



City Hall, Council Chambers
401 S. Johnstone Avenue
Bartlesville, OK 74003

**REGULAR MEETING OF THE
BARTLESVILLE CITY COUNCIL**
Monday, June 5, 2023
Immediately following the
Bartlesville Municipal Authority
Special Meeting that begins
at 5:30 p.m.

Mayor Dale Copeland
918-338-4282

AMENDED AGENDA

- 1. Call to order the business meeting of the Bartlesville City Council by Mayor Copeland.**
- 2. Roll call and establishment of a quorum.**
- 3. Citizens to be heard.**
- 4. City Council Announcements and Proclamations.**
 - Flood Insurance Month Proclamation – June 2023
 - Douglass School Reunion Days – July 20-23, 2023
- 5. Authorities, Boards, Commissions and Committee Openings**
 - One opening on the Ambulance Commission
 - Two upcoming openings on the Park Board
 - Two upcoming openings on the Board of Adjustment
- 6. Consent Docket**
 - a. Approval of Minutes**
 - i. The Regular Meeting Minutes of May 1, 2023.
 - ii. The Special Meeting Minutes of May 15, 2023.
 - b. Approval or Ratification of Appointments to Authorities, Boards, Commissions, and Committees.**
 - i. Appointment of Mr. David Boyer to a three year term on the Bartlesville Area History Museum at the recommendation of Councilmember Roane.
 - ii. Reappointment of Ms. Sonya Reed and Mr. Trevor Sutterfield to additional three-year terms on the Bartlesville Library Trust Authority at the recommendation of Mayor Copeland.
 - iii. Ratify reappointment of Ms. Jamie Bennett for her second three-year term as a Trustee for the ~~Bartlesville Redevelopment Authority~~ Bartlesville Development Authority at the recommendation of Mayor Copeland.
 - iv. Ratify the election of Ms. Gayle Lester as Chair and Ms. Jamie Bennett as Secretary/Treasurer of the Bartlesville Development Authority for FY 2023-24.

- c. Approval of Agreements, Contracts, Engagement Letters and Change Orders**
 - i. The 2023 Addendum to the Administrative Services Agreement between the City of Bartlesville and RxBenefits.
 - ii. Proposal with Hayes Air Conditioning and Heating for the replacement of the server room air conditioner in the amount of \$19,822.
 - iii. Service Agreement with Meshek & Associates, LLC for an upgrade to the ESRI/GIS server for \$27,600.
 - iv. Professional E-Rate Management Services Fee Schedule for 2024 fiscal year e-rate service with Kellogg and Sovereign to correctly complete and submit all forms for e-rate funding, in the amount of \$1,892.40.

- d. Receipt of Financials**

- i. Interim Financials for the ten months ending April 30, 2023.

- e. Receipt of Bids**

- i. Bid No. 2022-2023-018 for a Vacuum Trailer.

- 7. **Discuss and take possible action to award Bid No. 2022-2023-018 for a Vacuum Trailer. Presented by Councilmember Dorsey.**
- 8. **Public hearing and possible action on a Resolution adopting the City of Bartlesville Budget for Fiscal Year 2023-2024 and establishing budget amendment authority, authorizing the cancellation of encumbrances which are not due and payable as of June 30, 2023, and re-appropriating amounts of cancelled encumbrances to the same fund and department for Fiscal Years 2023-2024. Presented by Alicia Shelton, Accountant.**
- 9. **Discuss and take possible action to approve the Capital Improvements Program (CIP) Budget for Fiscal Year 2023-2024. Presented by Micah Siemers, P.E., Director of Engineering.**
- 10. **Presentation of staff and committee recommendations for potential General Obligation Bond projects with possible action for Council recommendations. Presented by Micah Siemers, P.E. Director of Engineering.**
- 11. **Receive the Bartlesville Development Authority (BDA) FY 2022-23 Annual Report, and take possible action to approve the BDA Fiscal Year 2023-24 Business Plan and Operating Budget, allocating \$803,750 from the Economic Development Fund plus cash carryover estimate of \$279,327. Presented by Chris Batchelder, Vice President, Bartlesville Development Authority.**
- 12. **Discuss and take possible action to approve the annual contract between the City of Bartlesville and the Bartlesville Development Authority for Economic Development Services for the period of July 1, 2023 through June 30, 2024. Presented by Chris Batchelder, Vice President, Bartlesville Development Authority.**

13. Receive Visitors Inc FY 2022-23 Annual Report, and take possible action to approve the Visitors Inc. Fiscal Year 2023-24 Operating Budget. Presented by Maria Gus, Executive Director, Visit Bartlesville.
14. Discuss and take possible action to approve the Destination Marketing Agreement between the City of Bartlesville and Visit Bartlesville for the period of July 1, 2023 through June 30, 2024. Presented by Maria Gus, Executive Director, Visit Bartlesville.
15. Move to Executive Session pursuant to 25 O.S. Section 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.
16. Discuss and take possible action to authorize the City Attorney to hire outside counsel with regards to potential condemnation proceedings. Presented by Jess Kane, City Attorney.
17. New Business.
18. City Manager and Staff Reports.
19. City Council Comments and Inquiries.
20. Adjournment.

The Amended Agenda was received and filed in the Office of the City Clerk and posted in prominent public view at City Hall at 10:00 a.m. on Friday, June 2, 2023.

Jason Muninger

Jason Muninger, City Clerk/CFO

/s/ Elaine Banes

by Elaine Banes, Deputy City Clerk

City of Bartlesville Website: <https://www.cityofbartlesville.org/city-government/city-council/meeting-agendas/>
Live Streaming: <https://www.cityofbartlesville.org/city-government/city-council/webcast/>
Sparklight: Channel 56

All discussion items are subject to possible action by the City Council. Agenda items requiring a public hearing as required by law will be so noted. The City Council may at their discretion change the order of the business agenda items. City of Bartlesville encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least one working day prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive this rule if signing is not the necessary accommodation.



Official Proclamation

**“FLOOD INSURANCE MONTH”
JUNE 2023**

WHEREAS, each year, many Oklahoma citizens are victims of flood damage, yet have no flood insurance protection; and

WHEREAS, property owners and renters often become aware of flood insurance and other protection measures only after a flood has financially devastated them and/or their community; and

WHEREAS, Congress created the National Flood Insurance Program (NFIP) in 1968 to mitigate future flood damage and provide citizens with protection against potential losses; and

WHEREAS, Bartlesville participates in the NFIP by agreeing to regulate development in the floodplain in exchange for the offering of affordable flood insurance and enhanced protection against future flooding episodes; and

WHEREAS, flood insurance is available to any property in Bartlesville whether located in or out of the floodplain; and

WHEREAS, only 12 percent of all structures residing in Oklahoma's designated 100-year floodplains are currently afforded protection through flood insurance; and

WHEREAS, a flood insurance policy may be purchased from any licensed property insurance agent or broker in good standing; and

WHEREAS, flood insurance policies generally require a mandatory 30-day waiting period and, all too often, flood disasters occur during this period; and

WHEREAS, there is a need to promote the timely purchase of flood insurance well in advance of Oklahoma's spring flooding period;

NOW THEREFORE, the Bartlesville City Council does hereby officially proclaim the month of June, 2023 as “Flood Insurance Month” in the City of Bartlesville, Oklahoma.

IN WITNESS WHEREOF, we hereunto set our hands and caused the Official Seal of the City of Bartlesville, Oklahoma, to be affixed this 5th day of June in the year of our Lord Two Thousand and Twenty Three.

Dale Copeland, Mayor



Official Proclamation

"DOUGLASS SCHOOL REUNION DAYS" JULY 20-23, 2023

Whereas, Douglass School was a major force for education and a social center for the west side of Bartlesville from 1907 to 1971; and

Whereas, over these years our community and state have been the recipients of high standards of education and personal and moral responsibility inculcated in the students attending this school; and

Whereas, these former students still gather in reunion to renew friendships on a tri-annual basis; and

Whereas, such a reunion will occur in Bartlesville on July 20 through July 23, 2023.

NOW THEREFORE, I, Mayor Dale Copeland, City of Bartlesville City Council, do hereby officially proclaim July 20-23, 2023 as "Douglass School Reunion Days" and encourage all citizens of the City of Bartlesville to celebrate this reunion.

IN WITNESS WHEREOF, we hereunto set our hands and caused the Official Seal of the City of Bartlesville, Oklahoma, to be affixed this 5th day of June, in the year of our Lord two thousand and twenty-three.

Mayor Dale Copeland, City Council Ward 1



City Hall, Council Chambers
401 S. Johnstone Avenue
Bartlesville, OK 74003

**MINUTES OF THE
REGULAR MEETING OF THE
BARTLESVILLE CITY COUNCIL**

**Monday, May 1, 2023
5:30 pm.**

**Mayor Dale Copeland
918-338-4282**

MINUTES

(The Notice of Meeting was posted December 15, 2022
and the Agenda was posted April 27, 2023 at 5:30 p.m.)

Present were Mayor Dale Copeland, Vice Mayor Jim Curd, Jr., Councilmembers Trevor Dorsey, Billie Roane (arrived at 5:46 p.m.), and Loren Roszel.

City staff present were Mike Bailey, City Manager; Jess Kane, City Attorney; Jason Muninger, City Clerk/CFO; Terry Lauritsen, Director of Water Utilities; Micah Siemers, Director of Engineering; Laura Sanders, Director of Human Resources; Kelli Williams, Chief Communications Officer; Tracy Roles, Assistant City Manager, Interim Police Chief Jay Hastings; and Elaine Banes, Executive Assistant.

- 1. The business meeting of the Bartlesville City Council was called to order at 5:30 p.m. by Mayor Copeland.**
- 2. Roll Call was held and a quorum established.**
- 3. The invocation was provided by Pastor Pam Crawford, Good Shepherd Presbyterian Church**
- 4. Citizens to be heard.**

Dale Earhart provided comments about the OKEQ Agreement and September drag queen event..

Andy Dossett expressed his appreciation of the City Council and City staff for remaining steadfast in making decisions for the good of the community.

Jonathon McCormick, Jr. reported on “swatting” and the need to be trained and prepared for it.

Kieran Andrews commented on her support of the LGBTQ community and encouraged tolerance and inclusivity.

5. City Council Announcements and Proclamations.

- National Day of Prayer Proclamation – May 4, 2023. Presented by Mayor Copeland
- Flood Awareness Month Proclamation- May 2023. Presented by Mayor Copeland
- National Police Week Proclamation – May 14-20, 2023. Presented by Mayor Copeland.

6. Authorities, Boards, Commissions and Committee Openings

- One opening on the Bartlesville Area History Museum Trust Authority.
- One opening on the Bartlesville Convention and Visitor's Bureau Board (Visit Bartlesville)
- Two upcoming openings on the Park Board
- Two upcoming openings on the Board of Adjustment

Mayor Copeland read the openings and encouraged citizens to volunteer on City Committees. Applications can be found at www.cityofbartlesville.org or at City Hall in the City Manager's Office.

7. Consent Docket

a. Approval of Minutes

- i. The Regular Meeting Minutes of April 3, 2023.
- ii. The Special Meeting Minutes of April 13, 2023.

b. Approval of Appointment, Reappointments and Ratifications to Authorities, Boards, Commissions and Committees

- i. Appointment of Mr. Bill Hollander to a three-year term on the Construction & Code Appeals Board at the recommendation of Mayor Copeland.

c. Approval of Agreements, Contracts, Engagement Letters, Leases, MOU's, Proposals, Change Orders, and Consent Orders

- i. Agreement with Optum as the City's stop loss carrier.
- ii. Agreement with the Local Government Testing Consortium to provide Federal Department of Transportation and Non-Department of Transportation drug and alcohol testing for municipalities.
- iii. Fifth Amendment to the tower/ground lease agreement between the City of Bartlesville and New Cingular Wireless PCS,LLC of a portion of property located in Washington County named SE Water Tower Bartlesville.
- iv. Consent Order 19-200-Addendum A from the Oklahoma Department of Environmental Quality on the wastewater collection and treatment system.

d. Receipt of Financials

- i. Interim Financials for nine months ending March 31, 2023.

e. Receipt of Bids

- i. Bid No. 2022-2023-017 for the Bartlesville Community Center Speaker Replacement.

Mayor Copeland read the consent docket in full. Vice Mayor Curd pulled Item 7.c.4 for further discussion.

Ms. Roane moved to approve the consent docket, with the exception of 7.c.4., seconded by Vice Mayor Curd.

Voting Aye: Mr. Roszel, Ms. Roane, Mr. Dorsey, Vice Mayor Curd, Mayor Copeland

Voting Nay: None

Motion: Passed

Item 7.c. Approval of Agreements, Contracts, Engagement Letters, Leases, MOU's, Proposals, Change Orders and Consent Orders.

iv. Consent Order 19-200-Addendum A from the Oklahoma Department of Environmental Quality on the wastewater collection and treatment system.

Vice Mayor Curd asked Mr. Lauritsen, Director of Water Utilities, to explain the agenda item. Mr. Lauritsen provided the background of the ODEQ consent orders with the goal to eliminate bypasses which is sewage backing up and flowing out of the wastewater collection system, typically occurring during rain events where storm water infiltrates into the collection system and overloads it. To date, the City has spent over \$43 million to upgrade the wastewater system to mitigate these bypass locations. Many studies and improvements have been made over the past several years to meet OKEQ mandates. The current Consent Order, 19-200 issued in 2022, tasked the City to expand and renovate the wastewater plant, in accordance with the facility plan, as well as upgrade the Caney River pump station corridor. Due to the complexity of the indirect potable reuse treatment stream of the plan expansion, the additional testing and study requested by the ODEQ, and better understanding of the lead times for major equipment purchases, staff requested an amendment to the Consent Order to account for these items. The amendments will allow renovations to begin in 2025 and finish in 2031. This is paid for by water users, added as a line item to utility bills, and if there is not enough to pay for it all, then the City will need to make adjustments to those rates. Defects have been identified around the Wilson and Jane Phillips school areas through smoke testing. Those are being repaired at this time. Mr. Bailey stated that the number one driver of utility rates is capital improvements.

Vice Mayor Curd moved to approve Item 7.c.iv. as presented, seconded by Ms. Roane.

Mayor Copeland added that ODEQ submits the consent orders, and often when one is completed and new order is submitted.

Voting Aye: Mr. Roszel, Ms. Roane, Mr. Dorsey, Vice Mayor Curd, Mayor Copeland

Voting Nay: None

Motion: Passed

8. Discuss and take possible action to award Bid No. 2022-2023-017 for the Bartlesville Community Center Speaker Replacement. Presented by Vice Mayor Curd.

Vice Mayor Curd moved to award the bid to TMG Systems, Tulsa, OK, base bid only in the amount of \$139,718.74 and using unallocated sales tax funds to cover the \$1718.74 deficit in the remaining project budget, seconded by Mr. Roszel.

Discussion covered the difference in the two bids and an explanation thereof; the low number of bids received and why; how the old speakers will be used in Unity Square; and installation of the speakers will need to fit into the Community Center event schedule.

Voting Aye: Ms. Roane, Mr. Dorsey, Vice Mayor Curd, Mr. Roszel, Mayor Copeland
Voting Nay: None
Motion: Passed

Mayor Copeland recused himself from Item 9 by exiting the Council Chambers due to a familial conflict of interest. Vice Mayor Curd took the gavel.

9. Discuss and take possible action on a recommendation by the Bartlesville Development Authority to provide development assistance in the amount of \$100,000 upon opening, and a rebate of 50% of the annual city sales tax collected for a period of nine (9) years to Neal's Homestore for the remodel and operation of a furniture store at Eastland Shopping Center, 560 Washington Boulevard. Presented by David Wood, President, Bartlesville Development Authority.

Vice Mayor Curd read the agenda item. Mr. Wood provided a background of the incentive program the BDA has used successfully in attracting business to Bartlesville. He then reported on the BDA's history with Neal's Furniture and how over the past ten years, different locations were considered but ultimately were not feasible. The location in Eastland Center is now considered a good fit, and Mr. Wood provided the details on what the business offers and how the incentive was developed. Expenditures for Neal's Furniture to move into the building will be approximately a \$3,475,000 investment.

Discussion covered whether other local business have reached out for an incentive, and how Ms. Roane and Vice Mayor Curd appreciated Mr. Wood and the BDA's work on finding a good location for Neal's Furniture.

Ms. Roane moved to approve providing development assistance in the amount of \$100,000 upon opening, and a rebate if 50% of the annual city sales tax collected for a period of nine years to Neal's Homestore as presented, seconded by Mr. Dorsey.

Voting Aye: Mr. Dorsey, Vice Mayor Curd, Mr. Roszel, Ms. Roane, Mayor Copeland
Voting Nay: None
Motion: Passed

Mayor Copeland re-entered the meeting and regained the gavel.

10. Discuss and take possible action on a recommendation by the Bartlesville Development Authority for development assistance of \$119,000 to WAB Venture, Inc. to be utilized for construction of a Whataburger restaurant at 1350 SE Washington Boulevard, the location of the former Hunan restaurant, payable upon Certificate of Occupancy within 24 months. Presented by Chris Batchelder, Vice President, Business Development, Bartlesville Development Authority.

Mr. Batchelder provided background on WAB Ventures, Inc. He added that they plan to build and open a Whataburger franchise location at 1350 SE Washington Blvd., the location of the former Hunan restaurant. WAB Venture, Inc. is a division of KMAC Corporation of Fayetteville, AR, and is also the franchise owner of the Bartlesville Taco Bell restaurant. WAB plans to invest roughly \$4,000,000+ into the new project. The \$119,000 incentive is based on the

estimated yearly sales of \$3,500,000 (annual estimated average franchise location revenue) per the BDA retail policy.

Discussion covered a December 2023 opening date; entrance and exit issues that will be determined by City and State engineers; and the incentive structure difference between WAB Ventures and Neal's Furniture.

Vice Mayor Curd moved to approve providing development assistance in the amount of \$109,000 to WAB Venture, Inc. to be utilized for construction of a Whataburger Restaurant payable upon Certificate of Occupancy within 24 months as presented, seconded by Ms. Roane.

Voting Aye: Vice Mayor Curd, Mr. Roszel, Ms. Roane, Mr. Dorsey, Mayor Copeland

Voting Nay: None

Motion: Passed

11. Discussion about First Christian Church proposal review and committee recommendations. Presented by Mayor Copeland and Vice Mayor Curd.

Mayor Copeland provided a brief history of the item, and how a study was initially conducted on whether or not Bartlesville needed a conference center, which findings concluded that a conference center would not be supported at this time. Following that study and its conclusion, in October 2022, the City issued a request for proposals (RFP) for the use of the facility and received six proposals. A review of the proposals was handled by an ad hoc group with several discussions and reviews of the proposals were covered. The committee narrowed the choices down to the two highest rated proposals. Vice Mayor Curd reported that the two top proposals were Ambler Architects/Helm Ventures/Green Copper Holdings offering a proposal for a mixed-use office and retail center, and Buffalo Roam who proposed the facility to be used for film production facility and film training institute. Mayor Copeland reported that Buffalo Roam was ultimately chosen for many reasons such as, their use does not create competition for existing businesses; they will preserve the historical architecture in its entirety; they plan to invest \$2M of private funds in addition to the public funds; and although this is a new industry for Bartlesville, the community has already been the site of multiple Hollywood productions. Mayor Copeland concluded that he and the committee recommend Buffalo Roam proposal for funding as part of the FCC renaissance project. Vice Mayor Curd added that grants are also available to assist with this type of business/industry.

Discussion covered the extent of what Buffalo Roam offers to the community; how the \$2M funds promised by the City be taken from the BRTA (TIF funding) and BDA Incentive funds instead of using GO Bond funding; how the downtown TIF is expiring soon and would need to be extended; and Council directing staff to meet with the Presidents of the BDA and BRTA to discuss funding of the \$2M public funding offer. Maria Gus, President of Visitor's Inc., Evan Hewitt and Steve Napolitan from Buffalo Roam also provided comments about rebates from the State and the Cherokee Nation, and how the industry provides many types of jobs for the community.

12. Discuss and take possible action for City staff to review the City's Sidewalk Ordinances/Policies, and approve a Six-Month Moratorium on new sidewalks (unless located within a subdivision platted within the last twenty years or located within 100

feet of a connecting sidewalk) until the review is complete. Presented by Larry R. Curtis, Director, Community Development.

Mr. Curtis reported that he and his staff are requesting a review of the City's sidewalk ordinances/policies and while doing so, requesting the City Council to approve a six-month moratorium on requiring new sidewalks (unless located within a subdivision platted within the last twenty years or located within 100 feet of a connecting sidewalk). He added that with the growth of the City and the increase in pedestrian traffic, it is important to evaluate whether the current policy is still effective in meeting the needs of the community. Complaints have been received about the conditions of existing sidewalks, as well as the lack of connectivity. He concluded that a thorough review of the current policy is necessary to ensure that it is fair and effective and will include an analysis of the current policy and any necessary revisions to be made to improve its effectiveness. He stated that this will require input from various stakeholders, including city staff, residents, and advocacy groups.

Discussion covered the reason behind needing a moratorium which is to make sure all elements involved are fair; how this study will be able to clean up all ordinances that pertain to sidewalks; and how Mr. Curtis' staff will handle potential situations of developers hoping to take advantage of the moratorium.

Ms. Roane moved to approve a six-month moratorium on new sidewalks unless located within a subdivision platted within the last twenty years or located within 100 feet of a connecting sidewalk until a review of the City's Sidewalk Ordinances/Policies are completed, seconded by Vice Mayor Curd.

Voting Aye: Mr. Roszel, Ms. Roane, Mr. Dorsey, Vice Mayor Curd, Mayor Copeland
Voting Nay: None
Motion: Passed

13. Discuss and take possible action from Washington County, Oklahoma, for Final Plat approval of a 1-lot development to be known as Washington County Emergency Management Addition, on a 3.86 +/- acre tract of land located on the west side of Bison Road, between Adams Boulevard and Nowata Road, about 0.4 miles south of Adams Boulevard, legally described as the north 350.4 feet of the south 650.4 feet of the west 480.0 of the east 530.0 feet of the SE/4 of the SE/4 of the NE/4 of Section 15, Township 26 North, Range 13 East, Washington County, Oklahoma. Presented by Larry R. Curtis, Director, Community Development.

Mr. Curtis reported that the applicant, Washington County, Oklahoma has requested approval of the final plat for a 1-lot subdivision of property to be known as Washington County Emergency Management Addition. The 3.86-acre property is located on the west side of Bison Road, about 0.4 miles south of Adams Boulevard. The County is building an emergency operations center on the property. In 1977, City Council approved the rezoning of this property to Single-Family Residential/Planned Unit Development, RS-7/PUD, with a site development plan (PC Case No. 120). In August 2021, Planning Commission granted conditional approval of a PUD amendment and site development plan (PC Case No. PUD-0721-0011/12) allowing the following new uses on the 3.86-acre tract: public land uses, specifically an emergency management operations center; enclosed storage or warehousing wireless communication tower and antenna (accessor use) and a heliport (accessory use). Mr. Curtis covered the platting and public improvements. The City Planning Commission approved the Preliminary

Plat of Washington County Emergency Management Addition at its April 25, 2023 meeting, subject to conditions. Staff recommends approval of the Final Plat of Washington County Emergency Management Addition subject to those following conditions:

1. Applicant/developer shall provide a copy of the deed for the additional 0.86 acres north and west, to be reviewed and approved by City staff as part of this plat application;
2. Label the plat with the Limits of No Access along the east lot line, showing the location of the driveways;
3. Sanitary Sewer line: a. Applicant/developer shall provide construction plans (for review and approval by City staff), cost estimate, a two-year maintenance bond (15% of cost of materials and labor) and an inspection fee (2.5% of the estimated cost of required improvements) for the sanitary sewer line; b. Applicant/developer shall extend the sanitary sewer line north to serve the adjacent Adams-Muir Land Trust property, when the adjacent trust property is subdivided in the future, creating any lot less than 10 acres. This condition will be included in a development agreement to be executed by the parties that runs with the land;
4. On site stormwater detention is required;
5. Sidewalk construction is deferred to the time of site development and the plat note shall be edited to state this;
6. Relocate the electrical easement to the west near and along the west lot line; and
7. The platting requirement to improve/widen Bison Road is waived.

Discussion covered water and sewer extension.

Vice Mayor Curd moved to approve the Final Plat with conditions as presented, seconded by Mr. Dorsey.

Voting Aye: Ms. Roane, Mr. Dorsey, Vice Mayor Curd, Mr. Roszel, Mayor Copeland

Voting Nay: None

Motion: Passed

14. Presentation of the Bartlesville NEXT Progress Report. Presented by Mike Bailey. City Manager.

Mr. Bailey distributed the progress report document at the meeting to City Council members. He explained the format and added that if it is not user-friendly, to let him know. Presentations such as this will be made as needed. A brief discussion covered how the report is available for the public; and how the priorities on the report were presented to and voted on by the City Council.

15. New Business

There was no new business to address.

16. City Manager and Staff Reports.

Mr. Bailey reported that the Free Yard Debris Event begins the week of May 8. Bags of yard debris can be left on the curb on the day of regularly scheduled trash pick-up. Another truck

will pick up the bags. Limbs are to be bundled into four-foot lengths weighing no more than 40 pounds.

He also introduced former Police Chief Tracy Roles as the new Assistant City Manager, and Captain Jay Hastings as the Interim Police Chief.

17. City Council Comments and Inquiries.

Mr. Roszel inquired about the water supply. Mr. Bailey reported that water usage is down, but a significant downpour in the Sedan, Kansas area is needed to fill the lakes.

Mr. Roszel announced that he was holding a town hall meeting on May 11 at 6:30 at the Bartlesville Public Library.

Ms. Roane thanked staff for the new ward map.

Mayor Copeland encouraged citizens to conserve water and share conservation tips and information with family and friends. He added that Kelli Williams, Chief Communications Officer, is doing a great job getting information to the public regarding conservation.

18. There being no further business to be addressed, Mayor Copeland adjourned the meeting at 7:41 p.m.

Dale W. Copeland, Mayor

Jason Muninger, CFO/City Clerk



Council Chambers and
First Floor Conference Room
401 S. Johnstone Avenue
Bartlesville, OK 74003

**NOTICE OF SPECIAL MEETING
OF THE
BARTLESVILLE CITY COUNCIL**

**Monday, May 15, 2023
5:30 p.m.**

**Mayor Dale Copeland
918-338-4282**

MINUTES

(The Notice of Meeting and the Agenda was posted May 11, 2023 at 5:00 p.m.)

Present were Mayor Dale Copeland, Vice Mayor Jim Curd, Jr., Councilmembers Trevor Dorsey, Billie Roane and Loren Roszel.

City staff present were Mike Bailey, City Manager; Tracy Roles, Assistant City Manager; Jess Kane, City Attorney; Jason Muninger, City Clerk/CFO; Terry Lauritsen, Director of Water Utilities; Micah Siemers, Director of Engineering; Interim Police Chief Jay Hastings; Fire Chief David Topping; Laura Sanders, Director of Human Resources; Kelli Williams, Chief Communications Officer; Deputy Police Chief Kevin Ickleberry; Police Capt. Troy Newell; Police Cpl. Cory Boyd; Police Cpl. Andrew Bailey; Police Capt. Andrew Ward, Security; and Elaine Banes, Executive Assistant.

- 1. Mayor Copeland called the business meeting to order at 5:30 p.m.**
- 2. Roll call was conducted and quorum established.**
- 3. The Invocation was provided by Councilmember Roane.**
- 4. Citizens to be heard.**

John Huck asked the Council to find a way to open the City pools for the summer; and for clarification on the water restrictions (answered in Item 7).

5. City Council Announcements and Proclamations

There were no announcements or proclamations.

6. Authorities, Boards, Commissions and Committee Openings

- One opening on the Ambulance Commission
- One opening on the Bartlesville Convention and Visitor's Bureau Board (Visit Bartlesville)
- Two upcoming openings on the Park Board
- Two upcoming openings on the Board of Adjustment

Mayor Copeland read the openings and encouraged citizens to volunteer on City Committees. Applications can be found at www.cityofbartlesville.org or at City Hall in the City Manager's Office.

7. Discuss and take possible action on a proposed resolution declaring that a potential water shortage exists, revoking Resolution 3669 (Stage 2 Emergency Water Rates) and implementing Stage Three Emergency Water Rates. Presented by Terry Lauritsen, Director, Water Utilities.

Mr. Lauritsen reported that unfortunately the rain of the previous week was not enough to remove restrictions. Using a PowerPoint (attached), he provided background covering the service area, water supply locations, levels of each water source, and that to-date the City's overall water supply is at 56% moving the situation into Stage Three. There has been a year's worth of drought, and using a Mesonet chart, he explained the drought issues. Therefore, in accordance with the Water Shortage Ordinance approved by Council on April 3, 2023, a separate resolution is required to implement the next stage of emergency water rates. Staff is recommending approval of a resolution to revoke the Stage 2 Emergency Water Rates and authorize the City Manager to implement the Stage 3 Emergency Water Rates. If approved, these rates would go into effect on May 24, 2023. The adjustments are as follows:

For accounts with meters smaller than three (3) inches.

Usage (gallons)	Adjustment on volumetric rates
0—2,000	100% of current rates
2,001—10,000	105% of current rates
10,001—25,000	110% of current rates
25,001—50,000	115% of current rates
>50,000	120% of current rates

For accounts with meters three (3) inches or larger, or industrial, or wholesale customers who have a separate contract for the purchase of water, the adjustment shall be 105% of current volumetric rates.

Mr. Lauritsen reported that the residential customer impact for those who fall within the 2001-10,000 gallon block, was approximately 6,606 (in April). This block of accounts will see a Stage Three rate increase of approximately a \$1.76. Those accounts that fall in the 10,001-25,000 gallon block numbered 279 (in April), and the number impacted were smaller as the blocks increase. He stated his appreciation to citizens who did lower their consumption between March and April, and encouraged them to continue conserving water. He also provided the number of commercial customers impacted using 2,001-10,000 gallon block were 556, and the commercial customers impacted using 10,001-25,000 gallon block were 256.

Mr. Lauritsen continued reporting that water usage from 2017-2023. Water usage did increase in April 2023 over the 5 year average. His last slide covered water supply projections reporting that by June 1, 2023 water supply will fall to 51.7% if there is no rain and no reduction in consumption. At that point, Stage Four will need to be implemented. Mr. Lauritsen concluded by asking the City Council to approve the resolution as presented. Mr. Bailey added that occurrences such as these are cyclical and the measures being taken now are an effort to ensure water is available during the down-cycle. Enacting the emergency water rates is not an effort to raise money, only to capture awareness for citizens to conserve. Mr. Bailey went on to report that the City owned swimming pools will not open this summer unless water supply reaches 70% and in time to adequately staff the facilities and to apply chemicals required to open them. He met with the entities involved with the pools, and criteria was discussed and agreed upon resulting in the decision.

Discussion covered how personal pool use is not restricted as long as residents fill on their designated day for outdoor water use and knowing their utility bill will be higher; how there have

been no tickets issued for restricted outdoor water use to-date; how Stage Two provided only a minimal effect on water usage; how important water supply is not only for personal use, but for fire control as well; how much water it takes to fill each City Pool; how bringing water in from other communities would be very expensive; what has been done over the past several years to secure additional water; how the water reuse system is for emergency water situations such as this, but the improvements to activate are expensive and still under review; how water reuse is the future for long term water needs; and how the process to secure additional water sources is a continual effort.

Vice Mayor Curd moved to approve the resolution as presented, seconded by Ms. Roane.

Voting Aye: Mr. Roszel, Mr. Dorsey, Vice Mayor Curd, Mayor Copeland

Voting Nay: Ms. Roane

Motion: Passed

8. Discuss and take possible action to approve Pam Polk, Tim Lions, and Justin Battles to the Oklahoma Municipal Assurance Group Board of Trustees. Presented by Jason Muninger, CFO/City Clerk.

Mr. Muninger reported that the nominees are personally known to either himself or Mr. Bailey. The Oklahoma Municipal Assurance Group, who they are and what they do was explained by Mr. Baily at Mayor Copeland's request.

Vice Mayor Curd moved to approve Ms. Polk, Mr. Lions, and Mr. Battles to the OMAG Board of Trustees as presented, seconded by Mr. Dorsey.

Voting Aye: Ms. Roane, Mr. Dorsey, Vice Mayor Curd, Mr. Roszel, Mayor Copeland

Voting Nay: None

Motion: Passed

9. City Manager and Staff Reports.

Mr. Bailey reported that the Civitan Park is temporarily closed due to damage to the cover structure. Vice Mayor Curd agreed that it was good to secure the facility while repairs are being made.

10. City Council Comments and Inquiries.

Vice Mayor Curd reported that public pools in Independence, Kansas will be open, as well as many towns surrounding Bartlesville.

Mr. Roszel asked that Mr. Lauritsen's PowerPoint be distributed to all of the Council members.

Ms. Roane commented about much everyone is learning about water.

Mayor Copeland encouraged everyone to conserve. He also stated that it was not illegal to collect rain water.

11. Recess in order to relocate into the 1st floor conference room for the workshop portion of the meeting.

Mayor Copeland recessed the meeting at 6:27 p.m.

12. Reconvene and open the workshop meeting.

Mayor Copeland reconvened in the open workshop meeting portion at 6:40 p.m.

13. Presentation and discussion of the City of Bartlesville proposed budget for Fiscal Year 2023-2024. Presented by Jason Muninger, City Clerk/CFO.

Mr. Muninger, using a PowerPoint (attached), presented the budget roles summary, budget preparation schedule, the financial structure of the City, and a review of significant items. Beginning with Revenue, he reported on sales tax estimating and projecting a reduction by 2%; changes in the local market; use tax estimates estimating \$208,333 a month for FY 2023-2024; and a review inflation adjusted sales tax. He continued reporting that the Phase III Utility Rates of the five-year rate study effective July 1, 2023 will have increases in water capital investment fees, wastewater rates and sanitation rates. Review of personnel positions include staffing changes of two additional police officers establishing a Park Unit, and one Communication and Marketing Specialist. He provided the general employee pension status review; and salaries and benefits review including a 6% COLA and 2.5% Merit. Additionally, he reported that the employee health insurance shows FY 2024 actuarial estimate expects claims to increase 3%, admin costs increased 1.0%, and reinsurance to increase 0.5%, therefore contributions from operating funds to decrease by \$93,000. Work comp claims is estimated at \$139,000 and FY 2024 contributions from departments decrease by approximately \$142,000. Continuing, Mr. Muninger reviewed the Stabilization Reserve Fund; the Capital Reserve Fund; Wastewater Capital Plans; Water Capital Plans; Sanitation Capital Plans; the FY 2025 Revenue Projections; FY 2025 Expenditure Projections; and the FY 2025 Budget Summary showing a slight revenue growth of 2.5% total and expenditure reduction of 3/5% total due to reducing the Capital Reserve Fund Transfer from \$2 million to \$800,000.

Discussion covered how accurate sales tax estimates have been over the past 10 years; Use Tax estimated projections; how historical data that had been collected from comparable towns regarding use tax had provided huge variations; how following the utility rate five-year plan means there will be an increase of 5.5% for FY 2023-2024 in water and wastewater fees; how appreciative the Mayor and Vice Mayor is of the conservative nature of the budget, and of the new police positions, calling the budget a sound, operating platform. The public hearing and action to approve is scheduled for June 5, 2023.

14. Presentation and discussion of the proposed Capital Improvements Program (CIP) Budget for FY 2023-2024, and of the staff recommended 2023 General Obligation Bond Projects. Presented by Micah Siemers, P.E., Director of Engineering.

Using a PowerPoint (attached), Mr. Siemers presented slides showing the G.O. Bond and Sales Tax Projects since 1999 to present, Capital Improvement Project Budgets, Wastewater Fund Carry Over Projects, Stormwater Fund Carry Over Projects, 2019A and 2019B General Obligation Bond Carry Over Projects, 2021A General Obligation Bond Carry Over Projects, 2022 General Obligation Bond Carry Over Projects; Capital Reserve Fund Carry Over Projects, and ½ Cent Sales Tax Carry Over Projects. Continuing, he presented the Wastewater Fund Proposed Projects and Equipment, the Wastewater Regulatory Fund Proposed Projects and Equipment, the City Hall Fund Proposed Projects and Equipment, the Capital Reserve Fund Proposed Projects and Equipment, and the ½ Cent Sales Tax Proposed Projects and Equipment.

Discussion covered Pathfinder improvements in the 2019A GO Bond Carry Over Projects, and that it covers a small portion of Pathfinder, approximately a mile; the Downtown Landscaping Improvements and its funding in the ½ Cent Sales Tax Fund; and Park parking lot improvements funded in the 2022 GO Bond Fund in the amount of \$1.2 million.

Mr. Siemers provided his report on staff recommendations for a 2023 G.O. Bond Election which will be held on October 10, 2023. The election will be called at the July 3, 2023 City Council meeting. He provided that the G.O. Bond length will be four years/\$17.6 million, with project selection at the June 5, 2023 City Council meeting. Staff recommendation totals vs. Council priorities – Budget Scenario I was reviewed first followed by staff recommendation totals vs. Council Priorities-Budget Scenarios 2 and 3. Continuing, Mr. Siemers reviewed the staff recommended G.O. Bond Projects with Streets projects at \$9,950,000-\$12,500,000; Equipment at \$388,850; Buildings & Facilities at \$2,365,000; Parks & Recreation at \$2,000,000 - \$4,550,000, Economic Development at \$0, totaling \$17,253,850. Adding cost of issuance (2%) \$345,077, the total recommendation comes to \$17,598,927.

Discussion covered the need and specifics of replacing the fire station at Hensley and Virginia; Hudson Lake restrooms and the security and maintenance of them; Panther Park and Colonial Park equipment replacement; the necessity of Wayfinding signs; and that Washington County Emergency Management is applying for grants to replace the storm sirens.

Mr. Siemers then provided the unfilled Director requests. Discussion followed about Vice Mayor Curd's concerns about the drainage issues and other specific areas that need attention at Jo Allyn Lowe Park. Following the presentation of Prioritized Streets and their designation per the Pavement Condition Index (PCI), discussion followed about the need for street improvements and the work that the Street and Traffic Committee completed to this end. Mr. Siemers reviewed Scenarios I, II and III explaining the differences within each scenario, including street improvements, PCI ratings and street repair backlogs.

At this time, Mr. Bailey asked the Council to provide direction as to what Scenario the Council prefer City staff to focus on and prepare for approval at the next Council meeting. Mayor Copeland agreed that focus on streets is needed, so he suggested Scenario 2 but modified from \$12,500 million to \$12 million so that \$410,000 (from Streets) could be allocated to other areas. Discussion followed covering the rating of the streets and how they should be prioritized; funding areas that could be used for streets if fund reduced. Vice Mayor Curd prefers Scenario 1 since it provides more funding for Parks. He added that Parks bring people to Bartlesville, although Mayor Copeland stated the streets are also needed to get people to the Parks. Discussion covered how important the golf course is and how the course needs improvements also; if reallocating \$410,000 there are many other projects it could cover in place of Parks; and returning to the importance of focusing funding on streets. Mr. Roszel prefers Scenario 2 as is, no modification. Discussion covered patch trucks and other equipment the Street Department has in order to make street improvements. Ms. Roane prefers Scenario 2 modified only if funds are placed back into Streets for equipment. Mr. Dorsey prefers Scenario 2 as is.

Ms. Roane and Mr. Roszel both stated their appreciation for City staff, as well as the citizens and amenities of Bartlesville.

15. There being no further business to address, Mayor Copeland adjourned the meeting at 9:00 p.m.

Dale W. Copeland, Mayor

Jason Muninger, CFO/City Clerk

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

City Council consideration and appointment of David Boyer to the History Museum Trust Authority.

David Boyer Application is attached.

II. STAFF COMMENTS AND ANALYSIS

I am recommending David Boyer for appointment to the History Museum Trust Authority. Mr. Boyer is a Bartlesville native and recently returned. He wants to be involved in the community and learn more about Bartlesville's rich history. At the April 26th regular meeting, Trust Authority Members unanimously endorsed his appointment.

III. BUDGET IMPACT

There is no budget impact with this request.

III. RECOMMENDED ACTION

Staff recommends the appointment of David Boyer to the History Museum Trust Authority.

Denise C. Goff

From: Elaine Banes
Sent: Wednesday, October 19, 2022 9:47 AM
To: Shellie R. McGill; Denise C. Goff
Subject: FW: New submission from Application for City Boards, Commissions, Committees & Trust Authorities

Good morning, Ladies.

Please see the application below for your consideration.

Thank you,

Elaine Banes
Executive Assistant
City of Bartlesville
918-338-4282



From: ian@bitbrilliant.com <ian@bitbrilliant.com>
Sent: Wednesday, October 19, 2022 8:25 AM
To: Elaine Banes <rebanes@cityofbartlesville.org>
Subject: New submission from Application for City Boards, Commissions, Committees & Trust Authorities

CAUTION: External Source. THINK BEFORE YOU CLICK!

Please check the ones you wish to serve on:

- Bartlesville History Museum Trust Authority

Name

David Boyer

Address

1105 SE Delaware Avenue
Bartlesville, OK 74003
[Map It](#)

Home Phone

(918) 818-0007

Work Phone

(918) 337-3553

Cell Phone

(918) 818-0007

Email

romans_920@yahoo.com

What in your background qualifies you for service on the committees chosen (volunteer work, education, employment)?

I have actually lived in Bartlesville most of my life. I was away for 15 years, but moved back just over a year ago. I'm delighted to be here again! My family has a long history in Bartlesville, and I believe my mother has even donated old photographs, etc. to the museum.

I am a trust officer with Arvest Bank and very much want to be involved in the Bartlesville community.

Tell us about your previous community involvement and the duration of your involvement.

When I lived in Tulsa, I was an active volunteer with Junior Achievement. I helped teach elementary age children about community and financial responsibility. It was a rewarding volunteer position. I participated in that program for over 5 years.

I also volunteered for the Tulsa Estate Planning Forum board. I was an active member, serving as the membership committee chair for two years.

What would you like to see this board, commission, committee or authority accomplish?

I am interested in knowing more about Bartlesville history. I also think it's important to share that history with the families who have made Bartlesville their home. Many people have lived here all their lives, but haven't even visited the museum. I'm proud to be from Bartlesville and would love the opportunity to be part of the museum's future and expansion.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

City Council consideration and reappointment of Sonya Reed and Trevor Sutterfield to the Bartlesville Library Trust Authority.

II. STAFF COMMENTS AND ANALYSIS

I fully support the reappointment of these members. Their expertise in finance, stocks and markets have proven to be very valuable. Currently, Mr. Sutterfield is the Chairman of both the Trust Authority and the Trust Authority's Investment Committee. This will be his 2nd term. Ms. Reed is an Investment Committee member. This will be Ms. Reed's first full term. She was originally appointed to fill an unexpired term.

III. BUDGET IMPACT

There is no budget impact on this request.

III. RECOMMENDED ACTION

Staff recommends the reappointment of Sonya Reed and Trevor Sutterfield to the Bartlesville Library Trust Authority.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take action to approve the 2023 Addendum to the Administrative Services Agreement between the City of Bartlesville and RxBenefits.

Attachments:

2023 RxBenefits Pricing Addendum

II. STAFF COMMENTS AND ANALYSIS

In 2018, the City entered into an agreement with RxBenefits for Pharmacy benefits. An addendum to the original contract was approved by City Council on June 6, 2022 for calendar year 2022. The City remains happy with our experience and would like to renew our contract with them for 2023.

Our benefit consultants, HUB International had negotiated with RxBenefits to bring us an agreement that included:

- Reduced dispensing fees
- Increased discounts
- Language to include performance guarantees for the City of Bartlesville.

These benefits will remain in place for 2023. We believe renewing with our current carrier, RxBenefits, is in the best interest of both the City and its employees.

The new addendum to the agreement was sent to City Attorney Jess Kane for review.

III. BUDGET IMPACT

The savings to the pharmacy plan is projected to be around a 7.5% decrease in paid pharmacy costs.

IV. RECOMMENDED ACTION

Staff recommends approval and execution of the 2023 Addendum to the Administrative Services Agreement.

ADDENDUM TO ADMINISTRATIVE SERVICES AGREEMENT

THIS ADDENDUM TO ADMINISTRATIVE SERVICES AGREEMENT (this “Addendum”), entered into effective as of **January 1, 2023** (the “Addendum Effective Date”), is made by and between **RxBenefits, Inc. f/k/a Prescription Benefits, Inc.** (“Administrator”), and **City of Bartlesville** (“Client”). The parties, intending to be legally bound, hereby agree as follows:

1. Administrator and Client are parties to that certain Administrative Services Agreement dated January 1, 2018 (the “Agreement”).

2. Administrator and Client hereby execute this Addendum for the purpose of documenting that Exhibit A (Client Application) to the Agreement has been amended and restated to reflect, among other things, new pricing terms. Such amended and restated Exhibit A (Client Application) shall be attached and affixed to the Agreement as Exhibit A (Client Application) in lieu of the prior Exhibit A (Client Application) upon execution of this Addendum by the parties’ authorized representatives below and shall be in full force and effect as said Exhibit A from and after the Addendum Effective Date.

3. Except for the amendment and restatement of Exhibit A (Client Application) effected hereby, the Agreement shall not otherwise be modified, altered or amended in any respect and is hereby ratified and incorporated herein.

IN WITNESS WHEREOF, the undersigned parties have entered into and executed this Addendum effective as of the Addendum Effective Date.

EXHIBIT A
CLIENT APPLICATION

[IMPORTANT – PLEASE READ CAREFULLY: Client should review Section A and carefully review this Exhibit A, which has been completed by Administrator, in order to ensure the accuracy and completeness of such information. Client shall promptly notify Administrator of any inaccuracy or omission with respect to such terms and conditions, if applicable (including, without limitation, the Client Information in Section A).]

A. CLIENT INFORMATION

Client's Name: City of Bartlesville

Client's Mail Address: 401 S. Johnstone Ave., Bartlesville, Oklahoma 74003, United States

B. PLAN DESIGN; PLAN PARTICIPANT COST SHARE

Plan Participant Cost Share:

Please see current Summary of Benefits.

Client represents and warrants that the design of Client's Plan as reflected in a Plan design document for Client ("PDD"), accurately reflects the applicable terms of Client's Plan for purposes of this Agreement. Client shall provide Administrator with ninety (90) days prior written notice of any proposed changes to the design of Client's Plan (including the PDD), which changes shall be consistent with the scope and nature of the services to be provided by Administrator under this Agreement. Client agrees that it is responsible for Losses resulting from (a) any failure to implement Plan design changes which are not communicated in writing to Administrator, or (b) implementation of verbal or written direction regarding exception or overrides to the PDD. In addition, Client shall notify Plan Participants of any Plan design changes prior to the effective date of any such changes as required by applicable law.

C. FINANCIAL TERMS; ADDITIONAL SERVICES AND PROGRAMS**PRICING TERMS****January 1, 2023****1. Retail, Mail, Specialty & Rebates (Minimum Guaranteed Pricing) ^{1, 2, 3, 4}**

Retail 30 Pharmacy Network		
Brand Drugs		
• PPO	AWP – 18.75%	+\$0.50 dispensing fee
Effective Overall Generic Guarantee (ingredient cost)		
• PPO	AWP – 83.85%	+ \$0.50 dispensing fee
Retail 90		
Brand Drugs		
• PPO	AWP – 21%	+ \$0.00 dispensing fee
Effective Overall Generic Guarantee (ingredient cost)		
• PPO	AWP – 84.85%	+ \$0.00 dispensing fee
Mail Service Pharmacy		
Brand Drugs		
• PPO	AWP – 24.5%	+ \$0.00 dispensing fee
Effective Overall Generic Guarantee (ingredient cost)		
• PPO	AWP – 86.1%	+ \$0.00 dispensing fee
Specialty		
Open		
• PPO	AWP – 18.35%	+ \$2.50 dispensing fee
Rebates - Select		
Retail 30 Fixed Guarantee		
• PPO	\$190.00 Per Net Paid Brand Claim	
Retail 90 Pharmacy Network Fixed Guarantee		
• PPO	\$480.00 Per Net Paid Brand Claim	
Mail Fixed Guarantee		
• PPO	\$590.00 Per Net Paid Brand Claim	
Specialty Fixed Guarantee		
• PPO	\$1,625.00 Per Net Paid Brand Claim	
Transaction Fees		
Transaction Fee per claim	\$0.65 per claim	
Protect Program Fees		
Transaction Fee per claim	N/A	

The pricing set forth in the Table in Section 1 above is subject to and/or contingent upon the following:

¹ The pricing above will be implemented as of the Addendum Effective Date. The pricing above will be guaranteed upon the start of Client's Renewal Term (as described in the Agreement) that begins on or after the Addendum Effective Date.

² Shipping fees and/or postage will be increased if PBM's third party carrier increases its charges to PBM for shipping fees and/or postage costs.

³ Any new Specialty Drug(s) will be dispensed at the Specialty Drug rate set forth above, unless otherwise notified by PBM.

⁴ Dispensing Fees are inclusive of shipping and handling. If carrier rates (i.e., U.S. mail and/or applicable commercial courier services) increase during the Term of this Agreement, the Dispensing Fee guarantees will be increased to reflect such increase(s).

- Prices may vary in certain states for reasons such as most favored nations laws, other state or local legal requirements, geographic location, or other factors beyond the control of Administrator. In those situations, some Claims may be exempt from reconciliation of the financial guarantees set forth above in the pricing table. All Claims may be aggregated for purposes of such rates.
- Participating Pharmacy rates may vary and the amount paid by PBM to the Participating Pharmacy may not be equal to the amount billed to Client, and PBM shall retain the difference.
- The Participating Pharmacy may collect from the Plan Participant the lowest of the applicable Cost Share, the discounted price, or the Participating Pharmacy's U&C price.
- **Exclusions:** Compounds, 340B claims, OTC claims, Limited Distribution, usual and customary claims (U&C), Direct Member Reimbursement Claims, Coordination of Benefit Claims, vaccines, long term care (LTC) and/or claims with ancillary charges, in-house or specially contracted pharmacies (if applicable), claims subject to NADAC or another pricing benchmark required by law for pharmacy reimbursement, and claims filled outside the OptumRx Network may be excluded from the guarantees. Additionally, claims in Puerto Rico, Guam, Northern Mariana Islands, Virgin Islands, Hawaii, Massachusetts, Alaska, and rural pharmacies may be excluded from the pricing guarantees. Specialty claims and/or claims with a high-dollar undiscounted AWP value may be excluded from the non-specialty pricing guarantees. If this Agreement is terminated prior to the end of a given Contract Year or outside the terms and conditions of the Agreement, or if the applicable Term or Renewal Term being reconciled is less than twelve (12) months in length, then Administrator is not required to meet the financial guarantees set forth above. Shortfall payments for financial guarantees, if any, will not be paid until this Agreement, including any applicable Client Application, and any amendment(s) or addendum to this Agreement or Client Application, is signed.
- On an annual basis, guarantees for the pricing outlined in the table above will be measured and reconciled at the channel level with each channel for the purposes of this Exhibit A defined as Retail Network, Mail Service Pharmacy, and Specialty. Any dollar savings generated in excess of one component within the respective channel may be used to offset a shortfall for another component within that channel. Surpluses from one channel may not be used to offset an underperformance shortfall in another channel. Guarantees will be reconciled and paid on an annual basis within one hundred eighty (180) days of the end of each Contract Year.
- PBM negotiates rebates based on market share over its aggregate book of business and not on behalf of any client. Rebates are measured in the aggregate and shall be based upon net paid brand claims submitted on behalf of Administrator's client(s), allocable to Administrator's client(s). Rebates are contingent upon Client's adoption, without deviation, of PBM's applicable Formulary and Formulary exclusions, as well as any changes PBM makes to the applicable Formulary and Formulary exclusions; and the implementation of the step therapies required by PBM, as well as any changes PBM makes to its Formulary or utilization management programs. **Rebate Claims exclude:** ineligible Claims, such as Claims with invalid service provider identification or prescription numbers; Claims for plans where, after meeting the deductible, the Plan Participant's cost-sharing amount under the applicable benefit Plan requires the Plan Participant to pay more than 50% of the Claim when evaluated in the aggregate; Claims for devices without a prescription drug component; vaccines, including those for COVID-19; Claims for re-packaged NDCs; stale dated Claims over 180 days old; compounds; Claims from 340B which typically receive a discount or rebate directly from drug manufacturers under section 340B of the Public Health Service Act, or Claims from entities eligible for federal supply schedule prices (e.g., Department of Veterans Affairs, U.S. Public Health Service, Department of Defense); or Claims that are not for prescription drugs (except for insulin or diabetic supplies), long term care facility Claims; claims where the Plan is not the primary payer; products not covered by Client's benefit design or formulary (i.e. overridden Claims); Authorized Brand Alternative Drug Claims; or consumer card or discount program Claims. PBM and affiliated or unaffiliated third party contractors may retain reasonable administrative fees for its role in securing Rebates.
- If Client elects to implement a point of sale discount strategy as part of its Plan design during the deductible or coinsurance phase of Client's Plan design, for each paid Claim for a Brand Drug eligible for a Rebate under this Agreement, on behalf of Client, PBM will apply a discount at the point of sale (retail, home delivery and specialty) to reduce the price of the prescription drug charged to the Plan Participant ("POS Discount"). Such POS Discounts will be applied at the NDC 11 drug level and Rebates are estimated based on drug manufacturer agreements, market intelligence, assumptions regarding future Rebate yields, and the POS Discount rate set forth above.
- For Exclusive Specialty guarantees to be reconciled annually and any shortfalls paid, Client must be enrolled in the Exclusive Specialty program for the entire Contract Year.

2. Clinical Services and Programs / Ancillary Services/Fees.**2.1 Ancillary Services:**

Paper Claim Fees	\$2.50 Per Processed Paper Claim plus the Base Admin. Fee
Eligibility – Direct Access	Included
Concurrent Drug Utilization Review Programs	Included
Variable Copay Solution	\$0.15 PMPM (If Elected)
Standard Formulary Management Services	Included
Group Set Up Fees	Included
Ad Hoc Reports / Custom Reporting	\$125 per hour
Plan Participant ID Cards – Subsequent Mailings, Replacements, Additional for College age Dependents (Note: Initial ID Cards are included in the financial offer. However, postage, shipping & handling for initial ID Cards is not.)	\$1.50 per ID Card for standard card w/ logo plus postage, shipping & handling
Manual Eligibility Maintenance	\$0.50 per record
P&T Support – Custom Formularies	\$180 per hour
Therapeutic Interchange Program	\$3.00 per intervention or 50/50 shared savings
Explanation of Benefits (EOB)	\$3.00 each plus postage, shipping & handling
Advanced Pharmacy Audit Services	Included
Plan Participant Communication – Mailing	Postage, shipping & handling
Opioid Risk Management – Member Education (trigger fill on both Short-Acting and Long-Acting Opioids)	\$0.01 PMPM (If Elected)
Opioid Risk Management – Retrospective Intervention on Abused Meds (fax-based notification to prescribers)	\$0.05 PMPM (If Elected)
Opioid Risk Management – Opioid Overutilization (w/ drug level lock-in referral)	\$0.03 PMPM (If Elected)
Standard Plan Participant Communication – Printing	Cost
Custom Mailings	Production Cost
Financial Accumulator Integration for combined medical/Rx plans (Batch Method)	Included
24-hour Call Center support for Plan Participant calls	Included
Postage	Included
Prior Authorization Administrative Overrides	Included
Card Re-Issuance	Charges passed through from PBM
Coordination of Benefits	No Charge if standard
RxDC Reporting (Submission of P2, D3-D8, and Narrative Response file via HIOS, and any other files deemed necessary)	Charges pass through from PBM
Third Party Integration Fees	Charges passed through from provider or mutually agreed upon by Parties
Third Party Vendor Offerings	Charges passed through from PBM or vendor
PBM’s Low Value Exclusion List – This list of drugs determined by the PBM removes coverage for select products labeled as “Unique Risk Issues,” substandard clinical evidence, or determined to be lower in value to an alternative treatment option	Charges passed through from PBM, if elected

High Dollar Claim Review (HDCR)	Not Elected
Low Clinical Value Exclusions (LCV)	Not Elected
Prior Authorization Clinical Overrides	\$50 per PA (technician/pharmacist review) \$135 per review (state-mandated physician review) OR No Charge If HDCR is elected
First Level Appeals	\$100 per appeal (pharmacist review) OR No Charge If HDCR is elected
Second Level Appeal	\$350 per appeal (physician review required) OR No Charge If HDCR is elected
External Review	\$550 per appeal OR No Charge If HDCR is elected
Administration of Appeals Process Managed by Client (preparation of appeal case files sent for Client review and effectuation upon decision by Client)	\$35 per review

2.2 Additional Optional Services: Charges for additional Optional Services not otherwise identified and priced in this Exhibit A (Client Application) shall be quoted upon request and/or as applicable. The Parties acknowledge that the arrangement between Administrator and the PBM is a pass-through arrangement. To the extent Client requests or PBM administers services of PBM that are not outlined in this Agreement, Administrator will pass through any such charges from the PBM to Client.

2.3 Translation Services. To the extent Client requests translation services from Administrator or PBM (for translating member materials, brochures, etc.) and there is a charge from Administrator's or PBM's translation services provider, such charge will be passed through to Client.

2.4 Variable Copayment Program. The Variable Copayment Program applies to selected Specialty Drug products as identified by PBM that are filled at PBM's Specialty Pharmacies where a Plan Participant has qualified for participation in a manufacturer coupon program. Under this program the value of the applicable coupon is deducted from the gross price for the Claim. PBM may discontinue the Variable Copayment Program in its entirety or with respect to any one or more product upon notice to Administrator.

2.5 Prior Authorization and Appeals:

Appeals. Charges for Appeals not otherwise identified and priced in this Exhibit A (Client Application) shall be quoted upon request and/or as applicable.

First Level Appeals. The first level appeal review is limited to determination of Plan Participant eligibility and coverage of prescription drug benefits as set forth in the Benefit Plan provided to PBM by Client. The first level appeal review shall not include a review of medical necessity. PBM shall have the authority, responsibility and discretion to (i) determine eligibility for benefits under the Client's Plan; (ii) to make factual determinations and to interpret the provisions of the Plan to

make benefit determinations on claims for Plan benefits; (iii) review appeals of denied claims; and (iv) notify the Plan Participant or the Plan Participant's authorized representative of its claim decisions. PBM's determination shall be the conclusive result for first level appeals. For First Level Appeal reviews, PBM agrees to serve as a fiduciary solely for the purpose of reviewing appeals relating to the determination of Plan Participant eligibility and coverage of prescription drug benefits in accordance with the terms of the Plan.

Second Level Appeals. PBM has agreements in place with independent vendors who review appeals resulting from a denial of authorization of prescription benefits where the Plan Participant is entitled to obtain a medical review of the denial by a medical specialist. The decision of the independent vendor shall be final, subject to judicial review for abuse of discretion.

Third Level Appeals. PBM has contracted with three state-appointed external review agencies to handle Third Level Appeals. PBM will provide the complete case file, according to the requirements, to the appointed external review agency.

- 2.6 **Manufacturer Assistance Program.** If elected, PBM's Manufacturer Assistance Program for Specialty Medications ("**MAP**"), consists of 1 or 2 components when available, dependent on the specific Plan design: (1) Accumulator Protection using Manufacturer Copay assistance dollars to help lower Plan Participant out-of-pocket costs and Client costs where funds are not applied to Plan Participant deductible and Plan Participant out-of-pocket maximum totals; and (2) Accumulator Protection Plus Variable Cost-Share, where Plan changes can maximize available assistance funds to offset plan costs and cover the Plan Participant Cost Share but does not apply to their deductible and out-of-pocket maximum, yielding high savings potential, or Therapeutic Interchange Programs where the specialty pharmacy will move Plan Participant to preferred agents in order to allow the usage of copay assistance funds from manufacturers. This program requires exclusive specialty pharmacy relationship.

3. **Administrator Clinical Programs.**

- ***Low Clinical Value.*** If elected, the Low Clinical Value ("**LCV**") exclusion option prevents unnecessary spending by removing LCV medications from the formulary without impact to client rebates while providing equal or more effective medicines at a lower cost. LCV medications are drugs that treat common conditions that do not provide any additional or superior therapeutic value when compared to currently existing therapies already in the marketplace. These medications are excluded in addition to any products that would normally be excluded by PBM Formulary. This exclusion occurs without affecting rebate minimum guarantees or contracted discount rates. Administrator reserves the right to amend, from time to time, the list of low clinical value medications. The list of low clinical value medications may be updated quarterly. Client may request a current list of LCV medications.
- ***High Dollar Claim Review.*** If elected, Administrator's **High Dollar Claim Review program ("**HDCR**")** will provide Client with umbrella protection against high-cost prescription Claims for approved formulary drugs. Prescription claims over the threshold dollar amount are flagged prior to payment and reviewed for clinical appropriateness. This additional level of clinical oversight protects against unnecessary spending, saving clients money and providing improved visibility into Claim reviews, decision processes, and cost savings. If HDCR is elected, Administrator's **Complex Clinical Intervention ("**CCI**")** program is included. CCI addresses complex case management issues for Plan Participants on a trajectory to generate more than \$250,000.00 in annual pharmacy plan spend. Clinical pharmacists reach out to Prescribers to request and review medical documentation and tackle issues such as redundant therapies, dosing errors, potential drug-on-drug interactions, and medication misuse.
- The following may apply to HDCR:
 - Administrator manages the clinical review process for high dollar claims, providing oversight of the process. Administrator communicate trends and savings results to Client

through detailed reporting and analytics;

- Review turnaround time is dependent on prescriber activity and whether additional information is required. If additional information is required, the reviewer will attempt to contact the prescriber at least once daily for three days; direct contact with the prescriber will discontinue after the third day. The majority of reviews are completed with a disposition within 24 to 72 hours;
- Following a clinical review, one of four actions will occur: (i) the medication is **approved**, (ii) the medication Claim is **denied**, (iii) the prescriber may decide to **withdraw** and prescribe a different medication, or (iv) the reviewer can **dismiss** the Claim due to lack of communication from the prescriber; or
- If denied, an appeal process is available.
 - The appeal process:
 - If an initial review is **denied**, the Plan Participant may appeal the decision to have a different pharmacist reviewer evaluate the prior authorization.
 - If the **denial is upheld** upon first appeal, a second appeal may be made, which is completed in consultation with a peer physician reviewer from an Independent Review Organization.
 - If the **denial is again upheld** upon second appeal, a final appeal for a Federal External Review completed by an Independent Review Organization may be made.
 - If the **denial is upheld** by the final review, the appeal process has been exhausted and the decision is final and binding.
- **Foundational Utilization Management (“UM”).** UM is a bundling of evidence-based clinical programs commonly used to provide appropriate clinical oversight of prescription drug claims. UM ensures the correct clinical evaluation processes are in place. Appropriate quantity limit (“**QL**”) promotes FDA-approved dispensing guidelines by ensuring appropriate quantities are dispensed. Step Therapy (“**ST**”) ensures the most clinically appropriate item is used first as part of adhering to accepted guidelines. When faced with two similar agents, the lowest cost option is promoted first. Prior Authorizations (“**PA**”) ensure FDA-approved guidelines with respect to indications are being met. Utilizing the PBM or customized criteria, Administrator has carved out the QL/ST exception review process as well as all specialty and non-specialty PA reviews to be independently reviewed and documented utilizing a documentation system that allows for ease of auditing through increased visibility of clinical decisions. This component requires that Client elects a standard Utilization Management Program promoted by Administrator. NOTE: Client must have the HDCR component in place to elect this UM. The following may apply:
 - Review turnaround time is dependent on prescriber activity and whether additional information is required. If additional information is required, the reviewer will attempt to contact physician at least once daily for three days; direct contact with the prescriber will discontinue after the third day. The majority of reviews are completed with a disposition within 24 to 72 hours,
 - Following a clinical review, one of four actions will occur: (i) the medication is **approved**, (ii) the medication Claim is **denied**, (iii) the doctor may decide to **withdraw** and prescribe a different medication, or (iv) the reviewer can **dismiss** the Claim due to lack of communication from the prescriber; or
 - If denied, an appeal process is available.
- **Protect Program Guarantee.**
 - **General:** The Administrator clinical programs elected by Client shall be collectively referred to as the “**Protect Solutions**” for purposes of this **Exhibit A**. The fees associated with the Protect Solutions which are invoiced to the client shall be referred to herein as the

“Protect Fees”.

- **Protect ROI Guarantee:** Administrator guarantees that Client will generate savings from the Protect Solutions (“Protect Savings”) that are equal to or greater than the Protect Fees paid by Client during the given Contract Year (the “Protect ROI Guarantee”). To the extent that the Protect Fees exceed the Protect Savings in a given Contract Year, Administrator will pay Client an amount equal to the difference between the Protect Fees and the Protect Savings (the “Protect Guarantee Payment”).
- **Conditions.**
 - **Eligibility.** To be eligible for the Protect ROI Guarantee, Client must be on one of Administrator’s four Protect Program packages:
 - Advanced;
 - Intermediate;
 - Basic; or
 - Custom UM.

In all instances, Administrator’s LCV and HDCR programs must be elected.
 - **Protect Savings Validation:** Protect Savings are calculated using a proprietary methodology developed by Administrator that analyzes rejected Claims and the paid alternatives to calculate definitive actual-dollar savings realized as a result of the Protect Solutions. Protect Savings generated by the PA and appeals process are based on the AWP contracted discount for the specific drug involved in a Claim. Protect Savings generated by the HDCR process are based on the net cost after actual discount. Administrator may use information from PBM in its calculation of Protect Savings (e.g., AWP, gross cost, plan cost, member cost, rejected Claims data). Generic product identifier (GPI) and national drug code (NDC) data will be retrieved from Medi-Span.
 - Within one hundred and twenty (120) days after the end of each Contract year, Administrator shall report to Client performance for the Protect ROI Guarantee. If Protect Savings exceeds Protect Fees during a Contract Year, no payment shall be made by Administrator to Client. If Protect Fees exceed Protect Savings, amounts due resulting from an Administrator failure to meet the Protect ROI Guarantee, shall be calculated and paid to Client within thirty (30) days following Administrator’s reconciliation report.
 - The Protect Guarantee Payment, if any, shall be issued as a credit to Client’s account. Client must have the Protect Solutions in place for the entirety of the Agreement Term to be eligible for the Protect ROI Guarantee. If this Agreement is terminated prior to the end of a given Contract Year or if the Agreement is terminated in breach of the terms of the Agreement (e.g., insufficient notice of non-renewal is given), then Administrator is not required to meet the Protect ROI Guarantee set forth above. No Protect Guarantee Payment will be paid (a) until this Agreement (including any applicable Client Application) is executed by Client, or (b) if the Administrative Services Agreement has been terminated as of the date that such Protect Guarantee Payment is to be paid to Client.
 - If Client has not paid any outstanding invoice(s) when payment of the Protect Guarantee Payment, if any, is to be made, such outstanding amounts (including any applicable interest, service charge, or other outstanding amount) may be deducted from the Protect Guarantee Payment.
 - In the event Administrator fails to meet the Protect ROI Guarantee, the Protect Guarantee Payment described above will be the sole and exclusive remedy available to Client for such failure.

4. **Rebate Acknowledgment; No Representation; Rebate Limitations.** Administrator shall remit to Client the Rebates as set forth in the table in Section 1 of this Exhibit A (“Client Rebates”) to the extent such Rebates are actually received by Administrator during the Term. No Rebate shall be credited for any generic Claim,

whether such Claim is filled with a Generic Drug or by a Brand Drug dispensed in lieu of a Generic Drug at the Generic Drug reimbursement rate. Subject to the foregoing: (1) Administrator will receive from PBM the quarterly Rebate payment within ninety (90) days following quarter adjudicated for Rebates received during the prior calendar quarter; and (2) upon receipt, Administrator will credit Client's account. PBM or Administrator may adjust the Client Rebates payments in an equitable manner if: (i) a generic version of a branded product is unexpectedly introduced in the market; or (ii) a branded product is recalled or withdrawn from the market.

Client acknowledges that Administrator is not making any representation, warranty or guaranty of any kind or nature, either express, implied or otherwise, regarding the amount of Rebates to be paid or remitted to Client pursuant to this Agreement, except as specifically set forth in writing herein. In addition, Client waives, releases and forever discharges PBM and Administrator from any Losses arising from a pharmaceutical company's (a) failure to pay Rebates; (b) breach of an agreement related to Rebates; or (c) negligence or misconduct affecting Rebates. Client acknowledges that whether and to what extent pharmaceutical companies are willing to provide Rebates to Client may depend upon a variety of factors, including the content of the PDL, the Plan's design features, Client meeting criteria for Rebates, and the extent of participation in PBM's formulary management programs, as well as PBM/Administrator receiving sufficient information regarding each Claim for submission to pharmaceutical companies for Rebates. Client acknowledges and agrees that PBM may, but shall not be required to, initiate any collection action to collect any Rebates from a pharmaceutical company. In the event PBM does initiate collection action against a pharmaceutical company to collect Rebates, PBM may offset any reasonable costs, including reasonable attorneys' fees and expenses, arising from any such action. Notwithstanding any provision of this Agreement to the contrary, Administrator shall only be responsible for the payment of Rebates to Client pursuant to the terms of this Agreement if such Rebates are actually received by Administrator during the Term of this Agreement. In no event shall Administrator be obligated to pay Rebates to Client until Administrator receives payment for the same Rebates from PBM. In the event Client terminates the Agreement outside the terms and conditions in the Agreement, Client forfeits the right to receive any Rebates received by Administrator on Client's behalf after the date of such termination or notice of termination. Client acknowledges that Administrator shall not be obligated to pay Client any Rebates described herein until this Agreement, including any applicable Client Application, and any amendment(s) or addendum to this Agreement or Client Application, is signed by Client. PBM and Administrator reserve the right to apply Client's allocated Rebate amount to unpaid Fees.

If Client is eligible and elects PBM's "PEPM Rebate Credit Option", a portion of Client Rebates will be paid to Client on a per employee per month ("PEPM") basis as a monthly invoice credit. The PEPM calculation is based on the prior month's eligibility, as of the first day of such month. PBM will reconcile the Client Rebate amounts paid on a PEPM basis against the total Client Rebates earned each year, and will make a true up payment to Client for the difference between such amounts to the extent the amounts paid on a PEPM basis are less than the total Client Rebates earned. If the amounts paid on a PEPM basis are greater than the total Client Rebates earned in a given Contract Year, Client shall pay to Administrator an amount equal to the difference between the amounts paid on a PEPM basis and the Client Rebates earned (the "PEPM Rebate Credit Reimbursement"). The PEPM credit amount is based on the following factors: (a) number of Plan Participants, (b) selected formulary, and (c) specialty network. PBM and Administrator reserve the right to modify the PEPM credit amount paid to Client: (1) if Client fails to pay the PEPM Rebate Credit Reimbursement, if applicable; and/or (2) in the event of any mistake or change in the assumptions relied upon by PBM and/or Administrator in determining the PEPM credit amount, including, but not limited to, assumptions related to the number of Plan Participants and/or their claim utilization. Eligibility for the PEPM Rebate Credit Option is based on certain factors determined by PBM. If the PEPM Rebate Credit Option is elected, Client is required to participate in the PEPM Rebate Credit Option for at least one (1) year. Early termination may result in PBM or Administrator retaining Client Rebates.

5. Miscellaneous.

5.1 Plan Participant Cost Share. Administrator may, but shall not be obligated to, dispense or cause to be dispensed a prescription even if the prescription is not accompanied by the applicable Plan Participant Cost Share described above in this Exhibit A. Administrator will refund any amount submitted by a Plan Participant in excess of the Plan Participant's applicable Plan Participant Cost

Share. In the event a Plan Participant submits an insufficient Plan Participant Cost Share and the Plan Participant fails to remit the balance of the Plan Participant Cost Share amount to Administrator (or its designee) within thirty (30) days of Administrator's (or its designee's) request, then Administrator shall have the right to invoice Client for, and Client shall have an obligation to pay Administrator (or its designee), the amount of the uncollected Plan Participant Cost Share(s). Client shall, in turn, have the right to recover uncollected Plan Participant Cost Shares from its Plan Participants at Client's determination. Shipping of prescriptions submitted without the appropriate Plan Participant Cost Share may be delayed.

- 5.2 Drug Classification and Pricing; AWP. With respect to drug classification and pricing, the Parties acknowledge and understand that (i) PBM will use indicators of Medi-Span Master Drug Database (Medi-Span), and their associated files, as updated regularly by Medi-Span, or another nationally available reporting service of pharmaceutical drug information in determining the classification of drugs (e.g., legend vs. over-the-counter, brand vs. generic, multi-source vs. single-source) for purposes of this Agreement, (ii) PBM is entitled to rely on Medi-Span or any other nationally available reporting service of pharmaceutical prices selected by PBM to determine AWP for purposes of establishing pricing provided under this Agreement, and (iii) PBM does not establish AWP. Client further acknowledges that (w) Administrator does not establish drug classifications, (x) Administrator does not establish AWP, (y) neither PBM nor Administrator shall have any liability to Client or its Plan Participants arising from the use of Medi-Span or any other nationally available reporting service and (z) if the reporting source for determining AWP relating to Administrator and Client should not continue to support AWP, Administrator and Client will cooperate with PBM to negotiate pricing hereunder to maintain the Parties' respective economic position under this Agreement and otherwise as of the Effective Date of this Agreement.

5.3 Formulary Management.

- 5.3.1 The Parties acknowledge that Client shall adopt as part of its Plan design and as its formulary, the PDL and Prescribing Guide. Changes made by PBM to the PDL or the Prescribing Guide may be based upon, among other things, new products, customer safety, clinical appropriateness, efficacy, cost effectiveness, changes in availability of products, new clinical information and other considerations, changes in the pharmaceutical industry, introduction of generics, new legislation and regulations.
- 5.3.2 PBM may implement Drug Interchange program(s) which has/have been approved by PBM's pharmacy and therapeutics committee for selected prescriptions under which PBM's mail service pharmacy shall contact Prescribers, as appropriate, to obtain approval for the Drug Interchange. In accordance with PBM's standard policies, PBM shall credit Administrator or Plan Participant, as appropriate, for any mail prescription returned to PBM upon rejection by the Plan Participant of the Drug Interchange. Client acknowledges that the adoption of therapeutic interventions may result in an increase of Rebates payable by pharmaceutical manufacturers pursuant to their agreements with PBM.
- 5.3.3 Client acknowledges the Prescriber shall have final authority over the drug prescribed to a Plan Participant, regardless of benefit coverage.
- 5.3.4 PBM may implement Drug Interchange programs, as approved by its pharmacy and therapeutics committee, for Participating Pharmacies to promote the use of the PDL or Prescribing Guide by encouraging Participating Pharmacies to: (i) identify appropriate opportunities for converting a prescription from a non-PDL or Prescribing Guide drug to a clinically comparable drug on the PDL or Prescribing Guide; and (ii) contact the Plan Participant and the Prescriber to request that the prescription be changed to a clinically comparable drug on the PDL or Prescribing Guide. Participating Pharmacies may be compensated by PBM for the services they provide in connection with Drug Interchange programs.

- 5.4 Generic Drug Substitution Program. Generic Drug substitution will be conducted through PBM's Participating Pharmacies under a program which substitutes Brand Drugs with Generic Drug equivalents, where available clinically appropriate, unless (a) the prescribing healthcare practitioner issues the prescription with a "dispense as written" notation, or (b) the Participating Pharmacy has been notified by the Plan Participant or otherwise to dispense Brand Drug only. Generic Drug messaging to Participating Pharmacies intended to promote point-of-sale Generic Drug substitution of multi-source Brand Drugs will be provided by PBM. The Parties acknowledge that a pharmacist may override such messaging if the prescribing healthcare practitioner or the Plan Participant has notified the Participating Pharmacy to dispense the Brand Drug only.
- 5.5 Reservation of Rights. Administrator expressly reserves (and Client hereby confirms, acknowledges and agrees to such reservation) the right to modify or amend financial provisions in this Agreement (including without limitation this Client Application/Exhibit A) with reasonable advance written notice to Client in the event of:
- 5.5.1 A change in the scope of services to be performed by Administrator or PBM or the assumptions upon which the financial provisions included in this Agreement are based (including PBM's pricing provided to Administrator) and/or: (1) any new – or change in existing – state or federal law or regulation, or the interpretation thereof; and/or (2) any government imposed or industry wide change that would impede Administrator's ability to provide the pricing described in this Agreement, including without limitation any prohibition or restriction on the right of Administrator or any third party's ability to receive rebates from PBM and/or pharmaceutical manufacturers.
- 5.5.2 Implementation or addition of a high deductible health plan/consumer-driven health plan option that is not in place at the Effective Date of this Agreement.
- 5.5.3 Implementation or addition of a 100% Plan Participant paid plan that is not in place at the Effective Date of this Agreement.
- 5.5.4 A change in the coverage of Medicare eligible Plan Participants, irrespective of the resulting change in total number of Plan Participants.
- 5.5.5 A change to the methodology by which AWP is calculated or reported.
- 5.5.6 A change in PBM's PDL or the PBM Prescribing Guide or Administrator's alignment with such PDL or PBM Prescribing Guide. In any event, Administrator will use its commercially reasonable efforts to provide Client with 30 days' notice prior to addition or removal of a drug from the PDL or PBM's Prescribing Guide. In the event safety concerns or regulatory action require PBM to remove a drug sooner, Administrator shall notify Client of the removal of a drug from the PDL or the Prescribing Guide within three (3) business days.
- 5.5.7 Termination of Administrator's contractual arrangement with PBM.
- 5.6 Provision of Information. Client acknowledges that Administrator shall not be held responsible for any obligation if Client, or Client's designee (including, without limitation, any Plan Participant), fails to provide Administrator with accurate, timely and complete information as needed to meet such obligation.

D. PERFORMANCE GUARANTEES

1. Within one hundred and twenty (120) days after the end of each Calendar year, Administrator shall report to Client performance for each performance standard. Notwithstanding the foregoing, for purposes of determining whether Administrator has met or failed to meet each performance standard, performance standards will be measured and reconciled on an annual (contract year) basis and amounts due resulting from an Administrator failure to meet any performance standard(s), if

any, shall be calculated and paid to Client within thirty (30) days following Administrator's receipt of reconciliation report.

