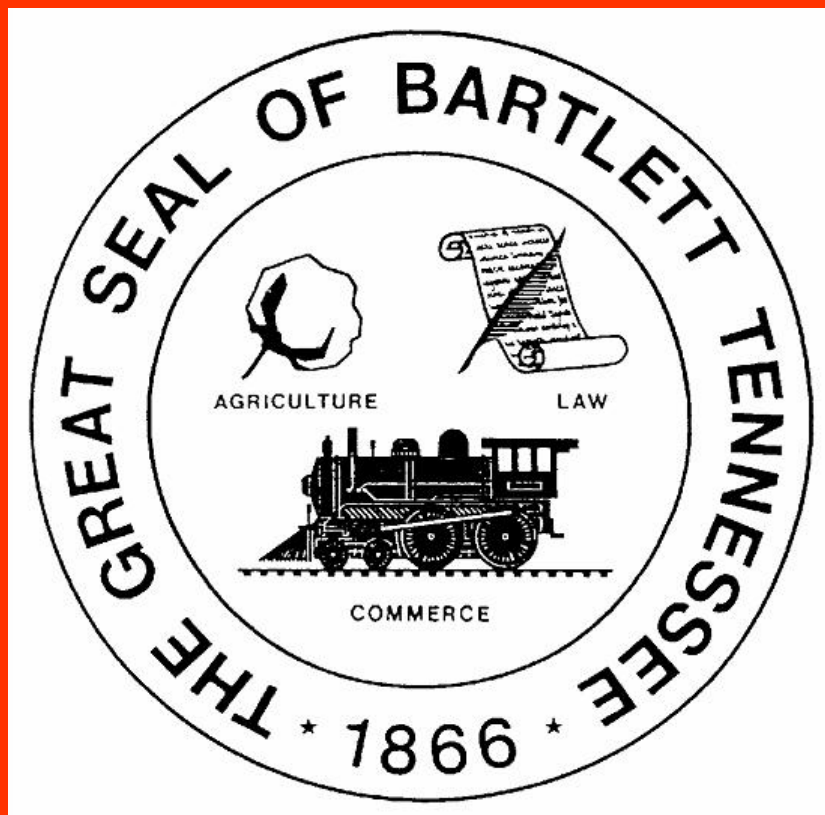


CITY OF BARTLETT **TENNESSEE**

**A Great Place to Live, Work, Play, Raise a
Family, and Retire!**



David Parsons, Mayor

FISCAL 2025 ADOPTED BUDGET



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Bartlett
Tennessee**

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Morrell

Executive Director



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City of Bartlett

Bartlett Vision 2030

A great place to live, work, play, raise a family, and retire!

BARTLETT CITY HALL

6400



Bartlett
T E N N E S S E E
HOMETOWN PROUD

David Parsons, Mayor

A MESSAGE FROM THE MAYOR

The City of Bartlett's Strategic Plan identifies the most significant measures to achieve the Vision, Mission, Values and Goals established from community surveys and recommendations from all City Directors and our elected officials.

To set the standard for public service in Tennessee, the City of Bartlett compiled this information to create the Bartlett Vision 2030 Plan. These goals established the performance targets for the City to reach these objectives and continually deliver exceptional service to our community.

You can help by reviewing the document and contributing to the successful actions that are necessary to achieve the desired results. We will track our progress in a transparent and accountable way on the Goal-Measures Dashboard located on the City's website. I want to thank our employees, the University of Memphis, and our city officials for aiding in the development of this plan and their efforts to accomplish it for our residents and visitors.

Sincerely,



David Parsons
Mayor



VISION | MISSION | VALUES | GOALS



Vision Statement

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

Mission Statement

Our mission is to continuously improve the services, amenities, and opportunities we provide citizens to enhance the quality of life in our hometown today, making tomorrow better and the future brighter.

Core Values

Inspire our employees to create a community that everyone wants to call home.

Implement action to improve the quality of life for our citizens, employees, and visitors.

Innovate to build a foundation to make the future brighter for this generation and the next.

Action Goals

Economic Vitality - Advance the financial well-being of the community

Growth & Infrastructure - Preserve a reliable foundation to promote economic growth and development

Vibrant Workforce - Attract, retain, and develop employees for continued success

Community Engagement - Deliver community experiences to bring our citizens together

Health & Public Safety - Provide a safe and healthy environment for our citizens to enjoy all Bartlett offers

PERFORMANCE EVALUATION METHODOLOGY

To set the standard for public service in Tennessee, the City of Bartlett must first know where we are, where we plan to go, how we are going to arrive there, and when we reach our destination. The performance guidance within this document is intended to provide the essential information necessary to evaluate performance and guide achievement. For each goal measure, a status summarizes the comparison of recent performance against the target objective and is utilized to determine if the City of Bartlett is moving in the right direction.

STATUS DEFINITIONS

ON TARGET

status indicator means the performance result is on target.

CLOSE TO TARGET

status indicator means the performance result is close to the target.

TARGET PENDING

status indicator means the performance result is pending, and the objective has not begun.

BELOW TARGET

status indicator means the performance result is below its target and needs improvement.

ECONOMIC VITALITY



ECONOMIC VITALITY



GOVERNMENT DEBT

GOAL: Maintain financial stability by having a low government debt-to-assessed value ratio.

DEFINITION: Debt to assessed valuation is a financial ratio that measures a government entity's debt level in relation to its property value. Along with other key fiscal metrics, debt to assessed values can provide a useful indication of a government's debt burden and highlight its current fiscal condition.

ANALYSIS: The government debt to assessed values ratios varies by state and municipality. The University of Tennessee Institute for Public Service suggests that the overall net debt should not exceed 10 percent of the assessed value. Consequently, the less debt as a percentage of municipal debt to assessed values, the better positioned a community is to repay its debts. The City of Bartlett desires to remain below the recommended amount and exceed that mark by remaining under 6%. The City was below that mark in 2022 and 2023. The City will not issue any debt in Fiscal Year 2024, and as additional debt falls off, this amount should be further reduced.

Status:

On Target

ECONOMIC VITALITY



BALANCED BUDGET

GOAL: Maintain a balanced budget annually

DEFINITION: This metric covers differences between anticipated (budgeted) and actual revenue. This evaluation ensures that the City has forecasted expenses and revenue accordingly and can provide residents with the services they expect while remaining financially healthy throughout the year.

ANALYSIS: The City of Bartlett had a 2.87% surplus in Fiscal Year 2023. Therefore, the City was able to produce a balanced budget in Fiscal Year 2023 and allocated the noted surplus to fund large-scale projects without issuing any debt through Fiscal Year 2024.

Status:

On Target

ECONOMIC VITALITY



ELASTIC REVENUE

GOAL: Exceed elastic tax revenue benchmark of 45% annually

DEFINITION: Sales tax is an excellent example of elastic tax revenue. This form of revenue can fluctuate drastically based on market patterns. Those instabilities can significantly impact budget forecasts in declining markets and enhance financial stability during thriving economic times. The City of Bartlett strives to remain financially stable. Therefore, monitoring this economic pattern and seeking to expand quality retail offerings in the community is vitally important to the City's financial future.

ANALYSIS: As described, sales tax revenue is elastic and fluctuates based on economic changes. Over the last several years, this revenue has been around 45% at year-end. In Fiscal Year 2023, over 46% of total revenue was accounted for as elastic tax revenue, a moderate increase compared to Fiscal Year 2022. As the City of Bartlett seeks to attract new businesses, this revenue source is anticipated to grow.

Status:

On Target

ECONOMIC VITALITY



MEDIAN HOME PRICE

GOAL: Monitor median home price annually

DEFINITION: This measure is intended to track residential home prices in the City of Bartlett. The median home price provides the City with a metric to ensure homes in Bartlett are holding their value or rising and that the housing supply continually meets consumer demand.

ANALYSIS: Median home prices in Bartlett have remained stable for the last several years. Moreover, between 2019 and 2023, the average home price increased by just over fifty (50) percent. At the end of 2023, the median home price in Bartlett was \$321,151. The available homes at that time ranged in price from the low 200s to over \$1MM and typically sold in sixty-four (64) days.

Status:

Close to Target



ECONOMIC VITALITY

Key Results and Definition

Actual

Target

Results

Status Indicators for Most Recently Reported Results: ■ On Target | ■ Caution | ■ Below Plan | ■ No Information

Monitor and evaluate median home prices to ensure home values remain consistent with the community's needs

Median Home Price

Monitor median home price annually

\$321,151	\$350,000	2023
-----------	-----------	------

Implement proactive measures to spur retail growth and expand elastic tax revenue

% of elastic tax revenue

Exceed elastic tax revenue benchmark of 45% annually

44.27%	45.00%	FY24
--------	--------	------

Develop strategies to remain financially stable by maintaining a low debt to assessed values

Government debt to assessed values

Maintain financial stability by having a low government debt-to-assessed value ratio.

5.10%	6.00%	2024
-------	-------	------

Continually maintain a balanced budget

Produce a Balanced Budget

Maintain a balanced budget annually

1.83% Surplus	Balanced Budget	FY24
---------------	-----------------	------

GROWTH & INFRASTRUCTURE



GROWTH & INFRASTRUCTURE



COMMUNITY IMPROVEMENT PLAN

GOAL: Strengthen the overall appearance of residential, commercial, and industrial properties.

DEFINITION: The Community Improvement Program is a holistic effort to improve the appearance of residential, commercial, and industrial properties. The initiative will begin with a centralized focus on commercial businesses. The City will be divided into compliance zones, identified by commercial density, the volume of previous code violations, and the division of major thoroughfares. Each zone will be assigned a specific compliance liaison. This liaison is meant to serve as a resource for the respective businesses to provide direction on code compliance matters and a steering reference toward available incentives and other opportunities to overcome obstacles or improve the facade. This endeavor will be evaluated by the percentage of businesses visited per quarter and the percentage of businesses brought into compliance through this effort.

ANALYSIS: The Code Enforcement Department has visited 15% of current businesses, and all of those businesses are now in compliance through the fourth quarter of 2023. The department will continue its efforts to improve compliance by visiting all businesses by the end of 2024.

Status: **Close to Target**

GROWTH & INFRASTRUCTURE



DIGITIZE CITY COURT CLERK CASES

GOAL: Digitize all qualifying court cases by 2028.

DEFINITION: Court digitization provides the practical benefit of improved data management, accessibility, visibility, and control.

ANALYSIS: The City of Bartlett has court cases dating back to 1978, and the digitization of these files and future cases is required to better prepare the Court Clerk's Office for the ever-increasing demands of the justice system. To digitize these records in the most efficient way possible, the Court Clerk's Office will partner with Avenu on a 5-year process to digitize 20% of the existing files annually, starting with 2024 cases and working backward incrementally. The department will begin by developing an internal process to digitize current and future cases in April of 2024. Progress will then be monitored by the fiscal year (July 1 - June 30).

Status:

Target Pending

GROWTH & INFRASTRUCTURE



ANNUAL PAVING PROGRESS

GOAL: Execute a data-driven paving plan to improve roadway conditions across the City.

DEFINITION: The City of Bartlett is responsible for the maintenance and repair of 302.5 centerline miles (700 lane miles) of roadways. Therefore, the City recently employed Pavement Management Group (PMG) to provide a data-driven pavement management solution to support this responsibility better. This innovative solution leverages high-definition video to deliver the insight and analytics necessary to construct an effective annual paving plan. This solution will allow the City of Bartlett to maximize its yearly paving budget, extend pavement service life, and optimize roadway network conditions.

ANALYSIS: PMG has completed the initial roadway evaluation, and a paving plan has been constructed for Fiscal Year 2025. The Spring 2024 paving plan will begin in April, and a Geographic Information System (GIS) map is being created to track progress through the City's public dashboard.

Status:

Target Pending

GROWTH & INFRASTRUCTURE



PUMP STATION REPLACEMENT

GOAL: Replace the identified Sewer Pump Stations by 2026 .

DEFINITION: The City of Bartlett is responsible for maintaining 28 pump stations and 341 miles of sewer pipe within the City limits. This collection system transports sewer to treatment plants within the City as well as to the City of Memphis.

ANALYSIS: Recently, the City has contracted with Allen & Hoshall Engineering to produce construction plans to replace the City's four largest sewer pump stations and rehabilitate approximately half a mile of the North Bartlett Outfall sewer line. This project will allow the City of Bartlett to minimize inflation and eventually save city funds currently used on maintenance and the treatment of infiltrated stormwater. Phase 1 of this project has just begun, and engineers are currently working through the construction development process.

Status:

Close to Target

GROWTH & INFRASTRUCTURE



MOSS VALLEY SEWER

GOAL: Complete construction of the Moss Valley Sewer line by 2025

DEFINITION: The City of Bartlett, currently discharges a portion of the Fletcher Creek Sewer Basin to Memphis via the Moss Valley Sewer Line. As a part of the City of Memphis Sewer Study, it was discovered that the Moss Valley Sewer line is currently undersized. The City of Bartlett contracted with Barge Design Solutions to produce a set of Construction plans for the installation of a larger sewer replacement line. This upsized line installation will allow the City of Bartlett to spur development within this sewer sub-basin.

ANALYSIS: This project involves the development of construction plans, easement acquisition, and construction. The City of Bartlett has evaluated sewer flows and is currently developing a construction plan and working through the easement acquisition process. The City is presently 40% complete with the milestones necessary to finish the project, slightly behind the initial projection. The project is still expected to be finalized by 2025.

Status:

Below Target

GROWTH & INFRASTRUCTURE



FLETCHER CREEK SEWER BASIN

GOAL: Expand capacity in the Fletcher Creek Sewer Basin

DEFINITION: The City of Bartlett currently discharges a portion of the Fletcher Creek Sewer Basin to Memphis via the Santa Valley Sewer Line. As a part of the City of Memphis Sewer Study, this area will require a six-million-gallon Sewer Equalization Tank. The City of Bartlett has contracted with Barge Design Solutions to conduct a Sewer Flow Monitoring Study. This Study will allow the City to size the required tank, phase the tank construction, and ultimately spur development within this sewer basin.

ANALYSIS: The City of Bartlett is conducting a flow study in the Fletcher Creek Sewer Basin to determine the sewer infrastructure needed to accommodate growth in this area. This is the project's first phase, and once complete, the City will have progressed 20% with the undertaking. The additional sewer capacity would dramatically impact Bartlett Industrial Park along Brother Boulevard. This addition would open up opportunities for new development and/or expansion within a mature industrial area that significantly impacts the entire region, generating approximately \$8.3 billion in Gross

Status:

Below Target

GROWTH & INFRASTRUCTURE



TDOT PROJECTS

GOAL: Complete existing TDOT projects before the end of Fiscal Year 2026

DEFINITION: The Tennessee Department of Transportation (TDOT) historically offers grant funding for municipalities for street paving, ADA improvements, road improvements, and walking trails. The City of Bartlett has approved funding for multiple projects to be completed in The Qualifying Period (TIP) funding cycle, extending through 2026. These projects provide an 80% match to be paid by TDOT, with the City covering the remaining 20%.

ANALYSIS: The following TDOT projects are currently approved for funding:

1. Fletcher Creek Walking Trail Phase 3
2. Fletcher Creek Walking Trail Phase 4
3. Repaving Brunswick Rd, Elmore Park Rd, and Elmore Rd
4. Repaving of St. Elmo, Billy Maher, and Old Brownsville Rd

The City has completed the design for Fletcher Creek Walking Trail Phase 3 and is currently in the design process for Fletcher Creek Walking Trail Phase 4. The City intends to begin the construction of Fletcher Creek Walking Trail Phase 3 in Spring 2024.

Status: **Close to Target**

GROWTH & INFRASTRUCTURE



EPA INVENTORY

GOAL: Complete the EPA's Lead and Copper inventory and compliance audit in FY25.

DEFINITION: The City of Bartlett currently maintains approximately 21,906 water taps. The Environmental Protection Agency (EPA) has decreed that each municipality do a full inventory of all municipal water taps in their system to determine if any are composed of lead. The City of Bartlett has contracted with Cannon & Cannon for oversight in website education development, inventory of water taps, and EPA compliance.

ANALYSIS: The City of Bartlett, in partnership with Cannon & Cannon, has audited and confirmed that 14,306 water taps are in compliance with the EPAs Lead and Copper Rule. The City expects to complete the remainder of the audit in the Fall of 2024.

Status:

On Target

GROWTH & INFRASTRUCTURE



WATER DISTRIBUTION UPGRADE

GOAL: Complete water distribution system upgrade by 2026.

DEFINITION: The City of Bartlett is responsible for maintaining the 3,703 fire hydrants, 7,776 valves, and 375 miles of water mains within the City limits. There is continual communication between Public Works, which maintains the system, and the Engineering Department, which designs the system. Currently, 3-5 miles of waterline within the City of Bartlett's water system need to be upgraded.

ANALYSIS: The City has begun an inventory related to the identified waterlines and is currently pursuing grant funding to begin the project.

Status:

Close to Target

GROWTH & INFRASTRUCTURE



WATER & WASTEWATER PLAN

GOAL: Construct and complete a rehabilitation plan for all Water & Wastewater Treatment Plants by 2026.

DEFINITION: The City of Bartlett currently maintains four (4) Water Plants and two (2) Wastewater Plants. The City's Water Treatment Plants collect, treat, and distribute water supplies to residents, businesses, and industrial users. The City's Wastewater Treatment Plants incur the additional responsibility of removing contaminants and suspended solids from wastewater. These plants are aging, and persistent measures are needed to ensure they continue operating at an optimum level.

ANALYSIS: The City is currently conducting an inventory of all existing plants and will compile a plan to make the necessary upgrades by 2026.

Status:

Close to Target

GROWTH & INFRASTRUCTURE



CYBERSECURITY

GOAL: Improve our National Institute of Standards and Technology (NIST) adoption by 20%

DEFINITION: Cybersecurity is a day-to-day concern for every business and government. These threats are incredibly diverse and constantly evolving. Therefore, the City of Bartlett wants to implement measures to improve its cybersecurity posture. The National Institute of Standards and Technology (NIST) framework has been widely used to reduce cybersecurity risks since its initial publication in 2014. It remains an effective supporting structure to address current and future cybersecurity challenges. The NIST framework will allow the City to measure stability using an established national benchmark, address current and anticipated future cybersecurity challenges, and align itself with leading practices.

ANALYSIS: The NIST framework evaluates an organization's cybersecurity and its ability to Identify, Protect, Detect, Respond, and Recover data. The City of Bartlett adopted the NIST framework after an independent audit of its cybersecurity in 2023. At current, the adoption rate is approximately 70%. The City will seek to implement the suggested measures to reach an adoption rate of 90% by 2027. The City will conduct an independent audit in 2025 to evaluate improvement.

Status:

Close to Target

GROWTH & INFRASTRUCTURE



UPDATE LAND USE PLAN

GOAL: Complete a comprehensive update of the existing Land Use Plan to guide the future actions of the City of Bartlett by the end of 2024.

DEFINITION: The land-use plan represents a vision for the future, with long-term goals and objectives for development activities that will affect the City of Bartlett. The comprehensive strategy provides continuity across time, balances competing demands, creates development patterns, protects valued resources, guides the community's appearance, promotes economic development, justifies decisions, and expresses a collective image for the future. These long-term plans can include but are not limited to public and private land development proposals, the expenditure of public funds, the availability of tax incentives, cooperative efforts, and pressing issues, such as the rehabilitation of older commercial properties or neighborhoods.

ANALYSIS: The City is currently following a Land Use Plan that was created in 1997. The Land Use Plan involves the physical use of a property by Zoning Ordinance and was last updated in 2010. In the first quarter of 2024, the Planning Department will research, conduct an existing land use analysis, arrange workshops or charrettes with the Planning Commission and Board of Mayor and Aldermen to determine their goals for future development.

Status:

Close to Target

GROWTH & INFRASTRUCTURE



REVISE SUBDIVISION ORDINANCE

GOAL: Revise the Subdivision Ordinance to help streamline development.

DEFINITION: The Subdivision Ordinance provides regulations that guide the legal subdivision of land according to the State of Tennessee. The ordinance further describes application procedures, infrastructure requirements, vested rights and ensures an orderly design or pattern of land division to align with the bulk regulations of the zoning ordinance. As subdivision laws change, the City of Bartlett must update corresponding ordinances to reflect those changes. In addition, the City can aid in the development process by embedding certain administrative approvals for minor subdivisions to facilitate growth.

ANALYSIS: In the first quarter of 2024, the Planning Department will evaluate recent law changes to subdivision requirements and begin drafting the necessary adjustments to accommodate those changes. The department will also review internally to expedite minor subdivision approvals.

Status: **Close to Target**

GROWTH & INFRASTRUCTURE



INCREASE RECYCLING

GOAL: Recycle 35% or more of Municipal Solid Waste (MSW) each fiscal year.

DEFINITION: The 2015 - 2025 Solid Waste and Materials Management Plan for the State of Tennessee was created to serve as a framework to direct solid waste and material management programs and policies across the state. Those guidelines also established a recycling goal of 30% by 2025. The City of Bartlett recognizes the importance of recycling to preserve the environment, reduce air pollution, conserve natural resources, and save landfill space. Therefore, the City seeks to implement proactive measures to increase recycling efforts and exceed the state's goal by recycling 35% of Municipal Solid Waste annually.

ANALYSIS: The State of Tennessee's recycling goal is currently 30% by 2025. The City of Bartlett seeks to surpass that objective and has set a benchmark of 35% annually. The City's previous recycling efforts are as follows: FY20 - 33%, FY21 - 31%, FY22 - 52%, FY23 - 28%.

Status:

Below Target

GROWTH & INFRASTRUCTURE



REDUCE CITY BUILDING ENERGY USE

GOAL: Install measures to reduce energy consumption by 25% all in City-owned buildings by 2026.

DEFINITION: The City of Bartlett seeks to install energy-efficient programs and policies to minimize energy usage in all facilities. Energy-efficient buildings cost less to heat, cool, and operate. Moreover, these efforts can greatly benefit the environment, enhance resilience and reliability, and reduce utility costs.

ANALYSIS: The City of Bartlett is evaluating facilities to determine the most efficient and effective measures to reduce energy costs. One effort will involve an LED conversion of all lights inside City buildings. Currently, the City has converted approximately 10% of the existing light fixtures to LED. The goal is to convert all light fixtures by 2024, and this measure alone will likely reduce energy consumption by 15 to 20%. The goal will be evaluated annually based on the percentage of energy savings compared to the previous fiscal year (July 1 - June 30).

Status:

Below Target

GROWTH & INFRASTRUCTURE



REPLACE UNDERGROUND TANKS

GOAL: Replace all underground storage tanks operated by the City of Bartlett by 2027

DEFINITION: The City of Bartlett is responsible for maintaining a fleet of government vehicles to provide police, fire, utility, and maintenance services. To reduce the cost necessary to fuel these vehicles, the City operates its own fuel tanks. These underground fiberglass storage tanks power the fleet daily and are continually monitored by TDEC to ensure they safely store standard petroleum fluids, biofuels, biodiesels, and ethanol.

ANALYSIS: The underground fiberglass tanks are all nearing the end of their life expectancy. The City of Bartlett is currently evaluating the tanks to begin a replacement cycle and will seek to replace one set per fiscal year. The project is expected to be complete by 2027.

Status:

Target Pending

GROWTH & INFRASTRUCTURE

Key Results and Definition

Actual

Target

Results

Status Indicators for Most Recently Reported Results: On Target | Caution | Below Plan | No Information

Implement a Community Improvement Program to enhance code compliance

% of businesses in program

Strengthen the overall appearance of residential, commercial, and industrial properties.

90.00%	80.00%	Q2-24
--------	--------	-------

Increase efficiency and accessibility by digitizing all court records.

% of files digitized

Digitize all qualifying court cases by 2028.

40.00%	100.00%	2023
--------	---------	------

Deliver a standardized, objective, and cost-effective paving plan for the City of Bartlett.

% of plan completed semi annually

Execute a data-driven paving plan to improve roadway conditions across the City.

25.00%	50.00%	Mid-Year 2024
--------	--------	---------------

Rehabilitate the existing sewer collection system.

% of Project Complete

Improve the quality of existing retail spaces along the Stage Road corridor.

10.00%	25.00%	Mid-Year 2024
--------	--------	---------------

Upgrade the Moss Valley Sewer line.

% project completed

Complete construction of the Moss Valley Sewer line by 2025

50.00%	50.00%	Mid-Year 2024
--------	--------	---------------

Develop a plan for continued growth in the Fletcher Creek Sewer Basin

% of plan completed

Increase the number of construction projects, residential, commercial, and building permits issued.

30.00%	30.00%	Mid-Year 2024
--------	--------	---------------

Develop a plan to fully utilize TDOT funding for paving of streets and additional pedestrian walking trails.

% of project phases completed

Complete existing TDOT projects before the end of Fiscal Year 2026

15.00%	35.00%	Mid-Year 2024
--------	--------	---------------

Upgrade the identified waterlines to effectively maintain the city's water distribution system.

of water lines replaced

Complete water distribution system upgrade by 2026

20.00%	25.00%	Mid-Year 2024
--------	--------	---------------

Ensure that all City of Bartlett water taps are in compliance with the EPA's Lead and Copper Rule

% of water tap evaluations completed

Complete the EPA's Lead and Copper inventory and compliance audit by 2025.

99.38%	75.00%	Mid-Year 2024
--------	--------	---------------

Implement the rehabilitation and maintenance plan for the City's Water and Wastewater plants

% of plant evaluation and rehabilitation plan completed

Construct and complete a rehabilitation plan for all Water & Wastewater Treatment Plants by 2027.

15.00%	10.00%	Mid-Year 2024
--------	--------	---------------

Provide a secure environment to store and transmit sensitive City data.

Improve our NIST adoption by 20%

Improve our National Institute of Standards and Technology (NIST) adoption by 20%

70.00%	90.00%	2023
--------	--------	------

Update the existing Land Use Plan

% of Land Use Plan evaluation process completed

Complete a comprehensive update of the existing Land Use Plan to guide the future actions of the City of Bartlett by the end of 2024.

15.00%	25.00%	Q2-24
--------	--------	-------

Revise the Subdivision Ordinance

% of Subdivision Ordinance process completed

Revise the Subdivision Ordinance to help streamline development.

15.00%	25.00%	Q2-24
--------	--------	-------

Exceed the State of Tennessee's recycling benchmark

% of MSW recycled annually

Recycle 35% or more of Municipal Solid Waste (MSW) annually

We are currently at 19% for 2024

61.00%	35.00%	2023
--------	--------	------

Reduce energy consumption in City buildings

% of energy savings annually

Install measures to reduce energy consumption by 25% in all City-owned buildings by the end of 2024.

1,642,974.00	1,232,231.00	2023
--------------	--------------	------

Replace underground storage tanks @ 3 locations

of tanks replaced

Permanently Close and Replace all underground storage tanks operated by the City of Bartlett by 2027

The tanks located at Public Works have been approved by TDEC to be permanently closed. Public Works will be removing the U.S.T's as soon as the weather allows us to, under the guidance of Ensaf.

0.00	0.00	2023
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VIBRANT WORKFORCE

BARTLETT CITY HALL

6400

CITY OF BARTLETT
HOURS
Monday - Friday
8:00 AM - 5:00 PM
Except Holidays

VIBRANT WORKFORCE



EMPLOYEE TRAINING

GOAL: Construct an employee training program to boost engagement, expand knowledge, and foster innovation in the workplace.

DEFINITION: The City of Bartlett values every employee and is actively interested in their success. Research confirms that a quality employee training program will increase career longevity, reduce on-the-job injuries, and enhance community interaction. Consequently, the City of Bartlett is committed to producing a training and development program that will enrich employee engagement, increase job satisfaction and morale, and subsequently improve productivity.

ANALYSIS: The Personnel Department will build a curriculum centered around recurring leadership, management, and skills training courses. During the first quarter of 2024, a survey will be administered to Department Directors to obtain the needs of their staff related to this objective. The Personnel Department will use those results, input acquired from employees, and their annual performance reviews to schedule classes that meet the varied needs of our team. The goal will be evaluated quantitatively by the number of training hours completed annually and qualitatively by performance reviews and employee responses to course surveys.

Status:

Close to Target

VIBRANT WORKFORCE



EMPLOYEE RETENTION

GOAL: Implement a talent acquisition plan to recruit, hire, and retain employees

DEFINITION: Attracting, hiring, and retaining quality employees is vital to any organization. However, without a continued focus on those tenets, the pool of applicants may diminish, or service-minded people may pursue other career alternatives. Therefore, the City of Bartlett aspires to establish a continuous and evolving recruitment and retention effort for the next generation of employees.

ANALYSIS: According to recent research, approximately 76% of employees separate within the first year of employment. However, if employees can complete that initial year on the job, that retention rate rises to roughly 90%. The City of Bartlett has traditionally far exceeded the industry standard for retention, and the current tenure for a full-time employee is approximately 10 years. Through 2023, 85.9% of full-time employees completed their initial year. These results are slightly below the target goal of 90%, and continued efforts will be made to ensure related measures are continually implemented to maintain this standard.

Status:

Close to Target

VIBRANT WORKFORCE



EMPLOYEE SURVEY

GOAL: Conduct an employee survey to measure engagement, satisfaction, and overall organizational performance.

DEFINITION: The City of Bartlett is committed to establishing an ideal environment for our employees to thrive. Employee surveys can play a critical role in obtaining employee input to gauge the City's success at maintaining a positive culture, retaining and maximizing talent to drive better results, and improving the citizen experience.

ANALYSIS: In partnership with the University of Memphis, the City of Bartlett will conduct an employee survey to seek feedback on ways to improve our employee's work environment, identify training needs, and strengthen relationships. The provided timeline will be implemented to complete the referenced survey by May 1, 2024.

Status:

Close to Target



CITY OF BARTLETT

COMMUNITY DASHBOARD

VIBRANT WORKFORCE

Key Results and Definition

Actual

Target

Results

Status Indicators for Most Recently Reported Results: ■ On Target | ■ Caution | ■ Below Plan | ■ No Information

Improve the skills and performance of employees through a City-wide training and development program.

Increase annual employee training by 10%

Construct an employee training program to boost engagement, expand knowledge, and foster innovation in the workplace.

3,553	6,100	Q2-24
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Recruit, hire, and retain the next generation of City employees

Retain 90% of 1st year full-time employees

Implement a talent acquisition plan to recruit, hire, and retain employees

78.30%	90.00%	Q2-24
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Develop a formal plan to advance workplace culture based on survey results and an independent gap analysis.

% of employee survey, evaluation, and plan development completed

Conduct an employee survey to measure engagement, satisfaction, and overall organizational performance.

50.00%	50.00%	Q2-24
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HEALTH & PUBLIC SAFETY



HEALTH & PUBLIC SAFETY



IMPROVE ISO RATING

GOAL: Obtain an Insurance Services Office (ISO) Class 1 rating by the end of 2026

DEFINITION: An ISO fire rating is a score provided to fire departments and insurance companies by the Insurance Services Office (ISO). This rating follows detailed research and analysis over many months regarding the City of Bartlett's Fire Suppression Rating Schedule (FSRS), which measures the capabilities of a community to fight fires and can impact insurance premiums for every homeowner. Municipalities are given a numerical grading on a scale from 1 to 10, with 1 representing the best fire protection capability.

ANALYSIS: The City of Bartlett has been evaluated under this metric system since 1986. The City of Bartlett is currently rated in ISO Class 2 and the department will implement proactive measures to increase its overall score from 86.25 to above 90 to obtain the ISO Class 1 rating by 2026.

Status:

Close to Target

HEALTH & PUBLIC SAFETY



PARAMEDIC CERTIFICATIONS

GOAL: Increase education opportunities to encourage current and new firefighters to obtain their paramedic certifications with the aim of certifying 50% of the total workforce complement by 2026.

DEFINITION: Medical calls account for over 80% of fire service calls. The Bartlett Fire Department is focused on continually improving citizens' health outcomes; therefore, the City seeks to expand its complement of certified paramedics to strengthen the services it provides to the community and ensure the department continually exceeds citizens' needs.

ANALYSIS: The Bartlett Fire Department currently has 41 certified paramedics, which account for 39% of its staff. The department aspires to increase that percentage to 50% by 2026 and 75% by 2030. The Bartlett Fire Department has four (4) employees slated to begin paramedic school in 2024.

Status:

Close to Target

HEALTH & PUBLIC SAFETY



EXPAND FIRE RESERVE PROGRAM

GOAL: Double the number of reserve Firefighters by the end of 2025 and triple the current compliment by the end of 2026.

DEFINITION: The Bartlett Fire Department Reserve Program provides volunteer firefighters an excellent opportunity to make a tangible contribution to their community. Reserve firefighters experience life in the fire service first-hand and are rewarded with a sense of accomplishment, achievement, and pride. Moreover, reserve firefighters interested in a career in the fire service are also provided with an incredible introduction to the firefighting community and the opportunity to gain invaluable on-the-job experience. A healthy reserve program also allows the Bartlett Fire Department to continually deliver the quality and timely services our community has grown to expect. Therefore, the department will significantly increase that complement in the coming years.

ANALYSIS: The Bartlett Fire Department began a restructuring effort of the reserve program in November of 2023 and currently has seven (7) members. The department will look to reach fourteen (14) members by the end of 2025 and twenty-one (21) members by the end of 2026.

Status: **Below Target**

HEALTH & PUBLIC SAFETY



SATISFACTION WITH FIRE SERVICES

GOAL: Maintain a citizen satisfaction rate above 90%

DEFINITION: Based on the City's annual community survey, this metric monitors the percentage of respondents who indicated that they were satisfied or very satisfied with fire services.

ANALYSIS: The City of Bartlett recently obtained community input from a survey compiled by the University of Memphis. The City will administer this survey annually to evaluate the community's view of fire services. In 2023, fire services achieved a 98% satisfaction score and exceeded the department standard of 90%. The City will use these results to determine opportunities for improvement.

Status:

On Target

HEALTH & PUBLIC SAFETY



TOTAL PERSON CRIME INDEX

GOAL: Maintain a lower crime rate than comparable cities nationally.

DEFINITION: The Bartlett Police Department has participated in the FBI UCR Program since 1999. This report provides specific details regarding a department's crime index compared to other national and state averages. The UCR Program is a valuable barometer for measuring reporting rates of similarly sized cities and can aid in evaluating safety across communities. The department strives to maintain a total Person Crime Index that is significantly lower than the national average for similar-sized municipalities.

ANALYSIS: The Bartlett Police Department is committed to providing the utmost safety for our citizens by incorporating a multi-dimensional approach to address the issues that affect our community. This approach includes implementing various community-oriented policing measures alongside highly visible and proactive policing practices to ensure the community's overall safety remains at the forefront. For the previous six years, from 2018 – 2023, the City of Bartlett's Person Crime Index has been lower than the State of Tennessee's and the United States average indexes. For 2023, the Department's Person Crime Index was 36% lower than the national average compared to similar-sized cities. The department remains committed to ensuring our community remains one of the safest in Tennessee.

Status:

On Target

HEALTH & PUBLIC SAFETY



TOTAL PROPERTY CRIME INDEX

GOAL: Maintain a lower property crime rate than comparable cities nationally.

DEFINITION: The Bartlett Police Department has participated in the FBI UCR Program since 1999. This report provides specific details regarding a department's crime index compared to other national and state averages. The UCR Program is a valuable barometer for measuring reporting rates of similarly sized cities and can aid in evaluating safety across communities. The department strives to maintain a Property Crime Index significantly lower than the national average for similar-sized municipalities.

ANALYSIS: The Bartlett Police Department's mission is to provide the utmost safety for our citizens by incorporating a multi-dimensional approach to address the issues that affect our community. For the previous six years, from 2018 – 2023, the City of Bartlett's Property Crime Index has been lower than the State of Tennessee's and the United States average indexes. Although the mid-south community has observed an increase in Motor Vehicle Thefts and Thefts from Motor Vehicles, our department has remained committed to addressing such issues and developing innovative ways to combat this criminal activity. This commitment is shown through high visibility, proactive patrols, vigorous investigations, targeted enforcement measures, and an emphasis on community education and collaboration. As a result, the City of Bartlett's 2023 Property Crime Index was 7% lower than similar-sized cities nationally and dropped more than 6% compared to the previous year.

Status:

On Target



SATISFACTION WITH POLICE SERVICES

GOAL: Maintain a citizen satisfaction rate above 90%

DEFINITION: This metric monitors the percentage of respondents who indicated that they were satisfied or very satisfied with police services based on the City's annual community survey.

ANALYSIS: The City of Bartlett recently obtained community input from a survey compiled by the University of Memphis. The City will administer this survey annually to evaluate the community's view of police services. In 2023, police services achieved a 91% satisfaction score and exceeded the department standard of 90%. The City will use these results to determine opportunities for improvement.

Status:

On Target

HEALTH & PUBLIC SAFETY



CAPRA ACCREDITATION

GOAL: Obtain CAPRA Accreditation by December 31, 2026.

DEFINITION: NRPA's Commission for Accreditation of Park and Recreation Agencies (CAPRA) delivers quality assurance and improvement to accredited park and recreation departments throughout the United States by helping them build a comprehensive management system of operational best practices. This system improves their infrastructures, increases efficiency in all activities, and demonstrates accountability within their communities. Implementation of this system strengthens teamwork among department staff, embeds all aspects of CAPRA into their department's internal culture, and establishes a continuous improvement mindset for all department activities.

CAPRA is the only national accreditation of park and recreation departments and is a valuable measure of a department's overall quality of operation, management, and service to the community. Achieving CAPRA accreditation is the best way to demonstrate that your department and your staff provide your community with the highest level of service.

ANALYSIS: CAPRA represents the achievement of one of the highest distinctions available for a parks and recreation agency among its peers. The process of preparing for accreditation will require a coordinated effort across all levels of the department for 18-24 months of lead time to work through the detailed list of 154 standards that exist in order to meet the minimum of 142 standards for initial accreditation and then 148 standards upon reaccreditation. The Parks and Recreation Department intends to begin this pursuit in July of 2024.

Status: **Target Pending**

HEALTH & PUBLIC SAFETY



SATISFACTION WITH PARK SERVICES

GOAL: Maintain a citizen satisfaction rate above 90%

DEFINITION: This metric monitors the percentage of respondents who indicated that they were satisfied or very satisfied with park services based on the City's annual community survey.

ANALYSIS: The City of Bartlett recently obtained community input from a survey compiled by the University of Memphis. The City will administer this survey annually to evaluate the community's view of park services. In 2023, park services achieved a 85% satisfaction score and exceeded the department standard of 90%. The City will use these results to determine opportunities for improvement.

Status: **Close to Target**

HEALTH & PUBLIC SAFETY

Key Results and Definition		
Actual	Target	Results
Status Indicators for Most Recently Reported Results: ■ On Target ■ Caution ■ Below Plan ■ No Information		
Improve the City of Bartlett's Insurance Services Office (ISO) Rating		
ISO Rating		
Obtain an Insurance Services Office (ISO) Class 1 rating by the end of 2026		
86.25	90.00	2023
Increase Paramedic Certifications		
% of certified paramedics		
Increase education opportunities to encourage current and new firefighters to obtain their paramedic certifications with the aim of certifying 50% of the total workforce complement by 2026.		
39.00%	50.00%	Q2-24
Expand the Bartlett Fire Department Reserve Program		
# of reserve firefighters		
Double the number of reserve Firefighters by the end of 2025 and triple the current compliment by the end of 2026.		
		Q2-24
Satisfaction with fire services		
Satisfaction with fire services - Community Survey Score		
Maintain a community satisfaction rate above 90%		
98.00	90.00	2023

Fully integrate the best practices for Parks and Recreation.

% of CAPRA accreditation completed

Obtain CAPRA Accreditation by December 31, 2027.

0%	0%	2023
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Satisfaction with parks and recreation services

Satisfaction with parks and recreation services - Community Survey Score

Maintain a community satisfaction rate above 90%

85.00%	90.00%	2023
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Provide a safe environment for everyone to live, work, learn, and play.

Total Person Crime Index compared to similar-sized municipal cities nationally

Maintain a lower crime rate than comparable cities nationally.

4.26	5.70	2023
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Total Property Crime Index compared to similar-sized municipal cities nationally

Maintain a lower property crime rate than comparable cities nationally.

31.86	32.50	2023
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Satisfaction with police services

Satisfaction with police services - Community Survey Score

Maintain a community satisfaction rate above 90%

91.00	90.00	2023
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COMMUNITY ENGAGEMENT



COMMUNITY ENGAGEMENT



INCREASE COMMUNITY EVENTS

GOAL: Increase the number of community-focused events annually

DEFINITION: The City of Bartlett recently obtained community input from a survey compiled by the University of Memphis. When asked about community events, nearly 60% of respondents expressed a strong desire for more festivals, music, and outdoor concerts. The City strives to provide the community with year-round, top-quality, inclusive events focused on engagement and a variety of entertainment offerings to meet the needs of every citizen.

ANALYSIS: The City currently hosts large-scale events, such as the Fireworks Extravaganza and the Christmas parade, as well as small events like the Fishing Rodeo and Easter Egg Hunt, along with numerous other events annually. In 2023, the City hosted fifty-eight (58) events.

The Bartlett Performing Arts & Conference Center hosted the bulk of these events. BPACC presents national & world-class performers with twenty-seven (27) concerts & family shows, six (6) Arts In Education performances, two (2) Music by the Lake concerts, & one (1) Theatre by the Lake performance.

To meet public demand, the City will aim to increase the total number of events in 2024 through the collective efforts of the Mayor's Office, BPACC, and our Parks, Fire, and Police Departments.

Status:

Below Target

COMMUNITY ENGAGEMENT



INCREASE SOCIAL MEDIA ENGAGEMENT

GOAL: Increase Social Media Engagement

DEFINITION: The City of Bartlett recognizes the importance of citizen engagement and the cumulative strategies needed to communicate effectively through social media, messaging, and outreach. Consequently, the City aspires to improve and increase social media engagement through an expansion of shared information and the elevated delivery of communication services.

ANALYSIS: In 2023, communication services achieved a 78% satisfaction score, which is below the established benchmark of 90%. The score conveys that the City of Bartlett must improve communication efforts to engage residents effectively. The City will use these results to determine opportunities for improvement. Progress will be measured by the number of social media followers across all City-sponsored sites. In 2023, the City of Bartlett had nearly 85,000 social media followers, and the City will seek to expand that reach over the course of 2024.

Status:

Below Target

COMMUNITY ENGAGEMENT



GREAT PLACE TO LIVE

GOAL: Maintain a community satisfaction rate above 90%.

DEFINITION: Percent of respondents identified Bartlett as a good or excellent place to live based on results from the City's annual community survey.

ANALYSIS: In 2023, 94% of Bartlett residents described the City as an excellent or good place to live. This shows that residents who participated in the citizen survey feel that Bartlett has produced the quality of life that citizens desire, and the results exceeded the City's benchmark of 90%. Respondents indicated that safety, city infrastructure, economic health, parks, and improved retail offerings were the five most essential focuses. Therefore, the City will continue to invest measures in these areas to maintain the quality of life citizens have come to expect in Bartlett.

Status:

On Target

COMMUNITY ENGAGEMENT

Key Results and Definition

ActualTargetResults

Status Indicators for Most Recently Reported Results: On Target | Caution | Below Plan | No Information

Increase the number of events offered annually

of events held annually

Increase the number of community-focused events annually

100.00	100.00	Q2-24
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Increase positive social media engagement

Increase social media engagement across all City-sponsored sites

Increase overall social media engagement.

97,256.00	100,000.00	Q2-24
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Satisfaction with city services

Satisfaction with City Services - Community Survey Score

Maintain a community satisfaction rate above 90%

87.00%	90.00%	2023
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Satisfaction with Bartlett as a place to live

Satisfaction with Bartlett as a place to live - Community Survey Score

Maintain a community satisfaction rate above 90%

94.00%	90.00%	2023
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CITY OF BARTLETT

T E N N E S S E E

INTRODUCTION



City of Bartlett

David Parsons, Mayor

June 11, 2024

Board of Mayor and Aldermen

City of Bartlett, Tennessee

This letter transmits the Budget for the fiscal year beginning July 1, 2024. In setting the City's annual financial plan of resources and uses of funds, the adoption of an annual Budget is a significant action by the Board of Mayor and Aldermen. This document outlines the authorization of allocation of resources and establishes department level operational expenditures for the coming year as well as a five-year capital improvement program to meet future infrastructure and equipment needs of the City.

The Board of Mayor and Aldermen have adopted budgets in recent years with conservative estimates of growth in revenues while at the same time providing essential services to the citizens of Bartlett. While the adopted FY24 General Fund budget projected a use of fund balance from operations the finance department now projects an increase in fund balance for FY24 as a result of operations for the fiscal year ending June 30, 2024.

The FY25 annual operating budget represents the City's plans, policies, and strategies for maintaining a level of service to meet the needs and expectations of the citizens in the community. Bartlett is a corporate city established in 1866 and has a population, according the 2020 federal census of 57,786. The City's charter was last amended on April 14, 1993 and operates under a strong Mayor and Aldermen form of government as provided for in Tennessee state statutes.

The City is located in the geographic center of Shelby County, Tennessee and is the second largest city in the county after Memphis. The Memphis MSA (Metropolitan Statistical Areas), in which the City is located, has a population of over one million people. The City covers over 32 square miles and has a reserve annexation area of about 9 square miles. Growth in the City has remained steady from the 1970's through the 2020's, growing at a robust pace of 78% since 1990. While the City is home to many companies with regional and international operations it

continues to maintain its small town atmosphere. Residential development remained steady during calendar years 2020 and 2021 before slowing slightly during calendar year 2022; however, housing permits have increased for calendar year 2023. Sales of existing homes have been strong coming out of the pandemic although has been slower due to the high interest rate and homes are the most expensive they've ever been. A county-wide reappraisal in 2021 added almost 26% increase in property valuation in Bartlett. Commercial development has remained steady since July 2023 with over \$73 million in new permits during this time period. Historic Bartlett Station, the Gotten House Museum, the Bartlett Performing Arts and Conference Center and thirty-one public parks provide year round cultural and recreational opportunities for the City's residents. The Bartlett Municipal School System, created in 2014, has been a contributing factor in increased home sales and commercial development. Existing residential properties sell quickly once on the market in Bartlett, selling at asking price and more, primarily due to its excellent school system and quality of life offered in the City. Bartlett's school system has won several awards from the State of Tennessee for its excellent education programs. The results have seen many new families wanting to move to Bartlett.

Bartlett Vision 2030 on pp 1-51 is the City's Strategic Plan, which identifies the most significant Measures to achieve the Vision, Mission, Values and Goals established from community surveys and recommendations from all City Directors and our elected officials. These goals established the performance targets for the City to reach these objectives and continually deliver exceptional service to our community. We will track our progress in a transparent and accountable way on the Goal-Measures Dashboard located on the City's website.

Presented for your review and approval are the Fiscal Year 2025 Operating and Capital Improvements budgets. Each year the budget process provides an opportunity for us to evaluate each department's performance and plan for our economic future. The harmful effects of the COVID-19 pandemic have been reduced, although some lingering reductions in workplace employment and supply chain issues remain. Stagnant growth could be more challenging in FY2025. Today's financial and social environments present many challenges, which we have tried to address in formulating this budget document. Difficulty in recruiting and hiring qualified staff, in addition to global supply chain issues, as mentioned earlier, remain factors considered in formulating this budget request. In the face of significant economic challenges, we are continuing to maintain service levels, take care of our employees and enhance our community. The budget focus has always been on delivering high-quality services which enhance the quality of life that Bartlett residents enjoy. Each of our department directors and their staff continue to provide excellent services and control their costs. We also focused on

much needed improvements in infrastructure and diminished reliance on public debt to fund improvements.

The City's certified tax rate of \$1.75 was established for the City of Bartlett for tax year 2021. Our "recapture rate" calculated in 2022 resulted in the 2022 tax rate of \$1.73. We have developed our FY25 General Fund budget using this tax rate of \$1.73, a rate two cents less than the property tax rate adopted for the tax year 2021. We are recommending that the Board of Mayor and Aldermen adopt this amount in the tax rate ordinance. The FY25 budget includes a 4% general salary increase for all employees, career ladder increases for full-time employees, new employee requests for police, salary adjustments for positions in the Fire, Police, Public Works, Engineering, and Parks and Recreation Departments.

Major Initiatives

To keep pace with the transportation needs of the growing population of residents, businesses, and arterial traffic of visitors, the City has projects in various stages of completion as well as planned projects included in the City's Capital Improvement Program for FY25-FY29. Other projects will help improve department facilities, improvements to arterial roadways and bridges, parks facilities, and water and sewer improvements:

- The major east-west arterial Old Bartlett West road from Kirby-Whitten to Austin Peay Highway has been in the planning stages since FY2005. The City completed the acquisition of right-of-way in FY20 with plans to begin construction in FY21. This is a \$21.5million project with 80% funding through the Tennessee Department of Transportation. The new roadway is almost completed and will provide much needed relief on this east-west corridor.
- The implementation of a stormwater fee to support the operations of the Drainage Fund. This fee will be calculated based on the impervious area or water-resistant area of both residential and commercial properties. The addition is essential to uphold the city's environmental compliance and ensure the proper maintenance of its stormwater infrastructure. The stormwater fee for residential properties will be a flat \$4 per month, while for commercial properties, the fee will depend on the total impervious square footage, ranging from a minimum of \$6 to a maximum of \$300 per month. This fee will provide crucial support to the Drainage Fund, enabling the city to undertake necessary stormwater repairs. Over the next two fiscal years, the city plans to complete over \$1 million in drainage projects using the generated revenue. Additionally, efforts will be made to address approximately \$4 million in debt service from previous drainage-related projects. The stormwater fee was approved in compliance with TCA 68-221-1101 as mandated by the Clean Water Act of 1977 and the Water Quality Act of 1987.

This action aligns the City of Bartlett with other municipalities in Shelby County, which already have a stormwater fee in place.

- The City Service Fee is the primary funding source for all IT-related services provided by the City of Bartlett. This encompasses critical hardware and recurring software expenses for police, fire, utility billing, courts, parks, personnel, engineering, financial, and other essential technology-driven services for its citizens. The fee also plays a crucial role in funding the necessary protections to reduce the threat of cyber-attacks that could compromise the communities' and employees' personal information, water treatment plants, finances, or emergency operations. Recent reports indicate that around 70 percent of security breach attempts in the United States target state and local governments. The City of Bartlett was a victim of such a security breach in 2022 and has since taken significant steps to strengthen its cybersecurity infrastructure. This increased focus has led to the development of a cybersecurity plan involving advanced training and the expanded use of cloud-based software to counter ransomware attacks, among other safeguards. However, since the data breach in 2022, the existing City Service Fee has not provided enough support for these necessary advancements, with \$275k being annually transferred from the City's General Fund to cover increased and recurring expenses. As a result, the Board of Mayor and Aldermen has approved a \$3.00 increase in the City Service Fee to fund IT-related expenditures, including these cybersecurity enhancements.
- The City continues to work with the State of Tennessee's Department of Transportation in funding improvements to its transportation overlay projects. The five year projection for these TDOT projects is \$11,377,500 with TDOT funding 80% of the costs.
- The Tennessee Department of Transportation is requiring the City of Bartlett to provide ADA access to buildings, intersection sidewalks, and other ADA facilities. The City will be required to spend an estimated \$4 million over the next five years to upgrade our facilities with TDOT providing 80% funding.
- The City has approved a new mixed use development called Union Depot. The development will have 622 residential units in addition to commercial units on 74 acres of property. Total investment for this project is estimated at \$162 million, resulting in an estimated \$5.2 million in property tax revenues for the City. Land clearing and construction began in early FY23 and will continue into FY25.
- Ford Motor Company has invested in its new "BlueOval City" a \$5.6 billion Ford mega campus for battery and vehicle manufacturing located about 45 minutes from Bartlett. The Bartlett Chamber of Commerce is working on four different projects with city officials on ways to attract manufacturing and automotive technology companies to provide services for this plant.

- The FY25 budget proposes a 4% salary increase for all full-time employees effective 7/1/2024 and salary adjustments for positions in the Fire Department, Police Department, Public Works, Engineering, and Parks and Recreation. These initiatives will increase salaries an estimated \$1.8 million in the General Fund.

Other Significant Challenges

Increased Property Taxes and Other Sources of Revenue

The City's 2021 property tax assessments plus a 24 cent increase in Bartlett's property tax rate for FY2022 provided sufficient funding for competitive salary improvements for firefighters, police officers, and public works employees in order to retain and attract quality professional for these positions. This recurring revenue source for the General Fund provides adequate funding for the FY25 budget.

Health Insurance Costs for Employees

The City continues to address the rising health care costs for its employees by remaining in an Interlocal Health Benefit Plan. Members of the plan include employees of three municipalities and four municipal school systems in Shelby County. The annual costs of insurance premiums and prescription drugs continue to rise, placing strain on the participant members to provide a revenue stream sufficient to cover these costs. Plan rates and contributions for each entity are set in advance each July 1st. The projections for premium revenue from member entities for the plan for FY25 has resulted in a 2% increase in employee premiums for the year. The Interlocal Health Insurance Committee is closely monitoring our health care providers and pharmacy partners while promoting innovative solutions to these rising costs. The Board of Mayor and Aldermen are also monitoring the situation to ensure quality healthcare to its employees at reasonable prices.

Sewer Services to Current Property Owners

The FY25 Capital Improvement Program budget provides \$4.5 million in sewer projects, including \$2 million for Sewer Lines to Lakeland plus \$2 million project using American Rescue Plan funding. An additional \$500K is proposed for water and sewer plant upgrades.

Sanitation Fund Self-Sufficient

The Sanitation Fund is a special revenue fund of the city with the requirement that it be self-sufficient in operations. The sanitation fee is \$30 per month per customer. Total operations for the Sanitation Fund in FY25 is budgeted at \$7.7 million.

Water and Sewer Operations

The Water and Sewer Fund has operated close to a break-even point for the last several years. Subdivision develop fees have historically provided additional resources which enable the fund to operate with a surplus. The Board of Mayor and Aldermen increased sewer rates an additional 26% in FY2024 to provide funds for major sewer projects necessary for residential and commercial development. The Water/Sewer Fund has an adopted budget in FY25 of \$9.7 million in cash basis expenditures.

Budget Overview

The Fiscal Year 2025 adopted General Fund budget is \$65,073,258, a 1.73% decrease over FY2024. Special Revenue Funds are budgeted at \$12,592,668, a decrease of 1.73% from FY2024. The Debt Service Fund budget shows a big decrease of 29.04% after a retirement of a variable rate note from The Tennessee Municipal Bond Fund and a transfer from Debt Service Fund Balance to our CIP Fund for infrastructure improvements in FY2024. The Utility Fund budget for FY2025 decreased 17.58% from the prior year. Transfers of \$3.03 million from utility fund to water and sewer CIP will be used for sewer lines to Lakeland, water & sewer lines and plants upgrades. The Bartlett City Schools General Purpose School Fund budget, passed by the Board of Education on April 25, 2024, included appropriations of \$108,553,775 for school operations. These budgets are presented in the FY2025 budget ordinance. The total City of Bartlett budget, including the General Purpose School Fund, for all funds is \$209,490,869, which represents a 0.65% increase compared to Fiscal Year 2024.

Highlights of the Adopted 2025 Budget

- \$580,388 use of fund balance reserves in General Fund operating budget.
- General Fund Budget based on \$1.73 property tax rate, no change from FY2024.
- Raise the service and mileage rates for ambulance transports due to the continually rising cost of ambulance services, equipment, and medical supplies. The City's rates remain the lowest in Shelby County.
- Four percent salary increase for all full-time and part-time employees included for FY2025.
- Modest salary adjustments for positions in the Fire Department, Police Department, Public Works, Engineering, and Parks and Recreation include:
 - Fire: Firefighter, Paramedic, Driver, and Lieutenant
 - Police: Jailer, Dispatcher, Dispatch Supervisor, and Patrol Officer
 - Public Works / Parks & Rec: Utility Worker, Sanitation, Driver I, Driver II, and Crew Leader
 - Engineering: Engineer (In-Training)

- Police personnel additions to support the new PSAP building for FY2025.
- Half-cent Sales Tax revenue budgeted to reimburse costs for School Ground Maintenance, School Resource Officers, Crossing Guards, Health and Safety Officer, and DARE Program. The maintenance of effort requirement for FY25 remains at \$1,737,826 and settlement charges for the use of Shelby County Board of Education buildings remains at \$608,193. There will also be \$2,000,000 in operating transfers to the Debt Service Fund for the purpose of retiring annual bond and note requirements, a \$1,555,000 decrease from FY2024.
- Current service levels are maintained for special revenue funds with planned use of fund balance in Street Aid, Solid Waste, Drug Enforcement, Federal Drug Enforcement, Park Improvement, E-Citation and Bartlett City School Funds.
- Health Insurance premiums will increase around 2%, which means an increase of \$4 for single, \$6 for employee+1, and \$8 for family per month.
- Maintain the current Workers' Compensation Fund, City OPEB fund, Contributory and Employee Retirement Plan ADC requirements.
- Water rates and sewer rates stay the same.

General Fund

General fund revenues are projected at \$64.49 million. General Fund expenditures are \$60.03 million, with \$5.05 million scheduled transfers out to Bartlett City Schools, Shelby County BOE, DARE, Debt Service, Bartlett Station, and CIP.

Special Revenue Funds

State Street Aid revenues include state gas tax, street lighting fees, and subdivision paving fees. We have included \$1,150,000 in street light expense; \$1,400,000 in street paving, \$100,000 in subdivision paving, covered by developer paving fees, and a transfer of \$760,000 to the CIP for 80/20 STP street paving. \$826,565 in solid waste vehicles and equipment will be currently funded in the Solid Waste Fund in FY2025. Expected purchases in FY2025 include a garbage truck, knuckle boom, and a day cab tractor. The General-Improvement fund will be used to fund all IT-related services provided by the City of Bartlett. The City Service Fee will increase from \$2.50 to \$5.50 per month. Drug funds are used to support drug education and enforcement throughout the city and are self-funding. These budgets show a use of fund balance of \$140,500 combined for one-time purchase of S.W.A.T. equipment and vehicles. The Drainage Fund supports efforts to monitor drainage and storm water and forestry. A stormwater fee will be implemented to support the operations of the Drainage Fund. The stormwater fee for residential properties will be a flat \$4 per month, while for commercial properties, the fee will depend on

the total impervious square footage, ranging from a minimum of \$6 to a maximum of \$300 per month. The Parks Improvement Fund budget of \$125,000 includes the Shop Storage renovation and Blue Lagoon spillway. The E-Citation Fund sunsets in FY2024. The leftover fund balance will be used in FY2025. The Bartlett City School Funds are presented as special revenue funds. The Bartlett City School Special Revenue Fund Budget is presented in the appendix as specified in the Budget Ordinance. The Bartlett City Board of Education approved its FY2025 budget in late April 2024.

Water/Wastewater Fund

Water and sewer rates will remain unchanged from FY2024. There are other inflationary factors in play now, such as increased fuel, chemical, and labor costs. The finance department will continue to monitor the operations of the utility fund. There is a budgeted \$3,032,446 use of retained earnings to pay for American Rescue Plan, Water and Sewer Plant Upgrades, and Sewer Lines to Lakeland project.

Debt Service Fund

One-third of the 2¼ cent local option sales tax allocation to Bartlett goes to this fund to pay debt service for general obligation debt. To supplement this revenue, we plan to transfer \$2.0 million from General Fund, \$56,000 from the Solid Waste Fund, \$500,000 from the Drainage Fund, and \$100,000 from the CIP's interest income. An additional \$1 million will come from the Bartlett General Purpose School Fund. Total Debt Service expenditures are budgeted at \$8,608,740 for FY25 with a \$57,213 use of fund balance.

Capital Improvements Fund

Capital items total \$8,938,719 for capital improvement projects. Funding sources include a \$585,000 General Fund transfer, \$760,000 Street Aid Fund transfer and \$3,032,446 Utility Fund transfer, with the remainder in TDOT matching funds of \$3,040,000, and \$1,521,273 from ARPA grant funding. Major projects and capital acquisitions include a Fire ambulance, STP Overlay of Elmore, St. Elmore, & Brunswick, an ARP project partially funded by Tennessee Department of Environment and Commerce, Water and Sewer Plant Upgrades, and Sewer Lines to Lakeland.

Budget Projections and Assumptions

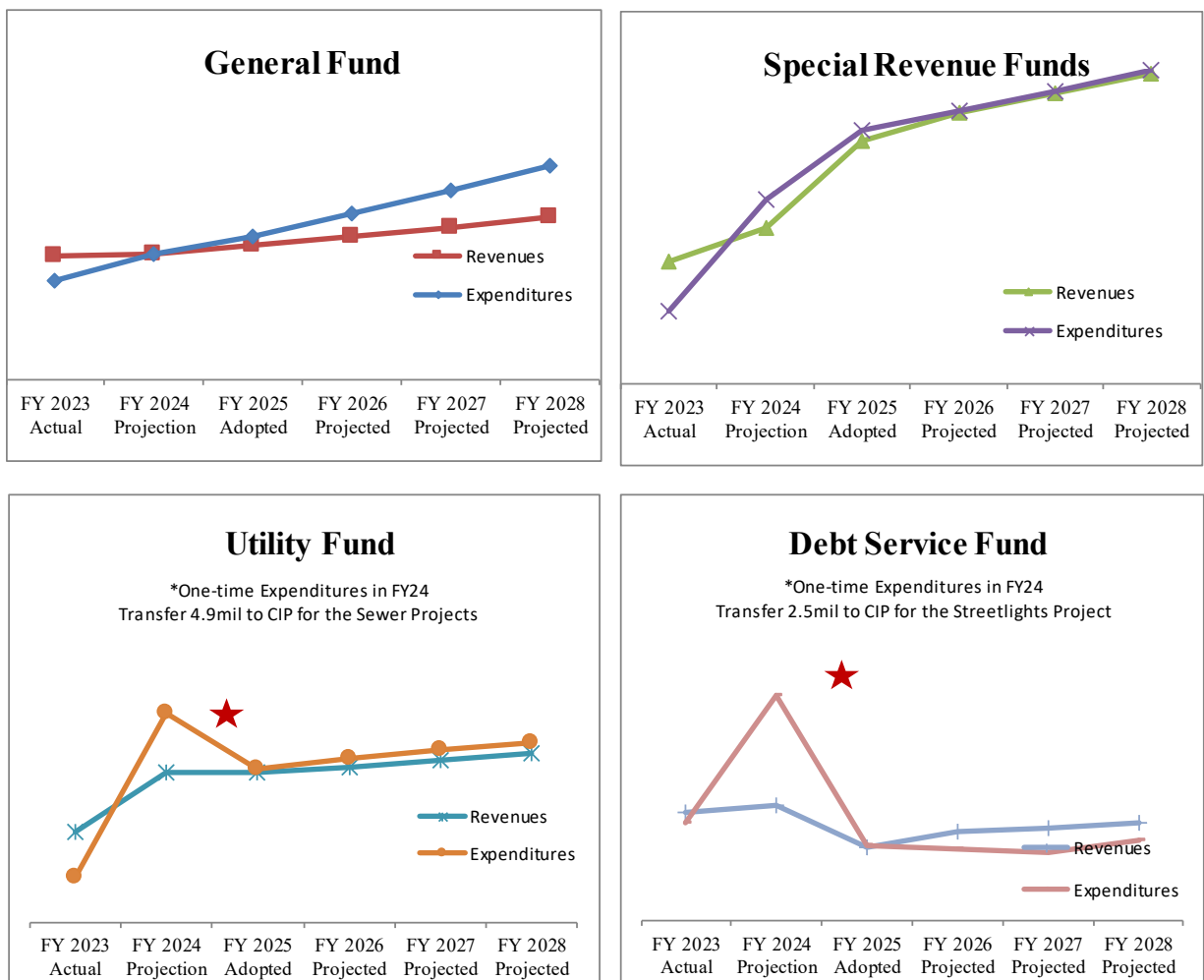
The budget is an important plan with reflects the visions of the Board for providing excellent services to the citizens of the community. The city of Bartlett is planning for future growth due to its location and business friendly environment. The coronavirus pandemic has presented the City with challenges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

REVENUES & EXPENDITURES PROJECTIONS

	FY 2023 Actual	FY 2024 Projection	FY 2025 Adopted	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
General Fund Revenues	\$ 63,794,284	\$ 63,921,806	\$ 64,492,870	\$ 65,137,799	\$ 65,789,177	\$ 66,447,068
General Fund Expenditures	62,015,140	63,909,162	65,073,258	66,700,090	68,367,592	70,076,782
Fund Balance	37,682,166	37,694,810	37,114,422	35,552,131	32,973,715	29,344,002
Special Revenue Funds Revenue	\$ 105,677,929	\$ 109,882,488	\$ 120,991,755	\$ 124,621,508	\$127,113,938	\$129,656,217
Special Revenue Funds Expenditures	99,349,124	113,451,134	122,462,950	124,912,209	127,410,453	129,958,662
Fund Balance	52,293,223	48,724,577	47,253,382	46,962,680	46,666,165	46,363,719
Utility Fund Revenues	\$ 10,706,616	\$ 13,205,490	\$ 13,161,000	\$ 13,424,220	\$ 13,692,704	\$ 13,966,558
Utility Fund Expenditures	8,814,043	15,651,613	13,345,921	13,746,298	14,158,687	14,441,861
Cash Balance	16,296,463	13,850,340	13,665,419	13,343,341	12,877,357	12,402,055
Debt Service Fund Revenues	\$ 9,315,315	\$ 9,461,527	\$ 8,551,527	\$ 8,893,588	\$ 8,982,524	\$ 9,072,349
Debt Service Expenditures	9,089,523	11,803,749	8,608,740	8,522,653	8,437,426	8,690,549
Fund Balance	4,453,050	2,110,828	2,053,615	2,424,550	2,969,648	3,351,449

Our General Fund Revenues grew on an average 0.6% from FY2022 to FY2024. However, our expenditures grew over 2.5% each year in the same period. The pandemic-era has caused high inflation, high demands to go with labor shortages and low supplies. Like other Cities and other employers, the City has been faced with wage and compensation pressures and competitions for workers. We assume this will continue for at least a few more years resulting a 2.5% increase in projected recurring expenditures for FY2026 to FY2028. On the other side, developments and consumer spending has been slowing down. Since over 69% of our revenues are from property taxes and sales taxes, we are only expecting a small increase (1%) in overall revenues.

The graphs below illustrate our forecast for the four group of Funds.



In making the above projections the administration looked for guidance on fiscal policies established by the Board of Mayor and Aldermen. The fund balance policy in the General Fund requires that the City maintain an unassigned fund balance of at least 25% of general fund expenditures plus \$1,000,000 in committed fund balance for emergency purposes. For FY25 this policy would require an unassigned fund balance at June 30, 2025 of \$17.3 million. One-time uses of reserves may be approved for certain capital items and expenditures. These appropriations are used infrequently when prior year operations result in surpluses or when the reserves can be replenished within two to three fiscal years. Special revenue funds rely on certain fees or designated revenue streams other than property taxes. Seven out of eight special revenues funds are self-sufficient. The Board monitors the budget and actual operations of these funds on a monthly basis. The utility fund is self-supporting through customer user charges. State law requires the operation of utility funds to generate a positive change in net position each year. The Board reviews operations annually and determines if changes are needed to user rates or adjustments to operations. The budget for the City's Debt Service Fund includes sources

and uses of funds to service the general obligation debt and capital note requirements each year. For planning purposes the administration considers capital improvement needs for the year plus an additional four years of projections. The Board prioritizes these capital expenditures, determines the bond or note expenditures necessary and authorizes funding sources based on the City's debt management policy. The City has not issued any debt in Fiscal Year 2024 and Fiscal Year 2025.

Concurrent with adoption of the FY25 budget, the Board of Mayor and Aldermen adopts a property tax rate. As previously noted, the budget adopted a property tax rate of \$1.73. Property tax revenues account for approximately 47% of the total revenue in the General Fund with local taxes and intergovernmental revenue accounting for an additional 40% of total revenue.

With the Board's direction, the administration is confident the City will maintain an excellent level of service to meet the needs and expectations of the citizens in the community.

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

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

Dick Phebus
Director of Finance

ORDINANCE 24-05

AN ORDINANCE TO ADOPT THE 2024-2025 GENERAL FUND, STREET AID FUND, SOLID WASTE FUND, GENERAL IMPROVEMENT FUND, DRUG ENFORCEMENT FUND, DEA ENFORCEMENT FUND, DRAINAGE FUND, PARKS IMPROVEMENT FUND, BARTLETT CITY SCHOOL FUND, UTILITY FUND, DEBT SERVICE FUND AND CAPITAL IMPROVEMENTS FUND BUDGETS

SECTION 1: BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Bartlett that the following appropriations for the 2024-2025 Fiscal Year for the City of Bartlett are as follows:

GENERAL FUND EXPENDITURES:	Fiscal Year 24/25
ADMINISTRATIVE:	
Legislative Board	\$ 1,188,617
Mayor's Office	\$ 1,104,497
Community Affairs	\$ 382,072
Information Technology	\$ 836,581
Building and Grounds	\$ 410,005
Library	\$ 1,344,817
Finance and Administration	\$ 1,412,703
City Court	\$ 1,118,415
Personnel	\$ 656,765
Planning and Economic Development	\$ 530,947
Total Administrative	\$ 8,985,419
PUBLIC SAFETY:	
Police Department	\$ 23,468,527
Fire Department	\$ 9,455,285
Ambulance Department	\$ 4,584,280
Code Enforcement	\$ 1,258,713
Total Public Safety	\$ 38,766,805
PUBLIC WORKS:	
Administration	\$ 635,251
City Shop	\$ 1,733,053
General Maintenance	\$ 1,827,844
General Services	\$ 409,805
Grounds Maintenance	\$ 1,669,978
Animal Control	\$ 834,768
Engineering Administration	\$ 476,716
Engineering & Inspection	\$ 469,803
Total Public Works	\$ 8,057,218
PARKS AND RECREATION:	
Administration	\$ 572,956
Community Center	\$ 1,142,813
Athletics	\$ 1,015,470
Maintenance	\$ 2,542,188
School Ground Maintenance	\$ 376,268
Bartlett Station Municipal Center	\$ 679,929
Senior Citizen Center	\$ 315,779
Total Parks and Recreation	\$ 6,645,403

PERFORMING ARTS:

Performing Arts Center	\$	861,880
Total Performing Arts	\$	861,880

OTHER GENERAL FUND ITEMS /TRANSFERS OUT

Transfer Out Bartlett City School	\$	1,737,826
Transfer Out Shelby County Board of Education	\$	608,193
Transfer Out DARE Program	\$	35,500
Transfer Out Debt Service	\$	2,000,000
Transfer Out Bartlett Station	\$	80,000
Transfer Out CIP	\$	585,000
Total Transfers Out	\$	5,046,519

TOTAL GENERAL FUND EXPENDITURES **\$ 68,363,244**

GENERAL FUND REVENUES/TRANSFERS:

Property Taxes	\$	30,212,000
Local Taxes	\$	17,700,000
Licenses & Privileges	\$	2,477,000
Intergovernmental	\$	8,415,000
General Charges for Services	\$	3,371,870
Department Revenues	\$	3,289,986
Court Charges	\$	1,437,000
Other Revenue	\$	880,000
Use of Fund Balance	\$	580,388

TOTAL GENERAL FUND REVENUES/TRANSFERS **\$ 68,363,244**

SPECIAL REVENUE FUNDS EXPENDITURES

Street Aid Fund	\$	3,680,000
Solid Waste Fund	\$	7,758,377
General Improvement Fund	\$	1,090,800
Drug Enforcement Fund	\$	334,500
DEA Enforcement Fund	\$	100,000
Drainage Control Fund	\$	785,524
Park Improvement Fund	\$	125,000
E-Citation Fund	\$	34,994
Bartlett City School Fund	\$	108,553,755

TOTAL SPECIAL REVENUE FUNDS EXPENDITURES **\$ 122,462,950**

SPECIAL REVENUE FUNDS REVENUES/SOURCES

Special Revenue Funds Revenue	\$	120,991,755
Use of Fund Balance	\$	1,471,195

TOTAL SPECIAL REVENUE FUNDS REV./SOURCES **\$ 122,462,950**

UTILITY FUND EXPENDITURES

Administration	\$	3,035,394
Water & Wastewater Services	\$	2,387,265
Plant Operations	\$	3,148,850
Sewer Treatment	\$	1,176,786
Total Utility Operation Expenditures	\$	9,748,295

Utility Debt – Principal	\$	455,000
Utility Debt -- Interest & Charges	\$	119,180
Total Utility Debt Expenditures	\$	574,180
Transfer to Capital Improvement Fund	\$	3,032,446
TOTAL UTILITY FUND EXPENDITURES	\$	13,354,921
UTILITY FUND REVENUES/SOURCES		
Utility Fund Revenues	\$	13,161,000
Department Revenues	\$	9,000
Use of Fund Balance	\$	184,921
TOTAL UTILITY FUND REVENUES/SOURCES	\$	13,354,921
GENERAL DEBT SERVICE FUND EXPENDITURES		
Principal	\$	5,794,000
Interest and Other Charges	\$	2,814,740
TOTAL GENERAL DEBT SERVICE EXPENDITURES	\$	8,608,740
GENERAL DEBT SERVICE REVENUES/SOURCES		
Debt Service Revenues	\$	8,551,527
Use of Fund Balance	\$	57,213
TOTAL GENERAL DEBT SERVICE REV/SOURCES	\$	8,608,740

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

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

SECTION 3: The CITY SEWER RATE -- BE IT FURTHER ORDAINED that the City Sewer Rates be assessed according to the following schedule:

	<u>Rates</u>
Residential -- City Customers -- The first 2,000 gallons	\$ 13.55
Residential -- City Customers -- each additional 1,000 gallons	\$ 2.79
Residential -- Rural Customers -- The first 2,000 gallons	\$ 17.83
Residential -- Rural Customers -- each additional 1,000 gallons	\$ 3.01
Commercial -- City Customers -- The first 2,000 gallons	\$ 26.38
Commercial -- City Customers -- each additional 1,000 gallons	\$ 3.01
Commercial -- Rural Customers -- The first 2,000 gallons	\$ 37.08
Commercial -- Rural Customers -- each additional 1,000 gallons	\$ 3.22

SECTION 4: CITY FEES SCHEDULE -- BE IT FURTHER ORDAINED that "Exhibit B" represents the fiscal year 2024-2025 comprehensive fees schedule for the City of Bartlett, Tennessee and establishes the rates for fiscal year 2024-2025. Any rate or fee not included in the attached 2024-2025 schedule established by previous resolution, ordinance or administrative action will remain in effect.

SECTION 5: 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 2024-2025 are to be included in the budget, while new projects in future years represent "Planned" expenditures, and will require formal appropriation in future years. Unexpended project revenues and expenditures/expenses for existing projects may be administratively transferred to other CIP projects by the Finance Director with the approval of the Mayor and/or the Chief Administrative Officer.

SECTION 6: 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 7: BARTLETT CITY SCHOOL SPECIAL REVENUE AND CAPITAL BUDGET -- BE IT FURTHER ORDAINED that The Bartlett City Board of Education has approved and presented Special Revenue Funds for FY2024-25 administered by the Bartlett City Board of Education. These budget documents, "School General Fund Exhibit A" and "School Special Revenue Fund Exhibit B", are presented in the FY2024-25 Approved Special Revenue Budget and the FY2024-25 Approved Capital Budget documents as attached and made part of the enacting City of Bartlett budget ordinance by reference.

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, 2025. 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 2025 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 Annual Comprehensive Financial Report for the year ended June 30, 2025.

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 25%, 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.

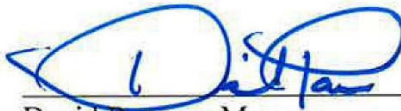
SECTION 15: EFFECTIVE DATE -- BE IT FURTHER ORDAINED that this Ordinance becomes effective July 1, 2024.

FIRST READING: May 14, 2024

SECOND READING: May 28, 2024

THIRD READING: June 11, 2024


Harold Brad King, Register to the
Board of Mayor and Aldermen


David Parsons, Mayor

Attest: 
Penny Medlock, City Clerk

ORDINANCE 24-06

**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 2024**

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

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

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

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Alderman of the City of Bartlett, Tennessee, that the 2024 Real and Personal Property Tax Rate shall be levied as follows:

SECTION 1: TAX RATE – Effective July 1, 2024, 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 \$1.73 (One Dollar and Seventy-Three Cents) for each \$100.00 of assessed valuation and there is hereby levied upon all taxable personal property a tax calculated upon a rate of \$1.73 (One Dollar and Seventy-Three Cents) for each \$100.00 of assessed valuation.

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

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

FIRST READING: May 14, 2024

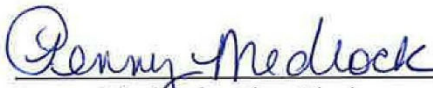
SECOND READING: May 28, 2024

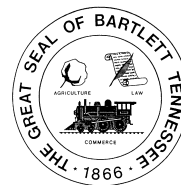
THIRD READING: June 11, 2024


Harold Brad King, Register to the
Board of Mayor and Aldermen


David Parsons, Mayor

Attest:


Penny Medlock, City Clerk



THE BUDGET DOCUMENT

The City of Bartlett Fiscal 2025 Budget is organized into nine sections. They are Bartlett Vision 2030, Introduction, Summary, General Fund, Special Revenue Funds, Utility Fund, Debt Service Fund, Capital Improvement Plan and the Appendix, each designated by a tab. All funds are appropriated by the Board of Mayor and Aldermen. General, Bartlett School and Utility are major funds while other funds are non-major funds.

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

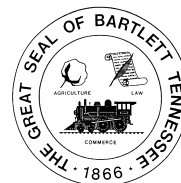
The governmental funds and enterprise fund are further broken down into departments to show how resources are appropriated to different activities and functions. Activities performed by the different departments can be supported from general and special revenues, or from general and enterprise funds.

Bartlett Vision 2030

The City of Bartlett's Strategic Plan identifies the most significant measures to achieve the Vision, mission, Values and Goals in creating the Bartlett Vision 2030 Plan.

Introduction

The Introduction section includes a letter from Director of Finance to Board of Mayor and Aldermen and the Citizens of Bartlett. Also included are the budget ordinance (exhibit A, exhibit B, school general fund exhibit A, school special revenue fund exhibit B are located in the appendix), tax rate



ordinance, the budget document, budget process, budget calendar, financial policies, operating policies, Bartlett organization chart and City and Board of Education Officials.

Summary

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

General Fund

The General Fund section presents the operating budget for each function and department (including cost centers). Budgets are presented at a summary level, function level, department, cost center and at a line item detail level, and with an explanation for FY 2025 notable operating and capital expense line items. Also presented are staffing levels, explanation of the increases in each budget, descriptions of each cost center and performance measures.

Special Revenue Funds

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

Utility Fund

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

Debt Service Fund

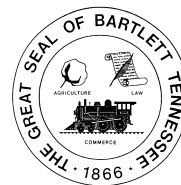
This section includes the budgets for the City's Debt Service Fund. This fund provides for the payment of principal, interest and other costs on the City's outstanding general obligation and water and sewer bonds. Also included are the schedules of bonds payable for both the general and water and sewer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

Capital Improvement Plan

This section includes a summary of the five-year capital plan and project detail for each project in the Fiscal Year 2024 capital budget. Sources of funds, expenditures and project start and completion dates are included.

Appendix

The appendix includes a Bartlett community profile, a Glossary, Exhibit A, Exhibit B, School General Fund Exhibit A, School Special Revenue Fund Exhibit B.

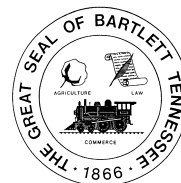


THE BUDGET PROCESS

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

The Citizens are always welcome to talk to the Mayor and Board of Aldermen about City's budget subjects and concerns. They can make an appointment or make comment at twice a month Mayor and Board of Aldermen meetings. The Aldermen will convey with the administration about important budget issues throughout the year. In June, in the budget public hearing, the public can speak either for or against the proposed budget.

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



for the public on June 30. Any budget amendments throughout the year need to be approved by the Board of Aldermen in regular meetings.

Budget Guidelines

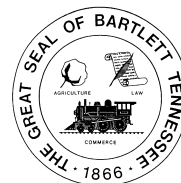
The purpose of the development of the operating and capital improvements budgets is present to the Mayor and Board a comprehensive view of the proposed operations and capital improvements for the budget year. The budget for each fund must be balanced (i.e. total revenues and sources of funds must equal total expenditures) and the capital plan must identify sources of funding. Our goal as specified in the budget ordinance is to maintain the unassigned general fund balance at 25% of projected expenditures with a goal of building an additional balance of \$1,000,000 designated for emergencies in the future. Budget development is at the cost center and department level by line item. Each department director is responsible for ensuring that expenditures do not exceed the approved budget. The level of budgetary control is at the cost center and/or department level which is adopted by the Mayor and Board of Aldermen in the Budget Ordinance. The main objective of the budget is to provide the highest level of services to the citizens and maintain the sound financial condition of the City.

Revenue Forecasting

General revenues are based upon growth assumptions based on trend analysis by month for the last ten year period. Each revenue item is evaluated based on monthly collection for the last ten years and growth assumptions are developed to forecast future years' revenues. FY 2025 property tax revenues include growth, new constructions and assessment appeals. All sales taxes are based on growth estimates used by the State of Tennessee and modified according to Bartlett sales tax payers. Sales taxes are budgeted to increase 3.5% over FY 2024 projection. All revenues based on residential growth such as solid waste, water and sewer and other development fees are based on only 60 new additional residences this year.

Fund Balance

The cumulative excess of revenues over expenditures in a fund at a point in time. Fund balance is divided into 5 components; nonspendable, restricted, committed, assigned and unassigned. Nonspendable fund balance is not in a spendable form (such as inventory) or is required to be maintained intact (such as the corpus of an endowment fund). Restricted fund balance is constrained to specific purposes by their providers (such as grantors, bondholders, and higher



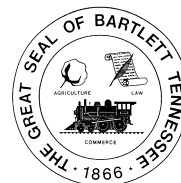
levels of government), through constitutional provisions, or by enabling legislation. Committed fund balance is constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint. Assigned fund balance is for a government to intend to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. Unassigned fund balance is available for any purpose; these amounts are reported only in the general fund. The City of Bartlett maintains our unassigned general fund balance at a level that is at least 25% of projected expenditures plus \$1 million for emergencies. In addition to the ability to generate interest income, fund balance aids our credit ratings which directly affect our cost of borrowing, provides stable property tax rate which allows for cash flow needs. With certain limitations, fund balance may be used to balance the subsequent year's budget.

Budget Adoption

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

Budget Document

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



we prepare a statement of spending for proposed new capital projects and funding sources for the projects.

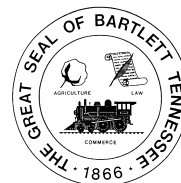
Budget Ordinance

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

Budget Basis

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

The City's Water & Sewer Fund (Enterprise Fund) is presented on a modified accrual basis with a summary page on an accrual basis for budgeting. For accounting, the enterprise fund is on an accrual basis only. The accrual basis recognizes transactions when they occur, regardless of when the actual cash flow related to these transactions occurs. Under this method of accounting,



revenues are recognized in the accounting period when they are earned and become measurable. Principal payments on debt are included in the annual budget as required by the State of Tennessee and recorded as expense in the City's accounting records during the year but are closed to debt liability accounts at year end. Depreciation expense and compensated absences are also recorded at year end prior to closing the accounting records for the enterprise fund.

Budget Monitoring and Management

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

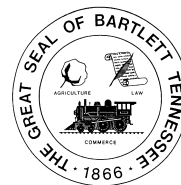


City of Bartlett

Budget Calendar

Fiscal 2024-2025

Day	Date	Activity
Month	November	Meet with all departments to go over community issues, goals, expectations for the current year, and long-term plan
Monday	January 29	Budget Instruction Memo Distributed to Departments
Monday	February 12	Operating & CIP budgets Forecasts/Requests Due (The budget manager met with each department and went over their budget)
Month	Beginning March 4	Meet with Departments to Discuss Operating/CIP Budget Forecasts/Requests (The Mayor, the CAO, the Finance Director and the Budget Manager went over the budget with each department, examined each line item)
Thursday	May 7	Walkthrough of the Budget Work Session (The Mayor presented a summary to the Board of Aldermen and addressed any concerns the Aldermen may have)
Tuesday	May 14	Budget Work Session with the Board of Aldermen (Discussing the Employee Benefits, Pay Table Adjustments and Development Fee Reduction/Exclusion)
Tuesday	May 14	Board Meeting – Budget First Reading (Proposed budget copies were presented to the Board of Mayor and Aldermen). *The public hearing is set for June 11, 2024 @6:00pm
Tuesday	May 28	Board Meeting – Budget Second Reading. *The public hearing is set for June 11, 2024 @6:00pm
Tuesday	June 11	Board Meeting – Budget Third Reading – Approved. *The public hearing: Individuals will have a maximum of three minutes to speak either for or against the item, with a total of 20 minutes for each side
Friday	June 28	Adopted budget copies were presented to the Board of Mayor and Aldermen

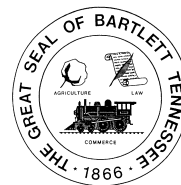


FINANCIAL POLICIES

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

Operating Management Policies

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



Capital Management Policies

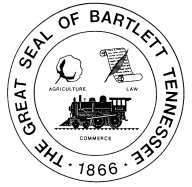
- A five-year Capital Improvement Plan will be developed and updated annually, including funding sources. Capital improvement projects will be defined as infrastructure or equipment with a useful life of 2 or more years and a cost of \$20,000 or more. The City use two types of debt obligations, general obligation bonds and capital notes. General obligation bonds are long-term bonds for infrastructures that last more than 20 years. Capital notes are short-term bonds for those assets last less than 10 years.
- We will continue to use pay-as-you go capital improvement project financing to the extent revenue is available from fund balances, special revenue funds, grants and other sources other than City debt issuance.
- Self-supporting debt will be used for capital projects that qualify (i.e. utility projects) and rates will be adjusted to support these projects.

Debt Management Policies

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

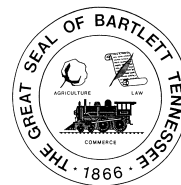
Reserve Policies

- All fund designations and reserves will be evaluated annually for long-term adequacy and availability in accordance with policies developed and approved by the Mayor and Board.
- The General fund balance will be maintained at a level of 25% of projected General Fund expenditures with a goal of building an additional balance of \$1,000,000 designated for emergencies in the future.
- Fund balances will be used prudently and conservatively to fund one time expenditures and stabilize the property tax rate.



Financial Reporting Policies

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



OPERATING POLICIES

Bartlett Vision 2030, developed by the City with the help of the University of Memphis guides the operating policies for the City of Bartlett to reach these objectives and continually deliver exceptional service to our community. These long-term goal-measures strategic plan are used to develop specific initiatives in the operating and capital budgets. Throughout the year, we have monthly financial reports, quarterly financial updates, department head meetings, budget meetings, board work sessions, and open public participations. These have resulted in a budget document which we hope will build on and garner the public's trust in the operations of the City.

Quality of Life Policies

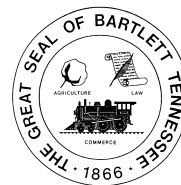
In order to maintain a clean, attractive city Solid Waste crews are working diligently to continue to avoid delays in yard waste collection, provide curbside pick-up of fall leaves, and continue to convert to fully automated packers and continue our recycling efforts. Funds are provided for a City Beautiful 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 \$10,000 is included in the budget for the Arts Council. Shelby County Books from Birth also receives \$7,500 to promote early childhood literacy by giving free age-appropriate books to children. Funds are included for the continued preservation and maintenance of the Gotten House, which is on the Historic Register.

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

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



Education

Bartlett City Schools is in its tenth year of operation. Bartlett City Schools is comprised of eleven schools and approximately 9,000 students located in Bartlett, Tennessee. The Bartlett School Fund will be presented as a special revenue fund. The school fund budget totaled \$108.6 million for FY 2025 and included \$2.3 million in contributions from the City's General Fund. We pay the total costs to operate the Bartlett library branch. We will also continue to sponsor and host Teacher Appreciation Days and provide awards for teachers recognized for excellence.

Economic Development

In order to promote economic development, this budget includes additional funds for a grant to the Chamber of Commerce (\$85,000) to be matched with corporate partner donations and a transfer to Bartlett Station Commission (\$80,000) to fund economic development initiatives.

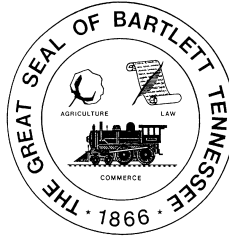
The Codes and Permits Office will continue to offer next day service for inspections. Continued expansion of the water and sewer system and planned, orderly expansions through annexation will be pursued. The Bartlett Station Commission will continue to promote re-development of the oldest part of Bartlett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

General Government

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

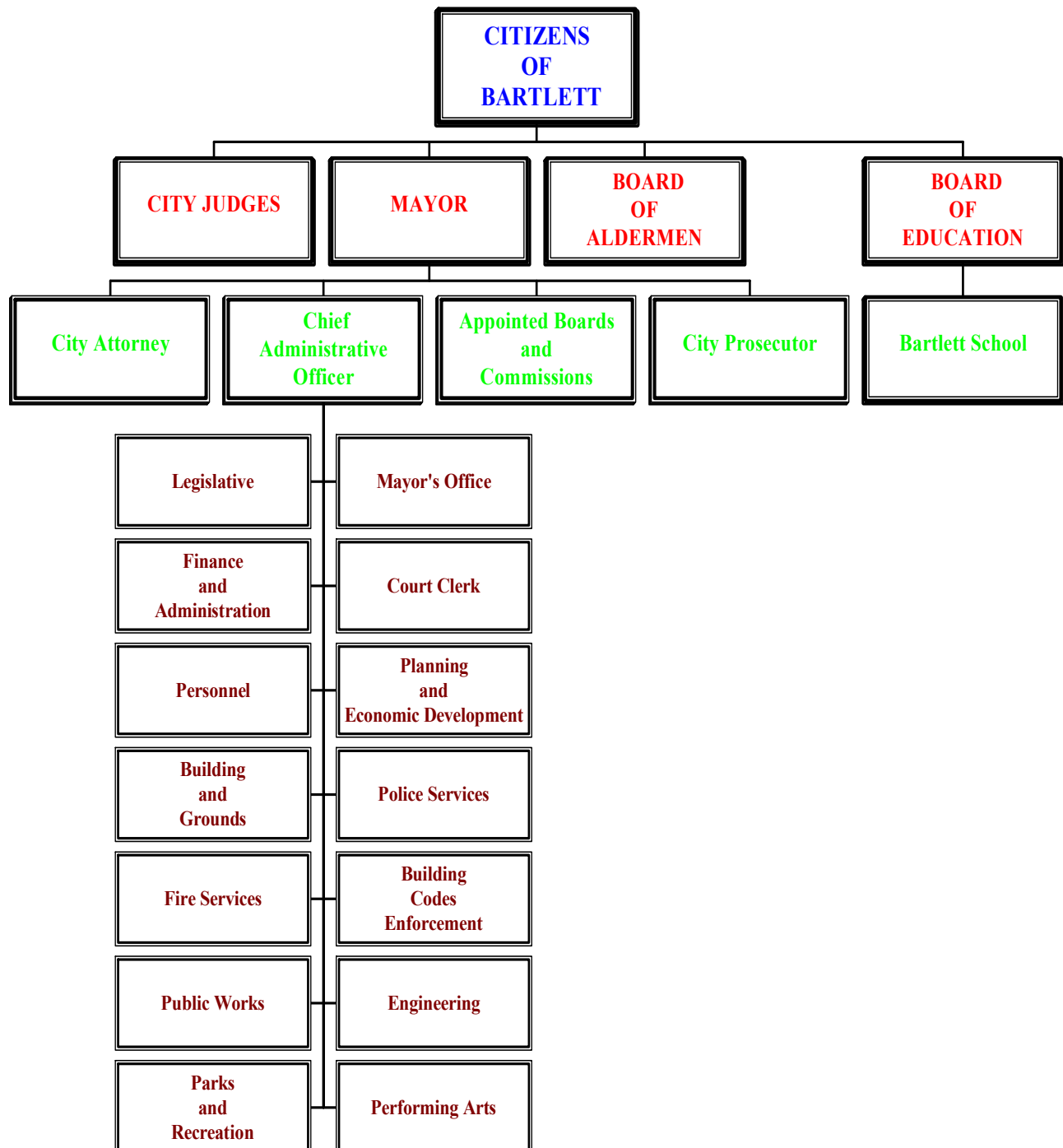
The Code Enforcement Office and Fire Marshall will continue to provide safety inspections for new construction, renovations and commercial facilities to ensure the safety of the structures and our citizens.

