

**REGULAR MEETING OF THE
BARTLESVILLE CITY COUNCIL
Monday, December 4, 2023**



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

**Immediately Following the
Bartlesville Education Authority
Special Meeting beginning
at 5:30 p.m.**

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

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.**
- 5. Authorities, Boards, Commissions and Committee Openings**
 - One opening on the Ambulance Commission
 - One opening on the White Rose Cemetery Board
- 6. Consent Docket**
 - a. Approval of Minutes**
 - i. The Regular Meeting Minutes of November 20, 2023.
 - b. Approval or Ratification of Appointments to Authorities, Boards, Commissions, and Committees.**
 - i. Appointment of Ms. Stacy Lewallen to a three-year term and Ms. Julie Pranger to fill an unexpired term on the Bartlesville Library Board at the recommendation of Mayor Copeland.
 - ii. Appointment of Mr. Dave Guard to a three year term on the Bartlesville Library Trust Authority at the recommendation of Councilmember Roszel.
 - c. Approval of Agreements, Contracts, Engagement Letters, Memorandums of Understanding**
 - i. A Memorandum of Understanding between the City of Bartlesville and the Bartlesville professional Fire Fighters, Local 200 updating Article 25, Section 2 of the International Association of Fire Fighters (IAFF) Collective Bargaining Agreement.
 - ii. Agreement between Lighthouse Outreach Center and the City of Bartlesville, for the voluntary demolition of dilapidated structures on property addressed as 105 SW Bucy Ave.
 - iii. Amended Development Agreement between Arcadian Housing, LLC/LW Development, LLC and the City of Bartlesville relating to the development of the Arcadian Housing Project located in Oak Wood Addition, Bartlesville, Washington County.

- iv. A lease for a three-station folder inserter IMI Mail System and bill-print software between Quadient (OME CORP) Leasing USA, Inc. and the City of Bartlesville, Oklahoma for a monthly lease amount of \$2,851.68.

d. Approval of Resolutions

- i. Directing filing and notification of the publication of the 2023 printed Supplement No. 29 to the Bartlesville Municipal Code.
- ii. City of Bartlesville Social Media Terms of Use and Comment Policy Resolution.
- iii. Amending the budget of the City of Bartlesville for fiscal year 2023-24 appropriating funds from the Lyon Foundation to the CIP Sales Tax Fund.

e. Receipt of Annual Report

- i. The 2022-2023 Annual Report for the Chickasaw Wastewater Treatment Plant.

f. Bartlesville NEXT Report

- i. Bartlesville NEXT Progress Report – December 2023

g. Receipt of Financials

- i. Interim Financials for four months ending October 31, 2023.

- 7. **Presentation and discussion of FY 2022 City of Bartlesville Financial Audit Report. Presented by Jake Winkler, Arledge and Associate, P.C.**
- 8. **Discuss and take possible action to adopt an Ordinance amending Chapter 8 of the Bartlesville Municipal Code pertaining to Garbage and Trash. Presented by Keith Henry, Director of Public Works.**
- 9. **Discuss and take possible action to adopt an ordinance for the establishment of Keep Bartlesville Beautiful (KBB) as a city government committee and allocation of the necessary budget and resources for the effective functioning of KBB. Presented by Larry R. Curtis, Director of Community Development.**
- 10. **Discuss and take possible action to adopt a Corrective Zoning Ordinance to replace Ordinance 3567 for the Arcadian Housing Development Project. Presented by Larry R. Curtis, Director of Community Development.**
- 11. **Discus and take possible action to enter into Executive Session as authorized by 25 Okla. Stat. § 307 (B)(4) for consideration of pending class action litigation against 3M Company and E.I. Dupont de Nemours and Company and other defendants involving Per- and Polyfluoroalkyl Substances (PFAS) contamination in In Re: Aqueous Film-Forming Foams Products Liability Litigation, MDL No. 2:18-mn-2873, United States District Court, District of South Carolina, and possible retention of McAfee & Taft and Fulmer Sill to represent the interests of the City in such litigation and/or other litigation related to PFAS contamination.**
- 12. **Return to open meeting.**

13. Discuss and take possible action to authorize the law firm of McAfee & Taft and Fulmer Sill to execute pertinent documents necessary in the litigation set out in Item 11 of this agenda. Presented by Jess Kane, City Attorney.

14. New Business.

15. City Manager and Staff Reports.

16. City Council Comments and Inquiries.

17. Adjournment.

The Agenda was received and filed in the Office of the City Clerk and posted in prominent public view at City Hall at 5:30 p.m. on Thursday, November 30, 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

Open Meetings Act Compliance (25 O.S. Sec. 301 et seq.): all discussion items are subject to possible action by the City Council. Official action can only be taken on items which appear on the agenda. The City Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the City Council may refer the matter to the City Manager, Staff or City Attorney, or back to a committee or other recommending body. Under certain circumstance, items are deferred to a specific later date or stricken from the agenda entirely. 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.



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

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

**Monday, November 20, 2023
5:30 p.m.**

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

MINUTES

(The Notice of Meeting and Agenda was posted November 16, 2023 at 5:00 p.m.)

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

City staff present were Mike Bailey, City Manager; Jess Kane, City Attorney; Jason Muninger, CFO/City Clerk; Matt McCollough, IT Director; Jerry Benedict, Golf Course Director; Shellie McGill, Library Director; Larry Curtis, Community Development Director; Investigation Captain Daniel Elkins, Security; and Elaine Banes, Executive Assistant.

- 1. The business meeting of the Bartlesville City Council was called to order by Mayor Copeland at 5:30 p.m.**
- 2. Roll call was conducted and a quorum established.**
- 3. The invocation was provided by Quinn Schipper.**
- 4. Citizens to be heard.**

Quinn Schipper encouraged citizens to volunteer on City committees. He commented on how approachable the City Council and City staff are to the public and stated his appreciation of that. He also commended them on the proposed amendments to the Charter and the possible approval of the City Council Handbook.

Eddie Collins stated his opposition to limiting citizen comments to 15 minutes in total, on changing when City Council elections are held, and on changing the term lengths. He also does not agree with the proposed recall changes.

Roger Box reported on his time as Chairman of the Charter Review Committee in 2009-2010 and how each amendment at that time was researched thoroughly prior to the election amending the Charter. He added that the amendments have worked well for the past 13 years. He asked the City Council to reject any changes to the Charter.

- 5. City Council Announcements and Proclamation.**

There were no announcements or proclamations.

- 6. Authorities, Boards, Commissions and Committee Openings**

- One opening on the Ambulance Commission
- Two openings on the Bartlesville Library Trust Authority
- One opening on the Library Board

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 Minutes of November 6, 2023.

b. Approval or Ratification of Appointments to Authorities, Boards, Commissions, and Committees.

- i. Appointment of Mr. Andrew Oleson to a three year term on the Park Board at the recommendation of Vice Mayor Curd.
- ii. Appointment of Mr. Joe Beffer to a three year term on the Community Center Trust Authority at the recommendation of Mayor Copeland.
- iii. Reappointment of Ms. Judith Ann Hill-Hildebrand for an additional two year term to the Adult Center Trust Authority at the recommendation of Mayor Copeland.

c. Approval of Agreements, Contracts, Engagement Letters

- i. Agreement between the City of Bartlesville/Bartlesville Public Library and the Oklahoma virtual Library Consortium for electronic materials purchases for the Library.
- ii. Development Agreement between the Delaware Tribe of Indians and the City of Bartlesville relating to funds for the improvement of the west half of Madison Boulevard north of Tuxedo Boulevard.

d. Approval of Resolution

- i. Amending the budget of the City of Bartlesville for Fiscal Year 2023-24 appropriating Private Donations from multiple vendors for the Special Library Fund.

Mayor Copeland read the consent docket in its entirety. Mayor Copeland pulled Item 7.c.ii. for further discussion.

Vice Mayor Curd moved to approve the consent docket as presented except for Item 7.c.ii., seconded by Ms. Roane.

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.

- ii. Development Agreement between the Delaware Tribe of Indians and the City of Bartlesville relating to funds for the improvement of the west half of Madison Boulevard north of Tuxedo Boulevard.

Mr. Bailey explained how the Delaware Tribe will widen the road, then the City will provide the upgrade that was approved by voters. It is a good partnership that results in the best use of funds and a much improved project.

Mayor Copeland moved to approve Item 7.c.ii. as presented, seconded by Mr. Roszel.

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

8. Discuss and take possible action to award Bid No. 2023-2024-011 for replacement of a LED signboard at Bartlesville Public Library. Presented by Councilmember Roszel.

Mr. Roszel provided information about the sign, adding that the sign is being funded by private library donations in the amount of \$13,969.91, a \$1000 grant from Rotary, a \$10,000 grant from AEP/PSO, and a grant from The Lyon foundation in the amount of \$24,969.92.

Ms. Roane moved to award Bid 2023-2024-011 to Claude Neon Federal Signs Tulsa, Oklahoma, in the amount of \$49,939.83 as presented, seconded by Mr. Dorsey.

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

9. Receive bids for the purchase of \$6,900,000 Combined Purpose General Obligation Bonds, Series 2023 of the City and vote to award said Bonds to the lowest bidder complying with the notice of sale and instructions to bidders or to reject all bids.

Jerica Dawson, Municipal Finance Services, Inc. reported that the City Council approved the sale of bonds on October 16, 2023. Two bids were received today with Piper Sandler & Co. presented the best rate of 3.437508% for a nine year term. She reported that rates are about 25 basis points above last year but reported that it is still a good rate and that Bartlesville receives good rates due to responsible fund management and keeping a reserve fund. She concluded that this interest rate will also keep the City within its target 15 mil levy.

Mr. Dorsey moved to receive bids and to award the Bid to Piper Sandler & Co. as presented, seconded by Vice Mayor Curd.

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

10. Discuss and take action to approve an Ordinance providing for the issuance of Combined Purpose General Obligation Bonds, Series 2023 in the sum of \$6,900,000 by the City of Bartlesville, Oklahoma, authorized at an election duly called and held for such purpose; prescribing form of Bonds; providing for registration thereof; designating the Registrar for the issue; providing for levy of an annual tax for the payment of principal and interest on the Bonds and fixing other details of the issue; approving the forms of a Continuing Disclosure Agreement and an Official Statement; authorizing executions and actions necessary for the issuance and delivery of the Bonds; and declaring an emergency.

Mr. Roszel moved to adopt the Ordinance as presented, seconded by Ms. Roane.

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

11. Discuss and take possible action on approving the emergency clause with respect to the proposed Ordinance in Item 10.

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

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

12. Discuss and take possible action on a recommendation from the Park Board to approve the installation of exhibits for the Bartlesville Interurban Railway at Robinwood Park and Pathfinder Parkway. Presented by Larry R. Curtis, Director, Community Development.

Mr. Curtis reported that the Bartlesville Interurban Railway operated from 1908 to 1920. Streetcars were popular in the United States during this time period, and Bartlesville had one of its own. It had a leg on the far western edge of town, a loop around downtown, and then continued northeast up to Dewey. During a street resurfacing project last month, part of the Bartlesville Interurban Railway was discovered under pavement at 9th Street and Delaware Street. Bricks and railing were removed and set aside for exhibition purposes in the Bartlesville Area History Museum and potential exhibits elsewhere in the City. In their regular October meeting, the Park Board discussed several locations and ultimately decided to recommend locating an exhibit within Robinwood Park, south of Silverlake Road at the northeastern edge of the parking lot. Park Board felt this location was appropriate because this part of Silverlake Road runs very close to the historic route of the Interurban Railway. The intention would be to have actual recovered brick and railing laid out to replicate its original configuration. There could also be a sign that would provide historic context and information via QR code, similar to the one for the bridge in Johnstone Park. Additionally, Pathfinder Parkway is crossed in two locations by the historic route. Park Board also recommends memorializing the history of the railway at these locations by installing the bricks in their original configuration and stenciling in the railing.

A brief discussion was held covering how the project would be completed using in-house labor and funds from the Park budget; and how if it goes over budget, additional funding could be budgeted for it in the next fiscal year.

Vice Mayor Curd moved to approve the Park Board's recommendation for the exhibit to be placed in Robinwood Park and Pathfinder Parkway as presented, seconded by Ms. Roane.

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

13. Discuss and take possible action to approve the City Council Handbook as presented. Presented by Mike Bailey, City Manager.

Mr. Bailey reported that on October 16, 2023, the City Council reviewed and discussed the proposed City Council Handbook. As a review, accepted best practices for municipalities dictate that municipal governing boards should adopt some form of policy document to help guide the actions of the current, and perhaps more importantly, future Councils. This guidance helps to ensure consistency and stability for the organization that can endure beyond current leadership. The handbook allows for the formal adoption of best practices, rules, and expectations of conduct. Mr. Bailey reviewed the topics the handbook covers. During our October meeting, there was discussion about the strengths and weaknesses of the document and Council's preferences. After that meeting, Staff made several amendments to the document that should address most, if not all, of Council's concerns. The revisions covered: 1) Included a disclaimer that clarifies that sections that are not a restatement of law or policy do not establish policy or legal guidance. This disclaimer may be found on page 1 of the executive summary in the second paragraph. 2) Made changes throughout the document to modify the tone of the document. All efforts were made to ensure that the document does not diminish the Council's authority in the organization. 3) Various other improvements. Mr. Bailey added that a social media policy, once adopted, will be included in the Handbook, as well as meeting rules and Best Practices Resolutions. He also stated that adopting a City Council Handbook was included in the Bartlesville Strategic Plan previously approved by the City Council.

Mayor Copeland added that he felt the Handbook would be good for training and for reference for City Council members or those who may wish to become a City Council member. He stated his appreciation

of having all resolutions and regulations in one document. Ms. Roane added that she appreciated the effort made to lighten the tone from the previous draft. Mr. Roszel agreed the Handbook will be a good reference tool for City Council members.

Mr. Roszel moved to approve the Council Handbook as presented, seconded by Ms. Roane.

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

14. Discuss and take possible action to approve a resolution establishing the Best Practices of the Bartlesville City Council. Presented by Mike Bailey, City Manager.

Mr. Bailey reported that on October 16, the City Council reviewed and discussed the proposed City Council Handbook, which was approved in the previous action item. One of the resolutions included as part of the Handbook is a Best Practice Resolution. It has been discussed as part of the Handbook presentations, and it must be adopted separately.

Mr. Roszel moved to approve the Resolution as presented, seconded by Mr. Dorsey.

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

15. Presentation and discussion of proposed amendments to the Bartlesville City Charter. Presented by Mike Bailey, City Manager.

Mr. Bailey began by appreciating the 2009-2010 Charter Committee and how important their work was to amend the Charter that has guided staff and Council for the past 13 years. He added that he respects the work the committee completed, as well as the vote of approval by citizens. Over time, staff and Council has become aware of how the Charter could be amended again and at a workshop meeting on October 16, 2023, they met to discuss several items related to governance of the City. Reviewing and bringing the Charter current is also part of the Strategic Plan approved by City Council. Staff proposed revisions are to Articles 2, 3, 4 and 16 relating to elections, recalls and purchasing. He reviewed the three separate redline proposals related to these charter amendments along with the reasoning behind each amendment, with Council discussion following each.

Art. 2 & 3 – shall be amended to provide changes to Council terms, election dates, and other miscellaneous items.

- Council terms shall be extended from two years to three years, allowing for more time to learn and to apply the knowledge and experience towards management of the budget and business operations of the City government.
- Council terms shall be staggered, so that no more than 2 council members' terms are expiring at the same time, which would eliminate the risk of a whole Council being voted out at the same time. Such action would impact the business of the City.
- Council election dates shall be moved from November to April. Mr. Bailey stated that having local elections with State and National elections provide for a larger turnout, but the turnout is not necessarily educated on or sometimes even aware of the municipal side of the election. He added that changing elections to April where it would likely coincide with school board elections would ensure that the voters are voting on matters that they are educated and aware of, although the numbers may be smaller. He also stated that this would increase election costs, but not substantially.
- Clarified that elections and campaigns are to be held on a non-partisan basis.

- He added that Article 2, Section 12 should be amended to change the time that newly elected city council members terms begin at 12:01 a.m. on the first Monday of the month following each City Council election. The Charter currently states 7 p.m. and meetings are now held at 5:30 p.m.

Discussion from each of the Council members began with Mayor Copeland stating that he agreed with longer and staggered terms. He said that with staggered terms, voters would have an election every year in one or more wards and have more input into who is serving. He added that he does not like the practice of partisanship campaigning but will leave it up to the voters. He agrees that there should not be a law stating they cannot announce their party affiliation.

Mr. Roszel stated that moving to a three year cycle is acceptable and he liked the staggered terms. He also agreed that he was good with moving elections April so as not to get lost in the larger national elections. He does agree that a candidate should represent and campaign in a nonpartisan way, but also believes that the City should not make a law to say that they cannot announce their party affiliation if they so desire.

Vice Mayor Curd stated that he agreed with the longer, staggered terms. He added that he does not approve of partisan campaigning, but if a candidate feels that it something they need to do, then he is okay with it.

Mr. Dorsey stated that he is in favor of staggered terms. He does not see a problem with the two-year term length but understands it would need to be changed to go to staggered terms. He agrees that there is a benefit of moving the election to April, even with a lower turnout.

Ms. Roane stated that she is in favor of longer, staggered terms. She added that she feels it is unethical to run a partisan campaign, but agrees there should not be a law stating that a candidate cannot state their affiliated party. She feels that if a candidate is moral and of good character, then that shows the citizens who you are without partisan campaigning.

Art. 4 – shall be amended to clarify requirements, provide a reasonable timeline for completion, and other miscellaneous items.

- All signatures on a recall petition must be obtained within 90 days of the filing of the petition with the City Clerk. Mr. Bailey stated the current recall rules do not have a time-frame for the collection of signatures by a recall petitioner, therefore a Council member could have an active recall petition for their whole term and onward.
- City Clerk shall have 30 days to fulfill his legal duties described in our charter. The time frame for the City Clerk to validate each signature is now set at 10 days, which would not be enough time. If the City Clerk is not finished at the end of 10 days, the City would have to go before the District Court to request additional time.
- Council members cannot be recalled in the first or last four months of their term. Mr. Bailey stated that recalls during these two time scenarios does not allow for a City Council member to truly begin his tenure if recalled in the first four months, and at the end of his term to be recalled would be redundant since an election is imminent where the public has the opportunity to vote a candidate out of his office.

Discussion on Art. 4 began with Ms. Roane. She stated that she is not in favor of restricting the recall process but she does agree with the timeframe of obtaining petition signatures.

Mr. Roszel agrees that recall procedures should not be restricted but does agree with the timeframe of obtaining signatures. He added that he was not sure about the 90 day timeframe for the collection of signatures, that more time should be provided.

Mayor Copeland agrees with the 30 day amendment for the City Clerk to verify signatures, and agrees with the amendment of not allowing recall action within the first four months and last four months of a council members term. He added that he agrees with the 90 time frame to collect signatures by a recall petitioner but would also be agreeable to 120/180 days.

Additional discussion covered how it is incumbent on the petitioner to verify signatures by signing an affidavit saying all signatures are correct; how there are no State regulations that address a timeframe for collection of signatures; and that perhaps a number between 90 days and 180 days could be agreed upon for recall petition signatures.

Art. 14 – shall be amended to make purchasing and contracting more efficient and consistent throughout the organization.

- Authorizes Council to set a limit for City Manager’s purchasing and contracting authority.
- Authorizes Staff to utilize purchasing consortiums that have been approved by Council to make purchases.
- Authorizes City Manager to sign contracts that do not exceed the limits established by Council.

Mr. Bailey reported that these amendments would bring contract procedures into alignment with purchase procedures. They would also allow the City Council to authorize the City Manager to sign contracts under certain amounts, as well as authorizing the City the use of purchasing consortiums. The amendments would allow more efficient and cost effective measures, as well as unifying purchasing under one standard. He added that contracts and bids for public improvements will remain the same due to the competitive bidding act.

Discussion on Art. 16 began with Mr. Roszel stating that these amendments are more an appropriation of authority. Mr. Bailey responded that delegation of authority already exists for contracts, but the delay is getting the contracts on an agenda to obtain Council approval and Mayoral signature. He confirmed that controls are in place, all contracts are reviewed by the City Attorney, and all controls are subject to an annual audit. Mr. Roszel stated that he is not opposed to the amendments to Art. 14, but would like to do more research on how other municipalities handle this.

Mr. Bailey concluded that the proposed amendments to the Charter have been reviewed by the City Attorney, but Staff and the City Attorney would like to engage a firm to review these proposals and draft all necessary documents to place these items on the April 2024 election. A resolution to move forward and call an election would need to be approved at the February 5, 2024 City Council meeting.

Vice Mayor Curd stated his appreciation of the 2010 Charter Review Committee. He added that Mr. Bailey’s meeting with the Chairman of that committee, Roger Box, next week will be valuable to obtain his perspective and research obtained during the last Charter review. Ms. Roane and Mr. Roszel agreed. Diminished volunteerism was discussed briefly. Mr. Roszel stated that the Charter is a living document like many laws and from time to time may need improvement to fit with changing times. His wish is that the amendments be reasonable and not try solve a problem that may not exist.

No action was taken.

16. Presentation and discussion of proposed changes to the City Council Public Comment Policy. Presented by Mike Bailey, City Manager.

Mr. Bailey reported that on December 5, 2022, the City Council adopted Resolution 3661 establishing a format and rules of order for the conduct of City Council meetings. This resolution replaced all previous resolutions relating to this topic with major changes from previous meetings rules were relating to public comment. He reviewed Resolution 3661 which attempted to clarify guidance for public comment and

place additional rules. These rules are deficient in a few areas such as there are no rules of behavior for citizens participating in public comment, and “Citizens to be Heard” allows for citizens to address the Council on any topic. Due to these deficiencies, it can lead to unintentional violations of the Open Meetings Act (OMA). He added that while most citizens conduct themselves with the decorum expected in a City Council business meeting, the growing amount of disrespect and distrust for all government officials is leading to behavior that would have been unacceptable a few years ago. In order to create an environment where citizens and officials may share comments, thoughts, and ideas, clear expectations should be established for behavior of parties participating in our meetings. As such, the proposed policy provides rules for participation. As the City Council meeting is a limited public forum, and in fact a business meeting, the Council is within its rights to establish and enforce these rules. The rules are simple and non-restrictive. He reviewed the existing rules as well as the proposed new rules as follows: Existing rules are that participation is limited to citizens or those living within 10 miles of City Hall, time shall be limited to 3 minutes for the entire Council meeting, and participation in public hearings shall not count against this time limit, speakers shall have 3 minutes for each public hearing. New proposed rules include the existing rules and add that speakers shall address all comments to the Mayor, speakers shall follow the Mayor’s instructions, speakers shall not denigrate individuals or organizations, speakers shall not use violent, profane, obscene, defamatory, or fraudulent speech, speakers shall adhere to time limits, and speakers shall stay on topic.

Mr. Bailey continued stating that the more concerning deficiency in the current rules is that the Council allows comment on any topic which could lead to OMA violations. Most cities with well-run meetings have either eliminated citizens to be heard entirely or limited comment under this section to items on the agenda. The proposed policy would split citizen participation into 3 categories:

- “Public Comment on Agenda Items” will replace our current “Citizens to be Heard” at the beginning of our meeting. It will allow our citizens to comment on any agenda item before they are considered by Council. This practice aligns with the purpose of our Council meetings, since these are business meetings of the City Council. Town halls are another type of meeting altogether where off agenda comments are appropriate.
- “Public Hearings” are defined by State law and will be held whenever required. Comments during Public Hearings are always restricted to the agenda item.
- “Citizen Agenda Items” is a new addition to our meeting agendas. In order to comply with the Open Meetings Act, there should be no discussion that is not included on an agenda posted in accordance with State law.
 - This item will occur last on our agenda. o Citizens must request to be included on the agenda in advance.
 - Citizens must obtain a Council member sponsor. o Mayor will determine what Citizen Agenda Items will be included.
 - Items must relate to City business not already included on an agenda within the last year.

The proposed policy also includes forms necessary to enact this policy. If Council wishes for Staff to proceed with the preparation of the final documents, then clean copies will be returned at a future meeting for Council’s consideration. The City Council Handbook will be amended by inserting the new resolution, policy, and forms. Mr. Bailey concluded that staff believes that the proposed resolution and policy provides an excellent balance between efficiency, State law, and citizen participation. Similar (and sometimes more restrictive) rules have already been adopted in Tulsa, Oklahoma City, Broken Arrow, Owasso, and others major cities in our region.

Mayor Copeland agreed with the amendments stating that there have been instances in the past that citizens use the citizens to be heard portion of a meeting for a personal platform not related to City business. Mr. Bailey agreed restating that Council meetings are business meetings, not a public forum.

Ms. Roane stated that she appreciates the proposal that citizens can ask for an item to be placed on the agenda for discussion. She added that usually citizen issues can be handled with a phone call or email, but if not, she is in favor of allowing them this opportunity,

Mr. Roszel agrees that Council meeting are business meetings and that business must be attended to. He also feels the Council has a responsibility to hear citizens and their issues. He contacted associates who sit on various boards and stated that he feels the school board handles this issue well. They have a citizens to be heard regarding agenda items and then at the end of the meeting they allow for an open forum. Mr. Bailey stated that what is included in the proposal. Mr. Roszel stated that City Council members have to remain cognizant of the Oklahoma Open Meeting Act rules, and stated that if a citizen cannot speak at meeting, then they will email the Council which increases the risk of violating the OMA laws particularly with a "respond all" response. He is in favor of the proposals, but he does not feel the 15 minute time limit should remain. Mayor Copeland stated that he feels the 15 minutes time limit should remain in the event it is needed. It can always be expanded by the Council.

Vice Mayor Curd stated that he feels the system that is now in place has not been a problem. For the most part, citizens have been civil, and he feels making them "jump through hoops" to address the Council is not something he agrees with. He stated that he appreciates the work and understands the drive to make it more organized, but feels the only addition should be about behavior.

Mayor Copeland stated that some people may not be aware of why the Council cannot respond to inquiries which is defined in the Oklahoma Open Meeting Act. He encourages citizens to come before the Council and state their concerns as action to the concern usually happens pretty quickly. He added that it does not go unnoticed when citizens come and spend their Monday evenings attending meetings. He agrees that there is value in setting standards in behavior, and agrees with having citizen comments regarding City related concerns at the end of the meeting. In addition, having citizens provide paperwork and having staff involvement may be good if they have a specific item to be discussed.

Mr. Roszel agreed that citizens who wish to have their item added to an agenda, with Council sponsorship, may be a good way to learn what the Council can and can't do, or the problem/concern could be handled more immediately.

Mr. Bailey concluded saying he will take Council's input and prepare a new proposal for review. Mr. Roszel stated that his not opposed to the proposal with exception to the 15 minute rule, since it is rarely if ever utilized. Mayor Copeland stated that the rule has been in place for a long time, and provides a decision of needed.

No action was taken.

17. City Manager and Staff Reports.

There were no further reports provided.

18. City Council Comments and Inquiries.

Ms. Roane reminded citizens of the many Christmas events coming up over the next few weeks and encouraged everyone to participate.

Vice Mayor Curd stated that he appreciated the speakers who shared their comments with the Council.

Mayor Copeland added how much everyone has to be thankful for in Bartlesville commenting on the well-attended Veterans Day parade, the Wreath Memorial at White Rose Cemetery, and encouraged citizens to use the City website to gain good information. He ended by reminding citizens that those who have Thursday trash routes, that their refuse will be picked up on Wednesday due to the Thanksgiving holiday.

19. There being no further business to address, Mayor Copeland adjourned the meeting at 8:15 p.m.

Dale W. Copeland, Mayor

Jason Muninger, CFO/City Clerk

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

City Council consideration for the appointment of Stacy Lewallen to the Bartlesville Library Board.

Attachment: Stacy Lewallen application

II. STAFF COMMENTS AND ANALYSIS

I would like to recommend the appointment of Ms. Lewallen to the Library Board. This appointment will be replacing Leigh Sutton, whose term has expired. Ms. Lewallen has a degree in Global Humanities and is active in several community boards. Her skills and experience would benefit the Library Board.

III. BUDGET IMPACT

There are no budget considerations with this request.

IV. RECOMMENDED ACTION

I recommend the appointment of Stacy Lewallen to the Bartlesville Library Board.

Elaine Banes

From: no-reply@bitbrilliant.com *Rec'd EB*
Sent: Thursday, October 12, 2023 8:07 PM
To: Elaine Banes
Subject: New submission from Application for City Boards, Commissions, Committees & Trust Authorities
*cc: Shellee N. Zell
Cady Zell*

CAUTION: External Source. THINK BEFORE YOU CLICK!

Please check the ones you wish to serve on:

- Library Board

Name

Stacy Lewallen

Address

1216 Garden Drive
Bartlesville, Oklahoma 74003
[Map It](#)

Cell Phone

(918) 766-3431

Email

stillstacy@gmail.com

Ward Number

Ward 4

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

I am recently retired after having worked 20 years for Siemens Corp. I have a B.A. in Global Humanities and have also had a career in broadcasting. I feel I have a great respect for the written word and the importance of communicating ideas with others. I have also been a mother, living in this community, and applaud the improvements I have seen for youth of all ages at our library. I firmly believe that libraries offer so much more than just books. Libraries offer essential services like access to technology and the internet, literacy programs, and community events as well as great sources of entertainment.

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

I have served on the board of directors at Visit Bartlesville for 2 years now. I am a member of the Bartlesville Art Association, Women's Network, League of Women Voters and volunteered for OK Mozart .

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

I have been a single mother, living in this community, and applaud the improvements I have seen for youth of all ages at our library. I understand the importance of the library, especially to underserved persons, particularly children. As a Library Board member I would advocate for the library, support their policies and support equality and access for all - something I wish to see the board continue to accomplish.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

City Council consideration for the appointment of Julie Pranger to the Bartlesville Library Board.

Attachment: Julie Pranger application

II. STAFF COMMENTS AND ANALYSIS

I would like to recommend the appointment of Ms. Pranger to the Library Board. This appointment will be replacing Shayla LaTorraca, who resigned from the Board in September. As a Phillips66 employee, Ms. Pranger has been active on several internal and community boards, and would be a welcome addition to the Library Board.

III. BUDGET IMPACT

There are no budget considerations with this request.

IV. RECOMMENDED ACTION

I recommend the appointment of Julie Pranger to the Bartlesville Library Board.

Elaine Banes

From: no-reply@bitbrilliant.com
Sent: Tuesday, October 10, 2023 2:14 PM
To: Elaine Banes
Subject: New submission from Application for City Boards, Commissions, Committees & Trust Authorities

Rec'd EB

*cc: Phillip Miller
Cindy Hill*

CAUTION: External Source. THINK BEFORE YOU CLICK!

Please check the ones you wish to serve on:

- Library Board

Name

Julie Pranger

Address

1918 Roman Street
Bartlesville, OK 74006
[Map It](#)

Home Phone

(479) 427-9160

Work Phone

(918) 977-2439

Cell Phone

(479) 427-9160

Email

juliepranger27@gmail.com

Ward Number

2

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

Currently, I work for P66 and have been there for over 5 years. Just finished serving as the co-chair for the Women's Network at Phillips66. Right now I'm serving on the Midstream Philanthropy team for P66.

I've lived in Bartlesville for over 10 and used to work in non-profit. Currently, I serve on the Young Scholars of Bartlesville board (formerly known as Lowe Young Scholars). In the past served as a board member for Big Brothers Big Sisters and Martha's Task. Volunteered as a committee member for Ray of Hope, Employability, Big Event, Purse-n-alitea, Cow Thieves and Outlaws as well as many others.

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

Please see above.

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

Now that I have a daughter, I've been wanting to get involved in the community. I feel that the city has a lot of great things to offer its citizens including the library. I'd like have a better understanding of the library and all that it has to offer as well as ensuring that it's sustainable and moving forward in the right direction for years to come.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

City Council consideration for the appointment of Dave Guard to the Library Trust Authority.

Attachment: Dave Guard application

II. STAFF COMMENTS AND ANALYSIS

I would like to recommend the appointment of Mr. Guard to the Library Trust Authority. This appointment will be replacing Cassie Haffner, whose term expired in February. Mr. Guard has a Master's degree from University of the Pacific, and currently works for Green Country Habitat for Humanity.

III. BUDGET IMPACT

There are no budget considerations with this request.

IV. RECOMMENDED ACTION

I recommend the appointment of Dave Guard to the Bartlesville Library Trust Authority.

Elaine Banes

From: no-reply@bitbrilliant.com *Feb Eb*
Sent: Tuesday, October 10, 2023 3:34 PM
To: Elaine Banes
Subject: New submission from Application for City Boards, Commissions, Committees & Trust Authorities

*Shelley Bell
Cindy Bell
Loren Laszlo*

CAUTION: External Source. THINK BEFORE YOU CLICK!

Please check the ones you wish to serve on:

- Bartlesville Library Trust Authority

Name

Dave Guard

Address

1120 S Dewey Ave
Bartlesville, OK 74003
[Map It](#)

Home Phone

(918) 397-7449

Cell Phone

(918) 397-7449

Email

daveguard50@gmail.com

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

I have a Bachelor's degree from Colorado State University. I have a Masters from UOP. I am a professional Facility and Safety Manager for Green Country Habitat for Humanity. I have lived in Bartlesville for approximately six years.

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

I have 0 community involvement.

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

Custodianship of the BPL endowment and basic due diligence with funds.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take action to update Article 25, Section 2 of the International Association of Fire Fighters (IAFF) Collective Bargaining Agreement.

Attachments:

IAFF Memorandum of Understanding

II. STAFF COMMENTS AND ANALYSIS

The City of Bartlesville provides health and dental insurance coverage for employees with the exception of firefighters. Firefighters covered by the Collective Bargaining Agreement, receive an insurance subsidy provided by the City. This subsidy provides them funds to purchase insurance from a statewide insurance plan through the International Association of Firefighters

Article 25, Section 2 of the Contract with the Firefighters provides subsidy rates through the end of 2023. The attached Memorandum of Understanding sets subsidy rates for calendar year 2024.

Memorandum of Understanding was reviewed by City Attorney Jess Kane.

III. BUDGET IMPACT

There was between a .7% and 6.3% increase in the subsidy amounts given to the members of the IAFF depending on their tier of coverage.

IV. RECOMMENDED ACTION

Staff recommends approval and execution of the memorandum of understanding.

MEMORANDUM OF UNDERSTANDING

WHEREAS, THE CITY OF BARTLESVILLE, hereinafter referred to as "CITY", has entered into agreement with BARTLESVILLE PROFESSIONAL FIRE FIGHTERS, LOCAL 200, INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, hereinafter referred to as "LOCAL" for Fiscal Year 2023-2024; and

WHEREAS, Article 25, Section 2 provides that new rates will be established effective January 1, 2024 to determine the contributions by the CITY; and

WHEREAS, CITY and LOCAL have agreed on the new rates for Calendar Year 2024.

NOW THEREFORE, pursuant to the agreement of the parties, the contribution rates for the CITY to pay the LOCAL for Calendar Year 2024 are as follows:

	Medical	Dental
Employee Only	\$620.64	\$23.41
Employee & Spouse	\$978.01	\$33.51
Employee & Child	\$809.70	\$38.88
Family	\$1,437.35	\$64.77

APPROVED by the parties hereto this 4th day of December, 2023.

CITY OF BARTLESVILLE

BY: _____
Mayor

IAFF LOCAL 200

BY:  _____
President

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Agreement between Lighthouse Outreach Center and the City of Bartlesville, for the voluntary demolition of dilapidated structures on property addressed as 105 SW Bucy Ave.

- Exhibits/Attachments: (1) Exhibits A and B: Aerial Image and Zoning Map
 (2) Exhibit C: Photos of Dilapidated Residence
 (3) Exhibit D: Notices of Dilapidation and Lien
 (4) Exhibit E: Agreement

The house and accessory building at 105 SW Bucy Avenue (Lot 3, Block 1, Taylors 1st Addition) were found to be dilapidated and a public nuisance by the City Neighborhood Services Staff and the Administrative Hearing Officer of the City of Bartlesville at a hearing on November 16, 2023. The City filed Notices of Dilapidation and Lien on the property at the Washington County Clerk’s office on November 20, 2023 (**Exhibit D**), giving the owner 30 days to demolish and remove the structures, or else the City would do so after that time, and bill the owner for the cost. The owner acknowledges the structures are dilapidated.

II. STAFF COMMENTS AND ANALYSIS

The owner requested assistance under the City’s Voluntary Demolition Program (“program”). The City obtained a quote from a demolition contractor for \$4,950 to demolish and remove the house and accessory structure. Under the program, the owner pays \$1.00 per square foot, plus any remaining cost exceeding the City’s maximum contribution of \$3,000. The owner also pays the City a \$100 administration fee, which has already been paid by the owner. The allocation of the cost is as follows:

City contractor quote: <u>\$4,950</u>	Owner pays: City contribution: Total Demolition Cost:	\$ 1,950 \$ <u>3,000</u> \$ <u>4,950</u>
Owner’s Total Cost Summary:	Owner’s share of demolition cost: Administration fee: Owner’s Total Cost:	\$ 1,950 \$ <u>100</u> \$ <u>2,050</u>

The owner has agreed to enter into an agreement with the City (**Exhibit E**) under the terms of that program. This lot is in the National Zinc Overlay District. This lot was already sampled in the past and did not have constituents at target levels requiring remediation or action.

III. RECOMMENDED ACTION

Staff recommends approval of this agreement between Lighthouse Outreach Center and the City of Bartlesville for the voluntary demolition of dilapidated structures on property addressed as 105 SW Bucy Ave. Please schedule this item on the consent docket of the next available regular meeting of the City Council, December 4, 2023.

EXHIBIT C—Photos of Property: 105 SW Bucy Ave.



EXHIBIT C (continued)—Photos of Property: 105 SW Bucy Ave.





NOTICE OF DILAPIDATION
AND LIEN CLAIM
City of Bartlesville, Oklahoma
City Clerk's Office

**PUBLIC NOTICE OF DILAPIDATION: STRUCTURE UNFIT FOR OCCUPANCY
ORDER TO DEMOLISH AND REMOVE; CITY LIEN CLAIM**

TO THE COUNTY CLERK OF WASHINGTON COUNTY, OKLAHOMA

CASE NO: DS-1123-0236
Owner of Record: LIGHTHOUSE OUTREACH CENTER
PO BOX 124
BARTLESVILLE, OK 74005-0000
Property Location: 105 SW BUCY
Legal Description: LOT 3 BLK 1 TAYLORS, 1ST ADDN, Bartlesville, Washington County, Oklahoma
Hearing Date: 11/16/2023

A Public Nuisance Administrative Hearing was held in accordance with Title 11 O.S. Section 22-112, on 11/16/2023 concerning the existence of one or more dilapidated structures (hereinafter referred to as "dilapidated structure") on the property as identified above, which has been declared a public nuisance in accordance with the Code of Ordinances of the City of Bartlesville, Oklahoma.

At said hearing, determination was made that written notice had been properly served upon the property owner as shown by the records of the County Treasurer of Washington County, Oklahoma, and in accordance with the Code of Ordinances of the City of Bartlesville, Oklahoma and Oklahoma State Law. At said hearing, the owner failed to show cause why said nuisance should not be abated by the City and the expense thereof charged against the property as authorized by Oklahoma State Law.

As a result of this hearing, the Hearing Officer found that through neglect or injury, one or more structures located on the property is dilapidated as defined by Oklahoma State Law, and that said dilapidated structure has become detrimental to the health, safety or welfare of the general public and the community, or creates a fire hazard which is dangerous to other property. As such, the Hearing Officer found that the property would be benefited by the removal of said dilapidated structure and has ordered such

On 11/16/2023, the Hearing Officer ordered the property owner as identified above to tear down and remove the dilapidated structure and set reasonable dates as identified below for the commencement and completion of this work. A demolition permit must be obtained from the City of Bartlesville Chief Building Official or his designee before the demolition can be commenced.

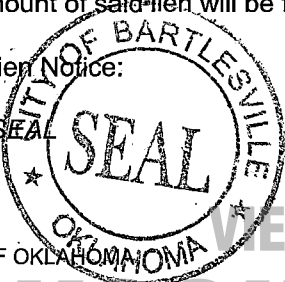
Commencement Date: 11/18/23 Completion Date: 12/20/23

If the property owner fails to complete this work by the completion date identified above, the Hearing Officer has ordered that authorized officers of the City of Bartlesville, Oklahoma, or designated agents thereof, to take corrective action to dismantle and remove said dilapidated structure existing upon the property by any legal procedure necessary and to report the cost thereof to the Hearing Officer. **The demolition and removal of said dilapidated structure by the City will begin after the above identified completion date if an inspection of the property confirms that the dilapidated structure still exists on the property.** This document shall serve as constructive notice to subsequent property owners, purchasers, mortgagees, encumbrancers, or creditors from the time it is filed with the Washington County Clerk's Office.

A bill for all actual costs and expenses associated with the abatement of this public nuisance shall be prepared by the City Clerk and mailed to the property owner shown above. Should said bill not be paid in full within the time period identified therein, said actual costs and expenses shall be certified to the County Treasurer of Washington County, Oklahoma and shall be placed on the tax rolls for said property, and thereby become a lien against the property. The City of Bartlesville claims a lien on this property for the actual costs and expenses of dismantling and removing said dilapidated structure, and such costs are the personal obligation of the property owner, their successors, and assigns from and after date of filing this Notice of Dilapidation and Lien Claim. The actual amount of said lien will be filed once the dismantling and removal is completed by the City.

Date of Lien Notice:

CITY SEAL



Jason Muninger
Jason Muninger, City Clerk
City of Bartlesville

STATE OF OKLAHOMA)
OKLAHOMA)
CITY OF WASHINGTON)

) ss.

Before me, the undersigned Notary Public in and for said County and State, on this 20th day of November, 2023, personally appeared Jason Muninger, to me known to be the identical person who executed this instrument on behalf of the City of Bartlesville as the City Clerk, and acknowledged to me that he executed same as his free and voluntary act and deed, and as the free and voluntary act and deed of the City of Bartlesville, for the uses and purposes herein set forth.

Given under my hand and seal the day and year last above written.

My commission expires Jan 17, 2026

Karen M. Tanner

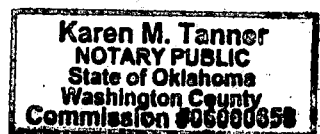


Exhibit E

PROPERTY OWNER CONSENT DEMOLITION PROGRAM
City of Bartlesville, Oklahoma
RELEASE AND AGREEMENT
VOLUNTARY DILAPIDATED STRUCTURE REMOVAL
3RD Party Contract
Case No. DS-1123-0236
105 SW BUCY AVE / LOT 3 BLK 1 TAYLORS FIRST ADDN]

This Release and Agreement is hereby made and entered into this 4th day of December, 2023, by and between the City of Bartlesville, Oklahoma, a municipal corporation, hereinafter referred to as City, and LIGHTHOUSE OUTREACH CENTER, P.O. BOX 124, BARTLESVILLE, OK 74005, hereinafter referred to as Owner.

Whereas, LIGHTHOUSE OUTREACH CENTER is the Owner, free and clear of any outstanding liens, mortgages, and encumbrances of the real property located at and described in the following legal description: LOT THREE (3), BLOCK ONE (1) IN TAYLORS 1ST ADDITION, BARTLESVILLE, WASHINGTON COUNTY, OKLAHOMA addressed as 105 SW BUCY AVE; and,

Whereas, Owner owns a vacant substandard, deteriorated, or dilapidated building located on the above-described property; and,

Whereas, Owner desires to have the building removed from the property and acknowledges that its removal is for the betterment of the public's health, safety, and welfare; and,

Whereas, City is willing to remove the building by demolition to be conducted by a contractor chosen by the City of Bartlesville; and,

Whereas, Owner is agreeable to allowing the City to demolish the building, remove all demolition debris and grade the site at the above location; and,

Whereas, for and in consideration of the City of Bartlesville providing services in the form of removing a building owned by and with consent by Owner, that a fee shall apply.

Now, therefore, Owner and City agree as follows:

1. This Release and Agreement is entered into voluntarily and is intended to release the City of Bartlesville, its officers and employees, and agents thereof, for any and all claims that may occur as a result of services performed.
2. City shall remove the building described above by demolition with voluntary consent of Owner. Owner acknowledges the vacant structure is in a substandard, deteriorated, or dilapidated condition, and that its removal benefits the public's health, safety, and welfare.
3. For and in consideration of the City providing services in the form of removing a building owned by and with consent by Owner, for demolition of the structure, removal of demolition debris and site grading, City will be paid by the Owner an administrative fee of **\$100.00**, plus a fee in the amount of \$1.00 per square foot (**\$1,950**), and additional fees, if any, that exceed the City's maximum participation of \$3,000.00 (**\$0.00**), that is, **\$2,050.00** total to be paid in full by the Owner to the City upon the parties signing/accepting the terms of this agreement. In the event the check(s) or financial instrument(s) fails to clear, this contract/agreement shall become null and void. Upon the Owner's

check or financial instrument clearing the financial institution, the City then shall pay \$4,950.00 to the designated contractor, and the actual work may proceed. .

4. Owner certifies that no liens, mortgages or other ownership(s) exist concerning said property. Furthermore, any and all insurance policies covering the building, and/or any personal contents contained therein, have been cancelled and removed, and are, therefore, no longer in force and effect.
5. Owner shall indemnify and hold City harmless of and from any and all claims, suits, actions, or judgments, including all expenses, attorney fees, witness fees, cost of defending any such action or claim, or appeals, therefrom, arising out of the City of Bartlesville’s demolition of the building.
6. Owner certifies that there are no hazardous materials located, stored, kept, maintained or possessed on or about the above-described property.

APPROVED BY OWNER:

APPROVED BY CITY:

Errol Hada, Director
Lighthouse Outreach Center

Dale Copeland, Mayor

Date

Date

SUBSCRIBED AND SWORN to before me this
____ day of _____, 2023.

ATTEST:

NOTARY PUBLIC

City Clerk

My Commission Expires: _____

(City Seal)

Commission Number: _____

VOLUNTARY DILAPIDATED STRUCTURE REMOVAL
3RD Party Contract

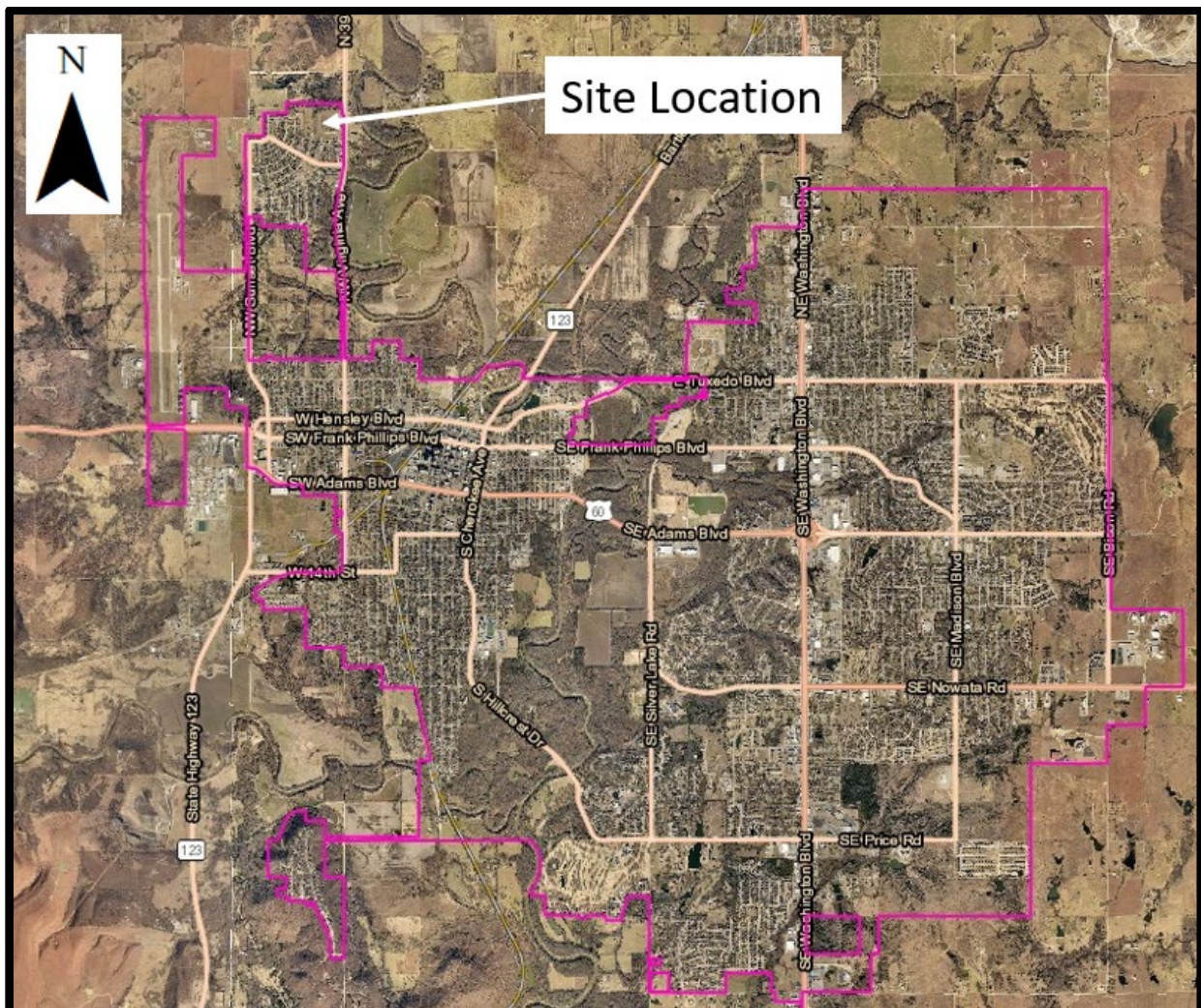
IF THE PROPERTY IN QUESTION IS LOCATED WITHIN THE ZINC OVERLAY DISTRICT, AND IF REQUIRED, THE CITY WILL COLLECT THE SOIL SAMPLES AND HAVE THEM TESTED AT OWNER’S EXPENSE. SHOULD THE SOIL TEST POSITIVE FOR CONTAMINATION AND REQUIRE REMEDIATION, THIS WILL BE THE PROPERTY OWNERS’ RESPONSIBILITY, IN THE EVENT THAT ANY FOUNDATION / CONCRETE SLABS ARE REMOVED.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Amended Development Agreement between Arcadian Housing, LLC/LW Development, LLC and the City of Bartlesville relating to the development of the Arcadian Housing project located in Oak Wood Addition, Bartlesville, Washington County.

Attachments:

- (1) Original Arcadian Development Agreement
- (2) PUD & Site Development Plan Applications
- (3) Amended Arcadian Development Agreement



II. STAFF COMMENTS AND ANALYSIS

The Oak Wood Addition plat was filed with Washington County in 1982. Some required infrastructure had been installed prior to the plat being filed, however it was not all accepted by the City of Bartlesville, and has not all been in use since it was installed. Currently located within the Oak Wood Addition are six attached single-family residences on Acorn Drive, ten detached single-family residences on Palmetto Drive, and one detached zero lot line single-family residence on Lahoma Drive. These and several other vacant lots within the subdivision are not owned by Arcadian Housing, LLC/LW Development, LLC.

Arcadian Housing, LLC/LW Development, LLC intends to develop single-family detached residences on lots within the subdivision under their ownership, pursuant to an amendment to the Planned Unit Development (PUD) approved by Planning Commission on February 24, 2023 and City Council on March 6, 2023. City Staff reviewed the development proposal and found that the property requires or may require reconstruction or installation of required public improvements, including streets, water lines, sewer lines, stormwater lines and facilities, fire hydrants, and sidewalk to achieve the desired single-family detached development plans. The purpose of the Development Agreement is to guide this process and ensure the adequate and timely provision of these improvements.

City Council approved and executed the attached Development Agreement with Arcadian Housing, LLC/LW Development, LLC on October 2, 2023. It was later discovered that one of the lots (Lot 1, Block 2) owned by the developer was not included in the legal description on the original Development Agreement. The legal description used in the agreement was based on the legal description provided in the Planned Unit Development (PUD) application, which omitted this lot, however the Site Development Plan application included this lot, therefore it is included within the overall project as approved on March 6, 2023. The applications are attached with markup showing this.

Including the lot in the legal description does not affect the provisions of the agreement, and the developer has requested for it to be included. The original Development Agreement references Ordinance 3567, which also has errors in the legal description. Therefore, a new Ordinance has been drafted to correct this. The new Ordinance will be referenced on the Amended Development Agreement.

Adding Lot 1, Block 2 to the legal description and referencing the corrective Ordinance are the only amendments in this Amended Development Agreement.

III. RECOMMENDATION ACTION

Staff recommends approval of the Amended Development Agreement at the City Council Regular Meeting on December 4, 2023.

DEVELOPMENT AGREEMENT

ARCADIAN HOUSING, LLC OAK WOOD ADDITION

THIS DEVELOPMENT AGREEMENT made this 2nd day of October, 2023, by and between Arcadian Housing, LLC, an Oklahoma limited liability company, LW Development, LLC, an Oklahoma limited liability company, and their successors in interest and assigns, hereinafter referred to as “the Developer”, being the record owner of approximately 30 acres more or less of property described below, and the City of Bartlesville, Oklahoma, a Municipal Corporation, 401 S. Johnstone Avenue, Bartlesville, Oklahoma 74003, hereinafter referred to as “the City”; and

WHEREAS, the Developer obtained conditional approval of a Planned Unit Development (PUD) Amendment and Site Development Plan from the Bartlesville City Planning Commission on February 28, 2023 (Case No. PUD-0123-0025/26), and City Council adopted Ordinance 3567 affirming this PUD Amendment and Site Development Plan, and changed the zoning of property from RS-7 / PUD to RS-7 / PUD Amended, with respect to the development of property more particularly described as:

Lots 9-12 & 14-22 in Block 1, Lots 7-8 & 11-28 in Block 2, Lots 1-28 in Block 3, Lots 1-12 in Block 4, Lots 1-22 in Block 6, Lots 20-31 in Block 7 – Oakwood Addition, Bartlesville, Oklahoma, Washington County.

and hereinafter referred to as “the Property”; and,

WHEREAS, the Developer plans to build single-family detached housing on the Property, and the Property requires reconstruction or installation of required public improvements, including streets, water lines, sewer lines, stormwater lines and facilities, fire hydrants, and sidewalk,

NOW, THEREFORE, in consideration of the conditions and provisions hereinafter set forth, the above stated parties to this agreement hereby state as follows:

1. The City’s Subdivision Regulations, Ordinances, Resolutions, and other Policies of the City are hereby incorporated by reference in this Agreement as if herein fully set forth and shall in all respects be binding upon the Developer, except as may be modified by this Agreement.
2. Prior to the issuance of building permits for single-family detached residences on the Property, the Developer shall install or reconstruct required public improvements in accordance with Bartlesville development regulations and all other regulations, standards, and specifications for the City of Bartlesville enacted prior to the execution of this Agreement, and as listed below.
3. Should the Developer desire a phasing of the installation of public improvements, said phasing shall follow the order listed in the table below subject to performance bonds or other financial security compliant with City Subdivision Regulations being provided.

Page 1

I-2023-007744 Book 1213 Pg 2872

10/13/2023 10:24am Pg 2872-2876

Fee: \$26.00 Doc: \$0.00

Annette Smith - Washington County Clerk
State of Oklahoma



<p style="text-align: center;">1</p> <p style="text-align: center;">Entire Oak Wood Addition</p>	<ul style="list-style-type: none"> ▪ Stormwater hydrology and hydraulics analysis and associated engineering plans for stormwater system including curb and gutter, inlets, lines, and detention; and design, construction, and City approval/acceptance of said system. ▪ Construction of detention pond in the northwest Permanent Open Area of Oak Wood Addition. ▪ Investigation of sanitary sewer via CCTV, pressure test on pipes, and vacuum test on manholes.
<p style="text-align: center;">2</p> <p style="text-align: center;">Acorn Drive, Part of Oak Park Road, Part of Carol Road</p>	<p>Street and stormwater:</p> <ul style="list-style-type: none"> ▪ Reconstruction of Oak Park Road from Palmetto Drive to Acorn Drive ▪ Reconstruction of Acorn Drive; ▪ Reconstruction of Carol Road from Palmetto Drive to Acorn Drive <p>Water:</p> <ul style="list-style-type: none"> ▪ Installation of a fire hydrant mid-block. <p>Sanitary Sewer Line:</p> <ul style="list-style-type: none"> ▪ Repair, reconstruction, installation of line west of Lot 10, Block 2 (if determined to be necessary by the City after Developer investigation).
<p style="text-align: center;">3</p> <p style="text-align: center;">Oak Park Road from Acorn Drive to Miller Drive</p>	<p>Street and stormwater:</p> <ul style="list-style-type: none"> ▪ Reconstruction of Oak Park Road from Acorn Drive to Miller Drive; <p>Water:</p> <ul style="list-style-type: none"> ▪ Repair, reconstruction, installation of water line along Oak Park Road and north side of Lots 19 and 20, Block 7, Oak Wood Addition, connecting to Lahoma Drive water line; <p>Sanitary Sewer Line:</p> <ul style="list-style-type: none"> ▪ Repair, reconstruction, installation of sanitary sewer line in rear of lots from Lots 20 to 31, Block 7, Oak Wood Addition (if determined to be necessary by the City after Developer investigation).
<p style="text-align: center;">4</p> <p style="text-align: center;">Palomino Drive</p>	<p>Street and stormwater:</p> <ul style="list-style-type: none"> ▪ Reconstruction of Palomino Drive ▪ Reconstruction of Carol Rd from Palomino Drive to Acorn Drive <p>Water:</p> <ul style="list-style-type: none"> ▪ Repair, reconstruction, installation of water line along Palomino Drive, and Carol Rd between Palomino Drive and Acorn Dr ▪ Installation of a fire hydrant mid-block. <p>Sanitary Sewer:</p> <ul style="list-style-type: none"> ▪ Repair, reconstruction, installation of sewer line for Block 3, Oak Wood Addition, connecting to Carol Rd line and sewer line south along Carol Rd to Palmetto Drive.

<p style="text-align: center;">5 Miller Drive</p>	<p>Street and stormwater:</p> <ul style="list-style-type: none"> ▪ Reconstruction of Miller Drive and reconstruction of Carol Rd from Miller to Palomino. <p>Water:</p> <ul style="list-style-type: none"> ▪ Repair, reconstruction, installation of water line along Miller Dr, and south along Carol Road to Acorn Drive. ▪ Installation of a fire hydrant mid-block. <p>Sanitary Sewer:</p> <ul style="list-style-type: none"> ▪ Sanitary sewer serving Block 4 shall be investigated via CCTV, pressure test on pipe, and vacuum test on manholes by the Developer. Defects discovered through this investigation shall be repaired by the City.
<p style="text-align: center;">6 Carol Road</p>	<p>Street and stormwater:</p> <ul style="list-style-type: none"> ▪ Reconstruction of Carol Rd from Miller Drive north to Oak Park Rd right-of-way, construction of Oak Park Rd east to Virginia Avenue. <p>Water:</p> <ul style="list-style-type: none"> ▪ Repair, reconstruction, installation of water line along Carol Rd north and west to Virginia Avenue. <p>Sanitary Sewer:</p> <ul style="list-style-type: none"> ▪ Sanitary sewer serving Lots 1-24, Block 6 shall be investigated via CCTV, pressure test on pipe, and vacuum test on manholes by the Developer. Defects discovered through this investigation shall be repaired by the City.

4. Sidewalk shall be installed by the Developer in right-of-way abutting each lot prior to issuance of Certificates of Occupancy. Excluding lots on the west side not owned by the Developer, sidewalk on both sides of Oak Park Road and Carol Road between Palmetto Drive and Acorn Drive shall be installed at the time of Developer's reconstruction of those road segments.
5. Construction of Private Park and Amenities shall be installed in Permanent Open Area by the Developer upon submittal and approval of a site plan to the Community Development Department and prior to issuance of building permits for single family residences on Miller Drive. Private Park and Amenities shall include:
 - A. a playground east of Oak Park Rd right-of-way with sidewalk along the perimeter;
 - B. a pedestrian trail around the detention pond west of said right-of-way connecting to sidewalk on the north end of Lot 20, Block 7, with ADA compliant street crossing east to the Private Park.

6. Prior to the issuance of building permits for single-family detached residences on the Property, the Developer shall create a property owners' association consisting of properties described in the legal description with this agreement, and amend the plat covenants to include restrictions and covenants of said association. The association shall collect dues for the purposes of maintenance of the private park and enforcement of private covenants, conditions, restrictions and rules. The covenant amendment shall provide for individual lot financial responsibility on a pro rata basis for costs of common area maintenance.
7. The Developer shall be responsible to record this Agreement with the County Clerk's Office of Washington County and to furnish the City a copy of the Agreement as recorded.
8. The Developer acknowledges that in the event they breach any provision of this Agreement, the City may withhold approval of any or all building permit applications, certificates of occupancy, or other development permit or land use application.
9. The parties to this Agreement acknowledge that the terms hereof are contractual and not a mere recital. Furthermore, the parties also acknowledge that this Agreement shall be filed of record with the Washington County Clerk's Office, and that it shall run with the Property, and shall bind the parties, their successors in interest, and all assigns.

IN WITNESS WHEREOF, the parties have set their hands to this Agreement this 12 day of October, 2023, in Bartlesville, Oklahoma.

ARCADIAN HOUSING, LLC,
an Oklahoma limited liability company

By: **Arcadian Housing Management, LLC,**
an Oklahoma limited liability company,
its Managing Member

By: **LW Housing Management, LLC,**
an Oklahoma limited liability company,
its Managing Member

By: 
Lance A. Windel, Manager

STATE OF OKLAHOMA)
) ss
County of Washington)

Before me, the undersigned, a Notary Public, in and for said County and State, on this 12 day of October, 2023, personally appeared LANCE WINDEL, as manager of LW Housing Management, LLC, an Oklahoma limited liability company, the managing member of Arcadian Housing Management LLC, an Oklahoma limited liability company, the managing member of Arcadian Housing, LLC, an Oklahoma limited liability company, the entity which executed the forgoing instrument, and acknowledged that he did sign said instrument as such officer on behalf of said company, duly authorized; that said instrument was signed as his free act and deed individually, and the free act and deed of said corporation.

IN WITNESS WHEREOF, I hereunto set my official signature and affixed my notarial seal the day and year last above written.

My commission expires: July 02, 2026

CITY: ARDMORE, OK



Dale Copeland
Dale Copeland, Mayor

Oct. 2, 2023
Date

ATTEST:

[Signature]
City Clerk

(City Seal)



ARCADIAN HOUSING

Application to Amend or Abandon a Previously Approved
Planned Unit Development

Exhibit #1



Case No:	PUD-0123-0025
Date Received:	1/27/2023
BCPC Hearing Date:	2/28/2023
City Council Hearing Date:	N/A

APPLICATION TO AMEND OR ABANDON A PREVIOUSLY APPROVED PLANNED UNIT DEVELOPMENT

NAME OF APPLICANT: Arcadian Housing DAYTIME PHONE: 580.226.0416

GENERAL INFORMATION AND REQUIREMENTS: ATTACH THE FOLLOWING INFORMATION WITH THE APPLICATION EITHER IN SUPPLEMENTAL TEXT OR DRAWING FORM:

- | | |
|--|---|
| <input type="checkbox"/> Acres | <input type="checkbox"/> Character of Development |
| <input type="checkbox"/> General Surrounding Area | <input type="checkbox"/> Schedule of Development |
| <input type="checkbox"/> General Location of Streets | <input type="checkbox"/> Density of Development |
| <input type="checkbox"/> Proposed Land Uses, Building and Structures | <input type="checkbox"/> Topographic Information |

REASON FOR PROPOSED AMENDMENT OR ABANDONMENT: Arcadian Housing, LP is requesting approval of an amendment to the current Planned Unit Development to allow a new Low Income Housing Tax Credit Development of 100 single family homes to be built in the Oak Wood Addition located in Bartlesville, Oklahoma.

SITE LOCATION Vacant Land North of Palmetto Drive Bartlesville, OK

SITE ADDRESS TBD

LEGAL DESCRIPTION Lots 9-12 & 14-22 in Block 1, Lots 7-28 in Block 2, Lots 1-28 in Block 3, Lots 1-12 in Block 4, Lots 1-22 in Block 6, Lots 20-31 in Block 7- Oakwood Addition, Bartlesville, OK, Washington County.

RECORD OWNER Arcadian Housing, LP

PRESENT ZONING RS-7/PUD PROPOSED ZONING RS-7/PUD

PRESENT USE Vacant Land PROPOSED USE New Construction

AS APPLICANT, WHAT IS YOUR INTEREST IN THIS PROPERTY?

- Present Owner Purchaser Attorney for Owner Other

I certify that the submitted information is true and correct.

NAME: Lance A. Windel

ADDRESS 600 S. Washington St. Ardmore, OK 73401

SIGNATURE (APPLICANT)

SIGNATURE (PROPERTY OWNER IF NOT APPLICANT) _____

THE FOLLOWING ITEMS ARE ATTACHED:

Attached

ARCADIAN HOUSING

Application for Site Development Plan Approval

Exhibit #1



Case No:	PUD-0123-0026
Date Received:	1/27/2023
BCPC Hearing Date:	2/28/2023
City Council Hearing Date:	N/A

APPLICATION FOR SITE DEVELOPMENT PLAN APPROVAL

APPLICANT INFORMATION

Name of Applicant Arcadian Housing Daytime Phone 580.226.0416

Applicant Email Address Melody@lwdevelopment.net

Address of Applicant 600 S.. Washington St. Ardmore, OK 73401

Record Owner Arcadian Housing, LP

As Applicant, what is your interest in this property?

- present owner
 purchaser (attach copy of contract for purchase)
 attorney for owner
 representative for owner
 other

SITE INFORMATION


General Location Vacant land north of Palmetto Drive in Bartlesville, OK

Address and Legal Description See Attached Exhibit #2.

Total acreage <u>20</u>	Zoning District <u>RS-7/PUD</u>
Present Use <u>Vacant Land</u>	Proposed Use(s) <u>New Construction</u>
Adjacent Zoning: North <u>RS-7/PUD</u>	South <u>RS-7/PUD</u> East <u>RS-7/PUD</u> West <u>RS-7/PUD</u>
Adjacent Land Use: North <u>Residential</u>	South <u>Residential</u> East <u>Residential</u> West <u>Residential</u>

THE FOLLOWING ITEMS ARE ATTACHED:

- Two (2) copies of the Site Development Plan on 24" x 36" paper, drawn to scale,
- Two (2) copies of the Plan no larger than 11" x 17" in size for reproduction purposes,
- An electronic copy of the plan in PDF file format,
- Application fee of \$100.00, and
- One (1) set of self-stick mailing labels, either typed or legibly printed, of names and addresses of all property owners within 300-feet (or greater as may be required by Community Development Director) of the perimeter boundary of the property.

SIGNATURE (Applicant) 

SIGNATURE (Property Owner if not Applicant) _____

ARCADIAN HOUSING

Address and Legal Description

Exhibit #2

Arcadian Housing – Legal Description

Lots 9, 10, 11, and 12 Block 1, Lots 14, 15, 16, 17, 18, 19, 20, 21, and 22 Block 1, Lot 1 Block 2, Lots 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, and 28 Block 2, Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, and 28 Block 3, Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12 Block 4, Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, and 22 Block 6, Lots 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31 Block 7, Oak Wood Addition, Bartlesville, Washington County, Oklahoma.

Staff note: Lots 9 & 10 are not owned by the developer and should not have been included in the applications. They were not included on the original Development Agreement, but they were inadvertently included on the Ordinance.

AMENDED DEVELOPMENT AGREEMENT

ARCADIAN HOUSING, LLC OAK WOOD ADDITION

THIS DEVELOPMENT AGREEMENT made this ____ day of _____, 2023, by and between Arcadian Housing, LLC, an Oklahoma limited liability company, LW Development, LLC, an Oklahoma limited liability company, and their successors in interest and assigns, hereinafter referred to as “the Developer”, being the record owner of approximately 30 acres more or less of property described below, and the City of Bartlesville, Oklahoma, a Municipal Corporation, 401 S. Johnstone Avenue, Bartlesville, Oklahoma 74003, hereinafter referred to as “the City”; and

WHEREAS, the Developer obtained conditional approval of a Planned Unit Development (PUD) Amendment and Site Development Plan from the Bartlesville City Planning Commission on February 28, 2023 (Case No. PUD-0123-0025/26), and City Council adopted Ordinance 3567, corrected by Ordinance _____, affirming this PUD Amendment and Site Development Plan, and changed the zoning of property from RS-7 / PUD to RS-7 / PUD Amended, with respect to the development of property more particularly described as:

Lots 9-12 & 14-22 in Block 1, Lots 1, 7, 8 & 11-28 in Block 2, Lots 1-28 in Block 3, Lots 1-12 in Block 4, Lots 1-22 in Block 6, Lots 20-31 in Block 7 – Oak Wood Addition, Bartlesville, Oklahoma, Washington County.

and hereinafter referred to as “the Property”; and,

WHEREAS, the Developer plans to build single-family detached housing on the Property, and the Property requires reconstruction or installation of required public improvements, including streets, water lines, sewer lines, stormwater lines and facilities, fire hydrants, and sidewalk,

NOW, THEREFORE, in consideration of the conditions and provisions hereinafter set forth, the above stated parties to this agreement hereby state as follows:

1. The City’s Subdivision Regulations, Ordinances, Resolutions, and other Policies of the City are hereby incorporated by reference in this Agreement as if herein fully set forth and shall in all respects be binding upon the Developer, except as may be modified by this Agreement.
2. Prior to the issuance of building permits for single-family detached residences on the Property, the Developer shall install or reconstruct required public improvements in accordance with Bartlesville development regulations and all other regulations, standards, and specifications for the City of Bartlesville enacted prior to the execution of this Agreement, and as listed below.
3. Should the Developer desire a phasing of the installation of public improvements, said phasing shall follow the order listed in the table below subject to performance bonds or other financial security compliant with City Subdivision Regulations being provided.

<p style="text-align: center;">1 Entire Oak Wood Addition</p>	<ul style="list-style-type: none"> ▪ Stormwater hydrology and hydraulics analysis and associated engineering plans for stormwater system including curb and gutter, inlets, lines, and detention; and design, construction, and City approval/acceptance of said system. ▪ Construction of detention pond in the northwest Permanent Open Area of Oak Wood Addition. ▪ Investigation of sanitary sewer via CCTV, pressure test on pipes, and vacuum test on manholes.
<p style="text-align: center;">2 Acorn Drive, Part of Oak Park Road, Part of Carol Road</p>	<p>Street and stormwater:</p> <ul style="list-style-type: none"> ▪ Reconstruction of Oak Park Road from Palmetto Drive to Acorn Drive ▪ Reconstruction of Acorn Drive; ▪ Reconstruction of Carol Road from Palmetto Drive to Acorn Drive <p>Water:</p> <ul style="list-style-type: none"> ▪ Installation of a fire hydrant mid-block. <p>Sanitary Sewer Line:</p> <ul style="list-style-type: none"> ▪ Repair, reconstruction, installation of line west of Lot 10, Block 2 (if determined to be necessary by the City after Developer investigation).
<p style="text-align: center;">3 Oak Park Road from Acorn Drive to Miller Drive</p>	<p>Street and stormwater:</p> <ul style="list-style-type: none"> ▪ Reconstruction of Oak Park Road from Acorn Drive to Miller Drive; <p>Water:</p> <ul style="list-style-type: none"> ▪ Repair, reconstruction, installation of water line along Oak Park Road and north side of Lots 19 and 20, Block 7, Oak Wood Addition, connecting to Lahoma Drive water line; <p>Sanitary Sewer Line:</p> <ul style="list-style-type: none"> ▪ Repair, reconstruction, installation of sanitary sewer line in rear of lots from Lots 20 to 31, Block 7, Oak Wood Addition (if determined to be necessary by the City after Developer investigation).
<p style="text-align: center;">4 Palomino Drive</p>	<p>Street and stormwater:</p> <ul style="list-style-type: none"> ▪ Reconstruction of Palomino Drive ▪ Reconstruction of Carol Rd from Palomino Drive to Acorn Drive <p>Water:</p> <ul style="list-style-type: none"> ▪ Repair, reconstruction, installation of water line along Palomino Drive, and Carol Rd between Palomino Drive and Acorn Dr ▪ Installation of a fire hydrant mid-block. <p>Sanitary Sewer:</p> <ul style="list-style-type: none"> ▪ Repair, reconstruction, installation of sewer line for Block 3, Oak Wood Addition, connecting to Carol Rd line and sewer line south along Carol Rd to Palmetto Drive.

<p style="text-align: center;">5 Miller Drive</p>	<p>Street and stormwater:</p> <ul style="list-style-type: none"> ▪ Reconstruction of Miller Drive and reconstruction of Carol Rd from Miller to Palomino. <p>Water:</p> <ul style="list-style-type: none"> ▪ Repair, reconstruction, installation of water line along Miller Dr, and south along Carol Road to Acorn Drive. ▪ Installation of a fire hydrant mid-block. <p>Sanitary Sewer:</p> <ul style="list-style-type: none"> ▪ Sanitary sewer serving Block 4 shall be investigated via CCTV, pressure test on pipe, and vacuum test on manholes by the Developer. Defects discovered through this investigation shall be repaired by the City.
<p style="text-align: center;">6 Carol Road</p>	<p>Street and stormwater:</p> <ul style="list-style-type: none"> ▪ Reconstruction of Carol Rd from Miller Drive north to Oak Park Rd right-of-way, construction of Oak Park Rd east to Virginia Avenue. <p>Water:</p> <ul style="list-style-type: none"> ▪ Repair, reconstruction, installation of water line along Carol Rd north and west to Virginia Avenue. <p>Sanitary Sewer:</p> <ul style="list-style-type: none"> ▪ Sanitary sewer serving Lots 1-24, Block 6 shall be investigated via CCTV, pressure test on pipe, and vacuum test on manholes by the Developer. Defects discovered through this investigation shall be repaired by the City.

4. Sidewalk shall be installed by the Developer in right-of-way abutting each lot prior to issuance of Certificates of Occupancy. Excluding lots on the west side not owned by the Developer, sidewalk on both sides of Oak Park Road and Carol Road between Palmetto Drive and Acorn Drive shall be installed at the time of Developer's reconstruction of those road segments.
5. Construction of Private Park and Amenities shall be installed in Permanent Open Area by the Developer upon submittal and approval of a site plan to the Community Development Department and prior to issuance of building permits for single family residences on Miller Drive. Private Park and Amenities shall include:
 - A. a playground east of Oak Park Rd right-of-way with sidewalk along the perimeter;
 - B. a pedestrian trail around the detention pond west of said right-of-way connecting to sidewalk on the north end of Lot 20, Block 7, with ADA compliant street crossing east to the Private Park.

6. Prior to the issuance of building permits for single-family detached residences on the Property, the Developer shall create a property owners' association consisting of properties described in the legal description with this agreement, and amend the plat covenants to include restrictions and covenants of said association. The association shall collect dues for the purposes of maintenance of the private park and enforcement of private covenants, conditions, restrictions and rules. The covenant amendment shall provide for individual lot financial responsibility on a pro rata basis for costs of common area maintenance.
7. The Developer shall be responsible to record this Agreement with the County Clerk's Office of Washington County and to furnish the City a copy of the Agreement as recorded.
8. The Developer acknowledges that in the event they breach any provision of this Agreement, the City may withhold approval of any or all building permit applications, certificates of occupancy, or other development permit or land use application.
9. The parties to this Agreement acknowledge that the terms hereof are contractual and not a mere recital. Furthermore, the parties also acknowledge that this Agreement shall be filed of record with the Washington County Clerk's Office, and that it shall run with the Property, and shall bind the parties, their successors in interest, and all assigns.

IN WITNESS WHEREOF, the parties have set their hands to this Agreement this ____ day of _____, 2023, in Bartlesville, Oklahoma.

