

The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016

ANNUAL BUDGET



Prepared for
John D. Shugart
City Manager

for presentation to
Mayor and
City Council



Oklahoma



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET



The City of Bethany
A Great Place to Live, Work, Shop
and Grow a Business!

June 10, 2015

**Honorable Mayor Bryan Taylor
Members of the Bethany City Council,
Citizens and Employees of Bethany;**

I am pleased to present to you the Proposed Fiscal Year 2015-2016 Annual Budget. While the national recession has presented us with some challenging situations in continuing to provide the level of services that have historically been a part of Bethany, we are fortunate to have been able to continue those services through some tough times while other local governments in Oklahoma and around the country have faced reductions in staff and services.

Each year the challenges will continue, but Bethany has resources from prior efforts to stabilize the financial model that will assist in continuing the level of services our citizens have come to expect. Revenue has been above budgeted expectations. Sales taxes continue to pay for approximately 48 percent of our General Fund expenditures. Our employees continue to provide great services to our citizen customers. General Fund expenditure projections for FY 2016 are slightly higher than the current year as we work to accomplish our goals.

Focus on Infrastructure Re-development

As we have for the past several years, we will focus FY 2016 on re-developing infrastructure. Time wears away at concrete and metal. Water lines initially installed as 2" line no longer provide the pressure expected in homes or available to fight fires. Sewer lines once made of clay and concrete have deteriorated over time and are collapsing. We must focus on the re-development of these most basic services: delivery of clean water, and removal of waste water. Without these, there would be no Bethany. Engineering work is underway and Staff time will be devoted to identifying and costing those utility lines that need replacement at the same time they continue to make sure existing infrastructure remains viable. The projects that have been identified already are included for FY16 as capital projects in both the Public Works Authority and the Capital Improvement Fund.

We will also continue the engineering process for our major sewer outfall lines on the west side of Bethany. This project will consume a great deal of effort on the part of our Public Works Department.

Transportation infrastructure in and through the City is another area that time works to deteriorate. Funds to resurface or replace sections of road and sidewalks with help from other governments are included in the FY16 capital requests in the Capital Improvement Fund. We also hope to extend sidewalks in areas of greatest need.

Focus on Retail Re-Development

The state of Oklahoma is the only state where municipalities are reliant upon the sales tax, as opposed to other taxes, to fund general government. Without a vibrant retail base, a city in Oklahoma has a difficult time meeting citizen demands for public safety and other services. The next several years for the City of Bethany are very dependent upon the re-development of a retail base. Staff and consultant time and efforts to revitalize the main corridors within Bethany will result in a broader, more vibrant retail center that will benefit existing business as well as expand and deliver alternative shopping to citizens and visitors alike. The planned expenses for FY16 in the Bethany Development Authority will continue to work on this re-development effort.

Focus on Housing Re-development

As time goes by, homes that were built years ago need more attention. Good property maintenance is the foundation for ensuring quality and healthy living conditions. Quality housing attracts people to a city. Property maintenance requirements as delineated by ordinance were passed to help maintain quality housing. Pro-active enforcement of existing ordinances will be a fundamental step toward ensuring that Bethany residents will find the value of a home increasing over time. The FY16 budget in the General Fund's Community Development Department will be utilized and staff will be directed to specifically enforce those ordinances that address the issues of property maintenance. This will help make certain that future Bethany residents will experience better, healthier living. The Community Development Department now has three employees dedicated to code enforcement and building inspection.

We have seen several homes built the past few years. Hopefully this trend of infill development will continue.

The Proposed Budget

Details of all funds are included in this document, but I would like to focus here on the three funds that benefit our citizens most directly, the General Fund, the Bethany Public Works Authority, and the Capital Improvement Fund.

The General Fund operating budget for FY16 includes expenditures for continuing operations of \$9,908,298. This is an increase from the FY15 budget of \$9,537,545. A significant portion of the increase is related to our comprehensive planning activities. Our staff continues its dedication to providing timely and quality service and we must re-dedicate ourselves to that staff to continue with the service levels citizens expect. Revenues to support these activities are expected to increase slightly to \$8,162,000.

The Bethany Public Works Authority budget for FY16 increases operating and maintenance expenses to \$4,786,702. Provision is also made for debt repayment and capital project expenses. Significant projects include the re drilling of two wells and a replacement lift station. Revenues remain flat at \$7,959,343. Increases in utility rates are not planned at this time.

The Capital Improvement Fund budget projects include sidewalk extensions and replacements. We will use our Federal grant for sidewalks. Please note there is no replacement equipment in this year's Capital Improvement Fund Budget. Equipment replacement is funded this year in either the General Fund or Public Works Fund.

Acknowledgments

Every member of the City's staff has, in some way, contributed to the preparation of the budget in the day-to-day completion of jobs well done. The leadership that Department Heads exhibit in supervising their staff is a direct reflection of the leadership this Mayor and this Council has exhibited in establishing the policies and direction for the City of Bethany. I appreciate all the work that has gone into the preparation of this budget, and look forward to facing the challenges next year that we have set for ourselves in its adoption.

Respectfully submitted for your approval,



John D. Shugart
City Manager



The City of Bethany, Oklahoma

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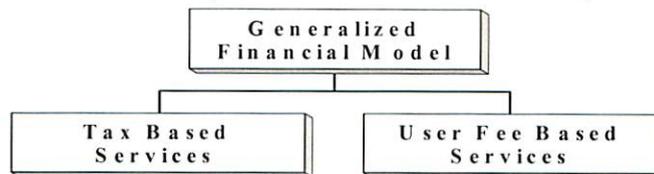


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FISCAL YEAR 2015 – 2016 ANNUAL BUDGET SUMMARY

I. Understanding the Budget

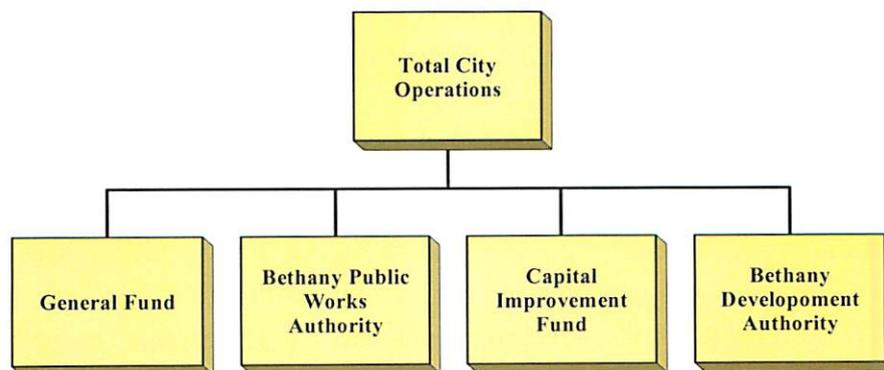
◆ Understanding the City of Bethany’s budget is much easier if you have a basic understanding of how city governments finance the services they provide. The model shown below is a simple explanation that government services are either paid for by taxes or user fees. The citizen pays 100% of all costs. Governments have no money other than what its citizens provide.



Taxes usually pay for traditional services such as police, fire, streets and parks. These services are not usually associated with a particular type of revenue or tax. User fee based services include utilities such as water, waste water and solid waste. Bethany uses a hybrid of this generalized model because our tax base does not fully support all traditional services. Accordingly, user fees provide a subsidy for general governmental services.

◆ It is also important to understand the basics of the City’s financial structure.

The City’s financial accounts are organized on the basis of funds or sets of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, expenditures and transfers. The City’s financial resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. Our budget is designed around the four primary funds shown below.





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The General Fund and the Bethany Public Works Authority account for the day to day operations and services the City provides. The General Fund is used to account for general governmental services, public safety, streets and parks. The Bethany Public Works Authority Fund is used to account for water, waste water and solid waste services.

The Capital Projects Fund is used to account for capital improvements and equipment replacement.

The Bethany Development Authority is used to account for the City's economic development activities.

Departmental expenditures are accounted for in both the General and Public Works Authority Funds. This budget document contains all funds of the City that have appropriated revenue to make lawful and necessary expenditures. The reader is directed to the material presented with each fund for specific financial information regarding that particular fund.

◆ Another key is understanding sales tax. Sales tax is the primary source of general governmental funds for most cities and towns in Oklahoma including Bethany.

Consider the following. In 1980, the sales tax rate was two percent. Sales tax revenue paid for 42 percent of city services. In 1990 sales tax paid for only 31 percent of city services. In 2000, the sales tax rate was three percent and paid for 35 percent of city services. In 2008, the four percent sales tax rate paid for 56% percent of city services.

Bethany voters approved an increase in the sales tax rate from two to three percent on July 24, 1990. The three percent rate went into effect on September 1, 1990. The voters stipulated that seventy percent (70%) of the additional cent was to be spent solely on capital improvements. Capital improvements means equipment, land, buildings, water or sewer lines and all other items not consumed but diminished in value with prolonged use or time.

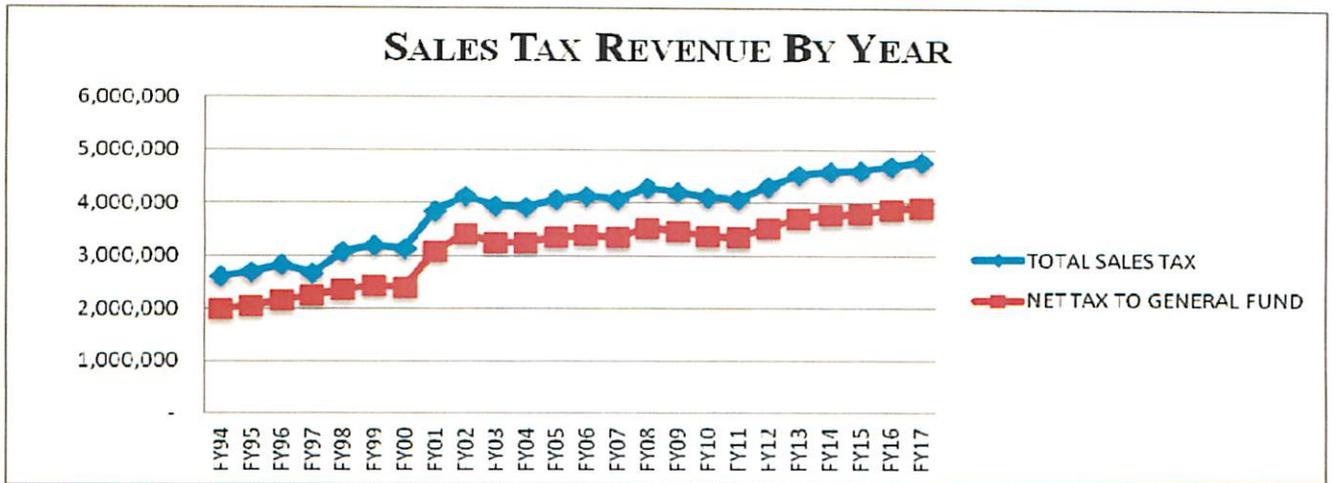
Bethany voters also approved an extension of the sales tax rate from three to four percent in February 2005.

This means that of the \$4,695,000 estimated in sales tax the City expects to receive in FY16, \$821,625 is not available to the General Fund to pay for operating expenses. This money can only be used for capital improvements or debt service on capital improvements. While \$821,625 is a lot of money, the City has many projects either in progress or waiting to be funded. These projects include water and sewer line replacements, street improvements and replacement equipment.



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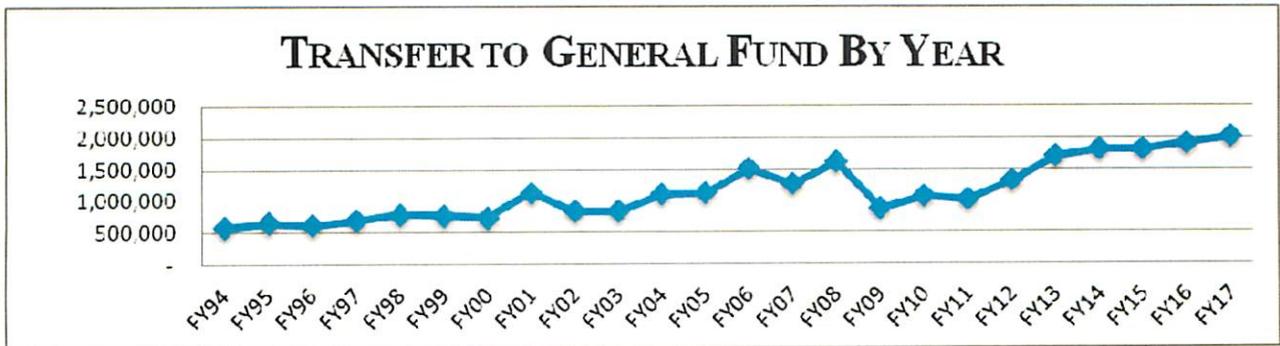
Sales tax revenue is dependent on several factors. Retail sales, population and weather are three of the main factors. Obviously, these factors are beyond the control of the City. We have experienced some growth for several years. The large increase shown in the graph is due to the additional one cent tax that went into effect on October 1, 2000.



An additional key is understanding the relationship of utility revenues to the financial capacity of the City.

Bethany provides three utility services. Water, wastewater and solid waste services are accounted for in the Bethany Public Works Authority. The money utility customers pay for these services is sufficient to cover the day to day operating expenses.

To the extent the Public Works Authority has cash not required for utility operations, debt service or capital improvements, that cash can be used for other lawful purposes. Over a long period of time, the City has gradually grown more and more dependent upon this cash to finance general fund operations. This is because the sales tax base is not sufficient to pay for the current level and quality of services our customers expect.





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This budgetary practice is not necessarily wrong. It is important to recognize that it exists.

◆ One final key is understanding that both the revenue and expenditures shown in the individual line item budgets are for the most part estimates. The City of Bethany bases most of the estimates on long term trends. Certainly other factors are used when appropriate. The estimates are not intended to be exact numbers.

II. Community Goals

Several years ago, the City Council adopted Community Goals to help shape the planning process for budgetary and other policy matters. These goals remain unchanged from FY16.

- * Provide quality public facilities, services and cultural opportunities that enrich the experience of living in a model community.
- * Promote an atmosphere conducive to active citizen participation, volunteer service and community spirit.
- * Pursue an infrastructure management system with a vision toward continuous maintenance and improvement.
- * Plan for and facilitate quality physical development that compliments and enhances economic prosperity in the public and private sectors.
- * Improve and maintain a transportation network that assures safe and efficient circulation within the community.
- * Hire, train and develop personnel who will improve their skills and make a commitment to work as a team to provide excellence in serving our community.

III. Budgetary Priorities and Key Issues for FY16

The City's budgetary priorities remain the same for Fiscal 16 as they have been for the past several fiscal years. Please note the following:

- * Normal recurring City services are funded at the same level as previous years.
- * Departmental expenditures have been adjusted where necessary to provide sufficient funding for those operations whose costs have increased over the current year.
- * All City Departments will continue with self examination to ensure the public is getting the best results for the dollars spent.
- * We will continue implementing capital projects as necessary to maintain our infrastructure in a sound condition.
- * We plan to continue our business recruitment activities to further enhance our sales tax base.



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IV. Major Financial Factors and Trends Affecting the Budget

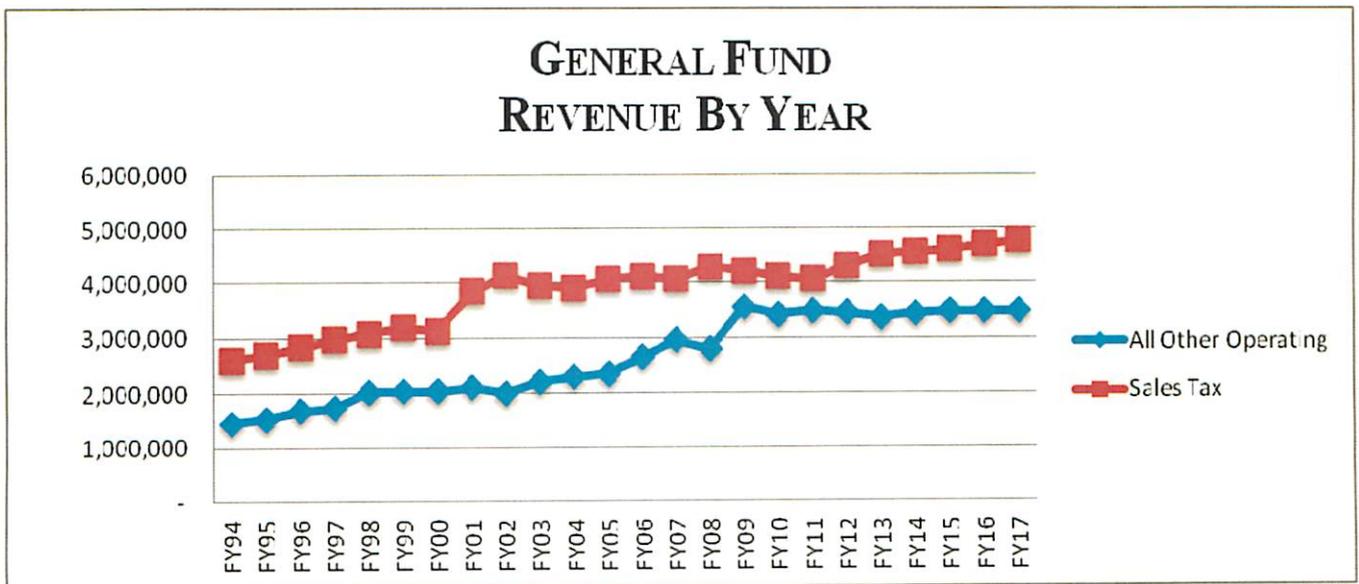
Thankfully, the Greater Bethany Metropolitan Area’s overall economy is stronger than the rest of the United States. The latest inflation number from the Bureau of Labor Statistics (Region VI) shows the US city average inflation rate to be less than 2.0 percent. This comes at the same time that the Oklahoma Department of Commerce is reporting the latest area wide unemployment rate to be approximately 3.6 percent.

Due to hard work by our employee groups, the City has stabilized our budgeted worker’s compensation rate. Our supervisors work hard to install a safety conscious attitude in all workers.

Health care for employees continues to be a challenge. We switched carriers two years ago to a public pool. Our employees continue to pay a portion of their coverage. The City will continue to help subsidize the family coverage. We will continue to examine ways to reduce the cost of health care coverage for our employees and their families.

The City has a contract with EMSA to provide ambulance service. The contract for FY16 is funded with a surcharge (\$2.60 per utility unit) on our utility bills. This contract provides that our citizens will not be required to pay for the ambulance service directly. Their insurance carrier may be required to pay for the service, but the citizen will not have an out of pocket charge.

