

***CITY OF BARTLESVILLE, OKLAHOMA
2018-2019 BUDGET***



Prepared by:

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City Manager

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Internal Services Supervisor

Alicia Shelton
Accountant

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INTRODUCTION



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CITY OF BARTLESVILLE
2018-19 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

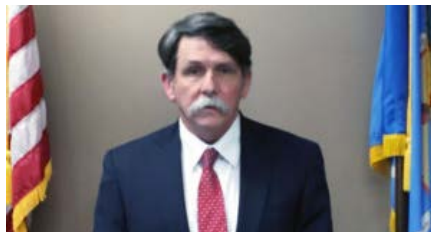


Alan Gentges

Council Member

Ward 4

Term Expires: November 2018



Trevor Dorsey

Council Member

Ward 5

Term Expires: November 2018



CITY OF BARTLESVILLE

2018-19 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

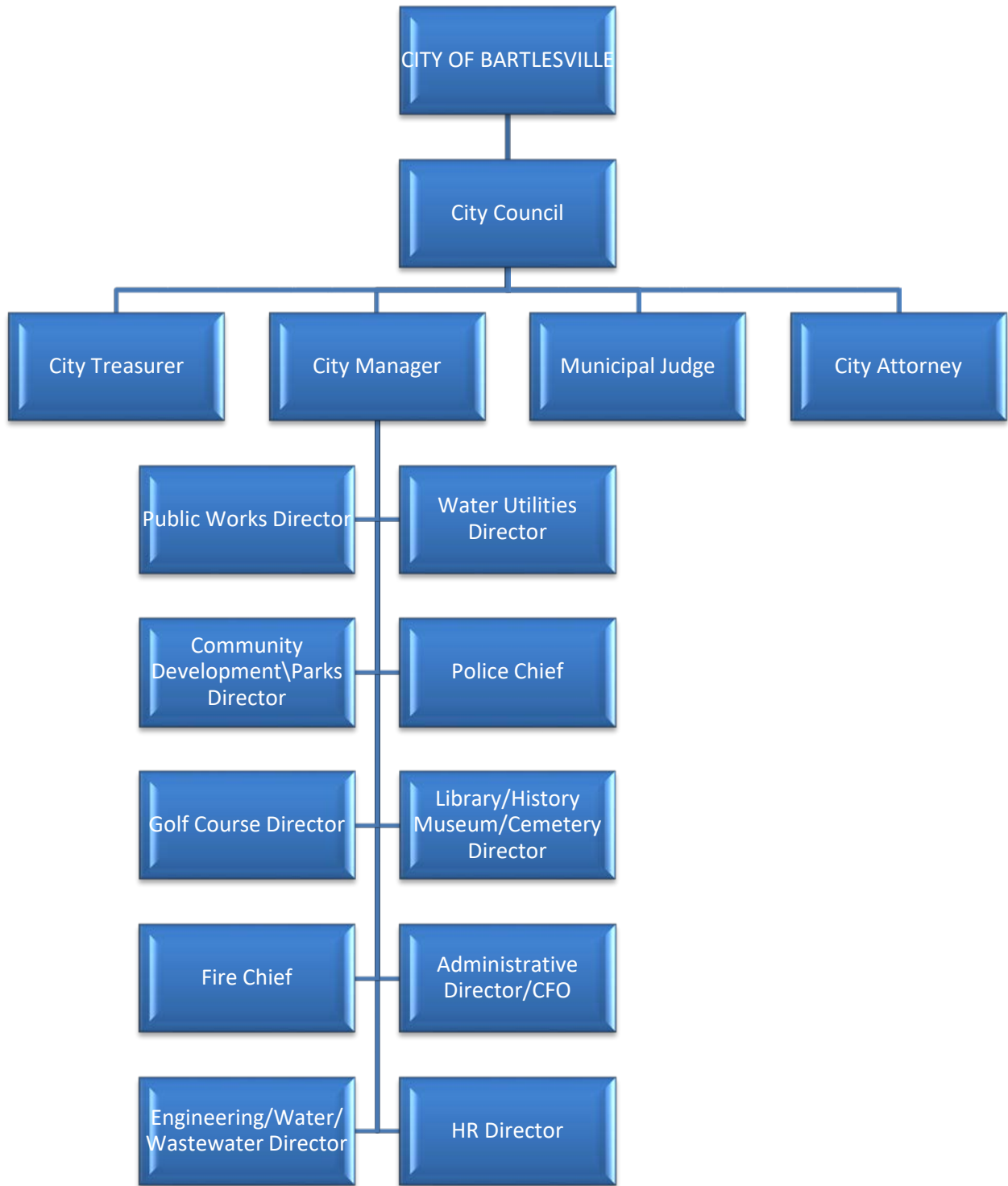
TEAMWORK

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
Grants Administrator	Nancy Warring

CITY OF BARTLESVILLE
2018-19 Operating Budget
Organizational Chart



THE CITY OF BARTLESVILLE

Office of the City Manager

401 SE Johnstone

Bartlesville, OK 74003



May 15, 2018

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, 2018 and ending June 30, 2019 (FY 2018-19). 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 its resources. The City must therefore continue to explore areas where additional efficiencies can be implemented as more is being required of the City and its services than ever before.

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Revenue

Sales Tax

As we are all aware, nine 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 into 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.

Despite recent closing of several large retail stores, the City's retail base seems to have obtained some stability. Much of this can be attributed to several new retail stores and restaurants in the Silver Lake Village and along U.S. 75. Despite the scheduled closing of JCPenney's, this slow and steady recovery is expected to continue into fiscal year 2018-2019 with the opening of new Dunham's Sporting Goods. While Bartlesville's retail sector has suffered many setbacks over the last years, these have been overcome by the largest addition of new retail in Bartlesville in several decades.

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 will 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 third phase will go into effect with this proposed budget, beginning July 1, 2018.

Economic Outlook

Similar to the retail sector, Bartlesville's primary jobs sector has suffered a number of setbacks including the planned closure of Siemens. At the time of the announcement, Siemens employed about 150 people in Bartlesville. Fortunately, many of Siemens employees have found employment with other local companies that are currently expanding employment. These transitions have helped to offset the anticipated loss of jobs, and planned expansions from other local businesses are expected to offset the remainder of these lost jobs.

Personnel

Staffing Levels

All adjustments to full time personnel are reassignments of existing personnel for efficiency purposes or due to changing needs within the City. This includes:

- Transfer of one vacant Building Inspector position from Building and Neighborhood Service to Engineering to be filled with a Civil Project Engineer
- Reclassification of one Neighborhood Service's Officer to a Zoning Technician to increase efficiency in both the Building Services and Neighborhood Services divisions

The only other personnel change is a reduction of 0.44 FTEs in the Library's part time allocation.

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. In fiscal year 2017-18, no compensation increases were granted due to insufficient growth in our major revenues, but employees were granted one-time bonuses. These bonuses were based on revenue performance, and all eligible employees received additional, one-time compensation of about \$1,250. However, due to interest arbitration and continued negotiations with the fire fighter's union, it is expected that a 2.5% step increase will be granted to all eligible fire fighters in lieu of the one-time bonus for fiscal year 2017-18.

Traditionally, the City of Bartlesville has granted merit (also known as step) increases in 5% increments. This is primarily due to provisions of the City's union contracts that establish a step structure with 5% pay increases per step. In today's economy with low inflation and low revenue growth, these 5% pay increases are becoming more and more unsustainable. Through lengthy negotiations, the City now has a tentative agreement with the fire fighter's union that will change their step structure to 2.5%.

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Negotiations with the police officer’s union continue, but it is anticipated that a similar agreement will be struck with them. As such, included in this budget are provisions for a 1% cost of living raise and a 2.5% merit increase for all eligible employees. It is my hope that this new, reduced step structure will allow the City to grant merit increases on a regular basis. Consistent merit increases improve employee morale, retention, and when coupled with an appropriate evaluation system, will improve performance and efficiency as well.

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. 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%
FY 2018-19	0.12%	25.20%	25.32%	6.00%	19.32%	20.32%	5,408,146	76.67%

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 the 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 \$1,345,882 in FY 2017-18 to \$1,271,209 in FY 2018-19. This is a decrease of \$74,673 in the last year. The decrease from 8 years ago is even higher at \$322,341.

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 19.32% of covered payroll. Staff is recommending that we continue to overfund by 1% of covered payroll, which results in a funding level of 20.32% for FY 2018-19.

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.

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total	% of
	<u>Contributions</u>	<u>Contributions</u>	<u>Contributions</u>	<u>Contributions</u>	<u>Contributions</u>	<u>Contributions</u>	<u>Contributions</u>	<u>Contributions</u>	<u>Balance</u>	<u>Budget</u>
General Fund	\$ 575,039	\$ 818,328	\$ 393,760	\$ 391,380	\$ 392,444	\$ 508,111	\$ 436,308	\$ 440,058	\$ 3,955,428	18.0%
Wastewater	139,509	116,485	57,715	61,397	82,423	81,251	84,803	86,503	710,086	16.4%
Water	279,042	227,756	120,916	121,318	119,618	122,293	128,003	133,042	1,251,988	18.8%
Sanitation	192,127	150,164	80,160	78,043	78,830	80,849	80,508	85,204	825,885	19.4%
Total	<u>\$ 1,185,717</u>	<u>\$ 1,312,733</u>	<u>\$ 652,551</u>	<u>\$ 652,138</u>	<u>\$ 673,315</u>	<u>\$ 792,504</u>	<u>\$ 729,622</u>	<u>\$ 744,807</u>	<u>\$ 6,743,387</u>	

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, all funds have now reached the minimum level. However, it is estimated that it will take between 8 and 10 years for all of the funds 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 only modest growth in 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', with a long horizontal flourish extending to the right.

Ed Gordon
City Manager

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COMMUNITY PROFILE



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city of bartlesville

CONNECTED / CREATIVE / VIBRANT

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
2018-19 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
2018-19 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

2018-19 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) ³	89.49%
Number of citizens in labor force ²	15,750

Population Overview:

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

Housing Overview: ²

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: ³

Number of hospitals	1
Number of licensed beds in hospital	137

CITY OF BARTLESVILLE

2018-19 Operating Budget

Miscellaneous Statistics

(continued)

Education: ¹

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: ¹

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

2018-19 Operating Budget Miscellaneous Statistics (continued)

Major Employers: ³

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

¹ Source – Bartlesville Chamber of Commerce (2006 website)

² Source – 2010 US Census

³ Source – Bartlesville Development Corporation (2013 website)

⁴ Source – 2010 US Census

CITY OF BARTLESVILLE
2018-19 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

2018-19 Operating Budget

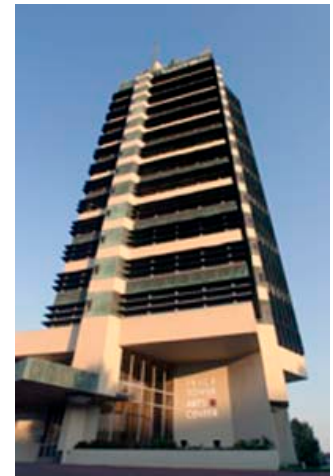
Local Attractions



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

2018-19 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 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

2018-19 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

2018-19 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 2nd 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

2018-19 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.



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

CITY OF BARTLESVILLE

2018-19 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



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...

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

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.

Frank knew that more needed to be done in order to position his company to take advantage of the



1st Phillips 66 Filling Station
November 19, 1927 - Wichita, Kansas

CITY OF BARTLESVILLE

2018-19 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.



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

BUDGET AND ACCOUNTING OVERVIEW



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CITY OF BARTLESVILLE

2018-19 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 4/5th 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
2018-19 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
2018-19 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
2018-19 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
2018-19 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

2018-19 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

2018-19 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.

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

2018-19 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

2018-19 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 3rd party lease for the 4th 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

2018-19 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

2018-19 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

2018-19 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

2018-19 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

2018-19 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

2018-19 Operating Budget

Description of Funds

(continued)

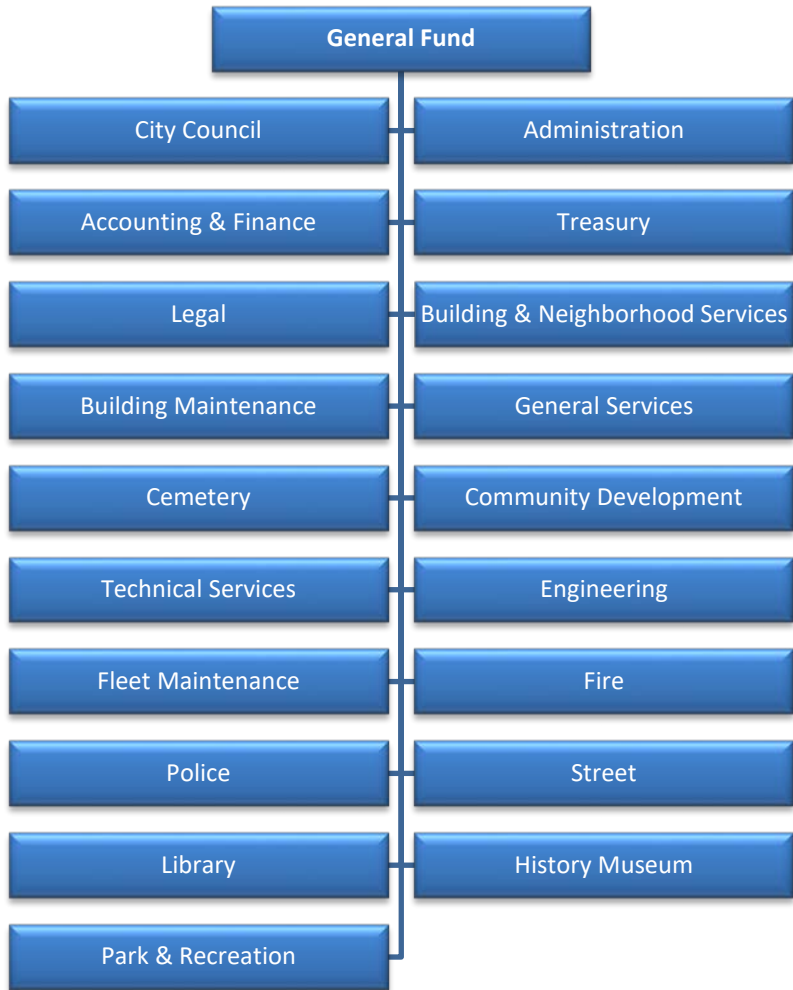
Bartlesville Adult Center Trust Authority – The Bartlesville Adult Center Trust Authority was created to encourage, finance, and promote cultural and recreational activities for the older citizens of Bartlesville. The Board of Trustees consists of six members that are appointed by the City Council. This 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 9th 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
2018-19 Operating Budget
Fund Structure Charts



CITY OF BARTLESVILLE

2018-19 Operating Budget

Fund Structure Charts

(continued)

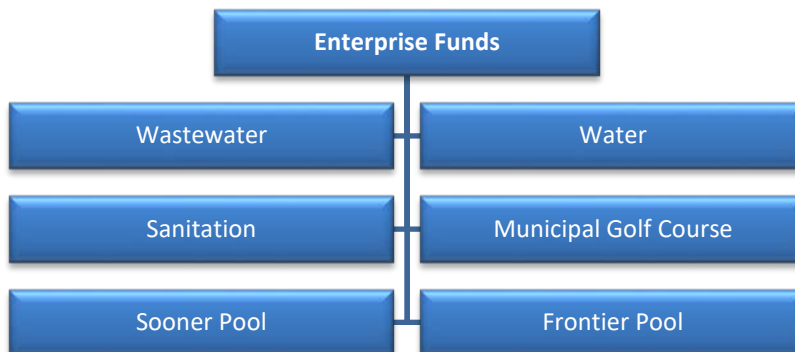


CITY OF BARTLESVILLE

2018-19 Operating Budget

Fund Structure Charts

(continued)

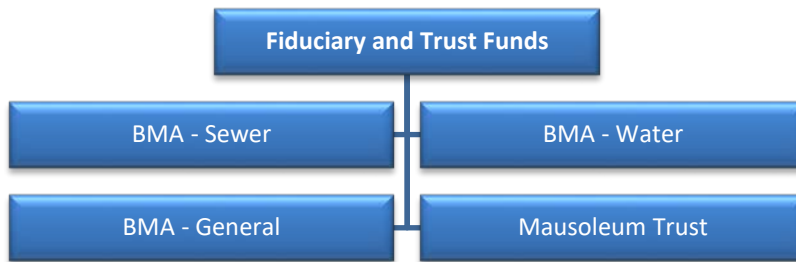
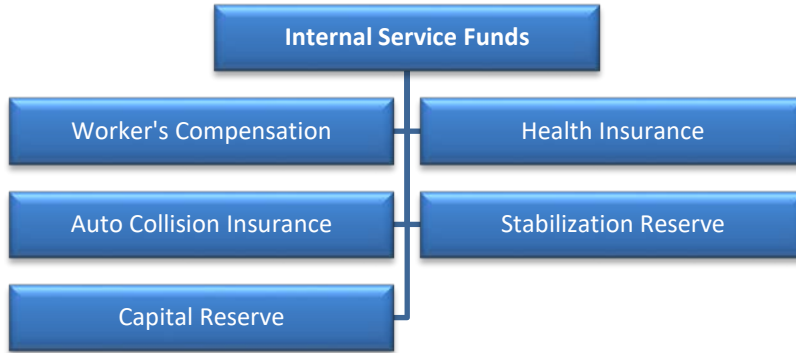


CITY OF BARTLESVILLE

2018-19 Operating Budget

Fund Structure Charts

(continued)



CITY OF BARTLESVILLE

2018-19 Operating Budget

Budget Calendar

<u>TARGET DATE</u>	<u>ACTIVITY</u>
March 9	Distribute Budget Preparation Packets to Directors
March 16	Directors verify personnel and line estimates
March 9 – March 30	Directors prepare budget requests and submit to Finance Director
April 16 – April 19	Directors Budget Meetings with City Manager
May 17	Submit Proposed Budget to City Council
May 21	City Council Consideration of Budget
May 23	Publish Budget Summary and Notice of Public Hearing (actual publish date will be Sunday, May 28)
June 4	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



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CITY OF BARTLESVILLE
2018-19 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 2012-13 to 2016-17 is presented below.

<u>REVENUESOURCE</u>	<u>TOTAL</u>	<u>AVERAGE</u>	<u>AVERAGE %</u>
General Sales Tax	84,390,245	16,878,049	36.8%
Water Utility Fees	43,089,446	8,617,889	18.8%
Wastewater Utility Fees	27,306,029	5,461,206	11.9%
Sanitation Utility Fees	22,255,530	4,451,106	9.7%
Ad Valorem	17,442,097	3,488,419	7.6%
Fees (Other Than Utilities)	8,958,667	1,791,733	3.9%
Franchise Fees	7,275,261	1,455,052	3.2%
Miscellaneous	4,661,833	932,367	2.0%
Fines & Fees	4,060,150	812,030	1.8%
E911	2,110,632	422,126	0.9%
Hotel/Motel	1,901,292	380,258	0.8%
Investment Earnings	1,395,922	279,184	0.6%
County Motor Vehicle Tax	1,338,842	267,768	0.7%
Licenses & Permits	1,141,201	228,240	0.5%
Cigarette Tax	1,026,378	205,276	0.4%
State Alcohol Tax	533,691	106,738	0.2%
Fuel Tax	334,816	66,963	0.1%
TOTAL	<u>229,222,032</u>	<u>45,844,404</u>	<u>100.0%</u>

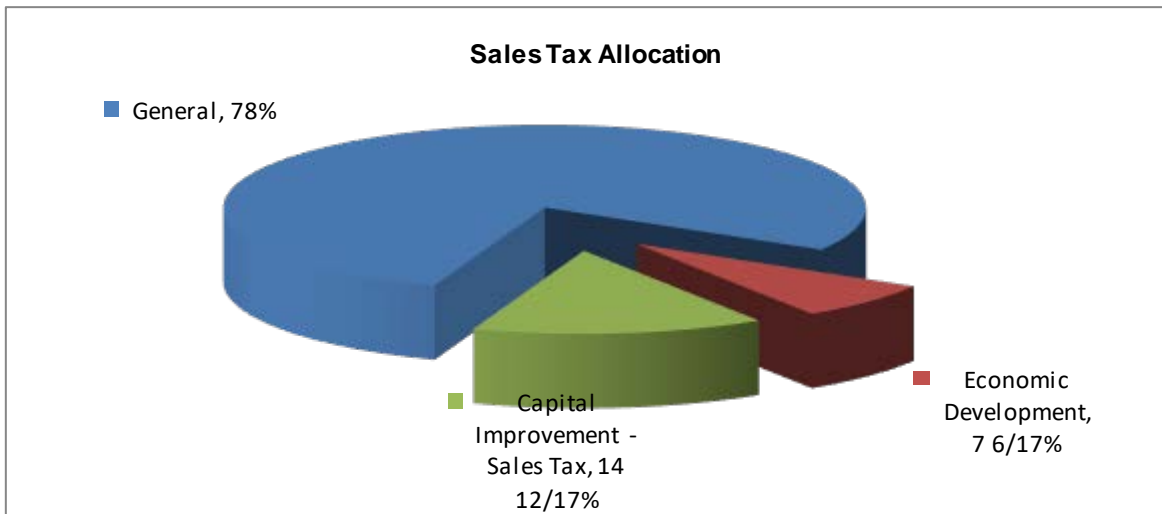
These revenue sources are used in conjunction with the residual fund equities to determine the amount available for operations. The top five revenue sources on average make up 84.8% of the total external recurring revenue used by the City to fund its operations. An analysis of these major sources of recurring revenue is presented in the following sections.

CITY OF BARTLESVILLE
2018-19 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 February 28, 2018 projected to June 30, 2018 with the exception of sales tax which includes actuals as of March 31, 2018 projected to June 30, 2017)

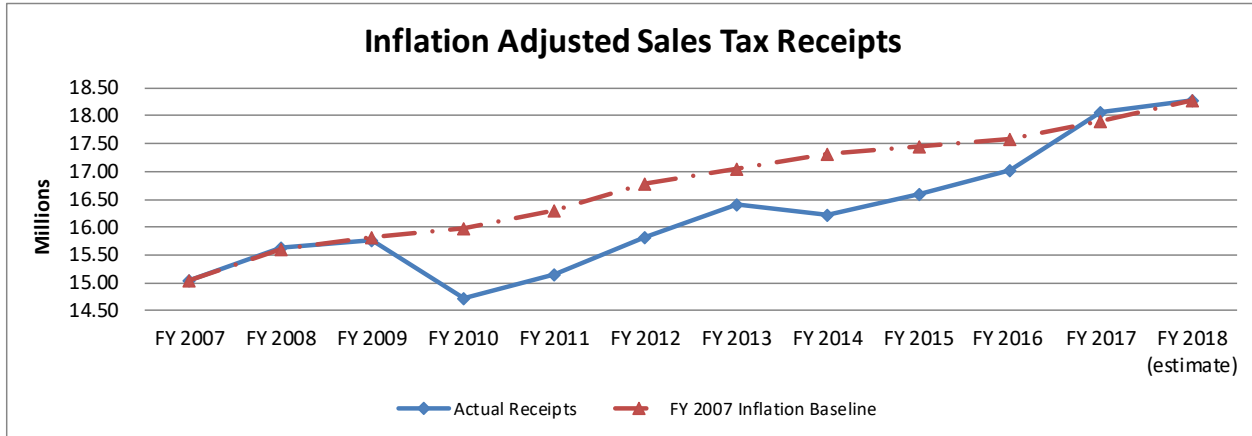
SALES TAX

The 3.4% municipal sales tax has been and continues to be Bartlesville’s largest source of recurring revenue, accounting for, on average, 36.8% 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 and 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 only just recently recovered back to pre-recession levels. This is primarily due to a voter approved 0.4% sales tax rate increase that took effect in fiscal year 2015-16.

CITY OF BARTLESVILLE
 2018-19 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.

**Sales Tax Revenue Estimate
 Trend Analysis Method**

Fiscal Year	Amount Received (Unadjusted)	Percent Increase (Unadjusted)	Amount Received (Adjusted)	Percent Increase (Adjusted)
2014	16,231,654		18,395,875	
2015	16,640,842	2.52%	18,823,424	2.32%
2016	17,032,315	2.35%	18,641,290	(0.97%)
2017	18,071,957	6.10%	18,071,957	(3.05%)
2018	18,286,889	1.19%	18,286,889	1.19%
Total	86,263,657	12.16%	92,219,435	(0.51%)
Average	17,252,731	3.04%	18,443,887	(0.13%)

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
2018-19 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.

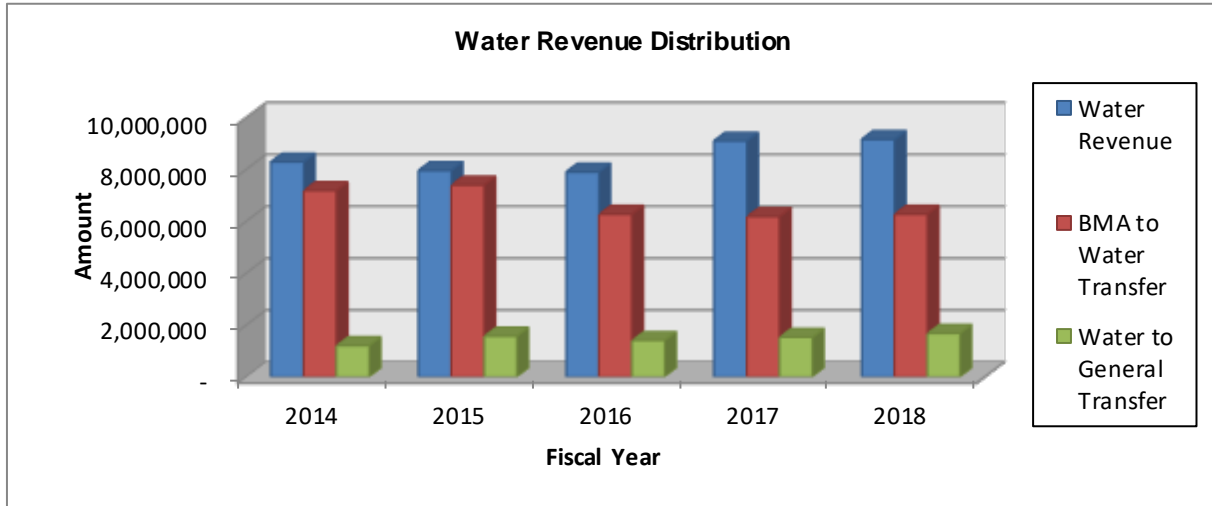
The City's most recent experience with sales tax shows continued uncertainty but also signs of growth. In recent years, the City's retail development initiatives operated by the Bartlesville Development Authority are showing results and over 100,000 sf of new retail opened its doors in the past year. There have also been store closures of some chain retail stores including JCPenney's, Sears, and K-Mart. Fortunately, the Sears location is already being filled with a tenant, Dunham's Sporting Goods, that is expected to generate more sales tax per square foot than Sear's did. With all of these factors considered, the City is estimating a slight increase of 0.6% to sales tax revenue.

Using this scenario, the amount of sales tax revenue to be budgeted for fiscal year 2018-2019 is \$18,401,075. This amount will be available to the following funds based on the percentages previously discussed. The General Fund will receive \$14,342,014, the Capital Improvement – Sales Tax Fund will receive \$2,706,040, and the Economic Development Fund will receive \$1,353,020.

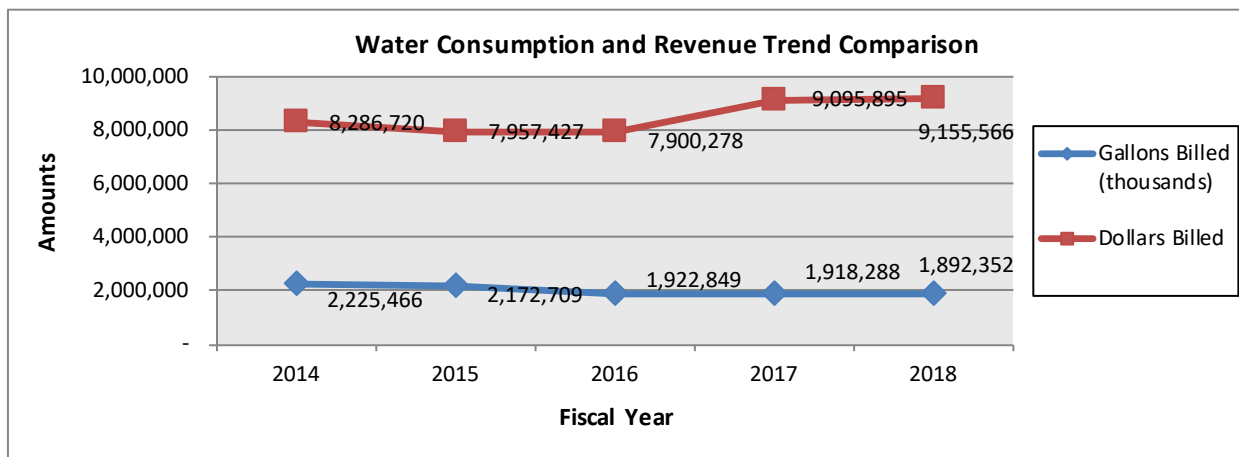
WATER UTILITY REVENUES

The revenues received from the City of Bartlesville's water utilities are the City's second largest source of revenue, accounting for, on average, 18.8% 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
 2018-19 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
 2018-19 Operating Budget
 Description of Major Revenue Sources
 (continued)

**Water Utility Revenue Estimate
 Trend Analysis Method**

Fiscal Year	Gallons Billed (thousands)	Percent Increase (Decrease)	Dollars Billed	Percent Increase (Decrease)
2014	2,225,466		8,286,720	
2015	2,172,709	(2.37%)	7,957,427	(3.97%)
2016	1,922,849	(11.50%)	7,900,278	(0.72%)
2017	1,918,288	(0.24%)	9,095,895	15.13%
2018	1,892,352	(1.35%)	9,155,566	0.66%
Total	10,131,664	(15.46%)	42,395,886	11.10%
Average	2,026,333	(3.87%)	8,479,177	2.78%

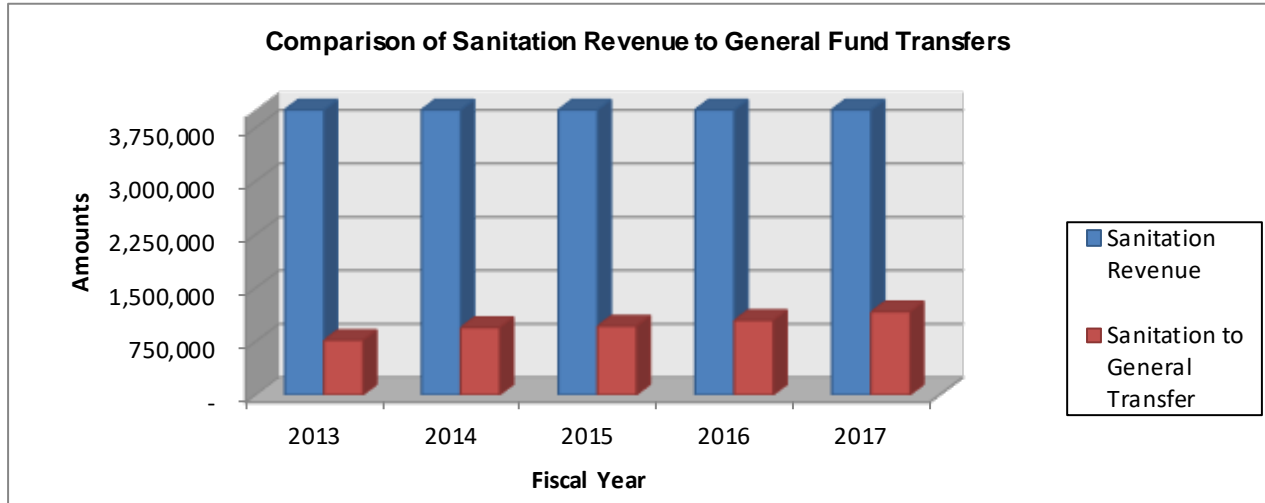
The above analysis indicates that the City's water sales have shrunk by 3.87% per year but revenue has increased by 2.78% per year. The large jump in FY 2016-17 was due to the system change that took effect July 1, 2016 to an inclining block structure for customers with meters smaller than 3" and a flat 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 III of this plan will take effect on July 1, 2018.

With all of these changes included, the resulting amount of \$10,673,238 is the estimated water utility revenue for the City of Bartlesville. This amount also includes \$1,140,957 in capital investment fees that are not included in the analysis above.

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, 9.7% of all external recurring revenues; which makes it the fourth largest source of revenue for the City.

CITY OF BARTLESVILLE
 2018-19 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>
2014	4,461,947	
2015	4,446,325	(0.35%)
2016	4,417,513	(0.65%)
2017	4,527,670	2.49%
2018	4,433,192	(2.09%)
Total	<u>22,286,647</u>	<u>(0.60%)</u>
Average	<u>4,457,329</u>	<u>(0.15%)</u>

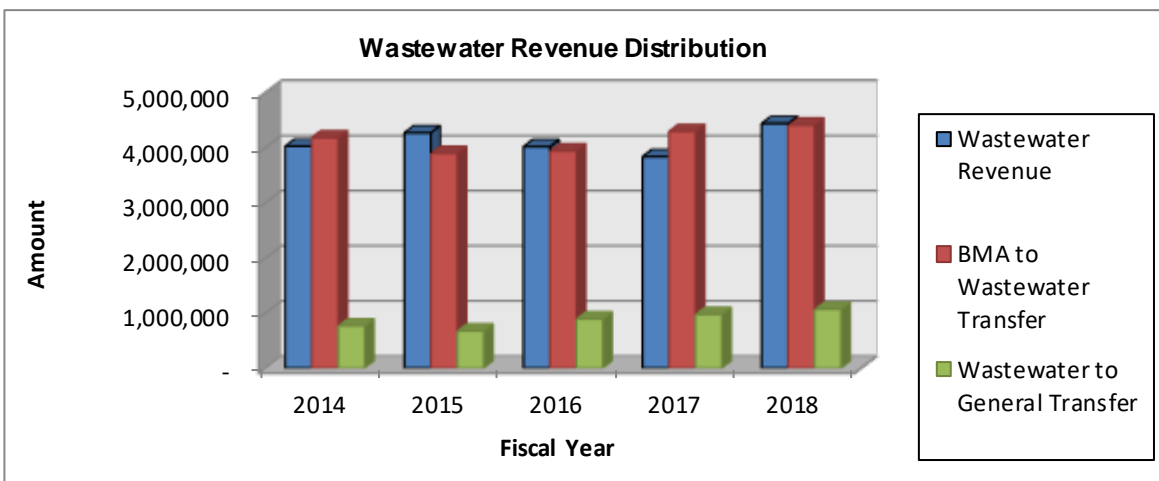
The above analysis indicates that the City’s sanitation sales have shrunk on average 0.15% per year with very small fluctuations from year to year. Based on the trend analysis and recent results, the City is budgeting for a 1.0% increase in sanitation revenues. This results in \$4,477,523 for the 2018-19 fiscal year sanitation revenues.

CITY OF BARTLESVILLE
 2018-19 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, 11.9% of all external recurring revenues.

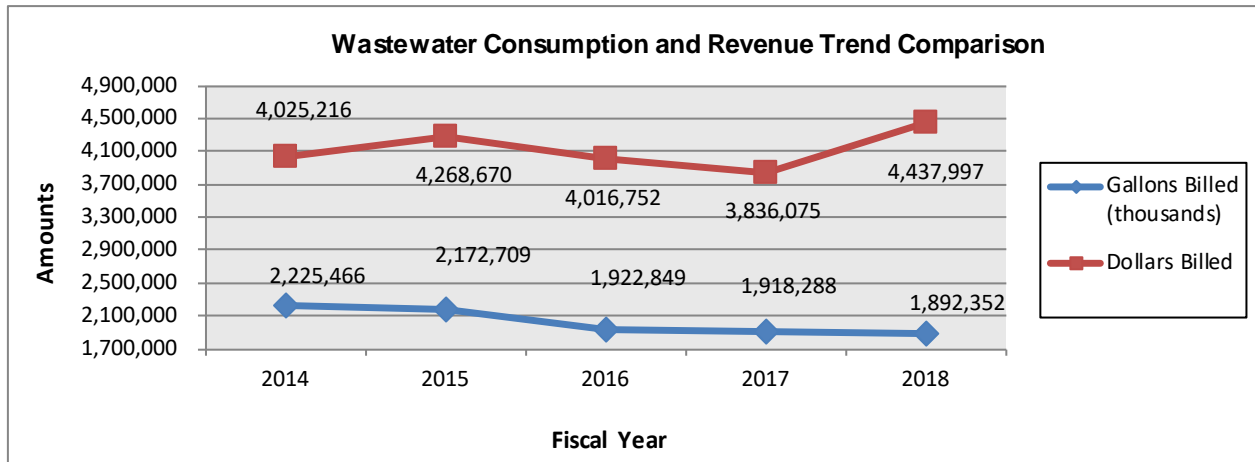
The amounts needed to fund the operations of the City’s wastewater utility are transferred back to the City operated wastewater utility fund. From there, the revenues are used to fund the operation, maintenance, and improvement of the City’s wastewater utility and also to provide operating transfers 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 III of this plan will be effective on July 1, 2018. These changes and the changes to the water rates are the result of a comprehensive water and wastewater study.

CITY OF BARTLESVILLE
 2018-19 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**

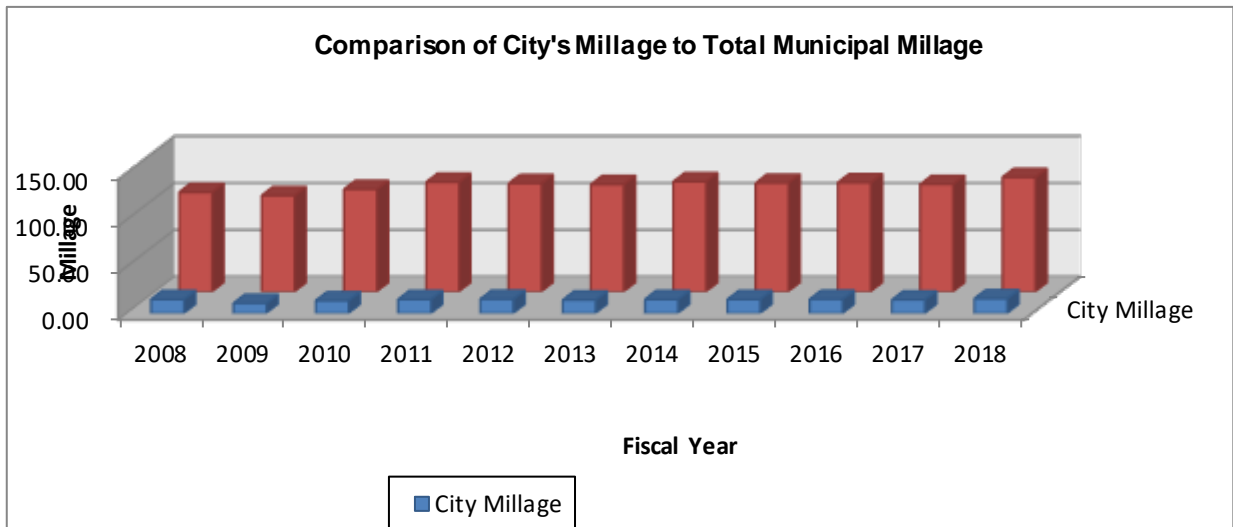
<u>Fiscal Year</u>	<u>Gallons Billed (thousands)</u>	<u>Percent Increase (Decrease)</u>	<u>Dollars Billed</u>	<u>Percent Increase (Decrease)</u>
2014	2,225,466		4,025,216	
2015	2,172,709	(2.37%)	4,268,670	6.05%
2016	1,922,849	(11.50%)	4,016,752	(5.90%)
2017	1,918,288	(0.24%)	3,836,075	(4.50%)
2018	1,892,352	(1.35%)	4,437,997	15.69%
Total	10,131,664	(15.46%)	20,584,710	11.34%
Average	2,026,333	(3.87%)	4,116,942	2.84%

Utilizing the results of the comprehensive wastewater study, the City estimates that the new wastewater rates will generate \$6,492,281 in revenue.

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Description of Major Revenue Sources
 (continued)

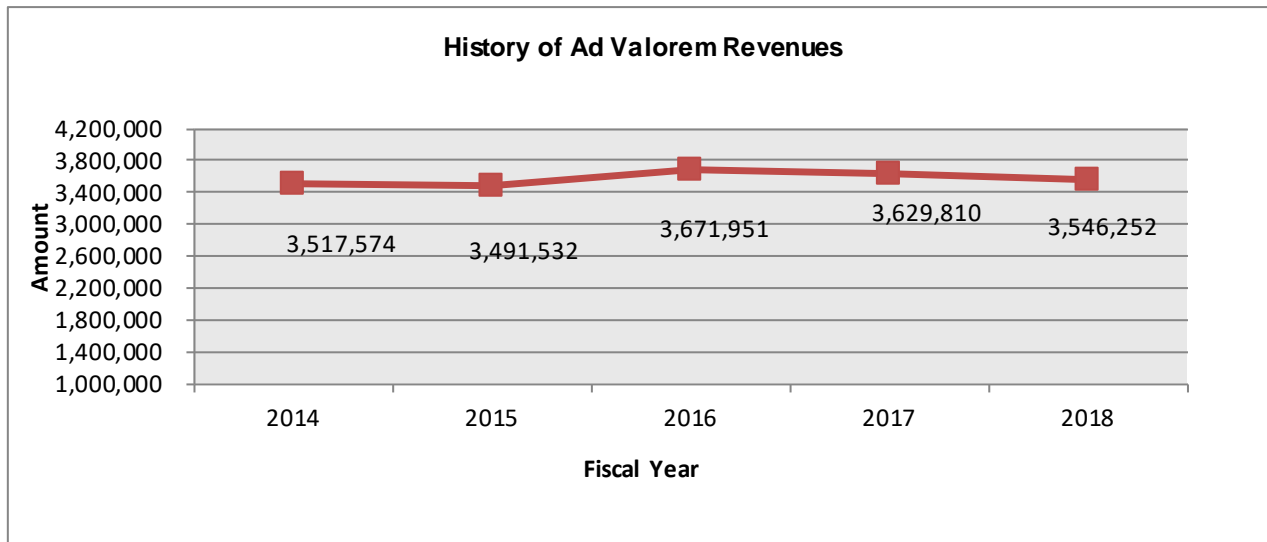
AD VALOREM

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 for G.O. bond debt service, helps to control the millage (or amount of the levy) that the City is able to levy and collect.



CITY OF BARTLESVILLE
 2018-19 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, 7.6% 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
 2018-19 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 2018-19 is considered to be the actual amount necessary to levy.

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

Bond Issue/Purpose	Principal Requirement	Interest Requirement	Total Requirement
2017 Combined Purpose Bonds	825,000	66,000	891,000
2015 Combined Purpose Bonds	220,000	25,440	245,440
2014B Combined Purpose Bonds	575,000	62,338	637,338
2014 Combined Purpose Bonds	165,000	18,720	183,720
2012 Combined Purpose Bonds	330,000	23,063	353,063
2010 Combined Purpose Bonds	740,000	7,955	747,955
2009 Combined Purpose Bonds	360,000	16,856	376,856
2008B Combined Purpose Bonds	244,500	4,500	249,000
Judgement	<u>70,000</u>	<u>-</u>	<u>70,000</u>
Totals	<u>3,529,500</u>	<u>224,872</u>	<u>3,754,372</u>
			<u>2,200</u>
			<u>3,756,572</u>

CITY OF BARTLESVILLE

2018-19 Operating Budget All Funds Personnel Summary

PERSONNEL COUNTS BY FUND & DEPARTMENT	2016-17 ACTUAL FTEs	2017-18 BUDGETED FTEs	2017-18 ACTUAL FTEs	2018-19 BUDGETED FTEs
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	8	8	8	7
Building Maintenance	5	5	5	5
Community Development	3	3	3	3
Technical Services	0	4	4	4
Engineering	9	6	6	7
Fleet Maintenance	4	4	4	4
Fire	70	70	70	70
Police	68	68	68	68
Street	17	17	17	17
Library	17.94	19.14	19.14	18.7
History Museum	3.85	3.63	3.63	3.63
Park and Recreation	18	18	18	18
<i>Total General Fund</i>	249.02	251	251	250.56
E-911 Fund:				
Emergency Dispatch	15.1	15.1	15.1	15.1
Special Library:				
Library	1.13	1.13	1.13	1.13
Special Museum:				
Museum	1.18	1.23	1.23	1.23
Wastewater Fund:				
Wastewater Maintenance	11	11	11	11
Water Fund:				
Water Plant	15	15	15	15
Water Administration	2	2	2	2
Water Distribution	21	21	21	21
<i>Total Water</i>	38	38	38	38
Sanitation Fund:				
Sanitation	31	31	31	31
Golf Course Fund:				
Municipal Golf Course	3	3	3	3
Total Personnel	349.43	351.46	351.46	351.02

As explained more fully in the City Manager’s Letter earlier in this document, there are no full time positions added or removed from the budget. One position was reallocated from Building and Neighborhood Service to Engineering, and there was a part-time adjustment in the Library. This resulted in a decrease of 0.44 FTEs.