ARCADIAN HOUSING, LLC,
an Oklahoma limited liability company

By: **Arcadian Housing Management, LLC**,
an Oklahoma limited liability company,
its Managing Member

By: **LW Housing Management, LLC**,
an Oklahoma limited liability company,
its Managing Member

By: _____
Lance A. Windel, Manager

STATE OF OKLAHOMA)
) ss
County of Washington)

Before me, the undersigned, a Notary Public, in and for said County and State, on this _____ day of _____, 2023, personally appeared LANCE WINDEL, as manager of LW Housing Management, LLC, an Oklahoma limited liability company, the managing member of Arcadian Housing Management LLC, an Oklahoma limited liability company, the managing member of Arcadian Housing, LLC, an Oklahoma limited liability company, the entity which executed the forgoing instrument, and acknowledged that he did sign said instrument as such officer on behalf of said company, duly authorized; that said instrument was signed as his free act and deed individually, and the free act and deed of said corporation.

IN WITNESS WHEREOF, I hereunto set my official signature and affixed my notarial seal the day and year last above written.

My commission expires:

CITY:

Dale Copeland, Mayor

Date

ATTEST:

City Clerk

(City Seal)

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action to approve a lease for a three-station folder inserter IMI Mail system, and bill print software between Quadient(OME CORP) Leasing USA Inc. and the City of Bartlesville, Ok.

Attachments:

State contract SW1008Q Lease Agreement
Scope of work

II. STAFF COMMENTS AND ANALYSIS

The City of Bartlesville will be utilizing a folder inserter for in house billing, digital IMI Mail system, and IMPRESS Software. The current products are at the end of their useful lives, and are due for replacement. Monthly cost of the lease \$2,851.68 per month. This does not go into effect until July 1st 2024, but integration and replacement must be taken care of prior to this date to ensure no disruption in service.

III. BUDGETARY IMPACT

With the implementation of the new Billing Software through Tyler the scope will change somewhat for service, which allows for us to save an additional \$2,830.44 annually.

IV. RECOMMENDED ACTION

Staff recommends the approval of the lease with Scope of work.

CITY OF BARTLESVILLE
 401 S JOHNSTONE AVE.
 BARTLESVILLE, OK 74003

NASPO - PURCHASE ORDER – LEASE
OKLAHOMA STATE CONTRACT SW1008Q

NASPO:

To:
 QUADIENT LEASING USA INC.
 478 Wheelers Farms Road
 Milford, CT 06461
 800-881-6245

SHIP TO:
 CITY OF BARTLESVILLE
 401 S JOHNSTONE AVE.
 BARTLESVILLE, OK 74003

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QTY	PRODUCT ID	DESCRIPTION	UNIT PRICE	TOTAL
1		IX7DS WITH SMART USPS IMI COMPLAINT MAILNIG SYSTEM WITH DYNAMIC IN MOTION WEIGHING SCALE, WP, SEALER AND BASE.		INCLUDED
1		DS85I 3 STATION FOLDER INSERTER WITH 1 HIGH CAPACITY DOCUMENT FEEDER, 1 STANDARD PAPER FEEDER, AND 1 MAXI BRE FEEDER, HIGH CAPACITY OUTPUT HOPPER.		INCLUDED
1		IMPRESS HOSTED CLOUD SOLUTION, TIER 8 WITH 480,000 ANNUAL CLICKS, IMPLEMENTATION, DEVELOPMENT, PROGRAMMING, TESTING AND DEPLOYMENT		INCLUDED
1		NCOA + 4 RENEWALS & CASS + 4 RENEWALS		INCLUDED

PRICING PROVIDED VIA STATE OF OKLAHOMA STATE CONTRACT, SW1008Q

\$2,851.68 per month, Billed QUARTERLY.
 12 Months with 4 Renewal Periods, based on 60 Month Lease.
 Includes: USPS Postage Meter Rental, Hardware, Maintenance, USPS Rate updates, Hardware, Software, Software Support, CASS + NCOA Plugin and Renewals, Development, Programming, Testing, Deployment, Installation, and Training.
 Why Wait: Current lease # N19043187 ends on 6/30/2024. This lease is to be paid through 6/30/2024. New lease payment of \$2,851.68 to begin 7/1/2024. Please align the new billing period with Fiscal Year July 1 thru June 30th.

SUBTOTAL	\$2,851.68 PER MONTH
SALES TAX	n/a
SHIPPING & HANDLING	n/a
TOTAL	\$2,851.68 PER MONTH

- Order is governed under the terms and conditions of the NASPO Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Payments will be sent to:

QUADIENT LEASING USA INC.
 Dept. 3682
 PO Box 123682
 Dallas, TX 75312-3682
 Federal ID Number: 94-2984524

Authorized by _____

Date _____

Send all correspondence to:
 QUADIENT LEASING USA INC.
 478 Wheelers Farms Road
 Milford, CT 06461
 Phone 203-301-3400 Fax: 203-301-2600

Print Name and Title _____

Usage Schedule for Quadi⁷ent Impress Cloud Services

This Usage Schedule for Quadi⁷ent Impress Cloud Services (the “Schedule”) is by and between Quadi⁷ent, Inc. (“Quadi⁷ent”) and CITY OF BARTLESVILLE (“Customer”), and identifies the Quadi⁷ent Impress Cloud Services (the “Services”) purchased by Customer subject to the terms of the End User License Agreement for Quadi⁷ent Impress Cloud Services US, which are available at www.quadi⁷ent.com/eula (the “EULA”) and the Ordering Document indicating the Customer’s Subscription Services and associated Subscription Plan (the “Ordering Document”). This Schedule, the EULA and Ordering Document shall be referred to collectively as the “Agreement” and all terms of the EULA and Ordering Document are incorporated herein by reference. In the event of a conflict between the terms of the EULA, Ordering Document and this Schedule, the terms of this Schedule control.

I. Definitions

Terms defined in the EULA or Ordering Document shall have the same meaning when used in this Schedule.

II. Purpose

This Schedule sets forth the commercial terms and pricing governing Customer’s usage in conjunction with Customer’s Subscription Services as further detailed in the Ordering Document and EULA.

III. Terms

This term of this Schedule shall be coterminous with the term set forth in the Ordering Document.

IV. Usage Fees ***

	Usage Type	Invoice Unit*	Pricing
Distribute Usage	IMPFIRSTP1 First Page (US Letter, #10)	Per Envelope	\$0.24
	IMPADDP1 Additional Page (US Letter)	Per Page	\$0.11
	IMPCOL1 Color Print **	Per Page	\$0.09
	IMP6X91 6 x 9 **	Per Envelope	\$0.05
	IMPC41 Flat (9 x 12) **	Per Envelope	\$0.34
	IMPBOX1 Box SM (upcharge) **	Per Box	\$6.90
	IMPLBOX1 Box LG (upcharge) **	Per Box	\$8.50
	IMPBRE1 Business Return Envelope	Per Envelope	\$0.09
	IMPUSRET1 Retail Rate Handling Fee	Per Envelope	\$0.14
	IMPFLPR1 Presort for Flat (9 x 12)	Per Communication Piece	\$0.70
	IMPECERT1 e-Certified w/Return Receipt (upcharge) **	Per Envelope	\$0.95
	IMPARCH1 Archive	Per Communication Piece/year	\$0.06
	IMPSMS1 SMS / Text	Per SMS/Text	\$0.15
	IMPEMT1 eMail Transactional	Per eMail	\$0.05
IMPEMN1 eMail Notification	Per eMail	\$0.02	
Automate Usage	IMPAUT1 Overage Usage Fee for Basic/Basic Plus / Prepaid 1 & 2	Per Page	\$0.05
	IMPAUT2 Overage Usage Fee for Office / Prepaid 3 & 4	Per Page	\$0.04
	IMPAUT3 Overage Usage Fee for Business / Prepaid 5	Per Page	\$0.03
	IMPAUT4 Overage Usage Fee for Professional & Plus / Prepaid 6	Per Page	\$0.02
	IMPAUT5 Overage Usage Fee for Enterprise / Prepaid 7 & 8	Per Page	\$0.01
Portal Usage	IMMPORT1 Portal	Per Communication Piece	\$0.15

*The Invoice Unit does not include the cost of postage which shall be in addition to base fee (First Page) noted in the table above.

**Charges are in addition to the base fee (First Page) set forth in the table above.

Av11.8.2022

*** All envelope sizes carry an additional upcharge (Retail Rate Handling Fee) if retail is selected.

© Quadi⁷ent



As set forth herein, the Invoicing Units set forth in the table shall be defined as follows:

- "Page" shall mean a single side 8.5" X 11"
- "Communication Piece" shall mean envelope

Quadient may introduce access to new technologies, functionality, or services (collectively, "Features") that Customer may use for an additional Fee. Customer is responsible for paying any associated Fees for any Features used by Customer during the Term.

Fees payable hereunder, including usage Fees for any such Features, are published on the Quadient website at <https://www.quadient.com/impressusages>.

Customer may monitor its usage on the Quadient Impress Platform. Customer shall use the Services (including Features) at Customer's sole risk, and Customer shall bear any and all responsibilities for its actions and use, including payment of any applicable Fees, carried out under and that results from the Customer's use of the Services. Customer shall be responsible for payment of: (i) Customer's actual Usage, measured and calculated based on the table available on the Quadient website, and (ii) actual postage costs.

The Parties agree that any dispute between the Parties as to the Usage shall be finally determined utilizing the information provided by the Quadient Impress Platform.

V. Invoicing and Payment

Usage Fees and any postage costs shall be invoiced monthly in arrears and shall be based upon actual usage. Invoices will be payable NET 30 days from Customer's receipt of Quadient's invoice.

VI. Restrictions

Additional volume or other restrictions as set forth in Section IV Usage Fees, above. This Usage Schedule is restricted to the United States of America ("Territory").

VII. Entire Agreement

This Schedule, the EULA and the Ordering Document collectively constitute the sole and entire agreement of the Parties regarding the scope contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, regarding such scope.

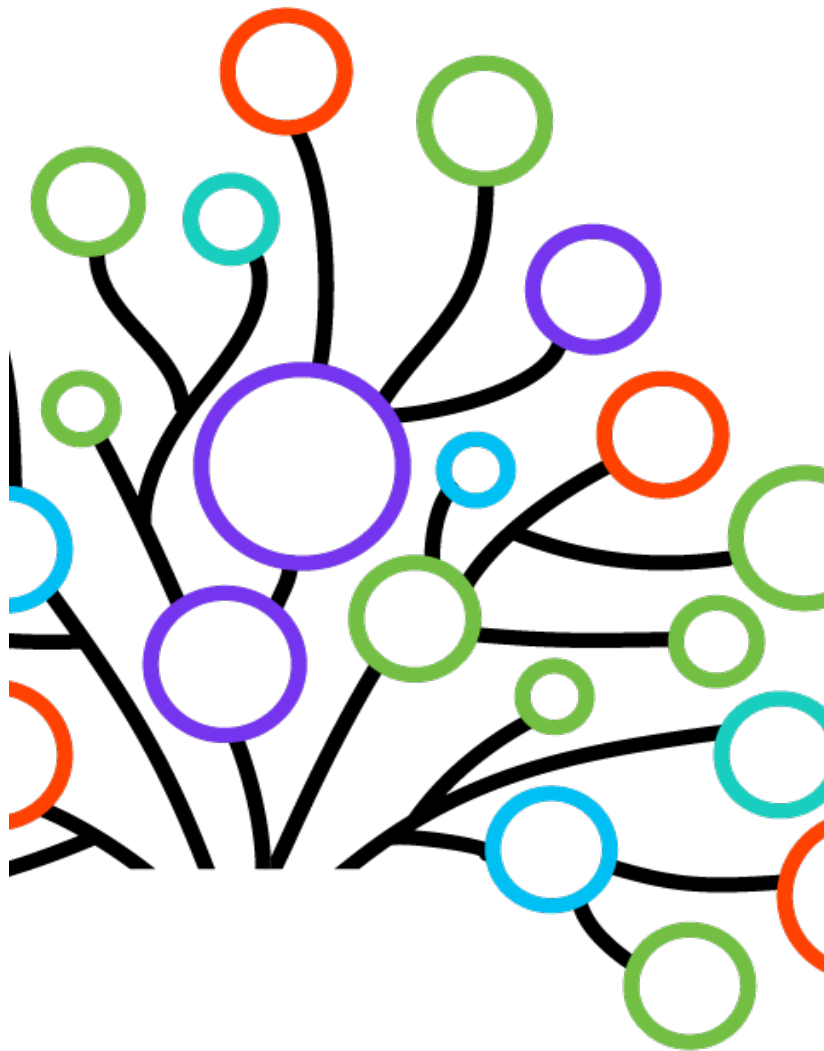
IN WITNESS WHEREOF the Parties have executed this Usage Schedule to be effective as per the Schedule Effective Date.

Customer: CITY OF BARTLESVILLE	QUADIENT: Quadient, Inc.
Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date:

City of Bartlesville

Scope of Work

Date:10/17/2023



SCOPE AUTHOR *

OME Developer	Email Address	Phone Number
John O'Neal	john@omecorp.com	918-664-2588

CUSTOMER INFORMATION *

Customer Name:	City of Bartlesville
Address:	401 S Johnston Ave.
City, State Zip:	Bartlesville, Ok, 74003
Phone:	(918) 338-4212
Contact Name:	Jason Muninger
Title:	City Clerk, CFO
Contact Email:	jsmunigner@cityofbartlesville.org
Work Phone:	(918) 338-4212
Lead Contact Name:	
Lead Contact E-Mail:	
IT Contact Information	

RESELLER INFORMATION *

Name:	CJ Kirchner
Title:	Sales Director
District/Dealer:	6190
Phone:	(918)664-2588
Cell:	
Contact Email:	cj@omecorp.com

SOFTWARE PROPOSED *

Impress On Premise:	
Impress Cloud:	Impress Automate Cloud
Plugins / Add-ons:	NCOA, DPV, CASS, LACS, PAVE, Presort
Neotouch:	
Connect Suite:	
BCC / Address Cleansing:	
Other:	



HARDWARE PROPOSED or EXISTING *

Inserters:	DS-85I
Printer:	
Mailing Machine:	IX7 DS Smart

PROPOSED SOLUTION OVERVIEW *

<p>Business case details:</p> <p>Special Rules: City of Bartlesville will upload .PDF files of utility invoices/bills into IMPRESS Automate. IMPRESS Automate to process utility invoices/bills with business rules.</p> <ul style="list-style-type: none"> - CASS/DPV/LACSLINK & PAVE/Presort & Move Update NCOA Link & ACS Full Service - All invoices (excluding ACH) are to receive #9 Business Reply Envelope. <p>Output complete Presort documents to IMPRESS output folders</p> <ul style="list-style-type: none"> - Can be single lump documentation or individual .PDF's by USPS Trays - Generate MOVE UPDATE Report via IMPRESS - Generate mail.dat and SEEMLESS Electronic documentation <p>Maximize PRESORT discounts (not by inserter limitations) allow intellideck to divert oversized</p>
--

INCLUDED IN THIS PROJECT *

<p>Documents Included in this project include:</p> <ol style="list-style-type: none"> 1. Doc 1: City Utility Bills <p>Implementation functions included in this project:</p> <ol style="list-style-type: none"> 1. Installation of required drivers, software, add-ons, etc.... required to properly run the solution outlined in this document. 2. Configuration of the solution workflows and profiles in accordance with the rules defined in this document. 3. Operator Training includes a high-level review of the Impress interface and basic admin functions, as well as instruction on how to operate the defined solution as described in this document. <u>Training does not include programming or development of the software or configurations.</u> 4. Testing and Verification of the solution processing and output as defined in this document. 5. One (1) Go Live Production Run.

DATA ELEMENTS & DOCUMENTS *

Data elements that will be used to fully execute the Deliverables as defined in this document and must be provided by the



Customer and uploaded to the secure SharePoint file repository.

1. Input Data Sample File: Always PDF - Provided by: Tyler Software
2. Images & Resources:
3. Lookup Data:
4. Other Required Data Elements:

PROJECT HOURS *

Fixed: Fixed Project based on Statement of Work

Blocks:

Note: Quantification of effort for professional services are based on the details provided within this document.

DOCUMENT & WORKFLOW 1 DETAILS *(Copy and Paste entire section for each document type)*

Document #1 Name *			
Workflow * Add notes or image	1. A: City Utility Bills		
Document Processing Rules *	Present detailed business rules here for each document. Include any workflow diagrams that have been created for the client? (See above workflow design)		
Purpose	Processing monthly utility bills, 4 cycles monthly	Owner	Tammy Hudgens
Volume	30-37k monthly	Frequency	weekly processing cycles



Data Information			
Data Input Type *	PDF	Input data method *	Manual
Page/Side Volume *	Simplex	Sample Data Files *	Yes/No Yes
Page 1 Identifier(s) *	Account #	Add'l Field Identifier(s) *	Yes/No TBD
Document modifications? *	Yes/No No Details: Documnets are presented as completed finished docs.	Merge Docs to one communication Piece? *	Yes/No Details: GROUPING MULTI PAGES IF REQUIRED. NO MERGING AT THIS TIME.
Data Mapping Sample * (if data is line/xml/csv)	n/a	Group *(consolidate files for print)	YES, IF VARIABLE PAGES EXIST.
Underlay Samples	n/a	Cover Page *	Yes/No No Details:
External Data Source			
Data Lookup Type *	Yes/No No Details:		
Inserter Options			
Barcode/OMR Type *	2D	Barcode/OMR Position	TBD
Barcode/OMR Definitions *	Start Mark Insert on Mark Safety Mark	AIMS *(Additional Field Mappings)	Yes/No No DEP: Yes/No No Details:
Physical inserts – Selective feed *	Yes/No Yes Details: BRE	Max pages/envelope (defaults based on inserter min/max specifications)	#10 - 8 Pages 6x9 1/2 - 10 Pages INTELIDECK TO KICK OUT OVERSIZED
Envelope Type/Sizes	Name: 6x9 1/2 Size: 6x9 1/2 Weights: 7.9g	Envelope Type/Sizes	Name: #10 Size: #10 Weights: 7.6g
Printing Options			
Printer Make/Model	TBD	Scheduled Print Runs	NO. CUSTOMER TIMELINE
Paper Type/Sizes (Include Physical inserts)	Name/Type: 20lb Paper Size: 8 1/2x11 Weights: 80g Bond Thickness: Tray Location: Top Tray Simplex/Duplex? Simplex	Paper Type/Size (Include Physical inserts)	Name/Type: Size: Weights: Thickness: Tray Location: Simplex/Duplex?
Printing Notes *	Always add Banner Page for customer to separate trays		
Archive Output *(One PDF or PDF per doc)	Yes/No No	Archive Index Fields *	No



USPS Information			
Customer New to USPS *	No	Impress License #*	
CASS Only * (change address?)	NO: YES RUN THRU CASS	Mailer ID (MID)* Customer Reg IDs (CRID)*	PULL FROM BUSINESS CUSTOMER GATEWAY AND EXISTING BCC WIZARD
Presort (PAVE) * (change address?)	Yes	USPS BCG Credentials*	WILL REACH OUT WHEN NEEDED
Certified Mail *	N/A	BCC Login Information: *	User: * TBD Password: * TBD
NCOA * (change address?)	Yes & FULL SERVICE ACS	Permit Number(s)* Permit Type*	PULL FROM EXISTING INSTANCE
Mixed Weight *	Yes	Permit Issuing Post Office*	USPS BARTLESVILLE
Postage Applied *(Permit Imprint or Metered)	PERMIT	Full Service Imb* Track N Trace (Easy Track) *	Yes No
Additional Info			
Dispatch *			
Details: Additional Field Mapping Requirements: N/A			
Submission Forms *			
Details: Additional Field Mapping Requirements: N/A			
DocuWare *			
Details: Additional Field Mapping Requirements: N/A			
DocuSi *			
Details: Additional Field Mapping Requirements: N/A			
Impress Email SMTP (ONLY) * N/A			
Email Identifier		SMTP/Email system	
Preference Manager (lookup table, ePreference, extraction from doc, attribute)	Details:		
Distribute * N/A			
Email: Yes/No Details: Additional Field Mapping Requirements:			



Portal * N/A	
Details: Customized Branding Details: <ol style="list-style-type: none"> 1. Portal logo Upload an image to be used as the portal logo. 2. The image is placed in the upper-left corner of the portal. 3. The recommended image resolution for an optimal image preview is 40 x 24 px. 4. Sign in logo upload an image to be used as the logo on the sign-in page to the portal (for desktop devices). 5. The recommended image resolution for an optimal image preview is 390 x 290 px. 6. Mobile logo Upload an image to be used as the logo on the sign-in page to the portal (for mobile devices). 7. The recommended image resolution for an optimal image preview is 40 x 24 px. 8. Banner image Upload an image displayed as a banner in the upper part of the portal (for desktop devices). 9. The recommended image resolution for an optimal image preview is 988 x 202 px. 10. Use the ON/OFF switch to display or hide the banner image. 11. Welcome text (optional) Define the welcome text. 12. The text is placed in the upper-middle section of the portal together with the client's name. 13. Colors define the colors of the portal. You can either enter a hexadecimal color code or select a color from the palette. 14. Primary defines the color of the header. 15. Secondary Defines the color of action buttons, borders, highlighting, etc. 	
CS ePreference * N/A	
Anticipated Annual Email Volume (Subscription)	From Email Address
Estimated Email Adoption Rate Volume (Credits)	Customer Email Data (Initial load of email addresses into Connect Suite (formatted/delimited file))
Unique Customer ID	Connect Suite Admin Email (Customer owner email)
Details	
CS eValidate * N/A	
Yes/No	
Fonts N/A	
Custom Fonts Required: NO - FINISHED FILE TO PRESENTED WITH NO MODIFICATIONS TO BE PERFORMED	
Custom Plug-ins or Services * N/A	
Details and Requirements:	



TIMELINE

The Quadient Project Delivery approach consists of four (4) unique Phases: Design, Build, Test and Launch. Quadient recommends following an Iterative approach, wherein the Project is broken into smaller pieces/phases to ensure that the solution is unit tested and that visual checkpoint meetings are held with the Customer on a recurring basis. **Note: Project timeline is estimated and based on project start date (not order date) and resource availability.**

DESIGN

Duration: Estimated 1-4 Weeks

Key Activities: Mobilization, Project Kick-Off, Requirements Gathering, final Scope of Work / Change Orders, Project Plan

Key Deliverables: Completed Scope of Work Document & Project Plan and Customer Defined Use/Test Cases

Completion Criteria: Signature approval for any Change Order Revisions (COR) or updated Scope document revisions are required by Customer prior to project timeline schedule being formalized.

Design is the first step of the project. Quadient mobilizes the project team. The purpose of this phase is to finalize the requirements and create a detailed plan for the subsequent Phases based upon mutually agreed scope. At the end of the Design Phase, the SOW will outline how major functionality will be implemented. Design Phase Completion Criteria includes agreement on the SOW / COR.

Project Plan:

- Define all requirements for the solution (Customer)
- Project Plan (Quadient)
- Scope of Work (Quadient)
- Customer has completed testing scripts and test cases for execution during testing (Customer)
- Environments and Data for testing (Customer)

DEVELOP

Duration: Estimated 5-9 Weeks

Key Activities: Configure Impress, Complete Integrations, Load Product Data, Unit Testing

Key Deliverables: Visual Checkpoints and Approved Build Functionality

Completion Criteria: Email approval by Customer Project Manager

During the Build Phase we will leverage the Scope of Work Document to build and configure specific functionality, configure and install integrated components and train resources. Quadient will follow an iterative approach during the Build Phase and schedule regular checkpoints to ensure functionality meets needs. The build phase will focus on configuring the Impress Application.

Project Plan:

- Solution components have been built to agreed specifications (Quadient)
- Testing team ready to begin testing (Customer)

IMPLEMENT

Duration: Estimated 1-2 Weeks

Key Activities: User Acceptance Testing of Test Cases, Integration Testing and End User Training

Key Deliverables: Completed Test Plan/Test Cases

Completion Criteria: Successfully Completed Test Plan/Test Cases (as defined in the Design phase)

The purpose of this phase is to test the Impress solution to ensure configurations and any integrated components properly meet the user acceptance standards as part of a user acceptance testing (UAT) of test cases. Prior to the commencement of any testing, Customer will present all test cases for Quadient review and sign-off.

End User Training is based on the operation of the defined SOW. Training does not include programming or development of the Impress software.

Customer defined Test cases will be utilized and be the basis of UAT and Project Acceptance. Customer will be responsible for executing the Testing Phase under the guidance of the Quadient project team.



Project Plan:

- Test case execution (Customer)
- Error resolution management (Quadient)
- Delivery of end user training (Customer)
- Delivery of End User Train-the-Trainer materials (Quadient)

LAUNCH / GO LIVE

Duration: **Estimated 1 Week**

Key Activities: Production Site Setup, Migration to Production, Release Preparation and Go-Live

Key Deliverables: Production Launch, Project Acceptance

Completion Criteria: Formal Acceptance by Customer Project Manager

The purpose of the Launch phase is to take your Impress Development instance and migrate it into your Impress Production instance.

Project Plan:

- Preparation of Production environment (Quadient)
- 1 x Migration of solution into production environment (Quadient)
- Readiness of organization to receive solution (Customer)

MINIMUM SYSTEM REQUIREMENTS

Note: Impress software requires a dedicated PC or Server. Processing performance of the solution will be directly related to by the processing speed of the hardware the solution resides on. If your system does not meet the minimum requirements your solution installation will be delayed until the proper system requirements are met. Please note that if the hardware changes in any way affecting the Machines ID a new license will need to be provided and your Impress solution will be affected from running.

<https://drive.google.com/open?id=16lgyEDndyVmy2vbPSH13SaqOCX45iKb3>

Customer Server/PC Specifications

Hard Drive Specs:	N/A
Processor Speed:	N/A
Memory/RAM:	N/A
Operating System:	N/A

Administrative Permissions

Administrator Password:	N/A
User:	N/A
Local Admin Rights: Yes/No	N/A



APPROVAL & SIGNATURES

SCOPE OF WORK APPROVAL (REQUIRED FOR ORDER)

This above Scope of Work document defines what the Impress Software will do as a solution for (Customer). Upon acceptance of an order, Quadiant will assign a project team and Quadiant resources will create a final agreed upon Scope of Work. The Scope of Work defines how the solution will be configured to meet the requirements and define project completion criteria “what done looks like” documented in this Scope of Work. This document must be approved by all parties before the BPA Professional Services Team will allocate resources and timeline schedules.

Note: Project timeline is estimated and based on project start date and not order date, along with resource availability.

This document defines the details of the Professional Services that will be delivered by Quadiant and those tasks the parties agree will be performed by Customer resources under this Scope of Work. Any item that goes beyond this document or reallocates a task from Customer to Quadiant will require a written Change Order Request (COR) to be agreed upon by the designated coordinator for both parties and will likely impact the cost and timing of this project.

The scope and objectives will be reassessed at the end of Design Phase. If it is determined that the scope must change, this may affect the cost and schedule of the implementation effort. Any such changes, if required, will be reviewed, and approved by Customer in writing prior to Quadiant doing or billing for any such additional work.

All functionality included in scope uses standard functionality. Any functional requirements deemed non-standard are out of scope of this Scope of Work. Scope is split out by functional area and Quadiant and Customer responsibilities are defined.

OMECorp Approvals

Developer Name:	CJ Kirchner	Date of Approval:	10/17/2023
Signature:	<i>CJ Kirchner</i>		

Customer Approval

Customer Name:		Date of Approval:	
Signature:			

OME Project Manager Approval

Project Manager Name:	John O'Neal	Date of Approval:	10/17/2023
Signature:	<i>John O'Neal</i>		



“Think. Better Business”

CITY OF BARTLESVILLE
Mailing Solution

CJ Kirchner
Director
OMECorp & Genesis Business Systems
cj@omecorp.com

OMECORP
GENESIS
BUSINESS SYSTEMS 

Configuration & Design

IMPRESS Software

- Cloud subscription hosted (completely new development)
 - Receive fully designed .PDF file of invoices
 - Process via CASS, DPV, LACS LINK.
 - Process via PAVE Presort Services
 - FULL SERVICE IMB
 - FULL-SERVICE lowest Automation USPS Discounts available
 - SEEMSLESS Qualification
 - MAIL.DAT
 - Process via NCOA
 - NCOA Full Service
 - ACS Full Service
 - Send to output (folder or printer)

*** Reduce cost of servers and IT moving to hosted, increase processing speed and resources.

Folder Inserter (3 Station)

- 3 Station Folder inserter
- Maxi Feeder hopper (BRE Envelopes)
- Sealer
- Redesigned Envelope Path
- Full Page CIS Reading Technology

*** Increase speed (20% bump while reading), improved envelope track, improved completed success rate.

IX7 SMART Digital Mailing System

- USPS IMI Compliant Digital Mailing System
- Sealer
- 24" Touch Screen
- NEW SMART Technology

*** USPS IMI compliant postage meter, Simply easy to use interface.



Financial Considerations



Product Summary

- (1) IX7DS IMI Digital Mail System
- (1) DS85 3 Station Folder Inserter w/ Reading Hardware and Licensing
- (1) IMPRESS Software (Cloud Hosted)

Investment Summary

Monthly

01	12 month with 4 renewals	\$2,851.68
----	--------------------------	------------

Additional Details

Includes:

Meter Rental, Maintenance, Software, Hardware, Software Care, Implementation, Development, Programming, Testing, S/H, Delivery, Installation, & Training.

Removal and returning of all existing equipment.

Existing on-Premise solution to be left in full operation thru Spring to avoid any disruptions in rollout of C.O.B. new process and fully designed invoicing.

Current Details:

IN700 IBIP Meter: \$620.39/mo.

Inserter & OMS500 SW: \$2,467.16/mo.

Total: \$3,087.55/mo.

Upgrade Details:

New lease billing starts July 1st 2024.

IN700 Meter Lease stops billing upon delivery of new equipment

Inserter & OMS500 Lease bills thru June 30th 2024.

**** \$5,583.51 est. savings on mailing machine lease thru July 1st 2024

Savings Annually on Upgrade: \$2,830.44 per year / \$14,152.20 over term

*** Does not includes savings on IT and Servers.

*****Pricing and Terms via Oklahoma Statewide Contract SW1008Q**

Service, Support, & Installation

******Pricing and Terms via Oklahoma Statewide Contract SW1008Q***

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Our Support Channels

Our Support Channels



Need some additional training? Forgot how to set up that print driver or make that software alteration? Look no further. Our Online Customer E-Learning Center provides our customers with quick tutorials, professional videos of operations and diagnostics, as well as frequently asked questions on a variety of our solutions. Access via QR Code

Busy schedule... Need someone to assist but don't have time for a quick phone call. No worries... Our company provides our customers with online chat support. Need supplies, have questions, need assistance... Work better via tablet, phone, or PC... We have you covered.



Sometimes you need someone onsite. Sometimes a trained service expert needs to use tools to restore your solution to full production. With our Organizations team, we can offer up to 2-hour response time (onsite), even after immediate remote support.

Virtual Reality Support gives the user instant access to a technician. Giving the tech visual of the situation immediately. Like having a tech onsite in seconds!



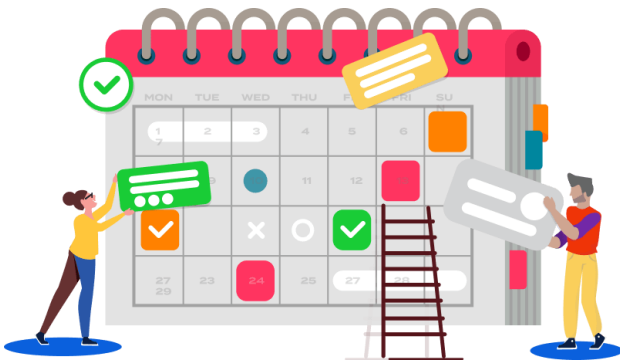
Installation & Training

What to expect!

1. Shipping: All shipments will arrive to OME & Genesis' HQ for inspection, setup, & testing.



2. Scheduling: Our in-house support team will reach out directly to the preferred contacts for scheduling Delivery, Installation, and Training experience.



3. Installation: Our certified technicians will arrive onsite, inspect installation area, move/install, and setup all devices / hardware / software onsite.



4. Training: Our technicians will arrange training on equipment, specifically targeted to an organizations expected usage along with assisting with improving workflows for a better customer experience.



I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Approve a resolution directing filing and notification of the publication of the 2023 printed supplement to the Bartlesville Municipal Code.

Attachments:

Proposed Resolution
Supplement 29

II. STAFF COMMENTS AND ANALYSIS

The City contracts with Municode to prepare the City's supplements to the existing Municipal Code. Pursuant to Section 14-110 of Title 11 of the Oklahoma Statutes, the City must adopt a resolution notifying the public of the publication and file a copy of the resolution and supplement in the offices of the County Clerks whom are affected by City of Bartlesville code changes.

III. RECOMMENDED ACTION

Staff recommends approval of the resolution as presented.

RESOLUTION NO. _____

A RESOLUTION DIRECTING FILING AND NOTIFICATION OF THE PUBLICATION OF THE 2021 PRINTED SUPPLEMENT TO THE BARTLESVILLE CITY CODE

WHEREAS, the City has contracted with Municode to prepare annual printed supplements to the City Code containing all permanent and general ordinances adopted in the past year and incorporating them into the codified and printed loose-leaf City Code books; and

WHEREAS, the City is required to publish its supplements and code of compiled penal ordinances and to deposit a copy with the County Law Library biennially pursuant to Sections 14-109 and 14-110 of Title 11 of the Oklahoma Statutes; and

WHEREAS, the City is required to adopt a resolution notifying the public of the publication of its supplements to the code pursuant to Section 14-110 of Title 11 of the Oklahoma Statutes and to file a copy of the Resolution in the Office of the County Clerk;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BARTLESVILLE:

THAT, the public is hereby notified of the publication of the 2023 Supplements to the City Code; and

THAT, the City Clerk shall cause one copy of this Resolution and one copy of Supplements to the code to be filed with the Law Library of Washington County and Osage County; and

THAT, the City Clerk shall keep at least three copies of the Bartlesville City Code as supplemented available for public use, inspection and examination.

THAT, the City Code, as supplemented, shall be available electronically at https://library.municode.com/ok/bartlesville/codes/code_of_ordinances

DATED THIS 4th DAY OF December, 2023.

Dale Copeland, Mayor
City of Bartlesville, Oklahoma

ATTEST:

Jason Muninger, CFO/City Clerk

BARTLESVILLE MUNICIPAL CODE

Looseleaf Supplement

This Supplement contains all ordinances deemed advisable to be included at this time through:

Ordinance No. 3572, enacted July 3, 2023.

See the Code Comparative Table for further information.

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Insert and maintain this instruction sheet in front of this publication. File removed pages for reference.

municode
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info@municode.com | 800.262.2633 | www.municode.com

P.O. Box 2235 Tallahassee, FL 32316

PREFACE

The Bartlesville, Oklahoma Municipal Code, originally published by Municipal Code Corporation in 1986, has been kept current by regular supplementation by Matthew Bender & Company, Inc., its successor in interest.

Beginning with Supplement No. 18, Municipal Code Corporation will be keeping this code current by regular supplementation.

During original codification, the ordinances were compiled, edited and indexed by the editorial staff of Municipal Code Corporation.

The code is organized by subject matter under an expandable three-factor decimal numbering system which is designed to facilitate supplementation without disturbing the numbering of existing provisions. Each section number designates, in sequence, the numbers of the Title, chapter, and section. Thus, Section 2.12.040 is Section .040, located in Chapter 2.12 of Title 2. In most instances, sections are numbered by tens (.010, .020, .030, etc.), leaving nine vacant positions between original sections to accommodate future provisions. Similarly, chapters and titles are numbered to provide for internal expansion.

In parentheses following each section is a legislative history identifying the specific sources for the provisions of that section. This legislative history is complemented by an ordinance disposition table, following the text of the code, listing by number all ordinances, their subjects, and where they appear in the codification; and beginning with Supplement No. 18, legislation can be tracked using the "Code Comparative Table and Disposition List."

A subject-matter index, with complete cross-referencing, locates specific code provisions by individual section numbers.

This supplement brings the Code up to date through Ordinance No. 3572, passed July 3, 2023.

Municipal Code Corporation
1700 Capital Circle SW
Tallahassee, FL 32310
800-262-2633

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SUPPLEMENT HISTORY TABLE

Ord. No.	Date Adopted	Included/ Omitted	Supp. No.
3482	2- 6-2017	Included	25
3483	5-15-2017	Omitted	26
3484	6- 5-2017	Omitted	26
3485	9- 5-2017	Included	26
3486	10-16-2017	Omitted	26
3487	10-16-2017	Omitted	26
3488	11- 6-2017	Omitted	26
3489	11-20-2017	Omitted	26
3490	1- 2-2018	Omitted	26
3491	5-21-2018	Omitted	26
3492	5-21-2018	Omitted	26
3493	6- 4-2018	Included	26
3494	6- 4-2018	Included	26
3495	7- 2-2018	Omitted	26
3496	7- 2-2018	Omitted	26
3497	7- 2-2018	Included	26
3498	8- 6-2018	Omitted	27
3499	9- 4-2018	Included	27
3500	9- 4-2018	Included	27
3501	9- 4-2018	Included	27
3502	9- 4-2018	Included	27
3503	9- 4-2018	Included	27
3504	10- 1-2018	Omitted	27
3505	7- 2-2018	Omitted	27
3506	11- 5-2018	Omitted	27
3507	12- 3-2018	Included	27
3508	12- 3-2018	Included	27
3509	3-18-2019	Omitted	27
3510	4- 1-2019	Included	27
3511	4- 1-2019	Omitted	27
3512	9-17-2019	Included	27
3513	11- 4-2019	Omitted	27
3514	11- 4-2019	Omitted	27
3515	12- 2-2019	Included	27
3516	12- 2-2019	Included	27
3517	12-16-2019	Included	27
3518	12-16-2019	Included	27
3519	1- 6-2020	Omitted	27
3520	1- 6-2020	Included	27
3521	2- 3-2020	Omitted	27
3522	2- 3-2020	Omitted	27
3523	3- 2-2020	Omitted	27
3524	3-23-2020	Omitted	27
3525	3-23-2020	Omitted	27
3526	4- 6-2020	Omitted	27
3527	4-30-2020	Omitted	28

name, address and telephone number of the owner and the name, breed, color, age and sex of the dog or cat for which the intact permit is obtained, and such other information as the city clerk may require. Neither the city clerk nor any authorized agent shall issue an intact permit until the owner presents a certificate showing the dog or cat has a current rabies vaccination at the time application is made.

C. Upon approval of the application, the city clerk or any authorized agent shall issue the intact permit in an appropriate form and a uniquely numbered metallic or plastic tag. An intact permit shall expire one (1) year from the date of issuance and shall be subject to revocation and nonrenewal as provided in section 3-14.

D. A current intact permit may be transferred to the new owner of the dog or cat for which the permit was issued upon application of the new owner.

E. In the event a metallic or plastic tag is lost or destroyed, the owner may obtain a duplicate tag. It is unlawful to use or attempt to use a tag for which a duplicate tag has been issued.

F. It is unlawful to use or transfer an intact permit or tag, or attempt to use or transfer the same, for or to a dog or cat other than the animal for which the permit was issued.
(Ord. No. 3008, 4-26-99; Ord. 3482, 2-16-17)

Sec. 3-14. Revocation or nonrenewal of intact permit.

A. The city manager or his designate may revoke the intact permit for a dog or cat when, during the current permit year, the owner of the animal for which the permit is issued is convicted, pleas guilty or nolo contendere to more than one (1) offense of allowing or permitting such dog or cat to run at large as provided in section 3-26. Prior to revoking the permit, the city manager shall provide the owner with reasonable notice and an opportunity to be heard.

B. Neither the city clerk nor any authorized agent shall issue or renew an intact permit for any dog or cat for which an intact permit has been revoked. The commencement of revocation

proceedings shall temporarily stay the issuance or renewal of an intact permit pending the outcome of such proceedings.
(Ord. No. 3008, 4-26-99)

Sec. 3-15. Tag to be attached to collar.

A. Upon receipt of the intact permit and tag, the owner shall securely affix the tag to the collar or harness of the dog or cat for which the permit is issued. The dog or cat shall wear the tag at all times, except when a veterinarian provides a medical exemption therefor.

B. It is unlawful for any person to remove or attempt to remove a tag from the collar or harness of any dog or cat without the owner's consent.
(Ord. No. 3008, 4-26-99)

Sec. 3-16. Permit records.

The city clerk or his designate shall keep a register of all intact permits issued in which shall be entered the name, address and telephone number of the owner, a description and other identifying information of the dog or cat so permitted, and the date of issuance and expiration.
(Ord. No. 3008, 4-26-99)

Secs. 3-17—3-24. Reserved.

DIVISION B. GENERAL RESTRICTIONS

Sec. 3-25. Keeping of dogs and cats restricted.

A. It is unlawful for any person, firm or corporation that owns, leases or controls any premises within the city to maintain on such premises more than a total of two (2) dogs and two (2) cats over the age of six (6) months outside of the primary dwelling unit. This provision shall not apply to agriculturally zoned properties. Any owner having more than the above prescribed number of dogs or cats prior to August 1, 2010, and who can verify their ownership by way of rabies certificates may continue with the same animals without penalty.

Sec. 8-109. Commercial container and roll-off—Damaging prohibited.

No person shall damage, either willfully or through negligence, any commercial container or roll-off of the city.
(Ord. No. 3994, 9-4-12)

Secs. 8-110—8-120. Reserved.

Sec. 8-122. Requirements and fees for residential properties for collection of solid waste via carts.

- (a) All residential properties with cart service shall be charged for collection by the city as follows:
 - (1) The monthly fee for regular collection at the curbside for the initial cart:

<i>Cart size</i>	<i>July 1, 2021</i>	<i>July 1, 2022</i>	<i>July 1, 2023</i>	<i>July 1, 2024</i>	<i>July 1, 2025</i>
96 Gal Cart	\$17.00	\$18.00	\$19.00	\$20.00	\$20.00
64 Gal Cart	15.00	16.00	17.00	18.00	18.00
32 Gal Cart	13.00	14.00	15.00	16.00	16.00

- (2) The monthly fee for regular collection for each cart after the initial cart is as follows:

<i>Additional Cart Collection</i>	<i>July 1, 2021</i>	<i>July 1, 2022</i>	<i>July 1, 2023</i>	<i>July 1, 2024</i>	<i>July 1, 2025</i>
Per addtl/Cart	\$7.00	\$9.00	\$9.00	\$9.00	\$9.00

- (3) The fee for delivery or pick-up of a cart shall be five dollars (\$5.00) per trip. The city shall not charge a fee for up to one (1) trip during the first six (6) months of the residential properties receipt of cart services.
 - (4) The fee for each refuse sticker shall be two dollars and fifty cents (\$2.50) for each refuse sticker.
 - (5) The fee for each yard trimmings sticker shall be one dollar (\$1.00) for each yard trimmings sticker.
 - (6) The fee for each yard trimming city bag shall be one dollar (\$1.00) for each yard trimmings city bag.
 - (7) Any fees levied on a per customer basis by law or regulation by the governments of the United States or the State of Oklahoma may be added to the rates

provided above without amendment of the ordinance codified in this article and shall at all times be in addition to the rates.

- (8) All fees and charges levied pursuant to this chapter shall be billed at the same time and in the same manner as all other municipal utility charges and are subject to the same terms of payment, late payment penalties, and discontinuance of service for failure to pay as apply to other municipal services.
 - (9) The fee for return service to a residential property shall be five dollars (\$5.00) per trip. Return service is subject to the approval of the sanitation superintendent.

(Ord. No. 3994, 9-4-12; Ord. No. 3426, 3-3-14; Ord. No. 3540, 6-7-21; Ord. No. 3554, 4-4-22)

<i>Container Size</i>	<i>Collections Per Week</i>					
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
3 cu. yard	118.00	151.00	226.00	301.00	376.00	452.00

Beginning July 1, 2023

<i>Container Size</i>	<i>Collections Per Week</i>					
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
2 cu. yard	\$98.00	\$153.00	\$230.00	\$305.00	\$383.00	\$458.00
3 cu. yard	130.00	166.00	249.00	331.00	414.00	497.00

Beginning July 1, 2024

<i>Container Size</i>	<i>Collections Per Week</i>					
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
2 cu. yard	\$108.00	\$168.00	\$253.00	\$336.00	\$421.00	\$504.00
3 cu. yard	143.00	183.00	274.00	364.00	455.00	547.00

In the event additional collections per week is requested beyond normal scheduled collection per week, city shall charge twenty dollars (\$20.00) per cart or two-cubic-yard container yard container and twenty five dollars (\$25.00) per three-cubic-yard container.

In the event commercial container service is ordered and subsequently discontinued, proration of the monthly fee is not permitted. A minimum charge of one (1) month's service will be made.

Where commercial container service is shared among a group of commercial properties, the charge may be allocated in an equitable manner

among the commercial properties. The allocation of charges shall be determined by the director of the solid waste department of the city, provided, no individual commercial property may pay a fee less than one-third ($\frac{1}{3}$) of the rate for monthly service based on the container size and frequency of collection as provided above.

A refundable deposit shall be made for commercial container service if no other utility services are provided by the city on the account. The deposit shall be no less than the monthly fee for one (1) month to be paid by the customer. (Ord. No. 3994, 9-4-12; Ord. No. 3540, 6-7-21; Ord. No. 3554, 4-4-22)

Sec. 8-124. Fees for roll-off service.

Roll-off service is available to customers who purchase or rent a roll-off container meeting the specifications of the city. Fees for services to a roll-off container shall be as follows:

<i>Beginning</i>	<i>July 1, 2021</i>	<i>July 1, 2022</i>	<i>July 1, 2023</i>	<i>July 1, 2024</i>
Standard roll Off	\$168.00	\$188.00	\$208.00	\$228.00
Compactor	235.00	255.00	275.00	295.00
Rental Fee(Daily)	10.00	10.00	10.00	10.00

Service to roll-off containers is subject to the approval of the director of the solid waste department. Service may be denied if provision of such service would present a hazard to the city's personnel or equipment.

(Ord. No. 3994, 9-4-12; Ord. No. 3540, 6-7-21; Ord. No. 3554, 4-4-22)

Sec. 8-125. Charges and billing.

All fees and charges levied under this chapter shall be billed at the same time and in the same

method as other municipal utility charges and are subject to the same terms and conditions,

the collection and disposal of refuse is fit and proper to conduct such business and shall make or cause to be made such investigation as he may consider necessary in order to determine whether the public convenience and necessity requires the granting of such permit.

(Ord. No. 3994, 9-4-12)

Sec. 8-143. Term.

Permits under this chapter shall be issued to qualified applicants for a period of one (1) year.

(Ord. No. 3994, 9-4-12)

Sec. 8-144. Nontransferable, revocation.

All permits granted pursuant to this chapter shall be nontransferable and may be revoked and rescinded by the superintendent of sanitation at any time when, in his judgment, such action is deemed to be in the best interest of the public.

(Ord. No. 3994, 9-4-12)

Sec. 8-145. List of customers required.

Applicants for permits to provide private refuse hauling services must provide to the sanitation superintendent a list of addresses where service is provided and maintain both general liability and vehicle liability insurance. All changes in private sanitation service customers must be reported to the superintendent within five (5) working days. Private hauling companies may not provide routine service to residential properties.

(Ord. No. 3994, 9-4-12)

Sec. 8-146. Selling prohibited.

No person collecting or disposing or in any manner dealing with refuse shall separate, unload, offer for sale or trade or exchange all or any part of such refuse.

(Ord. No. 3994, 9-4-12)

Secs. 8-147—8-160. Reserved.

ARTICLE VII. DISPOSAL

Sec. 8-161. Designated.

(a) The superintendent of sanitation shall establish areas of disposal of refuse. He shall establish rules for the operation of disposal areas.

(b) No person, business or institution shall place, deposit or throw or permit, or cause to be placed, thrown, deposited or dumped, any explosive, poison, dangerous or corrosive chemicals, salt water, feces, materials impregnated with urine, dead animals, any material of any nature

ARTICLE I. GENERAL PROVISIONS

Sec. 11-1. Purpose and scope.

The purpose of this chapter is to promote the health, safety, and welfare of Bartlesville and its residents, and to protect neighborhoods against physical, visual and economic deterioration. To that end, the city intends by this chapter to prohibit nuisances that:

- A. Contribute to or cause injury or endangerment to the health, safety or welfare of others;
 - B. Are contrary to community standards of decency;
 - C. Are offensive to the senses;
 - D. Unlawfully interfere with, obstruct or tend to obstruct or render dangerous the free passage or use, in the customary manner, of any stream, public park, parkway, square, sidewalk, street or highway in the city;
 - E. Obstruct the free use of property so as to essentially interfere with the comfortable enjoyment of life and property by the public; or
 - F. Damage or contribute to the deterioration of property or improvements in the community.
- (Ord. No. 3148, § 2, 11-15-04)

Sec. 11-2. Adoption of state law.

The City of Bartlesville adopts all of the applicable provisions of Title 11 O.S. and any amendments made thereto concerning the General Powers of Municipalities, and Title 63-1-1011 and any amendments made thereto concerning health nuisances, specifically dealing with the prohibition and abatement of nuisances as defined in this chapter.

(Ord. No. 3148, § 2, 11-15-04)

Sec. 11-3. Definitions.

The following words, term and phrases, when used in this chapter, shall have the meanings

ascribed to them in this section, except where the context clearly indicates a different meaning:

Animal means any type of animals, both domesticated and wild, male, female or neutered, singular and plural.

Architectural pool means a constructed or excavated exterior area designed to hold water on a continuous basis other than a swimming pool or a spa.

Deteriorated or deterioration means a lowering in quality of the condition or appearance of a building, structure or premises, characterized by holes, breaks, rot, crumbling, cracking, peeling, rusting or any other evidence of physical decay, neglect, damage or lack of maintenance.

Director means the director of the building development department or his designee.

Dumping ground means any area that is used for the storing, leaving, or abandoning of refuse, garbage, waste, earth, rock or debris, including construction, agricultural, landscape, residential, commercial and industrial solid waste.

Garden means a cultivated area dedicated to growing vegetables, fruits, annual and perennial plants, ornamental grasses, or groundcovers, vines, shrubs, or trees in a location within a defined edge or border.

Habitual nuisance means any premises or property located within the city that generates repeated responses from officers because of nuisance-related activities. Any premises or property that generates three (3) or more calls for nuisance-related activities within an eighteen (18) month time period shall be deemed a "habitual nuisance."

Hearing examiner means the city manager or his designee authorized to conduct hearings pursuant to this chapter.

Inoperable motor vehicle means a vehicle which cannot be driven upon the public streets for reason including, but not limited to, being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power, including, but not limited to, a vehicle on blocks or similar devices, a vehicle

ance with proper maintenance and care. Such grasses may include, but are not limited to, Bahia, bent, Bermuda, Kentucky bluegrass, fescue, carpet, centipede, rye, St. Augustine, and zoysia grass. *Unmanaged vegetation growth* means an unmaintained area in which any grass, turf grass, hay, weeds, brush or other vegetation has grown to a height exceeding twelve (12) inches as a result of the absence of active cutting, mowing, or other maintenance. This definition shall not include:

- (1) Gardens.
- (2) Vegetation located on agricultural land provided a minimum fifty-foot buffer area is mowed and maintained along any adjacent property line abutting a public right-of-way or any developed lot, plot, or tract of land. For purposes of measuring the fifty-foot buffer, any public right-of-way adjacent to a road that is mowed by a public agency may be included. When including publicly mowed rights-of-way, the total mowed area must extend fifty-feet from the road edge.
- (3) Managed natural landscaping areas, provided that any such Managed natural landscape area which is visible from any public way, street, sidewalk or alley meets the following requirements:
 - a. Where turf grass has been completely eliminated;
 - b. Is clearly defined by a solid, impermeable barrier such as a landscape border, edging, rock, brick, fence or similar material;
 - c. Maintains a transition area of ten (10) feet from the edge of roadway, or five (5) feet from the inside edge of public sidewalk if existing, whichever is greater, which is comprised of turf grass or plantings no taller than twelve (12) inches in height. For the purposes of this chapter, a corner lot shall be deemed to have two (2) front yards;
 - d. Maintains a transition area of five (5) feet from the side and rear lot lines which is comprised of turf grass or plantings not exceeding twelve (12) inches in height. This twelve (12) inches maximum height restriction may be waived if there is a fully opaque fence at least six (6) feet in height along the shared side or rear property line, or if the adjacent property is a natural landscape area, wetland, pond, lake, stream, or natural wooded area;
 - e. Any natural landscape area exceeding twelve (12) inches () in height may occupy no more than fifty (50) percent of the existing yard area visible from the public right-of-way;
 - f. Any planting exceeding four (4) feet in height, other than trees and shrubs, shall be located within fifteen (15) feet of a building or fence;
 - g. Is cut at least annually to a height no greater than twelve (12) inches to remove dead or unmaintained growth;
 - h. Contains only those plants which are identified as "Oklahoma Proven" or other plants identified as appropriate for Oklahoma by the Oklahoma State University Extension Office (<https://extension.okstate.edu/fact-sheets/oklahoma-proven-plant-selections-for-oklahoma.html>).
 - i. Community development director shall have authority to make exceptions to this section based on unique aspects of the yard including, but not limited to:
 1. Time allowed for yards to be brought into compliance
 2. Nonconforming, preexisting yards or areas with no history of code enforcement complaints
 3. Unusual sidewalk locations
 4. Other unique features not contemplated by this section
 - j. Community development director may also make exceptions to the list

that nothing contained in this subsection shall prevent the temporary retention of waste in receptacles in the manner approved by the health officer of the county or this Code or any other ordinance of the city.

4. The dumping or disposal of refuse, waste or other material, including yard waste and construction debris, including rock, dirt, concrete, bricks or asphalt, on any public or private property, unless such site is approved and licensed in accordance with Chapter 8 of the Bartlesville Municipal Code, in such a manner as to constitute a potential hazard to public health, safety and welfare.

B. Vegetation.

1. Any tree, bush, shrub, grass, or plant that constitutes a fire or traffic hazard, that interferes with, obstructs, tends to obstruct, or renders dangerous the free passage, use or vision in the customary manner of any sidewalk, street or highway in the city.
2. Any unmanaged vegetation growth as defined herein.
3. Failure to install or maintain landscaping as required by the zoning regulations or other applicable city codes.

C. Improper Parking or Storage of Vehicles, Equipment, or Machinery.

1. Exterior areas used or maintained as junkyards or dumping grounds, except: (a) any automobile wrecking yard or other junkyard where the same are permitted by the city zoning regulations and as properly licensed by the State of Oklahoma; or (b) the disassembling, repair, rebuilding, storage or keeping of vehicles, machinery or any of the parts thereof on any farm or ranch where such disassembling, repair, rebuilding,

storage or keeping are customary and incidental to such farming or ranching activities.

2. Any inoperable vehicle, or parts thereof, located outside of a completely enclosed building or under a roof area not enclosed by walls, doors or windows of any building on any private property lot for a period exceeding seven (7) days, except the safe and neat keeping of: (a) one (1) inoperable vehicle undergoing repair, titled to the owner or resident of the property, provided that the repair is complete within fourteen (14) days after the repair was begun, provided that not more than three (3) such fourteen (14) day repairs will be permitted in any twelve (12) months period; (b) not more than one (1) ongoing restoration project or inoperable vehicle in a backyard area of private property, screened by an opaque fence at a minimum height of six (6) feet or the height of the vehicle, whichever is more, provided that any fence constructed or modified pursuant to this subsection must meet any and all other requirements of the city code; (c) not more than one (1) ongoing restoration project or inoperable vehicle in a backyard area of private property which is securely covered with an opaque car cover to that no more than the wheels of the vehicle are visible; the car cover shall be made of water repellant material and may be either fitted or anchored with ties and/or ropes and shall be maintained in such a manner as to be free of holes and tears and be otherwise in good repair; or (d) lawful commercial activities involving inoperable vehicles as allowed by the zoning ordinance; or (e) one (1) operable, off-road vehicle stored as provided in subsection (b) or (c) of this subsection.

- smoke, soot, dust, fumes or other gases, offensive odors or other annoyances, is discomforting or offensive or detrimental to the health of individuals or of the public.
2. Making, causing or permitting to be made any noise, vibration, or artificial illumination of such intensity as to interfere substantially and unnecessarily with the use and enjoyment of public or private property by the public, or as to constitute a hazard or threat to the public health, safety or welfare of the people of the city; provided that a complaint for a violation of this subsection shall not be initiated, unless there is at least two (2) written statements from witnesses as to the facts constituting the offense.
 3. Willfully or negligently permitting or causing the escape or flow of water into the public right-of-way in such quantity as to cause flooding, to impede vehicular or pedestrian traffic, to create a hazardous condition for such traffic, or to cause damage to the public streets or alleys of the city through the failure or neglect to operate or maintain properly any water facility or device, including, but not limited to, swimming pools, architectural pools, spas, sprinklers, hoses, pipes, ditches, standpipes, berms, valves and gates.
 4. The keeping or harboring of any dog or other animal that by frequent or habitual howling, yelping, barking, crowing or the making of other noises, annoys or disturbs a neighborhood or any number of persons; provided, that a complaint for a violation of this subsection shall not be initiated, unless there is at least two (2) written statements from witnesses as to the facts constituting the offense.
 5. The operation of off-road vehicles anywhere within the city limits of Bartlesville except for areas designated specifically for use of off-road vehicles and as allowed by the zoning ordinance.
- G. Attractive Nuisance and Dangerous Conditions.
1. Any unguarded or abandoned excavation, pit, well or hole that may constitute a threat to public health, safety and welfare; or any well, cellar, pit foundation, or other excavation of more than two (2) feet in depth, on any unenclosed lot, without substantial curing, covering or protection.
 2. Any swimming pool areas that are not enclosed as required by the zoning regulations and other applicable city codes, or any swimming pool, architectural pool or spa that creates a health hazard, harbors insect infestation or presents a deteriorated appearance.
 3. Except for city-approved structures connected to storm drainage systems, all stagnant, pooled water in which mosquitoes, flies or other insects may multiply.
 4. Any fence, wall, shed, deck, house, garage, building, structure or any part of any of the aforesaid; or any tree, pole, smokestack; or any excavation, hole, pit, basement, cellar, sidewalk, subspace, dock, or loading dock; or any lot, land, yard, premises or location which in its entirety, or in any part thereof, by reason of the condition in which the same is found or permitted to be or remain, shall or may endanger the health, safety, life, limb or property, or cause any hurt, harm, inconvenience, discomfort, damage, or injury to any one (1) or more individuals in the city, in any one (1) or more of the following particular: a) by reason of being a menace, threat, and/or hazard to the general health and

be interpreted to prohibit the city from engaging in its standard prosecution practices. Therefore, the city may prosecute violators of city ordinances or state laws without first having to comply with the provisions of this chapter, even though the activity or conduct prosecuted may also constitute a nuisance under this chapter. Nothing in this chapter shall be interpreted to prevent the city from enforcing applicable city ordinances, regulations, and codes.

B. Nothing in this section shall preclude employees of the building development department from enforcing this chapter, proactively or reactively, through warnings, notices to comply, or other such devices designed to achieve compliance in the most efficient and effective manner under the circumstances. Any responsible person(s) who neglects, fails or refuses to correct the violations contained within a notice to comply or other similar device issued pursuant to this chapter may be assessed a re-inspection fee for inspections which occur after the compliance date. Failure to pay reinspection fees within fourteen (14) days of assessment is a violation of this section.

(Ord. No. 3148, § 2, 11-15-04)

Sec. 11-10. Abatement procedures.

A. Voluntary Correction. Before taking other steps to abate the nuisance, the officer shall make a reasonable attempt to secure voluntary correction or abatement of the nuisance by contacting the responsible person and agreeing to terms and timeframes for abating the nuisance voluntarily. The officer may grant an extension of the time limit for correcting or abating the nuisance if the responsible person has shown due diligence and/or substantial progress in correcting or abating the nuisance, but unforeseen circumstances render abatement under the original conditions unattainable.

B. Notice of Violation and Order to Abate. When the officer has identified a violation of this chapter as a public nuisance and as a result has reason to believe that an unlawful act under this chapter has been committed and is unable to secure voluntary correction pursuant to subsection A of this section, the officer shall serve a

written notice of violation and order to abate to the responsible person. Service shall be made by either personal service or first class mail with receipt of mailing, which receipt shall indicate the date of mailing and the name and address of the responsible person at his or her last known address. Where the responsible person is other than the owner, one (1) copy of the notice and order shall also be served in like manner to the owner of record as shown on the current year's tax rolls in the county treasurer's office for the affected property. A copy of the notice and order shall also be posted on the affected property in a conspicuous place in or about the structure. When required by the Oklahoma State Law, one (1) copy of the notice and order shall also be mailed to the mortgage holder, if any. This notice and order shall contain: 1) a brief and concise description of the conditions alleged to be in violation or to be a public nuisance; 2) the provisions of this chapter alleged to have been violated; 3) a statement of the corrective action required and a reasonable time within which the action must be completed, after which the city may abate the unlawful condition using all legal means; 4) the establishment of a date and time for examination of this alleged violation by a hearing examiner at which time the responsible person may appear to address the violation; 5) a statement indicating that the hearing will be canceled if the required corrective action is completed and approved by the city prior to the hearing date; 6) a statement declaring that, upon a finding by the hearing examiner that a public nuisance does exist on the property, the city may abate the nuisance and that all costs and expenses of abatement incurred by the city will be assessed against the property and such cost shall be a lien against the property, until paid, and shall be collected in the same manner as ad valorem taxes against the property; and 7) a statement that a municipal court citation may be issued to the responsible person for each violation, resulting in a monetary fine as specified and ordered by the court in an amount per day that the violation(s) is allowed to continue or occur. Following the hearing, the decision of the hearing examiner shall be provided to the responsible person, owner if other than the responsible

of such a declaration may be placed by the city in a newspaper of general circulation within the city. Such sign, when posted, shall be removed by the city after abatement of the violation.

(Ord. No. 3148, § 2, 11-15-04)

Sec. 11-13. Abatement by city; assessment of city costs.

A. Abatement by City. When the hearing examiner has declared a public nuisance to exist on a property and the responsible person and/or owner has willfully neglected to perform their legal duty to remove and abate the violation, the city may abate the nuisance and assess all costs and expenses of abatement incurred by the city as a lien against the property. Using lawful means, the city may enter upon the subject property and may remove or correct the condition which is subject to abatement. The city may seek, but is not required to seek, such judicial process as it deems necessary to effect the removal or correction of such condition.

B. Assessment of City Costs. The director or his authorized representative, when so directed to abate such public nuisance, shall prepare a verified statement and account of all the expenses incurred by the city or occasioned by or incidental to such abatement and file such verified statement and account with the city clerk. In assessing the costs and expenses of abatement incurred by the city, the costs include, but are not limited to, personnel costs, both direct and indirect and including attorney's fees; costs incurred in documenting the violation, including delinquent fees and re-inspection fees; hauling, storage and disposal expenses; and actual expenses and costs of the city in preparing notice, specifications and contracts, and in accomplishing and/or contracting and inspecting the work; and the costs of any required printing, mailing and recording of liens and releases, as well as any costs associated with the public posting of the property as a nuisance or habitual nuisance. Applicable administrative costs may be collected whether or not the public nuisance is abated by the city. After the filing of the verified statement and account, the city clerk shall prepare duplicate copies of a notice of lien and record one (1) copy with the office of the county recorder, and within ten (10) days

thereafter serve by certified mail the remaining copy of such notice of lien upon the owner and mortgage holder, if any. All such costs and expenses shall be collected in the same manner as ad valorem taxes and shall constitute a lien against the affected property until paid in full.

(Ord. No. 3148, § 2, 11-15-04)

Sec. 11-14. Conflicts.

In the event of a conflict between this chapter and any other provision of the Bartlesville Municipal Code or other local, county or state regulation, the most stringent shall apply.

(Ord. No. 3148, § 2, 11-15-04)

without lawful cause point a shotgun, rifle or pistol, or any deadly weapon, whether loaded or not, at any person or persons for the purpose of threatening or with the intention of discharging the firearm or with any malice or for any purpose of injuring, either through physical injury or mental or emotional intimidation or for purposes of whimsy, humor or prank, or in anger or otherwise, except as may be authorized by Oklahoma statute.

(Ord. No. 3502, § 2, 9-4-18)

Editor's note—Ord. No. 3502, § 2, adopted Sept. 4, 2018, repealed the former § 12-163, and enacted a new § 12-163 as set out herein. The former § 12-163 pertained to Permission to control squirrel population and derived from 1978 Code, §§ 9.66.010 and 9.66.020; Ord. No. 2700, § 1, adopted Feb. 20, 1990; Ord. No. 2718, § 1 adopted June 18, 1990.

Sec. 12-164. Bows and arrows.

(a) No person shall shoot with, or use out-of-doors, a bow and arrow, the bow of which has a pull of ten (10) pounds or over.

(b) No person shall use any arrow with a steel pointed tip or a hunting point affixed to the tip.

(c) The city manager or his designee may grant an exemption to subsections (a) and (b) hereof for the operation of an archery range or other supervised event if it is duly determined that such exemption will not be detrimental to the health, safety and welfare of the public.

(Ord. No. 2693, § 1, 12-11-89)

Sec. 12-165. Firearms—Reckless conduct.

It shall be unlawful for any person to engage in reckless conduct while having in his possession any shotgun, rifle or pistol, such actions consisting of creating a situation of unreasonable risk and probability of death or great bodily harm to another and demonstrating a conscious disregard for the safety of another person.

(Ord. No. 2712, § 7, 5-7-90)

Editor's note—Sections 7 and 8 of Ordinance No. 2712, adopted May 7, 1990, adopted new §§ 12-164 and 12-165. These sections were redesignated as §§ 12-165 and 12-166 at the editor's discretion.

Sec. 12-166. Transporting a loaded firearm.

Except as otherwise provided by the provisions of the Oklahoma Self-Defense Act, section 125, or other provision of law by the State of Oklahoma, it shall be unlawful to transport a loaded pistol, rifle, or shotgun in a landborne motor vehicle over a public highway or roadway. However, a rifle or shotgun may be transported when clip or magazine loaded and not chamber loaded when transported in an exterior locked compartment of the vehicle or trunk of the vehicle.

(Ord. No., 2712, § 8, 5-7-90; Ord. No. 2900, § 1, 12-18-95)

Note—See the editor's note following § 12-165.

Sec. 12-167. Prohibition of firearms on city property.

No person shall possess a firearm on any city property or in any city owned structure with the following exceptions:

- (1) Duly authorized law enforcement personnel.
- (2) Individuals possessing a valid city issued duck hunting permit while hunting at Hudson Lake may possess an appropriate shotgun for hunting water fowl.

For purposes of this section only, city streets, alleys, Pathfinder Parkway, and parking lots serving city buildings are not considered city property.

(Ord. No. 2905, § 1, 11-5-96; Ord. No. 2908, § 1, 2-26-96)

Secs. 12-168—12-175. Reserved.

ARTICLE XI. EQUAL ACCESS TO HOUSING*

Sec. 12-176. Policy.

It is the policy of the City of Bartlesville to provide, within constitutional limitations, for fair housing throughout the city.

(Ord. No. 2865, § 1, 6-19-95)

***Cross reference**—Housing code, § 4221 et seq.

- (3) For the purposes of subsection (2), a person shall be deemed to be in the business of selling or renting dwellings if:
- a. He has, within the preceding twelve (12) months, participated as principal in three (3) or more transactions involving the sale or rental of any dwelling or any interest therein;
 - b. He has, within the preceding twelve (12) months, participated as an agent, other than in the sale of his own personal residence, in providing sales or rental facilities or sales or rental services in two (2) or more transactions involving the sale or rental of any dwelling or any interest therein; or
 - c. He is the owner of any dwelling designed or intended for occupancy by, or occupied by, five (5) or more families.

(Ord. No. 2865, § 3, 6-19-95)

Sec. 12-179. Discrimination in the sale or rental of housing.

As made applicable by section 12-178 and except as exempted by sections 12-178(2) and 12-182, it shall be unlawful:

- (1) To refuse to sell or rent after the making of a bona fide offer or to refuse to negotiate for the sale or rental of or otherwise make unavailable or deny a dwelling to any person because of race, sex, color, religion, national origin, disability, familial status, sexual orientation, or gender identity.
- (2) To discriminate against any person in the terms, conditions or privileges of sale or rental of a dwelling or in the provision of services or facilities in connection therewith because of race, sex, color, religion, national origin, disability, familial status, sexual orientation, or gender identity.
- (3) To make, print or publish or cause to be made, printed or published any notice,

statement or advertisement with respect to the sale or rental of a dwelling that indicates any preference, limitation or discrimination based on race, sex, color, religion, national origin, disability, familial status, sexual orientation, or gender identity or an intention to make any such preference, limitation or discrimination.

- (4) To represent to any person because of race, sex, color, religion, national origin, disability, familial status, sexual orientation, or gender identity that any dwelling is not available for inspection, sale or rental when such dwelling is, in fact, so available.
- (5) To induce or attempt to induce any person to sell or rent any dwelling, for profit, by representations regarding the entry or prospective entry into the neighborhood of a person or persons of a particular race, sex, color, religion, national origin, disability, familial status, sexual orientation, or gender identity.

(Ord. No. 2865, § 4, 6-19-95; Ord. No. 3571, 4-4-23)

Sec. 12-180. Discrimination in financing or housing.

It shall be unlawful for any bank, building and loan association, insurance company or other corporation, association, firm or enterprise whose business consists in whole or in part in the making of commercial real estate loans to deny a loan or other financial assistance to a person applying therefor for the purpose of purchasing, constructing, improving, repairing or maintaining a dwelling or to discriminate against him in the fixing of the amount, interest rate, duration or other terms or conditions of such loan or other financial assistance because of the race, sex, color, religion, national origin, disability, familial status, sexual orientation, or gender identity of such person or of any person associated with him in connection with such loan or other financial assistance or the purposes of such loan or other financial assistance or of the present or prospective owners, lessees, tenants or occupants of the dwelling or dwellings in relation to which such loan or other financial assistance is to be made

(c) *City offices and agencies.* All executive departments and agencies of the City of Bartlesville shall administer their programs and activities relating to housing and urban development in a manner to affirmatively further the purposes of this article and shall cooperate with the any programs, activities or investigations of the city which further such purposes.
(Ord. No. 2865, § 8, 6-19-95)

Sec. 12-184. Education and conciliation.

Immediately after the enactment of this article, educational and conciliatory activities shall be initiated by the city on a periodic basis which will further the purposes of this article. This may include, but is not limited to, the calling of conferences with persons in the housing industry and other interested parties to acquaint them with the provisions of this article and suggested means of implementing it. Further, the city shall endeavor, with the advice of such persons, to pursue programs of voluntary compliance and of enforcement.
(Ord. No. 2865, § 9, 6-19-95)

Sec. 12-185. Enforcement.

(a) *Complaint procedure.* Any person who claims to have been injured by a discriminatory housing practice or who believes that he will be irrevocably injured by a discriminatory housing practice that is about to occur (hereafter "person aggrieved") may file a complaint with the fair housing council (hereinafter referred to as "council"). Complaints shall be in writing and shall contain such information and be in such form as the council requires. Upon receipt of such a complaint, the secretary to the council shall furnish a copy of the same to the person or persons who allegedly committed or are about to commit the alleged discriminatory housing practice. Within thirty (30) days after receiving a complaint or within thirty (30) days after the expiration of any period of reference under subsection (c), the council shall investigate the complaint and give notice in writing to the person aggrieved whether he intends to resolve it. If the council decides to resolve the complaint, he shall proceed to try to eliminate or correct the alleged discriminatory housing practice by informal

methods of conference, conciliation and persuasion. Nothing said or done in the course of such informal endeavors may be made public or used as evidence in a subsequent proceeding under this article without the written consent of the persons concerned. Any member or employee of the council or city who shall make public any information obtained in connection herewith in violation of the open meeting laws, open record laws, or other laws of the State of Oklahoma shall, upon conviction, be fined not more than the maximum allowed by law, plus costs.

(b) A complaint under subsection (a) shall be filed within one hundred eighty (180) days after the alleged discriminatory housing practice occurred. Complaints shall be in writing and shall state the facts upon which the allegations of a discriminatory housing practice are based. Complaints may be reasonably and fairly amended at any time. A respondent may file an answer to the complaint against him and, with the leave of the council which shall be granted whenever it would be reasonable and fair to do so, may amend his answer at any time. Both complaints and answers shall be verified.

(c) If the council has been unable to obtain voluntary compliance within thirty (30) days of the complaint, the person aggrieved may, within thirty (30) days thereafter, commence a civil action in any appropriate court against the respondent named in the complaint to enforce the rights granted or protected by this article insofar as such rights relate to the subject of the complaint. If the court finds that a discriminatory housing practice has occurred or is about to occur, the court may enjoin the respondent from engaging in such practice or order such affirmative action as may be appropriate.

(d) In any proceedings brought pursuant to this section, the burden of proof shall be on the complainant.

(e) Whenever an action filed by an individual shall come to trial, the council shall immediately terminate all efforts to obtain voluntary compliance.
(Ord. No. 2865, § 10, 6-19-95)

tory housing practice complained of in the complaint made to the council and which practice forms the basis for the action in court; and provided, however, that any sale, encumbrance or rental consummated prior to the issuance of any court order issued under the authority of this article and involving a bona fide purchaser, encumbrancer or tenant, without actual notice of the existence of the filing of a complaint or civil action under the provisions of this article, shall not be affected.

(b) The court may grant such relief as it deems appropriate, including permanent or temporary injunctions, restraining orders, or any other orders it deems appropriate, and may award to the prevailing party, court costs and reasonable attorney fees.
(Ord. No. 2865, § 12, 6-19-95)

Sec. 12-188. Interference, coercion or intimidation.

It shall be unlawful to coerce, intimidate, threaten or interfere with any person in the exercise or enjoyment of or on account of his having exercised or enjoyed or on account of his having aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by sections 12-178, 12-179, 12-180 or 12-181. This section may be enforced by appropriate civil action.
(Ord. No. 2865, § 13, 6-19-95)

Sec. 12-189. Severability of provisions.

If any provision of this article or the application thereof to any person or circumstance is held invalid, the remainder of the article and the application of the provision to other persons not similarly situated or to other circumstances shall not be affected thereby.
(Ord. No. 2865, § 14, 6-19-95)

ARTICLE XII. ADOPTION OF STATE STATUTES BY REFERENCE

Sec. 12-190. Adoption of Title 47.

The City of Bartlesville hereby adopts by reference all misdemeanor traffic offenses now contained or hereafter contained Title 47 of Oklahoma Statutes.
(Ord. No. 3070, § 1, 7-16-01)

Sec. 12-190A. Adoption of Title 22.

The City of Bartlesville hereby adopts by reference all provisions now contained or hereafter contained in Title 22 of the Oklahoma Statutes.
(Ord. No. 3434, § 1, 6-16-14)

Sec. 12-191. Adoption of Title 21.

The City of Bartlesville hereby adopts by reference all misdemeanor offenses now contained or hereafter contained in Title 21 of Oklahoma Statutes.
(Ord. No. 3070, § 1, 7-16-01)

Sec. 12-192. Penalty for violation.

The violation of any section of any such statutes hereby adopted by reference shall constitute an offense against the City of Bartlesville and upon conviction the guilty person shall be subject to punishment as set forth in the ordinances of the City of Bartlesville.
(Ord. 3070, § 1, 7-16-01)

- b. To fish without having in his/her possession a current valid State of Oklahoma fishing license, unless otherwise exempted by law.
- c. To fish in any manner which violates any applicable Oklahoma state law or regulation pertaining to fishing.
- d. To take or attempt to take game and non-game fish through the use of ice fishing, netting or net fishing, including but not limited to seines, cast nets, trawl nets, or handnets; trotlines, throwlines, limblines, juglines, or yo yos; snagging, spearing, gigging, grabhooking or noodling; bow fishing, or the use of any other type of net, trap, or gun.
- e. To introduce, stock, or release any live fish, except as hooked bait, whether intentionally or unintentionally, into any water or waterway within the City of Bartlesville.
- f. To violate any applicable provisions of Oklahoma state statutes, to include but not limited to Titles 29 and 800, or any other regulation established by the Oklahoma Wildlife Conservation Commission, which sets forth rules and regulations for the control of fishing and hunting.

Parkway Trail System or within five (5) feet thereof, and in the associated trailheads.