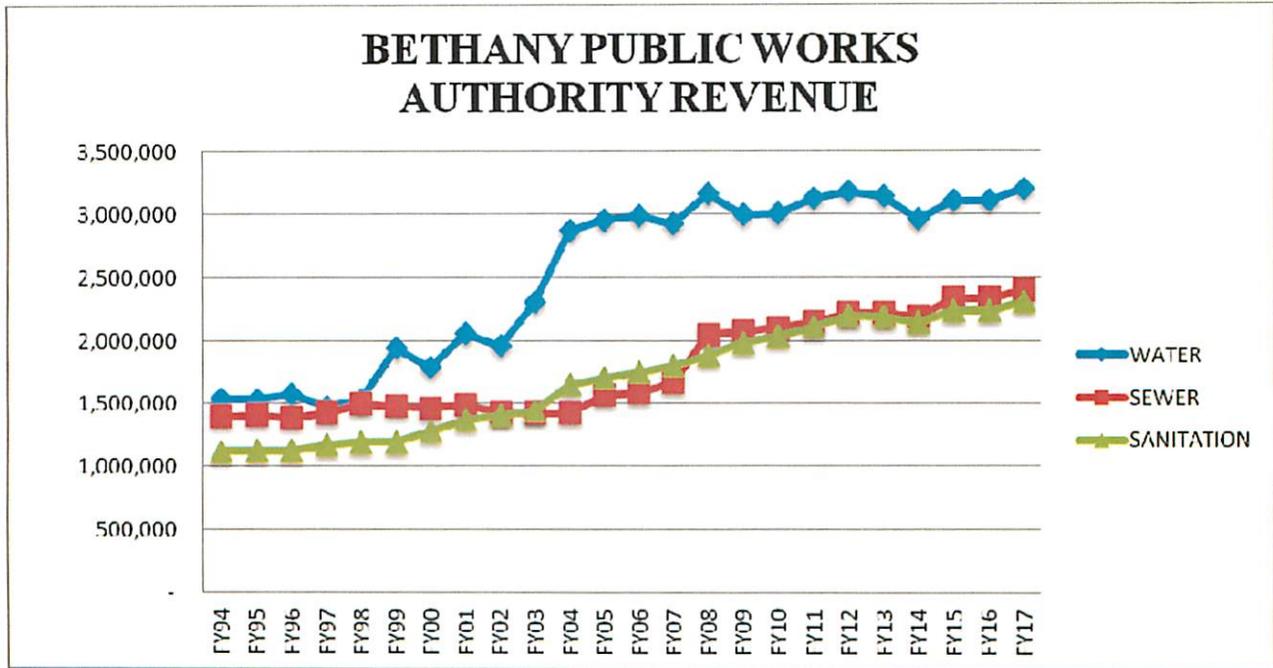
General Fund revenue trends are generally flat. Given the fact that our population and retail base has a slow growth rate, this is expected. Sales tax has increased slightly over the past few years and we are working to increase our retail base.





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Bethany Public Works Authority revenues are also generally flat. Water rates were increased significantly in FY03 to pay for our new water plant. Sewer rates were increased significantly in FY08 to pay for a major sewer line replacement.



Population and retail base growth does not keep up with the need for additional revenue to keep pace with modest inflation and capital replacement.

V. Summary Financial Data

Summaries for the two operating funds are shown in the table below.

		Summary Financial Data				
		FY14 Actual	FY15 Budget	FY15 Estimate	FY16 Budget	FY17 Budget
General Fund						
Revenue		\$ 8,003,567	\$ 8,025,835	\$ 8,067,000	\$ 8,162,000	\$ 8,235,375
Expenditures		8,884,693	9,714,194	9,710,044	10,198,198	10,244,530
Net Transfers		886,299	888,925	911,295	934,670	1,020,564
Change in fund balance		<u>\$ 5,173</u>	<u>\$ (799,434)</u>	<u>\$ (731,749)</u>	<u>\$ (1,101,528)</u>	<u>\$ (988,592)</u>
Public Works Authority						
Revenue		\$ 7,607,557	\$ 7,959,343	\$ 7,959,343	\$ 7,959,343	\$ 8,189,698
Expense		6,238,593	7,798,396	7,796,813	7,878,055	7,506,946
Net Transfers		<u>(1,398,595)</u>	<u>(1,382,620)</u>	<u>7,380</u>	<u>(1,483,570)</u>	<u>(1,585,470)</u>
Change in fund balance		<u>\$ (29,631)</u>	<u>\$ (1,221,673)</u>	<u>\$ 169,911</u>	<u>\$ (1,402,282)</u>	<u>\$ (902,718)</u>



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VI. State and Local Requirements for Balancing the Budget

The budget as presented in this document is balanced according to Oklahoma law and local requirements. This means that revenues including transfers from other funds are equal to or greater than expenditures and transfers to other funds. Revenues may also include any appropriated fund balance.

Article III of Bethany's Charter provides the basis for our budget process. This article requires the Bethany City Manager to annually prepare a budget and submit it to the City Council for approval. The City Manager is responsible for administration of the budget.

Section 17-205 to 17-210 of Title 11 of the Oklahoma Statutes also provides a legal basis for the budget process. This statute requires the Chief Executive Officer to prepare and submit a budget to the governing body at least 30 days prior to the beginning of the fiscal year. Oklahoma statutes also require a public hearing on the proposed budget at least fifteen (15) days prior to the beginning of the budget year.

From a practical standpoint, the City Manager receives input from all department heads elected officials and the public in preparing the budget. The Finance Department provides analytical and clerical support.

The normal cycle begins in the fall of the year when the City Manager reviews the Community Goals with the governing body. The department heads also begin planning for the next fiscal year at this time. During the spring the department heads turn in their budget requests to the City Manager. The City Manager reviews each request and determines if the request supports the stated goals. During this time the Finance Department makes a preliminary estimate of the next years' revenue.

The Finance Department then tabulates each fund and department's budget and prepares a draft budget document for distribution. The City Manager reviews the preliminary budget with the City Council and Trusts. After the public hearing, the City Council and Trusts approve the budget for the year.

VII. About The Financial Summaries

Each financial summary provides the actual numbers for last fiscal year as well as the current budget and projected year end balance. Each summary also provides the budget for next year and our estimate for the following year. It is important to plan for the financial future of Bethany by reviewing this additional information.



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GENERAL FUND FISCAL YEAR 2016 ANNUAL BUDGET



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GENERAL FUND DESCRIPTION

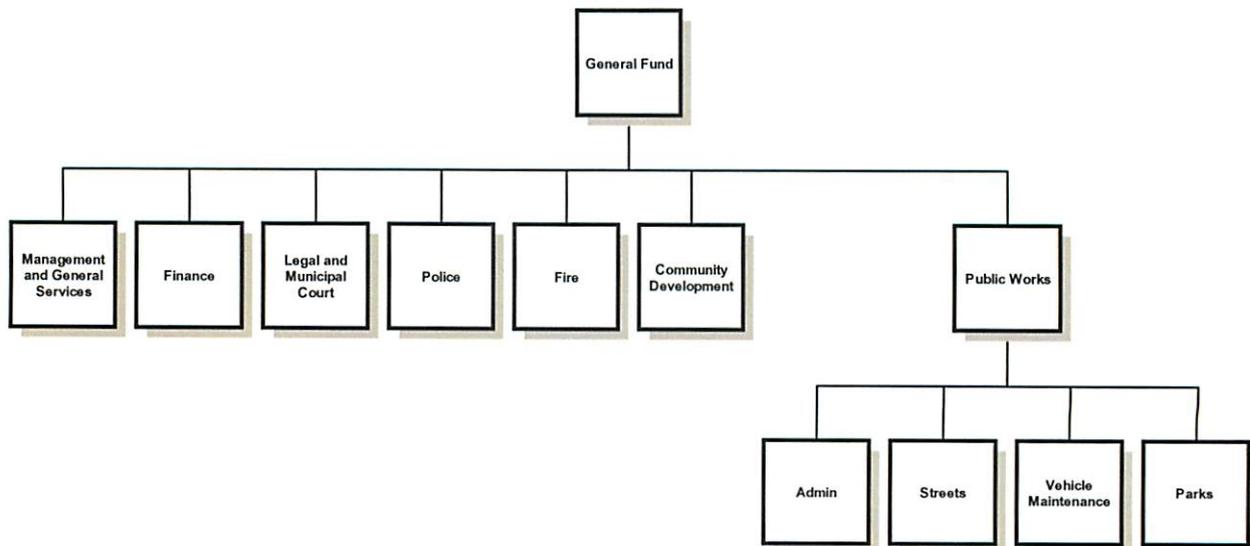
The General Fund is used to account for all financial resources except those which are required to be accounted for in another fund.

The General Fund is the accounting fund that accounts for traditional City services such as public safety, streets and general government. We budget and account for water, sewer and solid waste services in the Public Works Fund.

Revenues are non departmental in nature. This means that most categories of revenues can not be attributed to one particular department.

Expenditures are accounted by department and account.

A departmental summary is provided for each department. The summary includes a brief description of the department’s function, day to day operations and major programs. A Staffing and Financial summary are also presented. The departments charged to the General Fund are shown in the chart below.



The object code chart of accounts that follows gives examples of the types of items that are charged to each account.



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OBJECT CODE CHART OF ACCOUNTS

<i>Account Number</i>	<i>Description</i>
100 Personal Services	
100 Salaries	Regular, special and overtime
101 Allowance	Uniforms, vehicle mileage
102 FICA and Medicare	FICA and Medicare taxes paid by the employer
103 Retirement	Pension expenses paid by the employer
104 Employee Insurance	Insurance premiums paid by the employer
105 Memberships, travel and training	Membership dues, training and travel
200 Materials and Supplies	
210 Office Supplies	Office supplies including postage and printing
211 Janitorial Supplies	Janitorial supplies
212 Maintenance Supplies	Parts and supplies for repairs and maintenance
213 Fuel and Lubricants	Fuel, oil and grease
214 Small Tools	Hand tools under \$ 500.00
215 Chemicals	Water plant chemicals, insecticides
300 Other Services and Charges	
340 Professional Services	Services by professionals including auditors, legal, engineers,
341 Utilities	Telephone, natural gas and electric
342 Maintenance Services	Outside repairs including parts and labor, and leases
342.1 Vehicle Repair	Repairs to rolling stock
343 Insurance -- General Liability and Property	Auto, general liability and property insurance
344 Refunds	Refunds to our customers
400 Capital Outlay	
401 Office Equipment	Typewriters, computer hardware, etc.
402 Motor Vehicles and Machinery	Autos, trucks and construction equipment
403 Other Equipment	All other equipment
404 Projects	Construction and other projects
500 Contingency	
501 Operating Contingency	Funds for operating transfers
502 Capital Contingency	Funds for capital outlay transfers



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GENERAL FUND FINANCIAL SUMMARY

	Actual FY14A	Budget FY15B	Estimate FY15E	Budget FY16	Budget FY17
<u>Revenue</u>					
Carryover From Previous Year	\$ 4,105,041	\$ 4,110,214	\$ 4,110,214	\$ 3,363,865	\$ 1,517,632
Total Operating Revenue	8,003,567	8,025,835	8,077,400	8,172,000	8,245,375
Sales Tax Transfer From Public Works	3,778,639	3,782,601	3,795,000	3,873,375	3,931,476
Operating Transfer From Public Works	1,800,000	1,800,000	1,800,000	1,900,000	2,000,000
Transfers From Other Funds	<u>12,828</u>	<u>41,295</u>	<u>41,295</u>	<u>41,295</u>	<u>39,513</u>
Revenue Available for Appropriation	<u>\$ 17,700,074</u>	<u>\$ 17,759,945</u>	<u>\$ 17,823,909</u>	<u>\$ 17,350,535</u>	<u>\$ 15,733,995</u>
<u>Expenditures</u>					
Maintenance and Operations	\$ 8,793,053	\$ 9,537,545	\$ 9,544,895	\$ 9,908,298	\$ 10,016,630
Capital Expenditures	91,639	176,649	165,149	289,900	227,900
Contingency	-	2,704,705	25,000	754,705	100,000
Transfer Sales Tax to Public Works	4,580,168	4,584,971	4,600,000	4,695,000	4,765,425
Transfer To Other Funds	<u>125,000</u>	<u>150,000</u>	<u>125,000</u>	<u>185,000</u>	<u>185,000</u>
Total Expenditures and Transfers	<u>\$ 13,589,860</u>	<u>\$ 17,153,870</u>	<u>\$ 14,460,044</u>	<u>\$ 15,832,903</u>	<u>\$ 15,294,955</u>
FB Carryover to Next Fiscal Year	<u>\$ 4,110,214</u>	<u>\$ 606,075</u>	<u>\$ 3,363,865</u>	<u>\$ 1,517,632</u>	<u>\$ 439,040</u>



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GENERAL FUND SUMMARY OF REVENUES AND TRANSFERS IN

	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
Operating Revenue					
Sales Tax	\$ 4,561,665	\$ 4,584,971	\$ 4,600,000	\$ 4,695,000	\$ 4,765,425
Franchise-ONG/OG&E	545,716	545,000	545,000	545,000	545,000
Ordinance-Telephone	31,836	40,000	31,000	31,000	31,000
Franchise-Cable	241,172	239,000	241,000	241,000	241,000
Hotel tax	70,938	55,000	60,000	60,000	60,000
Use Tax	290,895	266,864	295,000	295,000	297,950
Subtotal Taxes	<u>\$ 5,742,222</u>	<u>\$ 5,730,835</u>	<u>\$ 5,772,000</u>	<u>\$ 5,867,000</u>	<u>\$ 5,940,375</u>
Occupation	\$ 42,233	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Building Permits	20,801	20,000	20,000	20,000	20,000
Inspection Fees & Permits	30,605	25,000	25,000	25,000	25,000
Zoning Permits	1,115	1,000	1,000	1,000	1,000
Subtotal Licenses & Permits	<u>\$ 94,754</u>	<u>\$ 91,000</u>	<u>\$ 91,000</u>	<u>\$ 91,000</u>	<u>\$ 91,000</u>
Alcohol Beverage Tax	\$ 30,129	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000
Tobacco Tax	57,067	60,000	60,000	60,000	60,000
Gasoline Tax	8,697	35,000	35,000	35,000	35,000
Motor Vehicle Tax	164,894	140,000	140,000	140,000	140,000
Subtotal Intergovernmental Revenue	<u>\$ 260,787</u>	<u>\$ 263,000</u>	<u>\$ 263,000</u>	<u>\$ 263,000</u>	<u>\$ 263,000</u>
Collection Service	\$ 26,400	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
Emergency Medical call services fee	278,112	282,000	282,000	282,000	282,000
Stormwater compliance fee	107,825	109,000	109,000	109,000	109,000
Swimming Pool	39,714	40,000	40,000	40,000	40,000
Subtotal Charges for Services	<u>\$ 452,052</u>	<u>\$ 455,000</u>	<u>\$ 455,000</u>	<u>\$ 455,000</u>	<u>\$ 455,000</u>
Total Police Fines & Court Costs	\$ 1,133,798	\$ 1,325,000	\$ 1,325,000	\$ 1,325,000	\$ 1,325,000
Cemetery Lot Sales	\$ 37,400	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Interest on Investments	19,605	20,000	20,000	20,000	20,000
Mineral Rights & Royalties	68,130	48,000	48,000	48,000	48,000
Reimbursements	14,305	3,000	3,000	3,000	3,000
OMAG Reimbursements	40,201	20,000	20,000	20,000	20,000
Misc. - Other	140,313	50,000	50,000	50,000	50,000
Subtotal Miscellaneous Revenue	<u>\$ 319,954</u>	<u>\$ 161,000</u>	<u>\$ 161,000</u>	<u>\$ 161,000</u>	<u>\$ 161,000</u>
Total Operating Revenue	\$ 8,003,567	\$ 8,025,835	\$ 8,067,000	\$ 8,162,000	\$ 8,235,375
Transfers From Other Funds					
Bethany Public Works Authority	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,900,000	\$ 2,000,000
Transfer from Public Safety Fund	-	22,745	22,745	22,745	23,000
Transfer from E-911 Fund	12,828	8,550	8,550	8,550	6,513
Transfer from Juvenile Justice Fund	-	10,000	10,000	10,000	10,000
Transfer from Bethany Hospital Trust	-	-	-	-	-
Transfer Sales Tax from BPWA	3,778,639	3,782,601	3,795,000	3,873,375	3,931,476
Total Transfers	<u>\$ 5,591,467</u>	<u>\$ 5,623,896</u>	<u>\$ 5,636,295</u>	<u>\$ 5,814,670</u>	<u>\$ 5,970,989</u>
Total General Fund Revenue	<u>\$ 13,595,033</u>	<u>\$ 13,649,731</u>	<u>\$ 13,703,295</u>	<u>\$ 13,976,670</u>	<u>\$ 14,206,364</u>
Fund Balance Appropriated	-	3,690,876	808,136	1,331,234	1,188,591
Total Funds Appropriated	\$ 13,595,033	\$ 17,340,607	\$ 14,511,431	\$ 15,307,904	\$ 15,394,955



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

GENERAL FUND DEPARTMENTAL SUMMARY OF EXPENDITURES AND TRANSFERS OUT

Department	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
Management and General Services	\$ 618,878	\$ 752,430	\$ 752,430	\$ 753,192	\$ 761,549
Finance	372,933	331,508	331,508	339,148	337,718
Legal and Municipal Court	388,860	453,692	453,692	441,739	448,516
Police Department	3,515,728	3,883,668	3,883,668	4,018,592	4,061,193
Fire Department	2,196,001	2,282,373	2,282,373	2,423,232	2,444,256
Community Development	317,045	453,270	453,270	653,151	639,277
Public Works	1,475,247	1,643,990	1,604,490	1,669,145	1,652,020
Non-Departmental	-	2,804,705	25,000	129,705	-
Total General Fund Expenditures	\$ 8,884,693	\$ 12,605,636	\$ 9,786,431	\$ 10,427,904	\$ 10,344,530
Transfers To Other Funds					
Sales Tax Transfer to BPWA	\$ 4,580,168	\$ 4,584,971	\$ 4,600,000	\$ 4,695,000	\$ 4,765,425
Other Transfers	125,000	150,000	125,000	185,000	185,000
Total Transfer To Other Funds	4,705,168	4,734,971	4,725,000	4,880,000	4,950,425
Total Expenditures and Transfers	\$ 13,589,860	\$ 17,340,607	\$ 14,511,431	\$ 15,307,904	\$ 15,294,955