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 All Funds Capital Expenditures Summary

EXPENDITURES BY FUND & DEPARTMENT	2018-19 BUDGETED CAPITAL EXPENDITURES
Municipal Airport Fund:	
Airport	160,367
CIP - Sales Tax Fund:	
General Services	25,000
Police	300,000
Storm Sewer	2,200,000
Street	1,270,000
Park and Recreation	718,000
<i>Total CIP - Sales Tax</i>	4,513,000
CIP - Wastewater Regulatory Fund:	
Wastewater Maintenance	269,361
CIP - City Hall:	
General Services	25,000
CIP - Storm Sewer Fund:	
Storm Sewer	86,342
2012 GO Bond Fund:	
Sooner Pool	136,447
2014 GO Bond Fund:	
Street	374,904
2014B GO Bond Fund:	
Police	57,246
Park and Rec	30,000
<i>Total 2014B GO Bond</i>	87,246
2015 GO Bond Fund:	
Street	1,076,271
2017 GO Bond Fund:	
Street	362,500
Park and Recreation	1,650,000
<i>Total 2017 GO Bond</i>	2,012,500
Capital Reserve Fund:	
General Services	256,123
Cemetery	-
IT	120,000
Engineering	1,550
Fleet Maintenance	25,000
Fire	-
Police	15,800
Street	98,593
Library	-
Park and Recreation	-
Adams Municipal Golf Course	13,400
Chickasaw Wastewater Treatment Plant	235,000
Wastewater Maintenance	1,243,162
Water Plant	7,025,000
Water Administration	128,662
Water Distribution	2,282,000
Sanitation	773,162
<i>Total Capital Reserve Fund</i>	12,217,452
	\$ 20,958,890

CITY OF BARTLESVILLE
2018-19 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	Police	Vehicles	\$ 210,000	Purchase of 7 new police vehicles
CIP - Sales Tax	Storm Sewer	East Downtown Drainage Improvments	\$ 2,200,000	Storm Sewer drainage improvements in east downtown
CIP - Sales Tax	Street	Two New Dumo Trucks with Snow Equipment	\$ 135,000	Addition of two new trucks to street department
CIP - Sales Tax	Street	Street Maintenance	\$ 950,000	Preventative street maintenance projects
CIP - Sales Tax	Parks	Pathfinder Improvements	\$ 450,000	Improvements to the cities pathfinder parkways
CIP - Wastewater Reg	Wastewater Maint	Bookline Sewer line replacement	\$ 269,361	Brookline to Harvard sewer line replacement
2012 G.O. Bond Fund	Sooner Pool	Sooner Pool repair	\$ 136,447	Resurface and Construct shade structure at sooner pool
2014 G.O. Bond Fund	Steet	Street Maintenance	\$ 374,904	Preventative street maintenance projects
2015 G.O. Bond Fund	Steet	Street Maintenance	\$ 191,271	Preventative street maintenance projects
2015 G.O. Bond Fund	Steet	Price RD Rehab	\$ 875,000	Improvements to Price Rd
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	Park Facilities	\$ 80,000	Pavillions at Sooner and Civitan parks
2017 G.O. Bond Fund	Street	Willow Creek and Arbor	\$ 540,000	Rehab Willow Creek and Arbor Adams to Hazel
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 Maint	Sewer Line Replacement	\$ 1,000,000	Harvard sewer line replacement
Capital Reserve Fund	Water Plant	Water Rights	\$ 500,000	Purchasing water rights on Copan Lake
Capital Reserve Fund	Water Plant	Engineering and Design	\$ 500,000	Engineering and design of wastewater reuse
Capital Reserve Fund	Water Plant	Pump Station & Main	\$ 6,000,000	Pump station and force main for wastewater reuse
Capital Reserve Fund	Water Dist	Water Line	\$ 1,650,000	Frank Phillips water line replacment Silver Lake to Highway 75
Total			<u><u>\$ 17,151,983</u></u>	

CITY OF BARTLESVILLE
2018-19 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
2018	\$ 158,551	133,428	291,979	\$ 1,797,506	\$ -	291,979	3,101,372
2019	1,235,000	1,243,162	2,478,162	2,039,484	-	2,478,162	2,662,694
2020	3,170,000	480,000	3,650,000	2,000,000	-	3,650,000	1,012,694
2021	150,000	80,000	230,000	2,000,000	-	230,000	2,782,694
2022	50,190,000	1,750,000	51,940,000	2,000,000	50,000,000	51,940,000	2,842,694
2023	100,000	2,750,000	2,850,000	2,000,000	-	2,850,000	1,992,694
Total	\$ 54,845,000	6,303,162	61,148,162	\$ 10,039,484	\$ 50,000,000	61,148,162	

WASTEWATER - WASTEWATER PLANT - 5 YR CAPITAL PLAN DETAIL

Fiscal Year	Fund/Dept	Item Description	Number of Items	Cost of Purchase
2019	509-710	Repair Lift Station Telemetry (SCADA)	1	\$ 50,000
2019	509-710	Replace Pump #2 at Virginia	1	\$ 15,000
2019	509-710	Replace pumps at Hughes Fisher	1	\$ 10,000
2019	509-710	Replace Truck Tractor for land application of biosolids	1	\$ 120,000
2019	509-710	Replace Vacuum tank trailer for land application of biosolids	1	\$ 40,000
2019	509-710	Engineering Design for WWTP (remainder)	1	\$ 1,000,000
2020	509-710	Engineering Design for WWTP (remainder)	1	\$ 3,000,000
2020	509-710	Replace farm tractor for land application of biosolids	1	\$ 170,000
2021	509-710	Replace injection unit for land application of biosolids	1	\$ 150,000
2022	509-710	Expand Existing WWTP	1	\$ 50,000,000
2022	509-710	Replace Pumps at Tuxedo	1	\$ 150,000
2022	509-710	Replace Vacuum tank trailer for land application of biosolids	1	\$ 40,000
2023	509-710	Replace Pumps at Polaris	1	\$ 50,000
2023	509-710	Replace Pumps at Herrick	1	\$ 50,000

CITY OF BARTLESVILLE
2018-19 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
2019	509-715	ERP System Final Phase (25% of total)	1	\$ 57,162
2019	509-715	Tyler Utility Billing (33% of total)	1	\$ 56,000
2019	509-715	Replace Mini-Excavator	1	\$ 80,000
2019	509-715	Replace Camera and Transporter	1	\$ 50,000
2019	509-715	Harvard Sewer Rehab Phase II	1	\$ 1,000,000
2020	509-715	1/2-ton Extended Cab Truck	1	\$ 30,000
2020	509-715	Replace Vactor Truck	1	\$ 450,000
2021	509-715	Replace Skid Steer	1	\$ 80,000
2022	509-715	Turkey Creek 36" Line	1,600 ft	\$ 1,750,000
2023	509-715	Maple Force Main and Lift Station	2,200 ft	\$ 2,750,000

WATER - 5 YR CAPITAL PLAN & FUNDING SUMMARY

Fiscal Year	Capital Plan Summaries				Funding Summaries			
	Water Plant	Water Admin	Water Distribution	Total	Revenue to Cap Res Fund	Debt Issued	Expenses	Cash Balance
2018	\$ 209,931	213,527	176,644	600,102	\$ 1,172,571	\$ -	600,102	2,434,508
2019	7,025,000	128,662	2,282,000	9,435,662	1,190,957	6,000,000	9,435,662	189,803
2020	285,000	-	150,000	435,000	1,200,000	-	435,000	954,803
2021	-	1,500,000	35,000	1,535,000	1,200,000	-	1,535,000	619,803
2022	30,000	-	35,000	65,000	1,200,000	-	65,000	1,754,803
2023	2,800,000	-	120,000	2,920,000	1,200,000	-	2,920,000	34,803
Total	\$ 10,140,000	1,628,662	2,622,000	14,390,662	\$ 5,990,957	\$ 6,000,000	14,390,662	

WATER - WATER PLANT - 5 YR CAPITAL PLAN DETAIL

Fiscal Year	Fund	Item Description	Number of Items	Cost of Purchase
2019	510-720	Pump Rebuild at Caney River	1	\$ 5,000
2019	510-720	Zero Turn Mower (54")	1	\$ 10,000
2019	510-720	Copan Water Rights	1	\$ 500,000
2019	510-720	Engineering Design for WW Reuse	1	\$ 500,000
2019	510-720	Pump Station and Force Main for WW Reuse	1	\$ 6,000,000
2019	510-720	Install Flow Meter for Caney River Pump Station	1	\$ 10,000
2020	510-720	1/2 ton 4x4 truck	1	\$ 35,000
2020	510-720	Replace High Service Pump VFD	1	\$ 250,000
2022	510-720	SUV	1	\$ 30,000
2023	510-720	Secondary Backup Generator and Switchgear	1	\$ 2,750,000
2023	510-720	Refurbish Peristaltic Pumps	1	\$ 50,000
2024	510-720	Refurbish Transfer Pumps and Motors	1	\$ 100,000

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 All Funds Capital Expenditures Summary
 (continued)

WATER - WATER ADMINISTRATION - 5 YR CAPITAL PLAN DETAIL

Fiscal Year	Fund	Item Description	Number of Items	Cost of Purchase
2019	509-715	Engineering Design for Water Utilities Bldg	1	\$ 15,500
2019	510-725	ERP System Final Phase (25% of total)	1	\$ 57,162
2019	510-725	Tyler Utility Billing (33% of total)	1	\$ 56,000
2021	510-725	Renovate and Expand Water Utilities Bldg	1	\$ 1,500,000

WATER - WATER DISTRIBUTION - 5 YR CAPITAL PLAN DETAIL

Fiscal Year	Fund	Item Description	Number of Items	Cost of Purchase
2019	510-730	Replace Water Lines in-House (material only)	3,000 ft	\$ 50,000
2019	510-730	Replace Water Line - Adams (Johnstone to Hickory)	2,850 ft	\$ 375,000
2019	510-730	20" Water Line (FPB, Silver Lake to Highway 75)	4,880 ft	\$ 1,650,000
2019	510-730	Dump Truck (10 wheel)	1	\$ 130,000
2019	510-730	Replace Locator	1	\$ 12,000
2019	510-730	Soil Conditioner	1	\$ 65,000
2020	510-730	Backhoe	1	\$ 110,000
2020	510-730	1-ton truck with flatbed dump	1	\$ 40,000
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
2023	510-730	1-ton truck with flatbed dump	1	\$ 40,000
2024	510-730	Dump Truck (10 wheel)	1	\$ 130,000

CITY OF BARTLESVILLE
 2018-19 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
2018	\$ 104,653	104,653	\$ 750,000	\$ -	104,653	1,197,136
2019	273,162	273,162	750,000	-	273,162	1,673,974
2020	1,600,000	1,600,000	750,000	-	1,600,000	823,974
2021	500,000	500,000	750,000	-	500,000	1,073,974
2022	1,705,000	1,705,000	750,000	-	1,705,000	118,974
2023	-	-	750,000	-	-	868,974
Total	\$ 4,078,162	4,078,162	\$ 3,750,000	\$ -	4,078,162	

SANITATION 5 YR CAPITAL PLAN - DETAIL

Fiscal Year	Fund	Item Description	Number of	
			Items	Cost of Purchase
2019	511-750	ERP System Final Phase (25% of total)	1	\$ 57,162
2019	511-750	Tyler Utility Billing (33% of total)	1	\$ 56,000
2019	511-750	Grappler/Loader Truck	1	\$ 160,000
2020	511-750	Rear Load Refuse Truck	2	\$ 300,000
2020	511-750	Automated Refuse Truck	4	\$ 1,300,000
2021	511-750	Street Sweeper	2	\$ 500,000
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
2018-19 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, 2018. 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.

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
2018-19 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
 2018-19 Operating Budget
 Debt Service Calculations and Information
 (continued)

**General Obligation Bonds
 Debt Service Requirements**

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
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
Grand Total	<u>13,485,000</u>	<u>720,481</u>	<u>14,205,481</u>

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
2018-19 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
 2018-19 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:

**BMA Revenue Bonds
 Debt Service Requirements**

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
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	<u>1,170,000</u>	<u>22,874</u>	<u>1,192,874</u>
Grand Total	<u>37,195,229</u>	<u>13,714,799</u>	<u>50,910,028</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Current and Prior Years' Revenue Summary by Fund Type

FUND & SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 APPROVED
GENERAL FUND				
General Fund:				
Sales Tax	\$ 14,085,498	\$ 14,325,496	\$ 14,253,016	\$ 14,342,014
Franchise Tax	1,396,812	1,377,000	1,419,029	1,412,900
Licenses & Permits	225,560	212,400	265,849	271,300
Intergovernmental	650,474	651,700	663,008	664,500
Charges for Services	629,443	619,000	772,589	672,200
Fines and Forfeits	659,456	708,900	608,260	680,000
Interest and Investment Income	88,271	40,000	113,081	85,000
Donations and Miscellaneous	129,748	4,500	42,403	20,800
Transfers In	3,552,756	3,950,571	3,950,571	4,223,351
Total General Fund	<u>\$ 21,418,018</u>	<u>\$ 21,889,567</u>	<u>\$ 22,087,806</u>	<u>\$ 22,372,065</u>
SPECIAL REVENUE FUNDS				
Economic Development Fund:				
Sales Tax	\$ 1,328,820	\$ 1,351,642	\$ 1,344,624	\$ 1,353,020
Hotel-Motel Tax	221,859	211,000	223,485	223,400
Interest and Investment Income	4,632	-	8,592	-
Total Economic Development	<u>\$ 1,555,311</u>	<u>\$ 1,562,642</u>	<u>\$ 1,576,701</u>	<u>\$ 1,576,420</u>
E-911 Fund:				
E-911 Service Tax	\$ 102,824	\$ 97,398	\$ 96,184	\$ 91,300
E-911 Wireless Fee	313,303	384,000	431,542	418,500
Charges for Services	2,400	2,500	2,400	2,400
Interest and Investment Income	159	-	605	-
Transfers In	588,024	495,970	495,970	434,488
Total E-911	<u>\$ 1,006,710</u>	<u>\$ 979,868</u>	<u>\$ 1,026,701</u>	<u>\$ 946,688</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Current and Prior Years' Revenue Summary by Fund Type
 (continued)

FUND & SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 APPROVED
Special Library Fund:				
Intergovernmental	\$ 25,424	\$ 49,900	\$ 30,704	\$ 29,500
Interest and Investment Income	2,740	-	3,281	-
Donations and Miscellaneous	51,277	-	8,498	-
Transfers In	66,559	65,000	65,000	65,000
Total Special Library	<u>\$ 146,000</u>	<u>\$ 114,900</u>	<u>\$ 107,483</u>	<u>\$ 94,500</u>
Special Museum Fund:				
Interest and Investment Income	\$ 863	\$ -	\$ 1,205	\$ -
Donations and Miscellaneous	54,406	-	12,944	-
Transfers In	-	39,208	39,208	6,500
Total Special Museum	<u>\$ 55,269</u>	<u>\$ 39,208</u>	<u>\$ 53,357</u>	<u>\$ 6,500</u>
Municipal Airport Fund:				
Intergovernmental	\$ 418,787	\$ -	\$ 10,800	\$ -
Interest and Investment Income	2,392	-	2,971	-
Total Municipal Airport	<u>\$ 421,179</u>	<u>\$ -</u>	<u>\$ 13,771</u>	<u>\$ -</u>
Harshfield Library Donation Fund:				
Donations and Miscellaneous	\$ 6,207	\$ -	\$ 7,717	\$ -
Total Restricted Donations	<u>\$ 6,207</u>	<u>\$ -</u>	<u>\$ 7,717</u>	<u>\$ -</u>
Restricted Revenue Fund:				
Donations and Miscellaneous	\$ 106,361	\$ 448	\$ 61,845	\$ -
Total Restricted Donations	<u>\$ 106,361</u>	<u>\$ 448</u>	<u>\$ 61,845</u>	<u>\$ -</u>
Golf Course Memorial Fund:				
Interest and Investment Income	\$ 85	\$ -	\$ 177	\$ -
Donations and Miscellaneous	20,882	-	1,000	-
Total Golf Course Memorial	<u>\$ 20,967</u>	<u>\$ -</u>	<u>\$ 1,177</u>	<u>\$ -</u>
JAG Fund:				
Intergovernmental	\$ 6,120	\$ -	\$ 5,950	\$ 6,000
Interest and Investment Income	298	-	396	-
Total JAG	<u>\$ 12,538</u>	<u>\$ -</u>	<u>\$ 12,296</u>	<u>\$ 12,000</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Current and Prior Years' Revenue Summary by Fund Type
 (continued)

FUND & SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 APPROVED
Neighborhood Park Fund:				
Interest and Investment Income	\$ 63	\$ -	\$ 81	\$ -
Total Neighborhood Park	<u>\$ 63</u>	<u>\$ -</u>	<u>\$ 81</u>	<u>\$ -</u>
Cemetery Perpetual Care Fund:				
Charges for Services	\$ 1,978	\$ 2,800	\$ 2,750	\$ 2,600
Interest and Investment Income	244	-	12	-
Donations and Miscellaneous	440	-	-	-
Total Cemetery Perpetual Care	<u>\$ 2,662</u>	<u>\$ 2,800</u>	<u>\$ 2,762</u>	<u>\$ 2,600</u>
Memorial Stadium Fund:				
Interest and Investment Income	\$ 92	\$ -	\$ 106	\$ -
Transfers In	9,829	-	-	-
Total Memorial Stadium	<u>\$ 9,921</u>	<u>\$ -</u>	<u>\$ 106</u>	<u>\$ -</u>
Total Special Revenue Funds	<u>\$ 3,343,188</u>	<u>\$ 2,699,866</u>	<u>\$ 2,863,997</u>	<u>\$ 2,638,708</u>
DEBT SERVICE FUND				
Debt Service Fund:				
Ad Valorem - Current Year	\$ 3,548,619	\$ 3,294,579	\$ 3,611,663	\$ 3,707,577
Ad Valorem - Prior Year	81,191	77,568	85,033	48,995
Accrued Interest on Bonds Sold	52,635	-	-	-
Total Debt Service Fund	<u>\$ 3,682,445</u>	<u>\$ 3,372,147</u>	<u>\$ 3,696,696</u>	<u>\$ 3,756,572</u>
CAPITAL PROJECTS FUNDS				
CIP - Sales Tax Fund:				
Sales Tax	\$ 2,657,640	\$ 2,702,924	\$ 2,689,248	\$ 2,706,040
Interest and Investment Income	26,404	-	28,811	-
Donations and Miscellaneous	2,796	-	-	-
Total CIP - Sales Tax	<u>\$ 2,686,840</u>	<u>\$ 2,702,924</u>	<u>\$ 2,718,059</u>	<u>\$ 2,706,040</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Current and Prior Years' Revenue Summary by Fund Type
 (continued)

FUND & SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 APPROVED
CIP - Wastewater Fund:				
Charges for Services	\$ 128,400	\$ -	\$ 52,721	\$ -
Interest and Investment Income	1,735	-	2,283	-
Total CIP - Wastewater	<u>\$ 130,135</u>	<u>\$ -</u>	<u>\$ 55,004</u>	<u>\$ -</u>
CIP - Wastewater Regulatory Fund:				
Charges for Services	\$ -	\$ -	\$ -	\$ -
Interest and Investment Income	21,922	-	19,860	-
Total CIP - Wastewater	<u>\$ 21,922</u>	<u>\$ -</u>	<u>\$ 19,860</u>	<u>\$ -</u>
CIP - City Hall Fund:				
Charges for Services	\$ 48,543	\$ 18,504	\$ 21,049	\$ 21,049
Interest and Investment Income	2,039	-	833	-
Total CIP - City Hall	<u>\$ 50,582</u>	<u>\$ 18,504</u>	<u>\$ 21,882</u>	<u>\$ 21,049</u>
CIP - Storm Sewer Fund:				
Interest and Investment Income	<u>\$ 526</u>	<u>\$ -</u>	<u>\$ 1,118</u>	<u>\$ -</u>
CDBG Fund:				
Intergovernmental	<u>\$ 204,793</u>	<u>\$ -</u>	<u>\$ 26,207</u>	<u>\$ -</u>
2008B G.O. Bond Fund:				
Interest and Investment Income	<u>\$ 29</u>	<u>\$ -</u>	<u>\$ 1</u>	<u>\$ -</u>
2009 G.O. Bond Fund:				
Interest and Investment Income	<u>\$ 138</u>	<u>\$ -</u>	<u>\$ 179</u>	<u>\$ -</u>
2010 G.O. Bond Fund:				
Interest and Investment Income	<u>\$ 275</u>	<u>\$ -</u>	<u>\$ 4</u>	<u>\$ -</u>
2012 G.O. Bond Fund:				
Interest and Investment Income	\$ 1,523	\$ -	\$ 1,281	\$ -
Transfers in	81,367	-	-	-
Total 2012 G.O. Bond Fund	<u>\$ 82,890</u>	<u>\$ -</u>	<u>\$ 1,281</u>	<u>\$ -</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Current and Prior Years' Revenue Summary by Fund Type
 (continued)

FUND & SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 APPROVED
2014 G.O. Bond Fund:				
Interest and Investment Income	\$ 11,213	\$ -	\$ 9,740	\$ -
2014B G.O. Bond Fund:				
Interest and Investment Income	\$ 8,868	\$ -	\$ 2,488	\$ -
2015 G.O. Bond Fund:				
Interest and Investment Income	\$ 14,659	\$ -	\$ 18,943	\$ -
2017 G.O. Bond Fund:				
Proceeds from Issuance of Debt	3,300,000	-	-	-
Total Capital Project Funds	\$ 6,512,870	\$ 2,721,428	\$ 2,874,766	\$ 2,727,089
ENTERPRISE FUNDS				
Wastewater Operating Fund:				
Interest and Investment Income	\$ 398	\$ -	\$ -	\$ -
Donations and Miscellaneous	6,290	-	-	-
Transfers In	4,293,323	4,416,595	4,405,420	4,520,780
Total Wastewater Operating	<u>\$ 4,300,011</u>	<u>\$ 4,416,595</u>	<u>\$ 4,405,420</u>	<u>\$ 4,520,780</u>
Water Operating Fund:				
Interest and Investment Income	\$ 2,729	\$ -	\$ -	\$ -
Donations and Miscellaneous	571	400	3,082	400
Transfers In	6,183,763	6,424,104	6,246,137	6,789,324
Total Water Operating	<u>\$ 6,187,063</u>	<u>\$ 6,424,504</u>	<u>\$ 6,249,219</u>	<u>\$ 6,789,724</u>

CITY OF BARTLESVILLE
2018-19 Operating Budget
Current and Prior Years' Revenue Summary by Fund Type
(continued)

FUND & SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 APPROVED
Sanitation Operating Fund:				
Charges for Services	\$ 4,527,670	\$ 4,559,817	\$ 4,433,192	\$ 4,477,523
Interest and Investment Income	8,383	-	9,395	-
Donations and Miscellaneous	3,000	-	3,000	-
Total Sanitation Operating	<u>\$ 4,539,053</u>	<u>\$ 4,559,817</u>	<u>\$ 4,445,587</u>	<u>\$ 4,477,523</u>
Golf Course Operating Fund:				
Charges for Services	\$ 338,632	\$ 323,700	\$ 323,857	\$ 321,000
Interest and Investment Income	461	-	486	-
Transfers In	72,005	147,484	147,484	135,549
Total Golf Course Operating	<u>\$ 411,098</u>	<u>\$ 471,184</u>	<u>\$ 471,827</u>	<u>\$ 456,549</u>
Sooner Pool Fund:				
Interest and Investment Income	\$ 189	\$ -	\$ 186	\$ -
Transfers In	44,311	44,311	44,311	29,902
Total Sooner Pool	<u>\$ 44,500</u>	<u>\$ 44,311</u>	<u>\$ 44,497</u>	<u>\$ 29,902</u>
Frontier Pool Fund:				
Interest and Investment Income	\$ 215	\$ -	\$ 180	\$ -
Transfers In	57,117	57,117	57,117	40,820
Total Frontier Pool	<u>\$ 57,332</u>	<u>\$ 57,117</u>	<u>\$ 57,297</u>	<u>\$ 40,820</u>
Total Enterprise Funds	<u>\$ 15,539,057</u>	<u>\$ 15,973,528</u>	<u>\$ 15,673,847</u>	<u>\$ 16,315,298</u>
INTERNAL SERVICE FUNDS				
Worker's Compensation Fund:				
Interest and Investment Income	\$ 1,164	\$ -	\$ 1,750	\$ 1,000
Contribution from Operate Dept.	304,929	169,167	169,167	236,170
Total Worker's Compensation	<u>\$ 306,093</u>	<u>\$ 169,167</u>	<u>\$ 170,917</u>	<u>\$ 237,170</u>
Health Insurance Fund:				
Employee Contributions	\$ 404,984	\$ 415,000	\$ 404,536	\$ 405,000
Retiree Contributions	172,202	155,000	213,438	250,000
Interest and Investment Income	6,472	-	6,239	5,000
Reimbursement of Operations	2,501,797	2,088,054	2,088,054	2,409,972
Reimbursement by Contract	131,958	-	200,000	300,000
Total Health Insurance	<u>\$ 3,217,413</u>	<u>\$ 2,658,054</u>	<u>\$ 2,912,267</u>	<u>\$ 3,369,972</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Current and Prior Years' Revenue Summary by Fund Type
 (continued)

FUND & SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 APPROVED
Auto Collision Fund:				
Donations and Miscellaneous	\$ 3,851	\$ -	\$ 533	\$ -
Transfers In	1,707	39,379	39,379	100,000
Total Auto Collision	\$ 5,558	\$ 39,379	\$ 39,912	\$ 100,000
Stabilization Reserve Fund:				
Transfers In	\$ 792,504	\$ 729,622	\$ 729,622	\$ 742,848
Capital Reserve Fund:				
Charges for Services	\$ 2,568,474	\$ 3,216,000	\$ 2,954,077	\$ 3,180,441
Debt Proceeds	-	-	-	6,000,000
Transfers In	1,530,160	1,212,500	1,212,500	1,080,000
Total Capital Reserve Fund	\$ 4,098,634	\$ 4,428,500	\$ 4,166,577	\$ 10,260,441
Total Internal Service Funds	\$ 5,851,728	\$ 4,808,722	\$ 5,065,218	\$ 14,710,431
FIDUCIARY FUNDS				
Mausoleum Trust Fund:				
Interest and Investment Income	\$ 61	\$ -	\$ 79	\$ -
BARTLESVILLE MUNICIPAL AUTHORITY				
BMA - Wastewater Fund:				
Charges for Services	\$ 3,836,075	\$ 4,440,000	\$ 4,437,997	\$ 4,452,797
Donations and Miscellaneous	61,423	50,000	43,011	40,400
Total BMA - Wastewater	\$ 3,897,498	\$ 4,490,000	\$ 4,481,008	\$ 4,493,197
BMA - Water Fund:				
Charges for Services	\$ 9,095,895	\$ 9,113,000	\$ 9,155,566	\$ 9,532,281
Interest and Investment Income	3,826	-	1,684	-
Total BMA - Water	\$ 9,099,721	\$ 9,113,000	\$ 9,157,250	\$ 9,532,281
Total BMA Funds	\$ 12,997,219	\$ 13,603,000	\$ 13,638,258	\$ 14,025,478
TOTAL REVENUE ALL FUNDS	\$ 69,344,586	\$ 65,068,258	\$ 65,900,667	\$ 76,545,641

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Current and Prior Years' Expenditure Summary by Fund Type

FUND & DEPARTMENT	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 APPROVED
GENERAL FUND				
General Fund:				
City Council	\$ 12,112	\$ 24,250	\$ 12,523	\$ 30,560
Administration	655,186	820,605	723,388	752,652
Accounting and Finance	1,475,592	1,565,926	1,565,923	1,563,786
Legal	159,463	185,267	176,540	179,417
Building & Neighborhood Service	644,670	665,558	662,213	603,838
Building Maintenance	477,380	456,928	451,884	468,411
General Services	588,200	655,428	637,459	669,421
Cemetery	49,722	17,560	14,937	16,060
Community Development	362,966	379,721	379,721	370,029
Technical Services	119,761	447,280	434,230	518,544
Engineering	548,238	290,854	290,854	346,938
Fleet Maintenance	372,349	354,031	312,075	357,848
Fire	5,359,301	5,689,989	5,598,485	5,860,105
Police	5,338,821	5,418,494	5,406,946	5,501,503
Street	1,435,832	1,472,516	1,472,516	1,507,502
Library	1,167,548	1,295,347	1,283,546	1,329,079
History Museum	182,491	176,969	167,872	178,609
Park and Recreation	1,180,655	1,234,869	1,234,869	1,199,899
Transfers Out	1,900,704	1,502,559	1,502,559	1,387,658
Reserves	-	859,994	-	766,435
Total General Fund	\$ 22,030,991	\$ 23,514,145	\$ 22,328,540	\$ 23,608,294
SPECIAL REVENUE FUNDS				
Economic Development Fund:				
Economic Development	\$ 2,638,485	\$ 2,345,561	\$ 1,276,752	\$ 2,521,563
E-911 Fund:				
Emergency Dispatch	\$ 950,749	\$ 1,006,486	\$ 998,118	\$ 1,012,071
Reserves	-	19,513	-	19,513
Total E-911 Fund	\$ 950,749	\$ 1,025,999	\$ 998,118	\$ 1,031,584
Special Library Fund:				
Library	\$ 220,892	\$ 178,900	\$ 166,941	\$ 189,750

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Current and Prior Years' Expenditure Summary by Fund Type
 (continued)

FUND & DEPARTMENT	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 APPROVED
Special Museum Fund:				
Museum	\$ 33,355	\$ 33,371	\$ 34,377	\$ 45,000
Municipal Airport Fund:				
Airport	\$ 473,827	\$ 160,367	\$ 56,956	\$ 265,500
Harshfield Library Donation Fund:				
Library	\$ 73,987	\$ 774,844	\$ 35,239	\$ 760,544
Restricted Revenue Fund:				
General Services	\$ 1,855	\$ 62,267	\$ 62,114	\$ 24,953
Cemetery	1,461	15,633	-	19,158
Community Development	-	637	448	1,591
Fire	1,630	25,793	364	25,663
Police	26,381	118,080	106,136	37,371
Park and Recreation	1,601	83,537	384	73,755
Swimming Pools	-	6,192	-	6,192
Stadium	-	7,075	7,075	7,075
Total Restricted Donations	\$ 32,928	\$ 319,214	\$ 176,521	\$ 195,758
Golf Course Memorial Fund:				
Municipal Golf Course	\$ 20,750	\$ 21,832	\$ 20,066	\$ 4,080
JAG Fund:				
Police	\$ 6,930	\$ 39,606	\$ 5,950	\$ 6,000
Transfers Out	-	-	-	40,243
Total JAG Fund	\$ 6,930	\$ 39,606	\$ 5,950	\$ 46,243
Neighborhood Park Fund:				
Park and Recreation	\$ -	\$ 8,181	\$ -	\$ 8,262
Cemetery Perpetual Care Fund:				
Cemetery	\$ 77,696	\$ 2,800	\$ -	\$ 5,682
Stadium Operating Fund:				
Doenges Memorial Stadium	\$ 32	\$ -	\$ -	\$ -
Transfers	-	14,171	14,171	2,134
Total Stadium Operating	\$ 32	\$ 14,171	\$ 14,171	\$ 2,134
Total Special Revenue Funds	\$ 4,529,631	\$ 4,924,846	\$ 2,785,091	\$ 5,076,100

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Current and Prior Years' Expenditure Summary by Fund Type
 (continued)

FUND & DEPARTMENT	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 APPROVED
DEBT SERVICE FUND				
Debt Service Fund:				
Judgments	\$ 45,287	\$ 50,480	\$ 50,480	\$ 70,000
2007 Combined Purpose Bonds	518,250	-	-	-
2008A Combined Purpose Bonds	471,190	496,450	496,450	-
2008B Combined Purpose Bonds	241,075	233,238	233,238	249,250
2009 Combined Purpose Bonds	366,700	357,213	357,213	377,106
2010 Combined Purpose Bonds	745,863	733,083	733,083	748,205
2012 Combined Purpose Bonds	362,470	358,250	358,250	353,313
2014 Combined Purpose Bonds	187,320	185,670	185,670	184,020
2014B Combined Purpose Bonds	650,288	644,000	644,000	637,638
2015 Combined Purpose Bonds	43,260	248,300	248,300	245,740
2017 Combined Purpose Bonds	-	66,300	66,300	891,300
Total Debt Service Fund	\$ 3,631,703	\$ 3,372,984	\$ 3,372,984	\$ 3,756,572
CAPITAL PROJECTS FUNDS				
CIP - Sales Tax Fund:				
General Services	\$ 34,065	\$ 2,500	\$ 13,456	\$ 25,000
Engineering	15,849	27,000	-	-
Fire	110,444	214,865	214,821	-
Police	469,811	344,795	269,633	300,000
Storm Sewer	-	2,200,000	120,970	2,200,000
Street	719,323	1,148,969	1,049,110	1,270,000
Park and Recreation	2,100,549	471,831	97,575	718,000
Municipal Golf Course	35,900	-	-	-
Unallocated	-	37,339	-	252,778
Total CIP - Sales Tax	\$ 3,485,941	\$ 4,447,299	\$ 1,765,565	\$ 4,765,778
CIP - Wastewater Fund:				
Wastewater Maintenance	\$ 53,268	\$ 275,000	\$ 122,821	\$ -
Unallocated	-	21,288	-	91,310
Total CIP - Wastewater	\$ 53,268	\$ 296,288	\$ 122,821	\$ 91,310
CIP - Wastewater Regulatory Fund:				
CWWTP	\$ 166,572	\$ 150,000	\$ 150,000	\$ -
Wastewater Maintenance	1,310,134	960,000	960,000	269,361
Transfers Out	255,242	-	-	-
Unallocated	-	402,865	-	-
Total CIP - Wastewater Regulatory	\$ 1,731,948	\$ 1,512,865	\$ 1,110,000	\$ 269,361

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Current and Prior Years' Expenditure Summary by Fund Type
 (continued)

FUND & DEPARTMENT	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 APPROVED
CIP - City Hall Fund:				
General Services	\$ 216,877	\$ 42,500	\$ 21,098	\$ 25,000
Unallocated	-	4,250	-	25,952
Total CIP - City Hall	<u>\$ 216,877</u>	<u>\$ 46,750</u>	<u>\$ 21,098</u>	<u>\$ 50,952</u>
CIP - Storm Sewer Fund:				
Storm Sewer	<u>\$ 12,923</u>	<u>\$ 72,290</u>	<u>\$ 4,110</u>	<u>\$ 86,342</u>
CDBG Fund:				
Street	<u>\$ 216,293</u>	<u>\$ -</u>	<u>\$ 28,883</u>	<u>\$ -</u>
2008B G.O Bond Fund				
Parks & Recreation	\$ 15,334	\$ -	\$ -	\$ -
Unallocated	-	-	-	88
Total 2008B G.O. Bond	<u>\$ 15,334</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 88</u>
2009 G.O Bond Fund				
Unallocated	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,636</u>
2010 G.O Bond Fund				
Transfer out	\$ -	\$ -	\$ -	\$ -
Unallocated	-	492	-	410
Total 2010 G.O. Bond	<u>\$ -</u>	<u>\$ 492</u>	<u>\$ -</u>	<u>\$ 410</u>
2012 G.O Bond Fund				
Tech Services	\$ 158,700	\$ -	\$ -	\$ -
Fire	21,161	-	-	-
Police	61,800	-	-	-
Sooner Pool	-	98,070	-	136,447
Total 2012 G.O. Bond	<u>\$ 241,661</u>	<u>\$ 98,070</u>	<u>\$ -</u>	<u>\$ 136,447</u>
2014 G.O Bond Fund				
Street	\$ 13,228	\$ 20,000	\$ 41,530	\$ 374,904
Parks	-	150,000	150,097	-
Unallocated	-	59,874	-	-
Total 2014 G.O. Bond	<u>\$ 13,228</u>	<u>\$ 229,874</u>	<u>\$ 191,627</u>	<u>\$ 374,904</u>

CITY OF BARTLESVILLE

2018-19 Operating Budget

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

FUND & DEPARTMENT	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 APPROVED
2014B G.O Bond Fund				
Fire	\$ 2,693,500	\$ -	\$ -	\$ -
Police	1,894,182	69,540	9,480	57,246
Park and Rec	4,005	55,000	25,000	30,000
Total 2014B G.O. Bond	<u>\$ 4,591,687</u>	<u>\$ 124,540</u>	<u>\$ 34,480</u>	<u>\$ 87,246</u>
2015 G.O Bond Fund				
Street	\$ -	\$ 1,875,000	\$ 850,413	\$ 1,076,271
Adams Municipal Golf Course	8,923	-	-	-
Unallocated	-	134,318	-	-
Total 2015 G.O. Bond	<u>\$ 8,923</u>	<u>\$ 2,009,318</u>	<u>\$ 850,413</u>	<u>\$ 1,076,271</u>
2017 G.O Bond Fund				
Accounting and finance	\$ 59,510	\$ -	\$ -	\$ -
Fire	-	500,000	500,000	-
Street	-	645,000	276,786	362,500
Park and Recreation	-	1,955,000	400,000	1,650,000
Unallocated	-	110,000	-	82,148
Total 2005 G.O. Bond	<u>\$ 59,510</u>	<u>\$ 3,210,000</u>	<u>\$ 1,176,786</u>	<u>\$ 2,094,648</u>
Total Capital Projects Funds	<u>\$ 10,647,593</u>	<u>\$ 12,063,310</u>	<u>\$ 5,321,307</u>	<u>\$ 9,036,393</u>
ENTERPRISE FUNDS				
Wastewater Operating Fund:				
Wastewater Treatment Plant	\$ 2,438,075	\$ 2,341,118	\$ 2,332,649	\$ 2,384,105
Wastewater Maintenance	772,983	845,358	830,427	801,097
Transfers Out	1,200,035	1,156,837	1,156,837	1,251,444
Reserves	-	83,868	-	84,135
Total Wastewater Operating	<u>\$ 4,411,093</u>	<u>\$ 4,427,181</u>	<u>\$ 4,319,913</u>	<u>\$ 4,520,781</u>
Water Operating Fund:				
Water Plant	\$ 3,021,040	\$ 2,959,283	\$ 2,730,162	\$ 2,856,091
Water Administration	306,693	325,384	317,621	323,472
Water Distribution	1,331,261	1,489,721	1,420,935	1,491,208
Transfers Out	1,668,053	1,953,427	1,953,427	1,945,577
Reserves	-	174,389	-	173,377
Total Water Operating	<u>\$ 6,327,047</u>	<u>\$ 6,902,204</u>	<u>\$ 6,422,145</u>	<u>\$ 6,789,725</u>

CITY OF BARTLESVILLE
2018-19 Operating Budget
Current and Prior Years' Expenditure Summary by Fund Type
(continued)

FUND & DEPARTMENT	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 APPROVED
Sanitation Operating Fund:				
Sanitation	\$ 2,802,591	\$ 2,899,325	\$ 2,737,812	\$ 2,970,254
Transfers Out	1,879,621	1,886,188	1,886,188	2,150,145
Reserves	-	126,347	-	128,611
Total Sanitation Operating	<u>\$ 4,682,212</u>	<u>\$ 4,911,860</u>	<u>\$ 4,624,000</u>	<u>\$ 5,249,010</u>
Municipal Golf Course Fund:				
Golf Course	\$ 445,401	\$ 469,189	\$ 469,189	\$ 470,763
Reserves	-	13,529	-	13,653
Total Municipal Golf Course	<u>\$ 445,401</u>	<u>\$ 482,718</u>	<u>\$ 469,189</u>	<u>\$ 484,416</u>
Sooner Pool Fund:				
Sooner Pool	\$ 33,888	\$ 45,400	\$ 59,990	\$ 46,040
Reserves	-	969	-	921
Total Sooner Pool	<u>\$ 33,888</u>	<u>\$ 46,369</u>	<u>\$ 59,990</u>	<u>\$ 46,961</u>
Frontier Pool Fund:				
Frontier Pool	\$ 39,983	\$ 57,300	\$ 76,965	\$ 58,765
Reserves	-	1,202	-	1,175
Total Frontier Pool	<u>\$ 39,983</u>	<u>\$ 58,502</u>	<u>\$ 76,965</u>	<u>\$ 59,940</u>
Total Enterprise Funds	<u>\$ 15,939,624</u>	<u>\$ 16,828,834</u>	<u>\$ 15,972,202</u>	<u>\$ 17,150,833</u>
INTERNAL SERVICE FUNDS				
Workers' Compensation Fund:				
Work Comp Claims	\$ 235,337	\$ 450,000	\$ 204,466	\$ 400,000
Administration	21,000	25,000	22,200	25,000
Total Workers' Compensation	<u>\$ 256,337</u>	<u>\$ 475,000</u>	<u>\$ 226,666</u>	<u>\$ 425,000</u>
Health Insurance Fund:				
Medical Claims	\$ 2,773,500	\$ 3,275,000	\$ 2,600,000	\$ 3,331,518
Administration Fees	470,356	643,500	580,000	755,445
Total Health Insurance	<u>\$ 3,243,856</u>	<u>\$ 3,918,500</u>	<u>\$ 3,180,000</u>	<u>\$ 4,086,963</u>
Auto Collision Fund:				
Auto Collision Claims	<u>\$ 91,731</u>	<u>\$ 248,293</u>	<u>\$ 25,000</u>	<u>\$ 305,053</u>
Stabilization Reserve Fund:				
General Fund Reserve	\$ -	\$ 3,515,370	\$ -	\$ 3,957,269
Wastewater Fund Reserve	-	623,583	-	710,086
Water Fund Reserve	-	1,118,946	-	1,248,188
Sanitation Fund Reserve	-	740,681	-	825,885
Total Stabilization Reserve	<u>\$ -</u>	<u>\$ 5,998,580</u>	<u>\$ -</u>	<u>\$ 6,741,428</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Current and Prior Years' Expenditure Summary by Fund Type
 (continued)

FUND & DEPARTMENT	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 APPROVED
Capital Reserve Fund:				
General	\$ 481,538	\$ 534,253	\$ 334,096	\$ 530,466
Wastewater	232,550	2,855,720	291,979	1,478,162
Water	676,309	1,389,220	600,102	9,435,662
Sanitation	188,869	458,720	104,653	773,162
Total Capital Reserve	<u>\$ 1,579,266</u>	<u>\$ 5,237,913</u>	<u>\$ 1,330,830</u>	<u>\$ 12,217,452</u>
Total Internal Service Funds	<u>\$ 5,171,190</u>	<u>\$ 15,878,286</u>	<u>\$ 4,762,496</u>	<u>\$ 23,775,896</u>
FIDUCIARY FUNDS				
Mausoleum Trust Fund:				
Mausoleum	<u>\$ -</u>	<u>\$ 7,920</u>	<u>\$ -</u>	<u>\$ 6,016</u>
BARTLESVILLE MUNICIPAL AUTHORITY				
BMA - Wastewater Fund:				
BMA Wastewater Operating	\$ 28,785	\$ 29,500	\$ 28,755	\$ 29,500
Transfers Out	4,293,323	4,408,826	4,405,420	4,520,780
Total BMA - Wastewater	<u>\$ 4,322,108</u>	<u>\$ 4,438,326</u>	<u>\$ 4,434,175</u>	<u>\$ 4,550,280</u>
BMA - Water Fund:				
BMA - Water Operating	\$ 2,954,873	\$ 3,030,000	\$ 3,026,000	\$ 3,026,000
Transfers Out	6,183,763	6,276,096	6,246,137	6,789,324
Total BMA - Water	<u>\$ 9,138,636</u>	<u>\$ 9,306,096</u>	<u>\$ 9,272,137</u>	<u>\$ 9,815,324</u>
Total BMA Funds	<u>\$ 13,460,744</u>	<u>\$ 13,744,422</u>	<u>\$ 13,706,312</u>	<u>\$ 14,365,604</u>
TOTAL EXPENSES ALL FUNDS	<u>\$ 75,411,476</u>	<u>\$ 90,334,747</u>	<u>\$ 68,248,932</u>	<u>\$ 96,775,708</u>

CITY OF BARTLESVILLE
 2018-19 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, 2017

Account Title	Balance
Cash and Investments	1,790,520
Petty Cash	3,250
Inventory	54,910
Accounts Receivable (net of allowance)	(16,822)
Total Assets	1,831,858
Cleet Payable	(3,960)
Other Payables	(1,783)
Deferred Revenue	(24,616)
Reserved for Encumbrances	(364,779)
Total Liabilities	(395,138)
Total Budgetary Fund Balance	1,436,720

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 2018-19 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
 2018-19 Operating Budget
 Estimated Change in Fund Equity – All Funds
 (continued)

FUND	FUND BALANCE JULY 1, 2018	ADDITIONS	REDUCTIONS	FUND BALANCE JUNE 30, 2019
GENERAL FUND				
General	\$ 1,195,986	\$ 22,372,065	\$ 22,841,859	\$ 726,192
SPECIAL REVENUE FUNDS				
Economic Development	\$ 945,143	\$ 1,576,420	\$ 2,521,563	\$ -
E-911	84,896	946,688	1,012,071	19,513
Special Library	246,080	94,500	189,750	150,830
Special Museum	146,786	6,500	45,000	108,286
Municipal Airport	265,500	-	265,500	-
Harshfield Library Donation	760,544	-	760,544	-
Restricted Revenue	208,291	-	195,758	12,533
Golf Course Memorial	4,080	-	4,080	-
JAG	-	12,000	6,000	6,000
Neighborhood Park	8,262	-	8,262	-
Cemetery Perpetual Care	3,082	2,600	5,682	-
Stadium Operating	2,134	-	2,134	-
Special Revenue Funds	<u>\$ 2,674,798</u>	<u>\$ 2,638,708</u>	<u>\$ 5,016,344</u>	<u>\$ 297,162</u>
DEBT SERVICE FUND				
Debt Service	<u>\$ 3,174,179</u>	<u>\$ 3,756,572</u>	<u>\$ 3,756,572</u>	<u>\$ 3,174,179</u>
CAPITAL PROJECTS FUNDS				
CIP - Sales Tax	\$ 2,059,738	\$ 2,706,040	\$ 4,765,778	\$ -
CIP - Wastewater	91,310	-	91,310	-
CIP - Wastewater Reg	269,361	-	269,361	-
CIP - City Hall	29,903	21,049	50,952	-
CIP - Storm Sewer	86,342	-	86,342	-
2008B GO Bond	88	-	88	-
2009 GO Bond	2,636	-	2,636	-
2010 GO Bond	410	-	410	-
2012 GO Bond	136,447	-	136,447	-
2014 GO Bond	374,904	-	374,904	-
2014B GO Bond	87,246	-	87,246	-
2015 GO Bond	1,076,271	-	1,076,271	-
2017 GO Bond	2,094,648	-	2,094,648	-
Capital Projects Funds	<u>\$ 6,309,304</u>	<u>\$ 2,727,089</u>	<u>\$ 9,036,393</u>	<u>\$ -</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Estimated Change in Fund Equity – All Funds
 (continued)

