

***CITY OF BARTLESVILLE, OKLAHOMA  
2017-2018 BUDGET***



**Prepared by:**

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City Manager

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Accountant

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# INTRODUCTION



city of

**bartlesville**

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# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **CITY OFFICIALS**

#### **Dale Copeland**

Mayor

Ward 1

*Term Expires: November 2018*



#### **John J. Kane**

Vice-Mayor

Ward 2

*Term Expires: November 2018*



#### **Jim Curd**

Council Member

Ward 3

*Term Expires: November 2018*

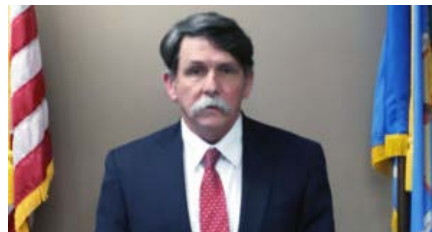


#### **Alan Gentges**

Council Member

Ward 4

*Term Expires: November 2018*



#### **Dr. Joseph Callahan**

Council Member

Ward 5

*Term Expires: November 2018*



# ***CITY OF BARTLESVILLE***

## 2017-18 Operating Budget

### **MISSION STATEMENT:**

The purpose and the challenge for the *City of Bartlesville* is to meet the diverse needs of its citizens through the use of our shared values program. The shared values of the employees of the City of Bartlesville are:

#### ***EXCELLENT SERVICE***

quality product, timely – with available resources

#### ***TRUST***

faith in others to do their part

#### ***INTEGRITY***

ethics in action

#### ***PROACTIVE LEADERSHIP***

constantly creating higher standards

#### ***DEDICATION***

sense of ownership

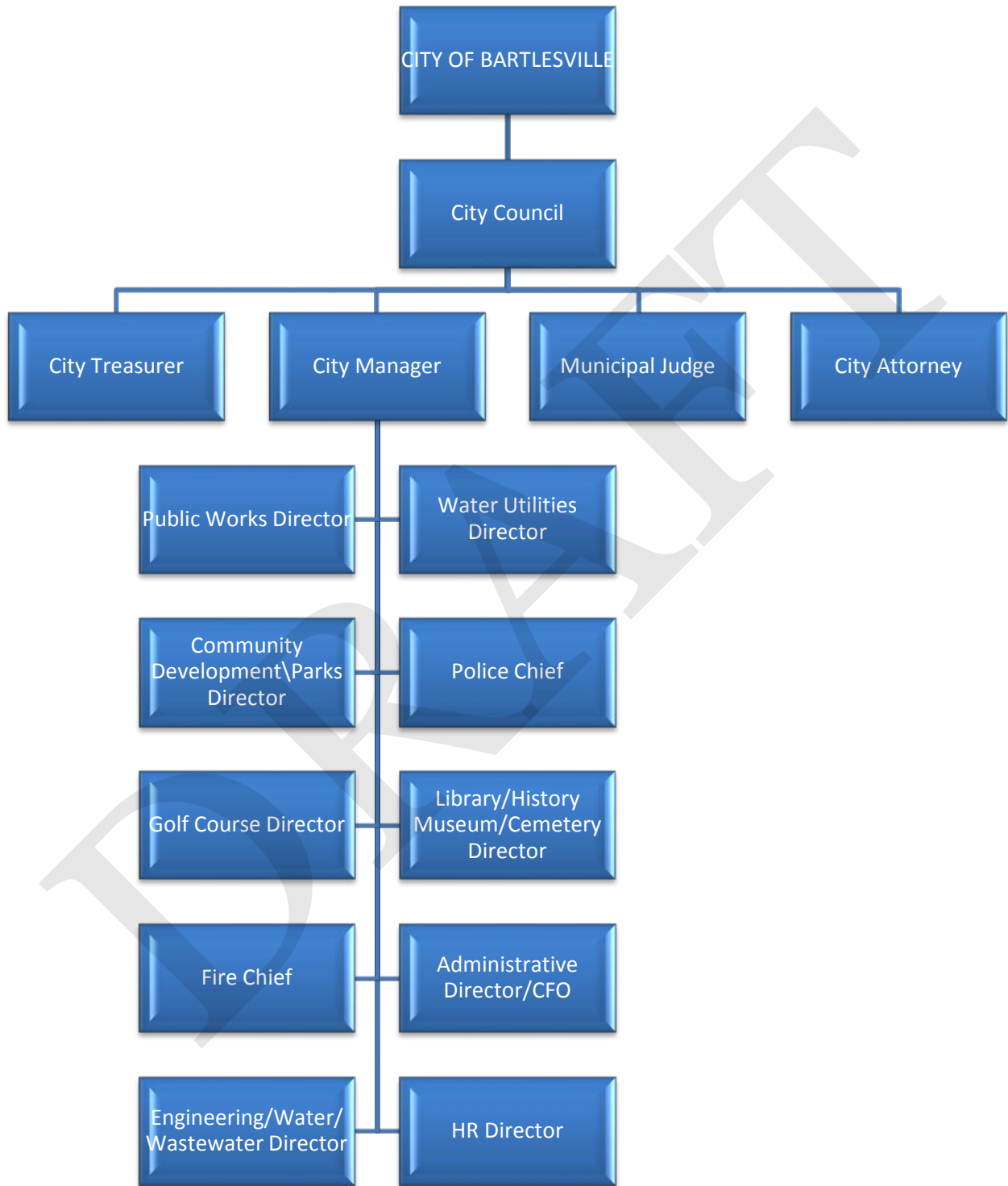
#### ***TEAMWORK***

working together for positive results

### **MANAGEMENT STAFF:**

City Manager	Ed Gordon
Administrative Director/CFO	Mike Bailey
Human Resources	Shellie McGill
City Attorney	Jerry Maddux
Municipal Judge	Steve Conatser
Community and Park Development	Lisa Beeman
Water, and Wastewater	Terry Lauritsen
Engineering	Micah Siemers
Fire Chief	John Banks
Golf Course	Jerry Benedict
Interim Library/History Museum	Shellie McGill
Police Chief	Tom Holland
Public Works	Keith Henry
Chief Communications Officer	Kelli Williams

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Organizational Chart



# ***THE CITY OF BARTLESVILLE***

**Office of the City Manager**

401 SE Johnstone

Bartlesville, OK 74003



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May 16, 2017

The Honorable Mayor and City Council Members  
City of Bartlesville  
Bartlesville, Oklahoma

Mayor Copeland and Council Members:

It is my pleasure to present to you the budgets for the City of Bartlesville and the Bartlesville Municipal Authority for the fiscal year starting July 1, 2017 and ending June 30, 2018 (FY 2017-18). The review and adoption of the budget is, perhaps, one of the most important duties that the City Council performs. The budget is compiled, considered, and approved at this time every year because:

1. State law requires it (Title 11, Section 17-201 through 17-216);
2. The City Charter requires it (Article 10, Section 1 through 7); and
3. Prudent financial practices and our obligation to be good stewards of taxpayer funds demand it.

## **Introduction**

I would like to expand on the importance of the review and adoption of the City budget. The budget is a planning tool reflecting the present position and future direction of the City. In the adoption of the budget by Council, a policy (goals, objectives, and responsibility) is given to the City Staff. Staff then is charged, once the budget is adopted, with the responsibility of carrying out the policy or implementing the objectives of the policy.

In order to address the policies and objectives of the budget document many resources are used, but some of the most important revenues are collected in the General Fund. The revenues of the General Fund (mostly comprised of sales tax revenue which is our largest single generator of income) have become increasingly unpredictable over the last ten years and have not kept pace with inflation. During this same period of time, the City has continued to expand its services to meet the ever changing needs of the citizens of Bartlesville. The City's ability to meet these needs, in spite of the lack of growth in financial resources, reveals that the City has become much more efficient with the use and application of the resources it does have. The City must, therefore, continue to explore areas where additional efficiencies can be implemented, again, as more is being required of the City and its services than ever before.

**Revenue**

**Sales Tax**

As we are all aware, eight and a half years ago the City's trend of sales tax growth dramatically reversed and reduced the City's sales tax revenue to its lowest levels in many years. The City's sales tax pulled out of that recession with some growth and signs of a slow but steady recovery. As the recovery continued, the City began to reestablish service levels and staffing in the areas that were the most impacted. Unfortunately, despite indicators to the contrary, sales tax again suffered a setback in fiscal year 2013-14 that resulted in cutbacks in many service areas.

The fiscal year 2014-15 budget included many adjustments that allowed the City to weather the challenges created by the sales tax declines in fiscal year 2013-14. Nearly all of those adjustments were still in place with the fiscal year 2015-2016 budget.

Fortunately, the citizens of Bartlesville approved a 0.4% sales tax increase for general operations that went in to effect during the fiscal year 2016-17. The additional revenues from this increase were sufficient to allow for the removal of the previous operational restrictions including eliminating the hiring freeze, restoring staffing levels, dilapidation budget, and street materials budget during the fiscal year 2016-17 budget.

However, the local retail economy has continued to struggle and the City's sales tax revenues did not grow at the pace anticipated during fiscal year 2016-17. This is expected to continue in to early fiscal year 2017-18, but new retail that is scheduled to come online in the Fall 2017 and Spring 2018 may reverse this trend.

**Utility Revenue**

The City completed a comprehensive water and wastewater rate study in fiscal year 2014-15. The study included recommendations for new rates sufficient to support the operations of the system, new capital fees to support mandatory improvements to the system, and a new inclining block rate structure that will encourage conservation. These new rates are effective for customers inside and outside of our city limits and are scheduled to be phased in over a five-year period. The City Council adopted the five-year rate structure with the first phase going into effect on July 1, 2016. The second phase will go into effect with this proposed budget, beginning July 1, 2017.

**Economic Outlook**

The local economy has continued to weather a series of unusual events including localized downturns, historically low energy prices, and personnel reductions from some of our largest employers. Despite this, the City's economic development efforts have begun to bear fruit and the City's largest new retail development since the 80s is currently under construction. Phase I of this development is expected to come online this fall and Phase II, including a 60,000+ sf Academy Sporting Goods is slated to open in early 2018.

**Personnel**

**Staffing Levels**

Due to the recent expansion of staffing levels related to the .40% sales tax increase discussed above, this budget only contains one adjustment to full time personnel. This is the addition of one FTE to the Library. This position will serve both the Library and Museum for special projects and will be available to serve other departments for similar special projects in the future. All other adjustments to full time personnel are merely reassignments of existing personnel for efficiency purposes or due to changing needs within the City. This includes:

- Transfer of one vacant Maintenance Worker position from Building Maintenance to IT to serve in a leadership role in the IT department
- Transfer of all three existing IT staff from Engineering to IT
- Consolidation of several existing positions to the Library
  - One cemetery coordinator
  - .22 FTEs related to the Library/Cemetery Director position

There are also a few changes to part time personnel including a reduction of 0.02 FTEs in the Library's part time allocation, an increase of 0.1 FTEs in Dispatch to provide coverage during full time employee leave, and an increase of 0.05 FTEs in the Special Museum fund that will be funded through a grant.

Staff believes that the reorganization of the IT department is critical to the City's future. This is one of the fastest growing areas of need for the City internally. With the award of the \$1.3M contract to Tyler Technologies for the City's ERP system, the City is now at a critical juncture, and the current structure of IT is insufficient to support the growing complexity of the City's IT infrastructure. The Maintenance Worker position that is currently vacant in Building Maintenance has been left vacant for a few years, and this transfer is not expected to adversely impact this department.

**Compensation**

The City conducted comprehensive compensation and classification studies for all General, Fire, and Police employees during fiscal year 2016-17. All employees received some form of compensation increase based on this study during that fiscal year. The original budget included provisions for a 1.1% COLA and a 5% merit for all eligible employees. The range and average wage adjustments provided by the compensation studies are included below.

<b>Employee Class</b>	<b>Low</b>	<b>High</b>	<b>Avg</b>
General Employees	6.1%	21.8%	7.50%
Fire Union Employees	6.7%	12.4%	8.39%
Police Union Employees	6.4%	11.8%	9.96%

The City desires to provide annual compensation adjustments to ensure the highest quality of talent is retained, but the current state of our sales tax revenues do not permit this in fiscal year 2017-18. In lieu of raises, Staff is recommending that all staff be awarded one weeks “special vacation”. This has been provided in other years when compensation adjustments were not possible. The vacation is structured so that there is no financial impact to the City.

Compensation will be revisited in future years when our revenue streams stabilize.

**General Employee Retirement**

In FY 2009-10, the City terminated new enrollment in our traditional defined benefit (DB) retirement plan and replaced it with a more cost effective defined contribution (DC) plan. Existing employees were allowed to retain their status in the DB plan, but all new employees automatically participate in the DC plan. This has allowed the City to better control our retirement costs even as the DB plan’s costs continue to grow as a percent of participants’ salaries. However, the DB plan still has a significant “unfunded actuarial accrued liability” (UAAL). This is a comparison of the plan’s total long term assets less its total actuarial liability.

This UAAL is typically funded over a fixed period of time (generally 30 years after the establishment of the plan) but varies greatly in response to market gains/losses, investment returns, and actuarial assumption changes. The City’s UAAL currently stands at \$6.3MM and our plan is now 73% funded. Due primarily to factors discussed in the following paragraph, this is a significant improvement from the previous fiscal years.

To help offset this UAAL in a more expedient manner, the City has been contributing more than the required amount towards our retirement plan. The City’s funding history and other information for the defined benefit plan is included below:

Fiscal Year	Required Contribution Funding					City's Actual	UAAL	FUNDED RATIO
	Retiree Medical	Defined Benefit	Total	Less Employee	City's Required			
FY 2012-13	1.84%	26.05%	27.89%	6.00%	21.89%	23.00%	9,352,643	49.10%
FY 2013-14	1.58%	26.06%	27.64%	6.00%	21.64%	23.00%	8,763,945	54.60%
FY 2014-15	1.02%	25.66%	26.68%	6.00%	20.68%	22.00%	7,924,051	60.60%
FY 2015-16	0.83%	25.94%	26.77%	6.00%	20.77%	22.00%	7,104,071	64.94%
FY 2016-17	0.84%	25.46%	26.30%	6.00%	20.30%	22.00%	6,592,350	69.82%
FY 2017-18	0.82%	26.17%	26.99%	6.00%	20.99%	22.00%	6,267,287	72.60%

The improvement in the City’s UAAL and Funded Ratio can be directly attributed to our policy of intentional overfunding. This policy has allowed us to stabilize the funding requirements for retirement plan. It is important to note that while the plan’s required contributions as a percent of covered payroll is relatively stable, the annual cost of this plan has actual decreased from \$1,396,613 in FY 2016-17 to \$1,345,882 in FY 2017-18. This is a decrease of \$50,731 in the last year. The decrease from 7 years ago is even higher at \$247,668.

City’s Staff is once again recommending that we contribute amounts in excess of the “actuarial required contribution” of which the employer’s portion is 20.99% of covered payroll. Staff is recommending that we keep same level as last year and fund at 22%.

**Reserve Status**

During the recent economic downturn, it became evident that a more effective and consistent method of accumulating reserve funds was needed. With the guidance of the City Council, Staff established several mechanisms that will aid in the City’s future financial stability. These were the creation of the Stabilization Reserve Fund, Capital Reserve Fund, Auto Collision Insurance Fund, and the formalization of inner-fund reserve policies.

The following schedule details a history of the Stabilization Reserve Fund’s levels.

STABILIZATION RESERVE LEVELS								
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	% of Operating
General Fund	575,039	1,393,367	1,787,127	2,178,507	2,570,951	3,099,062	3,505,786	16.4%
Wastewater	139,509	255,994	313,709	375,106	457,529	538,780	623,451	14.7%
Water	279,042	506,798	627,714	749,032	868,650	990,943	1,118,492	17.5%
Sanitation	192,127	342,291	422,451	500,494	579,324	660,173	740,310	18.5%
Total	<u>1,185,717</u>	<u>2,498,450</u>	<u>3,151,001</u>	<u>3,803,139</u>	<u>4,476,454</u>	<u>5,288,958</u>	<u>5,988,039</u>	



**Page 6**

The City's stabilization reserve policy calls for a contribution equal to 2% of the operating budget of these four funds until the maximum level is reached. The maximum level is defined as 35% of the operating budget of the fund. The minimum level set by the ordinance is 16% of the operating budget of the fund. As you can see from the results above, the General, Water, and Sanitation Funds have reached the minimum level and the Wastewater Fund will reach it within 1 year. However, it is estimated that it will take more than 9 years to reach the maximum level (assuming there are no withdraws in that period).

**Summary**

With this budget, we have attempted to meet the diverse needs of our population while planning for the possibility of continued stagnation of the City's sales tax revenues. As always, we have attempted to be forward thinking during budget planning and anticipate our most likely and greatest future challenges. With these challenges in mind, we attempt to fashion the budget in a manner that addresses these challenges while best positioning the City to deal with the unforeseen. I believe that the budget presented herein places us in a position to meet these challenges and maintain the long-term financial health of the City.

It is important that I point out that this budget is not just the City Manager's budget. This policy document is the result of hours of research, hearings, and work from a talented and dedicated group that includes the City Council, Directors, staff, and advisory groups. I would also like to issue a special word of thanks to the Administrative Director/CFO, Mike Bailey, Internal Services Supervisor, Jason Muninger, and Accountant, Alicia Shelton, without whom the quality and accuracy of this document would not be possible.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ed Gordon', is written over a large, light gray 'DRAFT' watermark.

Ed Gordon  
City Manager

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# COMMUNITY PROFILE



city of

**bartlesville**

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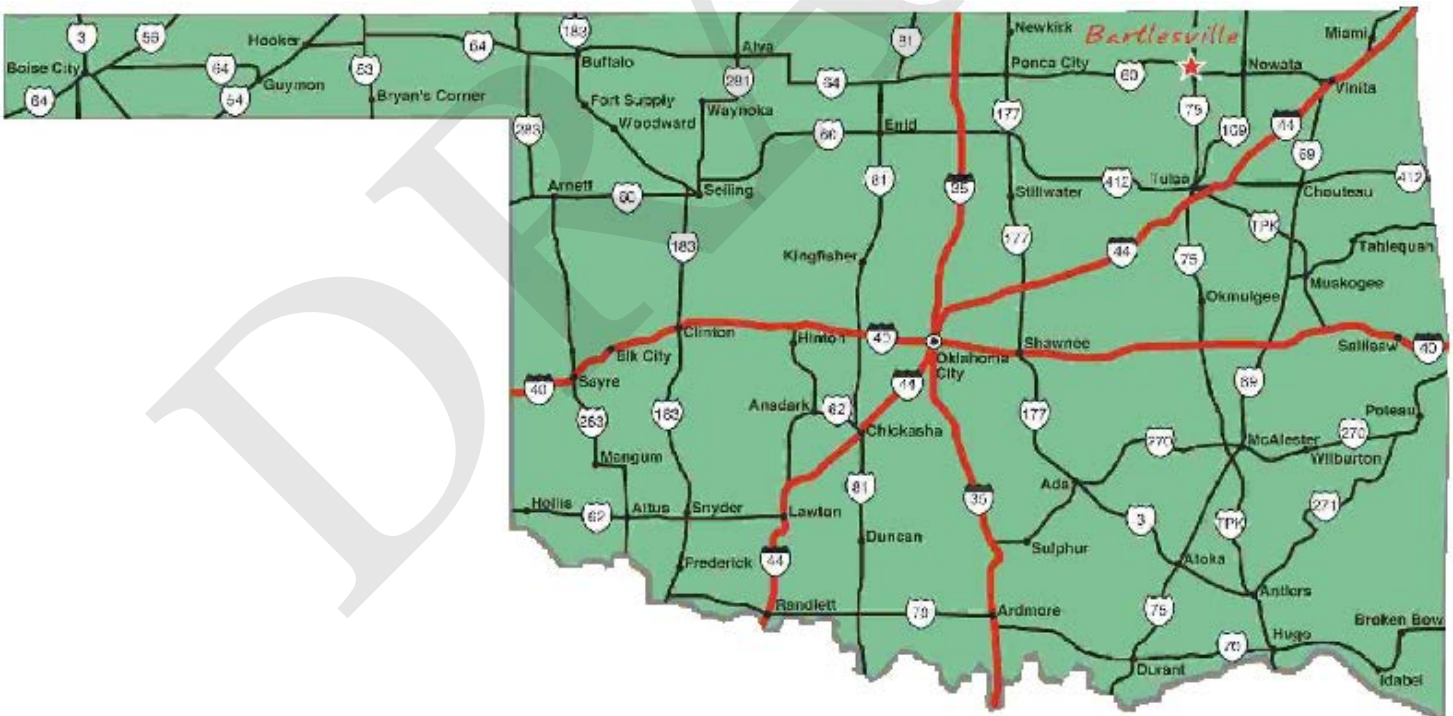
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# city of bartlesville

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The City of Bartlesville is a charter city in the State of Oklahoma. The City has a population of 35,750 according to the 2010 US Census. The City is located in Washington County and encompasses 21.1 square miles at an elevation of 700 feet above sea level.



***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
A Brief History of Bartlesville, Oklahoma

**Bartlesville's Beginnings...**

Back in 1870, when northeast Oklahoma was home to mostly the Osage, Cherokee, and Delaware Indian tribes, an Indian trader name Nelson Carr opened a trading post on the north side of the Caney River. And so the legend of Bartlesville began.

In 1873, Jacob Bartles – a Civil War veteran who saw an opportunity in Indian Territory - bought the mill from Carr and expanded the facility into a flourmill and eventually a general store and home for his family. Bartles was married to the Delaware Indian Chief Charles Journeycake's daughter, Nannie Journeycake Pratt. His marriage allowed him to be a business owner in Indian Territory.

William Johnstone and George Keeler also came to the area in the early 1870's. Both gentlemen took Delaware Indian brides. After working for Bartles, the two struck out on their own and built a general store on the south side of the river.

Within a few years the area around the Johnstone-Keeler store had grown to include other businesses and dwellings. The population grew to nearly 200 as settlers moved to the area. Bridges and railroads came to town, along with merchants, a drugstore, and a school. In 1897, Bartlesville, Indian Territory, was incorporated, taking the name from its early settler and businessman.

As the city grew south of the Caney River, Bartles was disappointed by his failure to secure the railroad station on the north side of the river. He moved his store three miles north to what is present day Dewey, named after Admiral George Dewey whose victory at Manila Bay was current news.

**The Boom...**

It was Keeler who found another key to Bartlesville's future—oil. Keeler had noticed rainbow sheens on the area creeks and believed that there was an untapped oil supply beneath the Caney basin. Keeler was right. On April 15, 1897, the first commercial oil well in what is now the state of Oklahoma—the Nellie Johnstone No. 1—blew in as a gusher. Nellie Johnstone was the Delaware maiden who owned the land where the well was discovered.

Attracted by the oil boom, Frank and L.E. Phillips, two brothers raised on an Iowa farm, came to Bartlesville in 1904. They hit a gusher north of Bartlesville, followed by 80 straight producers. The two founded Phillips Petroleum Company in 1917. It grew to become Bartlesville's largest employer and one of the nations top oil companies.

***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
A Brief History of Bartlesville, Oklahoma  
(continued)

Armais Arutunoff, a Russian immigrant, was another Bartlesville pioneer. At the urging of the Phillips brothers, Arutunoff came to the community with his invention—an electric pump that pumped oil from deep in the ground. His efforts eventually became REDA Pump.

**Today...**

Bartlesville is proud of the many attractions and assets that continue the legend of exploration and innovation, including museums, dramatic architecture, art collections, scenic prairie life, and world-renowned events. With a balanced mixture of natural resources and abundant space, Bartlesville has grown to be the home of more than 35,000 people as well as industrial giants Phillips 66, ConocoPhillips, Schlumberger REDA Production Systems, Zinc Corporation of America, ABB Total Flow, SGS, and Siemens. Since the early days, the economic foundations of Bartlesville area business have been natural gas, oil, agriculture, and ranching.

**Our Future...**

Bartlesville begins its second century with industrial and economic growth while remaining proud of its Native American Indian and western heritage. From its frontier trade and petroleum beginnings to its present diversity of manufacturing, research, ranching, and commerce, the Bartlesville area presents a unique blend of cosmopolitan attitude mixed with neighborly friendliness. Located in the heart of America's Sunbelt, the city's schools, library, and civic organizations continually produce the finest students, forums, and cultural events in the region. With such a rich heritage as its foundation, Bartlesville's growth and future will no doubt be legendary as well.

# **CITY OF BARTLESVILLE**

## 2017-18 Operating Budget

### Miscellaneous Statistics

#### **Municipal Full-Time Employment:**

Total	342
Non-union	214
Union	128

#### **Economic Information:**

Cost of living (when compared to national average) <sup>3</sup>	89.49%
Number of citizens in labor force <sup>2</sup>	15,750

#### **Population Overview:**

Total population <sup>4</sup>	34,748
Total male population <sup>4</sup>	17,075
Total female population <sup>4</sup>	18,675
Median age <sup>4</sup>	39.9
Total population over eighteen (18) years old	27,308
Per capita income (dollars) <sup>2</sup>	21,195
Median earnings – male full-time (dollars) <sup>2</sup>	35,699
Median earnings – female full-time (dollars) <sup>2</sup>	23,071
Percent of families below poverty level <sup>2</sup>	9.4%
Percent of individual below poverty level <sup>2</sup>	12.7%

#### **Housing Overview:** <sup>2</sup>

Total housing units	16,104
Total housing units older than 20 years	12,916
Median number of rooms	5.7
Median value (dollars)	64,700

#### **Hospital:** <sup>3</sup>

Number of hospitals	1
Number of licensed beds in hospital	137



# ***CITY OF BARTLESVILLE***

## 2017-18 Operating Budget

### Miscellaneous Statistics

(continued)

#### **Education:** <sup>1</sup>

Total school enrollment 2004-05	8,532
Total public school enrollment 2004-05	5,949
Total private school enrollment 2004-05	572
Total enrollment at Rogers State University 2004-05	335
Total enrollment at Tri-County Technology Center 2004-05	1,676
Number of public elementary schools	7
Number of students enrolled in public elementary schools	2,705
Number of public middle schools	2
Number of students enrolled in public middle schools	1,404
Number of public mid-high schools	1
Number of students enrolled in public mid-high schools	986
Number of public high schools	1
Number of students enrolled in public high schools	865

#### **Culture and Recreation:** <sup>1</sup>

Number of community centers	2
Number of parks	15
Number of lighted tennis courts	14
Number of miles of pathfinder parkway (miles)	12
Number of public pools	2
Number of public golf courses (18 hole)	1
Number of private golf courses (18 hole)	2

#### **Public Safety:**

Number of police stations	1
Number of fire stations	4
Number of policemen	55
Number of firemen	66

# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Miscellaneous Statistics**

(continued)

#### **Major Employers: <sup>3</sup>**

Phillips 66	1,600
ConocoPhillips	1,500
Bartlesville Public Schools	815
Wal-Mart Distribution Center	800
Jane Phillips Medical Center	800
Wal-Mart SuperCenter #41	450
SITEL	351
City of Bartlesville	351
Diversified Systems Resources	275
Schlumberger	200
Chevron Phillips	200
ABB, Inc	195
Arvest Bank	195
66 Federal Credit Union	152
Washington County	150
Siemens Industry	145
Oilfield Pipe and Supply	132
Wal-Mart Administrative Services	125
United Linen	125
Springs Global US, Inc.	100
Tri County Technology Center	100

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<sup>1</sup> Source – Bartlesville Chamber of Commerce (2006 website)

<sup>2</sup> Source – 2010 US Census

<sup>3</sup> Source – Bartlesville Development Corporation (2013 website)

<sup>4</sup> Source – 2010 US Census

***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
Community Calendar

**SEPTEMBER**



**Indian Summer**  
*(pictures courtesy of Bartlesville Chamber of Commerce)*

**NOVEMBER/DECEMBER**



**Fantasyland of Lights**  
*(picture courtesy of FantasyLand Forest)*



**Woolaroc Wonderland**  
*(picture courtesy of Woolaroc)*

**JUNE**



**SunFest**  
*(pictures courtesy of Bartlesville Chamber of Commerce)*



**OK Mozart**

## ***CITY OF BARTLESVILLE***

2017-18 Operating Budget

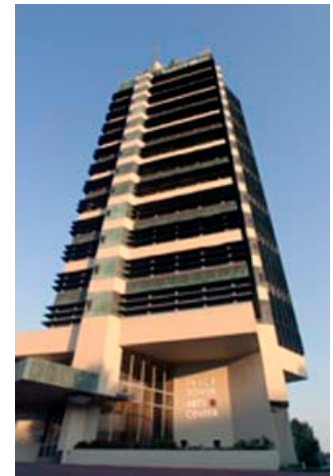
Local Attractions



Will Rogers said, “Of all the places in the United States, **Woolaroc** is the most unique.” The country estate of oil baron Frank Phillips, founder of Phillips Petroleum Company, got its name from the **WOODs**, **LAKes**, and **ROCKs** that are indigenous to the area. This rustic environment served as a one-of-a-kind entertainment venue. “Uncle Frank” hosted U.S. Presidents, wealthy Eastern investors, dignitaries, Indians, tycoons, movie stars, lawmen, and outlaws alike on his sprawling ranch southwest of Bartlesville. From early spring to late fall, the North Road Tour features a five-mile drive through some of the most beautiful portions of the Woolaroc preserve. This tour includes a stop at an authentic restoration of an 1840s

Trader's Camp where true to life mountain-men offer a glimpse of early settler living. Visitors can experience nature's beauty while smelling the clean, fresh air of the Osage Hills and listening to the peaceful sounds of the streams running through this 3,700 acre wildlife preserve. There is also a museum, which houses over 55,000 pieces including some of the Southwest's greatest collections of western and worldwide art, relics, and exhibits that tell the alluring story of the American West.

Frank Lloyd Wright called this masterpiece the “tree that escaped the crowded forest” when he completed it for the H.C. Price International Pipeline Company in 1956. The **Price Tower** is Frank Lloyd Wright's only built skyscraper. The combination apartment-office building received the American Institute of Architects 25-year Award and is on the National Register of Historic Places. The Price Tower Arts Center offers a variety of traveling art exhibitions and permanent exhibitions on Wright, Bruce Goff and the Price Company and Tower. Recent renovations by architect Wendy Evans Joseph have created an upscale 21-room boutique inn called Inn at Price Tower. With the creation of this inn, Frank Lloyd Wright enthusiasts can have the opportunity to overnight in a Frank Lloyd Wright building. Also on the premises and open for business is the Copper Restaurant & Bar, creating a fine dining experience for Bartlesville natives and visitors alike. Future plans for the Price Tower Arts Center include an expansion of their educational program. The Price Tower Arts Center has currently commissioned world-renowned architect, Zaha Hadid, to create the new complex that will adjoin the Price Tower, complementing the symmetrical design of Frank Lloyd Wright. The Price Tower is an architectural jewel that attracts visitors from around the world, not only for the architecture, but also for its world-class exhibitions.



# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Local Attractions**

(continued)



Experience the sumptuous residence of oil baron Frank Phillips, founder of Phillips Petroleum Company, and his family. Designed by architect Walton Everman, the **Frank Phillips Mansion** was completed in 1909 and occupied by the Phillips until their deaths. Preserved by the Oklahoma Historical Society, this National Register Historic Site reflects the family life of one of the legends of the Oklahoma oil industry. The mansion, which underwent a \$500,000 renovation in 1930 in the midst of the Depression, reflects an opulent yet comfortable lifestyle.

The **Bartlesville Community Center** houses an acoustically superb performance hall that seats over 1,700; the world's largest cloisonné artwork, a mural that is 25 feet long which depicts a stylized northeastern Oklahoma countryside; the Lyon Art Gallery; and serves as the primary site of Bartlesville's premiere arts event -



The OK MOZART International Festival. The site of many of Bartlesville's cultural arts and events, this graceful and beautiful Taliesin West-The Frank Lloyd Wright Foundation designed Community Center is a valuable asset to the Bartlesville cultural arts community.



The **Foster Mansion (La Quinta)** was designed in 1930 by noted Kansas City architect Edward Buehler Delk. H.V. Foster, once known as the wealthiest man west of the Mississippi, located his new home on 152 acres, three miles from the center of town. The 32-room, Spanish style mansion has 14 bathrooms and 7 fireplaces. Construction was completed in 1932 and it served as the family home until Mr. Foster's death in 1939. After that time, La Quinta served, consecutively, as the home of a military school, Central Christian College and Central Pilgrim College. The Wesleyan Church now owns and operates Oklahoma Wesleyan University, an accredited, four-year liberal arts college. La Quinta is the focal point of the campus and serves as the library and administration facilities for the school. La Quinta is listed on the National Register of Historic Places.



# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Local Attractions**

(continued)

The **Bill Doenges Memorial Stadium** began its life as the Bartlesville Municipal Athletic Field on May 2, 1932. The original stadium was built at a cost of about \$30,000 and could seat approximately 2,000 people. The stadium has been used by many teams through the years including a minor league team in the KOM (Kansas, Oklahoma, Missouri) League. Through the years, the stadium was famous for being the only professional ball park in the world with the same distance (340 feet) to the fence



anywhere in fair territory. Today, home plate has been moved and the field is no longer perfectly symmetrical. In 1997, Bartlesville Municipal Athletic Field was renamed Bill Doenges Memorial Stadium in honor of Mr. Doenges' nearly sixty years of generous support to Bartlesville and the American Legion baseball program. In 1997, a major renovation of the stadium was undertaken. Utilizing volunteers and both public and private support the stadium was transformed into a beautiful modern ballpark capable of comfortably seating 2,500 spectators. In 2003 and 2007, the stadium was chosen as the site for the prestigious American Legion World Series.



Golfers can test their skills at the recently renovated 18-hole **Adams Memorial Golf Course**. Architect Mark Hayes designed the \$1.1 million, 2000-2001 renovations. The course meanders through the beautiful Eastern Oklahoma terrain that is interwoven with Turkey Creek. The creek has been coffer dammed to provide beautiful ponds that come into play on 12 of the 18 holes. The fairways and rough are Bermuda grass and the greens are Pen Cross Bent for a fast pace of putting.

The “practice facility” is new and one of the finest in the Midwest. It includes practice putting greens, a chipping green, practice bunkers, and a 25-station driving range with target greens.

# **CITY OF BARTLESVILLE**

## 2017-18 Operating Budget

### Local Attractions

(continued)

The past is remembered, and vividly alive at **Prairie Song**, a recreated 1800's pioneer village museum. The village features a two-story saloon, Scudder Schoolhouse, Wildwood Chapel, cowboy line shack, homestead cabin, post office, trading post, school marm's house, rock jail house, covered bridge, rock depot and much more. Each structure was built with hand-hewn Arkansas "bull pine" and Missouri red and white oak. Prairie Song has been restocked with Texas longhorns, the original breed of cattle driven up the trail. Visitors can enjoy a glimpse of life from days gone by as they watch the longhorn cattle graze on the bluestem prairie that has never been touched by the steel plow. This lifelike replica of a pioneer village stands in the midst of an authentic working ranch from the late 1800's and shows life, work, and play as it was in those days.



Visitors to historic **Johnstone Park** can enjoy viewing a replica of the **Nellie Johnstone #1**, the first commercial oil well drilled in what is now the state of Oklahoma on April 15, 1897. The replica marks the spot of the original site. The Nellie Johnstone #1 gets its name from a young Delaware Indian maiden who owned the land on which the well was discovered.

Soon visitors will be able to experience the early days of the oil industry first hand with the development of the "Discovery 1" park featuring working gushers and hands on experiences. The park is the former home of the only **Santa Fe engine 940 series** in existence,



but it has now been relocated to the City's historic **Santa Fe Depot** at 2<sup>nd</sup> and Keeler. The 900-class/940 series were the first locomotives to burn fuel oil instead of coal and were synonymous with the Santa Fe engine. Built by Vulcain, this Santa Fe engine, built in 1903,



was originally a compound steam locomotive, and later converted to a simplified locomotive that could burn diesel. In addition to the engine, a caboose has been added and an oil car will soon make its debut. It has 2/10/2 wheels (2 pilot, 10 drivers and 2 trailing). Also to be seen at the park is the restored **Hulah Santa Fe Depot** (a #1 Santa Fe Depot), built in 1923. Both have been relocated to Johnstone Park as reminders of the important role each played in the development of the area.

# ***CITY OF BARTLESVILLE***

2017-18 Operating Budget

Local Attractions

(continued)

Travel back in time to experience the growth and development of Bartlesville and surrounding areas at the **Bartlesville Area History Museum**. The museum is situated on the fifth floor of what was the historic Burlingame Hotel. Through photographs and artifacts learn about Indian Territory, the first commercial oil well in Oklahoma, the composer of the 12th Street Rag, the founder of Bartlesville, and many other people, places and events which shaped this turn-of-the-century settlement into the modern community it is today.



The **Wall of Honor Veterans Memorial** recognizes and honors veterans and current military personnel for the bravery and sacrifices they've made to preserve our country's freedom. Located at the northwest entrance of Washington Park Mall, it stands as a permanent tribute to all Americans who have served and are serving our Great Nation. Names are listed on panels beside the display cabinets. Also on display are photos, story boards, World War II murals, eternal flame, and POW/MIA Listings. In addition a special display has been created to honor Lance Corporal Thomas A. Blair, Oklahoma's first casualty during Operation Iraqi Freedom.

Before you ever open the door to **Keepsake Candle Factory**, you will detect the aura of vibrant scents of the hand-made candles made in this facility. These beautiful “Antiques in Wax” have been made in Bartlesville since 1970 as part of a business that began on a kitchen stove. There’s also a short train consisting of two tank cars and a caboose. Inside the caboose you can see memorabilia from bygone days of railroading. Recognized by many as one of the nation’s leading candle manufacturers, Keepsake Candles produces over 500 styles of candles that are available across the nation and around the world.



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*Pictures and descriptions in the previous section are courtesy of the Bartlesville Chamber of Commerce.*



# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Local Attractions**

(continued)

Bartlesville is perhaps best known for its role in the development of our nation's oil industry. While there were many major energy companies who got their starts in Bartlesville, the most important to the Bartlesville area was Phillips Petroleum Co.

### **The birth of a giant...**

On June 13, 1917 the Phillips Petroleum Company was incorporated under the laws of Delaware. This auspicious occasion was due mostly to the work of the new company's soon to be president, Frank Phillips, and his brother L.E. Phillips. Frank was a man of great



Board of Directors and Stockholders board a special train in April 1919

vision who excelled at predicting the changes in market forces and at obtaining creative financing for his new company. Frank saw the news of increasing automobile production, the use of mechanized war equipment in World War I, and the increase in use of commercial aircraft as more than just sensational news. He saw this as opportunity.

### **The first decade...**

Frank knew that more needed to be done in order to position his company to take advantage of the promising crude oil and energy market. During and after World War I, demand far outstripped supply and oil prices reached peak levels. By the end of 1923, Phillips Petroleum Company's net daily production approximated 25,000 barrels of crude oil, 100,000 gallons of natural gasoline, and 24,000,000 cubic feet of natural gas.

Through the tireless efforts of Frank Phillips and his successors, such as K.S. Adams and others, Phillips Petroleum Company was able to expand upon Frank's vision of a vast Midwest territory to include nearly the entire continental United States. From its first uniquely styled cottage filling station which opened on November 19, 1927 in Wichita, Kansas, the Phillips 66 brand has expanded to include more than 10,000 filling stations across the United States. Always at the forefront of innovation, the Phillips Petroleum Company has received more than 15,000 U.S. Patents to date.



1<sup>st</sup> Phillips 66 Filling Station  
November 19, 1927 – Wichita, Kansas

# ***CITY OF BARTLESVILLE***

2017-18 Operating Budget

Local Attractions

(continued)

## **The reformation...**

In 2000 the Phillips Petroleum Company began to aggressively reshape itself once again. Through joint ventures and multiple acquisitions, Phillips Petroleum Company grew to national prominence.



Phillip's Complex with distinctive Phillips' Tower shown in both pictures. The tower was originally built as an addition to the original Phillip's building. The tower still stands today, even though the original building has long since been demolished and replaced. *(Picture on left courtesy of the Bartlesville Chamber of Commerce)*

One of the largest changes in Phillips Petroleum Company's remarkable makeover came on August 30, 2002 when Phillips Petroleum Company and Conoco Inc. formally merged to form one of the world's largest energy companies, ConocoPhillips.

The most recent change occurred on May 1, 2012 when ConocoPhillips spun off its downstream operations into a company whose name resonates with Bartlesville heritage...Phillips 66. Due to this recent change, Bartlesville is now home to the global services for two of the world's most recognized energy companies.

  
**ConocoPhillips**



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*Unmarked pictures in the previous section are courtesy of the Bartlesville History Museum*

# BUDGET AND ACCOUNTING OVERVIEW



city of

bartlesville

CONNECTED / CREATIVE / VIBRANT

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# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget Financial Policies**

The City of Bartlesville has a set of formal and informal financial policies, listed below, that are used to set guidelines for the financial management of the City. These policies help to guide the City's financial staff and the City Council during the budgetary and financial decision making process.

- Prepare an annual budget according to the "Budget Act" of the State of Oklahoma that is submitted to the Council for approval and made available to all citizens of the City of Bartlesville.
- Manage the City's cash flows to minimize the loss of investment revenues during short-term cash shortages.
- Provide for sound financial planning to maintain adequate reserves in all operating funds. In FY 2011, the City adopted an ordinance establishing the Stabilization Reserve Fund and Capital Reserve Fund. The Stabilization Reserve Fund must be funded by a minimum annual contribution equivalent to 2% of non-capital operating expenses for the General, Water, Wastewater, and Sanitation Funds. The use of any resources deposited in the Stabilization Reserve Fund is restricted by the ordinance and requires a 4/5<sup>th</sup> vote of the City Council. The Capital Reserve is funded in accordance with the needs of long term capital plans for the Water, Wastewater, and Sanitation Funds.
- Maintain adequate financial records and documentation to provide for a cost effective audit and positive auditor's opinion.
- Maintain a sound financial condition through careful planning to obtain the highest possible bond rating. The City's bond rating was upgraded in fiscal year 2007-2008 to AA- and still maintains this rating today. This is one of the highest bond ratings for a municipality in the State of Oklahoma with only two other municipalities receiving any A rating.
- Monitor the budget to maintain necessary flexibility to meet the needs of the City as a whole.
- Maintain a balanced budget by paying for all current year operating expenses from current year revenues and/or available fund balance.
- Monitor all debt service reserves for compliance with the active debt covenants of the City.
- Maintain a positive cash balance in all operating funds at year end.
- The City of Bartlesville adopted the "Municipal Budget Act," a provision of State Statute located at §11-17-201 through §11-17-216.

***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
Budget and Accounting Process

**THE BUDGET PROCESS**

The City of Bartlesville, Oklahoma is a municipal corporation incorporated under a Municipal Charter pursuant to Article XVIII of the Constitution and laws of the State of Oklahoma. The City operates under the Council-Manager form of government and provides such services as are authorized by its Charter to advance the welfare, health, morals, comfort, safety, and convenience of the City and its citizens.

The City's major activities or functions include police and fire protection, parks and libraries, public health and social services, planning and zoning, and general administrative services. In addition, the City owns and operates four major enterprise activities: the Water, Wastewater, and Sanitation utility systems as well as the Adams Golf Course.

**BASIS OF PRESENTATION**

The City prepares its annual operating budget on a basis ("Budget basis") which differs from Generally Accepted Accounting Principles ("GAAP basis"). The Budget basis that the City uses differs from GAAP in two significant ways. The first is that the City uses modified cash basis, another comprehensive basis of accounting ("OCBOA"), for its Budget basis. GAAP basis requires the use of modified accrual for governmental funds and full accrual for fiduciary, internal service, and proprietary funds. The modified cash basis of accounting is based on the cash basis of accounting, which only records transactions arising from cash activities. Cash basis financial statements have only one asset, cash, and no liabilities. Investments, inventory, capital assets, and prepaid expenses are all considered as a cash disbursement (cash basis equivalent of an expense) at the time of payment. Most liabilities are not recognized, since they do not arise from a cash transaction. The City modifies the strict cash basis of accounting to include investments, accounts payable, and accounts receivable as assets and liabilities.

The second major difference is in the treatment of encumbrances. A government is required to encumber funds prior to committing to a purchase. In GAAP, these encumbrances are treated as a reservation of fund balance, but the City's Budget basis treats encumbrances the same as expenditures. This means that the available budget at any time is equal to the original appropriations, plus or minus any amendments, less expenditures, less encumbrances.

***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
Budget and Accounting Process  
(continued)

**THE BUDGET PROCESS AND GUIDELINES**

The City of Bartlesville prepares its budget based on the guidelines found in **O.S. 11 Sec. 17-201 – 17-216** (“Municipal Budget Act”).

The City of Bartlesville operates under conservative budgetary practices. Revenue is estimated using historical data and is adjusted based on current trends and economic performance. Additions or reductions may be made based on revised tax rates or fee levels.

Each fund maintained by the City must be budgeted prior to encumbering any funds.

Budget amendment increases (increasing the fund total budgeted expenditures at the legal level of control) may be made only if unanticipated funds are received, the actual beginning fund balance is larger than anticipated, or if revenues exceed the amounts projected under the budget. The legal level of control for the City is set by the City Council at the Department level.

The City of Bartlesville uses an interactive methodology whereby the Department Directors are asked to make projections and estimates of current expenditures and requests for the ensuing budget year based on their justifications. The City Manager, or the person he appoints to oversee the budget process, reviews the work and may make adjustments based on historical information or if the original estimate is deemed to be unrealistic.

The City prepares its budget using the following steps (which are also outlined in the Budget Calendar on subsequent pages):

1. The Directors prepare budget estimates and turn them into the Finance Director.
2. The Directors meet with the City Manager to discuss the needs of their departments and to review their requests.
3. The City Manager presents the proposed budgets to the City Council for their review.
4. The City Council conducts a series of meetings that are open to the public to discuss the proposed budgets.
5. A proposed budget summary is published, and a notice of a public hearing on the proposed budget is issued.
6. The public hearing is held.
7. The budget is adopted, and the final copy is filed with the Office of the State Auditor and the City Clerk’s office.

***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
Budget and Accounting Process  
(continued)

**THE ACCOUNTING PROCESS**

The accounting and reporting policies of the City conform to Generally Accepted Accounting Principles (“GAAP”) applicable to state and local governments. GAAP for local governments include those principles prescribed by the Governmental Accounting Standards Board (“GASB”), which includes all statements and interpretations of the National Council on Governmental Accounting, unless modified by the GASB, and those principles prescribed by the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Government Units. The following is a summary of the more significant policies and practices used by the City.

**MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

**MEASUREMENT FOCUS**

All governmental funds utilize a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

All proprietary funds and trust funds utilize an “economic resources” measurement focus. The accounting objectives of the measurement focus are the determination of net income, financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Fund equity is classified as net assets.

Agency funds are not involved in the measurement of results of operations; therefore, measurement focus is not applicable to them.



***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
Budget and Accounting Process  
(continued)

BASIS OF ACCOUNTING

Governmental funds and agency funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when “measurable and available”. Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or soon enough thereafter to pay current liabilities. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are reported when due. Examples of the treatment of major transaction classes include:

- Sales tax receipts and property tax revenues are considered measurable and available when collected (not when remitted to the City) and are recorded at that time.
- Licenses and permits are considered measurable and available when billed and are recorded at that time.
- Investments are recorded on the accrual basis in all funds.
- Intergovernmental revenues are recorded on the basis applicable to the legal and contractual requirements of the various individual grant programs.

All proprietary funds and trust funds utilize the full accrual basis of accounting. Under the full accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or the economic asset used. Examples of the treatment of major transaction classes include:

- Utility revenues are recorded net of an allowance for doubtful accounts at the time they are billed.
- Interest payments are accrued based on the amount incurred in the period, not on the actual amount paid.

# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Description of Funds**

The accounts of the City are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into three main categories: governmental, proprietary, and fiduciary.

#### **FUNDS APPROPRIATED BY REQUIREMENT OF THE BUDGET ACT**

The funds that are legally required to be appropriated by the Oklahoma Municipal Budget Act are described below:

#### **GOVERNMENTAL FUND TYPES:**

General Fund – The General Fund is the primary fund of the City, which accounts for all financial transactions not accounted for in other funds and certain Public Trust activities that require separate accountability for services rendered. The major sources of revenue for this fund are a 2.65% sales tax, franchise taxes, and transfers from the utility system.

#### **Special Revenue Funds:**

Economic Development – The Economic Development Fund accounts for revenues and expenditures associated with promoting economic development and diversification. The major source of revenue for this fund is a ¼% sales tax.

E-911 – The E-911 Fund accounts for revenues and expenditures of the E-911 emergency service that are legally restricted for public safety use. The major sources of revenue for this fund are an E-911 service tax, E-911 wireless service tax, and transfers from other funds.

Special Library – The Special Library Fund accounts for State Library Assistance and certain donations that are provided to the library. The main sources of revenue for this fund are State library assistance grants, donations, and transfers from other sources.

# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Description of Funds**

(continued)

Special Museum – The Special Museum Fund accounts for certain donations that are provided to the museum. The main sources of revenue for this fund are donations and transfers from other sources.

Municipal Airport – The Municipal Airport Fund accounts for revenues and expenditures of the Bartlesville Municipal Airport. The major sources of revenue for this fund are federal grants (for capital improvements) and investment earnings. Effective in mid FY 2008/2009 user fees are now collected directly by the City's authorized airport operator in accordance with the City's operating agreement.

Harshfield Library Donation Fund – In fiscal year 2014, the City of Bartlesville's Library received a sizable donation from the Harshfield Trust. These revenues are restricted for use to the City of Bartlesville's library.

Restricted Revenues – The Restricted Revenues Fund accounts for receipts and expenditures of revenues that are restricted to a specific purpose. The main sources of revenue for this fund are donations, grants, and drug seizures.

Golf Course Memorial – The Golf Course Memorial Fund was formed at the request of certain members of the golf course who wanted a mechanism for making and tracking donations for the purpose of golf course improvements. The major sources of revenue for this fund are donations and investment earnings.

JAG – The Local Law Enforcement Block Grant Fund accounts for revenues and expenditures of the Judicial Assistance Grant (formerly known as the Local Law Enforcement Block Grant). The major source of revenue for this fund is federal grants.

COPS GRANT – The COPS Grant Fund accounts for revenues and expenditures of the COPS Grant. The only source of revenue for this fund is a federal grant.

Neighborhood Park – The Neighborhood Park Fund accounts for the receipt and expenditure of funds generated by the Park Fee imposed on all residential developments within the City. The major source of revenue for this fund is the Park Fee of \$500 per acre or portion thereof on all residential developments.

# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Description of Funds**

(continued)

Cemetery Perpetual Care – The Cemetery Perpetual Care Fund accounts for revenues and expenditures of the cemetery’s improvement and upkeep in accordance with State law. The principal portion of this fund may only be used to purchase additional land for the cemetery or for other capital improvements. The interest portion can be used for maintenance. The major sources of revenue for this fund are 12½ % of all receipts from the sale of burial plots or interments at the Cemetery, donations, and investment earnings.

Memorial Stadium Operating – The Memorial Stadium Operating Fund accounts for the revenues and expenditures associated with operating and improving the Doenges Memorial Stadium. The major sources of revenue for this fund are transfers from other funds and structure rentals.

Debt Service Fund – As prescribed by State law, the Debt Service Fund receives all ad valorem taxes paid to the City for the retirement of general obligation bonded debt. Such revenues are used for the payment of principal and interest on the City’s general obligation bonds. The major sources of revenue for this fund are ad valorem taxes and transfers from other funds.

#### Capital Projects Funds:

Capital Improvements: Sales Tax – The Capital Improvements: Sales Tax Fund accounts for revenues and expenditures associated with funds from sales tax that are dedicated to capital improvements. This fund was originally established to account for the 1999 ½ cent sales tax issue that was extended in 2003. The major sources of current revenue for this fund are a ½% sales tax and investment earnings.

Capital Improvements: Park and Recreation – The Capital Improvements: Park and Recreation Fund accounts for specific revenues and expenditures associated with improvements to the City’s parks and recreation facilities. The fund was originally established to account for the 1997 General Obligation Bond funds that were dedicated to park and recreation improvements. The major source of current revenue for this fund is investment earnings.

# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Description of Funds**

(continued)

Capital Improvements: Wastewater – The Capital Improvements: Wastewater Fund accounts for specific revenues and expenditures associated with improvements to the wastewater system. The fund was originally established to account for the 1998 General Obligation Bond funds that were dedicated to wastewater improvements. It has since received bond funds from the 2001 General Obligation Bond issue, the 2002 General Obligation Bond issue, and the 2003 General Obligation Bond issue. The major sources of current revenue for this fund are the sewer impact fees, which are assessed on new or improved structures in amounts between \$1,800 and \$115,200 depending on intended use and actual meter size, and investment earnings.

Capital Improvements: Wastewater Regulatory – The Capital Improvements: Wastewater Regulatory Fund accounts for specific revenues and expenditures associated with ODEQ & EPA mandated improvements to the wastewater system. The major source of revenue for this fund is the wastewater capital investment fees, which are assessed as \$1.00/1,000 gallons of billable wastewater, and investment earnings.

Capital Improvements: City Hall – The Capital Improvements: City Hall Fund accounts for specific revenues and expenditures associated with improvements to City Hall. The fund was originally established to account for lease revenues associated with the 3<sup>rd</sup> party lease for the 4<sup>th</sup> floor of City Hall. As there is no guarantee that these revenues will be sustainable long-term, it was determined that they should not be used to support ongoing operations and were therefore restricted for improvements to City Hall. The major sources of current revenue for this fund are lease revenues and investment earnings.

Capital Improvements: Storm Sewer – The Capital Improvements: Storm Sewer Fund accounts for specific revenues and expenditures associated with improvements to the City's storm drainage system. The fund was originally established to account for the 1997 General Obligation Bond funds that were dedicated to storm sewer improvements. The major sources of current revenue for this fund are the storm water detention in-lieu fees, which are assessed on subdivisions at a rate of 10 cents per square foot of impervious surface, and investment earnings.

Community Development Block Grant – The Community Development Block Grant Fund accounts for revenues and expenditures related to the Community Development Block Grant, a federal grant passed through the State of Oklahoma Department of Commerce. The fund's only source of revenue is federal grants.

# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Description of Funds**

(continued)

2008B G.O. Bond – The 2008B G.O. Bond fund accounts for revenues and expenditures related to the 2008B general obligation debt issuance. The fund's only sources of revenue are proceeds from the issuance of debt and investment income.

2009 G.O Bond – The 2009 G.O. Bond fund accounts for the revenues and expenditures related to the 2009 general obligation debt issuance. The fund's only sources of revenue are proceeds from the issuance of debt and investment income.

2010 G.O Bond – The 2010 G.O. Bond fund accounts for the revenues and expenditures related to the 2010 general obligation debt issuance. The fund's only sources of revenue are proceeds from the issuance of debt and investment income.

2012 G.O Bond – The 2012 G.O. Bond fund accounts for the revenues and expenditures related to the 2012 general obligation debt issuance. The fund's only sources of revenue are proceeds from the issuance of debt and investment income.

2014 G.O Bond – The 2014 G.O. Bond fund accounts for the revenues and expenditures related to the 2014 general obligation debt issuance. The fund's only sources of revenue are proceeds from the issuance of debt and investment income.

2014B G.O Bond – The 2014B G.O. Bond fund accounts for the revenues and expenditures related to the 2014B general obligation debt issuance. The fund's only sources of revenue are proceeds from the issuance of debt and investment income.

2015 G.O Bond – The 2015 G.O. Bond fund accounts for the revenues and expenditures related to the 2015 general obligation debt issuance. The fund's only sources of revenue are proceeds from the issuance of debt and investment income.

2017 G.O Bond – The 2017 G.O. Bond fund accounts for the revenues and expenditures related to the 2017 general obligation debt issuance. The fund's only sources of revenue are proceeds from the issuance of debt and investment income.

# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Description of Funds**

(continued)

#### **PROPRIETARY FUND TYPES:**

##### **Enterprise Funds:**

Wastewater – The Wastewater Fund accounts for the operations of the City of Bartlesville’s wastewater utility. The major source of revenue for this fund is charges for services related to wastewater collection and processing. These charges are originally recorded in the Bartlesville Municipal Authority and are transferred to the Wastewater Fund, after all outstanding debt obligations have been met, as a reimbursement of operating expenses.

Water – The Water Fund accounts for the operations of the City of Bartlesville’s water utility. The major source of revenue for this fund is charges for services related to water treatment and distribution. These charges are originally recorded in the Bartlesville Municipal Authority and are transferred to the Water Fund, after all outstanding debt obligations have been met, as a reimbursement of operating expenses.

Solid Waste – The Solid Waste Fund accounts for the operations of the City of Bartlesville’s solid waste utility. The major source of revenue for this fund is charges for services related to solid waste collection and disposal.

Adams Municipal Golf Course – The Adams Municipal Golf Course Fund accounts for the operations of the City of Bartlesville’s municipal golf course. The major sources of revenue for this fund are charges for services related to green fees, membership, locker rentals, and transfers from other funds.

Sooner Pool – The Sooner Pool Fund accounts for the operations of the City of Bartlesville’s Sooner Pool. Prior to fiscal year 2016, the major sources of revenue for this fund were charges for services, concession sales, and transfers from other funds. Beginning in April 2015, both of the City’s pools are run by management agreement, so the only major source of revenue for this fund is transfers from other funds.

Frontier Pool – The Frontier Pool Fund accounts for the operations of the City of Bartlesville’s Frontier Pool. Prior to fiscal year 2016, the major sources of revenue for this fund were charges for services, concession sales, and transfers from other funds. Beginning in April 2015, both of the City’s pools are run by management agreement, so the only major source of revenue for this fund is transfers from other funds.

# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Description of Funds**

(continued)

#### Internal Service Funds:

Workers' Compensation – The Workers' Compensation Fund accounts for the revenues and expenditures of the City's self-funded workers' compensation insurance. The major source of revenue for this fund is transfers from other funds.

Health Insurance – The Health Insurance Fund accounts for the revenues and expenditures of the City's self-funded health insurance plan. The major sources of revenue for this fund are employee premiums and transfers from other funds.

Auto Collision Insurance – The Auto Collision Insurance Fund accounts for the revenues and expenditure related to the City's self-funded auto collision/physical damage claims. The major sources of revenue for this fund are transfers from other funds.

Stabilization Reserve – The Stabilization Reserve Fund accounts for revenues and reserve balances associated with the City's Stabilization Reserve Fund ordinance that was adopted in FY 2011. This ordinance established minimum funding criteria for the Stabilization Reserve and criteria under which these balances may be spent in the event of emergencies or unexpected economic downturns.

Capital Reserve – The Capital Reserve Fund accounts for revenues and reserve balances associated with the City's Capital Reserve Fund ordinance that was adopted in FY 2011. This ordinance established procedures and requirements for the formation and adoption of long term capital plans for the Water, Wastewater, and Sanitation Funds. The reserve balances contained in this fund are to be spent in accordance with these capital plans, and the funding levels for this fund are to be provided based on the needs established in these plans.

#### FIDUCIARY FUND TYPES:

##### Expendable Trust Funds:

Mausoleum Endowment Fund – The Mausoleum Endowment Fund accounts for the revenues and expenditures related to the mausoleum. The fund was formed initially to account for funds that were already on deposit for the care of the mausoleum when the City accepted the mausoleum. The major source of revenue for this fund is investment earnings.



# ***CITY OF BARTLESVILLE***

2017-18 Operating Budget

Description of Funds

(continued)

## **OTHER FUNDS AND COMPONENT UNITS**

The City's audited financial statements also include certain other funds that are not required to be part of the City's annual budget according to the Municipal Budget Act. These funds are certain trust authorities formed under **O.S. 60 Sec. 176** of the Oklahoma State Statutes, other corporations that directly benefit the City and agency funds that do not have expenses or income.

The authorities created in accordance with **O.S. 60 Sec. 176** are governed by the budget laws set forth in **O.S. 60 Sec. 176** and not the Municipal Budget Act. In accordance with this statute, these public trust authorities are required to prepare an annual budget and submit a copy to the City as beneficiary. However, there are no further requirements such as form of budget or definition of legal spending limit. The agency funds are only used to hold funds in a fiduciary capacity and do not have any expenses or revenues that would be subject to appropriation under the Municipal Budget Act.

The above mentioned funds are not appropriated by the City of Bartlesville and where included in this report are done so in the interest of completeness and for the purpose of further analysis only. The *nonappropriated* funds and component units of the City of Bartlesville are listed below:

### **AGENCY FUNDS:**

Utility Deposit Fund – The Utility Deposit Fund is used to account for deposits made by individuals who are using the utility services of the City of Bartlesville. This fund is not included in this budget document.

Municipal Court Bond Fund – The Municipal Court Bond Fund is used to account for municipal court bonds that are held for individuals who are awaiting court dates. This fund is not included in this budget document.

# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Description of Funds**

(continued)

#### **BLENDED COMPONENT UNITS:**

Bartlesville Development Authority – The Bartlesville Development Authority was created to finance certain facilities for the purpose of promoting economic development in the City of Bartlesville and surrounding areas. This fund is blended as a business type fund for the purposes of the audited financial statements but is not included in this budget document.

Bartlesville Redevelopment Trust Authority – The Bartlesville Redevelopment Trust Authority (formerly known as the Bartlesville Downtown Trust Authority) was originally created to finance, develop, redevelop, restore, and beautify the downtown Bartlesville area. The Board of Trustees consists of six members appointed by the City Council and one City Council member. This fund is blended as a business type fund for the purposes of the audited financial statements but is not included in this budget document.

Bartlesville History Museum Trust Authority – The Bartlesville History Museum Trust Authority was created to establish, improve, maintain, administer, and operate facilities for use as a history museum. The Board of Trustees consists of nine members, one of whom must be a member of the City Council. Trustees are appointed by the City Council. This fund is blended as a governmental fund for the purposes of the audited financial statements but is not included in this budget document.

Bartlesville Library Trust Authority – The Bartlesville Library Trust Authority was created to encourage, finance, and promote the Bartlesville Public Library. The City Council appoints all of the members of the Board of Trustees. The assets of the Trust are managed by City employees who furnish library services to the citizens. This fund is blended as a governmental fund for the purposes of the audited financial statements but is not included in this budget document.

# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Description of Funds**

(continued)

Bartlesville Adult Center Trust Authority – The Bartlesville Adult Center Trust Authority was created to encourage, finance, and promote cultural and recreational activities for the older citizens of Bartlesville. The Board of Trustees consists of six members that are appointed by the City Council. This fund is blended as a governmental fund for the purposes of the audited financial statements but is not included in this budget document.

Bartlesville Community Center Trust Authority – The Bartlesville Community Center Trust Authority was created to develop, finance, and operate the Bartlesville Community Center for cultural and recreational activities for the citizens of Bartlesville and surrounding areas. The Board of Trustees consists of eight members that are appointed by the City Council and one City Council member. This fund is blended as a business type fund for the purposes of the audited financial statements but is not included in this budget document.

Bartlesville Education Authority – The Bartlesville Education Authority was created to assist the Bartlesville Public School District with financing and construction of a 9<sup>th</sup> grade center at the Bartlesville High School and the renovation of Central Middle School. The governing body of the Authority is the same as the City Council. The assets financed by the Authority are managed by the employees of the City. This fund is blended as a business type fund for the purposes of the audited financial statements but is not included in this budget document.

Bartlesville Municipal Authority – The Bartlesville Municipal Authority was created originally to finance projects and developments for the City’s water and wastewater utilities. The Authority’s purpose has recently been expanded to include financing of certain street projects. The formation of this Authority was necessary due to restrictions on a municipality’s ability to pledge revenues as collateral for debt. All water and wastewater revenues are originally recorded in this Authority, and the City’s water and wastewater utility operating funds are reimbursed for their operating expenses and transfers after all debt obligations have been met. The governing body of the Authority is the same as the City Council. The assets financed by the Authority are managed by the employees of the City. This fund is blended as a proprietary fund for the purposes of the audited financial statements and is included in this budget document in the interest of completeness and to facilitate further analysis of the overall financial condition of the City.