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

**GENERAL FUND
SUMMARY OF EXPENDITURES BY OBJECT CODE**

Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 5,153,951	\$ 5,365,144	\$ 5,365,144	\$ 5,567,324	\$ 5,680,271
101 Allowances	29,569	33,720	33,720	33,960	33,960
102 FICA & Medicare	298,114	342,570	342,570	353,359	360,276
103 Retirement	698,576	778,707	778,707	761,911	777,148
104 Insurance - Employee	879,671	1,044,025	1,044,025	1,060,179	1,060,179
105 Membership, Travel & Training	75,512	105,200	108,200	116,700	106,700
106 Overtime	164,077	213,518	213,518	217,132	218,790
Total 100 Personal Service	<u>\$ 7,299,469</u>	<u>\$ 7,882,884</u>	<u>\$ 7,885,884</u>	<u>\$ 8,110,566</u>	<u>\$ 8,237,324</u>
200 Materials & Supplies					
210 Office Supplies	\$ 67,426	\$ 84,750	\$ 84,750	\$ 88,750	\$ 83,500
211 Janitor Supplies	6,657	10,200	10,200	10,200	9,400
212 Maintenance Supplies	160,033	233,800	205,800	210,800	210,600
213 Fuel & Lubricants	99,002	161,500	161,350	161,500	161,500
214 Small Tools	-	1,000	1,000	1,000	1,000
215 Chemicals	4,785	19,250	19,250	19,250	19,250
Total 200 Materials & Supplies	<u>\$ 337,902</u>	<u>\$ 510,500</u>	<u>\$ 482,350</u>	<u>\$ 491,500</u>	<u>\$ 485,250</u>
300 Other Services & Charges					
340 Professional Services	\$ 219,581	\$ 158,700	\$ 178,200	\$ 358,639	\$ 345,139
341 Utilities	252,933	255,380	255,380	255,380	256,004
342 Maintenance Contractual	565,651	505,868	518,868	468,000	468,000
342.1 Vehicle Repair	-	85,263	85,263	85,263	85,263
343 Insurance - Property	117,165	137,750	137,750	137,750	138,450
344 Refunds	352	1,200	1,200	1,200	1,200
Total 300 Services & Charges	<u>\$ 1,155,682</u>	<u>\$ 1,144,161</u>	<u>\$ 1,176,661</u>	<u>\$ 1,306,232</u>	<u>\$ 1,294,056</u>
Subtotal Maintenance and Operations	<u>\$ 8,793,053</u>	<u>\$ 9,537,545</u>	<u>\$ 9,544,895</u>	<u>\$ 9,908,298</u>	<u>\$ 10,016,630</u>
400 Capital Expenditures					
401 Office Equipment	\$ 14,720	\$ 70,000	\$ 70,000	\$ 54,500	\$ 45,000
402 Motor Vehicles & Machinery	69,292	46,271	46,271	81,000	64,000
403 Other Equipment	-	28,878	28,878	67,500	32,000
404 Projects	7,627	31,500	20,000	86,900	86,900
Total 400 Capital Expenditures	<u>\$ 91,639</u>	<u>\$ 176,649</u>	<u>\$ 165,149</u>	<u>\$ 289,900</u>	<u>\$ 227,900</u>
500 Contingency					
501 Operating Contingency	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ 100,000
502 Litigation Contingency	-	200,000	-	200,000	-
503 Storm Recovery Contingency	-	2,100,000	-	350,000	-
504 Employee Severance Contingency	-	74,705	-	74,705	-
507 Long Range Planning Services	-	200,000	25,000	-	-
506 Compensated Absence Contingency	-	30,000	-	30,000	-
Total 500 Contingency	<u>\$ -</u>	<u>\$ 2,704,705</u>	<u>\$ 25,000</u>	<u>\$ 754,705</u>	<u>\$ 100,000</u>
Total Expenditures	<u>\$ 8,884,693</u>	<u>\$ 12,418,899</u>	<u>\$ 9,735,044</u>	<u>\$ 10,952,903</u>	<u>\$ 10,344,530</u>



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

GENERAL FUND DEPARTMENT SUMMARIES



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

A. DEPARTMENT NAME: MANAGEMENT AND GENERAL SERVICES

B. OVERALL PURPOSE AND FUNCTION:

The Management and General Service Department provides professional management expertise for all municipal personnel, programs, services and City Council operations to ensure that publicly owned facilities and funds are utilized in a manner to provide optimal quantity and quality services to the citizens of the community.

C. DEPARTMENT DESCRIPTION:

The department provides a wide range of oversight functions and support services to all City departments and the City Council. The department continually monitors and evaluates ongoing programs and community needs and provides the City Council with recommendations for methods to insure the maintenance and improvement of service delivery.

All department members are assigned to daily activities at City Hall. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Management Department employees use personal computers and other office machines to accomplish their assigned tasks.

The costs of maintaining City Hall and other costs, such as elections, that cannot be attributed to one of the other departments, are charged to the Management and General Services Department.

D. STAFFING SUMMARY:

Classification	FY 2015		FY 2016
	Actual	Budget	Budget
City Manager	1	1	1
Assistant City Manager	1	1	1
Executive Assistant	1	1	1
Part Time City Attorney	1	1	1
Marketing and Public Information	1	1	1
Total Positions	5	5	5

Personnel costs for the Mayor and City Council Members are included in the Management and General Services Department budget.



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

MANAGEMENT AND GENERAL SERVICES - CONTINUED

E. FINANCIAL SUMMARY:

<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Budget</u>	<u>FY15 Estimate</u>	<u>FY16 Budget</u>
Personal Services	\$ 476,681	\$ 500,580	\$ 500,580	\$ 501,342
Materials & Supplies	31,161	40,600	40,750	40,750
Other Services & Charges	110,565	136,600	101,100	101,100
Capital Expenditures	470	10,000	10,000	10,000
Contingency	-	64,650	100,000	100,000
Total Budget	\$ 618,878	\$ 752,430	\$ 752,430	\$ 753,192

F. MAJOR TASKS:

The Department's major tasks for Fiscal Year 2016 include:

- ❖ Provide an advanced level of professional management services for all management, personnel, and Council operations.
- ❖ Provide an objective and consistent system of personnel administration that supports the Corporate Culture and seeks to maximize efficiency of human resources in the delivery of services.
- ❖ Advance the City's mission to promote organizational fiscal responsibility through results-orientated budgeting and mission oversight
- ❖ Provide a coordinated community relations program that creates positive images of the City, builds customer confidence in City Government, and supports the business environment within the City.
- ❖ Maintain the City Hall complex in a manner that creates an attractive image and supports a pleasant environment for customers, visitors, and employees.
- ❖ Work to improve the quality of life for citizens.
- ❖ Provide general monetary and logistical support to City departments with common needs best satisfied through centralized function.
- ❖ Enhance the retail sales base by attracting new businesses to the City of Bethany.



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

1.0 Management and General Government Departmental Summary

Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 338,920	\$ 343,134	\$ 343,134	\$ 346,215	\$ 353,135
101 Allowances	3,127	3,120	3,120	2,640	2,640
102 FICA & Medicare	24,102	26,488	26,488	26,687	27,221
103 Retirement	46,219	50,260	50,260	45,277	46,182
104 Insurance - Employee	34,769	39,078	39,078	42,022	42,022
105 Membership, Travel & Training	29,544	38,500	38,500	38,500	38,500
106 Overtime	-	-	-	-	-
Total 100 Personal Service	<u>\$ 476,681</u>	<u>\$ 500,580</u>	<u>\$ 500,580</u>	<u>\$ 501,342</u>	<u>\$ 509,699</u>
200 Materials & Supplies					
210 Office Supplies	\$ 23,872	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
211 Janitor Supplies	1,687	2,000	2,000	2,000	2,000
212 Maintenance Supplies	5,602	8,000	8,000	8,000	8,000
213 Fuel & Lubricants	-	750	600	750	750
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 31,161</u>	<u>\$ 40,750</u>	<u>\$ 40,600</u>	<u>\$ 40,750</u>	<u>\$ 40,750</u>
300 Other Services & Charges					
340 Professional Services	\$ 17,390	\$ 20,000	\$ 39,500	\$ 20,000	\$ 20,000
341 Utilities	42,475	35,000	35,000	35,000	35,000
342 Maintenance Contractual	34,659	22,000	38,000	22,000	22,000
342.1 Vehicle Repair	-	500	500	500	500
343 Insurance - Property	16,011	23,000	23,000	23,000	23,000
344 Refunds	30	600	600	600	600
Total 300 Services & Charges	<u>\$ 110,565</u>	<u>\$ 101,100</u>	<u>\$ 136,600</u>	<u>\$ 101,100</u>	<u>\$ 101,100</u>
Subtotal Maintenance & Operations	<u>\$ 618,408</u>	<u>\$ 642,430</u>	<u>\$ 677,780</u>	<u>\$ 643,192</u>	<u>\$ 651,549</u>
400 Capital Expenditures					
401 Office Equipment	\$ 470	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	<u>\$ 470</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
500 Contingency					
501 Operating Contingency	\$ -	\$ 100,000	\$ 64,650	\$ 100,000	\$ 100,000
Total 500 Contingency	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 64,650</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
Total Expenditures	<u>\$ 618,878</u>	<u>\$ 752,430</u>	<u>\$ 752,430</u>	<u>\$ 753,192</u>	<u>\$ 761,549</u>



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

Department Purpose and Function

A. Department Name: FINANCE DEPARTMENT

B. Overall Purpose and Function:

The Finance Department's purpose is to deliver quality financial services to our customers in a courteous and professional manner using a team centered approach.

The Finance Department provides financial management and oversight of revenues, investing of City funds, purchasing and expenditures and safekeeping of all City funds.

C. Department Description

The Finance Department provides a wide range of financial and administrative support services to all departments and the City Council. The department is responsible for all financial accounting and reporting including but not limited to payroll, accounts payable, utility billing, general accounting and investment management.

The Finance Department also provides administrative support with data processing, records management, city council meetings, and telephone switchboard services.

The employees of the Finance Department are organized into three teams to accomplish the stated purpose. The Finance Director provides day to day supervision and support to each team member.

All members are assigned to daily activities at City Hall. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday to Friday.

The Finance Department employees accomplish the majority of their tasks with the use of an integrated computer system. Outside vendors provide the maintenance on both the hardware and software. Employees also use personal computers and other office machines to accomplish the assigned tasks.

The Finance Department is accounted for in both the General Fund and the Public Works Fund. Utility billing expenditures are charged to the Public Works Fund. All others are charged to the General Fund.



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

D. Staffing Summary

Approximately fifty percent (50%) of the personal services are charged to the Public Works Fund. The positions budgeted in the Finance Department include:

Classification	FY 2015		FY 2016
	Actual	Budget	Budget
Finance Director	1	1	1
Administrative Assistant	1	1	1
Customer Service Supervisor	1	1	1
Customer Service Representatives	2	2	2
Utility Billing Specialist	1	1	1
Municipal Accountant	1	1	1
Total Positions	7	7	7

E. Financial Summary

Description	FY14 Actual	FY15 Budget	FY15 Estimate	FY16 Budget
Personal Services	\$ 210,429	\$ 231,508	\$ 231,508	\$ 232,148
Materials & Supplies	8,222	8,000	8,000	8,000
Other Services & Charges	154,282	87,000	87,000	87,000
Capital Expenditures	-	5,000	5,000	12,000
Contingency	-	-	-	-
Total Budget	\$ 372,933	\$ 331,508	\$ 331,508	\$ 339,148

These expenditures are for the General Fund only.

F. Major Tasks

The Finance Department’s major tasks for FY16 include:

- * Provide external and customer relations services that demonstrate concern for customer needs and achieve a 100% customer satisfaction rating.
- * Provide internal technical services that demonstrate concern for customer needs and achieve a 100% customer satisfaction rating.
- * Provide team support services that demonstrate concern for customer needs and achieve a 100% customer satisfaction rating.
- * Provide accounting and financial services and oversight to ensure compliance with local requirements and state law.



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

Expenditure Classification	2.0 Finance - General Fund Departmental Summary				
	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 141,845	\$ 158,425	\$ 158,425	\$ 160,829	\$ 165,651
101 Allowances	240	240	240	240	240
102 FICA & Medicare	9,709	12,138	12,138	12,322	12,568
103 Retirement	23,390	27,814	27,814	25,207	25,711
104 Insurance - Employee	32,638	29,891	29,891	30,549	30,549
105 Membership, Travel & Training	2,021	3,000	3,000	3,000	3,000
106 Overtime	586	-	-	-	-
Total 100 Personal Service	<u>\$ 210,429</u>	<u>\$ 231,508</u>	<u>\$ 231,508</u>	<u>\$ 232,148</u>	<u>\$ 237,718</u>
200 Materials & Supplies					
210 Office Supplies	\$ 8,222	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 8,222</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>
300 Other Services & Charges					
340 Professional Services	\$ 147,844	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	6,438	7,000	7,000	7,000	7,000
342.1 Vehicle Repair	-	-	-	-	-
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	<u>\$ 154,282</u>	<u>\$ 87,000</u>	<u>\$ 87,000</u>	<u>\$ 87,000</u>	<u>\$ 87,000</u>
Subtotal Maintenance & Operations	<u>\$ 372,933</u>	<u>\$ 326,508</u>	<u>\$ 326,508</u>	<u>\$ 327,148</u>	<u>\$ 332,718</u>
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ 5,000	\$ 5,000	\$ 12,000	\$ 5,000
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 12,000</u>	<u>\$ 5,000</u>
Total Expenditures	<u>\$ 372,933</u>	<u>\$ 331,508</u>	<u>\$ 331,508</u>	<u>\$ 339,148</u>	<u>\$ 337,718</u>



DEPARTMENT PURPOSE AND FUNCTION

A. Department Name: MUNICIPAL COURT DEPARTMENT

B. Overall Purpose and Function:

The purpose of the Municipal Court Department is to serve the citizens of Bethany effectively and efficiently while providing courteous and professional assistance in every aspect of the municipal court.

C. Department Description

The Municipal Court serves the citizens of Bethany through unbiased and efficient processing of citizen's complaints, code violations, and traffic enforcement citations. The court handles all facets of this process from the initial filing of charges to final adjudication.

In 1995, the Interlocal Cooperation Agreement for Municipal court Jurisdiction concerning Juveniles was approved by the City Council and by the Attorney General's Office. This Agreement authorized the City of Bethany and the Municipal Court to establish, develop, and implement prevention or early intervention programs for local juvenile misdemeanor offenders and to assume jurisdiction of cases involving children less than eighteen years of age charged with violating municipal ordinances. This program, which has become a meaningful instrument in the City of Bethany's fight against juvenile crime, allows the resources available to the District Court to be focused more efficiently on more serious felony juvenile offenders of juveniles with significant histories of repeat offenses.

The Municipal Court is located on the east side of the building shared with the Police Department. Arraignments are conducted by the Judge each Thursday of the month. Disposition dockets on the second, third and fourth Wednesday of each month grant defendants the opportunity to speak with the City Prosecutor and Legal Assistant concerning their individual circumstances.

Trials are conducted on the second Wednesday of each month, beginning at 1:00 p.m. The citizens' complaint docket is held the third Wednesday at 10:00 a.m. The docket for juvenile offenders is held on the fourth Wednesday of each month beginning at 5:00 p.m.

Legal Department employees use personal computers and other office machines to accomplish the assigned tasks.



The City of Bethany, Oklahoma
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D. Staffing Summary

The positions budgeted in the Municipal Court Department include:

Classification	FY 2015		FY 2016
	Actual	Budget	Budget
Administrator/Court Clerk	1	1	1
Deputy Court Clerk	1	1	1
Customer Service Representatives	2	2	2
Part-time Municipal Judge	1	1	1
Part-time City Prosecutor	1	1	1
Total Positions	6	6	6

The City Prosecutor and Municipal Judge are currently paid on a contract basis.

E. Financial Summary

Description	FY14 Actual	FY15 Budget	FY15 Estimate	FY16 Budget
Personal Services	\$ 305,352	\$ 344,592	\$ 347,592	\$ 373,639
Materials & Supplies	5,724	9,600	9,600	9,600
Other Services & Charges	33,171	54,500	51,500	51,000
Capital Expenditures	44,612	45,000	45,000	7,500
Contingency	-	-	-	-
Total Budget	\$ 388,860	\$ 453,692	\$ 453,692	\$ 441,739

F. Major Tasks

The Municipal Court Department’s major tasks for FY16 include:

* Municipal court personnel assist the City Prosecutor and Municipal Judge in their efforts to provide due process, prosecute actions to enforce applicable laws, and administer punishments for the convicted.

* The employees of the Court dedicate themselves to work in cooperation with law enforcement agencies to offer effective early intervention programs and deal pro actively with youth crime and related problems. The Juvenile Offender Program and truancy ordinances are positive indicators of the concern and commitment this community demonstrates to youth.



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

3.0 Legal and Municipal Court - General Fund
Departmental Summary

Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 217,546	\$ 240,476	\$ 240,476	\$ 253,241	\$ 258,306
101 Allowances	480	480	480	480	480
102 FICA & Medicare	15,940	18,433	18,433	19,410	19,798
103 Retirement	33,487	38,558	38,558	36,421	37,149
104 Insurance - Employee	37,006	45,145	45,145	59,088	59,088
105 Membership, Travel & Training	893	1,500	4,500	5,000	5,000
106 Overtime	-	-	-	-	-
Total 100 Personal Service	<u>\$ 305,352</u>	<u>\$ 344,592</u>	<u>\$ 347,592</u>	<u>\$ 373,639</u>	<u>\$ 379,821</u>
200 Materials & Supplies					
210 Office Supplies	\$ 5,396	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
211 Janitor Supplies	286	600	600	600	600
212 Maintenance Supplies	43	500	500	500	300
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 5,724</u>	<u>\$ 9,600</u>	<u>\$ 9,600</u>	<u>\$ 9,600</u>	<u>\$ 9,400</u>
300 Other Services & Charges					
340 Professional Services	\$ 4,442	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
341 Utilities	8,727	9,500	9,500	9,500	9,595
342 Maintenance Contractual	13,032	30,000	27,000	26,500	26,500
342.1 Vehicle Repair	-	-	-	-	-
343 Insurance - Property	6,971	7,000	7,000	7,000	7,700
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	<u>\$ 33,171</u>	<u>\$ 54,500</u>	<u>\$ 51,500</u>	<u>\$ 51,000</u>	<u>\$ 51,795</u>
Subtotal Maintenance & Operations	<u>\$ 344,248</u>	<u>\$ 408,692</u>	<u>\$ 408,692</u>	<u>\$ 434,239</u>	<u>\$ 441,016</u>
400 Capital Expenditures					
401 Office Equipment	\$ 12,304	\$ 45,000	\$ 45,000	\$ 7,500	\$ 7,500
402 Motor Vehicles & Machinery	32,309	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	<u>\$ 44,612</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 7,500</u>	<u>\$ 7,500</u>
Total Expenditures	<u>\$ 388,860</u>	<u>\$ 453,692</u>	<u>\$ 453,692</u>	<u>\$ 441,739</u>	<u>\$ 448,516</u>



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

DEPARTMENT PURPOSE AND FUNCTION

A. Department Name: POLICE DEPARTMENT

B. Overall Purpose and Function:

The Bethany Police Department provides the highest quality law enforcement service to our community, always focusing on our citizen satisfaction through professionalism and continuous improvement in our processes by way of efficiency and exceptional employee performance.

C. Department Description

The Bethany Police Department consists of 30 commissioned officers, 11 civilian employees, and 1 part-time warrant officer. The department provides police and dispatch service 24 hours of each day from a central location on NW 36th Street. The animal control facility is located at 5100 N. College. The Police Department also operates a firearms training range that is located at the Bluff Creek Water Treatment Plant.