FUND	FUND BALANCE JULY 1, 2017	ADDITIONS	REDUCTIONS	FUND BALANCE JUNE 30, 2018
ENTERPRISE FUNDS				
Wastewater Operating	\$ 1	\$ 4,520,780	\$ 4,436,646	\$ 84,135
Water Operating	1	6,789,724	6,616,348	173,377
Sanitation Operating	1,278,515	4,477,523	5,120,399	635,639
Municipal Golf Course	27,867	456,549	470,763	13,653
Sooner Pool	17,059	29,902	46,040	921
Frontier Pool	19,120	40,820	58,765	1,175
Enterprise Funds	<u>\$ 1,342,563</u>	<u>\$ 16,315,298</u>	<u>\$ 16,748,961</u>	<u>\$ 908,900</u>
INTERNAL SERVICE FUNDS				
Workers' Compensation	\$ 187,830	\$ 237,170	\$ 425,000	\$ -
Health Insurance	716,991	3,369,972	4,086,963	-
Auto Collision Insurance	205,053	100,000	305,053	-
Stabilization Reserve	5,998,580	742,848	-	6,741,428
Capital Reserve	6,983,482	10,260,441	12,217,452	5,026,471
Internal Service Funds	<u>\$ 14,091,936</u>	<u>\$ 14,710,431</u>	<u>\$ 17,034,468</u>	<u>\$ 11,767,899</u>
FIDUCIARY FUNDS				
Mausoleum Trust	<u>\$ 6,016</u>	<u>\$ -</u>	<u>\$ 6,016</u>	<u>\$ -</u>
BARTLESVILLE MUNICIPAL AUTHORITY FUNDS				
BMA - Wastewater	\$ 143,735	\$ 4,493,197	\$ 4,550,280	\$ 86,652
BMA - Water	801,346	9,532,281	9,815,324	518,303
BMA Funds	<u>\$ 945,081</u>	<u>\$ 14,025,478</u>	<u>\$ 14,365,604</u>	<u>\$ 604,955</u>
All Funds Total	<u>\$ 29,739,863</u>	<u>\$ 76,545,641</u>	<u>\$ 88,806,217</u>	<u>\$ 17,479,287</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
2018-19 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 an 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

2018-19 Operating Budget

Percentage Change from Prior Budget – General and Enterprise Funds

FUND & DEPARTMENT	2017-18 BUDGET	2018-19 BUDGET	% INCREASE (DECREASE)
GENERAL FUND			
General Fund:			
City Council			
Contractual Services	\$ 21,850	\$ 27,660	26.6%
Materials and Supplies	2,400	2,900	20.8%
City Council Total	\$ 24,250	\$ 30,560	26.0%
Administration			
Personnel Services	\$ 708,313	\$ 648,708	-8.4%
Contractual Services	105,542	97,194	-7.9%
Materials and Supplies	6,750	6,750	0.0%
Administration Total	\$ 820,605	\$ 752,652	-8.3%
Accounting and Finance			
Personnel Services	\$ 1,056,826	\$ 1,037,336	-1.8%
Contractual Services	483,100	500,450	3.6%
Materials and Supplies	26,000	26,000	0.0%
Accounting and Finance Total	\$ 1,565,926	\$ 1,563,786	-0.1%
Legal			
Personnel Services	\$ 156,267	\$ 150,417	-3.7%
Contractual Services	29,000	29,000	0.0%
Materials and Supplies	-	-	N/A
Legal Total	\$ 185,267	\$ 179,417	-3.2%
Building & Neighbor Service			
Personnel Services	\$ 512,708	\$ 446,888	-12.8%
Contractual Services	142,950	141,400	-1.1%
Materials and Supplies	9,900	15,550	57.1%
Building & Neighbor Service Total	\$ 665,558	\$ 603,838	-9.3%
Building Maintenance			
Personnel Services	\$ 367,798	\$ 378,431	2.9%
Contractual Services	71,880	72,480	0.8%
Materials and Supplies	17,250	17,500	1.4%
Building Maintenance Total	\$ 456,928	\$ 468,411	2.5%

CITY OF BARTLESVILLE

2018-19 Operating Budget

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

FUND & DEPARTMENT	2017-18 BUDGET	2018-19 BUDGET	% INCREASE (DECREASE)
General Services			
Contractual Services	\$ 620,428	\$ 635,421	2.4%
Materials and Supplies	35,000	34,000	-2.9%
General Services Total	<u>\$ 655,428</u>	<u>\$ 669,421</u>	<u>2.1%</u>
Cemetery			
Contractual Services	\$ 9,610	\$ 9,610	0.0%
Materials and Supplies	7,950	6,450	-18.9%
Cemetery Total	<u>\$ 17,560</u>	<u>\$ 16,060</u>	<u>-8.5%</u>
Community Development			
Personnel Services	\$ 309,901	\$ 301,459	-2.7%
Contractual Services	67,620	66,870	-1.1%
Materials and Supplies	2,200	1,700	-22.7%
Community Development Total	<u>\$ 379,721</u>	<u>\$ 370,029</u>	<u>-2.6%</u>
Technical Services			
Personnel Services	\$ 375,630	\$ 378,944	0.9%
Contractual Services	61,450	94,500	53.8%
Materials and Supplies	10,200	45,100	342.2%
Technical Services Total	<u>\$ 447,280</u>	<u>\$ 518,544</u>	<u>15.9%</u>
Engineering			
Personnel Services	\$ 253,834	\$ 306,027	20.6%
Contractual Services	27,370	23,370	-14.6%
Materials and Supplies	9,650	17,541	81.8%
Engineering Total	<u>\$ 290,854</u>	<u>\$ 346,938</u>	<u>19.3%</u>
Fleet Maintenance			
Personnel Services	\$ 302,560	\$ 303,944	0.5%
Contractual Services	16,872	19,305	14.4%
Materials and Supplies	34,599	34,599	0.0%
Fleet Maintenance Total	<u>\$ 354,031</u>	<u>\$ 357,848</u>	<u>1.1%</u>
Fire			
Personnel Services	\$ 5,349,993	\$ 5,498,339	2.8%
Contractual Services	174,646	180,216	3.2%
Materials and Supplies	165,350	181,550	9.8%
Fire Total	<u>\$ 5,689,989</u>	<u>\$ 5,860,105</u>	<u>3.0%</u>

CITY OF BARTLESVILLE

2018-19 Operating Budget

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

FUND & DEPARTMENT	2017-18 BUDGET	2018-19 BUDGET	% INCREASE (DECREASE)
Police			
Personnel Services	\$ 4,825,536	\$ 4,865,053	0.8%
Contractual Services	333,658	360,150	7.9%
Materials and Supplies	259,300	276,300	6.6%
Police Total	<u>\$ 5,418,494</u>	<u>\$ 5,501,503</u>	<u>1.5%</u>
Street			
Personnel Services	\$ 911,616	\$ 918,263	0.7%
Contractual Services	243,000	255,339	5.1%
Materials and Supplies	317,900	333,900	5.0%
Street Total	<u>\$ 1,472,516</u>	<u>\$ 1,507,502</u>	<u>2.4%</u>
Library			
Personnel Services	\$ 1,014,267	\$ 1,048,319	3.4%
Contractual Services	165,030	164,310	-0.4%
Materials and Supplies	116,050	116,450	0.3%
Library Total	<u>\$ 1,295,347</u>	<u>\$ 1,329,079</u>	<u>2.6%</u>
History Museum			
Personnel Services	\$ 156,964	\$ 159,459	1.6%
Contractual Services	9,055	9,450	4.4%
Materials and Supplies	10,950	9,700	-11.4%
History Museum Total	<u>\$ 176,969</u>	<u>\$ 178,609</u>	<u>0.9%</u>
Park and Recreation			
Personnel Services	\$ 954,764	\$ 911,749	-4.5%
Contractual Services	124,605	123,650	-0.8%
Materials and Supplies	155,500	164,500	5.8%
Park and Recreation Total	<u>\$ 1,234,869</u>	<u>\$ 1,199,899</u>	<u>-2.8%</u>
Transfers Out			
To E-911 Fund	\$ 473,187	\$ 434,488	-8.2%
To Adams Golf Course	147,484	135,549	-8.1%
To Sooner Pool	44,393	29,902	-32.6%
To Frontier Pool	58,446	40,820	-30.2%
To Auto Collision Insurance	38,982	25,000	-35.9%
To Stabilization Reserve	446,500	441,899	-1.0%
To Capital Reserve	293,567	280,000	-4.6%
Total Transfers Out	<u>\$ 1,502,559</u>	<u>\$ 1,387,658</u>	<u>-7.6%</u>

CITY OF BARTLESVILLE

2018-19 Operating Budget

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

FUND & DEPARTMENT	2017-18 BUDGET	2018-19 BUDGET	% INCREASE (DECREASE)
Reserves			
Compensated Absences Reserve	684,994	691,435	0.9%
Severance Reserve	175,000	75,000	-57.1%
Total Reserves	<u>\$ 859,994</u>	<u>\$ 766,435</u>	<u>-10.9%</u>
Total General Fund	<u>\$ 23,514,145</u>	<u>\$ 23,608,294</u>	<u>0.4%</u>
ENTERPRISE FUNDS			
Wastewater Operating Fund:			
Wastewater Treatment Plant			
Contractual Services	<u>\$ 2,341,118</u>	<u>\$ 2,384,105</u>	<u>1.8%</u>
Wastewater Maintenance			
Personnel Services	\$ 684,708	\$ 623,347	-9.0%
Contractual Services	44,500	47,850	7.5%
Materials and Supplies	116,150	129,900	11.8%
Wastewater Maintenance Total	<u>\$ 845,358</u>	<u>\$ 801,097</u>	<u>-5.2%</u>
Transfers Out			
To General Fund	\$ 1,072,034	\$ 1,139,941	6.3%
To Stabilization Reserve Fund	84,803	86,503	2.0%
Total Transfers Out	<u>\$ 1,156,837</u>	<u>\$ 1,251,444</u>	<u>8.2%</u>
Reserves			
Contingency	\$ 63,437	\$ 63,704	0.4%
Compensated Absences Reserve	20,431	20,431	0.0%
Total Reserves	<u>\$ 83,868</u>	<u>\$ 84,135</u>	<u>0.3%</u>
Total Wastewater Operating	<u>\$ 4,427,181</u>	<u>\$ 4,520,781</u>	<u>2.1%</u>

CITY OF BARTLESVILLE

2018-19 Operating Budget

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

FUND & DEPARTMENT	2017-18 BUDGET	2018-19 BUDGET	% INCREASE (DECREASE)
Water Operating Fund:			
Water Plant			
Personnel Services	\$ 963,633	\$ 906,291	-6.0%
Contractual Services	1,056,650	1,086,800	2.9%
Materials and Supplies	939,000	863,000	-8.1%
Water Plant Total	<u>\$ 2,959,283</u>	<u>\$ 2,856,091</u>	<u>-3.5%</u>
Water Administration			
Personnel Services	\$ 249,934	\$ 249,972	0.0%
Contractual Services	67,050	65,550	-2.2%
Materials and Supplies	8,400	7,950	-5.4%
Water Administration Total	<u>\$ 325,384</u>	<u>\$ 323,472</u>	<u>-0.6%</u>
Water Distribution			
Personnel Services	\$ 1,133,721	\$ 1,140,208	0.6%
Contractual Services	79,500	82,500	3.8%
Materials and Supplies	276,500	268,500	-2.9%
Water Distribution Total	<u>\$ 1,489,721</u>	<u>\$ 1,491,208</u>	<u>0.1%</u>
Transfers Out			
To General	\$ 1,809,027	\$ 1,791,335	-1.0%
To Auto Collision Insurance	397	25,000	6197.2%
To Stabilization Reserve	128,003	129,242	1.0%
To Capital Reserve	16,000	-	-100.0%
Total Transfers Out	<u>\$ 1,953,427</u>	<u>\$ 1,945,577</u>	<u>-0.4%</u>
Reserves			
Contingency	\$ 94,427	\$ 93,415	-1.1%
Compensated Absences Reserve	79,962	79,962	0.0%
Total Reserves	<u>\$ 174,389</u>	<u>\$ 173,377</u>	<u>-0.6%</u>
Total Water Operating	<u>\$ 6,902,204</u>	<u>\$ 6,789,725</u>	<u>-1.6%</u>
Sanitation Operating Fund:			
Sanitation			
Personnel Services	\$ 1,700,591	\$ 1,710,068	0.6%
Contractual Services	840,880	893,500	6.3%
Materials and Supplies	357,854	366,686	2.5%
Sanitation Total	<u>\$ 2,899,325</u>	<u>\$ 2,970,254</u>	<u>2.4%</u>

CITY OF BARTLESVILLE

2018-19 Operating Budget

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

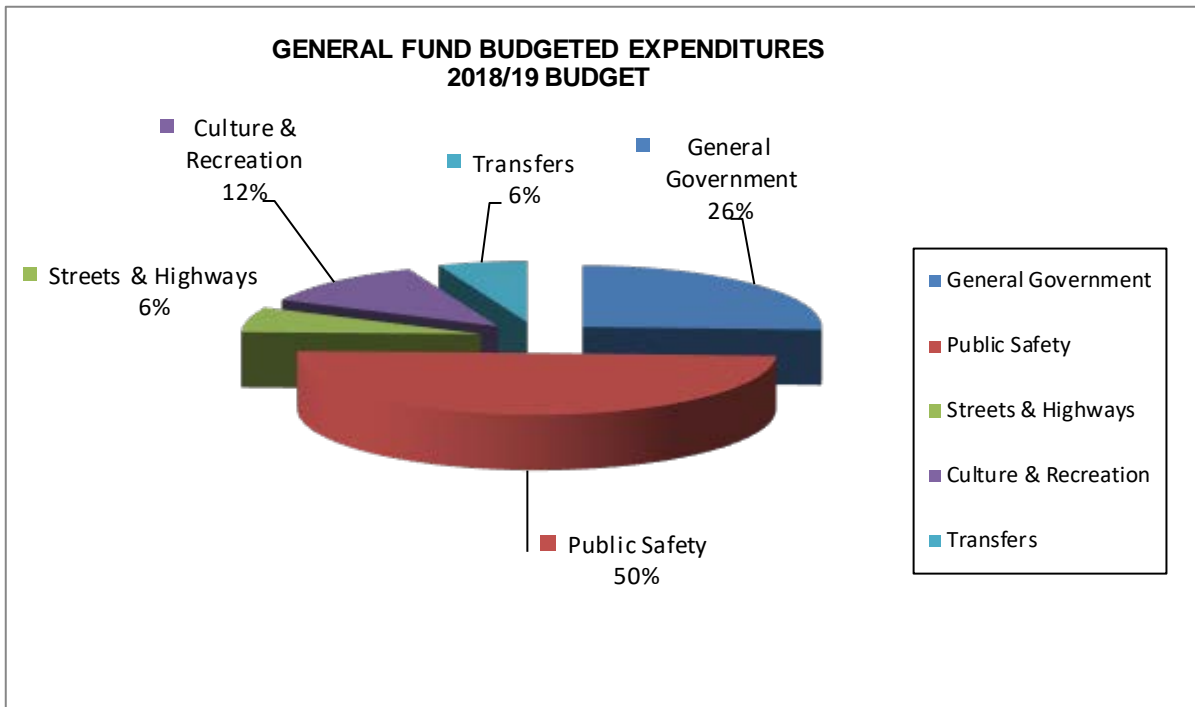
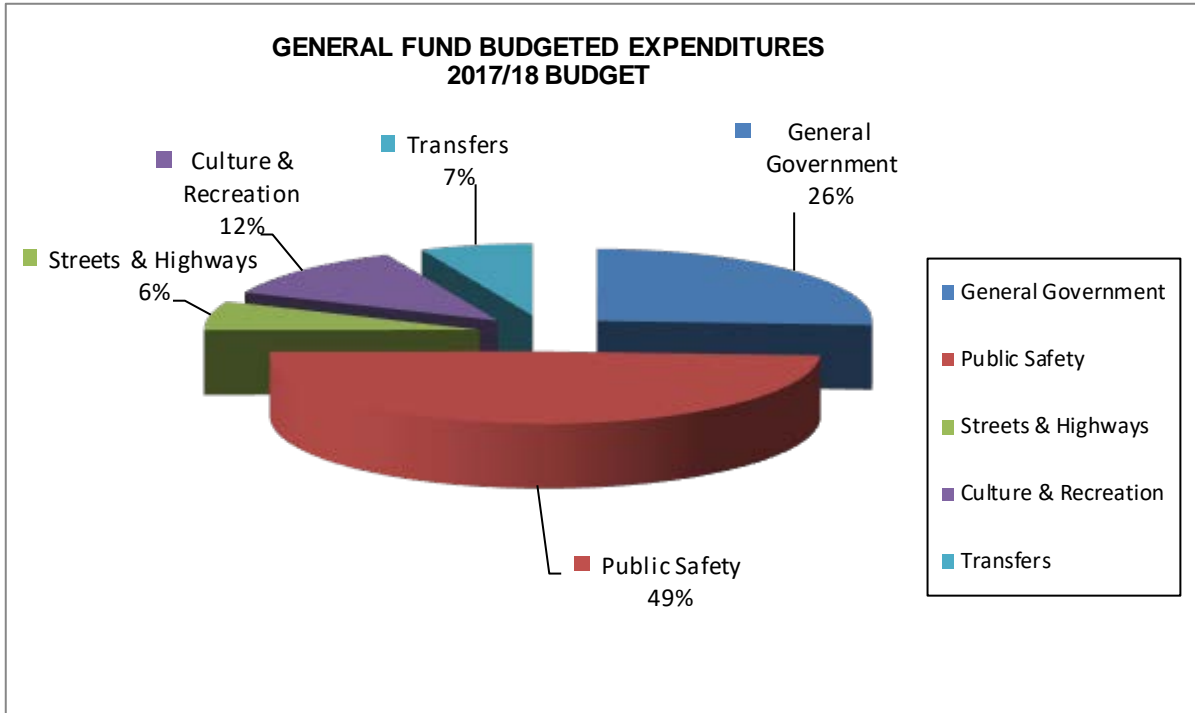
FUND & DEPARTMENT	2017-18 BUDGET	2018-19 BUDGET	% INCREASE (DECREASE)
Transfers Out			
To General	\$ 1,055,339	\$ 1,289,941	22.2%
To Stabilization Reserve	80,849	85,204	5.4%
To Capitalization Reserve	750,000	750,000	0.0%
Total Transfers Out	<u>\$ 1,886,188</u>	<u>\$ 2,150,145</u>	<u>14.0%</u>
Reserves			
Contingency	\$ 57,141	\$ 59,405	4.0%
Compensated Absences Reserve	69,206	69,206	0.0%
Total Reserves	<u>\$ 126,347</u>	<u>\$ 128,611</u>	<u>1.8%</u>
Total Sanitation Operating	<u>\$ 4,911,860</u>	<u>\$ 5,249,010</u>	<u>6.9%</u>
Municipal Golf Course Fund:			
Golf Course			
Personnel Services	\$ 226,761	\$ 227,459	0.3%
Contractual Services	147,028	147,904	0.6%
Materials and Supplies	95,400	95,400	0.0%
Golf Course Total	<u>\$ 469,189</u>	<u>\$ 470,763</u>	<u>0.3%</u>
Reserves			
Contingency	\$ 9,291	\$ 9,415	1.3%
Compensated Absences Reserve	4,238	4,238	0.0%
Total Reserves	<u>\$ 13,529</u>	<u>\$ 13,653</u>	<u>0.9%</u>
Total Municipal Golf Course	<u>\$ 482,718</u>	<u>\$ 484,416</u>	<u>0.4%</u>
Sooner Pool Fund:			
Swimming pool			
Contractual Services	\$ 36,700	\$ 37,340	1.7%
Materials and Supplies	8,700	8,700	0.0%
Contingency	969	921	-5.0%
Swimming pool Total	<u>\$ 46,369</u>	<u>\$ 46,961</u>	<u>1.3%</u>
Frontier Pool Fund:			
Swimming pool			
Contractual Services	\$ 48,600	\$ 50,065	3.0%
Materials and Supplies	8,700	8,700	0.0%
Contingency	1,202	1,175	-2.2%
Swimming pool Total	<u>\$ 58,502</u>	<u>\$ 59,940</u>	<u>2.5%</u>
Total Enterprise Funds	<u>\$ 16,828,834</u>	<u>\$ 17,150,833</u>	<u>1.9%</u>

GENERAL FUND



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CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Expenditure Graphs



CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Expenditure Summary by Function

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST
City Council	\$ 12,112	\$ 24,250	\$ 12,523	\$ 30,560
Administration	655,186	820,605	723,388	752,652
Accounting and Finance	1,475,592	1,565,926	1,565,923	1,563,786
Legal	159,463	185,267	176,540	179,417
Building and Neighborhood Services	644,670	665,558	662,213	603,838
Building Maintenance	477,380	456,928	451,884	468,411
General Services	588,200	655,428	637,459	669,421
Cemetery	49,722	17,560	14,937	16,060
Community Development	362,966	379,721	379,721	370,029
Technical Services	119,761	447,280	434,230	518,544
Engineering	548,238	290,854	290,854	346,938
Fleet Maintenance	372,349	354,031	312,075	357,848
Fire	5,359,301	5,689,989	5,598,485	5,860,105
Police	5,338,821	5,418,494	5,406,946	5,501,503
Street	1,435,832	1,472,516	1,472,516	1,507,502
Library	1,167,548	1,295,347	1,283,546	1,329,079
History Museum	182,491	176,969	167,872	178,609
Park and Recreation	1,180,655	1,234,869	1,234,869	1,199,899
Transfer Out:				
To E-911 Fund	588,024	473,187	473,187	434,488
To Doenges Memorial Stadium	9,829	-	-	-
To Adams Golf Course	72,005	147,484	147,484	135,549
To Sooner Pool	44,311	44,393	44,393	29,902
To Frontier Pool	57,117	58,446	58,446	40,820
To Auto Collision Insurance	1,707	38,982	38,982	25,000
To Stabilization Reserve	508,111	446,500	446,500	441,899
To Capital Reserve	619,600	293,567	293,567	280,000
Reserves:				
Compensated Absences Reserve	-	684,994	-	691,435
Severance Reserve	-	175,000	-	75,000
Total Expenditures and Reserves	<u>\$ 22,030,991</u>	<u>\$ 23,514,145</u>	<u>\$ 22,328,540</u>	<u>\$ 23,608,294</u>

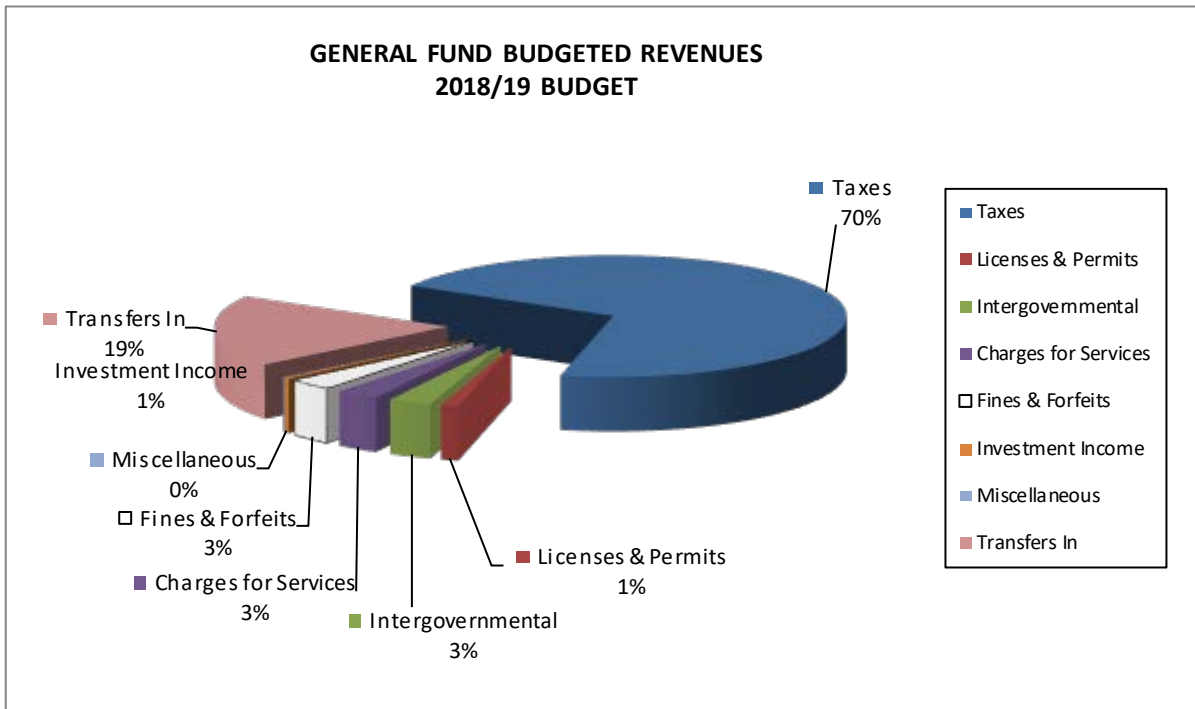
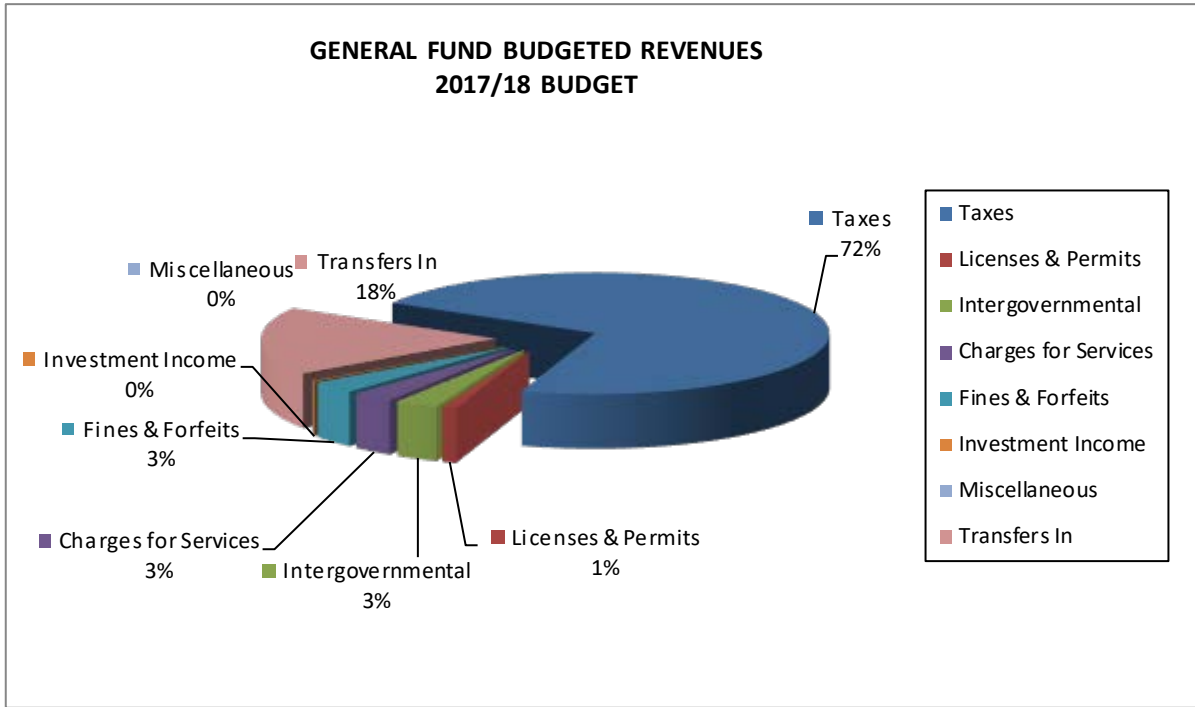
CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Expenditure Summary by Line Item

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$11,067,792	\$12,088,949	\$11,949,896	\$11,992,188	\$11,982,760	\$11,982,760
51120 OVERTIME	504,066	525,000	481,756	552,000	503,000	503,000
51130 FICA	623,235	736,258	684,209	722,012	722,335	722,335
51140 GROUP INSURANCE	2,250,822	2,068,166	2,028,166	2,300,214	2,300,553	2,300,553
51150 DB RETIREMENT	656,820	704,729	698,695	620,835	612,953	612,953
51155 DC RETIREMENT	73,764	111,492	85,050	103,282	103,429	103,429
51160 PENSION	863,639	949,672	926,815	973,000	973,000	973,000
51170 WORKER'S COMPENSATION	258,763	72,711	72,711	155,306	155,306	155,306
TOTAL PERSONNEL SERVICES	\$16,298,901	\$17,256,977	\$16,927,298	\$17,418,837	\$17,353,336	\$17,353,336
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 406,960	\$ 430,397	\$ 428,549	\$ 463,179	\$ 435,519	\$ 435,519
52210 FINANCIAL SERVICES	172,583	183,600	192,044	189,180	189,180	189,180
52310 UTILITIES & COMMUNICATIONS	533,851	564,418	572,726	596,807	584,807	584,807
52410 PROFESSIONAL SERVICES	185,621	148,100	155,644	216,175	171,050	171,050
52510 OTHER SERVICES	721,697	765,139	776,527	827,899	794,521	794,521
52610 MAINT. & REPAIR SERVICE	272,937	296,494	320,250	329,676	316,298	316,298
52710 OPERATIONAL SERVICES	1,598	2,000	1,000	5,500	2,000	2,000
52810 INSURANCE & BONDS	249,890	317,518	308,850	322,518	317,000	317,000
52950 MISCELLANEOUS	1,646	-	(43,896)	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 2,546,783	\$ 2,707,666	\$ 2,711,694	\$ 2,950,934	\$ 2,810,375	\$ 2,810,375
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 72,582	\$ 75,650	\$ 68,414	\$ 124,150	\$ 107,350	\$ 107,350
53210 JANITORIAL SUPPLIES	36,055	37,200	32,159	36,300	36,300	36,300
53310 GENERAL SUPPLIES	325,442	337,200	319,633	349,685	345,050	345,050
53410 TOOLS & EQUIPMENT	43,016	24,299	25,693	31,540	31,540	31,540
53510 FUEL	210,207	194,000	241,706	259,000	245,000	245,000
53610 MAINT. & REPAIR MATERIALS	597,301	518,600	499,384	532,750	525,250	525,250
TOTAL MATERIALS & SUPPLIES	\$ 1,284,603	\$ 1,186,949	\$ 1,186,989	\$ 1,333,425	\$ 1,290,490	\$ 1,290,490

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Expenditure Summary by Line Item
(continued)

TRANSFERS OUT	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
59207 E 9-1-1 FUND	\$ 588,024	\$ 473,187	\$ 473,187	\$ 434,488	\$ 434,488	\$ 434,488
59276 DOENGES MEMORIAL STADIUM	9,829	-	-	-	-	-
59513 ADAMS GOLF COURSE	72,005	147,484	147,484	138,549	135,549	135,549
59515 FRONTIER POOL	44,311	44,393	44,393	44,437	29,902	29,902
59516 SOONER POOL	57,117	58,446	58,446	59,690	40,820	40,820
59663 AUTO COLLISION INSURANCE	1,707	38,982	38,982	25,000	25,000	25,000
59670 STABILIZATION RESERVE	508,111	446,500	446,500	447,607	441,899	441,899
59675 CAPITAL RESERVE	619,600	293,567	293,567	280,000	280,000	280,000
TOTAL TRANSFERS	\$ 1,900,704	\$ 1,502,559	\$ 1,502,559	\$ 1,429,771	\$ 1,387,658	\$ 1,387,658
TOTAL BUDGET	\$22,030,991	\$22,654,151	\$22,328,540	\$23,132,967	\$22,841,859	\$22,841,859

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Revenue Graphs



CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Revenue Summary by Source

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST
Sales Tax	\$ 14,085,498	\$ 14,325,496	\$ 14,253,016	\$ 14,342,014
Franchise Tax	1,396,812	1,377,000	1,419,029	1,412,900
Licenses & Permits	225,560	212,400	265,849	271,300
Intergovernmental	650,474	651,700	663,008	664,500
Charges for Services	629,443	619,000	772,589	672,200
Fines and Forfeits	659,456	708,900	608,260	680,000
Interest and Investment Income	88,271	40,000	113,081	85,000
Donations and Miscellaneous	129,748	4,500	42,403	20,800
Transfer In:				
Wastewater	973,772	1,072,034	1,072,034	1,139,941
Water	1,530,212	1,809,027	1,809,027	1,791,335
Sanitation	1,048,772	1,055,339	1,055,339	1,289,941
JAG Grant	-	-	-	40,243
Stadium	-	14,171	14,171	2,134
Fund Balance	<u>1,745,878</u>	<u>1,279,555</u>	<u>1,436,720</u>	<u>1,195,986</u>
Total Available for Appropriation	<u>\$ 23,163,896</u>	<u>\$ 23,169,122</u>	<u>\$ 23,524,526</u>	<u>\$ 23,608,294</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Personnel Summary

PERSONNEL COUNTS BY DEPARTMENT	2016-17 ACTUAL FTEs	2017-18 BUDGETED FTEs	2017-18 ACTUAL FTEs	2018-19 BUDGETED FTEs
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	8	8	8	7
Building Maintenance	5	5	5	5
Community Development	3	3	3	3
Technical Services	0	4	4	4
Engineering	9	6	6	7
Fleet Maintenance	4	4	4	4
Fire	70	70	70	70
Police	68	68	68	68
Street	17	17	17	17
Library	17.94	19.14	19.14	18.7
History Museum	3.85	3.63	3.63	3.63
Park and Recreation	18	18	18	18
Total Personnel	<u>249.02</u>	<u>251</u>	<u>251</u>	<u>250.56</u>

CITY OF BARTLESVILLE
 2018-19 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.

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.

2018 Accomplishments:

- Held a GO Bond Election
- Pursue the design/creation of a more consistent revenue base

2019 Objectives:

- Hold a City Council Election
- Hold a Sales Tax Renewal Election
- Pursue additional revenue streams

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

FUND 101 GENERAL DEPT 110 CITY COUNCIL				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$12,112	\$24,250	\$12,523	\$30,560	\$30,560

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – City Council – Line Item Detail

CONTRACTUAL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
52110 EMPLOYMENT SERVICES	\$ 3,083	\$ 5,500	\$ -	\$ 6,100	\$ 4,000	\$ 4,000
52310 UTILITIES & COMMUNICATIONS	35	-	187	160	160	160
52410 PROFESSIONAL SERVICES	2,174	2,300	1,710	2,300	2,300	2,300
52510 OTHER SERVICES	4,227	14,050	8,426	21,200	21,200	21,200
TOTAL CONTRACTUAL SERVICES	\$ 9,519	\$ 21,850	\$ 10,323	\$ 29,760	\$ 27,660	\$ 27,660
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 321	\$ 400	\$ -	\$ 400	\$ 400	\$ 400
53310 GENERAL SUPPLIES	2,272	2,000	2,200	2,500	2,500	2,500
TOTAL MATERIALS & SUPPLIES	\$ 2,593	\$ 2,400	\$ 2,200	\$ 2,900	\$ 2,900	\$ 2,900
TOTAL BUDGET	\$ 12,112	\$ 24,250	\$ 12,523	\$ 32,660	\$ 30,560	\$ 30,560

CITY OF BARTLESVILLE
 2018-19 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.

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.

- 2018 Accomplishments:
- Represent the City to educate and promote the bond election
 - Assisted Washington County Emergency Management with implementation of the storm shelter grant
 - Transition HR software to Tyler Technologies product

- 2019 Objectives:
- Implement online benefit/pay services for employees
 - Implement online application services for candidates

Budget Highlights: The major budgeted expenditures for Administration are personnel expenditures for the City Manager, Human Resources Director, and their employees.

FUND 101 GENERAL DEPT 120 ADMINISTRATION				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$655,186	\$820,605	\$723,388	\$752,652	\$752,652

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Administration – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 380,002	\$ 524,720	\$ 426,125	\$ 480,000	\$ 480,000	\$ 480,000
51120 OVERTIME	-	1,000	-	2,000	1,000	1,000
51130 FICA	27,781	40,896	30,744	37,000	37,000	37,000
51140 GROUP INSURANCE	64,576	53,345	53,345	61,567	61,567	61,567
51150 DB RETIREMENT	57,049	83,307	83,315	57,000	57,000	57,000
51155 DC RETIREMENT	5,070	5,045	6,613	11,000	11,000	11,000
51170 WORKER'S COMPENSATION	367	-	-	1,141	1,141	1,141
TOTAL PERSONAL SERVICES	\$ 534,845	\$ 708,313	\$ 600,142	\$ 649,708	\$ 648,708	\$ 648,708
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 92,634	\$ 73,862	\$ 97,465	\$ 72,469	\$ 72,469	\$ 72,469
52310 UTILITIES & COMMUNICATIONS	2,777	2,875	3,775	3,215	3,215	3,215
52410 PROFESSIONAL SERVICES	1,671	3,000	1,290	8,925	3,000	3,000
52510 OTHER SERVICES	18,849	25,305	16,151	26,030	18,010	18,010
52610 MAINT. & REPAIR SERVICE	-	500	-	500	500	500
TOTAL CONTRACTUAL SERVICES	\$ 115,931	\$ 105,542	\$ 118,681	\$ 111,139	\$ 97,194	\$ 97,194
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 3,516	\$ 3,750	\$ 4,181	\$ 3,750	\$ 3,750	\$ 3,750
53210 JANITORIAL SUPPLIES	13	-	8	-	-	-
53310 GENERAL SUPPLIES	805	3,000	376	3,000	3,000	3,000
TOTAL MATERIALS & SUPPLIES	\$ 4,410	\$ 6,750	\$ 4,565	\$ 6,750	\$ 6,750	\$ 6,750
TOTAL BUDGET						
	\$ 655,186	\$ 820,605	\$ 723,388	\$ 767,597	\$ 752,652	\$ 752,652

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Administration – Personnel and Capital Detail

FUND 101 GENERAL
 DEPT 120 ADMINISTRATION

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
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	1	1	1	1
HR Generalist	1	1	1	1
Grants Administrator	1	1	1	1
TOTAL	7	7	7	7

CITY OF BARTLESVILLE
 2018-19 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.

- 2018 Accomplishments:
- Continued use of sound financial practices and maintained the City’s AA- bond rating
 - Completed the implementation of the Financial modules of the City wide ERP system
 - Continue implementation of the HRIS and Payroll modules of the City wide ERP system

- 2019 Objectives:
- Continue use of sound financial practices aimed at maintaining the City’s reserves and retaining the City’s AA- bond rating
 - Finalize implementation of the HRIS and Payroll modules
 - Begin implementation on the E-GOV applications of the City Wide ERP System

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				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$1,475,592	\$1,565,926	\$1,565,923	\$1,563,786	\$1,563,786

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Accounting and Finance – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 690,811	\$ 756,550	\$ 761,261	\$ 734,000	\$ 734,000	\$ 734,000
51120 OVERTIME	548	1,000	1,361	2,000	1,000	1,000
51130 FICA	50,007	58,187	55,351	57,000	57,000	57,000
51140 GROUP INSURANCE	147,726	121,930	121,930	140,728	140,728	140,728
51150 DB RETIREMENT	99,026	105,964	98,232	89,000	89,000	89,000
51155 DC RETIREMENT	10,523	13,195	12,880	13,000	13,000	13,000
51170 WORKER'S COMPENSATION	-	-	-	2,608	2,608	2,608
TOTAL PERSONAL SERVICES	\$ 998,641	\$ 1,056,826	\$ 1,051,015	\$ 1,038,336	\$ 1,037,336	\$ 1,037,336
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 16,863	\$ 11,400	\$ 10,457	\$ 12,650	\$ 12,650	\$ 12,650
52210 FINANCIAL SERVICES	167,823	178,800	187,288	185,400	185,400	185,400
52310 UTILITIES & COMMUNICATIONS	2,162	2,600	2,025	2,600	2,600	2,600
52410 PROFESSIONAL SERVICES	57,644	58,000	64,500	58,000	58,000	58,000
52510 OTHER SERVICES	117,366	125,000	117,614	129,700	129,700	129,700
52610 MAINT. & REPAIR SERVICE	99,830	107,000	108,749	111,800	111,800	111,800
52810 INSURANCE & BONDS	-	300	91	300	300	300
TOTAL CONTRACTUAL SERVICES	\$ 461,688	\$ 483,100	\$ 490,724	\$ 500,450	\$ 500,450	\$ 500,450
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 13,074	\$ 23,000	\$ 22,981	\$ 23,000	\$ 23,000	\$ 23,000
53210 JANITORIAL SUPPLIES	-	-	12	-	-	-
53310 GENERAL SUPPLIES	2,171	3,000	1,191	3,000	3,000	3,000
53610 MAINT. & REPAIR MATERIALS	18	-	-	-	-	-
TOTAL MATERIALS & SUPPLIES	\$ 15,263	\$ 26,000	\$ 24,184	\$ 26,000	\$ 26,000	\$ 26,000
TOTAL BUDGET						
	\$ 1,475,592	\$ 1,565,926	\$ 1,565,923	\$ 1,564,786	\$ 1,563,786	\$ 1,563,786

CITY OF BARTLESVILLE

2018-19 Operating Budget

General Fund – Accounting and Finance – Personnel and Capital Detail

FUND 101 GENERAL
DEPT 130 ACCOUNTING & FINANCE

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
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
TOTAL	16	16	16	16

CITY OF BARTLESVILLE
 2018-19 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.

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

2019 Objectives: • Successfully negotiate the 2018-19 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.

				FUND 101 GENERAL DEPT 150 LEGAL
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$159,463	\$185,267	\$176,540	\$179,417	\$179,417

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Legal – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 117,141	130,740	\$ 125,211	131,000	\$ 122,500	\$ 122,500
51130 FICA	8,332	10,286	8,927	10,000	10,000	10,000
51140 GROUP INSURANCE	18,948	15,241	15,241	17,591	17,591	17,591
51170 WORKER'S COMPENSATION	-	-	-	326	326	326
TOTAL PERSONAL SERVICES	\$ 144,421	\$ 156,267	\$ 149,379	\$ 158,917	\$ 150,417	\$ 150,417
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ -	\$ 1,600	\$ -	\$ 1,600	\$ 1,600	\$ 1,600
52410 PROFESSIONAL SERVICES	6,081	20,000	19,629	20,000	20,000	20,000
52510 OTHER SERVICES	7,200	7,200	7,371	7,200	7,200	7,200
52810 INSURANCE & BONDS	100	200	150	200	200	200
52950 MISCELLANEOUS	1,646	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 15,027	\$ 29,000	\$ 27,150	\$ 29,000	\$ 29,000	\$ 29,000
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -
53310 GENERAL SUPPLIES	-	-	11	-	-	-
TOTAL BUDGET	\$ 159,463	\$ 185,267	\$ 176,540	\$ 187,917	\$ 179,417	\$ 179,417

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Legal – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 150 LEGAL**

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2017-18 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2018-19 BUDGETED 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
TOTAL	<u>2.23</u>	<u>2.23</u>	<u>2.23</u>	<u>2.23</u>

CITY OF BARTLESVILLE

2018-19 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.

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.

2018 Accomplishments:

- Issued 3,750 building related permits. The total valuation of new and remodeled construction exceeded \$58.5 million
- Processed 3,101 code complaints, averaging 13 complaints per workday. This is an increase of 25.6 % over last year
- Order the removal or repair of 140 dilapidated structures, with 35 removed

CITY OF BARTLESVILLE

2018-19 Operating Budget

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

-
- 2019 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 resolve violation 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.

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

FUND 101 GENERAL DEPT 155 BUILDING & NEIGHBORHOOD SERVICES				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$644,670	\$665,558	\$662,213	\$603,838	\$603,838

CITY OF BARTLESVILLE

2018-19 Operating Budget

General Fund – Building and Neighborhood Services – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 330,700	\$ 363,870	\$ 350,403	\$ 346,000	\$ 305,000	\$ 305,000
51130 FICA	24,413	27,984	26,171	27,000	24,000	24,000
51140 GROUP INSURANCE	74,868	60,965	60,965	70,364	70,364	70,364
51150 DB RETIREMENT	47,631	51,370	50,596	44,000	36,000	36,000
51155 DC RETIREMENT	4,511	8,115	5,264	7,000	6,000	6,000
51170 WORKER'S COMPENSATION	-	404	404	5,524	5,524	5,524
TOTAL PERSONAL SERVICES	\$ 482,123	\$ 512,708	\$ 493,803	\$ 499,888	\$ 446,888	\$ 446,888
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 9,065	\$ 9,150	\$ 4,176	\$ 8,750	\$ 7,000	\$ 7,000
52310 UTILITIES & COMMUNICATIONS	2,991	3,300	2,498	3,900	3,900	3,900
52510 OTHER SERVICES	137,252	130,000	147,369	145,000	130,000	130,000
52610 MAINT. & REPAIR SERVICE	-	500	341	500	500	500
TOTAL CONTRACTUAL SERVICES	\$ 149,308	\$ 142,950	\$ 154,384	\$ 158,150	\$ 141,400	\$ 141,400
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 1,415	\$ 900	\$ 727	\$ 2,400	\$ 900	\$ 900
53210 JANITORIAL SUPPLIES	-	-	143	-	-	-
53310 GENERAL SUPPLIES	1,846	2,000	1,073	2,250	2,250	2,250
53410 TOOLS & EQUIPMENT	6	1,000	500	1,900	1,900	1,900
53510 FUEL	5,911	5,000	7,152	7,500	7,500	7,500
53610 MAINT. & REPAIR MATERIALS	4,061	1,000	4,431	3,000	3,000	3,000
TOTAL MATERIALS & SUPPLIES	\$ 13,239	\$ 9,900	\$ 14,026	\$ 17,050	\$ 15,550	\$ 15,550
TOTAL BUDGET	\$ 644,670	\$ 665,558	\$ 662,213	\$ 675,088	\$ 603,838	\$ 603,838

CITY OF BARTLESVILLE

2018-19 Operating Budget

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

FUND 101 GENERAL
DEPT 155 BUILDING & NEIGHBORHOOD SERVICES

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
Chief Building Official	1	1	1	1
Building Inspector	2	2	2	1
Neighborhood Service Supervisor	1	1	1	1
Neighborhood Svc Officer	3	3	2	2
Zoning Technician	0	0	1	1
Abatement-Compliance Officer	1	1	1	1
TOTAL	8	8	8	7

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Building Maintenance – Summary

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

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

- 2018 Accomplishments:
- Continued renovations at Bartlesville Library
 - Prepared pools and splash pad for 2017 season
 - Continue routine storm siren maintenance
 - Completed move into new Police and Fire station
 - Renovated temporary Price Field concession stand
 - Renovated 3rd and 4th floors at City Hall
 - Provided maintenance service to all City facilities
-

- 2019 Objectives:
- Prepare pools and splash pad for 2018 season
 - Continue routine storm siren maintenance
 - Provide maintenance service to all City facilities
 - Prepare for demolition of old police station
 - Renovations and maintenance of Artunoff concession stand
 - Continue maintenance and renovations at the Library
-

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				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$477,380	\$456,928	\$451,884	\$468,411	\$468,411

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Building Maintenance – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 257,004	\$ 258,980	\$ 253,406	\$ 266,000	\$ 266,000	\$ 266,000
51130 FICA	19,232	20,610	18,849	21,000	21,000	21,000
51140 GROUP INSURANCE	55,366	38,103	38,103	43,978	43,978	43,978
51150 DB RETIREMENT	56,431	45,334	51,027	41,000	41,000	41,000
51155 DC RETIREMENT	-	4,030	822	3,000	3,000	3,000
51170 WORKER'S COMPENSATION	865	741	741	3,453	3,453	3,453
TOTAL PERSONAL SERVICES	\$ 388,898	\$ 367,798	\$ 362,948	\$ 378,431	\$ 378,431	\$ 378,431
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 49	\$ 880	\$ 449	\$ 880	\$ 880	\$ 880
52310 UTILITIES & COMMUNICATIONS	8,148	10,000	8,752	10,000	9,000	9,000
52410 PROFESSIONAL SERVICES	-	-	-	100	100	100
52510 OTHER SERVICES	57,787	60,000	61,608	66,183	61,500	61,500
52610 MAINT. & REPAIR SERVICE	570	1,000	1,000	1,000	1,000	1,000
TOTAL CONTRACTUAL SERVICES	\$ 66,554	\$ 71,880	\$ 71,809	\$ 78,163	\$ 72,480	\$ 72,480
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 348	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
53210 JANITORIAL SUPPLIES	189	200	200	200	200	200
53310 GENERAL SUPPLIES	2,158	3,000	3,000	3,000	3,000	3,000
53410 TOOLS & EQUIPMENT	1,868	2,000	2,000	2,000	2,000	2,000
53510 FUEL	4,232	4,500	4,377	4,500	4,500	4,500
53610 MAINT. & REPAIR MATERIALS	13,133	7,250	7,250	15,000	7,500	7,500
TOTAL MATERIALS & SUPPLIES	\$ 21,928	\$ 17,250	\$ 17,127	\$ 25,000	\$ 17,500	\$ 17,500
TOTAL BUDGET						
	\$ 477,380	\$ 456,928	\$ 451,884	\$ 481,594	\$ 468,411	\$ 468,411

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Building Maintenance – Personnel and Capital Detail

FUND 101 GENERAL
 DEPT 160 BUILDING MAINTENANCE

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2017-18 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2018-19 BUDGETED NUMBER OF EMPLOYEES</u>
Bldg Maintenance Supervisor	1	1	1	1
Senior Maint-Repair Tech	2	2	2	2
Maint-Repair Tech	2	2	2	2
TOTAL	5	5	5	5

CITY OF BARTLESVILLE
 2018-19 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.

