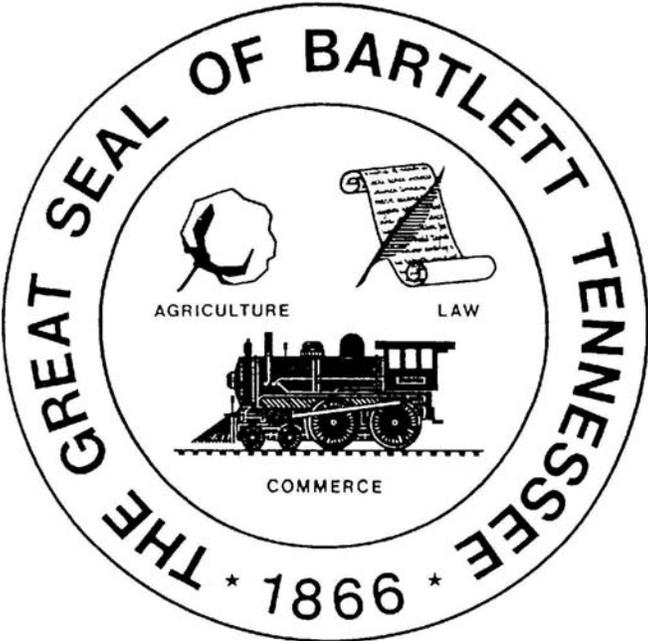


# City of Bartlett, Tennessee Annexation Plan of Services



ANNEXATION PLAN OF SERVICES  
PROPOSAL TO THE PLANNING COMMISSION



Monday, October 1, 2012

**Bartlett Board of Mayor and Aldermen**

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**Introduction:** The purpose of this agenda item is for the Planning Commission to make a recommendation to the Board of Mayor of Aldermen (BMA) on items associated with the annexation of 3,315+/- acres in Bartlett's Reserve Area. Five (5) study areas are being considered for annexation, with 852 dwellings and an estimated population of 2,287. The annexation of each study area involves three separate components:

1. A resolution for the proposed Plan of Services (POS) for the subject property.
2. An ordinance to incorporate the subject property within the corporate boundaries of the City of Bartlett.
3. An ordinance to designate the zoning of the subject property.

**Analysis:** The Planning Commission has grounds to recommend to the BMA that annexation study Areas A, B, C, D, and F be annexed into the City, as all are within the Reserve Area and the proposed zoning of the areas is consistent with either the Land Use Plan or approved developments in the area. The City has not exceeded the 25% acreage cap on City-initiated annexations within a two-year period as these areas total 20.4% of the existing area of the city, and services can be provided to the study areas per the Plan of Services. The BMA will consider the fiscal impact of the annexation during its consideration of the annexation ordinances and the Plan of Services.

The study areas are generally shown on the annexation map. The annexation would become effective thirty (30) days after its passage on the third and final reading by the BMA, which is tentatively set for November 13, 2012 with an effective date of December 31, 2012.

**Background:** Although the Bartlett Reserve Area (described herein) was approved in 2000, there is no formal annexation schedule for annexing certain areas, written policy how/when that should take place or strategy in place for systematic annexation of the entire Reserve Area. Annexation is the process used to expand municipal limits as development occurs and the need for urban services increases. The City of Bartlett has grown significantly over the past four decades through the annexation of developing land.

**Discussion:** A municipality will annex for many reasons, such as to provide urban services where needed, to increase size and population, to ensure unified planning and zoning, to distribute the cost of services more equitably; and/or to ensure orderly future growth in accordance with City standards.

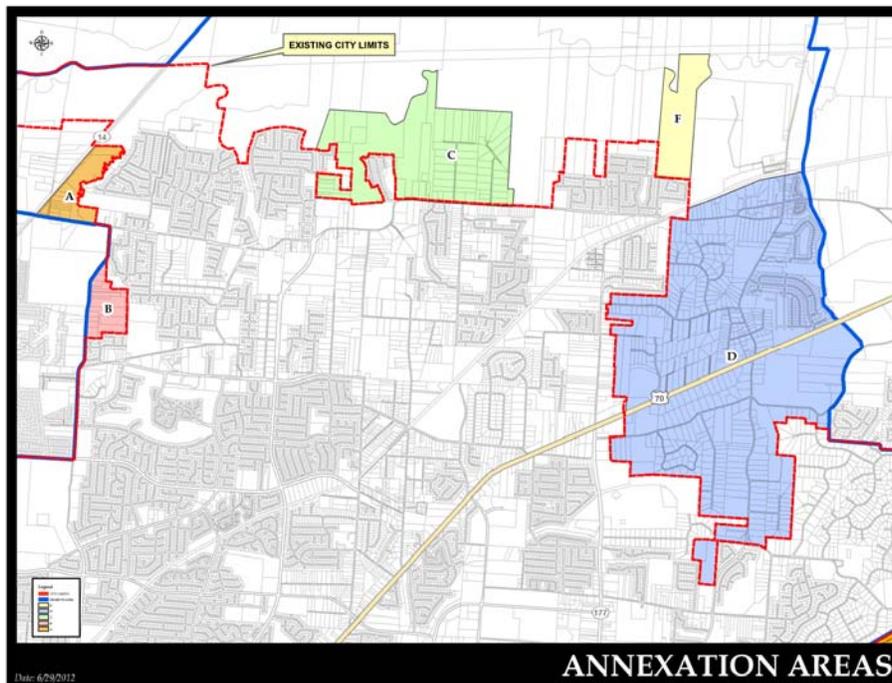
The City of Bartlett shares similar motivations for annexing the five (5) study areas. Some of the areas possess many of the suburban characteristics found in the City, including several residential neighborhoods. Other areas will be under growth pressure as the housing market

recovers. Annexation would give Bartlett an opportunity to influence patterns of development through the provision of central utilities, public safety, and its zoning, building, and storm water management regulations. In addition, the majority of residents in the Bartlett Reserve Area already enjoy many of the City's benefits and services such as employment, shopping facilities, and cultural and recreational activities.