2. If any period covered by the Agreement is less than the period covered by the proposed performance guarantee, and Administrator has not met such performance guarantee for such period, the penalty associated with such failure will be prorated to reflect the actual period during which the Agreement was in effect.
3. In the event Administrator fails to meet the proposed guarantees, the penalties described above will be the sole and exclusive remedy available to Client for such failure.
4. No performance penalties, if any, will be paid (a) until the Administrative Services Agreement is executed by Client, or (b) if the Administrative Services Agreement has been terminated as of the date that such performance penalties are to be paid to Client.
5. The total dollar amount at risk will be equal to \$10.00 per member, divided equally amongst the following four guarantees:

Service Feature	Client Specific Guarantees	Penalty
Average Speed of Answer	Administrator will make available a toll-free member service telephone line for use by Members. The target Average Speed of Answer ("ASA") of the member service telephone line each Calendar Year will be thirty (30) seconds or less for 90% of calls. This is measured across Administrator's book of business.	25% of total dollar amount at risk.
Telephone Abandonment Rate	The Telephone Abandonment Rate of the service telephone line will be 4.5% or less of all incoming calls received from Plan Participants during each Calendar Year. "Telephone Abandonment Rate" means (i) the number of incoming calls received by the customer service telephone line during a Calendar Year which are abandoned by the caller divided by (ii) the total number of incoming telephone calls received by the customer service telephone line during such Calendar Year. This is measured across Administrator's entire book of business.	25% of total dollar amount at risk.
Claims Adjudication Accuracy Rate	The Claims Adjudication Accuracy Rate for each Calendar Year will be 98.5% or greater. "Claims Adjudication Accuracy Rate" means (i) the number of retail claims, mail order claims and directly submitted paper claims adjudicated by PBM in a Calendar Year that do not contain a material adjudication error, divided by (ii) the number of all such claims adjudicated by PBM in such Calendar Year.	25% of total dollar amount at risk.
Eligibility – Timeliness of Installations	Accurate and complete eligibility files transmitted by 10 AM CST via secure process to Administrator will be updated within one (1) business day of receipt. The measurement rate for successful will be 95% of days of an accurate and complete eligibility file transfer.	25% of total dollar amount at risk.

E. DEFINITIONS.

Effective as of the Addendum Effective Date, the following definition is added to the Agreement:

"**Rebate Credit**" is a credit towards the achievement of the Rebate Guaranteed Amount. The Rebate Credit is applied in the event of a change impacting the level of rebates expected as a result of the availability of clinically comparable lower rebate drugs. The Rebate Credit is calculated as the difference in rebates between the originator brand product and rebates available on the new product (e.g., Biosimilar, an Authorized Brand Alternative, reduction of WAC on a Brand Drug subject to Rebates, launch of a lower cost Non-Generic

Drug alternative). The intent of the Rebate Credit is to make the impact to the Rebate Guaranteed Amount neutral due to Administrator's access of clinically comparable lower rebate drugs. The Rebate Credit does not apply to generics that launch after the Brand no longer has patent protection.

F. EXECUTION BY CLIENT

Client hereby represents and warrants that the information contained in Section A of this Exhibit A (Client Application) is true and correct in all respects and Client hereby agrees to the specific terms, conditions and financial arrangements set out in this Client Application. Client agrees that if any information in Section A changes, Client will give Administrator prompt notice of such changes. Furthermore, Client understands that this Exhibit A (Client Application) is a part of the Administrative Services Agreement between Client and Administrator to which it is attached and incorporated into by reference and that Client is bound by all terms and conditions of such Administrative Services Agreement.

All capitalized terms used in this Client Application but not specifically defined herein shall have the meanings given to such terms in the Administrative Services Agreement to which this Client Application is attached and made a part of.

IN WITNESS WHEREOF, Client has caused this Exhibit A (Client Application) to be executed as of the Addendum Effective Date. In the event this Client Application is amended by the Parties after the Addendum Effective Date, the Parties may substitute such amended Client Application for the former Client Application, provided the Parties set forth the date from and after which such amended Client Application shall be effective. Any such amended Client Application must be signed by Client’s authorized representative and agreed to and accepted by Administrator’s authorized representative.

CLIENT:

City of Bartlesville

By: _____

Printed Name: Laura Sanders

Its: _____

Acknowledged, agreed to and accepted by:

ADMINISTRATOR:

RxBenefits, Inc.

By: _____

Printed Name: Lauren Simmons

Its: Vice President of Compliance & Legal Affairs

Certificate Of Completion

Envelope Id: 8A58482242C24CBBAF8E6F62038AC83B

Status: Sent

Subject: FOR CLIENT SIGNATURE: Addendum to ASA between City of Bartlesville and RxBenefits

Source Envelope:

Document Pages: 15

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 0

DocuSign

AutoNav: Enabled

3700 Colonnade Parkway

Envelope Stamping: Enabled

Suite 600

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Birmingham, AL 35243

docusign@rxbenefits.com

IP Address: 35.247.59.63

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Holder: DocuSign

Location: DocuSign

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docusign@rxbenefits.com

Signer Events

Signature

Timestamp

Laura Sanders

ljsanders@cityofbartlesville.org

Sent: 4/25/2023 1:35:51 PM

Viewed: 5/9/2023 8:52:57 AM

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Accepted: 5/9/2023 8:52:57 AM

ID: f6f48069-9d7a-4c91-b3f7-941298b0d886

Lauren Simmons

lsimmons@rxbenefits.com

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

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Certified Delivery Events

Status

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Carbon Copy Events

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anelson@rxbenefits.com

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kknotts@rxbenefits.com

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kknotts@rxbenefits.com

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Carbon Copy Events	Status	Timestamp
sbrooks@rxbenefits.com sbrooks@rxbenefits.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 4/25/2023 1:35:52 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	4/25/2023 1:35:53 PM
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, RxBenefits, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the "I agree" button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent" form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact RxBenefits, Inc.:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: lsimmons@rxbenefits.com

To advise RxBenefits, Inc. of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at lsimmons@rxbenefits.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from RxBenefits, Inc.

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to lsimmons@rxbenefits.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with RxBenefits, Inc.

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to lsimmons@rxbenefits.com and in the body of such request you must state your e-mail, full name, US Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000 or WindowsXP
Browsers (for SENDERS):	Internet Explorer 6.0 or above
Browsers (for SIGNERS):	Internet Explorer 6.0, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to

other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree" button below.

By checking the "I Agree" box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify RxBenefits, Inc. as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by RxBenefits, Inc. during the course of my relationship with you.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Consider and take action regarding approval of a proposal with Hayes Air Conditioning and Heating for the replacement of the server room air conditioner for \$19,822.

Attachments:

Proposal

II. STAFF COMMENTS AND ANALYSIS

One of the projects listed in the 2020 CIP election was the replacement of the IT server room air conditioner. The current server room air conditioner has been in service for fifteen years and it has run 24 hours a day since its original installation date. The replacement air conditioner will be more energy efficient and provide many more years of service, keeping the city's core infrastructure cool. Another benefit of a new unit is the ability to utilize the existing older unit as a backup A/C unit for the server room in the event of an emergency.

III. BUDGET IMPACT

The City of Bartlesville currently has \$20,000 in the 2020 CIP budget for this project.

IV. RECOMMENDED ACTION

The current server room A/C was installed by Hayes Air Conditioning. Along with providing good equipment, they have also provided excellent service to the City. Staff recommends approval of the Proposal with Hayes Air Conditioning and Heating.

HAYES



Air Conditioning and Heating

Doyle Hayes
Sales & Service

606 E. Cherokee
P.O. Box 676
Nowata, OK 74048

273-2262 - Nowata
336-2262 - Bartlesville



SPECIAL INSTRUCTIONS:

* Crane will be billed @ cost, could be more or less

City of Bartlesville
TO Server Room

DATE 3-29-23

PHONE

THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 90 DAYS

ACCEPTANCE OF PROPOSAL: THE PRICES AND SPECIFICATIONS CONTAINED HEREIN ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO COMPLETE THIS CONTRACT AS SPECIFIED. PAYMENT IN FULL WILL BE MADE UPON COMPLETION.

EQUIPMENT OPTIONS

<input type="checkbox"/> OPTION 1			
EQUIPMENT	MODEL	RATINGS	PRICE
Condenser	24UNALD10 A003	SEER	7932
Fan Coil	FE4ANB 006 L00	AFUE	390.5
OPTION 1 TOTAL			\$ 11337
<input type="checkbox"/> OPTION 2			
EQUIPMENT	MODEL	RATINGS	PRICE
		SEER	
		AFUE	
OPTION 2 TOTAL			\$
<input type="checkbox"/> OPTION 3			
EQUIPMENT	MODEL	RATINGS	PRICE
		SEER	
		AFUE	
OPTION 3 TOTAL			\$

INSTALLATION INCLUDES THE FOLLOWING:

1. VENTING			
2. COMBUSTION AIR			
3. CONTROL WIRING	<input type="checkbox"/> 18-2 LENGTH <input type="checkbox"/> 18-5 LENGTH		
4. THERMOSTAT	MODEL# SYSTACCT DLS	834	
5. TXV OR SITE GLASS	<input type="checkbox"/> YES <input type="checkbox"/> NO	25	
6. GAS PIPING FITTINGS ONLY	<input type="checkbox"/> YES <input type="checkbox"/> NO LENGTH		
7. DRAIN SYSTEM FITTINGS ONLY	<input type="checkbox"/> YES <input type="checkbox"/> NO LENGTH	50	
8. PLENUM OR TRANSITION	EXISTING SM-DB		
9. CONCRETE PAD	SIZE Trated 4x4	50	
10. COPPER REFRIGERANT LINE SET		1100	
11. LIQUID LINE DRIER	<input type="checkbox"/> YES <input type="checkbox"/> NO	Included	
12. SUCTION CLEAN UP DRIER	<input type="checkbox"/> YES <input type="checkbox"/> NO	-	
13. FREON	LBS. OF R- @ PER LB.	120	
14. POWER WIRING	1 2	Not Included	
15. FLUSH KIT		-	
16. MISCELLANEOUS MATERIALS			
a. WOOD <i>Crane (estimate)</i>		1500	
b. CONCRETE			
<i>Solenoid Valve</i>		366	
<i>Filter Rack</i>		100	
17. DUCT MATERIAL			
a. SUPPLY DUCTS	#NEEDED	3	
b. RETURN AIR DUCTS	#NEEDED	800	
18. SMOKE DETECTOR			
19. LP KIT			
20. PERMIT (CITY)			
21. LABOR	a. SHEETMETAL	3500	
	b. PIPEFITTER - SERVICEMAN		
INSTALLATION TOTAL			\$ 8485

SUB-TOTAL EQUIPMENT & INSTALLATION

OPTION 1	\$ 19872
OPTION 2	\$
OPTION 3	\$

ACCESSORIES

AIR CLEANER MODEL #	\$
HUMIDIFIER MODEL #	\$
DIGITAL NIGHT SET BACK STAT MODEL #	\$
UV LIGHT	\$

TOTAL

\$ 19,822

Signature: _____ Date: _____

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Consider and take action regarding approval of a Service Agreement with Meshek & Associates, LLC for an upgrade to the ESRI/GIS server for \$27,600.

Attachments:

Service Agreement

II. STAFF COMMENTS AND ANALYSIS

The current ESRI/GIS server will reach end-of-life in October of this year. To keep up with current security updates and features the server must be upgraded.

III. BUDGET IMPACT

The City of Bartlesville currently has \$27,600 in the Capital Reserve Fund budget for this project.

IV. RECOMMENDED ACTION

The current ESRI/GIS server was originally configured by Meshek and has provided great geographical access for City staff and the public for the last 5 years. Staff recommends approval of the service agreement with Meshek & Associates, LLC.



SERVICE AGREEMENT BETWEEN OWNER AND ENGINEER

OWNER INFORMATION:

Owner (company) name: City of Bartlesville
Address: 401 S Johnstone Avenue
City: Bartlesville State: Oklahoma Zip: 74003
Contact: Matt McCollough Title: Information Technology Director
Telephone: (918) 338-4156 Email: mtmccoll@cityofbartlesville.org

Nature of Owner:

Individual/Sole Proprietorship Corporation Limited Liability Company Limited Partnership Partnership Other: City
State of formation (if an entity) or residence (if an individual): Oklahoma
Tax ID/SSN _____

ENGINEER INFORMATION:

Engineer (company) name: Meshek & Associates, LLC
Address 1437 South Boulder Avenue, Suite 1550
City: Tulsa State: OK Zip: 74119
Contact: Michael Couch Title: GIS Department Manager
Telephone: 918-392-5620 Fax: 918-392-5621 Email: mcouch@meshekengr.com

Nature of Engineer:

Individual/Sole Proprietorship Corporation Limited Liability Company Limited Partnership Partnership Other: _____
State of formation (if an entity) or residence (if an individual): Oklahoma
Tax ID/SSN: 73-1322397

All invoices must be addressed and delivered to "Attn: Accounts Payable" at the appropriate address.

TERM/TERMINATION:

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between
_____ ("Owner") and
_____ ("Engineer").
City of Bartlesville
Meshek & Associates, LLC

Owner's Project, of which Consultant's services under this Agreement are a part, is generally identified as follows:

ArcGIS Enterprise Upgrade ("Project").

Engineer's Services under this Agreement are generally identified as follows:

ArcGIS Enterprise deployment upgrade, EnerGov integration testing in the new environment, and end user support.

AGREEMENT:

Owner and Engineer further agree as follows:

1.01 Basic Agreement and Period of Service

- A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above. Owner shall pay Engineer for its services as set forth in Paragraphs 7.01 and 7.02.
- B. Engineer shall complete its services within 1 month from notice to proceed.

2.01 Payment Procedures

- A. Invoices: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 90 days after receipt of Engineer's invoice, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges.

3.01 Termination

- A. The obligation to continue performance under this Agreement may be terminated:
 1. For cause,

- a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.
 - b. By Engineer:
 - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Engineer's services for the Project are delayed for more than 90 days for reasons beyond Engineer's control.
 - c. Engineer shall have no liability to Owner on account of a termination by Engineer under Paragraph 3.01.A.1.b.
 - d. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.
- B. The terminating party under Paragraph 3.01.A may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
 - C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all undisputed services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 3.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional consulting and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Subject to the foregoing standard of care, Engineer and its engineers may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. This Agreement is to be governed by the law of the state or jurisdiction in which the Project is located.
- C. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by Engineer.
- D. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment for all services relating to preparation of the documents and subject to the following limitations: (1) Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific

purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and engineers;

- E. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and engineers, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.
- F. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste as defined by the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., or radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (1) retains appropriate specialist engineers or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations.
- G. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. The details of the proposed work are included in the original proposal, included as Exhibit C.

7.01 *Basis of Payment—Lump Sum*

- A. Using the procedures set forth in Paragraph 2.01, Owner shall pay Engineer as follows:
 - 1. Not to exceed the amount of **\$ 27,600.**
- B. The portion of the compensation amount billed monthly for Engineer's services will be based upon Engineer's the actual percentage of the total services completed during the billing period.

7.02 Additional Services:

For additional services of Engineer's employees engaged directly on the Project, Owner shall pay Engineer an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus, reimbursable expenses and Engineer's sub-consultants' charges, if any. Engineer's standard hourly rates are attached as Exhibit A. An executed amendment will be required for any additional services requested outside the scope of this agreement.

SIGNATURES:

By signing below, each undersigned acknowledges that it has read and understands, and agrees to be legally bound by this Professional Services Agreement. If a person is signing below on behalf of an entity or another person, the person signing represents and warrants that he or she has been properly authorized and empowered to sign this Professional Services Agreement on behalf of that entity or other person and to bind that entity or other person to this Professional Services Agreement. This Agreement may be executed in any number of counterparts, each of which will be considered an original but all of which will constitute one and the same instrument.

City of Bartlesville

Meshek & Associates, LLC

By: _____

By: Michael Couch

Printed Name: _____

Printed Name: Michael Couch

Title: _____

Title: GIS Department Manager

Date: _____

Date: 5/10/2023

Engineer's License No.: 1487 (OK)

Exhibit A
Consultant's Standard Hourly Rates

A. Standard Hourly Rates:

1. Standard Hourly Rates are set forth in this Exhibit A and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Paragraphs 7.01 and 7.02, and are subject to annual review and adjustment.

B. Schedule of Hourly Rates:

Hourly rates for services performed on or after the Effective Date are:

Allowance for Office Work			
Project Principal II	\$ 325.00	GIS Project Principal	\$ 230.00
Project Principal I	\$ 290.00	GIS Project Manager II	\$ 215.00
Project Manager II	\$ 260.00	GIS Project Manager I	\$ 165.00
Project Manager I	\$ 175.00	GIS Specialist II	\$ 135.00
Project Engineer II	\$ 165.00	GIS Specialist I	\$ 105.00
Project Engineer I	\$ 130.00	GIS Analyst	\$ 95.00
Engineering Intern	\$ 110.00	GIS Technician	\$ 80.00
Engineering Technician II	\$ 125.00	GPS Field Technician	\$ 80.00
Engineering Technician I	\$ 90.00	ROW Project Manager II	\$ 210.00
CAD Designer	\$ 100.00	ROW Project Manager I	\$ 170.00
3 Man Survey Crew	\$ 315.00	Assistant ROW Project Manager	\$ 130.00
2 Man Survey Crew	\$ 215.00	Acquisition/Relocation Agent	\$ 100.00
Survey CAD Technician	\$ 90.00	Real Estate Trainee	\$ 85.00
Survey Crew Chief I	\$ 100.00	Planning Project Manager II	\$ 165.00
Survey Crew Chief II	\$ 130.00	Planning Project Manager I	\$ 140.00
Survey Crew Technician	\$ 85.00	Planner II	\$ 115.00
Survey Project Manager	\$ 200.00	Planner I	\$ 105.00
LiDAR Survey Crew	\$ 250.00	Contract Administrator	\$ 190.00
LiDAR Data Specialist	\$ 130.00	Administrative	\$ 105.00
Allowance for Travel			
Mileage	Billed at Current IRS Rate		
Per Diem	Billed at Current IRS Rate		
Per Diem	Billed at Current GSA Rate		
Reproduction Costs			
8-1/2"x11" print	\$ 0.15	Billed per page printed	
8-1/2"x14" print	\$ 0.20		
11"x17" print	\$ 0.30		
Black and White Plots	\$ 3.00		
Color Plot	\$ 6.00		
Mylars	\$ 9.00		
Miscellaneous Outside Expenses and Fees			
Outside Direct Project Expenses	Passthrough at Cost		
Subconsultant Services	Cost plus 5% management fee		

www.meshekengr.com

phone: 918-392-5620 • fax: 918-392-5621 • 1437 South Boulder Avenue, Suite 1550, Tulsa, OK 74119

Exhibit B Required Insurance Limits and Coverages for Engineers

Before commencing work, Engineer must provide a Certificate of Insurance certifying that the insurance limits and coverages, with the appropriate endorsements, all as outlined below are in effect.

Commercial General Liability	\$1,000,000 Each Occurrence \$1,000,000 General Aggregate * Must include coverage for blanket contractual liability for the obligations assumed under contract
Comprehensive Automobile Liability	\$1,000,000 Combined Single Limit Each Occurrence * Coverage must extend to all owned, non-owned, leased, hired or borrowed vehicles and must include coverage for blanket contractual liability for the obligations assumed under contract
Workers' Compensation	Statutory Limits where Services are to be performed * Must include coverage for Longshoremen's and Harbor Workers' Compensation, if applicable, and coverage for Federal Employers' Liability Act, if applicable
Employer's Liability	\$1,000,000 Each Occurrence \$1,000,000 Disease per Employee * * An Umbrella liability policy, which follows form, may be used to obtain the aforementioned limits
Professional Liability (If applicable)	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate

Certificate Holder and Endorsement Requirements

- Owner shall be listed as Certificate Holder.
- Engineer shall maintain coverage for a minimum of 3 years.

Other Requirements

- All policies required shall be written by a reputable insurance company reasonably acceptable to Company or with a Best's Guide Rating of A- and Class VII or better, and authorized to do business in the state(s) in which Engineer is performing for Company.
- Failure to provide evidence as required shall entitle, but not require, Owner to terminate immediately. Acceptance of a certificate that does not comply with this document shall not operate as a waiver of Engineer's obligations hereunder.

Exhibit C

1437 S. Boulder Ave.
No. 1550
Tulsa, OK 74119
[o] 918.392.5620
[f] 918.392.5621
meshekengr.com



December 9, 2022

Matt T. McCollough, Information Technology Director
City of Bartlesville
401 S. Johnstone Ave
Bartlesville, OK 74003

ArcGIS Enterprise Upgrade

Dear Mr. McCollough:

Meshek & Associates, LLC (Meshek) appreciates the opportunity to work with the City of Bartlesville to upgrade your existing ArcGIS Enterprise installation. To perform this service, we propose the following tasks and accompanying fees in the table below.

Table 1: Meshek Fee Summary

ArcGIS Enterprise Upgrade	
General Task Description	Cost
ArcGIS Enterprise Upgrade and EnerGov Integration Testing	\$23,000
End User Support	\$4,600
Subtotal 1:	\$27,600

The work would involve the following tasks:

- **ArcGIS Enterprise Upgrade and EnerGov Integration Testing:** Document the existing infrastructure and deployment of Enterprise and dependent applications and integrations. Upgrade the existing Enterprise stack (Server, Portal, Data Store, Web Adaptor). Test and verify integration with Tyler EnerGov remains fully operable after the upgrade. Work onsite and coordinate with City IT staff for access and any needed assistance to perform the work, including access from a workstation in the City's office if remote access is impractical.
- **End User Support:** Provide technical support assistance which might otherwise be directed to the City's GIS administrator, due to the current lack of full time GIS staff, such as helping users to log in or updating login information and roles for existing published web applications and feature layers within the City's ArcGIS Enterprise Portal (City IT will be copied on all requests). This will also include providing documentation of all critical information on the deployment such as URLs and credentials established and used, for IT's reference.

The total fee for Meshek's work would be billed on a lump sum basis and would not exceed **\$27,600**. The Upgrade task should be completed and billed within the same month as the notice to proceed, and the Support task would be billed as needed over the remainder of the fiscal year, or until fully spent.

We are excited for the opportunity to work with the City of Bartlesville. Should this proposal be acceptable, we will prepare a contract document for your review and execution. If you have any questions, please do not hesitate to contact me directly via phone or email.

Sincerely,



Michael Couch
GIS Principal/Manager
[o] 918.392.5620, ext. 222
mcouch@meshekengr.com



I. SUBJECT, ATTACHMENTS, AND BACKGROUND

City Council consideration and approval of the Kellogg and Sovereign Professional E-Rate Management Services Fee Schedule for 2024 fiscal year e-rate services.

Attachment: Kellogg and Sovereign Professional E-Rate Management Services-Fee Schedule.

II. STAFF COMMENTS AND ANALYSIS

Kellogg and Sovereign Consulting works with libraries across Oklahoma and beyond to correctly complete and submit all forms for e-rate funding. The Library has worked with this firm for many years and we appreciate their expertise. During fiscal year 2024, the Bartlesville Public Library will be funded 60% from federal monies and 40% from state monies for our internet services.

III. BUDGET IMPACT

Consultant costs for services will total \$1,414.40 for pre and post federal funding for internet services plus an additional \$415.00 for forms to be submitted to the Oklahoma Universal Services Fund. These costs are budgeted for in the Library's 208 budget.

III. RECOMMENDED ACTION

Staff recommends the approval of the Kellogg and Sovereign Professional E-Rate Management Services Fee Schedule.



**Professional E-Rate Management Services – Fee Schedule
Bartlesville Public Library, Bartlesville, OK**

**Re: E-Rate Consulting Services – Multi Year Renewal Option
E-Rate FY 2024-25**

This letter is to confirm that **Bartlesville Public Library** will exercise the renewal option as stated on the April 2022 Master Services Agreement, "Term of this agreement shall be effective from date of execution of this agreement through June 30, 2023, with up to four (4) subsequent twelve-month renewals subject to mutual ratification in writing by both parties. Execution of the annual fee schedule shall be considered mutual ratification".

1st Auto renewal, FUNDING YEAR: 2024-2025

Fees for requests for funding in the Category Two ("C2") categories of service shall be the greater of the Base Filing Fee OR Three Percent (3%) of the total funding commitment amount issued by the Universal Service Administrative Company ("USAC") on each of the applicant's FY2024 Funding Commitment Decision Letter(s). The Base Filing Fee for C2 services is due in full at the time the application is filed. The amount due in excess of the Base Filing Fee is contingent upon funding and shall be due and payable upon issuance by USAC of the Funding Commitment Decision Letter related to FY2024 C2 Services.

FEES FOR E-RATE FUNDING YEAR 2024 (07/01/2024-06/30/2025)

Category of Service	Description	Amount	Billing Date
Category 1 (C1) Telecommunications & Broadband Services	Pre and Post Funding for C1 Services	<input checked="" type="checkbox"/> \$1,414.40	January 2024
	Self-Provisioned projects	3% of funding commitment amount	Due upon funding
Category 2 (C2) Internal Broadband Connections, MIBS & Maintenance	Base Filing Fee for C2 Services	\$850.00	March 2024
	Pre and Post Funding for C2 Services	3% of funding commitment amount less base filing fee.	Due upon funding

FEES FOR OUSF COMPLIANCE SERVICES FOR THE PERIOD JULY 1, 2023 – JUNE 30, 2024

OUSF Document and Compliance Services. Includes preparation and submission of applicant affidavit(s) and assistance with document requests.	Check YES to request
Annual cost \$ 415.00 – billed January 2024	<input checked="" type="checkbox"/> YES
OUSF consulting fee includes up to 12 hours consulting time directly related to OUSF. Additional hours will be billed at \$175/hour	<input type="checkbox"/> NO

Payment terms are net 30 days. Payments should be remitted to Sigma Technology Fund LLC dba Kellogg & Sovereign Consulting, P.O. Box 222113, Dallas, TX 75222-2113.

Should we encounter any unforeseen problems which will warrant additional time or expense, you will be notified of the situation and of any added cost, and you will have the opportunity to agree to any additional expenses in advance. Our charges for other services will be agreed to separately.

Kellogg & Sovereign® Consulting is not a law firm, and we are not authorized to practice law. Any matters which require an attorney shall be contracted separately with appropriate legal counsel.

Termination

Either party may, upon 30 days written notice to the other party, terminate this contract in whole or in part for convenience. All fees incurred prior to receipt of the termination notice will be due and payable immediately upon termination. K&S will be released from responsibility for completion of any remaining services listed in this agreement immediately upon receipt of the termination notice.

Liability

K&S will make every reasonable effort to avoid any errors or omissions in the services or advice that we provide to our clients. However, the rules, regulations, and guidelines for the universal service discount mechanism (E-Rate) are voluminous, ambiguous and constantly changing. Our liability for any errors or omissions will be limited to a full refund of the fees paid and will not include liability for any consequential damages. Any claim for damages will expire within two years of when the final billing is mailed/emailed to you. Our liability is also limited to you and any recommendations provided to you may not be used or relied upon by any other parties. Disputes with the Universal Service Administrative Company (USAC) regarding the interpretation of the rules will not constitute an error or omission if you have been advised of the difference in opinion.

Disclaimer

Due to uncertainties inherent in SLD/USAC's funding process, Kellogg & Sovereign® Consulting does not warrant or guarantee ECF funding will be received as a result of this contractual agreement.

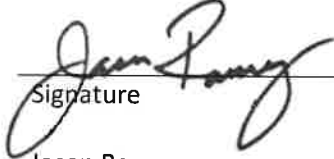
We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning to us the copy enclosed.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

FOR:
Bartlesville Public Library
600 S Johnstone
Bartlesville, OK 74003

FOR:
Kellogg & Sovereign Consulting
1400 Hoppe Blvd, Suite D
Ada, OK 74820

Signature



Signature

Printed Name

Jason Ramey

Printed Name

Title

CEO

Title

Date

April 12, 2023

Date



I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Receipt of Interim Financials for the ten months ending April 30, 2023.

Attachments:

Interim Financials for April 30, 2023

II. STAFF COMMENTS AND ANALYSIS

Staff has prepared the condensed Interim Financial Statements for April 2023; these should provide sufficient information for the City Council to perform its fiduciary responsibility. All supplementary, detailed information is available for the Council's use at any time upon request. All information is subject to change pending audit.

III. BUDGET IMPACT

N/A

IV. RECOMMENDED ACTION

Staff recommends the approval the Interim Financials for April 30, 2023.



**REPORT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCES**

For The Ten Months Ended April 30, 2023

CITY COUNCIL

Ward 1 - Dale Copeland, Mayor

Ward 2 - Loren Roszel

Ward 3 - Jim Curd, Vice Mayor

Ward 4 - Billie Roane

Ward 5 - Trevor Dorsey

City Manager
Mike Bailey

Prepared by:

Jason Muninger
Finance Director

Alicia Shelton
Accountant

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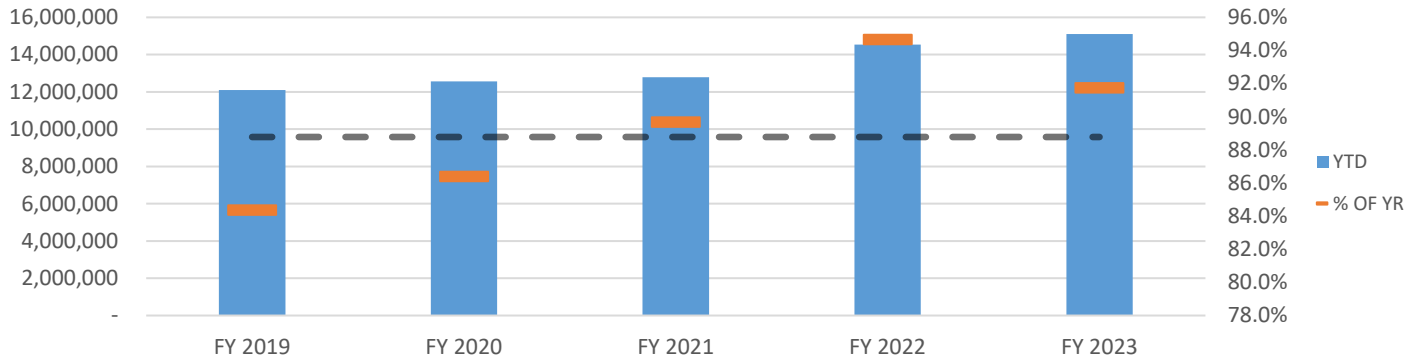
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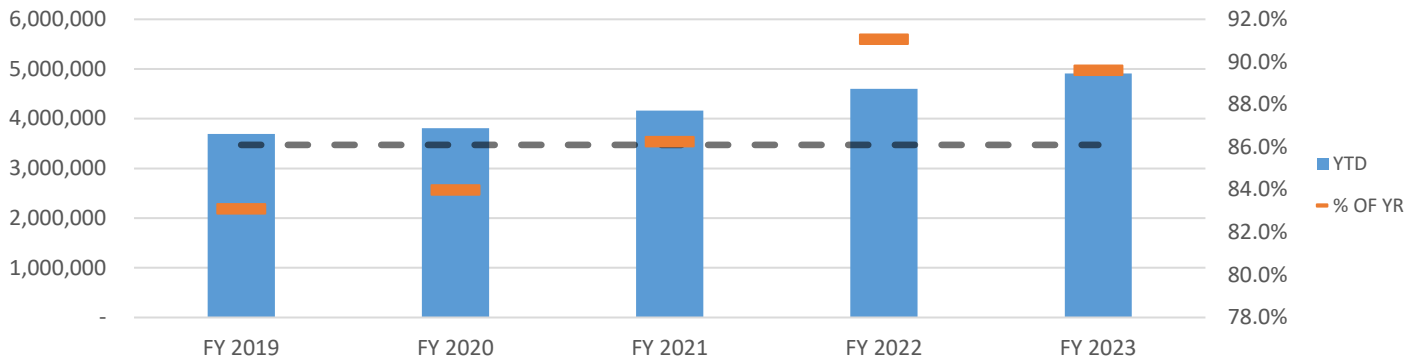
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(Dashed line represents average percent of year for 4 preceding fiscal years)

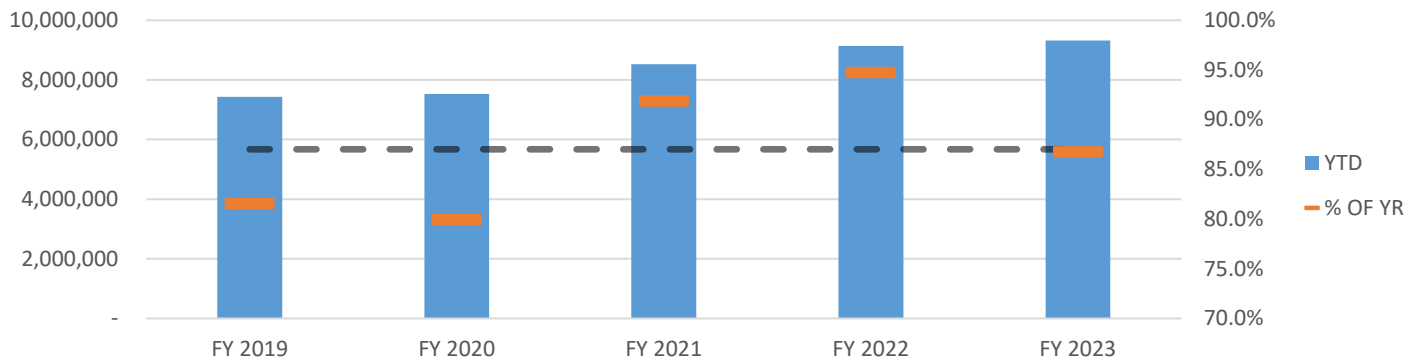
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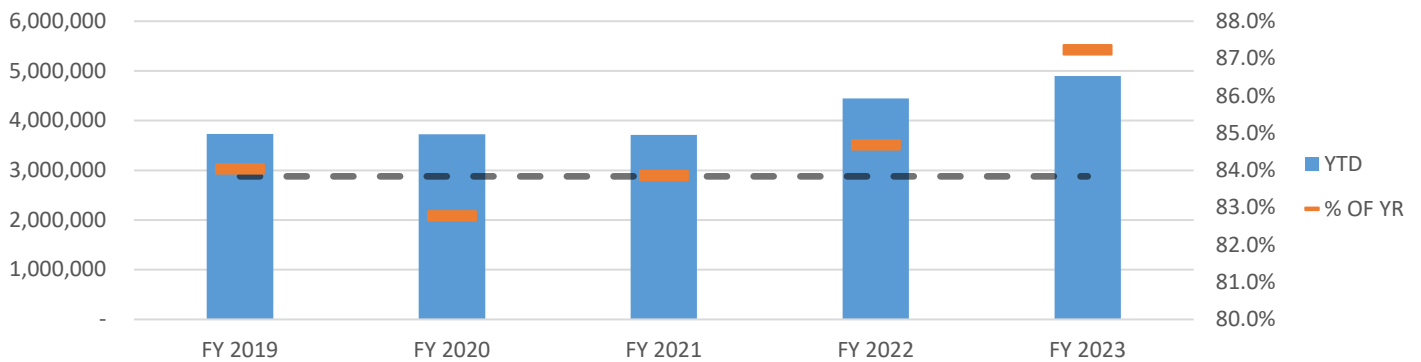
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GENERAL FUND
Statement of Revenue, Expenditures, and Changes in Fund Balances

83% of Year Lapsed

	<u>2022-23 Fiscal Year</u>					% of Budget	<u>2021-22 Fiscal Year</u>	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total		YTD Total	% Total Year
Revenue:								
Sales Tax	\$ 16,457,122	\$ 13,714,268	\$ 15,099,679	\$ -	\$ 15,099,679	91.8%	\$ 14,531,312	91.9%
Use Tax	400,000	333,333	770,015	-	770,015	192.5%	-	N.A.
Gross Receipt Tax	1,451,300	1,209,417	1,391,364	-	1,391,364	95.9%	1,251,932	100.9%
Licenses and Permits	266,700	222,250	237,857	-	237,857	89.2%	255,571	112.3%
Intergovernmental	739,100	615,917	603,364	-	603,364	81.6%	3,772,011	108.3%
Charges for Services	521,300	434,417	527,796	-	527,796	101.2%	446,236	87.9%
Court Costs	139,800	116,500	158,186	-	158,186	113.2%	122,891	97.2%
Police/Traffic Fines	525,000	437,500	336,542	-	336,542	64.1%	340,039	66.3%
Parking Fines	54,800	45,667	41,450	-	41,450	75.6%	41,020	65.4%
Other Fines	67,000	55,833	58,006	-	58,006	86.6%	55,369	83.9%
Investment Income	100,000	83,333	736,805	-	736,805	736.8%	64,433	38.7%
Miscellaneous Income	396,400	330,333	458,866	-	458,866	115.8%	575,800	92.7%
Transfers In	9,170,941	7,642,451	7,642,453	-	7,642,453	83.3%	4,313,826	88.5%
Total	<u>\$ 30,289,463</u>	<u>\$ 25,241,219</u>	<u>\$ 28,062,383</u>	<u>\$ -</u>	<u>\$ 28,062,383</u>	92.6%	<u>\$ 25,770,439</u>	93.0%
Expenditures:								
General Government	\$ 8,138,777	\$ 6,782,314	\$ 6,282,494	\$ 375,950	\$ 6,658,444	81.8%	\$ 6,355,292	89.4%
Public Safety	15,764,748	13,137,290	12,603,234	165,063	12,768,297	81.0%	11,548,769	95.8%
Street	1,843,488	1,536,240	1,476,313	24,070	1,500,383	81.4%	1,364,067	91.0%
Culture and Recreation	3,494,816	2,912,347	2,614,825	48,789	2,663,614	76.2%	2,481,926	89.8%
Transfers Out	4,011,107	3,342,589	3,347,597	-	3,347,597	83.5%	2,782,114	94.3%
Reserves	910,925	759,104	-	-	-	0.0%	-	N.A.
Total	<u>\$ 34,163,861</u>	<u>\$ 28,469,884</u>	<u>\$ 26,324,463</u>	<u>\$ 613,872</u>	<u>\$ 26,938,335</u>	78.9%	<u>\$ 24,532,168</u>	93.0%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 4,261,660					
Net Revenue (Expense)			<u>1,737,920</u>					
Ending Fund Balance			<u>\$ 5,999,580</u>					

COMBINED WASTEWATER OPERATING & BMA WASTEWATER FUNDS
Statement of Revenue, Expenditures, and Changes in Fund Balances

83% of Year Lapsed

	2022-23 Fiscal Year					% of Budget	2021-22 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total		YTD Total	% Total Year
Revenue:								
Wastewater Fees	\$ 5,499,094	\$ 4,582,578	\$ 4,919,441	\$ -	\$ 4,919,441	89.5%	\$ 4,610,251	92.5%
Investment Income	-	-	27,077	-	27,077	N.A.	-	0.0%
Debt Proceeds	45,000,000	37,500,000	-	-	-	0.0%	-	N.A.
Miscellaneous	30,800	25,667	176,183	-	176,183	572.0%	100,304	492.7%
Total	\$ 50,529,894	\$ 42,108,245	\$ 5,122,701	\$ -	\$ 5,122,701	10.1%	\$ 4,710,555	94.1%
Expenditures:								
Wastewater Plant	\$ 2,704,296	\$ 2,253,580	\$ 2,235,531	\$ 441,360	\$ 2,676,892	99.0%	\$ 2,395,502	97.3%
Wastewater Maint	902,048	751,707	569,148	22,351	591,499	65.6%	634,558	97.1%
BMA Expenses	28,400	23,667	27,870	-	27,870	98.1%	13,986	N.A.
Transfers Out	1,647,574	1,372,978	1,368,814	-	1,368,814	83.1%	1,271,678	88.3%
Reserves	83,049	69,208	-	-	-	0.0%	-	N.A.
Total	\$ 5,365,367	\$ 4,471,140	\$ 4,201,363	\$ 463,711	\$ 4,665,074	86.9%	\$ 4,315,723	94.7%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 1,859,443					
Net Revenue (Expense)			921,338					
Ending Fund Balance			\$ 2,780,781					

COMBINED WATER OPERATING & BMA WATER FUNDS
Statement of Revenue, Expenditures, and Changes in Fund Balances

83% of Year Lapsed

	<u>2022-23 Fiscal Year</u>					% of Budget	<u>2021-22 Fiscal Year</u>	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total		YTD Total	% Total Year
Revenue:								
Water Fees	\$ 11,339,739	\$ 9,449,783	\$ 9,806,233	\$ -	\$ 9,806,233	86.5%	\$ 9,532,543	90.7%
Investment Income	-	-	44,235	-	44,235	N.A.	-	0.0%
Debt Proceeds	7,500,000	6,250,000	-	-	-	0.0%	-	N.A.
Miscellaneous	-	-	2,683	-	2,683	N.A.	7,168	709.7%
Total	<u>\$ 18,839,739</u>	<u>\$ 15,699,783</u>	<u>\$ 9,853,151</u>	<u>\$ -</u>	<u>\$ 9,853,151</u>	52.3%	<u>\$ 9,539,711</u>	90.7%
Expenditures:								
Water Plant	\$ 3,379,179	\$ 2,815,983	\$ 2,894,923	\$ 96,105	\$ 2,991,028	88.5%	\$ 2,694,352	96.9%
Water Administration	385,958	321,632	300,944	27,842	328,786	85.2%	307,540	91.1%
Water Distribution	2,088,999	1,740,833	1,399,657	53,452	1,453,109	69.6%	1,299,616	96.3%
BMA Expenses	10,447,970	8,706,642	4,396,309	888,138	5,284,447	50.6%	1,471,015	49.3%
Transfers Out	2,569,382	2,141,152	2,141,154	-	2,141,154	83.3%	1,983,778	88.6%
Reserves	174,039	145,033	-	-	-	0.0%	-	N.A.
Total	<u>\$ 19,045,527</u>	<u>\$ 15,871,275</u>	<u>\$ 11,132,987</u>	<u>\$ 1,065,537</u>	<u>\$ 12,198,524</u>	64.0%	<u>\$ 7,756,301</u>	80.1%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 9,871,860					
Net Revenue (Expense)			<u>(1,279,836)</u>					
Ending Fund Balance			<u>\$ 8,592,024</u>					

SANITATION FUND

Statement of Revenue, Expenditures, and Changes in Fund Balances

83% of Year Lapsed

	2022-23 Fiscal Year					% of Budget	2021-22 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total		YTD Total	% Total Year
Revenue:								
Collection Fees	\$ 5,614,957	\$ 4,679,131	\$ 4,805,438	\$ -	\$ 4,805,438	85.6%	\$ 4,360,374	99.2%
Investment Income	-	-	-	-	-	N.A.	-	N.A.
Miscellaneous	181,103	45,669	136,961	-	136,961	75.6%	135,588	97.2%
Transfers In	-	-	-	-	-	N.A.	-	0.0%
Total	\$ 5,796,060	\$ 4,724,800	\$ 4,942,399	\$ -	\$ 4,942,399	85.3%	\$ 4,495,962	98.6%
Expenditures:								
Sanitation	\$ 3,449,968	\$ 2,874,973	\$ 2,650,390	\$ 201,148	\$ 2,851,538	82.7%	\$ 2,659,115	90.4%
Transfers Out	2,647,446	2,206,205	2,206,206	-	2,206,206	83.3%	1,882,650	106.9%
Reserves	118,724	98,937	-	-	-	0.0%	-	N.A.
Total	\$ 6,216,138	\$ 5,180,115	\$ 4,856,596	\$ 201,148	\$ 5,057,744	81.4%	\$ 4,541,765	96.6%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 271,101					
Net Revenue (Expense)			85,803					
Ending Fund Balance			\$ 356,904					

ALL OTHER FUNDS

Revenue Budget Report - Budget Basis

83% of Year Lapsed

	<u>Budget</u>	<u>Actuals</u>	<u>Percent of Budget</u>
Special Revenue Funds:			
Economic Development Fund	1,830,242	1,710,184	93%
E-911 Fund	1,207,233	1,064,063	88%
Special Library Fund	88,000	143,183	163%
Special Museum Fund	-	36,371	N/A
Municipal Airport Fund	504,038	458,420	91%
Harshfield Library Donation Fund	-	10,987	N/A
Restricted Revenue Fund	106,006	81,594	77%
Golf Course Memorial Fund	-	3,696	N/A
CDBG-COVID	-	79,331	N/A
ARPA	3,186,219	3,186,294	100%
Justice Assistance Grant Fund	-	-	N/A
Neighborhood Park Fund	-	31,607	N/A
Cemetery Care Fund	3,000	2,593	86%
Debt Service Fund	4,156,550	4,160,601	100%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	3,095,683	2,964,114	96%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	-	43,175	N/A
Wastewater Regulatory Capital Fund	-	18,123	N/A
City Hall Capital Improvement Fund	11,400	50,733	445%
Storm Drainage Capital Improvement Fund	-	2,861	N/A
Community Development Block Grant Fund	196,000	-	0%
2008B G.O. Bond Fund	-	-	N/A
2009 G.O. Bond Fund	-	-	N/A
2010 G.O. Bond Fund	-	-	N/A
2012 G.O. Bond Fund	-	-	N/A
2014 G.O. Bond Fund	-	-	N/A
2014B G.O. Bond Fund	-	-	N/A
2015 G.O. Bond Fund	-	-	N/A
2017 G.O. Bond Fund	-	-	N/A
2018A G.O. Bond Fund	-	-	N/A
2018B G.O. Bond Fund	-	-	N/A
2018C G.O. Bond Fund	-	-	N/A
2019A G.O. Bond Fund	-	-	N/A
2019B G.O. Bond Fund	-	-	N/A
2021A G.O. Bond Fund	-	-	N/A
2022 G.O. Bond Fund	-	-	N/A
Proprietary Funds:			
Adams Golf Course Operating Fund	543,441	425,005	78%
Sooner Pool Operating Fund	49,871	41,561	83%
Frontier Pool Operating Fund	60,921	50,769	83%
Municipal Airport Operating	391,174	568,113	145%
Internal Service Funds:			
Worker's Compensation Fund	100,287	97,161	97%
Health Insurance Fund	3,781,152	3,817,734	101%
Auto Collision Insurance Fund	75,000	63,673	85%
Stabilization Reserve Fund	1,722,643	1,435,539	83%
Capital Improvement Reserve Fund	7,296,227	6,266,240	86%
Mausoleum Trust Fund	-	181	N/A

ALL OTHER FUNDS

Expenditure Budget Report - Budget Basis

83% of Year Lapsed

	<u>Budget</u>	<u>Actuals</u>	<u>Percent of Budget</u>
Special Revenue Funds:			
Economic Development Fund	4,536,236	1,378,267	30%
E-911 Fund	1,228,358	918,346	75%
Special Library Fund	226,500	144,861	64%
Special Museum Fund	41,500	23,679	57%
Municipal Airport Fund	745,481	691,507	93%
Harshfield Library Donation Fund	451,492	169,238	37%
Restricted Revenue Fund	346,646	42,633	12%
Golf Course Memorial Fund	34,307	33,861	99%
CDBG-COVID	501,706	501,706	100%
ARPA	3,609,713	3,008,095	83%
Justice Assistance Grant Fund	7,619	-	0%
Neighborhood Park Fund	27,653	-	0%
Cemetery Care Fund	12,147	1,334	11%
Debt Service Fund	4,156,550	1,944,501	47%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	4,529,560	4,102,186	91%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	97,435	97,435	100%
Wastewater Regulatory Capital Fund	784,684	242,509	31%
City Hall Capital Improvement Fund	75,594	1,780	2%
Storm Drainage Capital Improvement Fund	51,963	-	0%
Community Development Block Grant Fund	501,706	238,133	47%
2008B G.O. Bond Fund	-	-	N/A
2009 G.O. Bond Fund	2,636	-	0%
2010 G.O. Bond Fund	-	-	N/A
2012 G.O. Bond Fund	22,372	22,372	100%
2014 G.O. Bond Fund	-	-	N/A
2014B G.O. Bond Fund	3,885	-	0%
2015 G.O. Bond Fund	-	-	N/A
2017 G.O. Bond Fund	18,390	15,853	86%
2018A G.O. Bond Fund	-	-	N/A
2018B G.O. Bond Fund	34,758	2,727	8%
2018C G.O. Bond Fund	410,612	158,734	39%
2019A G.O. Bond Fund	678,315	328,479	48%
2019B G.O. Bond Fund	385,860	-	0%
2021A G.O. Bond Fund	2,109,080	556,982	26%
2022 G.O. Bond Fund	9,345,050	4,359,192	47%
Proprietary Funds:			
Adams Golf Course Operating Fund	628,362	539,720	86%
Sooner Pool Operating Fund	73,088	51,736	71%
Frontier Pool Operating Fund	92,260	62,392	68%
Municipal Airport Operating	622,990	510,240	82%
Internal Service Funds:			
Worker's Compensation Fund	430,000	144,931	34%
Health Insurance Fund	4,155,209	3,836,457	92%
Auto Collision Insurance Fund	443,559	69,431	16%
Stabilization Reserve Fund	10,211,008	-	0%
Capital Improvement Reserve Fund	7,736,297	3,889,751	50%
Mausoleum Trust Fund	8,185	-	0%

ALL OTHER FUNDS

Fund Balance Report - Modified Cash Basis

83% of Year Lapsed

	<u>Beginning of Year</u>	<u>Change</u>	<u>Current</u>
Special Revenue Funds:			
Economic Development Fund	2,976,150	419,417	3,395,567
E-911 Fund	42,136	146,231	188,367
Special Library Fund	300,317	15,605	315,922
Special Museum Fund	129,805	12,692	142,497
Municipal Airport Fund	258,862	(180,699)	78,163
Harshfield Library Donation Fund	611,905	(158,203)	453,702
Restricted Revenue Fund	371,829	48,403	420,232
Golf Course Memorial Fund	31,449	(27,051)	4,398
CDBG-COVID	(71,679)	63,003	(8,676)
ARPA	2,186,371	178,199	2,364,570
Justice Assistance Grant Fund	7,619	-	7,619
Neighborhood Park Fund	27,722	31,607	59,329
Cemetery Care Fund	8,234	1,259	9,493
Debt Service Fund	3,383,622	2,216,100	5,599,722
Capital Project Funds:			
Sales Tax Capital Improvement Fund	3,179,987	261,742	3,441,729
Park Capital Improvement Fund	-	-	-
Wastewater Capital Improvement Fund	125,314	22,899	148,213
Wastewater Regulatory Capital Fund	805,587	18,123	823,710
City Hall Capital Improvement Fund	74,009	48,953	122,962
Storm Drainage Capital Improvement Fund	52,981	2,861	55,842
Community Development Block Grant Fund	-	(140,742)	(140,742)
2008B G.O. Bond Fund	-	-	-
2009 G.O. Bond Fund	-	-	-
2010 G.O. Bond Fund	-	-	-
2012 G.O. Bond Fund	22,372	(22,372)	-
2014 G.O. Bond Fund	7,686	-	7,686
2014B G.O. Bond Fund	3,886	-	3,886
2015 G.O. Bond Fund	12,444	-	12,444
2017 G.O. Bond Fund	72,338	(15,853)	56,485
2018A G.O. Bond Fund	52,547	-	52,547
2018B G.O. Bond Fund	46,204	-	46,204
2018C G.O. Bond Fund	152,711	(152,711)	-
2019A G.O. Bond Fund	657,231	(329,573)	327,658
2019B G.O. Bond Fund	397,717	-	397,717
2021A G.O. Bond Fund	1,079,080	(551,740)	527,340
2022A G.O. Bond Fund	9,370,025	(2,340,312)	7,029,713
Proprietary Funds:			
Adams Golf Course Operating Fund	56,999	(55,725)	1,274
Sooner Pool Operating Fund	23,650	(8,974)	14,676
Frontier Pool Operating Fund	14,708	42	14,750
Municipal Airport Operating	246,207	69,516	315,723
Internal Service Funds:			
Worker's Compensation Fund	248,341	(40,350)	207,991
Health Insurance Fund	291,251	(17,509)	273,742
Auto Collision Insurance Fund	477,623	14,242	491,865
Stabilization Reserve Fund	10,211,008	1,435,539	11,646,547
Capital Improvement Reserve Fund	12,762,925	3,403,527	16,166,452
Mausoleum Trust Fund	7,813	181	7,994



FROM: Jason Muninger, CFO/City Clerk

SUBJECT: Financial Statement Explanatory Information

GENERAL INFORMATION

The purpose of this memo is to provide some insight as to the construction of the attached financial statements and to provide some guidance as to their use.

The format of the attached financial statements is intended to highlight our most important revenue sources, provide sufficient detail on major operating funds, and provide a high level overview of all other funds. The level of detail presented is sufficient to assist the City Council in conducting their fiduciary obligations to the City without creating a voluminous document that made the execution of that duty more difficult.

This document provides three different types of analyses for the Council's use. The first is an analysis of revenue vs budgeted expectations. This allows the Council to see how the City's revenues are performing and to have a better idea if operational adjustments are necessary.

The second analysis compares expenditures to budget. This allows the Council to ensure that the budgetary plan that was set out for the City is being followed and that Staff is making the necessary modifications along the way.

The final analysis shows the fund balance for each fund of the City. This is essentially the "cash" balance for most funds. However, some funds include short term receivables and payables depending on the nature of their operation. With very few exceptions, all funds must maintain positive fund balance by law. Any exceptions will be noted where they occur.

These analyses are presented in the final manner:

Highlights:

The Highlights section presents a 5 year snap shot of the performance of the City's 4 most important revenue sources. Each bar represents the actual amounts earned in each year through the period of the report. Each dash represents the percent of the year's revenue that had been earned through that period. The current fiscal year will always represent the percent of the budget that has been earned, while all previous fiscal years will always represent the percent of the actual amount earned. This analysis highlights and compares not only amounts earned, but gives a better picture of how much should have been earned in order to meet budget for the year.

Major Operating Funds:

The City's major operating funds are presented in greater detail than the remainder of the City's funds. These funds include the General, Wastewater Operating, BMA – Wastewater, Water Operating, BMA – Water, and Sanitation. Due to the interrelated nature of the Wastewater Operating/BMA – Wastewater and the Water Operating/BMA – Water funds, these have been combined into Wastewater Combined and Water Combined funds. This should provide a better picture of the overall financial condition of these operating segments by combining revenues, operating expenses, and financing activities in a single report.

Other Funds:

All other funds of the City are reported at a high level. These funds are often created for a limited purpose, limited duration, and frequently contain only a one-time revenue source. This high level overview will provide Council with sufficient information for a summary review. Any additional information that is required after that review is available.

These condensed financial statement should provide sufficient information for the City Council to perform its fiduciary responsibility while simplifying the process. All supplementary, detailed information is available for the Council's use at any time upon request. Additionally, any other funds that the Council chooses to classify as a Major Operating fund can be added to that section to provide greater detail in the future.

**Published in the Examiner Enterprise
April 22, 26 & 29, 2023**

NOTICE TO BIDDERS

The City of Bartlesville will accept sealed bids for the purchase of the following described items at the office of the City Clerk, 401 S Johnstone Ave, Bartlesville, Oklahoma until the hour of 2:00 p.m. on Monday, May 15, 2023.

2022-2023-018 One (1) New Production Vacuum Trailer

All bids must be placed in a sealed envelope for each bid submitted. All bids must indicate the following on the outside of each sealed envelope:

**NAME AND ADDRESS OF BIDDER
BID NUMBER**

Bids may be mailed, but must reach the City Clerk's office before the deadline to be considered. Address bids to:

City of Bartlesville
City Clerk
401 S Johnstone Ave
Bartlesville, OK 74003-6619

The City reserves the right to make the final determination as to what constitutes the lowest and best bid and reserves the right to reject or accept any or all bids or portions thereof.

Dated this 18th day of April 2023.

Jason Muninger
City Clerk

By Jerry Fawcett

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take action to award Bid No. 2022-2023-018 for a Vacuum Trailer, presented by Trevor Dorsey.

Attachments:

None

II. STAFF COMMENTS AND ANALYSIS

One of the equipment replacements scheduled this fiscal year is a Vacuum Trailer for the wastewater treatment plant. This trailer is the vessel/tanker used to haul the biosolides from the wastewater treatment plant for land application. \$50,000 is budgeted for this purchase from the Wastewater Plant Capital Reserve Fund.

In addition to advertising the project in the local newspaper, the City's website, SW Construction News, Dodge Reports and Construction Connect, three (3) bid packets were sent to regional vendors, and one (1) bid was received, which is shown below:

Vendor	Bid
The Jack Olsta Co. (Huntsville, TX)	\$59,605

The equipment proposed by The Jack Olsta Co. meets the required specifications. \$50,000 is the budget available, and the low bid of \$59,605 is \$9,650 above the available budget. There are savings from other wastewater capital projects from this fund that are sufficient to purchase this equipment.

III. RECOMMENDED ACTION

Staff recommends awarding the bid to The Jack Olsta Co. for \$59,605



Council Member or Staff Member

5-30-23

Date

RESOLUTION _____

A RESOLUTION ADOPTING THE BUDGET FOR THE CITY OF BARTLESVILLE, OKLAHOMA FOR FISCAL YEAR 2023-24 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY, AUTHORIZING THE CANCELLATION OF ENCUMBRANCES WHICH ARE NOT DUE AND PAYABLE AS OF JUNE 30, 2023, AND REAPPROPRIATING AMOUNTS OF CANCELLED ENCUMBRANCES TO THE SAME FUND AND DEPARTMENT FOR FISCAL YEARS 2023-24.

WHEREAS, the City of Bartlesville, Oklahoma has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) in 11 O.S. Sections 17-201 through 17-216; and

WHEREAS, the City Manager has prepared a budget for the fiscal year ending June 30, 2022 consistent with the Act; and

WHEREAS, the Act in Section 17-215 provides for the chief executive officer of the City, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one department to another within the same fund; and

WHEREAS, the budget has been formally presented to the Bartlesville City Council at least thirty (30) days prior to the start of the fiscal year in compliance with Section 17-205; and

WHEREAS, the Bartlesville City Council has conducted a Public Hearing at least 15 days prior to the start of the fiscal year, and published notice of the Public Hearing in compliance with Section 17-208 of the Act; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BARTLESVILLE, OKLAHOMA; that

Section 1. The City Council of the City Bartlesville does hereby adopt the FY 2023-24 Budget on the 5th day of June 2023 with total resources available in the amount of \$132,452,006 and total fund/departmental expenditure and reserve appropriations in the amount of \$113,365,520. Legal appropriations (spending/encumbering limits) are hereby established as follows:

FUND & DEPARTMENT	APPROPRIATION AMOUNT
GENERAL FUND	

General Fund:

City Council	\$ 22,660
Administration	1,276,313
Accounting and Finance	1,782,365
Legal	260,861
Building & Neighborhood Service	1,049,064
Building Maintenance	500,007
General Services	843,350
Cemetery	16,860
Community Development	586,029
Technical Services	1,295,046
Engineering	831,666
Fleet Maintenance	496,436
Fire	7,722,119
Police	8,689,118
Street	2,051,398
Library	1,795,303
History Museum	217,856
Park and Recreation	1,653,253
Transfers Out	4,185,413
Reserves	1,321,550
Total General Fund	\$ 36,596,667

SPECIAL REVENUE FUNDS

Economic Development Fund:

Economic Development	\$ 5,416,131
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E-911 Fund:

Emergency Dispatch	\$ 1,197,905
Reserves	28,115
Total E-911 Fund	\$ 1,226,020

Special Library Fund:

Library	\$ 185,000
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Special Museum Fund:

Museum	\$ 51,500
--------	-----------

Municipal Airport Fund:

Airport	\$ 28,508
---------	-----------

Harshfield Library Donation Fund:

Library	\$ 382,568
---------	------------

Restricted Revenue Fund:

General Services	\$ 59,373
Cemetery	27,532
Community Development	3,168
Fire	9,116
Police	88,252
Park and Recreation	2,676
Swimming Pools	92,993
Stadium	12,331
Total Restricted Donations	\$ 295,441

Golf Course Memorial Fund:

Municipal Golf Course	\$ 9,040
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JAG Fund:

Police	\$ 7,619
Transfers Out	-
Total JAG Fund	\$ 7,619

ARPA Fund:

Transfer to General	\$ 1,000,000
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Neighborhood Park Fund:

Park and Recreation	\$ 29,599
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Cemetery Perpetual Care Fund:

Cemetery	\$ 12,303
----------	-----------

Total Special Revenue Funds	\$ 8,643,729
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DEBT SERVICE FUND

Debt Service Fund:

Judgments	\$ 70,000
2014 Combined Purpose Bonds	184,370
2014B Combined Purpose Bonds	593,994
2015 Combined Purpose Bonds	230,980
2018A Combined Purpose Bonds	1,305,800
2018C Combined Purpose Bonds	327,375
2019A Combined Purpose Bonds	249,500
2019B Combined Purpose Bonds	107,500
2021A Combined Purpose Bonds	244,300
2022 Combined Purpose Bonds	1,506,250
Total Debt Service Fund	\$ 4,820,069

CAPITAL PROJECTS FUNDS**CIP - Sales Tax Fund:**

General Services	\$	448,512
Community Development		250,000
Tech Services		95,000
Engineering		60,000
Police		44,860
Storm Sewer		75,000
Street		2,835,000
Park and Recreation		1,561,906
Municipal Golf Course		20,500
Unallocated		340,428
Total CIP - Sales Tax	\$	<u>5,731,206</u>

CIP - Wastewater Fund:

Wastewater Maintenance	\$	21,500
Unallocated		6,042
Total CIP - Wastewater	\$	<u>27,542</u>

CIP - Wastewater Regulatory Fund:

CWWTP	\$	40,000
Unallocated		514,842
Total CIP - Wastewater Regulatory	\$	<u>554,842</u>

FUND & DEPARTMENT**2023-24 APPROVED****CIP - City Hall Fund:**

General Services	\$	120,000
Unallocated		50,362
Total CIP - City Hall	\$	<u>170,362</u>

CIP - Storm Sewer Fund:

Storm Sewer	\$	<u>55,577</u>
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2014B G.O Bond Fund

Unallocated	\$	<u>3,885</u>
-------------	----	--------------

2018B G.O Bond Fund

Unallocated	\$	28,659
-------------	----	--------

2019A G.O Bond Fund

Park and Recreation	\$	326,564
---------------------	----	---------

2019B G.O Bond Fund

Storm Sewer	\$	300,000
Unallocated		41,460
Total 2019B G.O. Bond	\$	<u>341,460</u>

2021A G.O Bond Fund

Park and Recreation	\$	443,000
Unallocated		78,244
Total 2021A G.O. Bond	\$	<u>521,244</u>

2022 G.O Bond Fund

Police	\$	25,000
Library		3,584,585
Park		37,860
Unallocated		1,232,952
Total 2022 G.O. Bond	\$	<u>4,880,960</u>

Total Capital Projects Funds	\$	<u>12,642,301</u>
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ENTERPRISE FUNDS**Wastewater Operating Fund:**

Wastewater Treatment Plant	\$	2,965,385
Wastewater Maintenance		861,009
Transfers Out		1,646,975
Reserves		88,790
Total Wastewater Operating	\$	<u>5,562,159</u>

Water Operating Fund:

Water Plant	\$	3,930,908
Water Administration		403,611
Water Distribution		2,251,525
Transfers Out		2,585,280
Reserves		294,520
Total Water Operating	\$	<u>9,465,844</u>

Sanitation Operating Fund:

Sanitation	\$	3,564,131
Transfers Out		2,649,730
Reserves		134,997
Total Sanitation Operating	\$	<u>6,348,858</u>

Municipal Golf Course Fund:

Golf Course	\$	491,691
Pro Shop		143,650
Reserves		30,581
Total Municipal Golf Course	\$	<u>665,922</u>

Sooner Pool Fund:

Sooner Pool	\$	78,002
Reserves		1,560
Total Sooner Pool	\$	<u>79,562</u>

Frontier Pool Fund:

Frontier Pool	\$	92,382
Reserves		1,848
Total Frontier Pool	\$	<u>94,230</u>

Municipal Airport Fund:

Airport	\$	640,466
Reserves		29,570
Total Municipal Airport	\$	<u>670,036</u>

Total Enterprise Funds **\$ 22,886,611**

INTERNAL SERVICE FUNDS**Workers' Compensation Fund:**

Work Comp Claims	\$	400,000
Administration		30,000
Total Workers' Compensation	\$	<u>430,000</u>

Health Insurance Fund:

Medical Claims	\$	3,382,864
Administration Fees		696,204
Total Health Insurance	\$	<u>4,079,068</u>

Auto Collision Fund:

Auto Collision Claims	\$	443,559
Total Auto Collision	\$	<u>443,559</u>

Stabilization Reserve Fund:

General Fund Reserve	\$	8,732,562
Wastewater Fund Reserve		1,192,403
Water Fund Reserve		1,990,796
Sanitation Fund Reserve		1,291,264
Total Stabilization Reserve	\$	<u>13,207,025</u>

Capital Reserve Fund:

General	\$	3,518,700
Wastewater		3,860,000
Water		1,825,000
Sanitation		405,000
Total Capital Reserve	\$	<u>9,608,700</u>

Total Internal Service Funds **\$ 27,768,352**

FIDUCIARY FUNDS**Mausoleum Trust Fund:**

Mausoleum	\$	<u>7,791</u>
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TOTAL EXPENSES ALL FUNDS **\$ 113,365,520**

Section 2. The City Council does hereby authorize the City Manager to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2023-24, from one department to another within a fund, without further approval by the City Council. This however should not be construed as granting authority to the City Manager to transfer appropriations from a reserve without Council approval.

Section 3. All supplemental appropriations or decreases in the total appropriations of a fund or any transfer of appropriations from a reserve shall be adopted at a meeting of the City Council.

Section 4. All encumbrances of any fund, exclusive of amounts due and payable as of June 30, 2023 are hereby cancelled and the amounts of said encumbrances are authorized to be added to the appropriations contained in the FY 2023-24 budget and the same amounts re-encumbered to be paid upon receipt of goods or services during FY 2023-24.

APPROVED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR OF THE CITY OF BARTLESVILLE THIS 5th DAY OF JUNE, 2023.

Mayor

ATTEST:

City Clerk

CITY OF BARTLESVILLE, OKLAHOMA
2023-2024 BUDGET



Prepared by:

Mike Bailey
City Manager

Jason Muninger
CFO/City Clerk

Alicia Shelton
Accountant

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INTRODUCTION



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CITY OF BARTLESVILLE
2023-24 Operating Budget

CITY OFFICIALS

Dale Copeland

Mayor

Ward 1

Term Expires: November 2024



Loren Roszel

Council Member

Ward 2

Term Expires: November 2024



Jim Curd

Vice Mayor

Ward 3

Term Expires: November 2024



Billie Roane

Council Member

Ward 4

Term Expires: November 2024



Trevor Dorsey

Council Member

Ward 5

Term Expires: November 2024



CITY OF BARTLESVILLE

2023-24 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

Asst. City Manager

CFO/City Clerk

Human Resources

City Attorney

Municipal Judge

Community and Park Development

Water and Wastewater

Engineering

Fire Chief

Golf Course

Library/History Museum

Interim Police Chief

Public Works

Chief Communications Officer

Airport

Mike Bailey

Tracy Roles

Jason Muninger

Laura Sanders

Jess Kane

Alan Gentges

Larry Curtis

Terry Lauritsen

Micah Siemers

David Topping

Jerry Benedict

Shellie McGill

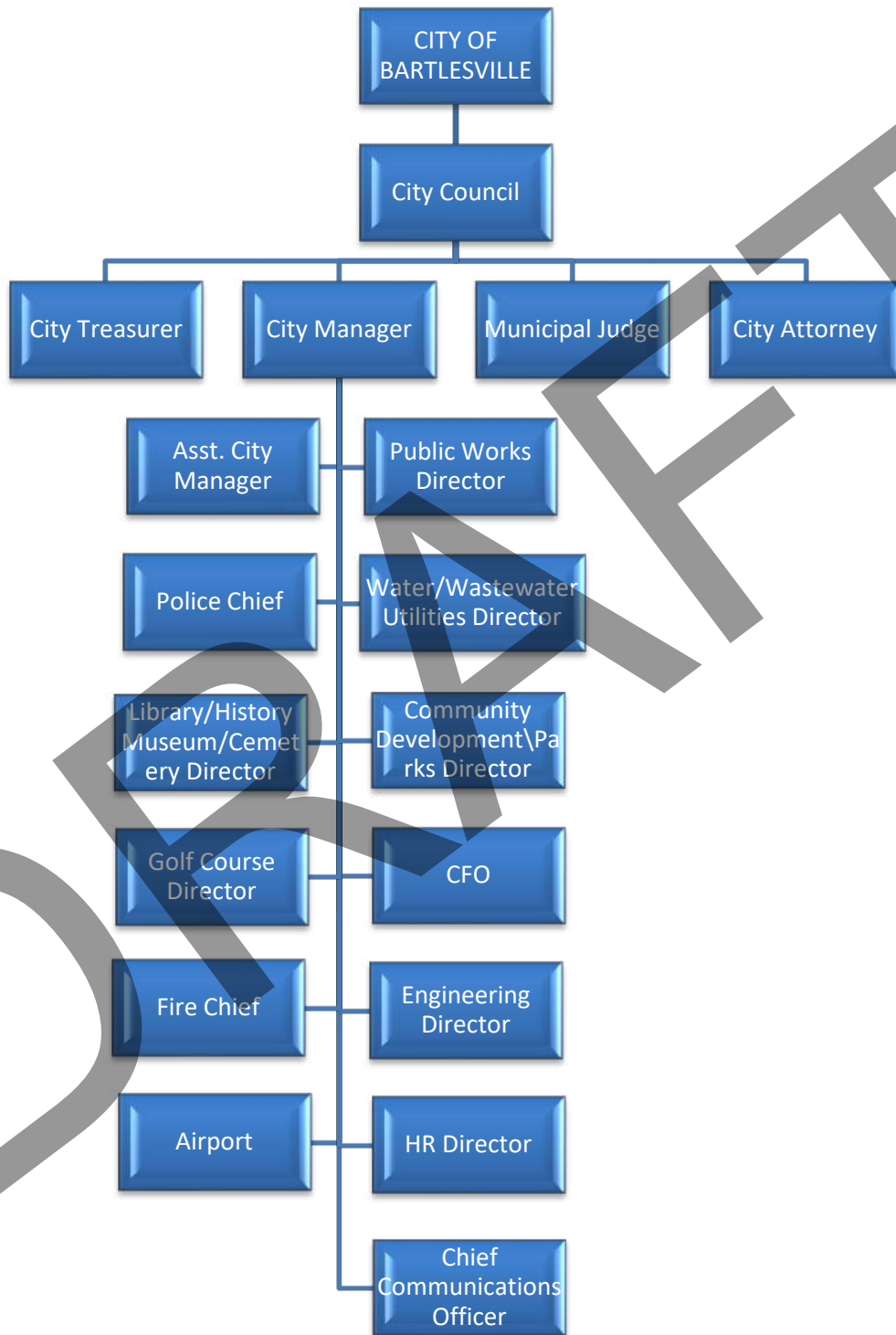
Jay Hastings

Keith Henry

Kelli Williams

Michael Richardson

CITY OF BARTLESVILLE
2023-24 Operating Budget
Organizational Chart



THE CITY OF BARTLESVILLE

Office of the City Manager

401 SE Johnstone

Bartlesville, OK 74003



May 10, 2023

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, 2023 and ending June 30, 2024 (FY 2023-24). The review and adoption of the budget is one of the most important duties that the City Council performs. The budget is compiled, reviewed, 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 demands it.

Introduction

We find ourselves at an interesting and optimistic time for our organization and community. While we may have struggled with larger social issues, our core functions such as public safety, infrastructure maintenance, quality of life, and economic development are all performing well. Additionally, with the adoption of our Bartlesville NEXT strategic plan, our path forward has never been clearer. We have also benefitted from a strong retail economy that has resulted in record sales tax collections. However, as with almost all unexpected good news, we are left with many questions and challenges that we have attempted to address with this budget.

While the Bartlesville NEXT plan lays out a long-term plan for our community and organization, the budget is the Council's annual planning tool that allows for the execution of our policies and plans. By adopting this budget, the Council provides direction and focus, and allocates resources to City staff for the next year.

Revenue

Sales and Use Tax

Over the last 10 years, the City's most important revenue source, sales tax, has undergone many ups and downs, which has resulted in service contractions and expansions to the citizens of Bartlesville. All City services were affected, and most departments suffered staffing decreases, including streets, parks, fire, police, and many other departments.

As we enter fiscal year 2023-24, our main revenue concern, as it is in most other years, is sales tax. The performance of sales tax in Fiscal Year 2022-23 was historic, and we expect to finish the year about \$620 thousand ahead of the previous fiscal year, which also produced record sales tax collections. However, despite the tremendous growth in sales tax over the last few years, there are still many unanswered questions for the near future, including:

- How much of our growth in sales tax was caused by inflation?
- Did increasing labor costs provide more money for citizens to spend, resulting in higher sales tax?
- What effect will the Fed raising interest rates have on the economy?
- Will the combination of all of these factors (inflation, labor cost inflation, labor pool shrinkage, and rising interest rates) lead to a recession?
- With all of the preceding factors considered, what do we believe a recession would do to sales tax revenues in the next fiscal year?

As with previous years, we have taken a conservative approach to estimating sales tax results, and due to the uncertainties mentioned above, we are budgeting for a 2% overall decline in sales tax from fiscal year 2022-23 to fiscal year 2023-24. This provides a \$460 thousand dollar decrease in sales tax across the entire organization.

Our newest source of revenue is our use tax that went into effect on Jan. 1, 2023. Use tax is a companion tax to sales tax that was intended to close any loopholes in the sales tax law. In its simplest terms, use tax applies to anything that would have normally been subject to sales tax that didn't get charged sales tax. These transactions range from business assets purchased out of state to the more common online purchases.

We have received a few months of use tax at this point and are attempting to estimate the fiscal year 2023-24 use tax amounts based on this brief history. It has been impossible to accurately estimate the impact of use tax prior to its implementation. As such, we only budgeted \$400,000 in our current year, and we nearly exceeded this estimate in our first month. We now expect to receive \$1.1 million in the five months of fiscal year 2022-23. Based on these results, we are estimating \$2.5 million in Fiscal Year 2023-24.

Utility Revenue

The City completed a comprehensive water and wastewater rate study in fiscal year 2020-21. The study included recommendations for new rates sufficient to support the operations of the system and capital fees to support mandatory improvements to the system. These new rates were effective for customers inside and outside our city limits, and were phased in over a five-year period. The City Council adopted the first year of the five-year rate structure effective on July 1, 2022, and later adopted a slightly modified version of our rate structure for years two through five of the plan. The third phase will go into effect with the fiscal year 2023-24 budget.

A summary of the increases for average residential customers is included below:

Water Rates:

- Water base rates will not increase
- Water incremental rates will not increase
- Water capital investment fees will increase by about 18.5%

Wastewater Rates:

- Wastewater base rates will increase by about 11.6%
- Wastewater incremental rates will increase by about 5.4%
- Wastewater capital investment fees will increase by about 6.2%

Sanitation Rates:

- Sanitation cart rates will increase by about 5.5%
- Sanitation commercial rates will increase by about 10%

Economic Outlook

The same factors that influenced our sales tax estimates are impacting the rest of our local economy as well. There is increased competition for labor, which is resulting in a higher cost of labor. This is providing more income for our residents, but it has the potential to hamper business growth. Regardless, there are signs of growth in both our retail and primary jobs sectors.

Our restaurant offerings have increased over the last few years with the addition of a Schlotzsky's, Tropical Smoothie Café, Scooter's Coffee, HTeaO, and Bricktown Brewery. Existing restaurants have also undergone substantial upgrades and expansions, including Luigi's, Wendy's, and McAlister's. Currently in development are a Whataburger and Jimmy's Egg. This growth has fueled a facelift for some of our most prominent properties, and discussions about additional retail offerings in the next year are again positive.

Primary jobs have not grown quite as quickly, but there are several opportunities that are being evaluated by the Bartlesville Development Authority. Additionally, the City of Bartlesville is working with the BDA and Bartlesville Redevelopment Authority to incentivize a state-of-the-art sound stage at the historic First Christian Church building. Bartlesville has played host to numerous Hollywood productions over the years, and the addition of this new sound stage would attempt to capitalize on our reputation and generous tax credits available through the State of Oklahoma and the Cherokee Nation.

In addition to this economic growth, there has been our highest level of expansion of housing in Bartlesville in decades. DR Horton has constructed more than 70 new homes in the Park Place addition and has moved on to the Bison Trails subdivision. Brent Taylor has completed the infrastructure for 116 lots in the Stone Branch addition and construction of new homes has begun. Most recently, the City Council approved a PUD (Planned Unit Development) for the Oakwood Addition of Oak Park. This development should provide nearly 100 new homes.

Overall, our economy appears to be performing well, but the same concerns addressed above related to sales tax could weigh on our local economy as well.

Personnel

Staffing Levels

Staff is proposing to add four new positions to the City of Bartlesville to meet the most prominent needs of our growing community. One of the top concerns on the minds of many Bartlesville residents is the rise of homelessness. The rise of homelessness has resulted in increased vandalization of public facilities and a fear of crime along Pathfinder Parkway. While the City of Bartlesville is seeking to reduce homelessness proactively through partnership and our mental health response team, it is also important that we address the public concerns and vandalization of our public facilities related to the growth in homelessness. As such, we are proposing to add three new certified officers to our police department, two of which will be dedicated to a park patrol unit. This unit will be responsible for patrolling the Pathfinder Parkway and all connected parks. With this unit, we can better address the public's concerns and protect our investment in public spaces. The third officer will be another additional SRO at the high School.

The only other position that is being recommended as an increase in the Fiscal Year 2023-24 budget is a communication and marketing specialist. Our Chief Communications Officer has drastically improved the City's communications with our citizens, and as a result, communications have virtually become a 24/7/365 operation. It is no longer possible to effectively operate this function with a single person. The proposed position will report to the CCO and will assist in creating content, managing our social media, and assisting with media requests and interviews.

All staffing level changes are described below:

- Addition of two certified officers to create a park patrol unit.
- Addition of one officer to serve as additional high school SRO.
- Addition of one communication and marketing specialist to assist with the communications division of the City.

Compensation

As we entered this budget, our highest priority was to ensure that the wages for our employees stayed competitive in this market of increasing labor competition. This was further complicated by the fact that inflation has spiked to levels above 9 percent over the last 12 months. Fortunately, the growth of inflation has peaked, at least temporarily, and the average inflation over the last 12 months has been 6 percent. As a result, we are proposing a 6 percent COLA and 2.5 percent merit increase for all eligible employees.

We are still in negotiations with both the police and fire unions, but as with previous contracts, we expect to provide increases that will bring our employees above the average of their peers in similarly sized cities. For the police department, this results in pay adjustments between 2 percent and 10 percent. For the fire department, this results in pay adjustments between 2 percent and 7 percent. We will also plan to provide 2.5 percent step increases to all eligible union employees. These increases are expected to cost about \$1.48MM in the General Fund and \$374K across the rest of the organization.

