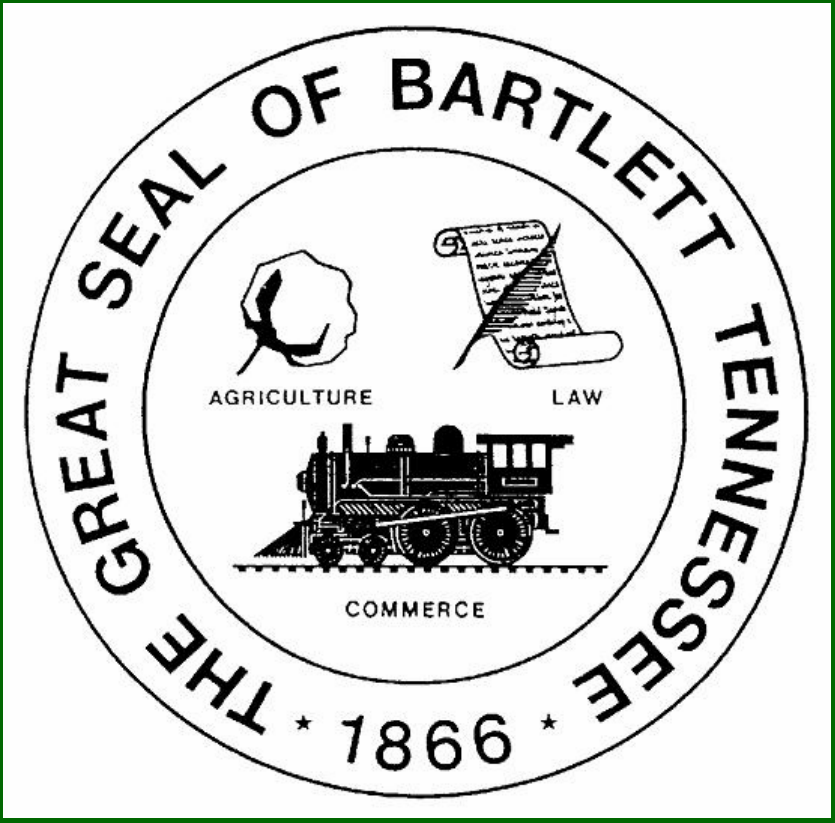
CITY OF BARTLETT
TENNESSEE

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



A. Keith McDonald, Mayor

FISCAL 2012 BUDGET

CITY OF BARTLETT
TENNESSEE

Fiscal Year 2012 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, 2010

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, 2010**. 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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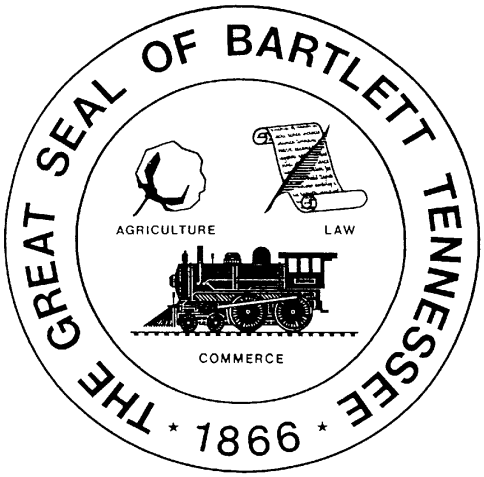
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CITY OF BARTLETT

TENNESSEE

INTRODUCTION

City of Bartlett

A. Keith McDonald, Mayor

M E M O R A N D U M

June 14, 2011

Board of Mayor and Aldermen
Citizens of Bartlett

As required by the Charter presented for your approval are the fiscal year 2012 operating and capital budgets. As we anticipated, the weak economy has continued into 2011 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 provide excellent services and control their costs. We are proposing changes to future retiree health insurance benefits that are similar to what most other cities are doing but will still require a 2.5 percent of payroll increase to fund these benefits in the future. We are budgeting for a 10 percent increase in the cost of employee health insurance. No general pay increase is budgeted; however the career ladder pay increase is included. In this budget we will maintain the current property tax rate, however we are proposing water and sewer rate increases as mandated by the state.

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.

→ No layoffs of existing staff are planned.

→ The property tax rate remains $1.49.

→ This budget includes no general pay increase but we still continue our career ladder program for our employees. We increased another 2.5 percent of payroll for the Retiree's Health Insurance and budgeted a 10 percent increase for employee health insurance premium.

→ 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 and $2.3 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 are requesting an increase in water and sewer rates as mandated by the state to ensure the financial integrity of the water and sewer operations. We will use fund balances in the general fund and the special revenue funds 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.

ORDINANCE 11-05

AN ORDINANCE TO ADOPT THE 2011-2012 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 2011-2012 Fiscal Year for the City of Bartlett are as follows:

		Fiscal Year 11/12
GENERAL FUND EXPENDITURES:		
ADMINISTRATIVE:		
Legislative Board	$	554,966
Mayor's Office	$	683,319
Community Affairs	$	228,165
Building and Grounds	$	320,630
Bartlett Station Municipal Center	$	411,085
Library	$	1,148,714
Finance and Administration	$	1,282,219
City Court	$	783,929
Personnel	$	410,465
Planning and Economic Development	$	293,472
Total Administrative	**$**	**6,116,964**
PUBLIC SAFETY:		
Police Department	$	12,899,877
Fire Department	$	6,770,410
Ambulance Department	$	2,124,546
Code Enforcement	$	724,039
Total Public Safety	**$**	**22,518,872**
PUBLIC WORKS:		
Administration	$	600,784
City Shop	$	805,474
General Maintenance	$	1,191,094
General Services	$	266,371
Grounds Maintenance	$	1,210,740
Animal Control	$	664,686
Engineering Administration	$	345,874
Engineering & Inspection	$	461,869
Total Public Works	**$**	**5,546,892**
PARKS AND RECREATION:		
Administration	$	270,254
Community Center	$	873,083
Athletics	$	672,594
Maintenance	$	1,256,864
Senior Citizen Center	$	348,519
Recreation Center	$	1,562,688
Total Parks and Recreation	**$**	**4,984,002**

PERFORMING ARTS:			
Performing Arts Center	$	608,064	
Total Performing Arts	**$**	**608,064**	
TOTAL GENERAL FUND EXPENDITURES		**$**	**39,774,794**
GENERAL FUND REVENUES/TRANSFERS:			
Property Taxes	$	18,060,410	
Local Taxes	$	7,715,710	
Licenses & Privileges	$	1,397,050	
Intergovernmental	$	4,383,200	
General Charges for Services	$	3,697,840	
Department Revenues	$	563,075	
Court Charges	$	1,940,000	
Other Revenue	$	90,000	
Transfer In from General Improvement Fund	$	150,000	
Use of Fund Balance	$	1,777,509	
TOTAL GENERAL FUND REVENUES/TRANSFERS		**$**	**39,774,794**
SPECIAL REVENUE FUNDS EXPENDITURES			
Street Aid Fund	$	1,575,000	
Solid Waste Fund	$	4,961,065	
General Improvement Fund	$	539,000	
Drug Enforcement Fund	$	290,300	
DEA Enforcement Fund	$	87,900	
Drainage Control Fund	$	117,969	
Park Improvement Fund	$	0	
TOTAL SPECIAL REVENUE FUNDS EXPENDITURES		**$**	**7,571,234**
SPECIAL REVENUE FUNDS REVENUES/SOURCES			
Special Revenue Funds Revenue	$	7,245,400	
Special Revenue Use of Fund Balance	$	325,834	
TOTAL SPECIAL REVENUE FUNDS REV./SOURCES		**$**	**7,571,234**
UTILITY FUND EXPENDITURES			
Administration	$	1,710,809	
Water & Waste Water Services	$	1,665,258	
Plant Operations	$	1,678,003	
Sewer Lagoon	$	619,608	
Total Utility Operation Expenditures	**$**	**5,673,678**	
Utility Debt -- Principal	$	1,100,000	
Utility Debt -- Interest & Charges	$	553,575	
Total Utility Debt Expenditures	**$**	**1,653,575**	
Contribution to Fund Balance	**$**	**1,386,255**	
TOTAL UTILITY FUND EXPENDITURES		**$**	**8,713,508**

UTILITY FUND REVENUES/SOURCES			
Utility Fund Revenues	$	8,713,508	
TOTAL UTILITY FUND REVENUES/SOURCES		**$**	**8,713,508**
GENERAL DEBT SERVICE FUND EXPENDITURES			
Principal	$	2,112,330	
Interest and Other Charges	$	1,014,415	
TOTAL GENERAL DEBT SERVICE EXPENDITURES		**$**	**3,126,745**
GENERAL DEBT SERVICE REVENUES/SOURCES			
Debt Service Revenues	$	3,126,745	
TOTAL GENERAL DEBT SERVICE REV./SOURCES		**$**	**3,126,745**

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 2011-2012 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 – 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 2011-2012 comprehensive fees schedule for the City of Bartlett, Tennessee and establishes the rates for fiscal year 2011-2012. Any rate or fee not included in the attached 2011-2012 schedule established by previous resolution, ordinance or administrative action will remain in effect.

SECTION 8: INTERNAL SERVICE FUNDS -- BE IT FURTHER ORDAINED, that the Internal Service Funds for Health and Welfare and Worker's Compensation be continued, with the City's portion of the funding to be included in each fund's budget.

SECTION 9: OPERATING BUDGETS EXPIRE AT JUNE 30 -- BE IT FURTHER ORDAINED, that Operating budgets not spent or formally encumbered expire at June 30, 2012. 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 2012 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, 2012.

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

SECTION 13: GENERAL FUND OPERATING RESERVES AT JUNE 30 -- BE IT FURTHER ORDAINED, that the policy of the Board of Mayor and Aldermen establishes at 20%, the General Fund Balance as a percent of the next year's operations, and $1,000,000 established as an emergency fund. Below this level, unspent budgets will accrue toward this. Amounts above this level may be used as directed by the Board.

SECTION 14: SEVERABILITY -- BE IT FURTHER ORDAINED, that all Ordinances heretofore passed in conflict herewith are hereby repealed insofar as they are in conflict with this Ordinance.

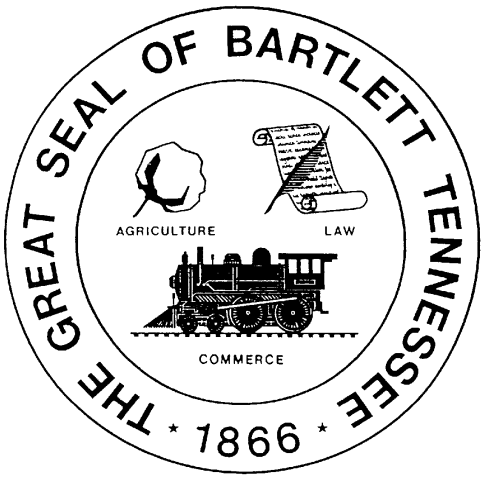
SECTION 15: EFFECTIVE DATE -- BE IT FURTHER ORDAINED, that this Ordinance becomes effective July 1, 2011.

FIRST READING:	May 10, 2011
SECOND READING:	May 24, 2011
THIRD READING:	June 14, 2011

_____
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 11-06

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 2011

BE IT ORDAINED by the Board of Mayor and Alderman of the City of Bartlett, Tennessee, hereinafter referred to as the 2011 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.

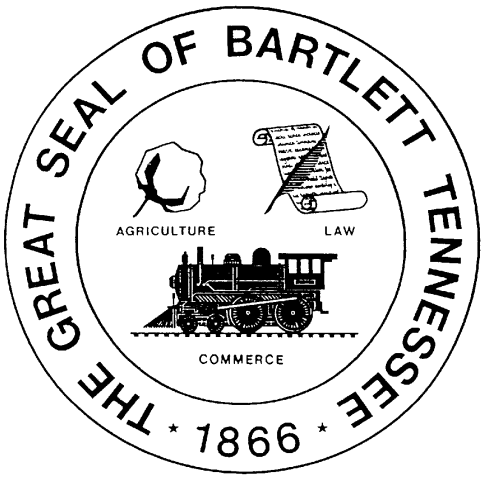
SECTION 3: EFFECTIVE DATE -- Be it further ordained that this Ordinance take effect July 1, 2010.

FIRST READING:	May 10, 2011
SECOND READING:	May 24, 2011
THIRD READING:	June 14, 2011

_____
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 2012 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, Solid Waste, 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 2012 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 2012 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. 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 decrease or stay the same. 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

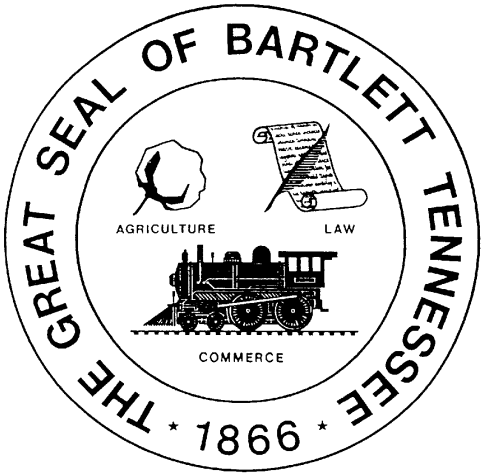
The budget is adopted in the form of an ordinance with such modifications and amendments recommended and approved by the Board. The budget ordinance defines the level of budgetary control at the cost center and/or department level. As indicated previously, no funds may be expended that are not included 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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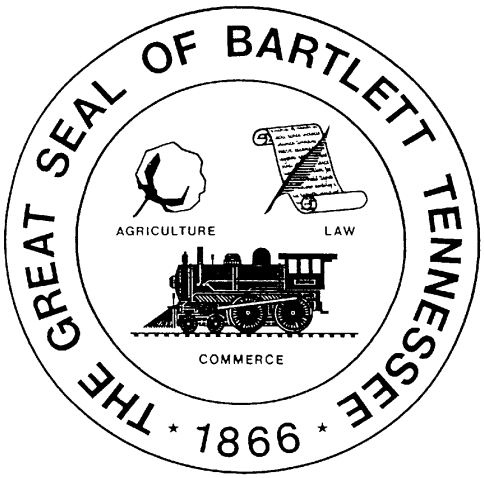
City of Bartlett

Budget Calendar

Fiscal 2011-2012

Day	Date	Activity
Thursday	January 27	Budget Instruction Memo Distributed to Departments
Friday	February 11	Operating & CIP budgets Forecasts/Requests Due
Week of	March 7	Meet with Departments to Discuss Operating/CIP Budget Forecasts/Requests
Tuesday	March - May	Board Work Sessions as needed
Tuesday	May 10	Board Meeting – Budget First Reading
Tuesday	May 24	Board Meeting – Budget Second Reading
Tuesday	June 14	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

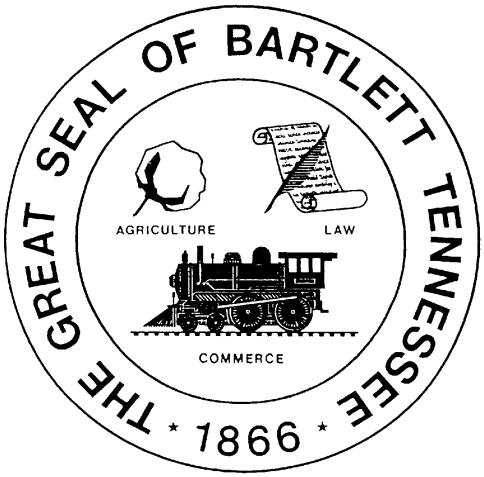
- The City of Bartlett will seek to maintain and if possible improve our bond rating to minimize debt service costs and preserve access to credit markets.
- Each bond issue will include an analysis of how the new issue and current debt impacts debt capacity and is within our debt policies.
- Financing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

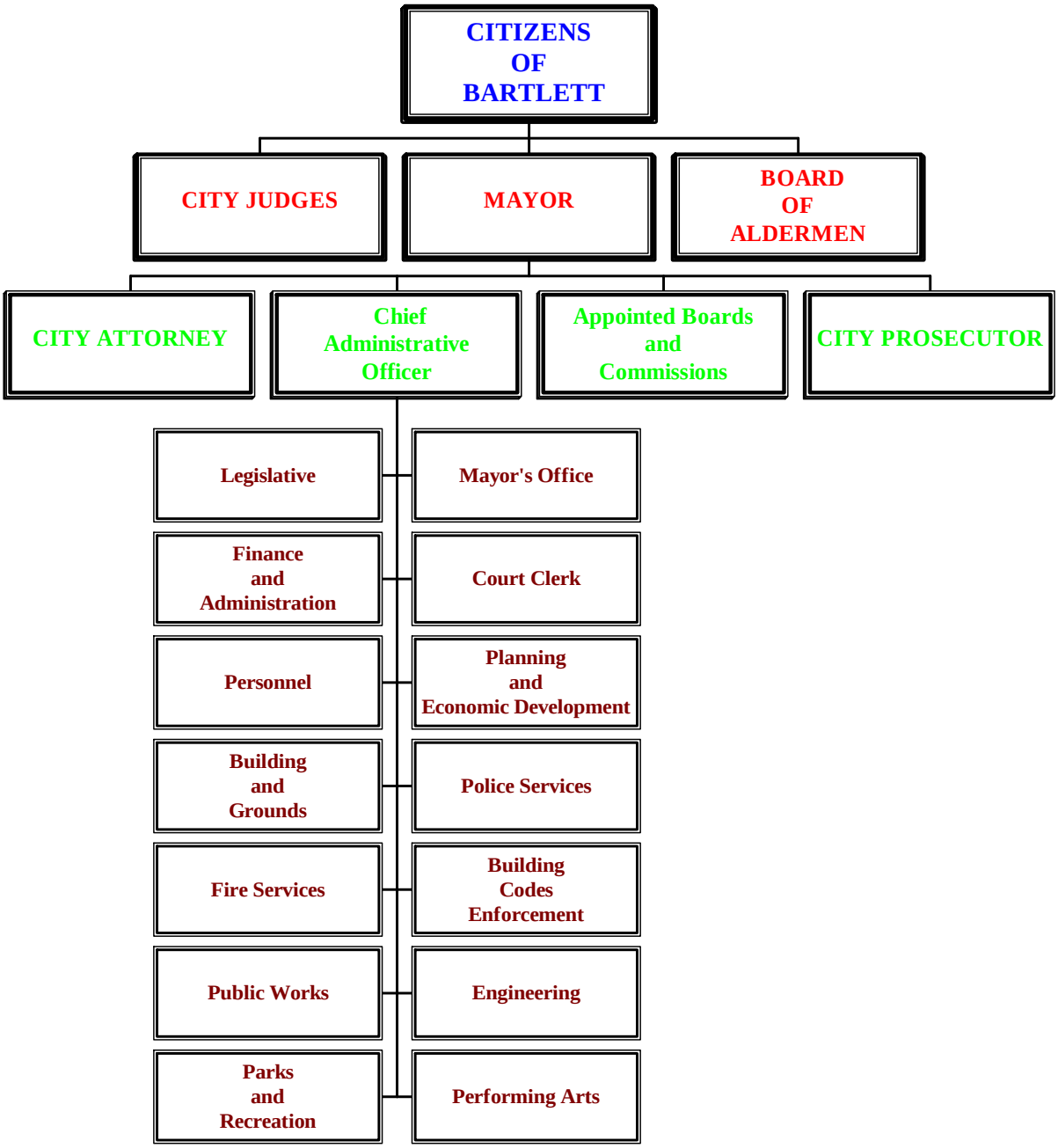
To provide for public safety, we will maintain the ratio of police officers to citizens of 2.25 officers per 1,000 citizens. We are continuing efforts to recruit additional paramedics in order to operate four ambulance units.

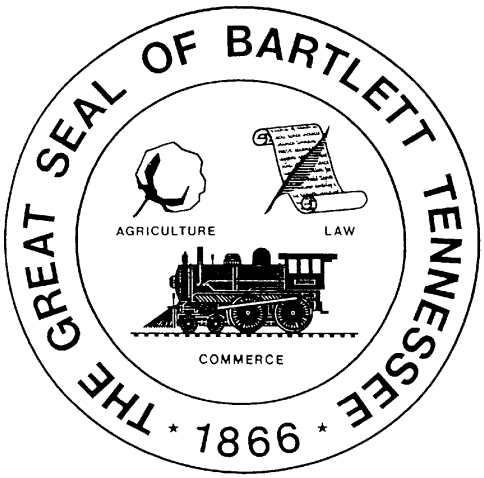
The Code Enforcement Office and Fire Marshall will continue to provide safety inspections for new construction, renovations and commercial facilities to ensure the safety of the structures and our citizens.

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

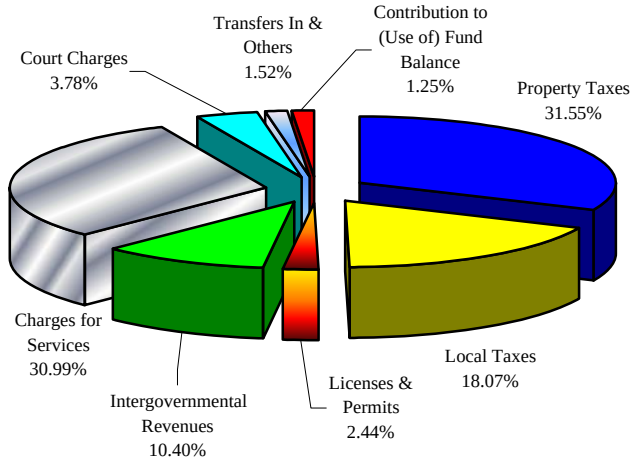
TENNESSEE

SUMMARY

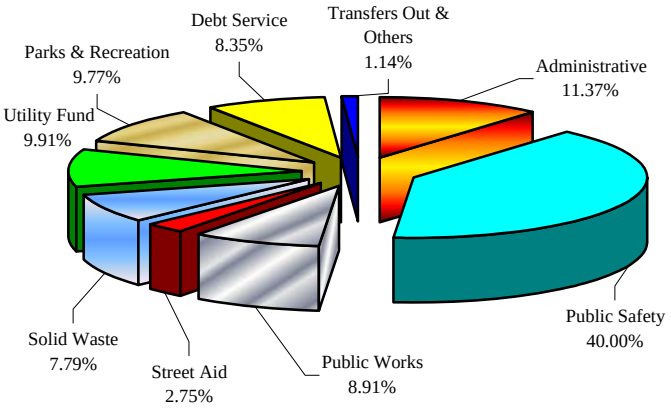
CITY OF BARTLETT
ALL FUNDS - FUNCTION SUMMARY
FY 2012 Adopted Budget

Description	General Fund	Special Revenue Funds	Utility Fund	Debt Service Fund	Total All Funds
Revenues					
Property Taxes	$ 18,060,410	$ 0	$ 0	$ 0	$ 18,060,410
Local Taxes	7,715,710	0	0	2,626,745	10,342,455
Licenses & Permits	1,397,050	0	0	0	1,397,050
Intergovernmental Revenues	4,383,200	1,567,400	0	0	5,950,600
Charges for Services	3,697,840	5,444,000	8,594,508	0	17,736,348
Court Charges	1,940,000	221,500	0	0	2,161,500
Transfers In & Others	240,000	12,500	119,000	500,000	871,500
Total Revenues	**$ 37,434,210**	**$ 7,245,400**	**$ 8,713,508**	**$ 3,126,745**	**$ 56,519,863**
Expenditures					
Administrative	$ 6,116,964	$ 389,000	$ 0	$ 0	$ 6,505,964
Public Safety	22,518,872	378,200	0	0	22,897,072
Public Works	4,983,817	117,969	0	0	5,101,786
Street Aid	0	1,575,000	0	0	1,575,000
Solid Waste	0	4,461,065	0	0	4,461,065
Utility Fund	0	0	5,673,678	0	5,673,678
Parks & Recreation	5,592,066	0	0	0	5,592,066
Debt Service	0	0	1,653,575	3,126,745	4,780,320
Transfers Out & Others	0	650,000	0	0	650,000
Total Expenditures	**$ 39,211,719**	**$ 7,571,234**	**$ 7,327,253**	**$ 3,126,745**	**$ 57,236,951**
Contribution to (Use of) Fund Balance	**$ (1,777,509)**	**$ (325,834)**	**$ 1,386,255**	**$ 0**	**$ (717,088)**
Beginning Fund Balance	**$ 15,821,245**	**$ 3,642,254**	**$ 3,913,310**	**$ 424,088**	**$ 23,800,896**
Ending Fund Balance	**$ 14,043,736**	**$ 3,316,420**	**$ 5,299,565**	**$ 424,088**	**$ 23,083,808**

WHERE THE $ COMES FROM



WHERE THE $ GOES



CITY OF BARTLETT
GENERAL FUND - SUMMARY BY CATEGORY
FY 2012 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 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Revenues				
Property Taxes	$ 18,263,226	$ 18,002,000	$ 18,001,800	$ 18,060,410
Local Taxes	7,610,030	7,574,711	7,595,200	7,715,710
License & Permits	1,464,144	1,343,200	1,434,345	1,397,050
Intergovernmental	3,861,239	3,673,500	3,786,510	4,383,200
Charges for Services	3,890,102	3,868,020	3,710,740	3,697,840
Court Charges	1,955,556	2,015,000	1,828,855	1,940,000
Other Revenue	604,605	560,000	540,000	240,000
Total Revenues	**$ 37,648,901**	**$ 37,036,431**	**$ 36,897,450**	**$ 37,434,210**
Expenditures				
Department Revenues/Recoveries	*$ 767,638*	*$ 590,825*	*$ 754,675*	*$ 563,075*
Salaries	19,895,420	21,157,216	20,929,254	21,407,216
Benefits	9,437,743	9,743,925	9,592,935	10,686,185
Other Personnel	725,250	917,525	789,704	807,800
Operations	6,107,974	6,750,856	6,509,851	6,685,843
Capital	318,107	294,749	292,124	187,750
Transfer Out	903,250	500,000	203,000	0
Total Expenditures	**$ 36,620,106**	**$ 38,773,446**	**$ 37,562,193**	**$ 39,211,719**
Net From Operations	**$ 1,028,795**	**$ (1,737,015)**	**$ (664,743)**	**$ (1,777,509)**
Undesignated Beginning Fund Balance	**$ 15,457,193**	**$ 16,485,988**	**$ 16,485,988**	**$ 15,821,245**
Undesignated Ending Fund Balance	**$ 16,485,988**	**$ 14,748,973**	**$ 15,821,245**	**$ 14,043,736**

CITY OF BARTLETT
SPECIAL REVENUE FUNDS - SUMMARY BY CATEGORY
FY 2012 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 established one major special revenue fund and six nonmajor special revenue funds. Solid Waste fund the major fund while State Street Aid Fund, General Improvement Fund, Drug Enforcement Funds, DEA Enforcement Fund, Drainage Control Fund and the Parks Improvement Fund are nonmajor funds. The Special Revenue Funds and the General Fund combine to make up the General Governmental Funds Group.

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Revenues				
State Street Aid Revenue	$ 1,894,387	$ 1,888,945	$ 1,517,000	$ 1,572,400
Solid Waste Revenue	5,300,432	4,816,500	4,869,661	4,846,000
General Improvement Revenue	593,646	585,000	598,402	595,000
Drug Enforcement Revenue	220,618	166,000	169,000	159,500
Federal Drug Enforcement Revenue	81,774	50,250	62,500	65,500
Drainage Control Revenue	12,245	3,500	6,750	7,000
Parks Improvement Revenue	15,275	0	0	0
Total Revenues	**$ 8,118,377**	**$ 7,510,195**	**$ 7,223,313**	**$ 7,245,400**
Expenditures				
Salaries	$ 1,610,651	$ 1,648,767	$ 1,621,118	$ 1,656,044
Benefits	763,926	791,818	805,027	834,715
Other Personnel	163,075	165,000	145,845	155,000
Operations	3,842,753	3,618,825	3,344,801	3,566,225
Capital	945,701	1,103,241	816,556	709,250
Tranfer Out	850,000	950,000	950,000	650,000
Total Expenditures	**8,176,106**	**8,277,651**	**7,683,347**	**7,571,234**
Net from Operations	**$ (57,729)**	**$ (767,456)**	**$ (460,034)**	**$ (325,834)**
Beginning Fund Balance	**$ 4,160,016**	**$ 4,102,288**	**$ 4,102,288**	**$ 3,642,254**
Ending Fund Balance	**$ 4,102,288**	**$ 3,334,832**	**$ 3,642,254**	**$ 3,316,420**

CITY OF BARTLETT
UTILITY FUND - SUMMARY BY CATEGORY
FY 2012 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 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Revenues				
Operating Revenues	$ 5,914,615	$ 6,100,300	$ 6,278,142	$ 8,594,508
Other Revenues	37,291	164,000	159,000	34,000
Non-Operating Revenues	81,320	95,000	85,000	85,000
Total Revenues	**$ 6,033,225**	**$ 6,359,300**	**$ 6,522,142**	**$ 8,713,508**
Expenditures				
Department Revenues/Recoveries	*$ 19,740*	*$ 0*	*$ 0*	*$ 0*
Salaries	1,445,112	1,481,445	1,434,103	1,459,873
Benefits	1,542,549	689,179	706,591	774,649
Other Personnel	5,310	5,000	5,110	5,500
Operations	2,549,650	2,870,951	2,824,306	2,975,306
Capital	14,909	668,554	496,359	458,350
Total Expenditures	**$ 5,537,790**	**$ 5,715,129**	**$ 5,466,469**	**$ 5,673,678**
Cash Flow	**$ 495,435**	**$ 644,171**	**$ 1,055,673**	**$ 3,039,830**
Less:				
Debt Service	1,647,479	1,638,485	1,612,889	1,653,575
Total	**$ 1,647,479**	**$ 1,638,485**	**$ 1,612,889**	**$ 1,653,575**
Net Cash Flow	**$ (1,152,044)**	**$ (994,314)**	**$ (557,216)**	**$ 1,386,255**
Retained Earnings, Beginning of Year	**$ 5,622,570**	**$ 4,470,526**	**$ 4,470,526**	**$ 3,913,310**
Retained Earnings, End of Year	**$ 4,470,526**	**$ 3,476,212**	**$ 3,913,310**	**$ 5,299,565**

CITY OF BARTLETT
GENERAL DEBT SERVICE FUND - SUMMARY BY CAT.
FY 2012 Adopted Budget

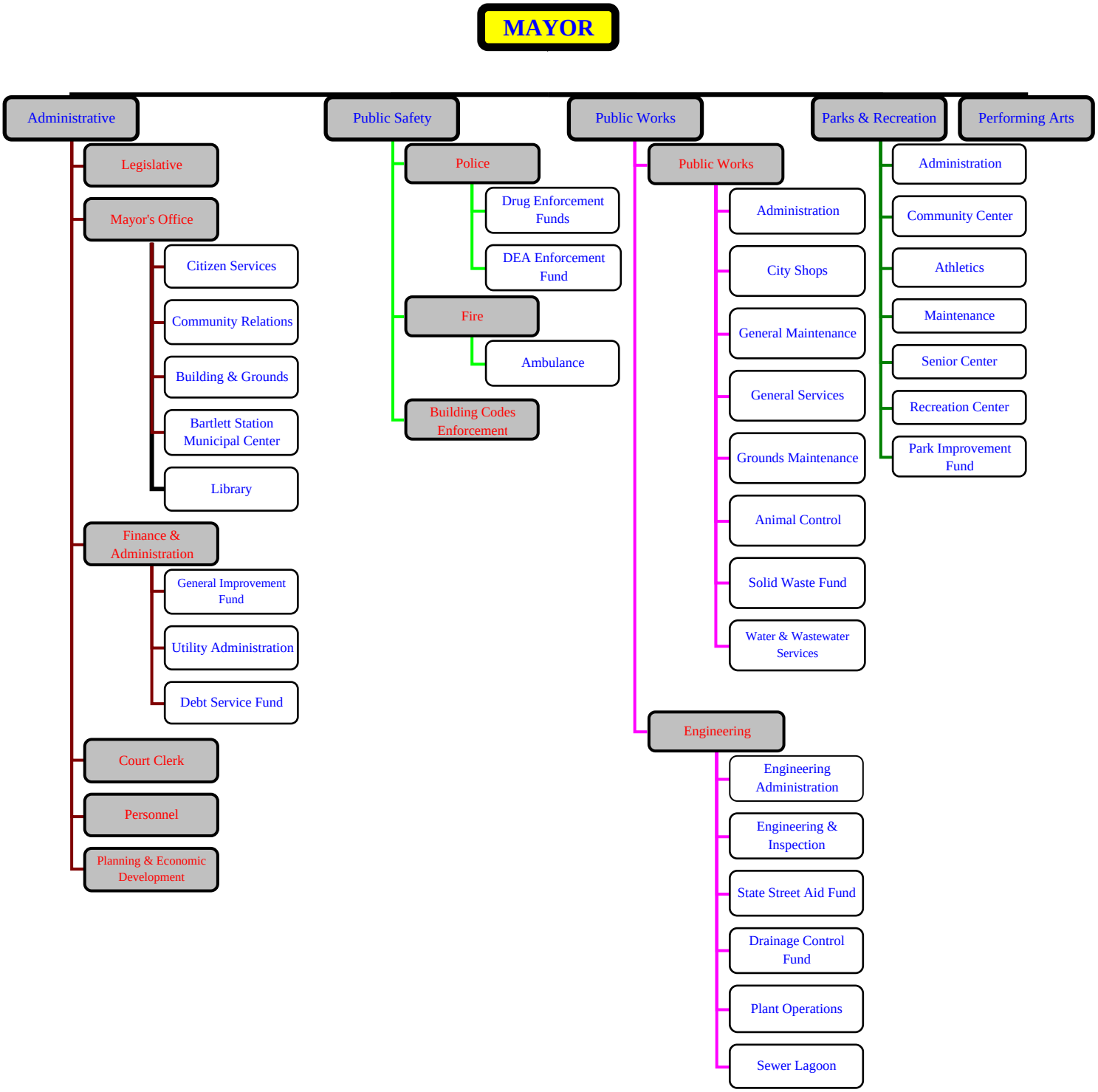
This fund is used for the accumulation of resources for, and the payment of interest and principle on the City's outstanding general obligation debt. Revenues for this fund consist of one third of the local sales tax and a portion of the general revenues. This is a nonmajor fund.

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Revenues				
Local Sales Tax	$ 2,646,281	$ 2,692,526	$ 2,600,740	$ 2,626,745
Interest	0	500	0	0
Transfers	800,000	840,000	840,000	500,000
Total Revenues	**$ 3,446,281**	**$ 3,533,026**	**$ 3,440,740**	**$ 3,126,745**
Expenditures				
Agent Fees	$ 1,936	$ 3,500	$ 3,000	$ 3,500
Issuance Cost	29,140	32,500	59,201	60,000
Bond Principal	2,562,180	2,394,850	2,394,850	2,112,330
Interest	931,909	1,023,555	970,910	950,915
Total Expenditures	**$ 3,525,164**	**$ 3,454,405**	**$ 3,427,961**	**$ 3,126,745**
Net from Operations	**$ (78,883)**	**$ 78,621**	**$ 12,779**	**$ 0**
Beginning Fund Balance	**$ 490,192**	**$ 411,309**	**$ 411,309**	**$ 424,088**
Ending Fund Balance	**$ 411,309**	**$ 489,930**	**$ 424,088**	**$ 424,088**

CITY OF BARTLETT
FY 2012-2016 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY FUNCTION

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Revenues						
G.O. Bonds	$ 2,590,000	$ 3,820,000	$ 2,950,000	$ 200,000	$ 3,340,000	**$ 12,900,000**
Utility Bonds	$ 0	$ 1,073,000	$ 823,000	$ 1,153,000	$ 1,398,000	**$ 4,447,000**
Capital Note	$ 691,500	$ 1,007,000	$ 952,000	$ 927,000	$ 952,000	**$ 4,529,500**
Total Revenues	**$ 3,281,500**	**$ 5,900,000**	**$ 4,725,000**	**$ 2,280,000**	**$ 5,690,000**	**$ 21,876,500**
Expenditures						
G.O. Bond/Other Funded						
Administrative	$ 28,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 148,000**
Public Safety	$ 568,000	$ 1,435,000	$ 510,000	$ 635,000	$ 510,000	**$ 3,658,000**
Public Works	$ 120,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,120,000**
Engineering	$ 2,401,500	$ 2,972,000	$ 1,972,000	$ 72,000	$ 3,362,000	**$ 10,779,500**
Parks & Recreation	$ 164,000	$ 140,000	$ 1,140,000	$ 140,000	$ 140,000	**$ 1,724,000**
Total G.O. Bond/Other Funded	**$ 3,281,500**	**$ 4,827,000**	**$ 3,902,000**	**$ 1,127,000**	**$ 4,292,000**	**$ 17,429,500**
Utility Bond/Other Funded						
Water	$ 0	$ 173,000	$ 223,000	$ 253,000	$ 423,000	**$ 1,072,000**
Sewer	$ 0	$ 900,000	$ 600,000	$ 900,000	$ 975,000	**$ 3,375,000**
Total Utility Bond/Other Funded	**$ 0**	**$ 1,073,000**	**$ 823,000**	**$ 1,153,000**	**$ 1,398,000**	**$ 4,447,000**
Total Expenditures	**$ 3,281,500**	**$ 5,900,000**	**$ 4,725,000**	**$ 2,280,000**	**$ 5,690,000**	**$ 21,876,500**

CITY OF BARTLETT
ORGANIZATION CHART - BY FUNCTION



CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2012 Adopted Budget

Fiscal Year 2012 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 a decrease of 5 full time positions in FY 2012, all positions were vacant. In Public Works, Grounds Maintenance eliminated a Utility Worker position while Engineering Inspection eliminated a Scan Technician and a Construction Inspector position. A General Clerk position was eliminated in the Singleton Community Center, in the Parks and Recreation Function. In the Utility Fund, 1 Foreman Meter Reader, 1 Senior Meter Reader & 3 Meter Reader positions was moved from Administration to Water & Wastewater services, while a Utility Worker position was eliminated in Sewer Lagoon.

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
GENERAL FUND				
Administrative				
Legislative Board				
Full Time	*7.31*	*7.00*	*7.63*	*7.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Legislative Board FTE	***7.31***	***7.00***	***7.63***	***7.00***
Mayor's Office				
Full Time	*6.17*	*6.00*	*6.00*	*6.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Mayor's Office FTE	***6.17***	***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	*2.28*	*2.00*	*2.00*	*2.00*
Part Time (converted to FTE)	*0.00*	*0.63*	*0.61*	*0.63*
Total Buildings and Grounds FTE	***2.28***	***2.63***	***2.61***	***2.63***
Bartlett Station Community Center				
Full Time	*3.00*	*3.00*	*3.00*	*3.00*
Part Time (converted to FTE)	*2.70*	*3.90*	*3.09*	*3.83*
Total B.S. Community Center FTE	***5.70***	***6.90***	***6.09***	***6.83***
Finance and Administration				
Full Time	*10.63*	*13.00*	*10.47*	*13.00*
Part Time (converted to FTE)	*2.71*	*1.33*	*2.31*	*1.33*
Total Finance & Administration FTE	***13.34***	***14.33***	***12.78***	***14.33***
City Court				
Full Time	*10.30*	*11.00*	*10.57*	*11.00*
Part Time (converted to FTE)	*1.08*	*0.60*	*0.81*	*0.00*
Total City Court FTE	***11.38***	***11.60***	***11.38***	***11.00***
Personnel				
Full Time	*4.00*	*4.00*	*3.52*	*4.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Personnel FTE	***4.00***	***4.00***	***3.52***	***4.00***

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2012 Adopted Budget

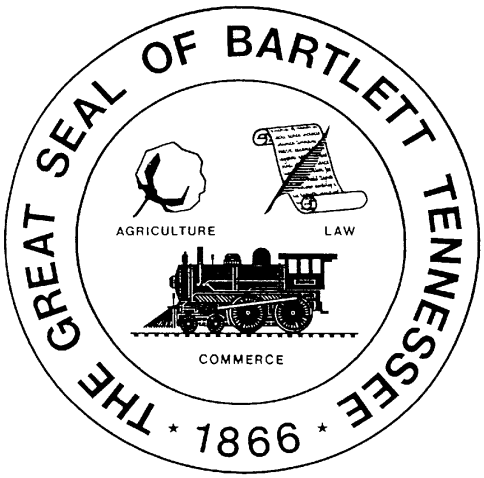
Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Planning & Economic Development				
Full Time	*3.08*	*3.00*	*3.00*	*3.00*
Part Time (converted to FTE)	*0.29*	*0.60*	*0.36*	*0.37*
Total Planning & Eco Devpmnt FTE	***3.37***	***3.60***	***3.36***	***3.37***
Full Time	**47.77**	**50.00**	**47.19**	**50.00**
Part Time (converted to FTE)	**6.78**	**7.06**	**7.18**	**6.16**
Total Administrative FTE	**54.55**	**57.06**	**54.37**	**56.16**
Public Safety				
Police				
Full Time	*140.17*	*144.00*	*141.04*	*144.00*
Part Time (converted to FTE)	*7.36*	*7.97*	*7.84*	*7.97*
Total Police FTE	***147.53***	***151.97***	***148.88***	***151.97***
Fire				
Full Time	*71.76*	*72.00*	*72.97*	*72.00*
Part Time (converted to FTE)	*0.52*	*1.30*	*0.76*	*0.72*
Total Fire FTE	***72.28***	***73.30***	***73.73***	***72.72***
Ambulance Service				
Full Time	*22.74*	*24.00*	*21.71*	*24.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Ambulance Service FTE	***22.74***	***24.00***	***21.71***	***24.00***
Building Codes Enforcement				
Full Time	*10.97*	*9.08*	*9.10*	*9.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Bldg. Codes Enforcement FTE	***10.97***	***9.08***	***9.10***	***9.00***
Full Time	**245.64**	**249.08**	**244.82**	**249.00**
Part Time (converted to FTE)	**7.88**	**9.27**	**8.60**	**8.69**
Total Public Safety FTE	**253.52**	**258.35**	**253.42**	**257.69**
Public Works				
Administration				
Full Time	*4.64*	*5.00*	*4.80*	*5.00*
Part Time (converted to FTE)	*0.00*	*0.02*	*0.00*	*0.00*
Total Administration FTE	***4.64***	***5.02***	***4.80***	***5.00***
City Shops				
Full Time	*9.77*	*10.00*	*9.82*	*10.00*
Part Time (converted to FTE)	*0.00*	*0.03*	*0.00*	*0.00*
Total City Shops FTE	***9.77***	***10.03***	***9.82***	***10.00***
General Maintenance				
Full Time	*14.50*	*16.00*	*15.44*	*16.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total General Maintenance FTE	***14.50***	***16.00***	***15.44***	***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 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Grounds Maintenance				
Full Time	*11.39*	*13.00*	*11.72*	*12.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Grounds Maintenance FTE	***11.39***	***13.00***	***11.72***	***12.00***
Animal Control				
Full Time	*8.00*	*8.00*	*8.00*	*8.00*
Part Time (converted to FTE)	*0.55*	*0.65*	*0.47*	*0.65*
Total Animal Control FTE	***8.55***	***8.65***	***8.47***	***8.65***
Engineering Administration				
Full Time	*3.08*	*3.00*	*3.00*	*3.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Engineering Administration FTE	***3.08***	***3.00***	***3.00***	***3.00***
Engineering & Inspection				
Full Time	*7.00*	*7.00*	*7.00*	*5.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Engineering & Inspection FTE	***7.00***	***7.00***	***7.00***	***5.00***
Full Time	**61.38**	**65.00**	**62.78**	**62.00**
Part Time (converted to FTE)	**0.55**	**0.70**	**0.47**	**0.65**
Total Public Works FTE	**61.93**	**65.70**	**63.25**	**62.65**
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*	*6.00*	*5.00*	*5.00*
Part Time (converted to FTE)	*10.48*	*12.65*	*10.11*	*10.82*
Total Community Center FTE	***15.48***	***18.65***	***15.11***	***15.82***
Athletics				
Full Time	*3.00*	*3.00*	*3.00*	*3.00*
Part Time (converted to FTE)	*5.39*	*6.36*	*5.88*	*5.83*
Total Athletics FTE	***8.39***	***9.36***	***8.88***	***8.83***
Maintenance				
Full Time	*14.00*	*14.00*	*14.00*	*14.00*
Part Time (converted to FTE)	*1.20*	*1.97*	*1.25*	*1.63*
Total Maintenance FTE	***15.20***	***15.97***	***15.25***	***15.63***
Senior Center				
Full Time	*4.00*	*4.00*	*4.00*	*4.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Senior Center FTE	***4.00***	***4.00***	***4.00***	***4.00***
Recreation Center				
Full Time	*10.96*	*12.00*	*11.02*	*12.00*
Part Time (converted to FTE)	*17.14*	*20.08*	*16.36*	*18.37*
Total Recreation Center FTE	***28.10***	***32.08***	***27.38***	***30.37***
Full Time	**39.96**	**42.00**	**40.02**	**41.00**
Part Time (converted to FTE)	**34.21**	**41.06**	**33.60**	**36.65**
Total Parks FTE	**74.17**	**83.06**	**73.62**	**77.65**

CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Performing Arts				
Full Time	**2.00**	**2.00**	**2.00**	**2.00**
Part Time (converted to FTE)	**1.32**	**2.88**	**1.40**	**2.28**
Total Performing Arts FTE	**3.32**	**4.88**	**3.40**	**4.28**
FULL TIME	**396.75**	**408.08**	**396.81**	**404.00**
PART TIME (converted to FTE)	**50.74**	**60.97**	**51.25**	**54.43**
TOTAL GENERAL FUND FTE	**447.49**	**469.05**	**448.06**	**458.43**
SPECIAL REVENUE FUNDS				
Solid Waste Fund				
Full Time	*37.58*	*37.00*	*36.66*	*37.00*
Part Time (converted to FTE)	*1.83*	*1.73*	*1.51*	*1.72*
Total Solid Waste Fund FTE	***39.41***	***38.73***	***38.17***	***38.72***
Drainage Control Fund				
Full Time	*0.25*	*1.00*	*1.00*	*1.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Drainage Control Fund FTE	***0.25***	***1.00***	***1.00***	***1.00***
FULL TIME	**37.83**	**38.00**	**37.66**	**38.00**
PART TIME (converted to FTE)	**1.83**	**1.73**	**1.51**	**1.72**
TOTAL SPECIAL REVENUE FUNDS FTE	**39.66**	**39.73**	**39.17**	**39.72**
UTILITY				
Administration				
Full Time	*10.50*	*11.00*	*10.63*	*6.00*
Part Time (converted to FTE)	*0.34*	*0.90*	*0.71*	*0.00*
Total Administration FTE	***10.84***	***11.90***	***11.34***	***6.00***
Water & Wastewater Services				
Full Time	*14.26*	*15.00*	*14.78*	*20.00*
Part Time (converted to FTE)	*0.53*	*0.00*	*0.22*	*0.73*
Total Water & Wastewater Services FTE	***14.79***	***15.00***	***15.00***	***20.73***
Plant Operations				
Full Time	*5.00*	*5.00*	*4.73*	*5.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Plant Operations FTE	***5.00***	***5.00***	***4.73***	***5.00***
Sewer Lagoon				
Full Time	*3.87*	*4.00*	*3.48*	*3.00*
Part Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Sewer Lagoon FTE	***3.87***	***4.00***	***3.48***	***3.00***
FULL TIME	**33.63**	**35.00**	**33.62**	**34.00**
PART TIME (converted to FTE)	**0.87**	**0.90**	**0.93**	**0.73**
TOTAL UTILITY FTE	**34.50**	**35.90**	**34.55**	**34.73**
ALL FUNDS				
FULL TIME	**468.21**	**481.08**	**468.09**	**476.00**
PART TIME (converted to FTE)	**53.44**	**63.60**	**53.69**	**56.88**
TOTAL ALL FUNDS FTE	**521.65**	**544.68**	**521.78**	**532.88**