(12) *Smoking.*

- a. To smoke any tobacco or tobacco-derived product or any medical marijuana or marijuana products by any legally authorized person in any of the following locations:
 - 1. In or within fifty (50) feet of any playground or play court;
 - 2. In or within fifty (50) feet of the fenced confines of any swimming pool or any outdoor recreational facility;
 - 3. In or within fifty (50) feet of all bleachers and stands used by spectators at public events;
 - 4. On the travel or walking surface portion of the Pathfinder

- b. For the purposes of this ordinance, the definitions contained in section 12-120 of this Municipal Code along with the following definitions shall apply:

- 1. A playground shall be defined as any portion of public park land that is designed and equipped with play structures such as swings, climbing structures, splash pads, water features or the like, primarily, but not exclusively, set aside for children's play. This definition shall include a skateboard park.
- 2. A play field or play court shall be defined as any portion of public park land that is designed, equipped, and prepared for playing of a game or match, such as soccer, football, baseball, softball, tennis, volleyball, or the like, either fenced or unfenced, that is used for recreational or competitive play.

- c. The regulations contained in section 12-120 of this Municipal Code shall also apply to this section.

(Ord. No. 3457, § 1, 9-8-15; Ord. No. 3500, § 2, 9-4-18; Ord. No. 3501, § 5, 9-4-18; Ord. No. 3502, § 3, 9-4-18)

Secs. 13-7—13-15. Reserved.

Fishing Rules, Section 800:10-1-4, and any changes made thereto concerning size and bag limits on fish.

- b. No person shall deposit, place, throw, or cause to be placed or thrown, any leftover minnows, or other bait into the waters of the reservoir.

(6) *Hunting.*

- a. All persons shall have a valid State of Oklahoma hunting license, state and federal waterfowl stamps, a Harvest Information permit, and obey all state limits on waterfowl species.
- b. Hunting on Lake Hudson property is prohibited with the exception of waterfowl hunting during the state declared hunting season as set forth below.
- c. Waterfowl hunting is restricted to the area north of buoys placed across the lake to designate limits of hunting area. Waterfowl blind locations on the lake shall be assigned by drawing to be held by the duly authorized representative of the city at the reservoir two (2) weeks before the waterfowl season. A fee per location as established annually by the park board shall be paid by the successful applicant. No more than thirty (30) decoys shall be used at any location.

(Ord. No. 3457, § 1, 9-8-15; Ord. No. 3502, § 4, 9-4-18; Ord. No. 3563, § 1, 11-7-22)

Sec. 13-17. Lee Lake.

In addition to the regulations set forth in article I, above, the following regulations shall also apply at Lee Lake:

- (1) *General use.* Pathfinder Lake shall be open to the public for the purpose of boating, fishing, and picnicking.

- (2) *Use conditions.* Use of the premises shall be at the risk of the person entering thereon and shall be subject to the following regulations:

- a. No person shall swim, bathe or wade in the lake, or pollute the lake in any manner, except as swimming or wading is incidental to an authorized activity.
- b. No person shall park an automobile or any vehicle in any restricted parking area longer than necessary to load or unload a boat.

(3) *Boating and other watercraft.*

- a. No boat shall be left unattended without being secured at a place designated by the city.
- b. No boat shall be operated in a reckless manner or at a speed in excess of five (5) miles per hour.
- c. Canoes, kayaks, sailboats, rowboats, paddleboards, and float tubes are permitted in designated and posted areas at the Lake and may be launched and landed at designated and posted locations.

(4) *Fishing.*

- a. Fishing is limited to more than three (3) rods and reels per person with no more than three (3) hooks per line (treble hooks are considered one hook). No other fishing methods are allowed.
- b. All largemouth bass caught must be released (returned to the water) immediately after being taken; no harvest is allowed.
- c. Channel catfish have a combined daily limit of six (6); no size limits apply.

(Ord. No. 3457, § 1, 9-8-15)

Sec. 13-18. Bartlesville Skate Park.

In addition to the regulations set forth in article I above, the following regulations shall also apply at the Bartlesville Skate Park.

- (1) *General use.* The Bartlesville Skate Park shall be open to the public for the intended usage of skateboards, in-line skates, BMX bicycles, and non-motorized scooters.

- h. No person shall disturb flora or fauna along a trail.
 - i. Hunting along the trail or on any city-owned land adjacent to the trail is specifically prohibited.
- (3) *Sharing the trail.* The following rules increase the safety and pleasure of all trail users.
- a. All users shall keep to the right side of the trail, except when passing, and allow faster trail users to pass safely.
 - b. Pedestrians shall have the right-of-way on all trails. All other users must yield to pedestrians.
 - c. Cyclists, skaters, or other users shall give an audible signal to announce their presence to others before passing a pedestrian or other user.
 - d. Users shall move off the trail to the right when stopping or resting.
 - e. When using Pathfinder Parkway in a group, users shall not take up the whole width of the trail; allow others to pass.

(Ord. No. 3536, § 1, 1-4-21)

ARTICLE III. RESERVED

Secs. 13-20—13-50. Reserved.

ARTICLE IV. ADAMS MUNICIPAL GOLF COURSE

DIVISION 1. GENERALLY

Sec. 13-51. Trespassing.

No person shall enter upon or remain upon the property of the Adams Municipal Golf Course without authorization through the golf course office.

(Ord. No. 2590, § 1, 12-1-86)

Editor's note—Section 1 of Ord. No. 2590, adopted Dec. 1, 1986, added provisions designated as § 12.36.010(P) to the 1978 Code. Codification herein as § 13-51 was at the discretion of the editor.

Secs. 13-52—13-60. Reserved.

DIVISION 2. ADAMS MUNICIPAL GOLF COURSE OPERATING COMMITTEE*

Sec. 13-61. Created, terms, etc.

(a) There is created a committee to be known as Adams Municipal Golf Course operating committee which hereinafter shall be referred to as the committee. The committee shall be composed of seven (7) members. Six (6) of the members shall be appointed in accordance with the process adopted by the city council. The seventh member shall be the mayor or his designee.

(b) Vacancies among the six (6) members so appointed shall be filled by appointment in accordance with the process adopted by the city council.

(c) Members appointed shall serve without compensation and shall be subject to removal at any time by the city council. If any member dies, removes his residence from the county, resigns, or for any reason is absent from three (3) consecutive regular monthly meetings of the committee, his position on the committee shall be automatically determined vacant and a new member appointed as above set forth to serve out his unexpired term.

(Code 1978, § 12.44.010; Ord. No. 3349, § 1, 2-27-11)

Sec. 13-62. Officers and meetings.

The Adams Municipal Golf Course operating committee shall elect from its membership a chairman, vice-chairman and a secretary. The secretary shall keep the minutes of all meetings of the committee and certify to the chairman that proper notice has been given to the city clerk and the public of all meetings of the committee as required under the Oklahoma Open Meetings Act. The committee shall meet bi-monthly on the first Tuesday of February, April,

***Cross reference**—Boards, commissions and committees, § 2-51 et seq.

ARTICLE I. IN GENERAL**Sec. 17-1. Obstructing of drainageways.**

A. Regulation. It is unlawful for any person, firm, or corporation, in person or by his agent or employee to dump, deposit, place or otherwise cause to be placed any trash, landscape debris, construction materials, earthen fill, or other materials or debris of any kind whatsoever into stormwater facilities or within or along the banks of any natural or man-made stream, creek, channel, watercourse, drainageway or retention/detention basin or in adjacent floodplain areas which may wash into streams and/or stormwater facilities or to cause any construction which obstructs the flow of water. Provided that this section shall not apply to any construction or deposition of material under a permit authorized by any ordinance of the city.

B. Enforcement. The code enforcement officer and other duly authorized employees of the City of Bartlesville shall be permitted to enter upon all properties for the purpose of investigation, inspection, observation, and taking enforcement action in accordance with the provision of this chapter.

C. Penalty.

1. Any person, firm, or corporation agent or employee found to be violating the provision of this chapter shall immediately and at his expense remove all such material upon written notice by the city. The offender shall, within the period of time stated in such notice, permanently abate and cease all violations.
2. Any person, firm, or corporation agent or employee who shall violate the provision of this chapter shall be deemed guilty of a misdemeanor punishable as provided in section 1-18 for violations of the provisions of this Code.

(Code 1978, § 9.47.010; Ord. No. 3184, §§ 1—3, 11-21-05)

Secs. 17-2—17-15. Reserved.**ARTICLE II. STREET DEPARTMENT*****Sec. 17-16. Established.**

There is established a street department. The head of the street department is the street superintendent appointed by the city manager for an indefinite term and removable by the city manager. The street superintendent is an officer of the city and has supervision and control of the street department.

(Code 1978, § 2.26.010)

Sec. 17-17. Powers and duties.

The street department maintains the public streets and alleys of the city, maintains drainage systems and performs construction activities as assigned by the city manager. In addition, the street department installs and maintains all traffic control devices including signal lights, traffic signs, street markings and street signs.

(Code 1978, § 2.26.020; Ord. No. 2621, § 6, 12-21-87)

Secs. 17-18—17-30. Reserved.**ARTICLE III. STREETS†****DIVISION 1. GENERALLY****Secs. 17-31—17-40. Reserved.****DIVISION 2. DAMAGE****Sec. 17-41. Vehicles prohibited.**

No person shall move or cause to be moved over or upon any of the streets, alleys, sidewalks, or other public grounds of this city, either paved or unpaved, any threshing machine, ditching machine, traction engine, or any other heavy piece of machinery of an extreme or abnormal weight, except as provided in this article.

(Code 1978, § 12.04.010)

*Cross reference—Departments, § 2-326 et seq.

†State law references—Improving streets and sidewalks, 11 O.S. §§ 36-101, 36-103; provisions on streets and sidewalks, 11 O.S. §§ 36-101 et seq.

Driveway shall be construed to mean any vehicular entrance or exit connected to any street.

Sidewalk shall be construed to mean any paved walkway within City rights-of-way.

(b) *Permits.* No person shall construct or repair any sidewalk, driveway, or curb in City of Bartlesville street right-of-way without having first procured a permit.

(c) *Maintenance by property owner.* The maintenance of sidewalks shall be a private responsibility. It shall be unlawful for any person, owner, his agent or representative, owning or having in his charge or under his control, any property in the city, to permit any sidewalk or driveway abutting upon such property to become dilapidated or out of repair so as to endanger the public safety and the public travel thereon. In any instance where the responsible private party fails to maintain an abutting sidewalk or driveway in a safe condition and such failure becomes known to the director, the director shall determine the nature and extent of any repairs necessary to eliminate any existing hazard to public safety and travel, and he shall give written notice to such person to repair the sidewalk or driveway within ten (10) days. If the sidewalk or driveway is not properly repaired within ten (10) days after the service of notice, then the owner, agent or representative of such owner having charge of such property shall be deemed guilty of violating this article, and Chapter 11 of the Bartlesville Municipal Code. Each day that the sidewalk or driveway is left in an unsafe or dangerous condition after the expiration of the ten (10) days' time shall constitute a separate offense and be punished by a fine as provided in Chapter 11 of the Bartlesville Municipal Code.

(d) *Permit application fee waiver for minor repair.* The permit application fee for minor repair (as defined herein) of existing sidewalk shall be waived.

(Ord. No. 3555, § 1, 5-2-22)

Sec. 17-63. Required sidewalks and fee-in-lieu option.

(a) *Definitions.* Words and terms not defined in this section shall have the meanings given to them by the subdivision regulations and zoning

regulations of the City of Bartlesville ("city"), other ordinances of the city, and statutes of the State of Oklahoma, all as amended from time to time, or by common and ordinary usage if not defined elsewhere. For the purposes of this section, the following words, terms, and phrases shall have the meanings prescribed in this section, unless otherwise expressly written:

Agent: A person authorized to act on behalf of another person or entity concerning a construction project.

Applicant: The owner of real property upon which a construction project is planned or has commenced, or an agent of such owner.

Arterial street: A street designated as an arterial street on the Bartlesville Street Functional Classification and/or trafficway plan, and the Bartlesville Subdivision Regulations, including, but not limited to, principal arterials, major arterials, and minor arterials. It has a high volume of traffic and is not intended to be a residential street. An arterial provides connections with major state and interstate roadways and has a high potential for the location of significant community facilities as well as retail, commercial and industrial facilities.

Building permit: Formal written permission by the city to perform construction, alteration, repair or related activities within the municipal limits of the city or within its jurisdictional control, as required by ordinance.

Certificate of occupancy: A document issued by the city certifying that a building is in compliance with applicable building codes and other requirements, and indicating that the building is in a condition suitable for occupancy

Certificate of compliance: A document issued by the city certifying that an accessory building that is not inhabited, or other structure or improvement, is in compliance with applicable building codes and other requirements, and indicating that it is in a condition suitable for its intended use.

City limits: The outer boundary of the area lying within the territory of the City of Bartlesville.

(b) *Required sidewalks.* Sidewalks are required to be installed on both sides of arterial streets, collector streets and also on both sides of residential (local) streets, except as set forth herein. The director, or the director's designee, may also require the installation of sidewalks in other locations when determined that such sidewalks will contribute to a logical and well-connected pedestrian circulation system.

(1) *When sidewalks are required.* The sidewalk requirements of this subsection 17-63(b) shall apply to all:

- a. Subdivision of land or platting, including lot splits, lot combinations, and lot line adjustments, as defined and set forth in the Bartlesville Subdivision Regulations and in the applications, forms and procedures adopted by the community development department; and
- b. Development for which a building permit, certificate of occupancy or certificate of compliance is required, for all new development and the expansion or improvement of existing development and uses meeting the criteria in Zoning Regulation 7.4.A or 7.4.B.

(2) *Sidewalk design and construction standards.* The standards for sidewalk design and construction shall be the standards approved and adopted by the city's engineering department.

(3) *Sidewalk fee-in-lieu option.*

- a. An applicant may elect to pay a fee in lieu of constructing the sidewalk as required above, provided that the sidewalk location is not listed in the critical sidewalk areas in subsection (c) below.
- b. Payment in-kind option. At the discretion of the director, and with the approval of the director of engineering, an applicant may enter into an agreement with the city and pay the fee in lieu through a pay-

ment in-kind, in the form of dedication of right-of-way to the public. If the subject property at a later time is either:

1. Subdivided, platted, replatted, or
2. The subject of a lot split, lot combination, or lot line adjustment application, or
3. The subject of a rezoning application to a zoning district of higher intensity use, or
4. The subject of a building permit application for a building or structure of higher intensity use than its proposed use at the time of the prior payment in-kind, then the sidewalk construction requirement of this subsection again shall apply, and the past payment in-kind shall not satisfy the requirement.

(c) *Critical sidewalk areas.* The following listed areas and locations within the City of Bartlesville are designated as "critical sidewalk areas." Sidewalks are required to be constructed within critical sidewalk areas. The fee-in-lieu option is not available and deferral of sidewalk construction and payment of a sidewalk fee-in-lieu will not be approved for a construction project within a critical sidewalk area, unless otherwise permitted by this section.

CRITICAL SIDEWALK AREAS:

- (1) Properties abutting or connecting to an existing sidewalk.
- (2) Properties abutting arterial or collector streets.
- (3) New subdivisions or replats of existing subdivisions.

(d) *Fee-in-lieu option for property not within a critical sidewalk area.* An applicant desiring to defer sidewalk construction and pay a fee-in-lieu of construction for a project which is not within a critical sidewalk area as listed in subsection 17-63(c) above shall submit an "Application for

(h) *Determination of sidewalk fees.* The director of engineering, or his or her designee, shall review and calculate, at least annually, the average unit cost to the city with respect to sidewalk infrastructure constructed for the city and shall determine if the average unit costs of sidewalk infrastructure construction for fee-in-lieu purposes should be adjusted. The unit costs so calculated shall be the basis for the fee-in lieu amounts required. The average unit cost of sidewalk construction and ADA-compliant ramp construction as determined and adjusted by the director of engineering shall be the required fee-in-lieu amount for sidewalks on or along streets designated as arterial streets, collector streets, local streets, in the Bartlesville Street Functional Classification and/or Trafficway Plan and the Bartlesville Subdivision Regulations and (applicable to "arterial sidewalk construction" below in numerical 2 of this subsection), and for ADA-compliant ramps. The existing average unit costs of sidewalk infrastructure adopted for fee-in-lieu purposes, until otherwise adjusted by the director of engineering, are as follows:

- (1) Sidewalk construction: Eight dollars and fifty cents (\$8.50) per square foot.
- (2) ADA-compliant ramp construction: Nine hundred fifty dollars (\$950.00) each.

(i) *Creation of separate fund; use of sidewalk fees collected.* A separate fund or funds for fees-in-lieu collected shall be established and the funds so collected shall be accounted for based upon the fees-in-lieu collected. Fees-in-lieu may not be used to fund repairs, maintenance, restorations, refurbishments, alterations, improvements, or fixes to existing sidewalk infrastructure that do not result in an increase or expansion in the functional service capacity of the sidewalk system which is available to serve new or expanded existing growth and development in the city. Fees-in-lieu may be used for any costs related to public sidewalk infrastructure expansion within the city.

(j) *Annual report.* The community development department and engineering department shall provide an annual report to the city council detailing the collection, investment and expenditure of fee-in-lieu funds.

(k) *Termination of sidewalk fees.* The city may terminate the deferral of required sidewalk construction and the collection of fees-in-lieu when the system of public sidewalk infrastructure has been fully funded or developed and any expanded or modified development will have no additional impact on the public sidewalk infrastructure system.

(Ord. No. 3555, § 1, 5-2-22)

Secs. 17-64—17-70. Reserved.

DIVISION 2. CONSTRUCTION

Sec. 17-71. License required.

No person, firm, or corporation shall engage in the business of laying, building, and constructing sidewalks or driveways along the public ways and streets of this city by contract, for hire, or otherwise, without first obtaining a yearly license to do so.

(Code 1978, § 12.20.010)

Sec. 17-72. Bond.

(a) The license provided for shall not be issued until the applicant therefor files with the city clerk a good and sufficient surety bond in favor of the city in the sum of one thousand dollars (\$1,000.00) executed by a corporate surety.

(b) The bond shall be conditioned that the principal will save harmless the city from any costs, damages, or expenses of any kind or any liability that may be imposed by law; that the city become liable for or may pay by reason of any loss sustained by any person on account of any act of commission or omission by the principal in the construction of such sidewalks or in providing proper safeguards for the public during such work; that the principal shall, during the period of one year after the acceptance of the work, repair any breaks or defects arising from defective construction and refill any holes arising from settling; that, in the event the sidewalk is not approved by the city engineer, it will be reconstructed upon ten (10) days written notice; and that the principal will pay for any damages arising out of the cutting of any curb or street.

serve as the guide with regard to the design and materials which may be utilized within the encroachment area.

Downtown central business district: That area officially designated by Ordinance No. 3153 as the downtown commercial increment district or increment district number one as amended.

Encroachment: Stands, tables, umbrellas, chairs, displays, signs, banners, flags, and appurtenances or objects related to the business, or other items for sale on the public right-of-way, sidewalk or common area on public property.

Sidewalk cafe: The placing, locating or permitting of the placing or locating of chairs, tables, and other appurtenances on the right-of-way, such as sidewalks, adjacent to a business licensed to operate as an eating establishment where food, beverages (both alcoholic and nonalcoholic), and/or other refreshments are served, or upon public property within designated areas, said designated area to be operated as an extension of a licensed food or beverage establishment and which sidewalk cafe shall be an incidental activity of the establishment.

Permittee: The recipient of a sidewalk cafe permit under the terms and provisions of this chapter.

Sidewalk: That area of the public right-of-way between the curb lines or the lateral lines of a roadway and the adjacent property lines reserved for pedestrian traffic, not including street crossings.

(Ord. No. 3305, § 1, 9-8-2009)

Sec. 17-90. Permit required.

(a) *Requirement.* It shall be unlawful for any person to create, establish, operate, maintain or otherwise be engaged in the business of running a sidewalk cafe upon the sidewalks or public property located within the Bartlesville Downtown Central Business District, unless he shall hold a currently valid permit issued under the terms of this chapter.

(b) *Temporary license; denial or suspension.* The sidewalk cafe permit is a temporary license, which may be denied for any reason and may be

suspended or revoked for any conduct which is contrary to the provisions of this chapter or for conduct of a business that constitutes a public nuisance or is inconsistent with the health, safety and welfare of the public. No property right is created by this chapter and the decision of the administrator shall be final, unless appealed to the city council.

(Ord. No. 3305, § 1, 9-8-2009)

Sec. 17-91. Application for permit; fee.

(a) *Contents of application.* Application for the permit required by this chapter shall be made at the community development department on forms provided by the city. Such application shall include, but not be limited to, the following information:

- (1) Name, home and business address and telephone number of the applicant, and the name and address of the owner of the business, if other than the applicant.
- (2) Name, home address and telephone number of a responsible person whom the city may notify or contact at any time concerning the applicant's permit.
- (3) A copy of a valid business license to operate a business establishment adjacent to the public property which is the subject of the application.
- (4) Proof of current general liability insurance, issued by an insurance company licensed to do business in the state, protecting the licensee and the city from all claims for damage to property and bodily injury, including death, which may arise from operation under or in connection with the encroachment permit. Such insurance shall name the city as an additional insured and shall provide that the policy shall not terminate or be canceled prior to the expiration date without thirty (30) days' advance written notice to the city. The general liability insurance policy shall be in amounts equal to the liability limits for political subdivisions sets forth in the Oklahoma Governmental Tort Claims Act, 51 O.S.

- shall be cleared of all debris on a periodic basis during the day, and again at the close of each business day.
- (6) *Advertising.* No advertising shall be permitted, except for menus, on any stand or item, except to identify the name of the product, unless otherwise approved by the design review committee. All advertising shall be of a size and design in keeping with the intent of the downtown design guidelines.
 - (7) *Tables and chairs attached to fixtures; seating requirements.* No tables or chairs or any other parts of the business shall be attached, chained or in any manner affixed to any tree, post, sign or other fixtures, curb or sidewalk within or near the permitted area. No additional outdoor seating authorized under this chapter shall be used for calculating seating requirements pertaining to location of, application for, or issuance of, an ABLE license for any establishment, or be used as the basis for computing required seating for restaurants and dining rooms, or as grounds for claiming exemption from such requirements under the provisions of any city or state law.
 - (8) *Quality and design of furniture, fencing.* Tables, chairs, umbrellas, fencing and any other appurtenances shall be of such quality of design, materials, and workmanship as specified by the design guidelines.
 - (9) *Use of glass containers.* The city retains the right to suspend the privilege of using glass containers within the encroachment area. The use of glass containers may be revoked if an incident jeopardizes the health, safety and welfare of customers or the general public.
 - (10) *Serving alcoholic beverages.* Upon any city sidewalk, the serving and consumption of alcoholic beverages shall comply with all regulations and policies of the Alcoholic Beverage Laws Enforcement (ABLE) Commission.
 - (11) *Location, placement of business related items.* No permittee may place any items for sale or other equipment, tables or chairs on any portion of the public property other than that directly in front of his existing place of business.
 - (12) *Obstructing passageways.* No permittee may block or restrict pedestrian passageway to less than three (3) feet in width, or block ingress or egress to or from any building. In areas of congested pedestrian activity, the administrator is authorized to require a wider pedestrian path, as circumstances may dictate. The administrator may also reduce this requirement where unusual circumstances exist and where the public safety would not be jeopardized. Also, no items or appurtenances shall be placed in a manner as to block any driveway, crosswalk, bus stop or counter service window. The physical elements or features located within the encroachment area (e.g., awnings, umbrellas, canopies not attached to the building, plants, planters, etc.) shall not overhang the area set aside for the pedestrian passageway.
 - (13) *Fencing and other appurtenances; compliance with requirements.* No permittee may use fencing, rails, tables, chairs, umbrellas, and any other appurtenances of such quality, design, materials and workmanship that have not been specified by this code or by the design guidelines and approved by the downtown design review committee.
 - (14) *Noise control.* No permittee may use or operate any loudspeaker, public address system, radio, sound amplifier or any other device in violation of the noise regulations contained in the Bartlesville Municipal Code.
 - (15) *Leaving equipment, furnishings on street overnight.* No permittee may store or leave any equipment, or furniture, or other items or appurtenances overnight on any street or sidewalk, except for

shall be located off of the street right-of-way. Divisional islands and curbs shall be constructed where necessary to provide such protection.

(b) Access to property shall be allowed only across such driveways, and all other frontage on the property shall not be utilized in any manner whatsoever for egress, ingress or parking on the right-of-way.

(c) Any driveway design must allow an entering vehicle turning speed of fifteen (15) miles per hour to help reduce interference with through street traffic.

(d) There must be sufficient on-site storage to accommodate queued vehicles waiting to park or exit without interfering with street traffic. The attached Table 1 provides minimum design standards for various land use activities and is incorporated herein by reference.

(e) Provisions for circulation between adjacent parcels should be provided through coordinated or joint parking systems.

(f) Driveway placement should be such that loading and unloading activities will in no way hinder vehicle ingress or egress.

ARTICLE I. IN GENERAL

Sec. 20-1. Construction of facilities.

All sewer and water facilities, lines, treatment plants and lift or pump stations within the corporate limits of the city shall be constructed in compliance with applicable and published standards of the state board of health, or more stringent standards.

(Ord. No. 2445, § 1, 11-14-83)

Secs. 20-2—20-15. Reserved.

ARTICLE II. WATER*

DIVISION 1. GENERALLY

Secs. 20-16—20-25. Reserved.

DIVISION 2. WATER DEPARTMENT

Sec. 20-26. Established.

There is hereby established a water department, the head of which is the director of water utilities appointed by the city manager for an indefinite term and removable by the city manager. The director is an officer of the city and has supervision and control of the water utilities department.

(Code 1978, § 2.28.010; Ord. No. 2441, § 1(2.28.010), 9-12-83; Ord. No. 2761, 2-3-92)

Sec. 20-27. Powers and duties.

The water utilities department operates and maintains the water system of the city including storage lines, pump station and the water treatment plant and also maintains the wastewater system of the city, including sanitary sewer lines and lift stations; and operates the wastewater treatment plant.

(Code 1978, § 2.28.020, Ord. No. 2442, § 1(2.28.020), 9-12-83; Ord. No. 2761, 2-3-92)

Secs. 20-28—20-40. Reserved.

*Cross reference—Departments, § 2-326 et seq.
State law reference—Water, 11 O.S. § 37-101 seq.

DIVISION 3. INSTALLATION OF SERVICE

Sec. 20-41. Water meters.

No private lines shall be connected to or tapped to any city water main unless a meter is installed by the water department of the city at the location of the tap or connection. No meter may be removed or tampered with by any unauthorized person(s). All meters shall be installed in city-approved meter boxes on the right-of-way or within a water service easement. Any meter which is fenced in after installation shall be moved at the expense of the property owner. No meter may be enclosed within a fence or structure with a dangerous animal.

(Code 1978, § 13.08.021; Ord. No. 2950, § 1, 6-16-97)

Sec. 20-42. Charges.

The following charges shall be made for installation of water service from the water main to the meter location.

(a) 5/8 or 3/4 inch service connections	\$ 650.00
(b) 1 inch service connections	\$ 750.00
(c) 1½ inch service connections	\$1,300.00
(d) 2 inch service connections	\$1,950.00
(e) Over 2 inch service connection	Cost plus 15%, minimum \$1,950.00

Provided however, in connection with the Radar Hill system, a surcharge of one thousand five hundred dollars (\$1,500.00) shall be charged in addition to the charges above set forth.

(Code 1978, § 13.04.010; Ord. No. 2369, § 1(13.04.010), 7-6-82; Ord. No. 3040, § 1, 6-19-00; Ord. No. 3065, § 1, 7-2-01; Ord. No. 3113, § 1, 6-2-03; Ord. No. 3313, 12-14-2009; Ord. No. 3401, 2-4-13)

Secs. 20-43—20-55. Reserved.

DIVISION 4. RATES AND BILLING

Sec. 20-56. Rates and billing.

(a) The following charges shall apply for water delivered from the city municipal water system to consumers within the corporate limits of the city:

(b) Consumers located outside the municipal limits shall pay rates provided in sections 20-56 and 20-57 multiplied by one and twenty-five hundredths (1.25) or as provided by a contract for water service with the city.

(c) A late payment penalty shall be applied to each account which has not paid the bill in full within twenty (20) days of the date of the bill. (Code 1978, § 13.08.020(A); Ord. No. 2432, § 1, 7-5-83; Ord. No. 2497, § 2 (13.08.020(A)), 10-1-84; Ord. No. 2762, 2-3-92; Ord. No. 2950, § 2, 6-16-97; Ord. No. 2978, § 2, 6-15-98; Ord. No. 3040, § 3, 6-19-00; Ord. No. 3065, § 3, 7-2-01; Ord. No. 3113, § 3, 6-2-03; Ord. No. 3468, 6-6-16; Ord. No. 3539, 6-7-21; Ord. No. 3553, 4-4-22)

Sec. 20-58. Charge for insect control program; exceptions.

(a) Each utility account shall be charged the sum of one dollar and seventy cents (\$1.70) per month per dwelling unit or commercial unit. Revenue derived shall be for the purpose of funding mosquito control programs and municipal street lighting programs.

(b) This charge shall only apply to accounts within the corporate limits of the City of Bartlesville except this charge shall not apply to accounts established solely for the purpose of providing water for irrigation or fire protection. (Code 1978, § 13.08.020(G); Ord. No. 2432, § 1, 7-5-83; Ord. No. 2497, § 2(13.08.020(B)), 10-1-84; Ord. No. 2734, 6-17-91; Ord. No. 2778, 9-8-92; Ord. No. 2829, 3-21-94; Ord. No. 3040, § Ord. No. 3065, § 4, 7-2-01; Ord. No. 3212, § 1, 7-3-06; Ord. No. 3298, 7-6-2009; Ord. No. 3493, 6-4-18)

Editor's note—Ord. No. 3793, approved June 4, 2018, provides an effective date of July 1, 2018 for subsection 20-58(a).

Sec. 20-59. Deposits and set-up/transfer fees.

(a) In order to establish a new water account or to reinstate a delinquent account where service has been terminated due to non-payment, a residential customer shall be required to make a deposit with the city based on the customer's individual credit risk. In the instance where a customer has an existing deposit, the customer

shall only pay the difference between the existing deposit and the amount of the new required deposit.

The customer's credit risk shall be determined by using a combination of a third-party credit risk ranking system and the customer's recent payment history with the City of Bartlesville to rank utility credit risk into three tiers. All leaseholders whose names appear on a lease agreement must provide information so that their credit risk may be determined using a third-party credit risk ranking software. Any individual refusing to provide or unable to provide sufficient information so that their credit risk can be determined, will be deemed to be high risk and must pay the maximum deposit.

Any customer desiring to protest the calculation of their deposit may appeal their credit rating information to the credit rating agency from where it was drawn and may appeal the listing of unpaid utility bills to the vendor from where this information was obtained. All customers receiving an adverse action (i.e. an increased deposit) due to their credit history or utility payment history will be provided a letter explaining their rights to disclosure and appeal of the facts and circumstances of the action in accordance with the Fair Credit Reporting Act. If the customer is able to obtain a correction to any of the previously reported items, then the City of Bartlesville will recalculate the customer's credit risk using the same third-party credit risk ranking software. An adjustment would be made to the customer's deposit amount if the customer qualified for a lower credit risk rating.

- (1) High risk—Customer represents a significant credit risk to the City of Bartlesville. These are individuals who are flagged by a third-party credit risk ranking system as high risk, or customers who are reinstating service that was disconnected due to non-payment except as noted in subsection 20-59 (e). For customers being required to increase their deposit due to disconnection for non-payment, the customer will be allowed up to thirty (30) days to pay the additional deposit. Customer must pay a deposit of two-hundred dollars (\$200.00).

history of ACH returns will not be eligible for this program and may have their higher deposit reinstated.

(Code 1978, § 13.08.040(A); Ord. No. 2616, § 1, 9-21-87; Ord. No. 3040, § 5, 6-19-00; Ord. No. 3065, § 5, 7-2-01)

(Ord. No. 3301, 7-20-2009; Ord. No. 3347, 1-18-2011; Ord. No. 3470, 6-6-16)

Sec. 20-60. Billing.

(a) All water bills are due and payable in full upon billing by the city.

(b) All bills not paid within twenty (20) days shall be subject to an additional charge of ten (10) percent of the amounts billed.

(c) Any bill or portion thereof which is not paid by the following billing cycle shall be considered delinquent and such amount shall be shown on the next bill as a "balance forward."

(d) All accounts wherein a bill reflects a "balance forward" owed to the city shall be subject to discontinuation of services without further notice if not paid in full twenty (20) days after such billing.

(Code 1978, § 13.08.040(B); Ord. No. 2807, 8-2-93)

Sec. 20-61. Charges for shutting off and resuming service.

(a) When it is necessary to disconnect water service at the request of the customer during normal working hours of the water utility department, a charge of ten dollars (\$10.00) shall be made to the customer. If it is necessary to disconnect water service at the request of the customer after normal working hours, on holidays or non-working days of the water utility department, a charge of thirty-five dollars (\$35.00) shall be made.

(b) When it is necessary to disconnect a customer for failure to pay for services, a reinstatement fee of twenty-five dollars (\$25.00) shall be charged if service is restored during normal working hours. If a customer requests reconnection outside normal working hours and agrees to pay the after hours fee, a fee of forty-five dollars (\$45.00) shall be charged. If a customer requests

after hours reconnection and does not pay the account up to a current status or make satisfactory arrangements to do so and is subsequently disconnected again, the account will not be reconnected until payment in full is made plus a charge of fifty dollars (\$50.00) as a service reestablishment fee.

(Ord. No. 2464, § 1, 1-16-84(C); Ord. No. 3040, § 6, 6-19-00; Ord. No. 3065, § 6, 7-2-01)

Sec. 20-62. Failure to receive bill.

All bills for water service shall be rendered monthly and as soon after the meter reading date as is practicable. Reasonable care will be exercised for delivery of water bills. Failure to receive such bills shall not relieve the consumer from payment of bills within the prescribed period, nor exempt him from the responsibility imposed for delinquency of accounts.

(Code 1978, § 13.08.040(D))

Sec. 20-63. Where and when payable; partial payment not accepted.

All charges for water service shall be due and payable at the office of the water department in the city administration building at the time indicated on the bill therefor. All accounts that become delinquent shall be paid in full, and no partial payments will be accepted by the department.

(Code 1976, § 13.08.040(E))

Sec. 20-64. Adjustment of bills in cases of undue hardship.

The director of finance or that person authorized to represent him, is empowered from time to time to make adjustments in the charges for water services and in the bills rendered to customers of the department when an investigation by that person reveals that the meter charges are excessive due to any inadvertence, misfortune, faulty metering or damage in the fixtures, causing leaks or breakage where the full charge would work an undue and unfair hardship on the water consumer, or for any other reason deemed appropriate.

(Code 1978, § 13.08.040; Ord. No. 2464, § 1, 1-16-84)

Sec. 20-80. Untreated water; sale.

No taps shall be made to the raw water supply lines of the city water system except upon the written approval of the board of commissioners. Water shall be sold to persons having such permission through individual meters to be installed by the city water department. The monthly rate for water sold shall be fifty cents (\$0.50) per thousand (1,000) for the first one-thousand (1,000) gallons of water used and twenty-five cents (\$0.25) per thousand for all additional thousands of gallons used. For billing purposes, all fractions of thousands shall be billed as an additional one-thousand gallons. In addition to the charge for water used, each raw water customer shall be assessed a monthly service charge of three dollars and thirty-five cents (\$3.35) per month. No consumer shall be permitted to use more than one hundred thousand (100,000) gallons during any one (1) calendar month or during any one billing month whichever the case may be. All water sold from the raw water supply lines shall be on a contract basis and each consumer shall be required to execute a contract as prescribed by the city before such service is permitted to begin. (Code 1978, § 13.12.060; Ord. No. 2497, § 6(13.12.060), 10-1-84)

Sec. 20-81. Untreated water, purchaser use only.

Water delivered to consumers from the water conduit shall be for use upon the premises of the individual consumer, and shall not be resold or delivered for the use off the premises of the consumer. The city expressly makes no warranty as to the quality or condition as to the water to be delivered from the conduit, and represents the same to be raw and untreated. No service line from the conduit shall be connected to any tank or water supply system without a gap to prevent back-siphonage. All connections to the line shall be made with the approval of the water department, and the premises of the consumer shall be opened at reasonable times for inspection by duly authorized representatives of the city. (Code 1978, § 13.12.070)

Sec. 20-82. Untreated water, monthly payments.

All water accounts due are subject to a penalty of ten (10) percent if not paid on or before the expiration of the past-due date shown on the bill. (Code 1978, § 13.12.080)

Secs. 20-83—20-95. Reserved.

DIVISION 6. FLUORINATION

Sec. 20-96. Authorized.

The city, having received the consent and approval of the state board of health, and, until further directed by the board of commissioners of the city, or the water department of the city, is authorized and directed to provide the means and to proceed with the introduction of approximately one part of fluorine to every million parts of water being distributed in the water supply system of the city. (Code 1978, § 13.16.010)

Secs. 20-97—20-105. Reserved.

DIVISION 7. SHORTAGES*

Sec. 20-106. Authority.

Whenever a potential water shortage exists, the city council is authorized to restrict or prohibit the use of water from the city's water system.

- (1) The water utilities director is the official responsible to monitor the city's water supply, optimize water usage from the city's raw water sources and report to the city manager, who shall inform city council, whenever the water supply falls below eighty (80) percent.

***Editor's note**—Ord. No. 3569, § 1, adopted April 3, 2023, amended Div. 7 in its entirety to read as set out herein. Former Div. 7, §§ 20-106—20-113, pertained to similar subject matter and derived from the Code of 1978, §§ 13.28.010—13.28.060; Ord. No. 3087, § 1, adopted April 8, 2002, Ord. No. 3398, § 1, adopted Dec. 3, 2012.

25,001—50,000	110% of current rates
>50,000	115% 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 one hundred (100) percent of current volumetric rates.	

- (3) *Stage three:* If the water supply is between fifty-nine (59) percent and fifty (50) percent, the following water restrictions shall be implemented:
- a. Continue all of the actions as directed in stage two not altered by provisions in stage three.
 - b. Outdoor water use shall be restricted to one (1) day per week. Even numbered properties may use water outdoors only on Thursdays and odd numbered properties may use water outdoors only on Fridays.
 - c. Any person violating any of the stage three restrictions shall be subject to the following fine schedule:

First offense.....	\$ 50.00
Second offense.....	100.00
Third offense.....	200.00
Fourth offense.....	400.00
Fifth or more offense..	500.00
 - d. Water pressure will be reduced within the distribution system to minimum levels allowed by state and federal regulations.
 - e. If designated by the city council in a resolution, the rate adjustment for water usage in stage three shall be modified as follows:

Stage Three Emergency Water Rate Adjustment

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 one hundred five (105) percent of current volumetric rates.	

- (4) *Stage four:* If the water supply is below fifty (50) percent, city council shall declare an emergency and the following water restrictions shall be implemented:
- a. Continue all of the actions as directed in stage three not altered by provisions in stage four.
 - b. A total ban on outdoor water use.
 - c. All City pools will be closed.
 - d. Any person violating any of the stage four restrictions shall be subject to the following fine schedule:

First offense.....	\$100.00
Second offense.....	200.00
Third offense.....	400.00
Fourth offense.....	500.00
Fifth or more offense..	500.00
 - e. If designated by the city council in a resolution, the rate adjustment for water usage in stage four shall be modified as follows:

ascribed to them in this section, except where the context clearly indicates a different meaning:

Human excreta means the bowel and kidney discharges of human beings.

Individual sanitary sewer lift station (lift station) means a prepackaged lift station designed to handle the sanitary sewer discharge from a single owner.

Pressurized service line (force main) means a small diameter pressurized pipe line leading from the individual sanitary lift station to the city's main sewer line located in the public right-of-way.

Pressurized sewer system means a network of small diameter pressurized pipes, valves, and appurtenances connecting a group of individual sanitary sewer lift stations that form a sanitary sewer collecting system in a defined area.

Sanitary pit privy means a privy which is built, rebuilt, or constructed so as to conform to the specifications approved by the State Department of Health.

Sanitary water closet means the flush-type toilet which is connected with a sewer line of sufficient capacity and so constructed as to carry away the contents at all times, or connected to a septic tank system with tile field sufficient to absorb all liquid waste beneath the ground surface.

Septic tank system means a septic tank with subsurface tile system constructed according to the minimum requirements of the state department of health.

(Code 1978, § 13.24.010; Ord. No. 3267, § 1, 4-7-08)

Cross reference—Definitions and rules of construction generally, § 1-2.

Secs. 20-127—20-140. Reserved.

DIVISION 2. WASTEWATER UTILITY DEPARTMENT*

Sec. 20-141. Established.

Repealed. Ord. No. 2761, 2-3-92.

***Cross reference**—Departments, § 2-326 et seq.

Sec. 20-142. Powers and duties.

Repealed. Ord. No. 2761, 2-3-92.

Secs. 20-143—20-155. Reserved.

DIVISION 3. SEWER USE PRETREATMENT STANDARDS†

Subdivision A. General Provisions

Sec. 20-156.0. Definitions.

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this division, shall have the meanings hereinafter designated.

Act or the act means the Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. § 1251 et seq.

Approval authority means the USEPA Region VI, Regional Administrator, located at Suite 1200, 1445 Ross Ave., Dallas, TX 75202—2733; or his/her designee; or the Oklahoma Department of Environmental Quality upon delegation of the NPDES/OPDES Program.

Authorized representative or industrial user means:

- (1) An authorized representative of an industrial user which may be a principal executive officer of at least the level of vice-president, or his/her authorized designee.
- (2) If the industrial user is a corporation; a general partner or proprietor if the industrial user is a partnership or proprietorship, respectively; a duly-authorized representative of the individual designated above if such representative is responsible for the overall operation of

†**Editor's note**—Ord. No. 3392, §§ 20-156—20-184, adopted July 16, 2012, amended Div. 3 in its entirety to read as set out herein. However, to preserve the style of this Code, said §§ 20-156—20-184 have been redesignated as Subdivs. A—N at the discretion of the editor. Former Div. 3, Subdivs. A—M, pertained to similar subject matter and derived from Ord. No. 2435, adopted Feb. 25, 1983; Ord. No. 2813, adopted Oct. 4, 1993; Ord. No. 2992, adopted Nov. 2, 1998.

detectable and measurable using analytical test procedures established in the United States Code of Federal Regulations 40 CFR 136, as may be amended from time to time. All are sometimes referred to herein as "grease" or "greases."

FOG control device means a control device for removing or significantly reducing FOG from the liquid waste stream of a food service establishment or food manufacturer/processor prior to the wastewater entering the municipal sewer system.

FOG discharger means an FSE, FM/P, or any other nonresidential user who discharges FOG to the sewer system.

Food manufacturer/processor (FM/P) means those manufacturing facilities primarily engaged in manufacturing and/or processing food, either for human or nonhuman (pets, livestock, etc.) consumption. Manufacturers and/or processors include, but are not limited to, dairies; creameries; slaughterhouse, meat processing, and packing facilities; industrial bakeries; condiment producers; salad dressing producers; cooking oil facilities; canning facilities; and any other commercial/industrial facility that discharges FOG into the sewer system.

Food service establishments (FSE) means those establishments engaged in the activity of preparing, serving, or otherwise making food available for consumption by the public, which use one (1) or more of the following preparation methods: cooking by frying (all methods), baking (all methods), grilling, sauteing, rotisserie cooking, broiling (all methods), boiling, blanching, roasting, toasting, infrared heating, searing, barbecuing, and any other method of food preparation that produces or may produce hot, nondrinkable food product in or on a receptacle that requires washing. These establishments include, but are not limited to, restaurants, bakeries, commercial kitchens, caterers, hotels, schools, religious institutions, hospitals, prisons, correctional facilities, and care institutions.

Grease interceptor means a structure or device designed for the purpose of removing and preventing fats, oils, and grease from entering the sanitary sewer system. These devices are often below-ground units in outside areas and are

built as two (2) or three (3) chamber baffled tanks but could include other types of interceptor units.

Grease trap means a device for separating and retaining waterborne greases and grease complexes prior to the exit of the wastewater from the trap and the entry of such wastewater into the sanitary sewer system. Such traps are typically under-the-sink units that are near food preparation areas but could include other types of grease trap units.

Grab sample means a sample which is taken from a wastestream without regard to the flow in the wastestream and over a period of time not to exceed fifteen (15) minutes.

Hazardous waste, as defined by 40 CFR 260 and 261, or a solid waste, or combination of solids, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may:

- (1) Cause, or significantly contribute to an increase in mortality, or an increase in serious irreversible, or incapacitating reversible illness; or
- (2) Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.

Indirect discharge or *discharge* means the introduction of nondomestic pollutants into the POTW from any source regulated under Section 307(b), (c), or (d) of the Act.

Industrial user or *user* means a source of indirect discharge.

Instantaneous maximum allowable discharge limit means the maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of any discrete or composited sample collected, independent of the industrial flow rate and the duration of the sampling.

Interference means a discharge, which alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or

quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of violation of any requirement of the City of Bartlesville's NPDES/OPDES permit, including an increase in the magnitude or duration of a violation.

Person means any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all federal, state, and local governmental entities.

pH means a measure of the acidity or alkalinity of a solution expressed in standard units. pH shall mean the negative logarithm (base 10) of the concentration of hydrogen ions in a solution.

Pollutant means dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, or odor).

Pretreatment means the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants unless allowed by an applicable pretreatment standard.

Pretreatment requirements means any substantive or procedural requirement related to pretreatment imposed on a user, other than a pretreatment standard.

Pretreatment standards or standards means pretreatment standards shall mean prohibited discharge standards, categorical pretreatment standards, and local limits.

Process wastewater means any water which, during manufacturing or processing, comes into direct contact with or results from the production of or use of any raw material, intermediate product, finished product, byproduct, or waste product.

Prohibited discharge standards or Prohibited discharges means absolute prohibitions against the discharge of certain substances; these prohibitions appear in section 20-158.

Publicly owned treatment works or POTW means a "treatment works," as defined by Section 212 of the Act (33 U.S.C. §1292) which is owned by the City of Bartlesville. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of liquid nature and any conveyances which convey wastewater to a treatment plant.

Reasonable hours, for the purpose of inspection and sampling, includes any time the user is operating any process that results in wastewater or any time the user is discharging to the POTW.

Septic tank waste means any sewage from holding tanks such as vessels, chemical toilets, campers, trailers, and septic tanks.

Shall is herein defined as mandatory. "May" is discretionary or permissive.

Sanitary sewage, or sewage means human excrement and gray water (household showers, dishwashing operations, etc.).

Significant industrial user means:

- (1) A user subject to categorical pretreatment standards; or
- (2) A user that:
 - a. Discharges an average of twenty-five thousand (25,000) gpd or more of process wastewater to the POTW (excluding sanitary sewage, noncontact cooling, and boiler blowdown wastewater);
 - b. Contributes a process waste stream which makes up five (5) percent or

· POTW	Publicly Owned Treatment Works
· RCRA	Resource Conservation and Recovery Act
· SIC	Standard Industrial Classification
· TSS	Total Suspended Solids
· U.S.C.	United States Code
· ODEQ	Oklahoma Department of Environmental Quality
· OPDES	Oklahoma Pollutant Discharge Elimination System

(Ord. No. 3392, 7-16-12; Ord. No. 3568, 3-6-23)

Sec. 20-156.2. Purpose and policy.

This division sets forth uniform requirements for users of the publicly owned treatment works for the City of Bartlesville and enables the City to comply with all applicable state and federal laws, including the Clean Water Act (33 United States Code § 1251 et seq.) and the General Pretreatment Regulations (40 Code of Federal Regulations Part 403). The objectives of this division are:

- (1) To prevent the introduction of pollutants into the publicly owned treatment works that will interfere with its operation;
- (2) To prevent the introduction of pollutants into the publicly owned treatment works that will pass through the publicly owned treatment works, inadequately treated, into receiving waters, or otherwise be incompatible with the publicly owned treatment works;
- (3) To protect both publicly owned treatment works personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
- (4) To promote reuse and recycling of wastewater and sludge from the publicly owned treatment works;
- (5) To enable the City of Bartlesville to comply with its National Pollutant Discharge Elimination System Permit conditions, sludge management plan, and any other federal or state laws pertaining to publicly owned treatment works.

This division shall apply to all users of the publicly owned treatment works. The division authorizes the issuance of wastewater discharge permits; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires user reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

(Ord. No. 3392, 7-16-12; Ord. No. 3568, 3-6-23)

Sec. 20-156.3. Administration.

Except as otherwise provided herein, the director of water utilities shall administer, implement, and enforce the provisions of this division. Any powers granted to or duties imposed upon the director of water utilities may be delegated by the director of water utilities.

(Ord. No. 3392, 7-16-12; Ord. No. 3568, 3-6-23)

Subdivision B. Sewer Use Requirements

Sec. 20-158.0. Prohibited discharge standards.

(a) *General prohibitions.* No user shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass-through or interference. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements. The City of Bartlesville adopts, unless otherwise specified or conflicts arise in other portions of this document, limits as specified under "Water Quality Criteria", Table G-3, EPA Guidance Manual on the Development and Implementation of Local Discharge Limitations Under the Pretreatment Program, December 1987.

(b) *Specific prohibitions.* No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:

- (1) Pollutants which create a fire or explosive hazard in the POTW, including, but not limited to, wastestreams with a closed-

- (19) Any material or substance defined as hazardous waste under 40 CFR part 261. Certain exceptions shall be granted by the city if provisions contained in subsections 20-158.0(a) and (b) and [section] 20-166.13 are met.
- (20) Any discharge or slug load at a flow rate or concentration which could cause a violation of the prohibited discharge standards in section 20-158 or any discharge of a nonroutine, episodic nature, including, but not limited to, an accidental spill or a noncustomary batch discharge.
- (21) Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the PO. (Ord. No. 3392, 7-16-12; Ord. No. 3568, 3-6-23)

Sec. 20-158.1. Federal categorical pretreatment standards.

The categorical pretreatment standards found at 40 CFR Chapter I, Subchapter N, Parts 405-471 are hereby incorporated.

- (1) Where a categorical pretreatment standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, the Director of Water Utilities may impose equivalent concentration or mass limits in accordance with 40 CFR 403.6(c).
- (2) When wastewater subject to a categorical pretreatment standard is mixed with wastewater not regulated by the same standard, the director of water utilities may impose an alternate limit using the combined waste stream formula in 40 CFR 403.6(e).
- (3) A user may obtain a variance from a categorical pretreatment standard if the user can prove, pursuant to the procedural and substantive provisions in 40 CFR 403.13, that factors relating to its discharge are fundamentally different from the factors considered by EPA when developing the categorical pretreatment standard.

- (4) A user may obtain a net gross adjustment to a categorical standard in accordance with 40 CFR 403.15. (Ord. No. 3392, 7-16-12; Ord. No. 3568, 3-6-23)

Sec. 20-158.2. Local limits.

The following pollutant limits are established to protect against pass-through and interference. No person shall discharge wastewater containing in excess of the following daily maximum allowable discharge limits:

Arsenic	0.16959 mg/L
Cadmium	0.036663 mg/L
Chromium	3.824410 mg/L
Copper	1.524165 mg/L
Cyanide	0.419664 mg/L
Lead	0.4688 mg/L
Mercury	0.025004 mg/L
Zinc	9.541229 mg/L
Silver	0.174537 mg/L
Nickel	0.964352 mg/L
Fats, Oil and Grease (FOG)	200.00 mg/L

The above limits apply at the point where the wastewater is discharged to the POTW. All concentrations for metallic substances are for "total" metal concentrations unless indicated otherwise. The director of water utilities may impose mass limitations in addition to, or in place of, the concentration-based limitations above. (Ord. No. 3392, 7-16-12; Ord. No. 3568, 3-6-23)

Sec. 20-158.3. Bartlesville's right of revision.

The City of Bartlesville reserves the right to establish, by ordinance or in wastewater discharge permits, more stringent standards or requirements on discharges to the POTW, where such standards are required to conform to the intent of section 20-156.2, purpose and policy. (Ord. No. 3392, 7-16-12; Ord. No. 3568, 3-6-23)

Sec. 20-158.4. Dilution.

No user shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge

- of service and made available for inspection by the City, or their designee, during business hours.
3. The waste hauler shall be licensed by the jurisdictional regulatory authorities.
- b. Existing facilities without grease trap and/or grease interceptor. Existing facilities without a grease trap and/or grease interceptor shall, as a minimum, have a documented effective best management practice (BMP) to control and manage FOG discharge to the sanitary sewer system. The BMP shall be kept on site and made available for review by the city, or their designee during business hours.
 1. An existing facility may be required to install a grease trap and/or interceptor if, in the opinion of the director, such measure is necessary to address the city's sanitary sewer overflow control program, or to mitigate FOG deposits in the receiving sanitary collection system/POTW.
 - i. If an existing facility is required to install a grease trap and/or interceptor, the director shall notify the facility in writing ("notification date"). The facility shall submit a written response to the director within forty-five (45) days from the "notification date" with the proposed grease trap and/or interceptor meeting the size, location and accessibility requirements stipulated in 20-160.1 (b)(1) above. The facility shall complete construction of the new grease trap and/or interceptor
 - within one hundred eighty (180) days from the "notification date" unless a written extension is provided by the Director.
 - c. New facilities. All new FSE and FM/P facilities shall install and operate adequately sized grease trap(s) and/or grease interceptor(s) prior to facility operation. Operation and maintenance of the grease trap or grease interceptor shall be in accordance with section 20-158.2(b), subsection (2)(a).
 - d. Variance from the FOG control requirements.
 1. An FSE or FM/P may request that the director grant a variance from the grease interceptor requirement to allow alternative FOG control device in lieu of a grease interceptor. Approval of the variance request is at the sole discretion of the director. The FSE or FM/P must demonstrate that the alternative equals or exceeds the effectiveness of a grease interceptor or that it is impossible or impracticable to install, operate or maintain a grease interceptor and that the proposed alternative is sufficient to control FOG discharge to less than the local limit specified in section 20-158.2. In order to obtain a variance, an FSE or FM/P shall demonstrate at least one of the following:
 - i. There is no adequate slope for gravity flow between kitchen plumbing fixtures and the grease interceptor and/or between the grease interceptor and the private sewer lines or the public sewer.

The director of water utilities also may prohibit the disposal of hauled industrial waste. The discharge of hauled industrial waste is subject to all other requirements of this division.

(c) Industrial waste haulers may discharge loads only at locations designated by the director of water utilities. No load may be discharged without prior consent of the director of water utilities. The director of water utilities may collect and/or require analysis of samples of each hauled load to ensure compliance with applicable standards. The director of water utilities may require the industrial waste hauler to provide a waste analysis of any load prior to discharge.

(d) Industrial waste haulers must provide a waste-tracking form for every load. This form shall include, at a minimum, the name and address of the industrial waste hauler, permit number, truck identification, names and addresses of sources of waste, and volume and characteristics of waste. The form shall identify the type of industry, known or suspected waste constituents, and whether any wastes are RCRA hazardous wastes.

(Ord. No. 3392, 7-16-12; Ord. No. 3568, 3-6-23)

Subdivision D. Wastewater Discharge Permit Application

Sec. 20-162.0. Wastewater survey.

When requested by the director of water utilities, a user must submit or update information on the nature and characteristics of its wastewater within thirty (30) days of the request and/or prior to commencing user discharge. The director of water utilities is authorized to prepare a survey form for this purpose and may periodically require current users to update their information. Failure to complete the survey shall be reasonable grounds for terminating service to the industrial user and shall be considered a violation of this division.

(Ord. No. 3392, 7-16-12; Ord. No. 3568, 3-6-23)

Sec. 20-162.1. Wastewater discharge permit requirement.

(a) No significant industrial user shall discharge wastewater into the POTW without first obtaining a wastewater discharge permit

from the director of water utilities, except that a significant industrial user that has filed a timely application pursuant to section 20-164.7 may continue to discharge for the time period specified therein.

(b) The director of water utilities may require other users to obtain wastewater discharge permits as necessary to carry out the purposes of this division.

(c) The city retains the right to initiate headworks loading distribution. This distribution shall be allocated on an interim basis, not to exceed three hundred sixty-five (365) days, on a case-by-case basis when it is demonstrated that a special need exists and that it can also be technically demonstrated that spare capacity exists.

The city would utilize this headworks loading distribution to assist new industries to quickly come into compliance and to assist existing industries when making significant plant modifications, increasing capacity or making major repairs to return to compliance within the time allotted.

In order for an industry to be granted this special allocation, said industry would have to petition the city and show cause why an emergency need exists for this special dispensation. Then the industry would be required to present detailed plans using best available technology as to how this temporary situation would be resolved. Authorization of temporary headworks loading distribution shall only be granted by action of city council.

(d) The city may at its discretion grant an industry up to three (3) years from approval date of this division to come into compliance with the new limits. The industry would have to demonstrate on a yearly basis sufficient reduction of discharges of pollutant(s) to meet compliance in the allotted time frame. The industry could choose one (1) of the following schedules: Three (3) years, thirty-three and one-third (33 $\frac{1}{3}$) percent reduction per year, two (2) years, fifty (50) percent reduction per year, or one (1) year, one hundred (100) percent reduction at year end. (Ord. No. 3392, 7-16-12; Ord. No. 3568, 3-6-23)

Incomplete or inaccurate applications will not be processed and will be returned to the user for revision.

(Ord. No. 3392, 7-16-12; Ord. No. 3568, 3-6-23)

Sec. 20-162.6. Application signatories and certification.

All wastewater discharge permit applications and user reports must be signed by an authorized representative of the user and contain the following certification statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

(Ord. No. 3392, 7-16-12; Ord. No. 3568, 3-6-23)

Sec. 20-162.7. Wastewater discharge permit decisions.

The director of water utilities will evaluate the data furnished by the user and may require additional information. Within ninety (90) days of receipt of a complete wastewater discharge permit application, the director of water utilities will determine whether or not to issue a wastewater discharge permit. The director of water utilities may for good cause deny any application for a wastewater discharge permit.

(Ord. No. 3392, 7-16-12; Ord. No. 3568, 3-6-23)

Subdivision E. Wastewater Discharge Permit Issuance Process

Sec. 20-164.0. Wastewater discharge permit duration.

A wastewater discharge permit shall be issued for a specified time period, not to exceed five (5)

years from the effective date of the permit. A wastewater discharge permit may be issued for a period less than five (5) years, at the discretion of the director of water utilities. Each wastewater discharge permit will indicate a specific date upon which it will expire.

(Ord. No. 3392, 7-16-12)

Sec. 20-164.1. Wastewater discharge permit contents.

A wastewater discharge permit shall include such conditions as are deemed reasonably necessary by the director of water utilities to prevent pass-through or interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW.

- (1) Wastewater discharge permits must contain:
 - a. A statement that indicates wastewater discharge permit duration, which in no event shall exceed five (5) years.
 - b. A statement that the wastewater discharge permit is nontransferable without prior notification to the city in accordance with section 20-164.4, and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit;
 - c. Effluent limits applicable to the user based on applicable standards in federal, state, and local law;
 - d. Self monitoring, sampling, reporting, notification, and recordkeeping requirements shall be contained in the permit. These requirements shall include an identification of pollutants to be monitored, sampling location, sampling frequency, and sample type based on federal, state, and local law; and
 - e. A statement of applicable civil and criminal penalties for violation of pretreatment standards and require-

filing a complaint with the appropriate court of jurisdiction within state statute of limitations.

The filing of a request by the permittee for a wastewater discharge permit modification does not stay any wastewater permit condition.

(Ord. No. 3392, 7-16-12)

Sec. 20-164.3. Wastewater discharge permit modification.

The director of water utilities may modify a wastewater discharge permit for good cause, including, but not limited to, the following reasons:

- (1) To incorporate any new or revised federal, state, or local pretreatment standards or requirements;
- (2) To address significant alterations or additions to the user's operation, processes or wastewater volume or character since the time of wastewater discharge permit issuance;
- (3) A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;

The line shall have a No. 12 solid copper insulated tracer wire attached to all force mains;

- (c) The electrical panel shall contain an audible alarm, flashing light alarm, and lightning arrestor and be mounted forty-eight (48) inches above ground;
- (d) The pump basin shall be constructed out of fiberglass and design to hold a minimum of two hundred fifty (250) gallons;
- (e) The pump shall be of the contingent type, with integrally built-in grinder unit and submerged motor. The grinder unit must be capable of macerating all material in normal domestic or commercial sewage;
- (f) The motor shall be of the submersible type, two (2) horsepower at three thousand four hundred fifty (3,450) rpm. The motor shall have a heat sensor thermostat and overload attached to the top end of the motor windings to stop the motor if the motor winding temperature reaches two hundred (200) degrees Fahrenheit;
- (g) There shall be an electrical disconnect switch mounted on the outside of the building readily accessible to maintenance personnel;
- (h) The city engineer shall approve all manufactures of equipment and maintain detailed specifications concerning the installation and materials on file.

(Ord. No. 3267, § 2, 4-7-08)

Sec. 20-229. Interruption of service due to power outage.

The City of Bartlesville assumes no liability for interruptions on sanitary sewer service due to loss of electrical power. The city will not provide any special provisions for owners that experience extended power outages. It will be the responsibility of the owner to prevent sewer backups resulting from extended power outages. Failure to prevent backups may result in water service being terminated.

(Ord. No. 3267, § 2, 4-7-08)

Sec. 20-230. Applicability.

The provision of the ordinance codified in this chapter shall apply to all individual sanitary sewer lift stations currently installed and accepted for maintenance by the city.

(Ord. No. 3267, § 2, 4-7-08)

Secs. 20-231—20-235. Reserved.

DIVISION 5. FEES, CHARGES AND BILLING PROCEDURES

Sec. 20-236. Purpose.

It is the purpose of this chapter to provide for the recovery of costs from users of the city's wastewater disposal system. A user charge shall be assessed to all users in accordance with the provisions of this article. The applicable charges or fees shall be set forth in the city's schedule of charges and fees in section 20-251 et seq.

(Code 1978, § 13.18.070; Ord. No. 2435, § 3.1, 7-25-83)

Sec. 20-237. User charge system.

The city manager shall annually prepare an estimate of anticipated costs for operation, maintenance and replacement of the city's wastewater disposal system for the forthcoming fiscal year. These estimates shall be reported to the city council and if they are adopted by the city council and result in changes in the current rate system, then such changes shall be enacted by ordinance effective July first of each year.

(Code 1978, § 13.18.080; Ord. No. 2435, § 3.2, 7-25-83; Ord. No. 2692, § 1, 12-4-89)

Sec. 20-238. Charges and fees.

(a) A unit handling charge per bill to cover the cost of billing, collection and overhead shall be assessed against each user.

(b) The city shall charge additional charges and fees which include:

- (1) Fee for wastewater services;
- (2) Fees for monitoring, inspections and surveillance procedures;

(3) Wastewater capital investment fee per one thousand (1,000) gallons of billable flow:

<i>Charge per 1,000 gallons of billable flow for bills starting:</i>				
<i>July 1, 2021</i>	<i>July 1, 2022</i>	<i>July 1, 2023</i>	<i>July 1, 2024</i>	<i>July 1, 2025</i>
2.53	3.23	3.48	3.73	3.98

(e) Sewer service charges for residential customers on bills issued on approximately January 1, February 1, March 1, and April 1, shall be based on a volume equal to the metered water consumption on the same bill. Sewer service charges for bills issued the remaining eight (8) months of the year shall reflect a charge for sewer volume equal to the lowest of:

- (1) The actual water metered for the same period; or
- (2) One and two-tenths (1.2) times the average water consumption for the lowest three (3) of the four (4) bills issued on approximately January 1, February 1, March 1, and April 1, except that if the actual consumption in any of those months is lower than two thousand (2,000) gallons, then two thousand (2,000) gallons shall be used in computing the average and in the case of a new resident where no average for the customer is available, the average shall be assumed to be seven thousand (7,000) gallons.

(f) Sanitary sewer service charges for all customers other than residential customers shall be based on a volume equal to the metered water consumption reflected on the same bill unless there is installed at the customer's expense a meter for measuring the sewer volume discharged into the sanitary sewer system.

(g) Consumers located outside the municipal limits shall pay rates provided in sections 20-251 multiplied by one and twenty-five hundredths (1.25) or as provided by a contract for wastewater service with the city.

(Code 1978, §§ 13.20.010; Ord. No. 2475, §§ 1, 5-7-84; Ord. No. 2484, §§ 1, 7-16-84; Ord. No. 2518, §§ 1, 2-4-85; Ord. No. 2607, §§ 3, 5-18-87; Ord. No. 2611, §§ 1, 6-15-87; Ord. No. 2677, §§ 1, 6-19-89; Ord. No. 2701, §§ 1, 2, 2-20-90; Ord. No. 2834, §§ 20-251 (d), 6-20-94; Ord. No. 3039, § 1, 6-19-00; Ord. No. 3064, § 1, 7-2-01; Ord. No.

3111, § 1, 5-19-03; Ord. No. 3211, § 1, 7-3-06; Ord. No. 3250, § 1, 6-12-07; Ord. No. 3273, § 1, 6-16-08; Ord. No. 3299, 7-6-09; Ord. No. 3328, 6-7-10; Ord. No. 3368, 6-6-11; Ord. No. 3387, 6-4-12; Ord. No. 3468, 6-6-16; Ord. No. 3539, 6-7-21; Ord. No. 3542, 7-6-21; Ord. No. 3553, 4-4-22)

Sec. 20-252. Charges for installation.

For all sewer installations, a charge of seventy-five dollars (\$75.00) or cost of time and materials plus fifteen (15) percent, whichever is greater, shall be levied.

(Code 1978, § 13.20.020; Ord. No. 2607, § 4, 5-18-87)

4. Maximum fixture height shall not exceed thirty-five (35) feet.

Searchlights shall require a special permit. If granted, such permit shall not be valid for duration longer than forty-eight (48) hours on a specific property, and such permit shall not be granted more than two times in one year. Searchlights shall not be permitted inside residential areas.

7.4.7 Outdoor Storage and/or Display of Materials or Goods. The outdoor storage or display of materials or goods is prohibited in an Office (O) and Neighborhood Shopping (C-2) Zoning District.

7.4.9 Soil erosion and sediment control-related measures are required during any construction activities causing land disturbance. Persons conducting any land disturbing construction activity must provide, implement, and maintain adequate structural and/or nonstructural best management practices (BMPs) to control erosion and prevent the discharge of pollutants to the area waterways and municipal storm water drainage system. All temporary construction site stormwater runoff control BMPs and post-construction stormwater runoff BMPs shall comply with the current City of Bartlesville Construction Standards and all ODEQ stormwater discharge requirements.

Additionally, any project with construction activities resulting in a total land disturbance of greater than or equal to one (1) acre or a disturbance of less than one (1) acre if the construction site is part of a larger common plan of development or sale that totals at least one (1) acre, must obtain a stormwater general permit for construction activities within the State of Oklahoma (OKR10) through the State of Oklahoma's Department of Environmental Quality (ODEQ). The required 'sediment and erosion control plan' and 'stormwater pollution prevention plan (SWP3)' must both be prepared following permit requirements and submitted to the City, as part of the construction plans submittal for review. Both the plans must comply with good engineering practices and meet all provisions of the OKR10 permit and follow city stormwater design requirements. Proof of authorized state permit may be required in a form acceptable to the environmental administrator prior to the allowing of any construction activities to begin.

A. General.

1. Soil disturbance shall be conducted in such a manner as to minimize erosion. Soil stabilization shall consider the time of year, site conditions, and the use of temporary and permanent measures.
2. Properties and channels located downstream from development sites shall be protected from erosion and sedimentation. At points where concentrated flow leaves a site, stable downstream facilities are required.
3. Soil erosion and sediment control features shall be constructed prior to the commencement of upland disturbance.
4. If de-watering devices are used, adjacent properties shall be protected. Discharges shall enter an effective sediment and erosion control measure.
5. For detached single-family residential development occurring one (1) lot at a time, alternatives to the standards of this section may be approved by the city engineer.

B. Soil stabilization.

1. Temporary soil stabilization must be initiated immediately on any disturbed areas where construction activities have permanently ceased on any portion of the site or will be temporarily inactive for fourteen (14) or more calendar days on any portion of the site. In the context of this provision, "immediately" means as soon as practicable, but no later than the end of the next work day, following the day when the earth-disturbing activities have temporarily or permanently ceased.
2. Permanent stabilization shall be completed as soon as practicable, but no later than fourteen (14) calendar days after stabilization measures have been initiated, or

2. Disturbed areas draining more than 1 but fewer than 5 acres shall be protected by a sediment trap or equivalent control measure at a point down slope of the disturbed area.
 3. Disturbed areas draining more than 5 acres shall be protected by a sediment basin or equivalent control measure at a point down slope of the disturbed area.
- D. *Sediment Control*
1. All storm sewer facilities that are or will be functioning during construction shall be protected, filtered, or otherwise treated to remove sediment.
 2. A stabilized mat or aggregate underlain with filter cloth shall be located at any point where traffic will be entering or leaving a construction site to or from a public right-of-way, street, alley, or parking area.
- E. *Removal of Temporary Measures*
1. All temporary erosion and sediment control measures shall be removed within 30 days after final site stabilization is achieved or after temporary measures are no longer needed. Trapped sediment and other disturbed soil areas shall be permanently stabilized.

7.4.11 Residential Protection Standards. The residential protection standards of this section are intended to protect residential properties and neighborhoods from the adverse impacts sometimes associated with adjacent multi-family dwellings and nonresidential development, whether public or private.

- A. *Applicability and Exemptions.* The standards of this section shall apply to all multi-family uses of three (3) or more units per structure and nonresidential development when such development occurs on a site located within 150 feet of any lot within an RS or RE district. Any lot so situated shall be considered a "protected" lot for the purposes of this section. The only exemption from these requirements that shall be considered by the Community Development Director shall be at the request of the owner or owners of the affected property or properties when stated in writing a preference for a standard which is less stringent than that which these standards would require.
- B. *Residential Protection Screen.* Whenever a development regulated by this Section adjoins or faces property subject to these residential protection standards, the following screening shall be required:
1. An opaque ornamental fence, masonry or rock wall or dense evergreen hedge or effective equivalent as approved by the Community Development Director, having a height not less than six (6) feet and not more than eight (8) feet, shall be constructed and maintained in good condition along the side and/or rear lot line up to, but not beyond the abutting residential setback building line. Where a regulated development faces any protected property with an intervening public right-of-way, an ornamental fence, masonry or rock wall or dense evergreen hedge or effective equivalent as approved by the Community Development Director, having a height not less than three (3) feet and not more than four (4) feet shall be constructed and maintained in good condition along the lot line.
- C. *Loading Operations.* No use subject to Residential Protection Standards may conduct loading or unloading operations between the hours of 10:00 p.m. and 6:00 a.m.

7.4.12 Service Facilities. Service facilities, to include but not limited to water supply facilities, sanitary sewers, fire protection services, and any other utility services, both on and off site, shall be provided as is necessary for the proper development of the site. The provisions of such facility shall

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Ord. No.	Adoption Date	Subject in this Code	Section		Section in this Code
3549	10- 4-2021	Water rates			20-56(a)(2)
3550	11- 1-2021	Use tax	1—22	Added	18-171—18-191
3551	2- 7-2022	Closing a portion of right-of-way			
3552	4- 4-2022	Amending employee retirement system			
3553	4- 4-2022	Water and wastewater rates, billing and fees			20-56, 20-57
3554	4- 4-2022	Garbage and trash			20-251 8-122—8-124
3555	5- 2-2022	Sidewalks	1	Added	17-61—17-63
3556	5-23-2022	Bonds			
3557	6- 6-2022	Closing of a portion of utility easement			
3558	7- 5-2022	Amends land use and zoning map			
3559	9- 6-2022	Keeping of dogs and cats restricted			3-25
3560	9- 6-2022	Public nuisances and property enhancement			11-3, 11-4
3561	10- 3-2022	Amends land use and zoning map			
3562	11- 7-2022	Granting a non-exclusive permit to Dobson Technologies, Inc			
3563	11- 7-2022	Hudson Lake Water Reservoir	1		13-16(5)
3564	12- 5-2022	Closing of a portion of utility easement			
3565	1-3-2023	Soil erosion and sediment control	1(Exh. A)		App. A, § 7.4.9
3566	3- 6-2023	Granting a non-exclusive franchise			
3567	3- 6-2023	Amends land use and zoning map			
3568	3- 6-2023	Sewer use pretreatment standards			20-156.0—20-156.3 20-158.0—20-158.4 20-160.0—20-160.3 20-162.0—20-162.7
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I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action to adopt the City of Bartlesville Social Media Terms of Use and Comment Policy.

Attachments:

Social Media Terms of Use and Comment Policy Resolution

II. STAFF COMMENTS AND ANALYSIS

The City of Bartlesville maintains several social media sites for the purpose of providing timely and relevant information to the public and to encourage community engagement. While each department that maintains a site has, whether by policy or practice, guidelines by which it operates each site, a formal policy for outlining the terms of use and comments for all City departments is needed. The attached resolution/policy has been reviewed by the City Attorney. Please note this policy is merely a formalization of the City's current practices relating to its social media sites and does not contain any restrictions that are not already in place.

III. BUDGET IMPACT

This item has no impact on the City's budget.

IV. RECOMMENDED ACTION

Staff recommends adoption of the City of Bartlesville Social Media Terms of Use and Comment Policy.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF BARTLESVILLE, OKLAHOMA, ADOPTING A SOCIAL MEDIA TERMS OF USE AND COMMENT POLICY

WHEREAS, the City of Bartlesville maintains several social media sites for the purpose of providing timely and relevant information to the public and to encourage community engagement, it is in the best interest of the City and those who participate in these sites that the City of Bartlesville Social Media Terms of Use and Comment Policy be adopted.

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

City of Bartlesville Social Media Terms of Use and Comment Policy

Social Media Public Participation Disclaimer

The City of Bartlesville's social media pages are limited public forums created for the purpose of providing updated information and sharing opinions regarding City-related events and programs.

While we welcome and encourage dialogue with the public, any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, is a public record and is subject to the State of Oklahoma open records and retention laws. *Please be advised that if you post materials, you participate at your own risk, taking personal responsibility for your comments and any information provided.*

Our posting guidelines are found below. The City of Bartlesville reserves the right to remove comments and posts that do not follow these posting guidelines. Users are also advised that City of Bartlesville social media sites and platforms are not appropriate avenues to report emergencies or crimes, submit time-sensitive concerns or conduct City business. Citizens are advised to visit www.cityofbartlesville.org to find appropriate venues for reporting such matters. If you need assistance or information from a specific City department, please contact that department during regular hours.

Posting Guidelines

The intended purpose of the City's social media sites is to serve as mechanisms for communication between City departments and members of the public. All comments are reviewed after posting. Comments will not be edited by the City or its staff. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. This list is not intended to be all-inclusive. Examples are:

1. Profane or obscene language;

2. Content that promotes, fosters, or perpetrates discrimination on the basis of race, creed, color, age, religion, gender, national origin, marital status, physical or mental disability, or sexual orientation;
3. Sexual content, sexual references or sexual innuendos, or links to any such material and content;
4. Solicitations, advertisements or endorsements of any financial, commercial or nongovernmental agency or entity;
5. The endorsing of any political candidates;
6. Content that directly promotes or advocates violence or the threat of violence;
7. Content or comments that compromise the safety or security of the public or public systems;
8. Conduct or encouragement of illegal activity or posting of material that violates any copyrights or trademarks of others;
9. Confidential or non-public information;
10. Content that contains personal attacks of any kind;
11. Content that is off-topic or defamatory;
12. Content that contains personal information (whether your own or someone else's), including home address, home or cell phone number, or personal e-mail address, in order to protect privacy.

Users who do not comply with these standards of conduct may be blocked. Blocked users may appeal in writing to the City Clerk's Office. Upon receipt of the appeal, the City Clerk will then have up to ten (10) working days to issue a decision. The City Clerk's decision is final. The decision to restrict or remove any content deemed in violation of this policy or any applicable law is not appealable.

The City disclaims all responsibility and liability for any materials that the City deems inappropriate for posting which cannot be removed in an expeditious or otherwise timely manner. A comment posted by a member of the public on an official social media page of the City is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City, nor do such comments necessarily reflect the opinions or policies of the City.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF BARTLESVILLE THIS 4th DAY DECEMBER, 2023.