Additional Compensation Programs

In addition to the standard compensation increases described above, we are also proposing the addition of two new programs that will provide additional compensation to our employees. The first proposal is for a \$250/employee bonus to be given in November 2023, and the second proposal is for a pay-for-performance bonus plan. The annual bonus will provide \$250 to all employees during the holidays when personal spending tends to be higher. This flat amount will benefit all employees, but it is particularly impactful for newer employees with lower hourly wages. It is particularly important that we seek to retain these newer employees as we are experiencing high turnover among this group. This proposal is estimated to cost \$95K.

The second proposal will provide bonuses to our highest performers. This program is equally important as the holiday bonus but targets a different group of employees, our high performers. A common concern among high performers is that they receive the same compensation increase as an employee who only does enough to get by. Our high performers are especially important to the effective operation of our organization. We also believe that a significant bonus to these employees may elevate the performance of other employees.

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 and predictable 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 \$1.7MM and our plan is now 93.7 percent 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 toward our retirement plan. The City’s funding history and other information for the defined benefit plan is included below:

Fiscal Year	Required Contribution Funding						UAAL	FUNDED RATIO
	Retiree Medical	Defined Benefit	Total	Less Employee	City's Required	City's Actual		
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%
FY 2019-20	0.00%	23.95%	23.95%	6.00%	17.95%	18.95%	4,867,658	79.90%
FY 2020-21	0.00%	25.95%	25.95%	6.00%	19.95%	19.95%	4,461,762	82.22%
FY 2021-22	0.00%	27.92%	27.92%	6.00%	21.92%	22.92%	4,977,374	81.36%
FY 2022-23	0.00%	23.53%	23.53%	6.00%	17.53%	19.53%	2,697,891	89.80%
FY 2023-24	0.00%	21.81%	21.81%	6.00%	15.81%	17.81%	1,697,419	93.70%

The swift 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 have decreased slightly over the prior year, the annual cost of this plan has actually decreased from \$1,021,037 in FY 2022-23 to \$953,743 in FY 2023-24. This is a decrease of \$67,294 in the last year.

In the current year, Staff is recommending that we contribute 2 percent more than is recommended in the “actuarial required contribution.” The recommended employer’s portion is 17.81 percent of covered payroll.

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 the recent history of the Stabilization Reserve Fund’s levels.

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total Balance	% of Budget
	<u>Contributions</u>	<u>Contributions</u>	<u>Contributions</u>	<u>Contributions</u>	<u>Contributions</u>	<u>Contributions</u>	<u>Contributions</u>		
General Fund	\$ 436,308	\$ 441,899	\$ 471,846	\$ 1,495,895	\$ 538,879	\$ 1,354,469	\$ 901,017	\$ 8,736,518	26.8%
Wastewater	84,803	86,503	88,230	92,945	93,567	102,430	106,831	1,194,089	22.4%
Water	128,003	129,242	126,879	136,225	143,830	163,442	179,340	1,997,904	22.3%
Sanitation	80,508	85,204	80,501	88,396	95,244	102,302	104,586	1,296,914	24.8%
Total	<u>\$ 729,622</u>	<u>\$ 742,848</u>	<u>\$ 767,456</u>	<u>\$ 1,813,461</u>	<u>\$ 871,520</u>	<u>\$ 1,722,643</u>	<u>\$ 1,291,774</u>	<u>\$ 13,225,425</u>	

The City’s stabilization reserve policy calls for a contribution equal to 2 percent of the operating budget of these four funds until the maximum level is reached. The maximum level is defined as 35 percent of the operating budget of the fund. The minimum level set by the ordinance is 16 percent of the operating budget of the fund. As you can see from the results above, all funds have now reached the minimum level but are years from the maximum level.

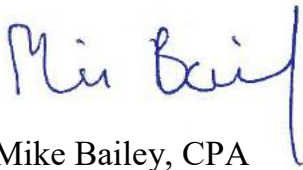
Summary

The attached budget attempts to address the myriad challenges we currently face while preparing for an uncertain future. I am confident that this conservative budget strikes an excellent balance between fiscal prudence and operational excellence. I look forward to completing our strategic plan and continuing to improve our organization and service to our citizens over the next year.

Page 8

It is important to 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 CFO Jason Muninger and Accountant Alicia Shelton, without whom the quality and accuracy of this document would not be possible.

Sincerely,

A handwritten signature in blue ink that reads "Mike Bailey". The signature is written in a cursive, slightly slanted style.

Mike Bailey, CPA
City Manager

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COMMUNITY PROFILE



city of

bartlesville

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city of bartlesville

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The City of Bartlesville is a charter city in the State of Oklahoma. The City has a population of 37,290 according to the 2020 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
2023-24 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
2023-24 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, and ABB Total Flow. 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

2023-24 Operating Budget Miscellaneous Statistics

Municipal Full-Time Employment:

Total	362
Non-union	226
Union	136

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	37,290
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

2023-24 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	62
Number of firemen	71

CITY OF BARTLESVILLE

2023-24 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
City of Bartlesville	351
Schlumberger	200
Chevron Phillips	200
ABB, Inc	195
Arvest Bank	195
66 Federal Credit Union	152
Washington County	150
Oilfield Pipe and Supply	132
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

2023-24 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

2023-24 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

2023-24 Operating Budget

Local Attractions

(continued)



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

The **Bartlesville Community Center** houses an acoustically superb performance hall that seats over 1,700; the world's largest cloisonné artwork, a mural that is 25 feet long which depicts a stylized northeastern Oklahoma countryside; the Lyon Art Gallery; and serves as the primary site of Bartlesville's premiere arts event - The OK MOZART International Festival. The site of many of Bartlesville's cultural arts and events, this graceful and beautiful Taliesin West-The Frank Lloyd Wright Foundation designed Community Center is a valuable asset to the Bartlesville cultural arts community.



The **Foster Mansion (La Quinta)** was designed in 1930 by noted Kansas City architect Edward Buehler Delk. H.V. Foster, once known as the wealthiest man west of the Mississippi, located his new home on 152 acres, three miles from the center of town. The 32-room, Spanish style mansion has 14 bathrooms and 7 fireplaces. Construction was completed in 1932 and it served as the family home until Mr. Foster's death in 1939. After that time, La Quinta served, consecutively, as the home of a military school, Central Christian College and Central Pilgrim College. The Wesleyan Church now owns and operates Oklahoma Wesleyan

University, an accredited, four-year liberal arts college. La Quinta is the focal point of the campus and serves as the library and administration facilities for the school. La Quinta is listed on the National Register of Historic Places.

CITY OF BARTLESVILLE

2023-24 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

2023-24 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

2023-24 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.

CITY OF BARTLESVILLE

2023-24 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



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

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

The first decade...

Frank knew that more needed to be done in order to position his company to take advantage of the promising crude oil and energy market. During

and after World War I, demand far outstripped supply and oil prices reached peak levels. By the end of 1923, Phillips Petroleum Company's net daily production approximated 25,000 barrels of crude oil, 100,000 gallons of natural gasoline, and 24,000,000 cubic feet of natural gas.



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

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.

CITY OF BARTLESVILLE

2023-24 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

2023-24 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

2023-24 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

2023-24 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

2023-24 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

2023-24 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

2023-24 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

2023-24 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.

CDBG-COVID – The CDBG-COVID fund was formed for the receipt of federal funds to help with rent and utility assistance for qualified citizens. There was a onetime source of revenue to be utilized until expended.

ARPA Fund – This fund was formed to help the tracking of all expenditures related to the onetime source of funds received from the Federal Government for the American Rescue Plan Act. These funds are not restricted to use and are intended to aid in the financial recovery of the COVID 19 pandemic.

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.

CITY OF BARTLESVILLE

2023-24 Operating Budget

Description of Funds

(continued)

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

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.

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

2023-24 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

2023-24 Operating Budget

Description of Funds

(continued)

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 source of revenue are proceeds from the issuance of debt.

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 source of revenue are proceeds from the issuance of debt.

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 source of revenue are proceeds from the issuance of debt.

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 source of revenue are proceeds from the issuance of debt.

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 source of revenue are proceeds from the issuance of debt.

2018A G.O Bond – The 2018A G.O. Bond fund accounts for the revenues and expenditures related to the 2018A general obligation debt issuance. The fund's only source of revenue are proceeds from the issuance of debt.

2018B G.O Bond – The 2018B G.O. Bond fund accounts for the revenues and expenditures related to the 2018B general obligation debt issuance. The fund's only source of revenue are proceeds from the issuance of debt.

2018C G.O Bond – The 2018C G.O. Bond fund accounts for the revenues and expenditures related to the 2018C general obligation debt issuance. The fund's only source of revenue are proceeds from the issuance of debt.

CITY OF BARTLESVILLE

2023-24 Operating Budget Description of Funds (continued)

2019A G.O Bond – The 2019A G.O. Bond fund accounts for the revenues and expenditures related to the 2019A general obligation debt issuance. The fund’s only source of revenue are proceeds from the issuance of debt.

2019B G.O Bond – The 2019B G.O. Bond fund accounts for the revenues and expenditures related to the 2019B general obligation debt issuance. The fund’s only source of revenue are proceeds from the issuance of debt.

2021A G.O Bond – The 2021A G.O. Bond fund accounts for the revenues and expenditures related to the 2021A general obligation debt issuance. The fund’s only source of revenue are proceeds from the issuance of debt.

2022 G.O Bond – The 2022 G.O. Bond fund accounts for the revenues and expenditures related to the 2022 general obligation debt issuance. The fund’s only source of revenue are proceeds from the issuance of debt.

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 BMA and are transferred to the Wastewater Fund, after all 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 BMA 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.

CITY OF BARTLESVILLE

2023-24 Operating Budget

Description of Funds

(continued)

Sooner Pool – The Sooner Pool Fund accounts for the operations of the City of Bartlesville’s Sooner Pool. 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. 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.

Airport Operating – The Airport Operating Fund accounts for the operations of the City’s municipal airport. Revenues received are from the sale of fuel, hanger rentals, and transfers from other funds.

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

CITY OF BARTLESVILLE

2023-24 Operating Budget

Description of Funds

(continued)

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.

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.

CITY OF BARTLESVILLE

2023-24 Operating Budget

Description of Funds

(continued)

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.

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

2023-24 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
2023-24 Operating Budget
Fund Structure Charts



CITY OF BARTLESVILLE

2023-24 Operating Budget

Fund Structure Charts

(continued)

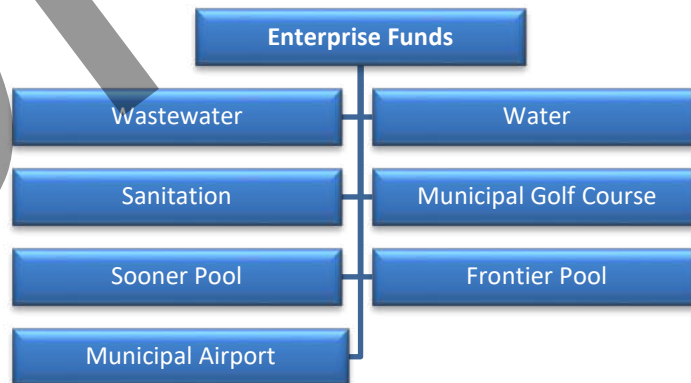


CITY OF BARTLESVILLE

2023-24 Operating Budget

Fund Structure Charts

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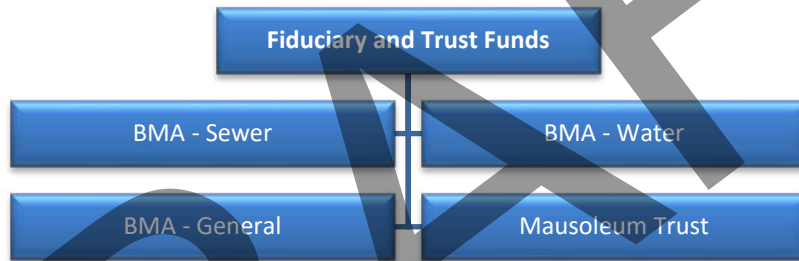
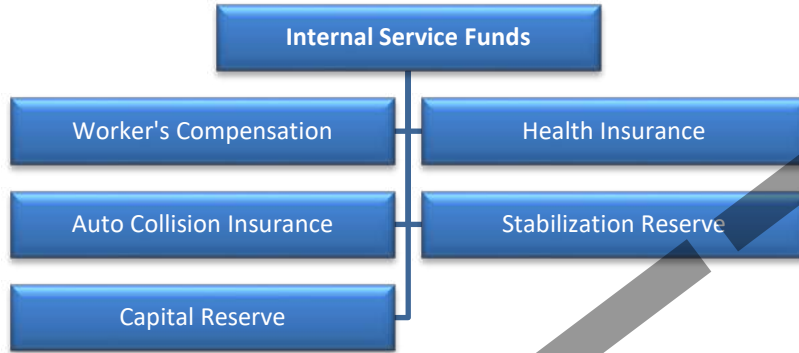


CITY OF BARTLESVILLE

2023-24 Operating Budget

Fund Structure Charts

(continued)



CITY OF BARTLESVILLE

2023-24 Operating Budget

Budget Calendar

<u>TARGET DATE</u>	<u>ACTIVITY</u>
March 6	Distribute Budget Preparation Packets to Directors
March 6	Directors verify personnel and line estimates
March 6 – March 20	Directors prepare budget requests and submit to Finance Director
March 20 – 24	Directors Budget Meetings with City Manager
May 11	Submit Proposed Budget to City Council
May 15	City Council Consideration of Budget
May 25	Publish Budget Summary and Notice of Public Hearing (actual publish date will be Sunday, May 28)
June 5	Public Hearing on Budget and Budget Adoption (Legal Deadline is June 23)
June 30	Budget published and filed with State Auditor and City Clerk
July 1	New fiscal year begins

FINANCIAL SUMMARY



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CITY OF BARTLESVILLE
2023-24 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 2017-18 to 2021-22 is presented below.

<u>REVENUE SOURCE</u>	<u>TOTAL</u>	<u>AVERAGE</u>	<u>AVERAGE %</u>
General Sales Tax Total	98,806,987	19,761,397	37.3%
Water Fees Total	55,783,536	11,156,707	21.0%
Wastewater Fees Total	31,935,840	6,387,168	12.0%
Sanitation Fees Total	23,417,911	4,683,582	8.8%
Ad Valorem Total	20,211,433	4,042,287	7.6%
Fees for Services (Other than Utilities) Total	9,484,292	1,896,858	3.6%
Franchise Fees Total	6,940,089	1,388,018	2.6%
Investment Earnings Total	2,524,845	504,969	1.0%
Fines & Fees Total	3,577,960	715,592	1.3%
Miscellaneous Total	3,128,916	625,783	1.2%
E-911 Total	2,584,691	516,938	1.0%
Hotel/Motel Tax Total	2,161,414	432,283	0.8%
County Motor Veh Tax Total	1,278,795	255,759	0.6%
Licenses & Permits Total	1,229,341	245,868	0.5%
Cigarette Tax Total	935,752	187,150	0.4%
State Alcohol Tax Total	808,484	161,697	0.3%
Fuel Tax Total	290,494	58,099	0.1%
TOTAL	265,100,780	53,020,155	100.0%

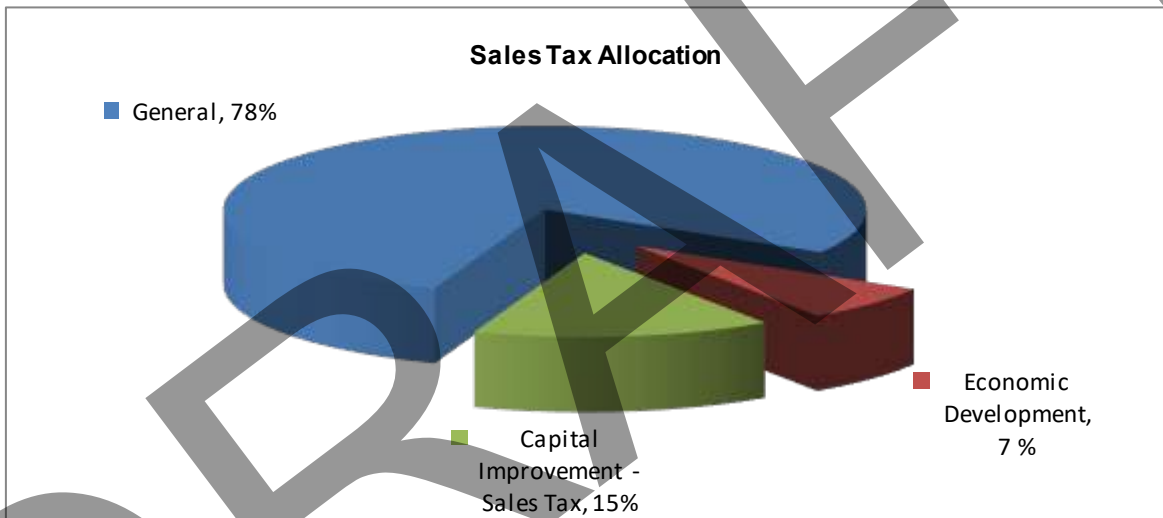
These revenue sources are used in conjunction with the residual fund equities to determine the amount available for operations. The top five revenue sources on average make up 86.7% of the total external recurring revenue used by the City to fund its operations. An analysis of these major sources of recurring revenue is presented in the following sections.

CITY OF BARTLESVILLE
2023-24 Operating Budget
Description of Major Revenue Sources
(continued)

(All amounts in the following sections for the fiscal year 2022-23 consist of actual amounts as of February 28, 2023 projected to June 30, 2023.)

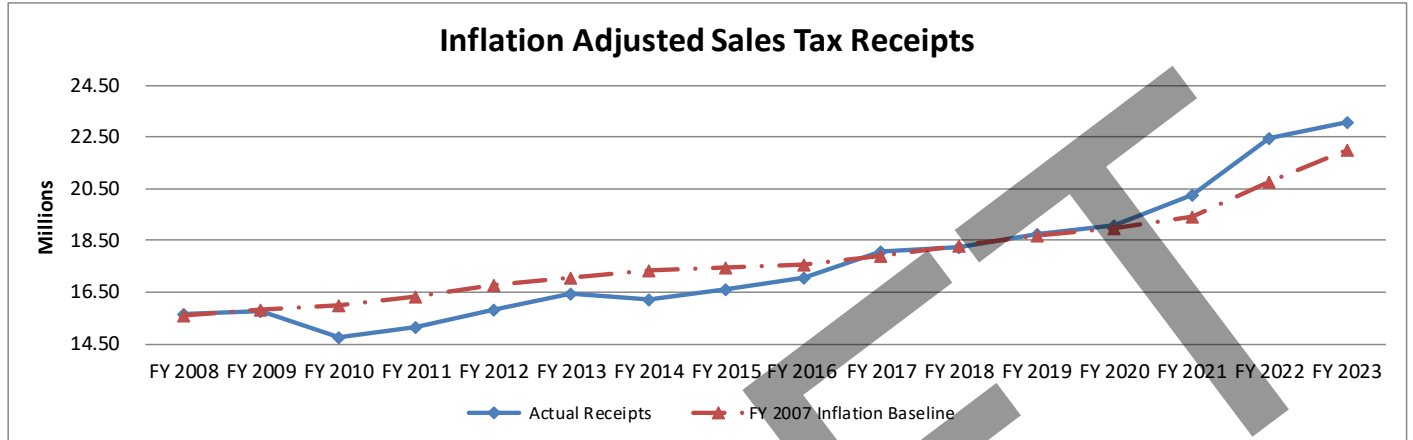
SALES TAX

The 3.4% municipal sales tax has been and continues to be Bartlesville’s largest source of recurring revenue, accounting for, on average, 37.4% 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
 2023-24 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**

<u>Fiscal Year</u>	<u>Amount Received</u>	<u>Percent Increase</u>
2019	18,765,270	
2020	19,061,969	1.58%
2021	20,330,758	6.66%
2022	22,480,003	10.57%
2023	23,099,866	2.76%
Total	103,737,866	21.57%
Average	20,747,573	5.39%

CITY OF BARTLESVILLE
2023-24 Operating Budget
Description of Major Revenue Sources
(continued)

This chart 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.

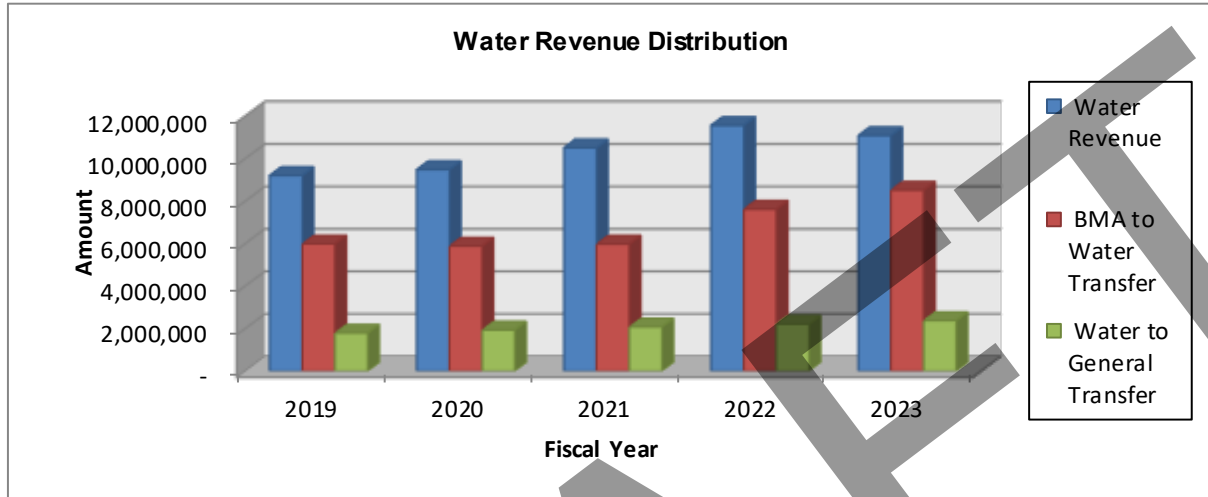
The City's most recent experience with sales tax shows great uncertainty. As shown on the Sales Tax trend chart there has been sizable growth. We feel that utilizing the trend analysis would be a bit aggressive on future year projections, so have chosen to budget a 2% decrease for the FY 2024. The results were a decrease of over \$460K from fiscal year 2022-23 to fiscal year 2023-24.

Using this scenario, the amount of sales tax revenue to be budgeted for fiscal year 2023-2024 is \$22,637,869. This amount will be available to the following funds based on the percentages previously discussed. The General Fund will receive \$17,643,955, the Capital Improvement – Sales Tax Fund will receive \$3,330,030 and the Economic Development Fund will receive \$1,663,883.

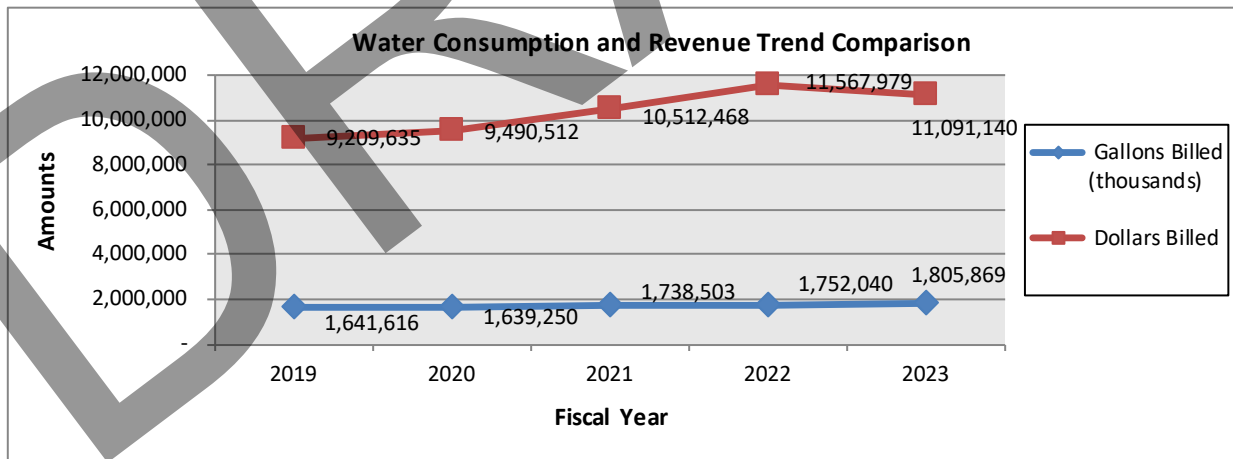
WATER UTILITY REVENUES

The revenues received from the City of Bartlesville's water utilities are the City's second largest source of revenue, accounting for, on average, 21.0% 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
 2023-24 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
 2023-24 Operating Budget
 Description of Major Revenue Sources
 (continued)

**Water 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>
2019	1,641,616		9,209,635	
2020	1,639,250	(0.14%)	9,490,512	3.05%
2021	1,738,503	6.05%	10,512,468	10.77%
2022	1,752,040	0.78%	11,567,979	10.04%
2023	1,805,869	3.07%	11,091,140	(4.12%)
Total	8,577,278	9.76%	51,871,734	19.74%
Average	1,715,456	2.44%	10,374,347	4.94%

The above analysis indicates that the City’s water sales have increased by 2.44% per year but revenue has increased by 4.94% per year. The City engaged with NewGen Strategies to complete a 5-year comprehensive rate study. The outcome of this new rate study will retain the same principles as the previous and will be exhibited in the estimated revenues for FY 2023-24. There is minimal decrease in the volumetric rate, and a more modest increase to the water capital investment fee.

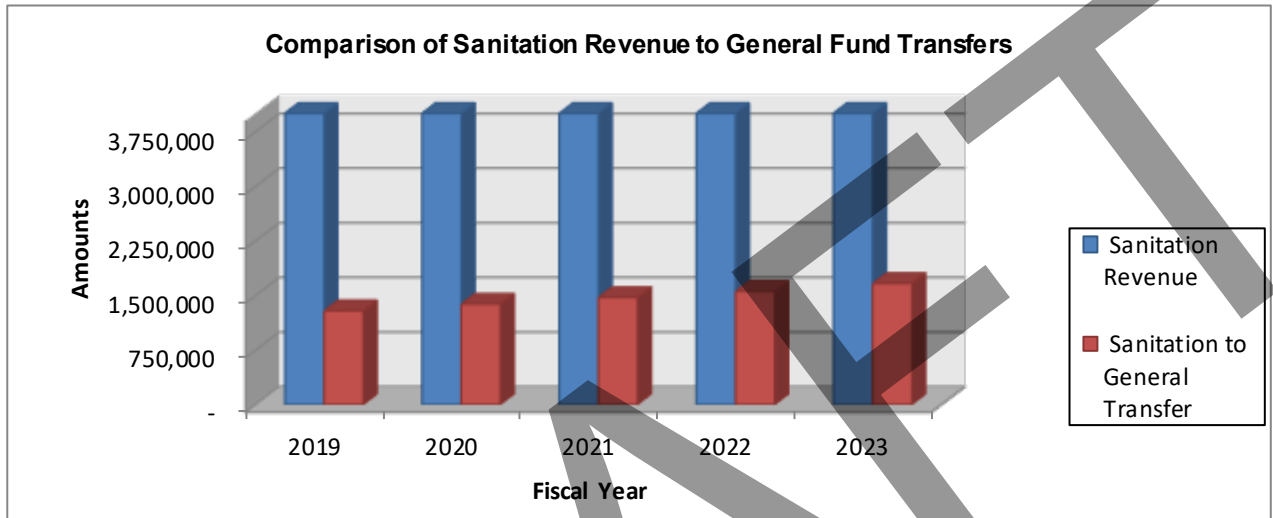
With the new changes included, the resulting amount of \$12,861,140 is the estimated water utility revenue for the City of Bartlesville. This amount also includes \$1,770,000 in capital investment fees that are not included in the analysis above.

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

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Description of Major Revenue Sources
 (continued)

for, on average, 8.8% of all external recurring revenues; which makes it the fourth largest source of revenue for the City.



**Sanitation Utility Revenue Estimate
 Trend Analysis Method**

<u>Fiscal Year</u>	<u>Dollars Billed (actuals)</u>	<u>Percent Increase (Decrease)</u>
2019	4,520,032	
2020	4,496,869	(0.51%)
2021	4,529,959	0.74%
2022	5,404,125	19.30%
2023	5,932,878	9.78%
Total	<u>24,883,863</u>	<u>29.31%</u>
Average	<u>4,976,773</u>	<u>7.33%</u>

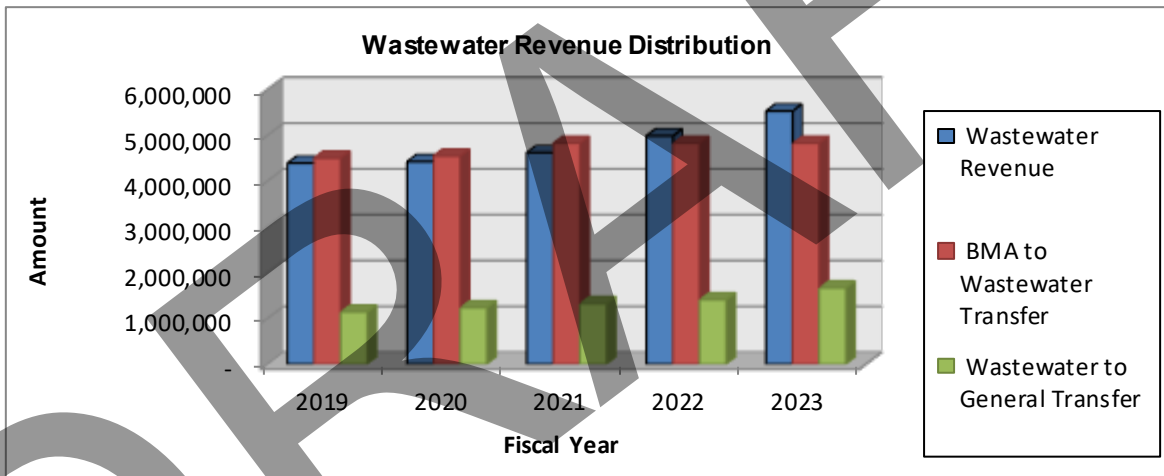
The above analysis indicates that the City’s sanitation sales have increased on average 7.33% per year with almost all of that coming in FY 22. The City is utilizing the results from the current rate study to project \$6,225,425 for the 2023-24 fiscal year sanitation revenues.

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Description of Major Revenue Sources
 (continued)

WASTEWATER UTILITY REVENUES

The revenues received from the City of Bartlesville’s wastewater utilities are the City’s third largest source of revenue, accounting for, on average, 12.0% of all external recurring revenues.

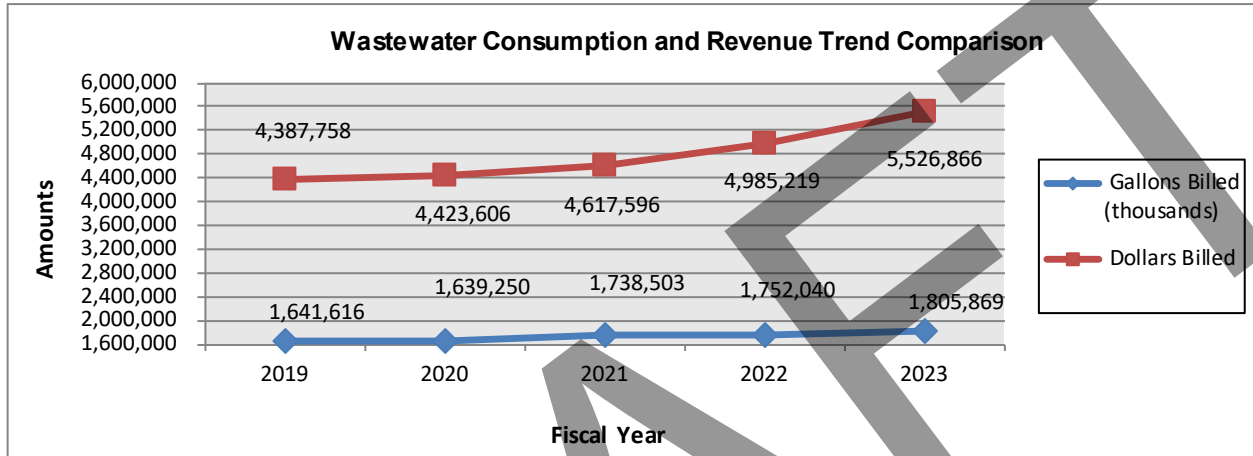
The amounts needed to fund the operations of the City’s wastewater utility are transferred back to the City operated wastewater utility fund. From there, the revenues are used to fund the operation, maintenance, and improvement of the City’s wastewater utility and also to provide operating transfers 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 another five-year rate increase plan for wastewater rates. Phase III of this plan will be effective on July 1, 2023. These changes and the changes to the water rates are the result of a comprehensive water, wastewater, and solid waste study.

CITY OF BARTLESVILLE
 2023-24 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**

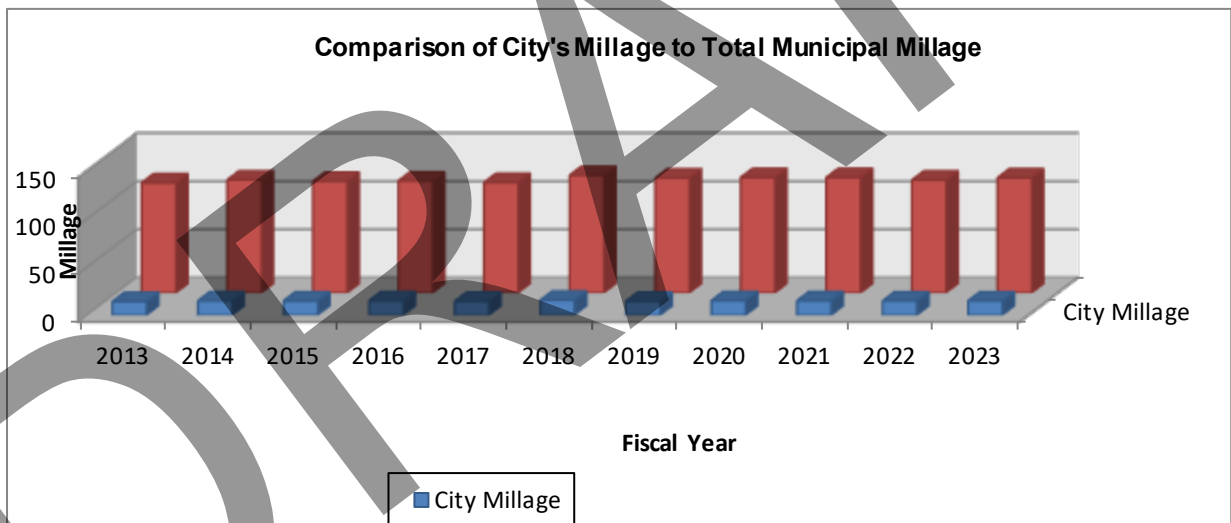
<u>Fiscal Year</u>	<u>Gallons Billed (thousands)</u>	<u>Percent Increase (Decrease)</u>	<u>Dollars Billed</u>	<u>Percent Increase (Decrease)</u>
2019	1,641,616		4,387,758	
2020	1,639,250	(0.14%)	4,423,606	0.82%
2021	1,738,503	6.05%	4,617,596	4.39%
2022	1,752,040	0.78%	4,985,219	7.96%
2023	1,805,869	3.07%	5,526,866	10.87%
Total	8,577,278	9.76%	23,941,045	24.04%
Average	1,715,456	2.44%	4,788,209	6.01%

Utilizing the results of the comprehensive wastewater study, the City estimates that the new wastewater rates will generate \$8,355,367 in revenue. This amount also includes \$2,343,023 in capital investment fees that are not included in the analysis above.

CITY OF BARTLESVILLE
2023-24 Operating Budget
Description of Major Revenue Sources
(continued)

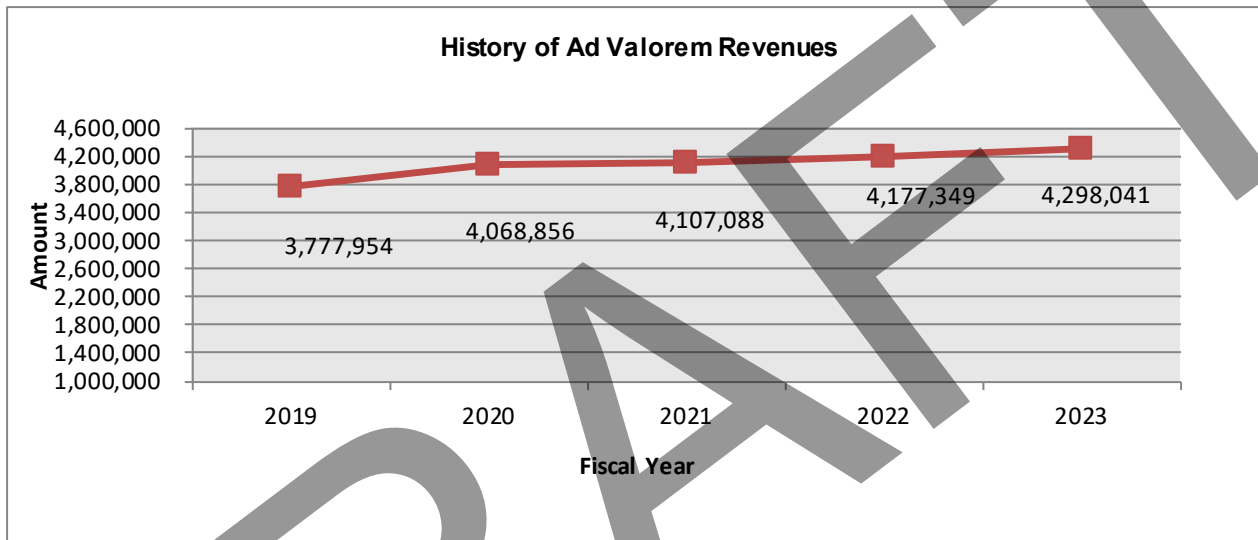
AD VALOREM

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
 2023-24 Operating Budget
 Description of Major Revenue Sources
 (continued)

As the previous 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
 2023-24 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 2023-24 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
2012 Combined Purpose Bonds	-	-	-
2014 Combined Purpose Bonds	180,000	3,870	183,870
2014B Combined Purpose Bonds	575,000	18,494	593,494
2015 Combined Purpose Bonds	220,000	10,480	230,480
2018A Combined Purpose Bonds	1,140,000	165,300	1,305,300
2018C Combined Purpose Bonds	275,000	51,875	326,875
2019A Combined Purpose Bonds	220,000	29,000	249,000
2019B Combined Purpose Bonds	100,000	7,000	107,000
2021A Combined Purpose Bonds	230,000	13,800	243,800
2022 Combined Purpose Bonds	1,185,000	320,750	1,505,750
Judgement	<u>70,000</u>	<u>-</u>	<u>70,000</u>
Totals	<u>4,195,000</u>	<u>620,569</u>	<u>4,815,569</u>
		Add: Financial Agent Fees	<u>4,500</u>
		Balance to Levy	<u>4,820,069</u>

CITY OF BARTLESVILLE

2023-24 Operating Budget All Funds Personnel Summary

<i>PERSONNEL COUNTS BY FUND & DEPARTMENT</i>	<i>2021-22 ACTUAL FTEs</i>	<i>2022-23 BUDGETED FTEs</i>	<i>2022-23 ACTUAL FTEs</i>	<i>2023-24 BUDGETED FTEs</i>
General Fund:				
Administration	6	7	7	8
Accounting and Finance	14.5	16.5	15.5	16.5
Legal	2.23	2.23	2.23	2.23
Building and Neighborhood Service	8.5	8.5	8.5	8.5
Building Maintenance	5	5	4	5
Community Development	4	4	4	4
Technical Services	4	4	4	4
Engineering	5	6.5	6	6.5
Fleet Maintenance	5	5	5	5
Fire	68	71	71	71
Police	68	82	81	84
Street	16	17.5	15	17.5
Library	18.7	18.7	18.7	18.7
History Museum	2.63	3.63	3.63	3.63
Park and Recreation	13	18	17	18
<i>Total General Fund</i>	240.56	269.56	262.56	272.56
E-911 Fund:				
Emergency Dispatch	15.1	15.1	15	15.1
Special Library:				
Library	1.13	1.13	1.13	1.13
Special Museum:				
Museum	1.23	1.23	1.23	1.23
Wastewater Fund:				
Wastewater Maintenance	9.5	11.5	10	11.5
Water Fund:				
Water Plant	15	15	14	15
Water Administration	2	2	2	2
Water Distribution	15	22	16	22
<i>Total Water</i>	32	39	32	39
Sanitation Fund:				
Sanitation	31	31.5	29	31.5
Golf Course Fund:				
Municipal Golf Course	3	4	4	4
Airport Fund:				
Municipal Airport	0	5	5	5
Total Personnel	<u>333.52</u>	<u>378.02</u>	<u>359.92</u>	<u>381.02</u>

As explained more fully in the City Manager’s Letter earlier in this document, there is an increase of 4 full time positions added to the budget. The new positions are; Marketing Specialist in the Administration Department and three additional police officers, two of them will be utilized as a Park Patrol Unit, the third as an additional SRO at the high school.

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 All Funds Capital Expenditures Summary

EXPENDITURES BY FUND & DEPARTMENT	2023-24 BUDGETED CAPITAL EXPENDITURES
Municipal Airport Fund:	
Airport	\$ 241,443
Neighborhood Park Fund:	
Park and Recreation	8,353
CIP - Sales Tax Fund:	
General Services	448,512
Tech Services	95,000
Engineering	60,000
Police	44,860
Storm Sewer	75,000
Street	2,835,000
Park and Recreation	1,561,906
Municipal Golf Course	20,500
<i>Total CIP - Sales Tax</i>	5,140,778
CIP - Wastewater Fund:	
Wastewater Maintenance	21,500
CIP - City Hall:	
General Services	120,000
CIP - Storm Sewer Fund:	
Storm Sewer	55,577
2019A GO Bond Fund:	
Park and Recreation	326,564
2019B GO Bond Fund:	
Storm Sewer	300,000
2021A GO Bond Fund:	
Park	443,000
2022 GO Bond Fund:	
Fire	25,000
Street	3,584,585
Library	37,860
Park	1,232,952
Total 2022 GO Bond	4,880,397
Capital Reserve Fund:	
General Fund	3,809,700
Chickasaw Wastewater Treatment Plant	3,270,000
Wastewater Maintenance	590,000
Water Plant	800,000
Water Administration	295,000
Water Distribution	730,000
Sanitation	2,888,000
<i>Total Capital Reserve Fund</i>	12,382,700
	\$ 23,920,312

CITY OF BARTLESVILLE
2023-24 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 \$10,000. Any item that meets the test of benefiting more than one fiscal year and exceeding \$10,000 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	General	Vehicles	\$ 285,000	General Fund Vehicle Replacement
CIP - Sales Tax	Street	Street Maintenance	\$ 2,775,000	Preventative Street Maintenance Projects
CIP - Sales Tax	Parks	Improvements	\$ 140,000	Playground Mulch Replacement
CIP - Sales Tax	Parks	Pathfinder Improvements	\$ 307,000	Improvements to the City's Pathfinder Parkways
CIP - Sales Tax	Parks	Oak Park	\$ 100,000	Oak Park Basketball Court
CIP - Wastewater	Wastewater Maint	Improvements	\$ 15,000	Replace SCADA
2019A G.O. Bond Fund	Parks	Improvements	\$ 326,564	Pathfinder Parkway Repaving
2019B G.O. Bond Fund	Storm Sewer	8th Street	\$ 300,000	8th Street Storm Drain Rehab
2021A G.O. Bond Fund	Parks	Improvements	\$ 358,000	Johnstone Park Parking Lot/Entry Access
2021A G.O. Bond Fund	Parks	Improvements	\$ 45,000	Douglas Park Walkway
2021A G.O. Bond Fund	Parks	Improvements	\$ 40,000	Drinking Fountain Replacement
2022 G.O. Bond Fund	Street	Improvements	\$ 2,169,585	Bridge Rehabilitation
2022 G.O. Bond Fund	Street	Improvements	\$ 760,000	Crestland Concrete Rehabilitation
2022 G.O. Bond Fund	Parks	Improvements	\$ 420,500	Pickleball Courts
2022 G.O. Bond Fund	Parks	Improvements	\$ 715,750	Park Parking Lots and Access Drives
		Total	<u>\$ 8,757,399</u>	

CITY OF BARTLESVILLE
2023-24 Operating Budget
All Funds Capital Expenditures Summary
 (continued)

In addition to the capital items listed previously, 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
2023	\$ 794,231	229,192	1,023,423	\$ 2,521,925	\$ -	1,023,423	11,253,699
2024	3,330,000	520,000	3,850,000	2,521,925	-	3,850,000	9,925,624
2025	400,000	1,350,000	1,750,000	2,521,925	-	1,750,000	10,697,549
2026	80,265,000	1,055,000	81,320,000	2,521,925	80,000,000	81,320,000	11,899,474
2027	750,000	2,055,000	2,805,000	2,521,925	-	2,805,000	11,616,399
2028	20,000,000	565,000	20,565,000	2,521,925	20,000,000	20,565,000	13,573,324
Total	\$ 104,745,000	5,545,000	110,290,000	\$ 12,609,625	\$ 100,000,000	110,290,000	

WASTEWATER - WASTEWATER PLANT - 5 YR CAPITAL PLAN DETAIL

Fiscal Year	Fund/Dept	Item Description	Number of Items	Cost of Purchase
2024	509-710	Engineering Design for WWTP Expansion	1	\$ 3,000,000
2024	509-710	Replace Vacuum tank trailer for land application of biosolids	1	\$ 60,000
2024	509-710	Install Flow Meters at Hillcrest, Golf Course, Virginia, Maple &	1	\$ 60,000
2024	509-710	Replace Day Cab Semi Tractor	1	\$ 150,000
2024	509-710	Replace polymer system for gravit belt thickener	1	\$ 60,000
2025	509-710	Replace crane truck (1998)	1	\$ 200,000
2025	509-710	Replace FEB liner at Tuxedo lift station	1	\$ 200,000
2026	509-710	Replace Pumps at Tuxedo LS	1	\$ 200,000
2026	509-710	Construction of WWTP Expansion	1	\$ 80,000,000
2026	509-710	Replace 1/2 ton trucks 4x4 (2012)	2	\$ 65,000
2027	509-710	Engineering Design Caney PS Corridor Imprmts (Limestone to	1	\$ 750,000
2029	509-710	Construction of Caney PS Corridor Imprmts	1	\$ 20,000,000

CITY OF BARTLESVILLE
2023-24 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
2024	509-715	Replace Camera Van	1	\$ 120,000
2024	509-715	Turkey Creek 36" Sewer Line Evaluation/Design	1	\$ 100,000
2024	509-715	Sewer Line Point Repairs/Replacement (contract and m	1	\$ 300,000
2025	509-715	Turkey Creek 36" Sewer Line Rehab	1	\$ 1,000,000
2025	509-715	Sewer Line Point Repairs/Replacement (contract and m	1	\$ 350,000
2026	509-715	Replace Vactor truck with root foaming	1	\$ 650,000
2026	509-715	Replace 1.25-ton with dump bed (2014)	1	\$ 55,000
2026	509-715	Sewer Line Point Repairs/Replacement (contract and m	1	\$ 350,000
2027	509-715	Replace 1.25-ton utility bed truck (2017)	1	\$ 55,000
2027	509-715	Sewer Line Point Repairs/Replacement (contract and m	1	\$ 400,000
2027	509-715	Maple LS and force main replacement	2500 ft	\$ 1,600,000

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
2023	\$ 675,504	88,828	589,219	1,353,551	\$ 1,870,774	\$ -	1,353,551	1,131,901
2024	750,000	225,000	8,430,000	9,405,000	1,770,000	7,750,000	9,405,000	1,246,901
2025	250,000	-	2,062,500	2,312,500	1,770,000	-	2,312,500	704,401
2026	-	-	767,500	767,500	1,770,000	-	767,500	1,706,901
2027	450,000	-	770,000	1,220,000	1,770,000	-	1,220,000	2,256,901
2028	-	-	655,000	655,000	1,770,000	-	655,000	3,371,901
Total	\$ 1,450,000	225,000	12,685,000	14,360,000	\$ 8,850,000	\$ 7,750,000	14,360,000	

WATER - WATER PLANT - 5 YR CAPITAL PLAN DETAIL

Fiscal Year	Fund	Item Description	Number of Items	Cost of Purchase
2024	510-720	PLC Replacement - Water Plant	1	\$ 350,000
2024	510-720	Replace High Service Pump VFD	1	\$ 400,000
2025	510-720	Refurbish Transfer Pumps and Motors	1	\$ 100,000
2025	510-720	Replace blowers (2) for filter backwash	1	\$ 150,000
2027	510-720	Replace High Service Pump VFD	1	\$ 450,000

CITY OF BARTLESVILLE
2023-24 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
2024	510-725	Replace truck shed	1	\$ 225,000

WATER - WATER DISTRIBUTION - 5 YR CAPITAL PLAN DETAIL

Fiscal Year	Fund	Item Description	Number of Items	Cost of Purchase
2024	510-730	New AMI System	1	\$ 7,750,000
2024	510-730	1.25-ton utility bed truck w/ accessories (comprsr, genertr, ext fue	1	\$ 55,000
2024	510-730	1.25-ton truck with dump bed	1	\$ 50,000
2024	510-730	Dump Truck (10 wheel) - replaces 2003 unit	1	\$ 175,000
2024	510-730	Replace Water Lines (contract and materials for staff)	3700 ft	\$ 400,000
2025	510-730	Replace Water Lines (contract and materials for staff)	4050 ft	\$ 500,000
2025	510-730	1/2 ton 4x4 (replaces 2014 units)	2	\$ 62,500
2025	510-730	Replace Water Line - Adams (between Quapaw and Hickory)	8000 ft	\$ 1,500,000
2026	510-730	Dump Truck (10 wheel) - replaces 2005 unit	1	\$ 165,000
2026	510-730	1.25-ton truck with dump bed (replaces 2016 unit)	1	\$ 52,500
2026	510-730	Replace Water Lines (contract and materials for staff)	4400 ft	\$ 550,000
2027	510-730	Dump Truck (10 wheel) - replaces 2005 unit	1	\$ 170,000
2027	510-730	Replace Water Lines (contract and materials for staff)	4750 ft	\$ 600,000
2028	510-730	Replace Water Lines (contract and materials for staff)	4750 ft	\$ 600,000
2028	510-730	1.25-ton utility bed truck (replaceds 2017 unit)	1	\$ 55,000

CITY OF BARTLESVILLE
 2023-24 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
2023	\$ 475,000	475,000	\$ 880,000	\$ -	475,000	1,896,117
2024	2,643,000	2,643,000	880,000	-	2,643,000	133,117
2025	375,000	375,000	880,000	-	375,000	638,117
2026	600,000	600,000	880,000	-	600,000	918,117
2027	1,500,000	1,500,000	880,000	-	1,500,000	298,117
2028	400,000	400,000	880,000	-	400,000	778,117
Total	\$ 5,518,000	5,518,000	\$ 4,400,000	\$ -	5,518,000	

SANITATION 5 YR CAPITAL PLAN - DETAIL

Fiscal Year	Fund	Item Description	Number of Items	Cost of Purchase
2024	511-750	Rear Load Refuse Truck	2	\$ 375,000
2024	511-750	Roll Off Refuse Truck	2	\$ 350,000
2024	511-750	Automated Refuse Truck	5	\$ 1,750,000
2024	511-750	One Ton Truck	2	\$ 90,000
2024	511-750	2 & 3 cy Containers	36	\$ 36,000
2024	511-750	30 yard Roll-offs	6	\$ 42,000
2025	511-750	Rear Load Refuse Truck	2	\$ 375,000
2026	511-750	Street Sweeper	2	\$ 600,000
2027	511-750	Poly Carts	25,000	\$ 1,500,000
2028	511-750	Rear Load Refuse Truck	2	\$ 400,000

CITY OF BARTLESVILLE
2023-24 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 nine bond issues. These bonds are described below.

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%.

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%.

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%

2018A Combined Purpose Bonds - \$9,725,000

The 2018A bonds are due in initial payment of \$605,000 then annual installments of \$1,140,000 until on Jun 1, 2028. The bonds pay semi-annual interest at rates varying from 1.99% to 2.75%.

CITY OF BARTLESVILLE
2023-24 Operating Budget
Debt Service Calculations and Information
(continued)

2018C Combined Purpose Bonds - \$2,500,000

The 2018C bonds are due in annual installments of \$275,000 with a final payment of \$300,000 on Dec 1, 2028. The bonds pay semi-annual interest at rates varying from 2.25% to 3.10%.

2019A Combined Purpose Bonds - \$2,000,000

The 2019A bonds are due in annual payments of \$220,000 with a final payment of \$240,000 on Dec 1, 2029. The bonds pay semi-annual int rates varying from 1.25-2.0%.

2019B Combined Purpose Bonds - \$600,000

The 2019B bonds are due in annual payments of \$100,000 with a final payment being on Dec 1, 2026. The bonds pay semi-annual interest rates varying from 1.25-2.0%.

2021A Combined Purpose Bonds - \$1,150,000

The 2021A bonds are due in annual payments of \$230,000 with a final payment being on Jun 1, 2027. The bonds pay semi-annual interest rates varying from 1.0-2.0%.

2022 Combined Purpose Bonds - \$9,500,000

The 2022 bonds are due in annual payments of \$1,185,000 with a final payment being of \$1,205,000 Jun 1, 2031. The bonds pay semi-annual interest rates varying from 2.55-3.2%.

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
 2023-24 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>
2024	4,125,000	620,569	4,745,569
2025	3,970,000	516,695	4,486,695
2026	3,390,000	422,185	3,812,185
2027	3,150,000	331,025	3,481,025
2028	2,820,000	241,650	3,061,650
2029	1,705,000	156,000	1,861,000
2030	1,425,000	98,000	1,523,000
2031	1,205,000	48,200	1,253,200
Grand Total	<u>21,790,000</u>	<u>2,434,324</u>	<u>24,224,324</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
2023-24 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.

BMA Utility System Revenue Note, Series 2021- \$27,966,000

The 2019 revenue bonds were refinanced to reduce interest cost and shorten the payback period. Principal payments ranging between \$812,000 and \$1,098,000 are due semiannually starting October 1, 2021. The note has an interest rate of 2.00%.

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
 2023-24 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>
2024	2,289,470	553,490	2,842,960
2025	2,269,054	507,187	2,776,241
2026	2,313,613	460,357	2,773,970
2027	2,359,302	412,553	2,771,855
2028	2,405,108	363,858	2,768,966
2029	2,322,781	314,159	2,636,940
2030	2,242,000	268,005	2,510,005
2031	2,147,000	222,415	2,369,415
2032	2,048,000	180,520	2,228,520
2033	2,087,000	139,360	2,226,360
2034	2,127,000	97,430	2,224,430
2035	2,173,000	54,670	2,227,670
2036	<u>1,098,000</u>	<u>10,980</u>	<u>1,108,980</u>
			-
Grand Total	<u>27,881,328</u>	<u>3,584,984</u>	<u>31,466,312</u>

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Current and Prior Years' Revenue Summary by Fund Type

FUND & SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 APPROVED
GENERAL FUND				
General Fund:				
Sales Tax	\$ 17,520,916	\$ 16,407,122	\$ 18,004,036	\$ 17,643,955
Use Tax	-	400,000	1,100,000	2,500,000
Franchise Tax	1,495,904	1,451,300	1,555,931	1,582,000
Licenses & Permits	278,241	265,600	253,856	255,800
Intergovernmental	729,563	739,100	716,621	700,400
Charges for Services	1,169,622	832,500	1,246,296	1,048,900
Fines and Forfeits	706,052	772,200	731,876	748,100
Interest and Investment Income	(117,760)	100,000	460,141	150,000
Donations and Miscellaneous	390,254	395,450	118,607	127,000
Transfers In	5,176,590	10,140,941	10,140,941	6,561,228
Total General Fund	\$ 27,349,382	\$ 31,504,213	\$ 34,328,305	\$ 31,317,383
SPECIAL REVENUE FUNDS				
Economic Development Fund:				
Sales Tax	\$ 1,652,280	\$ 1,547,842	\$ 1,697,840	\$ 1,663,883
Hotel-Motel Tax	229,141	282,400	233,539	238,200
Interest and Investment Income	(15,535)	-	68,488	-
Donations and Miscellaneous	40,956	-	-	-
Total Economic Development	\$ 1,906,842	\$ 1,830,242	\$ 1,999,867	\$ 1,902,083
E-911 Fund:				
E-911 Service Tax	\$ 64,064	\$ 63,400	\$ 47,000	\$ 63,400
E-911 Wireless Fee	439,965	443,000	465,900	443,000
Charges for Services	2,400	2,400	2,400	2,400
Interest and Investment Income	(101)	-	-	-
Transfers In	524,835	698,433	698,433	586,603
Total E-911	\$ 1,031,163	\$ 1,207,233	\$ 1,213,733	\$ 1,095,403

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Current and Prior Years' Revenue Summary by Fund Type
 (continued)

FUND & SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 APPROVED
Special Library Fund:				
Intergovernmental	\$ 63,180	\$ 18,000	\$ 41,063	\$ 18,000
Interest and Investment Income	(2,139)	-	7,361	-
Donations and Miscellaneous	39,039	-	5,631	-
Transfers In	97,013	70,000	76,994	70,000
Total Special Library	\$ 197,093	\$ 88,000	\$ 131,049	\$ 88,000
Special Museum Fund:				
Interest and Investment Income	\$ (808)	\$ -	\$ 3,124	\$ -
Donations and Miscellaneous	32,987	-	32,395	-
Total Special Museum	\$ 32,179	\$ -	\$ 35,519	\$ -
Municipal Airport Fund:				
Intergovernmental	\$ 41,025	\$ -	\$ 450,830	\$ -
Interest and Investment Income	(1,638)	-	7,258	-
Total Municipal Airport	\$ 39,387	\$ -	\$ 458,088	\$ -
Harshfield Library Donation Fund:				
Donations and Miscellaneous	\$ -	\$ -	\$ 10,005	\$ -
Restricted Revenue Fund:				
Donations and Miscellaneous	\$ 527,126	\$ 106,006	\$ 81,594	\$ -
Golf Course Memorial Fund:				
Interest and Investment Income	\$ (107)	\$ -	\$ 1,035	\$ -
Donations and Miscellaneous	54,993	-	10,000	-
Total Golf Course Memorial	\$ 54,886	\$ -	\$ 11,035	\$ -
JAG Fund:				
Intergovernmental	\$ 4,485	\$ -	\$ -	\$ -

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Current and Prior Years' Revenue Summary by Fund Type
 (continued)

FUND & SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 APPROVED
CDBG-COVID Fund:				
Intergovernmental	\$ 360,753	\$ -	\$ 71,679	\$ -
ARPA Fund:				
Intergovernmental	\$ 3,156,371	\$ 3,186,219	\$ 3,186,294	\$ -
Neighborhood Park Fund:				
Interest and Investment Income	\$ (145)	\$ -	\$ 1,951	\$ -
Donations and Miscellaneous	12,395	-	-	-
Total Neighborhood Park	\$ 12,250	\$ -	\$ 1,951	\$ -
Cemetery Perpetual Care Fund:				
Charges for Services	\$ 2,652	\$ 3,000	\$ 2,650	\$ 2,600
Interest and Investment Income	(65)	-	176	-
Total Cemetery Perpetual Care	\$ 2,587	\$ 3,000	\$ 2,826	\$ 2,600
Total Special Revenue Funds	\$ 7,325,122	\$ 6,420,700	\$ 7,203,640	\$ 3,088,086
DEBT SERVICE FUND				
Debt Service Fund:				
Ad Valorem - Current Year	\$ 4,168,672	\$ 4,156,550	\$ 4,298,041	\$ 4,818,069
Proceeds from Issuance of Debt	184,564	-	-	-
Total Debt Service Fund	\$ 4,353,236	\$ 4,156,550	\$ 4,298,041	\$ 4,818,069

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Current and Prior Years' Revenue Summary by Fund Type
 (continued)

FUND & SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 APPROVED
CAPITAL PROJECTS FUNDS				
CIP - Sales Tax Fund:				
Sales Tax	\$ 3,306,809	\$ 3,095,683	\$ 3,397,990	\$ 3,330,030
Intergovernmental	62,247	-	39,750	-
Interest and Investment Income	-	-	66,864	-
Donations and Miscellaneous	87,021	-	-	-
Total CIP - Sales Tax	<u>\$ 3,456,077</u>	<u>\$ 3,095,683</u>	<u>\$ 3,504,604</u>	<u>\$ 3,330,030</u>
CIP - Wastewater Fund:				
Charges for Services	<u>\$ 27,541</u>	<u>\$ -</u>	<u>\$ 36,803</u>	<u>\$ -</u>
CIP - Wastewater Regulatory Fund:				
Interest and Investment Income	<u>-</u>	<u>-</u>	<u>16,376</u>	<u>-</u>
CIP - City Hall Fund:				
Charges for Services	<u>\$ 23,997</u>	<u>\$ 11,400</u>	<u>\$ 50,460</u>	<u>\$ 47,880</u>
CIP - Storm Sewer Fund:				
Charges for Services	<u>\$ 875</u>	<u>\$ -</u>	<u>\$ 2,739</u>	<u>\$ -</u>
CDBG Fund:				
Intergovernmental	<u>\$ -</u>	<u>\$ 228,333</u>	<u>\$ 228,333</u>	<u>\$ -</u>
2022 G.O. Bond Fund:				
Proceeds from Issuance of Debt	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Capital Project Funds	<u>\$ 3,508,490</u>	<u>\$ 3,335,416</u>	<u>\$ 3,839,315</u>	<u>\$ 3,377,910</u>

CITY OF BARTLESVILLE
2023-24 Operating Budget
Current and Prior Years' Revenue Summary by Fund Type
 (continued)

<i>FUND & SOURCE</i>	<i>2021-22 ACTUAL</i>	<i>2022-23 BUDGET</i>	<i>2022-23 ESTIMATE</i>	<i>2023-24 APPROVED</i>
ENTERPRISE FUNDS				
Wastewater Operating Fund:				
Donations and Miscellaneous	\$ 7,809	\$ -	\$ 1,350	\$ -
Transfers In	4,838,387	5,575,322	5,151,380	5,260,801
Total Wastewater Operating	<u>\$ 4,846,196</u>	<u>\$ 5,575,322</u>	<u>\$ 5,152,730</u>	<u>\$ 5,260,801</u>
Water Operating Fund:				
Donations and Miscellaneous	\$ 10,647	\$ -	\$ 5,881	\$ -
Transfers In	7,623,793	8,660,832	8,522,854	8,855,118
Total Water Operating	<u>\$ 7,634,440</u>	<u>\$ 8,660,832</u>	<u>\$ 8,528,735</u>	<u>\$ 8,855,118</u>
Sanitation Operating Fund:				
Charges for Services	\$ 5,407,125	\$ 5,796,060	\$ 5,935,878	\$ 6,228,424
Donations and Miscellaneous	1,701	-	560	-
Total Sanitation Operating	<u>\$ 5,408,826</u>	<u>\$ 5,796,060</u>	<u>\$ 5,936,438</u>	<u>\$ 6,228,424</u>
Golf Course Operating Fund:				
Charges for Services	\$ 403,835	\$ 407,500	\$ 384,543	\$ 407,500
Transfers In	58,804	135,941	135,941	282,054
Total Golf Course Operating	<u>\$ 462,639</u>	<u>\$ 543,441</u>	<u>\$ 520,484</u>	<u>\$ 689,554</u>
Sooner Pool Fund:				
Interest and Investment Income	\$ -	\$ -	\$ 35	\$ -
Transfers In	50,404	49,871	49,871	72,245
Total Sooner Pool	<u>\$ 50,404</u>	<u>\$ 49,871</u>	<u>\$ 49,906</u>	<u>\$ 72,245</u>
Frontier Pool Fund:				
Transfers In	\$ 40,546	\$ 60,921	\$ 60,921	\$ 94,475
Airport Operating Fund:				
Charges for Services	\$ -	\$ 354,700	\$ 402,048	\$ 358,000
Transfers In	-	250,000	36,472	227,975
Total Airport Operating	<u>\$ -</u>	<u>\$ 604,700</u>	<u>\$ 438,520</u>	<u>\$ 585,975</u>
Total Enterprise Funds	<u>\$ 18,443,051</u>	<u>\$ 21,291,147</u>	<u>\$ 20,687,734</u>	<u>\$ 21,786,592</u>

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Current and Prior Years' Revenue Summary by Fund Type
 (continued)

FUND & SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 APPROVED
INTERNAL SERVICE FUNDS				
Worker's Compensation Fund:				
Interest and Investment Income	\$ (1,659)	\$ -	\$ 7,015	\$ -
Donations and Miscellaneous	4,431	-	5,126	-
Contribution from Operate Dept.	163,135	100,287	100,287	93,460
Total Worker's Compensation	\$ 165,907	\$ 100,287	\$ 112,428	\$ 93,460
Health Insurance Fund:				
Employee Contributions	\$ 456,386	\$ 425,000	\$ 460,000	\$ 450,000
Retiree Contributions	72,098	100,000	101,279	125,000
Interest and Investment Income	-	-	3,500	-
Reimbursement of Operations	2,880,184	2,681,343	2,681,343	2,862,814
Reimbursement by Contract	397,256	300,000	323,000	320,000
Transfers In	-	-	-	-
Total Health Insurance	\$ 3,805,924	\$ 3,506,343	\$ 3,569,122	\$ 3,757,814
Auto Collision Fund:				
Donations and Miscellaneous	\$ 6,752	\$ -	\$ 1,518	\$ -
Transfers In	75,000	75,000	75,000	75,000
Total Auto Collision	\$ 81,752	\$ 75,000	\$ 76,518	\$ 75,000
Stabilization Reserve Fund:				
Transfers In	\$ 871,580	\$ 1,722,643	\$ 1,722,643	\$ 1,273,374
Capital Reserve Fund:				
Charges for Services	\$ 3,763,123	\$ 4,766,227	\$ 4,392,699	\$ 4,118,023
Transfers In	2,456,491	2,530,000	2,530,000	2,880,000
Total Capital Reserve Fund	\$ 6,219,614	\$ 7,296,227	\$ 6,922,699	\$ 6,998,023
Total Internal Service Funds	\$ 11,144,777	\$ 12,700,500	\$ 12,403,410	\$ 12,197,671
FIDUCIARY FUNDS				
Mausoleum Trust Fund:				
Interest and Investment Income	\$ 28	\$ -	\$ -	\$ -

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Current and Prior Years' Revenue Summary by Fund Type
 (continued)

FUND & SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 APPROVED
BARTLESVILLE MUNICIPAL AUTHORITY				
BMA - Wastewater Fund:				
Charges for Services	\$ 5,523,323	\$ 5,499,095	\$ 5,526,866	\$ 5,499,095
Interest and Investment Income	-	-	-	-
Donations and Miscellaneous	92,570	30,800	92,469	30,800
Debt Obligation Proceeds	-	45,000,000	-	-
Total BMA - Wastewater	<u>\$ 5,615,893</u>	<u>\$ 50,529,895</u>	<u>\$ 5,619,335</u>	<u>\$ 5,529,895</u>
BMA - Water Fund:				
Charges for Services	\$ 11,281,659	\$ 11,339,739	\$ 11,567,979	\$ 11,339,739
Interest and Investment Income	-	-	-	-
Donations and Miscellaneous	-	-	-	-
Debt Obligation Proceeds	-	7,500,000	3,535,515	3,964,485
Total BMA - Water	<u>\$ 11,281,659</u>	<u>\$ 18,839,739</u>	<u>\$ 15,103,494</u>	<u>\$ 15,304,224</u>
Total BMA Funds	<u>\$ 16,897,552</u>	<u>\$ 69,369,634</u>	<u>\$ 20,722,829</u>	<u>\$ 20,834,119</u>
TOTAL REVENUE ALL FUNDS	<u>\$ 89,021,638</u>	<u>\$ 148,778,160</u>	<u>\$ 103,483,274</u>	<u>\$ 97,419,830</u>

CITY OF BARTLESVILLE

2023-24 Operating Budget

Current and Prior Years' Expenditure Summary by Fund Type

FUND & DEPARTMENT	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 APPROVED
GENERAL FUND				
General Fund:				
City Council	\$ 12,532	\$ 22,660	\$ 14,645	\$ 22,660
Administration	874,120	1,062,512	957,161	1,276,313
Accounting and Finance	1,581,664	1,697,503	1,538,897	1,782,365
Legal	220,859	241,640	250,922	260,861
Building & Neighborhood Service	783,236	937,365	862,354	1,049,064
Building Maintenance	468,367	525,869	515,196	500,007
General Services	664,989	843,350	870,701	843,350
Cemetery	9,688	16,860	10,693	16,860
Community Development	545,297	615,589	574,098	586,029
Technical Services	1,028,947	1,176,941	1,176,893	1,295,046
Engineering	600,940	517,194	525,720	831,666
Fleet Maintenance	421,757	481,294	466,617	496,436
Fire	6,846,876	7,627,665	7,530,976	7,722,119
Police	6,656,828	8,037,083	7,731,356	8,689,118
Street	1,602,147	1,843,488	1,815,068	2,051,398
Library	1,405,678	1,645,797	1,618,480	1,795,303
History Museum	186,104	225,216	196,239	217,856
Park and Recreation	1,361,912	1,623,803	1,503,234	1,653,253
Transfers Out	3,338,528	4,011,107	4,011,107	4,185,413
Reserves	-	910,925	-	1,321,550
Total General Fund	\$ 28,610,469	\$ 34,063,861	\$ 32,170,357	\$ 36,596,667
SPECIAL REVENUE FUNDS				
Economic Development Fund:				
Economic Development	\$ 1,187,600	\$ 4,536,236	\$ 1,444,800	\$ 5,416,131
E-911 Fund:				
Emergency Dispatch	\$ 1,053,817	\$ 1,207,453	\$ 1,125,254	\$ 1,197,905
Reserves	-	20,905	-	28,115
Total E-911 Fund	\$ 1,053,817	\$ 1,228,358	\$ 1,125,254	\$ 1,226,020
Special Library Fund:				
Library	\$ 166,482	\$ 226,500	\$ 226,500	\$ 185,000

CITY OF BARTLESVILLE

2023-24 Operating Budget

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

FUND & DEPARTMENT	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 APPROVED
Special Museum Fund:				
Museum	\$ 26,683	\$ 41,500	\$ 40,500	\$ 51,500
Municipal Airport Fund:				
Airport	\$ 64,226	\$ 750,981	\$ 685,868	\$ 28,508
Harshfield Library Donation Fund:				
Library	\$ 21,514	\$ 786,511	\$ 229,934	\$ 382,568
Restricted Revenue Fund:				
General Services	\$ 495,995	\$ 163,376	\$ 4,632	\$ 59,373
Cemetery	-	25,337	-	27,532
Community Development	-	3,168	-	3,168
Fire	-	9,114	-	9,116
Police	6,694	43,180	26,494	88,252
Park and Recreation	-	2,676	-	2,676
Swimming Pools	136,648	91,628	4,095	92,993
Stadium	-	8,167	-	12,331
Total Restricted Donations	<u>\$ 639,337</u>	<u>\$ 346,646</u>	<u>\$ 35,221</u>	<u>\$ 295,441</u>
Golf Course Memorial Fund:				
Municipal Golf Course	\$ 35,411	\$ 15,307	\$ 33,815	\$ 9,040
JAG Fund:				
Police	\$ -	\$ 7,619	\$ -	\$ 7,619
CDBG-COVID Fund:				
General Services	\$ 434,483	\$ 501,706	\$ 501,709	\$ -
ARPA Fund:				
Transfer to General	\$ -	\$ 3,609,713	\$ 4,579,713	\$ 1,000,000
Neighborhood Park Fund:				
Park and Recreation	\$ -	\$ 27,653	\$ -	\$ 29,599
Cemetery Perpetual Care Fund:				
Cemetery	\$ 4,699	\$ 12,147	\$ 1,335	\$ 12,303
Total Special Revenue Funds	<u>\$ 3,634,252</u>	<u>\$ 12,090,877</u>	<u>\$ 8,904,649</u>	<u>\$ 8,643,729</u>

CITY OF BARTLESVILLE

2023-24 Operating Budget

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

FUND & DEPARTMENT	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 APPROVED
DEBT SERVICE FUND				
Debt Service Fund:				
Judgments	\$ 53,000	\$ 70,000	\$ 36,838	\$ 70,000
2012 Combined Purpose Bonds	339,535	363,540	339,585	-
2014 Combined Purpose Bonds	175,770	172,470	175,770	184,370
2014B Combined Purpose Bonds	615,356	605,150	615,356	593,994
2015 Combined Purpose Bonds	237,490	234,190	237,490	230,980
2017 Combined Purpose Bonds	841,800	-	-	-
2018A Combined Purpose Bonds	1,368,300	1,336,850	1,368,300	1,305,800
2018C Combined Purpose Bonds	343,675	335,425	343,675	327,375
2019A Combined Purpose Bonds	257,275	253,700	257,275	249,500
2019B Combined Purpose Bonds	110,175	108,925	110,175	107,500
2021A Combined Purpose Bonds	16,250	246,400	16,100	244,300
2022 Combined Purpose Bonds	-	429,800	160,375	1,506,250
Total Debt Service Fund	\$ 4,358,626	\$ 4,156,450	\$ 3,660,939	\$ 4,820,069
CAPITAL PROJECTS FUNDS				
CIP - Sales Tax Fund:				
Building and Neighborhood Services	\$ -	\$ 9,500	\$ 50,385	\$ -
General Services	623,456	660,000	520,875	448,512
Community Development	-	-	-	250,000
Tech Services	264,572	135,000	186,455	95,000
Engineering	43,856	60,000	7,378	60,000
Garage	31,593	-	-	-
Fire	61,987	-	237,526	-
Police	430,382	447,860	947,377	44,860
Storm Sewer	-	50,000	-	75,000
Street	1,919,797	1,650,000	542,141	2,835,000
Park and Recreation	2,292,154	891,906	1,520,031	1,561,906
Municipal Golf Course	20,433	55,600	62,100	20,500
Unallocated	-	-	-	340,428
Total CIP - Sales Tax	\$ 5,716,090	\$ 3,959,866	\$ 4,074,268	\$ 5,731,206
CIP - Wastewater Fund:				
Wastewater Maintenance	\$ 19,393	\$ 129,075	\$ 97,435	\$ 21,500
Unallocated	-	56,310	-	6,042
Total CIP - Wastewater	\$ 19,393	\$ 185,385	\$ 97,435	\$ 27,542
CIP - Wastewater Regulatory Fund:				
Transfers Out	\$ 255,242	\$ -	\$ -	\$ -
Unallocated	-	-	-	514,842

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Current and Prior Years' Expenditure Summary by Fund Type
 (continued)

FUND & DEPARTMENT	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 APPROVED
CIP - City Hall Fund:				
General Services	\$ 3,249	\$ 20,000	\$ 1,780	\$ 120,000
Unallocated	-	25,952	-	50,362
Total CIP - City Hall	\$ 3,249	\$ 45,952	\$ 1,780	\$ 170,362
CIP - Storm Sewer Fund:				
Storm Sewer	\$ -	\$ 51,963	\$ -	\$ 55,577
CDBG Fund:				
Street	\$ -	\$ 228,333	\$ 228,333	\$ -
2009 G.O Bond Fund				
Street	\$ 2,636	\$ -	\$ -	\$ -
2010 G.O Bond Fund				
Street	\$ 410	\$ -	\$ -	\$ -
2012 G.O Bond Fund				
Sooner Pool	\$ 84,100	\$ -	\$ 22,372	\$ -
2014B G.O Bond Fund				
Unallocated	\$ -	\$ -	\$ -	\$ 3,885
2017 G.O Bond Fund				
Park and Recreation	\$ -	\$ -	\$ 53	\$ -
Unallocated	-	82,148	-	-
Total 2017 G.O. Bond	\$ -	\$ 82,148	\$ 53	\$ -
2018A G.O Bond Fund				
Adams Municipal Golf Course	\$ 11,247	\$ -	\$ -	\$ -

CITY OF BARTLESVILLE

2023-24 Operating Budget

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

FUND & DEPARTMENT	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 APPROVED
2018B G.O Bond Fund				
Storm Swere	\$ 246,089	\$ -	\$ -	\$ -
Unallocated	-	-	-	28,659
Total 2018A G.O. Bond	<u>\$ 246,089</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28,659</u>
2018C G.O Bond Fund				
Police	\$ 39,437	\$ -	\$ 50,005	\$ -
Street	355,221	250,000	8,378	-
Park and Recreation	228,957	-	6,226	-
Total 2018C G.O. Bond	<u>\$ 623,615</u>	<u>\$ 250,000</u>	<u>\$ 64,609</u>	<u>\$ -</u>
2019A G.O Bond Fund				
Park and Recreation	\$ 62,030	\$ 669,500	\$ 330,667	\$ 326,564
Total 2019A G.O. Bond	<u>\$ 66,123</u>	<u>\$ 669,500</u>	<u>\$ 330,667</u>	<u>\$ 326,564</u>
2019B G.O Bond Fund				
Storm Sewer	\$ -	\$ 300,000	\$ 44,400	\$ 300,000
Unallocated	-	-	-	41,460
Total 2019B G.O. Bond	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 44,400</u>	<u>\$ 341,460</u>
2021A G.O Bond Fund				
Street	\$ -	\$ 587,000	\$ 557,836	\$ -
Park and Recreation	-	443,000	-	443,000
Unallocated	-	-	-	78,244
Total 2021A G.O. Bond	<u>\$ -</u>	<u>\$ 1,030,000</u>	<u>\$ 557,836</u>	<u>\$ 521,244</u>
2022 G.O Bond Fund				
General Services	\$ 129,975	\$ -	\$ -	\$ -
Tech Services	-	132,000	132,000	-
Fire	-	2,000,000	2,000,000	-
Police	-	1,212,250	1,187,250	25,000
Street	-	75,000	59,677	-
Library	-	3,950,000	383,975	3,584,585
Park	-	183,650	145,790	37,860
Unallocated	-	1,752,000	580,373	1,232,952
Total 2022 G.O. Bond	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,489,065</u>	<u>\$ 4,880,960</u>
Total Capital Projects Funds	<u>\$ 7,043,994</u>	<u>\$ 6,803,147</u>	<u>\$ 9,910,818</u>	<u>\$ 12,642,301</u>

CITY OF BARTLESVILLE
2023-24 Operating Budget
Current and Prior Years' Expenditure Summary by Fund Type
(continued)

FUND & DEPARTMENT	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 APPROVED
ENTERPRISE FUNDS				
Wastewater Operating Fund:				
Wastewater Treatment Plant	\$ 2,395,866	\$ 2,704,296	\$ 2,697,313	\$ 2,965,385
Wastewater Maintenance	731,590	902,048	676,966	746,400
Transfers Out	1,526,012	1,642,574	1,526,012	1,677,278
Reserves	-	76,341	-	88,790
Total Wastewater Operating	<u>\$ 4,653,468</u>	<u>\$ 5,325,259</u>	<u>\$ 4,900,291</u>	<u>\$ 5,477,853</u>
Water Operating Fund:				
Water Plant	\$ 3,061,199	\$ 3,379,179	\$ 3,864,631	\$ 3,779,700
Water Administration	334,663	385,958	364,433	403,611
Water Distribution	1,480,790	2,088,999	1,617,811	2,251,525
Transfers Out	2,380,530	2,569,382	2,385,530	2,585,280
Reserves	-	157,812	-	294,520
Total Water Operating	<u>\$ 7,257,182</u>	<u>\$ 8,581,330</u>	<u>\$ 8,232,405</u>	<u>\$ 9,314,636</u>
Sanitation Operating Fund:				
Sanitation	\$ 3,062,112	\$ 3,449,968	\$ 3,237,528	\$ 3,248,336
Transfers Out	2,259,180	2,647,446	2,647,446	2,649,730
Reserves	-	113,820	-	134,997
Total Sanitation Operating	<u>\$ 5,321,292</u>	<u>\$ 6,211,234</u>	<u>\$ 5,884,974</u>	<u>\$ 6,033,063</u>
Municipal Golf Course Fund:				
Golf Course	\$ 534,614	\$ 481,259	\$ 466,245	\$ 491,691
Pro Shop	-	131,475	131,011	143,650
Reserves	-	16,877	-	30,581
Total Municipal Golf Course	<u>\$ 534,614</u>	<u>\$ 629,611</u>	<u>\$ 597,256</u>	<u>\$ 665,922</u>
Sooner Pool Fund:				
Sooner Pool	\$ 30,946	\$ 50,040	\$ 65,713	\$ 78,002
Reserves	-	1,001	-	1,560
Total Sooner Pool	<u>\$ 30,946</u>	<u>\$ 51,041</u>	<u>\$ 65,713</u>	<u>\$ 79,562</u>
Frontier Pool Fund:				
Frontier Pool	\$ 37,764	\$ 62,765	\$ 63,953	\$ 92,382
Reserves	-	1,225	-	1,848
Total Frontier Pool	<u>\$ 37,764</u>	<u>\$ 63,990</u>	<u>\$ 63,953</u>	<u>\$ 94,230</u>
Municipal Airport Fund:				
Airport	\$ 455,340	\$ 604,889	\$ 602,006	\$ 640,466
Reserves	-	16,877	-	29,570
Total Municipal Airport	<u>\$ 455,340</u>	<u>\$ 621,766</u>	<u>\$ 602,006</u>	<u>\$ 670,036</u>
Total Enterprise Funds	<u>\$ 18,290,606</u>	<u>\$ 21,484,231</u>	<u>\$ 20,346,598</u>	<u>\$ 22,335,302</u>

CITY OF BARTLESVILLE

2023-24 Operating Budget

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

FUND & DEPARTMENT	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 APPROVED
INTERNAL SERVICE FUNDS				
Workers' Compensation Fund:				
Work Comp Claims	\$ 73,252	\$ 400,000	\$ 139,938	\$ 400,000
Administration	33,553	30,000	37,842	30,000
Total Workers' Compensation	<u>\$ 106,805</u>	<u>\$ 430,000</u>	<u>\$ 177,780</u>	<u>\$ 430,000</u>
Health Insurance Fund:				
Medical Claims	\$ 2,749,774	\$ 3,322,278	\$ 2,859,976	\$ 3,382,864
Administration Fees	778,937	832,931	708,986	696,204
Total Health Insurance	<u>\$ 3,528,711</u>	<u>\$ 4,155,209</u>	<u>\$ 3,568,962</u>	<u>\$ 4,079,068</u>
Auto Collision Fund:				
Auto Collision Claims	\$ 7,556	\$ 443,559	\$ 21,513	\$ 443,559
Stabilization Reserve Fund:				
General Fund Reserve	\$ -	\$ 7,835,501	\$ -	\$ 8,732,562
Wastewater Fund Reserve	-	1,087,258	-	1,194,089
Water Fund Reserve	-	1,818,564	-	1,997,904
Sanitation Fund Reserve	-	1,192,328	-	1,296,914
Total Stabilization Reserve	<u>\$ -</u>	<u>\$ 11,933,651</u>	<u>\$ -</u>	<u>\$ 13,221,469</u>
Capital Reserve Fund:				
General	\$ 681,139	\$ 2,910,500	\$ 1,430,887	\$ 3,809,700
Wastewater	1,297,436	2,720,000	957,316	3,860,000
Water	2,517,740	1,303,000	824,495	1,825,000
Sanitation	361,068	655,000	58,740	2,888,000
Total Capital Reserve	<u>\$ 4,857,383</u>	<u>\$ 7,588,500</u>	<u>\$ 3,271,438</u>	<u>\$ 12,382,700</u>
Total Internal Service Funds	<u>\$ 8,500,455</u>	<u>\$ 24,550,919</u>	<u>\$ 7,039,693</u>	<u>\$ 30,556,796</u>
FIDUCIARY FUNDS				
Mausoleum Trust Fund:				
Mausoleum	<u>\$ 289</u>	<u>\$ 8,185</u>	<u>\$ -</u>	<u>\$ 7,791</u>
BARTLESVILLE MUNICIPAL AUTHORITY				
BMA - Wastewater Fund:				
BMA Wastewater Operating	\$ 28,010	\$ 28,400	\$ 27,870	\$ 27,735
Transfers Out	4,838,387	5,575,322	5,151,380	5,260,801
Total BMA - Wastewater	<u>\$ 4,866,397</u>	<u>\$ 5,603,722</u>	<u>\$ 5,179,250</u>	<u>\$ 5,288,536</u>
BMA - Water Fund:				
BMA - Water Operating	\$ 3,084,834	\$ 2,847,970	\$ 2,818,745	\$ 3,086,970
BMA - Water Construction	2,998,954	11,265,607	3,861,992	739,054
Transfers Out	7,623,793	8,660,832	8,522,854	8,855,118
Total BMA - Water	<u>\$ 13,707,581</u>	<u>\$ 22,774,409</u>	<u>\$ 15,203,591</u>	<u>\$ 12,681,142</u>
Total BMA Funds	<u>\$ 18,573,978</u>	<u>\$ 28,378,131</u>	<u>\$ 20,382,841</u>	<u>\$ 17,969,678</u>
TOTAL EXPENSES ALL FUNDS	<u>\$ 88,927,067</u>	<u>\$ 131,535,801</u>	<u>\$ 102,415,895</u>	<u>\$ 133,572,333</u>

CITY OF BARTLESVILLE
 2023-24 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, 2020 is provided below.