THE GREAT SEAL OF BARTLETT TENNESSEE
AGRICULTURE
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CITY OF BARTLETT

TENNESSEE

GENERAL FUND

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

CITY OF BARTLETT
GENERAL FUND SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Revenues				
Property Taxes	$ 18,263,226	$ 18,002,000	$ 18,001,800	$ 18,060,410
Local Taxes	7,610,030	7,574,711	7,595,200	7,715,710
License & Permits	1,464,144	1,343,200	1,434,345	1,397,050
Intergovernmental	3,861,239	3,673,500	3,786,510	4,383,200
Charges for Services	3,890,102	3,868,020	3,710,740	3,697,840
Court Charges	1,955,556	2,015,000	1,828,855	1,940,000
Other Revenue/Transfers	604,605	560,000	540,000	240,000
Total Revenues	**$ 37,648,901**	**$ 37,036,431**	**$ 36,897,450**	**$ 37,434,210**
Expenditures				
Legislative	$ 802,733	$ 544,062	$ 521,541	$ 554,966
Mayor's Office	524,120	653,541	654,961	683,319
Community Relations	172,189	254,434	225,203	228,165
Building & Grounds	305,814	337,888	334,693	320,630
Bartlett Station Municipal Center	391,523	428,255	406,475	411,085
Library	1,094,626	1,132,699	1,072,479	1,148,714
Finance	1,191,499	1,251,440	1,062,253	1,282,219
City Court	643,467	737,914	734,418	783,929
Personnel	348,686	408,844	383,734	410,465
Planning	282,329	287,028	290,323	293,472
Police	11,425,858	12,135,580	12,032,709	12,899,877
Fire Services and Ambulance	8,054,078	8,698,737	8,608,637	8,894,956
Codes Enforcement	854,756	728,672	715,756	724,039
Public Works	3,472,367	4,040,721	3,898,469	4,176,074
Engineering	941,736	904,670	897,661	807,743
Parks & Recreation	4,631,714	5,032,832	4,937,797	4,984,002
Performing Arts	579,359	696,130	582,084	608,064
Expenditures	**$ 35,716,856**	**$ 38,273,446**	**$ 37,359,193**	**$ 39,211,719**
Transfers Out				
Trfr. Out to Debt Service	$ 400,000	$ 0	$ 0	$ 0
Trfr. Out to State Street Aid	500,000	400,000	103,000	0
Trfr. Out to Bartlett Station	3,250	100,000	100,000	0
Total Transfers Out	**$ 903,250**	**$ 500,000**	**$ 203,000**	**$ 0**
Total Expenditures	**$ 36,620,106**	**$ 38,773,446**	**$ 37,562,193**	**$ 39,211,719**
Net From Operations	**1,028,795**	**(1,737,015)**	**(664,743)**	**(1,777,509)**
Beginning Fund Balance	**$ 15,457,193**	**$ 16,485,988**	**$ 16,485,988**	**$ 15,821,245**
Ending Fund Balance	**$ 16,485,988**	**$ 14,748,973**	**$ 15,821,245**	**$ 14,043,736**

CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Property Taxes				
Real Property Tax	$ 15,669,064	$ 15,622,000	$ 15,564,790	$ 15,847,500
Personalty Tax	565,277	600,000	532,795	547,910
Property Tax - Utility	213,690	200,000	210,000	210,000
In-Lieu Of Tax - Utility	300,184	300,000	303,835	300,000
In-Lieu Of Tax - Industry	671,147	700,000	620,000	450,000
In-Lieu Of Tax - MLG&W	233,022	235,000	235,000	235,000
Delinquent Tax	454,515	250,000	390,935	350,000
Interest & Penalty	156,326	95,000	144,445	120,000
Total Property Taxes	**$ 18,263,226**	**$ 18,002,000**	**$ 18,001,800**	**$ 18,060,410**
Local Taxes				
Local Sales Tax	$ 5,292,562	$ 5,385,051	$ 5,343,615	$ 5,450,480
Wholesale Beer Tax	704,126	675,000	710,640	710,000
Wholesale Liquor Tax	167,452	165,000	179,885	170,000
Beer Permits Application	2,750	3,000	1,250	1,750
Retail Liquor Licenses	12,720	12,000	12,470	12,470
Beer Privilege Tax	6,900	6,550	8,100	6,900
Gross Receipts Business	801,588	750,000	737,770	750,000
Business Licenses	19,990	25,000	4,050	4,000
Return Fee-Business License	2,268	6,000	14,155	15,000
Penalty - Business Tax	2,956	2,000	0	0
Interest - Business Tax	221	1,500	0	0
Collection Fees - Business Tax	58,222	8,500	35,000	40,000
Misc Business Permits & Licenses	110	110	110	110
Catv Franchise Fees	357,423	360,000	348,775	355,000
AT&T Franchise Fee	1,945	0	23,265	25,000
Hotel/Motel Tax	178,797	175,000	176,115	175,000
Total Local Taxes	**$ 7,610,030**	**$ 7,574,711**	**$ 7,595,200**	**$ 7,715,710**
License & Permits				
Additional Building Fees	$ 1,590	$ 1,000	$ 1,000	$ 1,000
Additional Electrical Fees	319	300	500	500
Additional Plumbing Fees	1,180	1,000	1,000	1,000
Additional Mechanical Fe	5,663	6,000	1,950	4,000
Issuing Fees	11,954	11,000	11,000	11,000
New Building Permits	102,514	65,000	94,850	75,000
New Electrical Permits	51,961	45,000	45,735	45,000
New Plumbing Permits	32,900	25,000	28,320	30,000
New Mechanical Permits	51,914	45,000	71,975	50,000
Zoning Application Fees	1,800	1,000	2,000	2,000
Planning Fees	1,150	750	1,500	1,500
S/D Application Fees	1,939	1,500	1,000	1,500
Miscellaneous Building Permits	16,234	10,500	15,000	15,000
Board Of Zoning Appeals	800	1,000	1,700	1,400
Subdivision Inspection Fees	12,004	10,000	15,000	12,000
Subdivision Engineering Fees	17,674	10,000	15,705	18,000
Subdivision Sewer Review Fees	125	150	150	150
Road Cut & Boring Permit	7,060	5,000	9,150	7,000

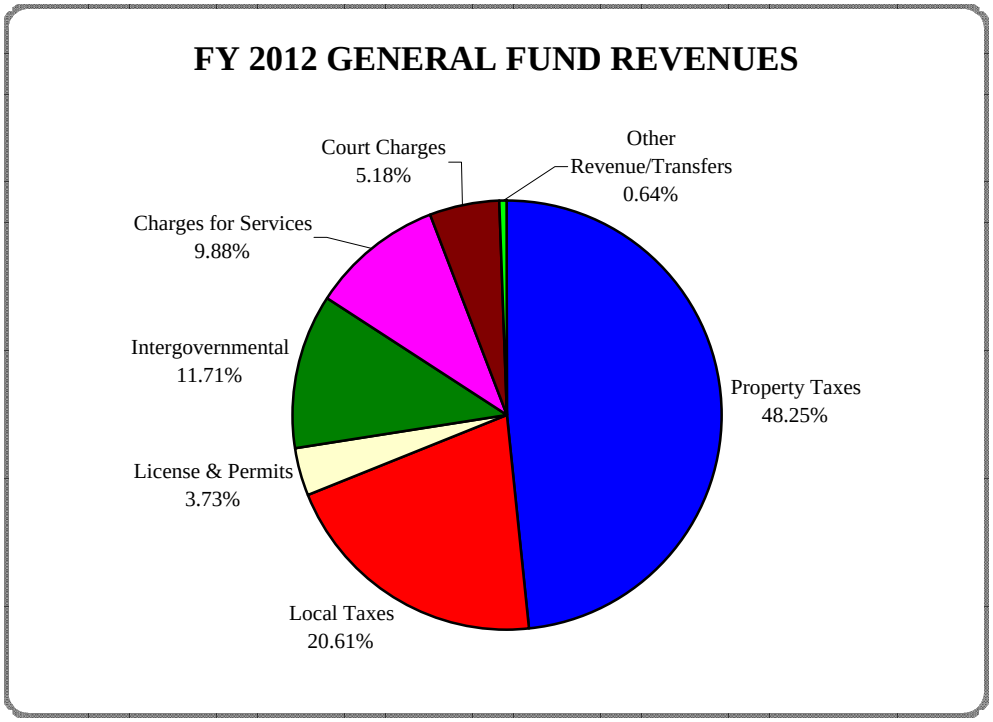
CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Site Plan Review	2,150	1,000	4,700	2,000
Sign Review	2,675	1,500	5,900	2,500
Building Plan Review	8,250	6,500	8,000	6,500
Sign Inspection	15,376	10,000	13,210	10,000
Auto Wheel Fee	1,116,911	1,085,000	1,085,000	1,100,000
Total License & Permits	**$ 1,464,144**	**$ 1,343,200**	**$ 1,434,345**	**$ 1,397,050**
Intergovernmental Revenues				
State Sales Tax	$ 3,003,242	$ 2,940,000	$ 3,071,765	$ 3,575,000
State Income Tax	194,972	100,000	100,000	100,000
State Beer Tax	23,268	25,000	25,000	28,000
State Liquor Tax	48,900	45,000	47,000	45,000
State Excise Tax	42,561	15,000	10,845	15,000
State TVA In Lieu Of Tax	516,518	520,000	528,400	616,700
STG Telecom Sales Tax	4,074	3,500	3,500	3,500
State Share / Road Maint	27,703	25,000	0	0
Total Intergovernmental Revenues	**$ 3,861,239**	**$ 3,673,500**	**$ 3,786,510**	**$ 4,383,200**
Misc Charges For Services				
City Service Fees	$ 2,752	$ 1,500	$ 3,510	$ 3,000
Ambulance Fees	789,052	700,000	713,560	700,000
Tow-In Fees	6,625	5,500	4,500	5,500
Copy Fees	112	500	100	100
Publication Fees	1,100	1,000	500	1,000
Police Background Check	14,281	10,000	10,295	10,000
911 Fees	8,786	18,240	18,240	18,240
Bartlett Station Municipal Center Fees	148,924	145,000	145,000	145,000
Community Relations	26,973	21,900	25,000	25,000
Library Fees	101,745	105,000	105,000	105,000
Total Misc Charges For Services	**$ 1,100,349**	**$ 1,008,640**	**$ 1,025,705**	**$ 1,012,840**
Parks & Rec Charges				
Senior Citizens Center	$ 79,996	$ 89,680	$ 65,000	$ 60,000
Community Center	449,609	475,200	453,345	475,000
Athletics	332,055	378,200	328,850	350,000
Recreation Center	1,664,281	1,671,300	1,582,465	1,550,000
Total Parks & Rec Charges	**$ 2,525,942**	**$ 2,614,380**	**$ 2,429,660**	**$ 2,435,000**
BPACC Revenues	263,812	245,000	255,375	250,000
Court Fines & Costs				
City Court Fines	$ 1,219,913	$ 1,200,000	$ 1,158,045	$ 1,200,000
City Court Costs	476,021	550,000	475,000	550,000
State Tax On Court Fines	61,398	60,000	57,000	60,000
Bond Forfeitures	37,457	45,000	50,585	45,000
Fines Greater Than Cash	149,898	150,000	76,225	75,000
Other Court Costs	10,869	10,000	12,000	10,000
Total Court Fines & Costs	**$ 1,955,556**	**$ 2,015,000**	**$ 1,828,855**	**$ 1,940,000**
Other Revenues				
Interest	$ 27,841	$ 40,000	$ 20,000	$ 20,000

CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Sale Of Equipment	18,301	20,000	20,000	20,000
Other Revenues	108,463	50,000	50,000	50,000
Transfer In	450,000	450,000	450,000	150,000
Total Other Revenues	**$ 604,605**	**$ 560,000**	**$ 540,000**	**$ 240,000**
TOTAL GENERAL FUND REVENUES	**$ 37,648,901**	**$ 37,036,431**	**$ 36,897,450**	**$ 37,434,210**

CITY OF BARTLETT
ANALYSIS OF GENERAL FUND REVENUE SOURCES
FY 2012 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 68.86% of all General Fund Revenues in FY 2012. The weak economy has a negative impact on our revenue growth and the overall anticipated revenue growth in the 2012 budget is less than 2%.

Property Taxes		
FY	Amount	% Inc (Dec)
2008	$ 17,388,322	
2009	$ 17,535,612	0.85%
2010	$ 18,263,226	4.15%
2011 (Proj)	$ 18,001,800	-1.43%
2012 (Bdgt)	$ 18,060,410	0.33%

Property Taxes represent the largest percentage (48.25%) 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 16 years. Taxes are due on February 28, 2012 and become delinquent March 1, 2012.

Local Taxes is the second largest source of revenue and represent 20.61% of all GF Revenues. They are comprised primarily of Local Sales Taxes ($5,450,480) over two thirds (71%) of local taxes, Wholesale Beer Taxes ($710,000), Gross Receipts Business ($750,000), CATV Franchise Fees ($355,000), along with other local taxes. During this recession, local taxes decreased 8.8% in FY 2009 and has remained around that amount since then. 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)
2008	$ 8,416,916	
2009	$ 7,676,003	-8.80%
2010	$ 7,610,030	-0.86%
2011 (Proj)	$ 7,595,200	-0.19%
2012 (Bdgt)	$ 7,715,710	1.59%

CITY OF BARTLETT
ANALYSIS OF GENERAL FUND REVENUE SOURCES
FY 2012 Adopted Budget

Licenses & Permits		
FY	Amount	% Inc (Dec)
2008	$ 1,634,758	
2009	$ 1,411,869	-13.63%
2010	$ 1,464,144	3.70%
2011 (Proj)	$ 1,434,345	-2.04%
2012 (Bdgt)	$ 1,397,050	-2.60%

The Office of Code Enforcement sets, monitors and collects most of the **License and Permit** fees. FY 2012 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, 82%. We budgeted a 15.76% increase for FY 2012 after the State reallocated our share based on our population increase (from 40k in 2000 to 54k in 2010).

Intergovernmental Revenues		
FY	Amount	% Inc (Dec)
2008	$ 4,361,070	
2009	$ 4,041,845	-7.32%
2010	$ 3,861,239	-4.47%
2011 (Proj)	$ 3,786,510	-1.94%
2012 (Bdgt)	$ 4,383,200	15.76%

Charges for Services		
FY	Amount	% Inc (Dec)
2008	$ 3,887,163	
2009	$ 4,005,249	3.04%
2010	$ 3,890,102	-2.87%
2011 (Proj)	$ 3,710,740	-4.61%
2012 (Bdgt)	$ 3,697,840	-0.35%

Parks and Recreation fees account for the largest share (41.92%) of **Charges for Services**. The second largest share of Charges for Services is the ambulance fees ($700,000). We budgeted a decrease in FY 2012.

Court Charges are fees generated through fines for violations of City Ordinances and Court Costs. Collections increased in FY 2009 and should remain steady.

Court Charges		
FY	Amount	% Inc (Dec)
2008	$ 1,601,049	
2009	$ 2,029,699	26.77%
2010	$ 1,955,556	-3.65%
2011 (Proj)	$ 1,828,855	-6.48%
2012 (Bdgt)	$ 1,940,000	6.08%

Other Revenue		
FY	Amount	% Inc (Dec)
2008	$ 942,939	
2009	$ 492,678	-47.75%
2010	$ 604,605	22.72%
2011 (Proj)	$ 540,000	-10.69%
2012 (Bdgt)	$ 240,000	-55.56%

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.

CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Department Revenues				
State Police Training Grant	$ 64,200	$ 0	$ 63,000	$ 0
State Fire Training Grant	43,800	0	48,600	0
CERT Class Fees	420	0	0	0
Property Maintenance Charges	4,340	0	0	0
Weed Cutting Fees	92,249	100,000	100,000	100,000
Transfer from Grants Fund	11,689	25,000	0	0
Intergovernment Reimbursement	64,233	0	80,600	0
Animal Shelter Donations	24,992	22,000	22,000	22,000
Animal Shelter Boarding	2,613	2,000	1,650	1,250
Animal Shelter Capture Fee	8,603	8,000	6,500	6,500
Animal Shelter Adoption	55,444	55,000	47,000	50,000
Animal Shelter City License	51,408	45,000	40,000	40,000
Animal Shelter Misc Revenues	12,131	8,500	20,000	18,000
Shop Expense Allocation	331,517	325,325	325,325	325,325
Total Department Revenues	**$ 767,638**	**$ 590,825**	**$ 754,675**	**$ 563,075**
Personnel				
Supervisor Salaries	$ 3,117,713	$ 3,318,928	$ 3,173,301	$ 3,375,940
Employee Wages	15,256,526	15,976,633	16,018,839	16,278,245
Overtime Wages	324,399	462,136	441,912	465,750
Special Hours	184,093	212,000	191,370	192,300
Holiday Pay	403,273	452,845	432,845	475,318
Contracted Services	672,343	833,025	718,233	732,700
Part-Time	1,012,689	1,187,519	1,103,832	1,094,981
Instructional Expense	8,845	5,000	5,000	5,000
Vacation Pay	90,111	40,000	18,132	40,000
Educational Bonus	87,530	107,940	112,040	115,340
Sick Pay	39,628	40,200	0	25,000
Longevity Pay	340,408	429,071	379,803	423,347
FLSA Wages	43,507	68,000	59,633	74,000
Christmas Bonus	44,955	46,185	45,817	46,779
Employee Incentive	8,760	11,136	11,136	10,815
Other Personnel Costs	7,389	18,000	16,471	19,100
Employee Health Insurance	3,301,788	3,186,264	3,182,985	3,512,469
Employee Life Insurance	85,447	104,196	102,058	105,564
Employee Testing	36,893	61,500	50,000	51,000
Worker's Compensation Insurance	400,463	409,219	409,219	430,275
Unemployment Compensation	11,995	3,600	10,906	8,600
Retiree Health Insurance	365,235	482,391	479,492	982,709
FICA	1,570,432	1,661,498	1,662,818	1,684,384
Pension Contribution	2,643,990	2,701,380	2,686,050	2,751,585
Total Personnel	**$ 30,058,413**	**$ 31,818,666**	**$ 31,311,893**	**$ 32,901,201**
Staffing Level				
Full-Time	*396.75*	*408.08*	*396.81*	*404.00*
Part-Time (converted to FTE)	*50.74*	*60.97*	*51.25*	*54.43*
Total Full-Time Equivalent (FTE)	***447.49***	***469.05***	***448.06***	***458.43***
Operations				
Training	$ 59,245	$ 108,724	$ 71,325	$ 97,100

CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
State Training Salary Supplement	108,000	0	111,600	0
Firearms Training	25,097	29,573	25,000	25,000
Volunteer Expense	8,599	14,000	12,800	15,800
Travel	56,063	63,900	64,507	71,350
Legal Fees	26,583	45,000	53,000	68,000
Mayor's Youth Council	1,962	2,000	2,000	2,000
Professional Services	204,528	186,900	201,900	218,200
Advertising & Promotional Expenses	0	500	500	500
Other Professional Service	155,160	230,975	179,400	207,300
Boards & Commissions	77,248	76,650	76,850	76,850
DUI Testing Fees	3,373	4,000	4,000	4,000
Sexual Offender Register	1,940	1,500	1,500	1,500
Postage & Freight	52,980	72,360	63,536	71,527
Notice Publication	36,449	50,200	46,150	47,200
Dues & Subscriptions	44,184	53,735	55,491	49,770
Meetings	3,917	10,875	8,078	8,825
Employee Appreciation	0	500	150	200
Utilities	595,831	652,320	650,325	656,800
Building Rent	21,096	0	0	0
Phones-Local	102,957	110,906	108,253	110,631
Long Distance Phone Calls	1,436	2,965	2,361	2,630
Cellular Phones	63,455	62,195	64,300	65,313
Data Processing - Software	18,569	11,500	11,574	500
Telecommunication Link	24,649	69,000	52,000	69,000
Library Charge-Shelby Co.	1,019,657	1,050,000	990,000	1,065,000
Reappraisal Charges	169,284	0	0	0
Shop Allocation	182,919	208,050	208,150	210,890
Vehicle Maintenance	281,291	292,700	287,600	301,700
Equipment Maintenance	137,694	157,590	161,000	157,140
Radio Maintenance	37,026	66,521	63,145	64,455
Computer Maintenance	34,688	0	11,960	0
Grounds Maintenance	198,391	232,985	157,072	176,185
Building Maintenance	157,315	239,000	225,160	244,500
Pool Maintenance	15,844	21,532	20,000	20,000
Swim Competitions	35,756	40,233	40,000	40,000
Fuel System Maintenance	1,634	0	0	0
Street Painting & Signs	19,190	31,783	30,000	30,000
Automobile Allowance	123	1,000	810	750
Office Supplies	83,951	85,280	82,524	83,450
Printing	58,995	87,869	78,934	81,450
Medical Supplies	104,559	122,650	107,650	107,650
Capital Fund Expend-BPAC	1,009	0	0	0
Special Designation Expend	2,625	1,000	9,102	1,000
Ticket Sales Expenditures-BPAC	13,483	2,000	7,000	2,000
Petroleum Supplies	449,217	546,367	545,345	620,748
Special Events	5,673	7,500	7,000	7,000
Concession Supplies Client	904	5,200	2,500	4,500
Preschool Supplies	4,437	4,500	4,500	4,500
Recreation Supplies	72,583	64,488	64,286	65,000
Concession Supplies	81,475	84,350	89,500	84,500
Field Trips	11,880	19,292	16,632	18,000

CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Tournament Expenses	7,120	9,200	9,125	7,700
Cost of Goods Sold	4,558	4,000	4,000	4,000
Clothing & Uniforms	161,489	187,183	176,835	180,335
Operating Supplies	193,848	242,139	224,793	223,250
Cleaning Supplies	54,247	58,100	54,600	57,000
Chemical Supplies	2,391	6,633	5,833	3,200
Air Service	5,279	6,000	6,000	6,000
Film & Developing	1,042	1,450	1,100	1,100
Fill Sand, Dirt & Gravel	38,237	43,004	43,004	30,000
Asphalt/Street Repairs	69,618	100,000	95,000	100,000
Concrete & Brick	10,438	20,000	12,000	15,000
Miscellaneous Shop Parts	2,441	2,500	1,900	2,500
Small Tools	19,382	26,800	26,900	26,925
Tournament Awards	14,919	20,000	19,450	19,700
Fire Hose	3,962	6,000	6,000	6,000
Pipe & Materials-System Maintenance	6,920	8,000	9,500	10,000
Miscellaneous Supplies	2,303	4,700	3,500	4,200
Jail Meals & Supplies	25,528	26,000	18,000	25,000
CERT Training Supplies	1,391	1,500	1,500	1,500
CERT Grant Expenses	849	0	100	0
Public Awareness	35,908	30,740	28,240	31,000
Fire Prevention	4,676	6,000	6,000	6,000
Community Promotions	3,519	5,000	5,000	5,000
Travel Club	19,608	12,000	12,000	12,000
Health Fair Expense	1,709	2,000	2,779	2,000
Line Dance Workshop Expense	4,841	6,000	6,000	6,000
Equipment Rental	19,309	30,891	31,000	30,250
Street Barricade & Equip Rental	1,460	1,800	1,500	1,800
Equipment Leasing	31,961	45,698	42,759	42,858
Property Insurance	106,291	106,291	104,305	104,305
Vehicle & Equip Insurance	62,124	62,124	48,782	48,964
General Liability Insurance	169,867	169,868	156,393	156,393
Other Insurance	9,107	9,218	7,399	7,499
Landfill Fees	476	3,000	3,000	1,500
Bank Charges	14,447	17,150	18,150	14,150
Credit Card Vendor Fees	39,577	35,800	35,358	35,800
Interest Refund	692	1,000	1,000	1,000
State Fees	5,005	4,000	5,246	4,600
Cash Over/Short	9,984	300	626	500
Tow-In Fees	11,112	16,700	14,200	14,700
License Fees	280	1,250	1,250	1,250
Animal Control Fees	1,504	1,800	1,800	1,800
Storage Fees	2,088	2,450	2,434	2,450
Election Expenses	0	5,000	0	0
Contingency	17,868	100,000	100,000	100,000
Damage Claims	20,024	27,800	38,670	30,800
Miscellaneous Other Expenses	13,651	41,600	40,350	39,400
Total Operations	**$ 6,107,975**	**$ 6,750,856**	**$ 6,509,851**	**$ 6,685,843**
Capital				
Fencing & Landscaping	$ 692	$ 1,000	$ 900	$ 1,000

CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Building Improvements	31,761	148,056	146,928	89,500
Communications Equipment	5,041	2,750	2,400	1,900
Data Processing Equipment	11,748	566	4,556	0
Office Equipment	3,782	5,250	4,600	5,200
Furniture	2,601	20,210	19,240	16,800
Other Equipment	18,481	116,917	113,500	73,350
Land Purchase	244,000	0	0	0
Total Capital	**$ 318,107**	**$ 294,749**	**$ 292,124**	**$ 187,750**
TOTAL GENERAL FUND EXPEND'S	**$ 35,716,856**	**$ 38,273,446**	**$ 37,359,193**	**$ 39,211,719**

City of Bartlett

ADMINISTRATIVE

FY 2012 Adopted Budget

Full-Time Authorized Personnel Positions

Legislative Board

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

Mayor's Office

Mayor	1
Chief Administrative/Financial Officer	1
Administrative Assistant	1
City Clerk	1
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
Account Clerk	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	3
General Clerk	2
Total Court Clerk	**11**

Personnel

Personnel Director	1
Senior Personnel Coordinator	1
Safety Coordinator	1
Skill Clerk	1
Total Personnel	**4**

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 ($430,883, 7.58%) over the FY 2011 Projection. The biggest increase was in the Finance Department where the Finance Director and the Deputy Director positions were filled after the former was vacant for the whole year and the latter was vacant for 1/2 of a year. FY 2012 budget included a 2.5% of payroll increase for Retiree's Health Insurance, a 10% health insurance premium increase, career ladder pay increase but no general pay increase. There were no staffing changes.

Summary Revenue/Expenditure Type

Category	FY 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	2,292,148	2,570,111	2,418,539	2,608,345
Benefits	888,967	970,693	910,380	1,064,925
Other Personnel	65,525	94,000	69,511	60,600
Operations	2,244,154	2,388,961	2,274,347	2,369,994
Capital	266,193	12,340	13,304	13,100
Total	**5,756,988**	**6,036,105**	**5,686,081**	**6,116,964**

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 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 1,132,676	$ 1,338,173	$ 1,191,890	$ 1,378,384
Employee Wages	993,925	1,040,816	1,043,337	1,057,419
Overtime Wages	20,055	30,800	22,225	20,300
Special Hours	8,813	5,300	5,700	5,200
Contracted Services	22,573	24,000	10,815	0
Part-Time	136,679	155,022	155,387	147,042
Vacation Pay	9,819	0	5,596	0
Educational Bonus	30	0	0	0
Longevity Pay	23,927	28,424	29,348	33,421
Christmas Bonus	4,392	4,658	4,824	5,084
Employee Incentives	8,760	11,136	11,136	10,815
Other Personnel Costs	6,059	8,500	8,696	9,600
Employee Health Insurance	288,481	312,442	281,102	329,585
Employee Life Insurance	8,724	12,846	11,006	12,584
Employee Testing	36,893	61,500	50,000	51,000
Worker's Compensation Insurance	12,171	13,131	13,131	11,597
Unemployment Compensation	295	600	273	600
Retiree Health Insurance	41,076	59,475	55,473	121,791
FICA	175,215	194,923	186,706	198,436
Pension Contribution	316,077	333,058	311,784	341,012
Total Personnel	**$ 3,246,640**	**$ 3,634,804**	**$ 3,398,430**	**$ 3,733,870**
Staffing Level				
Full-Time	*47.77*	*50.00*	*47.19*	*50.00*
Part-Time (converted to FTE)	*6.78*	*7.06*	*7.18*	*6.16*
Total Full-Time Equivalent (FTE)	***54.55***	***57.06***	***54.37***	***56.16***
Operations				
Training	$ 5,507	$ 26,165	$ 13,680	$ 19,650
Travel	15,594	27,300	25,600	29,350
Legal Fees	26,583	45,000	53,000	68,000
Mayor's Youth Council	1,962	2,000	2,000	2,000
Professional Service	104,987	72,200	89,200	100,500
Advertising & Promotional Expenses	0	500	500	500
Other Professional Service	77,790	121,675	91,000	91,000
Boards & Commissions	77,248	76,650	76,850	76,850
Postage & Freight	27,558	36,400	35,849	35,850
Notice Publication	36,449	48,200	45,150	45,200
Dues & Subscriptions	29,654	32,000	28,394	25,435
Meetings	1,664	5,900	4,050	3,850
Utilities	143,477	159,000	159,900	160,000
Building Rent	21,096	0	0	0
Phones - Local	39,436	48,150	45,997	46,625
Long Distance Phone Calls	281	490	452	465
Cellular Phones	15,809	16,950	16,246	18,250
Data Processing - Software	500	0	0	0
Telecommunication Link	11,605	14,000	14,000	14,000
Library Charge-Shelby Co.	1,019,657	1,050,000	990,000	1,065,000
Reappraisal Charges	169,284	0	0	0

CITY OF BARTLETT
ADMINISTRATIVE BUDGET SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Shop Allocation	5,100	5,100	5,100	7,800
Vehicle Maintenance	5,756	9,000	8,400	9,400
Equipment Maintenance	22,602	23,350	18,850	21,750
Radio Maintenance	44	395	395	395
Computer Maintenance	18	0	290	0
Grounds Maintenance	32,491	35,000	36,000	13,000
Building Maintenance	34,843	58,000	55,000	55,000
Automobile Allowance	122	1,000	810	750
Office Supplies	31,597	33,180	33,074	34,500
Printing	28,419	52,750	48,899	48,800
Petroleum Supplies	9,731	12,242	12,359	17,014
Concession Supplies Client	242	700	500	500
Clothing & Uniforms	1,302	2,500	1,950	2,250
Operating Supplies	42,191	58,916	55,275	53,350
Cleaning Supplies	8,993	11,000	10,000	11,000
Film & Developing	71	550	550	550
Small Tools	230	550	500	550
Tournament Awards	2,953	6,000	6,000	6,000
Community Promotions	3,519	5,000	5,000	5,000
Equipment Rental	15,257	18,041	18,000	18,000
Copy Machine Rental	8,386	9,300	9,600	9,500
Property Insurance	29,868	29,868	29,397	29,397
Vehicle & Equip Insurance	1,423	1,423	1,317	1,499
General Liability Insurance	75,115	75,116	70,864	70,864
Other Insurance	50	150	150	150
Bank Charges	14,427	17,000	18,000	14,000
Interest Refund	692	1,000	1,000	1,000
Cash Over/Short	10,200	0	215	200
Storage Fees	2,088	2,450	2,434	2,450
Election Expenses	0	5,000	0	0
Contingency	17,868	100,000	100,000	100,000
Damage Claims	2,662	3,100	4,100	4,100
Miscellaneous Other Expenses	9,753	28,700	28,450	28,700
Total Operations	**$ 2,244,154**	**$ 2,388,961**	**$ 2,274,347**	**$ 2,369,994**
Capital				
Building Improvements	$ 16,194	$ 10,000	$ 10,204	$ 10,000
Data Processing Equipment	1,738	0	310	0
Office Equipment	0	2,000	1,500	2,100
Furniture	681	340	1,290	1,000
Other Equipment	3,580	0	0	0
Land Purchase	244,000	0	0	0
Total Capital	**$ 266,193**	**$ 12,340**	**$ 13,304**	**$ 13,100**
TOTAL ADMINISTRATIVE	**$ 5,756,988**	**$ 6,036,105**	**$ 5,686,081**	**$ 6,116,964**

Legislative Board

City of Bartlett

FY 2012 Adopted Budget

Summary Revenue/Expenditure Type

Category	FY 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	103,604	121,200	110,022	121,200
Benefits	40,423	43,505	39,188	45,185
Operations	414,707	379,357	372,331	388,581
Capital	244,000	0	0	0
Total	**802,733**	**544,062**	**521,541**	**554,966**

What We Do

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

FY 2011 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 2010 Actual	FY 2011 Forecast	FY 2012 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 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 46,800	$ 49,200	$ 49,200	$ 49,200
Employee Wages	56,804	72,000	60,822	72,000
Christmas Bonus	86	87	87	87
Employee Health Insurance	11,819	11,217	11,218	12,339
Employee Life Insurance	35	654	40	86
Worker's Compensation Insurance	2,310	2,422	2,422	518
Unemployment Compensation	0	0	273	0
Retiree Health Insurance	1,760	3,030	2,545	6,060
FICA	7,781	9,127	8,348	9,127
Pension Contribution	16,632	16,968	14,255	16,968
Total Personnel	**$ 144,027**	**$ 164,705**	**$ 149,210**	**$ 166,385**
Staffing Level				
Full-Time	*7.31*	*7.00*	*7.63*	*7.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***7.31***	***7.00***	***7.63***	***7.00***
Operations				
Training	$ 1,260	$ 2,800	$ 2,800	$ 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	6,027	8,000	9,000	8,000
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	9,783	25,000	35,000	50,000
Outside attorneys' fees.				
Other Professional Service	15,190	20,000	15,000	15,000
Lobbyist contract ($15,000/year) and various court costs.				
Boards & Commissions	76,576	76,000	76,000	76,000
Chamber of Commerce ($60,000), Bartlett Arts Council ($7,500), Other Boards and Commissions ($8,500)				
Postage & Freight	1,071	2,000	2,000	2,000
Mail to boards & commission members or mail on behalf of boards & commission members.				
Notice Publication	36,449	48,000	45,000	45,000
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	14,067	15,000	15,000	15,000
TML dues $9,102; NLC membership dues $3813; ASCAP $305, Others $1,780				
Meetings	343	1,000	500	500
Board of Mayor & Aldermen work sessions and other meetings.				
Long Distance Phone Calls	8	25	25	25
Estimated cost for long distance.				
Cellular Phones	772	800	800	800
Cell phone/data charges for City Attorney				
Reappraisal Charge from Shelby County	169,284	0	0	0
City's share of reappraisal from Shelby County Assessor.				
Office Supplies	321	1,000	500	1,000
Office supplies for boards & commissions, paper and supplies for sending legal notices.				
Printing	595	3,000	3,000	3,000
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 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Operating Supplies	132	750	500	750
Various supplies for legislative board and commissions.				
General Liability Insurance	60,981	60,982	57,206	57,206
Legislative portion of liability insurance, errors and ommissions.				
Election Expenses	0	5,000	0	0
Costs incurred in holding City-wide elections.				
Contingency	17,868	100,000	100,000	100,000
For unexpected City-wide expenses.				
Miscellaneous Other Expenses	3,979	10,000	10,000	10,000
To allow flexibility in meeting unexpected legislative expenses.				
Total Operations	**$ 414,707**	**$ 379,357**	**$ 372,331**	**$ 388,581**
Capital				
Land Purchase	$ 244,000	$ 0	$ 0	$ 0
Total Capital	**$ 244,000**	**$ 0**	**$ 0**	**$ 0**
Total Legislative Board	**$ 802,733**	**$ 544,062**	**$ 521,541**	**$ 554,966**

Mayor's Office

City of Bartlett

FY 2012 Adopted Budget

Summary Revenue/Expenditure Type*

Category	FY 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	630,843	748,016	748,674	763,492
Benefits	240,180	263,327	263,882	292,968
Other Personnel	22,573	24,000	10,815	0
Operations	1,573,094	1,759,474	1,657,736	1,722,353
Capital	21,583	12,000	12,704	13,100
Total	**2,488,273**	**2,806,817**	**2,693,811**	**2,791,913**

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 2011 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 2010 Actual	FY 2011 Forecast	FY 2012 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 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 232,834	$ 316,436	$ 316,467	$ 317,498
Employee Wages	83,811	87,516	87,516	89,601
Overtime Wages	0	500	500	500
Vacation Pay	3,827	0	0	0
Longevity Pay	4,489	3,990	3,972	6,000
Christmas Bonus	344	435	431	522
Employee Health Insurance	36,542	34,654	34,654	38,119
Employee Life Insurance	1,406	2,181	2,115	2,198
Worker's Compensation Insurance	1,099	1,537	1,537	1,545
Retiree Health Insurance	6,250	10,099	9,986	20,355
FICA	24,196	30,811	31,127	31,212
Pension Contribution	43,753	56,553	56,103	56,994
Total Personnel	**$ 438,551**	**$ 544,712**	**$ 544,408**	**$ 564,544**
Staffing Level				
Full-Time	*6.17*	*6.00*	*6.00*	*6.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***6.17***	***6.00***	***6.00***	***6.00***
Operations				
Training	$ 1,254	$ 2,500	$ 2,500	$ 2,500
Employee training expense such as classes, books, and training aids.				
Travel	7,438	10,000	10,000	10,000
Travel to conferences and various other trips.				
Mayor's Youth Council	1,962	2,000	2,000	2,000
Estimated costs for Mayor's Youth Council meetings and events.				
Other Professional Service	47,796	50,000	50,000	50,000
Public awareness program, including $40,000 for cable production and $8,730 for Granicus.				
Postage & Freight	2,079	3,500	3,500	3,500
Correspondence from Mayor's Office.				
Dues & Subscriptions	2,329	2,000	2,000	2,000
Membership dues, various subscriptions to publications, the commercial Appeal, and The Bartlett Express.				
Meetings	467	1,500	1,500	1,500
Meetings with suburban Mayors and other business leaders.				
Phones - Local	1,087	1,200	1,200	1,200
Cost for phone service for Mayor's office.				
Long Distance Phone Calls	57	50	50	50
Cost for long distance service.				
Cellular Phones	3,569	4,100	4,200	5,500
Charges for four (4) cell phones and wireless connection for laptop computers.				
Shop Allocation	2,000	2,000	2,000	4,000
Estimated costs for repairs to vehicles in Mayor's Office.				
Vehicle Maintenance	1,084	2,500	2,500	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.				
Automobile Allowance	0	0	60	0

CITY OF BARTLETT
MAYOR'S OFFICE
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Office Supplies	2,202	2,800	2,800	3,000
Miscellaneous office supplies for Mayor's Office.				
Printing	3,808	3,500	3,500	3,500
Outside printing costs.				
Petroleum Supplies	1,496	1,800	2,100	5,100
Estimated fuel costs for Mayor's Office vehicles.				
Operating Supplies	344	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.				
Copy Machine Rental	705	1,000	1,100	1,100
Copier rental and copy costs.				
Vehicle & Equip Insurance	140	140	118	300
Auto liability insurance for vehicles (allocation).				
General Liability Insurance	1,439	1,439	1,625	1,625
Allocation.				
Other Insurance	0	50	50	50
Notary bond insurance.				
Damage Claims	0	100	100	100
Miscellaneous Other Expenses	3,972	10,000	10,000	10,000
To provide some flexibility in the budget to handle unanticipated expenses.				
Total Operations	**$ 85,228**	**$ 108,829**	**$ 109,553**	**$ 117,175**
Capital				
Office Equipment	$ 0	$ 0	$ 0	$ 600
Fax machine and typewriter.				
Furniture	341	0	1,000	1,000
Three filing cabinets.				
Total Capital	**$ 341**	**$ 0**	**$ 1,000**	**$ 1,600**
Total Mayor's Office	**$ 524,120**	**$ 653,541**	**$ 654,961**	**$ 683,319**

CITY OF BARTLETT
COMMUNITY RELATIONS
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 61,493	$ 62,493	$ 62,494	$ 62,494
Vacation Pay	710	0	0	0
Longevity Pay	1,230	1,255	1,250	1,255
Christmas Bonus	86	87	86	87
Employee Health Insurance	3,859	3,654	3,654	4,019
Employee Life Insurance	278	337	328	337
Worker's Compensation Insurance	116	118	118	114
Retiree Health Insurance	1,230	1,562	1,562	3,125
FICA	4,758	4,834	4,861	4,834
Pension Contribution	8,609	8,749	8,749	8,749
Total Personnel	**$ 82,368**	**$ 83,089**	**$ 83,102**	**$ 85,014**
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	$ 2,000	$ 2,000	$ 2,000
Training workshops for community relations.				
Travel	0	4,000	4,000	4,000
Costs for travel to training seminars.				
Professional Services	17,500	19,200	18,000	18,000
Fireworks contract.				
Other Professional Service	8,200	45,675	20,000	20,000
Entertainment, professional sound system for special events.				
Postage & Freight	469	5,000	5,000	5,000
Mailing costs for special events.				
Dues & Subscriptions	281	1,000	1,000	1,000
Leadership, local paper, dues.				
Meetings	20	500	500	500
Chamber luncheons and other required meetings.				
Cellular Phones	1,431	1,700	1,700	1,700
Service costs of one Blackberry.				
Shop Allocation	0	0	0	700
Vehicle Maintenance	691	1,000	1,000	1,000
Estimated repairs, parts and general upkeep for one vehicle.				
Grounds Maintenance	2,430	4,000	4,000	4,000
Temporary electricity for events.				
Office Supplies	6,281	6,000	6,000	6,000
Paper, toner, writing materials, misc. office supplies.				
Printing	12,211	32,000	30,000	30,000
Costs for printing semi-annual City Informational Brochure.				
Petrolium Supplies	1,071	1,200	1,400	1,500
Estimated fuel charges for one vehicle.				
Operating Supplies	24,377	25,241	25,000	25,000
Tents, additional staging, event t-shirts, sweatshirts, carnival tickets, Christmas ornaments.				
Film & Developing	71	500	500	500
Costs for printing photographs from special events, meetings, etc...				

CITY OF BARTLETT
COMMUNITY RELATIONS
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Tournament Awards	2,953	6,000	6,000	6,000
Trophies and awards for events.				
Community Promotions	3,519	5,000	5,000	5,000
Banners, signs and advertisement for events.				
Equipment Rental	7,529	10,041	10,000	10,000
Portable lighting, toilets and golf carts for events.				
Vehicle & Equip Insurance	140	140	118	118
Auto liability insurance for one vehicle.				
General Liability Insurance	648	648	633	633
Allocation.				
Miscellaneous Other Expenses	0	500	250	500
Miscellaneous expense as needed.				
Total Operations	**$ 89,821**	**$ 171,345**	**$ 142,101**	**$ 143,151**
Total Community Relations	**$ 172,189**	**$ 254,434**	**$ 225,203**	**$ 228,165**

CITY OF BARTLETT
BUILDINGS AND GROUNDS
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Employee Wages	$ 66,607	$ 69,020	$ 69,020	$ 69,020
Overtime Wages	3,530	6,000	5,350	6,000
Part-Time	5,506	13,000	12,988	13,000
Vacation Pay	1	0	0	0
Longevity Pay	3,552	4,102	4,142	4,150
Christmas Bonus	172	261	258	261
Employee Health Insurance	12,905	12,219	12,219	13,441
Employee Life Insurance	322	373	378	373
Worker's Compensation Insurance	1,927	2,003	2,003	2,095
Retiree Health Insurance	1,332	1,726	1,725	3,451
FICA	5,907	6,902	6,937	6,906
Pension Contribution	9,383	9,663	9,663	9,663
Total Personnel	**$ 111,146**	**$ 125,269**	**$ 124,683**	**$ 128,360**
Staffing Level				
Full-Time	*2.28*	*2.00*	*2.00*	*2.00*
Part-Time (converted to FTE)	*0.00*	*0.63*	*0.61*	*0.63*
Total Full-Time Equivalent (FTE)	***2.28***	***2.63***	***2.61***	***2.63***
Operations				
Dues & Subscriptions	$ 35	$ 600	$ 35	$ 50
Sam's Club Membership renewals.				
Utilities	54,940	67,000	67,000	67,000
Utilities for City Hall, City Hall Annex, Gotten House, Pump @ lake and radio tower.				
Building Rent	21,096	0	0	0
Rent for 6462 Stage Rd. for Code Enforcement and Citizen Services.				
Phones - Local	26,423	31,500	31,500	31,500
City Hall phone service.				
Long Distance Phone Calls	1	50	50	50
Long distance charges and City's service charge.				
Telecommunication Link	2,578	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	2,326	3,000	3,000	3,000
Estimated repairs, parts and general upkeep for City Hall pool vehicles and maintenance truck.				
Equipment Maintenance	13,370	15,000	12,000	14,000
Repairs and maintenance to equipment such as postage machines, vacuum cleaners, floor buffer, ice machine, AT&T phone line vehicle Maintenance				
Radio Maintenance	44	100	100	100
Maintenance for radios.				
Grounds Maintenance	26,631	25,000	25,000	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	10,734	20,000	20,000	20,000
Repairs and maintenance to HVAC systems, fire alarms, sprinklers, Pest Control for City Hall, Gotten House and Library.				
Petroleum Supplies	1,336	1,500	1,755	2,000
Estimated fuel charges for maintenance truck and City Hall pool vehicles.				

CITY OF BARTLETT
BUILDINGS AND GROUNDS
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Clothing & Uniforms	434	1,000	1,000	1,000
Uniforms and cleaning of uniforms for maintenance staff.				
Operating Supplies	10,457	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	722	2,000	2,000	2,000
Cleaning supplies, chemicals, wax for floor for City Hall and City Hall Annex.				
Small Tools	0	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.				
Copy Machine Rental	1,979	2,500	2,500	2,500
Copier rental and copy costs.				
Property Insurance	9,403	9,403	10,158	10,158
Allocation for City Hall and Gotten House.				
Vehicle & Equip Insurance	442	442	372	372
Allocation for maintenance truck and two (2) pool vehicles at City Hall.				
General Liability Insurance	824	824	840	840
Building and Grounds portion of liability insurance.				
Damage Claim	2,662	3,000	3,000	3,000
Claims costs.				
Miscellaneous Other Expenses	3	2,500	2,500	2,500
Unanticipated expenses.				
Total Operations	**$ 194,668**	**$ 212,619**	**$ 210,010**	**$ 192,270**
Total Building & Grounds	**$ 305,814**	**$ 337,888**	**$ 334,693**	**$ 320,630**

CITY OF BARTLETT
BARTLETT STATION MUNICIPAL CENTER
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 48,442	$ 52,350	$ 52,350	$ 52,350
Employee Wages	71,099	74,581	75,389	75,389
Contracted Services	22,573	24,000	10,815	0
Part-Time	57,520	66,120	66,600	77,640
Vacation Pay	(793)	0	0	0
Longevity Pay	897	969	1,834	1,834
Christmas Bonus	947	1,032	1,120	1,205
Employee Health Insurance	24,724	23,436	23,436	25,780
Employee Life Insurance	532	685	669	690
Worker's Compensation Insurance	2,798	2,952	2,952	3,157
Unemployment Compensation	295	600	0	600
Retiree Health Insurance	2,391	3,173	3,194	6,387
FICA	13,370	14,605	14,935	15,627
Pension Contribution	16,736	17,770	17,884	17,883
Total Personnel	**$ 261,531**	**$ 282,273**	**$ 271,178**	**$ 278,542**
Staffing Level				
Full-Time	*3.00*	*3.00*	*3.00*	*3.00*
Part-Time (converted to FTE)	*2.70*	*3.90*	*3.09*	*3.83*
Total Full-Time Equivalent (FTE)	***5.70***	***6.90***	***6.09***	***6.83***
Operations				
Advertising & Promotional Expenses	$ 0	$ 500	$ 500	$ 500
Promotion of Bartlett Station Municipal Center for rentals.				
Postage & Freight	290	500	250	250
Dues & Subscriptions	62	50	35	35
Meetings	614	1,500	500	500
Supplies for meetings.				
Utilities	51,712	52,000	52,900	53,000
Utilities cost for Bartlett Station Municipal Center.				
Phones - Local	1,396	1,500	1,400	1,500
Local phone service for Bartlett Station Municipal Center.				
Long Distance Phone Calls	4	20	20	20
Estimated long distance charge and City's service charge.				
Cell Phone	1,160	1,700	1,300	1,500
Service costs for three (3) cell phones forBartlett Station Municipal Center.				
Equipment Maintenance	5,691	3,500	3,000	3,500
Repairs and maintenance to equipment.				
Grounds Maintenance	3,430	6,000	7,000	4,000
Maintenance of lawns, flowers, shrubbery and trees around Bartlett Station Municipal Center and Library.				
Building Maintenance	21,347	33,000	27,500	27,500
Repairs and maintenance to Bartlett Station Municipal Center as needed.				
Automobile Allowance	0	200	200	200
Mileage reimbursement costs.				
Office Supplies	645	1,000	600	1,000
Printing	392	500	650	500
Concession Supplies Client	242	700	500	500
Estimated cost of supplying concessions for clients.				