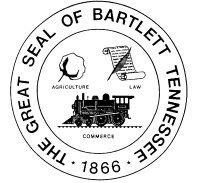
Part of the half-cent Sales Tax revenue will reimburse costs to provide officers in all schools in Bartlett. We will continue to provide crossing guards at schools, both public and private, and enforce speed lanes in school zones.



CITY OF BARTLETT

ORGANIZATION BUDGET CHART





City of Bartlett City Officials

Fiscal 2024-2025

MAYOR

David Parsons (2026*)

ALDERMEN

Jack Young, Vice Mayor (2024*)
Harold Brad King, Register (2026*)
Robert Griffin (2026*)
David Reaves (2026*)
Monique Williams (2024*)
Kevin Quinn (2024*)

CITY OFFICIALS

Chief Administrative Officer ----- Steve Sones
City Attorney ----- Edward McKenney Jr.
Director of Finance ----- Dick Phebus**
Director of Personnel ----- Ted Archdeacon
Director of Planning and Economic Development ----- Kim Taylor
Director of Police Services ----- Jeff Cox
Director of Fire Services ----- Tommy Gately
Director of Code Enforcement ----- Trey Arthur
Director of Public Works ----- Matt Crenshaw
Director of Engineering/City Engineer ----- John Horne
Director of Parks and Recreation ----- Paul Wright
Director of the Performing Arts Center ----- Michael Bollinger
Director of Community Relations ----- Debbie Gelineau
Court Clerk ----- J.J. Leatherwood

BOARD OF EDUCATION OFFICIALS

Superintendent ----- David Stephens
Chairman ----- David Cook
Vice-Chairman ----- Shirley Jackson
Board Member ----- Erin Berry
Board Member ----- Brad Ratliff
Board Member ----- Bryan Woodruff

* Date elected term expires

** Designated CMFO

CITY OF BARTLETT

T E N N E S S E E

SUMMARY

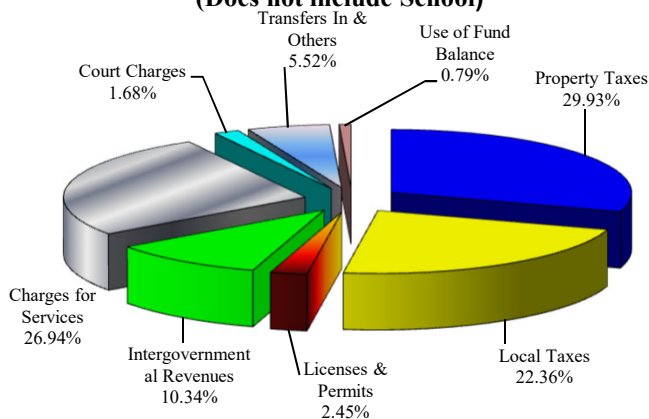


CITY OF BARTLETT ALL FUNDS - FUNCTION SUMMARY FY 2025 Adopted Budget

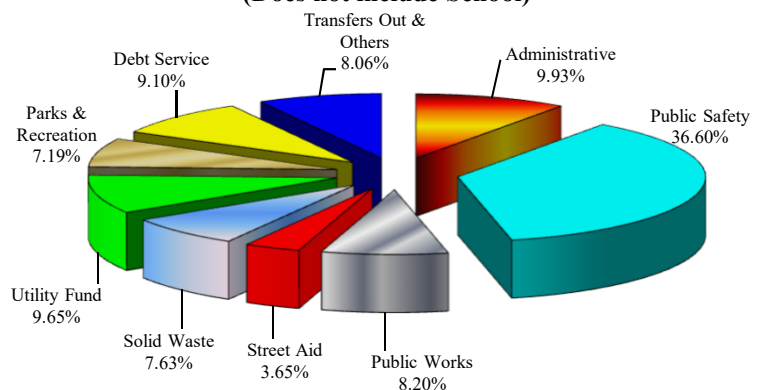


Description	General Fund	Special Revenue Funds	Utility Fund	Debt Service Fund	Total All Funds
Revenues					
Property Taxes	\$ 30,212,000	\$ 0	\$ 0	\$ 0	\$ 30,212,000
Local Taxes	17,700,000	0	0	4,865,000	22,565,000
Licenses & Permits	2,477,000	0	0	0	2,477,000
Intergovernmental Revenues	8,415,000	2,020,000	0	0	10,435,000
Charges for Services	3,371,870	11,537,000	12,283,000	0	27,191,870
Court Charges	1,437,000	255,000	0	0	1,692,000
Transfers In & Others	880,000	126,000	878,000	3,686,527	5,570,527
Bartlett School Fund Revenues	0	107,053,755	0	0	107,053,755
Total Revenues	\$ 64,492,870	\$ 120,991,755	\$ 13,161,000	\$ 8,551,527	\$ 207,197,152
Expenditures					
Administrative	\$ 8,929,661	\$ 1,090,800	\$ 0	\$ 0	\$ 10,020,461
Public Safety	36,477,170	469,494	0	0	36,946,664
Public Works	7,488,894	785,524	0	0	8,274,418
Street Aid	0	3,680,000	0	0	3,680,000
Solid Waste	0	7,701,850	0	0	7,701,850
Utility Fund	0	0	9,739,295	0	9,739,295
Parks & Recreation	7,131,015	125,000	0	0	7,256,015
Debt Service	0	0	574,180	8,608,740	9,182,920
Transfers Out & Others	5,046,519	56,527	3,032,446	0	8,135,492
Bartlett School Fund Expenditures	0	108,553,755	0	0	108,553,755
Total Expenditures	\$ 65,073,258	\$ 122,462,950	\$ 13,345,921	\$ 8,608,740	\$ 209,490,869
Contribution to (Use of) Fund Balance	\$ (580,388)	\$ (1,471,195)	\$ (184,921)	\$ (57,213)	\$ (2,293,717)
Beginning Fund Balance	\$ 37,694,810	\$ 48,724,577	\$ 13,850,340	\$ 2,110,828	\$ 102,380,555
Bartlett School Ending Fund Balance		\$ 42,055,828			\$ 42,055,828
Ending Fund Balance	\$ 37,114,422	\$ 47,253,382	\$ 13,665,419	\$ 2,053,615	\$ 100,086,838

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



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

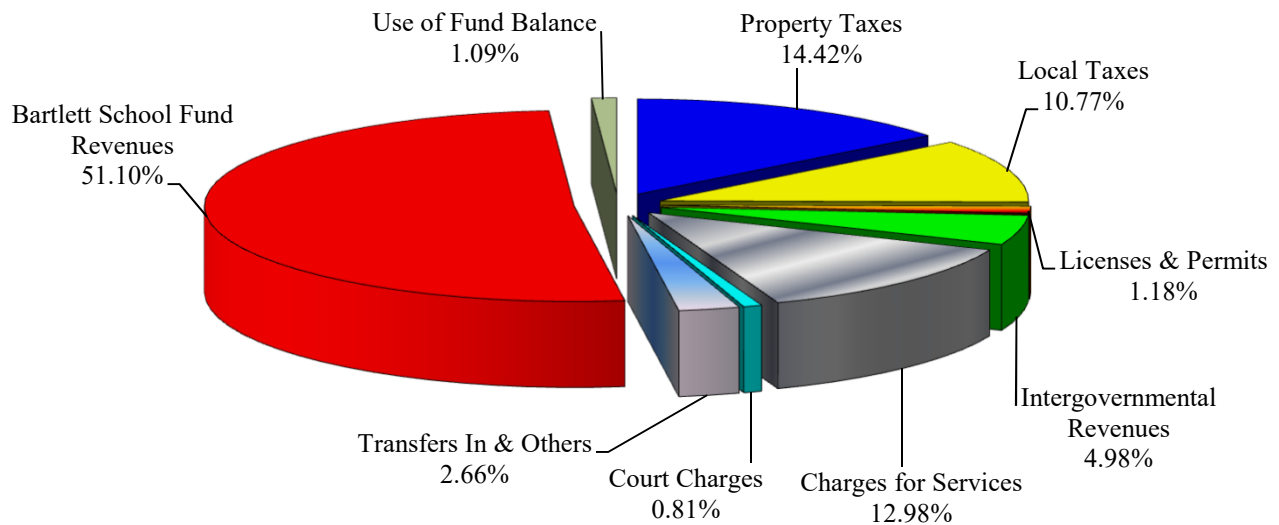




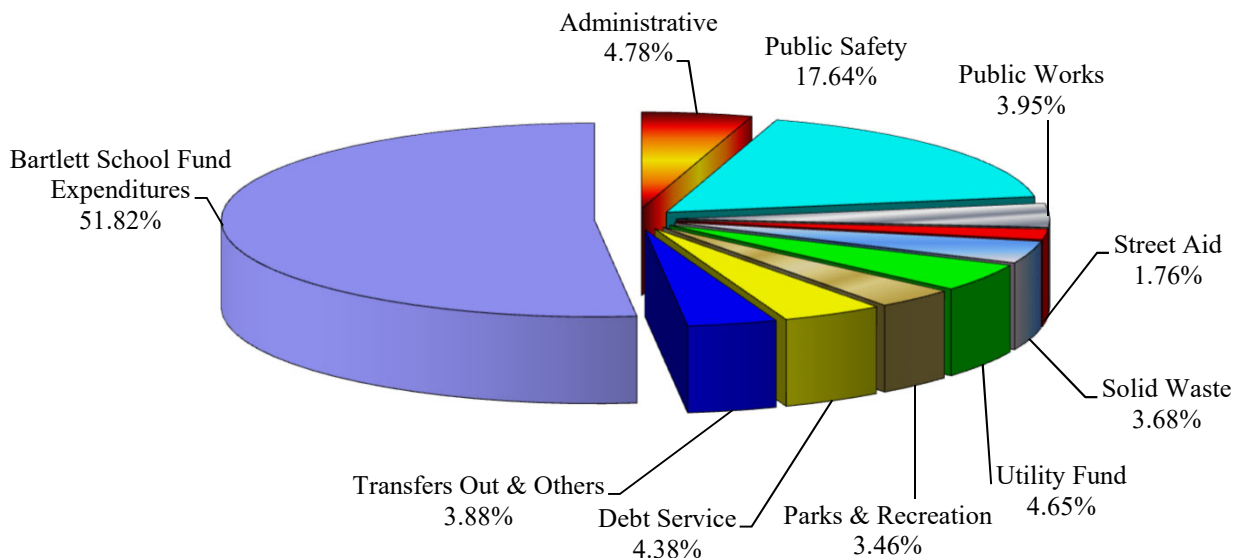
CITY OF BARTLETT ALL FUNDS FY 2025 Adopted Budget

Bartlett Municipal School Fund alone (51.82% of total Expenditures) is more than other funds combined.

WHERE THE \$ COMES FROM



WHERE THE \$ GOES





CITY OF BARTLETT
ALL FUNDS COMBINED SUMMARY - BY CATEGORY
FY 2025 Adopted Budget



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

Category	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
<u>Revenues</u>				
Property Taxes	\$ 29,768,045	\$ 30,153,000	\$ 29,345,000	\$ 30,212,000
Local Taxes	21,535,725	22,658,681	21,899,000	22,565,000
License & Permits	1,715,368	2,191,200	2,599,200	2,477,000
Intergovernmental	10,051,090	10,416,500	10,256,000	10,435,000
Charges for Services	22,870,634	26,239,215	25,472,106	27,191,870
Court Charges	1,602,675	1,634,000	1,622,542	1,692,000
Transfers In & Others	7,168,535	6,278,227	7,555,998	5,570,527
Bartlett School Fund Revenues	94,782,073	97,721,465	97,721,465	107,053,755
Total Revenues	\$ 189,494,145	\$ 197,292,288	\$ 196,471,311	\$ 207,197,152
<u>Expenditures</u>				
Department Revenues/Recoveries	\$ 2,779,913	\$ 3,601,494	\$ 3,564,039	\$ 3,298,986
Salaries	34,823,352	38,546,009	36,887,611	39,579,199
Benefits	18,096,742	20,327,724	19,730,792	20,301,177
Other Personnel	1,065,356	1,115,655	1,008,512	890,712
Operations	17,870,620	20,987,052	19,821,794	20,472,897
Capital	2,331,541	5,144,674	5,038,564	4,493,203
Debt Service	9,921,765	10,279,968	9,921,522	9,103,420
Transfer Out/Interdept Allocation	8,965,448	14,749,437	14,749,437	9,395,492
Bartlett School Fund Expenditures	88,972,919	101,221,465	101,221,465	108,553,755
Total Expenditures	\$ 179,267,830	\$ 208,770,490	\$ 204,815,658	\$ 209,490,869
Net From Operations	\$ 10,226,314	\$ (11,478,202)	\$ (8,344,347)	\$ (2,293,717)
*Bartlett School Fund Balance	\$ 47,055,828	\$ 43,555,828	\$ 43,555,828	\$ 42,055,828
Total Beginning Fund Balance**	\$ 59,251,914	\$ 63,669,074	\$ 63,669,074	\$ 58,824,727
Total Ending Fund Balance**	\$ 63,669,074	\$ 55,690,872	\$ 58,824,727	\$ 58,031,010

** Does not include Bartlett School Fund Balance



CITY OF BARTLETT
ALL FUNDS SUMMARY - SUMMARY BY CATEGORY
FY 2025 Adopted Budget



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

	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
General Fund				
Revenues	\$ 63,794,284	\$ 65,034,596	\$ 63,921,806	\$ 64,492,870
Expenditures	62,015,140	66,223,953	63,909,162	65,073,258
Total General Fund	\$ 1,779,144	\$ (1,189,357)	\$ 12,644	\$ (580,388)
Undesignated Beginning Fund Balance	\$ 35,903,022	\$ 37,682,166	\$ 37,682,166	\$ 37,694,810
Undesignated Ending Fund Balance	\$ 37,682,166	\$ 36,492,809	\$ 37,694,810	\$ 37,114,422
Special Revenue Funds				
Revenues	\$ 105,677,929	\$ 110,034,665	\$ 109,882,488	\$ 120,991,755
Expenditures	99,349,124	114,260,993	113,451,134	122,462,950
Total Special Revenue Funds	\$ 6,328,805	\$ (4,226,328)	\$ (3,568,646)	\$ (1,471,195)
*Bartlett School Fund Balance	\$ 47,055,828	\$ 43,555,828	\$ 43,555,828	\$ 42,055,828
Beginning Fund Balance (W/out School FB)	\$ 4,717,744	\$ 5,237,395	\$ 5,237,395	\$ 5,168,749
Ending Fund Balance (W/out School FB)	\$ 5,237,395	\$ 4,511,067	\$ 5,168,749	\$ 5,197,554
Utility Fund				
Revenues	\$ 10,706,616	\$ 12,634,000	\$ 13,205,490	\$ 13,161,000
Expenditures	8,814,043	16,153,422	15,651,613	13,345,921
Total Utility Fund	\$ 1,892,573	\$ (3,519,422)	\$ (2,446,123)	\$ (184,921)
Beginning Cash Balance	\$ 14,403,890	\$ 16,296,463	\$ 16,296,463	\$ 13,850,340
Ending Cash Balance	\$ 16,296,463	\$ 12,777,041	\$ 13,850,340	\$ 13,665,419
Debt Service Fund				
Revenues	\$ 9,315,315	\$ 9,589,027	\$ 9,461,527	\$ 8,551,527
Expenditures	9,089,523	12,132,122	11,803,749	8,608,740
Total Debt Service Fund	\$ 225,792	\$ (2,543,095)	\$ (2,342,222)	\$ (57,213)
Undesignated Beginning Fund Balance	\$ 4,227,258	\$ 4,453,050	\$ 4,453,050	\$ 2,110,828
Undesignated Ending Fund Balance	\$ 4,453,050	\$ 1,909,955	\$ 2,110,828	\$ 2,053,615
All Operating Funds				
Revenues	\$ 189,494,145	\$ 197,292,288	\$ 196,471,311	\$ 207,197,152
Expenditures	179,267,830	208,770,490	204,815,658	209,490,869
Total All Operating Funds	\$ 10,226,314	\$ (11,478,202)	\$ (8,344,347)	\$ (2,293,717)
Total Beginning Fund Balance**	\$ 59,251,914	\$ 63,669,074	\$ 63,669,074	\$ 58,824,727
Total Ending Fund Balance**	\$ 63,669,074	\$ 55,690,872	\$ 58,824,727	\$ 58,031,010

** Does not include Bartlett School Fund Balance



CITY OF BARTLETT

GENERAL FUND - SUMMARY BY CATEGORY

FY 2025 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 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
<u>Revenues</u>				
Property Taxes	\$ 29,768,045	\$ 30,153,000	\$ 29,345,000	\$ 30,212,000
Local Taxes	16,976,562	17,881,181	17,199,000	17,700,000
License & Permits	1,715,368	2,191,200	2,599,200	2,477,000
Intergovernmental	8,043,637	8,316,500	8,236,000	8,415,000
Charges for Services	4,663,003	4,507,715	4,117,606	3,371,870
Court Charges	1,331,287	1,337,000	1,377,000	1,437,000
Other Revenue	1,296,382	648,000	1,048,000	880,000
Total Revenues	\$ 63,794,284	\$ 65,034,596	\$ 63,921,806	\$ 64,492,870
<u>Expenditures</u>				
<i>Department Revenues/Recoveries</i>	\$ 2,768,254	\$ 3,589,994	\$ 3,558,524	\$ 3,289,986
Salaries	30,524,701	33,544,869	32,067,250	34,365,617
Benefits	15,948,455	17,786,880	17,250,923	17,751,650
Other Personnel	888,909	922,655	815,512	697,712
Operations	8,716,194	9,577,027	9,227,878	9,168,346
Capital	686,316	1,140,851	1,264,457	1,333,400
Transfer Out	8,018,818	6,841,665	6,841,665	5,046,519
Total Expenditures	\$ 62,015,140	\$ 66,223,953	\$ 63,909,162	\$ 65,073,258
Net From Operations	\$ 1,779,144	\$ (1,189,357)	\$ 12,644	\$ (580,388)
Undesignated Beginning Fund Balance	\$ 35,903,022	\$ 37,682,166	\$ 37,682,166	\$ 37,694,810
Reserves/Encumbrances	0			
Undesignated Ending Fund Balance	\$ 37,682,166	\$ 36,492,809	\$ 37,694,810	\$ 37,114,422



CITY OF BARTLETT
SPECIAL REVENUE FUNDS - SUMMARY BY CATEGORY
FY 2025 Adopted Budget



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

Category	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
<u>Revenues</u>				
Intergovernmental Revenues	\$ 2,007,453	\$ 2,100,000	\$ 2,020,000	\$ 2,020,000
Charges for Services	8,128,612	9,447,500	9,386,000	11,537,000
Court Charges	271,388	297,000	245,542	255,000
Transfers In & Others	488,403	468,700	509,481	126,000
Bartlett School Fund Revenues	94,782,073	97,721,465	97,721,465	107,053,755
Total Revenues	\$ 105,677,929	\$ 110,034,665	\$ 109,882,488	\$ 120,991,755
<u>Expenditures</u>				
Salaries	\$ 2,185,130	\$ 2,649,860	\$ 2,573,324	\$ 2,802,273
Benefits	1,163,252	1,357,535	1,335,880	1,396,534
Other Personnel	176,447	193,000	193,000	193,000
Operations	5,036,426	6,564,983	5,993,663	6,442,958
Capital	1,447,950	2,049,623	1,909,275	1,757,903
Transfer Out/Interdept Allocation	367,000	224,527	224,527	1,316,527
Bartlett School Fund Expenditures	88,972,919	101,221,465	101,221,465	108,553,755
Total Expenditures	99,349,124	114,260,993	113,451,134	122,462,950
Net from Operations	\$ 6,328,805	\$ (4,226,328)	\$ (3,568,646)	\$ (1,471,195)
Bartlett School Fund Balance	\$ 47,055,828	\$ 43,555,828	\$ 43,555,828	\$ 42,055,828
Beginning Fund Balance (W/out School FB)	\$ 4,717,744	\$ 5,237,395	\$ 5,237,395	\$ 5,168,749
Ending Fund Balance (W/out School FB)	\$ 5,237,395	\$ 4,511,067	\$ 5,168,749	\$ 5,197,554



CITY OF BARTLETT
UTILITY FUND - SUMMARY BY CATEGORY
FY 2025 Adopted Budget



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

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

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

Category	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
<u>Revenues</u>				
Operating Revenues	\$ 10,079,019	\$ 12,284,000	\$ 11,968,500	\$ 12,283,000
Other Revenues	495,474	235,000	497,990	493,000
Non-Operating Revenues	132,124	115,000	739,000	385,000
Total Revenues	\$ 10,706,616	\$ 12,634,000	\$ 13,205,490	\$ 13,161,000
<u>Expenditures</u>				
<i>Department Revenues/Recoveries</i>	\$ 11,659	\$ 11,500	\$ 5,515	\$ 9,000
Salaries	2,113,521	2,351,280	2,247,037	2,411,309
Benefits	985,035	1,183,309	1,143,989	1,152,993
Operations	4,040,876	4,220,542	4,060,072	4,782,093
Capital	197,275	1,954,200	1,864,832	1,401,900
Total Expenditures	\$ 7,325,048	\$ 9,697,831	\$ 9,310,415	\$ 9,739,295
Cash Flow	\$ 3,381,568	\$ 2,936,169	\$ 3,895,075	\$ 3,421,705
<u>Less:</u>				
Debt Service	\$ 909,365	\$ 1,272,346	\$ 1,157,953	\$ 574,180
Transfer to Capital Improvement Fund	579,630	5,183,245	5,183,245	3,032,446
Total	\$ 1,488,995	\$ 6,455,591	\$ 6,341,198	\$ 3,606,626
Net Cash Flow	\$ 1,892,573	\$ (3,519,422)	\$ (2,446,123)	\$ (184,921)
Beginning Cash Balance	\$ 14,403,890	\$ 16,296,463	\$ 16,296,463	\$ 13,850,340
Ending Cash Balance	\$ 16,296,463	\$ 12,777,041	\$ 13,850,340	\$ 13,665,419



CITY OF BARTLETT
GENERAL DEBT SERVICE FUND - SUMMARY BY CATEGORY
FY 2025 Adopted Budget



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

Category	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
<u>Revenues</u>				
Local Sales Tax	\$ 4,559,163	\$ 4,777,500	\$ 4,700,000	\$ 4,865,000
Transfers & Others	4,756,152	4,811,527	4,761,527	3,686,527
Total Revenues	\$ 9,315,315	\$ 9,589,027	\$ 9,461,527	\$ 8,551,527
<u>Expenditures</u>				
Agent Fees	\$ 4,330	\$ 4,500	\$ 4,500	\$ 4,500
Issuance Cost	72,794	85,000	680	75,000
Bond Principal	5,918,000	6,433,000	6,353,000	5,794,000
Interest	3,094,400	5,609,622	5,445,569	2,735,240
Total Expenditures	\$ 9,089,523	\$ 12,132,122	\$ 11,803,749	\$ 8,608,740
Net from Operations	\$ 225,792	\$ (2,543,095)	\$ (2,342,222)	\$ (57,213)
Beginning Fund Balance	\$ 4,227,258	\$ 4,453,050	\$ 4,453,050	\$ 2,110,828
Ending Fund Balance	\$ 4,453,050	\$ 1,909,955	\$ 2,110,828	\$ 2,053,615



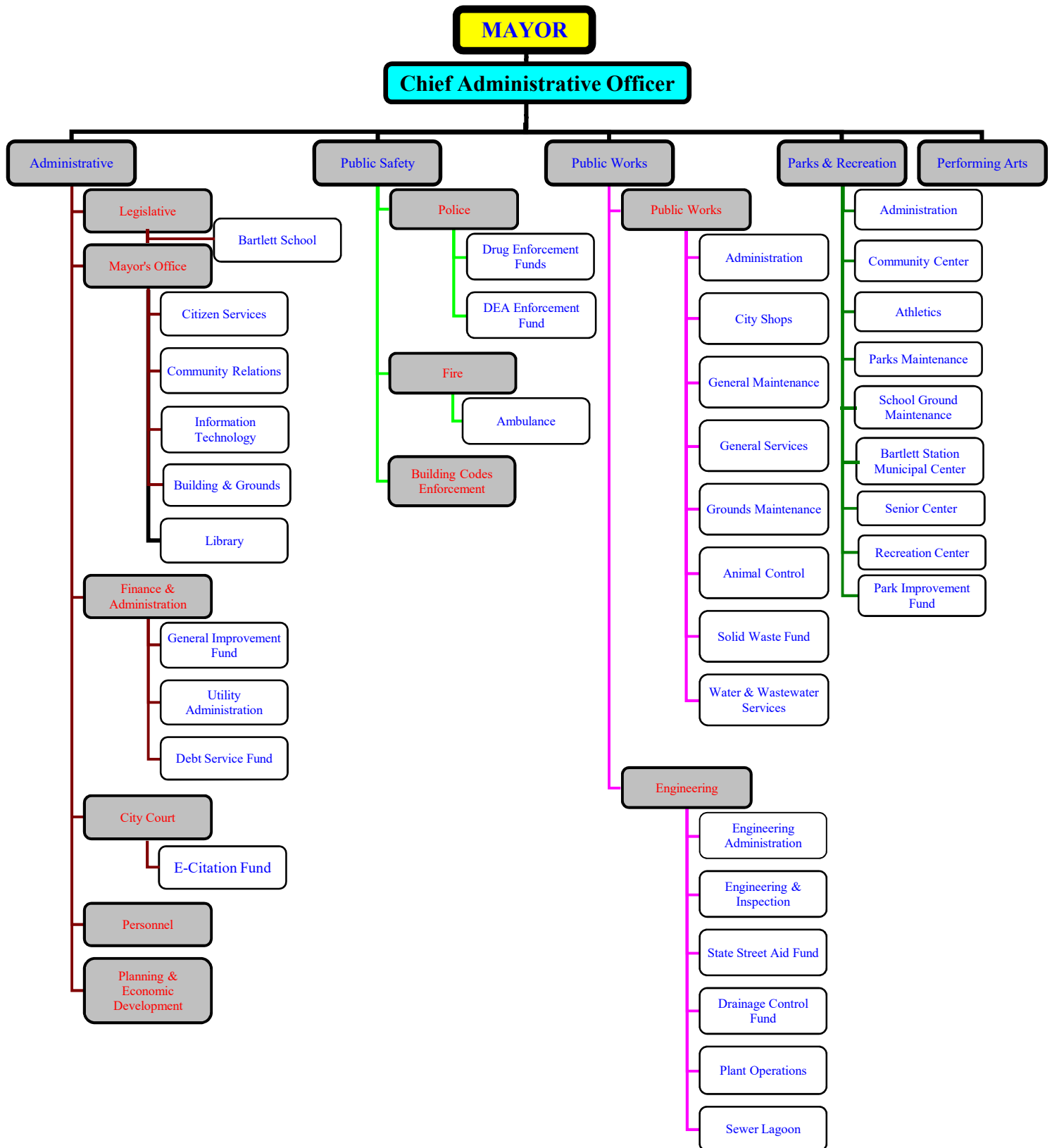
CITY OF BARTLETT
FY 2025-2029 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY FUNCTION



	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
Revenues						
Source of Funds						
G.O. Bonds	\$ 0	\$ 5,233,000	\$ 6,642,000	\$ 6,904,500	\$ 2,012,000	\$ 20,791,500
Capital Note	0	195,000	93,000	83,000	119,000	490,000
Transfer from Street Aid Fund	760,000	0	0	0	0	760,000
Transfer In from General Fund	585,000	462,000	848,200	420,000	852,000	3,167,200
Transfer In from Park Imp. Fund	0	0	120,000	0	75,000	195,000
Grant Funds	0	0	4,200,000	3,750,000	0	7,950,000
TDOT 80% match	3,040,000	5,532,000	148,000	5,018,000	148,000	13,886,000
Utility Bonds	0	3,900,000	16,500,000	16,500,000	1,500,000	38,400,000
Utility Retained Earnings	3,032,446	7,000,000	2,550,000	2,550,000	2,550,000	17,682,446
American Rescue Plan Grant	1,521,273	0	0	0	0	1,521,273
Total Revenues	\$ 8,938,719	\$ 22,322,000	\$ 31,101,200	\$ 35,225,500	\$ 7,256,000	\$ 104,843,419
Expenditures						
G.O. Bond/Other Funded						
Administrative	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Public Safety	325,000	1,402,000	1,348,200	120,000	552,000	3,747,200
Public Works	160,000	200,000	200,000	200,000	200,000	960,000
Engineering	3,800,000	6,915,000	185,000	6,272,500	185,000	17,357,500
Parks & Recreation/BPACC	0	2,805,000	10,218,000	9,483,000	2,169,000	24,675,000
Total G.O. Bond/Other Funded	\$ 4,385,000	\$ 11,422,000	\$ 12,051,200	\$ 16,175,500	\$ 3,206,000	\$ 47,239,700
Utility Bond/Other Funded						
Water	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Sewer	4,553,719	10,900,000	19,050,000	19,050,000	4,050,000	57,603,719
Total Utility Bond/Other Funded	\$ 4,553,719	\$ 10,900,000	\$ 19,050,000	\$ 19,050,000	\$ 4,050,000	\$ 57,603,719
Total Expenditures	\$ 8,938,719	\$ 22,322,000	\$ 31,101,200	\$ 35,225,500	\$ 7,256,000	\$ 104,843,419



CITY OF BARTLETT ORGANIZATION CHART - BY FUNCTION





CITY OF BARTLETT

Funds and Functions Organizational Structure

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

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



CITY OF BARTLETT STAFFING LEVEL SCHEDULE FY 2025 Adopted Budget



Fiscal Year 2025 staffing level schedule includes the number of full time employees, part time employees and the total full time equivalents (FTE). Full time equivalents are calculated by the number of total working hours divided into 2080 hours, which is a full year. Part time positions are just estimates based on the money allocated for part time. Departments have flexibility to balance their full time and part time positions allocated based on their total budget. Bartlett City Municipal School Fund will be presented as a special revenue fund but their staffing level will not include in the City's staffing level schedule. During fiscal year 2024, the City has added a chief communication officer, a code enforcement inspector and outsourced the Recreation Center to YMCA with 9 employees choosing to stay with YMCA. The other 2 full time employees left in Recreation Center will move to other departments, a marketing specialist moved to Parks Administration and a custodial moved to BSMC. Two positions in the Senior Center will not be filled and eliminated. For FY25, the City, without Bartlett School, will add 8 new full time positions. Police will add 7 jailers, 4 will start on September 1st and the other 3 will start on January 1st, 2025, and 1 building service position starting on September 1st. A construction inspector will move from Water Plant Operation to Drainage Control. The net increase, from original FY24 budget to FY25 budget, is a decrease of 1 full time employee.

Description	FY 2023 Actual	FY 2024 Revised Budget	FY 2024 Projection	FY 2025 Adopted
GENERAL FUND				
Administrative				
Legislative Board				
Full Time	7.55	8.00	8.00	8.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Legislative Board FTE	7.55	8.00	8.00	8.00
Mayor's Office				
Full Time	5.00	5.00	5.33	6.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Mayor's Office FTE	5.00	5.00	5.33	6.00
Community Relations Full Time				
Community Relations Full Time	1.00	1.00	1.00	1.00
Information Technology				
Full Time	0.00	5.00	5.00	5.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Information Technology FTE	0.00	5.00	5.00	5.00
Buildings and Grounds				
Full Time	2.78	3.00	3.00	3.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Buildings and Grounds FTE	2.78	3.00	3.00	3.00
Finance and Administration				
Full Time	15.73	12.00	11.00	12.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Finance & Administration FTE	15.73	12.00	11.00	12.00
City Court				
Full Time	12.00	12.00	12.00	12.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total City Court FTE	12.00	12.00	12.00	12.00



CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised Budget	FY 2024 Projection	FY 2025 Adopted
Personnel				
Full Time	5.00	5.00	5.00	5.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Personnel FTE	5.00	5.00	5.00	5.00
Planning & Economic Development				
Full Time	4.00	5.00	4.76	5.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Planning & Eco Devpmnt FTE	4.00	5.00	4.76	5.00
Full Time	53.06	56.00	55.09	57.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Administrative FTE	53.06	56.00	55.09	57.00
Public Safety				
Police				
Full Time	172.17	180.00	171.08	188.00
Part Time (converted to FTE)	8.48	10.73	9.90	10.73
Total Police FTE	180.65	190.73	180.98	198.73
Fire				
Full Time	72.00	72.00	72.00	72.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Fire FTE	72.00	72.00	72.00	72.00
Ambulance Service				
Full Time	29.67	34.00	31.77	34.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Ambulance Service FTE	29.67	34.00	31.77	34.00
Building Codes Enforcement				
Full Time	11.00	11.00	11.99	12.00
Part Time (converted to FTE)	1.49	1.51	0.63	1.18
Total Bldg. Codes Enforcement FTE	12.49	12.51	12.62	13.18
Full Time	284.84	297.00	286.84	306.00
Part Time (converted to FTE)	9.97	12.24	10.53	11.91
Total Public Safety FTE	294.81	309.24	297.37	317.91
Public Works				
Administration				
Full Time	4.00	4.00	4.00	4.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Administration FTE	4.00	4.00	4.00	4.00
City Shops				
Full Time	11.18	13.00	12.55	13.00
Part Time (converted to FTE)	0.00	0.00	0.12	0.12
Total City Shops FTE	11.18	13.00	12.67	13.12



CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised Budget	FY 2024 Projection	FY 2025 Adopted
General Maintenance				
Full Time	18.00	18.00	18.00	18.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total General Maintenance FTE	18.00	18.00	18.00	18.00
General Services				
Full Time	3.90	4.00	4.00	4.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total General Services FTE	3.90	4.00	4.00	4.00
Grounds Maintenance				
Full Time	12.96	14.00	12.32	14.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Grounds Maintenance FTE	12.96	14.00	12.32	14.00
Animal Control				
Full Time	7.62	8.00	7.56	8.00
Part Time (converted to FTE)	0.65	1.45	0.87	1.59
Total Animal Control FTE	8.27	9.45	8.43	9.59
Engineering Administration				
Full Time	3.00	3.00	3.00	3.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Engineering Administration FTE	3.00	3.00	3.00	3.00
Engineering & Inspection				
Full Time	2.00	3.00	3.00	3.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Engineering & Inspection FTE	2.00	3.00	3.00	3.00
Full Time	62.66	67.00	64.43	67.00
Part Time (converted to FTE)	0.65	1.45	0.99	1.71
Total Public Works FTE	63.31	68.45	65.42	68.71
Parks & Recreation				
Administration				
Full Time	4.00	4.00	5.81	5.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Administration FTE	4.00	4.00	5.81	5.00
Community Center				
Full Time	5.80	6.00	6.00	6.00
Part Time (converted to FTE)	7.27	9.86	9.60	9.62
Total Community Center FTE	13.07	15.86	15.60	15.62
Athletics				
Full Time	3.00	3.00	3.00	3.00
Part Time (converted to FTE)	6.93	6.51	6.58	5.87
Total Athletics FTE	9.93	9.51	9.58	8.87



CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised Budget	FY 2024 Projection	FY 2025 Adopted
Maintenance				
Full Time	19.15	23.00	19.41	23.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Maintenance FTE	19.15	23.00	19.41	23.00
School Ground Maintenance				
Full Time	2.00	2.00	1.79	2.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total School Ground Maintenance FTE	2.00	2.00	1.79	2.00
Bartlett Station Municipal Center				
Full Time	3.00	3.00	3.85	4.00
Part Time (converted to FTE)	1.56	1.95	1.94	1.95
Total Bartlett Station Mun Ctr FTE	4.56	4.95	5.79	5.95
Senior Center				
Full Time	3.95	4.00	2.00	2.00
Part Time (converted to FTE)	0.60	0.83	1.17	1.71
Total Senior Center FTE	4.55	4.83	3.17	3.71
Recreation Center				
Full Time	10.53	11.00	4.85	0.00
Part Time (converted to FTE)	13.46	14.65	10.70	0.00
Total Recreation Center FTE	23.99	25.65	15.55	0.00
Full Time	51.43	56.00	46.71	45.00
Part Time (converted to FTE)	29.82	33.80	29.99	19.15
Total Parks FTE	81.25	89.80	76.70	64.15
Performing Arts				
Full Time	3.00	3.00	3.00	3.00
Part Time (converted to FTE)	1.22	1.52	1.00	1.13
Total Performing Arts FTE	4.22	4.52	4.00	4.13
FULL TIME	454.99	479.00	456.07	478.00
PART TIME (converted to FTE)	41.66	49.01	42.51	33.90
TOTAL GENERAL FUND FTE	496.65	528.01	498.58	511.90
<u>SPECIAL REVENUE FUNDS</u>				
Solid Waste Fund				
Full Time	38.17	44.00	40.18	44.00
Part Time (converted to FTE)	2.04	2.11	1.08	2.15
Total Solid Waste Fund FTE	40.21	46.11	41.26	46.15



CITY OF BARTLETT
STAFFING LEVEL SCHEDULE
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised Budget	FY 2024 Projection	FY 2025 Adopted
Drainage Control Fund				
Full Time	1.00	1.00	1.00	2.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Drainage Control Fund FTE	1.00	1.00	1.00	2.00
FULL TIME	39.17	45.00	41.18	46.00
PART TIME (converted to FTE)	2.04	2.11	1.08	2.15
TOTAL SPECIAL REVENUE FUNDS FTE	41.21	47.11	42.26	48.15
UTILITY				
Administration				
Full Time	6.54	7.00	6.91	7.00
Part Time (converted to FTE)	0.39	0.63	0.32	0.63
Total Administration FTE	6.93	7.63	7.23	7.63
Water & Wastewater Services				
Full Time	20.32	22.00	22.63	22.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Water & Wastewater Services FTE	20.32	22.00	22.63	22.00
Plant Operations				
Full Time	9.00	9.00	8.10	8.00
Part Time (converted to FTE)	0.32	0.62	0.32	0.62
Total Plant Operations FTE	9.32	9.62	8.42	8.62
Sewer Lagoon				
Full Time	4.00	4.00	3.94	4.00
Part Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Sewer Lagoon FTE	4.00	4.00	3.94	4.00
FULL TIME	39.86	42.00	41.58	41.00
PART TIME (converted to FTE)	0.71	1.25	0.64	1.25
TOTAL UTILITY FTE	40.57	43.25	42.22	42.25
ALL FUNDS				
FULL TIME	534.02	566.00	538.83	565.00
PART TIME (converted to FTE)	44.41	52.37	44.23	37.29
TOTAL ALL FUNDS FTE	578.43	618.37	583.06	602.29

CITY OF BARTLETT

T E N N E S S E E

GENERAL FUND

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



CITY OF BARTLETT
GENERAL FUND SUMMARY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Revenues				
Property Taxes	\$ 29,768,045	\$ 30,153,000	\$ 29,345,000	\$ 30,212,000
Local Taxes	16,976,562	17,881,181	17,199,000	17,700,000
License & Permits	1,715,368	2,191,200	2,599,200	2,477,000
Intergovernmental	8,043,637	8,316,500	8,236,000	8,415,000
Charges for Services	4,663,003	4,507,715	4,117,606	3,371,870
Court Charges	1,331,287	1,337,000	1,377,000	1,437,000
Other Revenue/Transfers	1,296,382	648,000	1,048,000	880,000
Total Revenues	\$ 63,794,284	\$ 65,034,596	\$ 63,921,806	\$ 64,492,870
Staffing Level				
<i>Full-Time</i>	<i>454.99</i>	<i>479.00</i>	<i>456.07</i>	<i>478.00</i>
<i>Part-Time (converted to FTE)</i>	<i>41.66</i>	<i>49.01</i>	<i>42.51</i>	<i>33.90</i>
Total Full-Time Equivalent (FTE)	496.65	528.01	498.58	511.90
Expenditures				
Legislative	\$ 576,305	\$ 864,535	\$ 854,848	\$ 1,188,617
Mayor's Office	853,577	919,265	909,938	1,104,497
Community Relations	344,073	346,874	368,940	371,072
Information Technology	0	624,131	749,064	836,581
Building & Grounds	390,806	463,122	392,683	410,005
Library	1,372,500	1,492,842	1,365,987	1,344,817
Finance	1,793,272	1,378,078	1,309,952	1,412,703
City Court	1,049,122	1,118,203	1,095,910	1,118,415
Personnel	561,275	599,672	582,911	612,006
Planning	467,749	512,172	504,562	530,947
Police	18,249,791	19,749,705	19,345,101	21,213,892
Fire Services and Ambulance	12,531,785	13,865,825	13,435,567	14,004,565
Codes Enforcement	1,128,046	1,186,201	1,168,661	1,258,713
Public Works	5,789,465	6,551,473	6,405,587	6,542,374
Engineering	1,012,010	950,638	915,664	946,519
Parks & Recreation	7,075,135	7,896,463	6,797,749	6,269,135
Performing Arts	801,412	863,090	864,372	861,880
Expenditures	\$ 53,996,322	\$ 59,382,288	\$ 57,067,497	\$ 60,026,739
Transfers Out				
Trfr. Out Bartlett City School	\$ 1,737,826	\$ 1,737,826	\$ 1,737,826	\$ 1,737,826
Trfr. Out Shelby County Board of Education	608,193	608,193	608,193	608,193
Trfr. Out DARE Program	29,799	33,000	33,000	35,500
Trfr. Out Drainage Fund	100,000	100,000	100,000	0
Trfr. Out Debt Service	3,555,000	3,555,000	3,555,000	2,000,000
Trfr. Out General Improvement Fund	275,000	275,000	275,000	0
Trfr. Out Bartlett Station	80,000	80,000	80,000	80,000
Trfr. Out to CIP	1,633,000	452,646	452,646	585,000
Total Transfers Out	\$ 8,018,818	\$ 6,841,665	\$ 6,841,665	\$ 5,046,519
Total Expenditures	\$ 62,015,140	\$ 66,223,953	\$ 63,909,162	\$ 65,073,258
Net From Operations	1,779,144	(1,189,357)	12,644	(580,388)
Beginning Fund Balance	\$ 35,903,022	\$ 37,682,166	\$ 37,682,166	\$ 37,694,810
Ending Fund Balance	\$ 37,682,166	\$ 36,492,809	\$ 37,694,810	\$ 37,114,422



CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Property Taxes				
Real Property Tax	\$ 27,497,785	\$ 27,900,000	\$ 27,300,000	\$ 27,800,000
Personalty Tax	1,198,667	1,250,000	1,070,000	1,050,000
Property Tax - Utility	191,862	183,000	183,000	140,000
In-Lieu Of Tax - Utility	0	0	0	450,000
In-Lieu Of Tax - Industry	52,281	70,000	72,000	72,000
In-Lieu Of Tax - MLG&W	397,216	400,000	290,000	300,000
Delinquent Tax	294,155	200,000	280,000	250,000
Interest & Penalty	136,079	150,000	150,000	150,000
Total Property Taxes	\$ 29,768,045	\$ 30,153,000	\$ 29,345,000	\$ 30,212,000
Local Taxes				
Local Sales Tax	9,118,327	\$ 9,555,000	\$ 9,400,000	\$ 9,730,000
Sales Tax Half Cent	4,380,155	4,764,681	4,660,000	4,800,000
Wholesale Beer Tax	750,982	850,000	760,000	780,000
Wholesale Liquor Tax	515,588	520,000	540,000	550,000
Beer Permits Application	2,500	1,500	2,000	2,000
Retail Liquor Licenses	22,970	24,000	21,000	22,000
Beer Privilege Tax	8,497	8,000	8,000	8,000
Gross Receipts Business	1,310,531	1,350,000	1,000,000	1,000,000
Business Licenses	3,734	3,000	3,000	3,000
Return Fee-Business License	16,534	15,000	15,000	15,000
Collection Fees - Business Tax	122,387	110,000	90,000	90,000
Catv Franchise Fees	378,653	350,000	350,000	350,000
AT&T Franchise Fee	116,410	110,000	100,000	100,000
Hotel/Motel Tax	229,293	220,000	250,000	250,000
Total Local Taxes	\$ 16,976,562	\$ 17,881,181	\$ 17,199,000	\$ 17,700,000
License & Permits				
Issuing Fees	\$ 14,930	\$ 16,000	\$ 25,000	\$ 25,000
New Building Permits	126,652	110,000	230,000	150,000
New Electrical Permits	52,787	45,000	100,000	80,000
New Plumbing Permits	29,141	35,000	50,000	70,000
New Mechanical Permits	112,101	100,000	160,000	160,000
New Permit Software Fees	0	0	40,000	40,000
Zoning Application Fees	(880)	3,000	3,000	3,000
Planning Fees	1,500	2,200	5,000	5,000
Short-Term Rental Permit Fees	200	500	200	500
S/D Application Fees	8,560	12,000	12,000	12,000
Miscellaneous Building Permits	28,763	45,000	45,000	45,000
Board Of Zoning Appeals	2,400	3,000	1,500	2,000
Subdivision Inspection Fees	34,189	30,000	160,000	80,000
Subdivision Engineering Fees	17,012	15,000	60,000	25,000
Subdivision Sewer Review Fees	175	500	500	500
Road Cut & Boring Permit	35,070	10,000	30,000	30,000
Site Plan Review	17,027	35,000	20,000	20,000
Sign Review	8,800	8,000	8,000	8,000
Building Plan Review	17,350	17,000	25,000	17,000



CITY OF BARTLETT
GENERAL FUND REVENUES
FY 2025 Adopted Budget



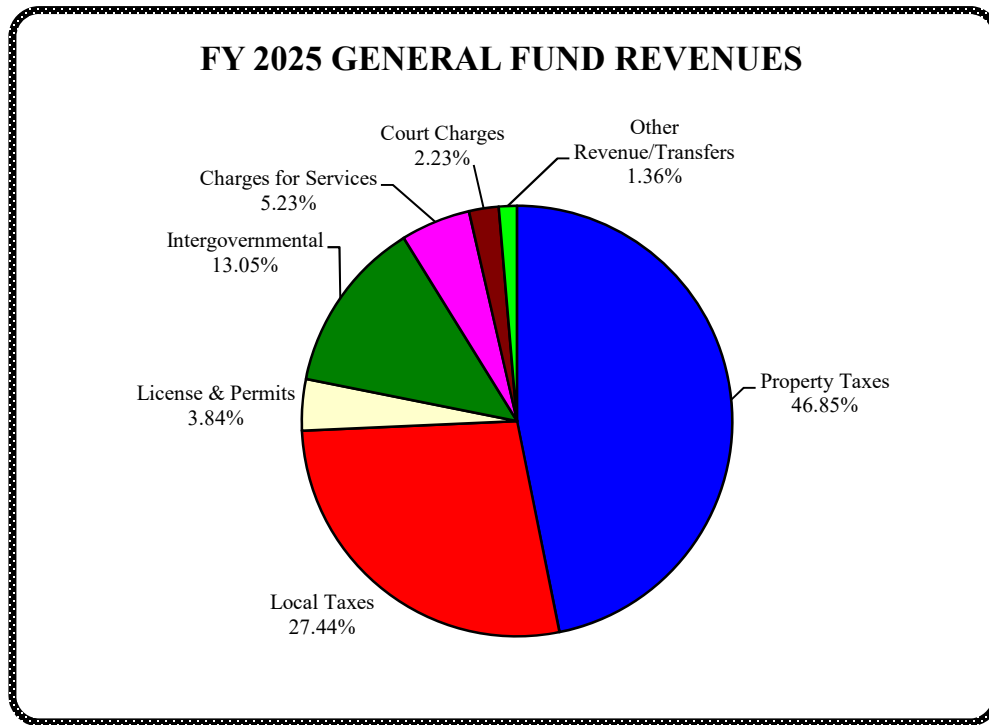
Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Sign Inspection	3,950	4,000	4,000	4,000
Auto Reg Fee	1,205,641	1,700,000	1,620,000	1,700,000
Total License & Permits	\$ 1,715,368	\$ 2,191,200	\$ 2,599,200	\$ 2,477,000
Intergovernmental Revenues				
State Sales Tax	\$ 6,874,946	\$ 7,213,500	\$ 7,050,000	\$ 7,200,000
State Income Tax	3,563	0	0	0
State Beer Tax	26,386	27,000	26,000	26,000
State Liquor Tax	145,674	140,000	150,000	150,000
State Excise Tax	44,893	40,000	45,000	45,000
State Petroleum Tax	105,864	106,000	105,000	104,000
State Sports Betting Tax	94,247	100,000	102,000	110,000
State TVA In Lieu Of Tax	694,776	630,000	708,000	730,000
STG Telecom Sales Tax	53,287	60,000	50,000	50,000
Total Intergovernmental Revenues	\$ 8,043,637	\$ 8,316,500	\$ 8,236,000	\$ 8,415,000
Misc Charges For Services				
City Service Fees	\$ 8,589	\$ 5,000	\$ 10,000	\$ 10,000
Ambulance Fees	1,774,141	1,750,000	1,800,000	2,050,000
Tow-In Fees	7,250	4,000	7,000	8,000
Publication Fees	1,000	1,000	1,000	1,000
Police Background Check	353	1,000	500	0
Community Relations	35,321	23,000	26,843	27,500
Library Fees	20,607	20,000	20,100	22,100
Total Misc Charges For Services	\$ 1,847,260	\$ 1,804,000	\$ 1,865,443	\$ 2,118,600
Parks & Rec Charges				
Bartlett Station Municipal Center Fees	\$ 138,771	\$ 151,825	\$ 165,401	\$ 202,000
Senior Citizens Center	101,211	99,840	84,821	99,200
Community Center	461,933	429,000	394,660	399,500
Athletics	281,033	272,300	292,500	277,770
Recreation Center	1,547,364	1,476,250	1,003,801	0
Total Parks & Rec Charges	\$ 2,530,311	\$ 2,429,215	\$ 1,941,183	\$ 978,470
BPACC Revenues	\$ 285,431	\$ 274,500	\$ 310,980	\$ 274,800
Court Fines & Costs				
City Court Fines	\$ 1,324,897	\$ 1,330,000	\$ 1,370,000	\$ 1,430,000
Other Court Costs	6,390	7,000	7,000	7,000
Total Court Fines & Costs	\$ 1,331,287	\$ 1,337,000	\$ 1,377,000	\$ 1,437,000
Other Revenues				
Interest	\$ 580,715	\$ 400,000	\$ 800,000	\$ 800,000
Sale Of Equipment	56,334	30,000	30,000	30,000
Other Revenues	375,964	50,000	50,000	50,000
Transfer In	283,370	168,000	168,000	0
Reserves/Encumbrances	0	0	0	0
Total Other Revenues	\$ 1,296,382	\$ 648,000	\$ 1,048,000	\$ 880,000
TOTAL GENERAL FUND REVENUES	\$ 63,794,284	\$ 65,034,596	\$ 63,921,806	\$ 64,492,870



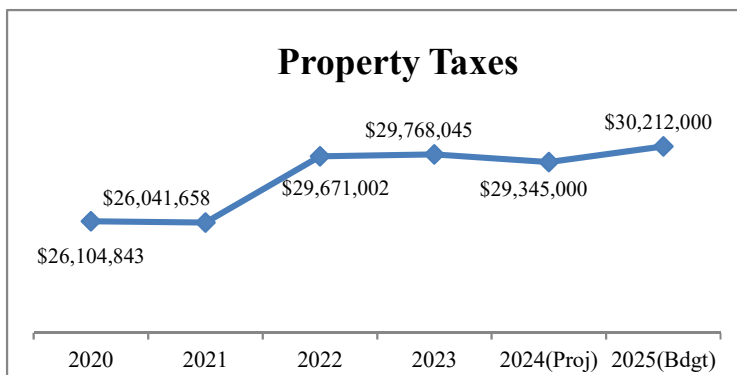
CITY OF BARTLETT

ANALYSIS OF GENERAL FUND REVENUE SOURCES

FY 2025 Adopted Budget



General Fund (GF) Revenues are classified into seven major sources; Property Taxes, Local Taxes, License & Permits, Intergovernmental, Charges for Services, Court Charges and Other Revenue. Property and Local Taxes are Bartlett's largest sources of revenue, a combined 74.29% of all General Fund Revenues in FY 2025. Shared sales tax and the local option sales tax have been doing well, almost 30% over the last 5 years combined. We have a big mixed-use development which is expected to bring in more than \$1 million in all funds total. The City outsourced the Recreation Center on March 2024 thus the lower revenue in Charges for Services. The General Fund Budget is based on \$1.73 property tax rate.



Property Taxes represent the largest percentage (46.85%) of all GF Revenues. FY25 General Fund budget is based on the tax rate of \$1.73. FY25 tax rate is effectively for the 2024 tax year. In the last 20 years, the property tax rate increased in 2021 (24 cent increase, reduced to 22 cents in 2022), in 2017 (35 cent increase), and in 2007 (a 23 cent increase). Taxes are due on February 28, 2025 and become delinquent March 1, 2025.

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

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



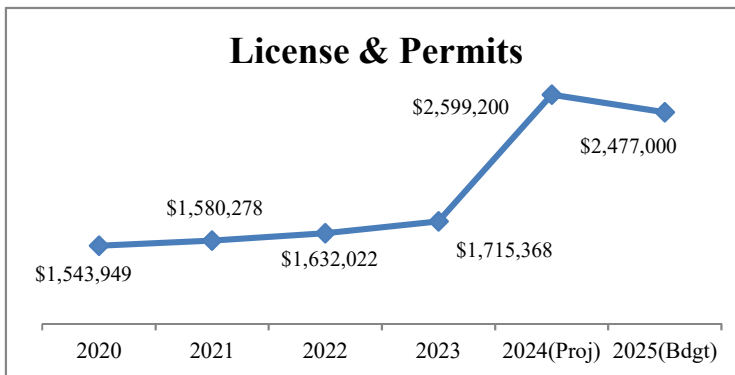
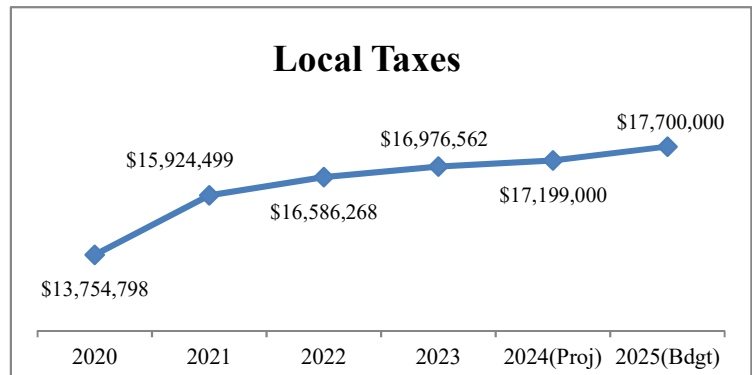
CITY OF BARTLETT

ANALYSIS OF GENERAL FUND REVENUE SOURCES

FY 2025 Adopted Budget

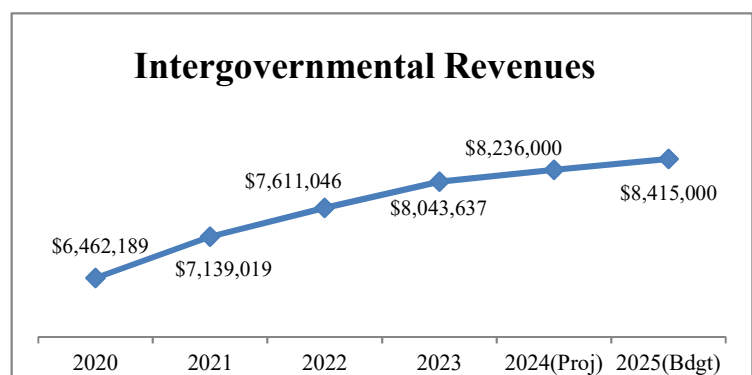


Local Taxes is the second largest source of revenue and represent 27.44% of all GF Revenues. They are comprised primarily of Local Sales Taxes (\$9,730,000), more than half of all local taxes, Sales Tax Half Cent (\$4,800,000), Wholesale Beer Taxes (\$780,000), and Gross Receipts Business (\$1,000,000). The current local sales taxes rate is 2.75% of the first \$1,600 of the gross proceeds. Part of the Sales Tax Half Cent budgeted is for city support of Bartlett Municipal School System in FY 2025, which includes the maintenance of effort, school debt service transfer, Dare program and Shelby County Board of Education buildings. FY25 budget has a 3.5% increase over FY24 projected.



The Office of Code Enforcement sets, monitors and collects most of the **License and Permit** fees. FY2025 budget for subdivision and new construction permit fees are based on 40 commercial constructions and 100 residential constructions. A big mixed-use development spanning between FY24 and FY25 is expected to bring in more than close to \$400,000 total in License & Permits. The administration increased \$10 in the city auto registration fee resulting in a \$35 fee for all licensed vehicles within the city limits in fiscal year 2024. The biggest revenue in License and Permits is the \$35 city auto registration fee that generates more than 2/3 of the total revenues.

Intergovernmental Revenues are state shared revenues, the largest being Bartlett's share of the State Sales Tax, 85.56%. There has been steady increase since FY 2020 to FY 2025.

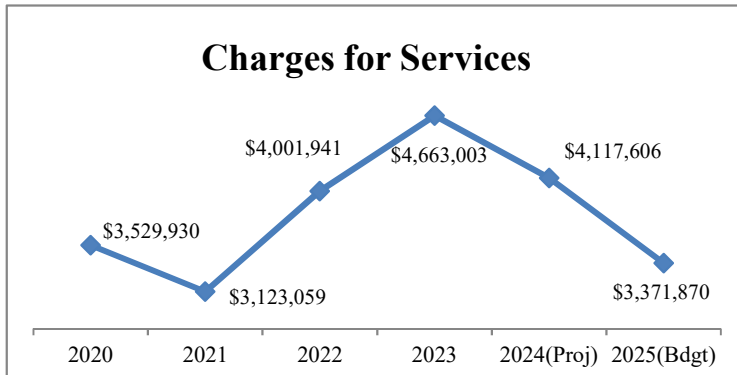




CITY OF BARTLETT ANALYSIS OF GENERAL FUND REVENUE SOURCES FY 2025 Adopted Budget



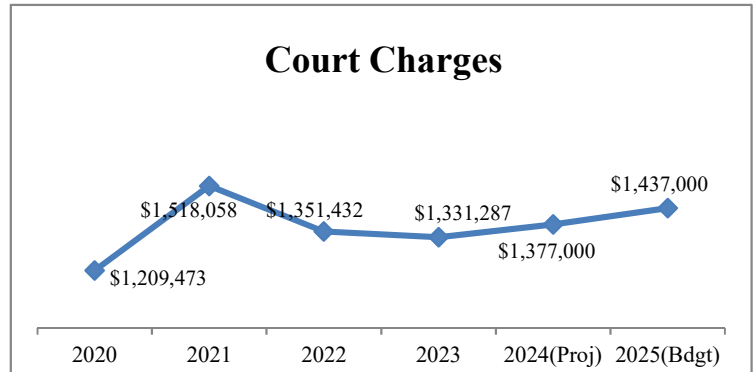
Charges for Services



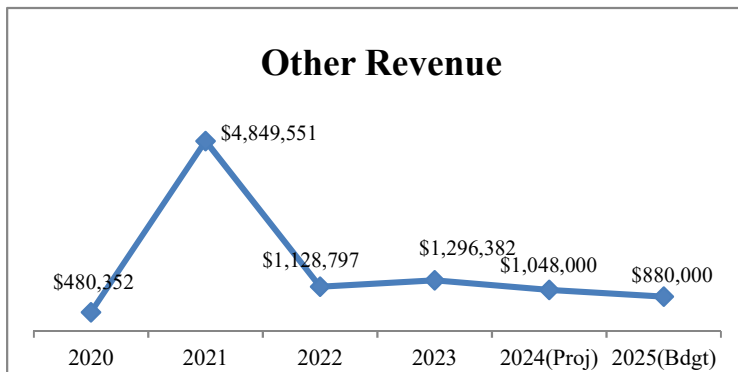
Ambulance Fees account for the largest share (60.80%) of **Charges for Services**. Recreation Center was outsourced to the YMCA. All Recreation Center revenues will belong to the YMCA starting March 2024. The City also raise the service and mileage rates for ambulance transports due to the continually rising cost of ambulance services, equipment, and medical supplies. This change will help offset replacement costs and reduce the medical supply budget while ensuring that the City's rates remain the lowest in Shelby County.

Court Charges are fees generated through fines for violations of City Ordinances and Court Costs. Thus, collection varies year by year. Court Charges have also been hard hit since the pandemic started.

Court Charges



Other Revenue



One-time COVID-19 grants from the Federal and the State Government, total \$4.36 mil, help the overall revenues for FY21. We also received a grant of \$665k from the State in FY22. Other revenues are Sales of Equipment and interests. With the prime rate being high over the last year, we are expected to receive \$950,00 for FY24 and budgeted \$800,000 for fiscal year 2025.



CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues				
Animal Shelter Adoption	\$ 28,915	\$ 50,000	\$ 30,000	\$ 30,000
Animal Shelter Boarding	5,060	2,600	5,000	5,000
Animal Shelter Capture Fee	990	3,000	3,000	3,000
Animal Shelter City License	20,572	16,000	20,000	20,000
Animal Shelter Donations	7,635	10,000	10,000	10,000
Animal Shelter Misc Revenues	30,065	25,000	25,000	25,000
Breath Alcohol Test Charges	110	0	400	0
CERT Class Fees	11	0	586	0
Civil Seizure Settlement	6,754	10,000	10,000	10,000
Criminal Seizure Settlement	130	10,000	10,000	10,000
Donations	10,099	11,000	11,512	11,000
Electronic Traffic Citation Fee	4,776	7,600	5,000	0
Homeland Security Grant	0	750,000	750,000	750,000
Insurance Recoveries	4,539	30,000	172,927	30,000
Intergovernment Reimbursement	68,854	100,000	104,119	60,000
Local Sales Tax .5% Reimbursement	1,661,752	1,641,869	1,653,055	1,755,661
Shop Expense Allocation	455,800	445,325	445,325	445,325
State Fire Training Grant	71,200	74,400	74,400	0
State Police Training Grant	103,200	103,200	103,200	0
Supplemental Ambulance Payment	38,556	0	35,000	35,000
Transfer from Grants Fund	16,006	60,000	60,000	60,000
Transfer From School	210,000	210,000	0	0
Weed Cutting Fees	23,232	30,000	30,000	30,000
Total Department Revenues	\$ 2,768,254	\$ 3,589,994	\$ 3,558,524	\$ 3,289,986
Personnel				
Supervisor Salaries	\$ 4,923,951	\$ 5,206,569	\$ 5,029,337	\$ 5,195,742
Employee Wages	23,196,670	25,701,956	24,416,057	26,830,273
Overtime Wages	1,293,255	997,700	1,366,360	1,058,698
Special Hours	223,569	190,100	184,036	191,100
Holiday Pay	623,629	679,257	660,497	759,761
Contracted Services	784,626	834,975	731,807	610,600
Part-Time	886,957	1,448,544	1,071,160	1,089,204
Instructional Expense	12,172	11,000	12,325	12,375
Vacation Pay	181,410	0	124,147	12,092
Educational Bonus	295,545	337,440	304,605	159,180
Sick Pay	123,967	0	31,934	19,800
Longevity Pay	634,913	695,330	657,678	747,455
FLSA Wages	84,908	93,000	84,689	89,000
Bonus	47,237	53,030	49,221	48,667
Employee Incentive	8,868	12,136	12,136	11,893
Employee Testing	69,741	55,000	50,000	53,900
Other Personnel Costs	13,802	9,544	9,544	9,544
Employee Health Insurance	6,130,687	6,482,353	6,117,274	6,398,776
Employee Life Insurance	75,941	98,044	86,093	101,707
Workers' Comp Insurance	613,662	668,446	661,373	689,645
Unemployment Compensation	0	0	1,705	0
Retiree Health Insurance	1,392,681	1,542,918	1,463,709	1,600,238
FICA	2,355,988	2,549,268	2,449,054	2,615,554
Pension Contribution	3,024,769	4,244,511	4,217,924	4,173,250



CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Contributory Retirement Plan	363,119	343,283	341,020	336,525
Total Personnel	\$ 47,362,065	\$ 52,254,404	\$ 50,133,685	\$ 52,814,979
<u>Staffing Level</u>				
<i>Full-Time</i>	<i>454.99</i>	<i>479.00</i>	<i>456.07</i>	<i>478.00</i>
<i>Part-Time (converted to FTE)</i>	<i>41.66</i>	<i>49.01</i>	<i>42.51</i>	<i>33.90</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>496.65</i>	<i>528.01</i>	<i>498.58</i>	<i>511.90</i>
Operations				
Training	\$ 176,599	\$ 235,350	\$ 182,550	\$ 240,420
State Training Salary Supplement	174,400	177,600	177,600	0
Firearms Training	89,898	70,960	70,960	70,000
Volunteer Expense	2,337	7,500	6,750	12,300
Travel	92,725	177,900	123,321	165,100
Legal Fees	5,205	40,000	40,000	40,000
Mayor's Youth Council	0	5,000	0	5,000
Professional Services	166,345	172,800	181,334	178,300
Contracted Services	208,571	184,000	174,000	76,000
Advertising & Promotion	0	500	500	2,550
Other Professional Service	119,454	167,775	167,764	212,900
Boards & Commissions	78,187	121,000	120,780	121,000
DUI Testing Fees	0	1,000	0	1,000
Sexual Offender Register	1,684	2,000	2,000	2,000
Civil & Criminal Seizure Expense	16,978	16,296	11,000	6,000
Postage & Freight	42,980	52,430	50,138	52,830
Notice Publication	9,847	30,100	15,000	15,100
Dues & Subscriptions	80,456	98,050	95,558	75,470
Meetings	12,120	16,550	18,205	20,850
Employee Appreciation	4,745	7,900	7,900	7,900
Utilities	687,383	817,100	699,770	662,700
Phones-Local	70,474	73,746	96,166	96,000
Cellular Phones	169,456	180,288	171,011	208,738
Telecommunication Link	44,028	65,765	3,795	48,500
Library Charge-Shelby Co.	1,165,868	1,300,000	1,200,000	1,260,000
Reappraisal Charge	0	0	0	250,000
Shop Allocation	209,800	210,800	210,604	210,604
Vehicle Maintenance	464,705	434,150	619,094	457,134
Equipment Maintenance	217,597	201,530	212,318	198,100
Radio Maintenance	141,093	248,141	220,599	198,660
Computer Maintenance	9,953	7,600	7,725	0
Grounds Maintenance	453,858	486,574	495,081	493,650
Building Maintenance	424,571	335,412	345,706	269,758
Pool Maintenance	33,087	41,515	10,519	0
Swim Competitions	39,296	60,000	39,120	0
Fuel System Maintenance	217,814	340,000	250,000	340,000
Street Painting & Signs	24,268	33,076	28,075	30,000
Automobile Allowance	7,455	7,900	8,500	9,000
Office Supplies	84,619	96,138	89,498	88,230
Printing	78,561	77,250	78,825	81,950
Christmas Expenses	2,675	2,500	2,300	2,500
Medical Supplies	165,954	179,741	170,800	176,000



CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2025 Adopted Budget



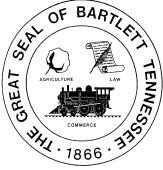
Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Special Designation Expend	0	1,000	1,000	1,000
Ticket Sales Expenditures-BPAC	17,108	13,500	21,000	19,500
Petroleum Supplies	608,960	661,075	648,477	637,000
Special Events	41,197	60,500	43,263	44,250
Concession Supplies Client	238	100	806	500
Preschool Supplies	4,580	4,600	4,600	4,600
Recreation Supplies	84,332	56,600	51,164	44,600
Concession Supplies	67,872	82,740	82,600	82,750
Field Trips	10,316	12,519	15,000	15,000
Tournament Expenses	973	750	750	750
Cost of Goods Sold	2,956	4,800	0	0
Clothing & Uniforms	308,802	279,833	280,773	277,050
Operating Supplies	267,180	293,212	278,705	272,360
Cleaning Supplies	60,043	69,700	55,290	51,150
Chemical Supplies	1,443	1,000	500	500
Air Service	8,908	7,300	7,300	7,300
Film & Developing	147	500	500	500
Fill Sand, Dirt & Gravel	26,238	33,000	33,000	33,000
Asphalt/Street Repairs	134,340	168,000	168,000	168,000
Concrete & Brick	8,681	9,500	6,414	8,000
Miscellaneous Shop Parts	3,016	2,400	2,400	2,400
Small Tools	23,004	31,075	32,025	29,800
Tournament Awards	1,689	1,000	1,000	1,000
Fire Hose	3,251	11,768	11,768	6,000
Pipe & Materials-System Maintenance	9,130	9,000	9,000	10,000
Miscellaneous Supplies	4,483	5,500	5,500	4,500
Jail Operations	56,318	55,120	55,120	54,000
First Responder Expense	551	2,100	700	1,000
CERT Training Supplies	1,195	0	0	0
Public Awareness	46,246	48,000	39,000	49,200
CPR Classes	13	0	0	0
Fire Prevention	5,947	6,529	6,000	6,500
Community Promotions	17,024	15,000	22,000	20,000
Travel Club	19,175	20,000	10,000	10,000
Equipment Rental	44,749	45,920	43,220	45,220
Street Barricade & Equip Rental	989	2,000	2,000	2,000
Equipment Leasing	28,711	35,175	20,101	19,850
Property Insurance	101,632	101,632	114,777	96,877
Vehicle & Equip Insurance	129,005	128,973	186,031	186,000
General Liability Insurance	227,573	222,405	304,352	301,335
Other Insurance	10,495	3,545	3,200	3,200
Bank Charges	8	500	0	500
Credit Card Vendor Fees	52,583	57,700	46,753	27,700
Interest Refund	0	1,000	600	1,000
State Fees	110,858	33,500	32,750	32,750
Cash Over/Short	(530)	560	32	50
Tow-In Fees	12,875	8,500	11,000	11,500
License Fees	280	560	560	560
K-9 Operations	15,560	9,000	9,000	9,000
Storage Fees	0	300	2,550	0
Election Expenses	4,481	0	0	10,000



CITY OF BARTLETT
GENERAL FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Contingency	15,000	100,000	80,000	100,000
Damage Claims	69,073	28,900	27,981	26,900
Miscellaneous Other Expenses	52,454	45,200	44,452	45,450
Total Operations	\$ 8,716,194	\$ 9,577,027	\$ 9,227,878	\$ 9,168,346
Capital				
Fencing & Landscaping	\$ 569	\$ 1,200	\$ 1,000	\$ 1,000
Building Improvements	224,080	82,500	345,271	225,500
Park Improvements	16,840	0	0	50,000
Communications Equipment	635	1,145	202	0
Data Processing Equipment	13,114	2,600	0	0
Office Equipment	333	2,750	2,750	1,500
Vehicles	112,233	888,832	757,229	750,000
Furniture	20,992	22,250	24,200	27,700
Other Equipment	297,522	139,574	120,679	277,700
Traffic Signal Maintenance	0	0	13,127	0
Total Capital	\$ 686,316	\$ 1,140,851	\$ 1,264,457	\$ 1,333,400
TOTAL GENERAL FUND EXPEND'S	\$ 53,996,322	\$ 59,382,288	\$ 57,067,497	\$ 60,026,739



City of Bartlett

ADMINISTRATIVE FY 2025 Adopted Budget

Full-Time Authorized Personnel Positions

Legislative Board

City Attorney	1
Assistant City Attorney	1
Alderman	6
Total Legislative Board	8

Mayor's Office

Mayor	1
Chief Administrative/Financial Officer	1
Administrative Assistant	1
Building Service	3
Chief Communication Officer	1
City Clerk	1
Community Relations Director	1
Computer Analyst	2
Computer Support Tech	2
IT Manager	1
Senior Clerk	1
Total Mayor's Office	15

Finance and Administration

Finance Director	1
Assistant Finance Director	1
Finance Manager	1
Budget Manager	1
Senior Financial Analyst	1
Clerk	7
Total Finance and Administration	12

City Court

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

Personnel

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

The Administrative function includes the Legislative Board, Mayor's Office (which includes the Mayor's Office, Information Technology, Community Relations, Building and Grounds, and the Library), Finance and Administration, Court Clerk, Personnel, and Planning and Economic Development. The Administrative function budget had a net increase of \$794,864 (9.77%) over the FY 2024 Projection. A big increase from FY24 projection is the reappraisal charge (\$250k) from Shelby county, which is every four years. The Mayor's Office added a chief communication officer during fiscal year 2024. There were no other staffing changes. FY 2025 budget included a career ladder pay increase and 4% salary increase for full-time employees.

Summary Revenue/Expenditure Type

<u>Category</u>	<u>FY 2023 Actual</u>	<u>FY 2024 Revised</u>	<u>FY 2024 Projection</u>	<u>FY 2025 Adopted</u>
Revenues	55,003	60,703	58,615	55,759
Salaries	3,420,641	3,687,419	3,665,756	3,949,486
Benefits	1,481,222	1,690,864	1,690,625	1,765,207
Other Personnel	94,955	72,380	69,900	71,037
Operations	2,434,057	2,913,383	2,756,630	3,183,489
Capital	32,807	15,550	10,500	16,200
Total	7,408,678	8,318,893	8,134,796	8,929,660

Planning & Economic Development

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

TOTAL ADMINISTRATIVE

57



CITY OF BARTLETT
ADMINISTRATIVE BUDGET SUMMARY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues/Grants				
Donations	\$ 10,099	\$ 11,000	\$ 11,512	\$ 11,000
Electronic Traffic Citation Fee	4,776	7,600	5,000	0
Local Sales Tax .5% Reimbursement	40,128	42,103	42,103	44,759
Total Department Revenues/Grants	\$ 55,003	\$ 60,703	\$ 58,615	\$ 55,759
Personnel				
Supervisor Salaries	\$ 1,529,244	\$ 1,600,794	\$ 1,701,330	\$ 1,848,393
Employee Wages	1,820,755	2,056,825	1,939,553	2,068,603
Overtime Wages	56,435	22,000	15,799	21,490
Special Hours	7,800	7,800	7,500	7,800
Contracted Services	4,350	0	2,820	600
Part-Time	6,107	0	1,274	2,600
Vacation Pay	17,543	0	0	0
Educational Bonus	2,880	2,880	3,420	6,120
Longevity Pay	75,032	78,242	79,935	90,084
Bonus	3,621	4,064	3,710	4,147
Employee Incentives	8,868	12,136	12,136	11,893
Employee Testing	69,741	55,000	50,000	53,900
Other Personnel Costs	12,296	5,244	5,244	5,244
Employee Health Insurance	523,381	569,082	576,818	583,812
Employee Life Insurance	7,991	10,999	9,274	11,828
Workers' Comp Insurance	13,384	13,817	13,836	14,715
Retiree Health Insurance	165,087	182,881	180,844	195,850
FICA	257,773	279,369	273,272	299,330
Pension Contribution	371,615	506,615	506,604	516,406
Contributory Retirement Plan	42,915	42,915	42,912	42,915
Total Personnel	\$ 4,996,818	\$ 5,450,663	\$ 5,426,281	\$ 5,785,730
Staffing Level				
<i>Full-Time</i>	<i>53.06</i>	<i>56.00</i>	<i>55.09</i>	<i>57.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	53.06	56.00	55.09	57.00
Operations				
Training	\$ 14,797	\$ 46,200	\$ 9,500	\$ 40,020
Travel	22,386	65,300	33,800	69,600
Legal Fees	5,205	40,000	40,000	40,000
Mayor's Youth Council	0	5,000	0	5,000
Professional Service	133,357	136,800	149,840	149,300
Contracted Services	114,128	108,000	98,000	0
Other Professional Service	69,354	104,000	94,200	143,000
Boards & Commissions	78,187	121,000	120,780	121,000
Postage & Freight	26,642	32,000	31,504	32,750
Notice Publication	9,847	30,000	15,000	15,000
Dues & Subscriptions	36,980	46,155	45,755	51,300
Meetings	3,699	7,500	6,720	8,100
Utilities	106,560	138,500	124,000	138,000
Phones - Local	16,663	18,873	96,160	96,000
Cellular Phones	21,575	25,008	26,508	22,750



CITY OF BARTLETT
ADMINISTRATIVE BUDGET SUMMARY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Telecommunication Link	40,689	61,970	0	45,000
Library Charge-Shelby Co.	1,165,868	1,300,000	1,200,000	1,260,000
Reappraisal Charge	0	0	0	250,000
Shop Allocation	6,300	6,300	6,304	6,304
Vehicle Maintenance	8,963	9,250	9,234	10,034
Equipment Maintenance	12,593	5,100	3,800	3,900
Computer Maintenance	7,600	7,600	7,600	0
Grounds Maintenance	25,724	14,000	23,000	23,000
Building Maintenance	40,788	38,000	43,000	40,000
Automobile Allowance	7,455	7,900	8,500	9,000
Office Supplies	38,685	39,096	39,400	38,920
Printing	47,868	44,550	46,140	46,650
Petroleum Supplies	8,062	10,500	11,850	13,250
Special Events	13,716	15,000	17,663	17,000
Clothing & Uniforms	1,859	1,500	1,500	2,250
Operating Supplies	74,599	84,330	81,910	93,810
Cleaning Supplies	2,934	3,500	3,500	3,500
Film & Developing	147	500	500	500
Small Tools	170	200	200	200
Tournament Awards	531	1,000	1,000	1,000
First Responder Expenses	551	2,100	700	1,000
Community Promotions	17,024	15,000	22,000	20,000
Equipment Rental	38,182	38,020	38,020	38,020
Equipment Leasing	10,459	13,093	17,350	17,750
Property Insurance	19,572	19,572	20,622	20,622
Vehicle & Equip Insurance	3,772	3,773	4,802	4,801
General Liability Insurance	111,953	106,783	136,908	136,908
Other Insurance	100	50	100	100
Bank Charges	8	500	0	500
Credit Card Vendor Fee	344	200	300	300
Interest Refund	0	1,000	600	1,000
Cash Over/Short	(204)	560	10	50
Storage Fees	0	300	2,550	0
Election Expenses	4,481	0	0	10,000
Contingency	15,000	100,000	80,000	100,000
Damage Claims	5,000	1,500	0	0
Miscellaneous Other Expenses	43,887	36,300	35,800	36,300
Total Operations	\$ 2,434,057	\$ 2,913,383	\$ 2,756,630	\$ 3,183,489
Capital				
Building Improvements	\$ 20,500	\$ 5,000	\$ 0	\$ 5,000
Data Processing Equipment	0	2,600	0	0
Vehicles				
Furniture	10,647	6,950	10,500	6,200
Other Equipment	1,660	1,000	0	5,000
Total Capital	\$ 32,807	\$ 15,550	\$ 10,500	\$ 16,200
TOTAL ADMINISTRATIVE	\$ 7,408,678	\$ 8,318,893	\$ 8,134,796	\$ 8,929,660



**CITY OF BARTLETT
LEGISLATIVE BOARD
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 71,000	\$ 72,000	\$ 72,000	\$ 72,000
Employee Wages	128,906	180,000	180,000	180,000
Bonus	82	166	165	166
Employee Health Insurance	21,806	14,730	44,005	42,659
Employee Life Insurance	40	100	44	100
Workers' Comp Insurance	3,432	3,413	3,408	3,413
Retiree Health Insurance	7,345	12,600	11,400	12,600
FICA	14,688	18,836	18,167	18,111
Pension Contribution	22,701	36,335	36,336	34,449
Contributory Retirement Plan	2,852	2,852	2,856	2,852
Total Personnel	\$ 272,854	\$ 341,032	\$ 368,381	\$ 366,350
Staffing Level				
<i>Full-Time</i>	<i>7.55</i>	<i>8.00</i>	<i>8.00</i>	<i>8.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	7.55	8.00	8.00	8.00
Operations				
Training	\$ 3,144	\$ 15,000	\$ 1,000	\$ 10,000
Travel	5,339	20,000	8,000	20,000
Legal Fees	5,205	40,000	40,000	40,000
Other Professional Service	20,833	35,000	35,000	60,000
Boards & Commissions	78,187	120,000	120,000	120,000
<i>Chamber of Commerce \$85k, Arts Council \$10k, Shelby County Books from Birth \$7.5k, Historic Preservation \$10k and others.</i>				
Postage & Freight	599	2,500	1,000	2,500
Notice Publication	9,847	30,000	15,000	15,000
Dues & Subscriptions	23,426	30,000	30,000	35,000
Meetings	1,394	2,000	2,000	3,000
Cellular Phones	4,589	5,500	5,500	5,500
Reappraisal Charge	0	0	0	250,000
Office Supplies	596	1,000	1,000	1,000
Printing	4,635	3,000	1,000	3,000
Operating Supplies	317	630	630	630
First Responder Expenses	551	2,100	700	1,000
General Liability Insurance	106,946	101,773	130,637	130,637
Election Expenses	4,481	0	0	10,000
Contingency	15,000	100,000	80,000	100,000
Miscellaneous Other Expenses	18,362	15,000	15,000	15,000
Total Operations	\$ 303,451	\$ 523,503	\$ 486,467	\$ 822,267
Total Legislative Board	\$ 576,305	\$ 864,535	\$ 854,848	\$ 1,188,617



Departmental Overview

Long-term Plan - **FINISHED** - The OKR will remain and be updated annually for the next two years based on community responses to survey inquiries, departmental goals, objectives, and CIP needs.

Streetlight Conversion - The project is complete. The remaining Q4 bill will be included two separate neighborhoods that were left out of the project's scope due to an MLGW error. **FINISHED**

Employee Survey - In partnership with the University of Memphis, the City of Bartlett has conducted an employee survey to seek feedback on improving our employee's work environment, identifying training needs, and strengthening relationships. The provided timeline has been implemented to complete the referenced survey by May 1, 2024. U of M was able to compile the survey results and present their final report. The City is currently reviewing that data and will work to develop a strategy to address concerns and present that information to employees. **CAUTION**

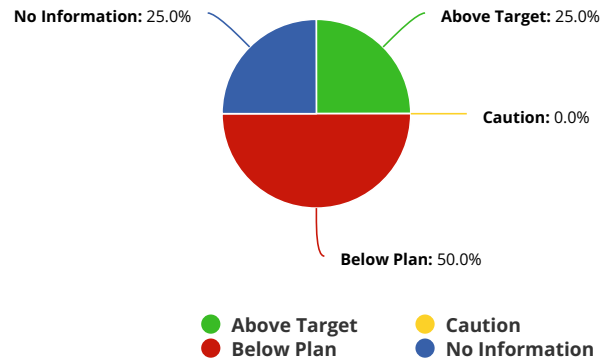
Timeline:

- UofM drafted the survey on February 18
- The City of Bartlett provided feedback on February 23
- UofM will build the survey in Qualtrics by March 3
- The City of Bartlett will pilot the survey between March 4-8 and provide feedback
- UofM will make changes by March 17
- UofM will distribute the survey from March 20-April 3 (two weeks)
- UofM will have a preliminary analysis completed by May 1
- UofM will prepare a final report by May 31
- The city will evaluate the report and prepare an employee presentation by August 1

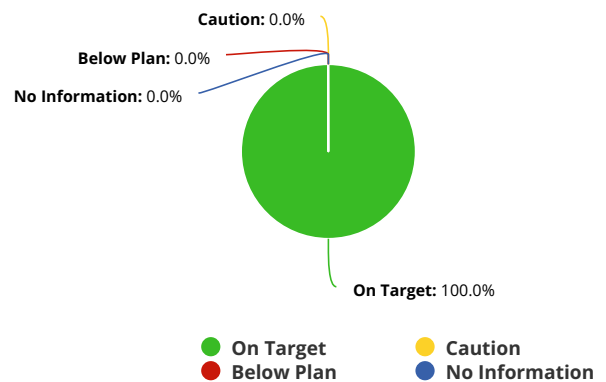
Generate Economic Growth - All businesses along the Stage Road corridor have been identified, the boundaries are now defined, and an Excel sheet has been compiled for Jones Aur to evaluate. The group will determine the likelihood that half of the property owners, comprising two-thirds of the total assessed value, would be willing to support this initiative. **Below Target**

Department Status Snapshot

Key Result Status Snapshot



Initiative Status Snapshot



After Action Report

Streetlight Conversion - This project is complete; waiting on the final invoice.

Employee Survey - The final report is complete, and the City is working to review and compile an employee presentation.

Generate Economic Growth - This project is listed as below target given the delay in identifying the specific area and the expected time it will take Jones Ayr to complete their evaluation. This will presumably not be completed until mid-July.

Meeting Agenda

[Project Update Meeting](#)

Meeting Agenda

PROJECT UPDATE MEETING

Code Enforcement, Planning, Finance and Engineering

June 13, 2024

8:30 am

1. Present:
2. Mayor David Parsons
3. Steve Sones, CAO
4. Trey Arthur, Code
5. John Horne, Engineering
6. Erin Campbell, Engineering
7. Kim Taylor, Planning
8. Dick Phebus, Finance
9. Kristi Francavilla, Finance
10. Loryn Hernandez, Secretary

UNION DEPOT

3 story clubhouse is under construction now. Mechanical and plumbing is roughed in. Will start pouring concrete for the flats. Lumber is being delivered today.

Phase 2b pre-con will be on Monday. Signed off and received fees. Permit has been pulled for the pool.

Car Wash- HWY 70/ Wheeler's Grove –Nothing new

Code has a new inspector checking on this (Jessica) and she will see if she can get a timeframe for this project.

BOTTLENECK

Ready to bed end of July or first part of August.

Austin Planned Development (Elpine Gray Area)

Mayor talked to Mclemore and they said they were ready to move forward. Waiting on construction plans from the Bray firm.

Stage Center-Ray Gill

Chipotle plans for opening in 2026. They keep adding contingencies to the lease agreement.

O'Reilley's is not moving as fast as they would like. There was a flaw in the lease agreement for them to get occupancy. Planning for August or September opening. They may need a temporary Occupancy permit. Shelving is taking a long time to arrive.

Ladd's Annex

Still need sewer plans from Memphis.

HyVee Grocery Store-New Brunswick - Nothing new

Stoah out of NOLA is interested in a 275 unit mixed development (approximately 30 acres. John talked with them. They inquired about sewer capacity. Barge is working on this. John would like to see the site plan to see what they are wanting to do.

Indoor/Outdoor Loflin Yard type venue

Mason is still trying to secure funding. May need to go with a different bank.

Joyce's Gardens Planned Development – No movement.

23 lots on the south side and 42 lots on the north side. Street lights

Meeting Agenda

could be required in their contract. Still needs to go to DRC.

Daycare, Baylor Road

Building plans approved. They need to pay and get started. Ed Brooks is the architect. They are ready for permit.

Dunkin Donuts (Between Sonic and Dollar Tree)

Plans were submitted. Plumbing and mechanical were rejected. Waiting on resubmission.

Zaxby's (Next to bowling alley)

Moving along. Looking to open mid-July

Coffee Shop (Bartlett Blvd. near Brads BBQ)

They applied for a business license on June 12. They are scheduled for an inspection on Tuesday.

Village of Deer Run-Off Kirby Whitten (Skip Hobbs)

Make contact to check status.

Lopez Grill

Moving along. The new location for the dumpster was approved.

Siegel Select

Avenu sent them a letter letting them know their taxes will be audited.

Business Licenses.

- *Going well. New software is helping*

Old Brownsville Road Widening

Dealing with the homeowner complaints. That is the last thing on the punch list. Final invoices from Farrell are forthcoming and it will be closed out.

Muslim Temple – Nothing new

Becky will reply back to Dr. Lipinski regarding the scope of work on the traffic study (design criteria)

Highway 70 Express Gas Station

- *No change.*

Inquiries for Westbrook Property

- **No change** – *property is for sale.*

Approved but no construction:

Carriage Homes @ Harrington Creek-MLGW utility (Email Mr. Tony Valenti)

- Call them after the first reading about fee reduction.

Bartlett Baptist Church Property (55+ community development)

- *Expecting an offer*

Hilton 3: (Germantown Road)

Interest rates are affecting the project per Rick Patel. They are also concerned about crime in that area.

Mariott – (Summer Avenue)

—

Choice Hotel- (Germantown Road)

Meeting Agenda

Kim called Dean Fowler to schedule conference call. Waiting for a date.

Christian Life Tabernacle Expansion (Davies Plantation)

Headed for Public Hearing at BMA.

Abuelo Property: Car Wash

They intend to pick up plans this week.

7 Brew

They are subdividing the lots. We need construction drawings, final plat and site plans.

Property between Fat Larry's & Taco Bell. Possible Quick Service. Old Siesta Motel lot. J Conn Construction called and they are looking to move forward.

Brownfield Grants

Nothing new. Grant application process deadline expired.

Discussion for future

Stellings properties – Going to PC on Monday May 13th.

Outside Funnel:

Calhoun Memorial Help Center. All plans have been rejected.

HyperReach:

Meeting is set up to discuss. Has been rolled out for emergency notifications now.

Daycare interested in commercial area of Union Depot.

(3.8 million investment)

"The Meat Shop" Mediterranean Grocery.

They need a water extension.

Subway

going in behind Thryve Chiropractic. Plans have been submitted.

Kefavor Townhomes

Planning to update property to comply with HUD and ADA.

Fogelman Property:

Conceptual drawings were received. Project moving forward.

Next meeting scheduled for Thursday, July 11, 2024 at 8:30 am.