General Fund
Budgetary Fund Balance Calculation
 As of July 1, 2022

Account Title	Balance
Cash and Investments	3,434,012
Petty Cash	3,250
Inventory	58,490
Accounts Receivable (net of allowance)	(107,860)
Total Assets	3,387,892
Cleet Payable	(2,448)
Other Payables	2,234
Deferred Revenue	(4,995)
Deposit Payable	(2,829)
Reserved for Encumbrances	(258,518)
Total Liabilities	(266,556)
Total Budgetary Fund Balance	3,121,336

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 2022-23 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
 2023-24 Operating Budget
 Estimated Change in Fund Equity – All Funds
 (continued)

FUND	FUND BALANCE JULY 1, 2023	ADDITIONS	REDUCTIONS	FUND BALANCE JUNE 30, 2024
GENERAL FUND				
General	\$ 5,279,284	\$ 31,317,383	\$ 35,275,117	\$ 1,321,550
SPECIAL REVENUE FUNDS				
Economic Development	\$ 3,514,048	\$ 1,902,083	\$ 5,416,131	\$ -
E-911	130,617	1,095,403	1,197,905	28,115
Special Library	242,413	88,000	185,000	145,413
Special Museum	124,471	-	51,500	72,971
Municipal Airport	28,508	-	28,508	-
Harshfield Library Donation	382,568	-	382,568	-
Restricted Revenue	295,442	-	295,442	-
Golf Course Memorial	9,040	-	9,040	-
JAG	7,619	-	7,619	-
CDBG-COVID	(430,030)	-	-	(430,030)
ARPA	1,762,952	-	1,000,000	762,952
Neighborhood Park	29,599	-	29,599	-
Cemetery Perpetual Care	9,703	2,600	12,303	-
Special Revenue Funds	<u>\$ 6,106,950</u>	<u>\$ 3,088,086</u>	<u>\$ 8,615,615</u>	<u>\$ 579,421</u>
DEBT SERVICE FUND				
Debt Service	\$ 4,065,871	\$ 4,818,069	\$ 4,820,069	\$ 4,063,871
CAPITAL PROJECTS FUNDS				
CIP - Sales Tax	\$ 2,401,176	\$ 3,330,030	\$ 5,731,206	\$ -
CIP - Wastewater	27,542	-	27,542	-
CIP - Wastewater Reg	554,842	-	554,842	-
CIP - City Hall	122,482	47,880	170,362	-
CIP - Storm Sewer	55,577	-	55,577	-
CDBG	-	-	-	-
2009 GO Bond	-	-	-	-
2010 GO Bond	-	-	-	-
2014B GO Bond	3,885	-	3,885	-
2018B GO Bond	28,659	-	28,659	-
2018C GO Bond	-	-	-	-
2019A GO Bond	326,564	-	326,564	-
2019B GO Bond	341,460	-	341,460	-
2021A GO Bond	521,244	-	521,244	-
2022 GO Bond	4,880,960	-	4,880,960	-
Capital Projects Funds	<u>\$ 9,264,391</u>	<u>\$ 3,377,910</u>	<u>\$ 12,642,301</u>	<u>\$ -</u>

CITY OF BARTLESVILLE
2023-24 Operating Budget
Estimated Change in Fund Equity – All Funds
(continued)

FUND	FUND BALANCE JULY 1, 2023	ADDITIONS	REDUCTIONS	FUND BALANCE JUNE 30, 2024
ENTERPRISE FUNDS				
Wastewater Operating	\$ 300,018	\$ 5,260,801	\$ 5,389,063	\$ 171,756
Water Operating	506,143	8,855,118	9,020,116	341,145
Sanitation Operating	270,039	6,228,424	5,898,066	600,397
Municipal Golf Course	(23,632)	689,554	665,922	-
Sooner Pool	7,317	72,245	78,002	1,560
Frontier Pool	25	94,475	92,382	2,118
Municipal Airport	84,061	585,975	670,036	-
Enterprise Funds	<u>\$ 1,143,971</u>	<u>\$ 21,786,592</u>	<u>\$ 21,813,587</u>	<u>\$ 1,116,976</u>
INTERNAL SERVICE FUNDS				
Workers' Compensation	\$ 336,540	\$ 93,460	\$ 430,000	\$ -
Health Insurance	321,254	3,757,814	4,079,068	-
Auto Collision Insurance	532,627	75,000	443,559	164,068
Stabilization Reserve	11,933,651	1,287,818	-	13,221,469
Capital Reserve	16,654,474	6,998,023	12,382,700	11,269,797
Internal Service Funds	<u>\$ 29,778,546</u>	<u>\$ 12,212,115</u>	<u>\$ 17,335,327</u>	<u>\$ 24,655,334</u>
FIDUCIARY FUNDS				
Mausoleum Trust	\$ 7,791	\$ -	\$ 7,653	\$ 138
BARTLESVILLE MUNICIPAL AUTHORITY FUNDS				
BMA - Wastewater	\$ -	\$ 5,529,895	\$ 5,288,536	\$ 241,359
BMA - Water	1,980,322	15,304,224	12,681,142	4,603,404
BMA Funds	<u>\$ 1,980,322</u>	<u>\$ 20,834,119</u>	<u>\$ 17,969,678</u>	<u>\$ 4,844,763</u>
All Funds Total	<u>\$ 57,627,126</u>	<u>\$ 97,434,274</u>	<u>\$ 118,479,347</u>	<u>\$ 36,582,053</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
2023-24 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.

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CITY OF BARTLESVILLE

2023-24 Operating Budget

Percentage Change from Prior Budget – General and Enterprise Funds

<i>FUND & DEPARTMENT</i>	<i>2022-23 BUDGET</i>	<i>2023-24 BUDGET</i>	<i>% INCREASE (DECREASE)</i>
GENERAL FUND			
General Fund:			
City Council			
Contractual Services	\$ 19,760	\$ 19,760	0.0%
Materials and Supplies	2,900	2,900	0.0%
City Council Total	\$ 22,660	\$ 22,660	0.0%
Administration			
Personnel Services	\$ 819,319	\$ 1,057,310	29.0%
Contractual Services	233,943	209,753	-10.3%
Materials and Supplies	9,250	9,250	0.0%
Administration Total	\$ 1,062,512	\$ 1,276,313	20.1%
Accounting and Finance			
Personnel Services	\$ 1,174,923	\$ 1,248,285	6.2%
Contractual Services	496,580	503,580	1.4%
Materials and Supplies	26,000	30,500	17.3%
Accounting and Finance Total	\$ 1,697,503	\$ 1,782,365	5.0%
Legal			
Personnel Services	\$ 180,440	\$ 199,661	10.7%
Contractual Services	61,200	61,200	0.0%
Materials and Supplies	-	-	N/A
Legal Total	\$ 241,640	\$ 260,861	8.0%
Building & Neighbor Service			
Personnel Services	\$ 638,504	\$ 648,020	1.5%
Contractual Services	244,046	347,229	42.3%
Materials and Supplies	54,815	53,815	-1.8%
Building & Neighbor Service Total	\$ 937,365	\$ 1,049,064	11.9%
Building Maintenance			
Personnel Services	\$ 426,989	\$ 394,954	-7.5%
Contractual Services	77,380	80,215	3.7%
Materials and Supplies	21,500	24,838	15.5%
Building Maintenance Total	\$ 525,869	\$ 500,007	-4.9%

CITY OF BARTLESVILLE

2023-24 Operating Budget

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

FUND & DEPARTMENT	2022-23 BUDGET	2023-24 BUDGET	% INCREASE (DECREASE)
General Services			
Contractual Services	\$ 809,350	\$ 809,350	0.0%
Materials and Supplies	34,000	34,000	0.0%
General Services Total	<u>\$ 843,350</u>	<u>\$ 843,350</u>	<u>0.0%</u>
Cemetery			
Contractual Services	\$ 10,410	\$ 10,410	0.0%
Materials and Supplies	6,450	6,450	0.0%
Cemetery Total	<u>\$ 16,860</u>	<u>\$ 16,860</u>	<u>0.0%</u>
Community Development			
Personnel Services	\$ 518,881	\$ 469,321	-9.6%
Contractual Services	83,608	97,108	16.1%
Materials and Supplies	13,100	19,600	49.6%
Community Development Total	<u>\$ 615,589</u>	<u>\$ 586,029</u>	<u>-4.8%</u>
Technical Services			
Personnel Services	\$ 500,251	\$ 504,321	0.8%
Contractual Services	632,390	749,025	18.4%
Materials and Supplies	44,300	41,700	-5.9%
Technical Services Total	<u>\$ 1,176,941</u>	<u>\$ 1,295,046</u>	<u>10.0%</u>
Engineering			
Personnel Services	\$ 467,674	\$ 769,346	64.5%
Contractual Services	37,620	47,420	26.0%
Materials and Supplies	11,900	14,900	25.2%
Engineering Total	<u>\$ 517,194</u>	<u>\$ 831,666</u>	<u>60.8%</u>
Fleet Maintenance			
Personnel Services	\$ 421,789	\$ 425,652	0.9%
Contractual Services	29,205	33,717	15.4%
Materials and Supplies	30,300	37,067	22.3%
Fleet Maintenance Total	<u>\$ 481,294</u>	<u>\$ 496,436</u>	<u>3.1%</u>
Fire			
Personnel Services	\$ 7,114,709	\$ 7,204,160	1.3%
Contractual Services	226,626	228,676	0.9%
Materials and Supplies	286,330	289,283	1.0%
Fire Total	<u>\$ 7,627,665</u>	<u>\$ 7,722,119</u>	<u>1.2%</u>

CITY OF BARTLESVILLE

2023-24 Operating Budget

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

FUND & DEPARTMENT	2022-23 BUDGET	2023-24 BUDGET	% INCREASE (DECREASE)
Police			
Personnel Services	\$ 7,144,358	\$ 7,704,893	7.8%
Contractual Services	471,725	490,725	4.0%
Materials and Supplies	421,000	493,500	17.2%
Police Total	<u>\$ 8,037,083</u>	<u>\$ 8,689,118</u>	<u>8.1%</u>
Street			
Personnel Services	\$ 1,218,038	\$ 1,308,095	7.4%
Contractual Services	289,050	325,333	12.6%
Materials and Supplies	336,400	417,970	24.2%
Street Total	<u>\$ 1,843,488</u>	<u>\$ 2,051,398</u>	<u>11.3%</u>
Library			
Personnel Services	\$ 1,331,382	\$ 1,439,763	8.1%
Contractual Services	183,715	221,295	20.5%
Materials and Supplies	130,700	134,245	2.7%
Library Total	<u>\$ 1,645,797</u>	<u>\$ 1,795,303</u>	<u>9.1%</u>
History Museum			
Personnel Services	\$ 197,661	\$ 195,091	-1.3%
Contractual Services	14,750	13,425	-9.0%
Materials and Supplies	12,805	9,340	-27.1%
History Museum Total	<u>\$ 225,216</u>	<u>\$ 217,856</u>	<u>-3.3%</u>
Park and Recreation			
Personnel Services	\$ 1,245,771	\$ 1,232,542	-1.1%
Contractual Services	208,032	210,240	1.1%
Materials and Supplies	170,000	210,471	23.8%
Park and Recreation Total	<u>\$ 1,623,803</u>	<u>\$ 1,653,253</u>	<u>1.8%</u>
Transfers Out			
To E 911 Fund	\$ 698,433	\$ 586,603	-16.0%
To Adams Golf Course	135,941	282,054	107.5%
To Sooner Pool	49,871	72,245	44.9%
To Frontier Pool	60,921	94,475	55.1%
To Airport	36,472	227,975	525.1%
To Auto Collision Insurance	25,000	25,000	0.0%
To Stabilization Reserve	1,354,469	897,061	-33.8%
To Capital Reserve	1,650,000	2,000,000	21.2%
Total Transfers Out	<u>\$ 4,011,107</u>	<u>\$ 4,185,413</u>	<u>4.3%</u>

CITY OF BARTLESVILLE

2023-24 Operating Budget

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

FUND & DEPARTMENT	2022-23 BUDGET	2023-24 BUDGET	% INCREASE (DECREASE)
Reserves			
Compensated Absences Reserve	724,000	1,009,800	39.5%
Severance Reserve	166,000	185,000	11.4%
Compensation Increase Reserve	-	72,590	N/A
Contingency	20,925	54,160	158.8%
Total Reserves	<u>\$ 910,925</u>	<u>\$ 1,321,550</u>	<u>45.1%</u>
Total General Fund	<u>\$ 34,063,861</u>	<u>\$ 36,596,667</u>	<u>7.4%</u>
ENTERPRISE FUNDS			
Wastewater Operating Fund:			
Wastewater Treatment Plant			
Contractual Services	<u>\$ 2,704,296</u>	<u>\$ 2,965,385</u>	<u>9.7%</u>
Wastewater Maintenance			
Personnel Services	<u>\$ 690,798</u>	<u>\$ 650,359</u>	<u>-5.9%</u>
Contractual Services	104,950	96,150	-8.4%
Materials and Supplies	106,300	114,500	7.7%
Wastewater Maintenance Total	<u>\$ 902,048</u>	<u>\$ 861,009</u>	<u>-4.5%</u>
Transfers Out			
To General Fund	<u>\$ 1,515,144</u>	<u>\$ 1,515,144</u>	<u>0.0%</u>
To Auto Collision Reserve Fund	25,000	25,000	0.0%
To Stabilization Reserve Fund	102,430	106,831	4.3%
Total Transfers Out	<u>\$ 1,642,574</u>	<u>\$ 1,646,975</u>	<u>0.3%</u>
Reserves			
Contingency	<u>\$ 65,419</u>	<u>\$ 76,528</u>	<u>17.0%</u>
Compensated Absences Reserve	10,922	12,262	12.3%
Total Reserves	<u>\$ 76,341</u>	<u>\$ 88,790</u>	<u>16.3%</u>
Total Wastewater Operating	<u>\$ 5,325,259</u>	<u>\$ 5,562,159</u>	<u>4.4%</u>

CITY OF BARTLESVILLE

2023-24 Operating Budget

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

<i>FUND & DEPARTMENT</i>	<i>2022-23 BUDGET</i>	<i>2023-24 BUDGET</i>	<i>% INCREASE (DECREASE)</i>
Water Operating Fund:			
Water Plant			
Personnel Services	\$ 1,141,329	\$ 1,122,958	-1.6%
Contractual Services	1,310,850	1,565,450	19.4%
Materials and Supplies	927,000	1,242,500	34.0%
Water Plant Total	\$ 3,379,179	\$ 3,930,908	16.3%
Water Administration			
Personnel Services	\$ 304,508	\$ 300,661	-1.3%
Contractual Services	71,950	92,950	29.2%
Materials and Supplies	9,500	10,000	5.3%
Water Administration Total	\$ 385,958	\$ 403,611	4.6%
Water Distribution			
Personnel Services	\$ 1,399,499	\$ 1,550,150	10.8%
Contractual Services	95,500	96,875	1.4%
Materials and Supplies	594,000	604,500	1.8%
Water Distribution Total	\$ 2,088,999	\$ 2,251,525	7.8%
Transfers Out			
To General	\$ 2,380,940	\$ 2,380,940	0.0%
To Auto Collision Insurance	25,000	25,000	0.0%
To Stabilization Reserve	163,442	179,340	9.7%
Total Transfers Out	\$ 2,569,382	\$ 2,585,280	0.6%
Reserves			
Contingency	\$ 99,596	\$ 131,721	32.3%
Compensated Absences Reserve	58,216	162,799	179.6%
Total Reserves	\$ 157,812	\$ 294,520	86.6%
Total Water Operating	\$ 8,581,330	\$ 9,465,844	10.3%
Sanitation Operating Fund:			
Sanitation			
Personnel Services	\$ 2,108,782	\$ 2,166,795	2.8%
Contractual Services	974,500	979,400	0.5%
Materials and Supplies	366,686	417,936	14.0%
Sanitation Total	\$ 3,449,968	\$ 3,564,131	3.3%

CITY OF BARTLESVILLE

2023-24 Operating Budget

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

FUND & DEPARTMENT	2022-23 BUDGET	2023-24 BUDGET	% INCREASE (DECREASE)
Transfers Out			
To General	\$ 1,665,144	\$ 1,665,144	0.0%
To Auto Collision Insurance	-	-	N/A
To Stabilization Reserve	102,302	104,586	2.2%
To Capitalization Reserve	880,000	880,000	0.0%
Total Transfers Out	<u>\$ 2,647,446</u>	<u>\$ 2,649,730</u>	<u>0.1%</u>
Reserves			
Contingency	\$ 64,095	\$ 71,283	11.2%
Compensated Absences Reserve	49,725	63,714	28.1%
Total Reserves	<u>\$ 113,820</u>	<u>\$ 134,997</u>	<u>18.6%</u>
Total Sanitation Operating	<u>\$ 6,211,234</u>	<u>\$ 6,348,858</u>	<u>2.2%</u>
Municipal Golf Course Fund:			
Golf Course			
Personnel Services	\$ 335,174	\$ 333,241	-0.6%
Contractual Services	43,125	50,100	16.2%
Materials and Supplies	102,960	108,350	5.2%
Golf Course Total	<u>\$ 481,259</u>	<u>\$ 491,691</u>	<u>2.2%</u>
Pro Shop			
Contractual Services	\$ 124,425	\$ 135,800	9.1%
Materials and Supplies	7,050	7,850	11.3%
Pro Shop Total	<u>\$ 131,475</u>	<u>\$ 143,650</u>	<u>9.3%</u>
Reserves			
Contingency	\$ 10,874	\$ 9,834	-9.6%
Compensated Absences Reserve	6,003	20,747	245.6%
Total Reserves	<u>\$ 16,877</u>	<u>\$ 30,581</u>	<u>81.2%</u>
Total Municipal Golf Course	<u>\$ 629,611</u>	<u>\$ 665,922</u>	<u>5.8%</u>
Sooner Pool Fund:			
Swimming pool			
Contractual Services	\$ 37,340	\$ 56,355	50.9%
Materials and Supplies	12,700	21,647	70.4%
Contingency	1,001	1,560	55.8%
Swimming pool Total	<u>\$ 51,041</u>	<u>\$ 79,562</u>	<u>55.9%</u>
Frontier Pool Fund:			
Swimming pool			
Contractual Services	\$ 50,065	\$ 63,365	26.6%
Materials and Supplies	12,700	29,017	128.5%
Contingency	1,225	1,848	50.9%
Swimming pool Total	<u>\$ 63,990</u>	<u>\$ 94,230</u>	<u>47.3%</u>
Municipal Airport Fund:			
Airport			
Personnel Services	\$ 465,789	\$ 473,491	1.7%
Contractual Services	128,800	151,475	17.6%
Materials and Supplies	10,300	15,500	50.5%
Airport Total	<u>\$ 604,889</u>	<u>\$ 640,466</u>	<u>5.9%</u>
Reserves			
Contingency	\$ 10,874	\$ 12,809	17.8%
Compensated Absences Reserve	6,003	16,761	179.2%
Total Reserves	<u>16,877</u>	<u>29,570</u>	<u>75.2%</u>
Total Municipal Airport	<u>\$ 621,766</u>	<u>\$ 670,036</u>	<u>7.8%</u>
Total Enterprise Funds	<u>\$ 21,484,231</u>	<u>\$ 22,886,611</u>	<u>6.5%</u>

GENERAL FUND



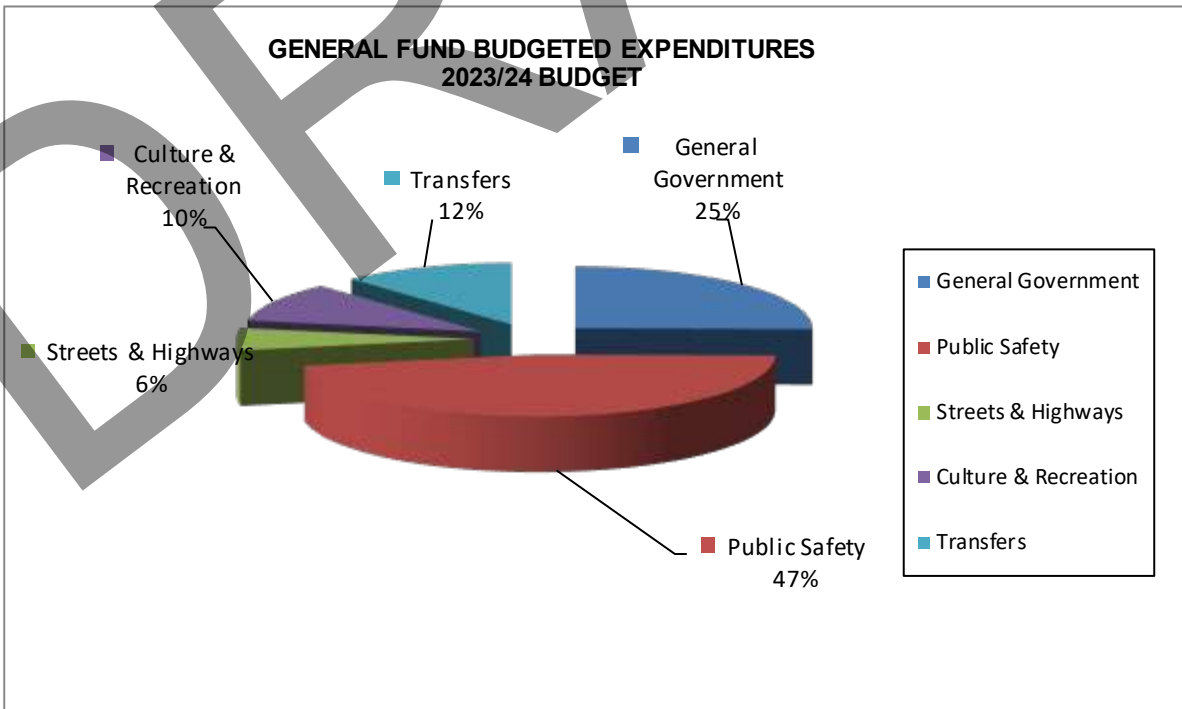
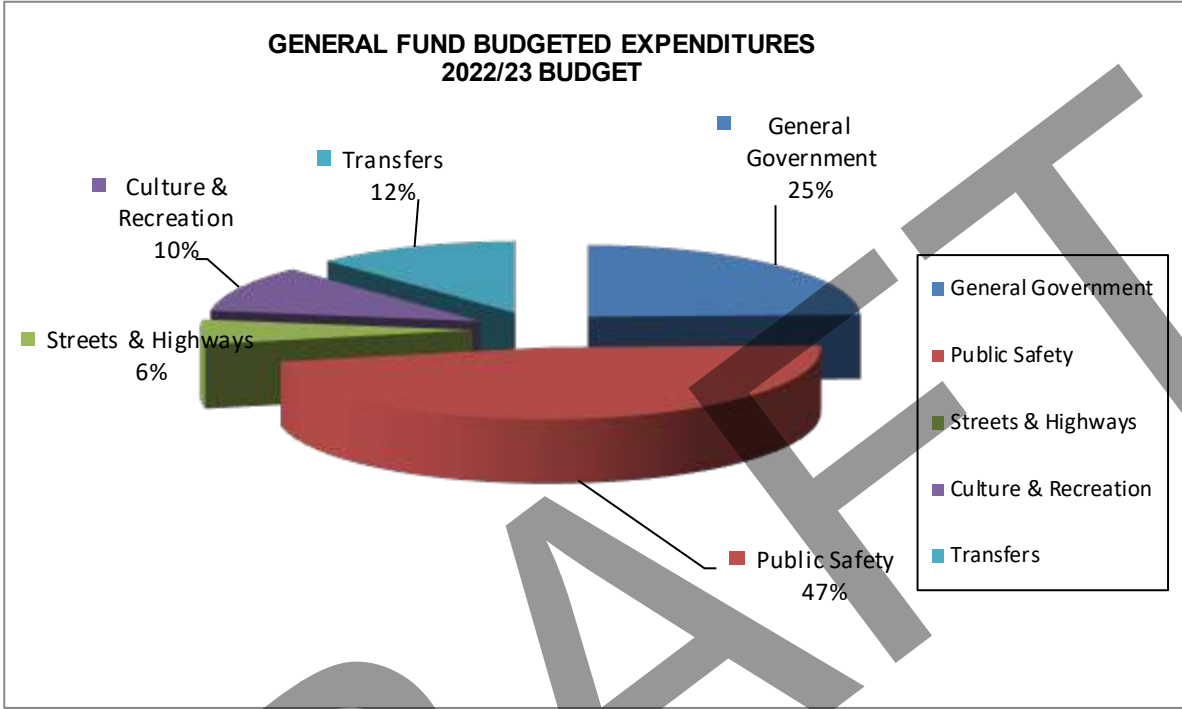
city of

bartlesville

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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Expenditure Graphs



CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Expenditure Summary by Function

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST
City Council	\$ 12,532	\$ 22,660	\$ 14,645	\$ 22,660
Administration	874,120	1,062,512	957,161	1,276,313
Accounting and Finance	1,581,664	1,697,503	1,538,897	1,782,365
Legal	220,859	241,640	250,922	260,861
Building and Neighborhood Services	783,236	937,365	862,354	1,049,064
Building Maintenance	468,367	525,869	515,196	500,007
General Services	664,989	843,350	870,701	843,350
Cemetery	9,688	16,860	10,693	16,860
Community Development	545,297	615,589	574,098	586,029
Technical Services	1,028,947	1,176,941	1,176,893	1,295,046
Engineering	600,940	517,194	525,720	836,666
Fleet Maintenance	421,757	481,294	466,617	496,436
Fire	6,846,876	7,627,665	7,530,976	7,722,119
Police	6,656,828	8,037,083	7,731,356	8,881,912
Street	1,602,147	1,843,488	1,815,068	2,051,398
Library	1,405,678	1,645,797	1,618,480	1,795,303
History Museum	186,104	225,216	196,239	217,856
Park and Recreation	1,361,912	1,623,803	1,503,234	1,653,253
Transfer Out:				
To E-911 Fund	524,835	698,433	698,433	586,603
To Municipal Airport	250,000	36,472	36,472	227,975
To Adams Golf Course	58,804	135,941	135,941	282,054
To Sooner Pool	50,404	49,871	49,871	72,245
To Frontier Pool	40,546	60,921	60,921	94,475
To Auto Collision Insurance	25,000	25,000	25,000	25,000
To Stabilization Reserve	538,939	1,354,469	1,354,469	901,017
To Capital Reserve	1,850,000	1,650,000	1,650,000	2,000,000
Reserves:				
Compensated Absences Reserve	-	724,000	-	1,009,800
Severance Reserve	-	166,000	-	185,000
Total Expenditures and Reserves	<u>\$ 28,610,469</u>	<u>\$ 34,063,861</u>	<u>\$ 32,170,357</u>	<u>\$ 36,671,667</u>

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Expenditure Summary by Line Item

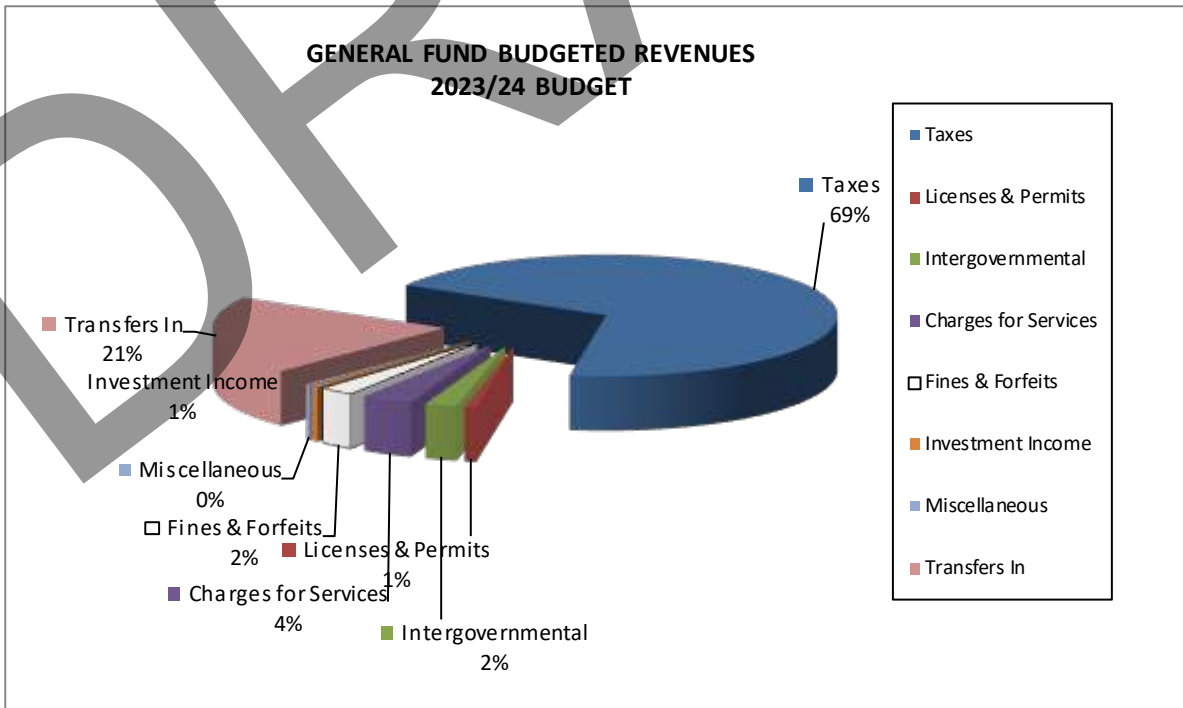
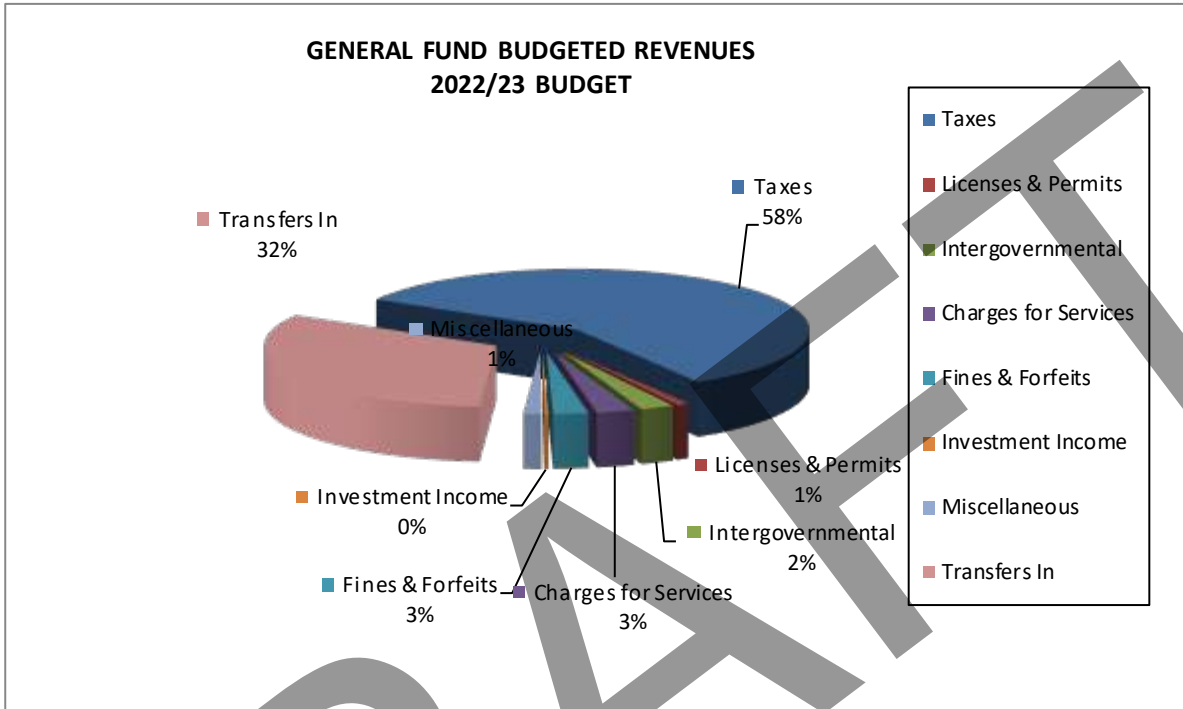
PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$14,103,127	\$16,697,339	\$16,069,799	\$17,793,250	\$18,286,044	\$18,286,044
51120 OVERTIME	730,903	726,000	748,435	739,000	739,000	739,000
51130 FICA	799,215	986,503	902,270	1,087,000	1,087,000	1,087,000
51140 GROUP INSURANCE	2,597,603	2,754,016	2,703,887	2,604,539	2,604,539	2,604,539
51150 DB RETIREMENT	668,175	642,000	605,096	534,000	534,000	534,000
51155 DC RETIREMENT	136,975	181,600	152,843	232,000	232,000	232,000
51160 PENSION	1,123,935	1,343,000	1,301,816	1,446,000	1,446,000	1,446,000
51170 WORKER'S COMPENSATION	116,970	70,231	70,231	65,625	65,625	65,625
51180 UNEMPLOYMENT COMP	4,870	-	-	-	-	-
TOTAL PERSONNEL SERVICES	\$20,281,773	\$23,400,689	\$22,554,377	\$24,501,414	\$24,994,208	\$24,994,208
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 499,296	\$ 700,698	\$ 641,681	\$ 802,251	\$ 778,251	\$ 778,251
52210 FINANCIAL SERVICES	283,886	290,050	290,847	293,350	290,350	290,350
52310 UTILITIES & COMMUNICATIONS	643,064	770,494	781,851	865,097	849,097	849,097
52410 PROFESSIONAL SERVICES	721,499	742,415	745,083	863,100	867,100	867,100
52510 OTHER SERVICES	859,779	1,007,726	766,284	1,224,246	1,066,746	1,066,746
52610 MAINT. & REPAIR SERVICE	176,947	263,237	155,859	278,847	258,847	258,847
52710 OPERATIONAL SERVICES	748	1,000	980	1,000	1,000	1,000
52810 INSURANCE & BONDS	305,473	353,770	545,619	352,070	352,070	352,070
TOTAL CONTRACTUAL SERVICES	\$ 3,490,692	\$ 4,129,390	\$ 3,928,204	\$ 4,679,961	\$ 4,463,461	\$ 4,463,461
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 99,132	\$ 115,450	\$ 112,387	\$ 122,100	\$ 119,600	\$ 119,600
53210 JANITORIAL SUPPLIES	37,952	46,200	43,066	51,800	51,800	51,800
53310 GENERAL SUPPLIES	376,063	458,335	428,604	530,708	519,708	519,708
53410 TOOLS & EQUIPMENT	53,763	53,475	47,942	63,258	58,258	58,258
53510 FUEL	356,620	354,700	378,037	400,171	400,171	400,171
53610 MAINT. & REPAIR MATERIALS	575,932	583,590	666,592	702,292	680,292	680,292
TOTAL MATERIALS & SUPPLIES	\$ 1,499,462	\$ 1,611,750	\$ 1,676,628	\$ 1,870,329	\$ 1,829,829	\$ 1,829,829

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Expenditure Summary by Line Item
 (continued)

TRANSFERS OUT	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
59207 E 9-1-1 FUND	\$ 524,835	\$ 698,433	\$ 698,433	\$ 586,603	\$ 586,603	\$ 586,603
59513 ADAMS GOLF COURSE	58,804	135,941	135,941	282,054	282,054	282,054
59515 FRONTIER POOL	50,404	49,871	49,871	72,245	72,245	72,245
59516 SOONER POOL	40,546	60,921	60,921	94,475	94,475	94,475
51517 AIRPORT	250,000	36,472	36,472	227,975	227,975	227,975
59663 AUTO COLLISION INSURANCE	25,000	25,000	25,000	25,000	25,000	25,000
59670 STABILIZATION RESERVE	538,939	1,354,469	1,354,469	896,301	901,017	901,017
59675 CAPITAL RESERVE	1,850,000	1,650,000	1,650,000	2,000,000	2,000,000	2,000,000
TOTAL TRANSFERS	\$ 3,338,528	\$ 4,011,107	\$ 4,011,107	\$ 4,184,653	\$ 4,189,369	\$ 4,189,369
TOTAL BUDGET	\$28,610,469	\$33,152,936	\$32,170,357	\$35,236,357	\$35,476,867	\$35,476,867

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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Revenue Graphs



CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Revenue Summary by Source

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST
Sales Tax	\$ 17,520,916	\$ 16,407,122	\$ 18,004,036	\$ 17,643,955
Use Tax	-	400,000	1,100,000	2,500,000
Franchise Tax	1,495,904	1,451,300	1,555,931	1,582,000
Licenses & Permits	278,241	265,600	253,856	255,800
Intergovernmental	729,563	739,100	716,621	700,400
Charges for Services	1,169,622	832,500	1,246,296	1,123,900
Fines and Forfeits	706,052	772,200	731,876	748,100
Interest and Investment Income	(117,760)	100,000	460,141	150,000
Donations and Miscellaneous	390,254	395,450	118,607	127,000
Transfer In:				
Wastewater	1,407,445	1,515,144	1,515,144	1,515,144
Water	2,211,700	2,380,940	2,380,940	2,380,940
Sanitation	1,557,445	1,665,144	1,665,144	1,665,144
ARPA Funds	-	4,579,713	4,579,713	1,000,000
Fund Balance	4,417,238	3,629,648	3,121,336	5,279,284
Total Available for Appropriation	<u>\$ 31,766,620</u>	<u>\$ 35,133,861</u>	<u>\$ 37,449,641</u>	<u>\$ 36,671,667</u>

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Personnel Summary

PERSONNEL COUNTS BY DEPARTMENT	2021-22 ACTUAL FTEs	2022-23 BUDGETED FTEs	2022-23 ACTUAL FTEs	2023-24 BUDGETED FTEs
Administration	6	7	7	8
Accounting and Finance	14.5	16.5	15.5	16.5
Legal	2.23	2.23	2.23	2.23
Building and Neighbor Services	8.5	8.5	8.5	8.5
Building Maintenance	5	5	4	5
Community Development	4	4	4	4
Technical Services	4	4	4	4
Engineering	5	6.5	6	6.5
Fleet Maintenance	5	5	5	5
Fire	68	71	71	71
Police	68	82	81	85
Street	16	17.5	15	17.5
Library	18.7	18.7	18.7	18.7
History Museum	2.63	3.63	3.63	3.63
Park and Recreation	13	18	17	18
Total Personnel	<u>240.56</u>	<u>269.56</u>	<u>262.56</u>	<u>273.56</u>

CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: • Adopted a budget in accordance with State law

2024 Objectives: • Adopt a budget in accordance with State law that best meets the needs of our citizens using existing resources

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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$12,532	\$22,660	\$14,645	\$22,660	\$22,660

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – City Council – Line Item Detail

CONTRACTUAL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
52110 EMPLOYMENT SERVICES	\$ 6,514	\$ 6,100	\$ 4,888	\$ 6,100	\$ 6,100	\$ 6,100
52310 UTILITIES & COMMUNICATIONS	-	160	-	160	160	160
52410 PROFESSIONAL SERVICES	-	2,300	-	2,300	2,300	2,300
52510 OTHER SERVICES	3,559	11,200	8,470	11,200	11,200	11,200
TOTAL CONTRACTUAL SERVICES	\$ 10,073	\$ 19,760	\$ 13,358	\$ 19,760	\$ 19,760	\$ 19,760
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 149	\$ 400	\$ -	\$ 400	\$ 400	\$ 400
53310 GENERAL SUPPLIES	2,310	2,500	1,287	2,500	2,500	2,500
TOTAL MATERIALS & SUPPLIES	\$ 2,459	\$ 2,900	\$ 1,287	\$ 2,900	\$ 2,900	\$ 2,900
TOTAL BUDGET	\$ 12,532	\$ 22,660	\$ 14,645	\$ 22,660	\$ 22,660	\$ 22,660

CITY OF BARTLESVILLE
 2023-24 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.

Department Description: This department includes the activities of the City Manager, Human Resources Director, and Chief Communications Officer. 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 benefit plans of the City. The Chief Communications Officer is responsible for the coordination, development and dissemination of clear, accurate and comprehensive information about City programs, services, policies, and other issues.

- 2023 Accomplishments:**
- Increased training offered to employees including a Senior leadership retreat and leadership development courses
 - Implemented a different recruitment approach and advertising platform that generated more applicants

- 2024 Objectives:**
- Implement job swap program
 - Implement performance and reward-based evaluation process for general employees
 - Revise and update our website

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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$874,120	\$1,062,512	\$957,161	\$1,276,313	\$1,276,313

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Administration – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 502,892	\$ 636,000	\$ 563,365	\$ 749,750	\$ 849,750	\$ 849,750
51120 OVERTIME	-	2,000	-	2,000	2,000	2,000
51130 FICA	35,603	44,000	38,293	58,000	58,000	58,000
51140 GROUP INSURANCE	61,857	66,914	65,869	70,560	70,560	70,560
51150 DB RETIREMENT	52,070	51,000	50,701	48,000	48,000	48,000
51155 DC RETIREMENT	15,923	19,000	17,833	29,000	29,000	29,000
51170 WORKER'S COMPENSATION	672	405	405	-	-	-
TOTAL PERSONAL SERVICES	\$ 669,017	\$ 819,319	\$ 736,466	\$ 957,310	\$ 1,057,310	\$ 1,057,310
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 116,551	\$ 125,421	\$ 129,329	\$ 173,821	\$ 173,821	\$ 173,821
52310 UTILITIES & COMMUNICATIONS	2,501	3,215	2,206	3,215	3,215	3,215
52410 PROFESSIONAL SERVICES	1,900	5,425	69,997	5,425	5,425	5,425
52510 OTHER SERVICES	75,957	99,882	12,749	29,292	26,792	26,792
52610 MAINT. & REPAIR SERVICE	-	500	-	500	500	500
TOTAL CONTRACTUAL SERVICES	\$ 196,909	\$ 233,943	\$ 214,281	\$ 212,253	\$ 209,753	\$ 209,753
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 3,673	\$ 4,750	\$ 5,222	\$ 4,750	\$ 4,750	\$ 4,750
53310 GENERAL SUPPLIES	4,521	4,500	1,192	4,500	4,500	4,500
TOTAL MATERIALS & SUPPLIES	\$ 8,194	\$ 9,250	\$ 6,414	\$ 9,250	\$ 9,250	\$ 9,250
TOTAL BUDGET	\$ 874,120	\$ 1,062,512	\$ 957,161	\$ 1,178,813	\$ 1,276,313	\$ 1,276,313

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Administration – Personnel and Capital Detail

FUND 101 GENERAL
 DEPT 120 ADMINISTRATION

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2021-22 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2022-23 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2022-23 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2023-24 BUDGETED NUMBER OF EMPLOYEES</u>
City Manager	1	1	1	1
Assistant City Manager	0	1	1	1
Human Resources Director	1	1	1	1
Chief Communications Officer	1	1	1	1
Marketing Specialist	0	0	0	1
Executive Assistant	1	1	1	1
Human Resources Manager	1	1	1	1
Administrative Assistant	1	1	1	1
TOTAL	6	7	7	8

CITY OF BARTLESVILLE
 2023-24 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.

- 2023 Accomplishments:
- Continued use of sound financial practices and maintained the City’s AA- bond rating
 - Started implementation of the Utility Billing module of the City-wide ERP system

- 2024 Objectives:
- Continue use of sound financial practices aimed at maintaining the City’s reserves and retaining the City’s AA- bond rating
 - Continue implementation of the Utility Billing module 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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$1,581,664	\$1,697,503	\$1,538,897	\$1,782,365	\$1,782,365

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Accounting and Finance – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 737,962	\$ 833,401	\$ 775,752	\$ 925,000	\$ 925,000	\$ 925,000
51120 OVERTIME	21	1,000	-	1,000	1,000	1,000
51130 FICA	53,932	69,000	56,462	71,000	71,000	71,000
51140 GROUP INSURANCE	164,956	178,442	175,654	161,285	161,285	161,285
51150 DB RETIREMENT	72,877	65,000	64,852	62,000	62,000	62,000
51155 DC RETIREMENT	18,113	27,000	20,184	28,000	28,000	28,000
51170 WORKER'S COMPENSATION	1,793	1,080	1,080	-	-	-
TOTAL PERSONAL SERVICES	\$ 1,049,654	\$ 1,174,923	\$ 1,093,984	\$ 1,248,285	\$ 1,248,285	\$ 1,248,285
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 12,916	\$ 14,000	\$ 4,231	\$ 16,000	\$ 16,000	\$ 16,000
52210 FINANCIAL SERVICES	279,800	286,800	284,897	289,800	286,800	286,800
52310 UTILITIES & COMMUNICATIONS	1,563	1,580	1,682	1,580	1,580	1,580
52410 PROFESSIONAL SERVICES	119,233	67,500	17,730	67,500	67,500	67,500
52510 OTHER SERVICES	102,988	124,700	113,635	129,700	129,700	129,700
52610 MAINT. & REPAIR SERVICE	-	200	-	200	200	200
52810 INSURANCE & BONDS	-	1,800	-	1,800	1,800	1,800
TOTAL CONTRACTUAL SERVICES	\$ 516,500	\$ 496,580	\$ 422,175	\$ 506,580	\$ 503,580	\$ 503,580
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 14,525	\$ 23,000	\$ 21,442	\$ 30,000	\$ 27,500	\$ 27,500
53310 GENERAL SUPPLIES	985	3,000	1,296	3,000	3,000	3,000
TOTAL MATERIALS & SUPPLIES	\$ 15,510	\$ 26,000	\$ 22,738	\$ 33,000	\$ 30,500	\$ 30,500
TOTAL BUDGET	\$ 1,581,664	\$ 1,697,503	\$ 1,538,897	\$ 1,787,865	\$ 1,782,365	\$ 1,782,365

CITY OF BARTLESVILLE

2023-24 Operating Budget

General Fund – Accounting and Finance – Personnel and Capital Detail

FUND 101 GENERAL
DEPT 130 ACCOUNTING & FINANCE

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
AD/CFO	1	1	1	1
Customer Service Supervisor	1	1	1	1
Accountant	1	2	1	2
Accounts Payable Specialist	1	1	1	1
Purchasing Tech	1	1	1	1
Senior Administrative Assistant	1	1	1	1
Court Clerk	1	1	1	1
Deputy Court Clerk	1	1	1	1
Fiscal Tech	5	6	6	6
Lead Customer Service Tech	1	1	1	1
Collections Agent	0.5	0.5	0.5	0.5
TOTAL	14.5	16.5	15.5	16.5

CITY OF BARTLESVILLE

2023-24 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.

2023 Accomplishments:

- Successfully negotiated the 2023-24 labor agreements with the City’s two unions

2024 Objectives:

- Successfully negotiate the 2024-25 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				
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$220,859	\$241,640	\$250,922	\$260,861	\$260,861

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Legal – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 125,414	145,000	\$ 139,383	165,500	\$ 165,500	\$ 165,500
51130 FICA	8,972	12,000	10,033	13,000	13,000	13,000
51140 GROUP INSURANCE	20,620	22,305	21,956	20,161	20,161	20,161
51155 DC RETIREMENT	314	1,000	360	1,000	1,000	1,000
51170 WORKER'S COMPENSATION	224	135	135	-	-	-
TOTAL PERSONAL SERVICES	\$ 155,544	\$ 180,440	\$ 171,867	\$ 199,661	\$ 199,661	\$ 199,661
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 14,370	\$ 1,600	\$ 16,731	\$ 1,600	\$ 1,600	\$ 1,600
52410 PROFESSIONAL SERVICES	44,320	45,000	48,953	45,000	45,000	45,000
52510 OTHER SERVICES	6,600	14,400	13,371	14,400	14,400	14,400
52810 INSURANCE & BONDS	-	200	-	200	200	200
TOTAL CONTRACTUAL SERVICES	\$ 65,290	\$ 61,200	\$ 79,055	\$ 61,200	\$ 61,200	\$ 61,200
MATERIALS & SUPPLIES						
53310 GENERAL SUPPLIES	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL MATERIALS & SUPPLIES	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET						
	\$ 220,859	\$ 241,640	\$ 250,922	\$ 260,861	\$ 260,861	\$ 260,861

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Legal – Personnel and Capital Detail

FUND 101 GENERAL
 DEPT 150 LEGAL

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
City Attorney	1	1	1	1
City Judge	1	1	1	1
Bailiff	0.23	0.23	0.23	0.23
TOTAL	2.23	2.23	2.23	2.23

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CITY OF BARTLESVILLE

2023-24 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.

- 2023 Accomplishments:**
- **Increased efficiency and effectiveness:** The division has streamlined its processes and implemented new technology to improve the efficiency and effectiveness of inspections and code enforcement. This has resulted in faster turnaround times for inspections, increased compliance with building codes, and reduced administrative costs
 - **Improved customer service:** The division has implemented new strategies to improve customer service and communication with property owners and tenants. This includes expanding online resources, offering educational seminars, and providing personalized support to help property owners comply with building codes and regulations
 - **Stronger partnerships:** The division has established strong partnerships with other departments within the City government, as well as with community organizations and advocacy groups. This collaborative approach has allowed the division to more effectively address complex issues related to building inspections and code enforcement, and to develop innovative solutions that benefit the community as a whole

CITY OF BARTLESVILLE

2023-24 Operating Budget

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

2024 Objectives:

- **Increase compliance:** The division will aim to improve compliance with building codes and regulations by working with property owners and tenants to address violations and provide education about compliance requirements
- **Improve safety:** The division will focus on improving safety in buildings and public spaces by conducting targeted inspections, identifying safety hazards, and working with property owners and tenants to address them
- **Professional development:** The division will encourage and support professional development opportunities for staff to ensure they are equipped with the latest knowledge and skills to perform their duties effectively. This may include training in new technologies, updates to building codes and regulations, and customer service skills

Budget Highlights:

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

**FUND 101 GENERAL
DEPT 155 BUILDING & NEIGHBORHOOD SERVICES**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$783,236	\$937,365	\$862,354	\$1,049,064	\$1,049,064

CITY OF BARTLESVILLE

2023-24 Operating Budget

General Fund – Building and Neighborhood Services – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 395,993	\$ 464,000	\$ 456,515	\$ 485,250	\$ 485,250	\$ 485,250
51130 FICA	29,308	37,000	33,781	37,000	37,000	37,000
51140 GROUP INSURANCE	82,478	89,221	87,827	80,643	80,643	80,643
51150 DB RETIREMENT	30,141	31,000	29,633	28,000	28,000	28,000
51155 DC RETIREMENT	12,442	16,000	14,825	16,000	16,000	16,000
51170 WORKER'S COMPENSATION	2,129	1,283	1,283	1,127	1,127	1,127
TOTAL PERSONAL SERVICES	\$ 552,491	\$ 638,504	\$ 623,864	\$ 648,020	\$ 648,020	\$ 648,020
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 9,603	\$ 20,150	\$ 8,670	\$ 23,650	\$ 23,650	\$ 23,650
52310 UTILITIES & COMMUNICATIONS	14,598	10,986	12,979	12,979	12,979	12,979
52510 OTHER SERVICES	176,540	212,160	185,011	460,600	310,600	310,600
52610 MAINT. & REPAIR SERVICE	3,368	750	288	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 204,109	\$ 244,046	\$ 206,948	\$ 497,229	\$ 347,229	\$ 347,229
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 814	\$ 4,400	\$ 1,064	\$ 4,000	\$ 4,000	\$ 4,000
53310 GENERAL SUPPLIES	2,054	600	556	-	-	-
53410 TOOLS & EQUIPMENT	1,349	21,475	11,454	21,475	21,475	21,475
53510 FUEL	12,262	11,000	13,105	11,000	11,000	11,000
53610 MAINT. & REPAIR MATERIALS	10,157	17,340	5,363	17,340	17,340	17,340
TOTAL MATERIALS & SUPPLIES	\$ 26,636	\$ 54,815	\$ 31,542	\$ 53,815	\$ 53,815	\$ 53,815
TOTAL BUDGET	\$ 783,236	\$ 937,365	\$ 862,354	\$ 1,199,064	\$ 1,049,064	\$ 1,049,064

CITY OF BARTLESVILLE

2023-24 Operating Budget

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

FUND 101 GENERAL
DEPT 155 BUILDING & NEIGHBORHOOD SERVICES

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
Chief Building Official	1	1	1	1
Building Inspector	2	2	2	2
Neighborhood Service Supervisor	1	1	1	1
Neighborhood Srvc Officer	2.5	2.5	2.5	2.5
Zoning Technician	1	0	0	0
Planner 1	0	1	1	1
Abatement-Compliance Officer	1	1	1	1
TOTAL	8.5	8.5	8.5	8.5

CITY OF BARTLESVILLE
 2023-24 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.

- 2023 Accomplishments:
- Provided maintenance and service to all City facilities
 - Prepared pools and splash pads for upcoming season
 - Remodeled Johnstone Park Restrooms
 - Multiple construction projects for the library
 - Performed annual storm siren inspections

- 2024 Objectives:
- Continue to provide maintenance and service to all City facilities
 - Work towards implementing a new work order process
 - Open pools and splash pads for the summer season
 - Perform monthly HVAC maintenance and inspections

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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$468,367	\$525,869	\$515,196	\$500,007	\$500,007

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Building Maintenance – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	261,555	\$ 303,000	\$ 292,471	\$ 294,250	\$ 294,250	\$ 294,250
51120 OVERTIME	455	-	-	-	-	-
51130 FICA	18,709	24,000	21,089	23,000	23,000	23,000
51140 GROUP INSURANCE	51,549	55,763	54,892	50,402	50,402	50,402
51150 DB RETIREMENT	36,816	37,000	35,276	12,000	12,000	12,000
51155 DC RETIREMENT	3,839	5,200	5,800	14,000	14,000	14,000
51170 WORKER'S COMPENSATION	3,361	2,026	2,026	1,302	1,302	1,302
TOTAL PERSONAL SERVICES	\$ 376,284	\$ 426,989	\$ 411,554	\$ 394,954	\$ 394,954	\$ 394,954
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 1,005	\$ 1,880	\$ 1,880	\$ 1,880	\$ 1,880	\$ 1,880
52310 UTILITIES & COMMUNICATIONS	8,906	9,500	10,650	10,650	10,650	10,650
52510 OTHER SERVICES	63,714	65,000	65,000	66,400	66,400	66,400
52610 MAINT. & REPAIR SERVICE	-	1,000	1,286	1,285	1,285	1,285
TOTAL CONTRACTUAL SERVICES	\$ 73,625	\$ 77,380	\$ 78,816	\$ 80,215	\$ 80,215	\$ 80,215
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 265	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
53210 JANITORIAL SUPPLIES	198	200	200	200	200	200
53310 GENERAL SUPPLIES	2,938	3,000	3,839	3,838	3,838	3,838
53410 TOOLS & EQUIPMENT	1,987	2,000	2,000	2,000	2,000	2,000
53510 FUEL	10,443	8,500	10,946	11,000	11,000	11,000
53610 MAINT. & REPAIR MATERIALS	2,613	7,500	7,500	7,500	7,500	7,500
TOTAL MATERIALS & SUPPLIES	\$ 18,444	\$ 21,500	\$ 24,785	\$ 24,838	\$ 24,838	\$ 24,838
55960 VEHICLES & EQUIPMENT	\$ 14	\$ -	\$ 41	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 14	\$ -	\$ 41	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ 468,367	\$ 525,869	\$ 515,196	\$ 500,007	\$ 500,007	\$ 500,007

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Building Maintenance – Personnel and Capital Detail

FUND 101 GENERAL
 DEPT 160 BUILDING MAINTENANCE

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2021-22 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2022-23 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2022-23 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2023-24 BUDGETED NUMBER OF EMPLOYEES</u>
Bldg Maintenance Supervisor	1	1	1	1
Senior Maint-Repair Tech	2	2	1	2
Maint-Repair Tech	2	2	2	2
TOTAL	5	5	4	5

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CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: N/A

2024 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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$664,989	\$843,350	\$870,701	\$843,350	\$843,350

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – General Services – Line Item Detail

CONTRACTUAL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
52110 EMPLOYMENT SERVICES	\$ 351	\$ -	\$ 3,610	\$ -	\$ -	\$ -
52210 FINANCIAL SERVICES	1,500	-	2,571	-	-	-
52310 UTILITIES & COMMUNICATIONS	100,698	203,300	142,858	203,300	203,300	203,300
52410 PROFESSIONAL SERVICES	8,500	10,000	6,000	10,000	10,000	10,000
52510 OTHER SERVICES	210,920	223,080	126,819	223,080	223,080	223,080
52610 MAINT. & REPAIR SERVICE	11,923	23,700	12,360	28,700	23,700	23,700
52810 INSURANCE & BONDS	303,998	349,270	544,766	349,270	349,270	349,270
TOTAL CONTRACTUAL SERVICES	\$ 637,890	\$ 809,350	\$ 838,984	\$ 814,350	\$ 809,350	\$ 809,350
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 3,686	\$ 7,000	\$ 6,116	\$ 7,000	\$ 7,000	\$ 7,000
53210 JANITORIAL SUPPLIES	4,526	4,000	6,126	4,000	4,000	4,000
53310 GENERAL SUPPLIES	4,944	4,000	1,855	4,000	4,000	4,000
53510 FUEL	52	1,000	161	1,000	1,000	1,000
53610 MAINT. & REPAIR MATERIALS	13,891	18,000	17,459	18,000	18,000	18,000
TOTAL MATERIALS & SUPPLIES	\$ 27,099	\$ 34,000	\$ 31,717	\$ 34,000	\$ 34,000	\$ 34,000
TOTAL BUDGET	\$ 664,989	\$ 843,350	\$ 870,701	\$ 848,350	\$ 843,350	\$ 843,350

CITY OF BARTLESVILLE
 2023-24 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.

- 2023 Accomplishments:
- Provided for multiple interments
 - Provided maintenance of the grounds and facilities

- 2024 Objectives:
- Continue routine maintenance and repairs
 - Address public concerns and issues

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

**FUND 101 GENERAL
 DEPT 174 CEMETERY**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$9,688	\$16,860	\$10,693	\$16,860	\$16,860

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Cemetery – Line Item Detail

CONTRACTUAL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
52110 EMPLOYMENT SERVICES	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ 100
52310 UTILITIES & COMMUNICATIONS	2,821	4,400	2,638	4,400	4,400	4,400
52510 OTHER SERVICES	426	550	360	550	550	550
52610 MAINT. & REPAIR SERVICE	2,805	5,360	4,809	5,360	5,360	5,360
TOTAL CONTRACTUAL SERVICES	\$ 6,052	\$ 10,410	\$ 7,807	\$ 10,410	\$ 10,410	\$ 10,410
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ -	\$ 300	\$ -	\$ 300	\$ 300	\$ 300
53210 JANITORIAL SUPPLIES	-	300	-	300	300	300
53310 GENERAL SUPPLIES	1,032	3,750	1,500	3,750	3,750	3,750
53410 TOOLS & EQUIPMENT	-	100	-	100	100	100
53610 MAINT. & REPAIR MATERIALS	2,604	2,000	1,386	2,000	2,000	2,000
TOTAL MATERIALS & SUPPLIES	\$ 3,636	\$ 6,450	\$ 2,886	\$ 6,450	\$ 6,450	\$ 6,450
TOTAL BUDGET	\$ 9,688	\$ 16,860	\$ 10,693	\$ 16,860	\$ 16,860	\$ 16,860

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Cemetery – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 174 CEMETERY**

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
Cemetery Relations	0	0	0	0
TOTAL	0	0	0	0

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CITY OF BARTLESVILLE
2023-24 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.

- 2023 Accomplishments:
- Improved public engagement: The division has implemented strategies to improve public engagement and outreach. This has increased community involvement in the planning process
 - Increased economic development: The division has worked with other organization to help promote economic development in the community by identifying key areas for growth
 - Stronger partnerships: The division has established strong partnerships with other City departments, regional planning organizations, and community stakeholders to leverage resources and expertise and to promote coordinated planning efforts. These partnerships have resulted in more effective planning and a greater impact on the community
-

CITY OF BARTLESVILLE

2023-24 Operating Budget

General Fund – Community Development – Summary (continued)

2024 Objectives:

- **Comprehensive Plan Update:** The Planning Division will focus on updating the comprehensive plan for the community. This will involve gathering input from community members and stakeholders, identifying areas for growth and improvement, and developing strategies to promote sustainable development, economic growth, and quality of life
- **311 Software Implementation:** The Special Projects Division will work on implementing a new 311 software system to improve communication and service delivery to residents. This will involve identifying the needs and preferences of the community, selecting a software provider, and designing a system that is user-friendly and effective
- **Housing Stock Analysis:** The Planning Division will conduct an analysis of the community's housing stock to identify gaps and opportunities for improvement. This will involve collecting data on housing affordability, accessibility, and quality, and developing strategies to promote the development of affordable and accessible housing
- **Special Project Planning:** The Special Projects Division will identify and plan for new projects that support the goals of the department and community. This may include developing new initiatives to promote economic development, improve transportation infrastructure, or enhance public spaces

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				
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$545,297	\$615,589	\$574,098	\$586,029	\$586,029

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Community Development – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 348,178	\$ 387,000	\$ 387,528	\$ 379,000	\$ 379,000	\$ 379,000
51130 FICA	25,871	31,000	30,532	29,000	29,000	29,000
51140 GROUP INSURANCE	41,239	44,611	43,914	40,321	40,321	40,321
51150 DB RETIREMENT	49,340	48,000	36,938	-	-	-
51155 DC RETIREMENT	6,876	8,000	7,764	21,000	21,000	21,000
51170 WORKER'S COMPENSATION	448	270	270	-	-	-
TOTAL PERSONAL SERVICES	\$ 471,952	\$ 518,881	\$ 506,946	\$ 469,321	\$ 469,321	\$ 469,321
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 5,177	\$ 8,260	\$ 4,303	\$ 11,760	\$ 11,760	\$ 11,760
52310 UTILITIES & COMMUNICATIONS	1,750	4,600	190	4,600	4,600	4,600
52410 PROFESSIONAL SERVICES	-	-	-	10,000	10,000	10,000
52510 OTHER SERVICES	64,006	70,548	59,182	70,548	70,548	70,548
52610 MAINT. & REPAIR SERVICE	-	200	-	200	200	200
TOTAL CONTRACTUAL SERVICES	\$ 70,933	\$ 83,608	\$ 63,675	\$ 97,108	\$ 97,108	\$ 97,108
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 1,413	\$ 2,200	\$ 1,127	\$ 2,200	\$ 2,200	\$ 2,200
53310 GENERAL SUPPLIES	999	10,000	2,208	16,000	16,000	16,000
53410 TOOLS & EQUIPMENT	-	400	-	400	400	400
53510 FUEL	-	-	-	500	500	500
53610 MAINT. & REPAIR MATERIALS	-	500	142	500	500	500
TOTAL MATERIALS & SUPPLIES	\$ 2,412	\$ 13,100	\$ 3,477	\$ 19,600	\$ 19,600	\$ 19,600
TOTAL BUDGET						
	\$ 545,297	\$ 615,589	\$ 574,098	\$ 586,029	\$ 586,029	\$ 586,029

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Community Development – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 180 COMMUNITY DEVELOPMENT**

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2021-22 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2022-23 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2022-23 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2023-24 BUDGETED NUMBER OF EMPLOYEES</u>
Community Dev Director	1	1	1	1
Special Projects Manager	1	1	1	1
Senior Administrative Assistant	1	1	0	0
Administrative Clerk	0	0	1	1
Senior Planner	1	1	1	1
TOTAL	4	4	4	4

CITY OF BARTLESVILLE
 2023-24 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.

- 2023 Accomplishments:
- Upgraded Munis Server
 - Upgraded Exchange
 - Upgraded Skype
 - Upgraded 30 PC’s

- 2024 Objectives:
- Go-Live with new Utility Billing software
 - Upgrade ESRI Server
 - Continue annual PC upgrades
 - Upgrade operations server room

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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$1,028,947	\$1,176,941	\$1,176,893	\$1,295,046	\$1,295,046

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Tech Services – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 305,262	\$ 365,000	\$ 358,759	\$ 377,000	\$ 377,000	\$ 377,000
51130 FICA	22,603	29,000	26,578	29,000	29,000	29,000
51140 GROUP INSURANCE	41,239	44,611	43,914	40,321	40,321	40,321
51150 DB RETIREMENT	58,998	59,000	57,696	55,000	55,000	55,000
51155 DC RETIREMENT	1,301	2,100	1,965	3,000	3,000	3,000
51170 WORKER'S COMPENSATION	896	540	540	-	-	-
TOTAL PERSONAL SERVICES	\$ 430,299	\$ 500,251	\$ 489,452	\$ 504,321	\$ 504,321	\$ 504,321
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 1,229	\$ 8,000	\$ 6,953	\$ 8,000	\$ 8,000	\$ 8,000
52310 UTILITIES & COMMUNICATIONS	12,503	25,750	25,755	26,200	26,200	26,200
52410 PROFESSIONAL SERVICES	525,033	578,940	569,000	691,125	691,125	691,125
52510 OTHER SERVICES	538	10,700	10,651	10,700	10,700	10,700
52610 MAINT. & REPAIR SERVICE	200	9,000	9,000	13,000	13,000	13,000
TOTAL CONTRACTUAL SERVICES	\$ 539,503	\$ 632,390	\$ 621,359	\$ 749,025	\$ 749,025	\$ 749,025
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 52,304	\$ 34,400	\$ 52,016	\$ 31,700	\$ 31,700	\$ 31,700
53210 JANITORIAL SUPPLIES	-	300	300	300	300	300
53310 GENERAL SUPPLIES	2,754	1,100	7,307	1,200	1,200	1,200
53410 TOOLS & EQUIPMENT	734	2,500	2,476	2,500	2,500	2,500
53510 FUEL	360	1,000	925	1,000	1,000	1,000
53610 MAINT. & REPAIR MATERIALS	2,993	5,000	3,058	5,000	5,000	5,000
TOTAL MATERIALS & SUPPLIES	\$ 59,145	\$ 44,300	\$ 66,082	\$ 41,700	\$ 41,700	\$ 41,700
TOTAL BUDGET						
	\$ 1,028,947	\$ 1,176,941	\$ 1,176,893	\$ 1,295,046	\$ 1,295,046	\$ 1,295,046

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Tech Services – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 185 TECH SERVICES**

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
Tech Services Director	1	1	1	1
Network Administrator	3	3	3	3
TOTAL	4	4	4	4

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CITY OF BARTLESVILLE
2023-24 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.

- 2023 Accomplishments:
- Maintained GIS website information, which averages 14,000 hits per month
 - Managed floodplain development and drainage complaints
 - Had 60% of Capital projects planned for FY20-21 out for bids, under construction, or completed
 - Managed the traffic calming program
-

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Engineering – Summary
 (continued)

2024 Objectives:

- Continue to support other departments and infrastructure projects with engineering design, surveys, and project management
- Have 80% of the current Capital projects out for bid 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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$600,940	\$517,194	\$525,720	\$836,666	\$836,666

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CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Engineering – Line Item Detail

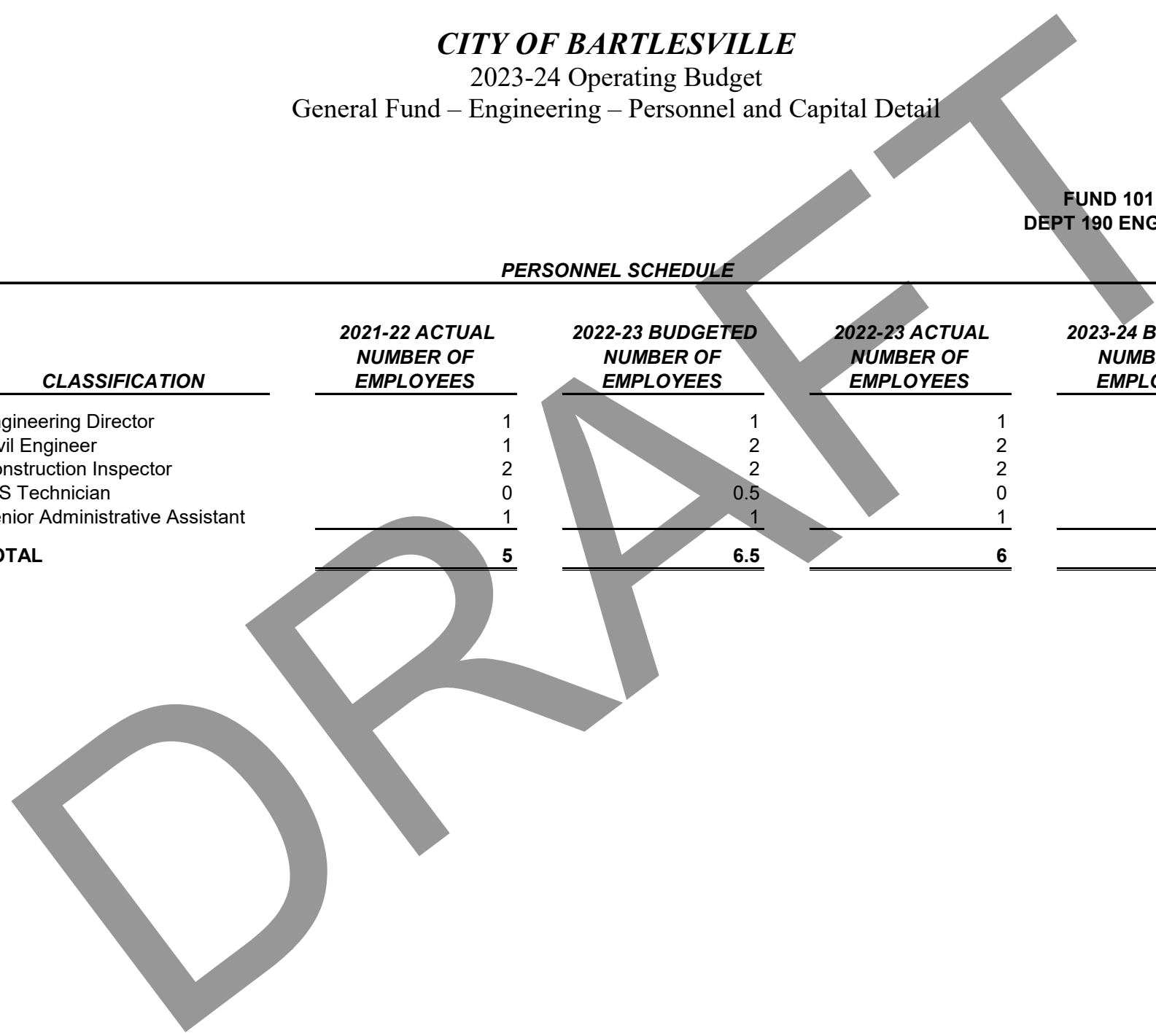
PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 454,026	\$ 367,000	\$ 367,000	\$ 608,750	\$ 608,750	\$ 608,750
51130 FICA	33,450	29,000	28,000	47,000	47,000	47,000
51140 GROUP INSURANCE	30,930	33,458	32,935	60,482	60,482	60,482
51150 DB RETIREMENT	32,880	21,000	20,000	25,000	25,000	25,000
51155 DC RETIREMENT	16,411	16,000	15,000	28,000	28,000	28,000
51170 WORKER'S COMPENSATION	2,017	1,216	1,216	114	114	114
TOTAL PERSONAL SERVICES	\$ 569,714	\$ 467,674	\$ 464,151	\$ 769,346	\$ 769,346	\$ 769,346
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 3,677	\$ 2,120	\$ 1,273	\$ 11,120	\$ 11,120	\$ 11,120
52310 UTILITIES & COMMUNICATIONS	2,193	2,300	1,888	2,300	2,300	2,300
52410 PROFESSIONAL SERVICES	6,098	22,250	33,403	22,250	27,250	27,250
52510 OTHER SERVICES	8,364	8,950	8,950	8,950	8,950	8,950
52610 MAINT. & REPAIR SERVICE	289	1,000	125	1,800	1,800	1,800
52710 OPERATIONAL SERVICES	748	1,000	980	1,000	1,000	1,000
TOTAL CONTRACTUAL SERVICES	\$ 21,369	\$ 37,620	\$ 46,619	\$ 47,420	\$ 52,420	\$ 52,420
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 182	\$ 3,400	\$ -	\$ 3,400	\$ 3,400	\$ 3,400
53310 GENERAL SUPPLIES	1,501	1,500	3,242	-	-	-
53410 TOOLS & EQUIPMENT	141	-	-	1,500	1,500	1,500
53510 FUEL	5,415	4,000	7,026	7,000	7,000	7,000
53610 MAINT. & REPAIR MATERIALS	2,618	3,000	4,682	3,000	3,000	3,000
TOTAL MATERIALS & SUPPLIES	\$ 9,857	\$ 11,900	\$ 14,950	\$ 14,900	\$ 14,900	\$ 14,900
TOTAL BUDGET	\$ 600,940	\$ 517,194	\$ 525,720	\$ 831,666	\$ 836,666	\$ 836,666

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Engineering – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 190 ENGINEERING**

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
Engineering Director	1	1	1	1
Civil Engineer	1	2	2	2
Construction Inspector	2	2	2	2
GIS Technician	0	0.5	0	0.5
Senior Administrative Assistant	1	1	1	1
TOTAL	5	6.5	6	6.5



CITY OF BARTLESVILLE
 2023-24 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.

