ 0	$ 700	$ 0	$ 700
HVAC training & Fees for TCAPWA conf. being hosted by Bartlett FY13.				
Dues & Subscriptions	0	35	35	35
Magazine subscription costs.				
Cellular Phones	1,061	1,000	900	1,000
Cell phone charges for 2 employees.				
Vehicle Maintenance	333	3,000	1,600	3,000
Part costs for vehicles repairs.				
Radio Maintenance	97	100	80	100
Radio repair and maintenance costs.				
Operating Supplies	1,108	1,500	1,800	2,000
Miscellaneous operating supplies.				
Small Tools	1,064	1,000	1,300	1,500
Brooms, rakes, hoes and small tools.				
Vehicle & Equip Insurance	514	514	421	421
General Liability Insurance	628	628	629	629
Total Operations	**$ 4,804**	**$ 8,477**	**$ 6,765**	**$ 9,385**
Capital				
Other Equipment	$ 262	$ 500	$ 450	$ 500
Purchase shelves for parts and supplies.				
Total Capital	**$ 262**	**$ 500**	**$ 450**	**$ 500**
Total General Services	**$ 244,473**	**$ 266,371**	**$ 260,132**	**$ 276,463**

CITY OF BARTLETT
GROUND MAINTENANCE
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Department Revenues				
Weed Cutting Fees	$ 114,565	$ 100,000	$ 140,000	$ 140,000
Total Department Revenues	**$ 114,565**	**$ 100,000**	**$ 140,000**	**$ 140,000**
Personnel				
Supervisor Salaries	$ 53,633	$ 54,916	$ 55,994	$ 54,219
Employee Wages	388,667	413,176	374,955	392,924
Overtime Wages	4,607	5,000	4,978	5,000
Contracted Services	127,846	176,000	167,871	176,000
Vacation Pay	3,885	0	0	0
Longevity Pay	7,482	10,076	7,654	8,525
Bonus	1,033	1,120	920	8,320
Employee Health Insurance	106,022	119,760	109,120	114,992
Employee Life Insurance	1,997	2,528	2,266	2,415
Worker's Compensation Insurance	18,391	18,676	18,676	20,452
Retiree Health Insurance	11,058	23,405	21,547	22,357
FICA	33,412	35,577	33,222	34,244
Pension Contribution	61,922	65,533	60,333	62,600
Total Personnel	**$ 819,953**	**$ 925,767**	**$ 857,536**	**$ 902,048**
Staffing Level				
Full-Time	*11.72*	*12.00*	*11.00*	*12.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***11.72***	***12.00***	***11.00***	***12.00***
Operations				
Training	$ 208	$ 250	$ 100	$ 700
Fees for TCAPWA Conf. being hosted by Bartlett FY13.				
Professional Services	49,388	55,500	52,000	55,500
Median spraying.				
Dues & Subscriptions	46	0	100	100
TCAPWA dues and magazine subscription costs.				
Utilities	7,113	6,000	5,500	6,000
Electricity, gas, water, sewer.				
Long Distance Phone Calls	243	250	200	250
Long distance phone service.				
Cellular Phones	1,377	1,250	1,150	1,200
Cell phone monthly fees.				
Vehicle Maintenance	26,361	35,000	25,000	25,000
Parts for vehicle repairs.				
Equipment Maintenance	20,950	20,000	17,000	20,000
Parts for equipment repairs.				
Radio Maintenance	78	200	100	200
Radio repairs.				
Grounds Maintenance	40,672	100,000	50,000	65,000
Fertilizer, plants, seeds , sod, fence repair, parking repair, maintain vacant houses $50,000.				
Building Maintenance	2,531	3,000	3,000	5,500
Paint, light bulbs, carpet, windows and new roof shingles. $4,000 for shop bay heating unit.				
Office Supplies	22	200	100	200
Pen, paper, pencil, folders, diaries, printer cartridges.				

CITY OF BARTLETT
GROUND MAINTENANCE
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Petroleum Supplies	43,747	42,000	50,000	59,000
Gas and diesel.				
Operating Supplies	6,979	8,000	6,700	8,000
Chain saw chains, weed eater lines, bumper caps, eye glasses, vests, boots, trash bags, other disposable items.				
Small Tools	5,731	6,000	5,000	6,000
$1k Rakes, hoes, job-blades, shears, brooms, $5k for weedeaters and other small equipment.				
Equipment Leasing	26	100	80	100
Equipment Leasing.				
Property Insurance	423	423	428	428
Property insurance allocation.				
Vehicle & Equip Insurance	2,707	2,707	2,798	2,798
Vehicle and equipment insurance.				
General Liability Insurance	2,893	2,893	2,859	2,859
General liability insurance.				
Damage Claims	3,389	1,000	550	1,000
Damages caused by PW employees doing their jobs (minor).				
Total Operations	**$ 214,884**	**$ 284,773**	**$ 222,665**	**$ 259,835**
Capital				
Communications Equipment	$ 699	$ 100	$ 50	$ 1,100
Cell phone purchases and accessories.				
Office Equipment	0	100	0	0
Other Equipment	2,480	0	0	0
Total Capital	**$ 3,179**	**$ 200**	**$ 50**	**$ 1,100**
Total Ground Maintenance	**$ 923,451**	**$ 1,110,740**	**$ 940,251**	**$ 1,022,983**

CITY OF BARTLETT
ANIMAL CONTROL
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Department Revenues				
Animal Shelter Donations	$ 19,721	$ 22,000	$ 14,000	$ 14,000
Animal Shelter Boarding	1,987	1,250	1,800	1,800
Animal Shelter Capture Fee	7,026	6,500	7,200	7,200
Animal Shelter Adoption	45,417	50,000	54,000	54,000
Animal Shelter City License	34,757	40,000	45,000	45,000
Animal Shelter Miscellaneous Revenues	21,710	18,000	17,000	17,000
Total Department Revenues	**$ 130,618**	**$ 137,750**	**$ 139,000**	**$ 139,000**
Personnel				
Supervisor Salaries	$ 54,916	$ 54,916	$ 54,916	$ 55,995
Employee Wages	228,205	235,020	233,273	241,312
Overtime Wages	8,064	14,000	8,778	12,000
Special Hours	5,300	5,200	5,200	5,200
Contracted Services	22,890	24,000	23,914	24,000
Part-Time	10,542	15,662	12,000	15,662
Vacation Pay	4,780	0	0	0
Bonus	775	775	753	5,575
Employee Health Insurance	47,784	50,177	50,151	51,348
Employee Life Insurance	1,311	1,566	1,535	1,605
Worker's Compensation Insurance	7,181	7,509	7,509	7,528
Retiree Health Insurance	7,078	14,497	14,410	14,865
FICA	22,966	24,289	23,774	24,993
Pension Contribution	39,637	40,591	40,346	41,623
Total Personnel	**$ 461,429**	**$ 488,202**	**$ 476,559**	**$ 501,706**
Staffing Level				
Full-Time	*8.00*	*8.00*	*7.95*	*8.00*
Part-Time (converted to FTE)	*0.47*	*0.65*	*0.41*	*0.75*
Total Full-Time Equivalent (FTE)	***8.47***	***8.65***	***8.36***	***8.75***
Operations				
Training	$ 0	$ 400	$ 200	$ 400
Tuition for training classes. Cost to send one officer for euthanasia training.				
Travel	0	800	300	400
Professional Services	24,300	26,000	24,000	26,000
City contracted vet fees.				
Other Professional Service	1,080	2,500	1,000	2,000
Emergency after hours vet fees.				
Utilities	11,186	11,000	9,000	10,000
Electricity, gas, propane, water, sewer.				
Phones - Local	167	200	100	150
Local telephone costs.				
Long Distance Phone Calls	2	5	4	5
Long distance telephone costs.				
Cellular Phones	996	900	895	900
Monthly fees for 2 cell phones.				
Vehicle Maintenance	5,302	8,000	4,500	6,000
Parts for vehicle repairs.				

CITY OF BARTLETT
ANIMAL CONTROL
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Equipment Maintenance	591	500	250	500
Parts for equipment maintenance.				
Radio Maintenance	77	200	125	200
Communication radio repairs.				
Grounds Maintenance	634	1,000	1,200	1,200
Plants, seeds, flowers, landscaping, sod.				
Building Maintenance	17,246	7,500	4,500	7,500
Paint, light bulbs, windows, doors, etc HVAC repairs, ventilators.				
Office Supplies	1,110	1,500	1,500	1,500
Paper, pens, pencils, folders, file cabinets, printer.				
Printing	921	1,000	1,000	1,000
Flyers, banners, signs.				
Medical Supplies	54,235	50,000	40,000	50,000
First aid kits, animal surgery needs, vaccines.				
Petroleum Supplies	32,137	35,000	30,000	32,000
Oil, gas, diesel, propane.				
Clothing & Uniforms	624	1,300	1,300	1,300
Pants, shirts, gloves.				
Operating Supplies	7,386	10,000	10,000	10,000
Pet food, collars, batteries, grab poles, food bowls, litter pans, micro chips.				
Cleaning Supplies	2,614	4,000	5,600	5,000
Lysol, pine sol, bleach, soap, paper towels air fresheners.				
Chemical Supplies	571	1,200	1,500	1,500
Flea dip, other disease controlling agents.				
Small Tools	281	50	50	50
Dart guns, darts, traps, catch poles, surgery packs.				
Miscellaneous Supplies	1,359	1,200	1,300	1,200
Various supplies.				
Equipment Leasing	433	500	500	500
Equipment Leasing.				
Property Insurance	1,097	1,097	1,114	1,114
Property insurance allocation.				
Vehicle & Equip Insurance	1,109	1,109	1,184	1,184
Allocation.				
General Liability Insurance	1,623	1,623	1,582	1,582
General liability insurance.				
Credit Card Vendor Fees	2,632	2,300	2,200	2,300
Fees charged by credit card companies.				
State Fees	3,310	2,600	4,165	4,400
$3k Incinerator permit fee/year, Shelter Certification and permit $600 total, $600 nasia fees every other year.				
Cash Over/Short	(55)	100	15	100
Animal Control Fees	1,557	1,800	1,800	1,800
Tag purchases.				
Damage Claims	892	6,000	5,070	1,000
Payment for minor damages caused by PW employees.				
Total Operations	**$ 175,418**	**$ 181,384**	**$ 155,954**	**$ 172,785**

CITY OF BARTLETT
ANIMAL CONTROL
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Capital				
Communications Equipment	$ 0	$ 100	$ 100	$ 100
Cell phone and other telephone purchases.				
Total Capital	**$ 0**	**$ 100**	**$ 100**	**$ 100**
Total Animal Control	**$ 506,229**	**$ 531,936**	**$ 493,613**	**$ 535,591**

Engineering
Summary

FY 2013 Adopted Budget

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 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	586,732	510,453	511,730	515,003
Benefits	238,628	224,463	217,445	224,361
Operations	62,469	72,327	71,840	73,700
Capital	0	500	0	0
Total	**887,828**	**807,743**	**801,015**	**813,064**

FY 2012 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. Completed construction on Ellis Road sewer extention Phase 1&2&3.

Objective	Performance Measures	FY 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Provide engineering inspection oversight of City capital projects.	Projects completed on time and within the budget.	Most Projects	Most Projects	All Projects
Administer developer projects within the city and reserve area	All work to meet or exceed standards of the city.	All projects	All Projects	All Projects
Continue to install sewers in annexed areas	Completion of projects outlined in Plans of Service	Most Projects	Most Projects	All Projects
Oversee repaving of various streets in the city limits	Complete on time and in budget.	started project	completed project	All Projects

CITY OF BARTLETT
ENGINEERING BUDGET SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 231,758	$ 246,413	$ 232,837	$ 246,413
Employee Wages	352,742	261,690	276,832	265,740
Overtime Wages	2,232	2,350	2,061	2,850
Vacation Pay	(1,699)	0	0	0
Education Bonus	1,920	1,920	1,920	1,920
Longevity Pay	15,257	15,625	12,460	14,600
Bonus	861	890	669	5,510
Employee Health Insurance	71,788	62,516	58,396	57,666
Employee Life Insurance	2,667	2,744	2,700	2,766
Worker's Compensation Insurance	5,961	4,537	4,537	4,283
Retiree Health Insurance	14,612	25,405	25,431	25,608
FICA	45,430	39,692	39,978	40,307
Pension Contribution	81,830	71,134	71,354	71,701
Total Personnel	**$ 825,359**	**$ 734,916**	**$ 729,175**	**$ 739,364**
Staffing Level				
Full-Time	*10.00*	*8.00*	*8.00*	*8.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***10.00***	***8.00***	***8.00***	***8.00***
Operations				
Training	$ 1,454	$ 2,000	$ 2,000	$ 2,000
Travel	822	1,550	1,550	1,550
Other Professional Service	6,441	8,000	8,000	8,000
Postage & Freight	974	1,200	1,300	1,300
Dues & Subscriptions	1,940	2,000	1,900	2,000
Meetings	0	75	75	75
Phones - Local	3,126	3,100	3,200	3,200
Long Distance Phone Calls	174	200	200	250
Cellular Phones	2,844	2,750	2,900	3,000
Shop Allocation	3,700	3,840	3,840	3,840
Vehicle Maintenance	4,585	5,300	4,600	5,000
Equipment Maintenance	3,437	3,750	3,900	3,900
Radio Maintenance	58	60	60	100
Building Maintenance	536	300	630	1,000
Office Supplies	2,186	2,950	2,950	2,950
Printing	1,248	3,100	3,100	3,100
Petroleum Supplies	13,817	13,500	14,000	14,200
Clothing & Uniforms	529	800	800	900
Operating Supplies	777	2,550	2,500	2,500
Small Tools	67	125	125	125
Equipment Leasing	1,687	2,500	2,000	2,000
Property Insurance	6,355	6,355	6,493	6,493
Vehicle & Equip Insurance	1,322	1,322	1,559	1,559
General Liability Insurance	2,250	2,250	1,908	1,908
State Fees	2,000	2,000	1,500	2,000
License Fees	140	750	750	750
Total Operations	**$ 62,469**	**$ 72,327**	**$ 71,840**	**$ 73,700**

CITY OF BARTLETT
ENGINEERING BUDGET SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Capital				
Other Equipment	$ 0	$ 500	$ 0	$ 0
Total Capital	**$ 0**	**$ 500**	**$ 0**	**$ 0**
TOTAL ENGINEERING	**$ 887,828**	**$ 807,743**	**$ 801,015**	**$ 813,064**

CITY OF BARTLETT
ENGINEERING ADMINISTRATION
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 176,842	$ 176,842	$ 176,842	$ 176,842
Employee Wages	38,478	39,745	39,745	40,908
Overtime Wages	0	350	0	350
Vacation Pay	(106)	0	0	0
Education Bonus	720	720	720	720
Longevity Pay	6,653	6,900	6,678	6,700
Bonus	258	260	251	2,060
Employee Health Insurance	18,575	20,378	19,712	19,712
Employee Life Insurance	986	1,170	1,151	1,176
Worker's Compensation Insurance	864	858	858	749
Retiree Health Insurance	5,383	10,829	10,829	10,888
FICA	16,916	16,948	17,088	17,145
Pension Contribution	30,145	30,322	30,322	30,485
Total Personnel	**$ 295,715**	**$ 305,322**	**$ 304,196**	**$ 307,735**
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	$ 450	$ 1,000	$ 1,000	$ 1,000
Training for Professional development hours required for Engineers.				
Travel	233	800	800	800
Travel to various training seminars.				
Other Professional Service	3,483	4,500	4,500	4,500
Surveying, appraisals and other prof. needs.				
Postage & Freight	974	1,100	1,100	1,100
Postage to send public meeting notifications.				
Dues & Subscriptions	1,162	1,000	1,000	1,000
NSPE, Engineers Club and NAPW.				
Meetings	0	75	75	75
Food and drink for meetings hosted in Bartlett.				
Phones - Local	1,999	1,800	1,900	1,900
Local phone service.				
Long Distance Phone Calls	0	50	50	50
Long distance service.				
Cellular Phones	1,470	1,500	1,500	1,600
Cell phones for city engineer and assistant engineer.				
Shop Allocation	700	840	840	840
Cost allocation for vehicles.				
Vehicle Maintenance	1,213	2,300	1,800	2,200
Repair costs.				
Equipment Maintenance	2,833	3,000	3,000	3,000
Plotter and scanner yearly licensing contract.				
Building Maintenance	0	0	230	500
Office Supplies	(14)	450	450	450
Pencils, pens, paper.				

CITY OF BARTLETT
ENGINEERING ADMINISTRATION
FY 2013 Adopted Budget

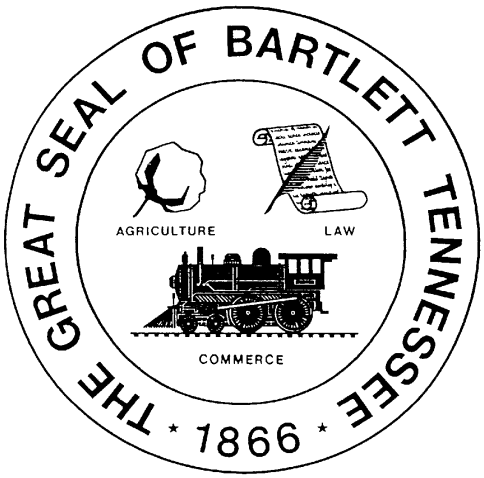
Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Printing	0	700	600	700
Printing and plotter paper.				
Petroleum Supplies	13,817	13,500	14,000	14,200
Gas for all engineering trucks.				
Operating Supplies	412	550	500	500
Ink cartridges, stakes plotter, pen sets.				
Equipment Leasing	1,687	2,500	2,000	2,000
Equipment Leasing.				
Vehicle & Equip Insurance	797	797	979	979
Truck insurance.				
General Liability Insurance	840	840	817	817
Liability coverage.				
State Fees	2,000	2,000	1,500	2,000
5 Engineers Professional Priviledge tax to the State.				
License Fees	140	750	750	750
5 Engineers license fees to the State.				
Total Operations	**$ 34,196**	**$ 40,052**	**$ 39,391**	**$ 40,961**
Capital				
Other Equipment	$ 0	$ 500	$ 0	$ 0
Total Capital	**$ 0**	**$ 500**	**$ 0**	**$ 0**
Total Engineering Administration	**$ 329,911**	**$ 345,874**	**$ 343,587**	**$ 348,696**

CITY OF BARTLETT
ENGINEERING & INSPECTION
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 54,916	$ 69,571	$ 55,995	$ 69,571
Employee Wages	314,264	221,945	237,087	224,832
Overtime Wages	2,232	2,000	2,061	2,500
Vacation Pay	(1,593)	0	0	0
Educational Bonus	1,200	1,200	1,200	1,200
Longevity Pay	8,604	8,725	5,782	7,900
Bonus	603	630	418	3,450
Employee Health Insurance	53,213	42,138	38,684	37,954
Employee Life Insurance	1,680	1,574	1,549	1,590
Worker's Compensation Insurance	5,097	3,679	3,679	3,534
Retiree Health Insurance	9,229	14,576	14,602	14,720
FICA	28,514	22,744	22,890	23,162
Pension Contribution	51,685	40,812	41,032	41,216
Total Personnel	**$ 529,645**	**$ 429,594**	**$ 424,979**	**$ 431,629**
Staffing Level				
Full-Time	*7.00*	*5.00*	*5.00*	*5.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***7.00***	***5.00***	***5.00***	***5.00***
Operations				
Training	$ 1,004	$ 1,000	$ 1,000	$ 1,000
Mandatory training for inspectors and engineers.				
Travel	589	750	750	750
Five employees to various workshops statewide.				
Other Professional Service	2,958	3,500	3,500	3,500
Testing lab work, surveying costs, and other profession services needed on projects under construction.				
Postage & Freight	0	100	200	200
Mail outs for public meetings.				
Dues & Subscriptions	778	1,000	900	1,000
APWA dues and subscriptions.				
Phones - Local	1,127	1,300	1,300	1,300
Costs of operation of local phone system.				
Long Distance Phone Calls	174	150	150	200
Costs for long distance phone calls for engineering and inspections.				
Cellular Phones	1,374	1,250	1,400	1,400
Cell phones charges for inspectors.				
Shop Allocation	3,000	3,000	3,000	3,000
Vehicle repairs costs for engineering vehicles.				
Vehicle Maintenance	3,372	3,000	2,800	2,800
Vehicle maintenance for engineering vehicles.				
Equipment Maintenance	604	750	900	900
Plotter, faxes repairs.				
Radio Maintenance	58	60	60	100
Building Maintenance	536	300	400	500
Costs of various maintenance items.				
Office Supplies	2,200	2,500	2,500	2,500
Stakes, pens, pencils, and other supplies.				

CITY OF BARTLETT
ENGINEERING & INSPECTION
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Printing	1,248	2,400	2,500	2,400
Printing plans for projects that have been bid and are under construction.				
Clothing & Uniforms	529	800	800	900
Shirts and pants for inspectors employees.				
Operating Supplies	365	2,000	2,000	2,000
Miscellaneous supplies.				
Small Tools	67	125	125	125
Purchase of hammers, flashlights, plumb bobs, and various other items necessary for inspections.				
Property Insurance	6,355	6,355	6,493	6,493
Costs of insurance for engineering property.				
Vehicle & Equip Insurance	525	525	580	580
Costs for insurance for five vehicles.				
General Liability Insurance	1,410	1,410	1,091	1,091
Allocation.				
Total Operations	**$ 28,273**	**$ 32,275**	**$ 32,449**	**$ 32,739**
Total Engineering & Inspection	**$ 557,918**	**$ 461,869**	**$ 457,428**	**$ 464,368**


THE GREAT SEAL OF BARTLETT TENNESSEE
AGRICULTURE
LAW
COMMERCE
* 1866 *

City of Bartlett

PARKS & RECREATION

FY 2013 Adopted Budget

The Parks and Recreation function has six cost centers; Administration, Singleton Community Center, Athletics, Maintenance, Senior Center and Recreation Center. The Parks and Recreation function budget increased by $51,700 (1.07%) over the FY 2012 Projection. FY 2013 budget included a career ladder pay increase, a one-time bonus of $600 per full-time employee but no general pay increase. There were no staffing changes.

Full-Time Authorized Personnel Positions

Parks & Rec Administration	
Parks & Recreation Director	1
Administrative Secretary	1
Skill Clerk	1
Total P&R Administration	**3**
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	5
Supervisor	1
Utility Worker	5
Manager	1
Total P&R Maintenance	**14**
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	3
Building Tech	1
Custodial	2
Personal Trainer	3
Program Coordinator	1
Total P&R Recreation Ctr	**12**
TOTAL PARKS & REC	**41**

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	2,430,397	2,510,246	2,448,679	2,428,074
Benefits	865,981	932,830	907,945	920,603
Other Personnel	303,295	322,200	298,356	316,200
Operations	1,087,191	1,207,916	1,177,152	1,209,800
Capital	33,244	21,200	15,245	24,400
Total	**4,720,108**	**4,994,392**	**4,847,377**	**4,899,077**

Parks & Recreation Summary

City of Bartlett

FY 2013 Adopted Budget

What We Do

The mission of the Bartlett Parks and Recreation Department is to enhance the quality of life for Bartlett citizens by providing diverse and quality leisure programs; services and facilities that encourage health, fitness, relaxation and learning; as well as providing opportunities for community involvement. We offer a full service recreation center, senior services, summer programs, youth and adult recreation sports leagues and maintain all parks, fields and facilities.

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	2,430,397	2,510,246	2,448,679	2,428,074
Benefits	865,981	932,830	907,945	920,603
Other Personnel	303,295	322,200	298,356	316,200
Operations	1,087,191	1,207,916	1,177,152	1,209,800
Capital	33,244	21,200	15,245	24,400
Total	**4,720,108**	**4,994,392**	**4,847,377**	**4,899,077**

FY 2012 Performance Highlights

Parks and Recreation maintained 27 parks, 17 ballfields and 7 soccer fields; offered over 300 classes in the Community Center and hosted 10 community events; provided sport/recreations opportunities for over 3,200 youth and 2,000 adults.

Objective	Performance Measures	FY 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Develop a 5-year plan for Parks facilities.	Plan updated annually	In Progress	In Progress	In Progress
Continue to increase (enhance) landscaping in Parks.	# of Parks maintained	24	27	27

CITY OF BARTLETT
PARKS & RECREATION BUDGET SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 90,671	$ 90,671	$ 90,671	$ 91,568
Employee Wages	1,531,656	1,574,575	1,545,129	1,534,706
Overtime Wages	45,413	50,300	48,915	50,300
Special Hours	113,895	120,500	114,039	120,500
Contracted Services	303,295	322,200	298,356	316,200
Part-Time	648,762	674,200	649,925	631,000
Vacation Pay	16,468	0	834	0
Longevity Pay	25,490	28,279	27,861	28,901
Bonus	11,712	11,900	11,373	36,700
Employee Health Insurance	301,563	331,834	311,444	308,137
Employee Life Insurance	7,514	8,992	8,673	8,782
Worker's Compensation Insurance	43,072	44,397	44,397	41,826
Unemployment Compensation	1,202	0	2,250	1,000
Retiree Health Insurance	40,891	83,262	81,889	81,313
FICA	189,079	191,031	190,097	186,265
Pension Contribution	228,990	233,135	229,127	227,679
Total Personnel	**$ 3,599,673**	**$ 3,765,276**	**$ 3,654,980**	**$ 3,664,877**
Staffing Level				
Full-Time	*40.02*	*41.00*	*39.41*	*41.00*
Part-Time (converted to FTE)	*33.60*	*37.72*	*36.43*	*36.69*
Total Full-Time Equivalent (FTE)	***73.62***	***78.72***	***75.84***	***77.69***
Operations				
Training	$ 4,456	$ 8,000	$ 5,000	$ 6,850
Travel	1,386	1,800	1,800	1,800
Professional Services	18,507	20,200	18,200	20,000
Other Professional Service	47,056	83,000	82,000	82,000
Postage & Freight	8,345	12,652	9,638	11,452
Dues & Subscriptions	5,398	8,400	8,370	8,300
Utilities	261,462	270,800	244,800	268,800
Phones - Local	16,522	16,156	16,224	16,470
Long Distance Phone Calls	204	280	260	245
Cellular Phones	3,850	3,178	3,178	3,478
Data Processing - Software	0	500	500	0
Shop Allocation	18,750	18,750	18,750	18,750
Vehicle Maintenance	11,286	16,500	14,500	16,500
Equipment Maintenance	37,113	39,840	39,140	39,840
Computer Maintenance	1,575	0	1,500	0
Grounds Maintenance	79,778	57,235	78,779	65,400
Building Maintenance	47,469	58,700	61,200	68,200
Pool Maintenance	10,205	20,000	20,000	20,000
Swim Competitions	34,807	40,000	40,000	40,000
Office Supplies	17,058	18,250	18,082	17,800
Printing	2,216	7,750	7,750	7,750
Medical Supplies	0	650	650	600
Special Designation Expense	7,680	1,000	2,500	2,500
Petroleum Supplies	43,136	39,000	39,650	45,100
Special Events	4,085	7,000	7,000	7,000

CITY OF BARTLETT
PARKS & RECREATION BUDGET SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Preschool Supplies	4,660	4,500	4,500	4,500
Recreation Supplies	63,232	65,000	65,000	63,000
Concession Supplies	63,718	76,000	76,000	70,894
Field Trips	14,707	18,000	18,000	15,000
Tournament Expenses	6,979	7,700	7,700	7,700
Cost of Goods Sold	1,241	4,000	2,000	4,000
Clothing & Uniforms	10,887	14,100	13,100	13,600
Operating Supplies	58,212	78,690	71,043	71,050
Cleaning Supplies	29,138	32,000	27,500	32,500
Chemical Supplies	0	1,000	1,000	1,000
Film & Developing	59	250	250	250
Fill Sand, Dirt & Gravel	19,498	10,000	10,000	10,000
Small Tools	4,867	3,700	3,700	3,700
Tournament Awards	13,565	13,700	13,700	13,200
Travel Club	7,638	12,000	16,500	16,500
Health Fair Expense	2,779	2,000	3,118	2,000
Line Dance Workshop Expense	0	6,000	0	0
Equipment Rental	1,852	6,000	3,100	6,200
Equipment Leasing	8,083	10,723	9,623	11,973
Property Insurance	32,878	32,878	34,280	34,280
Vehicle & Equip Insurance	2,971	2,971	3,025	3,025
General Liability Insurance	12,834	12,514	11,793	11,793
Other Insurance	5,063	5,299	5,300	5,300
Landfill Fees	50	1,500	500	500
Bank Charges	0	150	150	150
Credit Card Vendor Fees	25,496	27,500	27,500	28,000
Cash Over (Short)	314	200	200	200
License Fees	0	500	500	500
Damage Claims	9,614	3,500	2,597	3,500
Miscellaneous Other Expenses	4,511	5,900	6,002	6,650
Total Operations	**$ 1,087,191**	**$ 1,207,916**	**$ 1,177,152**	**$ 1,209,800**
Capital				
Building Improvements	$ 23,976	$ 21,200	$ 13,200	$ 24,400
Data Processing Equipment	1,403	0	2,045	0
Furniture	0	0	0	0
Other Equipment	7,865	0	0	0
Total Capital	**$ 33,244**	**$ 21,200**	**$ 15,245**	**$ 24,400**
TOTAL PARKS & RECREATION	**$ 4,720,108**	**$ 4,994,392**	**$ 4,847,377**	**$ 4,899,077**

CITY OF BARTLETT
PARKS ADMINISTRATION
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 90,671	$ 90,671	$ 90,671	$ 91,568
Employee Wages	75,270	77,204	77,204	78,006
Part-Time	974	0	608	0
Vacation Pay	472	0	0	0
Longevity Pay	1,813	1,830	1,814	1,866
Bonus	258	258	251	2,058
Employee Health Insurance	28,423	31,182	30,166	30,166
Employee Life Insurance	742	907	882	916
Worker's Compensation Insurance	534	533	533	457
Retiree Health Insurance	4,149	8,394	8,394	8,479
FICA	12,608	12,619	12,878	12,866
Pension Contribution	23,232	23,503	23,502	23,740
Total Personnel	**$ 239,146**	**$ 247,101**	**$ 246,903**	**$ 250,122**
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				
Travel	$ 75	$ 0	$ 0	$ 0
Postage & Freight	109	100	86	75
Postage for Parks Admin.				
Dues & Subscriptions	620	800	800	700
TRPA and NRPA membership fees for Director and Park Board Members.				
Phones - Local	2,917	2,606	2,574	2,820
Admin department local phone expense, includes monthly and service charges.				
Long Distance Phone Calls	71	75	55	60
Admin Department long distance calls.				
Cellular Phones	346	350	350	350
Director's cell phone service charge and usage.				
Shop Allocation	750	750	750	750
City Shop allocation for Director's vehicle.				
Vehicle Maintenance	638	1,000	1,000	1,000
Maintenance and repairs on Director's vehicle.				
Equipment Maintenance	272	0	0	0
Office Supplies	888	700	532	600
Copy and printer paper, misc. supplies.				
Petroleum Supplies	5,879	5,000	5,000	5,250
Gas & diesel fuel allocated from City gas pump, usage for Director's vehicle.				
Clothing	25	0	0	0
Operating Supplies	502	700	543	550
Coffee and misc supplies not elsewhere classified.				
Equipment Leasing	307	550	450	550
Equipment Leasing/usage fees.				
Property Insurance	8,798	8,798	9,837	9,837
Insurance allocation for all City parks property.				
Vehicle & Equip Insurance	270	270	260	260
Auto insurance allocation.				