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Fund Structure Charts



**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Fund Structure Charts  
(continued)

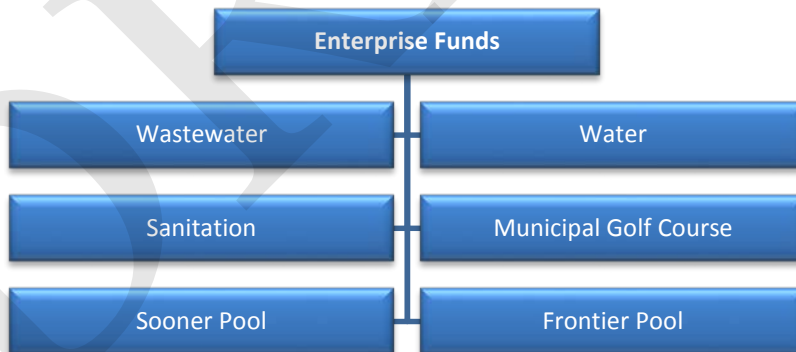
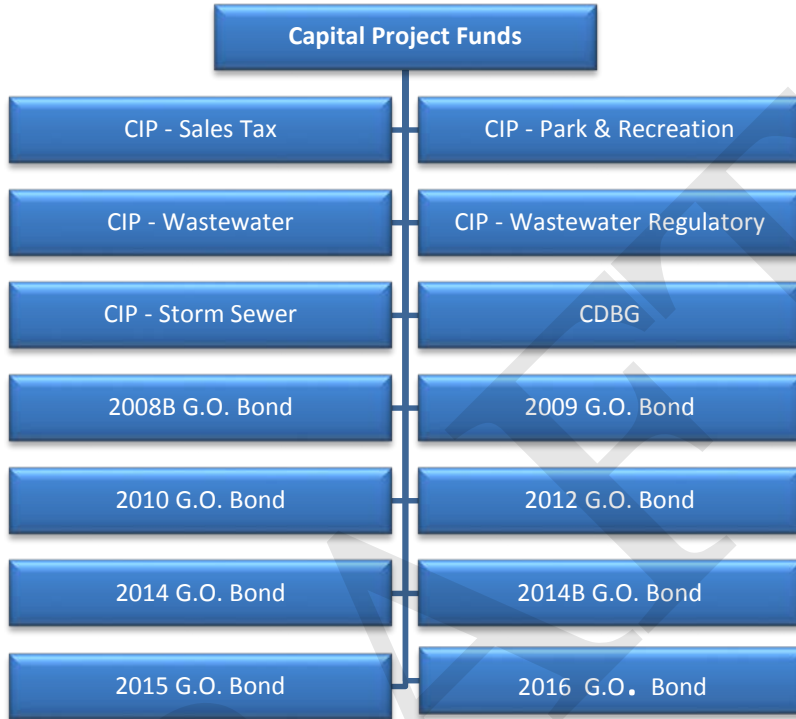


# CITY OF BARTLESVILLE

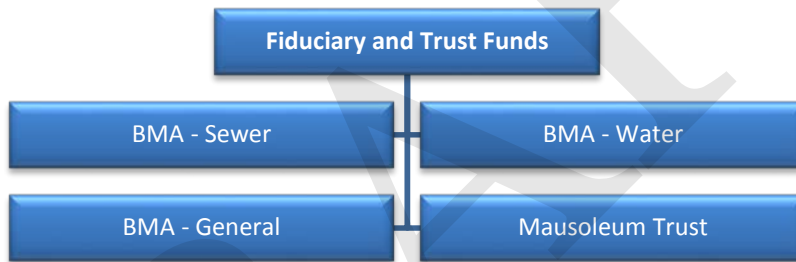
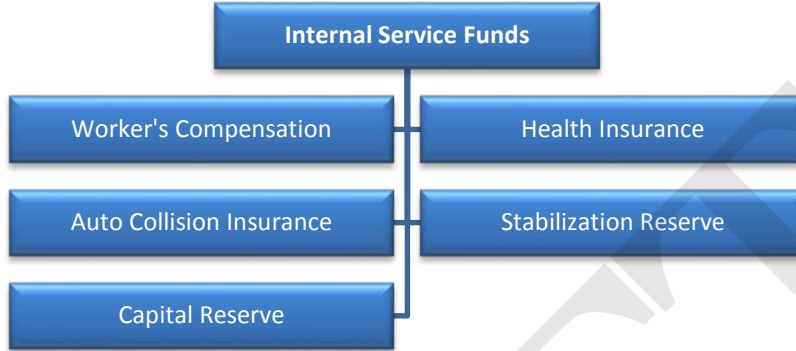
## 2017-18 Operating Budget

### Fund Structure Charts

(continued)



**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Fund Structure Charts  
(continued)



# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Budget Calendar**

<b><u>TARGET DATE</u></b>	<b><u>ACTIVITY</u></b>
March 10	Distribute Budget Preparation Packets to Directors
March 17	Directors verify personnel and line estimates
March 10 – March 31	Directors prepare budget requests and submit to Finance Director
April 17 – April 20	Directors Budget Meetings with City Manager
May 18	Submit Proposed Budget to City Council
May 22	City Council Consideration of Budget
May 24	Publish Budget Summary and Notice of Public Hearing (actual publish date will be Sunday, May 28)
June 5	Public Hearing on Budget and Budget Adoption (Legal Deadline is June 23)
June 30	Budget published and filed with State Auditor and City Clerk
July 1	New fiscal year begins



# FINANCIAL SUMMARY



city of

**bartlesville**

CONNECTED / CREATIVE / VIBRANT

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***CITY OF BARTLESVILLE***  
**2017-18 Operating Budget**  
**Description of Major Revenue Sources**

The City of Bartlesville only uses recurring revenue sources to budget for continuing operational services. One time and limited use revenue sources are budgeted strictly for the project or projects for which they will be received. Examples of one time and restricted use revenues are Federal Capital Grants, General Obligation Bond proceeds, other debt proceeds, sale of property, etc. These revenues are budgeted only when their availability is certain and only for the intended use.

Recurring revenues are revenues that the City receives periodically. The amounts are not usually known in advance and some estimation is required for budget purposes. Examples of recurring revenues are sales tax, ad valorem tax, franchise fees, utility revenues, investment revenues, court fees and fines, etc. A listing of the recurring external revenue sources for the fiscal years 2011-12 to 2015-16 is presented below.

<u>REVENUESOURCE</u>	<u>TOTAL</u>	<u>AVERAGE</u>	<u>AVERAGE %</u>
General Sales Tax	82,140,447	16,428,089	36.3%
Water Fees	41,764,920	8,352,984	18.5%
Wastewater Fees	27,254,867	5,450,973	12.0%
Sanitation Fees	22,080,800	4,416,160	9.8%
Ad Valorem	17,060,004	3,412,001	7.5%
Fees for Services (Other than Utilities)	8,948,695	1,789,739	4.0%
Franchise Fees	7,369,565	1,473,913	3.3%
Investment Earnings	1,808,052	361,610	0.8%
Fines & Fees	4,261,878	852,376	1.9%
E-911	2,142,281	428,456	0.9%
Hotel/Motel Tax	4,820,671	964,134	2.1%
Miscellaneous	2,151,237	430,247	1.0%
County Motor Veh Tax	1,333,695	266,739	0.7%
Licenses & Permits	1,157,728	231,546	0.5%
Cigarette Tax	1,043,063	208,613	0.5%
State Alchohol Tax	516,851	103,370	0.2%
Fuel Tax	361,245	72,249	0.2%
<b>TOTAL</b>	<b><u>226,215,999</u></b>	<b><u>45,243,199</u></b>	<b><u>100.0%</u></b>

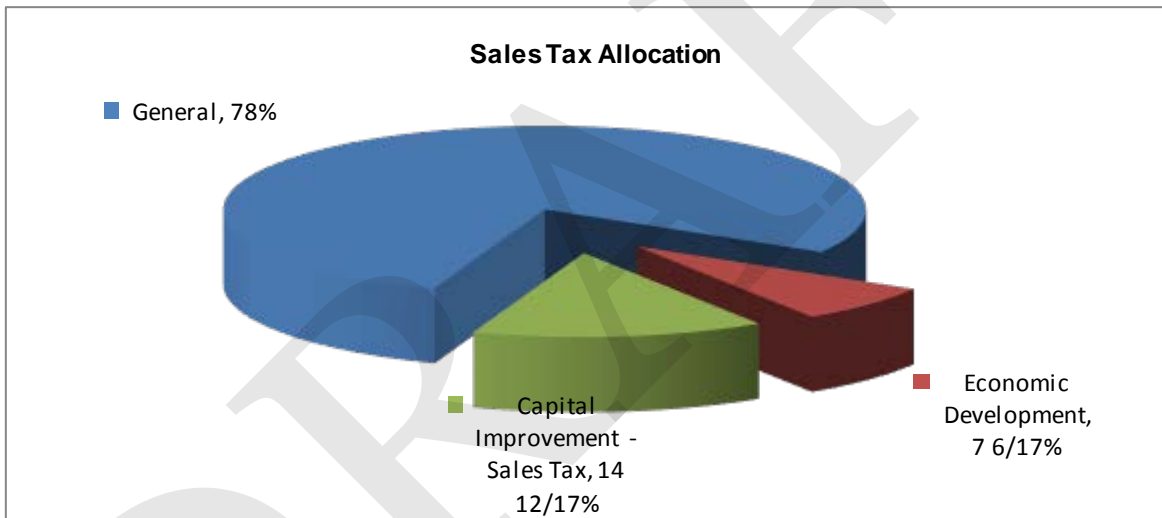
These revenue sources are used in conjunction with the residual fund equities to determine the amount available for operations. The top five revenue sources on average make up 84.1% of the total external recurring revenue used by the City to fund its operations. An analysis of these major sources of recurring revenue is presented in the following sections.

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Description of Major Revenue Sources  
(continued)

(All amounts in the following sections for the fiscal year 2016-17 consist of actual amounts as of January 31, 2017 projected to June 30, 2017 with the exception of sales tax which includes actuals as of May 31, 2017 projected to June 30, 2017)

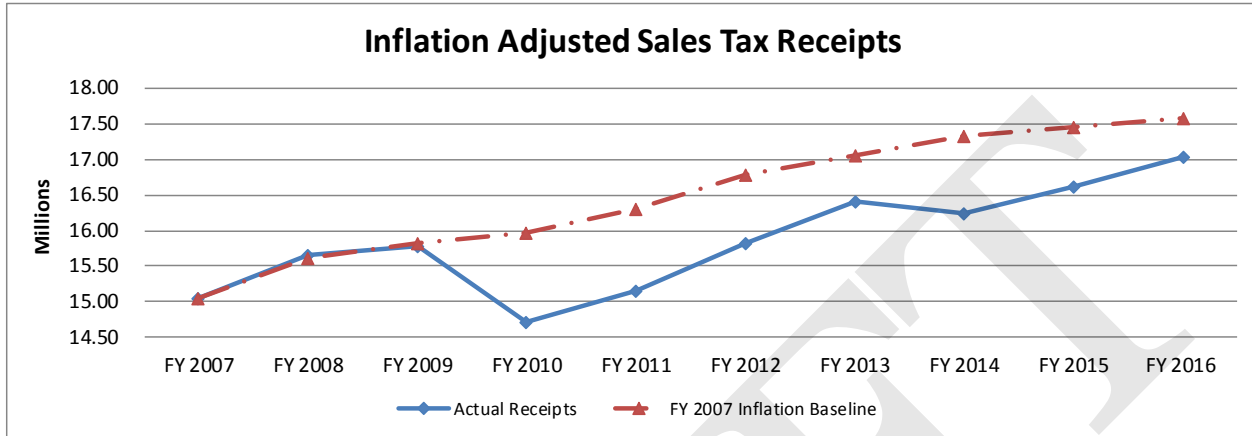
**SALES TAX**

The 3.4% municipal sales tax has been and continues to be Bartlesville’s largest source of recurring revenue, accounting for, on average, 36.3% of the City’s recurring external revenues. Sales taxes are divided between the General Fund (77.9%), Economic Development Fund (7.4%), and the Capital Improvements: Sales Tax Fund (14.7%).



The following chart shows how sales tax reacts to uncertainty in the local or national economy, and it compares those changes over time to an inflation adjusted baseline. As is evident in the chart, the City’s inflation adjusted buying power has yet to recover back to pre-recession levels. Fortunately, the citizens of Bartlesville approved a 0.4% sales tax rate increase in fiscal year 2015-16 which has allowed the City to restore services to near previous levels with the adoption of the current budget.

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Description of Major Revenue Sources  
 (continued)



The City of Bartlesville uses a historical trend analysis approach adjusted for known factors to estimate its sales tax revenue. The trend analysis approach uses the average percentage increases from year to year, adjusted for known factors, to determine the estimated increase in revenues for the coming budget year. The trend analysis for sales tax is summarized below.

<b>Sales Tax Revenue Estimate</b>				
<b>Trend Analysis Method</b>				
<b>Fiscal Year</b>	<b>Amount Received (Unadjusted)</b>	<b>Percent Increase (Unadjusted)</b>	<b>Amount Received (Adjusted)</b>	<b>Percent Increase (Adjusted)</b>
2013	16,413,475		18,601,938	
2014	16,231,654	(1.11%)	18,395,875	(1.11%)
2015	16,608,904	2.32%	18,823,424	2.32%
2016	17,032,315	2.55%	18,641,290	(0.97%)
2017	18,144,495	6.53%	18,144,495	(2.67%)
<b>Total</b>	<b>84,430,843</b>	<b>10.29%</b>	<b>92,607,022</b>	<b>(2.43%)</b>
<b>Average</b>	<b>16,886,169</b>	<b>2.57%</b>	<b>18,521,404</b>	<b>(0.61%)</b>

The preceding trend analysis accounts solely for historic amounts and disregards current and anticipated economic factors that could significantly influence the amount of sales tax growth. The unadjusted columns represent actual dollars received. This column is dramatically skewed by the recent rate increase.

***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
Description of Major Revenue Sources  
(continued)

The adjusted column does not represent actual dollars received. Instead it represents the amounts that would have been received if the rate increase had been in effect during the entire period of the analysis. This column allows for an analysis of the historical underlying economic activity and provides a better picture of these trends. It is the policy of the City of Bartlesville to examine historical trends, but to also weigh heavily the most recent factors. The City's most recent experience with sales tax shows weakness in this revenue source that is further exacerbated by continued low energy prices and the internet sales tax loop hole that has yet to be addressed by Congress.

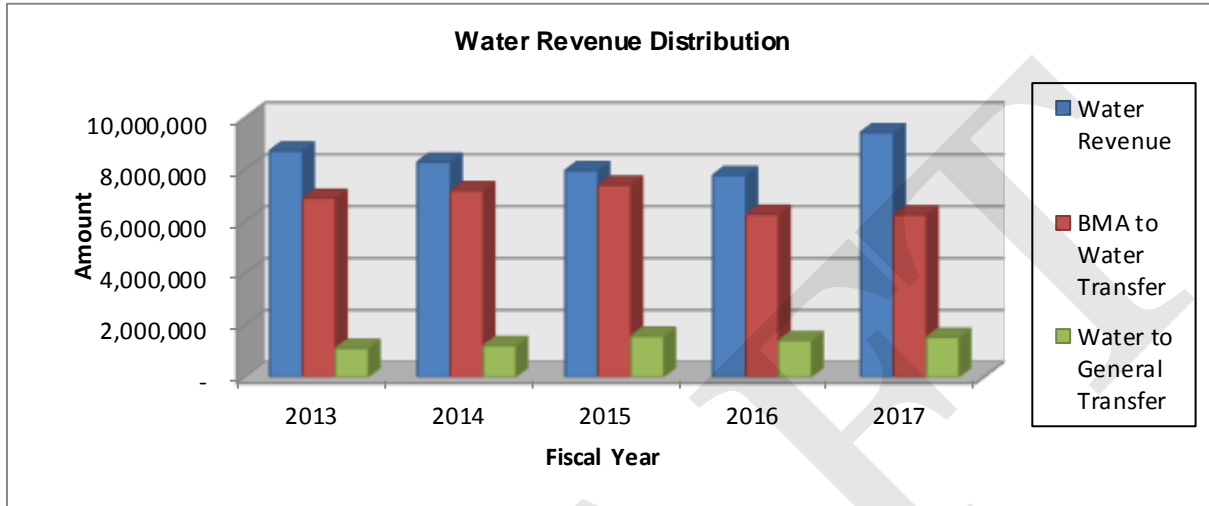
Fortunately, the City's retail development initiatives operated by the Bartlesville Development Authority are showing results and over 100,000 sf of new retail is expected to open its doors during the next fiscal year. This additional retail is expected to slow and then reverse the recent declines in sales tax. With all of these factors considered, the City is estimating a slight increase of 1.3% to sales tax revenue.

Using this scenario, the amount of sales tax revenue to be budgeted for fiscal year 2017-2018 is \$18,379,882. This amount will be available to the following funds based on the percentages previously discussed. The General Fund will receive \$14,325,496, the Capital Improvement – Sales Tax Fund will receive \$2,702,924, and the Economic Development Fund will receive \$1,351,462.

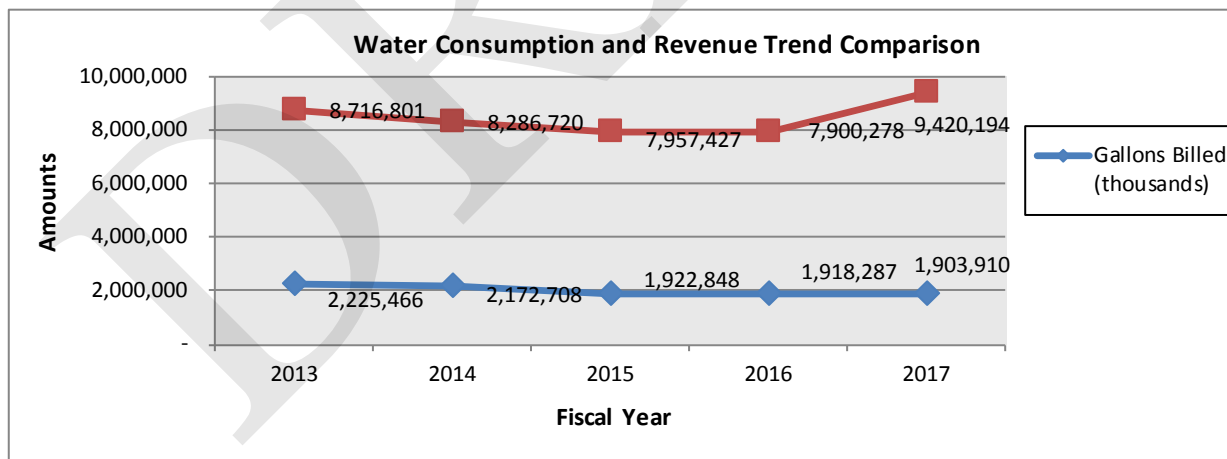
**WATER UTILITY REVENUES**

The revenues received from the City of Bartlesville's water utilities are the City's second largest source of revenue, accounting for, on average, 18.5% of all external recurring revenues. These revenues are pledged to provide debt service on a portion of the Bartlesville Municipal Authority's ("BMA") debt, and are therefore recorded initially in the BMA. This is still an important source of revenue to the City however, since the amount needed to fund the operations of the City's water utility is transferred back to the water utility fund. From there, the revenues are used to fund the operation, maintenance, and improvement of the City's water utility and also to provide operating transfers to the City's General Fund for administrative overhead. The relationship between water revenues and operating transfers is shown below in graphic form.

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Description of Major Revenue Sources  
 (continued)



The City estimates water utility revenues by again using a historical trend analysis approach adjusted for known factors, but the trend analysis is performed on the revenue base rather than the actual revenue itself. This approach is used to eliminate the effect of rate changes and other revenue variables that can skew the trend. The revenue base used to determine the trend for water revenues is water consumption billed.



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Description of Major Revenue Sources  
 (continued)

**Water Utility Revenue Estimate  
 Trend Analysis Method**

<u>Fiscal Year</u>	<u>Gallons Billed</u> <u>(thousands)</u>	<u>Percent</u> <u>Increase</u> <u>(Decrease)</u>	<u>Dollars Billed</u>	<u>Percent</u> <u>Increase</u> <u>(Decrease)</u>
2013	2,225,466		8,716,801	
2014	2,172,708	(2.37%)	8,286,720	(4.93%)
2015	1,922,848	(11.50%)	7,957,427	(3.97%)
2016	1,918,287	(0.24%)	7,900,278	(0.72%)
2017	1,903,910	(0.75%)	9,420,194	19.24%
<b>Total</b>	<b>10,143,219</b>	<b>(14.86%)</b>	<b>42,281,420</b>	<b>9.62%</b>
<b>Average</b>	<b>2,028,644</b>	<b>(3.72%)</b>	<b>8,456,284</b>	<b>2.41%</b>

The above analysis indicates that the City's water sales have grown on average 2.41% per year with a large fluctuation from the last year. This is due to the system change that took effect July 1, 2016 to an inclining block structure for customers with meters smaller than 3" and a flat rate system for customers with meters 3" or larger. The change from declining to inclining block is also accompanied by water rate increases and the addition of a water capital fee. These rate increases are part of a larger rate increase plan that is being phased over five years. Phase II of this plan will take effect on July 1, 2017.

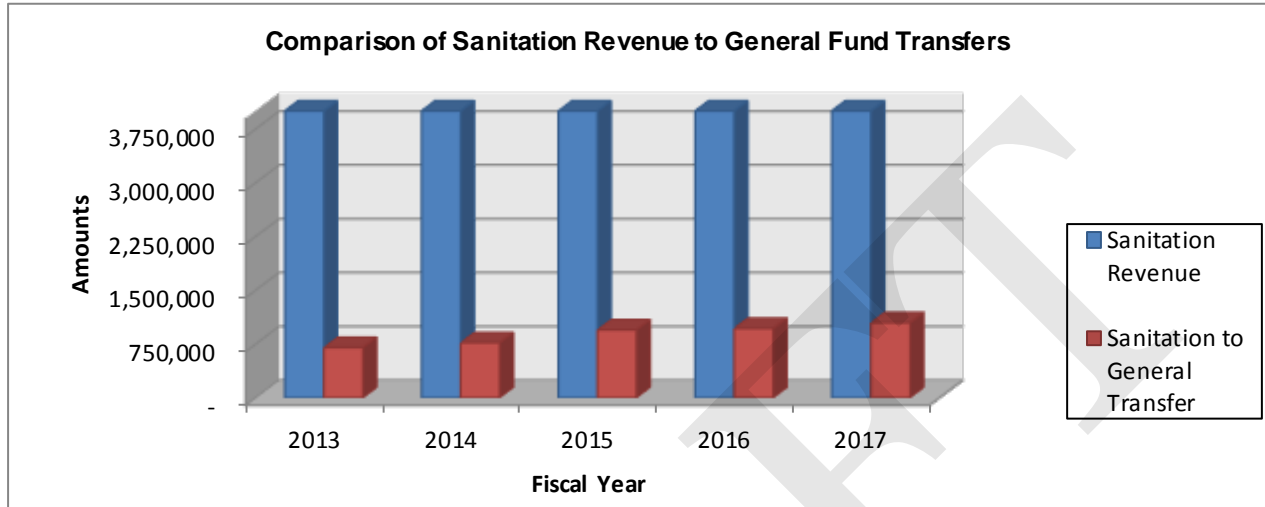
With all of these changes included, the resulting amount of \$10,536,000 is the estimated water utility revenue for the City of Bartlesville.

**SANITATION UTILITY REVENUE**

The City of Bartlesville also operates a sanitation utility for the purpose of collecting and disposing of solid waste. The fees derived from the sanitation utility are used to operate, maintain, and improve the sanitation utility and are also used to fund the City's General Fund with operating transfers for administrative overhead. This source of revenue accounts for, on average, 9.8% of all external recurring revenues; which makes it the fourth largest source of revenue for the City.



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Description of Major Revenue Sources  
 (continued)



**Sanitation Utility Revenue Estimate  
 Trend Analysis Method**

<u>Fiscal Year</u>	<u>Dollars Billed (actuals)</u>	<u>Percent Increase (Decrease)</u>
2013	4,402,075	
2014	4,461,947	1.36%
2015	4,446,325	(0.35%)
2016	4,417,513	(0.65%)
2017	4,527,670	2.49%
<b>Total</b>	<b><u>22,255,530</u></b>	<b><u>2.85%</u></b>
<b>Average</b>	<b><u>4,451,106</u></b>	<b><u>0.71%</u></b>

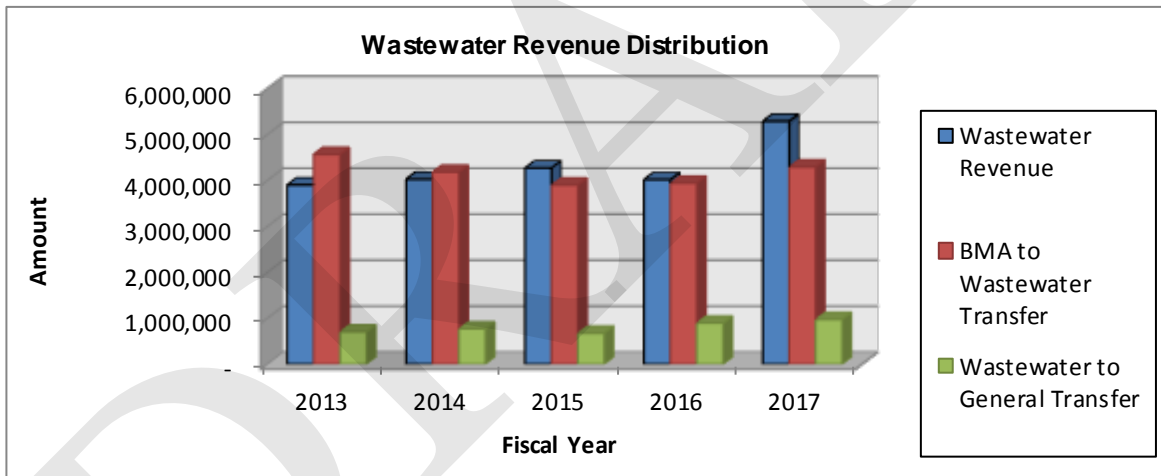
The above analysis indicates that the City's sanitation sales have grown on average 0.71% per year with very small fluctuations from year to year. Based on the trend analysis and recent results, the City is budgeting for a 0.71% increase in sanitation revenues. This results in \$4,559,817 for the 2017-18 fiscal year sanitation revenues.

***CITY OF BARTLESVILLE***  
 2017-18 Operating Budget  
 Description of Major Revenue Sources  
 (continued)

**WASTEWATER UTILITY REVENUES**

The revenues received from the City of Bartlesville’s wastewater utilities are the City’s third largest source of revenue, accounting for, on average, 12.0% of all external recurring revenues. Similar to the water utility revenues, these revenues have been pledged to provide debt service on a portion of the Bartlesville Municipal Authority’s (“BMA”) debt since fiscal year 2003-04, and therefore, during this period, were recorded initially in the BMA.

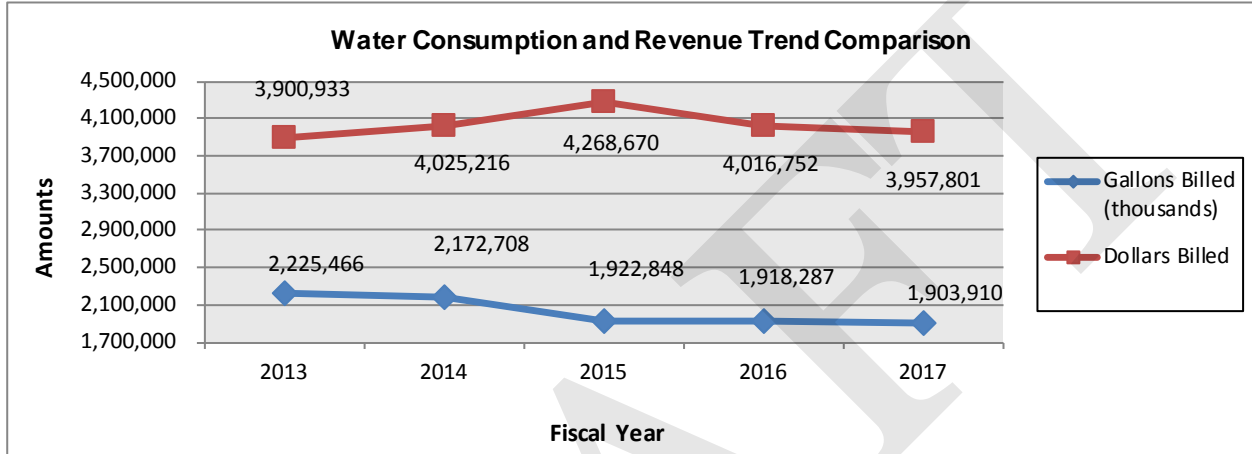
The amounts needed to fund the operations of the City’s wastewater utility are transferred back to the City operated wastewater utility fund. From there, the revenues are used to fund the operation, maintenance, and improvement of the City’s wastewater utility and also to provide operating transfers to the City’s General Fund. The relationship between wastewater revenues and operating transfers is shown below in graphic form.



In addition to the water rate changes discussed above, the City has also adopted a five year rate increase plan for wastewater rates. Phase II of this plan will be effective on July 1, 2017. These changes and the changes to the water rates are the result of a comprehensive water and wastewater study.

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Description of Major Revenue Sources  
 (continued)

The City typically estimates wastewater utility revenues by using the same trend analysis approach and revenue base that it uses to estimate the water utility revenues, since gallons of water consumed is the basis for wastewater and water billings.



**Sewer Utility Revenue Estimate  
 Trend Analysis Method**

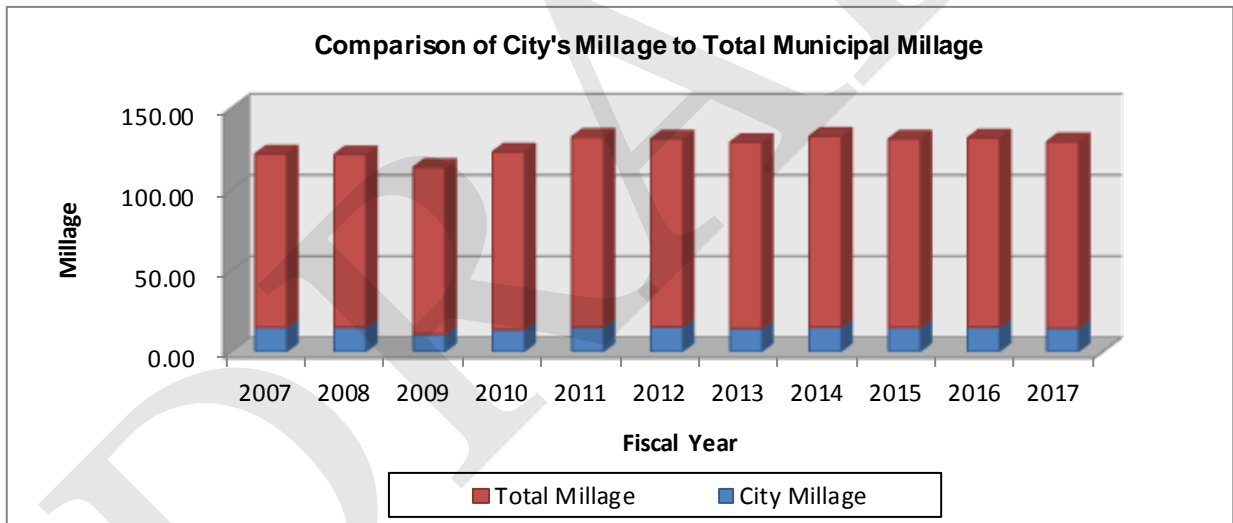
<u>Fiscal Year</u>	<u>Gallons Billed (thousands)</u>	<u>Percent Increase (Decrease)</u>	<u>Dollars Billed</u>	<u>Percent Increase (Decrease)</u>
2013	2,225,466		3,900,933	
2014	2,172,708	(2.37%)	4,025,216	3.19%
2015	1,922,848	(11.50%)	4,268,670	6.05%
2016	1,918,287	(0.24%)	4,016,752	(5.90%)
2017	1,903,910	(0.75%)	3,957,801	(1.47%)
<b>Total</b>	<b>10,143,219</b>	<b>(14.86%)</b>	<b>20,169,372</b>	<b>1.87%</b>
<b>Average</b>	<b>2,028,644</b>	<b>(3.72%)</b>	<b>4,033,874</b>	<b>0.47%</b>

Utilizing the results of the comprehensive wastewater study, the City estimates that the new wastewater rates will generate \$6,233,001 in revenue.

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Description of Major Revenue Sources  
 (continued)

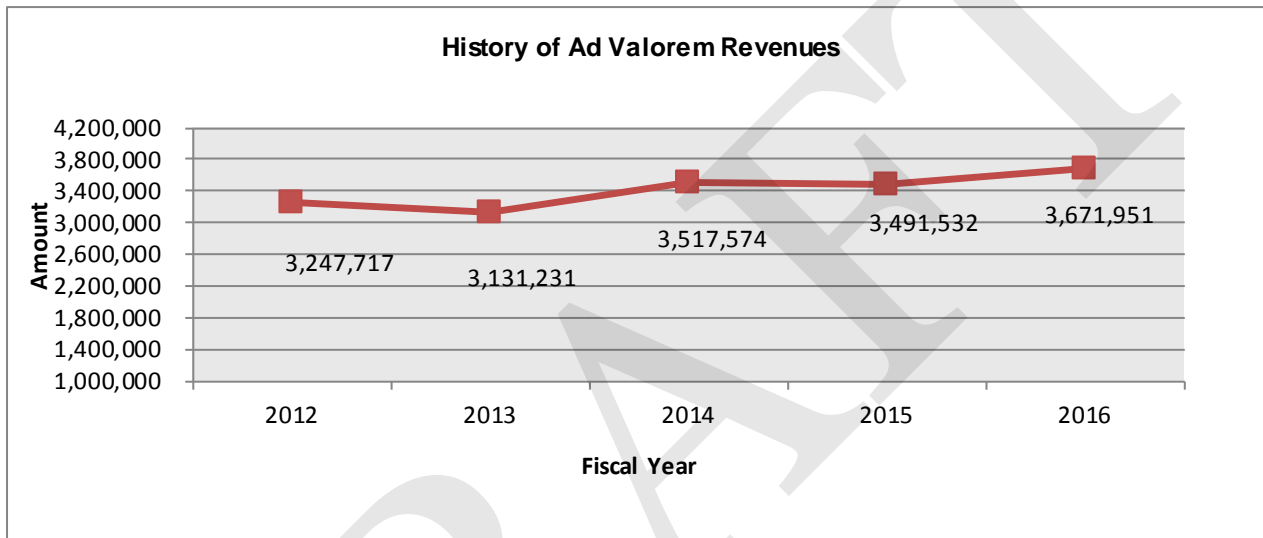
AD VALOREM

By law, municipalities in the State of Oklahoma are only allowed to levy ad valorem property taxes for two purposes. The first is to pay general obligation debt service requirements, and the second is to pay court ordered judgments. Due to the restrictive nature of these funds, the process for estimating the ad valorem revenues for the coming budget year is based upon tax levies determined through debt service and judgment calculations. There is no trend analysis necessary, since the required amount of ad valorem taxes will be levied regardless of past trends. There is no legal limit on the amount of ad valorem taxes that can be levied by a municipality for these purposes; however, all general obligation debt must be approved by a vote of the citizens. This requirement and an informal policy by the City Council not to exceed 15 mills helps to control the millage (or amount of the levy) that the City is able to levy and collect.



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Description of Major Revenue Sources  
 (continued)

As the above graphic illustrates, the City’s share of total ad valorem taxes have been a very small portion of total ad valorem taxes for the citizens of the City of Bartlesville. However, even though small by comparison to the total ad valorem, the City’s revenues from ad valorem taxes are still its fifth largest source of recurring revenue, accounting for, on average, 7.5% of total external recurring revenue.



The ad valorem tax levy is prepared using an estimate of needs form. The estimate of needs is prepared by estimating all sinking fund related expenses for the upcoming year. The first amount taken into consideration is the principal requirement on the general obligation bonds. This is calculated by taking the amount of the bond issue and dividing it by the term of the bond issue. Additionally, principal amounts are calculated for court ordered judgments. The sum of these two items provides an annualized principal requirement.

The actual amount of interest to be paid during the year for both general obligation debt and judgments is added to the annualized principal requirement. This provides the entire amount of the debt service payments for the year. Adjustments are also made for amounts in excess of liabilities in the fund, financial agent fees, and other revenue sources that are used to meet general obligation debt service requirements. A 5% mandatory over-levy is then added to the total levy requirements. This is the basis for the City’s property tax levies. Washington County (the “County”) then collects the property tax payments for all of the property within the County and forwards the different taxing agencies’ property taxes on to each of them.

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Description of Major Revenue Sources  
 (continued)

The City takes a simpler approach to estimating its ad valorem revenues for budget purposes than that used for its estimate of needs. As shown below, the City calculates the actual principal and interest requirements for the fiscal budget year, adds the estimated amounts of any court ordered judgments and financial agent fees. The estimated ad valorem revenue for fiscal year 2016-17 is considered to be the actual amount necessary to levy.

**Ad Valorem Revenue Estimate  
 Debt Service Requirements Estimation Method**

<b>Bond Issue/Purpose</b>	<b>Principal Requirement</b>	<b>Interest Requirement</b>	<b>Total Requirement</b>
2017 Combined Purpose Bonds	-	66,000	66,000
2015 Combined Purpose Bonds	220,000	28,000	248,000
2014B Combined Purpose Bonds	575,000	68,663	643,663
2014 Combined Purpose Bonds	165,000	20,370	185,370
2012 Combined Purpose Bonds	330,000	27,270	357,270
2010 Combined Purpose Bonds	710,000	22,883	732,883
2009 Combined Purpose Bonds	330,000	26,693	356,693
2008B Combined Purpose Bonds	220,000	12,988	232,988
2008A Combined Purpose Bonds	480,000	16,200	496,200
Judgement	<u>50,480</u>	<u>-</u>	<u>50,480</u>
<b>Totals</b>	<b><u>3,080,480</u></b>	<b><u>289,067</u></b>	<b><u>3,369,547</u></b>
		Add: Financial Agent Fees	<u>2,600</u>
	<b>Balance to Levy</b>		<b><u>3,372,147</u></b>

# **CITY OF BARTLESVILLE**

## 2017-18 Operating Budget All Funds Personnel Summary

<b>PERSONNEL COUNTS BY FUND &amp; DEPARTMENT</b>	<b>2015-16 ACTUAL FTEs</b>	<b>2016-17 BUDGETED FTEs</b>	<b>2016-17 ACTUAL FTEs</b>	<b>2017-18 BUDGETED FTEs</b>
General Fund:				
Administration	7	7	7	7
Accounting and Finance	16	16	16	16
Legal	2.23	2.23	2.23	2.23
Building and Neighborhood Service	6	8	8	8
Building Maintenance	5	6	5	5
Cemetery	1	1	1	0
Community Development	3	3	3	3
Technical Services	0	0	0	4
Engineering	8	9	9	6
Fleet Maintenance	4	4	4	4
Fire	67	70	70	70
Police	65	68	68	68
Street	11	17	17	17
Library	16.94	16.94	17.94	19.14
History Museum	3.85	3.85	3.85	3.63
Park and Recreation	8	18	18	18
<i>Total General Fund</i>	<b>224.02</b>	<b>250.02</b>	<b>250.02</b>	<b>251</b>
E-911 Fund:				
Emergency Dispatch	15	15	15.1	15.1
Special Library:				
Library	1.13	1.13	1.13	1.13
Special Museum:				
Museum	1.18	1.18	1.18	1.23
Memorial Stadium Operating Fund:				
Doenges Memorial Stadium	0.5	0	0	0
Wastewater Fund:				
Wastewater Maintenance	11	11	11	11
Water Fund:				
Water Plant	15	15	15	15
Water Administration	2	2	2	2
Water Distribution	18	21	21	21
<i>Total Water</i>	<b>35</b>	<b>38</b>	<b>38</b>	<b>38</b>
Sanitation Fund:				
Sanitation	31	31	31	31
Golf Course Fund:				
Municipal Golf Course	3	3	3	3
<b>Total Personnel</b>	<b><u>321.83</u></b>	<b><u>350.33</u></b>	<b><u>350.43</u></b>	<b><u>351.46</u></b>

As explained more fully in the City Manager's Letter earlier in this document, there is only 1 full time position added to this fiscal year and slight adjustments to part time personnel for a total change of 1.13 FTEs from fiscal year 2016-17 to 2017-18.

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**All Funds Capital Expenditures Summary**

<b>EXPENDITURES BY FUND &amp; DEPARTMENT</b>	<b>2017-18 BUDGETED CAPITAL EXPENDITURES</b>
Municipal Airport Fund:	
Airport	<b>160,367</b>
CIP - Sales Tax Fund:	
General Services	2,500
Engineering	27,000
Fire	110,000
Police	350,460
Storm Sewer	2,200,000
Street	1,280,000
Park and Recreation	355,000
<i>Total CIP - Sales Tax</i>	<b>4,324,960</b>
CIP - Wastewater Fund:	
Wastewater Maintenance	<b>125,000</b>
CIP - Wastewater Regulatory Fund:	
Wastewater Maintenance	<b>960,000</b>
CIP - City Hall:	
General Services	<b>42,500</b>
CIP - Storm Sewer Fund:	
Storm Sewer	<b>72,290</b>
2012 GO Bond Fund:	
Sooner Pool	<b>98,070</b>
2014 GO Bond Fund:	
Street	20,000
Park and Rec	150,000
<i>Total 2014 GO Bond</i>	<b>170,000</b>
2014B GO Bond Fund:	
Police	109,540
Park and Rec	15,000
<i>Total 2014B GO Bond</i>	<b>124,540</b>
2015 GO Bond Fund:	
Street	<b>1,875,000</b>
2017 GO Bond Fund:	
Fire	500,000
Street	645,000
Park and Recreation	1,955,000
<i>Total 2017 GO Bond</i>	<b>3,100,000</b>
Capital Reserve Fund:	
General Services	123,720
Cemetery	5,000
IT	102,500
Engineering	50,000
Fleet Maintenance	25,000
Fire	68,000
Police	47,100
Street	40,000
Library	10,000
Park and Recreation	85,000
Adams Municipal Golf Course	22,000
Chickasaw Wastewater Treatment Plant	2,722,000
Wastewater Maintenance	133,720
Water Plant	605,000
Water Administration	214,220
Water Distribution	570,000
Sanitation	458,720
<i>Total Capital Reserve Fund</i>	<b>5,281,980</b>
	<b>\$ 16,334,707</b>



**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**All Funds Capital Expenditures Summary**  
(continued)

The City of Bartlesville defines capital expenditures as an expense that will benefit more than one fiscal year. The City also has a capitalization threshold of \$5,000. Any item that meets the test of benefiting more than one fiscal year and exceeding \$5,000 in amount is considered a capital expenditure. Examples of capital expenditures include roads, vehicles, furniture, buildings, land, etc... Many capital expenditures are insignificant or routine, but there are usually several budgeted capital expenditures in a year that are not. A list of significant and non-routine capital expenditures is included below with a brief description of each.

<u>Fund</u>	<u>Dept</u>	<u>Title</u>	<u>Amount</u>	<u>Description</u>
CIP - Sales Tax	Street	Lights/Landscaping	\$ 400,000	Install new street lights and replace landscaping on Dewey and 2nd St
CIP - Sales Tax	Street	Nebraska Rehab	\$ 400,000	Rehab Nebraska Rd
CIP - Sales Tax	Street	Castle Rehab	\$ 150,000	Rehab Castle Rd
CIP - Sales Tax	Parks	Pathfinder Parkway Improvements	\$ 225,000	Improvements, repairs and new trail sections of existing Pathfinder Parkway
CIP - Sales Tax	Storm Sewer	East Downtown Drainage Improvments	\$ 2,200,000	Storm Sewer drainage improvements in east downtown
CIP - Wastewater Reg	Wastewater Maint	Bookline Sewer line replacement	\$ 950,000	Brookline to Harvard sewer line replacement
2014 G.O. Bond Fund	Parks	Sooner Park Play Equipment	\$ 150,000	Replace play equipment at Sooner Park and make play area ADA accessible
2015 G.O. Bond Fund	Steet	Price road Rehab	\$ 875,000	Improvements to Price Rd
2015 G.O. Bond Fund	Steet	Tuxedo Rehab	\$ 1,000,000	Improvements to Tuxedo
2017 G.O. Bond Fund	Fire	New Fire aparatis	\$ 500,000	Purchase of a Tel-a-squirt Fire Truck
2017 G.O. Bond Fund	Parks	Pathfinder Parkway Improvements	\$ 250,000	Improvements, repairs and new trail sections of existing Pathfinder Parkway
2017 G.O. Bond Fund	Parks	Play Ground Improvements	\$ 282,500	Replace play equipment and Varuous Other improvements to City Parks
2017 G.O. Bond Fund	Street	Johnstone Rehab	\$ 575,000	Rehab Johnstone Ave
2017 G.O. Bond Fund	Steet	Sooer Park Rd Rehab	\$ 250,000	Improvements to Sooner Park Rd
2017 G.O. Bond Fund	Steet	Mountain Rd Rehab	\$ 240,000	Improvements to Mountain Rd
2017 G.O. Bond Fund	Steet	Fleetwood Dr Rehab	\$ 350,000	Improvements to Fleetwood Dr
Capital Reserve Fund	Wastewater Treatment Plant	Engineering and design WWTP	\$ 2,500,000	Contract for the Engineering and Design of a New Wastewater Treatment Facility
Capital Reserve Fund	Water Plant	Pump Station Generator	\$ 250,000	Replace the generator at circle Mountain Pumo Station
Capital Reserve Fund	Water Dist	Adams Blvd Water Line	\$ 475,000	Replace Adams water line between Johnstone and Hickory
Capital Reserve Fund	Sanitation	Street Sweeper	\$ 200,000	Purchase of a New Street Sweeper
Capital Reserve Fund	Sanitation	Grappler Loader Truck	\$ 160,000	Purchase of a New Grappler Loader Truck
		Total	<u><u>\$ 12,382,500</u></u>	

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**All Funds Capital Expenditures Summary**  
(continued)

In addition to the capital items listed above, the City recently adopted an ordinance that mandated five-year capital plans for the Wastewater, Water, and Sanitation Funds. Also part of this ordinance was the requirement that the City create a Capital Reserve Fund to accumulate the funds necessary to finance the capital needs identified in the five-year plans over time. Listed below are the capital plans by fund and department, the annual required funding necessary to support these plans by fund, and the detailed items included in the capital plans.

**WASTEWATER - 5 YR CAPITAL PLAN & FUNDING SUMMARY**

Fiscal Year	Capital Plan Summaries			Funding Summaries			
	Wastewater Plant	Wastewater Maint	Total	Revenue to Cap Res Fund	Debt Issued	Expenses	Cash Balance
2017	\$ 17,031	340,428	357,459	\$ 1,474,040	\$ -	357,459	1,432,785
2018	2,722,000	133,720	2,855,720	1,793,000	-	2,855,720	370,065
2019	515,000	40,000	555,000	1,700,000	-	555,000	1,515,065
2020	35,000,000	2,725,000	37,725,000	1,700,000	35,000,000	37,725,000	490,065
2021	-	80,000	80,000	1,700,000	-	80,000	2,110,065
2022	150,000	-	150,000	1,700,000	-	150,000	3,660,065
<b>Total</b>	<b>\$ 38,387,000</b>	<b>2,978,720</b>	<b>41,365,720</b>	<b>\$ 8,593,000</b>	<b>\$ 35,000,000</b>	<b>41,365,720</b>	

**WASTEWATER - WASTEWATER PLANT - 5 YR CAPITAL PLAN DETAIL**

Fiscal Year	Fund/Dept	Item Description	Number of Items	Cost of Purchase
2018	509-710	Replace Lift Station Telemetry (SCADA)	1	\$ 175,000
2018	509-710	3/4 ton truck with Utility Bed	1	\$ 35,000
2018	509-710	Replace Truck Mounted Utility Crane	1	\$ 12,000
2018	509-710	Engineering Design for WWTP and Water Reuse	1	\$ 2,500,000
2019	509-710	Replace air supply main for aeration basins	1	\$ 500,000
2019	509-710	Replace Electric Valve operators on EQ basin valves	1	\$ 15,000
2020	509-710	Secondary WWTP	1	\$ 35,000,000
2022	509-710	Replace Pumps at Tuxedo	1	\$ 150,000
2023	509-710	Replace Pumps at Polaris	1	\$ 50,000
2023	509-710	Replace Pumps at Virginia	1	\$ 50,000
2023	509-710	Replace Pumps at Herrick	1	\$ 50,000

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**All Funds Capital Expenditures Summary**  
(continued)

**WASTEWATER - WASTEWATER MAINT - 5 YR CAPITAL PLAN DETAIL**

Fiscal Year	Fund/Dept	Item Description	Number of	
			Items	Cost of Purchase
2018	509-715	ERP System Phase II (25% of total)	1	\$ 98,720
2018	509-715	1-ton Repair Truck with Flat Bed	1	\$ 35,000
2019	509-715	1/2-ton Extended Cab Truck	1	\$ 30,000
2019	509-715	Replace Camera and Update Software/Hardware	1	\$ 10,000
2020	509-715	Replace Vector Truck	1	\$ 450,000
2020	509-715	Maple Force Main Replacement and Lift Station Impro	2,200 ft.	\$ 2,275,000
2021	509-715	Skid Steer	1	\$ 80,000

**WATER - 5 YR CAPITAL PLAN & FUNDING SUMMARY**

Fiscal Year	Capital Plan Summaries				Funding Summaries			
	Water Plant	Water Admin	Water Distribution	Water Total	Revenue to Cap Res Fund	Debt Issued	Expenses	Cash Balance
2017	\$ 252,419	299,210	237,923	789,552	\$ 1,167,213	\$ -	789,552	1,842,760
2018	605,000	214,220	570,000	1,389,220	1,439,000	-	1,389,220	1,892,540
2019	4,250,000	-	1,780,000	6,030,000	1,439,000	4,000,000	6,030,000	1,301,540
2020	35,000	2,250,000	160,000	2,445,000	1,439,000	-	2,445,000	295,540
2021	30,000	-	70,000	100,000	1,439,000	-	100,000	1,634,540
2022	1,000,000	-	-	1,000,000	1,439,000	-	1,000,000	2,073,540
<b>Total</b>	<b>\$ 5,920,000</b>	<b>2,464,220</b>	<b>2,580,000</b>	<b>10,964,220</b>	<b>\$ 7,195,000</b>	<b>\$ 4,000,000</b>	<b>10,964,220</b>	

**WATER - WATER PLANT - 5 YR CAPITAL PLAN DETAIL**

Fiscal Year	Fund	Item Description	Number of	
			Items	Cost of Purchase
2018	510-720	1 ton truck with utility bed and crane	1	\$ 50,000
2018	510-720	Rebuild pump #1 at Caney River Raw Water Pump Sta.	1	\$ 20,000
2018	510-720	Replace Altitude Valve at Toalson Hot Tank	1	\$ 15,000
2018	510-720	Replace High Service Pump VFD	1	\$ 250,000
2018	510-720	Zero Turn Mower (54")	1	\$ 10,000
2018	510-720	Replace Pumps and Motors at Radar Pump Sta.	1	\$ 10,000
2018	510-720	Install Generator at Circle Mtn Pump Sta	1	\$ 250,000
2019	510-720	Pump Station and Force Main for WW Reuse	1	\$ 4,000,000
2019	510-720	Replace High Service Pump VFD	1	\$ 250,000
2020	510-720	3/4 ton 4x4 truck	1	\$ 35,000
2021	510-720	SUV	1	\$ 30,000
2022	510-720	Engineering Design for Copan Raw Water Line	1	\$ 1,000,000
2023	510-720	Secondary Backup Generator and Switchgear	1	\$ 2,750,000
2025	510-720	Copan Raw Water Line and Pump Station	1	\$ 30,000,000

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 All Funds Capital Expenditures Summary  
 (continued)

**WATER - WATER ADMINISTRATION - 5 YR CAPITAL PLAN DETAIL**

<b>Fiscal Year</b>	<b>Fund</b>	<b>Item Description</b>	<b>Number of Items</b>	<b>Cost of Purchase</b>
2018	510-725	ERP System Phase II (25% of total)	1	\$ 98,720
2018	510-725	Engineering Design for Water Utilities Bldg	1	\$ 115,500
2020	510-725	Replace Water Utilities Bldg and pipe covered storage	1	\$ 2,250,000

**WATER - WATER DISTRIBUTION - 5 YR CAPITAL PLAN DETAIL**

<b>Fiscal Year</b>	<b>Fund</b>	<b>Item Description</b>	<b>Number of Items</b>	<b>Cost of Purchase</b>
2018	510-730	Replace Water Line - in house (Delaware and Putnam)	2100 ft	\$ 60,000
2018	510-730	Replace Water Line - Adams (between Johnstone and	2850 ft	\$ 475,000
2018	510-730	1/2-ton truck with Utility Bed	1	\$ 35,000
2019	510-730	Dump Truck	1	\$ 130,000
2019	510-730	20" Water Line (Frank Phillips, Silver Lake to Highway	4,880 ft.	\$ 1,650,000
2020	510-730	Backhoe	1	\$ 110,000
2020	510-730	120' by 30' covered pipe storage at the City Yard	1	\$ 50,000
2021	510-730	1/2-ton truck with Utility Bed	1	\$ 35,000
2022	510-730	1/2-ton Extended Cab Truck (4 wheel drive)	1	\$ 35,000
2023	510-730	Mini-Excavator	1	\$ 80,000

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**All Funds Capital Expenditures Summary**  
 (continued)

**SANITATION 5 YR CAPITAL PLAN**

Fiscal Year	Capital Plan Summaries		Funding Summaries			
	Sanitation	Total	Revenue to Cap Res Fund	Debt Issued	Expenses	Cash Balance
2017	\$ 587,841	587,841	\$ 750,000	\$ -	587,841	162,159
2018	458,720	458,720	750,000	-	458,720	453,439
2019	200,000	200,000	750,000	-	200,000	1,003,439
2020	300,000	300,000	750,000	-	300,000	1,453,439
2021	1,100,000	1,100,000	750,000	-	1,100,000	1,103,439
2022	1,705,000	1,705,000	750,000	-	1,705,000	148,439
<b>Total</b>	<b>\$ 3,763,720</b>	<b>3,763,720</b>	<b>\$ 3,750,000</b>	<b>\$ -</b>	<b>3,763,720</b>	

**SANITATION 5 YR CAPITAL PLAN - DETAIL**

Fiscal Year	Fund	Item Description	Number of Items	Cost of Purchase
2018	511-750	ERP System Phase II (25% of total)	1	\$ 98,720
2018	511-750	Street Sweeper	1	\$ 200,000
2018	511-750	Grappler/Loader Truck	1	\$ 160,000
2019	511-750	Street Sweeper	1	\$ 200,000
2020	511-750	Rear Load Refuse Truck	2	\$ 300,000
2021	511-750	Automated Refuse Truck	4	\$ 1,100,000
2022	511-750	Poly Carts	25,000	\$ 1,500,000
2022	511-750	Half Ton Pickup	1	\$ 30,000
2022	511-750	Roll Off Refuse Truck	1	\$ 175,000

***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
Debt Service Calculations and Information

The City of Bartlesville and its component unit, the Bartlesville Municipal Authority (BMA), will have fourteen debt issues outstanding as of July 1, 2011. They are comprised of the following:

**GENERAL OBLIGATION BONDS**

General obligation bonds are considered to be a liability of the City of Bartlesville. These bond issues are to be repaid through property taxes levied on an annual basis and other revenues that the City decides to designate for this purpose. The City currently has six bond issues. These bonds are described below.

**2008A Combined Purpose Bonds - \$4,000,000**

The 2008A bonds are due in annual installments of \$440,000 with a final payment of \$480,000 due on June 1, 2018. The bonds pay semi-annual interest at rates varying from 2.70% to 4.75%.

**2008B Combined Purpose Bonds - \$2,000,000**

The 2008B bonds are due in annual installments of \$220,000 with a final payment of \$240,000 due on June 1, 2018. The bonds pay semi-annual interest at rates varying from 2.70% to 5.70%.

**2009 Combined Purpose Bonds - \$3,000,000**

The 2009 bonds are due in annual installments of \$330,000 with a final payment of \$360,000 due on December 1, 2019. The bonds pay semi-annual interest at rates varying from 2.00% to 4.90%.

**2010 Combined Purpose Bonds - \$5,000,000**

The 2010 bonds are due in annual installments of \$710,000 with a final payment of \$740,000 due on Dec 1, 2018. The bonds pay semi-annual interest at rates varying from .75% to 2.15%.

***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
Debt Service Calculations and Information  
(continued)

**2012 Combined Purpose Bonds - \$3,000,000**

The 2012 bonds are due in annual installments of \$330,000 with a final payment of \$360,000 due on Nov 1, 2022. The bonds pay semi-annual interest at rates varying from 1.05% to 1.80%.

**2014 Combined Purpose Bonds - \$1,500,000**

The 2014 bonds are due in annual installments of \$165,000 with a final payment of \$180,000 due on June 1, 2024. The bonds pay semi-annual interest at rates varying from 1.00% to 2.15%.

**2014B Combined Purpose Bonds - \$5,200,000**

The 2014B bonds are due in annual installments of \$575,000 with a final payment of \$600,000 due on Dec 1, 2024. The bonds pay semi-annual interest at rates varying from 1.1% to 2.10%.

**2015 Combined Purpose Bonds - \$2,000,000**

The 2015 bonds are due in annual installments of \$220,000 with a final payment of \$240,000 due on December 1, 2025. The bonds pay semi-annual interest at rates varying from 1.00% to 2.00%.

**2017 Combined Purpose Bonds - \$3,300,000**

The 2016 bonds are due in annual installments of \$825,000 with a final payment due on June 1, 2022. The bonds pay semi-annual interest at rates varying from 1.25% to 1.80%.

The City of Bartlesville has no legal limit on the amount of general obligation debt that it can issue. The City of Bartlesville also has no formal debt policy relating to general obligation debt. However, the Council has an informal policy of keeping the property tax levy necessary to pay the debt services on these debts to a 15 mill maximum. All general obligation debt must also be approved by a vote of the people. All of the debt obligations listed above are payable from the City's Debt Service Fund. The debt service requirements for this fund are detailed below:

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Debt Service Calculations and Information  
 (continued)

<b>General Obligation Bonds</b>			
<b>Debt Service Requirements</b>			
<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	3,030,000	288,927	3,318,927
2019	3,425,000	224,872	3,649,872
2020	2,475,000	169,759	2,644,759
2021	2,115,000	130,375	2,245,375
2022	2,115,000	93,501	2,208,501
2023	1,320,000	54,150	1,374,150
2024	975,000	32,844	1,007,844
2025	820,000	12,820	832,820
2026	240,000	2,160	242,160
<b>Grand Total</b>	<b><u>16,515,000</u></b>	<b><u>1,009,408</u></b>	<b><u>17,524,408</u></b>

**REVENUE BONDS**

The outstanding revenue bonds of the City are all actually liabilities of the Bartlesville Municipal Authority. These obligations are not obligations of the City of Bartlesville, but they are presented here due to the interwoven relationship of the City and the BMA. The debt service on these obligations affects the amount of resources available to support the City's utility operating funds, and an analysis of these obligations are therefore necessary in order to determine the overall resources available to the City of Bartlesville in any given fiscal year. Revenue bonds are debt that is secured by revenues of the BMA or an annual pledge of sales tax from the City to the BMA. These revenue sources include wastewater utility revenues, water utility revenues, and sales tax pledged to support the BMA debt service. These bonds were issued for wastewater and water utility and street system improvements.

**Drinking Water SRF Series 2002A - \$743,591**

The 2002A revenue bonds were used to refinance an interim construction loan on November 19, 2002. Principal payments of \$19,066 are due semiannually starting on March 15, 2003. The bonds pay a semi-annual administrative fee of 0.5% but otherwise, no interest is payable.



**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Debt Service Calculations and Information  
(continued)

**Drinking Water SRF Series 2004A - \$726,006**

The 2004A revenue bonds were used to refinance an interim construction loan on March 31, 2004. Principal payments of \$18,150 are due semiannually starting on September 15, 2004. The bonds pay a semi-annual administrative fee of 0.5% but otherwise, no interest is payable.

**Clean Water SRF Series 2004C - \$552,498**

The 2004C revenue bonds were used to refinance an interim construction loan on March 31, 2004. Principal payments of \$13,812 are due semiannually starting on September 15, 2004. The bonds pay a semi-annual administrative fee of 0.5% but otherwise, no interest is payable.

**Drinking Water SRF Series 2008 - \$40,445,000**

The 2008 revenue bonds were used to refinance the 2004E water plant loan to extend its payback period. Principal payments ranging between \$20,000 and \$1,170,000 are due semiannually starting September 15, 2008. The bonds have an interest rate of 3.91%.

**Drinking Water SRF Series 2012 - \$3,810,000**

The 2012 revenue bonds were used to fund the Automated Meter Intelligence project. Principal and interest payments of \$131,300 are due semiannually starting on March 15, 2014. The bonds carry an interest rate of 2.29%.

**Utility System Revenue Note Series 2016 - \$3,355,000**

The 2016 revenue bonds were used to refinance the BMA's Drinking Water SRF Series 2009 revenue bonds that were originally used to fund various water system improvements that were completed in the Spring 2011. Principal and interest payments are due semiannually starting on September 1, 2016. Principal payments vary from \$85,000 to \$135,000. The bonds carry an interest rate of 2.20%.