BY: _____
DALE COPELAND, MAYOR

ATTEST:

JASON MUNINGER, CITY CLERK
CFO

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

A resolution amending the budget of the City of Bartlesville for fiscal year 2023-24 appropriating funds from the Lyon Foundation to the CIP Sales Tax Fund.

Attachments:

A resolution amending the Budget for the City of Bartlesville for fiscal year 2023-2024. Appropriating Lyon foundation Revenue for the CIP Sales Tax Fund

II. STAFF COMMENTS AND ANALYSIS

The City of Bartlesville has received \$250,000 from the Lyon Foundation to help assist with the cost of the Adams Municipal Golf Course Greens rebuild project. The City very much appreciates the Lyon Foundation for their continued community partnership, as they have aided in numerous projects over the years.

III. BUDGET IMPACT

Budgetary impact nets zero but is vital to the scope of this project, \$250,000 increase in revenue and \$250,000 increase in expenditure.

IV. RECOMMENDED ACTION

Staff Recommends approval of resolution to appropriate funds.

RESOLUTION _____

A RESOLUTION AMENDING THE BUDGET OF THE CITY OF BARTLESVILLE, OKLAHOMA FOR FISCAL YEAR 2023–2024, APPROPRIATING UNBUDGETED REVENUE FOR THE CIP SALES TAX FUND.

WHEREAS, THE City of Bartlesville has received a revenue from the Lyon Foundation in the amount of \$250,000; and

WHEREAS, the City of Bartlesville needs to appropriate \$250,000 of these revenues prior to their expenditure;

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

The Golf Dept (445) of the CIP Sales Tax Fund (449) shall be increased as follows:

Other Improvements (55310)	\$ 250,000
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APPROVED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR OF THE CITY OF BARTLESVILLE THIS 4th DAY OF DECEMBER, 2023.

Mayor

Attest:

City Clerk

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Receive the 2022-2023 Annual Report for the Chickasaw Wastewater Treatment Plant

Attachments:

2022-2023 Veolia Water Annual Report

II. STAFF COMMENTS AND ANALYSIS

Veolia Water North America has been providing wastewater management, operation and maintenance services to the City of Bartlesville since 1986. Currently, Veolia operates the wastewater treatment plant and 20 lift stations. Attached is the annual report for these operations in accordance to the City's contract with Veolia. A few excerpts from the report are noted below.

- 1.780 billion gallons of wastewater was treated last fiscal year (July 2022 through June 2023);
- The daily average flow through the plant was 4.8 million gallons;
- Over 7.425 million gallons of Biosolids were land applied, which is equivalent to 1,174.5 dry tons of material;

The contract with Veolia is structured to share in savings for electrical, gas and chemical use as well as electrical power savings from the fine bubble diffuser system. The electrical, gas and chemical generated a savings of \$47,884.94, and the fine bubble diffuser system generated a savings of \$99,940.67. The maintenance ceiling established for the fiscal year, which is for repair/replacement of equipment, structures and vehicles, over ran the budget by \$13,217.43. Thus, the net rebate for the City's wastewater plant capital reserve fund is \$134,608.18.

III. RECOMMENDED ACTION

Staff recommends receipt of the annual report.

2022 – 2023 Veolia Water Annual Report



Prepared By:
Jonathon Roberts
Plant Manager II



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EXECUTIVE SUMMARY

Veolia Water North America Central – LLC (“Veolia”) is pleased to submit to the City of Bartlesville the 2022/2023 Chickasaw Wastewater Treatment Plant Annual Report.

Veolia has been providing management, operation and maintenance services to the City of Bartlesville since July 1, 1986 and stands ready to serve Bartlesville in the future.

We extend our sincere thanks to the City’s staff and Council for the continuing support and for this unique opportunity to serve the citizens of Bartlesville.

Some of the achievements and milestones during the year of July 2022 through June 2023 are:

- The Plant treated 1.780 billion gallons of wastewater.
- Over 7.425 Million gallons equivalent to 1,174.5 dry tons of anaerobically stabilized and digested Class B Biosolids were land applied.
- Monitored four permitted industries which are Significant Industrial Users (SIU’s).

1 - OPERATIONS

Operations direct responsibility is to safely operate the wastewater treatment facility and maintain compliance with the Oklahoma Pollution Discharge Elimination System (“OPDES”) discharge. Process decisions are based on data reviewed daily and from this data adjustments to various process units are made. Weekly Process Control meetings are held with the Plant, Operations, Maintenance and Laboratory managers, to predict and monitor changes in the different process areas, and coordinate equipment shutdowns for repair and maintenance.

Operations Summary

The Chickasaw WWTP experienced flows above the plant design of seven million gallons per day (7MGD) for 4 of the 12 months from July 1, 2022 through June 30, 2023.

Month	Monthly Average Flow (MGD)	Peak Daily Flow	Date of Peak Daily Flow (MGD)
Jul 2022	4.557	6.275	7/31/2022
Aug 2022	4.878	6.278	8/10/2022
Sep 2022	4.383	6.402	9/3/2022
Oct 2022	3.984	5.984	10/26/2022
Nov 2022	5.211	7.294	11/12/2022
Dec 2022	5.793	8.481	12/14/2022
Jan 2023	4.082	5.202	1/3/2023
Feb 2023	6.163	12.059	2/15/2023
Mar 2023	5.156	6.970	3/25/2023
Apr 2023	4.001	5.927	4/29/2023
May 2023	6.094	10.437	5/18/2023
Jun 2023	4.281	5.810	6/11/2023

Monthly average flows from July 1, 2022 to June 30, 2023 were 4.882 MGD. The monthly average flows for the previous three years were 7.938 MGD; 938,000 gallons/day over plant design flow capacity of 7 MGD.

Biochemical Oxygen Demand (“BOD”) is a term that refers to the relative oxygen consumption capability of organisms and chemicals combined. During the year, influent loadings on the plant averaged 9,704 pounds of BOD per day. Plant design is 10,000 pounds per day. Effluent quality averaged 5.0 mg/l or 202 pounds per day. The discharge permit limit for BOD monthly average is 10 mg/l and 583.8 pounds per day.

Total Suspended Solids (“TSS”) is a measure of non-filterable solid material in the influent and effluent. The influent loading averaged 10,369 pounds of TSS per day. Influent average design capacity is 11,700. Plant effluent quality averaged 3.43 mg/l or

140 pounds per day. The discharge permit limit for TSS monthly average is 15 mg/l and 875.7 pounds per day.

NH₃-N, Ammonia Nitrogen, is a measure of the common constituent within a wastewater system. The two most common sources of ammonia are human waste and biological degradation of organic material. To reduce ammonia to a more stable compound takes a neutral pH, a high amount of oxygen, and a controlled environment to grow a special bacterium for its reduction. The wastewater plant received an average of 826.0 pounds of ammonia per day. The plant effluent quality averaged 0.51 mg/l or 19.85 pounds per day. The discharge permit limit for NH₃-N monthly average is 2 mg/l and 116.8 pounds per day.

2 - LABORATORY

LABORATORY PROCESS CONTROL

The laboratory, operated by Veolia, performs analyses of soil, sludge, wastewater, upstream and downstream river samples and septic tank wastes. The laboratory provides consistent analysis for the daily process control tests to support decisions on the plant operations and procedures.

The laboratory utilizes a computerized laboratory data management program to provide analytical reports to management staff for process control of the plant.

The laboratory is required to perform biannual EPA proficiency testing to maintain status as a Certified Laboratory.

SEPTIC HAULERS

In the past year the plant has received 423,700 gallons of septic tank waste. This averages out to 38,844 gallons per month which is a 9.1% decrease from the previous year.

3 - BIOSOLIDS

BIOSOLIDS

A total of 1,485 loads equaling 7,425,000 gallons (1,174.5 Dry Tons) of biosolids averaging 3.71% solids was land applied from July 1, 2022 to June 30, 2023.

4 - INDUSTRIAL WASTEWATER PRETREATMENT

INDUSTRIAL WASTEWATER PRETREATMENT

The Industrial Waste Regulatory Program is focused on protecting the environment, capital facilities, personnel, and the local community from possible adverse effects of industrial waste discharge.

It is the role of Veolia Water to identify existing problems and notify the Director of Water Utilities to determine what administrative enforcement requirements are necessary and assist the industries to resolve all non-compliance issues which may arise.

At Present four facilities are permitted as Significant Industrial Users (SIU's).

R/3 Industrial
 Phillips 66 Technology
 Image First
 Wal-Mart Distribution Center

These SUIs were sampled and inspected on the following dates:

SIU	Sampled	Inspected
R/3 Industrial	6/27-28/23	6/27/23
Phillips 66 Technology	6/21-22/23	6/20/23
Image First	6/29-30/23	6/29/23
Wal-Mart Distribution Center	6/28-29/23	6/28/23

5 - MAINTENANCE

The purpose of the maintenance program at the Chickasaw WWTP is to perform routine preventive, predictive, and corrective maintenance on all equipment to maintain equipment performance and longevity. This is accomplished through a computerized maintenance management program. This enables the plant and lift stations to operate as designed and to keep repair costs at a minimum while operating on a fixed ceiling maintenance budget.

Veolia has established corporate purchasing agreements with major providers of parts, materials, equipment and chemicals for operations, maintenance and repairs at substantial discounts. These discounts are passed on directly to the City as an added value.

Unusual and/or unanticipated maintenance expenditures for the year were:

- Replacing the RAW wetwell Channel Monster.
- Replacing all of the chain and buckets on the East Grit Chamber.
- Replacing all of the chain and flights on Primary Clarifier #3.

Major Work Orders Completed this year include:

July 2022

- Sucked out the sump sides of Primary Clarifier #2 and 3 with the Vactor.
- Replaced the main drive sprocket and chain on Primary Clarifier #3.
- Replaced all diffusers on the influent side of the siphons with new ones.
- Sent Tuxedo pump #2 shaft to SMC. Rebuilt and reinstalled.
- Drain, clean, and inspects completed on Primary Clarifier #2 and 3. Swapped wear shoes and found 2 cracked flights.
- Install a new VEGA transducer at Woodland L/S to take advantage of our national agreement.

August 2022

- Rebuilt RAS pump #3 (new bearings, grease zerk access point, and packing)
- Rebuilt WAS pump #1 (new bearing and mechanical seal)

- Replaced boots on the DAF hose pump to fix a leak.
- Powerwash and painted Tuxedo, Dewey Place, Hillcrest, Golf Course, and Hughes Fisher L/S's.
- Installed a new pump at 12th St. L/S.
- Primary #3 Clarifier crashed. Replaced 25 flights and installed all new chain.

September 2022

- Replaced all diffusers in the primary influent channel with new ones to prevent mats.
- Removed check valve lids and vac'd out Polaris L/S to see what was going on with it.
- Replaced 3 paddles and 1 flight on Primary Clarifier #1.
- Rebuilt RAS pump #1 and installed a new impeller. Repaired gate valve and check valve for RAS pump #1 that wasn't working properly while we had it down.
- Vehicle alternator found in Hillcrest L/S pump.
- Replaced Hydraulic motor on the Gravity Belt Thickener.
- Rebuilt the front end of the little crane truck.

October 2022

- Got the wasted methane gas burner back into service.
- New generator installed at Virginia L/S.
- Replaced 12" gate valve on Tuxedo#2 then replaced the mechanical seal and wear ring on the pump.
- Rebuilt the Case tractor clutch.
- Power washed, sanded, and painted the railing and stairs at Hillcrest, Polaris, and Golf Course L/S's.
- Install a new VEGA unit at the Limestone wet well.
- Replaced the pressure tank on primary hose pump #3.

November 2022

- Shawnee Pump #3 impeller dropped. Drilled and tapped. Put back into service.
- Install new mercooid switch on DAF pressurizing tank.
- Rotated wear shoes on the East Grit chamber.
- Had the water pump on Shawnee Generator rebuilt.
- Painted the doors at Shawnee L/S.
- Replaced the main breaker to Hillcrest L/S.
- Installed a new VEGA at Tuxedo storm well.

December 2022

- Replaced sump pump in the RAW basement.
- Install new blower motor on Heat Exchanger #2.
- Welded 2 new brackets on the Calumet for the discs.
- Replace contactor on Hillcrest pump #2.
- Installed 2 new starters at Silverlake L/S.
- Had Walmart pump #2 rewind after power issue with PSO.

January 2023

- Shut down the plant completely so Square D could measure buckets.
- Install a new day tank for polymer to try and improve consumption.
- Rebuilt Raw pump #2. Found damage in the keyway hole on the shaft. Had a new one cut.
- Alternating relay replaced at Nebraska L/S to help with consistency.
- Install new Automatic Transfer Switches at Nebraska and Silverlake L/S's.
- Install new piping to the sludge pit to help the trucks load better.

February 2023

- Shawnee L/S PLC and VFD's replaced.
- Put RAW pump #2 back into service after the new keyway hole was cut.
- Replaced mechanical seal on our Flygt pump at Golf Course L/S.
- Took RAW pump #1 out of service after bearing failure. Sent the shaft and impeller in for work.
- Replaced 1 hammer, ball valve, and caster on siphon #1

March 2023

- Increase methane line size from the digesters. 1.5 in to 2 in.
- Fiberglassed the weirs on Siphon #3.
- Rodded discharge line at Polaris L/S.
- Install new VEGA unit at Hillcrest L/S.
- Launched a new CMMS program. Corporate on site for start up.
- Got in Tuxedo little pond and freed the flocculator that was bound.

April 2023

- Install a new flow meter at the Parshall Flume.
- Replaced the contactor on Hughes Fisher pump #1.
- Replaced the water pump on Heat Exchanger #2.
- Oil changes on Hughes Fisher, Nebraska, Hillcrest, Covington, Tuxedo 1 & 2, and Shawnee L/S generators.
- Once the shaft and impeller returned for RAW pump #1 put back into service.
- Rebuilt magnum 6" pump after seal fail.

May 2023

- Installed a new 6" 90 to help stir sludge in the sludge pit.
- Chemical grouted where the weirs on siphon #1 and 2 meet the concrete.
- Put new siding on Shawnee and Walmart L/S's.
- Repaired main influent gate on Siphon #1 after it fell. Blocked flow with metal door.
- Rebuilt scum trough and gear reducer for Siphon #3.
- Rebuilt the front end of truck 501.

June 2023

- Replaced love joy coupler on Shawnee pump #1
- Welded on the bottom of the Calumet to stop leak.
- Welded on bracket for Kenneth Adams gate to keep from dragging.
- Rebuilt the Calumet pump with a rebuild kit from the manufacturer.
- Replaced hydraulic ram on Calumet discs.
- Replace all of the chain and buckets on the East Grit Chamber.
- Ran new conduit and installed a disconnect box at the transfer pit so operators can isolate the pump at the pit.
- Replaced non-pot hydrant next to Siphon #1 after a leak sprung.
- Installed a new generator at Walmart L/S.

ITEMS FOR FUTURE CONSIDERATION

Many items that could be listed here are being addressed in the future plant upgrade, which is currently in the engineering phase.

ANTICIPATED OR CONTINUED PROJECTS FOR 2023-2024

The following projects will require significant amounts of man-hours and or dollars to complete. They will be prioritized and completed as current available resources will allow.

- Install new Polymer feed unit once it arrives.
- Put together the new Husky sludge injection unit when it arrives.
- Remove Channel Monster guides at Tuxedo L/S and replace with stainless.
- Install new sludge transfer pump.

CAPITAL BUDGET ITEMS FOR FY 2023-2024

- Polymer feed system for Gravity Belt Thickener.
- Day cab for land application.
- Sludge transfer pump for the Digesters.
- Engineering and design for WWTP upgrade.

6 - Safety

Safety is the number one priority at Veolia Water. Through daily safety reminders and monthly safety training, personnel are made aware of the proper procedures to follow and equipment to use to reduce the potential for a safety incident.

At the end of June 2023, the employees at the Chickasaw WWTP have worked a total of 6 years and 1 month with no lost time accidents to report.

- Employees are provided with hard hats, safety shoes, and safety glasses, and are required to wear personal protective equipment at all times while at the workplace. In addition, other safety and protective devices are provided, including but not limited to rubber boots, gloves, suits, self-contained

breathing apparatus, and abatement equipment for hazardous chemical spills and leaks.

- Annual audits are conducted at the facility to monitor the safety program and to identify potential safety hazards. Monthly inspections are also conducted to assure compliance with safety policies and procedures.
- Housekeeping is a top priority at the Chickasaw WWTP to reduce and eliminate possible safety hazards

TRAINING

Operations, Maintenance and Safety training is of paramount importance to maintain a proficient and productive workforce for the City's facilities.

The quality of wastewater treatment is directly related to the qualifications, competence, and commitment of our staff. We place a strong emphasis on employee training to ensure and provide the City of Bartlesville with a quality operation.

In 2022-2023, over 409 hours of training were provided to the Chickasaw Wastewater Treatment Plant staff. That equates to 37 hours of training per person.

Training Hours

Safety Training – 274 Hrs.

Technical & Other Training – 135 Hrs.

APENDICE

A

ANNUAL COMPLIANCE SUMMARY

Annual Compliance Summary

	Annual Compliance Summary												
	EFFLUENT Flow (mgd)	*Eff BOD (lbs/d)	Chl Eff BOD (mg/l)	7 Day BOD Average	*Eff TSS (lbs/d)	Chl Eff TSS (mg/l)	7 Day TSS Average	*EFF NH3 (lbs/d)	Chl Eff NH3 (mg/l)	7 Day NH3-3 Avg.	Eff pH	DECHLOR EFF MAX CL2 RES.	Fec Colif (#/100ml)
Month	mgd	lbs/d	mg/l	mg/l	lbs/d	mg/l	mg/l	lbs/d	mg/l	mg/l	SU	mg/l	#/100ml
Jul 2022	4.557	192	5.14	5.1	99	2.65	2.6	36.28	0.96	0.93	6.77	0.06	
Aug 2022	4.878	245	6.03	6.0	131	3.17	3.3	19.78	0.50	0.53	6.82	0.06	
Sep 2022	4.383	213	6.01	6.1	178	4.94	4.9	44.60	1.23	1.28	6.78	0.04	
Oct 2022	3.984	224	6.49	6.6	179	5.02	4.9	27.33	0.78	0.81	6.75		
Nov 2022	5.211	299	7.03	6.7	233	5.53	5.5	25.33	0.61	0.53	6.84		
Dec 2022	5.793	288	5.88	5.9	197	4.28	4.1	17.58	0.35	0.40	6.80		
Jan 2023	4.082	128	3.67	3.7	98	2.78	2.9	2.52	0.07	0.08	6.77		
Feb 2023	6.163	222	4.21	4.2	170	2.94	2.8	15.71	0.28	0.28	6.78		
Mar 2023	5.156	162	3.88	3.9	104	2.46	2.5	6.12	0.15	0.14	6.74		
Apr 2023	4.001	110	3.40	3.4	78	2.36	2.4	18.76	0.58	0.58	6.78		
May 2023	6.094	194	3.87	3.8	121	2.33	2.3	7.58	0.16	0.15	6.79	0.05	
Jun 2023	4.281	150	4.40	4.5	93	2.68	2.8	16.56	0.47	0.51	6.80	0.06	
Minimum	3.984	110	3.40	3.4	78	2.33	2.3	2.52	0.07	0.08	6.74	0.04	
Maximum	6.163	299	7.03	6.7	233	5.53	5.5	44.60	1.23	1.28	6.84	0.06	
Total	58.582	2,428	60.01	59.9	1,681	41.13	41.1	238.15	6.15	6.21	81.42	0.27	
Average	4.882	202	5.00	5.0	140	3.43	3.4	19.85	0.51	0.52	6.79	0.05	
Permit	*7.0	583.8	10	15	875.7	15	22.5	116.8	2	3	6.5-9.0	0.1	200 M Avg 400 Day Max

APENDICE

B

COMPENSATION ADJUSTMENT

2023-2024
 Veolia Water North America
 Bartlesville, Oklahoma
 COMPENSATION ADJUSTMENT

Compensation Adjustment

CPI - U (All Items Index, 1967=100)
 Per Bureau of Labor Statistics

Feb-23	901.182
Feb-22	849.887
Rate of Change:	51.295
Percent Change:	6.036%

Electrical Rate of Change **Cost / KWH**

\$/KWH	Mar 2022 - Feb 2023	0.09010
\$/KWH	Mar 2021 - Feb 2022	0.07457

Rate Change	<u>0.01553</u>
% Change	20.826%

INDEX	WEIGHT	CHANGE	WEIGHTED
CPI-U	75%	6.036%	4.527%
ELECTRICAL	25%	20.826%	5.207%

% ANNUAL INCREASE / DECREASE	9.733%
ANNUAL SERVICE FEE (July 2022)	\$2,647,295.07
ANNUAL BASE FEE INCREASE / DECREASE	\$257,665.16
ANNUAL SERVICE FEE (July 2023)	\$2,904,960.24
MONTHLY SERVICE FEE (July 2023)	\$242,080.02

MAINTENANCE CEILING ADJUSTMENT

July 2022 - June 2023:	\$177,979.10
% CPI CHANGE:	<u>6.036%</u>
INCREASE:	\$10,741.94
2023 - 2024 ANNUAL CEILING:	\$188,721.04
MONTHLY CEILING MAINTENANCE: (July 2023 - June 2024)	\$15,726.75

Electrical rate = total electrical cost/total Kwh.

APENDICE

C

ELECTRICAL RATE ANALYSIS

Electrical Rate 2022-2023

Maple		Limestone Basin		8th St.		12th Pl.		Comanche		Shawnee	
3838	\$306.28	17	\$37.51	218	\$55.42	13	\$21.73	206	\$54.40	23400	\$2,278.76
3755	\$315.79	30	\$38.65	210	\$54.73	13	\$21.73	156	\$50.14	27000	\$2,476.32
5560	\$440.73	28	\$38.49	336	\$69.43	29	\$23.44	273	\$63.33	44160	\$5,085.69
6897	\$750.22	29	\$38.92	193	\$55.59	16	\$22.17	150	\$51.42	26280	\$3,092.03
2629	\$301.06	30	\$39.02	174	\$53.76	20	\$22.57	69	\$43.57	16680	\$2,010.26
2351	\$271.82	27	\$38.73	155	\$51.93	35	\$24.03	74	\$44.06	14880	\$1,782.26
2421	\$285.20	25	\$38.61	168	\$54.67	65	\$27.51	71	\$44.40	13560	\$1,644.01
2290	\$285.99	29	\$39.19	167	\$52.57	19	\$22.42	91	\$45.45	12600	\$1,341.67
2782	\$273.35	31	\$39.03	237	\$59.17	30	\$23.45	174	\$53.26	20760	\$2,214.28
3115	\$299.43	44	\$40.23	293	\$65.32	18	\$22.71	248	\$61.05	23880	\$2,538.45
3233	\$310.91	35	\$40.10	223	\$58.47	14	\$22.32	236	\$59.67	19080	\$1,862.10
3349	\$316.44	37	\$40.25	235	\$59.60	22	\$23.07	237	\$59.79	24600	\$2,599.17

Golf Course		HC		DP		Tuxedo		Hughes Fisher		Polaris	
9507	\$917.81	8200	\$812.74	308	\$63.08	16680	\$1,647.05	915	\$114.68	1577	\$165.00
9202	\$897.04	8309	\$811.10	288	\$61.37	21600	\$2,131.09	1020	\$123.59	1408	\$153.31
16463	\$1,758.63	11996	\$1,386.39	556	\$90.76	35220	\$4,159.19	1156	\$148.89	1342	\$166.92
11990	\$1,398.81	10649	\$1,253.88	345	\$70.32	11220	\$1,157.49	533	\$88.56	1599	\$192.67
5977	\$756.72	3641	\$480.40	221	\$58.31	10380	\$1,281.29	563	\$91.45	1817	\$215.61
6461	\$812.00	4035	\$522.06	230	\$59.21	12900	\$1,605.54	552	\$91.74	1865	\$220.85
6060	\$749.79	4174	\$563.94	252	\$63.56	10680	\$1,388.94	554	\$95.55	897	\$131.88
5622	\$627.72	4177	\$382.39	251	\$60.47	10800	\$1,179.24	712	\$103.79	313	\$66.31
8656	\$922.06	6135	\$535.55	331	\$68.00	17820	\$1,908.79	1107	\$140.94	345	\$69.30
10315	1101.23	8130	\$695.65	409	\$76.32	16980	\$1,837.28	1216	\$152.44	458	\$80.95
6742	\$712.33	5464	\$480.34	322	\$67.71	17880	\$1,909.37	1039	\$134.83	393	\$74.36
11232	\$1,164.00	8223	\$694.94	361	\$71.41	16080	\$1,664.55	964	\$127.90	1791	\$195.86

APENDICE

D

REBATE SUMMARY

22/23 Rebate Summary

Shared Savings = \$47,884.94

	Total	City's Share(75%)	Units Saved	Cost	Rate
Elect. Plant	\$15,486.30	\$11,614.72	180,800	\$219,823.19	\$0.08565
Elect. Pump	\$18,282.30	\$13,711.73	156474	\$89,488.33	\$0.11684
Chlorine	\$2,230.83	\$1,673.13	2000	\$6,692.50	\$1.11542
Sulfur Dioxide	\$104.63	\$78.47	150	\$1,395.00	\$0.6975
Natural Gas	\$14,925.11	\$11,193.83	680.549	\$7,677.03	\$21.93
Polymer (Sludge)	\$12,817.42	\$9,613.07	6,300	\$16,479.54	\$2.03
Polymer (Process)	\$0	\$0	0	\$0	\$0
Antifoam	\$0	\$0	0	\$0	\$0
Total	\$63,846.59	\$47,884.94			

Fine Bubble Diffuser Savings = \$99,940.67

	22/23 KWH		Savings
	Reduction	%	Cost / KWH
Jul-22	109,000	47.6%	\$8,620.48
Aug-22	100,000	45.0%	\$7,825.50
Sep-22	83,600	40.0%	\$7,412.06
Oct-22	87,700	39.4%	\$7,765.92
Nov-22	80,600	37.7%	\$6,880.42
Dec-22	88,800	39.0%	\$7,641.33
Jan-23	93,900	39.8%	\$7,911.08
Feb-23	87,600	41.3%	\$7,465.89
Mar-23	95,300	41.0%	\$8,188.37
Apr-23	107,100	46.8%	\$9,283.43
May-23	118,300	49.2%	\$10,869.88
Jun-23	113,700	50.5%	\$10,076.32

Totals 1,165,600 **\$99,940.67**

Maintenance Ceiling Budget= \$177,979.08

Maintenance Ceiling Cost = **\$191,196.51**

Maintenance Surplus = **\$13,217.43**

Totals

\$47,884.94	Shared Savings
\$99,940.67	Fine Bubble Diffuser Savings
\$13,217.43	Repair and Maintenance

\$134,608.18 Balance Due to BARTLESVILLE for the spending on Ceiling Maintenance, shared savings, and fine bubble diffuser savings.

APENDICE

E

SHARED SAVINGS

		City's Share (75%)	Units Saved		
	Total			Cost	Rate
Elect. Plant	\$15,486.30	\$11,614.72	180800	\$219,823.19	\$0.08565
Elect. Pump	\$18,282.30	\$13,711.73	156474	\$89,488.33	\$0.11684
Chlorine	\$2,230.83	\$1,673.13	2000	\$6,692.50	\$1.11542
Sulfur Dioxide	\$104.63	\$78.47	150	\$1,395.00	\$0.6975
Natural Gas	\$14,925.11	\$11,193.83	680.549	\$7,677.03	\$21.93
Polymer (Sludge)	\$12,817.42	\$9,613.07	6300	\$16,479.54	\$2.03
Polymer (Process)	\$0.00	\$0.00	0	\$0.00	\$0.00
Antifoam	\$0.00	\$0.00	0	\$0.00	
Total	\$63,846.59	\$47,884.94			

Walmart		Covington		Maple		Limestone Basin		8th St.		12th Pl.		Comanche	
960	\$132.33	998	\$133.61	2629	\$301.06	30	\$39.02	174	\$53.76	20	\$22.57	69	\$43.57
960	\$132.49	1155	\$148.94	2351	\$271.82	27	\$38.73	155	\$51.93	35	\$24.03	74	\$44.06
1040	\$142.68	1216	\$165.67	2421	\$285.20	25	\$38.61	168	\$54.67	65	\$27.51	71	\$44.40
1040	\$149.36	1314	\$158.58	2290	\$285.99	29	\$39.19	167	\$52.57	19	\$22.42	91	\$45.45
1360	\$189.88	1722	\$190.50	2782	\$273.35	31	\$39.03	237	\$59.17	30	\$23.45	174	\$53.26
1680	\$190.48	1918	\$207.59	3115	\$299.43	44	\$40.23	293	\$65.32	18	\$22.71	248	\$61.05
1360	\$170.39	1530	\$175.49	3233	\$310.91	35	\$40.10	223	\$58.47	14	\$22.32	236	\$59.67
1520	\$178.17	1508	\$173.91	3349	\$316.44	37	\$40.25	235	\$59.60	22	\$23.07	237	\$59.79
1520	\$179.03	1366	\$162.89	2842	\$277.40	32	\$39.78	195	\$55.85	21	\$22.98	179	\$54.35
1280	\$160.66	1347	\$161.42	2805	\$274.54	28	\$39.43	185	\$54.92	20	\$22.89	131	\$49.85
1360	\$182.98	1344	\$199.29	3611	\$362.21	26	\$46.51	195	\$67.23	17	\$27.01	119	\$58.50
1200	\$188.52	1057	\$168.75	2318	\$319.52	30	\$47.32	164	\$66.62	16	\$28.56	87	\$57.81

Shawnee		Golf Course		HC		DP		Tuxedo		Hughes Fisher		Polaris	
16680	\$2,010.26	5977	\$756.72	3641	\$480.40	221	\$58.31	10380	\$1,281.29	563	\$91.45	1817	\$215.61
14880	\$1,782.26	6461	\$812.00	4035	\$522.06	230	\$59.21	12900	\$1,605.54	552	\$91.74	1865	\$220.85
13560	\$1,644.01	6060	\$749.79	4174	\$563.94	252	\$63.56	10680	\$1,388.94	554	\$95.55	897	\$131.88
12600	\$1,341.67	5622	\$627.72	4177	\$382.39	251	\$60.47	10800	\$1,179.24	712	\$103.79	313	\$66.31
20760	\$2,214.28	8656	\$922.06	6135	\$535.55	331	\$68.00	17820	\$1,908.79	1107	\$140.94	345	\$69.30
23880	\$2,538.45	10315	1101.23	8130	\$695.65	409	\$76.32	16980	\$1,837.28	1216	\$152.44	458	\$80.95
19080	\$1,862.10	6742	\$712.33	5464	\$480.34	322	\$67.71	17880	\$1,909.37	1039	\$134.83	393	\$74.36
24600	\$2,599.17	11232	\$1,164.00	8223	\$694.94	361	\$71.41	16080	\$1,664.55	964	\$127.90	1791	\$195.86
20880	\$1,991.62	8546	\$892.41	6464	\$558.46	287	\$64.48	15060	\$1,504.99	822	\$114.60	539	\$88.08
19200	\$1,824.44	7341	\$786.66	5889	\$513.83	258	\$61.76	11280	\$1,180.26	728	\$105.78	376	\$72.82
24240	\$3,270.47	13048	\$1,692.75	10818	\$1,382.53	291	\$78.27	16200	\$2,181.17	617	\$115.75	456	\$97.24
17760	\$2,233.88	7537	\$1,054.15	6353	\$826.94	232	\$74.39	11160	\$1,531.26	512	\$106.41	223	\$73.37

Natural Gas	MCF	Baseline	Delta	22/23 Cost	Rate	Plant		Nebraska		Woodland	
Jul-22	1.746	139.96	138.214	\$302.73	173.38	1.13	\$121.50	0.308	\$28.61	0.205	\$24.35
Aug-22	3.094	188.983	185.889	\$321.50	103.91	1.027	\$121.71	0.000	\$21.80	0.205	\$24.65
Sep-22	1.450	170.05	168.600	\$425.76	293.63	0.725	\$168.47	0.000	\$34.75	0.207	\$37.30
Oct-22	1.144	174.161	173.017	\$396.94	346.98	0.416	\$162.33	0.520	\$45.88	0.208	\$37.34
Nov-22	22.834	6.59	-16.244	\$677.76	29.68	19.510	\$361.24	0.104	\$38.07	0.104	\$35.52
Dec-22	58.261	37.613	-20.648	\$870.26	14.94	51.234	\$569.06	0.000	\$34.85	0.105	\$35.27
Jan-23	131.753	106.209	-25.544	\$1,541.97	11.70	120.981	\$1,204.46	0.207	\$38.94	0.000	\$33.95
Feb-23	96.466	94.571	-1.895	\$1,301.54	13.49	84.904	\$945.47	0.104	\$37.44	0.104	\$35.42
Mar-23	20.737	77.942	57.205	\$617.32	29.77	19.803	\$363.16	0.208	\$39.42	0.311	\$38.39
Apr-23	4.294	27.16	22.866	\$405.18	94.36	2.778	\$167.10	0.104	\$37.93	0.103	\$32.77
May-23	5.092	3.674	-1.418	\$403.50	79.24	2.864	\$161.12	0.206	\$36.70	0.307	\$34.67
Jun-23	3.183	3.69	0.507	\$412.57	129.62	2.362	\$170.56	0.000	\$32.12	0.000	\$33.27
	350.054	1030.603	680.549	7677.030	\$21.93						

Silver Lake		Walmart		Limestone		Maple		Covington	
0.000	\$22.69	0	\$18.91	0.000	\$38.73	0.000	\$22.14	0.103	\$25.80
0.000	\$22.70	0	\$0.00	0.000	\$38.79	0.308	\$27.44	1.554	\$64.41
0.000	\$35.66	0	\$18.91	0.000	\$51.40	0.414	\$41.41	0.104	\$37.86
0.000	\$35.12	0	\$18.91	0.000	\$50.60	0.000	\$12.24	0.000	\$34.52
0.000	\$35.11	0	\$18.91	0.000	\$51.19	2.906	\$84.60	0.210	\$39.43
0.000	\$34.92	2	\$32.60	4.191	\$83.57	0.524	\$40.37	0.207	\$39.62
0.104	\$35.84	0	\$17.80	10.254	\$139.55	0.207	\$36.72	0.000	\$34.71
0.000	\$34.08	0	\$17.80	10.834	\$153.04	0.208	\$36.91	0.312	\$41.38
0.000	\$34.46	0	\$17.80	0.000	\$50.37	0.415	\$38.99	0.000	\$34.73
0.103	\$33.24	1	\$17.80	0.000	\$47.97	0.000	\$32.13	0.206	\$36.24
0.102	\$33.18	1	\$17.80	0.000	\$47.96	0.511	\$36.64	0.102	\$35.43
0.205	\$35.73	0	\$17.80	0.000	\$49.52	0.616	\$39.55	0.000	\$34.02

Polymer	Lbs	Baseline	Delta	22/23 Cost	Rate
Jul-22	0	1800	1800	\$0.00	0.0000
Aug-22	1800	1800	0	\$4,680.00	2.6000
Sep-22	0	0	0	\$0.00	0.0000
Oct-22	0	1800	1800	\$0.00	0.0000
Nov-22	900	0	-900	\$2,340.00	2.6000
Dec-22	0	0	0	\$0.00	0.0000
Jan-23	1800	1800	0	\$3,175.52	1.7642
Feb-23	1800	0	-1800	\$3,175.52	1.7642
Mar-23	1800	1800	0	\$3,108.50	1.7269
Apr-23	0	1800	1800	\$0.00	0.0000
May-23	0	1800	1800	\$0.00	0.0000
Jun-23	0	1800	1800	\$0.00	0.0000
	8100	14400	6300	\$16,479.54	\$2.03

Chlorine	Pounds	Baseline	Delta	22/23 Cost	Rate
Jul-22	2000	2000	0	\$1,610.00	\$0.81
Aug-22	0	2000	2000	\$0.00	\$0.00
Sep-22	0	0	0	\$0.00	\$0.00
Oct-22	0	0	0	\$0.00	\$0.00
Nov-22	0	0	0	\$0.00	\$0.00
Dec-22	0	0	0	\$0.00	\$0.00
Jan-23	0	0	0	\$0.00	\$0.00
Feb-23	0	0	0	\$0.00	\$0.00
Mar-23	0	0	0	\$0.00	\$0.00
Apr-23	0	0	0	\$0.00	\$0.00
May-23	2000	4000	2000	\$2,632.50	\$1.32
Jun-23	2000	0	-2000	\$2,450.00	\$1.23
	6000	8000	2000	\$6,692.50	\$1.12
Sulfur Dioxide	Pounds	Baseline	Delta	22/23 Cost	Rate
Jul-22	2000	0	-2000	\$1,395.00	\$0.70
Aug-22	0	2000	2000	\$0.00	\$0.00
Sep-22	0	0	0	\$0.00	\$0.00
Oct-22	0	0	0	\$0.00	\$0.00
Nov-22	0	0	0	\$0.00	\$0.00
Dec-22	0	0	0	\$0.00	\$0.00
Jan-23	0	0	0	\$0.00	\$0.00
Feb-23	0	0	0	\$0.00	\$0.00
Mar-23	0	0	0	\$0.00	\$0.00
Apr-23	0	0	0	\$0.00	\$0.00
May-23	0	0	0	\$0.00	\$0.00
Jun-23	0	150	150	\$0.00	\$0.00
					\$0.00
	2000	2150	150	\$1,395.00	\$0.70

APENDICE

F

FINE BUBBLE DIFFUSER SAVINGS

Fine Bubble Diffuser Savings

BASELINE

2001 BLOWER ELECTRICAL COST			
2001 Month	Blower KWH	Actual \$/KWH	Monthly \$Cost
Jan-01	235,800	\$0.0494993	\$11,671.93
Feb-01	211,900	\$0.0578418	\$12,256.67
Mar-01	232,700	\$0.0597276	\$13,898.61
Apr-01	229,000	\$0.0607310	\$13,907.40
May-01	240,400	\$0.0601067	\$14,449.64
Jun-01	225,000	\$0.0564393	\$12,698.84
Jul-01	228,800	\$0.0560895	\$12,833.28
Aug-01	222,000	\$0.0571088	\$12,678.15
Sep-01	208,900	\$0.0282903	\$5,909.84
Oct-01	222,400	\$0.0276361	\$6,146.26
Nov-01	213,600	\$0.0281237	\$6,007.22
Dec-01	227,800	\$0.0329580	\$7,507.83
Totals	2,698,300	\$0.5745519	\$129,965.66
Average	224,858	\$0.0478793	\$10,830.47

2022/2023 BLOWER ELECTRICAL COST			
ACTUAL YTD			
22/23 Month	Blower KWH	Actual \$/KWH	Monthly \$Cost
Jan-23	141,900	0.084250	\$11,955.08
Feb-23	124,300	0.085227	\$10,593.72
Mar-23	137,400	0.085922	\$11,805.68
Apr-23	121,900	0.086680	\$10,566.29
May-23	122,100	0.091884	\$11,219.04
Jun-23	111,300	0.088622	\$9,863.63
Jul-22	119,800	0.079087	\$9,474.62
Aug-22	122,000	0.078255	\$9,547.11
Sep-22	125,300	0.088661	\$11,109.22
Oct-22	134,700	0.088551	\$11,927.82
Nov-22	133,000	0.085365	\$11,353.55
Dec-22	139,000	0.086051	\$11,961.09
Totals	1,532,700		\$131,376.84
Average	127,725	\$0.085713	\$10,948.07

KWH & COST SAVINGS		
22/23KWH Reduction	%	Savings @ 22/23 Cost / KWH
Jan	39.8%	\$7,911.08
Feb	41.3%	\$7,465.89
Mar	41.0%	\$8,188.37
Apr	46.8%	\$9,283.43
May	49.2%	\$10,869.88
Jun	50.5%	\$10,076.32
Jul	47.6%	\$8,620.48
Aug	45.0%	\$7,825.50
Sep	40.0%	\$7,412.06
Oct	39.4%	\$7,765.92
Nov	37.7%	\$6,880.42
Dec	39.0%	\$7,641.33
	43.1%	
Total \$ Savings =		\$99,940.67
1,165,600	=	YTD KWH SAVED

APENDICE

G

MAINTENANCE CEILING

(Repair & Maintenance)

RECONCILIATION

Bartlesville R & M BUDGET 2022-2023

	ACTUAL	BUDGETED	Monthly Running Total
Early Posting			\$ -
Jul-22	\$ 5,049.08	(14,831.59)	\$ (9,782.51)
Aug-22	\$ 10,156.09	(14,831.59)	\$ (4,675.50)
Sep-22	\$ 22,899.61	(14,831.59)	\$ 8,068.02
Oct-22	\$ 8,769.48	(14,831.59)	\$ (6,062.11)
Nov-22	\$ 23,675.80	(14,831.59)	\$ 8,844.21
Dec-22	\$ 10,138.14	(14,831.59)	\$ (4,693.45)
Jan-23	\$ 4,703.53	(14,831.59)	\$ (10,128.06)
Feb-23	\$ 8,723.69	(14,831.59)	\$ (6,107.90)
Mar-23	\$ 3,613.37	(14,831.59)	\$ (11,218.22)
Apr-23	\$ 19,725.85	(14,831.59)	\$ 4,894.26
May-23	\$ 8,957.05	(14,831.59)	\$ (5,874.54)
Jun-23	\$ 20,799.76	(14,831.59)	\$ 5,968.17
Trailing	\$ 43,985.06		\$ 43,985.06
	\$ 191,196.51	\$ (177,979.08)	\$ 13,217.43
% of budget spent		107%	

APENDICE

H

BIOSOLIDS LAND APPLICATION

Annual Biosolids Land Applied

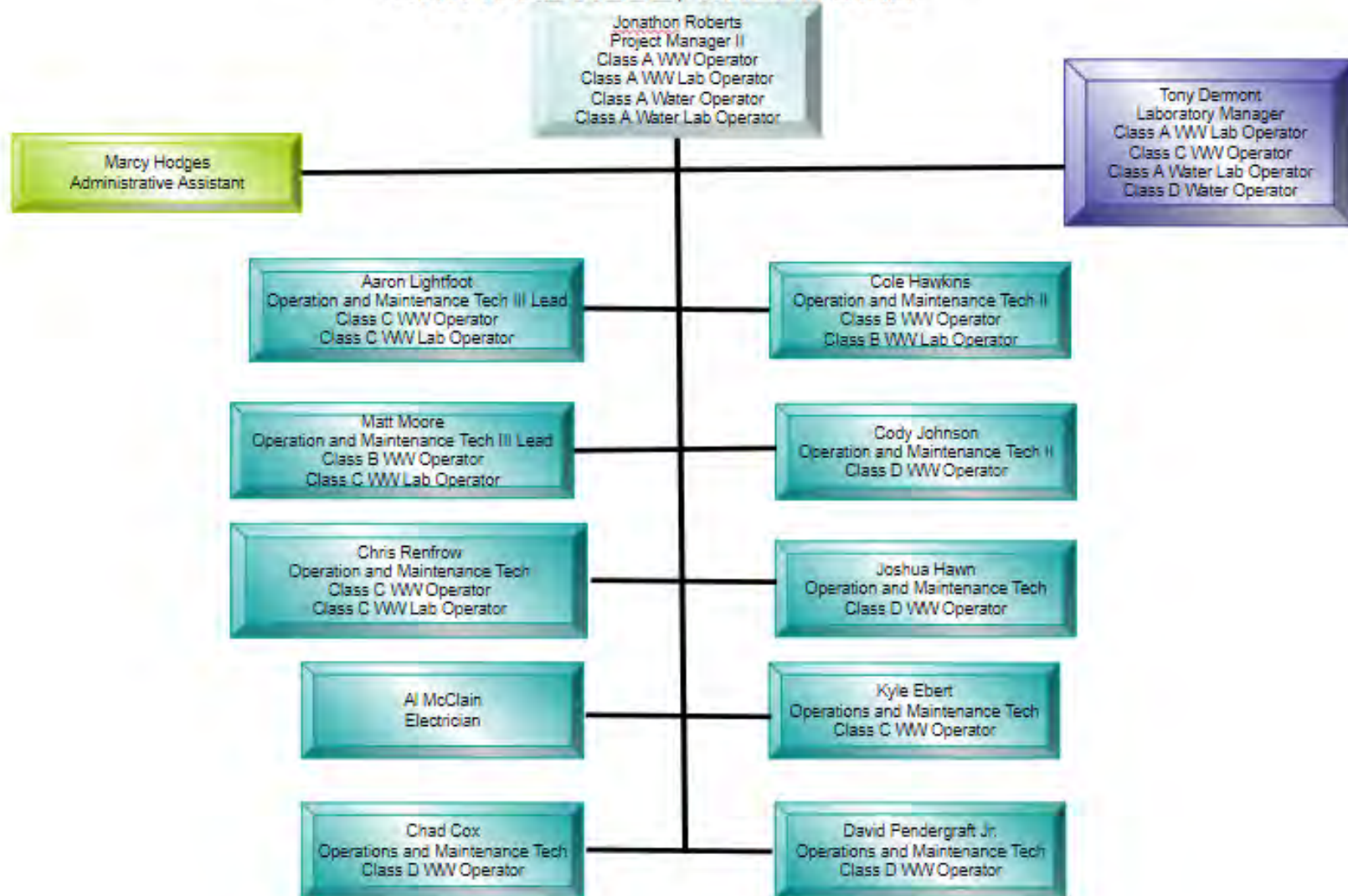
	AVG %TS OF TRK LOAD	Sludge Land Applied	METRIC TONS OF SLUDGE DISPOSED	Sludge Land Applied Gal	Sldg Loads/Day	Total Tons to Dig/day	Total MTons Sludge to Digesters
	%	Tons	Tons	KGAL	Lds	Tons	MTons
Month							
Jul-22	4.65	129.9	117.8	680	136	103.5	93.9
Aug-22	4.79	74.1	67.2	375	75	94.8	86
Sep-22	4.07	109.1	99	630	126	69.6	63.1
Oct-22	3.51	84.2	76.4	585	117	79.4	72.1
Nov-22	3.32	51.9	47.1	355	71	86.8	78.7
Dec-22	3.41	58.9	53.5	410	82	79.3	72
Jan-23	3.78	118.5	107.5	735	147	119.4	108.3
Feb-23	3.06	45.6	41.4	365	73	107.7	97.7
Mar-23	3.74	109	98.9	700	140	133.1	120.7
Apr-23	3.82	169.9	154.1	1,060	212	136.4	123.8
May-23	3.98	164.8	149.5	960	192	127.2	115.4
Jun-23	2.44	58.6	53.1	570	114	122.4	111.1
Minimum	2.44	45.6	41.4	355	71	69.6	63.1
Maximum	4.79	169.9	154.1	1,060	212	136.4	123.8
Total	44.56	1,174.50	1,065.50	7,425	1,485	1,259.70	1,142.80
Average	3.71	97.9	88.8	619	124	105	95.2

APENDICE

I

FACILITY ORGANIZATION CHART

VEOLIA WATER CHICKASAW WASTEWATER PROJECT BARTLESVILLE, OKLAHOMA



APENDICE

J

GRAPHS

- Precipitation Influence on Flow
- Influent Flow
- Effluent BOD
- Effluent TSS
- Effluent Ammonia

Precipitation Influence on Flow



Date (7/1/2022 to 6/30/2023)

EFFLUENT Flow (mgd) (Mo Avg) Rainfall (in) (Mo Avg)

Influent Flow

Design 7.0 MGD

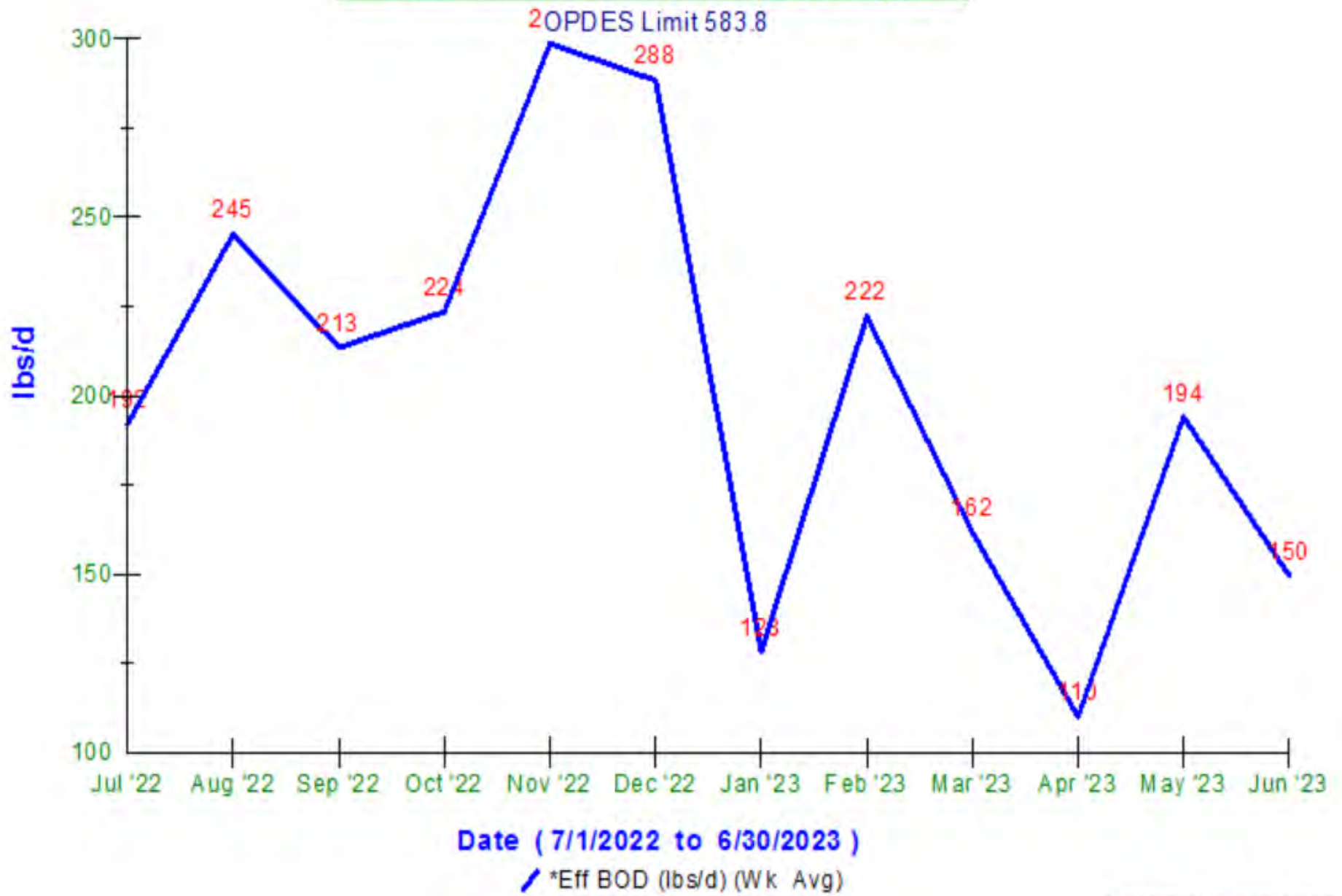


Date (7/1/2022 to 6/30/2023)

/ EFFLUENT Flow (mgd) (Mo Avg)

Influent Flow

Effluent BOD - Monthly Average



Effluent BOD - Monthly Average

Effluent TSS - Monthly Average

OPDES Limit 875.7

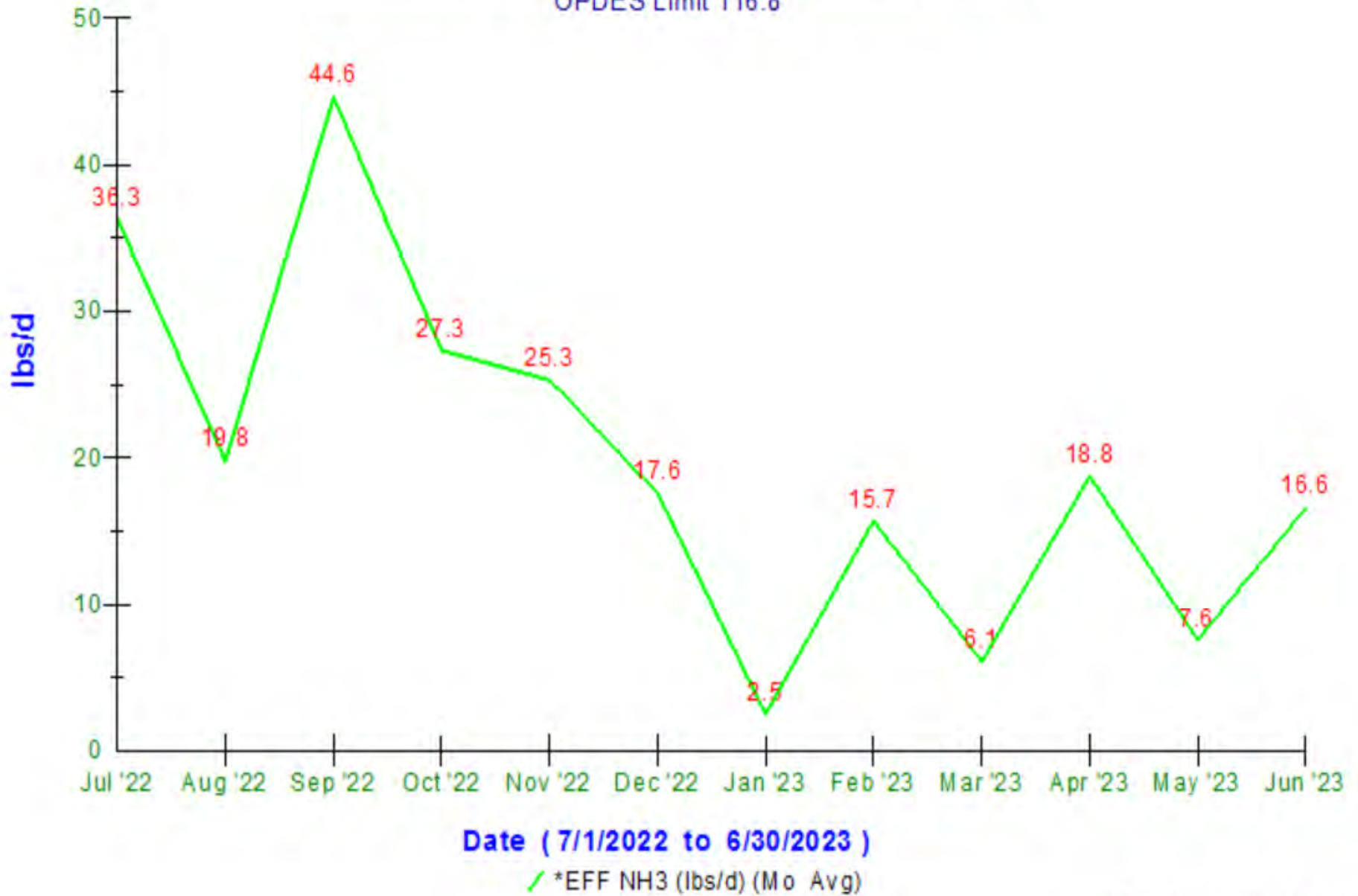


Date (7/1/2022 to 6/30/2023)

/ *Eff TSS (lbs/d) (Mo Avg)

Effluent Ammonia-Monthly Average

OPDES Limit 116.8



BARTLESVILLE NEXT PROGRESS REPORT - December 2023

FINANCIAL STRENGTH AND OPERATIONAL EXCELLENCE						
Focus on staff recruitment, retention, development, department collaborations, and safety programs to improve workplace culture and morale.						
1		Investigate programs to recruit non-traditional employees and within schools.	HR	10/23	100%	
2		Within six months of adoption of Strategic plan, investigate potential vacation buyback program.	HR	10/23	100%	
3		Implement a job swap program for employees.	HR	10/23	100%	
4		Hold employee appreciation luncheons twice yearly.	HR	07/24	50%	
5		Investigate ways to implement a flex-hours or work from home program for applicable employees.	HR	04/24	95%	Adjusted City Hall hours and will issue policy for all other departments this month.
Improve and modernize our workplace including seeking accreditations for operational excellence, developing a performance and reward-based evaluation process,						
1		Develop a committee to research best practices and accreditation programs.	Admin	10/23	75%	Committee has met and is gathering data.
2		Develop and implement a performance and reward-based evaluation process for general employees by July 1, 2023 with intent to negotiate this process for uniformed groups in the future.	HR	07/23	100%	
3		Re-evaluate 311 and Enterprise Asset Management (E.A.M.) to determine how we can integrate these systems into our operating departments.	IT	04/24	30%	Reevaluating options for software.
4		Revise and update our website using newest technologies and integrations to improve citizen satisfaction and e-gov capabilities.	CCO	10/24	30%	
Develop annual communications and feedback systems to include a standard report to citizens, community survey, and employee survey.						
1		Create and publish annual digital report on overall City and departmental achievements, progress, and goals. Summary of report to be circulated in utility bill.	Admin	09/24	15%	Changed the date to match up with our fiscal year. Original completion date was 4/24.
2		Create and distribute an annual survey to obtain citizen feedback and requests for all City departments. Individual departments may also be surveyed individually as part of a larger survey plan.	Admin	04/24	5%	
3		Create and distribute survey for employees to rate their department and the City as an overall employer by July 1, 2023.	HR	07/23	100%	
4		Develop feedback cards for golf course, library and other City services as appropriate.	Admin	10/23	85%	All ideas for feedback cards have been submitted and are being reviewed.
5		Continue to enhance, improve, and promote City Beat and grow subscription base by 10%.	CCO	04/24	100%	
Adopt governance best practices relating to debt, financial targets, multi-year plans, and a comprehensive Council handbook.						
1		Develop and adopt formal policies pertaining to:				
	a	Formal debt policy based on GFOA authoritative guidance.	A&F	10/23	100%	This will be discussed at our Oct workshop.

BARTLESVILLE NEXT PROGRESS REPORT - December 2023

b	Formal policy requiring that utility rate studies be conducted at least every 5 years and requiring Council to utilize periodic rate studies to adopt multiyear rate plans.	A&F	10/23	100%	This will be discussed at our Oct workshop.
c	Formal capital planning policy requiring that a 5-year Capital Improvement Plan (CIP) be prepared by Staff and adopted by the City Council concurrently with the budget every year.	A&F	10/23	100%	This will be discussed at our Oct workshop.
2	Future budgets should include 5-year projections of revenue and expenditures for major operating funds to assist the Council and Staff in better planning for the future.	A&F	07/24	35%	
3	City Council will adopt a City Council Handbook that will help to guide current and future City Councils. City Manager will work with Mayor to schedule a Council workshop to discuss this item within one year of adoption of Strategic Plan.	Admin	04/24	100%	This will be discussed at our Oct workshop.
EFFECTIVE INFRASTRUCTURE NETWORK					
Develop Asset Management Program for infrastructure.					
1	The intent of the asset management program is to compile age, material, condition, and service life of the City's infrastructure (facilities, airport, streets, storm drain, wastewater, water, signals, signs, etc.) into ESRI's GIS software to aid in planning improvement priority and capital needs.	Eng			
a	Staff will determine what items need to be tracked, what data exists, and what data needs to be collected	Eng	10/23	95%	Waiting on asset management software
b	Select consultant to collect and populate data into ESRI.	Eng			
i	Facilities, streets, storm drains, wastewater and water	Eng	10/24	25%	
ii	Signs and signals	Eng	10/25	50%	
Improve road conditions as captured by Pavement Condition Index (PCI).					
1	Improve road conditions as captured by Pavement Condition Index (PCI).	Eng			
a	Complete PCI update currently under contract.	Eng	04/23	100%	
b	Once complete, develop several PCI score scenarios (maintain existing, desired PCI in 5 years and desired PCI in 10 years) with capital investment requirements – 6 months.	Eng	06/23	100%	
ECONOMIC VITALITY					
Reevaluate our development regulatory policies to ensure all rules, regulations, and processes align with best practices and reflect the character of our community.					
1	Update the city's comprehensive plan and other long-range plans utilizing accepted best practices (i.e. transportation, storm drainage, utilities, etc.).	Comm Dev			
a	Staff will develop an RFP to select a consultant.	Comm Dev	06/23	100%	
b	Present recommendations to the Council	Comm Dev	06/24	5%	

BARTLESVILLE NEXT PROGRESS REPORT - December 2023

2		Update zoning, subdivision, and other ordinances and codes which regulate private development and land use following the updated comprehensive land use plan.	Comm Dev	06/25	0%	
Collaborate with economic development partners and experts to optimize development.						
1		Identify economic development partners and assign City employee to act as economic development liaison. Liaison shall act as conduit between economic development partners, developer, and City departments.	Admin	06/23	100%	
2		Convene a meeting with all economic development partners to determine how best to support their efforts and to define the expectations for all parties.	Admin	12/23	100%	
3		Ongoing coordination between liaison and economic development partners.	Admin		100%	
Develop and implement strategies to retain and attract young professionals and families to Bartlesville.						
1		Identify community partners who employ and recruit young professionals.	Admin	09/23	100%	
2		Engage with community partners to learn how the City can attract young professionals and families	Admin	01/24	0%	
3		Examine ways to make the community more enticing for businesses and restaurants that attract young professionals and families	Admin	01/24	0%	
4		Work closely with BDA and Visit Bartlesville to promote their efforts and accomplishments	Admin	01/24	0%	
COMMUNITY CHARACTER						
Explore opportunities to embrace the unique cultures of our community.						
1		Coordinate a multi-cultural group to highlight the diverse cultures in our community.	Library	01/24	100%	
	a	Use this group to support/identify cultural needs that are unmet.				
	b	Partner/support this group for an annual event.				
2		Allocate city resources for support group (such as facilities, properties, venues, etc.)	Library	01/25	0%	
Develop and maintain healthy lifestyle options as a segment of our parks, recreation and transportation systems.						
1		As part of the update to the City's comprehensive and other plans identified in Economic Vitality, update the Parks Masterplan to ensure that lifestyle options and parks and recreation systems are meeting the needs of the public.	Comm Dev	06/24	20%	Tied to the comprehensive plan.
2		Create a Trails/Multi-model plan that incorporates existing assets and plans such as bicycle plan.	CD/S&T		0%	Tied to the comprehensive plan.
	a	Review, evaluate, and update the Bicycle Plan	CD/S&T	04/24	0%	Tied to the comprehensive plan.
Ensure and maintain clean, bright, vibrant community spaces.						

BARTLESVILLE NEXT PROGRESS REPORT - December 2023

1		Address vandalism and criminal activities in our community spaces, including destruction or defacement of public restrooms, violations of park curfews, etc.	PW/PD			
	a	Improve security measures at public restrooms using automatic locks combined with motion and smoke detectors	Pub Works	04/24	85%	8 of 10 bathrooms installed
	b	Police to respond to all calls at public restrooms generated by new systems	PD	04/24	100%	
	i	Offenders, especially repeat offenders, will be prosecuted for vandalism, arson, trespassing, etc.	PD	04/24	100%	
2		Coordinate citizen volunteer efforts to supplement our maintenance efforts and to improve the appearance of our City. These could include periodic clean up days, adopt a mile programs, adopt a path programs, etc.	CD/PW	07/23	95%	Staff is investigating the possibility of a beautification council.
	a	Staff to list and prioritize possible programs.	CD/PW	01/24	0%	
	b	Adopt formal policy for selected program(s).	CD/PW	04/24	0%	
	c	Advertise, promote, operate, and publicly report on the success of this program.	CD/PW	10/24	0%	
3		Establish Neighborhood Watch and Sentinel Program	PD	10/23	85%	
4		Finalize implementation of and launch Software 311 and City App	Comm Dev	04/24	75%	Reevaluating options for software.
5		Create a list of minimum maintenance intervals for our parks and rights-of-way.	Pub Works	07/23	98%	
EMERGING ISSUES						
Partner with community groups to discuss, evaluate and report on existing needs and potential solution that address: Child Care, Housing, Homelessness, and Others						
1		Child Care:	Admin			
	a	Collaborate with local groups to help find solutions to the local child care shortage.	Admin	04/24	70%	
	b	Help advocate for reform of child care regulations that act as barriers to new facilities.	Admin		70%	
2		Housing:	Comm Dev			
	a	Evaluate local housing supply and demand to determine gaps in local housing stock by price level.	Comm Dev	04/24	95%	
3		Homelessness:	PD			
	a	Collaborate with local groups seeking to reduce homelessness including “United Way” and “B the Light”.	Admin/CD	04/24	80%	
	b	Review existing laws and enforcement policies and retrain police officers to better handle crimes committed by the homeless.	Admin/PD	04/24	100%	
	c	Utilize the mental health team data from PD to better understand our homeless population, how many homeless are in Bartlesville, and why they are here.	Admin/PD	04/24	100%	



I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Receipt of Interim Financials for the four months ending October 31, 2023.

Attachments:

Interim Financials for October 31, 2023

II. STAFF COMMENTS AND ANALYSIS

Staff has prepared the condensed Interim Financial Statements for October 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 October 31, 2023.