CITY OF BARTLETT
BARTLETT STATION MUNICIPAL CENTER
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Clothing & Uniforms	868	1,000	750	1,000
Uniforms and cleaning of uniforms for maintenance staff.				
Operating Supplies	4,660	10,000	7,000	5,000
Costs of supplies other than general office supplies to operate department.				
Cleaning Supplies	8,271	9,000	8,000	9,000
Cleaning supplies such as wax, soaps and cleaning chemicals for BSMC and the Library.				
Small Tools	230	250	200	250
Hand tools, screwdrivers and other small tools.				
Property Insurance	6,896	6,896	6,723	6,723
Property Insurance Allocation.				
General Liability Insurance	1,166	1,166	1,065	1,065
Allocations.				
Miscellaneous Other Expenses	1,144	5,000	5,000	5,000
Miscellaneous expense as needed.				
Total Operations	**$ 110,219**	**$ 135,982**	**$ 125,093**	**$ 122,543**
Capital				
Building Improvements	$ 16,194	$ 10,000	$ 10,204	$ 10,000
Data Processing Equipment	3,580	0	0	0
Total Capital	**$ 19,774**	**$ 10,000**	**$ 10,204**	**$ 10,000**
Total Bartlett Station Municipal Center	**$ 391,523**	**$ 428,255**	**$ 406,475**	**$ 411,085**

CITY OF BARTLETT
LIBRARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Operations				
Utilities	$ 36,825	$ 40,000	$ 40,000	$ 40,000
Phones - Local	4,279	7,500	5,500	6,000
Long Distance Phone Calls	0	20	20	20
Telecommunication Link	9,027	9,000	9,000	9,000
Library Charge-City of Memphis	1,019,657	1,050,000	990,000	1,065,000
Equipment Maintenance	3,364	2,000	1,500	2,000
Building Maintenance	2,762	5,000	7,500	7,500
Office Supplies	3,712	3,000	2,800	3,000
Operating Supplies	409	1,000	950	1,000
Property Insurance	10,213	10,213	9,877	9,877
General Liability Insurance	2,966	2,966	2,817	2,817
Cash Over/Short	(56)	0	15	0
Damage Claims	0	0	1,000	1,000
Total Operations	**$ 1,093,158**	**$ 1,130,699**	**$ 1,070,979**	**$ 1,147,214**
Capital				
Data Processing Equipment	$ 1,468	$ 0	$ 0	$ 0
Office Equipment	0	2,000	1,500	1,500
Total Capital	**$ 1,468**	**$ 2,000**	**$ 1,500**	**$ 1,500**
Total Library	**$ 1,094,626**	**$ 1,132,699**	**$ 1,072,479**	**$ 1,148,714**

Finance and Administration

City of Bartlett

FY 2012 Adopted Budget

Summary Revenue/Expenditure Type

Category	FY 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	736,200	795,160	659,857	792,833
Benefits	269,408	295,644	241,500	319,830
Operations	185,441	160,296	160,606	169,556
Capital	450	340	290	0
Total	**1,191,499**	**1,251,440**	**1,062,253**	**1,282,219**

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 2011 Performance Highlights

Awarded the Fiscal Year 2011 GFOA Distinguished Budget Presentation Award for the 9th straight year and the Certificate of Achievement for Excellence in Financial Reporting for the 20th 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 2010 Actual	FY 2011 Forecast	FY 2012 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 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 367,959	$ 385,585	$ 282,457	$ 386,397
Employee Wages	308,589	367,173	317,280	365,034
Overtime Wages	296	3,000	2,000	2,000
Contracted Services	0	0	500	0
Part-Time	59,355	39,402	57,620	39,402
Vacation Pay	5,136	0	4,486	0
Educational Bonus	30	0	0	0
Longevity Pay	4,940	6,622	6,650	8,120
Christmas Bonus	1,292	1,292	1,206	1,292
Employee Health Insurance	80,289	97,654	73,828	101,585
Employee Life Insurance	2,986	4,065	3,134	4,058
Worker's Compensation Insurance	1,647	1,690	1,690	1,879
Retiree Health Insurance	13,431	18,819	15,107	37,572
FICA	56,263	60,116	50,981	60,124
Pension Contribution	103,394	105,386	84,418	105,200
Total Personnel	**$ 1,005,608**	**$ 1,090,804**	**$ 901,357**	**$ 1,112,663**
Staffing Level				
Full-Time	*10.63*	*13.00*	*10.47*	*13.00*
Part-Time (converted to FTE)	*2.71*	*1.33*	*2.31*	*1.33*
Total Full-Time Equivalent (FTE)	***13.34***	***14.33***	***12.78***	***14.33***
Operations				
Training	$ 1,898	$ 16,615	$ 5,000	$ 6,500
Employee training expense such as classes, books, and training aids.				
Travel	2,128	3,000	1,500	3,000
TGFOA, GFOA and Munis Conference for finance staff.				
Professional Services	85,219	50,000	69,000	80,000
External auditor, actuary contracts.				
Postage & Freight	14,932	15,500	15,500	15,500
Postage & Freight for tax bills, A/P checks, tax notices, Business License renewals.				
Dues & Subscriptions	9,523	9,500	6,500	3,500
GFOA dues, GFOA Certificate - CAFR, and GFOA Publications.				
Meetings	72	150	150	150
Meetings expense.				
Phones - Local	3,798	3,900	3,900	3,900
Finance phones.				
Long Distance Phone Calls	106	100	100	100
Long distance charges.				
Cellular Phones	6,540	6,300	5,500	6,000
Cell phones & network cards monthly charges.				
Data Processing - Software	500	0	0	0
Shop Allocation	1,000	1,000	1,000	1,000
City shop costs for one vehicle.				
Vehicle Maintenance	1,192	1,000	400	700
Vehicle cleaning, maintenance and outside vehicle repair.				
Equipment Maintenance	8	450	450	450
Office equipment maintenance.				
Computer Maintenance	18	0	0	0

CITY OF BARTLETT
FINANCE AND ADMINISTRATION
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Automobile Allowance	14	300	300	300
Mileage reimbursement cost.				
Office Supplies	10,064	9,880	11,000	11,000
Copy paper, toner, and other office supplies.				
Printing	9,250	9,000	8,000	8,000
Budget books, CAFR, tax bills, tax forms, and check stock.				
Petroleum Supplies	2,562	3,500	2,500	3,500
Fuel expenses for vehicles.				
Clothing & Uniforms	0	500	200	250
Operating Supplies	1,238	1,225	1,200	1,300
Miscellaneous supplies.				
Copy Machine Rental	1,745	2,000	2,000	2,000
Copy machine rental.				
Property Insurance	3,356	3,356	2,639	2,639
Finance portion of liability insurance for EDP Equipment.				
Vehicle & Equip Insurance	421	421	355	355
Finance portion of vehicle and equipment insurance.				
General Liability Insurance	3,299	3,299	3,112	3,112
Allocation.				
Other Insurance	0	50	50	50
Notary licenses.				
Bank Charges	14,427	17,000	18,000	14,000
Service charges from banks.				
Interest Refund	692	1,000	1,000	1,000
Interest expense paid on tax overpayments.				
Cash Over/Short	10,073	0	0	0
Over or short from cash drawer.				
Storage Fees	1,048	1,250	1,250	1,250
Vital records storage & offsite storage.				
Miscellaneous Other Expenses	320	0	0	0
Miscellaneous expense as needed.				
Total Operations	**$ 185,441**	**$ 160,296**	**$ 160,606**	**$ 169,556**
Capital				
Data Processing Equipment	$ 110	$ 0	$ 0	$ 0
Furniture	340	340	290	0
Office furniture.				
Total Capital	**$ 450**	**$ 340**	**$ 290**	**$ 0**
Total Finance and Administration	**$ 1,191,499**	**$ 1,251,440**	**$ 1,062,253**	**$ 1,282,219**

City Court

City of Bartlett

FY 2012 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 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	412,819	482,794	484,297	504,292
Benefits	184,910	203,631	201,668	226,884
Operations	45,739	51,489	48,453	52,753
Total	**643,467**	**737,914**	**734,418**	**783,929**

FY 2011 Performance Highlights

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

Objective	Performance Measures	FY 2010 Actual	FY 2011 Forecast	FY 2012 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 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 163,076	$ 254,515	$ 220,356	$ 290,315
Employee Wages	227,293	187,079	249,862	199,777
Overtime Wages	13,636	18,000	8,879	9,000
Special Hours	8,813	5,200	5,200	5,200
Part-Time	0	18,000	0	0
Vacation Pay	(777)	0	0	0
Longevity Pay	4,152	4,926	4,948	5,406
Christmas Bonus	775	775	947	950
Employee Health Insurance	82,502	85,388	77,873	85,660
Employee Life Insurance	1,409	2,385	2,259	2,646
Worker's Compensation Insurance	931	1,078	1,078	1,091
Retiree Health Insurance	7,808	11,040	11,755	24,505
FICA	30,904	36,216	36,977	38,013
Pension Contribution	57,206	61,823	65,831	68,613
Total Personnel	**$ 597,728**	**$ 686,425**	**$ 685,965**	**$ 731,176**
Staffing Level				
Full-Time	*10.30*	*11.00*	*10.57*	*11.00*
Part-Time (converted to FTE)	*1.08*	*0.60*	*0.81*	*0.00*
Total Full-Time Equivalent (FTE)	***11.38***	***11.60***	***11.38***	***11.00***
Operations				
Training	$ 0	$ 0	$ 0	$ 2,000
Training expense & registration fees for City judges.				
Travel	0	100	100	2,100
Travel expenses related for City judges.				
Legal Fees	16,800	20,000	18,000	18,000
Public Defender's salaries.				
Other Professional Service	6,605	6,000	6,000	6,000
Interpreter's cost and special fees from circuit court.				
Postage & Freight	6,453	7,300	7,000	7,000
Postage for letter and collection notices for delinquent fines and costs.				
Dues & Subscriptions	489	800	800	800
Update of Tennessee Code Annotated books used by Attorney's, Judge's, Prosecutor's and Court Clerk's Office.				
Phones - Local	758	800	800	800
Local phone service for current lines.				
Long Distance Phone Calls	24	50	50	50
Long distance fees and charges.				
Cellular Phones	783	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	275	500	500	500
Parts, supplies for the repair and maintenance of 1 vehicle.				
Equipment Maintenance	0	1,000	500	600
Maintenance costs for computers, printers, fax machine, typewriters and cash register.				
Office Supplies	3,464	4,000	4,000	4,000
Miscellaneous office supplies including computer, copier supplies and cassette tapes used in court rooms.				

CITY OF BARTLETT
CITY COURT
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Printing	1,250	1,800	1,500	1,500
All forms used in the Clerk's office and court room such as affidavit of complaints, probation orders, case summary report.				
Petroleum Supplies	1,880	2,000	1,900	2,100
Fuel expenses for one vehicle.				
Operating Supplies	416	200	200	200
Miscellaneous operating supplies.				
Copy Machine Rental	3,333	3,000	3,000	3,000
Copy machine's rental.				
Vehicle & Equip Insurance	140	140	118	118
Vehicle insurance.				
General Liability Insurance	1,849	1,849	1,835	1,835
Allocation.				
Cash Over/Short	184	0	200	200
Miscellaneous Other Expenses	335	500	500	500
Miscellaneous expenses.				
Total Operations	**$ 45,739**	**$ 51,489**	**$ 48,453**	**$ 52,753**
Total City Court	**$ 643,467**	**$ 737,914**	**$ 734,418**	**$ 783,929**

Personnel

City of Bartlett

FY 2012 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 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	203,911	211,368	201,959	213,977
Benefits	85,669	102,050	101,312	110,976
Other Personnel	42,952	70,000	58,696	60,600
Operations	16,155	25,426	21,767	24,912
Total	**348,686**	**408,844**	**383,734**	**410,465**

FY 2011 Performance Highlights

The Personnel Department continued upgrading a comprehensive H/R and payroll computer system; continued to develop a Personnel Forms Library; ran a very successful United Way Campaign with total donations over $25,000; renewed our group dental plan with Delta Dental with a two (2) year agreement and changed our group medical insurance provider to COVENTRY Health Care; continued our employee assistance program with CONCERN EAP; continued to offer Notary Services to the general public; maintained the employee turnover rate at approximately 4.1%; continued to offer extensive on-site training opportunities.

Objective	Performance Measures	FY 2010 Actual	FY 2011 Forecast	FY 2012 Projected
Maintain employee turnover rate at 10% or below.	Actual turnover rate	4%	6%	8%
Revise/update personnel policy manual.	Complete policy manual revision	98%	100%	100%
Offer additional training sessions on-site. Both UT-MTAS and in-house staff.	# of training courses offered # of attendees	12 85	16 120	16 120
Secure proposals for new employment physical exams, drug tests and background checks.	Improve quality and control costs	N/A	50%	100%

CITY OF BARTLETT
PERSONNEL
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 124,588	$ 129,111	$ 120,083	$ 131,647
Employee Wages	78,533	81,207	81,207	81,880
Overtime Wages	790	950	669	450
Special Hours	0	100	0	0
Vacation Pay	(170)	0	1,110	0
Longevity Pay	4,667	5,795	5,795	5,891
Christmas Bonus	344	344	344	335
Employee Incentives	8,760	11,136	11,136	10,815
Other Personnel Costs	6,059	8,500	8,696	9,600
Employee Health Insurance	22,444	32,001	32,001	35,201
Employee Life Insurance	926	1,136	1,073	1,153
Employee Testing	36,893	61,500	50,000	51,000
Worker's Compensation Insurance	710	728	728	598
Retiree Health Insurance	3,126	5,258	4,831	10,676
FICA	16,424	16,207	16,114	16,413
Pension Contribution	28,437	29,445	28,180	29,894
Total Personnel	**$ 332,532**	**$ 383,418**	**$ 361,967**	**$ 385,553**
Staffing Level				
Full-Time	*4.00*	*4.00*	*3.52*	*4.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***4.00***	***4.00***	***3.52***	***4.00***
Operations				
Training	$ 1,095	$ 1,750	$ 880	$ 1,750
Training expenses for annual TPMA conference in Memphis, IPMA conference in Nashville & any local training thru UT-MTAS.				
Travel	0	1,700	500	2,050
Travel expenses to attend two conferences in TN.				
Professional Services	2,268	3,000	2,200	2,500
Includes expenses for background checks, 125 plan admin., employee handbook review, fees to build Crystal Reports.				
Postage & Freight	2,264	2,500	2,499	2,500
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	2,243	2,300	2,274	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	850	500	500
Includes expenses for United Way Campaign Activities, Benefit and Insurance meetings as well as other local meetings.				
Phones - Local	798	850	797	825
Fees for phones and service in personnel office, 4 phone and 1 fax lines.				
Long Distance Phone Calls	36	75	37	50
Fees for long distance calls.				
Cellular Phones	857	900	1,296	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	45	500	500	500
Parts and equipment for maintenance to Personnel Department vehicle.				

CITY OF BARTLETT
PERSONNEL
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Equipment Maintenance	105	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	0	0	290	0
Office Supplies	2,688	3,000	2,874	3,000
Includes all general supplies used in day to day operation of Personnel Department.				
Printing	665	2,750	2,049	2,100
Cost for printing various forms and certifications. Includes printing cost for employment applications.				
Printing revised Personnel Policy Manuals and Employee Handbooks.				
Petroleum Supplies	329	942	852	1,177
Gasoline cost for Personnel Department vehicle.				
Operating Supplies	90	500	425	500
Costs of supplies other than general office supplies to operate department.				
Vehicle & Equip Insurance	0	0	118	118
Liability insurance premium for Personnel Department vehicle.				
General Liability Insurance	1,084	1,084	1,017	1,017
Allocation for General Liablity Insurance Premium.				
Other Insurance	50	50	50	50
Includes cost of Notary Bond due this fiscal year.				
Storage Fees	1,039	1,200	1,184	1,200
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	**$ 16,155**	**$ 25,426**	**$ 21,767**	**$ 24,912**
Total Personnel	**$ 348,686**	**$ 408,844**	**$ 383,734**	**$ 410,465**

Planning & Economic Development

City of Bartlett

FY 2012 Adopted Budget

Summary Revenue/Expenditure Type

Category	FY 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	204,773	211,573	213,730	212,551
Benefits	68,378	62,536	62,829	69,082
Operations	9,019	12,919	13,454	11,839
Capital	160	0	310	0
Total	**282,329**	**287,028**	**290,323**	**293,472**

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 2011 Performance Highlights

Processed 93 applications to date for the Planning Commission and Design Review Commission; working two Bartlett Station Façade Grants; updated Foreclosure Report; Assisting with MAAR real estate forum; completed Census 2010 project; arranged required training for commission members; assisted other departments with ordinance related issues; provided zoning information and approval for 140 business licenses; began project to improve sign ordinance; coordinated economic development and local business assistance with the BACC.

Objective	Performance Measures	FY 2010 Actual	FY 2011 Forecast	FY 2012 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 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 87,483	$ 88,483	$ 88,483	$ 88,483
Employee Wages	101,188	102,240	102,241	104,718
Overtime Wages	1,803	2,350	4,827	2,350
Part-Time	14,298	18,500	18,179	17,000
Vacation Pay	1,885	0	0	0
Longevity Pay	0	765	757	765
Christmas Bonus	344	345	345	345
Employee Health Insurance	13,398	12,219	12,219	13,441
Employee Life Insurance	830	1,030	1,010	1,043
Worker's Compensation Insurance	633	603	603	600
Retiree Health Insurance	3,748	4,768	4,768	9,660
FICA	15,613	16,105	16,426	16,180
Pension Contribution	31,927	26,701	26,701	27,048
Total Personnel	**$ 273,150**	**$ 274,109**	**$ 276,559**	**$ 281,633**
Staffing Level				
Full-Time	*3.08*	*3.00*	*3.00*	*3.00*
Part-Time (converted to FTE)	*0.29*	*0.60*	*0.36*	*0.37*
Total Full-Time Equivalent (FTE)	***3.37***	***3.60***	***3.36***	***3.37***
Operations				
Training	$ 0	$ 500	$ 500	$ 600
Employee training expense and other training aids.				
Travel	0	500	500	200
Conference travel for Director and Planner.				
Boards & Commissions	672	650	850	850
APA memberships for Planning Commission members.				
Postage & Freight	0	100	100	100
Postage for notice letters, newsletters.				
Dues & Subscriptions	625	750	750	750
Professional association dues for Dir. and Planner				
Meetings	148	400	400	200
Local meetings expense for Dir. and Planner.				
Phones - Local	897	900	900	900
Local telephone services.				
Long Distance Phone Calls	45	100	100	100
Long-distance telephone service.				
Cellular Phones	698	700	700	700
Cellular phone services.				
Shop Allocation	400	400	400	400
Repair allocation made at the city shop for vehicle.				
Vehicle Maintenance	142	500	500	200
Maintenance allocation for vehicle.				
Equipment Maintenance	65	600	600	400
Misc. equipment maintenance.				
Radio Maintenance	0	20	20	20
Maintenance of radio in vehicle.				
Automobile Allowance	108	500	250	250
Allowance for use of personal vehicle by Planner and Office Staff - delivering packets and recording items.				

CITY OF BARTLETT
PLANNING & ECONOMIC DEVELOPMENT
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Office Supplies	2,221	2,500	2,500	2,500
Miscellaneous office supplies.				
Printing	249	200	200	200
Occasional outside printing jobs.				
Petroleum Supplies	1,058	1,300	1,852	1,637
Gasoline allocated from city gas pump usage.				
Operating Supplies	68	500	500	100
Hardware items purchased irregularly, handy maps, cell phones, beepers, staple cartridges for copier.				
Equipment Rental	624	800	1,000	900
Vehicle & Equip Insurance	140	140	118	118
Premium for one vehicle				
General Liability Insurance	859	859	714	714
Allocation.				
Total Operations	**$ 9,019**	**$ 12,919**	**$ 13,454**	**$ 11,839**
Capital				
Data Processing Equipment	$ 160	$ 0	$ 310	$ 0
Total Capital	**$ 160**	**$ 0**	**$ 310**	**$ 0**
Total Planning & Economic Development	**$ 282,329**	**$ 287,028**	**$ 290,323**	**$ 293,472**

City of Bartlett

PUBLIC SAFETY

FY 2012 Adopted Budget

Full-Time Authorized Personnel Positions

Police	
Police Director	1
Assistant Police Director	1
Police Inspector	3
Admin Secretary	1
Building Service	1
Skill Clerk	1
Custodial	1
Dispatcher	16
Jailer	10
Patrolman	76
Captain	6
Detective	13
Lieutenant	10
Skill clerk	3
Supervisor of Records	1
Total Police	**144**
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	20
Total Ambulance Service	**24**
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	**249**

The Public Safety function includes Police, Fire & Ambulance, and Building Codes Enforcement. The Public Safety Function budget increased by $1,161,770 (5.44%) over the FY 2011 Projection. The Police Department has the biggest increase mainly by filling their vacancies for FY 2012. This budget included a 2.5% of payroll increase for Retiree's Health Insurance, a 10% health insurance premium increase, career ladder pay increase but no general pay increase. There were no staffing changes.

Summary Revenue/Expenditure Type

Category	FY 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Revenues	*184,342*	*25,000*	*192,200*	*0*
Salaries	12,433,802	12,982,639	12,986,896	13,291,054
Benefits	6,364,057	6,541,440	6,447,016	7,214,761
Other Personnel	2,696	9,500	7,555	9,500
Operations	1,699,041	1,823,991	1,877,440	1,855,707
Capital	19,438	230,420	230,395	147,850
Total	**20,334,692**	**21,562,989**	**21,357,102**	**22,518,872**

CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Department Revenues/Grants				
State Police Training Grant	$ 64,200	$ 0	$ 63,000	$ 0
State Fire Training Grant	43,800	0	48,600	0
Intergovernment Reimbursement	64,233	0	80,600	0
CERT Class Fees	420	0	0	0
Transfer From Grants Fund	11,689	25,000	0	0
Total Department Revenues/Grants	**$ 184,342**	**$ 25,000**	**$ 192,200**	**$ 0**
Personnel				
Supervisor Salaries	$ 1,213,985	$ 1,167,398	$ 1,168,254	$ 1,178,914
Employee Wages	10,765,182	11,219,597	11,266,149	11,529,463
Overtime Wages	215,561	332,236	312,817	330,600
Special Hours	46,528	51,000	49,902	51,000
Holiday Pay	403,273	452,845	432,845	475,318
Contracted Services	1,586	0	0	0
Part-Time	192,546	212,408	189,774	201,077
Vacation Pay	67,498	40,000	12,057	40,000
Educational Bonus	84,890	105,360	110,120	113,420
Sick Pay	39,628	40,200	0	25,000
Longevity Pay	242,110	314,778	262,887	296,645
FLSA Wages	43,507	68,000	59,633	74,000
Christmas Bonus	23,339	23,480	23,253	23,471
Other Personnel Costs	1,110	9,500	7,555	9,500
Employee Health Insurance	2,173,159	2,061,822	2,092,368	2,307,139
Employee Life Insurance	57,078	66,890	67,004	68,625
Worker's Compensation Insurance	273,646	280,553	280,553	301,870
Unemployment Compensation	6,802	3,000	6,784	8,000
Retiree Health Insurance	238,794	309,675	310,742	635,419
FICA	998,139	1,040,658	1,048,702	1,066,681
Pension Contribution	1,712,196	1,734,179	1,740,068	1,779,173
Total Personnel	**$ 18,800,555**	**$ 19,533,579**	**$ 19,441,467**	**$ 20,515,315**
Staffing Level				
Full-Time	*245.64*	*249.08*	*244.82*	*249.00*
Part-Time (converted to FTE)	*7.88*	*9.27*	*8.60*	*8.69*
Total Full-Time Equivalent (FTE)	***253.52***	***258.35***	***253.42***	***257.69***
Operations				
Training	$ 46,702	$ 68,364	$ 44,500	$ 63,000
State Training Salary Supp	108,000	0	111,600	0
Firearms Training	25,097	29,573	25,000	25,000
Volunteer Expense	8,330	13,200	12,200	15,000
Travel	36,299	30,500	31,100	35,500
Other Professional Service	7,653	23,800	11,300	11,800
Dui Testing Fees	3,373	4,000	4,000	4,000
Sexual Offender Reg.	1,940	1,500	1,500	1,500
Postage & Freight	8,833	11,450	10,200	12,450
Notice Publication	0	2,000	1,000	2,000
Dues & Subscriptions	4,860	11,100	14,600	13,100

CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Meetings	2,253	4,900	3,900	4,900
Utilities	134,611	143,520	143,520	143,000
Phones - Local	39,387	36,300	37,100	37,300
Long Distance Phone Calls	705	1,460	1,160	1,210
Cellular Phones	34,361	33,835	33,835	33,835
Data Processing - Software	17,735	11,500	11,574	0
Telecommunication Link	13,044	55,000	38,000	55,000
Shop Allocation	82,667	82,700	82,700	82,700
Vehicle Maintenance	173,592	174,500	189,500	188,500
Equipment Maintenance	31,577	43,500	43,500	43,500
Radio Maintenance	33,490	64,126	61,000	62,000
Computer Maintenance	34,670	0	10,095	0
Grounds Maintenance	1,573	4,000	4,000	4,000
Building Maintenance	59,474	76,600	75,000	87,000
Office Supplies	23,306	21,500	21,500	21,000
Printing	13,661	16,700	16,000	16,700
Medical Supplies	55,723	57,000	57,000	57,000
Special Designation Expend	0	0	602	0
Petroleum Supplies	299,545	354,125	362,486	411,234
Clothing & Uniforms	132,391	149,158	143,660	146,660
Operating Supplies	35,143	40,250	41,750	40,250
Cleaning Supplies	5,246	5,000	5,000	5,000
Chemical Supplies	180	1,000	2,000	1,000
Air Service	5,279	6,000	6,000	6,000
Film & Developing	861	550	400	300
Small Tools	8,999	11,500	11,900	11,500
Fire Hose	3,962	6,000	6,000	6,000
Jail Meals & Supplies	25,528	26,000	18,000	25,000
CERT Training Supplies	1,391	1,500	1,500	1,500
CERT Grant Expenses	849	0	100	0
Public Awareness	6,444	6,240	6,240	6,500
Fire Prevention	4,676	6,000	6,000	6,000
Equipment Rental	961	1,250	1,000	1,250
Copy Machine Rental	10,177	18,385	15,385	16,385
Property Insurance	21,410	21,410	21,385	21,385
Vehicle & Equip Insurance	43,716	43,716	32,120	32,120
General Liability Insurance	64,728	64,728	57,578	57,578
Other Insurance	2,039	2,050	1,950	2,050
Cash Over/Short	19	0	0	0
Tow-In Fees	11,112	16,700	14,200	14,700
Damage Claims	11,466	17,000	23,000	19,500
Miscellaneous Other Expenses	4	2,800	2,800	2,800
Total Operations	**$ 1,699,041**	**$ 1,823,991**	**$ 1,877,440**	**$ 1,855,707**
Capital				
Building Improvements	$ 0	$ 100,000	$ 100,000	$ 61,500
Communications Equipment	3,720	500	500	500
Data Processing Equipment	4,993	0	2,045	0
Office Equipment	3,782	3,000	3,000	3,000

CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Furniture	1,920	17,570	15,500	15,500
Other Equipment	5,024	109,350	109,350	67,350
Total Capital	**$ 19,438**	**$ 230,420**	**$ 230,395**	**$ 147,850**
TOTAL PUBLIC SAFETY	**$ 20,334,692**	**$ 21,562,989**	**$ 21,357,102**	**$ 22,518,872**

Police Department

City of Bartlett

FY 2012 Adopted Budget

Summary Revenue/Expenditure Type

Category	FY 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Revenues	*128,249*	*25,000*	*143,000*	*0*
Salaries	7,032,117	7,424,105	7,453,872	7,675,577
Benefits	3,445,970	3,577,006	3,519,678	4,017,951
Other Personnel	2,146	2,000	2,000	2,000
Operations	1,060,333	1,135,120	1,177,435	1,181,999
Capital	13,543	22,350	22,724	22,350
Total	**11,425,858**	**12,135,580**	**12,032,709**	**12,899,877**

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.

FY 2011 Performance Highlights

Highlights for the year 2010: Overall crime reported showed a decrease of 9%. Some of these areas are; Aggravated Assault down 9.5%, Misdemeanor assault down 8%, Auto theft up 17.5%, Auto burglary down 43%, Burglaries up 14%, Domestic complaints down 12.5%, DUI's down 25%, Fraud and forgery down 28%, General investigations up 39.5%, Narcotics complaints up 24%, Aggravated robberies down 60%, Sexual battery down 35%, Thefts down 19.5%, Vandalism down 12%, and Worthless checks up 57%, Calls for service down 5% (55447), Vehicle accidents up 10.5% (1199), Traffic citations down 8%, Warning citations up 1.5%, Overall arrest down 5%, Persons incarcerated down 11%, Total miles driven by department down 2%. During the year 2010 the Bartlett Police Department was selected to participate in the State of Tennessee police department accreditation process and this will bring the department into accepted norms established by TML and the Tennessee Department of Safety. Once completed in approximately three years the department will be fully accredited by the State of Tennessee. This will also avail the city to seek lower insurance premiums in the future, thus lowering our department risk to future legal actions. Also, during the year 2010 the traffic division participated in the Governor's Highway Safety Office (GHSO) initiative to promote safe motoring in the state of Tennessee. The Bartlett Police Department was selected as the first place winner in the state for departments in size of (100 to 250) sworn officers.

Objective	Performance Measures	FY 2010 Actual	FY 2011 Forecast	FY 2012 Projected
Integrate Watson field reporting/Data Driven software.	Number of officer issued PDA's and input.	0%	100%	100%
Reduce the # of total traffic accidents thorough aggressive enforcement.	Number of traffic accident reports.	1,086	1,199	1,139
Reduce the increase in auto burglaries using special enforcement techniques.	Number of reported auto burglaries.	243	138	124
Continue to monitor domestic violence arrests and calls. Increase awareness.	Number of reported domestic compliants and/or arrests.	560	301	286

CITY OF BARTLETT
POLICE DEPARTMENT
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Department Revenues/Grants				
State Police Training Grant	$ 64,200	$ 0	$ 63,000	$ 0
Intergovernmental Reimbursement	52,360	0	80,000	0
Transfer from Grants Fund	11,689	25,000	0	0
Total Department Revenues/Grants	**$ 128,249**	**$ 25,000**	**$ 143,000**	**$ 0**
Personnel				
Supervisor Salaries	$ 397,102	$ 402,102	$ 405,884	$ 409,667
Employee Wages	6,252,176	6,532,959	6,581,016	6,771,502
Overtime Wages	193,431	294,636	285,000	300,000
Special Hours	9,601	12,000	11,500	12,000
Holiday Pay	221,695	260,000	240,000	275,000
Contracted Services	1,586	0	0	0
Part-Time	179,806	182,408	170,472	182,408
Vacation Pay	34,436	25,000	5,294	25,000
Educational Bonus	19,210	22,000	30,140	33,500
Sick Pay	24,581	25,000	0	25,000
Longevity Pay	119,622	184,968	134,502	156,000
Christmas Bonus	14,210	14,210	14,296	14,296
Other Personnel Costs	560	2,000	2,000	2,000
Employee Health Insurance	1,181,325	1,116,404	1,148,647	1,298,071
Employee Life Insurance	32,257	37,449	38,007	38,778
Worker's Compensation Insurance	149,353	154,608	154,608	170,105
Unemployment Compensation	6,802	3,000	6,784	8,000
Retiree Health Insurance	132,352	173,377	174,607	359,058
FICA	558,904	590,081	595,086	609,779
Pension Contribution	951,223	970,909	977,707	1,005,364
Total Personnel	**$ 10,480,232**	**$ 11,003,111**	**$ 10,975,550**	**$ 11,695,528**
Staffing Level				
Full-Time	*140.17*	*144.00*	*141.04*	*144.00*
Part-Time (converted to FTE)	*7.36*	*7.97*	*7.84*	*7.97*
Total Full-Time Equivalent (FTE)	***147.53***	***151.97***	***148.88***	***151.97***
Operations				
Training	$ 24,258	$ 35,364	$ 20,500	$ 30,000
Basic police training, in-service, manuals and other training aids.				
State Training Salary Supp	64,200	0	63,000	0
Firearms Training	25,097	29,573	25,000	25,000
Special training in use of firearms, ammunition and other training aids.				
Volunteer Expense	351	1,200	1,200	3,000
Expense allowance paid to citizens who volunteer their time in service of the city.				
Travel	30,394	25,000	25,000	30,000
Lodging, food and gas for training classes, court park and out of town investigations.				
Other Professional Service	1,428	2,000	4,500	5,000
Fees paid for miscellaneous professional services (i.e. forensic services & spanish interpreters).				
DUI Testing Fees	3,373	4,000	4,000	4,000
Medlab fees & supplies for DUI testing.				
Sexual Offender Reg.	1,940	1,500	1,500	1,500
Fees due to TBI for Sexual Offender Registries, paid by offender.				

CITY OF BARTLETT
POLICE DEPARTMENT
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Postage & Freight	3,118	3,250	3,000	3,250
Necessary mailings.				
Notice Publication	0	2,000	1,000	2,000
Bid advertising.				
Dues & Subscriptions	1,962	8,000	11,000	10,000
IACP, IAAP, FBI dues, Oakstone Publications, TN Advanced Law books. Narcotic division subscriptions.				
Meetings	1,263	3,500	2,500	3,500
Local BPD meeting expenses, food, drinks and paper products.				
Utilities	73,317	78,520	78,520	78,000
Cost of BPD utilities at 3730 Appling and new storage building.				
Phones - Local	32,169	30,000	30,000	30,000
Phone operation cost.				
Long Distance Phone Calls	440	750	450	500
Cost of long distance services.				
Cellular Phones	20,176	20,500	20,500	20,500
Cost of cellular phone services.				
Data Processing - Software	17,735	11,500	11,500	0
Telecommunication Link	13,044	55,000	38,000	55,000
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	99,963	105,000	120,000	119,000
Repair, maintenance and equipping of BPD vehicles.				
Equipment Maintenance	14,746	25,000	25,000	25,000
Radar repair, console maintenance, other equip. maintenance.				
Radio Maintenance	28,008	40,000	40,000	40,000
Mobile and portable radios, Motorola Radio Service Agreement at approx. $13,000.				
Computer Maintenance	34,670	0	10,000	0
Grounds Maintenance	1,573	3,000	3,000	3,000
Mulch, herbicide and lawn care.				
Building Maintenance	24,653	41,600	40,000	52,000
Heat/AC Maintenance, electrical, mechanical repairs and beginning carpet replacement.				
Office Supplies	9,282	10,000	10,000	10,000
Paper supplies, toner, pencils, general office supplies.				
Printing	8,272	10,000	10,000	10,000
BPD forms, state and local, business cards, etc.				
Medical Supplies	982	4,000	4,000	4,000
Squad car, jail and office medical supplies (ie. first aid kits, CPR cards).				
Petroleum Supplies	227,606	270,000	278,846	316,320
Gas and oil for BPD vehicles.				
Clothing & Uniforms	78,941	82,498	80,000	80,000
Annual allotments for officers, patrol, civilian, and newhire uniforms. Patches, Honor Guard and Motors.				
Operating Supplies	17,602	18,000	18,000	18,000
Miscellaneous supplies, ISD and crime lab supplies.				
Cleaning Supplies	5,246	5,000	5,000	5,000
Cleaning supplies, towels, waxes, soaps, etc.				
Film & Developing	716	250	0	0
Photograph expenses for crime scene investigation, and training.				

CITY OF BARTLETT
POLICE DEPARTMENT
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Small Tools	5,489	8,000	8,000	8,000
Small hardware, keys, locks, etc.				
Jail Meals & Supplies	25,528	26,000	18,000	25,000
Meals for inmates, hygiene kits & Dr. visits for inmates held over 2 weeks.				
Public Awareness	6,444	6,240	6,240	6,500
K-4, Neighborhood Watch and Child Identification CPA and YCPA.				
Equipment Rental	173	250	0	250
Tents for Bartlett Celebration and Kid's Count.				
Copy Machine Rental	6,458	13,000	10,000	11,000
Copier rental for Admin, ISD, Records, Patrol, BSMC and Jail.				
Property Insurance	12,519	12,519	12,739	12,739
Allocated premiums related to recovery of value of BPD property.				
Vehicle & Equip Insurance	24,888	24,888	21,256	21,256
Premiums for vehicles and equipment.				
General Liability Insurance	39,667	39,667	34,134	34,134
Premiums related to the legal liability of the City, officers and employees.				
Other Insurance	100	50	50	50
Cash Over/Short	19	0	0	0
Tow-In Fees	11,052	15,000	12,500	13,000
DUI & DOR tow fees, squad car towing.				
Damage Claims	11,466	12,000	18,000	15,000
Cost incurred to reimburse others for damages.				
Miscellaneous Other Expenses	4	1,500	1,500	1,500
Expenses incurred that are not accountable elsewhere.				
Total Operations	**$ 1,060,333**	**$ 1,135,120**	**$ 1,177,435**	**$ 1,181,999**
Capital				
Communications Equipment	$ 3,720	$ 0	$ 0	$ 0
Data Processing Equipment	0	0	374	0
Office Equipment	3,782	3,000	3,000	3,000
Labelers, Fax Machines, file cabinets, shredders.				
Furniture	1,920	10,000	10,000	10,000
Replacement chairs & desks for Offices and Communications/Jail.				
Other Equipment	4,121	9,350	9,350	9,350
One UniMac 35lb capacity washing machine $6,200. One UniMac50lb electric heated clothes dryer $3,150.				
Total Capital	**$ 13,543**	**$ 22,350**	**$ 22,724**	**$ 22,350**
Total Police Department	**$ 11,425,858**	**$ 12,135,580**	**$ 12,032,709**	**$ 12,899,877**

Fire & Ambulance Department

City of Bartlett

FY 2012 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 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Revenues	*56,092*	*0*	*49,200*	*0*
Salaries	4,859,405	5,104,385	5,080,380	5,163,025
Benefits	2,653,760	2,747,441	2,723,029	2,982,847
Other Personnel	550	7,000	5,055	7,000
Operations	590,776	632,841	643,661	617,584
Capital	5,679	207,070	205,712	124,500
Total	**8,054,078**	**8,698,737**	**8,608,637**	**8,894,956**

FY 2011 Performance Highlights

In 2010 the Bartlett Fire Department continued the delivery of Teen CERT and adult CERT disaster preparedness classes. During the 2010 calendar year 133 adults and teens received CERT training through the Bartlett Fire Department. On May 1, 2010 the City of Bartlett and areas of northern Shelby County were impacted by heavy rains resulting in extensive flooding. Some of this flooding reached levels of historical significance not seen in hundreds of years. The Bartlett Fire Department responded as needed locally and regionally. Since this event, our administrative personnel have been working with the Engineering Department and FEMA on acquisition of hazard mitigation funding. If successful, this initiative could help address the risks and hazards associated with severe weather events. The Bartlett Fire Department portion of the career ladder has been revised and deployed. This program has encouraged our personnel to develop their careers and improve their value through education and certification opportunities. The Fire Department continues to participate in several approved charitable events such as the Annual Pancake Breakfast, Buzz the Red, White and Blue and the March of Dimes Spaghetti Supper. We have also begun to support breast cancer awareness through the Pink Tee-Shirt sales initiative. It is our intent to continue to provide the highest quality Fire and EMS services with the greatest efficiency possible.

Objective	Performance Measures	FY 2010 Actual	FY 2011 Forecast	FY 2012 Projected
Maintain present levels of response times as call loads continue to increase at a rate of 10% annually	Average response time	4.5 minutes	less than 5 minutes	less than 5 minutes
Maintain all personnel certified as EMT or Paramedics	Percentage of personnel who are EMT or Paramedics.	98%	99%	100%
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 150 citizens	Certify 150 citizens
Continue to work with the Personnel Department to achieve NIMS compliance for the City of Bartlett.	Percent compliance	100%	100%	100%

CITY OF BARTLETT
FIRE DEPARTMENT
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Department Revenues/Grants				
State Fire Training Grant	$ 33,000	$ 0	$ 37,800	$ 0
Intergovernment Reimbursement	11,872	0	600	0
CERT Grant	420	0	0	0
Total Department Revenues/Grants	**$ 45,292**	**$ 0**	**$ 38,400**	**$ 0**
Personnel				
Supervisor Salaries	$ 606,320	$ 617,247	$ 614,320	$ 620,174
Employee Wages	3,092,674	3,202,928	3,202,928	3,259,810
Overtime Wages	16,734	25,000	18,000	20,000
Special Hours	35,497	35,000	35,000	35,000
Holiday Pay	134,935	147,000	147,000	148,276
Part-Time	12,740	30,000	19,302	18,669
Vacation Pay	17,650	10,000	1,000	10,000
Educational Bonus	56,800	72,240	70,100	68,880
Longevity Pay	105,964	115,668	115,668	125,561
FLSA Wages	33,696	48,000	44,242	54,000
Christmas Bonus	6,373	6,400	6,287	6,400
Other Personnel Costs	495	5,000	4,055	5,000
Employee Health Insurance	712,030	687,321	687,321	720,858
Employee Life Insurance	17,454	20,629	20,443	20,952
Worker's Compensation Insurance	72,166	74,298	74,298	77,904
Retiree Health Insurance	73,890	95,504	95,431	193,999
FICA	307,961	320,392	322,561	325,207
Pension Contribution	522,338	534,824	534,416	543,198
Total Personnel	**$ 5,825,717**	**$ 6,047,451**	**$ 6,012,372**	**$ 6,253,888**
Staffing Level				
Full-Time	*71.76*	*72.00*	*72.97*	*72.00*
Part-Time (converted to FTE)	*0.52*	*1.30*	*0.76*	*0.72*
Total Full-Time Equivalent (FTE)	***72.28***	***73.30***	***73.73***	***72.72***
Operations				
Training	$ 8,569	$ 15,000	$ 13,000	$ 15,000
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	33,000	$ 0	$ 37,800	0
Volunteer Expense	7,979	12,000	11,000	12,000
Reserve firefighter organization. Includes clothing, training, etc.				
Travel	2,520	2,500	2,500	2,500
Transportation, lodging and meals for out of town expense for professional conferences and seminars.				
Postage & Freight	407	2,000	1,000	2,000
Freight on incoming or outgoing shipments as well as postage for mail.				
Dues & Subscriptions	1,948	2,000	2,500	2,000
Dues and subscriptions for affiliation with professional organizations and emergency services publications.				
Meetings	375	500	500	500
Expenses for meetings such as mid south fire chiefs luncheon, and lunch for outside agency personnel.				
Utilities	61,294	65,000	65,000	65,000
Expenses for utilities for 5 fire stations.				

CITY OF BARTLETT
FIRE DEPARTMENT
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Phones - Local	5,422	5,000	5,000	5,000
Service for local telephone at five fire stations.				
Long Distance Phone Calls	126	500	500	500
Service for long distance telephone charges.				
Cellular Phones	5,292	4,000	4,000	4,000
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	53,611	48,000	48,000	48,000
Charges of repairs, and routine servicing to fire department vehicles.				
Equipment Maintenance	8,766	8,500	8,500	8,500
Specialized equipment which requires routine service or repair such as hurst tool "jaws of life", nozzles, valves, etc.				
Radio Maintenance	2,721	18,126	15,000	17,500
Repairs and/or purchases to maintain or upgrade radios such as portable batteries, $10,000 added for Civil Defense Sirens.				
Grounds Maintenance	0	1,000	1,000	1,000
Grounds keeping expenses.				
Building Maintenance	34,820	35,000	35,000	35,000
Repair and contract fees to maintain five fire station at an acceptable appearance and operational level.				
Office Supplies	6,057	6,000	6,000	6,000
Office supplies such as paper supplies, toner, pencils and general office supplies.				
Printing	691	1,200	1,000	1,200
Charges for the professional printing of forms, applications and personnel information.				
Special Designation Expend	0	0	602	0
Petroleum Supplies	39,694	47,000	46,000	52,200
Fuel and lubricants for the operations vehicles, and apparatus.				
Clothing & Uniforms	39,471	50,000	50,000	50,000
Annual uniform allotment of $500 for each personnel and to purchase those items that wear out due to normal useage.				
Operating Supplies	16,563	20,000	20,000	20,000
Those items needed to facilitate day to day operations, items not normally on hand otherwise.				
Chemical Supplies	180	1,000	2,000	1,000
Firefighting additives and chemicals.				
Air Service	1,484	3,000	3,000	3,000
Purchase of parts, masks for new employees and routine servicing of fire department self-contained breathing apparatus (SCBA).				
Film & Developing	145	300	300	300
Photograph expenses for fire scene investigation, and training.				
Small Tools	3,325	3,000	3,400	3,000
Cost of small tools and equipment.				
Fire Hose	3,962	6,000	6,000	6,000
To replace outdated and damaged hose.				
CERT Training Supplies	1,391	1,500	1,500	1,500
Pencils, workbooks, miscellaneous office supplies for CERT training.				
CERT Grant Expenses	849	0	100	0
Fire Prevention	4,676	6,000	6,000	6,000
Literature and information to educate the public about safety, in an effort to involve the community education program.				
Copy Machine Rental	2,342	3,000	3,000	3,000
Lease and maintenance of copy machine.				
Property Insurance	8,744	8,744	8,646	8,646
Annual premiums on fixed structures insurance.				

CITY OF BARTLETT
FIRE DEPARTMENT
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Vehicle & Equip Insurance	13,883	13,883	5,317	5,317
Annual insurance premiums on rolling stock.				
General Liability Insurance.	17,382	17,382	16,459	16,459
Fire's portion of liability insurance.				
Other Insurance	1,839	1,900	1,900	1,900
Annual premium for reserves' disability insurance.				
Tow-In Fees	60	1,500	1,500	1,500
Charges for tow-in fees for heavy fire apparatus.				
Damage Claims	0	1,500	1,500	1,500
Damage claims for accidents.				
Miscellaneous Other Expenses	0	1,000	1,000	1,000
Total Operations	**$ 408,590**	**$ 432,035**	**$ 454,524**	**$ 427,022**
Capital				
Building Improvements	$ 0	$ 100,000	$ 100,000	$ 61,500
Critical maintenance and renovation of all 5 fire stations.				
Data Processing Equipment	1,331	0	712	0
Furniture	0	5,070	3,000	3,000
Office and living area furniture replacements for five fire stations and offices.				
Other Equipment	903	34,000	34,000	25,000
Air packs (3) and air bottles (30).				
Total Capital	**$ 2,234**	**$ 139,070**	**$ 137,712**	**$ 89,500**
Total Fire Department	**$ 6,191,248**	**$ 6,618,556**	**$ 6,566,208**	**$ 6,770,410**

CITY OF BARTLETT
AMBULANCE
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Department Revenues/Grants				
State Fire Training Grant	$ 10,800	$ 0	$ 10,800	$ 0
Total Department Revenues/Grants	**$ 10,800**	**$ 0**	**$ 10,800**	**$ 0**
Personnel				
Supervisor Salaries	$ 67,600	$ 69,269	$ 69,270	$ 70,293
Employee Wages	1,021,290	1,109,941	1,109,941	1,126,079
Overtime Wages	5,396	12,000	9,217	10,000
Special Hours	1,154	3,000	2,402	3,000
Holiday Pay	46,643	45,845	45,845	52,042
Vacation Pay	10,230	5,000	0	5,000
Educational Bonus	6,000	8,160	7,000	8,160
Longevity Pay	7,063	7,720	7,720	10,087
FLSA Wages	9,811	20,000	15,391	20,000
Christmas Bonus	1,809	2,000	1,895	2,000
Other Personnel Costs	55	2,000	1,000	2,000
Employee Health Insurance	190,796	186,137	186,137	213,073
Employee Life Insurance	4,925	6,368	6,208	6,460
Worker's Compensation Insurance	42,925	43,736	43,736	46,136
Retiree Health Insurance	21,726	29,480	29,480	59,819
FICA	88,044	95,630	95,760	97,343
Pension Contribution	162,533	165,089	165,090	167,492
Total Personnel	**$ 1,687,998**	**$ 1,811,375**	**$ 1,796,092**	**$ 1,898,984**
Staffing Level				
Full-Time	*22.74*	*24.00*	*21.71*	*24.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***22.74***	***24.00***	***21.71***	***24.00***
Operations				
Training	$ 11,748	$ 15,000	$ 8,000	$ 15,000
Employee training expenses such as classes, books, and training aids. EMT/Para certification renewals.				
State Training Salary Supp	10,800	0	10,800	0
State training supplement; reimbursed from state.				
Travel	2,116	2,000	2,000	2,000
Travel expenses for outside professional training seminars, conferences and certification.				
Other Professional Services	6,000	21,000	6,000	6,000
Medical director's annual fee & collection fees.				
Postage & Freight	2,336	3,000	3,000	3,000
Cost to mail monthly statements on ambulance billing.				
Dues & Subscriptions	420	400	400	400
For professional organizations, and publications.				
Meetings	81	200	200	200
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	7,868	8,500	8,500	8,500
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 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Vehicle Maintenance	16,552	17,500	17,500	17,500
Charges of repairs and routine servicing to fire department ambulances, added $2,250 for Ambulance lincense fees.				
Equipment Maintenance	8,058	10,000	10,000	10,000
Specialized equipment which requires routine service or repair, including EKG monitors, repairs to EPCR ambulance computers.				
Radio Maintenance	2,512	3,000	3,000	3,000
Repairs or supplies to maintain radios i.e. batteries, etc.				
Office Supplies	3,491	1,000	1,000	1,000
Purchase of offices supplies used to maintain day to day operations of the fire department.				
Printing	554	1,500	1,000	1,500
Charges for the professional printing of forms, applicand personnel information.				
Medical Supplies	54,741	53,000	53,000	53,000
Supplies to stock ambulances and equip medical personnel.				
Petroleum Supplies	19,340	24,000	24,760	28,085
Fuel and lubricants for the operations of our emergency vehicles, and apparatus.				
Clothing & Uniforms	12,280	15,000	12,000	15,000
Annual uniform allotment of $500 for each personnel and wear out due to normal useage such as gloves, hoods, boots, and helmets.				
Operating Supplies	691	1,500	3,000	1,500
Those supplies needed to facilitate day to day operations.				
Air Service	3,795	3,000	3,000	3,000
Oxygen and bottled air for ambulances and cascade system.				
Film & Developing	0	0	100	0
Small Tools	0	200	200	200
Cost of small tools needed on ambulances				
Vehicle & Equip Insurance	3,459	3,459	4,294	4,294
Annual insurance premiums on rolling stock.				
General Liability Insurance	5,337	5,337	5,173	5,173
Allocation.				
Tow-In Fee	0	200	200	200
Charges for tow-in fees.				
Damage Claims	0	2,000	2,000	2,000
Damage claims for accidents.				
Total Operations	**$ 182,186**	**$ 200,806**	**$ 189,137**	**$ 190,562**
Capital				
Data Processing Equipment	$ 3,446	$ 0	$ 0	$ 0
Furniture	0	2,000	2,000	2,000
Furniture for New Administration edition to Fire Station 1.				
Other Equipment	0	66,000	66,000	33,000
Two LifePak EKG monitors for station 1 & 3.				
Total Capital	**$ 3,446**	**$ 68,000**	**$ 68,000**	**$ 35,000**
Total Ambulance	**$ 1,862,830**	**$ 2,080,181**	**$ 2,042,429**	**$ 2,124,546**

Building Codes Enforcement

City of Bartlett

FY 2012 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 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	542,280	454,149	452,644	452,452
Benefits	264,328	216,993	204,309	213,963
Other Personnel	0	500	500	500
Operations	47,932	56,030	56,344	56,124
Capital	216	1,000	1,959	1,000
Total	**854,756**	**728,672**	**715,756**	**724,039**

FY 2011 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.