Category View Data Grid

Objectives	Owner	Period	Analysis	Recommendations
 Develop a Strategic Plan for the City of Bartlett (Growth & Infrastructure)	 Steve Sones (Mayor's Office)	Jun-24		

Objectives	Owner	Period	Analysis	Recommendations
 Streetlight LED Conversion (Growth & Infrastructure)	 Steve Sones (Mayor's Office)	Jun-24		
 Satisfaction with city services	 Steve Sones (Mayor's Office)	2023	The City of Bartlett recently obtained community input from a survey compiled by the University of Memphis. The City will administer this survey annually to evaluate the community's view of city services. In 2023, city services achieved a 87% satisfaction score, which was below the expected standard of 90%. The City will use these results to determine opportunities for improvement.	In the process of onboarding new software to improve Water Billing, business licenses, planning and zoning, code compliance, Fire Marshall, Plan Review sharing, and all aspects of Public Works.
 Satisfaction with Bartlett as a place to live	 Steve Sones (Mayor's Office)	2023	In 2023, 94% of Bartlett residents described the City as an excellent or good place to live. This shows that residents who participated in the citizen survey feel that Bartlett has produced the quality of life that citizens desire, and the results exceeded the City's benchmark of 90%. Respondents indicated that safety, city infrastructure, economic health, parks, and improved retail offerings were the five most essential focuses. Therefore, the City will continue to invest measures in these areas to maintain the quality of life citizens have come to expect in Bartlett.	Food Truck Fridays, Summer Fitness Series, and Summer Concert Series are all on the horizon.
 Develop a formal plan to advance workplace culture based on survey results and an independent gap analysis.	 Steve Sones (Mayor's Office)	Q2-24		
 Generate Economic Growth	 Steve Sones (Mayor's Office)	Jun-24		

Department Dashboard Data Grid

Action Items	Owner	Period	Comments
 Project Update Meeting	 David Parsons (Mayor's Office)	Jun-24	

Red Key Result Data Grid

Key Results	Owner	Period	Analysis	Recommendations
 Strategic Planning - # of milestones completed	 Steve Sones (Mayor's Office)	Jun-24		
 LED Conversion - % of project completed	 Steve Sones (Mayor's Office)	Jun-24		
 Satisfaction with City Services - Community Survey Score	 Steve Sones (Mayor's Office)	2023	The City of Bartlett recently obtained community input from a survey compiled by the University of Memphis. The City will re-administer this survey in 2025 to evaluate the community's view of city services. In 2023, city services achieved a 87% satisfaction score, which was below the expected standard of 90%. The City will use these results to determine opportunities for improvement.	

Key Results	Owner	Period	Analysis	Recommendations
 Satisfaction with Bartlett as a place to live - Community Survey Score	 Steve Sones (Mayor's Office)	2023	In 2023, the City of Bartlett obtained community input from a survey compiled by the University of Memphis. The results concluded that 94% of Bartlett residents believed the City was an excellent or good place to live. This indicates that residents who participated in the citizen survey feel that Bartlett has produced the quality of life its citizens desire, and the results exceeded the City's benchmark of 90%. Respondents indicated that the five most essential focus areas moving forward were safety, city infrastructure, economic health, parks, and improved retail offerings. Therefore, the City will continue to employ measures to maintain the quality of life that citizens have come to expect in Bartlett and will re-administer this survey biennially to evaluate progress.	

Key Results	Owner	Period	Analysis	Recommendations
 % of employee survey, evaluation, and plan development completed	 Steve Sones (Mayor's Office)	Q2-24	In partnership with the University of Memphis, the City of Bartlett has conducted an employee survey to seek feedback on improving our employee's work environment, identifying training needs, and strengthening relationships. The University of Memphis completed that survey and compiled the information into a final report, which was presented to the City at the end of Q2 in 2024. The City is currently reviewing that data to develop a strategy to amplify our strengths and improve any areas of weakness. The City aims to solidify our goals during the third quarter of this year and present an action plan to employees in September 2024.	
 Generate Economic Growth - # of milestones achieved	 Steve Sones (Mayor's Office)	Jun-24		

Outstanding Initiative Data Grid

Initiatives	Owner	Period	Start Date	End Date	Milestones
 STP - Conduct annual survey to gauge the progress of the long-term plan	 Steve Sones (Mayor's Office)	Jun-24	4/15/24	12/31/24	
 LED - Finalize Streetlight Agreement w/ MLGW	 Steve Sones (Mayor's Office)	Jun-24	7/1/23	9/12/23	
 LED - Finalize Conversion Agreement w/ PATH	 Steve Sones (Mayor's Office)	Jun-24	9/1/23	9/15/23	
 LED - Obtain BMA Funding Approval	 Steve Sones (Mayor's Office)	Jun-24	9/12/23	9/26/23	
 LED - Complete LED Conversion	 Steve Sones (Mayor's Office)	Jun-24	9/27/23	2/15/24	

Initiatives	Owner	Period	Start Date	End Date	Milestones
 EOC - Conduct Debriefing of Storm Response	 Steve Sones (Mayor's Office)	Jul-23	6/25/23	7/31/23	
 GEG - Develop Strategy	 Steve Sones (Mayor's Office)	Jun-24	5/1/24	8/1/24	
 EOC - Identify Areas of Need	 Steve Sones (Mayor's Office)	Aug-23	7/17/23	8/31/23	
 Evaluate annual survey results and install measures to increase community trust	 Steve Sones (Mayor's Office)	2023	1/1/24	12/31/24	
 Develop a formal plan to advance workplace culture based on survey results and an independent gap analysis.	 Steve Sones (Mayor's Office)	Q2-24	1/1/24	6/30/24	 1. Compile survey questions
					 2. Broadcast survey
					 3. Evaluate responses
					 4. Perform gap analysis
					 5. Identify areas for improvement
					 6. Develop Plan
					 7. Execute Plan
 GEG - Identify Target Businesses	 Steve Sones (Mayor's Office)	Jun-24	8/1/24	11/1/24	
 GEG - Identify Businesses Wanting to Move to Bartlett	 Steve Sones (Mayor's Office)	Jun-24	11/1/24	1/1/25	
 Facilitate Meeting between interested parties and businesses willing to sell or uplease	 Steve Sones (Mayor's Office)	Jun-24	1/1/25	6/30/25	



**CITY OF BARTLETT
MAYOR'S OFFICE
FY 2025 Adopted Budget**

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 432,415	\$ 447,151	\$ 480,736	\$ 577,615
Employee Wages	62,106	65,851	65,851	69,150
Overtime Wages	0	1,000	500	1,000
Contracted Services	4,050	0	2,520	0
Vacation Pay	14,802	0	0	0
Longevity Pay	21,974	23,164	25,179	30,404
Bonus	323	415	247	498
Employee Health Insurance	73,647	76,467	83,985	91,197
Employee Life Insurance	1,444	1,642	1,785	2,070
Workers' Comp Insurance	1,611	1,663	1,668	2,132
Retiree Health Insurance	24,726	25,650	27,329	32,338
FICA	39,954	38,960	42,353	49,974
Pension Contribution	52,136	71,165	71,160	83,994
Contributory Retirement Plan	5,964	5,964	5,964	5,964
Total Personnel	\$ 735,151	\$ 759,092	\$ 809,277	\$ 946,336

Staffing Level

<i>Full-Time</i>	<i>5.00</i>	<i>5.00</i>	<i>5.33</i>	<i>6.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>5.00</i>	<i>5.00</i>	<i>5.33</i>	<i>6.00</i>

Operations

Training	\$ 3,012	\$ 11,000	\$ 1,200	\$ 11,000
Travel	4,693	25,000	9,000	25,000
Mayor's Youth Council	0	5,000	0	5,000
Other Professional Service	22,306	37,000	15,000	37,000
<i>Tyler Marketing charges for recording of Board of Mayor & Aldermen meetings, Planning Commission meetings and FYI show.</i>				
Postage & Freight	1,557	3,500	2,000	3,500
Dues & Subscriptions	4,064	7,500	7,000	7,500
Meetings	1,666	3,000	3,000	3,000
Phones - Local	1,516	3,100	0	0
Cellular Phones	6,594	8,400	8,400	8,400
Shop Allocation	1,000	1,000	1,000	1,000
Vehicle Maintenance	1,884	1,700	1,700	2,500
Equipment Maintenance	25	300	300	300
Automobile Allowance	6,000	6,000	6,000	6,000
Office Supplies	4,305	4,500	4,500	5,000
Printing	6,598	3,500	3,500	3,500
Petroleum Supplies	1,853	2,900	3,600	5,000
Clothing & Uniforms	500	0	0	0
Operating Supplies	9,143	7,500	7,500	7,500
Film & Developing	28	0	0	0
Equipment Leasing	1,393	2,300	500	500
Vehicle & Equip Insurance	309	309	548	548
General Liability Insurance	614	614	813	813
Other Insurance	100	50	100	100
Damage Claims	5,000	1,000	0	0



**CITY OF BARTLETT
MAYOR'S OFFICE
FY 2025 Adopted Budget**

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Miscellaneous Other Expenses	25,042	20,000	20,000	20,000
Total Operations	\$ 109,204	\$ 155,173	\$ 95,661	\$ 153,161
Capital				
Furniture	\$ 9,221	\$ 5,000	\$ 5,000	\$ 5,000
Total Capital	\$ 9,221	\$ 5,000	\$ 5,000	\$ 5,000
Total Mayor's Office	\$ 853,577	\$ 919,265	\$ 909,938	\$ 1,104,497

Attachments

 2024 Public Events.xlsx



Departmental Overview

Summary of events & social

After Action Report

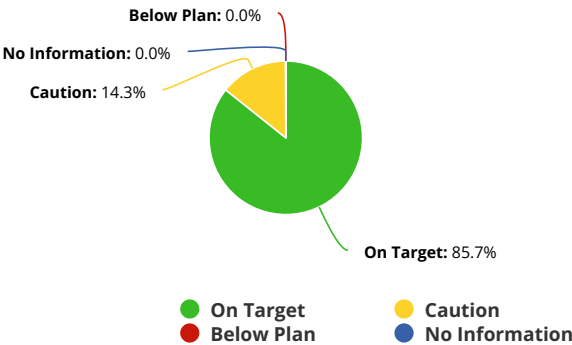
Meeting Agenda

Meeting Agenda

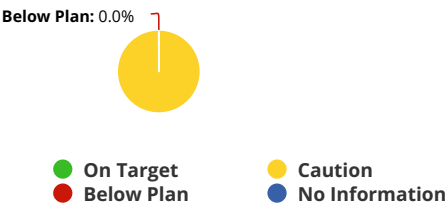
[Community Relations Meeting](#)

Department Status Snapshot

Key Result Status Snapshot



Initiative Status Snapshot



Meeting Agenda

TRIPLE C

(COLLABORATION, COMMUNICATION, COMMUNITY)

MONTHLY MEETING

July 25th, 2024

10:00 pm

City Hall (Large Conference Room)

Present:

1. Steve Sones, CAO
2. Leslie Brock, Planning
3. Debbie Gelineau, Community Relations
4. Todd Halford, Communications
5. Ashley Mellinger, BSMC
6. Amanda Brunner, Parks
7. Carleigh Ebbers, BPACC
8. Paul Wright, Parks & Rec
9. Michael Hardgrave, Police Department

Social Media:

The meeting opened with updated social media numbers across all departments within the City. In total, they boast 195k followers across all platforms and saw a moderate increase of 2.5k across those platforms over the month of June. The City's average demographic still falls into the 35 to 55 range, with over 70% being women. Only 17% of our followers are in the 25-to 34-year-old age bracket. We will continue to flood platforms with content and monitor progress moving forward before testing other alternatives.

Upcoming Events:

Todd reported that Food Truck Friday and the Bartlett LIVE summer music series are all garnering good community support. We are averaging around 700+ attendees at Food Truck Friday and roughly 500+ at Bartlett LIVE.

BPACC:

They recently announced their upcoming season and have sold approximately 2,000 tickets so far. The sell-out capacity for the season would be just over 9,000.

Parks:

They are wrapping up the Rec Rover park visits, which were a great success. They are looking to partner with BCS to participate in events throughout the school year and will host a back-to-school event with the Library in early August. They have lots of fun new options, including Goat Yoga, Date Night concepts, and Mother-Son events upcoming. The Haunted House will remain at Singleton this year, and based on an internal evaluation, staff will determine if a move is needed.

Police:

They just wrapped up a Citizen Academy and will partner with Fire to do something similar in their department. They are working on several collaborative efforts to increase social media engagement, engage the public, and increase the police/fire public-facing relationship through humorous posts and a display

Meeting Agenda

at the Pancake Breakfast.

Fall & Winter Events/Ideas

Haunted House:

The Singleton Haunted House for Halloween is outgrowing its space. Ashley will monitor the event this year, and evaluate options.

Fire Pit Fridays:

The group elaborated on the Fire Pit Friday idea. The idea was to begin the events in November and run them as follows: 11/1, 11/8, and 11/15. The hours were a topic of debate, ranging from as early a start time as 5:00 p.m. to as late as 9:00 p.m. The group will collect data and look to put the concept in motion after the August meeting.

Time and offerings (will we sell s'more packets, open concessions, provide food trucks, play backdrop music, provide an artist, play a movie, etc.). We also need to consider liability, the fire marshall, waivers, reserve the pit with a hold harmless, etc. Once the ideas are finalized, we will need to talk to Louise and Ed.

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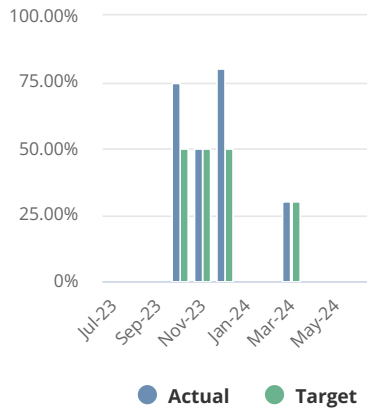
Category View Data Grid

Categories	Objectives	Key Results	Initiatives
Resident Well-Being	 Improve public engagement	 Increase followers on all platforms by 10% & expand the quality of large public events	 Collaborate w/cohorts to develop a strategy to improve public engagement in across various areas
		 # of social media followers	
		 # of mobile app users	
		 # of website visitors	
		 # of economic dashboard visitors	
		 # of attendees by public event	
		 # of events expanded	
	 Improve public image	 Complete scheduled branding phases and marketing efforts	 Implement branding phases and produce video segments and advertisements recurringly
		 # of branding phases completed	

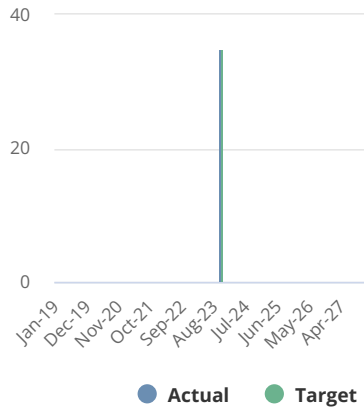
Categories	Objectives	Key Results	Initiatives
		▬ # of community forums	
		▬ # of citizen video segments	
		▬ # of BCS video highlights	
		▬ # of advertisements to highlight community offerings	
	 Increase the number of events offered annually	 # of events held annually	 Proactive pursue more community-oriented event opportunities
	 Increase positive social media engagement	 Increase social media engagement across all City-sponsored sites	

Department Dashboard Data Grid

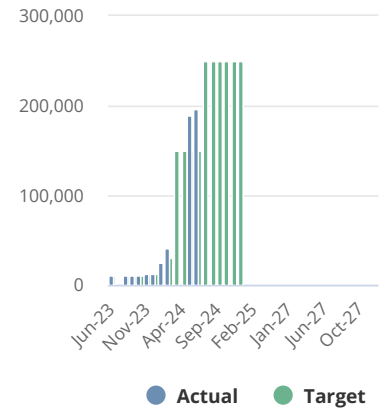
↑ Increase followers on all platforms by 20% & expand the quality of large public events
Increase followers on all platforms by 10% & expand the quality of large public events



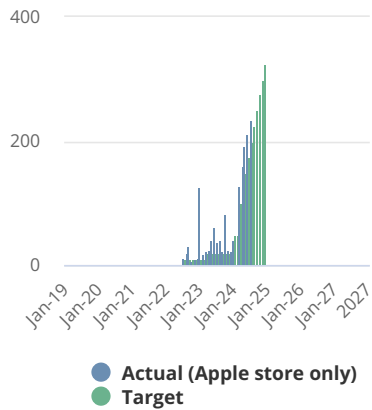
Complete scheduled branding phases and marketing efforts
Complete scheduled branding phases and marketing efforts



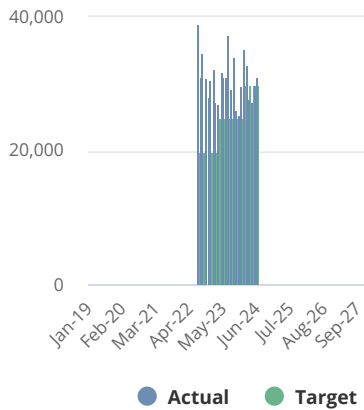
↑ # of social media followers
of social media followers



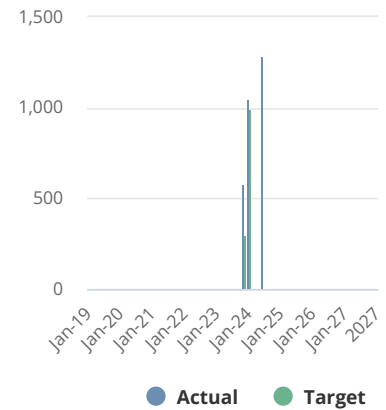
↑ # of mobile app users
of mobile app users

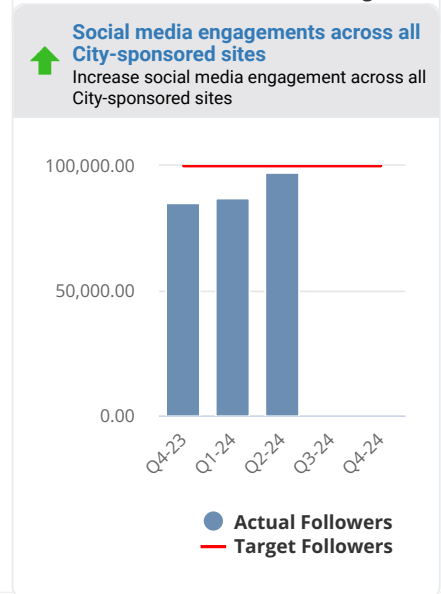
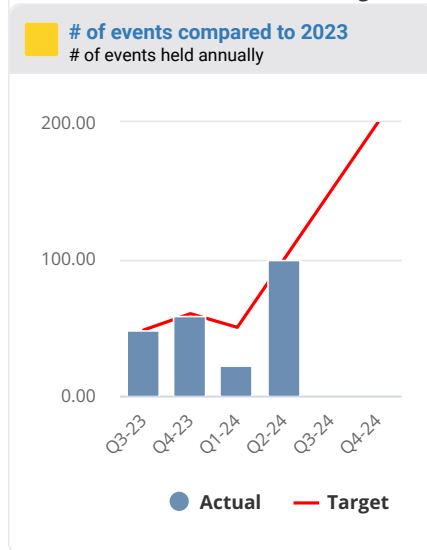
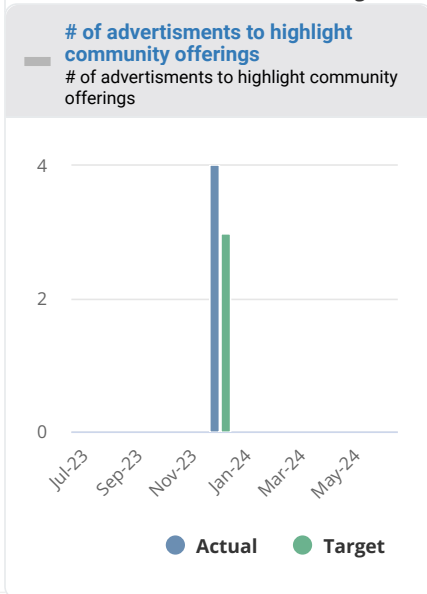
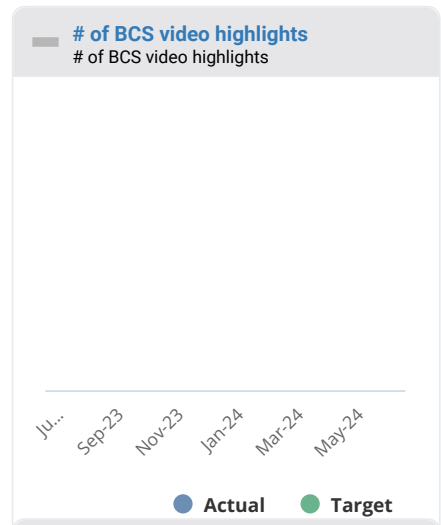
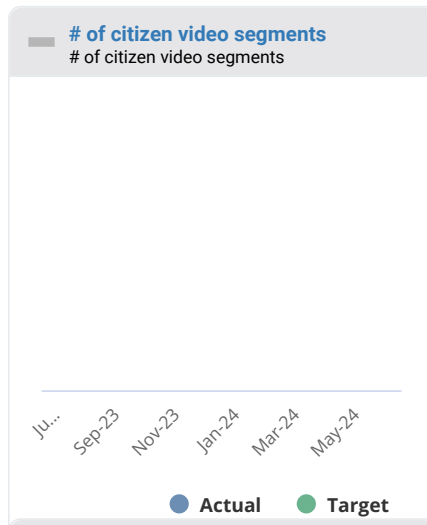
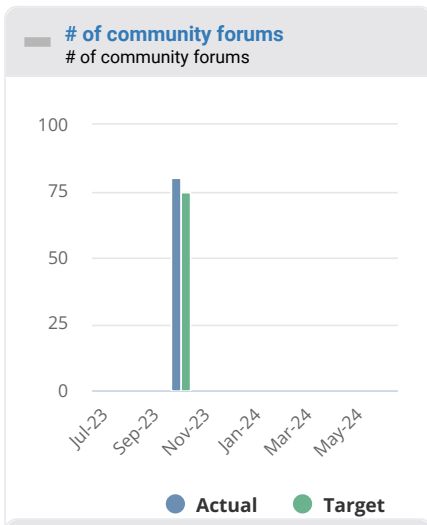
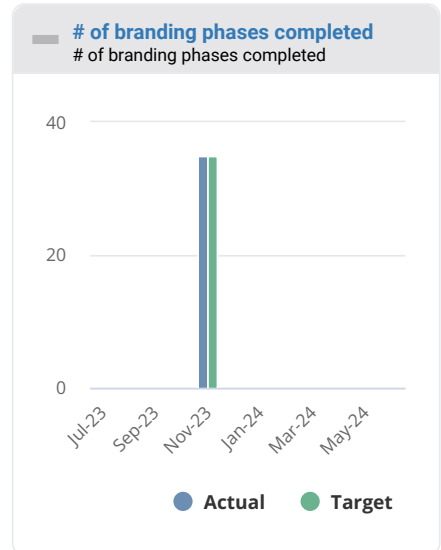
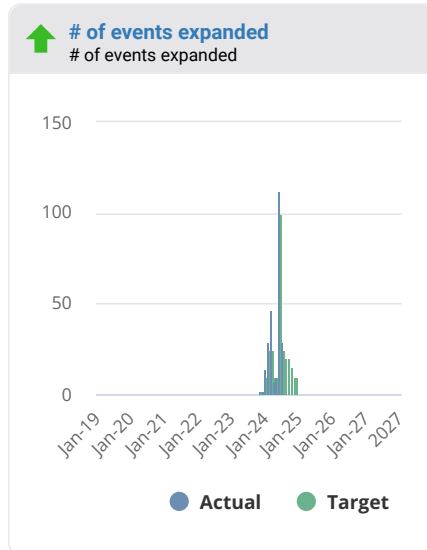
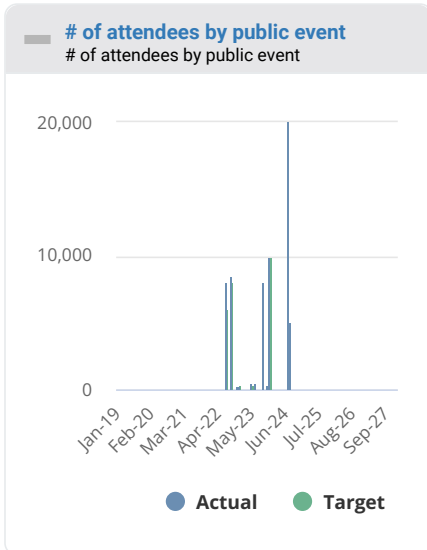


↑ # of website visitors
of website visitors



of economic dashboard visitors
of economic dashboard visitors





Red Key Result Data Grid

Outstanding Initiative Data Grid

Initiatives	Owner	Percent Complete	End Date	Analysis
 Collaborate w/ cohorts to develop a strategy to improve public engagement in across various areas	 Debbie Gelineau (Community Relations)	0 %	6/30/24	
 Implement branding phases and produce video segments and advertisements recurringly	 Debbie Gelineau (Community Relations)	0 %	6/30/24	
 Proactive pursue more community-oriented event opportunites	 Debbie Gelineau (Community Relations)	100 %	12/31/24	
 Collaborate with all departments to improve social media engagement and communication	 Debbie Gelineau (Community Relations)	0 %	12/31/24	



**CITY OF BARTLETT
COMMUNITY RELATIONS
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues/Grants				
BBQ Cooking Context Revenues	\$ 10,099	\$ 11,000	\$ 11,512	\$ 11,000
Total Department Revenues/Grants	\$ 10,099	\$ 11,000	\$ 11,512	\$ 11,000
Personnel				
Supervisor Salaries	\$ 93,199	\$ 97,859	\$ 97,860	\$ 101,773
Part-Time	1,313	0	1,274	0
Longevity Pay	5,592	5,872	5,872	6,107
Bonus	82	83	82	83
Other Personnel Costs	7,199	0	0	0
Employee Health Insurance	14,730	14,730	14,730	14,730
Employee Life Insurance	257	313	292	326
Workers' Comp Insurance	115	121	120	126
Retiree Health Insurance	4,660	4,893	4,893	5,089
FICA	7,434	7,605	7,736	7,895
Pension Contribution	9,795	13,438	13,440	13,378
Contributory Retirement Plan	1,105	1,105	1,104	1,105
Total Personnel	\$ 145,480	\$ 146,019	\$ 147,403	\$ 150,612
Staffing Level				
<i>Full-Time</i>	<i>1.00</i>	<i>1.00</i>	<i>1.00</i>	<i>1.00</i>
Operations				
Training	\$ 819	\$ 2,500	\$ 0	\$ 1,500
Travel	1,311	2,500	0	1,500
Professional Services	23,500	25,000	25,000	25,000
Other Professional Service	20,767	25,000	30,000	30,000
<i>Christmas parade, festivals & picnic contracts.</i>				
Postage & Freight	364	1,000	1,000	1,000
Dues & Subscriptions	503	425	425	500
Meetings	180	300	300	300
Phones - Local	197	200	0	0
Cellular Phones	1,539	2,000	1,000	1,000
Shop Allocation	700	700	700	700
Vehicle Maintenance	64	500	500	500
Grounds Maintenance	13,971	3,000	12,000	12,000
Office Supplies	369	2,000	2,000	2,000
Printing	25,057	27,000	32,000	30,000
Petroleum Supplies	775	1,000	1,000	1,000
BBQ Cooking Context Expenditures	13,716	15,000	17,663	17,000
Operating Supplies	54,946	55,000	55,000	55,000
Film & Developing	119	500	500	500
Tournament Awards	531	1,000	1,000	1,000
Community Promotions	17,024	15,000	22,000	20,000
Equipment Rental	30,165	30,000	30,000	30,000
Equipment Leasing	1,697	1,850	400	400
Vehicle & Equip Insurance	161	162	243	243
General Liability Insurance	217	218	317	317
Total Operations	\$ 208,691	\$ 211,855	\$ 233,049	\$ 231,460
Total Community Relations	\$ 344,073	\$ 346,874	\$ 368,940	\$ 371,072



Departmental Overview

Library cutover to Avenu
2 Canon copiers ordered and installed for Library
AT&T mobility meeting/overview
Annex Conference room remodel
WiFi installed at Library
Alarm Codes and Key Fobs created for Library

After Action Report

Meeting Agenda

IT Meeting

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Attachments

Budget as of 063024.pdf

TEXAS Cyber Security Template.xlsx

Budget as of 060624.pdf

Budget as of 050824.pdf

Budget as of 041124.pdf

Department Status Snapshot

Key Result Status Snapshot:

Below Plan: 0.0%

No Information: 0.0%

Caution: 25.0%

On Target: 75.0%

On Target

Below Plan

Caution

No Information

Initiative Status Snapshot:

Below Plan: 0.0%

No Information: 0.0%

Caution: 25.0%

On Target: 75.0%

On Target

Below Plan

Caution

No Information



Budget as of 031124.pdf



Budget as of 020524.pdf



Budget as of 010924.pdf



Budget as of 120423.pdf



Budget as of 110623.pdf

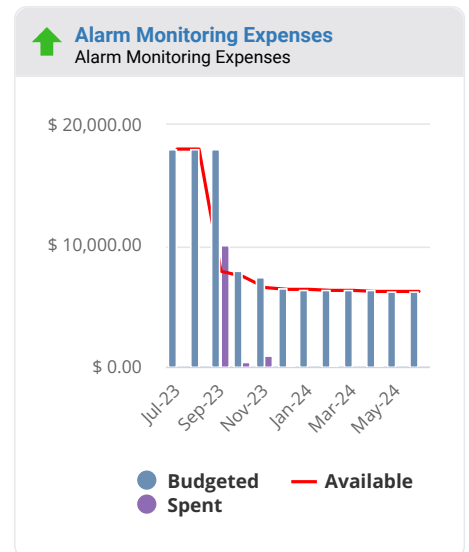
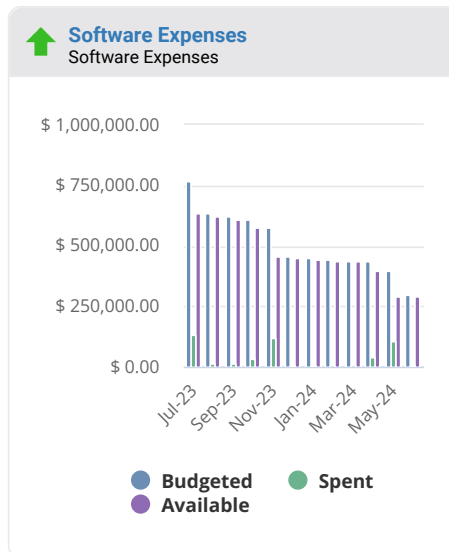
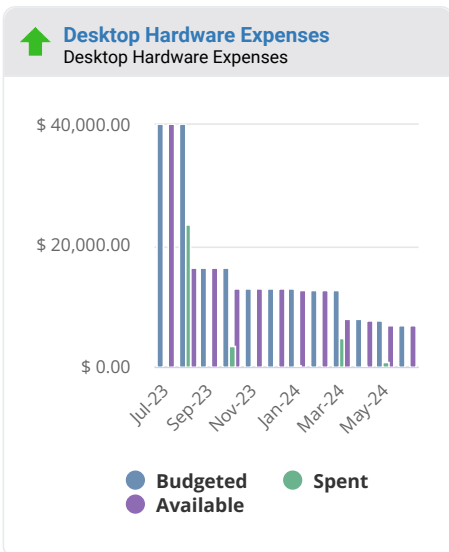
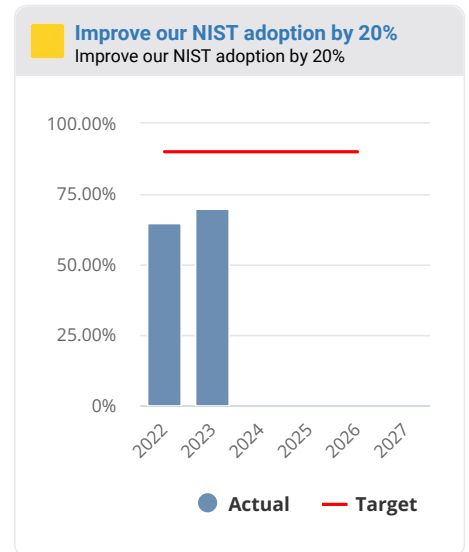
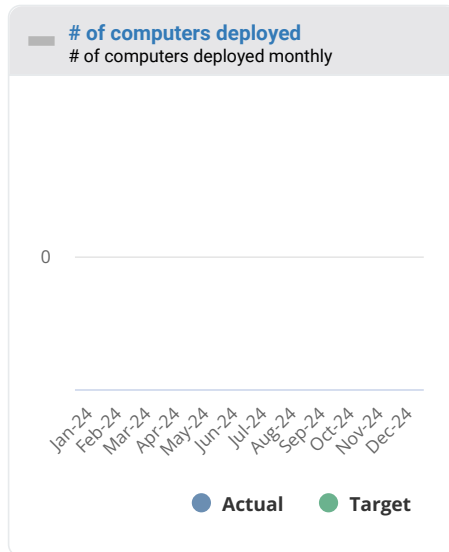
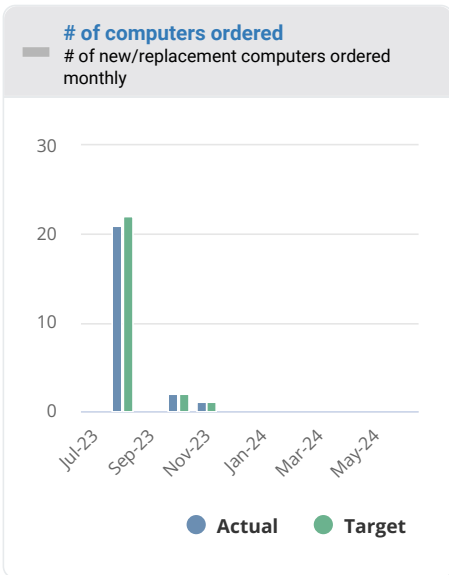


Budget as of 101223.pdf



Budget as of 083123.pdf

Categories	Objectives	Key Results	Initiatives
Cyber Security	 Long term plan to shore up Cyber Security		 Analyze and Implement Cyber Security Posture Assessment
CRM Software / Digital Presence	 Identify & Implement CRM Software across multiple depts		 Find and Implement Multi-dept CRM software
Growth & Infrastructure	 Provide a secure environment to store and transmit sensitive City data.	 Improve our NIST adoption by 20%	 Add/Monitor/Implement NIST framework suggestions.



Initiatives	Owner	Percent Complete	End Date	Analysis
Analyze and Implement Cyber Security Posture Assessment	Kevin Franz (IT)	0 %	12/31/23	
Find and Implement Multi-dept CRM software	Kevin Franz (IT)	100 %	12/31/23	
Add/Monitor/Implement NIST framework suggestions.	Kevin Franz (IT)	75 %	12/31/26	
Follow NIST guidelines for City Cybersecurity Plan	Kevin Franz (IT)	0 %	6/30/24	



CITY OF BARTLETT
INFORMATION TECHNOLOGY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 0	\$ 125,636	\$ 125,636	\$ 138,659
Employee Wages	0	277,502	274,420	292,220
Overtime Wages	0	1,000	4,899	5,000
Educational Bonus	0	0	540	1,440
Longevity Pay	0	13,923	13,924	15,494
Bonus	0	415	412	415
Employee Health Insurance	0	89,666	75,612	76,437
Employee Life Insurance	0	1,290	647	1,379
Workers' Comp Insurance	0	487	492	526
Retiree Health Insurance	0	20,157	20,003	21,544
FICA	0	30,348	30,329	32,779
Pension Contribution	0	55,358	64,582	55,589
Contributory Retirement Plan	0	4,349	5,068	4,349
Total Personnel	\$ 0	\$ 620,131	\$ 616,564	\$ 645,831
<u>Staffing Level</u>				
<i>Full-Time</i>	<i>0.00</i>	<i>5.00</i>	<i>5.00</i>	<i>5.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>0.00</i>	<i>5.00</i>	<i>5.00</i>	<i>5.00</i>
Operations				
Training	\$ 0	\$ 1,000	\$ 0	\$ 2,500
Travel	0	3,000	4,500	7,500
Other Professional Service	0	0	8,500	9,000
Phones-Local	0	0	96,000	96,000
Cellular Phones	0	0	7,000	3,500
Telecommunication Link	0	0	0	45,000
Automobile Allowance	0	0	2,500	2,500
Clothing & Uniforms	0	0	0	750
Operating Supplies	0	0	0	10,000
Equipment Leasing	0	0	14,000	14,000
Total Operations	\$ 0	\$ 4,000	\$ 132,500	\$ 190,750
Capital				
Vehicles	\$ 0	\$ 0	\$ 0	\$ 0
Total Capital	\$ 0	\$ 0	\$ 0	\$ 0
Total Building & Grounds	\$ 0	\$ 624,131	\$ 749,064	\$ 836,581



CITY OF BARTLETT
BUILDINGS AND GROUNDS
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Employee Wages	\$ 123,731	\$ 139,391	\$ 139,829	\$ 147,302
Overtime Wages	1,944	5,000	2,500	5,000
Longevity Pay	3,459	3,821	3,821	4,012
Bonus	247	249	247	249
Employee Health Insurance	19,602	22,080	21,504	22,080
Employee Life Insurance	344	446	419	471
Workers' Comp Insurance	3,742	3,961	3,960	4,181
Retiree Health Insurance	6,184	6,970	6,991	7,365
FICA	9,584	10,890	10,818	11,532
Pension Contribution	13,817	19,141	19,140	19,363
Contributory Retirement Plan	1,520	1,520	1,524	1,520
Total Personnel	\$ 184,174	\$ 213,469	\$ 210,753	\$ 223,075
Staffing Level				
<i>Full-Time</i>	<i>2.78</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	2.78	3.00	3.00	3.00
Operations				
Utilities	\$ 67,983	\$ 89,000	\$ 79,000	\$ 89,000
Phones - Local	1,580	1,650	0	0
Telecommunication Link	40,689	61,970	0	0
Shop Allocation	3,000	3,000	3,000	3,000
Vehicle Maintenance	5,273	5,000	5,000	5,000
Equipment Maintenance	11,731	3,500	3,500	3,500
Grounds Maintenance	11,753	11,000	11,000	11,000
Building Maintenance	29,613	30,000	35,000	30,000
Petroleum Supplies	2,650	3,100	3,100	3,100
Clothing & Uniforms	1,359	1,500	1,500	1,500
Operating Supplies	8,431	16,000	16,000	16,000
Cleaning Supplies	2,934	3,500	3,500	3,500
Small Tools	170	200	200	200
Equipment Rental	8,017	8,020	8,020	8,020
Property Insurance	8,592	8,592	9,059	9,059
Vehicle & Equip Insurance	2,516	2,517	2,798	2,798
General Liability Insurance	303	304	453	453
Miscellaneous Other Expenses	39	800	800	800
Total Operations	\$ 206,632	\$ 249,653	\$ 181,930	\$ 186,930
Total Building & Grounds	\$ 390,806	\$ 463,122	\$ 392,683	\$ 410,005



**CITY OF BARTLETT
LIBRARY
FY 2025 Adopted Budget**

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Operations				
Contracted Services	\$ 114,128	\$ 108,000	\$ 98,000	\$ 0
Utilities	38,577	49,500	45,000	49,000
Phones - Local	4,077	4,300	160	0
Library Charge-City of Memphis	1,165,868	1,300,000	1,200,000	1,260,000
Equipment Maintenance	786	1,000	0	0
Building Maintenance	11,175	8,000	8,000	10,000
Office Supplies	6,520	5,000	5,000	5,000
Operating Supplies	62	1,500	0	1,000
Property Insurance	7,840	7,840	8,196	8,196
General Liability Insurance	992	992	1,321	1,321
Credit Card Vendor Fee	344	200	300	300
Cash Over/Short	(29)	10	10	0
Damage Claims	0	500	0	0
Total Operations	\$ 1,350,340	\$ 1,486,842	\$ 1,365,987	\$ 1,334,817
Capital				
Building Improvements	\$ 20,500	\$ 5,000	\$ 0	\$ 5,000
Other Equipment	1,660	1,000	0	5,000
Total Capital	\$ 22,160	\$ 6,000	\$ 0	\$ 10,000
Total Library	\$ 1,372,500	\$ 1,492,842	\$ 1,365,987	\$ 1,344,817

Attachments

 CityofBartlettFiscalYear2025AdoptedBudget.pdf

 May24FinRprt.pdf

 Lakeland policies manual.pdf



Departmental Overview

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; provides timely and accurate financial reports to the Citizens, the Board of Mayor and Aldermen, and City departments.

Overall Revenues and Expenditures are as within budget. Property taxes are below budgeted. Sales taxes actual is 4% increase vs. budgeted 5%. Building licenses and interest income are up and could offset loss. Departments are staying within their budget.

Fiscal Year 2025 budget were adopted by the Board of Mayor and Aldermen on June 11. The adopted budget is online in the City's website.

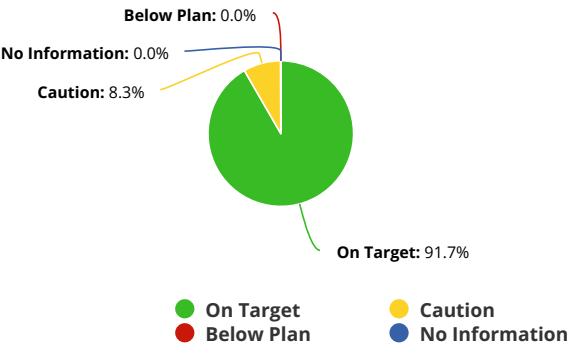
After Action Report

The U.S. economy is slowing down. Most of our revenues will be affected. Finance is closely monitoring revenues and departments' expenditures to prevent any overall shortfall.

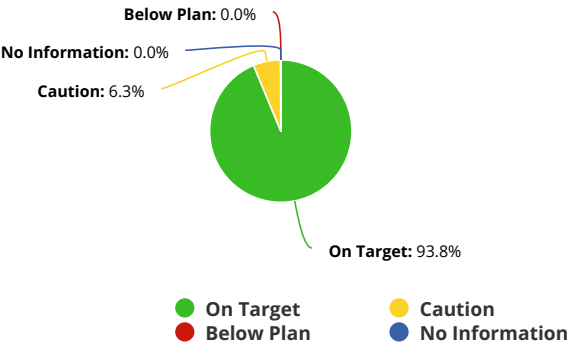
Banking Services: Received RFPs in April. Reviewed 3 proposals. Best fit after additional questions for respondents remained First Horizon Bank for primary banking services. Will use Pinnacle Financial Partners for investment of surplus cash on deposit. Contract negotiations are in process with both banking institutions.

Department Status Snapshot

Key Result Status Snapshot



Initiative Status Snapshot

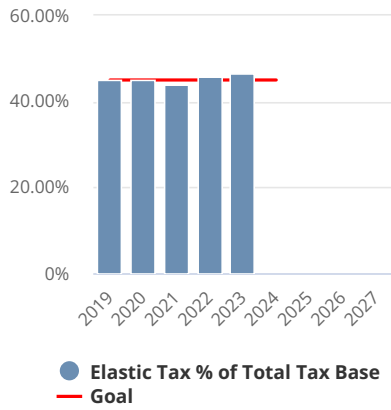


Meeting Agenda
Finance Meeting
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Categories	Objectives	Key Results	Initiatives
Economic Vitality	 Implement proactive measures to spur retail growth and expand elastic tax revenue	 % of elastic tax revenue	 Monitor elastic tax revenue annually
	 Monitor and evaluate median home prices to ensure home values remain consistent with the community's needs	 Median Home Price	 Monitor median home price annually
	 Continually maintain a balanced budget	 Produce a Balanced Budget	 Maintain a balanced budget
	 Develop strategies to remain financially stable by maintaining a low debt to assessed values	 Government debt to assessed values	 Maintain a low government debt to assessed values
	 Improve Banking Services		 Implement action to improve all facets of the City's banking services
	 All Funds are self-sufficient	 % of total Special Revenue Fund revenues transferred from the General Fund	 Generate revenues that exceed expenditures
			 Reduce dependency of Special Revenue Funds on the General Fund
	 Ensure Debt Levels Stay within Industry and City Benchmarks	 General Fund Bond Issuances	 Limit the amount of debt issued
		 General Debt Per Capita	 Maintain current Bond Ratings
Maintain Financial Stability	 Budget Balance	 General Fund Monthly	 Maintain Fund Balances as Recommended
		 Special Revenue Funds Monthly	 Maintain Service Levels
		 Utility Fund Monthly	 Take Care of Employees
		 Debt Service Fund Monthly	
	 Enhance Tax Base	 Increase Property Tax Base	 Economic developments
Vibrant Workforce	 Improve Documentation of Internal Controls		 Build a Financial Policies Manual
			 Aggregate Board Approved Policies & Evaluate Whether Additional Policies Needed
			 Distribute Memos as Needed for Internal Control Changes or Clarifications

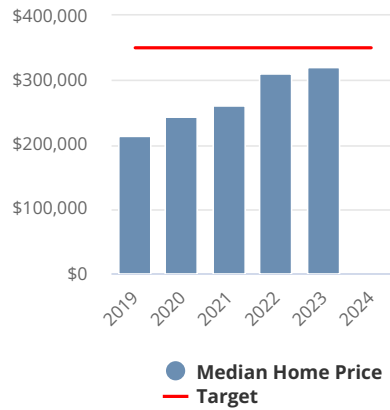
↑ % of elastic tax revenue

% of elastic tax revenue



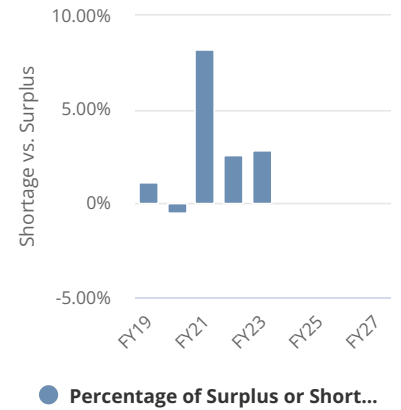
Median Home Prices

Median Home Price



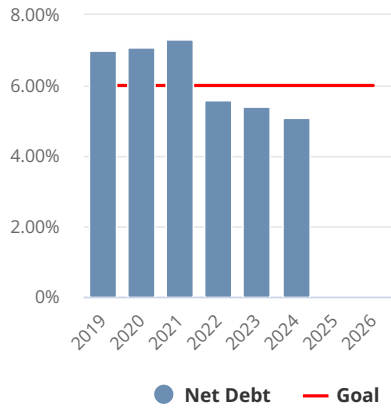
↑ Produce a Balanced Budget

Produce a Balanced Budget



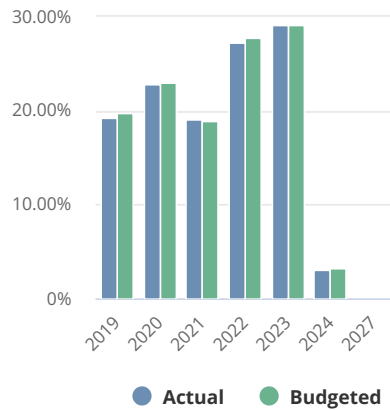
↑ Government debt to assessed values

Government debt to assessed values



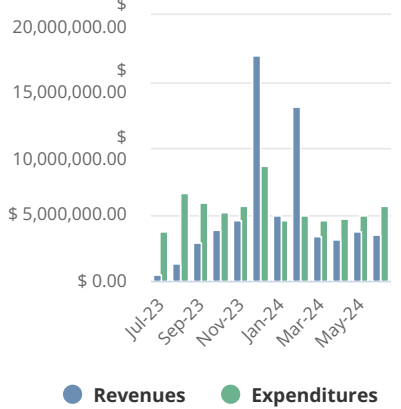
↑ % Revenues transferred from the General Fund

% of total Special Revenue Fund revenues transferred from the General Fund

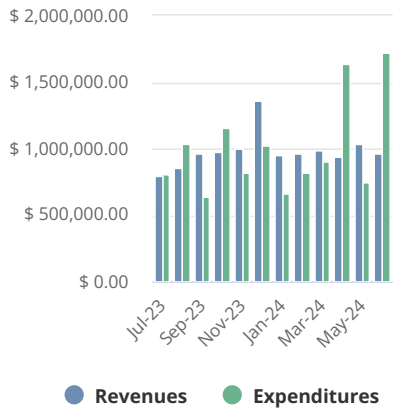


↑ General Fund

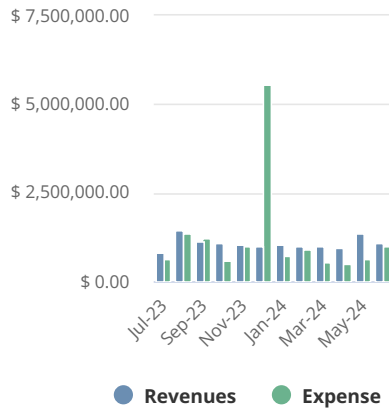
General Fund Monthly



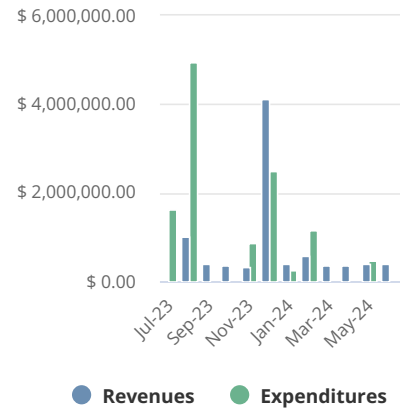
↑ Special Revenue Funds Special Revenue Funds Monthly



↑ Utility Fund Utility Fund Monthly



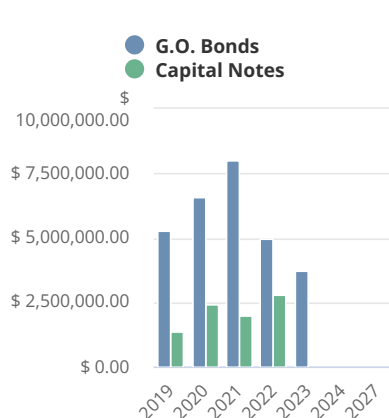
↑ Debt Service Fund Debt Service Fund Monthly



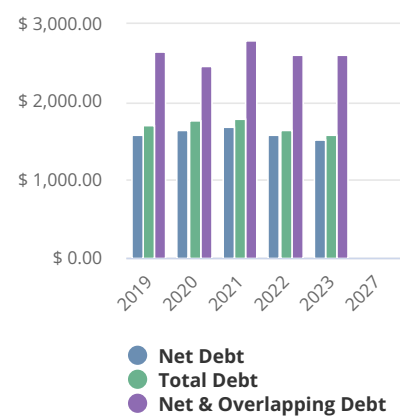
↑ Increase Property Tax Base Increase Property Tax Base



↑ General Fund Bond Issuances General Fund Bond Issuances



↑ General Debt per Capita General Debt Per Capita



Initiatives	Owner	Percent Complete	End Date	Analysis
↑ Implement action to improve all facets of the City's banking services	DP Dick Phebus (Finance)	100 %	7/31/24	
↑ Build a Financial Policies Manual	LC Lee Cain (Finance)	75 %	9/30/24	
↑ Aggregate Board Approved Policies & Evaluate Whether Additional Policies Needed	LC Lee Cain (Finance)	75 %	9/30/24	
↑ Distribute Memos as Needed for Internal Control Changes or Clarifications	LC Lee Cain (Finance)	85 %	9/30/24	
↑ Generate revenues that exceed expenditures	EP Eric Phan (Finance)	92 %	6/30/24	

Initiatives	Owner	Percent Complete	End Date	Analysis
 Reduce dependency of Special Revenue Funds on the General Fund	 Dick Phebus (Finance)	50 %	6/30/25	
 OPEB funding evaluation	 Lee Cain (Finance)	0 %	6/30/27	
 Pension Funding Evaluation	 Lee Cain (Finance)	0 %	6/30/27	
 Economic developments	 Eric Phan (Finance)	25 %	6/30/99	
 Maintain Fund Balances as Recommended	 Eric Phan (Finance)	100 %	6/30/24	
 Maintain Service Levels	 Eric Phan (Finance)	100 %	6/30/24	
 Take Care of Employees	 Eric Phan (Finance)	100 %	6/30/24	
 Limit the amount of debt issued	 Eric Phan (Finance)	100 %	6/30/24	
 Maintain current Bond Ratings	 Eric Phan (Finance)	100 %	6/30/24	
 Monitor median home price annually	 Dick Phebus (Finance)	50 %	12/31/24	
 Monitor elastic tax revenue annually	 Dick Phebus (Finance)	100 %	6/30/24	
 Maintain a low government debt to assessed values	 Dick Phebus (Finance)	100 %	6/30/24	
 Maintain a balanced budget	 Dick Phebus (Finance)	100 %	6/30/24	



CITY OF BARTLETT
FINANCE AND ADMINISTRATION
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 423,254	\$ 325,777	\$ 325,776	\$ 340,171
Employee Wages	650,987	487,226	454,623	521,107
Overtime Wages	48,053	4,000	0	0
Contracted Services	300	0	300	600
Vacation Pay	2,741	0	0	0
Education Bonus	1,440	1,440	1,440	1,440
Longevity Pay	24,894	10,456	10,725	11,186
Bonus	1,237	996	907	996
Employee Health Insurance	187,025	139,645	119,096	119,096
Employee Life Insurance	2,658	2,602	2,095	2,756
Workers' Comp Insurance	1,882	1,556	1,560	1,634
Retiree Health Insurance	53,712	40,650	39,020	43,064
FICA	83,626	60,025	57,469	63,495
Pension Contribution	117,939	111,639	102,410	113,217
Contributory Retirement Plan	13,121	8,772	8,048	8,772
Total Personnel	\$ 1,612,868	\$ 1,194,784	\$ 1,123,469	\$ 1,227,534

Staffing Level

<i>Full-Time</i>	<i>15.73</i>	<i>12.00</i>	<i>11.00</i>	<i>12.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>15.73</i>	<i>12.00</i>	<i>11.00</i>	<i>12.00</i>

Operations

Training	\$ 3,779	\$ 4,000	\$ 0	\$ 3,000
Travel	6,891	3,000	1,500	4,000
Professional Services	96,275	102,500	115,540	115,000
<i>Auditor & Trustee Fees.</i>				
Other Professional Service	600	1,000	700	1,000
Postage & Freight	20,604	21,000	24,254	22,500
Dues & Subscriptions	3,687	3,500	3,630	3,600
Phones - Local	4,499	4,600	0	0
Cellular Phones	5,336	5,500	1,000	800
Equipment Maintenance	88	100	0	100
Automobile Allowance	1,455	1,900	0	500
Office Supplies	18,555	15,096	16,000	15,000
Printing	10,229	9,000	8,490	9,000
Operating Supplies	1,349	3,000	2,200	3,000
Equipment Leasing	1,727	1,943	600	1,000
Property Insurance	3,140	3,140	3,367	3,367
General Liability Insurance	1,264	1,264	552	552
Bank Charges	8	500	0	500
Interest-Deposits & Refunds	0	1,000	600	1,000
Cash Over/Short	(175)	50	0	50
Miscellaneous Other Expenses	220	0	2,550	0
Total Operations	\$ 179,532	\$ 182,094	\$ 180,983	\$ 183,969



CITY OF BARTLETT
FINANCE AND ADMINISTRATION
FY 2025 Adopted Budget

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Capital				
Furniture	\$ 872	\$ 1,200	\$ 5,500	\$ 1,200
Total Capital	\$ 872	\$ 1,200	\$ 5,500	\$ 1,200
Total Finance and Administration	\$ 1,793,272	\$ 1,378,078	\$ 1,309,952	\$ 1,412,703

Attachments

Money Collected and Uncollected- Bartlett City Courts 8-25-24.docx



Departmental Overview

Transitioning was worked on.

Some procedures were updated along with files.

Chairs were ordered for the entire office to replace some that were over 20 years old.

After Action Report

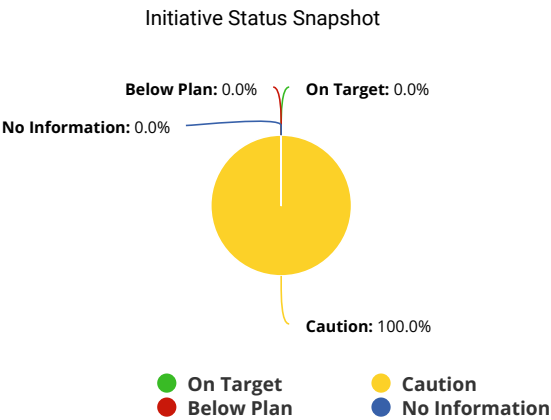
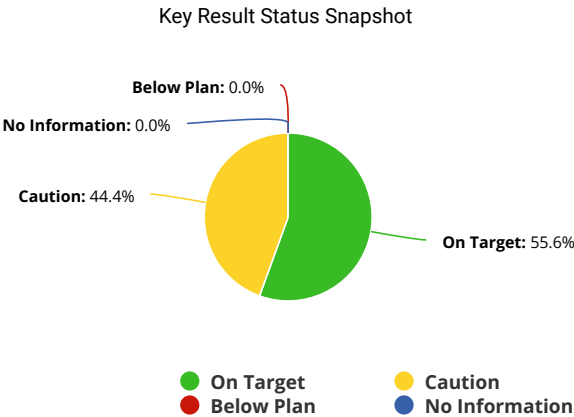
Meeting Agenda

City Courts Meeting

- Compile a list of fines / fees to ensure those are captured when cases are resolved. New prosecutors are unsure of all these fines and some discrepancies are occurring that deviate from our typical process (Need by EOD 7/29).
 - Develop a strategy to reduce the number of cases being continued and establish a penalty for all cases that are continued. Could we charge a fine for all FTAs?
 - Digital Records - Locate and compile a draft resolution to start the digital process. Arrange a meeting with IT to evaluate the ADIS storage process (Is this digital storage sufficient?). What other cloud-options would be available?

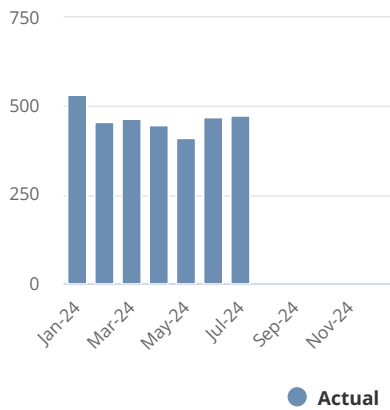
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Department Status Snapshot

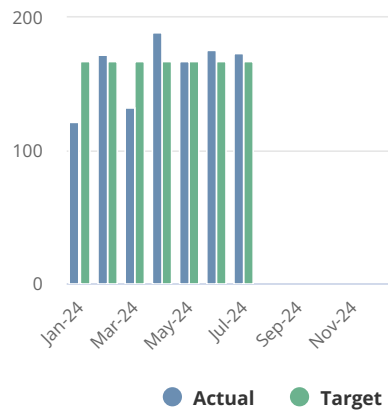


Categories	Objectives	Key Results	Initiatives
Safety & Security	 Increase Courtroom Efficiency & Effectiveness	 # of cases reset per month	Reduce resets, FTAs, & transferred cases by 5% & increase prosecution rate by 10%  ARCHIVED DATA
		 # of FTAs per month	
		 # of transferred cases	
		 Prosecution rate	
		 Total Traffic Citations	
		 Total Arrests	
		 Fines Levied	
		 Fines Levied vs Collected	
		 # of cases reset per month (Clearpoint Example) ARCHIVED DATA	
Growth & Infrastructure	 Increase efficiency and accessibility by digitizing all court records.	 % of files digitized	 % of files digitized

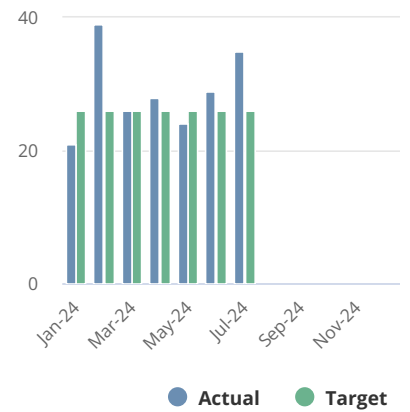
↑ # of cases reset per month
of cases reset per month



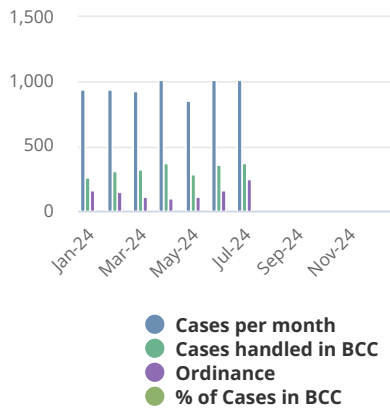
of FTAs per month
of FTAs per month



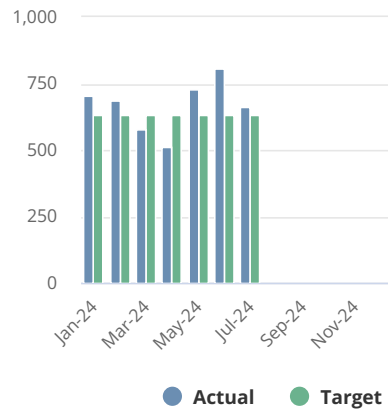
of transferred cases
of transferred cases



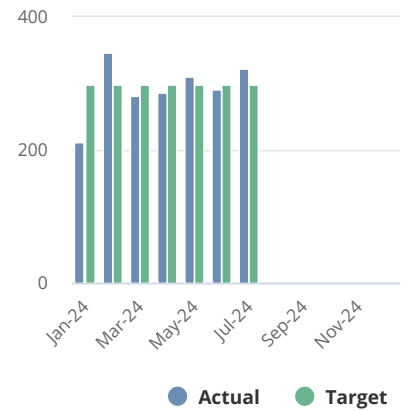
↑ Prosecution rate
Prosecution rate

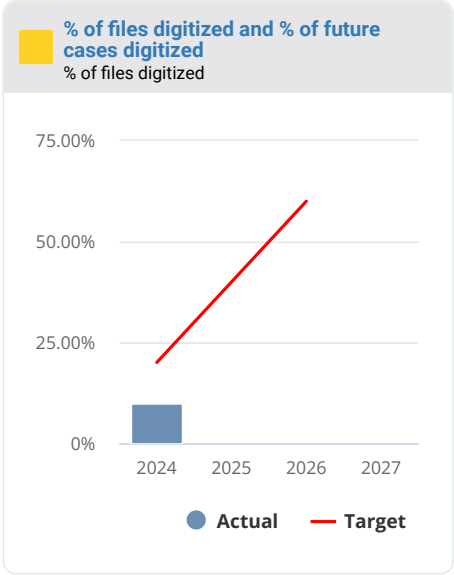
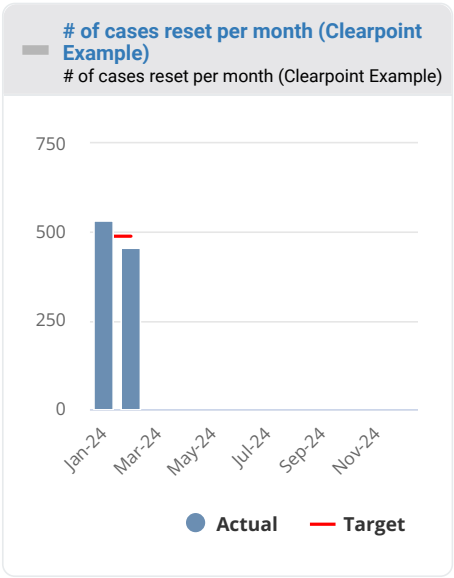
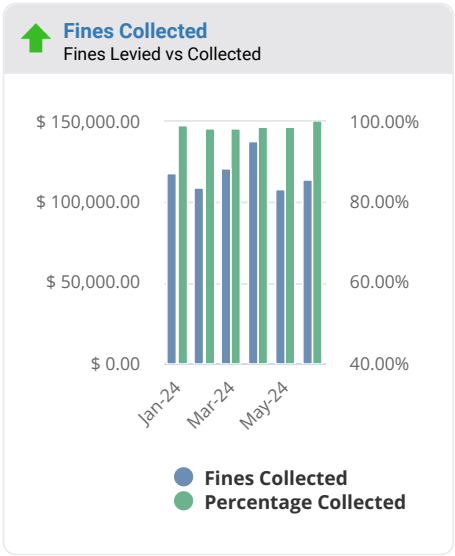


↑ Total Traffic Citations
Total Traffic Citations



↑ Total Arrests
Total Arrests





Initiatives	Owner	Percent Complete	End Date	Analysis
Reduce resets, FTAs, & transferred cases by 5% & increase prosecution rate by 10% ARCHIVED DATA		0 %	6/30/24	
% of files digitized		0 %	12/31/28	



**CITY OF BARTLETT
CITY COURT
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
City Service Fees				
Electronic Traffic Citation Fee	\$ 4,776	\$ 7,600	\$ 5,000	\$ 0
Total City Service Fees	\$ 4,776	\$ 7,600	\$ 5,000	\$ 0
Personnel				
Supervisor Salaries	\$ 253,453	\$ 261,016	\$ 327,967	\$ 335,966
Employee Wages	465,201	483,957	401,271	413,745
Overtime Wages	5,872	7,000	6,219	6,500
Special Hours	7,800	7,800	7,500	7,800
Educational Bonus	1,440	1,440	1,440	2,160
Longevity Pay	10,989	12,423	11,832	13,843
Bonus	907	996	907	996
Employee Health Insurance	94,583	100,048	105,897	105,897
Employee Life Insurance	1,597	2,384	1,993	2,399
Workers' Comp Insurance	1,213	1,194	1,200	1,213
Retiree Health Insurance	35,933	37,249	36,462	37,486
FICA	54,904	56,700	55,319	56,899
Pension Contribution	81,780	104,206	104,208	100,812
Contributory Retirement Plan	9,748	9,748	9,744	9,748
Total Personnel	\$ 1,025,420	\$ 1,086,161	\$ 1,071,959	\$ 1,095,464
<u>Staffing Level</u>				
<i>Full-Time</i>	<i>12.00</i>	<i>12.00</i>	<i>12.00</i>	<i>12.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>12.00</i>	<i>12.00</i>	<i>12.00</i>	<i>12.00</i>
Operations				
Training	\$ 0	\$ 1,500	\$ 1,000	\$ 1,000
Travel	1,715	3,000	2,000	2,000
Other Professional Service	4,848	6,000	5,000	6,000
Postage & Freight	1,436	2,000	1,500	1,500
Dues & Subscriptions	1,146	1,200	1,200	1,200
Phones - Local	2,365	2,500	0	0
Cellular Phones	622	700	700	700
Shop Allocation	700	700	700	700
Vehicle Maintenance	0	500	500	500
Computer Maintenance	7,600	7,600	7,600	0
Office Supplies	3,731	4,000	4,000	4,000
Printing	313	800	800	800
Petroleum Supplies	992	1,500	1,500	1,500
Operating Supplies	71	400	300	400
Equipment Leasing	1,799	2,500	500	500
Vehicle & Equip Insurance	323	323	432	432
General Liability Insurance	819	819	1,219	1,219
Cash Over/Short	0	500	0	0
Miscellaneous Other Expenses	0	500	0	500
Total Operations	\$ 28,479	\$ 37,042	\$ 28,951	\$ 22,951



**CITY OF BARTLETT
CITY COURT
FY 2025 Adopted Budget**

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Capital				
Data Processing Equipment	\$ 0	\$ 2,600	\$ 0	\$ 0
Total Capital	\$ 0	\$ 2,600	\$ 0	\$ 0
Total City Court	\$ 1,049,122	\$ 1,118,203	\$ 1,095,910	\$ 1,118,415

Attachments

 OKRs Personnel Long Term Plan 2024.xlsx



Departmental Overview

On target for most established goals. Need to address retaining first year employees.

Professional Development Program to kick on on Tuesday, July 16, 2024.

Beginning Healthy Lifestyle Classes in August.

Completed all updates to the pay table providing a 4% increase to all employees. Over 20 changes were made to pay classifications, etc.

Job fair held with Public Works and the Parks Departments during the quarter on April 25 & 27, 2024.

Mayor's Summer Youth program began with six interns in June 2024.

Taking over chair for the insurance trust. Making a change to the management of the two Health Clinics.

Personnel Offices were renovated during the quarter.

Open enrollment informational meetings held at the Venue at Bartlett Station during the quarter on April 19 & 22, 2024.

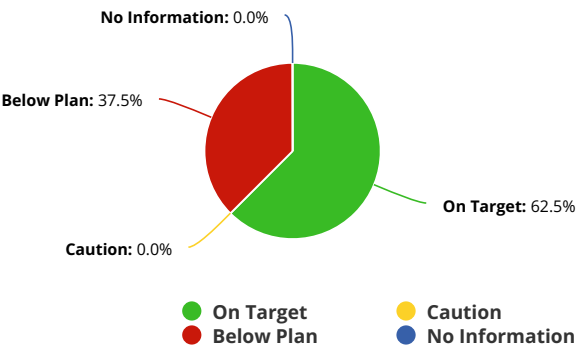
After Action Report

Will need to further investigate and work on the metric for retaining employees in their first year. Conducting more exit interviews will give us more information. This will also assist us in our general retention target which is also currently below plan.

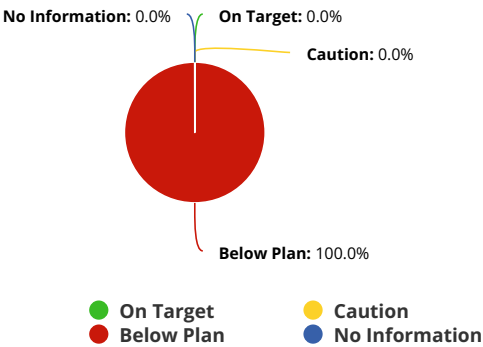
Working with Steve on our next steps on the Employee Opinion Survey. Implementing strategy to communicate back to the employees and begin the process of addressing a future survey.

Department Status Snapshot

Key Results Status Snapshot



Initiative Status Snapshot



Meeting Agenda

Software:

- Civic HR - Transition to MUNIS 9/30/24)
 - • Need to evaluate progress monthly to ensure the change is evolving adequately

Actuary:

- Confirm Actuary Options & ask for feedback on the following plans:
 - • New Shelby County Pension model
 - Germantown Plan
 - Revised 5-8-5 plan at 10yrs
 - Revised 5-8-5 plan at 10yrs w/ employee contribution (City set cap)

Holidays & More Time Off:

- 41% of cities have adopted Juneteenth
- Employees value work-life balance, and we offer one of the lowest numbers of paid holidays in the area
- Move from 11 paid holidays to 13
 - • Include Junetenth
 - Include a floating holiday (One set by the city OR employee selected with Director approval)
 - Total Cost: \$154,000 (\$77K per)

Employee Recognition:

- Spotlight Award
 - • \$25 Gift Card for positive performance (Each Director would be given a small number of each year
 - Continue EofM
 - Social Media Highlight (Steve will get with Todd about options)

Employee Survey Results:

- PowerPoint is nearly complete
- We need to confirm actuary notes & add employee recognition portion, holidays, etc.

Training:

- We need Director's help in this area (More training in other departments)
- City has implemented a small program
- City could add "Linked in Learning"
 - • Ted will confirm the cost and compile mandatory training options (Requirements & Electives)

Benefit Options:

- Employee surveys indicate we do well in this area.
 - • Therefore, we will continue to promote our benefit offerings by including monthly highlights in the Employee News Letter, and our Personnel Director, Ted Archdeacon, will email flyers related to each topic twice monthly.

Go Healthy:

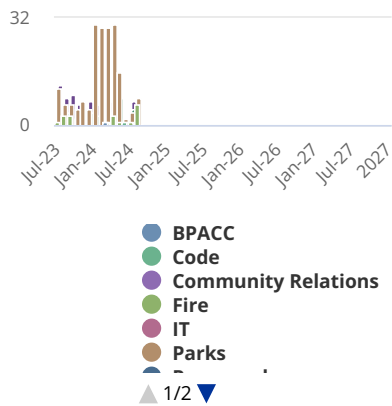
- Approximately thirty (30) employees have signed up for the health courses.
- Mr. Archdeacon will send out additional email blasts every Friday (7/26 & 8/2) & Monday (7/29 & 8/5) leading up to the InBody Pre-Testing date of August 7th.

Meeting Agenda

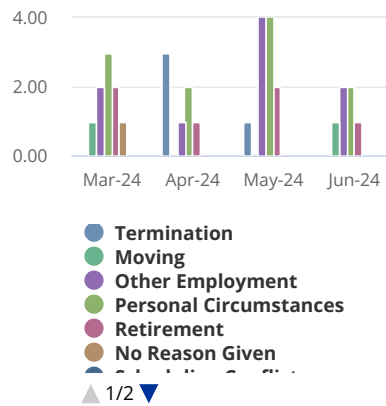
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Categories	Objectives	Key Results	Initiatives
Vibrant Workforce	 Improve the skills and performance of employees through a City-wide training and development program.	 Increase annual employee training by 10%	 Increase annual employee training by 10%
	 Recruit, hire, and retain the next generation of City employees	 Retain 90% of 1st year full-time employees	 Retain 90% of 1st year full-time employees

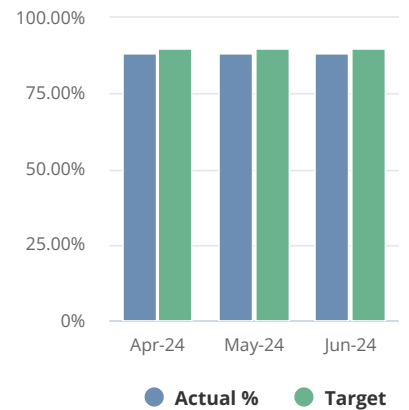
 # of vacant positions by department
of vacant positions by department



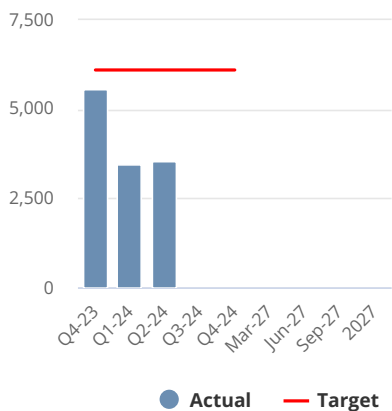
 attrition rate
attrition rate by category



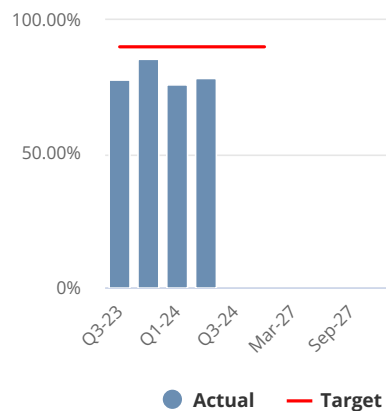
 retention rate
retention rate



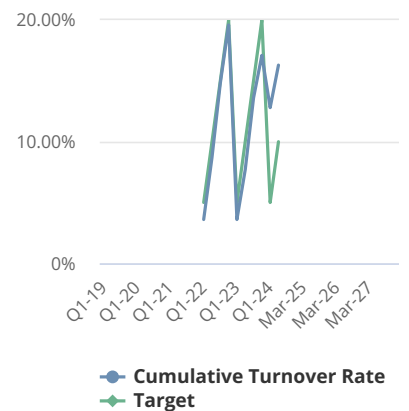
 Increase annual employee training by 10%
Increase annual employee training by 10%



 Retain 85% of 1st year full-time employees
Retain 90% of 1st year full-time employees



 City Employee Cumulative Turnover Rate
City Employee Cumulative Turnover Rate



Key Results	Owner	Analysis	Series Name	Series Status
 retention rate	 Ted Archdeacon (Personnel)		Actual %	88.25%

Key Results	Owner	Analysis	Series Name	Series Status
			Target	90.00%
 Increase annual employee training by 10%	 Ted Archdeacon (Personnel)	During the first quarter of 2024, a survey was administered to department directors to determine the needs of their staff related to this objective. The Personnel Department utilized those results, input acquired from a recent employee survey conducted by the University of Memphis, and annual performance reviews to compile a four-series course centered around leadership. That training has begun and is being administered in partnership with the Municipal Technical Advisory Service (MTAS). The Personnel Department is currently working with Department Directors to develop and/or locate specific skills training courses for their respective staff. Currently, this metric is below our target quarterly goal.	Actual	3,553
			Target	6,100
 Retain 90% of 1st year full-time employees	 Ted Archdeacon (Personnel)	According to recent research, approximately 76% of employees separate within the first year of employment. However, if employees can complete that initial year on the job, that retention rate rises to roughly 90%. The City of Bartlett has traditionally far exceeded the industry standard for retention, and the current tenure for a full-time employee is approximately 10 years. Through the first two quarters of 2024, the City's first-year retention rate is 78.3%. This is below our target goal and the final 85.9% total for FY23. Therefore, various efforts will be implemented to move towards reaching this standard.	Actual	78.30%
			Target	90.00%

Initiatives	Owner	Percent Complete	End Date	Analysis
 Increase annual employee training by 10%	 Ted Archdeacon (Personnel)	0 %	12/31/28	
 Retain 90% of 1st year full-time employees	 Ted Archdeacon (Personnel)	0 %	12/31/28	



CITY OF BARTLETT
PERSONNEL
FY 2025 Adopted Budget

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues/Grants				
Local Sales Tax .5% Reimbursement	\$ 40,128	\$ 42,103	\$ 42,103	\$ 44,759
Total Department Revenues/Grants	\$ 40,128	\$ 42,103	\$ 42,103	\$ 44,759
Personnel				
Supervisor Salaries	\$ 130,471	\$ 138,339	\$ 138,339	\$ 143,872
Employee Wages	204,296	223,566	223,395	235,327
Overtime Wages	269	500	250	490
Part-Time	4,794	0	0	0
Bonus	412	412	412	412
Employee Incentives	8,868	12,136	12,136	11,893
Employee Testing	69,741	55,000	50,000	53,900
Other Personnel Costs	5,097	5,244	5,244	5,244
Employee Health Insurance	56,132	55,858	56,132	55,858
Employee Life Insurance	799	1,158	1,009	1,213
Workers' Comp Insurance	681	728	732	761
Retiree Health Insurance	16,978	18,095	18,087	18,960
FICA	24,675	31,331	26,564	32,586
Pension Contribution	35,552	49,696	49,692	49,847
Contributory Retirement Plan	4,318	4,318	4,320	4,318
Total Personnel	\$ 563,084	\$ 596,381	\$ 586,312	\$ 614,681
Staffing Level				
Full-Time	5.00	5.00	5.00	5.00
Part-Time (converted to FTE)	0.00	0.00	0.00	0.00
Total Full-Time Equivalent (FTE)	5.00	5.00	5.00	5.00
Operations				
Training	\$ 3,136	\$ 9,000	\$ 5,500	\$ 8,820
Travel	2,212	6,600	7,600	7,600
Professional Services	13,582	9,300	9,300	9,300
Postage & Freight	2,081	2,000	1,750	1,750
Dues & Subscriptions	3,065	2,000	1,900	1,900
Meetings	339	1,500	1,000	1,100
Phones - Local	1,318	1,323	0	0
Cellular Phones	1,868	1,808	1,808	1,750
Shop Allocation	500	500	504	504
Vehicle Maintenance	1,285	1,000	784	784
Office Supplies	3,012	4,000	3,900	3,920
Printing	1,036	1,250	350	350
Petroleum Supplies	1,061	1,000	1,650	1,650
Operating Supplies	281	300	280	280
Equipment Leasing	2,606	2,800	850	850
Vehicle & Equip Insurance	300	300	530	530
General Liability Insurance	413	413	996	996
Storage Fees	0	300	0	0
Miscellaneous Other Expenses	223	0	0	0
Total Operations	\$ 38,319	\$ 45,394	\$ 38,702	\$ 42,084
Total Personnel	\$ 561,275	\$ 599,672	\$ 582,911	\$ 612,006



Departmental Overview

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 and facilitates meetings for the Planning Commission, Design Review Commission, Historic Preservation Commission, Board of Zoning Appeals, Bartlett Industrial Development Board, and the Bartlett Station Commission. Additionally, staff reviews and analyzes plans, writes reports, conducts presentations, and coordinates conditions of approval based on compliance with ordinances and regulations or all proposed development projects.

After Action Report

Staff has located multiple Master/Comprehensive plans from neighboring cities for examples. However, staff has located a 2005 update of the City's Master Plan, and plans to embellish it with updated and additional information based on Vision 2040 as well as other needs.

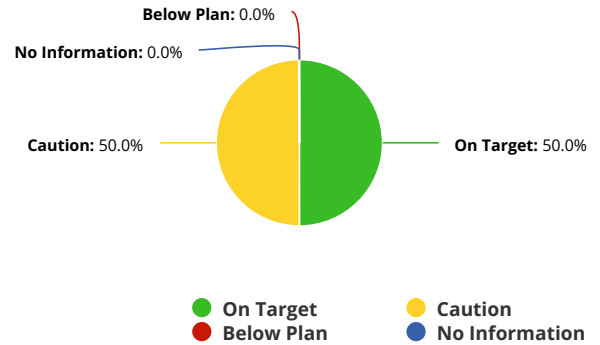
Desoto County Land Use Plan - <https://www.obms.us/DocumentCenter/View/329/2040-Comprehensive-Plan-PDF?bidId>

Meeting Agenda

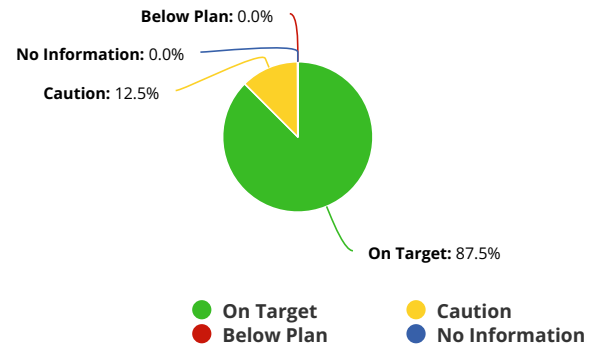
[Planning Meeting](#)

Department Status Snapshot

Key Results Status Snapshot

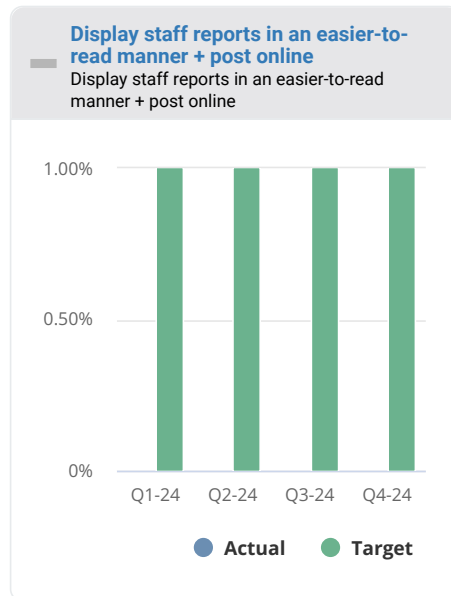
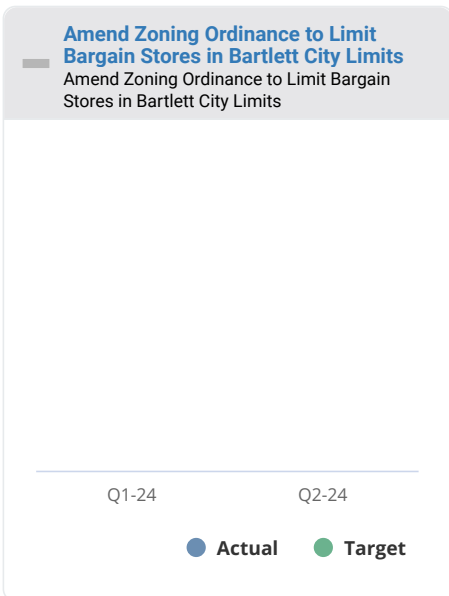
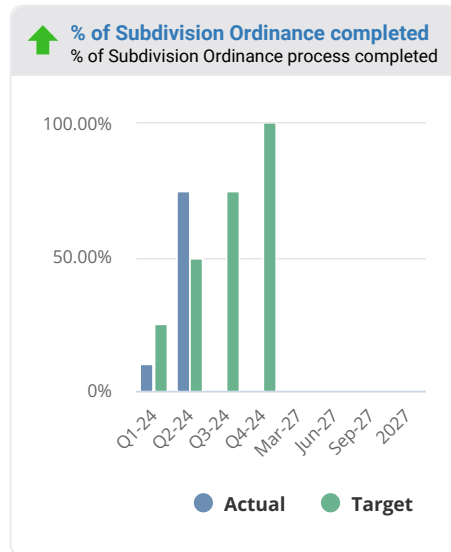
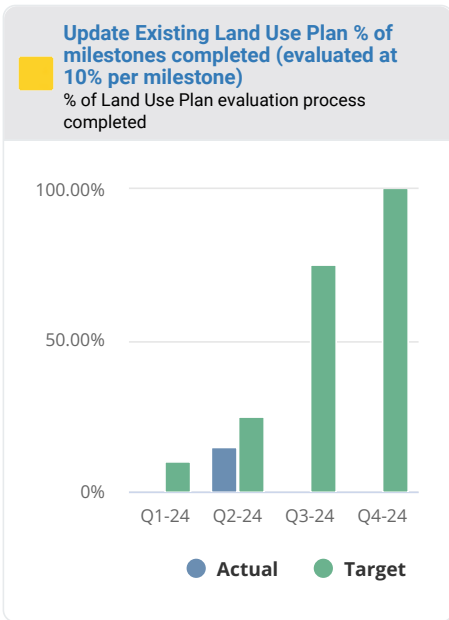


Initiative Status Snapshot



Meeting Agenda
Planned Development 1. Joyce's Gardens East, South of New Brownsville Road & West of Springtree Drive (Gary Blume, Liberty Properties) Construction Plan 2. Resubdivision of Part 1 of Lot 8 of Ferguson Subdivision, 2829 Bartlett Road (David Bray, The Bray Firm) Final Plan 3. Resubdivision of Part 1 of Lot 8 of Ferguson Subdivision, 2829 Bartlett Road (David Bray, The Bray Firm) Site Plan 4. Kirby Whitten Pharmacy, 3090 Kirby Whitten Road (David Bray, The Bray Firm) 5. Lopez Grill, 5653 Stage Road (David Bray, The Bray Firm)
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Categories	Objectives	Key Results	Initiatives
Growth & Infrastructure	 Update the existing Land Use Plan	 % of Land Use Plan evaluation process completed	 Update the Land Use Master Plan and Zoning Ordinance relative to the Master Plan Changes
	 Revise the Subdivision Ordinance	 % of Subdivision Ordinance process completed	 Update the subdivision requirements based on TCA, and improve minor subdivision approval process



Initiatives	Owner	Percent Complete	End Date	Analysis
Update the Land Use Master Plan and Zoning Ordinance relative to the Master Plan Changes	Kim Taylor (Planning Department)	10 %	12/31/24	Researched what other communities have done. Will devise a plan to proceed.
Update the subdivision requirements based on TCA, and improve minor subdivision approval process	Kim Taylor (Planning Department)	75 %	12/31/24	Public Hearing at the Planning Commission August 2024.

Initiatives	Owner	Percent Complete	End Date	Analysis
 Launch + Maintain New Economic Development Dashboard/ED Website	 Leslie Brock (Planning Department)	100 %	12/31/24	
 Limit Bargain Stores	 Kim Taylor (Planning Department)	100 %	1/9/24	Completed
 Streamline the Subdivision Process	 Kim Taylor (Planning Department)	75 %	12/31/24	Planning Commission public Hearing in August 2024.
 Provide more transparency of official plan submittals for citizens	 Melissa Hale (Planning Department)	100 %	12/31/24	Ongoing assignment. Agendas, plans and reports are posted monthly on the City's website.
 Limit Hookah Bars and Lounges	 Kim Taylor (Planning Department)	100 %	1/9/24	Completed
 Limit Smoke Retail Shops	 Kim Taylor (Planning Department)	100 %	1/9/24	Completed



CITY OF BARTLETT
PLANNING & ECONOMIC DEVELOPMENT
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 125,453	\$ 133,016	\$ 133,016	\$ 138,337
Employee Wages	185,528	199,332	200,164	209,752
Overtime Wages	297	3,500	1,431	3,500
Part-Time	0	0	0	2,600
Educational Bonus	0	0	0	1,080
Longevity Pay	8,125	8,583	8,582	9,038
Bonus	330	332	330	332
Employee Health Insurance	55,855	55,858	55,857	55,858
Employee Life Insurance	852	1,064	990	1,114
Workers' Comp Insurance	708	694	696	729
Retiree Health Insurance	15,549	16,617	16,659	17,404
FICA	22,908	24,674	24,517	26,059
Pension Contribution	37,895	45,637	45,636	45,757
Contributory Retirement Plan	4,287	4,287	4,284	4,287
Total Personnel	\$ 457,787	\$ 493,594	\$ 492,162	\$ 515,847
Staffing Level				
<i>Full-Time</i>	<i>4.00</i>	<i>5.00</i>	<i>4.76</i>	<i>5.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	4.00	5.00	4.76	5.00
Operations				
Training	\$ 906	\$ 2,200	\$ 800	\$ 2,200
Travel	225	2,200	1,200	2,000
Boards & Commissions	0	1,000	780	1,000
Dues & Subscriptions	1,089	1,530	1,600	1,600
Meetings	120	700	420	700
Phones - Local	1,111	1,200	0	0
Cellular Phones	1,026	1,100	1,100	1,100
Shop Allocation	400	400	400	400
Vehicle Maintenance	419	750	750	750
Office Supplies	1,598	3,500	3,000	3,000
Petroleum Supplies	732	1,000	1,000	1,000
Equipment Rental	1,236	1,700	500	500
Vehicle & Equip Insurance	162	162	250	250
General Liability Insurance	386	386	600	600
Total Operations	\$ 9,409	\$ 17,828	\$ 12,400	\$ 15,100
Capital				
Furniture	553	750	0	0
Total Capital	\$ 553	\$ 750	\$ 0	\$ 0
Total Planning & Economic Development	\$ 467,749	\$ 512,172	\$ 504,562	\$ 530,947



City of Bartlett

PUBLIC SAFETY FY 2025 Adopted Budget

Full-Time Authorized Personnel Positions

Police

Police Director	1
Assistant Police Director	1
Police Inspector	3
Admin Secretary	1
Building Service	3
PSAP Director	1
Dispatcher	21
Jailer	20
Patrolman	95
Captain	6
Detective	16
Lieutenant	14
Skill clerk	5
Supervisor of Records	1
Total Police	<u>188</u>

Fire

Assistant Chief	1
Director	1
Fire Commander	3
Battalion Commander	3
Admin Secretary	1
Fire Driver	15
Firefighter	33
Fire Lieutenant	<u>15</u>
Total Fire	<u>72</u>

Ambulance Service

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

Building Codes Enforcement

Director	1
Sr Code Coordinator	2
Inspectors	8
Skill Clerk	<u>1</u>
Total Building Codes Enforcement	<u>12</u>

TOTAL PUBLIC SAFETY 306

The Public Safety function includes Police, Fire & Ambulance, and Building Codes Enforcement. The Public Safety Function budget increased by \$2,527,842 (7.45%) over the FY 2024 Projection. Police will add 8 position for fiscal year 2025. Four added jailers will start on September 1st and the other 3 jailers will start on January 1st, 2025. Police will also add 1 building service position starting on September 1st. FY 2025 budget included a career ladder pay increase and 4% salary increase for full-time employees.