The Police Department’s vehicle fleet includes twenty four (24) marked patrol units, ten (10) unmarked vehicles, two (2) animal control pickup trucks, and one (1) van.

D. Staffing Summary

The positions budgeted in the Police Department include:

Classification	FY 2015		FY 2016
	Actual	Budget	Budget
Police Chief	1	1	1
Deputy Police Chief	1	1	1
Administrative Assistant	1	1	1
Captain	1	1	1
Lieutenants	7	7	7
Investigators	2	3	3
Police Officer	18	17	17
Information Technology Tech	1	1	1
Communication Specialist	7	7	7
Animal Control Supervisor	1	1	1
Animal Control Officer	2	2	2
Part-time Communications Spec	0	0	1
Part-time Records Clerk	1	1	1
Part-time Warrant Officer	1	1	1
	0	0	0
Total Positions	44	44	45



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

E. Financial Summary

Description	FY14 Actual	FY15 Budget	FY15 Estimate	FY16 Budget
Personal Services	\$ 3,178,550	\$ 3,381,319	\$ 3,381,319	\$ 3,439,592
Materials & Supplies	65,143	159,000	159,000	159,000
Other Services & Charges	272,035	309,000	309,000	309,000
Capital Expenditures	-	34,349	34,349	111,000
Contingency	-	-	-	-
Total Budget	\$ 3,515,728	\$ 3,883,668	\$ 3,883,668	\$ 4,018,592

The Police Department also plans on purchasing additional equipment using the Public Safety Fund.

F. Major Tasks

The Police Department's major tasks for FY16 include:

- * Provide professional administrative services for all police operations.
- * Provide support services including communications, records, and data processing. These essential services support the departments overall mission.
- * Conduct investigative services in a manner that demonstrates concern for the victim and provides quality evidence for successful legal prosecution.
- * Provide patrol with a full range of responsive services to emergencies, non emergencies, and other routine police responsibilities.
- * Control the domestic and wild animal population of the city and operation of a humane impoundment facility.
- * Provide for and maintain the department's facilities including the police station, firearms range and animal control facility.
- * Operate the holding facility in a manner that meets the minimum state requirements outlined by the state jail inspector's office, and passes their random jail inspections.



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

**5.0 Police Department - General Fund
 Departmental Summary**

Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 2,245,811	\$ 2,274,485	\$ 2,274,485	\$ 2,338,728	\$ 2,385,503
101 Allowances	22,560	26,760	26,760	26,760	26,760
102 FICA & Medicare	166,734	184,460	184,460	189,375	193,162
103 Retirement	281,950	306,924	306,924	301,947	307,985
104 Insurance - Employee	331,692	439,690	439,690	433,782	433,782
105 Membership, Travel & Training	28,614	39,000	39,000	39,000	30,000
106 Overtime	101,190	110,000	110,000	110,000	110,000
Total 100 Personal Service	\$ 3,178,550	\$ 3,381,319	\$ 3,381,319	\$ 3,439,592	\$ 3,487,193
200 Materials & Supplies					
210 Office Supplies	\$ 18,499	\$ 22,500	\$ 22,500	\$ 22,500	\$ 22,500
211 Janitor Supplies	1,844	2,500	2,500	2,500	2,500
212 Maintenance Supplies	42,028	41,500	41,500	41,500	41,500
213 Fuel & Lubricants	2,773	92,500	92,500	92,500	92,500
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$ 65,143	\$ 159,000	\$ 159,000	\$ 159,000	\$ 159,000
300 Other Services & Charges					
340 Professional Services	\$ 33,061	\$ 25,000	\$ 25,000	\$ 25,000	\$ 20,000
341 Utilities	44,918	48,000	48,000	48,000	48,000
342 Maintenance Contractual	146,531	112,000	112,000	112,000	112,000
342.1 Vehicle Repair	-	65,000	65,000	65,000	65,000
343 Insurance - Property	47,525	59,000	59,000	59,000	59,000
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$ 272,035	\$ 309,000	\$ 309,000	\$ 309,000	\$ 304,000
Subtotal Maintenance & Operations	\$ 3,515,728	\$ 3,849,319	\$ 3,849,319	\$ 3,907,592	\$ 3,950,193
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
402 Motor Vehicles & Machinery	-	29,271	29,271	64,000	64,000
403 Other Equipment	-	5,078	5,078	32,000	32,000
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	34,349	34,349	111,000	111,000
Total Expenditures	\$ 3,515,728	\$ 3,883,668	\$ 3,883,668	\$ 4,018,592	\$ 4,061,193



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

DEPARTMENT PURPOSE AND FUNCTION

A. Department Name: FIRE DEPARTMENT

B. Overall Purpose and Function:

The Fire Department is an organization that through education, prevention and preparation, will provide a safe environment for the citizens of our community by developing and maintaining the skills, equipment and response levels to the highest standards in protecting life and property.

C. Department Description

The Bethany Fire Department is located at 3919 N. Rockwell Avenue. The department operates 24 hours per day. Each of the three shifts consists of seven paid career firefighters. Management services are provided by the Fire Chief.

Major equipment includes three (3) 1500 gpm pumping apparatus with one (1) being a 50 foot tele squirt, one (1) brush pumper and one (1) staff vehicle.

D. Staffing Summary

The budgeted positions in the Fire Department include:

Classification	FY 2015		FY 2016
	Actual	Budget	Budget
Fire Chief	1	1	1
Assistant Fire Chief	0	0	1
Battalion Fire Chiefs	3	3	3
Captains	3	3	3
Drivers	6	6	6
Firefighters	10	10	10
Total Positions	23	23	24



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

E. Financial Summary

<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Budget</u>	<u>FY15 Estimate</u>	<u>FY16 Budget</u>
Personal Services	\$ 1,832,311	\$ 1,892,359	\$ 1,892,359	\$ 1,986,118
Materials & Supplies	23,489	52,334	52,334	56,334
Other Services & Charges	295,591	293,880	293,880	293,880
Capital Expenditures	44,610	43,800	43,800	86,900
Contingency	-	-	-	-
Total Budget	\$ 2,196,001	\$ 2,282,373	\$ 2,282,373	\$ 2,423,232

F. Major Tasks

The Fire Department’s major tasks for FY16 include:

- * Manage operations relative to the proper scheduling of personnel, accountability of equipment, improving service levels and developing and improving upon the department’s practices and procedures.
- * Continue to develop professionally by attending various short courses, seminars and trade conferences.
- * Continue to provide increased custodial care and maintenance of the equipment, facility and grounds.
- * Conduct training, testing and promotional procedures in order to provide a highly qualified work force to respond to the emergency and non-emergency service needs of the community.
- * Increase the amount of public education efforts by becoming more involved within the community and creating cooperative agreements with local business entities.
- * Increase the visibility and availability of the fire department by getting out into the community through improved methods of delivering customer service to the citizens.
- * Continue to monitor local building and construction progress through improved methods of surveying new and existing business occupancies.
- * Continue to deliver and improve upon the ability to respond to any emergency situation and provide the proper protection of life and property.



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

6.0 Fire Department - General Fund Departmental Summary

Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 1,327,969	\$ 1,316,183	\$ 1,316,183	\$ 1,392,293	\$ 1,420,139
101 Allowances	480	480	480	960	960
102 FICA & Medicare	16,471	20,241	20,241	21,404	21,832
103 Retirement	182,770	195,430	195,430	206,659	210,792
104 Insurance - Employee	240,824	266,757	266,757	259,920	259,920
105 Membership, Travel & Training	10,826	14,000	14,000	22,000	22,000
106 Overtime	52,971	79,268	79,268	82,882	84,540
Total 100 Personal Service	\$ 1,832,311	\$ 1,892,359	\$ 1,892,359	\$ 1,986,118	\$ 2,020,183
200 Materials & Supplies					
210 Office Supplies	\$ 4,363.49	\$ 5,000.00	\$ 5,000.00	\$ 9,000.00	\$ 5,000.00
211 Operating Supplies	1,967	2,200	2,200	2,200	1,500
212 Maintenance Supplies	17,159	28,000	28,000	28,000	28,000
213 Fuel & Lubricants	-	17,134	17,134	17,134	17,134
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$ 23,489	\$ 52,334	\$ 52,334	\$ 56,334	\$ 51,634
300 Other Services & Charges					
340 Professional Services	\$ 13,303	\$ 10,000	\$ 10,000	\$ 10,000	\$ 1,500
341 Utilities	14,961	15,880	15,880	15,880	16,039
342 Maintenance Contractual	250,719	242,000	242,000	242,000	242,000
342.1 Vehicle Repair	-	6,000	6,000	6,000	6,000
343 Insurance - Property	16,608	20,000	20,000	20,000	20,000
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$ 295,591	\$ 293,880	\$ 293,880	\$ 293,880	\$ 285,539
Subtotal Maintenance & Operations	\$ 2,151,390	\$ 2,238,573	\$ 2,238,573	\$ 2,336,332	\$ 2,357,356
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	36,983	-	-	-	-
403 Other Equipment	-	23,800	23,800	-	-
404 Projects	7,627	20,000	20,000	86,900	86,900
Total 400 Capital Expenditures	\$ 44,610	\$ 43,800	\$ 43,800	\$ 86,900	\$ 86,900
Total Expenditures	\$ 2,196,001	\$ 2,282,373	\$ 2,282,373	\$ 2,423,232	\$ 2,444,256



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

DEPARTMENT PURPOSE AND FUNCTION

A. Department Name: COMMUNITY DEVELOPMENT DEPARTMENT

B. Overall Purpose and Function:

The Community Development Department’s purpose is to help Bethany attain optimum physical and economic potential. We hope to accomplish this by providing a comprehensive service of planning, economic development facilitation, design engineering of public improvements and construction oversight of all aspects of public and private development.

C. Department Description

Development services consist of long-range planning, capital improvements planning and implementation, site plan and building review, building inspection, zoning and building code administration and compliance, licensing administration, design and engineering of all public improvements, public nuisance abatement and economic development services.

Community Development operates primarily in an office environment on the first floor of City Hall. However, certain staff members are called on to perform field investigation, meetings and inspections on a daily basis.

Major equipment includes two inspector’s cars, a blue print machine, plotter and personal computers. Office staff also use copy machines and the telephone system to provide a wide variety of services to the public.

D. Staffing Summary

The positions budgeted in the Community Development Department include:

Classification	FY 2015		FY 2016
	Actual	Budget	Budget
Community Development Director	1	1	1
Administrative Assistant	1	1	1
Planner	1	1	1
Code Enforcement/Inspection	2	2	2
Total Positions	5	5	5



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

E. Financial Summary

<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Budget</u>	<u>FY15 Estimate</u>	<u>FY16 Budget</u>
Personal Services	\$ 304,236	\$ 397,520	\$ 397,520	\$ 397,462
Materials & Supplies	7,868	23,250	23,250	23,250
Other Services & Charges	2,994	10,500	10,500	210,439
Capital Expenditures	1,947	22,000	22,000	22,000
Contingency	-	-	-	-
Total Budget	\$ 317,045	\$ 453,270	\$ 453,270	\$ 653,151

F. Major Tasks

The Community Development Department's major tasks for FY16 include:

- * Eliminate public nuisances within 20 days of receiving the complaint.
- * Comply with federal and state mandated Phase II storm water requirements.
- * Provide professional zoning and business regulation administration.
- * Provide professional inspection services within 24 hours of the request.
- * Conduct through development site plan review in a timely manner by processing each plan within seven work days.
- * Continue the Comprehensive Plan update process.



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

**7.0 Community Development
 Departmental Summary**

Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 216,666	\$ 282,180	\$ 282,180	\$ 285,902	\$ 291,620
101 Allowances	1,439	1,920	1,920	1,920	1,920
102 FICA & Medicare	15,513	21,734	21,734	22,018	22,309
103 Retirement	35,225	47,980	47,980	43,417	44,285
104 Insurance - Employee	33,464	40,706	40,706	41,205	41,205
105 Membership, Travel & Training	1,929	3,000	3,000	3,000	3,000
106 Overtime	-	-	-	-	-
Total 100 Personal Service	<u>\$ 304,236</u>	<u>\$ 397,520</u>	<u>\$ 397,520</u>	<u>\$ 397,462</u>	<u>\$ 404,338</u>
200 Materials & Supplies					
210 Office Supplies	\$ 5,527	\$ 5,750	\$ 5,750	\$ 5,750	\$ 4,500
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	10,000	10,000	10,000	10,000
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
216 Stormwater Education materials	2,341	7,500	7,500	7,500	7,500
Total 200 Materials & Supplies	<u>\$ 7,868</u>	<u>\$ 23,250</u>	<u>\$ 23,250</u>	<u>\$ 23,250</u>	<u>\$ 22,000</u>
300 Other Services & Charges					
340 Professional Services	\$ 803	\$ 5,000	\$ 5,000	\$ 204,939	\$ 204,939
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	2,191	5,000	5,000	5,000	5,000
342.1 Vehicle Repair	-	500	500	500	500
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	<u>\$ 2,994</u>	<u>\$ 10,500</u>	<u>\$ 10,500</u>	<u>\$ 210,439</u>	<u>\$ 210,439</u>
Subtotal Maintenance & Operations	<u>\$ 315,098</u>	<u>\$ 431,270</u>	<u>\$ 431,270</u>	<u>\$ 631,151</u>	<u>\$ 636,777</u>
400 Capital Expenditures					
401 Office Equipment	\$ 1,947	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,500
402 Motor Vehicles & Machinery	-	17,000	17,000	17,000	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	<u>\$ 1,947</u>	<u>\$ 22,000</u>	<u>\$ 22,000</u>	<u>\$ 22,000</u>	<u>\$ 2,500</u>
Total Expenditures	<u>\$ 317,045</u>	<u>\$ 453,270</u>	<u>\$ 453,270</u>	<u>\$ 653,151</u>	<u>\$ 639,277</u>



DEPARTMENT PURPOSE AND FUNCTION

A. Department Name: PUBLIC WORKS DEPARTMENT-GENERAL GOVERNMENT OPERATIONS

B. Overall Purpose and Function:

The Public Works Department's purpose is to provide services that ensure efficiency and excellence in all departmental operations; attain a total commitment to constantly improve our street network and infrastructure to ensure safe and efficient utilization and appearance throughout our community; promote a customer based utility services program that exceeds customer concepts, while providing a clean environment and reliable service; support all city operations by maintaining equipment in a safe, reliable and cost effective manner by minimizing major repairs.

C. Department Description

The Public Works Department is responsible for street, parks and vehicle maintenance and repair. These activities are funded through the General Fund. The Public Works Department is also responsible for Bethany's solid waste, water and sewer water utilities. These activities are funded through the Bethany Public Works Authority Fund. The Public Works complex, located at 5300 North Central, includes the administrative offices, fleet maintenance and storage buildings. Public Works activities are budgeted by division for cost analysis and control purposes.

The Administration Division provides overall management and coordination for all divisions.

The Street Division provides general street maintenance and repair. This division is also responsible for maintaining storm drain facilities and public rights of way. The Street Division sweeps the streets and maintains all traffic control devices and signs.

The Parks Division maintains and operates the 150 acres of developed park land, Ripper Park Aquatic Center and the city owned cemetery.

The Fleet Maintenance Division provides maintenance on City owned motor vehicles and certain other equipment. Vehicles are serviced and repaired as needed.

The Street Division's equipment includes two 1-ton trucks, one wench truck, four 2-ton trucks, 1 street sweeper, 1 bobcat with two buckets and forklift, two sand spreaders, two loader-back hoes, one motor grader, one dozer, a paver and trailer, and other equipment.

The Parks Division's equipment includes four pickup trucks, one one-ton truck, one two-ton truck two Ford tractors, three commercial riding mowers, three tractor mounted flail mowers, push mowers and trimming equipment.



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

D. Staffing Summary

The positions budgeted in the General Fund include:

<u>Classification</u>	<u>FY 2015</u>		<u>FY 2016</u>
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
<u>Administrative Division</u>			
City Engineer/Public Works Director	1	1	1
Administrative Assistant	1	1	1
Asst Public Works Director	0	0	1
<u>Vehicle Maintenance Division</u>			
Automotive Technician	1	1	1
<u>Street Division</u>			
Streets Division Foreman	1	1	1
Equipment Operator II	1	1	2
Equipment Operator I	1	1	1
Crew Worker I	2	2	2
Part-time Seasonal Worker 3 Month	1	1	1
Part-time Seasonal Worker 5 Month	1	1	1
<u>Parks Division</u>			
Parks Division Foreman	1	1	1
Equipment Operator II	1	1	1
Crew Worker II	7	7	6
Part-time Seasonal Worker 5 Month	1	1	1
Part-time Seasonal Worker 3 Month	4	4	4
Part-time Assistant Pool Manager	2	2	2
Part-time Lifeguards	16	16	16
Total Positions	42	42	43

E. Financial Summary

<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Budget</u>	<u>FY15 Estimate</u>	<u>FY16 Budget</u>
Personal Services	\$ 991,909	\$ 1,135,006	\$ 1,135,006	\$ 1,180,266
Materials & Supplies	196,295	217,566	189,566	194,566
Other Services & Charges	287,043	274,918	274,918	253,813
Capital Expenditures	-	16,500	5,000	40,500
Contingency	-	-	-	-
Total Budget	\$ 1,475,247	\$ 1,643,990	\$ 1,604,490	\$ 1,669,145



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

F. Major Tasks

- * Provide administrative services that ensure excellence in all department operations.
- * Attain a total commitment to the Community Goal of constantly improving the street network to ensure safe and efficient circulation and appearance through the community.
- * Develop and maintain proper flood control infrastructure to prevent unnecessary inundation of private property and interruption of public services.
- * Serve internal customers by maintaining equipment in a safe, reliable and cost effective manner by minimizing major repairs.
- * Maintain existing parks, playgrounds, and city facilities to meet set standards
- * Provide professional operation of Ripper Park Aquatic Center
- * Update existing park facilities to improve public perception