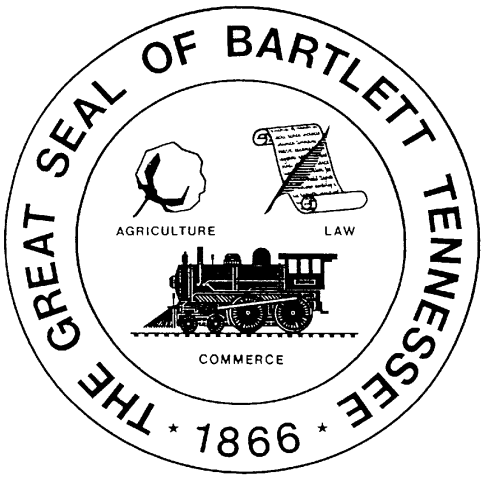
Objective	Performance Measures	FY 2010 Actual	FY 2011 Forecast	FY 2012 Projected
Work with contractors and homeowners to perform inspections at a time most convenient to all concerned.	98% satisfaction	100%	100%	100%
Make annual sign inspection and enforce sign ordinances to bring all commercial signage into compliance.	100% of sign inspections completed annually and all violators have been notified	90%	100%	100%
Code Compliance, working closely with the Citizen Services Center, will enforce all City Ordinances in a professional and timely manner	Enforce all City Ordinances within 10 working days	90%	100%	100%

CITY OF BARTLETT
BUILDING CODES ENFORCEMENT
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 142,963	$ 78,780	$ 78,780	$ 78,780
Employee Wages	399,042	373,769	372,264	372,072
Overtime Wages	0	600	600	600
Special Hours	275	1,000	1,000	1,000
Vacation Pay	5,182	0	5,763	0
Educational Bonus	2,880	2,960	2,880	2,880
Sick Pay	15,047	15,200	0	0
Longevity Pay	9,462	6,422	4,997	4,997
Christmas Bonus	947	870	775	775
Other Personnel Costs	0	500	500	500
Employee Health Insurance	89,008	71,960	70,263	75,137
Employee Life Insurance	2,442	2,444	2,346	2,435
Worker's Compensation Insurance	9,202	7,911	7,911	7,725
Retiree Health Insurance	10,825	11,314	11,224	22,543
FICA	43,231	34,555	35,295	34,352
Pension Contribution	76,102	63,357	62,855	63,119
Total Personnel	**$ 806,608**	**$ 671,642**	**$ 657,453**	**$ 666,915**
Staffing Level				
Full-Time	*10.97*	*9.08*	*9.10*	*9.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***10.97***	***9.08***	***9.10***	***9.00***
Operations				
Training	$ 2,127	$ 3,000	$ 3,000	$ 3,000
Employee training expense such as classes,books and other training aids.				
Travel	1,268	1,000	1,600	1,000
Provide transportation to Inspectors or office personnel, for required schooling and seminars, to maintain State Certification.				
Other Professional Service	225	800	800	800
Payment for outside structural Engineering services.				
Postage & Freight	2,973	3,200	3,200	4,200
Required mailing of permits and correspondence.				
Dues & Subscriptions	530	700	700	700
Provide current Building/Mechanical/Electrical/Plumbing magazines and newsletters. Yearly memberships with organizations.				
Meetings	534	700	700	700
Monthly meetings of the Tennessee Building Officials Association for seven personnel.				
Phones - Local	1,795	1,300	2,100	2,300
Business telephone system used by all code employees.				
Long Distance Phone Calls	131	200	200	200
Telephone out of state contractors, engineers, architects, property owners and out of state agencies.				
Cellular Phones	1,024	835	835	835
Cellular service charges.				
Data Processing - Software	0	0	74	0
Shop Allocation	3,667	3,700	3,700	3,700
Cost of labor by City Shop for Codes Enforcement vehices.				
Vehicle Maintenance	3,466	4,000	4,000	4,000
Cost of replacement parts on aging autos charged by the Shop.				
Equipment Maintenance	8	0	0	0

CITY OF BARTLETT
BUILDING CODES ENFORCEMENT
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Radio Maintenance	249	3,000	3,000	1,500
Yearly maintenance and batteries for ten radios.				
Computer Maintenance	0	0	95	0
Office Supplies	4,475	4,500	4,500	4,000
Maintain independent office supplies for Code Enforcement.				
Printing	4,144	4,000	4,000	4,000
Printing of permit & complaint forms.				
Petroleum Supplies	12,905	13,125	12,880	14,629
Gasoline for six to eight vehicles.				
Clothing & Uniforms	1,698	1,660	1,660	1,660
Uniform for five inspectors.				
Operating Supplies	288	750	750	750
Replacement batteries for flashlights & purchase spray paint.				
Small Tools	185	300	300	300
Purchase of small tools.				
Equipment Rental	788	1,000	1,000	1,000
Possible rental of required equipment.				
Copy Machine Rental	1,378	2,385	2,385	2,385
Yearly rental cost for copy machine.				
Property Insurance	147	147	0	0
Property insurance allocation.				
Vehicle & Equip Insurance	1,486	1,486	1,253	1,253
Auto insurance on eight vehicles.				
General Liability Insurance	2,342	2,342	1,812	1,812
Insurance allocation.				
Other Insurance	100	100	0	100
Insurance allocation.				
Damage Claims	0	1,500	1,500	1,000
Damage claims for accidents.				
Miscellaneous Other Expenses	0	300	300	300
Miscellaneous expenses.				
Total Operations	**$ 47,932**	**$ 56,030**	**$ 56,344**	**$ 56,124**
Capital				
Communications Equipment	$ 0	$ 500	$ 500	$ 500
Purchase of radios to replace aged units.				
Data Processing Equipment	216	0	959	0
Furniture	0	500	500	500
Possible additional/replacement furniture.				
Total Capital	**$ 216**	**$ 1,000**	**$ 1,959**	**$ 1,000**
Total Building Codes Enforcement	**$ 854,756**	**$ 728,672**	**$ 715,756**	**$ 724,039**


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

City of Bartlett

PUBLIC WORKS/ ENGINEERING

FY 2012 Adopted Budget

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**

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 $187,687 (3.91%) over the FY 2011 Projection. Grounds Maintenance eliminated a vacant Utility Worker position, while Engineering Inspection eliminated a vacant Scan Technician and Construction Inspector position. FY 2012 budget included a 2.5% of payroll increase for Retiree's Health Insurance, a 10% health insurance premium increase, career ladder pay increase but no general pay increase.

Summary Revenue/Expenditure Type

Category	FY 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Revs/Recvrs	*583,297*	*565,825*	*562,475*	*563,075*
Salaries	2,665,251	2,865,907	2,864,753	2,819,082
Benefits	1,292,865	1,320,610	1,317,878	1,407,004
Other Personnel	175,495	222,200	214,639	240,000
Operations	853,179	1,092,632	953,368	1,077,006
Capital	10,610	9,866	7,967	3,800
Total	**4,414,103**	**4,945,390**	**4,796,130**	**4,983,817**

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**

Public Works Summary

FY 2012 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 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Revs/Recvrs	*583,297*	*565,825*	*562,475*	*563,075*
Salaries	2,047,662	2,278,507	2,276,741	2,308,629
Benefits	1,032,048	1,079,917	1,076,606	1,182,541
Other Personnel	175,495	222,200	214,639	240,000
Operations	789,849	1,016,856	885,741	1,004,679
Capital	10,610	9,066	7,217	3,300
Total	**3,472,367**	**4,040,721**	**3,898,469**	**4,176,074**

FY 2011 Performance Highlights

Public Works crews once again reponded to a federally declared disaster in FY11. All divisions worked well together and improved upon previous efforts of this kind. Public Works also responded to more than 14,258 requests for service including over 250 requests for the maintenance of delinquent properties.

Objective	Performance Measures	FY 2010 Actual	FY 2011 Forecast	FY 2012 Projected
Maintain and repair city vehicles & equipment	# of work tickets for vehicles and equipment	3727	3769	3800
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	1082	1107	1142

CITY OF BARTLETT
PUBLIC WORKS BUDGET SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Department Revenues				
Shop Expense Allocation	$ 331,517	$ 325,325	$ 325,325	$ 325,325
Weed Cutting Fees	92,249	100,000	100,000	100,000
Property Maintenance Charges	4,340	0	0	0
Animal Shelter Donations	24,992	22,000	22,000	22,000
Animal Shelter Boarding	2,613	2,000	1,650	1,250
Animal Shelter Capture Fee	8,603	8,000	6,500	6,500
Animal Shelter Adoption	55,444	55,000	47,000	50,000
Animal Shelter City License	51,408	45,000	40,000	40,000
Animal Shelter Miscellaneous Revenues	12,131	8,500	20,000	18,000
Total Department Revenues	**$ 583,297**	**$ 565,825**	**$ 562,475**	**$ 563,075**
Personnel				
Supervisor Salaries	$ 309,821	$ 399,759	$ 399,559	$ 405,044
Employee Wages	1,659,440	1,786,186	1,779,288	1,810,123
Overtime Wages	50,820	60,700	69,220	62,200
Special Hours	15,500	15,600	15,600	15,600
Contracted Services	175,495	222,200	214,419	240,000
Part-Time	12,081	16,262	13,074	15,662
Vacation Pay	12,539	0	479	0
Longevity Pay	36,710	44,030	44,294	46,296
Christmas Bonus	4,478	4,772	4,736	4,825
Other Personnel Costs	220	0	220	0
Employee Health Insurance	417,996	421,106	415,262	456,716
Employee Life Insurance	9,092	11,804	11,580	11,963
Worker's Compensation Insurance	64,457	65,173	65,173	66,950
Unemployment Compensation	0	0	504	0
Retiree Health Insurance	39,291	54,649	54,470	110,758
FICA	155,275	172,350	175,223	174,910
Pension Contribution	291,990	306,033	304,885	310,123
Total Personnel	**$ 3,255,204**	**$ 3,580,624**	**$ 3,567,986**	**$ 3,731,170**
Staffing Level				
Full-Time	*51.30*	*55.00*	*52.78*	*54.00*
Part-Time (converted to FTE)	*0.55*	*0.70*	*0.47*	*0.65*
Total Full-Time Equivalent (FTE)	***51.85***	***55.70***	***53.25***	***54.65***
Operations				
Training	$ 1,668	$ 3,800	$ 2,060	$ 3,450
Travel	532	850	1,770	1,650
Professional Services	67,555	76,500	74,500	81,500
Other Professional Service	5,559	13,500	8,100	13,500
Postage & Freight	411	775	285	375
Dues & Subscriptions	487	435	426	435
Employee Appreciation	0	500	150	200
Utilities	39,776	44,000	43,000	43,000
Phones - Local	5,210	6,450	5,450	6,450
Long Distance Phone Calls	69	80	69	75
Cellular Phones	6,415	5,650	5,930	6,300
Data Processing - Software	100	0	0	0

CITY OF BARTLETT
PUBLIC WORKS BUDGET SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Shop Allocation	72,402	97,500	97,500	97,500
Vehicle Maintenance	80,454	86,000	66,400	81,000
Equipment Maintenance	39,718	38,800	47,400	41,300
Radio Maintenance	1,557	2,000	1,650	2,000
Computer Maintenance	0	0	0	0
Grounds Maintenance	40,386	101,750	41,250	101,250
Building Maintenance	17,299	20,000	18,410	18,500
Fuel System Maintenance	1,634	0	0	0
Street Painting & Signs	19,190	31,783	30,000	30,000
Office Supplies	6,597	7,150	4,900	5,250
Printing	1,374	1,500	1,000	1,100
Medical Supplies	48,807	65,000	50,000	50,000
Petroleum Supplies	99,390	123,500	117,000	137,000
Special Events	0	500	0	0
Clothing & Uniforms	16,062	17,300	15,200	16,300
Operating Supplies	35,658	41,700	44,700	45,600
Cleaning Supplies	7,185	9,600	7,100	7,000
Chemical Supplies	1,840	2,000	1,200	1,200
Fill Sand, Dirt & Gravel	23,972	20,000	20,000	20,000
Asphalt	69,618	100,000	95,000	100,000
Concrete & Brick	10,438	20,000	12,000	15,000
Miscellaneous Shop Parts	2,441	2,500	1,900	2,500
Small Tools	7,524	10,950	10,700	11,050
Pipe & Materials-System Ma	6,920	8,000	9,500	10,000
Miscellaneous Supplies	2,303	4,700	3,500	4,200
Equipment Rental	0	2,000	1,500	2,000
Street Barricade & Equip. Rental	1,460	1,800	1,500	1,800
Copy Machine Rental	3,010	4,190	3,351	3,750
Property Insurance	7,652	7,652	7,554	7,554
Vehicle & Equip Insurance	12,179	12,179	10,934	10,934
General Liability Insurance	12,362	12,362	11,456	11,456
Credit Card Vendor Fees	2,173	2,300	2,300	2,300
State Fees	3,005	2,000	3,246	2,600
Cash Over/Short	(30)	100	0	100
Animal Control Fees	1,504	1,800	1,800	1,800
Damage Claims	5,116	3,700	3,050	3,700
Miscellaneous Other Expenses	869	2,000	1,000	2,000
Total Operations	**$ 789,849**	**$ 1,016,856**	**$ 885,741**	**$ 1,004,679**
Capital				
Fencing & Landscaping	$ 692	$ 1,000	$ 900	$ 1,000
Building Improvements	0	4,200	3,000	0
Communications Equipment	661	2,250	1,900	1,400
Data Processing Equipment	2,414	566	617	0
Office Equipment	0	250	100	100
Furniture	0	300	300	300
Other Equipment	6,842	500	400	500
Total Capital	**$ 10,610**	**$ 9,066**	**$ 7,217**	**$ 3,300**
TOTAL PUBLIC WORKS	**$ 3,472,367**	**$ 4,040,721**	**$ 3,898,469**	**$ 4,176,074**

CITY OF BARTLETT
PUBLIC WORKS ADMINISTRATION
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 84,935	$ 164,405	$ 164,205	$ 165,960
Employee Wages	106,563	110,690	105,969	106,466
Overtime Wages	1,349	1,200	1,023	1,200
Part-Time	0	250	0	0
Vacation Pay	1,151	0	0	0
Longevity Pay	5,797	9,114	9,378	10,056
Christmas Bonus	344	348	431	431
Employee Health Insurance	29,620	36,912	32,186	31,182
Employee Life Insurance	876	1,486	1,424	1,471
Worker's Compensation Insurance	582	947	947	944
Retiree Health Insurance	3,830	6,877	6,754	13,621
FICA	14,880	21,381	21,291	21,352
Pension Contribution	26,810	38,513	37,824	38,140
Total Personnel	**$ 276,738**	**$ 392,123**	**$ 381,432**	**$ 390,823**
Staffing Level				
Full-Time	*4.64*	*5.00*	*4.80*	*5.00*
Part-Time (converted to FTE)	*0.00*	*0.02*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***4.64***	***5.02***	***4.80***	***5.00***
Operations				
Training	$ 265	$ 300	$ 250	$ 300
Employee training expenses such as classes, books, and training aides.				
Travel	532	850	900	850
Travel and hotel expenses for training.				
Postage & Freight	399	750	250	350
Postage and stamps.				
Dues & Subscriptions	35	200	191	200
TCAPWAS memberships and Public Works magazines.				
Employee Appreciation	0	500	150	200
Utilities	15,747	18,000	15,000	15,000
Electricity, gas, water.				
Phones - Local	4,818	6,000	5,000	6,000
Local telephone service.				
Long Distance Phone Calls	36	50	25	30
Long distance telephone service.				
Cellular Phones	1,213	1,100	1,100	1,500
Cell phone monthly fees.				
Shop Allocation	72,402	97,500	97,500	97,500
Shop labor for vehicles and equipment.				
Vehicle Maintenance	1,313	3,000	2,400	2,000
Parts for vehicles and equipment.				
Equipment Maintenance	306	300	400	300
Maintenance for printers, fax, adding machines, etc.				
Radio Maintenance	0	500	200	500
Radio repair.				
Building Maintenance	325	500	410	500
Paint, light bulbs, carpet, doors, windows.				

CITY OF BARTLETT
PUBLIC WORKS ADMINISTRATION
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Office Supplies	2,013	2,000	1,500	1,600
Pen, paper, envelopes, printer cartridges, file folders, diaries, maps, letterhead.				
Printing	524	500	0	100
Newspaper ads, door hangers.				
Petroleum Supplies	43,693	54,000	49,000	60,000
Gas and diesel for Admin, Gen. Maint., and Fleet Services.				
Clothing & Uniforms	11,502	12,000	10,500	11,000
Uniforms for all PW funds except Fleet.				
Operating Supplies	1,605	2,000	1,500	1,600
Luncheons, flowers, plaques, trophies, coffee, Christmas cards, name plates, keys, batteries.				
Copy Machine Rental	323	1,100	600	800
Copy machine rental.				
Property Insurance	3,889	3,889	3,828	3,828
Property insurance allocation.				
Vehicle & Equip Insurance	1,517	1,517	1,603	1,603
Vehicle and equipment insurance allocation.				
General Liability Insurance	1,313	1,313	1,500	1,500
General liability insurance allocation.				
Damage Claims	0	500	0	500
Payment for damages caused by PW crews performing jobs.				
Miscellaneous Other Expenses	869	2,000	1,000	2,000
Miscellaneous expenses.				
Total Operations	**$ 164,637**	**$ 210,369**	**$ 194,807**	**$ 209,761**
Capital				
Communications Equipment	$ 0	$ 200	$ 100	$ 200
All communication equipment, accessories purchases and repairs.				
Data Processing Equipment	0	566	617	0
Total Capital	**$ 0**	**$ 766**	**$ 717**	**$ 200**
Total Public Works Administration	**$ 441,375**	**$ 603,258**	**$ 576,956**	**$ 600,784**

CITY OF BARTLETT
CITY SHOP
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Department Revenues				
Shop Expense Allocation	$ 331,517	$ 325,325	$ 325,325	$ 325,325
Total Department Revenues	**$ 331,517**	**$ 325,325**	**$ 325,325**	**$ 325,325**
Personnel				
Supervisor Salaries	$ 53,916	$ 55,994	$ 55,994	$ 57,073
Employee Wages	375,830	396,874	390,732	403,037
Overtime Wages	18,973	22,000	22,000	22,000
Special Hours	5,100	5,200	5,200	5,200
Contracted Services	29,133	34,000	30,000	32,000
Part-Time	0	350	0	0
Vacation Pay	1,664	0	0	0
Longevity Pay	11,589	11,659	11,659	11,721
Christmas Bonus	861	947	861	862
Employee Health Insurance	78,160	76,221	75,103	81,359
Employee Life Insurance	2,030	2,445	2,425	2,485
Worker's Compensation Insurance	10,073	10,370	10,370	10,810
Unemployment Compensation	0	0	504	0
Retiree Health Insurance	8,563	11,322	11,168	23,005
FICA	35,001	36,686	36,715	37,242
Pension Contribution	61,540	63,402	62,389	64,415
Total Personnel	**$ 692,435**	**$ 727,470**	**$ 715,120**	**$ 751,209**
Staffing Level				
Full-Time	*9.77*	*10.00*	*9.82*	*10.00*
Part-Time (converted to FTE)	*0.00*	*0.03*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***9.77***	***10.03***	***9.82***	***10.00***
Operations				
Training	$ 958	$ 1,200	$ 1,200	$ 1,800
Employee training expenses such as classes, books and or training aids.				
Postage & Freight	13	25	15	25
Stamps.				
Utilities	10,002	12,000	10,500	11,000
Electricity, gas, water.				
Long Distance Phone Calls	31	25	40	40
Long distance phone calls.				
Cellular Phones	1,030	750	850	750
Cell phone fees.				
Data Processing - Software	100	0	0	0
Vehicle Maintenance	4,472	4,000	3,000	4,000
Parts for vehicle and equipment repairs.				
Equipment Maintenance	3,070	3,000	3,500	3,500
Computer, printer, fax, type writer, engine analyzer.				
Radio Maintenance	0	250	150	250
Radio maintenance.				
Building Maintenance	4,825	5,000	5,000	4,000
Paint, light bulbs, doors, windows, etc.				
Fuel System Maintenance	1,634	0	0	0

CITY OF BARTLETT
CITY SHOP
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Office Supplies	1,674	1,600	1,100	1,100
Pen, paper, envelopes, folders, printer cartridges.				
Clothing & Uniforms	4,494	4,000	3,500	4,000
Uniforms and mats.				
Operating Supplies	6,804	6,500	5,800	6,500
Batteries, welding rods, paint, grease, tool washing wires.				
Cleaning Supplies	1,665	1,600	1,600	1,600
Wax, soap, rags, toilet paper, paper towels, mops, bucks.				
Miscellaneous Shop Parts	2,441	2,500	1,900	2,500
Nuts, bolts, washers, starter fluid, clutch fluid, tubes valve caps, valve stems, battery cleaner.				
Small Tools	2,352	2,500	2,500	2,500
Socket wrenches, hammers, screw drivers, specialized tools needed for repairs of City equipment.				
Miscellaneous Supplies	1,600	3,500	2,500	3,000
Misc office supplies and tool allowance for mechanics.				
Copy Machine Rental	1,823	1,500	1,900	2,000
Copy machine rental and oxygen tank rental $1800.				
Property Insurance	2,201	2,201	2,206	2,206
Property insurance allocation.				
Vehicle & Equip Insurance	1,520	1,520	1,238	1,238
Allocation.				
General Liability Insurance	2,071	2,071	1,956	1,956
Allocation.				
Damage Claims	2,658	0	0	0
Payment for damages caused by PW employees.				
Total Operations	**$ 57,438**	**$ 55,742**	**$ 50,455**	**$ 53,965**
Capital				
Building Improvements	$ 0	$ 3,000	$ 3,000	$ 0
Data Processing Equipment	1,367	0	0	0
Furniture	0	300	300	300
Office chairs.				
Total Capital	**$ 1,367**	**$ 3,300**	**$ 3,300**	**$ 300**
Total City Shop	**$ 419,723**	**$ 461,187**	**$ 443,550**	**$ 480,149**

CITY OF BARTLETT
GENERAL MAINTENANCE
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Employee Wages	$ 512,767	$ 560,914	$ 559,854	$ 568,123
Overtime Wages	15,416	15,000	24,000	15,000
Special Hours	5,200	5,200	5,200	5,200
Vacation Pay	(1,173)	0	0	0
Longevity Pay	9,076	9,869	9,869	10,112
Christmas Bonus	1,206	1,392	1,378	1,378
Other Personnel Costs	0	0	220	0
Employee Health Insurance	117,757	122,486	122,486	140,138
Employee Life Insurance	2,367	3,029	2,958	3,068
Worker's Compensation Insurance	22,300	22,154	22,154	22,649
Retiree Health Insurance	10,238	14,023	13,996	28,406
FICA	40,303	43,662	45,118	44,164
Pension Contribution	78,935	78,528	78,379	79,537
Total Personnel	**$ 814,391**	**$ 876,257**	**$ 885,612**	**$ 917,775**
Staffing Level				
Full-Time	*14.50*	*16.00*	*15.44*	*16.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***14.50***	***16.00***	***15.44***	***16.00***
Operations				
Training	$ 445	$ 0	$ 0	$ 0
Employee training expense such as classes, books and or training aids and tuition.				
Travel	0	0	70	0
Other Professional Service	4,085	11,000	6,000	11,000
Tree removal service.				
Postage	0	0	20	0
Dues & Subscriptions	376	200	200	200
TCAPWA dues and magazine subscriptions.				
Cellular Phones	700	600	880	900
Cell phone monthly fees.				
Vehicle Maintenance	25,108	25,000	27,000	29,000
Parts for vehicle repairs some parts will be allocated from inventory others purchased from vendors.				
Equipment Maintenance	14,215	15,000	25,000	17,000
Parts for equipment repairs.				
Radio Maintenance	1,159	750	900	750
Mobil radio repairs.				
Grounds Maintenance	0	250	250	250
Fertilizer, grass, seed, plants.				
Building Maintenance	3,609	4,000	3,500	3,500
Painting, light bulbs, carpet, windows, wax.				
Street Painting & Signs	19,190	31,783	30,000	30,000
Sign repair and replacement, street striping and marking.				
Office Supplies	1,020	850	900	850
Pens, pencils, note pads, file cabinets, envelopes and printer cartridges.				
Printing	72	0	0	0
Clothing & Uniforms	66	0	0	0
Operating Supplies	13,210	16,000	18,000	18,000
Filter cloth, batteries, water plug, concrete patch, inboards.				

CITY OF BARTLETT
GENERAL MAINTENANCE
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Cleaning Supplies	546	1,500	1,500	1,400
Wax, soap, rags, toilet paper, paper towels, mops, bucks.				
Fill Sand, Dirt & Gravel	23,972	20,000	20,000	20,000
Fill sand, dirt and gravel used for road repairs and road projects, also rip rap, sod & salt.				
Asphalt	69,618	100,000	95,000	100,000
Materials for road cuts, road shoulders, salting streets, pot holes and Contracted Asphalt Work.				
Concrete & Brick	10,438	20,000	12,000	15,000
Building inlets, manholes, replacing sidewalks, curb and gutter, water tables, road cuts.				
Small Tools	1,048	1,200	1,200	1,500
Shovel, drills, hammers, screw drivers, flash lights.				
Pipe & Materials-System Maintenance	6,920	8,000	9,500	10,000
Pipe and other materials used for drainage system repair including steel products, manhole, inlets.				
Equipment Rental	0	2,000	1,500	2,000
Special construction equipment as needed.				
Street Barricade & Equip. Rental	1,460	1,800	1,500	1,800
Rental of barricades for street and drainage repairs.				
Copy Machine Rental	221	750	300	350
Rental of copy machine.				
Vehicle & Equip Insurance	5,136	5,136	3,763	3,763
Vehicle and equipment insurance.				
General Liability Insurance	3,083	3,083	2,856	2,856
General liability insurance.				
Damage Claims	0	1,200	1,200	1,200
Payment for damages caused by PW employees doing their job.				
Total Operations	**$ 205,696**	**$ 270,102**	**$ 263,039**	**$ 271,319**
Capital				
Fencing & Landscaping	$ 692	$ 1,000	$ 900	$ 1,000
Communications Equipment	661	1,000	900	1,000
Purchase pagers, cell phones, office phones and accessories.				
Total Capital	**$ 1,354**	**$ 2,000**	**$ 1,800**	**$ 2,000**
Total General Maintenance	**$ 1,021,441**	**$ 1,148,359**	**$ 1,150,451**	**$ 1,191,094**

CITY OF BARTLETT
GENERAL SERVICES
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 68,442	$ 70,811	$ 70,811	$ 72,179
Employee Wages	77,276	81,825	81,825	84,301
Overtime Wages	2,568	4,000	4,800	5,000
Contracted Services	0	8,000	6,000	8,000
Vacation Pay	1,437	0	0	0
Longevity Pay	4,107	4,273	4,273	4,331
Christmas Bonus	258	258	258	259
Employee Health Insurance	32,683	31,000	31,000	34,100
Employee Life Insurance	676	824	816	845
Worker's Compensation Insurance	5,843	6,130	6,130	6,362
Retiree Health Insurance	2,914	3,816	3,816	7,824
FICA	11,276	11,911	12,193	12,286
Pension Contribution	20,401	21,369	21,369	21,907
Total Personnel	**$ 227,881**	**$ 244,217**	**$ 243,291**	**$ 257,394**
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
TML classes.				
Dues & Subscriptions	35	35	35	35
TCAPWA dues and magazine subscription costs.				
Cellular Phones	1,055	1,000	1,000	1,000
Cell phone charges for 2 employees				
Vehicle Maintenance	2,032	3,000	2,000	3,000
Part costs for vehicles repairs.				
Radio Maintenance	0	100	100	100
Radio repair and maintenance costs.				
Operating Supplies	855	700	1,400	1,500
Miscellaneous operating supplies.				
Small Tools	1,141	1,000	1,000	1,000
Brooms, rakes, hoes and small tools.				
Vehicle & Equip Insurance	497	497	514	514
General Liability Insurance	698	698	628	628
Total Operations	**$ 6,313**	**$ 7,730**	**$ 6,677**	**$ 8,477**
Capital				
Data Processing Equipment	$ 216	$ 0	$ 0	$ 0
Other Equipment	0	500	400	500
Refrigerant recovery unit & tank, refrigerant leak detector				
Total Capital	**$ 216**	**$ 500**	**$ 400**	**$ 500**
Total General Services	**$ 234,411**	**$ 252,447**	**$ 250,368**	**$ 266,371**

CITY OF BARTLETT
GROUND MAINTENANCE
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Department Revenues				
Property Maintenance Charges	$ 4,340	$ 0	$ 0	$ 0
Weed Cutting Fees	92,249	100,000	100,000	100,000
Total Department Revenues	**$ 96,589**	**$ 100,000**	**$ 100,000**	**$ 100,000**
Personnel				
Supervisor Salaries	$ 51,349	$ 53,633	$ 53,633	$ 54,916
Employee Wages	373,514	407,679	412,703	413,176
Overtime Wages	2,302	4,500	4,500	5,000
Contracted Services	122,487	156,200	154,419	176,000
Vacation Pay	4,526	0	479	0
Longevity Pay	6,142	9,115	9,115	10,076
Christmas Bonus	1,033	1,131	1,033	1,120
Other Personnel Costs	220	0	0	0
Employee Health Insurance	113,263	108,872	108,872	119,760
Employee Life Insurance	1,905	2,491	2,441	2,528
Worker's Compensation Insurance	18,917	18,391	18,391	18,676
Retiree Health Insurance	8,493	11,533	11,658	23,405
FICA	31,798	34,948	36,097	35,577
Pension Contribution	67,138	64,584	65,287	65,533
Total Personnel	**$ 803,088**	**$ 873,077**	**$ 878,628**	**$ 925,767**
Staffing Level				
Full-Time	*11.39*	*13.00*	*11.72*	*12.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***11.39***	***13.00***	***11.72***	***12.00***
Operations				
Training	$ 0	$ 0	$ 210	$ 250
Conferences and other training tuition.				
Professional Services	44,830	50,500	50,500	55,500
Median spraying.				
Dues & Subscriptions	41	0	0	0
TCAPWA dues and magazine subscription costs.				
Utilities	6,411	6,000	7,500	6,000
Electricity, gas, water, sewer.				
Long Distance Phone Calls	225	250	250	250
Long distance phone service.				
Cellular Phones	1,381	1,250	1,250	1,250
Cell phone monthly fees.				
Vehicle Maintenance	41,714	44,000	25,000	35,000
Parts for vehicle repairs.				
Equipment Maintenance	21,770	20,000	18,000	20,000
Parts for equipment repairs.				
Radio Maintenance	239	200	200	200
Radio repairs.				
Grounds Maintenance	39,171	100,000	40,000	100,000
Fertilizer, plants, seeds , sod, fence repair, parking repair, all for grounds maintenance complex and fence repair.				
Building Maintenance	4,095	3,000	2,500	3,000
Paint, light bulbs, carpet, windows and new roof shingles.				

CITY OF BARTLETT
GROUND MAINTENANCE
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Office Supplies	79	200	200	200
Pen, paper, pencil, folders, diaries, printer cartridges.				
Petroleum Supplies	30,215	42,000	37,000	42,000
Gas and diesel.				
Operating Supplies	6,844	8,500	7,000	8,000
Chain saw chains, weed eater lines, bumper caps, eye glasses, vests, boots, trash bags, other disposable items.				
Small Tools	2,982	6,000	6,000	6,000
$1k Rakes, hoes, job-blades, shears, brooms, $5k for weedeaters and other small equipment.				
Copy Machine Rental	24	140	50	100
Copy machine rental.				
Property Insurance	435	435	423	423
Property insurance allocation.				
Vehicle & Equip Insurance	2,192	2,192	2,707	2,707
Vehicle and equipment insurance.				
General Liability Insurance	3,502	3,502	2,893	2,893
General liability insurance.				
Damage Claims	391	1,000	850	1,000
Damages caused by PW employees doing their jobs (minor).				
Total Operations	**$ 206,539**	**$ 289,169**	**$ 202,533**	**$ 284,773**
Capital				
Communications Equipment	$ 0	$ 900	$ 900	$ 100
Cell phone purchases and accessories.				
Data Processing Equipment	831	0	0	0
Office Equipment	0	250	100	100
Paper shredder.				
Other Equipment	6,842	0	0	0
Total Capital	**$ 7,673**	**$ 1,150**	**$ 1,000**	**$ 200**
Total Ground Maintenance	**$ 920,711**	**$ 1,063,396**	**$ 982,161**	**$ 1,110,740**

CITY OF BARTLETT
ANIMAL CONTROL
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Department Revenues				
Animal Shelter Donations	$ 24,992	$ 22,000	$ 22,000	$ 22,000
Animal Shelter Boarding	2,613	2,000	1,650	1,250
Animal Shelter Capture Fee	8,603	8,000	6,500	6,500
Animal Shelter Adoption	55,444	55,000	47,000	50,000
Animal Shelter City License	51,408	45,000	40,000	40,000
Animal Shelter Miscellaneous Revenues	12,131	8,500	20,000	18,000
Total Department Revenues	**$ 155,190**	**$ 140,500**	**$ 137,150**	**$ 137,750**
Personnel				
Supervisor Salaries	$ 51,179	$ 54,916	$ 54,916	$ 54,916
Employee Wages	213,490	228,204	228,205	235,020
Overtime Wages	10,210	14,000	12,897	14,000
Special Hours	5,200	5,200	5,200	5,200
Contracted Services	23,875	24,000	24,000	24,000
Part-Time	12,081	15,662	13,074	15,662
Vacation Pay	4,935	0	0	0
Christmas Bonus	775	696	775	775
Employee Health Insurance	46,511	45,615	45,615	50,177
Employee Life Insurance	1,238	1,529	1,516	1,566
Worker's Compensation Insurance	6,742	7,181	7,181	7,509
Retiree Health Insurance	5,253	7,078	7,078	14,497
FICA	22,017	23,762	23,809	24,289
Pension Contribution	37,166	39,637	39,637	40,591
Total Personnel	**$ 440,671**	**$ 467,480**	**$ 463,903**	**$ 488,202**
Staffing Level				
Full-Time	*8.00*	*8.00*	*8.00*	*8.00*
Part-Time (converted to FTE)	*0.55*	*0.65*	*0.47*	*0.65*
Total Full-Time Equivalent (FTE)	***8.55***	***8.65***	***8.47***	***8.65***
Operations				
Training	$ 0	$ 1,600	$ 400	$ 400
Tuition for training classes.				
Travel	0	0	800	800
Professional Services	22,725	26,000	24,000	26,000
City contracted vet fees.				
Other Professional Service	1,474	2,500	2,100	2,500
Emergency after hours vet fees.				
Utilities	7,616	8,000	10,000	11,000
Electricity, gas, propane, water, sewer.				
Phones - Local	167	200	200	200
Local telephone costs.				
Long Distance Phone Calls	1	5	4	5
Long distance telephone costs.				
Cellular Phones	1,037	950	850	900
Monthly fees for 2 cell phones.				
Vehicle Maintenance	5,815	7,000	7,000	8,000
Parts for vehicle repairs.				

CITY OF BARTLETT
ANIMAL CONTROL
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Equipment Maintenance	356	500	500	500
Parts for equipment maintenance.				
Radio Maintenance	159	200	100	200
Communication radio repairs.				
Grounds Maintenance	1,215	1,500	1,000	1,000
Plants, seeds, flowers, landscaping, sod.				
Building Maintenance	4,446	7,500	7,000	7,500
Paint, light bulbs, windows, doors, etc HVAC repairs, ventilators.				
Office Supplies	1,812	2,500	1,200	1,500
Paper, pens, pencils, folders, file cabinets, printer.				
Printing	777	1,000	1,000	1,000
Flyers, banners, signs.				
Medical Supplies	48,807	65,000	50,000	50,000
First aid kits, animal surgery needs, vaccines.				
Petroleum Supplies	25,483	27,500	31,000	35,000
Oil, gas, diesel, propane.				
Special Events	0	500	0	0
Christmas parade, Adoption days, special programs.				
Clothing & Uniforms	0	1,300	1,200	1,300
Pants, shirts, gloves.				
Operating Supplies	6,340	8,000	11,000	10,000
Pet food, collars, batteries, grab poles, food bowls, litter pans, micro chips.				
Cleaning Supplies	4,974	6,500	4,000	4,000
Lysol, pine sol, bleach, soap, paper towels air fresheners.				
Chemical Supplies	1,840	2,000	1,200	1,200
Flea dip, other disease controlling agents.				
Small Tools	0	250	0	50
Dart guns, darts, traps, catch poles, surgery packs.				
Miscellaneous Supplies	703	1,200	1,000	1,200
Various supplies.				
Copy Machine Rental	619	700	501	500
Copy machine rental.				
Property Insurance	1,127	1,127	1,097	1,097
Property insurance allocation.				
Vehicle & Equip Insurance	1,317	1,317	1,109	1,109
Allocation.				
General Liability Insurance	1,695	1,695	1,623	1,623
General liability insurance.				
Credit Card Vendor Fees	2,173	2,300	2,300	2,300
Fees charged by credit card companies.				
State Fees	3,005	2,000	3,246	2,600
$2k Incinerator permit fee/year, Shelter Certification and permit $600 total, $300 nasia fees every other year.				
Cash Over/Short	(30)	100	0	100
Animal Control Fees	1,504	1,800	1,800	1,800
Tag purchases.				
Damage Claims	2,067	1,000	1,000	1,000
Payment for minor damages caused by PW employees.				
Total Operations	**$ 149,225**	**$ 183,744**	**$ 168,230**	**$ 176,384**

CITY OF BARTLETT
ANIMAL CONTROL
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Capital				
Building Improvements	$ 0	$ 1,200	$ 0	$ 0
Communications Equipment	0	150	0	100
Cell phone and other telephone purchases.				
Total Capital	**$ 0**	**$ 1,350**	**$ 0**	**$ 100**
Total Animal Control	**$ 434,706**	**$ 512,074**	**$ 494,983**	**$ 526,936**

Engineering
Summary

FY 2012 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 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	617,589	587,400	588,012	510,453
Benefits	260,817	240,693	241,272	224,463
Operations	63,330	75,777	67,627	72,327
Capital	0	800	750	500
Total	**941,736**	**904,670**	**897,661**	**807,743**

FY 2011 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.

Objective	Performance Measures	FY 2010 Actual	FY 2011 Forecast	FY 2012 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	Completed	Completed	Completed
Oversee repaving of various streets in the city limits	Complete on time and in budget.	started project	completed project	

CITY OF BARTLETT
ENGINEERING BUDGET SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 296,046	$ 246,413	$ 246,413	$ 246,413
Employee Wages	321,370	338,087	339,199	261,690
Overtime Wages	41	2,900	2,400	2,350
Part-Time	133	0	0	0
Vacation Pay	504	0	0	0
Education Bonus	2,610	2,580	1,920	1,920
Longevity Pay	14,405	14,549	15,314	15,625
Christmas Bonus	947	949	861	890
Employee Health Insurance	84,662	71,704	71,526	62,516
Employee Life Insurance	2,802	3,157	3,092	2,744
Worker's Compensation Insurance	7,151	5,961	5,961	4,537
Retiree Health Insurance	12,311	14,613	14,640	25,405
FICA	48,089	45,350	45,973	39,692
Pension Contribution	87,336	81,830	81,985	71,134
Total Personnel	**$ 878,406**	**$ 828,093**	**$ 829,284**	**$ 734,916**
Staffing Level				
Full-Time	*10.08*	*10.00*	*10.00*	*8.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***10.08***	***10.00***	***10.00***	***8.00***
Operations				
Training	$ 1,056	$ 2,000	$ 2,000	$ 2,000
Travel	1,043	1,550	1,550	1,550
Other Professional Service	5,911	9,000	6,000	8,000
Postage & Freight	1,161	1,200	1,250	1,200
Dues & Subscriptions	1,718	1,800	2,000	2,000
Meetings	0	75	50	75
Phones - Local	2,859	2,850	3,050	3,100
Long Distance Phone Calls	122	225	200	200
Cellular Phones	2,420	1,950	2,700	2,750
Shop Allocation	3,700	3,700	3,800	3,840
Vehicle Maintenance	2,991	5,500	5,100	5,300
Equipment Maintenance	4,359	3,600	3,650	3,750
Radio Maintenance	135	0	100	60
Building Maintenance	706	400	550	300
Office Supplies	2,360	3,450	3,050	2,950
Printing	2,691	4,080	2,800	3,100
Petroleum Supplies	11,273	14,500	12,000	13,500
Clothing & Uniforms	931	800	800	800
Operating Supplies	2,804	2,650	2,000	2,550
Small Tools	0	100	100	125
Copy Machine Rental	1,812	2,600	2,200	2,500
Property Insurance	6,737	6,737	6,355	6,355
Vehicle & Equip Insurance	1,570	1,570	1,322	1,322
General Liability Insurance	2,640	2,640	2,250	2,250
Other Insurance	50	50	0	0

CITY OF BARTLETT
ENGINEERING BUDGET SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
State Fees	2,000	2,000	2,000	2,000
License Fees	280	750	750	750
Total Operations	**$ 63,330**	**$ 75,777**	**$ 67,627**	**$ 72,327**
Capital				
Other Equipment	$ 0	$ 800	$ 750	$ 500
Total Capital	**$ 0**	**$ 800**	**$ 750**	**$ 500**
TOTAL ENGINEERING	**$ 941,736**	**$ 904,670**	**$ 897,661**	**$ 807,743**

CITY OF BARTLETT
ENGINEERING ADMINISTRATION
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 174,842	$ 176,842	$ 176,842	$ 176,842
Employee Wages	38,440	38,478	37,212	39,745
Overtime Wages	41	400	0	350
Part-Time	133	0	0	0
Vacation Pay	910	0	0	0
Education Bonus	690	660	720	720
Longevity Pay	6,563	7,140	6,714	6,900
Christmas Bonus	258	260	258	260
Employee Health Insurance	19,536	18,525	18,526	20,378
Employee Life Insurance	971	1,163	1,134	1,170
Worker's Compensation Insurance	867	864	864	858
Retiree Health Insurance	4,229	5,383	5,351	10,829
FICA	17,161	16,869	16,905	16,948
Pension Contribution	30,757	30,145	29,967	30,322
Total Personnel	**$ 295,397**	**$ 296,729**	**$ 294,493**	**$ 305,322**
Staffing Level				
Full-Time	*3.08*	*3.00*	*3.00*	*3.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***3.08***	***3.00***	***3.00***	***3.00***
Operations				
Training	$ 195	$ 1,000	$ 900	$ 1,000
Training for Professional development hours required for Engineers.				
Travel	126	800	750	800
Travel to various training seminars.				
Other Professional Service	4,428	5,000	2,500	4,500
Surveying, appraisals and other prof. needs.				
Postage & Freight	1,161	1,100	1,200	1,100
Postage to send public meeting notifications.				
Dues & Subscriptions	1,158	1,000	1,000	1,000
NSPE, Engineers Club and NAPW.				
Meetings	0	75	50	75
Food and drink for meetings hosted in Bartlett.				
Phones - Local	1,820	1,450	1,800	1,800
Local phone service.				
Long Distance Phone Calls	0	100	50	50
Long distance service.				
Cellular Phones	1,034	750	1,500	1,500
Cell phones for city engineer and assistant engineer.				
Shop Allocation	700	700	800	840
Repair costs for truck.				
Vehicle Maintenance	2,280	2,500	2,100	2,300
Standard repair costs.				
Equipment Maintenance	815	2,700	2,900	3,000
Plotter and scanner yearly licensing contract.				
Office Supplies	306	450	550	450
Pencils, pens, paper.				

CITY OF BARTLETT
ENGINEERING ADMINISTRATION
FY 2012 Adopted Budget

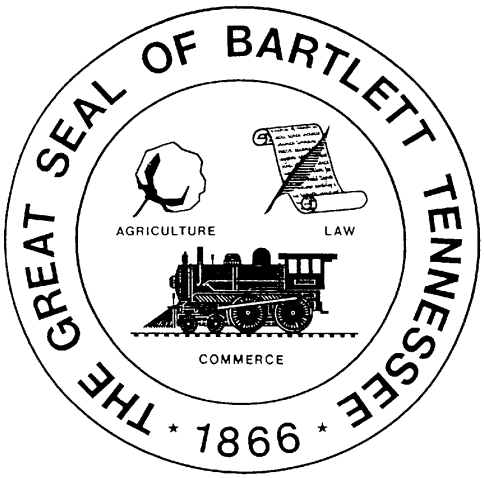
Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Printing	217	1,000	800	700
Printing and plotter paper.				
Petroleum Supplies	11,273	14,500	12,000	13,500
Gas for all engineering trucks.				
Operating Supplies	335	650	500	550
Print paper, plotter pen sets.				
Copy Machine Rental	1,812	2,600	2,200	2,500
Copy machine rental.				
Vehicle & Equip Insurance	140	140	797	797
Truck insurance.				
General Liability Insurance	933	933	840	840
Liability coverage.				
Other Insurance	50	50	0	0
State Fees	1,200	2,000	2,000	2,000
5 Engineers Professional Priviledge tax to the State.				
License Fees	280	750	750	750
5 Engineers license fees to the State.				
Total Operations	**$ 30,265**	**$ 40,248**	**$ 35,987**	**$ 40,052**
Capital				
Other Equipment	$ 0	$ 800	$ 750	$ 500
Total Capital	**$ 0**	**$ 800**	**$ 750**	**$ 500**
Total Engineering Administration	**$ 325,662**	**$ 337,777**	**$ 331,230**	**$ 345,874**

CITY OF BARTLETT
ENGINEERING & INSPECTION
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 121,204	$ 69,571	$ 69,571	$ 69,571
Employee Wages	282,930	299,609	301,987	221,945
Overtime Wages	0	2,500	2,400	2,000
Vacation Pay	(406)	0	0	0
Educational Bonus	1,920	1,920	1,200	1,200
Longevity Pay	7,842	7,409	8,600	8,725
Christmas Bonus	689	689	603	630
Employee Health Insurance	65,125	53,179	53,000	42,138
Employee Life Insurance	1,832	1,994	1,958	1,574
Worker's Compensation Insurance	6,284	5,097	5,097	3,679
Retiree Health Insurance	8,083	9,230	9,289	14,576
FICA	30,928	28,481	29,068	22,744
Pension Contribution	56,579	51,685	52,018	40,812
Total Personnel	**$ 583,009**	**$ 531,364**	**$ 534,791**	**$ 429,594**
Staffing Level				
Full-Time	*7.00*	*7.00*	*7.00*	*5.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***7.00***	***7.00***	***7.00***	***5.00***
Operations				
Training	$ 861	$ 1,000	$ 1,100	$ 1,000
Mandatory training for inspectors and engineers.				
Travel	917	750	800	750
Five employees to various workshops statewide.				
Other Professional Service	1,483	4,000	3,500	3,500
Testing lab work, surveying costs, and other profession services needed on projects under construction.				
Postage & Freight	0	100	50	100
Mail outs for public meetings.				
Dues & Subscriptions	560	800	1,000	1,000
APWA dues and subscriptions.				
Phones - Local	1,038	1,400	1,250	1,300
Costs of operation of local phone system.				
Long Distance Phone Calls	122	125	150	150
Costs for long distance phone calls for engineering and inspections.				
Cellular Phones	1,386	1,200	1,200	1,250
Cell phones charges for inspectors.				
Shop Allocation	3,000	3,000	3,000	3,000
Vehicle repairs costs for engineering vehicles.				
Vehicle Maintenance	710	3,000	3,000	3,000
Vehicle maintenance for engineering vehicles.				
Equipment Maintenance	3,544	900	750	750
Plotter, faxes repairs.				
Radio Maintenance	135	0	100	60
Building Maintenance	706	400	550	300
Costs of various maintenance items.				
Office Supplies	2,054	3,000	2,500	2,500
Stakes, pens, pencils, and other supplies.				