Summary Revenue/Expenditure Type

<u>Category</u>	<u>FY 2023 Actual</u>	<u>FY 2024 Revised</u>	<u>FY 2024 Projection</u>	<u>FY 2025 Adopted</u>
<i>Revenues</i>	<i>1,793,339</i>	<i>2,599,267</i>	<i>2,572,299</i>	<i>2,289,634</i>
<i>Salaries</i>	<i>19,632,672</i>	<i>21,387,853</i>	<i>20,819,984</i>	<i>22,739,659</i>
<i>Benefits</i>	<i>10,829,961</i>	<i>12,049,819</i>	<i>11,793,481</i>	<i>12,296,492</i>
<i>Other Personnel</i>	<i>1,506</i>	<i>4,300</i>	<i>4,300</i>	<i>4,300</i>
<i>Operations</i>	<i>3,048,726</i>	<i>3,044,381</i>	<i>3,109,764</i>	<i>2,853,954</i>
<i>Capital</i>	<i>190,097</i>	<i>914,645</i>	<i>794,099</i>	<i>872,400</i>
Total	<u>31,909,622</u>	<u>34,801,731</u>	<u>33,949,329</u>	<u>36,477,171</u>



CITY OF BARTLETT

PUBLIC SAFETY BUDGET SUMMARY

FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues/Grants				
Breath Alcohol Test	\$ 110	\$ 0	\$ 400	\$ 0
CERT Class Fees	11	0	586	0
Civil Seizure Settlement	6,754	10,000	10,000	10,000
Criminal Seizure Awards	130	10,000	10,000	10,000
Homeland Security Grant	0	750,000	750,000	750,000
Insurance Recoveries-Police	4,539	30,000	172,927	30,000
Intergovernment Reimbursement	68,854	100,000	104,119	60,000
Local Sales Tax .5% Reimbursement	1,273,980	1,251,667	1,251,667	1,334,634
State Fire Training Grant	71,200	74,400	74,400	0
State Police Training Grant	103,200	103,200	103,200	0
Supplemental Ambulance Payment	38,556	0	35,000	35,000
Transfer From Grants Fund	16,006	60,000	60,000	60,000
Transfer From School	210,000	210,000	0	0
Total Department Revenues/Grants	\$ 1,793,339	\$ 2,599,267	\$ 2,572,299	\$ 2,289,634
Personnel				
Supervisor Salaries	\$ 1,474,802	\$ 1,586,029	\$ 1,711,487	\$ 1,808,666
Employee Wages	16,736,497	18,525,768	17,567,032	19,600,178
Overtime Wages	1,110,726	840,400	1,207,641	893,608
Special Hours	78,792	50,300	47,936	53,300
Holiday Pay	623,629	679,257	660,497	759,761
Part-Time	231,854	385,356	285,888	383,907
Vacation Pay	86,234	0	60,703	12,092
Educational Bonus	282,465	321,280	292,665	143,720
Sick Pay	92,336	0	0	19,800
Longevity Pay	424,297	470,678	458,168	527,543
FLSA Wages	84,908	93,000	84,689	89,000
Bonus	25,807	27,924	26,548	28,671
Other Personnel Costs	1,506	4,300	4,300	4,300
Employee Health Insurance	4,104,668	4,290,613	4,126,960	4,326,811
Employee Life Insurance	50,191	64,219	57,726	68,463
Workers' Comp Insurance	435,446	475,362	475,356	504,438
Unemployment Compensation	0	0	1,705	0
Retiree Health Insurance	903,074	1,003,432	960,941	1,069,736
FICA	1,539,290	1,647,198	1,610,671	1,751,084
Pension Contribution	1,938,498	2,757,574	2,757,576	2,776,091
Contributory Retirement Plan	239,118	219,282	219,276	219,282
Total Personnel	\$ 30,464,138	\$ 33,441,972	\$ 32,617,765	\$ 35,040,451
Staffing Level				
<i>Full-Time</i>	<i>284.84</i>	<i>297.00</i>	<i>286.84</i>	<i>306.00</i>
<i>Part-Time (converted to FTE)</i>	<i>9.97</i>	<i>12.24</i>	<i>10.53</i>	<i>11.91</i>
Total Full-Time Equivalent (FTE)	294.81	309.24	297.37	317.91
Operations				
Training	\$ 148,257	\$ 162,300	\$ 152,000	\$ 172,750
State Training Salary Supp	174,400	177,600	177,600	0
Firearms Training	89,898	70,960	70,960	70,000



CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Volunteer Expense	1,572	6,500	6,000	11,500
Travel	59,993	82,500	71,600	67,000
Contracted Services	94,443	76,000	76,000	76,000
Other Professional Service	8,203	9,600	9,600	9,600
Dui Testing Fees	0	1,000	0	1,000
Sexual Offender Reg.	1,684	2,000	2,000	2,000
Criminal Seizure Expense	16,978	16,296	11,000	6,000
Postage & Freight	7,810	9,300	9,250	10,835
Notice Publication	0	100	0	100
Dues & Subscriptions	10,616	12,365	12,165	12,300
Meetings	7,337	7,750	10,700	10,900
Utilities	152,778	200,000	155,000	170,000
Phones - Local	27,916	28,670	0	0
Cellular Phones	122,568	129,258	120,588	160,588
Telecommunication Link	3,150	3,795	3,795	3,500
Shop Allocation	82,700	82,700	82,700	82,700
Vehicle Maintenance	313,982	295,000	415,000	306,500
Equipment Maintenance	58,685	62,301	62,301	62,000
Radio Maintenance	94,410	185,290	157,748	150,419
Computer Maintenance	2,353	0	125	0
Grounds Maintenance	13,267	18,500	17,500	17,000
Building Maintenance	164,012	87,005	97,000	87,500
Office Supplies	21,104	25,500	24,900	26,800
Printing	8,371	11,150	10,750	10,750
Christmas Expenses	2,675	2,500	2,300	2,500
Medical Supplies	132,204	137,241	136,000	140,000
Petroleum Supplies	404,031	443,000	433,000	419,000
Clothing & Uniforms	266,467	241,083	241,082	235,500
Operating Supplies	51,496	63,180	63,000	56,500
Cleaning Supplies	3,942	6,000	4,000	6,000
Chemical Supplies	400	500	500	500
Air Service	8,908	7,300	7,300	7,300
Small Tools	7,177	13,775	13,575	11,200
Fire Hose	3,251	11,768	11,768	6,000
Jail Operations	56,318	55,120	55,120	54,000
CERT Training Supplies	1,195	0	0	0
Public Awareness	8,201	8,000	8,000	10,000
CPR Classes	13	0	0	0
Fire Prevention	5,947	6,529	6,000	6,500
Equipment Leasing	5,984	7,400	900	900
Property Insurance	17,672	17,672	18,411	18,411
Vehicle & Equip Insurance	93,040	93,041	134,667	134,705
General Liability Insurance	96,732	96,732	142,095	142,096
Other Insurance	1,900	1,900	1,900	1,900
Credit Card Vendor Fees	3,043	3,000	3,000	5,000
State Fees	105,992	30,000	30,000	30,000
Tow-In Fees	12,875	8,500	11,000	11,500
K-9 Operations	15,560	9,000	9,000	9,000
Damage Claims	55,651	15,900	19,065	15,900



CITY OF BARTLETT
PUBLIC SAFETY BUDGET SUMMARY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Miscellaneous Other Expenses	1,564	1,800	1,800	1,800
Total Operations	\$ 3,048,726	\$ 3,044,381	\$ 3,109,764	\$ 2,853,954
Capital				
Building Improvements	\$ 39,966	\$ 40,000	\$ 115,000	\$ 35,500
Communications Equipment	635	1,145	202	0
Data Processing Equipment	9,360	0	0	0
Office Equipment	233	1,500	1,500	1,500
Vehicles	52,028	750,000	558,397	750,000
Furniture	9,873	12,500	12,500	15,400
Other Equipment	78,001	109,500	106,500	70,000
Total Capital	\$ 190,097	\$ 914,645	\$ 794,099	\$ 872,400
TOTAL PUBLIC SAFETY	\$ 31,909,622	\$ 34,801,731	\$ 33,949,329	\$ 36,477,171

Attachments

 PD Clearpoint thru June 2024.xlsx

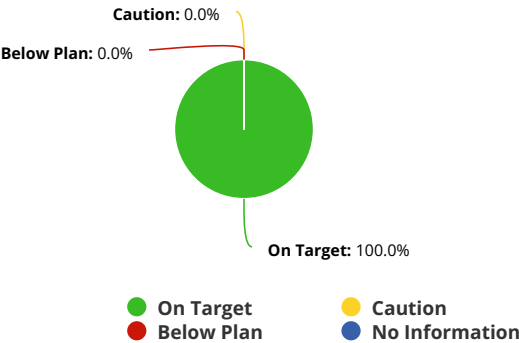
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 Q1-Q2 2024.pdf

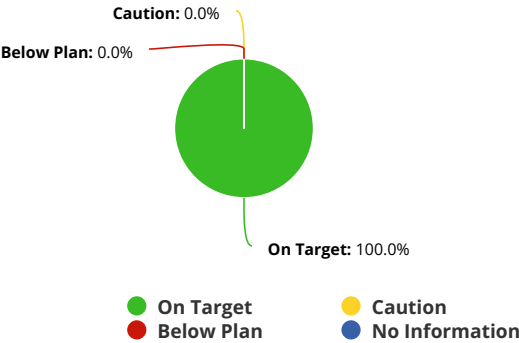


Department Status Snapshot

Key Results Status Snapshot



Initiative Status Snapshot



Departmental Overview

The police department has strived to provide the utmost service to our citizens and continues to work diligently to achieve our objectives. These objectives include improving the overall health & wellness of our employees, improving the overall safety of the community, and enhancing our community engagement initiatives. The department has made significant strides in achieving these objectives, and the first & second-quarter results are outlined below.

Health & Wellness—The department's first-ever fitness policy was implemented in January 2024. This policy requires all sworn officers to perform a yearly fitness test during in-service training. As of June 2024, 123 Police Officers had participated in the test. Of these participants, 72.4% met or exceeded the minimum fitness standards outlined in the policy. A more detailed summary is as follows:

- 54 Achieved High Performing
- 35 Achieved Satisfactory
- 34 Failures

Improve the overall safety of our community—The department has worked diligently to implement proactive and effective policing methods to further protect our community. These methods appear to work successfully, as the crime statistics for the first and second quarters are significantly lower than last year's.

Property Crimes for Q1 & Q2 of 2024 are 41% lower than last year's. This appears to result from fewer Burglaries, Shopliftings, TFMVs, TFMVPA, and General Other Larceny reports.

Person Crimes for Q1 & Q2 of 2024 are stagnant compared to last year's period, with a total increase of two additional incidents (62 / 64).

Clearance Rates for Q1 and Q2 of 2024 have increased by 26% compared to last year. The department is currently clearing 51.98% of the reported incidents.

The Crime Index for Q1 & Q2 of 2024 decreased by 24% compared to last year. The current index is 2,051.71 for every 100,000 residents.

Enhance the department's community engagement activities—The department continues to make significant progress in the number of community events our staff hosted or attended. As a result, the department conducted 58% more Community Engagement Events for Q1 & Q2 of 2024 than last year. In addition, we continue to see a moderate increase in our social media followers and impressions. This objective is moving as suggested, with no issues currently being foreseen.

After Action Report

The Police Department will continue to conduct quarterly after-action reviews of the OKRs to address any discrepancies or declines in particular areas.

For Q3 of 2024, the department will begin constructing a First Responder Gymnasium, which can assist employees in improving their overall health and wellness. Although 72% of our officers meet or exceed the minimum fitness standards, our ultimate goal is to enhance all employees' overall health and wellness, including the 28% who still need to meet the current standard.

In addition, the department will work diligently to fill open positions and simultaneously attempt to reduce departmental overtime for FY25.

Lastly, we will work diligently to reduce the overall crime rate and address the community's needs through enforcement and community engagement.

Meeting Agenda

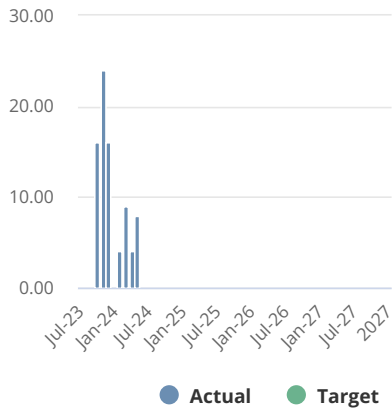
Police Meeting

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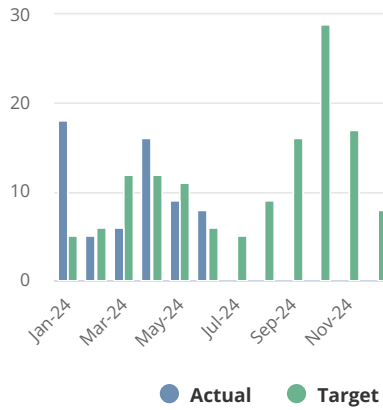
Categories	Objectives	Key Results	Initiatives
Accountability	 Improve the overall health & wellness of our employees.	 # of Training Events related to objective	 Improve the health & wellness of our employees through enhanced training & program implementation.
Focus	 Improve the overall safety of our citizens, community & employees.	 Person Crimes Reported to TIBRS (Homicide, Rape, Robbery, Agg Assault)	 Reduce the # of Crimes Reported to TIBRS
		 Property Crimes Reported to TIBRS (Burglary, Larceny, MVT)	
		 # of Parking, Speeding, and Traffic Complaints	
		 # of Security & Vacation Watches	
		 # of Police Training Hours	
Engagement	 Enhance Community Engagement	 # of Community Engagement Events	 Increase the # of Community Relation Engagements by Police Department
		 # of Social Media Followers	
		 # of Social Media Post	
		 # of Social Media Impressions	
Investigative Services Division	 Maintain Statistical Data associated with the Investigative Services Division	 # of ISD General Cases Assigned	

Categories	Objectives	Key Results	Initiatives
		↑ # of ISD General Cases Closed	
		↑ # of ISD General Cases Solved	
		↑ # of ISD General Cases Closed with Arrest / Warrant/ Indictment	
		↑ # of Crime Suppression / Narcotics Unit Stolen Vehicles Recovered	
		↑ # of Crime Suppression / Narcotics Unit Arrest	
Communications Division	↑ Maintain Statistical Data associated with the Communications Division	↑ # of Police Dispatch Incidents	
		↑ # of 911 Calls Taken	
		↑ # of 7 Digit Calls Taken	
		↑ # of NCIC Entries	
		↑ # of Dispatch Training Hours	
Jail Division	↑ Maintain Statistical Data associated with the Jail Division	↑ # of Inmates Processed	
		↑ # of Meals Served	
		↑ # of Paramedic Calls	
		↑ # of Hospital Transports	
		↑ # of Jail Training Hours	
Patrol Division	↑ Maintain Statistical Data associated with the Patrol Division	↑ Total Traffic Stops	
		↑ # of Calls for Service	
		↑ # of Reports Taken	
		↑ # of Citations Issued	
		↑ # of Patrol Arrest	
Health & Public Safety	↑ Provide a safe environment for everyone to live, work, learn, and play.	↑ Total Person Crime Index compared to similar-sized municipal cities nationally	↑ Install continued efforts to reduce the overall crime index
		↑ Total Property Crime Index compared to similar-sized municipal cities nationally	
	↑ Satisfaction with police services	↑ Satisfaction with police services - Community Survey Score	↑ Evaluate annual survey results and install measures to increase community trust

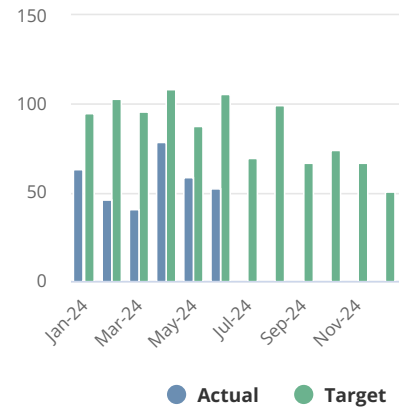
↑ # of Training Events related to objective
of Training Events related to objective



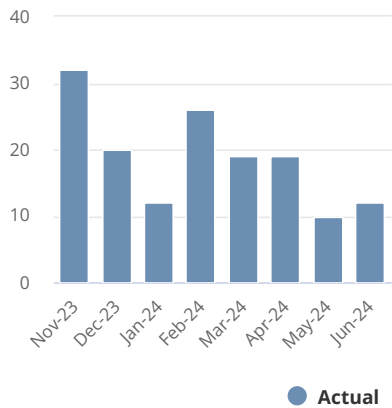
↑ Crimes Reported to TIBRS
Person Crimes Reported to TIBRS (Homicide, Rape, Robbery, Agg Assault)



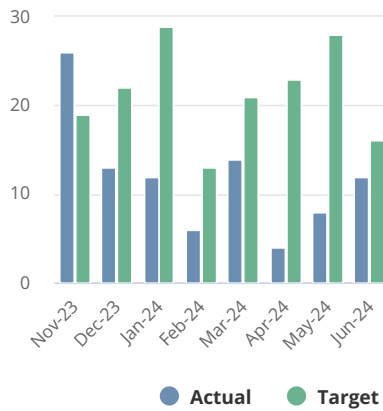
↑ Property Crimes Reported to TIBRS (Burglary, Larceny, MVT)
Property Crimes Reported to TIBRS (Burglary, Larceny, MVT)



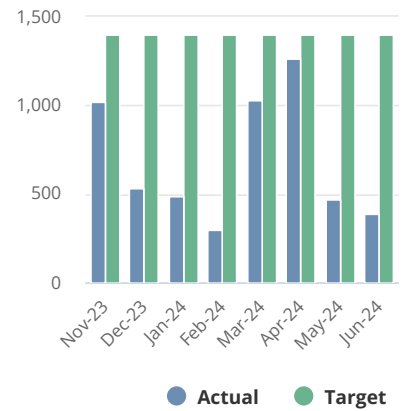
↑ # of Parking, Speeding, and Traffic Complaints
of Parking, Speeding, and Traffic Complaints



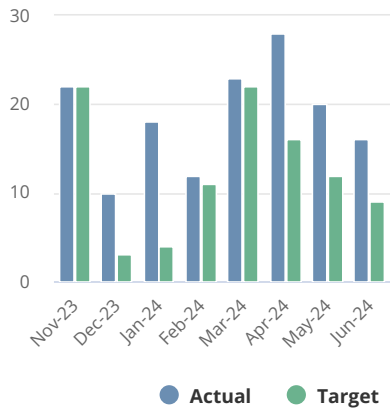
↑ # of Security & Vacation Watches
of Security & Vacation Watches



↑ # of Police Training Hours
of Police Training Hours



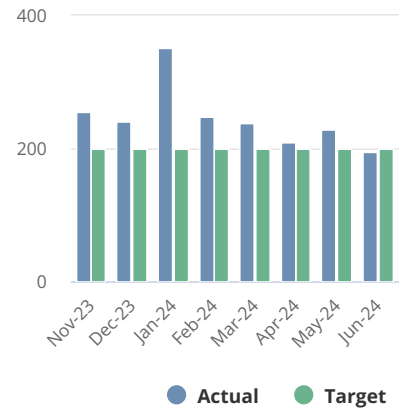
↑ # of Community Engagement Events
of Community Engagement Events



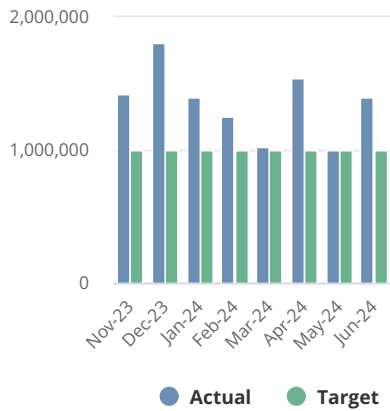
↑ # of Social Media Followers
of Social Media Followers



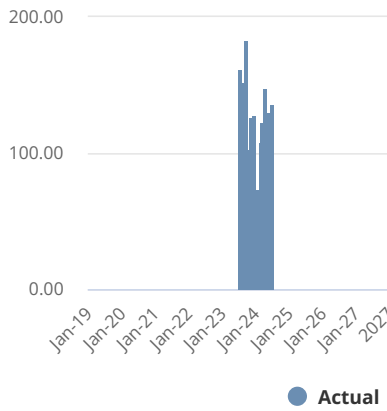
↑ # of Social Media Post
of Social Media Post



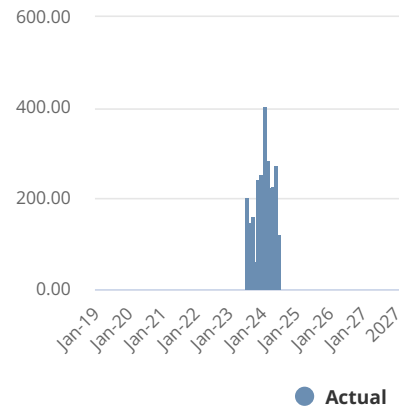
↑ # of Social Media Impressions
of Social Media Impressions



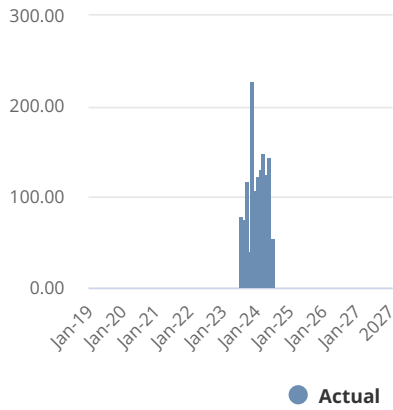
↑ # of ISD General Cases Assigned
of ISD General Cases Assigned



↑ # of ISD General Cases Closed
of ISD General Cases Closed

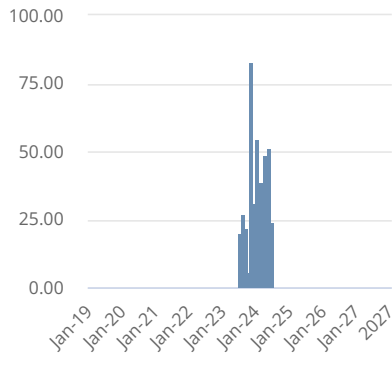


↑ **# of ISD General Cases Solved**
of ISD General Cases Solved



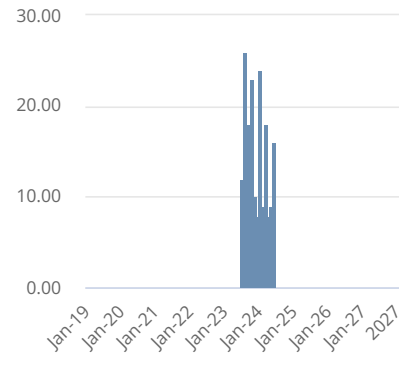
● Actual

↑ **# of ISD General Cases Closed with Arrest / Warrant/ Indictment**
of ISD General Cases Closed with Arrest / Warrant/ Indictment



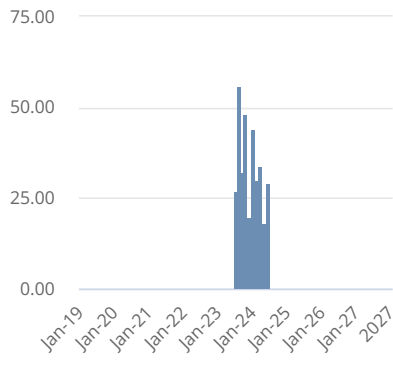
● Actual

↑ **# of Crime Suppression / Narcotics Unit Stolen Vehicles Recovered**
of Crime Suppression / Narcotics Unit Stolen Vehicles Recovered



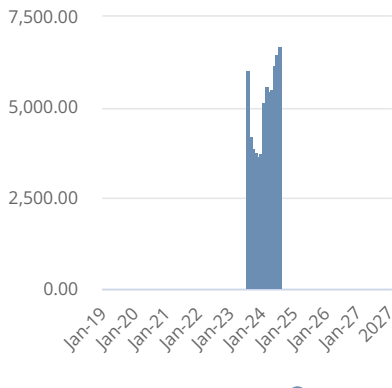
● Actual

↑ **# of Crime Suppression / Narcotics Unit Arrest**
of Crime Suppression / Narcotics Unit Arrest



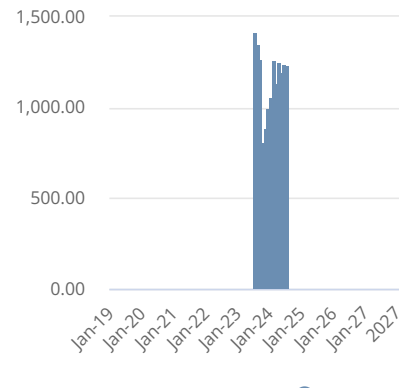
● Actual

↑ **# of Police Dispatch Incidents**
of Police Dispatch Incidents



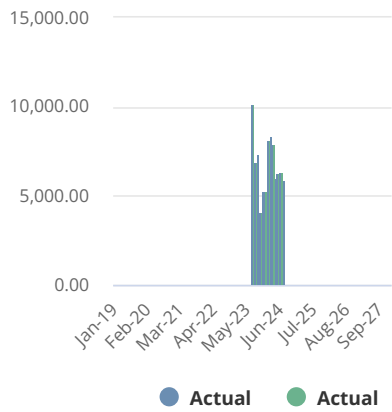
● Actual

↑ **# of 911 Calls Taken**
of 911 Calls Taken

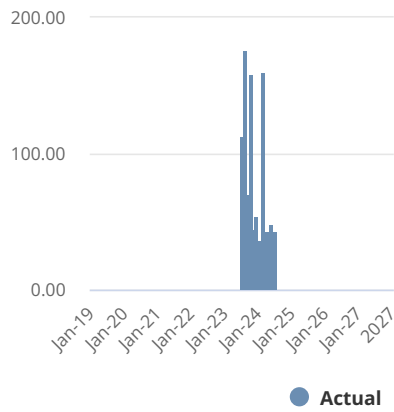


● Actual

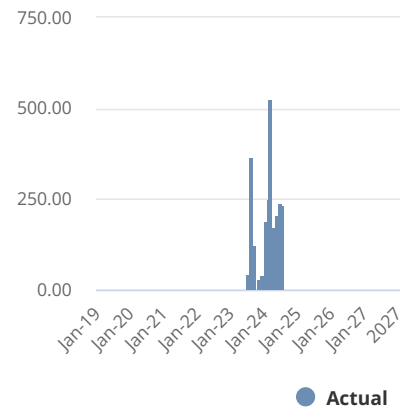
↑ **# of 7 Digit Calls Taken**
of 7 Digit Calls Taken



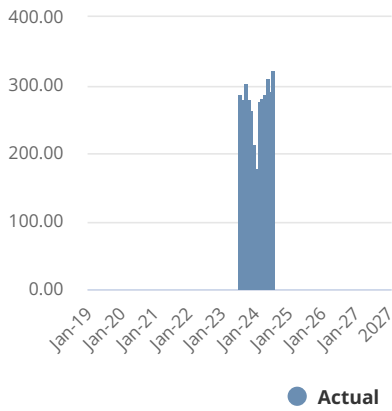
↑ **# of NCIC Entries**
of NCIC Entries



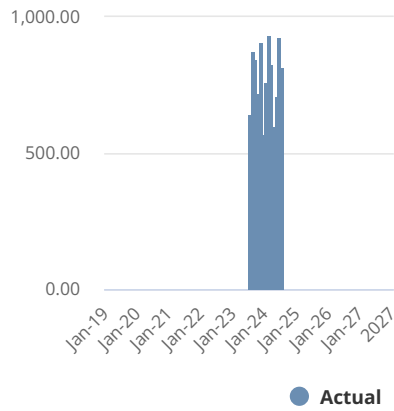
↑ **# of Dispatch Training Hours**
of Dispatch Training Hours



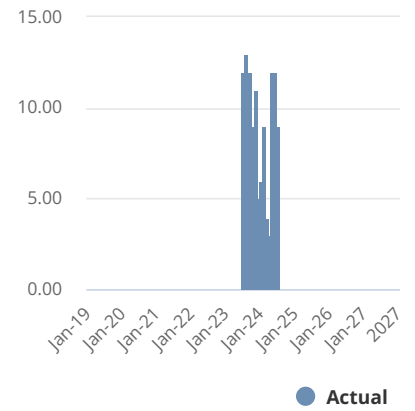
↑ **# of Inmates Processed**
of Inmates Processed



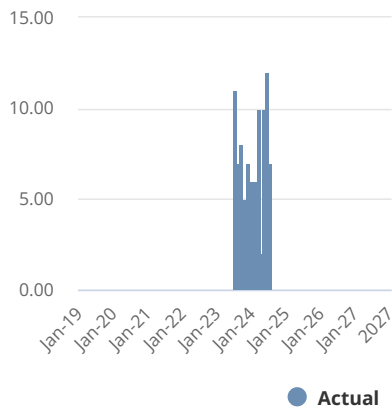
↑ **# of meals served**
of Meals Served



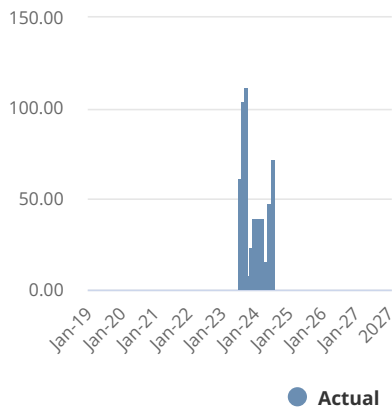
↑ **# of Paramedic Calls**
of Paramedic Calls



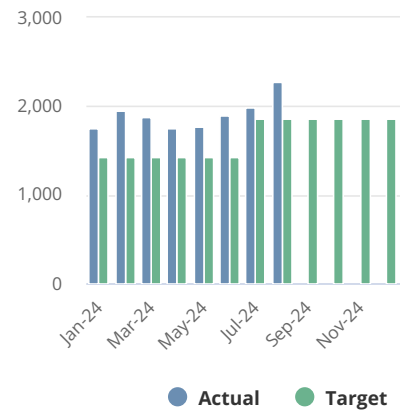
 **# of Hospital Transports**
of Hospital Transports



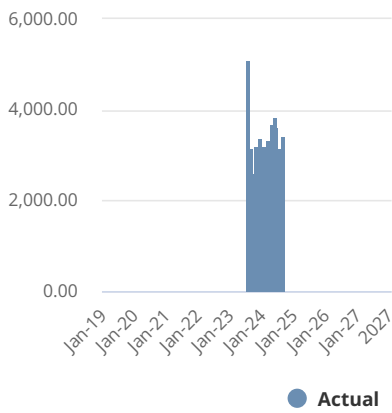
 **# of Jail Training Hours**
of Jail Training Hours



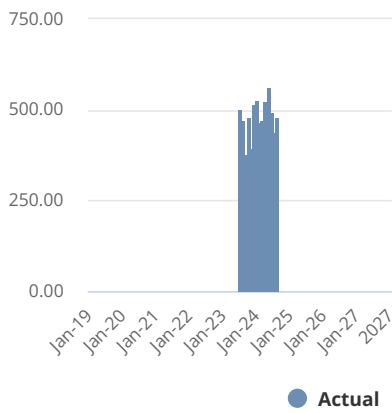
 **Total Traffic Stops**
Total Traffic Stops



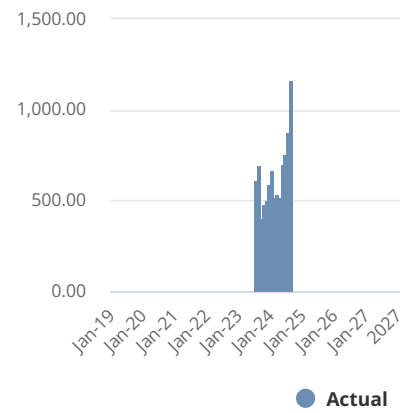
 **# of Calls for Service**
of Calls for Service



 **# of Reports Taken**
of Reports Taken

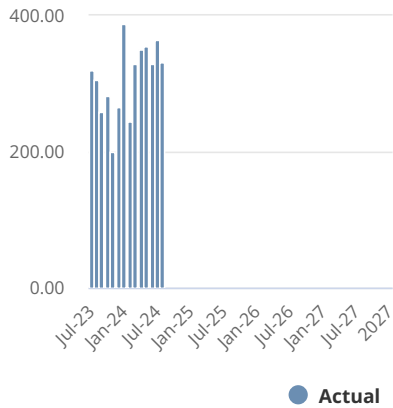


 **# of Citations Issued**
of Citations Issued



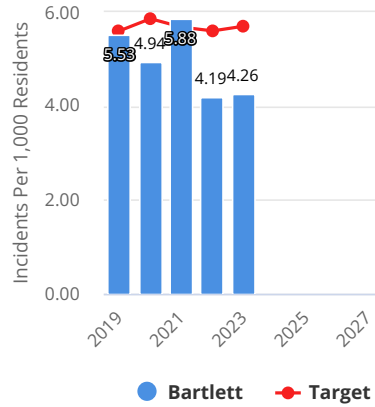
↑ # of Patrol Arrest

of Patrol Arrest



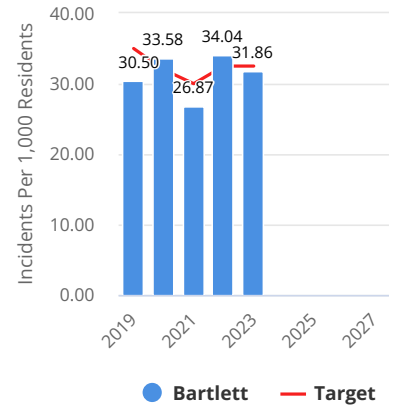
Violent Crime Index compared to national and similar-sized municipal averages.

Total Person Crime Index compared to similar-sized municipal cities nationally



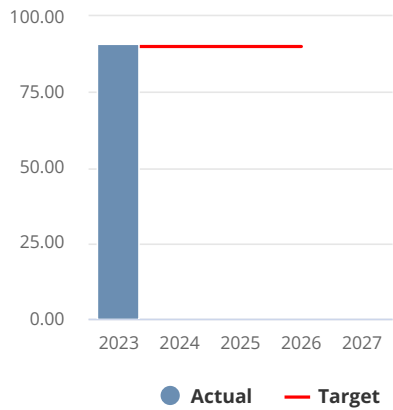
Total Property Crime Index compared to other

Total Property Crime Index compared to similar-sized municipal cities nationally



Satisfaction with police services - Community Survey Score

Satisfaction with police services - Community Survey Score



Initiatives	Owner	Percent Complete	End Date	Analysis
Improve the health & wellness of our employees through enhanced training & program implementation.	Jeff Cox (Police)	75 %	6/30/24	
Increase the # of Community Relation Engagements by Police Department	Chris Golden (Police)	100 %	6/30/24	
Install continued efforts to reduce the overall crime index	Jeff Cox (Police)	0 %	12/31/23	

Initiatives	Owner	Percent Complete	End Date	Analysis
 Evaluate annual survey results and install measures to increase community trust	 Jeff Cox (Police)	0 %	12/31/23	



**CITY OF BARTLETT
POLICE DEPARTMENT
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues/Grants				
Civil Seizure Awards	\$ 6,754	\$ 10,000	\$ 10,000	\$ 10,000
Criminal Seizure Awards	130	10,000	10,000	10,000
Drug Testing Fee	110	0	400	0
Homeland Security Grant	0	750,000	750,000	750,000
Insurance Recoveries-Police	4,539	30,000	161,405	30,000
Intergovernmental Reimbursement	66,866	100,000	98,000	60,000
Local Sales Tax .5% Reimbursement	1,273,980	1,251,667	1,251,667	1,334,634
State Police Training Grant	103,200	103,200	103,200	0
Transfer from Grants Fund	14,720	60,000	60,000	60,000
Transfer From School	210,000	210,000	0	0
Total Department Revenues/Grants	\$ 1,680,299	\$ 2,524,867	\$ 2,444,672	\$ 2,254,634
Personnel				
Supervisor Salaries	\$ 464,285	\$ 566,785	\$ 566,785	\$ 604,628
Employee Wages	10,469,773	11,250,770	10,921,703	12,171,162
Overtime Wages	831,039	680,000	870,000	733,208
Special Hours	42,633	8,000	7,800	8,000
Holiday Pay	372,032	401,155	399,719	443,844
Part-Time	206,707	345,000	267,376	345,000
Vacation Pay	31,772	0	39,769	0
Educational Bonus	80,740	85,000	79,680	91,680
Sick Pay	39,054	0	0	0
Longevity Pay	244,553	272,195	268,971	289,972
Bonus	16,243	17,762	16,737	18,426
Other Personnel Costs	1,506	3,500	3,500	3,500
Employee Health Insurance	2,248,705	2,363,601	2,240,734	2,435,957
Employee Life Insurance	30,248	37,684	34,454	40,844
Workers' Comp Insurance	254,780	284,195	284,196	307,643
Unemployment Compensation	0	0	1,705	0
Retiree Health Insurance	541,898	588,811	572,431	638,185
FICA	934,606	979,838	972,909	1,065,402
Pension Contribution	1,127,255	1,618,633	1,618,632	1,668,295
Contributory Retirement Plan	147,257	127,421	127,416	127,421
Total Personnel	\$ 18,085,085	\$ 19,630,350	\$ 19,294,517	\$ 20,993,167
Staffing Level				
<i>Full-Time</i>	<i>172.17</i>	<i>180.00</i>	<i>171.08</i>	<i>188.00</i>
<i>Part-Time (converted to FTE)</i>	<i>8.48</i>	<i>10.73</i>	<i>9.90</i>	<i>10.73</i>
Total Full-Time Equivalent (FTE)	180.65	190.73	180.98	198.73
Operations				
Training	\$ 65,860	\$ 70,000	\$ 70,000	\$ 76,750
State Training Salary Supp	103,200	103,200	103,200	0
Firearms Training	89,898	70,960	70,960	70,000
Volunteer Expense	0	1,500	1,500	1,500
Travel	54,724	59,500	59,500	50,000
Other Professional Service	608	2,000	2,000	2,000
DUI Testing Fees	0	1,000	0	1,000
Sexual Offender Reg.	1,684	2,000	2,000	2,000



**CITY OF BARTLETT
POLICE DEPARTMENT
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Criminal Seizure Expense	16,978	16,296	11,000	6,000
Postage & Freight	1,740	2,500	2,500	2,500
Notice Publication	0	100	0	100
Dues & Subscriptions	7,729	9,000	9,000	9,000
Meetings	6,118	6,000	9,000	9,000
Utilities	94,265	130,000	95,000	110,000
Phones - Local	14,996	15,000	0	0
Cellular Phones	98,167	105,000	95,000	135,000
Telecommunication Link	3,150	3,795	3,795	3,500
Shop Allocation	50,000	50,000	50,000	50,000
Vehicle Maintenance	203,061	170,000	210,000	170,000
Equipment Maintenance	15,584	15,000	15,000	15,000
Radio Maintenance	48,037	106,226	86,000	90,000
Computer Maintenance	153	0	125	0
Grounds Maintenance	5,863	7,500	7,500	7,500
Building Maintenance	122,317	57,005	57,000	47,500
Office Supplies	12,202	16,000	16,000	16,000
Printing	5,469	8,000	8,000	8,000
Medical Supplies	3,841	10,000	6,000	10,000
Petroleum Supplies	293,080	330,000	320,000	305,000
Clothing & Uniforms	159,990	138,583	138,582	142,200
Operating Supplies	24,797	31,500	31,500	25,000
Cleaning Supplies	3,942	6,000	4,000	6,000
Small Tools	3,608	6,500	6,500	6,500
Jail Operations	56,318	55,120	55,120	54,000
Public Awareness	8,201	8,000	8,000	10,000
Equipment Leasing	4,939	5,500	0	0
Property Insurance	9,801	9,801	10,107	10,107
Vehicle & Equip Insurance	67,407	67,407	97,572	97,572
General Liability Insurance	78,229	78,229	118,131	118,131
Tow-In Fees	12,875	8,000	10,500	11,000
K-9 Operations	15,560	9,000	9,000	9,000
Damage Claims	33,671	12,000	15,165	12,000
Miscellaneous Other Expenses	493	1,000	1,000	1,000
Total Operations	\$ 1,798,557	\$ 1,804,222	\$ 1,815,256	\$ 1,699,860
Capital				
Building Improvements	\$ 0	\$ 0	\$ 75,000	\$ 0
Data Processing Equipment	9,360	0	0	0
Office Equipment	233	1,500	1,500	1,500
Vehicles	0	750,000	515,000	750,000
Furniture	2,845	4,000	4,000	4,000
Other Equipment	34,009	84,500	84,500	20,000
Total Capital	\$ 46,447	\$ 840,000	\$ 680,000	\$ 775,500
Total Police Department	\$ 18,249,791	\$ 19,749,705	\$ 19,345,101	\$ 21,213,893



Department Status Snapshot

Key Result Status Snapshot:

Initiative Status Snapshot:

Departmental Overview

May 2024 Progress

Congratulations to:

- FF. Nate Parsons checked off on T-3.
- Lt. Budde completed his Fire Officer 3 at TFACA and passed his Commission test.
- FF. Chavez completed the 80 hour Pump class in Germantown.
- FF. Bailey completed a 10 hr class on a combination of Leadership and Strategy and Tactics for Fire Officer Preparation in Cobb County Georgia.
- DRV. Moretta, FF. Nate Parsons and FF S. Allen completed Rope Rescue Technician at MFD.
- FF. Holcomb has completed AEMT practical and written.
- FF. Hess has completed AEMT practical.
- FF. K. Taylor has completed AEMT practical.
- FF. Carson Cooper has completed EMT practical and written.
- Randy Rose on retirement after 25 years.

Upcoming:

- STCC enrollment team at HQ on June 14th at 0900, if you are interested in any level of EMS training come see them.
- PHTLS class coming June 19th and 20th . 3 seats left, sign up in Vector Solutions.
- Fishing Rodeo this Saturday June 8th. 6-10am
- Combat Challenge team will be competing June 6th-8th at Oklahoma state university.
- Smokey Mountain Weekend June 15th and 16th
- Fire fighters from previous and current recruit classes are taking practical and written test at Fayette County FD, 905 Mt Moriah Drive, Somerville TN 38068 : Saturday June 22nd.

Thank you to the ones that signed up to help proctor.

Other:

- Two complete sets of TNT Battery powered extrication tools put on T-1 & T-3
- Several of you participated in the Police Chartable run and obstacle course. Good job and thanks for representing. We'll get trophy back next year.
- EMS instructor coordinator conference for west Tn was hosted by BFD last week. Great turnout with over 75 participants and 15 new coordinators trained.
- We have put on four reserves that will be assigned to Officers soon. They are Barrett Headley, Jasper Mangum, Caleb Reynolds, and Luke Robbins. They will be recognized at next reserve meeting June 6th. 7p
- Thank you for the help with overtime on shift.
- Posted a Job announcement for Paramedic. Thanks for all that

Departmental Overview

shared on social media.

Get your annual physicals, practice mayday drills often and wear your seatbelts.

Thank you all for your hard work!

After Action Report

Meeting Agenda

Fire Meeting

Public Safety Gym:

- Establish a timeline and determine how police/fire will be able to access the gym on & off duty.

New Fire Schedule:

- Take the next steps to determine if the "new" schedule is a viable pursuit, establish a way to survey employees, and subsequently beta test the option.

Emergency Operation:

- Compile a fully digital version of the city's emergency operation plan by the end of the next quarter. The plan should conform to our needs and be reviewed with each director individually to fine-tune their respective roles.

ClearPoint:

- Get with Kevin Franz to clean up the tables to coincide with your trackable evaluation ideas.

Resources

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Attachments



August 2024 totals.pdf



August 2024 progress.pdf

 July 2024 Progress.pdf

 July run totals.pdf

 june totals.pdf

 June 2024 Progress.pdf

 May 2024 totals.pdf

 May 2024 progress.pdf

 April 2024 Progress pdf.pdf

 March 2024 Totals.pdf

 March 2024 Progress.pdf

 February 2024 progress.pdf

 February 24 totals.pdf

 January 2024 progress.pdf

 January 2024 run report.pdf

 December 2023 run report.pdf

 December 2023 Progress.pdf

 August topics.pdf

 October run totals

 October 2023 progress

 November 23 totals

 November 23 progress

 12_6_2023 OKRs+Fire+Long+Term+Plan+2024....

 OKRs Fire Long Term Plan 2024.xlsx

 September Totals

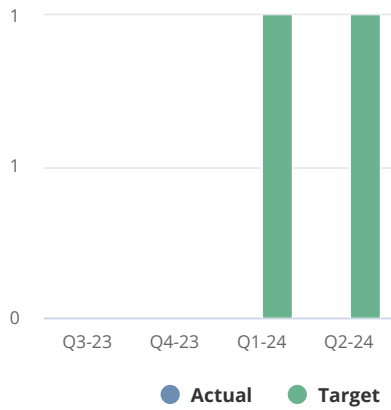
 September Progress

Categories	Objectives	Key Results	Initiatives
Accountability	 Improve the Overall Health & Wellness of our Employees.	 Provide Fire Stations with Adequate Workout Equipment	 Improve the Health & Wellness of our Employees Through Enhanced Training & Program Implementation.
		 Perform physical abilities assessment 4 x annually.	
Development	 Improve the Education and Training of our Employees	 # of Associates, Bachelor's, and Master's Degrees related to objective	 Increase the # of personnel completing formal education and (NFA) certifications
		 # of National Fire Academy courses completed related to objective	
Engagement	 Enhance Community Engagement	 # of Social Media Followers	 Increase # of Community Relation Engagements by Fire Department
Community Risk Reduction	 Improve the overall safety of our citizens, community & employees.	 # of Annual Fire Inspections	 Increase # of Commercial Fire Inspections
		 # of Fire Code Violations	
Health & Public Safety	 Improve the City of Bartlett's Insurance Services Office (ISO) Rating	 ISO Rating	 Improve the City of Bartlett's Insurance Services Office (ISO) Rating
	 Increase Paramedic Certifications	 % of certified paramedics	
	 Expand the Bartlett Fire Department Reserve Program	 # of reserve firefighters	 Expand the Bartlett Fire Department Reserve Program
	 Satisfaction with fire services	 Satisfaction with fire services - Community Survey Score	 Evaluate annual survey results and install measures to increase community trust



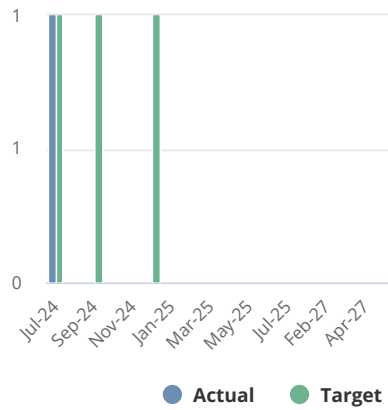
Determine Station Exercise Equipment for Reasonable Workout

Provide Fire Stations with Adequate Workout Equipment



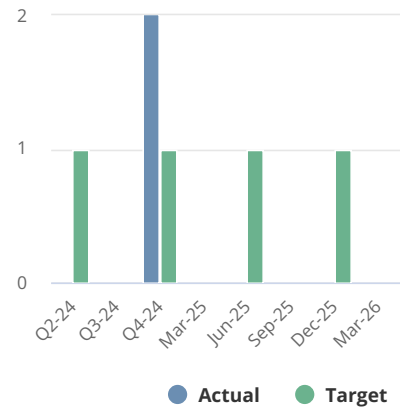
Perform physical abilities assessment 4 x annually.

Perform physical abilities assessment 4 x annually.



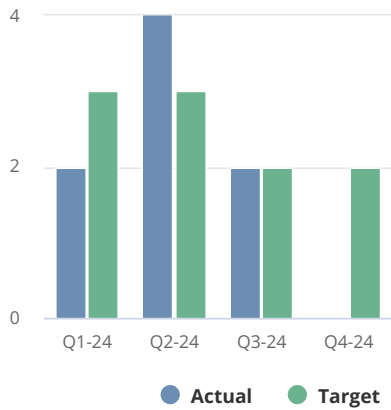
of Associates, Bachelor's, and Master's Degrees related to objective

of Associates, Bachelor's, and Master's Degrees related to objective



of National Fire Academy courses completed related to objective

of National Fire Academy courses completed related to objective



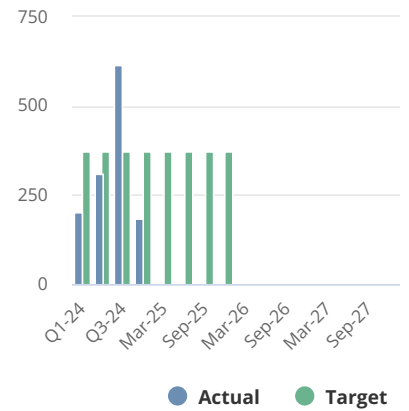
of Social Media Followers

of Social Media Followers

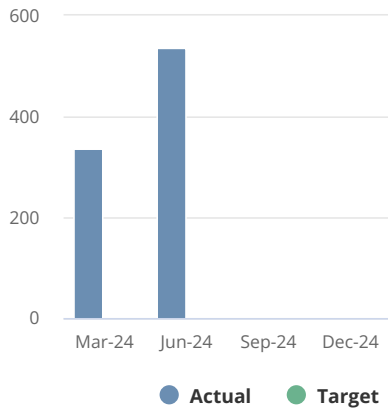


of Annual Fire Inspections

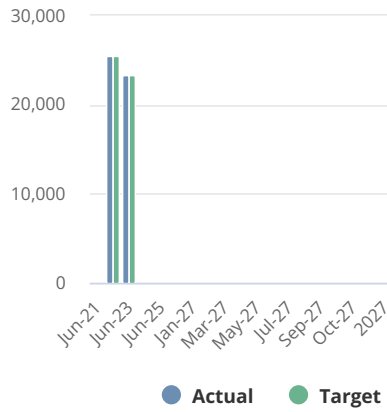
of Annual Fire Inspections



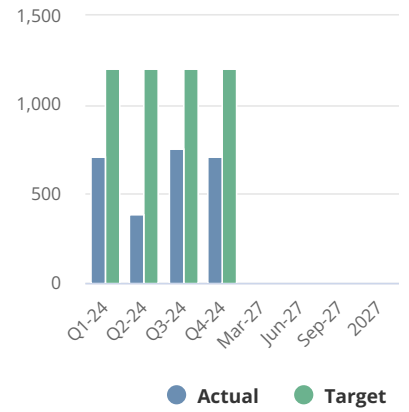
of Fire Code Violations
of Fire Code Violations



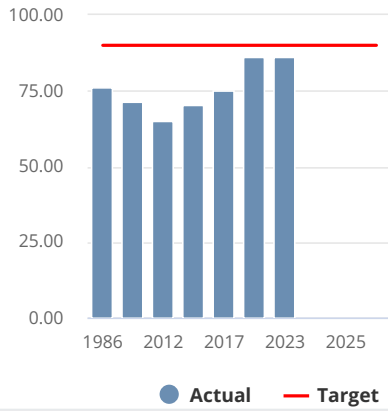
of training hours completed
of training hours completed



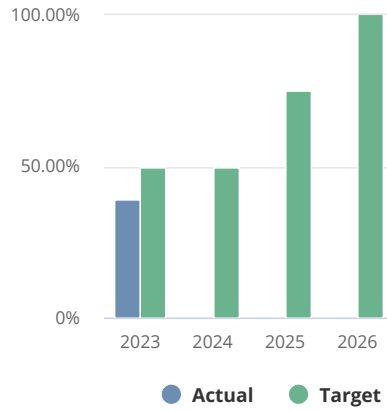
of physical fitness hours completed
of physical fitness hours completed



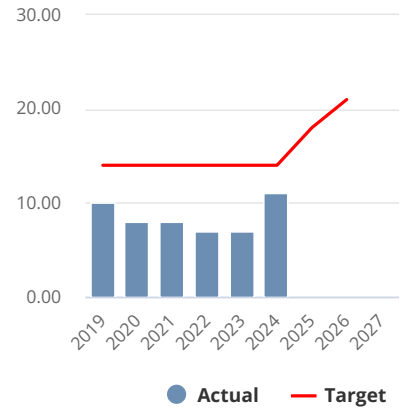
ISO Rating
ISO Rating



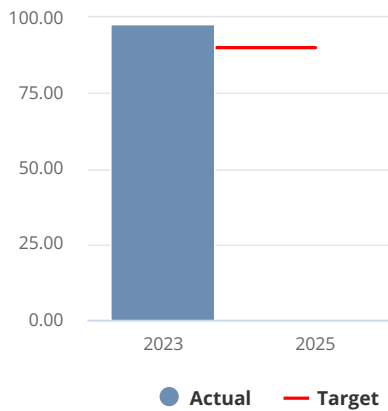
% of certified paramedics
% of certified paramedics



of reserve firefighters
of reserve firefighters



Community Survey Score
Satisfaction with fire services - Community Survey Score



Key Results	Owner	Analysis	Series Name	Series Status
 # of physical fitness hours completed	 Tommy Gately (Fire)	Waiting on recruit class data to be entered for fair evaluation. Added reminder on monthly update to log fitness hours more consistently.	Actual	382
			Target	1,200

Initiatives	Owner	Percent Complete	End Date	Analysis
 Increase the # of personnel completing formal education and (NFA) certifications	 Tommy Gately (Fire)	35 %	6/30/24	Personnel have started classes at the NFA but not enrolled in specific programs. More exposure will help with commitment to greater certifications and formal education. May work out to be a long-term goal.
 Increase # of Community Relation Engagements by Fire Department	 Tommy Gately (Fire)	50 %	6/30/24	
 Improve the City of Bartlett's Insurance Services Office (ISO) Rating	 Tommy Gately (Fire)	10 %	12/31/26	Adding Locution Station Alerting System during the CAD project will be an important step - Paid for by Shelby 911/ Raymond Chiozza
 Increase Paramedic Certifications	 Tommy Gately (Fire)	15 %	12/31/29	
 Expand the Bartlett Fire Department Reserve Program	 Tommy Gately (Fire)	20 %	12/31/26	Interest continues to increase as more emphasis is placed on the program. one reserve visitor was recently hired by the Memphis Fire Department.
 Evaluate annual survey results and install measures to increase community trust	 Tommy Gately (Fire)	0 %	12/31/24	



**CITY OF BARTLETT
FIRE DEPARTMENT
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues/Grants				
Cert Class Fees	\$ 0	\$ 0	\$ 173	\$ 0
Intergovernmental Reimburse.	1,987	0	6,119	0
State Fire Training Grant	52,800	54,400	54,400	0
Transfer From Grants Fund	1,286	0	0	0
Total Department Revenues/Grants	\$ 56,073	\$ 54,400	\$ 60,692	\$ 0
Personnel				
Supervisor Salaries	\$ 780,789	\$ 821,379	\$ 818,296	\$ 859,791
Employee Wages	4,106,750	4,404,234	4,442,576	4,461,861
Overtime Wages	224,031	100,000	276,767	100,000
Special Hours	27,544	30,000	32,758	35,000
Holiday Pay	179,351	189,931	185,406	205,566
Vacation Pay	22,746	0	15,196	6,598
Educational Bonus	118,590	141,360	128,220	42,560
Sick Pay	53,282	0	0	19,800
Longevity Pay	151,232	165,116	161,513	199,280
FLSA Wages	57,393	61,000	56,939	61,000
Bonus	6,431	6,500	6,678	6,500
Other Personnel Costs	0	400	400	400
Employee Health Insurance	1,249,072	1,214,381	1,274,515	1,276,118
Employee Life Insurance	13,415	16,722	15,793	17,029
Workers' Comp Insurance	87,460	95,561	95,556	96,281
Retiree Health Insurance	243,433	261,281	263,044	266,083
FICA	409,508	420,734	435,999	424,740
Pension Contribution	501,803	717,566	717,564	686,855
Contributory Retirement Plan	57,457	57,457	57,456	57,457
Total Personnel	\$ 8,290,287	\$ 8,703,622	\$ 8,984,676	\$ 8,822,919
Staffing Level				
<i>Full-Time</i>	<i>72.00</i>	<i>72.00</i>	<i>72.00</i>	<i>72.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	72.00	72.00	72.00	72.00
Operations				
Training	\$ 23,804	\$ 26,300	\$ 25,000	\$ 30,000
State Training Salary Supp	53,600	54,400	54,400	0
Volunteer Expense	1,572	5,000	4,500	10,000
Travel	3,949	15,000	7,500	10,000
Postage & Freight	569	600	600	600
Dues & Subscriptions	1,992	2,200	2,000	2,000
Meetings	844	1,000	1,000	1,000
Utilities	58,513	70,000	60,000	60,000
Phones - Local	9,600	10,000	0	0
Cellular Phones	11,454	10,500	12,500	12,500
Shop Allocation	19,000	19,000	19,000	19,000
Vehicle Maintenance	83,818	80,000	95,000	90,000
Equipment Maintenance	14,967	17,301	17,301	17,000
Radio Maintenance	27,527	49,472	42,500	35,510
Computer Maintenance	2,200	0	0	0



**CITY OF BARTLETT
FIRE DEPARTMENT
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Grounds Maintenance	7,404	11,000	10,000	9,500
Building Maintenance	41,695	30,000	40,000	40,000
Office Supplies	4,681	5,400	5,000	5,300
Printing	703	750	750	750
Christmas Expenses	2,675	2,500	2,300	2,500
Petroleum Supplies	63,879	65,000	65,000	65,000
Clothing & Uniforms	69,727	65,000	65,000	55,000
Operating Supplies	25,790	30,000	30,000	30,000
Chemical Supplies	400	500	500	500
Air Service	2,494	2,500	2,500	2,500
Small Tools	3,428	6,775	6,775	4,000
Fire Hose	3,251	11,768	11,768	6,000
CERT Training Supplies	1,195	0	0	0
Fire Prevention	5,947	6,529	6,000	6,500
Equipment Leasing	193	1,000	400	400
Property Insurance	7,871	7,871	8,304	8,304
Vehicle & Equip Insurance	20,219	20,219	30,355	30,355
General Liability Insurance.	11,400	11,400	15,047	15,047
Other Insurance	1,900	1,900	1,900	1,900
Damage Claims	16,980	1,400	1,400	1,400
Miscellaneous Other Expenses	1,070	800	800	800
Total Operations	\$ 606,315	\$ 643,085	\$ 645,100	\$ 573,366
Capital				
Building Improvements	\$ 39,966	\$ 40,000	\$ 40,000	\$ 35,000
Vehicles	0	0	27,000	0
Furniture	3,242	4,000	4,000	4,000
Other Equipment	34,429	0	0	20,000
Total Capital	\$ 77,636	\$ 44,000	\$ 71,000	\$ 59,000
Total Fire Department	\$ 8,918,165	\$ 9,336,307	\$ 9,640,084	\$ 9,455,285



CITY OF BARTLETT AMBULANCE FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues/Grants				
Class Fees	\$ 11	\$ 0	\$ 413	\$ 0
Insurance Recoveries-Fire	0	0	11,522	0
State Fire Training Grant	18,400	20,000	20,000	0
Supplemental Ambulance Payment	38,556	0	35,000	35,000
Total Department Revenues/Grants	\$ 56,967	\$ 20,000	\$ 66,935	\$ 35,000
Personnel				
Supervisor Salaries	\$ 87,043	\$ 92,135	\$ 93,726	\$ 101,776
Employee Wages	1,647,297	2,296,338	1,739,367	2,476,082
Overtime Wages	55,480	60,000	60,474	60,000
Special Hours	8,615	12,000	7,078	10,000
Holiday Pay	72,246	88,171	75,372	110,351
Vacation Pay	13,648	0	5,738	5,494
Educational Bonus	81,515	92,760	82,605	6,480
Longevity Pay	20,273	28,496	22,734	32,104
FLSA Wages	27,515	32,000	27,750	28,000
Bonus	2,061	2,500	2,061	2,500
Other Personnel Costs	0	400	400	400
Employee Health Insurance	423,798	528,736	427,940	430,841
Employee Life Insurance	4,759	7,637	5,400	8,243
Workers' Comp Insurance	81,756	84,135	84,132	88,039
Retiree Health Insurance	86,648	119,332	91,654	128,791
FICA	144,967	195,303	150,940	205,641
Pension Contribution	238,958	327,978	327,984	324,515
Contributory Retirement Plan	26,816	26,816	26,820	26,816
Total Personnel	\$ 3,023,396	\$ 3,994,737	\$ 3,232,175	\$ 4,046,073
Staffing Level				
<i>Full-Time</i>	<i>29.67</i>	<i>34.00</i>	<i>31.77</i>	<i>34.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	29.67	34.00	31.77	34.00
Operations				
Training	\$ 53,760	\$ 60,000	\$ 55,000	\$ 60,000
State Training Salary Supp	17,600	20,000	20,000	0
Travel	957	5,000	3,600	4,000
Contracted Services	94,443	76,000	76,000	76,000
<i>Ambulance billing service.</i>				
Other Professional Services	7,500	7,500	7,500	7,500
Postage & Freight	0	400	350	350
Dues & Subscriptions	615	600	600	600
Meetings	225	450	400	600
Cellular Phones	7,570	8,500	8,000	8,000
Shop Allocation	10,000	10,000	10,000	10,000
Vehicle Maintenance	23,220	40,000	105,000	40,000
Equipment Maintenance	28,133	30,000	30,000	30,000
Radio Maintenance	13,659	22,344	22,000	17,661
Office Supplies	749	600	400	500
Printing	0	400	0	0



**CITY OF BARTLETT
AMBULANCE
FY 2025 Adopted Budget**

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Medical Supplies	128,363	127,241	130,000	130,000
Petroleum Supplies	33,012	34,000	34,000	34,000
Clothing & Uniforms	34,557	35,000	35,000	35,000
Operating Supplies	469	1,000	1,000	1,000
Air Service	6,414	4,800	4,800	4,800
Small Tools	18	200	0	0
CPR Classes	13	0	0	0
Vehicle & Equip Insurance	3,455	3,455	4,328	4,328
General Liability Insurance	6,291	6,291	7,868	7,868
Ambulance Assessment Fees	105,992	30,000	30,000	30,000
Tow-In Fee	0	500	500	500
Damage Claims	5,000	1,500	1,500	1,500
Total Operations	\$ 582,014	\$ 525,781	\$ 587,846	\$ 504,207
Capital				
Vehicles	\$ 52,028	\$ 0	\$ 16,397	\$ 0
Furniture	3,586	4,000	4,000	4,000
Other Equipment	9,564	25,000	22,000	30,000
<i>Lucas Mechanical CPR Machines & Life Pak.</i>				
Total Capital	\$ 65,178	\$ 29,000	\$ 42,397	\$ 34,000
Total Ambulance	\$ 3,613,621	\$ 4,529,518	\$ 3,795,483	\$ 4,549,280

Attachments

 DISTRICT_COMMERCIAL.pdf



Departmental Overview

Department overview for codes in the month of June is good. Several new commercial construction projects have started in the city. New house numbers are flat at the moment however residential additions and trade permits are up for the year. Several new residential developments are in the planning stages for the later part of 2024 and early 2025. We are still shorthanded with the absence of Valerie. We have filled the vacant full time position and hope to get caught up on code compliance complaints. We also are actively searching for a part time code compliance inspector. Several applications have been submitted.

After Action Report

June After Action-

The number of trade permits showed a slight decrease for the month of June. Overall numbers for 2024 still show an increase from previous years.

The number of commercial properties in Bartlett overall seem to be coming into compliance. The southwest areas of Shelby St and hood St are getting closer to compliance. Several Bartlett citizens have reached out applauding the efforts to clean these areas up.

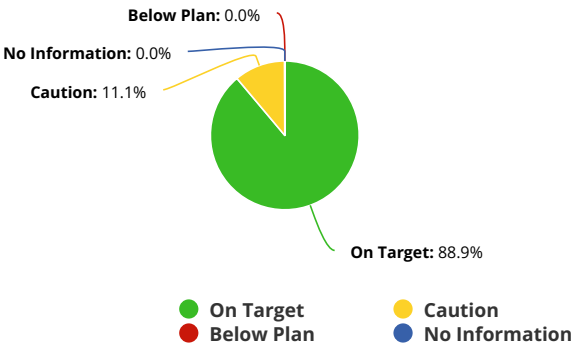
Meeting Agenda

Code Meeting

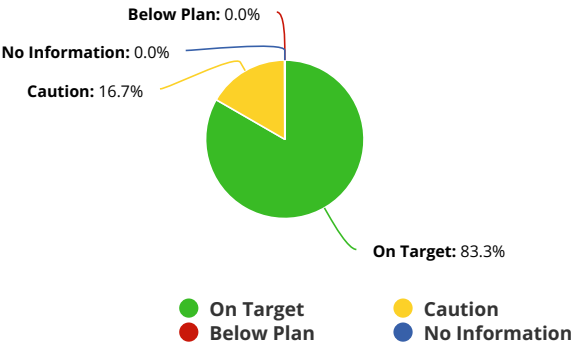
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Department Status Snapshot

Key Result Status Snapshot

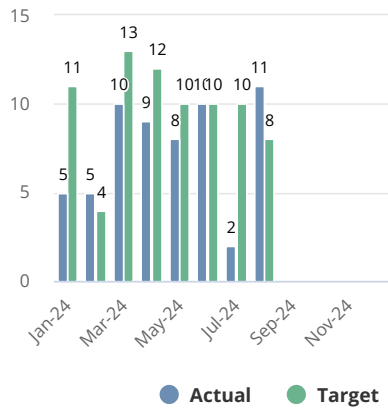


Initiative Status Snapshot

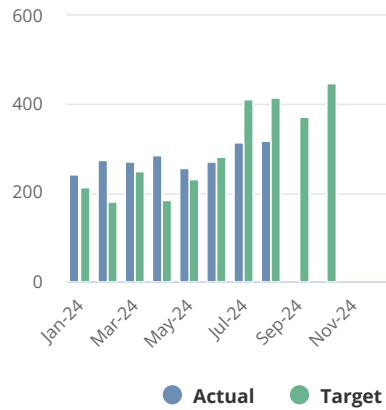


Categories	Objectives	Key Results	Initiatives
Growth & Infrastructure	 Increase # of permits issued	 Increase # of Commercial Building Permits Issued by 5%	 Collect data & report on # of permits issued
		 Increase # of Trade Permits Issued by 5%	
	 Evaluate effectiveness of new software to streamline projects and reporting within Codes and Engineering	 % of milestones completed	 Select and install New Software
	 Improve the quality of existing retail spaces by implementing the Community Improvement Program.	 # of Commercial properties visited per month	 Community Improvement Program
		 # of commercial properties in compliance	
		 # of Commercial properties given code violation warnings	
		 # of Commercial properties who completed repairs	
		 % of Commercial properties that were cited	
	 Implement a Community Improvement Program to enhance code compliance	 % of businesses in program	 Implement Community Improvement Program
			 Visit 25% of commercial businesses per quarter
			 Bring all business into compliance by 2026

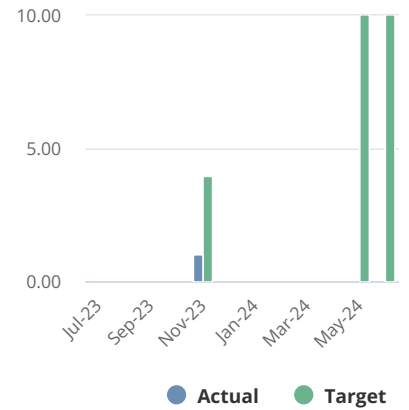
↑ Increase # of Commercial Permits Issued by 5%
Increase # of Commercial Building Permits Issued by 5%



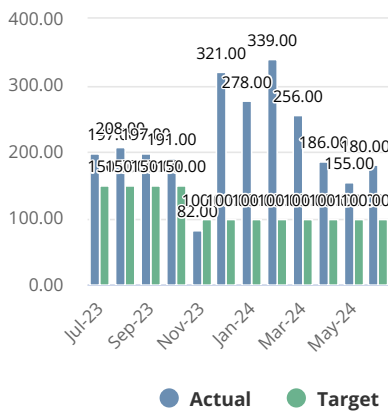
↑ Increase # of Permits Issued by 5%
Increase # of Trade Permits Issued by 5%



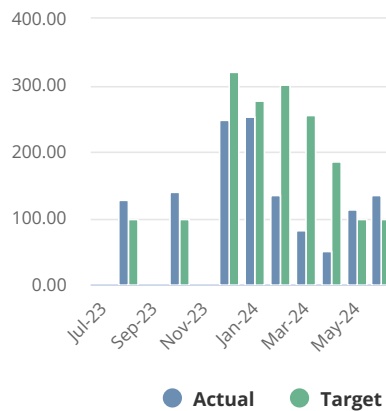
↑ % of milestones completed
% of milestones completed



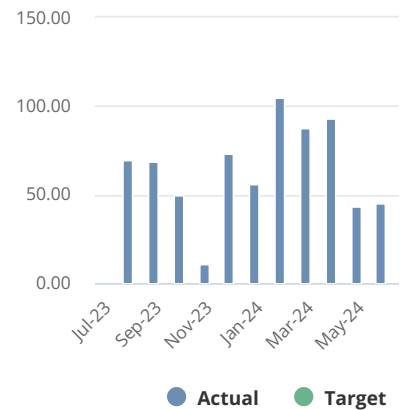
↑ # of businesses visited per month
of Commercial properties visited per month



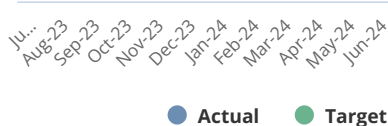
↑ # of businesses in compliance
of commercial properties in compliance



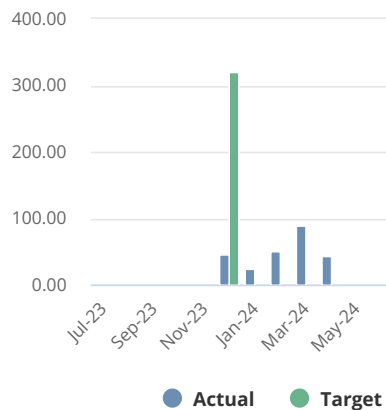
↑ # of businesses given code violation warnings
of Commercial properties given code violation warnings



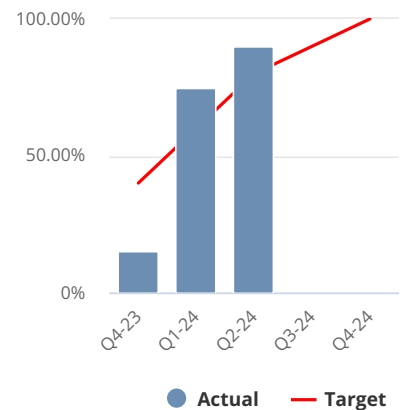
↑ # of businesses who completed repairs
of Commercial properties who completed repairs



↑ # of businesses that were cited
% of Commercial properties that were cited



↑ % of businesses in compliance
% of businesses in program



Initiatives	Owner	Percent Complete	End Date	Analysis
 Select and install New Software	 Trey Arthur (Code Enforcement)	0 %	10/1/23	
 Community Improvement Program	 Trey Arthur (Code Enforcement)	0 %	7/1/24	
 Implement Community Improvement Program	 Trey Arthur (Code Enforcement)	0 %	12/31/24	
 Visit 25% of commercial businesses per quarter	 Trey Arthur (Code Enforcement)	0 %	12/31/24	
 Bring all business into compliance by 2026	 Trey Arthur (Code Enforcement)	0 %	12/31/25	



CITY OF BARTLETT
BUILDING CODES ENFORCEMENT
FY 2025 Adopted Budget

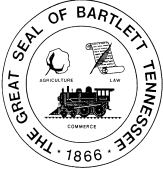


Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 142,685	\$ 105,730	\$ 232,680	\$ 242,471
Employee Wages	512,677	574,426	463,386	491,073
Overtime Wages	175	400	400	400
Special Hours	0	300	300	300
Part-Time	25,148	40,356	18,512	38,907
Vacation Pay	18,067	0	0	0
Educational Bonus	1,620	2,160	2,160	3,000
Longevity Pay	8,239	4,871	4,950	6,187
Bonus	1,072	1,162	1,072	1,245
Employee Health Insurance	183,093	183,895	183,771	183,895
Employee Life Insurance	1,770	2,176	2,079	2,347
Workers' Comp Insurance	11,450	11,471	11,472	12,475
Retiree Health Insurance	31,095	34,008	33,812	36,677
FICA	50,210	51,323	50,823	55,301
Pension Contribution	70,482	93,397	93,396	96,426
Contributory Retirement Plan	7,588	7,588	7,584	7,588
Total Personnel	\$ 1,065,371	\$ 1,113,263	\$ 1,106,397	\$ 1,178,292
Staffing Level				
<i>Full-Time</i>	<i>11.00</i>	<i>11.00</i>	<i>11.99</i>	<i>12.00</i>
<i>Part-Time (converted to FTE)</i>	<i>1.49</i>	<i>1.51</i>	<i>0.63</i>	<i>1.18</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>12.49</i>	<i>12.51</i>	<i>12.62</i>	<i>13.18</i>
Operations				
Training	\$ 4,832	\$ 6,000	\$ 2,000	\$ 6,000
Travel	362	3,000	1,000	3,000
Other Professional Service	95	100	100	100
Postage & Freight	5,501	5,800	5,800	7,385
Dues & Subscriptions	280	565	565	700
Meetings	150	300	300	300
Phones - Local	3,320	3,670	0	0
Cellular Phones	5,377	5,258	5,088	5,088
Shop Allocation	3,700	3,700	3,700	3,700
Vehicle Maintenance	3,883	5,000	5,000	6,500
Radio Maintenance	5,187	7,248	7,248	7,248
Office Supplies	3,471	3,500	3,500	5,000
Printing	2,199	2,000	2,000	2,000
Petroleum Supplies	14,060	14,000	14,000	15,000
Clothing & Uniforms	2,193	2,500	2,500	3,300
Operating Supplies	440	680	500	500
Small Tools	141	300	300	700
Equipment Leasing	834	900	500	500
Vehicle & Equip Insurance	1,960	1,960	2,412	2,450
General Liability Insurance	812	812	1,049	1,050
Credit Card Vendor Fees	3,043	3,000	3,000	5,000
Damage Claims	0	1,000	1,000	1,000
Total Operations	\$ 61,840	\$ 71,293	\$ 61,562	\$ 76,521



CITY OF BARTLETT
BUILDING CODES ENFORCEMENT
FY 2025 Adopted Budget

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Capital				
Building Improvements	\$ 0	\$ 0	\$ 0	\$ 500
Communications Equipment	635	1,145	202	0
Furniture	200	500	500	3,400
Total Capital	\$ 835	\$ 1,645	\$ 702	\$ 3,900
Total Building Codes Enforcement	\$ 1,128,046	\$ 1,186,201	\$ 1,168,661	\$ 1,258,713



City of Bartlett

Full-Time Authorized Personnel Positions

Public Works Administration

Public Works Director	1
Public Works Assistant Director	1
Administrative Secretary	1
General Clerk	<u>1</u>
Total P.W. Administration	<u>4</u>

Public Works City Shop

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

Public Works General Maintenance

Supervisor	1
Custodial	1
Driver	8
Foreman	3
Sign Technician	1
Utility Worker	<u>4</u>
Total P.W. General Maintenance	<u>18</u>

Public Works General Services

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

Public Works Grounds Maintenance

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

Public Works Animal Control

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

Engineering Administration

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

PUBLIC WORKS/ ENGINEERING FY 2025 Adopted Budget

The Public Works/Engineering function includes the Public Works Department and the Engineering Department. The Public Works Department has six cost centers; Administration, City Shop, General Maintenance, General Services, Grounds Maintenance and Animal Control. The Engineering Department has Administration and Inspection cost centers. The Public Works/Engineering function budget increased by \$167,642 (2.29%) over the FY 2024 Projection. There were no staffing changes. FY 2025 budget included a career ladder pay increase and 4% salary increase for full-time employees.

Summary Revenue/Expenditure Type

<u>Category</u>	<u>FY 2023 Actual</u>	<u>FY 2024 Revised</u>	<u>FY 2024 Projection</u>	<u>FY 2025 Adopted</u>
<i>Revs/Recvrs</i>	572,268	581,925	568,325	568,325
Salaries	3,664,556	3,978,545	3,846,449	4,130,804
Benefits	1,995,799	2,154,860	2,070,128	2,092,462
Other Personnel	205,409	220,000	220,000	220,000
Operations	1,394,995	1,622,281	1,581,349	1,571,852
Capital	<u>112,983</u>	<u>108,350</u>	<u>171,650</u>	<u>42,100</u>
Total	<u>6,801,474</u>	<u>7,502,111</u>	<u>7,321,251</u>	<u>7,488,893</u>

Engineering and Inspection

Engineer	1
Traffic Engineer	1
Manger GIS	<u>1</u>
Total Engineering and Inspection	<u>3</u>

TOTAL PUBLIC WORKS/ENGINEERING 67

Attachments



LED Light Conversion.xlsx



New Crepe Myrtles Installed

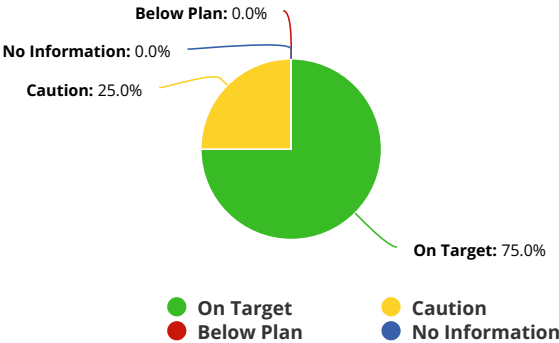


Public+Works+Long+Term+Plan+2024 (2).xlsx

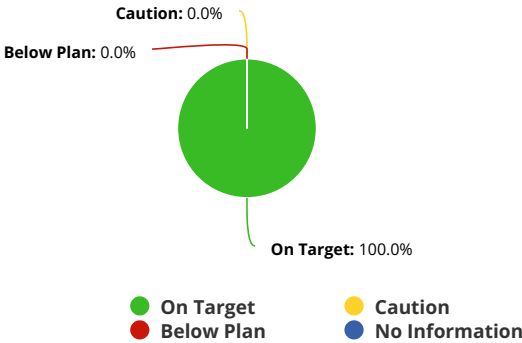


Department Status Snapshot

Key Results Status Snapshot



Initiatives Status Snapshot



Departmental Overview

Employment- the Public Works Department currently has 1 full-time position open and 2 part-time.

We are rewriting all the Job Posting descriptions that were last reviewed in 2017. We hope to have this finished sometime in July 2024

We are currently working on transferring all paper files over to electronic PDF files.

We attended the **TCAPWA West Branch Chapter Meeting** at the new City of Memphis Environmental Maintenance Complex on June 26. Memphis Road Boring and Omega Liner Company held a class on ultraviolet cured-in-place pipe liners for underground pipe rehab.

June Average Fuel Prices- Unleaded \$2.73 / Diesel \$3.01/Down from May's average of \$2.86 and \$3.18

Republic Services Rate Increase- will have a **5.3% rate increase** for our landfill fees. The rate will **increase from \$28.94 Ton to \$30.41 Ton**, effective July 1, 2024. Met with Republic Services municipal account sales team for a tour of their recently updated facility We advised them we are exploring other options and requested they give us a discounted rate for our clean cardboard materials.

PWG-Swept 216 Miles of main streets/Picked up 278 bags of litter/Cut 11 vacant houses/25 calls for service

General Maintenance- completed **137 work tickets** / Removed the U.S.T's located @ Public Works.

W/WW- completed **268 work tickets** /TN One Call Request - **973**

Meter Readers- read on average **21,835** meters monthly

Animal Services- **Intaked** 191 Calls for P/U

Fleet Services- Repairs for June- **217**

General Services- 63 calls for service in June

Solid Waste- collected 3,889.70 tons of waste in June / 951.70 tons were recycled in June/ 170 calls for service in June.....As of June, we are at a 19% recycling rate.

After Action Report

Scanned Files- We have scanned 371 files (14,265 pages) over to an electronic PDF copy

IWorQ's- Is currently running smoothly

The U.S.T's at Public Works have been removed and the hole has been backfilled. We will asphalt it after it has settled well.

Above Ground Storage Tank - The Southern Company has ordered the new A.S.T. It should arrive sometime in August.