CITY OF BARTLETT
PARKS ADMINISTRATION
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
General Liability Insurance	654	654	638	638
Liability coverage for Parks and Rec property.				
Damage Claim	2,483	0	0	0
Miscellaneous Other Expenses	468	800	798	550
Miscellaneous expense not elsewhere identified.				
Total Operations	**$ 26,071**	**$ 23,153**	**$ 23,673**	**$ 23,990**
Total Parks Administration	**$ 265,217**	**$ 270,254**	**$ 270,576**	**$ 274,112**

CITY OF BARTLETT
SINGLETON COMMUNITY CENTER
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Employee Wages	$ 223,682	$ 219,842	$ 236,648	$ 220,749
Special Hours	505	2,000	560	2,000
Contracted Services	108,076	105,000	96,601	105,000
Part-Time	196,928	225,000	199,063	200,000
Vacation Pay	985	0	0	0
Longevity Pay	6,809	6,950	6,897	6,950
Bonus	2,670	2,670	2,342	5,670
Employee Health Insurance	41,069	45,056	43,560	43,560
Employee Life Insurance	982	1,187	1,192	1,192
Worker's Compensation Insurance	6,707	6,373	6,373	6,037
Retiree Health Insurance	5,408	10,992	11,280	11,037
FICA	32,311	34,366	33,783	32,719
Pension Contribution	30,289	30,778	31,584	30,905
Total Personnel	**$ 656,420**	**$ 690,214**	**$ 669,883**	**$ 665,819**
Staffing Level				
Full-Time	*5.00*	*5.00*	*5.00*	*5.00*
Part-Time (converted to FTE)	*10.11*	*11.31*	*11.16*	*11.31*
Total Full-Time Equivalent (FTE)	***15.11***	***16.31***	***16.16***	***16.31***
Operations				
Training	$ 210	$ 1,500	$ 1,500	$ 1,500
TRPA registration and class fees for Department Manager and Assistant Manager and Day Camp Director.				
Travel	907	1,500	1,500	1,500
Travel expense for TRPA/NRPA conferences.				
Other Professional Service	1,668	2,000	2,000	2,000
Miscellaneous professional services.				
Postage & Freight	546	1,500	1,500	1,500
Postage for various mailouts.				
Dues & Subscriptions	545	600	600	600
Subscriptions for Preschool publications Weekly Reader, Mailbox for teachers.				
Utilities	45,772	50,000	44,000	50,000
MLGW - electric and gas for center and gym.				
Phones - Local	2,982	3,000	3,000	3,000
AT&T allocation.				
Long Distance Phone Calls	35	50	50	50
Long distance telephone charges				
Cellular Phones	435	500	500	500
Dept. manager's cell phone service and usage costs.				
Data Processing - Software	0	500	500	0
Equipment Maintenance	2,593	4,000	3,300	4,000
Equipment repair and maintenance costs.				
Grounds Maintenance	0	0	3,500	0
Building Maintenance	12,892	15,000	15,000	19,000
Maintenance of air conditioning (2 rooms), plumbing, heating, electrical, painting of community center and gym.				
Office Supplies	3,404	3,500	3,500	3,500
All supplies for Center Office, Gym, and Day Camp.				
Printing	470	2,500	2,500	2,500
Flyers, brochures, advertisements, posters for special events.				

CITY OF BARTLETT
SINGLETON COMMUNITY CENTER
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Preschool Supplies	4,660	4,500	4,500	4,500
Supplies used by Preschool 2, 3 and 4 year old programs.				
Recreation Supplies	15,856	14,000	14,000	14,000
Supplies for all recreation programs, activities, special events.				
Concession Supplies	6,658	7,000	7,000	7,000
Concession stand products for day camp program and fill the vending machines.				
Field Trips	14,707	18,000	18,000	15,000
Bus rental and admission fees for all day camp field trip.				
Tournament Expenses	6,420	7,000	7,000	7,000
Green fees, trophies, silent auction items, lunch and misc expenses.				
Clothing & Uniforms	3,143	6,000	6,000	6,000
Uniforms for Staff for Day Camp and Community Center Staff and Day Camp Staff.				
Operating Supplies	8,986	8,000	8,000	8,000
Paper goods, hardware supplies, material needed for meal identification cards, and also marketing expense.				
Cleaning Supplies	4,850	4,500	4,500	4,500
Chemicals used in cleaning and maintaining Community Center and Gym.				
Film & Developing	59	200	200	200
Developing of pictures for Preschool, Easter Bunny, and Yuletide.				
Tournament Awards	2,016	2,500	2,500	2,500
Trophies, ribbons, awards for special events.				
Equipment Leasing	4,282	4,500	4,500	4,500
Copy machine lease.				
Property Insurance	5,658	5,658	5,745	5,745
Insurance allocation for parks property.				
Vehicle & Equip Insurance	118	118	126	126
Allocation				
General Liability Insurance	2,243	2,243	2,069	2,069
Allocation				
Credit Card Vendor Fees	1,259	1,500	1,500	2,000
Fees for Credit Card Use.				
Miscellaneous Other Expenses	981	1,000	1,104	2,000
Other expenses.				
Total Operations	**$ 154,355**	**$ 172,869**	**$ 169,694**	**$ 174,790**
Capital				
Building Improvements	$ 17,938	$ 13,200	$ 13,200	$ 16,400
Replace (2) worn out air conditioning units - $8,000, Extend the roof at the middle outside door - $3,000, Replace the last two energy efficient windows - $1,600, Retile Gym Bathrooms - $3,100, Change the Auditorium lights to energy efficient - $700.				
Total Capital	**$ 17,938**	**$ 13,200**	**$ 13,200**	**$ 16,400**
Total Singleton Community Center	**$ 828,713**	**$ 876,283**	**$ 852,776**	**$ 857,009**

CITY OF BARTLETT
ATHLETICS
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Employee Wages	$ 138,463	$ 140,605	$ 140,197	$ 140,605
Overtime Wages	364	500	500	500
Special Hours	111,292	115,000	110,479	115,000
Part-Time	98,363	100,000	100,000	100,000
Vacation Pay	4,701	0	0	0
Longevity Pay	2,934	3,902	3,286	3,902
Bonus	2,239	2,250	1,923	4,050
Employee Health Insurance	26,189	28,698	27,756	27,742
Employee Life Insurance	621	759	741	759
Worker's Compensation Insurance	7,601	7,018	7,018	6,784
Unemployment Compensation	1,123	0	1,000	1,000
Retiree Health Insurance	3,460	7,030	7,005	7,030
FICA	26,683	27,360	27,055	27,477
Pension Contribution	19,377	19,685	19,615	19,685
Total Personnel	**$ 443,411**	**$ 452,807**	**$ 446,575**	**$ 454,534**
Staffing Level				
Full-Time	*3.00*	*3.00*	*3.00*	*3.00*
Part-Time (converted to FTE)	*5.88*	*6.41*	*6.54*	*6.41*
Total Full-Time Equivalent (FTE)	***8.88***	***9.41***	***9.54***	***9.41***
Operations				
Training	$ 35	$ 300	$ 300	$ 150
Registration fee to attend TRPA conference/classes.				
Professional Services	5,172	5,200	5,200	5,000
Misc. professional services-background checks for officals & coaches.				
Postage & Freight	220	300	300	125
USPS fees for mailings.				
Dues & Subscriptions	3,342	5,500	5,500	5,500
NYSCA annual fees for ref's & umps, fees for softball league.				
Utilities	57,572	62,000	52,000	60,000
MLG&W - lights at Parks including tennis courts and baseball fields.				
Phones - Local	934	800	800	800
AT&T allocation.				
Long Distance Phone Calls	5	30	30	10
Long distance calls.				
Cellular Phones	1,555	1,200	1,200	1,500
Service and usage charges for 4 departmental cell phones.				
Equipment Maintenance	1,962	2,000	2,000	2,000
Cleaning, repair and maintenance check for concession equipment, refregiration, air & heat.				
Grounds Maintenance	3,064	1,700	2,578	9,400
Repair and replacements of ball field lights				
Building Maintenance	188	700	700	200
Office Supplies	2,054	2,350	2,350	2,000
Office supplies for athletics, ball fields and concession stand.				
Printing	469	550	550	550
Rosters and registratrion forms for sign ups.				
Medical Supplies	0	150	150	100
First aid and emergency kit supplies.				

CITY OF BARTLETT
ATHLETICS
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Recreation Supplies	32,042	37,000	37,000	35,000
Athletic equipment balls, mitts, bats, BPRD uniforms.				
Concession Supplies	57,060	69,000	69,000	63,894
Food, snacks, drinks, napkins, cups for Freeman, Deermont Ellendale and Appling Ballfields concession stands.				
Clothing & Uniforms	1,306	1,500	1,500	1,000
Employee shirts & sweatshirts.				
Operating Supplies	5,586	7,500	7,500	6,500
Miscellaneous operating needs and supplies.				
Film & Developing	0	50	50	50
Film and developing of event and league photos.				
Tournament Awards	11,467	10,500	10,500	10,000
Trophies and awards (end of season) - all sports.				
Equipment Rental	0	100	100	300
Maintenance Equipment Rental.				
Equipment Leasing	992	950	950	1,200
Rental of copy machine for athletics office.				
Property Insurance	2,189	2,189	2,223	2,223
Property insurance allocation.				
General Liability Insurance	2,039	1,719	1,588	1,588
Allocation.				
Other Insurance	5,063	5,299	5,300	5,300
Insurance allocation - BPRD Supplemental Accident.				
Cash Over (Short)	158	200	200	200
Damage Claims	5,020	0	97	0
Repairs not claimed on insurance.				
Miscellaneous Other Expenses	661	1,000	1,000	1,000
Active pest control - exterminating of concessions stands.				
Total Operations	**$ 200,156**	**$ 219,787**	**$ 210,666**	**$ 215,590**
Total Athletics	**$ 643,567**	**$ 672,594**	**$ 657,241**	**$ 670,124**

CITY OF BARTLETT
PARKS MAINTENANCE
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Employee Wages	$ 537,523	$ 543,046	$ 533,349	$ 524,932
Overtime Wages	45,049	49,800	48,161	49,800
Special Hours	2,031	2,000	2,000	2,000
Contracted Services	44,605	43,200	43,200	42,200
Part-Time	31,933	34,000	34,000	31,000
Vacation Pay	3,425	0	0	0
Longevity Pay	11,067	12,497	12,183	12,497
Bonus	1,378	1,378	1,338	9,778
Employee Health Insurance	103,844	115,459	99,850	98,468
Employee Life Insurance	2,561	2,932	2,868	2,835
Worker's Compensation Insurance	12,772	13,318	13,318	12,480
Unemployment Compensation	0	0	1,250	0
Retiree Health Insurance	13,438	27,152	26,668	26,247
FICA	46,760	47,750	47,598	46,586
Pension Contribution	75,253	76,026	74,669	73,491
Total Personnel	**$ 931,639**	**$ 968,558**	**$ 940,452**	**$ 932,314**
Staffing Level				
Full-Time	*14.00*	*14.00*	*13.59*	*14.00*
Part-Time (converted to FTE)	*1.25*	*1.63*	*1.20*	*1.49*
Total Full-Time Equivalent (FTE)	***15.25***	***15.63***	***14.79***	***15.49***
Operations				
Training	$ 1,010	$ 1,000	$ 0	$ 0
Training costs for conferences				
Travel	318	0	0	0
Travel expense related to off-site training classes				
Other Professional Service	26,817	60,000	60,000	60,000
Year-round spray and fertilizer program.				
Dues & Subscriptions	35	100	70	100
Utilities	3,919	3,800	3,800	3,800
MLG&W - maintenance shop utilities.				
Phones - Local	864	800	900	900
AT&T equipment and service charge.				
Cellular Phones.	1,168	768	768	768
Service and usage charges for dept. manager's cell phone.				
Shop Allocation	18,000	18,000	18,000	18,000
Labor cost associated with vehicle maintenance done by City Shop.				
Vehicle Maintenance	10,602	15,000	13,000	15,000
Dealer maintenance on department's City vehicles.				
Equipment Maintenance	20,238	22,000	22,000	22,000
Lawn equipment maintenance and repair expense.				
Grounds Maintenance	76,713	55,535	72,701	56,000
Park landscaping and ballfield maintenance expense.				
Building Maintenance	5,711	9,000	6,500	8,000
Plumbing, paint and pest control for maintenance shop.				
Office Supplies	33	200	200	200
Paper, pens, and miscellaneous supplies.				

CITY OF BARTLETT
PARKS MAINTENANCE
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Petroleum Supplies	37,257	33,000	34,650	38,850
City provided gasoline for department vehicles.				
Clothing & Uniforms	4,482	2,600	2,600	2,600
Uniforms for the maintenance crew.				
Operating Supplies	21,288	36,003	28,000	30,000
Miscellaneous supplies, first aid kit, items not elsewhere classification.				
Cleaning Supplies	7,379	5,500	5,500	5,500
Supplies needed to clean facilities.				
Chemical Supplies	0	1,000	1,000	1,000
Round up, late treatment, salt for de-icing, winterizing facilities/equip.				
Fill Sand, Dirt & Gravel	19,498	10,000	10,000	10,000
Sand, dirt, gravel and playground mulch.				
Small Tools	4,559	3,000	3,000	3,000
Miscellaneous weedeaters and other landscaping tools.				
Equipment Rental	0	4,900	2,000	4,900
Rental of backhoe, track hoe, and bulldozer.				
Equipment Leasing	25	223	223	223
Copy machine and other misc.				
Property Insurance	728	728	737	737
Property insurance allocation.				
Vehicle & Equip Insurance	2,465	2,465	2,511	2,511
Allocation.				
General Liability Insurance	3,187	3,187	2,982	2,982
Allocation.				
Landfill Fees	50	1,500	500	500
Dump fees, garbage, leaves and construction debris.				
Damage Claims	2,062	3,000	2,000	3,000
Minor claims caused by employees.				
Miscellaneous Other Expenses	0	1,000	1,000	1,000
Miscellaneous expense.				
Total Operations	**$ 268,409**	**$ 294,309**	**$ 294,642**	**$ 291,571**
Total Parks Maintenance	**$ 1,200,047**	**$ 1,262,867**	**$ 1,235,094**	**$ 1,223,885**

CITY OF BARTLETT
SENIOR CENTER
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Employee Wages	$ 141,678	$ 145,848	$ 143,219	$ 147,444
Overtime Wages	0	0	254	0
Contracted Services	17,159	21,000	18,555	21,000
Vacation Pay	(1,354)	0	834	0
Bonus	344	344	335	2,744
Employee Health Insurance	39,670	43,521	40,960	42,090
Employee Life Insurance	624	788	733	796
Worker's Compensation Insurance	1,000	1,010	1,010	1,162
Retiree Health Insurance	3,542	7,292	7,161	7,372
FICA	10,316	10,649	10,772	10,922
Pension Contribution	19,835	20,419	19,890	20,642
Total Personnel	**$ 232,815**	**$ 250,871**	**$ 243,722**	**$ 254,172**
Staffing Level				
Full-Time	*4.00*	*4.00*	*3.82*	*4.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.45*	*0.00*
Total Full-Time Equivalent (FTE)	***4.00***	***4.00***	***4.27***	***4.00***
Operations				
Training	$ 0	$ 200	$ 200	$ 200
Employee training expense such as classes, books, and other training aids.				
Travel	0	300	300	300
Mileage and travel reimbursements related to off-site events, trips, and training.				
Other Professional Services	18,571	21,000	20,000	20,000
Senior Services: manicurist, massage therapy, entertainment and professional services.				
Postage & Freight	5,030	4,752	4,752	4,752
Metered postage, stamps, registered mail and all other postage and shipping charges.				
Dues & Subscriptions	361	400	400	400
Membership dues for Council on Aging, Subscription to local paper.				
Utilities	15,918	15,000	15,000	15,000
Gas, electric & water.				
Phones - Local	1,351	1,450	1,450	1,450
AT&T equipment and service.				
Long Distance Phone Calls	6	25	25	25
Long distance calls.				
Equipment Maintenance	2,112	1,840	1,840	1,840
Reinspection of fire extinguishers; air condition repair and annual inspection.				
Building Maintenance	4,697	4,000	4,000	4,000
Maintains A.C. units, building repair, light fixtures.				
Office Supplies	5,580	5,500	5,500	5,500
Paper, pens, notebooks, stationary, calendars, printer cartridges, envelopes, labels, mailing sealers.				
Printing	0	200	200	200
Professional printing needs including banners, posters, letterhead, and printed envelopes.				
Special Designation Expense	7,680	1,000	2,500	2,500
Donations received from members designated for items.				
Recreation Supplies	1,844	1,000	1,000	1,000
Supplies for senior activities (exercise equipment, games).				
Tournament Expenses	558	700	700	700
Golf and pool tournament items and awards luncheon.				

CITY OF BARTLETT
SENIOR CENTER
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Clothing & Uniforms	484	500	500	500
Purchase uniforms for staff.				
Operating Supplies	5,091	3,300	5,000	4,000
Supplies for senior activities and luncheons.				
Cleaning Supplies	1,516	2,000	2,500	2,500
Facility cleaning supplies and paper products.				
Small Tools	188	200	200	200
Tools needed for regular maintenance.				
Tournament Awards	82	200	200	200
Trophies for activity tournaments.				
Travels by Seniors	7,638	12,000	16,500	16,500
Travel costs reimbursed by seniors.				
Health Fair Expense	2,779	2,000	3,118	2,000
Special event.				
Line Dance Workshop Expense	0	6,000	0	0
Special event.				
Equipment Leasing	327	500	500	500
Copier Lease and printing costs.				
Property Insurance	2,722	2,722	2,765	2,765
Property insurance allocation.				
General Liability Insurance	859	859	823	823
Allocation.				
Cash Over (Short)	5	0	0	0
Miscellaneous Other Expenses	2,401	2,000	2,000	2,000
Miscellaneous expense not classified elsewhere.				
Total Operations	**$ 87,801**	**$ 89,648**	**$ 91,973**	**$ 89,855**
Capital				
Building Improvements	$ 6,038	$ 8,000	$ 0	$ 8,000
New air conditioner unit.				
Other Equipment	7,865	0	0	0
Total Capital	**$ 13,903**	**$ 8,000**	**$ 0**	**$ 8,000**
Total Senior Center	**$ 334,519**	**$ 348,519**	**$ 335,696**	**$ 352,027**

CITY OF BARTLETT
RECREATION CENTER
FY 2013 Adopted Budget

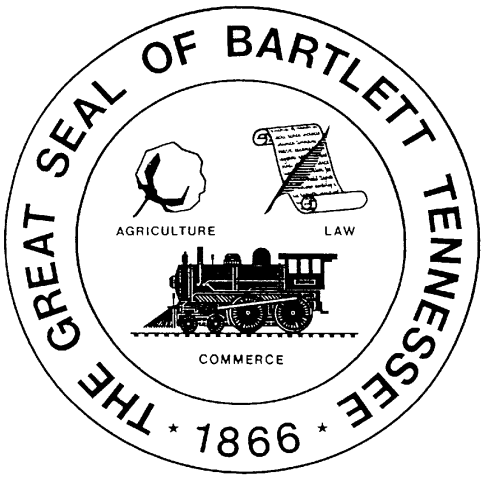
Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Employee Wages	$ 415,041	$ 448,030	$ 414,512	$ 422,970
Special Hours	68	1,500	1,000	1,500
Contracted Services	133,455	153,000	140,000	148,000
Part-Time	320,563	315,200	316,254	300,000
Vacation Pay	8,239	0	0	0
Longevity Pay	2,866	3,100	3,681	3,686
Bonus	4,823	5,000	5,185	12,400
Employee Health Insurance	62,369	67,918	69,152	66,111
Employee Life Insurance	1,984	2,419	2,257	2,284
Worker's Compensation Insurance	14,458	16,145	16,145	14,906
Unemployment Compensation	79	0	0	0
Retiree Health Insurance	10,894	22,402	21,381	21,148
FICA	60,400	58,287	58,011	55,695
Pension Contribution	61,004	62,724	59,867	59,216
Total Personnel	**$ 1,096,243**	**$ 1,155,725**	**$ 1,107,445**	**$ 1,107,916**
Staffing Level				
Full-Time	*11.02*	*12.00*	*11.00*	*12.00*
Part-Time (converted to FTE)	*16.36*	*18.37*	*17.08*	*17.48*
Total Full-Time Equivalent (FTE)	***27.38***	***30.37***	***28.08***	***29.48***
Operations				
Training	$ 3,201	$ 5,000	$ 3,000	$ 5,000
CPR, AED, First Aide, Oxygen, Lifeguard, and Fitness Certifications and recerts for BRC staff.				
Travel	86	0	0	0
Professional Services	13,335	15,000	13,000	15,000
Electricians, carpet cleaning, plumbers.				
Postage & Freight	2,440	6,000	3,000	5,000
Brochure, newsletter mailings, renewal notices and welcome letters.				
Dues & Subscriptions	495	1,000	1,000	1,000
TRPA fees, music license, and magazines.				
Utilities	138,281	140,000	130,000	140,000
MLG&W bills.				
Phones - Local	7,475	7,500	7,500	7,500
Local phone service, usage charges and voicemail services.				
Long Distance Phone Calls	87	100	100	100
Long distance calls.				
Cellular Phones	346	360	360	360
Facility Manager's cell phone.				
Vehicle Maintenance	46	500	500	500
Maintenance expense for City vehicle.				
Equipment Maintenance	9,936	10,000	10,000	10,000
Routine maintenance on cardio and weight equipment, replace and recover pads.				
Computer Maintenance	1,575	0	1,500	0
Building Maintenance	23,980	30,000	35,000	37,000
Paint, plumbing, pest control, HVAC maintenance, roof repair, refurnish the basketball and racquetball floors.				
Pool Maintenance	10,205	20,000	20,000	20,000
Products and chemicals to clean and maintain the pool.				

CITY OF BARTLETT
RECREATION CENTER
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Swim Competitions	34,807	40,000	40,000	40,000
Entry fees for swim meets, USS Swim Registration, trophies, t-shirts and coach travel expenses to meets.				
Office Supplies	5,100	6,000	6,000	6,000
Miscellaneous pens, pencils, paper, copy paper & other office items.				
Printing	1,278	4,500	4,500	4,500
Banners, brochures, posters, flyers for advertisements, pamphlets and key tags.				
Medical Supplies	0	500	500	500
Emergency Medical Kit.				
Petroleum Supplies	0	1,000	0	1,000
City provided gasoline for City vehicle transportation.				
Special Events	4,085	7,000	7,000	7,000
Supplies and other items for Aerobathon, Member Appreciation Day, Trunk or Treat and Kids Triathlon.				
Recreation Supplies	13,490	13,000	13,000	13,000
Swim Lesson cards, KNO supplies, basketballs, racquetball, softball equipment, potluck supplies and other program supplies.				
Cost of Goods Sold	1,241	4,000	2,000	4,000
swim caps, goggles, shirts, racquetball equipment, weight straps, and bottle water.				
Clothing & Uniforms	1,447	3,500	2,500	3,500
Uniforms for the staff, shirts for the training staff sweatshirts.				
Operating Supplies	16,759	23,187	22,000	22,000
Coffee supplies, xm radio, advertising, orkin, batteries, tissues, towels, garbage pick-up, fire and security fee, and ads.				
Cleaning Supplies	15,393	20,000	15,000	20,000
Cleaning solutions and detergents, mops, brooms, and cleaning tools.				
Small Tools	119	500	500	500
Small tools for general use.				
Tournament Awards	0	500	500	500
Basketball and Racquetball Tournaments, swim programs, ribbons, medals, and trophies for special events.				
Equipment Rental	1,852	1,000	1,000	1,000
Carpet cleaner rental.				
Equipment Leasing	2,151	4,000	3,000	5,000
Cost of copier rental.				
Property Insurance	12,783	12,783	12,973	12,973
Insurance Allocation.				
Vehicle & Equip Insurance	118	118	128	128
Insurance Allocation.				
General Liability Insurance	3,852	3,852	3,693	3,693
Insurance Allocation.				
Bank Charges	0	150	150	150
Credit Card Vendor Fees	24,237	26,000	26,000	26,000
Credit Card Processing Fees.				
Cash Over (Short)	150	0	0	0
License Fees	0	500	500	500
Training Staff Licenses.				
Damage Claims	49	500	500	500
Claims for damages.				
Miscellaneous Other Expenses	0	100	100	100
Miscellaneous expense.				
Total Operations	**$ 350,399**	**$ 408,150**	**$ 386,504**	**$ 414,004**

CITY OF BARTLETT
RECREATION CENTER
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Capital				
Data Processing Equipment	$ 1,403	$ 0	$ 2,045	$ 0
Total Capital	**$ 1,403**	**$ 0**	**$ 2,045**	**$ 0**
Total Recreation Center	**$ 1,448,045**	**$ 1,563,875**	**$ 1,495,994**	**$ 1,521,920**


THE GREAT SEAL OF BARTLETT TENNESSEE
AGRICULTURE
LAW
COMMERCE
* 1866 *

City of Bartlett

PERFORMING ARTS
FY 2013 Adopted Budget

Full-Time Authorized Personnel Positions

Performing Arts

Performing Arts Director	1
Operation Manager	1
TOTAL PERFORMING ARTS	**2**

The Performing Arts Center budget decreased by $20,729 (-3.28%) over the FY 2012 Projection. Decreased were caused by the $75k carryforward from FY 2011 to FY 2012, mostly in contract services with bands and producers. FY 2013 budget included a career ladder pay increase, a one-time bonus of $600 per full-time employee but no general pay increase. There were no staffing changes.

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	157,139	178,489	169,220	179,851
Benefits	63,324	66,665	68,227	67,447
Other Personnel	171,708	251,050	224,210	178,000
Operations	164,218	197,843	170,786	181,416
Capital	6,598	5,000	0	5,000
Total	**562,986**	**699,047**	**632,443**	**611,714**

Performing Arts Center

City of Bartlett

FY 2013 Adopted Budget

What We Do

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

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	157,139	178,489	169,220	179,851
Benefits	63,324	66,665	68,227	67,447
Other Personnel	171,708	251,050	224,210	178,000
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Capital	6,598	5,000	0	5,000
Total	**562,986**	**699,047**	**632,443**	**611,714**

FY 2012 Performance Highlights

The 2010-2011 season saw a strong increase in subscribership resulting from the interest in artists engaged for the year. The season was highlighted by performances from songwriter Amy Grant and Dougie Maclean, film actor Jeff Daniels, comedian Etta May, and Broadway performer Sam Harris all generating sold out houses. ONe of the season's wonderful surprises came through our new TheatreKids Conservatory, a nine-week theatre instructional program for students, culminating in four sold out performances of "The Wiz". Other programs that emphasized the showcasing local talent included our popular Missoula Children's Theatre productions featuring Bartlett students and five sold out performances of the theatrical classic "On Golden Pond" in a collaboration with the Bartlett Community Theatre.

Objective	Performance Measures	FY 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Maximize ticket revenue, continue to sell-out events, increase subscriptions, and add performances when feasible.	Revenue from ticket sales	105,000	110,000	115,000
Increase sponsorship with both cash and in-kind services	Actual contributions	$55,000 ($50,000 in-kind)	$45,000 ($30,000 in-kind)	$50,000 ($50,000 in-kind)
Pursue New rental accounts	Revenues from new rental accounts.		$ 15,000	$20,000
Continue new Children's Theatre Conservatory program and to develop new music series featuring acoustic music.	4 Sold-out shows with Childrens' Theatre Conservatory and produce 5 performances each of two plays using local theatre group.	14,000	$13,000 new revenue	N/A

CITY OF BARTLETT
PERFOMING ARTS
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 76,514	$ 76,514	$ 76,514	$ 76,996
Employee Wages	44,975	44,975	44,975	45,855
Contracted Services	166,033	246,050	216,947	170,500
Part-Time	35,650	57,000	47,731	57,000
Instructional Expense	5,675	5,000	7,263	7,500
Vacation Pay	2,091	0	0	0
Longevity Pay	3,060	3,081	3,060	3,080
Bonus	431	609	418	1,803
Employee Health Insurance	22,494	24,679	23,848	23,848
Employee Life Insurance	552	656	643	663
Worker's Compensation Insurance	1,329	924	924	900
Unemployment Compensation	1,271	0	3,169	0
Retiree Health Insurance	3,037	6,074	6,074	6,143
FICA	12,050	13,634	13,083	13,811
Pension Contribution	17,008	17,008	17,008	17,199
Total Personnel	**$ 392,170**	**$ 496,204**	**$ 461,657**	**$ 425,298**
Staffing Level				
Full-Time	*2.00*	*2.00*	*2.00*	*2.00*
Part-Time (converted to FTE)	*1.40*	*2.28*	*1.07*	*2.28*
Total Full-Time Equivalent (FTE)	***3.40***	***4.28***	***3.07***	***4.28***
Operations				
Training	$ (33)	$ 1,000	$ 370	$ 1,000
Employee training, conference registration fees.				
Volunteer Expense	0	1,169	400	800
Special Advisory Board projects or volunteer incentives (i.e. receptions, hospitality, recognitions).				
Travel	2,014	1,500	1,200	1,500
Travel expenses for annual conferences, mileage for business use of employee vehicles.				
Professional Services	1,015	21,875	10,000	16,000
Creative services for marketing materials.				
Postage & Freight	7,132	11,000	5,000	9,000
Postage and handling of marketing materials and routine monthly mail.				
Dues & Subscriptions	355	400	300	400
Membership fees with professional affiliations.				
Meetings	78	0	0	0
Utilities	39,061	40,000	38,000	40,000
Monthly utility bills.				
Phones - Local	1,080	1,000	1,000	1,000
Monthly local telephone usage.				
Long Distance Phone Calls	130	400	200	400
Long distance telephone usage.				
Cellular Phones	2,422	1,000	1,000	1,000
Monthly cellular contract.				
Shop Allocation	300	300	300	300
City shop work on city vehicle.				
Vehicle Maintenance	1,634	1,000	1,000	1,000
Additional city vehicle repair work by city shop.				
Equipment Maintenance	4,337	7,000	4,000	7,000

CITY OF BARTLETT
PERFOMING ARTS
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Service contracts and repair work on facility equipment.				
Grounds Maintenance	503	700	400	700
Basic grounds upkeep.				
Building Maintenance	14,975	29,200	40,000	25,000
Ongoing upkeep of facility.				
Office Supplies	1,620	1,500	1,500	1,500
Miscellaneous office products.				
Printing	5,779	5,989	2,200	4,000
Costs associated with miscellaneous printing projects.				
Ticket Sales Expenditures	11,980	2,000	600	1,000
Payments made as part of special percentage-based of contracts.				
Petroleum Supplies	3,377	3,000	3,000	3,000
Fuel charges for city vehicle.				
Concession Supplies Client	1,577	4,000	3,000	4,000
Supplies for catering services for rental clients.				
Concession Supplies	11,422	8,500	8,500	8,500
Supplies for concessions sales and dinner show catering.				
Clothing & Uniforms	132	225	225	225
Staff shirts or special apparel.				
Operating Supplies	8,163	10,000	10,000	10,000
General operating supplies and expenses.				
Cleaning Supplies	951	2,000	2,000	2,000
Miscellaneous custodial supplies.				
Public Awareness	26,682	25,500	20,000	24,500
Sales Marketing and Public Relations expenses.				
Equipment Rental	2,127	3,000	1,000	2,000
Contracts for leased equipment and other specialized equipment needs.				
Copier Rental	873	0	1,000	1,000
Property Insurance	6,736	6,736	6,805	6,805
Allocation.				
Vehicle & Equip Insurance	118	118	135	135
Allocation.				
General Liability Insurance	1,731	1,731	1,651	1,651
Allocation.				
Credit Card Vendor Fees	5,947	6,000	6,000	6,000
Banking fees for credit card transactions.				
Total Operations	**$ 164,218**	**$ 197,843**	**$ 170,786**	**$ 181,416**
Capital				
Data Equipment	$ 181	$ 0	$ 0	$ 0
Furniture	150	0	0	0
Other Equipment	6,267	5,000	0	5,000
Updating obsolete lighting equipment due to governmental discontinuation of incandescent bulbs for fixtures.				
Total Capital	**$ 6,598**	**$ 5,000**	**$ 0**	**$ 5,000**
TOTAL PERFORMING ARTS	**$ 562,986**	**$ 699,047**	**$ 632,443**	**$ 611,714**

CITY OF BARTLETT

TENNESSEE

SPECIAL REVENUE FUNDS

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

City of Bartlett

SPECIAL REVENUE FUNDS

FY 2013 Adopted Budget

Full-Time Authorized Personnel Positions

Solid Waste Fund

Manager	1
Driver	27
Solid Waste Supervisor	3
Clerk	1
Sanitation Worker	5
Total Solid Waste Fund	**37**

Drainage Control Fund

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

TOTAL SPECIAL REVENUE FUNDS	**38**

The Special Revenue Funds includes State Street Aid, Solid Waste, General Improvement, Drug Enforcement, DEA Enforcement, Drainage Control, and the Park Improvement 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. The total of all Special Revenue Funds expenditure budgets is higher than the budgeted revenues resulting an increase used of fund balance in FY 2013. This budget included a career ladder pay increase, a one-time bonus of $600 per full-time employee but no general pay increase. There were no staffing changes.