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

For The Four Months Ended October 31, 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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HIGHLIGHTS

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GENERAL FUND

WASTEWATER OPERATING/BMA WASTEWATER FUNDS

WATER OPERATING/BMA WATER FUNDS

SANITATION

OTHER FUNDS:

REVENUE BUDGET STATUS

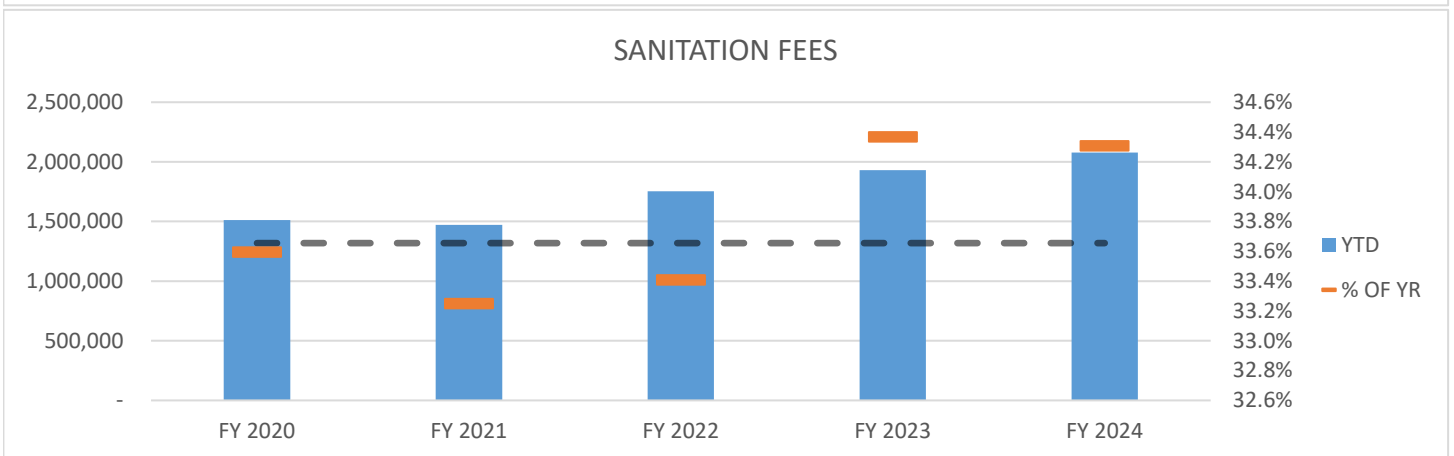
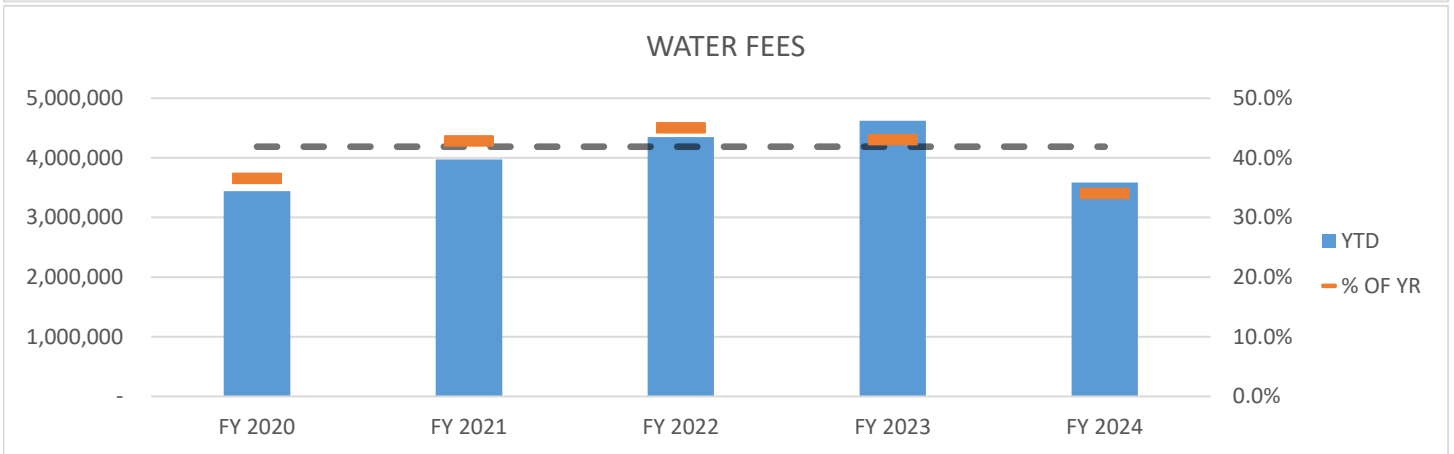
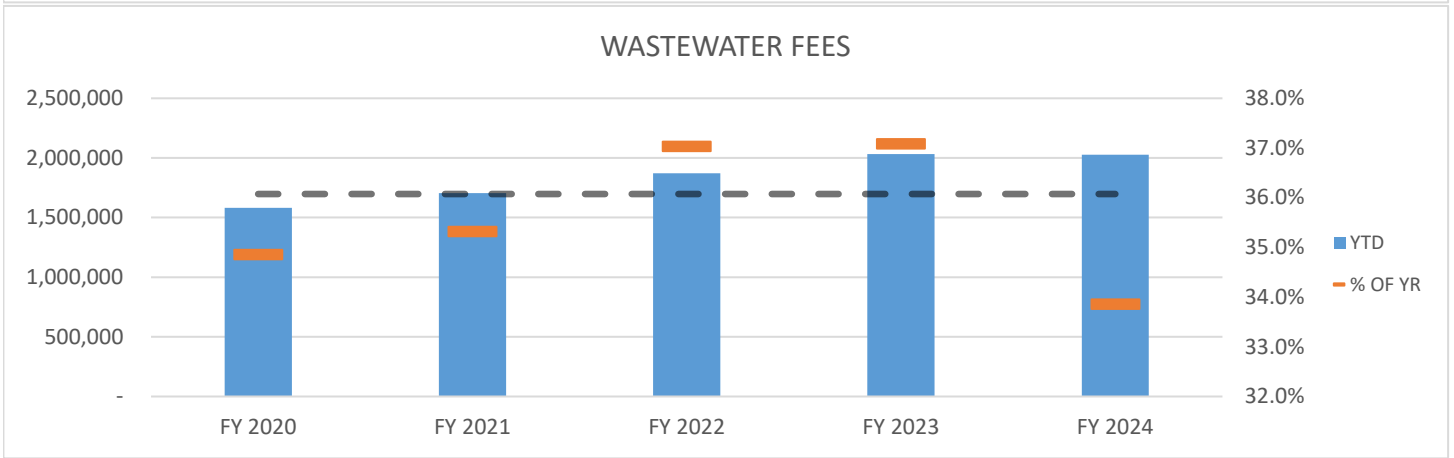
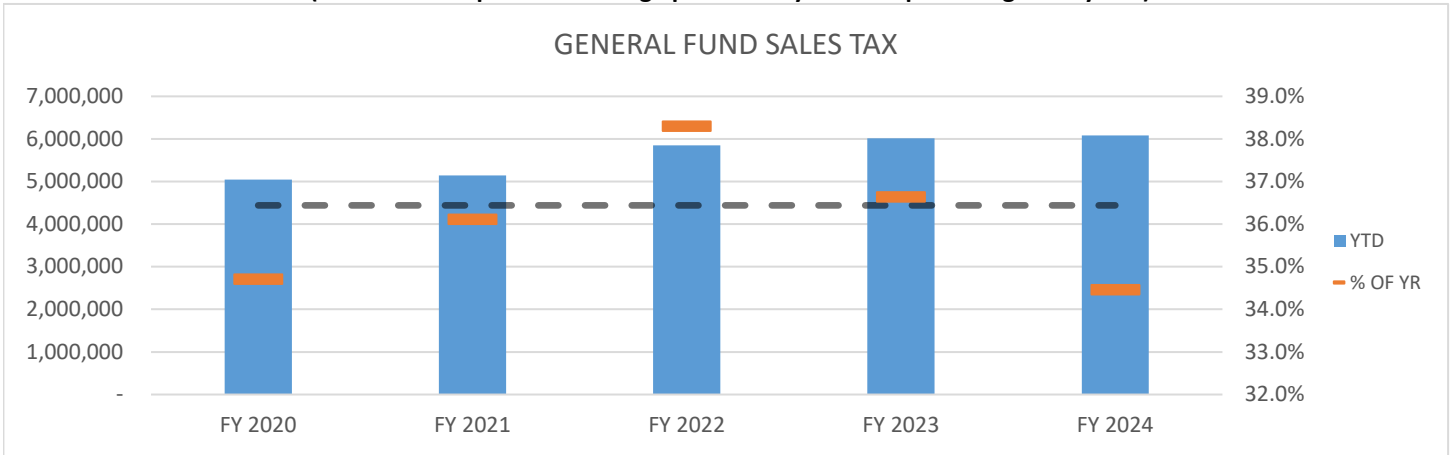
EXPENDITURE BUDGET STATUS

CHANGE IN FUND BALANCE

EXPLANATORY MEMO

FINANCIAL STATEMENT REVENUE HIGHLIGHTS

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



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

33% of Year Lapsed

	<u>2023-24 Fiscal Year</u>					% of Budget	<u>2022-23 Fiscal Year</u>	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total		YTD Total	% Total Year
Revenue:								
Sales Tax	\$ 17,643,955	\$ 5,881,318	\$ 6,080,892	\$ -	\$ 6,080,892	34.5%	\$ 6,011,639	33.2%
Use Tax	2,500,000	833,333	1,544,281	-	1,544,281	61.8%	-	0.0%
Gross Receipt Tax	1,582,000	527,333	502,947	-	502,947	31.8%	522,544	32.1%
Licenses and Permits	256,700	85,567	165,842	-	165,842	64.6%	156,017	60.6%
Intergovernmental	700,400	233,467	170,708	-	170,708	24.4%	271,774	38.1%
Charges for Services	478,800	159,600	247,941	-	247,941	51.8%	177,848	29.7%
Court Costs	160,000	53,333	52,179	-	52,179	32.6%	73,544	38.7%
Police/Traffic Fines	460,000	153,333	103,656	-	103,656	22.5%	151,906	37.5%
Parking Fines	68,200	22,733	16,200	-	16,200	23.8%	18,030	37.6%
Other Fines	80,400	26,800	17,986	-	17,986	22.4%	26,208	37.3%
Investment Income	150,000	50,000	1,042,845	-	1,042,845	695.2%	33,333	3.5%
Miscellaneous Income	875,700	291,900	242,878	-	242,878	27.7%	146,292	19.4%
Transfers In	<u>6,561,228</u>	<u>2,187,076</u>	<u>2,187,084</u>	<u>-</u>	<u>2,187,084</u>	33.3%	<u>3,056,989</u>	33.3%
Total	<u>\$ 31,517,383</u>	<u>\$ 10,505,793</u>	<u>\$ 12,375,438</u>	<u>\$ -</u>	<u>\$ 12,375,438</u>	39.3%	<u>\$ 10,646,124</u>	30.9%
Expenditures:								
General Government	\$ 8,965,657	\$ 2,988,552	\$ 2,637,024	\$ 219,424	\$ 2,856,448	31.9%	\$ 2,778,642	33.9%
Public Safety	16,604,031	5,534,677	5,351,114	160,403	5,511,517	33.2%	5,246,979	34.0%
Street	2,051,398	683,799	576,395	1,484	577,879	28.2%	611,369	34.0%
Culture and Recreation	3,666,412	1,222,137	1,103,506	26,637	1,130,143	30.8%	1,121,093	34.4%
Transfers Out	4,189,369	1,396,456	1,396,403	-	1,396,403	33.3%	1,337,067	33.3%
Reserves	<u>1,194,800</u>	<u>398,267</u>	<u>-</u>	<u>-</u>	<u>-</u>	0.0%	<u>-</u>	N.A.
Total	<u>\$ 36,671,667</u>	<u>\$ 12,223,888</u>	<u>\$ 11,064,442</u>	<u>\$ 407,948</u>	<u>\$ 11,472,390</u>	31.3%	<u>\$ 11,095,150</u>	33.9%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 6,559,526					
Net Revenue (Expense)			<u>1,310,996</u>					
Ending Fund Balance			<u>\$ 7,870,522</u>					

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

33% of Year Lapsed

	<u>2022-23 Fiscal Year</u>					<u>% of Budget</u>	<u>2021-22 Fiscal Year</u>	
	<u>Total Budget</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Encum</u>	<u>YTD Total</u>		<u>YTD Total</u>	<u>% Total Year</u>
Revenue:								
Wastewater Fees	\$ 6,007,344	\$ 2,002,448	\$ 2,028,797	\$ -	\$ 2,028,797	33.8%	\$ 2,037,356	40.9%
Investment Income	-	-	-	-	-	N.A.	-	0.0%
Debt Proceeds	-	-	-	-	-	N.A.	-	N.A.
Miscellaneous	<u>30,000</u>	<u>10,000</u>	<u>468</u>	<u>-</u>	<u>468</u>	1.6%	<u>300</u>	1.5%
Total	<u>\$ 6,037,344</u>	<u>\$ 2,012,448</u>	<u>\$ 2,029,265</u>	<u>\$ -</u>	<u>\$ 2,029,265</u>	33.6%	<u>\$ 2,037,656</u>	40.7%
Expenditures:								
Wastewater Plant	\$ 2,965,385	\$ 988,462	\$ 1,009,310	\$ 1,920,891	\$ 2,930,201	98.8%	\$ 2,670,956	100.1%
Wastewater Maint	861,009	287,003	273,410	(904)	272,506	31.6%	224,405	34.3%
BMA Expenses	27,735	9,245	13,883	-	13,883	50.1%	13,954	N.A.
Transfers Out	1,646,975	548,992	548,999	-	548,999	33.3%	547,534	38.0%
Reserves	<u>88,790</u>	<u>29,597</u>	<u>-</u>	<u>-</u>	<u>-</u>	0.0%	<u>-</u>	N.A.
Total	<u>\$ 5,589,894</u>	<u>\$ 1,863,299</u>	<u>\$ 1,845,602</u>	<u>\$ 1,919,987</u>	<u>\$ 3,765,588</u>	67.4%	<u>\$ 3,456,849</u>	72.6%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 2,904,457					
Net Revenue (Expense)			<u>183,663</u>					
Ending Fund Balance			<u>\$ 3,088,120</u>					

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

33% 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	\$ 11,091,140	\$ 3,697,047	\$ 3,782,756	\$ -	\$ 3,782,756	34.1%	\$ 4,839,356	46.0%
Investment Income	-	-	-	-	-	N.A.	-	0.0%
Debt Proceeds	-	-	-	-	-	N.A.	-	N.A.
Miscellaneous	-	-	293	-	293	N.A.	-	0.0%
Total	<u>\$ 11,091,140</u>	<u>\$ 3,697,047</u>	<u>\$ 3,783,049</u>	<u>\$ -</u>	<u>\$ 3,783,049</u>	34.1%	<u>\$ 4,839,356</u>	46.0%
Expenditures:								
Water Plant	\$ 3,930,908	\$ 1,310,303	\$ 1,216,862	\$ 137,757	\$ 1,354,618	34.5%	\$ 1,505,297	54.1%
Water Administration	403,611	134,537	112,651	46,718	159,368	39.5%	134,631	39.9%
Water Distribution	2,251,525	750,508	563,752	(31,191)	532,561	23.7%	652,058	48.3%
BMA Expenses	3,826,024	1,275,341	1,739,093	(9,530)	1,729,563	45.2%	19,336	0.6%
Transfers Out	2,585,280	861,760	861,768	-	861,768	33.3%	856,470	38.3%
Reserves	294,520	98,173	-	-	-	0.0%	-	N.A.
Total	<u>\$ 13,291,868</u>	<u>\$ 4,430,622</u>	<u>\$ 4,494,125</u>	<u>\$ 143,753</u>	<u>\$ 4,637,878</u>	34.9%	<u>\$ 3,167,791</u>	32.7%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 7,243,671					
Net Revenue (Expense)			<u>(711,076)</u>					
Ending Fund Balance			<u>\$ 6,532,595</u>					

SANITATION FUND

Statement of Revenue, Expenditures, and Changes in Fund Balances

33% of Year Lapsed

	<u>2023-24 Fiscal Year</u>					% of Budget	<u>2022-23 Fiscal Year</u>	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total		YTD Total	% Total Year
Revenue:								
Collection Fees	\$ 6,055,185	\$ 2,018,395	\$ 2,045,206	\$ -	\$ 2,045,206	33.8%	\$ 1,898,848	32.8%
Investment Income	-	-	-	-	-	N.A.	-	N.A.
Miscellaneous	173,239	45,669	45,747	-	45,747	26.4%	46,794	28.1%
Transfers In	-	-	-	-	-	N.A.	-	N.A.
Total	<u>\$ 6,228,424</u>	<u>\$ 2,064,064</u>	<u>\$ 2,090,953</u>	<u>\$ -</u>	<u>\$ 2,090,953</u>	33.6%	<u>\$ 1,945,642</u>	32.7%
Expenditures:								
Sanitation	\$ 3,564,131	\$ 1,188,044	\$ 993,805	\$ 95,706	\$ 1,089,511	30.6%	\$ 1,181,436	36.2%
Transfers Out	2,649,730	883,243	883,250	-	883,250	33.3%	882,486	33.3%
Reserves	134,997	44,999	-	-	-	0.0%	-	N.A.
Total	<u>\$ 6,348,858</u>	<u>\$ 2,116,286</u>	<u>\$ 1,877,055</u>	<u>\$ 95,706</u>	<u>\$ 1,972,761</u>	31.1%	<u>\$ 2,063,922</u>	34.9%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 322,482					
Net Revenue (Expense)			<u>213,898</u>					
Ending Fund Balance			<u>\$ 536,380</u>					

ALL OTHER FUNDS

Revenue Budget Report - Budget Basis

33% of Year Lapsed

	<u>Budget</u>	<u>Actuals</u>	<u>Percent of Budget</u>
Special Revenue Funds:			
Economic Development Fund	1,902,083	647,028	34%
E-911 Fund	1,095,403	377,075	34%
Special Library Fund	88,000	33,791	38%
Special Museum Fund	-	27,550	N/A
Municipal Airport Fund	-	-	N/A
Harshfield Library Donation Fund	-	-	N/A
Restricted Revenue Fund	50,000	58,973	118%
Golf Course Memorial Fund	-	25,050	N/A
CDBG-COVID	-	-	N/A
ARPA	-	-	N/A
Justice Assistance Grant Fund	-	-	N/A
Neighborhood Park Fund	-	-	N/A
Cemetery Care Fund	2,600	709	27%
Debt Service Fund	4,818,069	81,287	2%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	3,330,030	1,160,344	35%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	-	15,200	N/A
Wastewater Regulatory Capital Fund	-	-	N/A
City Hall Capital Improvement Fund	47,880	47,880	100%
Storm Drainage Capital Improvement Fund	-	3,406	N/A
Community Development Block Grant Fund	-	216,987	N/A
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	663,654	276,126	42%
Sooner Pool Operating Fund	72,245	24,085	33%
Frontier Pool Operating Fund	94,205	31,405	33%
Municipal Airport Operating	585,975	261,075	45%
Internal Service Funds:			
Worker's Compensation Fund	93,460	38,820	42%
Health Insurance Fund	3,757,814	1,576,486	42%
Auto Collision Insurance Fund	75,000	25,008	33%
Stabilization Reserve Fund	1,291,774	430,606	33%
Capital Improvement Reserve Fund	6,998,023	2,707,607	39%
Mausoleum Trust Fund	-	-	N/A

ALL OTHER FUNDS

Expenditure Budget Report - Budget Basis

33% of Year Lapsed

	<u>Budget</u>	<u>Actuals</u>	<u>Percent of Budget</u>
Special Revenue Funds:			
Economic Development Fund	5,416,131	1,520,851	28%
E-911 Fund	1,226,020	397,992	32%
Special Library Fund	185,000	30,357	16%
Special Museum Fund	51,500	11,273	22%
Municipal Airport Fund	28,508	-	0%
Harshfield Library Donation Fund	382,568	103	0%
Restricted Revenue Fund	295,441	58,852	20%
Golf Course Memorial Fund	40,940	38,300	94%
CDBG-COVID	-	-	N/A
ARPA	1,000,000	333,336	33%
Justice Assistance Grant Fund	7,619	-	0%
Neighborhood Park Fund	29,599	-	0%
Cemetery Care Fund	12,303	-	0%
Debt Service Fund	4,820,069	1,119,695	23%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	5,891,206	825,302	14%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	27,542	(2,160)	-8%
Wastewater Regulatory Capital Fund	554,842	23,508	4%
City Hall Capital Improvement Fund	170,362	-	0%
Storm Drainage Capital Improvement Fund	55,577	7,447	13%
Community Development Block Grant Fund	-	(520)	N/A
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	3,885	-	0%
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	28,659	-	0%
2018C G.O. Bond Fund	-	-	N/A
2019A G.O. Bond Fund	326,564	-	0%
2019B G.O. Bond Fund	341,460	-	0%
2021A G.O. Bond Fund	521,244	-	0%
2022 G.O. Bond Fund	4,880,960	1,221,300	25%
Proprietary Funds:			
Adams Golf Course Operating Fund	665,922	316,623	48%
Sooner Pool Operating Fund	79,562	16,394	21%
Frontier Pool Operating Fund	94,230	23,482	25%
Municipal Airport Operating	670,036	211,321	32%
Internal Service Funds:			
Worker's Compensation Fund	430,000	61,971	14%
Health Insurance Fund	4,079,068	1,711,460	42%
Auto Collision Insurance Fund	443,559	31,675	7%
Stabilization Reserve Fund	11,933,651	-	0%
Capital Improvement Reserve Fund	12,390,050	2,006,731	16%
Mausoleum Trust Fund	7,791	-	0%

ALL OTHER FUNDS

Fund Balance Report - Modified Cash Basis

33% of Year Lapsed

	<u>Beginning of Year</u>	<u>Change</u>	<u>Current</u>
Special Revenue Funds:			
Economic Development Fund	3,705,288	(170,468)	3,534,820
E-911 Fund	214,997	(19,498)	195,499
Special Library Fund	290,970	7,297	298,267
Special Museum Fund	139,059	16,277	155,336
Municipal Airport Fund	80,702	(12,500)	68,202
Harshfield Library Donation Fund	463,144	(103)	463,041
Restricted Revenue Fund	409,319	25,542	434,861
Golf Course Memorial Fund	45,891	7,775	53,666
CDBG-COVID	-	-	-
ARPA	1,762,952	(333,336)	1,429,616
Justice Assistance Grant Fund	7,619	-	7,619
Neighborhood Park Fund	60,222	-	60,222
Cemetery Care Fund	10,055	709	10,764
Debt Service Fund	3,726,110	81,287	3,807,397
Capital Project Funds:			
Sales Tax Capital Improvement Fund	3,737,112	375,825	4,112,937
Park Capital Improvement Fund	-	-	-
Wastewater Capital Improvement Fund	162,540	(59,799)	102,741
Wastewater Regulatory Capital Fund	840,690	(24,431)	816,259
City Hall Capital Improvement Fund	125,618	47,880	173,498
Storm Drainage Capital Improvement Fund	57,026	(4,041)	52,985
Community Development Block Grant Fund	-	209,287	209,287
2008B G.O. Bond Fund	-	-	-
2009 G.O. Bond Fund	-	-	-
2010 G.O. Bond Fund	-	-	-
2012 G.O. Bond Fund	-	-	-
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	56,485	-	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	-	-	-
2019A G.O. Bond Fund	327,431	-	327,431
2019B G.O. Bond Fund	397,717	(20,325)	377,392
2021A G.O. Bond Fund	526,494	-	526,494
2022A G.O. Bond Fund	6,765,084	(1,783,369)	4,981,715
Proprietary Funds:			
Adams Golf Course Operating Fund	19,376	39,815	59,191
Sooner Pool Operating Fund	21,830	7,952	29,782
Frontier Pool Operating Fund	23,562	4,628	28,190
Municipal Airport Operating	309,066	68,568	377,634
Internal Service Funds:			
Worker's Compensation Fund	196,884	(8,331)	188,553
Health Insurance Fund	45,564	(43,500)	2,064
Auto Collision Insurance Fund	509,867	(30,801)	479,066
Stabilization Reserve Fund	11,933,651	430,606	12,364,257
Capital Improvement Reserve Fund	17,068,585	2,055,558	19,124,143
Mausoleum Trust Fund	8,164	-	8,164



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.



**ANNUAL FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORTS**

**AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2022**

**CITY OF BARTLESVILLE,
OKLAHOMA**

**ANNUAL FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORTS**

**AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2022**

**CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022**

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**CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022**

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**CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022**

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INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and City Council
City of Bartlesville, Oklahoma

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bartlesville, Oklahoma (the "City"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the City's component units, Bartlesville Redevelopment Trust Authority, Bartlesville Community Center Trust Authority, and Bartlesville Development Authority, collectively (the "Authorities"), which represents 48 percent, 64 percent, and 10 percent, respectively, of the assets, net position, revenues, and where applicable, cash flows of the City of Bartlesville for the year then ended. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for these Authorities, are based solely other report of the other auditors.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As discussed in Note 1 to the financial statements, in 2022 the City adopted new accounting guidance, GASB No. 87 *Leases*. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with

generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City’s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis and the other required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City’s basic financial statements. The combining and individual nonmajor fund financial statements as listed in the table of contents of other supplementary information are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 29, 2023, on our consideration of the City’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City’s internal control over financial reporting and compliance.



Arledge & Associates PC

Edmond, Oklahoma
September 29, 2023



**CITY OF BARTLESVILLE, OKLAHOMA
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As of and for the Year Ended June 30, 2022**

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**CITY OF BARTLESVILLE, OKLAHOMA
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MANAGEMENT DISCUSSION AND ANALYSIS

**CITY OF BARTLESVILLE, OKLAHOMA
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The management of the City of Bartlesville, Oklahoma (the “City”), is pleased to present its perspective of the City’s financial performance as a whole for the fiscal year ended June 30, 2022. The intent of this discussion and analysis is to summarize for the reader the financial information more fully contained in the attached financial statements and notes and to explain the major points in the financial statements, both positive and negative. Comparisons with prior fiscal years are provided as needed. Please read it in conjunction with the City’s financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- For the fiscal year ended June 30, 2022, the City’s total net position increased by \$14.5 million or 6.83% from the prior year.
- During the year, the City’s expenses for governmental activities were \$31.6 million and were funded by program revenues of \$8.1 million and further funded with taxes and other general revenues that totaled \$36.1 million.
- In the City’s business-type activities, such as utilities, program revenues exceed program expenses by \$2.1 million.
- Taxes increased by \$2.4 million or 8.5% over the prior fiscal year.
- At June 30, 2022, the General Fund reported an unassigned fund balance of \$2.7 million, which is a decrease of 42% from the prior year unassigned fund balance.
- For budgetary reporting purposes, the General Fund reported revenues over estimates of \$0.03 million or 0.2%, while expenditures were under the final appropriations by \$0.7 million or 2.7%.
- Noteworthy changes to the City’s capital assets included:
 - Completed over \$2.6 million in street projects.
 - Completed construction of the Tower Green costing over \$2.4 million.
 - Completed replacement of a 20” water line costing over \$1.8 million.
- The City has retained its AA- bond rating making it one of the highest in the State of Oklahoma for public entities.
- The City added an additional \$0.9 million to its stabilization reserve fund, bringing the total to \$10.2 million or 21% of budgeted expenditures.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial statements presented herein include all of the activities of the City and its component units. Included in this report are government-wide statements for each of two categories of activities – governmental and business-type. The government-wide financial statements present the complete financial picture of the City from the economic resources measurement focus using the accrual basis of accounting. They present governmental activities and business-type activities separately and combined. These statements include all assets of the City (including infrastructure capital assets) as well as all liabilities (including all long-term debt), as well as deferred outflows and deferred inflows.

About the City

The City of Bartlesville is an incorporated municipality with a population of approximately 37,290 located in northeast Oklahoma. The City is a home rule charter form of government and operates under a charter that provides for three branches of government:

- Legislative – the City Council is a five-member governing body elected by the citizens. The City Council elects the Mayor from its members.
- Executive – the City Manager is the Chief Executive Officer and is appointed by the City Council

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- Judicial – the Municipal Judge is a practicing attorney appointed by the City Council

The City provides typical municipal services such as public safety, health and welfare, street and alley maintenance, parks and recreation, and certain utility services including water, wastewater, and sanitation.

The City's Financial Reporting Entity

This annual report includes all activities for which the City of Bartlesville City Council is fiscally responsible. These activities, defined as the City's financial reporting entity, are operated within separate legal entities that make up the primary government.

The City's financial reporting entity includes the primary government (City of Bartlesville) and the blended component units as follows.

- **The City of Bartlesville** – that operates the public safety, health and welfare, streets and highways, parks and recreation, and administrative activities
- **The Bartlesville Municipal Authority** – finances projects and development for the City's water and wastewater utilities
- **The Bartlesville Community Center Trust Authority** – develops, finances, and operates the Community Center for cultural and recreational activities for the citizens of Bartlesville
- **The Bartlesville Library Trust Authority** – encourages, finances, and promotes the public library
- **The Bartlesville History Museum Trust Authority** – establishes, improves, maintains, administers, and operates facilities for use as a history museum
- **The Adult Center Trust Authority** – Encourages, finances, and promotes cultural and recreational activities for the older citizens of Bartlesville
- **The Bartlesville Redevelopment Trust Authority** – Develops, redevelops, restores, and beautifies a certain portion of central Bartlesville, OK jurisdictional boundaries
- **The Bartlesville Development Authority (BDA)** – Finances certain facilities for the purpose of promoting economic development in the City of Bartlesville and surrounding areas
- **The Bartlesville Education Authority (BEA)** – Finances certain facilities for the purpose of improving educational buildings in the City of Bartlesville and surrounding areas. Currently there is no activity for this Authority.

Using This Annual Report

This annual report is presented in a format that substantially meets the presentation requirements of the Governmental Accounting Standards Board (GASB) in accordance with generally accepted accounting principles. The presentation includes financial statements that communicate the City's financial condition and changes therein at two distinct levels:

- **The City as a Whole** (a government-wide presentation)
- **The City's Funds** (a presentation of the City's major and aggregate nonmajor funds)

The City's various government-wide and fund financial statements are presented throughout this annual report and are accompanied by:

- **Management's Discussion and Analysis** – that provides useful analysis that facilitates a better understanding of the City's financial condition and changes therein
- **Footnotes** - that elaborate on the City's accounting principles used in the preparation of the financial statements and further explain financial statement elements
- **Supplemental** – that provide additional information about specified elements of the financial statements, such as budgetary comparison information

Reporting the City as a Whole

The Statement of Net Position and the Statement of Activities

One of the most frequently asked questions about the City's finances is, "Has the City's overall financial condition improved, declined or remained steady over the past year?" The Statement of Net Position and the Statement of Activities report information about the City as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, along with all deferred outflows and deferred inflows. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two government-wide statements report the City's net position and changes in them from the prior year. You can think of the City's net position – the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources – as one way to measure the City's financial condition, or position. Over time, increases or decreases in the City's net position are one indicator of whether its financial health is improving, deteriorating, or remaining steady. However, you must consider other non-financial factors, such as changes in the City's tax base, the condition of the City's roads, and the quality of services to assess the overall health and performance of the City.

As mentioned above, in the Statement of Net Position and the Statement of Activities, we divide the City into two kinds of activities:

- **Governmental activities** -- Most of the City's basic services are reported here, including the police, fire, general administration, streets, and parks. Sales taxes, franchise fees, fines, and state and federal grants finance most of these activities.
- **Business-type activities** -- The City charges a fee to customers to help cover all or most of the cost of certain services it provides. The City's water, wastewater, sanitation and community center activities are reported here.

Reporting the City's Most Significant Funds

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds – not the City as a whole. Some funds are required to be established by State law and by bond covenants. However, management establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other money.

Governmental funds – Most of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic service it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. The differences of results in the Governmental Fund financial statements to those in the Government-Wide financial statements are explained in a reconciliation following each Governmental Fund financial statement.

Proprietary funds – When the City charges customers for the services it provides – whether to outside customers or to other units of the City – these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position, the Statement of Revenues, Expenses and Changes in Fund Net Position and Statement of Cash Flows. In fact, the City's enterprise funds are essentially the same as the business-type activities we report in the government-wide statements but provide more detail and additional information, such as cash flows.

A FINANCIAL ANALYSIS OF THE CITY AS A WHOLE

Net Position

Net position may serve over time as a useful indicator of a government's financial position. In the case of the primary government, assets and deferred outflows exceeded liabilities and deferred inflows by approximately \$226.6 million at the close of the most recent fiscal year.

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TABLE 1
NET POSITION (In Thousands)

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	2022	2021*		2022	2021*		2022	2021*	
Current assets	\$ 64,691	\$ 52,745	23%	\$ 16,522	\$ 20,268	-18%	\$ 81,213	\$ 73,013	11%
Capital assets, net	102,592	100,545	2%	119,532	118,037	1%	222,124	218,582	2%
Other noncurrent assets	6,314	152	4054%	10,473	1,515	591%	16,787	1,667	907%
Total assets	173,597	153,442	13%	146,527	139,820	5%	320,124	293,262	9%
Deferred outflows of resources	5,794	6,738	-14%	549	800	-31%	6,343	7,538	-16%
Current liabilities	6,413	6,492	-1%	6,266	5,622	11%	12,679	12,114	5%
Noncurrent liabilities	33,839	39,393	-14%	30,849	35,025	-12%	64,688	74,418	-13%
Total liabilities	40,252	45,885	-12%	37,115	40,647	-9%	77,367	86,532	-11%
Deferred inflows of resources	14,888	1,838	710%	7,617	419	1718%	22,505	2,257	897%
Net position									
Net investment in capital assets	77,383	81,120	-5%	87,243	82,503	6%	164,626	163,623	1%
Restricted	40,057	32,360	24%	4,362	3,908	12%	44,419	36,268	22%
Unrestricted (deficit)	6,811	(1,023)	766%	10,739	13,143	-18%	17,550	12,120	45%
Total net position	\$ 124,251	\$ 112,457	10%	\$ 102,344	\$ 99,554	3%	\$ 226,595	\$ 212,011	7%

*Prior year has not been restated for implementation of GASB 87 - *Leases*.

The largest portion of the City's net position reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment); less any related debt used to acquire those assets that is still outstanding. For 2022, this investment in capital assets, net of related debt, amounted to \$163.9 million. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

A major portion of the City's net position, \$44.4 million, also represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position is available to meet the government's ongoing obligations to citizens and creditors.

The increase in governmental-type activities unrestricted net position of approximately \$7.9 million (or 769%) is due primarily to unspent cash proceeds of the issuance of G.O. Bonds at the end of the fiscal year.

The increase in business-type activities noncurrent assets and deferred inflows of resources relate to the Bartlesville Development Authority's implementation of GASB 87 - *Leases* which resulted in the recognition of leases receivable of \$6.4 million and related deferred inflows of resources of \$6.2 million.

Changes in Net Position

For the year ended June 30, 2022, net position of the primary government changed as follows:

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**TABLE 2
CHANGES IN NET POSITION (In Thousands)**

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	2022	2021		2022	2021		2022	2021	
Revenues									
Charges for service	\$ 5,265	\$ 4,640	13%	\$ 24,354	\$ 21,200	15%	\$ 29,619	\$ 25,840	15%
Operating grants and contributions	2,190	4,981	-56%	329	220	50%	2,519	5,201	-52%
Capital grants and contributions	614	749	-18%	93	351	-74%	707	1,100	-36%
Taxes	30,755	28,340	9%	-	-	-	30,755	28,340	9%
Intergovernmental revenue	3,512	371	847%	-	-	-	3,512	371	847%
Investment income	(231)	404	-157%	(467)	948	-149%	(698)	1,352	-152%
Gain on sales of assets	1	(1)	-200%	6	84	-93%	7	83	-92%
Miscellaneous	2,048	1,061	93%	301	134	125%	2,349	1,195	97%
Total revenues	44,154	40,545	9%	24,616	22,937	7%	68,770	63,482	8%
Expenses									
General government	2,456	3,583	-31%	-	-	-	2,456	3,583	-31%
Public safety	13,720	17,622	-22%	-	-	-	13,720	17,622	-22%
Culture, parks and recreation	4,800	6,771	-29%	-	-	-	4,800	6,771	-29%
Public works	10,188	7,980	28%	-	-	-	10,188	7,980	28%
Interest on long-term debt	454	540	-16%	-	-	-	454	540	-16%
Water	-	-	-	8,206	7,903	4%	8,206	7,903	4%
Wastewater	-	-	-	4,606	4,682	-2%	4,606	4,682	-2%
Sanitation	-	-	-	3,255	3,288	-1%	3,255	3,288	-1%
Community Center	-	-	-	1,849	1,258	47%	1,849	1,258	47%
Airport	-	-	-	510	-	100%	510	-	100%
Other Business-Type Activities	-	-	-	4,235	4,380	-3%	4,235	4,380	-3%
Total expenses	31,618	36,496	-13%	22,661	21,511	5%	54,279	58,007	-6%
Excess (deficiency) before transfers	12,536	4,049	210%	1,955	1,426	-37%	14,491	5,475	165%
Transfers	(742)	2,820	126%	742	(2,820)	-126%	-	-	-
Change in net position	11,794	6,869	72%	2,697	(1,394)	293%	14,491	5,475	165%
Beginning net position	112,457	105,588	7%	99,647 **	100,948	-1%	212,104	206,536	3%
Ending net position	\$ 124,251	\$ 112,457	10%	\$ 102,344	\$ 99,554	3%	\$ 226,595	\$ 212,011	7%

* Prior year has not been restated for implementation of GASB 87 - Leases.

** Prior period adjustment for implementation of GASB 87 in comparative prior year for Bartlesville Development Authority.

Explanations for changes in excess of 20% and \$100,000 are as follows:

Governmental Activities:

Operating grants and contributions decreased by \$2.7 million or 56% due to decrease in grant funding.

Intergovernmental revenue increased by \$3.1 million or 847% due to ARPA funding.

Investment income decreased by \$635,000 or 157% due to decreases on the rate of return on investments.

Transfers for operating expenses from the Business Type to Governmental Type are generally more than offset with capital assets transfers back to Business Type, FY 2023 had a decrease of capital asset transfers moving from Governmental Type to Business Type.

Business-Type Activities:

Operating grants and contributions increased approximately \$109,000 due to an increase in capital grants for the Bartlesville Municipal Airport.

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Capital grants decreased approximately \$258,000 due to a decrease in capital grants for the Bartlesville Community Center Trust Authority.

Investment decreased increase by \$1.5 million due to decreases on the rate of return of investments.

Miscellaneous income increased by \$167,000 due to various infrequent sources throughout the Business-Type Funds.

Gain on sale of assets decrease by \$78,000 mostly due to the sale of assets by the Bartlesville Development Authority in the amount of \$82,976.

Governmental Activities

To aid in the understanding of the Statement of Activities some additional explanation is given. Of particular interest is the format that is significantly different than a typical Statement of Revenues, Expenses, and Changes in Fund Balance. You will notice that expenses are listed in the first column with revenues from that particular program reported to the right. The result is a Net (Expense)/Revenue. The reason for this kind of format is to highlight the relative financial burden of each of the functions on the City’s taxpayers. It also identifies how much each function draws from the general revenues or, if it is self-financing, through fees and grants or contributions. All other governmental revenues are reported as general. It is important to note all taxes are classified as general revenue even if restricted for a specific purpose.

TABLE 3
Net Revenue (Expense) of Governmental Activities
(In Thousands)

	Total Expense of Services		% Inc. (Dec.)	Net Revenue (Expense) of Services		% Inc. (Dec.)
	<u>2022</u>	<u>2021</u>		<u>2022</u>	<u>2021</u>	
General government	\$ 2,456	\$ 3,583	-31%	(\$1,500)	\$279	-638%
Public safety	13,720	17,622	-22%	(11,105)	(15,202)	-27%
Culture, parks and recreation	4,800	6,771	-29%	(4,544)	(6,613)	-31%
Public works	10,188	7,980	28%	(5,946)	(4,049)	47%
Interest on long-term debt	454	540	-16%	(454)	(540)	-16%
Total	<u>31,618</u>	<u>\$ 36,496</u>	-13%	<u>(\$23,549)</u>	<u>(\$26,125)</u>	-10%

Explanations for significant changes are listed above under Table 2.

Several revenue sources fund the City of Bartlesville’s governmental activities with sales tax being the largest. The City levies a three and four-tenths-cent (\$.034) sales tax on taxable sales within the City. The Sales Tax is allocated among three funds: The General Fund, the Economic Development Fund, and the Sales Tax Capital Improvement Fund. Two and sixty-five hundredths cents (\$.0265) of the tax collected is deposited in the General Fund, twenty-five hundredths cent (\$.0025) is deposited in the Economic Development Fund, and five-tenths cent (\$.005) is deposited in the Sales Tax Capital Improvement Fund. Sales taxes collected by the State in June and July (which represent sales for May and June) and received by the City in July and August have been accrued and are included under the caption “Due from other governments”. Sales tax revenue reported in the Government-wide Financial Statements totaled \$22,530,622, which represented a 9.3% increase over prior year receipts.

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Public Safety is one of the most important yet costly governmental expense activities in the City. Combined, the Police and Fire departments accounted for 38% of net governmental expenses. The Fire department consists of 70 full-time employees, including one administrative assistant. The Police department consists of 72 full time employees with 61 being sworn enforcement personnel and 10 being civilian personnel.

The City has many other operating departments involved in governmental type activities including street, park, building maintenance, library, museum, technical services, cemetery, legal, swimming pools, stadium, airport, economic development, and community development, which provide services to the public. The city council, administration, accounting and finance, and general services departments provide services both internally and externally and are categorized as general governmental functions.

Business-Type Activities

Overall, the business-type activities saw an increase of \$2.6 million in net position.

**TABLE 4
Net Revenue (Expense) of Business-Type Activities
(In Thousands)**

	Total Expense		% Inc. Dec.	Net Revenue (Expense)		% Inc. Dec.
	of Services			of Services		
	<u>2022</u>	<u>2021</u>		<u>2022</u>	<u>2021</u>	
Water	\$ 8,206	\$ 7,903	4%	\$ 3,342	\$ 2,751	21%
Wastewater	4,606	4,682	-2%	1,039	310	235%
Sanitation	3,255	3,288	-1%	2,152	1,245	73%
Community center	1,849	1,258	47%	(1,036)	(712)	46%
Airport	510	-	100%	(235)	-	100%
Other business-type activities	<u>4,235</u>	<u>4,380</u>	-3%	<u>(3,146)</u>	<u>(3,335)</u>	-6%
Total	<u>\$22,661</u>	<u>\$21,511</u>	5%	<u>\$ 2,116</u>	<u>\$ 259</u>	717%

The City's business-type activities include utility services for water, wastewater, sanitation, the airport and the operation of the community center.

Total assets from governmental activities are approximately \$173.6 million, which represents an increase of \$20.2 million from the prior fiscal year. This increase can mainly be attributed to the issuance of new G.O. Bond debt and the conservative financial policies implemented by the City Council and City Staff. The most significant financial policies are the City's Stabilization Reserve Fund and Capital Reserve Fund policies which were adopted by ordinance. These policies institutionalize incremental, annual savings and resulted in an additional \$871,580 being set aside in a formal stabilization reserve fund and \$6.2 million being set aside in a formal capital reserve fund. These policies provide for stability and planned capital replacement even during difficult economic times.

The City's method for investing surplus funds changed significantly in 2009. In an effort to increase efficiency, internal controls, and transparency, the Council and City Staff selected Arvest Asset Management to actively manage the City's investments. The Administrative Director/CFO was appointed to fulfill the job of Treasurer in addition to existing duties. This arrangement allows for greater security, since all of the funds are invested and monitored by a third party who is contracted by the Council. It also

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allows for greater efficiency, since the investing functions can now be integrated with existing finance processes. This has created a more seamless recording of investing activity and a more reliable reconciliation to the general ledger. This process continues today.

The City continues in its efforts to further reduce expenditures through more efficient procurement and use of goods and services along with improvements in energy efficiency. Money-saving programs and approaches to service delivery are constantly sought. This entails regular reevaluation and in many cases rebidding of our service contracts. Available grants are continually sought and applied for to reduce local expenses.

The City has continued its concerted effort to improve work place safety so that workers' compensation costs are reduced. This includes continued in-house safety training and monitoring trends in injuries to better focus training on important issues. The City is "own risk" or self-insured for workers' compensation. Despite the City's best efforts, workers' compensation expense continues to escalate due to increasing medical and settlement costs. To help offset these increases, the City began levying workers' compensation court judgments on property tax. While this step has lessened workers' compensation's impact on the City's general revenues, it does create a slight increase in the property tax levy. It is the City's hope that the workers' compensation reform that recently emerged from the State Legislature will help to control these costs long-term.

In recent years, the City also elected to return to an "own risk" or self-funded plan for employee health insurance, but this program differs from the Workers' Compensation program in that the City obtains reinsurance to cover the largest claims. This self-insured plan, like most insurance plans, has had its ups and downs, but recently the performance of the plan has stabilized and is allowing the City to set aside additional funds for future catastrophic illnesses and to provide for greater rate stability for employees.

A FINANCIAL ANALYSIS OF THE CITY'S FUNDS

Information on the City's major funds starts on page 39. The governmental funds utilize the modified accrual basis of accounting. All governmental funds combined received total revenues of \$44.1 million for the year and \$46.5 million in expenditures resulting in a deficiency in revenues over expenditures of (\$2.4 million). The City's governmental funds also had other financing sources and uses (mainly transfers and debt proceeds) that netted to create other financing sources of \$12.9 million. When combined with the deficiency mentioned above, the City's governmental funds' fund balances in total finished the year up approximately \$10.5 million, more than where they started.

The individual net change in fund balances for the year was only significant in the CIP – Sales Tax Fund, Capital Reserve Fund, 2018A G.O. Bond Fund, 2018C G.O. Bond Fund, 2019A G.O. Bond Fund, and the 2022A G.O. Bond Fund. The CIP – Sales Tax Fund receives dedicated sales tax to fund capital improvements. The CIP sales tax fund received \$3.4 million in revenues while expending \$6.6 million leaving a decrease in fund balance of approximately \$3.2 million. In FY17, the City began using the Capital Reserve Fund for business-type and governmental-type projects and is phasing out the use of the CIP-Wastewater Regulatory Fund. The Capital Reserve Fund is a capital improvement fund used to accumulate amounts from the General, Water, Wastewater, and Sanitation Funds that will be used to finance these funds' long-term capital plans. This fund accumulated \$6.3 million in revenue and transfers while spending \$4.8 million which resulted in an increased fund balance of approximately \$1.5 million. The 2018B G.O. Bond Fund spent approximately \$247,810 of prior year bond proceeds, which explains the decrease in fund balance of the same amount. The 2018C G.O. Bond Fund spent approximately \$452,763 of prior year bond proceeds, which explains the decrease in fund balance of the same amount.

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The 2019A G.O. Bond Fund spent approximately \$58,257 of prior year bond proceeds, which explains the decrease in fund balance of the same amount. The 2022A G.O. Bond Fund received \$9.5 million in bond proceeds, with \$129,975 in expense therefore increasing the fund balance by approximately \$9.3 million.

The general fund reflects an increase in fund balance of \$2,799,228 which brings it up to \$18.93 million. While no standard is established for the desired level of fund balance that should be carried, it is desirable to have at least two months of average expenditures so that fluctuations in revenue and expenditures can be absorbed without major disruptions to the normal operations. With careful monitoring of revenue and expenditures combined with conservative budgeting, the City management believes the fund balance is adequate to allow the City to meet its obligations and reflects a good financial condition of the City as a whole.

General Fund Budgetary Highlights

The City's budget is prepared in accordance with Oklahoma Law and is based on anticipated cash receipts, disbursements, and encumbrances. The most significant budgeted fund is the General Fund. An annual appropriation budget is required for all funds of the City except agency funds. The City Council is provided with a detailed line-item budget for all departments; however, the City's budget is adopted with the legal level of control set at the department level. This means that a department's budget may exceed its annual appropriations for a single line item but may not exceed its appropriations in total. Normally, several meetings are devoted to discussion and explanation of the proposed budget by staff. When the City Council is satisfied with the final form of the budget, it is adopted and the powers of the Council and City Manager are defined as follows.

The City Manager may transfer appropriations from one department within a fund after the budget is adopted by the City Council. The Council must approve any budget amendments that would alter the total budget by fund or would make any interfund transfers of money. The Finance Director closely monitors the budget throughout the year and works with department directors to resolve budget issues that may arise over the course of the year. He also provides the City Manager and City Council with a summary report on the revenue, expenditures, and changes in fund balances as compared to the budget after the close of each monthly accounting cycle. Department directors have access to view their budgets online at any time.

For the general fund, budget basis revenue was up by \$790,100 over the budget estimates of \$32,302,069. The City continues the conservative practice of estimating revenues based on long term trends adjusted for known factors. Expenditures are estimated using the most detailed data available. Salary and related expenses are calculated to the dollar based on the current staffing. Expenditures for 2021 were \$718,463 below the final budget of \$29,390,884. These savings were achieved through spending restraints and careful monitoring of budget results.

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CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At the end of June 30, 2022, the City had \$222.1 million invested in capital assets, net of depreciation, including police and fire equipment, buildings, park facilities, streets, and water lines and sewer lines. (See Table 5). This represents a net increase of approximately \$3.5 million over last year.

**TABLE 5
Capital Assets
(In Thousands)
(Net of accumulated depreciation)**

	<u>Governmental</u>		<u>Business-Type</u>		<u>Total</u>	
	<u>Activities</u>		<u>Activities</u>			
	<u>2022</u>	<u>2021</u>	<u>2022</u>	<u>2021</u>	<u>2022</u>	<u>2021</u>
Land	\$ 3,424	\$ 3,424	\$ 7,466	\$ 7,416	\$ 10,890	\$ 10,840
Works of art	-	-	46	46	46	46
Buildings	2,157	2,626	73,031	74,347	75,188	76,973
Infrastructure	77,931	75,595	31,021	31,615	108,952	107,210
Machinery, furniture and equipment	4,742	4,299	3,772	3,745	8,514	8,044
Leased assets	163	-	31	-	194	-
Construction in progress	14,175	14,602	4,165	868	18,340	15,470
Totals	<u>\$ 102,592</u>	<u>\$ 100,546</u>	<u>\$ 119,532</u>	<u>\$ 118,037</u>	<u>\$ 222,124</u>	<u>\$ 218,583</u>

*Prior year has not been restated for implementation of GASB 87 - *Leases*.

Perhaps the City’s most important long-term capital needs revolve around a long-term sustainable water supply and an expansion of our wastewater treatment capacity. The construction of the Ted Lockin potable water treatment plant was completed in September of 2006, and the City is continuing to make progress on the issue of long-term water supply. However, the City’s water needs now largely lie in the hands of the United States Congress where discounted pricing for water rights on Copan Lake must be approved. The City is also examining possibilities for indirect wastewater reuse that will allow the City to utilize effluent from the wastewater plant as a supplementary water supply.

In addition to the need for long-term water supply, the City is also currently undertaking the early stages of planning for its long-term wastewater needs with the completion of several studies, collection system improvements, treatment process evaluations, and the purchase of land as a possible future site for a wastewater treatment plant. It is anticipated that the City will need to construct this new wastewater treatment plant or renovate the existing plant in the near future. To fund these future improvements, the City implemented a dedicated utility fee in FY 2009 which has been incrementally increased over the years to pay for engineering, design, land acquisition, and eventually the debt service for this project.

Funds provided by the capital improvement sales tax are providing a large portion of the City’s general capital needs including some street, drainage, park, and facilities improvements as well as equipment and vehicle replacements. In 2013, the citizens approved an extension of the capital improvements sales tax for an additional seven years beginning July 1, 2014. In addition to more “traditional” City projects, this extension added needed improvements to the City’s World class Community Center that is now 30 years old.

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With regard to infrastructure, the engineering department maintains a list of street, drainage, and park improvements awaiting construction. These are funded on a priority basis as funds become available from the sales tax reserved for capital improvements. As part of the annual budget process, City Staff prioritizes these projects and makes recommendations to the City Council. The projects that can be provided for from the capital improvement fund are included in the budget while the balance of projects are kept on the list waiting funding at a later date. Priorities sometimes change if external funding, such as grants or donations, becomes available for specific purposes.

Water and sewer projects are most often funded with loans through the Oklahoma Water Resources Board's Drinking Water State Revolving Fund or the Clean Water State Revolving Fund. These are revenue notes payable over terms up to 30 years with very favorable interest rates. Water and/or sewer revenues are pledged to the repayment of principal and interest. This process allows the City's utility rates to be set at a level that covers the full cost of their operations and preserves general revenues for functions that do not have a dedicated source of funding.

Long-Term Debt

As of June 30, 2022 the City of Bartlesville had approximately \$59.1 million in outstanding debt. Table 6 summarizes the outstanding debt. This increase of approximately \$2,967,000 more than last year is due primarily to the net effect of issuance of \$5.7 million in G.O. Bonds as well as the normal debt service payments. The City's changes in long-term debt by type of debt are as follows:

**TABLE 6
Long-Term Debt
(In Thousands)**

	Governmental		Business-Type			Total		Total Percentage Change
	Activities		Activities			Total		
	<u>2022</u>	<u>2021</u>	*	<u>2022</u>	<u>2021</u>	*	<u>2022</u>	
General obligation bonds	\$ 25,075	\$ 19,425	\$ -	\$ -	\$ 25,075	\$ 19,425	29.1%	
Notes payable (direct borrowings)	-	-	32,015	34,657	32,015	34,657	-7.6%	
Lease obligations (direct borrowings)	134	-	31	-	165	-	100.0%	
Workers' compensation claims liability	456	547	-	-	456	547	-16.6%	
Accrued compensated absences	1,038	1,204	343	292	1,381	1,496	-7.7%	
Totals	<u>\$ 26,703</u>	<u>\$ 21,176</u>	<u>\$ 32,389</u>	<u>\$ 34,949</u>	<u>\$ 59,092</u>	<u>\$ 56,125</u>	5.3%	

*Prior year has not been restated for implementation of GASB 87 - *Leases*.

All of the City's General Obligation Bonds are composed of bonds with maturities of ten years or less, although the city may legally issue debt with maturities as long as 25 years. All general obligation bonds must be approved by a vote of the qualified electors of the City. Most of the other notes are Oklahoma Water Resources Board (OWRB) revenue notes for improvements to the City's water and sewer system, permanent notes used to replace the OWRB notes, or obligations of the City's authorities which are secured solely by the lease revenues of the facilities associated with the debt. All of these notes carry favorable interest rates and/or administrative fees due to State subsidization (in the case of OWRB financing) or due to rates negotiated at or near inflation (in the case of the private placement note).

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The Economic Outlook

The City of Bartlesville maintains a healthy financial condition by actively managing its expenditures. The City maintains a flexible management style by exercising constraint on filling vacancies in the workforce, continually stressing the performance of key revenue sources, enforcing budgetary control on departments, and encouraging the city council to address revenue shortfalls and adjust rates for services when justified. The City has a quality accounting and budgetary control program and conservative financial management policies. We believe that we are well positioned to meet the challenges of the near future, and we feel that our oversight and attention to financial condition are of even more importance in the current economic climate. The employees, management, and Council of the City of Bartlesville are committed to providing excellent service to its citizens. The financial management team is further committed to providing full disclosure of the financial position of the City.

Contacting the City's Financial Management

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the City's finances and to show the City's accountability for the tax and service revenues it receives. If you have questions about this report or need additional financial information, contact the current CFO/City Clerk, Jason Muninger at the City of Bartlesville, 401 S. Johnstone Ave, Bartlesville, OK 74003, by phone at (918) 338-4212 or by email at jmuninger@cityofbartlesville.org.

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BASIC FINANCIAL STATEMENTS – GOVERNMENT-WIDE

CITY OF BARTLESVILLE, OKLAHOMA
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Statement of Net Position— June 30, 2022

	<u>Governmental</u>	<u>Business-type</u>	
	<u>Activities</u>	<u>Activities</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents	\$ 14,709,781	\$ 7,155,166	\$ 21,864,947
Investments	43,476,465	4,810,915	48,287,380
Restricted cash and cash equivalents, current	54,029	1,571,600	1,625,629
Accounts receivable, net of allowance	1,372,993	3,183,274	4,556,267
Internal balances	911,464	(911,464)	-
Due from other governmental agencies	4,020,820	-	4,020,820
Inventories	67,767	603,656	671,423
Prepaid expenses	77,497	3,954	81,451
Incentive loans receivable, current	-	105,000	105,000
Restricted cash and cash equivalents, noncurrent	-	3,552,010	3,552,010
Mortgage and security agreement	-	215	215
Lease receivables	1,502,516	6,376,407	7,878,923
Incentive loans receivable, noncurrent	-	452,833	452,833
Other assets	-	402	402
Capital Assets:			
Land and construction in progress	17,599,450	11,677,287	29,276,737
Other capital assets, net of depreciation	84,992,777	107,854,306	192,847,083
Net OPEB asset	294,681	91,689	386,370
Net pension asset	4,516,934	-	4,516,934
Total Assets	<u>173,597,174</u>	<u>146,527,250</u>	<u>320,124,424</u>
DEFERRED OUTFLOW OF RESOURCES			
Deferred amounts related to pensions	5,472,941	438,218	5,911,159
Deferred amounts related to OPEB	321,485	110,740	432,225
Total deferred outflow of resources	<u>5,794,426</u>	<u>548,958</u>	<u>6,343,384</u>
LIABILITIES			
Accounts payable and accrued expenses	2,908,975	1,913,695	4,822,670
Accrued interest payable	-	198,003	198,003
Due to depositors	5,000	1,304,017	1,309,017
Restricted cash reserves	-	298,422	298,422
Advanced revenues	7,864	69,851	77,715
Long-term liabilities			
Due within one year:			
Compensated absences	103,787	34,256	138,043
Bonds, notes and contracts	3,155,000	2,418,707	5,573,707
Incentives payable	-	13,407	13,407
Claims payable	182,260	-	182,260
Lease obligations payable	50,215	15,508	65,723
Due in more than one year:			
Compensated absences	934,083	308,305	1,242,388
Bonds, notes and contracts	21,920,000	29,596,576	51,516,576
Claims payable	273,389	-	273,389
Lease obligations payable	84,083	15,583	99,666
Total OPEB liability	1,213,765	377,657	1,591,422
Net pension liability	9,414,005	551,077	9,965,082
Total liabilities	<u>40,252,426</u>	<u>37,115,064</u>	<u>77,367,490</u>
DEFERRED INFLOW OF RESOURCES			
Deferred amounts related to pensions	13,088,529	1,258,965	14,347,494
Deferred amounts related to OPEB	328,490	175,944	504,434
Deferred amounts related to leases	1,471,272	6,181,766	7,653,038
Total Deferred inflow of resources	<u>14,888,291</u>	<u>7,616,675</u>	<u>22,504,966</u>
NET POSITION			
Net investment in capital assets	77,382,929	87,242,965	164,625,894
Restricted by:			
Enabling legislation	16,308,863	-	16,308,863
Statutory requirements	22,895,111	-	22,895,111
External contracts	853,511	4,362,170	5,215,681
Unrestricted	6,810,469	10,739,334	17,549,803
Total net position	<u>\$ 124,250,883</u>	<u>\$ 102,344,469</u>	<u>\$ 226,595,352</u>

See accompanying notes to the basic financial statements.

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Statement of Activities –Year Ended June 30, 2022

Functions/Programs	Expenses	Program Revenue			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Primary government							
Governmental Activities:							
General Government	\$ 2,456,270	\$ 454,422	\$ 469,653	\$ 32,240	\$ (1,499,955)	\$ -	\$ (1,499,955)
Public Safety	13,720,054	940,214	1,178,535	495,995	(11,105,310)	-	(11,105,310)
Culture and Recreation	4,800,289	35,800	134,655	85,874	(4,543,960)	-	(4,543,960)
Public Works	10,187,795	3,834,751	406,992	-	(5,946,052)	-	(5,946,052)
Interest on Long-term debt	453,796	-	-	-	(453,796)	-	(453,796)
Total governmental activities	<u>31,618,204</u>	<u>5,265,187</u>	<u>2,189,835</u>	<u>614,109</u>	<u>(23,549,073)</u>	<u>-</u>	<u>(23,549,073)</u>
Business-Type Activities:							
Water	8,205,542	11,547,338	-	-	-	3,341,796	3,341,796
Wastewater	4,606,466	5,638,171	-	7,734	-	1,039,439	1,039,439
Sanitation	3,255,334	5,407,125	-	-	-	2,151,791	2,151,791
Community Center	1,849,050	548,709	178,931	85,132	-	(1,036,278)	(1,036,278)
Airport	509,980	141,719	133,078	-	-	(235,183)	(235,183)
Other Business-Type Activities	4,234,908	1,071,592	17,205	-	-	(3,146,111)	(3,146,111)
Total business-type activities	<u>22,661,280</u>	<u>24,354,654</u>	<u>329,214</u>	<u>92,866</u>	<u>-</u>	<u>2,115,454</u>	<u>2,115,454</u>
Total primary government	<u>\$ 54,279,484</u>	<u>\$ 29,619,841</u>	<u>\$ 2,519,049</u>	<u>\$ 706,975</u>	<u>\$ (23,549,073)</u>	<u>\$ 2,115,454</u>	<u>\$ (21,433,619)</u>
General revenues:							
Taxes:							
Sales and use taxes					\$ 22,530,622	\$ -	\$ 22,530,622
TIF tax revenue					1,475,150	-	1,475,150
Property taxes					4,167,089	-	4,167,089
Franchise taxes and public service taxes					1,506,257	-	1,506,257
Other taxes					1,076,592	-	1,076,592
Intergovernmental revenue not restricted to specific programs					3,511,876	-	3,511,876
Unrestricted investment earnings					(231,451)	(466,999)	(698,450)
Miscellaneous					2,047,759	301,582	2,349,341
Gain on sale of assets					804	5,950	6,754
Transfers					(741,718)	741,718	-
Total general revenues and transfers					<u>35,342,980</u>	<u>582,251</u>	<u>35,925,231</u>
Change in net position					11,793,907	2,697,705	14,491,612
Net position - beginning, restated					112,456,976	99,646,764	212,103,740
Net position - ending					<u>\$ 124,250,883</u>	<u>\$ 102,344,469</u>	<u>\$ 226,595,352</u>

See accompanying notes to the basic financial statements.

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BASIC FINANCIAL STATEMENTS - GOVERNMENTAL FUNDS

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Governmental Funds Balance Sheet - June 30, 2022

	<u>General Fund</u>	<u>Debt Service</u>	<u>Capital Reserve Fund</u>	<u>2022 GO Bond Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS						
Cash and cash equivalents	\$ 3,085,891	-	-	9,370,025	\$ 2,193,865	\$ 14,649,781
Investments	13,262,341	3,428,769	13,558,606	-	12,086,141	42,335,857
Receivable from other governments	170,874	11,313	-	-	3,460	185,647
Due from other funds	384,466	-	-	-	-	384,466
Taxes receivable, net	3,131,012	-	-	-	931,112	4,062,124
Note receivable	-	-	218,008	-	-	218,008
Other receivables, net of allowance	848,884	-	-	-	39,597	888,481
Lease Receivable	1,502,516	-	-	-	-	1,502,516
Inventories	67,767	-	-	-	-	67,767
Prepaid expenses	77,497	-	-	-	-	77,497
Cash - restricted	54,029	-	-	-	-	54,029
Total assets	<u>\$ 22,585,277</u>	<u>\$ 3,440,082</u>	<u>\$ 13,776,614</u>	<u>\$ 9,370,025</u>	<u>\$ 15,254,175</u>	<u>\$ 64,426,173</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES						
Liabilities:						
Accounts payable	\$ 311,470	\$ -	\$ 152,544	\$ -	\$ 1,116,857	\$ 1,580,871
Accrued payroll payable	1,029,362	-	-	-	43,807	1,073,169
Advanced revenue	7,724	-	-	-	140	7,864
Other payables	56,785	-	53,654	-	132,270	242,709
Total liabilities	<u>1,405,341</u>	<u>-</u>	<u>206,198</u>	<u>-</u>	<u>1,293,074</u>	<u>2,904,613</u>
Deferred inflow of resources:						
Unavailable revenue	777,299	-	-	-	-	777,299
Leases	1,471,272	-	-	-	-	1,471,272
Total Deferred Inflows of resources	<u>2,248,571</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,248,571</u>
Fund balances:						
Nonspendable	145,264	-	-	-	-	145,264
Restricted	-	3,440,082	13,570,416	9,370,025	13,676,962	40,057,485
Committed	10,211,008	-	-	-	294,260	10,505,268
Assigned	5,875,093	-	-	-	-	5,875,093
Unassigned (deficit)	2,700,000	-	-	-	(10,121)	2,689,879
Total fund balances	<u>18,931,365</u>	<u>3,440,082</u>	<u>13,570,416</u>	<u>9,370,025</u>	<u>13,961,101</u>	<u>59,272,989</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 22,585,277</u>	<u>\$ 3,440,082</u>	<u>\$ 13,776,614</u>	<u>\$ 9,370,025</u>	<u>\$ 15,254,175</u>	<u>\$ 64,426,173</u>

See accompanying notes to the basic financial statements.

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Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances – Year Ended June 30, 2022

	<u>General Fund</u>	<u>Debt Service</u>	<u>Capital Reserve Fund</u>	<u>2022 GO Bond Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
REVENUES						
Sales and miscellaneous taxes	\$ 19,066,624	\$ -	\$ -	\$ -	\$ 7,521,997	\$ 26,588,621
Property taxes	-	4,167,089	-	-	-	4,167,089
Intergovernmental	6,034,973	-	-	-	625,778	6,660,751
Licenses and permits	277,265	-	-	-	-	277,265
Charges for services	549,232	-	3,805,313	-	34,623	4,389,168
Fees and fines	740,151	-	-	-	-	740,151
Investment earnings	(78,284)	24,947	-	-	(177,048)	(230,385)
Miscellaneous	1,052,197	159,617	-	-	157,545	1,369,359
Contributions and donations	-	-	-	-	180,390	180,390
Total revenues	<u>27,642,158</u>	<u>4,351,653</u>	<u>3,805,313</u>	<u>-</u>	<u>8,343,285</u>	<u>44,142,409</u>
EXPENDITURES						
Current:						
General government	7,590,449	52,355	16,042	129,975	864,811	8,653,632
Public safety	15,292,227	-	-	-	1,080,912	16,373,139
Public works	1,685,564	-	2,058,770	-	-	3,744,334
Culture and recreation	2,960,283	-	-	-	514,934	3,475,217
Capital outlay	14	-	2,664,481	-	7,227,422	9,891,917
Debt service:						
Principal	48,222	3,850,000	-	-	1,816	3,900,038
Interest and other charges	813	455,626	-	-	157	456,596
Total expenditures	<u>27,577,572</u>	<u>4,357,981</u>	<u>4,739,293</u>	<u>129,975</u>	<u>9,690,052</u>	<u>46,494,873</u>
Excess (deficiency) of revenues over expenditures	<u>64,586</u>	<u>(6,328)</u>	<u>(933,980)</u>	<u>(129,975)</u>	<u>(1,346,767)</u>	<u>(2,352,464)</u>
OTHER FINANCING SOURCES (USES)						
Proceeds from long-term debt	-	-	-	9,500,000	-	9,500,000
Transfers in	6,048,169	-	2,456,491	-	621,848	9,126,508
Transfers out	(3,313,527)	-	-	-	(2,408,802)	(5,722,329)
Total other financing sources and uses	<u>2,734,642</u>	<u>-</u>	<u>2,456,491</u>	<u>9,500,000</u>	<u>(1,786,954)</u>	<u>12,904,179</u>
Net change in fund balances	2,799,228	(6,328)	1,522,511	9,370,025	(3,133,721)	10,551,715
Fund balances - beginning	16,132,137	3,446,410	12,047,905	-	17,094,822	48,721,274
Fund balances - ending	<u>\$ 18,931,365</u>	<u>\$ 3,440,082</u>	<u>\$ 13,570,416</u>	<u>\$ 9,370,025</u>	<u>\$ 13,961,101</u>	<u>\$ 59,272,989</u>

See accompanying notes to the basic financial statements.

**CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022**

Reconciliation of Governmental Funds and Government-Wide Financial Statements:

Total fund balance, governmental funds	\$	59,272,989
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not current financial resources and therefore are not reported in this fund financial statement, but are reported in the governmental activities of the Statement of Net Position.		102,592,227
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Other long-term assets, deferred outflows, deferred inflows, and internal service fund activity are either not available to pay for current period expenditures and are deferred in the funds, or are combined with governmental activities at the government-wide financial statements

Net pension asset		4,516,934
Net OPEB asset		294,681
Pension related deferred outflows		5,472,941
OPEB related deferred outflows		321,485
Unavailable revenue deferred inflows		777,299
Internal service funds		767,286
Internal balance related to internal service fund classified as BTA		526,998

Some liabilities, therefore they, along with certain deferred inflows are not due and payable in the current period and are not included in the fund financial statement, but are included in the governmental activities of the Statement of Net Position.

Bonds payable		(25,075,000)
Lease obligations payable		(134,298)
Net pension liability		(9,414,005)
Accrued compensated absences liability		(1,037,870)
Total OPEB liability		(1,213,765)
Pension related deferred inflows		(13,088,529)
OPEB related deferred inflows		(328,490)

Net Position of Governmental Activities in the Statement of Net Position		\$ 124,250,883
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See accompanying notes to the basic financial statements.

**CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022**

Reconciliation of Governmental Funds and Government-Wide Financial Statements:

Net change in fund balances - total governmental funds: \$ 10,551,715

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation/amortization expense for the period.

Capital asset purchases capitalized	11,928,078
Depreciation expense	(5,898,553)
Amortization expense for leased assets	(20,983)
Capital assets transferred to business-type activities	(4,145,897)

In the Statement of Activities, the cost of pension benefits earned net of employee contributions is reported as an element of pension expense. The fund financials report pension contributions as expenditures.	3,888,284
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Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds: Change in unavailable revenue	123,474
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Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position: Principal payments on long-term debt	3,850,000
Proceeds of long-term debt	(9,500,000)

Internal service funds are used by management to charge the costs of certain activities, such as workers' compensation and health insurance, to individual funds. The net revenue (expense) of certain internal service funds is reported with governmental activities.	513,100
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Internal service fund activity related to Enterprise Funds	261,814
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Some expenses reported in the statement of activities do not require the use of current financial resources and these are not reported as expenditures in governmental funds: Change in compensated absence liability	166,285
Change in OPEB liability and related deferrals	26,552
Change in lease obligations payable	50,038

Change in net position of governmental activities	\$ 11,793,907
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See accompanying notes to the basic financial statements.

**CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022**

BASIC FINANCIAL STATEMENTS - PROPRIETARY FUNDS

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022

Proprietary Funds Statement of Net Position - June 30, 2022

	Enterprise Funds						Total	Total Internal Service Funds
	BMA	Wastewater Fund	Water Fund	Solid Waste Fund	Bartlesville Development Authority	Other Enterprise Funds		
ASSETS								
Current assets:								
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ 6,635,831	\$ 519,335	\$ 7,155,166	\$ 105,900
Restricted cash and cash equivalents	1,224,017	-	-	-	298,422	49,161	1,571,600	-
Investments	-	-	-	-	-	4,810,915	4,810,915	1,094,708
Accrued interest	-	-	-	-	-	-	-	-
Due from other funds	-	-	-	-	-	-	-	-
Accounts receivable, net	2,310,599	-	-	410,997	230,633	4,680	2,956,889	-
Cash held by third parties	-	-	-	-	-	-	-	-
Other receivables	78,074	-	1,688	2,375	-	144,248	226,385	39,553
Leases receivable, current	-	-	-	-	185,526	-	185,526	-
Incentive loans receivable, current	-	-	-	-	105,000	68,279	173,279	-
Prepaid expenses	-	-	-	-	-	-	-	-
Inventory	-	158,103	377,274	-	-	3,954	539,331	-
Total current assets	3,612,690	158,103	378,962	413,372	7,455,412	5,600,552	17,619,091	1,240,161
Noncurrent assets:								
Restricted:								
Cash and cash equivalents	764,660	-	-	-	-	2,787,350	3,552,010	-
Investments	-	-	-	-	-	-	-	-
Leases receivable, noncurrent	-	-	-	-	6,190,881	-	6,190,881	-
Mortgage and security agreement	-	-	-	-	-	215	215	-
Notes receivable	-	-	-	-	452,833	-	452,833	-
Other assets	-	-	-	-	402	-	402	-
Net OPEB asset	-	12,133	41,914	34,193	-	3,449	91,689	-
Capital assets:								
Land and construction in progress	4,889,698	32,187	135,877	-	4,987,458	1,632,067	11,677,287	-
Other capital assets, net of accumulated depreciation	34,163,643	15,502,121	11,228,092	1,833,994	39,583,499	5,542,957	107,654,306	-
Total noncurrent assets	39,818,001	15,546,441	11,405,883	1,868,187	51,215,073	9,968,038	129,819,623	-
Total assets	43,430,691	15,704,544	11,784,845	2,281,559	58,670,485	15,568,590	147,438,714	1,240,161
DEFERRED OUTFLOW OF RESOURCES								
Deferred amounts related to pensions	-	14,890	227,820	130,204	-	65,304	438,218	-
Deferred amounts related to OPEB	-	12,784	44,714	49,349	-	3,893	110,740	-
Total Deferred Outflow of Resources	-	27,674	272,534	179,553	-	69,197	548,958	-
LIABILITIES								
Current liabilities:								
Accounts payable	1,162,370	5,951	85,393	91,186	71,069	146,780	1,562,749	17,226
Restricted cash reserves	-	-	-	-	298,422	-	298,422	-
Accrued personnel expenses	-	18,236	111,947	73,296	-	40,922	244,401	-
Incentives payable	-	-	-	-	-	13,407	13,407	-
Accrued interest payable	198,003	-	-	-	-	-	198,003	-
Due to other funds	37,307	-	-	347,159	-	-	384,466	-
Lease obligations	-	-	9,304	4,343	-	1,861	15,508	-
Other accrued expenses	93,811	-	-	-	-	-	93,811	-
Advanced revenue	-	-	-	2,125	10,548	57,178	69,851	-
Deposit liability	1,224,017	-	-	-	80,000	-	1,316,751	-
Compensated absences	-	1,226	22,908	6,371	-	3,751	34,256	-
Claims and judgments	-	-	-	-	-	-	-	182,260
Bonds, notes and loans payable	2,244,240	-	-	-	174,467	-	2,418,707	-
Total current liabilities	4,959,748	25,413	229,552	524,480	634,506	276,633	6,650,332	199,486
Noncurrent liabilities:								
Lease obligations	-	-	9,340	4,325	-	1,918	15,583	-
Claims and judgments	-	-	-	-	-	-	-	273,389
Compensated absences	-	11,036	206,169	57,343	-	33,757	308,305	-
Bonds, notes and loans payable	27,881,329	-	-	-	1,715,247	-	29,596,576	-
Total OPEB liability	-	49,974	172,639	140,837	-	14,207	377,657	-
Net pension liability	-	5,882	281,305	191,097	-	72,793	551,077	-
Total noncurrent liabilities	27,881,329	66,892	669,453	393,602	1,715,247	122,675	30,849,198	273,389
Total liabilities	32,841,077	92,305	899,005	918,082	2,349,753	399,308	37,499,530	472,875
DEFERRED INFLOW OF RESOURCES								
Deferred amounts related to pensions	-	65,485	581,984	461,057	-	150,439	1,258,965	-
Deferred amounts related to OPEB	-	22,577	72,407	66,776	-	14,184	175,944	-
Deferred amounts related to Leases	-	-	-	-	6,181,766	-	6,181,766	-
Total Deferred Inflow of Resources	-	88,062	654,391	527,833	6,181,766	164,623	7,616,675	-
NET POSITION								
Net investment in capital assets	8,927,772	15,534,308	11,345,325	1,825,326	42,438,989	7,171,245	87,242,965	-
Restricted for capital projects	-	-	-	-	-	50,000	50,000	-
Restricted for other purposes	764,660	-	-	-	1,010,440	2,537,070	4,312,170	-
Unrestricted (deficit)	897,182	17,543	(841,342)	(810,129)	6,689,537	5,313,541	11,266,332	767,286
Total net position	\$10,589,614	\$ 15,551,851	\$10,503,983	\$ 1,015,197	\$ 50,138,966	\$ 15,071,856	\$ 102,871,467	\$ 767,286
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds								(526,998)
Net Position of Business-type Activities								\$ 102,344,469

See accompanying notes to the basic financial statements.

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022

Proprietary Funds Statement of Revenues, Expenses, and Changes in Net Position - Year Ended June 30, 2022

	Enterprise Funds							Total Internal Service Funds
	BMA	Wastewater Fund	Water Fund	Solid Waste Fund	Bartlesville Development Authority	Other Enterprise Funds	Total	
REVENUES								
Water	\$ 17,027,537	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,027,537	\$ -
Sanitation	-	-	-	5,407,125	-	-	5,407,125	-
Charges for services	-	-	-	-	629,711	1,132,309	1,762,020	3,646,803
Lease revenue	-	-	-	-	-	44,337	44,337	-
Operating grants and contributions	-	7,734	-	-	-	256,445	264,179	-
Total operating revenues	<u>17,027,537</u>	<u>7,734</u>	<u>-</u>	<u>5,407,125</u>	<u>629,711</u>	<u>1,433,091</u>	<u>24,505,198</u>	<u>3,646,803</u>
OPERATING EXPENSES								
Personal services	-	492,528	2,158,828	1,487,534	61,502	1,362,016	5,562,408	2,730,649
Contractual services	40,053	2,415,582	618,171	953,071	495,335	746,816	5,269,028	778,852
Utilities	-	7,781	550,218	6,445	4,786	233,169	802,399	3,280
Repairs and maintenance	-	120,898	620,128	171,461	1,690	100,809	1,014,986	28,295
Other supplies and expenses	-	(51,902)	604,484	250,597	1,705	268,480	1,073,364	-
Programs	-	-	-	-	1,047,298	170,510	1,217,808	-
Amortization expense	-	-	-	-	2,411	-	2,411	-
Depreciation	1,851,427	1,549,209	856,570	390,586	1,208,128	788,076	6,643,996	-
Total operating expenses	<u>1,891,480</u>	<u>4,534,096</u>	<u>5,408,399</u>	<u>3,259,694</u>	<u>2,822,855</u>	<u>3,669,876</u>	<u>21,586,400</u>	<u>3,541,076</u>
Operating income (loss)	<u>15,136,057</u>	<u>(4,526,362)</u>	<u>(5,408,399)</u>	<u>2,147,431</u>	<u>(2,193,144)</u>	<u>(2,236,785)</u>	<u>2,918,798</u>	<u>105,727</u>
NON-OPERATING REVENUES (EXPENSES)								
Interest and investment revenue	(8,990)	-	-	734	131,744	(590,487)	(466,999)	(1,066)
Miscellaneous revenue (expense)	92,570	75	6,399	-	-	322,640	421,684	408,439
Gain on capital asset disposal	-	-	4,249	1,701	-	-	5,950	-
Interest expense	(645,402)	-	(105)	(49)	(101,187)	(20)	(746,763)	-
Total non-operating revenue (expenses)	<u>(561,822)</u>	<u>75</u>	<u>10,543</u>	<u>2,386</u>	<u>30,557</u>	<u>(267,867)</u>	<u>(786,128)</u>	<u>407,373</u>
Income (loss) before transfers and capital contributions	14,574,235	(4,526,287)	(5,397,856)	2,149,817	(2,162,587)	(2,504,652)	2,132,670	513,100
Capital contributions	-	245,979	3,544,918	355,000	-	85,132	4,231,029	-
Transfers in	-	4,838,387	7,623,793	-	1,187,600	1,523,943	15,173,723	-
Transfers out	(12,462,180)	(1,501,012)	(2,355,530)	(2,259,180)	-	-	(18,577,902)	-
Change in net position	2,112,055	(942,933)	3,415,325	245,637	(974,987)	(895,577)	2,959,520	513,100
Total net position - beginning, restated	8,477,559	16,494,784	7,088,658	769,560	51,113,953	15,967,433	99,911,947	254,186
Total net position - ending	<u>\$ 10,589,614</u>	<u>\$ 15,551,851</u>	<u>\$ 10,503,983</u>	<u>\$ 1,015,197</u>	<u>\$ 50,138,966</u>	<u>\$ 15,071,856</u>	<u>\$ 102,871,467</u>	<u>\$ 767,286</u>
Change in Net Position, Enterprise Funds							2,959,520	
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds							(261,815)	
Change in Net Position of Business-type Activities							<u>\$ 2,697,705</u>	

See accompanying notes to the basic financial statements.

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022

Proprietary Funds Statement of Cash Flows - Year Ended June 30, 2022

	Enterprise Funds							Total Internal Service Funds
	BMA	Wastewater Fund	Water Fund	Solid Waste Fund	Bartlesville Development Authority	Other Enterprise Funds	Total Enterprise Funds	
CASH FLOWS FROM OPERATING ACTIVITIES								
Receipts from customers	\$ 16,672,204	\$ 7,810	\$ 6,399	\$ 5,345,368	\$ 486,570	\$ 1,763,336	\$ 24,281,687	\$ 4,051,432
Payments to suppliers and employees	(1,000)	(3,153,424)	(4,902,516)	(3,039,036)	(2,053,775)	(2,549,479)	(15,699,230)	(3,666,278)
Payments for incentives and operations	-	-	-	-	-	(332,544)	(332,544)	-
Receipts of customer meter deposits	193,196	-	-	-	-	-	193,196	-
Refunds of customer meter deposits	(178,890)	-	-	-	-	-	(178,890)	-
Interfund receipts/payments	37,307	(191,761)	(376,290)	(49,538)	-	-	(580,282)	-
Net cash provided by (used in) operating activities	<u>16,722,817</u>	<u>(3,337,375)</u>	<u>(5,272,407)</u>	<u>2,256,794</u>	<u>(1,567,205)</u>	<u>(1,118,687)</u>	<u>7,683,937</u>	<u>385,154</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES								
Transfers from other funds	-	4,838,387	7,623,793	-	1,187,600	1,523,943	15,173,723	-
Transfers to other funds	(12,462,180)	(1,501,012)	(2,355,530)	(2,259,180)	-	-	(18,577,902)	-
Net cash provided by (used in) noncapital financing activities	<u>(12,462,180)</u>	<u>3,337,375</u>	<u>5,268,263</u>	<u>(2,259,180)</u>	<u>1,187,600</u>	<u>1,523,943</u>	<u>(3,404,179)</u>	<u>-</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES								
Purchases of capital assets	(2,088,250)	-	-	-	(362,111)	(239,397)	(2,689,758)	-
Proceeds from sale of capital asset	-	-	4,249	1,701	-	-	5,950	-
Proceeds from capital grant	-	-	-	-	-	85,132	85,132	-
Proceeds from debt	-	-	-	-	150,000	-	150,000	-
Decrease in security interest in property	-	-	-	-	-	133,686	133,686	-
Administrative reimbursements	-	-	-	-	-	(60,685)	(60,685)	-
Principal paid on debt	(2,337,602)	-	-	-	(320,341)	(133,686)	(2,791,629)	-
Interest and fiscal agent fees paid on debt	(681,594)	-	(105)	(49)	(101,186)	(410)	(783,344)	-
Net cash provided by (used in) capital and related financing activities	<u>(5,107,446)</u>	<u>-</u>	<u>4,144</u>	<u>1,652</u>	<u>(633,638)</u>	<u>(215,360)</u>	<u>(5,950,648)</u>	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES								
Sale (Purchase) of investments	866,691	-	-	-	-	833,344	1,700,035	(384,088)
Interest and dividends	(8,990)	-	-	734	131,744	(590,487)	(466,999)	(1,066)
Net cash provided by (used in) investing activities	<u>857,701</u>	<u>-</u>	<u>-</u>	<u>734</u>	<u>131,744</u>	<u>242,857</u>	<u>1,233,036</u>	<u>(385,154)</u>
Net increase (decrease) in cash and cash equivalents	10,892	-	-	-	(881,499)	432,753	(437,854)	-
Balances - beginning of year	<u>1,977,785</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,815,752</u>	<u>2,923,093</u>	<u>12,716,630</u>	<u>105,900</u>
Balances - end of year	<u>\$ 1,988,677</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,934,253</u>	<u>\$ 3,355,846</u>	<u>\$ 12,278,776</u>	<u>\$ 105,900</u>
Reconciliation to Statement of Net Position:								
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ 6,635,831	\$ 519,335	\$ 7,155,166	\$ 105,900
Restricted cash and cash equivalents - current	1,224,017	-	-	-	298,422	-	1,522,439	-
Cash held by third parties	-	-	-	-	-	2,836,511	2,836,511	-
Restricted cash and cash equivalents - noncurrent	764,660	-	-	-	-	-	764,660	-
Total cash and cash equivalents, end of year	<u>\$ 1,988,677</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,934,253</u>	<u>\$ 3,355,846</u>	<u>\$ 12,278,776</u>	<u>\$ 105,900</u>

See accompanying notes to the basic financial statements.

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022

Proprietary Funds Statement of Cash Flows - Year Ended June 30, 2022, (Continued)

	<u>BMA</u>	<u>Wastewater Fund</u>	<u>Water Fund</u>	<u>Solid Waste Fund</u>	<u>Bartlesville Development Authority</u>	<u>Other Enterprise Funds</u>	<u>Total Enterprise Funds</u>	<u>Total Internal Service Funds</u>
Reconciliation of operating income (loss) to net cash provided by (used in)								
Operating Activities:								
Operating income (loss)	\$ 15,136,057	\$ (4,526,362)	\$ (5,408,399)	\$ 2,147,431	\$ (2,193,144)	\$ (2,236,785)	\$ 2,918,798	\$ 105,727
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:								
Depreciation and amortization expense	1,851,427	1,549,209	856,570	390,586	1,210,539	788,076	6,646,407	-
Miscellaneous revenue	92,570	75	6,399	-	-	322,640	421,684	408,439
Miscellaneous expense	-	-	-	-	-	-	-	-
Interest and investment revenue	-	-	-	-	-	-	-	-
Change in assets, liabilities and deferrals:								
Due from other funds	37,307	(191,761)	(376,290)	-	-	-	(530,744)	-
Accrued compensated absences	-	4,737	21,504	4,295	-	34,234	64,770	-
Accounts receivable	(364,757)	-	-	(61,022)	41,972	(134)	(383,941)	-
Other receivable	(44,093)	-	-	2,266	-	(4,691)	(46,518)	(3,810)
Change in lease receivables and related deferral	-	-	-	-	(102,132)	-	(102,132)	-
Change in inventory	-	-	-	-	-	(68,279)	(68,279)	-
Change in lease obligations/lease assets	-	-	(9,281)	(4,365)	-	(1,806)	(15,452)	-
Accounts payable	-	1,600	19,038	49,621	(441,459)	83,416	(287,784)	(33,354)
Advanced revenue	-	-	-	-	(82,981)	12,430	(70,551)	-
Accrued salaries payable	-	257	29,917	26,429	-	24,250	80,853	-
Due to other funds	-	-	-	(49,538)	-	-	(49,538)	-
Claims liability	-	-	-	-	-	-	-	(91,848)
Advanced revenue	-	-	-	(3,000)	-	-	(3,000)	-
Net and total OPEB liability and related deferrals	-	(14,506)	(42,031)	(28,776)	-	(14,381)	(99,694)	-
Net pension liability and related deferrals	-	(50,357)	(226,902)	(217,133)	-	(52,251)	(546,643)	-
Deposits subject to refund	14,306	-	-	-	-	(14,005)	301	-
Prepaid expenses	-	-	-	-	-	8,599	8,599	-
Inventory	-	(110,267)	(142,932)	-	-	-	(253,199)	-
Net cash provided by (used in) operating activities	<u>\$ 16,722,817</u>	<u>\$ (3,337,375)</u>	<u>\$ (5,272,407)</u>	<u>\$ 2,256,794</u>	<u>\$ (1,567,205)</u>	<u>\$ (1,118,687)</u>	<u>\$ 7,683,937</u>	<u>\$ 385,154</u>
Noncash activities:								
Contributed capital assets	-	\$ 245,979	\$ 3,544,918	\$ 355,000	-	-	\$ 4,145,897	-
	<u>\$ -</u>	<u>\$ 245,979</u>	<u>\$ 3,544,918</u>	<u>\$ 355,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,145,897</u>	<u>\$ -</u>

See accompanying notes to the basic financial statements.