June 15th- Concert Series Cost for Overtime-\$922.08

Meeting Agenda

Public Works Meeting

Public Works:

Software: We are planning to go live with IWorQ's on April 15th

Animal Shelter: What are our plans for this initiative? Reduced the footprint to 2,500 SF and, once built, will reno the existing building to make it more functional. Currently working to upgrade some lingering issues within \$16K-**This has been archived until further notice**

Long-Term Planning (Ideas):

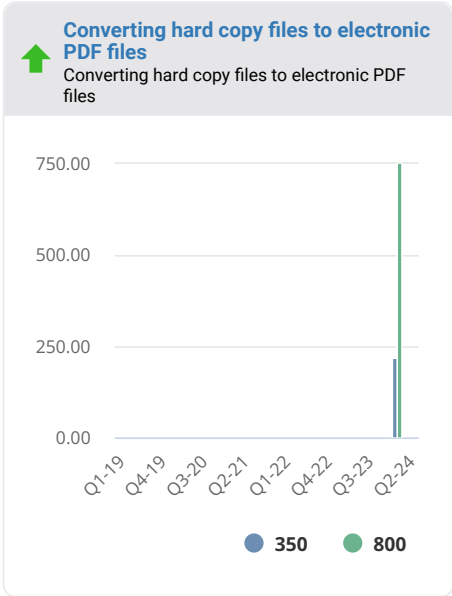
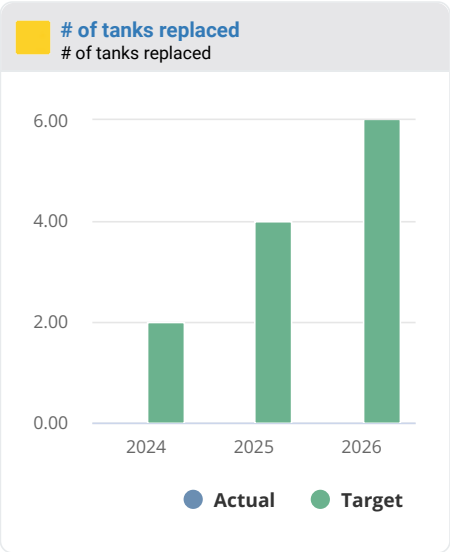
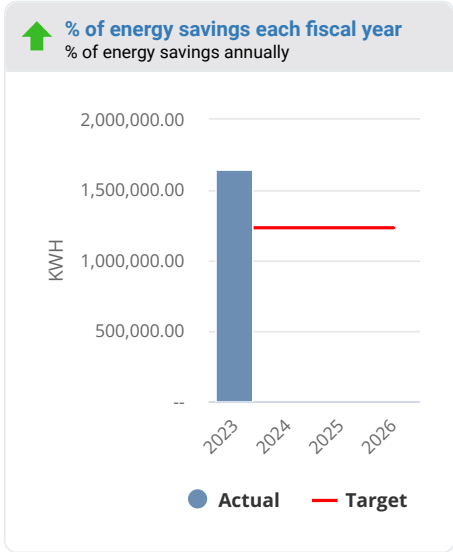
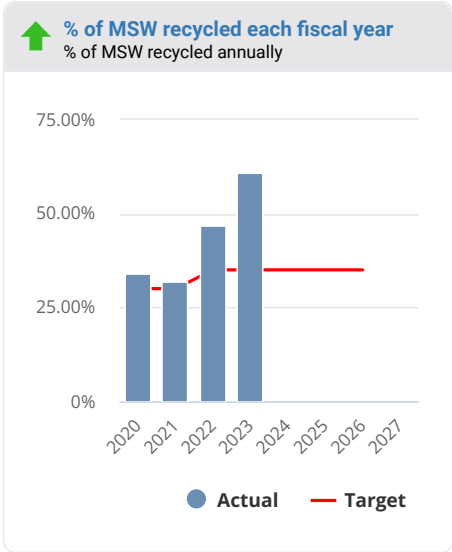
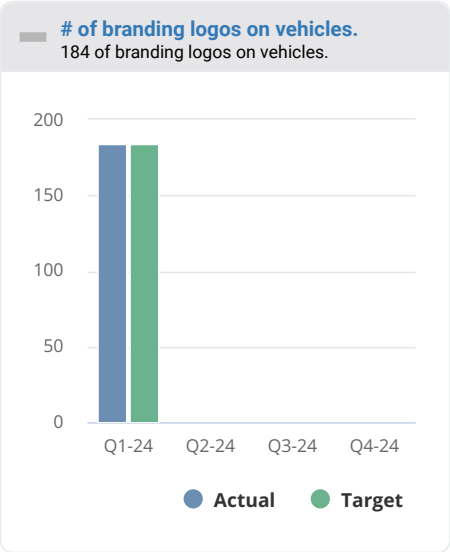
Paving Mitigation:

- PMG will assess our roads, and Engineering will enact those recommendations based on available funding. We will likely have a link on our website to evaluate progress. However, I would like your thoughts on including a block for mitigation. This would include the identification of the goal, a brief description of the project, and an analysis of our progress. (See [example](#))
- City-wide tree canopy coverage ratio
 - The preservation and protection of Bartlett's city-wide urban forest is a commitment to managing trees as important green infrastructure assets. Measuring the tree canopy ratio annually is a management practice to determine gains and losses in the overall tree inventory city-wide. **-We have planted 13 Crepe Myrtle trees in three of the medians on New Brownsville Rd**
- Energy efficiency and conservation
 - Reduce energy use in ALL City Buildings by 10% **-SEVEN BUILDINGS HAVE BEEN CONVERTED TO ALL LED LIGHTS**
 - Expand recycling opportunities (Define recycling efforts, identify the national standard, establish our goal, and describe the effort)
 - **Notes:** The State of Tennessee's recycling goal is currently 30% by 2025, we are setting our sights higher by reaching a goal of 35% or higher by the end of 2024-**As of June 2024- we are at a 19% recycling rate**

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Categories	Objectives	Key Results	Initiatives
Citizen awareness of New Branding in the City, Hometown proud logo	 New branding logo on vehicles	 184 of branding logos on vehicles.	 Complete all branding of Hometown Proud on all Public Works Vehicles by January 31, 2024
Updating Public Works work order software	 Workorder Software		 Select & Implement Software by September 1, 2023
Updating Animal Shelter Facility	 Animal Shelter Concept Design		 Approval of conceptional design, budget & start project in FY26
Growth & Infrastructure	 Exceed the State of Tennessee's recycling benchmark	 % of MSW recycled annually	 Recycle 35% or more of Municipal Solid Waste (MSW) each fiscal year
	 Reduce energy consumption in City buildings	 % of energy savings annually	

Categories	Objectives	Key Results	Initiatives
	Replace underground storage tanks @ 3 locations	# of tanks replaced	



Initiatives	Owner	Percent Complete	End Date	Analysis
Approval of conceptional design, budget & start project in FY26	MC Matt Crenshaw (Public Works)	0 %	6/30/26	

Initiatives	Owner	Percent Complete	End Date	Analysis
 Recycle 35% or more of Municipal Solid Waste (MSW) each fiscal year	 Aaron Davidson (Public Works)	50 %	12/31/24	The State of Tennessee's recycling goal is currently 30% by 2025. The City of Bartlett seeks to surpass that objective and has set a benchmark of 35% annually. The City's previous recycling efforts are as follows: 2020 - 34% 2021 - 32% 2022 - 47% 2023 - 61% 2024-19% as of June
 Converting hard copy files to electronic PDF files	 Aaron Davidson (Public Works)	40 %	6/1/26	We have scanned 371 files (14,265 pages) over to an electronic PDF copy as of June 2024



CITY OF BARTLETT
PUBLIC WORKS BUDGET SUMMARY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues				
Animal Shelter Adoption	\$ 28,915	\$ 50,000	\$ 30,000	\$ 30,000
Animal Shelter Boarding	5,060	2,600	5,000	5,000
Animal Shelter Capture Fee	990	3,000	3,000	3,000
Animal Shelter City License	20,572	16,000	20,000	20,000
Animal Shelter Donations	7,635	10,000	10,000	10,000
Animal Shelter Miscellaneous Revenues	30,065	25,000	25,000	25,000
Shop Expense Allocation	455,800	445,325	445,325	445,325
Weed Cutting Fees	23,232	30,000	30,000	30,000
Total Department Revenues	\$ 572,268	\$ 581,925	\$ 568,325	\$ 568,325
Personnel				
Supervisor Salaries	\$ 532,323	\$ 526,606	\$ 525,785	\$ 552,409
Employee Wages	2,480,306	2,746,942	2,652,647	2,863,530
Overtime Wages	59,838	64,800	69,523	68,000
Special Hours	23,400	23,400	23,400	23,400
Contracted Services	205,409	220,000	220,000	220,000
Part-Time	18,638	43,750	35,955	55,447
Vacation Pay	27,493	0	20,101	0
Educational Bonus	9,480	12,560	7,800	8,620
Longevity Pay	56,044	65,320	59,653	65,045
Bonus	4,617	5,057	4,700	5,057
Employee Health Insurance	739,882	770,975	691,696	691,012
Employee Life Insurance	8,270	10,463	9,458	10,915
Workers' Comp Insurance	103,744	111,775	111,768	116,581
Retiree Health Insurance	150,599	163,452	158,914	170,556
FICA	228,321	247,027	242,793	260,808
Pension Contribution	323,803	449,514	449,520	449,033
Contributory Retirement Plan	34,288	34,288	34,296	34,288
Total Personnel	\$ 5,006,456	\$ 5,495,929	\$ 5,318,009	\$ 5,594,701
Staffing Level				
<i>Full-Time</i>	<i>57.66</i>	<i>61.00</i>	<i>58.43</i>	<i>61.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.65</i>	<i>1.45</i>	<i>0.99</i>	<i>1.71</i>
Total Full-Time Equivalent (FTE)	58.31	62.45	59.42	62.71
Operations				
Training	\$ 3,296	\$ 9,800	\$ 8,630	\$ 9,500
Travel	1,378	10,000	5,602	10,800
Professional Services	20,000	25,000	22,000	22,000
Other Professional Service	9,458	19,375	28,575	17,500
Postage & Freight	223	100	100	100
Dues & Subscriptions	23,489	25,730	25,490	2,520
Employee Appreciation	4,182	6,900	6,900	6,900
Utilities	44,683	43,100	52,883	50,450
Phones - Local	8,178	8,083	0	0
Cellular Phones	9,912	9,222	8,222	8,600
Shop Allocation	97,500	97,500	97,500	97,500
Vehicle Maintenance	107,579	96,200	155,560	103,000
Equipment Maintenance	54,294	55,000	48,000	55,000



CITY OF BARTLETT
PUBLIC WORKS BUDGET SUMMARY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Radio Maintenance	38,717	54,103	54,103	39,493
Grounds Maintenance	118,770	136,500	137,000	137,050
Building Maintenance	37,872	35,700	35,951	26,938
Fuel System Maintenance	217,814	340,000	250,000	340,000
Street Painting & Signs	24,268	33,076	28,075	30,000
Office Supplies	5,265	5,650	5,250	5,150
Printing	889	1,300	1,200	1,200
Medical Supplies	33,270	40,000	34,000	34,500
Petroleum Supplies	129,035	138,000	138,687	134,500
Clothing & Uniforms	22,483	21,150	21,150	21,300
Operating Supplies	42,697	43,700	43,700	43,200
Cleaning Supplies	7,656	8,150	7,650	8,150
Fill Sand, Dirt & Gravel	8,086	8,000	8,000	8,000
Asphalt	134,340	168,000	168,000	168,000
Concrete & Brick	8,681	9,500	6,414	8,000
Miscellaneous Shop Parts	3,016	2,400	2,400	2,400
Small Tools	12,040	12,250	12,250	12,100
Pipe & Materials-System Ma	9,130	9,000	9,000	10,000
Miscellaneous Supplies	4,483	5,500	5,500	4,500
Street Barricade & Equip. Rental	989	2,000	2,000	2,000
Equipment Leasing	3,915	4,140	300	300
Property Insurance	10,478	10,478	11,522	11,522
Vehicle & Equip Insurance	21,893	21,891	31,299	31,299
General Liability Insurance	6,020	6,021	8,076	8,076
Credit Card Vendor Fees	1,279	1,500	1,500	1,500
State Fees	4,866	3,500	2,750	2,750
Cash Over/Short	(0)	0	0	0
Damage Claims	2,580	4,000	4,916	4,000
Total Operations	\$ 1,294,704	\$ 1,531,519	\$ 1,490,153	\$ 1,479,798
Capital				
Fencing & Landscaping	\$ 569	\$ 1,200	\$ 1,000	\$ 1,000
Office Equipment	0	1,250	1,250	0
Vehicles	9,353	99,210	159,210	0
Other Equipment	50,651	4,290	4,290	35,200
Total Capital	\$ 60,573	\$ 105,950	\$ 165,750	\$ 36,200
TOTAL PUBLIC WORKS	\$ 5,789,465	\$ 6,551,473	\$ 6,405,587	\$ 6,542,374



CITY OF BARTLETT
PUBLIC WORKS ADMINISTRATION
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 226,909	\$ 228,659	\$ 228,659	\$ 237,805
Employee Wages	85,411	93,699	93,564	99,936
Overtime Wages	304	300	1,503	300
Vacation Pay	14,911	0	0	0
Longevity Pay	13,615	13,719	13,720	14,269
Bonus	330	332	330	332
Employee Health Insurance	61,687	63,238	62,964	63,238
Employee Life Insurance	830	1,032	960	1,081
Workers' Comp Insurance	969	926	924	966
Retiree Health Insurance	15,616	16,118	16,111	16,887
FICA	24,540	23,915	23,990	25,025
Pension Contribution	34,395	44,265	44,268	44,397
Contributory Retirement Plan	2,531	2,531	2,532	2,531
Total Personnel	\$ 482,050	\$ 488,734	\$ 489,525	\$ 506,767
Staffing Level				
<i>Full-Time</i>	<i>4.00</i>	<i>4.00</i>	<i>4.00</i>	<i>4.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	4.00	4.00	4.00	4.00
Operations				
Training	\$ 1,575	\$ 4,500	\$ 3,950	\$ 3,950
Travel	342	4,000	4,000	5,550
Postage & Freight	116	100	100	100
Dues & Subscriptions	460	750	550	550
Employee Appreciation	4,182	6,900	6,900	6,900
Phones - Local	1,699	1,400	0	0
Cellular Phones	2,877	1,750	1,400	1,250
Shop Allocation	97,500	97,500	97,500	97,500
Vehicle Maintenance	2,206	2,000	3,000	2,000
Building Maintenance	4,155	700	989	700
Office Supplies	1,100	1,000	1,000	1,000
Printing	184	400	400	300
Petroleum Supplies	3,701	4,000	4,687	4,000
Clothing & Uniforms	395	400	400	400
Operating Supplies	365	400	400	400
Equipment Leasing	1,241	1,565	0	0
Property Insurance	1,483	1,483	1,563	1,563
Vehicle & Equip Insurance	1,141	1,141	1,772	1,772
General Liability Insurance	427	427	549	549
Total Operations	\$ 125,149	\$ 130,416	\$ 129,160	\$ 128,484
Capital				
Office Equipment	\$ 0	\$ 1,250	\$ 1,250	\$ 0
Total Capital	\$ 0	\$ 1,250	\$ 1,250	\$ 0
Total Public Works Administration	\$ 607,199	\$ 620,400	\$ 619,935	\$ 635,251



CITY OF BARTLETT
CITY SHOP
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues				
Shop Expense Allocation	\$ 455,800	\$ 445,325	\$ 445,325	\$ 445,325
Total Department Revenues	\$ 455,800	\$ 445,325	\$ 445,325	\$ 445,325
Personnel				
Supervisor Salaries	\$ 99,188	\$ 83,662	\$ 83,662	\$ 89,184
Employee Wages	588,610	660,280	700,046	702,906
Overtime Wages	33,910	28,000	28,000	32,000
Special Hours	7,800	7,800	7,800	7,800
Part-Time	2,080	0	2,772	3,000
Vacation Pay	1,168	0	0	0
Educational Bonus	5,100	8,000	5,040	5,500
Longevity Pay	10,233	12,405	12,816	14,858
Bonus	989	1,079	1,072	1,079
Employee Health Insurance	214,234	216,816	218,216	203,984
Employee Life Insurance	1,868	2,373	2,314	2,526
Workers' Comp Insurance	16,359	19,766	19,764	21,132
Retiree Health Insurance	34,390	37,072	39,186	39,471
FICA	52,159	55,996	58,940	59,905
Pension Contribution	69,865	102,156	102,156	104,122
Contributory Retirement Plan	8,042	8,042	8,040	8,042
Total Personnel	\$ 1,145,996	\$ 1,243,447	\$ 1,289,824	\$ 1,295,509
<u>Staffing Level</u>				
<i>Full-Time</i>	<i>11.18</i>	<i>13.00</i>	<i>12.55</i>	<i>13.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.12</i>	<i>0.12</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>11.18</i>	<i>13.00</i>	<i>12.67</i>	<i>13.12</i>
Operations				
Training	\$ 250	\$ 1,100	\$ 500	\$ 500
Travel	19	0	0	0
Dues & Subscriptions	22,708	24,500	24,500	0
Utilities	22,904	19,000	27,730	28,000
Local Phones	1,121	1,200	0	0
Cellular Phones	1,076	800	800	700
Vehicle Maintenance	15,410	5,200	7,814	5,000
Equipment Maintenance	8,111	7,000	7,000	7,000
Building Maintenance	4,204	3,000	3,444	2,000
Fuel System Maintenance	217,814	340,000	250,000	340,000
Office Supplies	1,637	1,800	1,800	1,800
Printing	50	100	100	100
Petroleum Supplies	9,692	8,000	11,000	9,750
Clothing & Uniforms	7,431	6,350	6,350	7,500
Operating Supplies	6,295	8,000	8,000	7,500
Cleaning Supplies	2,094	2,250	2,250	2,250
Miscellaneous Shop Parts	3,016	2,400	2,400	2,400
Small Tools	2,157	2,250	2,250	2,100
Miscellaneous Supplies	4,483	5,500	5,500	4,500
Equipment Leasing	1,666	1,332	300	300
Property Insurance	7,361	7,361	8,235	8,235



**CITY OF BARTLETT
CITY SHOP
FY 2025 Adopted Budget**

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Vehicle & Equip Insurance	2,432	2,432	3,211	3,211
General Liability Insurance	1,064	1,065	1,498	1,498
Total Operations	\$ 342,996	\$ 450,640	\$ 374,682	\$ 434,344
Capital				
Vehicles	\$ 0	\$ 99,210	\$ 99,210	\$ 0
Other Equipment	12,651	0	0	3,200
Total Capital	\$ 12,651	\$ 99,210	\$ 99,210	\$ 3,200
Total City Shop	\$ 1,045,843	\$ 1,347,972	\$ 1,318,391	\$ 1,287,728



**CITY OF BARTLETT
GENERAL MAINTENANCE
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Employee Wages	\$ 800,235	\$ 852,418	\$ 852,418	\$ 897,688
Overtime Wages	11,654	20,000	20,000	20,000
Special Hours	7,800	7,800	7,800	7,800
Vacation Pay	5,577	0	1,032	0
Longevity Pay	12,894	14,922	14,922	15,623
Bonus	1,319	1,494	1,484	1,494
Employee Health Insurance	168,555	172,559	150,534	145,468
Employee Life Insurance	2,220	2,728	2,537	2,873
Workers' Comp Insurance	37,297	38,755	38,760	40,769
Retiree Health Insurance	40,013	42,621	42,621	44,884
FICA	60,333	64,687	64,859	68,230
Pension Contribution	85,979	117,052	117,048	118,003
Contributory Retirement Plan	9,083	9,083	9,084	9,083
Total Personnel	\$ 1,242,960	\$ 1,344,119	\$ 1,323,099	\$ 1,371,915

Staffing Level

<i>Full-Time</i>	<i>18.00</i>	<i>18.00</i>	<i>18.00</i>	<i>18.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>18.00</i>	<i>18.00</i>	<i>18.00</i>	<i>18.00</i>

Operations

Training	\$ 589	\$ 2,000	\$ 2,000	\$ 1,500
Travel	503	2,000	1,267	1,250
Other Professional Service	3,915	6,500	15,700	5,500
Postage & Freight	87	0	0	0
Dues & Subscriptions	62	65	65	265
Utility	9,665	9,600	9,600	9,600
Phones - Local	3,245	3,300	0	0
Cellular Phones	1,013	1,000	1,000	1,000
Vehicle Maintenance	39,847	40,000	86,585	50,000
Equipment Maintenance	20,316	20,000	20,000	20,000
Radio Maintenance	38,717	54,103	54,103	39,493
Building Maintenance	3,006	5,000	4,500	4,000
Street Painting & Signs	24,268	33,076	28,075	30,000
Office Supplies	557	700	700	700
Printing	80	200	200	200
Petroleum Supplies	51,794	50,000	55,000	52,000
Clothing & Uniforms	7,106	6,400	6,400	6,400
Operating Supplies	14,844	15,000	15,000	15,000
Cleaning Supplies	1,424	1,400	1,400	1,400
Fill Sand, Dirt & Gravel	8,086	8,000	8,000	8,000
Asphalt	134,340	168,000	168,000	168,000
Concrete & Brick	8,681	9,500	6,414	8,000
Small Tools	1,348	1,200	1,200	1,200
Pipe & Materials-System Maintenance	9,130	9,000	9,000	10,000
Street Barricade & Equip. Rental	989	2,000	2,000	2,000
Equipment Leasing	127	100	0	0
Vehicle & Equip Insurance	9,438	9,438	13,960	13,960
General Liability Insurance	2,648	2,648	3,461	3,461



**CITY OF BARTLETT
GENERAL MAINTENANCE
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Damage Claims	2,084	2,000	2,916	2,000
Total Operations	\$ 397,909	\$ 462,230	\$ 516,546	\$ 454,929
Capital				
Fencing & Landscaping	\$ 569	\$ 1,200	\$ 1,000	\$ 1,000
Vehicles	9,353	0	0	0
Total Capital	\$ 9,922	\$ 1,200	\$ 1,000	\$ 1,000
Total General Maintenance	\$ 1,650,790	\$ 1,807,549	\$ 1,840,645	\$ 1,827,844



**CITY OF BARTLETT
GENERAL SERVICES
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 66,892	\$ 72,534	\$ 72,074	\$ 75,914
Employee Wages	136,917	149,592	150,691	159,812
Overtime Wages	4,269	2,500	5,752	2,500
Longevity Pay	1,338	2,901	2,546	3,037
Bonus	330	330	330	330
Employee Health Insurance	59,164	61,737	57,350	70,618
Employee Life Insurance	561	711	663	754
Workers' Comp Insurance	7,535	8,139	8,136	8,607
Retiree Health Insurance	10,191	11,106	11,138	11,786
FICA	14,591	15,866	16,142	16,907
Pension Contribution	21,483	30,502	30,504	30,987
Contributory Retirement Plan	2,432	2,432	2,436	2,432
Total Personnel	\$ 325,702	\$ 358,350	\$ 357,762	\$ 383,684
Staffing Level				
<i>Full-Time</i>	<i>3.90</i>	<i>4.00</i>	<i>4.00</i>	<i>4.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	3.90	4.00	4.00	4.00
Operations				
Training	\$ 296	\$ 500	\$ 500	\$ 1,300
Dues & Subscriptions	62	75	65	65
Cellular Phones	1,802	2,000	1,500	2,000
Vehicle Maintenance	173	1,000	7,677	1,000
Building Maintenance	4,523	2,000	2,000	3,238
Office Supplies	233	300	300	300
Petroleum Supplies	5,611	6,000	6,500	6,000
Clothing & Uniforms	1,532	1,500	1,500	1,000
Operating Supplies	4,489	4,000	4,000	4,000
Small Tools	2,867	3,000	3,000	3,000
Vehicle & Equip Insurance	715	712	882	882
General Liability Insurance	245	245	336	336
Total Operations	\$ 22,547	\$ 21,332	\$ 28,261	\$ 23,121
Capital				
Other Equipment	\$ 9,387	\$ 0	\$ 0	\$ 3,000
Total Capital	\$ 9,387	\$ 0	\$ 0	\$ 3,000
Total General Services	\$ 357,636	\$ 379,682	\$ 386,023	\$ 409,805



**CITY OF BARTLETT
GROUND MAINTENANCE
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues				
Weed Cutting Fees	\$ 23,232	\$ 30,000	\$ 30,000	\$ 30,000
Total Department Revenues	\$ 23,232	\$ 30,000	\$ 30,000	\$ 30,000
Personnel				
Supervisor Salaries	\$ 69,816	\$ 66,951	\$ 66,952	\$ 71,338
Employee Wages	570,684	662,719	562,319	680,902
Overtime Wages	1,534	6,000	6,268	5,000
Contracted Services	205,409	220,000	220,000	220,000
Vacation Pay	835	0	16,606	0
Education Bonus	2,880	2,880	1,080	1,440
Longevity Pay	9,092	11,410	6,757	9,020
Bonus	989	1,162	907	1,162
Employee Health Insurance	138,502	165,488	107,698	131,267
Employee Life Insurance	1,755	2,329	1,899	2,400
Workers' Comp Insurance	31,136	32,856	32,856	33,661
Retiree Health Insurance	32,026	36,383	31,456	37,505
FICA	47,140	53,797	47,933	55,901
Pension Contribution	72,416	100,196	100,200	98,883
Contributory Retirement Plan	7,858	7,858	7,860	7,858
Total Personnel	\$ 1,192,071	\$ 1,370,029	\$ 1,210,791	\$ 1,356,337
Staffing Level				
<i>Full-Time</i>	<i>12.96</i>	<i>14.00</i>	<i>12.32</i>	<i>14.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	12.96	14.00	12.32	14.00
Operations				
Training	\$ 552	\$ 600	\$ 600	\$ 400
Dues & Subscriptions	62	65	65	65
Utilities	5,502	6,000	7,453	5,600
Phones - Local	1,019	1,033	0	0
Cellular Phones	1,670	1,500	1,350	1,550
Vehicle Maintenance	39,919	43,000	43,000	40,000
Equipment Maintenance	23,949	25,000	18,000	25,000
Grounds Maintenance	117,763	135,000	135,000	135,000
<i>Herbi-Systems/Mulch/Irrigation Supplies.</i>				
Building Maintenance	2,343	2,000	2,000	2,000
Office Supplies	348	350	350	350
Printing	117	100	0	100
Petroleum Supplies	40,790	50,000	42,000	45,000
Clothing & Uniforms	4,978	5,000	5,000	4,500
Operating Supplies	9,965	10,000	10,000	10,000
Small Tools	5,444	5,500	5,500	5,500
Equipment Leasing	28	144	0	0
Property Insurance	674	674	710	710
Vehicle & Equip Insurance	6,891	6,891	9,892	9,892
General Liability Insurance	1,071	1,071	1,474	1,474
Damage Claims	497	2,000	2,000	2,000
Total Operations	\$ 263,578	\$ 295,928	\$ 284,394	\$ 289,141



**CITY OF BARTLETT
GROUND MAINTENANCE
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Capital				
Vehicles	\$ 0	\$ 0	\$ 60,000	\$ 0
Other Equipment	26,081	0	0	24,500
Total Capital	\$ 26,081	\$ 0	\$ 60,000	\$ 24,500
Total Ground Maintenance	\$ 1,458,498	\$ 1,635,957	\$ 1,525,185	\$ 1,639,978



**CITY OF BARTLETT
ANIMAL CONTROL
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues				
Animal Shelter Donations	\$ 20,572	\$ 16,000	\$ 20,000	\$ 20,000
Animal Shelter Boarding	5,060	2,600	5,000	5,000
Animal Shelter Capture Fee	990	3,000	3,000	3,000
Animal Shelter Adoption	28,915	50,000	30,000	30,000
Animal Shelter City License	30,065	25,000	25,000	25,000
Animal Shelter Miscellaneous Revenues	7,635	10,000	10,000	10,000
Total Department Revenues	\$ 93,236	\$ 106,600	\$ 93,000	\$ 93,000
Personnel				
Supervisor Salaries	\$ 69,518	\$ 74,800	\$ 74,438	\$ 78,168
Employee Wages	298,449	328,234	293,609	322,286
Overtime Wages	8,167	8,000	8,000	8,200
Special Hours	7,800	7,800	7,800	7,800
Part-Time	16,558	43,750	33,183	52,447
Vacation Pay	5,003	0	2,463	0
Education Bonus	1,500	1,680	1,680	1,680
Longevity Pay	8,873	9,963	8,892	8,238
Bonus	660	660	577	660
Employee Health Insurance	97,739	91,137	94,934	76,437
Employee Life Insurance	1,035	1,290	1,085	1,281
Workers' Comp Insurance	10,448	11,333	11,328	11,446
Retiree Health Insurance	18,365	20,152	18,402	20,023
FICA	29,558	32,766	30,929	34,840
Pension Contribution	39,665	55,343	55,344	52,641
Contributory Retirement Plan	4,342	4,342	4,344	4,342
Total Personnel	\$ 617,679	\$ 691,250	\$ 647,008	\$ 680,489
Staffing Level				
<i>Full-Time</i>	<i>7.62</i>	<i>8.00</i>	<i>7.56</i>	<i>8.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.65</i>	<i>1.45</i>	<i>0.87</i>	<i>1.59</i>
Total Full-Time Equivalent (FTE)	8.27	9.45	8.43	9.59
Operations				
Training	\$ 34	\$ 1,100	\$ 1,080	\$ 1,850
Travel	533	4,000	335	4,000
Professional Services	20,000	25,000	22,000	22,000
Other Professional Service	5,543	12,875	12,875	12,000
Dues & Subscriptions	137	275	245	1,575
Utilities	6,612	8,500	8,100	7,250
Phones - Local	1,094	1,150	0	0
Cellular Phones	1,473	2,172	2,172	2,100
Vehicle Maintenance	10,024	5,000	7,483	5,000
Equipment Maintenance	1,904	3,000	3,000	3,000
Grounds Maintenance	1,007	1,500	2,000	2,050
Building Maintenance	19,654	23,000	23,018	15,000
Office Supplies	1,390	1,500	1,100	1,000
Printing	460	500	500	500
Medical Supplies	33,270	40,000	34,000	34,500



**CITY OF BARTLETT
ANIMAL CONTROL
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Petroleum Supplies	17,447	20,000	19,500	17,750
Clothing & Uniforms	1,041	1,500	1,500	1,500
Operating Supplies	6,739	6,300	6,300	6,300
Cleaning Supplies	4,138	4,500	4,000	4,500
Small Tools	225	300	300	300
Equipment Leasing	853	1,000	0	0
Property Insurance	960	960	1,014	1,014
Vehicle & Equip Insurance	1,276	1,277	1,582	1,582
General Liability Insurance	565	565	758	758
Credit Card Vendor Fees	1,279	1,500	1,500	1,500
State Fees	4,866	3,500	2,750	2,750
Cash Over/Short	(0)	0	0	0
Total Operations	\$ 142,524	\$ 170,974	\$ 157,111	\$ 149,779
Capital				
Other Equipment	\$ 2,532	\$ 4,290	\$ 4,290	\$ 4,500
Total Capital	\$ 2,532	\$ 4,290	\$ 4,290	\$ 4,500
Total Animal Control	\$ 669,499	\$ 759,914	\$ 715,409	\$ 741,768

Attachments

Engineering Department Projects.xlsx

Engineering Long Term Plan 2024.xlsx



Departmental Overview

Summary of events & social

After Action Report

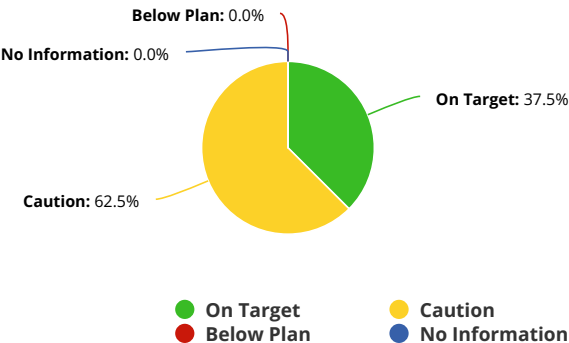
Meeting Agenda

Engineering Meeting

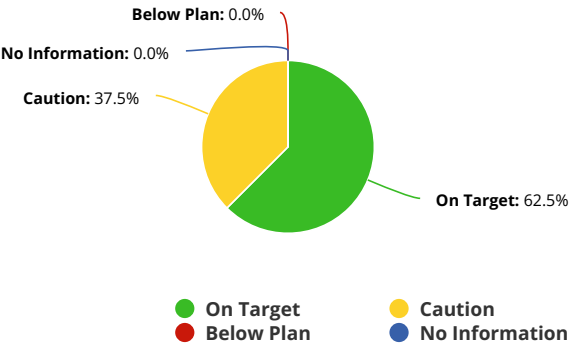
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Department Status Snapshot

Key Result Status Snapshot

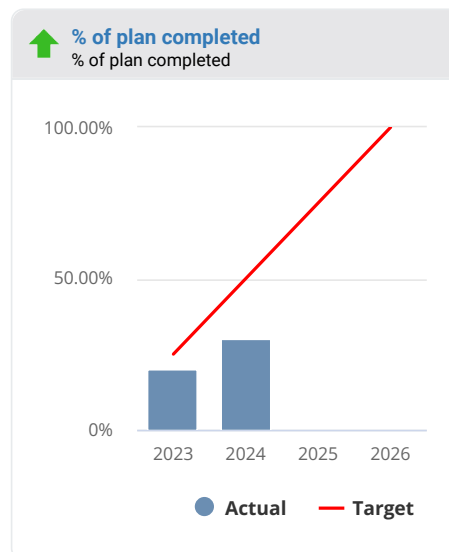
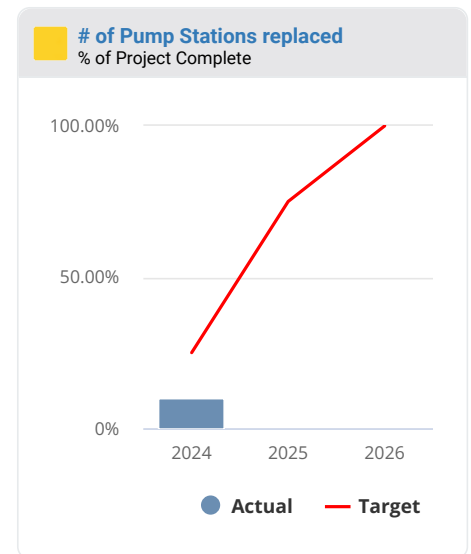
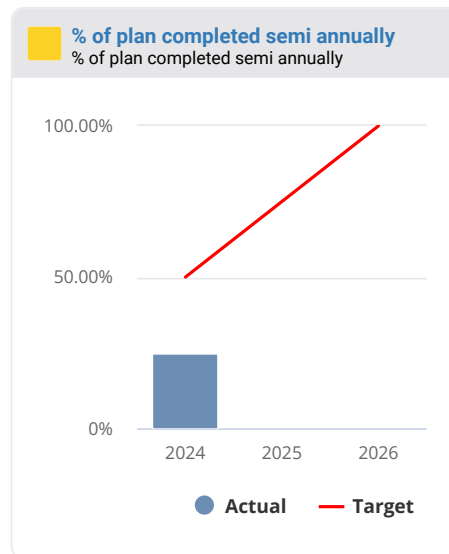
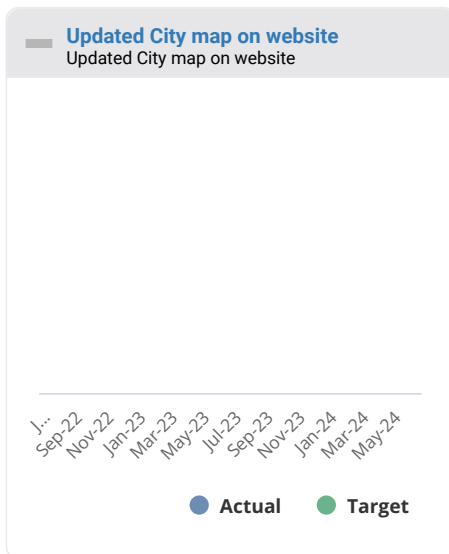


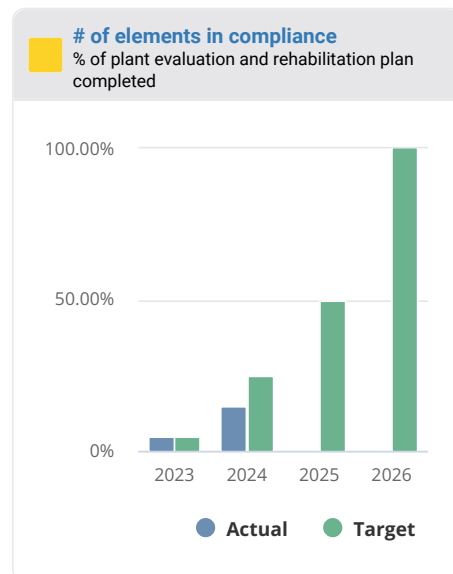
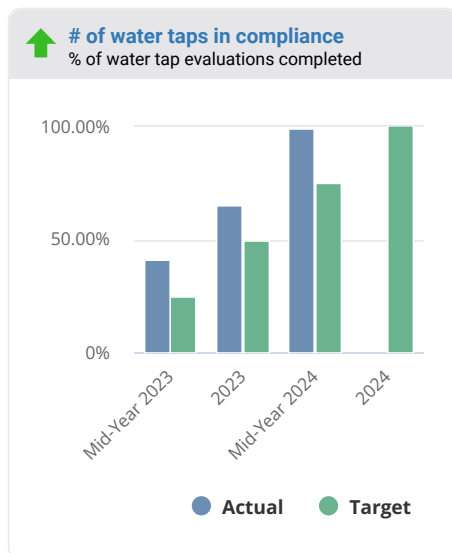
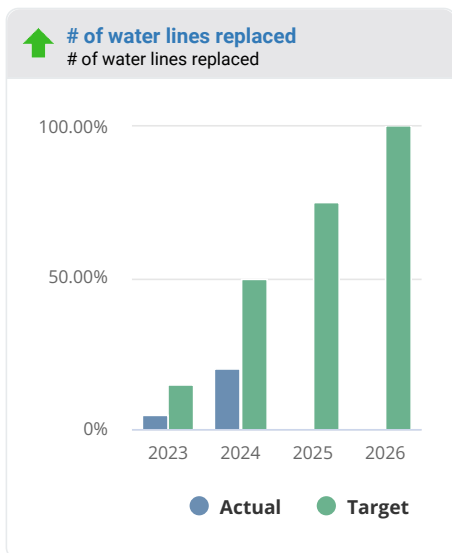
Initiative Status Snapshot



Objectives	Key Results	Initiatives
Deliver a standardized, objective, and cost-effective paving plan for the City of Bartlett.	% of plan completed semi annually	Deliver a standardized, objective, and cost-effective paving plan for the City of Bartlett.
Rehabilitate the existing sewer collection system.	% of Project Complete	Rehabilitate the existing sewer collection system.
Upgrade the Moss Valley Sewer line.	% project completed	Upgrade the Moss Valley Sewer line.
Develop a plan for continued growth in the Fletcher Creek Sewer Basin	% of plan completed	Develop a plan for continued growth in the Fletcher Creek Sewer Basin

Objectives	Key Results	Initiatives
 Develop a plan to fully utilize TDOT funding for paving of streets and additional pedestrian walking trails.	 % of project phases completed	 Develop a plan to fully utilize TDOT funding for paving of streets and additional pedestrian walking trails.
 Upgrade the identified waterlines to effectively maintain the city's water distribution system.	 # of water lines replaced	 Upgrade the identified waterlines to effectively maintain the city's water distribution system.
 Ensure that all City of Bartlett water taps are in compliance with the EPA's Lead and Copper Rule	 % of water tap evaluations completed	 Ensure that all City of Bartlett water taps are in compliance with the EPA's Lead and Copper Rule
 Implement the rehabilitation and maintenance plan for the City's Water and Wastewater plants	 % of plant evaluation and rehabilitation plan completed	 Implement the rehabilitation and maintenance plan for the City's Water and Wastewater plants





Initiatives	Owner	Percent Complete	End Date	Analysis
↑ Deliver a standardized, objective, and cost-effective paving plan for the City of Bartlett.	JH John Horne (Engineering Department)	30 %	6/30/26	
■ Rehabilitate the existing sewer collection system.	JH John Horne (Engineering Department)	25 %	6/30/25	
■ Upgrade the Moss Valley Sewer line.	JH John Horne (Engineering Department)	50 %	12/31/24	Construction Plans Complete, Bid Date on August 15, 2024.
↑ Develop a plan for continued growth in the Fletcher Creek Sewer Basin	JH John Horne (Engineering Department)	40 %	6/30/29	
↑ Develop a plan to fully utilize TDOT funding for paving of streets and additional pedestrian walking trails.	JH John Horne (Engineering Department)	35 %	6/30/25	
↑ Upgrade the identified waterlines to effectively maintain the city's water distribution system.	JH John Horne (Engineering Department)	20 %	6/30/25	
↑ Ensure that all City of Bartlett water taps are in compliance with the EPA's Lead and Copper Rule	JH John Horne (Engineering Department)	80 %	6/30/25	
■ Implement the rehabilitation and maintenance plan for the City's Water and Wastewater plants	JH John Horne (Engineering Department)	5 %	6/30/25	



CITY OF BARTLETT
ENGINEERING BUDGET SUMMARY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 234,202	\$ 236,164	\$ 236,164	\$ 245,610
Employee Wages	315,257	336,683	302,875	322,208
Overtime Wages	592	200	100	200
Vacation Pay	15,815	0	0	0
Education Bonus	720	720	720	720
Sick Pay	31,631	0	0	0
Longevity Pay	16,856	14,412	14,485	15,309
Bonus	577	423	494	496
Employee Health Insurance	103,800	110,245	109,756	110,245
Employee Life Insurance	1,475	1,834	1,610	1,817
Workers' Comp Insurance	1,427	1,456	1,464	1,491
Retiree Health Insurance	27,473	28,642	26,952	28,390
FICA	44,616	42,589	39,840	41,991
Pension Contribution	59,420	78,661	78,660	74,641
Contributory Retirement Plan	5,447	5,447	5,448	5,447
Total Personnel	\$ 859,308	\$ 857,476	\$ 818,568	\$ 848,565
Staffing Level				
<i>Full-Time</i>	<i>5.00</i>	<i>6.00</i>	<i>6.00</i>	<i>6.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	5.00	6.00	6.00	6.00
Operations				
Training	\$ 1,989	\$ 5,000	\$ 4,000	\$ 4,000
Travel	385	4,000	3,000	3,000
Other Professional Service	314	2,000	0	2,000
Postage & Freight	437	400	132	0
Dues & Subscriptions	1,053	2,200	1,900	1,900
Meetings	0	800	400	400
Employee Appreciation	562	1,000	1,000	1,000
Phones - Local	3,988	4,000	0	0
Cellular Phones	4,885	6,400	5,400	5,400
Shop Allocation	4,200	4,200	4,000	4,000
Vehicle Maintenance	3,238	5,500	5,500	5,500
Equipment Maintenance	5,327	4,558	6,500	5,500
Radio Maintenance	5,187	7,248	7,248	7,248
Building Maintenance	41,680	12,500	12,000	12,000
Office Supplies	3,107	3,600	3,600	3,600
Printing	1,133	1,200	1,200	1,200
Petroleum Supplies	10,905	14,000	14,000	14,000
Clothing & Uniforms	1,090	1,000	4,000	4,000
Operating Supplies	1,669	1,950	5,150	5,150
Small Tools	0	0	1,000	1,000
Equipment Leasing	416	200	100	100
Property Insurance	5,749	5,749	6,796	6,796
Vehicle & Equip Insurance	2,033	2,033	2,874	2,864
General Liability Insurance	664	664	836	836



CITY OF BARTLETT
ENGINEERING BUDGET SUMMARY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
License Fees	280	560	560	560
Total Operations	\$ 100,291	\$ 90,762	\$ 91,196	\$ 92,054
Capital				
Data Processing Equipment	\$ 262	\$ 0	\$ 0	\$ 0
Vehicles	48,478	0	0	0
Furniture	472	2,400	900	5,900
Other Equipment	3,199	0	5,000	0
Total Capital	\$ 52,410	\$ 2,400	\$ 5,900	\$ 5,900
TOTAL ENGINEERING	\$ 1,012,010	\$ 950,638	\$ 915,664	\$ 946,519



CITY OF BARTLETT
ENGINEERING ADMINISTRATION
FY 2025 Adopted Budget



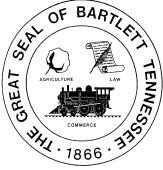
Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 234,202	\$ 236,164	\$ 236,164	\$ 245,610
Employee Wages	58,330	62,133	62,133	64,618
Overtime Wages	0	200	100	200
Vacation Pay	15,815	0	0	0
Education Bonus	720	720	720	720
Sick Pay	31,631	0	0	0
Longevity Pay	7,611	3,728	3,728	3,877
Bonus	247	174	247	247
Employee Health Insurance	44,079	48,508	48,508	48,508
Employee Life Insurance	777	955	891	993
Workers' Comp Insurance	945	883	888	918
Retiree Health Insurance	14,627	14,915	14,915	15,511
FICA	25,925	22,619	22,168	23,038
Pension Contribution	32,691	40,961	40,956	40,780
Contributory Retirement Plan	2,342	2,342	2,340	2,342
Total Personnel	\$ 469,942	\$ 434,302	\$ 433,758	\$ 447,362
Staffing Level				
<i>Full-Time</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	3.00	3.00	3.00	3.00
Operations				
Training	\$ 300	\$ 1,000	\$ 0	\$ 0
Travel	33	1,000	0	0
Postage & Freight	437	400	132	0
Dues & Subscriptions	673	1,000	700	700
Employee Appreciation	562	1,000	1,000	1,000
Phones - Local	1,196	1,200	0	0
Cellular Phones	1,110	2,100	1,100	1,100
Shop Allocation	1,200	1,200	1,000	1,000
Vehicle Maintenance	2,136	2,500	2,500	2,500
Building Maintenance	39,337	10,000	7,000	5,000
Office Supplies	438	600	600	600
Printing	571	400	0	0
Petroleum Supplies	10,905	14,000	14,000	14,000
Operating Supplies	36	150	150	150
Equipment Leasing	416	200	100	100
Vehicle & Equip Insurance	924	924	1,339	1,329
General Liability Insurance	359	359	415	415
License Fees	280	560	560	560
Total Operations	\$ 60,913	\$ 38,593	\$ 30,596	\$ 28,454
Capital				
Data Processing Equipment	\$ 262	\$ 0	\$ 0	\$ 0
Furniture	436	1,200	900	900
Total Capital	\$ 698	\$ 1,200	\$ 900	\$ 900
Total Engineering Administration	\$ 531,552	\$ 474,095	\$ 465,254	\$ 476,716



CITY OF BARTLETT
ENGINEERING & INSPECTION
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Employee Wages	\$ 256,927	\$ 274,550	\$ 240,742	\$ 257,590
Overtime Wages	592	0	0	0
Longevity Pay	9,245	10,684	10,757	11,432
Bonus	330	249	247	249
Employee Health Insurance	59,721	61,737	61,248	61,737
Employee Life Insurance	698	879	719	824
Workers' Comp Insurance	482	573	576	573
Retiree Health Insurance	12,847	13,727	12,037	12,879
FICA	18,691	19,970	17,672	18,953
Pension Contribution	26,729	37,700	37,704	33,861
Contributory Retirement Plan	3,105	3,105	3,108	3,105
Total Personnel	\$ 389,366	\$ 423,174	\$ 384,810	\$ 401,203
Staffing Level				
<i>Full-Time</i>	<i>2.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	2.00	3.00	3.00	3.00
Operations				
Training	\$ 1,689	\$ 4,000	\$ 4,000	\$ 4,000
Travel	352	3,000	3,000	3,000
Other Professional Service	314	2,000	0	2,000
Dues & Subscriptions	380	1,200	1,200	1,200
Meetings	0	400	400	400
Phones - Local	2,791	2,800	0	0
Cellular Phones	3,774	4,300	4,300	4,300
Shop Allocation	3,000	3,000	3,000	3,000
Vehicle Maintenance	1,102	3,000	3,000	3,000
Equipment Maintenance	5,327	4,558	6,500	5,500
Radio Maintenance	5,187	7,248	7,248	7,248
Building Maintenance	2,343	2,500	5,000	7,000
Office Supplies	2,670	3,000	3,000	3,000
Printing	562	1,200	1,200	1,200
Clothing & Uniforms	1,090	1,000	4,000	4,000
Operating Supplies	1,634	1,800	5,000	5,000
Small Tools	0	0	1,000	1,000
Property Insurance	5,749	5,749	6,796	6,796
Vehicle & Equip Insurance	1,109	1,109	1,535	1,535
General Liability Insurance	305	305	421	421
Total Operations	\$ 39,379	\$ 52,169	\$ 60,600	\$ 63,600
Capital				
Vehicles	\$ 48,478	\$ 0	\$ 0	\$ 0
Furnitures	36	1,200	0	5,000
Other Equipment	3,199	0	5,000	0
Total Capital	\$ 51,713	\$ 1,200	\$ 5,000	\$ 5,000
Total Engineering & Inspection	\$ 480,457	\$ 476,543	\$ 450,410	\$ 469,803



City of Bartlett

PARKS & RECREATION

FY 2025 Adopted Budget

Full-Time Authorized Personnel Positions

Parks & Rec Administration

Parks & Recreation Director	1
Parks & Recreation Assistant Director	1
Marketing Specialist	1
Administrative Secretary	1
Skill Clerk	<u>1</u>
Total P&R Administration	<u>5</u>

Parks & Rec Community Center

Preschool Coordinator	1
Manager	1
Building Service	2
Facility Coordinator	1
Assistant Manager	<u>1</u>
Total P&R Community Center	<u>6</u>

Parks & Rec Athletics

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

Parks & Rec Maintenance

Driver	5
Foreman	7
Supervisor	1
Utility Worker	9
Manager	<u>1</u>
Total P&R Maintenance	<u>23</u>

School Ground Maintenance

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

Parks & Rec BSMC

Manager	1
Administrative Secretary	1
Custodial	1
Building Service	<u>1</u>
Total P&R BSMC	<u>4</u>

Parks & Rec Senior Center

Coordinator I	1
Building Service	<u>1</u>
Total P&R Senior Center	<u>2</u>

The Parks and Recreation function has eight cost centers; Administration, Singleton Community Center, Athletics, Parks Maintenance, School Ground Maintenance, Bartlett Station Municipal Center, and Senior Center. During fiscal year 2024, the City has outsourced the Recreation Center to YMCA with 9 employees choosing to stay with YMCA. The other 2 full time employees left in Recreation Center will move to other departments, a marketing specialist moved to Parks Administration and a custodial moved to BSMC. Two positions in the Senior Center will not be filled and eliminated. The Parks and Recreation function budget decreased by \$528,614 (-7.78%) over the FY 2024 Projection. Parks will not add any new position in FY25. FY 2025 budget included a career ladder pay increase and 4% salary increase for full-time employees.

Summary Revenue/Expenditure Type

<u>Category</u>	<u>FY 2023 Actual</u>	<u>FY 2024 Revised</u>	<u>FY 2024 Projection</u>	<u>FY 2025 Adopted</u>
Revenues	347,644	348,099	359,285	376,268
Salaries	3,546,816	4,192,647	3,448,427	3,249,551
Benefits	1,560,478	1,795,702	1,602,973	1,501,856
Other Personnel	361,535	385,475	258,184	160,000
Operations	1,632,896	1,768,432	1,573,241	1,331,296
Capital	<u>321,054</u>	<u>102,306</u>	<u>274,209</u>	<u>402,700</u>
Total	<u>7,075,135</u>	<u>7,896,463</u>	<u>6,797,749</u>	<u>6,269,135</u>

TOTAL PARKS & REC

45

Attachments

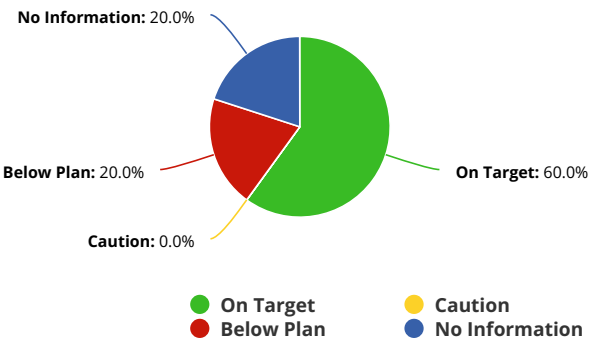
 Grant Funding Sources .xlsx

 OKRs Parks Long Term Plan 2024.xlsx

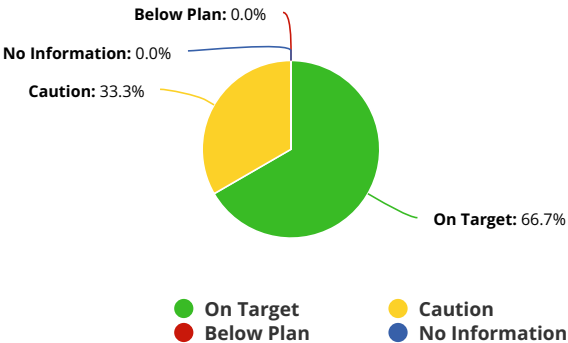


Department Status Snapshot

Key Results Status Snapshot



Initiative Status Snapshot



Departmental Overview

Athletics

- Spring sports are in ending tournament play. League games began on 4-15. We currently have 354 youth baseball and girls softball players and with our 24 individual teams makes a grand total of close to 600 kids! We will have played 362 total games this season. To date 97 rain outs and 7 games canceled due to heat index.
- Adult softball tournament will begin on 7-21. (Depending on the weather) 17 teams started on 4-6 with 37 rain outs.
- Adult basketball began on 5-1 with 16 teams in 2 leagues.
- **Concessions:** We ended the year with great June total of \$26764. Up almost 18k from the same time last year.
- Facebook followers are up 39 to 3155.
- We have some new hires...many of our current employees are going away for college. We have been lucky enough to have many great applicants and we are in the process of getting 15 of them on board.

Singleton Community Center

Revenue: YTD FY24 / \$373,622.66 vs YTD FY23 / \$461,932.74

June FY24 / \$75,708.80 vs June FY23 / \$44,908.00

Program Status

2023-2024 Preschool

- PreK3 Mon/Wed / 12 participants
- PreK3 Tues/Thurs / 16 participants (Full)
- PreK4 Mon/Wed / 7 participants
- PreK4 Tues/Thurs / participants
- PreK5 Mon/Thurs / 14 participants
- Stay & Play / 16 participants (Full)

Graduation was held on May 3, 2024

2024-2025 Preschool

- Prek Mon/Wed / 2 participants
- Prek3 Tues/Thurs / 6 participants
- Prek4 Mon/Wed / 10 participants
- Prek4 Tues/Thurs / 10 participants
- Prek5 Mon/Thurs / 2 participants

Summer Camp: 193 participants

Teen Camp: 38 participants

Pre-K Camp: Session 1: 16 participants; Session 2:15 participants

Tennis: Currently looking for a new instructor

Pickleball

Pickleball 102, July Session: 12 participants

Dance: Summer Registrations: 8

Pottery: June – July

- Tuesday Morning: Sandra – 5 participants
- Tuesday Evening: Dani – 7 participants
- Wednesday Morning: Susie – 11 participants

Departmental Overview

- Thursday Morning: Pam – 10 participants
- Thursday Evening: Susie – 8 participants

Saturday Workshop: Trio of Trolls: Rebecca – 3 participants

Piano: Summer Registration / 19

Belly Dance: June – July Session: 3 participants

Martial Arts, June Session: Iaido / 2; Kendo / 4

Facility

- We are getting a quote to see what it would cost to fix the water pipes in the facility.
- We are working with Toadvine to replace all 4 wenchers in the gym, all 4 rims and add a safety harness to each basketball goal. They will come out towards the end of Summer Camp.
- We are working to fix AHU 1,2, & 3. We are currently gathering quotes for any AHU that will need to be replaced.

Bartlett Senior Center

- **Monthly Revenue Report:** FY24 June Revenue totaled \$8,056.15 vs FY23 June Revenue \$8,931.18.
- **Yearly Revenue Report:** FY24 \$82,613.15 vs FY23 Revenue \$101,210.67.

Revenue down due to not having senior trips.

- **Membership:** New and Renewed Members: New Members: 32 / Renewals: 40 / Total Premium Monthly: 54 / Total Premium Annual: 17 / Total Active Members: 672
 - **Average Daily Attendance:** 105
- **Classes / Programs / Special Events / Services:**
- **Golf League:** Golf league is underway. We are up to 87 gold members.
- **Community Garden:** The garden is currently full of plots. We are in need of purchasing additional mats to complete the project.
- **Quarterly Puzzle Tournament** – We are preparing for our third round.
- **Member Appreciation Lunch:** We had a great turnout for our appreciation lunch. We grilled hamburgers and hotdogs, cooked beans and had chips.
- **Colette Senior Trip:** The trip is set with 6 participants. We are scheduled for Colorado in 2025.
- **Bingo:** June 2024 – Alliance Mental Health, Sams Club
- **MovFiciency:** We have introduced a new fitness class that is low impact and will help our seniors strengthen their bodies over time.
- **Scam Protection:** The Bartlett Police Department held a free seminar for the seniors on how to avoid phone scams.
- **Water Color Class:** This class was provided by Creative Aging and was free to the seniors. We are currently scheduling the Creative Aging classes for FY25.

Facility:

- **Gutters** / We are currently working with Gutter Works to get the gutters and downspouts fixed on the backend of the building to keep

Departmental Overview

water from puddling next to the center. They are scheduled for July 8 at 8am.

Parks Maintenance

- Cut grass at all 29 parks and other assigned areas – YMCA, TWRA, BPD, Hollister Lane & Cove, 3 Stoneridge easements, Hunter's Walk and Beagle Run. (parks were cut two & three times)
- Set up for three Food Truck Fridays.
- Deliver Rec Rover and supplies for parks events.
- Daily: Cleaned all parks. Worked up practice ballfields and prepared ballfields for games. Keep walking tracks cleaned off.
- Working on getting all flower beds planted and keeping them weeded and watered.
- Hung banners for the concert series.
- Did a temporary fix on the bridge at W.J. Freeman Park for the time being.
- Fixed the sink and the hand dryer at A. Keith McDonald pavilion restrooms.
- Took down tree at the A. Keith McDonald pavilion.
- Mulched the swing set playground at Yale Park.
- Moved electrical panels to the A. Keith McDonald pavilion to set up for the concert series.
- Moved bike racks from the police station to the A. Keith McDonald pavilion for the concert series.
- Mulched trees at Appling with the help of volunteers.
- Working on replacing drain pipe in the circle playground at Yale.

Completed Work Orders

- #70 Repaired dog water fountain by the restroom at the Municipal Center
- #69 Removed dead tree limb at the corner of 3rd and Broadway
- #52 Delivered RecRover to Rivercrest Park
- #55 Delivered RecRover to the A. Keith McDonald pavilion for Paws in the Park. Set up large tent, tables, chairs and picnic tables.
- #56 Filled sink hole behind softball diamond at W.J. Freeman Park
- #65 Replaced the left sink sensor in the ladies restroom at the A. Keith McDonald Pavilion
- #66 Fixed the men's restroom hand dryer at the A. Keith McDonald Pavilion
- #72 Repaired swing at Yale Road Park
- #74 Delivered 3 yds of limestone to trailhead at Nesbit Park
- #75 Cleared overgrowth around bridge on Yale Road & Bartlett Blvd.
- #76 Delivered RecRover & supplies to Rivercrest Park
- #77 Set up AKM in grass area for Paws in the Park.
- #79 Removed tree at Southside of Shadowlawn Park
- #80 Sprayed for spiders, under the bench in the dugout at Appling Field.

Departmental Overview
Parks Schools - Cleaned and picked up limbs, debris and litter at all Bartlett Schools, Administrative office grounds and entrances. - Blew out breezeways, curbs, parking lots and driveways at all schools. - Mowed easement at Old Brownsville and Guffin Rd., Guy Rd. and Galaxie Rd. - Mowed grass at all Bartlett schools. The Venue at Bartlett Station Revenue: June 2024 Facility Rental Revenue - \$20,788 Park Pavilion Rentals: Coming July 2024

After Action Report

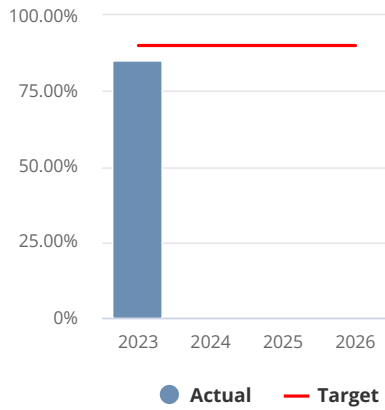
Meeting Agenda
Parks Meeting
[DO NOT DELETE - TEMPLATE]

Categories	Objectives	Key Results	Initiatives
Fiscal Strength & Customer Focus, Healthy Lifestyle	Complete initial draft of a systemwide parks master plan		Complete initial draft of a systemwide parks master plan
Family Friendly Neighborhoods	Fully integrate the best practices for Parks and Recreation.	% of CAPRA accreditation completed	Pursue and achieve CAPRA Accreditation
	Maintain high satisfaction with parks and recreation services	Satisfaction with parks and recreation services - Community Survey Score	Evaluate annual survey results and install measures to increase community trust
	Parks Master Plan Implementation	Address "low hanging fruit" items listed in Master Plan	Replace rotten wood on all park benches, picnic tables and bench swings
		Replace aging parks infrastructure	Repaint/replace all trash cans in the parks
Health & Public Safety	Update the City's Parks & Recreation Comprehensive Master Plan	% of Master Plan completed	Replace fencing at Municipal Park tennis courts
			New Master Plan Adopted & Implemented

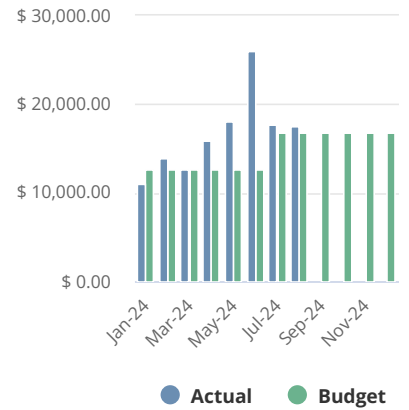
% of CAPRA accreditation completed % of CAPRA accreditation completed



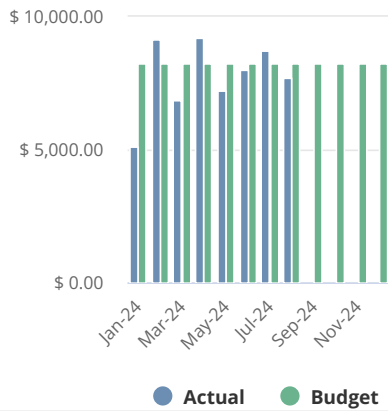
Satisfaction with parks and recreation services - Community Survey Score Satisfaction with parks and recreation services - Community Survey Score



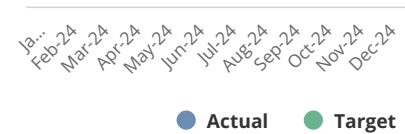
The Venue at Bartlett Station The Venue at Bartlett Station



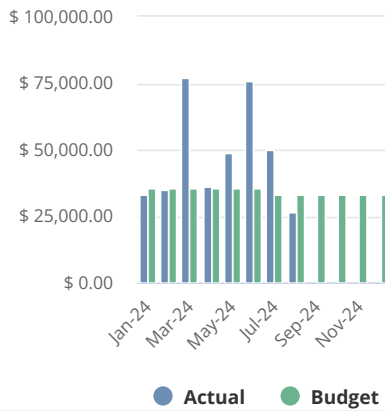
Senior Citizen Center Senior Citizen Center



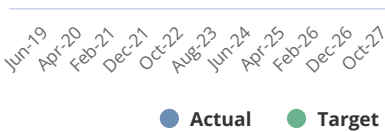
Address "low hanging fruit" items listed in Master Plan Address "low hanging fruit" items listed in Master Plan



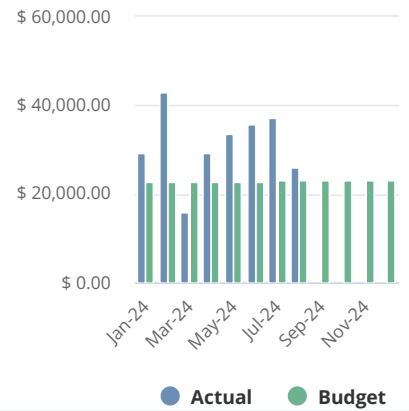
Community Center Community Center



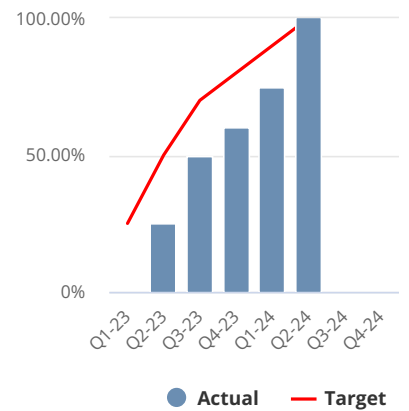
Replace aging parks infrastructure Replace aging parks infrastructure



Athletics Athletics



% of Master Plan completed % of Master Plan completed



Initiatives	Owner	Percent Complete	End Date	Analysis
 Pursue and achieve CAPRA Accreditation	 Paul Wright (Parks)	5 %	12/31/26	CAPRA Task Force has been formed
 Complete initial draft of a systemwide parks master plan	 Paul Wright (Parks)	100 %	4/17/24	Completed May 2024
 Evaluate annual survey results and install measures to increase community trust	 Paul Wright (Parks)	85 %	12/31/24	Community survey completed in 2023 - evaluation score was 85%.
 Replace rotten wood on all park benches, picnic tables and bench swings	 Paul Wright (Parks)	0 %	9/30/24	
 Repaint/replace all trash cans in the parks	 Paul Wright (Parks)	0 %	9/30/24	
 New Master Plan Adopted & Implemented	 Paul Wright (Parks)	100 %	6/30/24	Plan adopted at 5/28/24 BMA meeting
 Replace fencing at Municipal Park tennis courts	 Paul Wright (Parks)	0 %	12/31/24	
 Dixon Brewer Park Enhancements	 Paul Wright (Parks)	0 %	12/31/24	
 Shadowlawn Park Enhancements	 Paul Wright (Parks)	0 %	11/30/27	



CITY OF BARTLETT
PARKS & RECREATION BUDGET SUMMARY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues				
Local Sales Tax .5% Reimbursement	\$ 347,644	\$ 348,099	\$ 359,285	\$ 376,268
Total Department Revenues	\$ 347,644	\$ 348,099	\$ 359,285	\$ 376,268
Personnel				
Supervisor Salaries	\$ 1,037,389	\$ 1,133,992	\$ 731,587	\$ 612,760
Employee Wages	1,735,440	1,920,293	1,838,505	1,855,691
Overtime Wages	61,507	67,200	67,371	69,500
Special Hours	113,577	108,600	105,200	106,600
Contracted Services	361,535	385,475	258,184	160,000
Part-Time	598,903	962,562	705,764	605,000
Vacation Pay	34,325	0	43,343	0
Sick Pay	0	0	31,934	0
Longevity Pay	62,684	66,678	45,437	49,474
Bonus	12,203	14,712	13,109	9,466
Employee Health Insurance	636,909	719,388	589,998	664,846
Employee Life Insurance	7,398	9,766	7,314	7,891
Workers' Comp Insurance	58,512	64,331	57,245	50,920
Retiree Health Insurance	135,226	152,590	124,136	123,308
FICA	266,522	310,098	261,157	239,494
Pension Contribution	307,968	419,407	392,828	324,483
Contributory Retirement Plan	38,732	38,732	36,472	31,974
Total Personnel	\$ 5,468,829	\$ 6,373,824	\$ 5,309,584	\$ 4,911,407
Staffing Level				
<i>Full-Time</i>	<i>51.43</i>	<i>56.00</i>	<i>46.71</i>	<i>45.00</i>
<i>Part-Time (converted to FTE)</i>	<i>29.82</i>	<i>33.80</i>	<i>29.99</i>	<i>19.15</i>
Total Full-Time Equivalent (FTE)	81.25	89.80	76.70	64.15
Operations				
Training	\$ 7,801	\$ 10,550	\$ 8,420	\$ 12,650
Travel	7,889	11,100	6,319	9,700
Professional Services	10,503	7,000	6,544	3,200
Advertising & Promotional Expenses	0	500	500	2,550
Other Professional Service	9,403	12,800	13,389	18,800
Postage & Freight	312	1,730	652	645
Dues & Subscriptions	5,685	9,100	8,332	5,200
Meetings	785	0	60	1,000
Utilities	344,410	385,000	321,887	257,000
Phones - Local	11,707	11,920	0	0
Cellular Phones	8,244	8,000	8,000	9,000
Shop Allocation	18,750	19,750	19,750	19,750
Vehicle Maintenance	30,599	27,000	32,800	31,000
Equipment Maintenance	79,843	70,071	88,717	67,200
Radio Maintenance	2,779	1,500	1,500	1,500
Grounds Maintenance	294,048	316,974	316,700	315,700
Building Maintenance	119,078	139,207	137,755	80,780
Pool Maintenance	33,087	41,515	10,519	0
Swim Competitions	39,296	60,000	39,120	0
Office Supplies	14,454	20,491	14,848	12,050



CITY OF BARTLETT
PARKS & RECREATION BUDGET SUMMARY
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Printing	5,055	3,050	1,535	4,150
Medical Supplies	480	2,500	800	1,500
Special Designation Expense	0	1,000	1,000	1,000
Petroleum Supplies	56,357	54,575	50,615	55,500
Special Events	27,481	45,500	25,600	27,250
Concession Supplies Client	238	100	806	500
Preschool Supplies	4,580	4,600	4,600	4,600
Recreation Supplies	84,332	56,600	51,164	44,600
Concession Supplies	67,020	81,990	82,000	82,000
Field Trips	10,316	12,519	15,000	15,000
Tournament Expenses	973	750	750	750
Cost of Goods Sold	2,956	4,800	0	0
Clothing & Uniforms	16,472	14,500	12,641	13,450
Operating Supplies	94,729	94,052	82,445	68,700
Cleaning Supplies	44,913	50,050	38,297	31,500
Chemical Supplies	1,043	500	0	0
Fill Sand, Dirt & Gravel	18,151	25,000	25,000	25,000
Small Tools	3,617	4,850	5,000	5,300
Tournament Awards	1,158	0	0	0
Travel Club	19,175	20,000	10,000	10,000
Equipment Rental	5,587	6,400	3,800	5,700
Equipment Leasing	6,630	7,591	1,451	800
Property Insurance	39,355	39,355	48,160	30,260
Vehicle & Equip Insurance	8,114	8,083	12,164	12,105
General Liability Insurance	11,662	11,663	15,674	12,656
Other Insurance	8,495	1,595	1,200	1,200
Credit Card Vendor Fees	42,834	48,000	36,853	15,700
Cash Over (Short)	(326)	0	22	0
Damage Claims	5,841	7,500	4,000	7,000
Miscellaneous Other Expenses	6,983	7,100	6,852	7,350
Total Operations	\$ 1,632,896	\$ 1,768,432	\$ 1,573,241	\$ 1,331,296
Capital				
Building Improvements	\$ 136,666	\$ 37,500	\$ 216,271	\$ 185,000
Park Improvements	16,840	0	0	50,000
Data Processing Equipment	1,164	0	0	0
Vehicles	2,374	39,622	39,622	0
Furniture	0	400	300	200
Other Equipment	164,011	24,784	4,889	167,500
Traffic Signal Maintenance	0	0	13,127	0
Total Capital	\$ 321,054	\$ 102,306	\$ 274,209	\$ 402,700
TOTAL PARKS & RECREATION	\$ 7,075,135	\$ 7,896,463	\$ 6,797,749	\$ 6,269,135



**CITY OF BARTLETT
PARKS ADMINISTRATION
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 246,462	\$ 261,323	\$ 185,238	\$ 240,439
Employee Wages	109,212	114,673	123,828	128,991
Vacation Pay	0	0	16,845	0
Sick Pay	0	0	31,934	0
Longevity Pay	11,714	12,888	8,801	13,942
Bonus	330	332	247	415
Employee Health Insurance	50,313	50,039	51,935	61,737
Employee Life Insurance	977	1,203	889	1,182
Workers' Comp Insurance	990	1,058	1,056	1,008
Retiree Health Insurance	17,784	18,800	15,453	18,471
FICA	26,959	28,129	26,992	28,201
Pension Contribution	37,126	51,631	51,636	48,562
Contributory Retirement Plan	4,166	4,166	4,164	4,166
Total Personnel	\$ 506,032	\$ 544,242	\$ 519,018	\$ 547,114
<u>Staffing Level</u>				
<i>Full-Time</i>	<i>4.00</i>	<i>4.00</i>	<i>5.81</i>	<i>5.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>4.00</i>	<i>4.00</i>	<i>5.81</i>	<i>5.00</i>
Operations				
Training	\$ 1,157	\$ 1,500	\$ 1,000	\$ 3,000
Travel	2,348	2,000	2,000	2,500
Professional Services	70	0	0	0
Postage & Freight	11	0	14	15
Dues & Subscriptions	717	800	600	1,000
Phones - Local	1,121	1,200	0	0
Cellular Phones	1,303	1,200	1,200	1,400
Shop Allocation	750	750	750	750
Vehicle Maintenance	1,850	1,000	800	1,000
Office Supplies	352	547	500	500
Printing	0	0	0	150
Petroleum Supplies	1,920	3,000	3,000	3,000
Clothing & Uniforms	0	200	200	750
Operating Supplies	336	500	500	500
Equipment Leasing	386	500	100	100
Property Insurance	8,823	8,823	9,414	9,414
Vehicle & Equip Insurance	319	319	482	482
General Liability Insurance	616	617	781	781
Miscellaneous Other Expenses	497	500	500	500
Total Operations	\$ 22,575	\$ 23,456	\$ 21,841	\$ 25,842
Capital				
Vehicles	\$ 0	\$ 39,622	\$ 39,622	\$ 0
Total Capital	\$ 0	\$ 39,622	\$ 39,622	\$ 0
Total Parks Administration	\$ 528,607	\$ 607,320	\$ 580,481	\$ 572,956



CITY OF BARTLETT
SINGLETON COMMUNITY CENTER
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 117,139	\$ 124,748	\$ 128,750	\$ 137,594
Employee Wages	213,310	184,081	224,294	196,677
Overtime Wages	0	0	0	0
Special Hours	3,749	2,000	2,000	2,000
Contracted Services	149,488	165,000	90,000	85,000
Part-Time	138,224	297,500	232,541	290,000
Vacation Pay	5,273	0	0	0
Longevity Pay	2,855	2,879	2,878	3,172
Bonus	1,731	2,600	2,309	2,600
Employee Health Insurance	86,332	85,318	104,368	104,396
Employee Life Insurance	784	988	934	1,070
Workers' Comp Insurance	7,251	8,149	8,148	8,395
Retiree Health Insurance	14,213	15,441	15,625	16,714
FICA	35,069	44,950	42,960	45,942
Pension Contribution	31,887	42,408	42,408	43,941
Contributory Retirement Plan	3,228	3,228	3,228	3,228
Total Personnel	\$ 810,533	\$ 979,290	\$ 900,443	\$ 940,729
Staffing Level				
<i>Full-Time</i>	<i>5.80</i>	<i>6.00</i>	<i>6.00</i>	<i>6.00</i>
<i>Part-Time (converted to FTE)</i>	<i>7.27</i>	<i>9.86</i>	<i>9.60</i>	<i>9.62</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>13.07</i>	<i>15.86</i>	<i>15.60</i>	<i>15.62</i>
Operations				
Training	\$ 1,203	\$ 1,500	\$ 1,500	\$ 1,500
Travel	315	1,000	1,000	1,000
Other Professional Service	4,340	4,600	4,000	5,000
Postage & Freight	103	100	100	100
Dues & Subscriptions	1,889	1,500	2,600	1,000
Utilities	39,520	43,000	43,000	43,000
Phones - Local	2,065	2,100	0	0
Cellular Phones	1,244	1,200	1,200	1,200
Equipment Maintenance	3,562	3,500	3,500	3,500
Grounds Maintenance	0	0	0	1,200
Building Maintenance	20,978	25,000	30,000	30,000
Office Supplies	4,109	4,500	4,500	4,500
Printing	468	300	300	2,500
Special Events	0	15,000	15,000	15,000
Preschool Supplies	4,580	4,600	4,600	4,600
Recreation Supplies	13,198	7,000	7,000	10,500
Concession Supplies	5,096	6,000	7,000	7,000
Field Trips	10,316	12,519	15,000	15,000
Clothing & Uniforms	6,861	1,500	1,500	1,500
Operating Supplies	7,718	7,000	7,000	3,500
Cleaning Supplies	4,019	4,000	5,000	5,000
Tournament Awards	1,158	0	0	0
Equipment Leasing	1,650	2,500	400	400
Property Insurance	4,757	4,757	5,023	5,023
Vehicle & Equip Insurance	216	217	256	256



CITY OF BARTLETT
SINGLETON COMMUNITY CENTER
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
General Liability Insurance	1,231	1,231	1,605	1,605
Credit Card Vendor Fees	4,766	7,200	7,200	7,200
Cash Over (Short)	1	0	0	0
Miscellaneous Other Expenses	1,360	1,000	1,000	1,000
Total Operations	\$ 146,724	\$ 162,824	\$ 169,284	\$ 172,084
Capital				
Building Improvements	\$ 14,887	\$ 0	\$ 0	\$ 0
Other Equipment	0	0	0	30,000
Total Capital	\$ 14,887	\$ 0	\$ 0	\$ 30,000
Total Singleton Community Center	\$ 972,144	\$ 1,142,114	\$ 1,069,727	\$ 1,142,813



**CITY OF BARTLETT
ATHLETICS
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 81,670	\$ 85,754	\$ 85,754	\$ 89,184
Employee Wages	105,105	111,511	121,256	116,263
Overtime Wages	0	200	0	0
Special Hours	105,885	101,000	101,000	101,000
Part-Time	126,755	162,500	150,000	152,500
Longevity Pay	8,796	9,235	9,235	9,604
Bonus	2,803	2,803	2,803	2,803
Employee Health Insurance	50,038	50,039	50,120	50,039
Employee Life Insurance	514	631	595	657
Workers' Comp Insurance	7,019	8,172	8,172	8,107
Retiree Health Insurance	9,339	9,863	9,961	10,272
FICA	31,749	34,779	34,653	34,652
Pension Contribution	19,630	27,088	27,084	27,006
Contributory Retirement Plan	2,242	2,242	2,244	2,242
Total Personnel	\$ 551,546	\$ 605,817	\$ 602,877	\$ 604,329

Staffing Level

<i>Full-Time</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>
<i>Part-Time (converted to FTE)</i>	<i>6.93</i>	<i>6.51</i>	<i>6.58</i>	<i>5.87</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>9.93</i>	<i>9.51</i>	<i>9.58</i>	<i>8.87</i>

Operations

Training	\$ 236	\$ 600	\$ 0	\$ 300
Travel	0	1,200	0	1,000
Professional Services	3,669	3,000	3,000	3,000
Postage & Freight	57	30	30	30
Dues & Subscriptions	2,032	1,600	750	1,000
Meetings	324	0	0	0
Utilities	122,299	120,000	108,000	120,000
Phones - Local	1,308	1,300	0	0
Cellular Phones	3,110	2,600	2,600	2,600
Equipment Maintenance	14,507	6,000	6,000	6,000
Grounds Maintenance	20,277	20,000	20,000	20,000
Building Maintenance	15,664	10,000	10,000	10,000
Office Supplies	1,657	2,444	2,400	2,200
Printing	276	150	150	150
Medical Supplies	480	2,500	800	1,500
Recreation Supplies	51,343	33,000	33,000	33,000
Concession Supplies	61,924	75,990	75,000	75,000
Clothing & Uniforms	1,337	2,200	1,625	2,000
Operating Supplies	6,010	9,238	8,000	8,000
Equipment Rental	2,687	3,500	2,800	2,800
Equipment Leasing	160	200	100	100
Property Insurance	2,143	2,143	2,264	2,264
General Liability Insurance	3,909	3,909	5,547	5,547
Other Insurance	8,495	1,595	1,200	1,200
Credit Card Vendor Fees	1,680	4,800	500	3,000
Cash Over (Short)	(335)	0	0	0



**CITY OF BARTLETT
ATHLETICS
FY 2025 Adopted Budget**

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Miscellaneous Other Expenses	0	500	100	250
Total Operations	\$ 325,250	\$ 308,499	\$ 283,866	\$ 300,941
Capital				
Building Improvements	\$ 33,575	\$ 10,000	\$ 10,000	\$ 110,000
Data Processing Equipment	1,164	0	0	0
Furniture	0	400	300	200
Total Capital	\$ 34,739	\$ 10,400	\$ 10,300	\$ 110,200
Total Athletics	\$ 911,534	\$ 924,716	\$ 897,043	\$ 1,015,470



**CITY OF BARTLETT
PARKS MAINTENANCE
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 77,736	\$ 82,642	\$ 75,961	\$ 75,914
Employee Wages	833,902	1,016,921	907,645	1,061,231
Overtime Wages	59,343	65,000	65,000	65,000
Special Hours	3,375	3,600	2,200	3,600
Vacation Pay	3,408	0	887	0
Longevity Pay	18,465	20,213	13,934	15,924
Bonus	1,567	1,909	1,731	1,909
Employee Health Insurance	207,306	281,040	213,000	329,578
Employee Life Insurance	2,510	3,511	2,960	3,632
Workers' Comp Insurance	20,541	22,011	22,008	22,654
Retiree Health Insurance	45,583	54,854	49,180	56,743
FICA	71,482	85,673	76,446	87,942
Pension Contribution	108,497	150,989	150,984	149,480
Contributory Retirement Plan	16,416	16,416	16,416	16,416
Total Personnel	\$ 1,470,131	\$ 1,804,779	\$ 1,598,352	\$ 1,890,023

Staffing Level

<i>Full-Time</i>	<i>19.15</i>	<i>23.00</i>	<i>19.41</i>	<i>23.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>19.15</i>	<i>23.00</i>	<i>19.41</i>	<i>23.00</i>

Operations

Training	\$ 2,053	\$ 1,000	\$ 1,000	\$ 1,000
Travel	0	1,000	688	1,000
Dues & Subscriptions	200	200	200	500
Utilities	3,959	5,000	4,000	5,000
Phones - Local	914	950	0	0
Cellular Phones.	537	1,200	1,200	1,400
Shop Allocation	18,000	19,000	19,000	19,000
Vehicle Maintenance	28,237	24,000	30,000	28,000
Equipment Maintenance	17,284	16,000	20,000	20,000
Radio Maintenance	2,779	1,500	1,500	1,500
Grounds Maintenance	228,548	225,274	225,000	225,000
Building Maintenance	4,233	7,500	7,500	7,500
Office Supplies	17	0	150	150
Petroleum Supplies	40,957	35,000	35,000	35,000
Clothing & Uniforms	5,547	6,500	6,500	6,500
Operating Supplies	53,465	46,000	46,000	46,000
Cleaning Supplies	9,907	10,000	10,000	10,000
Chemical Supplies	1,043	500	0	0
Fill Sand, Dirt & Gravel	18,151	25,000	25,000	25,000
Small Tools	2,997	3,500	3,500	3,500
Equipment Rental	2,900	2,900	1,000	2,900
Equipment Leasing	96	100	100	100
Property Insurance	650	650	683	683
Vehicle & Equip Insurance	6,358	6,358	9,735	9,735
General Liability Insurance	2,404	2,404	3,097	3,097
Damage Claims	4,091	4,000	4,000	4,000



**CITY OF BARTLETT
PARKS MAINTENANCE
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Miscellaneous Other Expenses	343	600	752	600
Total Operations	\$ 455,671	\$ 446,136	\$ 455,605	\$ 457,165
Capital				
Building Improvements	\$ 0	\$ 0	\$ 0	\$ 25,000
Park Improvements	16,840	0	0	50,000
Vehicles	2,374	0	0	0
Other Equipment	83,531	0	0	120,000
Total Capital	\$ 102,744	\$ 0	\$ 0	\$ 195,000
Total Parks Maintenance	\$ 2,028,546	\$ 2,250,915	\$ 2,053,957	\$ 2,542,188



CITY OF BARTLETT
SCHOOL GROUND MAINTENANCE
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues				
Local Sales Tax .5% Reimbursement	\$ 347,644	\$ 348,099	\$ 359,285	\$ 376,268
Total Department Revenues	\$ 347,644	\$ 348,099	\$ 359,285	\$ 376,268
Personnel				
Employee Wages	\$ 103,575	\$ 109,734	\$ 109,326	\$ 116,712
Overtime Wages	2,164	2,000	2,000	2,000
Contracted Svcs	53,434	55,000	55,000	55,000
Longevity Pay	3,549	3,726	3,726	3,951
Bonus	165	166	165	166
Health Insurance	41,158	41,158	41,158	41,158
Life Insurance	285	351	328	373
Workers' Comp Insurance	2,389	2,553	2,556	2,721
Retiree H.I.	5,179	5,487	5,466	5,836
FICA	7,304	7,748	7,740	8,301
Pension	10,833	15,068	15,072	15,342
Contributory Retirement Plan	1,224	1,224	1,224	1,224
Total Personnel	\$ 231,258	\$ 244,215	\$ 243,761	\$ 252,784
Staffing Level				
<i>Full-Time</i>	<i>2.00</i>	<i>2.00</i>	<i>1.79</i>	<i>2.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>2.00</i>	<i>2.00</i>	<i>1.79</i>	<i>2.00</i>
Operations				
Cellular Phones	\$ 622	\$ 600	\$ 600	\$ 600
Vehicle Maintenance	168	1,500	1,500	1,500
Equipment Maintenance	14,363	6,000	7,500	7,500
Grounds Maintenance	41,786	68,000	68,000	68,000
Petroleum Supplies	13,480	16,500	12,500	16,500
Clothing & Uniforms	569	1,000	1,000	1,000
Operating Supplies	4,522	4,500	4,500	4,500
Small Tools	610	1,200	1,350	1,500
Vehicle & Equip Insurance	817	817	1,024	1,024
General Liability Insurance	267	267	360	360
Damage Claims	1,750	3,000	0	3,000
Miscellaneous Other Expenses	2,125	500	500	500
Total Operations	\$ 81,079	\$ 103,884	\$ 98,834	\$ 105,984
Capital				
Other Equipment	\$ 35,307	\$ 0	\$ 3,563	\$ 17,500
Traffic Signal Maintenance	0	0	13,127	0
Total Capital	\$ 35,307	\$ 0	\$ 16,690	\$ 17,500
Total School Ground Maintenance	\$ 0	\$ 0	\$ 0	\$ 0



CITY OF BARTLETT
BARTLETT STATION MUNICIPAL CENTER
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 70,329	\$ 63,234	\$ 63,234	\$ 69,629
Employee Wages	93,897	96,036	112,649	142,052
Overtime Wages	0	0	0	2,500
Part-Time	38,418	64,223	64,223	107,500
Vacation Pay	8,506	0	0	0
Longevity Pay	2,027	0	0	0
Bonus	660	907	742	913
Employee Health Insurance	34,679	27,929	47,260	55,858
Employee Life Insurance	447	510	530	677
Workers' Comp Insurance	2,710	2,969	2,964	5,057
Retiree Health Insurance	8,211	7,964	8,794	10,584
FICA	15,640	16,543	17,437	23,609
Pension Contribution	18,567	21,871	21,876	27,826
Contributory Retirement Plan	2,175	2,175	2,172	2,175
Total Personnel	\$ 296,266	\$ 304,361	\$ 341,881	\$ 448,380
Staffing Level				
<i>Full-Time</i>	<i>3.00</i>	<i>3.00</i>	<i>3.85</i>	<i>4.00</i>
<i>Part-Time (converted to FTE)</i>	<i>1.56</i>	<i>1.95</i>	<i>1.94</i>	<i>1.95</i>
Total Full-Time Equivalent (FTE)	4.56	4.95	5.79	5.95
Operations				
Training	\$ 0	\$ 550	\$ 550	\$ 3,950
Travel	0	500	500	2,300
Advertising & Promotional Expenses	34	500	500	2,550
Other Professional Service	1,526	200	1,389	5,800
Postage & Freight	24	100	100	100
Dues & Subscriptions	183	1,000	1,000	1,200
Meetings	461	0	60	1,000
Utilities	51,889	61,000	65,000	75,000
Phones - Local	1,243	1,350	0	0
Cell Phone	807	600	600	1,200
Vehicle Maintenance	344	500	500	500
Equipment Maintenance	18,591	24,000	40,167	28,000
Grounds Maintenance	2,544	2,200	2,200	0
Building Maintenance	10,377	26,000	42,646	28,000
Office Supplies	3,161	2,000	2,156	2,200
Printing	300	100	100	1,000
Petroleum Supplies	0	75	115	1,000
Special Events	0	2,000	3,490	8,750
Concession Supplies Client	238	100	806	500
Clothing & Uniforms	49	100	444	1,200
Operating Supplies	417	700	1,000	1,200
Cleaning Supplies	2,909	2,750	3,500	13,500
Small Tools	9	150	150	300
Property Insurance	8,612	8,612	15,605	10,599
Vehicle & Equip Insurance	246	214	430	450
General Liability Insurance	295	295	700	750
Credit Card Vendor Fees	1,979	2,500	2,500	4,000



CITY OF BARTLETT
BARTLETT STATION MUNICIPAL CENTER
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Miscellaneous Other Expenses	773	1,000	1,000	1,500
Total Operations	\$ 107,012	\$ 139,096	\$ 187,208	\$ 196,549
Capital				
Building Improvements	62,332	27,500	206,271	35,000
<i>LED Lighting throughout facility and exterior lighting. New signage, flooring and ceiling tiles.</i>				
Other Equipment	0	1,100	1,326	0
Total Capital	\$ 62,332	\$ 28,600	\$ 207,597	\$ 35,000
Total Bartlett Station Municipal Center	\$ 465,610	\$ 472,057	\$ 736,686	\$ 679,929



**CITY OF BARTLETT
SENIOR CENTER
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 106,276	\$ 136,043	\$ 0	\$ 0
Employee Wages	81,644	86,759	87,548	93,765
Contracted Services	24,365	25,475	20,000	20,000
Part-Time	16,069	26,875	26,875	55,000
Vacation Pay	8,512	0	0	0
Longevity Pay	6,994	8,207	2,656	2,881
Bonus	495	495	330	660
Employee Health Insurance	49,407	51,540	22,080	22,080
Employee Life Insurance	517	713	263	300
Workers' Comp Insurance	1,994	2,438	2,436	2,978
Retiree Health Insurance	9,396	11,140	4,377	4,688
FICA	15,597	18,375	8,213	10,847
Pension	22,083	30,595	30,600	12,326
Contributory Retirement Plan	2,523	2,523	2,520	2,523
Total Personnel	\$ 345,873	\$ 401,178	\$ 207,898	\$ 228,048

Staffing Level

<i>Full-Time</i>	<i>3.95</i>	<i>4.00</i>	<i>2.00</i>	<i>2.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.60</i>	<i>0.83</i>	<i>1.17</i>	<i>1.71</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>4.55</i>	<i>4.83</i>	<i>3.17</i>	<i>3.71</i>

Operations

Training	\$ 961	\$ 2,900	\$ 2,900	\$ 2,900
Travel	1,813	1,900	1,900	1,900
Professional Services	0	0	200	200
Other Professional Services	3,536	8,000	8,000	8,000
Postage & Freight	104	750	400	400
Dues & Subscriptions	333	1,500	1,500	500
Utilities	11,343	14,000	14,000	14,000
Phones - Local	1,546	1,520	0	0
Cellular Phones	622	600	600	600
Equipment Maintenance	1,382	2,200	2,200	2,200
Grounds Maintenance	893	1,500	1,500	1,500
Building Maintenance	5,158	5,280	5,280	5,280
Office Supplies	3,062	2,500	2,500	2,500
Printing	0	0	0	350
Special Designation Expense	0	1,000	1,000	1,000
Special Events	1,433	3,500	3,500	3,500
Recreation Supplies	637	1,100	1,100	1,100
Tournament Expenses	973	750	750	750
Clothing & Uniforms	0	500	500	500
Operating Supplies	5,424	5,000	5,000	5,000
Cleaning Supplies	1,858	3,300	3,000	3,000
Travels by Seniors	19,175	20,000	10,000	10,000
Equipment Leasing	1,117	1,491	100	100
Property Insurance	2,277	2,277	2,405	2,277
Vehicle & Equip Insurance	158	158	237	158
General Liability Insurance	516	516	617	516
Credit Card Vendor Fees	1,071	1,500	1,500	1,500



**CITY OF BARTLETT
SENIOR CENTER
FY 2025 Adopted Budget**

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Cash Over (Short)	(11)	0	0	0
Miscellaneous Other Expenses	1,930	3,000	3,000	3,000
Total Operations	\$ 67,311	\$ 86,742	\$ 73,689	\$ 72,731
Capital				
Building Improvements	\$ 13,128	\$ 0	\$ 0	\$ 15,000
Other Equipment	1,648	0	0	0
Total Capital	\$ 14,776	\$ 0	\$ 0	\$ 15,000
Total Senior Center	\$ 427,960	\$ 487,920	\$ 281,587	\$ 315,779



**CITY OF BARTLETT
RECREATION CENTER
FY 2025 Adopted Budget**



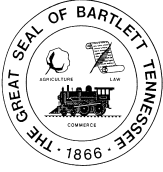
Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 337,776	\$ 380,248	\$ 192,650	\$ 0
Employee Wages	194,795	200,578	151,959	0
Special Hours	568	2,000	371	0
Contracted Services	134,247	140,000	93,184	0
Part-Time	279,437	411,464	232,125	0
Vacation Pay	8,626	0	25,611	0
Longevity Pay	8,285	9,530	4,207	0
Bonus	4,452	5,500	4,782	0
Employee Health Insurance	117,677	132,325	60,077	0
Employee Life Insurance	1,364	1,859	815	0
Workers' Comp Insurance	15,618	16,981	9,905	0
Retiree Health Insurance	25,522	29,041	15,280	0
FICA	62,721	73,901	46,716	0
Pension Contribution	59,345	79,757	53,168	0
Contributory Retirement Plan	6,758	6,758	4,504	0
Total Personnel	\$ 1,257,191	\$ 1,489,942	\$ 895,354	\$ 0
Staffing Level				
<i>Full-Time</i>	<i>10.53</i>	<i>11.00</i>	<i>4.85</i>	<i>0.00</i>
<i>Part-Time (converted to FTE)</i>	<i>13.46</i>	<i>14.65</i>	<i>10.70</i>	<i>0.00</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>23.99</i>	<i>25.65</i>	<i>15.55</i>	<i>0.00</i>
Operations				
Training	\$ 2,190	\$ 2,500	\$ 1,470	\$ 0
Travel	3,413	3,500	231	0
Professional Services	6,730	4,000	3,344	0
Postage & Freight	14	750	8	0
Dues & Subscriptions	333	2,500	1,682	0
Utilities	115,401	142,000	87,887	0
Phones - Local	3,510	3,500	0	0
Equipment Maintenance	10,153	12,371	9,350	0
Building Maintenance	62,669	65,427	42,329	0
Pool Maintenance	33,087	41,515	10,519	0
Swim Competitions	39,296	60,000	39,120	0
Office Supplies	2,081	8,500	2,642	0
Printing	4,011	2,500	985	0
Special Events	26,048	25,000	3,610	0
Recreation Supplies	19,154	15,500	10,064	0
Cost of Goods Sold	2,956	4,800	0	0
Clothing & Uniforms	2,108	2,500	872	0
Operating Supplies	16,837	21,114	10,445	0
Cleaning Supplies	26,220	30,000	16,797	0
Equipment Leasing	3,220	2,800	651	0
Property Insurance	12,093	12,093	12,766	0
General Liability Insurance	2,424	2,424	2,967	0
Credit Card Vendor Fees	33,308	32,000	25,153	0
Cash Over (Short)	20	0	22	0



**CITY OF BARTLETT
RECREATION CENTER
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Damage Claims	0	500	0	0
Total Operations	\$ 427,274	\$ 497,794	\$ 282,914	\$ 0
Capital				
Building Improvements	\$ 12,744	\$ 0	\$ 0	\$ 0
Other Equipment	43,525	23,684	0	0
Total Capital	\$ 56,269	\$ 23,684	\$ 0	\$ 0
Total Recreation Center	\$ 1,740,734	\$ 2,011,420	\$ 1,178,268	\$ 0



City of Bartlett

Full-Time Authorized Personnel Positions

Performing Arts

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

PERFORMING ARTS

FY 2025 Adopted Budget

The Performing Arts Center budget had a net decrease of \$2,492 (-0.29%) over the FY 2024 Projection. There were no staffing changes. FY 2025 budget included a career ladder pay increase and 4% salary increase for full-time employees.

Summary Revenue/Expenditure Type

<u>Category</u>	<u>FY 2023 Actual</u>	<u>FY 2024 Revised</u>	<u>FY 2024 Projection</u>	<u>FY 2025 Adopted</u>
Salaries	260,016	298,405	286,634	296,117
Benefits	80,994	95,635	93,716	95,633
Other Personnel	225,505	240,500	263,128	242,375
Operations	205,521	228,550	206,894	227,755
Capital	29,376	0	14,000	0
Total	<u>801,412</u>	<u>863,090</u>	<u>864,372</u>	<u>861,880</u>



After Action Report

Hello! When the City began utilizing ClearPoint a year ago, I mentioned that I did/do not believe ClearPoint is best suited for understanding, tracking and presenting, data from a Performing Arts / Cultural Arts Center. In a rush for BPACC to get started with ClearPoint, some numbers/Goals were placed in the program which were probably not the best choices, as they not possible to reach.

We can discuss, when meet shortly.

Many Income Items in ClearPoint were showing under budget, when in fact they are over approved budget goals. Following are stats from MUNIS accounting system for month ending June - 2024.

CAMPS / INSTRUCTION: BUDGET - \$ 13,500 ---- YEAR END ACTUAL - \$ 14,301

BOX OFFICE SERVICE FEES: BUDGET - \$ 14,500 ---- ACTUAL - \$ 21,286

CONCESSIONS: BUDGET - \$ 1,500 ---- ACTUAL - \$ 2,272

SPONSORSHIPS: BUDGET - \$ 55,000 ---- ACTUAL - \$ 66,383

TICKET SALES: BUDGET - \$ 145,000 ---- ACTUAL - \$ 162,431

RENTALS: BUDGET - \$ 45,000 ---- ACTUAL - \$ 58,369

Not one Income Goal in FY24 was under budget goal(s). All exceeded goal! Yet, on the home page, upper right, ClearPoint shows BPACC is in trouble on several items.

INCOME vs EXPENSES – One ClearPoint report deals with this.

The reality is, as discussed, a small performing arts center/theatre can never total meet monthly expenses. In BPACC's 25 year history, that never occurred. This is the reality with a majority of PAC's nationally.

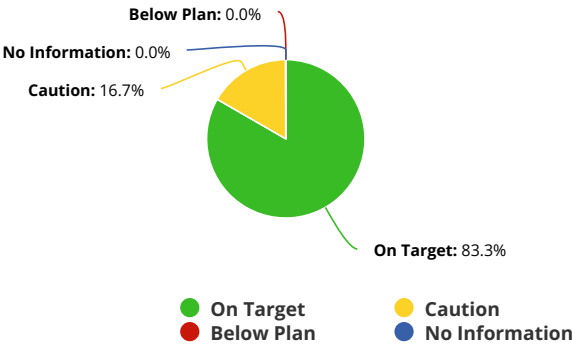
Yet, in 25 years --- in nearly every season, BPACC has been able to meet the cost of producing live performances.

I believe, we can perhaps present some of BPACC's Metrics slightly different in FY26 to better reflect reality.

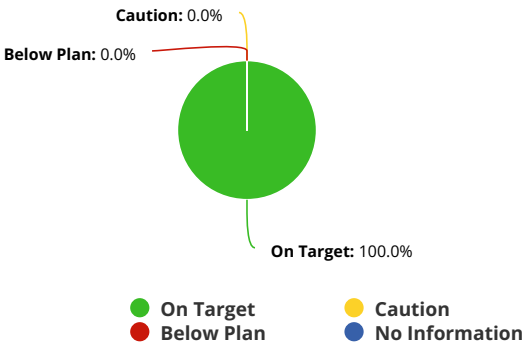
Thank-You...