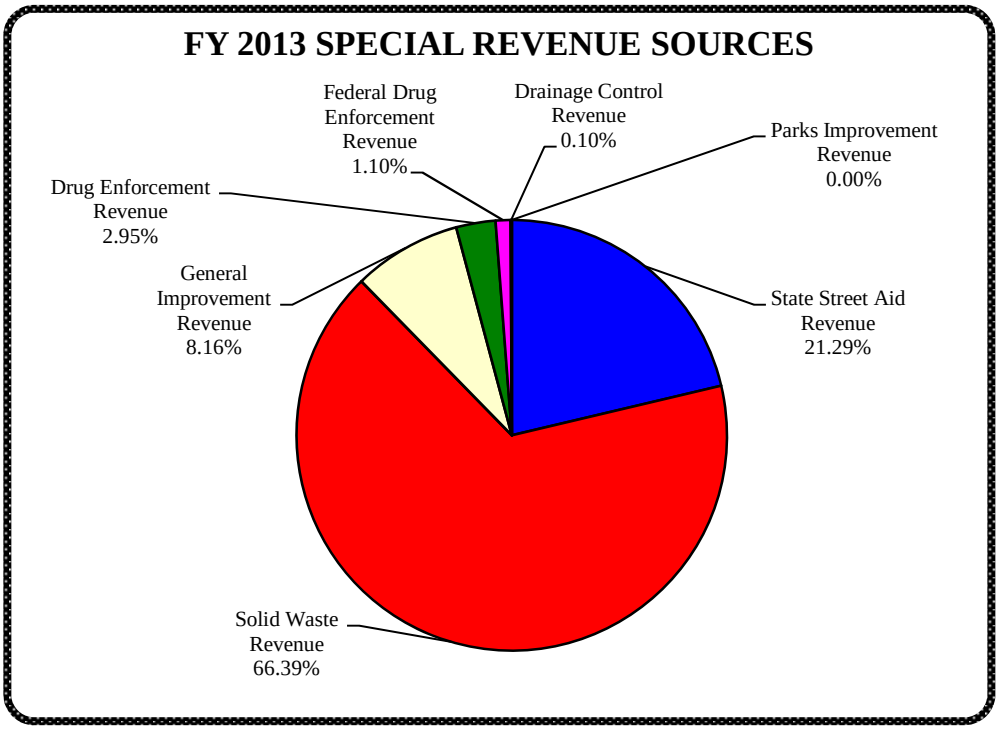
Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Revenues	*7,223,508*	*7,252,391*	*7,761,008*	*7,293,000*
Salaries	1,596,114	1,656,044	1,623,861	1,654,719
Benefits	766,658	834,715	828,552	869,260
Other Personnel	155,872	155,000	161,100	163,000
Operations	3,200,059	3,604,864	3,395,725	3,644,269
Capital	760,597	876,384	712,731	803,250
Tranfer Out	950,000	650,000	650,000	950,000
Net Income	**(205,793)**	**(524,616)**	**389,039**	**(791,498)**
Beg Fund Bal	**4,102,286**	**3,896,493**	**3,896,493**	**4,285,533**
End Fund Bal	**3,896,493**	**3,371,878**	**4,285,533**	**3,494,035**

CITY OF BARTLETT
SUMMARY OF ALL SPECIAL REVENUE FUNDS
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Revenues				
State Street Aid Revenue	$ 1,500,043	$ 1,572,400	$ 1,553,520	$ 1,553,000
Solid Waste Revenue	4,854,628	4,846,000	5,098,020	4,842,000
General Improvement Revenue	600,887	595,000	595,000	595,000
Drug Enforcement Revenue	206,050	159,500	344,500	215,500
Federal Drug Enforcement Revenue	55,816	65,500	150,500	80,500
Drainage Control Revenue	6,084	7,000	12,000	7,000
Parks Improvement Revenue	0	6,991	7,468	0
Total Revenues	**$ 7,223,508**	**$ 7,252,391**	**$ 7,761,008**	**$ 7,293,000**
Expenditures				
Personnel				
Solid Waste Fund	$ 2,411,651	$ 2,509,940	$ 2,470,005	$ 2,549,625
Drug Enforcement Funds	27,201	43,000	54,000	45,000
Drainage Control Fund	79,793	92,819	89,508	92,354
Total Personnel	**$ 2,518,645**	**$ 2,645,759**	**$ 2,613,513**	**$ 2,686,979**
Staffing Level				
Full-Time	*37.66*	*38.00*	*36.31*	*38.00*
Part-Time (converted to FTE)	*1.51*	*1.73*	*1.10*	*1.73*
Total Full-Time Equivalent (FTE)	***39.17***	***39.73***	***37.41***	***39.73***
Operations				
State Street Aid Fund	$ 1,226,489	$ 1,425,000	$ 1,325,000	$ 1,375,000
Solid Waste Fund	1,757,111	1,696,125	1,669,055	1,744,669
General Improvement Fund	154,826	246,039	235,500	318,900
Drug Enforcement Funds	50,550	153,180	101,050	143,800
Federal Drug Enforcement Fund	4,814	65,120	49,320	29,400
Drainage Control Fund	6,269	19,400	15,800	32,500
Total Operations	**$ 3,200,059**	**$ 3,604,864**	**$ 3,395,725**	**$ 3,644,269**
Transfers Out				
Solid Waste to Debt Service	$ 500,000	$ 500,000	$ 500,000	$ 500,000
General Improvement Fund to General Fund	450,000	150,000	150,000	450,000
Total Transfers Out	**$ 950,000**	**$ 650,000**	**$ 650,000**	**$ 950,000**
Capital				
State Street Aid Fund	$ 195,241	$ 162,963	$ 121,000	$ 140,000
Solid Waste Fund	62,682	255,000	255,500	236,000
General Improvement Fund	157,488	202,791	141,000	170,000
Drug Enforcement Funds	11,847	130,720	94,000	155,500
Federal Drug Enforcement Fund	46,608	58,000	47,600	96,000
Drainage Control Fund	3,966	5,750	4,740	5,750
Parks Improvement Fund	282,765	61,160	48,891	0
Total Capital	**$ 760,597**	**$ 876,384**	**$ 712,731**	**$ 803,250**
Total Expenditures	**$ 7,429,301**	**$ 7,777,007**	**$ 7,371,969**	**$ 8,084,498**
Net From Operations	**(205,793)**	**(524,616)**	**389,039**	**(791,498)**
Beginning Fund Balance	**$ 4,102,286**	**$ 3,896,493**	**$ 3,896,493**	**$ 4,285,533**
Ending Fund Balance	**$ 3,896,493**	**$ 3,371,878**	**$ 4,285,533**	**$ 3,494,035**

CITY OF BARTLETT
ANALYSIS OF SPECIAL REVENUE SOURCES
FY 2013 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, and Park Improvement Fund.

State Street Aid Fund

FY	Amount	% Inc (Dec)
2009	$ 2,515,329	
2010	$ 1,894,387	-24.69%
2011	$ 1,500,043	-20.82%
2012 (Proj)	$ 1,553,520	3.57%
2013 (Bdgt)	$ 1,553,000	-0.03%

This is the City's portion of the motor fuel and gasoline taxes collected by and distributed by the State and some developer fees used for streetlights and paving. There was a $904,605 transfer in for FY 2009 and a $500,000 transfer in for FY 2010 from the General Fund for street paving. For FY 2011, FY 2012 and FY 2013 street paving was budgeted in the CIP. There is budgeted increase for gas tax revenue for FY 2012 as the States reallocated the City share based on the population increase.

Solid Waste revenue is based on a $22.00 per month charge for collection and disposal. There was a solid waste fee increase of $3 per month from $19.00 to $22.00 on July 1, 2007. Storm reimbursements caused a big increase in FY 2010 and a similar a decrease in FY 2011, and a big increase in FY 2012 and a similar a decrease in FY 2013 budget. Beside that, Solid Waste revenues are budgeted to stay the same in FY 2013.

Solid Waste Fund

FY	Amount	% Inc (Dec)
2009	$ 4,833,722	
2010	$ 5,300,432	9.66%
2011	$ 4,854,628	-8.41%
2012 (Proj)	$ 5,098,020	5.01%
2013 (Bdgt)	$ 4,842,000	-5.02%

CITY OF BARTLETT
ANALYSIS OF SPECIAL REVENUE SOURCES
FY 2013 Adopted Budget

General Improvement Fund			
FY		Amount	% Inc (Dec)
2009	$	594,226	
2010	$	593,646	-0.10%
2011	$	600,887	1.22%
2012 (Proj)	$	595,000	-0.98%
2013 (Bdgt)	$	595,000	0.00%

General Improvement revenue is derived from a $2.50 City Service fee charged to all utility and solid waste customers. $450,000 of this revenue is transferred to the General Fund 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.

Drug Enforcement Funds			
FY		Amount	% Inc (Dec)
2009	$	310,500	
2010	$	220,618	-28.95%
2011	$	206,050	-6.60%
2012 (Proj)	$	344,500	67.19%
2013 (Bdgt)	$	215,500	-37.45%

Federal Drug Enforcement Fund			
FY		Amount	% Inc (Dec)
2009	$	53,516	
2010	$	81,774	52.80%
2011	$	55,816	-31.74%
2012 (Proj)	$	150,500	169.64%
2013 (Bdgt)	$	80,500	-46.51%

The Federal Drug Enforcement Fund revenues are federal grant funds and seizure funds that are used for drug education and enforcement programs.

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. There were only a few developments.

Drainage Control Fund			
FY		Amount	% Inc (Dec)
2009	$	14,581	
2010	$	12,245	-16.02%
2011	$	6,084	-50.32%
2012 (Proj)	$	12,000	97.24%
2013 (Bdgt)	$	7,000	-41.67%

Parks Improvement Fund			
FY		Amount	% Inc (Dec)
2009	$	20,292	
2010	$	15,275	-24.72%
2011	$	0	-100.00%
2012 (Proj)	$	7,468	#DIV/0!
2013 (Bdgt)	$	0	-100.00%

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. Since FY 2011, a small donation to purchase equipment for Davies Park was the only activity in FY 2012. No expected activity in FY 2013.

CITY OF BARTLETT
STREET AID FUND
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Street Aid Fund Revenues				
Gas Taxes	$ 1,394,198	$ 1,567,400	$ 1,543,520	$ 1,550,000
Street Lighting Fee	101,042	0	7,000	0
Developer Paving Fee	4,802	0	0	0
Other Revenues	0	5,000	3,000	3,000
Total Street Aid Revenues	**$ 1,500,043**	**$ 1,572,400**	**$ 1,553,520**	**$ 1,553,000**
Street Aid Expenditures				
Operations				
Street Lighting	$ 1,209,482	$ 1,350,000	1,250,000	1,300,000
Asphalt/Street Repairs	17,006	75,000	75,000	75,000
Total Operations	**$ 1,226,489**	**$ 1,425,000**	**$ 1,325,000**	**$ 1,375,000**
Capital				
Handicap Ramp At Curbs	$ 37,622	$ 60,813	50,000	50,000
Curb Replacement	120,847	62,150	35,000	50,000
Signal Maintenance	36,772	40,000	36,000	40,000
Total Capital	**$ 195,241**	**$ 162,963**	**$ 121,000**	**$ 140,000**
Total Street Aid Expenditures	**$ 1,421,730**	**$ 1,587,963**	**$ 1,446,000**	**$ 1,515,000**
Net From Operations	**78,313**	**(15,563)**	**107,520**	**38,000**
Beginning Fund Balance	**$ 492,578**	**$ 570,891**	**$ 570,891**	**$ 678,411**
Ending Fund Balance	**$ 570,891**	**$ 555,328**	**$ 678,411**	**$ 716,411**

Solid Waste Fund

City of Bartlett

FY 2013 Adopted Budget

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 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Revenues	*4,854,628*	*4,846,000*	*5,098,020*	*4,842,000*
Salaries	1,521,652	1,564,568	1,521,608	1,562,257
Benefits	735,362	805,372	798,397	837,368
Other Personnel	154,637	140,000	150,000	150,000
Operations	1,757,111	1,696,125	1,669,055	1,744,669
Capital	62,682	255,000	255,500	236,000
Transfer Out	500,000	500,000	500,000	500,000
Net Income	**123,184**	**(115,065)**	**203,460**	**(188,294)**
Beg Fund Bal	**999,772**	**1,122,956**	**1,122,956**	**1,326,416**
End Fund Bal	**1,122,956**	**1,007,891**	**1,326,416**	**1,138,122**

FY 2012 Performance Highlights

The Solid Waste Division was deeply involved with the planning and strategies of how to maintain refuse service during flooding within the county. The leaf collection for FY12 has improved this year with less complaints from residents and collection in a more timely manner. This department's seasoned employees and leadership continue to improve each year!

Objective	Performance Measures	FY 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Avoid extensive delays in leaf collection. Contracted labor and additional leaf machines have helped minimize delays.	Period that our crews ran behind during our 5-month loose-leaf collection season.	4 out of 6 months	2 out of 6 months	2 out of 6 months
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)	43%	44%	45%
Maintain the current level of household service.	# of complaints/services provided (# of customers x 52 = # of services provided)	1 per 11,038	1 per 14,604	1 per 15,000

CITY OF BARTLETT
SOLID WASTE FUND
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Solid Waste Revenues				
FEMA Disaster Reimbursement	$ 42,371	$ 0	$ 175,019	$ 0
TEMA Disaster Reimbursement	0	0	100,354	0
Millington Disaster Reimbursement	0	0	18,167	0
Sanitation Fee-Residential	4,745,887	4,781,000	4,751,600	4,785,000
Sanitation Fee-Commercial	18,522	18,500	18,480	18,500
Recycling Fee	14,703	20,000	10,000	12,000
Carts Commercial	80	500	500	500
Special Sanitation Pick Up	400	500	400	500
Carts Residential	22,802	20,000	19,000	20,000
Appliances	3,600	3,500	3,500	3,500
Interest	0	0	0	0
Other Revenue	6,262	2,000	1,000	2,000
Total Solid Waste Revenues	**$ 4,854,628**	**$ 4,846,000**	**$ 5,098,020**	**$ 4,842,000**
Solid Waste Expenditures				
Personnel				
Supervisor Salaries	$ 70,811	$ 72,179	$ 72,180	$ 73,247
Employee Wages	1,235,450	1,292,889	1,250,145	1,281,289
Overtime Wages	186,768	170,000	169,949	170,000
Contracted Services	154,637	140,000	150,000	150,000
Part-Time	28,623	29,500	29,334	37,721
Vacation Pay	14,003	0	3,760	0
Educational Bonus	480	720	0	0
Sick Pay	7,922	0	0	0
Longevity Pay	25,395	29,981	29,943	28,410
Bonus	3,273	3,445	3,262	25,645
Employee Health Insurance	299,203	335,035	334,956	347,830
Employee Life Insurance	6,597	7,371	7,331	7,314
Worker's Compensation Insurance	47,650	51,270	51,270	51,846
Retiree Health Insurance	32,619	68,253	66,123	67,727
FICA	116,130	118,187	116,848	118,961
Pension Contribution	182,091	191,110	184,904	189,635
Total Personnel	**$ 2,411,651**	**$ 2,509,940**	**$ 2,470,005**	**$ 2,549,625**
Staffing Level				
Full-Time	*36.66*	*37.00*	*35.31*	*37.00*
Part-Time (converted to FTE)	*1.51*	*1.73*	*1.10*	*1.73*
Total Full-Time Equivalent (FTE)	***38.17***	***38.73***	***36.41***	***38.73***
Operations				
Other Professional Services	$ 7,200	$ 0	$ 0	$ 0
Contracted assisted collections Spring cleanings.				
Dues & Subscriptions	265	200	200	200
TCAPWA and SWANA membership dues and various magazine subscriptions.				
Utilities	15,152	15,000	14,500	15,000
Electricity, water, sewer, propane.				
Phone-Local	1,320	1,500	1,200	1,300
Local telephone costs.				

CITY OF BARTLETT
SOLID WASTE FUND
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Long Distance	3	10	10	10
Long distance telephone costs.				
Cell Phone	723	600	1,000	2,100
Cell phone monthly costs, adding two cell phones for Field Supervisors.				
Shop Allocation	100,000	100,000	100,000	100,000
Shop labor allocation.				
Vehicle Maintenance	306,354	300,000	315,000	320,000
Parts for vehicle repairs.				
Equipment Maintenance	38,708	35,000	34,286	35,000
Parts for equipment repairs, leaf machines, loaders.				
Radio Maintenance	737	1,000	1,000	1,000
Repairs for communication radios.				
Building Maintenance	4,384	8,000	6,000	15,000
Paint, tiles, light bulbs, doors, windows, etc. Steel support structure and replace damaged outside panels.				
Office Supplies	1,166	1,000	850	1,000
Paper, pens, pencils, folders, envelopes, printer cartridges				
Printing	213	500	450	500
Cart hangers, fliers, Bartlett Exress ad.				
Petroleum	359,039	368,900	380,000	400,000
Gas, diesel, oil, estimated 5% increase for FY13.				
Clothing	12,494	12,000	10,000	10,500
Clothes, uniforms, gloves, rain coats, etc.				
Operating Supplies	19,255	16,000	15,000	16,000
Wasp spray, gloves, rain suits, decals, vests.				
Clean Supplies	4,587	4,000	3,000	3,600
Wax, cleaning agents, rags, soap, toilet paper, paper towels				
Sand/Dirt	1,593	3,000	3,000	3,000
Sod, dirt, sand, need to gravel/limestone the area behind transfer station and in the mulch site.				
Small Tools	1,100	1,000	1,600	1,500
Screw drivers, hammers, power and hand tools, vaccuum clean				
Copier Rent	285	400	300	300
Equipment Leasing expense.				
Property Insurance	970	996	984	984
Property insurance.				
Vehicle Insurance	28,705	24,321	19,459	19,459
Vehicle and equipment insurance.				
Gen Liability Insurance	11,977	11,198	11,716	11,716
General liability insurance.				
Landfill Fee	807,092	754,000	720,000	750,000
Landfill fee & mulch cost.				
Disposal Fee Recycling	738	2,000	1,000	1,000
Hauling fees for all sites and rental on recycling bins locations.				
Damage Claims	11,553	14,000	7,000	14,000
Money paid for minor damage claims for SW workers doing job.				
Miscellaneous Expense	21,500	21,500	21,500	21,500
Shelby County Waste facility ($20,000), $1,500 for the fees for the Transfer Station.				
Total Operations	**$ 1,757,111**	**$ 1,696,125**	**$ 1,669,055**	**$ 1,744,669**

CITY OF BARTLETT
SOLID WASTE FUND
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Transfers Out				
Transfer To Debt Service	$ 500,000	$ 500,000	$ 500,000	$ 500,000
Total Transfers Out	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**
Capital				
Communications Equipment	$ 0	$ 0	$ 500	$ 1,000
Data Equipment	350	0	0	0
Other Equipment	0	185,000	185,000	165,000
Front end loader for transferr station for use on tipping floor.				
Carts	62,332	70,000	70,000	70,000
Garbage cart purchases for distribution/sale to public, replacement carts for original carts now 18 years old.				
Total Capital	**$ 62,682**	**$ 255,000**	**$ 255,500**	**$ 236,000**
Total Solid Waste Expenditures	**$ 4,731,444**	**$ 4,961,065**	**$ 4,894,560**	**$ 5,030,294**
Net From Operations	**123,184**	**(115,065)**	**203,460**	**(188,294)**
Beginning Fund Balance	**$ 999,772**	**$ 1,122,956**	**$ 1,122,956**	**$ 1,326,416**
Ending Fund Balance	**$ 1,122,956**	**$ 1,007,891**	**$ 1,326,416**	**$ 1,138,122**

CITY OF BARTLETT
GENERAL IMPROVEMENT FUND
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
General Improvement Revenues				
City Service Fee	$ 596,186	$ 595,000	$ 595,000	$ 595,000
Other Revenues	4,701	0	0	0
Total General Improvement Revenues	**$ 600,887**	**$ 595,000**	**$ 595,000**	**$ 595,000**
General Improvement Expenditures				
Operations				
Training	$ 0	$ 0	$ 4,950	$ 9,900
Dues & Subscriptions	2,900	4,000	3,500	4,000
Rental	17,430	25,000	20,000	20,000
Software	15,664	52,039	47,000	95,000
Equipment Maintenance	2,243	5,000	5,000	5,000
Computer Maintenance	115,309	150,000	145,000	175,000
Operating Supplies	44	0	50	0
Miscellaneous Expense	1,235	10,000	10,000	10,000
Total Operations	**$ 154,826**	**$ 246,039**	**$ 235,500**	**$ 318,900**
Transfers Out				
Transfer To General Fund	$ 450,000	$ 150,000	$ 150,000	$ 450,000
Total Transfers Out	**$ 450,000**	**$ 150,000**	**$ 150,000**	**$ 450,000**
Capital				
Building Improvement	$ 13,757	$ 30,000	$ 15,000	$ 15,000
Communication Equipment	6,103	10,000	5,000	10,000
Data Equipment	132,695	132,791	101,000	125,000
Furniture	2,827	0	0	0
Other Equipment	0	20,000	10,000	10,000
Curb Repair	2,106	10,000	10,000	10,000
Total Capital	**$ 157,488**	**$ 202,791**	**$ 141,000**	**$ 170,000**
Total Gen Improvement Expenditures	**$ 762,314**	**$ 598,830**	**$ 526,500**	**$ 938,900**
Net From Operations	**(161,426)**	**(3,830)**	**68,500**	**(343,900)**
Beginning Fund Balance	**$ 702,024**	**$ 540,598**	**$ 540,598**	**$ 609,098**
Ending Fund Balance	**$ 540,598**	**$ 536,768**	**$ 609,098**	**$ 265,198**

CITY OF BARTLETT
DRUG ENFORCEMENT FUNDS
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Drug Enforcement Funds Revenues				
Drug Arrest Fees	$ 3,449	$ 3,500	$ 3,900	$ 4,000
Drug Enforcement Fines	30,716	28,000	27,500	28,000
Restitution Payment	30	500	500	500
Other Court Fines	3,128	2,500	2,800	3,000
Sale Confiscated Property	32,029	40,000	40,000	40,000
Confiscated Cash	545	1,000	800	1,000
Confiscated DEA Sales	0	1,000	21,000	1,000
Civil Settlement	132,318	80,000	245,000	135,000
Other Revenues	3,834	3,000	3,000	3,000
Total Drug Enforcement Funds Revenues	**$ 206,050**	**$ 159,500**	**$ 344,500**	**$ 215,500**
Drug Enforcement Funds Expenditures				
Dare Program Expenditures				
Operations				
Training	$ 0	$ 2,000	$ 2,000	$ 2,000
Travel	1,094	2,500	1,500	2,500
Office Supplies	0	500	250	500
Printing	0	1,200	500	1,200
Operating Supplies	10,177	10,000	10,000	10,000
Small Tools	0	6,500	6,500	6,500
Public Awareness	7,684	15,000	15,000	15,000
Total Operations	**$ 18,954**	**$ 37,700**	**$ 35,750**	**$ 37,700**
Capital				
Data Equipment	$ 0	$ 5,000	$ 5,000	$ 20,000
Vehicles	0	0	4,000	0
Total Capital	**$ 0**	**$ 5,000**	**$ 9,000**	**$ 20,000**
Total Dare Program Expenditures	**$ 18,954**	**$ 42,700**	**$ 44,750**	**$ 57,700**
Drug Enforcement Expenditures				
Personnel				
Overtime Wages	$ 25,312	$ 40,000	$ 50,000	$ 40,000
FICA	1,889	3,000	4,000	5,000
Total Personnel	**$ 27,201**	**$ 43,000**	**$ 54,000**	**$ 45,000**
Operations				
Training	$ 2,643	$ 12,000	$ 6,000	$ 8,000
Firearm Training	0	1,000	0	1,000
Travel	3,650	10,000	8,500	15,000
Professional Services	60	2,000	0	2,000
Contract Services	0	500	0	500
Notice Publication	0	1,000	0	1,000
Dues & Subscriptions	200	1,000	1,000	5,000
Phone-Local	907	1,500	500	1,500
Long Distance	0	100	0	100
Cell Phone	640	8,000	8,000	8,000
Software	371	20,000	10,000	20,000

CITY OF BARTLETT
DRUG ENFORCEMENT FUNDS
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Vehicle Maintenance	10,322	10,000	7,500	1,000
Office Supplies	129	3,000	2,500	3,000
Clothing	100	11,380	10,000	10,000
Operating Supplies	230	5,000	1,500	5,000
Small Tools	433	4,000	800	4,000
Public Awareness	1,606	2,000	0	2,000
Drug Prevention	0	500	500	500
Equipment Rental	0	1,000	0	1,000
Copier Rental	1,177	2,500	2,500	2,500
Tow-In Fee	2,625	8,000	3,000	4,000
Informant Payments	6,503	10,000	3,000	10,000
Miscellaneous Expense	0	1,000	0	1,000
Total Operations	**$ 31,596**	**$ 115,480**	**$ 65,300**	**$ 106,100**
Capital				
Communication Equipment	$ 3,135	$ 6,000	$ 6,000	$ 15,000
Data Equipment	440	55,220	20,000	20,000
Office Equipment	0	2,500	0	2,500
Vehicles	2,209	50,000	48,000	68,000
Furniture	2,443	10,000	10,000	10,000
Other Equipment	3,620	2,000	1,000	20,000
Total Capital	**$ 11,847**	**$ 125,720**	**$ 85,000**	**$ 135,500**
Total Drug Enforcement Expenditures	**$ 70,643**	**$ 284,200**	**$ 204,300**	**$ 286,600**
Total Drug Enforcement Funds Expenditure	**$ 89,597**	**$ 326,900**	**$ 249,050**	**$ 344,300**
Net From Operations	**116,453**	**(167,400)**	**95,450**	**(128,800)**
Beginning Fund Balance	**$ 332,634**	**$ 449,087**	**$ 449,087**	**$ 544,537**
Ending Fund Balance	**$ 449,087**	**$ 281,687**	**$ 544,537**	**$ 415,737**

CITY OF BARTLETT
FEDERAL DRUG ENFORCEMENT FUND
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Fed Drug Enforcement Revenues				
DEA Funds	$ 55,301	$ 65,000	$ 150,000	$ 80,000
Interest	515	500	500	500
Total Fed Drug Enforcement Revenues	**$ 55,816**	**$ 65,500**	**$ 150,500**	**$ 80,500**
Fed Drug Enforcement Expenditures				
Operations				
Training	$ 0	$ 2,000	$ 1,000	$ 2,000
Volunteer Expense	0	1,500	1,500	1,500
Travel	0	15,000	6,000	15,000
Dues & Subscription	0	500	0	500
Cell Phone	4,814	5,000	5,000	5,000
Vehicle Maintenance	0	2,000	400	2,000
Radio Maintenance	0	1,200	0	1,200
Computer Maintenance	0	35,220	35,220	0
Office Supplies	0	1,000	200	1,000
Printing	0	200	0	200
Small Tools	0	1,000	0	1,000
Miscellaneous Expense	0	500	0	0
Total Operations	**$ 4,814**	**$ 65,120**	**$ 49,320**	**$ 29,400**
Capital				
Data Equipment	$ 8,090	$ 8,000	$ 3,000	$ 8,000
Vehicles	38,518	30,000	24,600	68,000
Other Equipment	0	20,000	20,000	20,000
Total Capital	**$ 46,608**	**$ 58,000**	**$ 47,600**	**$ 96,000**
Total Fed Drug Enforcement Expenditures	**$ 51,423**	**$ 123,120**	**$ 96,920**	**$ 125,400**
Net From Operations	**4,393**	**(57,620)**	**53,580**	**(44,900)**
Beginning Fund Balance	**$ 231,058**	**$ 235,451**	**$ 235,451**	**$ 289,031**
Ending Fund Balance	**$ 235,451**	**$ 177,831**	**$ 289,031**	**$ 244,131**

CITY OF BARTLETT
DRAINAGE FUND
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Drainage Control Revenues				
Drainage Fee Not Served Detention Basin	$ 0	$ 0	$ 4,000	$ 0
Drainage Fee Detention Basin	4,750	5,000	6,000	5,000
Interest/Other	1,334	2,000	2,000	2,000
Total Drainage Revenues	**$ 6,084**	**$ 7,000**	**$ 12,000**	**$ 7,000**
Drainage Control Expenditures				
Personnel				
Employee Wages	$ 48,770	$ 49,476	$ 49,476	$ 49,962
Overtime Wages	381	2,000	2,777	2,500
Contract Services	1,235	15,000	11,100	13,000
Vacation Pay	5,711	0	0	0
Education Bonus	720	720	720	720
Longevity	975	1,000	990	1,000
Bonus	86	87	84	687
Employee Health Insurance	8,457	9,421	9,120	9,121
Employee Life Insurance	223	267	277	270
Worker's Compensation Insurance	1,392	1,487	1,487	1,527
Retiree Health Insurance	1,219	2,474	2,474	2,498
FICA	3,795	3,960	4,076	4,074
Pension Contribution	6,828	6,927	6,927	6,995
Total Personnel	**$ 79,793**	**$ 92,819**	**$ 89,508**	**$ 92,354**
Staffing Level				
Full-Time	*1.00*	*1.00*	*1.00*	*1.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***1.00***	***1.00***	***1.00***	***1.00***
Operations				
Training	$ 0	$ 1,000	$ 1,000	$ 1,000
Training to keep certification.				
Travel	238	750	750	750
Travel to keep certification.				
Professional Services	202	1,500	1,500	1,500
Shelby County Register & Tree preservation.				
Other Professional Services	0	0	0	15,000
Stormwater mailings.				
Postage	23	150	150	150
Stormwater mailings.				
Dues & Subscription	100	400	800	1,000
Stormwater and forestry subscriptions.				
Printing	1,202	1,500	500	1,000
Phamphlets.				
Operating Supplies	208	2,500	2,500	1,500
Paper ink pens misc stuff.				
Public Awareness	837	8,000	5,000	7,000
Waterworks ads.				
State Fees	3,460	3,600	3,600	3,600
Stromwater state fee.				
Total Operations	**$ 6,269**	**$ 19,400**	**$ 15,800**	**$ 32,500**

CITY OF BARTLETT
DRAINAGE FUND
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Capital				
Data Equipment	$ 0	$ 0	$ 240	$ 250
Other Equipment	0	750	0	500
Various small tools.				
Drain Pipe	3,966	5,000	4,500	5,000
Pipe cost for small in house drainage projects erosion materials.				
Total Capital	**$ 3,966**	**$ 5,750**	**$ 4,740**	**$ 5,750**
Total Drainage Control Expenditures	**$ 90,028**	**$ 117,969**	**$ 110,048**	**$ 130,604**
Net From Operations	**(83,944)**	**(110,969)**	**(98,048)**	**(123,604)**
Beginning Fund Balance	**$ 354,932**	**$ 270,988**	**$ 270,988**	**$ 172,940**
Ending Fund Balance	**$ 270,988**	**$ 160,019**	**$ 172,940**	**$ 49,336**

CITY OF BARTLETT
PARK IMPROVEMENTS FUND
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Park Improvement Revenues				
Parks Dev Fee Dist1	$ 0	$ 0	$ 0	$ 0
Parks Dev Fee Dist2	0	6,991	7,468	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	**$ 0**	**$ 6,991**	**$ 7,468**	**$ 0**
Park Improvement Expenditures				
Park Improvements Dist1	$ 145,000	$ 12,269	$ 0	$ 0
Park Improvements Dist2	137,765	6,991	6,991	0
Park Improvements Dist3	0	41,900	41,900	0
Greenbelt	0	0	0	0
Park Improvements Miscellaneous	0	0	0	0
Total Park Improvement Expenditures	**$ 282,765**	**$ 61,160**	**$ 48,891**	**$ 0**
Net From Operations	**(282,765)**	**(54,169)**	**(41,423)**	**0**
Beginning Fund Balance	**$ 989,288**	**$ 706,523**	**$ 706,523**	**$ 665,100**
Ending Fund Balance	**$ 706,523**	**$ 652,354**	**$ 665,100**	**$ 665,100**

CITY OF BARTLETT

TENNESSEE

UTILITY FUND

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

City of Bartlett

UTILITY FUND
FY 2013 Adopted Budget

The Utility Fund has four cost centers; Administration, Water & Wastewater Services, Plant Operations and Sewer Lagoon. The Utility Fund budget increased by $367,462 (6.72%) over the FY 2012 Projection. Increases were caused by an additional Watertreat Operation position in Plant Operations and equipment replacements in Water & Wastewater Services. FY 2013 budget included a career ladder pay increase, a one-time bonus of $600 per full-time employee but no general pay increase. There were no other staffing changes.