- 2023 Accomplishments:
- Continued to work towards further implementing fleet management software
 - Held an auction to sell surplus vehicles and equipment
 - Provided maintenance and repairs for all fleet vehicles and equipment

- 2024 Objectives:
- Work towards improving repair and service times
 - Provide service to all city departments in an efficient and professional manner
 - Continue to look for ways to improve customer service

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

**FUND 101 GENERAL
 DEPT 195 FLEET MAINTENANCE**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$421,757	\$481,294	\$466,617	\$496,436	\$496,436

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Fleet Maintenance – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 270,012	\$ 309,000	\$ 302,908	\$ 320,250	\$ 320,250	\$ 320,250
51130 FICA	19,856	24,000	22,274	25,000	25,000	25,000
51140 GROUP INSURANCE	51,549	55,763	54,892	50,402	50,402	50,402
51150 DB RETIREMENT	17,384	17,000	16,573	16,000	16,000	16,000
51155 DC RETIREMENT	11,580	14,000	13,092	14,000	14,000	14,000
51170 WORKER'S COMPENSATION	3,361	2,026	2,026	-	-	-
TOTAL PERSONAL SERVICES	\$ 373,742	\$ 421,789	\$ 411,765	\$ 425,652	\$ 425,652	\$ 425,652
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 3,618	\$ 3,900	\$ 3,931	\$ 3,900	\$ 3,900	\$ 3,900
52310 UTILITIES & COMMUNICATIONS	11,871	12,400	13,839	14,912	14,912	14,912
52510 OTHER SERVICES	1,283	2,872	1,750	2,872	2,872	2,872
52610 MAINT. & REPAIR SERVICE	4,457	10,033	4,316	12,033	12,033	12,033
TOTAL CONTRACTUAL SERVICES	\$ 21,229	\$ 29,205	\$ 23,836	\$ 33,717	\$ 33,717	\$ 33,717
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 67	\$ 500	\$ -	\$ 500	\$ 500	\$ 500
53210 JANITORIAL SUPPLIES	-	700	400	700	700	700
53310 GENERAL SUPPLIES	795	2,800	2,000	4,084	4,084	4,084
53410 TOOLS & EQUIPMENT	5,570	5,100	8,583	8,583	8,583	8,583
53510 FUEL	1,681	1,200	3,193	3,200	3,200	3,200
53610 MAINT. & REPAIR MATERIALS	18,673	20,000	16,840	25,000	20,000	20,000
TOTAL MATERIALS & SUPPLIES	\$ 26,786	\$ 30,300	\$ 31,016	\$ 42,067	\$ 37,067	\$ 37,067
TOTAL BUDGET	\$ 421,757	\$ 481,294	\$ 466,617	\$ 501,436	\$ 496,436	\$ 496,436

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Fleet Maintenance – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 195 FLEET MAINTENANCE**

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2021-22 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2022-23 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2022-23 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2023-24 BUDGETED NUMBER OF EMPLOYEES</u>
Municipal Garage Supervisor	1	1	1	1
Senior Vehicle Mechanic	4	4	4	4
TOTAL	5	5	5	5

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CITY OF BARTLESVILLE

2023-24 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.

- 2023 Accomplishments:
- Purchased a new 109' Aerial Tower truck
 - Received New SCBA compressor for Station 4
-

- 2024 Objectives:
- Build a new hose testing and maintenance building
 - Implement monthly all chiefs meeting
 - Implement quarterly captain meeting
-

CITY OF BARTLESVILLE

2023-24 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				
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$6,846,876	\$7,627,665	\$7,530,976	\$7,722,119	\$7,722,119

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CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Fire – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 4,248,800	\$ 4,798,000	\$ 4,802,234	\$ 4,873,750	\$ 4,873,750	\$ 4,873,750
51120 OVERTIME	619,147	625,000	681,489	632,000	632,000	632,000
51130 FICA	72,048	92,000	81,247	93,000	93,000	93,000
51140 GROUP INSURANCE	798,337	802,305	782,671	800,161	800,161	800,161
51150 DB RETIREMENT	12,030	13,000	11,990	12,000	12,000	12,000
51160 PENSION	633,587	758,000	712,475	766,000	766,000	766,000
51170 WORKER'S COMPENSATION	45,600	26,404	26,404	27,249	27,249	27,249
TOTAL PERSONNEL SERVICES	\$ 6,429,549	\$ 7,114,709	\$ 7,098,510	\$ 7,204,160	\$ 7,204,160	\$ 7,204,160
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 82,340	\$ 90,085	\$ 114,359	\$ 100,575	\$ 91,575	\$ 91,575
52310 UTILITIES & COMMUNICATIONS	56,801	58,548	64,634	63,548	58,548	58,548
52410 PROFESSIONAL SERVICES	14,915	8,000	8,000	8,000	8,000	8,000
52510 OTHER SERVICES	11,673	13,134	13,825	13,134	13,134	13,134
52610 MAINT. & REPAIR SERVICE	39,156	56,859	16,096	62,419	57,419	57,419
TOTAL CONTRACTUAL SERVICES	\$ 204,885	\$ 226,626	\$ 208,914	\$ 247,676	\$ 228,676	\$ 228,676
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 2,287	\$ 5,350	\$ 3,503	\$ 5,350	\$ 5,350	\$ 5,350
53210 JANITORIAL SUPPLIES	12,944	15,000	15,270	20,000	20,000	20,000
53310 GENERAL SUPPLIES	88,104	128,780	57,124	144,733	134,733	134,733
53410 TOOLS & EQUIPMENT	7,368	3,200	2,600	5,200	5,200	5,200
53510 FUEL	40,965	66,000	56,000	56,000	56,000	56,000
53610 MAINT. & REPAIR MATERIALS	60,774	68,000	89,055	73,000	68,000	68,000
TOTAL MATERIALS & SUPPLIES	\$ 212,442	\$ 286,330	\$ 223,552	\$ 304,283	\$ 289,283	\$ 289,283
TOTAL BUDGET	\$ 6,846,876	\$ 7,627,665	\$ 7,530,976	\$ 7,756,119	\$ 7,722,119	\$ 7,722,119

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Fire – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 250 FIRE**

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
Fire Chief	1	1	1	1
Deputy Fire Chief	1	1	1	1
Fire Marshal	0	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	31	33	33	33
Senior Administrative Assistant	1	1	1	1
TOTAL	68	71	71	71

CITY OF BARTLESVILLE
2023-24 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.

- 2023 Accomplishments:
- Began implantation of the chalk-less parking enforcement system
 - Continued public outreach programs through town hall meetings, block parties, Chief Chat radio program, and social media platforms
 - Collaborated with Grand Mental Health to add two mental health police officers and clinicians as teams to respond to mental health calls and homelessness population complaints
 - Continued Citizen Police Academy
-

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Police – Summary
 (continued)

2024 Objectives:

- Work with GLMH to continue implantation of Crisis Intervention Response Team
- Send personnel through Cellebrite forensic cellular phone analysis training
- Continue Citizen Police Academy
- Continue to recruit and train potential police reserve officers and police explorer cadets

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
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$6,656,828	\$8,037,083	\$7,731,356	\$8,881,912	\$8,881,912

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Police – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 4,185,604	\$ 5,251,923	\$ 4,995,451	\$ 5,553,500	\$ 5,946,294	\$ 5,946,294
51120 OVERTIME	108,895	95,000	65,579	100,000	100,000	100,000
51130 FICA	314,080	372,000	361,455	427,000	427,000	427,000
51140 GROUP INSURANCE	731,993	791,838	779,466	715,704	715,704	715,704
51150 DB RETIREMENT	22,630	13,000	11,813	12,000	12,000	12,000
51155 DC RETIREMENT	11,199	15,000	11,543	13,000	13,000	13,000
51160 PENSION	490,348	585,000	589,341	680,000	680,000	680,000
51170 WORKER'S COMPENSATION	32,828	20,597	20,597	3,689	3,689	3,689
51180 UNEMPLOYMENT COMP	1,998	-	-	-	-	-
TOTAL PERSONNEL SERVICES	\$ 5,899,575	\$ 7,144,358	\$ 6,835,245	\$ 7,504,893	\$ 7,897,687	\$ 7,897,687
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 148,946	\$ 245,000	\$ 230,537	\$ 268,200	\$ 253,200	\$ 253,200
52210 FINANCIAL SERVICES	431	-	379	-	-	-
52310 UTILITIES & COMMUNICATIONS	52,569	53,730	54,802	63,680	57,680	57,680
52410 PROFESSIONAL SERVICES	-	1,000	-	-	-	-
52510 OTHER SERVICES	84,841	93,100	96,919	126,800	121,800	121,800
52610 MAINT. & REPAIR SERVICE	51,724	76,395	33,301	62,245	57,245	57,245
52810 INSURANCE & BONDS	1,475	2,500	853	800	800	800
TOTAL CONTRACTUAL SERVICES	\$ 339,986	\$ 471,725	\$ 416,791	\$ 521,725	\$ 490,725	\$ 490,725
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 6,780	\$ 8,000	\$ 6,647	\$ 8,000	\$ 8,000	\$ 8,000
53210 JANITORIAL SUPPLIES	2,470	3,000	2,390	3,000	3,000	3,000
53310 GENERAL SUPPLIES	122,399	140,000	197,593	182,500	182,500	182,500
53410 TOOLS & EQUIPMENT	16,562	10,000	10,108	10,000	5,000	5,000
53510 FUEL	184,492	180,000	177,499	200,000	200,000	200,000
53610 MAINT. & REPAIR MATERIALS	84,564	80,000	85,083	95,000	95,000	95,000
TOTAL MATERIALS & SUPPLIES	\$ 417,267	\$ 421,000	\$ 479,320	\$ 498,500	\$ 493,500	\$ 493,500
TOTAL BUDGET						
	\$ 6,656,828	\$ 8,037,083	\$ 7,731,356	\$ 8,525,118	\$ 8,881,912	\$ 8,881,912

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Police – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 270 POLICE**

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
Police Chief	1	1	1	1
Deputy Chief	1	1	2	2
Captain	4	4	4	4
Lieutenant	4	4	4	4
Sergeant	9	10	9	9
Police Corporal	10	10	10	10
Police Officer	32	44	43	47
Senior Administrative Assistant	2	2	2	2
Administrative Assistant	1	2	3	3
Animal Control Officer	2	2	2	2
Community Service Officer	1	1	1	1
Administrative Specialist	1	1	0	0
TOTAL	68	82	81	85

CITY OF BARTLESVILLE

2023-24 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.

- 2023 Accomplishments:
- Constructed new cricket practice field
 - Constructed kayak launching area in Johnstone Park
 - Performed annual traffic signal maintenance and repairs
 - Constructed ODEQ compliant washout

- 2024 Objectives:
- Complete annual street overlays
 - Prepare and provide for winter street treatment and clearing
 - Complete multiple concrete street panel replacements
 - Perform annual traffic signal maintenance checks
 - Access and maintain service alleys

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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$1,602,147	\$1,843,488	\$1,815,068	\$2,051,398	\$2,051,398

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Street – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 690,619	\$ 858,015	\$ 773,497	\$ 965,500	\$ 965,500	\$ 965,500
51120 OVERTIME	488	2,000	996	2,000	2,000	2,000
51130 FICA	49,503	71,503	56,028	74,000	74,000	74,000
51140 GROUP INSURANCE	164,956	178,442	175,654	161,285	161,285	161,285
51150 DB RETIREMENT	79,751	81,000	79,473	77,000	77,000	77,000
51155 DC RETIREMENT	16,370	21,000	17,669	27,000	27,000	27,000
51170 WORKER'S COMPENSATION	10,084	6,078	6,078	1,310	1,310	1,310
TOTAL PERSONAL SERVICES	\$ 1,011,771	\$ 1,218,038	\$ 1,109,395	\$ 1,308,095	\$ 1,308,095	\$ 1,308,095
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 3,228	\$ 18,050	\$ 5,986	\$ 18,050	\$ 18,050	\$ 18,050
52310 UTILITIES & COMMUNICATIONS	244,734	255,000	285,727	288,548	288,548	288,548
52510 OTHER SERVICES	4,587	6,000	7,346	7,350	7,350	7,350
52610 MAINT. & REPAIR SERVICE	8,204	10,000	7,538	11,385	11,385	11,385
TOTAL CONTRACTUAL SERVICES	\$ 260,753	\$ 289,050	\$ 306,597	\$ 325,333	\$ 325,333	\$ 325,333
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 156	\$ 500	\$ 200	\$ 500	\$ 500	\$ 500
53210 JANITORIAL SUPPLIES	1,259	1,500	1,674	2,100	2,100	2,100
53310 GENERAL SUPPLIES	7,312	15,000	15,000	18,068	18,068	18,068
53410 TOOLS & EQUIPMENT	2,969	2,200	6,721	5,000	5,000	5,000
53510 FUEL	53,915	45,000	57,710	58,000	58,000	58,000
53610 MAINT. & REPAIR MATERIALS	264,012	272,200	317,771	334,302	334,302	334,302
TOTAL MATERIALS & SUPPLIES	\$ 329,623	\$ 336,400	\$ 399,076	\$ 417,970	\$ 417,970	\$ 417,970
TOTAL BUDGET						
	\$ 1,602,147	\$ 1,843,488	\$ 1,815,068	\$ 2,051,398	\$ 2,051,398	\$ 2,051,398

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Street – Personnel and Capital Detail

**FUND 101 GENERAL
 DEPT 328 STREET**

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
Assitant Public Works Director	0	0.5	0	0.5
Street Supervisor	1	1	1	1
Sign and Signal Tech	2	2	2	2
Equipment Operator-Crewleader	3	3	3	3
Concrete Mason	1	1	1	1
Maintence Worker	9	10	8	10
TOTAL	16	17.5	15	17.5

CITY OF BARTLESVILLE
2023-24 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.

- 2023 Accomplishments:
- ADA ramp was re-poured and handicap dome installed near the Library’s west entrance
 - Library users increased by 19.7%
 - Continued to increase the Library’s collection of materials to meet current patron demand
-

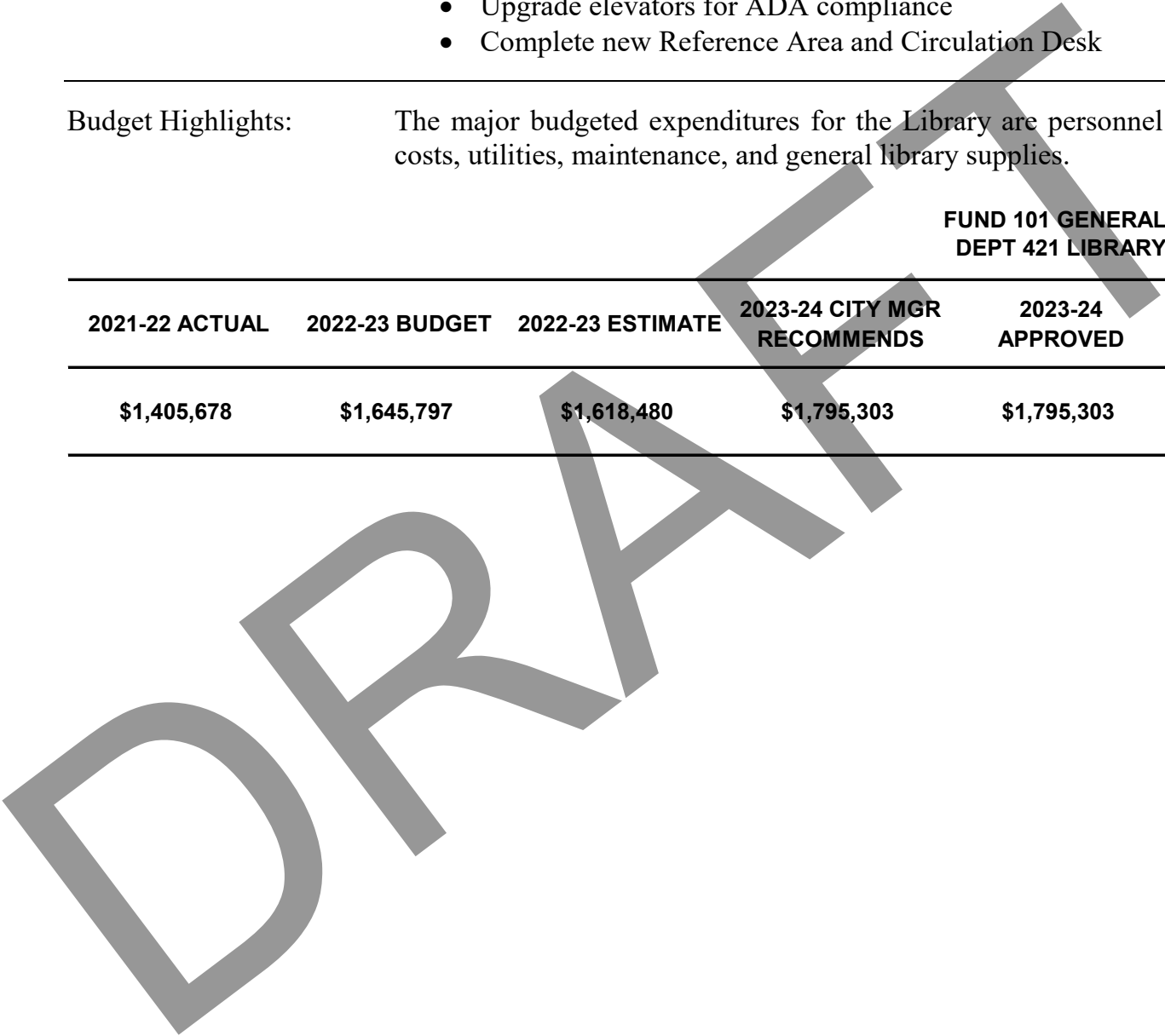
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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Library – Summary
 (continued)

- 2024 Objectives:
- Provide quality programming events for adults
 - Upgrade elevators for ADA compliance
 - Complete new Reference Area and Circulation Desk

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

FUND 101 GENERAL DEPT 421 LIBRARY				
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$1,405,678	\$1,645,797	\$1,618,480	\$1,795,303	\$1,795,303



CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Library – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 801,308	\$ 976,000	\$ 938,183	\$ 1,095,400	\$ 1,095,400	\$ 1,095,400
51120 OVERTIME	1,538	-	371	1,000	1,000	1,000
51130 FICA	58,994	75,000	69,398	84,000	84,000	84,000
51140 GROUP INSURANCE	139,395	156,137	153,697	141,125	141,125	141,125
51150 DB RETIREMENT	113,742	115,000	112,123	107,000	107,000	107,000
51155 DC RETIREMENT	6,751	8,300	7,398	11,000	11,000	11,000
51170 WORKER'S COMPENSATION	1,569	945	945	238	238	238
TOTAL PERSONAL SERVICES	\$ 1,123,297	\$ 1,331,382	\$ 1,282,115	\$ 1,439,763	\$ 1,439,763	\$ 1,439,763
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 5,978	\$ 4,900	\$ 4,500	\$ 5,200	\$ 5,200	\$ 5,200
52210 FINANCIAL SERVICES	2,155	3,250	3,000	3,550	3,550	3,550
52310 UTILITIES & COMMUNICATIONS	88,375	75,000	114,000	115,000	110,000	110,000
52410 PROFESSIONAL SERVICES	-	500	-	-	-	-
52510 OTHER SERVICES	32,773	38,200	36,500	34,275	34,275	34,275
52610 MAINT. & REPAIR SERVICE	48,922	61,865	61,865	73,270	68,270	68,270
TOTAL CONTRACTUAL SERVICES	\$ 178,203	\$ 183,715	\$ 219,865	\$ 231,295	\$ 221,295	\$ 221,295
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 9,280	\$ 17,450	\$ 11,500	\$ 20,700	\$ 20,700	\$ 20,700
53210 JANITORIAL SUPPLIES	3,830	10,500	6,500	10,500	10,500	10,500
53310 GENERAL SUPPLIES	75,812	83,200	85,000	85,895	85,895	85,895
53610 MAINT. & REPAIR MATERIALS	15,256	19,550	13,500	17,150	17,150	17,150
TOTAL MATERIALS & SUPPLIES	\$ 104,178	\$ 130,700	\$ 116,500	\$ 134,245	\$ 134,245	\$ 134,245
TOTAL BUDGET						
	\$ 1,405,678	\$ 1,645,797	\$ 1,618,480	\$ 1,805,303	\$ 1,795,303	\$ 1,795,303

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Library – Personnel and Capital Detail

FUND 101 GENERAL
 DEPT 421 LIBRARY

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2021-22 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2022-23 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2022-23 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2023-24 BUDGETED NUMBER OF EMPLOYEES</u>
Library Director	1	1	1	1
Senior Librarian	2	2	2	2
Librarian	1	1	2	2
Library Specialist	4	4	3	3
Literacy	1	1	1	1
Circulation Supervisor	1	1	1	1
Cemetery Relations	1	1	1	1
Library Assistant	1	1	1	1
Acquisitions Clerk	1	1	1	1
Operations Manager	1	1	1	1
Part-time Clerks-Pages	4.7	4.7	4.7	4.7
TOTAL	18.7	18.7	18.7	18.7

CITY OF BARTLESVILLE
2023-24 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, the Bartlesville Area History Museum is located on the fifth floor of the City Center.

- 2023 Accomplishments:
- Hosted a total of 493 events
 - With ARPA grant funds, hosted the *Oklahoma Sports* and *Women of Oklahoma* traveling exhibits
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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Museum – Summary
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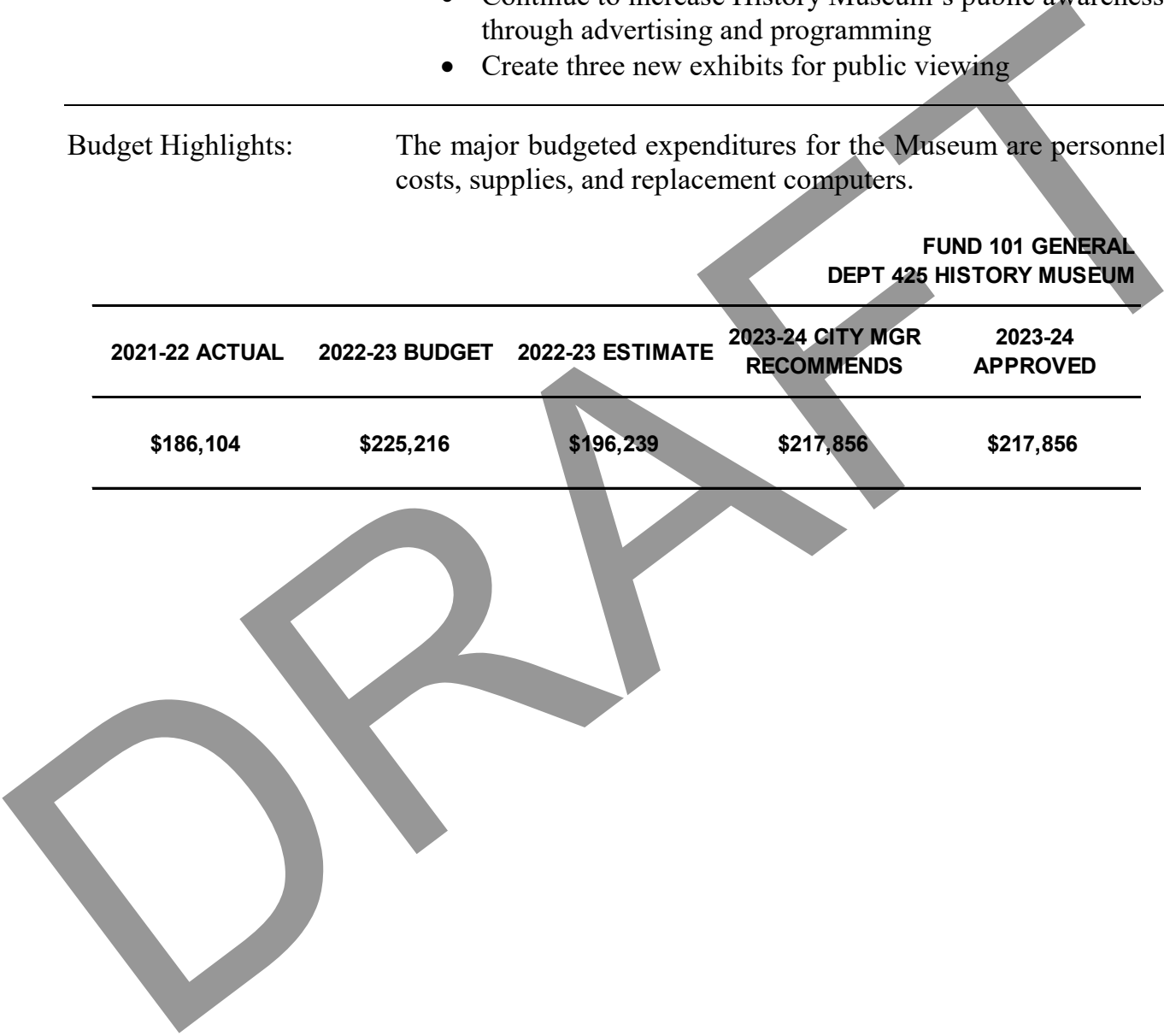
2024 Objectives:

- Increase community outreach programs by 5%
- Continue to increase History Museum’s public awareness through advertising and programming
- Create three new exhibits for public viewing

Budget Highlights:

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

FUND 101 GENERAL DEPT 425 HISTORY MUSEUM				
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$186,104	\$225,216	\$196,239	\$217,856	\$217,856



CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Museum – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 121,722	\$ 144,000	\$ 131,163	\$ 145,850	\$ 145,850	\$ 145,850
51130 FICA	8,894	12,000	9,580	12,000	12,000	12,000
51140 GROUP INSURANCE	30,929	33,458	32,935	30,241	30,241	30,241
51155 DC RETIREMENT	5,612	8,000	5,825	7,000	7,000	7,000
51170 WORKER'S COMPENSATION	336	203	203	-	-	-
TOTAL PERSONAL SERVICES	\$ 167,493	\$ 197,661	\$ 179,706	\$ 195,091	\$ 195,091	\$ 195,091
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 521	\$ 800	\$ 500	\$ 750	\$ 750	\$ 750
52310 UTILITIES & COMMUNICATIONS	2	25	3	25	25	25
52410 PROFESSIONAL SERVICES	-	1,500	-	1,500	500	500
52510 OTHER SERVICES	8,875	10,050	1,050	9,700	9,700	9,700
52610 MAINT. & REPAIR SERVICE	1,734	2,375	2,375	2,450	2,450	2,450
TOTAL CONTRACTUAL SERVICES	\$ 11,132	\$ 14,750	\$ 3,928	\$ 14,425	\$ 13,425	\$ 13,425
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 3,356	\$ 3,000	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,500
53210 JANITORIAL SUPPLIES	1,500	200	-	200	200	200
53310 GENERAL SUPPLIES	1,545	7,605	7,605	5,640	4,640	4,640
53610 MAINT. & REPAIR MATERIALS	1,078	2,000	2,000	2,000	2,000	2,000
TOTAL MATERIALS & SUPPLIES	\$ 7,479	\$ 12,805	\$ 12,605	\$ 10,340	\$ 9,340	\$ 9,340
TOTAL BUDGET						
	\$ 186,104	\$ 225,216	\$ 196,239	\$ 219,856	\$ 217,856	\$ 217,856

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Museum – Personnel and Capital Detail

FUND 101 GENERAL
 DEPT 425 HISTORY MUSEUM

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
Collections Manager	1	1	1	1
Museum Registrar	1	1	1	1
Museum Coordinator	0	1	1	1
Library Assistant	0.63	0.63	0.63	0.63
TOTAL	2.63	3.63	3.63	3.63

CITY OF BARTLESVILLE
 2023-24 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.

- 2023 Accomplishments:
- Maintained City right of ways, parks, and properties
 - Mowed and maintained sports and athletic fields
 - Installed irrigation for trees at Douglas Park
 - Performed routine spraying for mosquito control
 - Performed annual tree maintenance program

- 2024 Objectives:
- Maintain and clean park restrooms and facilities
 - Operate and maintain City irrigation systems
 - Continue operation of a mosquito control program for public safety

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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$1,361,912	\$1,623,803	\$1,503,234	\$1,653,253	\$1,653,253

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Park and Recreation – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 653,780	\$ 860,000	\$ 785,590	\$ 854,500	\$ 854,500	\$ 854,500
51120 OVERTIME	359	1,000	-	1,000	1,000	1,000
51130 FICA	47,392	65,000	57,520	65,000	65,000	65,000
51140 GROUP INSURANCE	185,576	200,748	197,611	181,446	181,446	181,446
51150 DB RETIREMENT	89,516	91,000	78,028	80,000	80,000	80,000
51155 DC RETIREMENT	10,244	21,000	13,585	20,000	20,000	20,000
51170 WORKER'S COMPENSATION	11,652	7,023	7,023	30,596	30,596	30,596
51180 UNEMPLOYMENT COMP	2,872	-	-	-	-	-
TOTAL PERSONNEL SERVICES	\$ 1,001,391	\$ 1,245,771	\$ 1,139,357	\$ 1,232,542	\$ 1,232,542	\$ 1,232,542
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 83,272	\$ 150,332	\$ 100,000	\$ 151,545	\$ 151,545	\$ 151,545
52310 UTILITIES & COMMUNICATIONS	41,179	50,000	48,000	50,000	50,000	50,000
52410 PROFESSIONAL SERVICES	1,500	-	-	-	-	-
52510 OTHER SERVICES	2,135	3,700	4,696	4,695	4,695	4,695
52610 MAINT. & REPAIR SERVICE	4,165	4,000	2,500	4,000	4,000	4,000
TOTAL CONTRACTUAL SERVICES	\$ 132,251	\$ 208,032	\$ 155,196	\$ 210,240	\$ 210,240	\$ 210,240
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 195	\$ 500	\$ 250	\$ 500	\$ 500	\$ 500
53210 JANITORIAL SUPPLIES	11,225	10,500	10,206	10,500	10,500	10,500
53310 GENERAL SUPPLIES	56,033	47,000	40,000	51,000	51,000	51,000
53410 TOOLS & EQUIPMENT	17,083	6,500	4,000	6,500	6,500	6,500
53510 FUEL	47,035	37,000	51,472	51,471	51,471	51,471
53610 MAINT. & REPAIR MATERIALS	96,699	68,500	102,753	102,500	90,500	90,500
TOTAL MATERIALS & SUPPLIES	\$ 228,270	\$ 170,000	\$ 208,681	\$ 222,471	\$ 210,471	\$ 210,471
TOTAL BUDGET	\$ 1,361,912	\$ 1,623,803	\$ 1,503,234	\$ 1,665,253	\$ 1,653,253	\$ 1,653,253

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 General Fund – Park and Recreation – Personnel and Capital Detail

FUND 101 GENERAL
 DEPT 431 PARK & RECREATION

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2021-22 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2022-23 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2022-23 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2023-24 BUDGETED NUMBER OF EMPLOYEES</u>
Parks Supervisor	1	1	1	1
Equipment Operator	2	2	2	2
Maintenance Worker	10	15	14	15
TOTAL	13	18	17	18

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CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: N/A

2024 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				
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED
\$3,338,528	\$4,011,107	\$4,011,107	\$4,189,369	\$4,189,369

CITY OF BARTLESVILLE
2023-24 Operating Budget
General Fund – Transfers – Line Item Detail

TRANSFERS	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
59207 E 9-1-1 FUND	\$ 524,835	\$ 698,433	\$ 698,433	\$ 586,603	\$ 586,603	\$ 586,603
59513 ADAMS GOLF COURSE	58,804	135,941	135,941	282,054	282,054	282,054
59515 SOONER POOL	50,404	49,871	49,871	72,245	72,245	72,245
59516 FRONTIER POOL	40,546	60,921	60,921	94,475	94,475	94,475
59517 AIRPORT	250,000	36,472	36,472	227,975	227,975	227,975
59663 AUTO COLLISION INSURANCE	25,000	25,000	25,000	25,000	25,000	25,000
59670 STABILIZATION RESERVE	538,939	1,354,469	1,354,469	896,301	901,017	901,017
59675 CAPITAL RESERVE	1,850,000	1,650,000	1,650,000	2,000,000	2,000,000	2,000,000
TOTAL TRANSFERS	\$ 3,338,528	\$ 4,011,107	\$ 4,011,107	\$ 4,184,653	\$ 4,189,369	\$ 4,189,369
TOTAL BUDGET	\$ 3,338,528	\$ 4,011,107	\$ 4,011,107	\$ 4,184,653	\$ 4,189,369	\$ 4,189,369

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SPECIAL REVENUE FUNDS



city of

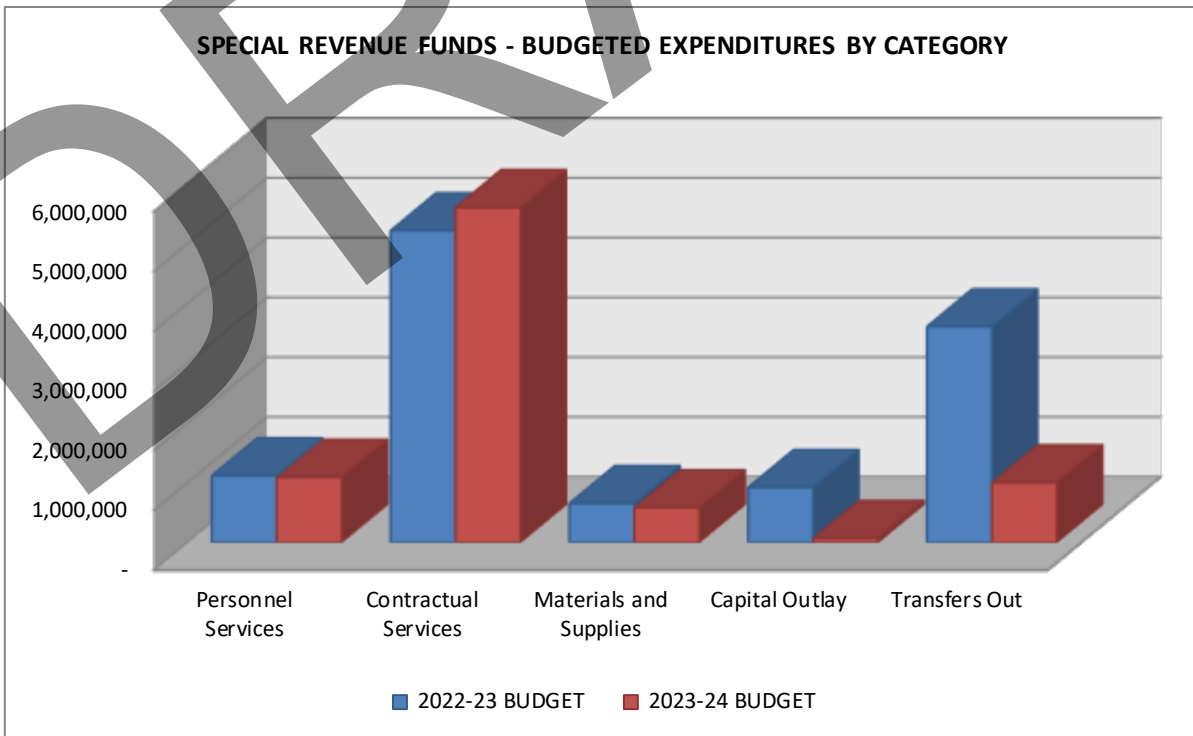
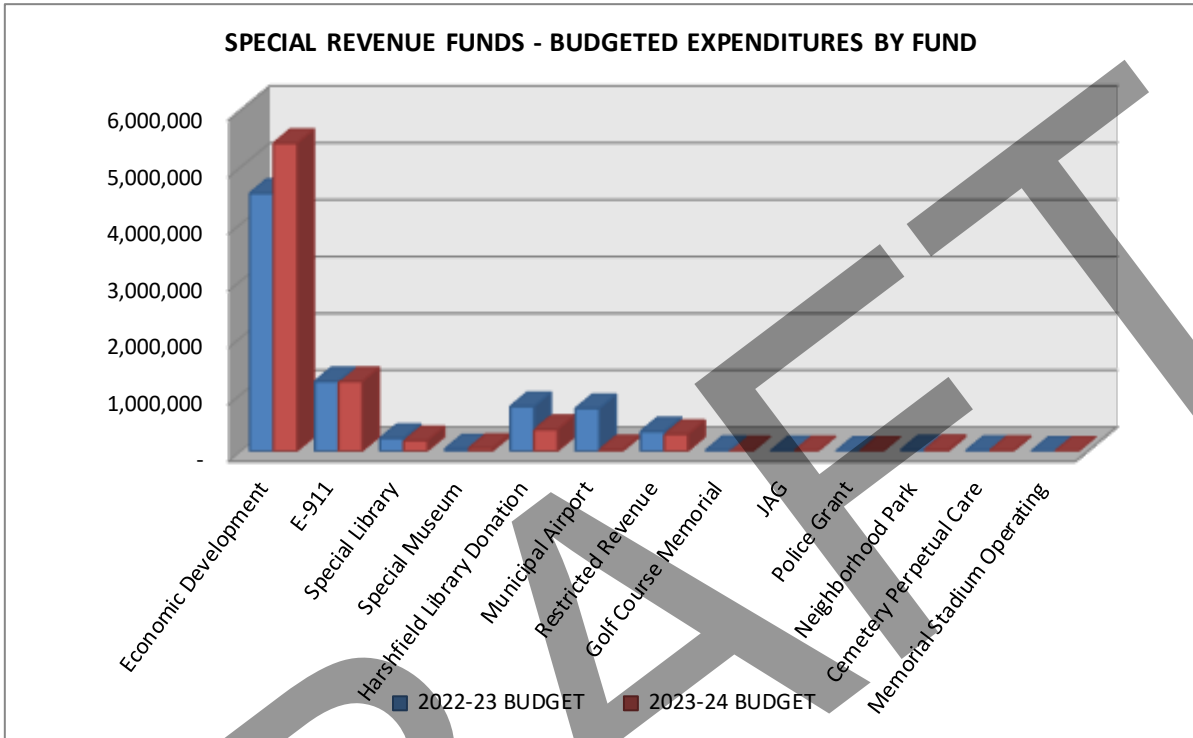
bartlesville

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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Special Revenue Funds – Expenditure Graphs



CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Special Revenue Funds – Expenditure Summary by Fund

EXPENDITURES AND RESERVES BY FUND	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Economic Development	\$ 1,187,600	\$ 4,536,236	\$ 1,444,800	\$ 5,416,131
E-911	1,053,817	1,228,358	1,125,254	1,226,020
Special Library	166,482	226,500	226,500	185,000
Special Museum	26,683	41,500	40,500	51,500
Harshfield Library Donation	21,514	786,511	229,934	382,568
Municipal Airport	64,226	750,981	685,868	28,508
Restricted Revenue	650,656	346,646	35,221	295,441
Golf Course Memorial	35,411	15,307	33,815	9,040
CDBG-Covid	434,483	501,706	501,709	-
ARPA	-	3,609,713	4,579,713	1,000,000
JAG	-	7,619	-	7,619
Neighborhood Park	-	27,653	-	29,599
Cemetery Perpetual Care	4,699	12,147	1,335	12,303
Total Expenditures and Reserves	<u>\$ 3,645,571</u>	<u>\$ 12,090,877</u>	<u>\$ 8,904,649</u>	<u>\$ 8,643,729</u>

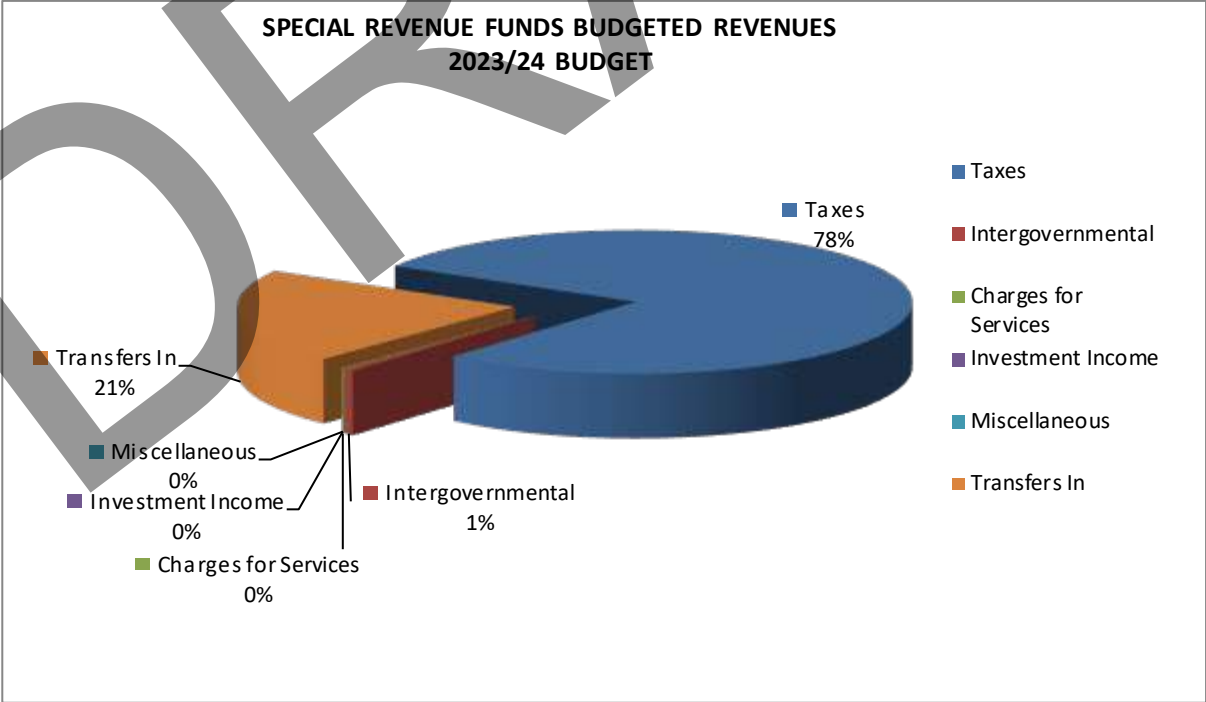
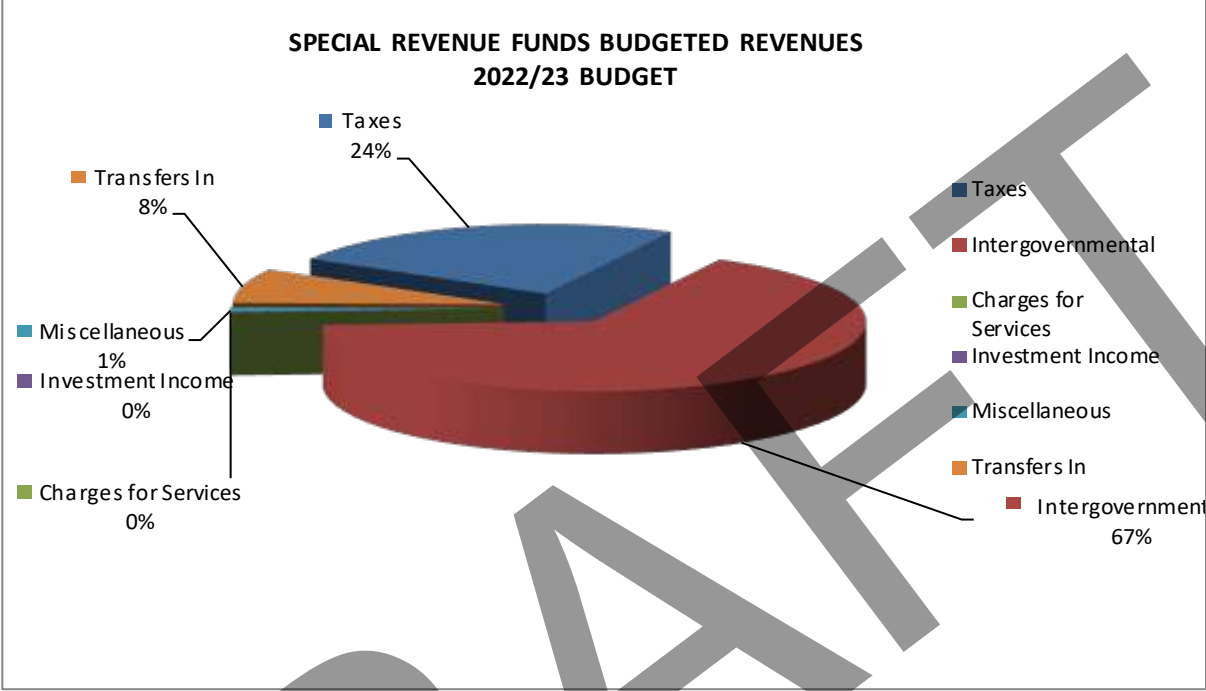
CITY OF BARTLESVILLE
2023-24 Operating Budget
Special Revenue Funds – Expenditure Summary by Line Item

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 688,295	\$ 805,000	\$ 744,556	\$ 801,750	\$ 801,750	\$ 801,750
51120 OVERTIME	21,427	21,000	22,796	23,000	23,000	23,000
51130 FICA	50,661	64,000	55,815	63,000	63,000	63,000
51140 GROUP INSURANCE	154,646	167,290	164,676	151,205	151,205	151,205
51150 DB RETIREMENT	34,023	35,000	29,033	30,000	30,000	30,000
51155 DC RETIREMENT	19,486	23,000	22,407	23,000	23,000	23,000
51170 WORKER'S COMPENSATION	1,681	1,013	1,013	-	-	-
TOTAL PERSONNEL SERVICES	\$ 970,219	\$ 1,116,303	\$ 1,040,296	\$ 1,091,955	\$ 1,091,955	\$ 1,091,955
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 2,715	\$ 12,050	\$ 3,361	\$ 10,250	\$ 10,250	\$ 10,250
52310 UTILITIES & COMMUNICATIONS	116,266	120,600	127,746	136,200	136,200	136,200
52410 PROFESSIONAL SERVICES	63,400	11,000	182,948	5,500	5,500	5,500
52510 OTHER SERVICES	761,968	4,165,142	966,052	4,432,631	4,432,631	4,432,631
52610 MAINT. & REPAIR SERVICE	3,391	7,000	2,000	7,000	7,000	7,000
52710 OPERATIONAL SERVICES	897,600	900,000	1,009,800	1,010,000	1,010,000	1,010,000
52810 INSURANCE & BONDS	-	300	-	300	300	300
TOTAL CONTRACTUAL SERVICES	\$ 1,845,340	\$ 5,216,092	\$ 2,291,907	\$ 5,601,881	\$ 5,601,881	\$ 5,601,881
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 5,233	\$ 6,200	\$ 9,969	\$ 6,200	\$ 6,200	\$ 6,200
53310 GENERAL SUPPLIES	125,590	241,066	239,804	211,422	211,422	211,422
53410 TOOLS & EQUIPMENT	2,970	-	2,219	-	-	-
53610 MAINT. & REPAIR MATERIALS	672,548	404,646	106,887	363,441	363,441	363,441
TOTAL MATERIALS & SUPPLIES	\$ 806,341	\$ 651,912	\$ 358,879	\$ 581,063	\$ 581,063	\$ 581,063

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Special Revenue Funds – Expenditure Summary by Line Item
 (continued)

<i>CAPITAL OUTLAY</i>	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
55920 BUILDINGS & STRUCTURES	\$ 826	\$ 773,134	\$ 502,920	\$ 58,107	\$ 58,107	\$ 58,107
TOTAL CAPITAL OUTLAY	<u>\$ 23,671</u>	<u>\$ 919,375</u>	<u>\$ 633,854</u>	<u>\$ 67,147</u>	<u>\$ 67,147</u>	<u>\$ 67,147</u>
<i>TRANSFERS OUT</i>						
59101 GENERAL FUND	\$ 2,134	\$ 3,609,713	\$ 4,579,713	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
TOTAL TRANSFERS	<u>\$ 2,134</u>	<u>\$ 3,609,713</u>	<u>\$ 4,579,713</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>
TOTAL BUDGET	<u>\$ 3,647,705</u>	<u>\$11,513,395</u>	<u>\$ 8,904,649</u>	<u>\$ 8,342,046</u>	<u>\$ 8,342,046</u>	<u>\$ 8,342,046</u>

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Special Revenue Funds – Revenue Graphs



CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Special Revenue Funds – Revenue Summary by Source

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Sales Tax	\$ 1,652,280	\$ 1,547,842	\$ 1,697,840	\$ 1,663,883
Hotel-Motel Tax	229,141	282,400	233,539	238,200
Franchise Tax	504,029	506,400	512,900	506,400
Intergovernmental	6,782,185	6,390,438	6,936,160	18,000
Charges for Services	5,052	5,400	5,050	5,000
Interest and Investment Income	(20,538)	-	89,393	-
Donations and Miscellaneous	707,496	106,006	139,625	-
Transfer In:				
From BLTA	97,013	70,000	76,994	70,000
From General	524,835	698,433	698,433	586,603
From History Museum Trust	-	-	-	-
Fund Balance	<u>4,050,520</u>	<u>6,345,794</u>	<u>7,807,958</u>	<u>6,106,949</u>
Total Available for Appropriation	<u>\$ 14,532,013</u>	<u>\$ 15,952,713</u>	<u>\$ 18,197,892</u>	<u>\$ 9,195,035</u>

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Special Revenue Funds – Personnel Summary

PERSONNEL COUNTS BY DEPARTMENT	2021-22 ACTUAL FTEs	2022-23 BUDGETED FTEs	2022-23 ACTUAL FTEs	2023-24 BUDGETED FTEs
E-911 Fund:				
Dispatch	15.1	15.1	15	15.1
Special Library:				
Library	1.13	1.13	1.13	1.13
Special Museum:				
Museum	1.23	1.23	1.23	1.23
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Total Expenditures	<u>17.46</u>	<u>17.46</u>	<u>17.36</u>	<u>17.46</u>

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CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: • N/A

2024 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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$1,187,600	\$4,536,236	\$1,444,800	\$5,416,131	\$5,416,131

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Economic Development Fund – Expenditure and Revenue Summary

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Economic Development	\$ 1,187,600	\$ 4,536,236	\$ 1,444,800	\$ 5,416,131
Total Expenditures	\$ 1,187,600	\$ 4,536,236	\$ 1,444,800	\$ 5,416,131

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Sales Tax	\$ 1,652,280	\$ 1,547,842	\$ 1,697,840	\$ 1,663,883
Hotel-Motel Tax	229,141	282,400	233,539	238,200
Interest and Investment Income	(15,535)	-	68,488	-
Donations and Miscellaneous	40,956	-	-	-
Fund Balance	2,237,739	2,705,994	2,958,981	3,514,048
Total Available for Appropriation	\$ 4,144,581	\$ 4,536,236	\$ 4,958,848	\$ 5,416,131

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Economic Development Fund – Economic Development – Line Item Detail

CONTRACTUAL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
52510 OTHER SERVICES	\$ 290,000	\$ 3,636,236	\$ 435,000	\$ 4,406,131	4,406,131	\$ 4,406,131
52710 OPERATIONAL SERVICES	897,600	900,000	1,009,800	1,010,000	1,010,000	1,010,000
TOTAL CONTRACTUAL SERVICES	<u>\$ 1,187,600</u>	<u>\$ 4,536,236</u>	<u>\$ 1,444,800</u>	<u>\$ 5,416,131</u>	<u>\$ 5,416,131</u>	<u>\$ 5,416,131</u>
TOTAL BUDGET	<u>\$ 1,187,600</u>	<u>\$ 4,536,236</u>	<u>\$ 1,444,800</u>	<u>\$ 5,416,131</u>	<u>\$ 5,416,131</u>	<u>\$ 5,416,131</u>

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CITY OF BARTLESVILLE

2023-24 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.

- 2023 Accomplishments:**
- Provided APCO training
 - Work with Tri-County Tech staff for E911/Dispatcher training program and possible simulator attainment

- 2024 Objectives:**
- Certify some dispatch staff as Emergency Medical Dispatchers
 - CPR certification for dispatch staff
 - Implement E911/Dispatch training program and possible simulator attainment at Tri-County Tech

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
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$1,053,817	\$1,207,453	\$1,125,254	\$1,197,905	\$1,197,905

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 E-911 Fund – Expenditure and Revenue Summary

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Emergency Dispatch	\$ 1,053,817	\$ 1,207,453	\$ 1,125,254	\$ 1,197,905
Reserves: Compensated Absences Reserve	-	20,905	-	28,115
Total Expenditures and Reserves	<u>\$ 1,053,817</u>	<u>\$ 1,228,358</u>	<u>\$ 1,125,254</u>	<u>\$ 1,226,020</u>
<i>Revenues</i>				
REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
E-911 Service Tax	\$ 64,064	\$ 63,400	\$ 47,000	\$ 63,400
E-911 Wireless Fee	439,965	443,000	465,900	443,000
Charges for Services	2,400	2,400	2,400	2,400
Interest and Investment Income	(101)	-	-	-
Transfer In: General	524,835	698,433	698,433	586,603
Fund Balance	64,791	21,125	42,138	130,617
Total Available for Appropriation	<u>\$ 1,095,954</u>	<u>\$ 1,228,358</u>	<u>\$ 1,255,871</u>	<u>\$ 1,226,020</u>

CITY OF BARTLESVILLE
2023-24 Operating Budget
E-911 Fund – Emergency Dispatch – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 642,779	\$ 744,000	\$ 685,056	\$ 741,750	\$ 741,750	\$ 741,750
51120 OVERTIME	21,427	21,000	22,796	23,000	23,000	23,000
51130 FICA	47,179	58,000	50,788	57,000	57,000	57,000
51140 GROUP INSURANCE	154,646	167,290	164,676	151,205	151,205	151,205
51150 DB RETIREMENT	34,023	35,000	29,033	30,000	30,000	30,000
51155 DC RETIREMENT	19,486	23,000	22,407	23,000	23,000	23,000
51170 WORKER'S COMPENSATION	1,681	1,013	1,013	-	-	-
TOTAL PERSONAL SERVICES	\$ 921,221	\$ 1,049,303	\$ 975,769	\$ 1,025,955	\$ 1,025,955	\$ 1,025,955
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 2,511	\$ 12,050	\$ 3,361	\$ 10,250	\$ 10,250	\$ 10,250
52310 UTILITIES & COMMUNICATIONS	111,396	120,600	127,746	136,200	136,200	136,200
52510 OTHER SERVICES	9,589	10,000	12,143	10,000	10,000	10,000
52610 MAINT. & REPAIR SERVICE	3,391	7,000	2,000	7,000	7,000	7,000
52810 INSURANCE & BONDS	-	300	-	300	300	300
TOTAL CONTRACTUAL SERVICES	\$ 126,887	\$ 149,950	\$ 145,250	\$ 163,750	\$ 163,750	\$ 163,750
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 5,115	\$ 6,200	\$ 2,945	\$ 6,200	\$ 6,200	\$ 6,200
53310 GENERAL SUPPLIES	594	1,000	1,290	1,000	1,000	1,000
53610 MAINT. & REPAIR MATERIALS	-	1,000	-	1,000	1,000	1,000
TOTAL MATERIALS & SUPPLIES	\$ 5,709	\$ 8,200	\$ 4,235	\$ 8,200	\$ 8,200	\$ 8,200
TOTAL BUDGET						
	\$ 1,053,817	\$ 1,207,453	\$ 1,125,254	\$ 1,197,905	\$ 1,197,905	\$ 1,197,905

CITY OF BARTLESVILLE
 2023-24 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>2021-22 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2022-23 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2022-23 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2023-24 BUDGETED NUMBER OF EMPLOYEES</u>
Lead Emergency Comm. Tech	3	3	3	3
Emergency Comm. Tech	12.1	12.1	12	12.1
TOTAL	15.1	15.1	15	15.1

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CITY OF BARTLESVILLE
2023-24 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.

- 2023 Accomplishments:
- Completed the new Teen *Fortress* with furniture and gaming equipment
 - Literacy Services hosted 6 weekly exercise classes and provided health and wellness programs each month
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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Special Library Fund – Summary
 (continued)

2024 Objectives:

- Renovate and complete new Reference Area
- Continue to monitor the collection to ensure the Library has the materials/items patron’s request
- Continue to secure grants for the continuation of programs and services

Budget Highlights:

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

**FUND 208 SPECIAL LIBRARY
 DEPT 421 LIBRARY**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$166,482	\$226,500	\$226,500	\$185,000	\$185,000

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Special Library Fund – Expenditure and Revenue Summary

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Library	\$ 166,482	\$ 226,500	\$ 226,500	\$ 185,000
Total Expenditures	\$ 166,482	\$ 226,500	\$ 226,500	\$ 185,000

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Intergovernmental	\$ 63,180	\$ 18,000	\$ 41,063	\$ 18,000
Interest and Investment Income	(2,139)	-	7,361	-
Donations and Miscellaneous	39,039	-	5,631	-
Transfer In: From BLTA	97,013	70,000	76,994	70,000
Fund Balance	302,224	313,814	337,864	242,413
Total Available for Appropriation	\$ 499,317	\$ 401,814	\$ 468,913	\$ 330,413

CITY OF BARTLESVILLE
2023-24 Operating Budget
Special Library Fund – Library – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 24,680	\$ 28,000	\$ 26,500	\$ 27,000	\$ 27,000	\$ 27,000
51130 FICA	1,888	3,000	2,027	3,000	3,000	3,000
TOTAL PERSONAL SERVICES	\$ 26,568	\$ 31,000	\$ 28,527	\$ 30,000	\$ 30,000	\$ 30,000
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 204	\$ -	\$ -	\$ -	\$ -	\$ -
52310 UTILITIES & COMMUNICATIONS	4,870	-	-	-	-	-
52410 PROFESSIONAL SERVICES	-	4,500	-	4,500	4,500	4,500
52510 OTHER SERVICES	24,593	16,200	16,200	16,500	16,500	16,500
TOTAL CONTRACTUAL SERVICES	\$ 29,667	\$ 20,700	\$ 16,200	\$ 21,000	\$ 21,000	\$ 21,000
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 118	\$ -	\$ 7,024	\$ -	\$ -	\$ -
53310 GENERAL SUPPLIES	110,129	174,800	174,749	134,000	134,000	134,000
TOTAL MATERIALS & SUPPLIES	\$ 110,247	\$ 174,800	\$ 181,773	\$ 134,000	\$ 134,000	\$ 134,000
TOTAL BUDGET	\$ 166,482	\$ 226,500	\$ 226,500	\$ 185,000	\$ 185,000	\$ 185,000

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Special Library Fund – Library – Personnel and Capital Detail

**FUND 208 SPECIAL LIBRARY
 DEPT 421 LIBRARY**

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
Library Assistant	1.13	1.13	1.13	1.13
TOTAL	1.13	1.13	1.13	1.13

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CITY OF BARTLESVILLE
 2023-24 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.

- 2023 Accomplishments:
- Continued the digitization of History Museum documents
 - Received Martha Jane Starr Grant

- 2024 Objectives:
- Submit application for Marth Jane Starr Grant
 - Evaluate archived films to be converted to digital format
 - Complete Exhibit Case renovation project

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

**FUND 209 SPECIAL MUSEUM
 DEPT 425 MUSUEM**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$26,683	\$41,500	\$40,500	\$51,500	\$51,500

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Special Museum Fund – Expenditure and Revenue Summary

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Museum	\$ 26,683	\$ 41,500	\$ 40,500	\$ 51,500
Total Expenditures	\$ 26,683	\$ 41,500	\$ 40,500	\$ 51,500
<i>Revenues</i>				
REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ (808)	\$ -	\$ 3,124	\$ -
Donations and Miscellaneous	32,987	-	32,395	-
Fund Balance	123,956	125,088	129,452	124,471
Total Available for Appropriation	\$ 156,135	\$ 125,088	\$ 164,971	\$ 124,471

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Special Museum Fund – Museum – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 20,836	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000
51130 FICA	1,594	3,000	3,000	3,000	3,000	3,000
TOTAL PERSONAL SERVICES	\$ 22,430	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000
CONTRACTUAL SERVICES						
52410 PROFESSIONAL SERVICES	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
TOTAL CONTRACTUAL SERVICES	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
MATERIALS & SUPPLIES						
53310 GENERAL SUPPLIES	\$ 4,253	\$ 4,500	\$ 4,500	\$ 14,500	\$ 14,500	\$ 14,500
TOTAL MATERIALS & SUPPLIES	\$ 4,253	\$ 4,500	\$ 4,500	\$ 14,500	\$ 14,500	\$ 14,500
TOTAL BUDGET	\$ 26,683	\$ 41,500	\$ 40,500	\$ 51,500	\$ 51,500	\$ 51,500

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Special Museum Fund – Museum – Personnel and Capital Detail

**FUND 209 SPECIAL MUSEUM
 DEPT 425 MUSUEM**

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
Library Assistant	1.23	1.23	1.23	1.23
TOTAL	1.23	1.23	1.23	1.23

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CITY OF BARTLESVILLE
 2023-24 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 and operated by the City. The airport is available to the public and has large hangars and t-hangars available for rent.

- 2023 Accomplishments:
- Completed the design and construction of the Apron and Taxilanes
 - Worked with Airport Consultant and Airport Director to update the 5-year Capital Plan and DBE Goals

- 2024 Objectives:
- Work with Airport Consultant to complete the Hangar Development Plan

Budget Highlights: The major budgeted expenditures in this fund are capital outlay for the improvement of the runways and taxiways.

FUND 240 MUNICIPAL AIRPORT DEPT 147 AIRPORT				
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$64,226	\$750,981	\$685,868	\$28,508	\$28,508

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Municipal Airport Fund – Expenditure and Revenue Summary

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Airport	\$ 64,226	\$ 750,981	\$ 685,868	\$ 28,508
Total Expenditures	<u>\$ 64,226</u>	<u>\$ 750,981</u>	<u>\$ 685,868</u>	<u>\$ 28,508</u>
<i>Revenues</i>				
REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Intergovernmental	\$ 41,025	\$ -	\$ 450,830	\$ -
Interest and Investment Income	(1,638)	-	7,258	-
Fund Balance	286,628	241,443	256,288	28,508
Total Available for Appropriation	<u>\$ 326,015</u>	<u>\$ 241,443</u>	<u>\$ 714,376</u>	<u>\$ 28,508</u>

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Municipal Airport Fund – Airport – Line Item Detail

CONTRACTUAL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
52410 PROFESSIONAL SERVICES	\$ 63,400	\$ 5,500	\$ 182,948	\$ -	\$ -	\$ -
TOTAL CONTRACTUAL SERVICES	<u>\$ 63,400</u>	<u>\$ 5,500</u>	<u>\$ 182,948</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
CAPITAL OUTLAY						
55930 OTHER IMPROVEMENTS	\$ 826	\$ 745,481	\$ 502,920	\$ 28,508	\$ 28,508	\$ 28,508
TOTAL CAPITAL OUTLAY	<u>\$ 826</u>	<u>\$ 745,481</u>	<u>\$ 502,920</u>	<u>\$ 28,508</u>	<u>\$ 28,508</u>	<u>\$ 28,508</u>
TOTAL BUDGET	<u>\$ 64,226</u>	<u>\$ 750,981</u>	<u>\$ 685,868</u>	<u>\$ 28,508</u>	<u>\$ 28,508</u>	<u>\$ 28,508</u>

CITY OF BARTLESVILLE
 2023-24 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

2023 Accomplishments: • Complete construction and furnishing of the new teen *Fortress*. The space was opened in December 2022

2024 Objectives: • Redesign and renovate the Reference Area
 • Reconfigure the Circulation Desk Area

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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$21,514	\$786,511	\$229,934	\$382,568	\$382,568

CITY OF BARTLESVILLE

2023-24 Operating Budget

Harshfield Library Donation Fund – Expenditure and Revenue Summary

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Library	\$ 21,514	\$ 229,934	\$ 229,934	\$ 109,000
Unallocated	-	556,577	-	273,568
Total Expenditures	\$ 21,514	\$ 786,511	\$ 229,934	\$ 382,568

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Donations and Miscellaneous	\$ -	\$ -	\$ 10,005	\$ -
Fund Balance	619,660	451,592	602,497	382,568
Total Available for Appropriation	\$ 619,660	\$ 451,592	\$ 612,502	\$ 382,568

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Harshfield Library Donation Fund – Library – Line Item Detail

CONTRACTUAL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
52510 OTHER SERVICES	\$ 3,303	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -
TOTAL CONTRACTUAL SERVICES	\$ 3,303	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -
MATERIALS & SUPPLIES						
53310 GENERAL SUPPLIES	\$ 3,276	\$ 41,000	\$ 41,000	\$ 42,000	\$ 42,000	\$ 42,000
53610 MAINT. & REPAIR MATERIALS	7,190	57,000	57,000	67,000	67,000	67,000
TOTAL MATERIALS & SUPPLIES	\$ 10,466	\$ 98,000	\$ 98,000	\$ 109,000	\$ 109,000	\$ 109,000
CAPITAL OUTLAY						
55920 BUILDINGS & STRUCTURES	\$ 7,745	\$ 130,934	\$ 130,934	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 7,745	\$ 130,934	\$ 130,934	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ 21,514	\$ 229,934	\$ 229,934	\$ 109,000	\$ 109,000	\$ 109,000

CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments:

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

2024 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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$650,656	\$346,646	\$35,221	\$295,441	\$295,441

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Restricted Revenue Fund – Expenditure and Revenue Summary

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
General Services	\$ 502,655	\$ 163,376	\$ 4,632	\$ 59,373
Cemetery	-	25,337	-	27,532
Community Development	-	3,168	-	3,168
Fire	-	9,114	-	9,116
Police	6,694	43,180	26,494	88,252
Street	-	2,676	-	2,676
Park and Recreation	141,307	91,628	4,095	92,993
Swimming Pools	-	8,167	-	12,331
Total Expenditures	<u>\$ 650,656</u>	<u>\$ 346,646</u>	<u>\$ 35,221</u>	<u>\$ 295,441</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Donations and Miscellaneous	<u>\$ 527,126</u>	<u>\$ 106,006</u>	<u>\$ 81,594</u>	<u>\$ -</u>
Fund Balance	<u>374,323</u>	<u>240,641</u>	<u>249,068</u>	<u>295,441</u>
Total Available for Appropriation	<u>\$ 901,449</u>	<u>\$ 346,647</u>	<u>\$ 330,662</u>	<u>\$ 295,441</u>

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Restricted Revenue Fund – Expense Outlay Detail

Expense Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	21/22 ACTUAL	22/23 BUDGET	22/23 ESTIMATE	23/24 BUDGET
170	04037	Homeland Security	-	217	-	217
170	13112	Freedom Flag	860	626	627	627
170	99055	Bike racks	-	597	-	598
170	22006	Brush up Bartlesville	-	75	-	75
170	15045	Copier Lease Buyout	5,800	14,097	-	14,097
170	16023	Sale of Parr Property	-	33,946	-	33,946
170	22004	Time Capsule	-	5,000	-	5,000
170	N/A	Community Center audio/Lights	-	4,813	-	4,813
170	N/A	Hope Grant	495,995	104,005	4,005	-
		Total General Services	502,655	163,376	4,632	59,373
174	04012	Luminary Beautification	-	24,037	-	26,232
174	99051	Bell Tower Maintenance	-	1,300	-	1,300
		Total Cemetery	-	25,337	-	27,532
180	10034	Bicycle Rodeo	-	376	-	376
180	18051	Demolition Of 109 SW Cheyenne	-	2,792	-	2,792
		Total Community Development	-	3,168	-	3,168
250	99005	Albright Fire Trust	-	153	-	154
250	99042	General Fire Donations	-	1,779	-	1,780
250	13064	Communication Equipment	-	7,182	-	7,182
		Total Fire	-	9,114	-	9,116
270	99006	General Police Donations	3,311	4,816	22,550	18,070
270	10046	SOT-Special Operations Team	-	1,394	939	671
270	99028	Federal Drug Task Force Reimbursements	1,000	271	-	33,692
270	99030	Police Reserve	-	4,649	-	5,524
270	99031	Police Explorer	977	464	-	564
270	99036	K9 police dog	1,406	10,633	1,955	8,778
270	99056	BPD Christmas Food Baskets	-	-	1,050	-
270	16022	Safe Oklahoma Grant	-	19,797	-	19,797

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Restricted Revenue Fund – Expense Outlay Detail
 (continued)

*Expense Schedule
 (continued)*

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	21/22 ACTUAL	22/23 BUDGET	22/23 ESTIMATE	23/24 BUDGET
270	16028	Joe Glenn Memorial	-	61	-	62
270	17062	PD Honor Guard	-	1,095	-	1,094
		Total Police	6,694	43,180	26,494	88,252
328	21003	St. Johns School Zone	-	2,676	-	2,676
		Total Street	-	2,676	-	2,676
431	00016	Centennial Plaza	-	38,037	-	38,037
431	10023	Bruce Goff Tower	-	31,858	-	31,858
431	10024	Dog Park Donations	-	458	-	458
431	12020	Sale of Park Property	-	8,599	-	8,599
431	99033	Sante Fe Engine Preservation	-	627	-	627
431	99037	Arutunoff Softball Fields	-	2,325	-	2,325
431	99038	Flag Football Fields	-	6,064	-	6,064
431	99047	Sooner Jr	-	2,492	-	2,492
431	23011	Friends of the Parks	-	-	-	1,365
431	16024	Monarch Butterfly Garden	-	35	-	35
431	16025	Safe Routes To School Grant	-	60	-	60
431	16030	Freewheel	-	271	-	271
431	19022	Park Imp	126,484	-	-	-
431	23011	Ex Friends of the Park	-	-	4,095	-
431	22001	Lyon Foundation Playground Equip	6,000	-	-	-
431	22002	P66 Landscaping Grant	8,823	-	-	-
431	19032	Civitan Park Pavillion	-	802	-	802
		Total Parks and Recreation	141,307	91,628	4,095	92,993
432	08029	Frontier Park Project	-	8,167	-	12,331
TOTAL			\$ 650,656	\$ 346,646	\$ 35,221	\$ 295,441

CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: • Held a Labor Day tournament that raised over \$24,000

2024 Objectives: • Raise \$40,000 on the Memorial tournament for greens rebuild project

Budget Highlights: The major budgeted expenditures in this fund are for maintenance, 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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$35,411	\$15,307	\$33,815	\$9,040	\$9,040

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Golf Course Memorial Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Municipal Golf Course	\$ 35,411	\$ 15,307	\$ 33,815	\$ 9,040
Total Expenditures	\$ 35,411	\$ 15,307	\$ 33,815	\$ 9,040

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ (107)	\$ -	\$ 1,035	\$ -
Donations and Miscellaneous	54,993	-	10,000	-
Fund Balance	12,343	15,307	31,820	9,040
Total Available for Appropriation	\$ 67,229	\$ 15,307	\$ 42,855	\$ 9,040

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Golf Course Memorial Fund – Golf Course – Line Item Detail

MATERIALS & SUPPLIES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
53310 GENERAL SUPPLIES	\$ 2,639	\$ -	\$ 16,930	\$ -	\$ -	\$ -
53410 TOOLS & EQUIPMENT	2,970	-	2,219	-	-	-
53610 MAINT. & REPAIR MATERIALS	14,702	-	14,666	-	-	-
TOTAL MATERIALS & SUPPLIES	\$ 20,311	\$ -	\$ 33,815	\$ -	\$ -	\$ -
CAPITAL OUTLAY						
55960 VEHICLES & EQUIPMENT	\$ 15,100	\$ 15,307	\$ -	\$ 9,040	\$ 9,040	\$ 9,040
TOTAL CAPITAL OUTLAY	\$ 15,100	\$ 15,307	\$ -	\$ 9,040	\$ 9,040	\$ 9,040
TOTAL BUDGET	\$ 35,411	\$ 15,307	\$ 33,815	\$ 9,040	\$ 9,040	\$ 9,040

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CDBG-COVID Fund – Summary

Fund Mission: These funds are intended to pay costs not covered by other forms of assistance and specifically benefit persons of low and moderate income for cost incurred related to the coronavirus.

Fund Description: The CDBG-COVID Fund was established to account for revenues and expenditures related to the receipt of a federal grant of the same name.

2023 Accomplishments: • N/A

2024 Objectives: • N/A

Budget Highlights: The major expenditures in this fund are rent and utility expenses for persons of low and moderate income that were impacted by the coronavirus.

**FUND 245 CDBG-COVID
 DEPT 170 CDBG-COVID**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$434,483	\$501,706	\$501,709	\$0	\$0

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CDBG-COVID Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
CDBG-COVID	\$ 434,483	\$ 501,706	\$ 501,709	\$ -
Total Expenditures	\$ 434,483	\$ 501,706	\$ 501,709	\$ -

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Intergovernmental	\$ 360,753	\$ -	\$ 71,679	\$ -
Fund Balance	-	-	-	(430,030)
Total Available for Appropriation	\$ 360,753	\$ -	\$ 71,679	\$ (430,030)

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CDBG-COVID Fund – General Services – Line Item Detail

<i>CONTRACTUAL SERVICES</i>	<i>2021-22 ACTUAL</i>	<i>2022-23 BUDGET</i>	<i>2022-23 ESTIMATE</i>	<i>2023-24 REQUEST</i>	<i>CITY MGR REC</i>	<i>2023-24 APPROVED</i>
52510 OTHER SERVICES	\$ 434,483	\$ 501,706	\$ 501,709	\$ -	\$ -	\$ -
TOTAL CONTRACTUAL SERVICES	<u>\$ 434,483</u>	<u>\$ 501,706</u>	<u>\$ 501,709</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL BUDGET	<u>\$ 434,483</u>	<u>\$ 501,706</u>	<u>\$ 501,709</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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CITY OF BARTLESVILLE

2023-24 Operating Budget

ARPA Fund – Summary

Fund Mission: These funds are to be used under the guidelines of the American Rescue Plan Act.

Fund Description: The American Rescue Plan Act (ARPA) Fund was established to account for revenues and expenditures related to the receipt of federal funding under the same name.

2023 Accomplishments: • N/A

2024 Objectives: • N/A

Budget Highlights: The only expenditure in this fund is a transfer to the General fund, to be spent at City Council discretion.

**FUND 246 ARPA FUND
DEPT 900 TRANSFERS**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$0	\$3,609,713	\$4,579,713	\$1,000,000	\$1,000,000

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 ARPA Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Transfer to General	\$ -	\$ 3,609,713	\$ 4,579,713	\$ 1,000,000
Total Expenditures	\$ -	\$ 3,609,713	\$ 4,579,713	\$ 1,000,000

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Intergovernmental	\$ 3,156,371	\$ 3,186,219	\$ 3,186,294	\$ -
Fund Balance	-	2,186,371	3,156,371	1,762,952
Total Available for Appropriation	\$ 3,156,371	\$ 5,372,590	\$ 6,342,665	\$ 1,762,952

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 ARPA Fund – Transfers – Line Item Detail

<i>TRANSFERS OUT</i>	<i>2021-22 ACTUAL</i>	<i>2022-23 BUDGET</i>	<i>2022-23 ESTIMATE</i>	<i>2023-24 REQUEST</i>	<i>CITY MGR REC</i>	<i>2023-24 APPROVED</i>
59101 TRANSFER TO GENERAL FUND	\$ -	\$ 3,609,713	\$ 4,579,713	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
TOTAL TRANSFERS	<u>\$ -</u>	<u>\$ 3,609,713</u>	<u>\$ 4,579,713</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>
TOTAL BUDGET	<u>\$ -</u>	<u>\$ 3,609,713</u>	<u>\$ 4,579,713</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>

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CITY OF BARTLESVILLE

2023-24 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.