Department Status Snapshot

Key Result Status Snapshot



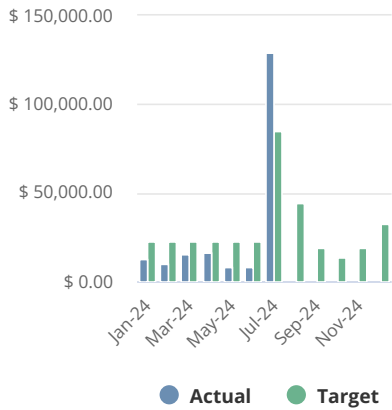
Initiative Status Snapshot



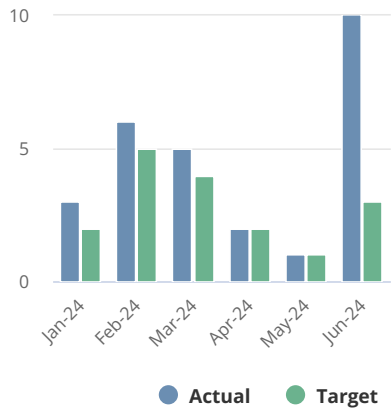
Meeting Agenda
BPACC Meeting
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Categories	Objectives	Key Results	Initiatives
Resident Well-Being	 Increase attendance and rental activity to improve earning percentage.	 Increase earning percentage by 5%	 Develop and implement an operational plan to improve attendance and rental activity
		 # of performances monthly	
		 avg capacity per performance	
		 attendance totals per month	
		 # of rentals	
		 expense vs. earned income	

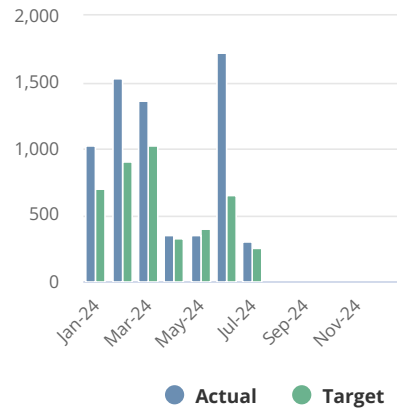
Increase earning percentage by 5%
Increase earning percentage by 5%



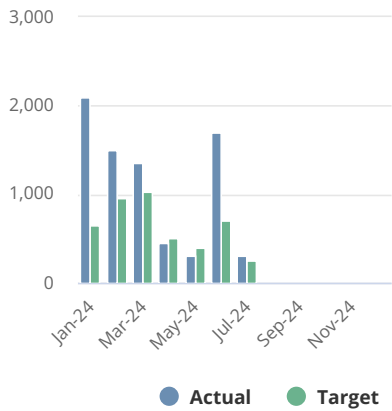
of shows monthly
of performances monthly



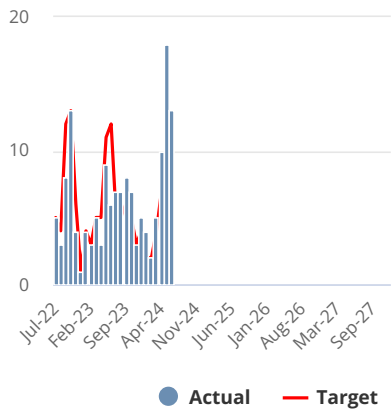
avg capacity per show
avg capacity per performance



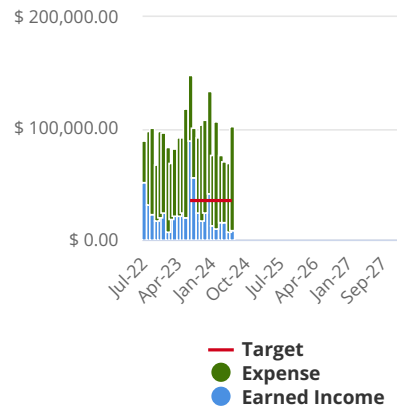
attendance totals per show
attendance totals per month



of rentals
of rentals



expense vs. earned income %
expense vs. earned income



Initiatives	Owner	Percent Complete	End Date	Analysis
 Develop and implement an operational plan to improve attendance and rental activity	 Michael Bollinger (Bartlett Performing Arts Center)	0 %	6/30/24	



**CITY OF BARTLETT
PERFORMING ARTS
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 115,991	\$ 122,984	\$ 122,984	\$ 127,904
Employee Wages	108,415	115,445	115,445	120,063
Overtime Wages	4,157	3,100	5,926	5,900
Contracted Services	213,333	229,500	250,803	230,000
Part-Time	31,454	56,876	42,279	42,250
Instructional Expense	12,172	11,000	12,325	12,375
Bonus	412	850	660	830
Employee Health Insurance	22,048	22,050	22,046	22,050
Employee Life Insurance	615	763	711	793
Workers' Comp Insurance	1,149	1,705	1,704	1,500
Retiree Health Insurance	11,220	11,921	11,922	12,398
FICA	19,465	22,987	21,321	22,847
Pension Contribution	23,465	32,740	32,736	32,596
Contributory Retirement Plan	2,619	2,619	2,616	2,619
Total Personnel	\$ 566,516	\$ 634,540	\$ 643,478	\$ 634,125
Staffing Level				
<i>Full-Time</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>
<i>Part-Time (converted to FTE)</i>	<i>1.22</i>	<i>1.52</i>	<i>1.00</i>	<i>1.13</i>
Total Full-Time Equivalent (FTE)	4.22	4.52	4.00	4.13
Operations				
Training	\$ 460	\$ 1,500	\$ 0	\$ 1,500
Volunteer Expense	765	1,000	750	800
Travel	693	5,000	3,000	5,000
Professional Services	2,485	4,000	2,950	3,800
Other Professional Services	22,723	20,000	22,000	22,000
Postage & Freight	7,556	8,900	8,500	8,500
Dues & Subscriptions	2,632	2,500	1,916	2,250
Meetings	299	500	325	450
Utilities	38,952	50,500	46,000	47,250
Phones - Local	2,021	2,200	6	0
Cellular Phones	2,460	2,400	2,293	2,400
Shop Allocation	350	350	350	350
Vehicle Maintenance	345	1,200	1,000	1,100
Equipment Maintenance	6,856	4,500	3,000	4,500
Grounds Maintenance	2,050	600	881	900
Building Maintenance	21,141	23,000	20,000	22,540
Office Supplies	2,003	1,800	1,500	1,710
Printing	15,245	16,000	18,000	18,000
Ticket Sales Expenditures	17,108	13,500	21,000	19,500
Petroleum Supplies	569	1,000	325	750
Concession Supplies	852	750	600	750
Clothing & Uniforms	431	600	400	550
Operating Supplies	1,990	6,000	2,500	5,000
Cleaning Supplies	599	2,000	1,843	2,000
Public Awareness	38,044	40,000	31,000	39,200
Equipment Rental	980	1,500	1,400	1,500
Equipment Leasing	1,307	2,750	0	0



**CITY OF BARTLETT
PERFORMING ARTS
FY 2025 Adopted Budget**

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Property Insurance	8,806	8,806	9,266	9,266
Vehicle & Equip Insurance	152	152	226	226
General Liability Insurance	542	542	763	763
Credit Card Vendor Fees	5,082	5,000	5,100	5,200
Cash Over/Short	20	0	0	0
Total Operations	\$ 205,521	\$ 228,550	\$ 206,894	\$ 227,755
Capital				
Building Improvements	\$ 26,948	\$ 0	\$ 14,000	\$ 0
Data Processing Equipment	2,328	0	0	0
Office Equipment	100	0	0	0
Total Capital	\$ 29,376	\$ 0	\$ 14,000	\$ 0
TOTAL PERFORMING ARTS	\$ 801,412	\$ 863,090	\$ 864,372	\$ 861,880

CITY OF BARTLETT

T E N N E S S E E

SPECIAL REVENUE FUNDS

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



City of Bartlett

SPECIAL REVENUE FUNDS

FY 2025 Adopted Budget

Full-Time Authorized Personnel Positions

Solid Waste Fund

Manager	1
Crew Leader	1
Driver	36
Solid Waste Supervisor	3
Clerk	1
Sanitation Worker	2
Total Solid Waste Fund	44

Drainage Control Fund

Stormwater Manager	1
Construction Inspector	1
Total Drainage Control Fund	2

TOTAL SPECIAL REVENUE FUNDS 46

The Special Revenue Funds includes State Street Aid, Solid Waste, General Improvement, Drug Enforcement, DEA Enforcement, Drainage Control, Park Improvement, E-Citation, and Bartlett School Fund. The Special Revenue Funds are required by state law or city ordinance to be accounted for in separate funds. The revenues in each of these programs are collected to be used for each fund's specific purpose. Bartlett School Fund is a major fund. A construction inspector will move from Water Plant Operation in the Utility Fund to Drainage Control. There were no other staffing changes. FY 2025 budget included a career ladder pay increase and 4% salary increase for full-time employees.

Summary Revenue/Expenditure Type

<u>Category</u>	<u>FY 2023 Actual</u>	<u>FY 2024 Revised</u>	<u>FY 2024 Projection</u>	<u>FY 2025 Adopted</u>
<i>Revenues</i>	105,677,929	110,034,665	109,882,488	120,991,755
Salaries	2,185,130	2,649,860	2,573,324	2,802,273
Benefits	1,163,252	1,357,535	1,335,880	1,396,534
Other Personnel	176,447	193,000	193,000	193,000
Operations	5,036,426	6,564,983	5,993,663	6,442,958
Capital	1,447,950	2,049,623	1,909,275	1,757,903
Trnsfr Out/ Interde	367,000	224,527	224,527	1,316,527
Bartlett School	88,972,919	101,221,465	101,221,465	108,553,755
Net Income	6,328,805	(4,226,328)	(3,568,646)	(1,471,195)
School Beg FB	47,055,828	43,555,828	43,555,828	42,055,828
Beg Fund Bal	4,717,744	5,237,395	5,237,395	5,168,749
End Fund Bal	5,237,395	4,511,067	5,168,749	5,197,554



CITY OF BARTLETT
SUMMARY OF ALL SPECIAL REVENUE FUNDS
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Revenues				
State Street Aid Revenue	\$ 2,088,632	\$ 3,460,000	\$ 3,232,000	\$ 3,380,000
Solid Waste Revenue	7,425,608	7,432,500	7,449,000	7,449,000
General Improvement Revenue	935,097	945,200	937,000	1,322,000
Drug Enforcement Revenue	254,811	231,000	235,023	233,500
Federal Drug Enforcement Revenue	58,297	102,500	50,500	60,500
Drainage Control Revenue	106,705	118,000	153,000	1,433,000
Parks Improvement Revenue	7,393	8,000	85,000	60,000
E-Citation Revenues	19,312	16,000	19,500	0
Bartlett School Fund Revenues	94,782,073	97,721,465	97,721,465	107,053,755
Total Revenues	\$ 105,677,929	\$ 110,034,665	\$ 109,882,488	\$ 120,991,755
Expenditures				
Personnel				
Solid Waste Fund	\$ 3,413,599	\$ 4,063,639	\$ 3,976,368	\$ 4,161,708
Drug Enforcement Funds	0	11,000	0	0
Drainage Control Fund	111,230	125,756	125,836	230,099
Total Personnel	\$ 3,524,829	\$ 4,200,395	\$ 4,102,204	\$ 4,391,807
Staffing Level				
<i>Full-Time</i>	<i>39.17</i>	<i>45.00</i>	<i>41.18</i>	<i>46.00</i>
<i>Part-Time (converted to FTE)</i>	<i>2.04</i>	<i>2.11</i>	<i>1.08</i>	<i>2.15</i>
Total Full-Time Equivalent (FTE)	41.21	47.11	42.26	48.15
<i>Bartlett School Full-Time Equivalent (FTE)</i>	<i>865.00</i>	<i>888.00</i>	<i>888.00</i>	<i>928.00</i>
Operations				
State Street Aid Fund	\$ 1,540,033	\$ 3,050,000	\$ 2,470,000	\$ 2,650,000
Solid Waste Fund	2,627,025	2,515,404	2,715,713	2,607,439
General Improvement Fund	812,900	857,204	720,800	964,800
Drug Enforcement Funds	41,382	110,000	65,775	125,500
Federal Drug Enforcement Fund	4,139	12,500	3,500	10,000
Drainage Control Fund	10,279	17,875	17,875	55,425
E-Citation Fund	667	2,000	0	29,794
Total Operations	\$ 5,036,426	\$ 6,564,983	\$ 5,993,663	\$ 6,442,958
Transfers Out				
Street Aid to CIP	\$ 0	\$ 0	\$ 0	\$ 760,000
Solid Waste to Debt Service	64,000	56,527	56,527	56,527
General Improvement Fund to General Fund	168,000	168,000	168,000	0
Drainage to Debt Service	0	0	0	500,000
Park Improvements to CIP	135,000	0	0	0
Total Transfers Out	\$ 367,000	\$ 224,527	\$ 224,527	\$ 1,316,527
Capital				
State Street Aid Fund	\$ 311,665	\$ 495,633	\$ 490,000	\$ 270,000
Solid Waste Fund	812,668	1,131,151	1,109,426	932,703
General Improvement Fund	64,160	131,000	101,000	126,000
Drug Enforcement Funds	150,852	187,840	163,849	209,000
Federal Drug Enforcement Fund	108,605	90,000	35,000	90,000



CITY OF BARTLETT
SUMMARY OF ALL SPECIAL REVENUE FUNDS
FY 2025 Adopted Budget

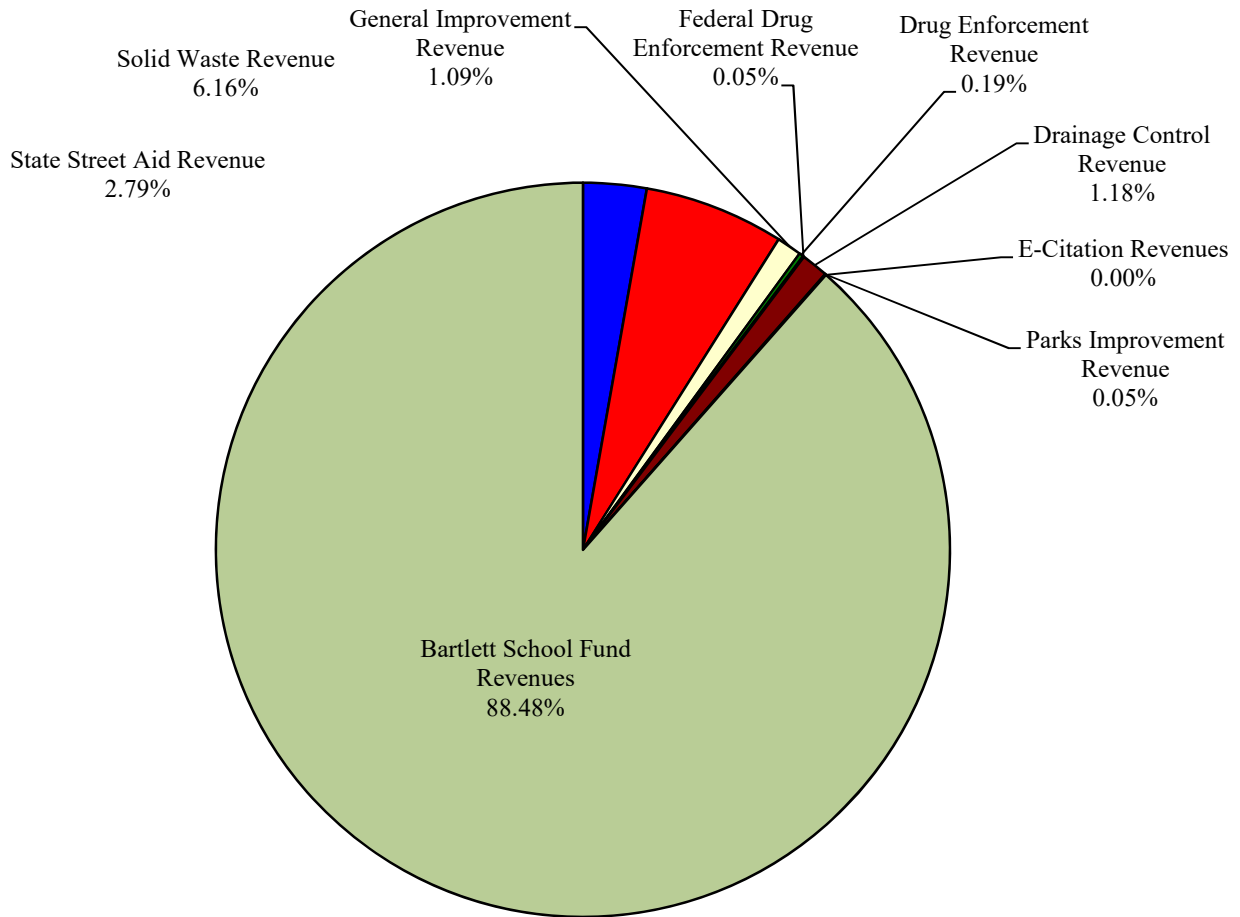


Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Drainage Control Fund	0	0	0	0
Parks Improvement Fund	0	0	0	125,000
E-Citation Fund	0	14,000	10,000	5,200
Total Capital	\$ 1,447,950	\$ 2,049,623	\$ 1,909,275	\$ 1,757,903
Bartlett School Fund Expenditures	\$ 88,972,919	\$ 101,221,465	\$ 101,221,465	\$ 108,553,755
Total Expenditures	\$ 99,349,124	\$ 114,260,993	\$ 113,451,134	\$ 122,462,950
Net From Operations	6,328,805	(4,226,328)	(3,568,646)	(1,471,195)
Bartlett School Fund Balance	\$ 47,055,828	\$ 43,555,828	\$ 43,555,828	\$ 42,055,828
Beginning Fund Balance (W/out School FB)	\$ 4,717,744	\$ 5,237,395	\$ 5,237,395	\$ 5,168,749
Ending Fund Balance (W/out School FB)	\$ 5,237,395	\$ 4,511,067	\$ 5,168,749	\$ 5,197,554



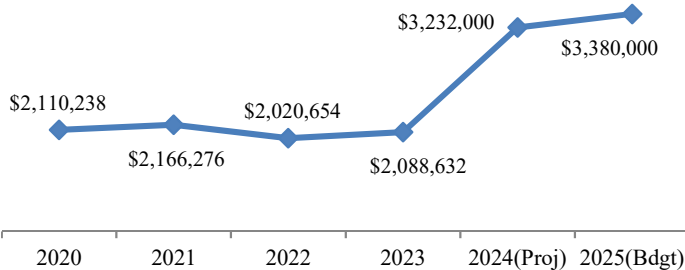
CITY OF BARTLETT ANALYSIS OF SPECIAL REVENUE SOURCES FY 2025 Adopted Budget

FY 2025 SPECIAL REVENUE SOURCES



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

State Street Aid Fund



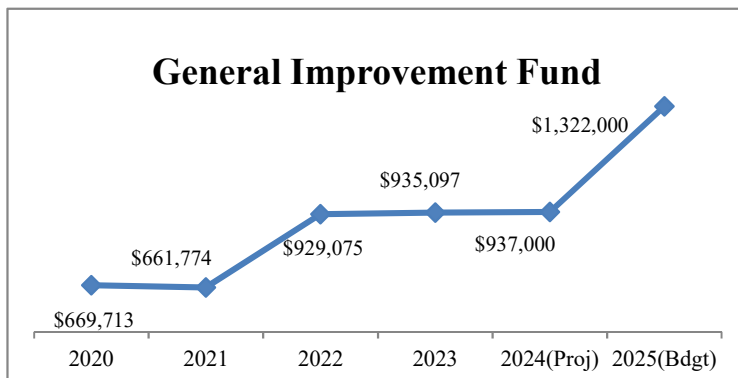
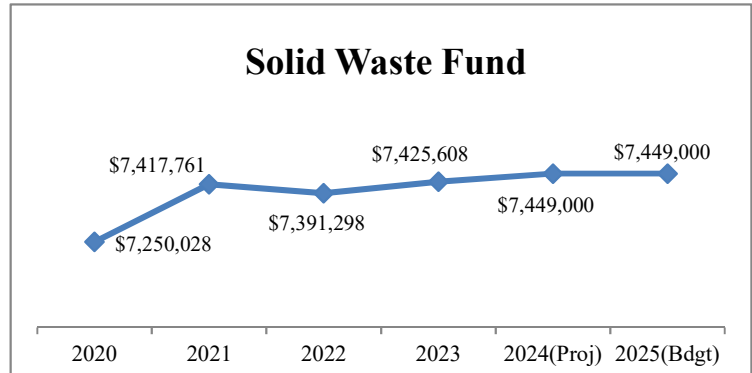
The motor fuel and gasoline taxes collected by and distributed by the State, per capita basis, was to pay for streetlights expenses charged by MLGW (Memphis Light Gas & Water) and some street paving. Starting FY24, the motor fuel and gasoline taxes will be used for City's street paving. Street paving was also budgeted in the CIP using G.O. Bonds before. The City adopted a \$5 per month street light fee to pay for MLGW's street light bill in Fiscal Year 2024 and thereafter.



CITY OF BARTLETT ANALYSIS OF SPECIAL REVENUE SOURCES FY 2025 Adopted Budget

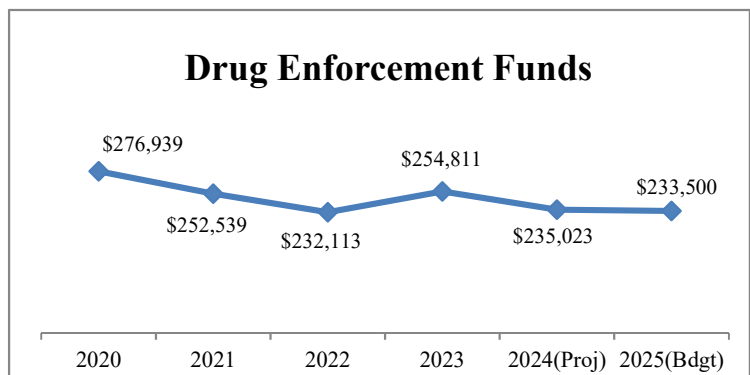


Solid Waste revenue is based on a monthly charge for collection and disposal. Solid waste fees were increased by \$5 per month per customer to make Solid Waste Fund self-sufficient in FY 2020. The current rates are \$30 for residential pickup, \$30 for 1 cart, \$35 for 2 carts and \$40 for 3 carts for commercial pickup. No increase in residential sanitation fee budgeted for FY 2025.



General Improvement revenue is derived from a \$5.50 City Service fee charged to all utility and solid waste customers. The City Service Fee is the primary funding source for all IT-related services provided by the City of Bartlett. This encompasses critical hardware and recurring software expenses for police, fire, utility billing, courts, parks, personnel, engineering, financial, and other essential technology-driven services for its citizens. Starting FY25, a \$3.00 increase in the City Service Fee to fund IT-related expenditures, including these cybersecurity enhancements.

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

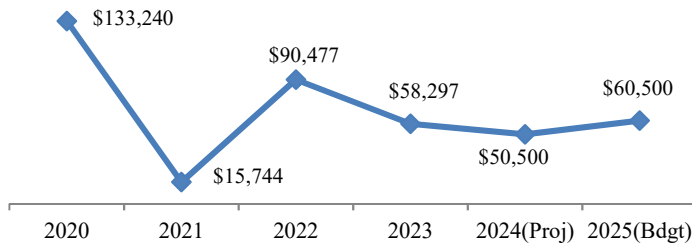




CITY OF BARTLETT ANALYSIS OF SPECIAL REVENUE SOURCES FY 2025 Adopted Budget



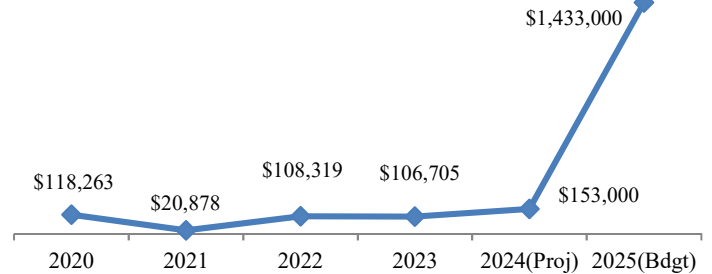
Federal Drug Enforcement Fund



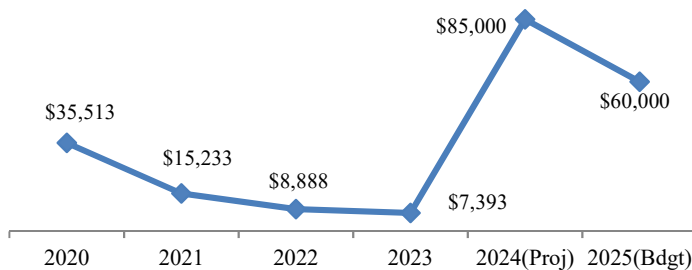
The Federal Drug Enforcement Fund revenues are federal grant funds and seizure funds that are used for drug education and enforcement programs. Federal grants and seizure funds can vary from year to year.

The Board of Mayor and Aldermen approved the implementation of a stormwater fee to support the operations of the Drainage Fund. Starting in fiscal year 2025, this fee will be calculated based on the impervious area or water-resistant area of both residential and commercial properties. This is essential to uphold the city's environmental compliance and ensure the proper maintenance of its stormwater infrastructure. The stormwater fee for residential properties will be a flat \$4 per month, while for commercial properties, the fee will depend on the total impervious square footage, ranging from a minimum of \$6 to a maximum of \$300 per month.

Drainage Control Fund



Parks Improvement Fund



The Parks Improvement revenue is a development fee of \$700.00 per lot for residential subdivision development. The fees are collected by parks zone and are to be used in the zone in which it is collected for park development and improvements. We have a big mixed-use development which is expected to bring in some additional revenue in the Parks Improvement Fund.



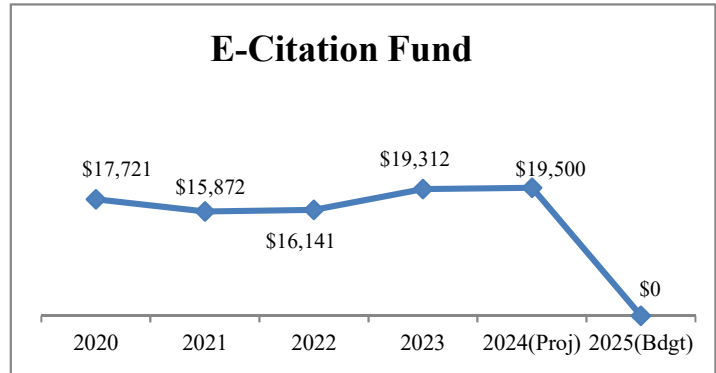
CITY OF BARTLETT

ANALYSIS OF SPECIAL REVENUE SOURCES

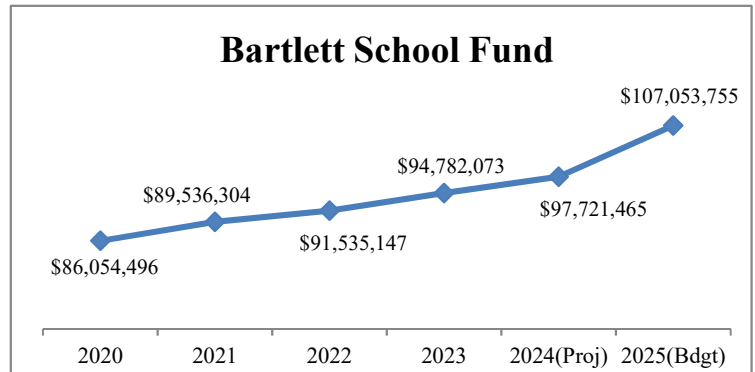
FY 2025 Adopted Budget



Electronic Citation Fee is a \$5.00 fee for both written and electronic citations prepared by a law enforcement officer. The \$5.00 fee received must be apportioned as follows: \$1.00 of such fee will be retained by the court clerk for computer hardware purchases and computer related expenses; and \$4.00 to the police department for Electronic citation system and program related expenditures to maintain electronic citation programs. The E-Citation Fee sunset on June 30, 2024 per state law.



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





**CITY OF BARTLETT
STREET AID FUND
FY 2025 Adopted Budget**

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Street Aid Fund Revenues				
Gas Taxes	\$ 2,007,453	\$ 2,100,000	\$ 2,020,000	\$ 2,020,000
Street Lighting Fee	72,782	1,250,000	1,200,000	1,250,000
S/D Paving Fee	0	100,000	0	100,000
Interest/Other	8,397	10,000	12,000	10,000
Total Street Aid Revenues	\$ 2,088,632	\$ 3,460,000	\$ 3,232,000	\$ 3,380,000
Street Aid Expenditures				
Operations				
Street Lighting	\$ 1,540,033	\$ 1,250,000	\$ 1,270,000	\$ 1,150,000
Street Paving	0	1,700,000	1,200,000	1,400,000
Street S/D Paving	0	100,000	0	100,000
Total Operations	\$ 1,540,033	\$ 3,050,000	\$ 2,470,000	\$ 2,650,000
Transfers Out				
Transfer To CIP	\$ 0	\$ 0	\$ 0	\$ 760,000
Total Transfers Out	\$ 0	\$ 0	\$ 0	\$ 760,000
Capital				
Light Pole Replacements	\$ 0	\$ 0	\$ 0	\$ 60,000
Handicap Ramp At Curbs	78,124	85,000	85,000	85,000
Curb Replacement	70,913	75,000	75,000	75,000
Signal Maintenance	162,629	335,633	330,000	50,000
Total Capital	\$ 311,665	\$ 495,633	\$ 490,000	\$ 270,000
Total Street Aid Expenditures	\$ 1,851,698	\$ 3,545,633	\$ 2,960,000	\$ 3,680,000
Net From Operations	236,934	(85,633)	272,000	(300,000)
Beginning Fund Balance	\$ 392,377	\$ 629,311	\$ 629,311	\$ 901,311
Ending Fund Balance	\$ 629,311	\$ 543,679	\$ 901,311	\$ 601,311



**CITY OF BARTLETT
SOLID WASTE FUND
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Solid Waste Revenues				
Property Maintenance Charges	\$ 27,327	\$ 20,000	\$ 30,000	\$ 30,000
Sanitation Fee-Residential	7,265,613	7,300,000	7,275,000	7,280,000
Sanitation Fee-Commercial	42,473	42,000	43,000	43,000
Recycling Fee	10,389	7,000	7,000	7,000
Carts Commercial	223	1,000	1,000	1,000
Carts Residential	21,388	25,000	25,000	25,000
Appliances	2,910	2,500	3,000	3,000
Other Revenue/Uncollectable	55,286	35,000	65,000	60,000
Total Solid Waste Revenues	\$ 7,425,608	\$ 7,432,500	\$ 7,449,000	\$ 7,449,000

Solid Waste Expenditures

Personnel

Supervisor Salaries	\$ 76,120	\$ 80,738	\$ 80,738	\$ 84,810
Employee Wages	1,793,496	2,112,796	2,072,499	2,194,822
Overtime Wages	196,882	270,000	270,000	270,000
Contracted Services	176,147	190,000	190,000	190,000
Part-Time	45,333	96,400	70,161	105,721
Vacation Pay	29,453	0	30,026	0
Sick Pay	0	0	9,431	0
Longevity Pay	44,164	49,082	39,165	40,732
Bonus	3,380	3,652	3,545	3,652
Employee Health Insurance	468,353	544,155	498,138	542,624
Employee Life Insurance	5,342	7,019	6,571	7,295
Workers' Comp Insurance	81,351	85,264	85,260	89,762
Unemployment Compensation	0	0	1,978	0
Retiree Health Insurance	93,492	109,677	107,675	113,982
FICA	156,354	188,454	184,768	193,877
Pension Contribution	220,540	303,210	303,216	301,239
Contributory Retirement Plan	23,192	23,192	23,196	23,192
Total Personnel	\$ 3,413,599	\$ 4,063,639	\$ 3,976,368	\$ 4,161,708

Staffing Level

<i>Full-Time</i>	<i>38.17</i>	<i>44.00</i>	<i>40.18</i>	<i>44.00</i>
<i>Part-Time (converted to FTE)</i>	<i>2.04</i>	<i>2.11</i>	<i>1.08</i>	<i>2.15</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>40.21</i>	<i>46.11</i>	<i>41.26</i>	<i>46.15</i>

Operations

Training	\$ 82	\$ 0	\$ 0	\$ 0
Travel	0	0	52	0
Other Professional Services	420	700	1,653	1,775
Dues & Subscriptions	307	325	325	325
Utilities	9,643	10,250	11,100	10,000
Phone-Local	1,557	1,600	0	0
Cellular Phones	2,230	2,250	1,800	2,250
Shop Allocation	220,000	220,000	220,000	220,000
Vehicle Maintenance	514,424	525,000	755,000	525,000
Equipment Maintenance	49,801	60,500	35,000	50,000
Radio Maintenance	12,967	18,121	18,121	13,227
Building Maintenance	45,205	2,600	2,600	5,992



**CITY OF BARTLETT
SOLID WASTE FUND
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Office Supplies	976	1,000	1,000	1,000
Printing	50	600	600	600
Petroleum Supplies	527,649	450,000	428,000	425,000
Clothing & Uniforms	18,715	19,000	19,000	16,000
Operating Supplies	20,354	20,000	20,000	20,000
Cleaning Supplies	833	1,200	1,200	1,200
Fill Sand, Dirt & Gravel	1,322	3,000	3,000	3,000
Small Tools	3,820	4,000	4,000	4,000
COVID-19 Grant Expenses	3,168	0	0	0
Equipment Leasing	31	100	0	0
Property Insurance	571	571	601	601
Vehicle & Equip Insurance	37,702	37,702	57,296	57,296
General Liability Insurance	9,199	9,199	10,179	10,179
Landfill Fees	1,118,886	1,095,686	1,095,686	1,207,994
State Fees	16,000	16,000	16,000	16,000
Damage Claims	10,391	15,000	12,500	15,000
Miscellaneous Other Expenses	723	1,000	1,000	1,000
Total Operations	\$ 2,627,025	\$ 2,515,404	\$ 2,715,713	\$ 2,607,439
Transfers Out/Interdept Allocation				
Transfer To Debt Service	\$ 64,000	\$ 56,527	\$ 56,527	\$ 56,527
Total Transfers Out	\$ 64,000	\$ 56,527	\$ 56,527	\$ 56,527
Capital				
Vehicles	\$ 721,009	\$ 606,505	\$ 599,000	\$ 826,565
<i>KnuckleBoom Truck \$239,833, Garbage truck \$425,910, Day cab tractor \$160,822.</i>				
Other Equipment	0	424,646	410,426	6,138
Garbage Carts	91,660	100,000	100,000	100,000
Total Capital	\$ 812,668	\$ 1,131,151	\$ 1,109,426	\$ 932,703
Total Solid Waste Expenditures	\$ 6,917,292	\$ 7,766,721	\$ 7,858,034	\$ 7,758,377
Net From Operations	508,315	(334,221)	(409,034)	(309,377)
Beginning Fund Balance	\$ 2,837,008	\$ 3,345,323	\$ 3,345,323	\$ 2,936,290
Ending Fund Balance	\$ 3,345,323	\$ 3,011,102	\$ 2,936,290	\$ 2,626,912



CITY OF BARTLETT
GENERAL IMPROVEMENT FUND
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
General Improvement Revenues				
City Service Fee	\$ 659,861	\$ 670,000	\$ 660,000	\$ 1,320,000
Transfer From General Fund	275,000	275,000	275,000	0
Other Revenue	237	200	2,000	2,000
Total General Improvement Revenues	\$ 935,097	\$ 945,200	\$ 937,000	\$ 1,322,000
General Improvement Expenditures				
Operations				
Training	\$ 0	\$ 10,000	\$ 0	\$ 10,000
Rental	66,495	47,000	47,000	48,000
<i>MLGW pole attaching for fiber, Vertical Bridge tower lease for radio.</i>				
Telecommunication Link	1,737	1,800	1,800	1,800
Equipment Maintenance	701	10,000	2,000	10,000
Computer Maintenance	743,967	788,404	670,000	895,000
Total Operations	\$ 812,900	\$ 857,204	\$ 720,800	\$ 964,800
Transfers Out				
Transfer To General Fund	\$ 168,000	\$ 168,000	\$ 168,000	\$ 0
Total Transfers Out	\$ 168,000	\$ 168,000	\$ 168,000	\$ 0
Capital				
Buildings Improvements	\$ 995	\$ 1,000	\$ 1,000	\$ 1,000
Data Equipment	63,165	130,000	100,000	125,000
Total Capital	\$ 64,160	\$ 131,000	\$ 101,000	\$ 126,000
Total Gen Improvement Expenditures	\$ 1,045,060	\$ 1,156,204	\$ 989,800	\$ 1,090,800
Net From Operations	(109,963)	(211,004)	(52,800)	231,200
Beginning Fund Balance	\$ 319,597	\$ 209,634	\$ 209,634	\$ 156,834
Ending Fund Balance	\$ 209,634	\$ (1,370)	\$ 156,834	\$ 388,034



CITY OF BARTLETT
DRUG ENFORCEMENT FUNDS
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Drug Enforcement Funds Revenues				
Drug Enforcement Fines	\$ 5,335	\$ 15,000	\$ 15,000	\$ 15,000
Other Court Fines	1,194	0	542	0
Sale Confiscated Property	15,995	20,000	20,000	20,000
Civil Settlement	191,162	160,000	160,000	160,000
Transfer In School Reimbursement	29,799	33,000	33,000	35,500
Other Revenues	11,327	3,000	6,481	3,000
Total Drug Enforcement Funds Revenues	\$ 254,811	\$ 231,000	\$ 235,023	\$ 233,500
Dare Program Expenditures				
Operations				
Training	\$ 4,300	\$ 1,500	\$ 1,500	\$ 1,500
Travel	0	2,000	2,000	2,000
Office Supplies	1,292	1,500	1,500	1,500
Printing	0	1,000	1,000	1,000
Clothing & Uniforms	5,847	9,000	9,000	9,000
Operating Supplies	8,640	9,500	9,500	9,500
Small Tools	0	1,500	1,500	1,500
Public Awareness	4,081	5,000	5,000	7,500
Total Operations	\$ 24,159	\$ 31,000	\$ 31,000	\$ 33,500
Capital				
Data Equipment	\$ 5,640	\$ 2,000	\$ 2,000	\$ 2,000
Total Capital	\$ 5,640	\$ 2,000	\$ 2,000	\$ 2,000
Total Dare Program Expenditures	\$ 29,799	\$ 33,000	\$ 33,000	\$ 35,500
Drug Enforcement Expenditures				
Personnel				
Overtime Wages	\$ 0	\$ 10,000	\$ 0	\$ 0
FICA	0	1,000	0	0
Total Personnel	\$ 0	\$ 11,000	\$ 0	\$ 0
Operations				
Training	\$ 1,500	\$ 5,000	\$ 0	\$ 5,000
Firearm Training	0	2,000	0	0
Travel	0	3,000	0	3,000
Dues & Subscriptions	0	500	0	0
Phone-Local	1,478	1,500	0	0
Cell Phones	5,234	6,000	6,000	6,000
Software	0	20,000	11,000	15,000
Vehicle Maintenance	0	3,000	0	3,000
Office Supplies	0	2,000	0	2,000
Printing	0	1,000	0	0
Clothing	0	3,000	0	30,000
Operating Supplies	0	3,000	0	3,000
Small Tools	1,648	3,000	2,775	3,000
Public Awareness	0	1,000	0	1,000
Drug Prevention	0	1,000	0	1,000



CITY OF BARTLETT
DRUG ENFORCEMENT FUNDS
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Equipment Leasing	0	1,000	0	0
Tow-In Fee	0	1,000	0	0
Informant Payments	7,364	20,000	15,000	20,000
Miscellaneous Expense	0	2,000	0	0
Total Operations	\$ 17,223	\$ 79,000	\$ 34,775	\$ 92,000
Capital				
Communication Equipment	\$ 0	\$ 2,000	\$ 0	\$ 0
Data Equipment	4,141	20,000	0	15,000
Office Equipment	7,134	2,000	0	2,000
Vehicles	118,151	105,000	105,000	105,000
<i>3 ISD Vehicles at \$35k each.</i>				
Furniture	0	8,000	8,010	25,000
Other Equipment	15,785	48,840	48,839	60,000
<i>Traffic Speed Signs(\$15,k), SWAT Equipment (\$20k), K-9 Equipment (\$15k), Misc. (\$10k).</i>				
Total Capital	\$ 145,212	\$ 185,840	\$ 161,849	\$ 207,000
Total Drug Enforcement Expenditures	\$ 162,435	\$ 275,840	\$ 196,624	\$ 299,000
Total Drug Enforcement Funds Expenditure	\$ 192,234	\$ 308,840	\$ 229,624	\$ 334,500
Net From Operations	62,578	(77,840)	5,399	(101,000)
Beginning Fund Balance	\$ 467,752	\$ 530,330	\$ 530,330	\$ 535,728
Ending Fund Balance	\$ 530,330	\$ 452,490	\$ 535,728	\$ 434,728



CITY OF BARTLETT
FEDERAL DRUG ENFORCEMENT FUND
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Fed Drug Enforcement Revenues				
DEA Funds	\$ 57,702	\$ 102,000	\$ 50,000	\$ 60,000
Interest/Other	595	500	500	500
Total Fed Drug Enforcement Revenues	\$ 58,297	\$ 102,500	\$ 50,500	\$ 60,500
Fed Drug Enforcement Expenditures				
Operations				
Training	\$ 1,750	\$ 4,500	\$ 0	\$ 4,000
Travel	0	2,000	0	2,000
Dues & Subscription	0	1,000	0	0
Cell Phones	2,389	3,000	3,000	3,000
Vehicle Maintenance	0	500	0	0
Radio Maintenance	0	500	500	500
Office Supplies	0	500	0	500
Small Tools	0	500	0	0
Total Operations	\$ 4,139	\$ 12,500	\$ 3,500	\$ 10,000
Capital				
Data Equipment	\$ 0	\$ 10,000	\$ 0	\$ 10,000
Other Equipment	108,605	80,000	35,000	80,000
<i>SRO Rifles & Equipment, Breaching Kits, Mobile Command Trailer Equipment.</i>				
Total Capital	\$ 108,605	\$ 90,000	\$ 35,000	\$ 90,000
Total Fed Drug Enforcement Expenditures	\$ 112,744	\$ 102,500	\$ 38,500	\$ 100,000
Net From Operations	(54,447)	0	12,000	(39,500)
Beginning Fund Balance	\$ 180,968	\$ 126,521	\$ 126,521	\$ 138,521
Ending Fund Balance	\$ 126,521	\$ 126,521	\$ 138,521	\$ 99,021



**CITY OF BARTLETT
DRAINAGE FUND
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Drainage Control Revenues				
Drainage Fee Development	\$ 3,750	\$ 8,000	\$ 43,000	\$ 23,000
Drainage Fee	0	0	0	1,400,000
Transfer from General Fund	100,000	100,000	100,000	0
Interest/Other	2,955	10,000	10,000	10,000
Total Drainage Revenues	\$ 106,705	\$ 118,000	\$ 153,000	\$ 1,433,000

Drainage Control Expenditures

Personnel

Supervisor Salaries	\$ 28,545	\$ 79,926	\$ 79,926	\$ 84,810
Employee Wages	42,434	0	0	62,110
Overtime Wages	2,321	0	0	0
Contracted Services	300	3,000	3,000	3,000
Education Bonus	720	720	720	1,440
Longevity	4,259	4,796	4,796	5,089
Bonus	82	83	83	166
Employee Health Insurance	14,730	14,730	14,730	29,460
Employee Life Insurance	186	256	238	470
Workers' Comp Insurance	243	223	228	4,633
Retiree Health Insurance	3,549	3,996	3,996	7,346
FICA	5,798	6,233	6,323	11,444
Pension Contribution	7,246	10,975	10,980	19,313
Contributory Retirement Plan	818	818	816	818
Total Personnel	\$ 111,230	\$ 125,756	\$ 125,836	\$ 230,099

Staffing Level

<i>Full-Time</i>	<i>1.00</i>	<i>1.00</i>	<i>1.00</i>	<i>2.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>1.00</i>	<i>1.00</i>	<i>1.00</i>	<i>2.00</i>

Operations

Training	\$ 600	\$ 1,200	\$ 1,200	\$ 2,500
Travel	309	1,400	1,400	1,400
Professional Services	3,992	3,400	3,400	23,400
Other Professional Services	510	3,525	3,525	3,525
Dues & Subscription	408	750	750	750
Cellular Phones	0	0	0	1,000
Shop Allocation	0	0	0	3,000
Vehicle Maintenance	0	0	0	2,000
Office Supplies	0	0	0	1,000
Printing	0	250	250	500
Petroleum Supplies	0	0	0	4,000
Clothing & Uniforms	0	0	0	1,500
Operating Supplies	0	250	250	250
Small Tools	0	0	0	500
Public Awareness	0	3,500	3,500	3,500
Vehicle & Equip Insurance	0	0	0	1,000
General Liability Insurance	0	0	0	2,000
State Fees	4,460	3,600	3,600	3,600
Total Operations	\$ 10,279	\$ 17,875	\$ 17,875	\$ 55,425



**CITY OF BARTLETT
DRAINAGE FUND
FY 2025 Adopted Budget**

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Transfers Out/Interdept Allocation				
Transfer To Debt Service	\$ 0	\$ 0	\$ 0	\$ 500,000
Total Transfers Out	\$ 0	\$ 0	\$ 0	\$ 500,000
Total Drainage Control Expenditures	\$ 121,509	\$ 143,631	\$ 143,711	\$ 785,524
Net From Operations	(14,804)	(25,631)	9,289	647,476
Beginning Fund Balance	\$ 121,352	\$ 106,548	\$ 106,548	\$ 115,837
Ending Fund Balance	\$ 106,548	\$ 80,917	\$ 115,837	\$ 763,313



CITY OF BARTLETT
PARK IMPROVEMENTS FUND
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Park Improvement Revenues				
Parks Dev Fee Dist1	\$ 2,800	\$ 3,000	\$ 80,000	\$ 50,000
Parks Dev Fee Dist2	0	3,000	0	5,000
Parks Dev Fee Dist3	0	0	0	0
Greenbelt	0	0	0	0
Interest/Other Revenues	4,593	2,000	5,000	5,000
Total Park Improvement Revenues	\$ 7,393	\$ 8,000	\$ 85,000	\$ 60,000
Transfers Out				
Transfer to Capital Improvement Fund	\$ 135,000	\$ 0	\$ 0	\$ 0
Total Transfers Out	\$ 135,000	\$ 0	\$ 0	\$ 0
Park Improvement Expenditures				
Park Improvements Dist1	\$ 0	\$ 0	\$ 0	\$ 0
Park Improvements Dist2	0	0	0	0
Park Improvements Dist3	0	0	0	0
Park Improvements Miscellaneous	0	0	0	125,000
Total Park Improvement Expenditures	\$ 0	\$ 0	\$ 0	\$ 125,000
Net From Operations	(127,607)	8,000	85,000	(65,000)
Beginning Fund Balance	\$ 391,841	\$ 264,234	\$ 264,234	\$ 349,234
Ending Fund Balance	\$ 264,234	\$ 272,234	\$ 349,234	\$ 284,234



**CITY OF BARTLETT
E-CITATION FUND
FY 2025 Adopted Budget**

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
E-Citation Revenues				
Electronic Traffic Citation Fee	\$ 19,099	\$ 16,000	\$ 19,000	\$ 0
Interest/Other Revenues	213	0	500	0
Total E-Citation Revenues	\$ 19,312	\$ 16,000	\$ 19,500	\$ 0
E-Citation Expenditures				
Operations				
Computer Maintenance	\$ 0	\$ 0	\$ 0	\$ 29,794
Office Supplies	667	2,000	0	0
Total Operations	\$ 667	\$ 2,000	\$ 0	\$ 29,794
Capital				
Data Processing Equipment	\$ 0	\$ 14,000	\$ 10,000	\$ 5,200
<i>Laptops, PCs & printers, Share of Server Cost.</i>				
Total Capital	\$ 0	\$ 14,000	\$ 10,000	\$ 5,200
Total E-Citation Expenditures	\$ 667	\$ 16,000	\$ 10,000	\$ 34,994
Net From Operations	18,645	0	9,500	(34,994)
Beginning Fund Balance	\$ 6,849	\$ 25,494	\$ 25,494	\$ 34,994
Ending Fund Balance	\$ 25,494	\$ 25,494	\$ 34,994	\$ 0



CITY OF BARTLETT
BARTLETT CITY SCHOOL FUND
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Bartlett School Fund Revenues				
County Taxes	\$ 42,846,790	\$ 41,851,484	\$ 41,851,484	\$ 43,057,738
City of Bartlett Contributions	2,346,019	2,346,019	2,346,019	2,346,019
Charges for Services	128,165	60,200	60,200	25,200
Recurring Local Revenue	939,070	559,500	559,500	729,300
Nonrecurring Local Revenue	0	0	0	1,500,000
State Education Funds	46,510,812	52,530,262	52,530,262	58,979,698
Other State Revenue	756,027	104,000	104,000	145,000
Federal Funds thru the State	145,714	0	0	0
Capital Leases Issued	143,496	0	0	0
Insurance Recovery	275,000	0	0	0
Other Sources	690,980	270,000	270,000	270,800
Total Bartlett School Fund Revenues	\$ 94,782,073	\$ 97,721,465	\$ 97,721,465	\$ 107,053,755
<u>Staffing Level</u>				
<i>Full-Time Equivalent (FTE)</i>	<i>865.00</i>	<i>888.00</i>	<i>888.00</i>	<i>928.00</i>
Bartlett School Fund Expenditures				
Regular Instruction Program	\$ 41,938,641	\$ 49,511,132	\$ 49,511,132	\$ 53,382,550
Alternative Education Program	465,098	558,743	558,743	592,589
Special Education	6,752,592	7,861,548	7,861,548	8,513,026
Career and Technical Education Program	1,567,885	1,771,009	1,771,009	1,804,867
Planning	132,510	142,635	142,635	149,599
Student Services	740,271	766,015	766,015	807,627
Health Services	146,510	1,165,468	1,165,468	1,239,929
Other Student Support	2,037,497	2,714,925	2,714,925	3,239,964
Regular Instruction Support	2,301,044	2,584,583	2,584,583	2,739,240
Special Education Support	1,317,316	1,526,637	1,526,637	1,616,059
Vocational Education Support	139,264	133,189	133,189	137,718
Board of Education	3,599,046	5,034,132	5,034,132	4,987,166
Director of Schools	525,272	1,048,299	1,048,299	1,041,422
Office of Principal	6,794,465	8,234,758	8,234,758	8,566,363
Fiscal Services	1,106,808	1,908,576	1,908,576	2,434,694
Human Resources	669,110	739,185	739,185	842,995
Operation of Plant	5,674,999	6,323,370	6,323,370	6,578,078
Maintenance of Plant	1,548,682	1,932,207	1,932,207	2,584,198
Transportation	3,251,167	4,579,221	4,579,221	4,519,865
Technology	2,345,056	2,685,833	2,685,833	2,775,806
Food Service	31,303	0	0	0
Capital Outlays	192,696	0	0	0
Transfers Out	5,695,687	0	0	0
Total Bartlett School Fund Expenditures	\$ 88,972,919	\$ 101,221,465	\$ 101,221,465	\$ 108,553,755
Net From Operations	5,809,154	(3,500,000)	(3,500,000)	(1,500,000)
School Beginning Fund Balance	\$ 41,246,674	\$ 47,055,828	\$ 47,055,828	\$ 43,555,828
School Ending Fund Balance	\$ 47,055,828	\$ 43,555,828	\$ 43,555,828	\$ 42,055,828

CITY OF BARTLETT

T E N N E S S E E

UTILITY FUND

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



City of Bartlett

UTILITY FUND FY 2025 Adopted Budget

Full-Time Authorized Personnel Positions

Utility Administration

Supervisor	1
General Clerk	3
Skill Clerk	2
Senior Clerk	<u>1</u>
Total Utility Administration	<u>7</u>

Water & Wastewater Services

Manager	1
Skill Clerk	1
Driver	5
Foreman	4
Supervisor	1
Meter Reader	4
Sewer Tech	2
Utility Worker	3
Utility Location Technician	<u>1</u>
Total Water & Wastewater Svcs	<u>22</u>

Plant Operations

Manager	1
Engineer	1
Construction Inspector	2
Watertreat Operator	4
Total Plant Operations	<u>8</u>

Sewer Lagoon

Manager	1
Watertreat Operator	2
Plant Maintenance	<u>1</u>
Total Sewer Lagoon	<u>4</u>

TOTAL UTILITY FUND **41**

The Utility Fund is a self-supporting fund has four cost centers; Administration, Water & Wastewater Services, Plant Operations and Sewer Lagoon. The Utility Fund budget had a net decrease of \$2,305,692 (-14.73%) over the FY 2024 Projection. Utility Fund budget sometimes has big increase or decrease mainly because of the needed capital purchases each year. For FY25, \$3,032,446 is transferred to Utility CIP for water and sewer projects, which is a decrease from the transfer of \$4,932,446 in FY24. A construction inspector will move from Water Plant Operation to Drainage Control in the Special Revenues Funds. There were no other staffing changes. FY 2025 budget included a career ladder pay increase and 4% salary increase for full-time employees.

Summary Revenue/Expenditure Type

Category	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
<i>Revenues</i>	<i>10,718,275</i>	<i>12,645,500</i>	<i>13,211,005</i>	<i>13,170,000</i>
Salaries	2,113,521	2,351,280	2,247,037	2,411,309
Benefits	985,035	1,183,309	1,143,989	1,152,993
Operations	4,040,876	4,220,542	4,060,072	4,782,093
Capital	197,275	1,954,200	1,864,832	1,401,900
Dbt Svc/Trfr Out	1,488,995	6,455,591	6,341,198	3,606,626
Net Income	<u>1,892,573</u>	<u>(3,519,422)</u>	<u>(2,446,123)</u>	<u>(184,921)</u>
Beg Cash Bal	<u>14,403,890</u>	<u>16,296,463</u>	<u>16,296,463</u>	<u>13,850,340</u>
End Cash Bal	<u>16,296,463</u>	<u>12,777,041</u>	<u>13,850,340</u>	<u>13,665,419</u>



CITY OF BARTLETT
UTILITY FUND SUMMARY - CASH BASIS
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Utility Revenues				
Operating Revenues	\$ 10,079,019	\$ 12,284,000	\$ 11,968,500	\$ 12,283,000
Other Revenues	495,474	235,000	497,990	493,000
Non-Operating Revenues	132,124	115,000	739,000	385,000
Total Utility Revenues	\$ 10,706,616	\$ 12,634,000	\$ 13,205,490	\$ 13,161,000
<u>Staffing Level</u>				
<i>Full-Time</i>	<i>39.86</i>	<i>42.00</i>	<i>41.58</i>	<i>41.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.71</i>	<i>1.25</i>	<i>0.64</i>	<i>1.25</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>40.57</i>	<i>43.25</i>	<i>42.22</i>	<i>42.25</i>
<u>Utility Expenditures</u>				
Utility Administration	\$ 2,152,436	\$ 2,575,658	\$ 2,324,342	\$ 3,035,394
Water & Wastewater Services	1,903,499	2,664,395	2,649,001	2,387,265
Plant Operations	2,458,759	3,075,812	3,156,941	3,143,850
Sewer Treatment	810,354	1,381,966	1,180,131	1,172,786
Total Utility Expenditures	\$ 7,325,048	\$ 9,697,831	\$ 9,310,415	\$ 9,739,295
Projected Cash Flow	\$ 3,381,568	\$ 2,936,169	\$ 3,895,075	\$ 3,421,705
<u>Less:</u>				
Debt Service	\$ 909,365	\$ 1,272,346	\$ 1,157,953	\$ 574,180
Transfer to Capital Improvement Fund	579,630	5,183,245	5,183,245	3,032,446
Total	\$ 1,488,995	\$ 6,455,591	\$ 6,341,198	\$ 3,606,626
Net From Operations	\$ 1,892,573	\$ (3,519,422)	\$ (2,446,123)	\$ (184,921)
Beginning Cash Balance	\$ 14,403,890	\$ 16,296,463	\$ 16,296,463	\$ 13,850,340
Ending Cash Balance	\$ 16,296,463	\$ 12,777,041	\$ 13,850,340	\$ 13,665,419



CITY OF BARTLETT
UTILITY FUND SUMMARY - GAAP BASIS
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Utility Revenues				
Water Sales	\$ 4,597,444	\$ 4,687,000	\$ 4,613,000	\$ 4,648,000
Sewer Service Fees	4,660,692	6,792,000	6,528,500	6,805,000
Other Operating Revenues	379,088	385,000	413,000	405,000
Charges For Services	23,850	20,000	24,000	25,000
Other Revenues	87,835	35,000	29,990	25,000
Total Utility Revenues	\$ 9,748,910	\$ 11,919,000	\$ 11,608,490	\$ 11,908,000
<u>Staffing Level</u>				
<i>Full-Time</i>	<i>39.86</i>	<i>42.00</i>	<i>41.58</i>	<i>41.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.71</i>	<i>1.25</i>	<i>0.64</i>	<i>1.25</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>40.57</i>	<i>43.25</i>	<i>42.22</i>	<i>42.25</i>
<u>Utility Expenditures</u>				
Utility Administration	\$ 2,152,770	\$ 2,430,658	\$ 2,186,612	\$ 2,892,394
Water & Wastewater Services	1,903,503	2,088,566	2,077,352	2,157,265
Plant Operations	2,458,427	2,380,373	2,362,617	2,437,850
Sewer Treatment	810,343	844,034	819,002	849,886
Depreciation	2,683,001	2,700,000	2,750,000	2,800,000
Total Utility Expenditures	\$ 10,008,044	\$ 10,443,631	\$ 10,195,583	\$ 11,137,395
Operating Income (Loss)	\$ (259,134)	\$ 1,475,369	\$ 1,412,907	\$ 770,605
<u>Nonoperating Revenues (Expenses)</u>				
Tower Lease Charges	\$ 417,944	\$ 400,000	\$ 390,000	\$ 400,000
Interest	407,639	200,000	468,000	468,000
Bond Interest and Costs	(87,365)	(142,346)	(86,953)	(119,180)
Total Nonoperating Revenues (Expenses)	\$ 738,218	\$ 457,654	\$ 771,047	\$ 748,820
Capital Contributions	\$ 132,124	\$ 115,000	\$ 739,000	\$ 385,000
Transfer In	0	0	0	0
Total Capital Contributions & Transfers	\$ 132,124	\$ 115,000	\$ 739,000	\$ 385,000
Change in Net Position	\$ 611,207	\$ 2,048,023	\$ 2,922,954	\$ 1,904,425
Total Net Position - Beginning	\$ 68,830,718	\$ 69,441,925	\$ 69,441,925	\$ 72,364,879
Total Net Position - Ending	\$ 69,441,925	\$ 71,489,948	\$ 72,364,879	\$ 74,269,304



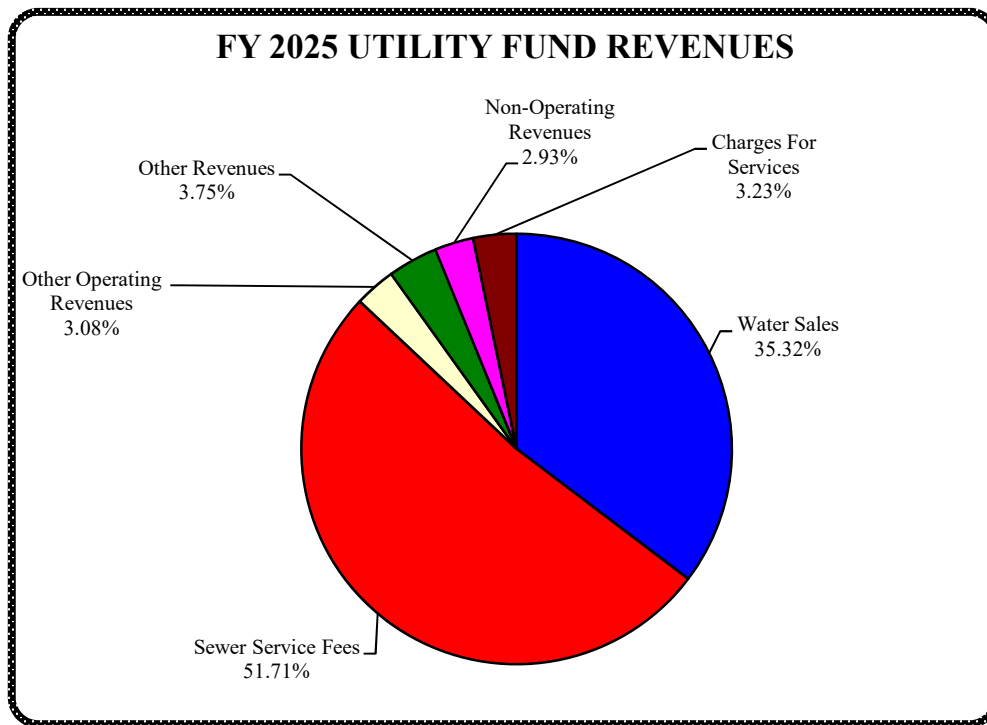
CITY OF BARTLETT
UTILITY FUND REVENUES
FY 2025 Adopted Budget



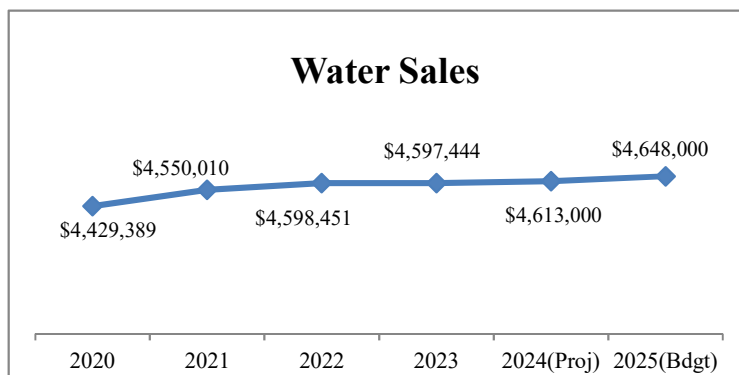
Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Water Sales				
Metered Water Sales City Residential	\$ 3,456,990	\$ 3,500,000	\$ 3,400,000	\$ 3,400,000
Metered Water Sales City Commercial	937,872	940,000	970,000	1,000,000
Metered Water Sales Rural Residential	226,875	230,000	225,000	230,000
Metered Water Sales Rural Commercial	18,620	17,000	18,000	18,000
Uncollectable Revenue-Water	(42,912)	0	0	0
Total Water Sales	\$ 4,597,444	\$ 4,687,000	\$ 4,613,000	\$ 4,648,000
Sewer Service Fees				
Sewer Service Fees City Residential	\$ 2,451,801	\$ 3,600,000	\$ 3,450,000	\$ 3,600,000
Sewer Service Fees City Commercial	761,284	1,100,000	1,040,000	1,100,000
Sewer Service Fees Rural Commercial	5,840	11,000	9,000	10,000
North Sewer Service Fees City Res.	1,247,643	1,800,000	1,750,000	1,800,000
North Sewer Service Fees City Comm	54,085	73,000	90,000	95,000
North Sewer Service Fees Rural Res.	141,888	200,000	180,000	190,000
North Sewer Service Fees Rural Comm.	6,012	8,000	9,500	10,000
Uncollectable Revenue-Sewer	(7,861)	0	0	0
Total Sewer Service Fees	\$ 4,660,692	\$ 6,792,000	\$ 6,528,500	\$ 6,805,000
Other Operating Revenues				
Service Connection Fee	\$ 54,990	\$ 60,000	\$ 48,000	\$ 50,000
Disconnect/Reconnect Fee	31,980	35,000	35,000	35,000
Forfeited Discounts	292,118	290,000	330,000	320,000
Total Other Operating Revenues	\$ 379,088	\$ 385,000	\$ 413,000	\$ 405,000
Other Revenues				
Interest	\$ 407,639	\$ 200,000	\$ 468,000	\$ 468,000
Other Revenues	12,030	15,000	19,990	15,000
Reimbursements For Damage	75,804	20,000	10,000	10,000
Total Other Revenues	\$ 495,474	\$ 235,000	\$ 497,990	\$ 493,000
Non-Operating Revenues				
Water Tap Fees South	\$ 22,500	\$ 15,000	\$ 274,000	\$ 150,000
Water Tap Fees North	16,800	20,000	10,000	15,000
Sewer Tap South Basin	32,091	25,000	280,000	150,000
Sewer Tap North Basin	20,000	25,000	15,000	20,000
Subdivision Development	40,733	30,000	160,000	50,000
Total Non-Operating Revenues	\$ 132,124	\$ 115,000	\$ 739,000	\$ 385,000
Charges For Services				
Tower Lease Payments	\$ 417,944	\$ 400,000	\$ 390,000	\$ 400,000
Water Meter Installation	23,850	20,000	24,000	25,000
Total Charges For Services	\$ 441,794	\$ 420,000	\$ 414,000	\$ 425,000
TOTAL UTILITY FUND REVENUES	\$ 10,706,616	\$ 12,634,000	\$ 13,205,490	\$ 13,161,000



CITY OF BARTLETT ANALYSIS OF UTILITY REVENUE SOURCES FY 2025 Adopted Budget



The Utility Revenues include charges for water and sewer usage and connection and development fees for the water and sewer system. Utility system is required to be self-sufficient per Tennessee Water and Wastewater Financing Board. Water and sewer rates were increased in 2011. \$2 increase each in the water and sewer rates per month per customer for FY 2020. Small sewer rate increase to cover increased City of Memphis sewer treatment charges in FY 2022. Sewer rates increased in FY 2024 to provide revenues for increased operating costs and sewer infrastructure improvements.



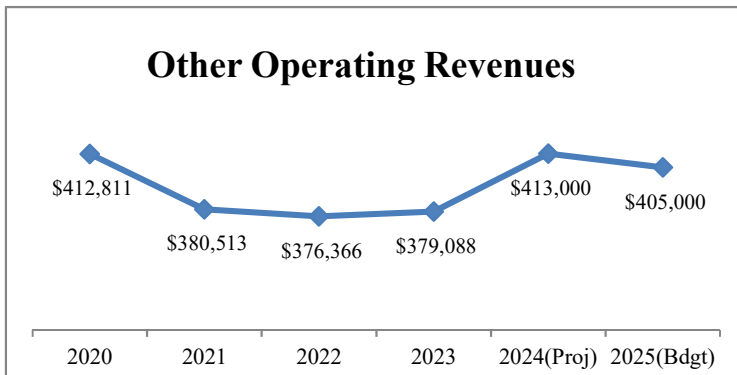
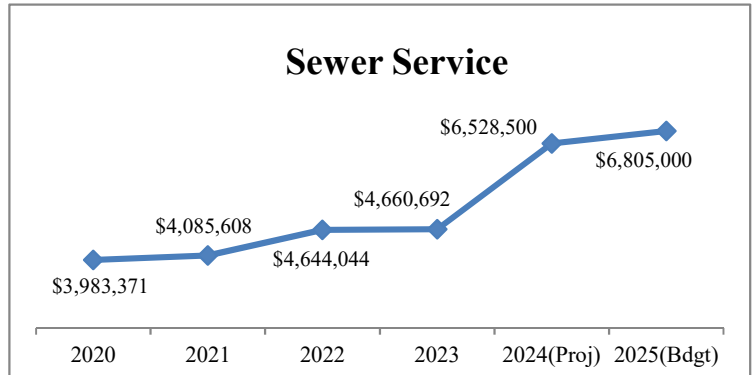
This revenue is based on the volume of water usage with a different rate for residential and commercial users. FY 2025 budget is based on 40 new additional users.



CITY OF BARTLETT ANALYSIS OF UTILITY REVENUE SOURCES FY 2025 Adopted Budget

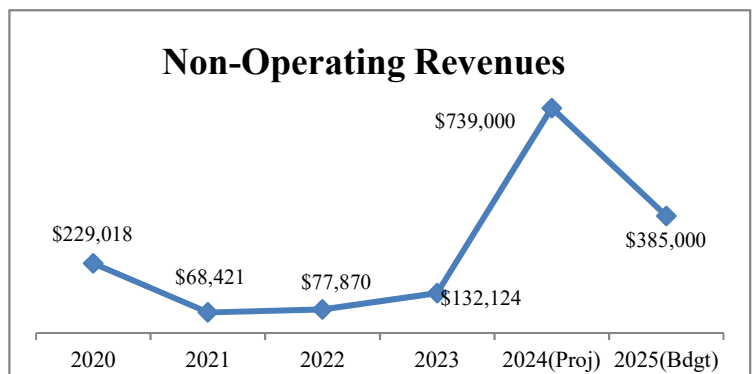


This revenue is based on the volume of water used and is a charge for the collection, treatment, and disposal of wastewater. Sewage in the North Basin is treated by the City and sewage in the South Basin is treated by the City of Memphis. Sewer rates will increase in FY 2024 to provide revenues for increased operating costs and sewer infrastructure improvements. FY 2025 budget is based on 40 new additional users.



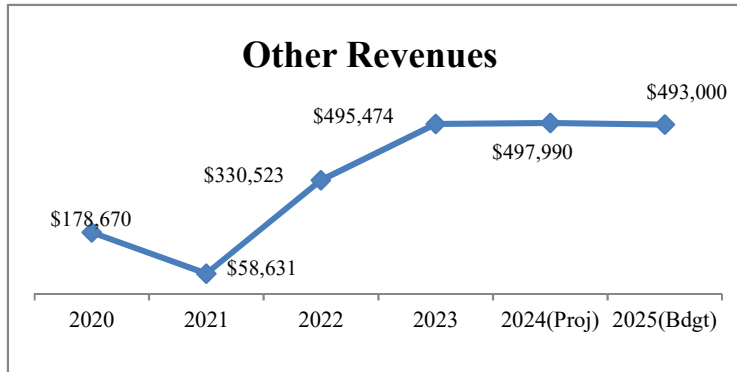
These are service fees and disconnect/reconnect fees for the water and sewer systems and the forfeited discounts.

These are developer based tap and connection fees for the water and sewer systems. The Water Connection Fee is \$2,000.00 per lot for residential connections and \$3,000 per lot for commercial and industrial connections. The Sewer Connection Fee is \$2,000.00 per lot for residential connections and the greater of \$33 per front foot or \$2,333 per acre for commercial and industrial connections. A big mixed-use development started in FY24 is expected to bring in more than \$600,000 in the Utility fund.



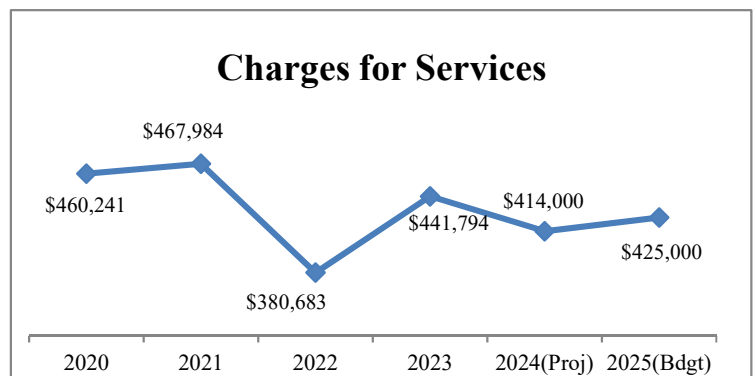


CITY OF BARTLETT ANALYSIS OF UTILITY REVENUE SOURCES FY 2025 Adopted Budget



Other Revenues include interest earned on utility investments and miscellaneous revenue. With the prime rate being high over the last year, we are expected to receive \$400,00 for FY24 and budgeted \$300,000 for fiscal year 2025.

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





CITY OF BARTLETT
UTILITY FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2025 Adopted Budget

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues				
Demand Response Program	\$ 11,659	\$ 11,500	\$ 5,515	\$ 9,000
Total Department Revenues	\$ 11,659	\$ 11,500	\$ 5,515	\$ 9,000
Personnel				
Supervisor Salaries	\$ 335,989	\$ 295,076	\$ 228,342	\$ 322,302
Employee Wages	1,648,886	1,889,244	1,876,359	1,918,047
Overtime Wages	80,048	95,500	89,624	96,900
Special Hours	30,450	28,200	30,800	30,800
Part-Time	18,149	43,260	21,912	43,260
Vacation Pay	(341)	0	5,424	0
Educational Bonus	5,150	6,360	4,970	3,120
Sick Pay	(1,259)	0	0	0
Longevity Pay	38,877	34,003	33,849	36,710
Bonus	3,216	3,735	3,298	3,805
Employee Health Insurance	460,970	473,537	442,338	444,107
Employee Life Insurance	5,323	6,989	6,342	7,170
Workers' Comp Insurance	43,294	44,993	45,000	46,347
Unemployment Compensation				
Retiree Health Insurance	(22,806)	109,215	105,235	112,017
FICA	156,025	171,556	164,593	176,679
Pension Contribution	250,658	304,381	304,392	294,498
Contributory Retirement Plan	45,929	28,540	28,548	28,540
Total Personnel	\$ 3,098,556	\$ 3,534,589	\$ 3,391,026	\$ 3,564,302
Staffing Level				
<i>Full-Time</i>	<i>39.86</i>	<i>42.00</i>	<i>41.58</i>	<i>41.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.71</i>	<i>1.25</i>	<i>0.64</i>	<i>1.25</i>
Total Full-Time Equivalent (FTE)	40.57	43.25	42.22	42.25
Operations				
Training	\$ 4,144	\$ 8,300	\$ 6,389	\$ 10,900
Travel	3,411	7,600	5,600	9,700
Professional Services	1,337	2,000	2,000	2,000
Other Professional Service	12,236	68,000	66,500	67,500
Postage & Freight	111,116	101,500	11,534	101,500
Notice Publication	0	400	400	400
Dues & Subscriptions	975	3,010	3,010	3,075
Utilities	765,890	797,500	791,000	795,250
Water Purchased For Resale	29,471	45,000	27,084	45,000
Phones - Local	4,053	4,200	3,000	0
Cellular Phones	8,284	7,500	7,500	7,500
Data Processing - Software	0	2,700	2,700	2,700
Shop Allocation	26,000	26,000	26,000	26,000
Vehicle Maintenance	39,607	37,500	57,500	43,500
Equipment Maintenance	714,350	377,302	469,000	495,000
Radio Maintenance	14,781	20,192	20,192	14,739
Computer Maintenance	19,287	35,000	2,000	85,000
Grounds Maintenance	3,977	9,904	10,000	8,000
Building Maintenance	21,853	41,000	44,000	48,214



CITY OF BARTLETT
UTILITY FUND EXPENDITURES - LINE ITEM SUMMARY
FY 2025 Adopted Budget

Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Water & Sewer Line Maintenance	51,498	38,988	35,000	35,000
Waste Refuse	40,017	47,200	47,000	47,000
Bad Debt Expense	721	4,000	100	2,000
Office Supplies	5,062	9,300	9,300	9,300
Printing	17,491	19,550	23,550	21,550
Petroleum Supplies	99,011	81,000	81,000	81,000
Clothing & Uniforms	8,576	10,400	10,400	11,100
Operating Supplies	18,951	21,500	22,000	23,500
Cleaning Supplies	2,115	6,000	5,000	5,700
Chemical Supplies	118,022	197,520	197,520	196,520
Fill Sand, Dirt & Gravel	20,697	17,000	17,000	18,200
Concrete & Brick	5,440	5,000	4,000	5,000
Small Tools	2,143	3,400	3,000	4,000
Pipe & Materials-System Maintenance	51,772	64,683	64,682	60,000
Meters & Meter Boxes	4,536	6,000	5,000	5,000
Equipment Rental	3,071	20,000	5,000	10,000
Equipment Leasing	693	800	200	200
Property Insurance	122,736	122,736	127,899	130,000
Vehicle & Equip Insurance	9,527	9,532	12,321	12,328
General Liability Insurance	13,885	13,886	17,417	17,417
Bank Charges	0	1,000	0	1,000
Credit Card Vendor Fees	0	1,500	0	1,500
Lab Testing	66,551	76,139	80,054	85,000
CSX Leases	1,366	2,500	2,500	2,500
Cash Over Or Short	(388)	100	20	100
Pollution Control Fees	48,431	54,200	54,200	60,200
In-Lieu Of Tax - Utility	0	0	0	450,000
Storage Fees	0	500	0	500
Sewer Service Fees	1,544,613	1,772,000	1,652,000	1,702,000
State Fees	3,000	1,000	10,000	1,000
Damage Claims	406	17,500	16,500	16,500
Miscellaneous Other Expenses	165	1,000	2,000	1,000
Total Operations	\$ 4,040,876	\$ 4,220,542	\$ 4,060,072	\$ 4,782,093
Capital				
Communications Equipment	\$ 0	\$ 500	\$ 0	\$ 500
Data Processing Equipment	2,781	25,200	11,400	19,900
Office Equipment	0	500	0	500
Vehicles	23,267	644,529	637,961	160,000
Furniture	13,718	4,000	7,230	13,000
Other Equipment	6,948	159,000	35,241	10,000
Water/Sewer Mains & System Improvement	150,561	1,120,471	1,173,000	1,198,000
Total Capital	\$ 197,275	\$ 1,954,200	\$ 1,864,832	\$ 1,401,900
TOTAL UTILITY FUND EXPENDITURES	\$ 7,325,048	\$ 9,697,831	\$ 9,310,415	\$ 9,739,295



CITY OF BARTLETT
UTILITY ADMINISTRATION
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 66,716	\$ 57,523	\$ 57,524	\$ 61,188
Employee Wages	208,846	239,124	241,793	253,074
Overtime Wages	1,069	1,000	401	400
Part-Time	7,871	21,225	9,903	21,225
Vacation Pay	9,076	0	0	0
Sick Pay	751	0	0	0
Longevity Pay	6,002	4,606	4,606	4,926
Bonus	660	664	577	664
Employee Health Insurance	64,413	57,359	57,662	57,359
Employee Life Insurance	697	949	904	1,006
Workers' Comp Insurance	354	352	348	373
Unemployment Compensation				
Retiree Health Insurance	(3,170)	14,832	14,966	15,713
FICA	21,187	23,168	22,735	24,724
Pension Contribution	34,644	40,735	40,740	41,310
Contributory Retirement Plan	5,793	3,599	3,600	3,599
Total Personnel	\$ 424,909	\$ 465,136	\$ 455,759	\$ 485,561

Staffing Level

<i>Full-Time</i>	<i>6.54</i>	<i>7.00</i>	<i>6.91</i>	<i>7.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.39</i>	<i>0.63</i>	<i>0.32</i>	<i>0.63</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>6.93</i>	<i>7.63</i>	<i>7.23</i>	<i>7.63</i>

Operations

Training	\$ 1,114	\$ 1,200	\$ 1,200	\$ 1,200
Travel	1,206	2,000	2,000	2,000
Other Professional Service	2,625	10,000	10,000	10,000
Postage & Freight	109,531	100,000	10,000	100,000
Dues & Subscriptions	0	100	100	100
Phones - Local	1,162	1,200	0	0
Equipment Maintenance	9,286	5,000	17,000	18,000
Computer Maintenance	19,287	35,000	2,000	85,000
Bad Debt Expense	721	4,000	100	2,000
Office Supplies	3,373	6,000	6,000	6,000
Printing	17,307	19,000	23,000	21,000
Operating Supplies	821	1,000	1,500	1,500
Equipment Leasing	693	800	200	200
Vehicle & Equip Insurance	10	10	20	20
General Liability Insurance	5,112	5,112	5,713	5,713
Bank Charges	0	1,000	0	1,000
Credit Card Vendor Fees	0	1,500	0	1,500
Cash Over Or Short	(388)	100	20	100
In-Lieu Of Tax - Utility	0	0	0	450,000
Storage Fees	0	500	0	500
Sewer Service Fees	1,544,613	1,770,000	1,650,000	1,700,000
<i>Based on treated sewer by City of Memphis.</i>				
Damage Claims	0	1,000	0	0



**CITY OF BARTLETT
UTILITY ADMINISTRATION
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Miscellaneous Other Expenses	165	1,000	2,000	1,000
Total Operations	\$ 1,716,636	\$ 1,965,522	\$ 1,730,853	\$ 2,406,833
Capital				
Communications Equipment	\$ 0	\$ 500	\$ 0	\$ 500
Data Processing Equipment	1,164	12,000	2,500	11,000
Office Equipment	0	500	0	500
Furniture	13,718	4,000	7,230	3,000
Water Mains & System Improvement	(3,990)	128,000	128,000	128,000
Total Capital	\$ 10,892	\$ 145,000	\$ 137,730	\$ 143,000
Total Utility Administration	\$ 2,152,436	\$ 2,575,658	\$ 2,324,342	\$ 3,035,394



CITY OF BARTLETT
WATER & WASTEWATER SERVICES
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Personnel				
Supervisor Salaries	\$ 97,428	\$ 74,370	\$ 74,370	\$ 80,716
Employee Wages	889,108	1,009,218	1,009,218	1,065,148
Overtime Wages	43,043	42,500	42,500	42,500
Special Hours	7,950	7,800	7,800	7,800
Vacation Pay	(3,974)	0	355	0
Educational Bonus	1,550	1,440	1,440	1,440
Sick Pay	(939)	0	0	0
Longevity Pay	20,238	20,991	19,374	20,729
Bonus	1,567	1,909	1,731	1,909
Employee Health Insurance	213,940	232,313	214,040	230,842
Employee Life Insurance	2,662	3,467	3,268	3,667
Workers' Comp Insurance	25,528	26,430	26,436	27,867
Retiree Health Insurance	(11,333)	54,179	54,179	57,293
FICA	77,351	83,273	83,235	88,016
Pension Contribution	125,149	148,795	148,800	150,626
Contributory Retirement Plan	22,259	13,832	13,836	13,832
Total Personnel	\$ 1,511,526	\$ 1,720,517	\$ 1,700,582	\$ 1,792,385

Staffing Level

<i>Full-Time</i>	<i>20.32</i>	<i>22.00</i>	<i>22.63</i>	<i>22.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Total Full-Time Equivalent (FTE)</i>	<i>20.32</i>	<i>22.00</i>	<i>22.63</i>	<i>22.00</i>

Operations

Training	\$ 1,711	\$ 2,500	\$ 2,500	\$ 4,700
Travel	416	2,000	1,800	3,650
Other Professional Service	9,611	18,000	16,500	16,500
Postage & Freight	86	200	234	200
Dues & Subscriptions	462	500	500	565
Utilities	14,208	16,500	10,000	14,250
Cellular Phones	2,649	2,250	2,250	2,250
Data Processing - Software				
Shop Allocation	14,000	14,000	14,000	14,000
Vehicle Maintenance	35,168	30,000	50,000	35,000
Equipment Maintenance	21,317	12,000	12,000	12,000
Radio Maintenance	14,449	20,192	20,192	14,739
Building Maintenance	854	3,000	3,000	7,214
Water & Sewer Line Maintenance	51,498	38,988	35,000	35,000
Office Supplies	625	800	800	800
Printing	184	200	200	200
Petroleum Supplies	74,649	60,000	60,000	60,000
Clothing & Uniforms	7,273	7,500	7,500	7,500
Operating Supplies	13,678	13,000	13,000	13,000
Cleaning Supplies	1,656	1,800	1,000	1,700
Chemical Supplies	732	2,000	2,000	1,000
Fill Sand, Dirt & Gravel	20,697	17,000	17,000	17,000
Concrete & Brick	5,440	5,000	4,000	5,000
Small Tools	1,784	2,000	2,000	2,000
Pipe & Materials-System Maintenance	51,772	64,683	64,682	60,000



CITY OF BARTLETT
WATER & WASTEWATER SERVICES
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Meters & Meter Boxes	4,536	6,000	5,000	5,000
Vehicle & Equip Insurance	8,174	8,174	10,608	10,608
General Liability Insurance	4,761	4,762	6,004	6,004
Damage Claims	406	15,000	15,000	15,000
Total Operations	\$ 362,794	\$ 368,049	\$ 376,770	\$ 364,880
Capital				
Data Processing Equipment	\$ 0	\$ 4,300	\$ 0	\$ 0
Vehicles	23,267	469,529	471,408	160,000
<i>New F-350 Crew cab with utility bed and crane to replace vehicle 2004.</i>				
Other Equipment	0	32,000	30,241	0
Water Mains & System Improvement	5,913	70,000	70,000	70,000
<i>Orion AMR meter replacements.</i>				
Total Capital	\$ 29,179	\$ 575,829	\$ 571,649	\$ 230,000
Total Water & Wastewater Services	\$ 1,903,499	\$ 2,664,395	\$ 2,649,001	\$ 2,387,265



**CITY OF BARTLETT
PLANT OPERATIONS
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues				
Demand Response Program	\$ 6,362	\$ 7,500	\$ 1,515	\$ 5,000
Total Department Revenues	\$ 6,362	\$ 7,500	\$ 1,515	\$ 5,000
Personnel				
Supervisor Salaries	\$ 81,861	\$ 88,813	\$ 14,802	\$ 92,366
Employee Wages	413,032	477,373	485,118	445,098
Overtime Wages	25,326	40,000	34,723	40,000
Special Hours	14,850	15,000	15,000	15,000
Part-Time	10,278	22,035	12,009	22,035
Vacation Pay	(3,810)	0	0	0
Educational Bonus	720	1,800	1,800	960
Sick Pay	(486)	0	0	0
Longevity Pay	6,246	6,993	8,207	9,327
Bonus	742	830	660	900
Employee Health Insurance	122,412	114,778	107,398	92,668
Employee Life Insurance	1,353	1,812	1,497	1,720
Workers' Comp Insurance	11,986	13,079	13,080	12,951
Retiree Health Insurance	(5,685)	28,309	24,996	26,873
FICA	39,285	46,889	40,928	44,949
Pension Contribution	64,118	78,543	78,540	70,651
Contributory Retirement Plan	13,167	8,182	8,184	8,182
Total Personnel	\$ 795,394	\$ 944,436	\$ 846,942	\$ 883,680
Staffing Level				
<i>Full-Time</i>	<i>9.00</i>	<i>9.00</i>	<i>8.10</i>	<i>8.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.32</i>	<i>0.62</i>	<i>0.32</i>	<i>0.62</i>
Total Full-Time Equivalent (FTE)	9.32	9.62	8.42	8.62
Operations				
Training	\$ 820	\$ 3,000	\$ 1,089	\$ 3,000
Travel	1,789	1,800	0	1,800
Other Professional Service	0	40,000	40,000	40,000
Postage & Freight	1,499	1,300	1,300	1,300
Notice Publication	0	300	300	300
Dues & Subscriptions	218	1,600	1,600	1,600
Utilities	563,126	600,000	600,000	600,000
Water Purchased For Resale	29,471	45,000	27,084	45,000
Phones - Local	1,556	1,600	1,600	0
Cellular Phones	5,635	5,000	5,000	5,000
Data Processing - Software	0	1,200	1,200	1,200
Shop Allocation	10,500	10,500	10,500	10,500
Vehicle Maintenance	2,569	5,500	5,500	5,500
Equipment Maintenance	626,795	300,302	380,000	400,000
	332	0	0	0
Grounds Maintenance	907	4,000	4,000	4,000
Building Maintenance	17,958	35,000	35,000	35,000
Office Supplies	657	2,000	2,000	2,000
Printing	0	350	350	350
Petroleum Supplies	17,506	15,000	15,000	15,000



**CITY OF BARTLETT
PLANT OPERATIONS
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Clothing & Uniforms	0	1,500	1,500	1,500
Operating Supplies	0	1,000	1,000	1,000
Cleaning Supplies	459	4,000	4,000	4,000
Chemical Supplies	97,792	177,520	177,520	177,520
Small Tools	0	1,000	1,000	1,000
Property Insurance	91,837	91,837	97,000	97,000
Vehicle & Equip Insurance	902	903	1,093	1,100
General Liability Insurance	3,171	3,171	4,500	4,500
Lab Testing	23,211	40,054	40,054	45,000
CSX Leases	1,366	2,500	2,500	2,500
Pollution Control Fees	38,591	44,000	44,000	50,000
<i>Shelby County Wellhead protection, State Maintenance fee.</i>				
State Fees	3,000	1,000	10,000	1,000
Damage Claims	0	1,500	1,500	1,500
Total Operations	\$ 1,541,669	\$ 1,443,437	\$ 1,517,190	\$ 1,559,170
Capital				
Data Processing Equipment	\$ 629	\$ 6,000	\$ 6,000	\$ 6,000
Vehicles	0	120,000	113,324	0
Water Mains & System Improvement	127,429	569,438	675,000	700,000
<i>Tank Maintenance & Paint, Water Line Upgrades.</i>				
Total Capital	\$ 128,058	\$ 695,438	\$ 794,324	\$ 706,000
Total Plant Operations	\$ 2,458,759	\$ 3,075,812	\$ 3,156,941	\$ 3,143,850



**CITY OF BARTLETT
SEWER TREATMENT
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Department Revenues				
Demand Response Program	\$ 5,297	\$ 4,000	\$ 4,000	\$ 4,000
Total Department Revenues	\$ 5,297	\$ 4,000	\$ 4,000	\$ 4,000
Personnel				
Supervisor Salaries	\$ 89,984	\$ 74,370	\$ 81,646	\$ 88,032
Employee Wages	137,899	163,529	140,230	154,727
Overtime Wages	10,609	12,000	12,000	14,000
Special Hours	7,650	5,400	8,000	8,000
Vacation Pay	(1,632)	0	5,069	0
Educational Bonus	2,880	3,120	1,730	720
Sick Pay	(585)	0	0	0
Longevity	6,391	1,413	1,662	1,728
Bonus	247	332	330	332
Employee Health Insurance	60,205	69,087	63,238	63,238
Employee Life Insurance	610	761	673	777
Workers' Comp Insurance	5,426	5,132	5,136	5,156
Retiree Health Insurance	(2,618)	11,895	11,094	12,138
FICA	18,202	18,226	17,695	18,990
Pension Contribution	26,747	36,308	36,312	31,911
Contributory Retirement Plan	4,710	2,927	2,928	2,927
Total Personnel	\$ 366,727	\$ 404,500	\$ 387,743	\$ 402,676
Staffing Level				
<i>Full-Time</i>	<i>4.00</i>	<i>4.00</i>	<i>3.94</i>	<i>4.00</i>
<i>Part-Time (converted to FTE)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Full-Time Equivalent (FTE)	4.00	4.00	3.94	4.00
Operations				
Training	\$ 499	\$ 1,600	\$ 1,600	\$ 2,000
Travel	0	1,800	1,800	2,250
Professional Services	1,337	2,000	2,000	2,000
Other Professional Services	0	0	0	1,000
Postage	0	0	0	0
Notice Publication	0	100	100	100
Dues & Subscriptions	296	810	810	810
Utilities	188,555	181,000	181,000	181,000
Phones - Local	1,335	1,400	1,400	0
Cellular Phones	0	250	250	250
Data Processing - Software	0	1,500	1,500	1,500
Shop Allocation	1,500	1,500	1,500	1,500
Vehicle Maintenance	1,781	2,000	2,000	3,000
Equipment Maintenance	57,042	60,000	60,000	65,000
Grounds Maintenance	3,070	5,904	6,000	4,000
Building Maintenance	3,041	3,000	6,000	6,000
Waste Refuse	40,017	47,200	47,000	47,000
Office Supplies	408	500	500	500
Petroleum Supplies	6,856	6,000	6,000	6,000
Clothing & Uniforms	1,302	1,400	1,400	2,100
Operating Supplies	4,452	6,500	6,500	8,000



**CITY OF BARTLETT
SEWER TREATMENT
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Cleaning Supplies	0	200	0	0
Chemical Supplies	19,497	18,000	18,000	18,000
Fill Sand, Dirt & Gravel	0	0	0	1,200
Small Tools	359	400	0	1,000
Equipment Rental	3,071	20,000	5,000	10,000
Property Insurance	30,899	30,899	30,899	33,000
Vehicle & Equip Insurance	440	445	600	600
General Liability Insurance	841	841	1,200	1,200
Lab Testing	43,339	36,085	40,000	40,000
Pollution Control Fees	9,840	10,200	10,200	10,200
Sewer Service Fees	0	2,000	2,000	2,000
Total Operations	\$ 419,778	\$ 443,534	\$ 435,259	\$ 451,210
Capital				
Data Processing Equipment	\$ 988	\$ 2,900	\$ 2,900	\$ 2,900
Vehicles	0	55,000	53,229	0
Furniture	0	0	0	10,000
Other Equipment	6,948	127,000	5,000	10,000
Sewer Mains & System Improvement <i>Sewer Rehabs & sewer line upgrades.</i>	21,209	353,032	300,000	300,000
Total Capital	\$ 29,145	\$ 537,932	\$ 361,129	\$ 322,900
Total Sewer Treatment	\$ 810,354	\$ 1,381,966	\$ 1,180,131	\$ 1,172,786

CITY OF BARTLETT

T E N N E S S E E

DEBT SERVICE FUND

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



City of Bartlett

Debt Service Fund

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

The primary source of revenue for the Debt Service Fund is a portion (1/3) of the Local Sales Tax. For the Fiscal Year 2025, funds needed for debt service payments come from a transfer from the General Fund, Bartlett School, Solid Waste Fund, Drainage Fund and from the CIP interest earnings. The City will not issue any bond or capital outlay note for FY25. The City will use a one-time use of fund balance for the \$585,000 general fund projects. Funding for sewers CIP projects will come from Utility Retained Earnings and Grants in FY 2025.