**Annexation:** In 1998, the Tennessee General Assembly passed Public Chapter 1101 (PC 1101 or the Growth Policy Act). PC 1101 provided that counties and their associated municipalities were to develop countywide growth plans. These plans established Urban Growth Boundaries (UGBs) for municipalities. Bartlett calls the unincorporated land within its UGB the "Bartlett Reserve Area". Each plan had to be approved by each of the municipalities' and the county's governing bodies. Bartlett's Reserve Area was approved in 2000.

All five (5) of the study areas are located within Bartlett's Reserve Area. The specific property is not subject to annexation by another municipality. Study Areas A, B, C, D, and F are contiguous with land currently within Bartlett and therefore may be annexed by the City without being considered a corridor annexation. The proposed annexation ordinances for each study area will be considered by the BMA at a public hearing.

**Zoning:** As part of the annexation process, a zoning classification must be designated for the property. The proposed zoning classifications are either consistent with the Land Use Plan, or match existing (or approved) development patterns. The proposed ordinance to zone each study area will be considered by the BMA at a public hearing on annexation.



**Plan of Services (POS):** State law TCA 6-51-102 requires all annexations include a Plan of Services (POS). The POS outlines those services that will be made available to the land being annexed and the timeframe within which services and/or amenities will be provided.

The principal purpose for a POS is to provide the Administration with an analysis of the financial impact involved in an annexation, as well as information useful in incorporating the required public improvements into the City’s Capital Improvements Program.

The POS must meet the State’s requirements regarding municipal annexation of any territory by the City. A proposed POS for each of the five (5) study areas can be found in this report. This document will be formally considered by the BMA via resolution and a public hearing.

City departments have prepared cost estimates for the delivery of service to each study area. The BMA will consider the fiscal impacts (cost compared to revenue, phasing plan) of the plans of service as it considers the annexations.

**Summarized Plan of Services**

<b>PLAN OF SERVICE</b>	<b>TIMEFRAME</b>	<b>ADDITIONAL PERSONNEL</b>	<b>OPERATING</b>	<b>CIP</b>
<p><b><u>Police Protection</u></b></p> <ul style="list-style-type: none"> <li>- Police Coverage will be provided at service levels currently provided in the city.</li> </ul>	Upon Effective Date of Annexation	Four (4) additional officers. Two (2) positions included in FY 2013 Budget.	\$230,840/year	\$244,800/ Cars and equipment in year one.
<p><b><u>Fire and Emergency Response</u></b></p> <ul style="list-style-type: none"> <li>- Coverage will be provided by the City’s Fire Department.</li> </ul>	Upon Effective Date of Annexation	Included in FY 2013 Budget	Operating with current personnel	N/A
<p><b><u>Solid Waste &amp; Trash Collection</u></b></p> <ul style="list-style-type: none"> <li>- Residential households will receive weekly curbside trash collection.</li> <li>- Weekly pick-up information will be provided when the containers are delivered.</li> <li>- Curb side leaf collection will be provided during the fall season.</li> </ul>	Upon Effective Date of Annexation	Four (4) drivers and Three (3) Contract Laborers	\$362,960/year	\$588,000/ Packers Boom Truck
<p><b><u>Parks</u></b></p> <ul style="list-style-type: none"> <li>- Freeman Smith Park in area D has been maintained by Bartlett Parks and Recreation Department.</li> <li>- Blue Lagoon Park and city owned property will be annexed in area F.</li> </ul>	Currently Maintained	None	Operating with current personnel	N/A

<p><b><u>Animal Control</u></b></p> <ul style="list-style-type: none"> <li>- Animal control and safety will be provided to ensure health, safety, and welfare of animals.</li> <li>- Residents will have access to Bartlett Animal Shelter services.</li> <li>- Will respond to rabies control, bite calls, animal attacks, cruelty and neglect investigations, injured animal rescues, animal placement/adoption, and disaster rescue.</li> </ul>	<p>Upon Effective Date of Annexation</p>	<p>Contract Laborers</p>	<p>\$31,600/year contract labor. \$11,950/equipment</p>	<p>N/A</p>
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**Summarized Plan of Services Continued**

PLAN OF SERVICE	TIMEFRAME	ADDITIONAL PERSONNEL	OPERATING	CIP
<p><b><u>Street Maintenance</u></b></p> <ul style="list-style-type: none"> <li>- City will assume responsibility for repair, sweeping and maintenance of all paved public streets within the annexed area.</li> <li>- Street name and traffic regulation signs will also be maintained and/or installed where appropriate.</li> <li>- Streets constructed after annexation date will be in accordance with City standards and will incorporate thoroughfare routes and interconnectivity as outlined in the City's Major Road Plan.</li> <li>- Street Lights will be installed according to city policies and subdivision contracts.</li> </ul>	<p>Upon Effective Date of Annexation</p>	<p>N/A</p>	<p>N/A</p>	<p>As determined to be included in the city's annual paving program.</p>
<p><b><u>Water and Sewer</u></b></p> <ul style="list-style-type: none"> <li>- The city currently maintains public water and sewer lines in areas C and D.</li> <li>- Residents will be notified in advance of any changes in billing for services received from MLGW or Memphis.</li> <li>- If property is serviced by an on-site septic system, it shall remain until sewer is available.</li> <li>- Extensions of water or sanitary sewer system would be in accordance with City policy and procedures and as development occurs.</li> </ul>	<p>Upon Effective Date of Annexation</p>	<p>None</p>	<p>N/A</p>	<p>\$400,000</p>
<p><b><u>Management of Storm Water Drainage System/ Ditch</u></b></p> <ul style="list-style-type: none"> <li>- City will manage storm water drainage if there is public runoff water into a ditch or other drainage way (i.e. from public roads or other public land areas).</li> <li>- City will provide technical advice if the runoff originates solely from private property.</li> </ul>	<p>Upon Effective Date of Annexation</p>	<p>None</p>	<p>N/A</p>	<p>N/A</p>