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Statement of Fiduciary Net Position - June 30, 2022

	<u>Mausoleum</u> <u>Endowment</u>
ASSETS	
Receivables:	
Other receivables	\$ 33
Total receivables	<u>33</u>
Investments:	
Other investments	7,791
Total investments	<u>7,791</u>
Total assets	<u><u>\$ 7,824</u></u>
LIABILITIES	
Total liabilities	<u>-</u>
NET POSITION	
Restricted for other organizations	7,824
Total net position	<u><u>\$ 7,824</u></u>

See accompanying notes to the basic financial statements.

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Statement of Changes in Fiduciary Net Position - Year Ended June 30, 2022

	<u>Mausoleum</u> <u>Endowment</u>
ADDITIONS	
Investment earnings:	
Investment earnings	\$ (45)
Total net investment earnings	<u>(45)</u>
Total additions	<u>(45)</u>
DEDUCTIONS	
Miscellaneous expenses	\$ 289
Total deductions	<u>289</u>
Change in net position	<u>(334)</u>
Total net position - beginning	8,158
Total net position - ending	<u>\$ 7,824</u>

See accompanying notes to the basic financial statements.

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Footnotes to the Basic Financial Statements:

1. Summary of Significant Accounting Policies

A. Introduction

The financial statements of the *City of Bartlesville, Oklahoma* (the City) are prepared in accordance with U.S. Generally Accepted Governmental Accounting Principles promulgated by the Governmental Accounting Standards Board (GASB). The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this Note. During this fiscal year, the City implemented GASB Statement No. 87, *Leases*.

B. Financial Reporting Entity

City of Bartlesville, Oklahoma is a charter city in which citizens elect five council members by ward. The council members elect one of these members as mayor. The accompanying financial statements present the City’s primary government and component units over which the City exercises significant influence. Significant influence or accountability is based primarily on operational or financial relationships with the City (as distinct from legal relationships).

Some of the component units of the City - Bartlesville Development Authority, Bartlesville Community Center Trust Authority, and Bartlesville Redevelopment Trust Authority - issue separately audited financial statements. Copies of component unit reports may be obtained from the City’s Finance Department.

Due to restrictions of the State Constitution relating to the issuance of municipal debt, the City created public trusts to finance City services with revenue bonds or other non-general obligation financing, and provide for multi-year contracting. Financing services by these public trusts are solely for the benefit of the City. Public trusts created to provide financing services are blended into the City’s primary government although retaining separate legal identity. Component units that do not meet the criteria for blending are reported discretely. However, the City currently has no discretely presented component units.

Component units are reported in the City’s basic financial statements in accordance with GASB 61 as shown in the following table:

Blended Component Units Reported with the Primary Government	Brief Description of Activity’s Relationship to City	Reporting Funds
Bartlesville Municipal Authority	Finance projects and development for the City’s water, solid waste and wastewater utilities. The City Council is the governing body. Assets financed by the Trust are managed by City employees who provide services to citizens.	Enterprise Fund
Bartlesville Community Center Trust Authority	Develop, finance and operate the Community Center for cultural and recreational activities for the citizens of Bartlesville. Their Board consists of eight members appointed by the City Council and one Council member.	Enterprise Fund

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Bartlesville Library Trust Authority	Encourage, finance and promote the public library. The City Council appoints members of the Trust Authority Board. City employees manage trust assets and provide services to citizens.	Special Revenue Fund
Bartlesville History Museum Trust Authority	Establish, improve, maintain, administer and operate facilities for use as a history museum. Their Board consists of nine members, one of whom must be a member of the City Council. Members are appointed by the Mayor with the approval of City Council.	Special Revenue Fund
Adult Center Trust Authority	Encourage, finance and promote cultural and recreational activities for the older citizens of Bartlesville. Their Board consists of six members appointed by the City Council.	Enterprise Fund
Bartlesville Redevelopment Trust Authority	Develop, redevelop, restore and beautify a certain portion of central Bartlesville, Oklahoma jurisdictional boundaries.	Enterprise Fund
Bartlesville Development Authority (BDA)	Finances certain facilities for the purpose of promoting economic development in the City of Bartlesville, Oklahoma and surrounding areas.	Enterprise Fund
Bartlesville Education Authority (BEA)	Finances certain facilities for the purpose of improving educational buildings in the City of Bartlesville, Oklahoma and surrounding areas.	No Activity

The City and its component units provide typical municipal services such as public safety, street maintenance, culture, parks and recreation, airport, and certain utility services including water, wastewater, and sanitation.

Each of the above component units are Public Trusts established pursuant to Title 60 of Oklahoma State law. Public Trusts (Authorities) have no taxing power. The Authorities are generally created to finance City services through issuance of revenue bonds or other non-general obligation debt and to enable the City Council to delegate certain functions to the governing body (Trustees) of the Authority. The Authorities generally retain title to assets which are acquired or constructed with Authority debt or other Authority generated resources. In addition, the City has leased certain existing assets at the creation for the Authorities to the Trustees on a long-term basis. The City, as beneficiary of the Public Trusts, receives title to any residual assets when a Public Trust is dissolved.

C. Basis of Presentation and Accounting

Government-Wide Financial Statements:

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

The statement of activities presents a comparison between the expenses and program revenues directly associated with the different governmental functions and business-type activities to arrive at the net revenue or expense of the function or activity prior to the use of taxes and other general revenues. Program revenues include (1) fees, fines, and service charges generated by the program or activity, (2) operating grants and contributions that are restricted to meeting the operational requirements of the program or activity, and (3) capital grants and contributions that are restricted to meeting the capital requirement of the program or activity. The policy for allocating indirect expenses to functions is on a percentage basis of the activity.

All other governmental revenues are reported as general. All taxes are classified as general revenue even if restricted for a specific purpose.

Fund Financial Statements:

Fund financial statements of the reporting entity 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 major categories: governmental, proprietary, and fiduciary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

- a. Total assets (including deferred outflows), liabilities (including deferred inflows), revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least ten percent (10%) of the corresponding total for all funds of that category or type, and
- b. Total assets (including deferred outflows), liabilities (including deferred inflows), revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least five percent (5%) of the corresponding total for all governmental and enterprise funds combined.
- c. A fund not meeting the criteria of (a) or (b) except that management has elected to report the fund as a major fund due to its significance to the users of the financial statements.

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The funds of the *City of Bartlesville, Oklahoma* are described below:

Governmental Funds:

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. For reporting purposes, the General Fund includes the activities of the ARPA Account and CDBG Covid Grant Account. Also reported in the General Fund is the stabilization reserve account which can only be used in certain limited and unusual circumstances.

Special Revenue Funds – Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally or administratively restricted to expenditures for specified purposes.

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.

Capital Projects Funds – The Capital Projects Funds account for major capital improvements which are financed from the City's general obligation bond issues, certain federal grants and other specific receipts.

The City's governmental funds include:

<u>Fund</u>	<u>Brief Description</u>
Major:	
General Fund	See above for description.
Debt Service Fund:	
Debt Service Fund	See above for description.
Capital Project Funds:	
Capital Reserve Fund	Accounts for proceeds and expenditures associated with the City's capital reserve ordinance.
2022 G.O. Bonds Fund	Accounts for bond proceeds and expenditures associated with the series 2022 G.O. Bond.
Nonmajor:	
Special Revenue Funds:	
Bartlesville History Museum Trust Authority	See above for description.
E-911 Fund	Accounts for revenues and expenditures of the E-911 service that is legally restricted for public safety use.
Special Library Fund	Accounts for State Library Assistance and library donations

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	which are provided to the library for operations.
Special Museum Fund	Accounts for museum grants and donations that are provided primarily by the BHMTA.
Economic Development Fund	Accounts for revenues and expenditures of promoting economic diversification.
Bartlesville Library Trust Authority	See blended component units above for description.
Restricted Revenues Fund	Accounts for receipts and expenditures of donations and other revenues that are restricted for specific purposes.
Municipal Airport Fund	Accounts for revenues and expenditures of infrastructure improvements at the municipal airport including contracts and grants.
Harshfield Library Donation Fund	Accounts for receipts and expenditures related to the Harshfield library donation.
Golf Course Memorial Fund	Accounts for donations and proceeds of an annual memorial golf tournament.
Justice Assistance Grant Fund (JAG)	Accounts for revenues and expenditures related to the Justice Assistance Grant.
Neighborhood Park Fund	Accounts for the receipt and expenditures of development fees that are restricted for use in the various parks of the City.
Cemetery Perpetual Care Fund	Accounts for revenues and expenditures of the cemetery's upkeep in accordance with State law.
Memorial Stadium Operating Fund	Accounts for receipt of stadium fees and transfers from the City for capital improvements.
Housing TIF Districts Fund	Accounts for ad valorem and general sales taxes that are to be used to fund infrastructure improvements to the designated Tax Increment Financing (TIF) areas.
BRTA Pass Through Fund	Accounts for sales taxes and hotel/motel taxes that are to be passed through to the BRTA as part of existing TIF structures.
Hotel Motel Tax Fund	Accounts for hotel motel taxes restricted for the community center, economic development, and tourism purposes.
Capital Project Funds:	
Capital Improvement Sales Tax Fund	Accounts for revenues and expenditures related to a sales tax issue restricted for capital improvements
Capital Improvement - Wastewater Fund	Accounts for the revenues and expenditures associated with improving the wastewater system.

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Capital Improvement – Wastewater Regulatory	Accounts for revenues and expenditures associated with the wastewater capital investment fees.
Capital Improvement – City Hall Fund	Accounts for revenues and expenditures associated with improving City Hall.
Capital Improvement - Storm Sewer Fund	Accounts for revenues and expenditures associated with improving the storm sewer system.
Community Development Block Grant Fund	Accounts for revenues and expenditures related to the Community Development Block Grant.
2008B G.O. Bond Fund	Accounts for bond proceeds and expenditures associated with the series 2008B G.O. Bond.
2009 G.O. Bond Fund	Accounts for bond proceeds and expenditures associated with the series 2009 G.O. Bond.
2010 G.O. Bonds Fund	Accounts for bond proceeds and expenditures associated with the series 2010 G.O. Bond.
2012 G.O. Bonds Fund	Accounts for bond proceeds and expenditures associated with the series 2012 G.O. Bond.
2018A G.O. Bonds Fund	Accounts for bond proceeds and expenditures associated with the series 2018A G.O. Bond.
2014B G.O. Bond Fund	Accounts for bond proceeds and expenditures associated with the series 2014B G.O. Bond.
2017 G.O. Bond Fund	Accounts for bond proceeds and expenditures associated with the series 2017 G.O. Bond.
2018B G.O. Bond Fund	Accounts for bond proceeds and expenditures associated with the series 2018B G.O. Bond.
2018C G.O. Bond Fund	Accounts for bond proceeds and expenditures Associated with the series 2018C G. O. Bond.
2019A G.O. Bond Fund	Accounts for bond proceeds and expenditures Associated with the series 2019A G. O. Bond.
2019B G.O. Bond Fund	Accounts for bond proceeds and expenditures Associated with the series 2019B G. O. Bond.

The governmental funds are reported on the modified accrual basis of accounting. On the modified accrual basis of accounting, revenues are recorded when earned and measurable and available to pay current financial obligations, while expenditures are recorded when incurred and payable from current financial resources. The City defines revenue availability as collected within 60 days of period end.

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The reconciliation of the governmental funds financial statements to the governmental activities presentation in the government-wide financial statements is the result of the use of the accrual basis of accounting and economic resources measurement focus at the government-wide level.

The General Fund, Debt Service Fund, Capital Reserve Fund and 2022 GO Bond Fund are considered major funds and therefore are displayed in separate columns. All other governmental funds are considered nonmajor funds and are aggregated under the column titled Other Governmental Funds.

Proprietary Funds:

Proprietary Fund Types:

Enterprise Funds – The City's Enterprise Funds are used to account for the operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Non-operating revenues and expenses of the proprietary funds include such items as investment earnings, interest expense and subsidies.

Internal Service Funds – (Included in governmental activities in government-wide statements.) The City's Internal Service Funds are used to account for the financing of services provided by one department to other departments of the City.

The City's proprietary funds include:

<u>Fund</u> Major:	<u>Brief Description</u>
Enterprise Funds:	
Bartlesville Municipal Authority	See above for description.
Wastewater Fund	Accounts for activities of the public trust in providing wastewater services to the public.
Water Fund	Accounts for activities of the public trust in providing water services to the public.
Solid Waste Fund	Accounts for activities of the public trust in providing solid waste services to the public.
Bartlesville Development Authority	See above for description.

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Nonmajor:

Adams Municipal Golf Course	Accounts for revenues and expenses of the municipal golf course.
Sooner Pool	Accounts for revenues and expenses of Sooner Pool.
Frontier Pool	Accounts for revenues and expenses of Frontier Pool.
Community Center Trust Authority	See above for description.
Adult Center Trust Authority	See above for description.
Bartlesville Redevelopment Trust Authority	See above for description.
Municipal Airport Operations Fund	Accounts for revenues and expenses of the municipal airport.

Internal Service Funds:

Workers' Compensation	Accounts for the revenues and expenditures of the City's workers' compensation plan.
Health Insurance	Accounts for the revenues and expenditures of the City's health insurance plan.
Auto Collision Insurance	Accounts for the revenues and expenditures of the City's auto insurance plan.

For purposes of the statement of revenues, expenses and changes in fund net position, operating revenues and expenses are considered those whose cash flows are related to operating activities, while revenues and expenses related to financing, capital and investing activities are reported as non-operating or transfers and contributions.

Fiduciary Fund:

The City's fiduciary fund is used to report net position and changes therein of assets held by the City in a trustee or fiduciary capacity. This net position is not available for operations of the City. The City has one private-purpose trust fund.

Fund

Mausoleum Endowment Fund

Brief Description

Accounts for the additions and deductions of the mausoleum endowment fund. Comprised initially of monies on deposit for the mausoleum's care when the City accepted the mausoleum.

D. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe "how" 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

On the government-wide Statement of Net Position and the Statement of Activities both governmental and business-type activities are presented using the economic resources measurement focus as defined in item b below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used as appropriate:

- a. 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.
- b. The proprietary fund utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.
- c. The fiduciary trust fund utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of net position, the change in net position and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Trust fund equity is classified as net position.

Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities both governmental and business-type activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental 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 (within 60 days of period end) 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.

All proprietary funds and fiduciary funds utilize the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used.

E. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Equity

Cash and Investments

For the purposes of the statements of net position, balance sheets, and statement of cash flows, "cash and cash equivalents" includes all demand and savings accounts, and certificates of deposits or short-term investments with an original maturity of three months or less.

Investments are carried at fair value except for short-term U.S. Treasury obligations with a remaining maturity at the time of purchase of one year or less. Those investments are reported at amortized cost. Fair value is based on quoted market price.

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. Major accounts receivable balances for the governmental activities include sales and use taxes, franchise taxes, grants, police fines, and ambulance fees. Business-type activities report utilities as its major receivables.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as sales tax, franchise tax, and grants and other similar intergovernmental revenues since they are usually both measurable and available. Non-exchange transactions collectible but not available are deferred in the fund financial statements in accordance with modified accrual, but not deferred in the government-wide financial statements in accordance with the accrual basis. Interest and investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available. Proprietary fund material receivables consist of all revenues earned at year-end and not yet received. Utility accounts receivable comprise the majority of proprietary fund receivables. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable.

Leases Receivables

The City (including Bartlesville Development Authority) is a party as lessor for seven long-term leases of land and buildings. The corresponding lease receivable are recorded in an amount equal to the present value of the expected future minimum lease payments received or received, respectively, discounted by an applicable interest rate.

Lease-related amounts are recognized at the inception of leases in which the city and Bartlesville Development Authority are the lessors and are recorded in an amount equal to the corresponding lease receivable plus certain additional amounts received from the lessee at or before the commencement of the lease term that relates to future periods, less any lease incentives paid to, or on behalf of, the lessee at or before the commencement of the lease term. The inflow of resources is recognized in a systematic and rational manner over the term of the lease.

Governmental Activities:

The City as a lessor, has entered into lease agreements involving land. The total amount of inflows of resources, including lease revenue and interest revenue recognized during the fiscal year was \$62,106.

Business-type Activities:

The Bartlesville Development Authority as a lessor, has entered into lease agreements involving land and buildings. The total amount of inflows of resources, including lease revenue and interest revenue recognized during the fiscal year was \$283,607.

Deposit with Third-Party Administrator

The City is self-insured for workers' compensation insurance. The claims for workers' compensation injuries are administered by a third-party administrator. The City has placed a deposit with the third-party administrator to allow for the payment of these claims.

Inventory

Inventories for the Enterprise Funds and General Fund are capitalized at cost and charged to expense on the first-in, first-out and average cost basis. Inventories for the general fund and all other funds are insignificant and purchases of such items are expensed.

Deferred Outflows of Resources

Deferred outflows are the consumption of net position that are applicable to a future reporting period. At June 30, 2022 the City has deferred outflows of resources related to pensions and other post-employment benefits (OPEB).

Deferred Inflows of Resources

Deferred inflows are the acquisition of net position that are applicable to a future reporting period. At June 30, 2022 the City has deferred inflows of resources related to pensions, OPEB, and lease revenue.

Arbitrage Rebate

The proceeds from the City's tax-exempt bond issues are subject to arbitrage rebate laws under the Internal Revenue Code. This arbitrage rebate limits the earnings on investment of tax-exempt proceeds in non-purpose investments. The City had no arbitrage rebate liability at June 30, 2022.

Pension

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oklahoma Firefighters Pension & Retirement System (OFPRS), Oklahoma Police Pension & Retirement System (OPPRS), and the Oklahoma Municipal Retirement System (OkMRF) and additions to/deductions from these pension plans' fiduciary net position have been determined on the same basis as they are reported by each listed pension plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other Post-employment Benefits

For purposes of measuring the net OPEB asset, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the

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Oklahoma Municipal Retirement Fund Retiree Medical Plan and additions to/deductions from this OPEB plan's fiduciary net position have been determined on the same basis as they are reported by OPEB. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Capital Assets

The accounting treatment over property, plant and equipment (capital assets) depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

Government-Wide Statements

In the government-wide financial statements, capital assets are accounted for as capital assets. All capital assets are valued at historical cost, or estimated historical cost if actual is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. Estimated historical cost was used to value the majority of the assets acquired prior to June 30, 1992.

Prior to October 1, 2003, governmental activities' infrastructure assets were not capitalized. Since that time, all governmental infrastructure assets have been recorded as acquired. The governmental infrastructure assets for the preceding 20 years were recorded at their actual historical cost, or estimated historical cost if actual was unavailable, as of July 1, 2006.

Depreciation and amortization of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation/amortization reflected in the Statement of Net Position. Depreciation/amortization is provided over the assets' estimated useful lives using the straight-line method. Prior to July 1, 2017, a capitalization threshold of \$2,500 was used to report capital assets. Effective July 1, 2017, the City's capitalization threshold is \$10,000. The range of estimated useful lives by type of asset is as follows:

- Buildings	15-50 years
- Other Improvements	5-100 years
- Machinery and Equipment	5-40 years
- Vehicles	2-15 years
- Infrastructure	25-50 years

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same as in the government-wide statements.

Restricted Assets

Restricted assets include cash and investments of the proprietary fund that are legally restricted as to their use. The primary restricted assets are related to promissory note trustee accounts and utility meter deposits.

Long-Term Debt

The accounting treatment of long-term debt depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term debt to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. The long-term debt consists of notes payable, lease obligations, general obligation bonds, claims payable and accrued compensated absences.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures. The accounting for the proprietary fund is the same in the fund statements as it is in the government-wide statements.

Compensated Absences

Full-time permanent employees are granted vacation benefits in varying amounts to specified maximums depending on tenure with the City. Sick leave accrues to full-time permanent employees to specified maximums. Generally, after meeting certain minimum accruals and service requirements, employees are entitled up to ten percent of their sick leave balance and all accrued vacation leave and compensatory time balances upon retirement.

The estimated current portion of the liability for vested vacation and compensatory time attributable to the City's governmental funds is recorded as an expenditure and liability in the respective funds. The amounts attributable to proprietary funds and similar component units are charged to expense and credited to a corresponding liability in the applicable fund or component unit. The estimated liabilities include required salary-related payments.

Equity Classifications

Government-Wide Statements:

Equity is classified as net position and displayed in three components:

- a. *Net investment in capital assets* – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvements of those assets.
- b. *Restricted net position* - Consists of net position with constraints placed on the use either by 1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- c. *Unrestricted net position* - All other net position that does not meet the definition of "restricted."

Fund Statements:

Governmental fund equity is classified as fund balance. Fund balance is classified as non-spendable, restricted, committed, assigned and unassigned.

- a. Non-spendable – The non-spendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or legally or contractually required to be maintained intact.
- b. Restricted – Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or

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laws or regulations of other governments or is imposed by law through constitutional provisions or enabling legislation (City ordinances).

Enabling legislation authorizes the City to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation. Legal enforceability means that the City can be compelled by an external party—such as citizens, public interest groups, or the judiciary to use resources created by enabling legislation only for the purpose specified by the legislation.

c. Committed – The committed fund balance classification includes amounts that can be used only for specific purposes imposed by ordinance or resolution of City Council. Those committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same type of action (ordinance or resolution) it employed to previously commit those amounts. In contrast to fund balance that is restricted by enabling legislation, committed fund balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by City Council, separate from the authorization to raise the underlying revenue; therefore, compliance with those constraints are not considered to be legally enforceable. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

d. Assigned – Amounts in the assigned fund balance classification are intended to be used by the City for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represent intended uses established by City Council or a City official delegated that authority by City Charter, ordinance or resolution.

e. Unassigned – Unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned. The City applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within the unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Proprietary fund equity is classified the same as in the government-wide statements.

It is the City’s policy to first use restricted net position prior to the use of unrestricted net position when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

F. Revenues, Expenditures, and Expenses

Sales Tax

The City presently levies a three and four-tenths-cent (\$.034) sales tax on taxable sales within the City. The Tax Commission receives the sales tax approximately one month after collection by vendors. The Sales Tax

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is allocated among three funds: The General Fund, the Economic Development Fund, and the Sales Tax Capital Improvement Fund. Two and sixty-five hundredths cents of the tax collected is deposited in the General Fund as of January 1, 2016 (prior to that date, two and twenty-five hundredths cents was deposited in the General Fund), twenty-five hundredths cent is deposited in the Economic Development Fund, and five-tenths cent is deposited in the Sales Tax Capital Improvement Fund. Sales taxes collected by the State in June and July (which represent sales for May and June) and received by the City in July and August have been accrued and are included under the caption “Due from other governments”.

Property Tax

Under State law, municipalities are limited in their ability to levy a property tax. Such tax may only be levied to repay principal and interest on general obligation bonded debt approved by voters and any court-assessed judgments. Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied annually on November 1 and are due one-half by December 31 and one-half by March 31. Property taxes unpaid are attached by an enforceable lien on the property the day after the due date. The Treasurer of Washington County bills and collects the property taxes and remits to the City its portion in the month following collection. In the fund financial statements, property taxes are recorded as revenue in the period levied to the extent they are collected within 60 days of year-end.

Operating Revenues and Expenses

Operating revenues and expenses for proprietary funds are those that result from providing services and producing and delivering goods and/or services. It also includes all revenue and expenses not related to capital and related financing, non-capital financing, or investing activities.

Cigarette, Tobacco, and Tobacco Products Tax

Beginning in January 2005, the City receives tax levied on wholesalers for cigarettes, tobacco and tobacco products. The tax is collected by the Oklahoma Tax Commission and remitted to the City in the month following receipt by the Tax Commission. The Tax Commission receives the tax approximately one month after accumulation by wholesalers. The cigarette, tobacco and tobacco products tax is allocated to the General Fund. The cigarette, tobacco and tobacco products tax collected by the State in June and July (which represents collections for May and June) and received by the City in July and August have been accrued and are included under the caption “Due from other governments”.

Income Taxes

As a municipal government, the income of the City and its public authorities, which is derived from the exercise of any essential governmental function, is not subject to federal or state income taxes.

Expenditures/Expenses

In the government-wide financial statements, expenses are classified by function for both governmental and business-type activities.

In the fund financial statements, expenditures are classified as follows:

Governmental Funds - By Character:	Current (further classified by function)
	Debt Service
	Capital Outlay

Proprietary Fund - By Operating and Non-Operating

In the fund financial statements, governmental funds report expenditures of financial resources. Proprietary funds report expenses relating to use of economic resources.

G. Internal and Interfund Balances and Activities

In the process of aggregating the financial information for the government-wide Statement of Net Position and Statement of Activities, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified.

Fund Financial Statements:

Interfund activity, if any, within and among the governmental and proprietary fund categories is reported as follows in the fund financial statements:

1. Interfund loans - amounts provided with a requirement for repayment are reported as interfund receivables and payables.
2. Interfund services - sales or purchases of goods and services between funds are reported as revenues and expenditures/expenses.
3. Interfund reimbursements - repayments from funds responsible for certain expenditures/expenses to the funds that initially paid for them are not reported as reimbursements but as adjustments to expenditures/expenses in the respective funds.
4. Interfund transfers - flow of assets from one fund to another where repayment is not expected are reported as transfers in and out.

Government-Wide Financial Statements:

Interfund activity and balances, if any, are eliminated or reclassified in the government-wide financial statements as follows:

1. Internal balances - amounts reported in the fund financial statements as interfund receivables and payables are eliminated in the governmental and business-type activities columns of the Statement of Net Position, except for the net residual amounts due between governmental and business-type activities, which are reported as Internal Balances.
2. Internal activities - amounts reported as interfund transfers in the fund financial statements are eliminated in the government-wide Statement of Activities except for the net amount of transfers between governmental and business-type activities, which are reported as Transfers - Internal Activities. The effect of interfund services between funds, if any, are not eliminated in the Statement of Activities.

H. Stabilization Reserve Fund

On March 21, 2011 the City Council adopted an ordinance which established requirements for a stabilization reserve. This ordinance requires that the General Fund, Water Operating Fund, Wastewater Operating Fund, and Sanitation Fund set aside a certain amount each year which will be committed for the purpose of stabilization.

The ordinance also established a minimum and maximum amount that must be set aside for this purpose. The amount committed for stabilization for each fund should be between 16% and 35% of budgeted annual non-capital operating expenses. If the amounts committed for stabilization are less than the minimum required amounts, then 2% of budgeted annual non-capital operating expenses must be set aside each year until such minimum is met.

Amounts committed for stabilization may be used only in certain limited and unusual circumstances that must be declared to exist by a 4/5th's majority of the City Council. The circumstances differ depending on whether the amounts to be used are in excess of the minimum required balance or below this level.

For amounts in excess of the minimum required balances, one of the following criteria must be declared by the City Council:

- Expenditures for emergency situations for life, health, or public safety issues for which no existing appropriation exists;
- Situations where a significant revenue decline arises that could not have reasonably been foreseen, and for which new revenue is not available and transfers of existing appropriations are not considered feasible or appropriate in maintaining existing service levels;
- Correcting the results of an inaccurate estimate, accounting error, or budgeting error;
- Expenditures where the proposed use is of a non-operational nature involving capital or technical purchases having a useful life of greater than five years that will improve the efficiency of the City government. These efficiency improvements should result in tangible benefits that can be measured financially, through better service to the citizens, or in increased productivity for City employees;
- Expenditures where the proposed use is of a nonrecurring nature, such as a study, start-up costs of a program whose ongoing costs are otherwise funded, or matching funds for a grant. These expenditures should result in tangible benefits that can be measured financially, through better service to the citizens, or in increased productivity for City employees.

For amounts that are below the minimum required balances, one of the following criteria must be declared by the City Council:

- Expenditures for emergency situations for life, health, or public safety issues for which no existing appropriation exists;
- Situations where a significant revenue decline arises that could not have reasonably been foreseen, and for which new revenue is not available and transfers of existing appropriations are not considered feasible or appropriate in maintaining exiting service levels;
- Correcting the results of an inaccurate estimate, accounting error, or budgeting error.

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As of June 30, 2022, the City had the following balances committed for stabilization:

	Amount Committed for Stabilization	Original Budgeted Operating Expenses	Stabilization as % of Budgeted Expenses
General	\$ 6,481,032	\$ 30,223,467	21.4%
Wastewater	984,828	5,121,488	19.2%
Water	1,655,122	8,172,026	20.3%
Sanitation	1,090,026	5,115,112	21.3%
	\$ 10,211,008	\$ 48,632,093	21.0%

I. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from those estimates.

J. Stewardship, Compliance, and Accountability

By its nature as a local government unit, the City and its component units are subject to various federal, state, and local laws and contractual regulations.

K. Deficit Fund Balance or Net Position

Title 11, Section 17-211 of the Oklahoma Statutes prohibits the creation of a deficit fund balance in any individual fund of the City (excluding public trusts). At June 30, 2022, the following funds had a negative net position/fund balance:

2018A G.O. Bond Fund	(9,246)
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It is anticipated this immaterial deficit will be eliminated in the next fiscal year.

2. Cash, Cash Equivalents, and Investments

At June 30, 2022, the reporting entity held the following deposits and investments:

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Primary Government:

	Credit Rating	Carrying Value	On Demand	Maturities in Years			
				Less Than One	1-5	6-10	More than 10
Type Deposits:							
Petty Cash	N/A	\$ 3,250	3,250	-	-	-	-
Demand Deposits	N/A	30,117,705	30,117,705	-	-	-	-
Time Deposits	N/A	73,729	-	24,108	49,621	-	-
Total Deposits		<u>30,194,684</u>					
Investments:							
Corporate Stocks:							
Community Center	N/A	2,710,911	2,710,911				
Library Trust Authority	N/A	198,573	198,573				
Sub-total Corporate Stocks		<u>2,909,484</u>		-	-	-	-
Fixed Income:							
Corporate Bonds		551,080					
Treasury Bonds		-					
Municipal Bonds		251,901					
Other fixed income securities		352,741					
Agencies of the U.S. Govt.							
GNMA/FHLB/FNMA/FFCR	AAA	38,937,151					
Sub-total Fixed Income Investments		<u>40,092,873</u>	-	35,292,961	3,405,277	352,741	1,041,894
Mutual Funds							
Community Center		68,839	68,839	-	-	-	-
Library Trust Authority	AAA	1,201,318	1,201,318	-	-	-	-
Sub-total Mutual Funds		<u>1,270,157</u>					
Total Investments:		<u>44,272,514</u>					
Note Payments held in trust and cash with fiscal agent							
		870,559	870,559	-	-	-	-
Total:		<u>\$ 75,337,757</u>	<u>35,171,155</u>	<u>35,317,069</u>	<u>3,454,898</u>	<u>352,741</u>	<u>1,041,894</u>
Reconciliation to Statement of Net Position:							
Cash and Cash Equivalents:							
Government-wide		\$ 21,864,947					
Mausoleum		7,791					
Investments:							
Government-wide		48,287,380					
Restricted Cash and Cash Equivalents:							
Government-wide, current		1,625,629					
Government-wide, noncurrent		3,552,010					
Total:		<u>\$ 75,337,757</u>					

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The City has the following recurring fair value measurements as of June 30, 2022:

Corporate stocks and bonds of \$2,909,484 are Level 1 inputs. U.S. Government and Agency bonds, corporate bonds, municipal bonds, other fixed income securities of \$40,092,873, and mutual funds of \$1,270,157 are Level 2 inputs.

Custodial Credit Risk – Exposure to custodial credit risk related to deposits exists when the City holds deposits that are uninsured and uncollateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the City’s name: or collateralized without a written or approved collateral agreement. Exposure to custodial credit risk related to investments exists when the City holds investments that are uninsured and unregistered, with securities held by the counterparty or by its trust department or agent but not in the City’s name.

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The City’s policy as it relates to custodial credit risk is to secure its uninsured deposits with collateral, valued at no more than market value, at least at a level to cover the uninsured deposits and accrued interest thereon. At June 30, 2022 the City was not exposed to custodial credit risk.

Investment Interest Rate Risk - the City does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Investment Credit Risk - The City has no investment policy that limits its investment choices other than the limitation of state law as follows:

- a. Direct obligations of the U. S. Government, its agencies and instrumentalities to which the full faith and credit of the U. S. Government is pledged, or obligations to the payment of which the full faith and credit of the State is pledged.
- b. Certificates of deposit or savings accounts that are either insured or secured with acceptable collateral with in-state financial institutions, and fully insured certificates of deposit or savings accounts in out-of-state financial institutions.
- c. With certain limitation, negotiable certificates of deposit, prime bankers acceptances, prime commercial paper and repurchase agreements with certain limitations.
- d. County, municipal or school district tax supported debt obligations, bond or revenue anticipation notes, money judgments, or bond or revenue anticipation notes of public trusts whose beneficiary is a county, municipality or school district.
- e. Notes or bonds secured by mortgage or trust deed insured by the Federal Housing Administrator and debentures issued by the Federal Housing Administrator, and in obligations of the National Mortgage Association.
- f. Money market funds regulated by the SEC and in which investments consist of the investments mentioned in the previous paragraphs a, b, c, and d.

Concentration of Investment Credit Risk - the City places no limit on the amount it may invest in any one issuer. Since the City has all investments in certificates of deposit, government securities, or money market accounts, there is no concentration of investment credit risk exposure.

Restricted Cash and Investments – The amounts reported as restricted assets of the proprietary fund statement of net position are comprised of amounts restricted for debt service, debt reserve, or construction purposes. The restricted assets of governmental activities relates to amounts held for court bonds. The restricted assets as of June 30, 2022 are as follows:

	Current	Noncurrent
	Cash and cash equivalents	Cash and cash equivalents
Series 2009 Principal Bond Account	\$ -	\$ 115,671
Series 2009 Interest Bond Account	-	90,518
Utility deposits	1,224,017	-
Bartlesville Development Authority	298,422	-
Bartlesville Municipal Authority	-	558,471
Court bonds	54,029	-
Community Center Trust Authority	49,161	-
Bartlesville Redevelopment Authority	-	2,787,350
Total	\$ 1,625,629	\$ 3,552,010

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3. Accounts, Notes and Leases Receivable

A. Accounts Receivable - Accounts receivable of the business-type activities includes customers utilities services provided, both billed and unbilled, due at year end, reported net of allowance for uncollectible amounts, interest, judgments, amounts due from other governments, and miscellaneous receivables. The governmental activities receivables include fines, taxes, interest, and miscellaneous receivables as follows:

	Accounts	Less: Allowance	Net
	Receivable	for Uncollectible	Accounts
	<u>Receivable</u>	<u>Accounts</u>	<u>Receivable</u>
Governmental Activities:			
Franchise taxes	\$ 136,416	\$ -	\$ 136,416
Utilities (bug and light)	(230,044)	36,020	(194,024)
Business License	68,391	-	68,391
Court fines	454,807	-	454,807
Fuel Billing	11,337	-	11,337
Abatement	76,897	-	76,897
Demolition	306,295	-	306,295
Lodging tax	49,953	-	49,953
E-911 tax	40,582	-	40,582
Other	300,800	-	300,800
Interest receivable	121,539	-	121,539
Total Governmental Activities	<u>\$ 1,336,973</u>	<u>\$ 36,020</u>	<u>\$ 1,372,993</u>
Business-Type Activities:			
Golf Memberships	\$ 50,059	\$ -	\$ 50,059
Utilities (sanitation)	602,518	(191,521)	410,997
Utilities (Waste water)	1,260,926	(578,266)	682,660
Utilities (Water)	1,803,317	(783,749)	1,019,568
Judgments (BMA)	72,335	-	72,335
From other Govt's	608,371	-	608,371
Interest receivable	5,966	-	5,966
Other	9,203	-	9,203
Bartlesville Community Center Trust Autl	87,083	-	87,083
Bartlesville Development Authority	230,633	-	230,633
Bartlesville Redevelopment Authority	6,399	-	6,399
Total Business-Type Activities	<u>\$ 4,736,810</u>	<u>\$ (1,553,536)</u>	<u>\$ 3,183,274</u>

B. Incentive Loans Receivable

In the fiscal year of June 30, 2014, an economic development agreement was made between the BDA and Husky Portable Containment Company. The BDA agreed to a forgivable loan of \$150,000 to Husky, to be repaid in ten years, with the expectation that they would move operations and employ twenty-two employees. The BDA would then credit Husky on their notes and interest with \$1,000 for each new job created earning a wage of \$31,200 or more, plus a proportionate share for each employee over twenty-two. During the year ended June 30, 2022, Husky employed twenty-nine employees. Therefore, incentive expense for Husky was \$7,470. Due to not meeting the employment target, Husky repaid \$7,607 to the BDA with an overpayment of \$75 applied as a credit. Notes receivable due from Husky for the year ended June 30, 2022 was \$45,000.

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In the fiscal year of June 30, 2014, an economic development agreement was made between the BDA and Superior Companies Inc. The BDA agreed to a forgivable loan of \$200,000 to Superior, to be paid in ten years, with the expectation that they would expand employment in the Bartlesville area by twenty employees over the current seventy. The BDA would then credit Superior on their notes and interest with \$1,000 for each new job created in excess of seventy plus a proportionate share for each employee over twenty. During the year ended June 30, 2022, Superior did not add any employees; therefore, Superior is to repay \$25,975 which is included in accounts receivable. Notes receivable due from Superior for the year ended June 30, 2022 was \$40,000. Superior made no repayments during the year ended June 30, 2022. Because of not meeting the employment target, Superior is to repay \$179,578. Superior Companies, Inc. is in forbearance and management is doubtful that the remaining balance of the loan will be collectible. Management has elected to not record an allowance for doubtful account due to the nature of the agreement being a forgivable loan and that if the terms of the agreement are met or not, there would be no difference in change in net position or cash flow.

In the fiscal year of June 30, 2019, an economic development agreement was made between the BDA and Phillips Precision Machining, LLC. The BDA agreed to a forgivable loan of \$200,000 to Phillips Precision Machining, LLC, to be repaid in ten years, with the expectation that they would move operations and employ sixteen employees. The BDA would then credit Phillips Precision Machining, LLC on their notes and interest with \$1,250 for each new full time job created. Employment numbers and note forgiveness is calculated on the one-year anniversary of the agreement which was November 15, 2020. During the year ended June 30, 2022, Phillips Precision Machining, LLC, employed twenty-two employees; therefore, incentive expense was \$27,500. Notes receivable due from Phillips Precision Machining, LLC for the year ended June 30, 2022 was \$122,500.

In the fiscal year of June 30, 2019, an economic development agreement was made between the BDA and Phillips Precision Machining, LLC. The BDA agreed to a non-forgivable loan of \$350,000 to Phillips Precision Machining, LLC, to be repaid in ten years. Notes receivable due from the Phillips Precision Machining, LLC for the year ended June 30, 2022 was \$233,333.

In the fiscal year of June 30, 2019, an economic development agreement was made between the BDA and Custom Molding Services, Inc. The BDA agreed to a forgivable loan of \$150,000 to Custom Molding Services to be repaid in ten years. The BDA would then credit Custom Molding Services on their note with \$1,000 for each new job created for each employee over five. Employment numbers and note forgiveness is calculated on the one-year anniversary of the agreement which is May 28, 2020. This was extended to May 28, 2021. During the year ended June 30, 2022, Custom Molding Services employed fifteen employees; therefore, incentive expense for Custom Molding Services was \$10,000. Due to not meeting the employment target, Custom Molding Services is to repay \$5,000, which is included in accounts receivable. Notes receivable due from Custom Molding Services for the year ended June 30, 2022 was \$117,000.

	Balance 7/1/2021	Additions	Reclassified	Forgiven	Payments	Balance 6/30/2022
Business-Type Activities/Bartlesville Development Authority:						
Husky	\$ 59,925	\$ 75	\$ (8,000)	\$ (7,000)	\$ -	\$ 45,000
Superior	60,000	-	(20,000)	-	-	40,000
Phillips Precision Machining	148,750	-	-	(26,250)	-	122,500
Phillips Precision Machining, #2	268,333	-	-	-	(35,000)	233,333
Custom Molding Services	135,000	-	-	(18,000)	-	117,000
Total Business-Type Activities/Bartlesville Development Authority	<u>\$ 672,008</u>	<u>\$ 75</u>	<u>\$ (28,000)</u>	<u>\$ (51,250)</u>	<u>\$ (35,000)</u>	<u>\$ 557,833</u>

Reconciliation to Statement of Net Position:	
Incentive loans receivable, current	105,000
Incentive loans receivable, noncurrent	452,833
Total Incentive Loans Receivable	<u>\$ 557,833</u>

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C. Leases Receivable

The City as a lessor, has entered into lease agreements involving land. The total amount of inflows of resources, including lease revenue and interest revenue recognized during the fiscal year was \$62,106.

The Bartlesville Development Authority (BDA), as a lessor, has entered into lease agreements involving land and buildings. The amount of inflows of resources, including lease revenue and interest revenue recognized during the fiscal year was \$283,607. The BDA, as a lessor, also has entered into a lease agreement involving land that has payments that vary based on expenses. During the fiscal year, the BDA received variable payments of \$59,368 which was based on the tenant's allocated share (15.95%) of operating expenses incurred by the BDA for maintenance, operation, and repair of the leased property. There has been no recognition of lease receivable or related deferred inflows of resources related to this variable lease.

4. Capital Assets and Depreciation

Capital Assets:

Capital assets consist of land, land improvement, construction in progress, buildings and building improvements, machinery and equipment, and infrastructure. Capital assets are reported at actual or estimated historical cost. Donated capital assets are recorded at their fair value at the date of donation.

For the year ended June 30, 2022, capital assets balances changed as follows:

	Restated Balance at July 1, 2021	Additions	Disposals	Transfers	CIP	Balance at June 30, 2022
Governmental activities:						
Capital assets not being depreciated:						
Land	\$ 3,423,945	\$ -	\$ -	\$ -	\$ -	\$ 3,423,945
Construction in progress	14,601,694	10,236,961	-	-	(10,663,150)	14,175,505
Total capital assets not being depreciated	<u>18,025,639</u>	<u>10,236,961</u>	<u>-</u>	<u>-</u>	<u>(10,663,150)</u>	<u>17,599,450</u>
Other capital assets:						
Infrastructure and improvements	131,661,042	-	-	-	7,041,869	138,702,911
Buildings	12,414,111	-	-	-	-	12,414,111
Equipment and furniture	16,489,559	1,691,117	-	(524,617)	-	17,656,059
Total other capital assets at historical cost	<u>160,564,712</u>	<u>1,691,117</u>	<u>-</u>	<u>(524,617)</u>	<u>7,041,869</u>	<u>168,773,081</u>
Less accumulated depreciation for:						
Infrastructure and improvements	56,066,444	4,705,772	-	-	-	60,772,216
Buildings	9,788,097	469,216	-	-	-	10,257,313
Equipment and furniture	12,190,564	723,564	-	-	-	12,914,128
Total accumulated depreciation	<u>78,045,105</u>	<u>5,898,552</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>83,943,657</u>
Leased assets:						
Land	49,796	-	-	-	-	49,796
Equipment	134,540	-	-	-	-	134,540
Total leased assets	<u>184,336</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>184,336</u>
Less accumulated amortization:						
Land	-	6,095	-	-	-	6,095
Equipment	-	14,888	-	-	-	14,888
Total amortization of leased assets	<u>-</u>	<u>20,983</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,983</u>
Other capital assets, net	82,703,943	(4,228,418)	-	(524,617)	7,041,869	84,992,777
Governmental activities capital assets, net	<u>\$ 100,729,582</u>	<u>\$ 6,008,543</u>	<u>\$ -</u>	<u>\$ (524,617)</u>	<u>\$ (3,621,281)</u>	<u>\$ 102,592,227</u>

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	Restated Balance at July 1, 2021	Additions	Disposals	Transfers	CIP	Balance at June 30, 2022
Business-type activities:						
Capital assets not being depreciated:						
Land	\$ 7,416,021	\$ 50,000	\$ -	\$ -	\$ -	\$ 7,466,021
Works of Art	46,137	-	-	-	-	46,137
Construction in progress	867,731	3,344,428	-	-	(47,030)	4,165,129
Total capital assets not being depreciated	<u>8,329,889</u>	<u>3,394,428</u>	<u>-</u>	<u>-</u>	<u>(47,030)</u>	<u>11,677,287</u>
Other capital assets:						
Infrastructure and improvements	89,871,924	147,127	-	-	1,920,059	91,939,110
Buildings	142,936,903	312,109	-	-	1,595,928	144,844,940
Equipment and furniture	15,719,537	92,268	(29,568)	524,617	152,324	16,459,178
Total other capital assets at historical cost	<u>248,528,364</u>	<u>551,504</u>	<u>(29,568)</u>	<u>524,617</u>	<u>3,668,311</u>	<u>253,243,228</u>
Less accumulated depreciation for:						
Infrastructure and improvements	58,256,447	2,661,758	-	-	-	60,918,205
Buildings	68,589,815	3,224,039	-	-	-	71,813,854
Equipment and furniture	11,974,776	742,684	(29,568)	-	-	12,687,892
Total accumulated depreciation	<u>138,821,038</u>	<u>6,628,481</u>	<u>(29,568)</u>	<u>-</u>	<u>-</u>	<u>145,419,951</u>
Leased assets:						
Equipment	46,543	-	-	-	-	46,543
Less accumulated amortization:						
Equipment	-	15,514	-	-	-	15,514
Total leased assets being amortized, net	<u>46,543</u>	<u>(15,514)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>31,029</u>
Other capital assets, net	<u>109,753,869</u>	<u>(6,092,491)</u>	<u>-</u>	<u>524,617</u>	<u>3,668,311</u>	<u>107,854,306</u>
Business-type activities capital assets, net	<u>\$ 118,083,758</u>	<u>\$ (2,698,063)</u>	<u>\$ -</u>	<u>\$ 524,617</u>	<u>\$ 3,621,281</u>	<u>\$ 119,531,593</u>

Depreciation of capital assets is included in total expenses and is charged or allocated to the activities primarily benefiting from the use of the specific asset. Depreciation expense has been allocated as follows:

Governmental Activities:

General government	\$ 1,161,049
Public safety	825,413
Public works	2,801,020
Culture and recreation	1,132,053
Depreciation expense	<u>\$ 5,919,535</u>

Business-Type Activities:

Wastewater	\$ 1,597,160
Water	2,660,053
Sanitation	390,627
Golf	103,707
Swimming pools	251,979
Community center	420,113
Other	1,220,356
	<u>\$ 6,643,995</u>

On October 16, 2010, the BDA received a quit-claim deed from the City of Bartlesville for the Sunset Industrial Park on a condition that they would maintain, insure, and market it as a possible location for local business development. With the quit-claim deed, the Bartlesville City Council has the right to ask for the return of the deed and the property. The land had been recorded at fair market value on date of contribution, which approximates \$1,300,000. During the year ended June 30, 2018, a portion of the land with a cost basis of \$260,000 was sold for \$200,000. During the year ended June 30, 2021, a portion of the land, with a cost of \$29,560 was sold for \$112,536. The remaining land is recorded at \$1,010,440. As of June 30, 2022, the Council has not requested the return of the land.

5. Long-Term Debt and Debt Service Requirements

For the year ended June 30, 2022, the reporting entity's long-term debt changed as follows:

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<u>Type of Debt</u>	Restated Balance <u>July 1, 2021</u>	<u>Additions</u>	<u>Deductions</u>	Balance <u>June 30, 2022</u>	Due Within <u>One Year</u>
Governmental Activities:					
General obligation bonds	\$ 19,425,000	\$ 9,500,000	\$ 3,850,000	\$ 25,075,000	\$ 3,155,000
Self insurance claims liability	547,497	2,730,649	2,822,497	455,649	182,260
Lease obligations (direct borrowings)	184,336	-	50,038	134,298	50,215
Accrued compensated absences	1,204,155	1,197,965	1,364,250	1,037,870	103,787
Total Governmental Activities	<u>21,360,988</u>	<u>13,428,614</u>	<u>8,086,785</u>	<u>26,702,817</u>	<u>3,491,262</u>
Business-Type Activities:					
Notes Payable (direct borrowings)	34,656,913	-	2,641,630	32,015,283	2,418,707
Lease obligations (direct borrowings)	46,543	-	15,452	31,091	15,508
Accrued compensated absences	291,975	291,619	241,033	342,561	34,256
Total Business-Type Activities	<u>34,995,431</u>	<u>291,619</u>	<u>2,898,115</u>	<u>32,388,935</u>	<u>2,468,471</u>
Total Long-Term Debt	<u>\$ 56,356,419</u>	<u>\$ 13,720,233</u>	<u>\$ 10,984,900</u>	<u>\$ 59,091,752</u>	<u>\$ 5,959,733</u>

Reconciliation to Statement of Net Position:

Governmental Activities:

Due within one year - bonds, notes, and contracts	\$ 3,155,000
Due within one year - compensated absences	103,787
Due within one year - claims payable	182,260
Due within one year - Lease obligations payable	50,215
Due in more than one year - bonds, notes and contracts	21,920,000
Due in more than one year - compensated absences	934,083
Due in more than one year - claims payable	273,389
Due in more than one year - lease obligations payable	84,083
Total Governmental Activities Long-term Debt	<u>\$ 26,702,817</u>

Business-Type Activities:

Due within one year - bonds, notes, and contracts	\$ 2,418,707
Due within one year - compensated absences	34,256
Due within one year - Lease obligations payable	15,508
Due in more than one year - bonds, notes and contracts	29,596,576
Due in more than one year - lease obligations payable	15,583
Due in more than one year - compensated absences	308,305
Total Business-Type Activities Long-term Debt	<u>\$ 32,388,935</u>

Governmental accrued compensated absences will be liquidated by the general fund.

Governmental activities long-term debt:

Governmental activities long-term debt payables from net revenues include the following:

General Obligation Bonds To Be Repaid Through Governmental Type Activity:

Under state law, the City annually levies taxes for the retirement of general obligation bonds computed by dividing the original principal amount of bonds by the number of tax years the bonds will be outstanding. State law also requires that a specific fund be established for the retirement of the general obligation bonds. The fund established is the City's Debt Service Fund.

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On June 1, 2022, \$9,500,000 General Obligation Bonds, Series 2022, serial bonds due annual payments of \$1,185,000 and a final payment of \$1,205,000 through June 1, 2031; semi-annual interest at rates varying from 3% to 4%.	Current	\$ -
	Long-term	<u>9,500,000</u>
	Total	<u>9,500,000</u>
On December 1, 2021A, \$1,150,000 General Obligation Bonds, Series 2021A, serial bonds due annual payments of \$230,000 through June 1, 2027; semi-annual interest at rates varying from 1% to 2%.	Current	\$ 100,000
	Long-term	<u>1,050,000</u>
	Total	<u>1,150,000</u>
On December 1, 2018, \$2,500,000 General Obligation Bonds, Series 2019A, serial bonds due annual payments of \$220,000 and a final payment of \$240,000 through December 1, 2029; semi-annual interest at rates varying from 1.25% to 1.75%.	Current	220,000
	Long-term	<u>1,560,000</u>
	Total	<u>1,780,000</u>
On December 1, 2018, \$600,000 General Obligation Bonds, Series 2019B, serial bonds due annual payments of \$100,000 through December 1, 2026; semi-annual interest at rates varying from 1.25% to 2.0%.	Current	100,000
	Long-term	<u>400,000</u>
	Total	<u>500,000</u>
On December 1, 2018, \$2,500,000 General Obligation Bonds, Series 2018C, serial bonds due annual payments of \$275,000 and a final payment of \$300,000 through December 1, 2028; semi-annual interest at rates varying from 3.00% to 4.00%.	Current	275,000
	Long-term	<u>1,675,000</u>
	Total	<u>1,950,000</u>
On June 28, 2018, \$9,725,000 General Obligation Bonds, Series 2018A, serial bonds due an initial payment of \$605,000 and annual installments of \$1,140,000 through June 1, 2028; semi-annual interest at rates varying from 2.75% to 3.0%.	Current	1,140,000
	Long-term	<u>5,700,000</u>
	Total	<u>6,840,000</u>
On December 1, 2015, \$2,000,000 General Obligation Bonds, Series 2015, serial bonds due in annual installments of \$220,000, except for a final installment of \$240,000 through December 1, 2025; semi-annual interest at rates varying from 1.5% to 2.1%.	Current	220,000
	Long-term	<u>680,000</u>
	Total	<u>900,000</u>
On December 1, 2014, \$5,200,000 General Obligation Bonds, Series 2014B, serial bonds due in annual installments of \$575,000, except for a final installment of \$600,000 through December 1, 2024; semi-annual interest at rates varying from 1.1% to 2.1%.	Current	575,000
	Long-term	<u>1,175,000</u>
	Total	<u>1,750,000</u>
On June 1, 2014, \$1,500,000 General Obligation Bonds, Series 2014, serial bonds due in annual installments of \$165,000, except for a final installment of \$180,000 through June 1, 2024; semi-annual interest at rates varying from 1% to 2.15%.	Current	165,000
	Long-term	<u>180,000</u>
	Total	<u>345,000</u>
On November 1, 2012, \$3,000,000 General Obligation Bonds, Series 2012, serial bonds due in annual installments of \$330,000, except for a final installment of \$360,000 through November 1, 2022; semi-annual interest at rates varying from 1.8% to 1.05%.	Current	360,000
	Long-term	<u>-</u>
	Total	<u>360,000</u>
Total current portion		3,155,000
Total long-term portion		<u>21,920,000</u>
Total general obligation bonds		<u>\$ 25,075,000</u>

The City as a lessee has entered into lease agreements involving equipment and land for city operations.

Lease Obligations:	Current	50,215
	Long-term	<u>84,083</u>
	Total	<u>134,298</u>

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Business-type activities

Long-term debt payable from net revenues generated by and taxes pledged to the City's business-type activities include the following:

Notes Payable (direct borrowings):

Note payable by the BMA to the Oklahoma Water Resources Board, proceeds of \$726,006 were used to refinance an interim construction loan on March 31, 2004, principle payments of \$18,150 are due semi-annually starting September 15, 2004. This note bears no interest but is subject to a 1/2% administrative fee. The note will mature March 15, 2024.

Current	36,301
Long-term	<u>36,301</u>
Total	<u>72,602</u>

Note payable by the BMA to the Oklahoma Water Resources Board, proceeds of \$552,498 were used to refinance an interim construction loan on March 31, 2004, principle payments of \$13,812 are due semi-annually starting September 15, 2004. This note bears no interest but is subject to a 1/2% administrative fee. The note will mature March 15, 2024.

Current	27,625
Long-term	<u>27,624</u>
Total	<u>55,249</u>

Note payable by the BMA to Arvest Bank proceeds of \$3,355,000 were used to refinance Oklahoma Water Resources Board Note 2009 to a fixed interest rate of 2.2% per annum on May 24, 2016. Principal and interest are due semiannually starting on September 1, 2016. Principal payments range from \$85,000 to \$135,000. This note matures September 1, 2030.

Current	230,000
Long-term	<u>1,890,000</u>
Total	<u>2,120,000</u>

Note payable by the BMA to the RCB Bank, proceeds of \$29,670,000 were used to refinance indebtedness incurred for 2008 OWRB Note. Principle and interest payments from \$1,171,775 to \$1,160,743 will be due in two semi-annual installments commencing on September 15, 2020. This note bears interest at a rate of 2.75% per annum. The note will mature on March 15, 2035.

Current	1,723,000
Long-term	<u>24,579,000</u>
Total	<u>26,302,000</u>

Note payable by the BMA to Oklahoma Water Resources Board, proceeds of \$3,810,000 were used to finance construction improvements to the drinking water system on August 30, 2012, \$500,000 of principal forgiveness was received due to State/Federal green initiative grant bringing beginning balance to \$3,310,000. This note bears interest at a rate of 2.29% per annum. Principal and interest are due semiannually starting March 15, 2014. The note will mature on September 15, 2028.

Current	227,314
Long-term	<u>1,348,404</u>
Total	<u>1,575,718</u>

Note Payable to BancFirst of \$2,529,880 dated January 11, 2018, to fund an incentive payment to GBT Realty Corp. upon completion of Silver Lake Village, Phase I. Tax increment financing (TIF) revenues will service the loan for a term of 15 years.

Current	174,467
Long-term	<u>1,715,247</u>
Total	<u>1,889,714</u>

Total current portion	2,418,707
Total long-term portion	<u>29,596,576</u>

Total notes payable	<u>\$ 32,015,283</u>
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All of the City's notes with the OWRB have a debt coverage covenant of 125% of maximum annual debt service. As of June 30, 2022, the City fully complied with the requirement.

The Authority as a lessee has entered into a lease agreement involving equipment for operations.

Lease Obligations:	Current	15,508
	Long-term	<u>15,583</u>
	Total	<u>31,091</u>

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Debt Service Requirements to Maturity:

<u>Year Ending June 30,</u>	Governmental Activities			
	General			
	Obligation Bonds		Lease obligations	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2023	\$ 3,155,000	\$ 529,425	\$ 50,215	\$ 793
2024	4,125,000	620,569	50,493	515
2025	3,970,000	516,695	6,238	333
2026	3,390,000	422,185	6,453	264
2027	3,150,000	331,025	6,523	193
2028-2031	7,285,000	543,850	14,376	175
Totals	<u>\$ 25,075,000</u>	<u>\$ 2,963,749</u>	<u>\$ 134,298</u>	<u>\$ 2,273</u>

<u>Year Ending June 30,</u>	Business Type Activities			
	Notes Payable (direct borrowings)		Lease Obligations	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
	2023	\$ 2,418,707	\$ 688,598	15,508
2024	2,470,814	636,481	15,583	41
2025	2,458,081	582,495	-	-
2026	2,504,491	527,814	-	-
2027	2,528,434	471,756	-	-
2028-2032	12,149,756	1,505,766	-	-
2033-2036	7,485,000	302,440	-	-
Totals	<u>\$ 32,015,283</u>	<u>\$ 4,715,350</u>	<u>\$ 31,091</u>	<u>\$ 159</u>

Conduit Debt:

The Bartlesville Education Authority (BEA) has issued its Series 2021A Lease Revenue Note for the Bartlesville Public Schools for \$13,970,000, dated September 15, 2021, with an interest rate of 1.129% and a maturity date of July 1, 2026. The note is secured by lease payments made by the School. Neither the BEA nor the City have any liability for this debt except for remitting the lease payments received to the lender. The balance of this note at June 30, 2022 is \$13,970,000.

Self-Insurance Claims Liability:

The City self-insures workers' compensation and health insurance claims liabilities. The administration of claims for insurance is primarily performed by third party administrators. At June 30, 2022, the City's workers' compensation claims liability was \$280,190 and the health insurance claims liability was \$175,459 based upon the estimated claims payable reported as reserves in the third party administrator's reports to the City. The claims liability is reported in the Workers' Comp and Health Insurance internal service funds. All court-ordered judgments are levied in accordance with State law over three years. The following schedule shows the changes in the claims liability for the past three years (prior years' information is unavailable for health insurance):

	<u>Worker's Comp</u>	<u>Health</u>	<u>Total</u>
Claims liability, June 30, 2019	298,682	-	298,682
Claims and changes in estimates	112,474	-	112,474
Claims payments	<u>(144,773)</u>	<u>-</u>	<u>(144,773)</u>
Claims liability, June 30, 2020	266,383	-	266,383
Claims and changes in estimates	162,973	3,260,696	3,423,669
Claims payments	<u>(71,912)</u>	<u>(3,070,643)</u>	<u>(3,142,555)</u>
Claims liability, June 30, 2021	357,444	190,053	547,497
Claims and changes in estimates	23,818	2,706,831	2,730,649
Claims payments	<u>(101,072)</u>	<u>(2,721,425)</u>	<u>(2,822,497)</u>
Claims liability, June 30, 2022	<u>\$ 280,190</u>	<u>\$ 175,459</u>	<u>\$ 455,649</u>

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6. Net Position and Fund Balances

A. The following table shows the fund balance classifications as shown on the Governmental Funds Balance Sheet:

	General Fund	Debt Service Fund	Capital Reserve Fund	2022 G.O. Bond Fund	Other Governmental Funds	Total
Fund balances:						
Non-spendable						
Inventory	\$ 67,767	\$ -	\$ -	\$ -	\$ -	\$ 67,767
Prepaid items	77,497	-	-	-	-	77,497
Sub-total Non-spendable	<u>145,264</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>145,264</u>
Restricted for:						
Debt service	-	3,440,082	-	-	-	3,440,082
History museum	-	-	-	-	125,789	125,789
E-911	-	-	-	-	40,049	40,049
Special library	-	-	-	-	324,280	324,280
Special museum	-	-	-	-	128,261	128,261
Economic development	-	-	-	-	3,270,925	3,270,925
Library	-	-	-	-	1,540,599	1,540,599
Restricted revenues	-	-	-	-	250,752	250,752
Harshfield library donation	-	-	-	-	602,759	602,759
Justice assistance	-	-	-	-	7,619	7,619
Neighborhood parks	-	-	-	-	27,763	27,763
Cemetery	-	-	-	-	6,914	6,914
Housing TIF Districts	-	-	-	-	1,254,341	1,254,341
Hotel Motel Tax Fund	-	-	-	-	9,045	9,045
CIP Sales tax	-	-	-	-	2,858,814	2,858,814
CIP Wastewater	-	-	-	-	125,495	125,495
CIP Wastewater Regulatory	-	-	-	-	783,306	783,306
CIP City Hall	-	-	-	-	74,119	74,119
CIP Storm Sewer	-	-	-	-	53,058	53,058
Capital reserve	-	-	13,570,416	-	-	13,570,416
2022 G.O. Bond Fund	-	-	-	9,370,025	-	9,370,025
CDBG grant purposes	-	-	-	-	3,460	3,460
2014B G.O. bonds	-	-	-	-	3,885	3,885
2021A G.O. bonds	-	-	-	-	1,079,080	1,079,080
2017 G.O. bonds	-	-	-	-	53	53
2018B GO bonds	-	-	-	-	29,667	29,667
2018C GO bonds	-	-	-	-	41,818	41,818
2019A GO bonds	-	-	-	-	649,251	649,251
2019B GO bonds	-	-	-	-	385,860	385,860
Sub-total Restricted	<u>-</u>	<u>3,440,082</u>	<u>13,570,416</u>	<u>9,370,025</u>	<u>13,676,962</u>	<u>40,057,485</u>
Committed to:						
Stabilization reserve	10,211,008	-	-	-	-	10,211,008
Municipal airport	-	-	-	-	262,923	262,923
Golf course	-	-	-	-	31,337	31,337
Sub-total Committed	<u>10,211,008</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>294,260</u>	<u>10,505,268</u>
Assigned to:						
ARPA projects	3,156,371	-	-	-	-	3,156,371
Next year's budget	2,718,722	-	-	-	-	2,718,722
Sub-total Assigned	<u>5,875,093</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,875,093</u>
Unassigned (deficit):						
2018A GO bonds	-	-	-	-	(9,246)	(9,246)
2012 G.O. bonds	-	-	-	-	(875)	(875)
General Fund	2,700,000	-	-	-	-	2,700,000
Sub-total Unassigned	<u>2,700,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(10,121)</u>	<u>2,689,879</u>
Total fund balances	<u>\$ 18,931,365</u>	<u>\$ 3,440,082</u>	<u>\$ 13,570,416</u>	<u>\$ 9,370,025</u>	<u>\$ 13,961,101</u>	<u>\$ 59,272,989</u>

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B. The restrictions of net position are as follows:

	<u>Enabling Legislation</u>	<u>Statutory Requirement</u>	<u>External Contracts</u>	<u>Total</u>
Restricted Net Position - Governmental Activities:				
Economic Development	\$ -	\$ 3,270,925	\$ -	\$ 3,270,925
E-911	-	40,049	-	40,049
Special Library	-	324,280	-	324,280
Special Museum	-	128,261	-	128,261
Bartlesville History Museum Trust Authority	-	125,789	-	125,789
Bartlesville Library Trust Authority	-	1,540,599	-	1,540,599
Restricted Revenues	-	-	250,752	250,752
Harshfield Library Donation	-	-	602,759	602,759
CDBG Grant	3,460	-	-	3,460
Justice Assistance Grant	7,619	-	-	7,619
Neighborhood Park	27,763	-	-	27,763
Cemetery Perpetual Care	6,914	-	-	6,914
Housing TIF Districts	1,254,341	-	-	1,254,341
Hotel Motel Tax Fund	9,045	-	-	9,045
Debt Service	3,440,082	-	-	3,440,082
Capital Improvement Funds:				
Sales Tax Capital Improvement Fund	-	2,858,814	-	2,858,814
Wastewater Fund	-	125,495	-	125,495
Wastewater Regulatory Fund	-	783,306	-	783,306
Storm Sewer Fund	-	53,058	-	53,058
City Hall	-	74,119	-	74,119
Capital Reserve Fund	-	13,570,416	-	13,570,416
General Obligation Bond Funds:				
2009 G.O. Bond Fund	-	-	-	-
2010 G.O. Bond Fund	-	-	-	-
2014B G.O. Bond Fund	3,885	-	-	3,885
2021A G.O. Bond Fund	1,079,080	-	-	1,079,080
2017 G.O. Bond Fund	53	-	-	53
2018B G.O. Bond Fund	29,667	-	-	29,667
2018C GO bonds	41,818	-	-	41,818
2019A GO bonds	649,251	-	-	649,251
2019B GO bonds	385,860	-	-	385,860
2022 GO bonds	9,370,025	-	-	9,370,025
Total restricted net position	<u>\$ 16,308,863</u>	<u>\$ 22,895,111</u>	<u>\$ 853,511</u>	<u>\$ 40,057,485</u>
Restricted Net Position - Business-type Activities:				
Bartlesville Municipal Authority	\$ -	\$ -	\$ 764,660	\$ 764,660
Community Center	-	-	50,000	50,000
Bartlesville Development Authority	-	-	1,010,440	1,010,440
Bartlesville Redevelopment Trust Authority	-	-	2,537,070	2,537,070
Total restricted net position	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,362,170</u>	<u>\$ 4,362,170</u>

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C. Prior Period Adjustment – The Bartlesville Development Authority implemented GASB 87 – *Leases* and presented comparative, separately issued, financial statements. This resulted in a prior period adjustment of \$92,509 due to the difference between lease receivable and the related deferred inflow of resources. The City does not present comparative financial statements, so there was no prior period adjustment related to the implementation of GASB 87.

7. Internal and Interfund Balances and Transfers

The City’s policy is to eliminate interfund transfers and balances in the statements of activities and net position to avoid the grossing up of balances. Only the residual balances transferred between governmental and business-type activities are reported as internal transfers and internal balances and then offset in the total column in the government-wide statements. Interfund transfers and balances between funds are not eliminated in the fund financial statements.

Balances:

<u>Due From</u>	<u>Due To</u>	<u>Amount</u>	<u>Nature of Balance</u>
Water Fund	General Fund	37,307	To cover negative pooled cash
Solid Waste Fund	General Fund	347,159	To cover negative pooled cash
Total		<u>\$ 384,466</u>	

Reconciliation to Fund Financial Statements:

	<u>Due From</u>	<u>Due To</u>	<u>Net</u>
Governmental Funds	\$ 384,466	\$ -	\$ 384,466
Proprietary Funds	-	(384,466)	(384,466)
Total	<u>384,466</u>	<u>(384,466)</u>	<u>-</u>

Reconciliation to Government-Wide Statements:

Net Interfund Balances	384,466	(384,466)
Consolidation of internal service funds activities related to enterprise funds	526,998	(526,998)
Total Internal Balances	<u>\$ 911,464</u>	<u>\$ (911,464)</u>

Transfers:

Internal transfers between funds and activities for the year ended June 30, 2022 were as follows:

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<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	<u>Purpose of Transfer</u>
Bartlesville Library Trust Authority	Special Library Fund	\$ 97,013	To subsidize the operations of the fund
BMA - Wastewater	Wastewater Fund	4,838,387	To subsidize the operations of the fund
BMA - Water	Water Fund	7,623,793	To subsidize the operations of the fund
General Fund	Adams Municipal Golf Course Fund	58,804	To subsidize the operations of the fund
General Fund	E-911 Fund	524,835	To subsidize the operations of the fund
General Fund	Frontier Pool Fund	50,404	To subsidize the operations of the fund
General Fund	Sooner Pool Fund	40,546	To subsidize the operations of the fund
General Fund	Municipal Airport Fund	250,000	To subsidize the operations of the fund
Hotel Motel Tax Fund	Bartlesville Community Center Trust Authori	344,681	To subsidize the operations of the fund
BRT A Pass-through	Bartlesville Redevelopment Trust Authority	779,508	Transfer TIF, sales tax, and hotel/motel tax
Economic Development Fund	Bartlesville Development Authority	1,187,600	To subsidize the operations of the fund
Solid Waste Fund	General Fund	1,557,445	To subsidize the operations of the fund
Wastewater Fund	General Fund	1,407,445	To subsidize the operations of the fund
Water Fund	General Fund	2,211,700	To subsidize the operations of the fund
General Fund	Capital Reserve Fund	1,850,000	Capital reserve fund established by Ordinance
Solid Waste Fund	Capital Reserve Fund	606,491	Capital reserve fund established by Ordinance
General Fund	General Fund-Stabilization Fund	538,938	Stabilization reserve fund established by Ordinance
Solid Waste Fund	General Fund-Stabilization Fund	95,244	Stabilization reserve fund established by Ordinance
Wastewater Fund	General Fund-Stabilization Fund	93,567	Stabilization reserve fund established by Ordinance
Water Fund	General Fund-Stabilization Fund	143,830	Stabilization reserve fund established by Ordinance
Total		\$ 24,300,231	

Reconciliation to Fund Financial Statements:

	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Government-Wide Capital Asset Transfers</u>	<u>Statement of Activities Net Transfers</u>
Governmental Funds	\$ 9,126,508	\$ (5,722,329)	\$ (4,145,897)	\$ (741,718)
Proprietary Funds	15,173,723	(18,577,902)	4,145,897	741,718
	\$ 24,300,231	\$ (24,300,231)	\$ -	\$ -

8. Pledged Future Revenues

Utility Net Revenues Pledge – The City has pledged the net water and sewer utility revenues to repay the following notes payable: \$552,498 of 2004C SRF, \$3,810,000 of 2012 SRF, \$743,591 of 2002A SRF, \$726,006 of 2004A SRF Oklahoma Water Resources Board Notes Payable, \$8,220,000 of ORF-21-0002-CW Oklahoma Water Resources Board Notes Payable as well as \$3,355,000 utility system revenue note 2016 with Arvest Bank as well as \$29,670,000 of the 2021 Utility System Revenue Note Taxable Series 2021. Proceeds from the bonds provided for the purchase or construction of water and utility systems. The bonds are payable from pledged net water and sewer utility revenues through 2036. The total principal and interest payable for the remainder of the life of these bonds is \$34,309,283. Pledged net water and sewer utility revenues in the current fiscal year were \$3,604,722. Debt service payments of \$2,883,778 for the current fiscal year were 80% of total pledged revenues for these notes.

9. Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employee health and life; and natural disasters. The City manages these various risks of loss as follows:

- General Liability – Covered through participation in Oklahoma Municipal Assurance Group risk entity pool (1)
- Physical Property – Purchased insurance with \$2,500 deductible
- Workers’ Compensation – Self-insured with third-party administration of the claims process (2)
- Employee’s Group Medical – Self-insured with City paying a portion of health care and life and disability premiums (3)

(1) Liability Protection Plan

The basic insurance agreements cover claims against municipalities for all government functions, utilities, and services covered in the OMAG Plan. These include bodily injury, property damage, wrongful acts, personal injury, and related torts under the state tort claims law and federal civil rights laws. All public officials, employees, services, and municipal functions are covered unless they are specifically listed as exclusions in the OMAG Plan.

The titles to all assets acquired by the OMAG Plan are vested in the Group (all participating cities). In the event of termination of the Group, such property shall belong to the then members of the Group in equal shares. Each participating City pays all costs, premiums, or other fees attributable to its respective participation in the OMAG Plan, and is responsible for its obligation under any contract entered into with the OMAG Plan.

Reserves for claim losses include provisions for reported claims on a case basis and an estimate of claims incurred but not reported limited by aggregate and individual loss levels as specified by the OMAG Plan's reinsurance contracts. These credits, if any, represent contingent liabilities of the OMAG Plan if the reinsurer was unable to meet its obligations under the reinsurance agreement.

The OMAG Plan's insurance agreements are reinsured for excess losses based upon the contract year. The significant components of each reinsurance contract can be obtained from the OMAG Plan's annual financial report.

(2) Workers' Compensation

The Workers' Compensation Insurance Fund is used to account for activities with participating funds charged through an estimated annual claim cost for each fund. Judgments are levied on property taxes. The claims process is administered by Consolidated Benefits Resource. The entire risk of loss is retained by the City.

(3) Health and Life Insurance:

Health insurance is administered by UMR. Life and disability insurance is purchased through Hartford. The City retains no risk associated with life and disability. Health claims are reinsured with a self-insured retention level of \$100,000 individual and \$3,421,419 aggregate.

The City maintains a stop-loss policy for plans to limit risk associated with the plans. For insured programs, there have been no significant reductions in insurance coverage. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

10. Commitments and Contingencies

Litigation:

The City is a party to various legal proceedings which normally occur in the course of governmental operations. The financial statements do not include accruals or provisions for loss contingencies that may result from these proceedings. State statutes provide for the levy of an ad valorem tax over a three-year period by a City Sinking Fund for the payment of any court

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assessed judgment rendered against the City. While the outcome of the above noted proceedings cannot be predicted, due to the insurance coverage maintained by the City and the State statute relating to judgments, the City feels that any settlement or judgment not covered by insurance would not have a material adverse effect on the financial condition of the City.

Federal and State Award Programs:

In the normal course of operations, the City participates in various federal or state grant/loan programs from year to year. The grant/loan programs are often subject to additional audits by agents of the granting or loaning agency to ensure compliance with specific provisions of the grant or loan. Any liability or reimbursement which may arise as a result of these audits cannot be reasonably determined at this time, although it is believed that the amount, if any, would not be material.

Construction Commitments:

At June 30, 2022, the City had awarded construction contracts totaling \$9,285,158 for various City projects and of this amount \$1,562,503 was outstanding and payable from various funds.

BRTA Series 2009A Note:

In accordance with the Downtown Bartlesville Hotel Project Master Development Agreement, on May 15, 2009, the Authority executed a Tax Apportionment Note, Series 2009A (Taxable) (Downtown Commercial Increment District - Downtown Bartlesville Hotel Project), in the principal amount of \$1,200,000 with BancFirst, to finance the costs associated with the construction of the Downtown Bartlesville Hotel. Interest only shall accrue on the outstanding principal balance, at 5.50% per annum, due on June 1, 2010, and on June 1, 2011. On each June 1st thereafter, the rate will be adjusted annually, based on the quoted Wall Street Journal rate of interest, plus .25%, but shall never exceed the rate of 14.00% per annum. At June 30, 2022, the rate was calculated at 5.75%. Beginning on June 1, 2012, and continuing on June 1st of each year thereafter, principal and interest shall be paid in annual installments, with the final balloon payment to be paid on June 1, 2022. The Series 2009A Note is secured by a second mortgage on the Bartlesville Downtown Hotel Project property site. The outstanding balance of this incentive obligation as of June 30, 2022 is \$0.