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Debt Service Calculations and Information  
 (continued)

The City of Bartlesville and the Bartlesville Municipal Authority have no legal limit on the amount of debt that they can issue. The City of Bartlesville and the Bartlesville Municipal Authority also have no formal debt policies. All general obligation debt must be approved by a vote of the people. All of the debt obligations listed above are payable from the Bartlesville Municipal Authority. The debt service requirements for this entity are detailed below:

<b>BMA Revenue Bonds Debt Service Requirements</b>			
<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	1,639,596	1,387,010	3,026,606
2019	1,699,326	1,332,533	3,031,859
2020	1,749,032	1,276,168	3,025,200
2021	1,814,117	1,217,512	3,031,629
2022	1,869,186	1,156,751	3,025,937
2023	1,911,240	1,093,910	3,005,150
2024	1,946,470	1,028,658	2,975,128
2025	1,968,054	961,478	2,929,532
2026	2,033,613	891,891	2,925,504
2027	2,114,302	819,761	2,934,063
2028	2,175,108	744,820	2,919,928
2029	2,119,781	667,396	2,787,177
2030	2,075,000	591,677	2,666,677
2031	2,010,000	514,477	2,524,477
2032	1,950,000	438,995	2,388,995
2033	2,025,000	362,066	2,387,066
2034	2,105,000	282,107	2,387,107
2035	2,185,000	199,019	2,384,019
2036	2,275,000	112,706	2,387,706
2037	1,170,000	22,874	1,192,874
<b>Grand Total</b>	<b><u>38,834,825</u></b>	<b><u>15,101,809</u></b>	<b><u>53,936,634</u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Current and Prior Years' Revenue Summary by Fund Type

<b>FUND &amp; SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 APPROVED</b>
<b>GENERAL FUND</b>				
<b>General Fund:</b>				
Sales Tax	\$ 12,951,073	\$ 14,452,529	\$ 14,142,033	\$ 14,325,496
Hotel-Motel Tax	-	-	-	-
Franchise Tax	1,401,883	1,436,500	1,385,356	1,377,000
Licenses & Permits	220,844	215,400	219,612	212,400
Intergovernmental	647,996	646,600	659,997	651,700
Charges for Services	563,444	593,200	598,036	619,000
Fines and Forfeits	749,523	746,000	683,731	708,900
Interest and Investment Income	41,756	-	84,807	40,000
Donations and Miscellaneous	101,640	900	105,321	4,500
Transfers In	3,267,436	3,552,756	3,552,756	3,929,639
<b>Total General Fund</b>	<b>\$ 19,945,595</b>	<b>\$ 21,643,885</b>	<b>\$ 21,431,649</b>	<b>\$ 21,868,635</b>
<b>SPECIAL REVENUE FUNDS</b>				
<b>Economic Development Fund:</b>				
Sales Tax	\$ 1,360,415	\$ 1,363,446	\$ 1,333,010	\$ 1,351,462
Hotel-Motel Tax	221,852	177,500	234,499	211,000
Interest and Investment Income	6,814	-	4,016	-
<b>Total Economic Development</b>	<b>\$ 1,589,081</b>	<b>\$ 1,540,946</b>	<b>\$ 1,571,525</b>	<b>\$ 1,562,462</b>
<b>E-911 Fund:</b>				
E-911 Service Tax	\$ 161,783	\$ 170,500	\$ 108,221	\$ 97,398
E-911 Wireless Fee	248,037	230,700	280,921	384,000
Charges for Services	2,400	2,500	2,500	2,500
Interest and Investment Income	76	-	102	-
Transfers In	480,695	588,024	588,024	487,056
<b>Total E-911</b>	<b>\$ 892,991</b>	<b>\$ 991,724</b>	<b>\$ 979,768</b>	<b>\$ 970,954</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Current and Prior Years' Revenue Summary by Fund Type  
 (continued)

<b>FUND &amp; SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 APPROVED</b>
<b>Special Library Fund:</b>				
Intergovernmental	\$ 81,119	\$ 20,000	\$ 29,724	\$ 29,500
Interest and Investment Income	1,220	-	2,695	-
Donations and Miscellaneous	13,285	-	18,765	-
Transfers In	68,246	65,000	65,000	65,000
Total Special Library	<u>\$ 163,870</u>	<u>\$ 85,000</u>	<u>\$ 116,184</u>	<u>\$ 94,500</u>
<b>Special Museum Fund:</b>				
Interest and Investment Income	\$ 490	\$ -	\$ 762	\$ -
Donations and Miscellaneous	19,190	-	19,221	-
Transfers In	-	16,500	16,500	39,208
Total Special Museum	<u>\$ 19,680</u>	<u>\$ 16,500</u>	<u>\$ 36,483</u>	<u>\$ 39,208</u>
<b>Municipal Airport Fund:</b>				
Intergovernmental	\$ 53,044	\$ 479,639	\$ 418,787	\$ -
Interest and Investment Income	1,290	-	2,441	-
Total Municipal Airport	<u>\$ 54,334</u>	<u>\$ 479,639</u>	<u>\$ 421,228</u>	<u>\$ -</u>
<b>Harshfield Library Donation Fund:</b>				
Donations and Miscellaneous	<u>\$ 3,420</u>	<u>\$ -</u>	<u>\$ 5,810</u>	<u>\$ -</u>
Total Restricted Donations	<u>\$ 3,420</u>	<u>\$ -</u>	<u>\$ 5,810</u>	<u>\$ -</u>
<b>Restricted Revenue Fund:</b>				
Donations and Miscellaneous	<u>\$ 359,001</u>	<u>\$ 60,000</u>	<u>\$ 113,391</u>	<u>\$ -</u>
Total Restricted Donations	<u>\$ 359,001</u>	<u>\$ 60,000</u>	<u>\$ 113,391</u>	<u>\$ -</u>
<b>Golf Course Memorial Fund:</b>				
Interest and Investment Income	\$ 38	\$ -	\$ 65	\$ -
Donations and Miscellaneous	21,327	-	1,400	-
Total Golf Course Memorial	<u>\$ 21,365</u>	<u>\$ -</u>	<u>\$ 1,465</u>	<u>\$ -</u>
<b>JAG Fund:</b>				
Intergovernmental	\$ 3,395	\$ -	\$ 6,120	\$ -
Interest and Investment Income	161	-	277	-
Total JAG	<u>\$ 3,556</u>	<u>\$ -</u>	<u>\$ 6,397</u>	<u>\$ -</u>

# CITY OF BARTLESVILLE

## 2017-18 Operating Budget

### Current and Prior Years' Revenue Summary by Fund Type (continued)

<b>FUND &amp; SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 APPROVED</b>
<b>Neighborhood Park Fund:</b>				
Interest and Investment Income	\$ 32	\$ -	\$ 59	\$ -
Total Neighborhood Park	<u>\$ 32</u>	<u>\$ -</u>	<u>\$ 59</u>	<u>\$ -</u>
<b>Cemetery Perpetual Care Fund:</b>				
Charges for Services	\$ 2,414	\$ 1,500	\$ 2,955	\$ 2,800
Interest and Investment Income	296	-	399	-
Donations and Miscellaneous	-	-	440	-
Total Cemetery Perpetual Care	<u>\$ 2,710</u>	<u>\$ 1,500</u>	<u>\$ 3,794</u>	<u>\$ 2,800</u>
<b>Memorial Stadium Fund:</b>				
Interest and Investment Income	\$ 35	\$ -	\$ 74	\$ -
Donations and Miscellaneous	13,719	21,700	-	-
Transfers In	14,480	9,829	9,829	-
Total Memorial Stadium	<u>\$ 28,234</u>	<u>\$ 31,529</u>	<u>\$ 9,903</u>	<u>\$ -</u>
<b>Total Special Revenue Funds</b>	<b><u>\$ 3,138,274</u></b>	<b><u>\$ 3,206,838</u></b>	<b><u>\$ 3,266,007</u></b>	<b><u>\$ 2,669,924</u></b>
<b>DEBT SERVICE FUND</b>				
<b>Debt Service Fund:</b>				
Ad Valorem - Current Year	\$ 3,576,933	\$ 3,564,236	\$ 3,611,663	\$ 3,294,579
Ad Valorem - Prior Year	95,018	99,642	85,033	77,568
<b>Total Debt Service Fund</b>	<b><u>\$ 3,766,969</u></b>	<b><u>\$ 3,763,520</u></b>	<b><u>\$ 3,781,729</u></b>	<b><u>\$ 3,449,715</u></b>
<b>CAPITAL PROJECTS FUNDS</b>				
<b>CIP - Sales Tax Fund:</b>				
Sales Tax	\$ 2,720,827	\$ 2,726,892	\$ 2,666,019	\$ 2,702,924
Interest and Investment Income	14,069	-	27,963	-
Donations and Miscellaneous	5,020	-	-	-
Total CIP - Sales Tax	<u>\$ 2,739,916</u>	<u>\$ 2,726,892</u>	<u>\$ 2,693,982</u>	<u>\$ 2,702,924</u>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Current and Prior Years' Revenue Summary by Fund Type  
 (continued)

<b>FUND &amp; SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 APPROVED</b>
<b>CIP - Wastewater Fund:</b>				
Charges for Services	\$ 51,200	\$ -	\$ 60,400	\$ -
Interest and Investment Income	1,375	-	1,785	-
Total CIP - Wastewater	<u>\$ 52,575</u>	<u>\$ -</u>	<u>\$ 62,185</u>	<u>\$ -</u>
<b>CIP - Wastewater Regulatory Fund:</b>				
Charges for Services	\$ 1,437,088	\$ -	\$ -	\$ -
Interest and Investment Income	20,128	-	24,822	-
Total CIP - Wastewater	<u>\$ 1,457,216</u>	<u>\$ -</u>	<u>\$ 24,822</u>	<u>\$ -</u>
<b>CIP - City Hall Fund:</b>				
Charges for Services	\$ 121,514	\$ 117,879	\$ 48,544	\$ 18,504
Interest and Investment Income	1,047	-	2,240	-
Total CIP - City Hall	<u>\$ 122,561</u>	<u>\$ 117,879</u>	<u>\$ 50,784</u>	<u>\$ 18,504</u>
<b>CIP - Storm Sewer Fund:</b>				
Charges for Services	\$ 15,994	\$ -	\$ 24,764	\$ -
Interest and Investment Income	205	-	471	-
Total CIP - Storm Sewer	<u>\$ 16,199</u>	<u>\$ -</u>	<u>\$ 25,235</u>	<u>\$ -</u>
<b>CDBG Fund:</b>				
Intergovernmental	\$ -	\$ 124,848	\$ 231,000	\$ -
<b>2008B G.O. Bond Fund:</b>				
Interest and Investment Income	\$ 61	\$ -	\$ 46	\$ -
<b>2009 G.O. Bond Fund:</b>				
Interest and Investment Income	\$ 70	\$ -	\$ 129	\$ -
<b>2010 G.O. Bond Fund:</b>				
Interest and Investment Income	\$ 413	\$ -	\$ 337	\$ -
<b>2012 G.O. Bond Fund:</b>				
Interest and Investment Income	\$ 1,271	\$ -	\$ 1,577	\$ -
Transfers in	55,759	81,367	81,367	-
Total 2012 G.O. Bond Fund	<u>\$ 57,030</u>	<u>\$ 81,367</u>	<u>\$ 82,944</u>	<u>\$ -</u>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Current and Prior Years' Revenue Summary by Fund Type**  
(continued)

<b>FUND &amp; SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 APPROVED</b>
<b>2014 G.O. Bond Fund:</b>				
Interest and Investment Income	\$ 5,756	\$ -	\$ 10,479	\$ -
Total 2014 G.O. Bond Fund	<u>\$ 5,756</u>	<u>\$ -</u>	<u>\$ 10,479</u>	<u>\$ -</u>
<b>2014B G.O. Bond Fund:</b>				
Interest and Investment Income	\$ 20,122	\$ -	\$ 13,401	\$ -
Proceeds from Issuance of Debt	-	-	-	-
Total 2014B G.O. Bond Fund	<u>\$ 20,122</u>	<u>\$ -</u>	<u>\$ 13,401</u>	<u>\$ -</u>
<b>2015 G.O. Bond Fund:</b>				
Interest and Investment Income	\$ 2,735	\$ -	\$ 115,263	\$ -
Proceeds from Issuance of Debt	2,000,000	-	-	-
Total 2015 G.O. Bond Fund	<u>\$ 2,002,735</u>	<u>\$ -</u>	<u>\$ 115,263</u>	<u>\$ -</u>
<b>2017 G.O. Bond Fund:</b>				
Proceeds from Issuance of Debt	-	3,300,000	3,300,000	-
<b>Total Capital Project Funds</b>	<b><u>\$ 6,474,654</u></b>	<b><u>\$ 6,350,986</u></b>	<b><u>\$ 6,610,607</u></b>	<b><u>\$ 2,721,428</u></b>
<b>ENTERPRISE FUNDS</b>				
<b>Wastewater Operating Fund:</b>				
Interest and Investment Income	\$ 273	\$ -	\$ 565	\$ -
Donations and Miscellaneous	26,001	-	3,090	-
Transfers In	3,939,938	4,293,323	4,293,323	4,401,971
Total Wastewater Operating	<u>\$ 3,966,212</u>	<u>\$ 4,293,323</u>	<u>\$ 4,296,978</u>	<u>\$ 4,401,971</u>
<b>Water Operating Fund:</b>				
Interest and Investment Income	\$ 1,534	\$ -	\$ 4,005	\$ -
Donations and Miscellaneous	23,050	-	2,265	400
Transfers In	6,273,535	6,252,650	6,252,650	6,252,464
Total Water Operating	<u>\$ 6,298,119</u>	<u>\$ 6,252,650</u>	<u>\$ 6,258,920</u>	<u>\$ 6,252,864</u>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Current and Prior Years' Revenue Summary by Fund Type  
 (continued)

<b>FUND &amp; SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 APPROVED</b>
<b>Sanitation Operating Fund:</b>				
Charges for Services	\$ 4,419,263	\$ 4,528,679	\$ 4,529,670	\$ 4,559,817
Interest and Investment Income	4,583	-	8,439	-
Donations and Miscellaneous	1,139	-	745	-
Total Sanitation Operating	<u>\$ 4,424,985</u>	<u>\$ 4,528,679</u>	<u>\$ 4,538,854</u>	<u>\$ 4,559,817</u>
<b>Golf Course Operating Fund:</b>				
Charges for Services	\$ 362,239	\$ 356,000	\$ 323,857	\$ 323,700
Interest and Investment Income	392	-	486	-
Transfers In	92,331	72,005	72,005	145,089
Total Golf Course Operating	<u>\$ 454,962</u>	<u>\$ 428,005</u>	<u>\$ 396,348</u>	<u>\$ 468,789</u>
<b>Sooner Pool Fund:</b>				
Interest and Investment Income	\$ 94	\$ -	\$ 186	\$ -
Transfers In	55,968	44,311	44,311	44,393
Total Sooner Pool	<u>\$ 56,062</u>	<u>\$ 44,311</u>	<u>\$ 44,497</u>	<u>\$ 44,393</u>
<b>Frontier Pool Fund:</b>				
Interest and Investment Income	\$ 123	\$ -	\$ 180	\$ -
Transfers In	58,489	57,117	57,117	58,446
Total Frontier Pool	<u>\$ 58,612</u>	<u>\$ 57,117</u>	<u>\$ 57,297</u>	<u>\$ 58,446</u>
<b>Total Enterprise Funds</b>	<b><u>\$ 15,258,952</u></b>	<b><u>\$ 15,604,085</u></b>	<b><u>\$ 15,592,894</u></b>	<b><u>\$ 15,786,280</u></b>
<b>INTERNAL SERVICE FUNDS</b>				
<b>Worker's Compensation Fund:</b>				
Interest and Investment Income	\$ 249	\$ -	\$ 956	\$ -
Donations and Miscellaneous	17,896	-	-	-
Contribution from Operate Dept.	469,956	304,929	304,929	169,167
Total Worker's Compensation	<u>\$ 488,101</u>	<u>\$ 304,929</u>	<u>\$ 305,885</u>	<u>\$ 169,167</u>
<b>Health Insurance Fund:</b>				
Employee Contributions	\$ 388,993	\$ 411,755	\$ 403,222	\$ 415,000
Retiree Contributions	186,931	210,945	147,284	155,000
Interest and Investment Income	3,259	-	5,752	-
Reimbursement of Operations	2,350,800	2,501,796	2,501,796	2,088,054
Reimbursement by Contract	3,500	-	69,038	-
Total Health Insurance	<u>\$ 2,933,483</u>	<u>\$ 3,124,496</u>	<u>\$ 3,127,092</u>	<u>\$ 2,658,054</u>



**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Current and Prior Years' Revenue Summary by Fund Type  
(continued)

<b>FUND &amp; SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 APPROVED</b>
<b>Auto Collision Fund:</b>				
Donations and Miscellaneous	\$ 6,649	\$ -	\$ 3,371	\$ -
Transfers In	18,251	1,707	1,707	39,379
Total Auto Collision	<u>\$ 24,900</u>	<u>\$ 1,707</u>	<u>\$ 5,078</u>	<u>\$ 39,379</u>
<b>Stabilization Reserve Fund:</b>				
Transfers In	<u>\$ 673,315</u>	<u>\$ 792,504</u>	<u>\$ 792,504</u>	<u>\$ 719,267</u>
<b>Capital Reserve Fund:</b>				
Charges for Services	\$ -	\$ 2,978,000	\$ 2,480,693	\$ 3,216,000
Transfers In	290,000	1,530,160	1,530,160	1,266,000
Total Capital Reserve Fund	<u>\$ 290,000</u>	<u>\$ 4,508,160</u>	<u>\$ 4,010,853</u>	<u>\$ 4,482,000</u>
<b>Total Internal Service Funds</b>	<b><u>\$ 4,409,799</u></b>	<b><u>\$ 5,753,796</u></b>	<b><u>\$ 5,760,719</u></b>	<b><u>\$ 4,851,867</u></b>
<b>FIDUCIARY FUNDS</b>				
<b>Mausoleum Trust Fund:</b>				
Interest and Investment Income	<u>\$ 31</u>	<u>\$ -</u>	<u>\$ 40</u>	<u>\$ -</u>
<b>BARTLESVILLE MUNICIPAL AUTHORITY</b>				
<b>BMA - Wastewater Fund:</b>				
Charges for Services	\$ 4,016,752	\$ 4,033,400	\$ 3,957,801	\$ 4,440,000
Donations and Miscellaneous	50,612	65,000	61,141	50,000
Total BMA - Wastewater	<u>\$ 4,067,364</u>	<u>\$ 4,098,400</u>	<u>\$ 4,018,942</u>	<u>\$ 4,490,000</u>
<b>BMA - Water Fund:</b>				
Charges for Services	\$ 7,900,278	\$ 7,924,580	\$ 9,420,194	\$ 9,113,000
Interest and Investment Income	12,687	-	4,857	-
Donations and Miscellaneous	4	-	1,480	-
Total BMA - Water	<u>\$ 7,912,969</u>	<u>\$ 7,924,580</u>	<u>\$ 9,426,531</u>	<u>\$ 9,113,000</u>
<b>Total BMA Funds</b>	<b><u>\$ 11,980,333</u></b>	<b><u>\$ 12,022,980</u></b>	<b><u>\$ 13,445,473</u></b>	<b><u>\$ 13,603,000</u></b>
<b>TOTAL REVENUE ALL FUNDS</b>	<b><u>\$ 64,974,607</u></b>	<b><u>\$ 68,346,090</u></b>	<b><u>\$ 69,889,118</u></b>	<b><u>\$ 64,950,849</u></b>

# CITY OF BARTLESVILLE

## 2017-18 Operating Budget

### Current and Prior Years' Expenditure Summary by Fund Type

<b>FUND &amp; DEPARTMENT</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 APPROVED</b>
<b>GENERAL FUND</b>				
<b>General Fund:</b>				
City Council	\$ 19,728	\$ 31,700	\$ 9,037	\$ 24,250
Administration	706,032	786,061	634,982	806,637
Accounting and Finance	1,491,686	1,539,504	1,496,665	1,532,030
Legal	192,101	184,596	161,180	181,241
Building & Neighborhood Service	501,749	653,182	639,403	650,219
Building Maintenance	457,150	527,823	470,831	446,974
General Services	636,687	653,461	636,757	655,428
Cemetery	62,074	75,008	48,193	17,560
Community Development	332,548	371,234	364,354	372,682
Technical Services	57,119	122,603	121,398	438,133
Engineering	466,510	548,008	537,799	277,744
Fleet Maintenance	351,394	385,496	371,067	345,376
Fire	5,067,515	5,482,535	5,260,017	5,498,542
Police	4,872,203	5,259,585	5,302,732	5,273,002
Street	1,205,658	1,468,804	1,401,280	1,438,105
Library	1,087,582	1,168,563	1,168,563	1,263,495
History Museum	164,517	194,843	191,300	170,870
Park and Recreation	755,507	1,251,972	1,181,710	1,195,032
Transfers Out	1,112,658	1,900,704	1,900,704	1,700,876
Reserves	-	1,480,094	619,600	1,359,994
<b>Total General Fund</b>	<b>\$ 19,540,418</b>	<b>\$ 24,085,776</b>	<b>\$ 22,517,572</b>	<b>\$ 23,648,190</b>
<b>SPECIAL REVENUE FUNDS</b>				
<b>Economic Development Fund:</b>				
Economic Development	\$ 3,138,793	\$ 3,334,519	\$ 2,677,102	\$ 2,345,561
<b>E-911 Fund:</b>				
Emergency Dispatch	\$ 918,827	\$ 962,083	\$ 956,498	\$ 975,065
Reserves	-	19,868	-	19,513
<b>Total E-911 Fund</b>	<b>\$ 918,827</b>	<b>\$ 981,951</b>	<b>\$ 956,498</b>	<b>\$ 994,578</b>
<b>Special Library Fund:</b>				
Library	\$ 133,916	\$ 152,700	\$ 152,700	\$ 158,500

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Current and Prior Years' Expenditure Summary by Fund Type  
 (continued)

<b>FUND &amp; DEPARTMENT</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 APPROVED</b>
<b>Special Museum Fund:</b>				
Museum	\$ 52,788	\$ 45,500	\$ 37,231	\$ 33,371
<b>Municipal Airport Fund:</b>				
Airport	\$ 12,460	\$ 745,238	\$ 577,051	\$ 160,367
<b>Harshfield Library Donation Fund:</b>				
Library	\$ 9,814	\$ 935,025	\$ 90,000	\$ 774,844
<b>Restricted Revenue Fund:</b>				
General Services	\$ 14,542	\$ 58,636	\$ 2,783	\$ 60,267
Cemetery	-	17,499	2,191	17,633
Community Development	2,627	-	-	189
Fire	11,742	22,422	-	25,793
Police	47,005	111,650	34,591	118,080
Park and Recreation	242,096	84,532	2,230	83,537
Swimming Pools	-	6,192	-	6,192
Stadium	-	7,075	-	7,075
Total Restricted Donations	<u>\$ 318,012</u>	<u>\$ 308,006</u>	<u>\$ 41,795</u>	<u>\$ 318,766</u>
<b>Golf Course Memorial Fund:</b>				
Municipal Golf Course	\$ 23,669	\$ 18,414	\$ 22,391	\$ 1,832
<b>JAG Fund:</b>				
Police	\$ 3,850	\$ 39,606	\$ 10,395	\$ 36,380
<b>Neighborhood Park Fund:</b>				
Park and Recreation	\$ -	\$ 8,108	\$ -	\$ 8,181
<b>Cemetery Perpetual Care Fund:</b>				
Cemetery	\$ 79,996	\$ 72,745	\$ 1,375	\$ 2,800
<b>Stadium Operating Fund:</b>				
Doenges Memorial Stadium	\$ 40,750	\$ 30,000	\$ 48	\$ -
Transfers	-	-	-	14,171
Total Stadium Operating	<u>\$ 40,750</u>	<u>\$ 30,000</u>	<u>\$ 48</u>	<u>\$ 14,171</u>
<b>Total Special Revenue Funds</b>	<b><u>\$ 4,732,875</u></b>	<b><u>\$ 6,671,812</u></b>	<b><u>\$ 4,566,586</u></b>	<b><u>\$ 4,849,351</u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Current and Prior Years' Expenditure Summary by Fund Type  
 (continued)

<b>FUND &amp; DEPARTMENT</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 APPROVED</b>
<b>DEBT SERVICE FUND</b>				
<b>Debt Service Fund:</b>				
Judgments	\$ 72,025	\$ 120,221	\$ 75,000	\$ 50,480
2007 Combined Purpose Bonds	536,000	536,000	518,250	-
2008A Combined Purpose Bonds	485,490	485,490	471,190	496,450
2008B Combined Purpose Bonds	248,610	248,610	241,075	233,238
2009 Combined Purpose Bonds	375,363	375,363	366,700	357,213
2010 Combined Purpose Bonds	756,690	756,690	745,863	733,083
2012 Combined Purpose Bonds	367,420	367,421	362,595	358,250
2014 Combined Purpose Bonds	188,970	188,970	187,320	185,670
2014B Combined Purpose Bonds	117,525	692,525	650,288	644,000
2015 Combined Purpose Bonds	-	43,410	43,410	248,300
2017 Combined Purpose Bonds	-	-	-	66,300
<b>Total Debt Service Fund</b>	<b>\$ 3,148,093</b>	<b>\$ 3,814,700</b>	<b>\$ 3,661,691</b>	<b>\$ 3,372,984</b>
<b>CAPITAL PROJECTS FUNDS</b>				
<b>CIP - Sales Tax Fund:</b>				
General Services	\$ 564,758	\$ 543,389	\$ 543,389	\$ 2,500
Community Development	-	109,982	-	-
Tech Services	10,692	-	-	-
Engineering	-	16,000	15,849	27,000
Fire	164,516	107,500	107,500	110,000
Police	1,052,154	520,000	464,622	350,460
Storm Sewer	523,057	-	-	2,200,000
Street	563,407	2,086,118	882,294	1,280,000
Park and Recreation	274,413	2,364,000	1,942,214	355,000
Municipal Golf Course	-	39,000	35,900	-
Unallocated	-	109,777	-	122,339
<b>Total CIP - Sales Tax</b>	<b>\$ 3,152,997</b>	<b>\$ 5,895,766</b>	<b>\$ 3,991,768</b>	<b>\$ 4,447,299</b>
<b>CIP - Wastewater Fund:</b>				
Wastewater Maintenance	\$ 53,268	\$ 275,000	\$ 266,650	\$ 125,000
Unallocated	-	51,333	-	21,288
<b>Total CIP - Wastewater</b>	<b>\$ 53,268</b>	<b>\$ 326,333</b>	<b>\$ 266,650</b>	<b>\$ 146,288</b>
<b>CIP - Wastewater Regulatory Fund:</b>				
CWWTP	\$ 28,550	\$ -	\$ -	\$ -
Wastewater Maintenance	2,341,835	2,500,000	1,896,071	960,000
Transfers Out	255,242	-	-	-
Unallocated	-	3,323,020	-	402,865
<b>Total CIP - Wastewater Regulatory</b>	<b>\$ 2,625,627</b>	<b>\$ 5,823,020</b>	<b>\$ 1,896,071</b>	<b>\$ 1,362,865</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Current and Prior Years' Expenditure Summary by Fund Type**  
(continued)

<b>FUND &amp; DEPARTMENT</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 APPROVED</b>
<b>CIP - City Hall Fund:</b>				
General Services	\$ 85,638	\$ 325,000	\$ 303,896	\$ 42,500
Unallocated	-	285,191	-	4,250
Total CIP - City Hall	<u>\$ 85,638</u>	<u>\$ 610,191</u>	<u>\$ 303,896</u>	<u>\$ 46,750</u>
<b>CIP - Storm Sewer Fund:</b>				
Storm Sewer	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ 12,923</u>	<u>\$ 72,290</u>
<b>CDBG Fund:</b>				
Street	<u>\$ 172,000</u>	<u>\$ 124,848</u>	<u>\$ 58,231</u>	<u>\$ -</u>
<b>2008B G.O Bond Fund</b>				
Parks & Recreation	\$ -	\$ 15,368	\$ 15,334	\$ -
Unallocated	-	-	-	107
Total 2008B G.O. Bond	<u>\$ -</u>	<u>\$ 15,368</u>	<u>\$ 15,334</u>	<u>\$ 107</u>
<b>2009 G.O Bond Fund</b>				
Unallocated	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 15,524</u>
<b>2010 G.O Bond Fund</b>				
Transfer out	\$ 55,759	\$ 81,367	\$ 81,367	\$ -
Unallocated	-	35,466	-	492
Total 2010 G.O. Bond	<u>\$ 55,759</u>	<u>\$ 116,833</u>	<u>\$ 81,367</u>	<u>\$ 492</u>
<b>2012 G.O Bond Fund</b>				
Tech Services	\$ 42,064	\$ 158,830	\$ 158,700	\$ -
Fire	2,086	8,546	8,546	-
Police	64,369	32,269	32,269	-
Parks	2,457	-	-	-
Sooner Pool	-	28,601	-	98,070
Total 2012 G.O. Bond	<u>\$ 110,976</u>	<u>\$ 228,246</u>	<u>\$ 199,515</u>	<u>\$ 98,070</u>
<b>2014 G.O Bond Fund</b>				
Street	\$ 3,883	\$ 1,300,000	\$ 1,236,778	\$ 20,000
Parks	-	140,000	-	150,000
Unallocated	-	12,028	-	59,874
Total 2014 G.O. Bond	<u>\$ 3,883</u>	<u>\$ 1,452,028</u>	<u>\$ 1,236,778</u>	<u>\$ 229,874</u>

# CITY OF BARTLESVILLE

## 2017-18 Operating Budget

### Current and Prior Years' Expenditure Summary by Fund Type (continued)

<b>FUND &amp; DEPARTMENT</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 APPROVED</b>
<b>2014B G.O Bond Fund</b>				
Fire	\$ 306,500	\$ -	\$ -	\$ -
Police	-	-	-	109,540
Park and Rec	-	55,000	4,005	15,000
Unallocated	-	16,536	-	-
Total 2014B G.O. Bond	<u>\$ 306,500</u>	<u>\$ 71,536</u>	<u>\$ 4,005</u>	<u>\$ 124,540</u>
<b>2015 G.O Bond Fund</b>				
Accounting and Finance	\$ 55,200	\$ -	\$ -	\$ -
Street	-	1,875,000	-	1,875,000
Adams Municipal Golf Course	44,557	-	-	-
Unallocated	-	-	-	134,318
Total 2015 G.O. Bond	<u>\$ 99,757</u>	<u>\$ 1,875,000</u>	<u>\$ -</u>	<u>\$ 2,009,318</u>
<b>2017 G.O Bond Fund</b>				
Accounting and finance	\$ -	\$ 90,000	\$ 90,000	\$ -
Fire	-	-	-	500,000
Street	-	-	-	645,000
Park and Recreation	-	-	-	1,955,000
Unallocated	-	-	-	110,000
Total 2005 G.O. Bond	<u>\$ -</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ 3,210,000</u>
<b>Total Capital Projects Funds</b>	<u><b>\$ 6,666,405</b></u>	<u><b>\$ 16,679,169</b></u>	<u><b>\$ 8,156,538</b></u>	<u><b>\$ 11,763,417</b></u>
<b>ENTERPRISE FUNDS</b>				
<b>Wastewater Operating Fund:</b>				
Wastewater Treatment Plant	\$ 2,096,969	\$ 2,290,987	\$ 2,282,475	\$ 2,341,118
Wastewater Maintenance	915,473	797,778	744,707	824,116
Transfers Out	1,006,305	1,200,035	1,200,035	1,153,002
Reserves	-	84,977	-	83,736
Total Wastewater Operating	<u>\$ 4,018,747</u>	<u>\$ 4,373,777</u>	<u>\$ 4,227,217</u>	<u>\$ 4,401,972</u>
<b>Water Operating Fund:</b>				
Water Plant	\$ 3,313,162	\$ 2,741,818	\$ 2,723,444	\$ 2,927,910
Water Administration	303,641	317,146	306,544	320,691
Water Distribution	1,444,195	1,525,469	1,322,587	1,450,033
Transfers Out	1,524,290	1,668,053	1,668,053	1,822,752
Reserves	-	171,487	-	173,935
Total Water Operating	<u>\$ 6,585,288</u>	<u>\$ 6,423,973</u>	<u>\$ 6,020,628</u>	<u>\$ 6,695,321</u>

# CITY OF BARTLESVILLE

## 2017-18 Operating Budget

### Current and Prior Years' Expenditure Summary by Fund Type (continued)

<b>FUND &amp; DEPARTMENT</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 APPROVED</b>
<b>Sanitation Operating Fund:</b>				
Sanitation	\$ 3,021,759	\$ 2,993,660	\$ 2,752,636	\$ 2,838,506
Transfers Out	1,307,712	1,879,621	1,879,621	1,998,468
Reserves	-	128,659	-	125,976
Total Sanitation Operating	<u>\$ 4,329,471</u>	<u>\$ 5,001,940</u>	<u>\$ 4,632,257</u>	<u>\$ 4,962,950</u>
<b>Municipal Golf Course Fund:</b>				
Golf Course	\$ 437,560	\$ 465,662	\$ 451,255	\$ 462,625
Reserves	-	13,314	-	13,491
Total Municipal Golf Course	<u>\$ 437,560</u>	<u>\$ 478,976</u>	<u>\$ 451,255</u>	<u>\$ 476,116</u>
<b>Sooner Pool Fund:</b>				
Sooner Pool	\$ 47,277	\$ 45,200	\$ 45,200	\$ 45,400
<b>Frontier Pool Fund:</b>				
Frontier Pool	\$ 60,611	\$ 57,300	\$ 57,114	\$ 57,300
<b>Total Enterprise Funds</b>	<b><u>\$ 15,478,954</u></b>	<b><u>\$ 16,381,166</u></b>	<b><u>\$ 15,433,671</u></b>	<b><u>\$ 16,639,059</u></b>
<b>INTERNAL SERVICE FUNDS</b>				
<b>Workers' Compensation Fund:</b>				
Work Comp Claims	\$ 289,358	\$ 425,000	\$ 217,727	\$ 450,000
Administration	21,068	25,000	20,000	25,000
Total Workers' Compensation	<u>\$ 310,426</u>	<u>\$ 450,000</u>	<u>\$ 237,727</u>	<u>\$ 475,000</u>
<b>Health Insurance Fund:</b>				
Medical Claims	\$ 2,323,191	\$ 3,173,093	\$ 2,255,000	\$ 3,275,000
Administration Fees	325,797	555,074	450,000	643,500
Total Health Insurance	<u>\$ 2,648,988</u>	<u>\$ 3,728,167</u>	<u>\$ 2,705,000</u>	<u>\$ 3,918,500</u>
<b>Auto Collision Fund:</b>				
Auto Collision Claims	\$ 28,769	\$ 300,000	\$ 72,479	\$ 248,293
<b>Stabilization Reserve Fund:</b>				
General Fund Reserve	\$ -	\$ 3,079,062	\$ -	\$ 3,505,972
Wastewater Fund Reserve	-	538,780	-	623,451
Water Fund Reserve	-	990,943	-	1,118,492
Sanitation Fund Reserve	-	660,173	-	740,310
Total Stabilization Reserve	<u>\$ -</u>	<u>\$ 5,268,958</u>	<u>\$ -</u>	<u>\$ 5,988,225</u>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Current and Prior Years' Expenditure Summary by Fund Type**  
(continued)

<b>FUND &amp; DEPARTMENT</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 APPROVED</b>
<b>Capital Reserve Fund:</b>				
General	\$ -	\$ 619,600	\$ 531,847	\$ 578,320
Wastewater	96,751	897,000	357,459	2,855,720
Water	769,544	1,602,500	789,552	1,389,220
Sanitation	147,200	600,000	587,841	458,720
Total Capital Reserve	<u>\$ 1,013,495</u>	<u>\$ 3,719,100</u>	<u>\$ 2,266,699</u>	<u>\$ 5,281,980</u>
<b>Total Internal Service Funds</b>	<b>\$ 4,001,678</b>	<b>\$ 13,466,225</b>	<b>\$ 5,281,905</b>	<b>\$ 15,911,998</b>
<b>FIDUCIARY FUNDS</b>				
<b>Mausoleum Trust Fund:</b>				
Mausoleum	\$ -	\$ 5,000	\$ -	\$ 7,920
<b>BARTLESVILLE MUNICIPAL AUTHORITY</b>				
<b>BMA - Wastewater Fund:</b>				
BMA Wastewater Operating	\$ 28,854	\$ 29,500	\$ 28,755	\$ 29,500
Transfers Out	3,939,938	4,293,323	4,293,323	4,401,971
Total BMA - Wastewater	<u>\$ 3,968,792</u>	<u>\$ 4,322,823</u>	<u>\$ 4,322,078</u>	<u>\$ 4,431,471</u>
<b>BMA - Water Fund:</b>				
BMA - Water Operating	\$ 3,104,421	\$ 3,115,000	\$ 3,110,750	\$ 3,030,000
BMA - Water Construction	-	-	-	-
Transfers Out	6,273,535	6,252,650	6,252,650	6,252,464
Total BMA - Water	<u>\$ 9,377,956</u>	<u>\$ 9,367,650</u>	<u>\$ 9,363,400</u>	<u>\$ 9,282,464</u>
<b>Total BMA Funds</b>	<b>\$ 13,346,748</b>	<b>\$ 13,690,473</b>	<b>\$ 13,685,478</b>	<b>\$ 13,713,935</b>
<b>TOTAL EXPENSES ALL FUNDS</b>	<b>\$ 66,915,171</b>	<b>\$ 94,794,321</b>	<b>\$ 73,303,441</b>	<b>\$ 89,906,854</b>



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Estimated Change in Fund Equity – All Funds

The City uses the term “fund balance” to represent the net beginning balance of resources and obligations available to be budgeted. The resources and obligations that the fund balance represents differ in each fund, but all of them are derived from the City’s budgetary basis of accounting. Using the definition of the City’s budget basis of accounting that was supplied earlier, fund balance could be comprised of cash, investments, inventory, trade accounts receivable, and accounts payable. An example of the General Fund’s fund balance as of July 1, 2016 is provided below.

**General Fund**  
**Budgetary Fund Balance Calculation**  
**As of July 1, 2016**

Account Title	Balance
Cash and Investments	2,245,810
Petty Cash	2,775
Inventory	55,036
Accounts Receivable (net of allowance)	(38,511)
Total Assets	2,265,110
Cleet Payable	(4,068)
Other Payables	(2,703)
Deferred Revenue	(33,074)
Reserved for Encumbrances	(479,387)
Total Liabilities	(519,232)
<b>Total Budgetary Fund Balance</b>	<b>1,745,878</b>

By nature, certain components of fund balance are restricted as to use. However, if the restricted assets and liabilities that the fund balance represents are used to fund the City’s operating budget, then these amounts will be included in fund balance as well. An example of this is the restricted donations fund. This entire fund is restricted as to use, but the expenditures for the restricted donations 2017-18 Operating Budget are funded from these restricted assets. These assets net of any related liabilities are then included in the fund balance amount for this reason.

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Estimated Change in Fund Equity – All Funds  
 (continued)

<b>FUND</b>	<b>FUND BALANCE JULY 1, 2016</b>	<b>ADDITIONS</b>	<b>REDUCTIONS</b>	<b>FUND BALANCE JUNE 30, 2017</b>
<b>GENERAL FUND</b>				
General	\$ 1,279,555	\$ 21,868,635	\$ 22,288,196	\$ 859,994
<b>SPECIAL REVENUE FUNDS</b>				
Economic Development	\$ 783,099	\$ 1,562,462	\$ 2,345,561	\$ -
E-911	23,624	970,954	975,065	19,513
Special Library	236,909	94,500	158,500	172,909
Special Museum	105,202	39,208	33,371	111,039
Municipal Airport	160,367	-	160,367	-
Harshfield Library Donation	774,844	-	774,844	-
Restricted Revenue	318,766	-	318,766	-
Golf Course Memorial	1,832	-	1,832	-
JAG	36,380	-	36,380	-
Neighborhood Park	8,181	-	8,181	-
Cemetery Perpetual Care	-	2,800	2,800	-
Stadium Operating	14,171	-	14,171	-
Special Revenue Funds	<u>\$ 2,463,375</u>	<u>\$ 2,669,924</u>	<u>\$ 4,829,838</u>	<u>\$ 303,461</u>
<b>DEBT SERVICE FUND</b>				
Debt Service	<u>\$ 2,861,467</u>	<u>\$ 3,449,715</u>	<u>\$ 3,372,984</u>	<u>\$ 2,938,198</u>
<b>CAPITAL PROJECTS FUNDS</b>				
CIP - Sales Tax	\$ 1,744,375	\$ 2,702,924	\$ 4,447,299	\$ -
CIP - Wastewater	146,288	-	146,288	-
CIP - Wastewater Reg	1,362,865	-	1,362,865	-
CIP - City Hall	28,246	18,504	46,750	-
CIP - Storm Sewer	72,290	-	72,290	-
2008B GO Bond	107	-	107	-
2009 GO Bond	15,524	-	15,524	-
2010 GO Bond	492	-	492	-
2012 GO Bond	98,070	-	98,070	-
2014 GO Bond	229,874	-	229,874	-
2014B GO Bond	124,540	-	124,540	-
2015 GO Bond	2,009,318	-	2,009,318	-
2017 GO Bond	3,210,000	-	3,210,000	-
Capital Projects Funds	<u>\$ 9,041,989</u>	<u>\$ 2,721,428</u>	<u>\$ 11,763,417</u>	<u>\$ -</u>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Estimated Change in Fund Equity – All Funds  
 (continued)

<b>FUND</b>	<b>FUND BALANCE JULY 1, 2016</b>	<b>ADDITIONS</b>	<b>REDUCTIONS</b>	<b>FUND BALANCE JUNE 30, 2017</b>
<b>ENTERPRISE FUNDS</b>				
Wastewater Operating	\$ 1	\$ 4,401,971	\$ 4,318,236	\$ 83,736
Water Operating	442,457	6,252,864	6,521,386	173,935
Sanitation Operating	1,562,207	4,559,817	4,836,974	1,285,050
Municipal Golf Course	7,327	468,789	462,625	13,491
Sooner Pool	1,915	44,393	45,400	908
Frontier Pool	-	58,446	57,300	1,146
Enterprise Funds	<u>\$ 2,013,907</u>	<u>\$ 15,786,280</u>	<u>\$ 16,241,921</u>	<u>\$ 1,558,266</u>
<b>INTERNAL SERVICE FUNDS</b>				
Workers' Compensation	\$ 305,833	\$ 169,167	\$ 475,000	\$ -
Health Insurance	1,260,446	2,658,054	3,918,500	-
Auto Collision Insurance	208,914	39,379	248,293	-
Stabilization Reserve	5,268,958	719,267	-	5,988,225
Capital Reserve	3,862,919	1,266,000	5,281,980	(153,061)
Internal Service Funds	<u>\$ 10,907,070</u>	<u>\$ 4,851,867</u>	<u>\$ 9,923,773</u>	<u>\$ 5,835,164</u>
<b>FIDUCIARY FUNDS</b>				
Mausoleum Trust	<u>\$ 7,920</u>	<u>\$ -</u>	<u>\$ 7,920</u>	<u>\$ -</u>
<b>BARTLESVILLE MUNICIPAL AUTHORITY FUNDS</b>				
BMA - Wastewater	\$ 129,695	\$ 4,490,000	\$ 4,431,471	\$ 188,224
BMA - Water	511,749	9,113,000	9,282,464	342,285
BMA Funds	<u>\$ 641,444</u>	<u>\$ 13,603,000</u>	<u>\$ 13,713,935</u>	<u>\$ 530,509</u>
<b>All Funds Total</b>	<u><b>\$ 29,216,727</b></u>	<u><b>\$ 64,950,849</b></u>	<u><b>\$ 82,141,984</b></u>	<u><b>\$ 12,025,592</b></u>

Significant Increases or Decreases

Almost all of the funds represented above are not anticipated to have significant increases or decreases in fund balance although many appear to anticipate significant decreases. This is because the above analysis assumes that the entire appropriation for a fund will be spent. This presents a worst case scenario, but actual experience indicates that there will be a portion of the appropriation unencumbered and unspent at the end of the fiscal year.

Therefore, for funds such as most special revenue funds, capital improvement funds, internal service funds, and fiduciary funds that budget their entire available balance even if there is no intent to spend the entire balance, there appears to be a significant anticipated decrease in fund balance, but as was stated above, this would only be true if there was a need for a specific project or emergency that required the entire expenditure of these funds.

***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
Estimated Change in Fund Equity – All Funds  
(continued)

In addition to the above described uses of fund balance, the City has also implemented a new reserve policy in accordance with a recently adopted ordinance that impacts fund balance in the General, Water, Wastewater, Sanitation, BMA – Wastewater, and Water Funds. This new policy actually reduces fund balance in these funds, since these amounts are now transferred to a Stabilization Reserve Fund which will hold the balances for use in certain prescribed situations. While this contributes to the appearance of a reduction in fund balance for these funds, the amounts contained in the Stabilization Reserve Fund and the amounts contained in the Capital Reserve Fund should be included when considering the overall financial health of these funds.

# CITY OF BARTLESVILLE

## 2017-18 Operating Budget

### Percentage Change from Prior Budget – General and Enterprise Funds

<i>FUND &amp; DEPARTMENT</i>	<i>2016-17 BUDGET</i>	<i>2017-18 BUDGET</i>	<i>% INCREASE (DECREASE)</i>
<b>GENERAL FUND</b>			
<b>General Fund:</b>			
City Council			
Contractual Services	\$ 29,300	\$ 21,850	-25.4%
Materials and Supplies	2,400	2,400	0.0%
City Council Total	<u>\$ 31,700</u>	<u>\$ 24,250</u>	<u>-23.5%</u>
Administration			
Personnel Services	\$ 675,190	\$ 694,345	2.8%
Contractual Services	98,971	105,542	6.6%
Materials and Supplies	11,900	6,750	-43.3%
Administration Total	<u>\$ 786,061</u>	<u>\$ 806,637</u>	<u>2.6%</u>
Accounting and Finance			
Personnel Services	\$ 1,018,164	\$ 1,022,930	0.5%
Contractual Services	493,340	483,100	-2.1%
Materials and Supplies	28,000	26,000	-7.1%
Accounting and Finance Total	<u>\$ 1,539,504</u>	<u>\$ 1,532,030</u>	<u>-0.5%</u>
Legal			
Personnel Services	\$ 154,396	\$ 152,241	-1.4%
Contractual Services	30,200	29,000	-4.0%
Materials and Supplies	-	-	N/A
Legal Total	<u>\$ 184,596</u>	<u>\$ 181,241</u>	<u>-1.8%</u>
Building & Neighbor Service			
Personnel Services	\$ 499,582	\$ 497,369	-0.4%
Contractual Services	142,700	142,950	0.2%
Materials and Supplies	10,900	9,900	-9.2%
Building & Neighbor Service Total	<u>\$ 653,182</u>	<u>\$ 650,219</u>	<u>-0.5%</u>
Building Maintenance			
Personnel Services	\$ 434,052	\$ 357,844	-17.6%
Contractual Services	76,161	71,880	-5.6%
Materials and Supplies	17,610	17,250	-2.0%
Building Maintenance Total	<u>\$ 527,823</u>	<u>\$ 446,974</u>	<u>-15.3%</u>

# CITY OF BARTLESVILLE

## 2017-18 Operating Budget

### Percentage Change from Prior Budget – General and Enterprise Funds (continued)

<b>FUND &amp; DEPARTMENT</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>	<b>% INCREASE (DECREASE)</b>
<b>General Services</b>			
Contractual Services	\$ 615,761	\$ 620,428	0.8%
Materials and Supplies	37,700	35,000	-7.2%
General Services Total	<u>\$ 653,461</u>	<u>\$ 655,428</u>	<u>0.3%</u>
<b>Cemetery</b>			
Personnel Services	\$ 53,198	\$ -	-100.0%
Contractual Services	10,860	9,610	-11.5%
Materials and Supplies	10,950	7,950	-27.4%
Cemetery Total	<u>\$ 75,008</u>	<u>\$ 17,560</u>	<u>-76.6%</u>
<b>Community Development</b>			
Personnel Services	\$ 301,593	\$ 302,862	0.4%
Contractual Services	65,941	67,620	2.5%
Materials and Supplies	3,700	2,200	-40.5%
Community Development Total	<u>\$ 371,234</u>	<u>\$ 372,682</u>	<u>0.4%</u>
<b>Technical Services</b>			
Personnel Services	\$ -	\$ 366,483	N/A
Contractual Services	122,103	61,450	-49.7%
Materials and Supplies	500	10,200	1940.0%
Technical Services Total	<u>\$ 122,603</u>	<u>\$ 438,133</u>	<u>257.4%</u>
<b>Engineering</b>			
Personnel Services	\$ 506,988	\$ 240,724	-52.5%
Contractual Services	29,370	27,370	-6.8%
Materials and Supplies	11,650	9,650	-17.2%
Engineering Total	<u>\$ 548,008</u>	<u>\$ 277,744</u>	<u>-49.3%</u>
<b>Fleet Maintenance</b>			
Personnel Services	\$ 325,525	\$ 293,905	-9.7%
Contractual Services	22,372	16,872	-24.6%
Materials and Supplies	37,599	34,599	-8.0%
Fleet Maintenance Total	<u>\$ 385,496</u>	<u>\$ 345,376</u>	<u>-10.4%</u>
<b>Fire</b>			
Personnel Services	\$ 5,128,971	\$ 5,158,546	0.6%
Contractual Services	167,739	174,646	4.1%
Materials and Supplies	185,825	165,350	-11.0%
Fire Total	<u>\$ 5,482,535</u>	<u>\$ 5,498,542</u>	<u>0.3%</u>

# CITY OF BARTLESVILLE

## 2017-18 Operating Budget

### Percentage Change from Prior Budget – General and Enterprise Funds (continued)

<b>FUND &amp; DEPARTMENT</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>	<b>% INCREASE (DECREASE)</b>
<b>Police</b>			
Personnel Services	\$ 4,673,035	\$ 4,680,044	0.1%
Contractual Services	310,650	333,658	7.4%
Materials and Supplies	275,900	259,300	-6.0%
Police Total	<u>\$ 5,259,585</u>	<u>\$ 5,273,002</u>	<u>0.3%</u>
<b>Street</b>			
Personnel Services	\$ 900,114	\$ 877,205	-2.5%
Contractual Services	243,000	243,000	0.0%
Materials and Supplies	325,690	317,900	-2.4%
Street Total	<u>\$ 1,468,804</u>	<u>\$ 1,438,105</u>	<u>-2.1%</u>
<b>Library</b>			
Personnel Services	\$ 878,176	\$ 982,415	11.9%
Contractual Services	157,975	165,030	4.5%
Materials and Supplies	132,412	116,050	-12.4%
Library Total	<u>\$ 1,168,563</u>	<u>\$ 1,263,495</u>	<u>8.1%</u>
<b>History Museum</b>			
Personnel Services	\$ 169,593	\$ 150,865	-11.0%
Contractual Services	11,925	9,055	-24.1%
Materials and Supplies	13,325	10,950	-17.8%
History Museum Total	<u>\$ 194,843</u>	<u>\$ 170,870</u>	<u>-12.3%</u>
<b>Park and Recreation</b>			
Personnel Services	\$ 955,767	\$ 914,927	-4.3%
Contractual Services	138,605	124,605	-10.1%
Materials and Supplies	157,600	155,500	-1.3%
Park and Recreation Total	<u>\$ 1,251,972</u>	<u>\$ 1,195,032</u>	<u>-4.5%</u>
<b>Transfers Out</b>			
To E-911 Fund	\$ 588,024	\$ 487,056	-17.2%
To Doenges Memorial Stadium	9,829	-	-100.0%
To Adams Golf Course	72,005	145,089	101.5%
To Sooner Pool	44,311	44,393	0.2%
To Frontier Pool	57,117	58,446	2.3%
To Auto Collision Insurance	1,707	38,982	2183.7%
To Stabilization Reserve	508,111	426,910	-16.0%
Total Transfers Out	<u>\$ 1,281,104</u>	<u>\$ 1,200,876</u>	<u>-6.3%</u>

# CITY OF BARTLESVILLE

## 2017-18 Operating Budget

### Percentage Change from Prior Budget – General and Enterprise Funds (continued)

<b>FUND &amp; DEPARTMENT</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>	<b>% INCREASE (DECREASE)</b>
Reserves			
Compensated Absences Reserve	685,494	684,994	-0.1%
Severance Reserve	175,000	175,000	0.0%
Contingency	-	-	N/A
Total Reserves	<u>\$ 860,494</u>	<u>\$ 859,994</u>	<u>-0.1%</u>
<b>Total General Fund</b>	<b><u>\$ 22,846,576</u></b>	<b><u>\$ 22,648,190</u></b>	<b><u>-0.9%</u></b>
<b>ENTERPRISE FUNDS</b>			
<b>Wastewater Operating Fund:</b>			
Wastewater Treatment Plant			
Contractual Services	\$ 2,290,987	\$ 2,341,118	2.2%
Wastewater Treatment Plant Total	<u>\$ 2,290,987</u>	<u>\$ 2,341,118</u>	<u>2.2%</u>
Wastewater Maintenance			
Personnel Services	\$ 646,328	\$ 663,466	2.7%
Contractual Services	47,400	44,500	-6.1%
Materials and Supplies	104,050	116,150	11.6%
Wastewater Maintenance Total	<u>\$ 797,778</u>	<u>\$ 824,116</u>	<u>3.3%</u>
Transfers Out			
To General Fund	\$ 973,772	\$ 1,068,331	9.7%
To Stabilization Reserve Fund	81,251	84,671	4.2%
To Capital Reserve Fund	145,012	-	-100.0%
Total Transfers Out	<u>\$ 1,200,035</u>	<u>\$ 1,153,002</u>	<u>-3.9%</u>
Reserves			
Contingency	\$ 64,546	\$ 63,305	-1.9%
Compensated Absences Reserve	20,431	20,431	0.0%
Total Reserves	<u>\$ 84,977</u>	<u>\$ 83,736</u>	<u>-1.5%</u>
<b>Total Wastewater Operating</b>	<b><u>\$ 4,373,777</u></b>	<b><u>\$ 4,401,972</u></b>	<b><u>0.6%</u></b>



# CITY OF BARTLESVILLE

## 2017-18 Operating Budget

### Percentage Change from Prior Budget – General and Enterprise Funds (continued)

<b>FUND &amp; DEPARTMENT</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>	<b>% INCREASE (DECREASE)</b>
<b>Water Operating Fund:</b>			
Water Plant			
Personnel Services	\$ 900,892	\$ 932,260	3.5%
Contractual Services	952,026	1,056,650	11.0%
Materials and Supplies	888,900	939,000	5.6%
Water Plant Total	<u>\$ 2,741,818</u>	<u>\$ 2,927,910</u>	<u>6.8%</u>
Water Administration			
Personnel Services	\$ 238,396	\$ 245,241	2.9%
Contractual Services	70,350	67,050	-4.7%
Materials and Supplies	8,400	8,400	0.0%
Water Administration Total	<u>\$ 317,146</u>	<u>\$ 320,691</u>	<u>1.1%</u>
Water Distribution			
Personnel Services	\$ 1,158,119	\$ 1,094,033	-5.5%
Contractual Services	70,250	79,500	13.2%
Materials and Supplies	297,100	276,500	-6.9%
Water Distribution Total	<u>\$ 1,525,469</u>	<u>\$ 1,450,033</u>	<u>-4.9%</u>
Transfers Out			
To General	\$ 1,530,212	\$ 1,678,806	9.7%
To Auto Collision Insurance	-	397	N/A
To Stabilization Reserve	122,293	127,549	4.3%
To Capital Reserve	15,548	16,000	2.9%
Total Transfers Out	<u>\$ 1,668,053</u>	<u>\$ 1,822,752</u>	<u>9.3%</u>
Reserves			
Contingency	\$ 91,525	\$ 93,973	2.7%
Compensated Absences Reserve	79,962	79,962	0.0%
Total Reserves	<u>\$ 171,487</u>	<u>\$ 173,935</u>	<u>1.4%</u>
<b>Total Water Operating</b>	<b><u>\$ 6,423,973</u></b>	<b><u>\$ 6,695,321</u></b>	<b><u>4.2%</u></b>
<b>Sanitation Operating Fund:</b>			
Sanitation			
Personnel Services	\$ 1,719,976	\$ 1,639,772	-4.7%
Contractual Services	857,730	840,880	-2.0%
Materials and Supplies	415,954	357,854	-14.0%
Sanitation Total	<u>\$ 2,993,660</u>	<u>\$ 2,838,506</u>	<u>-5.2%</u>

# CITY OF BARTLESVILLE

## 2017-18 Operating Budget

### Percentage Change from Prior Budget – General and Enterprise Funds (continued)

<b>FUND &amp; DEPARTMENT</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>	<b>% INCREASE (DECREASE)</b>
Transfers Out			
To General	\$ 1,048,772	\$ 1,168,331	11.4%
To Stabilization Reserve	80,849	80,137	-0.9%
To Capitalization Reserve	750,000	750,000	0.0%
Total Transfers Out	<u>\$ 1,879,621</u>	<u>\$ 1,998,468</u>	<u>6.3%</u>
Reserves			
Contingency	\$ 59,453	\$ 56,770	-4.5%
Compensated Absences Reserve	69,206	69,206	0.0%
Total Reserves	<u>\$ 128,659</u>	<u>\$ 125,976</u>	<u>-2.1%</u>
<b>Total Sanitation Operating</b>	<b><u>\$ 5,001,940</u></b>	<b><u>\$ 4,962,950</u></b>	<b><u>-0.8%</u></b>
<b>Municipal Golf Course Fund:</b>			
Golf Course			
Personnel Services	\$ 224,696	\$ 220,197	-2.0%
Contractual Services	141,766	147,028	3.7%
Materials and Supplies	99,200	95,400	-3.8%
Golf Course Total	<u>\$ 465,662</u>	<u>\$ 462,625</u>	<u>-0.7%</u>
Reserves			
Contingency	\$ 9,076	\$ 9,253	2.0%
Compensated Absences Reserve	4,238	4,238	0.0%
Total Reserves	<u>\$ 13,314</u>	<u>\$ 13,491</u>	<u>1.3%</u>
<b>Total Municipal Golf Course</b>	<b><u>\$ 478,976</u></b>	<b><u>\$ 476,116</u></b>	<b><u>-0.6%</u></b>
<b>Sooner Pool Fund:</b>			
Swimming pool			
Contractual Services	\$ 36,500	\$ 36,700	0.5%
Materials and Supplies	8,700	8,700	0.0%
Contingency	969	908	-6.3%
Swimming pool Total	<u>\$ 46,169</u>	<u>\$ 46,308</u>	<u>0.3%</u>
<b>Frontier Pool Fund:</b>			
Swimming pool			
Contractual Services	\$ 48,600	\$ 48,600	0.0%
Materials and Supplies	8,700	8,700	0.0%
Contingency	1,202	1,146	-4.7%
Swimming pool Total	<u>\$ 58,502</u>	<u>\$ 58,446</u>	<u>-0.1%</u>
<b>Total Enterprise Funds</b>	<b><u>\$ 16,383,337</u></b>	<b><u>\$ 16,641,113</u></b>	<b><u>1.6%</u></b>

**GENERAL FUND**



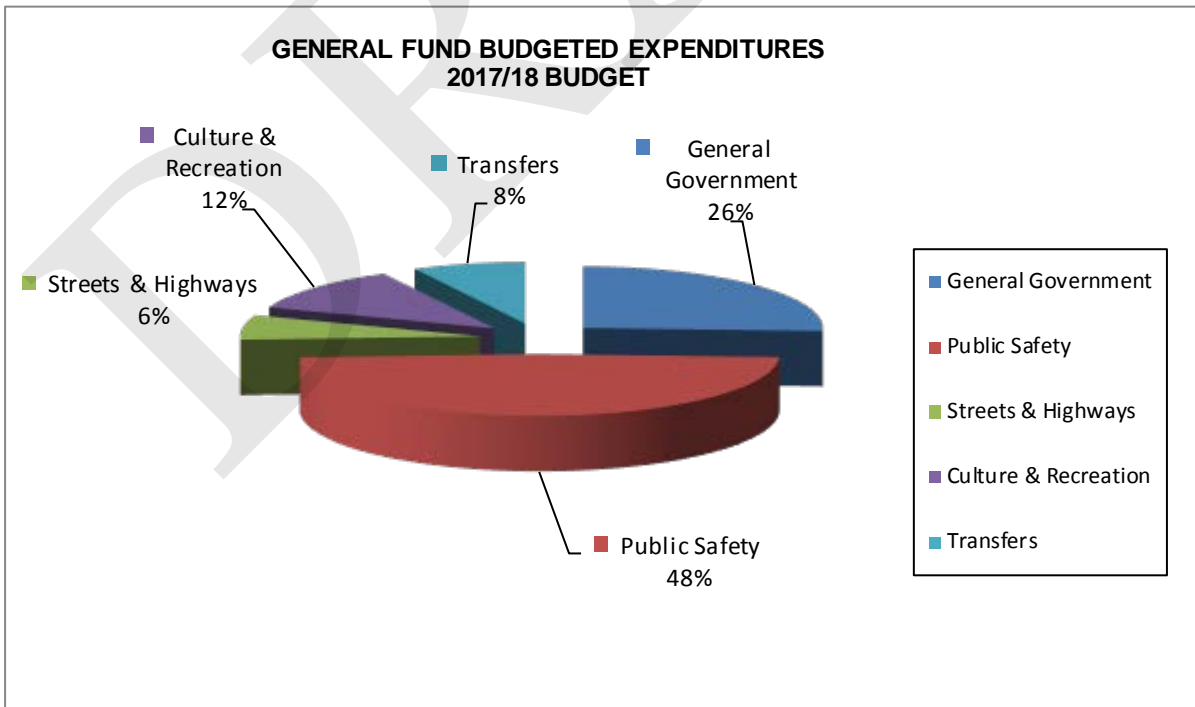
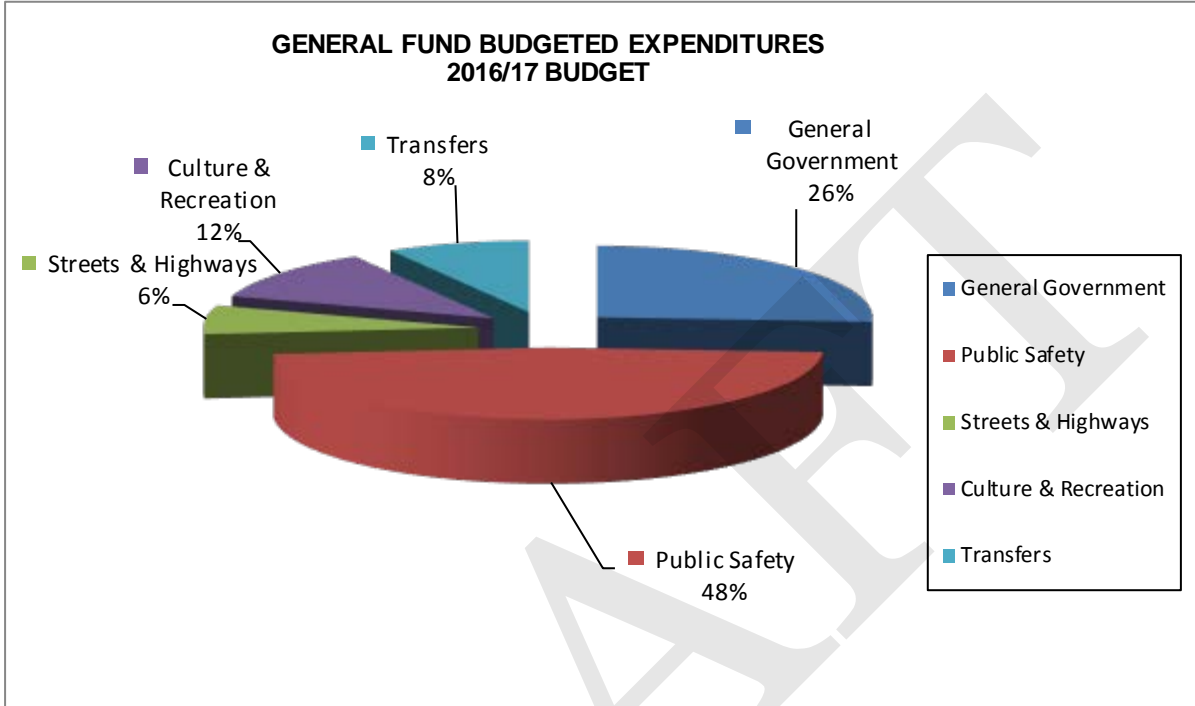
city of

**bartlesville**

CONNECTED / CREATIVE / VIBRANT

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Expenditure Graphs



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Expenditure Summary by Function

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>
City Council	\$ 19,728	\$ 31,700	\$ 9,037	\$ 24,250
Administration	706,032	786,061	634,982	806,637
Accounting and Finance	1,491,686	1,539,504	1,496,665	1,532,030
Legal	192,101	184,596	161,180	181,241
Building and Neighborhood Services	501,749	653,182	639,403	650,219
Building Maintenance	457,150	527,823	470,831	446,974
General Services	636,687	653,461	636,757	655,428
Cemetery	62,074	75,008	48,193	17,560
Community Development	332,548	371,234	364,354	372,682
Technical Services	57,119	122,603	121,398	438,133
Engineering	466,510	548,008	537,799	277,744
Fleet Maintenance	351,394	385,496	371,067	345,376
Fire	5,067,515	5,482,535	5,260,017	5,498,542
Police	4,872,203	5,259,585	5,302,732	5,273,002
Street	1,205,658	1,468,804	1,401,280	1,438,105
Library	1,087,582	1,168,563	1,168,563	1,263,495
History Museum	164,517	194,843	191,300	170,870
Park and Recreation	755,507	1,251,972	1,181,710	1,195,032
Transfer Out:				
To E-911 Fund	480,695	588,024	588,024	487,056
To Doenges Memorial Stadium	14,480	9,829	9,829	-
To Adams Golf Course	92,331	72,005	72,005	145,089
To Sooner Pool	55,968	44,311	44,311	44,393
To Frontier Pool	58,489	57,117	57,117	58,446
To Auto Collision Insurance	18,251	1,707	1,707	38,982
To Stabilization Reserve	392,444	508,111	508,111	426,910
To Capital Reserve	-	619,600	619,600	500,000
Reserves:				
Compensated Absences Reserve	-	685,494	-	684,994
Severance Reserve	-	175,000	-	175,000
<b>Total Expenditures and Reserves</b>	<b>\$ 19,540,418</b>	<b>\$ 23,466,176</b>	<b>\$ 21,897,972</b>	<b>\$ 23,148,190</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Expenditure Summary by Line Item**

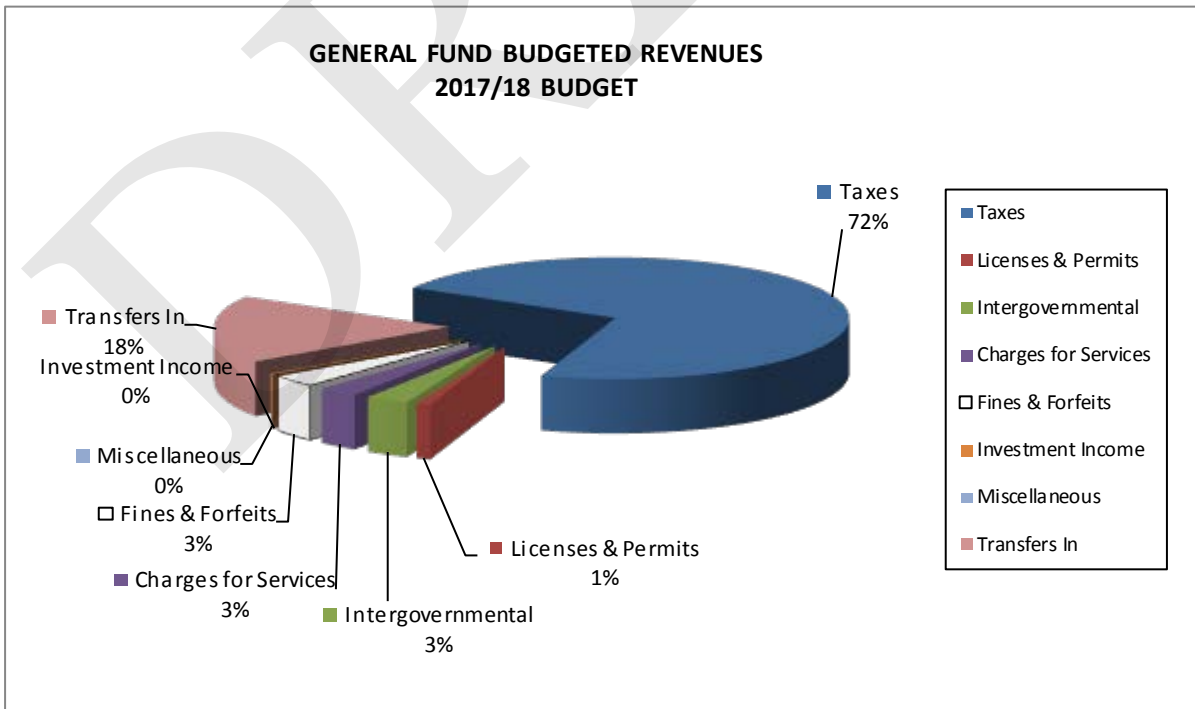
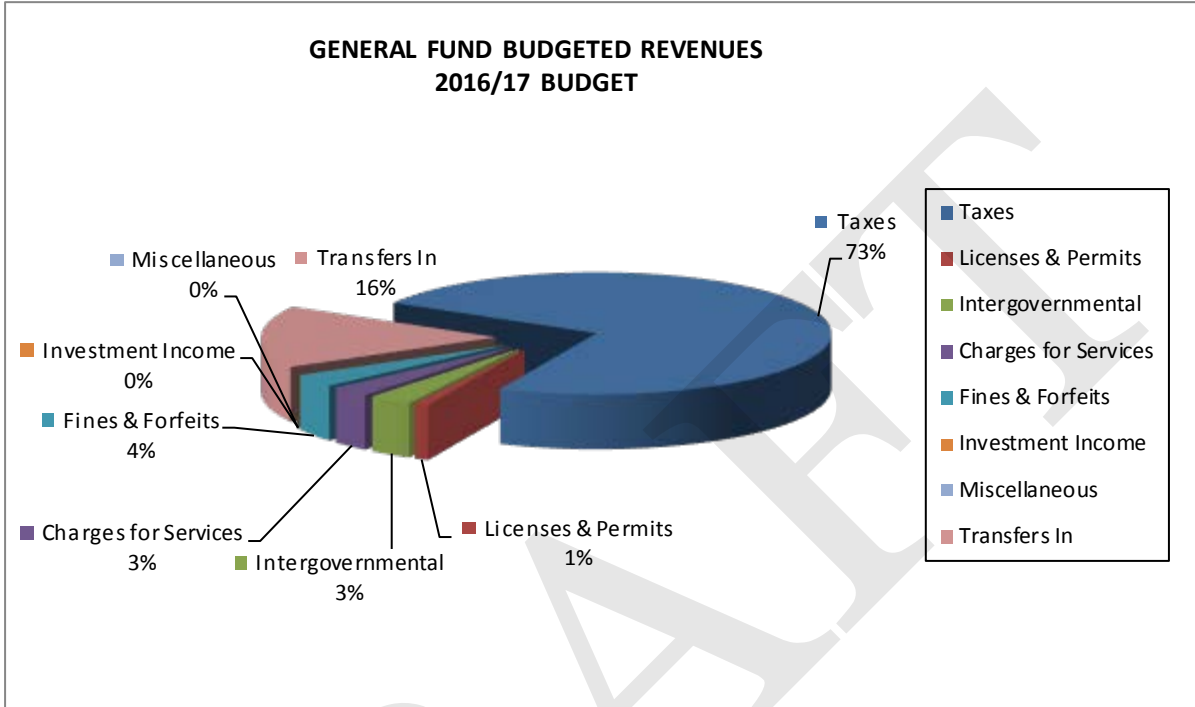
<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 9,966,390	\$11,150,618	\$10,971,039	\$11,636,279	\$11,636,279	\$11,636,279
51120 OVERTIME	564,507	549,000	483,347	555,000	525,000	525,000
51130 FICA	558,314	680,242	617,387	709,522	709,522	709,522
51140 GROUP INSURANCE	2,080,060	2,381,298	2,244,820	2,028,166	2,028,166	2,028,166
51150 DB RETIREMENT	633,958	664,000	655,239	683,015	683,015	683,015
51155 DC RETIREMENT	53,677	106,421	72,101	110,012	110,012	110,012
51160 PENSION	789,090	884,000	857,351	928,000	928,000	928,000
51170 WORKER'S COMPENSATION	239,312	258,765	258,765	72,711	72,711	72,711
51180 UNEMPLOYMENT COMP	-	-	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$14,885,308</b>	<b>\$16,674,344</b>	<b>\$16,160,049</b>	<b>\$16,722,705</b>	<b>\$16,692,705</b>	<b>\$16,692,705</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 370,220	\$ 428,959	\$ 416,316	\$ 444,347	\$ 430,397	\$ 430,397
52210 FINANCIAL SERVICES	184,398	199,400	169,272	183,600	183,600	183,600
52310 UTILITIES & COMMUNICATIONS	518,940	565,876	540,922	580,668	564,418	564,418
52410 PROFESSIONAL SERVICES	176,616	204,825	202,291	155,915	148,100	148,100
52510 OTHER SERVICES	631,733	755,292	715,977	873,081	765,139	765,139
52610 MAINT. & REPAIR SERVICE	215,336	289,241	270,839	435,469	296,494	296,494
52710 OPERATIONAL SERVICES	748	5,500	1,275	5,500	2,000	2,000
52810 INSURANCE & BONDS	339,983	317,880	303,753	317,518	317,518	317,518
52950 MISCELLANEOUS	-	-	1,646	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 2,437,974</b>	<b>\$ 2,766,973</b>	<b>\$ 2,622,291</b>	<b>\$ 2,996,098</b>	<b>\$ 2,707,666</b>	<b>\$ 2,707,666</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 66,301	\$ 81,812	\$ 79,713	\$ 85,650	\$ 75,650	\$ 75,650
53210 JANITORIAL SUPPLIES	29,034	33,800	33,049	38,200	37,200	37,200
53310 GENERAL SUPPLIES	320,688	352,450	321,276	362,670	337,200	337,200
53410 TOOLS & EQUIPMENT	15,365	23,499	37,631	60,799	24,299	24,299
53510 FUEL	171,575	246,700	176,843	245,700	194,000	194,000
53610 MAINT. & REPAIR MATERIALS	499,015	525,400	566,416	530,850	518,600	518,600
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 1,101,978</b>	<b>\$ 1,263,661</b>	<b>\$ 1,214,928</b>	<b>\$ 1,323,869</b>	<b>\$ 1,186,949</b>	<b>\$ 1,186,949</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Expenditure Summary by Line Item  
 (continued)

<b>CAPITAL OUTLAY</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
55950 OFFICE EQUIP & FURNISH	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TRANSFERS OUT</b>						
59207 E 9-1-1 FUND	\$ 480,695	\$ 588,024	\$ 588,024	\$ 529,056	\$ 487,056	\$ 487,056
59276 DOENGES MEMORIAL STADIUM	14,480	9,829	9,829	-	-	-
59513 ADAMS GOLF COURSE	92,331	72,005	72,005	170,089	145,089	145,089
59515 FRONTIER POOL	55,968	44,311	44,311	44,393	44,393	44,393
59516 SOONER POOL	58,489	57,117	57,117	58,446	58,446	58,446
59663 AUTO COLLISION INSURANCE	18,251	1,707	1,707	38,982	38,982	38,982
59670 STABILIZATION RESERVE	392,444	508,111	508,111	436,893	426,446	426,910
59675 CAPITAL RESERVE	-	619,600	619,600	500,000	500,000	500,000
<b>TOTAL TRANSFERS</b>	<b>\$ 1,112,658</b>	<b>\$ 1,900,704</b>	<b>\$ 1,900,704</b>	<b>\$ 1,777,859</b>	<b>\$ 1,700,412</b>	<b>\$ 1,700,876</b>
<b>TOTAL BUDGET</b>	<b>\$19,540,418</b>	<b>\$22,605,682</b>	<b>\$21,897,972</b>	<b>\$22,820,531</b>	<b>\$22,287,732</b>	<b>\$22,288,196</b>



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Revenue Graphs



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Revenue Summary by Source

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>
Sales Tax	\$ 12,951,073	\$ 14,452,529	\$ 14,142,033	\$ 14,325,496
Franchise Tax	1,401,883	1,436,500	1,385,356	1,377,000
Licenses & Permits	220,844	215,400	219,612	212,400
Intergovernmental	647,996	646,600	659,997	651,700
Charges for Services	563,444	593,200	598,036	619,000
Fines and Forfeits	749,523	746,000	683,731	708,900
Interest and Investment Income	41,756	-	84,807	40,000
Donations and Miscellaneous	101,640	900	105,321	4,500
Transfer In:				
Wastewater	893,882	973,772	973,772	1,068,331
Water	1,404,672	1,530,212	1,530,212	1,678,806
Sanitation	968,882	1,048,772	1,048,772	1,168,331
Stadium	-	-	-	14,171
Fund Balance	<u>1,603,847</u>	<u>1,822,291</u>	<u>1,745,878</u>	<u>1,279,555</u>
<b>Total Available for Appropriation</b>	<b><u><u>\$21,549,442</u></u></b>	<b><u><u>\$23,466,176</u></u></b>	<b><u><u>\$23,177,527</u></u></b>	<b><u><u>\$ 23,148,190</u></u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Personnel Summary

<b>PERSONNEL COUNTS BY DEPARTMENT</b>	<b>2015-16 ACTUAL FTEs</b>	<b>2016-17 BUDGETED FTEs</b>	<b>2016-17 ACTUAL FTEs</b>	<b>2017-18 BUDGETED FTEs</b>
Administration	7	7	7	7
Accounting and Finance	16	16	16	16
Legal	2.23	2.23	2.23	2.23
Building and Neighbor Services	6	8	8	8
Building Maintenance	5	6	5	5
Cemetery	1	1	1	0
Community Development	3	3	3	3
Technical Services	0	0	0	4
Engineering	8	9	9	6
Fleet Maintenance	4	4	4	4
Fire	67	70	70	70
Police	65	68	68	68
Street	11	17	17	17
Library	16.94	16.94	17.94	19.14
History Museum	3.85	3.85	3.85	3.63
Park and Recreation	8	18	18	18
<b>Total Personnel</b>	<b><u>224.02</u></b>	<b><u>250.02</u></b>	<b><u>250.02</u></b>	<b><u>251.00</u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – City Council – Summary

Department Mission: To use oversight and policy making powers to plan for the long term benefit of the City. The Council encourages critical analysis of all problems to help find new and better solutions.