CITY OF BARTLETT
ENGINEERING & INSPECTION
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Printing	2,473	3,080	2,000	2,400
Printing plans for projects that have been bid and are under construction.				
Clothing & Uniforms	931	800	800	800
Shirts and pants for inspectors employees.				
Operating Supplies	2,469	2,000	1,500	2,000
Miscellaneous supplies.				
Small Tools	0	100	100	125
Purchase of hammers, flashlights, plumb bobs, and various other items necessary for inspections.				
Property Insurance	6,737	6,737	6,355	6,355
Costs of insurance for engineering property.				
Vehicle & Equip Insurance	1,430	1,430	525	525
Costs for insurance for five vehicles.				
General Liability Insurance	1,707	1,707	1,410	1,410
Allocation.				
State Fees	800	0	0	0
Total Operations	**$ 33,065**	**$ 35,529**	**$ 31,640**	**$ 32,275**
Total Engineering & Inspection	**$ 616,074**	**$ 566,893**	**$ 566,431**	**$ 461,869**


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

City of Bartlett

PARKS & RECREATION

FY 2012 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 $46,205 (0.94%) over the FY 2011 Projection. The Singleton Community Center eliminated a vacant General Clerk position. FY 2012 budget included a 2.5% of payroll increase for Retiree's Health Insurance, a 10% health insurance premium increase, career ladder pay increase but no general pay increase.

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 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	2,348,908	2,545,070	2,487,577	2,510,246
Benefits	827,149	848,246	854,425	932,830
Other Personnel	299,875	344,000	337,499	322,200
Operations	1,135,674	1,259,659	1,221,168	1,200,726
Capital	20,108	35,856	37,127	18,000
Total	**4,631,714**	**5,032,832**	**4,937,797**	**4,984,002**

Parks & Recreation Summary

City of Bartlett

FY 2012 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 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	2,348,908	2,545,070	2,487,577	2,510,246
Benefits	827,149	848,246	854,425	932,830
Other Personnel	299,875	344,000	337,499	322,200
Operations	1,135,674	1,259,659	1,221,168	1,200,726
Capital	20,108	35,856	37,127	18,000
Total	**4,631,714**	**5,032,832**	**4,937,797**	**4,984,002**

FY 2011 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 2010 Actual	FY 2011 Forecast	FY 2012 Projected
Develop a 5-year plan for Parks facilities.	Plan updated annually	In Progress	In Progress	In Progress
Develop new Parks in north basin: 1 in District #2; 1 in District #3.	Acquiring land, working on plans for 2 neighborhood parks.	In Progress	In Progress	In progress
Continue to increase (enhance) landscaping in Parks.	# of Parks maintained	24	27	27
Install three (3) pavilions: Freeman Park, Stone Ridge Park, and Quail Ridge Park.	Complete project	N/A	N/A	Completed

CITY OF BARTLETT
PARKS & RECREATION BUDGET SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 89,671	$ 90,671	$ 90,671	$ 90,671
Employee Wages	1,473,682	1,546,972	1,545,891	1,574,575
Overtime Wages	37,923	35,500	35,250	50,300
Special Hours	113,253	140,100	120,168	120,500
Contracted Services	299,875	344,000	337,499	322,200
Part-Time	634,380	731,827	695,597	674,200
Vacation Pay	(2,175)	0	0	0
Longevity Pay	19,544	24,209	24,879	28,279
Christmas Bonus	11,196	11,717	11,712	11,900
Employee Health Insurance	313,763	296,755	300,292	331,834
Employee Life Insurance	7,197	8,843	8,735	8,992
Worker's Compensation Insurance	41,737	43,072	43,072	44,397
Unemployment Compensation	2,979	0	1,345	0
Retiree Health Insurance	31,390	40,942	41,130	83,262
FICA	181,741	193,436	192,940	191,031
Pension Contribution	219,777	229,272	230,320	233,135
Total Personnel	**$ 3,475,931**	**$ 3,737,316**	**$ 3,679,501**	**$ 3,765,276**
Staffing Level				
Full-Time	*39.96*	*42.00*	*40.02*	*41.00*
Part-Time (converted to FTE)	*34.21*	*41.06*	*33.60*	*36.65*
Total Full-Time Equivalent (FTE)	***74.17***	***83.06***	***73.62***	***77.65***
Operations				
Training	$ 3,272	$ 7,395	$ 7,945	$ 8,000
Travel	1,270	2,200	1,987	1,800
Professional Services	13,296	22,200	22,200	20,200
Other Professional Service	58,245	63,000	63,000	83,000
Postage & Freight	8,651	11,852	10,952	12,652
Dues & Subscriptions	7,181	8,000	8,071	8,400
Utilities	241,136	265,800	263,905	270,800
Phones - Local	15,046	16,156	15,656	16,156
Long Distance Phone Calls	155	310	280	280
Cellular Phones	3,130	2,810	3,589	3,178
Data Processing - Software	0	0	0	500
Shop Allocation	18,750	18,750	18,750	18,750
Vehicle Maintenance	17,478	16,700	16,500	16,500
Equipment Maintenance	34,917	41,340	40,600	39,840
Radio Maintenance	1,800	0	0	0
Computer Maintenance	0	0	1,575	0
Grounds Maintenance	122,818	91,535	75,122	57,235
Building Maintenance	37,131	59,000	54,200	58,700
Pool Maintenance	15,844	21,532	20,000	20,000
Swim Competitions	35,756	40,233	40,000	40,000
Automobile Allowance	2	0	0	0
Office Supplies	18,416	18,500	18,500	18,250
Printing	5,632	6,950	6,235	7,750
Medical Supplies	29	650	650	650
Special Designation Expense	2,625	1,000	8,500	1,000

CITY OF BARTLETT
PARKS & RECREATION BUDGET SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Petroleum Supplies	26,721	39,000	38,500	39,000
Special Events	5,673	7,000	7,000	7,000
Preschool Supplies	4,437	4,500	4,500	4,500
Recreation Supplies	72,583	64,488	64,286	65,000
Concession Supplies	73,304	76,850	76,500	76,000
Field Trips	11,880	19,292	16,632	18,000
Tournament Expenses	7,120	9,200	9,125	7,700
Cost of Goods Sold	4,558	4,000	4,000	4,000
Clothing & Uniforms	10,528	17,200	15,000	14,100
Operating Supplies	68,043	88,623	73,068	71,500
Cleaning Supplies	31,921	30,500	30,500	32,000
Chemical Supplies	371	3,633	2,633	1,000
Film & Developing	111	350	150	250
Fill Sand, Dirt & Gravel	14,265	23,004	23,004	10,000
Small Tools	2,629	3,700	3,700	3,700
Tournament Awards	11,966	14,000	13,450	13,700
Travel Club	19,608	12,000	12,000	12,000
Health Fair Expense	1,709	2,000	2,779	2,000
Line Dance Workshop Expense	4,841	6,000	6,000	6,000
Equipment Rental	2,611	6,600	7,500	6,000
Copy Machine Rental	7,835	11,223	11,223	10,723
Property Insurance	33,675	33,675	32,878	32,878
Vehicle & Equip Insurance	3,096	3,096	2,971	2,971
General Liability Insurance	13,395	13,395	12,514	12,514
Other Insurance	6,968	6,968	5,299	5,299
Landfill Fees	476	3,000	3,000	1,500
Bank Charges	20	150	150	150
Credit Card Vendor Fees	29,151	27,500	27,058	27,500
Cash Over (Short)	(205)	200	411	200
License Fees	0	500	500	500
Damage Claims	780	4,000	8,520	3,500
Miscellaneous Other Expenses	3,026	8,100	8,100	5,900
Total Operations	**$ 1,135,674**	**$ 1,259,659**	**$ 1,221,168**	**$ 1,200,726**
Capital				
Building Improvements	$ 15,567	$ 33,856	$ 33,724	$ 18,000
Data Processing Equipment	1,506	0	1,403	0
Furniture	0	2,000	2,000	0
Other Equipment	3,035	0	0	0
Total Capital	**$ 20,108**	**$ 35,856**	**$ 37,127**	**$ 18,000**
TOTAL PARKS & RECREATION	**$ 4,631,714**	**$ 5,032,832**	**$ 4,937,797**	**$ 4,984,002**

CITY OF BARTLETT
PARKS ADMINISTRATION
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 89,671	$ 90,671	$ 90,671	$ 90,671
Employee Wages	71,335	75,269	75,270	77,204
Part-Time	0	0	59	0
Vacation Pay	582	0	0	0
Longevity Pay	1,794	1,830	1,814	1,830
Christmas Bonus	258	258	258	258
Employee Health Insurance	29,911	28,347	28,347	31,182
Employee Life Insurance	723	896	870	907
Worker's Compensation Insurance	522	534	534	533
Retiree Health Insurance	3,220	4,149	4,149	8,394
FICA	12,170	12,471	12,718	12,619
Pension Contribution	22,377	23,232	23,232	23,503
Total Personnel	**$ 232,563**	**$ 237,657**	**$ 237,922**	**$ 247,101**
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	$ 25	$ 195	$ 0	$ 0
Renew TRPA & NRPA registration fees for conference classes.				
Travel	270	300	300	0
Postage & Freight	158	250	250	100
Postage for Parks Admin.				
Dues & Subscriptions	912	1,000	800	800
TRPA and NRPA membership fees for Director and Park Board Members.				
Phones - Local	2,582	2,606	2,606	2,606
Admin department local phone expense, includes monthly and service charges.				
Long Distance Phone Calls	58	100	100	75
Admin Department long distance calls.				
Cellular Phones	402	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	871	1,200	1,200	1,000
Maintenance and repairs on Director's vehicle.				
Office Supplies	507	900	900	700
Copy and printer paper, misc. supplies.				
Petroleum Supplies	4,278	5,000	5,000	5,000
Gas & diesel fuel allocated from City gas pump, usage for Director's vehicle.				
Clothing	407	0	0	0
Operating Supplies	595	859	859	700
Drinking water, coffee and misc supplies not elsewhere classified.				
Copy Machine Rental	294	550	550	550
Copy machine rental/usage fees.				
Property Insurance	8,953	8,953	8,798	8,798
Insurance allocation for all City parks property.				

CITY OF BARTLETT
PARKS ADMINISTRATION
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Vehicle & Equip Insurance	461	461	270	270
Auto insurance allocation.				
General Liability Insurance	702	702	654	654
Liability coverage for Parks and Rec property.				
Damage Claim	33	0	0	0
Miscellaneous Other Expenses	253	1,000	1,000	800
Miscellaneous expense not elsewhere identified.				
Total Operations	**$ 22,512**	**$ 25,176**	**$ 24,387**	**$ 23,153**
Total Parks Administration	**$ 255,076**	**$ 262,833**	**$ 262,309**	**$ 270,254**

CITY OF BARTLETT
SINGLETON COMMUNITY CENTER
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Employee Wages	$ 214,656	$ 215,871	$ 218,857	$ 219,842
Overtime	55	0	0	0
Special Hours	1,590	3,000	2,000	2,000
Contracted Services	86,718	105,000	105,000	105,000
Part-Time	200,385	250,000	225,000	225,000
Vacation Pay	838	0	0	0
Longevity Pay	5,337	6,331	6,331	6,950
Christmas Bonus	2,584	2,584	2,670	2,670
Employee Health Insurance	43,174	40,960	40,960	45,056
Employee Life Insurance	944	1,166	1,140	1,187
Worker's Compensation Insurance	6,462	6,707	6,707	6,373
Unemployment Compensation	583	0	0	0
Retiree Health Insurance	4,155	5,397	5,397	10,992
FICA	31,819	35,997	34,523	34,366
Pension Contribution	29,081	30,222	30,222	30,778
Total Personnel	**$ 628,381**	**$ 703,235**	**$ 678,807**	**$ 690,214**
Staffing Level				
Full-Time	*5.00*	*6.00*	*5.00*	*5.00*
Part-Time (converted to FTE)	*10.48*	*12.65*	*10.11*	*10.82*
Total Full-Time Equivalent (FTE)	***15.48***	***18.65***	***15.11***	***15.82***
Operations				
Training	$ 359	$ 1,500	$ 1,435	$ 1,500
TRPA registration and class fees for Department Manager and Assistant Manager and Day Camp Director.				
Travel	951	1,500	1,200	1,500
Travel expense for TRPA/NRPA conferences.				
Other Professional Service	1,950	2,000	2,000	2,000
Miscellaneous professional services.				
Postage & Freight	758	700	700	1,500
Postage.				
Dues & Subscriptions	320	300	545	600
Subscriptions for Preschool.				
Utilities	42,138	50,000	50,000	50,000
MLGW - electric and gas for center and gym.				
Phones - Local	2,753	3,000	3,000	3,000
AT&T allocation.				
Long Distance Phone Calls	24	50	25	50
Long distance telephone charges				
Cellular Phones	438	500	500	500
Dept. manager's cell phone service and usage costs.				
Data Processing - Software	0	0	0	500
Equipment Maintenance	3,104	5,000	4,000	4,000
Equipment repair and maintenance costs.				
Grounds Maintenance	20	0	0	0
Building Maintenance	6,220	15,000	15,000	15,000
Maintenance of air conditioning (2 rooms), plumbing, heating,				
Office Supplies	3,459	3,500	3,500	3,500
All supplies for Center Office, Gym, and Day Camp.				

CITY OF BARTLETT
SINGLETON COMMUNITY CENTER
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Printing	914	1,500	1,285	2,500
Flyers, advertisements, posters for special events.				
Preschool Supplies	4,437	4,500	4,500	4,500
Supplies used by Preschool 2, 3 and 4 year old programs.				
Recreation Supplies	13,003	15,000	15,000	14,000
Supplies for all recreation programs, activities, special events.				
Concession Supplies	7,044	7,850	7,500	7,000
Concession stand products for day camp program and fill the vending machines.				
Field Trips	11,880	19,292	16,632	18,000
Bus rental and admission fees for all day camp field trip.				
Tournament Expenses	6,940	8,500	8,425	7,000
Green fees, trophies, silent auction items, lunch and misc expenses.				
Clothing & Uniforms	6,328	6,500	6,500	6,000
Uniforms for Staff for Day Camp and Community Center Staff and Day Camp Staff.				
Operating Supplies	7,806	8,500	8,000	8,000
Paper goods, hardware supplies, material needed for meal identification cards, and also marketing expense.				
Cleaning Supplies	4,744	5,000	5,000	4,500
Chemicals used in cleaning and maintaining Community Center and Gym.				
Film & Developing	111	300	100	200
Developing of pictures for Preschool, Easter Bunny, and Yuletide.				
Tournament Awards	2,118	2,800	2,500	2,500
Trophies, ribbons, awards for special events.				
Copy Machine Rental	3,338	5,000	5,000	4,500
Copy machine lease.				
Property Insurance	5,807	5,807	5,658	5,658
Insurance allocation for parks property.				
Vehicle & Equip Insurance	140	140	118	118
Allocation				
General Liability Insurance	2,367	2,367	2,243	2,243
Allocation				
Credit Card Vendor Fees	1,265	1,500	1,058	1,500
Fees for Credit Card Use.				
Damage Claims	270	0	0	0
Miscellaneous Other Expenses	0	1,000	1,000	1,000
Other expenses.				
Total Operations	**$ 141,003**	**$ 178,606**	**$ 172,423**	**$ 172,869**
Capital				
Building Improvements	$ 7,099	$ 20,132	$ 20,000	$ 10,000
Build an awning outside middle downstairs door to keep the building from flooding - $4,000. Sand and refinish upstairs landing, entrance and old game room - $4,000. Sand and refinish stage in Auditorium - $2,500. Replace old fuse box in main office hallway with breakers - $2,000. Redo duct work in Day Camp Office - $1,000. Upgrade security cameras - $1,500. Changeout Gym entrance window - $1,000. Replace 1 worn out air conditioning unit - $4,000.				
Total Capital	**$ 7,099**	**$ 20,132**	**$ 20,000**	**$ 10,000**
Total Singleton Community Center	**$ 776,482**	**$ 901,973**	**$ 871,230**	**$ 873,083**

CITY OF BARTLETT
ATHLETICS
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Employee Wages	$ 134,595	$ 137,884	$ 140,354	$ 140,605
Overtime Wages	41	500	250	500
Special Hours	109,197	135,000	115,000	115,000
Part-Time	96,301	105,827	100,000	100,000
Vacation Pay	(3,124)	0	0	0
Longevity Pay	2,243	3,902	2,934	3,902
Christmas Bonus	2,153	2,153	2,239	2,250
Employee Health Insurance	27,522	26,089	26,113	28,698
Employee Life Insurance	596	745	732	759
Worker's Compensation Insurance	7,450	7,601	7,601	7,018
Unemployment Compensation	785	0	1,095	0
Retiree Health Insurance	2,652	3,447	3,490	7,030
FICA	26,005	29,120	27,424	27,360
Pension Contribution	18,564	19,304	19,544	19,685
Total Personnel	**$ 424,981**	**$ 471,572**	**$ 446,776**	**$ 452,807**
Staffing Level				
Full-Time	*3.00*	*3.00*	*3.00*	*3.00*
Part-Time (converted to FTE)	*5.39*	*6.36*	*5.88*	*5.83*
Total Full-Time Equivalent (FTE)	***8.39***	***9.36***	***8.88***	***8.83***
Operations				
Training	$ 115	$ 400	$ 300	$ 300
Registration fee to attend TRPA conference/classes.				
Professional Services	4,132	7,200	7,200	5,200
Misc. professional services-background checks for officals & coaches.				
Postage & Freight	255	150	250	300
Postage costs.				
Dues & Subscriptions	4,646	5,300	5,300	5,500
NYSCA annual fees for ref's & umps, fees for softball league.				
Utilities	53,925	57,000	55,105	62,000
MLG&W - lights at Parks including tennis courts and baseball fields.				
Phones - Local	808	800	800	800
AT&T allocation.				
Long Distance Phone Calls	10	35	30	30
Long distance calls.				
Cellular Phones	1,426	1,200	1,200	1,200
Service and usage charges for 4 departmental cell phones.				
Equipment Maintenance	2,147	2,500	2,500	2,000
Cleaning, repair and maintenance check for concession equipment, refregiration, air & heat.				
Grounds Maintenance	6,560	3,000	3,000	1,700
Repair and replacements of ball field lights				
Building Maintenance	17	0	200	700
Office Supplies	2,239	2,400	2,400	2,350
Office supplies for athletics, ball fields and concession stand.				
Printing	837	750	750	550
Rosters and registratrion forms for sign ups.				
Medical Supplies	0	150	150	150
First aid and emergency kit supplies.				

CITY OF BARTLETT
ATHLETICS
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Recreation Supplies	42,815	35,000	35,000	37,000
Athletic equipment balls, mitts, bats, BPRD uniforms.				
Concession Supplies	66,260	69,000	69,000	69,000
Food, snacks, drinks, napkins, cups for Freeman, Deermont Ellendale and Appling Ballfields concession stands.				
Clothing & Uniforms	863	1,500	1,500	1,500
Employee shirts & sweatshirts.				
Operating Supplies	5,182	7,500	7,500	7,500
Miscellaneous operating needs and supplies.				
Film & Developing	0	50	50	50
Film and developing of event and league photos.				
Tournament Awards	9,792	10,500	10,500	10,500
Trophies and awards (end of season) - all sports.				
Equipment Rental	0	200	100	100
Maintenance Equipment Rental.				
Copy Machine Rental	849	950	950	950
Rental of copy machine for athletics office.				
Property Insurance	2,246	2,246	2,189	2,189
Property insurance allocation.				
General Liability Insurance	1,875	1,875	1,719	1,719
Allocation.				
Other Insurance	6,968	6,968	5,299	5,299
Insurance allocation - BPRD Supplemental Accident.				
Bank Charges	20	0	0	0
Cash Over (Short)	(216)	200	211	200
Damage Claims	33	500	5,020	0
Repairs not claimed on insurance.				
Miscellaneous Other Expenses	511	2,500	2,500	1,000
Active pest control - exterminating of concessions stands.				
Total Operations	**$ 214,315**	**$ 219,874**	**$ 220,723**	**$ 219,787**
Total Athletics	**$ 639,296**	**$ 691,446**	**$ 667,499**	**$ 672,594**

CITY OF BARTLETT
PARKS MAINTENANCE
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Employee Wages	$ 515,375	$ 538,968	$ 536,716	$ 543,046
Overtime Wages	37,722	35,000	35,000	49,800
Special Hours	1,843	2,100	2,100	2,000
Contracted Services	66,456	65,000	65,000	43,200
Part-Time	27,145	41,000	41,000	34,000
Vacation Pay	(1,432)	0	0	0
Longevity Pay	10,170	10,618	11,167	12,497
Christmas Bonus	1,378	1,378	1,378	1,378
Employee Health Insurance	105,411	100,051	103,564	115,459
Employee Life Insurance	2,442	2,910	2,902	2,932
Worker's Compensation Insurance	12,207	12,772	12,772	13,318
Unemployment Compensation	1,325	0	0	0
Retiree Health Insurance	10,308	13,474	13,418	27,152
FICA	44,117	46,771	47,329	47,750
Pension Contribution	72,152	75,456	75,140	76,026
Total Personnel	**$ 906,619**	**$ 945,498**	**$ 947,486**	**$ 968,558**
Staffing Level				
Full-Time	*14.00*	*14.00*	*14.00*	*14.00*
Part-Time (converted to FTE)	*1.20*	*1.97*	*1.25*	*1.63*
Total Full-Time Equivalent (FTE)	***15.20***	***15.97***	***15.25***	***15.63***
Operations				
Training	$ 0	$ 100	$ 1,010	$ 1,000
Training costs for conferences				
Travel	49	100	100	0
Travel expense related to off-site training classes				
Other Professional Service	39,874	40,000	40,000	60,000
Year-round spray and fertilizer program.				
Dues & Subscriptions	39	100	100	100
Utilities	3,570	3,800	3,800	3,800
MLG&W - maintenance shop utilities.				
Phones - Local	798	800	800	800
AT&T equipment and service charge.				
Cellular Phones.	515	400	1,179	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	16,501	15,000	15,000	15,000
Dealer maintenance on department's City vehicles.				
Equipment Maintenance	14,332	22,000	22,000	22,000
Lawn equipment maintenance and repair expense.				
Radio Maintenance	1,800	0	0	0
Grounds Maintenance	116,238	88,535	72,122	55,535
Park landscaping and ballfield maintenance expense.				
Building Maintenance	2,204	10,000	5,000	9,000
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 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Printing	5	0	0	0
Petroleum Supplies	22,443	33,000	33,000	33,000
City provided gasoline for department vehicles.				
Clothing & Uniforms	429	5,200	3,500	2,600
Uniforms for the maintenance crew.				
Operating Supplies	28,689	46,464	30,464	30,000
Miscellaneous supplies, first aid kit, items not elsewhere classification.				
Cleaning Supplies	5,300	3,500	3,500	5,500
Supplies needed to clean facilities.				
Chemical Supplies	371	3,633	2,633	1,000
Round up, late treatment, salt for de-icing, winterizing facilities/equip.				
Fill Sand, Dirt & Gravel	14,265	23,004	23,004	10,000
Sand, dirt, gravel and playground mulch.				
Small Tools	2,245	3,000	3,000	3,000
Miscellaneous weedeaters and other landscaping tools.				
Equipment Rental	1,836	5,400	5,400	4,900
Rental of backhoe, track hoe, and bulldozer.				
Copy Machine Rental	31	223	223	223
Copy machine and other misc.				
Property Insurance	750	750	728	728
Property insurance allocation.				
Vehicle & Equip Insurance	2,215	2,215	2,465	2,465
Allocation.				
General Liability Insurance	3,354	3,354	3,187	3,187
Allocation.				
Landfill Fees	476	3,000	3,000	1,500
Dump fees, garbage, leaves and construction debris.				
Damage Claims	0	3,000	3,000	3,000
Minor claims caused by employees.				
Miscellaneous Other Expenses	250	1,500	1,500	1,000
Miscellaneous expense.				
Total Operations	**$ 296,612**	**$ 336,278**	**$ 297,915**	**$ 288,306**
Capital				
Data Processing Equipment	$ 1,066	$ 0	$ 0	$ 0
Other Equipment	1,780	0	0	0
Total Capital	**$ 2,846**	**$ 0**	**$ 0**	**$ 0**
Total Parks Maintenance	**$ 1,206,077**	**$ 1,281,776**	**$ 1,245,401**	**$ 1,256,864**

CITY OF BARTLETT
SENIOR CENTER
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Employee Wages	$ 134,079	$ 141,118	$ 140,074	$ 145,848
Contracted Services	18,527	21,000	21,000	21,000
Vacation Pay	(30)	0	0	0
Christmas Bonus	344	344	344	344
Employee Health Insurance	43,924	42,217	39,565	43,521
Employee Life Insurance	592	762	728	788
Worker's Compensation Insurance	942	1,000	1,000	1,010
Retiree Health Insurance	2,682	3,528	3,502	7,292
FICA	9,721	10,252	10,475	10,649
Pension Contribution	18,771	19,757	19,610	20,419
Total Personnel	**$ 229,553**	**$ 239,978**	**$ 236,298**	**$ 250,871**
Staffing Level				
Full-Time	*4.00*	*4.00*	*4.00*	*4.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***4.00***	***4.00***	***4.00***	***4.00***
Operations				
Training	$ 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.				
Professional Services	163	0	0	0
Other Professional Services	16,421	21,000	21,000	21,000
Senior Services: manicurist, massage therapy, entertainment and professional services.				
Postage & Freight	5,110	4,752	4,752	4,752
Metered postage, stamps, registered mail and all other postage and shipping charges.				
Dues & Subscriptions	329	300	326	400
Membership dues for Council on Aging, Subscription to local paper.				
Utilities	12,990	15,000	15,000	15,000
Gas, electric & water.				
Phones - Local	1,247	1,450	1,450	1,450
AT&T equipment and service.				
Long Distance Phone Calls	4	25	25	25
Long distance calls.				
Equipment Maintenance	2,168	1,840	2,100	1,840
Reinspection of fire extinguishers; air condition repair and annual inspection.				
Building Maintenance	2,744	4,000	4,000	4,000
Maintains A.C. units, building repair, light fixtures.				
Automobile Allowance	2	0	0	0
Mileage reimbursement.				
Office Supplies	6,756	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	2,625	1,000	8,500	1,000
Donations received from members designated for items.				
Recreation Supplies	1,421	1,286	1,286	1,000
Supplies for senior activities (exercise equipment, games).				

CITY OF BARTLETT
SENIOR CENTER
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Tournament Expenses	180	700	700	700
Golf and pool tournament items and awards luncheon.				
Clothing & Uniforms	504	500	500	500
Purchase uniforms for staff.				
Operating Supplies	4,027	3,300	4,245	3,300
Supplies for senior activities and luncheons.				
Cleaning Supplies	2,076	2,000	2,000	2,000
Facility cleaning supplies and paper products.				
Small Tools	142	200	200	200
Tools needed for regular maintenance.				
Tournament Awards	55	200	200	200
Trophies for activity tournaments.				
Travels by Seniors	19,608	12,000	12,000	12,000
Travel costs reimbursed by seniors.				
Health Fair Expense	1,709	2,000	2,779	2,000
Special event.				
Line Dance Workshop Expense	4,841	6,000	6,000	6,000
Special event.				
Copy Machine Rental	358	500	500	500
Copy machine rental				
Property Insurance	2,793	2,793	2,722	2,722
Property insurance allocation.				
General Liability Insurance	883	883	859	859
Allocation.				
Cash Over (Short)	10	0	0	0
Miscellaneous Other Expenses	1,897	2,000	2,000	2,000
Miscellaneous expense not classified elsewhere.				
Total Operations	**$ 91,059**	**$ 89,929**	**$ 99,345**	**$ 89,648**
Capital				
Building Improvements	$ 8,468	$ 13,724	$ 13,724	$ 8,000
New air conditioner unit.				
Furniture	0	2,000	2,000	0
Furniture & electronics for facility.				
Total Capital	**$ 8,468**	**$ 15,724**	**$ 15,724**	**$ 8,000**
Total Senior Center	**$ 329,081**	**$ 345,631**	**$ 351,367**	**$ 348,519**

CITY OF BARTLETT
RECREATION CENTER
FY 2012 Adopted Budget

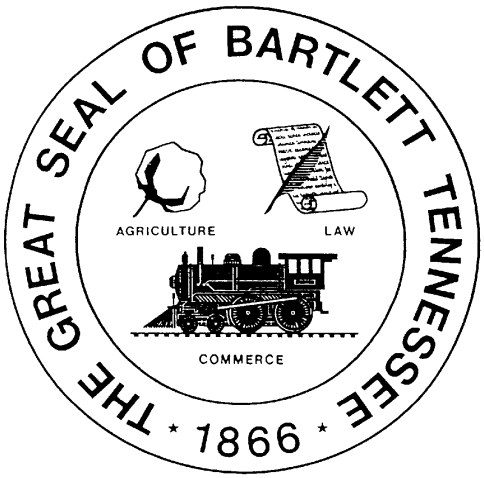
Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Employee Wages	$ 403,641	$ 437,862	$ 434,620	$ 448,030
Overtime	104	0	0	0
Special Hours	622	0	1,068	1,500
Contracted Services	128,174	153,000	146,499	153,000
Part-Time	310,549	335,000	329,538	315,200
Vacation Pay	991	0	0	0
Longevity Pay	0	1,528	2,633	3,100
Christmas Bonus	4,478	5,000	4,823	5,000
Employee Health Insurance	63,821	59,091	61,743	67,918
Employee Life Insurance	1,899	2,364	2,363	2,419
Worker's Compensation Insurance	14,154	14,458	14,458	16,145
Unemployment Compensation	285	0	250	0
Retiree Health Insurance	8,373	10,947	11,174	22,402
FICA	57,909	58,825	60,471	58,287
Pension Contribution	58,832	61,301	62,572	62,724
Total Personnel	**$ 1,053,834**	**$ 1,139,376**	**$ 1,132,212**	**$ 1,155,725**
Staffing Level				
Full-Time	*10.96*	*12.00*	*11.02*	*12.00*
Part-Time (converted to FTE)	*17.14*	*20.08*	*16.36*	*18.37*
Total Full-Time Equivalent (FTE)	***28.10***	***32.08***	***27.38***	***30.37***
Operations				
Training	$ 2,773	$ 5,000	$ 5,000	$ 5,000
CPR, AED, First Aide, Oxygen, Lifeguard, and Fitness Certifications and recerts for BRC staff.				
Travel	0	0	87	0
Professional Services	9,001	15,000	15,000	15,000
Electricians, carpet cleaning, plumbers.				
Postage & Freight	2,370	6,000	5,000	6,000
Brochure, newsletter mailings, renewal notices and welcome letters.				
Dues & Subscriptions	935	1,000	1,000	1,000
TRPA fees, music license, and magazines.				
Utilities	128,512	140,000	140,000	140,000
MLG&W.				
Phones - Local	6,860	7,500	7,000	7,500
Local phone service, usage charges and voicemail services.				
Long Distance Phone Calls	60	100	100	100
Long distance calls.				
Cellular Phones	348	360	360	360
Facility Manager's cell phone.				
Vehicle Maintenance	105	500	300	500
Maintenance expense for City vehicle.				
Equipment Maintenance	13,167	10,000	10,000	10,000
Annual maintenance on fitness equipment and cost of replace parts due to usual wear and tear of aging equipment.				
Computer Maintenance	0	0	1,575	0
Building Maintenance	25,947	30,000	30,000	30,000
Paint, plumbing, pest control, HVAC maintenance, roof repair, refurnish the basketball and racquetball floors.				
Pool Maintenance	15,844	21,532	20,000	20,000
Products and chemicals to clean and maintain the pool.				

CITY OF BARTLETT
RECREATION CENTER
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Swim Competitions	35,756	40,233	40,000	40,000
Entry fees for swim meets, USS Swim Registration, trophies, t-shirts and coach travel expenses to meets.				
Office Supplies	5,423	6,000	6,000	6,000
Miscellaneous pens, pencils, paper, copy paper.				
Printing	3,877	4,500	4,000	4,500
Banners, brochures, posters, flyers for advertisements, pamphlets and key tags.				
Medical Supplies	29	500	500	500
Emergency Medical Kit.				
Petroleum Supplies	0	1,000	500	1,000
City provided gasoline for City vehicle transportation.				
Special Events	5,673	7,000	7,000	7,000
Supplies and other items for Aerobathon, Member Appreciation Day, Trunk or Treat and Kids Triathlon.				
Recreation Supplies	15,344	13,202	13,000	13,000
Swim Lesson cards, KNO supplies, basketballs, racquetball, softball equipment, potluck supplies and other program supplies.				
Cost of Goods Sold	4,558	4,000	4,000	4,000
swim caps, goggles, shirts, racquetball equipment, weight straps, and bottle water.				
Clothing & Uniforms	1,998	3,500	3,000	3,500
Uniforms for the staff, shirts for the training staff sweatshirts.				
Operating Supplies	21,744	22,000	22,000	22,000
Coffee supplies, xm radio, advertising, orkin, batteries, tissues, towels, garbage pick-up, fire and security fee, and ads.				
Cleaning Supplies	19,801	20,000	20,000	20,000
Cleaning solutions and detergents, mops, brooms, and cleaning tools.				
Small Tools	242	500	500	500
Small tools for general use.				
Tournament Awards	0	500	250	500
Basketball and Racquetball Tournaments, swim programs, ribbons, medals, and trophies for special events.				
Equipment Rental	775	1,000	2,000	1,000
Carpet cleaner rental.				
Copy Machine Rental	2,965	4,000	4,000	4,000
Cost of copier rental.				
Property Insurance	13,126	13,126	12,783	12,783
Insurance Allocation.				
Vehicle & Equip Insurance	280	280	118	118
Insurance Allocation.				
General Liability Insurance	4,214	4,214	3,852	3,852
Insurance Allocation.				
Bank Charges	0	150	150	150
Credit Card Vendor Fees	27,886	26,000	26,000	26,000
Credit Card Processing Fees.				
Cash Over (Short)	1	0	200	0
License Fees	0	500	500	500
Training Staff Licenses.				
Damage Claims	445	500	500	500
Claims for damages.				
Miscellaneous Other Expenses	115	100	100	100
Miscellaneous expense.				
Total Operations	**$ 370,173**	**$ 409,797**	**$ 406,375**	**$ 406,963**

CITY OF BARTLETT
RECREATION CENTER
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Capital				
Building Improvements	$ 440	$ 0	$ 1,403	$ 0
Furniture	1,255	0	0	0
Total Capital	**$ 1,695**	**$ 0**	**$ 1,403**	**$ 0**
Total Recreation Center	**$ 1,425,701**	**$ 1,549,173**	**$ 1,539,990**	**$ 1,562,688**


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

City of Bartlett

Full-Time Authorized Personnel Positions

Performing Arts

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

PERFORMING ARTS

FY 2012 Adopted Budget

The Performing Arts Center budget increased by $25,980 (4.46%) over the FY 2011 Projection. The largest part of the increase was in contract services with bands and producers. FY 2012 budget included a 2.5% of payroll increase for Retiree's Health Insurance, a 10% health insurance premium increase, career ladder pay increase but no general pay increase. There were no staffing changes.

Summary Revenue/Expenditure Type

Category	FY 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	155,312	193,489	171,489	178,489
Benefits	64,705	62,936	63,236	66,665
Other Personnel	181,659	247,825	160,500	175,500
Operations	175,926	185,613	183,528	182,410
Capital	1,758	6,267	3,331	5,000
Total	**579,359**	**696,130**	**582,084**	**608,064**

Performing Arts Center

City of Bartlett

FY 2012 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 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	155,312	193,489	171,489	178,489
Benefits	64,705	62,936	63,236	66,665
Other Personnel	181,659	247,825	160,500	175,500
Operations	175,926	185,613	183,528	182,410
Capital	1,758	6,267	3,331	5,000
Total	**579,359**	**696,130**	**582,084**	**608,064**

FY 2011 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 2010 Actual	FY 2011 Forecast	FY 2012 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 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 75,514	$ 76,514	$ 76,514	$ 76,514
Employee Wages	42,928	44,975	44,975	44,975
Contracted Services	172,814	242,825	155,500	170,500
Part-Time	36,870	72,000	50,000	57,000
Instructional Expense	8,845	5,000	5,000	5,000
Vacation Pay	1,926	0	0	0
Longevity Pay	3,713	3,081	3,081	3,081
Christmas Bonus	603	609	431	609
Employee Health Insurance	23,729	22,435	22,435	24,679
Employee Life Insurance	553	656	641	656
Worker's Compensation Insurance	1,301	1,329	1,329	924
Unemployment Compensation	1,920	0	2,000	0
Retiree Health Insurance	2,373	3,037	3,037	6,074
FICA	11,973	14,781	13,274	13,634
Pension Contribution	16,614	17,008	17,008	17,008
Total Personnel	**$ 401,676**	**$ 504,250**	**$ 395,225**	**$ 420,654**
Staffing Level				
Full-Time	*2.00*	*2.00*	*2.00*	*2.00*
Part-Time (converted to FTE)	*1.32*	*2.88*	*1.40*	*2.28*
Total Full-Time Equivalent (FTE)	***3.32***	***4.88***	***3.40***	***4.28***
Operations				
Training	$ 1,040	$ 1,000	$ 1,140	$ 1,000
Employee training, conference registration fees.				
Volunteer Expense	269	800	600	800
Special Advisory Board projects or volunteer incentives (i.e. receptions, hospitality, recognitions).				
Travel	1,326	1,500	2,500	1,500
Travel expenses for annual conferences, mileage for business use of employee vehicles.				
Professional Services	18,690	16,000	16,000	16,000
Creative services for marketing materials.				
Other Professional Services	2	0	0	0
Postage & Freight	6,366	10,683	5,000	9,000
Postage and handling of marketing materials and routine monthly mail.				
Dues & Subscriptions	284	400	2,000	400
Membership fees with professional affiliations.				
Meetings	0	0	78	0
Utilities	36,830	40,000	40,000	40,000
Monthly utility bills.				
Phones - Local	1,021	1,000	1,000	1,000
Monthly local telephone usage.				
Long Distance Phone Calls	104	400	200	400
Long distance telephone usage.				
Cellular Phones	1,320	1,000	2,000	1,000
Monthly cellular contract.				
Data Processing - Software	234	0	0	0
Shop Allocation	300	300	300	300
City shop work on city vehicle.				

CITY OF BARTLETT
PERFOMING ARTS
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Vehicle Maintenance	1,020	1,000	1,700	1,000
Additional city vehicle repair work by city shop.				
Equipment Maintenance	4,521	7,000	7,000	7,000
Service contracts and repair work on facility equipment.				
Grounds Maintenance	1,123	700	700	700
Basic grounds upkeep.				
Building Maintenance	7,862	25,000	22,000	25,000
Ongoing upkeep of facility.				
Office Supplies	1,675	1,500	1,500	1,500
Miscellaneous office products.				
Printing	7,219	5,889	4,000	4,000
Costs associated with miscellaneous printing projects.				
Special Designation Expense	1,009	0	0	0
Ticket Sales Expenditures	13,483	2,000	7,000	2,000
Payments made as part of special percentage-based of contracts.				
Petroleum Supplies	2,557	3,000	3,000	3,000
Fuel charges for city vehicle.				
Concession Supplies Client	662	4,500	2,000	4,000
Supplies for catering services for rental clients.				
Concession Supplies	8,171	7,500	13,000	8,500
Supplies for concessions sales and dinner show catering.				
Clothing & Uniforms	276	225	225	225
Staff shirts or special apparel.				
Operating Supplies	10,007	10,000	8,000	10,000
General operating supplies and expenses.				
Cleaning Supplies	902	2,000	2,000	2,000
Miscellaneous custodial supplies.				
Public Awareness	29,464	24,500	22,000	24,500
Sales Marketing and Public Relations expenses.				
Equipment Rental	480	3,000	3,000	3,000
Contracts for leased equipment and other specialized equipment needs.				
Copier Rental	741	0	1,000	0
Property Insurance	6,949	6,949	6,736	6,736
Allocation.				
Vehicle & Equip Insurance	140	140	118	118
Allocation.				
General Liability Insurance	1,627	1,627	1,731	1,731
Allocation.				
Credit Card Vendor Fees	8,253	6,000	6,000	6,000
Banking fees for credit card transactions.				
Total Operations	**$ 175,926**	**$ 185,613**	**$ 183,528**	**$ 182,410**
Capital				
Communications Equipment	$ 660	$ 0	$ 0	$ 0
Data Equipment	1,098	0	181	0
Furniture	0	0	150	0
Other Equipment	0	6,267	3,000	5,000
Updating and replacement of audio and stage lighting equipment.				
Total Capital	**$ 1,758**	**$ 6,267**	**$ 3,331**	**$ 5,000**
TOTAL PERFORMING ARTS	**$ 579,359**	**$ 696,130**	**$ 582,084**	**$ 608,064**

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 2012 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 2012. This budget included a 2.5% of payroll increase for Retiree's Health Insurance, a 10% health insurance premium increase, career ladder pay increase but no general pay increase. There were no staffing changes.

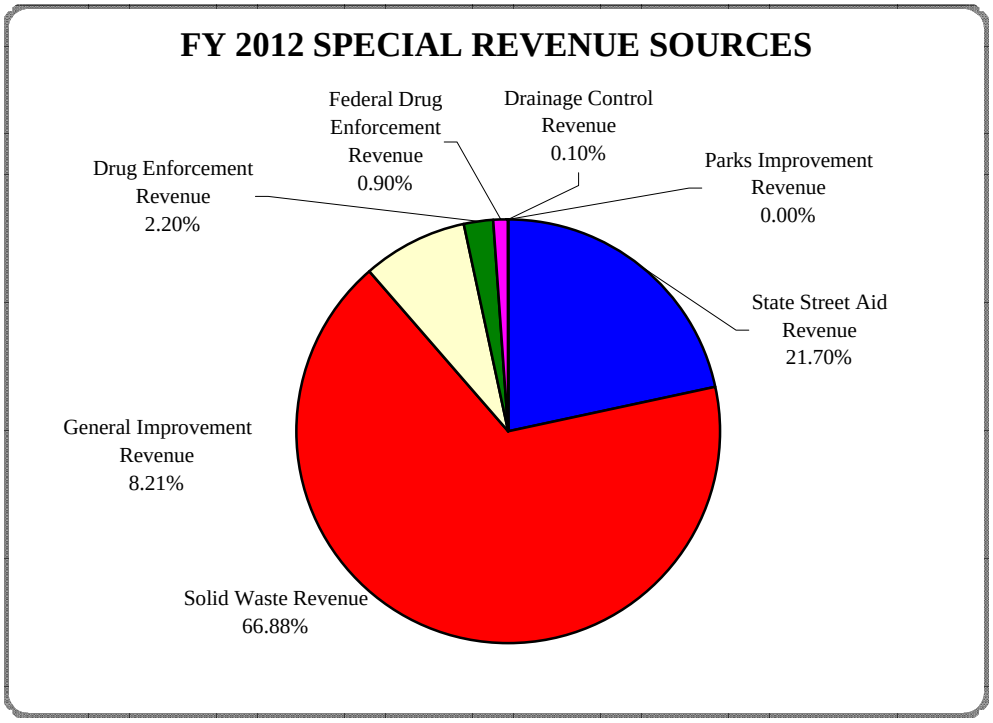
Summary Revenue/Expenditure Type

Category	FY 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Revenues	*8,118,377*	*7,510,195*	*7,223,313*	*7,245,400*
Salaries	1,610,651	1,648,767	1,621,118	1,656,044
Benefits	763,926	791,818	805,027	834,715
Other Personnel	163,075	165,000	145,845	155,000
Operations	3,842,753	3,618,825	3,344,801	3,566,225
Capital	945,701	1,103,241	816,556	709,250
Tranfer Out	850,000	950,000	950,000	650,000
Net Income	**(57,729)**	**(767,456)**	**(460,034)**	**(325,834)**
Beg Fund Bal	**4,160,016**	**4,102,288**	**4,102,288**	**3,642,254**
End Fund Bal	**4,102,288**	**3,334,832**	**3,642,254**	**3,316,420**

CITY OF BARTLETT
SUMMARY OF ALL SPECIAL REVENUE FUNDS
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Revenues				
State Street Aid Revenue	$ 1,894,387	$ 1,888,945	$ 1,517,000	$ 1,572,400
Solid Waste Revenue	5,300,432	4,816,500	4,869,661	4,846,000
General Improvement Revenue	593,646	585,000	598,402	595,000
Drug Enforcement Revenue	220,618	166,000	169,000	159,500
Federal Drug Enforcement Revenue	81,774	50,250	62,500	65,500
Drainage Control Revenue	12,245	3,500	6,750	7,000
Parks Improvement Revenue	15,275	0	0	0
Total Revenues	**$ 8,118,377**	**$ 7,510,195**	**$ 7,223,313**	**$ 7,245,400**
Expenditures				
Personnel				
Solid Waste Fund	$ 2,428,469	$ 2,465,790	$ 2,448,891	$ 2,509,940
Drug Enforcement Funds	92,980	43,000	43,000	43,000
Drainage Control Fund	16,202	96,795	80,099	92,819
Total Personnel	**$ 2,537,652**	**$ 2,605,585**	**$ 2,571,990**	**$ 2,645,759**
Staffing Level				
Full-Time	*37.83*	*38.00*	*37.66*	*38.00*
Part-Time (converted to FTE)	*1.83*	*1.73*	*1.51*	*1.72*
Total Full-Time Equivalent (FTE)	***39.66***	***39.73***	***39.17***	***39.72***
Operations				
State Street Aid Fund	$ 1,629,737	$ 1,505,000	$ 1,395,000	$ 1,425,000
Solid Waste Fund	1,934,374	1,710,625	1,680,451	1,696,125
General Improvement Fund	175,080	216,200	171,000	244,000
Drug Enforcement Funds	48,443	149,800	71,150	151,800
Federal Drug Enforcement Fund	49,299	17,400	12,900	29,900
Drainage Control Fund	5,821	19,800	14,300	19,400
Total Operations	**$ 3,842,753**	**$ 3,618,825**	**$ 3,344,801**	**$ 3,566,225**
Transfers Out				
Solid Waste to Debt Service	$ 400,000	$ 500,000	$ 500,000	$ 500,000
General Improvement Fund to General Fund	450,000	450,000	450,000	150,000
Total Transfers Out	**$ 850,000**	**$ 950,000**	**$ 950,000**	**$ 650,000**
Capital				
State Street Aid Fund	$ 79,944	$ 363,495	$ 150,000	$ 150,000
Solid Waste Fund	343,174	67,200	67,200	255,000
General Improvement Fund	58,790	191,286	111,827	145,000
Drug Enforcement Funds	340,776	73,163	72,992	95,500
Federal Drug Enforcement Fund	0	78,000	66,518	58,000
Drainage Control Fund	125	4,750	5,750	5,750
Parks Improvement Fund	122,892	325,347	342,269	0
Total Capital	**$ 945,701**	**$ 1,103,241**	**$ 816,556**	**$ 709,250**
Total Expenditures	**$ 8,176,106**	**$ 8,277,651**	**$ 7,683,347**	**$ 7,571,234**
Net From Operations	**(57,729)**	**(767,456)**	**(460,034)**	**(325,834)**
Beginning Fund Balance	**$ 4,160,016**	**$ 4,102,288**	**$ 4,102,288**	**$ 3,642,254**
Ending Fund Balance	**$ 4,102,288**	**$ 3,334,832**	**$ 3,642,254**	**$ 3,316,420**

CITY OF BARTLETT
ANALYSIS OF SPECIAL REVENUE SOURCES
FY 2012 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)
2008	$ 2,551,541	
2009	$ 2,515,329	-1.42%
2010	$ 1,894,387	-24.69%
2011 (Proj)	$ 1,517,000	-19.92%
2012 (Bdgt)	$ 1,572,400	3.65%

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 $850,000 for FY 2008, $904,605 for FY 2009, and $500,000 transfer in for FY 2010 from the General Fund for street paving. For FY 2011 and FY 2012, 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. A big increase in FY 2010 and a similar a decrease in FY 2011 budget is caused by an seldom storm reimbursement. Beside that, Solid Waste revenues are budgeted to stay the same in FY 2012.