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. If the City issue less debt, the saved revenues will provide more services to our citizens.

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 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
General Debt Service Revenues				
Local Sales Tax	\$ 4,559,163	\$ 4,777,500	\$ 4,700,000	\$ 4,865,000
Transfer From General Fund	3,555,000	3,555,000	3,555,000	2,000,000
Transfer From School for School Debt	1,000,000	1,000,000	1,000,000	1,000,000
Transfer From Solid Waste Fund	64,000	56,527	56,527	56,527
Transfer From Drainage Fund	0	0	0	500,000
Transfer From CIP	100,000	120,000	120,000	100,000
Other Revenue	37,152	80,000	30,000	30,000
Total General Debt Service Revenues	\$ 9,315,315	\$ 9,589,027	\$ 9,461,527	\$ 8,551,527
General Debt Service Expenditures				
Paying Agent Fee	\$ 4,330	\$ 4,500	\$ 4,500	\$ 4,500
Go Bond Issuance Expense	68,531	75,000	0	75,000
TML Note Issuance Expense	4,263	10,000	680	0
Payoff Bonds/Notes	0	535,000	535,000	0
Transfers to CIP	0	2,500,000	2,500,000	0
2008A Principal	76,000	80,000	0	0
2010A Principal	235,000	50,000	50,000	55,000
2011A Principal	55,000	55,000	55,000	0
2012A Principal	660,000	690,000	690,000	700,000
2013A Principal	105,000	110,000	110,000	115,000
2015A Principal	210,000	215,000	215,000	225,000
2016A Principal	260,000	380,000	380,000	390,000
2017A Principal	1,850,000	1,830,000	1,830,000	1,925,000
2018A Principal	190,000	200,000	200,000	210,000
2019 Principal	225,000	235,000	235,000	245,000
2021 Principal	110,000	115,000	115,000	115,000
2022 Principal	0	115,000	115,000	120,000
2015 Capital Note Principal	162,000	0	0	0
2016 Capital Note Principal	168,000	171,000	171,000	0
2017 Capital Note Principal	288,000	295,000	295,000	302,000
2018 Capital Note Principal	193,000	200,000	200,000	207,000
2019 Capital Note Principal	337,000	348,000	348,000	359,000
2020A Capital Note Principal	244,000	249,000	249,000	254,000
2020B Capital Note Principal	336,000	343,000	343,000	350,000
2021 Capital Note Principal	214,000	217,000	217,000	222,000
2008A Interest	14,710	18,000	3,947	0
2010A Interest	23,500	17,800	17,800	15,700
2011A Interest	2,131	722	722	0
2012A Interest	78,588	61,788	61,788	47,450
2013A Interest	47,419	44,194	44,194	40,819
2015A Interest	181,850	175,450	175,450	166,650
2016A Interest	105,500	99,100	99,100	91,400
2017A Interest	221,025	202,150	202,150	185,150
School 2017A Interest	1,431,825	1,358,700	1,358,700	1,281,825
2018A Interest	201,950	192,200	192,200	181,950
2019A Interest	261,425	249,925	249,925	237,925
2021 Interest	98,600	94,100	94,100	89,500
2022 Interest	98,886	163,475	163,475	157,600



**CITY OF BARTLETT
GENERAL DEBT SERVICE
FY 2025 Adopted Budget**



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
2023 Interest	0	150,000	0	0
2015 Capital Note Interest	1,644	0	0	0
2016 Capital Note Interest	4,947	1,659	1,659	0
2017 Capital Note Interest	17,265	10,474	10,474	3,519
2018 Capital Note Interest	25,041	18,183	18,183	11,082
2019 Capital Note Interest	51,104	40,349	40,349	29,250
2020A Capital Note Interest	31,611	26,609	26,609	21,505
2020B Capital Note Interest	147,789	141,102	141,102	134,276
2021 Capital Note Interest	47,590	43,642	43,642	39,639
Total General Debt Service Expenditure:	\$ 9,089,523	\$ 12,132,122	\$ 11,803,749	\$ 8,608,740
Net General Debt Service	\$ 225,792	\$ (2,543,095)	\$ (2,342,222)	\$ (57,213)
Beginning Fund Balance	\$ 4,227,258	\$ 4,453,050	\$ 4,453,050	\$ 2,110,828
Ending Fund Balance	\$ 4,453,050	\$ 1,909,955	\$ 2,110,828	\$ 2,053,615



City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - General Long-Term Debt
June 30, 2024

Fiscal Year	Series 2022 Bonds		Series 2021 Bonds		2021 Capital Note		2020B Capital Note		2020A Capital Note		2019 Capital Note		Series 2019 Bonds		2018 Capital Note	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2025	120,000	157,600	170,000	105,200	222,000	39,638	350,000	134,275	254,000	21,505	359,000	29,249	245,000	237,925	207,000	11,081
2026	125,000	151,475	180,000	98,200	226,000	35,542	357,000	127,311	260,000	16,298	370,000	17,804	260,000	225,300	214,000	3,734
2027	130,000	145,100	190,000	90,800	230,000	31,371	364,000	120,209	265,000	10,968	382,000	5,997	275,000	211,925		
2028	140,000	138,350	195,000	83,100	234,000	27,127	371,000	112,970	270,000	5,535			290,000	197,800		
2029	145,000	131,225	210,000	75,000	239,000	22,810	378,000	105,592					300,000	183,050		
2030	155,000	123,725	210,000	67,650	243,000	18,399	386,000	98,067					315,000	167,675		
2031	160,000	115,850	215,000	61,275	247,000	13,914	394,000	90,384					330,000	153,200		
2032	170,000	107,600	150,000	55,800	251,000	9,356	401,000	82,553					345,000	139,700		
2033	175,000	98,975	155,000	51,225	256,000	4,725	409,000	74,574					360,000	125,600		
2034	185,000	89,975	160,000	46,500			417,000	66,438					375,000	110,900		
2035	195,000	80,475	165,000	41,625			426,000	58,135					390,000	95,600		
2036	205,000	71,500	170,000	36,600			434,000	49,664					405,000	79,700		
2037	215,000	63,100	175,000	31,425			443,000	41,025					420,000	63,200		
2038	220,000	54,400	180,000	26,100			452,000	32,210					440,000	46,000		
2039	230,000	45,400	185,000	20,625			460,000	23,226					455,000	28,100		
2040	240,000	36,000	190,000	15,000			470,000	14,066					475,000	9,500		
2041	250,000	26,200	200,000	9,150			479,000	4,718								
2042	260,000	16,000	205,000	3,075												
2043	270,000	5,400														
	<u>\$ 3,590,000</u>	<u>\$ 1,658,350</u>	<u>\$ 3,305,000</u>	<u>\$ 918,350</u>	<u>\$ 2,148,000</u>	<u>\$ 202,882</u>	<u>\$ 6,991,000</u>	<u>\$ 1,235,417</u>	<u>\$ 1,049,000</u>	<u>\$ 54,305</u>	<u>\$ 1,111,000</u>	<u>\$ 53,050</u>	<u>\$ 5,680,000</u>	<u>\$ 2,075,175</u>	<u>\$ 421,000</u>	<u>\$ 14,815</u>



City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - General Long-Term Debt
June 30, 2024

Fiscal Year	Series 2018 Bonds		2017 Capital Note		Series 2017 Bonds		Series 2016 Bonds		Series 2015 Bonds		Series 2013 Bonds		Series 2012 Bonds		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2025	210,000	181,950	302,000	3,518	1,925,000	1,466,975	390,000	91,400	225,000	166,650	115,000	40,819	700,000	47,450	5,794,000	2,735,235
2026	220,000	171,200			2,030,000	1,368,100	400,000	83,500	235,000	157,450	115,000	37,369	715,000	31,969	5,707,000	2,525,251
2027	230,000	159,950			2,135,000	1,263,975	400,000	75,500	245,000	146,625	120,000	33,844	110,000	22,481	5,076,000	2,318,746
2028	245,000	148,075			2,235,000	1,154,725	415,000	67,350	255,000	134,125	125,000	30,169	115,000	19,528	4,890,000	2,118,854
2029	255,000	135,575			2,155,000	1,044,975	425,000	58,950	270,000	121,000	125,000	26,419	115,000	16,509	4,617,000	1,921,105
2030	270,000	123,800			2,270,000	934,350	430,000	50,400	280,000	107,250	130,000	22,431	120,000	13,200	4,809,000	1,726,947
2031	280,000	112,800			2,375,000	830,100	300,000	43,100	295,000	92,875	135,000	17,956	125,000	9,525	4,856,000	1,540,979
2032	290,000	101,400			2,470,000	733,200	305,000	37,050	310,000	77,750	140,000	13,144	125,000	5,775	4,957,000	1,363,328
2033	300,000	89,600			2,570,000	632,400	310,000	30,900	325,000	61,875	145,000	8,066	130,000	1,950	5,135,000	1,179,890
2034	315,000	77,300			2,680,000	527,400	320,000	24,600	340,000	45,250	150,000	2,719			4,942,000	991,082
2035	325,000	64,500			2,785,000	418,100	325,000	17,988	360,000	27,750					4,971,000	804,172
2036	340,000	51,200			2,895,000	304,500	330,000	11,028	375,000	9,375					5,154,000	613,566
2037	355,000	37,300			3,020,000	186,200	340,000	3,740							4,968,000	425,990
2038	370,000	22,800			3,145,000	62,900									4,807,000	244,410
2039	385,000	7,700													1,715,000	125,051
2040															1,375,000	74,566
2041															929,000	40,068
2042															465,000	19,075
2042															270,000	5,400
	<u>\$ 4,390,000</u>	<u>\$ 1,485,150</u>	<u>\$ 302,000</u>	<u>\$ 3,518</u>	<u>\$ 34,690,000</u>	<u>\$ 10,927,900</u>	<u>\$ 4,690,000</u>	<u>\$ 595,505</u>	<u>\$ 3,515,000</u>	<u>\$ 1,147,975</u>	<u>\$ 1,300,000</u>	<u>\$ 232,934</u>	<u>\$ 2,255,000</u>	<u>\$ 168,388</u>	<u>\$ 75,437,000</u>	<u>\$ 20,773,714</u>

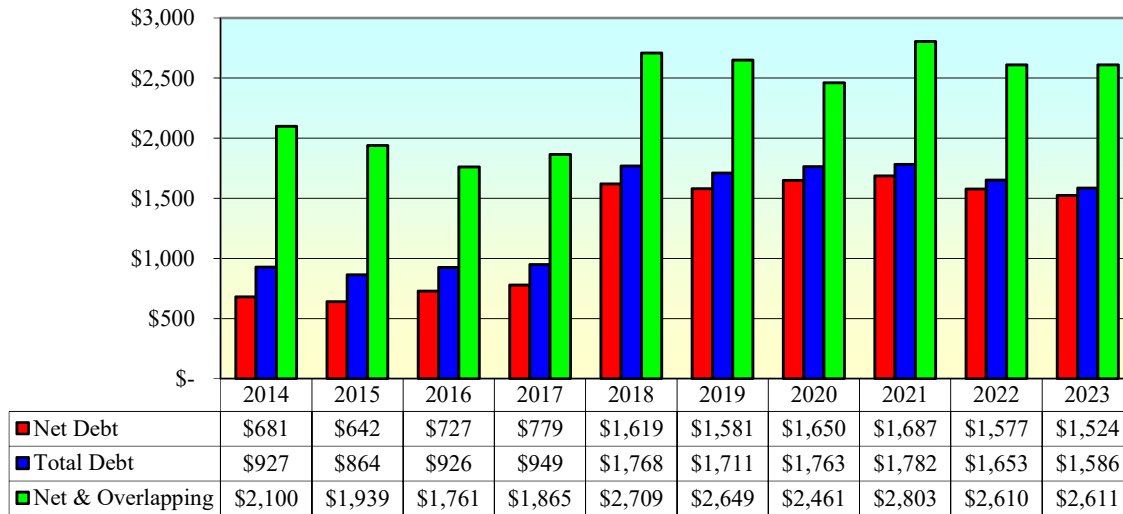


CITY OF BARTLETT ANALYSIS OF GENERAL DEBT SERVICE Last 10 Years



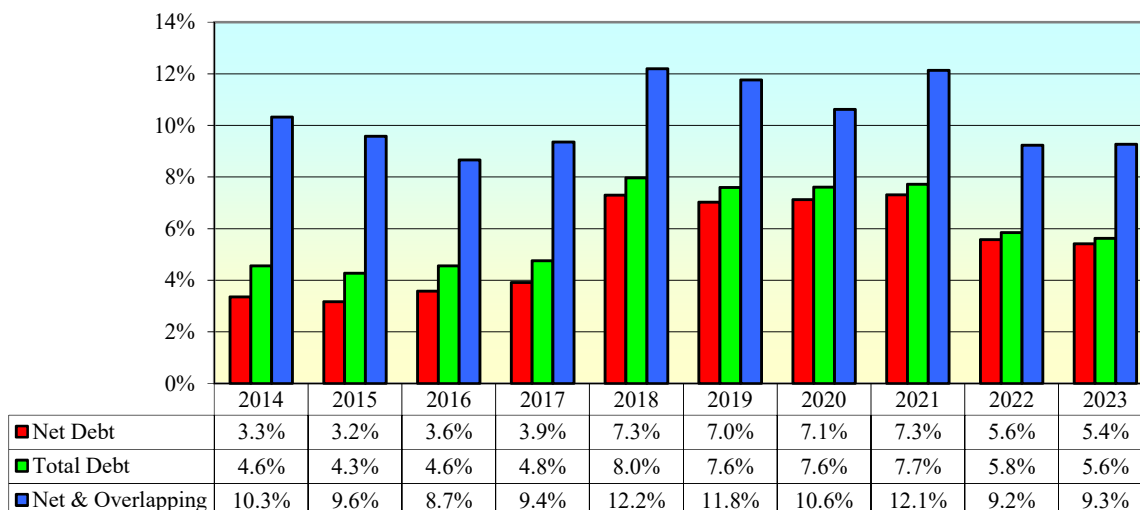
Debt per Capita (FY 2014 - FY 2023)

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 has been increased slowly starting in FY16 (increasing is not good) but start decreasing in FY22. The City issues \$44mil G.O. bond for the Bartlett High School Renovation in FY 2018, causing the big jump in this measurement.



Debt to Assessed Values (FY 2014 - FY 2023)

Another measure of capacity is the Debt to Assessed Value of Property. The debt to assessed values has been constant the last few years (decreasing % is better) but improved vastly in FY 2022. The lower debt amount combined with the huge increased assessed value generated the big improvement.





CITY OF BARTLETT
UTILITY FUND DEBT SERVICE
FY 2025 Adopted Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Adopted
Utility Debt Expenditures				
Paying Agent Fee	\$ 1,500	\$ 1,800	\$ 840	\$ 800
Debt Issuance Expense	(23,519)	47,000	257	50,000
Payoff Bonds/Notes	0	396,000	396,000	0
2007B Principal	55,000	0	0	0
2008B Principal	57,000	59,000	0	0
2009B Principal	40,000	0	0	0
2010B Principal	100,000			
2011B Principal	240,000	245,000	245,000	0
2012B Principal	265,000	265,000	265,000	275,000
2013B Principal	65,000	65,000	65,000	70,000
2021B Refunding Principal	0	100,000	100,000	110,000
2007B Interest	12,917	0	0	0
2008B Interest	11,516	10,000	2,310	0
2009B Interest	14,717	0	0	0
2010B Interest	1,094	0	0	0
2011B Interest	7,738	3,369	3,369	0
2012B Interest	32,981	29,006	29,006	23,434
2013B Interest	28,421	27,121	27,121	25,096
2021B Refunding Interest	0	24,050	24,050	19,850
Total Utility Debt Expenditures	\$ 909,365	\$ 1,272,346	\$ 1,157,953	\$ 574,180



City of Bartlett
SCHEDULE OF BONDS PAYABLE
Future Maturities (Including Interest) - Water and Sewer Fund
June 30, 2024

Fiscal Year	Series 2021 Rfnd Bonds		Series 2013 Bonds		Series 2012 Bonds		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2025	110,000	19,850	70,000	25,096	275,000	23,434	455,000	68,381
2026	110,000	15,450	70,000	22,996	285,000	17,306	465,000	55,753
2027	115,000	10,950	70,000	20,896	65,000	13,247	250,000	45,093
2028	120,000	6,250	75,000	18,721	65,000	11,541	260,000	36,512
2029	55,000	2,750	75,000	16,321	70,000	9,769	200,000	28,840
2030	55,000	825	80,000	13,686	70,000	7,800	205,000	22,311
2031			80,000	10,966	75,000	5,625	155,000	16,591
2032			85,000	8,066	75,000	3,375	160,000	11,441
2033			90,000	4,894	75,000	1,125	165,000	6,019
2034			90,000	1,631			90,000	1,631
	<u>\$ 565,000</u>	<u>\$ 56,075</u>	<u>\$ 785,000</u>	<u>\$ 143,274</u>	<u>\$ 1,055,000</u>	<u>\$ 93,222</u>	<u>\$ 2,405,000</u>	<u>\$ 292,571</u>



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	
2014	8,600,560	4,897,158	3,703,402	1,203,000	309,680	1,512,680	2.45
2015	8,319,536	5,252,452	3,067,084	1,255,000	321,627	1,576,627	1.95
2016	8,336,812	5,330,520	3,006,292	1,362,000	293,949	1,655,949	1.82
2017	8,456,221	5,731,406	2,724,815	1,303,000	275,000	1,578,000	1.73
2018	8,405,111	6,092,835	2,312,276	1,065,000	240,857	1,305,857	1.77
2019	8,442,845	6,048,025	2,394,820	1,087,000	225,248	1,312,248	1.82
2020	9,896,304	5,777,130	4,119,174	980,000	196,826	1,176,826	3.50
2021	10,406,603	6,977,575	3,429,028	1,002,000	187,863	1,189,863	2.88
2022	9,804,129	7,380,251	2,423,878	1,039,000	133,927	1,172,927	2.07
2023	9,748,910	7,325,043	2,423,867	822,000	120,434	942,434	2.57

(1) Excludes depreciation expense.

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

CITY OF BARTLETT

T E N N E S S E E

CAPITAL IMPROVEMENT PROGRAM

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



City of Bartlett

Capital Improvement Plan (CIP)

This section includes a summary of the five-year capital plan and project detail for each project in the Fiscal Year 2025-2029 Capital Improvement budget. Sources of funds, expenditures and project start and completion dates are included. Only the FY 2025 projects were adopted while FY 2026-2029 projects in the plan are just for a future guide. The City strives to limit the issuance of General Obligation debt to no more than \$5 million per year. The departments submitted over 45 needed projects for FY25. Most of them were pushed back for later years. A few were cut while some small projects got the go ahead to start for FY24. Only 7 projects are kept for FY25. The City will not issue any bond or capital outlay note for FY25. The City will use a one-time use of fund balance for the 4 (\$585,000 total) general fund projects. Funding for sewers CIP projects will come from Utility Retained Earnings and Grants in FY 2025. The City will manage operating spending as a result. Capital Improvement Fund is considered a major fund.

Management Policies

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

Planning

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

Amendments

New or existing projects that require transferring funds from other funds must be made in the form of a resolution adopted by the Board of Mayor and Aldermen. Unexpended project revenues and expenditures/expenses may be administratively transferred to other CIP projects by the Finance Director with the approval of the Mayor and/or the Chief Administrative Officer.

Significant Nonroutine Capital Expenditures

Nonroutine capital projects in FY 2025 are the STP Asphalt Overlay of Elmore Road, Elmore Park, & Brunswick Roads and the Utility American Rescue Plan Project. The STP Asphalt Overlay of Elmore Road, Elmore Park, & Brunswick Roads started in FY2024 and is expected to be completed in 2025. The Utility American Rescue Plan Project, with a local 35% match for a total of close to \$5 million to be obligated by 2026, will be used to complete various utility projects around the city.

Impact of Capital Improvements on Operating Budget

Vehicles and equipment replacements, repairs, rehab and upgrade projects have petroleum, repairs/maintenance operating budget costs and are listed in each project details. However, there is no increase or decrease in the operating budget costs because personnel, material & supplies and maintenance/repairs costs stay the same. There are no additional impact on the operating budget for all of the fiscal year 2025 approved projects.



CITY OF BARTLETT
FY 2025-2029 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY FUNCTION



	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
<u>Revenues</u>						
<u>Source of Funds</u>						
G.O. Bonds	\$ 0	\$ 5,233,000	\$ 6,642,000	\$ 6,904,500	\$ 2,012,000	\$ 20,791,500
Capital Note	0	195,000	93,000	83,000	119,000	490,000
Transfer from Street Aid Fund	760,000	0	0	0	0	760,000
Transfer In from General Fund	585,000	462,000	848,200	420,000	852,000	3,167,200
FD311 Transfers-unspent projects	0	0	0	0	0	0
Transfer In from Park Imp. Fund	0	0	120,000	0	75,000	195,000
Grant Funds	0	0	4,200,000	3,750,000	0	7,950,000
TDOT 80% match	3,040,000	5,532,000	148,000	5,018,000	148,000	13,886,000
Utility Bonds	0	3,900,000	16,500,000	16,500,000	1,500,000	38,400,000
Utility Retained Earnings	3,032,446	7,000,000	2,550,000	2,550,000	2,550,000	17,682,446
American Rescue Plan Grant	1,521,273	0	0	0	0	1,521,273
Total Revenues	\$ 8,938,719	\$ 22,322,000	\$ 31,101,200	\$ 35,225,500	\$ 7,256,000	\$ 104,843,419
<u>Expenditures</u>						
<u>G.O. Bond/Other Funded</u>						
Administrative	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Public Safety	325,000	1,402,000	1,348,200	120,000	552,000	3,747,200
Public Works	160,000	200,000	200,000	200,000	200,000	960,000
Engineering	3,800,000	6,915,000	185,000	6,272,500	185,000	17,357,500
Parks & Recreation/BPACC	0	2,805,000	10,218,000	9,483,000	2,169,000	24,675,000
Total G.O. Bond/Other Funded	\$ 4,385,000	\$ 11,422,000	\$ 12,051,200	\$ 16,175,500	\$ 3,206,000	\$ 47,239,700
<u>Utility Bond/Other Funded</u>						
Water	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Sewer	4,553,719	10,900,000	19,050,000	19,050,000	4,050,000	57,603,719
Total Utility Bond/Other Funded	\$ 4,553,719	\$ 10,900,000	\$ 19,050,000	\$ 19,050,000	\$ 4,050,000	\$ 57,603,719
Total Expenditures	\$ 8,938,719	\$ 22,322,000	\$ 31,101,200	\$ 35,225,500	\$ 7,256,000	\$ 104,843,419



CITY OF BARTLETT
FY 2025-2029 CAPITAL IMPROVEMENT PLAN (CIP)
SUMMARY BY CATEGORY

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
GENERAL FUND						
Source of Funds						
G.O. Bonds	\$ 0	\$ 5,233,000	\$ 6,642,000	\$ 6,904,500	\$ 2,012,000	\$ 20,791,500
Capital Note	0	195,000	93,000	83,000	119,000	490,000
Transfer from Street Aid Fund	760,000	0	0	0	0	760,000
Transfer In from General Fund	585,000	462,000	848,200	420,000	852,000	3,167,200
FD311 Transfers-unspent projects	0	0	0	0	0	0
Transfer In from Park Imp. Fund	0	0	120,000	0	75,000	195,000
Grant Funds	0	0	4,200,000	3,750,000	0	7,950,000
TDOT 80% match	3,040,000	5,532,000	148,000	5,018,000	148,000	13,886,000
Total Source	\$ 4,385,000	\$ 11,422,000	\$ 12,051,200	\$ 16,175,500	\$ 3,206,000	\$ 47,239,700
Project Costs						
Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Design/Engineering	0	450,000	905,000	175,000	285,000	1,815,000
Construction	3,800,000	8,883,000	6,584,000	12,635,500	1,659,000	33,561,500
Equipment/Furnishings	585,000	2,089,000	4,562,200	3,365,000	1,262,000	11,863,200
Other	0	0	0	0	0	0
Total Project Costs	\$ 4,385,000	\$ 11,422,000	\$ 12,051,200	\$ 16,175,500	\$ 3,206,000	\$ 47,239,700
UTILITY FUND						
Source of Funds						
Utility Bonds	\$ 0	\$ 3,900,000	\$ 16,500,000	\$ 16,500,000	\$ 1,500,000	\$ 38,400,000
Utility Retained Earnings	3,032,446	7,000,000	2,550,000	2,550,000	2,550,000	17,682,446
American Rescue Plan Grant	1,521,273	0	0	0	0	1,521,273
Total Source	\$ 4,553,719	\$ 10,900,000	\$ 19,050,000	\$ 19,050,000	\$ 4,050,000	\$ 57,603,719
Project Costs						
Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Design/Engineering	200,000	3,600,000	250,000	250,000	250,000	4,550,000
Construction	4,353,719	7,300,000	18,800,000	18,800,000	3,800,000	53,053,719
Other	0	0	0	0	0	0
Total Project Costs	\$ 4,553,719	\$ 10,900,000	\$ 19,050,000	\$ 19,050,000	\$ 4,050,000	\$ 57,603,719
TOTAL CIP COSTS	\$ 8,938,719	\$ 22,322,000	\$ 31,101,200	\$ 35,225,500	\$ 7,256,000	\$ 104,843,419



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2025 - FY 2029

PROJECT	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
<u>FUNDING SOURCES</u>						
General Obligation Bonds	\$ 0	\$ 5,233,000	\$ 6,642,000	\$ 6,904,500	\$ 2,012,000	\$ 20,791,500
Capital Note	0	195,000	93,000	83,000	119,000	490,000
Transfer from Street Aid Fund	760,000	0	0	0	0	760,000
Transfer In from General Fund	585,000	462,000	848,200	420,000	852,000	3,167,200
Transfer In from Park Imp. Fund	0	0	120,000	0	75,000	195,000
Grant Funds	0	0	4,200,000	3,750,000	0	7,950,000
TDOT 80% match	3,040,000	5,532,000	148,000	5,018,000	148,000	13,886,000
Utility Bonds	0	3,900,000	16,500,000	16,500,000	1,500,000	38,400,000
Utility Retained Earnings	3,032,446	7,000,000	2,550,000	2,550,000	2,550,000	17,682,446
American Rescue Plan Grant	1,521,273	0	0	0	0	1,521,273
Total Funding Sources	\$ 8,938,719	\$ 22,322,000	\$ 31,101,200	\$ 35,225,500	\$ 7,256,000	\$ 104,843,419
<u>PROJECT COST</u>						
<u>Administrative</u>						
Vehicles & Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
YMCA Capital Improvement	100,000	100,000	100,000	100,000	100,000	500,000
Total Administrative	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
<u>Police</u>						
Justice Center Maintenance	\$ 0	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 480,000
Total Police	\$ 0	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 480,000
<u>Fire</u>						
Fire Vehicles	\$ 0	\$ 42,000	\$ 52,000	\$ 0	\$ 0	\$ 94,000
Fire Ambulances	325,000	0	376,200	0	432,000	1,133,200
Fire Truck	0	1,200,000	0	0	0	1,200,000
Training Center Improvements	0	0	800,000	0	0	800,000
Total Fire	\$ 325,000	\$ 1,242,000	\$ 1,228,200	\$ 0	\$ 432,000	\$ 3,227,200
<u>Codes Enforcement</u>						
Codes Enforcement Vehicles	\$ 0	\$ 40,000	\$ 0	\$ 0	\$ 0	\$ 40,000
Total Code Inspection	\$ 0	\$ 40,000	\$ 0	\$ 0	\$ 0	\$ 40,000



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2025 - FY 2029

PROJECT	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
<u>Public Works</u>						
Public Works Vehicles & Equip	\$ 160,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 960,000
Total Public Works	\$ 160,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 960,000
<u>Engineering</u>						
STP Overlay of Elmore, St. Elmo, & Brunswick Roa	\$ 760,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 760,000
TDOT-STP Overlay of Elmore, St. Elmo, & Brun	3,040,000	0	0	0	0	3,040,000
Fletcher Creek Greenway Ph4	0	396,000	0	0	0	396,000
Fletcher Creek Ph4 TDOT	0	1,584,000	0	0	0	1,584,000
ADA Transition	0	363,000	37,000	363,000	37,000	800,000
TDOT-ADA Transition	0	1,452,000	148,000	1,452,000	148,000	3,200,000
STP Overlay of Elmore Park Road, Old Brownsville	0	624,000	0	891,500	0	1,515,500
TDOT-STP Overlay of Elmore Park Road, Old Br	0	2,496,000	0	3,566,000	0	6,062,000
Total Engineering	\$ 3,800,000	\$ 6,915,000	\$ 185,000	\$ 6,272,500	\$ 185,000	\$ 17,357,500
<u>Parks</u>						
Parks Vehicles & Equipment	\$ 0	\$ 107,000	\$ 84,000	\$ 65,000	\$ 80,000	\$ 336,000
Singleton CC Equipment/Repairs	0	400,000	155,000	400,000	400,000	1,355,000
Senior Center Equipment/Repairs	0	48,000	9,000	18,000	39,000	114,000
Parks Maintenances	0	1,000,000	1,400,000	1,500,000	1,075,000	4,975,000
Transfer In from Park Imp. Fund	0	0	75,000	0	75,000	150,000
Parks Restroom Renovations-ADA	0	0	0	0	0	0
Transfer In from Park Imp. Fund	0	0	45,000	0	0	45,000
Grant Fund Parks Restroom Renovation-ADA	0	0	450,000	0	0	450,000
W.J. Freeman Park	0	350,000	1,250,000	1,250,000	0	2,850,000
Grant Fund W.J. Freeman Park	0	0	1,250,000	1,250,000	0	2,500,000
BSMC Equipment/Repairs	0	900,000	3,000,000	2,500,000	500,000	6,900,000
Grant Fund BSMC Equipment Repairs	0	0	2,500,000	2,500,000	0	5,000,000
Total Parks	\$ 0	\$ 2,805,000	\$ 10,218,000	\$ 9,483,000	\$ 2,169,000	\$ 24,675,000



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2025 - FY 2029

PROJECT	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
<u>Sewers</u>						
Sewers in Annexation Area	\$ 0	\$ 500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 5,000,000
Fletcher Creek Sewer Basin	0	3,400,000	15,000,000	15,000,000	0	33,400,000
American Rescue Plan Project	532,446	0	0	0	0	532,446
American Rescue Plan Grant - ARP Project	1,521,273	0	0	0	0	1,521,273
Water and Sewer Plant Upgrades	500,000	2,000,000	2,000,000	2,000,000	2,000,000	8,500,000
Water and Sewer Pipe Upgrades	0	1,000,000	550,000	550,000	550,000	2,650,000
Sewer Lines to Lakeland	2,000,000	4,000,000	0	0	0	6,000,000
Total Sewers	\$ 4,553,719	\$ 10,900,000	\$ 19,050,000	\$ 19,050,000	\$ 4,050,000	\$ 57,603,719
TOTAL CIP	\$ 8,938,719	\$ 22,322,000	\$ 31,101,200	\$ 35,225,500	\$ 7,256,000	\$ 104,843,419



ADMINISTRATIVE SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2025 - FY 2029

PROJECT	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
<u>Administrative</u>						
YMCA Capital Improvement	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Total Administrative	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
<u>Source of Funds</u>						
G.O. Bonds	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Note	0	0	0	0	0	0
Transfer In from General Fund	100,000	100,000	100,000	100,000	100,000	500,000
Transfer from Debt Service Fund	0	0	0	0	0	0
Total Source	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
<u>Project Costs</u>						
Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Design/Engineering	0	0	0	0	0	0
Construction	0	0	0	0	0	0
Equipment/Furnishings	100,000	100,000	100,000	100,000	100,000	500,000
Other	0	0	0	0	0	0
Total Project Costs	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000

ADMINISTRATIVE

BARTLETT CAPITAL IMPROVEMENT PROGRAM

FY 2025 - FY 2029

Project No.: 113

Project Name: YMCA Capital Improvement

Project Description

The City of Bartlett will budget \$100,000 annually for capital replacement expenditures. This will be evaluated by the Board annually.

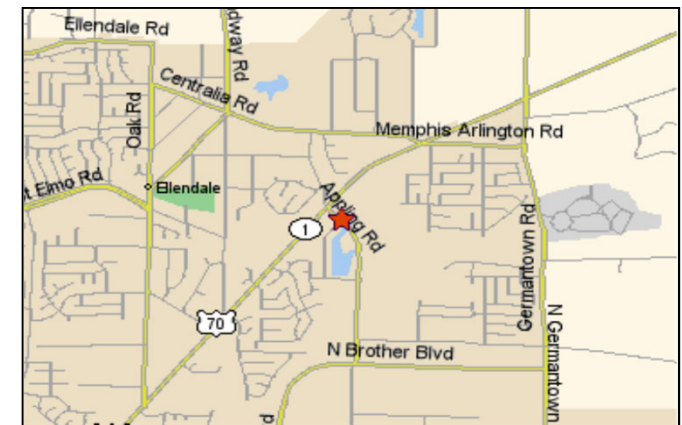
Project Schedule

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

Location

7700 Flaherty Place.

Location Map



Impact on Operating Budget

	FY 2025	FY 2026	FY 2027
Personnel	\$ 0	\$ 0	\$ 0
Operations	0	0	0
Capital	0	0	0
Total Costs on Oper. Budget	\$ 0	\$ 0	\$ 0

Future Years and explanations: no impact on operating budget.

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
Source of Funds						
G.O. Bonds	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Note	0	0	0	0	0	0
Transfer In from General Fund	100,000	100,000	100,000	100,000	100,000	500,000
FD311 Transfers-unspent projects	0	0	0	0	0	0
TDOT 80% match	0	0	0	0	0	0
Total Source	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Project Costs						
Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Design/Engineering	0	0	0	0	0	0
Construction	0	0	0	0	0	0
Equipment/Furnishings	100,000	100,000	100,000	100,000	100,000	500,000
Other	0	0	0	0	0	0
Total Project Costs	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000



PUBLIC SAFETY SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2025 - FY 2029

PROJECT	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
<u>Police</u>						
Justice Center Maintenance	\$ 0	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	480,000
Total Police	\$ 0	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 480,000
<u>Fire</u>						
Fire Vehicles	\$ 0	\$ 42,000	\$ 52,000	\$ 0	\$ 0	94,000
Fire Ambulances	325,000	0	376,200	0	432,000	1,133,200
Fire Truck	0	1,200,000	0	0	0	1,200,000
Training Center Improvements	0	0	800,000	0	0	800,000
Total Fire	\$ 325,000	\$ 1,242,000	\$ 1,228,200	\$ 0	\$ 432,000	\$ 3,227,200
<u>Codes Enforcement</u>						
Codes Enforcement Vehicles	\$ 0	\$ 40,000	\$ 0	\$ 0	\$ 0	40,000
Total Code Enforcement	\$ 0	\$ 40,000	\$ 0	\$ 0	\$ 0	\$ 40,000
<u>Source of Funds</u>						
G.O. Bonds	\$ 0	\$ 1,200,000	\$ 800,000	\$ 0	\$ 0	2,000,000
Capital Note	0	40,000	0	0	0	40,000
Transfer In from General Fund	325,000	162,000	548,200	120,000	552,000	1,707,200
FD311 Transfers-unspent projects	0	0	0	0	0	0
TDOT 80% match	0	0	0	0	0	0
Grant Funds	0	0	0	0	0	0
Total Source	\$ 325,000	\$ 1,402,000	\$ 1,348,200	\$ 120,000	\$ 552,000	\$ 3,747,200
<u>Project Costs</u>						
Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0
Design/Engineering	0	0	25,000	0	0	25,000
Construction	0	120,000	845,000	120,000	120,000	1,205,000
Equipment/Furnishings	325,000	1,282,000	478,200	0	432,000	2,517,200
Other	0	0	0	0	0	0
Total Project Costs	\$ 325,000	\$ 1,402,000	\$ 1,348,200	\$ 120,000	\$ 552,000	\$ 3,747,200

Department: POLICE**BARTLETT CAPITAL IMPROVEMENT PROGRAM**

FY 2025 - FY 2029

Project No.: 20526Project Name: Justice Center Maintenance**Project Description**

Nothing in FY25.

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

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Construction

07/25

06/29

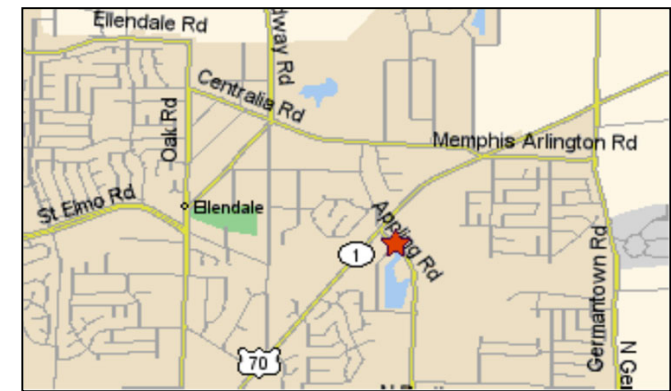
Equipment/Furnishings

N/A

N/A

Total Project**07/25****06/29****Location**

3730 Appling Rd.

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$

0

\$

0

\$

0

Operations

0

0

0

Capital

0

0

0

Total Impact Oper. Budget

\$

0

\$

0

\$

0**Future Years and explanations:** No impact on the operating budget.**FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL****Source of Funds**

G.O. Bonds

\$

0

\$

0

\$

0

\$

0

\$

0

\$

0

Capital Note

0

0

0

0

0

0

Transfer In from General Fund

0

120,000

120,000

120,000

120,000

480,000

FD311 Transfers-unspent projects

0

0

0

0

0

0

TDOT 80% match

0

0

0

0

0

0

Grant Funds

0

0

0

0

0

0

Total Source

\$

0

\$

120,000

\$

120,000

\$

120,000

\$

120,000

\$

480,000**Project Costs**

Land/Right of Way

\$

0

\$

0

\$

0

\$

0

\$

0

\$

0

Design/Engineering

0

0

0

0

0

0

Construction

0

120,000

120,000

120,000

120,000

480,000

Equipment/Furnishings

0

0

0

0

0

0

Other

0

0

0

0

0

0

Total Project Costs

\$

120,000

\$

120,000

\$

120,000

\$

120,000

\$

120,000

\$

480,000

Department: FIRE**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2025 - FY 2029****Project No.: 25726****Project Name: Fire Vehicles****Project Description**

FY2026- Asst Chief \$42,000

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

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Construction

N/A

N/A

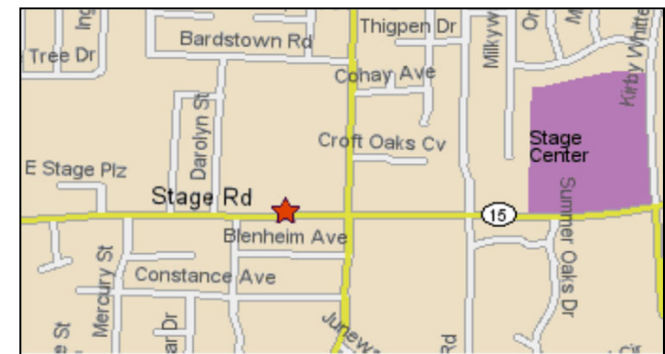
Equipment/Furnishings

07/24

06/27

Total Project**07/24****06/27****Location**

2939 Altruria Rd, Bartlett, TN 38134

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$ 0

\$ 0

\$ 0

Operations

0

3,500

3,500

Capital

0

0

0

Total Impact Oper. Budget**\$ 0****\$ 3,500****\$ 3,500****Future Years and explanations:** \$3,000 petroleum & \$500 repairs/maintenance per year.**Source of Funds****FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

G.O. Bonds

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Capital Note

0

0

0

0

0

0

Transfer In from General Fund

0

42,000

52,000

0

0

94,000

FD311 Transfers-unspent projects

0

0

0

0

0

0

TDOT 80% match

0

0

0

0

0

0

Grant Funds

0

0

0

0

0

0

Total Source**\$ 0****\$ 42,000****\$ 52,000****\$ 0****\$ 0****\$ 94,000****Project Costs**

Land/Right of Way

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Design/Engineering

0

0

0

0

0

0

Construction

0

0

0

0

0

0

Equipment/Furnishings

0

42,000

52,000

0

0

94,000

Other

0

0

0

0

0

0

Total Project Costs**\$ 0****\$ 42,000****\$ 52,000****\$ 0****\$ 0****\$ 94,000**

Department: FIRE**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2025 - FY 2029****Project No.: 25625****Project Name: Fire Ambulances****Project Description**

New ambulance to replace high mileage ambulances.

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

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Construction

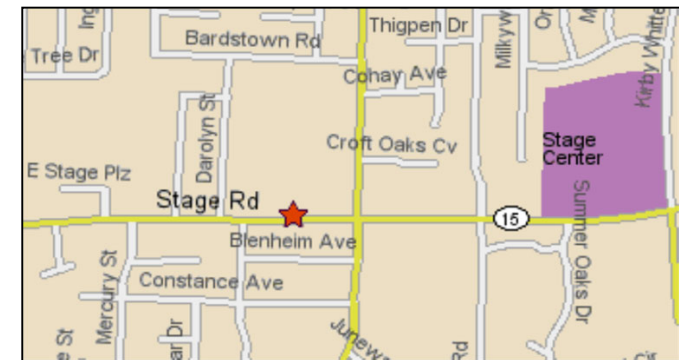
N/A

N/A

Equipment/Furnishings

07/24

06/28

Total Project**07/24****06/28****Location****Location Map****Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$ 0 \$ 0 \$ 0

Operations

0 7,500 7,500

Capital

0 0 0

Total Impact Oper. Budget**\$ 0 \$ 7,500 \$ 7,500****Future Years and explanations:** Petroleum & repairs/maintenance cost is around 8,000/year.**Source of Funds****FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

G.O. Bonds

\$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0

Capital Note

0 0 0 0 0 0

Transfer In from General Fund

325,000 0 376,200 0 432,000 1,133,200

FD311 Transfers-unspent projects

0 0 0 0 0 0

TDOT 80% match

0 0 0 0 0 0

Grant Funds

0 0 0 0 0 0

Total Source**\$ 325,000 \$ 0 \$ 376,200 \$ 0 \$ 432,000 \$ 1,133,200****Project Costs**

Land/Right of Way

\$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0

Design/Engineering

0 0 0 0 0 0

Construction

0 0 0 0 0 0

Equipment/Furnishings

325,000 0 376,200 0 432,000 1,133,200

Other

0 0 0 0 0 0

Total Project Costs**\$ 325,000 \$ 0 \$ 376,200 \$ 0 \$ 432,000 \$ 1,133,200**

Department: FIRE**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2025 - FY 2029****Project No.: 25226****Project Name: Fire Truck****Project Description**

Replace Engine 5 with single axle truck similar to Truck 3.

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

07/25

06/26

Total Project**07/25****06/26****Location**

Station 1, 2939 Altruria Rd., Bartlett, TN 38134

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$ 0

\$ 0

\$ 0

Operations

0

25,000

25,000

Capital

0

0

0

Total Impact Oper. Budget**\$ 0****\$ 25,000****\$ 25,000****Future Years and explanations:** \$17,000 petroleum & \$8,000 repairs/maintenance per year.

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
Source of Funds						
G.O. Bonds	\$ 0	\$ 1,200,000	\$ 0	\$ 0	\$ 0	\$ 1,200,000
Capital Note	0	0	0	0	0	0
Transfer In from General Fund	0	0	0	0	0	0
FD311 Transfers-unspent projects	0	0	0	0	0	0
TDOT 80% match	0	0	0	0	0	0
Grant Funds	0	0	0	0	0	0
Total Source	\$ 0	\$ 1,200,000	\$ 0	\$ 0	\$ 0	\$ 1,200,000
Project Costs						
Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Design/Engineering	0	0	0	0	0	0
Construction	0	0	0	0	0	0
Equipment/Furnishings	0	1,200,000	0	0	0	1,200,000
Other	0	0	0	0	0	0
Total Project Costs	\$ 0	\$ 1,200,000	\$ 0	\$ 0	\$ 0	\$ 1,200,000

Department: FIRE**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2025 - FY 2029****Project No.: TBD****Project Name: Training Center Improvements****Project Description**

Add covered storage to house equipment- Need storage for spare apparatus and equipment. Metal building with classroom and restrooms would be ideal. Enhance training / Establish strong training culture among the suburbs- Utilize the facilities to help smaller fire departments get stronger.

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

Land/Right of Way

N/A

N/A

Design/Engineering

07/26

06/27

Construction

07/26

06/28

Equipment/Furnishings

07/26

06/28

Total Project**07/26****06/28****Location**

Fire Training Center (Shelter Run Lane) or behind fire station 4 (6875 Old Brownsville)

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$ 0

\$ 0

\$ 0

Operations

0

0

0

Capital

0

0

0

Total Impact Oper. Budget**\$ 0****\$ 0****\$ 0**

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

Source of Funds**FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

G.O. Bonds

\$ 0

\$ 0

\$ 800,000

\$ 0

\$ 0

\$ 800,000

Capital Note

0

0

0

0

0

0

Transfer In from General Fund

0

0

0

0

0

0

FD311 Transfers-unspent projects

0

0

0

0

0

0

TDOT 80% match

0

0

0

0

0

0

Grant Funds

0

0

0

0

0

0

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

Land/Right of Way

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Design/Engineering

0

0

25,000

0

0

25,000

Construction

0

0

725,000

0

0

725,000

Equipment/Furnishings

0

0

50,000

0

0

50,000

Other

0

0

0

0

0

0

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

Department: CODES ENFORCEMENT**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2025 - FY 2029****Project No.: 29126****Project Name: Codes Enforcement Vehicles****Project Description**

Replace an aging vehicle.

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

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Construction

N/A

N/A

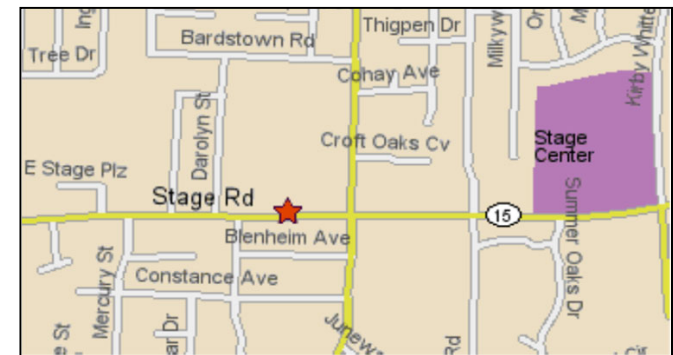
Equipment/Furnishings

07/25

06/26

Total Project**07/25****06/26****Location**

6382 Stage Road, Bartlett.

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$ 0 \$ 0 \$ 0

Operations

0 4,000 7,000

Capital

0 0 0

Total Impact Oper. Budget**\$ 0 \$ 4,000 \$ 7,000****Future Years and explanations:** \$5,000 for petroleum and \$2,500 maintenance/repairs per year.**Source of Funds****FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

G.O. Bonds

\$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0

Capital Note

0 40,000 0 0 0 40,000

Transfer In from General Fund

0 0 0 0 0 0

FD311 Transfers-unspent projects

0 0 0 0 0 0

TDOT 80% match

0 0 0 0 0 0

Grant Funds

0 0 0 0 0 0

Total Source**\$ 0 \$ 40,000 \$ 0 \$ 0 \$ 0 \$ 40,000****Project Costs**

Land/Right of Way

\$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0

Design/Engineering

0 0 0 0 0 0

Construction

0 0 0 0 0 0

Equipment/Furnishings

0 40,000 0 0 0 40,000

Other

0 0 0 0 0 0

Total Project Costs**\$ 0 \$ 40,000 \$ 0 \$ 0 \$ 0 \$ 40,000**



PUBLIC WORKS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM **FY 2025 - FY 2029**

PROJECT	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
<u>Public Works</u>						
Public Works Vehicles & Equip	\$ 160,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 960,000
Total Public Works	\$ 160,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 960,000
<u>Engineering</u>						
STP Overlay of Elmore, St. Elmo, & Fletcher Creek Greenway Ph4	\$ 3,800,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 3,800,000
ADA Transition	0	1,980,000	0	0	0	1,980,000
STP Overlay of Elmore Park Road,	0	1,815,000	185,000	1,815,000	185,000	4,000,000
Total Engineering	\$ 3,800,000	\$ 6,915,000	\$ 185,000	\$ 6,272,500	\$ 185,000	\$ 17,357,500
<u>Source of Funds</u>						
G.O. Bonds	\$ 0	\$ 1,383,000	\$ 37,000	\$ 1,254,500	\$ 37,000	\$ 2,711,500
Capital Note	0	0	0	0	0	0
Transfer from Street Aid Fund	760,000	0	0	0	0	760,000
Transfer In from General Fund	160,000	200,000	200,000	200,000	200,000	960,000
FD311 Transfers-unspent projects	0	0	0	0	0	0
American Rescue Plan Grant	0	0	0	0	0	0
TDOT 80% match	3,040,000	5,532,000	148,000	5,018,000	148,000	\$ 13,886,000
Total Source	\$ 3,960,000	\$ 7,115,000	\$ 385,000	\$ 6,472,500	\$ 385,000	\$ 18,317,500
<u>Project Costs</u>						
Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Design/Engineering	0	0	185,000	0	185,000	370,000
Utility Relocation	0	0	0	0	0	0
Construction	3,800,000	6,915,000	0	6,272,500	0	16,987,500
Landscaping	0	0	0	0	0	0
Equipment/Furnishings	160,000	200,000	200,000	200,000	200,000	960,000
Other	0	0	0	0	0	0
Total Project Costs	\$ 3,960,000	\$ 7,115,000	\$ 385,000	\$ 6,472,500	\$ 385,000	\$ 18,317,500

Department: PUBLIC WORKS				BARTLETT CAPITAL IMPROVEMENT PROGRAM		
Project No.: 30725				FY 2025 - FY 2029		
Project Name: Public Works Vehicles & Equipment						
Project Description General Maintenance-- New F-350 Crewcab with a utility bed and crane to replace # 8013 (1999 F-350 with 397,097 Miles,including engine hours \$160,000.				Project Schedule		
				Start		
				Finish		
				Land/Right of Way		
				Design/Engineering		
				Construction		
				Equipment/Furnishings		
				Total Project		
Location Public Works buildings around the City.				Location Map At various locations throughout the City.		
Impact on Operating Budget						
	FY 2025	FY 2026	FY 2027			
Personnel	\$ 0	\$ 0	\$ 0			
Operations	0	54,000	54,000			
Capital	0	0	0			
Total Impact Oper. Budget	\$ 0	\$ 54,000	\$ 54,000			
Future Years and explanations: \$37,000 petroleum & 19,000 repairs/maintenance per year.						
Source of Funds						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
G.O. Bonds	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Note	0	0	0	0	0	0
Transfer from Street Aid Fund	0	0	0	0	0	0
Transfer In from General Fund	160,000	200,000	200,000	200,000	200,000	960,000
TDOT 80% match	0	0	0	0	0	0
Total Source	\$ 160,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 960,000
Project Costs						
Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Design/Engineering	0	0	0	0	0	0
Construction	0	0	0	0	0	0
Equipment/Furnishings	160,000	200,000	200,000	200,000	200,000	960,000
Other	0	0	0	0	0	0
Total Project Costs	\$ 160,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 960,000

Department: ENGINEERING**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 458****FY 2025 - FY 2029****Project Name: STP Asphalt Overlay of Elmore Road, Elmore Park, & Brunswick Roads****Project Description**

Use STP 2023 Funds for the Asphalt Overlay of Elmore Road, Elmore Park, & Brunswick Roads. The design fee is currently budgeted.

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

Land/Right of Way

N/A

N/A

Design/Engineering

03/23

12/24

Utility Relocation

NA

NA

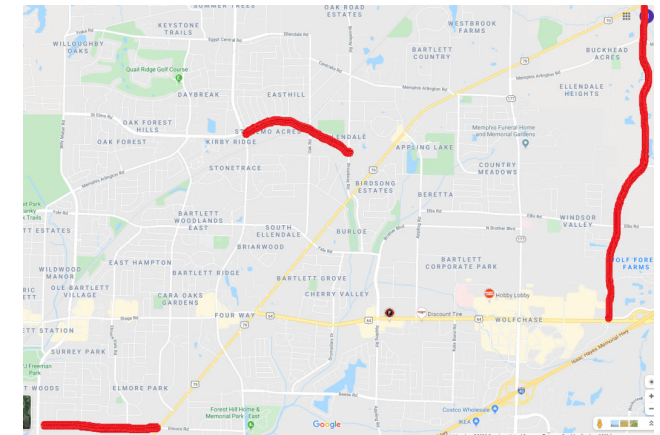
Construction

07/24

06/26

Total Project**03/23****06/26****Location**

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

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$ 0

\$ 0

\$ 0

Operations

0

0

0

Capital

0

0

0

Total Impact Oper. Budget**\$ 0****\$ 0****\$ 0**

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

Source of Funds**FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

G.O. Bonds

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Capital Note

0

0

0

0

0

0

Transfer from Street Aid Fund

760,000

0

0

0

0

760,000

Transfer In from General Fund

0

0

0

0

0

0

TDOT 80% match

3,040,000

0

0

0

0

3,040,000

Total Source**\$ 3,800,000****\$ 0****\$ 0****\$ 0****\$ 0****\$ 3,800,000****Project Costs**

Land/Right of Way

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Design/Engineering

0

0

0

0

0

0

Construction

3,800,000

0

0

0

0

3,800,000

Equipment/Furnishings

0

0

0

0

0

0

Other

0

0

0

0

0

0

Total Project Costs**\$ 3,800,000****\$ 0****\$ 0****\$ 0****\$ 0****\$ 3,800,000**

Department: ENGINEERING**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.:** 4514**FY 2025 - FY 2029****Project Name:** Fletcher Creek Greenway Ph4**Project Description**

4th Phase of the Fletcher Creek Greenway. The design fee is already allotted.

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

Land/Right of Way

N/A

N/A

Design/Engineering

07/23

12/25

Construction

02/26

12/26

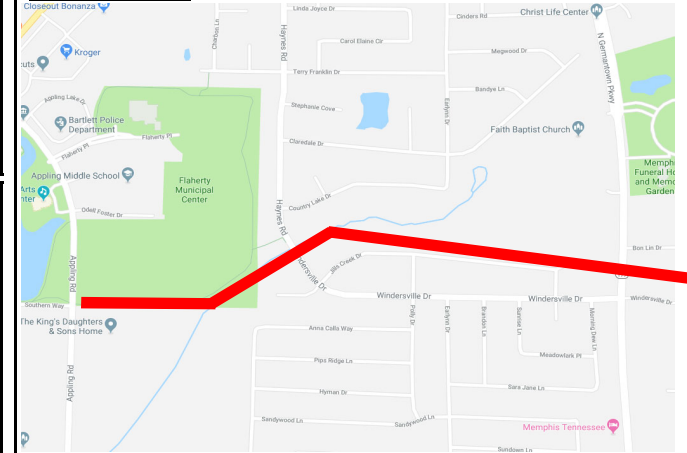
Equipment/Furnishings

N/A

N/A

Total Project**07/23****12/26****Location**

Fletcher Creek Just North of Ellis Road

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$ 0 \$ 0 \$ 0

Operations

0 0 0

Capital

0 0 0

Total Impact Oper. Budget**\$ 0 \$ 0 \$ 0****Future Years and explanations:** No impact on the operating budget.**Source of Funds****FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

G.O. Bonds

\$ 0 \$ 396,000 \$ 0 \$ 0 \$ 0 \$ 396,000

Capital Note

0 0 0 0 0 \$ 0

Transfer from Street Aid Fund

0 0 0 0 0 \$ 0

Transfer In from General Fund

0 0 0 0 0 \$ 0

TDOT 80% match

0 1,584,000 0 0 0 \$ 1,584,000

Total Source**\$ 0 \$ 1,980,000 \$ 0 \$ 0 \$ 0 \$ 1,980,000****Project Costs**

Land/Right of Way

\$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0

Design/Engineering

0 0 0 0 0 \$ 0

Construction

0 1,980,000 0 0 0 \$ 1,980,000

Equipment/Furnishings

0 0 0 0 0 \$ 0

Other

0 0 0 0 0 \$ 0

Total Project Costs**\$ 0 \$ 1,980,000 \$ 0 \$ 0 \$ 0 \$ 1,980,000**

Department: ENGINEERING**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 4581****FY 2025 - FY 2029****Project Name: STP Overlay of St. Elmo, Old Brownsville Road, Ellendale Road, and Billy Maher Road****Project Description**

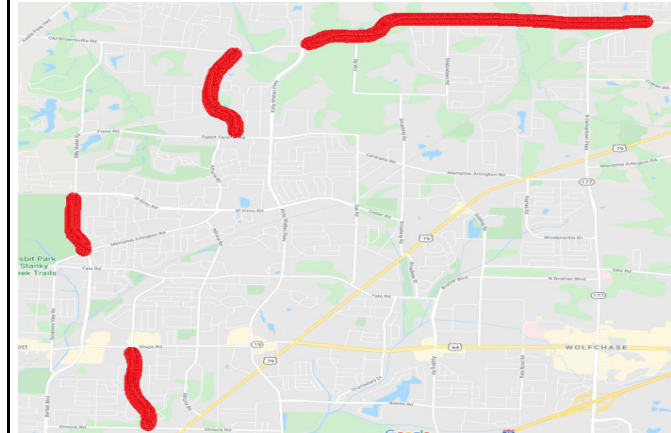
Design Fees for this project are already allotted. The construction funds shown below are only for asphalt overlay of St. Elmo between Oak and Kirby Whitten, as that was the only funded overlay in TIP 26. Construction funding for Old Brownsville Road, Ellendale Road and Billy Maher Road, shown below in FY 2027, will be requested in the TIP 29.

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

Land/Right of Way	N/A	N/A
Design/Engineering	09/24	09/25
Utility Relocation	NA	NA
Construction	01/26	10/29
Total Project	09/24	10/29

Location

See Description Above

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel	\$ 0	\$ 0	\$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	\$ 0	\$ 0	\$ 0

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

Source of Funds**FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

G.O. Bonds (Local Match)	\$ 0	\$ 624,000	\$ 0	\$ 891,500		\$ 1,515,500
Capital Note	0	0	0	0		0
Transfer from Street Aid Fund	0	0	0	0		0
Transfer In from General Fund	0	0	0	0	0	0
TDOT 80% match	0	2,496,000	0	3,566,000		6,062,000
Total Source	\$ 0	\$ 3,120,000	\$ 0	\$ 4,457,500		\$ 7,577,500

Project Costs

Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0
Design/Engineering	0	0	0	0		0
Construction	0	3,120,000	0	4,457,500		7,577,500
Equipment/Furnishings	0	0	0	0		0
Other	0	0	0	0		0
Total Project Costs	\$ 0	\$ 3,120,000	\$ 0	\$ 4,457,500		\$ 7,577,500



PARKS AND RECREATION SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2025 - FY 2029

PROJECT	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
<u>Parks and Recreation</u>						
Parks Vehicles & Equipment	\$ 0	\$ 107,000	\$ 84,000	\$ 65,000	\$ 80,000	\$ 336,000
Singleton CC Equipment/Repairs	0	400,000	155,000	400,000	400,000	1,355,000
Senior Center Equipment/Repairs	0	48,000	9,000	18,000	39,000	114,000
Parks Maintenances	0	1,000,000	1,475,000	1,500,000	1,150,000	5,125,000
Parks Restroom Renovations-ADA	0	0	495,000	0	0	495,000
W.J. Freeman Park	0	350,000	2,500,000	2,500,000	0	5,350,000
BSMC Equipment/Repairs	0	900,000	5,500,000	5,000,000	500,000	11,900,000
Total Parks and Recreation	\$ 0	\$ 2,805,000	\$ 10,218,000	\$ 9,483,000	\$ 2,169,000	\$ 24,675,000
<u>Source of Funds</u>						
G. O. Bonds	\$ 0	\$ 2,650,000	\$ 5,805,000	\$ 5,650,000	\$ 1,975,000	\$ 16,080,000
Capital Note	0	155,000	93,000	83,000	119,000	450,000
FD311 Transfers-unspent projects	0	0	0	0	0	0
Transfer In from Park Imp. Fund	0	0	120,000	0	75,000	195,000
Grant Funds	0	0	4,200,000	3,750,000	0	7,950,000
Total Source	\$ 0	\$ 2,805,000	\$ 10,218,000	\$ 9,483,000	\$ 2,169,000	\$ 24,675,000
<u>Project Costs</u>						
Design/Engineering	\$ 0	\$ 450,000	\$ 695,000	\$ 175,000	\$ 100,000	\$ 1,420,000
Utility Relocation	0	0	0	0	0	0
Construction	0	1,848,000	5,739,000	6,243,000	1,539,000	15,369,000
Landscaping	0	0	0	0	0	0
Equipment/Furnishings	0	507,000	3,784,000	3,065,000	530,000	7,886,000
Other	0	0	0	0	0	0
Total Project Costs	\$ 0	\$ 2,805,000	\$ 10,218,000	\$ 9,483,000	\$ 2,169,000	\$ 24,675,000

Department: PARKS & RECREATION**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 50726****FY 2025 - FY 2029****Project Name: Parks Vehicles & Equipment****Project Description**

FY26 (1) F350 XL Crew Cab will replace '97 F350 **\$57k**; (1) Cargo Van **\$50k**; **TOTAL \$107k**; **FY27**: (2) 72" Hustler mowers **\$36k**, (1) Ford Explorer XLT **\$48k**; **TOTAL \$84k**; **FY28** Pull Behind 40' Boom Lift **\$40k**; Hurricane Ride-on Blower **\$15k**; **FY29** (2) 60" Hustler mowers **\$35k**; (1) F250 Super Cab will replace '10 F150 **\$45k**; **TOTAL \$80k**

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

07/25

06/29

Total Project**07/25****06/29****Location**

At various locations throughout the City.

Location Map

At various locations throughout the City.

Impact on Operating Budget**FY 2025****FY 2026****FY 2027**

Personnel

\$ 0

\$ 0

\$ 0

Operations

0

18,000

18,000

Capital

0

0

0

Total Impact Oper. Budget**\$ 0****\$ 18,000****\$ 18,000*****Future Years and explanations:*** \$11,000 petroleum & 7,000 repairs/maintenance per year.**Source of Funds****FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

G.O. Bonds

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Capital Note

0

107,000

84,000

65,000

80,000

336,000

FD311 Transfers-unspent projects

0

0

0

0

0

0

Transfer In from Park Imp. Fund

0

0

0

0

0

0

Grant Funds

0

0

0

0

0

0**Total Source****\$ 0****\$ 107,000****\$ 84,000****\$ 65,000****\$ 80,000****\$ 336,000****Project Costs**

Land/Right of Way

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Design/Engineering

0

0

0

0

0

0

Construction

0

0

0

0

0

0

Equipment/Furnishings

0

107,000

84,000

65,000

80,000

336,000

Other

0

0

0

0

0

0**Total Project Costs****\$ 0****\$ 107,000****\$ 84,000****\$ 65,000****\$ 80,000****\$ 336,000**

Department: PARKS & RECREATION**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 51726****FY 2025 - FY 2029****Project Name: Singleton Community Center Equipment/Repairs****Project Description**

FY26 Outdoor South Parking ADA Improvements **\$400K**; Total - **\$400K** **FY27** Replace 2 HVAC Units **\$30K**; Replace gym curtain **\$25k**; Auditorium Stage Update **\$100K** - Total **\$155K** **FY28** Inclusive Playground & ADA Parking **\$400K** - Total **\$400K**

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

07/25

06/29

Total Project**07/25****06/29****Location**

7266 Third Road

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$

0

\$

0

\$

0

Operations

0

0

0

Capital

0

0

0

Total Impact Oper. Budget

\$

0

\$

0

\$

0**Future Years and explanations:****FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL****Source of Funds**

G.O. Bonds

\$

0

\$

400,000

\$

155,000

\$

400,000

\$

400,000

\$

1,355,000

Capital Note

0

0

0

0

0

0

FD311 Transfers-unspent projects

0

0

0

0

0

0

FD311 Use of Fund Balance

0

0

0

0

0

0

TDOT 80% match

0

0

0

0

0

0**Total Source**

\$

0

\$

400,000

\$

155,000

\$

400,000

\$

400,000

\$

1,355,000**Project Costs**

Land/Right of Way

\$

0

\$

0

\$

0

\$

0

\$

0

\$

0

Design/Engineering

0

0

0

25,000

25,000

50,000

Construction

0

400,000

155,000

375,000

375,000

1,305,000

Equipment/Furnishings

0

0

0

0

0

0

Other

0

0

0

0

0

0**Total Project Costs**

\$

0

\$

400,000

\$

155,000

\$

400,000

\$

400,000

\$

1,355,000

Department: PARKS AND RECREATION**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 51826****FY 2025 - FY 2029****Project Name: Bartlett Senior Center Equipment/Repairs****Project Description**

FY26: 1 HVAC Unit 15k Replacement generator - \$32k, **Total - \$48k; FY27:** Wood Floor Refinishing - \$9k, , **Total \$9k, FY28:** Storage Room / Break Room Renovation - \$18k, **Total \$18k; FY29:** Replacement Recumbent Bicycles (2) - \$8k, Replacement Elliptical - \$5k, Replacement Treadmills - \$18k, Replacement Rowing Machine \$8k, **Total - \$39k**

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

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Construction

N/A

N/A

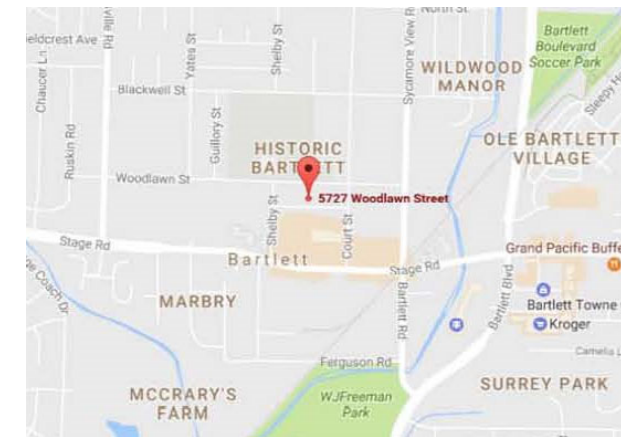
Equipment/Furnishings

07/25

06/29

Total Project**07/25****06/29****Location**

5727 Woodlawn, Bartlett, TN 38134

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$

0

\$

0

\$

0

Operations

0

0

0

Capital

0

0

0

Total Impact Oper. Budget

\$

0

\$

0

\$

0**Future Years and explanations:** No impact on the operating budget.**FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL****Source of Funds**

G.O. Bonds

\$

0

\$

0

\$

0

\$

0

\$

0

Capital Note

0

48,000

9,000

18,000

39,000

114,000

FD311 Transfers-unspent projects

0

0

0

0

0

0

Transfer In from Park Imp. Fund

0

0

0

0

0

0

Grant Funds

0

0

0

0

0

0

Total Source

\$

0

\$

48,000

\$

9,000

\$

18,000

\$

39,000

\$

114,000**Project Costs**

Land/Right of Way

\$

0

\$

0

\$

0

\$

0

\$

0

\$

0

Design/Engineering

0

0

0

0

0

0

Construction

0

48,000

9,000

18,000

39,000

114,000

Equipment/Furnishings

0

0

0

0

0

0

Other

0

0

0

0

0

0

Total Project Costs

\$

0

\$

48,000

\$

9,000

\$

18,000

\$

39,000

\$

114,000

Department: PARKS & RECREATION**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 51426****FY 2025 - FY 2029****Project Name: Parks Maintenance****Project Description**

FY26 Park Maintenance Shop Construction - **\$800k**; Sleepy Hollow & Bartlett Country walking paths **\$200k** = **TOTAL \$1.0MM**; **FY27** Shadowlawn Parking Lot-**\$600k**; Yale Rd. Lake Erosion-**\$350k**, Repave Easthill, Civic & A.E. Beaty walking paths- **\$225k**; Easthill Park playground - **\$225k** = **TOTAL \$1.4MM**; **FY28** Deermont Ballpark Complex Improvements-**\$1.5MM** = **TOTAL \$1,500,000**; **FY29** Bartlett Country, Arthur Byrd and Yale Road playgrounds - **\$675k**; Appling Lake Erosion - **\$475k** = **TOTAL \$1.15MM**

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

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Construction

07/25

06/29

Equipment/Furnishings

N/A

N/A

Total Project**07/25****06/29****Location**

3800 Greenleaf, 38135, 4734 Shadowlawn, 38133, 2629 Bartlett Blvd., 38134, 3179 N. Germantown Rd., 38133, 6241 Yale Rd., 38134.

Location Map

At various locations throughout the City.

Impact on Operating Budget**FY 2025****FY 2026****FY 2027**

Personnel

\$ 0

\$ 0

\$ 0

Operations

0

0

0

Capital

0

0

0

Total Impact Oper. Budget**\$ 0****\$ 0****\$ 0**

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

Source of Funds**FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

G.O. Bonds

\$ 0

\$ 1,000,000

\$ 1,400,000

\$ 1,500,000

\$ 1,075,000

\$ 4,975,000

Capital Note

0

0

0

0

0

0

Transfer In from Park Imp. Fund

0

0

75,000

0

75,000

150,000

Grant Funds

0

0

0

0

0

0

Total Source**\$ 0****\$ 1,000,000****\$ 1,475,000****\$ 1,500,000****\$ 1,150,000****\$ 5,125,000****Project Costs**

Land/Right of Way

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Design/Engineering

0

0

150,000

150,000

75,000

375,000

Construction

0

1,000,000

1,125,000

1,350,000

625,000

4,100,000

Equipment/Furnishings

0

0

200,000

0

450,000

650,000

Other

0

0

0

0

0

0

Total Project Costs**\$ 0****\$ 1,000,000****\$ 1,475,000****\$ 1,500,000****\$ 1,150,000****\$ 5,125,000**

Department: PARKS & RECREATION				BARTLETT CAPITAL IMPROVEMENT PROGRAM					
Project No.: 51627				FY 2025 - FY 2029					
Project Name: Parks Restroom Renovations - ADA									
Project Description FY27 Freeman Smith restroom - \$495k (will seek a CDBG grant)				Project Schedule			Start	Finish	
				Land/Right of Way			N/A	N/A	
				Design/Engineering			N/A	N/A	
				Construction			07/26	06/28	
				Equipment/Furnishings			N/A	N/A	
				Total Project			07/26	06/28	
Location Freeman Smith Park 4620 N. Brunswick Rd., 38002				Location Map At various locations throughout the City.					
Impact on Operating Budget				FY 2025	FY 2026	FY 2027			
Personnel		\$	0	\$	0	\$	0		
Operations			0		0		0		
Capital			0		0		0		
Total Impact Oper. Budget		\$	0	\$	0	\$	0		
Future Years and explanations:				No impact on the operating budget.					
Source of Funds		FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL		
G.O. Bonds		\$	0	\$	0	\$	0	\$	0
Capital Note			0		0		0		0
FD311 Transfers-unspent projects			0		0		0		0
Transfer In from Park Imp. Fund			0		45,000		0		45,000
Grant Funds			0		450,000		0		450,000
Total Source		\$	0	\$	495,000	\$	0	\$	495,000
Project Costs									
Land/Right of Way		\$	0	\$	0	\$	0	\$	0
Design/Engineering			0		45,000		0		45,000
Construction			0		450,000		0		450,000
Equipment/Furnishings			0		0		0		0
Other			0		0		0		0
Total Project Costs		\$	0	\$	495,000	\$	0	\$	495,000

Department: PARKS & RECREATION**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2025 - FY 2029****Project No.: 51402****Project Name: W.J. Freeman Park****Project Description**

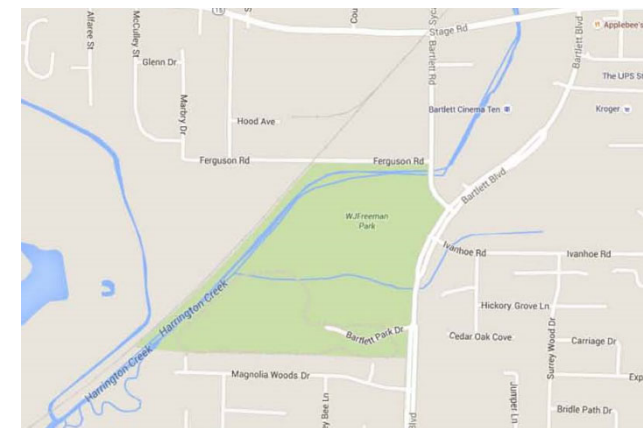
FY26 Phase 4 & 5 Design: Amphitheater (building, stage, lighting, handicap parking and access, loop trails and sidewalks) and Disc Golf (parking lot, playground, restroom, 18-hole disc golf course) - **\$350k . TOTAL: \$350,000. FY27 Phase 4 Construction:** Amphitheatre **\$2,500,000; FY28 Phase 5 Construction:** Disc Golf Course - **\$2,500,000**

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

Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/24	06/27
Equipment/Furnishings	N/A	N/A
Total Project	07/24	06/27

Location

2619 Bartlett Boulevard, Bartlett, TN 38134

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel	\$ 0	\$ 9,000	\$ 9,000
Operations	0	1,000	1,000
Capital	0	0	0
Total Impact Oper. Budget	\$ 0	\$ 10,000	\$ 10,000

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

FY 2025**FY 2026****FY 2027****FY 2028****FY 2029****TOTAL****Source of Funds**

G.O. Bonds	\$ 0	\$ 350,000	\$ 1,250,000	\$ 1,250,000	\$ 0	\$ 2,850,000
Capital Note	0	0	0	0	0	0
FD311 Transfers-unspent projects	0	0	0	0	0	0
Transfer In from Park Imp. Fund	0	0	0	0	0	0
Grant Funds	0	0	1,250,000	1,250,000	0	2,500,000
Total Source	\$ 0	\$ 350,000	\$ 2,500,000	\$ 2,500,000	\$ 0	\$ 5,350,000

Project Costs

Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Design/Engineering	0	350,000	0	0	0	350,000
Construction	0	0	1,500,000	2,000,000	0	3,500,000
Equipment/Furnishings	0	0	1,000,000	500,000	0	1,500,000
Other	0	0	0	0	0	0
Total Project Costs	\$ 0	\$ 350,000	\$ 2,500,000	\$ 2,500,000	\$ 0	\$ 5,350,000

Department: PARKS & RECREATION**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.:** TBD**FY 2025 - FY 2029****Project Name:** Bartlett Station MC Equipment/Repairs**Project Description**

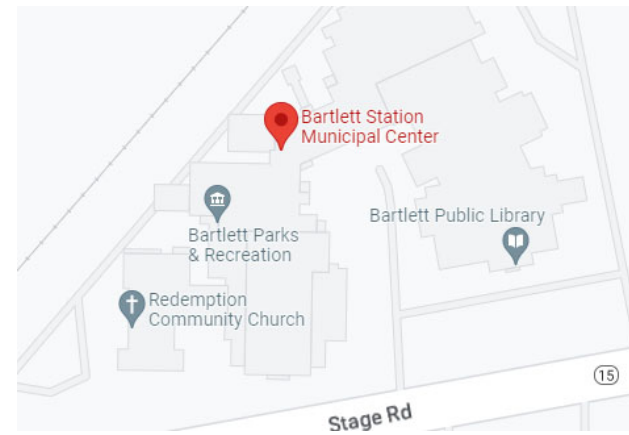
Auditorium Remodel Phase 2: Remove 1960's HVAC unit from basement and install new units on the roof. Roof will need restructuring ,Architect needed. We have e a quote from A2H to complete the work. While HVAC work is being completed, would like to have new ceiling tiles installed in main area of Auditorium. Ceiling work will take about 3-4 weeks and will cost around \$250,000. Plan is to block off Auditorium on rental calendar for an allocated block of time in the future, once we have concrete information regarding start date from contractors.

Location

The Venue at Bartlett Station

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

Land/Right of Way	N/A	N/A
Design/Engineering	N/A	N/A
Construction	07/25	06/29
Equipment/Furnishings	07/25	06/29
Total Project	07/25	06/29

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel	\$ 0	\$ 0	\$ 0
Operations	0	0	0
Capital	0	0	0
Total Impact Oper. Budget	\$ 0	\$ 0	\$ 0

Future Years and explanations: FY26 + FY27: working towards finding a Grant or Grants to help restore/renovated Chapel 1st and 2nd floor - educated guess with ALL work needed 10 million plus (plumbing, hvac units, structure, etc.); FY28: Renovate Community Room Restrooms to become ADA

Source of Funds**FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

G.O. Bonds	\$ 0	\$ 900,000	\$ 3,000,000	\$ 2,500,000	\$ 500,000	\$ 6,900,000
Capital Note	0	0	0	0	0	0
FD311 Transfers-unspent projects	0	0	0	0	0	0
Transfer In from Park Imp. Fund	0	0	0	0	0	0
Grant Funds	0	0	2,500,000	2,500,000	0	5,000,000
Total Source	\$ 0	\$ 900,000	\$ 5,500,000	\$ 5,000,000	\$ 500,000	\$ 11,900,000

Project Costs

Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Design/Engineering	0	100,000	500,000	0	0	600,000
Construction	0	400,000	2,500,000	2,500,000	500,000	5,900,000
Equipment/Furnishings	0	400,000	2,500,000	2,500,000	0	5,400,000
Total Project Costs	\$ 0	\$ 900,000	\$ 5,500,000	\$ 5,000,000	\$ 500,000	\$ 11,900,000



UTILITY FUND SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2025 - FY 2029

PROJECT	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
<u>Sewers</u>						
Sewers in Annexation Area	\$ 0	\$ 500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 5,000,000
Fletcher Creek Sewer Basin	0	3,400,000	15,000,000	15,000,000	0	\$ 33,400,000
American Rescue Plan Project	2,053,719	0	0	0	0	2,053,719
Water and Sewer Plant Upgrades	500,000	2,000,000	2,000,000	2,000,000	2,000,000	8,500,000
Water and Sewer Pipe Upgrades	0	1,000,000	550,000	550,000	550,000	2,650,000
Sewer Lines to Lakeland	2,000,000	4,000,000	0	0	0	6,000,000
Total Sewers	\$ 4,553,719	\$ 10,900,000	\$ 19,050,000	\$ 19,050,000	\$ 4,050,000	\$ 57,603,719
<u>Source of Funds</u>						
Utility Bonds	\$ 0	\$ 3,900,000	\$ 16,500,000	\$ 16,500,000	\$ 1,500,000	\$ 38,400,000
Utility Retained Earnings	3,032,446	7,000,000	2,550,000	2,550,000	2,550,000	17,682,446
FD312 Transfers-unspent projects	0	0	0	0	0	0
American Rescue Plan Grant	1,521,273	0	0	0	0	1,521,273
Total Source	\$ 4,553,719	\$ 10,900,000	\$ 19,050,000	\$ 19,050,000	\$ 4,050,000	\$ 57,603,719
<u>Project Costs</u>						
Land/Right of Way	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Design/Engineering	200,000	3,600,000	250,000	250,000	250,000	4,550,000
Construction	4,353,719	7,300,000	18,800,000	18,800,000	3,800,000	53,053,719
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	\$ 4,553,719	\$ 10,900,000	\$ 19,050,000	\$ 19,050,000	\$ 4,050,000	\$ 57,603,719

Department: ENGINEERING - SEWER**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.:** 81126**FY 2025 - FY 2029****Project Name:** Sewers in Annexation Area**Project Description**

Funds for extending sewers in our annexed areas. In the past, this money has been allocated for Hatchie Meadows, which is currently under design by the Engineering department.

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

Land/Right of Way

07/25

06/28

Design/Engineering

07/25

06/28

Utility Relocation

N/A

N/A

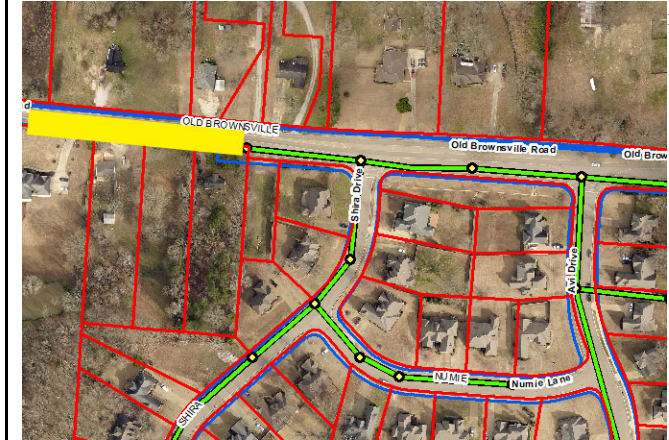
Construction

07/25

06/28

Total Project**07/25****06/28****Location**

These projects are located at various locations around the City.

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$

0

\$

0

\$

0

Operations

0

0

0

Capital

0

0

0

Total Impact Oper. Budget

\$

0

\$

0

\$

0

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

Source of Funds**FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

Utility Bonds

\$

0

\$

500,000

\$

1,500,000

\$

1,500,000

\$

1,500,000

\$

5,000,000

Utility Retained Earnings

0

0

0

0

0

0

FD312 Transfers-unspent projects

0

0

0

0

0

0

FD312 Use of Fund Balance

0

0

0

0

0

0

Total Source

\$

0

\$

500,000

\$

1,500,000

\$

1,500,000

\$

1,500,000

\$

5,000,000**Project Costs**

Land/Right of Way

\$

0

\$

0

\$

0

\$

0

\$

0

\$

0

Design/Engineering

0

0

0

0

0

0

Utility Relocation

0

0

0

0

0

0

Construction

0

500,000

1,500,000

1,500,000

1,500,000

5,000,000

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

\$

500,000

\$

1,500,000

\$

400,000

\$

400,000

\$

5,000,000

Department: ENGINEERING - SEWER**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 805****FY 2025 - FY 2029****Project Name: Fletcher Creek EQ Tank Design & Construction****Project Description**

This Fund will accommodate the design and construction of a 6 MG (approximate) holding tank to service the Fletcher Creek Sewer Basin. Approximate cost for design is \$3.4M. Approximate Construction Cost is \$30M.

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

Land/Right of Way

N/A

N/A

Design/Engineering

07/25

06/26

Utility Relocation

N/A

N/A

Construction

07/26

12/29

Total Project**01/25****12/29****Location**

Fletcher Creek Basin

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$

0

\$

0

\$

0

Operations

0

0

0

Capital

0

0

0

Total Impact Oper. Budget**\$****0****\$****0****\$****0****Future Years and explanations:** No impact on the operating budget.**Source of Funds****FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

Utility Bonds

\$

0

\$

3,400,000

\$

15,000,000

\$

15,000,000

\$

0

\$

33,400,000

Utility Retained Earnings

0

0

0

0

0

0

FD312 Transfers-unspent projects

0

0

0

0

0

0

FD312 Use of Fund Balance

0

0

0

0

0

0

Total Source**\$****0****\$****3,400,000****\$****15,000,000****\$****15,000,000****\$****0****\$****33,400,000****Project Costs**

Land/Right of Way

\$

0

\$

0

\$

0

\$

0

\$

0

\$

0

Design/Engineering

0

3,400,000

0

0

0

3,400,000

Utility Relocation

0

0

0

0

0

0

Construction

0

0

15,000,000

15,000,000

0

30,000,000

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****\$****3,400,000****\$****15,000,000****\$****15,000,000****\$****0****\$****33,400,000**

Department: ENGINEERING - SEWER**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 808****FY 2025 - FY 2029****Project Name: American Rescue Plan****Project Description**

This project will use funds from the American Rescue Plan which has allocated \$3,412,917.00 for Bartlett with a local 35% match (\$1,194,520.95), for a total of 4,607,437.95 to be obligated by 2026. This will be used to complete various projects around the city such as emergency generators for sewer pump stations, sewer line rehabilitation, and pump station rehabilitation. Sewer holding tanks may be constructed contingent on coordination with the City of Memphis.

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

Land/Right of Way

07/22

06/25

Design/Engineering

07/22

06/25

Utility Relocation

N/A

N/A

Construction

03/25

12/26

Total Project**07/22****12/26****Location**

These projects are located at various locations around the City.

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel \$ 0 \$ 0 \$ 0

Operations 0 0 0

Capital 0 0 0

Total Impact Oper. Budget **\$ 0** **\$ 0** **\$ 0****Future Years and explanations:** No impact on operating budget.**Source of Funds****FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

Utility Bonds \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0

Utility Retained Earnings 532,446 0 0 0 0 532,446

FD312 Transfers-unspent projects 0 0 0 0 0 0

American Rescue Plan Grant 1,521,273 0 0 0 0 1,521,273

Total Source **\$ 2,053,719** **\$ 0** **\$ 0** **\$ 0** **\$ 0** **\$ 2,053,719****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 2,053,719 0 0 0 0 2,053,719

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 **\$ 2,053,719** **\$ 0** **\$ 0** **\$ 0** **\$ 0** **\$ 2,053,719**

Department: ENGINEERING - SEWER**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 72525****FY 2025 - FY 2029****Project Name: Water and Sewer Plant Upgrades****Project Description**

All of our Water Treatment Plants are in need of overhaul, upgrades, and refurbishment. This Project would include: **WTP#1** Replace & paint old Valves in Pipe gallery, & replace antiquated pneumatic actuators with electric actuators. **WTP#3:** Replace all Filter media and restore/repair filter structures. **WTP#4** Replace old valves in Pump Room, and paint all piping, valves and walls in Pump Room and Pipe Gallery. Replacement of PRV's in the Upper Pressure Plane. This project will include total refurbishment of WTP#2 as the City may receive about \$700K in CDBG Funding.

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

Land/Right of Way

N/A

N/A

Design/Engineering

07/24

06/25

Utility Relocation

N/A

N/A

Construction

02/25

12/29

Total Project**07/24****12/29****Location**

Various plants around the City.

Location Map**Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$

0

\$

0

\$

0

Operations

0

0

0

Capital

0

0

0

Total Impact Oper. Budget

\$

0

\$

0

\$

0

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

Source of Funds**FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

Utility Bonds

\$

0

\$

0

\$

0

\$

0

\$

0

Utility Retained Earnings

500,000

2,000,000

2,000,000

2,000,000

2,000,000

8,500,000

FD312 Transfers-unspent projects

0

0

0

0

0

0

FD312 Use of Fund Balance

0

0

0

0

0

0

Total Source

\$

500,000

\$

2,000,000

\$

2,000,000

\$

2,000,000

\$

2,000,000

\$

8,500,000**Project Costs**

Land/Right of Way

\$

0

\$

0

\$

0

\$

0

\$

0

Design/Engineering

200,000

200,000

200,000

200,000

200,000

1,000,000

Utility Relocation

0

0

0

0

0

0

Construction

300,000

1,800,000

1,800,000

1,800,000

1,800,000

7,500,000

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

\$

500,000

\$

2,000,000

\$

2,000,000

\$

2,000,000

\$

2,000,000

\$

8,500,000

Department: ENGINEERING - SEWER**BARTLETT CAPITAL IMPROVEMENT PROGRAM****Project No.: 72626****FY 2025 - FY 2029****Project Name: Water and Sewer Pipe Upgrades****Project Description**

Our water distribution system and sewer collection system will require upgrades and replacements. These upgrades are needed because: 1) There are a number of water lines in the city made of obsolete AC pipe. 2) Some waterlines in the city are undersized, along HWY 70 there are several 6" and 8" lines that should be upgraded to 12". 3) There are a number of sewer manholes that are corroded and need of rehab. 4) There are sewer lines under creeks allowing infiltration that are in need of repair.

Location

Various pipes around the City.

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

Land/Right of Way

N/A

N/A

Design/Engineering

N/A

N/A

Utility Relocation

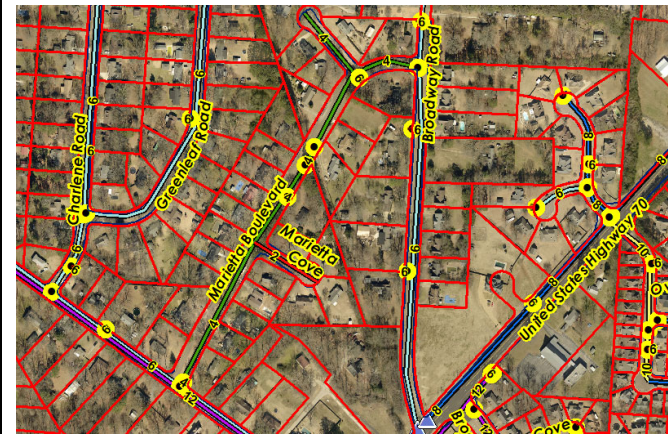
N/A

N/A

Construction

07/25

06/29

Total Project**07/25****06/29****Location Map****Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$ 0

\$ 0

\$ 0

Operations

0

0

0

Capital

0

0

0

Total Impact Oper. Budget**\$ 0****\$ 0****\$ 0****Future Years and explanations:** No impact on the operating budget.**Source of Funds****FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

Utility Bonds

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Utility Retained Earnings

0

1,000,000

550,000

550,000

550,000

2,650,000

FD312 Transfers-unspent projects

0

0

0

0

0

0

FD312 Use of Fund Balance

0

0

0

0

0

0

Total Source**\$ 0****\$ 1,000,000****\$ 550,000****\$ 550,000****\$ 550,000****\$ 2,650,000****Project Costs**

Land/Right of Way

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Design/Engineering

0

0

50,000

50,000

50,000

150,000

Utility Relocation

0

0

0

0

0

0

Construction

0

1,000,000

500,000

500,000

500,000

2,500,000

Equipment/Furnishings

0

0

0

0

0

0

Other

0

0

0

0

0

0

Total Project Costs**\$ 0****\$ 1,000,000****\$ 550,000****\$ 550,000****\$ 550,000****\$ 2,650,000**

Department: ENGINEERING - SEWER**BARTLETT CAPITAL IMPROVEMENT PROGRAM****FY 2025 - FY 2029****Project No. 809****Project Name: Sewer Lines to Lakeland****Project Description**

Lakeland will be collecting the sewer in this area and flowing it north into their existing Wastewater Treatment Plant. This will be accomplished by the construction of the Oliver Creek Sewer Line (OCSL). The Oliver Creek Sewer Line's approximate location is shown in **BLUE**. The approximate cost of this line to Lakeland is \$20-25M. Bartlett's Sewer flow into the OCSL will constitute approximately 22% of the flow. Based on this preliminary estimate, Bartlett's funding share of this project will be \$4.4m-\$5.5m. The Project is set to bid in Fall 2024, so it is only anticipated that Bartlett's Funding share in FY25 would be \$2m.