2023 Accomplishments: • N/A

2024 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

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$0	\$7,619	\$0	\$7,619	\$7,619

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 JAG Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Police	\$ -	\$ 7,619	\$ -	\$ 7,619
Total Expenditures	\$ -	\$ 7,619	\$ -	\$ 7,619

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Intergovernmental	\$ 4,485	\$ -	\$ -	\$ -
Fund Balance	3,134	7,619	7,619	7,619
Total Available for Appropriation	\$ 7,619	\$ 7,619	\$ 7,619	\$ 7,619

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 JAG Fund – Police – Line Item Detail

MATERIALS & SUPPLIES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC.	2023-24 APPROVED
53310 GENERAL SUPPLIES	\$ -	\$ 7,619	\$ -	\$ 7,619	\$ 7,619	\$ 7,619
TOTAL MATERIALS & SUPPLIES	<u>\$ -</u>	<u>\$ 7,619</u>	<u>\$ -</u>	<u>\$ 7,619</u>	<u>\$ 7,619</u>	<u>\$ 7,619</u>
TOTAL BUDGET	<u>\$ -</u>	<u>\$ 7,619</u>	<u>\$ -</u>	<u>\$ 7,619</u>	<u>\$ 7,619</u>	<u>\$ 7,619</u>

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CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: • N/A

2024 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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$0	\$27,653	\$0	\$29,599	\$29,599

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Neighborhood Park Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Park and Recreation	\$ -	\$ 27,653	\$ -	\$ 29,599
Total Expenditures	\$ -	\$ 27,653	\$ -	\$ 29,599

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ (145)	\$ -	\$ 1,951	\$ -
Donations and Miscellaneous	12,395	-	-	-
Fund Balance	15,398	27,653	27,648	29,599
Total Available for Appropriation	\$ 27,648	\$ 27,653	\$ 29,599	\$ 29,599

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Neighborhood Park Fund – Park & Recreation – Line Item Detail

CAPITAL OUTLAY	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
55930 OTHER IMPROVEMENTS	\$ -	\$ 27,653	\$ -	\$ 29,599	\$ 29,599	\$ 29,599
TOTAL CAPITAL OUTLAY	\$ -	\$ 27,653	\$ -	\$ 29,599	\$ 29,599	\$ 29,599
TOTAL BUDGET	\$ -	\$ 27,653	\$ -	\$ 29,599	\$ 29,599	\$ 29,599

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CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: • No projects were scheduled for this budget year

2024 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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$4,699	\$12,147	\$1,335	\$12,303	\$12,303

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Cemetery Perpetual Care Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Cemetery	\$ 4,699	\$ 12,147	\$ 1,335	\$ 12,303
Total Expenditures	\$ 4,699	\$ 12,147	\$ 1,335	\$ 12,303

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Charges for Services	\$ 2,652	\$ 3,000	\$ 2,650	\$ 2,600
Interest and Investment Income	(65)	-	176	-
Fund Balance	10,324	9,147	8,212	9,703
Total Available for Appropriation	\$ 12,911	\$ 12,147	\$ 11,038	\$ 12,303

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Cemetery Perpetual Care Fund – Cemetery – Line Item Detail

MATERIALS & SUPPLIES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
53310 GENERAL SUPPLIES	\$ 4,699	\$ 12,147	\$ 1,335	\$ 12,303	\$ 12,303	\$ 12,303
TOTAL MATERIALS & SUPPLIES	<u>\$ 4,699</u>	<u>\$ 12,147</u>	<u>\$ 1,335</u>	<u>\$ 12,303</u>	<u>\$ 12,303</u>	<u>\$ 12,303</u>
TOTAL BUDGET	<u>\$ 4,699</u>	<u>\$ 12,147</u>	<u>\$ 1,335</u>	<u>\$ 12,303</u>	<u>\$ 12,303</u>	<u>\$ 12,303</u>

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DEBT SERVICE FUND



city of

bartlesville

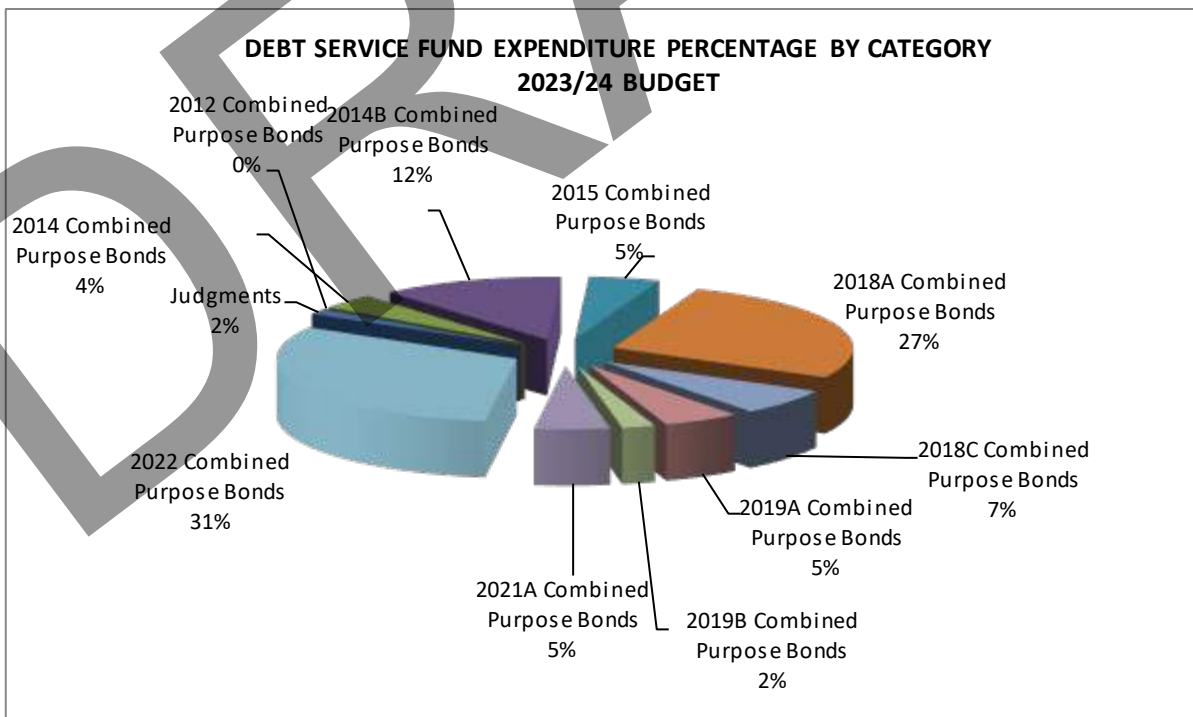
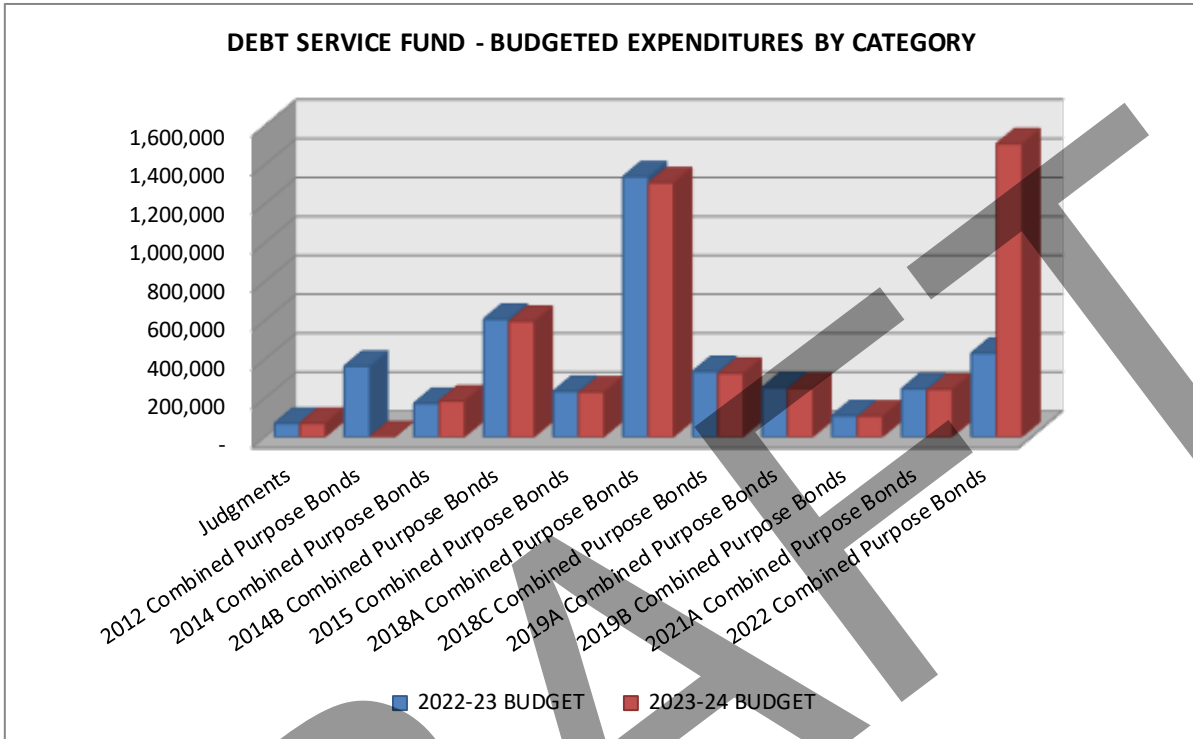
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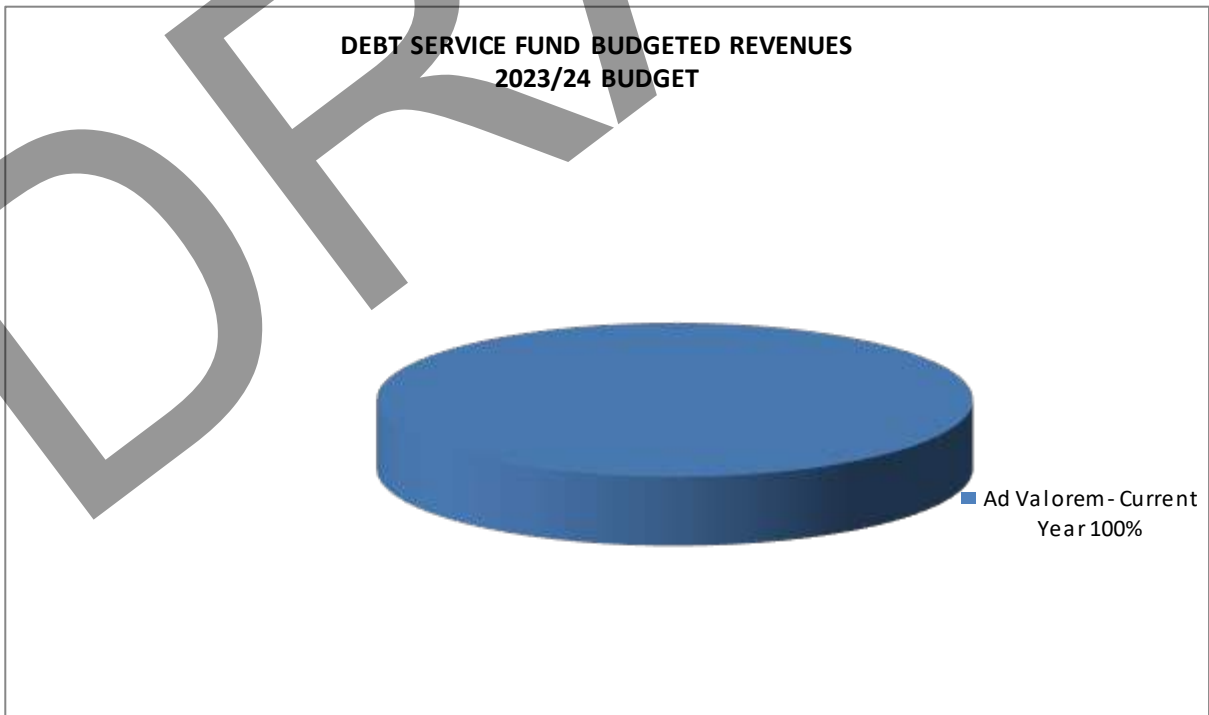
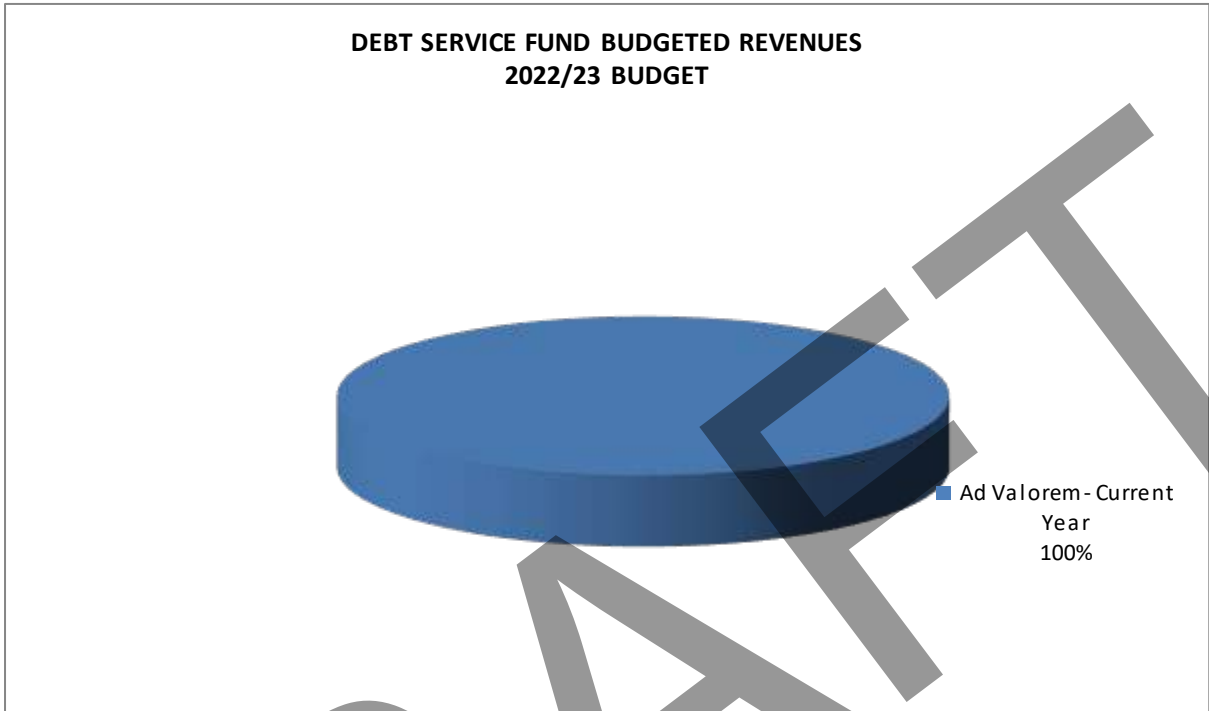
CITY OF BARTLESVILLE

2023-24 Operating Budget

Debt Service Fund – Expenditure Graphs



CITY OF BARTLESVILLE
2023-24 Operating Budget
Debt Service Fund – Revenue Graphs



CITY OF BARTLESVILLE

2023-24 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.

2023 Accomplishments: N/A

2024 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
 2023-24 Operating Budget
 Debt Service Fund – Summary by Function or Source

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Judgments	\$ 53,000	\$ 70,000	\$ 36,838	\$ 70,000
2009 Combined Purpose Bonds	-	-	-	-
2012 Combined Purpose Bonds	339,535	363,540	339,585	-
2014 Combined Purpose Bonds	175,770	172,470	175,770	184,370
2014B Combined Purpose Bonds	615,356	605,150	615,356	593,994
2015 Combined Purpose Bonds	237,490	234,190	237,490	230,980
2017 Combined Purpose Bonds	841,800	-	-	-
2018A Combined Purpose Bonds	1,368,300	1,336,850	1,368,300	1,305,800
2018C Combined Purpose Bonds	343,675	335,425	343,675	327,375
2019A Combined Purpose Bonds	257,275	253,700	257,275	249,500
2019B Combined Purpose Bonds	110,175	108,925	110,175	107,500
2021A Combined Purpose Bonds	16,250	246,400	16,100	244,300
2022 Combined Purpose Bonds	-	429,800	160,375	1,506,250
Total Expenditures	<u>\$ 4,358,626</u>	<u>\$ 4,156,450</u>	<u>\$ 3,660,939</u>	<u>\$ 4,820,069</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Ad Valorem - Current Year	\$ 4,168,672	\$ 4,156,550	\$ 4,298,041	\$ 4,818,069
Proceeds from Issuance of Debt	184,564	-	-	-
Fund Balance	3,433,514	3,240,337	3,428,769	4,065,871
Total Available for Appropriation	<u>\$ 7,786,750</u>	<u>\$ 7,396,887</u>	<u>\$ 7,726,810</u>	<u>\$ 8,883,940</u>

CAPITAL PROJECTS FUNDS



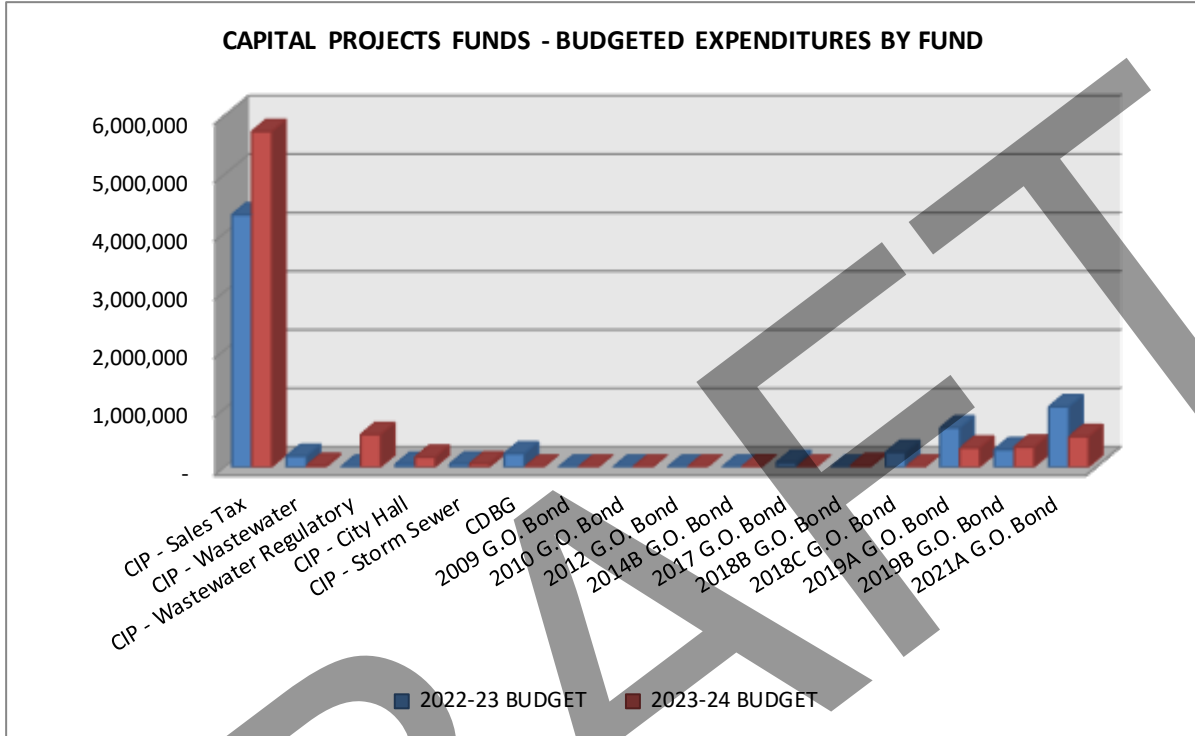
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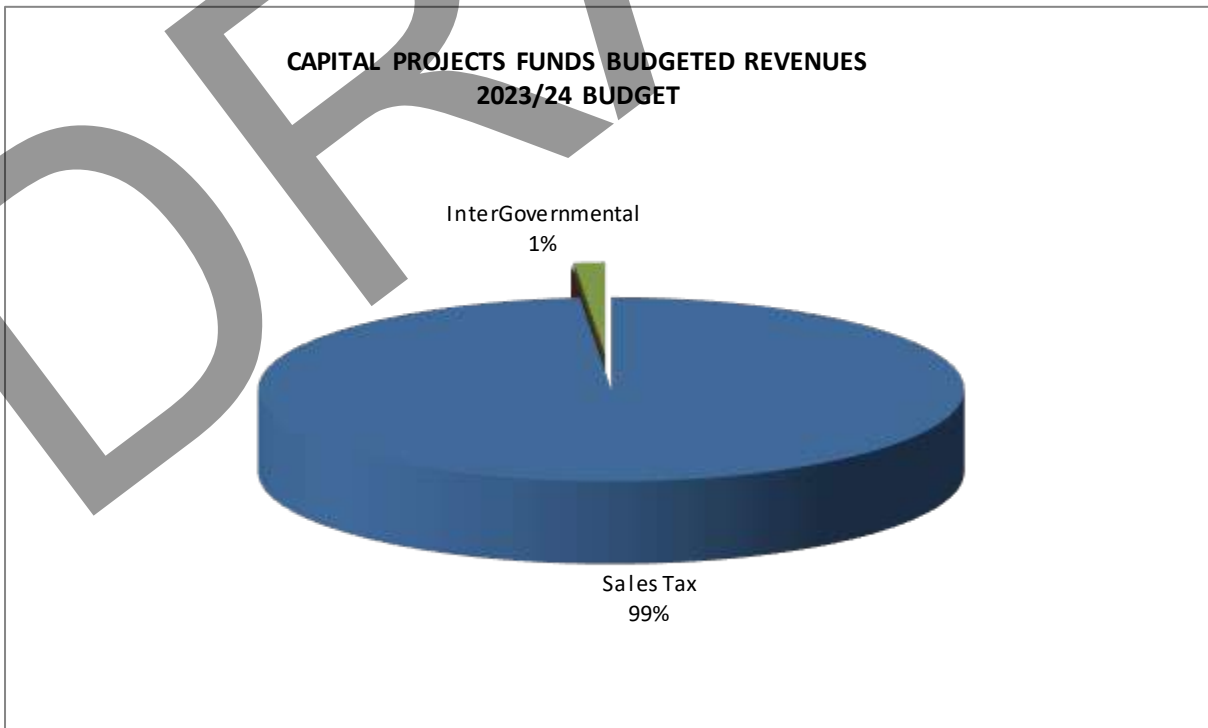
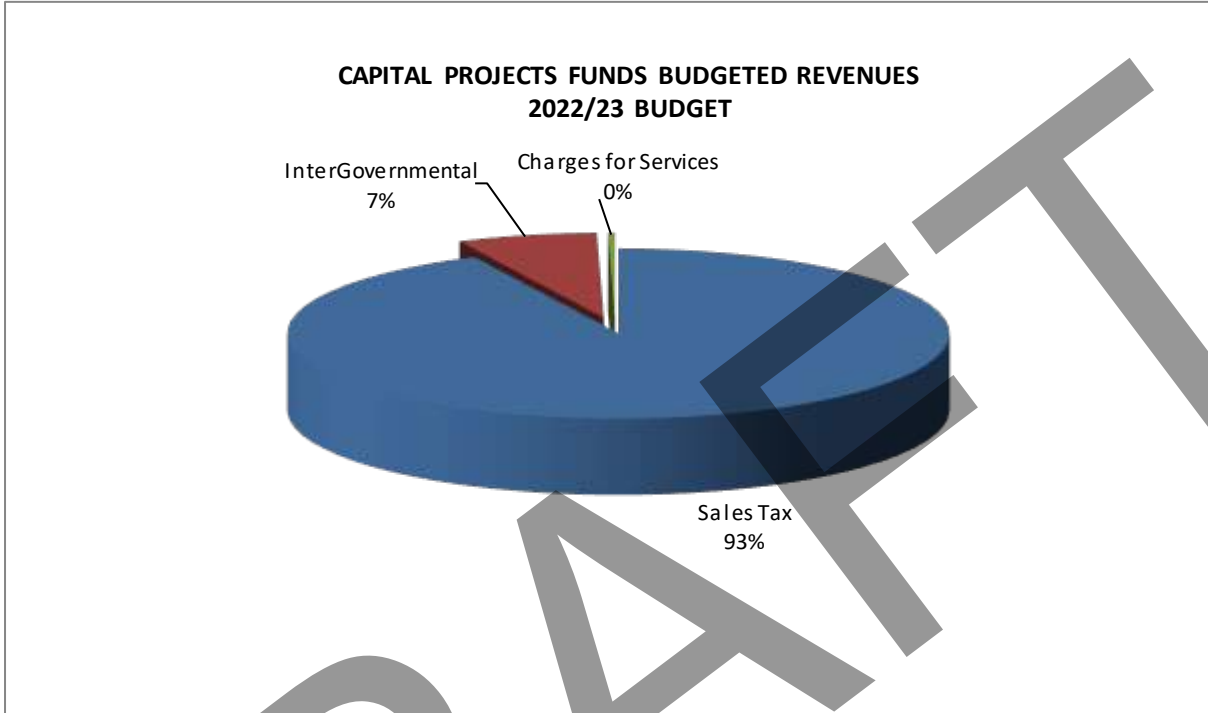
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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Capital Projects Funds – Expenditure Graph



CITY OF BARTLESVILLE
2023-24 Operating Budget
Capital Projects Funds – Revenue Graphs



CITY OF BARTLESVILLE
2023-24 Operating Budget
Capital Projects Funds – Summary by Fund or Source
Expenditures and Reserves

EXPENDITURES BY FUND	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
CIP - Sales Tax	\$ 5,716,090	\$ 4,310,759	\$ 4,074,268	\$ 5,731,206
CIP - Wastewater	19,393	185,385	97,435	27,542
CIP - Wastewater Regulatory	255,242	-	-	554,842
CIP - City Hall	3,249	45,952	1,780	170,362
CIP - Storm Sewer	-	51,963	-	55,577
CDBG	-	228,333	228,333	-
2009 G.O. Bond	2,636	-	-	-
2010 G.O. Bond	410	-	-	-
2012 G.O. Bond	84,100	-	22,372	-
2014B G.O. Bond	-	-	-	3,885
2017 G.O. Bond	15,800	82,148	53	-
2018A G.O. Bond	11,247	-	-	-
2018B G.O. Bond	246,089	-	-	28,659
2018C G.O. Bond	537,447	250,000	64,609	-
2019A G.O. Bond	-	669,500	330,667	326,564
2019B G.O. Bond	-	300,000	44,400	341,460
2021A G.O. Bond	-	1,030,000	557,836	521,244
2022 G.O. Bond	129,975	9,304,900	4,489,065	4,880,960
Total Expenditures and Reserves	<u>\$ 7,021,678</u>	<u>\$ 16,458,940</u>	<u>\$ 9,910,818</u>	<u>\$ 12,642,301</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Sales Tax	\$ 3,306,809	\$ 3,095,683	\$ 3,397,990	\$ 3,330,030
Intergovernmental	62,247	228,333	268,083	-
Charges for Services	52,413	11,400	90,002	47,880
Interest and Investment Income	-	-	83,240	-
Donations and Miscellaneous	87,021	-	-	-
Proceeds from Issuance of Debt	9,500,000	-	-	-
Fund Balance	9,795,229	6,254,498	15,372,697	9,264,391
Total Available for Appropriation	<u>\$ 22,803,719</u>	<u>\$ 9,589,914</u>	<u>\$ 19,212,012</u>	<u>\$ 12,642,301</u>

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Capital Projects Funds – Capital Outlay Summary

Capital

EXPENDITURES BY FUND & DEPARTMENT	2023-24 BUDGETED CAPITAL EXPENDITURES
CIP - Sales Tax Fund:	
General Services	\$ 448,512
Community Development	-
Tech Services	95,000
Engineering	60,000
Police	44,860
Storm Sewer	75,000
Street	2,835,000
Park and Recreation	1,561,906
Municipal Golf Course	20,500
<i>Total CIP - Sales Tax</i>	5,140,778
CIP - Wastewater Fund:	
Wastewater Maintenance	21,500
CIP - City Hall:	
General Services	120,000
CIP - Storm Sewer Fund:	
Storm Sewer	55,577
CDBG Fund:	
Street	-
2019A GO Bond Fund:	
Park and Recreation	326,564
2019B GO Bond Fund:	
Storm Sewer	300,000
2021A GO Bond Fund:	
Park	443,000
2022 GO Bond Fund:	
Fire	25,000
Street	3,584,585
Library	37,860
Park	1,232,952
<i>Total 2022 GO Bond</i>	4,880,397
Total Expenditures	\$ 11,770,816

CITY OF BARTLESVILLE

2023-24 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.

- 2023 Accomplishments:
- Completed construction and installation of three new slides at Sooner Pool
 - Completed Tuxedo, Lannom, Penn, and Rogers asphalt rejuvenation project

- 2024 Objectives:
- Establish and complete street rehab projects
 - Complete design for Downtown Landscaping Improvements
 - Complete design and construction of the FY 23-24 CIP and GO Bond projects

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

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$5,716,090	\$4,310,759	\$4,074,268	\$5,731,206	\$5,731,206

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CIP Sales Tax Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Building and Neighborhood Services	\$ -	\$ 9,500	\$ 50,385	\$ -
General Services	623,456	660,000	520,875	448,512
Community Development	-	-	-	-
Tech Services	264,572	135,000	186,455	95,000
Engineering	43,856	60,000	7,378	60,000
Garage	31,593	-	-	-
Fire	61,987	-	237,526	-
Police	430,382	447,860	947,377	44,860
Storm Sewer	-	50,000	-	75,000
Street	1,919,797	1,650,000	542,141	2,835,000
Library	27,860	-	-	-
Park and Recreation	2,292,154	891,906	1,520,031	1,561,906
Municipal Golf Course	20,433	55,600	62,100	20,500
Unallocated	-	350,893	-	590,428
Total Expenditures	\$ 5,716,090	\$ 4,310,759	\$ 4,074,268	\$ 5,731,206

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Sales Tax	\$ 3,306,809	\$ 3,095,683	\$ 3,397,990	\$ 3,330,030
Intergovernmental	62,247	-	39,750	-
Interest and Investment Income	-	-	66,864	-
Donations and Miscellaneous	87,021	-	-	-
Fund Balance	5,443,881	1,301,472	2,970,840	2,401,176
Total Available for Appropriation	\$ 8,899,958	\$ 4,397,155	\$ 6,475,444	\$ 5,731,206

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CIP Sales Tax Fund Capital Outlay Detail

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
155	N/A	Zero Turn Mower	\$ -	\$ 6,500	\$ -	\$ -
155	N/A	1-Ton Truck	-	-	47,385	-
155	N/A	Brush Mower	-	3,000	3,000	-
		Total Building & Neighborhood Svcs	-	9,500	50,385	-
170	17002	Misc. Facility & Building Upgrades	10,744	25,000	22,668	25,000
170	21010	Community Center Concrete Drive Repair	236,168	-	-	-
170	21009	Community Center Carpet & Stair Nosing	57,896	-	-	-
170	N/A	Community Center Auditorium Renov.	316,531	-	-	-
170	N/A	Community Center Speaker Replacement	-	75,000	76,719	-
170	N/A	Community Center Security Sys Repl.	-	78,000	-	78,000
170	N/A	Downtown Lighting	2,090	-	-	-
170	N/A	Storm Sirens	27	-	-	-
170	N/A	General Fund Vehicle Replacement	-	285,000	285,000	285,000
170	N/A	City Hall Cooling Tower Replacement	-	126,500	126,500	-
170	N/A	City Hall Roof Repair	-	70,500	9,988	60,512
		Total General Services	623,456	660,000	520,875	448,512
185	N/A	Annual IT Equipment Replacement	56,228	65,000	65,000	65,000
185	N/A	Vehicle Replacement	-	-	21,910	-
185	N/A	Virtual Desktop Server Refresh (7)	-	-	6,240	-
185	N/A	VDI Server Replacement	159,999	-	-	-
185	N/A	Secondary Site Server Relocate/Refresh	15,850	10,000	-	-
185	N/A	Operations Server Room Upgrade	32,495	-	33,305	-
185	N/A	Exchange Server Lic & User Lic Upgrade	-	35,000	35,000	-
185	N/A	City Hall Server Room A/C Upgrade	-	25,000	25,000	-
185	New	Library Server Replacement (2)	-	-	-	30,000
		Total Information Technology	264,572	135,000	186,455	95,000
190	17005	Update City Wide Aerials	7,378	60,000	7,378	60,000
190		Service & Survey Truck	36,478	-	-	-
		Total Engineering	43,856	60,000	7,378	60,000
195	N/A	Service Parts Truck	31,593	-	-	-
		Total Garage	31,593	-	-	-
250	N/A	Brush Truck	20,002	-	-	-
250	N/A	Ford F-250	41,985	-	-	-
250	New	Additional Funds to 100' Tower Truck	-	-	112,864	-
250	New	Tools/Equipment for New 100' Tower Truck	-	-	124,662	-
		Total Fire	61,987	-	237,526	-

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CIP Sales Tax Fund Capital Outlay Detail

Capital Outlay Schedule
 (continued)

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
270	19031	Body Worn Cameras	2,350	20,000	20,000	20,000
270	New	Police Department Vehicles	257,960	290,000	661,560	-
270	New	Police Vehicle Equip/Labor	126,977	116,000	244,000	-
270	New	Taser Lease Purchase	15,600	17,060	17,060	20,060
270	New	24 Hour Dispatch Chairs	4,434	4,800	4,757	4,800
270	N/A	Animal Control Vehicle	23,061			
		Total Police	430,382	447,860	947,377	44,860
327	18003	East Downtown Storm Drain Impv	-	-	-	-
327	New	Drainage Materials	-	50,000	-	75,000
		Total Storm Sewer	-	50,000	-	75,000
328	20005	Hillcrest Drive (Testing)	11,286	-	1,601	-
328	20005	Hillcrest Drive Const	1,785,583	-	207,866	-
328	N/A	Eastland Turn Lane	-	75,000	-	-
328	N/A	Update Pavement Condition Model	79,671	-	8,263	-
328	N/A	Preventative Maintenance Street Projects	-	337,000	-	587,000
328	N/A	Hydraulic Hammer	18,763	-	-	-
328	N/A	1-Ton Truck	-	-	43,400	-
328	N/A	Dump Trucks w/ Snow Equipment (2)	-	-	281,011	-
328	N/A	Preventative Maintenance Street Projects	-	1,238,000	-	1,238,000
328	New	Skid Steer	-	-	-	60,000
328	N/A	New Truck Ford Ranger	24,494	-	-	-
328	New	Preventative Maintenance Street Projects	-	-	-	950,000
		Total Street	1,919,797	1,650,000	542,141	2,835,000
421	N/A	Library Roof Repair	27,860	-	-	-

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CIP Sales Tax Fund Capital Outlay Detail

*Capital Outlay Schedule
 (continued)*

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
431	15011	MJ Lee Lake Trail and Facility Imp	2,094	-	902	-
431	17018	Pathfinder Improvements	-	150,000	20,927	150,000
431	19022	Tower Green	15,268	-	19,375	-
431	19027	City Gateway & Park Signage	-	-	39,246	-
431	21008	Sooner Pool Recreational Expansion	2,246,305	25,000	931,113	-
431	N/A	Sooner Pool Expansion- Testing	9,044	-	2,319	-
431	N/A	Robinwood Park Lighting- electrical design	6,600	-	-	-
431	N/A	Price Fields- Chem dry for Phase 3 soil	1,120	-	-	-
431	N/A	TCUS- First Christian Church Sewer	200	-	-	-
431	N/a	Brush Hog	-	22,000	-	22,000
431	N/A	Playground Mulch Replacement	10,800	90,000	-	140,000
431	22008	Artunoff Softball/Lee Lake Parking Lot	-	160,000	340,133	-
431	N/A	Testing for Lee Lake Parking Lots	-	-	8,400	-
431	N/A	Park Amenity Replacement	-	27,906	-	42,906
431	N/A	Douglas Park Parking Lot Rehab	-	50,000	-	50,000
431	N/A	Front Deck Mowers (2)	-	-	39,014	-
431	N/A	Zero Turn Mowers - 3 out of 5	-	30,000	10,032	20,000
431	N/A	Pathfinder Parkway- Maintenance/Repair	-	157,000	-	157,000
431	N/A	Replace Shade Structures- Sooner/Frontier	-	30,000	30,000	30,000
431	N/A	JoAllyn Lowe Turf	-	50,000	-	50,000
431	23008	Oak Park Basketball Court	-	100,000	-	100,000
431	N/A	Ait at Tower Center	500	-	-	-
431	N/A	Park Restroom Security	-	-	29,900	-
431	N/A	1-Ton Truck	-	-	43,400	-
431	N/A	Park Swings	223	-	-	-
431	N/A	Cricket Fields	-	-	5,270	-
431	New	Downtown Landscape Improvements	-	-	-	800,000
		Total Park and Rec	2,292,154	891,906	1,520,031	1,561,906
445	N/A	Top Dresser	-	-	16,126	-
445	N/A	Irrigation system upgrades	20,433	-	-	-
445	N/A	Trim & Surround Mower	-	40,100	45,974	-
445	N/A	Bunker Rake	-	15,500	-	-
445	New	Lightweight Utility Carts (2)	-	-	-	20,500
		Total Adams Golf Course	20,433	55,600	62,100	20,500
TOTAL			\$ 5,716,090	\$ 3,959,866	\$ 4,074,268	\$ 5,140,778

CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: • Replaced sludge transfer pump at the WWTP

2024 Objectives: • Replace walkway grating along process units at WWTP
 • Replace hoists at Shawnee and Tuxedo pump stations
 • Replace grit chamber bucket assemblies

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

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$19,393	\$185,385	\$97,435	\$27,542	\$27,542

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CIP Wastewater Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Wastewater Maintenance	\$ 19,393	\$ 129,075	\$ 97,435	\$ 21,500
Unallocated	-	56,310	-	6,042
Total Expenditures	\$ 19,393	\$ 185,385	\$ 97,435	\$ 27,542

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Charges for Services	\$ 27,541	\$ -	\$ 36,803	\$ -
Fund Balance	116,829	97,436	124,977	27,542
Total Available for Appropriation	\$ 144,370	\$ 97,436	\$ 161,780	\$ 27,542

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CIP Wastewater Fund Capital Outlay Detail

**FUND 453 CIP - WASTEWATER
 ALL DEPARTMENTS**

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
710	N/A	Replace Sludge Transfer pump at WWTP	\$ -	\$ 15,000	\$ 14,280	\$ -
710	N/A	John Deere Tractor	-	6,196	6,196	-
710	N/A	Sludge Injection Unit	-	30,769	30,769	-
710	N/A	Replace Telemetry (SCADA)	-	15,000	-	15,000
710	N/A	Replace Generator at Virginia LS	-	32,110	32,110	-
710	N/A	Replace Golf Course Pump	19,393	-	-	-
710	N/A	Spare Pumps- Hillcrest, Golf Course, Virginia	-	30,000	14,080	-
710	New	Replace Grit Chamber Buckets	-	-	-	6,500
TOTAL			\$ 19,393	\$ 129,075	\$ 97,435	\$ 21,500

CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: • No projects were proposed from this fund last FY

2024 Objectives: • No projects are proposed from this fund next FY

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

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$255,242	\$0	\$0	\$554,842	\$554,842

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CIP Wastewater Regulatory Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Chickasaw Wastewater Treatment Plant	\$ -	\$ -	\$ -	\$ 40,000
Transfer out to BMA - Water	255,242	-	-	-
Unallocated	-	-	-	514,842
Total Expenditures	\$ 255,242	\$ -	\$ -	\$ 554,842

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ -	\$ -	\$ 16,376	\$ -
Fund Balance	784,684	784,684	538,466	554,842
Total Available for Appropriation	\$ 784,684	\$ 784,684	\$ 554,842	\$ 554,842

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CIP Wastewater Regulatory Fund Capital Outlay Detail

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

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
710	New	Replace Grating over Process Units at WWTP	\$ -	\$ -	\$ -	\$ 25,000
710	New	Tuxedo LS	-	-	-	15,000
TOTAL			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,000</u>

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CITY OF BARTLESVILLE

2023-24 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 fourth-floor rental revenue. These funds are restricted for building improvements at City Hall.

2023 Accomplishments: • No projects were budgeted for FY 22-23

2024 Objectives: • Continue to identify and complete projects to improve City Hall

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

FUND 455 CIP CITY HALL

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$3,249	\$45,952	\$1,780	\$170,362	\$170,362

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CIP City Hall Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
General Services	\$ 3,249	\$ 20,000	\$ 1,780	\$ 120,000
Unallocated	-	25,952	-	50,362
Total Expenditures	\$ 3,249	\$ 45,952	\$ 1,780	\$ 170,362

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Charges for Service	\$ 23,997	\$ 11,400	\$ 50,460	\$ 47,880
Fund Balance	53,054	64,194	73,802	122,482
Total Available for Appropriation	\$ 77,051	\$ 75,594	\$ 124,262	\$ 170,362

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CIP City Hall Fund Capital Outlay Detail

**FUND 455 CIP CITY HALL
 ALL DEPARTMENTS**

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
170	18010	Misc City Hall Improvements and Repairs	\$ 3,249	\$ 20,000	\$ 1,780	\$ 20,000
170	New	City Hall HVAC Controls Retrofit	-	-	-	100,000
TOTAL			\$ 3,249	\$ 20,000	\$ 1,780	\$ 120,000

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CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: • No projects were planned or completed in FY 22-23

2024 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

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$0	\$51,963	\$0	\$55,577	\$55,577

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CIP Storm Sewer Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Storm Sewer	\$ -	\$ 51,963	\$ -	\$ 55,577
Total Expenditures	\$ -	\$ 51,963	\$ -	\$ 55,577

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Charges for Services	\$ 875	\$ -	\$ 2,739	\$ -
Fund Balance	51,963	51,963	52,838	55,577
Total Available for Appropriation	\$ 52,838	\$ 51,963	\$ 55,577	\$ 55,577

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 CIP Storm Sewer Fund Capital Outlay Detail

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

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
327	N/A	Storm Sewer Assesment	\$ -	\$ 51,963	\$ -	\$ 55,577
TOTAL			<u>\$ -</u>	<u>\$ 51,963</u>	<u>\$ -</u>	<u>\$ 55,577</u>

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CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: • Secured funding for FY 2021 CDBG Program

2024 Objectives: • Apply for and receive a grant award of the FY 2024 CDBG Program

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

FUND 467 CDBG

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$0	\$228,333	\$228,333	\$0	\$0

CITY OF BARTLESVILLE

2023-24 Operating Budget

Community Development Block Grant Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Street	\$ -	\$ 228,333	\$ 228,333	\$ -
Total Expenditures	\$ -	\$ 228,333	\$ 228,333	\$ -

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Intergovernmental	\$ -	\$ 228,333	\$ 228,333	\$ -
Fund Balance	-	-	-	-
Total Available for Appropriation	\$ -	\$ 228,333	\$ 228,333	\$ -

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Community Development Block Grant Fund Capital Outlay Detail

FUND 467 CIP - CDBG
 ALL DEPARTMENTS

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
328	22010	CDBG 2021	\$ -	\$ 228,333	\$ 228,333	\$ -
TOTAL			<u>\$ -</u>	<u>\$ 228,333</u>	<u>\$ 228,333</u>	<u>\$ -</u>

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CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: • All monies have been expended from this fund

2024 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

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$2,636	\$0	\$0	\$0	\$0

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2009 G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Street	\$ 2,636	\$ -	\$ -	\$ -
Total Expenditures	\$ 2,636	\$ -	\$ -	\$ -

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ -	\$ -	\$ -	\$ -
Fund Balance	2,636	2,636	-	-
Total Available for Appropriation	\$ 2,636	\$ 2,636	\$ -	\$ -

CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: • All monies have been expended from this fund

2024 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

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$410	\$0	\$0	\$0	\$0

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2010 G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Street	\$ 410	\$ -	\$ -	\$ -
Total Expenditures	\$ 410	\$ -	\$ -	\$ -

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ -	\$ -	\$ -	\$ -
Fund Balance	410	410	-	-
Total Available for Appropriation	\$ 410	\$ 410	\$ -	\$ -

CITY OF BARTLESVILLE
 2023-24 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 Information Technology, Public Safety, and Park and Recreation improvements.

2023 Accomplishments: • All monies have been expended from this fund

2024 Objectives: • All monies have been expended from this fund

Budget Highlights: The major expenditures in this fund are for Information Technology, Public Safety, and Park and Recreation improvement projects funded by 2012 bond issue.

FUND 477 2012 G.O. BOND

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$84,100	\$0	\$22,372	\$0	\$0

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2012 G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Sooner Pool	\$ 84,100	\$ -	\$ 22,372	\$ -
Total Expenditures	\$ 84,100	\$ -	\$ 22,372	\$ -

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ -	\$ -	\$ -	\$ -
Fund Balance	106,472	84,100	22,372	-
Total Available for Appropriation	\$ 106,472	\$ 84,100	\$ 22,372	\$ -

CITY OF BARTLESVILLE
 2023-24 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	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
432	13055	Sooner Pool Maint & Repairs	\$ 84,100	\$ -	\$ 22,372	\$ -
TOTAL			<u>\$ 84,100</u>	<u>\$ -</u>	<u>\$ 22,372</u>	<u>\$ -</u>

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CITY OF BARTLESVILLE
 2023-24 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

2023 Accomplishments:

- All monies have been expended from this fund

2024 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

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$0	\$0	\$0	\$3,885	\$3,885

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2014B G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Unallocated	\$ -	\$ -	\$ -	\$ 3,885
Total Expenditures	\$ -	\$ -	\$ -	\$ 3,885

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ -	\$ -	\$ -	\$ -
Fund Balance	3,885	3,885	3,885	3,885
Total Available for Appropriation	\$ 3,885	\$ 3,885	\$ 3,885	\$ 3,885

CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments:

- All monies have been expended from this fund

2024 Objectives:

- All monies have been expended from this fund

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

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$15,800	\$82,148	\$53	\$0	\$0

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2017 G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Park and Recreation	\$ 15,800	\$ -	\$ 53	\$ -
Unallocated	-	82,148	-	-
Total Expenditures	\$ 15,800	\$ 82,148	\$ 53	\$ -

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ -	\$ -	\$ -	\$ -
Fund Balance	15,853	-	53	-
Total Available for Appropriation	\$ 15,853	\$ -	\$ 53	\$ -

CITY OF BARTLESVILLE
 2023-24 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	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
431	18012	Renovate and Expand Pathfinder	\$ 15,800	\$ -	\$ 53	\$ -
TOTAL			\$ 15,800	\$ -	\$ 53	\$ -

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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2018A G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2018A G.O. Bond Fund was established to account for the 2018 General Obligation Bond proceeds that were dedicated to Fire, Streets, Parks, Adams Municipal Golf Course, Library, and General Services.

2023 Accomplishments:

- All monies have been expended from this fund

2024 Objectives:

- All monies have been expended from this fund

Budget Highlights: The expenditures in this fund are projects for various departments funded by the 2018 GO Bond issuance.

FUND 482 2018A G.O. BOND

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$11,247	\$0	\$0	\$0	\$0

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2018A G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Adams Municipal Golf Course	\$ 11,247	\$ -	\$ -	\$ -
Total Expenditures	\$ 11,247	\$ -	\$ -	\$ -

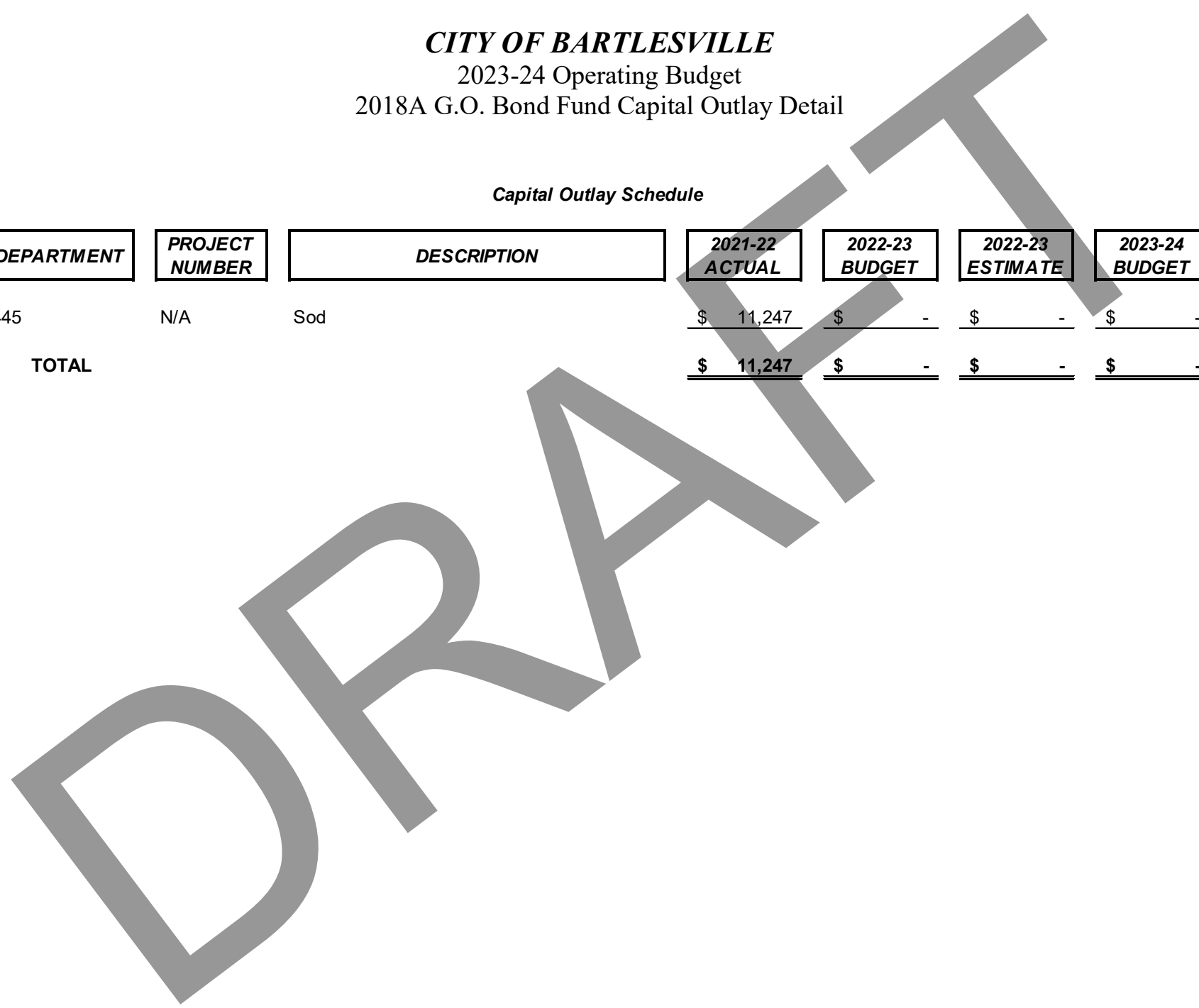
Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ -	\$ -	\$ -	\$ -
Fund Balance	55,318	55,318	-	-
Total Available for Appropriation	\$ 55,318	\$ 55,318	\$ -	\$ -

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2018A G.O. Bond Fund Capital Outlay Detail

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
445	N/A	Sod	\$ 11,247	\$ -	\$ -	\$ -
TOTAL			\$ 11,247	\$ -	\$ -	\$ -



CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2018B G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2018B G.O. Bond Fund was established to account for the 2018 General Obligation Bond proceeds that were dedicated to Storm Sewer.

2023 Accomplishments:

- No projects were proposed from this fund this FY

2024 Objectives:

- Continue Storm Sewer improvements

Budget Highlights: The expenditures in this fund are projects for Storm Sewer improvement projects funded by the 2018 GO Bond issuance.

FUND 483 2018B G.O. BOND

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$246,089	\$0	\$0	\$28,659	\$28,659

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2018B G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Storm Sewer	\$ 246,089	\$ -	\$ -	\$ -
Unallocated	-	-	-	28,659
Total Expenditures	\$ 246,089	\$ -	\$ -	\$ 28,659

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ -	\$ -	\$ -	\$ -
Fund Balance	277,475	32,031	28,659	28,659
Total Available for Appropriation	\$ 277,475	\$ 32,031	\$ 28,659	\$ 28,659

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2018B G.O. Bond Fund Capital Outlay Detail

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
327	19030	Quail Place Tributary	\$ 246,089	\$ -	\$ -	\$ -
TOTAL			\$ 246,089	\$ -	\$ -	\$ -

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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2018C G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2018C G.O. Bond Fund was established to account for the 2018 General Obligation Bond proceeds that were dedicated to Police, Streets, Parks, and Library.

2023 Accomplishments:

- Completed MJ Lee Lake Parking

2024 Objectives:

- All monies have been expended from this fund

Budget Highlights: The expenditures in this fund are for Police, Park, Street, and Library projects funded by the 2018 GO Bond issuance.

FUND 484 2018C G.O. BOND

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$537,447	\$250,000	\$64,609	\$0	\$0

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2018C G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Police	\$ 39,437	\$ -	\$ 50,005	\$ -
Street	269,053	250,000	8,378	-
Park and Recreation	228,957	-	6,226	-
Total Expenditures	\$ 537,447	\$ 250,000	\$ 64,609	\$ -

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ -	\$ -	\$ -	\$ -
Fund Balance	694,475	648,485	64,609	-
Total Available for Appropriation	\$ 694,475	\$ 648,485	\$ 64,609	\$ -

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2018C G.O. Bond Fund Capital Outlay Detail

FUND 484 CIP - 2018C G.O. BOND FUND
 ALL DEPARTMENTS

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
270	19011	Police Software	\$ 39,437	\$ -	\$ 50,005	\$ -
		Total Police	39,437	-	50,005	-
328	21007	Huntington/Kristen/Guinn Ashp Rehab	269,053	-	-	-
328	19029	Preventative Maintenance Streets (FY21-22)	-	250,000	8,378	-
		Total Street	269,053	250,000	8,378	-
431	19027	Signs - City Gateway, Parks & Pathfinder	228,000	-	-	-
431	N/A	Electric work Tower Center Fountain	957	-	-	-
431	22008	MJ Lee Lake Parking and Soccer Fields	-	-	6,226	-
		Total Park	228,957	-	6,226	-
TOTAL			\$ 537,447	\$ 250,000	\$ 64,609	\$ -

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2019A G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2019A G.O. Bond Fund was established to account for the 2019 General Obligation Bond proceeds that were dedicated to Streets and Parks.

2023 Accomplishments:

- Completed MJ Lee Lake Parking and Soccer Field Updates

2024 Objectives:

- Continue Pathfinder Parkway Repaving

Budget Highlights: The expenditures in this fund are for Streets and Parks projects funded by the 2019 GO Bond issuance.

FUND 485 2019A G.O. BOND

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$62,030	\$669,500	\$330,667	\$326,564	\$326,564

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2019A G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Park and Recreation	\$ 62,030	\$ 669,500	\$ 330,667	\$ 326,564
Total Expenditures	\$ 62,030	\$ 669,500	\$ 330,667	\$ 326,564

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ -	\$ -	\$ -	\$ -
Fund Balance	723,354	669,535	657,231	326,564
Total Available for Appropriation	\$ 723,354	\$ 669,535	\$ 657,231	\$ 326,564

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2019A G.O. Bond Fund Capital Outlay Detail

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
431	N/A	Pathfinder Parkway Repaving	-	350,000	-	326,564
431	20014	Johnstone Splash Pad/TCUS Water feature	25,760	-	-	-
431	22008	MJ Lee Lake Parking and Soccer Fields	14,820	173,000	330,667	-
431	N/A	Misc Park Improvements/Erosion Rehab	21,450	71,500	-	-
431	N/A	Cooper Dog Park Parking Lot Paving	-	75,000	-	-
		Total Park	62,030	669,500	330,667	326,564
TOTAL			\$ 62,030	\$ 669,500	\$ 330,667	\$ 326,564

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2019B G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2019B G.O. Bond Fund was established to account for the 2019 General Obligation Bond proceeds that were dedicated to Storm Sewer Improvements.

2023 Accomplishments:

- Completed design of 8th Street Storm Drain Rehab

2024 Objectives:

- Complete construction of 8th Street Storm Drain Rehab

Budget Highlights: The expenditures in this fund are for Storm Sewer Improvements projects funded by the 2019 GO Bond issuance.

FUND 486 2022 G.O. BOND

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$0	\$300,000	\$44,400	\$341,460	\$341,460

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2019B G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Storm Sewer	\$ -	\$ 300,000	\$ 44,400	\$ 300,000
Unallocated	-	-	-	41,460
Total Expenditures	\$ -	\$ 300,000	\$ 44,400	\$ 341,460

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Proceeds from Issuance of Debt	\$ -	\$ -	\$ -	\$ -
Fund Balance	385,860	385,860	385,860	341,460
Total Available for Appropriation	\$ 385,860	\$ 385,860	\$ 385,860	\$ 341,460

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2019B G.O. Bond Fund Capital Outlay Detail

**FUND 486 CIP - 2019B G.O. BOND FUND
 ALL DEPARTMENTS**

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
327	N/A	8th Street Storm Drain Rehab	\$ -	\$ 300,000	\$ 44,400	\$ 300,000
TOTAL			\$ -	\$ 300,000	\$ 44,400	\$ 300,000

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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2021A G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2021A G.O. Bond Fund was established to account for the 2021A General Obligation Bond proceeds that were dedicated to Street and Park Improvements.

2023 Accomplishments:

- Completed design and construction of the Minnesota Rehab-US 75 to Madison

2024 Objectives:

- Complete the Douglas Park Walkway
- Complete Drinking Fountain Replacements
- Complete Johnstone Park Parking Lot

Budget Highlights: The expenditures in this fund are for Street and Park projects funded by the 2021A GO Bond issuance.

FUND 487 2021A G.O. BOND

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$0	\$1,030,000	\$557,836	\$521,244	\$521,244

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2021A G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Street	\$ -	\$ 587,000	\$ 557,836	\$ -
Park	-	443,000	-	443,000
Unallocated	-	-	-	78,244
Total Expenditures	\$ -	\$ 1,030,000	\$ 557,836	\$ 521,244

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Proceeds from Issuance of Debt	\$ -	\$ -	\$ -	\$ -
Fund Balance	1,079,080	2,072,489	1,079,080	521,244
Total Available for Appropriation	\$ 1,079,080	\$ 2,072,489	\$ 1,079,080	\$ 521,244

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2021A G.O. Bond Fund Capital Outlay Detail

FUND 487 CIP - 2021A G.O. BOND FUND
 ALL DEPARTMENTS

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
328	New	Minnesota Rehabilitation- 75 to Madison	\$ -	\$ 587,000	\$ 557,836	\$ -
		Total Streets	-	587,000	557,836	-
431	New	Johnstone Park Parking Lot/Entry Access	-	358,000	-	358,000
431	New	Douglas Park Walkway	-	45,000	-	45,000
431	New	Drinking Fountain Replacement	-	40,000	-	40,000
		Total Parks	-	443,000	-	443,000
TOTAL			\$ -	\$ 1,030,000	\$ 557,836	\$ 443,000

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2022 G.O. Bond Fund– Summary

Fund Mission: N/A

Fund Description: The 2022 G.O. Bond Fund was established to account for the 2022 General Obligation Bond proceeds that were dedicated to General Services, Tech Services, Fire, Police, Library, Street and Park Improvements.

- 2023 Accomplishments:
- Started on Emergency Communications Radio System replacement
 - Complete design on Tuxedo over Caney Bridge Rehab

- 2024 Objectives:
- Complete design and construction of Bridge Rehab projects
 - Complete design and construction of Park Parking lots

Budget Highlights: The expenditures in this fund are for General Services, Tech Services, Fire, Police, Library, Street and Park projects funded by the 2022 GO Bond issuance.

FUND 486 2022 G.O. BOND

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$0	\$300,000	\$44,400	\$341,460	\$341,460

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2022 G.O. Bond Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Accounting & Finance	\$ 129,975	\$ -	\$ -	\$ -
General Services	-	132,000	132,000	-
Information Technology	-	2,000,000	2,000,000	-
Fire	-	1,212,250	1,187,250	25,000
Police	-	75,000	59,677	-
Street	-	3,950,000	383,975	3,584,585
Library	-	183,650	145,790	37,860
Park	-	1,752,000	580,373	1,232,952
Unallocated	-	-	-	563
Total Expenditures	\$ 129,975	\$ 9,304,900	\$ 4,489,065	\$ 4,880,960

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Proceeds from Issuance of Debt	\$ 9,500,000	\$ -	\$ -	\$ -
Fund Balance	-	-	9,370,025	4,880,960
Total Available for Appropriation	\$ 9,500,000	\$ -	\$ 9,370,025	\$ 4,880,960

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 2022 G.O. Bond Fund Capital Outlay Detail

Capital Outlay Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
130	N/A	Cost of Issuance	\$ 129,975	\$ -	\$ -	\$ -
		Total Accounting & Finance	129,975	-	-	-
170	23012	City Hall Boiler Replacement	-	132,000	132,000	-
		Total General Services	-	132,000	132,000	-
185	N/A	Emergency Communications Radio System	-	2,000,000	2,000,000	-
		Total Information Technology	-	2,000,000	2,000,000	-
250	N/A	95' Tower/Ladder Truck & Equipment	-	1,187,250	1,187,250	-
250	New	Central Fire Station Apparatus Bay Insulatio	-	25,000	-	25,000
		Total Fire	-	1,212,250	1,187,250	25,000
270	N/A	GPS/Camera Parking Enforc. System	-	75,000	59,677	-
		Total Police	-	75,000	59,677	-
328	New	Bridge Rehabilitation - Tuxedo over Caney	-	1,210,000	175,415	1,034,585
328	New	Bridge Rehabilitation - Tuxedo Overflow	-	325,000	-	325,000
328	New	Bridge Rehabilitation - Sunset over Butler Cr	-	1,000,000	208,560	810,000
328	New	Crestland Concrete Rehab incl Baylor PI	-	760,000	-	760,000
328	New	Delaware Asphalt Mill/Overlay - 5th to Hillcre	-	525,000	-	525,000
328	New	Clear Creek Asphalt Mill/Overlay	-	130,000	-	130,000
		Total Streets	-	3,950,000	383,975	3,584,585
421	23013	Library Chiller Replacement	-	83,650	83,650	37,860
421	N/A	Library Roof Repair	-	100,000	62,140	-
		Total Library	-	183,650	145,790	37,860
431	N/A	Civitan Park Berm/Fence	-	50,000	-	16,702
431	New	Pickleball Courts	-	450,000	29,500	420,500
431	N/A	Lighting for Robinwood Park Soccer Fields	-	350,000	444,623	-
431	New	Johnstone Park Ring Road/Drives	-	275,000	106,250	168,750
431	New	Sooner Park Parking Lots	-	250,000	-	250,000
431	New	Sooner Park Ring Road/Access Drives	-	200,000	-	200,000
431	New	Jo Allyn Lowe Parking Lots	-	85,000	-	85,000
431	New	Douglass Park Shelter	-	80,000	-	80,000
431	New	Lyon Park Access Drive/Parking	-	12,000	-	12,000
		Total Parks	-	1,752,000	580,373	1,232,952
TOTAL			\$ 129,975	\$ 9,304,900	\$ 4,489,065	\$ 4,880,397

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ENTERPRISE FUNDS



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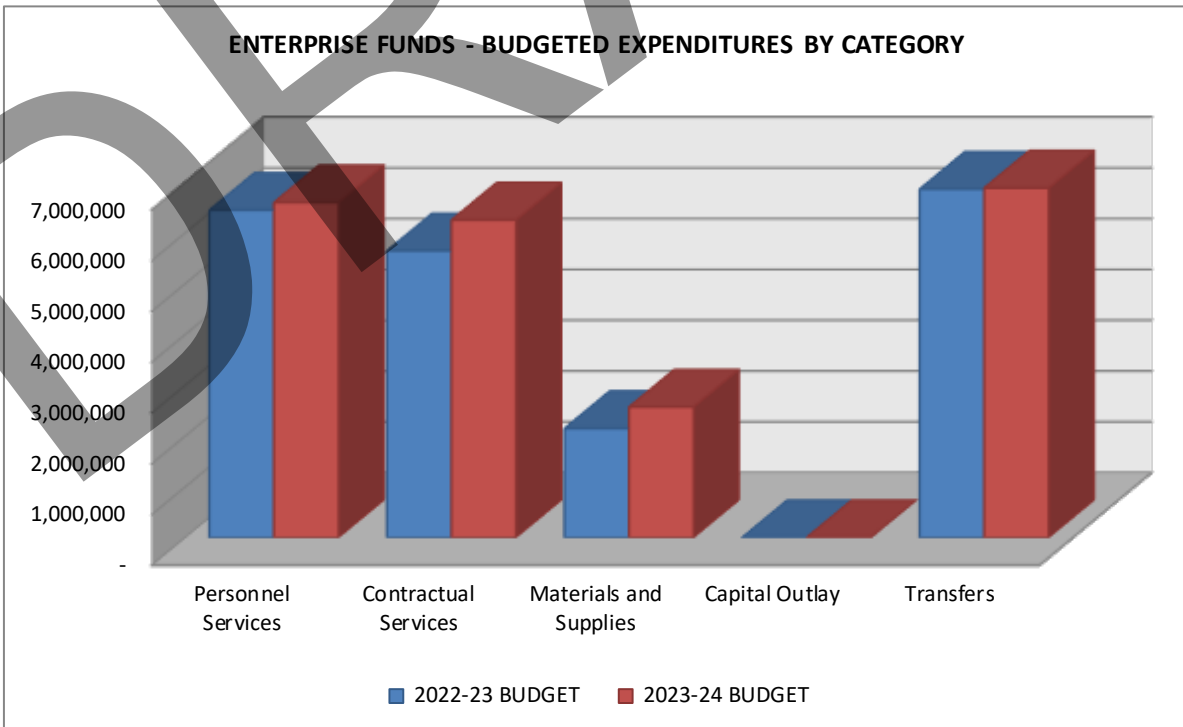
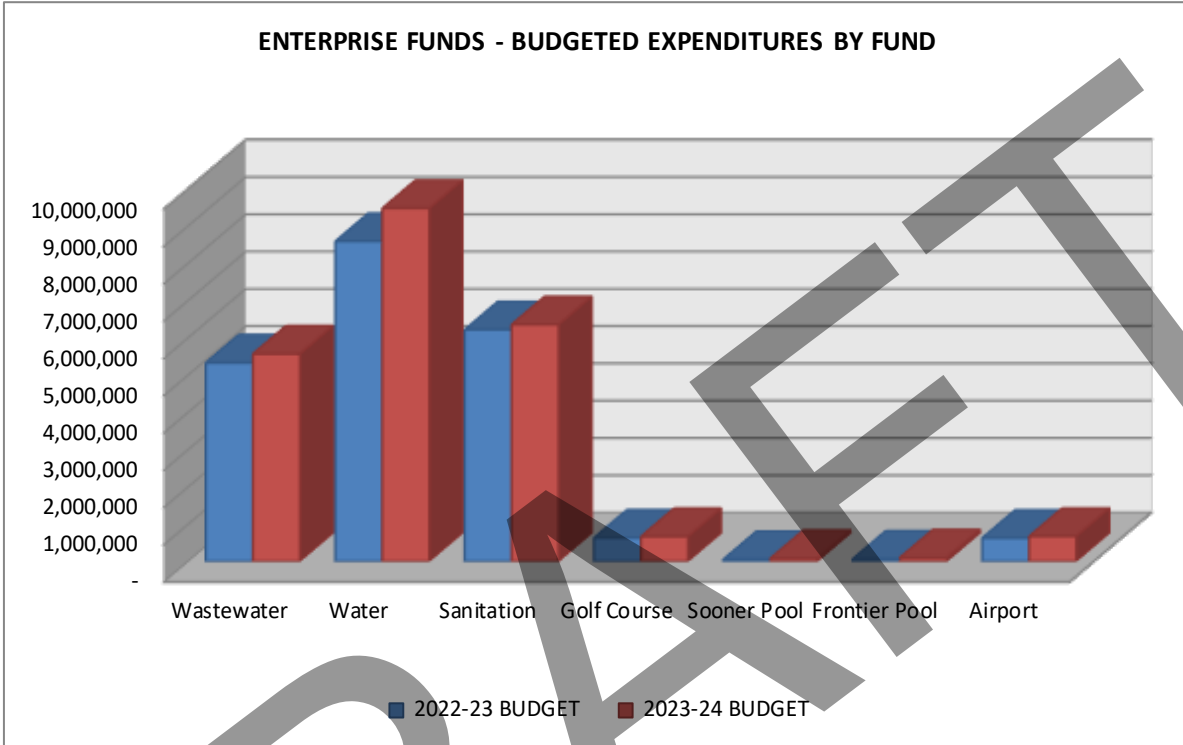
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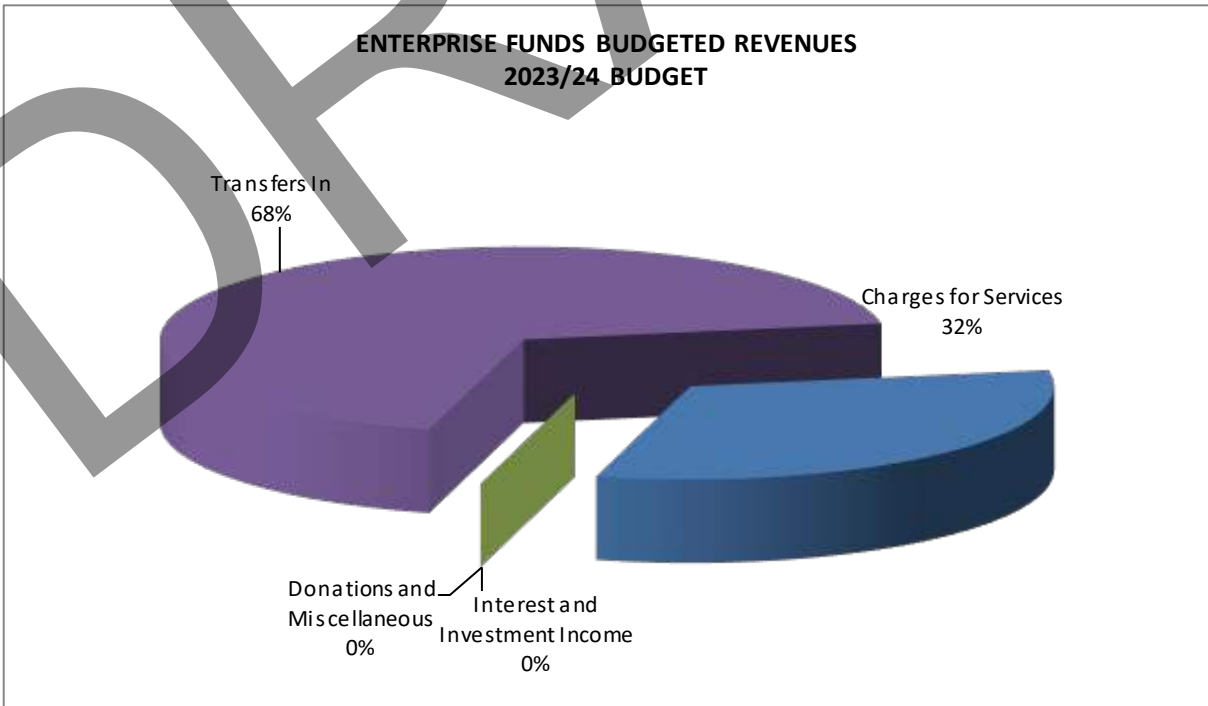
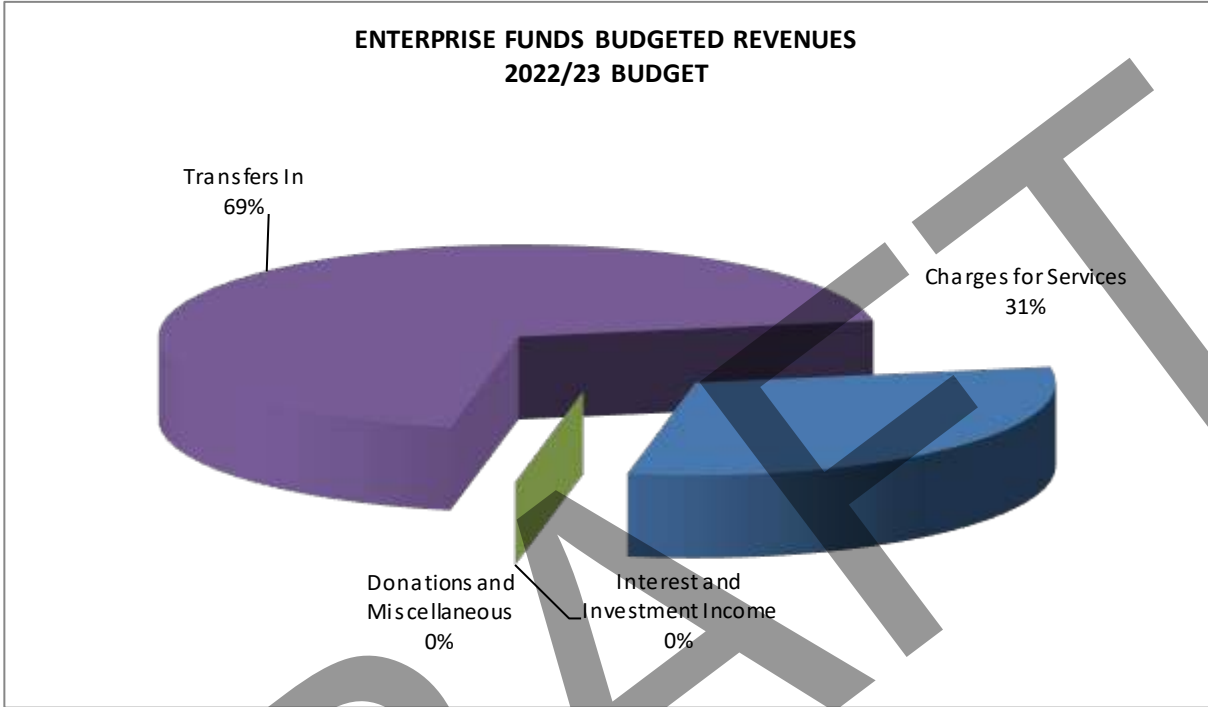
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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Enterprise Funds – Expenditure Graphs



CITY OF BARTLESVILLE
2023-24 Operating Budget
Enterprise Funds – Revenue Graphs



CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Enterprise Funds – Summary by Fund or Source

Expenditures and Reserves

EXPENDITURES BY FUND	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Wastewater	\$ 4,653,468	\$ 5,325,259	\$ 4,900,291	\$ 5,562,159
Water	7,257,182	8,581,330	8,232,405	9,465,844
Sanitation	5,321,292	6,211,234	5,884,974	6,348,858
Golf Course	534,614	629,611	597,256	665,922
Sooner Pool	30,946	51,041	65,713	79,562
Frontier Pool	37,764	63,990	63,953	94,230
Airport	455,340	621,766	602,006	670,036
Total Expenditures and Reserves	<u>\$ 18,290,606</u>	<u>\$ 21,484,231</u>	<u>\$ 20,346,598</u>	<u>\$ 22,886,611</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Charges for Services	\$ 5,810,960	\$ 6,558,260	\$ 6,722,469	\$ 6,993,924
Interest and Investment Income	-	-	35	-
Donations and Miscellaneous	20,157	-	7,791	-
Transfer In: From General Fund	149,754	496,733	283,205	676,479
From BMA - Wastewater	4,838,387	5,575,322	5,151,380	5,262,141
From BMA - Water	7,623,793	8,660,832	8,522,854	8,959,701
Fund Balance	104,155	368,963	776,654	1,143,971
Total Available for Appropriation	<u>\$ 18,547,206</u>	<u>\$ 21,660,110</u>	<u>\$ 21,464,388</u>	<u>\$ 23,036,216</u>

CITY OF BARTLESVILLE
2023-24 Operating Budget
Enterprise Funds – Expenditure Summary by Line Item

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 3,553,446	\$ 4,527,030	\$ 3,964,371	\$ 4,771,750	\$ 4,771,750	\$ 4,771,750
51120 OVERTIME	88,505	102,000	88,676	106,000	106,000	106,000
51130 FICA	266,027	346,000	297,438	366,000	366,000	366,000
51140 GROUP INSURANCE	902,022	981,433	966,098	887,070	887,070	887,070
51150 DB RETIREMENT	315,775	319,000	310,962	299,000	299,000	299,000
51155 DC RETIREMENT	97,636	140,500	105,223	140,000	140,000	140,000
51170 WORKER'S COMPENSATION	46,275	29,916	30,546	27,835	27,835	27,835
51180 UNEMPLOYMENT COMP	299	-	-	-	-	-
TOTAL PERSONNEL SERVICES	\$ 5,269,985	\$ 6,445,879	\$ 5,763,314	\$ 6,597,655	\$ 6,597,655	\$ 6,597,655
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 66,810	\$ 76,300	\$ 88,988	\$ 86,925	\$ 86,925	\$ 86,925
52310 UTILITIES & COMMUNICATIONS	628,736	691,355	972,902	920,940	920,940	920,940
52410 PROFESSIONAL SERVICES	254,672	323,000	276,660	374,775	374,775	374,775
52510 OTHER SERVICES	1,463,279	1,391,900	1,291,820	1,456,150	1,456,150	1,456,150
52610 MAINT. & REPAIR SERVICE	367,642	502,450	385,558	492,005	492,005	492,005
52710 OPERATIONAL SERVICES	2,367,985	2,647,296	2,647,295	2,904,960	2,904,960	2,904,960
52810 INSURANCE & BONDS	14,500	13,500	13,828	17,550	17,550	17,550
TOTAL CONTRACTUAL SERVICES	\$ 5,163,624	\$ 5,645,801	\$ 5,677,051	\$ 6,253,305	\$ 6,253,305	\$ 6,253,305
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 6,438	\$ 15,050	\$ 15,101	\$ 13,100	\$ 13,100	\$ 13,100
53210 JANITORIAL SUPPLIES	9,682	13,150	11,625	14,400	14,400	14,400
53310 GENERAL SUPPLIES	764,256	878,366	1,303,499	1,230,450	1,230,450	1,230,450
53410 TOOLS & EQUIPMENT	92,842	70,050	92,658	79,650	79,650	79,650
53510 FUEL	260,109	232,500	281,504	295,000	295,000	295,000
53610 MAINT. & REPAIR MATERIALS	557,158	940,080	642,858	939,200	939,200	939,200
TOTAL MATERIALS & SUPPLIES	\$ 1,690,485	\$ 2,149,196	\$ 2,347,245	\$ 2,571,800	\$ 2,571,800	\$ 2,571,800

CITY OF BARTLESVILLE

2023-24 Operating Budget

Enterprise Funds – Expenditure Summary by Line Item
(continued)

CAPITAL OUTLAY	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
55960 VEHICLES & EQUIPMENT	\$ 790	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 790	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFERS OUT						
59101 GENERAL FUND	\$ 5,176,590	\$ 5,561,228	\$ 5,284,289	\$ 5,561,228	\$ 5,561,228	\$ 5,561,228
59663 AUTO COLLISION INSURANCE	50,000	50,000	50,000	50,000	50,000	50,000
59670 STABILIZATION RESERVE FUND	332,641	368,174	344,699	390,757	390,757	390,757
59675 CAPITAL RESERVE FUND	606,491	880,000	880,000	880,000	880,000	880,000
TOTAL TRANSFERS	\$ 6,165,722	\$ 6,859,402	\$ 6,558,988	\$ 6,881,985	\$ 6,881,985	\$ 6,881,985
TOTAL BUDGET	\$18,290,606	\$21,100,278	\$20,346,598	\$22,304,745	\$22,304,745	\$22,304,745

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Enterprise Funds – Personnel Summary

Personnel

PERSONNEL COUNTS BY DEPARTMENT	2021-22 ACTUAL FTEs	2022-23 BUDGETED FTEs	2022-23 ACTUAL FTEs	2023-24 BUDGETED FTEs
Wastewater Fund:				
Wastewater Maintenance	9.5	11.5	10	11.5
Water Fund:				
Water Plant	15	15	14	15
Water Administration	2	2	2	2
Water Distribution	15	22	16	22
<i>Total Water</i>	32	39	32	39
Sanitation Fund:				
Sanitation	31	31.5	29	31.5
Golf Course Fund:				
Municipal Golf Course	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>
Municipal Airport Fund:				
Airport	<u>0</u>	<u>5</u>	<u>5</u>	<u>5</u>
Total Personnel	<u>75.5</u>	<u>91</u>	<u>80</u>	<u>91</u>

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Wastewater Operating Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Chickasaw Wastewater Treatment Plant	\$ 2,395,866	\$ 2,704,296	\$ 2,697,313	\$ 2,965,385
Wastewater Maintenance	731,590	902,048	676,966	861,009
Transfers Out: To General	1,407,445	1,515,144	1,407,445	1,515,144
To Auto Collision Insurance Fund	25,000	25,000	25,000	25,000
To Stabilization Reserve Fund	93,567	102,430	93,567	106,831
To Capital Reserve Fund	-	-	-	-
Reserves: Contingency	-	65,419	-	76,528
Compensated Absences Reserve	-	10,922	-	12,262
Total Expenditures and Reserves	<u>\$ 4,653,468</u>	<u>\$ 5,325,259</u>	<u>\$ 4,900,291</u>	<u>\$ 5,562,159</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Donations and Miscellaneous	\$ 7,809	\$ -	\$ 1,350	\$ -
Transfer In: From BMA - Wastewater	<u>4,838,387</u>	<u>5,575,322</u>	<u>5,151,380</u>	<u>5,262,141</u>
Fund Balance	<u>(144,485)</u>	<u>(243,355)</u>	<u>47,579</u>	<u>300,018</u>
Total Available for Appropriation	<u>\$ 4,701,711</u>	<u>\$ 5,331,967</u>	<u>\$ 5,200,309</u>	<u>\$ 5,562,159</u>

CITY OF BARTLESVILLE

2023-24 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.