Solid Waste Fund

FY	Amount	% Inc (Dec)
2008	$ 4,766,810	
2009	$ 4,833,722	1.40%
2010	$ 5,300,432	9.66%
2011 (Proj)	$ 4,869,661	-8.13%
2012 (Bdgt)	$ 4,846,000	-0.49%

CITY OF BARTLETT
ANALYSIS OF SPECIAL REVENUE SOURCES
FY 2012 Adopted Budget

General Improvement Fund			
FY		Amount	% Inc (Dec)
2008	$	601,424	
2009	$	594,226	-1.20%
2010	$	593,646	-0.10%
2011 (Proj)	$	598,402	0.80%
2012 (Bdgt)	$	595,000	-0.57%

General Improvement revenue is derived from a $2.50 City Service fee charged to all utility and solid waste customers. A portion ($150,000) 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)
2008	$	170,449	
2009	$	310,500	82.17%
2010	$	220,618	-28.95%
2011 (Proj)	$	169,000	-23.40%
2012 (Bdgt)	$	159,500	-5.62%

Federal Drug Enforcement Fund			
FY		Amount	% Inc (Dec)
2008	$	31,021	
2009	$	53,516	72.52%
2010	$	81,774	52.80%
2011 (Proj)	$	62,500	-23.57%
2012 (Bdgt)	$	65,500	4.80%

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)
2008	$	52,246	
2009	$	14,581	-72.09%
2010	$	12,245	-16.02%
2011 (Proj)	$	6,750	-44.87%
2012 (Bdgt)	$	7,000	3.70%

Parks Improvement Fund			
FY		Amount	% Inc (Dec)
2008	$	89,474	
2009	$	20,292	-77.32%
2010	$	15,275	-24.72%
2011 (Proj)	$	0	-100.00%
2012 (Bdgt)	$	0	#DIV/0!

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. There were no activities.

CITY OF BARTLETT
STREET AID FUND
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Street Aid Fund Revenues				
Gas Taxes	$ 1,347,939	$ 1,353,945	$ 1,365,000	$ 1,567,400
Street Lighting Fee	34,015	50,000	40,000	0
Developer Paving Fee	2,498	75,000	4,000	0
Transfer From Gen Fund	500,000	400,000	103,000	0
Other Revenues	9,935	10,000	5,000	5,000
Total Street Aid Revenues	**$ 1,894,387**	**$ 1,888,945**	**$ 1,517,000**	**$ 1,572,400**
Street Aid Expenditures				
Operations				
Signal Repair	$ 1,205	$ 30,000	0	0
Street Lighting	1,147,001	1,300,000	1,320,000	1,350,000
Street Paving	367,478	0	0	0
Street Paving Developer	3,022	75,000	0	0
Asphalt/Street Repairs	111,031	100,000	75,000	75,000
Total Operations	**$ 1,629,737**	**$ 1,505,000**	**$ 1,395,000**	**$ 1,425,000**
Capital				
Handicap Ramp At Curbs	$ 18,883	$ 146,002	60,000	60,000
S/D Bond Default	2,208	0	0	0
Curb Replacement	38,432	160,018	50,000	50,000
SW-Developer	2,352	0	0	0
Signal Maintenance	18,068	57,475	40,000	40,000
Total Capital	**$ 79,944**	**$ 363,495**	**$ 150,000**	**$ 150,000**
Total Street Aid Expenditures	**$ 1,709,680**	**$ 1,868,495**	**$ 1,545,000**	**$ 1,575,000**
Net From Operations	**184,707**	**20,450**	**(28,000)**	**(2,600)**
Beginning Fund Balance	**$ 307,872**	**$ 492,579**	**$ 492,579**	**$ 464,579**
Ending Fund Balance	**$ 492,579**	**$ 513,029**	**$ 464,579**	**$ 461,979**

Solid Waste Fund

City of Bartlett

FY 2012 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 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Revenues	*5,300,432*	*4,816,500*	*4,869,661*	*4,846,000*
Salaries	1,515,194	1,559,997	1,530,848	1,564,568
Benefits	750,200	765,793	778,043	805,372
Other Personnel	163,075	140,000	140,000	140,000
Operations	1,934,374	1,710,625	1,680,451	1,696,125
Capital	343,174	67,200	67,200	255,000
Transfer Out	400,000	500,000	500,000	500,000
Net Income	**194,415**	**72,885**	**173,119**	**(115,065)**
Beg Fund Bal	**805,357**	**999,772**	**999,772**	**1,172,891**
End Fund Bal	**999,772**	**1,072,657**	**1,172,891**	**1,057,826**

FY 2011 Performance Highlights

This division was deeply involved in the City's response to another federally declared disaster that struck the City in late FY09 and early FY10. Relief to residents was provided at a more rapid pace than in previous efforts. The leaf collection for FY10 was improved this year partially due to the addition of our 5th full sized leaf machine. This department's seasoned employees and leadership continue to improve each year!

Objective	Performance Measures	FY 2010 Actual	FY 2011 Forecast	FY 2012 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 6-month loose-leaf collection season.	4 out of 6 months	3 out of 6 months	3 out of 6 months
Reduce the amount of solid waste taken to the contracted landfill. - Although no particular method is required, we accomplish this through recycling.	% of solid waste diverted from the landfill (the state has mandated a minimum 25% reduction)	40%	41%	41%
Maintain the current level of household service.	# of complaints/services provided (# of customers x 52 = # of services provided)	1 per 11,038	1 per 14,604	1 per 15,000

CITY OF BARTLETT
SOLID WASTE FUND
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Solid Waste Revenues				
FEMA Disaster Reimbursement	$ 427,106	$ 0	$ 42,371	$ 0
TEMA Disaster Reimbursement	0	0	0	0
Sanitation Fee-Residential	4,787,195	4,750,000	4,761,590	4,781,000
Sanitation Fee-Commercial	18,239	17,500	18,500	18,500
Recycling Fee	14,936	12,500	24,000	20,000
Carts Commercial	750	500	200	500
Special Sanitation Pick Up	950	500	500	500
Carts Residential	24,693	20,000	18,000	20,000
Appliances	4,150	3,500	3,500	3,500
Interest	0	2,000	0	0
Other Revenue	22,413	10,000	1,000	2,000
Total Solid Waste Revenues	**$ 5,300,432**	**$ 4,816,500**	**$ 4,869,661**	**$ 4,846,000**
Solid Waste Expenditures				
Personnel				
Supervisor Salaries	$ 68,442	$ 70,811	$ 70,811	$ 72,179
Employee Wages	1,217,952	1,289,686	1,260,537	1,292,889
Overtime Wages	196,784	170,000	170,000	170,000
Contracted Services	163,075	140,000	140,000	140,000
Part-Time	32,016	29,500	29,500	29,500
Vacation Pay	5,590	0	8,202	0
Educational Bonus	720	720	720	720
Sick Pay	0	0	7,922	0
Longevity Pay	25,096	29,179	29,180	29,981
Christmas Bonus	3,359	3,480	3,273	3,445
Employee Health Insurance	341,900	335,575	335,575	335,035
Employee Life Insurance	6,473	7,347	7,423	7,371
Worker's Compensation Insurance	45,369	47,650	47,650	51,270
Retiree Health Insurance	25,718	34,012	33,249	68,253
FICA	113,775	117,360	118,845	118,187
Pension Contribution	182,200	190,470	186,004	191,110
Total Personnel	**$ 2,428,469**	**$ 2,465,790**	**$ 2,448,891**	**$ 2,509,940**
Staffing Level				
Full-Time	*37.58*	*37.00*	*36.66*	*37.00*
Part-Time (converted to FTE)	*1.83*	*1.73*	*1.51*	*1.72*
Total Full-Time Equivalent (FTE)	***39.41***	***38.73***	***38.17***	***38.72***
Operations				
Other Professional Services	$ 143,309	$ 0	$ 7,200	$ 0
Dues & Subscriptions	0	0	131	200
TCAPWA and SWANA membership dues and various magazine subscriptions.				
Utilities	13,886	12,500	13,300	15,000
Electricity, water, sewer, propane.				
Phone-Local	1,147	1,500	1,400	1,500
Local telephone costs.				
Long Distance	4	10	5	10
Long distance telephone costs.				

CITY OF BARTLETT
SOLID WASTE FUND
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Cell Phone	716	600	600	600
Cell phone monthly costs.				
Shop Allocation	100,000	100,000	100,000	100,000
Shop labor allocation.				
Vehicle Maintenance	345,482	300,000	280,000	300,000
Parts for vehicle repairs.				
Equipment Maintenance	18,764	35,000	30,000	35,000
Parts for equipment repairs, leaf machines, loaders.				
Radio Maintenance	914	1,000	700	1,000
Repairs for communication radios.				
Building Maintenance	9,439	16,000	15,000	8,000
Paint, tiles, light bulbs, doors, windows, etc., add steel support structure in transfer station FY12.				
Street Paving	142,733	0	0	0
Office Supplies	432	800	1,000	1,000
Paper, pens, pencils, folders, envelopes, printer cartridges				
Printing	105	700	250	500
Cart hangers, fliers, Bartlett Exress ad.				
Petroleum	269,947	285,000	329,650	368,900
Gas, diesel, oil, estimated 13% increase for FY12.				
Clothing	12,219	12,000	11,000	12,000
Clothes, uniforms, gloves, rain coats, etc.				
Operating Supplies	16,287	16,000	15,000	16,000
Wasp spray, gloves, rain suits, decals, vests.				
Clean Supplies	2,133	4,000	4,000	4,000
Wax, cleaning agents, rags, soap, toilet paper, paper towels				
Sand/Dirt	0	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	568	1,000	900	1,000
Screw drivers, hammers, power and hand tools, vaccuum clean				
Copier Rent	316	500	300	400
Copy machine rental expense.				
Property Insurance	996	996	996	996
Property insurance.				
Vehicle Insurance	24,431	24,321	24,321	24,321
Vehicle and equipment insurance.				
Gen Liability Insurance	11,198	11,198	11,198	11,198
General liability insurance.				
Landfill Fee	786,856	850,000	790,000	754,000
26,000 tons x $28.75/ton + mulch cost.				
Disposal Fee Recycling	3,762	5,000	5,000	2,000
Hauling fees for all sites and rental on recycling bins locations.				
Damage Claims	7,732	8,000	14,000	14,000
Money paid for minor damage claims for SW workers doing job.				
Miscellaneous Expense	21,000	21,500	21,500	21,500
Shelby County Waste facility ($20,000), $1,500 for the fees for the Transfer Station.				
Total Operations	**$ 1,934,374**	**$ 1,710,625**	**$ 1,680,451**	**$ 1,696,125**

CITY OF BARTLETT
SOLID WASTE FUND
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Transfers Out				
Transfer To Debt Service	$ 400,000	$ 500,000	$ 500,000	$ 500,000
Total Transfers Out	**$ 400,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**
Capital				
Building Improvements	$ 4,685	$ 0	$ 0	$ 0
Vehicles	251,375	0	0	0
Other Equipment	28,125	0	0	185,000
Replace four 40 cy rolloff containers $10k each (40k), 145k for replacement of automated truck bed.				
Carts	58,989	67,200	67,200	70,000
Garbage cart purchases for distribution/sale to public, replacement carts for original carts now 17 years old.				
Total Capital	**$ 343,174**	**$ 67,200**	**$ 67,200**	**$ 255,000**
Total Solid Waste Expenditures	**$ 5,106,017**	**$ 4,743,615**	**$ 4,696,542**	**$ 4,961,065**
Net From Operations	**194,415**	**72,885**	**173,119**	**(115,065)**
Beginning Fund Balance	**$ 805,357**	**$ 999,772**	**$ 999,772**	**$ 1,172,891**
Ending Fund Balance	**$ 999,772**	**$ 1,072,657**	**$ 1,172,891**	**$ 1,057,826**

CITY OF BARTLETT
GENERAL IMPROVEMENT FUND
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
General Improvement Revenues				
City Service Fee	$ 593,646	$ 585,000	$ 594,000	$ 595,000
Interest	0	0	0	0
Other Revenues	0	0	4,402	0
Total General Improvement Revenues	**$ 593,646**	**$ 585,000**	**$ 598,402**	**$ 595,000**
General Improvement Expenditures				
Operations				
Dues & Subscriptions	$ 1,500	$ 0	$ 4,000	$ 4,000
Rental	41,455	11,000	22,000	25,000
Software	16,751	65,000	20,000	50,000
Equipment Maintenance	15,048	10,200	5,000	5,000
Computer Maintenance	89,605	120,000	110,000	150,000
Operating Supplies	877	0	0	0
Miscellaneous Expense	9,844	10,000	10,000	10,000
Total Operations	**$ 175,080**	**$ 216,200**	**$ 171,000**	**$ 244,000**
Transfers Out				
Transfer To General Fund	$ 450,000	$ 450,000	$ 450,000	$ 150,000
Total Transfers Out	**$ 450,000**	**$ 450,000**	**$ 450,000**	**$ 150,000**
Capital				
Building Improvement	$ 29,556	$ 42,423	$ 25,000	$ 30,000
Communication Equipment	1,997	20,000	10,000	10,000
Data Equipment	18,852	96,036	50,000	75,000
Furniture	0	2,827	2,827	0
Other Equipment	3,802	20,000	20,000	20,000
Curb Repair	4,583	10,000	4,000	10,000
Total Capital	**$ 58,790**	**$ 191,286**	**$ 111,827**	**$ 145,000**
Total Gen Improvement Expenditures	**$ 683,869**	**$ 857,486**	**$ 732,827**	**$ 539,000**
Net From Operations	**(90,224)**	**(272,486)**	**(134,425)**	**56,000**
Beginning Fund Balance	**$ 792,249**	**$ 702,025**	**$ 702,025**	**$ 567,600**
Ending Fund Balance	**$ 702,025**	**$ 429,540**	**$ 567,600**	**$ 623,600**

CITY OF BARTLETT
DRUG ENFORCEMENT FUNDS
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Drug Enforcement Funds Revenues				
Drug Arrest Fees	$ 3,988	$ 4,000	$ 3,400	$ 3,500
Drug Enforcement Fines	28,143	25,000	27,500	28,000
Dare Donations	50	1,000	0	0
Restitution Payment	1,476	1,500	500	500
Other Court Fines	2,164	2,000	2,800	2,500
Sale Confiscated Property	43,669	30,000	40,000	40,000
Confiscated Cash	0	1,000	800	1,000
Confiscated DEA Sales	947	10,000	1,000	1,000
Civil Settlement	0	50,000	90,000	80,000
Other Revenues	140,182	41,500	3,000	3,000
Total Drug Enforcement Funds Revenues	**$ 220,618**	**$ 166,000**	**$ 169,000**	**$ 159,500**
Drug Enforcement Funds Expenditures				
Dare Program Expenditures				
Operations				
Training	$ 350	$ 2,000	$ 0	$ 2,000
Travel	1,073	2,500	1,500	2,500
Office Supplies	500	500	200	500
Printing	0	1,200	750	1,200
Operating Supplies	15,493	15,000	5,000	10,000
Small Tools	56	6,500	0	6,500
Public Awareness	6,034	6,000	15,000	15,000
Total Operations	**$ 23,505**	**$ 33,700**	**$ 22,450**	**$ 37,700**
Capital				
Data Equipment	$ 0	$ 5,000	$ 2,000	$ 5,000
Total Capital	**$ 0**	**$ 5,000**	**$ 2,000**	**$ 5,000**
Total Dare Program Expenditures	**$ 23,505**	**$ 38,700**	**$ 24,450**	**$ 42,700**
Drug Enforcement Expenditures				
Personnel				
Overtime Wages	$ 86,512	$ 40,000	$ 40,000	$ 40,000
FICA	6,468	3,000	3,000	3,000
Total Personnel	**$ 92,980**	**$ 43,000**	**$ 43,000**	**$ 43,000**
Operations				
Training	$ 1,855	$ 12,000	$ 5,000	$ 12,000
Firearm Training	0	1,000	0	1,000
Travel	1,787	10,000	8,000	10,000
Professional Services	0	2,000	500	2,000
Contract Services	0	500	0	500
Notice Publication	0	3,000	0	1,000
Dues & Subscriptions	120	1,000	500	1,000
Phone-Local	908	1,500	1,200	1,500
Long Distance	0	100	0	100
Cell Phone	483	8,000	1,000	8,000
Software	0	20,000	5,000	20,000

CITY OF BARTLETT
DRUG ENFORCEMENT FUNDS
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Vehicle Maintenance	6,633	10,000	8,000	10,000
Office Supplies	78	3,000	500	3,000
Printing	90	0	0	0
Clothing	0	10,000	2,500	10,000
Operating Supplies	3,943	5,000	0	5,000
Small Tools	600	4,000	2,000	4,000
Public Awareness	0	2,000	2,000	2,000
Drug Prevention	0	500	500	500
Equipment Rental	0	1,000	0	1,000
Copier Rental	1,275	2,500	2,000	2,500
Tow-In Fee	1,500	8,000	5,000	8,000
Informant Payments	5,516	10,000	5,000	10,000
Miscellaneous Expense	150	1,000	0	1,000
Total Operations	**$ 24,938**	**$ 116,100**	**$ 48,700**	**$ 114,100**
Capital				
Communication Equipment	$ 0	$ 6,000	$ 5,000	$ 6,000
Data Equipment	207,830	55,220	55,220	20,000
Office Equipment	0	2,500	2,500	2,500
Vehicles	101,079	0	2,209	50,000
Furniture	0	2,443	2,443	10,000
Other Equipment	31,867	2,000	3,620	2,000
Total Capital	**$ 340,776**	**$ 68,163**	**$ 70,992**	**$ 90,500**
Total Drug Enforcement Expenditures	**$ 458,695**	**$ 227,263**	**$ 162,692**	**$ 247,600**
Total Drug Enforcement Funds Expenditure	**$ 482,199**	**$ 265,963**	**$ 187,142**	**$ 290,300**
Net From Operations	**(261,581)**	**(99,963)**	**(18,142)**	**(130,800)**
Beginning Fund Balance	**$ 594,215**	**$ 332,634**	**$ 332,634**	**$ 314,492**
Ending Fund Balance	**$ 332,634**	**$ 232,671**	**$ 314,492**	**$ 183,692**

CITY OF BARTLETT
FEDERAL DRUG ENFORCEMENT FUND
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Fed Drug Enforcement Revenues				
DEA Funds	$ 81,316	$ 50,000	$ 62,000	$ 65,000
Interest	458	250	500	500
Other Revenues	0	0	0	0
Total Fed Drug Enforcement Revenues	**$ 81,774**	**$ 50,250**	**$ 62,500**	**$ 65,500**
Fed Drug Enforcement Expenditures				
Operations				
Training	$ 0	$ 2,000	$ 0	$ 2,000
Volunteer Expense	0	1,500	1,500	1,500
Travel	0	2,500	2,500	15,000
Dues & Subscription	0	500	0	500
Cell Phone	5,514	5,000	5,000	5,000
Vehicle Maintenance	0	2,000	2,000	2,000
Radio Maintenance	0	1,200	1,200	1,200
Office Supplies	0	1,000	500	1,000
Printing	0	200	200	200
Clothing & Uniforms	43,785	0	0	0
Small Tools	0	1,000	0	1,000
Miscellaneous Expense	0	500	0	500
Total Operations	**$ 49,299**	**$ 17,400**	**$ 12,900**	**$ 29,900**
Capital				
Data Equipment	$ 0	$ 8,000	$ 8,000	$ 8,000
Vehicles	0	50,000	38,518	30,000
Other Equipment	0	20,000	20,000	20,000
Total Capital	**$ 0**	**$ 78,000**	**$ 66,518**	**$ 58,000**
Total Fed Drug Enforcement Expenditures	**$ 49,299**	**$ 95,400**	**$ 79,418**	**$ 87,900**
Net From Operations	**32,476**	**(45,150)**	**(16,918)**	**(22,400)**
Beginning Fund Balance	**$ 198,582**	**$ 231,058**	**$ 231,058**	**$ 214,140**
Ending Fund Balance	**$ 231,058**	**$ 185,908**	**$ 214,140**	**$ 191,740**

CITY OF BARTLETT
DRAINAGE FUND
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Drainage Control Revenues				
Drainage Fee Detention Basin	$ 7,000	$ 0	$ 4,750	$ 5,000
Interest/Other	5,245	3,500	2,000	2,000
Total Drainage Revenues	**$ 12,245**	**$ 3,500**	**$ 6,750**	**$ 7,000**
Drainage Control Expenditures				
Personnel				
Employee Wages	$ 8,945	$ 48,770	$ 48,770	$ 49,476
Overtime Wages	0	0	1,500	2,000
Contract Services	0	25,000	5,845	15,000
Vacation Pay	(688)	0	0	0
Education Bonus	0	0	720	720
Longevity	0	975	981	1,000
Christmas Bonus	0	87	87	87
Employee Health Insurance	1,885	8,565	8,565	9,421
Employee Life Insurance	27	263	259	267
Worker's Compensation Insurance	66	1,392	1,392	1,487
Retiree Health Insurance	149	1,219	1,219	2,474
FICA	660	3,696	3,933	3,960
Pension Contribution	5,159	6,828	6,828	6,927
Total Personnel	**$ 16,202**	**$ 96,795**	**$ 80,099**	**$ 92,819**
Staffing Level				
Full-Time	*0.25*	*1.00*	*1.00*	*1.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***0.25***	***1.00***	***1.00***	***1.00***
Operations				
Training	$ 25	$ 1,200	$ 500	$ 1,000
Training to keep certification.				
Travel	0	750	600	750
Travel to keep certification.				
Professional Services	0	1,500	500	1,500
Various prof. service dollars.				
Postage	37	150	100	150
Stormwater mailings.				
Dues & Subscription	100	400	300	400
Stormwater and forestry subscriptions.				
Printing	1,026	1,800	800	1,500
Phamphlets.				
Operating Supplies	68	2,500	2,000	2,500
Paper ink pens misc stuff.				
Public Awareness	1,105	8,000	6,000	8,000
Waterworks ads.				
State Fees	3,460	3,500	3,500	3,600
Stromwater state fee.				
Total Operations	**$ 5,821**	**$ 19,800**	**$ 14,300**	**$ 19,400**

CITY OF BARTLETT
DRAINAGE FUND
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Capital				
Other Equipment	$ 0	$ 750	$ 750	$ 750
Various small tools.				
Drain Pipe	125	4,000	5,000	5,000
Pipe cost for small in house drainage projects erosion materials.				
Total Capital	**$ 125**	**$ 4,750**	**$ 5,750**	**$ 5,750**
Total Drainage Control Expenditures	**$ 22,148**	**$ 121,345**	**$ 100,149**	**$ 117,969**
Net From Operations	**(9,904)**	**(117,845)**	**(93,399)**	**(110,969)**
Beginning Fund Balance	**$ 364,836**	**$ 354,932**	**$ 354,932**	**$ 261,533**
Ending Fund Balance	**$ 354,932**	**$ 237,087**	**$ 261,533**	**$ 150,564**

CITY OF BARTLETT
PARK IMPROVEMENTS FUND
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Park Improvement Revenues				
Parks Dev Fee Dist1	$ 9,575	$ 0	$ 0	$ 0
Parks Dev Fee Dist2	0	0	0	0
Parks Dev Fee Dist3	0	0	0	0
Greenbelt	0	0	0	0
Interest/Other Revenues	5,700	0	0	0
Total Park Improvement Revenues	**$ 15,275**	**$ 0**	**$ 0**	**$ 0**
Park Improvement Expenditures				
Park Improvements Dist1	$ 9,267	$ 0	$ 157,269	$ 0
Park Improvements Dist2	84,066	95,347	185,000	0
Park Improvements Dist3	0	0	0	0
Greenbelt	(441)	0	0	0
Park Improvements Miscellaneous	30,000	230,000	0	0
Total Park Improvement Expenditures	**$ 122,892**	**$ 325,347**	**$ 342,269**	**$ 0**
Net From Operations				
Park Improvements Dist1	$ 308	$ 0	$ (157,269)	$ 0
Park Improvements Dist2	(84,066)	(95,347)	(185,000)	0
Park Improvements Dist3	0	0	0	0
Greenbelt	441	0	0	0
Park Improvements Undesignated	(24,300)	(230,000)	0	0
Total Net From Operations	**$ (107,617)**	**$ (325,347)**	**$ (342,269)**	**$ 0**
Beginning Fund Balance				
Designated Beginning District 1	$ 12,005	$ 12,313	$ 12,313	$ (144,956)
Designated Beginning District 2	175,517	91,452	91,452	(93,548)
Designated Beginning District 3	432,861	432,861	432,861	432,861
Designated Beginning Greenbelt	221,869	222,310	222,310	222,310
Unreserved Beginning Fund Balance	254,654	230,354	230,354	230,354
Total Beginning Fund Balance	**$ 1,096,905**	**$ 989,288**	**$ 989,288**	**$ 647,019**
Ending Fund Balance				
Designated Ending District 1	$ 12,313	$ 12,313	$ (144,956)	$ (144,956)
Designated Ending District 2	91,452	(3,896)	(93,548)	(93,548)
Designated Ending District 3	432,861	432,861	432,861	432,861
Designated Ending Greenbelt	222,310	222,310	222,310	222,310
Unreserved Ending Fund Balance	230,354	354	230,354	230,354
Total Ending Fund Balance	**$ 989,288**	**$ 663,941**	**$ 647,019**	**$ 647,019**

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 2012 Adopted Budget

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	2
Total Plant Operations	**5**
Sewer Lagoon	
Manager	1
Driver	1
Watertreat Operator	1
Total Sewer Lagoon	**3**
TOTAL UTILITY FUND	**34**

The Utility Fund has four cost centers; Administration, Water & Wastewater Services, Plant Operations and Sewer Lagoon. The Utility Fund budget increased by $207,209 (3.79%) over the FY 2011 Projection. One Foreman Meter Reader, 1 Senior Meter Reader & 3 Meter Reader positions was moved from Administration to Water & Wastewater services. Also, Sewer Lagoon eliminated a vacant Utility Worker position. FY 2012 budget included a 2.5% of payroll increase for Retiree's Health Insurance, a 10% health insurance premium increase, career ladder pay increase but no general pay increase.

Summary Revenue/Expenditure Type

Category	FY 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Revenues	*6,052,965*	*6,359,300*	*6,522,142*	*8,713,508*
Salaries	1,445,112	1,481,445	1,434,103	1,459,873
Benefits	1,542,549	689,179	706,591	774,649
Other Personnel	5,310	5,000	5,110	5,500
Operations	2,549,650	2,870,951	2,824,306	2,975,306
Capital	14,909	668,554	496,359	458,350
Debt Service	1,647,479	1,638,485	1,612,889	1,653,575
Net Income	**(1,152,044)**	**(994,314)**	**(557,216)**	**1,386,255**
Beg Ret Engs	**5,622,570**	**4,470,526**	**4,470,526**	**3,913,310**
End Ret Engs	**4,470,526**	**3,476,212**	**3,913,310**	**5,299,565**

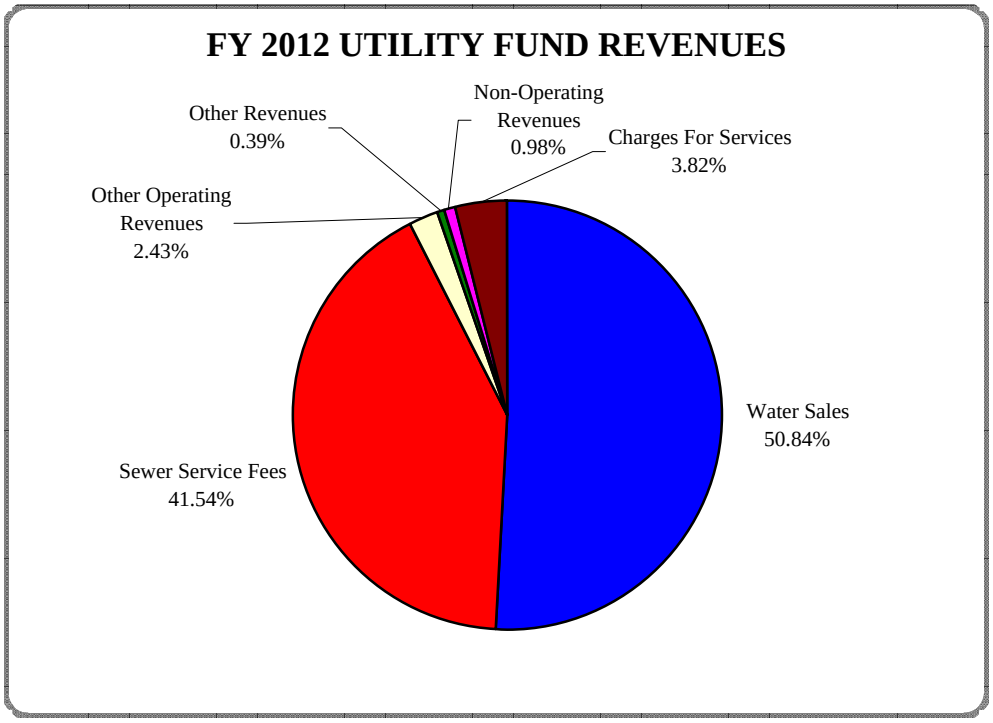
CITY OF BARTLETT
UTILITY FUND SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Utility Revenues				
Operating Revenues	$ 5,914,615	$ 6,100,300	$ 6,278,142	$ 8,594,508
Other Revenues	37,291	164,000	159,000	34,000
Non-Operating Revenues	81,320	95,000	85,000	85,000
Total Utility Revenues	**$ 6,033,225**	**$ 6,359,300**	**$ 6,522,142**	**$ 8,713,508**
Utility Expenditures				
Utility Administration	$ 2,002,795	$ 2,148,551	$ 2,127,180	$ 1,710,809
Water & Wastewater Services	1,561,043	1,268,535	1,230,753	1,665,258
Plant Operations	1,364,977	1,641,774	1,454,878	1,678,003
Sewer Lagoon	608,975	656,269	653,658	619,608
Total Utility Expenditures	**$ 5,537,790**	**$ 5,715,129**	**$ 5,466,469**	**$ 5,673,678**
Projected Cash Flow	**$ 495,435**	**$ 644,171**	**$ 1,055,673**	**$ 3,039,830**
Less:				
Debt Service	$ 1,647,479	$ 1,638,485	$ 1,612,889	$ 1,653,575
Total	**$ 1,647,479**	**$ 1,638,485**	**$ 1,612,889**	**$ 1,653,575**
Net From Operations	**$ (1,152,044)**	**$ (994,314)**	**$ (557,216)**	**$ 1,386,255**
Beginning Fund Balance	**$ 5,622,570**	**$ 4,470,526**	**$ 4,470,526**	**$ 3,913,310**
Ending Fund Balance	**$ 4,470,526**	**$ 3,476,212**	**$ 3,913,310**	**$ 5,299,565**

CITY OF BARTLETT
UTILITY FUND REVENUES
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Water Sales				
Metered Water Sales City Residential	$ 2,128,920	$ 2,225,000	$ 2,300,000	$ 3,190,000
Metered Water Sales City Commercial	545,559	585,000	610,000	880,000
Metered Water Sales Rural Residential	161,452	176,000	190,000	270,000
Metered Water Sales Rural Commercial	70,859	67,000	64,394	90,000
Total Water Sales	**$ 2,906,790**	**$ 3,053,000**	**$ 3,164,394**	**$ 4,430,000**
Sewer Service Fees				
Sewer Service Fees City Residential	$ 1,324,777	$ 1,375,000	$ 1,380,000	$ 1,940,000
Sewer Service Fees City Commercial	412,805	425,000	440,000	630,000
Sewer Service Fees Rural Residential	118	100	100	0
Sewer Service Fees Rural Commercial	43,813	40,000	31,140	52,000
North Sewer Service Fees City Res.	598,891	610,000	625,000	865,000
North Sewer Service Fees City Comm	29,566	27,500	33,000	47,000
North Sewer Service Fees Rural Res.	51,084	53,000	57,828	80,000
North Sewer Service Fees Rural Comm.	3,769	3,700	4,400	5,508
Total Sewer Service Fees	**$ 2,464,822**	**$ 2,534,300**	**$ 2,571,468**	**$ 3,619,508**
Other Operating Revenues				
Service Connection Fee	$ 54,481	$ 55,000	$ 50,780	$ 47,000
Disconnect/Reconnect Fee	15,657	18,000	13,500	15,000
Forfeited Discounts	127,470	125,000	145,000	150,000
Total Other Operating Revenues	**$ 197,608**	**$ 198,000**	**$ 209,280**	**$ 212,000**
Other Revenues				
Interest-Checking Account	$ 5,204	$ 4,000	$ 4,000	$ 4,000
Interest Income On LGIP	13,667	15,000	10,000	10,000
Other Revenues	13,106	15,000	10,000	10,000
Transfer from Utility CIP	0	125,000	125,000	0
Reimbursements For Damage	5,313	5,000	10,000	10,000
Total Other Revenues	**$ 37,291**	**$ 164,000**	**$ 159,000**	**$ 34,000**
Non-Operating Revenues				
Water Tap Fees South	$ 6,000	$ 25,000	$ 10,000	$ 10,000
Water Tap Fees North	5,500	15,000	2,000	2,000
Sewer Tap South Basin	8,368	25,000	30,000	30,000
Sewer Tap North Basin	29,415	20,000	1,000	1,000
Subdivision Development	32,037	10,000	42,000	42,000
Total Non-Operating Revenues	**$ 81,320**	**$ 95,000**	**$ 85,000**	**$ 85,000**
Charges For Services				
Tower Lease Payments	$ 289,399	$ 280,000	$ 295,000	$ 295,000
Water Meter Installation	44,420	35,000	38,000	38,000
Other Revenues	11,575	0	0	0
Total Charges For Services	**$ 345,394**	**$ 315,000**	**$ 333,000**	**$ 333,000**
TOTAL UTILITY FUND REVENUES	**$ 6,033,225**	**$ 6,359,300**	**$ 6,522,142**	**$ 8,713,508**

CITY OF BARTLETT
ANALYSIS OF UTILITY REVENUE SOURCES
FY 2012 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. This budget is based on a 45% water and sewer rate increase. Water rates were last increased in 2003 and sewer rates in 2005.

Water Sales

FY	Amount	% Inc (Dec)
2008	$ 6,191,643	
2009	$ 3,004,384	-51.48%
2010	$ 2,906,790	-3.25%
2011 (Proj)	$ 3,164,394	8.86%
2012 (Bdgt)	$ 4,430,000	40.00%

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)
2008	$ 2,574,546	
2009	$ 2,509,649	-2.52%
2010	$ 2,464,822	-1.79%
2011 (Proj)	$ 2,571,468	4.33%
2012 (Bdgt)	$ 3,619,508	40.76%

CITY OF BARTLETT
ANALYSIS OF UTILITY REVENUE SOURCES
FY 2012 Adopted Budget

Other Operating Revenues		
FY	Amount	% Inc (Dec)
2008	$ 210,121	
2009	$ 197,154	-6.17%
2010	$ 197,608	0.23%
2011 (Proj)	$ 209,280	5.91%
2012 (Bdgt)	$ 212,000	1.30%

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)
2008	$ 550,212	
2009	$ 179,931	-67.30%
2010	$ 81,320	-54.81%
2011 (Proj)	$ 85,000	4.53%
2012 (Bdgt)	$ 85,000	0.00%

Other Revenues		
FY	Amount	% Inc (Dec)
2008	$ 231,287	
2009	$ 140,281	-39.35%
2010	$ 37,291	-73.42%
2011 (Proj)	$ 159,000	326.38%
2012 (Bdgt)	$ 34,000	-78.62%

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)
2008	$ 372,967	
2009	$ 333,768	-10.51%
2010	$ 345,394	3.48%
2011 (Proj)	$ 333,000	-3.59%
2012 (Bdgt)	$ 333,000	0.00%

CITY OF BARTLETT
UTILITY FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Department Revenues				
Demand Response Program	$ 19,740	$ 0	$ 0	$ 0
Total Department Revenues	**$ 19,740**	**$ 0**	**$ 0**	**$ 0**
Personnel				
Supervisor Salaries	$ 323,125	$ 283,627	$ 281,892	$ 288,912
Employee Wages	1,031,904	1,100,426	1,050,064	1,075,473
Overtime Wages	52,578	55,700	62,921	56,200
Special Hours	21,000	22,400	22,550	22,700
Contracted Services	5,310	5,000	5,000	5,500
Part-Time	16,506	19,292	16,676	16,588
Vacation Pay	(130)	0	10,095	0
Education Bonus	0	0	120	120
Sick Pay	743	0	11,531	0
Longevity Pay	19,568	21,001	21,580	28,452
Christmas Bonus	3,014	3,102	2,930	3,105
Other Personnel Costs	0	0	110	0
Employee Health Insurance	301,347	288,190	293,052	336,136
Employee Life Insurance	6,382	7,473	7,150	7,367
Worker's Compensation Insurance	29,719	29,763	29,763	30,260
Retiree Health Insurance	815,766	34,602	33,217	68,219
FICA	108,565	111,281	111,349	109,976
Pension Contribution	257,575	193,767	185,804	191,014
Total Personnel	**$ 2,992,971**	**$ 2,175,624**	**$ 2,145,804**	**$ 2,240,022**
Staffing Level				
Full-Time	*33.63*	*35.00*	*33.62*	*34.00*
Part-Time (converted to FTE)	*0.87*	*0.90*	*0.93*	*0.73*
Total Full-Time Equivalent (FTE)	***34.50***	***35.90***	***34.55***	***34.73***
Operations				
Training	$ 1,790	$ 5,700	$ 3,800	$ 5,000
Travel	2,299	6,100	4,800	5,800
Professional Services	1,658	2,800	2,500	2,800
Other Professional Service	39,457	40,000	35,178	38,000
Postage & Freight	58,649	66,450	66,100	66,150
Notice Publication	0	13,000	13,000	13,000
Dues & Subscriptions	790	8,025	2,825	7,350
Utilities	543,481	590,400	588,000	597,000
Water Purchased For Resale	26,625	22,000	24,000	25,000
Phones - Local	10,846	11,250	11,550	11,700
Long Distance Phone Calls	128	220	270	270
Cellular Phones	6,523	5,700	5,630	5,700
Data Processing - Software	10,605	35,617	35,400	5,800
Telecommunication Link	1,421	1,300	1,385	1,400
Shop Allocation	23,500	23,500	24,650	24,600
Vehicle Maintenance	30,422	33,500	29,550	34,700
Equipment Maintenance	172,713	227,000	207,000	232,000
Radio Maintenance	1,418	1,250	1,000	1,050
Computer Maintenance	11,338	22,250	20,250	20,250

CITY OF BARTLETT
UTILITY FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Grounds Maintenance	4,045	3,900	4,050	4,100
Building Maintenance	10,273	15,500	9,800	11,800
Water & Sewer Line Maintenance	21,219	15,000	20,000	21,000
Waste Refuse	21,819	24,000	24,000	24,000
Office Supplies	4,879	6,650	7,600	7,650
Printing	9,190	10,200	10,200	10,200
Petroleum Supplies	62,494	71,000	60,200	72,000
Clothing & Uniforms	10,005	10,450	9,850	9,900
Operating Supplies	26,694	22,250	21,225	22,250
Cleaning Supplies	1,359	2,300	1,800	2,300
Chemical Supplies	88,335	116,750	108,300	113,800
Fill Sand, Dirt & Gravel	9,868	10,000	10,000	10,000
Concrete & Brick	8,854	12,000	12,000	12,000
Small Tools	3,739	4,000	3,300	3,300
Pipe & Materials-System Ma	47,488	72,331	68,000	68,000
Meters & Meter Boxes	5,174	9,185	5,000	6,000
Equipment Rental	2,428	700	500	700
Street Barricade & Equip Re	0	500	250	400
Property Insurance	131,222	131,222	129,785	132,285
Vehicle & Equip Insurance	7,204	7,204	6,873	6,963
General Liability Insurance	13,779	13,779	14,370	14,688
Bank Charges	50	0	100	0
Lab Testing	33,643	37,668	36,500	40,000
CSX Leases	1,101	2,500	2,000	2,000
Cash Over Or Short	70	100	50	100
Pollution Control Fees	45,661	45,500	46,230	47,300
In Lieu Of Tax Payments	300,184	310,000	303,835	290,000
Sewer Service Fees	731,545	783,500	823,500	928,500
State Fees	0	1,200	1,000	1,000
Damage Claims	1,997	9,000	6,000	9,000
Miscellaneous Other Expenses	1,667	6,500	1,100	6,500
Total Operations	**$ 2,549,650**	**$ 2,870,951**	**$ 2,824,306**	**$ 2,975,306**
Capital				
Communications Equipment	$ 1,310	$ 2,850	$ 2,650	$ 2,850
Data Processing Equipment	10,093	8,500	10,209	7,000
Office Equipment	178	200	100	100
Vehicles	0	18,000	18,000	96,000
Furniture	368	400	400	400
Other Equipment	2,960	20,000	20,000	2,000
Water Mains & System Improvement	0	618,604	445,000	350,000
Total Capital	**$ 14,909**	**$ 668,554**	**$ 496,359**	**$ 458,350**
TOTAL UTILITY FUND EXPENDITURES	**$ 5,537,790**	**$ 5,715,129**	**$ 5,466,469**	**$ 5,673,678**

Utility Administration

City of Bartlett

FY 2012 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 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	379,963	413,143	401,607	229,094
Benefits	451,649	195,002	198,565	128,022
Operations	1,161,157	1,270,806	1,302,408	1,347,093
Capital	10,026	269,600	224,600	6,600
Total	**2,002,795**	**2,148,551**	**2,127,180**	**1,710,809**

FY 2011 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 2010 Actual	FY 2011 Forecast	FY 2012 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 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 98,211	$ 102,188	$ 100,452	$ 54,916
Employee Wages	263,066	287,663	274,558	170,678
Overtime Wages	2,180	4,000	9,921	3,500
Part-Time	16,506	19,292	16,676	0
Vacation Pay	(1,710)	0	140	0
Sick Pay	1,259	0	0	0
Longevity Pay	3,676	3,976	4,389	900
Christmas Bonus	947	948	948	517
Employee Health Insurance	90,826	87,438	93,213	65,282
Employee Life Insurance	1,620	2,105	2,009	1,218
Worker's Compensation Insurance	5,260	5,409	5,409	409
Retiree Health Insurance	251,717	9,746	9,382	11,280
FICA	28,245	30,801	30,534	16,833
Pension Contribution	69,809	54,579	52,541	31,583
Total Personnel	**$ 831,612**	**$ 608,145**	**$ 600,172**	**$ 357,116**
Staffing Level				
Full-Time	*10.50*	*11.00*	*10.63*	*6.00*
Part-Time (converted to FTE)	*0.34*	*0.90*	*0.71*	*0.00*
Total Full-Time Equivalent (FTE)	***10.84***	***11.90***	***11.34***	***6.00***
Operations				
Training	$ 185	$ 2,000	$ 1,500	$ 1,500
Training for employees.				
Travel	0	2,000	500	2,000
Travel related to training.				
Postage & Freight	56,875	65,200	65,000	65,000
Postage fees for mailing utility bills.				
Dues & Subscriptions	35	100	100	100
Anticipated cost of dues & subscriptions.				
Phones - Local	1,226	1,350	1,350	1,350
Local phone costs.				
Long Distance Phone Calls	54	50	100	100
Long distance charges.				
Cellular Phones	773	800	780	0
Service charges for one cell phone.				
Data Processing - Software	10,605	35,217	35,000	5,000
Cost of utility billing software-Munis.				
Vehicle Maintenance	3,629	6,000	4,500	0
Equipment Maintenance	9,772	10,000	15,000	20,000
Annual maintenance cost for meter reading devices and billing equipment..				
Radio Maintenance	533	500	400	0
Computer Maintenance	10,589	22,000	20,000	20,000
Utility software maintenance contract.				
Office Supplies	2,240	3,500	4,000	3,300
Paper, printer ribbons, and other office supplies.				
Printing	9,190	10,000	10,000	10,000
Paper, printer ribbons, and other office supplies.				
Petroleum Supplies	10,536	12,500	11,500	0

CITY OF BARTLETT
UTILITY ADMINISTRATION
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Clothing & Uniforms	3,080	3,000	3,000	0
Operating Supplies	1,360	1,750	1,500	1,000
Miscellaneous meter reading & office operating supplies.				
Small Tool	1,030	1,500	1,300	300
Small tools & locks.				
Vehicle Insurance	1,128	1,128	950	0
General Liability Insurance	5,111	5,111	5,343	5,343
Department's portion of general liability insurance.				
Bank Charges	50	0	100	0
Cash Over Or Short	70	100	50	100
Overage or shortage of cash drawers.				
In Lieu Of Tax Payments	300,184	310,000	303,835	290,000
Transfers from the Utility Fund to the General Fund for In-lieu of property taxes.				
Sewer Service Fees	731,545	775,000	815,000	920,000
Anticipated cost of sewer charges paid to City of Memphis.				
Damage Claims	0	1,000	1,000	1,000
Minor damage claims against department.				
Miscellaneous Other Expenses	1,354	1,000	600	1,000
Anticipated cost of any miscellaneous expenses.				
Total Operations	**$ 1,161,157**	**$ 1,270,806**	**$ 1,302,408**	**$ 1,347,093**
Capital				
Communications Equipment	$ 661	$ 1,200	$ 1,200	$ 1,200
Mobile radios.				
Data Processing Equipment	7,972	5,000	5,000	5,000
Computers, monitors and printers.				
Vehicles	0	18,000	18,000	0
Furniture	368	400	400	400
Office furniture.				
Other Equipment	1,025	0	0	0
Water Mains & System Improvement	0	245,000	200,000	0
Total Capital	**$ 10,026**	**$ 269,600**	**$ 224,600**	**$ 6,600**
Total Utility Administration	**$ 2,002,795**	**$ 2,148,551**	**$ 2,127,180**	**$ 1,710,809**

Water & Wastewater Services

City of Bartlett

FY 2012 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, 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 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Salaries	643,325	619,303	597,456	797,128
Benefits	693,530	305,366	318,982	436,830
Other Personnel	0	0	110	0
Operations	224,010	266,062	248,096	289,200
Capital	178	77,804	66,109	142,100
Total	**1,561,043**	**1,268,535**	**1,230,753**	**1,665,258**

FY 2011 Performance Highlights

Our Tennessee-One-Locate person processes roughly 600 requests for locations each month. That's an average of more than 20 per day; The crews maintain: 278 miles of sewer main, 8,000 manholes, 320 miles of water main, 3,000 fire hydrants, 26 lift stations, 32,112+ sewer and water services, and 15 miles of forcemains.

Objective	Performance Measures	FY 2010 Actual	FY 2011 Forecast	FY 2012 Projected
Reduce wastewater system inflow and infiltration problems in order to reduce system repair costs	Cost of lift station repairs	$11,000	$11,500	$13,000
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	$13,500	$12,000
Maintain City's sewer and water lines, valves, manholes, and meters	Number of work tickets completed	4875	5100	6500

CITY OF BARTLETT
WATER & WASTEWATER SERVICES
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Personnel				
Supervisor Salaries	$ 103,027	$ 56,025	$ 56,026	$ 107,181
Employee Wages	506,970	528,078	506,230	637,659
Overtime Wages	28,128	30,000	30,000	30,500
Special Hours	5,200	5,200	5,200	5,200
Part-Time	0	0	0	16,588
Vacation Pay	2,235	0	5,711	0
Sick Pay	(516)	0	11,531	0
Longevity Pay	14,172	13,832	13,832	24,996
Christmas Bonus	1,292	1,378	1,292	1,809
Other Personnel Costs	0	0	110	0
Employee Health Insurance	135,054	127,791	127,791	182,276
Employee Life Insurance	2,897	3,154	3,008	4,022
Worker's Compensation Insurance	16,501	16,020	16,020	21,415
Retiree Health Insurance	359,209	14,603	14,005	37,242
FICA	48,809	46,814	47,365	60,792
Pension Contribution	113,877	81,774	78,427	104,278
Total Personnel	**$ 1,336,855**	**$ 924,669**	**$ 916,548**	**$ 1,233,958**
Staffing Level				
Full-Time	*14.26*	*15.00*	*14.78*	*20.00*
Part-Time (converted to FTE)	*0.53*	*0.00*	*0.22*	*0.73*
Total Full-Time Equivalent (FTE)	***14.79***	***15.00***	***15.00***	***20.73***
Operations				
Training	$ 580	$ 300	$ 300	$ 300
Employee training expense such as classes, books, and training aids.				
Travel	344	700	300	300
Travel expenses for seminars.				
Other Professional Service	15,104	23,000	19,000	21,000
Lift station repair/maintenance, TN1Call service.				
Postage & Freight	687	250	100	150
Stamps and postage costs.				
Dues & Subscriptions	594	850	600	600
TCAPWA, AAWA and other membership and magazine fees.				
Phones - Local	2,068	2,300	2,100	2,100
Local telephone monthly costs.				
Long Distance Phone Calls	15	20	20	20
Long distance costs.				
Cellular Phones	2,988	2,500	2,500	3,300
Cell phone& air card monthly fees.				
Data Processing - Software	0	400	400	800
Software for mapping.				
Shop Allocation	14,000	14,000	14,000	14,000
Shop inventory parts.				
Vehicle Maintenance	23,129	21,000	21,000	29,000
Parts for vehicle repairs and maintenance.				
Equipment Maintenance	16,162	16,000	12,000	16,000
Parts for equipment repairs and maintenance.				