Full-Time Authorized Personnel Positions

Utility Administration	
Supervisor	1
Foreman Meter Reader	1
Senior Meter Reader	1
Meter Reader	3
General Clerk	2
Skill Clerk	2
Senior Clerk	1
Total Utility Administration	**11**
Water & Wastewater Services	
Manager	1
Driver	5
Sewer Tech	2
Foreman	3
Supervisor	1
Utility Worker	2
Utility Location Technician	1
Total Water & Wastewater Svcs	**15**
Plant Operations	
Manager	1
Engineer	1
Utility Worker	1
Watertreat Operator	*3*
Total Plant Operations	**6**
Sewer Lagoon	
Manager	1
Driver	1
Watertreat Operator	1
Total Sewer Lagoon	**3**
TOTAL UTILITY FUND	**35**

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Revenues	*6,797,607*	*8,713,508*	*8,401,430*	*8,423,500*
Salaries	1,412,510	1,459,873	1,437,779	1,524,054
Benefits	838,168	774,649	730,404	785,208
Other Personnel	5,384	5,500	1,255	2,000
Operations	2,827,695	2,982,376	2,905,141	3,016,658
Capital	13,494	553,076	392,680	506,800
Debt Service	1,509,918	1,653,575	1,540,407	1,652,199
Net Income	**190,438**	**1,284,460**	**1,393,765**	**936,581**
Beg Ret Engs	**3,848,056**	**4,038,494**	**4,038,494**	**5,432,259**
End Ret Engs	**4,038,494**	**5,322,954**	**5,432,259**	**6,368,840**

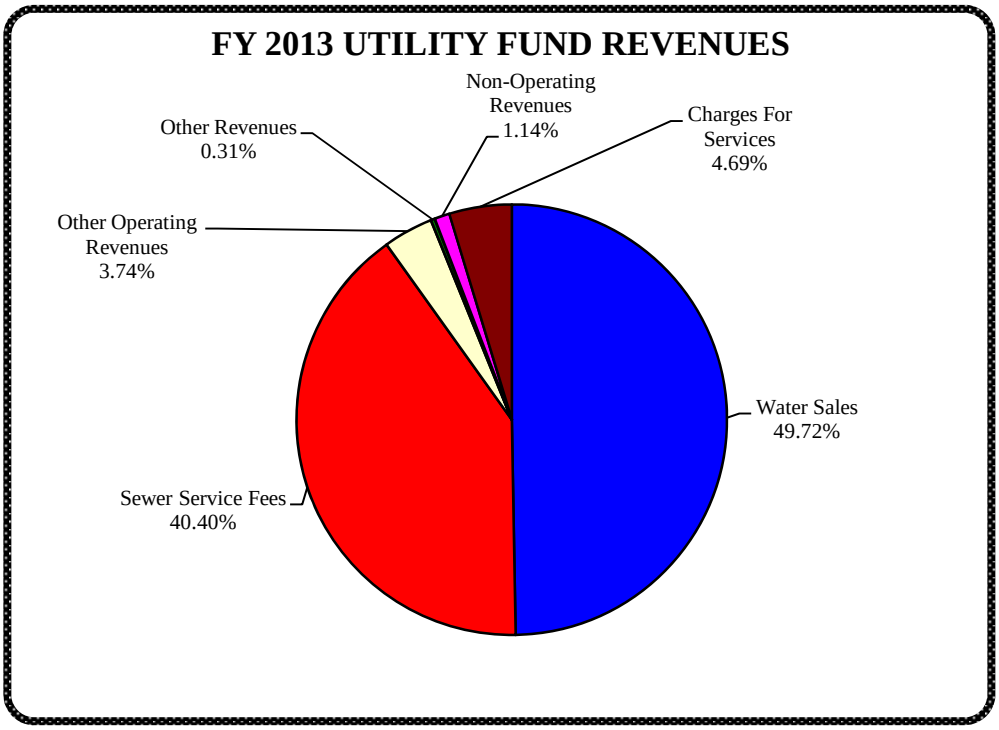
CITY OF BARTLETT
UTILITY FUND SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Utility Revenues				
Operating Revenues	$ 6,293,217	$ 8,594,508	$ 8,254,430	$ 8,301,500
Other Revenues	410,255	34,000	35,000	26,000
Non-Operating Revenues	80,425	85,000	112,000	96,000
Total Utility Revenues	**$ 6,783,897**	**$ 8,713,508**	**$ 8,401,430**	**$ 8,423,500**
Utility Expenditures				
Utility Administration	$ 1,976,669	$ 1,725,535	$ 1,683,299	$ 1,729,272
Water & Wastewater Services	1,224,293	1,665,258	1,631,472	1,763,731
Plant Operations	1,327,739	1,765,073	1,571,413	1,722,901
Sewer Treatment	554,840	619,608	581,075	618,816
Total Utility Expenditures	**$ 5,083,541**	**$ 5,775,474**	**$ 5,467,259**	**$ 5,834,720**
Projected Cash Flow	**$ 1,700,356**	**$ 2,938,035**	**$ 2,934,172**	**$ 2,588,780**
Less:				
Debt Service	$ 1,509,918	$ 1,653,575	$ 1,540,407	$ 1,652,199
Total	**$ 1,509,918**	**$ 1,653,575**	**$ 1,540,407**	**$ 1,652,199**
Net From Operations	**$ 190,438**	**$ 1,284,460**	**$ 1,393,765**	**$ 936,581**
Beginning Fund Balance	**$ 3,848,056**	**$ 4,038,494**	**$ 4,038,494**	**$ 5,432,259**
Ending Fund Balance	**$ 4,038,494**	**$ 5,322,954**	**$ 5,432,259**	**$ 6,368,840**

CITY OF BARTLETT
UTILITY FUND REVENUES
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Water Sales				
Metered Water Sales City Residential	$ 2,226,932	$ 3,190,000	$ 2,978,000	$ 3,015,000
Metered Water Sales City Commercial	621,000	880,000	830,000	840,000
Metered Water Sales Rural Residential	185,970	270,000	237,000	240,000
Metered Water Sales Rural Commercial	75,447	90,000	92,000	93,000
Total Water Sales	**$ 3,109,349**	**$ 4,430,000**	**$ 4,137,000**	**$ 4,188,000**
Sewer Service Fees				
Sewer Service Fees City Residential	$ 1,361,786	$ 1,940,000	$ 1,720,000	$ 1,745,000
Sewer Service Fees City Commercial	445,747	630,000	611,000	620,000
Sewer Service Fees Rural Residential	(17)	0	150	0
Sewer Service Fees Rural Commercial	43,559	52,000	54,000	55,000
North Sewer Service Fees City Res.	616,934	865,000	845,000	855,000
North Sewer Service Fees City Comm	31,934	47,000	46,500	47,000
North Sewer Service Fees Rural Res.	53,915	80,000	74,500	76,000
North Sewer Service Fees Rural Comm.	3,986	5,508	5,500	5,500
Total Sewer Service Fees	**$ 2,557,843**	**$ 3,619,508**	**$ 3,356,650**	**$ 3,403,500**
Other Operating Revenues				
Service Connection Fee	$ 47,091	$ 47,000	$ 50,780	$ 50,000
Disconnect/Reconnect Fee	10,899	15,000	25,000	20,000
Forfeited Discounts	204,274	150,000	285,000	245,000
Total Other Operating Revenues	**$ 262,264**	**$ 212,000**	**$ 360,780**	**$ 315,000**
Other Revenues				
Interest-Checking Account	$ 3,405	$ 4,000	$ 1,000	$ 2,000
Interest Income On LGIP	6,803	10,000	3,000	4,000
Other Revenues	12,750	10,000	17,000	10,000
Transfer from Utility CIP	377,206	0	0	0
Reimbursements For Damage	10,090	10,000	14,000	10,000
Total Other Revenues	**$ 410,255**	**$ 34,000**	**$ 35,000**	**$ 26,000**
Non-Operating Revenues				
Water Tap Fees South	$ 8,400	$ 10,000	$ 25,000	$ 15,000
Water Tap Fees North	1,000	2,000	2,000	2,000
Sewer Tap South Basin	29,563	30,000	35,000	35,000
Sewer Tap North Basin	0	1,000	5,000	2,000
Subdivision Development	41,462	42,000	45,000	42,000
Total Non-Operating Revenues	**$ 80,425**	**$ 85,000**	**$ 112,000**	**$ 96,000**
Charges For Services				
Tower Lease Payments	$ 331,661	$ 295,000	$ 345,000	$ 345,000
Water Meter Installation	32,100	38,000	55,000	50,000
Total Charges For Services	**$ 363,761**	**$ 333,000**	**$ 400,000**	**$ 395,000**
TOTAL UTILITY FUND REVENUES	**$ 6,783,897**	**$ 8,713,508**	**$ 8,401,430**	**$ 8,423,500**

CITY OF BARTLETT
ANALYSIS OF UTILITY REVENUE SOURCES
FY 2013 Adopted Budget



The Utility Revenues include charges for water and sewer usage and connection and development fees for the water and sewer system. In February 2011, the City of Bartlett was notified by the Tennessee Water and Wastewater Financing Board that we are required to raise our water and sewer rates to make the system self-sufficient. FY 2012 budget is based on a 45% water and sewer rate increase. Water rates were last increased in 2003 and sewer rates in 2005. Less than 1% increase for FY 2013 total revenue budget.

Water Sales

FY	Amount	% Inc (Dec)
2009	$ 3,004,384	
2010	$ 2,906,790	-3.25%
2011	$ 3,109,349	6.97%
2012 (Proj)	$ 4,137,000	33.05%
2013 (Bdgt)	$ 4,188,000	1.23%

This revenue is based on the volume of water usage with a different rate for residential and commercial users. The revenue projection for Fiscal Year 2012 is based on the 45% water rates increase and no additional residential users to the system.

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. The Fiscal 2012 revenue projection is based on the 45% sewer rates increase and no additional residential users.

Sewer Service

FY	Amount	% Inc (Dec)
2009	$ 2,509,649	
2010	$ 2,464,822	-1.79%
2011	$ 2,557,843	3.77%
2012 (Proj)	$ 3,356,650	31.23%
2013 (Bdgt)	$ 3,403,500	1.40%

CITY OF BARTLETT
ANALYSIS OF UTILITY REVENUE SOURCES
FY 2013 Adopted Budget

Other Operating Revenues		
FY	Amount	% Inc (Dec)
2009	$ 197,154	
2010	$ 197,608	0.23%
2011	$ 262,264	32.72%
2012 (Proj)	$ 360,780	37.56%
2013 (Bdgt)	$ 315,000	-12.69%

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.

Non-Operating Revenues		
FY	Amount	% Inc (Dec)
2009	$ 179,931	
2010	$ 81,320	-54.80%
2011	$ 80,425	-1.10%
2012 (Proj)	$ 112,000	39.26%
2013 (Bdgt)	$ 96,000	-14.29%

Other Revenues		
FY	Amount	% Inc (Dec)
2009	$ 140,281	
2010	$ 37,291	-73.42%
2011	$ 410,255	1000.14%
2012 (Proj)	$ 35,000	-91.47%
2013 (Bdgt)	$ 26,000	-25.71%

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.

Charges for Services		
FY	Amount	% Inc (Dec)
2009	$ 333,768	
2010	$ 345,394	3.48%
2011	$ 363,761	5.32%
2012 (Proj)	$ 400,000	9.96%
2013 (Bdgt)	$ 395,000	-1.25%

CITY OF BARTLETT
UTILITY FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Department Revenues				
Demand Response Program	$ 13,710	$ 0	$ 0	$ 0
Total Department Revenues	**$ 13,710**	**$ 0**	**$ 0**	**$ 0**
Personnel				
Supervisor Salaries	$ 287,415	$ 288,912	$ 286,089	$ 243,230
Employee Wages	1,019,263	1,075,473	1,048,574	1,172,045
Overtime Wages	69,629	56,200	62,815	58,000
Special Hours	21,000	22,700	22,500	21,700
Contracted Services	5,054	5,500	1,090	2,000
Part-Time	15,203	16,588	17,801	29,079
Vacation Pay	(389)	0	920	0
Education Bonus	120	120	0	0
Sick Pay	(482)	0	0	0
Longevity Pay	17,420	28,452	19,748	22,002
Bonus	2,928	3,105	2,761	24,200
Other Personnel Costs	330	0	165	0
Employee Health Insurance	287,769	336,136	303,155	315,950
Employee Life Insurance	6,218	7,367	7,172	7,643
Worker's Compensation Insurance	29,763	30,260	30,260	30,642
Unemployment Compensation	0	0	3,355	0
Retiree Health Insurance	170,801	68,219	66,795	70,764
FICA	108,953	109,976	109,819	115,868
Pension Contribution	215,067	191,014	186,419	198,139
Total Personnel	**$ 2,256,062**	**$ 2,240,022**	**$ 2,169,438**	**$ 2,311,262**
Staffing Level				
Full-Time	*33.62*	*34.00*	*32.85*	*35.00*
Part-Time (converted to FTE)	*0.93*	*0.73*	*0.65*	*1.36*
Total Full-Time Equivalent (FTE)	***34.55***	***34.73***	***33.50***	***36.36***
Operations				
Training	$ 1,572	$ 5,000	$ 8,140	$ 7,100
Travel	2,842	5,800	3,710	6,100
Professional Services	300	2,800	1,000	2,500
Other Professional Service	28,372	38,000	38,000	38,000
Postage & Freight	60,835	66,150	63,490	66,225
Notice Publication	6,724	13,000	9,000	9,000
Dues & Subscriptions	1,720	7,350	2,600	2,850
Utilities	642,834	597,000	623,000	625,000
Water Purchased For Resale	27,678	25,000	28,000	28,000
Phones - Local	12,874	11,700	10,686	12,000
Long Distance Phone Calls	272	270	196	320
Cellular Phones	7,107	5,700	6,000	6,200
Data Processing - Software	13,662	5,800	800	5,800
Telecommunication Link	1,433	1,400	1,400	1,400
Shop Allocation	23,500	24,600	24,600	24,600
Vehicle Maintenance	30,579	34,700	31,000	33,700
Equipment Maintenance	170,052	239,070	196,186	233,000
Radio Maintenance	822	1,050	950	1,000

CITY OF BARTLETT
UTILITY FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Computer Maintenance	10,960	20,250	7,989	20,250
Grounds Maintenance	3,409	4,100	4,100	4,100
Building Maintenance	5,939	11,800	14,800	12,800
Water & Sewer Line Maintenance	20,253	21,000	27,500	27,500
Waste Refuse	22,704	24,000	24,000	24,000
Office Supplies	7,875	7,650	7,204	6,800
Printing	9,720	10,200	7,586	10,200
Petroleum Supplies	80,362	72,000	84,052	91,850
Clothing & Uniforms	8,966	9,900	8,800	9,650
Operating Supplies	21,176	22,250	21,683	22,250
Cleaning Supplies	1,671	2,300	2,100	2,300
Chemical Supplies	84,769	113,800	93,800	104,800
Fill Sand, Dirt & Gravel	6,757	10,000	10,000	10,000
Concrete & Brick	11,145	12,000	9,500	12,000
Small Tools	2,751	3,300	2,700	3,300
Pipe & Materials-System Maintenance	65,740	68,000	50,000	65,000
Meters & Meter Boxes	8,846	6,000	6,000	6,000
Equipment Rental	3,156	700	0	700
Street Barricade & Equip Re	0	400	400	400
Property Insurance	127,989	132,285	130,091	130,091
Vehicle & Equip Insurance	6,584	6,963	5,335	5,335
General Liability Insurance	14,213	14,688	13,639	14,637
Bank Charges	100	0	0	0
Lab Testing	36,320	40,000	40,500	41,000
CSX Leases	1,098	2,000	1,130	1,500
Cash Over Or Short	(17)	100	254	100
Pollution Control Fees	43,991	47,300	46,300	47,300
In Lieu Of Tax Payments	303,835	290,000	296,566	290,000
Storage Fees	374	0	0	0
Sewer Service Fees	868,099	928,500	931,103	933,500
State Fees	1,000	1,000	1,000	1,000
Damage Claims	10,373	9,000	2,500	9,000
Miscellaneous Other Expenses	4,361	6,500	5,751	6,500
Total Operations	**$ 2,827,695**	**$ 2,982,376**	**$ 2,905,141**	**$ 3,016,658**
Capital				
Communications Equipment	$ 1,673	$ 2,850	$ 985	$ 2,200
Data Processing Equipment	8,466	7,000	5,195	7,500
Office Equipment	0	100	95	100
Vehicles	0	110,726	94,405	80,000
Furniture	0	400	0	0
Other Equipment	3,355	2,000	0	87,000
Water Mains & System Improvement	0	430,000	292,000	330,000
Total Capital	**$ 13,494**	**$ 553,076**	**$ 392,680**	**$ 506,800**
TOTAL UTILITY FUND EXPENDITURES	**$ 5,083,541**	**$ 5,775,474**	**$ 5,467,259**	**$ 5,834,720**

Utility Administration

City of Bartlett

FY 2013 Adopted Budget

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 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	396,779	229,094	243,889	250,178
Benefits	251,437	128,022	116,287	120,757
Operations	1,324,413	1,347,093	1,320,291	1,352,137
Capital	4,041	21,326	2,832	6,200
Total	**1,976,669**	**1,725,535**	**1,683,299**	**1,729,272**

FY 2012 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 2011 Actual	FY 2012 Forecast	FY 2013 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	20,250	20,500	20,750
Accurately read water meters monthly	% of meters read accurately	99%	99%	99%

CITY OF BARTLETT
UTILITY ADMINISTRATION
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 105,445	$ 54,916	$ 58,768	$ 58,768
Employee Wages	264,410	170,678	170,607	172,994
Overtime Wages	11,721	3,500	10,907	5,000
Part-Time	15,203	0	3,607	13,416
Vacation Pay	2,408	0	0	0
Sick Pay	823	0	0	0
Longevity Pay	4,149	900	923	900
Bonus	947	517	502	4,203
Employee Health Insurance	88,779	65,282	51,237	51,211
Employee Life Insurance	1,695	1,218	1,224	1,252
Worker's Compensation Insurance	5,409	409	409	317
Retiree Health Insurance	55,293	11,280	11,470	11,588
FICA	30,995	16,833	18,410	18,839
Pension Contribution	60,938	31,583	32,112	32,447
Total Personnel	**$ 648,216**	**$ 357,116**	**$ 360,176**	**$ 370,935**
Staffing Level				
Full-Time	*10.63*	*6.00*	*6.00*	*6.00*
Part-Time (converted to FTE)	*0.71*	*0.00*	*0.39*	*0.63*
Total Full-Time Equivalent (FTE)	***11.34***	***6.00***	***6.39***	***6.63***
Operations				
Training	$ 1,030	$ 1,500	$ 4,640	$ 2,500
Training for employees and MUNIS conference for two people.				
Travel	872	2,000	0	2,000
Travel related to training.				
Postage & Freight	60,414	65,000	62,390	65,000
Postage fees for mailing utility bills.				
Dues & Subscriptions	0	100	0	100
Anticipated cost of dues & subscriptions.				
Phones - Local	2,070	1,350	536	1,350
Local phone costs.				
Long Distance Phone Calls	76	100	26	100
Long distance charges.				
Cellular Phones	765	0	0	0
Data Processing - Software	13,662	5,000	0	5,000
Cost of utility billing software-Munis.				
Vehicle Maintenance	7,609	0	0	0
Equipment Maintenance	7,559	20,000	9,186	20,000
Annual maintenance cost for meter reading devices and billing equipment..				
Radio Maintenance	96	0	0	0
Computer Maintenance	10,960	20,000	7,689	20,000
Utility software maintenance contract.				
Office Supplies	4,465	3,300	3,954	3,500
Paper, printer ribbons, and other office supplies.				
Printing	9,720	10,000	7,386	10,000
Water bills, meter cards, and other office forms.				
Petroleum Supplies	13,126	0	52	0
Clothing & Uniforms	2,533	0	0	0

CITY OF BARTLETT
UTILITY ADMINISTRATION
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Operating Supplies	1,586	1,000	433	1,000
Miscellaneous meter reading & office operating supplies.				
Small Tool	1,644	300	0	300
Small tools & locks.				
Vehicle Insurance	950	0	0	0
General Liability Insurance	5,343	5,343	4,075	4,187
Department's portion of general liability insurance.				
Bank Charges	100	0	0	0
Cash Over Or Short	(17)	100	254	100
Overage or shortage of cash drawers.				
In Lieu Of Tax Payments	303,835	290,000	296,566	290,000
Transfers from the Utility Fund to the General Fund for In-lieu of property taxes.				
Storage Fees	374	0	0	0
Sewer Service Fees	868,099	920,000	922,603	925,000
Anticipated cost of sewer charges paid to City of Memphis.				
Damage Claims	5,000	1,000	0	1,000
Minor damage claims against department.				
Miscellaneous Other Expenses	2,542	1,000	501	1,000
Anticipated cost of any miscellaneous expenses.				
Total Operations	**$ 1,324,413**	**$ 1,347,093**	**$ 1,320,291**	**$ 1,352,137**
Capital				
Communications Equipment	$ 924	$ 1,200	$ 85	$ 1,200
Mobile radios.				
Data Processing Equipment	3,117	5,000	2,747	5,000
Computers, monitors and printers.				
Vehicles	0	14,726	0	0
Furniture	0	400	0	0
Office furniture.				
Total Capital	**$ 4,041**	**$ 21,326**	**$ 2,832**	**$ 6,200**
Total Utility Administration	**$ 1,976,669**	**$ 1,725,535**	**$ 1,683,299**	**$ 1,729,272**

Water & Wastewater Services

City of Bartlett

FY 2013 Adopted Budget

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.

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Salaries	602,599	797,128	796,710	799,676
Benefits	374,248	436,830	426,463	446,476
Other Personnel	330	0	165	0
Operations	240,803	289,200	270,734	306,479
Capital	6,313	142,100	137,400	211,100
Total	**1,224,293**	**1,665,258**	**1,631,472**	**1,763,731**

FY 2012 Performance Highlights

Our Tennessee-One-Locate person processes approxmatly 675 requests for locations each month. That's an average of more than 30 per day; The crews maintain: 333 miles of sewer main, 7,246 manholes, 373 miles of water main, 3,501 fire hydrants, 28 lift stations, 47,908 sewer and water services, and 18 miles of forcemains.

Objective	Performance Measures	FY 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Reduce wastewater system inflow and infiltration problems in order to reduce system repair costs	Cost of lift station repairs	$18,600	$28,900	$29,000
Reduce maintenance cost on radio read meters by changing over to Badger Orion AMR Systems.	Cost of labor and materials repairing radio read meters or transponders.	$13,000	$12,750	$12,225
Maintain City's sewer and water lines, valves, manholes, and meters	Number of work tickets completed	4925	5700	6500

CITY OF BARTLETT
WATER & WASTEWATER SERVICES
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Personnel				
Supervisor Salaries	$ 56,556	$ 107,181	$ 108,877	$ 62,493
Employee Wages	506,863	637,659	638,023	685,820
Overtime Wages	33,879	30,500	30,416	30,500
Special Hours	5,300	5,200	5,200	5,200
Part-Time	0	16,588	14,194	15,663
Vacation Pay	(2,883)	0	0	0
Sick Pay	(1,306)	0	0	0
Longevity Pay	10,582	24,996	14,243	16,326
Bonus	1,292	1,809	1,673	13,809
Other Personnel Costs	330	0	165	0
Employee Health Insurance	131,363	182,276	182,217	188,210
Employee Life Insurance	2,717	4,022	3,990	4,041
Worker's Compensation Insurance	16,020	21,415	21,415	20,965
Retiree Health Insurance	76,882	37,242	37,346	37,416
FICA	46,672	60,792	61,013	60,945
Pension Contribution	92,909	104,278	104,566	104,764
Total Personnel	**$ 977,176**	**$ 1,233,958**	**$ 1,223,338**	**$ 1,246,152**
Staffing Level				
Full-Time	*14.78*	*20.00*	*19.95*	*20.00*
Part-Time (converted to FTE)	*0.22*	*0.73*	*0.26*	*0.73*
Total Full-Time Equivalent (FTE)	***15.00***	***20.73***	***20.21***	***20.73***
Operations				
Training	$ 90	$ 300	$ 300	$ 1,000
Employee training expense such as classes, books, and training aids. Fees for TCAPWA Conf. being hosted by Bartlett FY13.				
Travel	150	300	710	300
Travel expenses for seminars.				
Other Professional Service	12,193	21,000	21,000	21,000
Lift station repair/maintenance, TN1Call service.				
Postage & Freight	63	150	50	150
Stamps and postage costs.				
Dues & Subscriptions	650	600	450	600
TCAPWA, AAWA and other membership and magazine fees.				
Phones - Local	2,148	2,100	1,700	2,100
Local telephone monthly costs.				
Long Distance Phone Calls	20	20	20	20
Long distance costs.				
Cellular Phones	3,365	3,300	3,000	3,300
Cell phone& air card monthly fees.				
Data Processing - Software	0	800	800	800
Software for mapping.				
Shop Allocation	14,000	14,000	14,000	14,000
Shop inventory parts.				
Vehicle Maintenance	19,273	29,000	26,000	28,000
Parts for vehicle repairs and maintenance.				
Equipment Maintenance	3,651	16,000	6,000	12,000
Parts for equipment repairs and maintenance.				

CITY OF BARTLETT
WATER & WASTEWATER SERVICES
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Radio Maintenance	726	1,050	950	1,000
Communication radio maintenance.				
Computer Maintenance	0	250	300	250
Computer repair parts and labor.				
Grounds Maintenance	158	300	300	300
Sod, seeds, fertilizer, landscaping materials.				
Building Maintenance	131	300	300	300
Paint, tiles, rugs, windows, ceiling tiles.				
Water & Sewer Line Maintenance	20,253	21,000	27,500	27,500
Lift station maintenance.				
Office Supplies	589	1,350	750	800
Dairies, paper, pens, pencils, paper, batteries, printer cartridges.				
Petroleum Supplies	41,351	46,000	60,000	65,100
Oil, gas, diesel.				
Clothing & Uniforms	4,817	7,500	7,000	7,500
Clothing purchases, uniform rentals, welcome mats.				
Operating Supplies	8,349	9,000	9,000	9,000
Paint for TN1-Call, grease for lift stations, batteries, water plug, traffic cones, barricade purchases.				
Cleaning Supplies	492	500	500	500
Wax, soap, rags, toilet paper, paper towels, mops, bucks.				
Chemical Supplies	1,286	800	800	800
Insecticide, lift station degreaser.				
Fill Sand, Dirt & Gravel	6,757	10,000	10,000	10,000
For road repairs, sewer/water projects, limestone, rip, ctb.				
Concrete & Brick	11,145	12,000	9,500	12,000
Setting meters, water valve & sewer repairs, manholes, replacing sidewalk and curb and gutter.				
Small Tools	1,010	2,500	2,500	2,500
Drills, hammers, shovels, wrenches, sockets, buckets, screw drivers, flash lights.				
Pipe & Materials-System Maintenance	65,740	68,000	50,000	65,000
Water and sewer pipe, couplings, fittings for fire hydrants, water valves, fire hydrant purchases needed for system repairs.				
Meters & Meter Boxes	8,846	6,000	6,000	6,000
Meter boxes and meter parts.				
Street Barricade & Equip Re	0	400	400	400
Barricade and other equipment rental expenses.				
Property Insurance	276	285	68	68
Property insurance.				
Vehicle & Equip Insurance	4,430	5,600	4,153	4,153
Vehicle and equipment insurance costs.				
General Liability Insurance	3,155	3,295	3,933	4,538
General liability insurance costs.				
Damage Claims	5,373	5,000	2,500	5,000
Payment of minor damage claims.				
Miscellaneous Other Expenses	319	500	250	500
Misc. expenses.				
Total Operations	**$ 240,803**	**$ 289,200**	**$ 270,734**	**$ 306,479**
Capital				
Communications Equipment	$ 749	$ 1,000	$ 900	$ 1,000
Purchase of cell phones, pagers and accessories.				