## STUDY AREAS APPENDIX

### Five Year Financial Summary of Annexation Areas

	EXPENDITURES	REVENUE
<b>Area A</b>	36,250	58,360
<b>Area B</b>	11,800	68,794
<b>Area C</b>	57,300	415,204
<b>Area D</b>	5,512,370	5,562,138
<b>Area F</b>	-	-
<b>TOTAL</b>	<b>5,617,720</b>	<b>6,104,496</b>

Annexation during the 2012 calendar year has no effect on school district boundaries. Bartlett and its entire Reserve Area are served by the Shelby County School District. In October 2011, Bartlett hired a consultant to study the feasibility of a municipal school district. The study was completed and made available in January 2012. If the City creates its own school system, properties within the City limits would be part of that system.

Building and Code inspection services will be provided by the City on the effective date of annexation. If a new resident/property/business owner has an active building permit at the time of annexation, he or she should contact the issuing agency.

City property taxes will become effective as of January 1st the year following annexation. Bills would be mailed to the owner of record as of January 1. In November, new citizens are responsible for coordinating with their mortgage company to ensure the escrow reflects this change.

As part of the annexation process, property annexed into Bartlett falls under the City of Bartlett Zoning Ordinance and must be classified accordingly. To change from the current Shelby County Zoning classification to Bartlett Zoning districts several factors are considered. These include the Bartlett Comprehensive Land Use Plan, existing development and lot sizes, existing and future road network, and other infrastructure.

**Area A** is currently zoned A-G (Agricultural) and RS-10 along Highway 14 and is in single family residential use zoning. It is recommended to annex Area A in the RS-15 zoning district.

**Area B**, on the east side of Billy Maher Road, is currently in the A-G (Agricultural) District and is mostly single family residential in use. It is recommended to come into the city in the RS-18 zoning district, consistent with Bartlett zoning to the north and east.

**Area C**, north of Old Brownsville Road, is currently in the A-G (Agricultural) District and is developed in single family residential use on large lots. It is recommended to be zoned to the RS-18, RS-10 and A-0 districts upon annexation.

**Area D** is the largest and most complex of the areas and is currently zoned by Shelby County with the following districts: A-G (Agricultural), RS-10 (Single family residential), I-L (Light Industrial) and C-L (Local Commercial). Most of this area is zoned A-G and recommended to be changed to the R-E District. Most of the existing RS-10 zoning will change to RS-15. The areas currently zoned C-L will remain as such. Areas near the railroad tracks zoned I-L will be changed to OR-1. A small area between Baylor Road and Old Brownsville Road is recommended for I-P to accommodate an existing use.

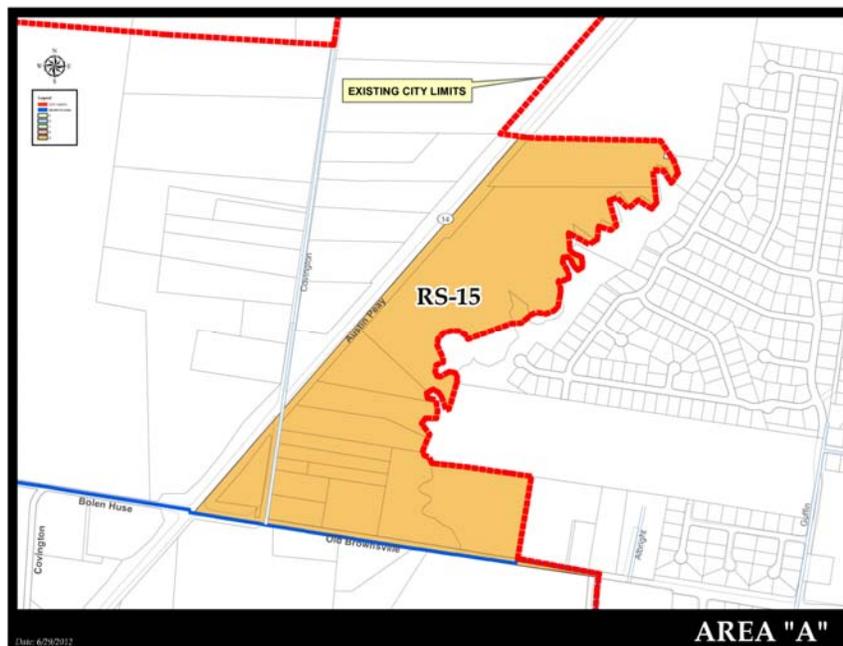
**Area F** is the city owned parcel containing Blue Lagoon Park and is currently zoned A-G (Agricultural) and is recommended to be changed to POS (Public Open Space) under Bartlett Zoning.

The recommended zoning is indicated on zoning maps for each of the five areas to be annexed and will be included as part of the annexation ordinance

## Area A Annexation Plan of Services

Area A is generally bounded by the existing city limits on the east and north and Highway 14 (Austin Peay Highway) on the west. The area consists of 99 acres in 14 parcels. Most of the land is residential. There are 10 houses on large lots off of Old Covington Pike with a 2010 Census count of 29 persons. Austin Peay Highway on the west and Old Brownsville Rd. provide access to the area.

The county zoning for this area is AG (Agricultural) except for a strip of RS-10 along either side of Austin Peay Highway. It is recommended the area be rezoned to the RS-15 zoning district upon annexation.



### **Proposed Services**

#### *A) Sewer Service*

It is recommended that the extension of sewer service be provided as development occurs and/or when economically feasible. Properties not served by municipal sewer service will remain private until the city determines the need to extend sewer service into the area. Properties will then be required to connect to the extended sewer system according to the City Sewer Ordinance.