CITY OF BARTLETT
WATER & WASTEWATER SERVICES
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Radio Maintenance	650	750	600	1,050
Communication radio maintenance.				
Computer Maintenance	749	250	250	250
Computer repair parts and labor.				
Grounds Maintenance	108	500	250	300
Sod, seeds, fertilizer, landscaping materials.				
Building Maintenance	142	500	300	300
Paint, tiles, rugs, windows, ceiling tiles.				
Water & Sewer Line Maintenance	21,219	15,000	20,000	21,000
Lift station maintenance.				
Office Supplies	641	750	600	1,350
Dairies, paper, pens, pencils, paper, batteries, printer cartridges.				
Petroleum Supplies	27,889	32,000	29,000	46,000
Oil, gas, diesel.				
Clothing & Uniforms	5,313	5,000	4,500	7,500
Clothing purchases, uniform rentals, welcome mats.				
Operating Supplies	8,150	8,500	8,500	9,000
Paint for TN1-Call, grease for lift stations, batteries, water plug, traffic cones, barricade purchases.				
Cleaning Supplies	0	500	500	500
Wax, soap, rags, toilet paper, paper towels, mops, bucks.				
Chemical Supplies	338	1,750	800	800
Insecticide, lift station degreaser.				
Fill Sand, Dirt & Gravel	9,868	10,000	10,000	10,000
For road repairs, sewer/water projects, limestone, rip, ctb.				
Concrete & Brick	8,854	12,000	12,000	12,000
Setting meters, water valve & sewer repairs, manholes, replacing sidewalk and curb and gutter.				
Small Tools	1,532	1,500	1,500	2,500
Drills, hammers, shovels, wrenches, sockets, buckets, screw drivers, flash lights.				
Pipe & Materials-System Maintenance	47,488	72,331	68,000	68,000
Water and sewer pipe, couplings, fittings for fire hydrants, water valves, fire hydrant purchases needed for system repairs.				
Meters & Meter Boxes	5,174	9,185	5,000	6,000
Meter boxes and meter parts.				
Street Barricade & Equip Re	0	500	250	400
Barricade and other equipment rental expenses.				
Property Insurance	285	285	285	285
Property insurance.				
Vehicle & Equip Insurance	4,646	4,646	4,646	5,600
Vehicle and equipment insurance costs.				
General Liability Insurance	3,295	3,295	3,295	3,295
General liability insurance costs.				
Damage Claims	1,997	5,000	5,000	5,000
Payment of minor damage claims.				
Miscellaneous Other Expenses	0	500	500	500
Misc. expenses.				
Total Operations	**$ 224,010**	**$ 266,062**	**$ 248,096**	**$ 289,200**
Capital				
Communications Equipment	$ 0	$ 1,000	$ 800	$ 1,000
Purchase of cell phones, pagers and accessories.				
Data Processing Equipment	0	0	2,209	0

CITY OF BARTLETT
WATER & WASTEWATER SERVICES
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Office Equipment	178	200	100	100
Adding machines, vcr, TV, calculator.				
Vehicles	0	0	0	96,000
Sewer truck and camera system $72k, new 1/2 ton pickup truck $24,000.				
Other Equipment	0	18,000	18,000	0
Water Mains & System Improvement	0	58,604	45,000	45,000
Water meters, special fittings, fitting kits.				
Total Capital	**$ 178**	**$ 77,804**	**$ 66,109**	**$ 142,100**
Total Water & Wastewater Services	**$ 1,561,043**	**$ 1,268,535**	**$ 1,230,753**	**$ 1,665,258**

Utility
Plant Operations

City of Bartlett

FY 2012 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 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Revs/Recvrs	*16,391*	*0*	*0*	*0*
Salaries	254,198	273,029	265,616	288,507
Benefits	248,510	107,482	106,935	134,396
Other Personnel	5,310	5,000	5,000	5,500
Operations	872,983	1,039,263	975,827	1,032,600
Capital	368	217,000	101,500	217,000
Total	**1,364,977**	**1,641,774**	**1,454,878**	**1,678,003**

FY 2011 Performance Highlights

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

Objective	Performance Measures	FY 2010 Actual	FY 2011 Forecast	FY 2012 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 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Department Revenues				
Demand Response Program	$ 16,391	$ 0	$ 0	$ 0
Total Department Revenues	**$ 16,391**	**$ 0**	**$ 0**	**$ 0**
Personnel				
Supervisor Salaries	$ 61,493	$ 63,128	$ 63,128	$ 63,762
Employee Wages	167,190	181,901	173,138	195,745
Overtime Wages	14,171	16,000	17,000	16,500
Special Hours	11,343	12,000	12,350	12,500
Contract Services	5,310	5,000	5,000	5,500
Vacation Pay	698	0	636	0
Sick Pay	0	0	120	120
Longevity Pay	512	1,280	1,280	1,280
Christmas Bonus	431	431	431	431
Employee Health Insurance	40,524	38,307	38,718	54,478
Employee Life Insurance	1,121	1,323	1,298	1,401
Worker's Compensation Insurance	4,822	5,211	5,211	5,838
Retiree Health Insurance	138,645	6,126	5,907	12,975
FICA	19,015	20,500	20,257	21,542
Pension Contribution	42,742	34,304	33,077	36,331
Total Personnel	**$ 508,017**	**$ 385,511**	**$ 377,551**	**$ 428,403**
Staffing Level				
Full-Time	*5.00*	*5.00*	*4.73*	*5.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***5.00***	***5.00***	***4.73***	***5.00***
Operations				
Training	$ 475	$ 2,000	$ 1,000	$ 1,800
Training for 3 operators for licensing.				
Travel	1,955	2,000	2,000	2,000
Travel for 3 operators to training.				
Other Professional Service	24,353	17,000	16,178	17,000
U of M groundwater institute well head protection.				
Postage & Freight	1,079	1,000	1,000	1,000
Postage for mailing water samples to laboratories for analysis.				
Notice Publication	0	13,000	13,000	13,000
EPA required publication cost and consumer confidence report.				
Dues & Subscriptions	131	7,000	2,000	6,500
TAUD and operators dues.				
Utilities	407,262	455,400	450,000	456,000
Electric and gas to run 4 water plants.				
Water Purchased For Resale	26,625	22,000	24,000	25,000
Minimum payments to have connections to Memphis.				
Phones - Local	5,923	6,000	6,400	6,500
Phone service for four water plants.				
Long Distance Phone Calls	59	100	100	100
Long distance for vendors and equipment.				
Cellular Phones	2,442	2,000	2,000	2,000
5 cellular phones for operators and base.				

CITY OF BARTLETT
PLANT OPERATIONS
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Telecommunication Link	1,421	1,300	1,385	1,400
Leased lines to connect water plants.				
Shop Allocation	8,000	8,000	9,150	9,100
Repair costs of four water vehicles.				
Vehicle Maintenance	3,389	5,000	3,050	4,500
Parts replacement for repairing of four water vehicles.				
Equipment Maintenance	111,990	170,000	150,000	165,000
Repair and replace waterplant equipment.				
Grounds Maintenance	1,777	1,500	1,600	1,600
Upkeep of four water plants.				
Building Maintenance	6,632	12,000	8,000	10,000
Air, heating & plumbing repair.				
Office Supplies	1,503	2,000	2,500	2,500
Supplies for offices at Germantown Road.				
Printing	0	200	200	200
Outside print jobs and/or ink toners.				
Petroleum Supplies	20,309	22,000	15,000	21,000
Gas for five water vehicles.				
Clothing & Uniforms	0	750	650	650
Shirts and pants for water operators.				
Operating Supplies	10,066	6,000	5,000	6,000
Miscellaneous supplies.				
Cleaning Supplies	1,359	1,600	1,200	1,600
Miscellaneous cleaning supplies for four water plants.				
Chemical Supplies	74,779	105,000	95,000	100,000
Chlorine, lime, fluoride, and phosphate for 4 water treatment plants.				
Small Tools	166	0	0	0
Property Insurance	101,195	101,195	100,000	102,000
Insurance on four waterplants and 8 water tanks.				
Vehicle & Equip Insurance	967	967	814	900
Insurance for four vehicles.				
General Liability Insurance	3,883	3,883	4,100	4,250
Allocation.				
Lab Testing	15,437	18,668	18,500	20,000
State and Federal mandated water analysis.				
CSX Leases	1,101	2,500	2,000	2,000
CSX crossing permits.				
Pollution Control Fees	38,391	40,000	39,000	40,000
Groundwater control fees and state annual fees.				
State Fees	0	1,200	1,000	1,000
Damage Claims	0	3,000	0	3,000
Possible damage claims.				
Miscellaneous Other Expenses	313	5,000	0	5,000
Miscellaneous expenses.				
Total Operations	**$ 872,983**	**$ 1,039,263**	**$ 975,827**	**$ 1,032,600**
Capital				
Data Processing Equipment	$ 368	$ 2,000	$ 1,500	$ 2,000
Repair or replacement computers used in controls.				

CITY OF BARTLETT
PLANT OPERATIONS
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Water Mains & System Improvement	0	215,000	100,000	215,000
Tank painting & maint. (115k) & Water line upgrades (100k).				
Total Capital	**$ 368**	**$ 217,000**	**$ 101,500**	**$ 217,000**
Total Plant Operations	**$ 1,364,977**	**$ 1,641,774**	**$ 1,454,878**	**$ 1,678,003**

Utility
Sewer Lagoon

City of Bartlett

FY 2012 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 2010 Actual	FY 2011 Revised	FY 2011 Projection	FY 2012 Adopted
Revs/Recvrs	*3,348*	*0*	*0*	*0*
Salaries	167,627	175,970	169,424	145,144
Benefits	148,859	81,329	82,109	75,401
Operations	291,500	294,820	297,975	306,413
Capital	4,337	104,150	104,150	92,650
Total	**608,975**	**656,269**	**653,658**	**619,608**

FY 2011 Performance Highlights

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

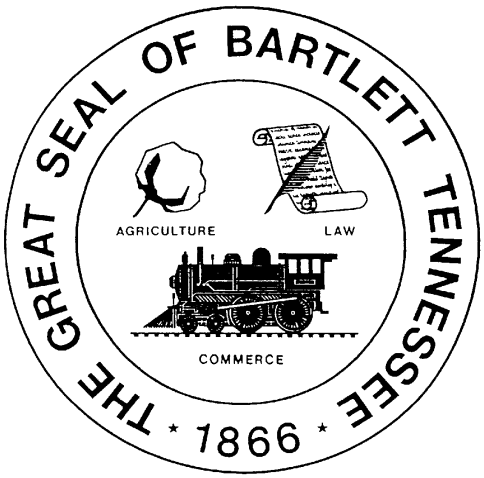
Objective	Performance Measures	FY 2010 Actual	FY 2011 Forecast	FY 2012 Projected
Provide optimal gallons treated at permitted levels	Meet all Permit limits without violation	Attained	Attained	Attained
Participate in TVA energy conservation program	Save money for the utility in peak demand conditions	Attained	Attained	Attained

CITY OF BARTLETT
SEWER LAGOON
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Department Revenues				
Demand Response Program	$ 3,348	$ 0	$ 0	$ 0
Total Department Revenues	**$ 3,348**	**$ 0**	**$ 0**	**$ 0**
Personnel				
Supervisor Salaries	$ 60,393	$ 62,286	$ 62,286	$ 63,053
Employee Wages	94,678	102,784	96,138	71,391
Overtime Wages	8,099	5,700	6,000	5,700
Special Hours	4,457	5,200	5,000	5,000
Vacation Pay	(1,353)	0	3,608	0
Longevity	1,208	1,913	2,079	1,276
Christmas Bonus	344	345	259	348
Employee Health Insurance	34,943	34,654	33,330	34,100
Employee Life Insurance	743	891	835	726
Worker's Compensation Insurance	3,136	3,123	3,123	2,598
Retiree Health Insurance	66,194	4,127	3,923	6,722
FICA	12,497	13,166	13,193	10,809
Pension Contribution	31,147	23,110	21,759	18,822
Total Personnel	**$ 316,487**	**$ 257,299**	**$ 251,533**	**$ 220,545**
Staffing Level				
Full-Time	*3.87*	*4.00*	*3.48*	*3.00*
Part-Time (converted to FTE)	*0.00*	*0.00*	*0.00*	*0.00*
Total Full-Time Equivalent (FTE)	***3.87***	***4.00***	***3.48***	***3.00***
Operations				
Training	$ 550	$ 1,400	$ 1,000	$ 1,400
Employee training expense such as class training aids.				
Travel	0	1,400	2,000	1,500
Travel to Jackson and Nashville for training.				
Professional Services	1,658	2,800	2,500	2,800
Software contract services.				
Postage	8	0	0	0
Dues & Subscriptions	30	75	125	150
Licensing fees for Operators.				
Utilities	136,220	135,000	138,000	141,000
Wastewater and pump station utility costs.				
Phones - Local	1,629	1,600	1,700	1,750
Local phones charges.				
Long Distance Phone Calls	0	50	50	50
Long distance phone charges.				
Cellular Phones	319	400	350	400
1 cell phone service charges.				
Shop Allocation	1,500	1,500	1,500	1,500
Mechanic labor.				
Vehicle Maintenance	275	1,500	1,000	1,200
Vehicle repairs.				
Equipment Maintenance	34,789	31,000	30,000	31,000
Repair equipment in wastewater plants.				
Radio Maintenance	235	0	0	0

CITY OF BARTLETT
SEWER LAGOON
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Grounds Maintenance	2,160	1,900	2,200	2,200
Shrubs and plantings around wastewater plants.				
Building Maintenance	3,498	3,000	1,500	1,500
Building repair.				
Waste Refuse	21,819	24,000	24,000	24,000
Sludge disposal costs.				
Office Supplies	495	400	500	500
Normal office supplies.				
Petroleum Supplies	3,759	4,500	4,700	5,000
Gas for vehicles and lubricants for wastewater plant equipment.				
Clothing & Uniforms	1,612	1,700	1,700	1,750
Uniforms for four workers.				
Operating Supplies	7,118	6,000	6,225	6,250
Miscellaneous supplies or daily operations of two wastewater plants and one sludge disposal facility.				
Cleaning Supplies	0	200	100	200
Various cleaning supplies.				
Chemical Supplies	13,218	10,000	12,500	13,000
Polymer costs and chlorine costs.				
Small Tools	1,010	1,000	500	500
Various small tools for wastewater treatment plants.				
Equipment Rental	2,428	700	500	700
Water pump Rental.				
Property Insurance	29,742	29,742	29,500	30,000
Insurance on two Wastewater Treatment Plants and one Sludge Facility.				
Vehicle & Equip Insurance	463	463	463	463
Insurance on two vehicles.				
General Liability Insurance	1,490	1,490	1,632	1,800
Allocation.				
Lab Testing	18,206	19,000	18,000	20,000
NPDES testing for two treatment plants and one sludge facility.				
Pollution Control Fees	7,270	5,500	7,230	7,300
State yearly permit fees.				
Sewer Service Fees	0	8,500	8,500	8,500
Annual pretreatment cost.				
Total Operations	**$ 291,500**	**$ 294,820**	**$ 297,975**	**$ 306,413**
Capital				
Communications Equipment	$ 649	$ 650	$ 650	$ 650
Replacement radios.				
Data Processing Equipment	1,753	1,500	1,500	0
Replacement computer and hardwares.				
Other Equipment	1,935	2,000	2,000	2,000
Sampler repair and replacement.				
Water Mains & System Improvement	0	100,000	100,000	90,000
Sewer rehab.				
Total Capital	**$ 4,337**	**$ 104,150**	**$ 104,150**	**$ 92,650**
Total Sewer Lagoon	**$ 608,975**	**$ 656,269**	**$ 653,658**	**$ 619,608**


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 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
General Debt Service Revenues				
Local Sales Tax	$ 2,646,281	$ 2,692,526	$ 2,600,740	$ 2,626,745
Interest	0	500	0	0
Transfer From General Fund	400,000	0	0	0
Transfer From Solid Waste Fund	400,000	500,000	500,000	500,000
Transfer From CIP	0	340,000	340,000	0
Total General Debt Service Revenues	**$ 3,446,281**	**$ 3,533,026**	**$ 3,440,740**	**$ 3,126,745**
General Debt Service Expenditures				
Paying Agent Fee	$ 1,936	$ 3,500	$ 3,000	$ 3,500
Go Bond Issuance Expense	26,030	30,000	54,301	55,000
TML Note Issuance Expense	3,110	2,500	4,900	5,000
1997A Principal	55,000	0	0	0
1998A Principal	380,000	400,000	400,000	0
2001A Principal	85,000	90,000	90,000	95,000
2002A Principal	675,000	605,000	605,000	0
2003A Principal	220,000	285,000	285,000	295,000
2004A Principal	70,000	75,000	75,000	75,000
2005A Principal	205,000	215,000	215,000	220,000
2006A Principal	105,000	110,000	110,000	110,000
2007A Principal	105,000	110,000	110,000	110,000
2008A Principal	43,000	45,000	45,000	47,000
2009A Principal	0	85,000	85,000	90,000
2010A Principal	0	0	0	530,000
2004 Capital Note Principal	222,680	230,850	230,850	239,330
2006 Capital Note Principal	262,000	0	0	0
2008 Capital Note Principal	134,500	144,000	144,000	149,000
2010 Capital Note Principal	0	0	0	152,000
1997A Interest	2,750	0	0	0
1998A Interest	35,690	18,400	18,400	0
2001A Interest	66,119	62,639	34,202	1,971
2002A Interst	109,063	89,484	9,453	0
2003A Interest	90,375	82,800	82,800	73,731
2004A Interest	55,215	53,128	53,128	50,821
2005A Interest	276,096	269,271	269,271	261,928
2006A Interest	98,200	94,000	94,000	89,600
2007A Interest	115,025	110,725	110,725	106,325
2008A Interest	2,474	65,350	64,375	62,125
2009A Interest	32,836	67,970	67,878	66,128
2010A Interest	0	80,000	131,475	166,813
2011A Interest	0	0	0	35,000
2004 Capital Note Interest	21,319	13,020	13,020	4,392
2006 Capital Note Interest	5,607	0	0	0
2008 Capital Note Interest	21,140	16,768	16,768	12,168
2010 Capital Note Interest	0	0	5,415	9,576
2011 Capital Note Interest	0	0	0	10,337
Total General Debt Service Expenditures	**$ 3,525,164**	**$ 3,454,405**	**$ 3,427,961**	**$ 3,126,745**
Net General Debt Service	**$ (78,883)**	**$ 78,621**	**$ 12,779**	**$ 0**
Beginning Fund Balance	**$ 490,192**	**$ 411,309**	**$ 411,309**	**$ 424,088**
Ending Fund Balance	**$ 411,309**	**$ 489,930**	**$ 424,088**	**$ 424,088**

City of Bartlett

SCHEDULE OF BONDS PAYABLE

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

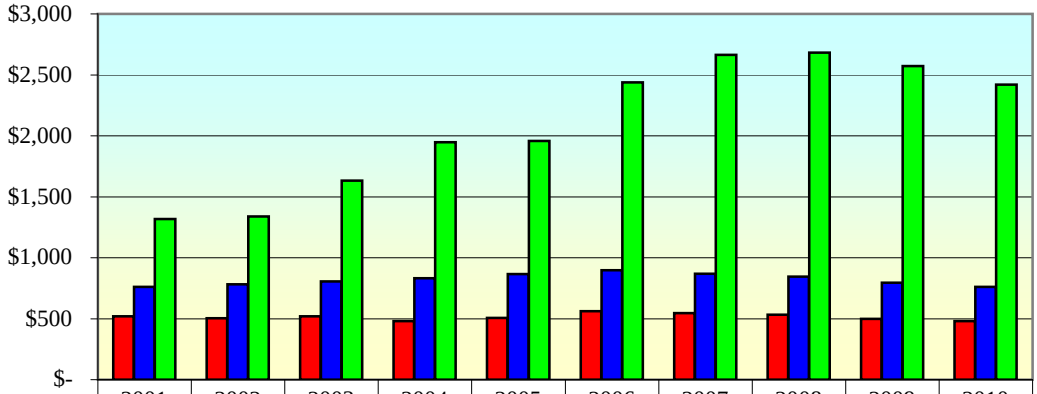
June 30, 2011

Fiscal Year	Series 2010 Bonds		2010 Capital Note		Series 2009 Bonds		Series 2008 Bonds		2008 Capital Note		Series 2007 Bonds		Series 2006 Bonds		Series 2005 Bonds		2004 Capital Note		Series 2004 Bonds		Series 2003 Bonds		Series 2001A 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	Principal	Interest
2012	530,000	166,813	152,000	9,576	90,000	66,128	47,000	62,125	149,000	12,168	110,000	106,325	110,000	89,600	220,000	261,928	239,330	4,392	75,000	50,821	295,000	73,731	95,000	1,971	2,112,330	905,576
2013	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	310,000	63,668			2,338,000	838,605
2014	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	320,000	52,798			2,413,000	767,585
2015	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	330,000	41,258			2,154,000	698,033
2016	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	340,000	29,028			2,216,000	630,378
2017	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	130,000	20,268			2,059,000	563,720
2018	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	55,000	16,725			2,056,000	499,400
2019	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	55,000	14,553			2,119,000	433,516
2020	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	60,000	12,223			1,632,000	374,574
2021	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	60,000	9,748			1,675,000	322,171
2022	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	65,000	7,138			1,353,000	270,840
2023	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	65,000	4,391			1,246,000	223,324
2024	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	70,000	1,505			1,110,000	177,539
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
	$ 7,925,000	$ 1,201,431	$ 475,000	$ 17,364	$ 2,135,000	$ 785,094	$ 1,262,000	$ 654,875	$ 462,000	$ 22,074	$ 2,645,000	$ 1,038,775	$ 2,240,000	$ 784,400	$ 7,185,000	$ 1,776,239	$ 239,330	$ 4,392	$ 1,370,000	$ 414,996	$ 2,155,000	$ 347,030	$ 95,000	$ 1,971	$ 28,188,330	$ 7,048,641

CITY OF BARTLETT
ANALYSIS OF GENERAL DEBT SERVICE
Last 10 Years

Debt per Capita
(FY 2001 - FY 2010)

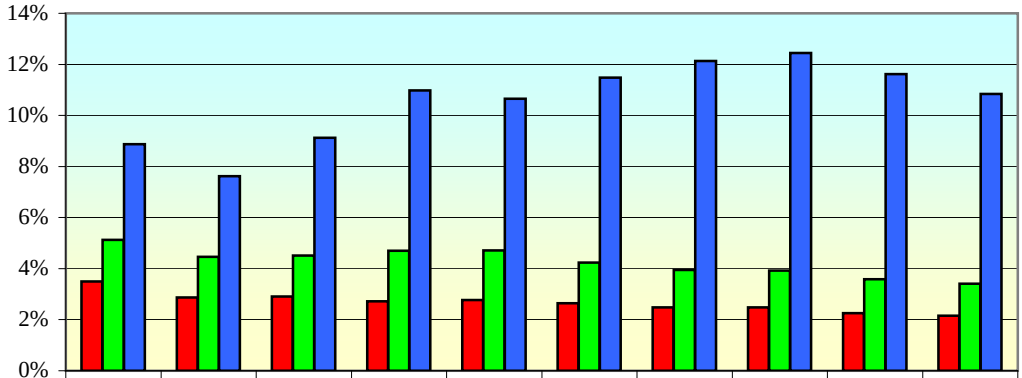
One of the measures of the capacity of a local government to service debt is Debt per Capita. The City of Bartlett's net debt and total debt per capita have slowly decrease.



	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Net Debt	$520	$503	$521	$481	$508	$563	$545	$534	$498	$482
Total Debt	$761	$782	$806	$833	$866	$899	$868	$846	$795	$762
Net & Overlapping	$1,319	$1,338	$1,631	$1,947	$1,957	$2,439	$2,664	$2,683	$2,571	$2,420

Debt to Assessed Values
(FY 2001 - FY 2010)

Another measure of capacity is the Debt to Assessed Value of Property. Due to the growth in property values in Bartlett and the reduction in debt issued the City of Bartlett's net debt has improved over the last ten years.



	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Net Debt	3.5%	2.9%	2.9%	2.7%	2.8%	2.6%	2.5%	2.5%	2.3%	2.2%
Total Debt	5.1%	4.5%	4.5%	4.7%	4.7%	4.2%	4.0%	3.9%	3.6%	3.4%
Net & Overlapping	8.9%	7.6%	9.1%	11.0%	10.7%	11.5%	12.1%	12.4%	11.6%	10.8%

CITY OF BARTLETT
UTILITY FUND DEBT SERVICE
FY 2012 Adopted Budget

Description	FY 2010 Actual	FY 2011 Revised Budget	FY 2011 Projection	FY 2012 Adopted Budget
Utility Debt Expenditures				
Paying Agent Fee	$ 1,936	$ 3,400	$ 2,000	$ 2,500
Debt Issuance Expense	41,932	20,000	50,000	50,000
1997B Principal	190,000	0	0	0
2001B Principal	130,000	135,000	135,000	140,000
2002B Principal	165,000	80,000	80,000	0
2003B Principal	255,000	460,000	460,000	475,000
2004B Principal	55,000	55,000	55,000	60,000
2005B Principal	120,000	115,000	115,000	125,000
2006B Principal	60,000	65,000	65,000	65,000
2007B Principal	35,000	35,000	35,000	40,000
2008B Principal	32,000	33,000	33,000	35,000
2009B Principal	0	35,000	35,000	40,000
2010B Principal	0	0	0	120,000
1997B Interest	7,125	0	0	0
2001B Interest	96,981	93,824	51,184	2,905
2002B Interest	51,413	48,925	1,250	0
2003B Interest	195,440	187,265	187,265	172,646
2004B Interest	41,301	40,098	40,098	38,328
2005B Interest	50,105	47,586	47,586	43,530
2006B Interest	55,267	54,041	54,041	51,701
2007B Interest	39,166	38,233	38,233	36,733
2008B Interest	713	47,750	48,400	46,750
2009B Interest	24,100	29,363	29,363	28,613
2010B Interest	0	15,000	50,469	64,869
2011B Interest	0	0	0	15,000
Total Utility Debt Expenditures	**$ 1,647,479**	**$ 1,638,485**	**$ 1,612,889**	**$ 1,653,575**

City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - Water and Sewer Fund
June 30, 2011

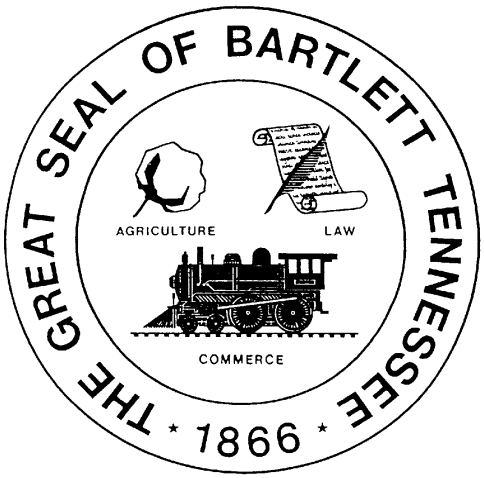
Fiscal Year	Series 2010 Bonds		Series 2009 Bonds		Series 2008 Bonds		Series 2007 Bonds		Series 2006 Bonds		Series 2005 Bonds		Series 2004 Bonds		Series 2003 Bonds		Series 2001 Bonds		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2012	120,000	64,869	40,000	28,613	35,000	46,750	40,000	36,733	65,000	51,701	125,000	43,530	60,000	38,328	475,000	172,646	140,000	2,905	1,100,000	486,074
2013	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	500,000	156,428			1,141,000	450,211
2014	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	515,000	138,915			1,163,000	414,011
2015	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	525,000	120,453			1,205,000	376,226
2016	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	550,000	100,828			1,232,000	336,319
2017	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	485,000	81,438			1,198,000	295,939
2018	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	220,000	67,933			965,000	260,201
2019	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	230,000	59,043			982,000	228,085
2020	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	240,000	49,523			870,000	197,232
2021	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	245,000	39,519			902,000	166,930
2022	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	260,000	28,975			939,000	134,414
2023	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	270,000	17,778			742,000	103,098
2024			50,000	14,703	59,000	19,800	60,000	12,933	105,000	13,000	20,000	2,030	90,000	5,998	280,000	6,020			664,000	74,483
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
	$ 3,115,000	$ 419,922	$ 925,000	$ 339,086	$ 935,000	$ 498,850	$ 910,000	$ 358,791	$ 1,310,000	$ 454,836	$ 1,260,000	$ 233,086	$ 1,035,000	$ 312,921	$ 4,795,000	$ 1,039,495	$ 140,000	$ 2,905	$ 14,425,000	$ 3,659,893

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	
2001	6,970,022	3,544,845	3,425,177	1,390,000	589,561	1,979,561	1.73
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

(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 2012 - 2016 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 street throughout the City. This is a 4 year plan, $3,200,000 in FY 2011, $2,300,000 in FY 2012, $1,800,000 in FY 2013 and $800,000 in FY 2014. 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

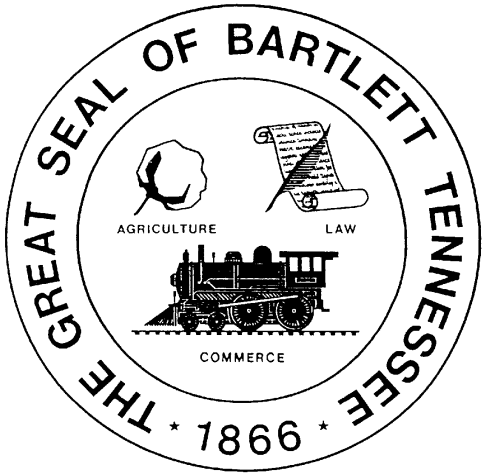
With the economy's situation, we only replaces the aging and broken vehicles and equipment with new ones. In the replacement cycle the second oldest vehicle will replace the oldest broken one, the third oldest replaces the second oldest, and so on, thus the vehicle maintenance cost will not be much different.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

CITY OF BARTLETT
FY 2012-2016 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY FUNCTION

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Revenues						
G.O. Bonds	$ 2,590,000	$ 3,820,000	$ 2,950,000	$ 200,000	$ 3,340,000	**$ 12,900,000**
Utility Bonds	$ 0	$ 1,073,000	$ 823,000	$ 1,153,000	$ 1,398,000	**$ 4,447,000**
Capital Note	$ 691,500	$ 1,007,000	$ 952,000	$ 927,000	$ 952,000	**$ 4,529,500**
Total Revenues	**$ 3,281,500**	**$ 5,900,000**	**$ 4,725,000**	**$ 2,280,000**	**$ 5,690,000**	**$ 21,876,500**
Expenditures						
G.O. Bond/Other Funded						
Administrative	$ 28,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 148,000**
Public Safety	$ 568,000	$ 1,435,000	$ 510,000	$ 635,000	$ 510,000	**$ 3,658,000**
Public Works	$ 120,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,120,000**
Engineering	$ 2,401,500	$ 2,972,000	$ 1,972,000	$ 72,000	$ 3,362,000	**$ 10,779,500**
Parks & Recreation	$ 164,000	$ 140,000	$ 1,140,000	$ 140,000	$ 140,000	**$ 1,724,000**
Total G.O. Bond/Other Funded	**$ 3,281,500**	**$ 4,827,000**	**$ 3,902,000**	**$ 1,127,000**	**$ 4,292,000**	**$ 17,429,500**
Utility Bond/Other Funded						
Water	$ 0	$ 173,000	$ 223,000	$ 253,000	$ 423,000	**$ 1,072,000**
Sewer	$ 0	$ 900,000	$ 600,000	$ 900,000	$ 975,000	**$ 3,375,000**
Total Utility Bond/Other Funded	**$ 0**	**$ 1,073,000**	**$ 823,000**	**$ 1,153,000**	**$ 1,398,000**	**$ 4,447,000**
Total Expenditures	**$ 3,281,500**	**$ 5,900,000**	**$ 4,725,000**	**$ 2,280,000**	**$ 5,690,000**	**$ 21,876,500**

CITY OF BARTLETT
FY 2012-2016 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY CATEGORY

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
GENERAL FUND						
Source of Funds						
G.O. Bonds	$ 2,590,000	$ 3,820,000	$ 2,950,000	$ 200,000	$ 3,340,000	**$ 12,900,000**
Capital Note	$ 691,500	$ 1,007,000	$ 952,000	$ 927,000	$ 952,000	**$ 4,529,500**
General Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 3,281,500**	**$ 4,827,000**	**$ 3,902,000**	**$ 1,127,000**	**$ 4,292,000**	**$ 17,429,500**
Project Costs						
Land/Right of Way	$ 0	$ 300,000	$ 0	$ 0	$ 0	**$ 300,000**
Design/Engineering	$ 30,000	$ 70,000	$ 200,000	$ 0	$ 140,000	**$ 440,000**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 2,500,000	$ 2,500,000	$ 2,750,000	$ 50,000	$ 3,200,000	**$ 11,000,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 751,500	$ 1,957,000	$ 952,000	$ 1,077,000	$ 952,000	**$ 5,689,500**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 3,281,500**	**$ 4,827,000**	**$ 3,902,000**	**$ 1,127,000**	**$ 4,292,000**	**$ 17,429,500**
UTILITY FUND						
Source of Funds						
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0	$ 1,073,000	$ 823,000	$ 1,153,000	$ 1,398,000	**$ 4,447,000**
Total Source	**$ 0**	**$ 1,073,000**	**$ 823,000**	**$ 1,153,000**	**$ 1,398,000**	**$ 4,447,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 300,000	$ 125,000	**$ 425,000**
Design/Engineering	$ 0	$ 0	$ 50,000	$ 0	$ 280,000	**$ 330,000**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 0	$ 950,000	$ 650,000	$ 730,000	$ 870,000	**$ 3,200,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other	$ 0	$ 123,000	$ 123,000	$ 123,000	$ 123,000	**$ 492,000**
Total Project Costs	**$ 0**	**$ 1,073,000**	**$ 823,000**	**$ 1,153,000**	**$ 1,398,000**	**$ 4,447,000**
TOTAL CIP COSTS	**$ 3,281,500**	**$ 5,900,000**	**$ 4,725,000**	**$ 2,280,000**	**$ 5,690,000**	**$ 21,876,500**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CIP PROJECT SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

PROJECT	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
FUNDING SOURCES						
General Obligation Bonds	$ 2,590,000	$ 3,820,000	$ 2,950,000	$ 200,000	$ 3,340,000	**$ 12,900,000**
Utility Bonds	$ 0	$ 1,073,000	$ 823,000	$ 1,153,000	$ 1,398,000	**$ 4,447,000**
Capital Note	$ 691,500	$ 1,007,000	$ 952,000	$ 927,000	$ 952,000	**$ 4,529,500**
Total Funding Sources	**$ 3,281,500**	**$ 5,900,000**	**$ 4,725,000**	**$ 2,280,000**	**$ 5,690,000**	**$ 21,876,500**
PROJECT COST						
Administrative						
Vehicles	$ 28,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 148,000**
Total Administrative	**$ 28,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 148,000**
Police						
Police Vehicles & Equipment	$ 328,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 2,068,000**
BJC Roof	$ 150,000	$ 0	$ 0	$ 0	$ 0	**$ 150,000**
Total Police	**$ 478,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 2,218,000**
Fire						
Fire Vehicles	$ 30,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	**$ 130,000**
Fire Ambulances	$ 0	$ 150,000	$ 0	$ 150,000	$ 0	**$ 300,000**
Z-Tron Alerting System	$ 60,000	$ 0	$ 0	$ 0	$ 0	**$ 60,000**
Fire - Aerial Truck	$ 0	$ 800,000	$ 0	$ 0	$ 0	**$ 800,000**
Total Fire	**$ 90,000**	**$ 975,000**	**$ 25,000**	**$ 175,000**	**$ 25,000**	**$ 1,290,000**
Code Enforcement						
Code Enforcement Vehicles	$ 0	$ 25,000	$ 50,000	$ 25,000	$ 50,000	**$ 150,000**
Total Code Inspection	**$ 0**	**$ 25,000**	**$ 50,000**	**$ 25,000**	**$ 50,000**	**$ 150,000**
Public Works						
Public Works Vehicles & Equp	$ 120,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,120,000**
Total Public Works	**$ 120,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 1,120,000**
Engineering						
Engineering Vehicle	$ 21,500	$ 22,000	$ 22,000	$ 22,000	$ 22,000	**$ 109,500**
City Wide Overlay	$ 2,300,000	$ 1,800,000	$ 800,000	$ 0	$ 0	**$ 4,900,000**
Frank Creek Bridge Rehab	$ 30,000	$ 0	$ 500,000	$ 0	$ 0	**$ 530,000**
Brother & Stage Left Signal	$ 0	$ 20,000	$ 0	$ 0	$ 150,000	**$ 170,000**
Old Brownsville West	$ 0	$ 300,000	$ 0	$ 0	$ 3,000,000	**$ 3,300,000**
Bartlett Road Bridge	$ 0	$ 250,000	$ 0	$ 0	$ 0	**$ 250,000**

CIP PROJECT SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

PROJECT	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Taper Inlet	$ 0	$ 50,000	$ 500,000	$ 0	$ 0	**$ 550,000**
Elmore Box	$ 0	$ 300,000	$ 0	$ 0	$ 0	**$ 300,000**
Burloe Pedestrian Bridge	$ 0	$ 100,000	$ 0	$ 0	$ 0	**$ 100,000**
FEMA Sirens	$ 0	$ 30,000	$ 0	$ 0	$ 0	**$ 30,000**
FEMA Generator	$ 0	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
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	**$ 2,401,500**	**$ 2,972,000**	**$ 1,972,000**	**$ 72,000**	**$ 3,362,000**	**$ 10,779,500**
Parks						
Parks Vehicles & Equipment	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	**$ 325,000**
Recreation Vehicles & Equipment	$ 99,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	**$ 399,000**
Water Park & Outdoor Pool	$ 0	$ 0	$ 1,000,000	$ 0	$ 0	**$ 1,000,000**
Total Parks	**$ 164,000**	**$ 140,000**	**$ 1,140,000**	**$ 140,000**	**$ 140,000**	**$ 1,724,000**
Water						
Tank Maint. & Paint	$ 0	$ 123,000	$ 123,000	$ 123,000	$ 123,000	**$ 492,000**
Water Line Upgrades	$ 0	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 200,000**
Water Plant Well - Ardie	$ 0	$ 0	$ 50,000	$ 0	$ 0	**$ 50,000**
Austin Peay Xing	$ 0	$ 0	$ 0	$ 80,000	$ 0	**$ 80,000**
Retrofit Reservoir - Germantown	$ 0	$ 0	$ 0	$ 0	$ 250,000	**$ 250,000**
Total Water	**$ 0**	**$ 173,000**	**$ 223,000**	**$ 253,000**	**$ 423,000**	**$ 1,072,000**
Sewers						
Sewer Rehab	$ 0	$ 100,000	$ 100,000	$ 100,000	$ 100,000	**$ 400,000**
Sewers in Annexation Area	$ 0	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 1,600,000**
Sewer Line Upgrades	$ 0	$ 100,000	$ 100,000	$ 100,000	$ 100,000	**$ 400,000**
Sludge Digestion Upgrade	$ 0	$ 300,000	$ 0	$ 0	$ 0	**$ 300,000**
Upgrade Sewage Plant #2	$ 0	$ 0	$ 0	$ 300,000	$ 0	**$ 300,000**
Buckhead Outfall	$ 0	$ 0	$ 0	$ 0	$ 250,000	**$ 250,000**
Water Plant Site	$ 0	$ 0	$ 0	$ 0	$ 125,000	**$ 125,000**
Total Sewers	**$ 0**	**$ 900,000**	**$ 600,000**	**$ 900,000**	**$ 975,000**	**$ 3,375,000**
TOTAL CIP	**$ 3,281,500**	**$ 5,900,000**	**$ 4,725,000**	**$ 2,280,000**	**$ 5,690,000**	**$ 21,876,500**

ADMINISTRATIVE SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

PROJECT	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Administrative						
Vehicles	$ 28,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 148,000**
Total Administrative	**$ 28,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 148,000**
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 28,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 148,000**
General Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 28,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 148,000**
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	$ 28,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 148,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 28,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 148,000**

ADMINISTRATIVE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: 10612

Project Name: Vehicles and Equipment

Project Description

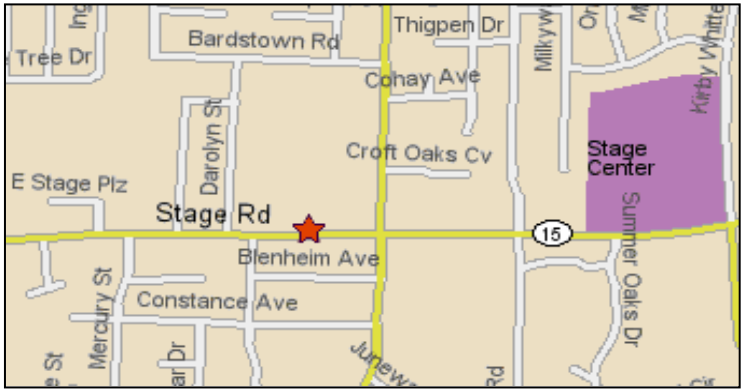
Replace one vehicle each year.

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	07/11	06/15
Total Project	**07/11**	**06/15**

Location

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

Location Map



Impact on Operating Budget	FY 2012	FY 2013	FY 2014
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 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 28,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 148,000**
General Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 28,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 148,000**
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	$ 28,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 148,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 28,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 148,000**

PUBLIC SAFETY SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

PROJECT	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Police						
Police Vehicles & Equipment	$ 328,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 2,068,000**
BJC Roof	$ 150,000	$ 0	$ 0	$ 0	$ 0	**$ 150,000**
Total Police	**$ 478,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 2,218,000**
Fire						
Fire Vehicles	$ 30,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	**$ 130,000**
Fire Ambulances	$ 0	$ 150,000	$ 0	$ 150,000	$ 0	**$ 300,000**
Z-Tron Alerting System	$ 60,000	$ 0	$ 0	$ 0	$ 0	**$ 60,000**
Fire - Aerial Truck	$ 0	$ 800,000	$ 0	$ 0	$ 0	**$ 800,000**
Total Fire	**$ 90,000**	**$ 975,000**	**$ 25,000**	**$ 175,000**	**$ 25,000**	**$ 1,290,000**
Code Enforcement						
Code Enforcement Vehicles	$ 0	$ 25,000	$ 50,000	$ 25,000	$ 50,000	**$ 150,000**
Total Code Enforcement	**$ 0**	**$ 25,000**	**$ 50,000**	**$ 25,000**	**$ 50,000**	**$ 150,000**
Source of Funds						
G.O. Bonds	$ 210,000	$ 950,000	$ 0	$ 150,000	$ 0	**$ 1,310,000**
Capital Note	$ 358,000	$ 485,000	$ 510,000	$ 485,000	$ 510,000	**$ 2,348,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 568,000**	**$ 1,435,000**	**$ 510,000**	**$ 635,000**	**$ 510,000**	**$ 3,658,000**
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	$ 150,000	$ 0	$ 0	$ 0	$ 0	**$ 150,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 418,000	$ 1,435,000	$ 510,000	$ 635,000	$ 510,000	**$ 3,508,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 568,000**	**$ 1,435,000**	**$ 510,000**	**$ 635,000**	**$ 510,000**	**$ 3,658,000**

Department: POLICE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: 20312

Project Name: Police Vehicles & Equipment

Project Description

Replace 8 and equip patrol cars at $34,000 each and two equip Admin. vehicles at $28,000 each.

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	07/11	06/15
Total Project	**N/A**	**N/A**

Location

3730 Appling Rd.

Location Map

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 328,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 2,068,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 328,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 2,068,000**
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	$ 328,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 2,068,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 328,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 2,068,000**

Department: POLICE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: 209

Project Name: BJC Roof

Project Description

Replace BJC roof.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/11	06/12
Equipment/Furnishings	N/A	N/A
Total Project	**N/A**	**N/A**

Location

3730 Appling Rd.

Location Map

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 150,000	$ 0	$ 0	$ 0	$ 0	**$ 150,000**
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	**$ 150,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 150,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 150,000	$ 0	$ 0	$ 0	$ 0	**$ 150,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 150,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 150,000**

Department: FIRE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: 25712

Project Name: Fire Vehicles

Project Description

Battalion Vehicle to replace the current Battalion car. Replace car with a SUV to set up with equipment for a better command post vehicle. The new vehicle will replace a 140,000 mile 1995 Crown Vic.

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

2939 Altruria Road.

Location Map

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 30,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	**$ 130,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 30,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 130,000**
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	$ 25,000	$ 25,000	$ 25,000	$ 25,000	**$ 130,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 30,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 130,000**

Department: FIRE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: 25612

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	07/11	06/15
Total Project	**07/11**	**06/15**

Location

Station 3, 7855 Memphis Arlington.

Location Map

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 150,000	$ 0	$ 150,000	$ 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**	**$ 150,000**	**$ 0**	**$ 150,000**	**$ 0**	**$ 300,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 0	$ 150,000	$ 0	$ 150,000	$ 0	**$ 300,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 0**	**$ 150,000**	**$ 0**	**$ 150,000**	**$ 0**	**$ 300,000**

Department: FIRE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: 261

Project Name: Z-Tron Alerting System

Project Description

The purchase and installation of equipment, circuits and hardware to replace the current singular Bartlett Fire Department station alerting/paging 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
Equipment/Furnishings	07/11	06/12
Total Project	**N/A**	**N/A**

Location

2939 Altruria Road.

Location Map

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 60,000	$ 0	$ 0	$ 0	$ 0	**$ 60,000**
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	**$ 60,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 60,000**
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	$ 60,000	$ 0	$ 0	$ 0	$ 0	**$ 60,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 60,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 60,000**

Department: FIRE

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

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

Location

Fire station #3, 7855 Memphis Arlington.