CITY OF BARTLETT
WATER & WASTEWATER SERVICES
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Data Processing Equipment	2,209	0	0	0
Office Equipment	0	100	95	100
Adding machines, vcr, TV, calculator.				
Vehicles	0	96,000	94,405	80,000
New 9 yard flat rack dump truck - $80k.				
Other Equipment	3,355	0	0	85,000
New portable sewer jetter - $55k & new streerable LED zoom camera and transporter - $30K.				
Water Mains & System Improvement	0	45,000	42,000	45,000
Water meters, special fittings, fitting kits.				
Total Capital	**$ 6,313**	**$ 142,100**	**$ 137,400**	**$ 211,100**
Total Water & Wastewater Services	**$ 1,224,293**	**$ 1,665,258**	**$ 1,631,472**	**$ 1,763,731**

Utility
Plant Operations

City of Bartlett

FY 2013 Adopted Budget

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 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Revs/Recvrs	*11,323*	*0*	*0*	*0*
Salaries	256,639	288,507	253,308	326,849
Benefits	123,781	134,396	114,991	141,132
Other Personnel	5,054	5,500	1,090	2,000
Operations	950,447	1,039,670	999,576	1,035,420
Capital	3,140	297,000	202,448	217,500
Total	**1,327,739**	**1,765,073**	**1,571,413**	**1,722,901**

FY 2012 Performance Highlights

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

Objective	Performance Measures	FY 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Upgrade Various water lines in the city	Install upgrades within the fiscal year	Completed	Completed	Completed
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	Completed	Completed	Completed

CITY OF BARTLETT
PLANT OPERATIONS
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Department Revenues				
Demand Response Program	$ 11,323	$ 0	$ 0	$ 0
Total Department Revenues	**$ 11,323**	**$ 0**	**$ 0**	**$ 0**
Personnel				
Supervisor Salaries	$ 63,128	$ 63,762	$ 56,158	$ 58,150
Employee Wages	164,225	195,745	168,870	239,699
Overtime Wages	16,886	16,500	15,480	16,500
Special Hours	12,400	12,500	12,800	12,500
Contract Services	5,054	5,500	1,090	2,000
Vacation Pay	619	0	920	0
Sick Pay	120	120	0	0
Longevity Pay	1,263	1,280	3,306	3,500
Bonus	431	431	335	4,122
Employee Health Insurance	35,677	54,478	37,885	43,560
Employee Life Insurance	1,127	1,401	1,249	1,608
Worker's Compensation Insurance	5,211	5,838	5,838	6,751
Unemployment Compensation	0	0	3,355	0
Retiree Health Insurance	22,443	12,975	11,311	14,892
FICA	19,347	21,542	19,494	25,000
Pension Contribution	37,544	36,331	31,298	41,699
Total Personnel	**$ 385,474**	**$ 428,403**	**$ 369,389**	**$ 469,981**
Staffing Level				
Full-Time	*4.73*	*5.00*	*4.42*	*6.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***4.73***	***5.00***	***4.42***	***6.00***
Operations				
Training	$ 0	$ 1,800	$ 1,800	$ 1,800
Training for 3 operators for licensing.				
Travel	0	2,000	1,500	2,000
Travel for 3 operators to training.				
Other Professional Service	16,178	17,000	17,000	17,000
U of M groundwater institute well head protection.				
Postage & Freight	349	1,000	1,000	1,000
Postage for mailing water samples to laboratories for analysis.				
Notice Publication	6,724	13,000	9,000	9,000
EPA required publication cost and consumer confidence report.				
Dues & Subscriptions	975	6,500	2,000	2,000
TAUD and operators dues.				
Utilities	485,735	456,000	470,000	470,000
Electric and gas to run 4 water plants.				
Water Purchased For Resale	27,678	25,000	28,000	28,000
Minimum payments to have connections to Memphis.				
Phones - Local	7,007	6,500	6,800	6,800
Phone service for four water plants.				
Long Distance Phone Calls	52	100	100	100
Long distance for vendors and equipment.				

CITY OF BARTLETT
PLANT OPERATIONS
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Cellular Phones	2,631	2,000	2,600	2,500
5 cellular phones for operators and base.				
Telecommunication Link	1,433	1,400	1,400	1,400
Leased lines to connect water plants.				
Shop Allocation	8,000	9,100	9,100	9,100
Repair costs of four water vehicles.				
Vehicle Maintenance	3,283	4,500	4,500	4,500
Parts replacement for repairing of four water vehicles.				
Equipment Maintenance	129,316	172,070	150,000	170,000
Repair and replace waterplant equipment.				
Grounds Maintenance	1,231	1,600	1,600	1,600
Upkeep of four water plants.				
Building Maintenance	4,276	10,000	12,000	10,000
Air, heating & plumbing repair.				
Office Supplies	2,420	2,500	2,000	2,000
Supplies for offices at Germantown Road.				
Printing	0	200	200	200
Outside print jobs and/or ink toners.				
Petroleum Supplies	17,757	21,000	19,000	21,000
Gas for five water vehicles.				
Clothing & Uniforms	315	650	500	650
Shirts and pants for water operators.				
Operating Supplies	5,351	6,000	6,000	6,000
Miscellaneous supplies.				
Cleaning Supplies	1,179	1,600	1,400	1,600
Miscellaneous cleaning supplies for four water plants.				
Chemical Supplies	67,351	100,000	80,000	90,000
Chlorine, lime, fluoride, and phosphate for 4 water treatment plants.				
Small Tools	88	0	0	0
Property Insurance	98,700	102,000	100,530	100,530
Insurance on four waterplants and 8 water tanks.				
Vehicle & Equip Insurance	814	900	748	748
Insurance for four vehicles.				
General Liability Insurance	4,083	4,250	4,168	4,392
Allocation.				
Lab Testing	17,203	20,000	20,500	21,000
State and Federal mandated water analysis. Private lab testing of system samples.				
CSX Leases	1,098	2,000	1,130	1,500
CSX crossing permits.				
Pollution Control Fees	36,721	40,000	39,000	40,000
Groundwater control fees and state annual fees.				
State Fees	1,000	1,000	1,000	1,000
Damage Claims	0	3,000	0	3,000
Possible damage claims.				
Miscellaneous Other Expenses	1,500	5,000	5,000	5,000
Miscellaneous expenses.				
Total Operations	**$ 950,447**	**$ 1,039,670**	**$ 999,576**	**$ 1,035,420**

CITY OF BARTLETT
PLANT OPERATIONS
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Capital				
Data Processing Equipment	$ 3,140	$ 2,000	$ 2,448	$ 2,500
Repair or replacement computers used in controls.				
Water Mains & System Improvement	0	295,000	200,000	215,000
Tank painting & maint. (115k) & Water line upgrades (100k).				
Total Capital	**$ 3,140**	**$ 297,000**	**$ 202,448**	**$ 217,500**
Total Plant Operations	**$ 1,327,739**	**$ 1,765,073**	**$ 1,571,413**	**$ 1,722,901**

Utility
Sewer Treatment

City of Bartlett

FY 2013 Adopted Budget

What We Do

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

Summary Revenue/Expenditure Type

Category	FY 2011 Actual	FY 2012 Revised	FY 2012 Projection	FY 2013 Adopted
Revs/Recvrs	*2,387*	*0*	*0*	*0*
Salaries	156,493	145,144	143,872	147,351
Benefits	88,703	75,401	72,663	76,843
Operations	312,032	306,413	314,540	322,622
Capital	0	92,650	50,000	72,000
Total	**554,840**	**619,608**	**581,075**	**618,816**

FY 2012 Performance Highlights

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

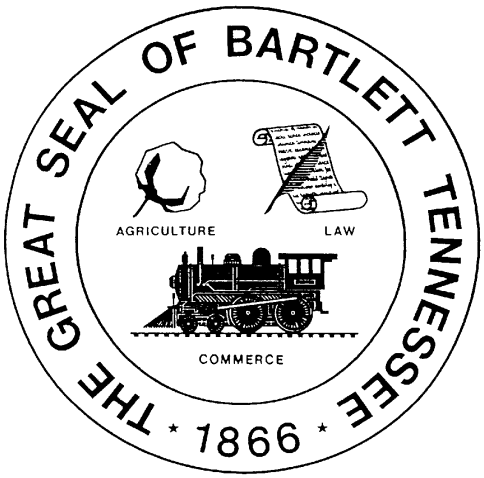
Objective	Performance Measures	FY 2011 Actual	FY 2012 Forecast	FY 2013 Projected
Provide optimal gallons treated at permitted levels	Meet all Permit limits without violation	Attained	Attained	Attained
Participate in TVA energy conservation program	Save money for the utility in peak demand conditions	Attained	Attained	Attained

CITY OF BARTLETT
SEWER TREATMENT
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Department Revenues				
Demand Response Program	$ 2,387	$ 0	$ 0	$ 0
Total Department Revenues	**$ 2,387**	**$ 0**	**$ 0**	**$ 0**
Personnel				
Supervisor Salaries	$ 62,286	$ 63,053	$ 62,286	$ 63,819
Employee Wages	83,765	71,391	71,074	73,532
Overtime Wages	7,142	5,700	6,012	6,000
Special Hours	3,300	5,000	4,500	4,000
Vacation Pay	(532)	0	0	0
Longevity	1,426	1,276	1,276	1,276
Bonus	258	348	251	2,066
Employee Health Insurance	31,950	34,100	31,816	32,969
Employee Life Insurance	678	726	709	742
Worker's Compensation Insurance	3,123	2,598	2,598	2,609
Retiree Health Insurance	16,184	6,722	6,668	6,868
FICA	11,940	10,809	10,902	11,084
Pension Contribution	23,676	18,822	18,443	19,229
Total Personnel	**$ 245,196**	**$ 220,545**	**$ 216,535**	**$ 224,194**
Staffing Level				
Full-Time	*3.48*	*3.00*	*2.48*	*3.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***3.48***	***3.00***	***2.48***	***3.00***
Operations				
Training	$ 452	$ 1,400	$ 1,400	$ 1,800
Employee training expense such as class training aids.				
Travel	1,820	1,500	1,500	1,800
Travel to Jackson and Nashville for training.				
Professional Services	300	2,800	1,000	2,500
Software contract services.				
Postage	9	0	50	75
Dues & Subscriptions	95	150	150	150
Licensing fees for Operators.				
Utilities	157,099	141,000	153,000	155,000
Wastewater and pump station utility costs.				
Phones - Local	1,650	1,750	1,650	1,750
Local phones charges.				
Long Distance Phone Calls	124	50	50	100
Long distance phone charges.				
Cellular Phones	346	400	400	400
1 cell phone service charges.				
Shop Allocation	1,500	1,500	1,500	1,500
Mechanic labor.				
Vehicle Maintenance	414	1,200	500	1,200
Vehicle repairs.				
Equipment Maintenance	29,526	31,000	31,000	31,000
Repair equipment in wastewater plants.				

CITY OF BARTLETT
SEWER TREATMENT
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Grounds Maintenance	2,020	2,200	2,200	2,200
Shrubs and plantings around wastewater plants.				
Building Maintenance	1,533	1,500	2,500	2,500
Building repair.				
Waste Refuse	22,704	24,000	24,000	24,000
Sludge disposal costs.				
Office Supplies	402	500	500	500
Normal office supplies.				
Petroleum Supplies	8,128	5,000	5,000	5,750
Gas for vehicles and lubricants for wastewater plant equipment.				
Clothing & Uniforms	1,300	1,750	1,300	1,500
Uniforms for four workers.				
Operating Supplies	5,891	6,250	6,250	6,250
Miscellaneous supplies or daily operations of two wastewater plants and one sludge disposal facility.				
Cleaning Supplies	0	200	200	200
Various cleaning supplies.				
Chemical Supplies	16,132	13,000	13,000	14,000
Polymer costs and chlorine costs.				
Small Tools	9	500	200	500
Various small tools for wastewater treatment plants.				
Equipment Rental	3,156	700	0	700
Water pump Rental.				
Property Insurance	29,013	30,000	29,493	29,493
Insurance on two Wastewater Treatment Plants and one Sludge Facility.				
Vehicle & Equip Insurance	390	463	434	434
Insurance on two vehicles.				
General Liability Insurance	1,632	1,800	1,463	1,520
Allocation.				
Lab Testing	19,117	20,000	20,000	20,000
NPDES testing for two treatment plants and one sludge facility.				
Pollution Control Fees	7,270	7,300	7,300	7,300
State yearly permit fees.				
Sewer Service Fees	0	8,500	8,500	8,500
Annual pretreatment cost.				
Total Operations	**$ 312,032**	**$ 306,413**	**$ 314,540**	**$ 322,622**
Capital				
Communications Equipment	$ 0	$ 650	$ 0	$ 0
Replacement radios.				
Other Equipment	0	2,000	0	2,000
Sampler repair and replacement.				
Water Mains & System Improvement	0	90,000	50,000	70,000
Sewer rehab.				
Total Capital	**$ 0**	**$ 92,650**	**$ 50,000**	**$ 72,000**
Total Sewer Treatment	**$ 554,840**	**$ 619,608**	**$ 581,075**	**$ 618,816**


THE GREAT SEAL OF BARTLETT TENNESSEE
AGRICULTURE
LAW
COMMERCE
* 1866 *

CITY OF BARTLETT

TENNESSEE

DEBT SERVICE FUND

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

Debt Service Fund

The Debt Service Fund provides for the payment of principal, interest and other costs on the City's outstanding general obligation bonds. General obligation bonds are issued to provide funds for capital projects and equipment that have a useful life that extends beyond the payment period.

The primary source of revenue for the Debt Service Fund is a portion (1/3) of the Local Sales Tax. The balance of funds needed for debt service payments come from a transfer from the General Fund and the Solid Waste Fund.

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 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
General Debt Service Revenues				
Local Sales Tax	$ 2,697,575	$ 2,626,745	$ 2,887,500	$ 2,986,625
Transfer From General Fund	0	0	0	200,000
Transfer From Solid Waste Fund	500,000	500,000	500,000	500,000
Transfer From CIP	340,000	0	0	100,000
Total General Debt Service Revenues	**$ 3,537,575**	**$ 3,126,745**	**$ 3,387,500**	**$ 3,786,625**
General Debt Service Expenditures				
Paying Agent Fee	$ 2,757	$ 3,500	$ 3,000	$ 3,500
Go Bond Issuance Expense	56,251	55,000	37,654	55,000
TML Note Issuance Expense	4,506	5,000	4,000	5,000
1998A Principal	400,000	0	0	0
2001A Principal	90,000	95,000	95,000	0
2002A Principal	605,000	0	0	0
2003A Principal	285,000	295,000	295,000	0
2004A Principal	75,000	75,000	75,000	80,000
2005A Principal	215,000	220,000	220,000	635,000
2006A Principal	110,000	110,000	110,000	110,000
2007A Principal	110,000	110,000	110,000	115,000
2008A Principal	45,000	47,000	47,000	49,000
2009A Principal	85,000	90,000	90,000	90,000
2010A Principal	0	530,000	530,000	635,000
2011A Principal	0	0	0	570,000
2004 Capital Note Principal	230,850	239,330	239,330	0
2008 Capital Note Principal	144,000	149,000	149,000	154,000
2010 Capital Note Principal	0	152,000	152,000	160,000
2011 Capital Note Principal	0	0	0	216,000
1998A Interest	18,400	0	0	0
2001A Interest	34,202	1,971	1,971	0
2002A Interst	9,453	0	0	0
2003A Interest	82,800	73,731	39,263	0
2004A Interest	53,128	50,821	50,821	48,340
2005A Interest	269,271	261,928	261,928	246,965
2006A Interest	94,000	89,600	89,600	85,200
2007A Interest	110,725	106,325	106,325	101,825
2008A Interest	3,611	62,125	2,950	59,875
2009A Interest	67,878	66,128	66,128	64,328
2010A Interest	131,475	166,813	166,813	155,163
2011A Interest	0	35,000	45,889	89,244
2012A Interest	0	0	0	50,000
2004 Capital Note Interest	4,345	4,392	4,392	0
2008 Capital Note Interest	25,383	12,168	12,155	7,411
2010 Capital Note Interest	5,478	9,576	9,576	5,823
2011 Capital Note Interest	0	10,337	6,473	11,845
2012 Capital Note Interest	0	0	0	10,000
Total General Debt Service Expenditures	**$ 3,368,512**	**$ 3,126,745**	**$ 3,021,266**	**$ 3,813,519**
Net General Debt Service	**$ 169,063**	**$ 0**	**$ 366,234**	**$ (26,894)**
Beginning Fund Balance	**$ 411,309**	**$ 580,372**	**$ 580,372**	**$ 946,606**
Ending Fund Balance	**$ 580,372**	**$ 580,372**	**$ 946,606**	**$ 919,712**

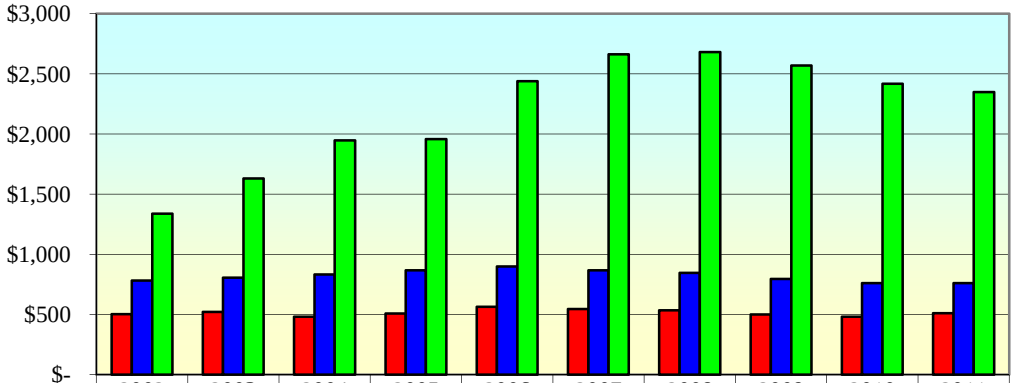
City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - General Long-Term Debt
June 30, 2012

Fiscal Year	Series 2011 Bonds		2011 Capital Note		Series 2010 Bonds		2010 Capital Note		Series 2009 Bonds		Series 2008 Bonds		2008 Capital Note		Series 2007 Bonds		Series 2006 Bonds		Series 2005 Bonds		Series 2004 Bonds		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2013	570,000	89,244	216,000	11,845	635,000	155,163	160,000	5,832	90,000	64,328	49,000	59,875	154,000	7,410	115,000	101,825	110,000	85,200	635,000	246,965	80,000	48,340	2,814,000	876,026
2014	590,000	77,644	236,000	7,257	650,000	142,313	163,000	1,956	90,000	62,528	51,000	57,500	159,000	2,496	120,000	97,125	125,000	80,800	655,000	224,390	80,000	45,680	2,919,000	799,688
2015	600,000	65,744	239,500	2,431	660,000	129,213			95,000	60,678	54,000	55,000			125,000	92,225	125,000	75,800	680,000	201,028	85,000	42,833	2,663,500	724,950
2016	610,000	53,644			670,000	115,913			95,000	58,754	56,000	52,375			130,000	87,125	130,000	70,800	705,000	176,614	90,000	39,770	2,486,000	654,994
2017	395,000	43,594			685,000	102,363			95,000	56,688	59,000	49,625			135,000	81,825	135,000	65,600	730,000	150,778	90,000	36,575	2,324,000	587,047
2018	325,000	36,394			705,000	88,463			100,000	54,345	61,000	46,750			140,000	76,325	140,000	60,200	760,000	123,395	95,000	33,198	2,326,000	519,069
2019	325,000	29,894			720,000	74,213			100,000	51,745	64,000	43,625			145,000	70,625	150,000	54,600	785,000	94,616	100,000	29,540	2,389,000	448,858
2020	335,000	23,294			735,000	59,203			105,000	48,820	67,000	40,375			155,000	64,586	155,000	48,600	255,000	75,053	100,000	25,715	1,907,000	385,646
2021	335,000	15,756			745,000	42,547			110,000	45,513	70,000	37,000			160,000	58,168	160,000	42,400	265,000	65,106	105,000	21,690	1,950,000	328,179
2022	350,000	7,194			390,000	28,825			110,000	41,965	73,000	33,375			165,000	51,505	165,000	36,000	275,000	54,643	110,000	17,390	1,638,000	270,897
2023	55,000	2,131			245,000	20,734			115,000	38,166	76,000	29,625			170,000	44,595	175,000	29,400	285,000	43,580	115,000	12,833	1,236,000	221,064
2024	55,000	722			60,000	16,694			120,000	34,053	80,000	25,750			180,000	37,333	180,000	22,400	300,000	31,880	120,000	7,925	1,095,000	176,756
2025					65,000	14,894			125,000	29,641	83,000	21,625			185,000	29,713	185,000	15,200	310,000	19,603	125,000	2,688	1,078,000	133,363
2026					65,000	12,944			130,000	24,923	87,000	17,250			195,000	21,733	195,000	7,800	325,000	6,663			997,000	91,311
2027					70,000	10,875			130,000	19,983	91,000	12,625			205,000	13,281							496,000	56,764
2028					70,000	8,688			140,000	14,715	95,000	7,750			210,000	4,463							515,000	35,615
2029					75,000	6,375			145,000	9,050	99,000	2,625											319,000	18,050
2030					75,000	3,891			150,000	3,075													225,000	6,966
2031					75,000	1,313																	75,000	1,313
	$ 4,545,000	$ 445,255	$ 691,500	$ 21,533	$ 7,395,000	$ 1,034,619	$ 323,000	$ 7,788	$ 2,045,000	$ 718,966	$ 1,215,000	$ 592,750	$ 313,000	$ 9,907	$ 2,535,000	$ 932,450	$ 2,130,000	$ 694,800	$ 6,965,000	$ 1,514,311	$ 1,295,000	$ 364,175	$ 29,452,500	$ 6,336,554

CITY OF BARTLETT
ANALYSIS OF GENERAL DEBT SERVICE
Last 10 Years

Debt per Capita
(FY 2002 - FY 2011)

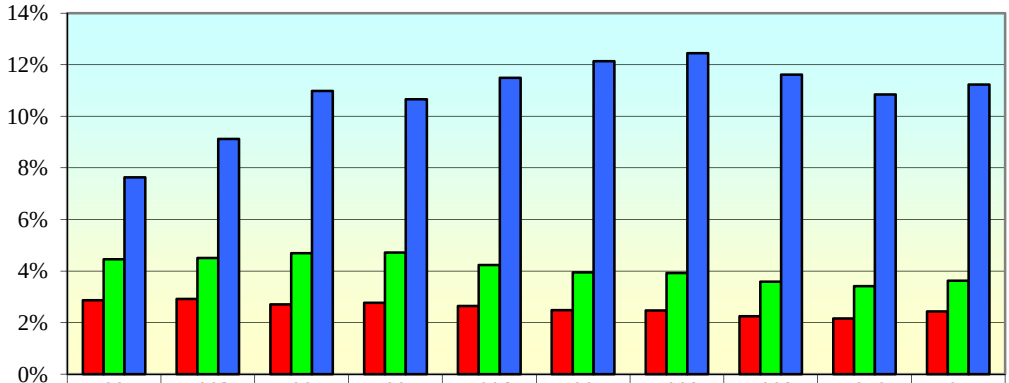
One of the measures of the capacity of a local government to service debt is Debt per Capita. The City of Bartlett's net debt has increased a little, however, the total debt per capita has positively decreased.



	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Net Debt	$503	$521	$481	$508	$563	$545	$534	$498	$482	$510
Total Debt	$782	$806	$833	$866	$899	$868	$846	$795	$762	$760
Net & Overlapping	$1,338	$1,631	$1,947	$1,957	$2,439	$2,664	$2,683	$2,571	$2,420	$2,350

Debt to Assessed Values
(FY 2002 - FY 2011)

Another measure of capacity is the Debt to Assessed Value of Property. The debt to assessed values has improved up until FY 2010. FY 2011 took a step back due to the stagnant property values in Bartlett (and many parts of the country).



	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Net Debt	2.9%	2.9%	2.7%	2.8%	2.6%	2.5%	2.5%	2.3%	2.2%	2.4%
Total Debt	4.5%	4.5%	4.7%	4.7%	4.2%	4.0%	3.9%	3.6%	3.4%	3.6%
Net & Overlapping	7.6%	9.1%	11.0%	10.7%	11.5%	12.1%	12.4%	11.6%	10.8%	11.2%

CITY OF BARTLETT
UTILITY FUND DEBT SERVICE
FY 2013 Adopted Budget

Description	FY 2011 Actual	FY 2012 Revised Budget	FY 2012 Projection	FY 2013 Adopted Budget
Utility Debt Expenditures				
Paying Agent Fee	$ 2,021	$ 2,500	$ 2,500	$ 2,500
Debt Issuance Expense	47,428	50,000	36,820	50,000
2001B Principal	135,000	140,000	140,000	0
2002B Principal	80,000	0	0	0
2003B Principal	460,000	475,000	475,000	0
2004B Principal	55,000	60,000	60,000	60,000
2005B Principal	115,000	125,000	125,000	130,000
2006B Principal	65,000	65,000	65,000	70,000
2007B Principal	35,000	40,000	40,000	40,000
2008B Principal	33,000	35,000	35,000	36,000
2009B Principal	35,000	40,000	40,000	40,000
2010B Principal	0	120,000	120,000	265,000
2011B Principal	0	0	0	540,000
2001B Interest	2,078	2,905	2,905	0
2003B Interest	182,665	172,646	90,183	0
2004B Interest	39,685	38,328	38,328	36,408
2005B Interest	46,340	43,530	43,530	39,068
2006B Interest	53,065	51,701	51,701	49,345
2007B Interest	37,767	36,733	36,733	35,133
2008B Interest	765	46,750	575	45,000
2009B Interest	29,130	28,613	28,613	27,813
2010B Interest	55,975	64,869	64,869	61,019
2011B Interest	0	15,000	43,651	84,913
2012B Interest	0	0	0	40,000
Total Utility Debt Expenditures	**$ 1,509,918**	**$ 1,653,575**	**$ 1,540,407**	**$ 1,652,199**

City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - Water and Sewer Fund
June 30, 2012

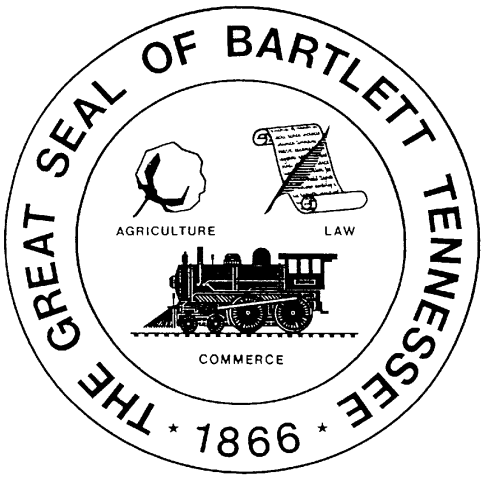
Fiscal Year	Series 2011 Bonds		Series 2010 Bonds		Series 2009 Bonds		Series 2008 Bonds		Series 2007 Bonds		Series 2006 Bonds		Series 2005 Bonds		Series 2004 Bonds		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2013	540,000	84,913	265,000	61,019	40,000	27,813	36,000	45,000	40,000	35,133	70,000	49,345	130,000	39,068	60,000	36,408	1,181,000	378,697
2014	545,000	74,063	265,000	55,719	40,000	27,013	38,000	43,200	40,000	33,533	70,000	46,790	135,000	34,430	60,000	34,413	1,193,000	349,159
2015	545,000	63,163	280,000	50,269	40,000	26,213	40,000	41,300	45,000	31,833	75,000	44,200	135,000	29,705	65,000	32,255	1,225,000	318,937
2016	565,000	52,063	275,000	44,719	40,000	25,403	42,000	39,300	45,000	30,033	75,000	41,200	140,000	24,858	65,000	29,980	1,247,000	287,554
2017	490,000	41,513	285,000	39,119	40,000	24,533	43,000	37,200	45,000	28,233	80,000	38,200	150,000	19,635	70,000	27,583	1,203,000	256,014
2018	215,000	34,463	295,000	33,319	45,000	23,510	45,000	35,050	50,000	26,333	85,000	35,000	155,000	14,030	70,000	25,028	960,000	226,732
2019	225,000	30,063	295,000	27,419	45,000	22,340	47,000	32,800	50,000	24,320	85,000	31,600	155,000	8,256	75,000	22,308	977,000	199,106
2020	230,000	25,513	305,000	21,228	45,000	21,058	50,000	30,450	50,000	22,270	90,000	28,200	15,000	5,065	75,000	19,439	860,000	173,222
2021	230,000	20,913	310,000	14,306	45,000	19,674	52,000	27,950	55,000	20,091	95,000	24,600	20,000	4,395	80,000	16,395	887,000	148,324
2022	235,000	15,675	320,000	6,625	50,000	18,140	54,000	25,350	55,000	17,809	95,000	20,800	20,000	3,620	85,000	13,095	914,000	121,114
2023	240,000	9,738	100,000	1,313	50,000	16,453	57,000	22,650	60,000	15,423	100,000	17,000	20,000	2,830	85,000	9,653	712,000	95,058
2024	245,000	3,369			50,000	14,703	59,000	19,800	60,000	12,933	105,000	13,000	20,000	2,030	90,000	5,998	629,000	71,832
2025					55,000	12,811	62,000	16,850	65,000	10,306	110,000	8,800	20,000	1,225	95,000	2,043	407,000	52,035
2026					55,000	10,776	64,000	13,750	65,000	7,544	110,000	4,400	20,000	410			314,000	36,880
2027					60,000	8,590	67,000	10,550	70,000	4,675							197,000	23,815
2028					60,000	6,250	70,000	7,200	75,000	1,594							205,000	15,044
2029					60,000	3,865	74,000	3,700									134,000	7,565
2030					65,000	1,333											65,000	1,333
	$ 4,305,000	$ 455,449	$ 2,995,000	$ 355,053	$ 885,000	$ 310,474	$ 900,000	$ 452,100	$ 870,000	$ 322,059	$ 1,245,000	$ 403,135	$ 1,135,000	$ 189,556	$ 975,000	$ 274,594	$ 13,310,000	$ 2,762,420

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

Fiscal Year	Utility Service Charges	Less: Operating Expenses (1)	Net Available Revenue	Debt Service			Coverage
				Principal	Interest	Total	
2002	5,958,023	3,198,385	2,759,638	1,245,000	590,984	1,835,984	1.50
2003	6,753,253	3,500,754	3,252,499	1,420,000	562,568	1,982,568	1.64
2004	7,749,801	3,751,076	3,998,725	1,125,000	544,863	1,669,863	2.39
2005	7,616,473	3,949,404	3,667,069	1,160,000	621,735	1,781,735	2.06
2006	9,688,303	4,071,905	5,616,398	1,255,000	569,220	1,824,220	3.08
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

(1) Excludes depreciation expense.

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

T E N N E S S E E

CAPITAL IMPROVEMENT PROGRAM

This section includes a summary of the five-year capital plan and project detail for each project in the Fiscal Year 2012 - 2016 Capital Improvement budget.