#### *B) Water Service*

Municipal water service falls into two types; water consumption and fire protection. There would be an initial cost of \$25,000, included in the Capital Improvements Budget to change out meters for these customers. Bartlett would purchase water from MLGW but

*C) Emergency Services*

*Fire Protection and Ambulance*

The Bartlett Fire Department would provide fire and ambulance services from existing stations. The city has included additional fire personnel in the fiscal year 2013 budget.

*Police Protection*

The Bartlett Police Department projects their need to service all of the annexation reserve areas south of the Loosahatchie River would require four (4) additional police officers and this is reflected in the cost for Area D. Two (2) additional officers were included in the fiscal year 2013 budget to help serve all proposed annexed areas.

*D) Solid Waste*

Area A does not have a large number of homes and may be serviced without added personnel or equipment. At a cost of \$50 per garbage cart with one per household, cost is estimated at \$500.

*E) Street Lighting*

Street lights will be installed according to city policies and subdivision contracts.

*F) Street Maintenance*

There are no improved streets (curb, gutter, and sidewalk) in Area A; these would be installed as future development occurs. Paving needs over the next five years will be analyzed, established, and included in the annual paving program. Grass cutting along street R.O.W. can be absorbed by existing crews. The 0.62 miles of additional roadway will add to the periodic need for storm response and winter de-icing.

*G) Drainage*

Storm water drainage is largely handled through the natural drainage system and roadside swales. Drainage improvements will be required for new development.

*H) Parks*

This area is currently served by existing parks, therefore it is not anticipated that any additional parks expenses will occur as a result of annexation.

## Revenues

The primary sources of revenue in this area will be in the form of State share and property taxes. Additional revenues will come from garbage fees, city service fees, and auto registration.

*A) State Share Taxes*

Based on 2010 Census Reports, there are 29 people living in Area A at \$106.30 per capita, which would generate \$3,082.70.

*B) Property Taxes*

Property assessments in Area A are \$484,825 and an additional \$27,700 of assessed value under the state Greenbelt provisions. Together these values would produce \$7,637 in revenue based on the current tax of \$1.49 per \$100 of assessed value.

*C) Solid Waste Fees*

The current garbage fee is \$22.00 per household per month. The 10 houses in Area A would generate \$2,640 per year.

*D) City Service Fee*

There is a city service fee of \$2.50 per month per household. This fee will generate \$300 per year.

*E) Auto Registration*

Based on an average of 2 cars per house, this will generate \$500 per year.

*F) Building Permits*

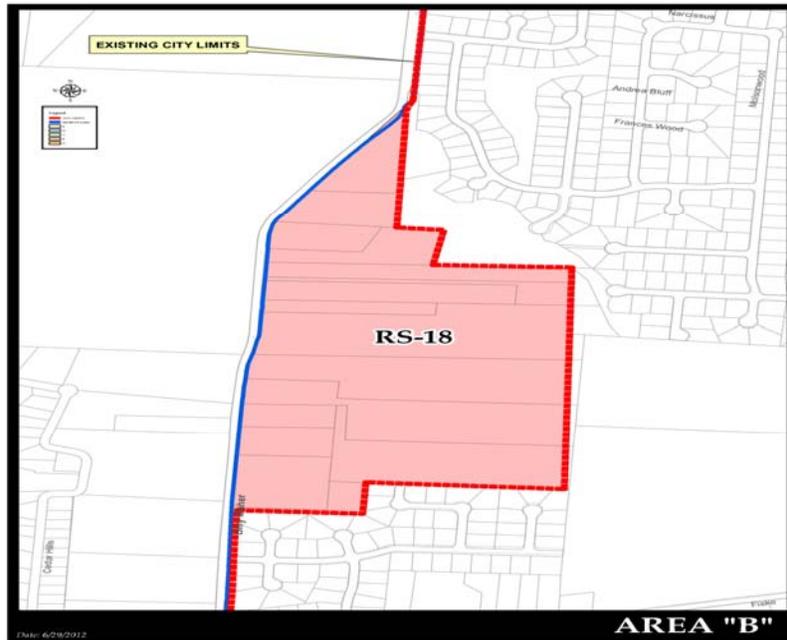
Due to economic conditions and the limited potential for future development, there will be no projection of building permit fees for Area A.

## Proposed Budget

<b>Table 1: Operating Funds Analysis Area A</b>						
<b><u>REVENUES</u></b>	<b><u>FY 2013</u></b>	<b><u>FY 2014</u></b>	<b><u>FY 2015</u></b>	<b><u>FY 2016</u></b>	<b><u>FY 2017</u></b>	<b><u>5 YEAR</u></b>
State Share Taxes	-	-	-	-	-	-
State Sales, Beer Tax	-	1,983	1,983	1,983	1,983	7,931
TVA In-Lieu	-	297	297	297	297	1,187
State Street Aid	-	803	803	803	803	3,213
Property Taxes	-	7,637	7,637	7,637	7,637	30,548
Solid Waste	1,320	2,640	2,640	2,640	2,640	11,880
City Service Fee	150	300	300	300	300	1,350
Auto Registration	250	500	500	500	500	2,250
Building Permits	-	-	-	-	-	-
<b>TOTALS</b>	<b>1,720</b>	<b>14,160</b>	<b>14,160</b>	<b>14,160</b>	<b>14,160</b>	<b>58,360</b>
<b><u>EXPENDITURES</u></b>	<b><u>FY 2013</u></b>	<b><u>FY 2014</u></b>	<b><u>FY 2015</u></b>	<b><u>FY 2016</u></b>	<b><u>FY 2017</u></b>	<b><u>5 YEAR</u></b>
Fire and Ambulance	-	-	-	-	-	-
Police	-	-	-	-	-	-
Solid Waste	2,000	3,500	3,500	3,500	3,500	16,000
General Maintenance	500	1,000	1,000	1,000	1,000	4,500
Grounds Maintenance	1,750	3,500	3,500	3,500	3,500	15,750
Street Paving	-	-	-	-	-	-
Street Lights	-	-	-	-	-	-
Parks	-	-	-	-	-	-
<b>TOTALS</b>	<b>4,250</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>36,250</b>

## Area B Annexation Plan of Services

Area B is a small area on the west side of Bartlett, east of Billy Maher Road. It consists of 85 acres with 11 houses on large lots and with a 2010 Census count of 27 persons. Under Shelby County zoning it is in the AG (Agricultural) zoning district. It is recommended the area be rezoned to the RS-18 zoning district upon annexation.