Subsequent Events:

No subsequent events disclosures were identified for Bartlesville as of June 30, 2022.

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11. Pension Plan Participation

The City of Bartlesville participates in four pension or retirement plans:

- Oklahoma Firefighter’s Pension and Retirement System (OFPRS) – a statewide cost-sharing plan.
- Oklahoma Police Pension and Retirement System (OPPRS) – a statewide cost-sharing plan.
- Defined Contribution Plan
- Employee Retirement System Defined Benefit Plan
-

The aggregate total for all pension related items for three defined benefit plans are as follows:

	Governmental Activities	Business-type Activities	Plan Totals
Pension Expense (Benefit):			
Employee Retirement System	\$ (451,705)	\$ (203,447)	\$ (655,152)
Police	(452,083)	-	(452,083)
Firefighters	(49,268)	-	(49,268)
	<u>\$ (953,056)</u>	<u>\$ (203,447)</u>	<u>\$ (1,156,503)</u>
Net Pension Asset:			
Police	<u>\$ 4,516,934</u>	<u>\$ -</u>	<u>\$ 4,516,934</u>
Net Pension Liability:			
Employee Retirement System	\$ 1,223,534	\$ 551,077	\$ 1,774,611
Firefighters	8,190,471	-	8,190,471
	<u>\$ 9,414,005</u>	<u>\$ 551,077</u>	<u>\$ 9,965,082</u>
Deferred Outflow:			
Employee Retirement System	\$ 828,012	\$ 438,218	\$ 1,266,230
Police	643,485	-	643,485
Firefighters	4,001,444	-	4,001,444
	<u>\$ 5,472,941</u>	<u>\$ 438,218</u>	<u>\$ 5,911,159</u>
Deferred Inflow:			
Employee Retirement System	\$ 2,493,159	\$ 1,258,965	\$ 3,752,124
Police	3,496,507	-	3,496,507
Firefighters	7,098,863	-	7,098,863
	<u>\$ 13,088,529</u>	<u>\$ 1,258,965</u>	<u>\$ 14,347,494</u>

Firefighters’ Plan:

Plan description - The City of Bartlesville, as the employer, participates in the Firefighters Pension & retirement—a cost-sharing multiple-employer defined benefit pension plan administered by the Oklahoma Firefighters Pension & Retirement System (FPRS). Title 11 of the Oklahoma State Statutes grants the authority to establish and amend the benefit terms to the FPRS. FPRS issues a publicly available financial report that can be obtained at www.ok.gov/fprs

Benefits provided - FPRS provides retirement benefits based on members’ final average compensation, age, and term of service. In addition, the retirement program provides for benefits upon disability and to survivors upon death of eligible members. The Plan’s benefits are established and amended by Oklahoma statute. Retirement provisions are as follows:

Normal Retirement:

- Hired Prior to November 1, 2013
Normal retirement is attained upon completing 20 years of service. The normal retirement benefit is equal to 50% of the member's final average compensation. Final average compensation is defined as the monthly average of the highest 30 consecutive months of the last 60 months of participating service. For volunteer firefighters, the monthly pension benefit for normal retirement is \$150.60 per month

- Hired After November 1, 2013
Normal retirement is attained upon completing 22 years of service. The normal retirement benefit is equal to 55% of the member's final average compensation. Final average compensation is defined as the monthly average of the highest 30 consecutive months of the last 60 months of participating service. Also participants must be age 50 to begin receiving benefits. For volunteer firefighters, the monthly pension benefit for normal retirement is \$165.66 per month.

All firefighters are eligible for immediate disability benefits. For paid firefighters, the disability in-the-line-of-duty benefit for firefighters with less than 20 years of service is equal to 50% of final average monthly compensation, based on the most recent 30 months of service. For firefighters with over 20 years of service, a disability in-the-line-of-duty is calculated based on 2.5% of final average monthly compensation, based on the most recent 30 months, per year of service, with a maximum of 30 years of service. For disabilities not-in-the-line-of-duty, the benefit is limited to only those with less than 20 years of service and is 50% of final average monthly compensation, based on the most recent 60-month salary as opposed to 30 months. For volunteer firefighters, the not-in-line-of-duty disability is also limited to only those with less than 20 years of service and is \$7.53 per year of service. For volunteer firefighters, the in-the-line-of-duty pension is \$150.60 with less than 20 years of service, or \$7.53 per year of service, with a maximum of 30 years.

A \$5,000 lump sum death benefit is payable to the qualified spouse or designated recipient upon the participant's death. The \$5,000 death benefit does not apply to members electing the vested benefit.

Contributions - The contributions requirements of the Plan are at an established rate determined by Oklahoma Statute and are not based on actuarial calculations. Employees are required to contribute 9% of their annual pay. Participating cities are required to contribute 14% of the employees' annual pay. Contributions to the pension plan from the City were \$633,577. The State of Oklahoma also made on-behalf contributions to FPRS in the amount of \$1,274,053 (modified-accrual); these on-behalf payments did not meet the criteria of a special funding situation. For full-accrual reporting, the amount of on-behalf payments made were \$906,941.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2022, the City reported a liability of \$8,190,471 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2021. The City's proportion of the net pension liability was based on the City's contributions received by the pension plan relative to the total contributions received by pension plan for all participating employers as of June 30, 2021. Based upon this information, the City's proportion was 1.243682%.

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For the year ended June 30, 2022, the City recognized pension expense (benefit) of \$(49,268). At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 2,970,499	\$ 143,838
Change of assumptions	-	181,664
Net difference between projected and actual earnings on pension plan investments	-	6,511,074
Changes in proportion related to city contributions during the measurement period	391,024	259,816
Contributions during measurement date	6,344	2,471
City contributions subsequent to the measurement date	633,577	-
Total	\$ 4,001,444	\$ 7,098,863

The \$633,577 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2023	\$ (508,464)
2024	(756,001)
2025	(948,200)
2026	(1,518,331)
2026	-
Total	\$ (3,730,996)

Actuarial Assumptions-The total pension liability was determined by an actuarial valuation as of July 1, 2021, using the following actuarial assumptions, applied to all prior periods included in the measurement:

Inflation:	2.75%
Salary increases:	2.75% to 10.5% average, including inflation
Investment rate of return:	7.5% net of pension plan investment expense

Mortality rates were based on the Pub-2010 Public Safety Table, with adjustments for generational mortality improvement using scale MP-2018 for healthy lives and no mortality improvement for disabled lives.

The actuarial assumptions used in the July 1, 2021, valuation were based on the results of an actuarial experience study for the period July 1, 2013, to June 30, 2018.

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The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2021, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed income	20%	3.53%
Domestic equity	47%	5.73%
International equity	15%	8.50%
Real estate	10%	7.97%
Other assets	8%	4.73%

Discount Rate-The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, determined by State statutes. Prior to July 1, 2022, the plan was allocated 36% of the Statewide insurance premium tax. The State has passed legislation that changes the allocation percentage as follows:

- 25.2% effective September 1, 2020
- 36.0% effective July 1, 2022
- 37.8% effective July 1, 2022
- 36.0% effective July 1, 2027.

Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate-The following presents the net pension liability of the employers calculated using the discount rate of 7.5%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Employers' Net Pension Liability	\$ 12,799,307	\$ 8,190,471	\$ 4,331,932

Pension plan fiduciary net position - Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report of the FPRS; which can be located at www.ok.gov/fprs.

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Police Plan:

Plan description-The City of Bartlesville, as the employer, participates in the Oklahoma Police Pension and Retirement Plan—a cost-sharing multiple-employer defined benefit pension plan administered by the Oklahoma Police Pension and Retirement System (OPPRS). Title 11 of the Oklahoma State Statutes, through the Oklahoma Legislature, grants the authority to establish and amend the benefit terms to the OPPRS. OPPRS issues a publicly available financial report that can be obtained at www.ok.gov/OPPRS.

Benefits provided-OPPRS provides retirement, disability, and death benefits to members of the plan. The normal retirement date under the Plan is the date upon which the participant completes 20 years of credited service, regardless of age. Participants become vested upon completing 10 years of credited service as a contributing participant of the Plan. No vesting occurs prior to completing 10 years of credited service. Participants' contributions are refundable, without interest, upon termination prior to normal retirement. Participants who have completed 10 years of credited service may elect a vested benefit in lieu of having their accumulated contributions refunded. If the vested benefit is elected, the participant is entitled to a monthly retirement benefit commencing on the date the participant reaches 50 years of age or the date the participant would have had 20 years of credited service had employment continued uninterrupted, whichever is later.

Monthly retirement benefits are calculated at 2.5% of the final average salary (defined as the average paid base salary of the officer over the highest 30 consecutive months of the last 60 months of credited service) multiplied by the years of credited service, with a maximum of 30 years of credited service considered.

Monthly benefits for participants due to permanent disability incurred in the line of duty are 2.5% of the participants' final average salary multiplied by 20 years. This disability benefit is reduced by stated percentages for partial disability based on the percentage of impairment. After 10 years of credited service, participants who retire due to disability incurred from any cause are eligible for a monthly benefit based on 2.5% of their final average salary multiplied by the years of service. This disability benefit is also reduced by stated percentages for partial disability based on the percentage of impairment. Effective July 1, 1998, once a disability benefit is granted to a participant, that participant is no longer allowed to apply for an increase in the dollar amount of the benefit at a subsequent date.

Survivor's benefits are payable in full to the participant's beneficiary upon the death of a retired participant. The beneficiary of any active participant killed in the line of duty is entitled to a pension benefit.

Contributions -The contributions requirements of the Plan are at an established rate determined by Oklahoma Statute and are not based on actuarial calculations. Employees are required to contribute 8% percent of their annual pay. Participating cities are required to contribute 13% of the employees' annual pay. Contributions to the pension plan from the City were \$490,582. The State of Oklahoma also made on-behalf contributions to OPPRS in the amount of \$419,424 during the fiscal year and this is reported as both expense and revenue in the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance. In the government-wide Statement of Activities, revenue is recognized for the state's on-behalf contributions on an accrual basis of \$267,109. These on-behalf payments did not meet the criteria of a special funding situation.

Net Pension Asset, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions -At June 30, 2022, the City reported an asset of \$4,516,934 for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2022, and

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the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of July 1, 2021. The City's proportion of the net pension asset was based on the City's contributions received by the pension plan relative to the total contributions received by pension plan for all participating employers as of June 30, 2021. Based upon this information, the City's proportion was 0.9416%.

For the year ended June 30, 2022, the City recognized pension expense (benefit) of \$(452,083). At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 64,852	\$ 178,283
Changes of assumptions	68,688	-
Net difference between projected and actual earnings on pension plan investments	-	3,294,947
Changes in proportion	14,293	17,484
Contributions during measurement period	5,070	5,793
City contributions subsequent to the measurement date	490,582	-
Total	\$ 643,485	\$ 3,496,507

The \$490,582 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as either a reduction of or an addition to the net pension liability (asset) in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2023	\$ (752,669)
2024	(661,442)
2025	(836,321)
2026	(1,101,665)
2027	8,493
Total	\$ (3,343,604)

Actuarial Assumptions-The total pension liability was determined by an actuarial valuation as of July 1, 2021, using the following actuarial assumptions, applied to all prior periods included in the measurement:

- Inflation: 2.75%
- Salary increases: 3.5% to 12% average, including inflation
- Investment rate of return: 7.5% net of pension plan investment expense

Cost-of-living adjustment: Police officers eligible to receive increased benefits according to repealed Section 50-120 of Title 11 of the Oklahoma Statutes pursuant to a court order receive an adjustment of 1/3 to 1/2 of the increase or

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decrease of any adjustment to the base salary of a regular police officer, based on an increase in base salary of 3.5% (wage inflation).

Mortality rates:

Active employees (pre-retirement) RP-2000 Blue Collar Healthy Combined table with age set back 4 years with fully generational improvement using Scale AA.

Active employees (post-retirement): RP-2000 Blue Collar Healthy Combined table with fully generational improvement using scale AA.

Disabled pensioners: Blue Collar Healthy Combined table with age set forward 4 years.

The actuarial assumptions used in the July 1, 2021, valuation were based on the results of an actuarial experience study for the period July 1, 2012, to June 30, 2017.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2021, are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return
Fixed income	3.22%
Domestic equity	4.55%
International equity	8.50%
Real estate	7.97%
Private Equity	9.36%

The current allocation policy is that approximately 65% of assets in equity instruments, including public equity, long-short hedge, venture capital, and private equity strategies; approximately 20% of assets in fixed income to include investment grade bonds, high yield and non-dollar denominated bonds, convertible bonds, and low volatility hedge fund strategies; and 15% of assets in real assets to include real estate, commodities, and other strategies.

Discount Rate-The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, determined by State statutes. Projected cash flows also assume the State of Oklahoma will continue contributing 14% of the insurance premium, as established by statute. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate-The following presents the net pension liability (asset) of the employers calculated using the discount rate of 7.5%, as well as what the Plan's net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Employers' net pension liability (asset)	\$ (1,693,987)	\$ (4,516,934)	\$ (6,903,947)

Pension plan fiduciary net position-Detailed information about the pension plan’s fiduciary net position is available in the separately issued financial report of the OPPRS; which can be located at www.ok.gov/OPPRS .

Defined Benefit Plan:

A. Plan Description

The City contributes to the OkMRF for all eligible employees except for those covered by the Police and Firefighter Pension Systems. The plan is an agent multiple employer - defined benefit plan administered by OkMRF. The OkMRF plan issues a separate financial report and can be obtained from OkMRF or from their website: www.okmrf.org/reports.html. Benefits are established or amended by the City Council in accordance with O.S. Title 11, Section 48-101-102.

B. Summary of Significant Accounting Policies

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City’s plan and additions to/deductions from the City’s fiduciary net position have been determined on the same basis as they are reported by OkMRF. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value based on published market prices. Detailed information about the OkMRF plans’ fiduciary net position is available in the separately issued OkMRF financial report.

C. Eligibility Factors and Benefit Provisions

<u>Provision</u>	<u>As of 07/01/21 OkMRF Plan</u>
a. Eligible to participate	Full-time employees except police, firefighters and other employees who are covered under an approved system, who joined the plan prior to 1/1/2010.
b. Period Required to Vest	7 years of credited service

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- | | |
|-----------------------------------|--|
| c. Eligibility for Distribution | -Normal retirement at age 65 with 7 years of service
-Early retirement at age 55 with 7 years of Service, or meeting the Rule of 80
-Disability retirement upon disability with 7 years of service
-Death benefit with 7 years of service |
| d. Benefit Determination Base | Final average salary - the average of the five highest consecutive annual salaries out of the last 10 calendar years of service |
| e. Benefit Determination Methods: | |
| Normal Retirement | -2.50% of final average salary multiplied by credited years of service |
| Early Retirement | -Actuarially reduced benefit based upon age, final average salary, and years of service at termination, unless Rule of 80 is met, then full benefit |
| Disability Retirement | -Same as normal retirement |
| Death Benefit | -50% of employees accrued benefit, but terminates upon spouse re-marriage. For unmarried participants, 50% of employees accrued benefit for 120 months paid to beneficiary |
| Prior to 7 Years of Service | -No benefits |
| f. Benefit Authorization | -Benefits are established and amended by City Council adoption of an ordinance in accordance with O.S. Title, 11, Section 48-101-102 |
| g. Form of Benefit Payments | Normal form is a 60 months certain and life thereafter basis. Employee may elect, with City consent, option form based on actuarial equivalent. |

<i>D. Employees Covered by Benefit Terms</i>	
Active Employees	75
Active Employees – opted out 1/1/2010	16
Deferred Vested Former Employees	37
Retirees or Retiree Beneficiaries	<u>125</u>
Total	<u>253</u>

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E. Contribution Requirements

The City Council has the authority to set and amend contribution rates by ordinance for the OkMRF defined benefit plan in accordance with O.S. Title 11, Section 48-102. The contribution rates for the current fiscal year have been made in accordance with an actuarially determined rate. The actuarially determined rate is 21.92% of covered payroll as of July 1, 2021. For the year ended June 30, 2022, the City recognized \$1,034,151 of employer contributions to the plan which is equal to the actuarially determined amount based on covered payroll of \$4,717,842. Employees contribute 6% to the plan in accordance with the plan provisions adopted by the City Council.

F. Actuarial Assumptions

Date of Last Actuarial Valuation	July 1, 2021										
a. Actuarial cost method	Entry age normal										
b. Rate of Return on Investments and Discount Rate	7.50%										
c. Projected Salary Increase	Varies between 7.50% and 4.5% based on age										
d. Post Retirement Cost-of-Living Increase	Benefits (attributable to service prior to 1/1/2010) in payment status are adjusted each July 1 st based on the percentage change in the CPI. The maximum increase or decrease in any year is 2.75%.										
e. Inflation Rate	2.75%										
f. Mortality Table	PubG-2010, with projected mortality improvement										
g. Percent of married employees	100%										
h. Spouse age difference	3 years (female spouses younger)										
i. Turnover	Select and ultimate rates Ultimate rates are age-related as shown Additional rates per thousand are added during the first 5 years: <table border="0" style="margin-left: 40px;"> <tr><td>Year 1:</td><td>225</td></tr> <tr><td>Year 2:</td><td>140</td></tr> <tr><td>Year 3:</td><td>100</td></tr> <tr><td>Year 4:</td><td>70</td></tr> <tr><td>Year 5:</td><td>40</td></tr> </table>	Year 1:	225	Year 2:	140	Year 3:	100	Year 4:	70	Year 5:	40
Year 1:	225										
Year 2:	140										
Year 3:	100										
Year 4:	70										
Year 5:	40										
j. Date of last experience study	September 2017 for fiscal years 2012 thru 2016										

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- G. *Discount Rate* – The discount rate used to value benefits was the long-term expected rate of return on plan investments, 7.50% since the plan’s net fiduciary position is projected to be sufficient to make projected benefit payments.

The City has adopted a funding method that is designed to fund all benefits payable to participants over the course of their working careers. Any differences between actual and expected experience are funded over a fixed period to ensure all funds necessary to pay benefits have been contributed to the trust before those benefits are payable. Thus, the sufficiency of pension plan assets was made without a separate projection of cash flows.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation (2.75%). Best estimates of arithmetic real rates of return for each major asset class included in the pension plan’s target asset allocation as of July 1, 2021, are summarized in the following table:

	Target Allocation	Real Return	Weighted Return
Large cap stocks S&P 500	25%	5.80%	1.45%
Small/mid cap stocks Russell 2500	10%	6.40%	0.64%
Long/short equity MSCI ACWI	10%	5.00%	0.50%
International stocks MSCI EAFE	20%	6.20%	1.24%
Fixed income bonds Barclay's Capital Aggregate	30%	2.30%	0.69%
Real estate NCREIF	5%	4.60%	0.23%
Cash equivalents 3 month Treasury	0%	0.00%	0.00%
	100%		
Average Real Return			4.75%
Inflation			2.75%
Long-term expected return			7.50%

- H. *Changes in Net Pension Liability* – The total pension liability was determined based on an actuarial valuation performed as of July 1, 2021 which is also the measurement date. There were no changes to assumptions. There have not been changes in benefit terms that affected measurement of the total pension liability. There were also no changes between the measurement date of July 1, 2021 and the City’s report ending date of June 30, 2022, that would have had a significant impact on the net pension liability. The following table reports the components of changes in net pension liability:

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	Increase (Decrease)		
	Total Pension Liability	Plan Net Position	Net Pension Liability
	(a)	(b)	(a) - (b)
Balances Beginning of Year	<u>\$ 28,806,421</u>	<u>\$ 21,263,188</u>	<u>\$ 7,543,233</u>
Changes for the Year:			
Service cost	297,742	-	297,742
Interest expense	2,112,014	-	2,112,014
Experience losses (gains) - (amortized over avg remain svc period of actives & inactives)	(1,172,949)	-	(1,172,949)
Changes of assumptions	-	-	-
Contributions--City	-	909,053	(909,053)
Contributions--members	-	273,419	(273,419)
Net investment income	-	5,866,406	(5,866,406)
Benefits paid	(1,316,273)	(1,316,273)	-
Plan administrative expenses	-	(43,449)	43,449
Net Changes	<u>(79,466)</u>	<u>5,689,156</u>	<u>(5,768,622)</u>
Balances End of Year	<u>\$ 28,726,955</u>	<u>\$ 26,952,344</u>	<u>\$ 1,774,611</u>

Sensitivity of the net pension liability to changes in the discount rate. The following presents the net pension liability of the City, calculated using the discount rate of 7.50 percent, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50 percent) or 1-percentage-point higher (8.50 percent) than the current rate:

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Net Pension Liability (Asset)	\$ 4,899,712	\$ 1,774,611	\$ (892,464)

The City reported \$(655,152) in pension expense (benefit) for the year ended June 30, 2022. At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 85,243	\$ 646,963
Changes of assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	-	2,958,827
Changes in proportion and differences between City contributions and proportionate share of contributions.	146,836	146,334
City contributions subsequent to the measurement date	1,034,151	-
Total	<u>\$ 1,266,230</u>	<u>\$ 3,752,124</u>

The \$1,034,151 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a decrease of the net pension liability in the year ended June 30, 2023.

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Amortization of Pension Deferrals: Amounts reported as deferred outflows of resources (excluding deferred outflows of resources related to contributions made subsequent to the measurement date) and deferred inflows of resources will be recognized in pension expense as follows:

Year ended June 30:

2023	\$(1,130,053)
2024	(816,326)
2025	(718,027)
2026	(855,639)
	<u>\$ (3,520,045)</u>

Defined Contribution Plan:

On January 1, 2010, the City implemented a Defined Contribution Plan benefit. Eligible employees are all regular, full-time employees hired after December 31, 2009, except police, firefighters, and other employees who are covered under an approved system; plus any regular, full-time employees hired before January 1, 2010, who made the one-time election to participate in the City's defined contribution plan. Employees began participation upon employment.

City employees participating in the defined contribution plan become 100% vested in the plan upon completion of seven years of employment.

Employee contributions are 3% mandatory pre-tax contributions called Government Pick-Up, up to an additional 3% after-tax contributions which are eligible for employer match (called Mandatory Contributions) and voluntary after-tax contributions up to the maximum annual contribution allowed by the Internal Revenue Service.

Employer contributions are fixed at 3% by the plan, plus dollar for dollar 100% match of the mandatory (after-tax) employee contributions up to 3% of compensation.

Employees direct how their money is invested.

Upon separation of employment and before vesting, an employee can receive a distribution of the employee contribution account balance, if any. After vesting, benefit payment options include the distribution of both the employee and employer contribution account balances and can be paid in any form designated by the participant.

The plan has a loan feature. The employee can borrow the lesser of \$50,000 or 50% of the vested account balance with a minimum of \$1,000.

For the fiscal year ended June 30, 2022, the City contributed their required 3% fixed contributions of \$162,755 and an additional 2% of matched after-tax employee contributions of \$91,377 to the plan.

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Other Post-Employment Benefits

The City of Bartlesville has two other post-employment benefit plans:

- Oklahoma Municipal Retirement Fund (OkMRF) Retiree Medical Plan – an agent, multi-employer defined benefit plan.
- Implicit Rate Substantive Plan – a single-employer defined benefit plan.

	Governmental Activities	Business-type Activities	Plan Totals
OPEB Expense (Benefit):			
OkMRF Retiree Medical	\$ (59,549)	\$ (18,281)	\$ (77,830)
Unfunded implicit rate	72,835	83,194	156,029
	\$ 13,286	\$ 64,913	\$ 78,199
Net OPEB Asset:			
OkMRF Retiree Medical	\$ 294,681	\$ 91,689	\$ 386,370
	\$ 294,681	\$ 91,689	\$ 386,370
Total OPEB Liability:			
Unfunded implicit rate	\$ 1,213,765	\$ 377,657	\$ 1,591,422
	\$ 1,213,765	\$ 377,657	\$ 1,591,422
Deferred Outflow:			
OkMRF Retiree Medical	3,917	2,703	6,620
Unfunded implicit rate	317,568	108,037	425,605
	\$ 321,485	\$ 110,740	\$ 432,225
Deferred Inflow:			
OkMRF Retiree Medical	\$ 171,812	\$ 55,365	\$ 227,177
Unfunded implicit rate	156,678	120,579	277,257
	\$ 328,490	\$ 175,944	\$ 504,434

Oklahoma Municipal Retirement Fund (OkMRF) Retiree Medical Plan

Plan Description

The City contributes to the OkMRF retiree medical plan for all eligible employees. The plan is an agent multiple employer - defined benefit plan administered by OkMRF. The OkMRF plan issues a separate financial report and can be obtained from OkMRF or from their website: www.okmrf.org/reports.html. Benefits are established or amended by the City Council.

A. Summary of Significant Accounting Policies

For purposes of measuring the net OPEB asset, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the City's plan and additions to/deductions from the City's fiduciary net position have been determined on the same basis as they are reported by OkMRF. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value based on published market prices. Detailed information about the OkMRF plans' fiduciary net position is available in the separately issued OkMRF financial report.

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B. Eligibility Factors and Benefit Provisions

<u>Provision</u>	As of 07/01/21 <u>OkMRF Plan</u>
a. Eligible to participate	Any participant in the retirement plan who terminates employment on or after August 1, 2006, and has completed at least 20 continuous years of credited service.
b. Eligibility for Distribution	20 years of continuous credited service
c. Medical benefits:	Provided under the State and Education Employees Group Insurance Act.
d. Medical benefits under the retirement Plan:	The plan will pay the retiree’s medical (including dental and vision) premiums in the amount in effect at the time of retirement, but the plan will not pay more than \$10 per month per year of service. Service considered in determining this maximum benefit includes only service completed on or before January 1, 2010; credited service for determining benefit eligibility, however, is not so limited. If the premium amounts under the State and Education Employees Group Insurance increase or decrease, the premiums payments by the OPEB plan will be automatically adjusted (but in no event will they exceed the specified maximum).
e. Termination of Medical Benefits:	Retiree – the earlier of the date of the retiree’s death or the 65 th birthday of the retiree. Spouse/dependent – the 65 th birthday of the retiree or if retiree dies before age 65, the date on which the retiree would have attained age 65.

C. Employees Covered by Benefit Terms

Active Employees	91
Nonactive Employees	<u>9</u>
Total	<u>100</u>

D. Contribution Requirements

The City Council has the authority to set and amend contribution rates by ordinance for the OkMRF defined benefit plan. The contribution rates for the current fiscal year have been made in accordance with an actuarially determined rate. The actuarially determined rate is 0% of covered payroll as of July 1, 2021. For the year ended June 30, 2022, the City recognized \$0 of employer contributions to the plan which equals the actuarially determined amount based on covered payroll of \$4,339,478. Employees do not contribute in accordance with the plan provisions adopted by the City Council.

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E. Actuarial Assumptions

Date of Last Actuarial Valuation	July 1, 2022										
a. Actuarial cost method	Entry age normal										
b. Rate of Return on Investments and Discount Rate	7.50%										
c. Projected Salary Increase	Varies between 7.50% and 4.5% based on age										
d. Inflation Rate	2.75%										
e. Mortality Table	PubG-2010, with projected mortality improvement										
f. Percent of married employees	100%										
g. Spouse age difference	3 years (female spouses younger)										
i. Turnover	Select and ultimate rates Ultimate rates are age-related as shown Additional rates per thousand are added during the first 5 years: <table border="0" style="margin-left: 40px;"> <tr><td>Year 1:</td><td>225</td></tr> <tr><td>Year 2:</td><td>140</td></tr> <tr><td>Year 3:</td><td>100</td></tr> <tr><td>Year 4:</td><td>70</td></tr> <tr><td>Year 5:</td><td>40</td></tr> </table>	Year 1:	225	Year 2:	140	Year 3:	100	Year 4:	70	Year 5:	40
Year 1:	225										
Year 2:	140										
Year 3:	100										
Year 4:	70										
Year 5:	40										
j. Date of last experience study	September 2017 for fiscal years 2012 thru 2016										

F. Discount Rate – The discount rate used to value benefits was the long-term expected rate of return on plan investments, 7.50% since the plan’s net fiduciary position is projected to be sufficient to make projected benefit payments.

The City has adopted a funding method that is designed to fund all benefits payable to participants over the course of their working careers. Any differences between actual and expected experience are funded over a fixed period to ensure all funds necessary to pay benefits have been contributed to the trust before those benefits are payable. Thus, the sufficiency of OPEB plan assets was made without a separate projection of cash flows.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation (2.75%). Best estimates of arithmetic real rates of return for each major

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asset class included in the OPEB's plan's target asset allocation as of July 1, 2022 are summarized in the following table:

	Target Allocation	Real Return	Weighted Return
Large cap stocks S&P 500	25%	5.80%	1.45%
Small/mid cap stocks Russell 2500	10%	6.40%	0.64%
Long/short equity MSCI ACWI	10%	5.00%	0.50%
International stocks MSCI EAFE	20%	6.20%	1.24%
Fixed income bonds Barclay's Capital Aggregate	30%	2.30%	0.69%
Real estate NCREIF	5%	4.60%	0.23%
Cash equivalents 3 month Treasury	0%	0.00%	0.00%
	100%		
		Average Real Return	4.75%
		Inflation	2.75%
		Long-term expected return	7.50%

G. *Changes in Net OPEB Liability (Asset)* – The net OPEB liability (asset) was determined based on an actuarial valuation performed as of July 1, 2022 which is also the measurement date. There have not been changes in benefit terms that affected measurement of the total OPEB liability. The following table reports the components of changes in net OPEB liability (asset):

	June 30, 2022
Net OPEB Asset:	
Total OPEB Liability (TOL)	\$ 270,266
Plan's Fiduciary Net Position	(656,636)
Net OPEB Asset	\$ (386,370)
Plan's fiduciary net position as a % of TOL	242.96%

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	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (Asset) (a) - (b)
Beginning Balances	\$ 333,509	\$ 528,924	\$ (195,415)
Changes for the Year:			
Service cost	6,465	-	6,465
Interest	24,478	-	24,478
Differences between expected and actual experience	(79,641)	-	(79,641)
Assumption changes	-	-	-
Contributions - employers	-	-	-
Net investment income	-	143,321	(143,321)
Benefit payments, including refunds	(14,545)	(14,545)	-
Administrative expense	-	(1,064)	1,064
Net changes	<u>(63,243)</u>	<u>127,712</u>	<u>(190,955)</u>
Ending Balances	<u>\$ 270,266</u>	<u>\$ 656,636</u>	<u>\$ (386,370)</u>

Sensitivity of the net OPEB asset to changes in the discount rate. The following presents the net OPEB asset of the City, calculated using the discount rate of 7.50 percent, as well as what the City's net OPEB asset would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50 percent) or 1-percentage-point higher (8.50 percent) than the current rate:

	1% Decrease 6.50%	Current Discount Rate 7.50%	1% Increase 8.50%
Net OPEB asset	<u>\$ (373,852)</u>	<u>\$ (386,370)</u>	<u>\$ (395,660)</u>

Sensitivity of the net OPEB asset to changes in the healthcare cost trend rate. Because benefits provided under the plan are fixed dollar amounts that are not subject to inflationary increases, the net OPEB asset is not affected by assumed or actual healthcare trends. Thus, no explicit healthcare cost trend rates have been assumed in the valuation of the OPEB asset. The following table reflects this.

	Healthcare Cost		
	1% Decrease	Trend Rate	1% Increase
Net OPEB asset	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

The City reported \$(77,830) in OPEB expense (benefit) for the year ended June 30, 2022. At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 140,867
Changes of assumptions	2,042	-
Net difference between projected and actual earnings on OPEB plan investments	-	82,089
Changes in proportion	2,887	2,894
Contributions during the measurement period	1,691	1,327
Total	<u>\$ 6,620</u>	<u>\$ 227,177</u>

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Amortization of Pension Deferrals: Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in OPEB expense as follows:

Year ended June 30:

2023	\$	(69,327)
2024		(64,029)
2025		(48,437)
2026		(37,199)
2027		(1,565)
		\$ (220,557)

Health Insurance Implicit Rate Substantive Plan

Plan description – The City’s implicit subsidy, defined benefit OPEB plan, provides OPEB to eligible retirees and their dependents. The plan is a substantive plan in that the plan terms are understood by the City and plan members. This understanding is based on communications between the employers and plan members and the historical pattern of practice with regard to the sharing of benefit costs. The City Council has the authority to establish and amend benefit provisions. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Benefits provided – The City provides medical, prescription drug, and dental benefits to eligible retirees and their dependents. Employees retiring before January 1, 2014, pay 115% of the average employee cost. All other retirees pay 125% of the average employee premium to continue coverage in retirement. An additional contribution is required for spouse’s coverage. Coverage stops at age 65 for the retiree and spouse. Certain grandfathered retirees and spouses have lifetime benefits. The retirees and dependents pay 110% of the active employee coverage rates; this results in the retirees and beneficiaries receiving an implicit rate subsidy. Retirees and dependents coverage ceases at age 65 and are no longer eligible for the City’s OPEB plan.

Employees covered by benefit terms - At June 30, 2022 the following employees were covered by the benefit terms:

Active Employees	262
Inactives or beneficiaries currently receiving benefit payments	<u>18</u>
Total	<u>280</u>

Total OPEB Liability – The City’s total OPEB liability of \$1,591,423 was measured as of June 30, 2021, and was determined by an actuarial valuation as of June 30, 2021.

Actuarial Assumptions - The total OPEB liability was determined based on an actuarial valuation prepared as of June 30, 2021, using the following actuarial assumptions:

- Actuarial Cost Method - Entry Age Normal
- Discount Rate – 2.16%, based on June 30, 2021 published Bond Buyer GO 20 Index
- Termination – Civilian employees are based on the actual experience of the Oklahoma Municipal Retirement Fund (OkMRF) cities. Termination rates for police and firefighters are based on rates for these groups in Oklahoma.
- Retirement Age: Rates for civilians based on actual experience of the OkMRF employees with unsubsidized retirement benefits. Rates for police based on assumptions in statewide police retirement system actuarial report. The following tables show these rates.

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Age	Civilian Retirement Rate
55 - 61	7%
62	30%
63 - 64	17.5%
65 - 69	30%
70	100%
Years of Service	Retirement Rate Police
20	20%
21 - 23	6%
24	10%
25	20%
26 - 28	10%
29	15%
30 - 35	100%

- Participation – 50% of general employees are assumed to elect retiree medical coverage if they meet eligibility requirements (and 50% for police and firefighters). The acceptance rate for spouses of covered retirees is assumed to be 25%. Spouses are assumed to pay the COBRA rate. Retirees are assumed to take all coverages, if any (i.e. medical, GAP, dental and vision).
- Healthcare cost trend rates - Plan year dependent rates graded from 5.96% in 2021 to 4.87% in 2060.
- Mortality Rates - The PubG-2010 for non-public safety participants and PubS-2010 for police and fire participants, projected for cohort mortality improvement using projection scale AA.

Changes in Total OPEB Liability – The following table reports the components of changes in total OPEB liability:

	Total OPEB Liability
Beginning balances	\$ 1,500,030
Changes for the Year:	
Service cost	94,128
Interest	33,777
Change in assumptions	8,116
Differences between expected and actual experience	73,374
Benefit payments, net of retiree contributions	(52,232)
Other changes	(65,770)
Net change in total OPEB liability	91,393
 Ending Balances	 \$ 1,591,423

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate-The following presents the total OPEB liability of the employer calculated using the discount rate of 2.16%, as well as what the Plan's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (1.16%) or 1-percentage-point higher (3.16%) than the current rate:

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	1% Decrease 1.16%	Current Discount Rate 2.16%	1% Increase 3.16%
Total OPEB liability	\$ 1,765,248	\$ 1,591,423	\$ 1,438,758

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rate-The following presents the total OPEB liability of the employer calculated using the healthcare cost trend rate of 5.96% grading to 4.87%, as well as what the Plan's total OPEB liability would be if it were calculated using a healthcare cost trend rate that is 1-percentage point lower (5.02% grading to 3.87%) or 1-percentage-point higher (7.02% grading to 5.87%) than the current rate:

Sensitivity to Changes in the Healthcare Cost Trend Rate:

	1% decrease 4.96% grading to 3.87%	Healthcare Cost Trend Rates 5.96% Grading to 4.87%	1% increase 6.96% grading to 5.87%
Total OPEB liability	\$ 1,442,814	\$ 1,591,423	\$ 1,770,180

The City reported \$156,029 in OPEB expense for the year ended June 30, 2022. At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 63,155	\$ 152,378
Changes of assumptions	245,729	8,159
Changes in proportion	116,721	116,720
Total	\$ 425,605	\$ 277,257

Amortization of OPEB Deferrals: Amounts reported as deferred inflows of resources will be recognized in OPEB expense as follows:

Year ended June 30:

	2023	\$	28,124
	2024		28,837
	2025		32,560
	2026		32,556
	2027		17,333
	Thereafter		8,938
		\$	148,348

Component Unit Retirement Plans:

Effective July 1, 1997, Bartlesville Development Corporation (BDC) adopted the American Chamber of Commerce Executives (ACCE) 401(k) Plan as a vehicle to provide retirement plan benefits to BDC employees. In May 2005, the BDC 401(k) plan was combined with the Bartlesville Regional Chamber of Commerce plan to provide retirement benefits to all employees of the Chamber of Commerce. Upon combination of BDC and BDA, the plan carried over to the employees who operate under the BDA. BDA will pay an amount equal to 4 percent of a qualified employee's annual salary and match an employee's contribution up to 1 percent of the employee's annual salary. During the fiscal year ending June 30, 2022, BDA paid a total of \$15,031 to the plan, which has been recorded as employee benefits in the statement of activities.

The Bartlesville Community Center Trust Authority employees participate in a 403(b) Thrift Plan whereby the Trust Authority contributes 5% of eligible employees' compensation received during the plan year. Employees may elect to make salary reduction contributions to the plan. For the fiscal year ended June 30, 2022, the employer contributed \$17,638 to the plan.

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REQUIRED SUPPLEMENTARY INFORMATION

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Budgetary Comparison Schedule – General Fund (Budgetary Basis) – Year Ended June 30, 2022

	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>Final Budget - Positive (Negative)</u>
REVENUES				
Taxes	\$ 16,592,774	\$ 16,672,774	\$ 19,066,624	\$ 2,393,850
Licenses and permits	222,400	222,400	277,266	54,866
Intergovernmental	3,611,100	3,611,100	750,642	(2,860,458)
Charges for services	437,900	437,900	544,226	106,326
Fees and fines	924,000	924,000	745,158	(178,842)
Investment earnings	100,000	100,000	(99,719)	(199,719)
Miscellaneous	310,000	324,579	1,042,358	717,779
Total revenues	<u>22,198,174</u>	<u>22,292,753</u>	<u>22,326,555</u>	<u>33,802</u>
EXPENDITURES				
Departmental:				
<i>General Government:</i>				
City council	22,660	22,660	11,455	11,205
Administration	873,348	983,627	1,038,573	(54,946)
Accounting and finance	1,620,829	1,710,867	1,630,115	80,752
Legal	218,844	249,444	218,612	30,832
Building & neighborhood service	816,529	818,029	796,943	21,086
Building maintenance	484,290	489,290	478,563	10,727
General services	727,059	745,931	708,725	37,206
Cemetery	16,710	16,710	9,530	7,180
Community development	575,474	580,974	559,884	21,090
Technical services	1,063,110	1,210,625	1,199,119	11,506
Engineering	440,517	445,517	451,010	(5,493)
Fleet maintenance	453,050	461,050	436,281	24,769
Fire	6,925,166	6,952,329	6,910,887	41,442
Police	7,024,231	7,054,560	6,714,257	340,303
Street	1,666,671	1,734,104	1,761,322	(27,218)
Library	1,477,411	1,496,911	1,443,929	52,982
History museum	200,929	204,929	190,726	14,203
Park and recreation	1,415,528	1,467,993	1,378,662	89,331
Total Expenditures	<u>26,022,356</u>	<u>26,645,550</u>	<u>25,938,593</u>	<u>706,957</u>
Excess (deficiency) of revenues over expenditures	<u>(3,824,182)</u>	<u>(4,352,797)</u>	<u>(3,612,038)</u>	<u>740,759</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	5,176,590	5,176,590	5,176,590	-
Transfers out	(3,088,528)	(3,338,528)	(3,338,528)	-
Total other financing sources and uses	<u>2,088,062</u>	<u>1,838,062</u>	<u>1,838,062</u>	<u>-</u>
Net change in fund balances	(1,736,120)	(2,514,735)	(1,773,976)	740,759
Fund balances - beginning	2,596,166	3,661,129	3,661,129	-
Fund balances - ending	<u>\$ 860,046</u>	<u>\$ 1,146,394</u>	<u>\$ 1,887,153</u>	<u>\$ 740,759</u>

Footnotes to Budgetary Comparison Schedules:

1. The budgetary comparison schedule is reported on a non-GAAP budgetary basis that report revenues and expenditures on a modified cash basis. For budgetary purposes expenditures are recorded in the period the invoice is received, except for payroll expenditures that are recorded when paid.
2. The legal level of appropriation control is the department level within a fund. Transfers of appropriation within a fund require the approval of the City Council. All supplemental appropriations require the approval of the City Commission. Supplemental appropriations must be filed with the Office of the State Auditor and Inspector.

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3. The budgetary basis differs from the modified accrual basis as shown in the schedule below:

	General Fund
Total revenue and transfers- budgetary basis	\$ 27,503,145
Total expenditures and transfers - budgetary basis	(29,277,121)
Change in fund balance - budgetary basis	(1,773,976)
On-behalf payments	1,693,477
On-behalf payments	(1,693,477)
Encumbrances	545,226
Change in Fund Balance - ARPA Fund	3,156,371
Changes in Fund Balance - Stabilization Fund	871,579
Changes in Fund Balance - Court Bond Fund	28
Change in fund balance - GAAP basis	\$ 2,799,228

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Schedules of Required Supplementary Information

SCHEDULE OF THE CITY OF BARTLESVILLE'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
OKLAHOMA FIREFIGHTERS PENSION & RETIREMENT SYSTEM

Last 10 Fiscal Years*

	2022	2021	2020	2019	2018	2017	2016	2015
City's proportion of the net pension liability	1.243682%	1.220613%	1.253881%	1.263230%	1.252617%	1.178227%	1.238168%	1.209825%
City's proportionate share of the net pension liability	\$ 8,190,471	\$ 15,036,911	\$ 13,249,338	\$ 14,219,497	\$ 15,754,458	\$ 14,394,559	\$ 13,142,017	\$ 12,441,208
City's covered-employee payroll	\$ 4,041,686	\$ 3,971,436	\$ 3,866,379	\$ 3,753,018	\$ 3,560,398	\$ 3,295,740	\$ 3,272,207	\$ 3,356,189
City's proportionate share of the net pension liability as a percentage of its covered-employee payroll	203%	379%	343%	379%	442%	437%	402%	371%
Plan fiduciary net position as a percentage of the total pension liability	84.24%	69.98%	72.85%	70.73%	66.61%	64.87%	68.27%	68.12%

*The amounts presented for each fiscal year were determined as of 6/30

Notes to Schedule:

Only eight fiscal years are presented because 10-year data is not yet available.

SCHEDULE OF CITY CONTRIBUTIONS
OKLAHOMA FIREFIGHTERS PENSION & RETIREMENT SYSTEM
Last 10 Fiscal Years*

	2022	2021	2020	2019	2018	2017	2016	2015
Statutorily required contribution	\$ 633,577	\$ 565,836	\$ 556,001	\$ 541,293	\$ 525,422	\$ 498,456	\$ 461,404	\$ 458,109
Contributions in relation to the statutorily required contribution	633,577	565,836	556,001	541,293	525,422	498,456	461,404	458,109
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City's covered-employee payroll	\$ 4,525,550	\$ 4,041,686	\$ 3,971,436	\$ 3,866,379	\$ 3,753,018	\$ 3,560,398	\$ 3,295,740	\$ 3,272,207
Contributions as a percentage of covered-employee payroll	14.00%	14.00%	14.00%	14.00%	14.00%	14.00%	14.00%	14.00%

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Schedules of Required Supplementary Information

SCHEDULE OF THE CITY OF BARTLESVILLE'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)

OKLAHOMA POLICE PENSION & RETIREMENT SYSTEM

Last 10 Fiscal Years*

	2022	2021	2020	2019	2018	2017	2016	2015
City's proportion of the net pension liability (asset)	0.9416%	0.9622%	0.9141%	0.9607%	0.9420%	0.8547%	0.8863%	0.9499%
City's proportionate share of the net pension liability (asset)	\$ (4,516,934)	\$ 1,105,034	\$ (58,355)	\$ (457,617)	\$ 72,459	\$ 1,308,962	\$ 36,138	\$ (319,824)
City's covered-employee payroll	\$ 3,258,362	\$ 3,223,000	\$ 2,972,492	\$ 2,929,884	\$ 2,809,097	\$ 2,521,335	\$ 2,510,992	\$ 2,561,631
City's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	-138.63%	34.29%	-1.96%	-15.62%	2.58%	51.92%	1.44%	-12.49%
Plan fiduciary net position as a percentage of the total pension liability (asset)	117.07%	95.80%	100.24%	101.89%	99.68%	93.50%	99.82%	101.53%

The amounts presented for each fiscal year were determined as of 6/30

Notes to Schedule:

*Only eight fiscal years are presented because 10-year data is not yet available.

SCHEDULE OF CITY CONTRIBUTIONS

OKLAHOMA POLICE PENSION & RETIREMENT SYSTEM

Last 10 Fiscal Years*

	2022	2021	2020	2019	2018	2017	2016	2015
Statutorily required contribution	\$ 490,582	\$ 423,587	\$ 418,990	\$ 386,424	\$ 380,885	\$ 365,183	\$ 327,774	\$ 326,429
Contributions in relation to the statutorily required contribution	490,582	423,587	418,990	386,424	380,885	365,183	327,774	326,429
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City's covered-employee payroll	\$ 3,773,708	\$ 3,258,362	\$ 3,223,000	\$ 2,972,492	\$ 2,929,884	\$ 2,809,097	\$ 2,521,335	\$ 2,510,992
Contributions as a percentage of covered-employee payroll	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%

Notes to Schedule:

*Only eight fiscal years are presented because 10-year data is not yet available.

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Required Supplementary Information
Oklahoma Municipal Retirement Fund

Schedule of Changes in Net Pension Liability and Related Ratios

Last Eight Fiscal Years

	2022	2021	2020	2019	2018	2017	2016	2015
Total pension liability								
Service cost	\$ 297,742	\$ 292,419	\$ 312,887	\$ 287,037	\$ 314,106	\$ 306,603	\$ 343,430	\$ 318,728
Interest	2,112,014	2,002,966	1,943,192	1,879,200	1,897,724	1,801,722	1,749,983	1,689,642
Differences between expected and actual experience	(1,172,949)	447,981	(1,843,092)	(187,879)	(879,788)	159,192	(422,875)	-
Changes of assumptions	-	-	1,602,992	-	283,261	-	-	-
Benefit payments, including refunds of member contributions	(1,316,273)	(1,263,472)	(1,176,086)	(1,075,998)	(1,016,605)	(1,040,526)	(966,693)	(857,478)
Net change in total pension liability	(79,466)	1,479,894	839,893	902,360	598,698	1,226,991	703,845	1,150,892
Total pension liability - beginning	28,806,421	27,326,527	26,486,634	25,584,274	24,985,576	23,758,585	23,054,740	21,903,848
Total pension liability - ending (a)	\$ 28,726,955	\$ 28,806,421	\$ 27,326,527	\$ 26,486,634	\$ 25,584,274	\$ 24,985,576	\$ 23,758,585	\$ 23,054,740
Plan fiduciary net position								
Contributions - employer	\$ 909,053	\$ 875,145	\$ 955,002	\$ 1,111,238	\$ 1,118,024	\$ 1,098,186	\$ 1,145,860	\$ 1,230,392
Contributions - member	273,419	277,090	283,664	314,801	317,015	311,247	327,700	344,472
Net investment income	5,866,406	848,882	1,329,038	1,303,114	1,916,169	142,576	399,025	1,903,979
Benefit payments, including refunds of member contributions	(1,316,273)	(1,263,472)	(1,176,086)	(1,075,998)	(1,016,605)	(1,040,526)	(966,693)	(857,478)
Administrative expense	(43,449)	(42,576)	(39,731)	(36,807)	(33,387)	(29,565)	(29,336)	(28,636)
Net change in plan fiduciary net position	5,689,156	695,069	1,351,887	1,616,348	2,301,216	481,918	876,556	2,592,729
Plan fiduciary net position - beginning	21,263,188	20,568,119	19,216,232	17,599,884	15,298,668	14,816,750	13,940,194	11,347,465
Plan fiduciary net position - ending (b)	\$ 26,952,344	\$ 21,263,188	\$ 20,568,119	\$ 19,216,232	\$ 17,599,884	\$ 15,298,668	\$ 14,816,750	\$ 13,940,194
Net pension liability - ending (a) - (b)	\$ 1,774,611	\$ 7,543,233	\$ 6,758,408	\$ 7,270,402	\$ 7,984,390	\$ 9,686,908	\$ 8,941,835	\$ 9,114,546
Plan fiduciary net position as a percentage of the total pension liability	93.82%	73.81%	75.27%	72.55%	68.79%	61.23%	62.36%	60.47%
Covered employee payroll	\$ 4,339,478	\$ 4,537,702	\$ 4,585,858	\$ 5,117,008	\$ 5,019,586	\$ 4,987,399	\$ 5,312,233	\$ 5,583,554
Net pension liability as a percentage of covered-employee payroll	40.89%	166.23%	147.37%	142.08%	159.06%	194.23%	168.33%	163.24%

Notes to Schedule:

Only eight fiscal years are presented because 10-year data is not yet available.

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**Required Supplementary Information
Oklahoma Municipal Retirement Fund**

Schedule of Employer Contributions

Last Eight Fiscal Years

	2022	2021	2020	2019	2018	2017	2016	2015
Actuarially determined contribution	\$ 1,034,151	\$ 909,762	\$ 829,529	\$ 910,263	\$ 1,099,597	\$ 1,025,382	\$ 1,034,378	\$ 1,073,765
Contributions in relation to the actuarially determined contribution	1,034,151	909,762	875,734	960,983	1,154,659	1,126,060	1,149,535	1,230,391
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (46,205)</u>	<u>\$ (50,720)</u>	<u>\$ (55,062)</u>	<u>\$ (100,678)</u>	<u>\$ (115,157)</u>	<u>\$ (156,626)</u>
Covered employee payroll	\$ 4,717,842	\$ 4,560,211	\$ 4,621,331	\$ 4,740,954	\$ 5,451,648	\$ 5,083,698	\$ 5,187,454	\$ 5,312,233
Contributions as a percentage of covered-employee payroll	21.92%	19.95%	18.95%	20.27%	21.18%	22.15%	22.16%	23.16%

Notes to Schedule:

1. Only eight fiscal years are presented because 10-year data is not yet available.
2. Latest Valuation Date: July 1, 2021
3. Actuarially determined contribution rate is calculated as of July 1, 2021
July 2021 through June 2022 contributions were at a rate of 21.92%
4. Methods and assumptions used to determine contribution rates:
 - Actuarial cost method - Unit Credit
 - Amortization method - Level dollar amount
 - Remaining amortization period - 20 years
 - Asset valuation method - Actuarial
 - Smoothing period - 5 years
 - Recognition method - Non-asymptotic
 - Corridor - 70% - 130%
 - Salary increases - 4.50% to 7.50% (varies by attained age)
 - Investment rate of return - 7.25%

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Required Supplementary Information – OPEB

The funded status and funding progress of the City’s defined benefit OPEB plan for the most recent actuarial valuations is as follows:

Schedule of Changes in Total OPEB Liability and Related Ratios City of Bartlesville Health Insurance Implicit Rate Plan	Last 5 Fiscal Years				
	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB liability					
Service cost	\$ 94,128	\$ 75,359	\$ 44,980	\$ 46,223	\$ 46,222
Interest	33,777	34,838	44,926	41,397	41,236
Change in assumptions	8,116	(45,395)	175,661	70,673	(30,339)
Differences between expected and actual experience	73,374	-	-	-	-
Benefit payments, net of retiree contributions	(52,232)	(52,232)	(56,198)	(48,180)	(48,180)
Other changes	(65,770)	(102,269)	85,556	-	-
Net change in total OPEB liability	<u>91,393</u>	<u>(89,699)</u>	<u>294,925</u>	<u>110,113</u>	<u>8,939</u>
Total OPEB liability - beginning	<u>1,500,030</u>	<u>1,589,729</u>	<u>1,294,804</u>	<u>1,184,691</u>	<u>1,175,752</u>
Total OPEB liability - ending	<u>\$ 1,591,423</u>	<u>\$ 1,500,030</u>	<u>\$ 1,589,729</u>	<u>\$ 1,294,804</u>	<u>\$ 1,184,691</u>
Covered employee payroll	\$ 12,796,000	\$ 12,553,000	\$ 12,674,000	\$ 11,600,000	\$ 11,600,000
Total OPEB liability as a percentage of covered-employee payroll	12.44%	11.95%	12.54%	11.16%	10.21%

Notes to Schedule:

Only five fiscal years are presented because 10-year data is not yet available.

The discount rate used for were as follows:

- 2020: 3.50%
- 2021: 2.21%
- 2022: 2.16%

Healthcare cost trend rates graded from 5.96% in 2021 to 4.87% in 2060.

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SCHEDULE OF CHANGES IN NET OPEB LIABILITY (ASSET) AND RELATED RATIOS
Oklahoma Municipal Retirement Fund Retiree Medical Plan
Last Ten Fiscal Years*

	2022	2021	2020	2019	2018
Total OPEB liability					
Service cost	\$ 6,465	\$ 6,374	\$ 6,682	\$ 6,217	\$ 5,710
Interest	24,478	27,367	32,149	36,579	37,749
Changes of assumptions	-	-	4,672	-	-
Experience Gain/(Loss)	(79,641)	(46,790)	(73,048)	(61,809)	-
Benefit payments, including refunds of member contributions	(14,545)	(36,008)	(32,492)	(47,346)	(59,140)
Net change in total OPEB liability	(63,243)	(49,057)	(62,037)	(66,359)	(15,681)
Total OPEB liability - beginning	333,509	382,566	444,603	510,962	526,643
Total OPEB liability - ending	\$ 270,266	\$ 333,509	\$ 382,566	\$ 444,603	\$ 510,962
Plan fiduciary net position					
Contributions - employer	\$ -	\$ -	\$ 7,253	\$ 41,443	\$ 44,363
Net investment income	143,321	21,426	35,701	36,960	56,138
Benefit payments	(14,545)	(36,008)	(32,492)	(47,346)	(59,140)
Administrative expense	(1,063)	(1,099)	(1,084)	(1,039)	(988)
Net change in plan fiduciary net position	127,713	(15,681)	9,378	30,018	40,373
Plan fiduciary net position - beginning	528,923	544,604	535,226	505,208	464,835
Plan fiduciary net position - ending (b)	\$ 656,636	\$ 528,923	\$ 544,604	\$ 535,226	\$ 505,208
Net OPEB liability (asset) - ending (a) - (b)	\$ (386,370)	\$ (195,414)	\$ (162,038)	\$ (90,623)	\$ 5,754
Plan fiduciary net position as a percentage of the total OPEB liability	242.96%	158.59%	142.36%	120.4%	98.87%
Covered employee payroll	\$ 4,339,478	\$ 4,537,702	\$ 4,585,858	\$ 5,258,659	\$ 5,410,122
Net OPEB liability (asset) as a percentage of covered-employee payroll	(8.90%)	(4.31%)	(3.53%)	(1.7%)	0.11%

Notes to Schedule:

*Only five fiscal years are presented because 10-year data is not yet available.

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SCHEDULE OF EMPLOYER CONTRIBUTIONS

Oklahoma Municipal Retirement Fund Retiree Medical Plan

Last Ten Fiscal Years*

	2022	2021	2020	2019	2018
Actuarially determined contribution	\$ -	\$ -	\$ -	\$ 7,038	\$ 43,121
Contributions in relation to the actuarially determined contribution	-	-	-	7,038	43,121
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered employee payroll	\$ 4,464,184	\$ 4,339,478	\$ 4,537,702	\$ 4,585,858	\$ 5,258,659
Contributions as a percentage of covered-employee payroll	0.00%	0.00%	0.00%	0.15%	0.82%

Notes to Schedule:

1. *Only five fiscal years are presented because 10-year data is not yet available.
2. Valuation Date: June 30, 2021
3. Methods and assumptions used to determine contribution rates:
 - Mortality: PubG-2010 (25%A/75%B) males
 - PubG-2010 (50%A/50%B) females
 - Interest Rate: 7.5% per annum.
 - Inflation: 2.75% per annum.
 - Marriage Assumptions: Females are assumed to be three years younger than their male spouses.
 - Pay increases: Range from 7.5% to 4.5%
 - Aggregate cost method

**CITY OF BARTLESVILLE, OKLAHOMA
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OTHER SUPPLEMENTARY INFORMATION

CITY OF BARTLESVILLE, OKLAHOMA
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Combining Balance Sheet – General Fund Accounts – June 30, 2022

	<u>General Fund</u>	<u>ARPA Account</u>	<u>CDBG Covid Grant Account</u>	<u>Total General Fund Accounts</u>
ASSETS				
Cash and cash equivalents	\$ 3,250	\$ 3,156,371	\$ (73,730)	\$ 3,085,891
Investments	13,262,341	-	-	13,262,341
Receivable from other governments	97,144	-	73,730	170,874
Due from other funds	384,466	-	-	384,466
Taxes receivable, net	3,131,012	-	-	3,131,012
Other receivables	848,884	-	-	848,884
Lease Receivable	1,502,516	-	-	1,502,516
Inventories	67,767	-	-	67,767
Prepaid expenses	77,497	-	-	77,497
Cash - restricted	54,029	-	-	54,029
Total assets	<u>\$ 19,428,906</u>	<u>\$ 3,156,371</u>	<u>\$ -</u>	<u>\$ 22,585,277</u>
 LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 311,470	\$ -	\$ -	\$ 311,470
Accrued payroll payable	1,029,362	-	-	1,029,362
Advanced revenue	7,724	-	-	7,724
Other payables	56,785	-	-	56,785
Total liabilities	<u>1,405,341</u>	<u>-</u>	<u>-</u>	<u>1,405,341</u>
 Deferred inflow of resources:				
Unavailable revenue	777,299	-	-	777,299
Leases	1,471,272	-	-	1,471,272
Total Deferred Inflows of resources	<u>2,248,571</u>	<u>-</u>	<u>-</u>	<u>2,248,571</u>
 Fund balances:				
Nonspendable	145,264	-	-	145,264
Committed	10,211,008	-	-	10,211,008
Assigned	2,718,722	3,156,371	-	5,875,093
Unassigned	2,700,000	-	-	2,700,000
Total fund balances	<u>15,774,994</u>	<u>3,156,371</u>	<u>-</u>	<u>18,931,365</u>
Total liabilities and fund balances	<u>\$ 19,428,906</u>	<u>\$ 3,156,371</u>	<u>\$ -</u>	<u>\$ 22,585,277</u>

CITY OF BARTLESVILLE, OKLAHOMA
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Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance – General Fund
Accounts – Year Ended June 30, 2022

	<u>General Fund</u>	<u>ARPA</u> <u>Account</u>	<u>CDBG Covid</u> <u>Grant</u> <u>Account</u>	<u>Total General</u> <u>Fund Accounts</u>
REVENUES				
Taxes	\$ 19,066,624	\$ -	\$ -	\$ 19,066,624
Intergovernmental	2,444,119	3,156,371	434,483	6,034,973
Licenses and permits	277,265	-	-	277,265
Charges for services	549,232	-	-	549,232
Fees and fines	740,151	-	-	740,151
Investment earnings	(78,284)	-	-	(78,284)
Miscellaneous	1,052,197	-	-	1,052,197
Total revenues	<u>24,051,304</u>	<u>3,156,371</u>	<u>434,483</u>	<u>27,642,158</u>
EXPENDITURES				
Current:				
General government	7,155,966	-	434,483	7,590,449
Public safety	15,292,227	-	-	15,292,227
Public works	1,685,564	-	-	1,685,564
Culture and recreation	2,960,283	-	-	2,960,283
Capital outlay	14	-	-	14
Debt service:				
Principal	48,222	-	-	48,222
Interest and other charges	813	-	-	813
Total expenditures	<u>27,143,089</u>	<u>-</u>	<u>434,483</u>	<u>27,577,572</u>
Excess (deficiency) of revenues over expenditures	<u>(3,091,785)</u>	<u>3,156,371</u>	<u>-</u>	<u>64,586</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	6,048,169	-	-	6,048,169
Transfers out	(3,313,527)	-	-	(3,313,527)
Total other financing sources and uses	<u>2,734,642</u>	<u>-</u>	<u>-</u>	<u>2,734,642</u>
Net change in fund balances	(357,143)	3,156,371	-	2,799,228
Fund balances - beginning	16,132,137	-	-	16,132,137
Fund balances - ending	<u>\$ 15,774,994</u>	<u>\$ 3,156,371</u>	<u>\$ -</u>	<u>\$ 18,931,365</u>

CITY OF BARTLESVILLE, OKLAHOMA
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Combining Balance Sheet – Nonmajor Governmental Funds – June 30, 2022

	<u>Bartlesville History Museum Trust Authority</u>	<u>E-911 Fund</u>	<u>Special Library Fund</u>	<u>Special Museum Fund</u>	<u>Economic Development Fund</u>	<u>Bartlesville Library Trust Authority</u>	<u>Restricted Revenues Fund</u>
ASSETS							
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments	125,266	42,138	337,864	129,452	2,958,981	1,540,014	250,793
Receivable from other governments	-	-	-	-	-	-	-
Taxes receivable, net	-	40,582	-	-	300,046	-	-
Other receivables, net of allowance	523	43	1,381	541	12,038	585	-
Total assets	<u>\$ 125,789</u>	<u>\$ 82,763</u>	<u>\$ 339,245</u>	<u>\$ 129,993</u>	<u>\$ 3,271,065</u>	<u>\$ 1,540,599</u>	<u>\$ 250,793</u>
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable	\$ -	\$ 2,119	\$ 13,485	\$ -	\$ -	\$ -	\$ 41
Advanced revenue	-	-	-	-	140	-	-
Accrued payroll payable	-	40,595	1,480	1,732	-	-	-
Other payables	-	-	-	-	-	-	-
Total liabilities	<u>-</u>	<u>42,714</u>	<u>14,965</u>	<u>1,732</u>	<u>140</u>	<u>-</u>	<u>41</u>
Fund balances:							
Restricted	125,789	40,049	324,280	128,261	3,270,925	1,540,599	250,752
Committed	-	-	-	-	-	-	-
Unassigned (deficit)	-	-	-	-	-	-	-
Total fund balances	<u>125,789</u>	<u>40,049</u>	<u>324,280</u>	<u>128,261</u>	<u>3,270,925</u>	<u>1,540,599</u>	<u>250,752</u>
Total liabilities and fund balances	<u>\$ 125,789</u>	<u>\$ 82,763</u>	<u>\$ 339,245</u>	<u>\$ 129,993</u>	<u>\$ 3,271,065</u>	<u>\$ 1,540,599</u>	<u>\$ 250,793</u>

CITY OF BARTLESVILLE, OKLAHOMA
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Combining Balance Sheet – Nonmajor Governmental Funds – June 30, 2022, (Continued)

	<u>Municipal Airport Fund</u>	<u>Harshfield Library Donation</u>	<u>Golf Course Memorial Fund</u>	<u>Justice Assistance Grant Fund</u>	<u>Neighborhood Park Fund</u>	<u>Cemetery Perpetual Fund</u>
ASSETS						
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments	261,788	602,497	31,820	7,619	27,648	8,612
Receivable from other governments	-	-	-	-	-	-
Taxes receivable, net	-	-	-	-	-	-
Other receivables, net of allowance	1,135	2,548	120	-	115	36
Total assets	<u>\$ 262,923</u>	<u>\$ 605,045</u>	<u>\$ 31,940</u>	<u>\$ 7,619</u>	<u>\$ 27,763</u>	<u>\$ 8,648</u>
LIABILITIES AND FUND BALANCES						
Liabilities:						
Accounts payable	\$ -	\$ 2,286	\$ 603	\$ -	\$ -	\$ 1,734
Advanced revenue	-	-	-	-	-	-
Accrued payroll payable	-	-	-	-	-	-
Other payables	-	-	-	-	-	-
Total liabilities	<u>-</u>	<u>2,286</u>	<u>603</u>	<u>-</u>	<u>-</u>	<u>1,734</u>
Fund balances:						
Restricted	-	602,759	-	7,619	27,763	6,914
Committed	262,923	-	31,337	-	-	-
Unassigned (deficit)	-	-	-	-	-	-
Total fund balances	<u>262,923</u>	<u>602,759</u>	<u>31,337</u>	<u>7,619</u>	<u>27,763</u>	<u>6,914</u>
Total liabilities and fund balances	<u>\$ 262,923</u>	<u>\$ 605,045</u>	<u>\$ 31,940</u>	<u>\$ 7,619</u>	<u>\$ 27,763</u>	<u>\$ 8,648</u>

CITY OF BARTLESVILLE, OKLAHOMA
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Combining Balance Sheet – Nonmajor Governmental Funds – June 30, 2022, (Continued)

	<u>Housing TIF</u>	<u>BRTA Pass</u>	<u>Hotel Motel Tax</u>	<u>Capital</u> <u>Improvement</u>	<u>CIP-</u>	<u>CIP-Wastewater</u>	<u>CIP-City Hall</u>
	<u>Districts</u>	<u>Through</u>	<u>Fund</u>	<u>Sales Tax</u>	<u>Wastewater</u>	<u>Regulatory Fund</u>	<u>Fund</u>
	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>
ASSETS							
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments	1,259,341	-	43,161	3,341,353	124,977	780,052	75,802
Receivable from other governments	-	-	-	-	-	-	-
Taxes receivable, net	-	-	29,972	560,512	-	-	-
Other receivables, net of allowance	-	-	-	16,223	518	3,254	317
Total assets	\$ 1,259,341	\$ -	\$ 73,133	\$ 3,918,088	\$ 125,495	\$ 783,306	\$ 76,119
 LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable	\$ -	\$ -	\$ 64,088	\$ 950,062	\$ -	\$ -	\$ -
Advanced revenue	-	-	-	-	-	-	-
Accrued payroll payable	-	-	-	-	-	-	-
Other payables	5,000	-	-	109,212	-	-	2,000
Total liabilities	5,000	-	64,088	1,059,274	-	-	2,000
Fund balances:							
Restricted	1,254,341	-	9,045	2,858,814	125,495	783,306	74,119
Committed	-	-	-	-	-	-	-
Unassigned (deficit)	-	-	-	-	-	-	-
Total fund balances	1,254,341	-	9,045	2,858,814	125,495	783,306	74,119
Total liabilities and fund balances	\$ 1,259,341	\$ -	\$ 73,133	\$ 3,918,088	\$ 125,495	\$ 783,306	\$ 76,119

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Combining Balance Sheet – Nonmajor Governmental Funds – June 30, 2022, (Continued)

	<u>CIP-Storm Sewer</u> <u>Fund</u>	<u>CDBG Fund</u>	<u>2008B GO Bond</u> <u>Fund</u>	<u>2009 GO Bond</u> <u>Fund</u>	<u>2010 GO Bond</u> <u>Fund</u>	<u>2012 GO Bond</u> <u>Fund</u>	<u>2018A GO Bond</u> <u>Fund</u>
ASSETS							
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments	52,838	-	-	-	-	26,577	20,449
Receivable from other governments	-	3,460	-	-	-	-	-
Taxes receivable, net	-	-	-	-	-	-	-
Other receivables, net of allowance	220	-	-	-	-	-	-
Total assets	<u>\$ 53,058</u>	<u>\$ 3,460</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 26,577</u>	<u>\$ 20,449</u>
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,247	\$ 20,449
Advanced revenue	-	-	-	-	-	-	-
Accrued payroll payable	-	-	-	-	-	-	-
Other payables	-	-	-	-	-	4,205	9,246
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>27,452</u>	<u>29,695</u>
Fund balances:							
Restricted	53,058	3,460	-	-	-	-	-
Committed	-	-	-	-	-	-	-
Unassigned (deficit)	-	-	-	-	-	(875)	(9,246)
Total fund balances	<u>53,058</u>	<u>3,460</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(875)</u>	<u>(9,246)</u>
Total liabilities and fund balances	<u>\$ 53,058</u>	<u>\$ 3,460</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 26,577</u>	<u>\$ 20,449</u>

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Combining Balance Sheet – Nonmajor Governmental Funds – June 30, 2022, (Continued)

	<u>2014B GO Bond</u> <u>Fund</u>	<u>2021A GO Bond</u> <u>Fund</u>	<u>2017 GO Bond</u> <u>Fund</u>	<u>2018B GO Bond</u> <u>Fund</u>	<u>2018C GO Bond</u> <u>Fund</u>	<u>2019A GO Bond</u> <u>Fund</u>	<u>2019B GO Bond</u> <u>Fund</u>	<u>Total</u> <u>Governmental</u> <u>Funds</u>
ASSETS								
Cash and cash equivalents	\$ -	\$ 1,079,080	\$ -	\$ -	\$ 71,694	\$ 657,231	\$ 385,860	\$ 2,193,865
Investments	3,885	-	53	33,161	-	-	-	12,086,141
Receivable from other governments	-	-	-	-	-	-	-	3,460
Taxes receivable, net	-	-	-	-	-	-	-	931,112
Other receivables, net of allowance	-	-	-	-	-	-	-	39,597
Total assets	<u>\$ 3,885</u>	<u>\$ 1,079,080</u>	<u>\$ 53</u>	<u>\$ 33,161</u>	<u>\$ 71,694</u>	<u>\$ 657,231</u>	<u>\$ 385,860</u>	<u>\$ 15,254,175</u>
LIABILITIES AND FUND BALANCES								
Liabilities:								
Accounts payable	\$ -	\$ -	\$ -	\$ 1,720	\$ 29,043	\$ 7,980	\$ -	\$ 1,116,857
Advanced revenue	-	-	-	-	-	-	-	140
Accrued payroll payable	-	-	-	-	-	-	-	43,807
Other payables	-	-	-	1,774	833	-	-	132,270
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,494</u>	<u>29,876</u>	<u>7,980</u>	<u>-</u>	<u>1,293,074</u>
Fund balances:								
Restricted	3,885	1,079,080	53	29,667	41,818	649,251	385,860	13,676,962
Committed	-	-	-	-	-	-	-	294,260
Unassigned (deficit)	-	-	-	-	-	-	-	(10,121)
Total fund balances	<u>3,885</u>	<u>1,079,080</u>	<u>53</u>	<u>29,667</u>	<u>41,818</u>	<u>649,251</u>	<u>385,860</u>	<u>13,961,101</u>
Total liabilities and fund balances	<u>\$ 3,885</u>	<u>\$ 1,079,080</u>	<u>\$ 53</u>	<u>\$ 33,161</u>	<u>\$ 71,694</u>	<u>\$ 657,231</u>	<u>\$ 385,860</u>	<u>\$ 15,254,175</u>

CITY OF BARTLESVILLE, OKLAHOMA
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Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds – For the Year Ended June 30, 2022

	<u>Bartlesville History Museum Trust Authority</u>	<u>E-911 Fund</u>	<u>Special Library Fund</u>	<u>Special Museum Fund</u>	<u>Economic Development Fund</u>	<u>Bartlesville Library Trust Authority</u>	<u>Restricted Revenues Fund</u>
REVENUES							
Taxes	\$ -	\$ 502,125	\$ -	\$ -	\$ 1,885,787	\$ -	\$ -
Intergovernmental	-	-	47,978	4,555	-	-	495,995
Charges for services	-	2,400	46	87	-	-	-
Investment earnings	(699)	(216)	(1,942)	(740)	(11,799)	(120,754)	-
Miscellaneous	-	-	5,051	-	40,956	-	250
Contributions and donations	-	-	53,776	28,346	-	-	30,881
Total revenues	<u>(699)</u>	<u>504,309</u>	<u>104,909</u>	<u>32,248</u>	<u>1,914,944</u>	<u>(120,754)</u>	<u>527,126</u>
EXPENDITURES							
Current:							
General government	-	-	-	-	-	-	502,655
Public Safety	-	1,054,143	-	-	-	-	6,735
Culture and recreation	-	-	169,192	27,516	-	-	141,307
Debt Service:							
Principal	-	1,816	-	-	-	-	-
Interest and other charges	-	157	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>1,056,116</u>	<u>169,192</u>	<u>27,516</u>	<u>-</u>	<u>-</u>	<u>650,697</u>
Excess (deficiency) of revenues over expenditures	<u>(699)</u>	<u>(551,807)</u>	<u>(64,283)</u>	<u>4,732</u>	<u>1,914,944</u>	<u>(120,754)</u>	<u>(123,571)</u>
OTHER FINANCING SOURCES (USES)							
Transfers in	-	524,835	97,013	-	-	-	-
Transfers out	-	-	-	-	(1,187,600)	(97,013)	-
Total other financing sources and uses	<u>-</u>	<u>524,835</u>	<u>97,013</u>	<u>-</u>	<u>(1,187,600)</u>	<u>(97,013)</u>	<u>-</u>
Net change in fund balances	(699)	(26,972)	32,730	4,732	727,344	(217,767)	(123,571)
Fund balances - beginning	126,488	67,021	291,550	123,529	2,543,581	1,758,366	374,323
Fund balances - ending	<u>\$ 125,789</u>	<u>\$ 40,049</u>	<u>\$ 324,280</u>	<u>\$ 128,261</u>	<u>\$ 3,270,925</u>	<u>\$ 1,540,599</u>	<u>\$ 250,752</u>

CITY OF BARTLESVILLE, OKLAHOMA
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Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds – For the Year Ended June 30, 2022, (Continued)

	<u>Municipal Airport Fund</u>	<u>Harshfield Library Donation</u>	<u>Golf Course Memorial Fund</u>	<u>Justice Assistance Grant Fund</u>	<u>Neighborhood Park Fund</u>	<u>Cemetery Perpetual Fund</u>
REVENUES						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	41,025	-	-	4,485	-	-
Charges for services	-	-	-	-	-	2,652
Investment earnings	(1,593)	(3,487)	(34)	-	(88)	(67)
Miscellaneous	-	-	-	-	-	-
Contributions and donations	-	-	54,993	-	12,394	-
Total revenues	<u>39,432</u>	<u>(3,487)</u>	<u>54,959</u>	<u>4,485</u>	<u>12,306</u>	<u>2,585</u>
EXPENDITURES						
Current:						
General government	63,400	-	-	-	-	6,033
Public Safety	-	-	-	-	-	-
Culture and recreation	-	16,056	20,913	-	-	-
Debt Service:						
Principal	-	-	-	-	-	-
Interest and other charges	-	-	-	-	-	-
Capital Outlay	826	7,745	15,100	-	-	-
Total Expenditures	<u>64,226</u>	<u>23,801</u>	<u>36,013</u>	<u>-</u>	<u>-</u>	<u>6,033</u>
Excess (deficiency) of revenues over expenditures	<u>(24,794)</u>	<u>(27,288)</u>	<u>18,946</u>	<u>4,485</u>	<u>12,306</u>	<u>(3,448)</u>
OTHER FINANCING SOURCES (USES)						
Transfers in	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-
Total other financing sources and uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	(24,794)	(27,288)	18,946	4,485	12,306	(3,448)
Fund balances - beginning	287,717	630,047	12,391	3,134	15,457	10,362
Fund balances - ending	<u>\$ 262,923</u>	<u>\$ 602,759</u>	<u>\$ 31,337</u>	<u>\$ 7,619</u>	<u>\$ 27,763</u>	<u>\$ 6,914</u>

CITY OF BARTLESVILLE, OKLAHOMA
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Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds – For the Year Ended June 30, 2022, (Continued)