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Department Description: The City Council is the policy-making and legislative body of the City of Bartlesville. It is responsible to the electorate for the programs, policies, and improvements of the City. The City Council approves the annual budget and all contracts, ordinances, and resolutions of the City. It also makes appointments to the various boards and committees of the municipal government and the public trusts of which it is the beneficiary.

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2017 Accomplishments:
 

- City Council Elections held and new members were inducted and trained.
- Created an environment where business development is encouraged.

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2018 Objectives:
 

- Hold a bond election
- Pursue the design/creation of a more consistent revenue base

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Budget Highlights: The major budgeted expenditures for the City Council are training seminars, elections, and the annual audit.

<b>FUND 101 GENERAL DEPT 110 CITY COUNCIL</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$19,728</b>	<b>\$31,700</b>	<b>\$9,037</b>	<b>\$24,250</b>	<b>\$24,250</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – City Council – Line Item Detail**

<b>CONTRACTUAL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
52110 EMPLOYMENT SERVICES	\$ 3,479	\$ 9,950	\$ 340	\$ 9,950	\$ 5,500	\$ 5,500
52410 PROFESSIONAL SERVICES	275	3,300	1,767	3,300	2,300	2,300
52510 OTHER SERVICES	13,908	16,050	4,449	16,050	14,050	14,050
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 17,662</b>	<b>\$ 29,300</b>	<b>\$ 6,556</b>	<b>\$ 29,300</b>	<b>\$ 21,850</b>	<b>\$ 21,850</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ -	\$ 400	\$ 481	\$ 400	\$ 400	\$ 400
53310 GENERAL SUPPLIES	2,066	2,000	2,000	2,000	2,000	2,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 2,066</b>	<b>\$ 2,400</b>	<b>\$ 2,481</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>
<b>TOTAL BUDGET</b>	<b>\$ 19,728</b>	<b>\$ 31,700</b>	<b>\$ 9,037</b>	<b>\$ 31,700</b>	<b>\$ 24,250</b>	<b>\$ 24,250</b>

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
General Fund – Administration – Summary

Department Mission: To implement the policies of Council and manage the day to day affairs of the City while keeping in mind the long range goals of the City as a whole, fostering a positive relationship with employees while performing personnel duties and to seek out and administer grant funding for the City.

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Department Description: This department includes the activities of the City Manager, Human Resources Director, and Grants Administration. The City Manager is responsible to the City Council for administering the daily activities of the various departments of the city government and for implementing the policies and procedures adopted by the City Council. The manager is also responsible for preparing the annual budget and implementing the budget approved by the City Council. The Human Resources Director is responsible for the personnel policies and administration of the payroll plan and various benefit plans of the City. Grants Administration is responsible for administering the City's grants and identifying and responding to various grant opportunities.

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2017 Accomplishments:

- Negotiated with a wellness clinic vendor, finalized plans and bid construction of the wellness clinic.
- Completed a compensation study of all civilian staff and implemented recommendations.
- Conducted staff appreciation events and programs.
- Received and implemented multiple grants for Police, Main Street, Shawnee sidewalk, Price Fields and Safe Routes to School.
- Published City Beat Newsletter as a service to our citizens to increase transparency and timely communication.
- Worked with Economic Development staff and developers to create an environment where ongoing development is encouraged.

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Administration – Summary  
 (continued)

- 2018 Objectives:
- Represent the City to educate and promote the bond election.
  - Assist Washington County Emergency Management with implementation of the storm shelter grant.
  - Complete construction and open employee wellness clinic.
  - Transition HR software to Tyler Technologies product.
  - Implement online benefit services for employees.

Budget Highlights: The major budgeted expenditures for Administration are personnel expenditures for the City Manager, Human Resources Director, Grants Administrator and their employees. The Educational reimbursements program will be reinstated for the City as a whole as the budget allows.

<b>FUND 101 GENERAL DEPT 120 ADMINISTRATION</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$706,032</b>	<b>\$786,061</b>	<b>\$634,982</b>	<b>\$806,637</b>	<b>\$806,637</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Administration – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 443,900	\$ 485,438	\$ 369,922	\$ 513,000	\$ 513,000	\$ 513,000
51120 OVERTIME	-	3,000	-	4,000	1,000	1,000
51130 FICA	32,492	38,000	27,075	40,000	40,000	40,000
51140 GROUP INSURANCE	56,655	64,385	64,385	53,345	53,345	53,345
51150 DB RETIREMENT	66,969	79,000	57,049	82,000	82,000	82,000
51155 DC RETIREMENT	6,523	5,000	4,465	5,000	5,000	5,000
51170 WORKER'S COMPENSATION	652	367	367	-	-	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 607,191</b>	<b>\$ 675,190</b>	<b>\$ 523,263</b>	<b>\$ 697,345</b>	<b>\$ 694,345</b>	<b>\$ 694,345</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 70,257	\$ 67,367	\$ 83,403	\$ 73,862	\$ 73,862	\$ 73,862
52310 UTILITIES & COMMUNICATIONS	2,234	2,875	2,825	2,875	2,875	2,875
52410 PROFESSIONAL SERVICES	225	4,000	1,462	8,815	3,000	3,000
52510 OTHER SERVICES	18,591	24,229	18,975	100,305	25,305	25,305
52610 MAINT. & REPAIR SERVICE	7	500	-	500	500	500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 91,314</b>	<b>\$ 98,971</b>	<b>\$ 106,665</b>	<b>\$ 186,357</b>	<b>\$ 105,542</b>	<b>\$ 105,542</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 5,613	\$ 3,750	\$ 3,715	\$ 3,750	\$ 3,750	\$ 3,750
53210 JANITORIAL SUPPLIES	-	-	19	-	-	-
53310 GENERAL SUPPLIES	1,914	8,150	1,207	8,625	3,000	3,000
53610 MAINT. & REPAIR MATERIALS	-	-	113	-	-	-
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 7,527</b>	<b>\$ 11,900</b>	<b>\$ 5,054</b>	<b>\$ 12,375</b>	<b>\$ 6,750</b>	<b>\$ 6,750</b>
<b>TOTAL BUDGET</b>						
	<b>\$ 706,032</b>	<b>\$ 786,061</b>	<b>\$ 634,982</b>	<b>\$ 896,077</b>	<b>\$ 806,637</b>	<b>\$ 806,637</b>



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Administration – Personnel and Capital Detail

FUND 101 GENERAL  
 DEPT 120 ADMINISTRATION

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
City Manager	1	1	1	1
Human Resources Director	1	1	1	1
Chief Communications Officer	1	1	1	1
Executive Assistant	1	1	1	1
Human Resources Manager	2	2	1	1
HR Generalist	0	0	1	1
Grants Administrator	1	1	1	1
<b>TOTAL</b>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Accounting and Finance – Summary

Department Mission: We will embody the spirit of our community by striving to attain excellence in customer service, teamwork, ethics, and accountability.

Department Description: Under the supervision of the Administrative Director/CFO, the Accounting and Finance department performs all of the finance and treasury functions for the City. These combined functions are divided into the following divisions:

Internal Services: responsible for all duties associated with AP, payroll, accounting, City Clerk, and Treasury services.

Customer Services: responsible for all duties associated with the utility billing, accounts receivable, and municipal court services.

- 2017 Accomplishments:
- Continued use of sound financial practices and maintained the City’s AA- bond rating
  - Continued implementation of an automated phone system capable of taking payments over the phone after hours
  - Awarded a contract for a citywide ERP system and began the 30 month implementation process

- 2018 Objectives:
- Continue use of sound financial practices aimed at maintaining the City’s reserves and retaining the City’s AA- bond rating
  - Finalize the implementation of an automated phone system
  - Complete the implementation of the Finance module of the ERP system and begin implementation of the HRIS module

Budget Highlights: The major budgeted expenditures for the Accounting and Finance department are personnel expenditures, utility billing preparation fees, and software upgrades.

**FUND 101 GENERAL  
 DEPT 130 ACCOUNTING & FINANCE**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$1,491,686	\$1,539,504	\$1,496,665	\$1,532,030	\$1,532,030

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Accounting and Finance – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 677,221	\$ 703,000	\$ 706,306	\$ 728,000	\$ 728,000	\$ 728,000
51120 OVERTIME	423	3,000	1,000	4,000	1,000	1,000
51130 FICA	48,918	54,000	50,994	56,000	56,000	56,000
51140 GROUP INSURANCE	155,644	147,164	147,164	121,930	121,930	121,930
51150 DB RETIREMENT	95,702	99,000	99,023	103,000	103,000	103,000
51155 DC RETIREMENT	10,624	12,000	11,215	13,000	13,000	13,000
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 988,532</b>	<b>\$ 1,018,164</b>	<b>\$ 1,015,702</b>	<b>\$ 1,025,930</b>	<b>\$ 1,022,930</b>	<b>\$ 1,022,930</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 4,721	\$ 6,650	\$ 14,402	\$ 11,400	\$ 11,400	\$ 11,400
52210 FINANCIAL SERVICES	179,444	194,400	164,972	178,800	178,800	178,800
52310 UTILITIES & COMMUNICATIONS	3,432	2,600	1,975	2,600	2,600	2,600
52410 PROFESSIONAL SERVICES	77,716	67,500	60,094	58,000	58,000	58,000
52510 OTHER SERVICES	112,967	121,000	110,208	137,700	125,000	125,000
52610 MAINT. & REPAIR SERVICE	91,950	100,890	106,292	107,000	107,000	107,000
52810 INSURANCE & BONDS	-	300	300	300	300	300
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 470,230</b>	<b>\$ 493,340</b>	<b>\$ 458,243</b>	<b>\$ 495,800</b>	<b>\$ 483,100</b>	<b>\$ 483,100</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 17,429	\$ 25,000	\$ 20,000	\$ 25,000	\$ 23,000	\$ 23,000
53310 GENERAL SUPPLIES	15,495	3,000	2,702	3,000	3,000	3,000
53610 MAINT. & REPAIR MATERIALS	-	-	18	-	-	-
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 32,924</b>	<b>\$ 28,000</b>	<b>\$ 22,720</b>	<b>\$ 28,000</b>	<b>\$ 26,000</b>	<b>\$ 26,000</b>
<b>TOTAL BUDGET</b>	<b>\$ 1,491,686</b>	<b>\$ 1,539,504</b>	<b>\$ 1,496,665</b>	<b>\$ 1,549,730</b>	<b>\$ 1,532,030</b>	<b>\$ 1,532,030</b>

**CITY OF BARTLESVILLE**

2017-18 Operating Budget

General Fund – Accounting and Finance – Personnel and Capital Detail

FUND 101 GENERAL  
DEPT 130 ACCOUNTING & FINANCE

**PERSONNEL SCHEDULE**

<b>CLASSIFICATION</b>	<b>2015-16 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2016-17 BUDGTED NUMBER OF EMPLOYEES</b>	<b>2016-17 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2017-18 BUDGTED NUMBER OF EMPLOYEES</b>
AD/CFO	1	1	1	1
Internal Services Supervisor	1	1	1	1
Customer Service Supervisor	1	1	1	1
Accountant	1	1	1	1
Purchasing Tech	2	2	2	2
Senior Administrative Assistant	1	1	1	1
Court Clerk	2	2	2	2
Fiscal Tech	7	7	7	7
<b>TOTAL</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Legal – Summary

Department Mission: To provide legal advice to the City Council and all City departments and to represent the City’s interest in litigation or arbitration. To ensure equal justice to all citizens and assess fines and penalties when necessary.

Department Description: The City Attorney is appointed by the City Council and serves as the legal advisor to the Council and officers of the City in matters of City business. In addition, the City Attorney represents the City in court on matters requiring representation by counsel except on matters pertaining to insurance claims. The Judge is also appointed by the City Council. The Judge adjudicates cases brought before him in Municipal Court, approves warrants issued by the Municipal Court Clerk, and makes recommendations to the City Council on pardons requested by citizens.

2017 Accomplishments: • Successfully negotiated the 2016-17 labor agreements with the City’s two unions

2018 Objectives: • Successfully negotiate the 2017-18 labor agreements with the City’s two unions

Budget Highlights: The major budgeted expenditures for the Legal department are personnel costs for the municipal judge and City attorney and consulting fees for legal assistance in arbitration or litigation.

				<b>FUND 101 GENERAL DEPT 150 LEGAL</b>
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$192,101</b>	<b>\$184,596</b>	<b>\$161,180</b>	<b>\$181,241</b>	<b>\$181,241</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Legal – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 113,206	126,000	\$ 117,226	127,000	\$ 127,000	\$ 127,000
51130 FICA	8,022	10,000	8,312	10,000	10,000	10,000
51140 GROUP INSURANCE	18,878	18,396	18,396	15,241	15,241	15,241
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 140,106</b>	<b>\$ 154,396</b>	<b>\$ 143,934</b>	<b>\$ 152,241</b>	<b>\$ 152,241</b>	<b>\$ 152,241</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 248	\$ 2,800	\$ 250	\$ 1,600	\$ 1,600	\$ 1,600
52410 PROFESSIONAL SERVICES	44,447	20,000	8,000	20,000	20,000	20,000
52510 OTHER SERVICES	7,200	7,200	7,200	7,200	7,200	7,200
52810 INSURANCE & BONDS	100	200	150	200	200	200
52950 MISCELLANEOUS	-	-	1,646	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 51,995</b>	<b>\$ 30,200</b>	<b>\$ 17,246</b>	<b>\$ 29,000</b>	<b>\$ 29,000</b>	<b>\$ 29,000</b>
<b>TOTAL BUDGET</b>						
	<b>\$ 192,101</b>	<b>\$ 184,596</b>	<b>\$ 161,180</b>	<b>\$ 181,241</b>	<b>\$ 181,241</b>	<b>\$ 181,241</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Legal – Personnel and Capital Detail

**FUND 101 GENERAL  
 DEPT 150 LEGAL**

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
City Attorney	1	1	1	1
City Judge	1	1	1	1
Bailiff	0.23	0.23	0.23	0.23
<b>TOTAL</b>	<b><u>2.23</u></b>	<b><u>2.23</u></b>	<b><u>2.23</u></b>	<b><u>2.23</u></b>

# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **General Fund – Building and Neighborhood Services – Summary**

Department Mission: To ensure all codes and ordinances related to land use, property development, construction, and occupation are adhered to through regular inspections and reviews.

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Department Description: Building Development is responsible for the review of all building and site plans and the inspection of all building and construction projects to assure compliance with all building and safety codes. This department is also responsible for issuance of new occupational (business) licenses and registration of contractor licenses.

Neighborhood Services is responsible for the inspection of private property and nuisances (tall grass, weeds, trash, inoperable vehicles, etc.) as well as property maintenance, and the use of property to assure compliance with city codes. The department is also responsible for the registration of rental properties within the city limits.

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2017 Accomplishments:

- Processed 2469 code complaints, averaging 10.25 complaints per workday. This is an increase of 17.6% over last year
- Ordered the removal of 72 dilapidated structures, but due to limited funding, we were only able to remove 29 of those structures this fiscal year
- Issued 1,310 building related permits



**CITY OF BARTLESVILLE**

2017-18 Operating Budget

General Fund – Building and Neighborhood Services – Summary  
(continued)

2018 Objectives:

- Provide a timely, well understood, streamlined and consistent development review process that seamlessly integrates all required steps and approval processes
- Respond to nuisance complaints and resolving violations as quickly as possible with special concern for reducing the impact of vacant, abandoned and foreclosed properties on the community
- Continue to assure construction of safe buildings through effective and timely enforcement of the building codes, while maintaining our field inspection service guarantee of same day service if called in before 4:00 p.m.
- Promote and educate the construction community on energy and green building construction techniques through voluntary efforts working toward the Federal and State mandatory compliance date of January 1, 2018

Budget Highlights:

The major budgeted expenditures are personnel costs and the removal of dilapidated structures.

<b>FUND 101 GENERAL DEPT 155 BUILDING &amp; NEIGHBORHOOD SERVICES</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
\$501,749	\$653,182	\$639,403	\$650,219	\$650,219

# CITY OF BARTLESVILLE

## 2017-18 Operating Budget

### General Fund – Building and Neighborhood Services – Line Item Detail

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 275,715	\$ 342,000	\$ 331,862	\$ 351,000	\$ 351,000	\$ 351,000
51130 FICA	20,243	27,000	24,466	27,000	27,000	27,000
51140 GROUP INSURANCE	56,634	73,582	73,582	60,965	60,965	60,965
51150 DB RETIREMENT	46,314	49,000	47,628	50,000	50,000	50,000
51155 DC RETIREMENT	2,958	8,000	4,566	8,000	8,000	8,000
51170 WORKER'S COMPENSATION	-	-	-	404	404	404
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 401,864</b>	<b>\$ 499,582</b>	<b>\$ 482,104</b>	<b>\$ 497,369</b>	<b>\$ 497,369</b>	<b>\$ 497,369</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 4,599	\$ 8,900	\$ 12,336	\$ 9,150	\$ 9,150	\$ 9,150
52310 UTILITIES & COMMUNICATIONS	3,093	3,300	2,643	3,300	3,300	3,300
52410 PROFESSIONAL SERVICES	6,759	-	-	-	-	-
52510 OTHER SERVICES	74,162	130,000	130,000	130,000	130,000	130,000
52610 MAINT. & REPAIR SERVICE	-	500	-	500	500	500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 88,613</b>	<b>\$ 142,700</b>	<b>\$ 144,979</b>	<b>\$ 142,950</b>	<b>\$ 142,950</b>	<b>\$ 142,950</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 354	\$ 900	\$ 1,985	\$ 2,400	900	\$ 900
53310 GENERAL SUPPLIES	6,107	2,000	1,442	2,000	2,000	2,000
53410 TOOLS & EQUIPMENT	-	2,500	9	2,500	1,000	1,000
53510 FUEL	4,310	5,000	4,817	5,000	5,000	5,000
53610 MAINT. & REPAIR MATERIALS	501	500	4,067	1,000	1,000	1,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 11,272</b>	<b>\$ 10,900</b>	<b>\$ 12,320</b>	<b>\$ 12,900</b>	<b>\$ 9,900</b>	<b>\$ 9,900</b>
<b>TOTAL BUDGET</b>	<b>\$ 501,749</b>	<b>\$ 653,182</b>	<b>\$ 639,403</b>	<b>\$ 653,219</b>	<b>\$ 650,219</b>	<b>\$ 650,219</b>

**CITY OF BARTLESVILLE**

2017-18 Operating Budget

General Fund – Building and Neighborhood Services – Personnel and Capital Detail

FUND 101 GENERAL  
DEPT 155 BUILDING & NEIGHBORHOOD SERVICES

**PERSONNEL SCHEDULE**

<b>CLASSIFICATION</b>	<b>2015-16 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2016-17 BUDGTED NUMBER OF EMPLOYEES</b>	<b>2016-17 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2017-18 BUDGTED NUMBER OF EMPLOYEES</b>
Chief Building Official	1	1	1	1
Building Inspector	2	2	2	2
Neighborhood Service Supervisor	1	1	1	1
Neighborhood Svc Officer	2	3	3	3
Abatement-Compliance Officer	0	1	1	1
<b>TOTAL</b>	<b>6</b>	<b>8</b>	<b>8</b>	<b>8</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Building Maintenance – Summary

Department Mission: To maintain all City structures in satisfactory operating condition through regular maintenance and repair.

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Department Description: The Building Maintenance Department is responsible for the routine maintenance of City buildings, HVAC systems, and storm sirens.

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- 2017 Accomplishments:
- Remodeled Fire Stations two, three and four
  - Johnstone Pavilion – major electrical relocate, rewiring Fans, power sign and add sign lighting
  - Price Field lighting and electrical repairs
  - Relocated Storm Siren
  - Completed multiple upgrades at the Library
- 

- 2018 Objectives:
- New Fire and Police Station under Preventative Maintenance
  - Continue to upgrade and repair Price Fields
  - Prepare and paint pools for upcoming season
  - Continue to upgrade downtown lighting to LED
  - Cleanup and repair electrical issues a City Parks
  - Continue to provide preventative maintenance and quality regular maintenance services
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Budget Highlights: The major budgeted expenditures for the Building Maintenance department are personnel costs and replacement of vehicles and tools.

FUND 101 GENERAL DEPT 160 BUILDING MAINTENANCE				
2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$457,150	\$527,823	\$470,831	\$446,974	\$446,974

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**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Building Maintenance – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 245,831	\$ 294,000	\$ 257,112	\$ 251,000	\$ 251,000	\$ 251,000
51130 FICA	18,301	23,000	19,222	20,000	20,000	20,000
51140 GROUP INSURANCE	56,598	55,187	55,187	38,103	38,103	38,103
51150 DB RETIREMENT	53,918	58,000	56,510	44,000	44,000	44,000
51155 DC RETIREMENT	-	3,000	-	4,000	4,000	4,000
51170 WORKER'S COMPENSATION	1,777	865	865	741	741	741
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 376,425</b>	<b>\$ 434,052</b>	<b>\$ 388,896</b>	<b>\$ 357,844</b>	<b>\$ 357,844</b>	<b>\$ 357,844</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ -	\$ 880	\$ 59	\$ 880	\$ 880	\$ 880
52310 UTILITIES & COMMUNICATIONS	8,193	16,000	8,522	16,000	10,000	10,000
52510 OTHER SERVICES	57,629	58,281	57,816	65,000	60,000	60,000
52610 MAINT. & REPAIR SERVICE	1,213	1,000	624	1,000	1,000	1,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 67,035</b>	<b>\$ 76,161</b>	<b>\$ 67,021</b>	<b>\$ 82,880</b>	<b>\$ 71,880</b>	<b>\$ 71,880</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 279	\$ 300	\$ 193	\$ 300	\$ 300	\$ 300
53210 JANITORIAL SUPPLIES	92	200	41	200	200	200
53310 GENERAL SUPPLIES	2,589	2,660	2,424	3,000	3,000	3,000
53410 TOOLS & EQUIPMENT	3,723	2,000	261	2,000	2,000	2,000
53510 FUEL	3,893	5,200	3,262	5,200	4,500	4,500
53610 MAINT. & REPAIR MATERIALS	3,114	7,250	8,733	7,250	7,250	7,250
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 13,690</b>	<b>\$ 17,610</b>	<b>\$ 14,914</b>	<b>\$ 17,950</b>	<b>\$ 17,250</b>	<b>\$ 17,250</b>
<b>TOTAL BUDGET</b>	<b>\$ 457,150</b>	<b>\$ 527,823</b>	<b>\$ 470,831</b>	<b>\$ 458,674</b>	<b>\$ 446,974</b>	<b>\$ 446,974</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Building Maintenance – Personnel and Capital Detail

FUND 101 GENERAL  
 DEPT 160 BUILDING MAINTENANCE

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
Bldg Maintenance Supervisor	1	1	1	1
Senior Maint-Repair Tech	2	2	2	2
Maint-Repair Tech	2	3	2	2
<b>TOTAL</b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>5</u></b>	<b><u>5</u></b>

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – General Services – Summary

Department Mission: To provide the services and capital necessary for the operation and upkeep of the City’s services at the lowest possible cost.

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Department Description: The General Services Department reflects expenditures for the maintenance and upkeep of the City Center and expenditures which are non-departmental in nature.

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2017 Accomplishments: N/A

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2018 Objectives: N/A

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Budget Highlights: The major budgeted expenditures for the General Services department are property and liability insurance, utilities for the City Center and the city welcome signs, copiers in the City Center, and payment of the Hotel Tax income to the Bartlesville Community Center.

<b>FUND 101 GENERAL DEPT 170 GENERAL SERVICES</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$ 636,687</b>	<b>\$653,461</b>	<b>\$636,757</b>	<b>\$655,428</b>	<b>\$655,428</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – General Services – Line Item Detail**

<b>CONTRACTUAL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
52310 UTILITIES & COMMUNICATIONS	\$ 87,142	\$ 93,700	\$ 91,028	\$ 93,700	\$ 93,700	\$ 93,700
52410 PROFESSIONAL SERVICES	2,096	-	6,715	-	-	-
52510 OTHER SERVICES	164,589	179,971	179,098	192,742	185,000	185,000
52610 MAINT. & REPAIR SERVICE	15,401	26,210	26,489	26,210	26,210	26,210
52810 INSURANCE & BONDS	338,680	315,880	302,503	315,518	315,518	315,518
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 607,916</b>	<b>\$ 615,761</b>	<b>\$ 605,833</b>	<b>\$ 628,170</b>	<b>\$ 620,428</b>	<b>\$ 620,428</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 6,357	\$ 7,000	\$ 5,559	\$ 7,000	\$ 7,000	\$ 7,000
53210 JANITORIAL SUPPLIES	3,486	5,000	3,428	5,000	4,000	4,000
53310 GENERAL SUPPLIES	3,191	5,000	6,750	5,000	5,000	5,000
53410 TOOLS & EQUIPMENT	-	700	-	-	-	-
53510 FUEL	654	2,000	422	1,000	1,000	1,000
53610 MAINT. & REPAIR MATERIALS	15,083	18,000	14,765	18,000	18,000	18,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 28,771</b>	<b>\$ 37,700</b>	<b>\$ 30,924</b>	<b>\$ 36,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
<b>TOTAL BUDGET</b>						
	<b>\$ 636,687</b>	<b>\$ 653,461</b>	<b>\$ 636,757</b>	<b>\$ 664,170</b>	<b>\$ 655,428</b>	<b>\$ 655,428</b>



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Cemetery – Summary

Department Mission: To commemorate lives lived in surroundings of beauty and tranquility that provide comfort and inspiration to the bereaved and the public, and to provide cemetery services to all faiths at a reasonable charge.

Department Description: Under the supervision of the Cemetery Director, the City operates White Rose Cemetery. The cemetery has an advisory board whose mission is to preserve and enhance the cemetery by maintaining park-like surroundings which offer peace and comfort to all visiting the cemetery.

- 2017 Accomplishments:
- Installation of decorative fencing on Virginia Ave
  - Provided a consistent maintenance program to enhance the general appearance of the cemetery
  - Implemented a tree and shrub maintenance program
  - Installed benches at the Rose Garden

- 2018 Objectives:
- Install decorative fencing on north side of cemetery
  - Continue to develop a more consistent grounds maintenance program
  - Continue to implement a headstone leveling and maintenance program

Budget Highlights: The major budgeted expenditures for the Cemetery are personnel costs and a replacement mower.

				FUND 101 GENERAL DEPT 174 CEMETERY
2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$62,074	\$75,008	\$48,193	\$17,560	\$17,560

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Cemetery – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 32,319	\$ 39,000	\$ 23,162	\$ -	\$ -	\$ -
51130 FICA	2,459	3,000	1,763	-	-	-
51140 GROUP INSURANCE	9,435	9,198	9,198	-	-	-
51155 DC RETIREMENT	970	2,000	695	-	-	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 45,183</b>	<b>\$ 53,198</b>	<b>\$ 34,818</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ 100
52310 UTILITIES & COMMUNICATIONS	3,750	5,000	2,940	5,000	3,750	3,750
52510 OTHER SERVICES	5,298	2,900	1,000	2,900	2,900	2,900
52610 MAINT. & REPAIR SERVICE	3,226	2,860	3,356	2,860	2,860	2,860
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 12,274</b>	<b>\$ 10,860</b>	<b>\$ 7,296</b>	<b>\$ 10,860</b>	<b>\$ 9,610</b>	<b>\$ 9,610</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 1,339	\$ 1,800	\$ 1,397	\$ 1,800	\$ 1,800	\$ 1,800
53210 JANITORIAL SUPPLIES	345	300	-	300	300	300
53310 GENERAL SUPPLIES	1,963	3,750	3,749	3,750	3,750	3,750
53410 TOOLS & EQUIPMENT	-	100	-	100	100	100
53610 MAINT. & REPAIR MATERIALS	970	5,000	933	5,000	2,000	2,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 4,617</b>	<b>\$ 10,950</b>	<b>\$ 6,079</b>	<b>\$ 10,950</b>	<b>\$ 7,950</b>	<b>\$ 7,950</b>
<b>TOTAL BUDGET</b>						
	<b>\$ 62,074</b>	<b>\$ 75,008</b>	<b>\$ 48,193</b>	<b>\$ 21,810</b>	<b>\$ 17,560</b>	<b>\$ 17,560</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Cemetery – Personnel and Capital Detail

**FUND 101 GENERAL  
 DEPT 174 CEMETERY**

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
Cemetery Relations	1	1	1	0
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

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***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
General Fund – Community Development – Summary

Department Mission: To manage the physical development of the City according to applicable strategic plans, codes, ordinances, and laws.

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Department Description: The Community Development Department is responsible for the preparation and review of short and long-range plans pertaining to the physical development of the City and the three mile area adjacent to the City limits and which lies within Washington County. This department is also responsible for CDBG grant administration, floodplain management and hazard mitigation planning, airport planning, and the administration and enforcement of institutional controls for soil excavation activities within the National Zinc Overlay District.

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- 2017 Accomplishments:
- Managed the process through completion for the creation of the Eastland Shopping Center Tax Increment Finance District
  - Managed the ongoing multi-phased development of the Johnstone Park Pavilion Project.
  - Reviewed and issued 145 zoning permit or special event permit applications
  - Wrote and submitted a grant to the Oklahoma Department of Tourism and Recreation
  - Successfully negotiated and implemented a day-to-day field management agreement with the YMCA for scheduling and promoting all City-owned recreational fields
  - Assisted and advised the BDA, BRTA, Affordable Housing Coalition, private developers, and businesses in the planning and design of proposed development plans and land use.
  - Assisted all City departments as needed with City-related projects
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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Community Development – Summary  
 (continued)

2018 Objectives:

- Encourage and advocate during the development review process for the construction of well-designed buildings and sites that reflect community expectations, contribute to the quality of life, and help create livable neighborhoods.
- Continue to seek and develop partnerships with the private sector to meet community demands, improve the quality of life, create jobs, build wealth, and strengthen the urban environment.
- Seek opportunities to increase investment and economic vitality by leveraging private investment activities through public incentives (i.e. tax increment financing) where appropriate to match community needs.
- Evaluate opportunities to promote environmental responsibility and community sustainability through land use policies and regulations.
- Provide resources and information to citizens and organizations concerning development activities within the City.

Budget Highlights:

The major budgeted expenditures for the Community Development department are personnel costs and the City's portion of the CityRide payment.

<b>FUND 101 GENERAL DEPT 180 COMMUNITY DEVELOPMENT</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
\$332,548	\$371,234	\$364,354	\$372,682	\$372,682

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Community Development – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 200,282	\$ 210,000	\$ 206,639	\$ 215,000	\$ 215,000	\$ 215,000
51130 FICA	15,037	17,000	15,483	17,000	17,000	17,000
51140 GROUP INSURANCE	28,905	27,593	27,593	22,862	22,862	22,862
51150 DB RETIREMENT	44,062	47,000	45,461	48,000	48,000	48,000
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 288,286</b>	<b>\$ 301,593</b>	<b>\$ 295,176</b>	<b>\$ 302,862</b>	<b>\$ 302,862</b>	<b>\$ 302,862</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 2,365	\$ 2,600	\$ 1,389	\$ 2,600	\$ 2,600	\$ 2,600
52310 UTILITIES & COMMUNICATIONS	1,480	950	2,414	2,620	2,620	2,620
52510 OTHER SERVICES	35,150	62,191	63,422	62,200	62,200	62,200
52610 MAINT. & REPAIR SERVICE	-	200	-	200	200	200
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 38,995</b>	<b>\$ 65,941</b>	<b>\$ 67,225</b>	<b>\$ 67,620</b>	<b>\$ 67,620</b>	<b>\$ 67,620</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 1,901	\$ 3,000	\$ 458	\$ 4,000	1,500	\$ 1,500
53310 GENERAL SUPPLIES	3,366	200	1,495	200	200	200
53410 TOOLS & EQUIPMENT	-	400	-	400	400	400
53610 MAINT. & REPAIR MATERIALS	-	100	-	100	100	100
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 5,267</b>	<b>\$ 3,700</b>	<b>\$ 1,953</b>	<b>\$ 4,700</b>	<b>\$ 2,200</b>	<b>\$ 2,200</b>
<b>TOTAL BUDGET</b>	<b>\$ 332,548</b>	<b>\$ 371,234</b>	<b>\$ 364,354</b>	<b>\$ 375,182</b>	<b>\$ 372,682</b>	<b>\$ 372,682</b>

**CITY OF BARTLESVILLE**

2017-18 Operating Budget

General Fund – Community Development – Personnel and Capital Detail

FUND 101 GENERAL  
DEPT 180 COMMUNITY DEVELOPMENT

**PERSONNEL SCHEDULE**

<b>CLASSIFICATION</b>	<b>2015-16 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2016-17 BUDGTED NUMBER OF EMPLOYEES</b>	<b>2016-17 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2017-18 BUDGTED NUMBER OF EMPLOYEES</b>
Community Dev Director	1	1	1	1
Administrative Assistant	1	1	1	1
Assistant City Planner	1	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Tech Services – Summary

Department Mission: To provide timely support for all of the City’s hardware and software systems. Advise and assist in the procurement of hardware and software. To maintain the security of City’s networking infrastructure and systems.

Department Description: The Technical Services department provides support and assistance in the operation and maintenance of the City’s computer and telephone systems. This department assists in problem solving for applications that are on the systems. Its responsibilities also include computer training and maintaining the wired and wireless network and security cams and systems.

- 2017 Accomplishments:
- Setup Police and Fire Dept. in new buildings
  - Upgraded City wide security camera firmware and software
  - Replaced over 30 computers City wide
  - Moved City Hall and PD to VOIP system

- 2018 Objectives:
- Assist in ERP system installation
  - Move from Citrix to VMware virtual desktop system
  - Upgrade server room switches and install failover Firewall
  - Setup disaster recovery center at operations
  - Replace 20 or more computers

Budget Highlights: The major budgeted expenditures for the Tech Services department are maintenance contracts for software systems (email, anti-virus, firewall, etc.), and web site hosting/licensing.

<b>FUND 101 GENERAL DEPT 185 TECH SERVICES</b>				
2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$57,119	\$122,603	\$121,398	\$438,133	\$438,133



**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Tech Services – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ -	\$ -	\$ -	\$ 264,000	\$ 264,000	\$ 264,000
51130 FICA	-	-	-	21,000	21,000	21,000
51140 GROUP INSURANCE	-	-	-	30,483	30,483	30,483
51150 DB RETIREMENT	-	-	-	48,000	48,000	48,000
51155 DC RETIREMENT	-	-	-	3,000	3,000	3,000
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 366,483</b>	<b>\$ 366,483</b>	<b>\$ 366,483</b>
<b>CONTRACTUAL SERVICES</b>						
52310 UTILITIES & COMMUNICATIONS	\$ 5,566	\$ 9,528	\$ 3,288	\$ 6,100	\$ 6,100	\$ 6,100
52410 PROFESSIONAL SERVICES	35,941	71,275	83,530	46,550	46,550	46,550
52510 OTHER SERVICES	2,670	8,800	810	8,800	8,800	8,800
52610 MAINT. & REPAIR SERVICE	521	32,500	-	102,500	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 44,698</b>	<b>\$ 122,103</b>	<b>\$ 87,628</b>	<b>\$ 163,950</b>	<b>\$ 61,450</b>	<b>\$ 61,450</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 8,407	\$ 500	\$ 7,565	\$ 5,700	\$ 5,700	\$ 5,700
53310 GENERAL SUPPLIES	1,427	-	998	-	-	-
53410 TOOLS & EQUIPMENT	-	-	25,000	4,500	4,500	4,500
53510 FUEL	87	-	181	-	-	-
53610 MAINT. & REPAIR MATERIALS	-	-	26	-	-	-
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 9,921</b>	<b>\$ 500</b>	<b>\$ 33,770</b>	<b>\$ 10,200</b>	<b>\$ 10,200</b>	<b>\$ 10,200</b>
<b>CAPITAL OUTLAY</b>						
55950 OFFICE EQUIP & FURNISH	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL BUDGET</b>	<b>\$ 57,119</b>	<b>\$ 122,603</b>	<b>\$ 121,398</b>	<b>\$ 540,633</b>	<b>\$ 438,133</b>	<b>\$ 438,133</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Tech Services – Personnel and Capital Detail

**FUND 101 GENERAL  
 DEPT 185 TECH SERVICES**

<b>PERSONNEL SCHEDULE</b>				
<b>CLASSIFICATION</b>	<b>2015-16 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2016-17 BUDGTED NUMBER OF EMPLOYEES</b>	<b>2016-17 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2017-18 BUDGTED NUMBER OF EMPLOYEES</b>
Tech Services Director	0	0	0	1
Network Administrator	0	0	0	3
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
General Fund – Engineering – Summary

Department Mission: To maintain infrastructure records of the City. To provide engineering support including planning, project design, management, land survey, construction inspection, and geographic information services to all departments. To assist with short and long term capital improvement planning and implementation.

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Department Description: The Engineering department prepares, plans, and performs construction inspection services for public improvements. It is also responsible for traffic engineering services, capital improvements, storm water management, including compliance with NPDES Phase II requirements, right of way and easement closings, and the preparation, update, and maintenance of all city-related maps and associated records, including the in-house geographic information system (GIS) and public access to the GIS system through the City's web.

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2017 Accomplishments:

- Maintained GIS website information, which averages approximately 14,000 hits per month
- Managed floodplain development and drainage complaints. Received three permit requests for development and investigated 25 drainage complaints
- Managed the right of way and easement-closing program. Currently seven requests have been received and brought before City Council for consideration
- Had 45% of the ½ cent projects (non-equipment or evergreen type) approved for the FY 2016-2017 designed, out for bids/under construction or completed

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Engineering – Summary  
 (continued)

- 2018 Objectives:
- Continue to support other departments and infrastructure projects with engineering design, surveys, and project management
  - Have 80% of the current capital improvement and bond projects out for bids or under construction within the fiscal year they are approved

Budget Highlights: The major budgeted expenditures for the Engineering department are personnel costs and professional consulting services.

<b>FUND 101 GENERAL DEPT 190 ENGINEERING</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$466,510</b>	<b>\$548,008</b>	<b>\$537,799</b>	<b>\$277,744</b>	<b>\$277,744</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Engineering – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 308,443	\$ 376,180	\$ 352,019	\$ 185,279	185,279	\$ 185,279
51130 FICA	22,274	29,242	20,713	14,522	14,522	14,522
51140 GROUP INSURANCE	59,332	53,683	51,384	22,896	22,896	22,896
51150 DB RETIREMENT	42,328	35,000	43,371	10,015	10,015	10,015
51155 DC RETIREMENT	3,046	12,421	6,749	8,012	8,012	8,012
51170 WORKER'S COMPENSATION	-	462	462	-	-	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 435,423</b>	<b>\$ 506,988</b>	<b>\$ 474,698</b>	<b>\$ 240,724</b>	<b>\$ 240,724</b>	<b>\$ 240,724</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 8,940	\$ 6,370	\$ 8,898	\$ 6,370	\$ 6,370	\$ 6,370
52310 UTILITIES & COMMUNICATIONS	3,113	4,000	3,115	4,000	4,000	4,000
52410 PROFESSIONAL SERVICES	5,814	9,750	17,142	10,250	10,250	10,250
52510 OTHER SERVICES	6,776	3,000	8,620	4,000	4,000	4,000
52610 MAINT. & REPAIR SERVICE	-	750	-	750	750	750
52710 OPERATIONAL SERVICES	748	5,500	1,275	5,500	2,000	2,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 25,391</b>	<b>\$ 29,370</b>	<b>\$ 39,050</b>	<b>\$ 30,870</b>	<b>\$ 27,370</b>	<b>\$ 27,370</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 1,317	\$ 1,000	\$ 3,936	\$ 3,400	\$ 3,400	\$ 3,400
53310 GENERAL SUPPLIES	254	3,400	15,835	1,000	1,000	1,000
53510 FUEL	3,233	5,500	2,304	5,500	3,500	3,500
53610 MAINT. & REPAIR MATERIALS	892	1,750	1,976	1,750	1,750	1,750
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 5,696</b>	<b>\$ 11,650</b>	<b>\$ 24,051</b>	<b>\$ 11,650</b>	<b>\$ 9,650</b>	<b>\$ 9,650</b>
<b>TOTAL BUDGET</b>						
	<b>\$ 466,510</b>	<b>\$ 548,008</b>	<b>\$ 537,799</b>	<b>\$ 283,244</b>	<b>\$ 277,744</b>	<b>\$ 277,744</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Engineering – Personnel and Capital Detail

**FUND 101 GENERAL  
 DEPT 190 ENGINEERING**

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
Engineering Director	1	1	1	1
Civil Engineer	0	1	1	1
Construction Inspector	2	2	2	2
GIS Technician	1	1	1	1
Network Admin	3	3	3	0
Administrative Assistant	1	1	1	1
<b>TOTAL</b>	<b><u>8</u></b>	<b><u>9</u></b>	<b><u>9</u></b>	<b><u>6</u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Fleet Maintenance – Summary

Department Mission: To maintain all City vehicles to help extend their lives and reduce down time. To execute prompt repairs and maintenance on all City vehicles in a most cost effective manner.

Department Description: The Municipal Garage is the service facility of the City which is responsible for the repair and maintenance of City vehicles and all mechanical equipment. It provides regular preventive maintenance service, stocks and delivers fuel and lubrication products, keeps records on all vehicles and equipment and maintains parts inventories. This Department provides support for other operating departments of the City.

- 2017 Accomplishments:
- Implemented new OMAG assisted gps tracking system for initial test.
  - Installed additional vehicle lift to provide better safety and efficiency in work performance.
  - Equipped twelve new police patrol units to include two K9 units.
  - Installed new DEF dispensing system for diesel vehicles.

- 2018 Objectives:
- Continue to provide service and maintenance to the City fleet.
  - Reinstate the Fire Department preventative maintenance schedule.
  - Investigate the effectiveness of a 90 day inspection cycle for all heavy duty vehicles.

Budget Highlights: The major budgeted expenditures for the Fleet Maintenance department are personnel costs and repair parts.

**FUND 101 GENERAL  
 DEPT 195 FLEET MAINTENANCE**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$351,394	\$385,496	\$371,067	\$345,376	\$345,376

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Fleet Maintenance – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 207,649	\$ 217,000	\$ 214,252	\$ 221,000	\$ 221,000	\$ 221,000
51130 FICA	14,969	17,000	15,390	17,000	17,000	17,000
51140 GROUP INSURANCE	37,756	36,791	36,791	30,483	30,483	30,483
51150 DB RETIREMENT	14,059	15,000	14,459	15,000	15,000	15,000
51155 DC RETIREMENT	7,223	8,000	7,487	8,000	8,000	8,000
51170 WORKER'S COMPENSATION	20,747	31,734	31,734	2,422	2,422	2,422
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 302,403</b>	<b>\$ 325,525</b>	<b>\$ 320,113</b>	<b>\$ 293,905</b>	<b>\$ 293,905</b>	<b>\$ 293,905</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 1,593	\$ 2,000	\$ 1,244	\$ 2,000	\$ 2,000	\$ 2,000
52310 UTILITIES & COMMUNICATIONS	6,205	13,000	8,228	13,000	9,000	9,000
52510 OTHER SERVICES	2,150	4,372	2,423	4,372	2,872	2,872
52610 MAINT. & REPAIR SERVICE	8,191	3,000	10,402	3,000	3,000	3,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 18,139</b>	<b>\$ 22,372</b>	<b>\$ 22,297</b>	<b>\$ 22,372</b>	<b>\$ 16,872</b>	<b>\$ 16,872</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 99	\$ 500	\$ 213	\$ 500	\$ 500	\$ 500
53210 JANITORIAL SUPPLIES	454	700	390	700	700	700
53310 GENERAL SUPPLIES	1,266	2,800	2,062	2,800	2,800	2,800
53410 TOOLS & EQUIPMENT	3,340	4,599	5,361	4,599	4,599	4,599
53510 FUEL	678	1,000	458	1,000	1,000	1,000
53610 MAINT. & REPAIR MATERIALS	25,015	28,000	20,173	28,000	25,000	25,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 30,852</b>	<b>\$ 37,599</b>	<b>\$ 28,657</b>	<b>\$ 37,599</b>	<b>\$ 34,599</b>	<b>\$ 34,599</b>
<b>TOTAL BUDGET</b>						
	<b>\$ 351,394</b>	<b>\$ 385,496</b>	<b>\$ 371,067</b>	<b>\$ 353,876</b>	<b>\$ 345,376</b>	<b>\$ 345,376</b>



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Fleet Maintenance – Personnel and Capital Detail

FUND 101 GENERAL  
 DEPT 195 FLEET MAINTENANCE

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
Municipal Garage Supervisor	1	1	1	1
Senior Vehicle Mechanic	3	3	3	3
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

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# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget General Fund – Fire – Summary**

Department Mission: To provide fire prevention, fire suppression, other fire related services, first responder emergency medical services, and hazardous materials incident control to the City and surrounding areas in a timely manner.

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Department Description: The Fire Department is engaged in the prevention and suppression of fires for the City. It also provides emergency medical service for life threatening situations and responds to hazardous materials incidents. The Department conducts fire code inspections and investigates suspicious fires in cooperation with the Police Department. It serves the immediate surrounding rural area on a fee basis and assists other nearby fire departments on request for mutual aid.

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2017 Accomplishments:

- Remodeled Fire Station 2 and Fire Station 3 with new paint inside and out including new carpet
- Remodeled Fire Station 4 with new paint inside and out and new carpet in the Captains Bedroom
- Purchased new command vehicle for the Battalion Chief
- Modified the city ordinance on rural fire subscriptions, mailed out letters to county residents to educate them on the program and have been collecting dues
- Restored manning levels back to pre-April 2010 levels
- Completion of the New Public Safety Complex

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2018 Objectives:

- Complete the bid and purchase process for purchasing a new Fire Truck for Station 2
- Start the bid and purchase process for a New Pumper Fire Truck for Station 3
- Start the process for replacing 1975 Snorkel
- Conduct firefighter candidate testing to establish a new candidate list

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**CITY OF BARTLESVILLE**

2017-18 Operating Budget  
General Fund – Fire – Summary

Budget Highlights: The major budgeted expenditures for the Fire department are personnel costs (which make up 93% of the Fire department’s non-capital budget), utilities, and fuel and repair services.

				FUND 101 GENERAL DEPT 250 FIRE
2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$5,067,515	\$5,482,535	\$5,260,017	\$5,498,542	\$5,498,542

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Fire – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 3,071,473	\$ 3,202,000	\$ 3,215,779	\$ 3,360,000	\$ 3,360,000	\$ 3,360,000
51120 OVERTIME	442,043	453,000	406,039	454,000	442,000	442,000
51130 FICA	47,599	60,000	49,446	65,000	65,000	65,000
51140 GROUP INSURANCE	673,916	819,179	685,000	725,000	725,000	725,000
51150 DB RETIREMENT	9,249	10,000	9,672	11,000	11,000	11,000
51160 PENSION	461,404	506,000	490,230	531,000	531,000	531,000
51170 WORKER'S COMPENSATION	90,492	78,792	78,792	24,546	24,546	24,546
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 4,796,176</b>	<b>\$ 5,128,971</b>	<b>\$ 4,934,958</b>	<b>\$ 5,170,546</b>	<b>\$ 5,158,546</b>	<b>\$ 5,158,546</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 69,463	\$ 85,192	\$ 79,924	\$ 84,995	\$ 80,995	\$ 80,995
52210 FINANCIAL SERVICES	80	-	-	-	-	-
52310 UTILITIES & COMMUNICATIONS	35,311	44,648	43,883	48,948	48,948	48,948
52410 PROFESSIONAL SERVICES	3,250	5,000	2,781	5,000	5,000	5,000
52510 OTHER SERVICES	6,159	6,118	6,920	7,942	7,942	7,942
52610 MAINT. & REPAIR SERVICE	21,607	26,781	14,194	36,761	31,761	31,761
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 135,870</b>	<b>\$ 167,739</b>	<b>\$ 147,702</b>	<b>\$ 183,646</b>	<b>\$ 174,646</b>	<b>\$ 174,646</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 4,976	\$ 3,300	\$ 2,281	\$ 6,350	2,350	\$ 2,350
53210 JANITORIAL SUPPLIES	12,439	15,000	14,053	15,000	15,000	15,000
53310 GENERAL SUPPLIES	49,700	83,025	56,800	85,845	70,000	70,000
53410 TOOLS & EQUIPMENT	671	4,500	2,886	4,500	3,000	3,000
53510 FUEL	18,204	35,000	17,723	35,000	20,000	20,000
53610 MAINT. & REPAIR MATERIALS	49,479	45,000	83,614	55,000	55,000	55,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 135,469</b>	<b>\$ 185,825</b>	<b>\$ 177,357</b>	<b>\$ 201,695</b>	<b>\$ 165,350</b>	<b>\$ 165,350</b>
<b>TOTAL BUDGET</b>	<b>\$ 5,067,515</b>	<b>\$ 5,482,535</b>	<b>\$ 5,260,017</b>	<b>\$ 5,555,887</b>	<b>\$ 5,498,542</b>	<b>\$ 5,498,542</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Fire – Personnel and Capital Detail

FUND 101 GENERAL  
 DEPT 250 FIRE

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
Fire Chief	1	1	1	1
Assistant Chief	1	1	1	1
Training Officer	1	1	1	1
Shift Commander	3	3	3	3
Fire Captain	15	15	15	15
Fire Equipment Operator	15	15	15	15
Fire Fighter	30	33	33	33
Administrative Assistant	1	1	1	1
<b>TOTAL</b>	<b><u>67</u></b>	<b><u>70</u></b>	<b><u>70</u></b>	<b><u>70</u></b>

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
General Fund – Police – Summary

Department Mission: To protect and serve the citizens of Bartlesville through crime prevention, investigation, law enforcement, and detention of prisoners.

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Department Description: The Police department's primary functions are crime prevention and suppression, investigation of criminal activity, recovery of property and apprehension of offenders. Patrol activity is used for crime prevention and enforcement of traffic and other ordinances of the City. The Department operates a Criminal Investigation Division, Patrol Division, Service Division, Community Policing Division, parking enforcement, records and identification, animal control, and a detention facility.

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2017 Accomplishments:

- Replaced antiquated computers in Criminal Investigation Division and elsewhere in the Department as needed
- Fully hired, trained and equipped five new Police Officers
- Transitioned to 10 hour shifts for Patrol Division
- Increased Police contacts with citizens through increased staffing levels in Patrol Division

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Police – Summary  
 (continued)

2018 Objectives:

- Complete process for replacing current Public Safety software system (Sleuth) with Spillman Technologies, Inc.
- Lease/Purchase 50 new Tasers
- Complete purchase of 61 new Police radios
- Increase number of K-9 assets to three by retraining existing officer and purchasing a dog
- Purchase a new polygraph unit
- Add video/recording equipment to CID interview room in new building
- Purchase 7 police/detective vehicles with CIP funds
- Purchase new headsets for SOT members
- Complete installation of US Fleet Tracking and activate for remainder of Patrol vehicles

Budget Highlights:

The major budgeted expenditures for the Police department are personnel costs (which make up 85% of the Police department’s non-capital budget), repair and maintenance services, fuel expense, and replacement vehicles.

				<b>FUND 101 GENERAL DEPT 270 POLICE</b>
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$4,872,203</b>	<b>\$5,259,585</b>	<b>\$5,302,732</b>	<b>\$5,273,002</b>	<b>\$5,273,002</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Police – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 2,931,216	\$ 3,186,000	\$ 3,251,286	\$ 3,344,000	\$ 3,344,000	\$ 3,344,000
51120 OVERTIME	120,742	77,000	75,000	78,000	78,000	78,000
51130 FICA	221,085	250,000	241,792	262,000	262,000	262,000
51140 GROUP INSURANCE	594,618	625,449	625,449	518,203	518,203	518,203
51150 DB RETIREMENT	51,442	52,000	51,176	54,000	54,000	54,000
51155 DC RETIREMENT	4,643	6,000	5,572	7,000	7,000	7,000
51160 PENSION	327,686	378,000	367,121	397,000	397,000	397,000
51170 WORKER'S COMPENSATION	69,671	98,586	98,586	19,841	19,841	19,841
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 4,321,103</b>	<b>\$ 4,673,035</b>	<b>\$ 4,715,982</b>	<b>\$ 4,680,044</b>	<b>\$ 4,680,044</b>	<b>\$ 4,680,044</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 126,346	\$ 135,200	\$ 138,300	\$ 140,850	\$ 135,850	\$ 135,850
52210 FINANCIAL SERVICES	1,501	1,500	1,100	1,500	1,500	1,500
52310 UTILITIES & COMMUNICATIONS	55,321	57,250	62,500	58,500	58,500	58,500
52410 PROFESSIONAL SERVICES	93	2,000	800	2,000	2,000	2,000
52510 OTHER SERVICES	90,532	86,000	88,350	91,200	91,200	91,200
52610 MAINT. & REPAIR SERVICE	28,070	27,200	46,500	73,708	43,108	43,108
52810 INSURANCE & BONDS	1,203	1,500	800	1,500	1,500	1,500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 303,066</b>	<b>\$ 310,650</b>	<b>\$ 338,350</b>	<b>\$ 369,258</b>	<b>\$ 333,658</b>	<b>\$ 333,658</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 8,023	\$ 6,000	\$ 7,700	\$ 7,000	7,000	\$ 7,000
53210 JANITORIAL SUPPLIES	1,637	1,400	1,700	1,800	1,800	1,800
53310 GENERAL SUPPLIES	109,425	101,500	101,500	101,500	101,500	101,500
53410 TOOLS & EQUIPMENT	-	-	-	33,500	-	-
53510 FUEL	93,231	120,000	96,500	120,000	105,000	105,000
53610 MAINT. & REPAIR MATERIALS	35,718	47,000	41,000	47,000	44,000	44,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 248,034</b>	<b>\$ 275,900</b>	<b>\$ 248,400</b>	<b>\$ 310,800</b>	<b>\$ 259,300</b>	<b>\$ 259,300</b>
<b>TOTAL BUDGET</b>	<b>\$ 4,872,203</b>	<b>\$ 5,259,585</b>	<b>\$ 5,302,732</b>	<b>\$ 5,360,102</b>	<b>\$ 5,273,002</b>	<b>\$ 5,273,002</b>



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Police – Personnel and Capital Detail

**FUND 101 GENERAL  
 DEPT 270 POLICE**

**PERSONNEL SCHEDULE**

<b>CLASSIFICATION</b>	<b>2015-16 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2016-17 BUDGTED NUMBER OF EMPLOYEES</b>	<b>2016-17 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2017-18 BUDGTED NUMBER OF EMPLOYEES</b>
Police Chief	1	1	1	1
Captain	2	2	2	2
Lieutenant	4	4	5	5
Sergeant	10	10	9	9
Detective	6	6	6	6
Police Officer	35	38	38	38
Senior Administrative Assistant	2	2	2	2
Administrative Assistant	1	1	1	1
Animal Control Officer	2	2	2	2
Parking Enforcement Officer	1	1	1	1
Administrative Specialist	1	1	1	1
<b>TOTAL</b>	<b>65</b>	<b>68</b>	<b>68</b>	<b>68</b>

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
General Fund – Street – Summary

Department Mission: To develop, expand, and maintain the street system for the City in accordance with long range plans and to meet unanticipated short term needs.

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Department Description: The Street department is responsible for the maintenance of the City's streets, bridges, drainage structures, traffic signs, and signals. In order to keep streets drivable, the department patches potholes, maintains ditches and drainage ways, and maintains signs, signals, and traffic markings in accordance with traffic safety standards.