### **Proposed Services**

#### *A) Sewer Service*

It is recommended that the extension of sewer service be provided as development occurs and/or when economically feasible. Properties not served by municipal sewer service will remain private until the city determines the need to extend sewer service into the area. Properties will then be required to connect to the extended sewer system according to the City Sewer Ordinance.

#### *B) Water Service*

Municipal water service falls into two types; water consumption and fire protection. There would be an initial cost of \$20,000, included in the Capital Improvements Budget, to change out meters for these customers. Bartlett would purchase water from MLGW but meter the usage with Bartlett water rates. Existing water services in this area is adequate and water main extension costs for fire protection and residential users will be borne by the developers through the subdivision/contract process.

C) *Emergency Services*

Fire Protection and Ambulance

The Bartlett Fire Department would provide fire and ambulance services from existing stations. The city has included additional fire personnel in the fiscal year 2013 budget.

Police Protection

The Bartlett Police Department projects their need to service all of the annexation reserve areas south of the Loosahatchie River would require four (4) additional police officers and this is reflected in the cost for Area D. Two (2) additional police officers were included in the fiscal year 2013 budget. See area A.

D) *Solid Waste*

Area B does not have a large number of homes and may be serviced without added personnel or equipment. At a cost of \$50 per garbage cart with one per household, cost is estimated at \$550.

E) *Street Lighting*

Area B has 0.86 miles for Billy Maher Road frontage but it is proposed to not annex this street right-of-way and therefore street lights will not be installed.

F) *Street Maintenance*

Due to the city limits running east of the right-of-way, street maintenance of this area would remain the responsibility of Shelby County.

G) *Drainage*

There is a small drainage way through the middle of Area B and a larger drainage ditch along the east side. Drainage development will be required for new development.

H) *Parks*

This area is currently served by existing parks, therefore it is not anticipated that any additional parks expenses will occur as a result of annexation.

## **Revenues**

The primary sources of revenue in this area will be in the form of state share and property taxes. Additional revenues will come from garbage fees, city service fees, auto registration, and building permit fees.

A) *State Share Taxes*

Based on 2010 Census Reports, there are 27 people living in Area B at \$106.30 per capita, which would generate \$2,870.10.

*B) Property Taxes*

Area B shows an assessed value of \$676,750 which would yield city property tax of \$10,084.

*C) Solid Waste Fees*

The current garbage fee is \$22.00 per household per month. The 11 houses in Area A would generate \$2,904 per year.

*D) City Service Fee*

There is a city service fee of \$2.50 per month per household. This fee will generate \$330 per year.

*E) Auto Registration*

Based on an average of 2 cars per house, this will generate \$550 per year.

*F) Building Permits*

Due to economic conditions and some drainage costs, there will be no projection of building permit fees for Area B.