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.

2018 Accomplishments: N/A

2019 Objectives: N/A

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.

**FUND 101 GENERAL
 DEPT 170 GENERAL SERVICES**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$ 588,200	\$655,428	\$637,459	\$669,421	\$669,421

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – General Services – Line Item Detail

CONTRACTUAL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
52110 EMPLOYMENT SERVICES	\$ -	\$ -	\$ 33	\$ -	\$ -	\$ -
52310 UTILITIES & COMMUNICATIONS	89,446	93,700	93,936	95,400	95,400	95,400
52410 PROFESSIONAL SERVICES	19,563	-	263	-	-	-
52510 OTHER SERVICES	168,073	185,000	196,325	209,346	205,021	205,021
52610 MAINT. & REPAIR SERVICE	31,293	26,210	12,169	20,000	20,000	20,000
52810 INSURANCE & BONDS	249,455	315,518	308,518	320,518	315,000	315,000
TOTAL CONTRACTUAL SERVICES	\$ 557,830	\$ 620,428	\$ 611,244	\$ 645,264	\$ 635,421	\$ 635,421
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 7,627	\$ 7,000	\$ 3,972	\$ 7,000	\$ 7,000	\$ 7,000
53210 JANITORIAL SUPPLIES	3,694	4,000	3,464	4,000	4,000	4,000
53310 GENERAL SUPPLIES	5,870	5,000	2,350	4,000	4,000	4,000
53510 FUEL	507	1,000	603	1,000	1,000	1,000
53610 MAINT. & REPAIR MATERIALS	12,672	18,000	15,826	18,000	18,000	18,000
TOTAL MATERIALS & SUPPLIES	\$ 30,370	\$ 35,000	\$ 26,215	\$ 34,000	\$ 34,000	\$ 34,000
TOTAL BUDGET	\$ 588,200	\$ 655,428	\$ 637,459	\$ 679,264	\$ 669,421	\$ 669,421

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments:

- Provided for multiple interments
- Provide maintenance of the grounds and facilities

2019 Objectives:

- Continue routine maintenance and repairs

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

FUND 101 GENERAL DEPT 174 CEMETERY				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$49,722	\$17,560	\$14,937	\$16,060	\$16,060

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Cemetery – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 23,162	\$ -	\$ -	\$ -	\$ -	\$ -
51130 FICA	1,764	-	-	-	-	-
51140 GROUP INSURANCE	9,220	-	-	-	-	-
51155 DC RETIREMENT	695	-	-	-	-	-
TOTAL PERSONAL SERVICES	\$ 34,841	\$ -	\$ -	\$ -	\$ -	\$ -
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
52310 UTILITIES & COMMUNICATIONS	2,786	3,750	2,927	3,750	3,750	3,750
52510 OTHER SERVICES	423	2,900	2,900	2,900	2,900	2,900
52610 MAINT. & REPAIR SERVICE	2,797	2,860	2,860	2,860	2,860	2,860
TOTAL CONTRACTUAL SERVICES	\$ 6,006	\$ 9,610	\$ 8,787	\$ 9,610	\$ 9,610	\$ 9,610
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 1,312	\$ 1,800	\$ -	\$ 300	\$ 300	\$ 300
53210 JANITORIAL SUPPLIES	-	300	300	300	300	300
53310 GENERAL SUPPLIES	1,691	3,750	3,750	3,750	3,750	3,750
53410 TOOLS & EQUIPMENT	-	100	100	100	100	100
53610 MAINT. & REPAIR MATERIALS	5,872	2,000	2,000	2,000	2,000	2,000
TOTAL MATERIALS & SUPPLIES	\$ 8,875	\$ 7,950	\$ 6,150	\$ 6,450	\$ 6,450	\$ 6,450
TOTAL BUDGET	\$ 49,722	\$ 17,560	\$ 14,937	\$ 16,060	\$ 16,060	\$ 16,060

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Cemetery – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 174 CEMETERY**

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
Cemetery Relations	0	0	0	0
TOTAL	0	0	0	0

CITY OF BARTLESVILLE
2018-19 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.

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.

2018 Accomplishments:

- Managed the process through completion for the creation of the new Bartlesville Retirement Community Tax Increment Finance
- Managed the ongoing multi-phased development of the Johnstone Park Pavilion Project
- Review and issued 134 zoning permit or special event permits
- Assisted and advised the City Planning Commission, Board of Adjustment, as well as the BDA, BRTA, private developers, and businesses in the planning and design of proposed development plans and land use

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Community Development – Summary
 (continued)

2019 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.

FUND 101 GENERAL DEPT 180 COMMUNITY DEVELOPMENT				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$362,966	\$379,721	\$379,721	\$370,029	\$370,029

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Community Development – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 206,639	\$ 220,610	\$ 219,766	\$ 217,000	\$ 217,000	\$ 217,000
51130 FICA	15,497	17,429	16,472	17,000	17,000	17,000
51140 GROUP INSURANCE	27,700	22,862	22,862	26,387	26,387	26,387
51150 DB RETIREMENT	45,461	49,000	48,195	36,000	36,000	36,000
51155 DC RETIREMENT	-	-	-	3,000	3,000	3,000
51170 WORKER'S COMPENSATION	-	-	-	2,072	2,072	2,072
TOTAL PERSONAL SERVICES	\$ 295,297	\$ 309,901	\$ 307,295	\$ 301,459	\$ 301,459	\$ 301,459
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 946	\$ 2,600	\$ 2,157	\$ 3,050	\$ 3,050	\$ 3,050
52310 UTILITIES & COMMUNICATIONS	2,202	2,620	1,257	1,420	1,420	1,420
52510 OTHER SERVICES	59,486	62,200	65,760	62,200	62,200	62,200
52610 MAINT. & REPAIR SERVICE	-	200	-	200	200	200
TOTAL CONTRACTUAL SERVICES	\$ 62,634	\$ 67,620	\$ 69,174	\$ 66,870	\$ 66,870	\$ 66,870
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 1,865	\$ 1,500	\$ 386	\$ 4,000	\$ 1,000	\$ 1,000
53310 GENERAL SUPPLIES	3,170	200	2,866	200	200	200
53410 TOOLS & EQUIPMENT	-	400	-	400	400	400
53610 MAINT. & REPAIR MATERIALS	-	100	-	100	100	100
TOTAL MATERIALS & SUPPLIES	\$ 5,035	\$ 2,200	\$ 3,252	\$ 4,700	\$ 1,700	\$ 1,700
TOTAL BUDGET	\$ 362,966	\$ 379,721	\$ 379,721	\$ 373,029	\$ 370,029	\$ 370,029

CITY OF BARTLESVILLE

2018-19 Operating Budget

General Fund – Community Development – Personnel and Capital Detail

FUND 101 GENERAL
DEPT 180 COMMUNITY DEVELOPMENT

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
Community Dev Director	1	1	1	1
Administrative Assistant	1	1	1	1
Assistant City Planner	1	1	1	1
TOTAL	3	3	3	3

CITY OF BARTLESVILLE
 2018-19 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.

- 2018 Accomplishments:
- Assisted in ERP installation
 - Performed network analysis
 - Set up dedicated connection for PD laptops
 - Upgraded server switched and installed failover firewall
 - Replaced more than 20 computers

- 2019 Objectives:
- Continue to assist in the ERP installation
 - Setup disaster recovery center at operations
 - Replace 25 Patrol laptops
 - Setup employee self-service within the ERP system

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.

FUND 101 GENERAL DEPT 185 TECH SERVICES				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$119,761	\$447,280	\$434,230	\$518,544	\$518,544

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Tech Services – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ -	\$ 271,480	\$ 254,947	\$ 272,000	\$ 272,000	\$ 272,000
51130 FICA	-	21,572	18,764	21,000	21,000	21,000
51140 GROUP INSURANCE	-	30,483	30,483	35,182	35,182	35,182
51150 DB RETIREMENT	-	49,065	45,843	46,000	46,000	46,000
51155 DC RETIREMENT	-	3,030	1,392	2,000	2,000	2,000
51170 WORKER'S COMPENSATION	-	-	-	2,762	2,762	2,762
TOTAL PERSONAL SERVICES	\$ -	\$ 375,630	\$ 351,429	\$ 378,944	\$ 378,944	\$ 378,944
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ -	\$ -	\$ 462	\$ 5,000	\$ 5,000	\$ 5,000
52310 UTILITIES & COMMUNICATIONS	3,649	6,100	6,672	9,000	9,000	9,000
52410 PROFESSIONAL SERVICES	79,084	46,550	21,939	104,600	67,900	67,900
52510 OTHER SERVICES	5,400	8,800	12,060	10,600	10,600	10,600
52610 MAINT. & REPAIR SERVICE	-	-	26,309	2,000	2,000	2,000
TOTAL CONTRACTUAL SERVICES	\$ 88,133	\$ 61,450	\$ 67,442	\$ 131,200	\$ 94,500	\$ 94,500
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 5,735	\$ 5,700	\$ 7,652	\$ 51,000	\$ 38,700	\$ 38,700
53210 JANITORIAL SUPPLIES	-	-	-	100	100	100
53310 GENERAL SUPPLIES	665	-	38	800	800	800
53410 TOOLS & EQUIPMENT	25,000	4,500	6,751	2,500	2,500	2,500
53510 FUEL	211	-	217	1,000	1,000	1,000
53610 MAINT. & REPAIR MATERIALS	17	-	701	2,000	2,000	2,000
TOTAL MATERIALS & SUPPLIES	\$ 31,628	\$ 10,200	\$ 15,359	\$ 57,400	\$ 45,100	\$ 45,100
TOTAL BUDGET						
	\$ 119,761	\$ 447,280	\$ 434,230	\$ 567,544	\$ 518,544	\$ 518,544

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Tech Services – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 185 TECH SERVICES**

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
Tech Services Director	0	1	1	1
Network Administrator	0	3	3	3
TOTAL	0	4	4	4

CITY OF BARTLESVILLE
2018-19 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.

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.

2018 Accomplishments:

- Maintained GIS website information, which averages 14,000 hits per month
- Managed floodplain development and drainage complaints. Received 2 permit requests for development and investigated 35 drainage complaints
- Managed the right of way and easement-closing program. Currently five (5) requests have been received, one (1) was brought before City Council and tabled, and four (4) never went before City Council due to other factors
- Had 70% of the Capital projects designed, out for bids/under construction or completed

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Engineering – Summary
 (continued)

- 2019 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.

FUND 101 GENERAL DEPT 190 ENGINEERING				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$548,238	\$290,854	\$290,854	\$346,938	\$346,938

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Engineering – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 360,722	\$ 196,499	\$ 188,356	\$ 196,188	\$ 236,260	\$ 236,260
51130 FICA	25,793	15,380	16,110	15,012	18,335	18,335
51140 GROUP INSURANCE	52,825	22,896	22,896	27,568	27,907	27,907
51150 DB RETIREMENT	42,588	10,942	14,370	9,835	9,953	9,953
51155 DC RETIREMENT	7,214	8,117	8,514	8,282	9,429	9,429
51170 WORKER'S COMPENSATION	462	-	-	4,143	4,143	4,143
TOTAL PERSONAL SERVICES	\$ 489,604	\$ 253,834	\$ 250,246	\$ 261,028	\$ 306,027	\$ 306,027
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 7,811	\$ 6,370	\$ 7,715	\$ 2,120	\$ 2,120	\$ 2,120
52310 UTILITIES & COMMUNICATIONS	3,602	4,000	1,657	2,000	2,000	2,000
52410 PROFESSIONAL SERVICES	16,050	10,250	15,919	12,250	12,250	12,250
52510 OTHER SERVICES	9,024	4,000	4,017	4,000	4,000	4,000
52610 MAINT. & REPAIR SERVICE	-	750	554	1,000	1,000	1,000
52710 OPERATIONAL SERVICES	1,598	2,000	1,000	5,500	2,000	2,000
TOTAL CONTRACTUAL SERVICES	\$ 38,085	\$ 27,370	\$ 30,862	\$ 26,870	\$ 23,370	\$ 23,370
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 2,830	\$ 3,400	\$ 1,238	\$ 3,400	\$ 3,400	\$ 3,400
53310 GENERAL SUPPLIES	13,126	1,000	560	1,500	1,500	1,500
53410 TOOLS & EQUIPMENT	-	-	341	6,641	6,641	6,641
53510 FUEL	2,807	3,500	3,165	4,000	4,000	4,000
53610 MAINT. & REPAIR MATERIALS	1,786	1,750	4,442	2,000	2,000	2,000
TOTAL MATERIALS & SUPPLIES	\$ 20,549	\$ 9,650	\$ 9,746	\$ 17,541	\$ 17,541	\$ 17,541
TOTAL BUDGET						
	\$ 548,238	\$ 290,854	\$ 290,854	\$ 305,439	\$ 346,938	\$ 346,938

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Engineering – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 190 ENGINEERING**

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
Engineering Director	1	1	1	1
Civil Engineer	1	1	1	2
Construction Inspector	2	2	2	2
GIS Technician	1	1	1	1
Network Admin	3	0	0	0
Administrative Assistant	1	1	1	1
TOTAL	9	6	6	7

CITY OF BARTLESVILLE
 2018-19 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.

- 2018 Accomplishments:
- Provided maintenance and support of all City owned vehicles and equipment
 - Provided supply, distribution, usage reports, and billing of all fuel for City, City Ride, and authorized County vehicles
 - Manage and account for inventory control of parts department
 - Equip new Police vehicles
 - Reduction of offsite repairs
-

- 2019 Objectives:
- Continue providing maintenance and support of City equipment
 - Continue fuel distribution management
 - Continue efforts to increase efficiency
-

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

**FUND 101 GENERAL
 DEPT 195 FLEET MAINTENANCE**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$372,349	\$354,031	\$312,075	\$357,848	\$357,848

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Fleet Maintenance – Line Item Detail

<i>PERSONNEL SERVICES</i>	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 214,252	\$ 228,480	\$ 229,188	\$ 225,000	\$ 225,000	\$ 225,000
51130 FICA	15,430	17,572	16,566	18,000	18,000	18,000
51140 GROUP INSURANCE	36,934	30,483	30,483	35,182	35,182	35,182
51150 DB RETIREMENT	14,459	15,528	15,419	15,000	15,000	15,000
51155 DC RETIREMENT	7,487	8,075	8,329	8,000	8,000	8,000
51170 WORKER'S COMPENSATION	31,734	2,422	2,422	2,762	2,762	2,762
TOTAL PERSONAL SERVICES	\$ 320,296	\$ 302,560	\$ 302,407	\$ 303,944	\$ 303,944	\$ 303,944
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 1,340	\$ 2,000	\$ 2,237	\$ 2,000	\$ 2,000	\$ 2,000
52310 UTILITIES & COMMUNICATIONS	8,088	9,000	8,768	9,400	9,400	9,400
52510 OTHER SERVICES	2,296	2,872	2,308	2,872	2,872	2,872
52610 MAINT. & REPAIR SERVICE	9,371	3,000	5,033	5,033	5,033	5,033
52950 MISCELLANEOUS	-	-	(43,896)	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 21,095	\$ 16,872	\$ (25,550)	\$ 19,305	\$ 19,305	\$ 19,305
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 177	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
53210 JANITORIAL SUPPLIES	491	700	700	700	700	700
53310 GENERAL SUPPLIES	1,993	2,800	2,800	2,800	2,800	2,800
53410 TOOLS & EQUIPMENT	6,466	4,599	4,599	4,599	4,599	4,599
53510 FUEL	521	1,000	1,619	1,000	1,000	1,000
53610 MAINT. & REPAIR MATERIALS	21,310	25,000	25,000	25,000	25,000	25,000
TOTAL MATERIALS & SUPPLIES	\$ 30,958	\$ 34,599	\$ 35,218	\$ 34,599	\$ 34,599	\$ 34,599
TOTAL BUDGET						
	\$ 372,349	\$ 354,031	\$ 312,075	\$ 357,848	\$ 357,848	\$ 357,848
					\$ -	\$ -

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Fleet Maintenance – Personnel and Capital Detail

FUND 101 GENERAL
 DEPT 195 FLEET MAINTENANCE

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
Municipal Garage Supervisor	1	1	1	1
Senior Vehicle Mechanic	3	3	3	3
TOTAL	4	4	4	4

CITY OF BARTLESVILLE

2018-19 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.

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.

2018 Accomplishments:

- Bid and receive new Fire Truck for Station 2
- Finished remodel of Fire Station 4 with new carpet in the bedrooms
- Completed ISO review that resulted in a new Public Protection Classification of 2/2Y that is the best rating ever awarded to the City of Bartlesville putting us in the top 1% in the State
- Conducted Fire Fighter candidate testing
- Outfitted all first run Pumpers with I pads so crews can access building pre-plans and hydrant locations throughout the City
- New concrete parking area and covered outdoor space for FD and PD employees completed

2019 Objectives:

- Prepare specifications and start the process for purchasing new Fire Truck for Station 3.
- Outfit Fire Captains with thermal Imaging technology integrated within their SCBA mask.
- Conduct Fire Fighter candidate testing to establish a new candidate list.
- Purchase cleaning equipment for cleaning BFD's bunker gear

CITY OF BARTLESVILLE

2018-19 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				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$5,359,301	\$5,689,989	\$5,598,485	\$5,860,105	\$5,860,105

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Fire – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 3,286,352	\$ 3,490,900	\$ 3,519,854	\$ 3,589,000	\$ 3,589,000	\$ 3,589,000
51120 OVERTIME	419,454	442,000	408,806	461,000	420,000	420,000
51130 FICA	50,878	67,175	59,927	66,000	66,000	66,000
51140 GROUP INSURANCE	679,190	765,000	725,000	795,000	795,000	795,000
51150 DB RETIREMENT	9,672	11,600	10,508	12,000	12,000	12,000
51160 PENSION	498,456	548,772	543,326	568,000	568,000	568,000
51170 WORKER'S COMPENSATION	79,617	24,546	24,546	48,339	48,339	48,339
TOTAL PERSONNEL SERVICES	\$ 5,023,619	\$ 5,349,993	\$ 5,291,967	\$ 5,539,339	\$ 5,498,339	\$ 5,498,339
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 74,119	\$ 80,995	\$ 74,511	\$ 85,910	\$ 82,200	\$ 82,200
52210 FINANCIAL SERVICES	-	-	103	-	-	-
52310 UTILITIES & COMMUNICATIONS	43,885	48,948	49,108	61,948	55,948	55,948
52410 PROFESSIONAL SERVICES	3,354	5,000	-	5,000	4,000	4,000
52510 OTHER SERVICES	7,942	7,942	9,751	8,068	8,068	8,068
52610 MAINT. & REPAIR SERVICE	21,170	31,761	30,731	36,851	30,000	30,000
TOTAL CONTRACTUAL SERVICES	\$ 150,470	\$ 174,646	\$ 164,204	\$ 197,777	\$ 180,216	\$ 180,216
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 3,978	\$ 2,350	\$ 3,561	\$ 4,850	\$ 4,850	\$ 4,850
53210 JANITORIAL SUPPLIES	14,746	15,000	12,620	15,000	15,000	15,000
53310 GENERAL SUPPLIES	69,947	70,000	54,674	81,635	77,000	77,000
53410 TOOLS & EQUIPMENT	4,095	3,000	2,702	4,700	4,700	4,700
53510 FUEL	20,199	20,000	22,788	35,000	25,000	25,000
53610 MAINT. & REPAIR MATERIALS	72,247	55,000	45,969	55,000	55,000	55,000
TOTAL MATERIALS & SUPPLIES	\$ 185,212	\$ 165,350	\$ 142,314	\$ 196,185	\$ 181,550	\$ 181,550
TOTAL BUDGET						
	\$ 5,359,301	\$ 5,689,989	\$ 5,598,485	\$ 5,933,301	\$ 5,860,105	\$ 5,860,105

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Fire – Personnel and Capital Detail

FUND 101 GENERAL
 DEPT 250 FIRE

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
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	33	33	33	33
Senior Administrative Assistant	1	1	1	1
TOTAL	70	70	70	70

CITY OF BARTLESVILLE
2018-19 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.

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.

2018 Accomplishments:

- Leased/Purchased 50 new Taser X2's replacing old X26's.
- Completed purchase of 61 new Police portable radios and began updating mobile vehicle radios through Phillips 66 grant
- Increased number of K-9 assets to three by retraining existing officer and purchasing a dog through donated K-9 funds
- Implemented K-9 Criminal Interdiction Team (CIT) to address crime trends and narcotics violations
- Purchased a new polygraph unit/equipment through C.I.P. funds
- Added video/recording equipment to CID interview room in new building
- Completed installation of US Fleet Tracking GPS devices and activated for remainder of patrol vehicles. First year service provided by OMAG
- Moved into the new police department

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Police – Summary
 (continued)

2019 Objectives:

- Complete vendor selection and contractual process for replacing public safety software (Sleuth) and fulfilling G.O. Bond project approved by voters
- Complete and implement police department policy updates and begin the in-service training processes with all personnel, including Lexipol daily training bulletins
- Purchase first phase (approximately 8) or more Body Worn Camera systems and implement to field use through appropriate policy and procedures (Lexipol). Apply for further grant funding through OMAG for BWC's
- Purchase two less than lethal pepper ball weapons for the Special Operations Team to increase safety of officers and suspects
- Research the cost/need and training requirements for a P.D. polygraph operator for use in criminal investigations, employment screening and internal investigations

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.

				FUND 101 GENERAL DEPT 270 POLICE
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$5,338,821	\$5,418,494	\$5,406,946	\$5,501,503	\$5,501,503

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Police – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 3,274,155	\$ 3,473,900	\$ 3,480,026	\$ 3,411,000	\$ 3,411,000	\$ 3,411,000
51120 OVERTIME	82,623	78,000	70,616	82,000	78,000	78,000
51130 FICA	244,233	271,938	259,373	268,000	268,000	268,000
51140 GROUP INSURANCE	631,037	518,203	518,203	598,095	598,095	598,095
51150 DB RETIREMENT	52,212	55,659	55,051	51,000	51,000	51,000
51155 DC RETIREMENT	7,097	7,095	6,350	7,000	7,000	7,000
51160 PENSION	365,183	400,900	383,459	405,000	405,000	405,000
51170 WORKER'S COMPENSATION	98,856	19,841	19,841	46,958	46,958	46,958
TOTAL PERSONNEL SERVICES	\$ 4,755,396	\$ 4,825,536	\$ 4,792,919	\$ 4,869,053	\$ 4,865,053	\$ 4,865,053
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 126,443	\$ 135,850	\$ 129,095	\$ 162,100	\$ 142,000	\$ 142,000
52210 FINANCIAL SERVICES	1,256	1,500	1,002	-	-	-
52310 UTILITIES & COMMUNICATIONS	58,254	58,500	58,995	57,650	57,650	57,650
52410 PROFESSIONAL SERVICES	-	2,000	394	2,000	2,000	2,000
52510 OTHER SERVICES	89,517	91,200	87,894	91,200	91,200	91,200
52610 MAINT. & REPAIR SERVICE	43,745	43,108	51,077	69,492	65,800	65,800
52810 INSURANCE & BONDS	335	1,500	91	1,500	1,500	1,500
TOTAL CONTRACTUAL SERVICES	\$ 319,550	\$ 333,658	\$ 328,548	\$ 383,942	\$ 360,150	\$ 360,150
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 7,771	\$ 7,000	\$ 9,194	\$ 7,000	\$ 7,000	\$ 7,000
53210 JANITORIAL SUPPLIES	2,287	1,800	1,703	1,800	1,800	1,800
53310 GENERAL SUPPLIES	96,962	101,500	92,567	96,500	96,500	96,500
53510 FUEL	110,228	105,000	127,623	125,000	125,000	125,000
53610 MAINT. & REPAIR MATERIALS	46,627	44,000	54,392	46,000	46,000	46,000
TOTAL MATERIALS & SUPPLIES	\$ 263,875	\$ 259,300	\$ 285,479	\$ 276,300	\$ 276,300	\$ 276,300
TOTAL BUDGET	\$ 5,338,821	\$ 5,418,494	\$ 5,406,946	\$ 5,529,295	\$ 5,501,503	\$ 5,501,503

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Police – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 270 POLICE**

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
Police Chief	1	1	1	1
Captain	2	2	2	2
Lieutenant	5	5	5	5
Sergeant	9	9	9	9
Detective	6	6	6	6
Police Officer	38	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
TOTAL	68	68	68	68

CITY OF BARTLESVILLE
 2018-19 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.

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.

- 2018 Accomplishments:
- Completed concreting sanitation truck shed
 - Completed annual asphalt overlays
 - Completed multiple concrete panel replacements
 - Repaired guardrails along arterial streets
 - Repaired multiple storm drain lines
 - Performed striping maintenance
 - Constructed parking lot and patio at Fire station
-

- 2019 Objectives:
- Perform annual asphalt overlays
 - Provide routine maintenance for roads and storm drains
 - Construct connector road for Cooper Dog park
 - Complete Wyandotte road extension
 - Repair storm drains at the airport
-

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

				FUND 101 GENERAL DEPT 328 STREET
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$1,435,832	\$1,472,516	\$1,472,516	\$1,507,502	\$1,507,502

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Street – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 578,901	\$ 642,050	\$ 635,998	\$ 629,000	\$ 629,000	\$ 629,000
51120 OVERTIME	1,377	2,000	564	3,000	2,000	2,000
51130 FICA	42,258	49,222	46,394	49,000	49,000	49,000
51140 GROUP INSURANCE	156,943	129,551	129,551	149,524	149,524	149,524
51150 DB RETIREMENT	64,403	69,854	69,419	63,000	63,000	63,000
51155 DC RETIREMENT	12,678	18,285	12,764	14,000	14,000	14,000
51170 WORKER'S COMPENSATION	3,666	654	654	11,739	11,739	11,739
TOTAL PERSONAL SERVICES	\$ 860,226	\$ 911,616	\$ 895,344	\$ 919,263	\$ 918,263	\$ 918,263
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 3,370	\$ 14,500	\$ 14,500	\$ 14,500	\$ 14,500	\$ 14,500
52310 UTILITIES & COMMUNICATIONS	211,568	215,000	227,339	227,339	227,339	227,339
52510 OTHER SERVICES	2,918	3,500	3,500	3,500	3,500	3,500
52610 MAINT. & REPAIR SERVICE	7,568	10,000	10,000	10,000	10,000	10,000
TOTAL CONTRACTUAL SERVICES	\$ 225,424	\$ 243,000	\$ 255,339	\$ 255,339	\$ 255,339	\$ 255,339
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 256	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
53210 JANITORIAL SUPPLIES	1,035	1,000	1,051	1,000	1,000	1,000
53310 GENERAL SUPPLIES	10,542	12,000	27,466	15,000	15,000	15,000
53410 TOOLS & EQUIPMENT	1,028	2,200	2,200	2,200	2,200	2,200
53510 FUEL	35,109	30,000	41,859	45,000	43,000	43,000
53610 MAINT. & REPAIR MATERIALS	302,212	272,200	248,757	272,200	272,200	272,200
TOTAL MATERIALS & SUPPLIES	\$ 350,182	\$ 317,900	\$ 321,833	\$ 335,900	\$ 333,900	\$ 333,900
TOTAL BUDGET						
	\$ 1,435,832	\$ 1,472,516	\$ 1,472,516	\$ 1,510,502	\$ 1,507,502	\$ 1,507,502

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Street – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 328 STREET**

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
Street Supervisor	1	1	1	1
Senior Sign and Signal Tech	1	1	1	1
Sign and Signal Tech	1	1	1	1
Equipment Operator-Crewleader	3	3	3	3
Concrete Mason	1	1	1	1
Maintenance Worker	10	10	10	10
TOTAL	17	17	17	17

CITY OF BARTLESVILLE
2018-19 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.

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.

2018 Accomplishments:

- Library users increased by 3+% during this budget year.
- A coffee/beverage bar was installed for library users. It is located in the Reference Area
- New U.S. Flags were purchased and placed in Meeting Rooms B & C
- A new Adult and Teen Video Game Collection was created.
- The new Library Lane Express will be in operation by June 2018. The new service will allow library users to park in a designated space, call library staff, and have their materials delivered to their car
- The Library hosted a successful series of *Genetic Genealogy Classes* with a total attendance of 417
- Meeting Room usage increased by 10% during FY 2018

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Library – Summary
 (continued)

- 2019 Objectives:
- Continue to adjust the Library’s materials budgets to suit patron’s/community’s needs and interests
 - Create and implement new shelving design plan for the Adult Non-Fiction, Reference, Youth Services, and Adult Fiction Areas
 - Create an Interlibrary Loan processing workstation
 - Create an Adult iPad Bar in Reference Department
 - Continue to expand Adult and Children’s Programming
 - Increase programs and attendance by another 10%
 - Promote Library services to the community

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

				FUND 101 GENERAL DEPT 421 LIBRARY
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$1,167,548	\$1,295,347	\$1,283,546	\$1,329,079	\$1,329,079

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Library – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 656,605	\$ 761,900	\$ 765,883	\$ 764,000	\$ 764,000	\$ 764,000
51120 OVERTIME	64	-	409	-	-	-
51130 FICA	48,251	59,003	55,550	59,000	59,000	59,000
51140 GROUP INSURANCE	101,623	99,068	99,068	114,342	114,342	114,342
51150 DB RETIREMENT	94,205	78,789	78,789	93,000	93,000	93,000
51155 DC RETIREMENT	6,275	15,160	8,378	9,000	9,000	9,000
51160 PENSION	-	-	30	-	-	-
51170 WORKER'S COMPENSATION	-	347	347	8,977	8,977	8,977
TOTAL PERSONAL SERVICES	\$ 907,023	\$ 1,014,267	\$ 1,008,454	\$ 1,048,319	\$ 1,048,319	\$ 1,048,319
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 1,586	\$ 3,625	\$ 3,509	\$ 4,075	\$ 4,075	\$ 4,075
52210 FINANCIAL SERVICES	3,496	3,300	3,651	3,780	3,780	3,780
52310 UTILITIES & COMMUNICATIONS	61,272	69,000	69,000	69,000	69,000	69,000
52510 OTHER SERVICES	25,878	27,000	24,660	27,850	27,850	27,850
52610 MAINT. & REPAIR SERVICE	52,912	62,105	63,427	59,605	59,605	59,605
TOTAL CONTRACTUAL SERVICES	\$ 145,144	\$ 165,030	\$ 164,247	\$ 164,310	\$ 164,310	\$ 164,310
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 20,604	\$ 13,750	\$ 10,887	\$ 13,750	\$ 13,750	\$ 13,750
53210 JANITORIAL SUPPLIES	3,726	6,000	3,958	5,000	5,000	5,000
53310 GENERAL SUPPLIES	76,282	83,500	83,500	84,500	84,500	84,500
53610 MAINT. & REPAIR MATERIALS	14,769	12,800	12,500	13,200	13,200	13,200
TOTAL MATERIALS & SUPPLIES	\$ 115,381	\$ 116,050	\$ 110,845	\$ 116,450	\$ 116,450	\$ 116,450
TOTAL BUDGET						
	\$ 1,167,548	\$ 1,295,347	\$ 1,283,546	\$ 1,329,079	\$ 1,329,079	\$ 1,329,079

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Library – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 421 LIBRARY**

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
Library Director	0.78	1	1	1
Senior Librarian	2	2	2	2
Librarian	1	1	1	1
Library Specialist	4	5	5	4
Literacy	1	1	1	1
Circulation Supervisor	1	1	1	1
Library Assistant	1	1	1	2
Acquisitions Clerk	1	1	1	1
Senior Administrative Assistant	1	1	1	1
Part-time Clerks-Pages	5.16	5.14	5.14	4.7
TOTAL	17.94	19.14	19.14	18.7

CITY OF BARTLESVILLE
2018-19 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.

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.

2018 Accomplishments:

- Created a new “Educational OUTreach Program for the community’s groups and organizations to present and promote Bartlesville and Washington County
- Visitors to the History Museum increased by 30%
- A physical archive inventory project began in October 2017 by Museum Staff
- Museum program attendance increased by 10%
- School visits to the Nelson Carr One Room School increased with 700 children attending
- The “Micro Midge Derby Dayze” Exhibit was installed in January 2018

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Museum – Summary
 (continued)

2019 Objectives:

- Continue to increase educational programming, both off-site and at the Museum, for all ages. Increase both programs and attendance by another 10%
- Complete the reprint of the Joe 5 Lee and Margaret Teague history books
- Continue with the Museum Physical Archive Inventory Project
- Promote the Spring Break Programs and Summer History Camps
- Upgrade the security control panel in Museum

Budget Highlights:

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

FUND 101 GENERAL DEPT 425 HISTORY MUSEUM				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$182,491	\$176,969	\$167,872	\$178,609	\$178,609

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Museum – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 129,461	\$ 119,610	\$ 119,496	\$ 117,000	\$ 117,000	\$ 117,000
51130 FICA	8,736	9,429	9,001	9,000	9,000	9,000
51140 GROUP INSURANCE	27,703	22,865	22,865	26,387	26,387	26,387
51150 DB RETIREMENT	2,072	-	-	-	-	-
51155 DC RETIREMENT	4,010	5,060	4,228	5,000	5,000	5,000
51170 WORKER'S COMPENSATION	-	-	-	2,072	2,072	2,072
TOTAL PERSONAL SERVICES	\$ 171,982	\$ 156,964	\$ 155,590	\$ 159,459	\$ 159,459	\$ 159,459
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 715	\$ 1,015	\$ 733	\$ 925	\$ 925	\$ 925
52310 UTILITIES & COMMUNICATIONS	4	25	10	25	25	25
52410 PROFESSIONAL SERVICES	-	1,000	-	3,000	1,500	1,500
52510 OTHER SERVICES	5,910	5,515	4,877	6,350	5,000	5,000
52610 MAINT. & REPAIR SERVICE	1,019	1,500	2,000	2,835	2,000	2,000
TOTAL CONTRACTUAL SERVICES	\$ 7,648	\$ 9,055	\$ 7,620	\$ 13,135	\$ 9,450	\$ 9,450
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 1,062	\$ 3,300	\$ 1,835	\$ 1,500	\$ 1,500	\$ 1,500
53210 JANITORIAL SUPPLIES	8	200	-	200	200	200
53310 GENERAL SUPPLIES	1,316	4,450	1,211	5,250	5,250	5,250
53610 MAINT. & REPAIR MATERIALS	475	3,000	1,616	2,750	2,750	2,750
TOTAL MATERIALS & SUPPLIES	\$ 2,861	\$ 10,950	\$ 4,662	\$ 9,700	\$ 9,700	\$ 9,700
TOTAL BUDGET						
	\$ 182,491	\$ 176,969	\$ 167,872	\$ 182,294	\$ 178,609	\$ 178,609

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Museum – Personnel and Capital Detail

FUND 101 GENERAL
 DEPT 425 HISTORY MUSEUM

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2017-18 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2018-19 BUDGETED NUMBER OF EMPLOYEES</u>
Director	0.22	0	0	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
TOTAL	<u>3.85</u>	<u>3.63</u>	<u>3.63</u>	<u>3.63</u>

CITY OF BARTLESVILLE
 2018-19 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.

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.

- 2018 Accomplishments:
- Installed playground at Price Fields
 - Opened new concession stand at Price Fields
 - Maintained all City owned parks and athletic fields
 - Edged curbs along City right of ways
 - Installed new fence Price Fields
 - Maintained trees on the pathfinder and other City properties
 - Provided Mosquito control for public safety
-

- 2019 Objectives:
- Mow and maintain all City properties and facilities
 - Increase herbicide maintenance program for better efficiency
 - Operate a Mosquito control program for public safety
 - Increase quality control of mowing and maintenance programs
-

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.

FUND 101 GENERAL DEPT 431 PARK & RECREATION				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$1,180,655	\$1,234,869	\$1,234,869	\$1,199,899	\$1,199,899

CITY OF BARTLESVILLE
2018-19 Operating Budget
General Fund – Park and Recreation – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 561,885	\$ 648,660	\$ 619,976	\$ 615,000	\$ 615,000	\$ 615,000
51120 OVERTIME	-	1,000	-	2,000	1,000	1,000
51130 FICA	40,630	49,575	46,010	48,000	48,000	48,000
51140 GROUP INSURANCE	166,163	137,171	137,171	158,319	158,319	158,319
51150 DB RETIREMENT	71,611	78,317	77,931	64,000	64,000	64,000
51155 DC RETIREMENT	8,204	16,285	9,516	13,000	13,000	13,000
51170 WORKER'S COMPENSATION	43,196	23,756	23,756	12,430	12,430	12,430
TOTAL PERSONNEL SERVICES	\$ 891,689	\$ 954,764	\$ 914,360	\$ 912,749	\$ 911,749	\$ 911,749
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 68,936	\$ 80,950	\$ 80,950	\$ 80,950	\$ 80,950	\$ 80,950
52210 FINANCIAL SERVICES	8	-	-	-	-	-
52310 UTILITIES & COMMUNICATIONS	32,982	35,000	35,820	40,000	35,000	35,000
52410 PROFESSIONAL SERVICES	-	-	30,000	-	-	-
52510 OTHER SERVICES	2,149	2,655	3,936	3,700	3,700	3,700
52610 MAINT. & REPAIR SERVICE	2,662	6,000	6,000	6,000	4,000	4,000
TOTAL CONTRACTUAL SERVICES	\$ 106,737	\$ 124,605	\$ 156,706	\$ 130,650	\$ 123,650	\$ 123,650
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 676	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
53210 JANITORIAL SUPPLIES	9,866	8,000	8,000	8,000	8,000	8,000
53310 GENERAL SUPPLIES	34,626	40,000	40,000	40,000	40,000	40,000
53410 TOOLS & EQUIPMENT	4,553	6,500	6,500	6,500	6,500	6,500
53510 FUEL	30,482	24,000	32,303	35,000	33,000	33,000
53610 MAINT. & REPAIR MATERIALS	102,026	76,500	76,500	76,500	76,500	76,500
TOTAL MATERIALS & SUPPLIES	\$ 182,229	\$ 155,500	\$ 163,803	\$ 166,500	\$ 164,500	\$ 164,500
TOTAL BUDGET	\$ 1,180,655	\$ 1,234,869	\$ 1,234,869	\$ 1,209,899	\$ 1,199,899	\$ 1,199,899

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Park and Recreation – Personnel and Capital Detail

FUND 101 GENERAL
 DEPT 431 PARK & RECREATION

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2017-18 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2018-19 BUDGETED NUMBER OF EMPLOYEES</u>
Parks Supervisor	1	1	1	1
Equipment Operator	2	2	2	2
Maintenance Worker	15	15	15	15
TOTAL	18	18	18	18

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General 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.

2018 Accomplishments: N/A

2019 Objectives: N/A

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.