- 2023 Accomplishments:
- The Chickasaw Wastewater Treatment Plant treated over 2.18 billion gallons of wastewater averaging 5.968 million gallons per day. The plant design flow is 7.0 million gallons per day
 - Land applied 5.50 million gallons of 3.77% biosolids, which equals 874.4 tons
 - Monitored four (4) Significant Industrial Users under the City of Bartlesville Industrial Pretreatment Program
 - Replaced main belt and hydraulic motor on Gravity Belt Thickener
 - Replaced generator at the Virginia L/S
 - Replaced drive shaft yolk and rebuilt clutch on the old tractor. Put the new tractor into service
 - Replaced clutch and slave cylinder on the big crane truck
 - Rebuilt the scum bars for Siphon #3 and installed
 - Replaced flapper valve and impeller assembly on Nebraska L/S pump #2
 - New exhaust fan was installed in the belt room to help with the atmosphere

CITY OF BARTLESVILLE

2023-24 Operating Budget

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

2024 Objectives:

- Continue operation of the Chickasaw Wastewater Treatment Plant and land application of biosolids to meet all state and federal regulations. No permit exceedances
- Take down the East Grit chamber and replace all the chains and buckets
- Work on permitting more land application sites for biosolids
- Put Raw pump #1 into service once the shaft gets back from the machine shop
- Clean out Tuxedo and Plant FEB
- Replace the digester transfer pump

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				
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$2,395,866	\$2,704,296	\$2,697,313	\$2,965,385	\$2,965,385

CITY OF BARTLESVILLE

2023-24 Operating Budget

Wastewater Operating Fund – Wastewater Treatment Plant – Line Item Detail

CONTRACTUAL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
52310 UTILITIES & COMMUNICATIONS	\$ 6,517	\$ 7,000	\$ 6,777	\$ 7,000	\$ 7,000	\$ 7,000
52410 PROFESSIONAL SERVICES	-	-	-	1,675	1,675	1,675
52510 OTHER SERVICES	20,246	25,000	42,558	26,750	26,750	26,750
52610 MAINT. & REPAIR SERVICE	1,118	25,000	-	25,000	25,000	25,000
52710 OPERATIONAL SERVICES	2,367,985	2,647,296	2,647,295	2,904,960	2,904,960	2,904,960
TOTAL CONTRACTUAL SERVICES	\$ 2,395,866	\$ 2,704,296	\$ 2,696,630	\$ 2,965,385	\$ 2,965,385	\$ 2,965,385
MATERIALS & SUPPLIES						
53610 MAINT. & REPAIR MATERIALS	\$ -	\$ -	\$ 683	\$ -	\$ -	\$ -
TOTAL MATERIALS & SUPPLIES	\$ -	\$ -	\$ 683	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ 2,395,866	\$ 2,704,296	\$ 2,697,313	\$ 2,965,385	\$ 2,965,385	\$ 2,965,385

CITY OF BARTLESVILLE

2023-24 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.

2023 Accomplishments:

- Responded to 262 call outs, requested by residents when their private service line was backed up. Cleaned 61,869 feet of City sewer line upon request of residents
- Responded to 66 sewer main line backups
- Jet cleaned and jet sawed 85,074 feet of sanitary sewer line
- Completed Televised Inspection of 45,766 feet of sanitary sewer lines
- Capped 25 sewer services for demolished structures and raised 26 manholes

2024 Objectives:

- Utilize SL-RAT to inspect entire collection system
- Continue root control program, video inspection and smoke testing to identify both private side and main line defects for corrections
- Continue identifying leaking manholes and seal to reduce inflow and infiltration into sanitary sewer system

CITY OF BARTLESVILLE

2023-24 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				
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$731,590	\$902,048	\$676,966	\$861,009	\$861,009

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CITY OF BARTLESVILLE
2023-24 Operating Budget
Wastewater Operating Fund – Wastewater Maintenance – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 364,740	\$ 488,000	\$ 332,826	\$ 463,750	\$ 463,750	\$ 463,750
51120 OVERTIME	19,657	14,000	20,350	15,000	15,000	15,000
51130 FICA	28,534	38,000	26,028	36,000	36,000	36,000
51140 GROUP INSURANCE	113,407	122,679	120,762	110,884	110,884	110,884
51150 DB RETIREMENT	4,040	-	-	-	-	-
51155 DC RETIREMENT	15,185	24,000	15,738	21,000	21,000	21,000
51170 WORKER'S COMPENSATION	6,835	4,119	4,119	3,725	3,725	3,725
TOTAL PERSONNEL SERVICES	\$ 552,398	\$ 690,798	\$ 519,823	\$ 650,359	\$ 650,359	\$ 650,359
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 13,864	\$ 14,200	\$ 19,091	\$ 18,000	\$ 18,000	\$ 18,000
52310 UTILITIES & COMMUNICATIONS	1,213	3,750	1,922	7,000	7,000	7,000
52410 PROFESSIONAL SERVICES	5,500	27,500	16,969	26,650	26,650	26,650
52510 OTHER SERVICES	3,139	9,500	283	9,500	9,500	9,500
52610 MAINT. & REPAIR SERVICE	47,842	50,000	8,297	35,000	35,000	35,000
52810 INSURANCE & BONDS	1,000	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 72,558	\$ 104,950	\$ 46,562	\$ 96,150	\$ 96,150	\$ 96,150
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 1,648	\$ 3,000	\$ 2,282	\$ -	\$ -	\$ -
53210 JANITORIAL SUPPLIES	603	-	383	-	-	-
53310 GENERAL SUPPLIES	13,138	14,300	9,652	14,000	14,000	14,000
53410 TOOLS & EQUIPMENT	12,208	13,500	9,103	13,000	13,000	13,000
53510 FUEL	30,823	25,500	30,807	32,500	32,500	32,500
53610 MAINT. & REPAIR MATERIALS	48,214	50,000	58,354	55,000	55,000	55,000
TOTAL MATERIALS & SUPPLIES	\$ 106,634	\$ 106,300	\$ 110,581	\$ 114,500	\$ 114,500	\$ 114,500
TOTAL BUDGET						
	\$ 731,590	\$ 902,048	\$ 676,966	\$ 861,009	\$ 861,009	\$ 861,009

CITY OF BARTLESVILLE

2023-24 Operating Budget

Wastewater Operating Fund – Wastewater Maintenance – Personnel and Capital Detail

FUND 509 WASTEWATER
DEPT 715 WASTEWATER MAINTENANCE

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
Water/Wastewater Manager	0	0	0	0
WW Maint Supervisor	1	1	1	1
Wastewater Equip Operator	2	3	3	3
Construction Crewleader	0	0.25	0	0
Maintenance Worker	6	6.75	6	7
GIS Technician	0.5	0.5	0	0.5
TOTAL	9.5	11.5	10	11.5

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CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: N/A

2024 Objectives: N/A

Budget Highlights: The Wastewater Fund has three transfers. The transfer to the General Fund is to assist in funding the general operations of the City of Bartlesville and are allocated using a cost accounting approach, the transfer to the Insurance Collision Fund is the Wastewater Fund’s portion of the amount necessary to provide continual funding for the Fund, and the transfer to the Stabilization Reserve Fund was set by ordinance.

**FUND 509 WASTEWATER
 DEPT 900 TRANSFERS**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$1,526,012	\$1,642,574	\$1,526,012	\$1,646,975	\$1,646,975

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Wastewater Operating Fund – Transfers – Line Item Detail

TRANSFERS OUT	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
59101 GENERAL FUND	\$ 1,407,445	\$ 1,515,144	\$ 1,407,445	\$ 1,515,144	\$ 1,515,144	\$ 1,515,144
59663 AUTO COLLISION INSURANCE	25,000	25,000	25,000	25,000	25,000	25,000
59670 STABILIZATION RESERVE FUND	93,567	102,430	93,567	106,831	106,831	106,831
TOTAL TRANSFERS	\$ 1,526,012	\$ 1,642,574	\$ 1,526,012	\$ 1,646,975	\$ 1,646,975	\$ 1,646,975
TOTAL BUDGET	\$ 1,526,012	\$ 1,642,574	\$ 1,526,012	\$ 1,646,975	\$ 1,646,975	\$ 1,646,975

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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Water Operating Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Water Plant	\$ 3,061,199	\$ 3,379,179	\$ 3,864,631	\$ 3,930,908
Water Administration	334,663	385,958	364,433	403,611
Water Distribution	1,480,790	2,088,999	1,617,811	2,251,525
Transfers Out: To General	2,211,700	2,380,940	2,211,700	2,380,940
To Auto Collision Insurance Fund	25,000	25,000	25,000	25,000
To Stabilization Reserve Fund	143,830	163,442	148,830	179,340
Reserves: Contingency	-	99,596	-	131,721
Compensated Absences Reserve	-	58,216	-	162,799
Total Expenditures and Reserves	<u>\$ 7,257,182</u>	<u>\$ 8,581,330</u>	<u>\$ 8,232,405</u>	<u>\$ 9,465,844</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Donations and Miscellaneous	\$ 10,647	\$ -	\$ 5,881	\$ -
Transfer In: From BMA - Water	<u>7,623,793</u>	<u>8,660,832</u>	<u>8,522,854</u>	<u>8,959,701</u>
Fund Balance	<u>(44,880)</u>	<u>(126,275)</u>	<u>209,813</u>	<u>506,143</u>
Total Available for Appropriation	<u>\$ 7,589,560</u>	<u>\$ 8,534,557</u>	<u>\$ 8,738,548</u>	<u>\$ 9,465,844</u>

CITY OF BARTLESVILLE
2023-24 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.

2023 Accomplishments:

- Treated over 2 billion gallons, averaging 5.74 million gallons per day
- Replaced injection mixer on Actiflo process #1
- Replaced hydrants at the drying beds
- Repaired 5 solar bees at Hudson Lake

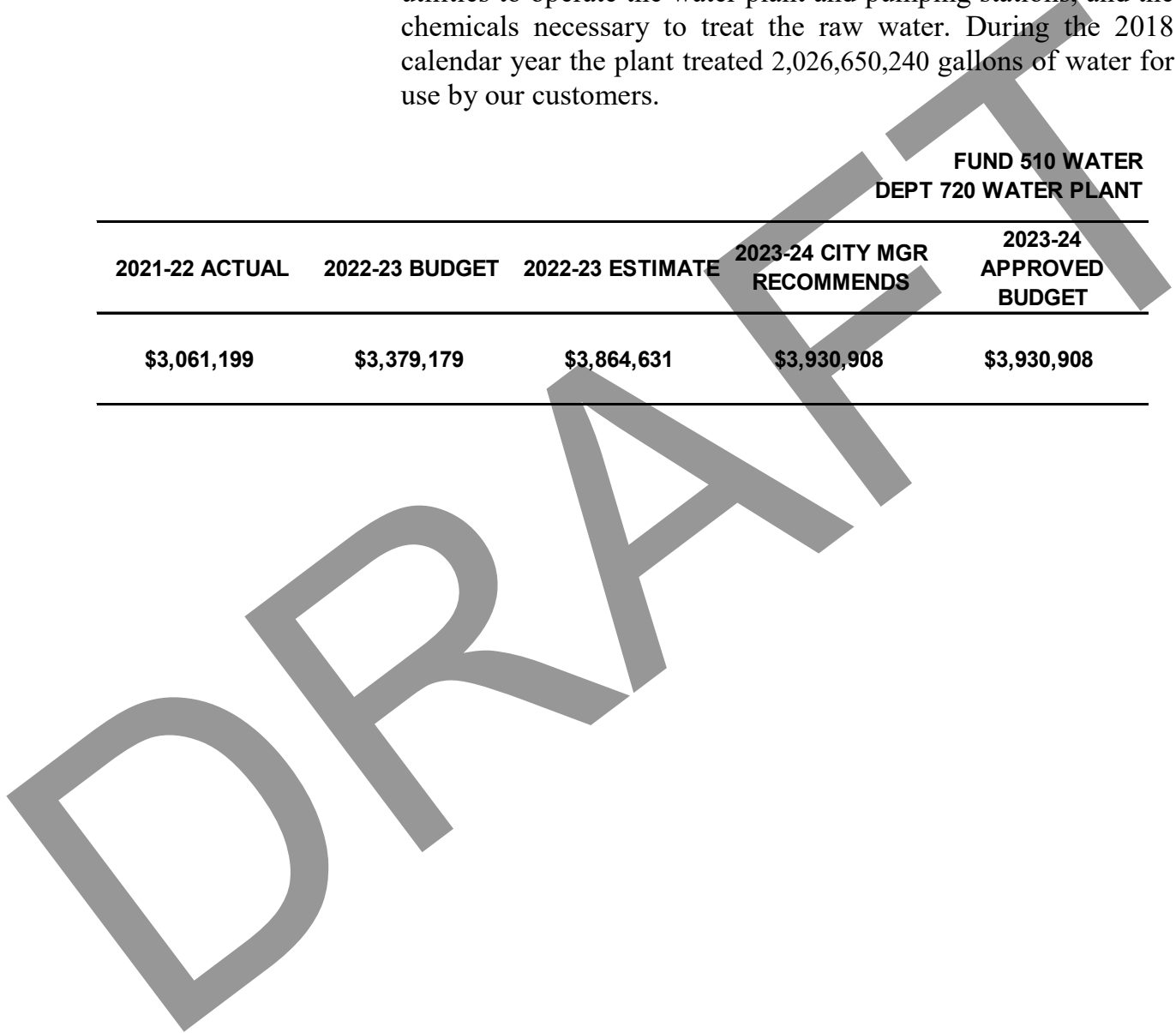
2024 Objectives:

- Continue to produce safe and reliable drinking water for the City and wholesale customers
- Replace PLC units at water treatment plant and communication backbone for SCADA system
- Generator Switchgear preventative maintenance

CITY OF BARTLESVILLE
 2023-24 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 2018 calendar year the plant treated 2,026,650,240 gallons of water for use by our customers.

FUND 510 WATER DEPT 720 WATER PLANT				
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$3,061,199	\$3,379,179	\$3,864,631	\$3,930,908	\$3,930,908



CITY OF BARTLESVILLE
2023-24 Operating Budget
Water Operating Fund – Water Plant – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 691,153	\$ 789,000	\$ 727,088	\$ 804,750	\$ 804,750	\$ 804,750
51120 OVERTIME	19,749	35,000	21,409	36,000	36,000	36,000
51130 FICA	51,912	62,000	54,711	62,000	62,000	62,000
51140 GROUP INSURANCE	154,646	167,290	164,676	151,205	151,205	151,205
51150 DB RETIREMENT	60,320	62,000	51,157	47,000	47,000	47,000
51155 DC RETIREMENT	19,516	23,000	21,395	22,000	22,000	22,000
51170 WORKER'S COMPENSATION	5,042	3,039	3,039	3	3	3
TOTAL PERSONNEL SERVICES	\$ 1,002,338	\$ 1,141,329	\$ 1,043,475	\$ 1,122,958	\$ 1,122,958	\$ 1,122,958
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 9,418	\$ 10,600	\$ 11,080	\$ 11,500	\$ 11,500	\$ 11,500
52310 UTILITIES & COMMUNICATIONS	528,971	540,000	839,969	750,000	750,000	750,000
52410 PROFESSIONAL SERVICES	55,069	27,500	5,503	31,500	31,500	31,500
52510 OTHER SERVICES	446,114	387,000	292,637	422,875	422,875	422,875
52610 MAINT. & REPAIR SERVICE	297,936	345,750	318,025	349,575	349,575	349,575
TOTAL CONTRACTUAL SERVICES	\$ 1,337,508	\$ 1,310,850	\$ 1,467,214	\$ 1,565,450	\$ 1,565,450	\$ 1,565,450
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 1,031	\$ 3,000	\$ 3,861	\$ 3,000	\$ 3,000	\$ 3,000
53210 JANITORIAL SUPPLIES	1,074	5,000	1,892	5,000	5,000	5,000
53310 GENERAL SUPPLIES	631,925	767,500	1,196,652	1,091,000	1,091,000	1,091,000
53410 TOOLS & EQUIPMENT	14,746	9,500	30,074	11,500	11,500	11,500
53510 FUEL	9,791	11,000	6,487	11,000	11,000	11,000
53610 MAINT. & REPAIR MATERIALS	62,786	131,000	114,976	121,000	121,000	121,000
TOTAL MATERIALS & SUPPLIES	\$ 721,353	\$ 927,000	\$ 1,353,942	\$ 1,242,500	\$ 1,242,500	\$ 1,242,500
TOTAL BUDGET	\$ 3,061,199	\$ 3,379,179	\$ 3,864,631	\$ 3,930,908	\$ 3,930,908	\$ 3,930,908

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Water Operating Fund – Water Plant – Personnel and Capital Detail

FUND 510 WATER
 DEPT 720 WATER PLANT

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2021-22 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2022-23 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2022-23 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2023-24 BUDGETED NUMBER OF EMPLOYEES</u>
Water Plant Superintendent	1	1	1	1
Assistant Water Plant Supt	1	1	1	1
Electronics Technician	1	1	1	1
Plant Mechanic	3	3	3	3
Lab Technician	0	0	0	0
Lead Water Plant Operator	2	2	1	1
Water Plant Operator	6	6	7	7
Maintenance Worker	1	1	0	1
TOTAL	15	15	14	15

CITY OF BARTLESVILLE

2023-24 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.

- 2023 Accomplishments:**
- Started construction on WW reuse pump station and pipeline (85% complete)
 - Completed renovations of Caney River raw water pump station
 - Implemented a Fats, Oil and Grease (FOG) program for the wastewater system
-

- 2024 Objectives:**
- Begin engineering design of WW treatment plant expansion project
 - Complete construction on WW reuse pipeline and pump station
 - Implement a paperless system for work order receipt and reporting for service reps and crews
-

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

				FUND 510 WATER
				DEPT 725 WATER ADMINISTRATION
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$334,663	\$385,958	\$364,433	\$403,611	\$403,611

CITY OF BARTLESVILLE
2023-24 Operating Budget
Water Operating Fund – Water Administration – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 193,927	\$ 220,000	\$ 216,341	\$ 223,500	\$ 223,500	\$ 223,500
51130 FICA	13,972	18,000	15,532	17,000	17,000	17,000
51140 GROUP INSURANCE	20,620	22,305	21,956	20,161	20,161	20,161
51150 DB RETIREMENT	44,184	44,000	42,580	40,000	40,000	40,000
51170 WORKER'S COMPENSATION	336	203	203	-	-	-
TOTAL PERSONNEL SERVICES	\$ 273,039	\$ 304,508	\$ 296,612	\$ 300,661	\$ 300,661	\$ 300,661
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 1,496	\$ 1,950	\$ 2,397	\$ 1,950	\$ 1,950	\$ 1,950
52310 UTILITIES & COMMUNICATIONS	10,097	11,000	12,395	13,000	13,000	13,000
52410 PROFESSIONAL SERVICES	35,000	48,500	36,000	66,500	66,500	66,500
52510 OTHER SERVICES	8,228	9,000	9,684	10,000	10,000	10,000
52610 MAINT. & REPAIR SERVICE	-	1,500	-	1,500	1,500	1,500
TOTAL CONTRACTUAL SERVICES	\$ 54,821	\$ 71,950	\$ 60,476	\$ 92,950	\$ 92,950	\$ 92,950
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 2,463	\$ 2,500	\$ 3,578	\$ 3,000	\$ 3,000	\$ 3,000
53210 JANITORIAL SUPPLIES	1,865	2,500	2,268	2,500	2,500	2,500
53310 GENERAL SUPPLIES	2,347	2,500	1,499	2,500	2,500	2,500
53510 FUEL	-	1,000	-	1,000	1,000	1,000
53610 MAINT. & REPAIR MATERIALS	128	1,000	-	1,000	1,000	1,000
TOTAL MATERIALS & SUPPLIES	\$ 6,803	\$ 9,500	\$ 7,345	\$ 10,000	\$ 10,000	\$ 10,000
TOTAL BUDGET						
	\$ 334,663	\$ 385,958	\$ 364,433	\$ 403,611	\$ 403,611	\$ 403,611

CITY OF BARTLESVILLE

2023-24 Operating Budget

Water Operating Fund – Water Administration – Personnel and Capital Detail

FUND 510 WATER
DEPT 725 WATER ADMINISTRATION

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
Water Utilities Director	1	1	1	1
Senior Administrative Assistant	1	1	1	1
TOTAL	2	2	2	2

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CITY OF BARTLESVILLE

2023-24 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.

- 2023 Accomplishments:**
- Repaired 152 water main breaks
 - Repaired 44 service line leaks
 - Installed 78 new water services
 - Completed 9,956 locate work orders
 - Achieved 95% reporting on water meters
-

- 2024 Objectives:**
- Continue to monitor and replace water mains nearing the end of life
 - Complete the annual flushing and testing of fire hydrants
 - Continue maintenance of AMI system to achieve 95% reporting on water meters
 - Upgrade communications system for AMI network to 4G
-

CITY OF BARTLESVILLE
 2023-24 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				
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$1,480,790	\$2,088,999	\$1,617,811	\$2,251,525	\$2,251,525

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CITY OF BARTLESVILLE
2023-24 Operating Budget
Water Operating Fund – Water Distribution – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 699,250	\$ 951,000	\$ 804,147	\$ 1,090,500	\$ 1,090,500	\$ 1,090,500
51120 OVERTIME	40,399	40,000	38,267	41,000	41,000	41,000
51130 FICA	54,382	70,000	62,374	83,000	83,000	83,000
51140 GROUP INSURANCE	216,505	234,206	230,547	211,687	211,687	211,687
51150 DB RETIREMENT	56,305	64,000	72,746	72,000	72,000	72,000
51155 DC RETIREMENT	22,019	33,000	18,188	32,000	32,000	32,000
51170 WORKER'S COMPENSATION	12,101	7,293	7,923	19,963	19,963	19,963
TOTAL PERSONNEL SERVICES	\$ 1,100,961	\$ 1,399,499	\$ 1,234,192	\$ 1,550,150	\$ 1,550,150	\$ 1,550,150
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 16,181	\$ 16,000	\$ 15,679	\$ 19,875	\$ 19,875	\$ 19,875
52310 UTILITIES & COMMUNICATIONS	1,603	9,500	4,565	10,000	10,000	10,000
52410 PROFESSIONAL SERVICES	40,340	50,000	37,130	40,000	40,000	40,000
52510 OTHER SERVICES	3,472	4,000	1,564	11,000	11,000	11,000
52610 MAINT. & REPAIR SERVICE	7,308	16,000	9,279	16,000	16,000	16,000
TOTAL CONTRACTUAL SERVICES	\$ 68,904	\$ 95,500	\$ 68,217	\$ 96,875	\$ 96,875	\$ 96,875
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 159	\$ 2,500	\$ 2,344	\$ 3,000	\$ 3,000	\$ 3,000
53210 JANITORIAL SUPPLIES	108	-	547	-	-	-
53310 GENERAL SUPPLIES	10,004	9,000	6,991	9,000	9,000	9,000
53410 TOOLS & EQUIPMENT	13,279	12,500	12,806	12,500	12,500	12,500
53510 FUEL	49,220	45,000	51,504	55,000	55,000	55,000
53610 MAINT. & REPAIR MATERIALS	237,365	525,000	241,210	525,000	525,000	525,000
TOTAL MATERIALS & SUPPLIES	\$ 310,135	\$ 594,000	\$ 315,402	\$ 604,500	\$ 604,500	\$ 604,500
CAPITAL OUTLAY						
55960 VEHICLES & EQUIPMENT	\$ 790	\$ -	-	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 790	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET						
	\$ 1,480,790	\$ 2,088,999	\$ 1,617,811	\$ 2,251,525	\$ 2,251,525	\$ 2,251,525

CITY OF BARTLESVILLE

2023-24 Operating Budget

Water Operating Fund – Water Distribution – Personnel and Capital Detail

FUND 510 WATER
DEPT 730 WATER DISTRIBUTION

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2021-22 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2022-23 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2022-23 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2023-24 BUDGETED NUMBER OF EMPLOYEES</u>
Water/Wastewater Manager	1	1	1	1
Water Distribution Supervisor	0	0	0	0
Equip Operator Crew Leader	1	4	0	0
Equipment Operator	0	0	0	0
Construction Crewleader	0	0.75	1	2
Construction Equipment Operator	0	1	1	3
Construction Laborer	0	0	0	0
Senior Utility Service Coordinator	1	1	1	1
Water Utility Service Rep.	2	2	1	3
Meter Technician	3	3	3	3
Maintenance Worker	7	8.25	7	8
Utility Inspector	0	1	1	1
TOTAL	15	22	16	22

CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: N/A

2024 Objectives: N/A

Budget Highlights: The Water Fund has three transfers. The transfer to the General Fund is to assist in funding the general operations of the City of Bartlesville and are allocated using a cost accounting approach, the transfer to the Insurance Collision Fund is the Water Fund's portion of the amount necessary to provide continual funding for the Fund, and the transfer to the Stabilization Reserve Fund was set by ordinance.

**FUND 510 WATER
 DEPT 900 TRANSFERS**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$2,380,530	\$2,569,382	\$2,385,530	\$2,585,280	\$2,585,280

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Water Operating Fund – Transfers – Line Item Detail

<i>TRANSFERS OUT</i>	<i>2021-22 ACTUAL</i>	<i>2022-23 BUDGET</i>	<i>2022-23 ESTIMATE</i>	<i>2023-24 REQUEST</i>	<i>CITY MGR REC</i>	<i>2023-24 APPROVED</i>
59101 GENERAL FUND	\$ 2,211,700	\$ 2,380,940	\$ 2,211,700	\$ 2,380,940	\$ 2,380,940	\$ 2,380,940
59663 AUTO COLLISION INSURANCE	25,000	25,000	25,000	25,000	25,000	25,000
59670 STABILIZATION RESERVE FUND	143,830	163,442	148,830	179,340	179,340	179,340
TOTAL TRANSFERS	\$ 2,380,530	\$ 2,569,382	\$ 2,385,530	\$ 2,585,280	\$ 2,585,280	\$ 2,585,280
TOTAL BUDGET	\$ 2,380,530	\$ 2,569,382	\$ 2,385,530	\$ 2,585,280	\$ 2,585,280	\$ 2,585,280

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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Sanitation Operating Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Sanitation	\$ 3,062,112	\$ 3,449,968	\$ 3,237,528	\$ 3,564,131
Transfers Out:				
To General	1,557,445	1,665,144	1,665,144	1,665,144
To Auto Collision Insurance Fund	-	-	-	-
To Stabilization Reserve Fund	95,244	102,302	102,302	104,586
To Capital Reserve Fund	606,491	880,000	880,000	880,000
Reserves:				
Contingency	-	64,095	-	71,283
Compensated Absences Reserve	-	49,725	-	63,714
Total Expenditures and Reserves	<u>\$ 5,321,292</u>	<u>\$ 6,211,234</u>	<u>\$ 5,884,974</u>	<u>\$ 6,348,858</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Charges for Services	\$ 5,407,125	\$ 5,796,060	\$ 5,935,878	\$ 6,228,424
Interest and Investment Income	-	-	-	-
Donations and Miscellaneous	1,701	-	560	-
Fund Balance	131,669	421,854	218,575	270,039
Total Available for Appropriation	<u>\$ 5,540,495</u>	<u>\$ 6,217,914</u>	<u>\$ 6,155,013</u>	<u>\$ 6,498,463</u>

CITY OF BARTLESVILLE
 2023-24 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.

- 2023 Accomplishments:
- Provided routine residential and commercial refuse collection
 - Participated in annual hazardous waste disposal
 - Provided spring and fall yard waste collections
 - Continued annual residential customer coupon program

- 2024 Objectives:
- Continue to support and provide programs that promote a cleaner community
 - Perform street sweeping on a more consistent schedule
 - Improve the general maintenance of city owned commercial containers

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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$3,062,112	\$3,449,968	\$3,237,528	\$3,564,131	\$3,564,131

CITY OF BARTLESVILLE
2023-24 Operating Budget
Sanitation Operating Fund – Sanitation – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 1,135,294	\$ 1,483,030	\$ 1,299,872	\$ 1,574,000	\$ 1,574,000	\$ 1,574,000
51120 OVERTIME	8,700	12,000	7,650	13,000	13,000	13,000
51130 FICA	83,621	110,000	96,505	120,000	120,000	120,000
51140 GROUP INSURANCE	319,603	345,732	340,330	312,490	312,490	312,490
51150 DB RETIREMENT	109,427	107,000	103,301	101,000	101,000	101,000
51155 DC RETIREMENT	25,832	39,000	30,078	43,000	43,000	43,000
51170 WORKER'S COMPENSATION	19,944	12,020	12,020	3,305	3,305	3,305
51180 UNEMPLOYMENT COMP	299	-	-	-	-	-
TOTAL PERSONNEL SERVICES	\$ 1,702,720	\$ 2,108,782	\$ 1,889,756	\$ 2,166,795	\$ 2,166,795	\$ 2,166,795
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 5,017	\$ 7,300	\$ 6,000	\$ 7,900	\$ 7,900	\$ 7,900
52310 UTILITIES & COMMUNICATIONS	5,989	7,200	11,481	11,500	11,500	11,500
52510 OTHER SERVICES	951,768	930,000	900,000	930,000	930,000	930,000
52610 MAINT. & REPAIR SERVICE	6,305	30,000	20,000	30,000	30,000	30,000
TOTAL CONTRACTUAL SERVICES	\$ 969,079	\$ 974,500	\$ 937,481	\$ 979,400	\$ 979,400	\$ 979,400
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 220	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
53210 JANITORIAL SUPPLIES	2,909	2,500	2,746	2,750	2,750	2,750
53310 GENERAL SUPPLIES	13,210	19,686	17,000	19,686	19,686	19,686
53410 TOOLS & EQUIPMENT	50,818	32,000	39,005	39,000	39,000	39,000
53510 FUEL	157,465	130,000	174,040	174,000	174,000	174,000
53610 MAINT. & REPAIR MATERIALS	165,691	180,000	175,000	180,000	180,000	180,000
TOTAL MATERIALS & SUPPLIES	\$ 390,313	\$ 366,686	\$ 410,291	\$ 417,936	\$ 417,936	\$ 417,936
TOTAL BUDGET	\$ 3,062,112	\$ 3,449,968	\$ 3,237,528	\$ 3,564,131	\$ 3,564,131	\$ 3,564,131

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Sanitation Operating Fund – Sanitation – Personnel and Capital Detail

**FUND 511 SANITATION
 DEPT 750 SANITATION**

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2021-22 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2022-23 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2022-23 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2023-24 BUDGETED NUMBER OF EMPLOYEES</u>
Public Works Director	1	1	1	1
Assitant Public Works Director	0	0.5	0	0.5
Sanitation Supervisor	1	1	1	1
Equipment Operator	2	2	2	2
Refuse Driver	9	9	10	11
Senior Administrative Assistant	1	1	1	1
Sanitation Maintenance Tech	1	1	1	1
Sanitation Collector	16	16	13	14
TOTAL	31	31.5	29	31.5

CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: N/A

2024 Objectives: N/A

Budget Highlights: The Sanitation Fund has three transfers. The transfer to the General Fund is to assist in funding the general operations of the City of Bartlesville and are allocated using a cost accounting approach, the transfer to the Insurance Collision Fund is the Sanitation Fund’s portion of the amount necessary to provide continual funding for the Fund, and the transfer to the Stabilization Reserve Fund was set by ordinance.

**FUND 511 SANITATION
 DEPT 900 TRANSFERS**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$2,259,180	\$2,647,446	\$2,647,446	\$2,649,730	\$2,649,730

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Sanitation Operating Fund – Transfers – Line Item Detail

TRANSFERS OUT	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
59101 GENERAL FUND	\$ 1,557,445	\$ 1,665,144	\$ 1,665,144	\$ 1,665,144	\$ 1,665,144	\$ 1,665,144
59670 STABILIZATION RESERVE FUND	95,244	102,302	102,302	104,586	104,586	104,586
59675 CAPITAL RESERVE FUND	606,491	880,000	880,000	880,000	880,000	880,000
TOTAL TRANSFERS	\$ 2,259,180	\$ 2,647,446	\$ 2,647,446	\$ 2,649,730	\$ 2,649,730	\$ 2,649,730
TOTAL BUDGET	\$ 2,259,180	\$ 2,647,446	\$ 2,647,446	\$ 2,649,730	\$ 2,649,730	\$ 2,649,730

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CITY OF BARTLESVILLE

2023-24 Operating Budget

Adams Municipal Golf Course Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Golf Course	\$ 534,614	\$ 481,259	\$ 466,245	\$ 491,691
Pro Shop	-	131,475	131,011	143,650
Reserves: Contingency	-	10,874	-	9,834
Compensated Absences Reserve	-	6,003	-	20,747
Total Expenditures and Reserves	<u>\$ 534,614</u>	<u>\$ 629,611</u>	<u>\$ 597,256</u>	<u>\$ 665,922</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Charges for Services	\$ 403,835	\$ 407,500	\$ 384,543	\$ 407,500
Interest and Investment Income	-	-	-	-
Transfer In: From General	<u>58,804</u>	<u>135,941</u>	<u>135,941</u>	<u>282,054</u>
Fund Balance	<u>161,851</u>	<u>84,921</u>	<u>53,140</u>	<u>(23,632)</u>
Total Available for Appropriation	<u>\$ 624,490</u>	<u>\$ 628,362</u>	<u>\$ 573,624</u>	<u>\$ 665,922</u>

CITY OF BARTLESVILLE

2023-24 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.

2023 Accomplishments:

- Improved rough turf quality with tree removal and some sodding

2024 Objectives:

- Improve turf quality on greens with the use of chemicals
- Improve speed and consistency of greens

Budget Highlights: The major expenditures in this department are personnel costs and general supplies necessary to operate a Golf Course.

**FUND 513 GOLF COURSE
DEPT 445 GOLF COURSE**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$534,614	\$481,259	\$466,245	\$491,691	\$491,691

CITY OF BARTLESVILLE

2023-24 Operating Budget

Adams Municipal Golf Course Fund – Golf Course – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 199,531	\$ 237,000	\$ 217,257	\$ 243,000	\$ 243,000	\$ 243,000
51120 OVERTIME	-	1,000	1,000	1,000	1,000	1,000
51130 FICA	14,401	19,000	15,859	19,000	19,000	19,000
51140 GROUP INSURANCE	32,241	33,458	32,935	30,241	30,241	30,241
51150 DB RETIREMENT	41,499	42,000	41,178	39,000	39,000	39,000
51155 DC RETIREMENT	372	1,500	444	1,000	1,000	1,000
51170 WORKER'S COMPENSATION	2,017	1,216	1,216	-	-	-
TOTAL PERSONAL SERVICES	\$ 290,061	\$ 335,174	\$ 309,889	\$ 333,241	\$ 333,241	\$ 333,241
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 20,362	\$ 25,525	\$ 34,484	\$ 27,400	\$ 27,400	\$ 27,400
52310 UTILITIES & COMMUNICATIONS	18,527	9,200	12,634	14,300	14,300	14,300
52410 PROFESSIONAL SERVICES	90,786	-	-	-	-	-
52510 OTHER SERVICES	6,032	1,000	1,113	1,000	1,000	1,000
52610 MAINT. & REPAIR SERVICE	2,801	7,400	7,382	7,400	7,400	7,400
TOTAL CONTRACTUAL SERVICES	\$ 138,508	\$ 43,125	\$ 55,613	\$ 50,100	\$ 50,100	\$ 50,100
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 752	\$ 200	\$ 213	\$ 250	\$ 250	\$ 250
53210 JANITORIAL SUPPLIES	2,768	650	505	600	600	600
53310 GENERAL SUPPLIES	59,815	46,730	46,300	48,900	48,900	48,900
53410 TOOLS & EQUIPMENT	1,791	1,050	1,066	1,150	1,150	1,150
53510 FUEL	8,433	15,000	14,447	16,000	16,000	16,000
53610 MAINT. & REPAIR MATERIALS	32,486	39,330	38,212	41,450	41,450	41,450
TOTAL MATERIALS & SUPPLIES	\$ 106,045	\$ 102,960	\$ 100,743	\$ 108,350	\$ 108,350	\$ 108,350
TOTAL BUDGET						
	\$ 534,614	\$ 481,259	\$ 466,245	\$ 491,691	\$ 491,691	\$ 491,691

CITY OF BARTLESVILLE

2023-24 Operating Budget
 Adams Municipal Golf Course Fund – Golf Course – Personnel and Capital Detail

FUND 513 GOLF COURSE
 DEPT 445 GOLF COURSE

PERSONNEL SCHEDULE

<u>CLASSIFICATION</u>	<u>2021-22 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2022-23 BUDGETED NUMBER OF EMPLOYEES</u>	<u>2022-23 ACTUAL NUMBER OF EMPLOYEES</u>	<u>2023-24 BUDGETED NUMBER OF EMPLOYEES</u>
Golf Course Superintendent	1	1	1	1
Golf Course Supervisor	1	1	1	1
Maintenance Worker	1	2	2	2
TOTAL	3	4	4	4

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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Adams Municipal Golf Course Fund – Pro Shop – 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 professional golf staff. Golf lessons and clinics are available to the public.

- 2023 Accomplishments:
- Promoted play through Facebook social media page
 - Provided customer service to patrons using the Golf Course

- 2024 Objectives:
- Continue to provide excellent customer service to patrons of the Golf Course

Budget Highlights: The Golf Course director operates the Pro Shop and the City obtains no revenues from its operation. The main expenditures are contract fees for the golf course director and general expenses of operating the Pro Shop.

**FUND 513 GOLF COURSE
 DEPT 446 PRO SHOP**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$0	\$131,475	\$131,011	\$143,650	\$143,650

CITY OF BARTLESVILLE
2023-24 Operating Budget
Adams Municipal Golf Course Fund – Pro Shop – Line Item Detail

CONTRACTUAL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
52110 EMPLOYMENT SERVICES	\$ -	\$ 425	\$ 257	\$ -	\$ -	\$ -
52310 UTILITIES & COMMUNICATIONS	-	13,200	14,377	15,000	15,000	15,000
52410 PROFESSIONAL SERVICES	-	104,000	104,000	114,000	114,000	114,000
52510 OTHER SERVICES	-	5,800	5,577	5,800	5,800	5,800
52610 MAINT. & REPAIR SERVICE	-	1,000	257	1,000	1,000	1,000
TOTAL CONTRACTUAL SERVICES	\$ -	\$ 124,425	\$ 124,468	\$ 135,800	\$ 135,800	\$ 135,800
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ -	\$ 850	\$ 186	\$ 850	\$ 850	\$ 850
53210 JANITORIAL SUPPLIES	-	1,900	2,649	2,750	2,750	2,750
53310 GENERAL SUPPLIES	-	550	480	500	500	500
53610 MAINT. & REPAIR MATERIALS	-	3,750	3,228	3,750	3,750	3,750
TOTAL MATERIALS & SUPPLIES	\$ -	\$ 7,050	\$ 6,543	\$ 7,850	\$ 7,850	\$ 7,850
TOTAL BUDGET	\$ -	\$ 131,475	\$ 131,011	\$ 143,650	\$ 143,650	\$ 143,650

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Sooner Pool Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Sooner Pool	\$ 30,946	\$ 50,040	\$ 65,713	\$ 78,002
Reserves: Contingency	-	1,001	-	1,560
Total Expenditures and Reserves	\$ 30,946	\$ 51,041	\$ 65,713	\$ 79,562

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ -	\$ -	\$ 35	\$ -
Transfer In: From General	50,404	49,871	49,871	72,245
Fund Balance	4,191	1,170	23,124	7,317
Total Available for Appropriation	\$ 54,595	\$ 51,041	\$ 73,030	\$ 79,562

CITY OF BARTLESVILLE
 2023-24 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.

- 2023 Accomplishments:
- Successfully negotiated a management agreement with the YMCA for the operation of Sooner Swimming Pool for the Summer 2023 season
 - Opened new slides

- 2024 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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$30,946	\$50,040	\$65,713	\$78,002	\$78,002

CITY OF BARTLESVILLE

2023-24 Operating Budget

Sooner Pool Fund – Swimming Pool – Line Item Detail

CONTRACTUAL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
52310 UTILITIES & COMMUNICATIONS	\$ 4,590	\$ 6,640	\$ 9,276	\$ 9,275	\$ 9,275	\$ 9,275
52410 PROFESSIONAL SERVICES	13,100	30,000	37,429	45,850	45,850	45,850
52510 OTHER SERVICES	-	300	-	300	300	300
52610 MAINT. & REPAIR SERVICE	939	400	930	930	930	930
TOTAL CONTRACTUAL SERVICES	\$ 18,629	\$ 37,340	\$ 47,635	\$ 56,355	\$ 56,355	\$ 56,355
MATERIALS & SUPPLIES						
53310 GENERAL SUPPLIES	\$ 11,972	\$ 8,450	\$ 14,669	\$ 17,397	\$ 17,397	\$ 17,397
53410 TOOLS & EQUIPMENT	-	250	-	250	250	250
53610 MAINT. & REPAIR MATERIALS	345	4,000	3,409	4,000	4,000	4,000
TOTAL MATERIALS & SUPPLIES	\$ 12,317	\$ 12,700	\$ 18,078	\$ 21,647	\$ 21,647	\$ 21,647
TOTAL BUDGET	\$ 30,946	\$ 50,040	\$ 65,713	\$ 78,002	\$ 78,002	\$ 78,002

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Frontier Pool Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Frontier Pool	\$ 37,764	\$ 62,765	\$ 63,953	\$ 92,382
Reserves: Contingency	-	1,225	-	1,848
Total Expenditures and Reserves	\$ 37,764	\$ 63,990	\$ 63,953	\$ 94,230

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ -	\$ -	\$ -	\$ -
Transfer In: From General	40,546	60,921	60,921	94,205
Fund Balance	11,927	3,099	3,057	25
Total Available for Appropriation	\$ 52,473	\$ 64,020	\$ 63,978	\$ 94,230

CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments:

- Successfully negotiated a management agreement with the YMCA for the operation of Frontier Swimming Pool for the Summer 2023 season

2024 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
- Provide routine maintenance

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				
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$37,764	\$62,765	\$63,953	\$92,382	\$92,382

CITY OF BARTLESVILLE
2023-24 Operating Budget
Frontier Pool Fund – Swimming Pool – Line Item Detail

CONTRACTUAL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
52310 UTILITIES & COMMUNICATIONS	\$ 9,197	\$ 13,865	\$ 17,247	\$ 13,865	\$ 13,865	\$ 13,865
52410 PROFESSIONAL SERVICES	13,100	35,500	37,429	48,600	48,600	48,600
52510 OTHER SERVICES	-	300	-	300	300	300
52610 MAINT. & REPAIR SERVICE	1,064	400	597	600	600	600
TOTAL CONTRACTUAL SERVICES	\$ 23,361	\$ 50,065	\$ 55,273	\$ 63,365	\$ 63,365	\$ 63,365
MATERIALS & SUPPLIES						
53310 GENERAL SUPPLIES	\$ 11,014	\$ 8,450	\$ 8,000	\$ 24,767	\$ 24,767	\$ 24,767
53410 TOOLS & EQUIPMENT	-	250	-	250	250	250
53610 MAINT. & REPAIR MATERIALS	3,389	4,000	680	4,000	4,000	4,000
TOTAL MATERIALS & SUPPLIES	\$ 14,403	\$ 12,700	\$ 8,680	\$ 29,017	\$ 29,017	\$ 29,017
TOTAL BUDGET	\$ 37,764	\$ 62,765	\$ 63,953	\$ 92,382	\$ 92,382	\$ 92,382

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Municipal Airport Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Airport	\$ 455,340	\$ 604,889	\$ 602,006	\$ 640,466
Reserves: Contingency	-	10,874	-	12,809
Compensated Absences Reserve	-	6,003	-	16,761
Total Expenditures and Reserves	\$ 455,340	\$ 621,766	\$ 602,006	\$ 670,036

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Charges for Services	\$ -	\$ 354,700	\$ 402,048	\$ 358,000
Transfer In: From General	-	250,000	36,472	227,975
Fund Balance	-	231,818	247,547	84,061
Total Available for Appropriation	\$ -	\$ 836,518	\$ 686,067	\$ 670,036

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Municipal Airport Fund – Airport – Summary

Department Mission: To provide and maintain a safe, secure, and efficient City owned and operated nation business Airport for General Aviation (GA) public use.

Department Description: The Airport Operations Dept. manages all of areas of Airport operations: airfield self-inspections, FBO management, fuel farm (ensuring adequate supply of on spec fuel), Airport hangar and space leases, winter operations, grounds keeping, planning airport development projects, interfacing with FAA and Nation Weather Service, maintenance of the facility in conjunction with other departments within the City, and safety plan oversight of on airport construction projects.

- 2023 Accomplishments:
- Completed Taxi-lane and Apron Reconstruction
 - Negotiated a lease to Dream Aviation for a revenue increase of \$36,000
 - Received FAA Grant Funding in the amount of \$90,691

- 2024 Objectives:
- Host the 1st Bartlesville Regional ‘Back to Bartlesville’ Fly-In
 - Collaborate with the BDA to develop the airport industrial park

Budget Highlights: The Major budget expenditures are for airport operations personnel, fuel inventory, utilities, and general expenses associated with maintenance of the airport facility.

				FUND 517 AIRPORT DEPT 147 AIRPORT
2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$455,340	\$604,889	\$602,006	\$640,466	\$640,466

CITY OF BARTLESVILLE
2023-24 Operating Budget
Municipal Airport Fund – Airport – Line Item Detail

PERSONNEL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
51110 REGULAR SALARIES	\$ 269,551	\$ 359,000	\$ 366,840	\$ 372,250	\$ 372,250	\$ 372,250
51130 FICA	19,205	29,000	26,429	29,000	29,000	29,000
51140 GROUP INSURANCE	45,000	55,763	54,892	50,402	50,402	50,402
51155 DC RETIREMENT	14,712	20,000	19,380	21,000	21,000	21,000
51170 WORKER'S COMPENSATION	-	2,026	2,026	839	839	839
TOTAL PERSONAL SERVICES	\$ 348,468	\$ 465,789	\$ 469,567	\$ 473,491	\$ 473,491	\$ 473,491
CONTRACTUAL SERVICES						
52110 EMPLOYMENT SERVICES	\$ 472	\$ 300	\$ -	\$ 300	\$ 300	\$ 300
52310 UTILITIES & COMMUNICATIONS	42,032	70,000	42,259	70,000	70,000	70,000
52410 PROFESSIONAL SERVICES	1,777	-	2,200	-	-	-
52510 OTHER SERVICES	24,280	20,000	38,404	38,625	38,625	38,625
52610 MAINT. & REPAIR SERVICE	2,329	25,000	20,791	25,000	25,000	25,000
52810 INSURANCE & BONDS	13,500	13,500	13,828	17,550	17,550	17,550
TOTAL CONTRACTUAL SERVICES	\$ 84,390	\$ 128,800	\$ 117,482	\$ 151,475	\$ 151,475	\$ 151,475
MATERIALS & SUPPLIES						
53110 OFFICE EQUIP. & SUPPLIES	\$ 165	\$ 500	\$ 137	\$ 500	\$ 500	\$ 500
53210 JANITORIAL SUPPLIES	355	600	635	800	800	800
53310 GENERAL SUPPLIES	10,831	1,200	2,256	2,700	2,700	2,700
53410 TOOLS & EQUIPMENT	-	1,000	604	2,000	2,000	2,000
53510 FUEL	4,377	5,000	4,219	5,500	5,500	5,500
53610 MAINT. & REPAIR MATERIALS	6,754	2,000	7,106	4,000	4,000	4,000
TOTAL MATERIALS & SUPPLIES	\$ 22,482	\$ 10,300	\$ 14,957	\$ 15,500	\$ 15,500	\$ 15,500
TOTAL BUDGET	\$ 455,340	\$ 604,889	\$ 602,006	\$ 640,466	\$ 640,466	\$ 640,466

CITY OF BARTLESVILLE

2023-24 Operating Budget
 Municipal Airport Fund – Airport – Personnel and Capital Detail

FUND 517 AIRPORT
 DEPT 147 AIRPORT

PERSONNEL SCHEDULE

CLASSIFICATION	2021-22 ACTUAL NUMBER OF EMPLOYEES	2022-23 BUDGETED NUMBER OF EMPLOYEES	2022-23 ACTUAL NUMBER OF EMPLOYEES	2023-24 BUDGETED NUMBER OF EMPLOYEES
Airport Director	0	1	1	1
Airport Lead Operations Tech	0	1	1	1
Airport Operations Tech	0	3	3	3
TOTAL	0	5	5	5

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INTERNAL SERVICE FUNDS



city of

bartlesville

CONNECTED / CREATIVE / VIBRANT

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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Internal Service Funds – Summary by Fund or Source

Expenditures and Reserves

EXPENDITURES BY FUND	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Workers' Compensation	\$ 106,805	\$ 430,000	\$ 177,780	\$ 430,000
Health Insurance	3,528,711	4,155,209	3,568,962	4,079,068
Auto Collision Insurance	7,556	443,559	21,513	443,559
Stabilization Reserve	-	11,933,651	-	13,225,425
Capital Reserve	4,857,383	7,588,500	3,271,438	12,382,700
Total Expenditures and Reserves	<u>\$ 8,500,455</u>	<u>\$ 24,550,919</u>	<u>\$ 7,039,693</u>	<u>\$ 30,560,752</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ (1,659)	\$ -	\$ 10,515	\$ -
Donations and Miscellaneous	11,183	-	6,644	-
Employee Contributions	456,386	425,000	460,000	450,000
Retiree Contributions	72,098	100,000	101,279	125,000
Contributions from Operating Departments	163,135	100,287	100,287	93,460
Reimbursement of Operations	2,880,184	2,681,343	2,681,343	2,862,814
Reimbursement by Contract	397,256	300,000	323,000	320,000
Wastewater capital investment fee	2,514,144	2,996,529	2,521,925	2,348,023
Water capital investment fee	1,248,979	1,769,698	1,870,774	1,770,000
Debt proceeds	-	-	-	-
Transfers In: General Fund	2,413,939	3,029,469	3,029,469	2,926,017
Wastewater	118,567	127,430	127,430	131,831
Water	168,830	188,442	188,442	204,340
Sanitation	701,735	982,302	982,302	984,586
Fund Balance	22,283,931	24,781,524	24,414,829	29,778,546
Total Available for Appropriation	<u>\$ 33,428,708</u>	<u>\$ 37,482,024</u>	<u>\$ 36,818,239</u>	<u>\$ 41,994,617</u>

CITY OF BARTLESVILLE
2023-24 Operating Budget
Worker's Compensation Fund– Summary

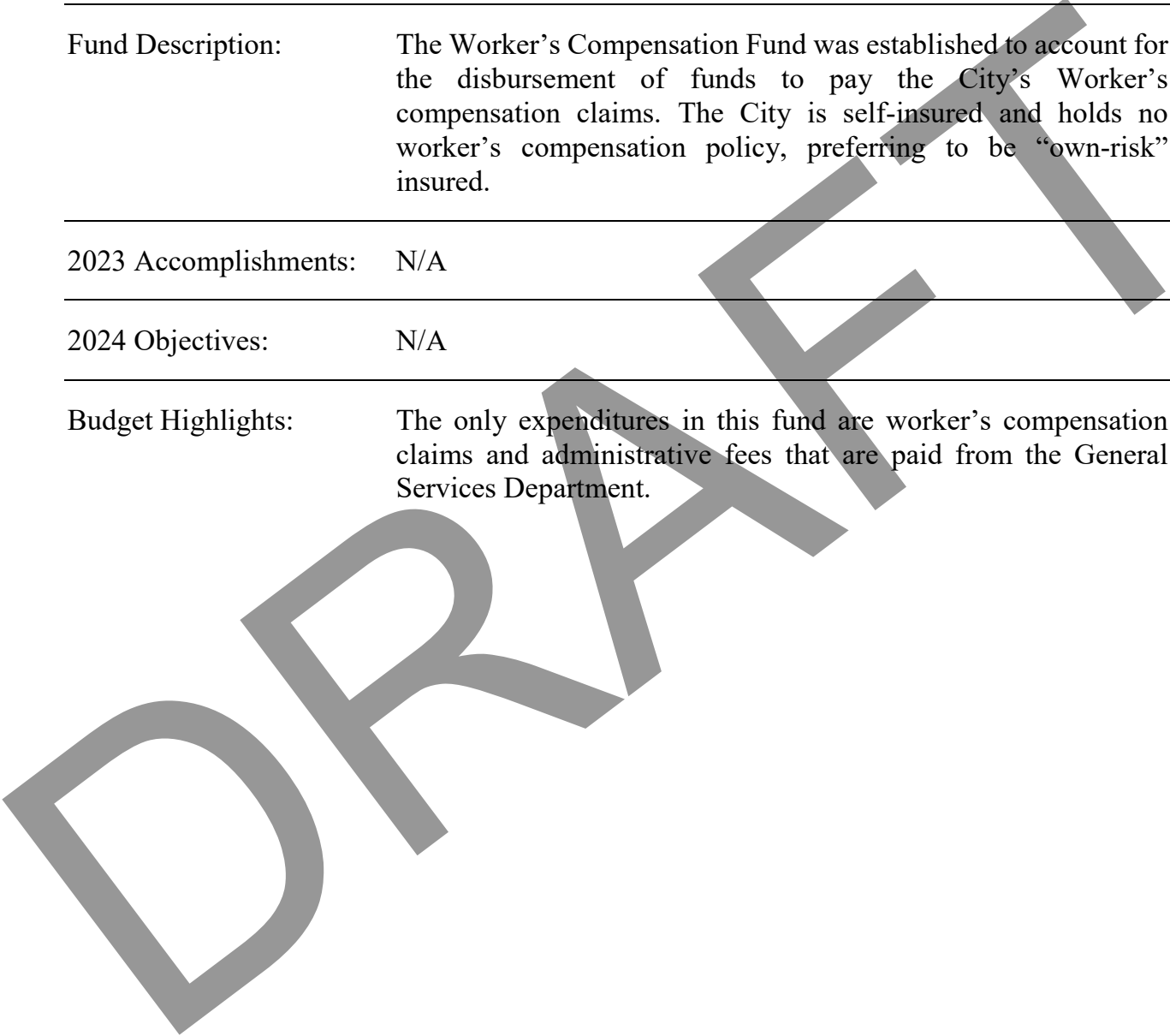
Fund Mission: N/A

Fund Description: The Worker's Compensation Fund was established to account for the disbursement of funds to pay the City's Worker's compensation claims. The City is self-insured and holds no worker's compensation policy, preferring to be "own-risk" insured.

2023 Accomplishments: N/A

2024 Objectives: N/A

Budget Highlights: The only expenditures in this fund are worker's compensation claims and administrative fees that are paid from the General Services Department.



CITY OF BARTLESVILLE

2023-24 Operating Budget

Worker's Compensation Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Work Comp Claims	\$ 73,252	\$ 400,000	\$ 139,938	\$ 400,000
Administration	33,553	30,000	37,842	30,000
Total Expenditures	\$ 106,805	\$ 430,000	\$ 177,780	\$ 430,000

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ (1,659)	\$ -	\$ 7,015	\$ -
Donations and Miscellaneous	4,431	-	5,126	-
Contributions from Operating Departments	163,135	100,287	100,287	93,460
Fund Balance	342,790	329,713	401,892	336,540
Total Available for Appropriation	\$ 508,697	\$ 430,000	\$ 514,320	\$ 430,000

CITY OF BARTLESVILLE
2023-24 Operating Budget
Health Insurance Fund– Summary

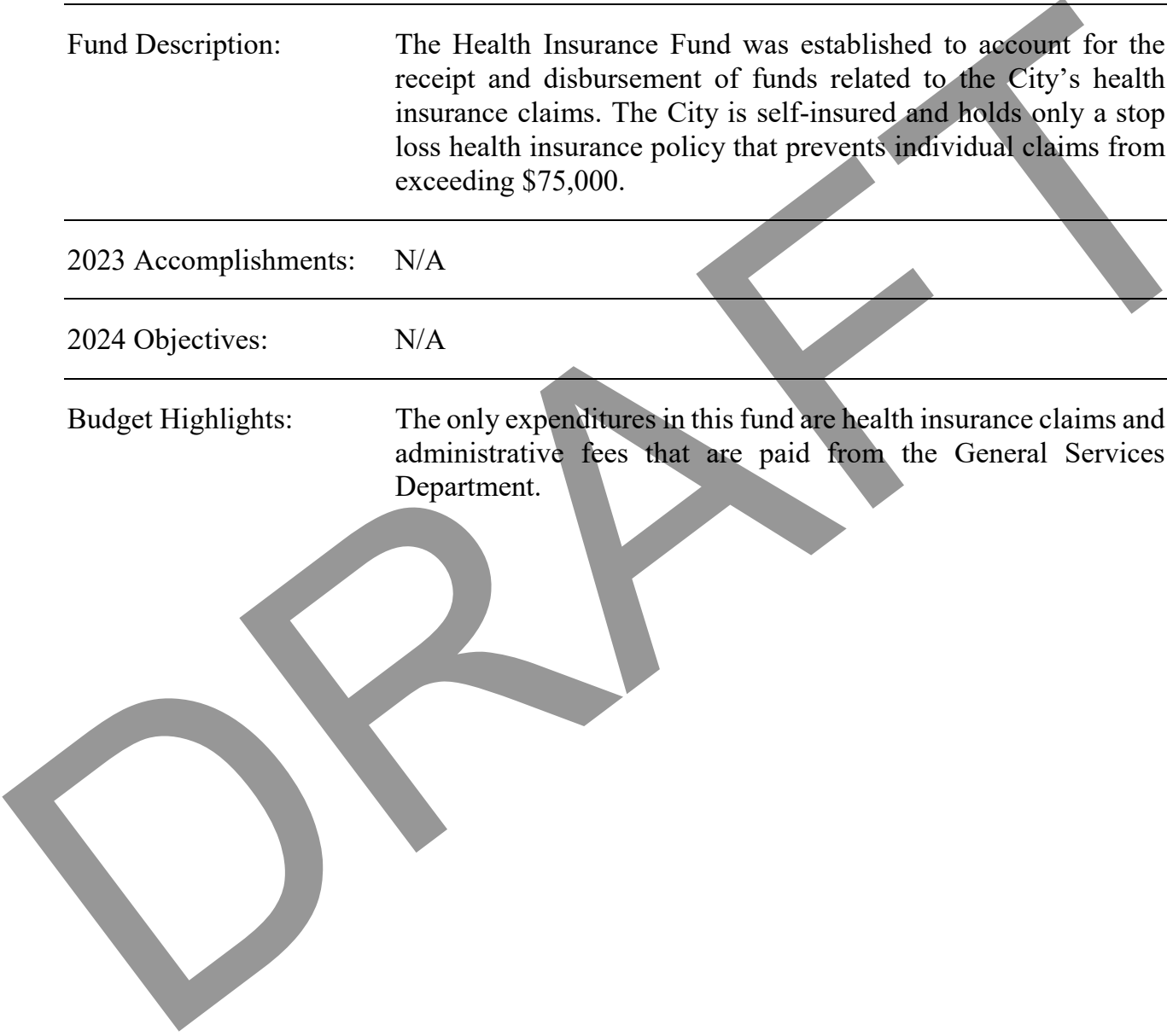
Fund Mission: N/A

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.

2023 Accomplishments: N/A

2024 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
 2023-24 Operating Budget
 Health Insurance Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Medical/Dental Claims	\$ 2,749,774	\$ 3,322,278	\$ 2,859,976	\$ 3,382,864
Administration and Consultant Fees	778,937	832,931	708,986	696,204
Total Expenditures	<u>\$ 3,528,711</u>	<u>\$ 4,155,209</u>	<u>\$ 3,568,962</u>	<u>\$ 4,079,068</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Employee Contributions	\$ 456,386	\$ 425,000	\$ 460,000	\$ 450,000
Retiree Contributions	72,098	100,000	101,279	125,000
Investment Earnings	-	-	3,500	-
Reimbursement of Operations	2,880,184	2,681,343	2,681,343	2,862,814
Reimbursement by Contract	397,256	300,000	323,000	320,000
Fund Balance	46,285	374,057	321,094	321,254
Total Available for Appropriation	<u>\$ 3,852,209</u>	<u>\$ 3,880,400</u>	<u>\$ 3,890,216</u>	<u>\$ 4,079,068</u>

CITY OF BARTLESVILLE
2023-24 Operating Budget
Auto Collision Insurance Fund– Summary

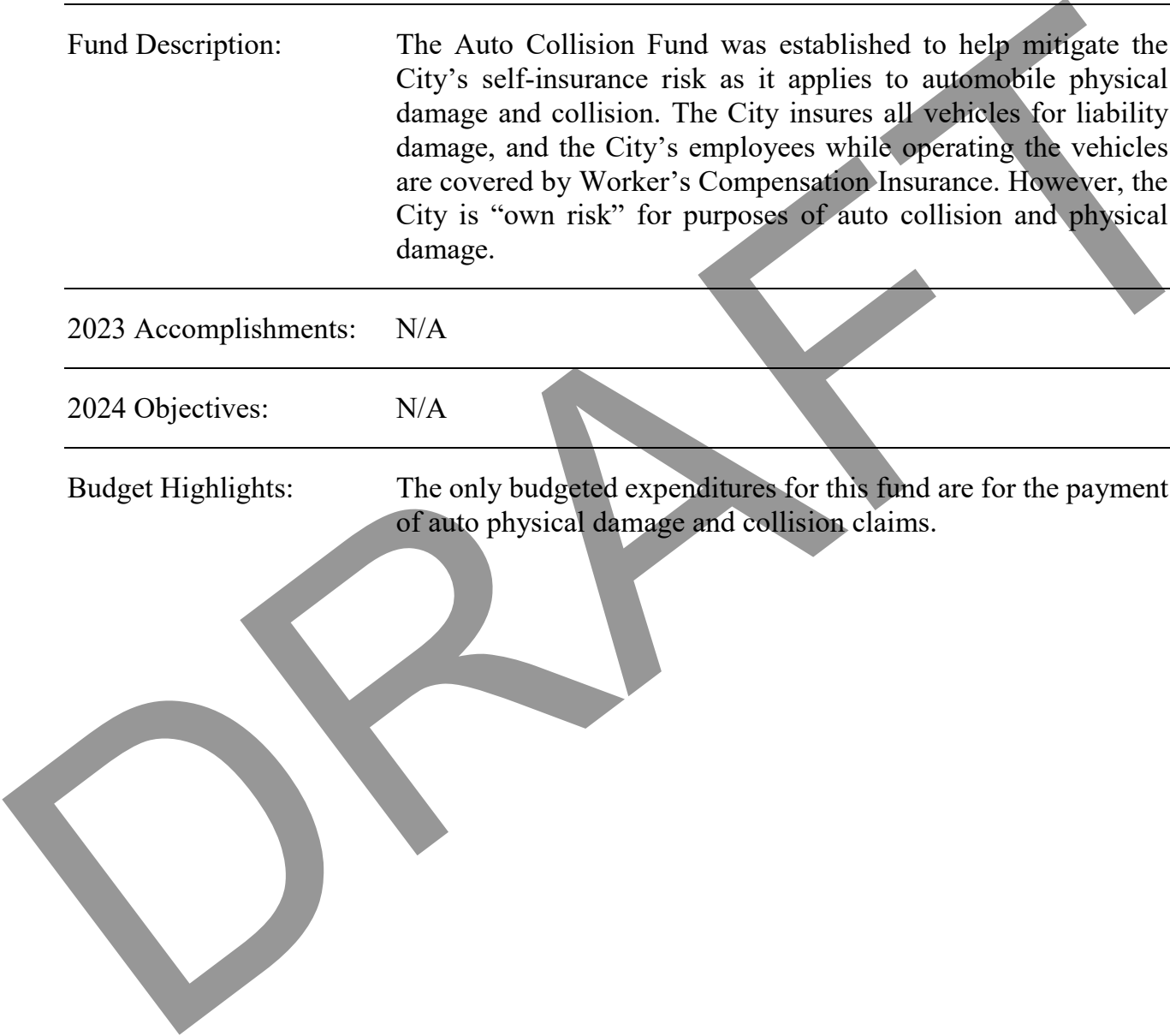
Fund Mission: N/A

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.

2023 Accomplishments: N/A

2024 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
 2023-24 Operating Budget
 Auto Collision Insurance Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Auto Collision Claims	\$ 7,556	\$ 443,559	\$ 21,513	\$ 443,559
Total Expenditures	<u>\$ 7,556</u>	<u>\$ 443,559</u>	<u>\$ 21,513</u>	<u>\$ 443,559</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Donations and Miscellaneous	\$ 6,752	\$ -	\$ 1,518	\$ -
Transfers In: General Fund	25,000	25,000	25,000	25,000
Wastewater	25,000	25,000	25,000	25,000
Water	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Fund Balance	<u>388,070</u>	<u>448,309</u>	<u>477,622</u>	<u>532,627</u>
Total Available for Appropriation	<u>\$ 469,822</u>	<u>\$ 523,309</u>	<u>\$ 554,140</u>	<u>\$ 607,627</u>

CITY OF BARTLESVILLE
2023-24 Operating Budget
Stabilization Reserve Fund– Summary

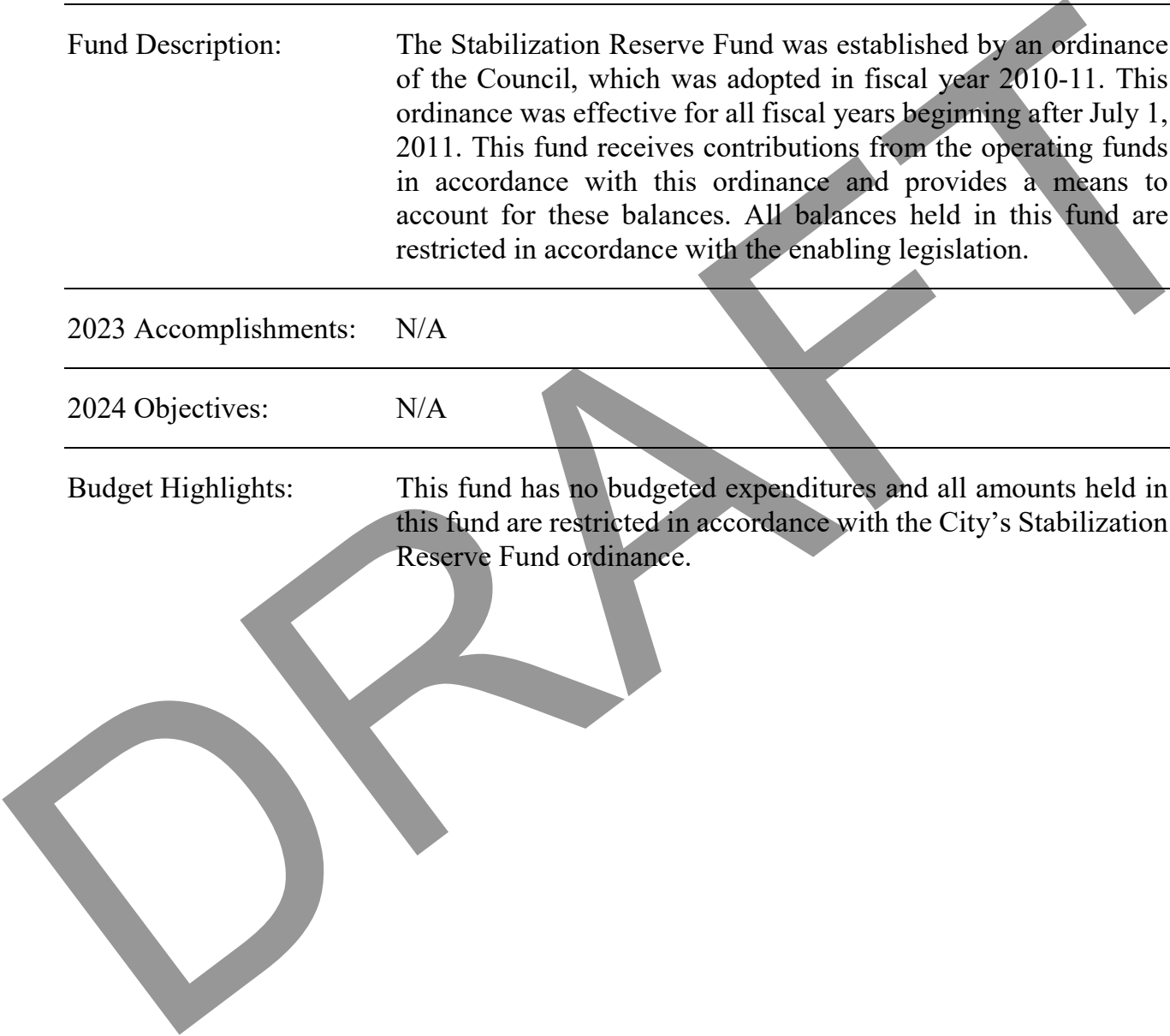
Fund Mission: N/A

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.

2023 Accomplishments: N/A

2024 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
 2023-24 Operating Budget
 Stabilization Reserve Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
General Fund Reserve	\$ -	\$ 7,835,501	\$ -	\$ 8,736,518
Wastewater Fund Reserve	-	1,087,258	-	1,194,089
Water Fund Reserve	-	1,818,564	-	1,997,904
Sanitation Fund Reserve	-	1,192,328	-	1,296,914
Total Expenditures and Reserves	<u>\$ -</u>	<u>\$ 11,933,651</u>	<u>\$ -</u>	<u>\$ 13,225,425</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Transfers In: General Fund	\$ 538,939	\$ 1,354,469	\$ 1,354,469	\$ 901,017
Wastewater	93,567	102,430	102,430	106,831
Water	143,830	163,442	163,442	179,340
Sanitation	95,244	102,302	102,302	104,586
Fund Balance	<u>9,339,428</u>	<u>10,211,008</u>	<u>10,211,008</u>	<u>11,933,651</u>
Total Available for Appropriation	<u>\$ 10,211,008</u>	<u>\$ 11,933,651</u>	<u>\$ 11,933,651</u>	<u>\$ 13,225,425</u>

CITY OF BARTLESVILLE
2023-24 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.