Location

The Area shown on the Location map is a large portion of the Davies Plantation area of Bartlett. This area currently sewers across I-40, through Lakeland and is sewer serviced by the City of Memphis. The Oliver Creek Sewer Line, being constructed by Lakeland, will be installed along the east side of Oliver Creek.

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

Land/Right of Way

07/21

10/24

Design/Engineering

07/21

10/24

Utility Relocation

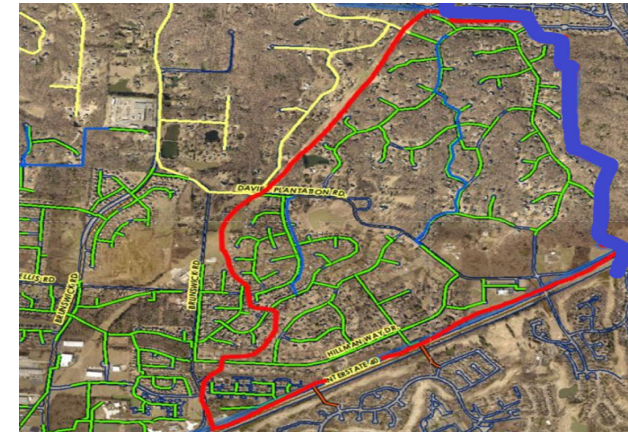
N/A

N/A

Construction

10/24

12/26

Total Project**07/21****12/26****Location Map****Impact on Operating Budget****FY 2025****FY 2026****FY 2027**

Personnel

\$ 0

\$ 0

\$ 0

Operations

0

0

0

Capital

0

0

0

Total Impact Oper. Budget**\$ 0****\$ 0****\$ 0****Future Years and explanations:** No impact on the operating budget.**Source of Funds****FY 2025****FY 2026****FY 2027****FY 2028****FY 2029****TOTAL**

Utility Bonds

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Utility Retained Earnings

2,000,000

4,000,000

0

0

0

6,000,000

FD312 Transfers-unspent projects

0

0

0

0

0

0

FD312 Use of Fund Balance

0

0

0

0

0

0

Total Source**\$ 2,000,000****\$ 4,000,000****\$ 0****\$ 0****\$ 0****\$ 6,000,000****Project Costs**

Land/Right of Way

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

\$ 0

Design/Engineering

0

0

0

0

0

0

Utility Relocation

0

0

0

0

0

0

Construction

2,000,000

4,000,000

0

0

0

6,000,000

Equipment/Furnishings

0

0

0

0

0

0

Total Project Costs**\$ 2,000,000****\$ 4,000,000****\$ 0****\$ 0****\$ 0****\$ 6,000,000**

CITY OF BARTLETT

T E N N E S S E E

APPENDIX



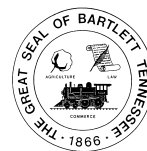
Date of Incorporation – 1866
Date Charter Adopted – April 14, 1993
Form of Government – Mayor and Aldermen

Bartlett, with a 2020 census population of 57,786 is the geographic center of Shelby County and the second largest city in Shelby County after Memphis. A more recent projection of the population in 2024 is close to 60,000. The Memphis MSA (Metropolitan Statistical Areas), in which Bartlett is included, has a population of around one million people. The City covers over 32 square miles and has a reserve annexation area of about 9 square miles. Growth in the City, in population, commercial and residential developments, and annexations, has remained steady from the 1970's through the 2020's. The City's charter was last amended on April 14, 1993 and operates under a strong Mayor and Aldermen form of government as provided for in Tennessee state statutes.

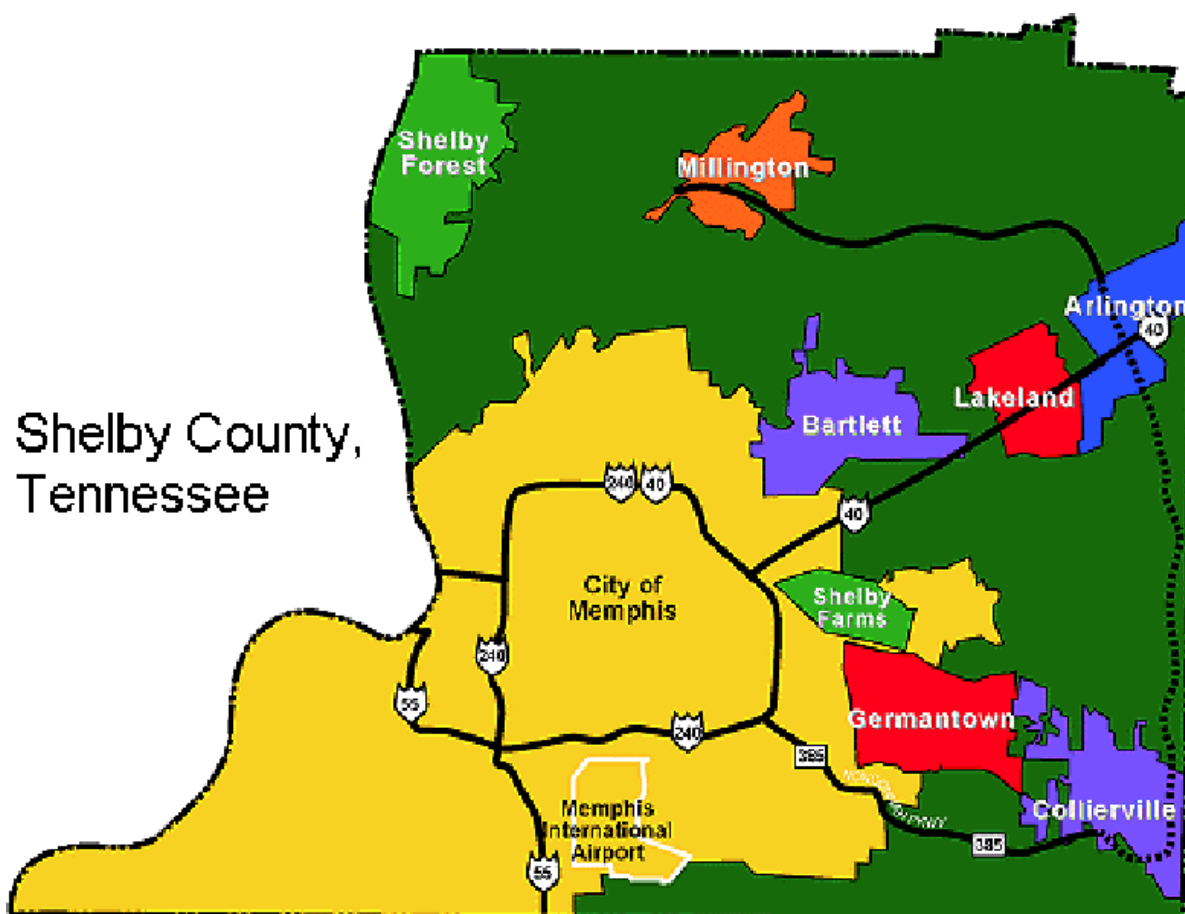
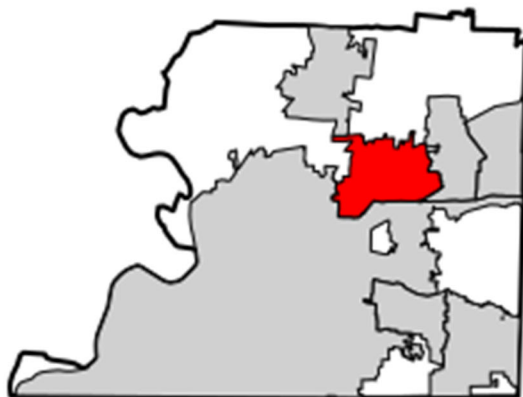
Bartlett's industrial area is home to many companies including Brother Industries USA, Brother International Corporation, Gyrus ENT, Brimhall Foods Company and the USDA Cotton Classing Plant. While home for many industries, Bartlett continues to maintain its small town atmosphere. Historic Bartlett Station,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

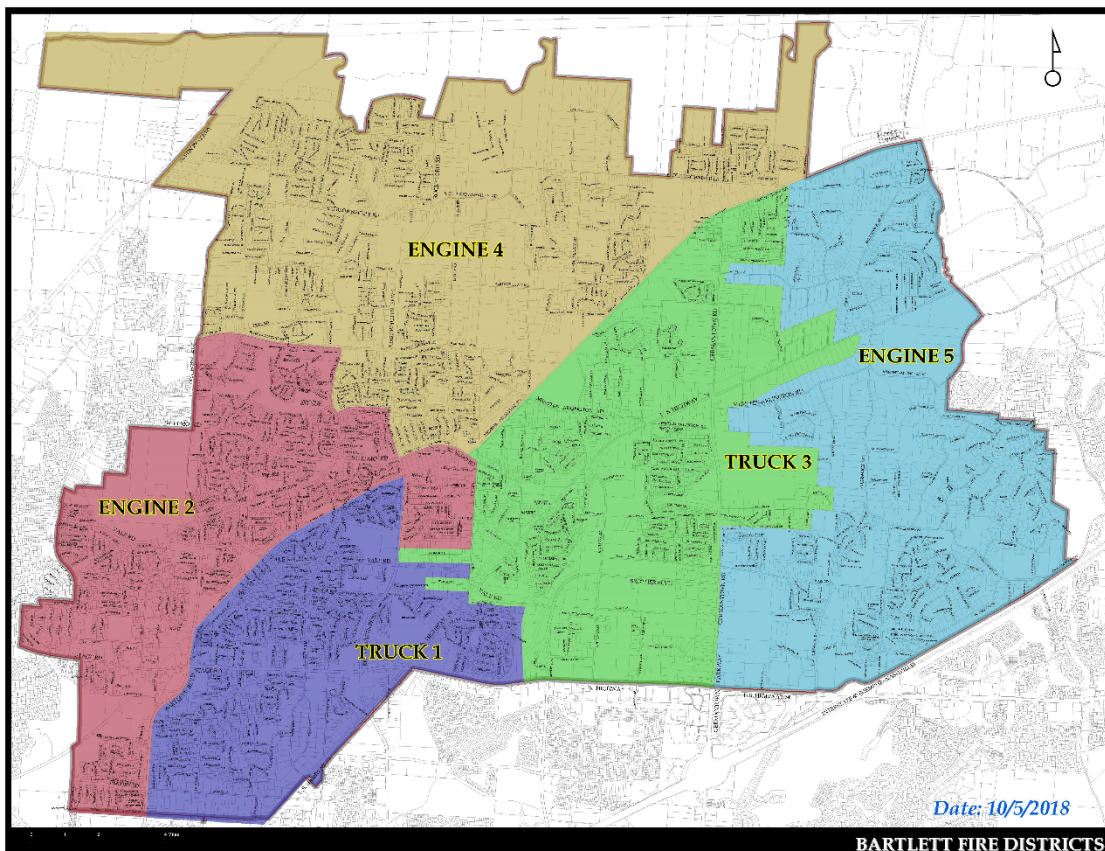
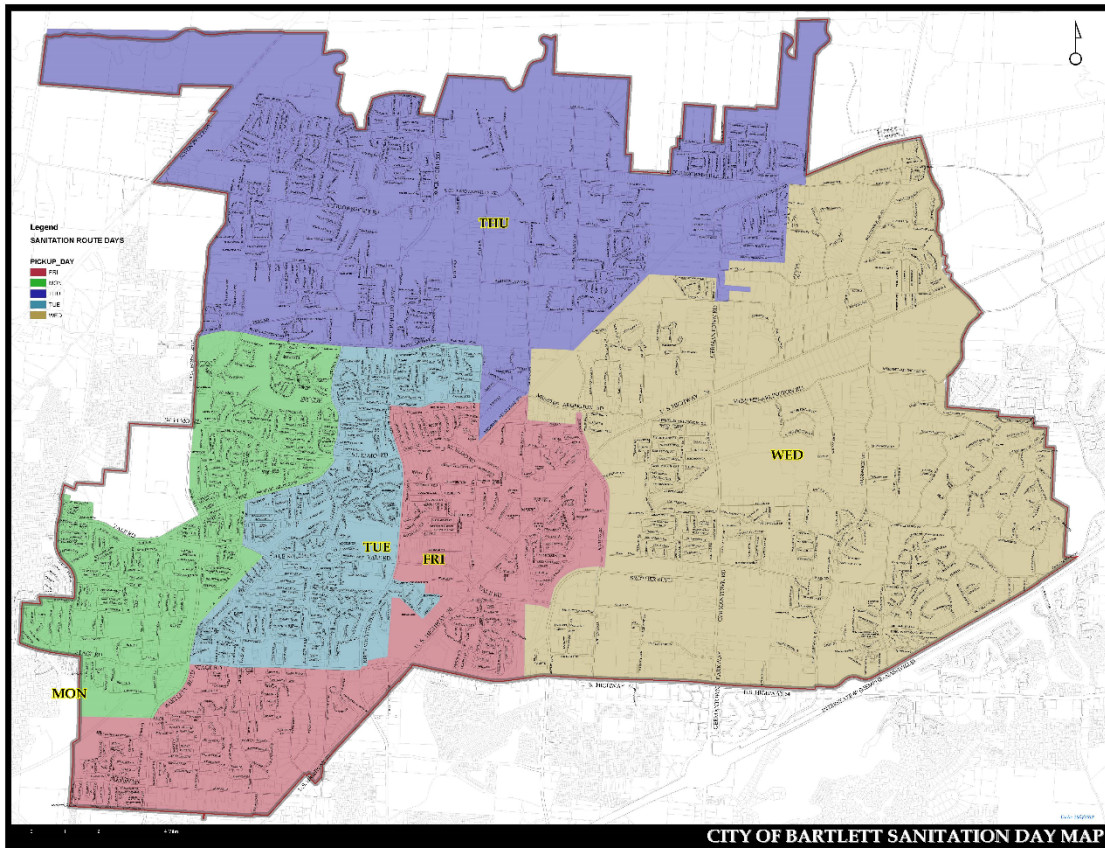
Those residents who settled in Bartlett in the 1800's did so for its rich soil and long growing season. Shelby County was the leading cotton-growing county in Tennessee at the time. One of its early settlers purchased 3,000 acres of prime farmland along what is now known as Stage Road. From the early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

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



City of Bartlett, Shelby County, Tennessee





BARTLETT COMMUNITY PROFILE



GEOGRAPHIC

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

SEWER SYSTEM

Miles of Sewer Lines	353
Number of Sewer Connections	20,544
Pump Stations	25
Capacity of Bartlett System (Gallons/day)	2,700,000

WATER SYSTEM

Miles of Water Lines	372
Number of Water Connections	21,724
Number of Water Plants	4
Number of Storage Tanks	10
Capacity of Bartlett System (max gallon/day)	17,000,000

RECREATION

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

PUBLIC SAFETY

Number of Fire Stations	5
Number of Commissioned Police Officers	136

SCHEDULE OF MAJOR TAXPAYERS (2023)

Customer Name	Assessed Value
Brother International	\$ 39,256,310
Tenet Healthcare/St. Francis	34,084,410
Progress Residential/Yamasa LTD	15,609,930
Walmart Real Estate Trust	14,286,040
UHS of Lakeland Inc	13,452,930
Gyros AMCI Inc	13,115,820

POPULATION (US Census)

1980	17,170
1990	26,989
2000	40,543
2010	54,613
2020	57,786

Age

Under 5 years	3,120
5 to 17 years	10,344
18 to 64 years	34,036
65 years and over	10,286

Race

White	39,666
Black and African America	11,601
Hispanic or Latino	2,504
Asian	1,931
American Indian & Alaskan	147
Other Race(s)	1,937

HOUSING STARTS

2021	38
2022	65
2023	39
2024	54

COMMERCIAL INDUSTRIAL/PERMITS

2021	87
2022	74
2023	97
2024	98

HOUSING UNITS

Owner Occupied	18,001
Renter Occupied	3,077
Average Family Size	2.74

2024 TAX YEAR

Property Tax Rate	1.73
Local Sales Tax	2.75%
State Sales Tax	7.00%

Bond Ratings

Standard and Poor's	AAA
Moody's	Aa1



GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

BSMC – Bartlett Station Municipal Center.

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

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

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

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

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

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

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

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



GLOSSARY OF TERMS

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

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

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

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

Cost Center - A sub-unit of a department.

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

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

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

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

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

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

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

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

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

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

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

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

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

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



GLOSSARY OF TERMS

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

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

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

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

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

GASB - Governmental Accounting Standards Board.

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

GFOA - Government Finance Officers Association.

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

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

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

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

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

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

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

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

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

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



GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2025 - FY 2029

PROJECT	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
<u>FUNDING SOURCES</u>						
General Obligation Bonds	\$ 0	\$ 5,233,000	\$ 6,642,000	\$ 6,904,500	\$ 2,012,000	\$ 20,791,500
Capital Note	0	195,000	93,000	83,000	119,000	490,000
Transfer from Street Aid Fund	760,000	0	0	0	0	760,000
Transfer In from General Fund	585,000	462,000	848,200	420,000	852,000	3,167,200
Transfer In from Park Imp. Fund	0	0	120,000	0	75,000	195,000
Grant Funds	0	0	4,200,000	3,750,000	0	7,950,000
TDOT 80% match	3,040,000	5,532,000	148,000	5,018,000	148,000	13,886,000
Utility Bonds	0	3,900,000	16,500,000	16,500,000	1,500,000	38,400,000
Utility Retained Earnings	3,032,446	7,000,000	2,550,000	2,550,000	2,550,000	17,682,446
American Rescue Plan Grant	1,521,273	0	0	0	0	1,521,273
Total Funding Sources	\$ 8,938,719	\$ 22,322,000	\$ 31,101,200	\$ 35,225,500	\$ 7,256,000	\$ 104,843,419
<u>PROJECT COST</u>						
<u>Administrative</u>						
Vehicles & Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
YMCA Capital Improvement	100,000	100,000	100,000	100,000	100,000	500,000
Total Administrative	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
<u>Police</u>						
Justice Center Maintenance	\$ 0	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 480,000
Total Police	\$ 0	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 480,000
<u>Fire</u>						
Fire Vehicles	\$ 0	\$ 42,000	\$ 52,000	\$ 0	\$ 0	\$ 94,000
Fire Ambulances	325,000	0	376,200	0	432,000	1,133,200
Fire Truck	0	1,200,000	0	0	0	1,200,000
Training Center Improvements	0	0	800,000	0	0	800,000
Total Fire	\$ 325,000	\$ 1,242,000	\$ 1,228,200	\$ 0	\$ 432,000	\$ 3,227,200
<u>Codes Enforcement</u>						
Codes Enforcement Vehicles	\$ 0	\$ 40,000	\$ 0	\$ 0	\$ 0	\$ 40,000
Total Code Inspection	\$ 0	\$ 40,000	\$ 0	\$ 0	\$ 0	\$ 40,000



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM

FY 2025 - FY 2029

PROJECT	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
Public Works						
Public Works Vehicles & Equip	\$ 160,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 960,000
Total Public Works	\$ 160,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 960,000
Engineering						
STP Overlay of Elmore, St. Elmo, & Brunswick Roa	\$ 760,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 760,000
TDOT-STP Overlay of Elmore, St. Elmo, & Brun	3,040,000	0	0	0	0	3,040,000
Fletcher Creek Greenway Ph4	0	396,000	0	0	0	396,000
Fletcher Creek Ph4 TDOT	0	1,584,000	0	0	0	1,584,000
ADA Transition	0	363,000	37,000	363,000	37,000	800,000
TDOT-ADA Transition	0	1,452,000	148,000	1,452,000	148,000	3,200,000
STP Overlay of Elmore Park Road, Old Brownsville	0	624,000	0	891,500	0	1,515,500
TDOT-STP Overlay of Elmore Park Road, Old Br	0	2,496,000	0	3,566,000	0	6,062,000
Total Engineering	\$ 3,800,000	\$ 6,915,000	\$ 185,000	\$ 6,272,500	\$ 185,000	\$ 17,357,500
Parks						
Parks Vehicles & Equipment	\$ 0	\$ 107,000	\$ 84,000	\$ 65,000	\$ 80,000	\$ 336,000
Singleton CC Equipment/Repairs	0	400,000	155,000	400,000	400,000	1,355,000
Senior Center Equipment/Repairs	0	48,000	9,000	18,000	39,000	114,000
Parks Maintenances	0	1,000,000	1,400,000	1,500,000	1,075,000	4,975,000
Transfer In from Park Imp. Fund	0	0	75,000	0	75,000	150,000
Parks Restroom Renovations-ADA	0	0	0	0	0	0
Transfer In from Park Imp. Fund	0	0	45,000	0	0	45,000
Grant Fund Parks Restroom Renovation-ADA	0	0	450,000	0	0	450,000
W.J. Freeman Park	0	350,000	1,250,000	1,250,000	0	2,850,000
Grant Fund W.J. Freeman Park	0	0	1,250,000	1,250,000	0	2,500,000
BSMC Equipment/Repairs	0	900,000	3,000,000	2,500,000	500,000	6,900,000
Grant Fund BSMC Equipment Repairs	0	0	2,500,000	2,500,000	0	5,000,000
Total Parks	\$ 0	\$ 2,805,000	\$ 10,218,000	\$ 9,483,000	\$ 2,169,000	\$ 19,675,000



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2025 - FY 2029

PROJECT	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
<u>Sewers</u>						
Sewers in Annexation Area	\$ 0	\$ 500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 5,000,000
Fletcher Creek Sewer Basin	0	3,400,000	15,000,000	15,000,000	0	33,400,000
American Rescue Plan Project	532,446	0	0	0	0	532,446
American Rescue Plan Grant - ARP Project	1,521,273	0	0	0	0	1,521,273
Water and Sewer Plant Upgrades	500,000	2,000,000	2,000,000	2,000,000	2,000,000	8,500,000
Water and Sewer Pipe Upgrades	0	1,000,000	550,000	550,000	550,000	2,650,000
Sewer Lines to Lakeland	2,000,000	4,000,000	0	0	0	6,000,000
Total Sewers	\$ 4,553,719	\$ 10,900,000	\$ 19,050,000	\$ 19,050,000	\$ 4,050,000	\$ 57,603,719
TOTAL CIP	\$ 8,938,719	\$ 22,322,000	\$ 31,101,200	\$ 35,225,500	\$ 7,256,000	\$ 99,843,419

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
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	\$ 35.00	Annual
	Beer Permit Application Fee	\$ 250.00	Each
	Beer Privilege Tax	\$ 100.00	Annual
	City Service Fee	\$ 5.50	Monthly
	Copy fees	\$ 0.15	Only applies to 20 pages and more
	Legal Notice	\$ 100.00	Each
	Liquor Privilege Tax License	\$ 600.00	\$600 - \$1,000 Annual Based on Seating
	Lost Payroll Check Fee	\$ 25.00	Each
	Outdoor Sales Permit Fee	\$ 55.00	Each
	Penalty Personalty Property Taxes	5%	
	Penalty Real Property Taxes	5%	
	Returned Check Fee	\$ 20.00	Each or Amt of check, whichever is less
	Taxicab Permit Fee, per cab	\$ 80.00	Annual
	Wholesale Beer Tax	17%	Reported Monthly
	Wholesale Liquor Tax	5%	Reported Monthly
	Wine Only Privilege Tax License	\$ 120.00	\$120 - \$200 Annual Based on Seating
	Cable Franchise Fee	5%	Annual(Applied to Gross Revenues)
	Cable Application/Bid Fee	\$ 5,000.00	Per Application
	Cable Bid Copy Fee	\$ 25.00	Per Cable Bid
City Court	Alcohol/Drug Treatment Fee	\$ 100.00	Set by State
	Breath Alcohol Test Charge	\$ 17.50	Set by State
	Cash Bond Forfeiture Fee	\$ 13.75	Set by State
	City Court Costs	\$ 107.50	Set by City
	City Litigation Tax	\$ 13.75	Can be no more that State Lit. Tax
	County Drug Treatment Fee	\$ 70.00	Set by State
	County Veteran Fee	\$ 50.00	Set by State
	Criminal Privilege Tax on Litigation	\$ 29.50	Set by State
	DA Crime Fee	\$ 75.00	Set by State
	DUI-Interlock Fee	\$ 40.00	Set by State
	DUI-Blood Test Charge	\$ 250.00	Set by State
	Drug Test Fee	\$ 10.00	Set by City
	E-Ticket Fee	\$ 5.00	Set by State
	Expungement Fee-City	\$ 100.00	Set by City
	Expungement Fee-State	\$ 350.00	Set by State
	Indigent Tax	\$ 12.50	Set by State
	Probation Fee	\$ 250.00	Set by City
	Reinstatement Fees From State	\$ 10.00	Per person when DL Reinstated
	Sexual Assault Fee	\$ 200.00	Set by State
	State Court Costs (Criminal Charge)	\$ 62.00	Set by State
	State Court Costs (Traffic Charge)	\$ 42.00	Set by State
	State Drug Treatment Fee	\$ 10.00	Set by State

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
	State Impair Driv. Fund Fees	\$ 5.00	Set by State
	State Litigation Tax	\$ 13.75	Set by State
	State Tax On Crimes Against Person/Crim. Injury Fund	\$ 26.50	Or \$50.00 (Set by State)
	Traffic Privilege Tax on Litigation	\$ 17.75	Set by State
	Traumatic Brain Injury Fund	\$15 or \$30	Set by State
	No Drivers License Fee	\$ 15.00	Set by State
	Late Fee on Traffic Citation-(1st FTA Ord.3-406)	\$ 50.00	Set by City
Planning	11 X 17 COLOR MAPS Copy Fee	\$ 3.00	Each
	Article V – Schedule Of District Regulations Copy Fee	\$ 2.50	Each
	Handbook Copy Fee	\$ 6.00	Each
	Landscape/Tree Ordinance Copy Fee	\$ 3.50	Each
	Re-Record Plat Fees	\$ 50.00	Each
	Sign Ordinance Copy Fee	\$ 18.00	Each
	Sign Summary, Appendix 5 & Chart 1 Copy Fee	\$ 1.25	Each
	Subdivision Ordinance Copy Fee	\$ 7.00	Each
	Zoning Ordinance W/ New Ordinances Copy Fee	\$ 29.25	Each
	Board of Zoning Appeals		
	Variances	\$ 300.00	Each
	Design Review Fees		
	Sign Review	\$ 100.00	Each
	Sign Appeal Fee	\$ 100.00	Each
	Sign Penalty Fee	\$ 100.00	Each. Extra fee per sign installed w/out DRC approval and/or permit
	Site Plan Review	\$ 400.00	Each
	New Stealth Wireless Transmission Facility Site Plan	\$ 550.00	Without Special Use Permit
	Site Plan Appeal Fee	\$ 400.00	Each
	Minor Site Plan Review	\$ 50.00	Each
	Site Plan - Planning Commission		
	Site Plan Review (without contract)	\$ 400.00	Each
	Site Plan Review (with contract)	\$ 500.00	Each
	Subdivision		
	Construction Plan	\$ 500.00	Each
	Plus	\$ 20.00	Per lot
	Dedication of Street	\$ 300.00	Each
	Final Plan	\$ 500.00	Each
	Plus	\$ 20.00	Per lot
	Master Plan	\$ 500.00	Each
	Plus	\$ 20.00	Per lot
	Rerecording	\$ 50.00	Each
	Revocations	\$ 300.00	Each
	Street Name Change	\$ 300.00	Each
	Road, Street, Alley Closure	\$ 300.00	Each

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
	Zoning		
	Simple Zoning Letter	\$ 25.00	Zoning location verification
	Extensive Zoning Letter	\$ 75.00	Zoning verification, land uses, and property/zoning violations
	Planned Development: Outline Plan	\$ 1,000.00	Five acres or less, \$30 per acre after first five and maximum fee of \$2,000
	Planned Development: Outline Plan Amendment	\$ 300.00	Each
	Rerecording	\$ 50.00	Up to 100 labels and \$1.00 per label over first 100
	Renotification Fee	\$ 100.00	
		\$ 1.00	Five acres or less, \$15 per acre after first five and maximum fee of \$1,000
	Reprocessing of Applications	\$ 150.00	
			Five acres or less, \$100 per acre after first five and maximum fee of \$3,000
	Rezoning	\$ 1,000.00	
			Five acres or less, \$50 per acre after first five and maximum fee of \$3,000
	Special Use Permits	\$ 500.00	
Police	Background Checks	\$ 15.00	Each
	Beer Server Permits	\$ 10.00	Each
	DUI Tapes/Video	\$ 15.00	Each
	Sexual Offender Registry	\$ 150.00	Each
	Sexual Oriented Business Employee Permit Fee	\$ 15.00	Annual
	Sexual Oriented Business Permit Fee	\$ 500.00	Annual
	Tow fees (Each)		
	Passenger Vehicles	\$ 125.00	Each
	Class "B" Vehicles	\$ 200.00	Trucks & Trailers 1.5 Tons
	Class "C" Vehicles	\$ 350.00	Large Trucks, Tractors & Trailers 3 Tons
Fire	Ambulance Transport Fee for BLS	\$ 900.00	For BLS
	Ambulance Transport Fee for ALS I	\$ 1,000.00	For ALS I
	Ambulance Transport Fee for ALS II	\$ 1,100.00	For ALS II
	Plus a mileage fee	\$ 17.00	Per mile
	Copy fees	\$ 0.15	Only applies to 20 pages and more
	CPR Classes	\$ 20.00	Per person per class
Code Enf.	Building Fees		
	Addition not exceeding 400 square feet	\$ 50.00	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
	Sidewalks-Inlet-Driveway Repair	\$ 60.00	
	House for Sale Inspection	\$ 30.00	

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
	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 <= 400 sq ft	\$ 30.00	Minimum fee one story
	Detached building > 400 sq ft	\$ 50.00	Minimum fee one story
	Detached building > 400 sq ft	\$ 0.05	Per square feet
	Fees for Amending Permits	\$ 20.00	
	Fees for Issuing Permits	\$ 5.00	
	Software Fee	\$ 7.00	
	Fees for miscellaneous construction	\$ 8.00	Per \$1,000
	Fences one-two family dwelling	\$ 20.00	
	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	\$ 50.00	Minimum Fee (not 1&2 family dwelling)
	Less than \$25,000-per \$1,000	\$ 4.00	
	\$25,000 to \$1,000,000-per \$1,000	\$ 3.00	Plus one-time \$100
	\$1,000,001 to \$25 million-per \$1,000	\$ 2.00	Plus one-time \$3,025
	\$25,000,001 & above-per \$1,000	\$ 1.50	Plus one-time \$51,025
	New construction of or addition to existing	\$ 0.05	Per square foot (1&2 family dwelling)
	Minimum fee of	\$ 125.00	
	Removal or moving of structures	\$ 200.00	
	Special events	\$ 60.00	
	Temporary construction trailer (6 months)	\$ 60.00	
	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

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
	Existing Residential Occupancies		
	1 to 5 circuits	\$ 30.00	
	Over 5 circuits	\$ 45.00	
	Fee for issuing permits	\$ 5.00	
	Software Fee	\$ 7.00	
	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	\$ 20.00	
	Miscellaneous Items		
	Meter Put Back	\$ 15.00	
	Recalls	\$ 15.00	
	Underground or overhead low voltage cable	\$ 20.00	Per 100 ft
	Miscellaneous Fees		
	Battery Charger up to 100 amperes	\$ 15.00	
	Battery Charger-more than 100 amperes	\$ 15.00	
	Electric welder	\$ 25.00	
	Fire Ruling	\$ 50.00	
	Lighting and Convenience Outlet Circuits	\$ 4.00	
	Modular Res. Buildings	\$ 50.00	
	Motion picture machine	\$ 30.00	
	Panels	\$ 15.00	
	Power Rectifier-more than 100 amperes	\$ 3.00	Each unit
	Power Rectifier-up to 100 amperes	\$ 15.00	
	Relocated Houses	\$ 50.00	
	X-ray unit-120 volt	\$ 15.00	
	X-ray unit-208/240 volt	\$ 50.00	
	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	

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
	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	\$ 5.00	
	Software Fee	\$ 7.00	
	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	\$ 20.00	
	For each gas outlet	\$ 3.00	Single Family Residence
	Gas meter put back	\$ 15.00	
	Minimum Permit Fee	\$ 15.00	
	Per each additional \$1,000	\$ 8.00	
	Work commencing before permit issued	Double Fee	
	Liquidation/Special Sale Application Fee	\$ 25.00	Each
	Mechanical Permit Fees		
	Fee for Amending Permits	\$ 20.00	
	Fees for Issuing permits	\$ 5.00	
	Software Fee	\$ 7.00	
	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	\$ 20.00	

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
	Work commencing before permit issued	Double Fee	
	Plan Review Fee		
	\$0-\$25,000 total valuation	\$ 80.00	
	\$25,001-\$50,000 total valuation	\$ 160.00	
	\$50,001-\$100,000 total valuation	\$ 325.00	
	\$100,001-\$200,000 total valuation	\$ 650.00	
	\$200,001-\$500,000 total valuation	\$ 875.00	
	\$500,001-\$1 million total valuation	\$ 1,200.00	
	\$1,000,001-\$2 million total valuation	\$ 1,600.00	
	\$2,000,001-\$5 million total valuation	\$ 2,000.00	
	\$5,000,001 and up total valuation	\$ 3,000.00	
	Signs (New)	\$ 25.00	
	Plumbing Permit Fees		
	Amending Permit Fee	\$ 20.00	
	Fees for issuing permits	\$ 5.00	
	Software Fee	\$ 7.00	
	Filing to Board of Appeals	\$ 100.00	
	First re-inspection fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	Installation of Plumbing Fixtures	\$ 8.00	
	Minimum Permit fee	\$ 20.00	Each Fixture
	Sewer Repair	\$ 100.00	
	Per \$1,000	\$ 8.00	Commercial Minimum
	Sewer Replacement or Connections	\$ 30.00	
	Sewer Turnaround	\$ 1,500.00	
	Water Heater	\$ 15.00	
	Water Service-< 1 inch > 2 inch	\$ 30.00	
	Water Service-< 2 inch	\$ 200.00	
	Water Service-> 1 inch	\$ 20.00	
	Work commencing before permit issued	Double Fee	
Public Works	Adoption Fee		
	Adult Dogs over 30 pounds	\$ 65.00	Each
	Small Dogs 30 pounds and under	\$ 100.00	Each
	Puppies under 5 months	\$ 100.00	Each
	Adult Cats	\$ 65.00	Each
	Kittens under 5 months	\$ 80.00	Each
	At Risk/ Long Term Animals	\$ 30.00	Each
	Animal License Fee	\$ 6.00	Each (altered)
		\$ 16.00	Each (non-altered)
		\$ 3.00	Replacement Cost
	Boarding Fees	\$ 15.00	Per Day

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
	Capture Fees		
	1st offense	\$ 40.00	Each
	2nd offense	\$ 70.00	Each
	3rd offense	\$ 100.00	Each
	Grass Cutting of Vacant Houses	Actual Cost	Materials, Equipments & Labor Cost
	Brush Pickup/Load	Actual Cost	Materials, Equipments & Labor Cost
	Shelter Misc. Revenue	\$ 25.00	Owner surrender
		\$ 50.00	Cremation fee
		\$ 20.00	Micro-chipping
Solid Waste	Appliance Pickup	\$ 30.00	Each
	Commercial Pickup-Set Up Fee	\$ 20.00	Each
	Commercial Pickup - Charge for Cart	\$ 75.00	Each
	Commercial Pickup - Monthly Charges:		
	For 1 Cart	\$ 30.00	Monthly
	For 2 Carts	\$ 35.00	Monthly
	For 3 Carts	\$ 40.00	Monthly
	Residential Cart Replacement Cost	\$ 75.00	Each
	Residential Cart Additional Purchase	\$ 75.00	Each
	Residential Pickup	\$ 30.00	Monthly
	Yard Waste Cart Purchase	\$ 75.00	Each - While Grant carts are available
Water/Wastewater			
	Barrel Locks to Contractors	\$ 24.00	Each
	Refundable User Fee for Fire Hydrant Meter	\$ 1,000.00	Each
	Rental for Fire Hydrant Meter	\$ 25.00	Monthly
	Water usage of Fire Hydrant Meter		Current City rates for water usage
	City Water Rates		
	Residential -- City Customers	\$ 7.80	The first 2,000 gallons
	Residential -- City Customers	\$ 1.80	each additional 1,000 gallons
	Residential -- Rural Customers	\$ 10.70	The first 2,000 gallons
	Residential -- Rural Customers	\$ 2.70	each additional 1,000 gallons
	Commercial -- City Customers	\$ 12.88	The first 2,000 gallons
	Commercial -- City Customers	\$ 2.10	each additional 1,000 gallons
	Commercial -- Rural Customers	\$ 17.59	The first 2,000 gallons
	Commercial -- Rural Customers	\$ 3.15	each additional 1,000 gallons
	City Sewer Rates		
	Residential -- City Customers	\$ 13.55	The first 2,000 gallons
	Residential -- City Customers	\$ 2.79	each additional 1,000 gallons
	Residential -- Rural Customers	\$ 17.83	The first 2,000 gallons
	Residential -- Rural Customers	\$ 3.01	each additional 1,000 gallons
	Commercial -- City Customers	\$ 26.38	The first 2,000 gallons
	Commercial -- City Customers	\$ 3.01	each additional 1,000 gallons
	Commercial -- Rural Customers	\$ 37.08	The first 2,000 gallons
	Commercial -- Rural Customers	\$ 3.22	each additional 1,000 gallons

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
Engineering	Fee for Plans and Specifications (for copies)		
	From \$100,000 to \$250,000	\$ 25.00	
	From \$250,001 to \$500,000	\$ 50.00	
	From \$500,001 to \$750,000	\$ 75.00	
	Greater than \$750,000	\$ 100.00	
	Commercial & Industrial		
	City Subdivision Inspection		
	Minimum, per lot	\$ 300.00	Whichever is greater
	Or % of Development Cost	3.0%	Whichever is greater
	Drainage Control Fee		
	For those lots not served by a detention basin	\$ 500.00	Per half acre
	For those lots served by a detention basin	\$ 250.00	Per half acre
	Sewer Connection Charge		
	Per Acre	\$ 2,333.00	Whichever is greater
	Per Front Foot	\$ 33.00	Whichever is greater
	Sewer Review Fee		
	Minimum	\$ 25.00	Per contract
	Per lot	\$ 10.00	Whichever is greater
	Per 250 feet of Sewer line Extension	\$ 25.00	Whichever is greater
	Subdivision and site plan review		
	Minimum	\$ 175.00	Whichever is greater
	Or % of Public Improvement Cost	1.5%	Whichever is greater
	Stormwater Fee Commercial and Industrial property	\$ 6.00	Per ERU (5,000 square feet) per month
	Minimum	\$ 6.00	Per month
	Maximum	\$ 300.00	Per month
	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	\$0.00	For all Basins except Fletcher Creek Basin, per lot
	City Subdivision Inspection for Fletcher Creek Basin		
	Minimum, per lot	\$ 300.00	Whichever is greater
	Or % of Development Cost	3.0%	Whichever is greater
	Drainage Control Fee		
	For those lots not served by a detention basin	\$ 500.00	Per lot
	For those lots served by a detention basin	\$ 250.00	Per lot
	Park Land Development Fee	\$ 700.00	Per lot
	Sewer Connection Charge	\$0.00	For all Basins except Fletcher Creek Basin, per lot
	Sewer Connection Charge for Fletcher Creek Basin	\$ 2,000.00	Per lot
	Sewer Review Fee		
	Minimum	\$ 25.00	Per contract
	Per lot	\$ 10.00	Whichever is greater
	Per 250 feet of Sewer line Extension	\$ 25.00	Whichever is greater
	Subdivision and site plan review	\$ 175.00	Per lot

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
	Stormwater Fee Single-family residential property	\$ 4.00	Per month
	Water Connection Fee	\$0.00	For all Basins except Fletcher Creek Basin, per lot
	Water Connection Fee for Fletcher Creek Basin	\$ 2,000.00	Per lot
	Water Plant Expansion % of Water Main Cost	0%	For all Basins except Fletcher Creek Basin, per lot
	Water Plant Expansion for Fletcher Creek Basin	15%	% of Water Main Cost
	Water System Engineering % of Water Main Cost	0%	For all Basins except Fletcher Creek Basin, per lot
	Water System Engineering for Fletcher Creek Basin	6%	% of Water Main Cost
	Site Plan - Planning Commission		
	Site Plan Review (with contract)	\$ 500.00	Each
	Street Cut Permit per 25 feet of cut	\$ 10.00	
	Street Lighting Fee	\$ 5.00	Monthly
Parks	Facility Rental		
	A. Keith McDonald Pavilion (\$500 Security Deposit)	\$ 310.00	Residents(1/2 day/\$610 all day)
		\$ 460.00	Non-Residents(1/2 day/\$910 all day)
	Dixon-Brewer Park Gazebo	\$ 50.00	Residents (1/2 day/\$90 all day)
		\$ 70.00	Non-Residents(1/2 day/\$120 all day)
	Ellendale Park Pavilion	\$ 60.00	Residents (1/2 day/\$100 all day)
		\$ 80.00	Non-Residents (1/2 day/\$150 all day)
	W. J. Freeman Park - Gazebo	\$ 40.00	Residents (1/2 day/\$70 all day)
		\$ 55.00	Non-Residents(1/2 day/\$100 all day)
	W. J. Freeman Park - Pavilion	\$ 60.00	Residents(1/2 day/\$110 all day)
		\$ 85.00	Non-Residents(1/2 day/\$160 all day)
Athletics	Adult Sports	\$ 550.00	Softball
		\$ 450.00	Fall Softball
		\$ 575.00	Basketball
		\$ 250.00	Volleyball
	Facility Rental		
	Deermont	\$ 525.00	Per day
	Ellendale	\$ 300.00	Per day (both fields)
	Appling	\$ 525.00	Per day (all four fields)
	W.J. Freeman Multipurpose Fields		
	11v11 field dimensions (3 fields available)	\$ 175.00	Per field/per game
	7v7 or 9v9 field dimensions (6 fields available)	\$ 100.00	Per field/per game
	Bartlett Pickleball Courts	\$ 275.00	Per day (all six courts)
	Field Permits	\$ 50.00	I Per 1.5hr, non league teams
	Tennis/Cricket & non BPRD group	\$ 20.00	Per player
	Tournament Fees	\$ 225.00	Per team
	Youth Sports-per person	\$ 100.00	Baseball, Softball & Basketball
		\$ 75.00	Volleyball
	Plus Non-Resident fee	\$ 15.00	Per person
	Late Registration	\$ 25.00	Per person
	Youth Sports-per team		
	6 & u basketball	\$ 475.00	
	8 & u basketball	\$ 475.00	

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
	10 & u basketball	\$ 575.00	
	17 & u basketball	\$ 575.00	
	6 & u to 8 & u baseball	\$ 475.00	
	10 & u to 14 & u baseball	\$ 575.00	
	Per person fees for non BPRD Programs	\$ 20.00	per person
Singleton C.C.	Adult Classes		
	Bench Aerobics	\$ 5.00	Per class or 8 classes for \$35.00
	Belly Dancing	\$ 95.00	Resident per session
		\$ 105.00	Nonresident per session
	Zumba	\$ 5.00	Per class or 8 classes for \$35.00
	Yoga	\$ 5.00	Per class or 8 classes for \$35.00
	Chair Yoga	\$ 5.00	Per class or 8 classes for \$35.00
	Clogging	\$ 35.00	Resident per month, Add Fam \$10
		\$ 45.00	Nonresident per month, Add Fam \$10
	Pickleball Private Lessons	\$ 60.00	Per Session
	Pickleball Semi-Private Lessons	\$ 30.00	Per session
	Pickleball 101	\$ 25.00	Member Per Session
		\$ 45.00	Non-Member Per Session
	Pickleball 201	\$ 25.00	Member Per Session
		\$ 45.00	Non-Member Per Session
	Pottery		
	Hand Building	\$ 125.00	Resident \$120 for 6 week session
		\$ 135.00	Non-Resident \$125 for 6 week session
	Wheel Class	\$ 125.00	Resident \$120 for 6 week session
		\$ 135.00	Non-Resident \$125 for 6 week session
	Clay	\$ 25.00	
	Pottery Tools	\$ 20.00	
	Per Week Class Fee	\$ 25.00	
	Dance		
	Registration Fee	\$ 25.00	
	Recreational Dance Program	\$ 56.00	Resident per month
		\$ 66.00	Non-resident per month
	3 Visit Trial Pass	\$ 45.00	Resident per
		\$ 55.00	Non-resident per
	Summer Dance Camp	\$ 105.00	Resident per session
		\$ 115.00	Non-resident per session
	Recital Ticket	\$ 20.00	Per ticket
	Camp Singleton		
	Fall Break Camp	\$ 146.00	Resident per week
	Fall Break Camp	\$ 156.00	Non-Resident per week
	Spring Break Camp	\$ 146.00	Resident per week
	Spring Break Camp	\$ 156.00	Non-Resident per week

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
Summer Day Camp			
	Full Summer tuition, Resident	\$ 1,160.00	Resident, full summer
	Full Summer tuition, Non-Resident	\$ 1,248.00	Non-Resident, full summer
	Camp 1 wk, Resident	\$ 146.00	Resident, per week
	Camp 1 wk, Resident, 1st sibling	\$ 141.00	Resident, 1st sibling, per week
	Camp 1 wk, Resident, 2nd sibling	\$ 136.00	Resident, 2nd sibling, per week
	Camp 1 wk, Non-Resident	\$ 156.00	Non-Resident, per week
	Camp 1 wk, Non-Resident, 1st sibling	\$ 151.00	Non-Resident, 1st sibling, per week
	Camp 1 wk, Non-Resident, 2nd sibling	\$ 146.00	Non-Resident, 2nd sibling, per week
	Teen Camp, Resident	\$ 156.00	Resident, per week
	Teen Camp, Non-Resident	\$ 166.00	Non-Resident, per week
Facility Rental			
Regular Hours			
	Classroom	\$ 35.00	Resident per hour
		\$ 45.00	Non-resident per hour
	Stage Room	\$ 45.00	Resident per hour
		\$ 55.00	Non-resident per hour
	Auditorium	\$ 70.00	Resident per hour
		\$ 80.00	Non-resident per hour
	Kitchen, with Auditorium	\$ 60.00	Resident Flat Fee
		\$ 70.00	Non-Resident Flat Fee
	Gymnasium, one side only	\$ 75.00	Resident per hour
		\$ 85.00	Non-resident per hour
	Gymnasium, whole gym	\$ 145.00	Resident per hour
		\$ 155.00	Non-resident per hour
	Gym Clock	\$ 50.00	Resident Flat Fee
		\$ 75.00	Non-Resident Flat Fee
	Concession Stand	\$ 100.00	Resident Flat Fee
		\$ 125.00	Non-Resident Flat Fee
Basketball Tournament			
	2 Day, Resident	\$ 1,925.00	
	2 Day, Non-Resident	\$ 2,090.00	
After Hours (2 Hour Minimum)			
	Classroom	\$ 75.00	Resident per hour
		\$ 85.00	Non-resident per hour
	Stage Room	\$ 90.00	Resident per hour
		\$ 100.00	Non-resident per hour
	Auditorium	\$ 140.00	Resident per hour
		\$ 160.00	Non-resident per hour
	Kitchen, with Auditorium	\$ 80.00	Resident Flat Fee
		\$ 90.00	Non-resident Flat Fee
	Gymnasium, one side only	\$ 160.00	Resident per hour
		\$ 185.00	Non-resident per hour

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
	Gymnasium, whole gym	\$ 325.00	Resident per hour
		\$ 385.00	Non-resident per hour
	Concession Stand	\$ 120.00	Resident Flat Fee
		\$ 145.00	Non-Resident Flat Fee
	Deposit Auditorium, Classrooms, Gym & Stage Rm	\$ 200.00	
	Deposit Teen Parties	\$ 500.00	Cash
	Rectangle Tables	\$ 6.00	Employees Only
	Metal Chairs	\$ 0.75	Employees Only
	Annual Membership	\$ 50.00	Resident per year
		\$ 70.00	Non-resident per year
		\$ 5.00	Day Pass Resident
		\$ 15.00	Day Pass Non-Resident
	Martial Arts		
	Kendo	\$ 35.00	Resident, Per month
		\$ 45.00	Non-Resident, per month
	Iaido	\$ 30.00	Resident, per month
		\$ 40.00	Non-Resident, per month
	Preschool		
	Registration fee	\$ 30.00	
	Book Club-4 & 5 yrs old (Fridays)	\$ 51.00	Resident per session
		\$ 61.00	Non-resident per session
	Fit & Fun	\$ 6.00	Resident per class + \$1 PFF
		\$ 16.00	Non-resident per class + \$1 PFF
	Preschool Playtime-2 yrs old (Fridays)	\$ 61.00	Resident per month
		\$ 71.00	Non-resident per month
	Preschool-3 & 4 yrs old		
	Two days per week, resident	\$ 101.00	Resident per month
	Two days per week, non-resident	\$ 111.00	Non-resident per month
	Four days per week, resident	\$ 181.00	Resident per month
	Four days per week, non-resident	\$ 191.00	Non-resident per month
	Pre-K Camp- 3 & 4 yrs old	\$ 91.00	Resident per session - 3 wks
		\$ 101.00	Non-resident per session - 3 wks
	Stay N' Play		
		\$ 65.00	Residents per month - 2 day + \$1 PFF
		\$ 75.00	Non-residents per month - 2 day + \$1 PFF
		\$ 129.00	Residents per month - 4 day + \$1 PFF
		\$ 138.00	Non-residents per month - 4 day + \$1 PFF
	Special Events		
	Halloween	\$ 1.00	Per adult
	Valentine's 5K/10K Run	\$ 30.00	Each, plus \$5 After early bird pricing
	Valentine's 5K/10K Run	\$ 45.00	Couples, plus \$5 After early bird pricing
	Valentine's Virtual Runner	\$ 40.00	Each
	Turkey Shoot	\$ 1.00	Each target

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
	Youth Classes		
	Program Late Fee	\$ 25.00	Late fee for all programs
	Baton	\$ 130.00	Resident per Session
		\$ 140.00	Non-Resident per Session
		\$ 60.00	Resident, additional sibling per session
		\$ 70.00	Non-Resident, additional sibling per session
	ACT Prep	\$ 200.00	Resident per session
		\$ 205.00	Nonresident per session
	Driver Education	\$ 630.00	Resident per session
		\$ 640.00	Nonresident per session
		\$ 750.00	Resident deluxe per session
		\$ 760.00	Nonresident deluxe per session
	Music Lessons - Private	\$ 305.00	Resident per session - 12 weeks
		\$ 330.00	Non-Resident per session - 12 weeks
		\$ 280.00	Resident, additional sibling per session
		\$ 305.00	Non-Res, additional sibling per session
	Music Lessons-Group	\$ 205.00	Resident per session - 12 weeks
		\$ 230.00	Non-Resident per session - 12 weeks
		\$ 180.00	Resident, additional sibling per session
		\$ 205.00	Non-Resident, additional sibling per session
	Homeschool Lessons	\$ 80.00	Per session - 12 weeks
		\$ 105.00	Non-Resident
		\$ 55.00	Additional sibling per session
	Tennis (Ages 7-17)	\$ 105.00	Resident - 1 Lesson Per Week
		\$ 115.00	Non Resident - 1 Lesson Per Week
BSMC	Municipal Center Rental Fee		
	Weekday, M-Th (8:00am-5:00pm) Rental Fees		
	Auditorium (hourly; 4 hour min.)	\$ 125.00	Resident Rate
		\$ 150.00	Non Resident Rate
	Banquet Hall (hourly; 4 hour min.)	\$ 110.00	Resident Rate
		\$ 130.00	Non Resident Rate
	Chapel (hourly; 4 hour min.)	\$ 65.00	Resident Rate
		\$ 75.00	Non Resident Rate
	Reception Hall (hourly; 4 hour min.)	\$ 55.00	Resident Rate
		\$ 65.00	Non Resident Rate
	Community Room A (hourly; 4 hour min.)	\$ 40.00	Resident Rate
		\$ 50.00	Non Resident Rate
	Community Room B (hourly; 4 hour min.)	\$ 40.00	Resident Rate
		\$ 50.00	Non Resident Rate
	Nights, Weekends, and Holiday Rental Fees		
	Auditorium (hourly; 4 hour min.)	\$ 225.00	Resident Rate
		\$ 250.00	Non Resident Rate
	Banquet Hall (hourly; 4 hour min.)	\$ 210.00	Resident Rate
		\$ 230.00	Non Resident Rate

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
	Chapel (hourly; 4 hour min.)	\$ 120.00	Resident Rate
		\$ 145.00	Non Resident Rate
	Reception Hall (hourly; 4 hour min.)	\$ 110.00	Resident Rate
		\$ 125.00	Non Resident Rate
	Community Room A (hourly; 4 hour min.)	\$ 80.00	Resident Rate
		\$ 95.00	Non Resident Rate
	Community Room B (hourly; 4 hour min.)	\$ 80.00	Resident Rate
		\$ 95.00	Non Resident Rate
	Equipment Rental Fees		
	Sound Tech and Sound Equipment (\$50/hr, 4 hr min)	\$ 65.00	Resident Rate
		\$ 75.00	Non Resident Rate
	Catering Kitchen Pilot Light Service Fee	\$ 30.00	
	Special Events		
	Daddy Daughter Dance	\$ 35.00	Resident Rate, per couple
		\$ 10.00	Resident Rate, each additional child
		\$ 45.00	Non Resident Rate, per couple
		\$ 20.00	Non Resident Rate, each additional child
	Royal Tea Party		
	Adult	\$ 10.00	Resident Rate
		\$ 15.00	Non Resident Rate
	Children	\$ 30.00	Resident Rate
		\$ 40.00	Non Resident Rate
	Wedding Packages		
	Wedding & Reception (Sound Tech Included)		
	8 hours Friday and 10 hours Saturday, includes sound tech 2 hours on Friday and 6 hours on Saturday		
	Auditorium & Banquet Hall (2 hrs. night before	\$ 5,500.00	Resident Rate
	+ 10 hours day of)	\$ 6,000.00	Non Resident Rate
	Auditorium & Reception Hall (2 hrs. night before	\$ 4,000.00	Resident Rate
	+ 10 hours day of)	\$ 4,500.00	Non Resident Rate
	Chapel & Banquet Hall (2 hrs. night before	\$ 4,500.00	Resident Rate
	+ 10 hours day of)	\$ 5,000.00	Non Resident Rate
	Chapel & Reception Hall (2 hrs. night before	\$ 3,500.00	Resident Rate
	+ 10 hours day of)	\$ 4,000.00	Non Resident Rate
	Chapel + Auditorium	\$ 5,000.00	Resident Rate
		\$ 5,500.00	Non Resident Rate
	Auditorium ONLY	\$ 3,500.00	Resident Rate
		\$ 4,000.00	Non Resident Rate
	Rainey Banquet Hall Only	\$ 3,000.00	Resident Rate
		\$ 3,500.00	Non Resident Rate
Senior Center	AM Stretch Exercise Class	\$ 4.00	Per Class
	Ballroom Dance Day Class	\$ 4.00	Per class
	Ballroom Dance Night Class	\$ 10.00	Per Class
	Dance - Afternoon	\$ 4.00	Members Per Dance
	Dance - Evening	\$ 6.00	Members Per Dance

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
	Exercise Punch Card	\$ 40.00	Per Punch Card
	Facility Rental		
	Classroom (except #2)	\$ 45.00	Resident Per Hour / Two Hour Min.
		\$ 55.00	Non-Resident Per Hour / 2 Hr Min.
	Classroom # 2	\$ 50.00	Resident Per Hour / Two Hour Min.
		\$ 60.00	Non-Resident Per Hour / 2 Hr Min.
	Auditorium	\$ 100.00	Resident Per Hour / Two Hour Min.
		\$ 110.00	Non-Resident Per Hour / 2 Hr Min.
	Rental Deposit	\$ 200.00	Per Auditorium Rental
	Kitchen (Type-Catering)	\$ 75.00	Resident-Additional Flat Fee for Rental
		\$ 85.00	Non-Resident Flat Fee for Rental
	Group Fitness Class	\$ 4.00	Per Class
	Jewelry Class	\$ 4.00	Per class
	Jewelry Supplies	\$ 4.00	Per class
	Line Dance Class	\$ 4.00	Per class
	Manicure	\$ 15.00	
	Pedicure	\$ 21.00	
	Special Care Fee	\$ 10.00	Additional (case-by-case)
	Massage - Chair		
	15-minutes	\$ 22.00	Per 15-minute appointment
	30-minutes	\$ 40.00	Per 30-minute appointment
	Memberships		
	Basic Membership	\$ 15.00	Per Year
		\$ 25.00	Non-Resident Per Year
	All-Inclusive Membership	\$ 21.00	Per Month
		\$ 26.00	Non-Resident Per Month
	Newsletter Ad Space		
	Business card size ad	\$ 20.00	Per newsletter issue
	Quarter page ad	\$ 30.00	Per newsletter issue
	Half page ad	\$ 50.00	Per newsletter issue
	Full page ad	\$ 85.00	Per newsletter issue
	Half page ad - outside back cover	\$ 105.00	Per newsletter issue
	Sketching/Art Class	\$ 10.00	Per Month
	Sewing Class	\$ 10.00	Per Month
	Tai Chi	\$ 4.00	Per class
	Yoga	\$ 4.00	Per class
	Zumba Class	\$ 4.00	Per class
Performing Arts	Box Office		
	PatronManager Fee: Ticket < \$20.00	\$ 1.75	Per Tix
	PatronManager Fee: Ticket \$20.00 to <\$50.00	\$ 3.75	Per Tix
	Patron Manager Fee: Ticket \$50.00 & Up	\$ 4.25	Per Tix
	Ticket: Concert Tier 1 (premium)	\$ 50.00	Per Tix
	Ticket: Concert Tier 2	\$ 40.00	Per Tix
	Ticket: Concert Tier 3	\$ 35.00	Per Tix

City of Bartlett
Fees Schedule
Fiscal Year 2024-2025

Department	Type	Amount	Frequency/Notes/Description
	Ticket: Theatre Performance (Adult)	\$ 30.00	Per Tix
	Ticket: Theatre Performance (Children)	\$ 20.00	Per Tix
	Ticket: Family Show (Adult)	\$ 20.00	Per Tix
	Ticket: Family Show (Children)	\$ 15.00	Per Tix
	Ticket - Subscriber Price: Concert Tier 1 (Premium)	\$ 37.50	Per Tix
	Ticket - Subscriber Price: Concert Tier 2	\$ 30.00	Per Tix
	Ticket - Subscriber Price: Concert Tier 3	\$ 26.25	Per Tix
	Ticket - Subscriber Price: Theatre Performance	\$ 22.50	Adult, Per Tix
	Thciet - Subscriber Price: Theatre Performance	\$ 11.24	Children, Per Tix
	Ticket - Subscriber Price: Family Show	\$ 15.00	Adult, Per Tix
	Ticket - Subscriber Price: Family Show	\$ 11.25	Children, Per Tix
	Subscriber Price: Any subscribers Must Purchase 5 or more shows		
	Camps		
	Day Summer Camp Registration: (9 to 3pm)	\$ 200.00	Per Camper
	Day Summer Camp Registration: (9 to 12:30pm)	\$ 140.00	Per Camper
	Concessions		
	BPACC events - per item	\$ 2.00	
	Client Coffee Statin - per event	\$ 20.00	
	Client Coffee Refill - per event	\$ 5.00	
	Client - Hospitality Coordination Fee		Varies - Based on needs & volume
	Client merchandise - per event	15% - of gross	Applies to BPACC series artists
	Equipment		
	Banquet table w/cloth & skirt - per event	\$ 10.00	
	Banquet table with cloth only - per event	\$ 5.00	
	Corded Mics - up to 10 - per mic	\$ 10.00	
	Facility piano & bench - per event	\$ 150.00	
	Facility piano tuning - per event	\$ 125.00	
	Follow spot light - per event	\$ 25.00	Operator Add'l - \$20.00 per hr
	Podium Only - per event	\$ 15.00	
	Podium w Mic - per event	\$ 50.00	
	Removal of seats - per row/event	\$ 50.00	
	Stage Audio --- Lighting Techs per hour	\$35 -- \$20	
	Stage risers - per event	\$ 100.00	
	Stage screen only - per event	\$ 25.00	
	Wireless Mics - per event - per mic	\$ 85.00	
	Space Rental		
	Auditorium (per hr, 4-hour minimum)	\$ 125.00	Includes House Manager
	Lobby (per hr, 4-hour minimum)	\$ 85.00	Includes House Manager
	Green Room (per hr, 4-hour minimum)	\$ 40.00	Includes House Manager
	Studio (per hr, 4-hour minimum)	\$ 60.00	Includes House Manager
	Conference Room (per hr, 4-hr minimum)	\$ 50.00	Includes House Manager
	Sponsorships	\$ 1,000.00	& Up
	Special Partnerships	\$ 1,000.00	\$1,000 & Up



CITY OF BARTLETT

BARTLETT CITY SCHOOL FUND

FY 2025 Proposed Budget



Description	FY 2023 Actual	FY 2024 Revised	FY 2024 Projection	FY 2025 Request
Bartlett School Fund Revenues				
County Taxes	\$ 42,846,790	\$ 41,851,484	\$ 41,851,484	\$ 43,057,738
City of Bartlett Contributions	2,346,019	2,346,019	2,346,019	2,346,019
Charges for Services	128,165	60,200	60,200	25,200
Recurring Local Revenue	939,070	559,500	559,500	729,300
Nonrecurring Local Revenue	0	0	0	1,500,000
State Education Funds	46,510,812	52,530,262	52,530,262	58,979,698
Other State Revenue	756,027	104,000	104,000	145,000
Federal Funds thru the State	145,714	0	0	0
Capital Leases Issued	143,496	0	0	0
Insurance Recovery	275,000	0	0	0
Other Sources	690,980	270,000	270,000	270,800
Total Bartlett School Fund Revenues	\$ 94,782,073	\$ 97,721,465	\$ 97,721,465	\$ 107,053,755
<u>Staffing Level</u>				
<i>Full-Time Equivalent (FTE)</i>	<i>865.00</i>	<i>888.00</i>	<i>888.00</i>	<i>928.00</i>
Bartlett School Fund Expenditures				
Regular Instruction Program	\$ 41,938,641	\$ 49,511,132	\$ 49,511,132	\$ 53,382,550
Alternative Education Program	465,098	558,743	558,743	592,589
Special Education	6,752,592	7,861,548	7,861,548	8,513,026
Career and Technical Education Program	1,567,885	1,771,009	1,771,009	1,804,867
Planning	132,510	142,635	142,635	149,599
Student Services	740,271	766,015	766,015	807,627
Health Services	146,510	1,165,468	1,165,468	1,239,929
Other Student Support	2,037,497	2,714,925	2,714,925	3,239,964
Regular Instruction Support	2,301,044	2,584,583	2,584,583	2,739,240
Special Education Support	1,317,316	1,526,637	1,526,637	1,616,059
Vocational Education Support	139,264	133,189	133,189	137,718
Board of Education	3,599,046	5,034,132	5,034,132	4,987,166
Director of Schools	525,272	1,048,299	1,048,299	1,041,422
Office of Principal	6,794,465	8,234,758	8,234,758	8,566,363
Fiscal Services	1,106,808	1,908,576	1,908,576	2,434,694
Human Resources	669,110	739,185	739,185	842,995
Operation of Plant	5,674,999	6,323,370	6,323,370	6,578,078
Maintenance of Plant	1,548,682	1,932,207	1,932,207	2,584,198
Transportation	3,251,167	4,579,221	4,579,221	4,519,865
Technology	2,345,056	2,685,833	2,685,833	2,775,806
Food Service	31,303	0	0	0
Capital Outlays	192,696	0	0	0
Transfers Out	5,695,687	0	0	0
Total Bartlett School Fund Expenditures	\$ 88,972,919	\$ 101,221,465	\$ 101,221,465	\$ 108,553,755
Net From Operations	5,809,154	(3,500,000)	(3,500,000)	(1,500,000)
School Beginning Fund Balance	\$ 41,246,674	\$ 47,055,828	\$ 47,055,828	\$ 43,555,828
School Ending Fund Balance	\$ 47,055,828	\$ 43,555,828	\$ 43,555,828	\$ 42,055,828

Bartlett City Schools



2024-25

Special Revenue Fund Budget

Board Approved April 25, 2024

BARTLETT CITY SCHOOLS

Title Funds

Title Funds

Revenue

<u>ACCT</u>	<u>Description</u>	2023-2024 <u>BUDGET</u>	2024-2025 <u>BUDGET</u>
142-47141	Title I Part A	998,100	648,464
142-47141	Consolidated Admin	107,442	107,070
142-47141	Title I Part A-Neglected	502,043	477,051
142-47141	Title I Part D LEA	28,967	54,828
142-47189	Title II Part A	367,225	230,419
142-47146	Title III	4,111	12,569
142-47590	Title IV	176,097	191,673
Total Title Funds		2,183,985	1,722,073

BARTLETT CITY SCHOOLS

Title I Part A

Title I Part A

<u>ACCT</u>	<u>Description</u>	<u>2024-2025</u> <u>PERS</u>	<u>2024-2025</u> <u>BUDGET</u>
116	Teachers	5	126,986
169	Part-Time Personnel	17	106,295
189	Other Salaries & Wages (and Stipends)	5	168,594
201	Social Security		36,123
204	Pensions		30,243
206	Life Insurance		1,011
207	Medical Insurance		55,914
212	Employer Medicare		6,498
355	Travel		100
429	Instructional Supplies & Materials		6,071
599	Other Charges- 15% carryover		110,367
722	Regular Instruction Equipment		261
	Total Title I Part A		648,464

Informational Note:

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

BARTLETT CITY SCHOOLS

Consolidated Admin

Consolidated Admin

<u>ACCT</u>	<u>Description</u>	2024-2025	2024-2025
		<u>PERS</u>	<u>BUDGET</u>
105	Supervisor/Director	1	35,482
162	Clerical Personnel	0.75	10,930
189	Other Salaries & Wages	1	13,258
201	Social Security		3,872
204	Pensions		9,328
206	Life Insurance		276
207	Medical Insurance		16,587
212	Employer Medicare		905
355	Travel		2,092
499	Other Supplies & Materials		302
524	In-Service/Staff Development		12,836
790	Other Equipment		1,200
	Total Consolidated Admin		107,070

Informational Note:

Consolidated Admin reflects employees who spend 100% of their time administering their federally funded Title I-A, Title I-A Neglected, Title II-A, and Title III grants. Funded 52% by Title I-A, 34% by Title I-A Neglected, 2.6% by Title I-D, 11.3 by Title II-A, and .08% by Titles III and IV.

BARTLETT CITY SCHOOLS

Title I Part A-Neglected

Title I Part A-Neglected

<u>ACCT</u>	<u>Description</u>	2024-2025	2024-2025
		<u>PERS</u>	<u>BUDGET</u>
138	Instructional Computer Personnel	0.55	17,113
189	Other Salaries & Wages (and Stipends)	1	19,424
201	Social Security		2,759
204	Pensions		4,523
206	Life Insurance		133
207	Medical Insurance		7,967
212	Employer Medicare		645
355	Travel		1,847
399	Other Contracted Services		179,634
429	Instructional Supplies & Materials		124,306
471	Software		109,600
524	In-Service/Staff Development		4,450
722	Regular Instruction Equipment		4,650
	Total Title I Part A-Neglected		477,051

Informational Note:

Title I-A, Neglected funds are used to provide education and services for students placed in facilities by the courts due to abandonment, abuse, or parental neglect.

BARTLETT CITY SCHOOLS

Title I Part D LEA

Title I Part D LEA

<u>ACCT</u>	<u>Description</u>	2024-2025	2024-2025
		<u>PERS</u>	<u>BUDGET</u>
138	Instructional Computer Personnel	0.20	6,287
189	Other Salaries & Wages (and Stipends)	1	6,805
201	Social Security		941
204	Pensions		1,504
206	Life Insurance		46
207	Medical Insurance		2,812
212	Employer Medicare		219
399	Other Contracted Services		23,936
429	Instructional Supplies & Materials		5,596
722	Regular Instruction Equipment		6,682
	Total Title I Part D LEA		54,828

Informational Note:

Title I, Part D funds are used to provide additional services, staff, programs or materials that are not provided with State or local resources absent federal funds.

BARTLETT CITY SCHOOLS

Title II Part A

Title II Part A

<u>ACCT</u>	<u>Description</u>	<u>2024-2025</u> <u>PERS</u>	<u>2024-2025</u> <u>BUDGET</u>
189	Other Salaries & Wages (and Stipends)	19	60,736
195	Certified Substitute Teachers	9	9,244
201	Social Security		2,938
204	Pensions		5,161
206	Life Insurance		114
207	Medical Insurance		5,923
212	Employer Medicare		1,138
499	Other Supplies & Materials		10,000
524	In-Service/Staff Development		135,165
	Total Title II Part A		230,419

Informational Note:

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

BARTLETT CITY SCHOOLS

Title III

Title III

		2024-2025	2024-2025
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
429	Instructional Supplies & Materials		8,956
471	Software		808
524	In-Service/Staff Development		2,805
Total Title III			12,569

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

BARTLETT CITY SCHOOLS

Title IV

Title IV

<u>ACCT</u>	<u>Description</u>	2024-2025 <u>PERS</u>	2024-2025 <u>BUDGET</u>
130	Social Workers	2	103,664
189	Other Salaries & Wages	1	25,703
201	Social Security		8,137
204	Pensions		14,358
206	Life Insurance		495
207	Medical Insurance		16,219
212	Employer Medicare		1,903
355	Travel		873
471	Software		1,399
499	Other Supplies & Materials		479
524	In-Service/Staff Development		15,631
722	Regular Instruction Equipment		2,813
	Total Title IV		191,673

Informational Note:

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

BARTLETT CITY SCHOOLS
CARES/ CRRSA ACT/ ARP ACT

CARES/CRRSA Act/ ARP Act - Revenue

<u>ACCT</u>	<u>Description</u>	<u>2023-2024</u> <u>BUDGET</u>	<u>2024-2025</u> <u>BUDGET</u>
47307	ESSER 2.0	0	0
47401	ESSER 3.0	6,946,218	0
47401	Tennessee All Corps	135,785	0
47402	ARP IDEA Part B	133,770	0
47403	ARP- IDEA Preschool	20,811	0
47590	Epidemiology and Laboratory	357,437	0
47307	Fiscal Pre-Monitoring Supports	46,200	0
Total CARES/CRRSA/ARP - Revenue		7,640,221	0

Informational Note: The Coronavirus Aid, Relief, and Economic Security (CARES) Act, The Coronavirus Repsonse and Relief Supplemental Appropriation Act (CRRSAA), and the American Rescue Plan (ARP) provide an economic stimulus to local education agencies (LEAs). These funds are to purchase and upgrade unique items in regards to COVID-19 needs and support for the schools through technology, supplies to sanitize, and other activities that are necessary to maintain the operation and continuity of services.

BARTLETT CITY SCHOOLS

ESSER 3.0

ESSER 3.0

<u>ACCT</u>	<u>Description</u>	<u>2024-2025</u> <u>PERS</u>	<u>2024-2025</u> <u>BUDGET</u>
105	Supervisor		0
116	Teachers		0
123	Guidance Personnel		0
131	Medical Personnel		0
139	Assistant Principal		0
162	Clerical Personnel		0
163	Educational Assistant		0
165	Cafeteria Personnel		0
189	Other Salaries		0
195	Substitute Teachers		0
201	Social Security		0
204	State Retirement		0
206	Life insurance		0
207	Medical insurance		0
212	Medicare		0
	SUBTOTAL SALARIES & FRINGES		0

BARTLETT CITY SCHOOLS
ESSER 3.0

ESSER 3.0

ACCT	Description	2024-2025 PERS	2024-2025 BUDGET
312	Contracts w Private Agencies		0
328	Janitorial Services		0
399	Other Contracted Services		0
412	Diesel Fuel		0
422	Food Supplies		0
429	Instructional Supplies & Materials		0
430	Textbooks-Electronic		0
449	Textbooks		0
471	Software		0
499	Other Supplies & Materials		0
524	Staff Development		0
706	Building Construction		0
722	Equipment		0
	Indirect Costs		0
	SUBTOTAL SERVICES		0
	Total ESSER 3.0		0

Informational Note: The American Rescue Plan Act (ARPA) funds available through this grant are one-time grant funds made available through the U.S. Department of Education. All funds are used for the unique needs during the COVID-19 pandemic. These funds are intended to support the academic and non-academic needs of students and schools prepare for re-entry and continuous

BARTLETT CITY SCHOOLS

Tennessee All Corps

Tennessee All Corps

		2024-2025	2024-2025
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
189	Other Salaries (Stipends)		0
196	In-Service Training		0
201	Social Security		0
204	State Retirement		0
212	Medicare		0
429	Instructional Supplies & Materials		0
432	Library Books/Media		0
499	Other Supplies & Materials		0
Total Tennessee All Corps			0

Informational Note: Tennessee All Corps Grant is offering structured tutoring program to increase proficiency in math and early reading. This program provides tutors, and materials to increase student achievement.

BARTLETT CITY SCHOOLS
ARP IDEA Part B

ARP IDEA Part B

<u>ACCT</u>	<u>Description</u>	2024-2025 <u>PERS</u>	2024-2025 <u>BUDGET</u>
131	Medical Personnel		0
189	Other Salaries		0
201	Social Security		0
204	State Retirement		0
206	Life insurance		0
207	Medical insurance		0
212	Medicare		0
312	Contracts with Private Agencies		0
322	Evaluation and Testing		0
429	Instructional Supplies & Materials		0
499	Other Supplies & Materials		0
524	Staff Development		0
725	Special Education Equipment		0
	Indirect Costs		0
	Total ARP IDEA Part B		0

Informational Note: The ARP IDEA Pt B Grant under the CARES Act provides supplemental funding for the two IDEA formula grant programs. These funds are to purchase and upgrade unique items in regards to COVID-19 needs to support the provision of special education and related services to children with disabilities.

BARTLETT CITY SCHOOLS

ARP IDEA Preschool

ARP IDEA Preschool

<u>ACCT</u>	<u>Description</u>	2024-2025 <u>PERS</u>	2024-2025 <u>BUDGET</u>
322	Evaluation and Testing		0
429	Instructional Supplies & Materials		0
499	Other Supplies & Materials		0
725	Special Education Equipment		0
	Indirect Costs		0
	Total ARP IDEA Preschool		0

Informational Note: The ARP IDEA Preschool Grant under the CARES Act provides supplemental funding for the two IDEA formula grant programs. These funds are to purchase and upgrade unique items in regards to COVID-19 needs to support the provision of special education and related services to children with disabilities.

BARTLETT CITY SCHOOLS
Epidemiology and Laboratory

Epidemiology and Laboratory

<u>ACCT</u>	<u>Description</u>	2024-2025 <u>PERS</u>	2024-2025 <u>BUDGET</u>
130	Social Workers		0
131	Medical Personnel		0
162	Clerical Personnel		0
201	Social Security		0
204	State Retirement		0
206	Life insurance		0
207	Medical insurance		0
212	Medicare		0
355	Travel		0
413	Drug and Medical Supplies		0
790	Other Equipment		0
	Total Epidemiology and Laboratory		0

Informational Note: The Epidemiology and Laboratory Testing Grant is intended to support the reopening and in-person instruction of K-12 schools through supporting comprehensive screening testing for K-12 schools for student and staff.

BARTLETT CITY SCHOOLS
Fiscal Pre-Monitoring Supports

Fiscal Pre-Monitoring Supports

<u>ACCT</u>	<u>Description</u>	<u>2024-2025</u> <u>PERS</u>	<u>2024-2025</u> <u>BUDGET</u>
399	Other Contracted Services		0
	Total Fiscal Pre-Monitoring Supports		0

Informational Note: The Fiscal Pre-Monitoring Supports Grant is intended to support financial planning, programming, and expenditure of funds in alignment with ESSER 2.0, and ESSER 3.0 funds. The grant funds will be awarded in February 2022 and expire on June 30, 2024.

BARTLETT CITY SCHOOLS

IDEA Funds

IDEA Funds

Revenue

<u>ACCT</u>	<u>Description</u>	<u>2023-2024</u> <u>BUDGET</u>	<u>2024-2025</u> <u>BUDGET</u>
142-47143	IDEA Part B	1,568,628	1,526,081
142-47145	IDEA Preschool	74,852	99,261
Total IDEA Funds		1,643,480	1,625,342

BARTLETT CITY SCHOOLS

IDEA Part B

IDEA Part B

<u>ACCT</u>	<u>Description</u>	<u>2024-2025 PERS</u>	<u>2024-2025 BUDGET</u>
131	Medical Personnel	7	149,717
163	Educational Assistants	22	259,024
171	Speech Pathologist	3	77,375
189	Other Salaries & Wages	6	314,448
195	Certified Substitute Teachers		5,008
201	Social Security		54,713
204	Pensions		97,618
206	Life Insurance		2,786
207	Medical Insurance		178,806
212	Employer Medicare		12,594
312	Contracts with Private Agencies		30,000
313	Contracts with Parents		445
322	Evaluation & Testing		20,592
355	Travel		3,217
429	Instructional Supplies & Materials		181,813
499	Other Supplies & Materials		3,809
524	In-Service/Staff Development		24,140
599	Other Charges		3,278
725	Special Education Equipment		40,000
790	Other Equipment		3,034
	Indirect Cost		63,664
	Total IDEA Part B		1,526,081

Informational Note:

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

BARTLETT CITY SCHOOLS
IDEA Preschool

IDEA Preschool

<u>ACCT</u>	<u>Description</u>	2024-2025	2024-2025
		<u>PERS</u>	<u>BUDGET</u>
322	Evaluation & Testing		15,000
429	Instructional Supplies & Materials		26,564
499	Other Supplies & Materials		11,500
524	In-Service/Staff Development		2,717
599	Other Charges		1,000
725	Special Education Equipment		24,765
790	Other Equipment		15,000
	Indirect Cost		2,716
	Total IDEA Preschool		99,261

Informational Note:

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

BARTLETT CITY SCHOOLS
CTE Perkins Basic

CTE Perkins Basic		2023-2024	2024-2025
Revenue			
<u>ACCT</u>	<u>Description</u>	<u>BUDGET</u>	<u>BUDGET</u>
142-47131	CTE Perkins Basic	63,889	23,036
142-47131	CTE Perkins Reserve	3,802	0
Total CTE Perkins Basic		67,691	23,036

BARTLETT CITY SCHOOLS

CTE Perkins Basic

CTE Perkins Basic

<u>ACCT</u>	<u>Description</u>	<u>2024-2025</u> <u>PERS</u>	<u>2024-2025</u> <u>BUDGET</u>
336	Maintenance & Repair Services - Equipment		61
355C	Travel (CTSO)		10,000
399	Other Contracted Services		100
399C	Other Contracted Services (CTSO)		431
429	Instructional Supplies & Materials		101
429C	Instructional Supplies & Materials (Consumables)		2,812
499	Other Supplies & Materials		5,600
524	In-Service/Staff Development		3,016
730	Vocational Instruction Equipment		14
	Indirect Cost		901
	Total CTE Perkins Basic		23,036

Informational Note:

CTE-Perkins Grant is a principal sources of federal funding to states and discretionary grantees for the improvement of secondary and postsecondary career and technical education programs. It is also used for student examination fees to obtain industry certification in their respective field of study.

BARTLETT CITY SCHOOLS
CTE Perkins Reserve

CTE Perkins Reserve

<u>ACCT</u>	<u>Description</u>	2024-2025 <u>PERS</u>	2024-2025 <u>BUDGET</u>
429	Instructional Supplies & Materials		0
	Total CTE Perkins Reserve		0

Informational Note:

The Perkins Reserve Grant is a competitive grant which provides funds to support career and technical education across the state. It provides STEM pathways in coding, cyber security, drones, engineering design and robotics.

BARTLETT CITY SCHOOLS
State Special Education Preschool Grant

State Special Education Preschool Grant		2023-2024	2024-2025
Revenue			
<u>ACCT</u>	<u>Description</u>	<u>BUDGET</u>	<u>BUDGET</u>
145-46515	State Special Education Preschool Grant	0	262,892
Total State Special Education Preschool Grant		0	262,892

BARTLETT CITY SCHOOLS
State Special Education Preschool Grant

State Special Education Preschool Grant

<u>ACCT</u>	<u>Description</u>	2024-2025 <u>PERS</u>	2024-2025 <u>BUDGET</u>
116	Teachers		59,846
131	Medical Personnel		48,000
163	Educational Assistants		45,376
201	Social Security		9,500
204	State Retirement		14,504
206	Life Insurance		532
207	Medical Insurance		33,660
212	Employer Medicare		2,222
429	Instructional Supplies & Materials		5,853
499	Other Supplies & Materials		8,000
524	In-Service/Staff Development		9,000
725	Special Education Equipment		26,399
Total State Special Education Preschool Grant			262,892

Informational Note:

State Special Education Preschool Grant is a program for children ages three through five who are experiencing challenges in their learning and development and meet eligibility criteria for special education and related services.

BARTLETT CITY SCHOOLS
Access for All Learning Network

Access for All Learning Network		2023-2024	2024-2025
Revenue			
<u>ACCT</u>	<u>Description</u>	<u>BUDGET</u>	<u>BUDGET</u>
142-47145	Access for All Learning Network	0	24,674
Total Access for All Learning Network		0	24,674

BARTLETT CITY SCHOOLS

Access for All Learning Network

Access for All Learning Network

<u>ACCT</u>	<u>Description</u>	2024-2025	2024-2025
		<u>PERS</u>	<u>BUDGET</u>
429	Instructional Supplies & Materials		17,650
524	In-Service/Staff Development		3,000
725	Special Education Equipment		4,024
	Total Access for All Learning Network		24,674

Informational Note:

Access for All Learning Network will ensure that Bartlett City Schools are supporting students with disabilities in the general education space. AALN increases access to inclusive learning environments with high-quality core instruction for students with disabilities in preschool.

BARTLETT CITY SCHOOLS
Innovative School Models

Revenue

<u>ACCT</u>	<u>Description</u>	2024-2025 <u>BUDGET</u>
46790	Innovative School Models	1,509,754
	TOTAL	1,509,754

BARTLETT CITY SCHOOLS
Innovative School Models (ISM)

ISM

		2024-2025	2024-2025
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
116	Teachers	10	60,000
189	Other Salaries & Wages	1	233,558
201	Social Security		18,201
204	State Retirement		20,818
206	Life insurance		803
207	Medical insurance		48,000
212	Medicare		4,257
399	Other Contracted Services		239,739
429	Instructional Supplies & Materials		2,000
429C	Consumables Instructional Supplies & Materials		1,132
471	Software		66,360
499	Other Supplies & Materials		18,422
524	In-Service/Staff Development		18,000
707	Building Improvements		372,465
722	Reg Institute Equipment		2,024
730	Vocational Equipment		403,977
Total ISM			1,509,754

Informational Note:

The Innovative School Models grant is for building readiness and preparing students for success after high school, ensuring more students have opportunities to participate in innovative local programs aligned to Tennessee's highest-demand skills and careers.

BARTLETT CITY SCHOOLS
Discretionary Grants

Revenue

<u>ACCT</u>	<u>Description</u>	2024-2025 <u>BUDGET</u>
44990	First 8 Pre-K	61,116
46590	Voluntary Pre-K	75,854
46981	Safe Schools	0
46980	TN Arts Commission Arts 360	19,621
48990	Jobs for the Future	27,646
46515	State Special Education Preschool	262,892
	TOTAL	447,130

BARTLETT CITY SCHOOLS

First 8 Pre-K

First 8 Pre-K

<u>ACCT</u>	<u>Description</u>	<u>2024-2025</u> <u>PERS</u>	<u>2024-2025</u> <u>BUDGET</u>
116	Teachers	1	24,118
163	Educational Assistants	1	8,726
195	Substitute Teachers		360
201	Social Security		2,275
204	State Retirement		3,861
206	Life insurance		120
207	Medical insurance		14,316
212	Medicare		681
422	Food Supplies		200
429	Instructional Supplies & Materials		2,995
524	In-Service/Staff Development		125
599	Other Charges		688
	Indirect Costs		2,651
	Total First 8 Pre-K		61,116

Informational Note:

The First 8 Pre-K grant is to help the children of Shelby County develop social, emotional, physical, and behavior skills that will put them on a path for success.

BARTLETT CITY SCHOOLS

Voluntary Pre-K

Voluntary Pre-K

		2024-2025	2024-2025
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
116	Teachers	2	51,546
195	Substitute Teachers		720
201	Social Security		3,852
204	State Retirement		5,934
206	Life insurance		184
207	Medical insurance		10,736
212	Medicare		901
422	Food Supplies		28
429	Instructional Supplies & Materials		7
524	In-Service/Staff Development		199
599	Other Charges		1,152
	Indirect Costs		596
Total Voluntary Pre-K			75,854

Informational Note:

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

BARTLETT CITY SCHOOLS
Safe Schools

Safe Schools

<u>ACCT</u>	<u>Description</u>	2024-2025	2024-2025
		<u>PERS</u>	<u>BUDGET</u>
399	Other Contracted Services		0
499	Other Supplies & Materials		0
790	Other Equipment		0
	Total Safe Schools		0

Informational Note:

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

BARTLETT CITY SCHOOLS
TN Arts Commission Arts 360

TAC Arts 360

		2024-2025	2024-2025
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
399	Other Contracted Services		12,236
429	Instructional Supplies & Materials		3,291
524	In-Service/Staff Development		3,255
	Indirect Costs		840
	Total TAC Arts 360		19,621

Informational Note:
The Tennessee Arts Commission Arts 360 grant is used to integrate the arts into basic school curriculum and to provide arts activities and educational opportunities to under-served and a

BARTLETT CITY SCHOOLS

Jobs for the Future

Jobs for the Future

<u>ACCT</u>	<u>Description</u>	<u>2024-2025</u> <u>PERS</u>	<u>2024-2025</u> <u>BUDGET</u>
189	Other Salaries & Wages	4	9,827
201	Social Security		609
204	State Retirement		854
212	Medicare		143
399	Other Contracted Services		10,400
429	Instructional Supplies		5,564
504	Indirect Cost		249
	Total Jobs for the Future		27,646

Informational Note:

The JFF grant will develop and implement an innovative approach to science, technology, engineering, and math (STEM), with a focus on computer science (CS) education for grades 11 and 12 by providing local educational agencies (LEAs) technical assistance and funds to design and deliver work-based courses (WBCs) in high schools across TN.

BARTLETT CITY SCHOOLS
State Special Education Preschool

State Special Education Preschool

<u>ACCT</u>	<u>Description</u>	2024-2025 <u>PERS</u>	2024-2025 <u>BUDGET</u>
116	Teachers	1	59,846
131	Medical Personnel	1	48,000
163	Educational Assistants	2	45,376
201	Social Security		9,500
204	State Retirement		14,504
206	Life Insurance		532
207	Medical Insurance		33,660
212	Employer Medicare		2,222
429	Instructional Supplies & Materials		5,853
499	Other Supplies & Materials		8,000
524	In-Service/Staff Development		9,000
725	Special Education Equipment		26,399
Total State Special Education Preschool			262,892

Informational Note:

The State Special Education Preschool Grant is a program for children ages three through five who are experiencing challenges in their learning and development and meet eligibility criteria for special education and related services.

BARTLETT CITY SCHOOLS
School Nutrition

School Nutrition**Revenue**

<u>ACCT</u>	<u>Description</u>	2023-24 <u>BUDGET</u>	2024-25 <u>BUDGET</u>
143-43521	Lunch Payments - Children	887,206	1,050,000
143-43522	Lunch Payments - Adults	49,693	37,000
143-43523	Income from Breakfast	87,266	125,000
143-43525	Ala Carte Sales	678,737	600,000
143-47111	USDA School Lunch Program	2,181,664	1,800,000
143-47113	USDA Breakfast	521,809	400,000
143-46520	State Matching	30,301	30,390
143-44165	Commodity Rebates	3,636	12,000
	Planned Use of Fund Balance		136,000
	Total School Nutrition Revenue	4,440,312	4,190,390

BARTLETT CITY SCHOOLS

School Nutrition

School Nutrition			
Expenditures		2023-24	2024-25
<u>ACCT</u>	<u>Description</u>	<u>BUDGET</u>	<u>BUDGET</u>
143-73100-10500	Supervisor/Director	105,073	109,835
143-73100-16300	Clerical Personnel	44,213	46,094
143-73100-16501	Cafeteria Managers	380,698	380,698
143-73100-16502	School Nutrition Technicians	838,218	755,513
143-73100-18900	Other Salaries & Wages	17,491	17,491
143-73100-16506	Substitute Helpers	20,000	20,000
143-73100-20100	Social Security	77,897	81,870
143-73100-20400	State Retirement	36,912	119,900
143-73100-20600	Life insurance	4,762	4,538
143-73100-20700	Medical insurance	365,551	173,786
143-73100-21200	Medicare	18,218	19,147
143-73100-33600	Maintenance & Repair Equipment	25,000	25,000
143-73100-35400	Transportation- Food	15,000	15,000
143-73100-39900	Other Contracted Services	937,500	750,000
143-73100-42200	Food Supplies	1,323,804	1,400,000
143-73100-43500	Office Supplies	800	518
143-73100-49900	Other Supplies and Materials	162,975	80,000
143-73100-52400	In-Service/Staff Development	5,000	20,000
143-73100-59900	Other Charges	1,200	1,000
143-73100-71000	Food Service Equipment	60,000	170,000
Total School Nutrition Expenditures		4,440,312	4,190,390

Informational Note:

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



Bartlett
T E N N E S S E E
HOMETOWN PROUD