FUND 101 GENERAL DEPT 900 TRANSFERS				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$1,900,704	\$1,502,559	\$1,502,559	\$1,387,658	\$1,387,658

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 General Fund – Transfers – Line Item Detail

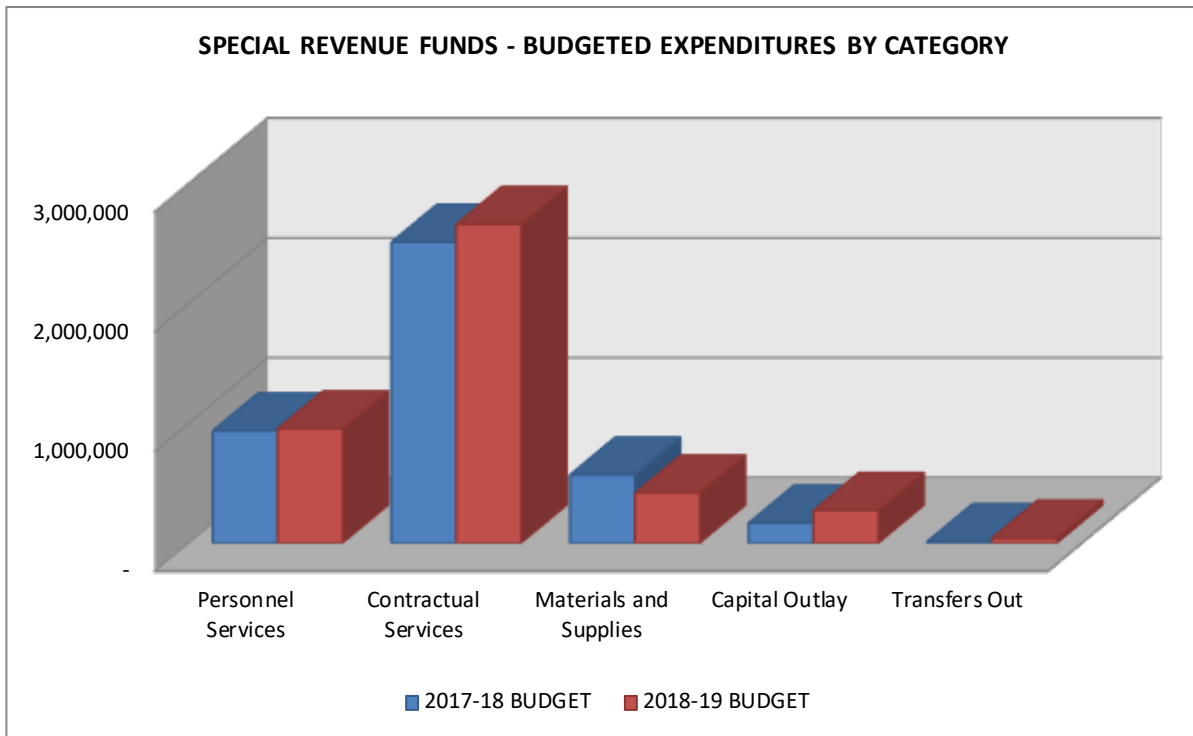
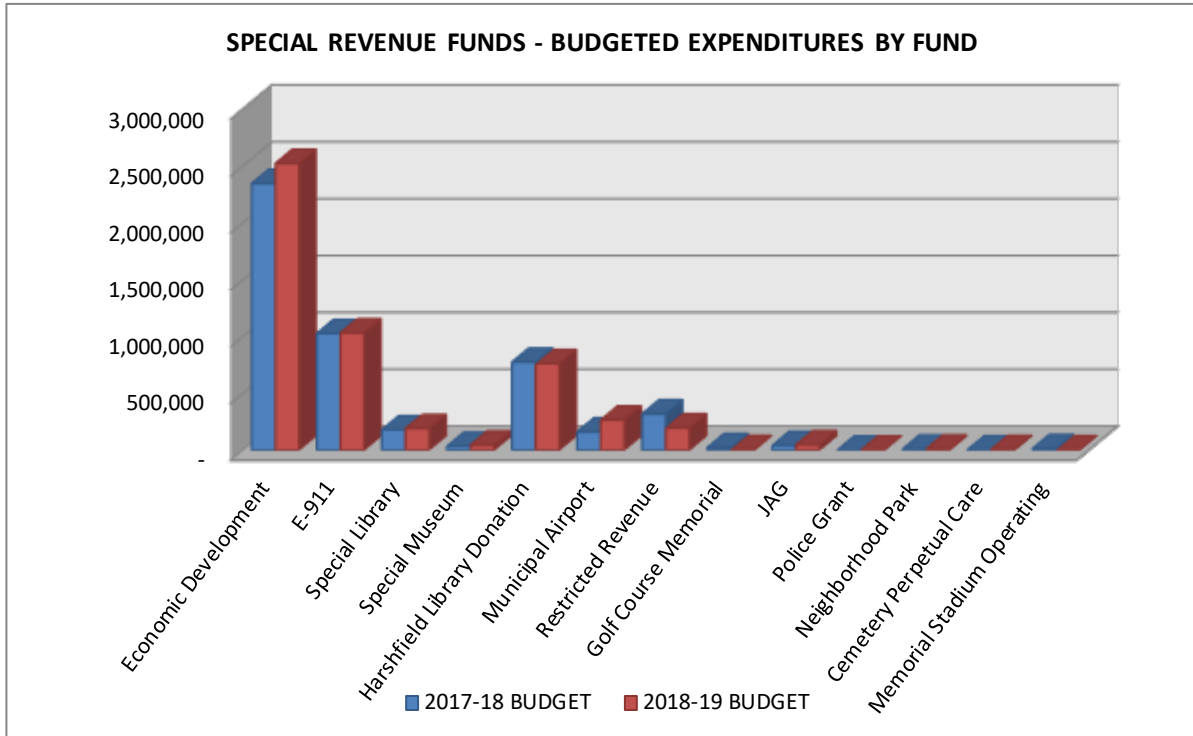
TRANSFERS	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
59207 E 9-1-1 FUND	\$ 588,024	\$ 473,187	\$ 473,187	\$ 434,488	\$ 434,488	\$ 434,488
59276 DOENGES MEMORIAL STADIUM	9,829	-	-	-	-	-
59513 ADAMS GOLF COURSE	72,005	147,484	147,484	138,549	135,549	135,549
59515 SOONER POOL	44,311	44,393	44,393	44,437	29,902	29,902
59516 FRONTIER POOL	57,117	58,446	58,446	59,690	40,820	40,820
59663 AUTO COLLISION INSURANCE	1,707	38,982	38,982	25,000	25,000	25,000
59670 STABILIZATION RESERVE	508,111	446,500	446,500	447,607	441,899	441,899
59675 CAPITAL RESERVE	619,600	293,567	293,567	280,000	280,000	280,000
TOTAL TRANSFERS	\$ 1,900,704	\$ 1,502,559	\$ 1,502,559	\$ 1,429,771	\$ 1,387,658	\$ 1,387,658
TOTAL BUDGET	\$ 1,900,704	\$ 1,502,559	\$ 1,502,559	\$ 1,429,771	\$ 1,387,658	\$ 1,387,658

SPECIAL REVENUE FUNDS



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CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Special Revenue Funds – Expenditure Graphs



CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Special Revenue Funds – Expenditure Summary by Fund

EXPENDITURES AND RESERVES BY FUND	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Economic Development	\$ 2,638,485	\$ 2,345,561	\$ 1,276,752	\$ 2,521,563
E-911	950,749	1,025,999	998,118	1,031,584
Special Library	220,892	178,900	166,941	189,750
Special Museum	33,355	33,371	34,377	45,000
Harshfield Library Donation	73,987	774,844	35,239	760,544
Municipal Airport	473,827	160,367	56,956	265,500
Restricted Revenue	32,928	319,214	176,521	195,758
Golf Course Memorial	20,750	21,832	20,066	4,080
JAG	6,930	39,606	5,950	46,243
Neighborhood Park	-	8,181	-	8,262
Cemetery Perpetual Care	77,696	2,800	-	5,682
Memorial Stadium Operating	32	14,171	14,171	2,134
Total Expenditures and Reserves	<u>\$ 4,529,631</u>	<u>\$ 4,924,846</u>	<u>\$ 2,785,091</u>	<u>\$ 5,076,100</u>

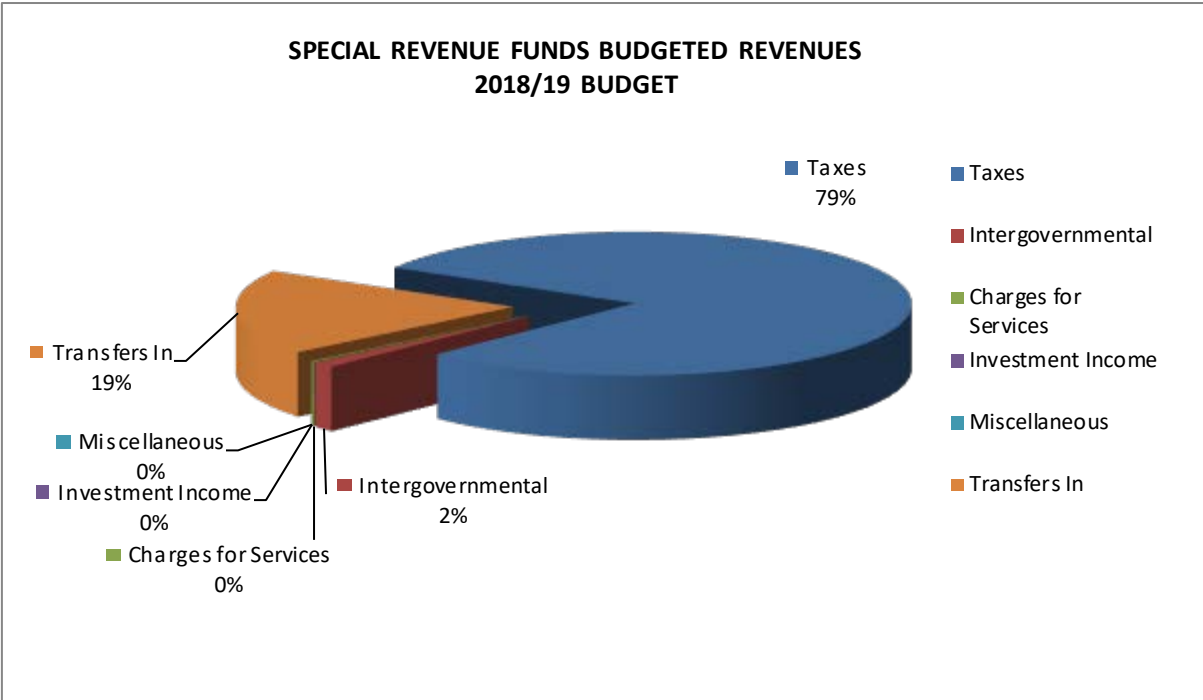
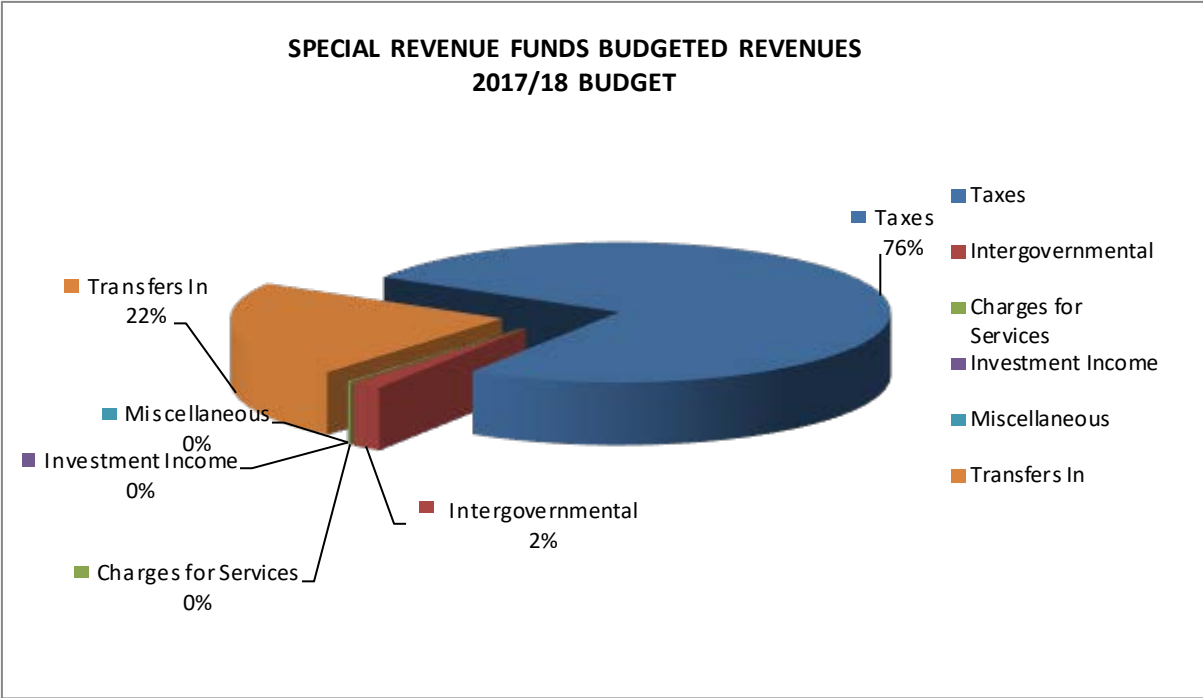
CITY OF BARTLESVILLE
2018-19 Operating Budget
Special Revenue Funds – Expenditure Summary by Line Item

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 606,036	\$ 679,680	\$ 674,813	\$ 672,000	\$ 672,000	\$ 672,000
51120 OVERTIME	16,636	17,000	20,322	18,000	18,000	18,000
51130 FICA	44,961	53,041	50,634	53,000	53,000	53,000
51140 GROUP INSURANCE	138,486	114,310	114,310	131,933	131,933	131,933
51150 DB RETIREMENT	54,728	60,520	60,297	55,000	55,000	55,000
51155 DC RETIREMENT	12,589	14,180	13,265	15,000	15,000	15,000
51170 WORKER'S COMPENSATION	-	-	-	10,358	10,358	10,358
TOTAL PERSONNEL SERVICES	\$ 873,436	\$ 938,731	\$ 933,641	\$ 955,291	\$ 955,291	\$ 955,291
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 2,621	\$ 4,000	\$ 4,923	\$ 6,300	\$ 6,300	\$ 6,300
52310 UTILITIES & COMMUNICATIONS	103,824	93,255	96,255	95,180	95,180	95,180
52410 PROFESSIONAL SERVICES	79,987	11,300	3,000	9,000	9,000	9,000
52510 OTHER SERVICES	1,752,537	1,413,461	204,367	1,561,113	1,561,113	1,561,113
52610 MAINT. & REPAIR SERVICE	-	1,000	-	1,000	1,000	1,000
52710 OPERATIONAL SERVICES	890,000	990,000	1,102,500	990,000	990,000	990,000
52950 MISCELLANEOUS	177	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 2,829,146	\$ 2,513,016	\$ 1,411,045	\$ 2,662,593	\$ 2,662,593	\$ 2,662,593
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 9,025	\$ 5,000	\$ 6,517	\$ 14,500	\$ 14,500	\$ 14,500
53210 JANITORIAL SUPPLIES	575	-	-	-	-	-
53310 GENERAL SUPPLIES	205,217	191,577	162,311	183,962	183,962	183,962
53410 TOOLS & EQUIPMENT	400	-	-	-	-	-
53610 MAINT. & REPAIR MATERIALS	70,220	374,546	200,450	221,758	221,758	221,758
TOTAL MATERIALS & SUPPLIES	\$ 285,437	\$ 571,123	\$ 369,278	\$ 420,220	\$ 420,220	\$ 420,220

CITY OF BARTLESVILLE
2018-19 Operating Budget
Special Revenue Funds – Expenditure Summary by Line Item
(continued)

CAPITAL OUTLAY	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
55910 LAND	\$ 59,698	\$ -	\$ -	\$ -	\$ -	\$ -
55920 BUILDINGS & STRUCTURES	467,761	168,548	56,956	273,762	273,762	273,762
55950 OFFICE EQUIP & FURNISH	14,153	-	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ 541,612	\$ 168,548	\$ 56,956	\$ 273,762	\$ 273,762	\$ 273,762
TRANSFERS OUT						
59101 GENERAL FUND	\$ -	\$ 14,171	\$ 14,171	\$ 42,377	\$ 42,377	\$ 42,377
TOTAL TRANSFERS	\$ -	\$ 14,171	\$ 14,171	\$ 42,377	\$ 42,377	\$ 42,377
TOTAL BUDGET	\$ 4,529,631	\$ 4,205,589	\$ 2,785,091	\$ 4,354,243	\$ 4,354,243	\$ 4,354,243

CITY OF BARTLESVILLE
2018-19 Operating Budget
Special Revenue Funds – Revenue Graphs



CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Special Revenue Funds – Revenue Summary by Source

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Sales Tax	\$ 1,328,820	\$ 1,351,642	\$ 1,344,624	\$ 1,353,020
Hotel-Motel Tax	221,859	211,000	223,485	223,400
Franchise Tax	416,127	481,398	527,726	509,800
Intergovernmental	450,331	49,900	47,454	35,500
Charges for Services	4,378	5,300	5,150	5,000
Interest and Investment Income	11,568	-	17,426	-
Donations and Miscellaneous	239,573	448	92,004	-
Transfer In:				
From BLTA	66,559	65,000	65,000	65,000
From General	597,853	495,970	495,970	434,488
From History Museum Trust	-	39,208	39,208	6,500
Fund Balance	<u>3,763,954</u>	<u>2,463,375</u>	<u>2,642,085</u>	<u>2,715,041</u>
Total Available for Appropriation	<u><u>\$ 7,101,022</u></u>	<u><u>\$ 5,163,241</u></u>	<u><u>\$ 5,500,132</u></u>	<u><u>\$ 5,347,749</u></u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Special Revenue Funds – Personnel Summary

PERSONNEL COUNTS BY DEPARTMENT	2016-17 ACTUAL FTEs	2017-18 BUDGETED FTEs	2017-18 ACTUAL FTEs	2018-19 BUDGETED FTEs
E-911 Fund:				
Dispatch	15.1	15.1	15.1	15.1
Special Library:				
Library	1.13	1.13	1.13	1.13
Special Museum:				
Museum	<u>1.18</u>	<u>1.23</u>	<u>1.23</u>	<u>1.23</u>
Total Expenditures	<u>17.41</u>	<u>17.46</u>	<u>17.46</u>	<u>17.46</u>

CITY OF BARTLESVILLE
 2018-19 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.

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.

2018 Accomplishments: • N/A

2019 Objectives: • N/A

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

FUND 203 ECONOMIC DEVELOPMENT DEPT 538 ECONOMIC DEVELOPMENT				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$2,638,485	\$2,345,561	\$1,276,752	\$2,521,563	\$2,521,563

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Economic Development Fund – Expenditure and Revenue Summary

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Economic Development	\$ 2,638,485	\$ 2,345,561	\$ 1,276,752	\$ 2,521,563
Total Expenditures	\$ 2,638,485	\$ 2,345,561	\$ 1,276,752	\$ 2,521,563

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Sales Tax	\$ 1,328,820	\$ 1,351,642	\$ 1,344,624	\$ 1,353,020
Hotel-Motel Tax	221,859	211,000	223,485	223,400
Interest and Investment Income	4,632	-	8,592	-
Fund Balance	1,888,676	783,099	645,194	945,143
Total Available for Appropriation	\$ 3,443,987	\$ 2,345,741	\$ 2,221,895	\$ 2,521,563

CITY OF BARTLESVILLE

2018-19 Operating Budget

Economic Development Fund – Economic Development – Line Item Detail

CONTRACTUAL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
52410 PROFESSIONAL SERVICES	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -
52510 OTHER SERVICES	1,720,610	1,355,561	171,252	1,531,563	1,531,563	1,531,563
52710 OPERATIONAL SERVICES	890,000	990,000	1,102,500	990,000	990,000	990,000
52950 MISCELLANEOUS	177	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 2,610,787	\$ 2,345,561	\$ 1,276,752	\$ 2,521,563	\$ 2,521,563	\$ 2,521,563
CAPITAL OUTLAY						
55910 LAND	\$ 27,698	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 27,698	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ 2,638,485	\$ 2,345,561	\$ 1,276,752	\$ 2,521,563	\$ 2,521,563	\$ 2,521,563

CITY OF BARTLESVILLE

2018-19 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.

Fund Description: The E-911 Fund is financed by the levy of a monthly 5% fee on the landline telephone customers within Bartlesville, Dewey, and other Washington County telephone customers as well as Bartlesville/Washington County’s portion of the statewide \$0.75 per line per month fee on all cellular services. The Bartlesville Police Department is the agency that operates the E-911 Dispatch Center for these jurisdictions.

2018 Accomplishments:

- Replaced and updated the AT&T E-911 call solution with Motorola Emergency Call Works E-911
- Added 4th E-911 workstation to a full service workstation.
- Added 5th E-911 “dark” workstation to be utilized as needed in emergency situations

2019 Objectives:

- Adjust the shift hours to offset BPD and WCSO Shift hours to assist with better communication
- Replace existing 24/7 Dispatcher Chairs with new chairs
- Reduce the operating cost of E-911 Solutions by utilizing ECW
- Provide additional Dispatch training

Budget Highlights: The transfer from the General Fund is to assist in paying E-911 dispatching costs. Major expenditures include personnel costs and utilities.

				FUND 207 E-911
				DEPT 275 EMERGENCY DISPATCH
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$950,749	\$1,006,486	\$998,118	\$1,012,071	\$1,012,071

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 E-911 Fund – Expenditure and Revenue Summary

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Emergency Dispatch	\$ 950,749	\$ 1,006,486	\$ 998,118	\$ 1,012,071
Reserves: Compensated Absences Reserve	-	19,513	-	19,513
Total Expenditures and Reserves	\$ 950,749	\$ 1,025,999	\$ 998,118	\$ 1,031,584

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
E-911 Service Tax	\$ 102,824	\$ 97,398	\$ 96,184	\$ 91,300
E-911 Wireless Fee	313,303	384,000	431,542	418,500
Charges for Services	2,400	2,500	2,400	2,400
Interest and Investment Income	159	-	605	-
Transfer In: General	588,024	495,970	495,970	434,488
Fund Balance	354	23,624	56,313	84,896
Total Available for Appropriation	\$ 1,007,064	\$ 1,003,492	\$ 1,083,014	\$ 1,031,584

CITY OF BARTLESVILLE
2018-19 Operating Budget
E-911 Fund – Emergency Dispatch – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 560,978	\$ 630,680	\$ 618,796	\$ 615,000	\$ 615,000	\$ 615,000
51120 OVERTIME	16,636	17,000	20,322	18,000	18,000	18,000
51130 FICA	41,514	49,041	46,306	48,000	48,000	48,000
51140 GROUP INSURANCE	138,486	114,310	114,310	131,933	131,933	131,933
51150 DB RETIREMENT	54,728	60,520	60,297	55,000	55,000	55,000
51155 DC RETIREMENT	12,589	14,180	13,265	15,000	15,000	15,000
51170 WORKER'S COMPENSATION	-	-	-	10,358	10,358	10,358
TOTAL PERSONAL SERVICES	\$ 824,931	\$ 885,731	\$ 873,296	\$ 893,291	\$ 893,291	\$ 893,291
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 2,402	\$ 4,000	\$ 3,587	\$ 6,300	\$ 6,300	\$ 6,300
52310 UTILITIES & COMMUNICATIONS	103,824	93,255	96,255	95,180	95,180	95,180
52510 OTHER SERVICES	17,210	17,500	20,282	10,300	10,300	10,300
52610 MAINT. & REPAIR SERVICE	-	1,000	-	1,000	1,000	1,000
TOTAL CONTRACTUAL SERVICES	\$ 123,436	\$ 115,755	\$ 120,124	\$ 112,780	\$ 112,780	\$ 112,780
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 907	\$ 3,000	\$ 1,517	\$ 4,000	\$ 4,000	\$ 4,000
53310 GENERAL SUPPLIES	1,067	1,000	2,087	1,000	1,000	1,000
53610 MAINT. & REPAIR MATERIALS	408	1,000	1,094	1,000	1,000	1,000
TOTAL MATERIALS & SUPPLIES	\$ 2,382	\$ 5,000	\$ 4,698	\$ 6,000	\$ 6,000	\$ 6,000
TOTAL BUDGET						
	\$ 950,749	\$ 1,006,486	\$ 998,118	\$ 1,012,071	\$ 1,012,071	\$ 1,012,071

CITY OF BARTLESVILLE
 2018-19 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>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2017-18 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2018-19 BUDGETED NUMBER OF EMPLOYEES</u>
Emergency Comm. Tech	15.1	15.1	15.1	15.1
TOTAL	15.1	15.1	15.1	15.1

CITY OF BARTLESVILLE
2018-19 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.

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.

- 2018 Accomplishments:
- Health Literacy grant monies provided funds to continue the health and wellness programming throughout the year. A total of 1,176 have attended this year’s programs with another 2,367 viewing via Facebook Live
 - The Friends of the Library provided funds for the annual summer reading program, Battle of the Books, and the Lego Contest
 - The Library and the History Museum shared costs to purchase a HP Plotter printer for department use
 - Grant monies from the Oklahoma Department of Libraries and Institute for Museum and Library Studies (IMLS) provided 2 part-time staff in Literacy Services
-

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Special Library Fund – Summary
 (continued)

2019 Objectives:

- Seek grant funding to continue payroll funding for 2 Literacy Assistants
- Increase programs and attendance in the Summer Reading Program 2019 by 10%
- Work with professional agency to re-create the Library’s website
- Seek funding for the purchase and installation of a Self-Checkout Station
- Secure funding from Health Literacy Grant, Year 4 to continue and expand Health and Wellness programs
- Investigate costs and procedures to provide digital library cards for Bartlesville students

Budget Highlights:

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

FUND 208 SPECIAL LIBRARY DEPT 421 LIBRARY				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$220,892	\$178,900	\$166,941	\$189,750	\$189,750

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Special Library Fund – Expenditure and Revenue Summary

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Library	\$ 220,892	\$ 178,900	\$ 166,941	\$ 189,750
Total Expenditures	\$ 220,892	\$ 178,900	\$ 166,941	\$ 189,750

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Intergovernmental	\$ 25,424	\$ 49,900	\$ 30,704	\$ 29,500
Interest and Investment Income	2,740	-	3,281	-
Donations and Miscellaneous	51,277	-	8,498	-
Transfer In: From BLTA	<u>66,559</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>
Fund Balance	<u>273,425</u>	<u>236,909</u>	<u>305,538</u>	<u>246,080</u>
Total Available for Appropriation	\$ 419,425	\$ 351,809	\$ 413,021	\$ 340,580

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Special Library Fund – Library – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 24,408	\$ 25,000	\$ 27,000	\$ 25,000	\$ 25,000	\$ 25,000
51130 FICA	1,867	2,000	2,100	2,000	2,000	2,000
TOTAL PERSONAL SERVICES	\$ 26,275	\$ 27,000	\$ 29,100	\$ 27,000	\$ 27,000	\$ 27,000
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 219	\$ -	\$ 1,336	\$ -	\$ -	\$ -
52410 PROFESSIONAL SERVICES		-	-	8,000	8,000	8,000
52510 OTHER SERVICES	9,811	30,400	12,000	8,750	8,750	8,750
TOTAL CONTRACTUAL SERVICES	\$ 10,030	\$ 30,400	\$ 13,336	\$ 16,750	\$ 16,750	\$ 16,750
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 7,572	\$ 2,000	\$ 5,000	\$ 4,500	\$ 4,500	\$ 4,500
53310 GENERAL SUPPLIES	174,079	119,500	119,500	141,500	141,500	141,500
53610 MAINT. & REPAIR MATERIALS	2,936	-	5	-	-	-
TOTAL MATERIALS & SUPPLIES	\$ 184,587	\$ 121,500	\$ 124,505	\$ 146,000	\$ 146,000	\$ 146,000
TOTAL BUDGET	\$ 220,892	\$ 178,900	\$ 166,941	\$ 189,750	\$ 189,750	\$ 189,750

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Special Library Fund – Library – Personnel and Capital Detail

**FUND 208 SPECIAL LIBRARY
 DEPT 421 LIBRARY**

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
Library Assistant	1.13	1.13	1.13	1.13
TOTAL	1.13	1.13	1.13	1.13

CITY OF BARTLESVILLE
 2018-19 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

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.

- 2018 Accomplishments:
- Completed the Institute for Museum and Library Services (IMLS) Grant. Final cataloging of 34,474 negatives
 - Completed the 2016/17 Martha Jane Starr Field of Interest Grant by cataloging 17,840 negatives into the Museum’s software
 - Three Grant Facilitators were hired with grant monies to catalog slide collections, digitize newspapers into PDF files and catalog the Museum’s Native American files in FY 2018
-

- 2019 Objectives:
- Seek funding for license fees for Movie Monday Programs
 - Secure funding from Martha Jane Starr Field of Interest Grant-Year 7 to employ three part-time grant facilitators
 - Continue to digitize newspapers and catalog Tribal documents as outlined in current MJS Grant-Year 6
 - Catalog remaining Frank Griggs collections into the Museum’s software program
-

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

FUND 209 SPECIAL MUSEUM DEPT 425 MUSUEM				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$33,355	\$33,371	\$34,377	\$45,000	\$45,000

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Special Museum Fund – Expenditure and Revenue Summary

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Museum	\$ 33,355	\$ 33,371	\$ 34,377	\$ 45,000
Total Expenditures	\$ 33,355	\$ 33,371	\$ 34,377	\$ 45,000

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 863	\$ -	\$ 1,205	\$ -
Donations and Miscellaneous	54,406	-	12,944	-
Transfer In: History Museum Trust	-	39,208	39,208	6,500
Fund Balance	105,950	105,202	127,806	146,786
Total Available for Appropriation	\$ 161,219	\$ 144,410	\$ 181,163	\$ 153,286

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Special Museum Fund – Museum – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 20,650	\$ 24,000	\$ 29,017	\$ 32,000	\$ 32,000	\$ 32,000
51130 FICA	1,580	2,000	2,228	3,000	3,000	3,000
TOTAL PERSONAL SERVICES	\$ 22,230	\$ 26,000	\$ 31,245	\$ 35,000	\$ 35,000	\$ 35,000
CONTRACTUAL SERVICES						
52410 PROFESSIONAL SERVICES	\$ -	\$ 2,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
52510 OTHER SERVICES	1,075	2,500	-	3,000	3,000	3,000
TOTAL CONTRACTUAL SERVICES	\$ 1,075	\$ 4,500	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 6,000
53310 GENERAL SUPPLIES	10,050	2,871	3,132	-	-	-
TOTAL MATERIALS & SUPPLIES	\$ 10,050	\$ 2,871	\$ 3,132	\$ 6,000	\$ 6,000	\$ 6,000
TOTAL BUDGET						
	\$ 33,355	\$ 33,371	\$ 34,377	\$ 45,000	\$ 45,000	\$ 45,000

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Special Museum Fund – Museum – Personnel and Capital Detail

FUND 209 SPECIAL MUSEUM
 DEPT 425 MUSUEM

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2017-18 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2018-19 BUDGETED NUMBER OF EMPLOYEES</u>
Library Assistant	1.18	1.23	1.23	1.23
TOTAL	1.18	1.23	1.23	1.23

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments:

- No projects were planned for FY 17-18 to allow FAA funds to build for next capital project

2019 Objectives:

- Design of Runway Rehabilitation project
- Bid and construct Runway Rehabilitation project

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.

**FUND 240 MUNICIPAL AIRPORT
 DEPT 147 AIRPORT**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$473,827	\$160,367	\$56,956	\$265,500	\$265,500

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Municipal Airport Fund – Expenditure and Revenue Summary

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Airport	\$ 473,827	\$160,367	\$ 56,956	\$ 265,500
Total Expenditures	<u>\$ 473,827</u>	<u>\$ 160,367</u>	<u>\$ 56,956</u>	<u>\$ 265,500</u>
<i>Revenues</i>				
REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Intergovernmental	\$ 418,787	\$ -	\$ 10,800	\$ -
Interest and Investment Income	<u>2,392</u>	<u>-</u>	<u>2,971</u>	<u>-</u>
Fund Balance	<u>316,190</u>	<u>160,367</u>	<u>308,685</u>	<u>265,500</u>
Total Available for Appropriation	<u>\$ 737,369</u>	<u>\$ 160,367</u>	<u>\$ 322,456</u>	<u>\$ 265,500</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Municipal Airport Fund – Airport – Line Item Detail

CONTRACTUAL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
52410 PROFESSIONAL SERVICES	\$ 79,987	\$ -	-	\$ -	\$ -	\$ -
TOTAL CONTRACTUAL SERVICES	<u>\$ 79,987</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
MATERIALS & SUPPLIES						
53610 MAINT. & REPAIR MATERIALS	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL MATERIALS & SUPPLIES	<u>\$ 175</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
CAPITAL OUTLAY						
55930 OTHER IMPROVEMENTS	\$ 393,665	\$ 160,367	\$ 56,956	\$ 265,500	\$ 265,500	\$ 265,500
TOTAL CAPITAL OUTLAY	<u>\$ 393,665</u>	<u>\$ 160,367</u>	<u>\$ 56,956</u>	<u>\$ 265,500</u>	<u>\$ 265,500</u>	<u>\$ 265,500</u>
TOTAL BUDGET	<u>\$ 473,827</u>	<u>\$ 160,367</u>	<u>\$ 56,956</u>	<u>\$ 265,500</u>	<u>\$ 265,500</u>	<u>\$ 265,500</u>

CITY OF BARTLESVILLE
 2018-19 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

2018 Accomplishments:

- Ten new interior and exterior security cameras were installed.
- Keyless entry for the staff entrance was installed
- The Library hosted famed children’s author Patricia Polacco in February 2018

2019 Objectives:

- Continue with building renovations
- 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**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$73,987	\$774,844	\$35,239	\$760,544	\$760,544

CITY OF BARTLESVILLE

2018-19 Operating Budget

Harshfield Library Donation Fund – Expenditure and Revenue Summary

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Museum	\$ 73,987	\$ 75,100	\$ 35,239	\$ 58,200
Unallocated	-	699,744	-	702,344
Total Expenditures	<u>\$ 73,987</u>	<u>\$ 774,844</u>	<u>\$ 35,239</u>	<u>\$ 760,544</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Donations and Miscellaneous	\$ 6,207	\$ -	\$ 7,717	\$ -
Fund Balance	859,034	774,844	788,066	760,544
Total Available for Appropriation	<u>\$ 865,241</u>	<u>\$ 774,844</u>	<u>\$ 795,783</u>	<u>\$ 760,544</u>

CITY OF BARTLESVILLE
2018-19 Operating Budget
Harshfield Library Donation Fund – Library – Line Item Detail

CONTRACTUAL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
52410 PROFESSIONAL SERVICES	\$ -	\$ 9,300	\$ -	\$ -	\$ -	\$ -
52510 OTHER SERVICES	3,831	7,500	833	7,500	7,500	7,500
TOTAL CONTRACTUAL SERVICES	\$ 3,831	\$ 16,800	\$ 833	\$ 7,500	\$ 7,500	\$ 7,500
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 546	\$ -	\$ -	\$ -	\$ -	\$ -
53210 JANITORIAL SUPPLIES	575	-	-	-	-	-
53310 GENERAL SUPPLIES	9,135	5,800	11,576	25,700	25,700	25,700
53610 MAINT. & REPAIR MATERIALS	27,900	52,500	22,830	25,000	25,000	25,000
TOTAL MATERIALS & SUPPLIES	\$ 38,156	\$ 58,300	\$ 34,406	\$ 50,700	\$ 50,700	\$ 50,700
CAPITAL OUTLAY						
55920 BUILDINGS & STRUCTURES	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ 73,987	\$ 75,100	\$ 35,239	\$ 58,200	\$ 58,200	\$ 58,200

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments: • Purchased additional equipment deemed necessary for Operations Division, Criminal Investigations Division, and Training Division & Administration at the Police Department

2019 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.

**FUND 243 RESTRICTED REVENUE
 ALL DEPARTMENTS**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$32,928	\$319,214	\$176,521	\$195,758	\$195,758

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Restricted Revenue Fund – Expenditure and Revenue Summary

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
General Services	\$ 1,855	\$ 62,267	\$ 62,114	\$ 24,953
Cemetery	1,461	15,633	-	19,158
Community Development	-	637	448	1,591
Fire	1,630	25,793	364	25,663
Police	26,381	118,080	106,136	37,371
Park and Recreation	1,601	83,537	384	73,755
Swimming Pools	-	6,192	-	6,192
Stadium	-	7,075	7,075	7,075
Total Expenditures	<u>\$ 32,928</u>	<u>\$ 319,214</u>	<u>\$ 176,521</u>	<u>\$ 195,758</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Donations and Miscellaneous	\$ 106,361	\$ 448	\$ 61,845	\$ -
Fund Balance	247,170	318,766	322,967	208,291
Total Available for Appropriation	<u>\$ 353,531</u>	<u>\$ 319,214</u>	<u>\$ 384,812</u>	<u>\$ 208,291</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Restricted Revenue Fund – Expense Outlay Detail

Expense Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	16/17 ACTUAL	17/18 BUDGET	17/18 ESTIMATE	18/19 BUDGET
170	04037	Homeland Security	-	109	-	109
170	13112	Freedom Flag	1,855	8,108	763	5,345
170	99055	Bike racks	-	-	-	300
170	15045	Copier Lease Buyout	-	19,199	-	19,199
170	16023	Sale of Second St Property	-	34,851	34,851	-
170	N/A	TIF Reimbursement	-	-	26,500	-
		Total Building Maintenance	1,855	62,267	62,114	24,953
174	04012	Luminary Beautification	1,461	14,333	-	17,858
174	99051	Bell Tower Maintenance	-	1,300	-	1,300
		Total Cemetery	1,461	15,633	-	19,158
180	10034	Bicycle Rodeo	-	189	-	189
180	18051	Demolition Of 109 SW Cheyenne	-	448	448	1,402
		Total Community Development	-	637	448	1,591
250	99005	Albright Fire Trust	-	77	53	77
250	99042	General Fire Donations	1,630	7,289	-	7,469
250	13064	Communication Equipment	-	8,676	-	8,676
250	15039	Fire Prevention and Safety Grant	-	9,751	311	9,441
		Total Fire	1,630	25,793	364	25,663
270	99006	General Police Donations	250	2,934	1,179	25
270	10046	SOT-Special Operations Team	1,334	876	20	856
270	11026	Cherokee Nation Radio Repeaters	2,992	-	-	-
270	99028	Federal Drug Task Force Reimbursements	-	525	10,850	8,034
270	99030	Police Reserve	976	2,515	-	1,437
270	99031	Police Explorer	-	200	200	-
270	99036	K9 police dog	12,820	14,641	18,913	3,881
270	15040	Police Benefit Fund Donation	4,545	6,755	8,540	-
270	15041	P66 Public Safety Donation	25	-	-	-
270	15042	Cherokee Nation- Police Car Donation	1,453	-	-	-
270	16022	Safe Oklahoma Grant	-	19,797	-	19,797

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Restricted Revenue Fund – Expense Outlay Detail
 (continued)

Expense Schedule
 (continued)

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	16/17 ACTUAL	17/18 BUDGET	17/18 ESTIMATE	18/19 BUDGET
270	16028	Joe Glenn Memorial	-	255	-	255
270	17061	Police Training Donation	1,663	8,800	8,212	165
270	17062	PD Honor Guard	323	782	48	1,095
270	17063	P66 Handheld Radios Donation	-	60,000	58,174	1,826
		Total Police	26,381	118,080	106,136	37,371
431	00016	Centennial Plaza	-	38,876	-	38,876
431	10023	Bruce Goff Tower	441	15,997	-	15,997
431	10024	Dog Park Donations	-	230	-	230
431	11027	Leadership Bartlesville Class XX Project	1,046	-	-	-
431	12020	Sale of Park Property	-	12,525	-	-
431	99033	Sante Fe Engine Preservation	-	315	-	315
431	99037	Arutunoff Softball Fields	-	2,325	-	2,325
431	99038	Flag Football Fields	-	6,064	-	6,064
431	99039	MJ Lee Soccer Fields	-	1,045	-	1,045
431	99040	Robinwood Soccer Fields	-	1,043	-	1,043
431	99047	Sooner Jr	-	3,294	-	6,038
431	99048	Price Fields NE Quad	-	800	-	800
431	99049	Price Fields Other	-	715	-	715
431	16024	Monarch Butterfly Garden	-	36	-	35
431	16025	Safe Routes To School Grant	114	-	384	272
431	16030	Freewheel	-	272	-	-
		Total Parks and Recreation	1,601	83,537	384	73,755
432	08029	Frontier Park Project	-	6,192	-	6,192
476	10026	Stadium renovations	-	7,075	7,075	7,075
TOTAL			\$ 32,928	\$ 319,214	\$ 176,521	\$ 195,758

CITY OF BARTLESVILLE
 2018-19 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.

- 2018 Accomplishments:
- Put new lighting on entryway signage
 - Raised almost \$19,000 in the memorial fund tournament
-

- 2019 Objectives:
- Raise \$20,000 with the 2018 memorial tournament
 - This money will be used to put an awning on the front of the building and the rest will be used to put with GO bond money to help fund bunker renovation
-

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**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$20,750	\$21,832	\$20,066	\$4,080	\$4,080

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Golf Course Memorial Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Municipal Golf Course	\$ 20,750	\$ 21,832	\$ 20,066	\$ 4,080
Total Expenditures	\$ 20,750	\$ 21,832	\$ 20,066	\$ 4,080

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 85	\$ -	\$ 177	\$ -
Donations and Miscellaneous	20,882	-	1,000	-
Fund Balance	22,758	1,832	22,969	4,080
Total Available for Appropriation	\$ 43,725	\$ 1,832	\$ 24,146	\$ 4,080

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Golf Course Memorial Fund – Golf Course – Line Item Detail

MATERIALS & SUPPLIES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
53310 GENERAL SUPPLIES	\$ 324	\$ 20,000	\$ 20,066	\$ 4,080	4,080	4,080
53410 TOOLS & EQUIPMENT	400	-	-	-	-	-
53610 MAINT. & REPAIR MATERIALS	5,873	1,832	-	-	-	-
TOTAL MATERIALS & SUPPLIES	\$ 6,597	\$ 21,832	\$ 20,066	\$ 4,080	\$ 4,080	\$ 4,080
CAPITAL OUTLAY						
55960 VEHICLES & EQUIPMENT	\$ 14,153	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 14,153	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ 20,750	\$ 21,832	\$ 20,066	\$ 4,080	\$ 4,080	\$ 4,080

CITY OF BARTLESVILLE

2018-19 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.

2018 Accomplishments: • N/A

2019 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

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$6,930	\$39,606	\$5,950	\$6,000	\$6,000

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 JAG Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Police	\$ 6,930	\$ 39,606	\$ 5,950	\$ 6,000
Transfer to: General Fund	-	-	-	40,243
Total Expenditures	\$ 6,930	\$ 39,606	\$ 5,950	\$ 46,243

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Intergovernmental	\$ 6,120	\$ -	\$ 5,950	\$ 6,000
Interest and Investment Income	298	-	396	-
Fund Balance	40,378	36,380	39,847	40,243
Total Available for Appropriation	\$ 46,796	\$ 36,380	\$ 46,193	\$ 46,243

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 JAG Fund – Police – Line Item Detail

<i>MATERIALS & SUPPLIES</i>	<i>2016-17 ACTUAL</i>	<i>2017-18 BUDGET</i>	<i>2017-18 ESTIMATE</i>	<i>2018-19 REQUEST</i>	<i>CITY MGR REC</i>	<i>2018-19 APPROVED</i>
53310 GENERAL SUPPLIES	\$ 6,930	\$ 39,606	\$ 5,950	\$ 6,000	\$ 6,000	\$ 6,000
TOTAL MATERIALS & SUPPLIES	<u>\$ 6,930</u>	<u>\$ 39,606</u>	<u>\$ 5,950</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
<i>TOTAL BUDGET</i>	<u>\$ 6,930</u>	<u>\$ 39,606</u>	<u>\$ 5,950</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>

CITY OF BARTLESVILLE
 2018-19 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.

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.

2018 Accomplishments: • N/A

2019 Objectives: • N/A

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**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$0	\$8,181	\$0	\$8,262	\$8,262

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Neighborhood Park Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Park and Recreation	\$ -	\$ 8,181	\$ -	\$ 8,262
Total Expenditures	\$ -	\$ 8,181	\$ -	\$ 8,262

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 63	\$ -	\$ 81	\$ -
Fund Balance	8,122	8,181	8,181	8,262
Total Available for Appropriation	\$ 8,185	\$ 8,181	\$ 8,262	\$ 8,262

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Neighborhood Park Fund – Park & Recreation – Line Item Detail

CAPITAL OUTLAY	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
55930 OTHER IMPROVEMENTS	\$ -	\$ 8,181	\$ -	\$ 8,262	\$ 8,262	\$ 8,262
TOTAL CAPITAL OUTLAY	<u>\$ -</u>	<u>\$ 8,181</u>	<u>\$ -</u>	<u>\$ 8,262</u>	<u>\$ 8,262</u>	<u>\$ 8,262</u>
TOTAL BUDGET	<u>\$ -</u>	<u>\$ 8,181</u>	<u>\$ -</u>	<u>\$ 8,262</u>	<u>\$ 8,262</u>	<u>\$ 8,262</u>

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments: • No projects were scheduled for this budget year

2019 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**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$77,696	\$2,800	\$0	\$5,682	\$5,682

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Cemetery Perpetual Care Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Cemetery	\$ 77,696	\$ 2,800	\$ -	\$ 5,682
Total Expenditures	\$ 77,696	\$ 2,800	\$ -	\$ 5,682

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Charges for Services	\$ 1,978	\$ 2,800	\$ 2,750	\$ 2,600
Interest and Investment Income	244	-	12	-
Donations and Miscellaneous	440	-	-	-
Fund Balance	(2,419)	-	320	3,082
Total Available for Appropriation	\$ 243	\$ 2,800	\$ 3,082	\$ 5,682

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Cemetery Perpetual Care Fund – Cemetery – Line Item Detail

MATERIALS & SUPPLIES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
53310 GENERAL SUPPLIES	\$ 3,600	\$ 2,800	\$ -	\$ 5,682	\$ 5,682	\$ 5,682
TOTAL MATERIALS & SUPPLIES	<u>\$ 3,600</u>	<u>\$ 2,800</u>	<u>\$ -</u>	<u>\$ 5,682</u>	<u>\$ 5,682</u>	<u>\$ 5,682</u>
CAPITAL OUTLAY						
55930 OTHER IMPROVEMENTS	\$ 74,096	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	<u>\$ 74,096</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL BUDGET	<u>\$ 77,696</u>	<u>\$ 2,800</u>	<u>\$ -</u>	<u>\$ 5,682</u>	<u>\$ 5,682</u>	<u>\$ 5,682</u>

CITY OF BARTLESVILLE
 2018-19 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.