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2017 Accomplishments:

- Installed restroom at Johnstone Pavilion and laid concrete sidewalks and parking lot
- Completed surface and drain reconstruction at the intersection of Rolling Meadows and Swan Dr
- Installed new signalized crosswalk at Hazel and Madison
- Completed parking lots at Public Works facilities
- Added six additional Street Department employees
- Continued to provide routine maintenance for all City streets, drainages systems, and traffic signals

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2018 Objectives:

- Renovation of the Wyandotte and Tuxedo intersection
- Install concrete floor in the sanitation truck shed
- Continue to provide routine service and maintenance
- Continue with annual street overlays as identified by citizens' concerns and the Pavement Management Analysis Report

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Street – Summary  
 (continued)

Budget Highlights:            The major budgeted expenditures for the Street department are personnel costs, maintenance and repair services, and utility costs.

<b>FUND 101 GENERAL DEPT 328 STREET</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
\$1,205,658	\$1,468,804	\$1,401,280	\$1,438,105	\$1,438,105

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Street – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 427,030	\$ 601,000	\$ 581,022	\$ 613,000	\$ 613,000	\$ 613,000
51120 OVERTIME	1,299	10,000	1,308	11,000	2,000	2,000
51130 FICA	31,351	46,000	42,314	47,000	47,000	47,000
51140 GROUP INSURANCE	103,828	156,362	156,362	129,551	129,551	129,551
51150 DB RETIREMENT	62,598	65,000	64,397	67,000	67,000	67,000
51155 DC RETIREMENT	7,260	18,000	12,771	18,000	18,000	18,000
51170 WORKER'S COMPENSATION	14,882	3,752	3,752	654	654	654
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 648,248</b>	<b>\$ 900,114</b>	<b>\$ 861,926</b>	<b>\$ 886,205</b>	<b>\$ 877,205</b>	<b>\$ 877,205</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 14,243	\$ 14,500	\$ 3,536	\$ 14,500	\$ 14,500	\$ 14,500
52310 UTILITIES & COMMUNICATIONS	208,520	215,000	209,231	220,000	215,000	215,000
52510 OTHER SERVICES	2,544	3,500	3,149	3,500	3,500	3,500
52610 MAINT. & REPAIR SERVICE	4,165	10,000	8,659	10,000	10,000	10,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 229,472</b>	<b>\$ 243,000</b>	<b>\$ 224,575</b>	<b>\$ 248,000</b>	<b>\$ 243,000</b>	<b>\$ 243,000</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 279	\$ 500	\$ 82	\$ 500	\$ 500	\$ 500
53210 JANITORIAL SUPPLIES	783	300	1,023	1,000	1,000	1,000
53310 GENERAL SUPPLIES	6,988	5,490	12,597	15,000	12,000	12,000
53410 TOOLS & EQUIPMENT	4,004	2,200	436	2,200	2,200	2,200
53510 FUEL	26,908	45,000	28,850	45,000	30,000	30,000
53610 MAINT. & REPAIR MATERIALS	288,976	272,200	271,791	272,200	272,200	272,200
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 327,938</b>	<b>\$ 325,690</b>	<b>\$ 314,779</b>	<b>\$ 335,900</b>	<b>\$ 317,900</b>	<b>\$ 317,900</b>
<b>TOTAL BUDGET</b>						
	<b>\$ 1,205,658</b>	<b>\$ 1,468,804</b>	<b>\$ 1,401,280</b>	<b>\$ 1,470,105</b>	<b>\$ 1,438,105</b>	<b>\$ 1,438,105</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Street – Personnel and Capital Detail

**FUND 101 GENERAL  
 DEPT 328 STREET**

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
Street Supervisor	1	1	1	1
Senior Sign and Signal Tech	2	2	1	1
Sign and Signal Tech	0	0	1	1
Equipment Operator-Crewleader	3	3	3	3
Concrete Mason	1	1	1	1
Maintence Worker	4	10	10	10
<b>TOTAL</b>	<b>11</b>	<b>17</b>	<b>17</b>	<b>17</b>

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
General Fund – Library – Summary

Department Mission: To promote the joy of reading and promote democracy through the free exchange of ideas. To provide accurate and timely information that is responsive to the community needs and to practice operational excellence in a responsive manner. This is accomplished through the provision of customer-centered service, quality programs for all ages, and up-to-date technology.

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Department Description: The Bartlesville Public Library furnishes free access to reading materials and the internet for all ages. The library also maintains several meeting rooms to be used by community organizations.

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2017 Accomplishments:

- A new patron counter was purchased to more accurately count persons attending programs and/or meetings upstairs
- The Library’s interior “up lights” were replaced with LED bulbs
- 20 New Book Club Kits were created and are now being checked out
- A new Career Center was created in the Reference Area. It allows people to search for jobs online, apply for jobs on line, and create/type resumes
- Library users increased by 8.39%
- New Resident Kits were created and sent each month to new Bartlesville Residents

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Library – Summary  
 (continued)

2018 Objectives:

- Continue to increase the public’s knowledge of the Library’s services, programs, and collections. Increase library users by another 5% by end of the fiscal year
- Increase programming, both adult and children, to reflect current Community interest. Work towards a 10% increase
- Adjust the Library’s current materials collection to suit patron’s needs/requests
- Continue to promote the Library’s Meeting Rooms to local businesses and individuals. Increase meeting room usage by 10%
- Market and promote the Library’s databases

Budget Highlights:

The major budgeted expenditures for the Library are personnel costs, utilities, maintenance, and general library supplies.

				<b>FUND 101 GENERAL DEPT 421 LIBRARY</b>
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$1,087,582</b>	<b>\$1,168,563</b>	<b>\$1,168,563</b>	<b>\$1,263,495</b>	<b>\$1,263,495</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Library – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 609,590	\$ 636,000	\$ 654,000	\$ 735,000	\$ 735,000	\$ 735,000
51130 FICA	44,319	49,000	50,031	57,000	57,000	57,000
51140 GROUP INSURANCE	103,831	101,176	101,176	99,068	99,068	99,068
51150 DB RETIREMENT	90,941	82,000	94,204	76,000	76,000	76,000
51155 DC RETIREMENT	3,993	10,000	6,122	15,000	15,000	15,000
51170 WORKER'S COMPENSATION	-	-	-	347	347	347
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 852,674</b>	<b>\$ 878,176</b>	<b>\$ 905,533</b>	<b>\$ 982,415</b>	<b>\$ 982,415</b>	<b>\$ 982,415</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 2,068	\$ 3,950	\$ 2,000	\$ 3,625	\$ 3,625	\$ 3,625
52210 FINANCIAL SERVICES	3,365	3,500	3,200	3,300	3,300	3,300
52310 UTILITIES & COMMUNICATIONS	61,319	69,000	67,000	69,000	69,000	69,000
52410 PROFESSIONAL SERVICES	-	-	-	-	-	-
52510 OTHER SERVICES	24,066	33,050	26,050	30,000	27,000	27,000
52610 MAINT. & REPAIR SERVICE	36,909	48,475	50,000	62,105	62,105	62,105
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 127,727</b>	<b>\$ 157,975</b>	<b>\$ 148,250</b>	<b>\$ 168,030</b>	<b>\$ 165,030</b>	<b>\$ 165,030</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 8,392	\$ 25,562	\$ 20,562	\$ 13,750	\$ 13,750	\$ 13,750
53210 JANITORIAL SUPPLIES	3,632	4,500	3,500	6,000	6,000	6,000
53310 GENERAL SUPPLIES	79,492	85,250	73,618	83,500	83,500	83,500
53610 MAINT. & REPAIR MATERIALS	15,665	17,100	17,100	12,800	12,800	12,800
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 107,181</b>	<b>\$ 132,412</b>	<b>\$ 114,780</b>	<b>\$ 116,050</b>	<b>\$ 116,050</b>	<b>\$ 116,050</b>
<b>TOTAL BUDGET</b>	<b>\$ 1,087,582</b>	<b>\$ 1,168,563</b>	<b>\$ 1,168,563</b>	<b>\$ 1,266,495</b>	<b>\$ 1,263,495</b>	<b>\$ 1,263,495</b>



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Library – Personnel and Capital Detail

FUND 101 GENERAL  
 DEPT 421 LIBRARY

<b>PERSONNEL SCHEDULE</b>				
<b>CLASSIFICATION</b>	<b>2015-16 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2016-17 BUDGTED NUMBER OF EMPLOYEES</b>	<b>2016-17 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2017-18 BUDGTED NUMBER OF EMPLOYEES</b>
Library Director	0.78	0.78	0.78	1
Senior Librarian	2	2	2	2
Librarian	2	2	1	1
Library Specialist	1	1	4	5
Literacy	1	1	1	1
Circulation Supervisor	1	1	1	1
Library Assistant	2	2	1	1
Acquisitions Clerk	1	1	1	1
Senior Administrative Assistant	1	1	1	1
Part-time Clerks-Pages	5.16	5.16	5.16	5.14
<b>TOTAL</b>	<b>16.94</b>	<b>16.94</b>	<b>17.94</b>	<b>19.14</b>

***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
General Fund – Museum – Summary

Department Mission: To collect, preserve, and exhibit materials relevant to the social and natural history of the city of Bartlesville and the surrounding areas. To provide exhibits, research, and other education programs.

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Department Description: Under the supervision of the Museum Director/Curator, the Bartlesville Area History Museum is located on the fifth floor of the City Center.

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2017 Accomplishments:

- More than 3,000 people visited the Museum or attended programs. An increase of 6%
- Programs for adults increased by 10%
- Updated the Cherokee Exhibit with framed “Trail of Tears” artwork and Cherokee Tablet in a lighted display
- New children’s programs, HiSTORY Storytimes for preschool aged children and Spring Break programs were successfully introduced this year
- The History Museum served as hosts to the 2016 Oklahoma Museum Association Annual Conference by hosting the pre-conference event

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Museum – Summary  
 (continued)

2018 Objectives:

- Increase visitors through educational programming by 10%
- Continue the children’s program line-up. Expand and promote the Spring Break Programs, Summer Camps, and the HiSTORY storytimes
- Implement a program to prepare Washington County high school students for the Oklahoma Hall of Fame’s *Oklahoma Scholarship Competition*
- Create at least one major exhibit and two small exhibits
- Begin physical archive inventory project by the collection staff
- Update the flooring in the Cherokee and Delaware Tribal Exhibits in the Permanent Gallery
- Work with the City’s Maintenance Department to paint the Museum

Budget Highlights:

The major budgeted expenditures for the Museum are personnel costs, supplies, and replacement computers.

FUND 101 GENERAL DEPT 425 HISTORY MUSEUM				
2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$164,517	\$194,843	\$191,300	\$170,870	\$170,870

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Museum – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 111,513	\$ 126,000	\$ 130,500	\$ 114,000	\$ 114,000	\$ 114,000
51130 FICA	8,419	10,000	10,000	9,000	9,000	9,000
51140 GROUP INSURANCE	28,318	27,593	27,593	22,865	22,865	22,865
51150 DB RETIREMENT	888	-	2,072	-	-	-
51155 DC RETIREMENT	3,822	6,000	4,010	5,000	5,000	5,000
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 152,960</b>	<b>\$ 169,593</b>	<b>\$ 174,175</b>	<b>\$ 150,865</b>	<b>\$ 150,865</b>	<b>\$ 150,865</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 422	\$ 1,550	\$ 950	\$ 1,515	\$ 1,015	\$ 1,015
52310 UTILITIES & COMMUNICATIONS	4	25	25	25	25	25
52410 PROFESSIONAL SERVICES	-	2,000	-	2,000	1,000	1,000
52510 OTHER SERVICES	5,158	5,975	5,500	6,515	5,515	5,515
52610 MAINT. & REPAIR SERVICE	1,503	2,375	1,375	2,375	1,500	1,500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 7,087</b>	<b>\$ 11,925</b>	<b>\$ 7,850</b>	<b>\$ 12,430</b>	<b>\$ 9,055</b>	<b>\$ 9,055</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 806	\$ 1,800	\$ 3,000	\$ 3,300	\$ 3,300	\$ 3,300
53210 JANITORIAL SUPPLIES	-	300	50	200	200	200
53310 GENERAL SUPPLIES	1,380	4,225	4,225	5,450	4,450	4,450
53610 MAINT. & REPAIR MATERIALS	2,284	7,000	2,000	6,250	3,000	3,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 4,470</b>	<b>\$ 13,325</b>	<b>\$ 9,275</b>	<b>\$ 15,200</b>	<b>\$ 10,950</b>	<b>\$ 10,950</b>
<b>TOTAL BUDGET</b>						
	<b>\$ 164,517</b>	<b>\$ 194,843</b>	<b>\$ 191,300</b>	<b>\$ 178,495</b>	<b>\$ 170,870</b>	<b>\$ 170,870</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Museum – Personnel and Capital Detail

**FUND 101 GENERAL  
 DEPT 425 HISTORY MUSEUM**

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
Director	0.22	0.22	0.22	0
Collections Manager	1	1	1	1
Museum Registrar	1	1	1	1
Museum Coordinator	1	1	1	1
Library Assistant	0.63	0.63	0.63	0.63
<b>TOTAL</b>	<b><u>3.85</u></b>	<b><u>3.85</u></b>	<b><u>3.85</u></b>	<b><u>3.63</u></b>

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
General Fund – Park and Recreation – Summary

Department Mission: To beautify and maintain the City’s parks, rights-of-way, lakes and public areas. To reforest the City and control the mosquito population.

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Department Description: The Park and Recreation department is responsible for the maintenance of Pathfinder Parkway, Hudson Lake, and all City parks and playgrounds, as well as the mowing of all rights-of-way. It is also responsible for the Bartlesville Tree Program, which has the goal of reforestation of our street rights-of-way, parks and public areas. Mosquito control is also the responsibility of this department.

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- 2017 Accomplishments:
- Provided routine maintenance of City properties and right of ways
  - Provided Mosquito control for public safety
  - Maintained Bartlesville’s certification as a Tree City USA
  - Continued development of Lee Lake
  - Installed LED message center at Johnstone Park
  - Completed phase one Johnstone Pavilion
-

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Park and Recreation – Summary  
 (continued)

- 2018 Objectives:
- Continue to develop an operational management partnership with athletic user groups and the YMCA
  - Develop a consistent maintenance program for all athletic fields
  - Continue to provide routine maintenance for City properties and right of ways
  - Construct new concession stand at Price Fields
  - Implement an herbicide maintenance program for City properties and right of ways

Budget Highlights: The major budgeted expenditures for the Park and Recreation department are personnel costs, utilities, maintenance and repair services, supplies, and a replacement tractor.

<b>FUND 101 GENERAL DEPT 431 PARK &amp; RECREATION</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
\$755,507	\$1,251,972	\$1,181,710	\$1,195,032	\$1,195,032

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Park and Recreation – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 311,002	\$ 607,000	\$ 559,952	\$ 615,000	\$ 615,000	\$ 615,000
51120 OVERTIME	-	3,000	-	4,000	1,000	1,000
51130 FICA	22,826	47,000	40,386	47,000	47,000	47,000
51140 GROUP INSURANCE	95,712	165,560	165,560	137,171	137,171	137,171
51150 DB RETIREMENT	55,488	73,000	70,217	75,000	75,000	75,000
51155 DC RETIREMENT	2,615	16,000	8,449	16,000	16,000	16,000
51170 WORKER'S COMPENSATION	41,091	44,207	44,207	23,756	23,756	23,756
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 528,734</b>	<b>\$ 955,767</b>	<b>\$ 888,771</b>	<b>\$ 917,927</b>	<b>\$ 914,927</b>	<b>\$ 914,927</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 61,476	\$ 80,950	\$ 69,285	\$ 80,950	\$ 80,950	\$ 80,950
52310 UTILITIES & COMMUNICATIONS	34,257	29,000	31,305	35,000	35,000	35,000
52410 PROFESSIONAL SERVICES	-	20,000	20,000	-	-	-
52510 OTHER SERVICES	2,184	2,655	1,987	2,655	2,655	2,655
52610 MAINT. & REPAIR SERVICE	2,573	6,000	2,948	6,000	6,000	6,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 100,490</b>	<b>\$ 138,605</b>	<b>\$ 125,525</b>	<b>\$ 124,605</b>	<b>\$ 124,605</b>	<b>\$ 124,605</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 730	\$ 500	\$ 586	\$ 500	\$ 500	\$ 500
53210 JANITORIAL SUPPLIES	6,166	6,100	8,845	8,000	8,000	8,000
53310 GENERAL SUPPLIES	34,065	40,000	31,872	40,000	40,000	40,000
53410 TOOLS & EQUIPMENT	3,627	6,500	3,678	6,500	6,500	6,500
53510 FUEL	20,377	28,000	22,326	28,000	24,000	24,000
53610 MAINT. & REPAIR MATERIALS	61,318	76,500	100,107	76,500	76,500	76,500
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 126,283</b>	<b>\$ 157,600</b>	<b>\$ 167,414</b>	<b>\$ 159,500</b>	<b>\$ 155,500</b>	<b>\$ 155,500</b>
<b>TOTAL BUDGET</b>	<b>\$ 755,507</b>	<b>\$ 1,251,972</b>	<b>\$ 1,181,710</b>	<b>\$ 1,202,032</b>	<b>\$ 1,195,032</b>	<b>\$ 1,195,032</b>



**CITY OF BARTLESVILLE**

2017-18 Operating Budget

General Fund – Park and Recreation – Personnel and Capital Detail

FUND 101 GENERAL  
DEPT 431 PARK & RECREATION

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
Parks Supervisor	1	1	1	1
Equipment Operator	2	2	2	2
Pesticide Applicator	1	0	0	0
Maintenance Worker	2	15	15	15
1/2 Maint Worker (shared w/ Stadium)	0.5	0	0	0
1/2 Equip Oper (Shared w/ Water)	1	0	0	0
1/2 Maint Worker (shared w/ Water)	0.5	0	0	0
<b>TOTAL</b>	<b>8</b>	<b>18</b>	<b>18</b>	<b>18</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 General Fund – Transfers – Summary

Department Mission: The Transfers department is not an operating department, and therefore has no mission.

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Department Description: The Transfers department is used to account for transfers out to other funds. These activities are generally non-departmental, and therefore utilize this department.

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2017 Accomplishments: N/A

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2018 Objectives: N/A

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Budget Highlights: The three transfers from the general fund that are used to subsidize the operating costs of other funds are the transfers to the E-911, Stadium Operating, and Golf Course funds.

				<b>FUND 101 GENERAL DEPT 900 TRANSFERS</b>
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
\$1,112,658	\$1,900,704	\$1,900,704	\$1,700,412	\$1,700,876

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**General Fund – Transfers – Line Item Detail**

<b>TRANSFERS</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
59207 E 9-1-1 FUND	\$ 480,695	\$ 588,024	\$ 588,024	\$ 529,056	\$ 487,056	\$ 487,056
59276 DOENGES MEMORIAL STADIUM	14,480	9,829	9,829	-	-	-
59513 ADAMS GOLF COURSE	92,331	72,005	72,005	170,089	145,089	145,089
59515 SOONER POOL	55,968	44,311	44,311	44,393	44,393	44,393
59516 FRONTIER POOL	58,489	57,117	57,117	58,446	58,446	58,446
59663 AUTO COLLISION INSURANCE	18,251	1,707	1,707	38,982	38,982	38,982
59670 STABILIZATION RESERVE	392,444	508,111	508,111	436,893	426,446	426,910
59675 CAPITAL RESERVE	-	619,600	619,600	500,000	500,000	500,000
<b>TOTAL TRANSFERS</b>	<u>\$ 1,112,658</u>	<u>\$ 1,900,704</u>	<u>\$ 1,900,704</u>	<u>\$ 1,777,859</u>	<u>\$ 1,700,412</u>	<u>\$ 1,700,876</u>
<b>TOTAL BUDGET</b>	<u>\$ 1,112,658</u>	<u>\$ 1,900,704</u>	<u>\$ 1,900,704</u>	<u>\$ 1,777,859</u>	<u>\$ 1,700,412</u>	<u>\$ 1,700,876</u>

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# SPECIAL REVENUE FUNDS



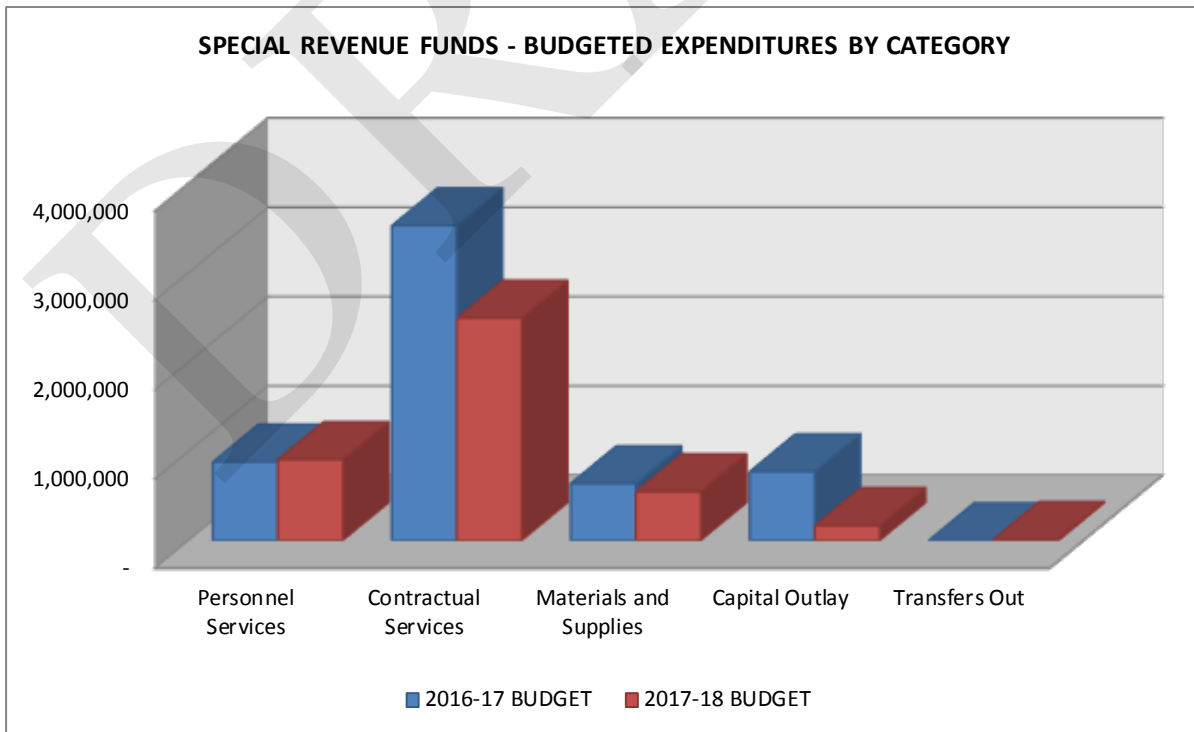
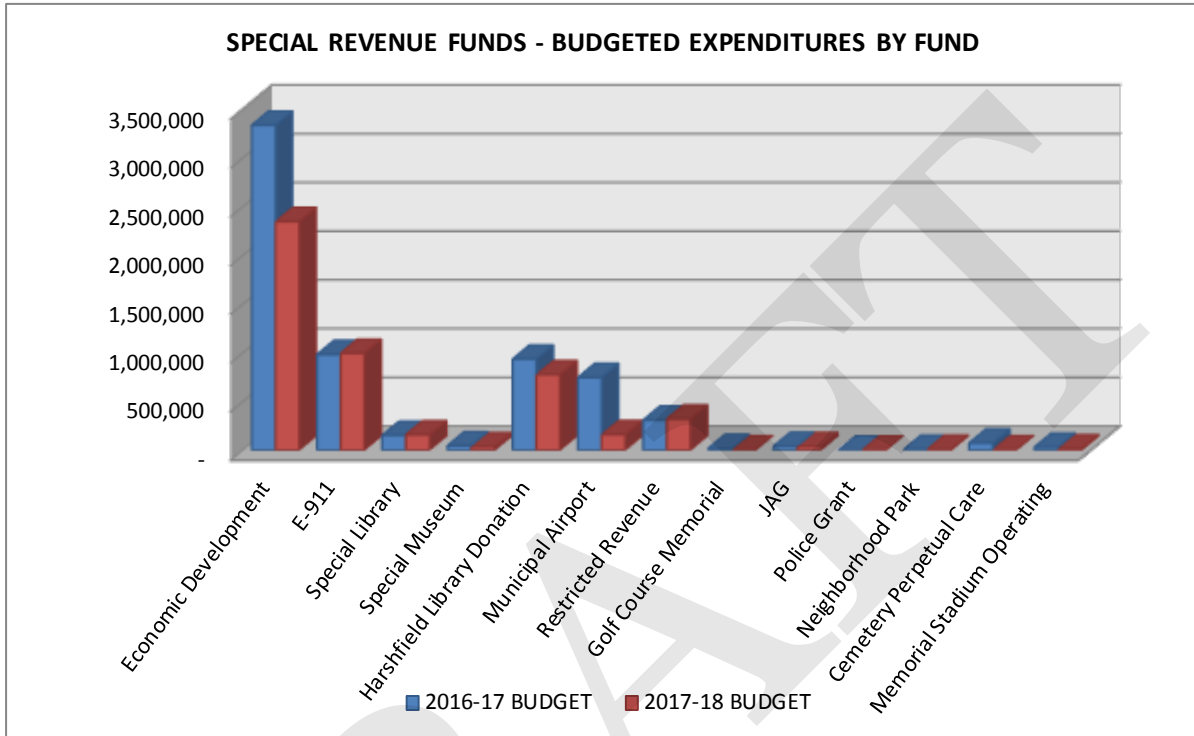
city of

**bartlesville**

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Special Revenue Funds – Expenditure Graphs



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Special Revenue Funds – Expenditure Summary by Fund

<b>EXPENDITURES AND RESERVES BY FUND</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Economic Development	\$ 3,138,793	\$ 3,334,519	\$ 2,677,102	\$ 2,345,561
E-911	918,827	981,951	956,498	994,578
Special Library	133,916	152,700	152,700	158,500
Special Museum	52,788	45,500	37,231	33,371
Harshfield Library Donation	9,814	935,025	90,000	774,844
Municipal Airport	12,460	745,238	577,051	160,367
Restricted Revenue	318,012	308,006	41,795	318,766
Golf Course Memorial	23,669	18,414	22,391	1,832
JAG	3,850	39,606	10,395	36,380
Neighborhood Park	-	8,108	-	8,181
Cemetery Perpetual Care	79,996	72,745	1,375	2,800
Memorial Stadium Operating	40,750	30,000	48	14,171
<b>Total Expenditures and Reserves</b>	<b><u>\$ 4,732,875</u></b>	<b><u>\$ 6,671,812</u></b>	<b><u>\$ 4,566,586</u></b>	<b><u>\$ 4,849,351</u></b>



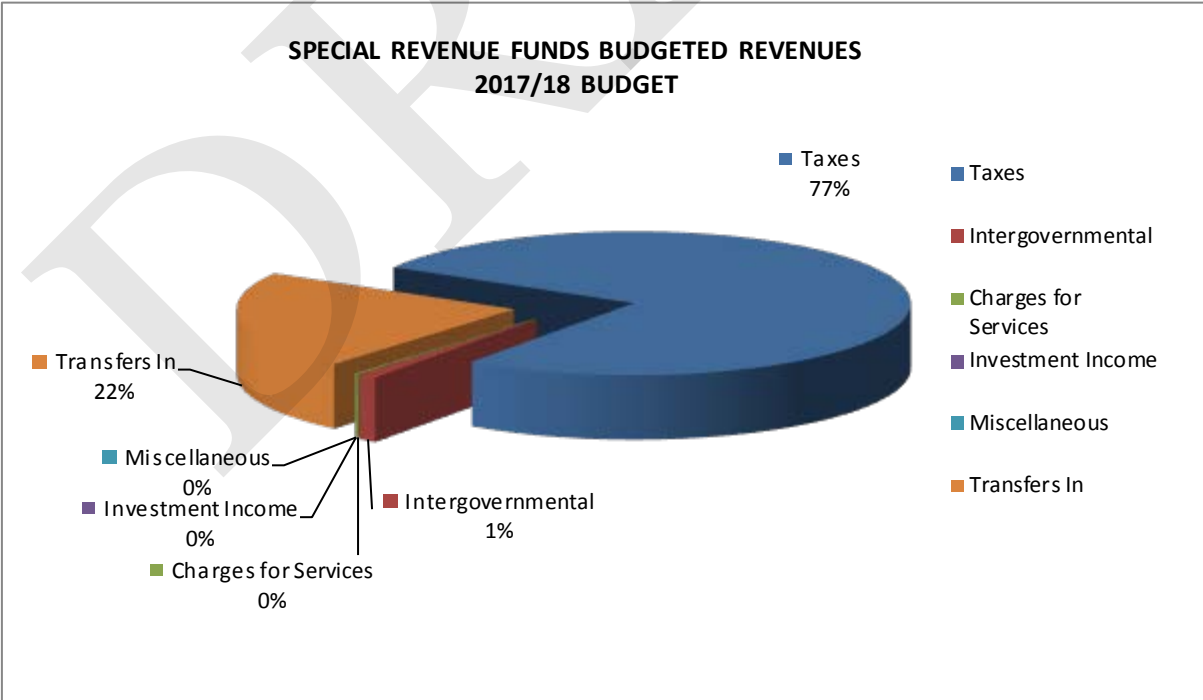
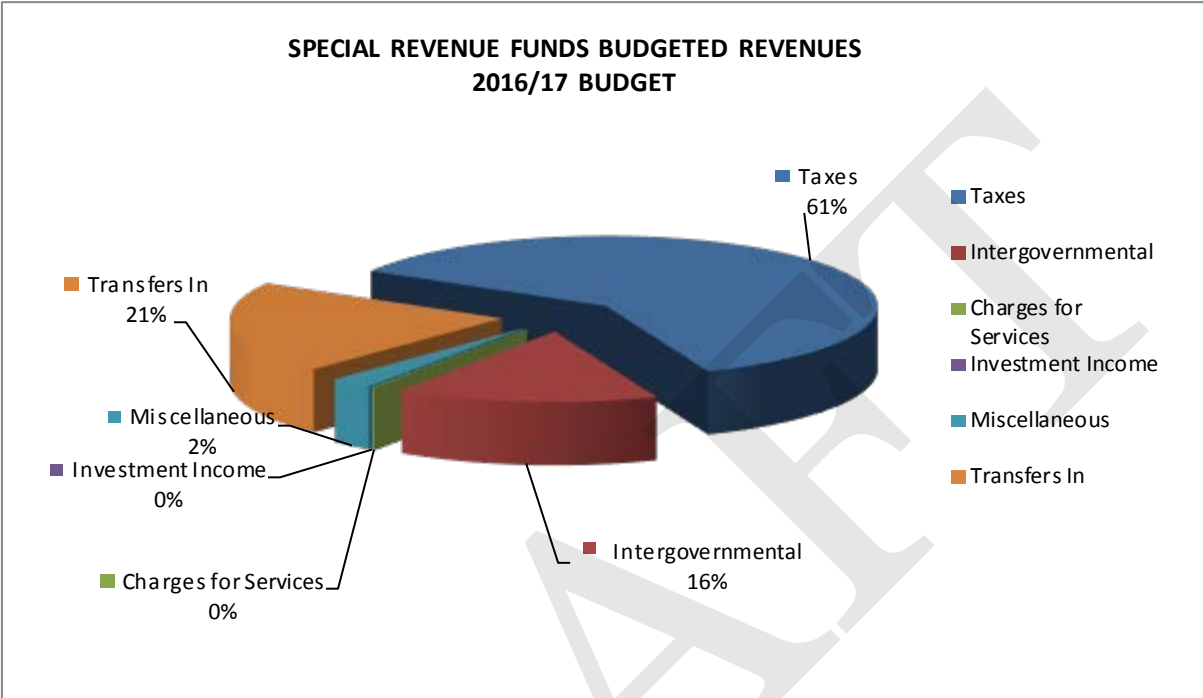
**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Special Revenue Funds – Expenditure Summary by Line Item**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 593,504	\$ 610,000	\$ 609,563	\$ 653,000	\$ 653,000	\$ 653,000
51120 OVERTIME	17,324	18,000	17,000	19,000	17,000	17,000
51130 FICA	43,984	47,000	45,167	51,000	51,000	51,000
51140 GROUP INSURANCE	144,780	137,967	137,967	114,310	114,310	114,310
51150 DB RETIREMENT	53,274	54,000	54,700	58,000	58,000	58,000
51155 DC RETIREMENT	12,415	13,000	12,657	14,000	14,000	14,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 865,281</b>	<b>\$ 879,967</b>	<b>\$ 877,054</b>	<b>\$ 909,310</b>	<b>\$ 907,310</b>	<b>\$ 907,310</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 6,214	\$ 4,900	\$ 9,000	\$ 4,000	\$ 4,000	\$ 4,000
52310 UTILITIES & COMMUNICATIONS	118,693	116,786	99,764	133,255	93,255	93,255
52410 PROFESSIONAL SERVICES	4,290	24,250	1,500	11,300	11,300	11,300
52510 OTHER SERVICES	2,191,669	2,374,649	1,775,900	1,393,061	1,393,061	1,393,061
52610 MAINT. & REPAIR SERVICE	296	16,000	-	1,000	1,000	1,000
52710 OPERATIONAL SERVICES	990,000	990,000	890,000	990,000	990,000	990,000
52950 MISCELLANEOUS	-	-	266	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 3,311,162</b>	<b>\$ 3,526,585</b>	<b>\$ 2,776,430</b>	<b>\$ 2,532,616</b>	<b>\$ 2,492,616</b>	<b>\$ 2,492,616</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 9,294	\$ 81,245	\$ 8,000	\$ 5,000	\$ 5,000	\$ 5,000
53210 JANITORIAL SUPPLIES	486	-	-	-	-	-
53310 GENERAL SUPPLIES	103,711	163,556	132,804	168,351	168,351	168,351
53410 TOOLS & EQUIPMENT	-	-	75,048	-	-	-
53610 MAINT. & REPAIR MATERIALS	329,566	393,806	100,732	374,098	374,098	374,098
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 443,057</b>	<b>\$ 638,607</b>	<b>\$ 316,584</b>	<b>\$ 547,449</b>	<b>\$ 547,449</b>	<b>\$ 547,449</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Special Revenue Funds – Expenditure Summary by Line Item**  
 (continued)

<b>CAPITAL OUTLAY</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
55910 LAND	\$ -	\$ -	\$ 32,000	\$ -	\$ -	\$ -
55920 BUILDINGS & STRUCTURES	89,706	771,760	501,741	168,548	168,548	168,548
55950 OFFICE EQUIP & FURNISH	23,669	-	21,230	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 113,375</b>	<b>\$ 771,760</b>	<b>\$ 554,971</b>	<b>\$ 168,548</b>	<b>\$ 168,548</b>	<b>\$ 168,548</b>
<b>TRANSFERS OUT</b>						
59661 HEALTH INSURANCE	\$ -	\$ -	\$ -	\$ 14,171	\$ 14,171	\$ 14,171
<b>TOTAL TRANSFERS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,171</b>	<b>\$ 14,171</b>	<b>\$ 14,171</b>
<b>TOTAL BUDGET</b>	<b>\$ 4,732,875</b>	<b>\$ 5,816,919</b>	<b>\$ 4,525,039</b>	<b>\$ 4,172,094</b>	<b>\$ 4,130,094</b>	<b>\$ 4,130,094</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Special Revenue Funds – Revenue Graphs**



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Special Revenue Funds – Revenue Summary by Source

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Sales Tax	\$ 1,360,415	\$ 1,363,446	\$ 1,333,010	\$ 1,351,462
Hotel-Motel Tax	221,852	177,500	234,499	211,000
Cigarette Tax	-	-	-	-
Franchise Tax	409,820	401,200	389,142	481,398
Intergovernmental	137,558	499,639	454,631	29,500
Charges for Services	4,814	4,000	5,455	5,300
Interest and Investment Income	10,452	-	10,890	-
Donations and Miscellaneous	429,942	81,700	159,027	-
Transfer In:				
From BLTA	68,246	65,000	65,000	65,000
From General	495,175	597,853	597,853	487,056
From History Museum Trust	-	16,500	16,500	39,208
Fund Balance	<u>5,088,533</u>	<u>3,637,463</u>	<u>3,763,954</u>	<u>2,463,375</u>
<b>Total Available for Appropriation</b>	<b><u>\$ 8,226,807</u></b>	<b><u>\$ 6,844,301</u></b>	<b><u>\$ 7,029,961</u></b>	<b><u>\$ 5,133,299</u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Special Revenue Funds – Personnel Summary

<b>PERSONNEL COUNTS BY DEPARTMENT</b>	<b>2015-16 ACTUAL FTEs</b>	<b>2016-17 BUDGETED FTEs</b>	<b>2016-17 ACTUAL FTEs</b>	<b>2017-18 BUDGETED FTEs</b>
E-911 Fund:				
Dispatch	15	15	15.1	15.1
Special Library:				
Library	1.13	1.13	1.13	1.13
Special Museum:				
Museum	1.18	1.18	1.18	1.23
Memorial Stadium Operating Fund:				
Doenges Memorial Stadium	0.5	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Expenditures</b>	<b>17.81</b>	<b>17.31</b>	<b>17.41</b>	<b>17.46</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Economic Development Fund – Summary

Fund Mission: To stimulate local economic development through the use of incentives and dissemination of favorable information about the local economy and culture.

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Fund Description: The Economic Development Fund was established in 1986 when the City determined that a sustained effort was necessary to stimulate and grow the local economy in light of many ups and downs related to the City’s dependence upon the oil and gas industry. It is funded by a ¼% sales tax and a 2% Hotel Tax.

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2017 Accomplishments: • N/A

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2018 Objectives: • N/A

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Budget Highlights: The major budgeted expenditure in this fund is for the City’s economic development contract with the Bartlesville Development Corporation (BDC). Other amounts in this fund are available to the BDC for various economic projects with Council approval.

<b>FUND 203 ECONOMIC DEVELOPMENT DEPT 538 ECONOMIC DEVELOPMENT</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$3,138,793</b>	<b>\$3,334,519</b>	<b>\$2,677,102</b>	<b>\$2,345,561</b>	<b>\$2,345,561</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Economic Development Fund – Expenditure and Revenue Summary

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Economic Development	\$ 3,138,793	\$ 3,334,519	\$ 2,677,102	\$ 2,345,561
<b>Total Expenditures</b>	<b>\$ 3,138,793</b>	<b>\$ 3,334,519</b>	<b>\$ 2,677,102</b>	<b>\$ 2,345,561</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Sales Tax	\$ 1,360,415	\$ 1,363,446	\$ 1,333,010	\$ 1,351,462
Hotel-Motel Tax	221,852	177,500	234,499	211,000
Interest and Investment Income	6,814	-	4,016	-
Fund Balance	3,379,443	1,793,573	1,888,676	783,099
<b>Total Available for Appropriation</b>	<b>\$ 4,968,524</b>	<b>\$ 3,334,519</b>	<b>\$ 3,460,201</b>	<b>\$ 2,345,561</b>

**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Economic Development Fund – Economic Development – Line Item Detail

<b>CONTRACTUAL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
52510 OTHER SERVICES	\$ 2,148,793	\$ 2,344,519	\$ 1,745,289	\$ 1,355,561	\$ 1,355,561	\$ 1,355,561
52710 OPERATIONAL SERVICES	990,000	990,000	890,000	990,000	990,000	990,000
52950 MISCELLANEOUS	-	-	266	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 3,138,793</b>	<b>\$ 3,334,519</b>	<b>\$ 2,635,555</b>	<b>\$ 2,345,561</b>	<b>\$ 2,345,561</b>	<b>\$ 2,345,561</b>
<b>CAPITAL OUTLAY</b>						
55910 LAND	\$ -	\$ -	\$ 41,547	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,547</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL BUDGET</b>	<b>\$ 3,138,793</b>	<b>\$ 3,334,519</b>	<b>\$ 2,677,102</b>	<b>\$ 2,345,561</b>	<b>\$ 2,345,561</b>	<b>\$ 2,345,561</b>



# **CITY OF BARTLESVILLE**

## **2017-18 Operating Budget**

### **E-911 Fund – Summary**

**Fund Mission:** To offer an enhanced E-911 service to the City of Bartlesville and surrounding areas providing dispatch assistance and coordination to all public safety entities in the area.

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**Fund Description:** The E-911 Fund is financed by the levy of a monthly 5% fee on the telephone customers within Bartlesville and Dewey and the Bartlesville and Dewey exchanges in Osage County and a monthly 5% fee on other Washington County telephone customers. The Bartlesville Police Department is the agency which operates the E-911 Dispatch Center for these jurisdictions.

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**2017 Accomplishments:**

- Updated the E911 Higher Ground Recording System
- Updating E911 General Orders
- Bartlesville-Washington County E911 Communications Center Activity for 2016:

Bartlesville Police	23,464
Washington County S.O.	4,790
Bartlesville Ambulance	4,610
Bartlesville Fire	3,478
Dewey Police	1,353
Dewey Fire	561
Ramona Police	257

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**2018 Objectives:**

- Change E911 Provider from A.T.&T. to ECW for cost savings on utilities & communications budget.
- Add 4<sup>th</sup> E911 Phone station
- Add 5<sup>th</sup> E911 Dark phone station (used in Major Emergencies)
- Continue to update E911 General Orders

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**CITY OF BARTLESVILLE**

2017-18 Operating Budget

E-911 Fund – Summary

(continued)

Budget Highlights:

The transfer from the General Fund is to assist in paying E-911 dispatching costs. Dispatching was funded in full by the General Fund until the 911 system was installed. Costs of the 911 system are approximately twice the revenue generated by a 5% levy on phone services. Major expenditures include personnel costs and utilities.

				FUND 207 E-911 DEPT 275 EMERGENCY DISPATCH	
2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET	
\$918,827	\$962,083	\$956,498	\$975,065	\$975,065	

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 E-911 Fund – Expenditure and Revenue Summary

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Emergency Dispatch	\$ 918,827	\$ 962,083	\$ 956,498	\$ 975,065
Reserves:       Compensated Absences Reserve	-	19,868	-	19,513
<b>Total Expenditures and Reserves</b>	<b>\$ 918,827</b>	<b>\$ 981,951</b>	<b>\$ 956,498</b>	<b>\$ 994,578</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
E-911 Service Tax	\$ 161,783	\$ 170,500	\$ 108,221	\$ 97,398
E-911 Wireless Fee	248,037	230,700	280,921	384,000
Charges for Services	2,400	2,500	2,500	2,500
Interest and Investment Income	76	-	102	-
Transfer In:       General	480,695	588,024	588,024	487,056
Fund Balance	26,189	(10,128)	354	23,624
<b>Total Available for Appropriation</b>	<b>\$ 919,180</b>	<b>\$ 981,596</b>	<b>\$ 980,122</b>	<b>\$ 994,578</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**E-911 Fund – Emergency Dispatch – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 534,479	\$ 561,000	\$ 563,912	\$ 604,000	\$ 604,000	\$ 604,000
51120 OVERTIME	17,324	18,000	17,000	19,000	17,000	17,000
51130 FICA	39,653	43,000	41,687	47,000	47,000	47,000
51140 GROUP INSURANCE	144,763	137,967	137,967	114,310	114,310	114,310
51150 DB RETIREMENT	50,060	54,000	54,700	58,000	58,000	58,000
51155 DC RETIREMENT	12,415	13,000	12,657	14,000	14,000	14,000
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 798,694</b>	<b>\$ 826,967</b>	<b>\$ 827,923</b>	<b>\$ 856,310</b>	<b>\$ 854,310</b>	<b>\$ 854,310</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 3,499	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
52310 UTILITIES & COMMUNICATIONS	111,739	116,786	99,764	133,255	93,255	93,255
52510 OTHER SERVICES	2,125	8,330	20,811	17,500	17,500	17,500
52610 MAINT. & REPAIR SERVICE	296	1,000	-	1,000	1,000	1,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 117,659</b>	<b>\$ 130,116</b>	<b>\$ 124,575</b>	<b>\$ 155,755</b>	<b>\$ 115,755</b>	<b>\$ 115,755</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 2,097	\$ 3,000	\$ 2,000	\$ 3,000	\$ 3,000	\$ 3,000
53210 JANITORIAL SUPPLIES	377	-	-	-	-	-
53310 GENERAL SUPPLIES	-	1,000	1,000	1,000	1,000	1,000
53610 MAINT. & REPAIR MATERIALS	-	1,000	1,000	1,000	1,000	1,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 2,474</b>	<b>\$ 5,000</b>	<b>\$ 4,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>TOTAL BUDGET</b>	<b>\$ 918,827</b>	<b>\$ 962,083</b>	<b>\$ 956,498</b>	<b>\$ 1,017,065</b>	<b>\$ 975,065</b>	<b>\$ 975,065</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 E-911 Fund – Emergency Dispatch – Personnel and Capital Detail

FUND 207 E-911  
 DEPT 275 EMERGENCY DISPATCH

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
Emergency Comm. Tech	15	15	15.1	15.1
<b>TOTAL</b>	<b>15</b>	<b>15</b>	<b>15.1</b>	<b>15.1</b>

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**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Special Library Fund – Summary

Fund Mission: To provide support to the Bartlesville Public Library for items that are beyond the ability of the Library’s operating budget to purchase.

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Fund Description: This fund was established to provide additional support for the operation of the Bartlesville Public Library. Grant money from the Oklahoma Dept of Libraries, funding from the Bartlesville Library Trust Authority, and donations are the principal revenues of the Special Library Fund.

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- 2017 Accomplishments:
- Courtesy of grant monies from Phillips 66, two SMART Tables were purchased and added to the children’s and teen areas of the Library. Each table is a collaborative learning center that can host up to 8 users at a time
  - Five additional security cameras were purchased for the second floor
  - Three adult and three children sized shopping carts were purchased for patron use
  - The eastside curb and sidewalk were repaired by the City’s Street Department
  - Six iPads were purchased for the Teen Area and the Reference Area
  - The Friends of the Library provided funds for the annual Summer Reading Program, Battle of the Books, and the LEGO Contest
-

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Special Library Fund – Summary  
 (continued)

2018 Objectives:

- Adjust the Library’s current materials collection to suit patron’s needs/requests. Continue to allocate additional funding for e-books
- Seek funding from the Health Literacy Grant-Year 3 to continue to provide quality health and wellness programs
- Increase programs and services for teens by 10% by end of fiscal year
- Continue to advertise special events and programs
- Work with professional agency to re-create the Library’s website
- Secure grant monies to fund Literacy’s Immigration and Citizenship Assistant

Budget Highlights:

The major budgeted expenditures in this fund are for general supplies and replacement equipment.

<b>FUND 208 SPECIAL LIBRARY DEPT 421 LIBRARY</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$133,916</b>	<b>\$152,700</b>	<b>\$152,700</b>	<b>\$158,500</b>	<b>\$158,500</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Special Library Fund – Expenditure and Revenue Summary

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Library	\$ 133,916	\$ 152,700	\$ 152,700	\$ 158,500
<b>Total Expenditures</b>	<b>\$ 133,916</b>	<b>\$ 152,700</b>	<b>\$ 152,700</b>	<b>\$ 158,500</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Intergovernmental	\$ 81,119	\$ 20,000	\$ 29,724	\$ 29,500
Interest and Investment Income	1,220	-	2,695	-
Donations and Miscellaneous	13,285	-	18,765	-
Transfer In: From BLTA	68,246	65,000	65,000	65,000
Fund Balance	275,657	219,063	273,425	236,909
<b>Total Available for Appropriation</b>	<b>\$ 439,527</b>	<b>\$ 304,063</b>	<b>\$ 389,609</b>	<b>\$ 331,409</b>



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Special Library Fund – Library – Line Item Detail

<i>PERSONNEL SERVICES</i>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 24,206	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
51130 FICA	1,852	2,000	1,900	2,000	2,000	2,000
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 26,058</b>	<b>\$ 27,000</b>	<b>\$ 26,900</b>	<b>\$ 27,000</b>	<b>\$ 27,000</b>	<b>\$ 27,000</b>
<b><i>CONTRACTUAL SERVICES</i></b>						
52110 EMPLOYMENT SERVICES	\$ 425	\$ 900	\$ 5,000	\$ -	\$ -	\$ -
52510 OTHER SERVICES	5,790	7,300	5,800	10,000	10,000	10,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 6,215</b>	<b>\$ 8,200</b>	<b>\$ 10,800</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b><i>MATERIALS &amp; SUPPLIES</i></b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 5,748	\$ 5,500	\$ 6,000	\$ 2,000	\$ 2,000	\$ 2,000
53310 GENERAL SUPPLIES	95,854	112,000	105,000	119,500	119,500	119,500
53610 MAINT. & REPAIR MATERIALS	41	-	4,000	-	-	-
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 101,643</b>	<b>\$ 117,500</b>	<b>\$ 115,000</b>	<b>\$ 121,500</b>	<b>\$ 121,500</b>	<b>\$ 121,500</b>
<b><i>TOTAL BUDGET</i></b>	<b>\$ 133,916</b>	<b>\$ 152,700</b>	<b>\$ 152,700</b>	<b>\$ 158,500</b>	<b>\$ 158,500</b>	<b>\$ 158,500</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Special Library Fund – Library – Personnel and Capital Detail

**FUND 208 SPECIAL LIBRARY  
 DEPT 421 LIBRARY**

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
Library Assistant	1.13	1.13	1.13	1.13
<b>TOTAL</b>	<b>1.13</b>	<b>1.13</b>	<b>1.13</b>	<b>1.13</b>

DRAFT

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Special Museum Fund – Summary

Fund Mission: To provide support to the Bartlesville Area History Museum for items that are beyond the ability of the Museum’s operating budget to purchase

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Fund Description: This fund was established to provide additional support for the operation of the Bartlesville History Museum. Money from the Bartlesville History Museum Trust Authority and donations are the principal revenues of the Special Museum Fund.

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2017 Accomplishments:

- Additional funds were secured with the Martha Jane Starr Field of Interest Grant-Year 5
- Renovated the Cherokee Exhibit
- Created a new seating area in the Oil Exhibit for patrons to watch new video
- Reorganized the Physical Archive with a lateral file donation from Phillips Petroleum Company

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Special Museum Fund – Summary  
 (continued)

- 2018 Objectives:
- Secure funding from the Martha Jane Starr Field of Interest Grant-Year 6
  - Obtain a range of video interviews of area pioneers and elders. Year 1 of this new project will be led by the Education Coordinator and will secure one interview per month
  - Catalog the Tribal documents held within the History Museum’s Archives
  - Secure funding for license fees to host movie programs
  - Continue to advertise Museum’s events and programs

Budget Highlights: The major budgeted expenditures in this fund are for general supplies and replacement equipment.

<b>FUND 209 SPECIAL MUSEUM DEPT 425 MUSUEM</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$52,788</b>	<b>\$45,500</b>	<b>\$37,231</b>	<b>\$33,371</b>	<b>\$33,371</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Special Museum Fund – Expenditure and Revenue Summary

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Museum	\$ 52,788	\$ 45,500	\$ 37,231	\$ 33,371
<b>Total Expenditures</b>	<b><u>\$ 52,788</u></b>	<b><u>\$ 45,500</u></b>	<b><u>\$ 37,231</u></b>	<b><u>\$ 33,371</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 490	\$ -	\$ 762	\$ -
Donations and Miscellaneous	19,190	-	19,221	-
Transfer In: History Museum Trust	-	16,500	16,500	39,208
Fund Balance	139,058	133,767	105,950	105,202
<b>Total Available for Appropriation</b>	<b><u>\$ 158,738</u></b>	<b><u>\$ 150,267</u></b>	<b><u>\$ 142,433</u></b>	<b><u>\$ 144,410</u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Special Museum Fund – Museum – Line Item Detail

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 20,209	\$ 24,000	\$ 20,651	\$ 24,000	\$ 24,000	\$ 24,000
51130 FICA	1,546	2,000	1,580	2,000	2,000	2,000
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 21,755</b>	<b>\$ 26,000</b>	<b>\$ 22,231</b>	<b>\$ 26,000</b>	<b>\$ 26,000</b>	<b>\$ 26,000</b>
<b>CONTRACTUAL SERVICES</b>						
52410 PROFESSIONAL SERVICES	\$ 4,290	\$ 6,000	\$ 1,500	\$ 2,000	\$ 2,000	\$ 2,000
52510 OTHER SERVICES	23,054	9,500	1,500	2,500	2,500	2,500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 27,344</b>	<b>\$ 15,500</b>	<b>\$ 3,000</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 1,449	\$ -	\$ -	\$ -	\$ -	\$ -
53310 GENERAL SUPPLIES	2,240	4,000	12,000	2,871	2,871	2,871
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 3,689</b>	<b>\$ 4,000</b>	<b>\$ 12,000</b>	<b>\$ 2,871</b>	<b>\$ 2,871</b>	<b>\$ 2,871</b>
<b>TOTAL BUDGET</b>						
	<b>\$ 52,788</b>	<b>\$ 45,500</b>	<b>\$ 37,231</b>	<b>\$ 33,371</b>	<b>\$ 33,371</b>	<b>\$ 33,371</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Special Museum Fund – Museum – Personnel and Capital Detail

FUND 209 SPECIAL MUSEUM  
 DEPT 425 MUSUEM

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
Library Assistant	1.18	1.18	1.18	1.23
<b>TOTAL</b>	<b>1.18</b>	<b>1.18</b>	<b>1.18</b>	<b>1.23</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Municipal Airport Fund – Summary

**Fund Mission:** To provide quality airport facilities capable of meeting the needs of large corporate and small individual clients.

**Fund Description:** The Bartlesville Municipal Airport is owned by the City but operated under contract by Conoco-Phillips Global Aviation Services. The airport is available to the public and has large hangars and t-hangars available for rent. Conoco-Phillips donates most of the operating costs to the City as Conoco-Phillips only accepts the amount collected in rent as compensation for the operations.

**2017 Accomplishments:**

- Completed design and construction of the FBO Apron Rehabilitation

**2018 Objectives:**

- There are no projects planned for FY 17/18 to allow FAA funds to build for future projects

**Budget Highlights:** The major budgeted expenditures in this fund are operational services, which is the amount paid to Conoco-Phillips as part of our operating agreement with them, and capital outlay for the improvement of the runways and taxiways. The amount of operational services paid to Conoco-Phillips has increased dramatically over the last two years, due to an increase in the rates that Conoco-Phillips is paying for their heavy use of the airport.

<b>FUND 240 MUNICIPAL AIRPORT DEPT 147 AIRPORT</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$12,460</b>	<b>\$745,238</b>	<b>\$577,051</b>	<b>\$160,367</b>	<b>\$160,367</b>



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Municipal Airport Fund – Expenditure and Revenue Summary

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Airport	\$ 12,460	\$745,238	\$ 577,051	\$ 160,367
<b>Total Expenditures</b>	<b>\$ 12,460</b>	<b>\$ 745,238</b>	<b>\$ 577,051</b>	<b>\$ 160,367</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Intergovernmental	\$ 53,044	\$ 479,639	\$ 418,787	\$ -
Interest and Investment Income	1,290	-	2,441	-
Fund Balance	275,814	265,599	316,190	160,367
<b>Total Available for Appropriation</b>	<b>\$ 330,148</b>	<b>\$ 745,238</b>	<b>\$ 737,418</b>	<b>\$ 160,367</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Municipal Airport Fund – Airport – Line Item Detail

<b>MATERIALS &amp; SUPPLIES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
53410 TOOLS & EQUIPMENT	\$ -	\$ -	\$ 75,048	\$ -	\$ -	\$ -
53610 MAINT. & REPAIR MATERIALS	550	-	262	-	-	-
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 550</b>	<b>\$ -</b>	<b>\$ 75,310</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>						
55930 OTHER IMPROVEMENTS	\$ 11,910	\$ 745,238	\$ 501,741	\$ 160,367	\$ 160,367	\$ 160,367
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 11,910</b>	<b>\$ 745,238</b>	<b>\$ 501,741</b>	<b>\$ 160,367</b>	<b>\$ 160,367</b>	<b>\$ 160,367</b>
<b>TOTAL BUDGET</b>						
	<b>\$ 12,460</b>	<b>\$ 745,238</b>	<b>\$ 577,051</b>	<b>\$ 160,367</b>	<b>\$ 160,367</b>	<b>\$ 160,367</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Harshfield Library Donation Fund – Summary

**Fund Mission:** To provide support to the Bartlesville Public Library for items that are beyond the limits of the Library’s operating budget. Funds are to be used as a supplement to, but not a replacement for City provided revenue.

**Fund Description:** This fund was established to provide additional support for the operation of the Bartlesville Public Library through the Harshfield Library Donation. Funds will be used:

- To ensure Library programming including author visits and/or speakers of educational or literacy interest, and related expenses
- Provide additional resources not provided through the annual disbursements by the City, the Library Trust Authority, State Aid through ODL, or outside granting agencies
- Provide for extraordinary purchases

**2017 Accomplishments:**

- Major building renovations continued through this fiscal year
- A new Teen iPad Bar was added
- A Laptop Bar was added to Meeting Room C

**2018 Objectives:**

- Continue/Complete building renovations
- Install 5 additional security cameras
- Install 3 infrared door detection devices on the Library’s 2 elevators to comply with current ADA Guidelines

**Budget Highlights:** Advertising, speaker fees, video conferencing fees, supplies for events, library enhancement and rental fees.

**FUND 241 Harshfield Library Donation Fund  
 DEPT 421 LIBRARY**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$9,814	\$935,025	\$90,000	\$774,844	\$774,844

**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Harshfield Library Donation Fund – Expenditure and Revenue Summary

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Museum	\$ 9,814	\$ 100,000	\$ 90,000	\$ 75,100
Unallocated	-	835,025	-	699,744
<b>Total Expenditures</b>	<b>\$ 9,814</b>	<b>\$ 935,025</b>	<b>\$ 90,000</b>	<b>\$ 774,844</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Donations and Miscellaneous	\$ 3,420	\$ -	\$ 5,810	\$ -
Fund Balance	866,358	851,739	859,034	774,844
<b>Total Available for Appropriation</b>	<b>\$ 869,778</b>	<b>\$ 851,739</b>	<b>\$ 864,844</b>	<b>\$ 774,844</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Harshfield Library Donation Fund – Library – Line Item Detail**

<b>CONTRACTUAL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
52410 PROFESSIONAL SERVICES	\$ -	\$ 18,250	\$ -	\$ 9,300	\$ 9,300	\$ 9,300
52510 OTHER SERVICES	8,210	5,000	2,500	7,500	7,500	7,500
<b>TOTAL CONTRACTUAL SERVICES</b>	\$ 8,210	\$ 23,250	\$ 2,500	\$ 16,800	\$ 16,800	\$ 16,800
<b>MATERIALS &amp; SUPPLIES</b>						
53310 GENERAL SUPPLIES	\$ (952)	\$ 6,950	\$ 2,500	\$ 5,800	\$ 5,800	\$ 5,800
53610 MAINT. & REPAIR MATERIALS	2,556	69,800	53,000	52,500	52,500	52,500
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	\$ 1,604	\$ 76,750	\$ 55,500	\$ 58,300	\$ 58,300	\$ 58,300
<b>CAPITAL OUTLAY</b>						
55920 BUILDINGS & STRUCTURES	\$ -	\$ -	\$ 32,000	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>	\$ -	\$ -	\$ 32,000	\$ -	\$ -	\$ -
<b>TOTAL BUDGET</b>	\$ 9,814	\$ 100,000	\$ 90,000	\$ 75,100	\$ 75,100	\$ 75,100

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Restricted Revenue Fund – Summary

Fund Mission: To accept restricted use revenues on behalf of operating departments and track the expenditures of these restricted funds.

Fund Description: The Restricted Revenue fund was established several years ago to receive and disburse funds the City receives with specific purposes attached as a condition and for accounting for certain grant funds.

2017 Accomplishments:
 

- Purchased additional equipment deemed necessary for Operations Division, Criminal Investigations Division, and Training Division & Administration at the Police Department

2018 Objectives:
 

- Purchase additional equipment deemed necessary for Operations Division, Criminal Investigations Division, and Training Division & Administration at the Police Department

Budget Highlights: The major budgeted expenditures in this fund include equipment for the Fire and Police departments, street improvements, the Centennial Plaza project in the Park and Recreation department, and renovations to Veteran’s Park and Frontier Pool.

<b>FUND 243 RESTRICTED REVENUE ALL DEPARTMENTS</b>				
2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$318,012	\$308,006	\$41,795	\$318,766	\$318,766

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Restricted Revenue Fund – Expenditure and Revenue Summary

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
General Services	\$ 14,542	\$ 58,636	\$ 2,783	\$ 60,267
Cemetery	-	17,499	2,191	17,633
Community Development	2,627	-	-	189
Fire	11,742	22,422	-	25,793
Police	47,005	111,650	34,591	118,080
Park and Recreation	242,096	84,532	2,230	83,537
Swimming Pools	-	6,192	-	6,192
Stadium	-	7,075	-	7,075
<b>Total Expenditures</b>	<b><u>\$ 318,012</u></b>	<b><u>\$ 308,006</u></b>	<b><u>\$ 41,795</u></b>	<b><u>\$ 318,766</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Donations and Miscellaneous	\$ 359,001	\$ 60,000	\$ 113,391	\$ -
Fund Balance	(29,209)	248,006	247,170	318,766
<b>Total Available for Appropriation</b>	<b><u>\$ 329,792</u></b>	<b><u>\$ 308,006</u></b>	<b><u>\$ 360,561</u></b>	<b><u>\$ 318,766</u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Restricted Revenue Fund – Expense Outlay Detail

*Expense Schedule*

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>15/16 ACTUAL</b>	<b>16/17 BUDGET</b>	<b>16/17 ESTIMATE</b>	<b>17/18 BUDGET</b>
170	04037	Homeland Security	-	109	-	109
170	13112	Freedom Flag	840	7,963	2,783	6,108
170	15045	Copier Lease Buyout	13,702	15,713	-	19,199
170	16023	Sale of Second St Property	-	34,851	-	34,851
		<b>Total Building Maintenance</b>	<b>14,542</b>	<b>58,636</b>	<b>2,783</b>	<b>60,267</b>
174	04012	Luminary Beautification	-	16,199	2,191	16,333
174	99051	Bell Tower Maintenance	-	1,300	-	1,300
		<b>Total Cemetery</b>	<b>-</b>	<b>17,499</b>	<b>2,191</b>	<b>17,633</b>
180	10034	Bicycle Rodeo	-	-	-	189
180	16025	Safe Routes to School Grant	2,627	-	-	-
		<b>Total Community Development</b>	<b>2,627</b>	<b>-</b>	<b>-</b>	<b>189</b>
250	99005	Albright Fire Trust	190	266	-	77
250	99042	General Fire Donations	-	3,729	-	7,289
250	13064	Communication Equipment	-	8,676	-	8,676
250	15039	Fire Prevention and Safety Grant	10,552	9,751	-	9,751
250	15048	Firefighter 5k	1,000	-	-	-
		<b>Total Fire</b>	<b>11,742</b>	<b>22,422</b>	<b>-</b>	<b>25,793</b>
270	99006	General Police Donations	-	-	-	2,934
270	10046	SOT-Special Operations Team	872	101	2,001	876
270	11026	Cherokee Nation Radio Repeaters	1,733	2,992	4,488	-
270	11028	Drug Containers	2,490	-	-	-
270	99006	Albright Police Trust	-	250	375	-
270	99028	Federal Drug Task Force Reimbursements	23,270	-	-	525
270	99030	Police Reserve	-	2,515	-	2,515
270	99031	Police Explorer	249	-	-	200
270	99036	K9 police dog	4,640	970	18,208	14,641
270	15040	Police Benefit Fund Donation	4,000	15,000	6,817	6,755
270	15041	P66 Public Safety Donation	1,172	25	37	-
270	15042	Cherokee Nation- Police Car Donation	8,579	10,000	2,180	-
270	16022	Safe Oklahoma Grant	-	19,797	-	19,797



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Restricted Revenue Fund – Expense Outlay Detail  
 (continued)

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	15/16 ACTUAL	16/17 BUDGET	16/17 ESTIMATE	17/18 BUDGET
270	16028	Joe Glenn Memorial	-	-	-	255
270	17061	Police Training Donation	-	-	-	8,800
270	17062	PD Honor Guard	-	-	485	782
270	17063	P66 Handheld Radios Donation	-	60,000	-	60,000
		<b>Total Police</b>	<b>47,005</b>	<b>111,650</b>	<b>34,591</b>	<b>118,080</b>
431	00016	Centennial Plaza	-	37,008	-	38,876
431	10023	Bruce Goff Tower	-	28,292	661	15,997
431	10024	Dog Park Donations	-	230	-	230
431	10045	Leadership Bartlesville Class XIX Project	-	123	-	-
431	11013	McAlister Park	2,235	-	-	-
431	11027	Leadership Bartlesville Class XX Project	513	-	1,569	-
431	14006	Pathfinder Imp	233,030	1,712	-	-
431	12020	Sale of Park Property	4,875	1,861	-	12,525
431	99033	Sante Fe Engine Preservation	-	315	-	315
431	99037	Arutunoff Softball Fields	-	2,235	-	2,325
431	99038	Flag Football Fields	-	6,064	-	6,064
431	99039	MJ Lee Soccer Fields	-	895	-	1,045
431	99040	Robinwood Soccer Fields	-	1,043	-	1,043
431	99047	Sooner Jr	-	3,254	-	3,294
431	99048	Price Fields NE Quad	-	500	-	800
431	99049	Price Fields Other	-	-	-	715
431	16024	Monarch Butterfly Garden	965	1,000	-	36
431	16030	Freewheel	478	-	-	272
		<b>Total Parks and Recreation</b>	<b>242,096</b>	<b>84,532</b>	<b>2,230</b>	<b>83,537</b>
432	08029	Frontier Park Project	-	6,192	-	6,192
476	10026	Stadium renovations	-	7,075	-	7,075
<b>TOTAL</b>			<b>\$ 318,012</b>	<b>\$ 308,006</b>	<b>\$ 41,795</b>	<b>\$ 318,766</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Golf Course Memorial Fund – Summary

**Fund Mission:** To receive donations and other golf revenues that are restricted for the purpose of golf course improvements and to account for the expenditure of such funds.