2023 Accomplishments: N/A

2024 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
 2023-24 Operating Budget
 Capital Reserve Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
General	\$ 681,139	\$ 2,910,500	\$ 1,430,887	\$ 3,809,700
Wastewater	1,297,436	2,720,000	957,316	3,860,000
Water	2,517,740	1,303,000	824,495	1,825,000
Sanitation	361,068	655,000	58,740	2,888,000
Total Expenditures	<u>\$ 4,857,383</u>	<u>\$ 7,588,500</u>	<u>\$ 3,271,438</u>	<u>\$ 12,382,700</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Wastewater capital investment fee	\$ 2,514,144	\$ 2,996,529	\$ 2,521,925	\$ 2,348,023
Water capital investment fee	1,248,979	1,769,698	1,870,774	1,770,000
Grant	-	-	-	-
Debt proceeds	-	-	-	-
Transfers In: General	1,850,000	1,650,000	1,650,000	2,000,000
Sanitation	606,491	880,000	880,000	880,000
Fund Balance	12,167,358	13,418,437	13,003,213	16,654,474
Total Available for Appropriation	<u>\$ 18,386,972</u>	<u>\$ 20,714,664</u>	<u>\$ 19,925,912</u>	<u>\$ 23,652,497</u>

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Capital Reserve Fund Capital Outlay Detail

Capital Schedule

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
120	New	Council room audio/video	\$ -	\$ 35,000	\$ 38,568	\$ -
155	N/A	Zero Turn Mower	-	-	-	-
170	19009	Tyler Doc Mgmt (25% - replace Fortis)	-	-	1,285	-
170	N/A	City APP Development	-	-	-	-
170	19011	Tyler Incode Court (replace Sleuth)	15,731	-	18,695	-
170	N/A	Strategic Plan Priorities	-	500,000	-	250,000
170	New	Strategic Plan- Comprehensive Plan Update	-	-	-	250,000
170	N/A	City Hall Restroom Remodel	-	300,000	33,000	267,000
170	N/A	City Hall Lighting and Energy Eff upgrades	-	200,000	-	200,000
170	23012	City Hall HVAC Controls Retrofit	-	100,000	-	-
170	New	City Hall Security Upgrades	-	-	-	351,000
170	N/A	City Hall Staircase Column Rehabilitation	-	20,000	-	20,000
174	N/A	Casket Lift	6,975	-	-	-
185	N/A	Replace PC's and Update MS Office	310	-	-	-
185	N/A	Microsoft Upgrade(New World)	-	-	-	-
185	N/A	Windows Server upgrades	-	68,000	68,000	-
185	N/A	Tyler Detect	-	23,000	23,000	23,000
185	New	Core Server Upgrade (5)	-	-	-	630,500
185	New	Core Server UPS Replacement (3)	-	-	-	51,000
190	N/A	GIS Address Point Update	-	25,000	-	25,000
195	N/A	Paint Municipal Garage	16,400	-	-	-
195	N/A	Fuel Pump Replacement	-	-	26,497	-
195	N/A	R1234AC Recovery System	9,500	-	-	-
195	N/A	New Heaters for Garage	1,407	-	-	-
250	N/A	SCBA Compressor	-	-	55,000	-
250	N/A	Purchase Property west of Central Fire	-	235,000	214,525	-
250	N/A	Storage Building	-	20,000	-	70,000
250	N/A	Personal Thermal Imaging Cameras (10 units)	-	6,000	5,690	-
250	New	Thermal Imaging Camera (x2)	-	-	-	7,200
250	New	Pumper Truck	-	-	-	900,000
270	18034	Replacement of Tasers (5 yr capital lease)	-	-	-	-

CITY OF BARTLESVILLE
2023-24 Operating Budget
Capital Reserve Fund Capital Outlay Detail
 (continued)

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
328	N/A	Wheel Loader	173,250	-	-	-
328	N/A	Motor Grader	224,280	-	-	-
328	N/A	Two Dump Trucks/Snow Equip- supplement	-	-	123,501	-
328	N/A	Thermoplastic Striper	-	15,000	-	15,000
328	N/A	Traffic Control Arrow Board	-	-	6,200	-
328	22009	TAP Grant- Shawnee Sidewalk Match	-	90,000	72,147	10,000
328	22010	CDBG 2020 Matching Funds	-	200,000	320,130	-
328	N/A	Clean Sweep Bucket	-	10,000	6,864	-
328	22005	Asphalt Rejuvenation	-	-	70,000	-
328	N/A	ARPA Funds for Streets	-	500,000	-	500,000
328	22009	ARPA Funds for Sidewalks	36,047	50,000	-	50,000
421	N/A	Automatic Sliding Doors	24,000	-	-	-
431	N/A	ARPA Funds for Pathfinder	-	100,000	-	100,000
431	N/A	Backhoe	126,373	-	789	-
431	N/A	Bucket Truck	-	35,000	-	35,000
431	N/A	Equipment Trailer	9,580	-	-	-
431	N/A	2 6' Deck Mowers	22,869	-	-	-
431	N/A	Soccer Goals (3 sets)	-	18,000	18,000	-
431	N/A	Sooner Pool sound system	-	-	3,454	-
432	N/A	Water slide Alt for sonner pool	-	300,000	290,360	-
445	N/A	Equipment Lift	-	8,500	8,367	-
445	N/A	Top Dresser Supplement	-	-	684	-
445	N/A	Sod Replacement	-	20,000	5,000	20,000
445	N/A	Emergency Irrigation Pumps- Golf	-	-	10,000	-
445	N/A	Fuel Transfer Tank	-	-	-	-
445	N/A	Zero Turn Mower	14,417	-	-	-
		Total General Fund	681,139	2,910,500	1,430,887	3,809,700
710	17042	Replace Lift Station Telemetry (SCADA)	140,541	-	-	-
710	N/A	Engineering Design for WWTP Expansion	971,762	1,700,000	365,210	3,000,000
710	N/A	Replace farm tractor for land application of bic	-	250,000	250,000	-
710	18039	Engin & Design for WWTP & Water reuse	-	-	-	-
710	N/A	Replace injection unit for land application of b	-	75,000	75,000	-
710	N/A	Replace Vacuum tank trailer for land applicati	-	50,000	55,000	-
710	N/A	Replace Tractor for application of biosolides	-	-	-	-
710	N/A	1/2 Ton Regular Cab Pickup (4x4)	14,928	-	7,931	-
710	N/A	Backup pump for Golf Course, Hillcrest and V	-	-	-	-
710	N/A	Replace Comanche Generator and Control Pa	38,389	-	38,793	-
710	N/A	Install Flow Meters	-	100,000	28,254	60,000
710	N/A	Replace Golf Course LS Control Panel	-	50,000	-	-
710	New	Replace Day Cab Semi Tractor	-	-	-	150,000
710	New	Replace polymer system for gravity belt thick	-	-	-	60,000

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Capital Reserve Fund Capital Outlay Detail
 (continued)

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
715	19014	Harvard Sewer Rehab Phase II	-	-	-	-
715	19009	Tyler Utility Billing (33% of total)	-	70,000	23,468	70,000
715	N/A	Nebraska & Maple Lift station and FM replace	-	-	-	-
715	N/A	Sewer Line Point Repairs/Replacement (conti	-	-	-	-
715	N/A	Turkey Creek 36" Sewer Line Rehab (design)	117,298	175,000	-	100,000
715	N/A	Maple Lift Station and FM design	-	-	-	-
715	N/A	5-Year Rate Study	6,068	-	-	-
715	N/A	Replace Sewer Lines in-house (materials only	-	-	-	-
715	N/A	Sewer Line Point Repairs/Replacement (conti	8,450	250,000	113,660	300,000
715	New	Replace Camera Van	-	-	-	120,000
		Total Wastewater Maintenance	131,816	495,000	137,128	590,000
720	N/A	Risk and Resiliency Assessment Improv.	-	-	-	-
720	N/A	Refurbish Peristaltic Pumps	-	50,000	-	-
720	N/A	1/2 ton Truck	16,185	-	8,626	-
720	19016	Pump Station and Force Main for WW Reuse	1,389,857	100,000	258,635	50,000
720	N/A	PLC Replacement - Pump Stations	-	-	-	-
720	N/A	Server Replacement	-	-	-	-
720	N/A	PLC Replacement - Water Plant	-	175,000	209,291	350,000
720	N/A	Refurbish Transfer Pumps and Motors	-	100,000	-	-
720	New	Replace High Service VFD	-	-	-	400,000
		Total Water Plant	1,406,042	425,000	476,552	800,000
725	19009	Tyler Utility Billing (33% of total)	-	70,000	22,183	70,000
725	N/A	Tyler Doc Mgmt (25% - replace Fortis)	-	-	1,285	-
725	13104	ERP System (25% of total)	-	-	-	-
725	N/A	Replace Truck Shed	-	225,000	-	225,000
725	20007	Renovate and Expand Water Utilities Building	-	-	-	-

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Capital Reserve Fund Capital Outlay Detail
 (continued)

DEPARTMENT	PROJECT NUMBER	DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
730	19017	20" Water Line (FPB, Silver Lake to Highway	974,767	-	-	-
730	N/A	5-Year Rate Study	6,068	-	-	-
730	N/A	3/4 ton extended cab 4x4	-	3,000	23,055	-
730	N/A	New AMI System	-	-	-	-
730	N/A	Replace Water Lines (contract and materials	7,417	400,000	192,665	400,000
730	N/A	1.25 Ton Truck with Flatbed Dump	123,446	50,000	-	50,000
730	N/A	Excavator w/trailer (trade in 2001 & 2005 Bac	-	130,000	108,755	-
730	New	1.25 Ton Utility Bed Truck w/ Accessories	-	-	-	55,000
730	New	1.25 Ton Truck with Flatbed Dump	-	-	-	50,000
730	New	Dump Truck (10 wheel)	-	-	-	175,000
		Total Water Distribution	1,111,698	583,000	324,475	730,000
750	N/A	Tyler Doc Mgmt (25% - replace Fortis)	-	-	1,285	-
750	19009	Tyler Utility Billing (33% of total)	-	70,000	25,000	70,000
750	N/A	Poly Carts	-	-	24,974	-
750	N/A	Washout Station	-	250,000	7,481	-
750	N/A	5-Year Rate Study	6,068	-	-	-
750	N/A	Grappler Loader Truck	-	160,000	-	-
750	N/A	2 Rear Load Refuse Trucks	355,000	-	-	-
750	N/A	Roll Off Refuse Truck	-	175,000	-	175,000
750	New	Automated Refuse Truck (5)	-	-	-	1,750,000
750	New	Rear Load Refuse Truck (2)	-	-	-	375,000
750	New	Roll Off Refuse Truck (2)	-	-	-	350,000
750	New	2 and 3 CY Containers (36)	-	-	-	36,000
750	New	30 CY Roll Offs (6)	-	-	-	42,000

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FIDUCIARY FUNDS



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CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: • No projects were scheduled

2024 Objectives: • No projects are scheduled

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

**FUND 773 MAUSOLEUM TRUST
 DEPT 174 MAUSOLEUM**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$289	\$8,185	\$0	\$7,791	\$7,791

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Mausoleum Endowment Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Mausoleum	\$ 289	\$ 8,185	\$ -	\$ 7,791
Total Expenditures	\$ 289	\$ 8,185	\$ -	\$ 7,791

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Interest and Investment Income	\$ 28	\$ -	\$ -	\$ -
Fund Balance	8,127	8,127	7,791	7,791
Total Available for Appropriation	\$ 8,155	\$ 8,127	\$ 7,791	\$ 7,791

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Mausoleum Endowment Fund – Line Item Detail

MATERIALS & SUPPLIES	2021-22 ACTUAL	2022-23 BUDGET	2023-24 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
53610 MAINT. & REPAIR MATERIALS	\$ 289	\$ 8,185	\$ -	\$ 7,791	\$ 7,791	\$ 7,791
TOTAL MATERIALS & SUPPLIES	<u>\$ 289</u>	<u>\$ 8,185</u>	<u>\$ -</u>	<u>\$ 7,791</u>	<u>\$ 7,791</u>	<u>\$ 7,791</u>
TOTAL BUDGET	<u>\$ 289</u>	<u>\$ 8,185</u>	<u>\$ -</u>	<u>\$ 7,791</u>	<u>\$ 7,791</u>	<u>\$ 7,791</u>

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**BARTLESVILLE MUNICIPAL
AUTHORITY FUNDS**



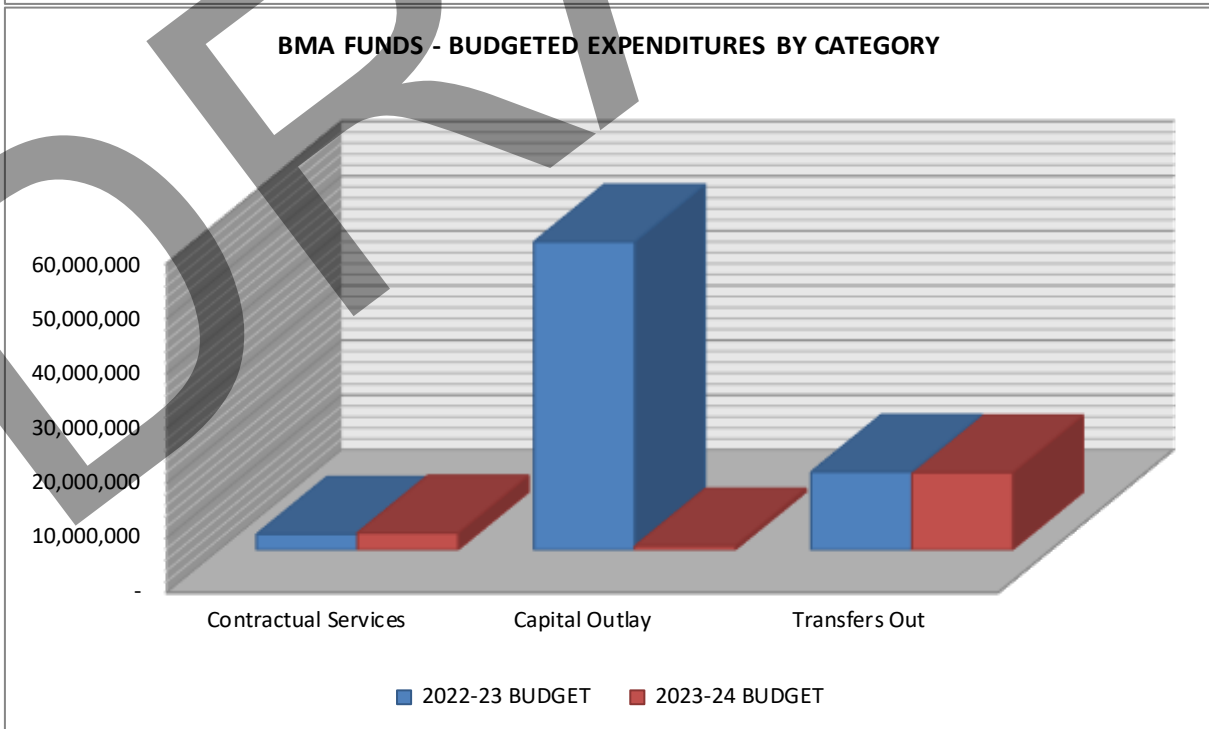
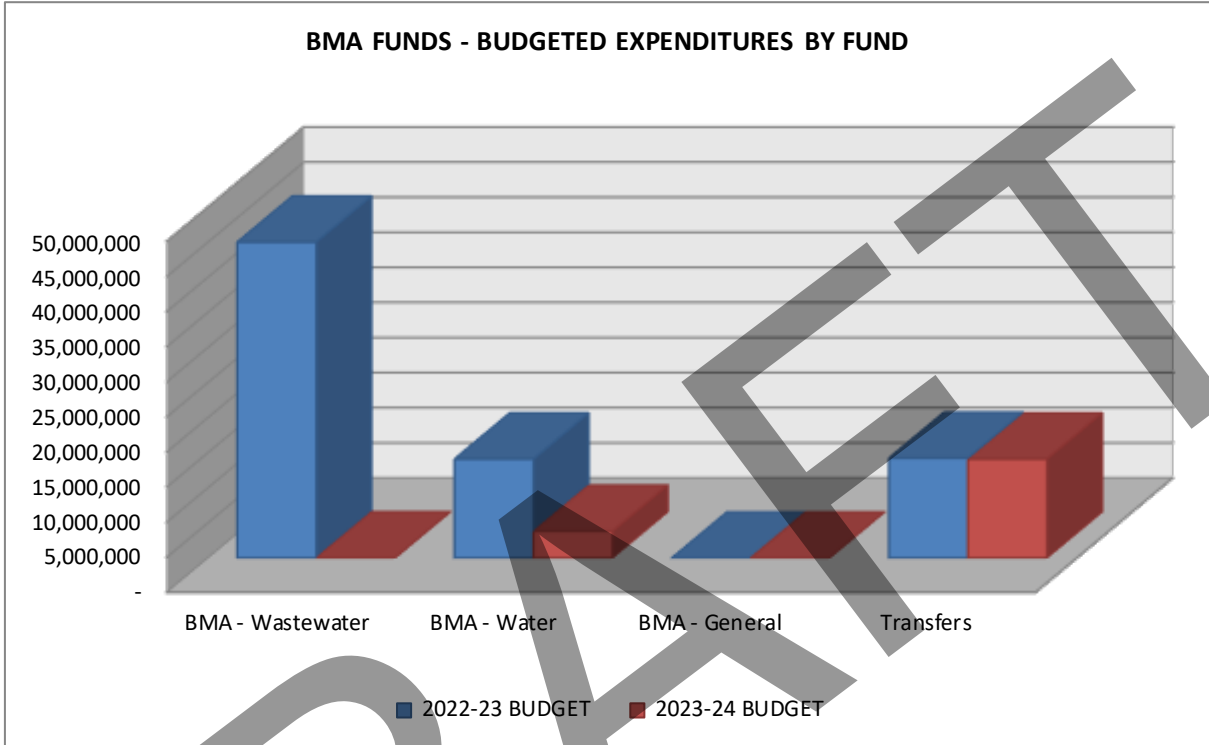
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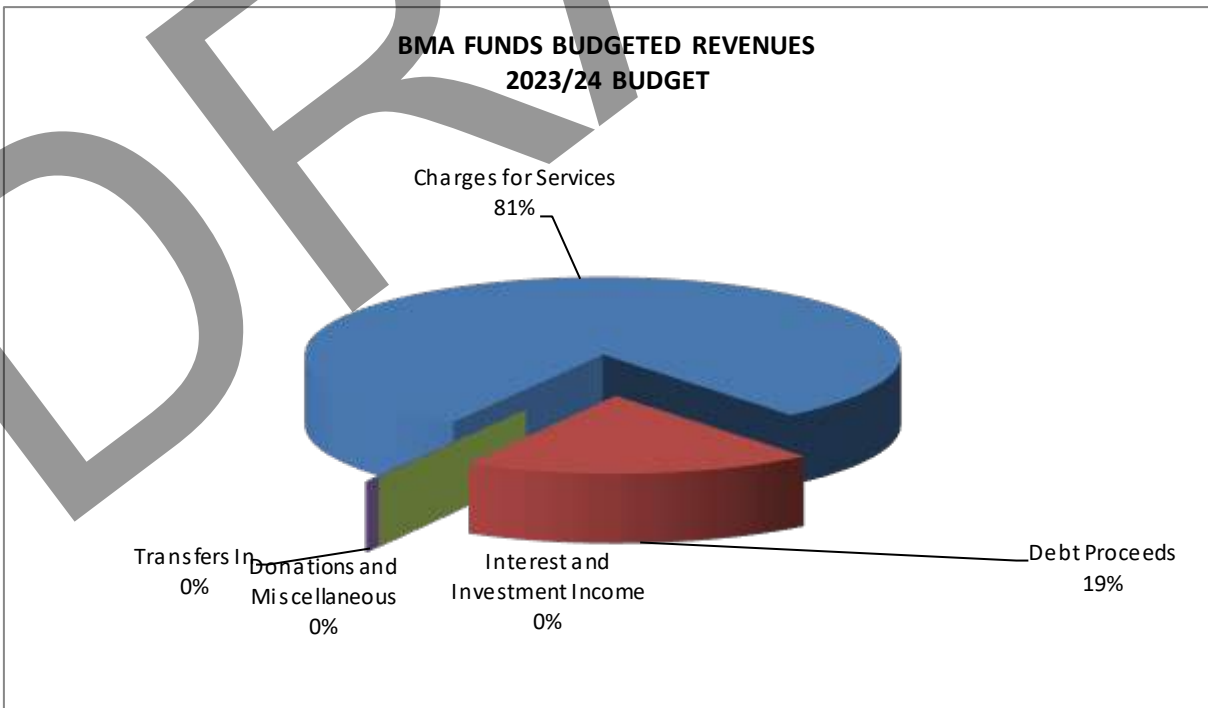
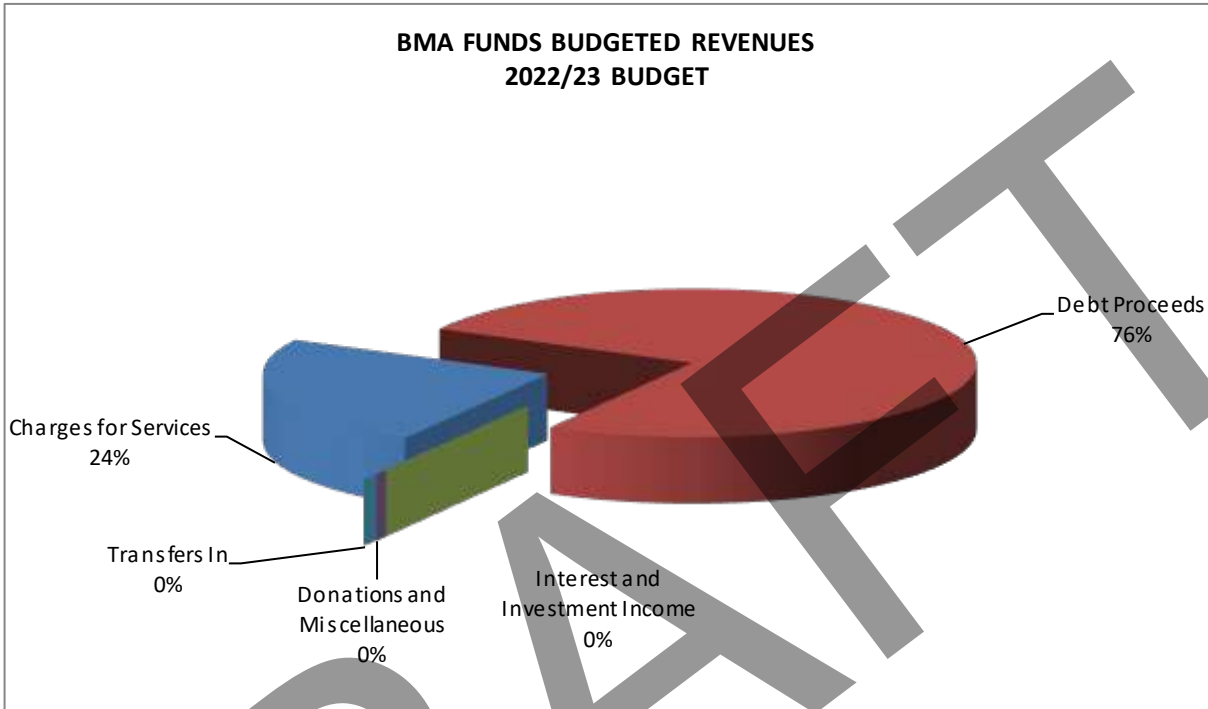
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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Bartlesville Municipal Authority Funds – Expenditure Graphs



CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Bartlesville Municipal Authority Funds – Revenue Graphs



CITY OF BARTLESVILLE
 2023-24 Operating Budget
 Bartlesville Municipal Authority – Summary by Fund or Source

Expenditures and Reserves

EXPENDITURES BY FUND	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
BMA - Wastewater	\$ 28,010	\$45,028,400	\$ 27,870	\$ 27,735
BMA - Water	6,083,788	14,113,577	6,680,737	3,826,024
Transfers to: Wastewater Operating	4,838,387	5,575,322	5,151,380	5,260,801
Water Operating	7,623,793	8,660,832	8,522,854	8,855,118
Total Expenditures	<u>\$ 18,573,978</u>	<u>\$ 73,378,131</u>	<u>\$ 20,382,841</u>	<u>\$ 17,969,678</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Charges for Services	\$ 16,804,982	\$ 16,838,834	\$ 17,094,845	\$ 16,838,834
Interest and Investment Income	-	-	-	-
Donations and Miscellaneous	92,570	30,800	92,469	30,800
Debt Obligation Proceeds	-	52,500,000	3,535,515	3,964,485
Fund Balance	5,492,616	8,620,810	3,816,190	4,156,178
Total Available for Appropriation	<u>\$ 22,390,168</u>	<u>\$ 77,990,444</u>	<u>\$ 24,539,019</u>	<u>\$ 24,990,297</u>

CITY OF BARTLESVILLE

2023-24 Operating Budget

Bartlesville Municipal Authority – Expenditure Summary by Line Item

CONTRACTUAL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
52210 FINANCIAL SERVICES	\$ 1,000	\$ 5,000	\$ 3,500	\$ 4,000	\$ 4,000	\$ 4,000
52910 DEBT SERVICE - INTEREST	645,441	599,130	598,875	638,840	638,840	638,840
52911 DEBT SERVICE - PRINCIPAL	2,466,403	2,272,240	2,244,240	2,471,865	2,471,865	2,471,865
TOTAL CONTRACTUAL SERVICES	\$ 3,112,844	\$ 2,876,370	\$ 2,846,615	\$ 3,114,705	\$ 3,114,705	\$ 3,114,705
CAPITAL OUTLAY						
55930 OTHER IMPROVEMENTS	\$ 2,998,954	\$ 56,265,607	\$ 3,861,992	\$ 739,054	\$ 739,054	\$ 739,054
TOTAL CAPITAL OUTLAY	\$ 2,998,954	\$ 56,265,607	\$ 3,861,992	\$ 739,054	\$ 739,054	\$ 739,054
TRANSFERS OUT						
59509 WASTEWATER OPERATING	\$ 4,838,387	\$ 5,575,322	\$ 5,151,380	\$ 5,260,801	\$ 5,260,801	\$ 5,260,801
59510 WATER OPERATING	7,623,793	8,660,832	8,522,854	8,855,118	8,855,118	8,855,118
TOTAL TRANSFERS	\$12,462,180	\$ 14,236,154	\$13,674,234	\$14,115,919	\$14,115,919	\$14,115,919
TOTAL BUDGET	\$18,573,978	\$ 73,378,131	\$20,382,841	\$17,969,678	\$17,969,678	\$17,969,678

CITY OF BARTLESVILLE
 2023-24 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.

2023 Accomplishments: N/A

2024 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**

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$28,010	\$28,400	\$27,870	\$27,735	\$27,735

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

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$4,838,387	\$5,575,322	\$5,151,380	\$5,260,801	\$5,260,801

CITY OF BARTLESVILLE
 2023-24 Operating Budget
 BMA Wastewater Fund – Expenditure and Revenue Summary

Expenditures and Reserves

EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
BMA Wastewater Operating	\$ 28,010	\$ 28,400	\$ 27,870	\$ 27,735
BMA - WasteWater Construction	-	45,000,000	-	-
Transfers Out: To Wastewater ¹	<u>4,838,387</u>	<u>5,575,322</u>	<u>5,151,380</u>	<u>5,260,801</u>
Total Expenditures	<u>\$ 4,866,397</u>	<u>\$ 50,603,722</u>	<u>\$ 5,179,250</u>	<u>\$ 5,288,536</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Charges for Services	\$ 5,523,323	\$ 5,499,095	\$ 5,526,866	\$ 5,499,095
Interest and Investment Income	-	-	-	-
Donations and Miscellaneous	92,570	30,800	92,469	30,800
Debt Obligation Proceeds	<u>-</u>	<u>45,000,000</u>	<u>-</u>	<u>-</u>
Fund Balance	<u>986,275</u>	<u>2,003,361</u>	<u>1,735,771</u>	<u>2,175,856</u>
Total Available for Appropriation	<u>\$ 6,602,168</u>	<u>\$ 52,533,256</u>	<u>\$ 7,355,106</u>	<u>\$ 7,705,751</u>

CITY OF BARTLESVILLE

2023-24 Operating Budget

BMA Wastewater Fund – BMA Wastewater Operating – Line Item Detail

CONTRACTUAL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
52910 DEBT SERVICE - INTEREST	\$ 385	\$ 400	\$ 245	\$ 110	\$ 110	\$ 110
52911 DEBT SERVICE - PRINCIPAL	27,625	28,000	27,625	27,625	27,625	27,625
TOTAL CONTRACTUAL SERVICES	\$ 28,010	\$ 28,400	\$ 27,870	\$ 27,735	\$ 27,735	\$ 27,735
TOTAL BUDGET	\$ 28,010	\$ 28,400	\$ 27,870	\$ 27,735	\$ 27,735	\$ 27,735

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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 BMA Wastewater Fund – Transfers – Line Item Detail

TRANSFERS OUT	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
59509 WASTEWATER OPERATING	\$ 4,838,387	\$ 5,575,322	\$ 5,151,380	\$ 5,260,801	\$ 5,260,801	\$ 5,260,801
TOTAL TRANSFERS	<u>\$ 4,838,387</u>	<u>\$ 5,575,322</u>	<u>\$ 5,151,380</u>	<u>\$ 5,260,801</u>	<u>\$ 5,260,801</u>	<u>\$ 5,260,801</u>
TOTAL BUDGET	<u>\$ 4,838,387</u>	<u>\$ 5,575,322</u>	<u>\$ 5,151,380</u>	<u>\$ 5,260,801</u>	<u>\$ 5,260,801</u>	<u>\$ 5,260,801</u>

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CITY OF BARTLESVILLE

2023-24 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.

2023 Accomplishments: N/A

2024 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

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$3,084,834	\$2,847,970	\$2,818,745	\$3,086,970	\$3,086,970

CITY OF BARTLESVILLE

2023-24 Operating Budget
BMA Water Fund – Summary
(continued)

FUND 715 BMA - WATER
DEPT 900 TRANSFERS

2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 CITY MGR RECOMMENDS	2023-24 APPROVED BUDGET
\$7,623,793	\$8,660,832	\$8,522,854	\$8,855,118	\$8,855,118

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CITY OF BARTLESVILLE
 2023-24 Operating Budget
 BMA Water Fund – Expenditure and Revenue Summary

Expenditures and Reserves

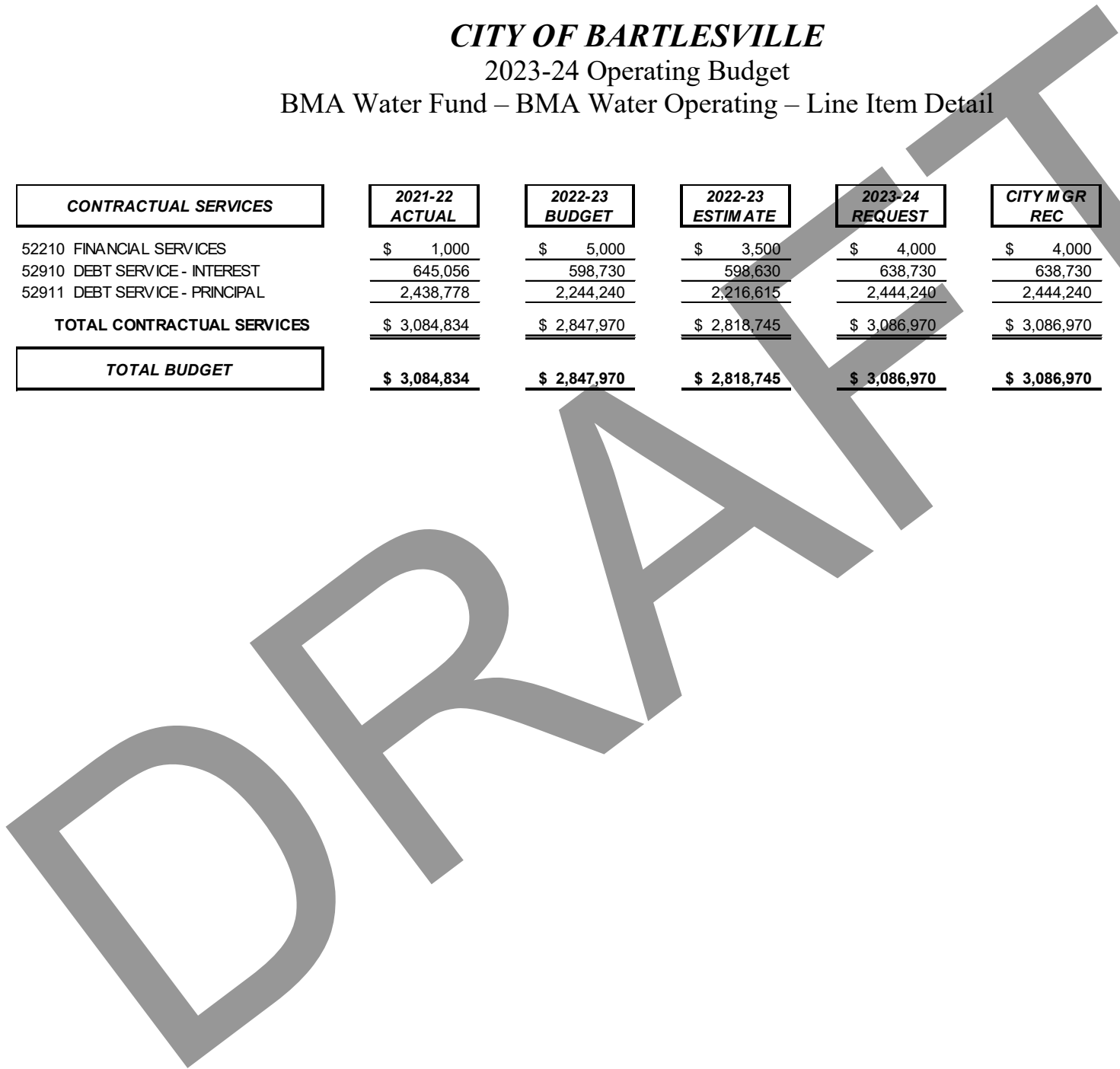
EXPENDITURES BY DEPARTMENT OR PURPOSE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
BMA - Water Operating	\$ 3,084,834	\$ 2,847,970	\$ 2,818,745	\$3,086,970
BMA - Water Construction	2,998,954	11,265,607	3,861,992	739,054
To CIP - Wastewater Regulatory	-	-	-	-
To Wastewater	-	-	-	-
Transfers Out: To Water	<u>7,623,793</u>	<u>8,660,832</u>	<u>8,522,854</u>	<u>8,855,118</u>
Total Expenditures	<u>\$ 13,707,581</u>	<u>\$ 22,774,409</u>	<u>\$ 15,203,591</u>	<u>\$ 12,681,142</u>

Revenues

REVENUE BY SOURCE	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 BUDGET
Charges for Services	\$ 11,281,659	\$ 11,339,739	\$ 11,567,979	\$ 11,339,739
Interest and Investment Income	-	-	-	-
Donations and Miscellaneous	-	-	-	-
Debt Obligation Proceeds	<u>-</u>	<u>7,500,000</u>	<u>3,535,515</u>	<u>3,964,485</u>
Fund Balance	<u>4,506,341</u>	<u>6,617,449</u>	<u>2,080,419</u>	<u>1,980,322</u>
Total Available for Appropriation	<u>\$ 15,788,000</u>	<u>\$ 25,457,188</u>	<u>\$ 17,183,913</u>	<u>\$ 17,284,546</u>

CITY OF BARTLESVILLE
2023-24 Operating Budget
BMA Water Fund – BMA Water Operating – Line Item Detail

CONTRACTUAL SERVICES	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
52210 FINANCIAL SERVICES	\$ 1,000	\$ 5,000	\$ 3,500	\$ 4,000	\$ 4,000	\$ 4,000
52910 DEBT SERVICE - INTEREST	645,056	598,730	598,630	638,730	638,730	638,730
52911 DEBT SERVICE - PRINCIPAL	2,438,778	2,244,240	2,216,615	2,444,240	2,444,240	2,444,240
TOTAL CONTRACTUAL SERVICES	\$ 3,084,834	\$ 2,847,970	\$ 2,818,745	\$ 3,086,970	\$ 3,086,970	\$ 3,086,970
TOTAL BUDGET	\$ 3,084,834	\$ 2,847,970	\$ 2,818,745	\$ 3,086,970	\$ 3,086,970	\$ 3,086,970



CITY OF BARTLESVILLE
 2023-24 Operating Budget
 BMA Water Fund – Transfers – Line Item Detail

TRANSFERS OUT	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATE	2023-24 REQUEST	CITY MGR REC	2023-24 APPROVED
59510 WATER OPERATING	\$ 7,623,793	\$ 8,660,832	\$ 8,522,854	\$ 8,855,118	\$ 8,855,118	\$ 8,855,118
TOTAL TRANSFERS	<u>\$ 7,623,793</u>	<u>\$ 8,660,832</u>	<u>\$ 8,522,854</u>	<u>\$ 8,855,118</u>	<u>\$ 8,855,118</u>	<u>\$ 8,855,118</u>
TOTAL BUDGET	<u>\$ 7,623,793</u>	<u>\$ 8,660,832</u>	<u>\$ 8,522,854</u>	<u>\$ 8,855,118</u>	<u>\$ 8,855,118</u>	<u>\$ 8,855,118</u>

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CITY OF BARTLESVILLE

2023-24 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

2023-24 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

2023-24 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

2023-24 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

2023-24 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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I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action on the Capital Improvements Program (CIP) Budget for FY 2023-2024

Attachments:

RE: Draft FY 23-24 budget document including proposed capital budget documents
Exhibits A through F

II. STAFF COMMENTS AND ANALYSIS

In August of 2020, the citizens of Bartlesville voted to extend a one-half cent sales tax to finance capital improvements for a five year period. The authorizing ordinance stated that this sales tax is to be used for the making of capital improvements, to include, but not limited to “roads and streets, drainage improvements, water improvements, sewer improvements, machinery and equipment, furniture and fixtures, rights-of-way, all real property, all construction or reconstruction of buildings, appurtenances and improvements to real property and other costs and expenses related thereto.” A specific list of improvements which is to be financed from the proceeds of this tax, to the extent funds are available is attached hereto as Exhibit A. Projects shown in green were advertised for the election and make up 70% of the anticipated revenue generated through this sales tax. While the other projects, which were approved by Council, make up the remaining 30% of the funds.

The accounting staff has identified in the FY 2023-2024 Operating Budget for the Capital Improvement Project (CIP) Sales Tax Fund a \$2,990,788 budget for new projects. Carry over projects totaling \$2,740,418 include the committed capital funding for previous fiscal year projects that have not yet been completed. Staff has compiled a list of proposed FY 2023-2024 ½ cent sales tax capital improvement projects (CIP) totaling \$2,400,360 for Council consideration. CIP carry over and proposed projects are shown in Exhibit B. Highlighted projects are priority (70%) projects. These projects have been assembled from the list of voter approved projects as shown in the original 2020 ½ cent sales tax CIP included as Exhibit A.

In addition to allocating funds from the ½ cent sales tax revenue source, proposed carry over projects are summarized for the Wastewater Fund and Stormwater Fund, as well as the 2019A, 2019B, 2021A, and 2022 General Obligation Bond funds which are shown in Exhibit C. Staff is recommending proposed projects for the Wastewater Fund, Wastewater Regulatory Fund and City Hall Fund shown in Exhibit D. Finally, staff is also recommending carry over and proposed projects for the Capital Reserve Fund which are shown in Exhibits E and F, respectively. There are a few revisions proposed since the Council Workshop meeting. Projects were added to the Capital Reserve Fund and moved from the Capital Reserve Fund to the 2023 G.O. Bond proposed project list in an effort to accommodate requests and feedback

from Council members, while keeping each funding source in balance. The changes are minor and will be reviewed at the council meeting.

III. RECOMMENDED ACTION

Staff requests Council consideration and possible action on the proposed FY 2023-2024 Capital Improvement Budget at its regular meeting on June 5th.

EXHIBIT A

2020 CIP ELECTION - FINAL PROJECT LIST - IMPLEMENTATION SCHEDULE - UPDATED 6-1-23

Description	Project Amount	Category	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026	TOTAL
ESTIMATED SALES TAX COLLECTION			\$ 2,743,000.00	\$ 2,743,000.00	\$ 2,743,000.00	\$ 2,743,000.00	\$ 2,743,000.00	\$ 13,715,000.00
BUDGETED SALES TAX COLLECTION			\$ 2,910,224.00	\$ 3,095,683.00	\$ 3,330,030.00			\$ 9,335,937.00
DIFFERENCE BETWEEN ESTIMATED AND BUDGETED			\$ 167,224.00	\$ 352,683.00	\$ 587,030.00			\$ 1,106,937.00
OVERALL TOTAL BY YEAR			\$ 2,742,860.00	\$ 2,735,760.00	\$ 2,340,360.00	\$ 2,743,360.00	\$ 2,742,460.00	\$ 13,304,800.00
EQUIPMENT								
General Fund Vehicle Replacement - \$285k/yr	1,425,000	EQUIPMENT	285,000	277,800	285,000	285,000	285,000	
Police Emergency Vehicle Replacement (8/yr)	1,450,000	EQUIPMENT	290,000	290,000	Funded FY 22-23	290,000	290,000	
Police Emergency Vehicle Equipment/Labor (8/yr)	580,000	EQUIPMENT	116,000	116,000	Funded FY 22-23	116,000	116,000	
Tractor (2)	132,000	EQUIPMENT				132,000		
Body Worn Cameras (10/yr)	100,000	EQUIPMENT	20,000	20,000	20,000	20,000	20,000	
Taser Lease Purchase (55/yr)	85,300	EQUIPMENT	17,060	17,060	20,060	17,060	17,060	
Zero Turn Mowers (5)	50,000	EQUIPMENT		30,000			20,000	
Finish Mower (2)	44,000	EQUIPMENT				44,000		
Trim & Surround Mower	40,100	EQUIPMENT		45,974				
T-Mower	32,700	EQUIPMENT					32,700	
Deck Mower	31,100	EQUIPMENT					31,100	
Greens Mower	28,700	EQUIPMENT					28,700	
Heavy Duty Utility Vehicle	28,100	EQUIPMENT					28,100	
Rough Mower Tractor	25,700	EQUIPMENT					25,700	
24 Hour Dispatch Chairs (3/yr)	24,000	EQUIPMENT	4,800	4,800	4,800	4,800	4,800	
Brush Hog	22,000	EQUIPMENT	22,000					
Lightweight Utility Carts (2)	20,500	EQUIPMENT			20,500			
Top Dresser	15,500	EQUIPMENT		16,126				
Bunker Rake	15,500	EQUIPMENT					15,500	
2411KW 3-48 (Kubota Zero Turn Mower) FY 20-21 Capital Reserve	6,500	EQUIPMENT	FUNDED 675	-				
DR Pro 26 14.5 HP Brush Mower	3,000	EQUIPMENT		3,000				
BUILDINGS AND FACILITIES								
Annual IT Equipment Replacement (PC's, monitors, etc.)	300,000	BUILDINGS & FACILITIES	58,000	65,000	65,000	57,000	55,000	
Virtual Desktop Server Refresh (7)	160,000	BUILDINGS & FACILITIES	160,000					
City Hall Cooling Tower Replacement	126,500	BUILDINGS & FACILITIES	126,500					
Miscellaneous Building Improvements (\$25k/yr)	125,000	BUILDINGS & FACILITIES	25,000	25,000	25,000	25,000	25,000	
City-Wide Microsoft Office Upgrades	82,500	BUILDINGS & FACILITIES				82,500		
City Hall Roof Repair	70,500	BUILDINGS & FACILITIES	70,500					
Sharepoint Server	60,000	BUILDINGS & FACILITIES				60,000		
Secondary Site Server Relocation/Refresh	57,000	BUILDINGS & FACILITIES	57,000					
Upgrade City Servers (8)	45,000	BUILDINGS & FACILITIES				45,000		
City Hall Carpet Replacement	39,200	BUILDINGS & FACILITIES					39,200	
Exchange Server License and User License Upgrade (370)	35,000	BUILDINGS & FACILITIES		35,000				
Core Phone System Upgrade	35,000	BUILDINGS & FACILITIES					35,000	
Library Server Replacement (2)	30,000	BUILDINGS & FACILITIES			30,000			
Operations Server Room Upgrade	30,000	BUILDINGS & FACILITIES	30,000					
City Hall Server Room A/C Replacement/Upgrade	25,000	BUILDINGS & FACILITIES		25,000				
City-Wide Camera Update/Addition (12)	18,600	BUILDINGS & FACILITIES					18,600	
Dispatch UPS	18,000	BUILDINGS & FACILITIES					18,000	
Plan Review Tables (2)	17,000	BUILDINGS & FACILITIES					17,000	
Dispatch Radio Computers (4)	25,000	BUILDINGS & FACILITIES					25,000	
BCC Speaker Replacement	75,000	BUILDINGS & FACILITIES	75,000					
BCC Security System Replacement	78,000	BUILDINGS & FACILITIES	78,000	-				
STREETS & BRIDGES								
Street Repair/Reconstruction/Prev. Maintenance	4,500,000	STREETS & BRIDGES	587,000	1,238,000	950,000	1,000,000	725,000	
Street Repair/Reconstruction/Prev. Maintenance Discretionary	500,000	STREETS & BRIDGES					500,000	
Update Pavement Condition Model/Street Sign Assessment	100,000	STREETS & BRIDGES	100,000	-				
PARKS & RECREATION								
Downtown Landscape Improvements	800,000	PARKS & RECREATION			800,000			
Sunset Pathfinder Extension & Pedestrian Bridge	400,000	PARKS & RECREATION				400,000		
Lifecycle Replacement of Playground Wood Mulch (\$50k/yr)	250,000	PARKS & RECREATION	50,000	50,000	50,000	50,000	50,000	
Pathfinder Parkway - Maintenance/Repair	257,000	PARKS & RECREATION		257,000				
Sooner Pool Liner Epoxy Repair	200,000	PARKS & RECREATION	200,000					
Artunoff Softball/MJ Lee Parking Lot	160,000	PARKS & RECREATION	160,000					
Frontier Pool Liner Epoxy Repair	100,000	PARKS & RECREATION	100,000					
Lifecycle Replacement of Park Amenities (\$15k/yr)	75,000	PARKS & RECREATION	15,000	15,000	15,000	15,000	15,000	
Security Lighting in Parks	75,000	PARKS & RECREATION				75,000		
Replacement of Shade Structures - Sooner and Frontier Pools	60,000	PARKS & RECREATION		30,000	30,000			
Douglas Park Parking Lot	50,000	PARKS & RECREATION	50,000					
JoAllyn Lowe Turf Reestablishment	50,000	PARKS & RECREATION		50,000				
Replace Roof on North End of Pro Shop	30,000	PARKS & RECREATION					30,000	
Irrigation Control System	21,000	PARKS & RECREATION	21,000					
Oak Park Basketball Court	100,000	PARKS & RECREATION		100,000				
DRAINAGE								
Choctaw Drainage	250,000	DRAINAGE					250,000	
Drainage Materials (\$25k/yr)	125,000	DRAINAGE	25,000	25,000	25,000	25,000	25,000	

EXHIBIT B

STAFF RECOMMENDED CARRY OVER PROJECTS
1/2 CENT SALES TAX (449)
CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2023-2024

PROJECT NAME AND DESCRIPTION	ORIGINAL/ MODIFIED BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Equipment				
Brush Hog	\$22,000	\$22,000	2021-2022	Brush hog for Parks Department to replace existing
Zero Turn Mowers	\$30,000	\$20,000	2022-2023	Zero turn mowers for Parks Department
Facilities				
Community Center Security System Replacement	\$78,000	\$78,000	2021-2022	
City Hall Roof Repair	\$70,500	\$60,512	2021-2022	
Engineering				
Update City Wide Aerial Topography	\$57,378	\$60,000	2017-2018	Update aerial topography used for GIS maps/project design
Storm Sewer				
Drainage Materials	\$25,000	\$50,000	2021-2022	
Streets & Bridges				
Preventative Maintenance Street Projects (FY 21-22)	\$337,000	\$587,000	2021-2022	FY 22-23 covered \$220k but not needed this FY to make project complete
Preventative Maintenance Street Projects (FY 22-23)	\$1,238,000	\$1,238,000	2022-2023	
Parks				
Pathfinder Improvements	\$150,000	\$150,000	2019-2020	Remaining funds for improvements to Pathfinder
Lifecycle replacement of playground wood mulch (\$50k/yr)	\$50,000	\$90,000	2021-2022	Evergreen project - carried over \$40k to FY22-23 and added \$50k in FY22-23 for \$90k total
Lifecycle replacement of playground amenities (\$15k/yr)	\$15,000	\$27,906	2021-2022	Evergreen project - carried over \$12,906 to FY22-23 and added \$15k in FY22-23 for \$27,906 total
Douglass Park Parking Lot	\$50,000	\$50,000	2021-2022	Repave the existing Asphalt parking lot at Douglas Park
Pathfinder Parkway - Maintenance/Repair	\$157,000	\$157,000	2022-2023	
Jo Allyn Lowe Turf Restabishment	\$50,000	\$50,000	2022-2023	
Oak Park Basketball Court	\$100,000	\$100,000	2022-2023	
TOTAL		\$2,740,418		

STAFF RECOMMENDED PROJECTS
1/2 CENT SALES TAX (449)
CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2023-2024

PROJECT NAME AND DESCRIPTION	AMOUNT REQUESTED	YEAR ESTIMATED FUNDING IN ORIGINAL 5-YEAR PLAN	NOTES
Equipment			
General Fund Vehicle Replacement (285k/yr)	\$285,000	2023-2024	Replacement of vehicles for general fund departments
Body Worn Cameras (10/yr)	\$20,000	2023-2024	
Taser Lease Purchase (55/yr)	\$20,060	2023-2024	
24-Hour Dispatch Chairs (3/yr)	\$4,800	2023-2024	Yearly replacement of chairs dispatch use 24/7
Skid Steer	\$60,000	2023-2024	Street Dept G.O. Bond Request moved to CIP
Lightweight Utility Carts (2)	\$20,500	2023-2024	Golf Maintenance
Buildings and Facilities			
Annual IT Equipment Replacement (PC's, monitors, etc.)	\$65,000	2023-2024	Annual funds to replace computers
Library Server Replacement (2)	\$30,000	2023-2024	
Miscellaneous Building Improvements (\$25k/yr)	\$25,000	2023-2024	
Streets & Bridges			
Preventative Maintenance Street Repair (FY 22-23)	\$950,000	2023-2024	Annual funds for Preventative Maintenance Street Repair program
Parks & Recreation			
Lifecycle Replacement of Playground Wood Mulch (\$50k/yr)	\$50,000	2023-2024	
Lifecycle Replacement of Playground Amenities (\$15k/yr)	\$15,000	2023-2024	Funds for replacement of playground equipment, water fountains, benches, etc..
Downtown Landscape Improvements	\$800,000	2023-2024	Funds to complete the downtown landscaping improvements on remaining sections of downtown as identified in the downtown landscaping plan
Replace Shade Structures - Sooner/Frontier Pools	\$30,000	2023-2024	
Drainage			
Drainage Materials (\$25k/yr)	\$25,000	2023-2024	Materials for Street Department personnel to make improvements to City drainage systems
TOTAL	\$2,400,360		

EXHIBIT C

WASTEWATER FUND CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Replace telemetry (SCADA)	\$15,000	\$15,000	2021-2022	
TOTAL		\$15,000		

\$27,542 is the total amount available for allocation. This fund comprises of money collected via the sanitary sewer assessment fee for new subdivisions and commercial developments, which was approved by Council in May 2001.

STORMWATER FUND CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Storm Sewer Assessment	\$51,963	\$55,577	2022-2023	Assess condition of corrugated metal pipes within storm system

\$55,577 is the total amount available for allocation. This fund is comprised of savings from the 1997 General Obligation Bond funds that were dedicated to storm sewer system improvements as well as the continued receipt of storm water detention in-lieu fees from private development.

2019A GENERAL OBLIGATION BOND CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Pathfinder Parkway Repaving	\$300,000	\$326,564	2019-2020	Funds for pavement rehabilitation along Pathfinder Parkway
TOTAL		\$326,564		

2019B GENERAL OBLIGATION BOND CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
8th Street Storm Drain Rehab	\$200,570	\$300,000	2019-2020	Funds to replace existing clay tile pipe storm drain along 8th Street between Shawnee and Choctaw
TOTAL		\$300,000		

2021A GENERAL OBLIGATION BOND CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Johnstone Park Parking Lot	\$358,000	\$358,000	2021-2022	Funds for new parking lot and reconfiguration of entrance to Johnstone Park once Cherokee bridge is realigned to Delaware (ODOT)
Douglas Park Parking Lot	\$45,000	\$45,000	2021-2022	Repave and stripe existing parking lot at Douglas Park
Drinking Fountain Replacement	\$40,000	\$40,000	2021-2022	Replace drinking fountains that currently do not function at parks
TOTAL		\$443,000		

2022 GENERAL OBLIGATION BOND CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Central Fire Station Apparatus Bay Insulation	\$25,000	\$25,000	2022-2023	
Bridge Rehabilitation - Tuxedo over Caney River	\$1,210,000	\$1,034,585	2022-2023	
Bridge Rehabilitation - Tuxedo Overflow	\$325,000	\$325,000	2022-2023	
Bridge Rehabilitation - Sunset over Butler Creek	\$1,000,000	\$810,000	2022-2023	
Crestland Concrete Rehab including Baylor Place	\$760,000	\$760,000	2022-2023	
Delaware Asphalt Mill/Overlay - 5th to Hillcrest	\$525,000	\$525,000	2022-2023	
Clear Creek Asphalt Mill/Overlay	\$130,000	\$130,000	2022-2023	
Library Chiller Replacement	\$83,650	\$37,860	2022-2023	
Civitan Park Berm/Fence	\$50,000	\$16,702	2022-2023	
Pickleball Courts	\$450,000	\$420,500	2022-2023	
Johnstone Park Ring Road/Drives	\$275,000	\$168,750	2022-2023	
Sooner Park Parking Lots	\$250,000	\$250,000	2022-2023	
Sooner Park Ring Road/Access Drives	\$200,000	\$200,000	2022-2023	
Jo Allyn Lowe Parking Lots	\$85,000	\$85,000	2022-2023	
Douglas Park Shelter	\$80,000	\$80,000	2022-2023	
Lyon Park Access Drive/Parking	\$12,000	\$12,000	2022-2023	
TOTAL		\$4,880,397		

EXHIBIT D

WASTEWATER FUND PROPOSED PROJECTS & EQUIPMENT

PROJECT NAME AND DESCRIPTION	AMOUNT REQUESTED	NOTES
Replace Grit Chamber Buckets	\$6,500	
TOTAL	\$6,500	

\$27,542 is the total amount available for allocation. This fund comprises of money collected via the sanitary sewer assessment fee for new subdivisions and commercial developments, which was approved by Council in May 2001.

WASTEWATER REGULATORY FUND PROPOSED PROJECTS & EQUIPMENT

PROJECT NAME AND DESCRIPTION	AMOUNT REQUESTED	NOTES
Replace Grating over Process Units at WWTP	\$25,000	
Tuxedo LS	\$15,000	
TOTAL	\$40,000	

\$554,842 is the total amount available for allocation. This fund is comprised of money collected via the wastewater capital investment fee from the utility bill.

CITY HALL FUND PROPOSED PROJECTS & EQUIPMENT

PROJECT NAME AND DESCRIPTION	AMOUNT REQUESTED	NOTES
Miscellaneous Improvements to City Hall	\$20,000	
City Hall HVAC Controls Retrofit	\$100,000	
TOTAL	\$120,000	

\$170,362 is the total amount available for allocation. This fund is comprised of money collected from the 4th floor lease of City Hall.

EXHIBIT E

STAFF RECOMMENDED CARRY OVER PROJECTS
 CAPITAL RESERVE FUND (675)
 CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2023-2024

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Strategic Plan Priorities	\$500,000	\$250,000	2022-2023	
City Hall Restroom Remodel	\$300,000	\$267,000	2021-2022	
City Hall Lighting and Efficiency Upgrades	\$200,000	\$200,000	2021-2022	
City Hall Staircase Column Rehabilitation	\$20,000	\$20,000	2021-2022	Replace concrete shroud around steel columns - existing concrete spalling
GIS Address Point Update	\$25,000	\$25,000	2022-2023	
Storage Building (Fire)	\$20,000	\$70,000	2022-2023	
Police Security Fencing	\$29,000	\$35,000	2022-2023	
Thermoplastic Striper	\$15,000	\$15,000	2021-2022	Street Department
TAP Grant - Shawnee Sidewalk Match	\$90,000	\$10,000	2021-2022	
ARPA Funds for Streets	\$500,000	\$500,000	2022-2023	
ARPA Funds for Sidewalks	\$50,000	\$50,000	2022-2023	
ARPA Funds for Pathfinder	\$100,000	\$100,000	2021-2022	
Bucket Truck	\$35,000	\$35,000	2021-2022	Parks Department
Sod Replacement	\$20,000	\$20,000	2022-2023	Golf Course
Total General Fund		\$1,597,000		
Engineering Design for WWTP	\$1,700,000	\$3,000,000	2022-2023	
Install Flow Meters	\$100,000	\$60,000	2022-2023	
Total Wastewater Plant		\$3,060,000		
Turkey Creek 36" Sewer Line Rehab (design)	\$175,000	\$100,000	2021-2022	
Total Wastewater Maintenance		\$100,000		
PLC Replacement - Water Plant	\$175,000	\$350,000	2022-2023	
Pump Station and Force Main for WW Reuse	\$8,000,000	\$50,000	2020-2021	Construction Contingency
Total Water Plant		\$400,000		
Replace Truck Shed	\$225,000	\$225,000	2020-2021	
Total Water Administration		\$225,000		
1.25 Ton Truck with Flatbed Dump	\$50,000	\$50,000	2022-2023	
Total Water Distribution		\$50,000		
Roll Off Refuse Truck	\$175,000	\$175,000	2021-2022	
Total Sanitation		\$175,000		
TOTAL		\$5,607,000		

EXHIBIT F

STAFF RECOMMENDED PROPOSED PROJECTS

CAPITAL RESERVE FUND (675)

CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2023-2024

PROJECT NAME AND DESCRIPTION	PROPOSED BUDGET	FISCAL YEAR PROJECT APPROVED	NOTES
Tyler Detect contract	\$23,000	2023-2024	cyber security
Strategic Plan - Comprehensive Plan Update	\$250,000	2023-2024	Use portion of \$500k approved for strategic plan priorities in FY 22-23
Core Server Upgrade (5)	\$0	2023-2024	Moved back to 2023 GO Bond
Core Server UPS Replacement (3)	\$0	2023-2024	Moved back to 2023 GO Bond
Thermal Imaging Camera (2)	\$7,200	2023-2024	Fire
Pumper Truck	\$900,000	2023-2024	Fire
Skid Steer	\$60,000	2023-2024	Street Department
Patrol Unit Technology Replacement (70)	\$388,850	2023-2024	IT for Police
Downtown Landscaping Supplemental Funding	\$300,000	2023-2024	Combine with CIP funds proposed for FY 23-24 to cover increased cost and scope
Total General Fund	\$1,929,050		
Replace Day Cab Semi Tractor	\$150,000	2023-2024	
Replace polymer system for gravity belt thickener	\$60,000	2023-2024	
Total Wastewater Plant	\$210,000		
Tyler Utility Billing (33% of total)	\$70,000	2023-2024	
Sewer Line Point Repairs/Replacement (contract and materials)	\$300,000	2023-2024	
Replace Camera Van	\$120,000	2023-2024	
Total Wastewater Maintenance	\$490,000		
Replace Service VFD	\$400,000	2023-2024	
Total Water Plant	\$400,000		
Tyler Utility Billing (33% of total)	\$70,000	2023-2024	
Total Water Administration	\$70,000		
Replace Water Lines (contract and materials)	\$400,000	2023-2024	
1.25 Ton Utility Bed Truck w/ Accessories	\$55,000	2023-2024	
1.25 Ton Truck with flatbed dump	\$50,000	2023-2024	
Dump Truck (10 wheel)	\$175,000	2023-2024	
Total Water Distribution	\$680,000		
Tyler Utility Billing (33% of total)	\$70,000	2023-2024	
Automated Refuse Truck (5)	\$1,750,000	2023-2024	
Rear Load Refuse Truck (2)	\$375,000	2023-2024	
Roll Off Refuse Truck (2)	\$350,000	2023-2024	
30 CY Roll Off Dumpsters (6)	\$42,000	2023-2024	
2 CY and 3 CY Containers (36)	\$36,000	2023-2024	
1-Ton Truck (2)	\$90,000	2023-2024	
Total Sanitation	\$2,713,000		
TOTAL	\$6,492,050		

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Presentation of staff and committee recommendations for potential General Obligation Bond projects with possible action for Council recommendations.

Attachments:

2023 GO Bond staff and committee recommended projects

II. STAFF COMMENTS AND ANALYSIS

As Council considers calling a vote to authorize General Obligation (GO) bonds for capital improvements, staff has compiled a list of projects to consider. As presented at the May 15th Council workshop meeting, staff has targeted a 4-year GO bond issuance projected to generate \$17.6MM. The duration for the 4-year GO Bond was selected based upon the future bonding analysis provided by our bond council, Jon Wolff, of Municipal Finance Services, Inc.

Staff received just over \$33.5MM in capital requests from department directors and presented three (3) different budget scenarios of recommended projects at the May 15, 2023 workshop meeting. Staff has compiled a complete list of G.O. Bond projects, broken down into categories based upon the feedback received at the May 15th meeting. State law requires that at least 70% of the G.O. Bond projects are identified as priority projects and legally they must be completed. The remaining projects are considered discretionary and will be completed so long as sufficient funds are available throughout the life cycle of the bonding. Staff has identified priority projects and these are highlighted in the project list included with this report.

III. BUDGET IMPACT

There is no immediate budget impact with this presentation, however approval of this list of projects will establish the G.O. Bond capital budget for the next four (4) years.

IV. RECOMMENDED ACTION

Staff requests Council consideration and approval of the project list for the 2023 General Obligation Bond election to facilitate calling an election at the July 3rd regular meeting.

RECOMMENDED 2023 G.O. BOND CAPITAL PROJECTS

Updated June 1, 2023

STREETS	
Project/Equipment	Requested Amount
Adams Boulevard (Adams Road to Bison Rd - Mill/Overlay)	\$ 1,400,000.00
Lupa (Sunset to Seminole, Including Margarite, Adeline, Bucy, Rogers, Kaw, Seminole, Theodore, Cudahy, Morton and Sunset - Mill/Overlay)	\$ 1,180,000.00
Rockdale (Woodland to Brookside Pkwy, Including Ridgewood from Rockdale to Woodland and Dogwood Ct - Concrete Panel)	\$ 960,000.00
Cherokee Avenue (Hensley to 14th Street - Mill/Overlay)	\$ 825,000.00
Morton (8th to Hensley, Including 4th, 5th, Adeline, and Sunset - Mill/Overlay)	\$ 750,000.00
Harvey (Jefferson Pl to Barnett Ave, Including Henrietta, Gary, Barnett, Velma, and Dana - Mill/Overlay)	\$ 725,000.00
Sheridan Rd (Mission Rd to Nowata Rd, Including Smysor, Vista Dr, Mission Rd, Redbud Ln, Cherokee Hills Dr, Cherokee Hills Pl, and Cherokee Hills Cr - Mill/Overlay)	\$ 720,000.00
Lahoma (Spring to Palmetto - Concrete Panel)	\$ 700,000.00
Michigan (Queenstown to Elmhurst - Asphalt Rebuild)	\$ 550,000.00
Southview (18th to 23rd, Including 18th and 23rd - Mill/Overlay)	\$ 530,000.00
Swan Drive (Nowata Rd to Rolling Meadows, Including Harned from Nowata to Bridle - Mill/Overlay)	\$ 500,000.00
Avondale (Tuxedo to Ohio, Including Michigan and Indiana - Mill/Overlay)	\$ 500,000.00
Parkhill Streets (Including Steeper Dr, Park Hill Pl, Park Hill Ln, Park Hill Lp, Chickering Ct, and Park Hill Ct - Mill/Overlay)	\$ 495,000.00
Jefferson Rd (Lincoln to Nowata, Including McKinley Rd, Lincoln Rd, Wilson Rd, Lincoln Pl, and Church Ct - Mill/Overlay)	\$ 445,000.00
Silver Lake Rd (Rice Creek to Price Rd - Mill/Overlay)	\$ 450,000.00
Spruce (Tuxedo to Melody Ln, Including Fleetwood, Carole Ct, Sunview Pl, Barbara Ave, and Kentucky St - Mill/Overlay)	\$ 410,000.00
Greystone (Adams Blvd to Rolling Meadows - Concrete Panel)	\$ 300,000.00
Rice Creek Rd (Silver Lake to 1/2 Mile East - Mill/Overlay)	\$ 250,000.00
Valley & Denver (Shawnee to Hillcrest - Mill/Overlay)	\$ 220,000.00
Georgetown (Silver Lake to Cambridge - Mill/Overlay)	\$ 125,000.00
STREETS TOTAL	\$ 12,035,000.00
STREETS PRIORITY PROJECT (70%) TARGET	\$ 8,424,500.00
STREETS PRIORITY PROJECT (70%) TOTAL	\$ 8,450,000.00

BUILDINGS & FACILITIES	
Project/Equipment	Requested Amount
Core Server Upgrade (5)	\$ 631,000.00
Core Server UPS Replacement (3)	\$ 53,000.00
New Fire Station #2	\$ 2,365,000.00
BUILDINGS & FACILITIES TOTAL	\$ 3,049,000.00
BUILDINGS & FACILITIES PRIORITY PROJECT (70%) TARGET	\$ 2,134,300.00
BUILDINGS & FACILITIES PRIORITY PROJECT (70%) TOTAL	\$ 2,365,000.00

RECOMMENDED 2023 G.O. BOND CAPITAL PROJECTS

Updated June 1, 2023

PARKS & RECREATION

Project/Equipment	Requested Amount
Adams Golf Course Greens Rebuild - Phase 2	\$ 1,200,000.00
Pathfinder Parkway Repaving	\$ 250,000.00
Security Lighting in Parks	\$ 150,000.00
Hudson Lake Restrooms	\$ 130,000.00
Jo Allyn Lowe Drainage Improvements	\$ 120,000.00
Panther Park Equipment Replacement	\$ 100,000.00
Douglass Park Playground Shade Structure	\$ 70,000.00
Wayfinding Signage Phase 2	\$ 100,000.00
Jo Allyn Lowe Trail Lights	\$ 50,000.00
PARKS & RECREATION TOTAL	\$ 2,170,000.00
PARKS & RECREATION PRIORITY PROJECT (70%) TARGET	\$ 1,519,000.00
PARKS & RECREATION PRIORITY PROJECT (70%) TOTAL	\$ 1,520,000.00
TOTAL STREETS	\$ 12,035,000.00
TOTAL BUILDINGS & FACILITIES	\$ 3,049,000.00
TOTAL PARKS & RECREATION	\$ 2,170,000.00
TOTAL 2023 G.O. BOND STAFF RECOMMENDED PROJECTS	\$ 17,254,000.00
COI	\$ 345,080.00
TOTAL ESTIMATED COST	\$ 17,599,080.00
4 YEAR G.O. BOND	\$ 17,600,000.00
REMAINING FUNDS	\$ 920.00
OVERALL PRIORITY PROJECT (70%) TARGET	\$ 12,320,000.00
HIGHLIGHTED PRIORITY PROJECT (70%) TOTAL	\$ 12,335,000.00

BDA FY 2023-24 Budget

Approved by BDA Trustees May 24, 2023

	A	B	C	D	E	F
Revenue	Budget	10	Projection	%	FY 23-24	% YoY
City of Bartlesville	1,048,000	875,000	1,048,000	1.00	803,750	0.77
Cash carryover from prior year	340,156	340,156	340,156	1.00	279,327	0.82
Interest	-	44,153	45,000	NA	-	-
Other Income	-	113	150	NA	-	-
	1,388,156	1,259,422	1,433,306	1.03	1,083,077	0.78
Personnel						
Salaries	433,768	361,473	433,768	1.00	482,381	1.11
Payroll Taxes	33,834	24,138	28,966	0.86	32,212	0.95
Employee Benefits	90,658	73,898	88,678	0.98	98,616	1.09
Professional Dev.	5,000	3,575	3,575	0.72	5,000	1.00
	563,260	463,084	555,701	0.99	618,208	1.10
Administration & Program Support						
Accounting & Auditing	21,000	27,966	30,000	1.43	25,000	1.19
Administrative Fees & Leases	21,688	18,074	21,689	1.00	24,119	1.11
Automobile	3,458	4,072	4,886	1.41	4,500	1.30
Equipment & Furniture	2,000	542	1,000	0.50	2,000	1.00
Communications	4,000	6,395	7,500	1.88	6,000	1.50
Dues, Fees & Subscriptions	15,000	14,999	18,000	1.20	18,000	1.20
Insurance	3,500	5,596	6,500	1.86	7,500	2.14
Repair & Maintenance	2,000	2,431	3,000	1.50	3,000	1.50
Legal Fees	25,000	12,975	15,000	0.60	25,000	1.00
Office Supplies	1,500	2,392	2,500	1.67	2,500	1.67
Property/Project Management	15,000	6,833	8,500	0.57	15,000	1.00
Office & Facility Rent	21,000	17,250	20,700	0.99	22,500	1.07
Special Project Reserve	100,000	25,000	25,000	0.25	100,000	1.00
SLV Conservation	10,000	-	-	-	10,000	1.00
	245,146	144,525	164,275	0.67	265,119	1.08
Program						
Advertising & Marketing	75,000	31,623	40,000	0.53	75,000	1.00
Contingency	100,000	-	-	-	100,000	1.00
Promotional Items & Gifts	250	175	250	1.00	250	1.00
Prospect Visits	2,000	-	-	-	2,000	1.00
Research	13,000	-	-	-	10,000	0.77
Travel	10,000	8,025	10,000	1.00	10,000	1.00
Trade Shows & Events	2,500	50	1,000	0.40	2,500	1.00
CVB Support	377,000	314,167	377,000	1.00	-	-
	579,750	354,040	428,250	0.74	199,750	0.99
						CVB adjusted
TOTAL REVENUE	1,388,156	1,259,422	1,433,306		1,083,077	
TOTAL EXPENSE	1,388,156	961,649	1,153,979		1,083,077	
Revenue over Expense	-	297,773	279,327		(0)	

ECONOMIC DEVELOPMENT AGREEMENT

THIS AGREEMENT made and entered into this 5th day of June, 2023, but to become effective July 1, 2023, by and between the CITY OF BARTLESVILLE, OKLAHOMA, a municipal corporation, hereinafter referred to as "CITY", and BARTLESVILLE DEVELOPMENT AUTHORITY, an Oklahoma Trust, hereinafter referred to as "BDA",

WITNESSETH:

WHEREAS BDA has been formed for the purpose of furthering economic development in the Bartlesville area and City wished to contract with BDA for such purposes and BDA also desires to enter into such an agreement with City.

NOW THEREFORE, for valuable consideration, the receipt of which is hereby acknowledged by both parties hereto, the parties hereto hereby agree as follows:

1. PURPOSE. BDA agrees to use its best efforts to further the economic development of the City of Bartlesville and its surrounding area. It will use its best efforts to promote Bartlesville as a community of excellence, known for a superior lifestyle, a diverse economic base, and a highly skilled workforce which foster the growth of tourism and business, providing quality employment opportunity for all citizens.

BDA has presented a strategic plan and a budget to fund its operational expenses for the period from July 1, 2023 through June 30, 2024, copies of which are attached hereto and incorporated herein.

2. FUNDING. City agrees to pay to BDA the sum of \$803,750 which sum shall be paid by City to BDA 1/12 of said amount by no later than the 15th day of each month starting in July 2023, and appropriates to BDA the unrestricted funds remaining with BDA on June 30, 2023 (estimated to be approximately \$279,327) to fund the attached budget starting on July 1, 2023.

All funds appropriated to BDA by City shall be used for a proper public purpose. In the event BDA shall desire to expend funds for other purposes, it shall be entitled to do so but shall be obligated to make expenditures from private funds raised and accounted for separately from public funds. On or prior to June 30th of each year, BDA agrees to submit to City its annual action program, goals, and proposed budget which will help form the basis for the amount to be appropriated by City. It being clearly understood that City is under no legal obligation to appropriate funds for another year.

3. TERM. This agreement shall expire on June 30, 2024, but it is intended that the relationship between the parties be a long-term relationship with agreements similar to this agreement, being signed by the parties on an annual basis.

4. REPORTING. BDA will report to the City Council when so requested by City regarding its financial standing and its economic development plans and all else it may deem appropriate, including any specific subject requested by City. All such reports shall be open records in accordance with the open records laws of the State of Oklahoma.

5. MEETINGS. The BDA will comply with the provisions of the Oklahoma Open Meetings Act.

6. AMENDING ARTICLES. Article VII of the First Amendment to the Trust Indenture provides a method for selecting the members of the Board of Trustees and other provisions relating to their terms. BDA agrees that this portion of its Trust Indenture not be further amended without the prior approval of the Bartlesville City Council.

7. CODE OF ETHICS. The parties agree that BDA has presented to the City Council a Code of Ethics policy which policy has been reviewed and approved by the City Council and said policy shall remain in effect during this contract period.

8. BIDDING. BDA is encouraged to institute a policy of seeking competitive bids relating to the expenditure of its funds whenever possible. It is recognized that bidding is not always possible or practical but to the extent that BDA finds it advantageous, it is encouraged to seek competitive bids. In addition, BDA will comply with the Public Competitive Bidding Act of 1974.

9. INDEPENDENT CONTRACTOR. BDA is an independent contractor to the City in connection with this agreement. The officers and employees of BDA involved in the program of this contract shall not be considered for any purposes to be the officers of City.

10. AUDIT. The parties agree that the City shall annually cause an audit by an independent auditor to be made of the records of BDA to the extent that they involve directly or indirectly the expenditure of funds appropriated to BDA by City pursuant to this agreement. The cost of such an audit shall be borne by BDA.

11. RIGHT TO SUBCONTRACT. It is understood and agreed that BDA may itself perform its obligations and duties relating to economic development or that it may subcontract certain portions of its duties and responsibilities to other parties. However, in the event that certain duties are subcontracted, BDA will remain responsible to City for the results.

12. PROHIBITION ON EMPLOYMENT. It is agreed that the Chief Executive Officer of the BDA will be only employed by and responsible to the BDA. Specifically, the Chief Executive Officer of the BDA will not also be employed by the Bartlesville Regional Chamber of Commerce or any related or similar entity.

13. EXISTING INCENTIVE CONTRACTS. In addition to its other duties, BDA shall be responsible for the monitoring of existing and future incentive agreements between City and other entities and shall report to City relative to compliance with existing contracts.

THIS AGREEMENT shall be binding upon the parties hereto, their successors and assigns.

CITY OF BARTLESVILLE

BY _____
Mayor

ATTEST:

City Clerk

BARTLESVILLE DEVELOPMENT AUTHORITY

By _____
President & CEO

ATTEST:

Secretary

Visitors Inc. Annual Report 2022-2023



Key Metric	2022-2023		2021-2022		2020-2021	
(1) Total Visitors Inc. Economic Impact*	\$	34,701,929	\$	40,724,596	\$	32,700,719
(2) Total Attendance - Visitors Inc. Events		115,334		101,680		79,300
(3) Total Visitor Spending - Visitors Inc. Events**	\$	15,087,795	\$	17,706,346	\$	14,217,704
(4) Hotel Tax Generated - Visitors Inc. Events	\$	110,978	\$	183,437	\$	135,590
(5) Sales Tax Generated - Visitors Inc. Events	\$	588,424	\$	690,547	\$	554,490
(6) Visitors Inc. Total Fiscal Impact*** (4+5)	\$	699,402	\$	873,984	\$	690,080
(7) BDA contribution/support	\$	352,000	\$	352,000	\$	320,000
(8) Direct return on investment		99%		148%		116%

* Economic impact includes multiplier & assumptions provided by state tourism department (\$52 day visitor / \$178 overnight visitor)

** Total dollars spent at Visitors Inc. events

*** Total Fiscal impact = sales tax revenue + hotel tax revenue

2022-2023 Key Highlights

- > Local sporting events (gymnastics meets, swim meets, Glen Winget & 4F Tournaments) responsible for over 40% of fiscal impact
- > Compared to 2021-2022 fiscal year, results are lower in 2022-2023 due to the absence of Killers of the Flower Moon impacts
- > Strong overall hotel tax revenue and an increase in individual leisure travelers
- > 13% increase in attendance at Visitors Inc. Events



Visit Bartlesville Proposed Budget FY 2023-2024

	Budget	FY 2022-23 current	FY 2023-2024 increase of \$25,000
Revenue	BDA Contract (City of Bville)	377,000	402,000
	CO-OP Advertising	3,230	3,000
	VIC Income	200	200
	Meetings	300	500
	Cash Carryover	24,372	35,007
	Total Revenue	405,102	440,707
Expenses	Personnel		
	Salaries	134,543	150,000
	Payroll Taxes	10,794	13,000
	Employee Benefits	21,865	28,000
	Outside Services	750	1,500
	Total Personnel	167,952	192,500
Administrative/Program Support	Accounting and Auditing	11,700	8,000
	Administrative Fees & Leases	6,000	6,403
	Equipment and Furniture	350	400
	Communications	2,800	2,200
	Contingency	2,500	2,500
	Dues, Fees and Subscriptions	8,000	13,000
	Insurance	2,000	2,200
	Repair and Maintenance	1,300	1,100
	Meetings/Events	1,350	1,865
	Office Supplies	1,000	500
	Office and Facility Rent	17,400	17,400
	Total Admin/Program Support	54,400	55,568
Marketing Program	Advertising and Marketing	75,000	93,000
	Printing & Distribution	35,000	31,000
	Grant Funding	30,000	32,000
	Promotional Items	7,000	8,000
	Trade Shows/ Travel	7,000	11,000
	Website	1,000	1,000
	Total Marketing Program	155,000	176,000
	TTL Expense	377,352	424,068

These numbers are with a cash carry over of \$35,000, if we tap into that it will affect the cash carry over for 2024-2025

DESTINATION MARKETING AGREEMENT

THIS AGREEMENT made and entered into this 5th day of June, 2023, but to become effective July 1, 2023, by and between the CITY OF BARTLESVILLE, OKLAHOMA, a municipal corporation, hereinafter referred to as "CITY", and VISITORS, INC., an Oklahoma Trust, hereinafter referred to as "Visit Bartlesville",

WITNESSETH:

WHEREAS VISIT BARTLESVILLE has been formed for the purpose of furthering destination marketing and tourism development in the Bartlesville area and City wished to contract with VISIT BARTLESVILLE for such purposes and VISIT BARTLESVILLE also desires to enter into such an agreement with City.

NOW THEREFORE, for valuable consideration, the receipt of which is hereby acknowledged by both parties hereto, the parties hereto hereby agree as follows:

1. PURPOSE. VISIT BARTLESVILLE agrees to use its best efforts to further the destination marketing, visitation, and tourism economic development of the City of Bartlesville and its surrounding area. It will use its best efforts to promote Bartlesville as a community of excellence, known for a superior lifestyle, a diverse economic base, and a highly skilled workforce which foster the growth of tourism and business, providing quality employment opportunity for all citizens.

VISIT BARTLESVILLE has presented a strategic plan and a budget to fund its operational expenses for the period from July 1, 2023 through June 30, 2024, copies of which are attached hereto and incorporated herein.

2. FUNDING. City agrees to pay to VISIT BARTLESVILLE the sum of \$402,000 which sum shall be paid by City to VISIT BARTLESVILLE 1/12 of said amount by no later than the 15th day of each month starting in July 2023, and appropriates to VISIT BARTLESVILLE the unrestricted funds remaining with VISIT BARTLESVILLE on June 30, 2023 to fund the attached budget starting on July 1, 2023.

VISIT BARTLESVILLE current appropriations shall come from the economic development fund and the amount requested is based on 70% of the average of lodging tax and lodging tax equivalent (i.e. short term vacation rentals or other lodging agreement) collected for the previous three years. Future requests shall be based upon this same formula.

All funds appropriated to VISIT BARTLESVILLE by City shall be used for a proper public purpose. In the event VISIT BARTLESVILLE shall desire to expend funds for other purposes, it shall be entitled to do so but shall be obligated to make expenditures from private funds raised and accounted for separately from

public funds. On or prior to June 30th of each year, VISIT BARTLESVILLE agrees to submit to City its annual action program, goals, and proposed budget which will help form the basis for the amount to be appropriated by City. It being clearly understood that City is under no legal obligation to appropriate funds for another year.

3. TERM. This agreement shall expire on June 30, 2024, but it is intended that the relationship between the parties be a long-term relationship with agreements similar to this agreement, being signed by the parties on an annual basis.

4. REPORTING. VISIT BARTLESVILLE will report to the City Council when so requested by City regarding its financial standing and its tourism development plans and all else it may deem appropriate, including any specific subject requested by City. All such reports shall be open records in accordance with the open records laws of the State of Oklahoma.

5. MEETINGS. The VISIT BARTLESVILLE will comply with the provisions of the Oklahoma Open Meetings Act.

6. AMENDING ARTICLES. Article VII of the First Amendment to the Trust Indenture provides a method for selecting the members of the Board of Trustees

and other provisions relating to their terms. VISIT BARTLESVILLE agrees that this portion of its Trust Indenture not be further amended without the prior approval of the Bartlesville City Council.

7. CODE OF ETHICS. The parties agree that VISIT BARTLESVILLE has presented to the City Council a Code of Ethics policy which policy has been reviewed and approved by the City Council and said policy shall remain in effect during this contract period.

8. BIDDING. VISIT BARTLESVILLE is encouraged to institute a policy of seeking competitive bids relating to the expenditure of its funds whenever possible. It is recognized that bidding is not always possible or practical but to the extent that VISIT BARTLESVILLE finds it advantageous, it is encouraged to seek competitive bids. In addition, VISIT BARTLESVILLE will comply with the Public Competitive Bidding Act of 1974.

9. INDEPENDENT CONTRACTOR. VISIT BARTLESVILLE is an independent contractor to the City in connection with this agreement. The officers and employees of VISIT BARTLESVILLE involved in the program of this contract shall not be considered for any purposes to be the officers of City.

10. AUDIT. The parties agree that the City shall annually cause an audit by an independent auditor to be made of the records of VISIT BARTLESVILLE to the extent that they involve directly or indirectly the expenditure of funds appropriated to VISIT BARTLESVILLE by City pursuant to this agreement. The cost of such an audit shall be borne by VISIT BARTLESVILLE.

11. RIGHT TO SUBCONTRACT. It is understood and agreed that VISIT BARTLESVILLE may itself perform its obligations and duties relating to tourism development or that it may subcontract certain portions of its duties and responsibilities to other parties. However, in the event that certain duties are subcontracted, VISIT BARTLESVILLE will remain responsible to City for the results.

12. PROHIBITION ON EMPLOYMENT. It is agreed that the Chief Executive Officer of VISIT BARTLESVILLE will be only employed by and responsible to VISIT BARTLESVILLE. Specifically, the Chief Executive Officer of VISIT BARTLESVILLE will not also be employed by the Bartlesville Regional Chamber of Commerce or any related or similar entity.

THIS AGREEMENT shall be binding upon the parties hereto, their successors and assigns.

CITY OF BARTLESVILLE

BY _____
Mayor

ATTEST:

City Clerk

Visitors, Inc. dba Visit Bartlesville

By _____
President & CEO

ATTEST:

Secretary



Executive Summary

The goal of Visit Bartlesville is to continue to increase our digital and social media marketing presence in FY24. In an effort to strengthen brand, increase followers, and grow web presence, VB proposes an increased budget in digital ads and social media marketing. With existing print publications, media buys, and digital strategy, our efforts should demonstrate a better coordinated marketing calendar, increased opportunities for tourism partners, additional regional campaigns, various products with call to action on the website, and improved website responsiveness. In addition, the goal of Visit Bartlesville is to continue growing Bartlesville as a destination for group tours, conferences, sports events, conventions, and filming location.

Mission

The Mission of Visit Bartlesville is to enhance the local economy and improve the community's quality of life by marketing and promoting the Bartlesville area as a destination for conventions, meetings, group tours, filming location, special events and leisure travel.

Strategic Vision

Bartlesville is a unique city that combines the friendliness and accessibility of a small town with cultural and other amenities typically found in much larger cities. Bartlesville's rich history and architectural beauty make it a prime location for the cultural heritage visitor. Bartlesville conference and convention spaces, welcoming atmosphere, and variety of events enable Bartlesville to serve as a quality destination for business travelers, leisure visitors, and filming location. Visit Bartlesville seeks to capitalize on the attractions of the Bartlesville area by marketing these attributes to the region and the nation.

Focus and Measurable Goals for 2023-2024

1. Increase fiscal impact (hotel tax generated + sales tax generated by Bartlesville CVB)
2. Capitalize on Bartlesville's Film Friendly status and continue to develop as a filming location
3. 15% increase in Group Tour Bookings
4. Target towards a 10% increase in attendance at area attractions
5. Attract 2 new bookings in the conference/convention market for FY2024
6. Increase social media presence with current platforms and by growing the digital marketing strategy for FY 2024.
7. Increase unique visits to the website by 25%

Marketing Objectives

1. Enhance Bartlesville as a travel destination with continued regional marketing
2. Continue to implement brand awareness in the Leisure/Sports market
3. Build awareness of opportunities for multi-night stays & creation of themed based stays
4. Continued growth and support to convention/small meeting market