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

2019 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**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$32	\$0	\$0	\$0	\$0

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Memorial Stadium Operating Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Doenges Memorial Stadium	\$ 32	\$ -	\$ -	\$ -
Transfer to: General Fund	-	14,171	14,171	2,134
Total Expenditures	\$ 32	\$ 14,171	\$ 14,171	\$ 2,134

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 92	\$ -	\$ 106	\$ -
Transfer In: From General	9,829	-	-	-
Fund Balance	4,316	14,171	16,199	2,134
Total Available for Appropriation	\$ 14,237	\$ 14,171	\$ 16,305	\$ 2,134

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DEBT SERVICE FUND

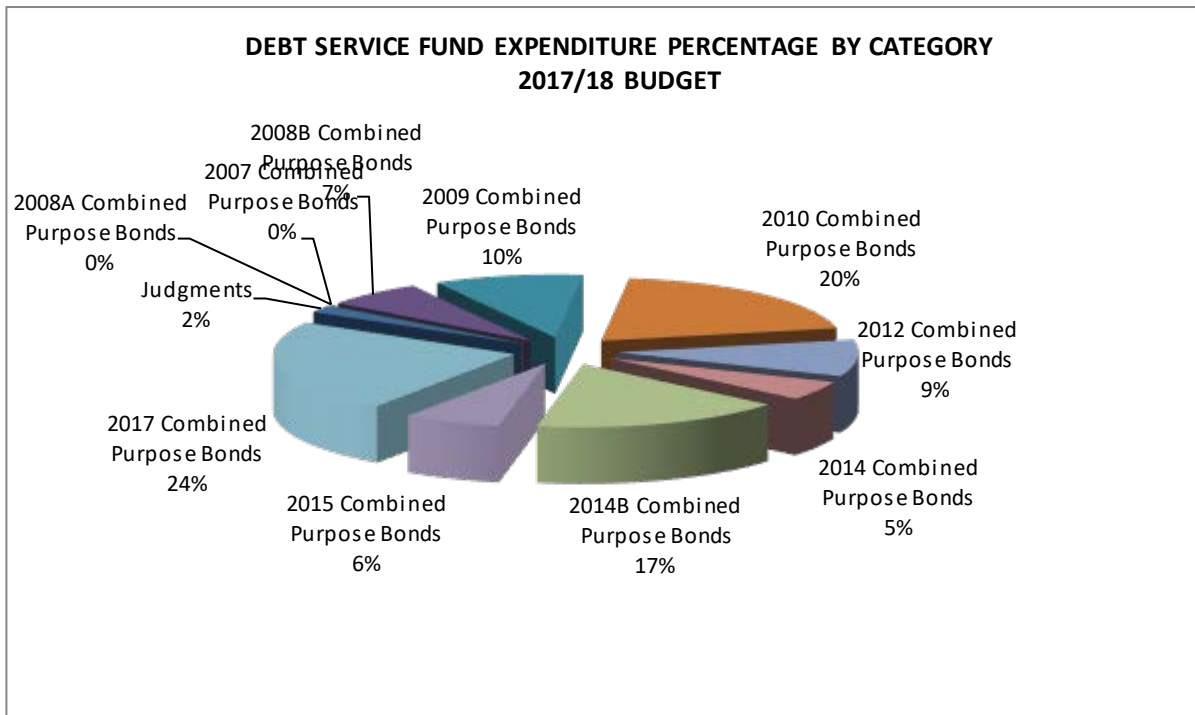
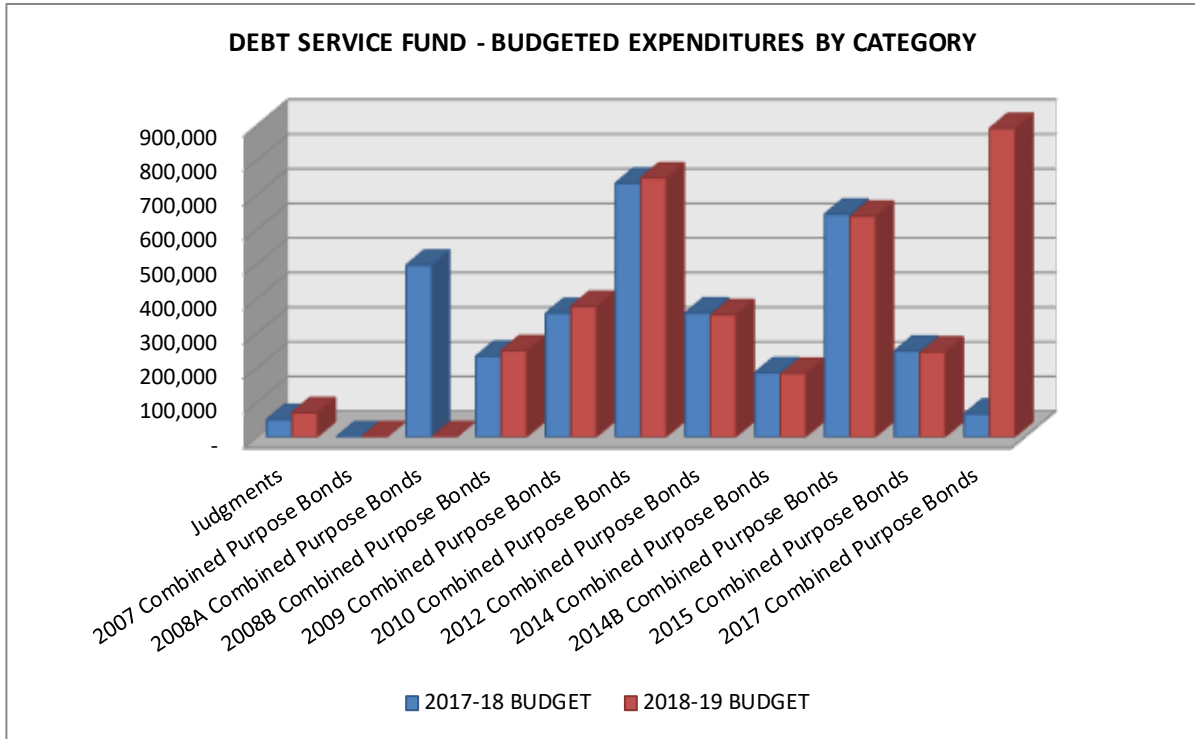


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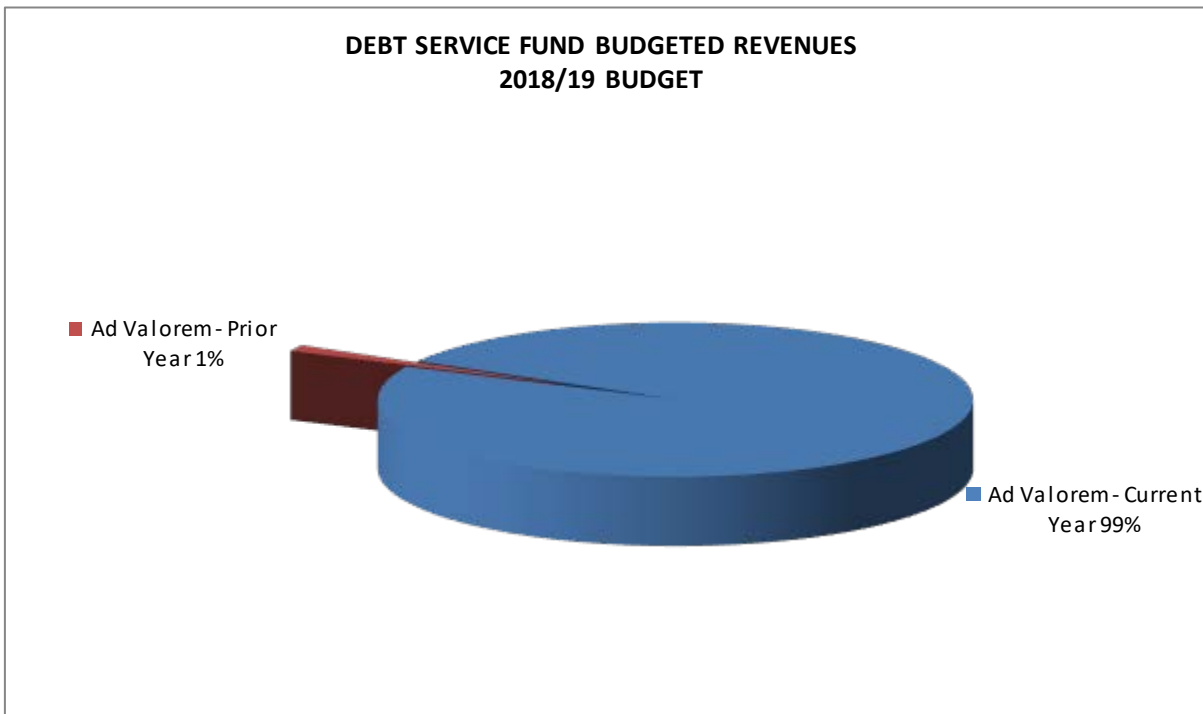
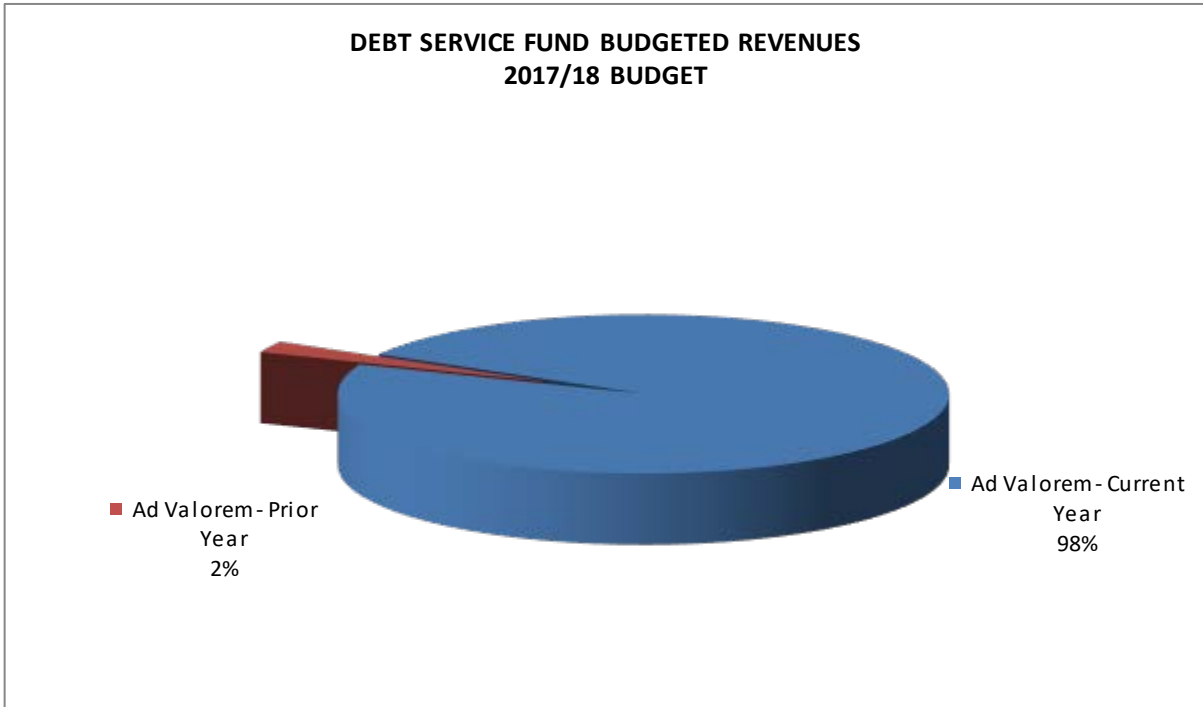
CITY OF BARTLESVILLE

2018-19 Operating Budget

Debt Service Fund – Expenditure Graphs



CITY OF BARTLESVILLE
2018-19 Operating Budget
Debt Service Fund – Revenue Graphs



CITY OF BARTLESVILLE

2018-19 Operating Budget
Debt Service Fund – Summary

Fund Mission: N/A

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.

2018 Accomplishments: N/A

2019 Objectives: N/A

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
 2018-19 Operating Budget
 Debt Service Fund – Summary by Function or Source

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Judgments	\$ 45,287	\$ 50,480	\$ 50,480	\$ 70,000
2007 Combined Purpose Bonds	518,250	-	-	-
2008A Combined Purpose Bonds	471,190	496,450	496,450	-
2008B Combined Purpose Bonds	241,075	233,238	233,238	249,250
2009 Combined Purpose Bonds	366,700	357,213	357,213	377,106
2010 Combined Purpose Bonds	745,863	733,083	733,083	748,205
2012 Combined Purpose Bonds	362,470	358,250	358,250	353,313
2014 Combined Purpose Bonds	187,320	185,670	185,670	184,020
2014B Combined Purpose Bonds	650,288	644,000	644,000	637,638
2015 Combined Purpose Bonds	43,260	248,300	248,300	245,740
2017 Combined Purpose Bonds	-	66,300	66,300	891,300
Total Expenditures	<u>\$ 3,631,703</u>	<u>\$ 3,372,984</u>	<u>\$ 3,372,984</u>	<u>\$ 3,756,572</u>

Revenues

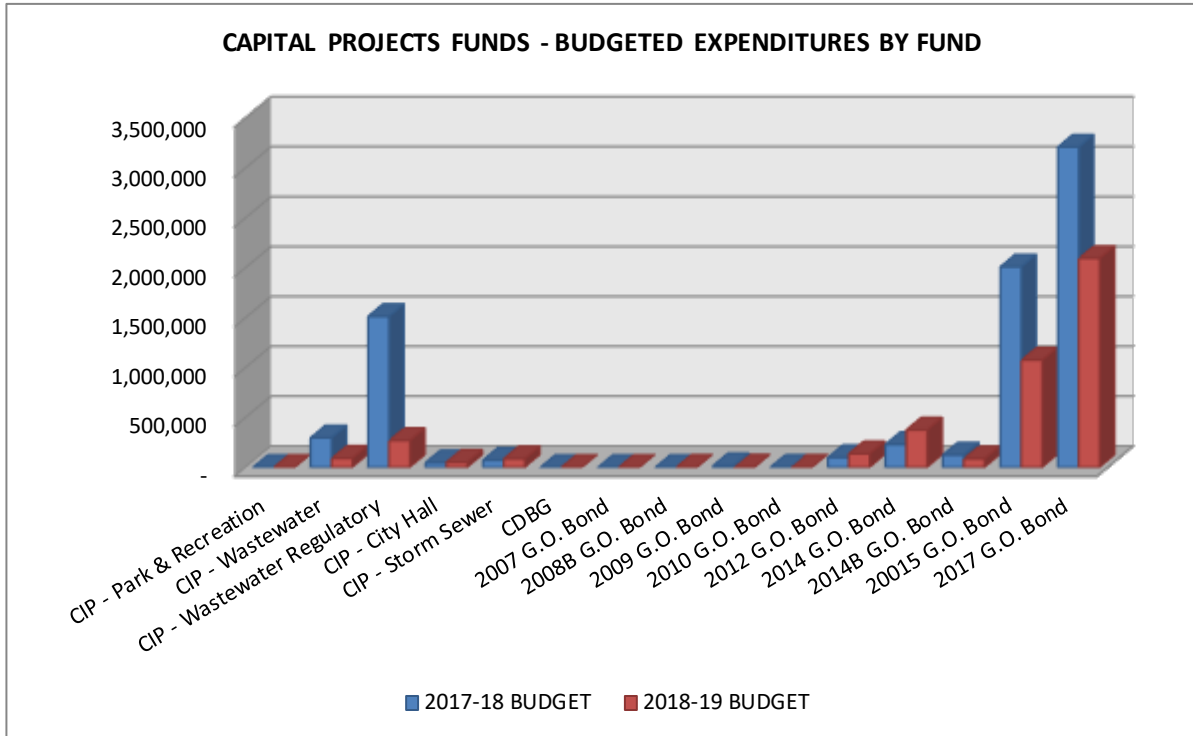
REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Ad Valorem - Current Year	\$ 3,548,619	\$ 3,294,579	\$ 3,611,663	\$ 3,707,577
Ad Valorem - Prior Year	81,191	77,568	85,033	48,995
Proceeds from Issuance of Debt	52,635	-	-	-
Fund Balance	2,826,462	2,861,467	2,850,467	3,174,179
Total Available for Appropriation	<u>\$ 6,508,907</u>	<u>\$ 6,233,614</u>	<u>\$ 6,547,163</u>	<u>\$ 6,930,751</u>

CAPITAL PROJECTS FUNDS

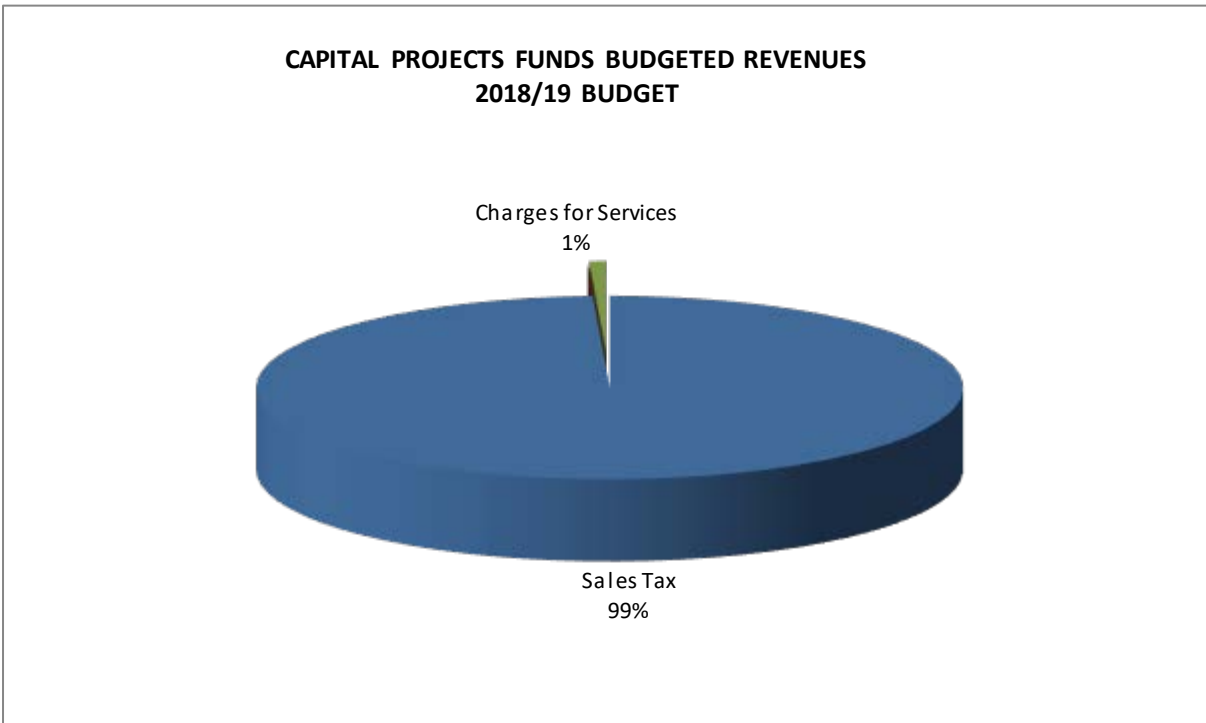
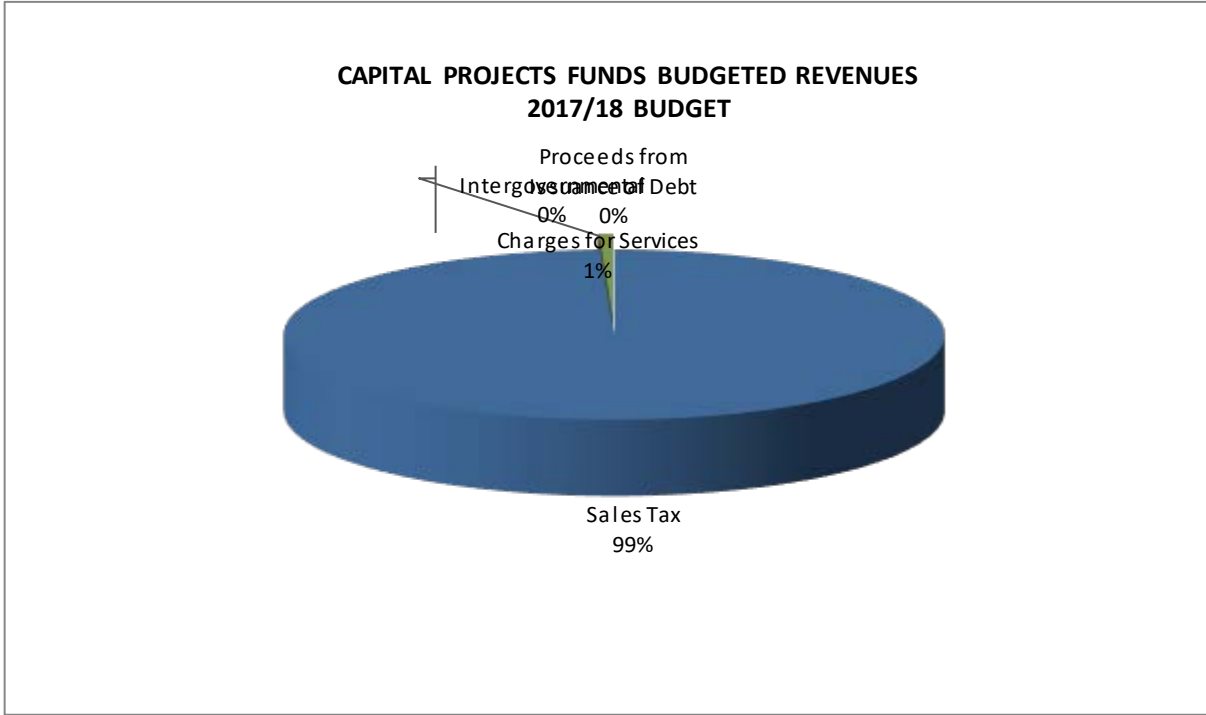


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CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Capital Projects Funds – Expenditure Graph



CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Capital Projects Funds – Revenue Graphs



CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Capital Projects Funds – Summary by Fund or Source

Expenditures and Reserves

EXPENDITURES BY FUND	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
CIP - Sales Tax	\$ 3,485,941	\$ 4,447,299	\$ 1,765,565	\$ 4,765,778
CIP - Wastewater	53,268	296,288	122,821	91,310
CIP - Wastewater Regulatory	1,731,948	1,512,865	1,110,000	269,361
CIP - City Hall	216,877	46,750	21,098	50,952
CIP - Storm Sewer	12,923	72,290	4,110	86,342
CDBG	216,293	-	28,883	-
2008B G.O. Bond	15,334	-	-	88
2009 G.O. Bond	-	15,524	15,524	2,636
2010 G.O. Bond	-	492	-	410
2012 G.O. Bond	241,661	98,070	-	136,447
2014 G.O. Bond	13,228	229,874	191,627	374,904
2014B G.O. Bond	4,591,687	124,540	34,480	87,246
20015 G.O. Bond	8,923	2,009,318	850,413	1,076,271
2017 G.O. Bond	59,510	3,210,000	1,176,786	2,094,648
Total Expenditures and Reserves	<u>\$ 10,647,593</u>	<u>\$ 12,063,310</u>	<u>\$ 5,321,307</u>	<u>\$ 9,036,393</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Sales Tax	\$ 2,657,640	\$ 2,702,924	\$ 2,689,248	\$ 2,706,040
Intergovernmental	204,793	-	26,207	-
Charges for Services	176,943	18,504	73,770	21,049
Interest and Investment Income	97,275	-	108,541	-
Donations and Miscellaneous	2,796	-	-	-
Proceeds from Issuance of Debt	3,300,000	-	-	-
Fund Balance	10,587,890	9,041,989	8,787,849	6,309,304
Total Available for Appropriation	<u>\$ 17,027,337</u>	<u>\$ 11,763,417</u>	<u>\$ 11,685,615</u>	<u>\$ 9,036,393</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Capital Projects Funds – Capital Outlay Summary

Capital

EXPENDITURES BY FUND & DEPARTMENT	2018-19 BUDGETED CAPITAL EXPENDITURES
CIP - Sales Tax Fund:	
General Services	\$ 25,000
Police	300,000
Storm Sewer	2,200,000
Street	1,270,000
Park and Recreation	718,000
<i>Total CIP - Sales Tax</i>	4,513,000
CIP - Wastewater Regulatory Fund:	
Wastewater Maintenance	269,361
CIP - City Hall:	
General Services	25,000
CIP - Storm Sewer Fund:	
Storm Sewer	86,342
2012 GO Bond Fund:	
Sooner Pool	136,447
2014 GO Bond Fund:	
Street	374,904
2014B GO Bond Fund:	
Police	57,246
Park and Rec	30,000
<i>Total 2014B GO Bond</i>	87,246
2015 GO Bond Fund:	
Street	1,076,271
2017 GO Bond Fund:	
Street	362,500
Park and Recreation	1,650,000
<i>Total 2017 GO Bond</i>	2,012,500
Total Expenditures	\$ 8,581,071

CITY OF BARTLESVILLE

2018-19 Operating Budget CIP Sales Tax Fund– Summary

Fund Mission: N/A

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.

- 2018 Accomplishments:
- Initiated design contract for Downtown Drainage Improvement project to be completed by December 2018
 - Initiated design contract for Price Road Rehabilitation to be completed by August 2018
 - Completed construction of Johnstone Pavilion Phase 3
 - Completed construction of road improvements on Nebraska, Castle, Choctaw, Osage, Rogers, Penn, and Spruce
 - Completed construction of road improvements on Osage, Rogers, Penn, and Spruce

- 2019 Objectives:
- Complete design and construction on road improvements for FY 18/19 Preventative Maintenance Street projects that have not yet been selected
 - Complete design of the Hillcrest Drive project between 18th and the Caney River if approved for funding by Council
 - Complete design of the Sooner Pool Recreational Expansion project if approved for funding by Council
 - Identify and complete design and construction of Pathfinder improvements using FY 16/17 and FY 18/19 funds

Budget Highlights: The major expenditures in this fund are capital improvements.
**FUND 449 CIP - SALES TAX
ALL DEPARTMENTS**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$3,485,941	\$4,447,299	\$1,765,565	\$4,765,778	\$4,765,778

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 CIP Sales Tax Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
General Services	\$ 34,065	\$ 2,500	\$ 13,456	\$ 25,000
Engineering	15,849	27,000	-	-
Fire	110,444	214,865	214,821	-
Police	469,811	344,795	269,633	300,000
Storm Sewer	-	2,200,000	120,970	2,200,000
Street	719,323	1,148,969	1,049,110	1,270,000
Park and Recreation	2,100,549	471,831	97,575	718,000
Municipal Golf Course	35,900	-	-	-
Unallocated	-	37,339	-	252,778
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Expenditures	<u>\$ 3,485,941</u>	<u>\$ 4,447,299</u>	<u>\$ 1,765,565</u>	<u>\$ 4,765,778</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Sales Tax	\$ 2,657,640	\$ 2,702,924	\$ 2,689,248	\$ 2,706,040
Interest and Investment Income	26,404	-	28,811	-
Donations and Miscellaneous	2,796	-	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Fund Balance	3,042,161	1,744,375	1,107,244	2,059,738
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Available for Appropriation	<u>\$ 5,729,001</u>	<u>\$ 4,447,299</u>	<u>\$ 3,825,303</u>	<u>\$ 4,765,778</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 CIP Sales Tax Fund Capital Outlay Detail

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
170	13002	Misc Imprv to City Buildings and Facilities	7,481	-	-	-
170	17001	City Hall Elevator	70	-	14	-
170	17002	Misc. Facility & Building Upgrades	11,471	-	1,254	25,000
170	17003	Replace Community Center Boilers	14,883	2,500	3,688	-
170	17004	CDBG project	160	-	8,500	-
		Total General Services	34,065	2,500	13,456	25,000
190	17005	Update City Wide Aerials	15,849	27,000	-	-
		Total Engineering	15,849	27,000	-	-
250	13070	Demo for Public Safety Complex	6,335	-	-	-
250	15004	Generators for Stations 1,2, & 4	400	-	-	-
250	17006	1 Ton Truck w/ Topper and Rollout Bed	50,000	-	-	-
250	17007	Fire Station Radio Relocation and speakers	20,617	-	-	-
250	17008	Furniture for new fire facility	33,092	-	-	-
250	18001	Additional Funds for Fire Truck	-	209,200	209,156	-
250	18028	Thermal Imaging Camera	-	5,665	5,665	-
		Total Fire	110,444	214,865	214,821	-
270	13045	Public Safety Complex	250,918	-	3,014	-
270	16006	7 Patrol Cars	218,893	-	-	-
270	18002	Police Department Vehicles	-	210,000	211,519	210,000

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 CIP Sales Tax Fund Capital Outlay Detail

Capital Outlay Schedule
 (continued)

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
270	17011	Fabricate new police memorial & flag poles	-	50,000	-	50,000
270	17012	Demolition old Police Station and construct p	-	84,795	55,100	40,000
		Total Police	469,811	344,795	269,633	300,000
327	18003	East Downtown Storm Drain Impv	-	2,200,000	120,970	2,200,000
		Total Storm Sewer	-	2,200,000	120,970	2,200,000
328	10019	Light/Landscaping Dewey between 2nd & 4th	-	250,000	138	-
328	13007	Light and Landscaping Imprv on 2nd Street	15,000	150,000	404,048	-
328	15010	Price Fields Phase 2 Quad	42,101	-	1,173	-
328	15017	Rehab 14th St Cherokee to Armstrong	299,976	-	-	-
328	15018	Rehab Sirocco- Virginia Ave to Oakpark Rd	-	-	(20,531)	-
328	16018	Camelot rehab	281,433	-	-	-
328	16019	Osage rehab	8,750	10,000	4,600	-
328	16020	Rogers rehab	3,000	-	-	-
328	17013	1 Ton Truck w/ Utility Bed	36,237	-	-	-
328	17015	Hillcrest Drive (engineering design)	-	135,000	-	-
328	17016	Bridge Repairs	-	50,000	-	50,000
328	17056	Nebraska Rehab- Hwy 75 & Meadowlark	7,842	300,800	409,624	-
328	17057	Choctaw Rehab- Adams Blvd & Frank Phillip	5,940	93,169	69,655	-
328	17058	Penn Rehab between 14th St & Lannom	-	10,000	-	-
328	17059	Castle Rehab between Adams & Baylor	-	150,000	167,456	-
328	17060	Materials for Miscellaneous Street Repairs	19,044	-	-	-
328	18054	CMT Wyandotte Ext	-	-	12,947	-
328	New	Dump Trucks w/ Snow Equipment (2)	-	-	-	135,000
328	New	Preventative Maintenance Street Projects	-	-	-	950,000
328	New	Hillcrest Drive (Engineering Design)	-	-	-	135,000
		Total Street	719,323	1,148,969	1,049,110	1,270,000

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 CIP Sales Tax Fund Capital Outlay Detail

Capital Outlay Schedule
 (continued)

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
431	04006	MJ Lee Lake Improvements	-	31,831	56,905	-
431	13011	Pathfinder Parkway Trail Connection	833	90,000	-	90,000
431	13016	CDBG project	168,993	-	928	-
431	13087	Playground Equipment at Price Fields	-	15,000	20,094	-
431	15010	Price Fields Phase 2 quad & parking E&D	1,789,577	-	(35,196)	-
431	16001	Johnstone Park Skate Park Expansion	-	25,000	-	25,000
431	16002	Tractor	62,538	-	-	-
431	16003	CDBG project	72,450	-	15,046	-
431	17004	CDBG project	6,158	-	12,234	-
431	17018	Pathfinder Improvements	-	225,000	-	450,000
431	17067	Relocation of Concession Stand	-	-	27,564	-
431	18052	CDBG project	-	85,000	-	85,000
431	New	CDBG project 2018	-	-	-	68,000
		Total Park and Rec	2,100,549	471,831	97,575	718,000
445	17019	Golf Course - Articulating Mower	35,900	-	-	-
		Total Adams Golf Course	35,900	-	-	-
TOTAL			<u>\$ 3,485,941</u>	<u>\$ 4,409,960</u>	<u>\$ 1,765,565</u>	<u>\$ 4,513,000</u>

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments: • Replaced RAS Pump #3

2019 Objectives: • Complete construction of Harvard Sewer Rehab phase I
 • Begin construction of Harvard sewer rehab phase II
 • Complete engineering design for wastewater reuse project

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

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$53,268	\$296,288	\$122,821	\$91,310	\$91,310

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 CIP Wastewater Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Wastewater Maintenance	\$ 53,268	\$ 275,000	\$ 122,821	\$ -
Unallocated	-	21,288	-	91,310
Total Expenditures	\$ 53,268	\$ 296,288	\$ 122,821	\$ 91,310

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Charges for Services	\$ 128,400	\$ -	\$ 52,721	\$ -
Interest and Investment Income	1,735	-	2,283	-
Fund Balance	350,753	146,288	214,131	91,310
Total Available for Appropriation	\$ 480,888	\$ 146,288	\$ 269,135	\$ 91,310

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 CIP Wastewater Fund Capital Outlay Detail

**FUND 453 CIP - WASTEWATER
 ALL DEPARTMENTS**

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
710	16008	Replace WWTP Equalizer Basin Liner	\$ 221,608	\$ -	\$ -	\$ -
710	17020	Replacement of RAS Pump	45,042	-	-	-
710	18004	Sluice Gate Repairs WWTP	-	10,000	-	-
710	18005	Replace Suction Valve	-	10,000	-	-
710	18006	Repair #2 Raw Pump	-	70,000	68,547	-
710	18007	Channel Monster Grinder Rehab	-	35,000	54,274	-
TOTAL			<u>\$ 266,650</u>	<u>\$ 125,000</u>	<u>\$ 122,821</u>	<u>\$ -</u>

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments:

- Completed construction of Phase 4 of the 2015 wastewater collection system rehabilitation

2019 Objectives:

- Complete the Harvard Sanitary Sewer Replacement project
- Complete design for the Turkey Creek Interceptor project

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.

FUND 454 CIP - WASTEWATER REGULATORY

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$1,731,948	\$1,512,865	\$1,110,000	\$269,361	\$269,361

CITY OF BARTLESVILLE

2018-19 Operating Budget

CIP Wastewater Regulatory Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Chickasaw Wastewater Treatment Plant	\$ 166,572	\$ 150,000	\$ 150,000	\$ -
Wastewater Maintenance	1,310,134	960,000	960,000	269,361
Transfer out to BMA - Water	255,242	-	-	-
Unallocated	-	402,865	-	-
Total Expenditures	<u>\$ 1,731,948</u>	<u>\$ 1,512,865</u>	<u>\$ 1,110,000</u>	<u>\$ 269,361</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 21,922	\$ -	\$ 19,860	\$ -
Fund Balance	3,234,114	1,362,865	1,359,501	269,361
Total Available for Appropriation	<u>\$ 3,256,036</u>	<u>\$ 1,362,865</u>	<u>\$ 1,379,361</u>	<u>\$ 269,361</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 CIP Wastewater Regulatory Fund Capital Outlay Detail

**FUND 454 CIP - WASTEWATER REGULATORY
 ALL DEPARTMENTS**

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
710	11021	Waste Water - South Plant	\$ 166,572	\$ -	\$ -	\$ -
710	18039	Engineer & Design for WWTP & Water Reuse	-	150,000	150,000	-
		Total CWWTP	166,572	150,000	150,000	-
715	13110	Wastewater Collection System SSES	283,539	-	-	-
715	15013	Engin and Des Coll Syst Imp phase 5 & 6	4,500	-	-	-
715	16010	Const Collection System Imp Phase 6	1,019,431	-	-	-
715	17021	Const Collection System Imp Phase 7	2,664	10,000	63,230	-
715	18008	Brookline/Harvard Sewer Line replacement	-	950,000	896,770	269,361
		Total Wastewater Maintenance	1,310,134	960,000	960,000	269,361
TOTAL			\$ 1,476,706	\$ 1,110,000	\$ 1,110,000	\$ 269,361

CITY OF BARTLESVILLE

2018-19 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 4th floor rental revenue. These funds are restricted for building improvements at City Hall.

2018 Accomplishments:

- Started construction on the City Hall Elevator Renovation project
- Completed construction of the City Hall Breakroom project
- Completed renovation of the 3rd Floor Training Room at City Hall

2019 Objectives:

- Complete the City Hall Elevator Renovation project

Budget Highlights: The major expenditures in this fund are building improvements, including the 1st floor remodel and ergonomic improvements to the customer service division of the Accounting and Finance Department.

FUND 455 CIP CITY HALL

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$216,877	\$46,750	\$21,098	\$50,952	\$50,952

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 CIP City Hall Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
General Services	\$ 216,877	\$ 42,500	\$ 21,098	\$ 25,000
Unallocated	-	4,250	-	25,952
Total Expenditures	\$ 216,877	\$ 46,750	\$ 21,098	\$ 50,952

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 2,039	\$ -	\$ 833	\$ -
Charges for Service	48,543	18,504	21,049	21,049
Fund Balance	281,358	28,246	29,119	29,903
Total Available for Appropriation	\$ 331,940	\$ 46,750	\$ 51,001	\$ 50,952

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 CIP City Hall Fund Capital Outlay Detail

**FUND 455 CIP CITY HALL
 ALL DEPARTMENTS**

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
170	N/A	HVAC Improvements	\$ 16,683	\$ -	\$ -	\$ -
	16011	Misc City Hall Improvements and Repairs	735	-	-	-
	17022	City Hall Elevator Improvements	199,459	2,500	2,100	-
	18009	City Hall Break Room	-	10,000	3,681	-
	18010	Misc City Hall Improvements and Repairs	-	30,000	15,317	25,000
			<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL			<u>\$ 216,877</u>	<u>\$ 42,500</u>	<u>\$ 21,098</u>	<u>\$ 25,000</u>

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments: • No projects were pursued this FY

2019 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

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$12,923	\$72,290	\$4,110	\$86,342	\$86,342

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 CIP Storm Sewer Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Storm Sewer	\$ 12,923	\$ 72,290	\$ 4,110	\$ 86,342
Total Expenditures	\$ 12,923	\$ 72,290	\$ 4,110	\$ 86,342

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 526	\$ -	\$ 1,118	\$ -
Fund Balance	59,978	72,290	89,334	86,342
Total Available for Appropriation	\$ 60,504	\$ 72,290	\$ 90,452	\$ 86,342

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 CIP Storm Sewer Fund Capital Outlay Detail

**FUND 457 CIP - STORM SEWER
 ALL DEPARTMENTS**

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
327	N/A	Misc Storm Sewer Improvements	\$ 12,923	\$ 72,290	\$ 4,110	\$ 86,342
TOTAL			<u>\$ 12,923</u>	<u>\$ 72,290</u>	<u>\$ 4,110</u>	<u>\$ 86,342</u>

CITY OF BARTLESVILLE
 2018-19 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.

- 2018 Accomplishments:
- Completed construction of the 2016 CDBG project, Johnstone Park Pavilion Phase III
 - Received ODOC approval to close out the 2015 and 2016 CDBG projects, Johnstone Park Pavilion Phases II and III
 - Completed design of 2017 CDBG project, Johnstone Park Pavilion Phase IV

- 2019 Objectives:
- Complete construction of the 2017 CDBG project, Johnstone Park Pavilion Phase IV
 - Apply for and receive approval of funding for 2018 CDBG project
 - Receive ODOC approval to close out the 2017 CDBG project, Johnstone Park Pavilion Phase IV

Budget Highlights: The major expenditures in this fund are capital improvements for City infrastructure.

FUND 467 CDBG

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$216,293	\$0	\$28,883	\$0	\$0

CITY OF BARTLESVILLE

2018-19 Operating Budget

Community Development Block Grant Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Street	\$ 216,293	\$ -	\$ 28,883	\$ -
Total Expenditures	\$ 216,293	\$ -	\$ 28,883	\$ -

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Intergovernmental	\$ 204,793	\$ -	\$ 26,207	\$ -
Fund Balance	(172,769)	-	2,676	-
Total Available for Appropriation	\$ 32,024	\$ -	\$ 28,883	\$ -

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Community Development Block Grant Fund Capital Outlay Detail

**FUND 467 CIP - CDBG
 ALL DEPARTMENTS**

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
328	13016	CDBG 2013	\$ 202,117	\$ -	\$ -	\$ -
328	16027	CDBG 2015	14,176	-	28,883	-
TOTAL			\$ 216,293	\$ -	\$ 28,883	\$ -

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments: • All monies have been expended from this fund

2019 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

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$ 15,334	\$0	\$0	\$88	\$88

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 2008B G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Parks & Recreation	\$ 15,334	\$ -	\$ -	\$ -
Unallocated	-	-	-	88
Total Expenditures	\$ 15,334	\$ -	\$ -	\$ 88

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 29	\$ -	\$ 1	\$ -
Fund Balance	15,395	107	87	88
Total Available for Appropriation	\$ 15,424	\$ 107	\$ 88	\$ 88

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 2008B G.O. Bond Fund Capital Outlay Detail

FUND 474 CIP - 2008B G.O. BOND FUND
 ALL DEPARTMENTS

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
431	N/A	Misc Park Improvements	\$ 15,334	\$ -	\$ -	\$ -
TOTAL			\$ 15,334	\$ -	\$ -	\$ -

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments: • All monies have been expended from this fund

2019 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

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$0	\$15,524	\$15,524	\$2,636	\$2,636

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 2009 G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Street	\$ -	\$ 15,524	\$ 15,524	\$ -
Unallocated	-	-	-	2,636
Total Expenditures	\$ -	\$ 15,524	\$ 15,524	\$ 2,636

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 138	\$ -	\$ 179	\$ -
Fund Balance	15,395	15,524	17,981	2,636
Total Available for Appropriation	\$ 15,533	\$ 15,524	\$ 18,160	\$ 2,636

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments:

- All monies have been expended from this fund

2019 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

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$0	\$492	\$0	\$410	\$410

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 2010 G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Unallocated	\$ -	\$ 492	\$ -	\$ 410
Total Expenditures	\$ -	\$ 492	\$ -	\$ 410

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 275	\$ -	\$ 4	\$ -
Fund Balance	81,522	492	406	410
Total Available for Appropriation	\$ 81,797	\$ 492	\$ 410	\$ 410

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments:

- Continued implementation of the ERP software

2019 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

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$241,661	\$98,070	\$0	\$136,447	\$136,447

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 2012 G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Tech Services	\$ 158,700	\$ -	\$ -	\$ -
Fire	21,161	-	-	-
Police	61,800	-	-	-
Sooner Pool	-	98,070	-	136,447
Total Expenditures	\$ 241,661	\$ 98,070	\$ -	\$ 136,447

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 1,523	\$ -	\$ 1,281	\$ -
Transfer in from 2010 G.O. Bond	81,367	-	-	-
Fund Balance	214,641	98,070	135,166	136,447
Total Available for Appropriation	\$ 297,531	\$ 98,070	\$ 136,447	\$ 136,447

CITY OF BARTLESVILLE
 2018-19 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	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
185	13043	ERP Software	\$ 125,000	\$ -	\$ -	\$ -
185	13044	Virtual Server System	33,700	-	-	-
		Total Tech Services	158,700	-	-	-
250	13045	A&E design of public safety complex	21,161	-	-	-
		Total Fire	21,161	-	-	-
270	13046	A&E design of public safety complex	61,800	-	-	-
		Total Police	61,800	-	-	-
433	13055	Resurface Sooner & Construct Shade Struct	-	98,070	-	136,447
		Total Sooner Pool	-	98,070	-	136,447
TOTAL			\$ 241,661	\$ 98,070	\$ -	\$ 136,447

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments:

- Completed construction on road improvements for Skyline, Moonlight, and Sirocco

2019 Objectives:

- Complete design and construction of Sooner Park playground ADA improvement project

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

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$13,228	\$229,874	\$191,627	\$374,904	\$374,904

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 2014 G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Street	\$ 13,228	\$ 20,000	\$ 41,530	\$ 374,904
Park and Rec	-	150,000	150,097	-
Unallocated	-	59,874	-	-
Total Expenditures	\$ 13,228	\$ 229,874	\$ 191,627	\$ 374,904

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 11,213	\$ -	\$ 9,740	\$ -
Fund Balance	1,456,173	229,874	556,791	374,904
Total Available for Appropriation	\$ 1,467,386	\$ 229,874	\$ 566,531	\$ 374,904

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 2014 G.O. Bond Fund Capital Outlay Detail

FUND 478 CIP - 2014 G.O. BOND FUND
 ALL DEPARTMENTS

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
328	15016	Rehab Moonlight and Skyline Drive	\$ 45	\$ 20,000	\$ 15,000	\$ -
328	15017	Rehab 14th Street Cherokee to Armstrong	6,802	-	-	-
328	15018	Rehab Sirroco Virginia Ave to Oakpark Rd	6,381	-	16,598	-
328	17056	Rehab Nebraska 75 to Meadowlark	-	-	9,932	-
328	New	Preventative Maint. Street Projects	-	-	-	374,904
		Total Street	13,228	20,000	41,530	374,904
431	15019	Sooner Park playground and ADA Imprvmt	-	150,000	150,097	-
		Total Park	-	150,000	150,097	-
TOTAL			\$ 13,228	\$ 170,000	\$ 191,627	\$ 374,904

CITY OF BARTLESVILLE
 2018-19 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

2018 Accomplishments:

- Demolished the old police station building at Johnstone and Hensley

2019 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

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$4,591,687	\$124,540	\$34,480	\$87,246	\$87,246

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 2014B G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Fire	\$ 2,693,500	\$ -	\$ -	\$ -
Police	1,894,182	69,540	9,480	57,246
Park and Rec	4,005	55,000	25,000	30,000
Unallocated	-	-	-	-
Total Expenditures	<u>\$ 4,591,687</u>	<u>\$ 124,540</u>	<u>\$ 34,480</u>	<u>\$ 87,246</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 8,868	\$ -	\$ 2,488	\$ -
Fund Balance	115,114	124,540	119,238	87,246
Total Available for Appropriation	<u>\$ 123,982</u>	<u>\$ 124,540</u>	<u>\$ 121,726</u>	<u>\$ 87,246</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 2014B G.O. Bond Fund Capital Outlay Detail

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
250	13045	Public Safty Complex	\$ 2,693,500	\$ -	\$ -	\$ -
		Total Fire	2,693,500	-	-	-
270	13045	Public Safty Complex	1,894,182	-	-	-
270	17012	Demo of Old Police Station	-	69,540	9,480	57,246
		Total Police	1,894,182	69,540	9,480	57,246
431		Park restroom upgrades	4,005	40,000	10,000	30,000
431		Picnic tables and benches	-	15,000	15,000	-
		Total Park	4,005	55,000	25,000	30,000
TOTAL			\$ 4,591,687	\$ 124,540	\$ 34,480	\$ 87,246

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments:

- Completed design and started construction on Tuxedo Boulevard between Madison and the Caney River
- Began design of Price Road between Highway 75 and Silver Lake Road

2019 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

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$8,923	\$2,009,318	\$850,413	\$1,076,271	\$1,076,271

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 2015 G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Street	\$ -	\$ 1,875,000	\$ 850,413	\$ 1,076,271
Adams Municipal Golf Course	8,923	-	-	-
Unallocated	-	134,318	-	-
Total Expenditures	\$ 8,923	\$ 2,009,318	\$ 850,413	\$ 1,076,271

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 14,659	\$ -	\$ 18,943	\$ -
Fund Balance	1,894,055	2,009,318	1,907,741	1,076,271
Total Available for Appropriation	\$ 1,908,714	\$ 2,009,318	\$ 1,926,684	\$ 1,076,271

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 2015 G.O. Bond Fund Capital Outlay Detail

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
328	17023	Price road Rehab	-	875,000	60,000	875,000
328	17024	Tuxedo Rehab	-	1,000,000	790,413	10,000
328	New	Preventative Maint. Street Projects	-	-	-	191,271
328		Total Street	-	1,875,000	850,413	1,076,271
445	N/A	Machinery and Equipment	<u>8,923</u>	-	-	-
TOTAL			<u><u>\$ 8,923</u></u>	<u><u>\$ 1,875,000</u></u>	<u><u>\$ 850,413</u></u>	<u><u>\$ 1,076,271</u></u>

CITY OF BARTLESVILLE
 2018-19 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.