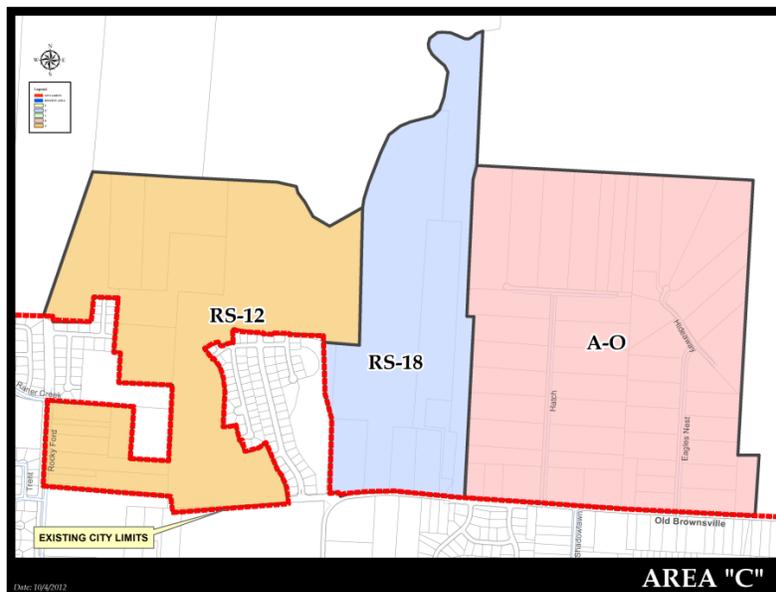
## Proposed Budget

<b>Table 1: Operating Funds Analysis Area B</b>						
<b><u>REVENUES</u></b>	<b><u>FY 2013</u></b>	<b><u>FY 2014</u></b>	<b><u>FY 2015</u></b>	<b><u>FY 2016</u></b>	<b><u>FY 2017</u></b>	<b><u>5 YEAR</u></b>
State Share Taxes	-	-	-	-	-	-
State Sales, Beer Tax	-	1,846	1,846	1,846	1,846	7,384
TVA In-Lieu	-	276	276	276	276	1,105
State Street Aid	-	748	748	748	748	2,992
Property Taxes	-	10,084	10,084	10,084	10,084	40,336
Solid Waste	1,452	2,904	2,904	2,904	2,904	13,068
City Service Fee	165	330	330	330	330	1,485
Auto Registration	225	550	550	550	550	2,425
Building Permits	-	-	-	-	-	-
<b>TOTALS</b>	<b>1,842</b>	<b>16,738</b>	<b>16,738</b>	<b>16,738</b>	<b>16,738</b>	<b>68,794</b>
<b><u>EXPENDITURES</u></b>	<b><u>FY 2013</u></b>	<b><u>FY 2014</u></b>	<b><u>FY 2015</u></b>	<b><u>FY 2016</u></b>	<b><u>FY 2017</u></b>	<b><u>5 YEAR</u></b>
Fire and Ambulance	-	-	-	-	-	-
Police	-	-	-	-	-	-
Solid Waste	1,550	2,000	2,000	2,000	2,000	9,550
General Maintenance	250	500	500	500	500	2,250
Grounds Maintenance	-	-	-	-	-	-
Street Paving	-	-	-	-	-	-
Street Lights	-	-	-	-	-	-
Parks	-	-	-	-	-	-
<b>TOTALS</b>	<b>1,800</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>11,800</b>

## Area C Annexation Plan of Services

Area C is generally north of Old Brownsville Road and south of the Loosahatchie River. It is characterized by 2 large lot subdivisions off of Hatch Road and Eagles Nest. The area consists of 629 acres and 72 parcels. The 2010 Census indicates that this area has 66 housing units and a population of 182.

It is currently in the A-G (Agricultural) District and is developed in single family residential use on large lots. It is recommended the area be rezoned to the RS-18, RS-10 and A-0 zoning districts upon annexation.



### **Proposed Services**

#### *A) Sewer Service*

It is recommended that the extension of sewer service be provided as development occurs and/or when economically feasible. Properties not served by municipal sewer service will remain private until the city determines the need to extend sewer service into the area. Properties will then be required to connect to the extended sewer system according to the City Sewer Ordinance.

#### *B) Water Service*

City water service is provided by a 12" main in Old Brownsville Road and along 6' lines along Hatch Road and Eagles Nest. A water line extension along the east side of Rockyford Road will serve the area and cost approximately \$150,000 and is included in the Capital Improvements Budget.

*C) Emergency Services*

*Fire Protection and Ambulance*

The Bartlett Fire Department would provide fire and ambulance services from existing stations. The city has included additional fire personnel in the fiscal year 2013 budget.

*Police Protection*

The Bartlett Police Department projects their need to service all of the annexation reserve areas south of the Loosahatchie River would require four (4) additional police officers and this is reflected in the cost for Area D. Two (2) additional police officers were included in the fiscal year 2013 budget. See area A.

*D) Solid Waste*

Area C does not have a large number of homes and may be serviced without added personnel or equipment. At a cost of \$50 per garbage cart with one per household, cost is estimated at \$3,300.

*E) Street Lighting*

Street lights will be installed according to city policies and subdivision contracts.

*F) Street Maintenance*

There are no improved streets (curb, gutter, and sidewalks) in the 1.3 street miles in Area C. These would be installed as future development occurs. Paving needs over the next five years will be analyzed, established, and included in the annual paving program.

*G) Drainage*

Storm water drainage is largely handled through the natural drainage system and roadside swales or ditches. Drainage improvements will be required for new development.

*H) Parks*

This area is currently served by existing parks, therefore it is not anticipated that any additional parks expenses will occur as a result of annexation.

## Revenues

The primary sources of revenue in this area will be in the form of State share and property taxes. Additional revenues will come from garbage fees, city service fees, auto registration, and building permit fees.

*A) State Share Taxes*

With a population of 182, Area C would generate \$19,346.60 based on \$106.30 per capita.

*B) Property Taxes*

Property assessment in this area is \$3,954,350. This value would yield \$58,920 in property tax.

*C) Solid Waste Fees*

The current garbage fee is \$22.00 per household per month. The 66 houses in Area C would generate \$17,424 per year.

*D) City Service Fee*

There is a city service fee of \$2.50 per month per household. This fee will generate \$1,980 per year.

*E) Auto Registration*

Based on an average of 2 cars per house, this will generate \$3,300 per year.

*F) Building Permits*

Due to economic conditions, there will be no projection of building permit fees for Area C.