Location Map

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 800,000	$ 0	$ 0	$ 0	**$ 800,000**
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**	**$ 800,000**	**$ 0**	**$ 0**	**$ 0**	**$ 800,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
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	$ 800,000	$ 0	$ 0	$ 0	**$ 800,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 0**	**$ 800,000**	**$ 0**	**$ 0**	**$ 0**	**$ 800,000**

Department: CODE ENFORCEMENT

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: to be determined

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	12/16
Total Project	**07/12**	**12/16**

Location

6382 Stage Road, Bartlett.

Location Map

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 25,000	$ 50,000	$ 25,000	$ 50,000	**$ 150,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 25,000**	**$ 50,000**	**$ 25,000**	**$ 50,000**	**$ 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	$ 0	$ 25,000	$ 50,000	$ 25,000	$ 50,000	**$ 150,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 0**	**$ 25,000**	**$ 50,000**	**$ 25,000**	**$ 50,000**	**$ 150,000**

PUBLIC WORKS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

PROJECT	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Public Works						
Public Works Vehicles & Equp	$ 120,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,120,000**
Total Public Works	**$ 120,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 1,120,000**
Engineering						
Engineering Vehicle	$ 21,500	$ 22,000	$ 22,000	$ 22,000	$ 22,000	**$ 109,500**
City Wide Overlay	$ 2,300,000	$ 1,800,000	$ 800,000	$ 0	$ 0	**$ 4,900,000**
Frank Creek Bridge Rehab	$ 30,000	$ 0	$ 500,000	$ 0	$ 0	**$ 530,000**
Brother & Stage Left Signal	$ 0	$ 20,000	$ 0	$ 0	$ 150,000	**$ 170,000**
Old Brownsville West	$ 0	$ 300,000	$ 0	$ 0	$ 3,000,000	**$ 3,300,000**
Bartlett Road Bridge	$ 0	$ 250,000	$ 0	$ 0	$ 0	**$ 250,000**
Taper Inlet	$ 0	$ 50,000	$ 500,000	$ 0	$ 0	**$ 550,000**
Elmore Box	$ 0	$ 300,000	$ 0	$ 0	$ 0	**$ 300,000**
Burloe Pedestrian Bridge	$ 0	$ 100,000	$ 0	$ 0	$ 0	**$ 100,000**
FEMA Sirens	$ 0	$ 30,000	$ 0	$ 0	$ 0	**$ 30,000**
FEMA Generator	$ 0	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
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	**$ 2,401,500**	**$ 2,972,000**	**$ 1,972,000**	**$ 72,000**	**$ 3,362,000**	**$ 10,779,500**
Source of Funds						
G.O. Bonds	$ 2,380,000	$ 2,870,000	$ 1,950,000	$ 50,000	$ 3,340,000	**$ 10,590,000**
Capital Note	$ 141,500	$ 352,000	$ 272,000	$ 272,000	$ 272,000	**$ 1,309,500**
Total Source	**$ 2,521,500**	**$ 3,222,000**	**$ 2,222,000**	**$ 322,000**	**$ 3,612,000**	**$ 11,899,500**
Project Costs						
Land/Right of Way	$ 0	$ 300,000	$ 0	$ 0	$ 0	**$ 300,000**
Design/Engineering	$ 30,000	$ 70,000	$ 100,000	$ 0	$ 140,000	**$ 340,000**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 2,350,000	$ 2,500,000	$ 1,850,000	$ 50,000	$ 3,200,000	**$ 9,950,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 141,500	$ 352,000	$ 272,000	$ 272,000	$ 272,000	**$ 1,309,500**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 2,521,500**	**$ 3,222,000**	**$ 2,222,000**	**$ 322,000**	**$ 3,612,000**	**$ 11,899,500**

Department: PUBLIC WORKS

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: 30712

Project Name: Public Works Vehicles & Equipment

Project Description

City Shop, Bosch diagnostic system (5k), Freon recovery & charging system (3,800), **Gen Maint**., asphalt roller trailer (6,500) to replace undersized trailer with broken axle, F-150 truck (24k) to replace one with 168k ml. **Grds Maint**., F-250 crew cab (30k) replace one with 350k ml., finish mower (2,500), **Animal Control**, 2 - F-150 trucks (48k) to replace vehicles with 190k & 164k ml.

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	06/12
Total Project	**07/11**	**06/12**

Location

Public Works buildings around the City.

Location Map

At various locations throughout the City.

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 120,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,120,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 120,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 1,120,000**
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	$ 120,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,120,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 120,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 1,120,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: 42012

Project Name: Engineering Vehicle

Project Description

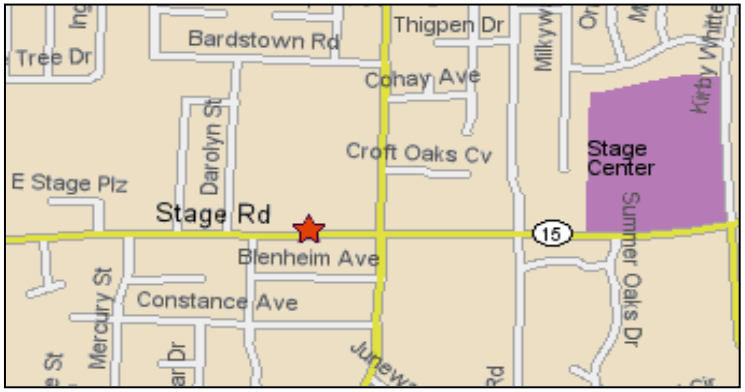
Vehicle replacement.

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	07/11	06/16
Total Project	**07/11**	**06/16**

Location

6382 Stage Road, Bartlett.

Location Map



Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 21,500	$ 22,000	$ 22,000	$ 22,000	$ 22,000	**$ 109,500**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 21,500**	**$ 22,000**	**$ 22,000**	**$ 22,000**	**$ 22,000**	**$ 109,500**
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	$ 21,500	$ 22,000	$ 22,000	$ 22,000	$ 22,000	**$ 109,500**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 21,500**	**$ 22,000**	**$ 22,000**	**$ 22,000**	**$ 22,000**	**$ 109,500**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

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	06/15
Total Project	**07/10**	**06/15**

Location

All over the city.

Location Map

Streets throughout the City of Bartlett.

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 2,300,000	$ 1,800,000	$ 800,000	$ 0	$ 0	**$ 4,900,000**
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	**$ 2,300,000**	**$ 1,800,000**	**$ 800,000**	**$ 0**	**$ 0**	**$ 4,900,000**
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	$ 2,300,000	$ 1,800,000	$ 800,000	$ 0	$ 0	**$ 4,900,000**
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	**$ 2,300,000**	**$ 1,800,000**	**$ 800,000**	**$ 0**	**$ 0**	**$ 4,900,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

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 2012	FY 2013	FY 2014
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 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 30,000	$ 0	$ 500,000	$ 0	$ 0	**$ 530,000**
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	**$ 30,000**	**$ 0**	**$ 500,000**	**$ 0**	**$ 0**	**$ 530,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 30,000	$ 0	$ 0	$ 0	$ 0	**$ 30,000**
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	**$ 30,000**	**$ 0**	**$ 500,000**	**$ 0**	**$ 0**	**$ 530,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: to be determined

Project Name: Brother and Stage Left Turn

Project Description

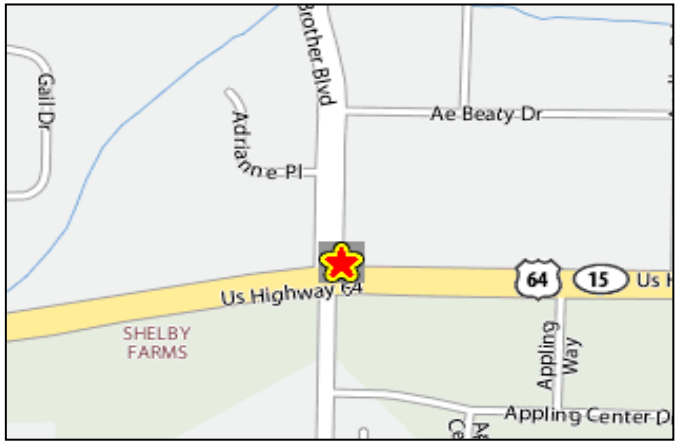
Install an east bound left turn lane on Brother along with signal modifications.

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

Location

Brother and Stage.

Location Map



Impact on Operating Budget	FY 2012	FY 2013	FY 2014
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 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 20,000	$ 0	$ 0	$ 150,000	**$ 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**	**$ 0**	**$ 150,000**	**$ 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	$ 0	$ 150,000	**$ 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**	**$ 0**	**$ 150,000**	**$ 170,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: 421

Project Name: Old Brownsville - West

Project Description

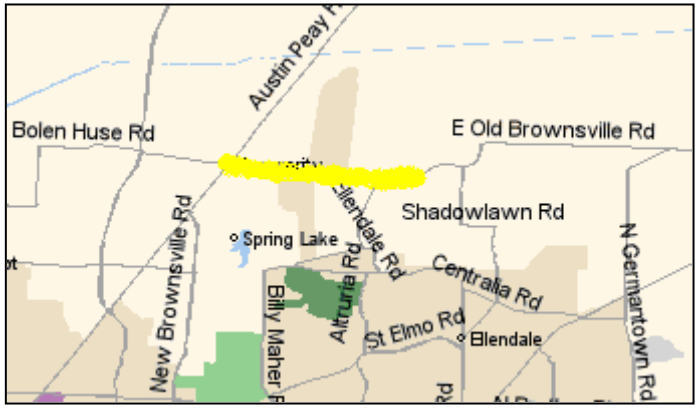
This project will re-build Old Brownsville Road from Kirby Whitten to Austin Peay Highway. It is funded 80/20 through the surface transportation fund. Re-paving of the roadway in 10 years. Initial engineering of 150,000 was provided in 2005 budget and an additional of 140,000 in 2007 budget.

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	06/17
Total Project	**07/04**	**06/17**

Location

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

Location Map



Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 300,000	$ 0	$ 0	$ 3,000,000	**$ 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	**$ 0**	**$ 300,000**	**$ 0**	**$ 0**	**$ 3,000,000**	**$ 3,300,000**
Project Costs						
Land/Right of Way	$ 0	$ 300,000	$ 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	$ 0	$ 3,000,000	**$ 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	**$ 0**	**$ 300,000**	**$ 0**	**$ 0**	**$ 3,000,000**	**$ 3,300,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: 426

Project Name: Bartlett Road Bridge

Project Description

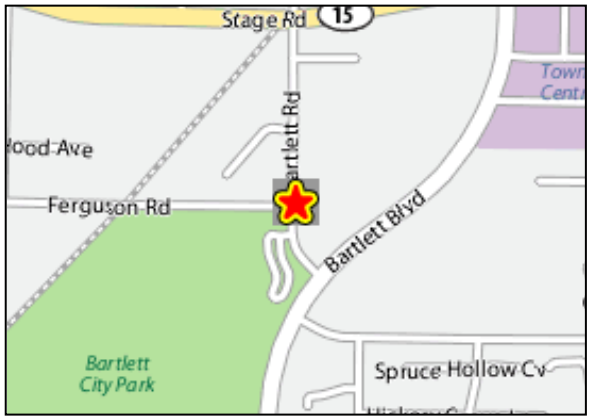
Rebuild and construct deck on Bartlett Road bridge.

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	08/12	06/14
Total Project	**08/12**	**06/14**

Location

Bartlett Road and Harrington creek.

Location Map



Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 250,000	$ 0	$ 0	$ 0	**$ 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	**$ 0**	**$ 250,000**	**$ 0**	**$ 0**	**$ 0**	**$ 250,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 0	$ 250,000	$ 0	$ 0	$ 0	**$ 250,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 0**	**$ 250,000**	**$ 0**	**$ 0**	**$ 0**	**$ 250,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: 445

Project Name: Stage Slope Taper Inlet

Project Description

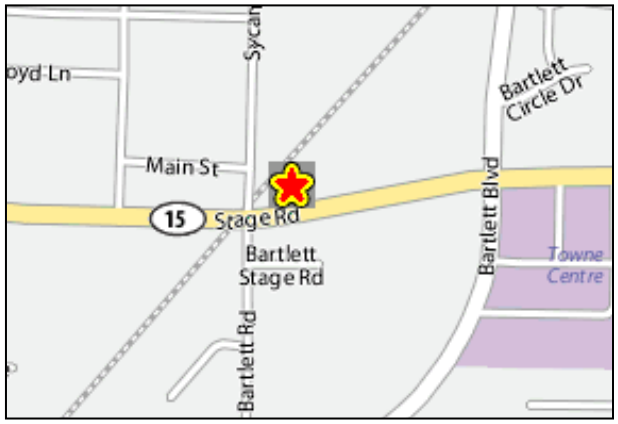
Install a modified inlet headwall at the box under Stage road by the Library.

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

Location

Stage and Bartlett Municipal Center.

Location Map



Impact on Operating Budget	FY 2012	FY 2013	FY 2014
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 2012	FY 2013	FY 2014	FY 2015	FY 2016	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 2012 - FY 2016

Project No.: to be determined

Project Name: Elmore Box

Project Description

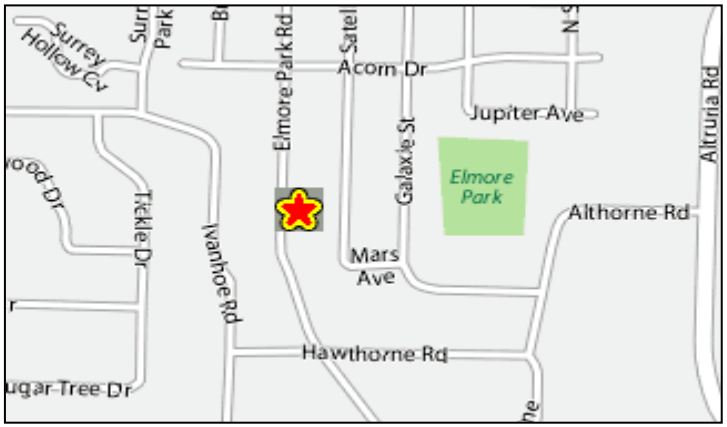
Replace a corrigated metal pipe under Elmore Road.

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

Location

Elmore Road between Acorn and Hawthorne.

Location Map



Impact on Operating Budget	FY 2012	FY 2013	FY 2014
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 2012	FY 2013	FY 2014	FY 2015	FY 2016	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 2012 - FY 2016

Project No.: to be determined

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 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 100,000	$ 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	**$ 0**	**$ 100,000**	**$ 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	$ 0	$ 100,000	$ 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	**$ 0**	**$ 100,000**	**$ 0**	**$ 0**	**$ 0**	**$ 100,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: to be determined

FEMA Sirens

Project Description

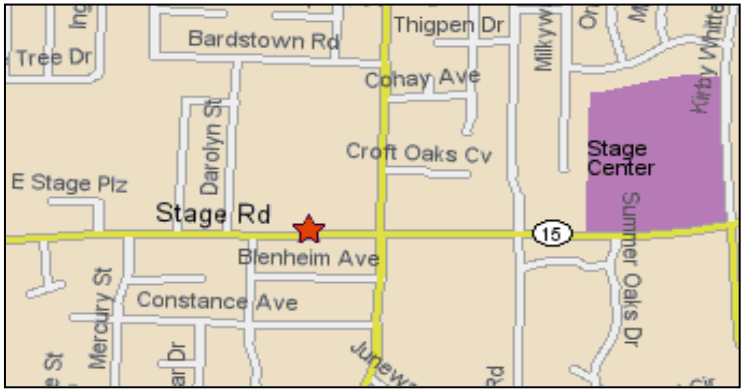
Match to install two new tornado sirens.

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 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 30,000	$ 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	**$ 0**	**$ 30,000**	**$ 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	$ 0	$ 30,000	$ 0	$ 0	$ 0	**$ 30,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 0**	**$ 30,000**	**$ 0**	**$ 0**	**$ 0**	**$ 30,000**

Department: ENGINEERING

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

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

Location

Fire stations around the city.

Location Map

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	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 2012 - FY 2016

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	07/13	06/14
Utility Relocation	N/A	N/A
Construction	N/A	N/A
Total Project	**07/13**	**06/14**

Location

Old Brownsville - Kirby Whitten Road to Germantown Parkway.

Location Map

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	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 2012 - FY 2016

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	07/15	12/16
Utility Relocation	N/A	N/A
Construction	N/A	N/A
Total Project	**07/15**	**12/16**

Location

US 70 to Old Brownsville.

Location Map

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	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 2012 - FY 2016

Project No.: 63612

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	07/11	06/16
Total Project	**07/11**	**06/16**

Location

Around the city.

Location Map

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	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**

PARKS AND RECREATION SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

PROJECT	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Parks and Recreation						
Parks Vehicles & Equipment	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	**$ 325,000**
Recreation Vehicles & Equipment	$ 99,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	**$ 399,000**
Water Park & Outdoor Pool	$ 0	$ 0	$ 1,000,000	$ 0	$ 0	**$ 1,000,000**
Total Parks and Recreation	**$ 164,000**	**$ 140,000**	**$ 1,140,000**	**$ 140,000**	**$ 140,000**	**$ 1,724,000**
Source of Funds						
G. O. Bonds	$ 0	$ 0	$ 1,000,000	$ 0	$ 0	**$ 1,000,000**
Capital Note	$ 164,000	$ 140,000	$ 140,000	$ 140,000	$ 140,000	**$ 724,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 164,000**	**$ 140,000**	**$ 1,140,000**	**$ 140,000**	**$ 140,000**	**$ 1,724,000**
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	$ 900,000	$ 0	$ 0	**$ 900,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 164,000	$ 140,000	$ 140,000	$ 140,000	$ 140,000	**$ 724,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 164,000**	**$ 140,000**	**$ 1,140,000**	**$ 140,000**	**$ 140,000**	**$ 1,724,000**

Department: PARKS & RECREATION

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: 50712

Project Name: Parks Vehicles & Equipment

Project Description

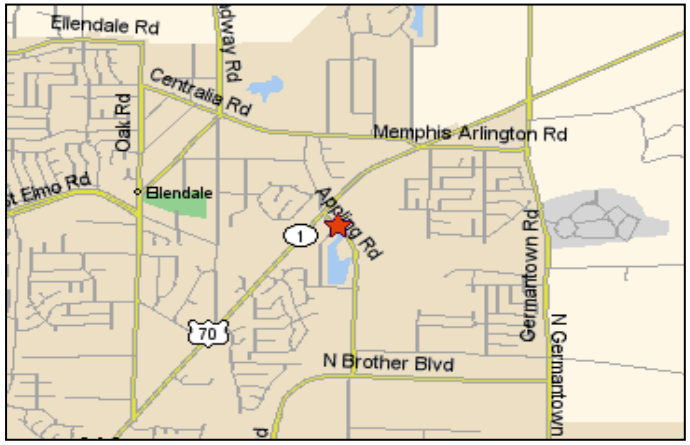
Replace truck #6012 - $28,000
Replace safety nets at Appling & Deermont fields - $10,000
Communication Equipment - $12,000
Add tractor for Ballfields - $15,000

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

Location

7700 Flaherty Place.

Location Map



Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	**$ 325,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 65,000**	**$ 65,000**	**$ 65,000**	**$ 65,000**	**$ 65,000**	**$ 325,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	**$ 325,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 65,000**	**$ 65,000**	**$ 65,000**	**$ 65,000**	**$ 65,000**	**$ 325,000**

Department: PARKS & RECREATION

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: 54312

Project Name: Recreation Center Equipment

Project Description

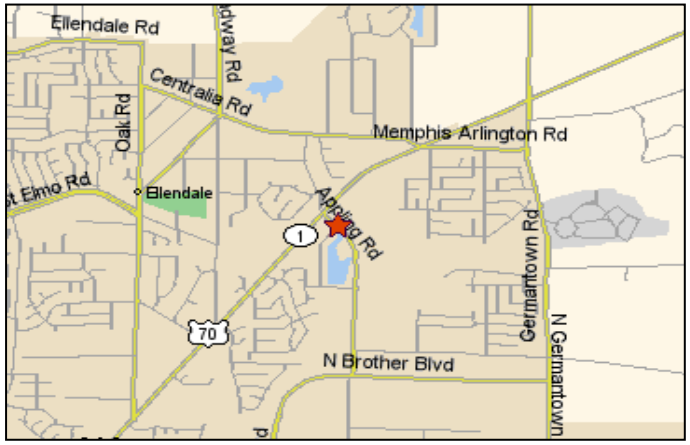
Treadmills - 15 @ $4,620 each ($69,000)
Flooring - $30,000 - Hallways, Cardio Room and Upstairs (Spin Area)

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 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 99,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	**$ 399,000**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other Funds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 99,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 399,000**
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	$ 99,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	**$ 399,000**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 99,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 399,000**

Department: PARKS & RECREATION

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: To be determined

Project Name: Water Park & Outdoor Pool

Project Description

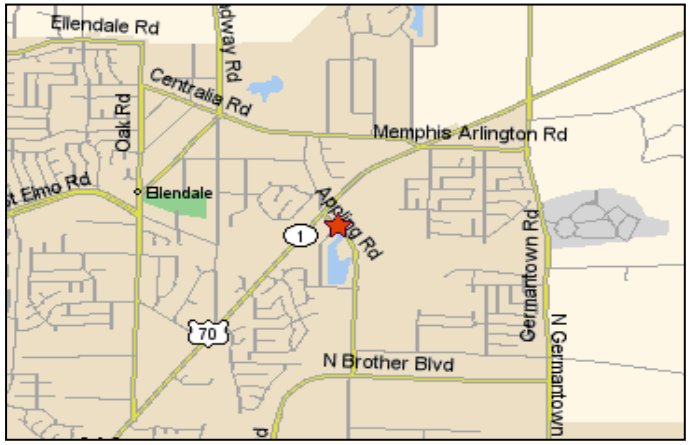
Design, engineer and build a water park and an outdoor pool.

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 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 1,000,000	$ 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**	**$ 0**	**$ 1,000,000**	**$ 0**	**$ 0**	**$ 1,000,000**
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	$ 900,000	$ 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**	**$ 0**	**$ 1,000,000**	**$ 0**	**$ 0**	**$ 1,000,000**

UTILITY FUND SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

PROJECT	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Water						
Tank Maint. & Paint	$ 0	$ 123,000	$ 123,000	$ 123,000	$ 123,000	**$ 492,000**
Water Line Upgrades	$ 0	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 200,000**
Water Plant Well - Ardie	$ 0	$ 0	$ 50,000	$ 0	$ 0	**$ 50,000**
Austin Peay Xing	$ 0	$ 0	$ 0	$ 80,000	$ 0	**$ 80,000**
Retrofit Reservoir - Germantown	$ 0	$ 0	$ 0	$ 0	$ 250,000	**$ 250,000**
Total Water	**$ 0**	**$ 173,000**	**$ 223,000**	**$ 253,000**	**$ 423,000**	**$ 1,072,000**
Sewers						
Sewers in Annexation Area	$ 0	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 1,600,000**
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	$ 0	$ 300,000	$ 0	$ 0	$ 0	**$ 300,000**
Upgrade Sewage Plant #2	$ 0	$ 0	$ 0	$ 300,000	$ 0	**$ 300,000**
Buckhead Outfall	$ 0	$ 0	$ 0	$ 0	$ 250,000	**$ 250,000**
Water Plant Site	$ 0	$ 0	$ 0	$ 0	$ 125,000	**$ 125,000**
Total Sewers	**$ 0**	**$ 900,000**	**$ 600,000**	**$ 900,000**	**$ 975,000**	**$ 3,375,000**
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0	$ 1,073,000	$ 823,000	$ 1,153,000	$ 1,398,000	**$ 4,447,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 1,073,000**	**$ 823,000**	**$ 1,153,000**	**$ 1,398,000**	**$ 4,447,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 300,000	$ 125,000	**$ 425,000**
Design/Engineering	$ 0	$ 0	$ 50,000	$ 0	$ 280,000	**$ 330,000**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 0	$ 950,000	$ 650,000	$ 730,000	$ 870,000	**$ 3,200,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other	$ 0	$ 123,000	$ 123,000	$ 123,000	$ 123,000	**$ 492,000**
Total Project Costs	**$ 0**	**$ 1,073,000**	**$ 823,000**	**$ 1,153,000**	**$ 1,398,000**	**$ 4,447,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

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
Construction	07/11	06/15
Total Project	**N/A**	**N/A**

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 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0	$ 123,000	$ 123,000	$ 123,000	$ 123,000	**$ 492,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 123,000**	**$ 123,000**	**$ 123,000**	**$ 123,000**	**$ 492,000**
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	$ 123,000	$ 123,000	$ 123,000	$ 123,000	**$ 492,000**
Total Project Costs	**$ 0**	**$ 123,000**	**$ 123,000**	**$ 123,000**	**$ 123,000**	**$ 492,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

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	07/11	06/15
Total Project	**07/11**	**06/15**

Location

Various locations around the City.

Location Map

Various locations around the City.

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	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 2012 - FY 2016

Project No.: To be determined

Project Name: Water Plant Well - Ardie

Project Description

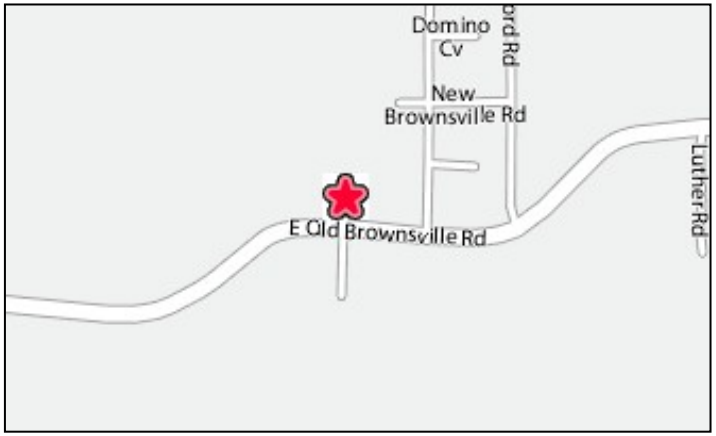
Construct a new water plant well.

Project Schedule	Start	Finish
Land/Right of Way	N/A	N/A
Design/Engineering	07/11	07/14
Utility Relocation	N/A	N/A
Construction	N/A	N/A
Total Project	**07/11**	**07/14**

Location

Ardie and Old Brownsville Road.

Location Map



Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	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	**$ 50,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 0**	**$ 50,000**	**$ 0**	**$ 0**	**$ 50,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0		$ 50,000	$ 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**	**$ 0**	**$ 50,000**	**$ 0**	**$ 0**	**$ 50,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: To be determined

Project Name: Austin Peay Xing

Project Description

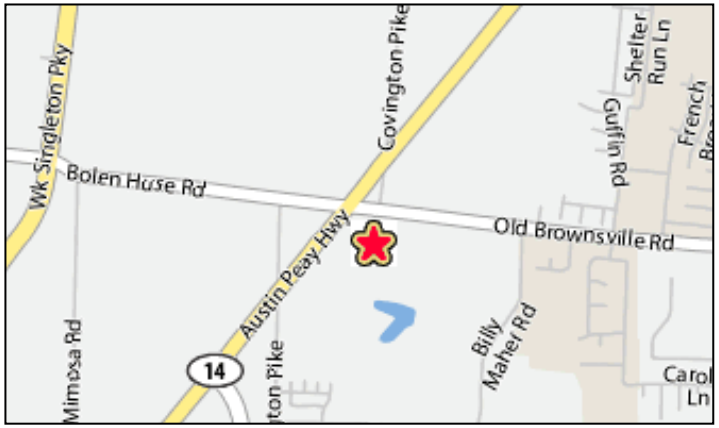
Install 16' water main under new construction at Austin Peay Highway.

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 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	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	$ 80,000	$ 0	**$ 80,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 0**	**$ 0**	**$ 80,000**	**$ 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	$ 0	$ 80,000	$ 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**	**$ 0**	**$ 80,000**	**$ 0**	**$ 80,000**

Department: ENGINEERING - WATER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

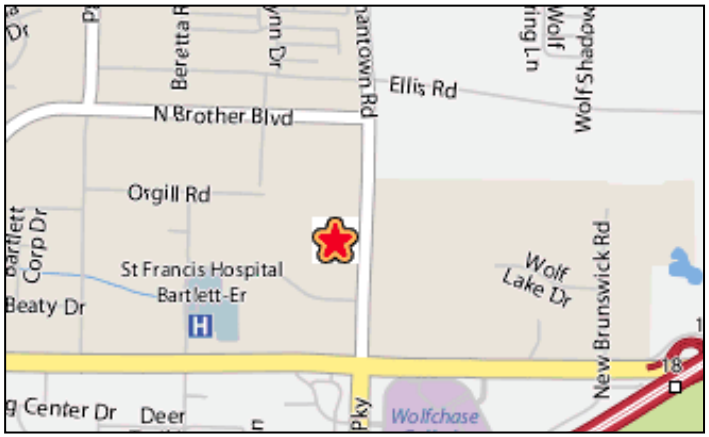
Project No.: 715

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	07/13	06/14
Utility Relocation	N/A	N/A
Construction	N/A	N/A
Total Project	**07/13**	**06/14**

Location
Germantown water plant.

Location Map


Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	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	$ 250,000	**$ 250,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 250,000**	**$ 250,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 0		$ 0	$ 250,000	**$ 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**	**$ 0**	**$ 250,000**	**$ 250,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

Project No.: To be determined

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	07/11	06/15
Total Project	**07/11**	**06/15**

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 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 1,600,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 1,600,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 0	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 1,600,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 0**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 1,600,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

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	07/11	06/15
Total Project	**07/11**	**06/15**

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 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	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 2012 - FY 2016

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	07/11	06/15
Total Project	**07/11**	**06/15**

Location

Various locations around the City.

Location Map

These projects are located at various locations around the City.

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	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 2012 - FY 2016

Project No.: To be determined

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	07/12	12/12
Utility Relocation	N/A	N/A
Construction	01/12	12/13
Total Project	**01/12**	**12/13**

Location

Shelter Run Lane.

Location Map

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Utility Bonds	$ 0	$ 300,000	$ 0	$ 0	$ 0	**$ 300,000**
Utility Operating Transfer In	$ 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 - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

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

Location

Area north of the river

Location Map

Exact location to be determined.

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	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**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

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	07/12	12/12
Utility Relocation	N/A	N/A
Construction	07/13	07/14
Total Project	**N/A**	**N/A**

Location

Westbrook and Germantown Road.

Location Map

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	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	$ 250,000	**$ 250,000**
Utility Operating Transfer In	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Source	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 250,000**	**$ 250,000**
Project Costs						
Land/Right of Way	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Design/Engineering	$ 0	$ 0	$ 0	$ 0	$ 30,000	**$ 30,000**
Utility Relocation	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Construction	$ 0	$ 0	$ 0	$ 0	$ 220,000	**$ 220,000**
Landscaping	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Equipment/Furnishings	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Other	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Total Project Costs	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 250,000**	**$ 250,000**

Department: ENGINEERING - SEWER

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

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	N/A	N/A
Design/Engineering	N/A	N/A
Construction	N/A	N/A
Equipment/Furnishings	07/10	06/15
Total Project	**07/10**	**06/15**

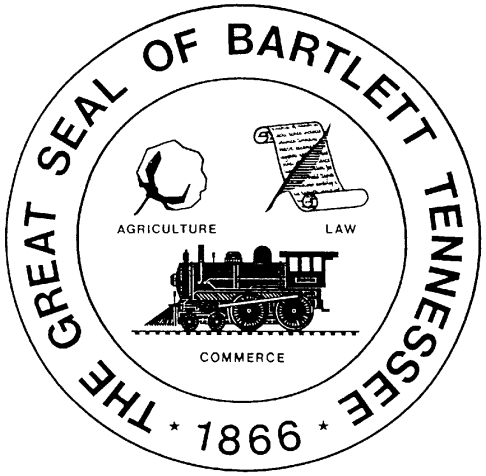
Location

Location Map

Impact on Operating Budget	FY 2012	FY 2013	FY 2014
Personnel	$ 0	$ 0	$ 0
Operations	$ 0	$ 0	$ 0
Capital	$ 0	$ 0	$ 0
Total Impact Oper. Budget	**$ 0**	**$ 0**	**$ 0**

Future Years and explanations:

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Source of Funds						
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Capital Note	$ 0	$ 0	$ 0	$ 0	$ 0	**$ 0**
Drainage Fund Transfer In	$ 0	$ 0	$ 0	$ 0	$ 125,000	**$ 125,000**
Other Funds	$ 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**


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

CITY OF BARTLETT

TENNESSEE

APPENDIX

Date of Incorporation – 1866

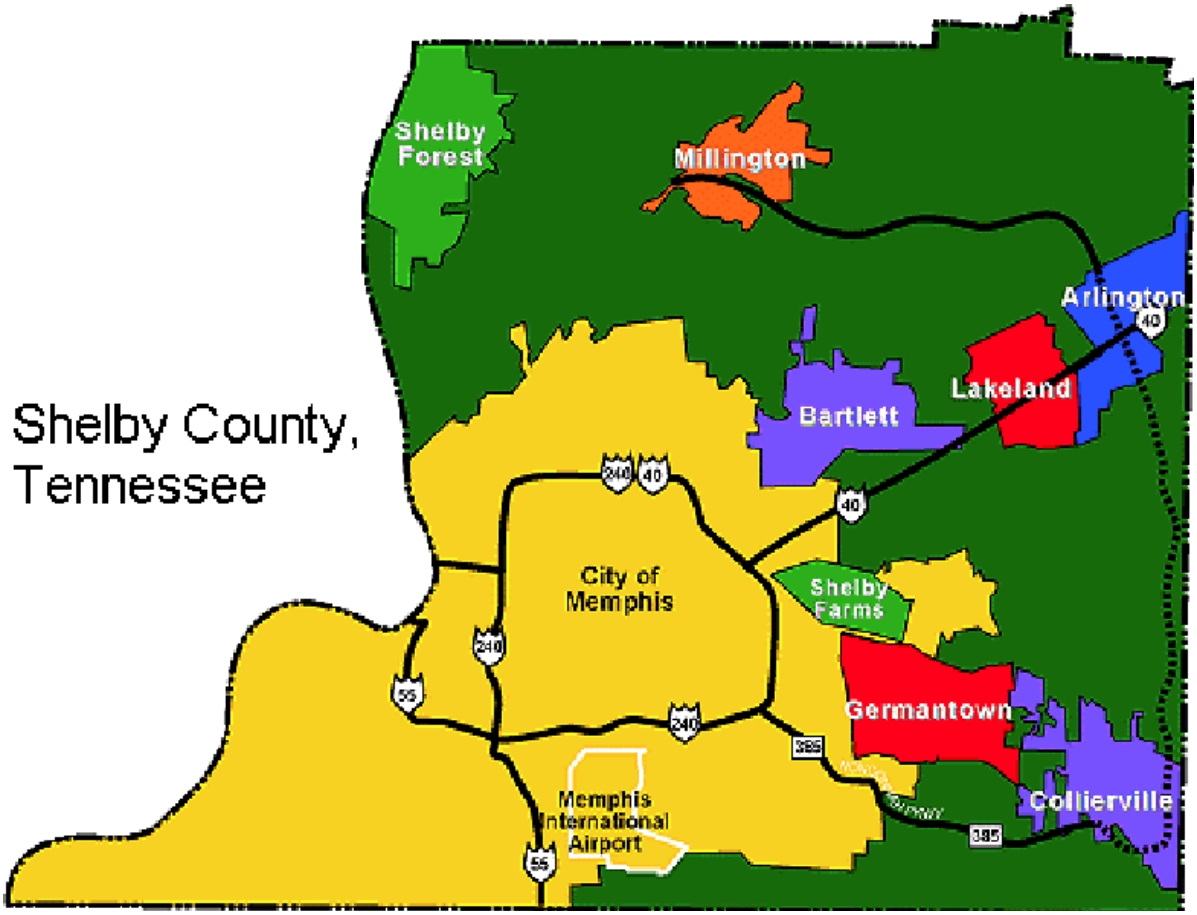
Date Charter Adopted – April 14, 1993

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	19,098
Pump Stations	29
Capacity of Bartlett System (Gallons/day)	2,700,000

WATER SYSTEM

Miles of Water Lines	371
Number of Water Connections	20,160
Number of Water Plants	4
Number of Storage Tanks	9
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 (2011)

Customer Name	Assessed Value
Brother Industries	$ 31,888,940
Saint Francis Hospital	20,659,520
Bartlett Logistics One LLC	11,238,240
Bristol Park at Wolfchase GP	9,413,560
Bell South Telecommunication	8,462,141
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

2007	215
2008	107
2009	89
2010	81

COMMERCIAL INDUSTRIAL/PERMITS

2007	97
2008	89
2009	60
2010	75

HOUSING UNITS

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

2011 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 2012 - FY 2016

PROJECT	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
FUNDING SOURCES						
General Obligation Bonds	$ 2,590,000	$ 3,820,000	$ 2,950,000	$ 200,000	$ 3,340,000	**$ 12,900,000**
Utility Bonds	$ 0	$ 1,073,000	$ 823,000	$ 1,153,000	$ 1,398,000	**$ 4,447,000**
Capital Note	$ 691,500	$ 1,007,000	$ 952,000	$ 927,000	$ 952,000	**$ 4,529,500**
Total Funding Sources	**$ 3,281,500**	**$ 5,900,000**	**$ 4,725,000**	**$ 2,280,000**	**$ 5,690,000**	**$ 21,876,500**
PROJECT COST						
Administrative						
Vehicles	$ 28,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	**$ 148,000**
Total Administrative	**$ 28,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 148,000**
Police						
Police Vehicles & Equipment	$ 328,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	**$ 2,068,000**
BJC Roof	$ 150,000	$ 0	$ 0	$ 0	$ 0	**$ 150,000**
Total Police	**$ 478,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 435,000**	**$ 2,218,000**
Fire						
Fire Vehicles	$ 30,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	**$ 130,000**
Fire Ambulances	$ 0	$ 150,000	$ 0	$ 150,000	$ 0	**$ 300,000**
Z-Tron Alerting System	$ 60,000	$ 0	$ 0	$ 0	$ 0	**$ 60,000**
Fire - Aerial Truck	$ 0	$ 800,000	$ 0	$ 0	$ 0	**$ 800,000**
Total Fire	**$ 90,000**	**$ 975,000**	**$ 25,000**	**$ 175,000**	**$ 25,000**	**$ 1,290,000**
Code Enforcement						
Code Enforcement Vehicles	$ 0	$ 25,000	$ 50,000	$ 25,000	$ 50,000	**$ 150,000**
Total Code Inspection	**$ 0**	**$ 25,000**	**$ 50,000**	**$ 25,000**	**$ 50,000**	**$ 150,000**
Public Works						
Public Works Vehicles & Equp	$ 120,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	**$ 1,120,000**
Total Public Works	**$ 120,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 250,000**	**$ 1,120,000**
Engineering						
Engineering Vehicle	$ 21,500	$ 22,000	$ 22,000	$ 22,000	$ 22,000	**$ 109,500**
City Wide Overlay	$ 2,300,000	$ 1,800,000	$ 800,000	$ 0	$ 0	**$ 4,900,000**
Frank Creek Bridge Rehab	$ 30,000	$ 0	$ 500,000	$ 0	$ 0	**$ 530,000**
Brother & Stage Left Signal	$ 0	$ 20,000	$ 0	$ 0	$ 150,000	**$ 170,000**
Old Brownsville West	$ 0	$ 300,000	$ 0	$ 0	$ 3,000,000	**$ 3,300,000**

Exhibit A

CIP PROJECT SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM
FY 2012 - FY 2016

PROJECT	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Bartlett Road Bridge	$ 0	$ 250,000	$ 0	$ 0	$ 0	**$ 250,000**
Taper Inlet	$ 0	$ 50,000	$ 500,000	$ 0	$ 0	**$ 550,000**
Elmore Box	$ 0	$ 300,000	$ 0	$ 0	$ 0	**$ 300,000**
Burloe Pedestrian Bridge	$ 0	$ 100,000	$ 0	$ 0	$ 0	**$ 100,000**
FEMA Sirens	$ 0	$ 30,000	$ 0	$ 0	$ 0	**$ 30,000**
FEMA Generator	$ 0	$ 50,000	$ 0	$ 0	$ 0	**$ 50,000**
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	**$ 2,401,500**	**$ 2,972,000**	**$ 1,972,000**	**$ 72,000**	**$ 3,362,000**	**$ 10,779,500**
Parks						
Parks Vehicles & Equipment	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	**$ 325,000**
Recreation Vehicles & Equipment	$ 99,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	**$ 399,000**
Water Park & Outdoor Pool	$ 0	$ 0	$ 1,000,000	$ 0	$ 0	**$ 1,000,000**
Total Parks	**$ 164,000**	**$ 140,000**	**$ 1,140,000**	**$ 140,000**	**$ 140,000**	**$ 1,724,000**
Water						
Tank Maint. & Paint	$ 0	$ 123,000	$ 123,000	$ 123,000	$ 123,000	**$ 492,000**
Water Line Upgrades	$ 0	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 200,000**
Water Plant Well - Ardie	$ 0	$ 0	$ 50,000	$ 0	$ 0	**$ 50,000**
Austin Peay Xing	$ 0	$ 0	$ 0	$ 80,000	$ 0	**$ 80,000**
Retrofit Reservoir - Germantown	$ 0	$ 0	$ 0	$ 0	$ 250,000	**$ 250,000**
Total Water	**$ 0**	**$ 173,000**	**$ 223,000**	**$ 253,000**	**$ 423,000**	**$ 1,072,000**
Sewers						
Sewer Rehab	$ 0	$ 100,000	$ 100,000	$ 100,000	$ 100,000	**$ 400,000**
Sewers in Annexation Area	$ 0	$ 400,000	$ 400,000	$ 400,000	$ 400,000	**$ 1,600,000**
Sewer Line Upgrades	$ 0	$ 100,000	$ 100,000	$ 100,000	$ 100,000	**$ 400,000**
Sludge Digestion Upgrade	$ 0	$ 300,000	$ 0	$ 0	$ 0	**$ 300,000**
Upgrade Sewage Plant #2	$ 0	$ 0	$ 0	$ 300,000	$ 0	**$ 300,000**
Buckhead Outfall	$ 0	$ 0	$ 0	$ 0	$ 250,000	**$ 250,000**
Water Plant Site	$ 0	$ 0	$ 0	$ 0	$ 125,000	**$ 125,000**
Total Sewers	**$ 0**	**$ 900,000**	**$ 600,000**	**$ 900,000**	**$ 975,000**	**$ 3,375,000**
TOTAL CIP	**$ 3,281,500**	**$ 5,900,000**	**$ 4,725,000**	**$ 2,280,000**	**$ 5,690,000**	**$ 21,876,500**

Exhibit B

City of Bartlett
Fees Schedule
Fiscal Year 2011-2012

Department	Type	Amount	Frequency/Notes/Description
BSMC	Municipal Center Rental Fee		
	Weekday, M-F (8:00am-5:00pm)		
	Auditorium (all day)	$ 350.00	$70/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)	$ 500.00	$100/hr with 4-hr minimum
	Banquet Hall (all day)	$ 625.00	$125/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 2011-2012

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
	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
	Zoning Ordinance W/ New Ordinances Copy Fee	$ 28.50	Each

City of Bartlett
Fees Schedule
Fiscal Year 2011-2012

Department	Type	Amount	Frequency/Notes/Description
	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 2011-2012

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 2011-2012

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 2011-2012

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 2011-2012

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 2011-2012

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

City of Bartlett
Fees Schedule
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Department	Type	Amount	Frequency/Notes/Description
	Commercial -- Rural Customers	$ 15.59	The first 2,000 gallons
	Commercial -- Rural Customers	$ 3.15	Next 8,000 gallons, per 1,000 gallons
	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 2011-2012

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 2011-2012

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
	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	$ 175.00	Resident Per session (Ages 9-14)
		$ 180.00	Nonresident Per session (Ages 9-14)
		$ 150.00	Resident per session (Ages 5-8)
		$ 155.00	Nonresident per session (Ages 5-8)
	Saturday Artists	$ 150.00	Resident Per Session (Ages 5-8)
		$ 155.00	Non Res. Per Session (Ages 5-8)
		$ 175.00	Resident Per Session (Ages 9-14)
		$ 180.00	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
	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
	Aditorium	$ 35.00	Resident per hour
		$ 45.00	Nonresident per hour
	Kitchen	$ 40.00	Resident per hour
		$ 45.00	Nonresident per hour
	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

City of Bartlett
Fees Schedule
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Department	Type	Amount	Frequency/Notes/Description
	Concession Stand	$ 75.00	Resident per hour
		$ 80.00	Nonresident per hour
	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)
	Aditorium	$ 90.00	Resident per hour (2 hr min)
		$ 100.00	Nonresident per hour
	Kitchen	$ 40.00	Resident per hour
		$ 45.00	Nonresident per hour
	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 Classrooms (depending on event)	$ 50.00	or $200 for dance or concert
	Deposit Auditorium, 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
	Kids Night Out	$ 5.00	1st and 3rd Friday each Month
	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	$ 65.00	Resident per month
		$ 70.00	Nonresident per month
	Preschool Summer Funtime - 4-5 yrs old	$ 60.00	Resident per month
		$ 65.00	Nonresident per month

City of Bartlett
Fees Schedule
Fiscal Year 2011-2012

Department	Type	Amount	Frequency/Notes/Description
	Special Events		
	Garage Sale	$ 30.00	Each
	Halloween	$ 1.00	Per adult
	Pet Show	$ 10.00	Each pet
	Run	$ 20.00	Each
	Turkey Shoot	$ 1.00	Each
	Youth Classes		
	Acrobatics & Tumbling	$ 15.00	Resident Per class
		$ 20.00	Nonresident per class
	ACT Prep	$ 180.00	Resident per session
		$ 185.00	Nonresident per session
	Tennis (Ages 7-17)	$ 60.00	Resident - 1 Lesson Per Week
		$ 65.00	Non Resident - 1 Lesson Per Week
	Womeodu Summer Tennis Academy (Ages 7-17)	$ 100.00	Resident Per Week
		$ 105.00	Non Resident Per Week
	Junior Novice Tournament	$ 35.00	Resident per session
		$ 40.00	Nonresident per session
	Engineering Fun Times	$ 50.00	Resident per semester
		$ 55.00	Nonresident per semester
	Babysitter Workshop	$ 50.00	Per session
	Beginner Guitar	$ 20.00	Per 1/2 hr session
	Cheerleading	$ 7.00	Per Week
	Crafty Creations	$ 30.00	Resident per session
		$ 35.00	Non-Resident per session
	Driver Education	$ 385.00	Resident per session
		$ 390.00	Nonresident per session
	Kid's in Kitchen	$ 70.00	Resident per session
		$ 75.00	Non-Resident 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
	Tutoring/Elementary	$ 300.00	per semester
	Tutoring/Middle School	$ 300.00	per semester
	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

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Fees Schedule
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Department	Type	Amount	Frequency/Notes/Description
	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	$ 15.00	Per 15-minute appointment
	30-minutes	$ 30.00	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
	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

City of Bartlett
Fees Schedule
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Department	Type	Amount	Frequency/Notes/Description
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	$ 30.00	
	1 student 1 lession per non-mem	$ 55.00	
	1 student 4 lessions per mem	$ 80.00	
	1 student 4 lessions per non-mem	$ 105.00	
	Lifeguard Instructor mem	$ 195.00	
	Lifeguard Instructor non- mem	$ 220.00	
	Lifeguard recert mem fee	$ 65.00	
	Lifeguard recert non-mem fee	$ 90.00	
	Lifeguard training mem fee	$ 175.00	
	Lifeguard training non-mem fee	$ 200.00	
	Masters swim mem daily	free	
	Masters swim non-mem daily	$ 25.00	
	Recert fee	$ 10.00	
	Swim class member fee	$ 75.00	
	Swim class non-member fee	$ 100.00	
	Swim club registration	$ 10.00	
	WSI class mem	$ 170.00	
	WSI class non-mem	$ 185.00	

City of Bartlett
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Department	Type	Amount	Frequency/Notes/Description
	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	
	Eager To Exercise Mem	$ 30.00	
	Eager To Exercise Non-Mem	$ 40.00	
	Fast Track	$ 225.00	
	Fitness Assessment	$ 25.00	

City of Bartlett
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Department	Type	Amount	Frequency/Notes/Description
	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	$ 250.00	
	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	
	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	

City of Bartlett
Fees Schedule
Fiscal Year 2011-2012

Department	Type	Amount	Frequency/Notes/Description
	Camp 8 wk non-mem 1st sibling	$ 1,140.00	
	Camp 8 wk non-mem 2nd sibling	$ 1,100.00	
	Camp care before & after	$ 25.00	
	Camp care before or after	$ 15.00	
	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	$ 20.00	
	Triathlon insurance individual	$ 5.00	
	Triathlon insurance relay	$ 15.00	
	Triathlon late fee individual		
	Triathlon late fee relay		
	Triathlon relay	$ 60.00	
	Trunk N Treat	$ 25.00	
	Swim Competition		
	Late fee	$ 10.00	
	Black team mem	$ 45.00	
	Black team non-mem	$ 70.00	
	Black 2nd swimmer mem	$ 35.00	
	Black 2nd swimmer non-mem	$ 60.00	
	Red team mem	$ 55.00	
	Red team non-mem	$ 80.00	
	Red 2nd swimmer mem	$ 45.00	
	Red 2nd swimmer non-mem	$ 70.00	
	Senior member	$ 65.00	
	Senior non-mem	$ 90.00	
	Senior 2nd swimmer mem	$ 55.00	
	Senior 2nd swimmer non-mem	$ 80.00	

City of Bartlett
Fees Schedule
Fiscal Year 2011-2012

Department	Type	Amount	Frequency/Notes/Description
	USS transfer fee in LSC	$ 5.00	
	USS transfer fee in LSC non-mem	$ 10.00	
	White team mem	$ 35.00	
	White team non-mem	$ 60.00	
	White 2nd swimmer mem	$ 25.00	
	White 2nd swimmer non-mem	$ 50.00	
	Yearly registration fee	$ 56.00	
	Yearly US reg fee	$ 55.00	
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	
	Tickets - Non Subscribers - legend Series	$ 45.00	
	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	$ 20.00	
	Tickets - Subscriber - DinnerStages	$ 15.00	
	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	
	Facility piano tuning - per event	$ 100.00	
	Follow spot light - per event	$ 5.00	Operator additional @$15/hr

City of Bartlett
Fees Schedule
Fiscal Year 2011-2012

Department	Type	Amount	Frequency/Notes/Description
	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.

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.

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.

GLOSSARY OF TERMS

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.

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.

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.

GLOSSARY OF TERMS

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.

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.

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.

GLOSSARY OF TERMS

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.