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

Expenditure Classification	8.0 Public Works-General Fund Departmental Summary				
	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 665,194	\$ 750,261	\$ 750,261	\$ 790,116	\$ 805,918
101 Allowances	1,243	720	720	960	960
102 FICA & Medicare	49,645	59,076	59,076	62,143	63,386
103 Retirement	95,535	111,741	111,741	102,984	105,044
104 Insurance - Employee	169,278	182,758	182,758	193,614	193,614
105 Membership, Travel & Training	1,684	6,200	6,200	6,200	5,200
106 Overtime	9,330	24,250	24,250	24,250	24,250
Total 100 Personal Service	<u>\$ 991,909</u>	<u>\$ 1,135,006</u>	<u>\$ 1,135,006</u>	<u>\$ 1,180,266</u>	<u>\$ 1,198,371</u>
200 Materials & Supplies					
210 Office Supplies	\$ 1,548	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
211 Janitor Supplies	874	2,900	2,900	2,900	2,800
212 Maintenance Supplies	95,201	155,800	127,800	132,800	132,800
213 Fuel & Lubricants	96,229	41,116	41,116	41,116	41,116
214 Small Tools	-	1,000	1,000	1,000	1,000
215 Chemicals	2,443	11,750	11,750	11,750	11,750
Total 200 Materials & Supplies	<u>\$ 196,295</u>	<u>\$ 217,566</u>	<u>\$ 189,566</u>	<u>\$ 194,566</u>	<u>\$ 194,466</u>
300 Other Services & Charges					
340 Professional Services	\$ 2,739	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700
341 Utilities	141,852	147,000	147,000	147,000	147,370
342 Maintenance Contractual	112,081	87,868	87,868	53,500	53,500
342.1 Vehicle Repair				13,263	13,263
343 Insurance - Property	30,050	28,750	28,750	28,750	28,750
344 Refunds	322	600	600	600	600
Total 300 Services & Charges	<u>\$ 287,043</u>	<u>\$ 274,918</u>	<u>\$ 274,918</u>	<u>\$ 253,813</u>	<u>\$ 254,183</u>
Subtotal Maintenance & Operations	<u>\$ 1,475,247</u>	<u>\$ 1,627,490</u>	<u>\$ 1,599,490</u>	<u>\$ 1,628,645</u>	<u>\$ 1,647,020</u>
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	35,500	-
404 Projects	-	11,500	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ 16,500</u>	<u>\$ 5,000</u>	<u>\$ 40,500</u>	<u>\$ 5,000</u>
Total Expenditures	<u>\$ 1,475,247</u>	<u>\$ 1,643,990</u>	<u>\$ 1,604,490</u>	<u>\$ 1,669,145</u>	<u>\$ 1,652,020</u>



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

8.1 Public Works - Administration- General Fund

Divisional Summary

Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 65,480	\$ 64,737	\$ 64,737	\$ 94,419	\$ 96,307
101 Allowances	240	240	240	480	480
102 FICA & Medicare	4,819	5,086	5,086	7,374	7,522
103 Retirement	10,824	11,653	11,653	15,086	15,388
104 Insurance - Employee	21,632	9,571	9,571	17,064	17,064
105 Membership, Travel & Training	1,094	3,700	3,700	3,700	3,700
106 Overtime	-	1,500	1,500	1,500	1,500
Total 100 Personal Service	\$ 104,088	\$ 96,487	\$ 96,487	\$ 139,623	\$ 141,961
200 Materials & Supplies					
210 Office Supplies	\$ 1,395	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
211 Janitor Supplies	-	800	800	800	800
212 Maintenance Supplies	1,264	2,800	2,800	2,800	2,800
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$ 2,660	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600
300 Other Services & Charges					
340 Professional Services	\$ 2,003	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
341 Utilities	29,545	22,000	22,000	22,000	22,220
342 Maintenance Contractual	1,817	11,500	11,500	11,500	11,500
342.1 Vehicle Repair	-	-	-	-	-
343 Insurance - Property	30,050	28,000	28,000	28,000	28,000
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$ 63,414	\$ 71,500	\$ 71,500	\$ 71,500	\$ 71,720
Subtotal Maintenance & Operations	\$ 170,162	\$ 174,587	\$ 174,587	\$ 217,723	\$ 220,281
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total Expenditures	\$ 170,162	\$ 179,587	\$ 179,587	\$ 222,723	\$ 225,281



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

**8.2 Streets - General Fund
 Divisional Summary**

Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 235,386	\$ 224,388	\$ 224,388	\$ 240,208	\$ 245,012
101 Allowances	523	480	480	480	480
102 FICA & Medicare	17,382	17,967	17,967	19,178	19,561
103 Retirement	33,531	41,172	41,172	36,268	36,994
104 Insurance - Employee	87,062	72,507	72,507	65,257	65,257
105 Membership, Travel & Training	-	500	500	500	500
106 Overtime	5,366	12,500	12,500	12,500	12,500
Total 100 Personal Service	\$ 379,250	\$ 369,514	\$ 369,514	\$ 374,391	\$ 380,304
200 Materials & Supplies					
210 Office Supplies	-	-	-	-	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	42,870	75,000	75,000	75,000	75,000
213 Fuel & Lubricants	-	21,300	21,300	21,300	21,300
214 Small Tools	-	500	500	500	500
215 Chemicals	90	750	750	750	750
Total 200 Materials & Supplies	\$ 42,960	\$ 97,550	\$ 97,550	\$ 97,550	\$ 97,550
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	101,325	110,000	110,000	110,000	110,000
342 Maintenance Contractual	28,184	59,368	59,368	25,000	25,000
342.1 Vehicle Repair	-	5,500	5,500	5,500	5,500
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$ 129,510	\$ 174,868	\$ 174,868	\$ 140,500	\$ 140,500
Subtotal Maintenance & Operations	\$ 551,719	\$ 641,932	\$ 641,932	\$ 612,441	\$ 618,354
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	35,500	-
404 Projects	-	11,500	-	-	-
Total 400 Capital Expenditures	\$ -	\$ 11,500	\$ -	\$ 35,500	\$ -
Total Expenditures	\$ 551,719	\$ 653,432	\$ 641,932	\$ 647,941	\$ 618,354



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

8.4 Fleet Maintenance - General Fund

Divisional Summary

Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 29,407	\$ 30,195	\$ 30,195	\$ 30,556	\$ 31,167
101 Allowances	-	-	-	-	-
102 FICA & Medicare	2,145	2,482	2,482	2,510	2,560
103 Retirement	4,820	5,688	5,688	5,134	5,237
104 Insurance - Employee	6,314	8,936	8,936	6,087	6,087
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	-	2,250	2,250	2,250	2,250
Total 100 Personal Service	<u>\$ 42,686</u>	<u>\$ 49,551</u>	<u>\$ 49,551</u>	<u>\$ 46,537</u>	<u>\$ 47,301</u>
200 Materials & Supplies					
210 Office Supplies	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	16,290	20,000	20,000	20,000	20,000
213 Fuel & Lubricants	96,229	4,816	4,816	4,816	4,816
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 112,519</u>	<u>\$ 25,316</u>	<u>\$ 25,316</u>	<u>\$ 25,316</u>	<u>\$ 25,316</u>
300 Other Services & Charges					
340 Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	74,657	5,000	5,000	5,000	5,000
342.1 Vehicle Repair	-	7,013	7,013	7,013	7,013
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	<u>\$ 74,657</u>	<u>\$ 12,013</u>	<u>\$ 12,013</u>	<u>\$ 12,013</u>	<u>\$ 12,013</u>
Subtotal Maintenance & Operations	<u>\$ 229,862.5</u>	<u>\$ 86,880.0</u>	<u>\$ 86,880.0</u>	<u>\$ 83,865.8</u>	<u>\$ 84,629.8</u>
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 229,862</u>	<u>\$ 86,880</u>	<u>\$ 86,880</u>	<u>\$ 83,866</u>	<u>\$ 84,630</u>



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

8.5 Parks - General Fund					
Divisional Summary					
Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 334,921	\$ 430,941	\$ 430,941	\$ 424,933	\$ 433,432
101 Allowances	480	-	-	-	-
102 FICA & Medicare	25,298	33,541	33,541	33,081	33,743
103 Retirement	46,360	53,228	53,228	46,495	47,425
104 Insurance - Employee	54,271	91,744	91,744	105,206	105,206
105 Membership, Travel & Training	590	2,000	2,000	2,000	1,000
106 Overtime	3,964	8,000	8,000	8,000	8,000
Total 100 Personal Service	<u>\$ 465,884</u>	<u>\$ 619,454</u>	<u>\$ 619,454</u>	<u>\$ 619,716</u>	<u>\$ 628,806</u>
200 Materials & Supplies					
210 Office Supplies	\$ 152	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
211 Janitor Supplies	874	2,100	2,100	2,100	2,000
212 Maintenance Supplies	34,778	58,000	30,000	35,000	35,000
213 Fuel & Lubricants	-	15,000	15,000	15,000	15,000
214 Small Tools	-	500	500	500	500
215 Chemicals	2,353	11,000	11,000	11,000	11,000
Total 200 Materials & Supplies	<u>\$ 38,157</u>	<u>\$ 88,100</u>	<u>\$ 60,100</u>	<u>\$ 65,100</u>	<u>\$ 65,000</u>
300 Other Services & Charges					
340 Professional Services	\$ 736	\$ 700	\$ 700	\$ 700	\$ 700
341 Utilities	10,982	15,000	15,000	15,000	15,150
342 Maintenance Contractual	7,422	12,000	12,000	12,000	12,000
342.1 Vehicle Repair	-	750	750	750	750
344 Refunds	322	600	600	600	600
Total 300 Services & Charges	<u>\$ 19,462</u>	<u>\$ 29,050</u>	<u>\$ 29,050</u>	<u>\$ 29,050</u>	<u>\$ 29,200</u>
Subtotal Maintenance & Operations	<u>\$ 523,503</u>	<u>\$ 736,604</u>	<u>\$ 708,604</u>	<u>\$ 713,866</u>	<u>\$ 723,006</u>
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 523,503</u>	<u>\$ 736,604</u>	<u>\$ 708,604</u>	<u>\$ 713,866</u>	<u>\$ 723,006</u>



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

Department Purpose and Function

A. Department Name: Non-Departmental

B. Overall Purpose and Function:

The Non-Departmental Department is utilized to expense items not directly related to any specific department.

C. Department Description

The costs than can not be attributed to one particular function are also charged budgeted here.

D. Staffing Summary

There are no positions authorized or funded in this department.

E. Financial Summary

<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Budget</u>	<u>FY15 Estimate</u>	<u>FY16 Budget</u>
502 Litigation Contingency	\$ -	\$ 200,000	\$ -	\$ -
503 Emergency/Disaster Contingency	-	2,300,000	-	-
504 Employee Severance Contingency	-	74,705	-	74,705
507 Long Range Planning Services	-	200,000	25,000	25,000
506 Compensated Absence Contingency	-	30,000	-	30,000
	-	-	-	-
Total 500 Contingency	<u>\$ -</u>	<u>\$ 2,804,705</u>	<u>\$ 25,000</u>	<u>\$ 129,705</u>

F. Major Tasks

No tasks have been assigned to this department.



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

Expenditure Classification	99.0 Non-Departmental-General Fund Departmental Summary				
	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
101 Allowances	-	-	-	-	-
102 FICA & Medicare	-	-	-	-	-
103 Retirement	-	-	-	-	-
104 Insurance - Employee	-	-	-	-	-
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	-	-	-	-	-
Total 100 Personal Service	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
200 Materials & Supplies					
210 Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
300 Other Services & Charges					
340 Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	-	-	-	-	-
342.1 Vehicle Repair	-	-	-	-	-
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal Maintenance and Operations					
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
500 Contingency					
502 Litigation Contingency	\$ -	\$ 200,000	\$ -	\$ -	\$ -
503 Emergency/Disaster Contingency	-	2,300,000	-	-	-
504 Employee Severance Contingency	-	74,705	-	74,705	-
507 Long Range Planning Services	-	200,000	25,000	25,000	-
506 Compensated Absence Contingency	-	30,000	-	30,000	-
Total 500 Contingency	<u>\$ -</u>	<u>\$ 2,804,705</u>	<u>\$ 25,000</u>	<u>\$ 129,705</u>	<u>\$ -</u>
Total Expenditures	<u>\$ -</u>	<u>\$ 2,804,705</u>	<u>\$ 25,000</u>	<u>\$ 129,705</u>	<u>\$ -</u>



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

Bethany Public Works Authority Fund

Fiscal Year 2015-16 Annual Budget



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

City of Bethany, Oklahoma

Bethany Public Works Authority Fund Description

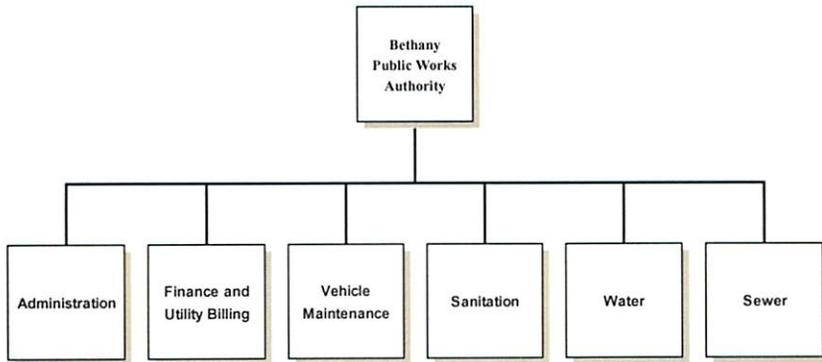
The Bethany Public Works Authority (Authority) is a public trust created to furnish services to residents of Bethany. The Authority may issue long term debt to finance any improvements required to fulfill the purposes outlined in the declaration of Trust. The City of Bethany is the beneficiary of the Trust estate.

The Mayor and Members of the City Council are Trustees. The City Manager and City Clerk serve as Trust Manager and Trust Clerk respectively.

The Bethany Public Works Authority is a proprietary fund used to account for the City’s utility operations. Proprietary funds are used in governmental accounting to account for operations that are financed and operated in a manner similar to private business enterprises.

The Authority contracts with the Bethany-Warr Acres Public Works Authority for operations, maintenance and debt service of the Bluff Creek Wastewater Treatment Plant. This contract was signed May 13, 1974.

The Finance and Public Works Departments receive funding for utility operations through this fund. A departmental summary was provided in the General Fund for activities other than utility operations. The departmental summary in the Public Works Fund is only for utility and related support operations. The departments charged to the Public Works Fund can also be thought of as cost centers and are shown in the chart below.



It is important to note that part of the income from the sale of utilities is transferred to the general fund because the City’s sales tax base is not sufficient to pay for all services provided by the City.

The Public Works continues to invest in replacement infrastructure as evidenced by the currently underway \$3.0 million sewer project in the west part of Bethany.



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

PUBLIC WORKS FUND FINANCIAL SUMMARY

	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
Revenue					
Carryover From Previous Year	\$ 9,689,702	\$ 9,660,071	\$ 9,660,071	\$ 8,189,981	\$ 6,032,699
Total Operating Revenue	7,607,557	7,959,343	7,959,343	7,959,343	8,189,698
Other Capital Transfers	-	1,390,000	-	-	-
Transfer Sales Tax From General Fund	4,580,168	4,584,971	4,600,000	4,695,000	4,765,425
Revenue Available for Appropriation	<u>\$ 21,877,427</u>	<u>\$ 23,594,385</u>	<u>\$ 22,219,414</u>	<u>\$ 20,844,324</u>	<u>\$ 18,987,822</u>
Maintenance and Operations Expenditures					
Capital Expenditures	162,564	615,000	615,000	615,000	230,000
Contingency	-	755,000	250,000	755,000	-
Debt Service on 2003 Sales Tax Bonds	417,405	417,380	417,380	416,430	414,530
Debt Service on OWRB DWSRF Loan	434,189	666,481	664,898	668,029	665,802
Debt Service on OWRB CWSRF Loan	350,148	350,148	350,148	335,894	335,894
Operating Transfer to General Fund	1,800,000	1,800,000	1,800,000	1,900,000	2,000,000
As a percent of Water Revenue	60.94%	58.01%	58.01%	61.23%	62.58%
Transfer Sales Tax to General Fund	3,778,639	3,782,601	3,795,000	3,873,375	3,931,476
Transfer Sales Tax to CIP Fund	400,124	384,990	387,620	405,195	419,419
Total Expenditures and Transfers	12,217,356	14,520,987	14,029,433	14,811,625	13,857,841
FB Carryover to Next Fiscal Year	<u>\$ 9,660,071</u>	<u>\$ 9,073,398</u>	<u>\$ 8,189,981</u>	<u>\$ 6,032,699</u>	<u>\$ 5,129,981</u>



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	<u>Actual FY14</u>	<u>Approved Budget FY15</u>	<u>Year-End Estimate FY15</u>	<u>Budget FY16</u>	<u>Budget FY17</u>
Revenue and Transfers In					
Water Service	\$ 2,953,577	\$ 3,102,986	\$ 3,102,986	\$ 3,102,986	\$ 3,196,076
Sewer Service	2,190,734	2,334,545	2,334,545	2,334,545	2,404,581
Penalties	136,316	110,000	110,000	110,000	110,000
Water Taps	959	2,500	2,500	2,500	2,500
Sewer Taps	250	750	750	750	750
Misc. Income	8,534	37,600	37,600	37,600	37,600
Lease Income	130,442	80,000	80,000	80,000	80,000
Sanitation Service	2,148,813	2,240,962	2,240,962	2,240,962	2,308,191
Interest Income	<u>37,932</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total Revenue	<u>\$ 7,607,557</u>	<u>\$ 7,959,343</u>	<u>\$ 7,959,343</u>	<u>\$ 7,959,343</u>	<u>\$ 8,189,698</u>
Other transfers	-	-	1,390,000	-	-
Sales Tax Transfer from General Fund	<u>4,580,168</u>	<u>4,584,971</u>	<u>4,600,000</u>	<u>4,695,000</u>	<u>4,765,425</u>
Total Revenue and Transfers In	<u>\$ 12,187,725</u>	<u>\$ 12,544,314</u>	<u>\$ 13,949,343</u>	<u>\$ 12,654,343</u>	<u>\$ 12,955,123</u>
Expenditures and Transfers Out					
Administration	\$ 344,213	\$ 345,186	\$ 345,186	\$ 388,323	\$ 394,160
Finance - Utility Billing	308,015	318,808	318,808	319,448	328,617
Public Works - Fleet Maint.	206,914	189,890	189,890	188,885	166,440
Solid Waste	1,277,273	1,640,668	1,640,668	1,644,666	1,657,146
Water	1,666,755	2,500,215	2,500,215	2,566,272	2,309,707
Sewer	277,048	463,620	463,620	444,108	328,650
Payment to BWA-PWA	1,161,510	1,056,000	1,056,000	1,056,000	1,056,000
Other Payments and Contingency	-	755,000	250,000	755,000	-
Depreciation	980,906				
Debt Service on OWRB SRF CW Loan	350,148	350,148	350,148	335,894	335,894
Debt Service on Water Refunding Loan	434,189	666,481	664,898	668,029	665,802
Debt Service on 2013 Sales Tax Bonds	<u>417,405</u>	<u>417,380</u>	<u>417,380</u>	<u>416,430</u>	<u>414,530</u>
Total Operating Expenses	<u>\$ 7,424,376</u>	<u>\$ 8,703,396</u>	<u>\$ 8,196,813</u>	<u>\$ 8,783,055</u>	<u>\$ 7,656,946</u>
Transfer Surplus to General Fund	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,900,000	\$ 2,000,000
Transfer Sales Tax to CIF	400,124	384,990	387,620	405,195	419,419
Transfer Sales Tax to General Fund	<u>3,778,639</u>	<u>3,782,601</u>	<u>3,795,000</u>	<u>3,873,375</u>	<u>3,931,476</u>
Total Transfers	<u>\$ 5,978,763</u>	<u>\$ 5,967,591</u>	<u>\$ 5,982,620</u>	<u>\$ 6,178,570</u>	<u>\$ 6,350,895</u>
Total Expenditures and Transfers Out	<u>\$ 13,403,139</u>	<u>\$ 14,670,987</u>	<u>\$ 14,179,433</u>	<u>\$ 14,961,625</u>	<u>\$ 14,007,841</u>