## Proposed Budget

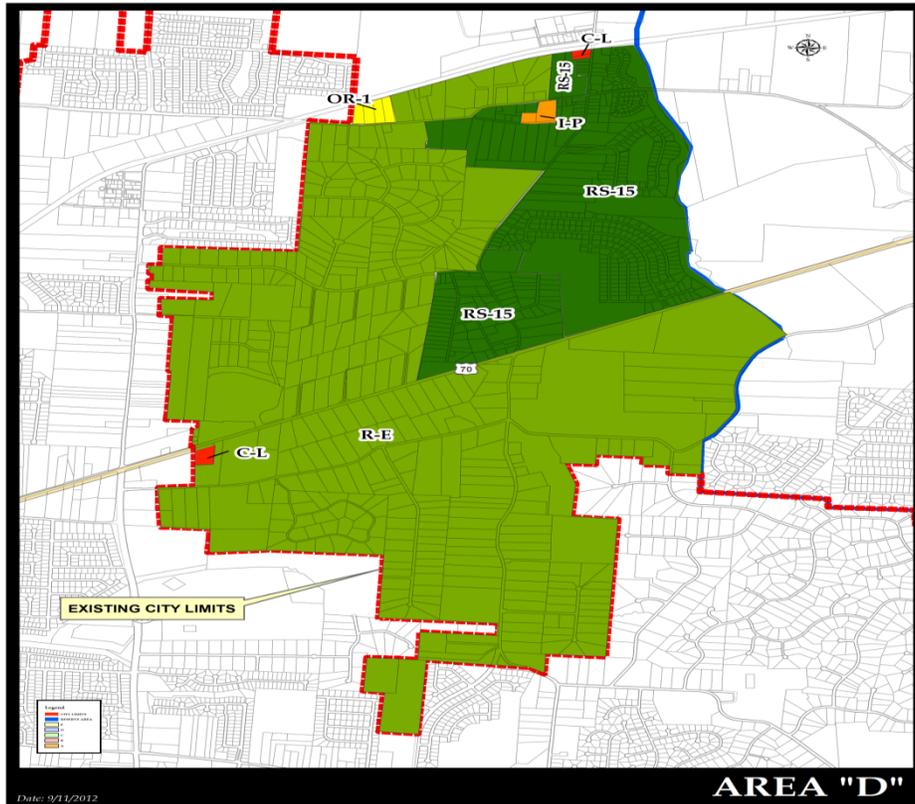
<b>Table 1: Operating Funds Analysis Area C</b>						
<b><u>REVENUES</u></b>	<b><u>FY 2013</u></b>	<b><u>FY 2014</u></b>	<b><u>FY 2015</u></b>	<b><u>FY 2016</u></b>	<b><u>FY 2017</u></b>	<b><u>5 YEAR</u></b>
State Share Taxes	-	-	-	-	-	-
State Sales, Beer Tax	-	12,443	12,443	12,443	12,443	49,773
TVA In-Lieu	-	1,862	1,862	1,862	1,862	7,447
State Street Aid	-	5,041	5,041	5,041	5,041	20,166
Property Taxes	-	58,920	58,920	58,920	58,920	235,680
Solid Waste	8,712	17,424	17,424	17,424	17,424	78,408
City Service Fee	960	1,980	1,980	1,980	1,980	8,880
Auto Registration	1,650	3,300	3,300	3,300	3,300	14,850
Building Permits	-	-	-	-	-	-
<b>TOTALS</b>	<b>11,322</b>	<b>100,971</b>	<b>100,971</b>	<b>100,971</b>	<b>100,971</b>	<b>415,204</b>
<b><u>EXPENDITURES</u></b>	<b><u>FY 2013</u></b>	<b><u>FY 2014</u></b>	<b><u>FY 2015</u></b>	<b><u>FY 2016</u></b>	<b><u>FY 2017</u></b>	<b><u>5 YEAR</u></b>
Fire and Ambulance	-	-	-	-	-	-
Police	-	-	-	-	-	-
Solid Waste	7,800	9,000	9,000	9,000	9,000	43,800
General Maintenance	750	1,500	1,500	1,500	1,500	6,750
Grounds Maintenance	750	1,500	1,500	1,500	1,500	6,750
Street Paving	-	-	-	-	-	-
Street Lights	-	-	-	-	-	-
Water Operating	-	-	-	-	-	-
Parks	-	-	-	-	-	-
<b>TOTALS</b>	<b>9,300</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>57,300</b>

### **Area D Annexation Plan of Services**

Area D is the large annexation reserve area on the east between the existing city limits and the Lakeland city limits. It contains 2,338 acres, 765 homes and has a population of 2,049. The northern portion is traversed by the railroad tracks and the southern portion is crossed by Highway 70. Brunswick Road is the only north/south road through Area D.

Much of the area is developed in large estate lots of 5 acres or greater, but higher density subdivisions such as Brunswick Farms are also evident. The large lots are on septic systems, while the smaller lot subdivisions are on Bartlett water and sewer. The area south of Highway 70 is developed in large estate lots, and there are several large undeveloped parcels.

The area is currently zoned by Shelby County with the following districts: A-G (Agricultural), RS-10 (Single family residential), I-L (Light Industrial) and C-L (Local Commercial). Most of this area is zoned A-G and recommended to be rezoned to the R-E District upon annexation. Most of the existing RS-10 zoning is recommended to be rezoned to RS-15. The areas currently zoned C-L will remain as such. Areas near the railroad tracks zoned I-L are recommended to be rezoned to OR-1 upon annexation. A small area between Baylor Road and Old Brownsville Road is recommended to be rezoned to I-P zoning district to accommodate an existing use upon annexation.



## Proposed Services

### A) Sewer Service

It is recommended that the extension of sewer service be provided as development occurs and/or when economically feasible. Properties not served by municipal sewer service will remain private until the city determines the need to extend sewer service into the area. Properties will then be required to connect to the extended sewer system according to the City Sewer Ordinance.

### B) Water Service

Municipal water service falls into two types; water consumption and fire protection. Existing water services in this area are adequate and water main extension costs for fire protection and residential users will be borne by the developers through the subdivision/contract process, with the exception of a waterline upgrade on Brunswick from Old Brownsville to the railroad track. This upgrade is estimated to cost \$205,000 and is included in the CIP.

### C) Emergency Services

#### Fire Protection and Ambulance

The Bartlett Fire Department would provide fire and ambulance services from existing stations. The city has included additional fire personnel in the fiscal year 2013 budget.

*Police Protection*

The Bartlett Police Department projects their need to service all of the annexation reserve areas south of the Loosahatchie River would require four (4) additional police officers at an estimated cost of \$230,840 annually. Equipment costs of \$244,800 are for vehicles and other equipment.

*D) Solid Waste*

The 765 homes in Area D will require the addition of 2 routes. This would generate the need for an additional crew consisting of 4 drivers and 3 contract laborers plus equipment. The addition of this crew will help with other routes in the city. The annual operating cost of the additional crew is estimated to be \$362,960. Equipment costs of \$588,000 are included. At a cost of \$50 per garbage cart with one per household, the cost of garbage carts is estimated at \$38,250.

*E) Street Lighting*

Street lights will be installed according to city policies and subdivision contracts.

*F) Street Maintenance*

Of the 21.6 miles of streets in Area D there are many that should be repaved over the next several years. North of Highway 70 there are approximately 6.5 miles of street and south of Highway 70 about 2.9 miles of street paving to consider. Costs for street repairs are included in the general maintenance costs of area D. Paving needs over the next five years will be analyzed, established, and included in the annual paving program.