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 2013 - 2017 Capital Improvement budget. Sources of funds, expenditures and project start and completion dates are included. This is 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

City Wide Overlay project is the only significant nonroutine capital expenditures project this year. The City Wide Overlay project is to pave various streets throughout the City, started in FY 2011. We budgeted $1,300,000 this year, and plan to pave $1,000,000 worth in FY 2014, $1,500,000 in FY 2015, $2,000,000 in FY 2016, $2,500,000 in FY 2017. The operating costs and savings from these projects are minimal. There will be less potholes to patch, however, the material costs are immaterial as the personnel costs stay the same.

Impact of Capital Improvements on Operating Budget

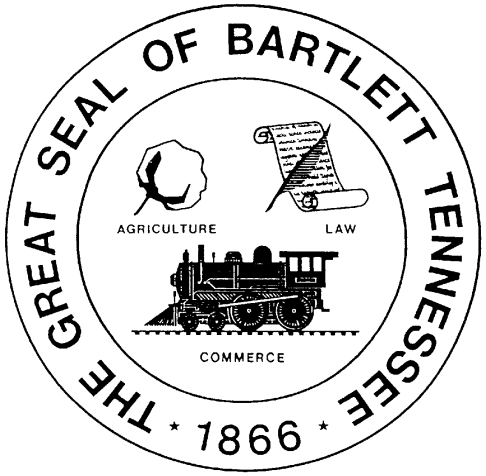
With the economy's situation, we only replaces the aging and broken vehicles and equipment with new ones. In the replacement cycle the second oldest vehicle will replace the oldest broken one, the third oldest replaces the second oldest, and so on, thus the vehicle maintenance cost will not be much different. The personnel costs stay the same as the material costs are immaterial.

CITY OF BARTLETT
FY 2013-2017 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY FUNCTION

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Revenues						
G.O. Bonds	$ 1,910,000	$ 3,820,000	$ 2,310,000	$ 5,200,000	$ 2,690,000	**$ 15,930,000**
Utility Bonds	$ 1,240,000	$ 825,000	$ 1,105,000	$ 1,575,000	$ 900,000	**$ 5,645,000**
Capital Note	$ 1,674,000	$ 982,000	$ 932,000	$ 932,000	$ 932,000	**$ 5,452,000**
Total Revenues	**$ 4,824,000**	**$ 5,627,000**	**$ 4,347,000**	**$ 7,707,000**	**$ 4,522,000**	**$ 27,027,000**
Expenditures						
G.O. Bond/Other Funded						
Administrative	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 150,000**
Public Safety	$ 696,000	$ 1,390,000	$ 650,000	$ 490,000	$ 490,000	**$ 3,716,000**
Public Works	$ 913,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,913,000**
Engineering	$ 1,802,000	$ 1,992,000	$ 2,172,000	$ 5,222,000	$ 2,712,000	**$ 13,900,000**
Parks & Recreation	$ 143,000	$ 1,140,000	$ 140,000	$ 140,000	$ 140,000	**$ 1,703,000**
Total G.O. Bond/Other Funded	**$ 3,584,000**	**$ 4,802,000**	**$ 3,242,000**	**$ 6,132,000**	**$ 3,622,000**	**$ 21,382,000**
Utility Bond/Other Funded						
Water	$ 540,000	$ 225,000	$ 255,000	$ 425,000	$ 175,000	**$ 1,620,000**
Sewer	$ 700,000	$ 600,000	$ 850,000	$ 1,150,000	$ 725,000	**$ 4,025,000**
Total Utility Bond/Other Funded	**$ 1,240,000**	**$ 825,000**	**$ 1,105,000**	**$ 1,575,000**	**$ 900,000**	**$ 5,645,000**
Total Expenditures	**$ 4,824,000**	**$ 5,627,000**	**$ 4,347,000**	**$ 7,707,000**	**$ 4,522,000**	**$ 27,027,000**

CITY OF BARTLETT
FY 2013-2017 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY CATEGORY

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
GENERAL FUND						
Source of Funds						
G.O. Bonds	$ 1,910,000	$ 3,820,000	$ 2,310,000	$ 5,200,000	$ 2,690,000	**$ 15,930,000**
Capital Note	$ 1,674,000	$ 982,000	$ 932,000	$ 932,000	$ 932,000	**$ 5,452,000**
General Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 3,584,000**	**$ 4,802,000**	**$ 3,242,000**	**$ 6,132,000**	**$ 3,622,000**	**$ 21,382,000**
Project Costs						
Land/Right of Way	$ 300,000	$ 0	$ 0	$ 0	$ 0	**$ 300,000**
Design/Engineering	$ 0	$ 170,000	$ 100,000	$ 0	$ 140,000	**$ 410,000**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 1,550,000	$ 2,750,000	$ 2,050,000	$ 5,200,000	$ 2,550,000	**$ 14,100,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 1,734,000	$ 1,882,000	$ 1,092,000	$ 932,000	$ 932,000	**$ 6,572,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 3,584,000**	**$ 4,802,000**	**$ 3,242,000**	**$ 6,132,000**	**$ 3,622,000**	**$ 21,382,000**
UTILITY FUND						
Source of Funds						
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 1,240,000	$ 825,000	$ 1,105,000	$ 1,575,000	$ 900,000	**$ 5,645,000**
Total Source	**$ 1,240,000**	**$ 825,000**	**$ 1,105,000**	**$ 1,575,000**	**$ 900,000**	**$ 5,645,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 300,000	$ 125,000	**$ 425,000**
Design/Engineering	$ 0	$ 50,000	$ 0	$ 250,000	$ 0	**$ 300,000**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 1,240,000	$ 650,000	$ 980,000	$ 900,000	$ 650,000	**$ 4,420,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other	$ 0	$ 125,000	$ 125,000	$ 125,000	$ 125,000	**$ 500,000**
Total Project Costs	**$ 1,240,000**	**$ 825,000**	**$ 1,105,000**	**$ 1,575,000**	**$ 900,000**	**$ 5,645,000**
TOTAL CIP COSTS	**$ 4,824,000**	**$ 5,627,000**	**$ 4,347,000**	**$ 7,707,000**	**$ 4,522,000**	**$ 27,027,000**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CIP PROJECT SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

PROJECT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
FUNDING SOURCES						
General Obligation Bonds	$ 1,910,000	$ 3,820,000	$ 2,310,000	$ 5,200,000	$ 2,690,000	**$ 15,930,000**
Utility Bonds	$ 1,240,000	$ 825,000	$ 1,105,000	$ 1,575,000	$ 900,000	**$ 5,645,000**
Capital Note	$ 1,674,000	$ 982,000	$ 932,000	$ 932,000	$ 932,000	**$ 5,452,000**
Total Funding Sources	**$ 4,824,000**	**$ 5,627,000**	**$ 4,347,000**	**$ 7,707,000**	**$ 4,522,000**	**$ 27,027,000**
PROJECT COST						
Administrative						
Vehicles	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 150,000**
Total Administrative	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 150,000**
Police						
Police Vehicles & Equipment	$ 381,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 2,121,000**
Total Police	**$ 381,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 2,121,000**
Fire						
Fire Vehicles	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 150,000**
Fire Buildings Improvements	$ 100,000	$ 0	$ 0	$ 0	$ 0	**$ 100,000**
Fire Ambulances	$ 160,000	$ 0	$ 160,000	$ 0	$ 0	**$ 320,000**
Fire - Aerial Truck	$ 0	$ 900,000	$ 0	$ 0	$ 0	**$ 900,000**
Total Fire	**$ 290,000**	**$ 930,000**	**$ 190,000**	**$ 30,000**	**$ 30,000**	**$ 1,470,000**
Code Enforcement						
Code Enforcement Vehicles	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	**$ 125,000**
Total Code Inspection	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 125,000**
Public Works						
Public Works Vehicles & Equp	$ 913,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,913,000**
Total Public Works	**$ 913,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 1,913,000**
Engineering						
Engineering Vehicle	$ 22,000	$ 22,000	$ 22,000	$ 22,000	$ 22,000	**$ 110,000**
FEMA Sirens	$ 30,000	$ 0	$ 0	$ 0	$ 0	**$ 30,000**
FEMA Generator	$ 0	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
City Wide Overlay	$ 1,300,000	$ 1,000,000	$ 1,500,000	$ 2,000,000	$ 2,500,000	**$ 8,300,000**
Old Brownsville West	$ 300,000	$ 0	$ 0	$ 3,000,000	$ 0	**$ 3,300,000**
Burloe Pedestrian Bridge	$ 100,000	$ 0	$ 0	$ 0	$ 0	**$ 100,000**

CIP PROJECT SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

PROJECT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Frank Creek Bridge Rehab	$ 0	$ 500,000	$ 0	$ 0	$ 0	**$ 500,000**
Brother & Stage Left Signal	$ 0	$ 20,000	$ 0	$ 150,000	$ 0	**$ 170,000**
Taper Inlet	$ 0	$ 50,000	$ 500,000	$ 0	$ 0	**$ 550,000**
Elmore Box	$ 0	$ 300,000	$ 0	$ 0	$ 0	**$ 300,000**
Old Brownsville East	$ 0	$ 0	$ 100,000	$ 0	$ 0	**$ 100,000**
Germantown North	$ 0	$ 0	$ 0	$ 0	$ 140,000	**$ 140,000**
Various Drainage Projects	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 250,000**
Total Engineering	**$ 1,802,000**	**$ 1,992,000**	**$ 2,172,000**	**$ 5,222,000**	**$ 2,712,000**	**$ 13,900,000**
Parks						
Parks Vehicles & Equipment	$ 50,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	**$ 310,000**
Recreation Vehicles & Equipment	$ 93,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	**$ 393,000**
Water Park & Outdoor Pool	$ 0	$ 1,000,000	$ 0	$ 0	$ 0	**$ 1,000,000**
Total Parks	**$ 143,000**	**$ 1,140,000**	**$ 140,000**	**$ 140,000**	**$ 140,000**	**$ 1,703,000**
Water						
Tank Maint. & Paint	$ 0	$ 125,000	$ 125,000	$ 125,000	$ 125,000	**$ 500,000**
Water Line Upgrades	$ 0	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 200,000**
Kirby Whitten Wtr Line ext Ph 2	$ 300,000	$ 0	$ 0	$ 0	$ 0	**$ 300,000**
Kirby Whitten Wtr Line ext Ph 3	$ 240,000	$ 0	$ 0	$ 0	$ 0	**$ 240,000**
Water Plant Well - Ardie	$ 0	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
Austin Peay Xing	$ 0	$ 0	$ 80,000	$ 0	$ 0	**$ 80,000**
Retrofit Reservoir - Germantown	$ 0	$ 0	$ 0	$ 250,000	$ 0	**$ 250,000**
Total Water	**$ 540,000**	**$ 225,000**	**$ 255,000**	**$ 425,000**	**$ 175,000**	**$ 1,620,000**
Sewers						
Sewers in Annexation Area	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 2,000,000**
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**
Sludge Digestion Upgrade	$ 300,000	$ 0	$ 0	$ 0	$ 0	**$ 300,000**
Buckhead Outfall	$ 0	$ 0	$ 250,000	$ 250,000	$ 0	**$ 500,000**
Upgrade Sewage Plant #2	$ 0	$ 0	$ 0	$ 300,000	$ 0	**$ 300,000**
Water Plant Site	$ 0	$ 0	$ 0	$ 0	$ 125,000	**$ 125,000**
Total Sewers	**$ 700,000**	**$ 600,000**	**$ 850,000**	**$ 1,150,000**	**$ 725,000**	**$ 4,025,000**
TOTAL CIP	**$ 4,824,000**	**$ 5,627,000**	**$ 4,347,000**	**$ 7,707,000**	**$ 4,522,000**	**$ 27,027,000**

ADMINISTRATIVE SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

PROJECT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Administrative						
Vehicles	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 150,000**
Total Administrative	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 150,000**
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 150,000**
General Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 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	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 150,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 150,000**

ADMINISTRATIVE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 10613

Project Name: Vehicles and Equipment

Project Description

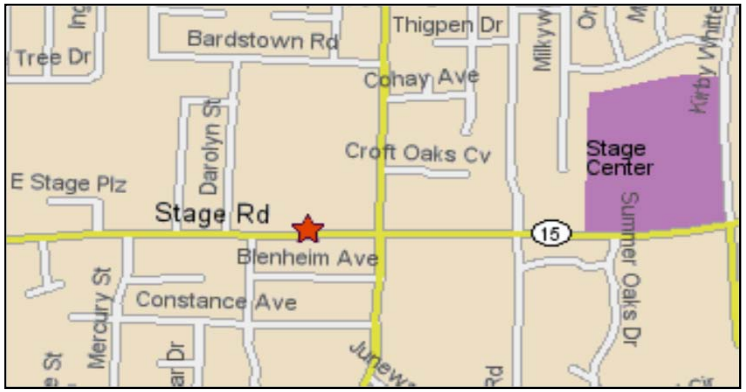
Replace one vehicle each year.

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	07/12	06/17
Total Project	**07/12**	**06/17**

Location

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

Location Map



Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Costs on Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 150,000**
General Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 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	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 150,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 150,000**

PUBLIC SAFETY SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

PROJECT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Police						
Police Vehicles & Equipment	$ 381,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 2,121,000**
BJC Roof	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Police	**$ 381,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 2,121,000**
Fire						
Fire Vehicles	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 150,000**
Fire Buildings Improvements	$ 100,000	$ 0	$ 0	$ 0	$ 0	**$ 100,000**
Fire Ambulances	$ 160,000	$ 0	$ 160,000	$ 0	$ 0	**$ 320,000**
Fire - Aerial Truck	$ 0	$ 900,000	$ 0	$ 0	$ 0	**$ 900,000**
Total Fire	**$ 290,000**	**$ 930,000**	**$ 190,000**	**$ 30,000**	**$ 30,000**	**$ 1,470,000**
Code Enforcement						
Code Enforcement Vehicles	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	**$ 125,000**
Total Code Enforcement	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 125,000**
Source of Funds						
G.O. Bonds	$ 160,000	$ 900,000	$ 160,000	$ 0	$ 0	**$ 1,220,000**
Capital Note	$ 536,000	$ 490,000	$ 490,000	$ 490,000	$ 490,000	**$ 2,496,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 696,000**	**$ 1,390,000**	**$ 650,000**	**$ 490,000**	**$ 490,000**	**$ 3,716,000**
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	$ 100,000	$ 0	$ 0	$ 0	$ 0	**$ 100,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 596,000	$ 1,390,000	$ 650,000	$ 490,000	$ 490,000	**$ 3,616,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 696,000**	**$ 1,390,000**	**$ 650,000**	**$ 490,000**	**$ 490,000**	**$ 3,716,000**

Department: POLICE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 20313

Project Name: Police Vehicles & Equipment

Project Description

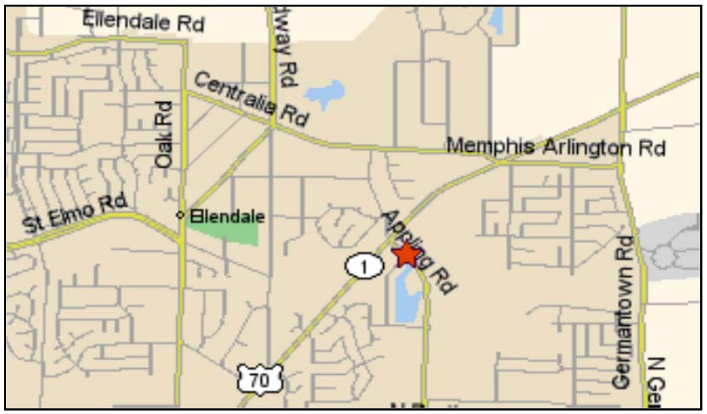
Replace 8 and equip patrol cars at $34,000 each and 3 detective vehicles and equip @ $28,000 each; 1 vehicle & equip for PIE @ $25,000.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Utility Relocation	N/A	N/A
Equipment/Furnishings	07/12	06/17
Total Project	**07/12**	**06/17**

Location

3730 Appling Rd.

Location Map



Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 381,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 2,121,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 381,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 2,121,000**
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	$ 381,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 2,121,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 381,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 2,121,000**

Department: FIRE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 25713

Project Name: Fire Vehicles

Project Description

Replace staff car with 150,000 miles Asst. Chief vehicle.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/12	06/17
Total Project	**07/12**	**06/17**

Location

2939 Altruria Road.

Location Map

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 150,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 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	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 150,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 150,000**

Department: FIRE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 262

Project Name: Fire Buildings Improvements

Project Description

Critical maintenance and renovation of all 5 fire stations.

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	07/12	06/13
Total Project	**07/12**	**06/13**

Location

All five Fire Stations.

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 100,000	$ 0	$ 0	$ 0	$ 0	**$ 100,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 100,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 100,000**
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	$ 100,000	$ 0	$ 0	$ 0	$ 0	**$ 100,000**
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	**$ 100,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 100,000**

Department: FIRE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 25613

Project Name: Fire Ambulances

Project Description

New ambulance to replace high milage 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	07/12	06/17
Total Project	**07/12**	**06/17**

Location

Station 3, 7855 Memphis Arlington.

Location Map

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 160,000	$ 0	$ 160,000	$ 0	$ 0	**$ 320,000**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 160,000**	**$ 0**	**$ 160,000**	**$ 0**	**$ 0**	**$ 320,000**
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	$ 160,000	$ 0	$ 160,000	$ 0	$ 0	**$ 320,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 160,000**	**$ 0**	**$ 160,000**	**$ 0**	**$ 0**	**$ 320,000**

Department: FIRE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: to be determined

Project Name: Fire Aerial Truck

Project Description

Replace the 1994 75-foot aerial truck assigned to fire station #3. The 1994 truck would be put into reserve.

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	07/13	06/14
Total Project	**07/13**	**06/14**

Location

Fire station #3, 7855 Memphis Arlington.

Location Map

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 900,000	$ 0	$ 0	$ 0	**$ 900,000**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 900,000**	**$ 0**	**$ 0**	**$ 0**	**$ 900,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
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	$ 900,000	$ 0	$ 0	$ 0	**$ 900,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 0**	**$ 900,000**	**$ 0**	**$ 0**	**$ 0**	**$ 900,000**

Department: CODE ENFORCEMENT

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 29113

Project Name: Code Enforcement Vehicles

Project Description

Replace an aging vehicle.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/12	06/17
Total Project	**07/12**	**06/17**

Location

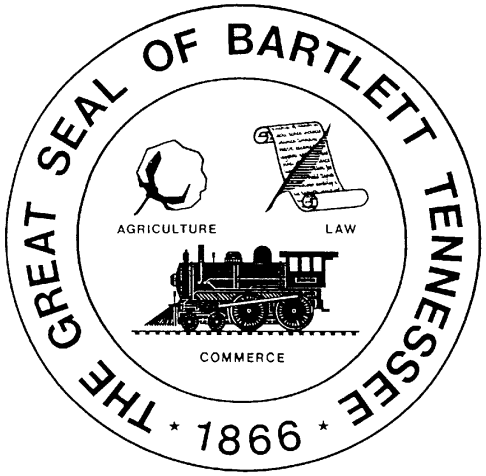
6382 Stage Road, Bartlett.

Location Map

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	**$ 125,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 125,000**
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	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	**$ 125,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 125,000**


THE GREAT SEAL OF BARTLETT TENNESSEE
AGRICULTURE
LAW
COMMERCE
* 1866 *

PUBLIC WORKS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

PROJECT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Public Works						
Public Works Vehicles & Equp	$ 913,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,913,000**
Total Public Works	**$ 913,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 1,913,000**
Engineering						
Engineering Vehicle	$ 22,000	$ 22,000	$ 22,000	$ 22,000	$ 22,000	**$ 110,000**
FEMA Sirens	$ 30,000	$ 0	$ 0	$ 0	$ 0	**$ 30,000**
FEMA Generator	$ 0	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
City Wide Overlay	$ 1,300,000	$ 1,000,000	$ 1,500,000	$ 2,000,000	$ 2,500,000	**$ 8,300,000**
Old Brownsville West	$ 300,000	$ 0	$ 0	$ 3,000,000	$ 0	**$ 3,300,000**
Burloe Pedestrian Bridge	$ 100,000	$ 0	$ 0	$ 0	$ 0	**$ 100,000**
Frank Creek Bridge Rehab	$ 0	$ 500,000	$ 0	$ 0	$ 0	**$ 500,000**
Brother & Stage Left Signal	$ 0	$ 20,000	$ 0	$ 150,000	$ 0	**$ 170,000**
Taper Inlet	$ 0	$ 50,000	$ 500,000	$ 0	$ 0	**$ 550,000**
Elmore Box	$ 0	$ 300,000	$ 0	$ 0	$ 0	**$ 300,000**
Old Brownsville East	$ 0	$ 0	$ 100,000	$ 0	$ 0	**$ 100,000**
Germantown North	$ 0	$ 0	$ 0	$ 0	$ 140,000	**$ 140,000**
Various Drainage Projects	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 250,000**
Total Engineering	**$ 1,802,000**	**$ 1,992,000**	**$ 2,172,000**	**$ 5,222,000**	**$ 2,712,000**	**$ 13,900,000**
Source of Funds						
G.O. Bonds	$ 1,750,000	$ 1,920,000	$ 2,150,000	$ 5,200,000	$ 2,690,000	**$ 13,710,000**
Capital Note	$ 965,000	$ 322,000	$ 272,000	$ 272,000	$ 272,000	**$ 2,103,000**
Total Source	**$ 2,715,000**	**$ 2,242,000**	**$ 2,422,000**	**$ 5,472,000**	**$ 2,962,000**	**$ 15,813,000**
Project Costs						
Land/Right of Way	$ 300,000	$ 0	$ 0	$ 0	$ 0	**$ 300,000**
Design/Engineering	$ 0	$ 70,000	$ 100,000	$ 0	$ 140,000	**$ 310,000**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 1,450,000	$ 1,850,000	$ 2,050,000	$ 5,200,000	$ 2,550,000	**$ 13,100,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 965,000	$ 322,000	$ 272,000	$ 272,000	$ 272,000	**$ 2,103,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 2,715,000**	**$ 2,242,000**	**$ 2,422,000**	**$ 5,472,000**	**$ 2,962,000**	**$ 15,813,000**

Department: PUBLIC WORKS

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 30713

Project Name: Public Works Vehicles & Equipment

Project Description

City Shop: *2 post 10,000 lb lift (5k), Tire balance machine (12k), Brake lathe machine (7k), Tire changing machine (7k).* ***Gen Maint:*** *F250 pickup truck with utility bed & post puller (50k), 9 yard flat rack dump truck (80k).* ***Grds Maint:*** *Street Sweeper to replace exisiting sweeper (225k), 2 riding mowers to replace two exixting (20k).* ***Gen Services:*** *F150 pickup to replace one with 137,000 mls. (27k).* ***Solid Waste:*** *Rear loading packer (80k), Knuckleboom (120k), Automated packer (280k).*

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	07/12	06/17
Total Project	**07/12**	**06/17**

Location

Public Works buildings around the City.

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 913,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,913,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 913,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 1,913,000**
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	$ 913,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,913,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 913,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 1,913,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 42013

Project Name: Engineering Vehicle

Project Description

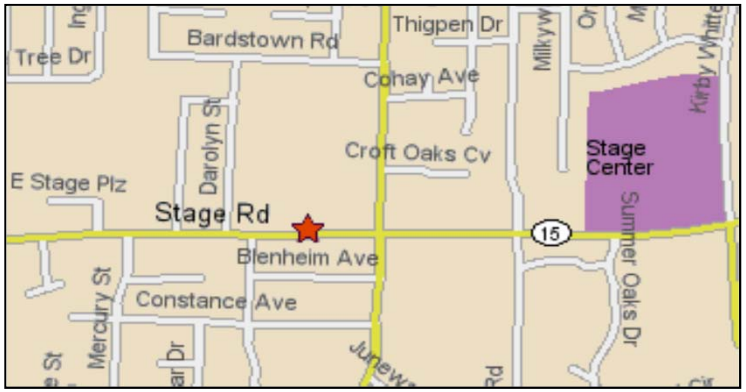
Vehicle replacement.

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	07/12	06/17
Total Project	**07/12**	**06/17**

Location

6382 Stage Road, Bartlett.

Location Map



Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 22,000	$ 22,000	$ 22,000	$ 22,000	$ 22,000	**$ 110,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 22,000**	**$ 22,000**	**$ 22,000**	**$ 22,000**	**$ 22,000**	**$ 110,000**
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	$ 22,000	$ 22,000	$ 22,000	$ 22,000	$ 22,000	**$ 110,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 22,000**	**$ 22,000**	**$ 22,000**	**$ 22,000**	**$ 22,000**	**$ 110,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 449

FEMA Sirens

Project Description

Match to install two new tornado sirens.

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	07/12	06/13
Total Project	**07/12**	**06/13**

Location

2939 Altruria Road, Bartlett, TN 38134.

Location Map

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 30,000	$ 0	$ 0	$ 0	$ 0	**$ 30,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 30,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 30,000**
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	$ 30,000	$ 0	$ 0	$ 0	$ 0	**$ 30,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 30,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 30,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: to be determined

FEMA Generator

Project Description

Match to install New Generators at fire stations around the city.

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	07/13	06/14
Total Project	**07/13**	**06/14**

Location

Fire stations around the city.

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 50,000**	**$ 0**	**$ 0**	**$ 0**	**$ 50,000**
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	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 0**	**$ 50,000**	**$ 0**	**$ 0**	**$ 0**	**$ 50,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 446

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
Utility Relocation	N/A	N/A
Construction	07/10	06/17
Total Project	**07/10**	**06/17**

Location

All over the city.

Location Map

Streets throughout the City of Bartlett.

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 1,300,000	$ 1,000,000	$ 1,500,000	$ 2,000,000	$ 2,500,000	**$ 8,300,000**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 1,300,000**	**$ 1,000,000**	**$ 1,500,000**	**$ 2,000,000**	**$ 2,500,000**	**$ 8,300,000**
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	$ 1,300,000	$ 1,000,000	$ 1,500,000	$ 2,000,000	$ 2,500,000	**$ 8,300,000**
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	**$ 1,300,000**	**$ 1,000,000**	**$ 1,500,000**	**$ 2,000,000**	**$ 2,500,000**	**$ 8,300,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 421

Project Name: Old Brownsville - West

Project Description

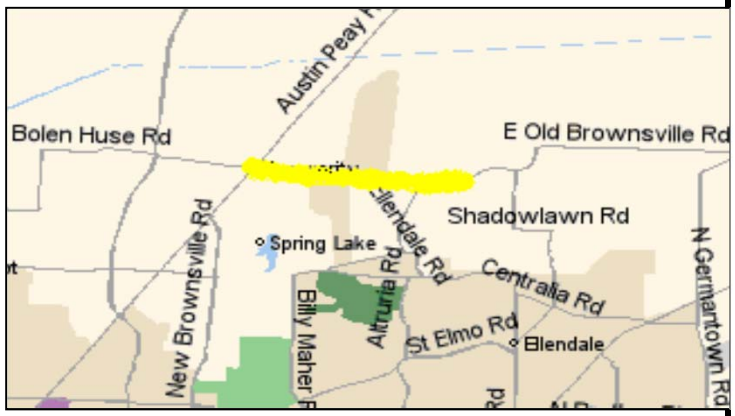
This project will re-build Old Brownsville Road from Kirby Whitten to Austin Peay Highway. It is funded 80/20 through the surface transportation fund. Re-paving of the roadway in 10 years. Initial engineering of 150,000 was provided in 2005 budget and an additional of 140,000 in 2007 budget.

Project Schedule	Start	Finish
Land/Right of Way	07/10	06/13
Design/Engineering	07/04	12/12
Utility Relocation	N/A	N/A
Construction	07/15	06/18
Total Project	**07/04**	**06/18**

Location

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

Location Map



Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 300,000	$ 0	$ 0	$ 3,000,000	$ 0	**$ 3,300,000**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 300,000**	**$ 0**	**$ 0**	**$ 3,000,000**	**$ 0**	**$ 3,300,000**
Project Costs						
Land/Right of Way	$ 300,000	$ 0	$ 0	$ 0	$ 0	**$ 300,000**
Design/Engineering	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 0	$ 0	$ 0	$ 3,000,000	$ 0	**$ 3,000,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 300,000**	**$ 0**	**$ 0**	**$ 3,000,000**	**$ 0**	**$ 3,300,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 544

Burloe Pedestrian Bridge

Project Description

Match for Burloe Pedestrian Bridge.

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	07/12	06/13
Total Project	**07/12**	**06/13**

Location

Summer Ave & Burloe Ln.

Location Map

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 100,000	$ 0	$ 0	$ 0	$ 0	**$ 100,000**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 100,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 100,000**
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	$ 100,000	$ 0	$ 0	$ 0	$ 0	**$ 100,000**
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	**$ 100,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 100,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 442

Project Name: Old Brownsville\Frank Creek Bridge Rehab

Project Description

Bridge is rated Poor. A rehab must occur in the near future.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	07/10	06/12
Utility Relocation	N/A	N/A
Construction	07/13	06/14
Total Project	**07/10**	**06/14**

Location

Franks Creek and Old Brownsville Road.

Location Map

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Costs on Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 500,000	$ 0	$ 0	$ 0	**$ 500,000**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 500,000**	**$ 0**	**$ 0**	**$ 0**	**$ 500,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 0	$ 500,000	$ 0	$ 0	$ 0	**$ 500,000**
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**	**$ 500,000**	**$ 0**	**$ 0**	**$ 0**	**$ 500,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: to be determined

Project Name: Brother and Stage Left Turn

Project Description

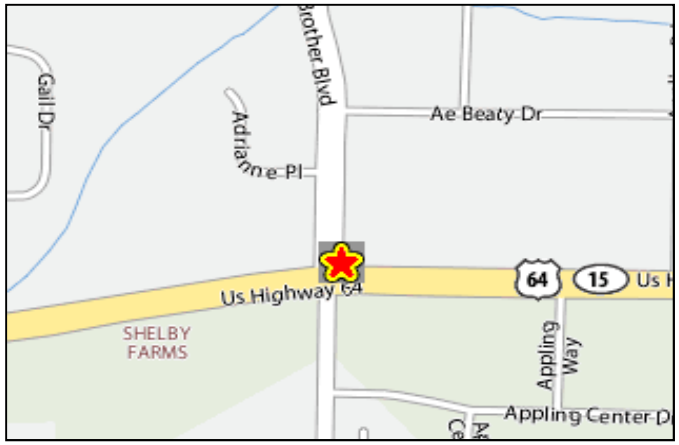
Install an east bound left turn lane on Brother along with signal modifications.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	07/13	12/13
Utility Relocation	N/A	N/A
Construction	07/15	06/16
Total Project	**07/13**	**06/16**

Location

Brother and Stage.