**Fund Description:** The Golf Course Memorial fund was established when members of the Adams Golf Club requested it so that gifts could be made to the Golf Course for purposes of improving it. They wanted to assure that the intended improvements were made and that the money would not be used for everyday operations.

- 2017 Accomplishments:**
- Purchased 2 utility vehicles
  - Raised \$22,000 in the memorial tournament

- 2018 Objectives:**
- Raise \$20,000 to purchase sail shades for porch.
  - New entry lighting and signage.
  - Replace asphalt cart path with concrete with curb on #11.
  - Purchase furniture for lounge.

**Budget Highlights:** The major budgeted expenditures in this fund are for maintenance and repairs and a transfer to the Bond Financing fund. The transfer to the Bond Financing Fund is to reimburse that fund for an advance which enabled the balance of the renovation project to be completed in a single phase rather than phased over several years. As of July 1, 2006, the balance owed to the Bond Financing Fund is \$63,000. This amount will be paid back over a few years by revenue generated from a \$1.00 per round assessment on green fees and memberships.

**FUND 244 GOLF COURSE MEMORIAL  
 DEPT 445 GOLF COURSE**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$23,669	\$18,414	\$22,391	\$1,832	\$1,832

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Golf Course Memorial Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Municipal Golf Course	\$ 23,669	\$ 18,414	\$ 22,391	\$ 1,832
<b>Total Expenditures</b>	<b>\$ 23,669</b>	<b>\$ 18,414</b>	<b>\$ 22,391</b>	<b>\$ 1,832</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 38	\$ -	\$ 65	\$ -
Donations and Miscellaneous	21,327	-	1,400	-
Fund Balance	25,062	18,414	22,758	1,832
<b>Total Available for Appropriation</b>	<b>\$ 46,427</b>	<b>\$ 18,414</b>	<b>\$ 24,223</b>	<b>\$ 1,832</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Golf Course Memorial Fund – Golf Course – Line Item Detail

<b>MATERIALS &amp; SUPPLIES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
53310 GENERAL SUPPLIES	\$ -	\$ -	\$ 486	\$ -	\$ -	\$ -
53610 MAINT. & REPAIR MATERIALS	-	-	675	1,832	1,832	1,832
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,161</u>	<u>\$ 1,832</u>	<u>\$ 1,832</u>	<u>\$ 1,832</u>
<b>CAPITAL OUTLAY</b>						
55930 OTHER IMPROVEMENTS	\$ -	\$ 18,414	\$ -	\$ -	\$ -	\$ -
55960 VEHICLES & EQUIPMENT	23,669	-	21,230	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<u>\$ 23,669</u>	<u>\$ 18,414</u>	<u>\$ 21,230</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL BUDGET</b>	<u>\$ 23,669</u>	<u>\$ 18,414</u>	<u>\$ 22,391</u>	<u>\$ 1,832</u>	<u>\$ 1,832</u>	<u>\$ 1,832</u>

# **CITY OF BARTLESVILLE**

## 2017-18 Operating Budget

### JAG Fund – Summary

**Fund Mission:** To provide for the receipt of LLEBG and JAG grant funds and to account for the expenditure of such funds.

**Fund Description:** The JAG Fund was established originally to account for the receipt and disbursement of Police grant funds associated with the Local Law Enforcement Block Grant (LLEBG). The LLEBG was discontinued and replaced by the Police JAG grant. It is anticipated that the JAG grant will also be discontinued in the near future. After the final JAG funds have been received and spent, this fund will be closed.

**2017 Accomplishments:** • N/A

**2018 Objectives:** • N/A

**Budget Highlights:** The only budgeted expenditure in this fund is for Police department general supplies.

FUND 262 LOCAL LAW ENFORCEMENT BLOCK GRANT DEPT 270 POLICE				
2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$3,850	\$39,606	\$10,395	\$36,380	\$36,380

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 JAG Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Police	\$ 3,850	\$ 39,606	\$ 10,395	\$ 36,380
<b>Total Expenditures</b>	<b>\$ 3,850</b>	<b>\$ 39,606</b>	<b>\$ 10,395</b>	<b>\$ 36,380</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Intergovernmental	\$ 3,395	\$ -	\$ 6,120	\$ -
Interest and Investment Income	161	-	277	-
Fund Balance	40,672	39,606	40,378	36,380
<b>Total Available for Appropriation</b>	<b>\$ 44,228</b>	<b>\$ 39,606</b>	<b>\$ 46,775</b>	<b>\$ 36,380</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 JAG Fund – Police – Line Item Detail

<b>MATERIALS &amp; SUPPLIES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
53310 GENERAL SUPPLIES	\$ 3,850	\$ 39,606	\$ 10,395	\$ 36,380	\$ 36,380	\$ 36,380
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<u>\$ 3,850</u>	<u>\$ 39,606</u>	<u>\$ 10,395</u>	<u>\$ 36,380</u>	<u>\$ 36,380</u>	<u>\$ 36,380</u>
<b>TOTAL BUDGET</b>	<u>\$ 3,850</u>	<u>\$ 39,606</u>	<u>\$ 10,395</u>	<u>\$ 36,380</u>	<u>\$ 36,380</u>	<u>\$ 36,380</u>

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Neighborhood Park Fund – Summary

Fund Mission: To assist in the maintenance and development of the parks and pathways of the City of Bartlesville.

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Fund Description: The Neighborhood Park and Recreation fund was established to receive and disburse funds generated by the Park fee imposed on new residential developments within the City. The fee is \$500 per acre or portion thereof.

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2017 Accomplishments: • N/A

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2018 Objectives: • N/A

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Budget Highlights: The only budgeted expenditures in this fund are for a transfer to BMA – General that is being used to pay debt service on the purchase of new park land adjacent to Johnstone Park.

**FUND 271 NEIGHBORHOOD PARK  
 DEPT 431 PARK & RECREATION**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$0	\$8,108	\$0	\$8,181	\$8,181



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Neighborhood Park Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Park and Recreation	\$ -	\$ 8,108	\$ -	\$ 8,181
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 8,108</b>	<b>\$ -</b>	<b>\$ 8,181</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 32	\$ -	\$ 59	\$ -
Fund Balance	8,090	8,108	8,122	8,181
<b>Total Available for Appropriation</b>	<b>\$ 8,122</b>	<b>\$ 8,108</b>	<b>\$ 8,181</b>	<b>\$ 8,181</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Neighborhood Park Fund – Park & Recreation – Line Item Detail

<b>CAPITAL OUTLAY</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
55930 OTHER IMPROVEMENTS	\$ -	\$ 8,108	\$ -	\$ 8,181	\$ 8,181	\$ 8,181
<b>TOTAL CAPITAL OUTLAY</b>	<u>\$ -</u>	<u>\$ 8,108</u>	<u>\$ -</u>	<u>\$ 8,181</u>	<u>\$ 8,181</u>	<u>\$ 8,181</u>
<b>TOTAL BUDGET</b>	<u>\$ -</u>	<u>\$ 8,108</u>	<u>\$ -</u>	<u>\$ 8,181</u>	<u>\$ 8,181</u>	<u>\$ 8,181</u>

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Cemetery Perpetual Care Fund – Summary

Fund Mission: To expand and improve the City owned White Rose Cemetery utilizing State mandated funds and all accrued earnings.

Fund Description: The Cemetery Perpetual Care fund is mandated by State Law for operators of cemeteries. A portion of each lot sale and interment income is required to be deposited in the fund. Principal may only be used for capital improvements to the cemetery and for purchase of land. Interest and other income may be used for operations.

2017 Accomplishments: • New decorative fencing was installed along Virginia Ave

2018 Objectives: • No projects are scheduled for this budget year

Budget Highlights: The only budgeted expenditures for this fund are for various improvements to the cemetery.

FUND 274 CEMETERY PERPETUAL CARE DEPT 174 CEMETERY				
2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$79,996	\$72,745	\$1,375	\$2,800	\$2,800

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Cemetery Perpetual Care Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Cemetery	\$ 79,996	\$ 72,745	\$ 1,375	\$ 2,800
<b>Total Expenditures</b>	<b><u>\$ 79,996</u></b>	<b><u>\$ 72,745</u></b>	<b><u>\$ 1,375</u></b>	<b><u>\$ 2,800</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Charges for Services	\$ 2,414	\$ 1,500	\$ 2,955	\$ 2,800
Interest and Investment Income	296	-	399	-
Donations and Miscellaneous	-	-	440	-
Fund Balance	72,685	71,245	(2,419)	-
<b>Total Available for Appropriation</b>	<b><u>\$ 75,395</u></b>	<b><u>\$ 72,745</u></b>	<b><u>\$ 1,375</u></b>	<b><u>\$ 2,800</u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Cemetery Perpetual Care Fund – Cemetery – Line Item Detail

<b>MATERIALS &amp; SUPPLIES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
53110 OFFICE EQUIP. & SUPPLIES	\$ -	\$ 72,745	\$ -	\$ -	\$ -	\$ -
53310 GENERAL SUPPLIES	2,200	-	1,375	2,800	2,800	2,800
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<u>\$ 2,200</u>	<u>\$ 72,745</u>	<u>\$ 1,375</u>	<u>\$ 2,800</u>	<u>\$ 2,800</u>	<u>\$ 2,800</u>
<b>CAPITAL OUTLAY</b>						
55930 OTHER IMPROVEMENTS	\$ 77,796	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>	<u>\$ 77,796</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL BUDGET</b>	<u>\$ 79,996</u>	<u>\$ 72,745</u>	<u>\$ 1,375</u>	<u>\$ 2,800</u>	<u>\$ 2,800</u>	<u>\$ 2,800</u>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Memorial Stadium Operating Fund – Summary

Fund Mission: To operate, improve, and maintain the Doenges Memorial Stadium in order to create a unique experience for athletes and spectators alike.

Fund Description: The Stadium Operating Fund was established in 1999 to receive the proceeds of stadium rentals which were approved by the City Council and the Stadium Operating Committee. The proceeds from these sources, along with a general fund subsidy, are used exclusively for the operation, improvement, and maintenance of the Doenges Memorial Stadium.

2017 Accomplishments: • Continue to support the School District in its use, maintenance, and management of the Stadium

2018 Objectives: • Continue to support the School District in its use, maintenance, and management of the Stadium

Budget Highlights: The major budgeted expenditures for this fund are personnel costs, utilities, maintenance and repair services, and various stadium improvements and upgrades.

**FUND 276 MEMORIAL STADIUM OPERATING  
 DEPT 476 DOENGES MEMORIAL STADIUM**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$40,750	\$30,000	\$48	\$0	\$0

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Memorial Stadium Operating Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Doenges Memorial Stadium	\$ 40,750	\$ 30,000	\$ 48	\$ -
Transfer to: General Fund	-	-	-	14,171
<b>Total Expenditures</b>	<b>\$ 40,750</b>	<b>\$ 30,000</b>	<b>\$ 48</b>	<b>\$ 14,171</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 35	\$ -	\$ 74	\$ -
Donations and Miscellaneous	13,719	21,700	-	-
Transfer In: From General	14,480	9,829	9,829	-
Fund Balance	8,714	(1,529)	4,316	14,171
<b>Total Available for Appropriation</b>	<b>\$ 36,948</b>	<b>\$ 30,000</b>	<b>\$ 14,219</b>	<b>\$ 14,171</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Memorial Stadium Operating Fund – Stadium – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 14,610	\$ -	\$ -	\$ -	\$ -	\$ -
51130 FICA	933	-	-	-	-	-
51140 GROUP INSURANCE	17	-	-	-	-	-
51150 DB RETIREMENT	3,214	-	-	-	-	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 18,774</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 2,290	\$ -	\$ -	\$ -	\$ -	\$ -
52310 UTILITIES & COMMUNICATIONS	6,954	-	-	-	-	-
52510 OTHER SERVICES	3,697	-	-	-	-	-
52610 MAINT. & REPAIR SERVICE	-	15,000	-	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 12,941</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53210 JANITORIAL SUPPLIES	\$ 109	\$ -	\$ -	\$ -	\$ -	\$ -
53310 GENERAL SUPPLIES	519	-	48	-	-	-
53410 TOOLS & EQUIPMENT	-	-	-	-	-	-
53510 FUEL	-	-	-	-	-	-
53610 MAINT. & REPAIR MATERIALS	8,407	15,000	-	-	-	-
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 9,035</b>	<b>\$ 15,000</b>	<b>\$ 48</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL BUDGET</b>						
	<b>\$ 40,750</b>	<b>\$ 30,000</b>	<b>\$ 48</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Memorial Stadium Operating Fund – Stadium – Personnel and Capital Detail

FUND 276 MEMORIAL STADIUM OPERATING  
DEPT 476 DOENGES MEMORIAL STADIUM

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
Maintenance Worker	0.5	0	0	0
<b>TOTAL</b>	<b>0.5</b>	<b>0</b>	<b>0</b>	<b>0</b>

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# DEBT SERVICE FUND



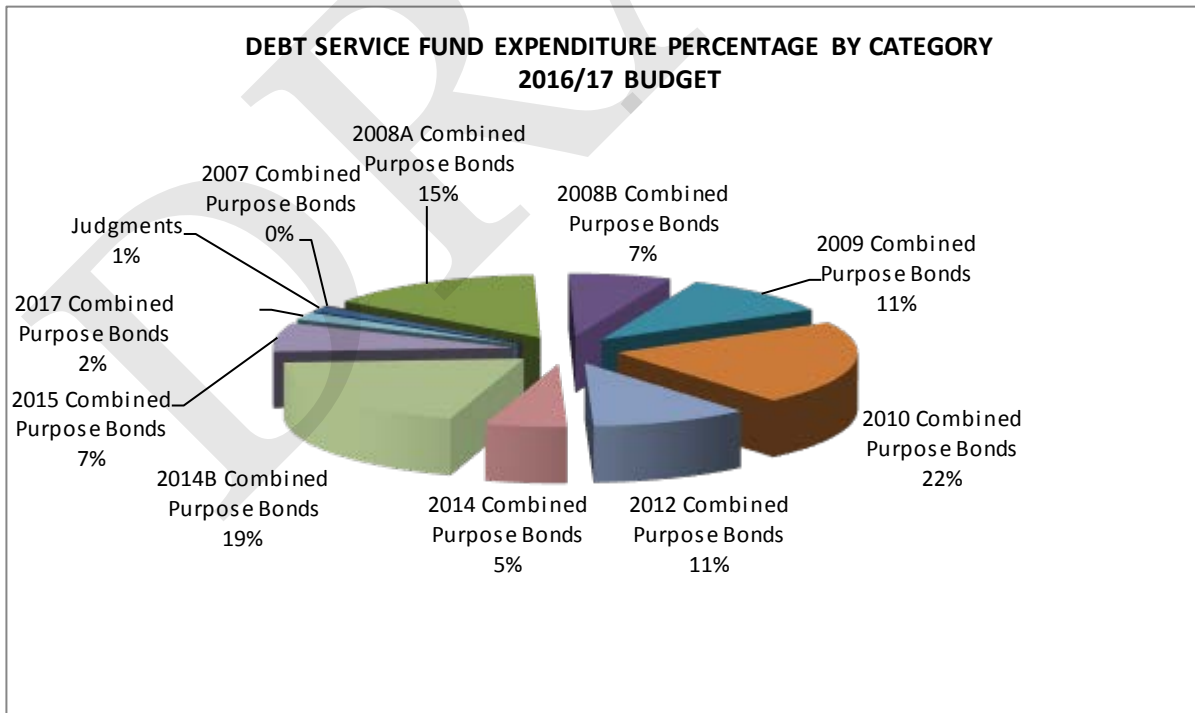
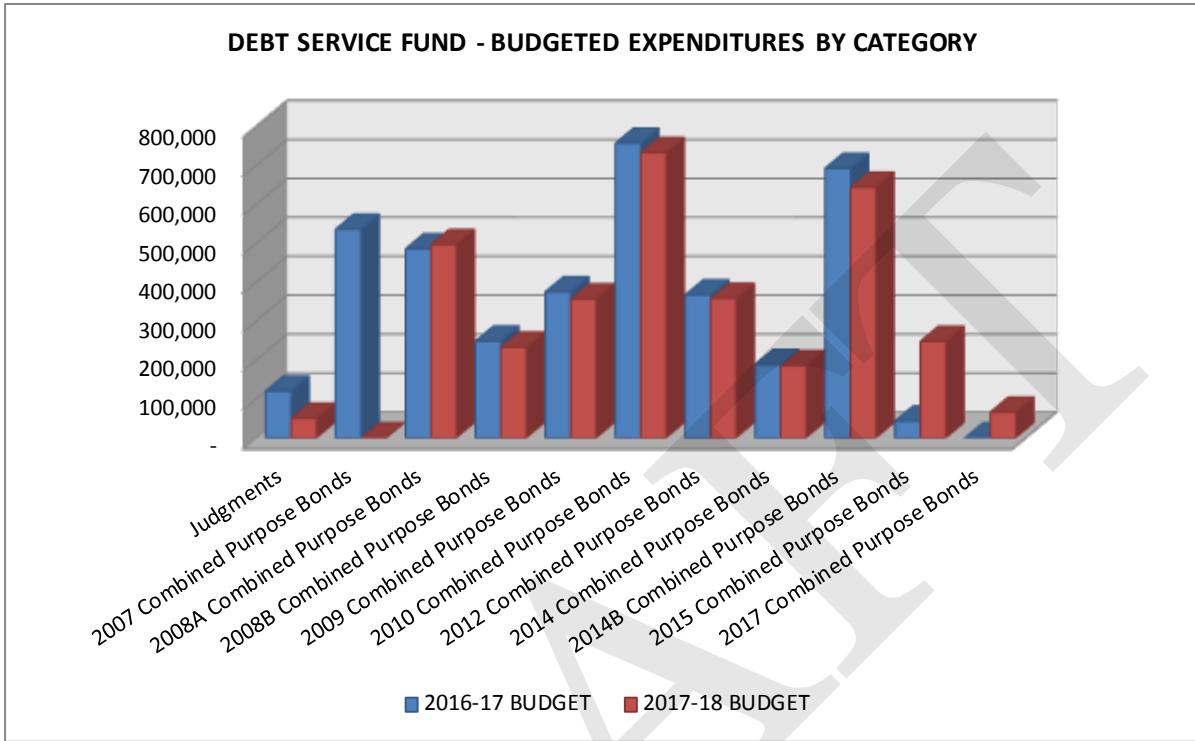
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**bartlesville**

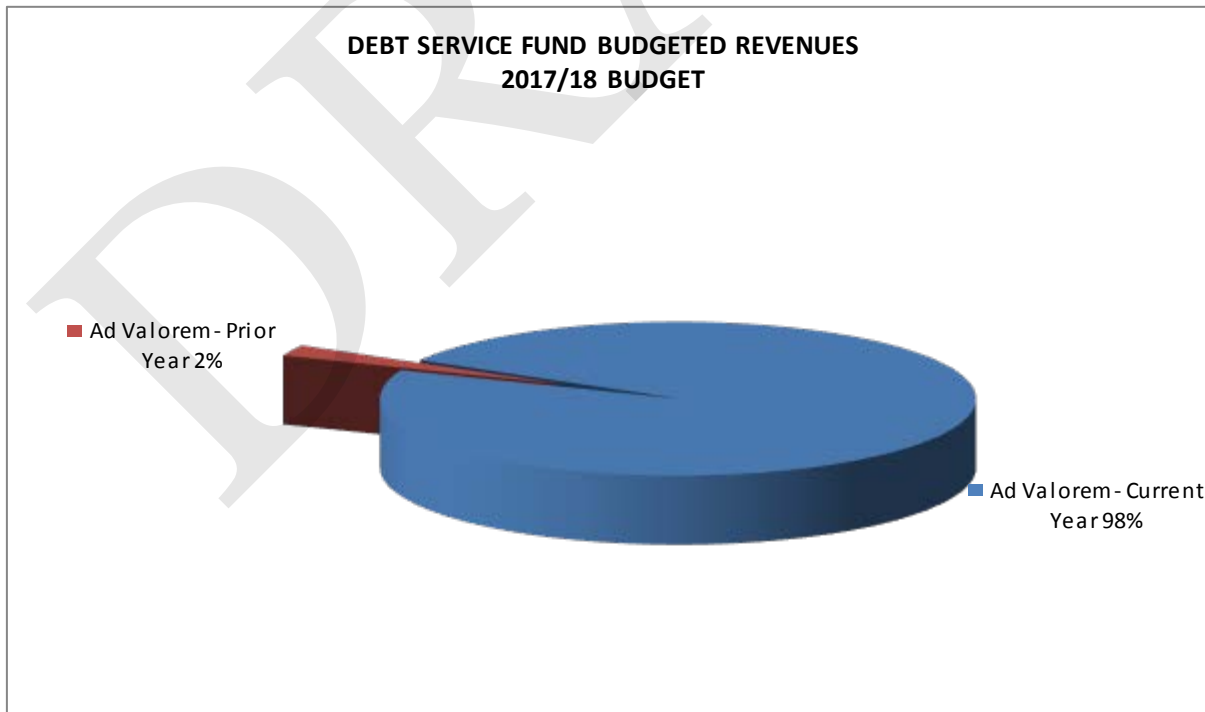
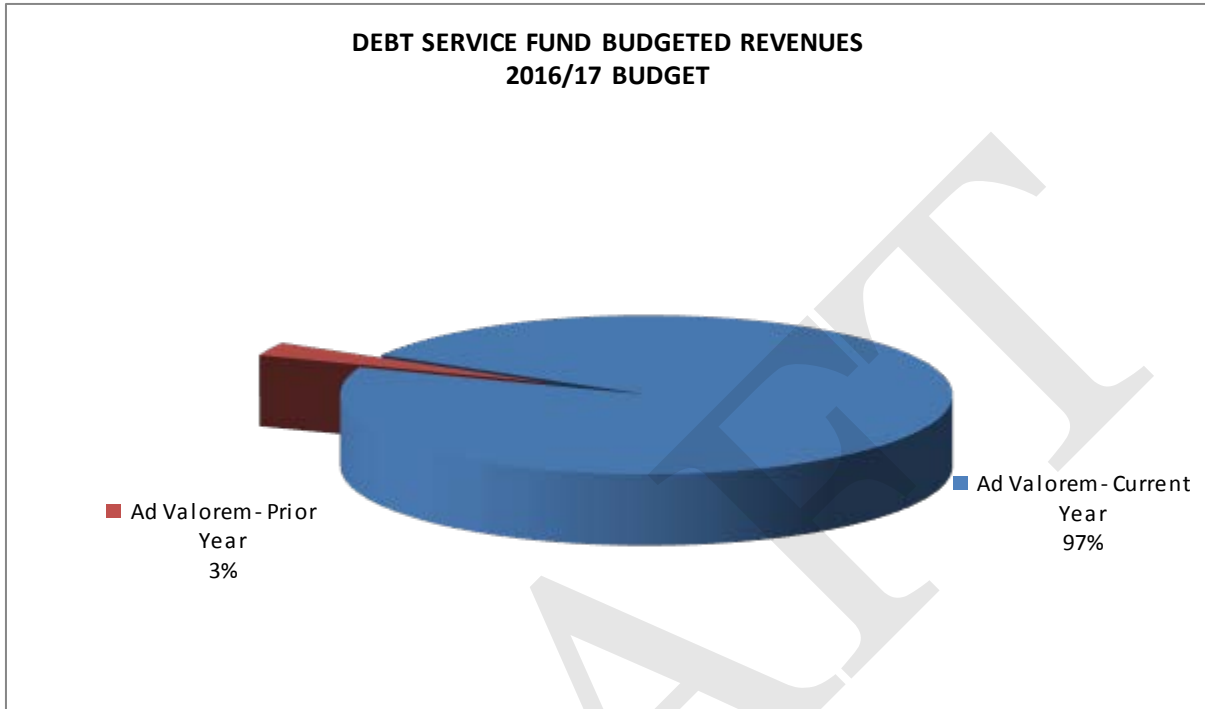
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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Debt Service Fund – Expenditure Graphs



**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Debt Service Fund – Revenue Graphs



# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget Debt Service Fund – Summary**

Fund Mission: N/A

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Fund Description: The Debt Service Fund was established in accordance with State law to satisfy the requirement that all ad valorem property taxes levied for the purposes of meeting debt service requirements on general obligation debt and paying court ordered judgments be deposited into a sinking fund.

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2017 Accomplishments: N/A

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2018 Objectives: N/A

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Budget Highlights: This fund pays for the debt service principal and interest requirements on all outstanding general obligation debt, court ordered judgments, and administrative fees. The only sources of revenue in this fund are ad valorem taxes and a transfer from the Bond Financing Fund to help hold property tax levels below 15 mills.

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Debt Service Fund – Summary by Function or Source

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Judgments	\$ 72,025	\$ 120,221	\$ 75,000	\$ 50,480
2007 Combined Purpose Bonds	536,000	536,000	518,250	-
2008A Combined Purpose Bonds	485,490	485,490	471,190	496,450
2008B Combined Purpose Bonds	248,610	248,610	241,075	233,238
2009 Combined Purpose Bonds	375,363	375,363	366,700	357,213
2010 Combined Purpose Bonds	756,690	756,690	745,863	733,083
2012 Combined Purpose Bonds	367,420	367,421	362,595	358,250
2014 Combined Purpose Bonds	188,970	188,970	187,320	185,670
2014B Combined Purpose Bonds	117,525	692,525	650,288	644,000
2015 Combined Purpose Bonds	-	43,410	43,410	248,300
2017 Combined Purpose Bonds	-	-	-	66,300
<b>Total Expenditures</b>	<b><u>\$ 3,148,093</u></b>	<b><u>\$ 3,814,700</u></b>	<b><u>\$ 3,661,691</u></b>	<b><u>\$ 3,372,984</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Ad Valorem - Current Year	\$ 3,576,933	\$ 3,564,236	\$ 3,611,663	\$ 3,294,579
Ad Valorem - Prior Year	<u>95,018</u>	<u>99,642</u>	<u>85,033</u>	<u>77,568</u>
Fund Balance	<u>2,240,848</u>	<u>2,519,891</u>	<u>2,826,462</u>	<u>2,861,467</u>
<b>Total Available for Appropriation</b>	<b><u>\$ 5,912,799</u></b>	<b><u>\$ 6,183,769</u></b>	<b><u>\$ 6,523,158</u></b>	<b><u>\$ 6,233,614</u></b>



# CAPITAL PROJECTS FUNDS



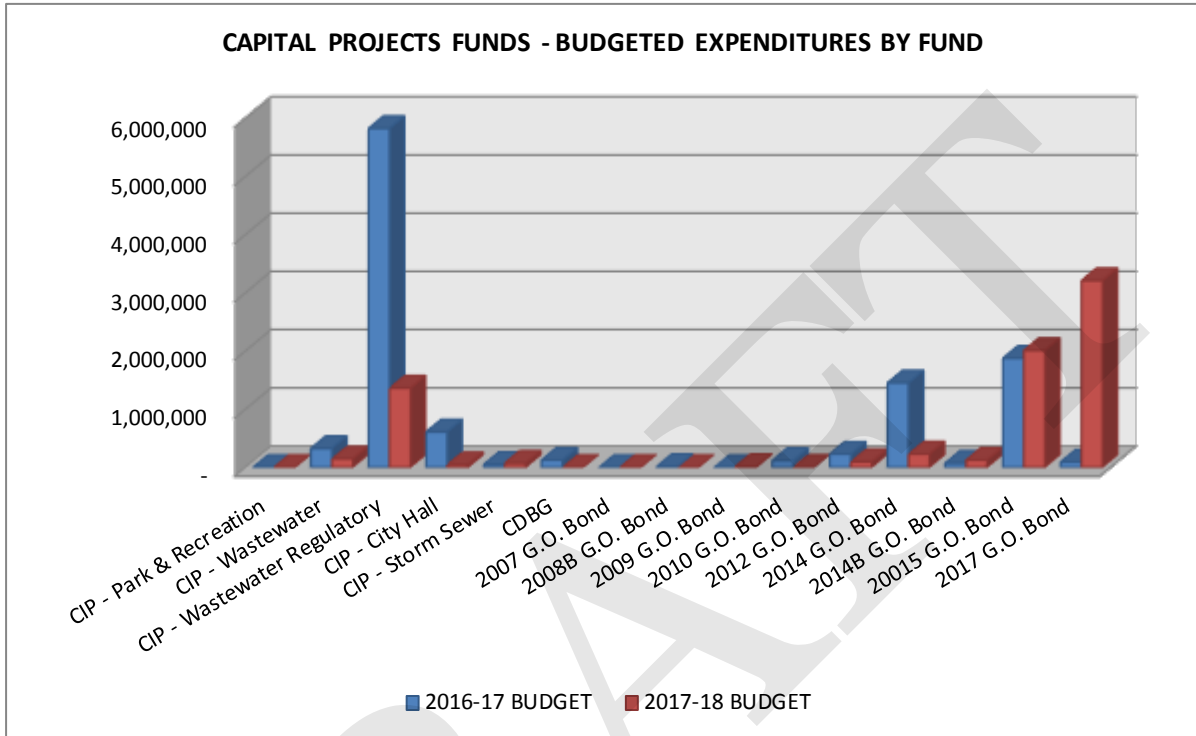
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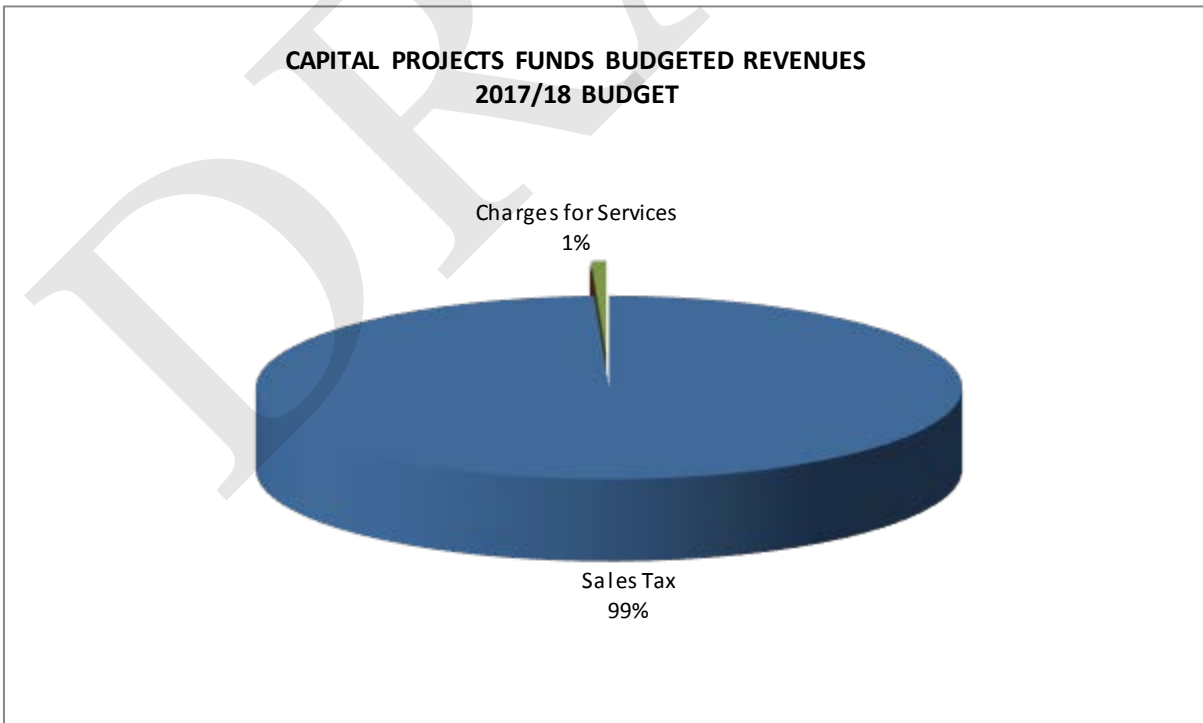
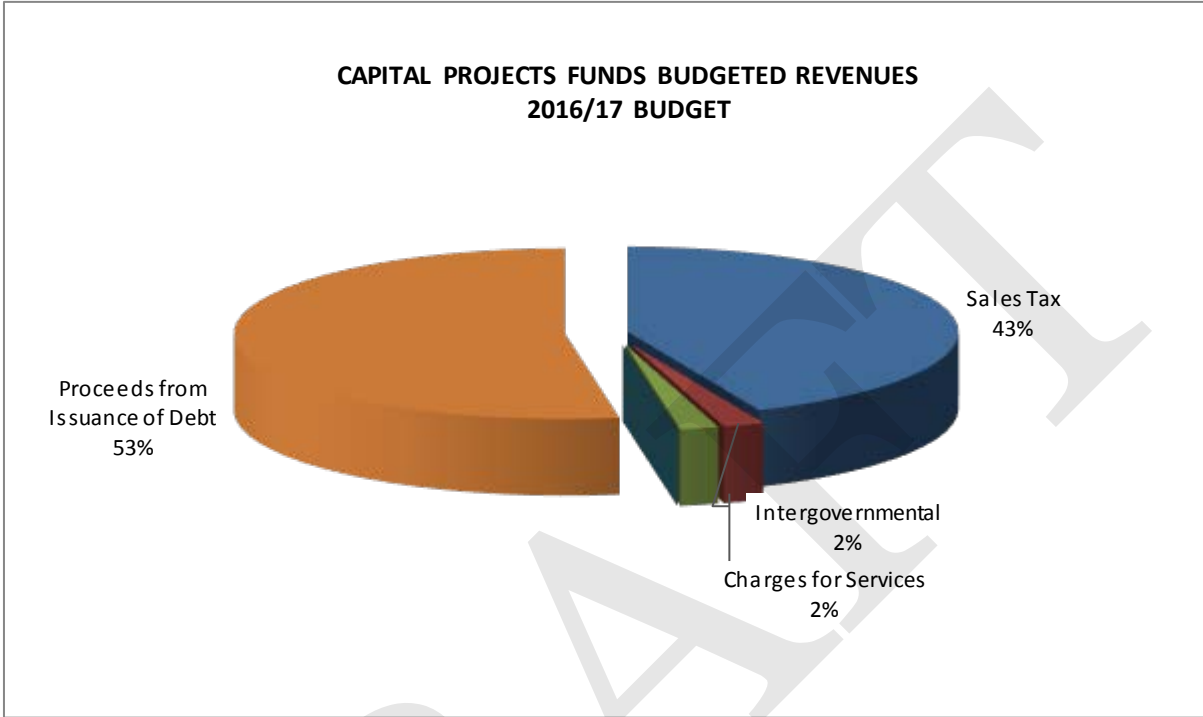
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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Capital Projects Funds – Expenditure Graph



**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Capital Projects Funds – Revenue Graphs



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Capital Projects Funds – Summary by Fund or Source

*Expenditures and Reserves*

<b>EXPENDITURES BY FUND</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
CIP - Sales Tax	\$ 3,152,997	\$ 5,895,766	\$ 3,991,768	\$ 4,447,299
CIP - Wastewater	53,268	326,333	266,650	146,288
CIP - Wastewater Regulatory	2,625,627	5,823,020	1,896,071	1,362,865
CIP - City Hall	85,638	610,191	303,896	46,750
CIP - Storm Sewer	-	50,000	12,923	72,290
CDBG	172,000	124,848	58,231	-
2008B G.O. Bond	-	15,368	15,334	107
2009 G.O. Bond	-	-	-	15,524
2010 G.O. Bond	55,759	116,833	81,367	492
2012 G.O. Bond	110,976	228,246	199,515	98,070
2014 G.O. Bond	3,883	1,452,028	1,236,778	229,874
2014B G.O. Bond	306,500	71,536	4,005	124,540
20015 G.O. Bond	99,757	1,875,000	-	2,009,318
2017 G.O. Bond	-	90,000	90,000	3,210,000
<b>Total Expenditures and Reserves</b>	<b>\$ 6,666,405</b>	<b>\$ 16,679,169</b>	<b>\$ 8,156,538</b>	<b>\$ 11,763,417</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Sales Tax	\$ 2,720,827	\$ 2,726,892	\$ 2,666,019	\$ 2,702,924
Intergovernmental	-	124,848	231,000	-
Charges for Services	1,625,796	117,879	133,708	18,504
Interest and Investment Income	67,252	-	198,513	-
Donations and Miscellaneous	2,005,020	-	-	-
Proceeds from Issuance of Debt	-	3,300,000	3,300,000	-
Fund Balance	14,506,440	12,071,000	10,587,920	9,041,989
<b>Total Available for Appropriation</b>	<b>\$ 20,925,335</b>	<b>\$ 18,340,619</b>	<b>\$ 17,117,160</b>	<b>\$ 11,763,417</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Capital Projects Funds – Capital Outlay Summary

*Capital*

<b>EXPENDITURES BY FUND &amp; DEPARTMENT</b>	<b>2017-18 BUDGETED CAPITAL EXPENDITURES</b>
CIP - Sales Tax Fund:	
General Services	\$ 2,500
Engineering	27,000
Fire	110,000
Police	350,460
Storm Sewer	2,200,000
Street	1,280,000
Park and Recreation	355,000
<i>Total CIP - Sales Tax</i>	<b>4,324,960</b>
CIP - Wastewater Fund:	
Wastewater Maintenance	<b>125,000</b>
CIP - Wastewater Regulatory Fund:	
Wastewater Maintenance	<b>960,000</b>
CIP - City Hall:	
General Services	<b>42,500</b>
CIP - Storm Sewer Fund:	
Storm Sewer	<b>72,290</b>
2012 GO Bond Fund:	
Sooner Pool	<b>98,070</b>
2014 GO Bond Fund:	
Street	20,000
Park and Rec	150,000
<i>Total 2014 GO Bond</i>	<b>170,000</b>
2014B GO Bond Fund:	
Police	109,540
Park and Rec	15,000
<i>Total 2014B GO Bond</i>	<b>124,540</b>
2015 GO Bond Fund:	
Street	<b>1,875,000</b>
2017 GO Bond Fund:	
Fire	500,000
Street	645,000
Park and Recreation	1,955,000
<i>Total 2017 GO Bond</i>	<b>3,100,000</b>
<b>Total Expenditures</b>	<b>\$ 10,892,360</b>

# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget CIP Sales Tax Fund– Summary**

Fund Mission: N/A

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Fund Description: The CIP – Sales Tax Fund accounts for revenues and expenditures associated with a 1/2 cent sales tax issue that was first passed in 1999 and extended in 2003.

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- 2017 Accomplishments:
- Completed Construction of the Public Safety Center
  - Completed construction of the Johnstone Park Pavilion Phase 1 and 2
  - Started construction on road improvements for Osage, Rogers, Penn, and Spruce
  - Completed construction on road improvements for Camelot Drive between Highway 75 and Candlestick Court
  - Completed design of FY 16/17 preventative maintenance road improvement projects including Nebraska, Castle, and Penn
  - Completed construction of Price Fields Phase 2
-

**CITY OF BARTLESVILLE**

2017-18 Operating Budget  
 CIP Sales Tax Fund– Summary  
 (continued)

2018 Objectives:

- Complete design for reconstruction of Hillcrest Drive between 18<sup>th</sup> and the Caney River OR the downtown drainage improvement project, whichever Council approves
- Begin construction on either the Hillcrest Drive project or the Downtown Drainage Improvement project, whichever council approves
- Complete construction of the Johnstone Park Pavilion Phase 3 project
- Complete construction on road improvements for Nebraska between Highway 75 and Meadowlark
- Complete construction on road improvements for Castle between Adams and Baylor
- Complete construction on road improvements for Choctaw between Adams and Frank Phillips
- Complete construction on road improvements for Osage, Rogers, Penn, and Spruce
- Complete design and construction on road improvements for FY 17/18 preventative maintenance projects have not yet been selected

Budget Highlights:

The major expenditures in this fund are capital improvements on City infrastructure and equipment.

<b>FUND 449 CIP - SALES TAX ALL DEPARTMENTS</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$3,152,997</b>	<b>\$5,895,766</b>	<b>\$3,991,768</b>	<b>\$4,447,299</b>	<b>\$4,447,299</b>



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 CIP Sales Tax Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
General Services	\$ 564,758	\$ 543,389	\$ 543,389	\$ 2,500
Community Development	-	109,982	-	-
Tech Services	10,692	-	-	-
Engineering	-	16,000	15,849	27,000
Fire	164,516	107,500	107,500	110,000
Police	1,052,154	520,000	464,622	350,460
Storm Sewer	523,057	-	-	2,200,000
Street	563,407	2,086,118	882,294	1,280,000
Park and Recreation	274,413	2,364,000	1,942,214	355,000
Municipal Golf Course	-	39,000	35,900	-
Unallocated	-	109,777	-	122,339
<b>Total Expenditures</b>	<b><u>\$ 3,152,997</u></b>	<b><u>\$ 5,895,766</u></b>	<b><u>\$ 3,991,768</u></b>	<b><u>\$ 4,447,299</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Sales Tax	\$ 2,720,827	\$ 2,726,892	\$ 2,666,019	\$ 2,702,924
Interest and Investment Income	14,069	-	27,963	-
Donations and Miscellaneous	5,020	-	-	-
<b>Fund Balance</b>	<b><u>2,297,803</u></b>	<b><u>3,168,874</u></b>	<b><u>3,042,161</u></b>	<b><u>1,744,375</u></b>
<b>Total Available for Appropriation</b>	<b><u>\$ 5,037,719</u></b>	<b><u>\$ 5,895,766</u></b>	<b><u>\$ 5,736,143</u></b>	<b><u>\$ 4,447,299</u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 CIP Sales Tax Fund Capital Outlay Detail

*Capital Outlay Schedule*

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	15/16 ACTUAL	16/17 BUDGET	16/17 ESTIMATE	17/18 BUDGET
170	10012	Operation Yard Improvements	49,451	-	-	-
170	13001	Operation Yard Imprv - Engineering Design	4,100	-	-	-
170	13002	Misc Imprv to City Buildings and Facilities	17,290	-	-	-
170	15001	Fuel Master Key Control System	15,917	-	-	-
170	15002	Community Center Roof Replacement	478,000	-	-	-
170	17001	City Hall Elevator	-	205,800	205,800	-
170	17002	Misc. Facility & Building Upgrades	-	29,205	29,205	-
170	17003	Replace Community Center Boilers	-	179,000	179,000	2,500
170	17004	CDBG project	-	129,384	129,384	-
		<b>Total General Services</b>	<b>564,758</b>	<b>543,389</b>	<b>543,389</b>	<b>2,500</b>
180	08010	Incentive for Development	-	91,995	-	-
180	09016	Incentives and Land Acquisitions	-	17,987	-	-
		<b>Total Community Development</b>	-	<b>109,982</b>	-	-
185	13003	Information Technology	3,581	-	-	-
185	15003	Information Technology Improvements	7,111	-	-	-
		<b>Total Information Technology</b>	<b>10,692</b>	-	-	-
190	17005	Update City Wide Aerials	-	16,000	15,849	27,000
		<b>Total Engineering</b>	-	<b>16,000</b>	<b>15,849</b>	<b>27,000</b>
250	13070	Demo for Public Safety Complex	62,810	-	4,985	-
250	15004	Generators for Stations 1,2, & 4	69,306	7,500	-	-
250	15038	Infrared Camera	9,900	-	-	-
250	16005	4500 PSI SCBA units	22,500	-	-	-
250	17006	1 Ton Truck w/ Topper and Rollout Bed	-	50,000	50,000	-
250	17007	Fire Station Radio Relocation and speakers	-	20,000	20,617	-
250	17008	Furniture for new fire facility	-	30,000	31,898	-
250	New	Additional Funds for Fire Truck	-	-	-	110,000
		<b>Total Fire</b>	<b>164,516</b>	<b>107,500</b>	<b>107,500</b>	<b>110,000</b>
270	13045	Public Safety Complex	-	-	254,729	-
270	16006	7 Patrol Cars	209,554	-	-	-
270	16007	Public Safety Complex	842,600	15,000	-	-
270	17009	Police Department Vehicles	-	210,000	209,893	-
270	New	Police Department Vehicles	-	-	-	210,000

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 CIP Sales Tax Fund Capital Outlay Detail

**Capital Outlay Schedule**  
 (continued)

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>15/16 ACTUAL</b>	<b>16/17 BUDGET</b>	<b>16/17 ESTIMATE</b>	<b>17/18 BUDGET</b>
270	17010	Furniture for new police facility	-	45,000	-	-
270	17011	Fabricate new police memorial & flag poles	-	50,000	-	50,000
270	17012	Demolition old Police Station and construct p	-	200,000	-	90,460
		<b>Total Police</b>	<b>1,052,154</b>	<b>520,000</b>	<b>464,622</b>	<b>350,460</b>
327	13006	Interurban Drainage Phase II	523,057	-	-	-
327	New	East Downtown Storm Drain Impv	-	-	-	2,200,000
		<b>Total Storm Sewer</b>	<b>523,057</b>	-	-	<b>2,200,000</b>
328	10019	Light/Landscaping Dewey between 2nd & 4th	-	250,000	-	250,000
328	13007	Light and Landscaping Imprv on 2nd Street	-	150,000	20,500	150,000
328	13010	Materials for Miscellaneous Street Repairs	29,922	-	-	-
328	15006	Frank Phillips Rehab Keeler to Cherokee	278,729	-	-	-
328	15007	Limestone Rehab 75 to Stonehenge	246,062	-	-	-
328	15008	Parkview Rehab Sunset to Mulberry	2,535	-	-	-
328	15010	Price Fields Phase 2 Quad	6,159	-	29,942	-
328	16018	Camelot rehab	-	275,000	280,135	-
328	16019	Osage rehab	-	180,000	183,750	10,000
328	16020	Rogers rehab	-	130,000	130,000	-
328	16021	Spruce rehab	-	76,118	76,118	-
328	17013	1 Ton Truck w/ Utility Bed	-	40,000	36,237	-
328	17015	Hillcrest Drive (engineering design)	-	135,000	-	135,000
328	17016	Bridge Repairs	-	50,000	-	50,000
328	17056	Nebraska Rehab- Hwy 75 & Meadowlark	-	400,000	5,634	400,000
328	17057	Choctaw Rehab- Adams Blvd & Frank Phillip	-	125,000	934	125,000
328	17058	Penn Rehab between 14th St & Lannom	-	100,000	100,000	10,000
328	17059	Castle Rehab between Adams & Baylor	-	150,000	-	150,000
328	17060	Materials for Miscellaneous Street Repairs	-	25,000	19,044	-
		<b>Total Street</b>	<b>563,407</b>	<b>2,086,118</b>	<b>882,294</b>	<b>1,280,000</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 CIP Sales Tax Fund Capital Outlay Detail

*Capital Outlay Schedule  
 (continued)*

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	15/16 ACTUAL	16/17 BUDGET	16/17 ESTIMATE	17/18 BUDGET
431	04006	MJ Lee Lake Improvements	11,922	-	-	-
431	10017	Pathfinder Improvements	108,765	-	-	-
431	13011	Pathfinder Parkway Trail Connection	-	175,000	-	90,000
431	13015	Misc Imprv to Park and Rec Facilities	14,755	-	-	-
431	13016	CDBG project	23,081	-	-	-
431	13087	Playground Equipment at Price Fields	-	15,000	-	15,000
431	15010	Price Fields Phase 2 quad & parking E&D	95,000	1,800,000	1,913,758	-
431	15012	15 Foot Wing Mower	13,290	-	-	-
431	16001	Johnstone Park Skate Park Expansion	-	25,000	-	25,000
431	16002	Tractor	-	42,000	-	-
431	16003	CDBG project	7,600	67,000	22,218	-
431	17017	10' Wing Mower	-	15,000	6,238	-
431	17018	Pathfinder Improvements	-	225,000	-	225,000
		<b>Total Park and Rec</b>	<b>274,413</b>	<b>2,364,000</b>	<b>1,942,214</b>	<b>355,000</b>
445	17019	Golf Course - Articulating Mower	-	39,000	35,900	-
		<b>Total Adams Golf Course</b>	<b>-</b>	<b>39,000</b>	<b>35,900</b>	<b>-</b>
<b>TOTAL</b>			<b>\$ 3,152,997</b>	<b>\$ 5,785,989</b>	<b>\$ 3,991,768</b>	<b>\$ 4,324,960</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 CIP Wastewater Fund– Summary

Fund Mission: N/A

Fund Description: The CIP – Wastewater Fund was established to account for the 1998 General Obligation Bond funds that were dedicated to wastewater system improvements. It has since received funds from the 2001, 2002, and 2003 General Obligation Bond issues. The remainder of these funds and the continued receipt of sewer impact fees will be used for continued wastewater system capital improvements.

2017 Accomplishments: • Completed construction of FEB Liner at the wastewater treatment plant

2018 Objectives: • Replace RAS Pump #3

Budget Highlights: The major expenditures in this fund are capital improvements and professional services for the wastewater collection and treatment system.

**FUND 453 CIP - WASTEWATER**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$53,268	\$326,333	\$266,650	\$146,288	\$146,288

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 CIP Wastewater Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Wastewater Maintenance	\$ 53,268	\$ 275,000	\$ 266,650	\$ 125,000
Unallocated	-	51,333	-	21,288
<b>Total Expenditures</b>	<b>\$ 53,268</b>	<b>\$ 326,333</b>	<b>\$ 266,650</b>	<b>\$ 146,288</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Charges for Services	\$ 51,200	\$ -	\$ 60,400	\$ -
Interest and Investment Income	1,375	-	1,785	-
Fund Balance	326,252	353,305	350,753	146,288
<b>Total Available for Appropriation</b>	<b>\$ 378,827</b>	<b>\$ 353,305</b>	<b>\$ 412,938</b>	<b>\$ 146,288</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 CIP Wastewater Fund Capital Outlay Detail

**FUND 453 CIP - WASTEWATER  
 ALL DEPARTMENTS**

*Capital Outlay Schedule*

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
710	15027	Additional Funds for Dump Truck	\$ 595	\$ -	\$ -	\$ -
	16008	Replace WWTP Equalizer Basin Liner	-	225,425	266,650	-
	16009	Channel Monster Grinder Rehab	27,479	-	-	-
	17020	Replacement of RAS Pump	-	46,000	-	-
	New	Sluice Gate Repairs WWTP	-	-	-	10,000
	New	Replace Suction Valve	-	-	-	10,000
	New	Repair #2 Raw Pump	-	-	-	70,000
	New	Channel Monster Grinder Rehab	-	-	-	35,000
<b>TOTAL</b>			<b><u>\$ 28,074</u></b>	<b><u>\$ 271,425</u></b>	<b><u>\$ 266,650</u></b>	<b><u>\$ 125,000</u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 CIP Wastewater Regulatory Fund – Summary

Fund Mission: N/A

Fund Description: The CIP Wastewater Regulatory Fund was established for purpose of capturing the wastewater capital investment fee. These funds are restricted for use in complying with ODEQ/EPA mandates, consent orders, decrees, and other standards in the City’s wastewater infrastructure.

2017 Accomplishments: 

- Completed construction of Phase 1, 2, and 3 of the 2015 wastewater collection system rehab

2018 Objectives: 

- Complete construction of phase 4 of the 2015 wastewater collection system rehab

Budget Highlights: The major expenditures in this fund are capital improvements, including planning and engineering related costs, for capital improvements to City owned wastewater facilities. In fiscal year 2011-12 this fund will receive a \$500,000 loan from the BMA – Water Fund. In accordance with the City’s budget basis of accounting, this transaction will be shown as a transfer in (revenue) at the time of receipt but will be converted to a loan when the City adjusts it basis of accounting to GAAP basis for annual year end reporting and auditing purposes. This loan will be repaid over a two year period starting in fiscal year 2012-13 and bearing interest at a rate of 2% per annum.

**FUND 454 CIP - WASTEWATER REGULATORY**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$2,625,627	\$5,823,020	\$1,896,071	\$1,362,865	\$1,362,865



**CITY OF BARTLESVILLE**

2017-18 Operating Budget

CIP Wastewater Regulatory Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Chickasaw Wastewater Treatment Plant	\$ 28,550	\$ -	\$ -	\$ -
Wastewater Maintenance	2,341,835	2,500,000	1,896,071	960,000
Transfer out to BMA - Water	255,242	-	-	-
Unallocated	-	3,323,020	-	402,865
<b>Total Expenditures</b>	<b><u>\$ 2,625,627</u></b>	<b><u>\$ 5,823,020</u></b>	<b><u>\$ 1,896,071</u></b>	<b><u>\$ 1,362,865</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Charges for Services	\$ 1,437,088	\$ -	\$ -	\$ -
Interest and Investment Income	20,128	-	24,822	-
Fund Balance	4,624,061	4,374,787	3,234,114	1,362,865
<b>Total Available for Appropriation</b>	<b><u>\$ 6,081,277</u></b>	<b><u>\$ 4,374,787</u></b>	<b><u>\$ 3,258,936</u></b>	<b><u>\$ 1,362,865</u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 CIP Wastewater Regulatory Fund Capital Outlay Detail

**FUND 454 CIP - WASTEWATER REGULATORY  
 ALL DEPARTMENTS**

*Capital Outlay Schedule*

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
710	11024	Wastewater South Plant Design	\$ 28,550	\$ -	\$ -	\$ -
		<b>Total CWWTP</b>	<b>28,550</b>	-	-	-
715	13110	Wastewater Collection System SSES	1,151,810	-	56,071	-
715	15013	Engin and Des Coll Syst Imp phase 5 & 6	74,500	-	-	-
715	N/A	Land	26,909	-	-	-
715	15014	Const Collection System Imp Phase 5	1,046,422	-	-	-
715	16010	Const Collection System Imp Phase 6	42,194	1,200,000	965,000	-
715	17021	Const Collection System Imp Phase 7	-	1,300,000	875,000	10,000
715	New	Brookline/Harvard Sewer Line replacement	-	-	-	950,000
		<b>Total Wastewater Maintenance</b>	<b>2,341,835</b>	<b>2,500,000</b>	<b>1,896,071</b>	<b>960,000</b>
<b>TOTAL</b>			<b>\$ 2,370,385</b>	<b>\$ 2,500,000</b>	<b>\$ 1,896,071</b>	<b>\$ 960,000</b>

# ***CITY OF BARTLESVILLE***

## 2017-18 Operating Budget CIP City Hall Fund– Summary

Fund Mission: N/A

Fund Description: The CIP City Hall Fund was established for purpose of capturing the 4<sup>th</sup> floor rental revenue. These funds are restricted for building improvements at City Hall.

2017 Accomplishments:

- Completed several miscellaneous projects within City Hall
- Completed design services for the renovation of the City Hall Elevators
- Started construction of renovation of the City Hall elevators

2018 Objectives:

- Complete construction of the renovation of the City Hall elevators

Budget Highlights: The major expenditures in this fund are building improvements, including the 1<sup>st</sup> floor remodel and ergonomic improvements to the customer service division of the Accounting and Finance Department.

### FUND 455 CIP CITY HALL

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$85,638	\$610,191	\$303,896	\$46,750	\$46,750

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 CIP City Hall Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
General Services	\$ 85,638	\$ 325,000	\$ 303,896	\$ 42,500
Unallocated	-	285,191	-	4,250
<b>Total Expenditures</b>	<b>\$ 85,638</b>	<b>\$ 610,191</b>	<b>\$ 303,896</b>	<b>\$ 46,750</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 1,047	\$ -	\$ 2,240	\$ -
Charges for Service	121,514	117,879	48,544	18,504
Fund Balance	244,737	287,882	281,358	28,246
<b>Total Available for Appropriation</b>	<b>\$ 367,298</b>	<b>\$ 405,761</b>	<b>\$ 332,142</b>	<b>\$ 46,750</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 CIP City Hall Fund Capital Outlay Detail

**FUND 455 CIP CITY HALL  
 ALL DEPARTMENTS**

*Capital Outlay Schedule*

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
170	N/A	HVAC Improvements	\$ 28,268	\$ -	\$ 16,381	\$ -
	11008	1st floor remodel	46,995	-	-	-
	16011	Misc City Hall Improvements and Repairs	10,375	50,000	1,515	-
	17022	City Hall Elevator Improvements	-	275,000	286,000	2,500
	New	City Hall Break Room	-	-	-	10,000
	New	Misc City Hall Improvements and Repairs	-	-	-	30,000
<b>TOTAL</b>			<b><u>\$ 85,638</u></b>	<b><u>\$ 325,000</u></b>	<b><u>\$ 303,896</u></b>	<b><u>\$ 42,500</u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 CIP Storm Sewer Fund– Summary

Fund Mission: N/A

Fund Description: The CIP – Storm Sewer Fund was established to account for the 1997 General Obligation Bond funds that were dedicated to storm sewer system improvements. The remainder of these funds and the continued receipt of storm water detention in-lieu fees will be used for continued storm sewer system capital improvements.

2017 Accomplishments: • No projects were pursued this FY

2018 Objectives: • Improve local drainage systems as funds allow

Budget Highlights: The major expenditures in this fund are capital improvements to the storm water infrastructure.

**FUND 457 CIP - STORM SEWER**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$0	\$50,000	\$12,923	\$72,290	\$72,290

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 CIP Storm Sewer Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Storm Sewer	\$ -	\$ 50,000	\$ 12,923	\$ 72,290
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 12,923</b>	<b>\$ 72,290</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Charges for Services	\$ 15,994	\$ -	\$ 24,764	\$ -
Interest and Investment Income	205	-	471	-
Fund Balance	35,771	92,493	59,978	72,290
<b>Total Available for Appropriation</b>	<b>\$ 51,970</b>	<b>\$ 92,493</b>	<b>\$ 85,213</b>	<b>\$ 72,290</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 CIP Storm Sewer Fund Capital Outlay Detail

**FUND 457 CIP - STORM SEWER  
 ALL DEPARTMENTS**

*Capital Outlay Schedule*

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
327	N/A	Misc Storm Sewer Improvements	\$ -	\$ 50,000	\$ 12,923	\$ 72,290
<b>TOTAL</b>			<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 12,923</b>	<b>\$ 72,290</b>

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Community Development Block Grant Fund– Summary

Fund Mission: Leveraging City capital improvement funds to make infrastructure improvements which will improve the living environment for persons of low and moderate incomes

Fund Description: The Community Development Block Grant (CDBG) Fund was established to account for revenues and expenditures related to the receipt of a federal grant of the same name.

2017 Accomplishments: • N/A

2018 Objectives: • N/A

Budget Highlights: The major expenditures in this fund are capital improvements for City infrastructure.

FUND 467 CDBG				
2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$172,000	\$124,848	\$58,231	\$0	\$0

**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Community Development Block Grant Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Street	\$ 172,000	\$ 124,848	\$ 58,231	\$ -
<b>Total Expenditures</b>	<b>\$ 172,000</b>	<b>\$ 124,848</b>	<b>\$ 58,231</b>	<b>\$ -</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Intergovernmental	\$ -	\$ 124,848	\$ 231,000	\$ -
Fund Balance	-	-	(172,769)	-
<b>Total Available for Appropriation</b>	<b>\$ -</b>	<b>\$ 124,848</b>	<b>\$ 58,231</b>	<b>\$ -</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Community Development Block Grant Fund Capital Outlay Detail

FUND 467 CIP - CDBG  
 ALL DEPARTMENTS

*Capital Outlay Schedule*

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
328	16026	CDBG 2014	\$ 172,000	\$ -	\$ -	\$ -
328	16027	CDBG 2015	-	124,848	58,231	-
<b>TOTAL</b>			<b>\$ 172,000</b>	<b>\$ 124,848</b>	<b>\$ 58,231</b>	<b>\$ -</b>

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2008B G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2008B G.O. Bond Fund was established to account for the 2008B General Obligation Bond proceeds that were dedicated to Frontier Park improvements.

2017 Accomplishments: • All monies have been expended from this fund

2018 Objectives: • All monies have been expended from this fund

Budget Highlights: The major expenditures in this fund are for Frontier Park improvement projects funded by 2008B bond issue.

**FUND 474 2008B G.O. BOND**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$ -	\$15,368	\$15,334	\$107	\$107

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2008B G.O. Bond Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Parks & Recreation	\$ -	\$ 15,368	\$ 15,334	\$ -
Unallocated	-	-	-	107
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 15,368</b>	<b>\$ 15,334</b>	<b>\$ 107</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 61	\$ -	\$ 46	\$ -
Fund Balance	15,335	15,368	15,395	107
<b>Total Available for Appropriation</b>	<b>\$ 15,396</b>	<b>\$ 15,368</b>	<b>\$ 15,441</b>	<b>\$ 107</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2008B G.O. Bond Fund Capital Outlay Detail

**FUND 474 CIP - 2008B G.O. BOND FUND  
 ALL DEPARTMENTS**

*Capital Outlay Schedule*

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
431	N/A	Misc Park Improvements	\$ -	\$ 15,368	\$ 15,334	\$ -
<b>TOTAL</b>			<b>\$ -</b>	<b>\$ 15,368</b>	<b>\$ 15,334</b>	<b>\$ -</b>

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2009 G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2009 G.O. Bond Fund was established to account for the 2009 General Obligation Bond proceeds that were dedicated to Street improvements.

2017 Accomplishments: • All monies have been expended from this fund

2018 Objectives: • All monies have been expended from this fund

Budget Highlights: The major expenditures in this fund are for Street improvement projects funded by 2009 bond issue.

**FUND 475 2009 G.O. BOND**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$0	\$0	\$0	\$15,524	\$15,524

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2009 G.O. Bond Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Unallocated	\$ -	\$ -	\$ -	\$ 15,524
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,524</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 70	\$ -	\$ 129	\$ -
Fund Balance	17,782	17,821	15,395	15,524
<b>Total Available for Appropriation</b>	<b>\$ 17,852</b>	<b>\$ 17,821</b>	<b>\$ 15,524</b>	<b>\$ 15,524</b>



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2010 G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2010 G.O. Bond Fund was established to account for the 2010 General Obligation Bond proceeds that were dedicated to Street improvements.

2017 Accomplishments: 

- All monies have been expended from this fund

2018 Objectives: 

- All monies have been expended from this fund

Budget Highlights: The major expenditures in this fund are for Street improvement projects funded by 2010 bond issue.

**FUND 476 2010 G.O. BOND**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$55,759	\$116,833	\$81,367	\$492	\$492

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2010 G.O. Bond Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Transfers out	\$ 55,759	\$ 81,367	\$ 81,367	\$ -
Unallocated	-	35,466	-	492
<b>Total Expenditures</b>	<b>\$ 55,759</b>	<b>\$ 116,833</b>	<b>\$ 81,367</b>	<b>\$ 492</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 413	\$ -	\$ 337	\$ -
Fund Balance	136,868	81,367	81,522	492
<b>Total Available for Appropriation</b>	<b>\$ 137,281</b>	<b>\$ 81,367</b>	<b>\$ 81,859</b>	<b>\$ 492</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2010 G.O. Bond Fund Capital Outlay Detail

FUND 476 CIP - 2010 G.O. BOND FUND  
 ALL DEPARTMENTS

*Capital Outlay Schedule*

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
900	16012	Transfer to 2012 G.O. Bond	\$ 55,759	\$ 81,367	\$ 81,367	\$ -
		<i>Total Transfers</i>	<u>55,759</u>	<u>81,367</u>	<u>81,367</u>	<u>-</u>
<b>TOTAL</b>			<u><u>\$ 55,759</u></u>	<u><u>\$ 81,367</u></u>	<u><u>\$ 81,367</u></u>	<u><u>\$ -</u></u>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2012 G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2012 G.O. Bond Fund was established to account for the 2012 General Obligation Bond proceeds that were dedicated to Street improvements.

2017 Accomplishments: 

- Continued implementation of the ERP software

2018 Objectives: 

- Continue implementation of the ERP software

Budget Highlights: The major expenditures in this fund are for Street improvement projects funded by 2012 bond issue.