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

**PUBLIC WORKS FUND
SUMMARY OF EXPENDITURES BY OBJECT CODE**

Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 1,331,905	\$ 1,532,847	\$ 1,532,847	\$ 1,612,802	\$ 1,643,041
101 Allowances	3,840	3,360	3,360	4,080	4,080
102 FICA & Medicare	178,025	122,319	122,319	128,490	131,060
103 Retirement	231,675	280,294	280,294	262,859	263,558
104 Insurance - Employee	393,740	457,643	457,643	481,546	484,601
105 Membership, Travel & Training	6,915	9,500	9,500	9,500	8,500
106 Overtime	20,289	52,250	52,250	52,250	52,250
Total 100 Personal Service	<u>\$ 2,166,387</u>	<u>\$ 2,458,213</u>	<u>\$ 2,458,213</u>	<u>\$ 2,551,528</u>	<u>\$ 2,587,090</u>
200 Materials & Supplies					
210 Office Supplies	\$ 45,384	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,800
211 Janitor Supplies	-	2,750	2,750	2,750	2,750
212 Maintenance Supplies	189,181	263,746	263,746	263,746	243,746
213 Fuel & Lubricants	118,187	136,500	136,500	136,500	136,500
214 Small Tools	402	3,000	3,000	3,000	500
215 Chemicals	325,506	412,000	412,000	412,000	412,000
Total 200 Materials & Supplies	<u>\$ 678,660</u>	<u>\$ 869,996</u>	<u>\$ 869,996</u>	<u>\$ 869,996</u>	<u>\$ 848,296</u>
300 Other Services & Charges					
340 Professional Services	\$ 79,654	\$ 96,962	\$ 96,962	\$ 96,962	\$ 97,618
341 Utilities	224,335	259,000	259,000	259,000	259,000
342 Maintenance Contractual	509,007	888,817	888,817	888,817	888,817
342.1 Vehicle Repair	-	24,000	24,000	24,000	24,000
343 Insurance - Property	47,038	70,000	70,000	70,000	73,500
344 Refunds	7,696	26,399	26,399	26,399	26,399
Total 300 Services & Charges	<u>\$ 867,729</u>	<u>\$ 1,365,178</u>	<u>\$ 1,365,178</u>	<u>\$ 1,365,178</u>	<u>\$ 1,369,334</u>
Subtotal Maintenance and Operations	<u>\$ 3,712,777</u>	<u>\$ 4,693,387</u>	<u>\$ 4,693,387</u>	<u>\$ 4,786,702</u>	<u>\$ 4,804,720</u>
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	225,000	225,000	225,000	175,000
403 Other Equipment	8,987	35,000	35,000	35,000	-
404 Projects	153,577	355,000	355,000	355,000	55,000
Total 400 Capital Expenditures	<u>\$ 162,564</u>	<u>\$ 615,000</u>	<u>\$ 615,000</u>	<u>\$ 615,000</u>	<u>\$ 230,000</u>
500 Contingency					
501 Operating Contingency	\$ 204,876	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
502 Litigation Contingency	-	250,000	250,000	250,000	-
503 Storm Recovery Contingency	-	300,000	-	300,000	-
505 Emergency Line Repair Contingency	-	200,000	-	200,000	-
504 Compensated Absence Contingency	-	5,000	-	5,000	-
Total 500 Contingency	<u>\$ 204,876</u>	<u>\$ 905,000</u>	<u>\$ 400,000</u>	<u>\$ 905,000</u>	<u>\$ 150,000</u>
Total Expenditures	<u>\$ 4,080,217</u>	<u>\$ 5,513,263</u>	<u>\$ 5,708,387</u>	<u>\$ 6,306,702</u>	<u>\$ 5,184,720</u>



Department Purpose and Function

A. Department Name: Public Works Department- Utility Operations

B. Overall Purpose and Function:

The Public Works Department's purpose is to provide administrative services that ensure efficiency and excellence in all departmental operations; attain a total commitment to constantly improve our street network and infrastructure to ensure safe and efficient utilization and appearance throughout our community; promote a customer based utility services program that exceeds customer concepts, while providing a clean environment and reliable service; support all city operations by maintaining equipment in a safe, reliable and cost effective manner by minimizing major repairs.

C. Department Description

The Public Works Department is responsible for street, parks and vehicle maintenance and repair. These activities are funded through the General Fund. The Public Works Department is also responsible for Bethany's solid waste, water and waste water utilities. These activities are funded through the Bethany Public Works Authority Fund. The Public Works complex, located at 5300 North Central, includes the administrative offices, fleet maintenance and storage buildings. Public Works activities are budgeted by division for cost analysis and control purposes.

The Administration Division provides overall management and coordination for all divisions. The General Fund also provides funding for these activities.

The Finance Department allocates utility billing activities to the Public Works Fund.

The Fleet Maintenance Division provides maintenance on all City owned motor vehicles and certain other equipment. Vehicles are serviced every 3,000 miles and repaired as needed. Safety inspections are also provided for city owned vehicles. Water, wastewater and solid waste operations costs are charged to the Public Works Fund.

The Solid Waste Division provides twice a week residential solid waste pick up service for all city residences. This division also provides a variety of services for business and institutional customers. The Solid Waste Division provides a spring clean up to allow customers to dispose of items that are too large to fit into regular trash containers.



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

The Solid Waste Division uses eight heavy trucks with packer bodies to haul solid waste to the landfill.

The Utility Division provides customer service, maintains the water and wastewater systems and protects public health for the benefit of the City.

Water is pumped from water wells in the North Canadian Terrace Aquifer to the water plant. The water is then softened and pumped to town through the distribution system. The used water is then collected into the sewer collection system. The water plant, located west of Council Road on NW 50th, is staffed 24 hours per day 365 days per year. The shift operators treat the water, take chemical tests, and match the flow from the plant to the demand for water.

The maintenance staff maintains the 23 water wells, water plant equipment and grounds. The maintenance staff is also responsible for the booster stations and storage facilities.

The water crew repairs leaks and fire hydrants, performs routine maintenance on the distribution and maintains the shop building and grounds at NW 50th and College.

The sewer crew maintains the equipment and grounds at the nine lift stations, jets sewer stoppages and repairs damaged sewer mains.

The meter crew reads the meters and takes care of many problems related to field service.

D. Staffing Summary

The positions budgeted in the Public Works Utility Operations include:

Classification	FY 2015		FY 2016
	Actual	Budget	Budget
<u>Solid Waste Division</u>			
Solid Waste Supervisor	1	1	1
Solid Waste Truck Driver	5	5	5
Assistant Solid Waste Truck Driver	2	2	2
Solid Waste Collector	8	8	8
<u>Water Division</u>			
Utility Superintendent	1	1	1
Assistant Utility Superintendent	0	0	1
Water Plant Supervisor	1	1	1
Water Plant Mechanic	1	1	1

(Continued next page.)



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

Water Division

Plant Operator	5	5	6
Utility Line Foreman	1	1	1
Crew Worker I	1	0	0
Crew Worker II	4	5	6

Waste Water Division

Sanitary Sewer System Mechanic	1	1	1
Equipment Operator II	2	2	2
	0	0	0
Total Positions	33	33	36

E. Financial Summary

<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Budget</u>	<u>FY15 Estimate</u>	<u>FY16 Budget</u>
Personal Services	\$ 2,166,387	\$ 2,458,213	\$ 2,458,213	\$ 2,551,528
Materials & Supplies	678,660	869,996	869,996	869,996
Other Services & Charges	867,729	1,365,178	1,365,178	1,365,178
Capital Expenditures	162,564	615,000	615,000	615,000
Contingency	204,876	905,000	400,000	905,000
Total Budget	\$ 4,080,217	\$ 6,213,387	\$ 5,708,387	\$ 6,306,702

F. Major Tasks

- * Provide administrative services that ensure excellence in all department operations.
- * Serve internal customers by maintaining equipment in a safe, reliable and cost effective manner by minimizing major repairs.
- * Promote a customer based Solid Waste program that exceeds customer expectations, while providing a clean environment and reliable service.
- * Produce drinking water that meets and exceeds all required standards.
- * Keep combined well and plant equipment downtime to less than 30 days per year.
- * Fix all water leaks including fire hydrants
- * Complete all locates on time.
- * Read all meters on time each month.
- * Replace all dead meters.
- * Complete all safety and license renewal training on time.
- * Keep lift station equipment downtime to less than 30 days per year.
- * Clear all stoppages in sewer collection line on the same day.



The City of Bethany, Oklahoma

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8.1 Public Works - Administration - Public Works Fund

Expenditure Classification	Divisional Summary				
	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 65,481	\$ 64,737	\$ 64,737	\$ 94,419	\$ 96,307
101 Allowances	240	240	240	480	480
102 FICA & Medicare	8,091	5,086	5,086	7,374	7,522
103 Retirement	10,824	11,653	11,653	15,086	15,388
104 Insurance - Employee	9	9,571	9,571	17,064	17,064
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	-	1,500	1,500	1,500	1,500
Total 100 Personal Service	\$ 84,644	\$ 92,787	\$ 92,787	\$ 135,923	\$ 138,261
200 Materials & Supplies					
210 Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
300 Other Services & Charges					
340 Professional Services	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	-	-	-	-	-
342.1 Vehicle Repair	-	-	-	-	-
343 Insurance - Property	46,996	70,000	70,000	70,000	73,500
344 Refunds	-	-	-	-	-
345 Scrap Metal	7,696	26,399	26,399	26,399	26,399
Total 300 Services & Charges	\$ 54,692	\$ 102,399	\$ 102,399	\$ 102,399	\$ 105,899
Subtotal Maintenance & Operations	\$ 139,336	\$ 195,186	\$ 195,186	\$ 238,323	\$ 244,160
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
500 Contingency					
501 Operating Contingency	\$ 204,876	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Total 500 Contingency	\$ 204,876	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Total Expenditures	\$ 344,213	\$ 345,186	\$ 345,186	\$ 388,323	\$ 394,160



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

2.0 Finance - Public Works Fund

Departmental Summary

Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 141,848	\$ 158,425	\$ 158,425	\$ 160,829	\$ 164,042
101 Allowances	240	240	240	240	240
102 FICA & Medicare	12,982	12,138	12,138	12,322	12,568
103 Retirement	23,390	27,814	27,814	25,207	25,207
104 Insurance - Employee	13,307	29,891	29,891	30,549	33,604
105 Membership, Travel & Training	1,491	500	500	500	500
106 Overtime	586	-	-	-	-
Total 100 Personal Service	<u>\$ 193,844</u>	<u>\$ 229,008</u>	<u>\$ 229,008</u>	<u>\$ 229,648</u>	<u>\$ 236,161</u>
200 Materials & Supplies					
210 Office Supplies	\$ 45,126	\$ 45,000	\$ 45,000	\$ 45,000	\$ 47,000
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 45,126</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 47,000</u>
300 Other Services & Charges					
340 Professional Services	\$ 48,691	\$ 32,800	\$ 32,800	\$ 32,800	\$ 33,456
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	20,354	12,000	12,000	12,000	12,000
342.1 Vehicle Repair	-	-	-	-	-
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	<u>\$ 69,045</u>	<u>\$ 44,800</u>	<u>\$ 44,800</u>	<u>\$ 44,800</u>	<u>\$ 45,456</u>
Subtotal Maintenance & Operations	<u>\$ 308,015</u>	<u>\$ 318,808</u>	<u>\$ 318,808</u>	<u>\$ 319,448</u>	<u>\$ 328,617</u>
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 308,015</u>	<u>\$ 318,808</u>	<u>\$ 318,808</u>	<u>\$ 319,448</u>	<u>\$ 328,617</u>



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

8.4 Public Works - Fleet Maintenance - Public Works Fund

Divisional Summary

Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 9,802	\$ 10,065	\$ 10,065	\$ 10,185	\$ 10,389
101 Allowances	-	-	-	-	-
102 FICA & Medicare	3,987	827	827	837	853
103 Retirement	1,607	1,896	1,896	1,711	1,746
104 Insurance - Employee	7,711	2,979	2,979	2,029	2,029
105 Membership, Travel & Training	-	500	500	500	500
106 Overtime	-	750	750	750	750
Total 100 Personal Service	\$ 23,107	\$ 17,017	\$ 17,017	\$ 16,012	\$ 16,267
200 Materials & Supplies					
210 Office Supplies	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 800
211 Operating Supplies	-	-	-	-	-
212 Maintenance Supplies	37,321	46,898	46,898	46,898	26,898
213 Fuel & Lubricants	118,187	56,500	56,500	56,500	56,500
214 Small Tools	-	1,500	1,500	1,500	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$ 155,508.4	\$ 106,898.0	\$ 106,898.0	\$ 106,898.0	\$ 84,198.0
300 Other Services & Charges					
340 Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	28,298	65,975	65,975	65,975	65,975
342.1 Vehicle Repair	-	-	-	-	-
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$ 28,298	\$ 65,975	\$ 65,975	\$ 65,975	\$ 65,975
Subtotal Maintenance & Operations	\$ 206,914	\$ 189,890	\$ 189,890	\$ 188,885	\$ 166,440
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 206,914	\$ 189,890	\$ 189,890	\$ 188,885	\$ 166,440



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

8.3 Public Works - Solid Waste - Public Works Fund

Expenditure Classification	Divisional Summary				
	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Total Salaries	\$ 524,579	\$ 585,770	\$ 585,770	\$ 602,154	\$ 614,197
101 Allowances	480	480	480	480	480
102 FICA & Medicare	104,185	45,613	45,613	46,867	47,804
103 Retirement	96,285	104,523	104,523	95,877	95,877
104 Insurance - Employee	225,160	224,682	224,682	219,688	219,688
105 Membership, Travel & Training	-	500	500	500	-
106 Overtime	3,818	10,000	10,000	10,000	10,000
Total 100 Personal Service	<u>\$ 954,507</u>	<u>\$ 971,568</u>	<u>\$ 971,568</u>	<u>\$ 975,566</u>	<u>\$ 988,046</u>
200 Materials & Supplies					
210 Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	28,487	40,600	40,600	40,600	40,600
213 Fuel & Lubricants	-	60,000	60,000	60,000	60,000
214 Small Tools	72	500	500	500	500
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 28,559.2</u>	<u>\$ 101,100.0</u>	<u>\$ 101,100.0</u>	<u>\$ 101,100.0</u>	<u>\$ 101,100.0</u>
300 Other Services & Charges					
340 Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	294,207	373,000	373,000	373,000	373,000
342.1 Vehicle Repair	-	20,000	20,000	20,000	20,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	<u>\$ 294,207</u>	<u>\$ 393,000</u>	<u>\$ 393,000</u>	<u>\$ 393,000</u>	<u>\$ 393,000</u>
Subtotal Maintenance & Operations	<u>\$ 1,277,273</u>	<u>\$ 1,465,668</u>	<u>\$ 1,465,668</u>	<u>\$ 1,469,666</u>	<u>\$ 1,482,146</u>
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	175,000	175,000	175,000	175,000
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ 175,000</u>	<u>\$ 175,000</u>	<u>\$ 175,000</u>	<u>\$ 175,000</u>
Total Expenditures	<u>\$ 1,277,273</u>	<u>\$ 1,640,668</u>	<u>\$ 1,640,668</u>	<u>\$ 1,644,666</u>	<u>\$ 1,657,146</u>



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

12.1 Utility - Water - Public Works Fund

Expenditure Classification	Divisional Summary				
	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 477,226	\$ 599,674	\$ 599,674	\$ 644,539	\$ 657,430
101 Allowances	2,880	2,400	2,400	2,880	2,880
102 FICA & Medicare	37,401	48,736	48,736	52,205	53,249
103 Retirement	80,219	111,679	111,679	106,799	106,799
104 Insurance - Employee	111,144	153,066	153,066	175,189	175,189
105 Membership, Travel & Training	5,094	7,500	7,500	7,500	7,500
106 Overtime	11,011	25,000	25,000	25,000	25,000
Total 100 Personal Service	\$ 724,975	\$ 948,055	\$ 948,055	\$ 1,014,112	\$ 1,028,047
200 Materials & Supplies					
210 Office Supplies	\$ 259	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
211 Janitor Supplies	-	2,750	2,750	2,750	2,750
212 Maintenance Supplies	110,579	129,248	129,248	129,248	129,248
213 Fuel & Lubricants	-	10,000	10,000	10,000	10,000
214 Small Tools	151	500	500	500	-
215 Chemicals	324,517	410,000	410,000	410,000	410,000
Total 200 Materials & Supplies	\$ 435,506	\$ 557,498	\$ 557,498	\$ 557,498	\$ 556,998
300 Other Services & Charges					
340 Professional Services	\$ 30,913	\$ 57,662	\$ 57,662	\$ 57,662	\$ 57,662
341 Utilities	220,695	250,000	250,000	250,000	250,000
342 Maintenance Contractual	123,811	375,000	375,000	375,000	375,000
342.1 Vehicle Repair	-	2,000	2,000	2,000	2,000
343 Insurance - Property	41	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$ 375,460	\$ 684,662	\$ 684,662	\$ 684,662	\$ 684,662
Subtotal Maintenance & Operations	\$ 1,535,941	\$ 2,190,215	\$ 2,190,215	\$ 2,256,272	\$ 2,269,707
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	50,000	50,000	50,000	-
403 Other Equipment	8,987	35,000	35,000	35,000	-
404 Projects	121,827	225,000	225,000	225,000	40,000
Total 400 Capital Expenditures	\$ 130,814	\$ 310,000	\$ 310,000	\$ 310,000	\$ 40,000
Total Expenditures	\$ 1,666,755	\$ 2,500,215	\$ 2,500,215	\$ 2,566,272	\$ 2,309,707