*G) Drainage*

In the areas characterized by large estate lots, drainage is mostly handled by natural drainage ways and roadside ditches. Where smaller lot subdivisions have developed curb, gutter and drainage pipes have been installed by developers. There have been reports of some drainage/flooding issues in a portion of Brunswick Farms near Oliver Creek. Drainage improvements will be required for new development.

*H) Parks*

This area is currently served by existing parks, therefore it is not anticipated that any additional parks expenses will occur as a result of annexation.

*I) General Maintenance*

Public Works operating costs for Area D are projected at \$95,215 annually. Equipment costs of \$252,000 are included.

*J) Grounds Maintenance*

Public Works estimates personnel and operations costs for Area D at \$204,185 annually. Equipment costs of \$187,000 are included.

*K) Animal Control*

Annexation of the 3.65 square miles of Area D will warrant the need to expand current animal control capacity. Public Works estimates additional personnel and equipment costs at \$31,600 annually and first year equipment costs of \$11,950.

## **Revenues**

The primary sources of revenue in this area will be in the form of State share and property taxes. Additional revenues will come from garbage fees, city service fees, auto registration, water tap fees, and building permit fees.

*A) State Share Taxes*

A portion of the sales tax revenue collected by the State is returned to municipalities on a per capita basis. Currently \$106.30 is returned to Bartlett per citizen. With a 2010 Census count of 2,049 people, \$217,809 annually should result, with some growth projected.

*B) Property Taxes*

The assessed value of Area D is \$52,845,600, with an additional \$914,660 in green assessed value. At \$1.49 per \$100 of assessed value the annual property tax revenue should be \$801,028. This area should show some building activity, so property tax is projected to grow.

*C) Solid Waste Fees*

The current garbage fee is \$22.00 per household per month. The 765 houses in Area D would generate \$201,960 per year.

*D) City Service Fee*

There is a city service fee of \$2.50 per month per household. This fee will generate \$22,950 per year.

*E) Auto Registration*

Based on an average of 2 cars per house, this will generate \$38,250 per year.

*F) Building Permits*

Growth projections for Area D are 20 houses each for years 1 and 2, 30 each for years 3 and 4, and 35 for year 5 with an average value of \$200,000.

*G) Water Tap Fees*

Annual water tap fees are estimated at \$20,000 based on projected connections to the system.

## **Proposed Budget**

<b>Table 1: Operating Funds Analysis Area D</b>						
<b>REVENUES</b>	<b><u>FY 2013</u></b>	<b><u>FY 2014</u></b>	<b><u>FY 2015</u></b>	<b><u>FY 2016</u></b>	<b><u>FY 2017</u></b>	<b><u>5 YEAR</u></b>
State Share Taxes						
State Sales, Beer Tax	-	140,090	140,090	140,090	140,090	560,361
TVA In-Lieu	-	20,961	20,961	20,961	20,961	83,845
State Street Aid	-	56,757	56,757	56,757	56,757	227,029
Property Taxes	-	801,028	821,855	843,223	865,147	3,331,252
Solid Waste	100,980	201,960	209,616	217,272	224,928	954,756
City Service Fee	11,475	22,950	23,820	24,690	25,560	108,495
Auto Registration	19,125	38,250	39,600	41,050	42,500	180,525
Building Permits	1,500	2,500	3,750	3,750	4,375	15,875
Water Tap Fees	20,000	20,000	20,000	20,000	20,000	100,000
<b>TOTALS</b>	<b>153,080</b>	<b>1,304,497</b>	<b>1,336,449</b>	<b>1,367,794</b>	<b>1,400,318</b>	<b>5,562,138</b>
<b>EXPENDITURES</b>	<b><u>FY 2013</u></b>	<b><u>FY 2014</u></b>	<b><u>FY 2015</u></b>	<b><u>FY 2016</u></b>	<b><u>FY 2017</u></b>	<b><u>5 YEAR</u></b>
Fire/EMT	-	-	-	-	-	-
Police	390,790	230,840	230,840	230,840	230,840	1,314,150
Public Works	-	-	-	-	-	-
General Maintenance	299,605	95,215	95,215	95,215	95,215	680,465
Grounds Maintenance	289,095	204,185	204,185	204,185	204,185	1,105,835
Animal Control	27,750	31,600	31,600	31,600	31,600	154,150
Water/Waste Water	-	-	-	-	-	-
Solid Waste	805,930	362,960	362,960	362,960	362,960	2,257,770
Street Paving	-	-	-	-	-	-
Street Lights	-	-	-	-	-	-
Parks	-	-	-	-	-	-
<b>TOTALS</b>	<b>1,813,170</b>	<b>924,800</b>	<b>924,800</b>	<b>924,800</b>	<b>924,800</b>	<b>5,512,370</b>

## Area F Annexation Plan of Services

Area F consists of 164 acres of city owned parcel (D013900293) running north of the Delaney Square subdivision adjacent to the northeast corner of the city and extends to the Loosahatchie River.

This property was acquired a few years ago and contains the Blue Lagoon Park and a large amount of floodplain and land in a natural state, much of it wooded. No private development is contemplated and it is recommended the area be rezoned as POS (Public Open Space) upon annexation.



### **Proposed Services**

TCA 6-51-102 requires a Plan of Services for each area to be annexed. Since Area F is a single, city owned park and public open space property, the required Plan of Services can be summarized as follows:

- A) *Water and Sewer Service*  
Existing city lines are available at the southwest corner of the property.
- B) *Emergency Services*  
Existing police, fire, and EMT resources will service this property.
- C) *Solid Waste*  
Existing service will extend to the park area.
- D) *Parks*

Bartlett Parks and Recreation Department is currently responsible for Blue Lagoon Park.

**Revenues**

As City Park land, there will be no revenue generated from this area.

**Proposed Budget**

No revenue or expenses will be incurred.