**FUND 477 2012 G.O. BOND**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$110,976	\$228,246	\$199,515	\$98,070	\$98,070

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2012 G.O. Bond Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Tech Services	\$ 42,064	\$ 158,830	\$ 158,700	\$ -
Fire	2,086	8,546	8,546	-
Police	64,369	32,269	32,269	-
Parks	2,457	-	-	-
Sooner Pool	-	28,601	-	98,070
<b>Total Expenditures</b>	<b>\$ 110,976</b>	<b>\$ 228,246</b>	<b>\$ 199,515</b>	<b>\$ 98,070</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 1,271	\$ -	\$ 1,577	\$ -
Transfer in from 2010 G.O. Bond	55,759	81,367	81,367	-
Fund Balance	233,510	228,246	214,641	98,070
<b>Total Available for Appropriation</b>	<b>\$ 290,540</b>	<b>\$ 309,613</b>	<b>\$ 297,585</b>	<b>\$ 98,070</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2012 G.O. Bond Fund Capital Outlay Detail

FUND 477 CIP - 2012 G.O. BOND FUND  
 ALL DEPARTMENTS

*Capital Outlay Schedule*

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 BUDGET
185	13043	ERP Software	\$ -	\$ 125,000	\$ 125,000	\$ -
185	13044	Virtual Server System	42,064	33,830	33,700	-
		<b>Total Tech Services</b>	<b>42,064</b>	<b>158,830</b>	<b>158,700</b>	-
250	13045	A&E design of public safety complex	2,086	8,546	8,546	-
		<b>Total Fire</b>	<b>2,086</b>	<b>8,546</b>	<b>8,546</b>	-
270	13046	A&E design of public safety complex	64,369	32,269	32,269	-
		<b>Total Police</b>	<b>64,369</b>	<b>32,269</b>	<b>32,269</b>	-
431	13053	Artunoff Facility Upgrades	2,457	-	-	-
		<b>Total Parks</b>	<b>2,457</b>	-	-	-
433	13055	Resurface Sooner & Construct Shade Struct	-	28,601	-	98,070
		<b>Total Sooner Pool</b>	-	<b>28,601</b>	-	<b>98,070</b>
<b>TOTAL</b>			<b>\$ 110,976</b>	<b>\$ 228,246</b>	<b>\$ 199,515</b>	<b>\$ 98,070</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2014 G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2014 G.O. Bond Fund was established to account for the 2014 General Obligation Bond proceeds that were dedicated to Street and Park improvements.

2017 Accomplishments:
 

- Completed construction on road improvements for 14<sup>th</sup> Street between Cherokee and Armstrong
- Started construction on road improvements for Moonlight, Skyline, and Sirocco

2018 Objectives:
 

- Complete construction on road improvements for Skyline, Moonlight, and Sirocco

Budget Highlights: The expenditures in this fund are for Street and Park improvement projects funded by 2014 bond issue.

**FUND 478 2014 G.O. BOND**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$3,883	\$1,452,028	\$1,236,778	\$229,874	\$229,874

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2014 G.O. Bond Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Street	\$ 3,883	\$ 1,300,000	\$ 1,236,778	\$ 20,000
Park and Rec	-	140,000	-	150,000
Unallocated	-	12,028	-	59,874
<b>Total Expenditures</b>	<b>\$ 3,883</b>	<b>\$ 1,452,028</b>	<b>\$ 1,236,778</b>	<b>\$ 229,874</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 5,756	\$ -	\$ 10,479	\$ -
Fund Balance	1,454,299	1,454,837	1,456,173	229,874
<b>Total Available for Appropriation</b>	<b>\$ 1,460,055</b>	<b>\$ 1,454,837</b>	<b>\$ 1,466,652</b>	<b>\$ 229,874</b>



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2014 G.O. Bond Fund Capital Outlay Detail

FUND 478 CIP - 2014 G.O. BOND FUND  
 ALL DEPARTMENTS

*Capital Outlay Schedule*

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
328	15016	Rehab Moonlight and Skyline Drive	\$ 638	\$ 625,000	\$ 615,000	\$ 20,000
328	15017	Rehab 14th Street Cherokee to Armstrong	3,245	350,000	306,778	-
328	15018	Rehab Sirroco Virginia Ave to Oakpark Rd	-	325,000	315,000	-
		<b>Total Street</b>	<b>3,883</b>	<b>1,300,000</b>	<b>1,236,778</b>	<b>20,000</b>
431	15019	Sooner Park playground and ADA Imprvmt	-	140,000	-	150,000
		<b>Total Park</b>	<b>-</b>	<b>140,000</b>	<b>-</b>	<b>150,000</b>
<b>TOTAL</b>			<b>\$ 3,883</b>	<b>\$ 1,440,000</b>	<b>\$ 1,236,778</b>	<b>\$ 170,000</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2014B G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2014B G.O. Bond Fund was established to account for the 2012 General Obligation Bond proceeds that were dedicated to Information Technology, Public Safety, and Park and Recreation improvements

2017 Accomplishments:
 

- Completed construction of the Public Safety Complex
- Installed tables and benches at various parks

2018 Objectives:
 

- All monies have been expended from this fund

Budget Highlights: The major expenditures in this fund are for Information Technology, Public Safety, Park and Recreation and Street improvement projects funded by 2014 bond issue.

**FUND 479 2014B G.O. BOND**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$306,500	\$71,536	\$4,005	\$124,540	\$124,540

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2014B G.O. Bond Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Fire	\$ 306,500	\$ -	\$ -	\$ -
Police	-	-	-	109,540
Park and Rec	-	55,000	4,005	15,000
Unallocated	-	16,536	-	-
<b>Total Expenditures</b>	<b><u>\$ 306,500</u></b>	<b><u>\$ 71,536</u></b>	<b><u>\$ 4,005</u></b>	<b><u>\$ 124,540</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 20,122	\$ -	\$ 13,401	\$ -
Fund Balance	5,120,022	106,201	115,144	124,540
<b>Total Available for Appropriation</b>	<b><u>\$ 5,140,144</u></b>	<b><u>\$ 106,201</u></b>	<b><u>\$ 128,545</u></b>	<b><u>\$ 124,540</u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2014B G.O. Bond Fund Capital Outlay Detail

*Capital Outlay Schedule*

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
250	13045	Public Safty Complex	\$ 306,500	\$ -	\$ -	\$ -
		<b>Total Fire</b>	<b>306,500</b>	-	-	-
270	17012	Demo of Old Police Station	-	-	-	109,540
		<b>Total Police</b>	-	-	-	<b>109,540</b>
431		Park restroom upgrades	-	40,000	4,005	-
431		Picnic tables and benches	-	15,000	-	15,000
		<b>Total Park</b>	-	<b>55,000</b>	<b>4,005</b>	<b>15,000</b>
<b>TOTAL</b>			<b>\$ 306,500</b>	<b>\$ 55,000</b>	<b>\$ 4,005</b>	<b>\$ 124,540</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2015 G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2015 G.O. Bond Fund was established to account for the 2015 General Obligation Bond proceeds that were dedicated to Streets, and Adams Municipal Golf Course.

2017 Accomplishments: 

- No activity in this fund

2018 Objectives: 

- Complete design and construction on Price Road between Highway 75 and Silver Lake Road
- Complete design and construction on Tuxedo Boulevard between Madison and the Caney River

Budget Highlights: The expenditures in this fund are for Public Safety and Misc equipment funded by 2015 bond issue.

**FUND 480 2015 G.O. BOND**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$99,757	\$1,875,000	\$0	\$2,009,318	\$2,009,318

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2015 G.O. Bond Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Street	\$ -	\$ 1,875,000	\$ -	\$ 1,875,000
Adams Municipal Golf Course	44,557	-	-	-
Unallocated	-	-	-	134,318
<b>Total Expenditures</b>	<b>\$ 99,757</b>	<b>\$ 1,875,000</b>	<b>\$ -</b>	<b>\$ 2,009,318</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 2,735	\$ -	\$ 115,263	\$ -
Bond Proceeds	2,000,000	-	-	-
Fund Balance	-	1,889,819	1,894,055	2,009,318
<b>Total Available for Appropriation</b>	<b>\$ 2,002,735</b>	<b>\$ 1,889,819</b>	<b>\$ 2,009,318</b>	<b>\$ 2,009,318</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2015 G.O. Bond Fund Capital Outlay Detail

*Capital Outlay Schedule*

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
130	N/A	Issuance cost	\$ 55,200	\$ -	\$ -	\$ -
328	17023	Price road Rehab	-	875,000	-	875,000
328	17024	Tuxedo Rehab	-	1,000,000	-	1,000,000
328		<b>Total Street</b>	-	<b>1,875,000</b>	-	<b>1,875,000</b>
445	N/A	Machinery and Equipment	<u>44,557</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL</b>			<u><b>\$ 99,757</b></u>	<u><b>\$ 1,875,000</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 1,875,000</b></u>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2017 G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2017 G.O. Bond Fund was established to account for the 2017 General Obligation Bond proceeds that were dedicated to Fire, Streets, and Parks.

2017 Accomplishments: 

- No activity in this fund

2018 Objectives: 

- Issue bid specifications for Tel-a-Squirt Fire Truck
- Complete design for all street projects
- Order and install all park structures
- Purchase park mowers

Budget Highlights: The expenditures in this fund are for Fire, Park, and Street projects funded by the 2017 GO Bond issuance.

**FUND 481 2017 G.O. BOND**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$0	\$90,000	\$90,000	\$3,210,000	\$3,210,000



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2017 G.O. Bond Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Accounting and Finance	\$ -	\$ 90,000	\$ 90,000	\$ -
Fire	-	-	-	500,000
Street	-	-	-	645,000
Park and Recreation	-	-	-	1,955,000
Unallocated	-	-	-	110,000
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 3,210,000</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Proceeds from Issuance of Debt	\$ -	\$ 3,300,000	\$ 3,300,000	\$ -
Fund Balance	-	-	-	3,210,000
<b>Total Available for Appropriation</b>	<b>\$ -</b>	<b>\$ 3,300,000</b>	<b>\$ 3,300,000</b>	<b>\$ 3,210,000</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 2017 G.O. Bond Fund Capital Outlay Detail

FUND 481 CIP - 2017 G.O. BOND FUND  
 ALL DEPARTMENTS

*Capital Outlay Schedule*

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 BUDGET
130	N/A	Issuance cost	\$ -	\$ 90,000	\$ 90,000	\$ -
		<b>Total Accounting and Finance</b>	-	<b>90,000</b>	<b>90,000</b>	-
270	New	Tel-a-Squirt Fire Truck	-	-	-	500,000
		<b>Total Fire</b>	-	-	-	<b>500,000</b>
431	New	Renovate and Expand Pathfinder	-	-	-	250,000
431	New	Playground Improvements	-	-	-	282,500
431	New	Pavillions at Sooner and Civitan Parks	-	-	-	80,000
431	New	6' Deck Mowers	-	-	-	32,500
		<b>Total Park</b>	-	-	-	<b>645,000</b>
328	New	Rehab Johnstone Ave 14th to 17th	-	-	-	575,000
328	New	Rehab Sooner Park Rd Adams to Baylor	-	-	-	250,000
328	New	Rehab Mountain Rd 2100 to Mountain	-	-	-	240,000
328	New	Rehab Willow Crk & Arbor adams to Hazel	-	-	-	540,000
328	New	Rehab Fleetwood Frank Phillips to Spruce	-	-	-	350,000
		<b>Total Street</b>	-	-	-	<b>1,955,000</b>
		<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 3,100,000</b>

# ENTERPRISE FUNDS



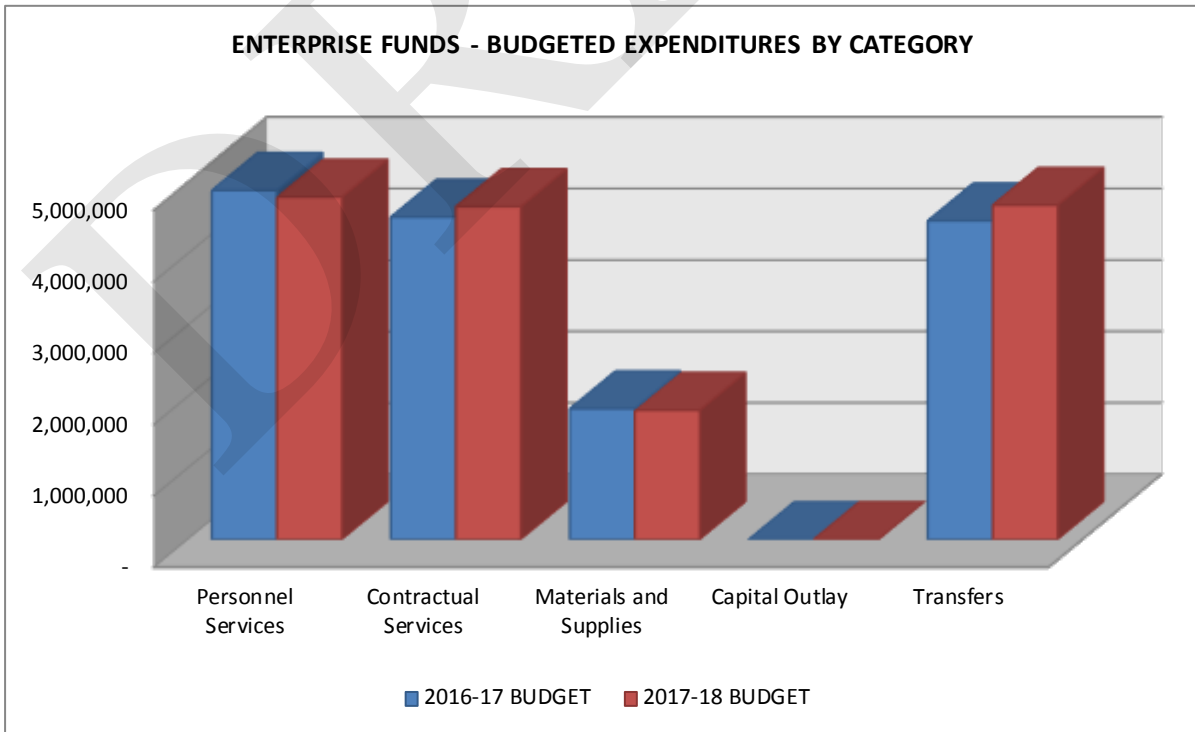
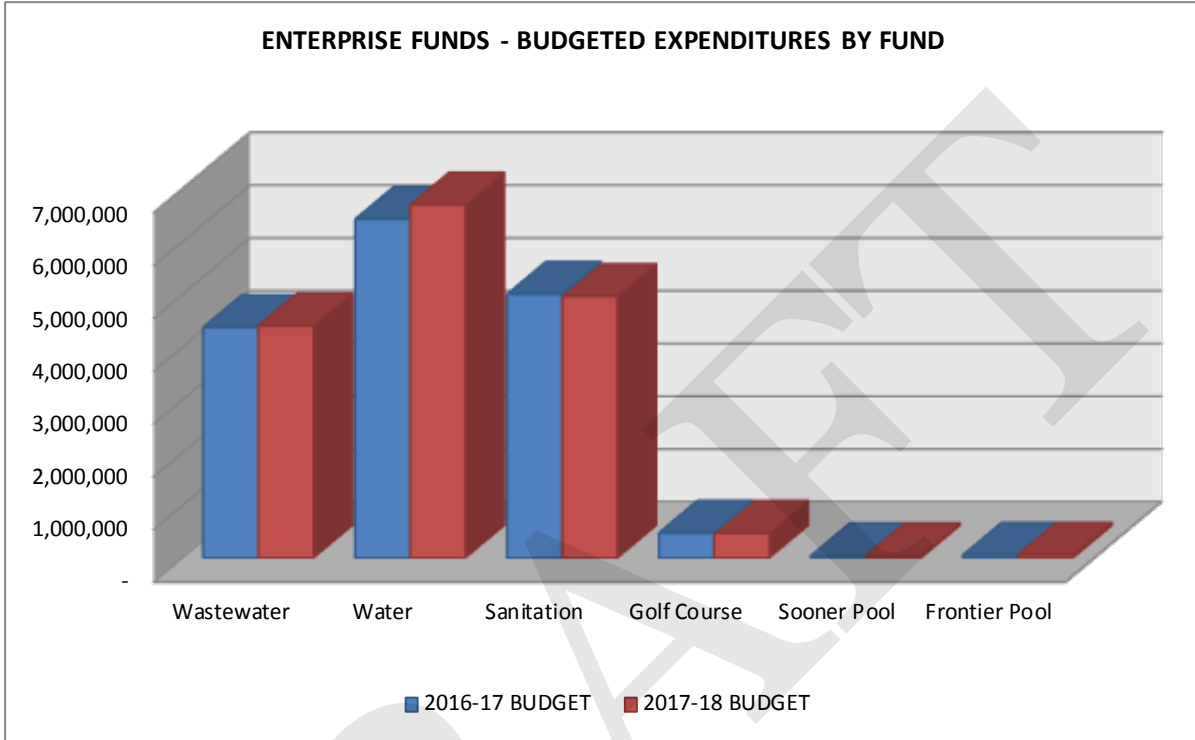
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**bartlesville**

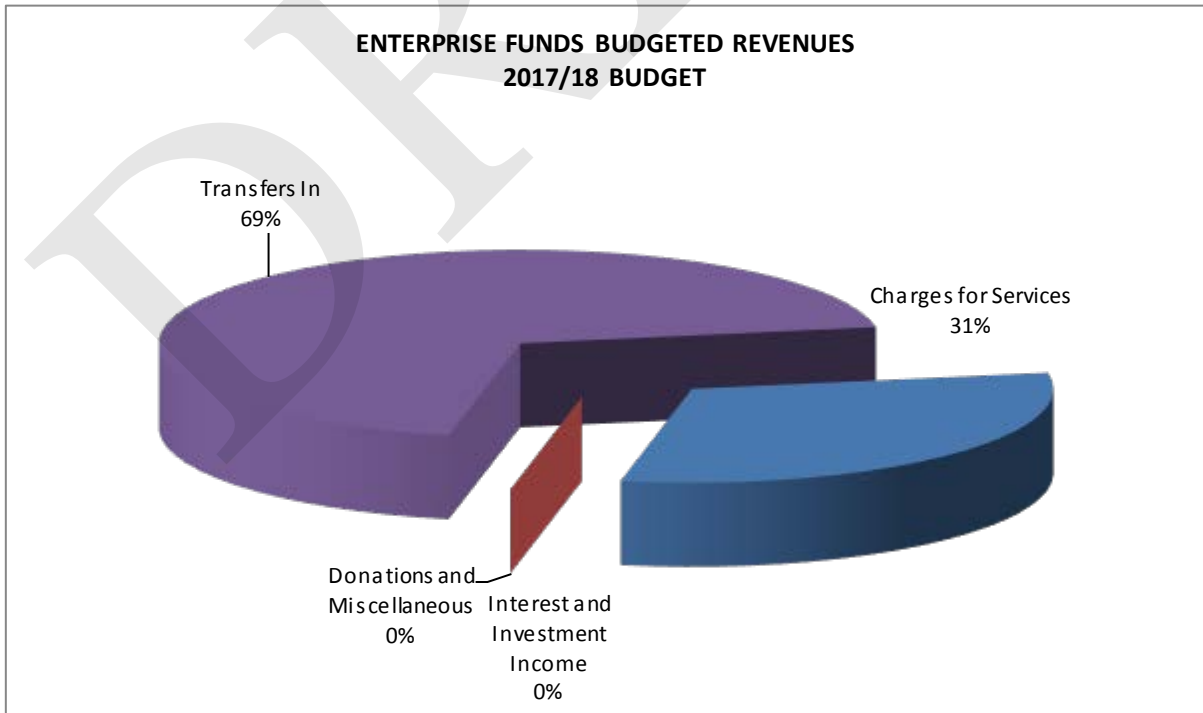
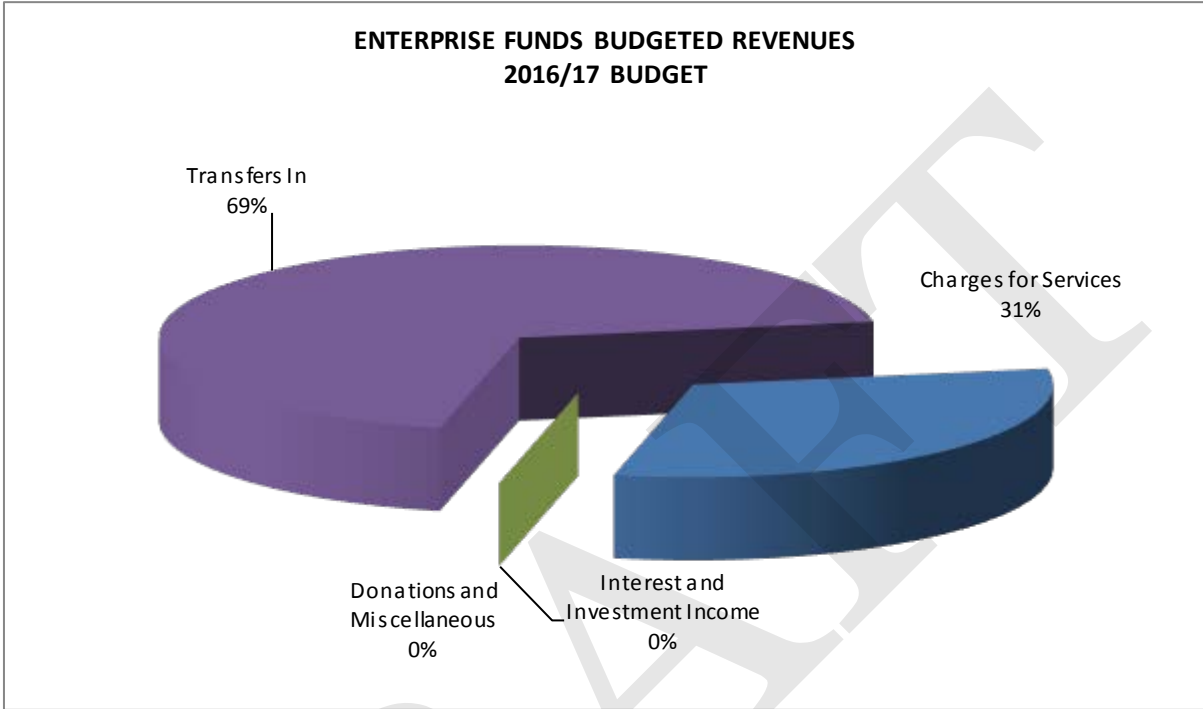
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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Enterprise Funds – Expenditure Graphs



**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Enterprise Funds – Revenue Graphs



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Enterprise Funds – Summary by Fund or Source

*Expenditures and Reserves*

<b>EXPENDITURES BY FUND</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Wastewater	\$ 4,018,747	\$ 4,373,777	\$ 4,227,217	\$ 4,401,972
Water	6,585,288	6,423,973	6,020,628	6,695,321
Sanitation	4,329,471	5,001,940	4,632,257	4,962,950
Golf Course	437,560	478,976	451,255	476,116
Sooner Pool	47,277	46,169	45,200	46,308
Frontier Pool	60,611	58,502	57,114	58,446
<b>Total Expenditures and Reserves</b>	<b><u>\$ 15,478,954</u></b>	<b><u>\$ 16,383,337</u></b>	<b><u>\$ 15,433,671</u></b>	<b><u>\$ 16,641,113</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Charges for Services	\$ 4,781,502	\$ 4,884,679	\$ 4,853,527	\$ 4,883,517
Interest and Investment Income	6,999	-	13,861	-
Donations and Miscellaneous	50,190	-	6,100	400
Transfer In:				
From General Fund	206,788	173,433	173,433	247,928
From BMA - Wastewater	3,939,938	4,293,323	4,293,323	4,401,971
From BMA - Water	6,273,535	6,252,650	6,252,650	6,252,464
Fund Balance	1,649,840	1,635,237	1,852,249	2,013,907
<b>Total Available for Appropriation</b>	<b><u>\$ 16,908,792</u></b>	<b><u>\$ 17,239,322</u></b>	<b><u>\$ 17,445,143</u></b>	<b><u>\$ 17,800,187</u></b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Enterprise Funds – Expenditure Summary by Line Item**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 3,036,029	\$ 3,221,000	\$ 3,013,411	\$ 3,252,000	\$ 3,252,000	\$ 3,252,000
51120 OVERTIME	57,054	124,000	75,852	129,000	89,000	89,000
51130 FICA	225,165	249,000	225,466	251,000	251,000	251,000
51140 GROUP INSURANCE	787,087	763,416	763,416	632,513	632,513	632,513
51150 DB RETIREMENT	443,629	434,000	402,292	412,000	412,000	412,000
51155 DC RETIREMENT	38,082	50,000	43,629	62,000	62,000	62,000
51170 WORKER'S COMPENSATION	239,468	46,991	46,991	96,456	96,456	96,456
51180 UNEMPLOYMENT COMP	-	-	14,912	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 4,826,514</b>	<b>\$ 4,888,407</b>	<b>\$ 4,585,969</b>	<b>\$ 4,834,969</b>	<b>\$ 4,794,969</b>	<b>\$ 4,794,969</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 63,154	\$ 56,630	\$ 59,827	\$ 79,430	\$ 63,430	\$ 63,430
52310 UTILITIES & COMMUNICATIONS	456,564	601,500	519,584	601,550	567,550	567,550
52410 PROFESSIONAL SERVICES	316,386	243,916	192,557	252,028	252,028	252,028
52510 OTHER SERVICES	877,413	990,000	945,222	1,158,650	1,146,100	1,146,100
52610 MAINT. & REPAIR SERVICE	354,340	389,576	497,855	372,350	365,350	365,350
52710 OPERATIONAL SERVICES	2,035,584	2,233,987	2,229,737	2,267,568	2,267,568	2,267,568
52810 INSURANCE & BONDS	2,898	-	1,000	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 4,106,339</b>	<b>\$ 4,515,609</b>	<b>\$ 4,445,782</b>	<b>\$ 4,731,576</b>	<b>\$ 4,662,026</b>	<b>\$ 4,662,026</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 13,074	\$ 13,050	\$ 7,134	\$ 14,100	\$ 11,000	\$ 11,000
53210 JANITORIAL SUPPLIES	8,390	8,050	10,107	8,200	8,200	8,200
53310 GENERAL SUPPLIES	687,297	891,786	726,940	895,286	845,286	845,286
53410 TOOLS & EQUIPMENT	71,991	65,118	80,997	61,618	61,618	61,618
53510 FUEL	139,948	262,000	146,531	252,100	186,600	186,600
53610 MAINT. & REPAIR MATERIALS	659,711	591,000	643,628	703,000	698,000	698,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 1,580,411</b>	<b>\$ 1,831,004</b>	<b>\$ 1,615,337</b>	<b>\$ 1,934,304</b>	<b>\$ 1,810,704</b>	<b>\$ 1,810,704</b>



**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Enterprise Funds – Expenditure Summary by Line Item  
(continued)

<b>CAPITAL OUTLAY</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
55930 OTHER IMPROVEMENTS	\$ 1,093,323	\$ -	\$ -	\$ -	\$ -	\$ -
55940 MACHINERY & EQUIPMENT	34,060	-	38,874	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 1,127,383</b>	<b>\$ -</b>	<b>\$ 38,874</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TRANSFERS OUT</b>						
59101 GENERAL FUND	\$ 3,267,436	\$ 3,552,756	\$ 3,552,756	\$ 3,915,468	\$ 3,915,468	\$ 3,915,468
59663 AUTO COLLISION INSURANCE	-	-	-	397	397	397
59670 STABILIZATION RESERVE FUND	290,000	910,560	910,560	766,000	766,000	766,000
<b>TOTAL TRANSFERS</b>	<b>\$ 3,557,436</b>	<b>\$ 4,463,316</b>	<b>\$ 4,463,316</b>	<b>\$ 4,681,865</b>	<b>\$ 4,681,865</b>	<b>\$ 4,681,865</b>
<b>TOTAL BUDGET</b>	<b>\$15,198,083</b>	<b>\$15,698,336</b>	<b>\$15,149,278</b>	<b>\$16,182,714</b>	<b>\$15,949,564</b>	<b>\$15,949,564</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Enterprise Funds – Personnel Summary

*Personnel*

<b>PERSONNEL COUNTS BY DEPARTMENT</b>	<b>2015-16 ACTUAL FTEs</b>	<b>2016-17 BUDGETED FTEs</b>	<b>2016-17 ACTUAL FTEs</b>	<b>2017-18 BUDGETED FTEs</b>
Wastewater Fund:				
Wastewater Maintenance	11	11	11	11
Water Fund:				
Water Plant	15	15	15	15
Water Administration	2	2	2	2
Water Distribution	18	21	21	21
<i>Total Water</i>	<b>35</b>	<b>38</b>	<b>38</b>	<b>38</b>
Sanitation Fund:				
Sanitation	31	31	31	31
Golf Course Fund:				
Municipal Golf Course	3	3	3	3
Sooner Pool:				
Swimming Pool	N/A	N/A	N/A	N/A
Frontier Pool:				
Swimming Pool	N/A	N/A	N/A	N/A
<b>Total Personnel</b>	<b>80</b>	<b>83</b>	<b>83</b>	<b>83</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Wastewater Operating Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Chickasaw Wastewater Treatment Plant	\$ 2,096,969	\$ 2,290,987	\$ 2,282,475	\$ 2,341,118
Wastewater Maintenance	915,473	797,778	744,707	824,116
Transfers Out: To General	893,882	973,772	973,772	1,068,331
To Stabilization Reserve Fund	82,423	81,251	81,251	84,671
To Capital Reserve Fund	30,000	145,012	145,012	-
Reserves: Contingency	-	64,546	-	63,305
Compensated Absences Reserve	-	20,431	-	20,431
<b>Total Expenditures and Reserves</b>	<b><u>\$ 4,018,747</u></b>	<b><u>\$ 4,373,777</u></b>	<b><u>\$ 4,227,217</u></b>	<b><u>\$ 4,401,972</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 273	\$ -	\$ 565	\$ -
Donations and Miscellaneous	26,001	-	3,090	-
Transfer In: From BMA - Wastewater	<u>3,939,938</u>	<u>4,293,323</u>	<u>4,293,323</u>	<u>4,401,971</u>
Fund Balance	<u>77,683</u>	<u>77,683</u>	<u>(69,760)</u>	<u>1</u>
<b>Total Available for Appropriation</b>	<b><u>\$ 4,043,895</u></b>	<b><u>\$ 4,371,006</u></b>	<b><u>\$ 4,227,218</u></b>	<b><u>\$ 4,401,972</u></b>

# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Wastewater Operating Fund – Wastewater Treatment Plant – Summary**

Department Mission: To protect the health and quality of living of the citizens of Bartlesville through sanitary collection and treatment of wastewater.

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Department Description: The Chickasaw Wastewater Treatment Plant and 20 Sewage Lift Stations in the collection system are operated by a private contract with Veolia Water, Inc. The plant treats residential and industrial wastewater from the community. As required by the Oklahoma Pollution Discharge Elimination System (OPDES) Permit, waste sludge from the treatment process is disposed of through injection on agricultural land for beneficial use. Plant personnel also administer the Industrial Pre-treatment Program for the City.

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2017 Accomplishments:

- The Chickasaw Wastewater Treatment Plant treated over 2.4 Billion gallons of wastewater
- Replaced the influent “Channel Monster” in the RAW influent pump station at the Chickasaw Wastewater Treatment Plant
- Replaced the liner in the 20 million gallon flow equalization basin at the Chickasaw WWTP
- Replaced a 24 HP submersible pump at the Golf Course lift station due to excessive wear and motor failure
- Upgraded two pumps at the Polaris lift station to vortex style impellers to reduce maintenance costs due to pump clogging and increase efficiency

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2018 Objectives:

- Install a replacement centrifugal pump for the No.3 return activated sludge pump
- Continue land application program of biosolids for beneficial reuse
- Continue development of Fats Oil and Grease program for industrial pretreatment
- Repair roof on Administration building #1, Waste Gas Burner building #5 and the Maintenance Shop building #11
- Maintain compliance with all US EPA & ODEQ Regulations

**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Wastewater Operating Fund – Wastewater Treatment Plant – Summary  
(continued)

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Budget Highlights:           The major expenditures in this department are the contract with Veolia Water, Inc. and replacement structures and equipment.

**FUND 509 WASTEWATER  
DEPT 710 CHICKASAW WASTEWATER TREATMENT PLANT**

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<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
\$2,096,969	\$2,290,987	\$2,282,475	\$2,341,118	\$2,341,118

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**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Wastewater Operating Fund – Wastewater Treatment Plant – Line Item Detail

<b>CONTRACTUAL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
52310 UTILITIES & COMMUNICATIONS	\$ 2,593	\$ 2,600	\$ 2,738	\$ 2,850	\$ 2,850	\$ 2,850
52510 OTHER SERVICES	23,288	21,150	21,000	23,700	23,700	23,700
52610 MAINT. & REPAIR SERVICE	21,373	37,500	29,000	49,000	47,000	47,000
52710 OPERATIONAL SERVICES	2,035,584	2,229,737	2,229,737	2,267,568	2,267,568	2,267,568
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 2,082,838</b>	<b>\$ 2,290,987</b>	<b>\$ 2,282,475</b>	<b>\$ 2,343,118</b>	<b>\$ 2,341,118</b>	<b>\$ 2,341,118</b>
<b>CAPITAL OUTLAY</b>						
55940 MACHINERY & EQUIPMENT	\$ 14,131	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 14,131</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL BUDGET</b>	<b>\$ 2,096,969</b>	<b>\$ 2,290,987</b>	<b>\$ 2,282,475</b>	<b>\$ 2,343,118</b>	<b>\$ 2,341,118</b>	<b>\$ 2,341,118</b>

# **CITY OF BARTLESVILLE**

## **2017-18 Operating Budget**

### **Wastewater Operating Fund – Wastewater Maintenance – Summary**

Department Mission: To maintain the sanitary sewer system in a condition that prevents potentially harmful failures, and to perform emergency repairs in the event of such failures.

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Department Description: The Wastewater Maintenance Department is responsible for maintenance of the sanitary sewer system, including force mains and collector lines. A majority of its work is preventative maintenance to remove tree roots, accumulations of grease and other materials in the system that cause sewer line blockages and sewer backups. Crews can also perform repairs to the lines when necessary.

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2017 Accomplishments:

- Investigated 219 main line call outs, requested by property owners when their private service was backed up.
- Responded to 26 sewer main line backups
- Jet cleaned and jet sawed 662,238 feet of sanitary sewer line.
- Treated 27,763 feet of sanitary sewer line for roots
- Completed Televised Inspection of 102,161 feet of sanitary sewer lines
- Raised or repaired 26 manholes
- Capped 18 sewer services for dilapidated structures

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2018 Objectives:

- Continue main line sewer cleaning program and upgrades to Hansen software to make program more efficient.
- Continue root control program.
- Utilizing the video inspection system to identify both private side and main line defects for corrections
- Continue make emergency and or critical repairs to main sewer lines as needed

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**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Wastewater Operating Fund – Wastewater Maintenance – Summary  
(continued)

Budget Highlights:           The major expenditures in this department are personnel costs and replacement equipment.

<b>FUND 509 WASTEWATER DEPT 715 WASTEWATER MAINTENANCE</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$915,473</b>	<b>\$797,778</b>	<b>\$744,707</b>	<b>\$824,116</b>	<b>\$824,116</b>

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# CITY OF BARTLESVILLE

## 2017-18 Operating Budget

### Wastewater Operating Fund – Wastewater Maintenance – Line Item Detail

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 403,094	\$ 409,000	\$ 395,644	\$ 415,000	\$ 415,000	\$ 415,000
51120 OVERTIME	3,099	19,000	3,364	20,000	10,000	10,000
51130 FICA	29,115	32,000	29,026	32,000	32,000	32,000
51140 GROUP INSURANCE	103,821	101,176	101,176	83,827	83,827	83,827
51150 DB RETIREMENT	58,007	60,000	53,648	55,000	55,000	55,000
51155 DC RETIREMENT	5,647	6,000	4,527	7,000	7,000	7,000
51170 WORKER'S COMPENSATION	202,266	19,152	19,152	60,639	60,639	60,639
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 805,049</b>	<b>\$ 646,328</b>	<b>\$ 606,537</b>	<b>\$ 673,466</b>	<b>\$ 663,466</b>	<b>\$ 663,466</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 5,522	\$ 8,250	\$ 6,100	\$ 7,400	\$ 7,400	\$ 7,400
52310 UTILITIES & COMMUNICATIONS	269	900	296	600	600	600
52410 PROFESSIONAL SERVICES	-	20,000	2,000	13,000	13,000	13,000
52510 OTHER SERVICES	2,317	3,250	2,267	3,500	3,500	3,500
52610 MAINT. & REPAIR SERVICE	9,895	15,000	20,000	20,000	20,000	20,000
52810 INSURANCE & BONDS	2,898	-	1,000	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 20,901</b>	<b>\$ 47,400</b>	<b>\$ 31,663</b>	<b>\$ 44,500</b>	<b>\$ 44,500</b>	<b>\$ 44,500</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 67	\$ -	\$ 360	\$ -	\$ -	\$ -
53210 JANITORIAL SUPPLIES	15	-	-	-	-	-
53310 GENERAL SUPPLIES	5,440	11,200	16,000	11,200	11,200	11,200
53410 TOOLS & EQUIPMENT	11,027	15,350	20,000	14,950	14,950	14,950
53510 FUEL	15,623	25,000	16,280	22,500	20,000	20,000
53610 MAINT. & REPAIR MATERIALS	57,351	52,500	53,867	70,000	70,000	70,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 89,523</b>	<b>\$ 104,050</b>	<b>\$ 106,507</b>	<b>\$ 118,650</b>	<b>\$ 116,150</b>	<b>\$ 116,150</b>
<b>TOTAL BUDGET</b>	<b>\$ 915,473</b>	<b>\$ 797,778</b>	<b>\$ 744,707</b>	<b>\$ 836,616</b>	<b>\$ 824,116</b>	<b>\$ 824,116</b>

**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Wastewater Operating Fund – Wastewater Maintenance – Personnel and Capital Detail

FUND 509 WASTEWATER  
DEPT 715 WASTEWATER MAINTENANCE

**PERSONNEL SCHEDULE**

<b>CLASSIFICATION</b>	<b>2015-16 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2016-17 BUDGTED NUMBER OF EMPLOYEES</b>	<b>2016-17 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2017-18 BUDGTED NUMBER OF EMPLOYEES</b>
WW Maint Supervisor	1	1	1	1
Wastewater Equip Operator	5	5	5	5
Maintenance Worker	5	5	5	5
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Wastewater Operating Fund – Transfers – Summary

Department Mission: The Transfers department is not an operating department, and therefore has no mission.

Department Description: The Transfers department is used to account for transfers out to other funds. These activities are generally non-departmental, and therefore utilize this department.

2017 Accomplishments: N/A

2018 Objectives: N/A

Budget Highlights: The Wastewater Fund has two transfers. The transfer to the General Fund is to assist in funding the general operations of the City of Bartlesville, and the transfer to the Health Insurance Fund is for the Wastewater Fund’s portion of the amount necessary to establish the Health Insurance Fund.

<b>FUND 509 WASTEWATER DEPT 900 TRANSFERS</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$1,006,305</b>	<b>\$1,200,035</b>	<b>\$1,200,035</b>	<b>\$1,153,002</b>	<b>\$1,153,002</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Wastewater Operating Fund – Transfers – Line Item Detail

<b>TRANSFERS OUT</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
59101 GENERAL FUND	\$ 893,882	\$ 973,772	\$ 973,772	\$ 1,068,331	\$ 1,068,331	\$ 1,068,331
59670 STABILIZATION RESERVE FUND	82,423	81,251	81,251	84,671	84,671	84,671
59675 CAPITAL RESERVE FUND	30,000	145,012	145,012	-	-	-
<b>TOTAL TRANSFERS</b>	<b>\$ 1,006,305</b>	<b>\$ 1,200,035</b>	<b>\$ 1,200,035</b>	<b>\$ 1,153,002</b>	<b>\$ 1,153,002</b>	<b>\$ 1,153,002</b>
<b>TOTAL BUDGET</b>	<b>\$ 1,006,305</b>	<b>\$ 1,200,035</b>	<b>\$ 1,200,035</b>	<b>\$ 1,153,002</b>	<b>\$ 1,153,002</b>	<b>\$ 1,153,002</b>

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Water Operating Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Water Plant	\$ 3,313,162	\$ 2,741,818	\$ 2,723,444	\$ 2,927,910
Water Administration	303,641	317,146	306,544	320,691
Water Distribution	1,444,195	1,525,469	1,322,587	1,450,033
Transfers Out: To General	1,404,672	1,530,212	1,530,212	1,678,806
To Auto Collision Insurance Fund	-	-	-	397
To Stabilization Reserve Fund	119,618	122,293	122,293	127,549
To Capital Reserve Fund	-	15,548	15,548	16,000
Reserves: Contingency	-	91,525	-	93,973
Compensated Absences Reserve	-	79,962	-	79,962
<b>Total Expenditures and Reserves</b>	<b><u>\$ 6,585,288</u></b>	<b><u>\$ 6,423,973</u></b>	<b><u>\$ 6,020,628</u></b>	<b><u>\$ 6,695,321</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 1,534	\$ -	\$ 4,005	\$ -
Donations and Miscellaneous	23,050	-	2,265	400
Transfer In: From BMA - Water	<u>6,273,535</u>	<u>6,252,650</u>	<u>6,252,650</u>	<u>6,252,464</u>
Fund Balance	<u>467,024</u>	<u>171,487</u>	<u>204,165</u>	<u>442,457</u>
<b>Total Available for Appropriation</b>	<b><u>\$ 6,765,143</u></b>	<b><u>\$ 6,424,137</u></b>	<b><u>\$ 6,463,085</u></b>	<b><u>\$ 6,695,321</u></b>

***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
Water Operating Fund – Water Plant – Summary

Department Mission: To provide safe drinking water to the citizens of Bartlesville that complies with all applicable standards. To provide maintenance and repair to the water plant, pump stations, and water storage tanks to maintain appropriate water pressures throughout the system.

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Department Description: The Water Treatment Plant is responsible for the supply and treatment of water delivered to the customers of the City of Bartlesville. This includes maintaining water quality to comply with Federal and State standards, performing various analyses on the raw water to determine the best treatment methods, monitoring the treatment process, and delivery of treated water into the distribution system. Operation of the pump stations and water storage tanks to maintain adequate pressure in the distribution system is also a responsibility of the Water Treatment Plant.

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2017 Accomplishments:

- Monitored Hudson Lake and the Caney River for Geosmin and MIB.
- Completed hardening of the generator and switchgear building as well as installing a centralized UPS
- Rebuilt two of the four finished water transfer pumps
- Rebuilt a raw water pump at the Caney River pump station
- Replaced altitude valves at Toalson and Circle Mountain

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2018 Objectives:

- Continue to monitor and manage Hudson Lake to maximize the treatment efficiency of the current system and to mitigate any taste and odor causing constituents
- Perform a chemical cleaning of all the sand filters
- Refurbish both VFD's for the finished water high service pumps
- Replace altitude valve for the Hot tank at Toalson
- Rebuild pump #1 at the Caney River raw water pump station

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Water Operating Fund – Water Plant – Summary  
 (continued)

Budget Highlights:            The major expenditures in this department are personnel costs, utilities to operate the water plant and pumping stations, and the chemicals necessary to treat the raw water. During the 2016 Fiscal year the plant treated 2,101,431,000 gallons of water for use by our customers.

				<b>FUND 510 WATER DEPT 720 WATER PLANT</b>
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$3,313,162</b>	<b>\$2,741,818</b>	<b>\$2,723,444</b>	<b>\$2,927,910</b>	<b>\$2,927,910</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Water Operating Fund – Water Plant – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 578,748	\$ 598,000	\$ 593,611	\$ 625,000	\$ 625,000	\$ 625,000
51120 OVERTIME	32,195	32,000	42,704	33,000	33,000	33,000
51130 FICA	44,398	46,000	46,135	48,000	48,000	48,000
51140 GROUP INSURANCE	143,143	137,967	137,967	114,310	114,310	114,310
51150 DB RETIREMENT	74,354	62,000	61,688	65,000	65,000	65,000
51155 DC RETIREMENT	10,049	14,000	12,358	16,000	16,000	16,000
51170 WORKER'S COMPENSATION	7,071	10,925	10,925	30,950	30,950	30,950
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 889,958</b>	<b>\$ 900,892</b>	<b>\$ 905,388</b>	<b>\$ 932,260</b>	<b>\$ 932,260</b>	<b>\$ 932,260</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 9,995	\$ 7,250	\$ 9,500	\$ 9,600	\$ 9,600	\$ 9,600
52310 UTILITIES & COMMUNICATIONS	396,455	532,000	450,000	532,000	500,000	500,000
52410 PROFESSIONAL SERVICES	116,655	2,500	6,500	2,500	2,500	2,500
52510 OTHER SERVICES	84,279	120,000	112,000	286,000	286,000	286,000
52610 MAINT. & REPAIR SERVICE	281,809	290,276	375,000	258,550	258,550	258,550
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 889,193</b>	<b>\$ 952,026</b>	<b>\$ 953,000</b>	<b>\$ 1,088,650</b>	<b>\$ 1,056,650</b>	<b>\$ 1,056,650</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 1,606	\$ 1,400	\$ 2,750	\$ 2,000	\$ 2,000	\$ 2,000
53210 JANITORIAL SUPPLIES	1,833	2,000	2,162	2,000	2,000	2,000
53310 GENERAL SUPPLIES	602,748	800,000	628,859	804,000	754,000	754,000
53410 TOOLS & EQUIPMENT	15,401	5,500	19,316	5,500	5,500	5,500
53510 FUEL	5,559	10,000	3,095	6,000	6,000	6,000
53610 MAINT. & REPAIR MATERIALS	75,818	70,000	170,000	169,500	169,500	169,500
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 702,965</b>	<b>\$ 888,900</b>	<b>\$ 826,182</b>	<b>\$ 989,000</b>	<b>\$ 939,000</b>	<b>\$ 939,000</b>



**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Water Operating Fund – Water Plant – Line Item Detail  
(continued)

<b>CAPITAL OUTLAY</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
55930 OTHER IMPROVEMENTS	\$ 811,117	\$ -	\$ -	\$ -	\$ -	\$ -
55940 MACHINERY & EQUIPMENT	19,929	-	38,874	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 831,046</b>	<b>\$ -</b>	<b>\$ 38,874</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL BUDGET</b>	<b>\$ 3,313,162</b>	<b>\$ 2,741,818</b>	<b>\$ 2,723,444</b>	<b>\$ 3,009,910</b>	<b>\$ 2,927,910</b>	<b>\$ 2,927,910</b>

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**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Water Operating Fund – Water Plant – Personnel and Capital Detail

FUND 510 WATER  
DEPT 720 WATER PLANT

**PERSONNEL SCHEDULE**

<b>CLASSIFICATION</b>	<b>2015-16 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2016-17 BUDGTED NUMBER OF EMPLOYEES</b>	<b>2016-17 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2017-18 BUDGTED NUMBER OF EMPLOYEES</b>
Water Plant Superintendent	1	1	1	1
Electronics Technician	1	1	1	1
Plant Mechanic	2	2	2	2
Lab Technician	1	1	1	1
Lead Water Plant Operator	0	4	1	1
Senior Water Plant Operator	0	2	1	1
Water Plant Operator	8	2	6	6
Maintenance Worker	2	2	2	2
<b>TOTAL</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Water Operating Fund – Water Administration – Summary

Department Mission: To provide long-term focused planning and management for the City of Bartlesville’s water utility services.

Department Description: The Water Administration department provides the planning, management, and administration for the Water Plant, Water Distribution and Wastewater Maintenance Departments. Also provide contract oversight for the operation of the Chickasaw Wastewater Treatment Plant.

- 2017 Accomplishments:
- Completed construction on water line replacement along Osage between 15<sup>th</sup> and 18<sup>th</sup>
  - Completed construction of water line replacement along 11<sup>th</sup> between Cherokee and Choctaw
  - Completed construction of water line replacement along Delaware between 9<sup>th</sup> and 11<sup>th</sup>
  - Completed upgrades at the shop for inventory storage
  - Started the facility plan update for the WWTP and water reuse evaluation
  - Completed the Risk Management Plan for the water treatment plant

- 2018 Objectives:
- Provide oversight and guidance in maintaining compliance with EPA and ODEQ regulations for water and wastewater treatment
  - Complete facility plan update for WWTP and water reuse evaluation

Budget Highlights: The major expenditures in this department are personnel costs and utility costs.

FUND 510 WATER DEPT 725 WATER ADMINISTRATION				
2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$303,641	\$317,146	\$306,544	\$320,691	\$320,691

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Water Operating Fund – Water Administration – Line Item Detail**

<i>PERSONNEL SERVICES</i>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 164,744	\$ 169,000	\$ 170,305	\$ 177,000	\$ 177,000	\$ 177,000
51130 FICA	12,001	13,000	12,234	14,000	14,000	14,000
51140 GROUP INSURANCE	19,000	18,396	18,396	15,241	15,241	15,241
51150 DB RETIREMENT	36,189	38,000	37,385	39,000	39,000	39,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 231,934</b>	<b>\$ 238,396</b>	<b>\$ 238,320</b>	<b>\$ 245,241</b>	<b>\$ 245,241</b>	<b>\$ 245,241</b>
<b><i>CONTRACTUAL SERVICES</i></b>						
52110 EMPLOYMENT SERVICES	\$ 1,359	\$ 1,750	\$ 1,287	\$ 1,750	\$ 1,750	\$ 1,750
52310 UTILITIES & COMMUNICATIONS	9,618	12,900	9,375	12,000	12,000	12,000
52410 PROFESSIONAL SERVICES	42,000	44,150	42,000	46,000	46,000	46,000
52510 OTHER SERVICES	5,861	6,300	5,164	6,300	6,300	6,300
52610 MAINT. & REPAIR SERVICE	743	1,000	-	1,000	1,000	1,000
52710 OPERATIONAL SERVICES	-	4,250	-	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 59,581</b>	<b>\$ 70,350</b>	<b>\$ 57,826</b>	<b>\$ 67,050</b>	<b>\$ 67,050</b>	<b>\$ 67,050</b>
<b><i>MATERIALS &amp; SUPPLIES</i></b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 6,816	\$ 2,600	\$ 1,624	\$ 3,000	\$ 3,000	\$ 3,000
53210 JANITORIAL SUPPLIES	1,811	1,800	1,781	1,800	1,800	1,800
53310 GENERAL SUPPLIES	3,239	3,000	6,250	2,500	2,500	2,500
53510 FUEL	231	500	593	600	600	600
53610 MAINT. & REPAIR MATERIALS	29	500	150	500	500	500
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 12,126</b>	<b>\$ 8,400</b>	<b>\$ 10,398</b>	<b>\$ 8,400</b>	<b>\$ 8,400</b>	<b>\$ 8,400</b>
<b><i>TOTAL BUDGET</i></b>						
	<b>\$ 303,641</b>	<b>\$ 317,146</b>	<b>\$ 306,544</b>	<b>\$ 320,691</b>	<b>\$ 320,691</b>	<b>\$ 320,691</b>

**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Water Operating Fund – Water Administration – Personnel and Capital Detail

FUND 510 WATER  
DEPT 725 WATER ADMINISTRATION

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
Water Utilities Director	1	1	1	1
Senior Administrative Assistant	1	1	1	1
<b>TOTAL</b>	<b><u>2</u></b>	<b><u>2</u></b>	<b><u>2</u></b>	<b><u>2</u></b>

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# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Water Operating Fund – Water Distribution – Summary**

Department Mission: To maintain and monitor the City’s water distribution system and to provide field services necessary for the operation and billing of the water utility system as a whole.

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Department Description: The Water Distribution department is responsible for the maintenance and repair of the water distribution system of the City. It installs new service lines, constructs replacement lines and tests and repairs meters. It also conducts leak inspections, meter checks, connects and disconnects the City’s water customers, and reads water meters.

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- 2017 Accomplishments:
- Repaired 34 water main breaks ranging in size from 4” to 12”
  - Repaired 209 service line leaks
  - Installed 43 new water services
  - Replaced 79 water meters and 665 registers
  - Completed 3,752 locate work orders
  - Completed the flushing, of approximately 1,600 fire hydrants
  - Replaced approximately 2,300 feet of 8” water main on 11<sup>th</sup> between Cherokee and Choctaw
  - Replaced approximately 500 feet of 8” water main on Dewey between 9<sup>th</sup> and 11<sup>th</sup>
  - Replaced approximately 1,600 feet of 8” on Osage between 15<sup>th</sup> and 18<sup>th</sup>
  - Installed a cross connect between the 30” and 42” raw water lines at the water treatment plant
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- 2018 Objectives:
- Replace existing 6 inch water main Putnam, between Barlow Drive
  - Replace existing 8 inch water main on Woodland, between Willow Park and Prairie Heights
  - Complete the annual flushing and testing of fire hydrants
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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Water Operating Fund – Water Distribution – Summary  
 (continued)

Budget Highlights:           The major expenditures in this department are personnel costs, fuel, maintenance and repair services, and replacement of equipment and main line replacement.

<b>FUND 510 WATER DEPT 730 WATER DISTRIBUTION</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$1,444,195</b>	<b>\$1,525,469</b>	<b>\$1,322,587</b>	<b>\$1,450,033</b>	<b>\$1,450,033</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Water Operating Fund – Water Distribution – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 679,108	\$ 751,000	\$ 619,091	\$ 747,000	\$ 747,000	\$ 747,000
51120 OVERTIME	16,139	49,000	25,136	50,000	35,000	35,000
51130 FICA	50,231	58,000	46,962	58,000	58,000	58,000
51140 GROUP INSURANCE	198,394	193,153	193,153	160,033	160,033	160,033
51150 DB RETIREMENT	93,330	89,000	70,569	74,000	74,000	74,000
51155 DC RETIREMENT	8,524	15,000	10,466	20,000	20,000	20,000
51170 WORKER'S COMPENSATION	100	2,966	2,966	-	-	-
51180 UNEMPLOYMENT COMP	-	-	14,912	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 1,045,826</b>	<b>\$ 1,158,119</b>	<b>\$ 983,255</b>	<b>\$ 1,109,033</b>	<b>\$ 1,094,033</b>	<b>\$ 1,094,033</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 20,711	\$ 9,700	\$ 12,000	\$ 11,000	\$ 11,000	\$ 11,000
52310 UTILITIES & COMMUNICATIONS	2,007	2,400	5,700	2,500	2,500	2,500
52410 PROFESSIONAL SERVICES	13,565	35,000	-	45,000	45,000	45,000
52510 OTHER SERVICES	1,325	6,150	4,500	6,000	6,000	6,000
52610 MAINT. & REPAIR SERVICE	31,574	17,000	55,000	15,000	15,000	15,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 69,182</b>	<b>\$ 70,250</b>	<b>\$ 77,200</b>	<b>\$ 79,500</b>	<b>\$ 79,500</b>	<b>\$ 79,500</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53310 GENERAL SUPPLIES	\$ 9,515	\$ 8,000	\$ 10,475	\$ 8,000	\$ 8,000	\$ 8,000
53410 TOOLS & EQUIPMENT	7,012	11,600	15,000	8,500	8,500	8,500
53510 FUEL	22,345	37,500	24,830	35,000	30,000	30,000
53610 MAINT. & REPAIR MATERIALS	215,467	240,000	211,827	235,000	230,000	230,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 254,339</b>	<b>\$ 297,100</b>	<b>\$ 262,132</b>	<b>\$ 286,500</b>	<b>\$ 276,500</b>	<b>\$ 276,500</b>
<b>CAPITAL OUTLAY</b>						
55930 OTHER IMPROVEMENTS	\$ 74,848	\$ -	-	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 74,848</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL BUDGET</b>	<b>\$ 1,444,195</b>	<b>\$ 1,525,469</b>	<b>\$ 1,322,587</b>	<b>\$ 1,475,033</b>	<b>\$ 1,450,033</b>	<b>\$ 1,450,033</b>



**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Water Operating Fund – Water Distribution – Personnel and Capital Detail

FUND 510 WATER  
DEPT 730 WATER DISTRIBUTION

**PERSONNEL SCHEDULE**

<b>CLASSIFICATION</b>	<b>2015-16 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2016-17 BUDGTED NUMBER OF EMPLOYEES</b>	<b>2016-17 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2017-18 BUDGTED NUMBER OF EMPLOYEES</b>
Water Distribution Supervisor	1	1	1	1
Concrete Mason	1	1	1	1
Equip Operator Crew Leader	1	1	1	1
Equipment Operator	3	3	3	3
Senior Utility Service Coordinator	1	1	1	1
Water Utility Service Rep.	2	2	2	2
Fiscal Technician	1	0	0	0
Meter Technician	1	2	2	2
Maintenance Worker	7	9	9	9
Administrative Assistant	0	1	1	1
1/4 Maint Work (Shared Parks)	0	0	0	0
<b>TOTAL</b>	<b>18</b>	<b>21</b>	<b>21</b>	<b>21</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Water Operating Fund – Transfers – Summary

Department Mission: The Transfers department is not an operating department, and therefore has no mission.

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Department Description: The Transfers department is used to account for transfers out to other funds. These activities are generally non-departmental, and therefore utilize this department.

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2017 Accomplishments: N/A

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2018 Objectives: N/A

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Budget Highlights: The Water Fund has two transfers. The transfer to the General Fund is to assist in funding the general operations of the City of Bartlesville, and the transfer to the Health Insurance Fund is for the Water Fund’s portion of the amount necessary to establish the Health Insurance Fund.

<b>FUND 510 WATER DEPT 900 TRANSFERS</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$1,524,290</b>	<b>\$1,668,053</b>	<b>\$1,668,053</b>	<b>\$1,822,752</b>	<b>\$1,822,752</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Water Operating Fund – Transfers – Line Item Detail

<b>TRANSFERS OUT</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
59101 GENERAL FUND	\$ 1,404,672	\$ 1,530,212	\$ 1,530,212	\$ 1,678,806	\$ 1,678,806	\$ 1,678,806
59663 AUTO COLLISION INSURANCE	-	-	-	397	397	397
59670 STABILIZATION RESERVE FUND	119,618	122,293	122,293	129,689	127,549	127,549
59675 CAPITAL RESERVE FUND	-	15,548	15,548	16,000	16,000	16,000
<b>TOTAL TRANSFERS</b>	<u>\$ 1,524,290</u>	<u>\$ 1,668,053</u>	<u>\$ 1,668,053</u>	<u>\$ 1,824,892</u>	<u>\$ 1,822,752</u>	<u>\$ 1,822,752</u>
<b>TOTAL BUDGET</b>	<u>\$ 1,524,290</u>	<u>\$ 1,668,053</u>	<u>\$ 1,668,053</u>	<u>\$ 1,824,892</u>	<u>\$ 1,822,752</u>	<u>\$ 1,822,752</u>

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Sanitation Operating Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Sanitation	\$ 3,021,759	\$ 2,993,660	\$ 2,752,636	\$ 2,838,506
Transfers Out:				
To General	968,882	1,048,772	1,048,772	1,168,331
To Stabilization Reserve Fund	78,830	80,849	80,849	80,137
To Capital Reserve Fund	260,000	750,000	750,000	750,000
Reserves:				
Contingency	-	59,453	-	56,770
Compensated Absences Reserve	-	69,206	-	69,206
<b>Total Expenditures and Reserves</b>	<b><u>\$ 4,329,471</u></b>	<b><u>\$ 5,001,940</u></b>	<b><u>\$ 4,632,257</u></b>	<b><u>\$ 4,962,950</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Charges for Services	\$ 4,419,263	\$ 4,528,679	\$ 4,529,670	\$ 4,559,817
Interest and Investment Income	4,583	-	8,439	-
Donations and Miscellaneous	1,139	-	745	-
Fund Balance	1,054,783	1,334,859	1,655,610	1,562,207
<b>Total Available for Appropriation</b>	<b><u>\$ 5,479,768</u></b>	<b><u>\$ 5,863,538</u></b>	<b><u>\$ 6,194,464</u></b>	<b><u>\$ 6,122,024</u></b>

***CITY OF BARTLESVILLE***  
2017-18 Operating Budget  
Sanitation Operating Fund – Sanitation – Summary

Department Mission: To provide solid waste removal and disposal services to all citizens of Bartlesville and to provide for litter removal and street sweeping for all major streets and right-of way.

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Department Description: The Sanitation Department is responsible for collection and disposal for all solid waste generated within the City except for a small number of commercial customers serviced by private companies. The Department currently collects residential solid waste twice weekly and commercial solid waste from two to six times weekly, depending upon individual needs and the level of service desired. The Department also collects litter from the rights-of-way of major streets and residential and commercial alleys and is also responsible for street sweeping.

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2017 Accomplishments:

- Created a Refuse II Collector position to improve efficiency within the department
- Continued to provide a recycling drop off site for Bartlesville citizens
- Implemented a Spring and Fall clean up coupon program for customer convenience
- Participated in Operation Clean House
- Provided Spring and Fall curbside yard waste program

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2018 Objectives:

- Look into ways to utilize poly carts in our parks and athletic facilities
- Investigate ways to detour people from dumping refuse in private containers
- Continue to look for methods to bring better efficiency to the Sanitation Department
- Research new equipment for future replacement of automated trucks

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Sanitation Operating Fund – Sanitation – Summary  
 (continued)

Budget Highlights:           The major expenditures in this department are personnel costs, land fill fees, and replacement of equipment and vehicles.

<b>FUND 511 SANITATION DEPT 750 SANITATION</b>				
2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$3,021,759	\$2,993,660	\$2,752,636	\$2,838,506	\$2,838,506

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**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Sanitation Operating Fund – Sanitation – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 1,069,094	\$ 1,146,000	\$ 1,089,759	\$ 1,138,000	\$ 1,138,000	\$ 1,138,000
51120 OVERTIME	4,740	20,000	3,648	21,000	10,000	10,000
51130 FICA	78,968	88,000	80,478	87,000	87,000	87,000
51140 GROUP INSURANCE	294,411	285,131	285,131	236,240	236,240	236,240
51150 DB RETIREMENT	150,786	152,000	147,157	146,000	146,000	146,000
51155 DC RETIREMENT	13,862	15,000	16,278	19,000	19,000	19,000
51170 WORKER'S COMPENSATION	26,524	13,845	13,845	3,532	3,532	3,532
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 1,638,385</b>	<b>\$ 1,719,976</b>	<b>\$ 1,636,296</b>	<b>\$ 1,650,772</b>	<b>\$ 1,639,772</b>	<b>\$ 1,639,772</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 2,963	\$ 3,680	\$ 2,465	\$ 3,680	\$ 3,680	\$ 3,680
52310 UTILITIES & COMMUNICATIONS	3,283	6,500	6,825	7,200	7,200	7,200
52510 OTHER SERVICES	755,126	822,550	790,360	822,550	810,000	810,000
52610 MAINT. & REPAIR SERVICE	6,733	25,000	16,482	25,000	20,000	20,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 768,105</b>	<b>\$ 857,730</b>	<b>\$ 816,132</b>	<b>\$ 858,430</b>	<b>\$ 840,880</b>	<b>\$ 840,880</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 3,758	\$ 8,100	\$ 2,000	\$ 8,100	\$ 5,000	\$ 5,000
53210 JANITORIAL SUPPLIES	2,167	2,000	3,118	2,000	2,000	2,000
53310 GENERAL SUPPLIES	19,921	19,686	15,956	19,686	19,686	19,686
53410 TOOLS & EQUIPMENT	37,918	31,168	25,617	31,168	31,168	31,168
53510 FUEL	89,324	175,000	92,733	175,000	120,000	120,000
53610 MAINT. & REPAIR MATERIALS	254,823	180,000	160,784	180,000	180,000	180,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 407,911</b>	<b>\$ 415,954</b>	<b>\$ 300,208</b>	<b>\$ 415,954</b>	<b>\$ 357,854</b>	<b>\$ 357,854</b>
<b>CAPITAL OUTLAY</b>						
55930 OTHER IMPROVEMENTS	\$ 207,358	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 207,358</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL BUDGET</b>	<b>\$ 3,021,759</b>	<b>\$ 2,993,660</b>	<b>\$ 2,752,636</b>	<b>\$ 2,925,156</b>	<b>\$ 2,838,506</b>	<b>\$ 2,838,506</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Sanitation Operating Fund – Sanitation – Personnel and Capital Detail

**FUND 511 SANITATION  
 DEPT 750 SANITATION**

**PERSONNEL SCHEDULE**

<u>CLASSIFICATION</u>	<u>2015-16 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2016-17 BUDGTED NUMBER OF EMPLOYEES</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGTED NUMBER OF EMPLOYEES</u>
Public Works Director	1	1	1	1
Sanitation Supervisor	1	1	1	1
Equipment Operator	2	2	2	2
Refuse Driver	11	11	9	11
Senior Administrative Assistant	1	1	1	1
Sanitation Maintenance Tech	1	1	1	1
Sanitation Collector	14	14	16	14
<b>TOTAL</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Sanitation Operating Fund – Transfers – Summary

Department Mission: The Transfers department is not an operating department, and therefore has no mission.

Department Description: The Transfers department is used to account for transfers out to other funds. These activities are generally non-departmental, and therefore utilize this department.