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

12.2 Utility - Sewer - Public Works Fund

Divisional Summary

Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
100 Personal Service					
100 Salaries	\$ 112,968	\$ 114,176	\$ 114,176	\$ 100,675	\$ 100,675
101 Allowances	-	-	-	-	-
102 FICA & Medicare	11,379	9,919	9,919	8,886	9,064
103 Retirement	19,349	22,729	22,729	18,178	18,542
104 Insurance - Employee	36,409	37,454	37,454	37,027	37,027
105 Membership, Travel & Training	330	500	500	500	-
106 Overtime	4,874	15,000	15,000	15,000	15,000
Total 100 Personal Service	<u>\$ 185,310</u>	<u>\$ 199,778</u>	<u>\$ 199,778</u>	<u>\$ 180,266</u>	<u>\$ 180,308</u>
200 Materials & Supplies					
210 Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	12,794	47,000	47,000	47,000	47,000
213 Fuel & Lubricants	-	10,000	10,000	10,000	10,000
214 Small Tools	178	500	500	500	-
215 Chemicals	989	2,000	2,000	2,000	2,000
Total 200 Materials & Supplies	<u>\$ 13,960.91</u>	<u>\$ 59,500.00</u>	<u>\$ 59,500.00</u>	<u>\$ 59,500.00</u>	<u>\$ 59,000.00</u>
300 Other Services & Charges					
340 Professional Services	\$ 50	\$ 500	\$ 500	\$ 500	\$ 500
341 Utilities	3,640	9,000	9,000	9,000	9,000
342 Maintenance Contractual	42,337	62,842	62,842	62,842	62,842
342.1 Vehicle Repair	-	2,000	2,000	2,000	2,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	<u>\$ 46,027</u>	<u>\$ 74,342</u>	<u>\$ 74,342</u>	<u>\$ 74,342</u>	<u>\$ 74,342</u>
Subtotal Maintenance & Operations	<u>\$ 245,298</u>	<u>\$ 333,620</u>	<u>\$ 333,620</u>	<u>\$ 314,108</u>	<u>\$ 313,650</u>
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	31,750	130,000	130,000	130,000	15,000
Total 400 Capital Expenditures	<u>\$ 31,750</u>	<u>\$ 130,000</u>	<u>\$ 130,000</u>	<u>\$ 130,000</u>	<u>\$ 15,000</u>
Total Expenditures	<u>\$ 277,048</u>	<u>\$ 463,620</u>	<u>\$ 463,620</u>	<u>\$ 444,108</u>	<u>\$ 328,650</u>



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

**99.0 Non-Departmental-Public Works Fund
 Departmental Summary**

Expenditure Classification	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
300 Other Services & Charges					
397 Sewer Treatment Expense	\$ 1,161,510	\$ 1,056,000	\$ 1,056,000	\$ 1,056,000	\$ 1,056,000
Total 300 Services & Charges	<u>1,161,510</u>	<u>1,056,000</u>	<u>1,056,000</u>	<u>1,056,000</u>	<u>1,056,000</u>
Subtotal Maintenance and Operations	\$ 1,161,510	\$ 1,056,000	\$ 1,056,000	\$ 1,056,000	\$ 1,056,000
400 Capital Expenditures					
404 Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Total 400 Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
500 Contingency					
503 Storm Recovery Contingency	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ 300,000
503 Litigation Contingency	-	250,000	250,000	250,000	250,000
505 Emergency Line repair contingency	-	200,000	-	200,000	200,000
506 Compensated Absence Contingency	<u>-</u>	<u>5,000</u>	<u>-</u>	<u>5,000</u>	<u>5,000</u>
Total 500 Contingency	<u>\$ -</u>	<u>\$ 755,000</u>	<u>\$ 250,000</u>	<u>\$ 755,000</u>	<u>\$ 755,000</u>
600 Debt Service					
601 Interest Expense	<u>454,319</u>	<u>753,739</u>	<u>753,739</u>	<u>740,084</u>	<u>735,957</u>
Total 600 Debt Service	<u>\$ 454,319.22</u>	<u>\$ 753,739.00</u>	<u>\$ 753,739.00</u>	<u>\$ 740,083.89</u>	<u>\$ 735,956.89</u>
Transfers-In					
810 Operating Transfer In - GF Sales Tax	4,580,168	4,584,971	4,600,000	4,695,000	4,765,425
825 Op Xfer from CDBG	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers-In	<u>\$ 4,580,168</u>	<u>\$ 4,584,971</u>	<u>\$ 4,600,000</u>	<u>\$ 4,695,000</u>	<u>\$ 4,765,425</u>
Transfers Out					
900 Transfers to General Fund	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,900,000	\$ 2,000,000
905 Trfansfer to CIP Projects	-	-	500,000	-	-
910 Operating Transfer Out- CIPSales Tax	400,124	384,990	387,620	405,195	419,419
931 Operating Transfer Out - GFSales Tax	<u>3,778,639</u>	<u>3,782,601</u>	<u>3,795,000</u>	<u>3,873,375</u>	<u>3,931,476</u>
Total Transfers Out	<u>\$ 5,978,763</u>	<u>\$ 5,967,591</u>	<u>\$ 6,482,620</u>	<u>\$ 6,178,570</u>	<u>\$ 6,350,895</u>
Total Expenditures and Transfers	<u>\$ 3,014,424</u>	<u>\$ 3,947,359</u>	<u>\$ 3,942,359</u>	<u>\$ 4,034,654</u>	<u>\$ 4,132,427</u>



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

CITY OF BETHANY, OKLAHOMA

CAPITAL IMPROVEMENT FUND

FISCAL YEAR 2015-2016 ANNUAL BUDGET



CITY OF BETHANY, OKLAHOMA

CAPITAL IMPROVEMENT FUND DESCRIPTION

In January 1990, the Bethany City Council adopted an ambitious Capital Improvements Program requiring nearly \$23 million and spanning the next fifteen years. The CIP identified short and long range projects, sources for funding, and established completion timetables. The program is reviewed at least once annually to reorder priorities and amend projects as necessary in response to changing needs of the community.

The Capital Improvements Fund is accounted for as a capital projects fund. Capital projects funds are used in governmental accounting to account for financial resources used for the acquisition and construction of major capital facilities (other than those financed by proprietary funds).

Income is provided by transfers from the Bethany Public Works Authority, interest income from investments, and various federal, state and county government sources.

On July 24, 1990, the citizens of Bethany approved an initiative petition increasing the sales tax levy from 2% to 3%. By the terms of the petition, seventy percent (70%) of the additional levy must be utilized for capital improvements, which includes projects and equipment.

During FY15 this source of revenue is estimated to generate approximately \$384,990. This is net of the debt on the new Police, Court and Animal Control facilities.



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

**CAPITAL IMPROVEMENT FUND
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

Funding Sources	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
Interest Income	\$ 461	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Dedicated Sales Tax (Net)	463,682	395,490	395,490	405,195	419,419
CDBG	-	62,821	-	62,821	-
GO Bond Proceeds	-	-	-	-	-
Transfer F/ Public Works Authority	-	-	500,000	-	-
Miscellaneous revenue	605	-	-	-	-
Total Funding Sources	\$ 464,747	\$ 461,811	\$ 898,990	\$ 471,516	\$ 422,919
Street Overlays and Sidewalks	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ 200,000
CDBG Project Costs	-	150,000	-	150,000	-
Joint City/County Street Projects	-	400,000	-	400,000	200,000
Contingency for Preliminary engineering	-	15,000	-	15,000	15,000
Downtown Parking Lot Improvements	-	75,000	-	75,000	-
Fire Department Equipment(Siren)	20,976	90,000	1,390,000	-	-
Community Development Equipment	-	-	-	-	-
Police Department Equipment	38,663	-	-	-	-
Public Works Administration	-	-	-	-	-
Playground Equipment	-	30,000	-	30,000	30,000
Municipal Court Equipment	9,975	-	-	-	-
Capital Lease principal payments	-	-	-	-	-
Total Estimated Project Costs	69,614	1,160,000	1,390,000	1,070,000	445,000
Beginning Fund Balance	1,092,830	1,487,963	1,487,963	996,953	398,469
Ending Fund Balance	\$ 1,487,963	\$ 789,774	\$ 996,953	\$ 398,469	\$ 376,388



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

CITY OF BETHANY, OKLAHOMA

PARKS AND STREETS IMPROVEMENT FUND

FISCAL YEAR 2015-2016 ANNUAL BUDGET



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

CITY OF BETHANY, OKLAHOMA

PARKS AND STREETS IMPROVEMENT FUND

The Parks and Streets Improvements Fund is accounted for as a capital projects fund. Capital projects funds are used in governmental accounting to account for financial resources used for the acquisition and construction of major capital facilities (other than those financed by proprietary funds).

Income is provided by transfers from other funds, donations and other income.

The City will primarily use this fund to improve our parks.

**PARKS AND STREETS CAPITAL IMPROVEMENT FUND
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

	<u>Actual FY14</u>	<u>Approved Budget FY15</u>	<u>Year-End Estimate FY15</u>	<u>Budget FY16</u>	<u>Budget FY17</u>
Funding Sources					
Interest Income	\$ 20	\$ -	\$ -	\$ -	\$ -
CE Mendenhall Park Project	-	-	-	-	-
Street Landscape Projects	-	-	-	-	-
Centennial Mural Project	-	-	-	-	-
Eldon Lyon Park easement	-	-	-	-	-
W Taylor Eldon Lyon Park Memorial	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Funding Sources	<u>\$ 20</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
CE Mendenhall Park Project	-	-	-	-	-
Street Landscape Projects	-	-	-	-	-
Centennial Mural Project	-	-	-	-	-
Park Improvements	-	36,800	-	36,800	-
W Taylor Eldon Lyon Park Memorial	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total Estimated Project Costs	<u>\$ -</u>	<u>\$ 36,800</u>	<u>\$ -</u>	<u>\$ 36,800</u>	<u>\$ -</u>
Beginning Fund Balance	<u>\$ 47,936</u>	<u>\$ 47,956</u>	<u>\$ 47,956</u>	<u>\$ 47,956</u>	<u>\$ 11,156</u>
Ending Fund Balance	<u>\$ 47,956</u>	<u>\$ 11,156</u>	<u>\$ 47,956</u>	<u>\$ 11,156</u>	<u>\$ 11,156</u>



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

CITY OF BETHANY, OKLAHOMA

E911 FUND

FISCAL YEAR 2015-2016 ANNUAL BUDGET



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

CITY OF BETHANY, OKLAHOMA

E911 FUND DESCRIPTION

The E911 Fund is accounted for as a special revenue fund. Special revenue funds are used in governmental accounting to account for the proceeds and expenditures of revenue sources (other than expendable trusts or major capital projects) that are legally restricted for specific purposes.

The fund was established to account for moneys received pursuant to the “Nine-One-One Emergency Act.”

The enabling act restricts the use of excess funds to E911 related purposes. Resolution 818 adopted on May 2, 1989, defines such purposes to include the costs of existing or new communications personnel and existing or new communications equipment in the Police Department. The Resolution further specifies that the Finance Director is to reimburse the General Fund for any E911 expenses incurred. The revenues will be used to help defray the costs of providing dispatch services to assist with the volume of E911 service calls.

E911 FUND SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES									
	Actual FY14		Approved Budget FY15		Year-End Estimate FY15		Budget FY16		Budget FY17
Revenue and Transfers In									
E911 Telephone Tariff	\$ 6,513	\$	6,513	\$	6,513	\$	6,513	\$	6,513
Total Revenue and Transfers In	\$ 6,513	\$	6,513	\$	6,513	\$	6,513	\$	6,513
Expenditures and Transfers Out									
Transfer to General Fund	\$ 12,828	\$	6,513	\$	6,315	\$	6,513	\$	6,513
Total Expenditures and Transfers Out	\$ 12,828	\$	6,513	\$	6,315	\$	6,513	\$	6,513



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

CITY OF BETHANY, OKLAHOMA

PUBLIC SAFETY FUND

FISCAL YEAR 2015-2016 ANNUAL BUDGET



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

CITY OF BETHANY, OKLAHOMA
PUBLIC SAFETY FUND DESCRIPTION

The Public Safety Fund is accounted for as a special revenue fund. Special revenue funds are used in governmental accounting to account for the proceeds and expenditures of revenue sources (other than expendable trusts or major capital projects) that are legally restricted for specific purposes.

The fund was established to account for moneys received for public safety grants and donations.

PUBLIC SAFETY FUND					
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES					
	<u>Actual</u> <u>FY14</u>	<u>Approved</u> <u>Budget</u> <u>FY15</u>	<u>Year-End</u> <u>Estimate</u> <u>FY15</u>	<u>Budget</u> <u>FY16</u>	<u>Budget</u> <u>FY17</u>
Revenue and Transfers Out					
Traffic Safety Grants	\$ 18,123	\$ 22,745	\$ 22,745	\$ 22,745	\$ 23,000
Cops School Grant	-	-	-	-	-
Court Award grants	21,352	12,000	12,000	12,000	12,000
DEA Equitable Sharing	9,016	-	-	-	-
Other PD grants/donations	24,558	-	-	-	-
Fire Rescue Donations	-	-	-	-	-
JAG Grant awards-BVP	-	-	-	-	-
DHS equipment grant	-	-	-	-	-
Grants to Fire Department	-	-	-	-	-
Reimbursement-Towing	-	600	600	600	600
Impound Fee	72,007	100,000	100,000	100,000	100,000
Transfers From Other Funds	-	-	-	-	-
Other Revenue	5,294	-	-	-	-
Total Revenue and Transfers In	<u>\$ 150,350</u>	<u>\$ 135,345</u>	<u>\$ 135,345</u>	<u>\$ 135,345</u>	<u>\$ 135,600</u>
Expenditures and Transfers Out					
Transfers to Other Funds	\$ -	\$ 22,745	\$ 22,745	\$ 22,745	\$ 23,000
Fire Department Grant Expenditures	-	-	-	-	-
Police Department grant expenditures	17,198	12,000	12,000	12,000	12,000
Expenditures from Impound Fee Account	65,049	100,000	100,000	100,000	100,000
Other Expenditures	-	600	600	25,000	25,000
Total Expenditures and Transfers Out	<u>\$ 82,247</u>	<u>\$ 135,345</u>	<u>\$ 135,345</u>	<u>\$ 159,745</u>	<u>\$ 160,000</u>



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

CITY OF BETHANY, OKLAHOMA

JUVENILE JUSTICE FUND

FISCAL YEAR 2015-2016 ANNUAL BUDGET



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

CITY OF BETHANY, OKLAHOMA

JUVENILE JUSTICE FUND DESCRIPTION

The Juvenile Justice Fund is accounted for as a special revenue fund. Special revenue funds are used in governmental accounting to account for the proceeds and expenditures of revenue sources (other than expendable trusts or major capital projects) that are legally restricted for specific purposes.

The fund was established to account for moneys received from fines and court costs for juvenile offenses. Proceeds are budgeted for programs to help rehabilitate juvenile offenders.



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

BETHANY JUVENILE JUSTICE FUND SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
Revenue and Transfers In					
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -
Juvenile fines and Court Costs	12,131	40,000	40,000	40,000	40,000
Other Income	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Total Revenue and Transfers In	<u>\$ 12,131</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>
Expenditures and Transfers Out					
100 Personal Service					
100 Salaries	\$ -	\$ 20,000	\$ 19,500	\$ 19,500	\$ 19,500
101 Allowances	-	-	-	-	-
102 FICA & Medicare	-	1,530	1,492	1,492	1,492
103 Retirement	-	88	-	-	-
104 Insurance - Employee	-	120	4,881	120	120
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	-	-	-	-	-
Total 100 Personal Service	<u>\$ -</u>	<u>\$ 21,738</u>	<u>\$ 25,873</u>	<u>\$ 21,112</u>	<u>\$ 21,112</u>
200 Materials & Supplies					
210 Office Supplies	\$ -	\$ 250	\$ 250	\$ 250	\$ 250
212 Maintenance Supplies	-	250	250	250	250
Total 200 Materials & Supplies	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 500</u>
300 Other Services & Charges					
340 Professional Services	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
341 Utilities	-	200	200	200	200
342 Maintenance Contractual	-	-	-	-	-
Total 300 Services & Charges	<u>\$ -</u>	<u>\$ 5,200</u>	<u>\$ 5,200</u>	<u>\$ 5,200</u>	<u>\$ 5,200</u>
Subtotal Maintenance & Operations	<u>\$ -</u>	<u>\$ 27,438</u>	<u>\$ 31,573</u>	<u>\$ 26,812</u>	<u>\$ 26,812</u>
900 Transfers Out					
910 Transfer to General Fund	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total 900 Transfers Out	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
Total Expenditures & Transfers Out	<u>\$ -</u>	<u>\$ 37,438</u>	<u>\$ 41,573</u>	<u>\$ 36,812</u>	<u>\$ 36,812</u>
Beginning Fund Balance	<u>\$ 165,289</u>	<u>\$ 177,420</u>	<u>\$ 177,420</u>	<u>\$ 175,847</u>	<u>\$ 179,036</u>
Ending Fund Balance	<u>\$ 177,420</u>	<u>\$ 179,982</u>	<u>\$ 175,847</u>	<u>\$ 179,036</u>	<u>\$ 182,224</u>



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

CITY OF BETHANY, OKLAHOMA

DEBT SERVICE FUND

FISCAL YEAR 2015-2016 ANNUAL BUDGET



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

CITY OF BETHANY, OKLAHOMA

DEBT SERVICE FUND DESCRIPTION

The Debt Service Fund is used to account for the accumulation of financial resources for the payment of general obligation bond principal, interest and related costs. This fund is accounted for as a governmental fund.

The debt service fund receives ad valorem (sometimes called property) taxes collected for the City by Oklahoma County.

The amount of ad valorem taxes received from Oklahoma County is dependent upon the debt service for general obligation bonds approved by the voters. Currently, ad valorem taxes can only be used for general obligation bond debt service and are not available for operations.

An annual estimate of needs is filed with the County Excise Board after the close of business for year. The ad valorem tax levy is based on the calculation shown on the next page. The actual mill levy is dependent on the assessed valuation of property within the City of Bethany, the total tax collected during the current year and the actual cash required to pay the principal and interest when due.

The City of Bethany currently does not have any general obligation bonds outstanding. Thus no property taxes are levied and collected by the City of Bethany.



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

**DEBT SERVICE FUND
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
Revenue and Transfers					
Current Year Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Year Taxes	-	-	-	-	-
Interest Revenue	-	-	-	-	-
Transfer From Other funds	-	-	-	-	-
Debt Proceeds	-	-	-	-	-
Total Revenue and Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures					
Current Year Retirements	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Payments on Bonds	-	-	-	-	-
Amt to Repay debt	-	-	-	-	-
Fiscal Agent Fees	-	-	-	-	-
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Beginning Fund Balance	\$ 104,809	\$ 104,809	\$ 104,809	\$ 104,809	\$ 104,809
Ending Fund Balance	\$ 104,809	\$ 104,809	\$ 104,809	\$ 104,809	\$ 104,809
Less Reserve for Bond Retirement	-	-	-	-	-
Fund Balance Designated For Debt Service	<u>\$ 104,809</u>	<u>\$ 104,809</u>	<u>\$ 104,809</u>	<u>\$ 104,809</u>	<u>\$ 104,809</u>



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

CITY OF BETHANY, OKLAHOMA

BETHANY HOSPITAL TRUST

FISCAL YEAR 2015-2016 ANNUAL BUDGET



CITY OF BETHANY, OKLAHOMA

BETHANY HOSPITAL TRUST DESCRIPTION

The Bethany Hospital Trust (Trust) is a public trust created to furnish services to residents of Bethany. The Authority may issue long term debt to finance any improvements required to fulfill the purposes outlined in the declaration of Trust. The City of Bethany is the beneficiary of the Trust estate.

The Mayor and Members of the City Council are Trustees. The City Manager and City Clerk serve as Trust Manager and Trust Clerk respectively.

The Bethany Hospital Trust is a proprietary fund used to account for the City's hospital operations. Proprietary funds are used in governmental accounting to account for operations that are financed and operated in a manner similar to private business enterprises.