- 2018 Accomplishments:
- Completed construction of the Tel-a-Squirt Fire Truck
 - Completed design of Johnstone Rehab between 14th and 17th
 - Completed design of Sooner Park Road Rehab between Adams and Baylor
 - Completed Construction of Pavilion at Civitan Park

- 2019 Objectives:
- Complete construction of Pavilion at Sooner Park
 - Complete construction on road rehab projects on Johnstone, Sooner Park Rd, Willow Creek & Arbor, Fleetwood, and Mountain Rd
 - Identify, design, and complete construction on Pathfinder improvements
 - Complete playground improvements

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

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$59,510	\$3,210,000	\$1,176,786	\$2,094,648	\$2,094,648

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 2017 G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Accounting and Finance	\$ 59,510	\$ -	\$ -	\$ -
Fire	-	500,000	500,000	-
Street	-	645,000	276,786	362,500
Park and Recreation	-	1,955,000	400,000	1,650,000
Unallocated	-	110,000	-	82,148
Total Expenditures	\$ 59,510	\$ 3,210,000	\$ 1,176,786	\$ 2,094,648

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 7,944	\$ -	\$ 23,000	\$ -
Proceeds from Issuance of Debt	3,300,000	-	-	-
Fund Balance	-	3,210,000	3,248,434 ▲	2,094,648
Total Available for Appropriation	\$ 3,307,944	\$ 3,210,000	\$ 3,271,434	\$ 2,094,648

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 2017 G.O. Bond Fund Capital Outlay Detail

FUND 481 CIP - 2017 G.O. BOND FUND
 ALL DEPARTMENTS

Capital Outlay Schedule

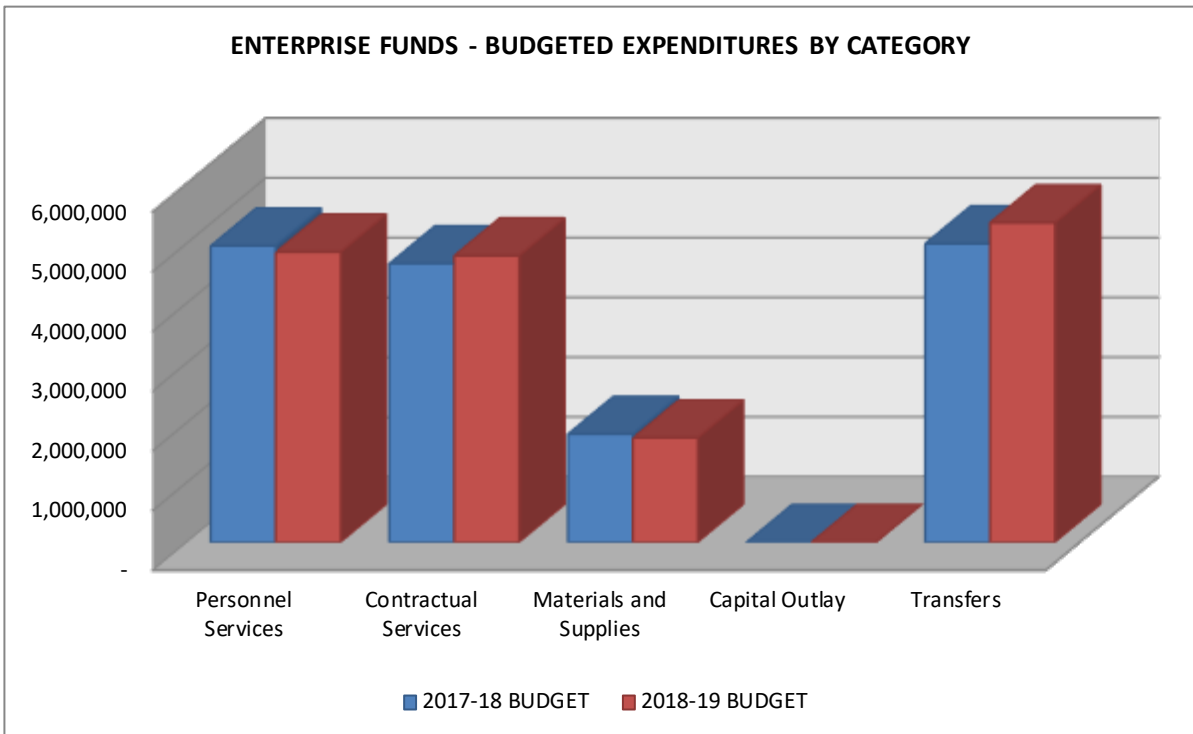
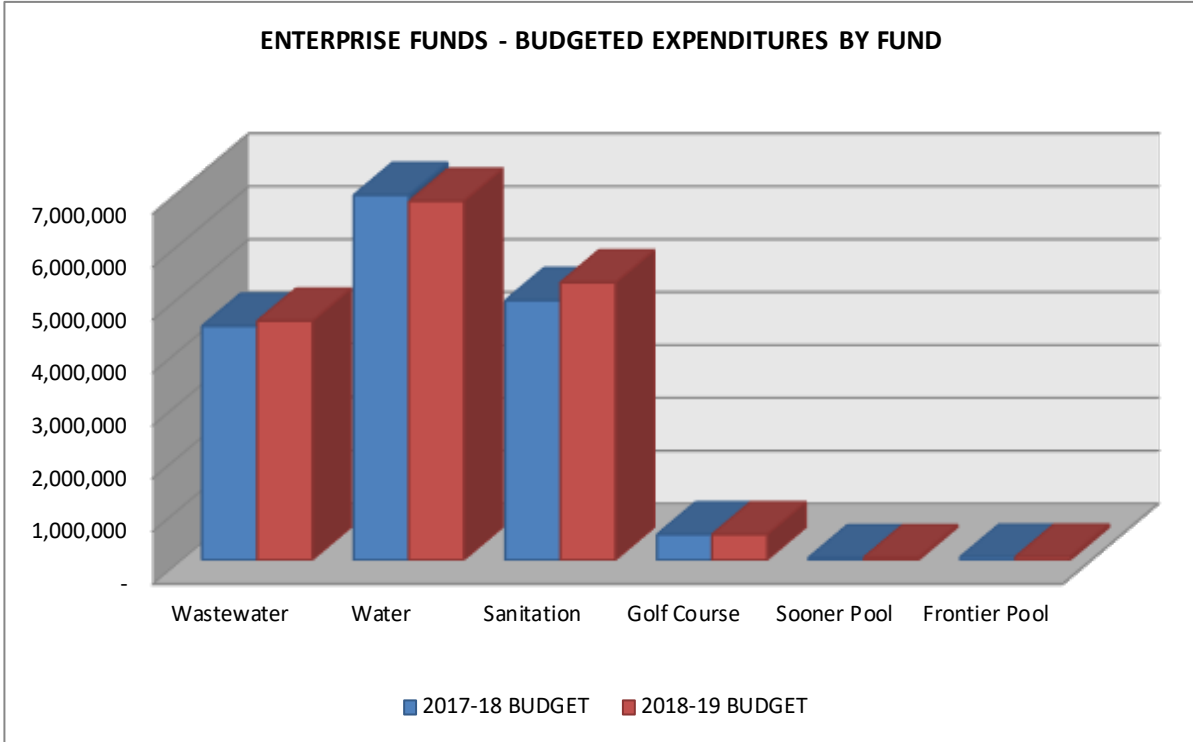
DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
130	N/A	Issuance cost	\$ 59,510	\$ -	\$ -	\$ -
		Total Accounting and Finance	59,510	-	-	-
250	18011	Tel-a-Squirt Fire Truck	-	500,000	500,000	-
		Total Fire	-	500,000	500,000	-
431	18012	Renovate and Expand Pathfinder	-	250,000	592	250,000
431	18013	Playground Improvements	-	282,500	276,194	-
431	18014	Pavillions at Sooner and Civitan Parks	-	80,000	-	80,000
431	18015	6' Deck Mowers	-	32,500	-	32,500
		Total Park	-	645,000	276,786	362,500
328	18016	Rehab Johnstone Ave 14th to 17th	-	575,000	400,000	20,000
328	18017	Rehab Sooner Park Rd Adams to Baylor	-	250,000	-	250,000
328	18018	Rehab Mountain Rd 2100 to Mountain	-	240,000	-	240,000
328	18019	Rehab Willow Crk & Arbor adams to Hazel	-	540,000	-	540,000
328	18020	Rehab Fleetwood Frank Phillips to Spruce	-	350,000	-	350,000
328	New	Preventative Maint. Street Projects	-	-	-	250,000
		Total Street	-	1,955,000	400,000	1,650,000
TOTAL			\$ 59,510	\$ 3,100,000	\$ 1,176,786	\$ 2,012,500

ENTERPRISE FUNDS

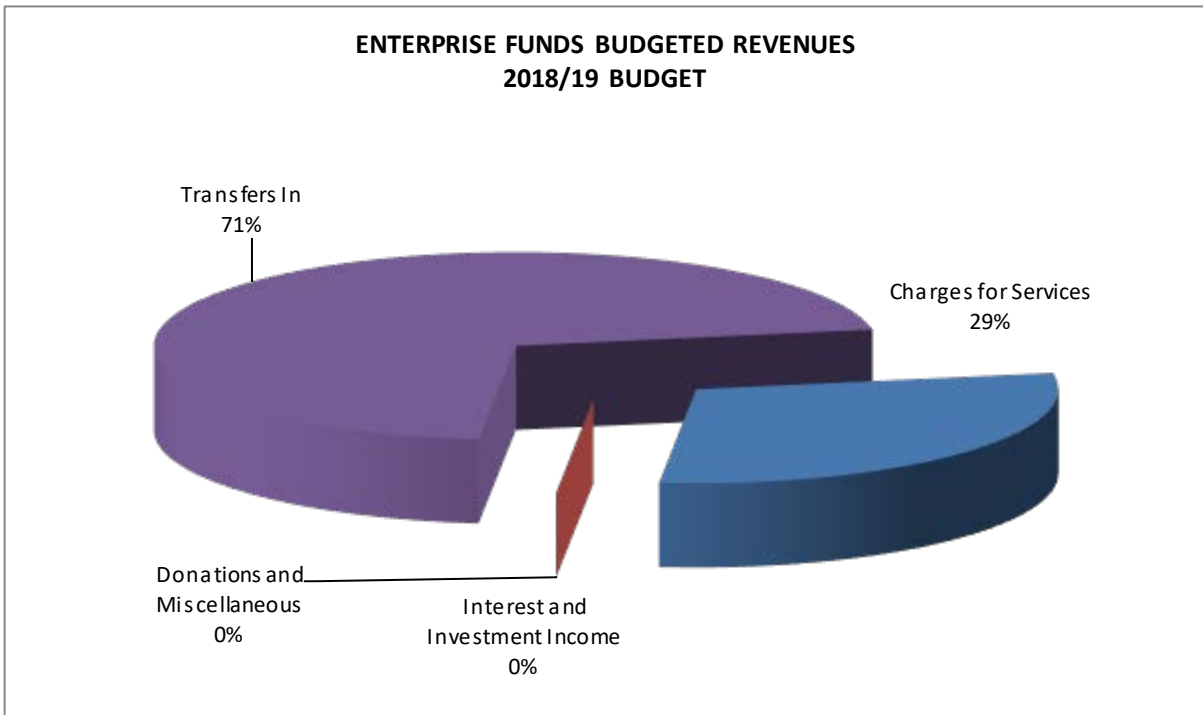
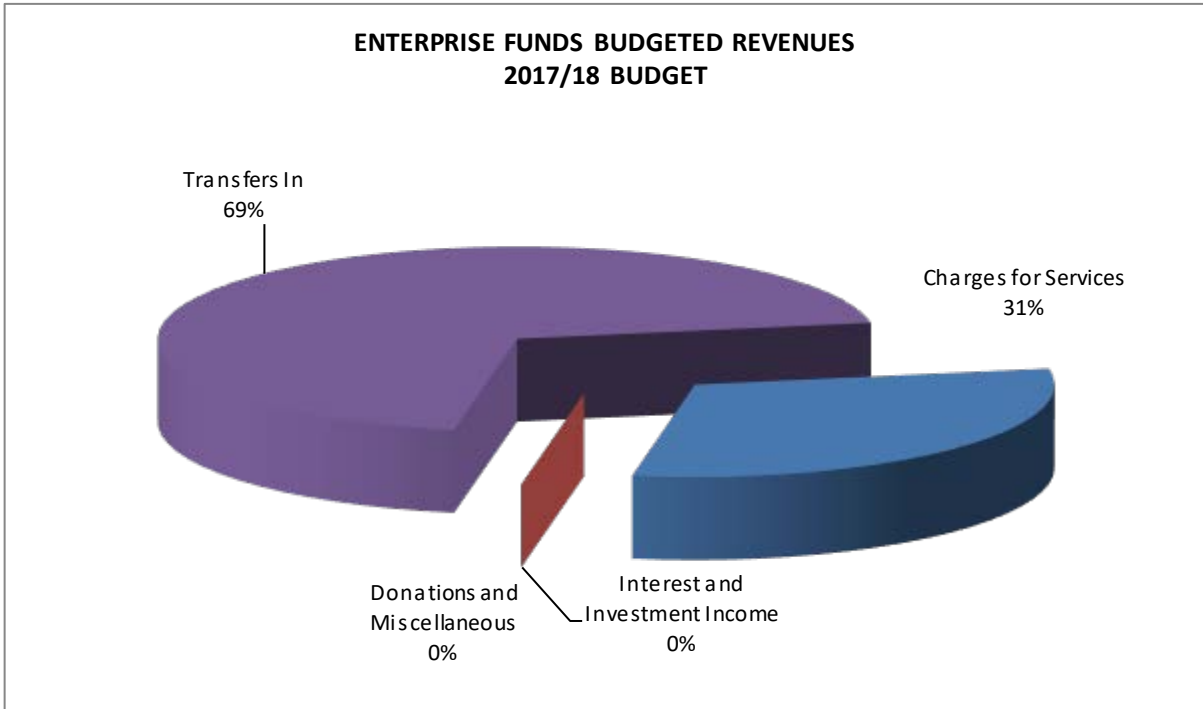


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CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Enterprise Funds – Expenditure Graphs



CITY OF BARTLESVILLE
2018-19 Operating Budget
Enterprise Funds – Revenue Graphs



CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Enterprise Funds – Summary by Fund or Source

Expenditures and Reserves

EXPENDITURES BY FUND	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Wastewater	\$ 4,411,093	\$ 4,427,181	\$ 4,319,913	\$ 4,520,781
Water	6,327,047	6,902,204	6,422,145	6,789,725
Sanitation	4,682,212	4,911,860	4,624,000	5,249,010
Golf Course	445,401	482,718	469,189	484,416
Sooner Pool	33,888	46,369	59,990	46,961
Frontier Pool	39,983	58,502	76,965	59,940
Total Expenditures and Reserves	<u>\$15,939,624</u>	<u>\$16,828,834</u>	<u>\$15,972,202</u>	<u>\$17,150,833</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Charges for Services	\$ 4,866,302	\$ 4,883,517	\$ 4,757,049	\$ 4,798,523
Interest and Investment Income	12,375	-	10,247	-
Donations and Miscellaneous	9,861	400	6,082	400
Transfer In:				
From General Fund	173,433	248,912	248,912	206,271
From BMA - Wastewater	4,293,323	4,416,595	4,405,420	4,520,780
From BMA - Water	6,183,763	6,424,104	6,246,137	6,789,324
Fund Balance	1,840,365	2,011,992	1,569,578	1,342,563
Total Available for Appropriation	<u>\$17,379,422</u>	<u>\$17,985,520</u>	<u>\$17,243,425</u>	<u>\$17,657,861</u>

CITY OF BARTLESVILLE
2018-19 Operating Budget
Enterprise Funds – Expenditure Summary by Line Item

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 3,031,597	\$ 3,390,770	\$ 3,233,690	\$ 3,291,000	\$ 3,291,000	\$ 3,291,000
51120 OVERTIME	64,141	89,000	68,053	94,000	93,000	93,000
51130 FICA	225,282	261,616	241,362	253,000	253,000	253,000
51140 GROUP INSURANCE	770,666	632,513	632,513	730,029	730,029	730,029
51150 DB RETIREMENT	401,411	426,023	412,929	366,000	366,000	366,000
51155 DC RETIREMENT	44,312	62,970	51,042	67,000	67,000	67,000
51170 WORKER'S COMPENSATION	46,991	96,456	96,456	57,316	57,316	57,316
51180 UNEMPLOYMENT COMP	9,941	-	-	-	-	-
TOTAL PERSONNEL SERVICES	\$ 4,594,341	\$ 4,959,348	\$ 4,736,045	\$ 4,858,345	\$ 4,857,345	\$ 4,857,345
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 63,582	\$ 63,430	\$ 80,010	\$ 73,850	\$ 71,850	\$ 71,850
52220 BAD DEBT WRITE-OFFS	(67)	-	5,932	-	-	-
52310 UTILITIES & COMMUNICATIONS	495,580	567,550	584,253	612,405	595,405	595,405
52410 PROFESSIONAL SERVICES	167,643	252,028	239,067	287,604	254,854	254,854
52510 OTHER SERVICES	945,556	1,146,100	1,057,157	1,146,250	1,196,250	1,196,250
52610 MAINT. & REPAIR SERVICE	476,908	365,350	374,044	330,350	330,350	330,350
52710 OPERATIONAL SERVICES	2,414,789	2,267,568	2,267,567	2,346,905	2,346,905	2,346,905
52810 INSURANCE & BONDS	1,000	-	-	-	-	-
52950 MISCELLANEOUS	-	-	(55,350)	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 4,564,991	\$ 4,662,026	\$ 4,552,680	\$ 4,797,364	\$ 4,795,614	\$ 4,795,614
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 9,935	\$ 11,000	\$ 11,339	\$ 8,500	\$ 8,500	\$ 8,500
53210 JANITORIAL SUPPLIES	10,593	8,200	7,347	8,200	8,200	8,200
53310 GENERAL SUPPLIES	727,450	845,286	741,342	793,286	793,286	793,286
53410 TOOLS & EQUIPMENT	80,295	61,618	56,990	72,200	72,200	72,200
53510 FUEL	156,558	186,600	188,920	200,150	200,150	200,150
53610 MAINT. & REPAIR MATERIALS	674,793	698,000	640,441	681,500	666,500	666,500
TOTAL MATERIALS & SUPPLIES	\$ 1,659,624	\$ 1,810,704	\$ 1,646,379	\$ 1,763,836	\$ 1,748,836	\$ 1,748,836

CITY OF BARTLESVILLE

2018-19 Operating Budget

Enterprise Funds – Expenditure Summary by Line Item
(continued)

CAPITAL OUTLAY	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
55930 OTHER IMPROVEMENTS	\$ 321,398	\$ -	\$ -	\$ -	\$ -	\$ -
55940 MACHINERY & EQUIPMENT	51,561	-	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ 372,959	\$ -	\$ 40,646	\$ -	\$ -	\$ -
TRANSFERS OUT						
59101 GENERAL FUND	\$ 3,552,756	\$ 3,936,400	\$ 3,936,400	\$ 4,221,217	\$ 4,221,217	\$ 4,221,217
59663 AUTO COLLISION INSURANCE	-	397	397	75,000	75,000	75,000
59670 STABILIZATION RESERVE FUND	284,393	293,655	293,655	301,589	300,949	300,949
59675 CAPITAL RESERVE FUND	910,560	766,000	766,000	750,000	750,000	750,000
TOTAL TRANSFERS	\$ 4,747,709	\$ 4,996,452	\$ 4,996,452	\$ 5,347,806	\$ 5,347,166	\$ 5,347,166
TOTAL BUDGET	\$15,939,624	\$16,428,530	\$15,972,202	\$16,767,351	\$16,748,961	\$16,748,961

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Enterprise Funds – Personnel Summary

Personnel

PERSONNEL COUNTS BY DEPARTMENT	2016-17 ACTUAL FTEs	2017-18 BUDGETED FTEs	2017-18 ACTUAL FTEs	2018-19 BUDGETED FTEs
Wastewater Fund:				
Wastewater Maintenance	11	11	11	11
Water Fund:				
Water Plant	15	15	15	15
Water Administration	2	2	2	2
Water Distribution	21	21	21	21
<i>Total Water</i>	38	38	38	38
Sanitation Fund:				
Sanitation	31	31	31	31
Golf Course Fund:				
Municipal Golf Course	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
Total Personnel	<u>83</u>	<u>83</u>	<u>83</u>	<u>83</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Wastewater Operating Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Chickasaw Wastewater Treatment Plant	\$ 2,438,075	\$ 2,341,118	\$ 2,332,649	\$ 2,384,105
Wastewater Maintenance	772,983	845,358	830,427	801,097
Transfers Out: To General	973,772	1,072,034	1,072,034	1,139,941
To Auto Collision Insurance Fund	-	-	-	25,000
To Stabilization Reserve Fund	81,251	84,803	84,803	86,503
To Capital Reserve Fund	145,012	-	-	-
Reserves: Contingency	-	63,437	-	63,704
Compensated Absences Reserve	-	20,431	-	20,431
Total Expenditures and Reserves	<u>\$ 4,411,093</u>	<u>\$ 4,427,181</u>	<u>\$ 4,319,913</u>	<u>\$ 4,520,781</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 398	\$ -	\$ -	\$ -
Donations and Miscellaneous	6,290	-	-	-
Transfer In: From BMA - Wastewater	<u>4,293,323</u>	<u>4,416,595</u>	<u>4,405,420</u>	<u>4,520,780</u>
Fund Balance	<u>(69,760)</u>	<u>1</u>	<u>(85,506)</u>	<u>1</u>
Total Available for Appropriation	<u>\$ 4,230,251</u>	<u>\$ 4,416,596</u>	<u>\$ 4,319,914</u>	<u>\$ 4,520,781</u>

CITY OF BARTLESVILLE

2018-19 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.

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.

- 2018 Accomplishments:
- The Chickasaw Wastewater Treatment Plant treated over 3.2 Billion gallons of wastewater.
 - Land applied 3.3 M gallons of 4.2% biosolids which equals 562.6 tons
 - Monitored four (4) Significant Industrial Users under the City of Bartlesville Industrial Pretreatment Program
 - Replaced 18 inch suction valve on Raw process pump number two
 - Installed new RAS process pump number three in final basement
 - Installed new discharge pressure regulating valves on all three final effluent water pressurizing system pumps
 - Had plant telecommunications main antennae replaced to improve monitoring of all remote lift stations
 - Installed a new replacement No.2 Raw wastewater pump in the influent pumping station

CITY OF BARTLESVILLE

2018-19 Operating Budget

Wastewater Operating Fund – Wastewater Treatment Plant – Summary
(continued)

2019 Objectives:

- Continue operation of the Chickasaw Wastewater Treatment Plant and land application of biosolids to meet all state and federal regulations
- Continue monitoring and regulating significant industrial users to assure compliance with the City of Bartlesville Industrial Pretreatment Program
- Continue development of the Fats, Oils and Grease (FOG) program under the City of Bartlesville Industrial Pretreatment Program
- Replace biosolids tanker truck No.1 and trailer to assure reliable disposal of biosolids
- Replace two pumps at Hughes Fisher lift station with new vortex style pumps due to clogging issues
- Replace 20hp pump No.2 at Virginia lift station due to mechanical failures, decreased efficiency and age of pump
- Replace the channel monster grinder unit at the Shawnee and Chickasaw lift station

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**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$2,438,075	\$2,341,118	\$2,332,649	\$2,384,105	\$2,384,105

CITY OF BARTLESVILLE

2018-19 Operating Budget

Wastewater Operating Fund – Wastewater Treatment Plant – Line Item Detail

CONTRACTUAL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
52310 UTILITIES & COMMUNICATIONS	\$ 2,868	\$ 2,850	\$ 3,474	\$ 3,500	\$ 3,500	\$ 3,500
52510 OTHER SERVICES	20,418	23,700	22,000	23,700	23,700	23,700
52610 MAINT. & REPAIR SERVICE	-	47,000	39,608	10,000	10,000	10,000
52710 OPERATIONAL SERVICES	2,414,789	2,267,568	2,267,567	2,346,905	2,346,905	2,346,905
TOTAL CONTRACTUAL SERVICES	\$ 2,438,075	\$ 2,341,118	\$ 2,332,649	\$ 2,384,105	\$ 2,384,105	\$ 2,384,105
TOTAL BUDGET	\$ 2,438,075	\$ 2,341,118	\$ 2,332,649	\$ 2,384,105	\$ 2,384,105	\$ 2,384,105

CITY OF BARTLESVILLE

2018-19 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.

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.

2018 Accomplishments:

- Investigated 182 main line call outs, requested by property owners when their private service was backed up
- Responded to 14 sewer main line backups
- Jet cleaned and jet sawed 1,113,086 feet of sanitary sewer line.
- Completed Televised Inspection of 38,996 feet of sanitary sewer lines.
- Raised or repaired 3 manholes.
- Capped 34 sewer services for dilapidated structures

2019 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 to make emergency and or critical repairs to main sewer lines as needed
- Continue identifying leaking manholes and seal to reduce inflow and infiltration into sanitary sewer system

CITY OF BARTLESVILLE

2018-19 Operating Budget

Wastewater Operating Fund – Wastewater Maintenance – Summary
(continued)

Budget Highlights: The major expenditures in this department are personnel costs and replacement equipment.

**FUND 509 WASTEWATER
DEPT 715 WASTEWATER MAINTENANCE**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$772,983	\$845,358	\$830,427	\$801,097	\$801,097

CITY OF BARTLESVILLE

2018-19 Operating Budget

Wastewater Operating Fund – Wastewater Maintenance – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 399,480	\$ 432,830	\$ 436,677	\$ 418,000	\$ 418,000	\$ 418,000
51120 OVERTIME	3,845	10,000	5,923	11,000	11,000	11,000
51130 FICA	29,421	33,365	32,474	32,000	32,000	32,000
51140 GROUP INSURANCE	102,440	83,827	83,827	96,751	96,751	96,751
51150 DB RETIREMENT	53,643	56,927	56,457	52,000	52,000	52,000
51155 DC RETIREMENT	4,618	7,120	5,405	6,000	6,000	6,000
51170 WORKER'S COMPENSATION	19,152	60,639	60,639	7,596	7,596	7,596
TOTAL PERSONNEL SERVICES	\$ 612,599	\$ 684,708	\$ 681,402	\$ 623,347	\$ 623,347	\$ 623,347
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 6,472	\$ 7,400	\$ 8,150	\$ 8,600	\$ 8,600	\$ 8,600
52310 UTILITIES & COMMUNICATIONS	460	600	750	750	750	750
52410 PROFESSIONAL SERVICES	3,472	13,000	1,900	13,000	13,000	13,000
52510 OTHER SERVICES	2,680	3,500	1,776	3,500	3,500	3,500
52610 MAINT. & REPAIR SERVICE	15,204	20,000	20,063	22,000	22,000	22,000
52810 INSURANCE & BONDS	1,000	-	-	-	-	-
52950 MISCELLANEOUS	-	-	(10,861)	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 29,288	\$ 44,500	\$ 21,778	\$ 47,850	\$ 47,850	\$ 47,850
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 481	\$ -	\$ 135	\$ -	\$ -	\$ -
53310 GENERAL SUPPLIES	18,632	11,200	15,247	11,200	11,200	11,200
53410 TOOLS & EQUIPMENT	13,520	14,950	12,042	21,200	21,200	21,200
53510 FUEL	17,419	20,000	20,963	22,500	22,500	22,500
53610 MAINT. & REPAIR MATERIALS	81,044	70,000	78,860	75,000	75,000	75,000
TOTAL MATERIALS & SUPPLIES	\$ 131,096	\$ 116,150	\$ 127,247	\$ 129,900	\$ 129,900	\$ 129,900
TOTAL BUDGET	\$ 772,983	\$ 845,358	\$ 830,427	\$ 801,097	\$ 801,097	\$ 801,097

CITY OF BARTLESVILLE

2018-19 Operating Budget

Wastewater Operating Fund – Wastewater Maintenance – Personnel and Capital Detail

FUND 509 WASTEWATER
DEPT 715 WASTEWATER MAINTENANCE

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
WW Maint Supervisor	1	1	1	1
Wastewater Equip Operator	5	5	5	5
Maintenance Worker	5	5	5	5
TOTAL	11	11	11	11

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments: N/A

2019 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.

**FUND 509 WASTEWATER
 DEPT 900 TRANSFERS**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$1,200,035	\$1,156,837	\$1,156,837	\$1,251,444	\$1,251,444

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Wastewater Operating Fund – Transfers – Line Item Detail

TRANSFERS OUT	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
59101 GENERAL FUND	\$ 973,772	\$ 1,072,034	\$ 1,072,034	\$ 1,139,941	\$ 1,139,941	\$ 1,139,941
59663 AUTO COLLISION INSURANCE	-	-	-	25,000	25,000	25,000
59670 STABILIZATION RESERVE FUND	81,251	84,803	84,803	86,503	86,503	86,503
59675 CAPITAL RESERVE FUND	145,012	-	-	-	-	-
TOTAL TRANSFERS	\$ 1,200,035	\$ 1,156,837	\$ 1,156,837	\$ 1,251,444	\$ 1,251,444	\$ 1,251,444
TOTAL BUDGET	\$ 1,200,035	\$ 1,156,837	\$ 1,156,837	\$ 1,251,444	\$ 1,251,444	\$ 1,251,444

CITY OF BARTLESVILLE
2018-19 Operating Budget
Water Operating Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Water Plant	\$ 3,021,040	\$ 2,959,283	\$ 2,730,162	\$ 2,856,091
Water Administration	306,693	325,384	317,621	323,472
Water Distribution	1,331,261	1,489,721	1,420,935	1,491,208
Transfers Out: To General	1,530,212	1,809,027	1,809,027	1,791,335
To Auto Collision Insurance Fund	-	397	397	25,000
To Stabilization Reserve Fund	122,293	128,003	128,003	129,242
To Capital Reserve Fund	15,548	16,000	16,000	-
Reserves: Contingency	-	94,427	-	93,415
Compensated Absences Reserve	-	79,962	-	79,962
Total Expenditures and Reserves	<u>\$ 6,327,047</u>	<u>\$ 6,902,204</u>	<u>\$ 6,422,145</u>	<u>\$ 6,789,725</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 2,729	\$ -	\$ -	\$ -
Donations and Miscellaneous	571	400	3,082	400
Transfer In: From BMA - Water	6,183,763	6,424,104	6,246,137	6,789,324
Fund Balance	204,165	442,457	172,927	1
Total Available for Appropriation	<u>\$ 6,391,228</u>	<u>\$ 6,866,961</u>	<u>\$ 6,422,146</u>	<u>\$ 6,789,725</u>

CITY OF BARTLESVILLE
2018-19 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.

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.

2018 Accomplishments:

- Rebuilt raw water pump # 1 for river station
- Refurbished high service pump VFD drives for pumps # 1,2
- Cleaned and repaired bottom half off river intake
- Replaced altitude valve on the hot tank
- Replaced head loss and flow meters on filters 1 through 6
- Rebuilt pumps #1&2 at Radar Two Pump station

2019 Objectives:

- Replace all chemical feed pumps
- Upgrade lab equipment
- Purchase a water distiller for the lab
- Replace or rehab air blowers
- Upgrade SCADA to facilitate flow placing of chemicals at plant
- Purchase replacement panel view for the Actiflow system

CITY OF BARTLESVILLE
 2018-19 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.

FUND 510 WATER DEPT 720 WATER PLANT				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$3,021,040	\$2,959,283	\$2,730,162	\$2,856,091	\$2,856,091

CITY OF BARTLESVILLE

2018-19 Operating Budget

Water Operating Fund – Water Plant – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 595,009	\$ 651,680	\$ 631,256	\$ 618,000	\$ 618,000	\$ 618,000
51120 OVERTIME	35,125	33,000	32,648	34,000	34,000	34,000
51130 FICA	45,758	50,041	48,311	48,000	48,000	48,000
51140 GROUP INSURANCE	139,070	114,310	114,310	131,933	131,933	131,933
51150 DB RETIREMENT	61,868	67,472	56,048	45,000	45,000	45,000
51155 DC RETIREMENT	12,363	16,180	14,568	19,000	19,000	19,000
51170 WORKER'S COMPENSATION	10,925	30,950	30,950	10,358	10,358	10,358
TOTAL PERSONNEL SERVICES	\$ 900,118	\$ 963,633	\$ 928,091	\$ 906,291	\$ 906,291	\$ 906,291
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 9,833	\$ 9,600	\$ 9,064	\$ 9,600	\$ 9,600	\$ 9,600
52310 UTILITIES & COMMUNICATIONS	432,757	500,000	521,574	547,000	530,000	530,000
52410 PROFESSIONAL SERVICES	4,131	2,500	4,799	2,500	2,500	2,500
52510 OTHER SERVICES	89,670	286,000	291,404	286,150	286,150	286,150
52610 MAINT. & REPAIR SERVICE	397,151	258,550	240,013	258,550	258,550	258,550
52950 MISCELLANEOUS	-	-	(39,470)	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 933,542	\$ 1,056,650	\$ 1,027,384	\$ 1,103,800	\$ 1,086,800	\$ 1,086,800
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 2,159	\$ 2,000	\$ 2,356	\$ 2,000	\$ 2,000	\$ 2,000
53210 JANITORIAL SUPPLIES	2,246	2,000	2,515	2,000	2,000	2,000
53310 GENERAL SUPPLIES	627,983	754,000	643,208	700,000	700,000	700,000
53410 TOOLS & EQUIPMENT	7,214	5,500	4,511	7,000	7,000	7,000
53510 FUEL	2,948	6,000	2,787	4,000	4,000	4,000
53610 MAINT. & REPAIR MATERIALS	171,871	169,500	119,310	148,000	148,000	148,000
TOTAL MATERIALS & SUPPLIES	\$ 814,421	\$ 939,000	\$ 774,687	\$ 863,000	\$ 863,000	\$ 863,000
CAPITAL OUTLAY						
55930 OTHER IMPROVEMENTS	\$ 321,398	\$ -	\$ -	\$ -	\$ -	\$ -
55940 MACHINERY & EQUIPMENT	51,561	-	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ 372,959	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET						
	\$ 3,021,040	\$ 2,959,283	\$ 2,730,162	\$ 2,873,091	\$ 2,856,091	\$ 2,856,091

CITY OF BARTLESVILLE

2018-19 Operating Budget

Water Operating Fund – Water Plant – Personnel and Capital Detail

FUND 510 WATER
DEPT 720 WATER PLANT

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
Water Plant Superintendent	1	1	1	1
Electronics Technician	1	1	1	1
Plant Mechanic	2	2	3	3
Lab Technician	1	1	1	1
Lead Water Plant Operator	1	1	2	2
Senior Water Plant Operator	1	1	0	0
Water Plant Operator	6	6	6	6
Maintenance Worker	2	2	1	1
TOTAL	15	15	15	15

CITY OF BARTLESVILLE

2018-19 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.

- 2018 Accomplishments:
- Completed facility plan for WWTP and water reuse
 - Completed Circle Mountain backup generator
 - Completed wet well maintenance and rehab at the Caney River raw water pump station
-

- 2019 Objectives:
- Provide oversight and guidance in maintaining compliance with EPA and ODEQ regulations for water and wastewater treatment, distribution and collection
 - Begin engineering design of WWTP expansion and water reuse
 - Complete engineering design for water shop renovation
-

Budget Highlights: The major expenditures in this department are personnel costs and utility costs.

FUND 510 WATER DEPT 725 WATER ADMINISTRATION				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$306,693	\$325,384	\$317,621	\$323,472	\$323,472

CITY OF BARTLESVILLE
2018-19 Operating Budget
Water Operating Fund – Water Administration – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 170,305	\$ 180,740	\$ 180,406	\$ 180,000	\$ 180,000	\$ 180,000
51130 FICA	12,268	14,286	13,002	14,000	14,000	14,000
51140 GROUP INSURANCE	18,468	15,241	15,241	17,591	17,591	17,591
51150 DB RETIREMENT	37,385	39,667	39,503	37,000	37,000	37,000
51170 WORKER'S COMPENSATION	-	-	-	1,381	1,381	1,381
TOTAL PERSONNEL SERVICES	\$ 238,426	\$ 249,934	\$ 248,152	\$ 249,972	\$ 249,972	\$ 249,972
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 1,367	\$ 1,750	\$ 1,211	\$ 1,750	\$ 1,750	\$ 1,750
52310 UTILITIES & COMMUNICATIONS	8,773	12,000	9,233	10,500	10,500	10,500
52410 PROFESSIONAL SERVICES	42,000	46,000	46,000	46,000	46,000	46,000
52510 OTHER SERVICES	5,568	6,300	5,880	6,300	6,300	6,300
52610 MAINT. & REPAIR SERVICE	-	1,000	-	1,000	1,000	1,000
TOTAL CONTRACTUAL SERVICES	\$ 57,708	\$ 67,050	\$ 62,324	\$ 65,550	\$ 65,550	\$ 65,550
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 1,955	\$ 3,000	\$ 2,696	\$ 2,500	\$ 2,500	\$ 2,500
53210 JANITORIAL SUPPLIES	1,936	1,800	1,650	1,800	1,800	1,800
53310 GENERAL SUPPLIES	6,027	2,500	2,166	2,500	2,500	2,500
53510 FUEL	500	600	633	650	650	650
53610 MAINT. & REPAIR MATERIALS	141	500	-	500	500	500
TOTAL MATERIALS & SUPPLIES	\$ 10,559	\$ 8,400	\$ 7,145	\$ 7,950	\$ 7,950	\$ 7,950
TOTAL BUDGET						
	\$ 306,693	\$ 325,384	\$ 317,621	\$ 323,472	\$ 323,472	\$ 323,472

CITY OF BARTLESVILLE

2018-19 Operating Budget

Water Operating Fund – Water Administration – Personnel and Capital Detail

FUND 510 WATER
DEPT 725 WATER ADMINISTRATION

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
Water Utilities Director	1	1	1	1
Senior Administrative Assistant	1	1	1	1
TOTAL	2	2	2	2

CITY OF BARTLESVILLE

2018-19 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.

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.

2018 Accomplishments:

- Repaired 55 water main breaks ranging in size from 2” to 20”.
- Repaired 237 service line leaks.
- Installed 34 new water services.
- Replaced 81 water meters and 1,484 registers.
- Completed 5,779 locate work orders
- Completed the flushing, of approximately 1,600 fire hydrants
- Assisted with the clean out of the wet well on the Caney River Pump station and renovated the recirculation system
- Installed altitude valve for Hot Tank at Toalson Pump Station
- Installed two road crossing drainage culverts on the City’s property west of the rodeo grounds

2019 Objectives:

- Install approximately 3,500 feet of water line on Bison north of Tuxedo.
- Replace approximately 2,850 feet of Water Line on Adams (between Johnstone & Hickory)
- Complete the annual flushing and testing of fire hydrants

CITY OF BARTLESVILLE
 2018-19 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.

FUND 510 WATER DEPT 730 WATER DISTRIBUTION				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$1,331,261	\$1,489,721	\$1,420,935	\$1,491,208	\$1,491,208

CITY OF BARTLESVILLE
2018-19 Operating Budget
Water Operating Fund – Water Distribution – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 630,095	\$ 780,790	\$ 699,575	\$ 758,000	\$ 758,000	\$ 758,000
51120 OVERTIME	21,670	35,000	26,259	36,000	36,000	36,000
51130 FICA	47,464	60,584	53,394	58,000	58,000	58,000
51140 GROUP INSURANCE	193,798	160,033	160,033	184,706	184,706	184,706
51150 DB RETIREMENT	70,575	76,984	84,530	71,000	71,000	71,000
51155 DC RETIREMENT	10,870	20,330	12,018	18,000	18,000	18,000
51170 WORKER'S COMPENSATION	2,966	-	-	14,502	14,502	14,502
51180 UNEMPLOYMENT COMP	9,941	-	-	-	-	-
TOTAL PERSONNEL SERVICES	\$ 987,379	\$ 1,133,721	\$ 1,035,809	\$ 1,140,208	\$ 1,140,208	\$ 1,140,208
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 13,201	\$ 11,000	\$ 23,063	\$ 14,000	\$ 14,000	\$ 14,000
52310 UTILITIES & COMMUNICATIONS	5,563	2,500	2,491	2,500	2,500	2,500
52410 PROFESSIONAL SERVICES	-	45,000	7,850	45,000	45,000	45,000
52510 OTHER SERVICES	9,392	6,000	3,975	6,000	6,000	6,000
52610 MAINT. & REPAIR SERVICE	46,529	15,000	52,074	15,000	15,000	15,000
52950 MISCELLANEOUS	-	-	(5,019)	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 74,685	\$ 79,500	\$ 84,434	\$ 82,500	\$ 82,500	\$ 82,500
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 4,575	\$ -	\$ 4,483	\$ -	\$ -	\$ -
53310 GENERAL SUPPLIES	14,701	8,000	7,200	8,000	8,000	8,000
53410 TOOLS & EQUIPMENT	14,065	8,500	7,769	10,500	10,500	10,500
53510 FUEL	25,290	30,000	32,988	35,000	35,000	35,000
53610 MAINT. & REPAIR MATERIALS	210,566	230,000	207,606	230,000	215,000	215,000
TOTAL MATERIALS & SUPPLIES	\$ 269,197	\$ 276,500	\$ 260,046	\$ 283,500	\$ 268,500	\$ 268,500
CAPITAL OUTLAY						
55960 VEHICLES & EQUIPMENT	\$ -	\$ -	\$ 40,646	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ 40,646	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ 1,331,261	\$ 1,489,721	\$ 1,420,935	\$ 1,506,208	\$ 1,491,208	\$ 1,491,208

CITY OF BARTLESVILLE

2018-19 Operating Budget

Water Operating Fund – Water Distribution – Personnel and Capital Detail

FUND 510 WATER
DEPT 730 WATER DISTRIBUTION

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
Water Distribution Supervisor	1	1	1	1
Concrete Mason	1	1	0	0
Equip Operator Crew Leader	1	1	4	4
Equipment Operator	3	3	1	1
Senior Utility Service Coordinator	1	1	1	1
Water Utility Service Rep.	2	2	2	2
Meter Technician	2	2	2	2
Maintenance Worker	9	9	9	9
Administrative Assistant	1	1	1	1
TOTAL	21	21	21	21

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Water 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.

2018 Accomplishments: N/A

2019 Objectives: N/A

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.

FUND 510 WATER DEPT 900 TRANSFERS				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$1,668,053	\$1,953,427	\$1,953,427	\$1,945,577	\$1,945,577

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Water Operating Fund – Transfers – Line Item Detail

TRANSFERS OUT	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
59101 GENERAL FUND	\$ 1,530,212	\$ 1,809,027	\$ 1,809,027	\$ 1,791,335	\$ 1,791,335	\$ 1,791,335
59663 AUTO COLLISION INSURANCE	-	397	397	25,000	25,000	25,000
59670 STABILIZATION RESERVE FUND	122,293	128,003	128,003	129,882	129,242	129,242
59675 CAPITAL RESERVE FUND	15,548	16,000	16,000	-	-	-
TOTAL TRANSFERS	\$ 1,668,053	\$ 1,953,427	\$ 1,953,427	\$ 1,946,217	\$ 1,945,577	\$ 1,945,577
TOTAL BUDGET	\$ 1,668,053	\$ 1,953,427	\$ 1,953,427	\$ 1,946,217	\$ 1,945,577	\$ 1,945,577

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Sanitation Operating Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Sanitation	\$ 2,802,591	\$ 2,899,325	\$ 2,737,812	\$ 2,970,254
Transfers Out:				
To General	1,048,772	1,055,339	1,055,339	1,289,941
To Auto Collision Insurance Fund	-	-	-	25,000
To Stabilization Reserve Fund	80,849	80,849	80,849	85,204
To Capital Reserve Fund	750,000	750,000	750,000	750,000
Reserves:				
Contingency	-	57,141	-	59,405
Compensated Absences Reserve	-	69,206	-	69,206
Total Expenditures and Reserves	<u>\$ 4,682,212</u>	<u>\$ 4,911,860</u>	<u>\$ 4,624,000</u>	<u>\$ 5,249,010</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Charges for Services	\$ 4,527,670	\$ 4,559,817	\$ 4,433,192	\$ 4,477,523
Interest and Investment Income	8,383	-	9,395	-
Donations and Miscellaneous	3,000	-	3,000	-
Fund Balance	1,655,610	1,562,207	1,456,928	1,278,515
Total Available for Appropriation	<u>\$ 6,194,663</u>	<u>\$ 6,122,024</u>	<u>\$ 5,902,515</u>	<u>\$ 5,756,038</u>

CITY OF BARTLESVILLE
 2018-19 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.

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.

- 2018 Accomplishments:
- Introduced poly carts in the parks and athletic facilities
 - Provided free residential clean up coupons to citizens
 - Provided Spring and Fall curbside yard waste program
 - Participated in Operation Clean House
 - Continued daily operation of a recycling drop off site
 - Provided continued residential and commercial collections

- 2019 Objectives:
- Bring better efficiency to our street sweeping program
 - Crosstrain employee's on multiple positions
 - Increase our container repair maintenance program
 - Continue to provide all essential sanitation services

Budget Highlights: The major expenditures in this department are personnel costs, land fill fees, and replacement of equipment and vehicles.

FUND 511 SANITATION DEPT 750 SANITATION				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$2,802,591	\$2,899,325	\$2,737,812	\$2,970,254	\$2,970,254

CITY OF BARTLESVILLE
2018-19 Operating Budget
Sanitation Operating Fund – Sanitation – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 1,091,700	\$ 1,189,120	\$ 1,135,001	\$ 1,163,000	\$ 1,163,000	\$ 1,163,000
51120 OVERTIME	3,187	10,000	2,723	11,000	11,000	11,000
51130 FICA	79,697	90,911	82,764	89,000	89,000	89,000
51140 GROUP INSURANCE	289,190	236,240	236,240	272,661	272,661	272,661
51150 DB RETIREMENT	146,093	151,448	142,888	129,000	129,000	129,000
51155 DC RETIREMENT	16,461	19,340	19,051	24,000	24,000	24,000
51170 WORKER'S COMPENSATION	13,845	3,532	3,532	21,407	21,407	21,407
TOTAL PERSONNEL SERVICES	\$ 1,640,173	\$ 1,700,591	\$ 1,622,199	\$ 1,710,068	\$ 1,710,068	\$ 1,710,068
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 2,486	\$ 3,680	\$ 6,522	\$ 6,300	\$ 6,300	\$ 6,300
52220 BAD DEBT WRITE-OFFS	(67)	-	5,932	-	-	-
52310 UTILITIES & COMMUNICATIONS	6,821	7,200	6,200	7,200	7,200	7,200
52510 OTHER SERVICES	810,164	810,000	722,070	810,000	860,000	860,000
52610 MAINT. & REPAIR SERVICE	15,969	20,000	20,000	20,000	20,000	20,000
TOTAL CONTRACTUAL SERVICES	\$ 835,373	\$ 840,880	\$ 760,724	\$ 843,500	\$ 893,500	\$ 893,500
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 229	\$ 5,000	\$ 1,000	\$ 3,000	\$ 3,000	\$ 3,000
53210 JANITORIAL SUPPLIES	3,008	2,000	1,388	2,000	2,000	2,000
53310 GENERAL SUPPLIES	13,624	19,686	16,658	19,686	19,686	19,686
53410 TOOLS & EQUIPMENT	44,974	31,168	31,168	32,000	32,000	32,000
53510 FUEL	104,656	120,000	124,675	130,000	130,000	130,000
53610 MAINT. & REPAIR MATERIALS	160,554	180,000	180,000	180,000	180,000	180,000
TOTAL MATERIALS & SUPPLIES	\$ 327,045	\$ 357,854	\$ 354,889	\$ 366,686	\$ 366,686	\$ 366,686
TOTAL BUDGET	\$ 2,802,591	\$ 2,899,325	\$ 2,737,812	\$ 2,920,254	\$ 2,970,254	\$ 2,970,254

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Sanitation Operating Fund – Sanitation – Personnel and Capital Detail

**FUND 511 SANITATION
 DEPT 750 SANITATION**

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2016-17 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2017-18 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2017-18 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2018-19 BUDGETED 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	11	11
Senior Administrative Assistant	1	1	1	1
Sanitation Maintenance Tech	1	1	1	1
Sanitation Collector	14	14	14	14
TOTAL	31	31	31	31

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments: N/A

2019 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.

FUND 511 SANITATION DEPT 900 TRANSFERS				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$1,879,621	\$1,886,188	\$1,886,188	\$2,150,145	\$2,150,145

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Sanitation Operating Fund – Transfers – Line Item Detail

TRANSFERS OUT	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
59101 GENERAL FUND	\$ 1,048,772	\$ 1,055,339	\$ 1,055,339	\$ 1,289,941	\$ 1,289,941	\$ 1,289,941
59663 AUTO COLLISION INSURANCE	-	-	-	25,000	25,000	25,000
59670 STABILIZATION RESERVE FUND	80,849	80,849	80,849	85,204	85,204	85,204
59675 CAPITAL RESERVE FUND	750,000	750,000	750,000	750,000	750,000	750,000
TOTAL TRANSFERS	\$ 1,879,621	\$ 1,886,188	\$ 1,886,188	\$ 2,150,145	\$ 2,150,145	\$ 2,150,145
TOTAL BUDGET	\$ 1,879,621	\$ 1,886,188	\$ 1,886,188	\$ 2,150,145	\$ 2,150,145	\$ 2,150,145

CITY OF BARTLESVILLE

2018-19 Operating Budget

Adams Municipal Golf Course Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Golf Course	\$ 445,401	\$ 469,189	\$ 469,189	\$ 470,763
Reserves: Contingency	-	9,291	-	9,415
Compensated Absences Reserve	-	4,238	-	4,238
Total Expenditures and Reserves	<u>\$ 445,401</u>	<u>\$ 482,718</u>	<u>\$ 469,189</u>	<u>\$ 484,416</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Charges for Services	\$ 338,632	\$ 323,700	\$ 323,857	\$ 321,000
Interest and Investment Income	461	-	486	-
Transfer In: From General	72,005	147,484	147,484	135,549
Fund Balance	50,350	7,327	25,229	27,867
Total Available for Appropriation	<u>\$ 461,448</u>	<u>\$ 478,511</u>	<u>\$ 497,056</u>	<u>\$ 484,416</u>

CITY OF BARTLESVILLE

2018-19 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.