2017 Accomplishments: N/A

2018 Objectives: N/A

Budget Highlights: The Sanitation Fund has two transfers. The transfer to the General Fund is to assist in funding the general operations of the City of Bartlesville, and the transfer to the Health Insurance Fund is for the Sanitation Fund's portion of the amount necessary to establish the Health Insurance Fund.

<b>FUND 511 SANITATION DEPT 900 TRANSFERS</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$1,307,712</b>	<b>\$1,879,621</b>	<b>\$1,879,621</b>	<b>\$1,998,468</b>	<b>\$1,998,468</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Sanitation Operating Fund – Transfers – Line Item Detail

<b>TRANSFERS OUT</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
59101 GENERAL FUND	\$ 968,882	\$ 1,048,772	\$ 1,048,772	\$ 1,168,331	\$ 1,168,331	\$ 1,168,331
59670 STABILIZATION RESERVE FUND	78,830	80,849	80,849	80,137	80,137	80,137
59675 CAPITAL RESERVE FUND	260,000	750,000	750,000	750,000	750,000	750,000
<b>TOTAL TRANSFERS</b>	<b>\$ 1,307,712</b>	<b>\$ 1,879,621</b>	<b>\$ 1,879,621</b>	<b>\$ 1,998,468</b>	<b>\$ 1,998,468</b>	<b>\$ 1,998,468</b>
<b>TOTAL BUDGET</b>	<b>\$ 1,307,712</b>	<b>\$ 1,879,621</b>	<b>\$ 1,879,621</b>	<b>\$ 1,998,468</b>	<b>\$ 1,998,468</b>	<b>\$ 1,998,468</b>

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**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Adams Municipal Golf Course Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Golf Course	\$ 437,560	\$ 465,662	\$ 451,255	\$ 462,625
Reserves:      Contingency	-	9,076	-	9,253
Compensated Absences Reserve	-	4,238	-	4,238
<b>Total Expenditures and Reserves</b>	<b><u>\$ 437,560</u></b>	<b><u>\$ 478,976</u></b>	<b><u>\$ 451,255</u></b>	<b><u>\$ 476,116</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Charges for Services	\$ 362,239	\$ 356,000	\$ 323,857	\$ 323,700
Interest and Investment Income	392	-	486	-
Transfer In:      From General	92,331	72,005	72,005	145,089
Fund Balance	50,350	51,208	62,234	7,327
<b>Total Available for Appropriation</b>	<b><u>\$ 505,312</u></b>	<b><u>\$ 479,213</u></b>	<b><u>\$ 458,582</u></b>	<b><u>\$ 476,116</u></b>

# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Adams Municipal Golf Course Fund – Golf Course – Summary**

Department Mission: To provide a top quality public golf course at competitive rates with all of the features and benefits of a full-service golf facility.

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Department Description: The Adams Municipal Golf Course is a full-service golf facility featuring an eighteen-hole course, driving range, pro shop, and cart rentals. The facility has a maintenance staff and a professional golf staff. Golf lessons and clinics are available to the public. This facility is operated by the City with the advice of the Adams Golf Course Operating Committee.

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2017 Accomplishments:

- Achieved 32,000 plus rounds
- Greatly improved weed control on golf course with new pre-emergent
- Drained and cleaned out silt of 2 ponds on the course instead of building larger tee boxes
- Installed 8” cups on the front 9 greens for use on the family promotion Sundays

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2018 Objectives:

- Level and improve 3 tee boxes
- Continue efforts to promote play and membership through technology, special promotions and tournaments
- Further improve weed control, Bermuda growth and ground cover in shaded areas

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**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Adams Municipal Golf Course Fund – Golf Course – Summary  
(continued)

**Budget Highlights:** The major expenditures in this department are personnel costs, the director’s contract fees, and general supplies necessary to operate a golf course. The Pro Shop is owned and operated by the golf course director, and the City incurs no expenses and obtains no revenues from its operation.

<b>FUND 513 GOLF COURSE DEPT 445 GOLF COURSE</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$437,560</b>	<b>\$465,662</b>	<b>\$451,255</b>	<b>\$462,625</b>	<b>\$462,625</b>

# CITY OF BARTLESVILLE

## 2017-18 Operating Budget

### Adams Municipal Golf Course Fund – Golf Course – Line Item Detail

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51110 REGULAR SALARIES	\$ 141,241	\$ 148,000	\$ 145,001	\$ 150,000	\$ 150,000	\$ 150,000
51120 OVERTIME	881	4,000	1,000	5,000	1,000	1,000
51130 FICA	10,452	12,000	10,631	12,000	12,000	12,000
51140 GROUP INSURANCE	28,318	27,593	27,593	22,862	22,862	22,862
51150 DB RETIREMENT	30,963	33,000	31,845	33,000	33,000	33,000
51170 WORKER'S COMPENSATION	740	103	103	1,335	1,335	1,335
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 212,595</b>	<b>\$ 224,696</b>	<b>\$ 216,173</b>	<b>\$ 224,197</b>	<b>\$ 220,197</b>	<b>\$ 220,197</b>
<b>CONTRACTUAL SERVICES</b>						
52110 EMPLOYMENT SERVICES	\$ 22,354	\$ 26,000	\$ 28,475	\$ 46,000	\$ 30,000	\$ 30,000
52310 UTILITIES & COMMUNICATIONS	25,209	26,000	26,450	26,000	24,000	24,000
52410 PROFESSIONAL SERVICES	78,666	76,766	76,557	80,028	80,028	80,028
52510 OTHER SERVICES	4,931	10,000	9,331	10,000	10,000	10,000
52610 MAINT. & REPAIR SERVICE	1,389	3,000	1,573	3,000	3,000	3,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 132,549</b>	<b>\$ 141,766</b>	<b>\$ 142,386</b>	<b>\$ 165,028</b>	<b>\$ 147,028</b>	<b>\$ 147,028</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53110 OFFICE EQUIP. & SUPPLIES	\$ 827	\$ 950	\$ 400	\$ 1,000	\$ 1,000	\$ 1,000
53210 JANITORIAL SUPPLIES	2,564	2,250	3,046	2,400	2,400	2,400
53310 GENERAL SUPPLIES	35,751	41,000	40,500	41,000	41,000	41,000
53410 TOOLS & EQUIPMENT	633	1,000	750	1,000	1,000	1,000
53510 FUEL	6,866	14,000	9,000	13,000	10,000	10,000
53610 MAINT. & REPAIR MATERIALS	45,775	40,000	39,000	40,000	40,000	40,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 92,416</b>	<b>\$ 99,200</b>	<b>\$ 92,696</b>	<b>\$ 98,400</b>	<b>\$ 95,400</b>	<b>\$ 95,400</b>
<b>TOTAL BUDGET</b>	<b>\$ 437,560</b>	<b>\$ 465,662</b>	<b>\$ 451,255</b>	<b>\$ 487,625</b>	<b>\$ 462,625</b>	<b>\$ 462,625</b>

**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Adams Municipal Golf Course Fund – Golf Course – Personnel and Capital Detail

FUND 513 GOLF COURSE  
DEPT 445 GOLF COURSE

**PERSONNEL SCHEDULE**

<b>CLASSIFICATION</b>	<b>2015-16 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2016-17 BUDGTED NUMBER OF EMPLOYEES</b>	<b>2016-17 ACTUAL NUMBER OF EMPLOYEES</b>	<b>2017-18 BUDGTED NUMBER OF EMPLOYEES</b>
Golf Course Superintendent	1	1	1	1
Golf Course Supervisor	1	1	1	1
Maintenance Worker	1	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Sooner Pool Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Sooner Pool	\$ 47,277	\$ 45,200	\$ 45,200	\$ 45,400
Reserves:      Contingency	-	969	-	908
<b>Total Expenditures and Reserves</b>	<b>\$ 47,277</b>	<b>\$ 46,169</b>	<b>\$ 45,200</b>	<b>\$ 46,308</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 94	\$ -	\$ 186	\$ -
Transfer In:      From General	55,968	44,311	44,311	44,393
Fund Balance	(10,378)	1,793	2,618	1,915
<b>Total Available for Appropriation</b>	<b>\$ 45,684</b>	<b>\$ 46,104</b>	<b>\$ 47,115</b>	<b>\$ 46,308</b>



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Sooner Pool Fund – Swimming Pool – Summary

Department Mission: To provide citizens with affordable access to quality recreational swimming facilities at Sooner Pool.

Department Description: Sooner Pool is one of the two City-operated public swimming pools. Sooner Pool is an Olympic-sized pool located in Sooner Park.

2017 Accomplishments:
 

- Successfully negotiated a management agreement with the YMCA for the operation of Frontier and Sooner Swimming Pools for the Summer 2017 season

2018 Objectives:
 

- Continue to work with the YMCA to explore opportunities to maximize the public’s opportunities to use Sooner Swimming Pool and minimize the public cost of operation

Budget Highlights: The major budgeted expenditures for the Swimming Pools are personnel costs for temporary and part-time labor, concessions items, utilities, chemicals, supplies, maintenance, and repair services.

<b>FUND 515 SOONER POOL DEPT 433 POOLS</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$47,277</b>	<b>\$45,200</b>	<b>\$45,200</b>	<b>\$45,400</b>	<b>\$45,400</b>

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Sooner Pool Fund – Swimming Pool – Line Item Detail**

<b>CONTRACTUAL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
52110 EMPLOYMENT SERVICES	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -
52310 UTILITIES & COMMUNICATIONS	4,551	5,800	5,800	6,000	6,000	6,000
52410 PROFESSIONAL SERVICES	29,500	30,000	30,000	30,000	30,000	30,000
52510 OTHER SERVICES	93	300	300	300	300	300
52610 MAINT. & REPAIR SERVICE	288	400	400	400	400	400
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 34,682</b>	<b>\$ 36,500</b>	<b>\$ 36,500</b>	<b>\$ 36,700</b>	<b>\$ 36,700</b>	<b>\$ 36,700</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53310 GENERAL SUPPLIES	\$ 5,992	\$ 4,450	\$ 4,450	\$ 4,450	\$ 4,450	\$ 4,450
53410 TOOLS & EQUIPMENT	-	250	250	250	250	250
53610 MAINT. & REPAIR MATERIALS	6,603	4,000	4,000	4,000	4,000	4,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 12,595</b>	<b>\$ 8,700</b>	<b>\$ 8,700</b>	<b>\$ 8,700</b>	<b>\$ 8,700</b>	<b>\$ 8,700</b>
<b>TOTAL BUDGET</b>	<b>\$ 47,277</b>	<b>\$ 45,200</b>	<b>\$ 45,200</b>	<b>\$ 45,400</b>	<b>\$ 45,400</b>	<b>\$ 45,400</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Frontier Pool Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Frontier Pool	\$ 60,611	\$ 57,300	\$ 57,114	\$ 57,300
Reserves:           Contingency	-	1,202	-	1,146
<b>Total Expenditures and Reserves</b>	<b>\$ 60,611</b>	<b>\$ 58,502</b>	<b>\$ 57,114</b>	<b>\$ 58,446</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 123	\$ -	\$ 180	\$ -
Transfer In:           From General	58,489	57,117	57,117	58,446
Fund Balance	(810)	1,329	(183)	-
<b>Total Available for Appropriation</b>	<b>\$ 57,802</b>	<b>\$ 58,446</b>	<b>\$ 57,114</b>	<b>\$ 58,446</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Frontier Pool Fund – Swimming Pool – Summary

Department Mission: To provide citizens with affordable access to quality recreational swimming facilities at Frontier Pool.

Department Description: Frontier Pool is one of the two City-operated public swimming pools. Frontier Pool is a recreational style aquatic facility located in Frontier Park.

2017 Accomplishments:
 

- Successfully completed the first year of a management agreement with the YMCA for the operation of Frontier Swimming Pool for the Summer 2017 season

2018 Objectives:
 

- Continue to work with the YMCA to explore opportunities to maximize the public’s opportunities to use Frontier Swimming Pool and minimize the public cost of operation

Budget Highlights: The major budgeted expenditures for the Swimming Pools are personnel costs for temporary and part-time labor, concession items, utilities, chemical, supplies, maintenance, and repair services.

<b>FUND 516 FRONTIER POOL DEPT 432 POOLS</b>				
2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$60,611	\$57,300	\$57,114	\$57,300	\$57,300

**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Frontier Pool Fund – Swimming Pool – Line Item Detail**

<b>PERSONNEL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
51170 WORKER'S COMPENSATION	\$ 2,767	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 2,767</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CONTRACTUAL SERVICES</b>						
52310 UTILITIES & COMMUNICATIONS	\$ 12,579	\$ 12,400	\$ 12,400	\$ 12,400	\$ 12,400	\$ 12,400
52410 PROFESSIONAL SERVICES	36,000	35,500	35,500	35,500	35,500	35,500
52510 OTHER SERVICES	193	300	300	300	300	300
52610 MAINT. & REPAIR SERVICE	536	400	400	400	400	400
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 49,308</b>	<b>\$ 48,600</b>	<b>\$ 48,600</b>	<b>\$ 48,600</b>	<b>\$ 48,600</b>	<b>\$ 48,600</b>
<b>MATERIALS &amp; SUPPLIES</b>						
53310 GENERAL SUPPLIES	\$ 4,691	\$ 4,450	\$ 4,450	\$ 4,450	\$ 4,450	\$ 4,450
53410 TOOLS & EQUIPMENT	-	250	64	250	250	250
53610 MAINT. & REPAIR MATERIALS	3,845	4,000	4,000	4,000	4,000	4,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 8,536</b>	<b>\$ 8,700</b>	<b>\$ 8,514</b>	<b>\$ 8,700</b>	<b>\$ 8,700</b>	<b>\$ 8,700</b>
<b>TOTAL BUDGET</b>						
	<b>\$ 60,611</b>	<b>\$ 57,300</b>	<b>\$ 57,114</b>	<b>\$ 57,300</b>	<b>\$ 57,300</b>	<b>\$ 57,300</b>

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**INTERNAL SERVICE FUNDS**



city of

**bartlesville**

CONNECTED / CREATIVE / VIBRANT

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**CITY OF BARTLESVILLE**  
**2017-18 Operating Budget**  
**Internal Service Funds – Summary by Fund or Source**

*Expenditures and Reserves*

<b>EXPENDITURES BY FUND</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Workers' Compensation	\$ 310,426	\$ 450,000	\$ 237,727	\$ 475,000
Health Insurance	2,648,988	3,728,167	2,705,000	3,918,500
Auto Collision Insurance	28,769	300,000	72,479	248,293
Stabilization Reserve	-	5,268,958	-	5,988,225
Capital Reserve	1,013,495	3,719,100	2,266,699	5,281,980
<b>Total Expenditures and Reserves</b>	<b>\$ 4,001,678</b>	<b>\$ 13,466,225</b>	<b>\$ 5,281,905</b>	<b>\$ 15,911,998</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 3,508	\$ -	\$ 6,708	\$ -
Donations and Miscellaneous	24,545	-	3,371	-
Employee Contributions	388,993	411,755	403,222	415,000
Retiree Contributions	186,931	210,945	147,284	155,000
Contributions from Operating Departments	469,956	304,929	304,929	169,167
Reimbursement of Operations	2,350,800	2,501,796	2,501,796	2,088,054
Reimbursement by Contract	3,500	-	69,038	-
Transfers In:				
General Fund	410,695	509,818	509,818	465,892
Wastewater	112,423	226,263	226,263	84,671
Water	119,618	137,841	137,841	143,946
Sanitation	338,830	830,849	830,849	830,137
Fund Balance	7,396,964	7,581,044	7,947,563	10,907,070
<b>Total Available for Appropriation</b>	<b>\$ 11,806,763</b>	<b>\$ 12,715,240</b>	<b>\$ 13,088,682</b>	<b>\$ 15,258,937</b>

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Worker's Compensation Fund– Summary

Fund Mission: N/A

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Fund Description: The Worker's Compensation Fund was established to account for the disbursement of funds to pay the City's workman's compensation claims. The City is self insured and holds no workman's compensation policy, preferring to be "own-risk" insured.

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2017 Accomplishments: N/A

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2018 Objectives: N/A

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Budget Highlights: The only expenditures in this fund are workman's compensation claims and administrative fees that are paid from the General Services Department.

**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Worker's Compensation Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Work Comp Claims	\$ 289,358	\$ 425,000	\$ 217,727	\$ 450,000
Administration	21,068	25,000	20,000	25,000
<b>Total Expenditures</b>	<b>\$ 310,426</b>	<b>\$ 450,000</b>	<b>\$ 237,727</b>	<b>\$ 475,000</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 249	\$ -	\$ 956	\$ -
Donations and Miscellaneous	17,896	-	-	-
Contributions from Operating Departments	469,956	304,929	304,929	169,167
Fund Balance	16,148	145,071	237,675	305,833
<b>Total Available for Appropriation</b>	<b>\$ 504,249</b>	<b>\$ 450,000</b>	<b>\$ 543,560</b>	<b>\$ 475,000</b>

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Health Insurance Fund– Summary

Fund Mission: N/A

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Fund Description: The Health Insurance Fund was established to account for the receipt and disbursement of funds related to the City’s health insurance claims. The City is self-insured and holds only a stop loss health insurance policy that prevents individual claims from exceeding \$75,000.

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2017 Accomplishments: N/A

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2018 Objectives: N/A

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Budget Highlights: The only expenditures in this fund are health insurance claims and administrative fees that are paid from the General Services Department.

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Health Insurance Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Medical/Dental Claims	\$ 2,323,191	\$ 3,173,093	\$ 2,255,000	\$ 3,275,000
Administration and Consultant Fees	325,797	555,074	450,000	643,500
<b>Total Expenditures</b>	<b><u>\$ 2,648,988</u></b>	<b><u>\$ 3,728,167</u></b>	<b><u>\$ 2,705,000</u></b>	<b><u>\$ 3,918,500</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Employee Contributions	\$ 388,993	\$ 411,755	\$ 403,222	\$ 415,000
Retiree Contributions	186,931	210,945	147,284	155,000
Investment Earnings	3,259	-	5,752	-
Reimbursement of Operations	2,350,800	2,501,796	2,501,796	2,088,054
Reimbursement by Contract	3,500	-	69,038	-
Fund Balance	399,189	603,671	838,354	1,260,446
<b>Total Available for Appropriation</b>	<b><u>\$ 3,332,672</u></b>	<b><u>\$ 3,728,167</u></b>	<b><u>\$ 3,965,446</u></b>	<b><u>\$ 3,918,500</u></b>

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Auto Collision Insurance Fund– Summary

Fund Mission: N/A

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Fund Description: The Auto Collision Fund was established to help mitigate the City’s self-insurance risk as it applies to automobile physical damage and collision. The City insures all vehicles for liability damage, and the City’s employees while operating the vehicles are covered by Worker’s Compensation Insurance. However, the City is “own risk” for purposes of auto collision and physical damage.

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2017 Accomplishments: N/A

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2018 Objectives: N/A

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Budget Highlights: The only budgeted expenditures for this fund are for the payment of auto physical damage and collision claims.

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Auto Collision Insurance Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Auto Collision Claims	\$ 28,769	\$ 300,000	\$ 72,479	\$ 248,293
Total Expenditures	<u>\$ 28,769</u>	<u>\$ 300,000</u>	<u>\$ 72,479</u>	<u>\$ 248,293</u>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Donations and Miscellaneous	\$ 6,649	\$ -	\$ 3,371	\$ -
Transfers In:     General Fund	18,251	1,707	1,707	38,982
Water	-	-	-	397
Fund Balance	<u>291,754</u>	<u>298,293</u>	<u>276,315</u>	<u>208,914</u>
<b>Total Available for Appropriation</b>	<u><b>\$ 316,654</b></u>	<u><b>\$ 300,000</b></u>	<u><b>\$ 281,393</b></u>	<u><b>\$ 248,293</b></u>

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Stabilization Reserve Fund– Summary

Fund Mission: N/A

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Fund Description: The Stabilization Reserve Fund was established by an ordinance of the Council which was adopted in fiscal year 2010-11. This ordinance was effective for all fiscal years beginning after July 1, 2011. This fund receives contributions from the operating funds in accordance with this ordinance and provides a means to account for these balances. All balances held in this fund are restricted in accordance with the enabling legislation.

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2017 Accomplishments: N/A

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2018 Objectives: N/A

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Budget Highlights: This fund has no budgeted expenditures and all amounts held in this fund are restricted in accordance with the City's Stabilization Reserve Fund ordinance.



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Stabilization Reserve Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
General Fund Reserve	\$ -	\$ 3,079,062	\$ -	\$ 3,505,972
Wastewater Fund Reserve	-	538,780	-	623,451
Water Fund Reserve	-	990,943	-	1,118,492
Sanitation Fund Reserve	-	660,173	-	740,310
Total Expenditures and Reserves	<u>\$ -</u>	<u>\$ 5,268,958</u>	<u>\$ -</u>	<u>\$ 5,988,225</u>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Transfers In: General Fund	\$ 392,444	\$ 508,111	\$ 508,111	\$ 426,910
Wastewater	82,423	81,251	81,251	84,671
Water	119,618	122,293	122,293	127,549
Sanitation	<u>78,830</u>	<u>80,849</u>	<u>80,849</u>	<u>80,137</u>
Fund Balance	<u>3,803,139</u>	<u>4,476,454</u>	<u>4,476,454</u>	<u>5,268,958</u>
<b>Total Available for Appropriation</b>	<u><b>\$ 4,476,454</b></u>	<u><b>\$ 5,268,958</b></u>	<u><b>\$ 5,268,958</b></u>	<u><b>\$ 5,988,225</b></u>

**CITY OF BARTLESVILLE**  
2017-18 Operating Budget  
Capital Reserve Fund– Summary

Fund Mission: N/A

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Fund Description: The Capital Reserve Fund was established by an ordinance of the Council which was adopted in fiscal year 2010-11. This ordinance was effective for all fiscal years beginning after July 1, 2011. However, the ordinance allowed a grace period for all funds that were required to participate, so that long term capital plans may be formed prior to participation in this fund. This fund receives contributions from the operating funds in accordance with this ordinance and provides a means to account for these balances. All balances held in this fund are restricted in accordance with the enabling legislation.

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2017 Accomplishments: N/A

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2018 Objectives: N/A

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Budget Highlights: This fund has no budgeted expenditures and all amounts held in this fund are restricted in accordance with the City's Capital Reserve Fund ordinance.

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Capital Reserve Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
General	\$ -	\$ 619,600	\$ 531,847	\$ 578,320
Wastewater	96,751	897,000	357,459	2,855,720
Water	769,544	1,602,500	789,552	1,389,220
Sanitation	<u>147,200</u>	<u>600,000</u>	<u>587,841</u>	<u>458,720</u>
Total Expenditures	<u><b>\$ 1,013,495</b></u>	<u><b>\$ 3,719,100</b></u>	<u><b>\$ 2,266,699</b></u>	<u><b>\$ 5,281,980</b></u>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Wastewater capital investment fee	\$ -	\$ 1,555,000	\$ 1,329,028	\$ 1,793,000
Water capital investment fee	-	1,423,000	1,151,665	1,423,000
Transfers In: General	-	619,600	619,600	500,000
Wastewater	30,000	145,012	145,012	-
Water	-	15,548	15,548	16,000
Sanitation	<u>260,000</u>	<u>750,000</u>	<u>750,000</u>	<u>750,000</u>
Fund Balance	<u>2,886,734</u>	<u>2,057,555</u>	<u>2,118,765</u>	<u>3,862,919</u>
Total Available for Appropriation	<u><b>\$ 3,176,734</b></u>	<u><b>\$ 6,565,715</b></u>	<u><b>\$ 6,129,618</b></u>	<u><b>\$ 8,344,919</b></u>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Capital Reserve Fund Capital Outlay Detail

*Capital Schedule*

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>15/16 ACTUAL</b>	<b>16/17 BUDGET</b>	<b>16/17 ESTIMATE</b>	<b>17/18 BUDGET</b>
170	17041	ERP Phase II	\$ -	\$ 50,000	\$ 50,000	\$ 98,720
170	New	Admin Pool Car	-	-	-	25,000
174	New	Casket Lift	-	-	-	5,000
185	New	Switch Replacement	-	-	-	37,500
185	New	Replace PC's at Dispatch	-	-	-	13,000
185	New	Replace PC's and UPS units	-	-	-	34,000
185	New	Replace UPS Units for Servers	-	-	-	8,000
185	New	Replace Video Server	-	-	-	10,000
190	17025	1/2 Ton Regular Cab 4x4 Pickup	-	25,000	-	50,000
195	New	Fuel Pump System Upgrade	-	-	-	25,000
250	17026	Paint and Carpet for Stations 2, 3, & 4	-	19,400	-	-
250	New	Thermal Imaging Camera	-	-	-	8,000
250	New	1 Ton Truck with Flat bed	-	-	-	50,000
250	New	West Parking Lot Concrete work	-	-	-	10,000
270	17027	Parking Enforcement Vehicle	-	20,000	20,000	-
270	17028	Police Vehicles (\$210k CIP/\$110k GF)	-	110,000	110,000	-
270	New	Replace Old Polygraph	-	-	-	5,000
270	New	Digital Cameras for New Officers	-	-	-	2,500
270	New	Replacement of Radars	-	-	-	9,000
270	New	SOT Hearing Protection/Radios	-	-	-	15,000
270	New	Replacement of Tasers (5 yr capital lease)	-	-	-	15,600
275	17029	4th Console for Dispatch	-	45,000	19,155	-
328	New	1 Ton Truck with Utility Bed	-	-	-	40,000
421	New	Library POS system Envisionware	-	-	-	10,000
431	17030	Truck Sprayer	-	20,000	15,698	-
431	17031	Groomer	-	20,000	34,615	-
431	17032	Edger	-	2,400	2,400	-

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Capital Reserve Fund Capital Outlay Detail  
 (continued)

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	15/16 ACTUAL	16/17 BUDGET	16/17 ESTIMATE	17/18 BUDGET
431	17033	Weedeater	-	2,800	2,800	-
431	17034	6-Foot Deck Mower	-	44,000	41,340	-
431	17035	5-Foot Deck Mower	-	50,000	41,265	-
431	17036	20' Mowing Trailer	-	25,000	7,765	-
431	17037	1/2 Ton Regular Cab Pickup	-	110,000	111,809	-
431	New	1 Ton Truck	-	-	-	35,000
431	New	2 6' Deck Mowers	-	-	-	50,000
432	17038	Repainting of Frontier Pool Floor	-	18,500	18,500	-
445	17039	Aerator	-	27,500	27,500	-
445	New	Articulating Pull Behind Mower	-	-	-	22,000
445	17040	Club House Roof	-	30,000	29,000	-
		<b>Total General Fund</b>	-	<b>619,600</b>	<b>531,847</b>	<b>578,320</b>
710	17042	Replace Lift Station Telemetry (SCADA)	-	275,000	-	175,000
710	17043	Update WWTP Facility Plan	-	250,000	-	-
710	17044	24 HP submersible pump at Golf Course LS	-	10,000	9,953	-
710	17045	Submersible Non-Clog Pumps for Polaris LS	-	10,000	7,078	-
710	New	3/4 ton Truck with Utility Bed	-	-	-	35,000
710	New	Replace Truck Mounted Utility Crane	-	-	-	12,000
710	New	Engin & Design for WWTP & Water reuse	-	-	-	2,500,000
		<b>Total Wastewater Plant</b>	-	<b>545,000</b>	<b>17,031</b>	<b>2,722,000</b>
715	13099	ERP System (25% of total)	4,097	275,000	275,000	98,720
715	15021	Mini Excavator	89,754	-	-	-
715	16014	TV Cable for Camera Truck	2,900	-	-	-
715	17046	1-ton Flatbed Truck	-	47,000	42,165	-
715	17047	40,000 lb Tilt Bed Trailer	-	30,000	23,263	-
715	New	1 Ton Repair Truck with Flat Bed	-	-	-	35,000
		<b>Total Wastewater Maintenance</b>	<b>96,751</b>	<b>352,000</b>	<b>340,428</b>	<b>133,720</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Capital Reserve Fund Capital Outlay Detail  
 (continued)

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>15/16 ACTUAL</b>	<b>16/17 BUDGET</b>	<b>16/17 ESTIMATE</b>	<b>17/18 BUDGET</b>
720	15024	Hudson Lake Aeration System	1,481	-	-	-
720	15025	WW Reuse Engineering and Design	-	250,000	-	-
720	16015	Hudson Lake Aeration System	275,000	268,239	207,933	-
720	17048	Altitude Valve Replacement - Circle Mountai	-	12,000	12,628	-
720	17049	Tractor	-	40,000	31,858	-
720	New	1 Ton Truck with Utility Bed and Crane	-	-	-	50,000
720	New	Pump Rebuild at Caney River	-	-	-	20,000
720	New	Replace Altitude Valve at Toalson Hot Tank	-	-	-	15,000
720	New	Replace High Service Pump VFD	-	-	-	250,000
720	New	Zero Turn Mower	-	-	-	10,000
720	New	Radar Pump Station Pump Replacement	-	-	-	10,000
720	New	Generator Circle Mountain Pump Station	-	-	-	250,000
		<b>Total Water Plant</b>	<b>276,481</b>	<b>570,239</b>	<b>252,419</b>	<b>605,000</b>
725	13103	Automated Phone Payment System	(24,210)	-	24,210	-
725	13104	ERP System (25% of total)	-	275,000	275,000	98,720
725	15026	Engineering Design for Water Utilities Bldg	-	115,500	-	115,500
		<b>Total Water Administration</b>	<b>(24,210)</b>	<b>390,500</b>	<b>299,210</b>	<b>214,220</b>
730	13035	Circle Mountain Water Line	(18,704)	-	-	-
730	15027	Dump Truck	87,500	-	-	-
730	15028	8" Water Line (Cherokee, Adams to 14th, C	335,749	6,761	104,700	-
730	15029	8" Water Line (18th Street, Keeler to Hillcres	24,897	-	-	-

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Capital Reserve Fund Capital Outlay Detail  
 (continued)

<b>DEPARTMENT</b>	<b>PROJECT NUMBER</b>	<b>DESCRIPTION</b>	<b>15/16 ACTUAL</b>	<b>16/17 BUDGET</b>	<b>16/17 ESTIMATE</b>	<b>17/18 BUDGET</b>
730	16016	Backhoe	87,831	-	179	-
730	17050	Replace Water Line - in house (Delaware an	-	60,000	45,000	60,000
730	17051	Replace Water Line - Adams (between John	-	475,000	-	475,000
730	17052	1-ton truck with Utility Bed	-	50,000	34,263	-
730	17053	1-ton truck with Utility Bed	-	50,000	53,781	-
730	New	1/2 ton truck with Utility Bed	-	-	-	35,000
		<b>Total Water Distribution</b>	<b>517,273</b>	<b>641,761</b>	<b>237,923</b>	<b>570,000</b>
750	13109	ERP System (25% of total)	-	275,000	275,000	98,720
750	15030	Roll Off Refuse Truck	(2,000)	-	-	-
750	15031	One Ton Truck	(800)	-	-	-
750	16017	Roll Off Refuse Truck	150,000	-	-	-
750	17054	Half Ton Pickup	-	25,000	30,643	-
750	17055	Rear Load Refuse Truck	-	300,000	282,198	-
750	New	Street Sweeper	-	-	-	200,000
750	New	Grappler Loader Truck	-	-	-	160,000
		<b>Total Sanitation</b>	<b>147,200</b>	<b>600,000</b>	<b>587,841</b>	<b>458,720</b>
<b>TOTAL</b>			<b><u>\$ 1,013,495</u></b>	<b><u>\$ 3,719,100</u></b>	<b><u>\$ 2,266,699</u></b>	<b><u>\$ 5,281,980</u></b>

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**FIDUCIARY FUNDS**



city of

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Mausoleum Endowment Fund – Summary

Fund Mission: To provide the appropriate level of fiduciary care relating to the investment and expenditure of the trust fund, and to provide for maintenance and improvement of the mausoleum.

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Fund Description: The Mausoleum Endowment Fund was established to account for funds that were already on deposit for the care and improvement of the mausoleum when the City took possession of it.

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2017 Accomplishments: • No projects were scheduled

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2018 Objectives: • Make masonry repairs to exterior of the Mausoleum

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Budget Highlights: The only budget expenditures in this fund are for miscellaneous improvements to the mausoleum.

<b>FUND 773 MAUSOLEUM TRUST DEPT 173 MAUSOLEUM</b>				
<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$7,920</b>	<b>\$7,920</b>

**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Mausoleum Endowment Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Mausoleum	\$ -	\$ 5,000	\$ -	\$ 7,920
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 7,920</b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Interest and Investment Income	\$ 31	\$ -	\$ 40	\$ -
Fund Balance	10,724	5,764	7,880	7,920
<b>Total Available for Appropriation</b>	<b>\$ 10,755</b>	<b>\$ 5,764</b>	<b>\$ 7,920</b>	<b>\$ 7,920</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Mausoleum Endowment Fund – Line Item Detail

<b>MATERIALS &amp; SUPPLIES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
53610 MAINT. & REPAIR MATERIALS	\$ -	\$ 5,000	\$ -	\$ 7,920	\$ 7,920	\$ 7,920
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 7,920</u>	<u>\$ 7,920</u>	<u>\$ 7,920</u>
<b>TOTAL BUDGET</b>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 7,920</u>	<u>\$ 7,920</u>	<u>\$ 7,920</u>

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**BARTLESVILLE MUNICIPAL  
AUTHORITY FUNDS**



city of

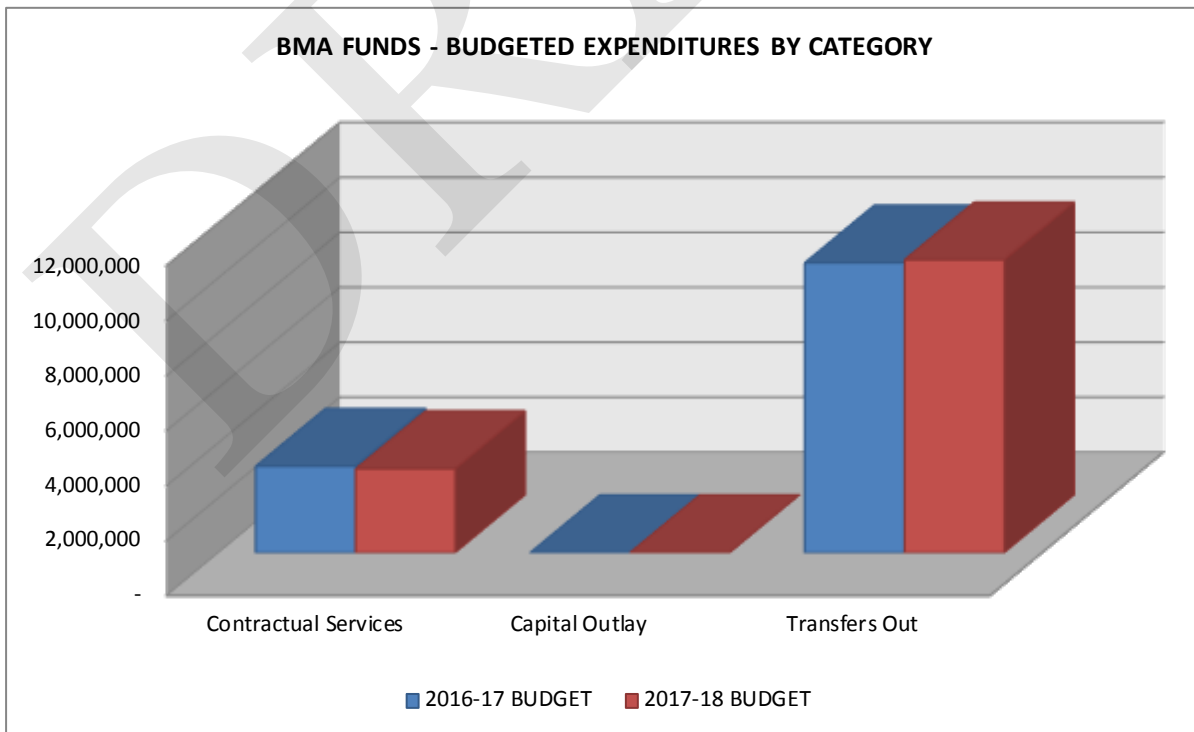
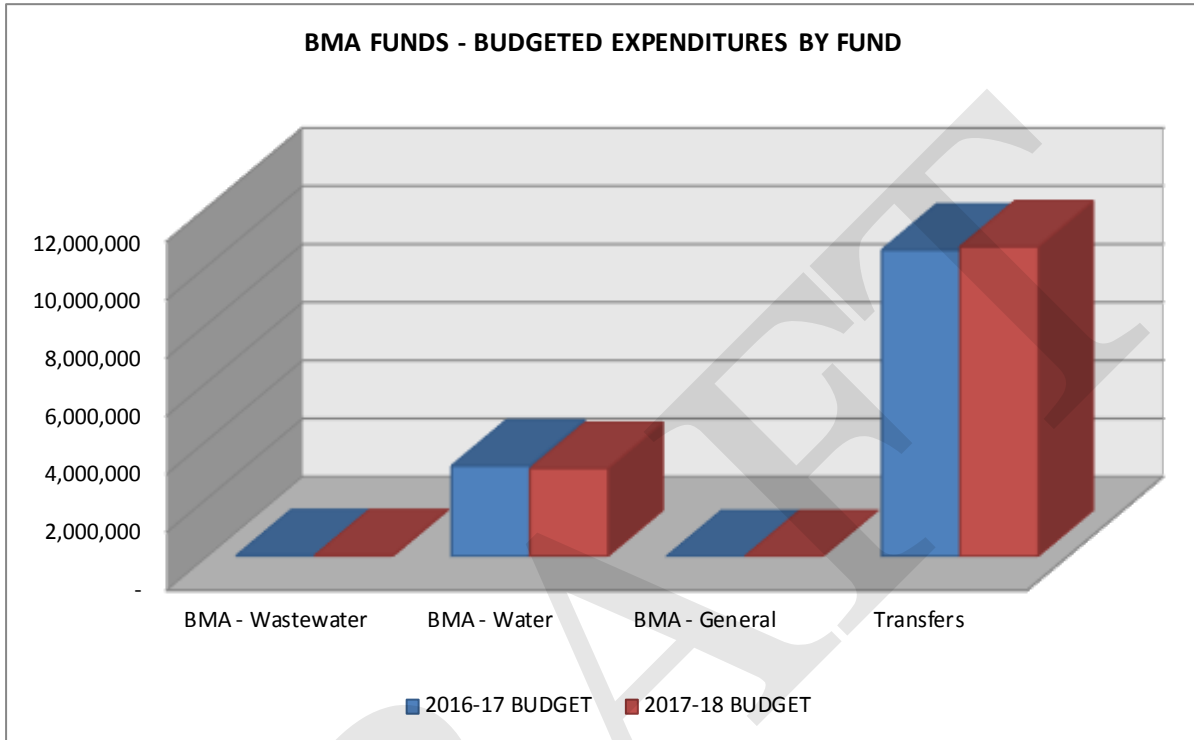
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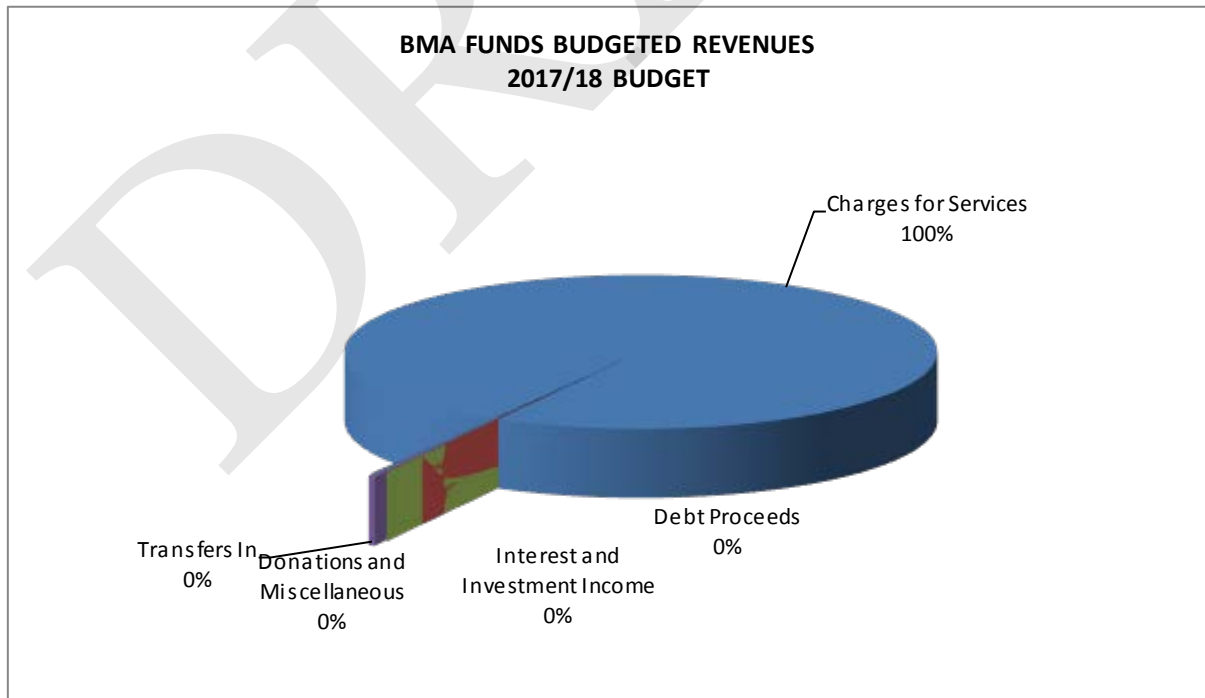
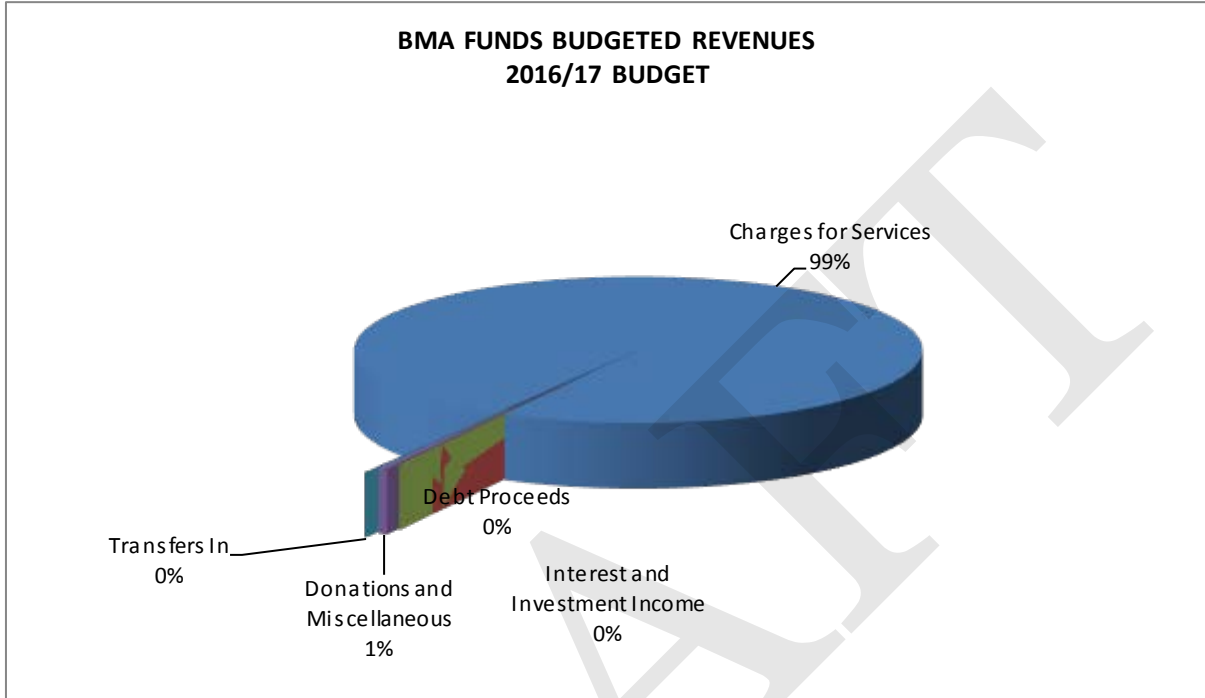
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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Bartlesville Municipal Authority Funds – Expenditure Graphs



**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 Bartlesville Municipal Authority Funds – Revenue Graphs



**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Bartlesville Municipal Authority – Summary by Fund or Source

*Expenditures and Reserves*

<b>EXPENDITURES BY FUND</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
BMA - Wastewater	\$ 28,854	\$ 29,500	\$ 28,755	\$ 29,500
BMA - Water	3,104,421	3,115,000	3,110,750	3,030,000
Transfers to: Wastewater Operating	3,939,938	4,293,323	4,293,323	4,401,971
Water Operating	<u>6,273,535</u>	<u>6,252,650</u>	<u>6,252,650</u>	<u>6,252,464</u>
<b>Total Expenditures</b>	<b><u>\$13,346,748</u></b>	<b><u>\$13,690,473</u></b>	<b><u>\$13,685,478</u></b>	<b><u>\$13,713,935</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Charges for Services	\$ 11,917,030	\$ 11,957,980	\$ 13,377,995	\$ 13,553,000
Interest and Investment Income	12,687	-	4,857	-
Donations and Miscellaneous	<u>50,616</u>	<u>65,000</u>	<u>62,621</u>	<u>50,000</u>
Fund Balance	<u>3,833,738</u>	<u>2,006,995</u>	<u>881,449</u>	<u>641,444</u>
<b>Total Available for Appropriation</b>	<b><u>\$15,814,071</u></b>	<b><u>\$14,029,975</u></b>	<b><u>\$14,326,922</u></b>	<b><u>\$14,244,444</u></b>

**CITY OF BARTLESVILLE**

2017-18 Operating Budget

Bartlesville Municipal Authority – Expenditure Summary by Line Item

<b>CONTRACTUAL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
52210 FINANCIAL SERVICES	\$ 1,375	\$ 5,000	\$ 750	\$ 5,000	\$ 5,000	\$ 5,000
52910 DEBT SERVICE - INTEREST	1,560,899	1,511,500	1,511,130	1,626,500	1,626,500	1,626,500
52911 DEBT SERVICE - PRINCIPAL	1,571,001	1,628,000	1,627,625	1,428,000	1,428,000	1,428,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 3,133,275</b>	<b>\$ 3,144,500</b>	<b>\$ 3,139,505</b>	<b>\$ 3,059,500</b>	<b>\$ 3,059,500</b>	<b>\$ 3,059,500</b>
<b>TRANSFERS OUT</b>						
59509 WASTEWATER OPERATING	\$ 3,939,938	\$ 4,293,323	\$ 4,293,323	\$ 4,417,051	\$ 4,401,971	\$ 4,401,971
59510 WATER OPERATING	6,273,535	6,252,650	6,252,650	6,363,744	6,252,464	6,252,464
<b>TOTAL TRANSFERS</b>	<b>\$10,213,473</b>	<b>\$10,545,973</b>	<b>\$10,545,973</b>	<b>\$10,780,795</b>	<b>\$10,654,435</b>	<b>\$10,654,435</b>
<b>TOTAL BUDGET</b>	<b>\$13,346,748</b>	<b>\$13,690,473</b>	<b>\$13,685,478</b>	<b>\$13,840,295</b>	<b>\$13,713,935</b>	<b>\$13,713,935</b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 BMA Wastewater Fund – Summary

Fund Mission: N/A

Fund Description: The BMA – Wastewater Fund was established to provide for the issuance of debt secured by utility system revenues. The BMA Wastewater Operating department of this fund is used to provide for debt service payments on related wastewater improvement revenue bonds and other related finance and operating expenses.

2017 Accomplishments: N/A

2018 Objectives: N/A

Budget Highlights: The major expenditures in this fund are for debt service payments, bad debt write offs, and two transfers. The transfer to the BMA – Water Fund is to pay for the BMA – Wastewater Fund’s portion of a debt issue that was assumed by the BMA – Water Fund after four debt issues were refinanced into one loan. The transfer to the Wastewater Fund is to pay for the Wastewater Fund’s operating costs.

**FUND 710 BMA - WASTEWATER  
 DEPT 742 BMA WASTEWATER OPERATING**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$28,854	\$29,500	\$28,755	\$29,500	\$29,500

**FUND 710 BMA - WASTEWATER  
 DEPT 900 TRANSFERS**

2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$3,939,938	\$4,293,323	\$4,293,323	\$4,401,971	\$4,401,971

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 BMA Wastewater Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
BMA Wastewater Operating	\$ 28,854	\$ 29,500	\$ 28,755	\$ 29,500
Transfers Out: To Wastewater <sup>1</sup>	<u>3,939,938</u>	<u>4,293,323</u>	<u>4,293,323</u>	<u>4,401,971</u>
<b>Total Expenditures</b>	<b><u>\$ 3,968,792</u></b>	<b><u>\$ 4,322,823</u></b>	<b><u>\$ 4,322,078</u></b>	<b><u>\$ 4,431,471</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Charges for Services	\$ 4,016,752	\$ 4,033,400	\$ 3,957,801	\$ 4,440,000
Donations and Miscellaneous	<u>50,612</u>	<u>65,000</u>	<u>61,141</u>	<u>50,000</u>
Fund Balance	<u>455,201</u>	<u>363,134</u>	<u>432,831</u>	<u>129,695</u>
<b>Total Available for Appropriation</b>	<b><u>\$ 4,522,565</u></b>	<b><u>\$ 4,461,534</u></b>	<b><u>\$ 4,451,773</u></b>	<b><u>\$ 4,619,695</u></b>

**CITY OF BARTLESVILLE**

2017-18 Operating Budget

BMA Wastewater Fund – BMA Wastewater Operating – Line Item Detail

<b>CONTRACTUAL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
52910 DEBT SERVICE - INTEREST	\$ 1,229	\$ 1,500	\$ 1,130	\$ 1,500	\$ 1,500	\$ 1,500
52911 DEBT SERVICE - PRINCIPAL	27,625	28,000	27,625	28,000	28,000	28,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 28,854</b>	<b>\$ 29,500</b>	<b>\$ 28,755</b>	<b>\$ 29,500</b>	<b>\$ 29,500</b>	<b>\$ 29,500</b>
<b>TOTAL BUDGET</b>	<b>\$ 28,854</b>	<b>\$ 29,500</b>	<b>\$ 28,755</b>	<b>\$ 29,500</b>	<b>\$ 29,500</b>	<b>\$ 29,500</b>

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 BMA Wastewater Fund – Transfers – Line Item Detail

<b>TRANSFERS OUT</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
59509 WASTEWATER OPERATING	\$ 3,939,938	\$ 4,293,323	\$ 4,293,323	\$ 4,417,051	\$ 4,401,971	\$ 4,401,971
<b>TOTAL TRANSFERS</b>	<u>\$ 3,939,938</u>	<u>\$ 4,293,323</u>	<u>\$ 4,293,323</u>	<u>\$ 4,417,051</u>	<u>\$ 4,401,971</u>	<u>\$ 4,401,971</u>
<b>TOTAL BUDGET</b>	<u>\$ 3,939,938</u>	<u>\$ 4,293,323</u>	<u>\$ 4,293,323</u>	<u>\$ 4,417,051</u>	<u>\$ 4,401,971</u>	<u>\$ 4,401,971</u>

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# **CITY OF BARTLESVILLE**

## 2017-18 Operating Budget BMA Water Fund – Summary

Fund Mission: N/A

Fund Description: The BMA – Water Fund was established to provide for the issuance of debt secured by utility system revenues. The BMA – Water Operating department of this fund is used to provide for debt service payments on related water improvement revenue bonds and other related finance and operating expenses. The BMA – Water Construction department of this fund is used to provide for construction expenses related to the new water plant and the water distribution system.

2017 Accomplishments: N/A

2018 Objectives: N/A

Budget Highlights: The major expenditures in this fund are debt service payments and transfers. The transfer to the Water Fund is to fund the operating costs of the water utility. The transfer to the Health Insurance Fund is to help fund the initial reserve required to become a self insured entity.

FUND 715 BMA - WATER DEPT 740 BMA - WATER OPERATING				
2015-16 ACTUAL	2016-17 BUDGET	2016-17 ESTIMATE	2017-18 CITY MGR RECOMMENDS	2017-18 APPROVED BUDGET
\$3,104,421	\$3,115,000	\$3,110,750	\$3,030,000	\$3,030,000

**CITY OF BARTLESVILLE**

2017-18 Operating Budget  
BMA Water Fund – Summary  
(continued)

**FUND 715 BMA - WATER  
DEPT 741 BMA - CONSTRUCTION**

<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**FUND 715 BMA - WATER  
DEPT 900 TRANSFERS**

<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 CITY MGR RECOMMENDS</b>	<b>2017-18 APPROVED BUDGET</b>
<b>\$6,273,535</b>	<b>\$6,252,650</b>	<b>\$6,252,650</b>	<b>\$6,252,464</b>	<b>\$6,252,464</b>

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 BMA Water Fund – Expenditure and Revenue Summary

*Expenditures and Reserves*

<b>EXPENDITURES BY DEPARTMENT OR PURPOSE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
BMA - Water Operating	\$ 3,104,421	\$ 3,115,000	\$ 3,110,750	\$ 3,030,000
Transfers Out: To Water	<u>6,273,535</u>	<u>6,252,650</u>	<u>6,252,650</u>	<u>6,252,464</u>
<b>Total Expenditures</b>	<b><u>\$ 9,377,956</u></b>	<b><u>\$ 9,367,650</u></b>	<b><u>\$ 9,363,400</u></b>	<b><u>\$ 9,282,464</u></b>

*Revenues*

<b>REVENUE BY SOURCE</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 BUDGET</b>
Charges for Services	\$ 7,900,278	\$ 7,924,580	\$ 9,420,194	\$ 9,113,000
Interest and Investment Income	12,687	-	4,857	-
Donations and Miscellaneous	<u>4</u>	<u>-</u>	<u>1,480</u>	<u>-</u>
Fund Balance	<u>3,378,537</u>	<u>1,643,861</u>	<u>448,618</u>	<u>511,749</u>
<b>Total Available for Appropriation</b>	<b><u>\$ 11,291,506</u></b>	<b><u>\$ 9,568,441</u></b>	<b><u>\$ 9,875,149</u></b>	<b><u>\$ 9,624,749</u></b>

**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 BMA Water Fund – BMA Water Operating – Line Item Detail

<b>CONTRACTUAL SERVICES</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
52210 FINANCIAL SERVICES	\$ 1,375	\$ 5,000	\$ 750	\$ 5,000	\$ 5,000	\$ 5,000
52910 DEBT SERVICE - INTEREST	1,559,670	1,510,000	1,510,000	1,625,000	1,625,000	1,625,000
52911 DEBT SERVICE - PRINCIPAL	1,543,376	1,600,000	1,600,000	1,400,000	1,400,000	1,400,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 3,104,421</b>	<b>\$ 3,115,000</b>	<b>\$ 3,110,750</b>	<b>\$ 3,030,000</b>	<b>\$ 3,030,000</b>	<b>\$ 3,030,000</b>
<b>TOTAL BUDGET</b>	<b>\$ 3,104,421</b>	<b>\$ 3,115,000</b>	<b>\$ 3,110,750</b>	<b>\$ 3,030,000</b>	<b>\$ 3,030,000</b>	<b>\$ 3,030,000</b>

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**CITY OF BARTLESVILLE**  
 2017-18 Operating Budget  
 BMA Water Fund – Transfers – Line Item Detail

<b>TRANSFERS OUT</b>	<b>2015-16 ACTUAL</b>	<b>2016-17 BUDGET</b>	<b>2016-17 ESTIMATE</b>	<b>2017-18 REQUEST</b>	<b>CITY MGR REC</b>	<b>2017-18 APPROVED</b>
59510 WATER OPERATING	\$ 6,273,535	\$ 6,252,650	\$ 6,252,650	\$ 6,363,744	\$ 6,252,464	\$ 6,252,464
<b>TOTAL TRANSFERS</b>	<u>\$ 6,273,535</u>	<u>\$ 6,252,650</u>	<u>\$ 6,252,650</u>	<u>\$ 6,363,744</u>	<u>\$ 6,252,464</u>	<u>\$ 6,252,464</u>
<b>TOTAL BUDGET</b>	<u>\$ 6,273,535</u>	<u>\$ 6,252,650</u>	<u>\$ 6,252,650</u>	<u>\$ 6,363,744</u>	<u>\$ 6,252,464</u>	<u>\$ 6,252,464</u>

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# GLOSSARY



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# ***CITY OF BARTLESVILLE***

## **2017-18 Operating Budget**

### **Glossary**

**ACCRUAL BASIS ACCOUNTING** – basis used by most corporations and for-profit entities. This basis recognizes revenue when earned and expenditures when incurred. They are recorded at the end of an accounting period even though the cash has not been received or paid.

**AD VALOREM** – levy imposed on the value of property. This is most commonly imposed by counties, states, and municipalities on the value of real estate.

**AGENCY FUND** – holds assets in an agency capacity. The assets do not belong to the municipality but are being held for another entity.

**APPROPRIATION** – authorization of a governmental unit to spend money within specified restrictions such as amount, time period, and purpose.

**ASSESSMENT** – process of placing a value on property for the purpose of taxation; or the amount of the valuation arising from this process.

**ASSETS** – economic resource that is expected to provide benefits to an entity. An asset has three vital characteristics (1) future probable economic benefit; (2) control by the entity; and (3) results from a prior event or transaction. Assets are expressed in money or are convertible into money.

**BALANCE SHEET** – statement showing an entity's financial position at the end of an accounting period. This statement is also called a *Statement of Financial Position* for governmental type funds and a *Statement of Net Assets* for business type funds. It presents the entity's assets, liabilities, and equity. The balance sheet is useful to financial statement users because it indicates the resources of the entity and what it owes.

**BDA** – Bartlesville Development Authority

**BDC** – Bartlesville Development Corporation

**BLENDED COMPONENT UNIT** - component unit included in the municipality's financial statements that is presented as a fund of the municipality. (see also Component Unit, Discretely Presented Component Unit)

**BMA** – Bartlesville Municipal Authority

**BUDGET ADJUSTMENT** – a reallocation of budgetary resources within a fund or department after the adoption and implementation of the original budget. These adjustments only require the approval of a director or manager.

# ***CITY OF BARTLESVILLE***

## 2017-18 Operating Budget

### Glossary

(continued)

**BUDGET AMENDMENT** – an increase or decrease in the budget of a fund that is approved after the adoption and implementation of the original budget. These amendments must be approved by the governing body.

**BUDGET BASIS ACCOUNTING** – a basis of accounting used solely for budgetary preparation and monitoring. The budget basis used by a municipality is determined by each entity individually to suit their needs and usually differs from GAAP.

**CAPITAL ASSETS** – asset purchased for use over a long period of time and not for resale. It includes land, buildings, plant and equipment, etc...

**CAPITAL EXPENDITURE** – expenditure for capital outlay. These expenditures will either increase the value of an existing capital asset or create a new capital asset.

**CAPITAL PROJECTS FUND** – a fund that accounts for financial resources to be used for the acquisition or construction of capital assets.

**CASH BASIS ACCOUNTING** – method of accounting that recognizes revenue and expenditures when cash is received or disbursed not when earned or incurred.

**CIP** – Capital Improvement Project

**COMPENSATED ABSENCE RESERVE** – appropriated budget amount that is set aside for payment of accrued compensated absences. The City uses  $\frac{3}{4}$  of the accrued compensated absences as a guideline.

**COMPONENT UNIT** – entity that is included in the financial statements of a municipality even though the governing bodies differ. These could be public trusts or certain nonprofit corporations that benefit the municipality. These units can be presented as either blended or discrete. (see also Blended Component Unit, Discretely Presented Component Unit)

**CURRENT ASSET** – asset having a life of one year or less. Examples include cash, inventory, trade receivables, and prepaid expenses.

**CURRENT LIABILITY** – liability that will be settled within one year or less. Current liabilities should be payable from current assets or other current liabilities. Examples include accounts payable, short-term notes payable, and accrued expenses payable.

**DEBT SERVICE FUND** – fund used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**DEPARTMENT** – operating unit of the City. Departments are organized within funds. Some departments can be further broken down into divisions.

# ***CITY OF BARTLESVILLE***

## 2017-18 Operating Budget

### Glossary

(continued)

**DISBURSEMENT** – payment by check or cash.

**DISCRETELY PRESENTED COMPONENT UNIT** – component unit that is presented on the face of the government wide financial statements as a completely separate entity from the general government. (see also Component Unit, Blended Component Unit)

**ENCUMBRANCES** – represent an unfilled obligation on contracts or purchase orders. The purpose of an encumbrance is to prevent multiple commitments from being made on the same budgeted resources. An encumbrance must be entered into the system to reserve a portion of the budgeted resources prior to committing to a contract or ordering the goods or services.

**ENTERPRISE FUND** – fund that provides services to the community for a fee. These funds follow accounting principles similar to a not-for-profit entity.

**EQUITY** – represents the difference between assets and liabilities. In governmental funds, equity is referred to as fund balance, but in business type funds, equity is referred to as net assets. (formula is “assets – liabilities = equity”) (see also Fund Balance, Net Assets)

**EXPENDABLE TRUST FUND** – a trust fund that can be fully spent for the designated purposes. (see also Fiduciary Fund, Expendable Trust Fund)

**EXPENDITURE** – payment of cash or property, or the issuance of a liability, to obtain an asset or service.

**FIDUCIARY FUND** – term used to describe a fund used by the government to act in a fiduciary capacity such as a trustee or agent. The government is responsible for the assets placed in its care. (see also Expendable Trust Fund)

**FISCAL YEAR** – consecutive twelve month period used by an entity to account for and report its business transactions. The City and most municipalities in the State of Oklahoma use June 30 as the last day of their fiscal year.

**FUND** – fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with associated liabilities and residual equities. Funds are segregated for the purpose of conducting specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**GAAP** – Generally Accepted Accounting Principles. GAAP is a set of standards, conventions, and rules accountants follow in recording and summarizing transactions and in the preparation of the financial statements.

**GASB** – Governmental Accounting Standards Board. GASB is the highest authority in governmental accounting.

# ***CITY OF BARTLESVILLE***

## 2017-18 Operating Budget

### Glossary

(continued)

**GENERAL FUND** – fund used to account for all assets and liabilities of a government entity except those particularly assigned for other purposes in a more specialized fund. It is the primary operating fund of the government. Much of the usual activities of a government are supported by the general fund.

**GENERAL OBLIGATION BOND** – security whose payment is unconditionally promised by a governmental unit that has the power to levy taxes. General Obligation Bonds are back by the full faith and credit (taxing power) of a municipality.

**GOVERNMENTAL FUND** – describes all funds of the government except the for profit and loss funds (i.e. enterprise fund, internal service fund, agency fund, expendable trust fund). Examples of governmental funds include the general fund, special revenue funds, debt service fund, and capital projects funds.

**INFRASTRUCTURE** – long-lived capital assets that normally cannot be moved and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems. Buildings are not considered infrastructure assets, except those that are part of a network of infrastructure assets, such as a dam project.

**INTERNAL SERVICE FUND** – fund used to account for goods or services given from one department to another on a cost reimbursement basis.

**LEVY** – imposition or collection of an assessment of specific amount.

**LIABILITY** – amount payable in dollars for goods received or services rendered.

**MEASUREMENT FOCUS** – the accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

**MODIFIED ACCRUAL BASIS** – basis of accounting in which revenues are recognized when they are available and measurable. Expenditures are generally recognized when incurred.

**MODIFIED CASH BASIS** – basis of accounting that uses elements of both the cash and accrual bases of accounting.

**MUNICIPALITY** – a political unit, such as a city or town, incorporated for local self-government.

# ***CITY OF BARTLESVILLE***

## 2017-18 Operating Budget

### Glossary

(continued)

**NET INCOME** – revenue less all expenses.

**OCBOA** – Other Comprehensive Basis of Accounting. These are bases of accounting that are not in compliance with GAAP for the particular entity. Examples include budget basis and income tax basis.

**OPERATING RESERVE** – appropriated budget amount that is set aside for use in only the most extreme of emergencies. The City uses one month's operating expenditures as a reserve guideline.

**ORDINANCE** – A formal legislative enactment by the legislative body which, if not in conflict with any higher form of law, has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

**PROPRIETARY FUND** – type of fund that focuses on profit and loss similar to a business. The two types of proprietary funds are Enterprise Funds and Internal Service Funds.

**BUDGETED RESERVE** – amounts that are appropriated but not intended to be spent. Examples include operating reserve, severance reserve, compensated absence reserve, etc...

**RESOLUTION** – is a written motion adopted by a deliberative body. The substance of the resolution can be anything that can normally be proposed as a motion. For long or important motions, though, it is often better to have them written out so that discussion is easier or so that it can be distributed outside of the body after its adoption. Resolutions do not carry the weight of law.

**RESTRICTED DONATION** – donation that is restricted as to purpose or timing. An example would be a donation for a specific building project or a donation restricted to being spent in a future period.

**SEVERANCE RESERVE** – appropriated budget amount that is set aside to pay any severance amount specified in an employment contract.

**SPECIAL REVENUE FUND** – fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditure for specified purposes.

**TRANSFER** – amounts paid from one fund to another.

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