The City of Bethany owns Bethany General Hospital and its premises and leases the facility to the Trust. The Trust subleases the hospital to health care providers. Any portion of the lease payments not required by the Trust may be used by the Trust without restriction.

The Trust's current policy is to use all available funds for economic development projects for the City of Bethany.



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

**BETHANY HOSPITAL TRUST
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
Revenue and Transfers In					
Lease Payments	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income	199,493	200,000	200,000	200,000	200,000
Interest Income	-	20,000	20,000	20,000	20,000
Capital Contributions	-	-	-	-	-
Total Revenue and Transfers In	<u>\$ 199,493</u>	<u>\$ 220,000</u>	<u>\$ 220,000</u>	<u>\$ 220,000</u>	<u>\$ 220,000</u>
Expenditures and Transfers Out					
Other Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Improvements	-	200,000	-	200,000	-
Transfer to Other Funds	200,000	-	-	-	-
Debt Service	-	-	-	-	-
Total Expenditures and Transfers Out	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ -</u>
Beginning Fund Balance	<u>\$ 1,589,648</u>	<u>\$ 1,589,141</u>	<u>\$ 1,589,141</u>	<u>\$ 1,809,141</u>	<u>\$ 1,829,141</u>
Ending Fund Balance	<u>\$ 1,589,141</u>	<u>\$ 1,609,141</u>	<u>\$ 1,809,141</u>	<u>\$ 1,829,141</u>	<u>\$ 2,049,141</u>



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

CITY OF BETHANY, OKLAHOMA

BETHANY DEVELOPMENT AUTHORITY

FISCAL YEAR 2015-2016 ANNUAL BUDGET



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

CITY OF BETHANY, OKLAHOMA

BETHANY DEVELOPMENT AUTHORITY DESCRIPTION

The Bethany Development Authority (BDA) is a public trust created to promote the development of industrial, cultural and educational activities within and without the City limits of Bethany. The City of Bethany is the beneficiary of the trust estate.

The Mayor and Members of the City Council are Trustees. The City Manager and City Clerk serve as Trust Manager and Trust Clerk respectively.

The BDA provides funding for the annual July 4th event held each year in Eldon Lyon Park.

Consultants are also engaged to help attract retail providers to serve our citizens.



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

**BETHANY DEVELOPMENT AUTHORITY
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

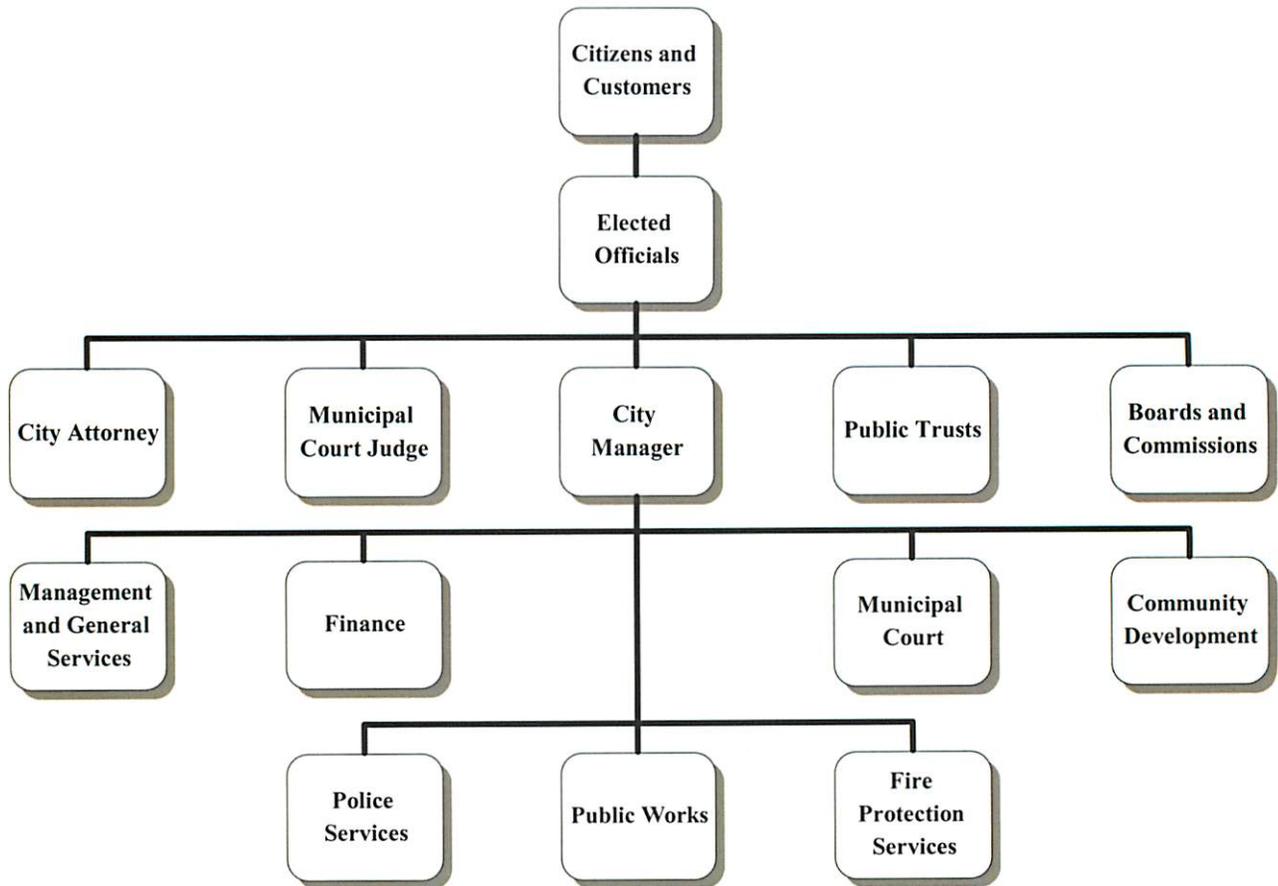
	Actual FY14	Approved Budget FY15	Year-End Estimate FY15	Budget FY16	Budget FY17
Revenue and Transfers In					
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -
Bethany Freedom Festival	19,884	15,000	15,000	15,000	15,000
Bethany Balloon Festival	-	-	-	-	-
Other Income	-	-	-	-	-
Transfers from Other Funds	<u>125,000</u>	<u>150,000</u>	<u>125,000</u>	<u>185,000</u>	<u>185,000</u>
Total Revenue and Transfers In	<u>\$ 144,884</u>	<u>\$ 165,000</u>	<u>\$ 140,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>
Expenditures and Transfers Out					
100 Personal Service					
100 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
101 Allowances	-	-	-	-	-
102 FICA & Medicare	-	-	-	-	-
103 Retirement	-	-	-	-	-
104 Insurance - Employee	-	-	-	-	-
105 Membership, Travel & Training	<u>1,477</u>	<u>9,000</u>	<u>5,000</u>	<u>5,000</u>	<u>2,500</u>
Total 100 Personal Service	<u>\$ 1,477</u>	<u>\$ 9,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 2,500</u>
200 Materials & Supplies					
210 Office Supplies	141	2,000	2,000	2,000	2,000
212 Maintenance Supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total 200 Materials & Supplies	<u>\$ 141</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>
300 Other Services & Charges					
340 Professional Services	\$ 55,440	\$ 64,800	\$ 64,800	\$ 64,800	\$ 64,800
342 Maintenance Contractual	-	-	-	-	-
347 Economic Development Grants	-	-	-	60,000	60,000
348 Advertising and Promotion	10,374	40,000	30,000	30,000	30,000
351 Bethany Freedom Festival	54,354	60,000	60,000	60,000	60,000
352 Bethany Balloon Festival	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total 300 Services & Charges	<u>\$ 120,168</u>	<u>\$ 164,800</u>	<u>\$ 154,800</u>	<u>\$ 214,800</u>	<u>\$ 214,800</u>
Subtotal Maintenance & Operations	<u>\$ 121,786</u>	<u>\$ 175,800</u>	<u>\$ 161,800</u>	<u>\$ 221,800</u>	<u>\$ 219,300</u>
400 Capital Expenditures					
401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 121,786</u>	<u>\$ 175,800</u>	<u>\$ 161,800</u>	<u>\$ 221,800</u>	<u>\$ 219,300</u>
Beginning Fund Balance	<u>\$ 103,009</u>	<u>\$ 126,107</u>	<u>\$ 126,107</u>	<u>\$ 104,307</u>	<u>\$ 82,507</u>
Ending Fund Balance	<u>\$ 126,107</u>	<u>\$ 115,307</u>	<u>\$ 104,307</u>	<u>\$ 82,507</u>	<u>\$ 63,207</u>



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

APPENDIX A.

**City of Bethany, Oklahoma
Organizational Chart**





The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

APPENDIX B.

Health, Life and Worker's Compensation Insurance

The City provides health insurance coverage for its employees and their dependents through an indemnity plan with the Oklahoma Public Employees Health and Wellness. (OPEH&W)

The expected monthly rate is \$476.14 for employees. Employees will contribute \$103.55 per month. Family coverage is also available at an additional cost. The rate varies depending on the coverage selected.

No changes are proposed in the employee life insurance benefits.

The City will also continue dental insurance with OPEH&W. Rates for this plan are \$34.39 per month for employees with an additional charge for family coverage.

The Employee Health and Benefits Committee works hard to study market options and has built an effective, low cost plan for our employees. It exercises an indispensable management role with respect to this most important benefit. The members are looking to broaden the scope of their responsibilities. They are to be commended for their efforts.

SPECIAL NOTE ON WORKER'S COMPENSATION

The City obtains its worker's compensation coverage through The Oklahoma Municipal Assurance Group (OMAG). In past years actuaries with the State Insurance Fund (SIF) would establish a loss fund for the City based upon experience. The costs of administration and reinsurance are added to derive the premium. Interest earned on the loss fund is credited against the premium. The OMAG advantage, unlike the SIF, is that two years after the close of the policy year the City is entitled to a return on that portion of the loss fund not needed to pay claims. The State Insurance Fund and OMAG are phasing out this program. Our billed premium for FY16 will be approximately \$428,799.



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

APPENDIX C.

POLICY STATEMENTS FOR JOB CLASSIFICATION AND PAY PLANS

Placement

New employees shall receive no less than entry level wages for their respective grade. Pay above entry level is authorized where, in the judgment of the city manager, exigencies of the labor market justify higher wages.

Step Advancement

Movement from one step to the next will normally be made upon the employee's anniversary date, according to the timetable provided. For purposes of administering the pay plans, the term "anniversary date" shall mean the employee's date of hire or date of promotion in rank, whichever is the most recent. This policy shall not restrict the City Manager in matters of disciplinary action or in cases of demonstrably inadequate performance.

Promotion

Any promotion in grade shall result in no less than a 2.125% increase in base wage, unless the proportion is made from one pay plan to another. Should the adjustment place the employee's salary between two steps, the City Manager may advance the employee to the higher of the two steps.

Differential

A premium of up to 2.125% above base wage may be paid to employees who, for at least ten percent (10%) of their time, perform duties different from other employees of like position and grades.

Merit Pay

The City Manager is authorized to award controlled pay increases above base wage to employees with exceptional performance records. To this end the City Manager may develop and implement a system of performance evaluation for any or all departments.



The City of Bethany, Oklahoma

FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

Administrative Salaries

It shall be the prerogative of the City Manager to establish salaries for designated administrative personnel as may be required for the purposes of recruitment or retention, or upon the basis of performance. The City Manager may award performance incentives to administrative personnel in place of or in combination with salary adjustments, when deemed in the best interest of the City. The total of salary incentives paid to an employee during the fiscal year shall fall within approved ranges.

Emergency

The City Manager may suspend one or all of the above policies in time of financial emergency. The City Council shall be notified of the action taken and the reasons therefor.

Other Rules and Regulations

The City Manager is authorized to adopt additional rules and regulations for the proper administration of the City's job classification and pay plans that are not inconsistent with the policies expressed herein.



The City of Bethany, Oklahoma
FISCAL YEAR 2015 – 2016 ANNUAL BUDGET

NOTICE OF PUBLIC HEARING

**City of Bethany, Oklahoma
 Fiscal Year 2016 Budget**

**City of Bethany, Oklahoma
 Fiscal Year 2016 Budget**

The Bethany City Council will hold a public hearing on the proposed FY16 Budget on June 2, 2015, at 7:30 P.M., in City Hall, 6700 NW 36th Street. All citizens are invited and encouraged to attend to provide the City Council with written or oral comments. The complete documents supporting the summarized budgets are available for public inspection from 8:00 A.M. until 5:00 P.M., Monday through Friday in the City Clerk's office at City Hall.

	General Fund	Bethany PWA	Special Revenue	Capital Improvement
<u>Estimated Revenue</u>				
Taxes	\$ 5,838,864	\$ -	\$ 6,513	\$ -
Licenses & Permits	91,000	-	-	-
Intergovernmental	263,000	-	34,745	62,821
Charges for Services	455,000	7,959,343	100,600	-
Fines & Forfeitures	1,325,000	-	-	-
Bond proceeds	-	-	-	-
Miscellaneous	161,000	-	-	3,500
Interfund Transfers	5,814,670	4,695,000	-	405,195
Fund Balance	976,770	2,123,386	-	598,484
Total Revenues	\$ 14,925,304	\$ 14,777,729	\$ 141,858	\$ 1,070,000
<u>Estimated Expenditures</u>				
General Government	\$ 2,164,658	\$ -	\$ -	\$ -
Public Safety	6,258,389	-	137,000	-
Public Works (General Fund)	1,602,257	-	-	-
Public Works (Utility Fund)	-	6,563,806	-	-
Debt Service	-	1,420,353	-	-
Capital Improvements	-	615,000	-	1,070,000
Interfund transfers	4,880,000	6,178,570	29,258	-
Total Expenditures	\$ 14,925,304	\$ 14,777,729	\$ 166,258	\$ 1,070,000

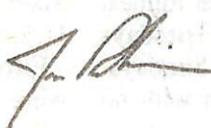



Exhibit A
FY 15-16 Budget Summary

Fund/ Department/ Division	Personal Services	Materials and Supplies	Other Services and Charges	Capital Outlay	Contingency	Debt Service	Transfers to Other Funds	Total Appropriation
General Fund:								
Management Department	\$ 501,342	\$ 40,750	\$ 101,100	\$ 10,000	\$ 100,000	\$ -	\$ -	\$ 753,192
Finance Department	232,148	8,000	87,000	12,000	-	-	-	339,148
Legal and Municipal Court Department	373,639	9,600	51,000	7,500	-	-	-	441,739
Police Department	3,439,592	159,000	309,000	111,000	-	-	-	4,018,592
Fire Department	1,986,118	56,334	293,880	86,900	-	-	-	2,423,232
Community Development Department	397,462	23,250	210,439	22,000	-	-	-	653,151
Public Works Department	1,180,266	194,566	253,813	40,500	-	-	-	1,669,145
Non Departmental	-	-	-	-	-	-	-	-
Total General Fund	\$ 8,110,567	\$ 491,500	\$ 1,306,232	\$ 289,900	\$ 229,705	\$ -	\$ 4,880,000	\$ 15,307,904
Public Works Fund								
Administration Division	\$ 135,923	\$ -	\$ 102,399	\$ -	\$ 150,000	\$ -	\$ -	\$ 388,323
Finance Department	229,648	45,000	44,800	-	-	-	-	319,448
Vehicle Maintenance Division	16,012	106,898	65,975	-	-	-	-	248,885
Solid Waste Division	975,566	101,100	393,000	175,000	-	-	-	1,644,666
Water Division	1,014,112	557,498	684,662	310,000	-	-	-	2,566,272
Sewer Division	180,266	59,500	74,342	130,000	-	-	-	444,108
Non Departmental	-	-	1,056,000	-	755,000	1,420,353	6,178,570	9,409,923
Total Public Works Fund	\$ 2,551,528	\$ 869,996	\$ 2,421,178	\$ 615,000	\$ 905,000	\$ 1,420,353	\$ 6,178,570	\$ 14,961,625
Capital Improvement Fund								
E911 Fund	\$ -	\$ -	\$ -	\$ 1,070,000	\$ -	\$ -	\$ -	\$ 1,070,000
Public Safety Fund	-	-	-	-	-	-	6,513	6,513
Parks and Streets CIP Fund	-	25,000	-	112,000	-	-	22,745	159,745
Debt Service Fund	-	-	-	36,800	-	-	-	36,800
Bethany Hospital Trust	-	-	-	-	-	-	-	-
Bethany Development Authority	5,000	2,000	214,800	200,000	-	-	-	421,800
Bethany Juvenile Justice Fund	21,112	500	5,200	-	-	-	-	27,812
Totals	\$ 10,688,206	\$ 1,388,996	\$ 3,947,410	\$ 2,323,700	\$ 1,134,705	\$ 1,420,353	\$ 11,097,828	\$ 32,001,199

RESOLUTION NO. 1394

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BETHANY ADOPTING THE FISCAL YEAR 2016 BUDGET FOR THE GENERAL FUND, MISCELLANEOUS FUNDS AND VARIOUS TRUSTS; AFFIRMING THE AUTHORITY OF THE CITY MANAGER TO MAKE TRANSFERS WITHIN THE GENERAL FUND; AND APPROPRIATING FUNDS FROM THE CAPITALS IMPROVEMENTS FUND FOR SPECIFIED EQUIPMENT AND PROJECTS.

WHEREAS, the Bethany City Council has conducted a public hearing on the FY 2016 annual budget and has completed the budget process in accordance with Title 11 O.S. Sec. 17-201 et seq.;

WHEREAS, the attached Exhibit "A," entitled "Budget Summary," represents the appropriations contained in said Budget, and the same must be approved by resolution;

WHEREAS, the Budget has identified the need to purchase certain equipment from the Capital Improvements Fund during FY 2016 for the purpose of preserving General Fund resources for operations; and

WHEREAS, said equipment is eligible for inclusion in the Capital Improvements Fund, and the Capital Improvement Plan should be amended accordingly.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Bethany that:

1. The appropriations of the FY 2016 Annual Budget contained in the attached Exhibit "A" are hereby adopted and incorporated by reference.
2. The interfund transfers included within the budget are hereby approved.
3. Resolution No. 819 authorizing the City Manager to make transfers within the General Fund, is affirmed.
4. The Capital Improvement Plan is amended to include the expenditures for equipment and projects enumerated in the budget.
5. The City Manager is authorized to proceed with implementation of the FY 2016 Annual Budget, and to purchase from the Capital Improvement Fund when necessary and appropriate the equipment or projects specified within the budget, subject to established policies governing expenditures, purchasing and contracts.

END

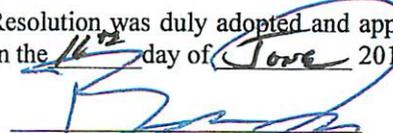
The undersigned hereby certify that the foregoing Resolution was duly adopted and approved by the Mayor and City Council of the City of Bethany on the 16th day of June 2015.

Attest:



City Clerk





Mayor

Approved as to form and legality on June 16, 2015



City Attorney