Location Map



Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Costs on Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 20,000	$ 0	$ 150,000	$ 0	**$ 170,000**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 20,000**	**$ 0**	**$ 150,000**	**$ 0**	**$ 170,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 20,000	$ 0	$ 0	$ 0	**$ 20,000**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 0	$ 0	$ 0	$ 150,000	$ 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	**$ 0**	**$ 20,000**	**$ 0**	**$ 150,000**	**$ 0**	**$ 170,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 445

Project Name: Stage Slope Taper Inlet

Project Description

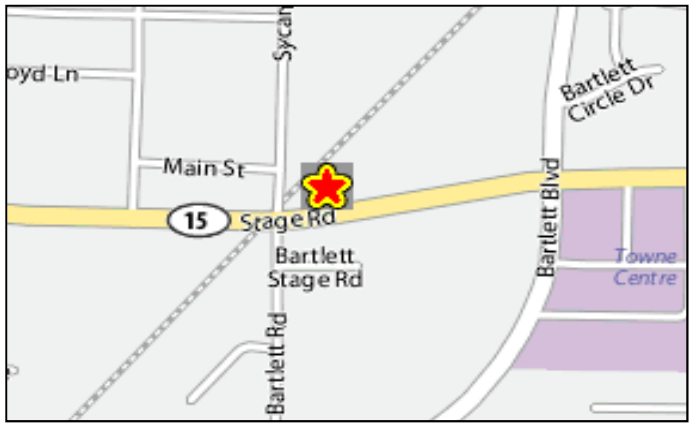
Install a modified inlet headwall at the box under Stage road by the Library.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	07/13	06/14
Utility Relocation	N/A	N/A
Construction	07/14	06/16
Total Project	**07/13**	**06/16**

Location

Stage and Bartlett Municipal Center.

Location Map



Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Costs on Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 50,000	$ 500,000	$ 0	$ 0	**$ 550,000**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 50,000**	**$ 500,000**	**$ 0**	**$ 0**	**$ 550,000**
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	$ 0	$ 500,000	$ 0	$ 0	**$ 500,000**
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**	**$ 500,000**	**$ 0**	**$ 0**	**$ 550,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: to be determined

Project Name: Elmore Box

Project Description

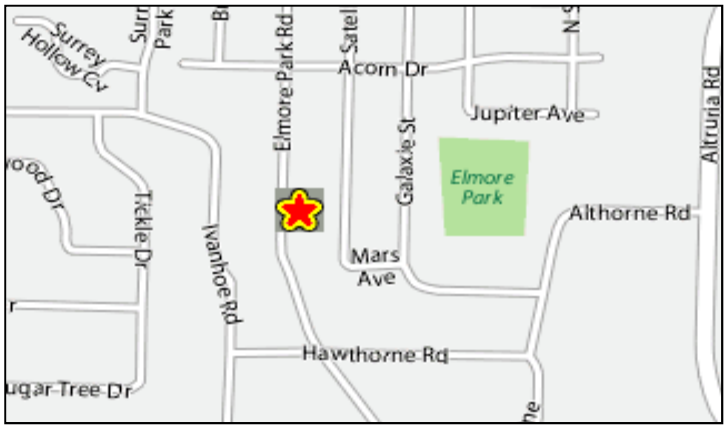
Replace a corrigated metal pipe under Elmore Road.

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	07/13	06/14
Total Project	**07/13**	**06/14**

Location

Elmore Road between Acorn and Hawthorne.

Location Map



Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Costs on Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 300,000	$ 0	$ 0	$ 0	**$ 300,000**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 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**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 0	$ 300,000	$ 0	$ 0	$ 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**	**$ 300,000**	**$ 0**	**$ 0**	**$ 0**	**$ 300,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

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	07/14	06/15
Utility Relocation	N/A	N/A
Construction	N/A	N/A
Total Project	**07/14**	**06/15**

Location

Old Brownsville - Kirby Whitten Road to Germantown Parkway.

Location Map

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 100,000	$ 0	$ 0	**$ 100,000**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 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**
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**	**$ 100,000**	**$ 0**	**$ 0**	**$ 100,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

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	07/16	06/17
Utility Relocation	N/A	N/A
Construction	N/A	N/A
Total Project	**07/16**	**06/17**

Location

US 70 to Old Brownsville.

Location Map

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 140,000	**$ 140,000**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 140,000**	**$ 140,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 0	$ 0	$ 0	$ 140,000	**$ 140,000**
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**	**$ 140,000**	**$ 140,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 63613

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	N/A	N/A
Equipment/Furnishings	07/12	06/17
Total Project	**07/12**	**06/17**

Location

Around the city.

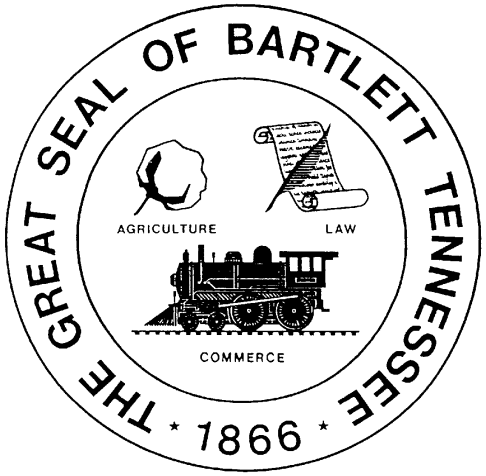
Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 250,000**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 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	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 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	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 250,000**


THE GREAT SEAL OF BARTLETT TENNESSEE
AGRICULTURE
LAW
COMMERCE
* 1866 *

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

PARKS AND RECREATION SUMMARY

PROJECT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Parks and Recreation						
Parks Vehicles & Equipment	$ 50,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	**$ 310,000**
Recreation Vehicles & Equipment	$ 93,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	**$ 393,000**
Water Park & Outdoor Pool	$ 0	$ 1,000,000	$ 0	$ 0	$ 0	**$ 1,000,000**
Total Parks and Recreation	**$ 143,000**	**$ 1,140,000**	**$ 140,000**	**$ 140,000**	**$ 140,000**	**$ 1,703,000**
Source of Funds						
G. O. Bonds	$ 0	$ 1,000,000	$ 0	$ 0	$ 0	**$ 1,000,000**
Capital Note	$ 143,000	$ 140,000	$ 140,000	$ 140,000	$ 140,000	**$ 703,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 143,000**	**$ 1,140,000**	**$ 140,000**	**$ 140,000**	**$ 140,000**	**$ 1,703,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 100,000	$ 0	$ 0	$ 0	**$ 100,000**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 0	$ 900,000	$ 0	$ 0	$ 0	**$ 900,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 143,000	$ 140,000	$ 140,000	$ 140,000	$ 140,000	**$ 703,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 143,000**	**$ 1,140,000**	**$ 140,000**	**$ 140,000**	**$ 140,000**	**$ 1,703,000**

Department: PARKS & RECREATION

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 50713

Project Name: Parks Vehicles & Equipment

Project Description

Replace truck #6012 - $30,000
Replace safety nets at Appling & Deermont fields - $10,000 each

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	07/11	06/13
Total Project	**07/11**	**06/13**

Location

Parks Maintenance 3179 N. Germantown Rd.

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 50,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	**$ 310,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 50,000**	**$ 65,000**	**$ 65,000**	**$ 65,000**	**$ 65,000**	**$ 310,000**
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	$ 50,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	**$ 310,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 50,000**	**$ 65,000**	**$ 65,000**	**$ 65,000**	**$ 65,000**	**$ 310,000**

Department: PARKS & RECREATION

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 54313

Project Name: Recreation Center Equipment/Repairs

Project Description

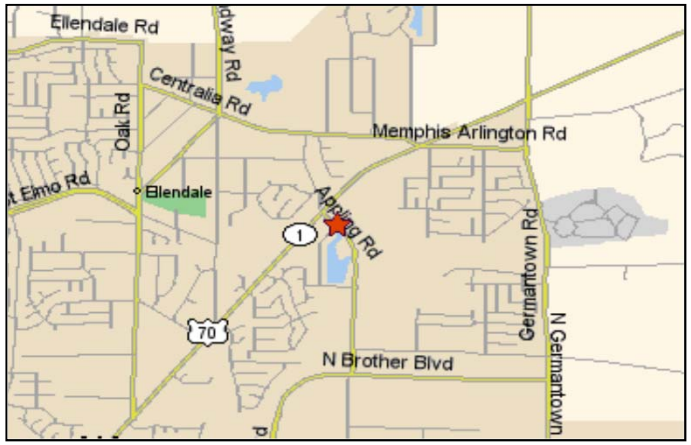
Repair deck drains $30,000
Repair roof $27,000
New carpet in BRC $36,000

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/11	06/16
Total Project	**07/11**	**06/16**

Location

7700 Flaherty Place.

Location Map



Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 93,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	**$ 393,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 93,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 393,000**
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	$ 93,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	**$ 393,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 93,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 393,000**

Department: PARKS & RECREATION

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: To be determined

Project Name: Water Park & Outdoor Pool

Project Description

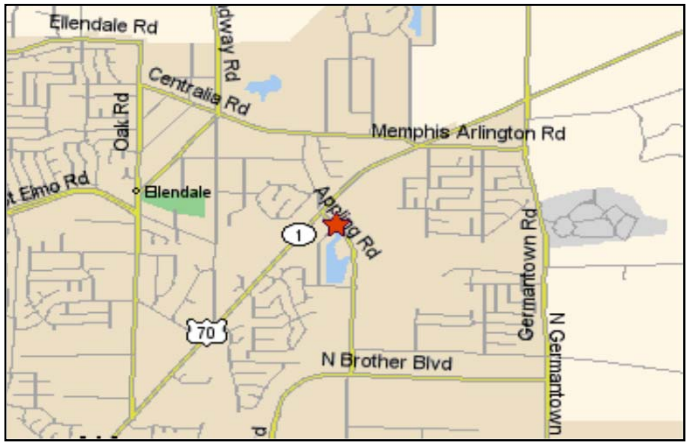
Design, engineer and build a water park and an outdoor pool.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	07/13	12/14
Utility Relocation	N/A	N/A
Construction	12/13	06/15
Total Project	**07/13**	**06/15**

Location

Recreation Center - 7700 Flaherty Place.

Location Map



Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 1,000,000	$ 0	$ 0	$ 0	**$ 1,000,000**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 1,000,000**	**$ 0**	**$ 0**	**$ 0**	**$ 1,000,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 100,000	$ 0	$ 0	$ 0	**$ 100,000**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 0	$ 900,000	$ 0	$ 0	$ 0	**$ 900,000**
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**	**$ 1,000,000**	**$ 0**	**$ 0**	**$ 0**	**$ 1,000,000**

UTILITY FUND SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

PROJECT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Water						
Tank Maint. & Paint	$ 0	$ 125,000	$ 125,000	$ 125,000	$ 125,000	**$ 500,000**
Water Line Upgrades	$ 0	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 200,000**
Kirby Whitten Wtr Line ext Ph 2	$ 300,000	$ 0	$ 0	$ 0	$ 0	**$ 300,000**
Kirby Whitten Wtr Line ext Ph 3	$ 240,000	$ 0	$ 0	$ 0	$ 0	**$ 240,000**
Water Plant Well - Ardie	$ 0	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
Austin Peay Xing	$ 0	$ 0	$ 80,000	$ 0	$ 0	**$ 80,000**
Retrofit Reservoir - Germantown	$ 0	$ 0	$ 0	$ 250,000	$ 0	**$ 250,000**
Total Water	**$ 540,000**	**$ 225,000**	**$ 255,000**	**$ 425,000**	**$ 175,000**	**$ 1,620,000**
Sewers						
Sewers in Annexation Area	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 2,000,000**
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**
Sludge Digestion Upgrade	$ 300,000	$ 0	$ 0	$ 0	$ 0	**$ 300,000**
Buckhead Outfall	$ 0	$ 0	$ 250,000	$ 250,000	$ 0	**$ 500,000**
Upgrade Sewage Plant #2	$ 0	$ 0	$ 0	$ 300,000	$ 0	**$ 300,000**
Water Plant Site	$ 0	$ 0	$ 0	$ 0	$ 125,000	**$ 125,000**
Total Sewers	**$ 700,000**	**$ 600,000**	**$ 850,000**	**$ 1,150,000**	**$ 725,000**	**$ 4,025,000**
Source of Funds						
Utility Bonds	$ 1,240,000	$ 825,000	$ 1,105,000	$ 1,575,000	$ 900,000	**$ 5,645,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 1,240,000**	**$ 825,000**	**$ 1,105,000**	**$ 1,575,000**	**$ 900,000**	**$ 5,645,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 300,000	$ 125,000	**$ 425,000**
Design/Engineering	$ 0	$ 50,000	$ 0	$ 250,000	$ 0	**$ 300,000**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 1,240,000	$ 650,000	$ 980,000	$ 900,000	$ 650,000	**$ 4,420,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other	$ 0	$ 125,000	$ 125,000	$ 125,000	$ 125,000	**$ 500,000**
Total Project Costs	**$ 1,240,000**	**$ 825,000**	**$ 1,105,000**	**$ 1,575,000**	**$ 900,000**	**$ 5,645,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: To be determined

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	07/13	06/17
Total Project	**07/13**	**06/17**

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 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0	$ 125,000	$ 125,000	$ 125,000	$ 125,000	**$ 500,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 125,000**	**$ 125,000**	**$ 125,000**	**$ 125,000**	**$ 500,000**
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	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other	$ 0	$ 125,000	$ 125,000	$ 125,000	$ 125,000	**$ 500,000**
Total Project Costs	**$ 0**	**$ 125,000**	**$ 125,000**	**$ 125,000**	**$ 125,000**	**$ 500,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: To be determined

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	07/13	06/17
Total Project	**07/13**	**06/17**

Location

Various locations around the City.

Location Map

Various locations around the City.

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 200,000**
Utility Operating Transfer In	$ 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 2013 - FY 2017

Project No.: 7122

Project Name: Kirby Whitten Water Line extension Ph 2

Project Description

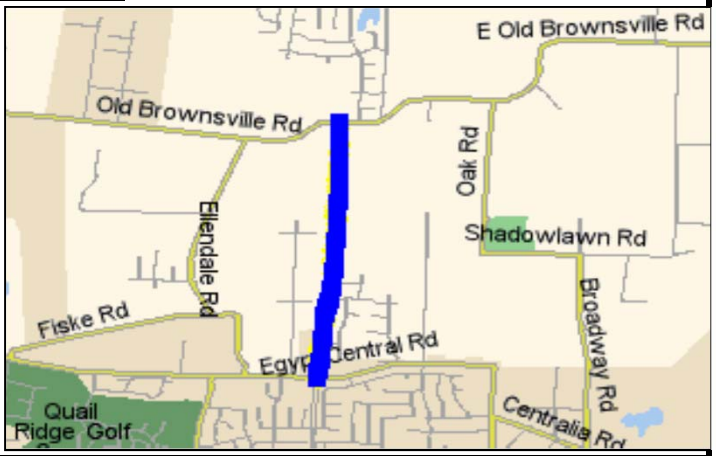
Install a 16 inch water line in Krby whitten from Old brownsville to egypt Central

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	done	done
Utility Relocation	N/A	N/A
Construction	07/12	06/14
Total Project	**07/12**	**06/14**

Location

On Kirby Whitten from Egypt Central Road to Old Brownsville Road.

Location Map



Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 300,000	$ 0	$ 0	$ 0	$ 0	**$ 300,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 300,000**	**$ 0**	**$ 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**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 300,000	$ 0	$ 0	$ 0	$ 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	**$ 300,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 300,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 7123

Project Name: Kirby Whitten Water line extension Ph 3

Project Description

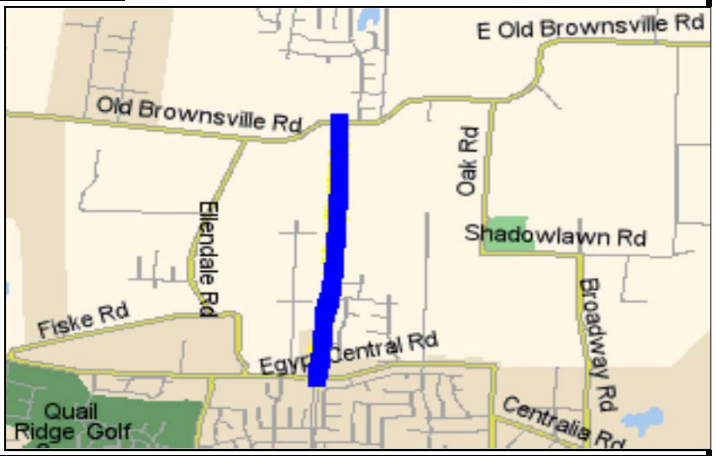
Install a 16 inch water line from the plant to Kirby Whitten

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	done	done
Utility Relocation	N/A	N/A
Construction	07/12	06/14
Total Project	**07/12**	**06/14**

Location

On Kirby Whitten from Egypt Central Road to Old Brownsville Road.

Location Map



Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 240,000	$ 0	$ 0	$ 0	$ 0	**$ 240,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 240,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 240,000**
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	$ 240,000	$ 0	$ 0	$ 0	$ 0	**$ 240,000**
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	**$ 240,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 240,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: To be determined

Project Name: Water Plant Well - Ardie

Project Description

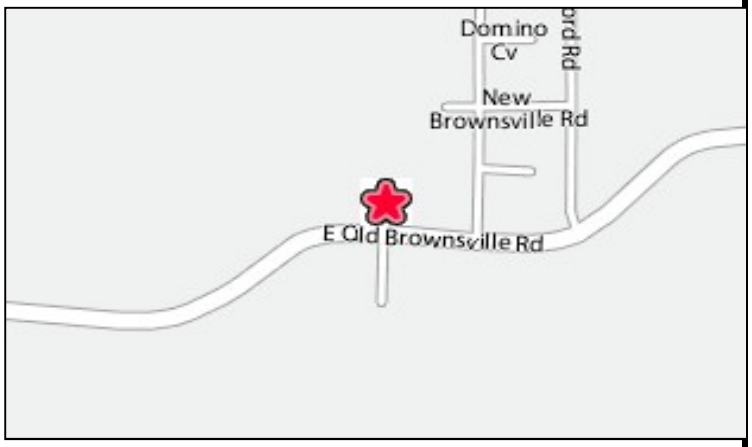
Construct a new water plant well.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	07/13	06/14
Utility Relocation	N/A	N/A
Construction	N/A	N/A
Total Project	**07/13**	**06/14**

Location

Ardie and Old Brownsville Road.

Location Map



Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 50,000**	**$ 0**	**$ 0**	**$ 0**	**$ 50,000**
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	$ 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**	**$ 50,000**	**$ 0**	**$ 0**	**$ 0**	**$ 50,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: To be determined

Project Name: Austin Peay Xing

Project Description

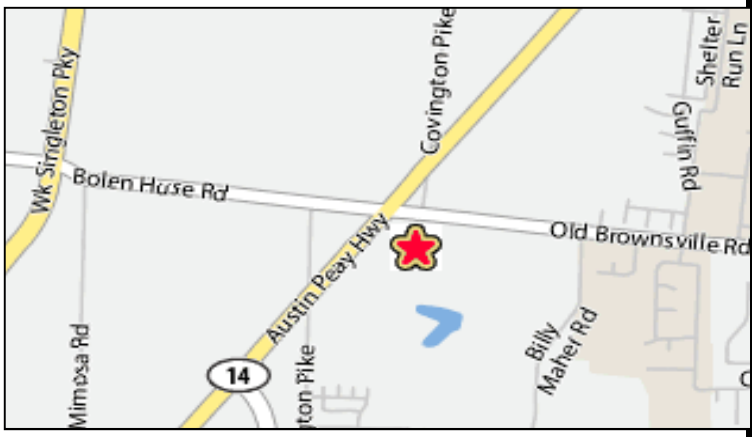
Install 16' water main under new construction at Austin Peay Highway.

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	07/14	06/15
Total Project	**07/14**	**06/15**

Location

Austin Peay Highway and Old Brownsville.

Location Map



Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0	$ 0	$ 80,000	$ 0	$ 0	**$ 80,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 0**	**$ 80,000**	**$ 0**	**$ 0**	**$ 80,000**
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	$ 80,000	$ 0	$ 0	**$ 80,000**
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**	**$ 80,000**	**$ 0**	**$ 0**	**$ 80,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

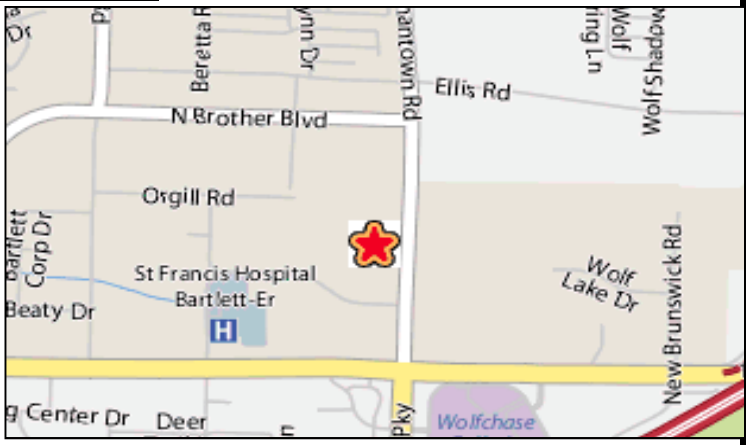
Project No.: 715

Project Name: Retrofit Reservoir - Germantown

Project Description
Repair and maintain the current resevoir.

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

Location
Germantown water plant.

Location Map


Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0		$ 0	$ 250,000	$ 0	**$ 250,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 0**	**$ 0**	**$ 250,000**	**$ 0**	**$ 250,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0		$ 0	$ 250,000	$ 0	**$ 250,000**
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**	**$ 250,000**	**$ 0**	**$ 250,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: To be determined

Water Plant Site

Project Description

Purchase of Land for a new water plant

Project Schedule	Start	Finish
Land/Right of Way	07/16	06/17
Design/Engineering	N/A	N/A
Utility Relocation	N/A	N/A
Construction	N/A	N/A
Total Project	**07/16**	**06/17**

Location

Exact location to be determined.

Location Map

Exact location to be determined.

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0	$ 0	$ 0	$ 0	$ 125,000	**$ 125,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 125,000**	**$ 125,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 125,000	**$ 125,000**
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**	**$ 125,000**	**$ 125,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 81113

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	07/12	06/17
Total Project	**07/12**	**06/17**

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 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 2,000,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 2,000,000**
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	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 2,000,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 2,000,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: To be determined

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	07/13	06/17
Total Project	**07/13**	**06/17**

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 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0	$ 100,000	$ 100,000	$ 100,000	$ 100,000	**$ 400,000**
Utility Operating Transfer In	$ 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 2013 - FY 2017

Project No.: To be determined

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	07/13	06/17
Total Project	**07/13**	**06/17**

Location

Various locations around the City.

Location Map

These projects are located at various locations around the City.

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0	$ 100,000	$ 100,000	$ 100,000	$ 100,000	**$ 400,000**
Utility Operating Transfer In	$ 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 2013 - FY 2017

Project No.: 825

Project Name: Sludge Digestion Upgrade

Project Description

Upgrade air supply for the sludge digestion at sewer plant #1.

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	07/12	06/14
Total Project	**07/12**	**06/14**

Location

Shelter Run Lane.

Location Map

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 300,000	$ 0	$ 0	$ 0	$ 0	**$ 300,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 300,000**	**$ 0**	**$ 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**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 300,000	$ 0	$ 0	$ 0	$ 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	**$ 300,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 300,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: 819

Project Name: Buckhead Outfall

Project Description

Install new sanitary sewer outfall from Westbrook to Germantown Road.

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	07/14	07/17
Total Project	**N/A**	**N/A**

Location

Westbrook and Germantown Road.

Location Map

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0	$ 0	$ 250,000	$ 250,000	$ 0	**$ 500,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 0**	**$ 250,000**	**$ 250,000**	**$ 0**	**$ 500,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 0	$ 0	$ 250,000	$ 250,000	$ 0	**$ 500,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 0**	**$ 0**	**$ 250,000**	**$ 250,000**	**$ 0**	**$ 500,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

Project No.: To be determined

Project Name: Upgrade Sewage Plant #2

Project Description

Buy land and construct a new sewer plant.

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

Location

Area north of the river

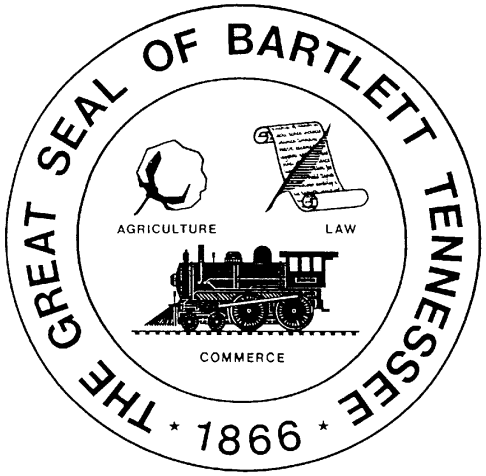
Location Map

Exact location to be determined.

Impact on Operating Budget	FY 2013	FY 2014	FY 2015
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0	$ 0	$ 0	$ 300,000	$ 0	**$ 300,000**
Utility Operating Transfer In	$ 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	$ 300,000	$ 0	**$ 300,000**
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**	**$ 300,000**	**$ 0**	**$ 300,000**


THE GREAT SEAL OF BARTLETT TENNESSEE
AGRICULTURE
LAW
COMMERCE
* 1866 *

CITY OF BARTLETT

TENNESSEE

APPENDIX

Date of Incorporation – 1866

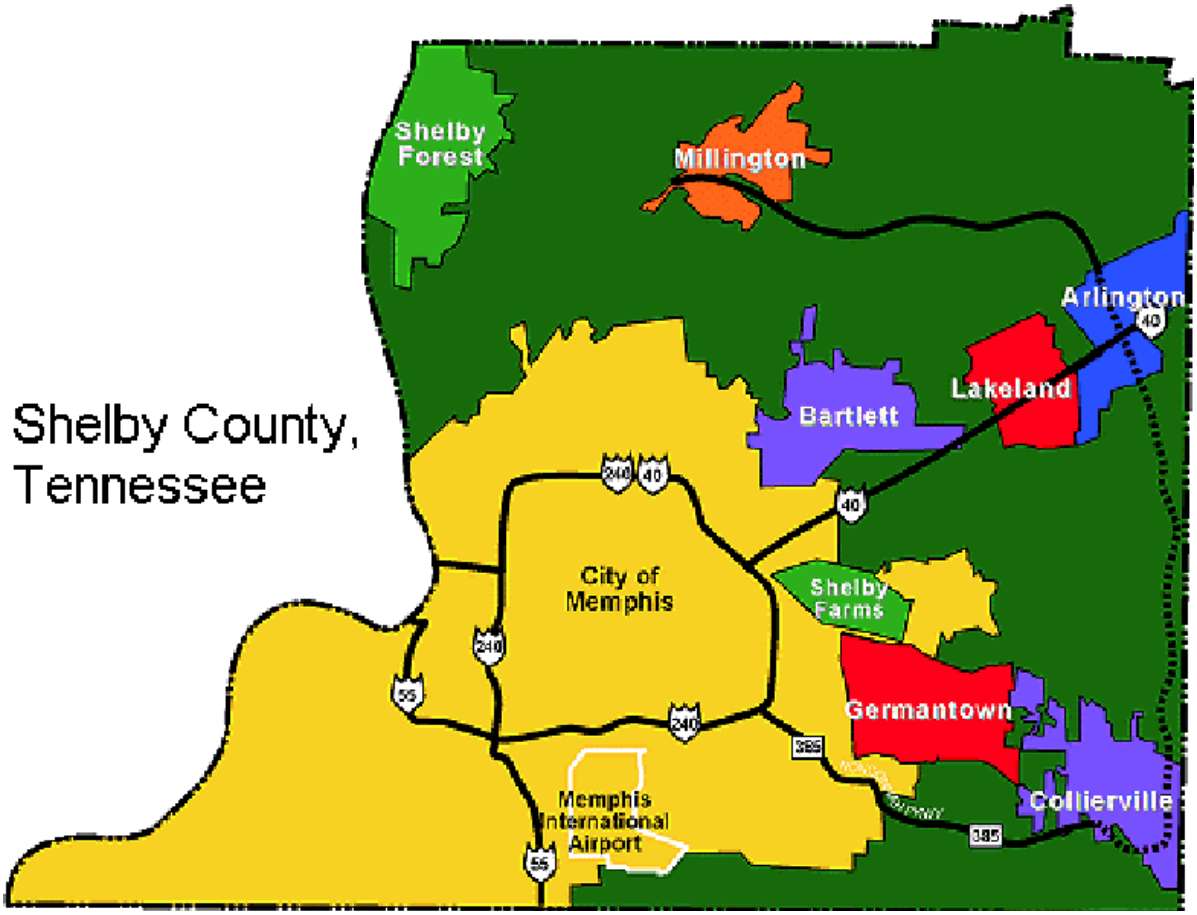
Date Charter Adopted – April 14, 1993

Form of Government – Mayor and Aldermen

Bartlett, with a 2010 census population of 54,613 is the geographic center of Shelby County and the second largest city in Shelby County. The Memphis MSA, in which Bartlett is included, has a population of over one million people. The City covers over 27 square miles and has a reserve annexation area of about 14 square miles. Bartlett has grown steadily through the 70's, 80's, 90's and 2000's through commercial and residential development and annexation.

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.

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.