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.

2018 Accomplishments:

- With the use of a new pre-emergent and using it on more of the course we are the most weed free coming into spring than we have been in a number of years.
- We have improved some irrigation coverage and added some new irrigation that will help with some bare areas in roughs and fairways that had no irrigation coverage
- Increased the size and leveled 3 tee boxes that were too small

2019 Objectives:

- Add some more irrigation in the immediate roughs to improve playability and aesthetics of the golf course
- Continue to work on weed control.
- Explore more effective means to promote play at the course

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 operations of the Pro Shop are funded by the golf course director, and the City incurs no expenses and obtains no revenues from its operation.

FUND 513 GOLF COURSE DEPT 445 GOLF COURSE				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$445,401	\$469,189	\$469,189	\$470,763	\$470,763

CITY OF BARTLESVILLE
2018-19 Operating Budget
Adams Municipal Golf Course Fund – Golf Course – Line Item Detail

PERSONNEL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
51110 REGULAR SALARIES	\$ 145,008	\$ 155,610	\$ 150,775	\$ 154,000	\$ 154,000	\$ 154,000
51120 OVERTIME	314	1,000	500	2,000	1,000	1,000
51130 FICA	10,674	12,429	11,417	12,000	12,000	12,000
51140 GROUP INSURANCE	27,700	22,862	22,862	26,387	26,387	26,387
51150 DB RETIREMENT	31,847	33,525	33,503	32,000	32,000	32,000
51170 WORKER'S COMPENSATION	103	1,335	1,335	2,072	2,072	2,072
TOTAL PERSONAL SERVICES	\$ 215,646	\$ 226,761	\$ 220,392	\$ 228,459	\$ 227,459	\$ 227,459
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 30,223	\$ 30,000	\$ 32,000	\$ 33,600	\$ 31,600	\$ 31,600
52310 UTILITIES & COMMUNICATIONS	25,505	24,000	20,026	20,450	20,450	20,450
52410 PROFESSIONAL SERVICES	78,740	80,028	80,268	82,854	82,854	82,854
52510 OTHER SERVICES	7,165	10,000	10,052	10,000	10,000	10,000
52610 MAINT. & REPAIR SERVICE	1,049	3,000	1,486	3,000	3,000	3,000
TOTAL CONTRACTUAL SERVICES	\$ 142,682	\$ 147,028	\$ 143,832	\$ 149,904	\$ 147,904	\$ 147,904
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 536	\$ 1,000	\$ 669	\$ 1,000	\$ 1,000	\$ 1,000
53210 JANITORIAL SUPPLIES	3,403	2,400	1,794	2,400	2,400	2,400
53310 GENERAL SUPPLIES	37,652	41,000	47,963	43,000	43,000	43,000
53410 TOOLS & EQUIPMENT	522	1,000	1,000	1,000	1,000	1,000
53510 FUEL	5,745	10,000	6,874	8,000	8,000	8,000
53610 MAINT. & REPAIR MATERIALS	39,215	40,000	46,665	40,000	40,000	40,000
TOTAL MATERIALS & SUPPLIES	\$ 87,073	\$ 95,400	\$ 104,965	\$ 95,400	\$ 95,400	\$ 95,400
TOTAL BUDGET	\$ 445,401	\$ 469,189	\$ 469,189	\$ 473,763	\$ 470,763	\$ 470,763

CITY OF BARTLESVILLE

2018-19 Operating Budget

Adams Municipal Golf Course Fund – Golf Course – Personnel and Capital Detail

FUND 513 GOLF COURSE
DEPT 445 GOLF COURSE

PERSONNEL SCHEDULE

CLASSIFICATION	2016-17 ACTUAL NUMBER OF EMPLOYEES	2017-18 BUDGETED NUMBER OF EMPLOYEES	2017-18 ACTUAL NUMBER OF EMPLOYEES	2018-19 BUDGETED NUMBER OF EMPLOYEES
Golf Course Superintendent	1	1	1	1
Golf Course Supervisor	1	1	1	1
Maintenance Worker	1	1	1	1
TOTAL	3	3	3	3

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Sooner Pool Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Sooner Pool	\$ 33,888	\$ 45,400	\$ 59,990	\$ 46,040
Reserves: Contingency	-	969	-	921
Total Expenditures and Reserves	\$ 33,888	\$ 46,369	\$ 59,990	\$ 46,961

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 189	\$ -	\$ 186	\$ -
Transfer In: From General	44,311	44,311	44,311	29,902
Fund Balance	(10,378)	1,915	32,552	17,059
Total Available for Appropriation	\$ 34,122	\$ 46,226	\$ 77,049	\$ 46,961

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments:

- Successfully negotiated a management agreement with the YMCA for the operation of Frontier and Sooner Swimming Pools for the Summer 2018 season

2019 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.

FUND 515 SOONER POOL DEPT 433 POOLS				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$33,888	\$45,400	\$59,990	\$46,040	\$46,040

CITY OF BARTLESVILLE
2018-19 Operating Budget
Sooner Pool Fund – Swimming Pool – Line Item Detail

CONTRACTUAL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
52310 UTILITIES & COMMUNICATIONS	\$ 4,533	\$ 6,000	\$ 6,640	\$ 6,640	\$ 6,640	\$ 6,640
52410 PROFESSIONAL SERVICES	17,700	30,000	44,250	44,250	30,000	30,000
52510 OTHER SERVICES	300	300	-	300	300	300
52610 MAINT. & REPAIR SERVICE	718	400	400	400	400	400
TOTAL CONTRACTUAL SERVICES	\$ 23,251	\$ 36,700	\$ 51,290	\$ 51,590	\$ 37,340	\$ 37,340
MATERIALS & SUPPLIES						
53310 GENERAL SUPPLIES	\$ 4,733	\$ 4,450	\$ 4,450	\$ 4,450	\$ 4,450	\$ 4,450
53410 TOOLS & EQUIPMENT	-	250	250	250	250	250
53610 MAINT. & REPAIR MATERIALS	5,904	4,000	4,000	4,000	4,000	4,000
TOTAL MATERIALS & SUPPLIES	\$ 10,637	\$ 8,700	\$ 8,700	\$ 8,700	\$ 8,700	\$ 8,700
TOTAL BUDGET	\$ 33,888	\$ 45,400	\$ 59,990	\$ 60,290	\$ 46,040	\$ 46,040

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Frontier Pool Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Frontier Pool	\$ 39,983	\$ 57,300	\$ 76,965	\$ 58,765
Reserves: Contingency	-	1,202	-	1,175
Total Expenditures and Reserves	\$ 39,983	\$ 58,502	\$ 76,965	\$ 59,940

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 215	\$ -	\$ 180	\$ -
Transfer In: From General	57,117	57,117	57,117	40,820
Fund Balance	(810)	-	38,788	19,120
Total Available for Appropriation	\$ 56,522	\$ 57,117	\$ 96,085	\$ 59,940

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments:

- Successfully negotiated a management agreement with the YMCA for the operation of Frontier and Sooner Swimming Pools for the Summer 2018 season

2019 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.

FUND 516 FRONTIER POOL DEPT 432 POOLS				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$39,983	\$57,300	\$76,965	\$58,765	\$58,765

CITY OF BARTLESVILLE
2018-19 Operating Budget
Frontier Pool Fund – Swimming Pool – Line Item Detail

CONTRACTUAL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
52310 UTILITIES & COMMUNICATIONS	\$ 8,300	\$ 12,400	\$ 13,865	\$ 13,865	\$ 13,865	\$ 13,865
52410 PROFESSIONAL SERVICES	21,600	35,500	54,000	54,000	35,500	35,500
52510 OTHER SERVICES	199	300	-	300	300	300
52610 MAINT. & REPAIR SERVICE	288	400	400	400	400	400
TOTAL CONTRACTUAL SERVICES	\$ 30,387	\$ 48,600	\$ 68,265	\$ 68,565	\$ 50,065	\$ 50,065
MATERIALS & SUPPLIES						
53310 GENERAL SUPPLIES	\$ 4,098	\$ 4,450	\$ 4,450	\$ 4,450	\$ 4,450	\$ 4,450
53410 TOOLS & EQUIPMENT	-	250	250	250	250	250
53610 MAINT. & REPAIR MATERIALS	5,498	4,000	4,000	4,000	4,000	4,000
TOTAL MATERIALS & SUPPLIES	\$ 9,596	\$ 8,700	\$ 8,700	\$ 8,700	\$ 8,700	\$ 8,700
TOTAL BUDGET	\$ 39,983	\$ 57,300	\$ 76,965	\$ 77,265	\$ 58,765	\$ 58,765

INTERNAL SERVICE FUNDS



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CITY OF BARTLESVILLE
2018-19 Operating Budget
Internal Service Funds – Summary by Fund or Source

Expenditures and Reserves

EXPENDITURES BY FUND	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Workers' Compensation	\$ 256,337	\$ 475,000	\$ 226,666	\$ 425,000
Health Insurance	3,243,856	3,918,500	3,180,000	4,086,963
Auto Collision Insurance	91,731	248,293	25,000	305,053
Stabilization Reserve	-	5,998,580	-	6,741,428
Capital Reserve	1,579,266	5,237,913	1,330,830	12,217,452
Total Expenditures and Reserves	<u>\$ 5,171,190</u>	<u>\$ 15,878,286</u>	<u>\$ 4,762,496</u>	<u>\$ 23,775,896</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 7,636	\$ -	\$ 7,989	\$ 6,000
Donations and Miscellaneous	3,851	-	533	-
Employee Contributions	404,984	415,000	404,536	405,000
Retiree Contributions	172,202	155,000	213,438	250,000
Contributions from Operating Departments	304,929	169,167	169,167	236,170
Reimbursement of Operations	2,501,797	2,088,054	2,088,054	2,409,972
Reimbursement by Contract	131,958	-	200,000	300,000
Wastewater capital investment fee	1,436,149	1,793,000	1,797,506	2,039,484
Water capital investment fee	1,132,325	1,423,000	1,156,571	1,140,957
Debt proceeds	-	-	-	6,000,000
Transfers In: General Fund	509,818	475,290	475,290	746,899
Wastewater	226,263	84,803	84,803	111,503
Water	137,841	144,400	144,400	204,242
Sanitation	830,849	830,508	830,508	860,204
Fund Balance	7,947,563	10,907,070	10,835,137	14,091,936
Total Available for Appropriation	<u>\$ 15,748,165</u>	<u>\$ 18,485,292</u>	<u>\$ 18,407,932</u>	<u>\$ 28,802,367</u>

CITY OF BARTLESVILLE
2018-19 Operating Budget
Worker's Compensation Fund– Summary

Fund Mission: N/A

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.

2018 Accomplishments: N/A

2019 Objectives: N/A

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

2018-19 Operating Budget

Worker's Compensation Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Work Comp Claims	\$ 235,337	\$ 450,000	\$ 204,466	\$ 400,000
Administration	21,000	25,000	22,200	25,000
Total Expenditures	\$ 256,337	\$ 475,000	\$ 226,666	\$ 425,000

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 1,164	\$ -	\$ 1,750	\$ 1,000
Contributions from Operating Departments	304,929	169,167	169,167	236,170
Fund Balance	237,675	305,833	243,579	187,830
Total Available for Appropriation	\$ 543,768	\$ 475,000	\$ 414,496	\$ 425,000

CITY OF BARTLESVILLE
2018-19 Operating Budget
Health Insurance Fund– Summary

Fund Mission: N/A

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.

2018 Accomplishments: N/A

2019 Objectives: N/A

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
 2018-19 Operating Budget
 Health Insurance Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Medical/Dental Claims	\$ 2,773,500	\$ 3,275,000	\$ 2,600,000	\$ 3,331,518
Administration and Consultant Fees	470,356	643,500	580,000	755,445
Total Expenditures	<u>\$ 3,243,856</u>	<u>\$ 3,918,500</u>	<u>\$ 3,180,000</u>	<u>\$ 4,086,963</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Employee Contributions	\$ 404,984	\$ 415,000	\$ 404,536	\$ 405,000
Retiree Contributions	172,202	155,000	213,438	250,000
Investment Earnings	6,472	-	6,239	5,000
Reimbursement of Operations	2,501,797	2,088,054	2,088,054	2,409,972
Reimbursement by Contract	131,958	-	200,000	300,000
Fund Balance	838,354	1,260,446	984,724	716,991
Total Available for Appropriation	<u>\$ 4,055,767</u>	<u>\$ 3,918,500</u>	<u>\$ 3,896,991</u>	<u>\$ 4,086,963</u>

CITY OF BARTLESVILLE
2018-19 Operating Budget
Auto Collision Insurance Fund– Summary

Fund Mission: N/A

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.

2018 Accomplishments: N/A

2019 Objectives: N/A

Budget Highlights: The only budgeted expenditures for this fund are for the payment of auto physical damage and collision claims.

CITY OF BARTLESVILLE

2018-19 Operating Budget

Auto Collision Insurance Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Auto Collision Claims	\$ 91,731	\$ 248,293	\$ 25,000	\$ 305,053
Total Expenditures	<u>\$ 91,731</u>	<u>\$ 248,293</u>	<u>\$ 25,000</u>	<u>\$ 305,053</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Donations and Miscellaneous	\$ 3,851	\$ -	\$ 533	\$ -
Transfers In: General Fund	1,707	38,982	38,982	25,000
Wastewater	-	-	-	25,000
Water		397	397	25,000
Sanitation	-	-	-	25,000
Fund Balance	<u>276,315</u>	<u>208,914</u>	<u>190,141</u>	<u>205,053</u>
Total Available for Appropriation	<u>\$ 281,873</u>	<u>\$ 248,293</u>	<u>\$ 230,053</u>	<u>\$ 305,053</u>

CITY OF BARTLESVILLE
2018-19 Operating Budget
Stabilization Reserve Fund– Summary

Fund Mission: N/A

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.

2018 Accomplishments: N/A

2019 Objectives: N/A

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
 2018-19 Operating Budget
 Stabilization Reserve Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
General Fund Reserve	\$ -	\$ 3,515,370	\$ -	\$ 3,957,269
Wastewater Fund Reserve	-	623,583	-	710,086
Water Fund Reserve	-	1,118,946	-	1,248,188
Sanitation Fund Reserve	-	740,681	-	825,885
Total Expenditures and Reserves	<u>\$ -</u>	<u>\$ 5,998,580</u>	<u>\$ -</u>	<u>\$ 6,741,428</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Transfers In: General Fund	\$ 508,111	\$ 436,308	\$ 436,308	\$ 441,899
Wastewater	81,251	84,803	84,803	86,503
Water	122,293	128,003	128,003	129,242
Sanitation	<u>80,849</u>	<u>80,508</u>	<u>80,508</u>	<u>85,204</u>
Fund Balance	<u>4,476,454</u>	<u>5,268,958</u>	<u>5,268,958</u>	<u>5,998,580</u>
Total Available for Appropriation	<u>\$ 5,268,958</u>	<u>\$ 5,998,580</u>	<u>\$ 5,998,580</u>	<u>\$ 6,741,428</u>

CITY OF BARTLESVILLE
2018-19 Operating Budget
Capital Reserve Fund– Summary

Fund Mission: N/A

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.

2018 Accomplishments: N/A

2019 Objectives: N/A

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
 2018-19 Operating Budget
 Capital Reserve Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
General	\$ 481,538	\$ 534,253	\$ 334,096	\$ 530,466
Wastewater	232,550	2,855,720	291,979	1,478,162
Water	676,309	1,389,220	600,102	9,435,662
Sanitation	<u>188,869</u>	<u>458,720</u>	<u>104,653</u>	<u>773,162</u>
 Total Expenditures	 <u>\$ 1,579,266</u>	 <u>\$ 5,237,913</u>	 <u>\$ 1,330,830</u>	 <u>\$ 12,217,452</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Wastewater capital investment fee	\$ 1,436,149	\$ 1,793,000	\$ 1,797,506	\$ 2,039,484
Water capital investment fee	1,132,325	1,423,000	1,156,571	1,140,957
Debt proceeds	-	-	-	6,000,000
Transfers In: General	619,600	446,500	446,500	280,000
Wastewater	145,012	-	-	-
Water	15,548	16,000	16,000	50,000
Sanitation	<u>750,000</u>	<u>750,000</u>	<u>750,000</u>	<u>750,000</u>
 Fund Balance	 <u>2,118,765</u>	 <u>3,862,919</u>	 <u>4,147,735</u>	 <u>6,983,482</u>
 Total Available for Appropriation	 <u>\$ 6,217,399</u>	 <u>\$ 8,291,419</u>	 <u>\$ 8,314,312</u>	 <u>\$ 17,243,923</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Capital Reserve Fund Capital Outlay Detail

Capital Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	16/17 ACTUAL	17/18 BUDGET	17/18 ESTIMATE	18/19 BUDGET
170	17041	ERP Phase II	\$ 67,878	\$ 98,720	\$ 99,428	\$ -
170	New	ERP Final Phase	-	-	-	57,162
170	New	Tyler Doc Mgmt (25% - replace Fortis)	-	-	-	21,373
170	New	Tyler Parking Ticket Module	-	-	-	42,588
170	New	Tyler Incode Court (replace Sleuth)	-	-	-	135,000
174	18021	Casket Lift	-	5,000	5,000	-
185	18022	Switch Replacement	-	37,500	43,931	-
185	18023	Replace PC's at Dispatch	-	13,000	11,963	-
185	18024	Replace PC's and UPS units	-	34,000	32,581	-
185	18025	Replace UPS Units for Servers	-	8,000	13,728	-
185	18026	Replace Video Server	-	10,000	-	-
185	New	Patrol Car Laptop Replacement (50%)	-	-	-	120,000
190	17025	1/2 Ton Regular Cab 4x4 Pickup	-	25,000	23,450	1,550
195	18027	Fuel Pump System Upgrade	-	25,000	-	25,000
250	18028	Thermal Imaging Camera	-	8,000	3,372	-
250	18029	West Parking Lot Concrete work	-	10,000	14,629	-
270	17028	Police Vehicles (\$210k CIP/\$110k GF)	110,000	-	-	-
270	18030	Replace Old Polygraph	-	5,000	4,515	-
270	18031	Digital Cameras for New Officers	-	2,500	2,388	-
270	18032	Replacement of Radars	-	9,000	8,455	-
270	18033	SOT Hearing Protection/Radios	-	15,000	16,963	-
270	18034	Replacement of Tasers (5 yr capital lease)	-	15,600	11,403	15,800
275	17029	4th Console for Dispatch	19,155	-	-	-
328	New	Impv to Turn Lane at Eastland shopping Cen	-	152,933	-	98,593
421	18035	Library POS system Envisionware	-	10,000	-	-
431	17030	Truck Sprayer	15,698	-	-	-
431	17031	Groomer	34,615	-	-	-
431	17032	Edger	568	-	-	-

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Capital Reserve Fund Capital Outlay Detail
 (continued)

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	16/17 ACTUAL	17/18 BUDGET	17/18 ESTIMATE	18/19 BUDGET
431	17033	Weedeater	2,445	-	-	-
431	17034	6-Foot Deck Mower	41,340	-	-	-
431	17035	5-Foot Deck Mower	41,265	-	-	-
431	17036	20' Mowing Trailer	7,765	-	-	-
431	17037	1/2 Ton Regular Cab Pickup	111,809	-	-	-
431	18036	2 6' Deck Mowers	-	50,000	42,290	-
445	New	Golf Course VFD	-	-	-	4,500
445	New	Golf Maintenance Building Roof Repair	-	-	-	8,900
445	17040	Club House Roof	29,000	-	-	-
		Total General Fund	481,538	534,253	334,096	530,466
710	17042	Replace Lift Station Telemetry (SCADA)	-	175,000	10,027	50,000
710	17044	24 HP submersible pump at Golf Course LS	9,953	-	-	-
710	17045	Submersible Non-Clog Pumps for Polaris LS	7,299	-	-	-
710	18037	3/4 ton Truck with Utility Bed	-	35,000	38,398	-
710	18038	Replace Truck Mounted Utility Crane	-	12,000	10,926	-
710	18039	Engin & Design for WWTP & Water reuse	-	2,500,000	99,200	-
710	New	Replace Pump #2 at Virginia	-	-	-	15,000
710	New	Replace pumps at Hughes Fisher	-	-	-	10,000
710	New	Replace Tractor for application of biosolides	-	-	-	120,000
710	New	Replace trailer for application of biosolids	-	-	-	40,000
		Total Wastewater Plant	17,252	2,722,000	158,551	235,000
715	13099	ERP System (25% of total)	149,870	98,720	99,428	57,162
715	17046	1-ton Flatbed Truck	42,165	-	-	-
715	17047	40,000 lb Tilt Bed Trailer	23,263	-	-	-
715	18040	1 Ton Repair Truck with Flat Bed	-	35,000	34,000	-
715	New	Harvard Sewer Rehab Phase II	-	-	-	1,000,000
715	New	Tyler Utility Billing (33% of total)	-	-	-	56,000
715	New	Replace Mini-Excavator	-	-	-	80,000
715	New	Replace Camera and Transporter	-	-	-	50,000
		Total Wastewater Maintenance	215,298	133,720	133,428	1,243,162

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Capital Reserve Fund Capital Outlay Detail
 (continued)

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	16/17 ACTUAL	17/18 BUDGET	17/18 ESTIMATE	18/19 BUDGET
720	16015	Hudson Lake Aeration System	207,933	-	-	-
720	17048	Altitude Valve Replacement - Circle Mountai	12,628	-	-	-
720	17049	Tractor	31,858	-	-	-
720	18041	1 Ton Truck with Utility Bed and Crane	-	50,000	51,000	-
720	18042	Pump Rebuild at Caney River	-	20,000	5,000	5,000
720	18043	Replace Altitude Valve at Toalson Hot Tank	-	15,000	9,556	-
720	18044	Replace High Service Pump VFD	-	250,000	-	-
720	18045	Zero Turn Mower	-	12,800	12,800	-
720	18046	Radar Pump Station Pump Replacement	-	10,000	-	-
720	18047	Generator Circle Mountain Pump Station	-	247,200	131,575	-
720	New	Copan Water Rights	-	-	-	500,000
720	New	Engineering Design for WW Reuse	-	-	-	500,000
720	New	Install Flow Meter for Caney River Pump Sta	-	-	-	10,000
720	New	Zero Turn Mower (54")	-	-	-	10,000
720	New	Pump Station and Force Main for WW Reus	-	-	-	6,000,000
		Total Water Plant	252,419	605,000	209,931	7,025,000
725	New	Tyler Utility Billing (33% of total)	-	-	-	56,000
725	13104	ERP System (25% of total)	-	98,720	113,527	57,162
725	15026	Engineering Design for Water Utilities Bldg	-	115,500	100,000	15,500
		Total Water Administration	-	214,220	213,527	128,662
730	15028	8" Water Line (Cherokee, Adams to 14th, Cc	182,125	-	-	-

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Capital Reserve Fund Capital Outlay Detail
 (continued)

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	16/17 ACTUAL	17/18 BUDGET	17/18 ESTIMATE	18/19 BUDGET
730	16016	Backhoe	88,010	-	-	-
730	17050	Replace Water Line - in house (Delaware an	66,006	60,000	40,523	-
730	17051	Replace Water Line - Adams (between John	-	475,000	106,121	375,000
730	17052	1-ton truck with Utility Bed	33,968	-	-	-
730	17053	1-ton truck with Utility Bed	53,781	-	-	-
730	18048	1/2 ton truck with Utility Bed	-	35,000	30,000	-
730	New	Replace Water Lines in-House (material only	-	-	-	50,000
730	New	20" Water Line (FPB, Silver Lake to Highway	-	-	-	1,650,000
730	New	Dump Truck (10 wheel)	-	-	-	130,000
730	New	Replace Locator	-	-	-	12,000
730	New	Soil Conditioner	-	-	-	65,000
		Total Water Distribution	423,890	570,000	176,644	2,282,000
750	13109	ERP System (25% of total)	-	98,720	104,653	57,162
750	16017	Roll Off Refuse Truck	158,226	-	-	-
750	17054	Half Ton Pickup	30,643	-	-	-
750	New	Tyler Utility Billing (33% of total)	-	-	-	56,000
750	18049	Street Sweeper	-	200,000	-	500,000
750	18050	Grappler Loader Truck	-	160,000	-	160,000
		Total Sanitation	188,869	458,720	104,653	773,162
TOTAL			<u>\$ 1,579,266</u>	<u>\$ 5,237,913</u>	<u>\$ 1,330,830</u>	<u>\$12,217,452</u>

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FIDUCIARY FUNDS



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CITY OF BARTLESVILLE
 2018-19 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.

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.

2018 Accomplishments: • No projects were scheduled

2019 Objectives: • Make masonry repairs to exterior of the Mausoleum

Budget Highlights: The only budget expenditures in this fund are for miscellaneous improvements to the mausoleum.

FUND 773 MAUSOLEUM TRUST DEPT 173 MAUSOLEUM				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$0	\$7,920	\$0	\$6,016	\$6,016

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Mausoleum Endowment Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Mausoleum	\$ -	\$ 7,920	\$ -	\$ 6,016
Total Expenditures	\$ -	\$ 7,920	\$ -	\$ 6,016

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Interest and Investment Income	\$ 61	\$ -	\$ 79	\$ -
Fund Balance	7,880	7,920	5,937	6,016
Total Available for Appropriation	\$ 7,941	\$ 7,920	\$ 6,016	\$ 6,016

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Mausoleum Endowment Fund – Line Item Detail

MATERIALS & SUPPLIES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
53610 MAINT. & REPAIR MATERIALS	\$ -	\$ 7,920	\$ -	\$ 6,016	\$ 6,016	\$ 6,016
TOTAL MATERIALS & SUPPLIES	<u>\$ -</u>	<u>\$ 7,920</u>	<u>\$ -</u>	<u>\$ 6,016</u>	<u>\$ 6,016</u>	<u>\$ 6,016</u>
TOTAL BUDGET	<u>\$ -</u>	<u>\$ 7,920</u>	<u>\$ -</u>	<u>\$ 6,016</u>	<u>\$ 6,016</u>	<u>\$ 6,016</u>

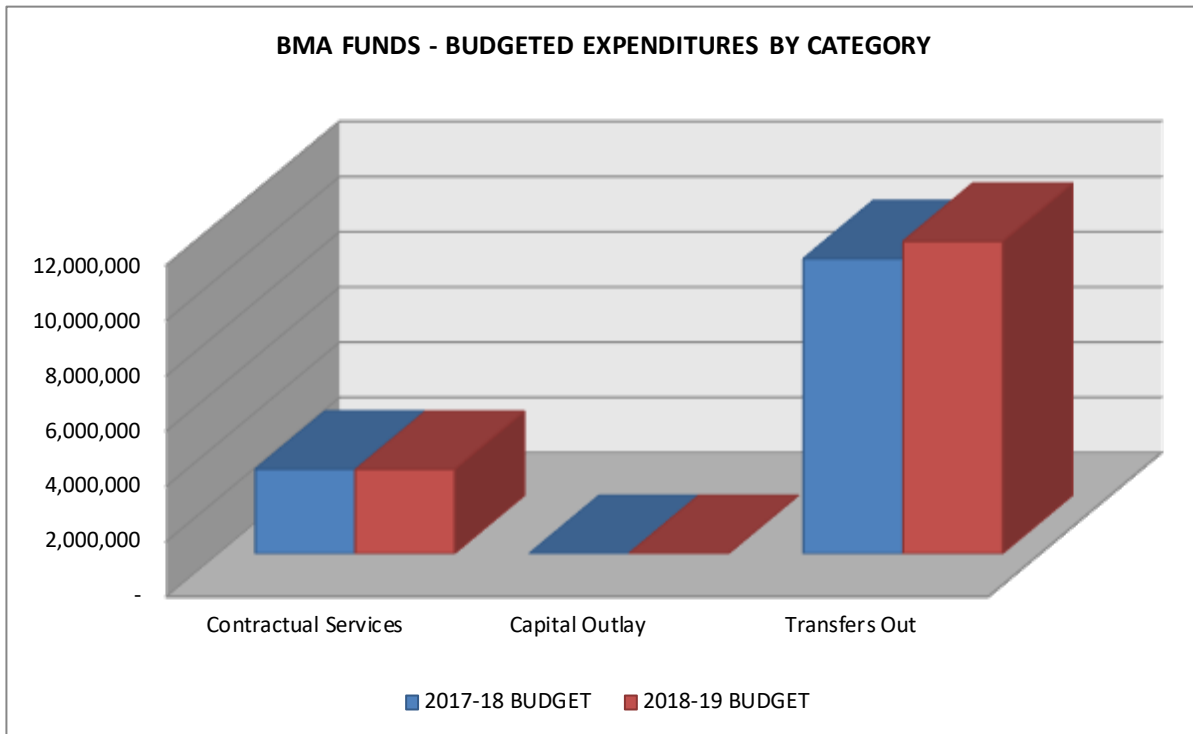
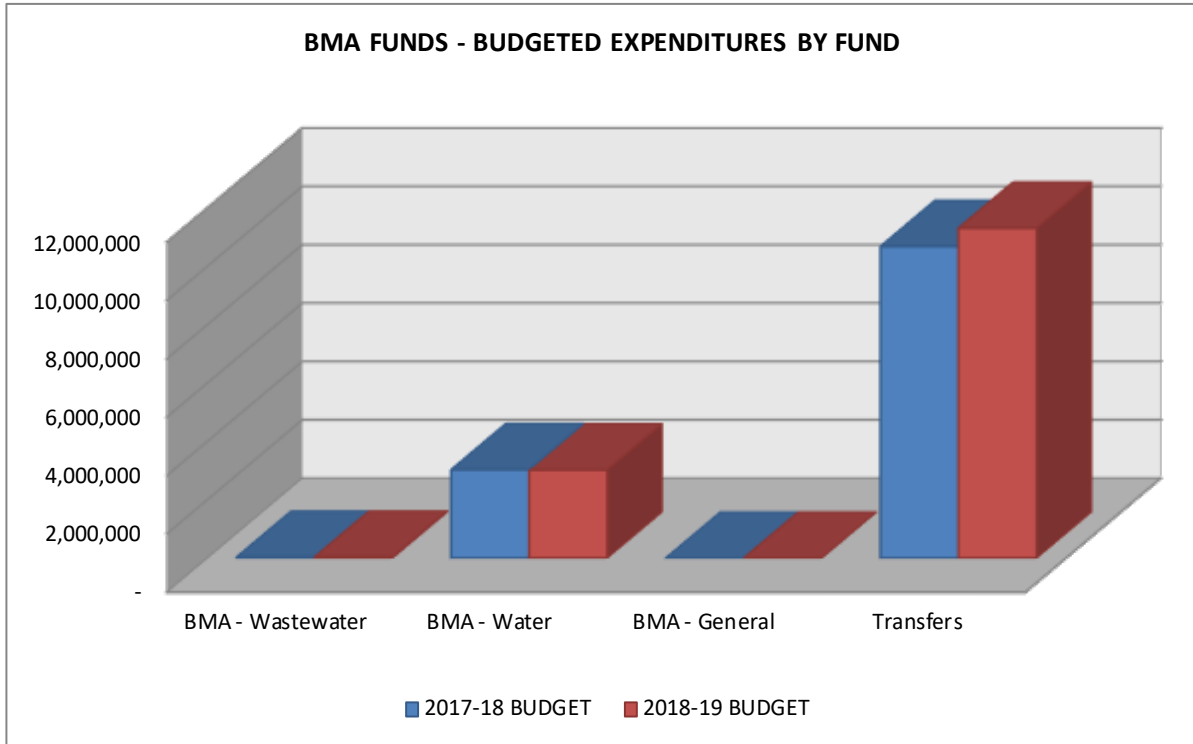
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**BARTLESVILLE MUNICIPAL
AUTHORITY FUNDS**

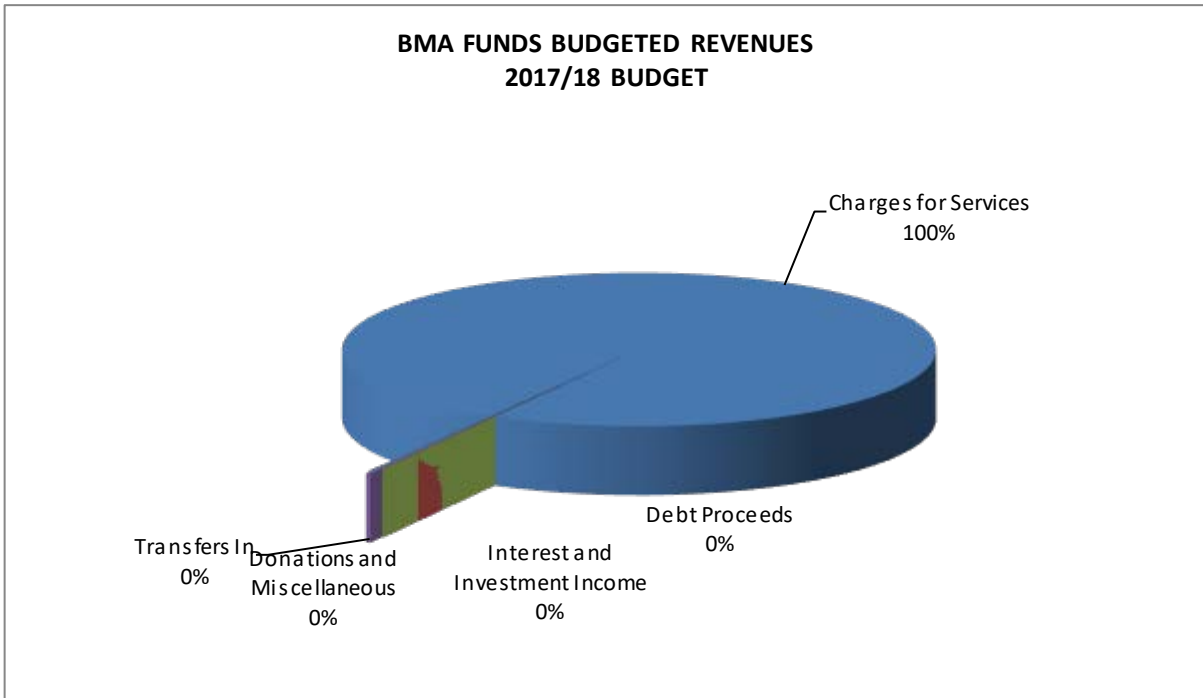
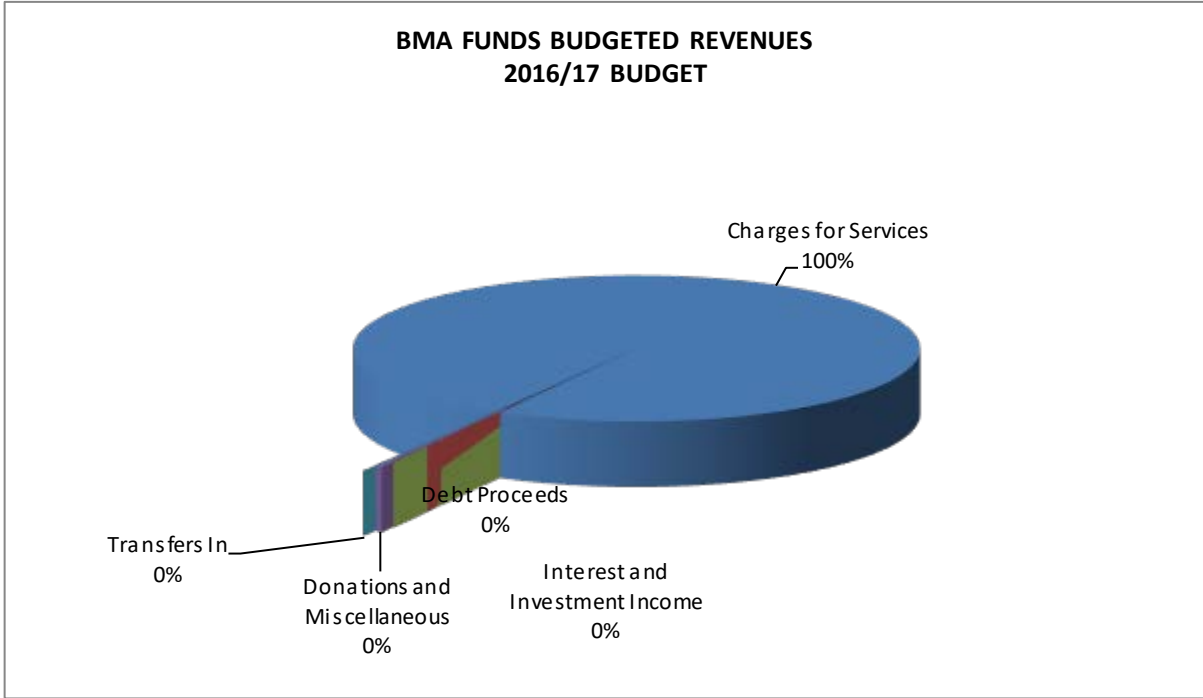


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CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Bartlesville Municipal Authority Funds – Expenditure Graphs



CITY OF BARTLESVILLE
 2018-19 Operating Budget
 Bartlesville Municipal Authority Funds – Revenue Graphs



CITY OF BARTLESVILLE

2018-19 Operating Budget

Bartlesville Municipal Authority – Summary by Fund or Source

Expenditures and Reserves

EXPENDITURES BY FUND	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
BMA - Wastewater	\$ 28,785	\$ 29,500	\$ 28,755	\$ 29,500
BMA - Water	2,954,873	3,030,000	3,026,000	3,026,000
Transfers to: Wastewater Operating	4,293,323	4,408,826	4,405,420	4,520,780
Water Operating	<u>6,183,763</u>	<u>6,276,096</u>	<u>6,246,137</u>	<u>6,789,324</u>
Total Expenditures	<u>\$13,460,744</u>	<u>\$13,744,422</u>	<u>\$13,706,312</u>	<u>\$14,365,604</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Charges for Services	\$ 12,931,970	\$ 13,553,000	\$ 13,593,563	\$ 13,985,078
Interest and Investment Income	3,826	-	1,684	-
Donations and Miscellaneous	<u>61,423</u>	<u>50,000</u>	<u>43,011</u>	<u>40,400</u>
Fund Balance	<u>881,449</u>	<u>641,444</u>	<u>1,013,135</u>	<u>945,081</u>
Total Available for Appropriation	<u>\$13,878,668</u>	<u>\$14,244,444</u>	<u>\$14,651,393</u>	<u>\$14,970,559</u>

CITY OF BARTLESVILLE
2018-19 Operating Budget
 Bartlesville Municipal Authority – Expenditure Summary by Line Item

CONTRACTUAL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
52210 FINANCIAL SERVICES	\$ 500	\$ 5,000	\$ 1,000	\$ 5,000	\$ 5,000	\$ 5,000
52220 BAD DEBT WRITE-OFFS	(336)	-	-	-	-	-
52910 DEBT SERVICE - INTEREST	1,423,519	1,626,500	1,401,130	1,350,500	1,350,500	1,350,500
52911 DEBT SERVICE - PRINCIPAL	1,559,975	1,428,000	1,652,625	1,700,000	1,700,000	1,700,000
TOTAL CONTRACTUAL SERVICES	\$ 2,983,658	\$ 3,059,500	\$ 3,054,755	\$ 3,055,500	\$ 3,055,500	\$ 3,055,500
TRANSFERS OUT						
59509 WASTEWATER OPERATING	\$ 4,293,323	\$ 4,408,826	\$ 4,405,420	\$ 4,520,780	\$ 4,520,780	\$ 4,520,780
59510 WATER OPERATING	6,183,763	6,276,096	6,246,137	6,822,604	6,789,324	6,789,324
TOTAL TRANSFERS	\$10,477,086	\$10,684,922	\$10,651,557	\$11,343,384	\$11,310,104	\$11,310,104
TOTAL BUDGET						
	\$13,460,744	\$13,744,422	\$13,706,312	\$14,398,884	\$14,365,604	\$14,365,604

CITY OF BARTLESVILLE
 2018-19 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.

2018 Accomplishments: N/A

2019 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**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$28,785	\$29,500	\$28,755	\$29,500	\$29,500

**FUND 710 BMA - WASTEWATER
 DEPT 900 TRANSFERS**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$4,293,323	\$4,408,826	\$4,405,420	\$4,520,780	\$4,520,780

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 BMA Wastewater Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
BMA Wastewater Operating	\$ 28,785	\$ 29,500	\$ 28,755	\$ 29,500
Transfers Out: To Wastewater ¹	<u>4,293,323</u>	<u>4,408,826</u>	<u>4,405,420</u>	<u>4,520,780</u>
Total Expenditures	<u>\$ 4,322,108</u>	<u>\$ 4,438,326</u>	<u>\$ 4,434,175</u>	<u>\$ 4,550,280</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Charges for Services	\$ 3,836,075	\$ 4,440,000	\$ 4,437,997	\$ 4,452,797
Donations and Miscellaneous	<u>61,423</u>	<u>50,000</u>	<u>43,011</u>	<u>40,400</u>
Fund Balance	<u>432,831</u>	<u>129,695</u>	<u>96,902</u>	<u>143,735</u>
Total Available for Appropriation	<u>\$ 4,330,329</u>	<u>\$ 4,619,695</u>	<u>\$ 4,577,910</u>	<u>\$ 4,636,932</u>

CITY OF BARTLESVILLE

2018-19 Operating Budget

BMA Wastewater Fund – BMA Wastewater Operating – Line Item Detail

CONTRACTUAL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
52220 BAD DEBT WRITE-OFFS	\$ 74	\$ -	\$ -	\$ -	\$ -	\$ -
52910 DEBT SERVICE - INTEREST	1,086	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
TOTAL CONTRACTUAL SERVICES	\$ 28,785	\$ 29,500	\$ 28,755	\$ 29,500	\$ 29,500	\$ 29,500
TOTAL BUDGET	\$ 28,785	\$ 29,500	\$ 28,755	\$ 29,500	\$ 29,500	\$ 29,500

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 BMA Wastewater Fund – Transfers – Line Item Detail

TRANSFERS OUT	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
59509 WASTEWATER OPERATING	\$ 4,293,323	\$ 4,408,826	\$ 4,405,420	\$ 4,520,780	\$ 4,520,780	\$ 4,520,780
TOTAL TRANSFERS	<u>\$ 4,293,323</u>	<u>\$ 4,408,826</u>	<u>\$ 4,405,420</u>	<u>\$ 4,520,780</u>	<u>\$ 4,520,780</u>	<u>\$ 4,520,780</u>
TOTAL BUDGET	<u>\$ 4,293,323</u>	<u>\$ 4,408,826</u>	<u>\$ 4,405,420</u>	<u>\$ 4,520,780</u>	<u>\$ 4,520,780</u>	<u>\$ 4,520,780</u>

CITY OF BARTLESVILLE

2018-19 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.

2018 Accomplishments: N/A

2019 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				
2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$2,954,873	\$3,030,000	\$3,026,000	\$3,026,000	\$3,026,000

CITY OF BARTLESVILLE

2018-19 Operating Budget
BMA Water Fund – Summary
(continued)

**FUND 715 BMA - WATER
DEPT 741 BMA - CONSTRUCTION**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$0	\$0	\$0	\$0	\$0

**FUND 715 BMA - WATER
DEPT 900 TRANSFERS**

2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 CITY MGR RECOMMENDS	2018-19 APPROVED BUDGET
\$6,183,763	\$6,276,096	\$6,246,137	\$6,789,324	\$6,789,324

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 BMA Water Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
BMA - Water Operating	\$ 2,954,873	\$ 3,030,000	\$ 3,026,000	\$ 3,026,000
Transfers Out: To Water	<u>6,183,763</u>	<u>6,276,096</u>	<u>6,246,137</u>	<u>6,789,324</u>
Total Expenditures	<u>\$ 9,138,636</u>	<u>\$ 9,306,096</u>	<u>\$ 9,272,137</u>	<u>\$ 9,815,324</u>

Revenues

REVENUE BY SOURCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 BUDGET
Charges for Services	\$ 9,095,895	\$ 9,113,000	\$ 9,155,566	\$ 9,532,281
Interest and Investment Income	<u>3,826</u>	<u>-</u>	<u>1,684</u>	<u>-</u>
Fund Balance	<u>448,618</u>	<u>511,749</u>	<u>916,233</u>	<u>801,346</u>
Total Available for Appropriation	<u>\$ 9,548,339</u>	<u>\$ 9,624,749</u>	<u>\$ 10,073,483</u>	<u>\$ 10,333,627</u>

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 BMA Water Fund – BMA Water Operating – Line Item Detail

CONTRACTUAL SERVICES	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
52210 FINANCIAL SERVICES	\$ 500	\$ 5,000	\$ 1,000	\$ 5,000	\$ 5,000	\$ 5,000
52220 BAD DEBT WRITE-OFFS	(410)	-	-	-	-	-
52910 DEBT SERVICE - INTEREST	1,422,433	1,625,000	1,400,000	1,349,000	1,349,000	1,349,000
52911 DEBT SERVICE - PRINCIPAL	1,532,350	1,400,000	1,625,000	1,672,000	1,672,000	1,672,000
TOTAL CONTRACTUAL SERVICES	\$ 2,954,873	\$ 3,030,000	\$ 3,026,000	\$ 3,026,000	\$ 3,026,000	\$ 3,026,000
TOTAL BUDGET	\$ 2,954,873	\$ 3,030,000	\$ 3,026,000	\$ 3,026,000	\$ 3,026,000	\$ 3,026,000

CITY OF BARTLESVILLE
 2018-19 Operating Budget
 BMA Water Fund – Transfers – Line Item Detail

TRANSFERS OUT	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATE	2018-19 REQUEST	CITY MGR REC	2018-19 APPROVED
59510 WATER OPERATING	\$ 6,183,763	\$ 6,276,096	\$ 6,246,137	\$ 6,822,604	\$ 6,789,324	\$ 6,789,324
TOTAL TRANSFERS	<u>\$ 6,183,763</u>	<u>\$ 6,276,096</u>	<u>\$ 6,246,137</u>	<u>\$ 6,822,604</u>	<u>\$ 6,789,324</u>	<u>\$ 6,789,324</u>
TOTAL BUDGET	<u>\$ 6,183,763</u>	<u>\$ 6,276,096</u>	<u>\$ 6,246,137</u>	<u>\$ 6,822,604</u>	<u>\$ 6,789,324</u>	<u>\$ 6,789,324</u>

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GLOSSARY



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CITY OF BARTLESVILLE

2018-19 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

2018-19 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

2018-19 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

2018-19 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

2018-19 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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