BARTLETT COMMUNITY PROFILE

GEOGRAPHIC

Total Square Miles in City Limits		27
Miles of Streets		277
City Lane Miles	605	
State Highway Lane Miles	18.75	
Total Lane Miles		624

SEWER SYSTEM

Miles of Sewer Lines	349
Number of Sewer Connections	19,314
Pump Stations	25
Capacity of Bartlett System (Gallons/day)	2,700,000

WATER SYSTEM

Miles of Water Lines	371
Number of Water Connections	20,350
Number of Water Plants	4
Number of Storage Tanks	10
Capacity of Bartlett System (max gallon/day)	17,000,000

RECREATION

Number of Parks		28
Total Acres	736	
Developed	25	
Undeveloped	3	
Number of Tennis Courts		14
Number of Baseball Fields		18
Miles of Walking Trails		12.35

PUBLIC SAFETY

Number of Fire Stations	5
Number of Commissioned Police Officers	110

SCHEDULE OF MAJOR TAXPAYERS (2012)

Customer Name	Assessed Value
Brother Industries	$ 30,804,980
Saint Francis Hospital	21,308,360
LSI Wolf Lake Drive LLC	11,268,000
PASSCO Legends LLC	9,413,560
BellSouth Telecommunications Inc.	7,753,154
Weingarten Nostat Inc	7,094,480

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

2008	107
2009	89
2010	81
2011	87

COMMERCIAL INDUSTRIAL/PERMITS

2008	89
2009	60
2010	75
2011	96

HOUSING UNITS

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

2012 TAX YEAR

Property Tax Rate	1.49
Local Sales Tax	2.25%
State Sales Tax	7.00%
Bond Ratings	
Standard and Poor's	AAA
Moody's	Aa1

CIP PROJECT SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

PROJECT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
FUNDING SOURCES						
General Obligation Bonds	$ 1,910,000	$ 3,820,000	$ 2,310,000	$ 5,200,000	$ 2,690,000	**$ 15,930,000**
Utility Bonds	$ 1,240,000	$ 825,000	$ 1,105,000	$ 1,575,000	$ 900,000	**$ 5,645,000**
Capital Note	$ 1,674,000	$ 982,000	$ 932,000	$ 932,000	$ 932,000	**$ 5,452,000**
Total Funding Sources	**$ 4,824,000**	**$ 5,627,000**	**$ 4,347,000**	**$ 7,707,000**	**$ 4,522,000**	**$ 27,027,000**
PROJECT COST						
Administrative						
Vehicles	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 150,000**
Total Administrative	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 150,000**
Police						
Police Vehicles & Equipment	$ 381,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 2,121,000**
Total Police	**$ 381,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 2,121,000**
Fire						
Fire Vehicles	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 150,000**
Fire Buildings Improvements	$ 100,000	$ 0	$ 0	$ 0	$ 0	**$ 100,000**
Fire Ambulances	$ 160,000	$ 0	$ 160,000	$ 0	$ 0	**$ 320,000**
Fire - Aerial Truck	$ 0	$ 900,000	$ 0	$ 0	$ 0	**$ 900,000**
Total Fire	**$ 290,000**	**$ 930,000**	**$ 190,000**	**$ 30,000**	**$ 30,000**	**$ 1,470,000**
Code Enforcement						
Code Enforcement Vehicles	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	**$ 125,000**
Total Code Inspection	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 125,000**
Public Works						
Public Works Vehicles & Equp	$ 913,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,913,000**
Total Public Works	**$ 913,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 1,913,000**
Engineering						
Engineering Vehicle	$ 22,000	$ 22,000	$ 22,000	$ 22,000	$ 22,000	**$ 110,000**
FEMA Sirens	$ 30,000	$ 0	$ 0	$ 0	$ 0	**$ 30,000**
FEMA Generator	$ 0	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
City Wide Overlay	$ 1,300,000	$ 1,000,000	$ 1,500,000	$ 2,000,000	$ 2,500,000	**$ 8,300,000**
Old Brownsville West	$ 300,000	$ 0	$ 0	$ 3,000,000	$ 0	**$ 3,300,000**
Burloe Pedestrian Bridge	$ 100,000	$ 0	$ 0	$ 0	$ 0	**$ 100,000**

CIP PROJECT SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2013 - FY 2017

PROJECT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Frank Creek Bridge Rehab	$ 0	$ 500,000	$ 0	$ 0	$ 0	**$ 500,000**
Brother & Stage Left Signal	$ 0	$ 20,000	$ 0	$ 150,000	$ 0	**$ 170,000**
Taper Inlet	$ 0	$ 50,000	$ 500,000	$ 0	$ 0	**$ 550,000**
Elmore Box	$ 0	$ 300,000	$ 0	$ 0	$ 0	**$ 300,000**
Old Brownsville East	$ 0	$ 0	$ 100,000	$ 0	$ 0	**$ 100,000**
Germantown North	$ 0	$ 0	$ 0	$ 0	$ 140,000	**$ 140,000**
Various Drainage Projects	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 250,000**
Total Engineering	**$ 1,802,000**	**$ 1,992,000**	**$ 2,172,000**	**$ 5,222,000**	**$ 2,712,000**	**$ 13,900,000**
Parks						
Parks Vehicles & Equipment	$ 50,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	**$ 310,000**
Recreation Vehicles & Equipment	$ 93,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	**$ 393,000**
Water Park & Outdoor Pool	$ 0	$ 1,000,000	$ 0	$ 0	$ 0	**$ 1,000,000**
Total Parks	**$ 143,000**	**$ 1,140,000**	**$ 140,000**	**$ 140,000**	**$ 140,000**	**$ 1,703,000**
Water						
Tank Maint. & Paint	$ 0	$ 125,000	$ 125,000	$ 125,000	$ 125,000	**$ 500,000**
Water Line Upgrades	$ 0	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 200,000**
Kirby Whitten Wtr Line ext Ph 2	$ 300,000	$ 0	$ 0	$ 0	$ 0	**$ 300,000**
Kirby Whitten Wtr Line ext Ph 3	$ 240,000	$ 0	$ 0	$ 0	$ 0	**$ 240,000**
Water Plant Well - Ardie	$ 0	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
Austin Peay Xing	$ 0	$ 0	$ 80,000	$ 0	$ 0	**$ 80,000**
Retrofit Reservoir - Germantown	$ 0	$ 0	$ 0	$ 250,000	$ 0	**$ 250,000**
Total Water	**$ 540,000**	**$ 225,000**	**$ 255,000**	**$ 425,000**	**$ 175,000**	**$ 1,620,000**
Sewers						
Sewers in Annexation Area	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 2,000,000**
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**
Sludge Digestion Upgrade	$ 300,000	$ 0	$ 0	$ 0	$ 0	**$ 300,000**
Buckhead Outfall	$ 0	$ 0	$ 250,000	$ 250,000	$ 0	**$ 500,000**
Upgrade Sewage Plant #2	$ 0	$ 0	$ 0	$ 300,000	$ 0	**$ 300,000**
Water Plant Site	$ 0	$ 0	$ 0	$ 0	$ 125,000	**$ 125,000**
Total Sewers	**$ 700,000**	**$ 600,000**	**$ 850,000**	**$ 1,150,000**	**$ 725,000**	**$ 4,025,000**
TOTAL CIP	**$ 4,824,000**	**$ 5,627,000**	**$ 4,347,000**	**$ 7,707,000**	**$ 4,522,000**	**$ 27,027,000**

Exhibit B

City of Bartlett
Fees Schedule
Fiscal Year 2012-2013

Department	Type	Amount	Frequency/Notes/Description
BSMC	Municipal Center Rental Fee		
	Weekday, M-F (8:00am-5:00pm)		
	Auditorium (all day)	$ 425.00	$85/hr with 4-hr. minimum
	Banquet Hall (all day)	$ 525.00	$100/hr with 4-hr minimum
	Boardroom (all day)	$ 175.00	$35/hr with 3-hr minimum
	Chapel (all day)	$ 350.00	$70/hr with 4-hr minimum
	Meeting Room (all day)	$ 150.00	$30/hr with 3-hr minimum
	Reception Hall (all day)	$ 250.00	$50/hr with 3-hr minimum
	Weekend and Evening Rates		
	Auditorium (all day)	$ 575.00	$115/hr with 4-hr. minimum
	Banquet Hall (all day)	$ 675.00	$135/hr with 4-hr. minimum
	Boardroom (all day)	$ 200.00	$40/hr with 3-hr minimum
	Chapel (all day)	$ 425.00	$85/hr with 4-hr minimum
	Meeting Room (all day)	$ 175.00	$35/hr with 3-hr minimum
	Reception Hall (all day)	$ 325.00	$65/hr with 3-hr minimum
	Equipment Rental		
	Sound Equipment (include 2hrs Tech.)	$ 150.00	All day (includes sound tech)
	Sound Techincian	$ 15.00	Per hour with 4-hr minimum
	Stage Risers (3-5) panels	$ 200.00	All day
	Wedding and Reception Packages		
	Reception only		
	Banquet Hall	$ 1,200.00	5 consecutive hrs + 2 hrs decorating
	Reception Hall	$ 600.00	5 consecutive hrs + 2 hrs decorating
	Wedding only		
	Auditorium	$ 1,000.00	5 consecutive hrs + 2 hrs rehearsal
	Chapel	$ 800.00	5 consecutive hrs + 2 hrs rehearsal
	Wedding & Reception		
	Auditorium & Banquet Hall	$ 1,760.00	8 consecutive hrs + 2 hrs rehearsal
	Auditorium & Reception Hall	$ 1,280.00	8 consecutive hrs + 2 hrs rehearsal
	Chapel & Banquet Hall	$ 1,600.00	8 consecutive hrs + 2 hrs rehearsal
	Chapel & Reception Hall	$ 1,120.00	8 consecutive hrs + 2 hrs rehearsal
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	$ 0.25	Per page after first 5 free pages
	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

City of Bartlett
Fees Schedule
Fiscal Year 2012-2013

Department	Type	Amount	Frequency/Notes/Description
	Penalty Personalty Property Taxes	5%	
	Penalty Real Property Taxes	5%	
	Returned Check Fee	$ 20.00	Each or Amt of check, whichever is less
	Taxicab Permit Fee, per cab	$ 80.00	Annual
	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	$ 61.00	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
	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
	Expungement Fee-City	$ 100.00	Set by City
	Expungement Fee-State	$50 or $100	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	$ 5.00	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
Planning	11 X 17 COLOR MAPS Copy Fee	$ 3.00	Each
	Article V – Schedule Of District Regulations Copy Fee	$ 1.75	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	$ 2.75	Each
	Sign Summary, Appendix 5 & Chart 1 Copy Fee	$ 1.25	Each
	Subdivision Ordinance Copy Fee	$ 7.00	Each

City of Bartlett
Fees Schedule
Fiscal Year 2012-2013

Department	Type	Amount	Frequency/Notes/Description
	Zoning Ordinance W/ New Ordinances Copy Fee	$ 28.50	Each
	Board of Zoning Appeals		
	Administrative Review	$ 200.00	Each
	Special Exceptions	$ 300.00	Each
	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
	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
		$ 1.00	over first 100
	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 2012-2013

Department	Type	Amount	Frequency/Notes/Description
Fire	Ambulance Transport Fee for BLS	$ 400.00	For BLS
	Ambulance Transport Fee for ALS I	$ 460.00	For ALS I
	Ambulance Transport Fee for ALS II	$ 490.00	For ALS II
	Plus a mileage fee	$ 8.00	Per mile
	Copy fees	$ 0.25	Per page after first 5 free pages
	CPR Classes	$ 20.00	Per person per class
Code Enf.	**Building Fees**		
	Addition not exceeding 400 square feet	$ 40.00	Minimum fee (1&2 family dwelling)
	Addition of more than 400 square feet	$ 90.00	Minimum fee (1&2 family dwelling)
	Alteration and repair-per $1,000	$ 4.00	One & Two Family Dwelling
	Minimum fee of	$ 60.00	
	Certificate of Occupancy	$ 60.00	
	Commercial curb-cuts, driveway entrances & exits	$ 0.06	Minimum $30
	Commercial sidewalks	$ 30.00	On public right of way
	Conveyor Systems, Racking Systems	$ 60.00	First $250,000
	Per $1,000 for more than $250,000	$ 1.00	
	Decks & spas	$ 40.00	
	Demolition-for each 25,000 cubic feet	$ 7.00	
	Demolition-Maximum Fee	$ 500.00	
	Demolition-Minimum Fee	$ 60.00	
	Detached building <= 100 sq ft	$ 20.00	Minimum fee one story
	Detached building > 600 sq ft	$ 0.05	Per square feet
	Detached exceeding 100 sq ft <= 600 sq ft	$ 30.00	Minimum fee one story
	Fees for Amending Permits	$ 20.00	
	Fees for Issuing Permits	$ 4.00	
	Fees for miscellaneous construction	$ 8.00	Per $1,000
	Fences one-two family dwelling	$ 10.00	
	Minimum fee	$ 60.00	
	First Re-inspection Fee	$ 30.00	
	2+ Re-inspection Fee	$ 50.00	
	Gates, wall fence, or others	$ 20.00	Minimum
	Per $1,000	$ 4.00	
	Hazardous occupancies	$ 200.00	
	Imploded Structures-flat fee	$ 1,000.00	
	New construction & additions	$ 40.00	Minimum Fee (not 1&2 family dwelling)
	Less than $25,000-per $1,000	$ 4.00	
	$25,000 to $1,000,000-per $1,000	$ 3.00	Plus one-time $100
	$1,000,001 to $25 million-per $1,000	$ 2.00	Plus one-time $3,025
	$25,000,001 & above-per $1,000	$ 1.50	Plus one-time $51,025
	New construction of or addition to existing	$ 0.05	Per square foot (1&2 family dwelling)
	Minimum fee of	$ 125.00	
	Removal or moving of structures	$ 200.00	
	Special events	$ 60.00	

City of Bartlett
Fees Schedule
Fiscal Year 2012-2013

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

City of Bartlett
Fees Schedule
Fiscal Year 2012-2013

Department	Type	Amount	Frequency/Notes/Description
	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

City of Bartlett
Fees Schedule
Fiscal Year 2012-2013

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	
	Annual Sign Inspection	$ 10.00	
	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	

City of Bartlett
Fees Schedule
Fiscal Year 2012-2013

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	$ 20.00	Monthly
	For 2 Carts	$ 25.00	Monthly
	For 3 Carts	$ 30.00	Monthly
	Residential Cart Replacement Cost	$ 50.00	Each
	Residential Cart Addional Purchase	$ 50.00	Each
	Residential Pickup	$ 22.00	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	Next 8,000 gallons, per 1,000 gallons
	Residential -- City Customers	$ 1.65	Over 10,000 gallons, per 1,000 gallons
	Residential -- Rural Customers	$ 8.70	The first 2,000 gallons
	Residential -- Rural Customers	$ 2.70	Next 8,000 gallons, per 1,000 gallons
	Residential -- Rural Customers	$ 2.48	Over 10,000 gallons, per 1,000 gallons
	Commercial -- City Customers	$ 10.88	The first 2,000 gallons
	Commercial -- City Customers	$ 2.10	Next 8,000 gallons, per 1,000 gallons
	Commercial -- City Customers	$ 1.91	Over 10,000 gallons, per 1,000 gallons
	Commercial -- Rural Customers	$ 15.59	The first 2,000 gallons
	Commercial -- Rural Customers	$ 3.15	Next 8,000 gallons, per 1,000 gallons

City of Bartlett
Fees Schedule
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Department	Type	Amount	Frequency/Notes/Description
	Commercial -- Rural Customers	$ 2.89	Over 10,000 gallons, per 1,000 gallons
	City Sewer Rates		
	Residential -- City Customers	$ 6.19	The first 2,000 gallons
	Residential -- City Customers	$ 1.64	each additional 1,000 gallons
	Residential -- City Customers	$ 32.00	Maximum monthly
	Residential -- Rural Customers	$ 9.09	The first 2,000 gallons
	Residential -- Rural Customers	$ 1.79	each additional 1,000 gallons
	Residential -- Rural Customers	$ 40.00	Maximum monthly
	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

City of Bartlett
Fees Schedule
Fiscal Year 2012-2013

Department	Type	Amount	Frequency/Notes/Description
	Drainage Control Fee		
	For those lots not served by a detension basin	$ 500.00	Per lot
	For those lots served by a detension basin	$ 250.00	Per lot
	Park Land Development Fee	$ 700.00	Per lot
	Sewer Connection Charge	$ 2,000.00	
	Sewer Review Fee		
	Mimimum	$ 25.00	Per contract
	Per lot	$ 10.00	Whichever is greater
	Per 250 feet of Sewer line Extension	$ 25.00	Whichever is greater
	Subdivision and site plan review	$ 175.00	Per lot
	Water Connection Fee	$ 2,000.00	Per lot
	Water Plant Expansion Percent of Water Main Cost	15%	
	Water System Engineering % of Water Main Cost	6%	
	Street Cut Permit per 25 feet of cut	$ 10.00	
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	$ 40.00	Residents (1/2 day/$80 all day)
		$ 60.00	Non-Residents(1/2 day/$120 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
		$ 500.00	Basketball
		$ 150.00	Volleyball
	Facility Rental		
	Deermont	$ 2,000.00	Weekend
	Ellendale, Freeman & Appling	$ 100.00	Per field per day
	Late Registration	$ 20.00	Per person
	Lights	$ 15.00	Per 1.5hr
	Tennis/Cricket & non BPRD group	$ 10.00	Per player
	Tournament Fees	$ 200.00	Per team
	Youth Sports-per person	$ 75.00	Baseball, Softball & Basketball
		$ 50.00	Volleyball
	Plus Non-Resident fee	$ 30.00	Per person
Singleton C.C.	Adult Classes		
	Bench Aerobics	$ 4.00	Per class
	Tennis		
	Womeodu Adult Tennis	$ 60.00	Resident per month
		$ 65.00	Nonresident per month

City of Bartlett
Fees Schedule
Fiscal Year 2012-2013

Department	Type	Amount	Frequency/Notes/Description
	Belly Dancing	$ 75.00	Resident per session
		$ 80.00	Nonresident per session
	Zumba	$ 6.00	Resident & Non Res. Per Class
	Yoga	$ 5.00	Per class
	Chair Yoga	$ 5.00	Per class
	Tai Chi	$ 35.00	Resident per Month
			Reflexology
	Reflexology	$ 25.00	Resident per Session
		$ 30.00	Non-Resident per Session
	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
	Pilates	$ 6.00	Per class
	Pottery with Susie	$ 130.00	Resident per session
		$ 135.00	Nonresident per session
	Art Programs		
	Children's Art Classes	$ 200.00	Resident Per session (Ages 9-14)
		$ 205.00	Nonresident Per session (Ages 9-14)
		$ 125.00	Resident per session (Ages 5-8)
		$ 130.00	Nonresident per session (Ages 5-8)
	Saturday Artists	$ 125.00	Resident Per Session (Ages 5-8)
		$ 130.00	Non Res. Per Session (Ages 5-8)
		$ 200.00	Resident Per Session (Ages 9-14)
		$ 205.00	Non Res. Per Session (Ages 9-14)
	Dance		
	Bartlett Dance Factory	$ 40.00	Resident per month
		$ 45.00	Nonresident per month
	Bartlett Dance Factory - Summer Dance	$ 80.00	Resident per session
		$ 90.00	Nonresident per session
	Fall Break Camp	$ 105.00	Residend & Non Res. Per week
	Spring Break Camp	$ 105.00	Residend & Non Res. Per week
	Summer Day Camp	$ 705.00	Resident
		$ 755.00	Non-resident
	Facility Rental		
	Regular Hours		
	Classroom	$ 20.00	Resident per hour
		$ 30.00	Nonresident per hour
	Stage Room	$ 25.00	Resident per hour
		$ 35.00	Nonresident per hour
	Auditorium	$ 35.00	Resident per hour
		$ 45.00	Nonresident per hour

City of Bartlett
Fees Schedule
Fiscal Year 2012-2013

Department	Type	Amount	Frequency/Notes/Description
	Kitchen	$ 40.00	Resident Flat Fee
		$ 45.00	Non-Resident Flat Fee
	Gymnasium, one side only	$ 35.00	Resident per hour
		$ 45.00	Nonresident per hour
	Gymnasium, whole gym	$ 70.00	Resident per hour
		$ 90.00	Nonresident per hour
	Concession Stand	$ 75.00	Resident Flat Fee
		$ 80.00	Non-Resident Flat Fee
	Basketball Tournament	$ 1,000.00	3 day
		$ 1,800.00	Full week
	After Hours		
	Classroom	$ 45.00	Resident per hour (2 hr min)
		$ 55.00	Nonresident per hour (2 hr min)
	Stage Room	$ 50.00	Resident per hour (2 hr min)
		$ 60.00	Nonresident per hour (2 hr min)
	Auditorium	$ 90.00	Resident per hour (2 hr min)
		$ 100.00	Nonresident per hour
	Kitchen	$ 40.00	Resident Flat Fee
		$ 45.00	Non-Resident Flat Fee
	Gymnasium, one side only	$ 90.00	Resident per hour
		$ 100.00	Nonresident per hour
	Gymnasium, whole gym	$ 180.00	Resident per hour
		$ 200.00	Nonresident per hour
	Deposit Auditorium, Classrooms, Gym & Stage Rm	$ 200.00	
	Deposit Teen Parties	$ 500.00	Cash
	Flamingo's	$ 45.00	
	Golf Tournament	$ 90.00	Each player
	IDs	$ 10.00	Resident per year
		$ 30.00	Nonresident per year
		$ 5.00	Day Pass
	Martial Arts		
	Taekwondo	$ 75.00	Resident per month
		$ 80.00	Nonresident per month
	Kendo	$ 20.00	Per month
	Preschool		
	Literature-4 & 5 yrs old (Fridays)	$ 40.00	Resident per session
		$ 45.00	Nonresident per session
	Preschool-2 yrs old	$ 80.00	Resident per month
		$ 85.00	Nonresident per month
	Preschool-3 & 4 yrs old	$ 70.00	Resident per month
		$ 75.00	Nonresident per month
	Preschool Summer Funtime-2 & 3 yrs old	$ 60.00	Resident per month
		$ 65.00	Nonresident per month

City of Bartlett
Fees Schedule
Fiscal Year 2012-2013

Department	Type	Amount	Frequency/Notes/Description
	Preschool Summer Funtime - 4-5 yrs old	$ 60.00	Resident per month
		$ 65.00	Nonresident per month
	Special Events		
	Garage Sale	$ 30.00	Each
	Halloween	$ 1.00	Per adult
	Pet Show	$ 10.00	Each pet
	Valentine's 5K/10K Run	$ 20.00	Each
	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	$ 99.00	Resident per Session
		$ 104.00	Non-Resident per Session
	Crafty Creations	$ 30.00	Resident per session
		$ 35.00	Non-Resident per session
	Drawing - Children	$ 90.00	
		$ 95.00	
	Engineering Fun Times	$ 50.00	Resident per semester
		$ 55.00	Nonresident per semester
	Kid's in Kitchen	$ 70.00	Resident per session
		$ 75.00	Non-Resident per session
	Photography	$ 35.00	Resident per Month
		$ 40.00	Non-Resident per Month
	ACT Prep	$ 180.00	Resident per session
		$ 185.00	Nonresident per session
	Adult Art	$ 200.00	Resident per Session
		$ 205.00	Non-Resident per Session
	Driver Education	$ 385.00	Resident per session
		$ 390.00	Nonresident per session
	Piano with Shirley (Ages 6-High School)	$ 20.00	Per 1/2 hr session
	Piano with with Melanie (Ages 6-Adults)	$ 80.00	Per Month
	Private and Group Lessons	$ 30.00	Per hour
		$ 15.00	Per 1/2 hour
	Storytime & Craft	$ 30.00	Resident per session
		$ 35.00	Non-Resident per session
	Tennis (Ages 7-17)	$ 60.00	Resident - 1 Lesson Per Week
		$ 65.00	Non Resident - 1 Lesson Per Week
	Trumpet	$ 20.00	Per 1/2 hr lesson
	Tutoring/Elementary	$ 300.00	per semester
	Tutoring/Middle School	$ 300.00	per semester

City of Bartlett
Fees Schedule
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Department	Type	Amount		Frequency/Notes/Description
	Summer Tutoring	$	30.00	Per Week
	Tutoring/High School	$	300.00	per semester
Senior Center	Ballroom Dance Day Class	$	3.00	Per class
	Ballroom Dance Night Class	$	10.00	Per Class
	Belly Dancing	$	3.00	Per Class
	Bridge Lessons	$	6.00	Per Class
	Calligraphy Workshops	$	35.00	Per Session
	Ceramics	$	10.00	Per month
	Computer Class	$	50.00	Per Session
	Computer Workshop	$	40.00	4-8 hours
	Computer Workshop	$	25.00	4 hours or less
	Dance - Evening	$	5.00	Members Per Dance
		$	6.00	Non-Members Per Dance
	Duplicate Bridge	$	0.50	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
	Language Classes	$	35.00	Per Session
	Line Dance Class	$	3.00	Per class
	Manicures	$	12.00	Per appointment
	Massage - Chair			
	15-minutes	$	16.00	Per 15-minute appointment
	30-minutes	$	32.00	Per 30-minute appointment
	Memberships	$	10.00	Per year
	Oil Painting Class	$	10.00	Per Month
	Pedicures	$	18.00	Per appointment
	Photography Workshop	$	35.00	Per Session

City of Bartlett
Fees Schedule
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Department	Type	Amount	Frequency/Notes/Description
	Pottery Class	$ 15.00	Per Month
	Spanish Lessons	$ 20.00	Per Session
	Tai Chi	$ 3.00	Per class
	Yoga	$ 3.00	Per class
	Zumba Night Class	$ 3.00	Per class
Recreation Center			
	Corporate Family	$ 605.00	Yearly
	Corporate Senior Family	$ 508.00	Yearly
	Corporate Senior Single	$ 335.00	Yearly
	Corporate Single	$ 400.00	Yearly
	Employee Family	$ 384.00	Yearly
	Employee Senior Family	$ 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 Family	$ 734.00	Yearly
	Non-Resident Senior Family	$ 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 Family	$ 486.00	Yearly
	Resident Senior Family	$ 356.00	Yearly
	Resident Senior Single	$ 238.00	Yearly
	Resident Single	$ 313.00	Yearly
	Aquatics		
	1 student 1 lession per mem	$ 35.00	
	1 student 1 lession per non-mem	$ 60.00	
	1 student 4 lessions per mem	$ 85.00	
	1 student 4 lessions per non-mem	$ 110.00	
	Lifeguard Instructor mem	$ 195.00	
	Lifeguard Instructor non- mem	$ 220.00	
	Lifeguard recert mem fee	$ 75.00	
	Lifeguard recert non-mem fee	$ 100.00	
	Lifeguard training mem fee	$ 175.00	
	Lifeguard training non-mem fee	$ 200.00	
	Masters swim mem daily	free	
	Masters swim non-mem daily	$ 25.00	
	Recert fee	$ 19.00	
	Swim class member fee	$ 70.00	

City of Bartlett
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Department	Type	Amount	Frequency/Notes/Description
	Swim class non-member fee	$ 95.00	
	Swim club registration	$ 10.00	
	WSI class mem	$ 170.00	
	WSI class non-mem	$ 185.00	
	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	$ 40.00	
	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	
	Party room mem	$ 52.50	
	Party room non-mem	$ 60.00	
	Pool Lane Rental member	$ 15.00	
	Pool Lane Rental nonmember	$ 20.00	
	Racquetball court rental	$ 25.00	
	Scuba	$ 10.00	
	Volleyball court rental	$ 90.00	
	Yearly locker rental	$ 60.00	
	Fitness		
	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	

City of Bartlett
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Department	Type	Amount	Frequency/Notes/Description
	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	
	Just For Women Member	$ 130.00	
	Just For women 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	
	Martial Arts Contract Monthly	$ 400.00	New contract
	Other Recreation Center		
	Basketball league registration	$ 40.00	
	Camp 2 wk mem	$ 200.00	
	Camp 2 wk mem 1st sibling	$ 235.00	
	Camp 2 wk mem 2nd sibling	$ 225.00	
	Camp 2 wk non-mem	$ 300.00	
	Camp 2 wk non-mem 1st sibling	$ 285.00	
	Camp 2 wk non-mem 2nd sibling	$ 275.00	
	Camp 4 wk mem	$ 500.00	
	Camp 4 wk mem 1st sibling	$ 470.00	
	Camp 4 wk mem 2nd sibling	$ 450.00	
	Camp 4 wk non-mem	$ 600.00	
	Camp 4 wk non-mem 1st sibling	$ 570.00	
	Camp 4 wk non-mem 2nd sibling	$ 550.00	
	Camp 6 wk mem	$ 750.00	
	Camp 6 wk mem 1st sibling	$ 705.00	
	Camp 6 wk mem 2nd sibling	$ 675.00	
	Camp 6 wk non-mem	$ 900.00	
	Camp 6 wk non-mem 1st sibling	$ 855.00	
	Camp 6 wk non-mem 2nd sibling	$ 825.00	

City of Bartlett
Fees Schedule
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Department	Type	Amount	Frequency/Notes/Description
	Camp 8 wk mem	$ 1,000.00	
	Camp 8 wk mem 1st sibling	$ 940.00	
	Camp 8 wk mem 2nd sibling	$ 900.00	
	Camp 8 wk non-mem	$ 1,200.00	
	Camp 8 wk non-mem 1st sibling	$ 1,140.00	
	Camp 8 wk non-mem 2nd sibling	$ 1,100.00	
	Health Non-Profit Booth	$ 25.00	
	Health Profit Booth	$ 35.00	
	Junior Youth members	$ 20.00	
	JYM special	$ 50.00	
	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	$ 5.00	
	Triathlon insurance relay	$ 15.00	
	Triathlon late fee individual	$ 5.00	
	Triathlon late fee relay	$ 15.00	
	Triathlon relay	$ 75.00	
	Trunk N Treat	$ 25.00	
	Swim Competition		
	Late fee	$ 10.00	
	Black team mem	$ 55.00	
	Black team non-mem	$ 70.00	
	Black 2nd swimmer mem	$ 45.00	
	Black 2nd swimmer non-mem	$ 60.00	
	Red team mem	$ 65.00	
	Red team non-mem	$ 80.00	
	Red 2nd swimmer mem	$ 55.00	
	Red 2nd swimmer non-mem	$ 70.00	
	Senior member	$ 75.00	
	Senior non-mem	$ 90.00	

City of Bartlett
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Department	Type	Amount	Frequency/Notes/Description
	Senior 2nd swimmer mem	$ 65.00	
	Senior 2nd swimmer non-mem	$ 80.00	
	USS transfer fee in LSC	$ 5.00	
	USS transfer fee in LSC non-mem	$ 10.00	
	White team mem	$ 45.00	
	White team non-mem	$ 60.00	
	White 2nd swimmer mem	$ 35.00	
	White 2nd swimmer non-mem	$ 50.00	
	Yearly registration fee	$ 100.00	
	Yearly US reg fee	$ 58.00	
Performing Arts	Box Office		
	Credit card processing - per subscription	$ 2.00	
	Credit card processing - per ticket	$ 1.00	
	Tickets - "Pick 10" (season)	$ 150.00	
	Tickets - Subscribers- Legend Series	$ 35.00	when purchased with subscription
		$ 45.00	when purchased without subscription
	Tickets - Client - design/print only	$ 40.00	
	Tickets - Client - design/print/pre-sell	$ 90.00	
	Tickets - Client - pre-sell only	$ 50.00	
	Tickets - Public - DinnerStages	$ 35.00	dinner & show
	Tickets - Public - Family Series	$ 7.50	
	Tickets - Public - Showcase Series	$ 25.00	
	Tickets - Subscriber - DinnerStages	$ 15.00	to cover food portion of ticket
	Tickets - Subscriber - Family Series	$ 7.50	
	Tickets-Theatrestage Series	$ 10.00	
	Tickets-TheatreKids Conservatory Series	$ 10.00	
	Tickets - Subscriber - Showcase Series	$ 15.00	
	Classes & Instruction		
	TheatreKids Conservatory tuition	$75.00	
	Summer camp - per participant	$ 125.00	Total fee (includes deposit)
	Summer camp non-refundable deposit	$ 25.00	
	Concessions		
	BPACC events - per item	$ 1.00	
	Client coffee refills - each	$ 5.00	
	Client coffee station - per event	$ 20.00	
	Client concessions - per event	$ 25.00	
	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	

City of Bartlett
Fees Schedule
Fiscal Year 2012-2013

Department	Type	Amount	Frequency/Notes/Description
	Facility piano tuning - per event	$ 130.00	
	Follow spot light - per event	$ 5.00	Operator additional @$15/hr
	Lecturn only - per event	$ 5.00	
	Lecturn with microphone - per event	$ 15.00	
	Removal of seats - per row/event	$ 50.00	
	Stage lighting/design (color) - per hour	$ 10.00	
	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	$ 50.00	
	Performance Rental Space		
	Auditorium (per hr, 4-hour minimum)	$ 75.00	$85 includes house mananger
	Green Room (per hr, 3-hour minimum)	$ 35.00	
	Studio (per hr, 3-hour minimum)	$ 45.00	
	Conference Room (per hr, 3-hr minimum)	$ 35.00	
	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 - The first fiscal year appropriations of the Capital Plan 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 $200) and having a useful life of several 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 - fund that provides goods or services to the public for a fee that makes the entity self-supporting.

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.
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 - apply to all funds except for the profit and loss funds (e.g., enterprise fund, internal service fund, and trust and agency fund). Examples of government funds are the general fund, special assessment fund, and capital projects fund. Governmental funds use the modified accrual accounting method.

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.

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.

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.

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

GLOSSARY OF TERMS

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 - Used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

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.

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, expanses incurred, and /or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.