	<u>Housing TIF</u> <u>Districts</u>	<u>BRTA Pass</u> <u>Through</u>	<u>Hotel Motel</u> <u>Tax Fund</u>	<u>Capital</u> <u>Improvement</u> <u>Sales Tax Fund</u>	<u>CIP-Wastewater</u> <u>Fund</u>	<u>CIP-</u> <u>Wastewater</u> <u>Regulatory</u> <u>Fund</u>	<u>CIP-City Hall</u> <u>Fund</u>
REVENUES							
Taxes	\$ 695,642	\$ 779,508	\$ 344,680	\$ 3,314,255	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	31,740	-	-	-
Charges for services	-	-	-	-	28,250	-	-
Investment earnings	-	-	-	(30,182)	(635)	(4,360)	(162)
Miscellaneous	-	-	-	87,021	-	-	24,267
Contributions and donations	-	-	-	-	-	-	-
Total revenues	<u>695,642</u>	<u>779,508</u>	<u>344,680</u>	<u>3,402,834</u>	<u>27,615</u>	<u>(4,360)</u>	<u>24,105</u>
EXPENDITURES							
Current:							
General government	241,346	-	(713)	10,765	-	-	1,889
Public Safety	-	-	-	20,034	-	-	-
Culture and recreation	-	-	-	32,603	-	-	-
Debt Service:							
Principal	-	-	-	-	-	-	-
Interest and other charges	-	-	-	-	-	-	-
Capital Outlay	-	-	-	6,506,316	19,393	-	1,360
Total Expenditures	<u>241,346</u>	<u>-</u>	<u>(713)</u>	<u>6,569,718</u>	<u>19,393</u>	<u>-</u>	<u>3,249</u>
Excess (deficiency) of revenues over expenditures	<u>454,296</u>	<u>779,508</u>	<u>345,393</u>	<u>(3,166,884)</u>	<u>8,222</u>	<u>(4,360)</u>	<u>20,856</u>
OTHER FINANCING SOURCES (USES)							
Transfers in	-	-	-	-	-	-	-
Transfers out	-	(779,508)	(344,681)	-	-	-	-
Total other financing sources and uses	<u>-</u>	<u>(779,508)</u>	<u>(344,681)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	454,296	-	712	(3,166,884)	8,222	(4,360)	20,856
Fund balances - beginning	800,045	-	8,333	6,025,698	117,273	787,666	53,263
Fund balances - ending	<u>\$ 1,254,341</u>	<u>\$ -</u>	<u>\$ 9,045</u>	<u>\$ 2,858,814</u>	<u>\$ 125,495</u>	<u>\$ 783,306</u>	<u>\$ 74,119</u>

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
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Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds – For the Year Ended June 30, 2022, (Continued)

	<u>CIP-Storm Sewer Fund</u>	<u>CDBG Fund</u>	<u>2008B GO Bond Fund</u>	<u>2009 GO Bond Fund</u>	<u>2010 GO Bond Fund</u>	<u>2012 GO Bond Fund</u>	<u>2018A GO Bond Fund</u>
REVENUES							
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-	-	-	-
Charges for services	1,188	-	-	-	-	-	-
Investment earnings	(290)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Contributions and donations	-	-	-	-	-	-	-
Total revenues	<u>898</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES							
Current:							
General government	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-
Culture and recreation	-	-	-	-	-	107,347	-
Debt Service:							
Principal	-	-	-	-	-	-	-
Interest and other charges	-	-	-	-	-	-	-
Capital Outlay	-	-	-	2,636	410	-	(61,558)
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,636</u>	<u>410</u>	<u>107,347</u>	<u>(61,558)</u>
Excess (deficiency) of revenues over expenditures	898	-	-	(2,636)	(410)	(107,347)	61,558
OTHER FINANCING SOURCES (USES)							
Transfers in	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-
Total other financing sources and uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	898	-	-	(2,636)	(410)	(107,347)	61,558
Fund balances - beginning	52,160	3,460	-	2,636	410	106,472	(70,804)
Fund balances - ending	<u>\$ 53,058</u>	<u>\$ 3,460</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (875)</u>	<u>\$ (9,246)</u>

CITY OF BARTLESVILLE, OKLAHOMA
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Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds – For the Year Ended June 30, 2022, (Continued)

	<u>2014B GO Bond</u> <u>Fund</u>	<u>2021A GO Bond</u> <u>Fund</u>	<u>2017 GO Bond</u> <u>Fund</u>	<u>2018B GO Bond</u> <u>Fund</u>	<u>2018C GO Bond</u> <u>Fund</u>	<u>2019A GO Bond</u> <u>Fund</u>	<u>2019B GO Bond</u> <u>Fund</u>	<u>Total-Other</u> <u>Governmental</u> <u>Funds</u>
REVENUES								
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,521,997
Intergovernmental	-	-	-	-	-	-	-	625,778
Charges for services	-	-	-	-	-	-	-	34,623
Investment earnings	-	-	-	-	-	-	-	(177,048)
Miscellaneous	-	-	-	-	-	-	-	157,545
Contributions and donations	-	-	-	-	-	-	-	180,390
Total revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,343,285</u>
EXPENDITURES								
Current:								
General government	-	-	-	-	39,436	-	-	864,811
Public Safety	-	-	-	-	-	-	-	1,080,912
Culture and recreation	-	-	-	-	-	-	-	514,934
Debt Service:								
Principal	-	-	-	-	-	-	-	1,816
Interest and other charges	-	-	-	-	-	-	-	157
Capital Outlay	-	-	15,800	247,810	413,327	58,257	-	7,227,422
Total Expenditures	<u>-</u>	<u>-</u>	<u>15,800</u>	<u>247,810</u>	<u>452,763</u>	<u>58,257</u>	<u>-</u>	<u>9,690,052</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>-</u>	<u>(15,800)</u>	<u>(247,810)</u>	<u>(452,763)</u>	<u>(58,257)</u>	<u>-</u>	<u>(1,346,767)</u>
OTHER FINANCING SOURCES (USES)								
Transfers in	-	-	-	-	-	-	-	621,848
Transfers out	-	-	-	-	-	-	-	(2,408,802)
Total other financing sources and uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,786,954)</u>
Net change in fund balances	-	-	(15,800)	(247,810)	(452,763)	(58,257)	-	(3,133,721)
Fund balances - beginning	3,885	1,079,080	15,853	277,477	494,581	707,508	385,860	17,094,822
Fund balances - ending	<u>\$ 3,885</u>	<u>\$ 1,079,080</u>	<u>\$ 53</u>	<u>\$ 29,667</u>	<u>\$ 41,818</u>	<u>\$ 649,251</u>	<u>\$ 385,860</u>	<u>\$ 13,961,101</u>

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022

Combining Statement of Net Position – Nonmajor Enterprise Funds – June 30, 2022

	<u>Adams Municipal Golf Course</u>	<u>Sooner Pool</u>	<u>Frontier Pool</u>	<u>Community Center Trust Authority</u>	<u>Adult Center Trust Authority</u>	<u>Bartlesville Redevelopment Trust Authority</u>	<u>Municipal Airport Operations</u>	<u>Total</u>
ASSETS								
Current assets:								
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ 300,690	\$ 34,059	\$ 19,548	\$ 165,038	\$ 519,335
Investments	30,939	23,120	14,635	4,668,492	73,729	-	-	4,810,915
Restricted:								
Cash and cash equivalents	-	-	-	49,161	-	-	-	49,161
Accounts receivable, net	-	-	-	-	-	-	4,660	4,660
Other receivables	50,135	558	73	87,083	-	6,399	-	144,248
Inventory	-	-	-	-	-	-	68,279	68,279
Prepaid Expenses	-	-	-	3,954	-	-	-	3,954
Total current assets	<u>81,074</u>	<u>23,678</u>	<u>14,708</u>	<u>5,109,380</u>	<u>107,788</u>	<u>25,947</u>	<u>237,977</u>	<u>5,600,552</u>
Noncurrent assets:								
Restricted:								
Cash and cash equivalents	-	-	-	-	-	2,787,350	-	2,787,350
Mortgage and security agreement	-	-	-	-	-	215	-	215
Net OPEB asset	3,449	-	-	-	-	-	-	3,449
Capital assets:								
Land and construction in progress	498,500	-	-	1,035,952	97,615	-	-	1,632,067
Other capital assets, net of accum depr	946,301	139,459	512,640	3,762,490	107,316	-	74,751	5,542,957
Total noncurrent assets	<u>1,448,250</u>	<u>139,459</u>	<u>512,640</u>	<u>4,798,442</u>	<u>204,931</u>	<u>2,787,565</u>	<u>74,751</u>	<u>9,966,038</u>
Total assets	<u>1,529,324</u>	<u>163,137</u>	<u>527,348</u>	<u>9,907,822</u>	<u>312,719</u>	<u>2,813,512</u>	<u>312,728</u>	<u>15,566,590</u>
DEFERRED OUTFLOW OF RESOURCES								
Deferred amounts related to pensions	65,304	-	-	-	-	-	-	65,304
Deferred amounts related to OPEB	3,893	-	-	-	-	-	-	3,893
	<u>69,197</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>69,197</u>
LIABILITIES								
Current liabilities:								
Accounts payable	6,392	15,381	16,250	103,355	-	2,213	3,189	146,780
Accrued personnel expenses	14,649	-	-	6,269	-	-	20,004	40,922
Lease obligations payable	-	-	-	-	-	-	1,861	1,861
Unearned revenue	52,871	-	-	-	-	-	4,307	57,178
Deposit liability	-	-	-	12,734	-	-	-	12,734
Compensated absences	2,075	-	-	-	-	-	1,676	3,751
Incentives payable	-	-	-	-	-	13,407	-	13,407
Total current liabilities	<u>75,987</u>	<u>15,381</u>	<u>16,250</u>	<u>122,358</u>	<u>-</u>	<u>15,620</u>	<u>31,037</u>	<u>276,633</u>
Noncurrent liabilities:								
Lease obligations payable	-	-	-	-	-	-	1,918	1,918
Net pension liability	72,793	-	-	-	-	-	-	72,793
Total OPEB liability	14,207	-	-	-	-	-	-	14,207
Compensated absences	18,672	-	-	-	-	-	15,085	33,757
Total noncurrent liabilities	<u>105,672</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,003</u>	<u>122,675</u>
Total liabilities	<u>181,659</u>	<u>15,381</u>	<u>16,250</u>	<u>122,358</u>	<u>-</u>	<u>15,620</u>	<u>48,040</u>	<u>399,308</u>
DEFERRED INFLOW OF RESOURCES								
Deferred amounts related to pensions	150,439	-	-	-	-	-	-	150,439
Deferred amounts related to OPEB	14,184	-	-	-	-	-	-	14,184
Total Deferred Inflow of Resources	<u>164,623</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>164,623</u>
NET POSITION								
Net investment in capital assets	1,444,801	139,459	512,640	4,798,442	204,931	-	70,972	7,171,245
Restricted for capital projects	-	-	-	50,000	-	-	-	50,000
Restricted for other purposes	-	-	-	-	-	2,537,070	-	2,537,070
Unrestricted (deficit)	(192,562)	8,297	(1,542)	4,937,022	107,788	260,822	193,716	5,313,541
Total net position	<u>\$ 1,252,239</u>	<u>\$ 147,756</u>	<u>\$ 511,098</u>	<u>\$ 9,785,464</u>	<u>\$ 312,719</u>	<u>\$ 2,797,892</u>	<u>\$ 264,688</u>	<u>\$ 15,071,856</u>

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022

Combining Statement of Revenues, Expenses, and Changes in Net Position – Nonmajor Enterprise Funds – Year Ended June 30, 2022

	<u>Adams</u>			<u>Community</u>			<u>Bartlesville</u>			<u>Municipal</u>		
	<u>Municipal Golf</u>	<u>Sooner Pool</u>	<u>Frontier Pool</u>	<u>Center Trust</u>	<u>Adult Center</u>	<u>Trust Authority</u>	<u>Redevelopment</u>	<u>Trust Authority</u>	<u>Operations Fund</u>	<u>Airport</u>	<u>Total</u>	
	<u>Course</u>			<u>Authority</u>	<u>Trust Authority</u>							
REVENUES												
Charges for services	\$ 401,208	\$ -	\$ -	\$ 548,709	\$ 40,673	\$ -	\$ -	\$ 141,719	\$ -	\$ -	\$ 1,132,309	
Lease revenue	-	-	-	44,337	-	-	-	-	-	-	44,337	
Operating grants and contributions	-	-	-	178,931	17,205	-	-	60,309	-	-	256,445	
Total operating revenues	<u>401,208</u>	<u>-</u>	<u>-</u>	<u>771,977</u>	<u>57,878</u>	<u>-</u>	<u>-</u>	<u>202,028</u>	<u>-</u>	<u>-</u>	<u>1,433,091</u>	
OPERATING EXPENSES												
Personal services	244,428	-	-	599,796	18,548	114,012	385,232	1,362,016				
Contractual services	118,204	30,468	26,200	507,800	-	25,892	38,252	746,816				
Utilities	19,979	-	10,766	150,786	7,337	1,722	42,579	233,169				
Repairs and maintenance	33,542	1,948	3,214	55,181	4,445	-	2,479	100,809				
Other supplies and expenses	73,328	10,644	8,621	115,374	11,316	11,382	37,815	268,480				
Programs	-	-	-	-	-	170,510	-	170,510				
Depreciation	103,707	26,084	225,895	420,113	8,674	-	3,603	788,076				
Total operating expenses	<u>593,188</u>	<u>69,144</u>	<u>274,696</u>	<u>1,849,050</u>	<u>50,320</u>	<u>323,518</u>	<u>509,960</u>	<u>3,669,876</u>				
Operating income (loss)	<u>(191,980)</u>	<u>(69,144)</u>	<u>(274,696)</u>	<u>(1,077,073)</u>	<u>7,558</u>	<u>(323,518)</u>	<u>(307,932)</u>	<u>(2,236,785)</u>				
NON-OPERATING REVENUES (EXPENSES)												
Interest and investment revenue	(452)	(8)	(75)	(591,836)	94	1,790	-	(590,487)				
Miscellaneous revenue	-	-	-	-	-	-	322,640	322,640				
Interest expense	-	-	-	-	-	-	(20)	(20)				
Total non-operating revenue (expenses)	<u>(452)</u>	<u>(8)</u>	<u>(75)</u>	<u>(591,836)</u>	<u>94</u>	<u>1,790</u>	<u>322,620</u>	<u>(267,867)</u>				
Income (loss) before contributions and transfers	<u>(192,432)</u>	<u>(69,152)</u>	<u>(274,771)</u>	<u>(1,668,909)</u>	<u>7,652</u>	<u>(321,728)</u>	<u>14,688</u>	<u>(2,504,652)</u>				
Capital contributions	-	-	-	85,132	-	-	-	85,132				
Transfers in	58,804	50,404	40,546	344,681	-	779,508	250,000	1,523,943				
Change in net position	<u>(133,628)</u>	<u>(18,748)</u>	<u>(234,225)</u>	<u>(1,239,096)</u>	<u>7,652</u>	<u>457,780</u>	<u>264,688</u>	<u>(895,577)</u>				
Total net position - beginning	<u>1,385,867</u>	<u>166,504</u>	<u>745,323</u>	<u>11,024,560</u>	<u>305,067</u>	<u>2,340,112</u>	<u>-</u>	<u>15,967,433</u>				
Total net position - ending	<u>\$ 1,252,239</u>	<u>\$ 147,756</u>	<u>\$ 511,098</u>	<u>\$ 9,785,464</u>	<u>\$ 312,719</u>	<u>\$ 2,797,892</u>	<u>\$ 264,688</u>	<u>\$ 15,071,856</u>				

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
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Combining Cash Flow Statement – Nonmajor Enterprise Funds – Year Ended June 30, 2022

	Adams Municipal Golf Course	Sooner Pool	Frontier Pool	Community Center Trust Authority	Adult Center Trust Authority	Bartlesville Redevelopment Trust Authority	Municipal Airport Operations Fund	Total Other Enterprise Funds
CASH FLOWS FROM OPERATING ACTIVITIES								
Receipts from customers	\$ 404,287	\$ (43)	\$ -	\$ 776,503	\$ 57,878	\$ 396	\$ 524,315	\$ 1,763,336
Payments to suppliers and employees	(531,665)	(30,945)	(37,763)	(1,370,972)	(41,646)	-	(536,488)	(2,549,479)
Payments for incentives and operations	-	-	-	-	-	(332,544)	-	(332,544)
Net cash provided by (used in) operating activities	(127,378)	(30,988)	(37,763)	(594,469)	16,232	(332,148)	(12,173)	(1,118,887)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES								
Transfers from other funds	58,804	50,404	40,546	344,681	-	779,508	250,000	1,523,943
Net cash provided by noncapital financing activities	58,804	50,404	40,546	344,681	-	779,508	250,000	1,523,943
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES								
Purchases of capital assets	-	-	-	(166,628)	-	-	(72,769)	(239,397)
Decrease in security interest in property	-	-	-	-	-	133,686	-	133,686
Payment on incentives payable	-	-	-	-	-	(60,685)	-	(60,685)
Proceeds from capital grant	-	-	-	85,132	-	-	-	85,132
Principal paid on debt	-	-	-	-	-	(133,686)	-	(133,686)
Interest and fiscal agent fees paid on debt	-	-	-	-	-	(390)	(20)	(410)
Net cash provided by (used in) capital and related financing activities	-	-	-	(81,496)	-	(61,075)	(72,789)	(215,360)
CASH FLOWS FROM INVESTING ACTIVITIES								
Sale (Purchase) of investments	69,026	(19,408)	(2,708)	786,564	(130)	-	-	833,344
Interest and dividends	(452)	(8)	(75)	(591,836)	94	1,790	-	(590,487)
Net cash provided by (used in) investing activities	68,574	(19,416)	(2,783)	194,728	(36)	1,790	-	242,857
Net increase (decrease) in cash and cash equivalents	-	-	-	(136,556)	16,196	388,075	165,038	432,753
Balances - beginning of year	-	-	-	486,407	17,863	2,418,823	-	2,923,093
Balances - end of year	\$ -	\$ -	\$ -	\$ 349,851	\$ 34,059	\$ 2,806,898	\$ 165,038	\$ 3,355,846
Reconciliation to Statement of Net Position:								
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ 300,690	\$ 34,059	\$ 19,548	\$ 165,038	\$ 519,335
Restricted cash and cash equivalents - current	-	-	-	49,161	-	2,787,350	-	2,836,511
Total cash and cash equivalents, end of year	\$ -	\$ -	\$ -	\$ 349,851	\$ 34,059	\$ 2,806,898	\$ 165,038	\$ 3,355,846
Reconciliation of operating income (loss) to net cash provided by (used in) Operating Activities:								
Operating (loss)	\$ (191,980)	\$ (69,144)	\$ (274,696)	\$ (1,077,073)	\$ 7,558	\$ (323,518)	\$ (307,932)	\$ (2,236,785)
Adjustments to reconcile (loss) to net cash (used in) operating activities:								
Depreciation expense	103,707	26,084	225,895	420,113	8,674	-	3,603	788,076
Miscellaneous revenue	-	-	-	-	-	-	322,640	322,640
Change in assets and liabilities:								
Accounts receivable	-	-	-	4,526	-	-	(4,660)	(134)
Other receivable	(5,044)	(43)	-	-	-	396	-	(4,691)
Change in inventory	-	-	-	-	-	-	(68,279)	(68,279)
Accounts payable	500	12,115	11,038	65,600	-	(9,026)	3,189	83,416
Deferred revenue	8,123	-	-	-	-	-	4,307	12,430
Accrued salaries payable	6,475	-	-	(2,229)	-	-	20,004	24,250
Change in lease obligations/lease assets	-	-	-	-	-	-	(1,806)	(1,806)
OPEB liability	(14,381)	-	-	-	-	-	-	(14,381)
Pension liability	(52,251)	-	-	-	-	-	-	(52,251)
Deposits subject to refund	-	-	-	(14,005)	-	-	-	(14,005)
Prepaid expenses	-	-	-	8,599	-	-	-	8,599
Compensated absence liability	17,473	-	-	-	-	-	16,761	34,234
Net cash provided by (used in) operating activities	\$ (127,378)	\$ (30,988)	\$ (37,763)	\$ (594,469)	\$ 16,232	\$ (332,148)	\$ (12,173)	\$ (1,118,887)

CITY OF BARTLESVILLE, OKLAHOMA
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Combining Statement of Net Position – Internal Service Funds – June 30, 2022

	<u>Internal Service Funds</u>			
	<u>Workers'</u> <u>Compensation</u>	<u>Health</u> <u>Insurance</u>	<u>Auto Collision</u> <u>Insurance Fund</u>	<u>Total</u>
ASSETS				
Current assets:				
Cash and cash equivalents	\$ 60,000	\$ 45,900	\$ -	\$ 105,900
Investments	341,892	275,194	477,622	1,094,708
Other receivables	1,112	38,441	-	39,553
Total current assets	<u>403,004</u>	<u>359,535</u>	<u>477,622</u>	<u>1,240,161</u>
Non-current assets:				
Total non-current assets	-	-	-	-
Total assets	<u>403,004</u>	<u>359,535</u>	<u>477,622</u>	<u>1,240,161</u>
LIABILITIES				
Current liabilities:				
Accounts payable	3,586	13,640	-	17,226
Claims and judgments	112,076	70,184	-	182,260
Total current liabilities	<u>115,662</u>	<u>83,824</u>	<u>-</u>	<u>199,486</u>
Noncurrent liabilities:				
Claims and judgments	168,114	105,275	-	273,389
Total noncurrent liabilities	<u>168,114</u>	<u>105,275</u>	<u>-</u>	<u>273,389</u>
Total liabilities	<u>283,776</u>	<u>189,099</u>	<u>-</u>	<u>472,875</u>
NET POSITION				
Unrestricted	119,228	170,436	477,622	767,286
Total net position	<u>\$ 119,228</u>	<u>\$ 170,436</u>	<u>\$ 477,622</u>	<u>\$ 767,286</u>

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022

Combining Statement of Revenues, Expenses, and Changes in Net Position – Internal Service Funds
– Year Ended June 30, 2022

	<u>Internal Service Funds</u>			
	<u>Workers'</u> <u>Compensation</u>	<u>Health</u> <u>Insurance</u>	<u>Auto Collision</u> <u>Insurance Fund</u>	<u>Total</u>
REVENUES				
Charges for services	\$ 163,135	\$ 3,408,668	\$ 75,000	\$ 3,646,803
Total operating revenues	<u>163,135</u>	<u>3,408,668</u>	<u>75,000</u>	<u>3,646,803</u>
OPERATING EXPENSES				
Personal services	23,818	2,706,831	-	2,730,649
Contractual services	-	778,852	-	778,852
Utilities	-	-	3,280	3,280
Repairs and maintenance	-	-	28,295	28,295
Total Operating Expenses	<u>23,818</u>	<u>3,485,683</u>	<u>31,575</u>	<u>3,541,076</u>
Operating income (loss)	<u>139,317</u>	<u>(77,015)</u>	<u>43,425</u>	<u>105,727</u>
NON-OPERATING REVENUES (EXPENSES)				
Interest and investment revenue	(1,316)	250	-	(1,066)
Miscellaneous revenue	4,431	397,256	6,752	408,439
Total non-operating revenue	<u>3,115</u>	<u>397,506</u>	<u>6,752</u>	<u>407,373</u>
Change in net position	142,432	320,491	50,177	513,100
Total net position - beginning	(23,204)	(150,055)	427,445	254,186
Total net position - ending	<u>\$ 119,228</u>	<u>\$ 170,436</u>	<u>\$ 477,622</u>	<u>\$ 767,286</u>

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2022

Combining Cash Flow Statement – Internal Service Funds – Year Ended June 30, 2022

	Internal Service Funds			Total
	Workers' Compensation	Health Insurance	Auto Collision Insurance Fund	
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	\$ 167,223	\$ 3,802,457	\$ 81,752	\$ 4,051,432
Payments to suppliers and employees	(106,805)	(3,527,898)	(31,575)	(3,666,278)
Net cash provided by operating activities	<u>60,418</u>	<u>274,559</u>	<u>50,177</u>	<u>385,154</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Sale (purchase) of investments	(59,102)	(274,809)	(50,177)	(384,088)
Interest and dividends	(1,316)	250	-	(1,066)
Net cash provided by (used in) investing activities	<u>(60,418)</u>	<u>(274,559)</u>	<u>(50,177)</u>	<u>(385,154)</u>
Net increase in cash and cash equivalents	-	-	-	-
Balances - beginning of year	<u>60,000</u>	<u>45,900</u>	<u>-</u>	<u>105,900</u>
Balances - end of year	<u>\$ 60,000</u>	<u>\$ 45,900</u>	<u>\$ -</u>	<u>\$ 105,900</u>
Reconciliation to Statement of Net Position:				
Cash and cash equivalents	\$ 60,000	\$ 45,900	\$ -	\$ 105,900
Total cash and cash equivalents, end of year	<u>\$ 60,000</u>	<u>\$ 45,900</u>	<u>\$ -</u>	<u>\$ 105,900</u>
Reconciliation of operating income (loss) to net cash provided by (used in)				
Operating Activities:				
Operating income (loss)	\$ 139,317	\$ (77,015)	\$ 43,425	\$ 105,727
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
Miscellaneous revenue	4,431	397,256	6,752	408,439
Change in assets and liabilities:				
Other receivable	(343)	(3,467)	-	(3,810)
Accounts payable	(5,733)	(27,621)	-	(33,354)
Claims liability	(77,254)	(14,594)	-	(91,848)
Net cash provided by (used in) operating activities	<u>\$ 60,418</u>	<u>\$ 274,559</u>	<u>\$ 50,177</u>	<u>\$ 385,154</u>

CITY OF BARTLESVILLE, OKLAHOMA
SINGLE AUDIT REPORTS
AND SUPPLEMENTARY SCHEDULES

June 30, 2022

City of Bartlesville, Oklahoma

June 30, 2022

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SINGLE AUDIT REPORTS AND SUPPLEMENTARY SCHEDULES:

**Reports related to financial statements of the reporting entity
Required by GAO *Government Auditing Standards*:**

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	1
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Reports related to Federal Assistance Programs Required by the Uniform Guidance:

Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance	3
Schedule of Expenditures of Federal Awards	6
Notes to the Schedule of Expenditures of Federal Awards	7
Schedule of Findings and Questioned Costs	8
Summary Schedule of Prior Audit Findings and Questioned Costs	10



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor and City Council
City of Bartlesville, Oklahoma

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, and the aggregate remaining fund information of the City of Bartlesville, Oklahoma (the "City"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated September 29, 2023.

Our report includes a reference to other auditors who audited the financial statements of the Community Center Trust Authority, Bartlesville Development Authority, and the Bartlesville Redevelopment Trust Authority, as described in our report on the City's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under Government Auditing Standards and which is described in the accompanying schedule of findings and questioned costs as Finding 2022-01.

Management's Response to Finding

The City's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the auditing process applied in the audit of financial statements and, accordingly, we express no opinion on it.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Arledge & Associates PC

Edmond, Oklahoma
September 29, 2023





INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE; AND
REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY THE UNIFORM GUIDANCE

To the Honorable Mayor and Members of the City Council
City of Bartlesville, Oklahoma

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Bartlesville, Oklahoma's (the "City") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2022. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate,

it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as items 2022-01. Our opinion on each major federal program is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on the City of Bartlesville, State of Oklahoma's response to the noncompliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The City of Bartlesville, State of Oklahoma's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

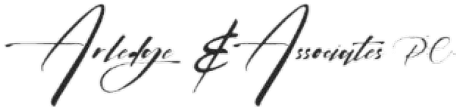


Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated September 29, 2023 which contained unmodified opinions on those financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



Edmond, Oklahoma
September 29, 2023



City of Bartlesville
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2022

<i>Federal Grantor/Program or Cluster Title</i>	<i>Federal AL Number</i>	<i>Pass-through Grantor and Number</i>	<i>Name of Grant - Grant ID No.</i>	<i>Federal Expenditures(\$)</i>
<i>U.S. Department of Housing and Urban Development</i>				
Community Development Block Grant-COVID	14.218	Oklahoma Department of Commerce, CDBG-CV		360,753
Hope VI Main Street Grant	14.878	Oklahoma Humanities		495,995
<i>Total U.S. Department of Housing and Urban Development</i>				<u>856,748</u>
<i>U.S. Department of Justice</i>				
Bulletproof Vest Partnership Grant Act	16.607	Office of Justice Programs' Bureau of Justices Assistance		4,485
<i>Total U.S. Department of Justice</i>				<u>4,485</u>
<i>Institute of Museum and Library Services</i>				
Library Community Literacy Grant	45.310	Oklahoma Department of Libraries	Grants to States	4,800
Library Citizenship Project Grant	45.310	Oklahoma Department of Libraries	Grants to States	14,000
Library Health Literacy Grant '22	45.310	Oklahoma Department of Libraries	Grants to States	9,000
Library Category 2 E-Rate Grant	45.310	Oklahoma Department of Libraries	Grants to States	4,000
Library ARPA Grant	45.310	Oklahoma Department of Libraries	Grants to States	15,378
Museum ARPA Grant	45.310	Oklahoma Department of Libraries	Grants to States	4,555
<i>Total ALN 45.310 and Institute of Museum and Library Services</i>				<u>51,733</u>
<i>U.S. Department of Treasury</i>				
Covid 19-Coronavirus Relief Fund	21.019	Oklahoma Department of Emergency Management, FEMA-DR-2020S-EMPG-PW		11,955
ARPA-Coronavirus Relief Fund	21.027	Oklahoma Office of Management and Enterprise Services, COVID-19		3,156,371
<i>Total U.S. Department of Treasury</i>				<u>3,168,326</u>
<i>U.S. Department of Transportation</i>				
The Oklahoma Highway Safety Office	20.600	Oklahoma Department of Transportation		22,700
Recreational Trails Program Grant	20.219	Oklahoma Department of Transportation		31,740
FAA Airport Improvement Program	20.106	Oklahoma Department of Transportation		41,025
CARES Act Airport Grant	20.106	Oklahoma Department of Transportation		60,309
<i>Total U.S. Department of Transportation</i>				<u>155,774</u>
<i>Total Expenditures of Federal Awards</i>				<u><u>\$ 4,237,066</u></u>

The accompanying notes are an integral part of this schedule

CITY OF BARTLESVILLE, OKLAHOMA

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year Ended June 30, 2022

NOTE A—BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (SEFA) includes the federal award activity of the City under programs of the federal government for the year ended June 30, 2022. The information in this SEFA is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the SEFA presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the City.

NOTE B—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the SEFA are reported on the modified accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The City has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE C—SUBRECIPIENTS

During the year ended June 30, 2022, the City did not provide federal awards to subrecipients.

NOTE D—SUBSEQUENT EVENTS

The City has evaluated the effects of all subsequent events from June 30, 2022, through September 29, 2023, the date the SEFA was available to be issued, for potential recognition or disclosure in this SEFA. The City is not aware of any subsequent events which would require recognition or disclosure in the SEFA.

CITY OF BARTLESVILLE, OKLAHOMA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 2022

Section I--Summary of Auditor's Results

Financial statements

Type of auditor's report issued on whether the financial statements were in accordance with GAAP:

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? yes no
- Significant deficiency(ies) identified? yes none reported

Noncompliance material to financial statements noted? yes no

Federal Awards

Internal control over major federal programs:

- Material weakness(es) identified? yes no
- Significant deficiency(ies) identified? yes none reported

Type of auditor's report issued on compliance for major federal programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? yes no

Identification of major federal programs:

<u>Program</u>	<u>AL Number</u>
ARPA – Coronavirus Relief Fund	21.027

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? yes no

CITY OF BARTLESVILLE, OKLAHOMA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 2022

Section II--Findings Required to be Reported in Accordance with *Government Auditing Standards*:

A. Internal Control

None to report for the audit period

B. Compliance Findings

Finding: 2022-01 – Filing with the State Auditor (Repeat Finding of 2021-01)

Criteria: In order to comply with filing of reports with the Oklahoma State Auditor and Inspector (State Auditor) and the data collection form of the federal audit clearing house, management needs to appropriately monitor the timing of the submission of the filing of the audit report six months after the end of the fiscal year.

Condition: The Bartlesville Development Authority (“BDA”) audit was not timely complete causing a delay in the Bartlesville financial statements being complete.

Cause and Effect: The BDA June 30, 2022 financial restatement was the cause of the late filings with the State Auditor. The late filing was due to BDA not properly implementing GASB No. 87 resulting in a restatement. The earliest available BDA financial statement report as of June 30, 2022 was September 6, 2023 the date the financial statements were made available to the City of Bartlesville.

Recommendation: We recommend the internal controls for reporting with the state auditor be reviewed to ensure that future filings are completed within the prescribed timeline.

Management Response: Fiscal year 2022 was the first year GASB No. 87 was required to be implemented. Now that GASB No. 87 is implemented we feel better prepared to file with the State Auditor within the required time frame. This resulted in the BDA making a change in auditor for the fiscal year 2023 audit to better suit the BDA.

Section III--Findings Required to be Reported in Accordance with the Uniform Guidance:

A. Internal Control

None to report for the audit period

B. Compliance Findings

See Section II--Findings Required to be Reported in Accordance with *Government Auditing Standards* Finding 2022-01.

CITY OF BARTLESVILLE, OKLAHOMA

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS AND QUESTIONED COSTS

June 30, 2022

Section II--Findings Required to be Reported in Accordance with *Government Auditing Standards*:

A. Internal Control

None to report for the audit period

B. Compliance Findings

<u>Finding #</u>	<u>Finding</u>	<u>Status</u>	<u>Corrective Action Plan or Other Explanation</u>
2021-01	In order to comply with filing of reports with the Oklahoma State Auditor and Inspector (State Auditor), management needs to appropriately monitor the timing of the submission of the filing of the audit report six months after the end of the fiscal year.	In Progress	With the scope and magnitude of changes related to a complete change in Enterprise Resource Planning software the City knows that all policy and procedure manuals need updated and controls reevaluated to suite the City's new business practices.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take action to approve changes to Chapter 8 of the Bartlesville Municipal Code.

Attachments:

- A. Chapter 8 Bartlesville Municipal Code revisions and mark up.
- B. Amended Chapter 8 of the Bartlesville Municipal Code.

II. STAFF COMMENTS AND ANALYSIS

City staff is recommending changes to address residential can service that is referenced in our current ordinance. Can service was canceled when automated residential collection was implemented in 2013. In addition, other changes have been made to clarify and address additional operational issues.

III. RECOMMENDED ACTION

Staff recommends the approval of all amended sections as provided in Attachment A.

Chapter 8 - GARBAGE AND TRASH

DIVISION 1.- GENERALLY

Secs. 8-1—8-15. - Reserved.

Sec. 8-16. - Established.

There is a sanitation department, the head of which is the sanitation superintendent appointed by the city manager for an indefinite term and removable by the city manager. The sanitation superintendent is an officer of the city and has supervision and control of the sanitation department.

Sec. 8-17. - Powers and duties.

The sanitation department collects and disposes of refuse within the city and enforces the sanitation ordinances of the city.

Secs. 8-18—8-30. - Reserved.

Sec. 8-31. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"Apartment" means a room or suite of rooms with cooking and dishwashing facilities arranged or designed for or occupied by a single family including a subordinate dwelling occupied as garage apartment or employee's quarters.

"Apartment building" means a building or portion thereof or a group of buildings arranged or designed for three (3) or more apartments.

"Bulky materials" means refuse composed of materials not easily containerized in a ~~can or~~ cart such as, but not limited to, yard trimmings, furniture, cardboard, and large appliances.

~~"Can" means an industry standard watertight container constructed of plastic, metal or fiberglass having two (2) lifting handles on opposite sides, a tight-fitting lid, a minimum capacity of approximately twenty (20) gallons, a maximum capacity of approximately thirty-two (32) gallons, and a maximum loaded weight of no more than seventy-five (75) pounds.~~

~~"Can service" means the collection and disposal of refuse provided via cans and refuse bags. The sanitation superintendent shall have the sole authority to specify the residential properties and commercial properties to receive can service.~~

"Cart" means an industry-standard watertight container provided by the city or its authorized agents having two (2) wheels, a tight-fitting attached lid and capacity of approximately thirty (30) gallons, sixty (60) gallons or ninety (90) gallons and designed to be mechanically dumped into a loader-packer type truck.

"Cart service" means the collection and disposal of refuse provided via carts and refuse bags with refuse disposal stickers. The sanitation superintendent shall have the sole authority to specify the residential properties and commercial properties to receive cart service.

"Collection" means the act of removing refuse for transport elsewhere.

"Commercial property" means all improved property other than a residential property including improved property with an apartment building or mixed-use property.

"Commercial container" means an industry-standard watertight container approved by sanitation superintendent and constructed of non-absorbent material having a tight-fitting lid and capacity of approximately two (2) cubic yards up to approximately eight (8) cubic yards and designed to be mechanically dumped into a loader-packer type truck.

"Commercial container service" means the collection and disposal of refuse provided via commercial containers.

"Curbside" means the designated physical location for the placement of cans, carts, and refuse bags. This designated location shall be as near as possible to the traveled streets normally serviced by the collection vehicles. The intention of a curbside designation is to allow collection in a rapid manner with walking or reaching minimized. In all cases, the sanitation superintendent shall have the sole authority to approve or specify the precise location for such curbside placement.

"Dispose", "disposed", or "disposal" means the discharge, deposit, injection, dumping, spilling, leaking, or placing of any refuse into or on any land or water that is licensed and permitted for disposing of refuse as required by all governmental bodies having jurisdiction.

"Enclosure" means any area enclosed by a fence or wall.

"Exempt waste" means body waste, hazardous waste, latex and oil based paints, stains and varnishes, adhesives, transmissions fluids, gasoline and diesel fuel, pesticides and fungicides, pool chemicals, household cleaners, propane tanks, camping cylinders, fire extinguishers, tires, vehicles or vehicles parts, and automobile and household batteries.

"Garbage" means all waste animal or vegetable matter such as, but not limited to, waste material and refuse from kitchens, residences, grocery stores, butcher shops, restaurants, cafes, and all other deleterious substances.

"Hazardous waste" means materials or substances, which by reason of their composition or characteristics are:

(1) Hazardous waste as defined in the Solid Waste Disposal Act, 42 USC 6901 et seq., or the regulations thereunder, or the Oklahoma Controlled Industrial Disposal Act, 63 O.S. § 1-2001 et seq., or the regulations thereunder, and any similar or substituted legislation or regulations or amendments to the foregoing; or

(2) Any other materials, which any governmental agency or unit having appropriate jurisdiction shall determine from time to time are harmful, toxic or dangerous.

"Mixed-use property" means all improved property containing both residential properties and commercial properties, where refuse generated at such improved property cannot be readily separated by source of generation.

"Mobile home park" means an area designed for more than one (1) mobile home which is arranged, designed, or used as residential occupancy.

"Occupant" means any person occupying or having possession of an improved property or any portion thereof.

"Owner" means any person who, alone or with others, has title or interest in an improved property with or without accompanying actual possession thereof, and including any person who as agent, or as executor, administrator, trustee or guardian of an estate, has charge, care or control of any improved property.

"Receptacle" means a can or cart.

"Refuse" means all waste, rubbish, garbage, trash or any other material of any kind that has been discarded, rejected, cast aside or thrown away as worthless. Refuse shall not include exempt waste.

"Refuse bag" means an industry-standard watertight container constructed of a heavy, multiple-ply paper or polyethylene or ethylene copolymer resin and designed for outdoor storage of refuse with a capacity of twenty (20) to thirty-two (32) gallons and a maximum loaded weight of no more than fifty (50) pounds. Refuse bags shall be of a material so liquids and greases will not be able to penetrate through the material, and be of sufficient thickness and strength to contain the refuse enclosed without tearing or ripping under normal handling.

"Refuse disposal sticker" means stickers purchased from the city or its authorized agents which will readily indicate to city that the refuse bags on which the stickers are affixed are intended for refuse collection.

"Residential property" means all improved property with a single-family residence, two-family residence, or mobile home park.

"Roll-off" means any industry-standard watertight container approved by the superintendent of the sanitation department and constructed of non-absorbent material having a capacity of approximately ten (10) cubic yards up to approximately forty (40) cubic yards and designed to be mechanically loaded onto a motor vehicle.

"Roll-off service" means the collection and disposal of refuse provided via roll-off.

"Side yard" means the designated physical location between the front and back building line of a residential property for the placement of refuse accumulations. This designated location shall be visible and accessible by a direct, straight line from the collection vehicle but shall not include any portion of a back yard, any fenced area, or any enclosed area or any area where vision is obstructed such as around a corner from the collection vehicle. In all cases, the sanitation superintendent shall have the sole authority to approve or specify the precise location for such side yard placement.

"Single-family residence" means a building having accommodations for a place of abode for one (1) dwelling unit which is arranged, designed, or used as residential occupancy.

"Trash" means rubbish such as feathers, ashes, tin cans, paper, boxes, glass, grass, wood, yard trimmings and similar matter.

"Two-family residence" means a building having accommodations for a place of abode for two (2) dwelling units sharing at least one (1) common wall or included under the same roof structure which is arranged, designed or used as residential occupancy and does not include a mobile home.

"Vehicle" means any type of trailer, automobile or truck propelled in any manner.

"Yard trimmings" means all brush, tree limbs, grass, leaves, shrubbery, vines, tree branches, and cuttings which are normally associated with the care and maintenance of landscaping.

"Yard trimmings bag" means a clear biodegradable bag having a capacity of less than approximately thirty (30) gallons.

~~"Yard trimmings city bag" means a clear biodegradable bag having a capacity of less than approximately thirty (30) gallons purchased from the city or its authorized agents which will readily indicate to city that the yard trimmings contained in a yard trimmings city bag are intended for yard trimmings collection.~~

"Yard trimmings service" means the yard trimmings collection service provided to residential properties.

"Yard trimmings sticker" means stickers purchased from the city or its authorized agents which will readily indicate to city that the yard trimmings contained in a yard trimmings bag on which the stickers are affixed are intended for yard trimmings collection.

Sec. 8-32. - Accumulation deemed nuisance.

The accumulation of refuse on the premises of a residential property, commercial property or public property including streets and alleys greatly increases the danger of fire and the spread of infections, contagious and epidemic diseases and shall constitute a public menace and nuisance.

Sec. 8-33. - Subscription and payment of refuse collection and disposal.

The owner or occupant of any residential property or commercial property shall subscribe to and pay for adequate collection and disposal of refuse.

Sec. 8-34. - Establishment of services by department.

The sanitation department superintendent shall establish the following services:

- (a) ~~Can service as described in division 2 and~~ cart service as described in division 32 at the fees as set forth in division 54; and

(b) Commercial container service as described in Division 43 at the fees as set forth in division 54.

(c) Alternative collection and disposal services may be established to aid in citizens' needs and public safety.

(d) The sanitation department superintendent shall have the authority to make adjustments to solid waste policies issues.

Sec. 8-35. - Collection by a refuse collection service other than the city.

Commercial properties may elect to receive refuse collection and disposal service from a private hauling company which is properly permitted and licensed by the city.

Sec. 8-36. - Inspection.

The solid waste department superintendent or his designee shall make, or cause to be made, inspection trips at regular intervals to determine that refuse is being properly stored, collected and disposed and that proper charges are being assessed. In the event violations of this chapter or related chapters are discovered, the solid waste department superintendent or his designee shall immediately act to effect the necessary corrective action. Cleanliness of carts or containers is the responsibility of the resident or occupant.

Sec. 8-37. - Property maintenance.

The owner or occupant of any residential property shall keep his premises clean of refuse thrown or left on such premises by any passersby or other person and prevent refuse drifting or blowing onto adjoining premises or public rights-of-way. The owner or occupant of any commercial property shall keep his premises clean of refuse thrown or left on such premises by its employees, customers, passersby, or other person and prevent refuse drifting or blowing onto adjoining premises or public rights-of-way. The owner or occupant shall place on the premises receptacles, commercial containers and/or roll-offs of sufficient size and number for deposit of refuse.

Sec. 8-38. - Deposit on public or private property.

(a) Any person who deliberately places, throws, drops, deposits or discards any refuse on any private property, including residential property and commercial property, or public property of another without consent of owner or occupant of such property shall be guilty of a misdemeanor. Any full-time peace officer of the city or state or persons authorized by the city, upon investigation of violation of this section which contains three (3) or more items bearing a common address in a form which tends to identify the latest owner of the items shall create a rebuttable presumption that all competent persons residing at such address committed the unlawful act.

(b) No person shall throw, drop, deposit or discard, or permit another to throw, drop, deposit or discard on any private property, including residential property or commercial property, and public property, except in refuse bags, receptacles, commercial containers, or roll-offs provided for such purposes without consent of the owner or occupant of such premises.

Depositing, leaving or storage of any item of any material, excluding motor vehicles parked in accordance with city traffic code, on public property including streets, alleys, parkways and other public rights-of-way is prohibited.

Sec. 8-39. - Unauthorized use.

(a) No person shall place, or permit another to place, any refuse in any receptacle, refuse bag, yard trimming bag, commercial container or roll-off unless the refuse is from the premises served by the receptacle, refuse bag, yard trimming bag, commercial container or roll-off.

(b) City provides commercial container services at several points in city areas for refuse from commercial properties within the city limits, and refuse from outside the city limits shall not be placed in the city commercial containers.

(c) No person shall place or deposit, or permit another to place or deposit, prohibited refuse in receptacles, refuse bag, yard trimming bags, commercial container or roll-off or to put prohibited refuse on the ground at any residential property, commercial property, unimproved property or public property in the city.

(d) The owner or occupant of any residential property, commercial property, unimproved property or public property in the city shall cause to be removed, collected and disposed within three (3) days of notice by the city to the owner all refuse items of the nature which are prohibited to the regular collection service, and which are located, owned or deposited on the property or on the public right-of-way adjacent to the property, and the existence of refuse or any other item on the property or the adjacent public right-of-way shall be prima facie evidence that such owner or occupant failed to remove, as provided by this chapter, at his own expense, the refuse or other item or items so stored or located thereon. Removal within three (3) days of notice by the city is required. If such refuse are not removed, collected and disposed within three (3) days after notice by the city to the owner, then city may remove, collect and dispose of such refuse and the owner of the residential property, commercial property or unimproved property shall be charged and shall be responsible for full payment of a fee set forth by city council resolution for removal, collection and disposal of the refuse.

Sec. 8-40. - Supervision of collection.

Each owner of a residential property or commercial property shall maintain supervision and surveillance over the refuse receptacles, refuse bags, commercial containers and roll-offs serving such premises, and if such refuse receptacles, refuse bags, commercial containers and roll-offs are not emptied and the contents collected by an employee of the city or other duly authorized person for a period of seven (7) days, he shall notify the sanitation department of the fact within five (5) days.

Sec. 8-41. - Vehicles.

All vehicles used in the collection of refuse shall be constructed in such a manner that will prevent any portion of the refuse from leaking, spilling, falling, or blowing out of said vehicles onto any public highway, street, avenue, boulevard, alley, highway or other public or private place in the city. Such vehicle being drawn or driven over the public ways or streets shall not be loaded above a point that will result in any portion of the contents being spilled therefrom.

Sec. 8-42. - Sanitary condition of vehicles.

All such vehicles shall be kept in a clean and sanitary condition at all times, and shall at all times be subject to inspection by the solid waste superintendent of the city solid waste department

or his designee or persons authorized by the city. If in their judgment a vehicle is found to be defective or unfit for use, they are empowered to prevent the use of the same until put in proper condition to comply with the terms of this chapter. Any person aggrieved shall have the right to appeal to the city manager. The decision of the city manager thereon shall be final.

Sec. 8-43. - Liquids, wrapping and grease.

Refuse that is mixed with water or other liquids shall be drained before being placed in a receptacle, refuse bag, commercial container or roll-off. Animal matter that is subject to decomposition shall be wrapped in paper or other compostable material before being placed in a receptacle, refuse bag, commercial container or roll-off. Grease in a free flowing state shall be reduced to a solid.

Sec. 8-44. - Materials not to be placed in receptacles, refuse bags, yard trimming bags, commercial containers.

Dead animals, feces, materials impregnated with urine, poisons, explosives, dangerous or corrosive chemicals, or clothing taken from persons with infectious diseases shall not be placed in receptacles, refuse bags, yard trimming bags, or commercial containers used for regular collection service or the city collection service. Bulky materials, appliances, furniture, heavy metals or metal parts, lumber, dirt, rocks, bricks, concrete blocks, tires, crates and other refuse from construction or remodeling shall not be placed in receptacles, refuse bags, yard trimming bags, yard-trimming city-bags, or commercial containers used for regular collection service or the city collection service. Nor shall they be left at the collection point. The solid waste department Superintendent or his designee shall have the right to further restrict any hazardous or incompatible materials.

Sec. 8-45. - Unsanitary material storage.

No person shall keep or permit another to keep upon any premises refuse or exempt waste, unless such material is retained in containers which deny access to humans, flies, insects, rodents and animals.

Sec. 8-46. - Prohibited items.

No person shall place nor permit another to place in any receptacle, refuse bag, yard trimming bag, yard trimming city bags, or commercial containers used for regular collection service or the city collection service bulky materials or heavy items such as tires, crates, refrigerators, stoves, air conditioners, sofas, chairs, auto parts weighing more than five (5) pounds, mufflers, tree limbs greater than three (3) feet in length, heavy pipe or metals and other like items. The owner or occupant of any residential property or commercial property shall have these prohibited items removed and deposited in the city disposal area or other approved disposal area at his own expense within three (3) days.

Sec. 8-47. - Ownership of refuse.

Refuse that is not otherwise prohibited under applicable law or this chapter that is set out for collection by the city shall be the sole property of the residential property or commercial

property until the city takes actual or constructive possession of such refuse. Refuse for which the city does not take actual or constructive possession of shall be the responsibility of the owner and occupant of the residential property or commercial property.

Secs. 8-48—8-60. - Reserved.

DIVISION 2 - CAN SERVICE

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Sec. 8-61. - Can service.

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~~The superintendent of the sanitation department shall have the authority to require an improved property, including a residential property or commercial property, to receive can service.~~

~~(Ord. No. 3994, 9-4-12)~~

Sec. 8-62. - Provision of cans and number and condition of cans.

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~~Every owner and occupant of any residential property or commercial property with can service within the city shall acquire and maintain in good condition and repair cans and/or refuse bags of sufficient number to contain the refuse that will accumulate on the premises.~~

~~(Ord. No. 3994, 9-4-12)~~

Sec. 8-63. - Frequency for collection and disposal of refuse.

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~~It shall be the duty of every owner and occupant of a residential property or commercial property with can service to have refuse collected and disposed in accordance with this chapter at least twice a week, excluding weeks that contain national public holidays and weeks wherein the sanitation superintendent has determined for safety reasons that refuse will not be collected.~~

~~(Ord. No. 3994, 9-4-12)~~

~~Sec. 8-64. -- Unauthorized collection prohibited.~~

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~~(a) No person other than the occupant, owner, or a duly authorized employee of the city, shall collect refuse from any cans or refuse bags used in the city collection service. A can or refuse bag shall be considered as used in the city collection service if such can or refuse bag is used by any customer of the city for the purpose of containing or storing refuse awaiting collection by the city.~~

~~(b) Nothing in this section is to be interpreted to allow any person to dispose of refuse in any manner except as provided by the ordinances of the city.~~

~~(Ord. No. 3994, 9-4-12)~~

~~Sec. 8-65. -- Can and refuse bag specifications.~~

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~~It shall be the duty of every occupant of a residential property or commercial property with can service to use cans and refuse bags that meet the following specifications:~~

~~(1) Occupants shall accumulate and store refuse in refuse bags. Refuse bags shall be securely tied or sealed to prevent emission of odors; and~~

~~(2) Occupants may accumulate and store refuse bags in cans. Cans shall be without inside protrusions, and refuse bags shall be loosely packed so that contents shall discharge freely when the can is inverted.~~

~~(Ord. No. 3994, 9-4-12)~~

~~Sec. 8-66. -- Damaged, lost or stolen can replacement.~~

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~~It shall be the duty of every owner and occupant of a residential property or commercial property with can service to replace damaged, lost or stolen cans according to the following specifications:~~

~~(1) Cans which have damage, including damage to the extent that the covers will not fit securely or having jagged or sharp edges capable of causing injury to refuse collectors or other persons whose duty it is to handle containers, are declared a nuisance and shall be condemned by the solid waste department superintendent or his designee or persons authorized by the city. The owner or occupant of the residential property or commercial property for which a can is declared a nuisance shall dispose of the can within five (5) days. If such can is not disposed within five (5) days after notice of such nuisance to the owner or occupant, then city may confiscate and dispose of such can.~~

~~(2) The owner or occupant of the residential property or commercial property for which a can has been confiscated by city due to nuisance, lost or stolen shall be responsible for all costs associated with replacement of the can.~~

~~(Ord. No. 3994, 9-4-12)~~

~~Sec. 8-67. -- Placement—Collections.~~

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~~(a) Excluding side-yard collection service as defined in subsection 8-67(b), it shall be the duty of every occupant of a residential property or commercial property with can service to place cans and refuse bags according to the following specifications:~~

~~(1) Occupants shall place all cans and refuse bags for can service as the location specified herein by 6:00 a.m. on the day of the pickup. Occupants shall remove all cans and refuse bags not collected from the collection service location and return such cans and refuse bags to the side or rear of the residential property or commercial property by 10:00 p.m. on the day of the pickup.~~

~~(2) Cans and refuse bags shall be placed at the alley for regular collection service where the premises has access to the alley. Cans and refuse bags may be placed on public property in alleys for removal by regular collection or special order service only where there is at least thirteen (13) feet of clear passage for public vehicles, but in no case shall refuse receptacles project more than two (2) feet into the alley right-of-way.~~

~~(3) In the event alley collection service is not available, then all occupants of the premises shall place all cans and refuse bags at either:~~

~~The curbside, or~~

~~(a) Location designated by the solid waste department or his designee or persons authorized by the city.~~

~~(b) If an occupant of a residential property with can service requests can service at the side yard or the city deems all occupants of a residential service unit are handicapped or due to age or verified physical limitations cannot safely move a can, it shall be the duty of such occupant of the of the residential property with can service to place cans and refuse bags at the side yard by 6:00 a.m. on the day of the pickup.~~

~~(c) It shall be the duty of every occupant of a residential property or commercial property served by the city yard trimmings service to place the yard trimming at the curbside in such a manner as to not create a pedestrian hazard, impair the use of the sidewalk or interfere with vehicular traffic.~~

~~(Ord. No. 3994, 9-4-12)~~

~~Sec. 8-68. -- Placement—Inclement weather.~~

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When alleys or streets become impassable because of inclement weather or other unusual conditions, the superintendent may notify owners of residential properties or commercial properties to place cans and refuse bags at the nearest collection point which is accessible to collection vehicles.

(Ord. No. 3994, 9-4-12)

~~Sec. 8-69. – Bulky materials.~~

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It shall be the duty of every owner of a residential property with can service to place refuse that is of such nature that it cannot be placed in the required can or refuse bag according to the following specifications:

(1) Paper cartons or wood boxes that cannot be placed in a can or refuse bag shall be prepared for collection by placing the smaller cartons and boxes in the larger cartons and boxes until the larger cartons and boxes are completely filled each weighing not more than fifty (50) pounds. After the large cartons and boxes are completely filled, they shall be securely tied. Cartons and boxes shall not be larger than thirty-six (36) inches along any side.

(2) Yard trimmings shall be prepared for collection by placing in yard trimmings bags or bundles. Yard trimming placed in bundles shall be cut into four-foot lengths and tied securely into bundles weighing not more than fifty (50) pounds.

All bulky materials as described in ~~section 8-69~~ shall be collected at the curbside in such a manner as to not create a pedestrian hazard, impair the use of the sidewalk or interfere with vehicular traffic.

(Ord. No. 3994, 9-4-12)

~~Sec. 8-70. – Closed lid required.~~

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Except when refuse is being loaded into receptacles, the lids shall be kept closed except at certain locations approved by the superintendent of the sanitation department.

(Ord. No. 3994, 9-4-12)

~~Secs. 8-71—8-80. – Reserved.~~

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~~Secs. 8-48—8-60. – Reserved.~~

DIVISION 32. - CART SERVICE

Sec. 8-81. - Cart collection service.

The superintendent of the sanitation department shall have the authority to require an improved property, including a residential property or commercial property, to receive cart service. Carts or containers that are overloaded beyond capacity or weight as determined by the sanitation superintendent will not be emptied until the property owner or occupant has corrected the violation. Cart load rating specifications are 335 lbs for 96gal, 224 lbs for 64gal, and 112 lbs for 32gal carts.

Sec. 8-82. - Provision of carts and number and condition of carts.

The city shall provide one (1) ninety-six-gallon cart to every residential property or commercial property with cart service within the city. Occupants shall acquire additional carts or a cart of different capacity from the city at a fee as set forth in article V as to contain the refuse that will accumulate on the premises. The number of carts issued may be limited if deemed inappropriate by the superintendent of the sanitation department. Occupants shall maintain all carts in good condition.

Sec. 8-83. - Frequency for collection and disposal of refuse.

(a) It shall be the duty of every owner and occupant of a residential property or commercial property with cart service to have refuse collected and disposed in accordance with this chapter at least once a week, excluding weeks wherein the sanitation superintendent has determined for safety reasons that refuse will not be collected.

(b) The owner or occupant of a commercial or residential property with cart service may request additional collections and shall be responsible for the fee as set forth in article V. Requests may be denied by the sanitation superintendent.

Sec. 8-84. - Unauthorized collection prohibited.

(a) No person other than the duly authorized employee of the city shall collect refuse from any carts used in the city collection service. A cart shall be considered as used in the city collection service if such cart is used by any customer of the city for the purpose of containing or storing refuse awaiting collection by the city.

(b) Nothing in this section is to be interpreted to allow any person to dispose of refuse in any manner except as provided by the ordinances of the city.

Sec. 8-85. - Cart specifications.

(a) It shall be the duty of every occupant of a residential property with cart service to use refuse bags and carts that meet the following specifications:

(1) Occupants shall accumulate and store refuse in refuse bags. Refuse bags shall be securely tied or sealed to prevent emission of odors. No loose trash shall be placed in the cart

(2) Occupants shall accumulate and store refuse bags without a refuse disposal sticker in carts. Carts shall be loosely packed so that contents shall discharge freely when the cart is inverted.

(3) Occupants shall purchase and affix a refuse disposal sticker to each refuse bag not contained in a cart.

(b) It shall be the duty of every occupant of a commercial property with cart service to use refuse bags and carts that meet the following specifications:

(1) Occupants shall accumulate and store refuse in refuse bags. Refuse bags shall be securely tied or sealed to prevent emission of odors; and

(2) Occupants shall accumulate and store refuse bags in carts. Carts shall be loosely packed so that contents shall discharge freely when the cart is inverted.

Sec. 8-86. - Ownership of cart.

All carts provided by city are the property of the city. Owners and occupants shall ensure that all carts remain at the residential property or commercial property after such property is sold or occupant moves out or in. Carts shall at no time be removed from the assigned property, except by a City official. Carts shall not be transported or used at multiple properties

Every owner and occupant shall be responsible for damage to private property due to improper placement or improper containment of cart.

Sec. 8-87. - Damaged, lost or stolen cart replacement.

(a) It shall be the duty of every owner and occupant of a residential property or commercial property with cart service to replace damaged, lost or stolen carts according to the following specifications:

(1) The city shall provide a replacement cart of the residential property or commercial property at no charge where a replacement is necessary because of normal wear and tear caused by proper usage.

(2) The city shall provide a replacement cart of the residential property or commercial property for which a cart has been stolen and the occupant has filed a police report at no charge a maximum of one (1) cart every ten (10) years for the improved property.

(3) The owner or occupant of the residential property or commercial property for which a cart requires replacement for any other reason other than as specified in subsections (a)(1) and (2) above shall be responsible for the fee as set forth in article V for a replacement cart.

Sec. 8-89. - Placement—Collections.

(a) Excluding side yard collection service as defined in subsection [8-89\(c\)](#), it shall be the duty of every occupant of a residential property or commercial property with cart service to place carts and refuse bags with refuse disposal stickers according to the following specifications:

(b) Occupants shall place all carts and refuse bags with disposal stickers for cart service at the location specified herein by 6:00 a.m. on the day of the pickup. The preferred placement of carts is

on the roads edge or against the curb. When not allowable due to safety or obstructions, the sanitation superintendent shall designate the location for cart placement. Carts shall only be placed in front or back of the residents or occupant's legal property lines. Occupants shall remove all carts and refuse bags not collected from the collection service location and return such carts and refuse bags to the side or rear of the residential property or commercial property by 10:00 p.m. on the day of the pickup. Occupants or owners shall be responsible for any damage to private property due to improper placement or containment of carts.

(1) Carts and refuse bags with refuse disposal stickers affixed shall be placed at curbside at a location designated by the solid waste superintendent of the city solid waste department or his designee for regular collection service. Carts shall be placed at the curbside with lids closed, the lid opening toward the street, a minimum of ~~two (2)~~ five (5) feet apart to facilitate automated collection. ~~No refuse shall be placed on top of the cart.~~ Carts shall be placed away from streetlight poles, mailboxes, parked vehicles, and any other obstacles at least five (5) feet. Refuse bags with refuse disposal stickers shall be placed adjacent to carts. Carts and refuse bags with refuse disposal stickers may be placed on public property for removal by regular collection but in no case shall the carts or refuse bags project more than two (2) feet into the roadway. Carts and refuse bags shall be placed in such a manner as to not create a pedestrian hazard, impair the use of the sidewalk or interfere with vehicular traffic.

(2) In the event curbside collection service is not available, then the sanitation superintendent shall designate the location for cart service.

(c) If the city deems all occupants of a residential service unit are handicapped or due to age or verified physical limitations cannot safely move a cart, it shall be the duty of such occupant of the residential property with cart service to place carts ~~and refuse bags with refuse disposal stickers~~ at the side yard. ~~Yard waste or refuse bags will not be collected at the side yard. Only one cart will be collected for handicap service.~~

Customers utilizing handicap service shall have their service renewed annually by the 1st of the calendar year. Customers should obtain a handicap release form from the City and have it filled out by a licensed physician each year.

(d) It shall be the duty of every occupant of a residential property or commercial property served by the city yard trimmings service to place the yard trimming at the curbside in such a manner as to not create a pedestrian hazard, impair the use of the sidewalk or interfere with vehicular traffic.

(e) It shall be the duty of every owner of a residential property or commercial property served by a private hauling company to place commercial carts in such a manner as to not create a pedestrian hazard, impair the use of the sidewalk or interfere with vehicular traffic.

Sec. 8-90. - Placement—Inclement weather.

When alleys or streets become impassable because of inclement weather or other unusual conditions, the superintendent may notify owners of residential properties or commercial properties to place carts and refuse bags with refuse disposal stickers at the nearest collection point which is accessible to collection vehicles.

Sec. 8-91. - Bulky materials.

It shall be the duty of every owner of a residential property or commercial property with cart service to place refuse that is of such nature that it cannot be placed in the required cart or refuse bag with refuse disposal sticker according to the following specifications:

(1) Paper cartons or wood boxes that cannot be placed in a can or refuse bag shall be prepared for collection by placing the smaller cartons and boxes in the larger cartons and boxes until the larger cartons and boxes are completely filled each weighing not more than fifty (50) pounds. After the large cartons and boxes are completely filled, they shall be securely tied with refuse disposal sticker attached. Cartons and boxes shall not be larger than thirty-six (36) inches along any side.

(2) Yard trimmings shall be prepared for collection by placing in yard trimmings bags with a yard trimming sticker, yard trimming city bag, or bundles. Yard trimming placed in bundles shall be cut into four-foot lengths and tied securely into bundles weighing not more than fifty (50) pounds with a yard trimming sticker.

All bulky materials as described in section 8-91 shall be collected at the curbside in such a manner as to not create a pedestrian hazard, impair the use of the sidewalk or interfere with vehicular traffic. No other bulky materials shall be collected by the City and are the responsibility of the owner or occupant of the property.

Refuse other than paper cartons, wood boxes and yard trimmings shall be disposed of in cart or refuse bag with refuse disposal sticker.

Sec. 8-92. - Closed lid required.

Except when refuse is being loaded into carts, the doors and lids shall be kept closed except at certain locations approved by the superintendent of the sanitation department. No refuse shall be placed on top of the doors or lids.

Sec. 8-93. - Damaging prohibited.

No person shall damage, either willfully or through negligence, any cart of the city.

Secs. 8-94—8-100. - Reserved.

DIVISION 43. - COMMERCIAL CONTAINER SERVICE AND ROLL-OFF SERVICE

Sec. 8-101. - Commercial container service and roll-off service.

The superintendent of the sanitation department shall have the authority to require an improved property, including a residential property or commercial property, to receive commercial container service and/or roll-off service. Carts or containers that are overloaded by capacity or weight as determined by the sanitation superintendent will not be emptied until the property owner has corrected the violation. Owners or occupants of residential property or commercial properties shall be responsible for containment of all refuse in the containers. Where applicable all refuse shall be in bags or containers to prevent loose articles from leaving the container.

Sec. 8-102. - Provision of commercial containers and roll-offs and number and condition of commercial containers and roll-offs.

(a) Every owner and occupant of any commercial property with commercial container service within the city shall acquire and maintain in good condition and commercial containers of sufficient number to contain the refuse that will accumulate on the premises.

(b) Every owner and occupant of any residential property or commercial property with roll-off service within the city shall acquire and maintain in good condition and roll-offs of sufficient number to contain the refuse that will accumulate on the premises. Lids shall be used or containers covered where applicable. No refuse shall be outside or on top of container.

(c) Every owner and occupant shall be responsible for any damage to private property due do improper placement or improper containment of containers.

(D) Roll-off containers may be limited to a 9 day rental, or recalled after 9 days at the Sanitation Superintendents discretion.

Sec. 8-103. - Frequency for collection and disposal of refuse.

(a) It shall be the duty of every owner and occupant of a commercial property with commercial container service to have refuse collected and disposed in accordance with this chapter at least once a week, excluding weeks wherein the sanitation superintendent has determined for safety reasons that refuse will not be collected.

(b) It shall be the duty of every owner and occupant of a residential property or commercial property with roll-off service to have refuse collected and disposed in accordance with this chapter at least once a month.

(c) The owner or occupant of a commercial property with commercial container service may request additional collections and shall be responsible for the fee as set forth in article V. Requested may be denied by the sanitation superintendent.

Sec. 8-104. - Unauthorized collection prohibited.

(a) No person other than the duly authorized employee of the city shall collect refuse from any commercial container or roll-off used in the city collection service. A cart, commercial container, or roll-off shall be considered as used in the city collection service if such cart, commercial container, or roll-off is used by any customer of the city for the purpose of containing or storing refuse awaiting collection by the city.

(b) Nothing in this section is to be interpreted to allow any person to dispose of refuse in any manner except as provided by the ordinances of the city.

Sec. 8-105. - Ownership of commercial containers and roll-offs.

All commercial containers and roll-offs provided by city are the property of the city. Owners and occupants shall ensure that all commercial containers and roll-offs remain at the residential property or commercial property after such property is sold or occupant moves out or in.

Sec. 8-106. - Damaged, lost or stolen commercial container and roll-off replacement.

(a) It shall be the duty of every owner and occupant of a commercial property with commercial container service to replace damaged, lost or stolen commercial containers according to the following specifications:

(1) The city shall provide a replacement commercial container of the commercial property at no charge where a replacement is necessary because of normal wear and tear caused by proper usage.

(2) The city shall provide a replacement commercial container of the commercial property for which a commercial container has been stolen and the occupant has filed a police report at no charge a maximum of one (1) ~~ear~~ every ten (10) years for the improved property.

(3) The owner or occupant of the commercial property for which a commercial container requires replacement for any other reason other than as specified in subsections (a)(1) and (2) above shall be responsible for the fee as set forth by city council resolution for a replacement commercial container.

(b) It shall be the duty of every owner and occupant of a residential property or commercial property with roll-off service to replace damaged, lost or stolen roll-offs according to the following specifications:

(1) The city shall provide a replacement roll-off of the residential property or commercial property at no charge where a replacement is necessary because of normal wear and tear caused by proper usage.

(2) The city shall provide a replacement roll-off of the residential property or commercial property for which a roll-off has been stolen and the occupant has filed a police report at no charge a maximum of one (1) ~~ear~~ every ten (10) years for the improved property.

(3) The owner or occupant of the residential property or commercial property for which a roll-off requires replacement for any other reason other than as specified in subsection (a)(1) and (2) above shall be responsible for the fee as set forth by city council resolution for a replacement roll-off.

Sec. 8-107. - Placement—Collections.

(a) Occupants shall place all refuse to be collected by the city in the commercial container or roll-off by 5:00 a.m. on the day of the pickup.

(b) It shall be the duty of every owner of a commercial property served by the city to place the commercial container as directed by the sanitation superintendent.

(c) It shall be the duty of every owner of a residential property or commercial property served by the city to place the roll-off as directed by the sanitation superintendent.

(d) It shall be the duty of every owner of a residential property or commercial property served by a private hauling company to place commercial containers or roll-offs in such a manner as to not create a pedestrian hazard, impair the use of the sidewalk or interfere with vehicular traffic.

Sec. 8-108. - Closed lid required.

Except when refuse is being loaded into commercial containers, the doors and lids shall be kept closed except at certain locations approved by the superintendent of the sanitation department.

Sec. 8-109. - Commercial container and roll-off—Damaging prohibited.

No person shall damage, either willfully or through negligence, any commercial container or roll-off of the city.

Secs. 8-110—8-120. - Reserved.

DIVISION 54. - FEES, CHARGES, BILLING AND REFUNDS

Sec. 8-121. - Unusual collection charges.

Refuse collection and disposal service may be provided, within the capabilities of the department, to installations with unusual locations, types or accumulations of refuse at a charge established by the superintendent based on actual cost.

Sec. 8-122. - Requirements and fees for residential properties for collection of solid waste via carts.

(a) All residential properties with cart service shall be charged for collection by the City of Bartlesville as follows:

(1) The monthly fee for regular collection at the curbside for the initial cart:

Cart size	July 1, 2021	July 1, 2022	July 1, 2023	July 1, 2024
96 Gal Cart	\$17.00	\$18.00	\$19.00	\$20.00
64 Gal Cart	\$15.00	\$16.00	\$17.00	\$18.00
32 Gal Cart	\$13.00	\$14.00	\$15.00	\$16.00

(2) The monthly fee for regular collection for each cart after the initial cart is as follows:

Additional Cart Collection	July 1, 2021	July 1, 2022	July 1, 2023	July 1, 2024
Per add'l/Cart	\$7.00	\$9.00	\$9.00	\$9.00

- (3) The fee for delivery or pick-up of a cart shall be five dollars (\$5.00) per trip. ~~The city shall not charge a fee for up to one (1) trip during the first six (6) months of the residential properties receipt of cart services.~~
- (4) The fee for each refuse sticker shall be two dollars fifty cents (\$2.50) for each refuse sticker.
- (5) The fee for each yard trimmings sticker shall be one dollar (\$1.00) for each yard trimmings sticker.
- (6) ~~The fee for each yard trimming city bag shall be one dollar (\$1.00) for each yard trimmings city bag.~~
- (7) Any fees levied on a per customer basis by law or regulation by the governments of the United States or the State of Oklahoma may be added to the rates provided above without amendment of the ordinance codified in this article and shall at all times be in addition to the rates.
- (8) All fees and charges levied pursuant to this chapter shall be billed at the same time and in the same manner as all other municipal utility charges and are subject to the same terms of payment, late payment penalties, and discontinuance of service for failure to pay as apply to other municipal services.
- (9) The fee for return service to a residential property shall be \$5.00 per trip. Return service is subject to the approval of the sanitation superintendent.

Sec. 8-123. - Fees for collection of solid waste from commercial properties via carts or commercial containers.

All commercial properties not served through conventional collection methods, shall be served by one (1) of the following collection methods. The appropriate method shall be established by the superintendent of the sanitation department in consultation with the property owner or manager. Fees for such service shall be as follows:

- (1) Monthly fees for cart service.

Beginning July 1st, 2021

96 gal Carts	Collections Per Week		
	1	2	3
One	\$20.50	\$41.00	\$61.50

Two	25.50	51.00	76.50
Three	30.50	61.00	91.50

Beginning July 1st, 2022

96 gal Carts	Collections Per Week		
	1	2	3
One	\$22.50	\$45.00	\$67.50
Two	27.50	55.00	82.50
Three	32.50	65.00	97.50

Beginning July 1st, 2023

96 gal Carts	Collections Per Week		
	1	2	3
One	\$24.50	\$49.00	\$73.50

Two	29.50	59.00	88.50
Three	34.50	69.00	103.50

Beginning July 1st, 2024

96 gal Carts	Collections Per Week		
	1	2	3
One	\$26.50	\$53.00	\$79.50
Two	31.50	63.00	94.50
Three	36.50	73.00	109.50

(2) Monthly fees for commercial container service.

Beginning July 1st, 2021

Container Size	Collections Per Week					
	1	2	3	4	5	6
2 cu. yard	\$81.00	\$126.00	\$190.00	\$252.00	\$316.00	\$378.00
3 cu. yard	107.00	137.00	205.00	274.00	342.00	411.00

Beginning July 1st, 2022

Container Size	Collections Per Week					
	1	2	3	4	5	6
2 cu. yard	\$89.00	\$139.00	\$209.00	\$277.00	\$348.00	\$416.00
3 cu. yard	118.00	151.00	226.00	301.00	376.00	452.00

Beginning July 1st, 2023

Container Size	Collections Per Week					
	1	2	3	4	5	6
2 cu. yard	\$98.00	\$153.00	\$230.00	\$305.00	\$383.00	\$458.00
3 cu. yard	130.00	166.00	249.00	331.00	414.00	497.00

Beginning July 1st, 2024

Container Size	Collections Per Week					
	1	2	3	4	5	6
2 cu. yard	\$108.00	\$168.00	\$253.00	\$336.00	\$421.00	\$504.00
3 cu. yard	143.00	183.00	274.00	364.00	455.00	547.00

In the event additional collections per week is requested beyond normal scheduled collection per week, City shall charge twenty dollars (\$20.00) per cart or two-cubic-yard container and twenty-five dollars (\$25.00) per 3 cu. yard container. The charge for each cart shall be five dollars (\$5.00). Requests may be denied by the sanitation superintendent.

In the event commercial container service is ordered and subsequently discontinued, proration of the monthly fee is not permitted. A minimum charge of one (1) month's service will be made.

Where commercial container service is shared among a group of commercial properties, the charge may be allocated in an equitable manner among the commercial properties. The allocation of charges shall be determined by the director of the solid waste department of the city, provided, no individual commercial property may pay a fee less than one-third (1/3) of the rate for monthly service based on the container size and frequency of collection as provided above.

A refundable deposit shall be made for commercial container service if no other utility services are provided by the city on the account. The deposit shall be no less than the monthly fee for one (1) month to be paid by the customer.

Sec. 8-124. - Fees for roll-off service.

Roll-off service is available to customers who purchase or rent a roll-off container meeting the specifications of the City of Bartlesville. Fees for services to a roll-off container shall be as follows:

Beginning	July 1 st , 2021	July 1 st , 2022	July 1 st , 2023	July 1 st , 2024
Standard roll Off	\$168.00	\$188.00	\$208.00	\$228.00
Compactor	\$235.00	\$255.00	\$275.00	\$295.00
Rental Fee(Daily)	\$10.00	\$10.00	\$10.00	\$10.00

Service to roll-off containers is subject to the approval of the director of the solid waste department. Service may be denied if provision of such service would present a hazard to the city's personnel or equipment.

Sec. 8-125. - Charges and billing.

All fees and charges levied under this chapter shall be billed at the same time and in the same method as other municipal utility charges and are subject to the same terms and conditions, late payment penalties and discontinuance of service for non-payment as applied to other municipal services.

Sec. 8-126. - Billing.

The charges fixed in this article are mandatory unless all utilities are disconnected. The charges for the collection, removal and disposal of all refuse shall be entered in their respective amounts as charges against each owner, manager, occupant, tenant or lessee, and the amount so fixed and charged shall be collected monthly in connection with and as a part of the water bill of the city. Should any owner, manager, tenant or lessee of any residential property or of any commercial property fail or refuse to pay the charges fixed against him and his residential property or commercial property when due, the city shall have the right to disconnect water service to his

residential property or commercial property against which such refuse collection fees and water charges have been fixed and assessed.

Sec. 8-127. - Fee for customers of private haulers.

A fee of fifty cents (\$0.50) per month per residential unit is imposed on all apartment buildings and mobile home parks which elect to have trash and refuse collected by a private hauler.

Sec. 8-128. - Refund of sanitation fees for newly constructed residential homes.

Newly constructed residential properties are eligible for a refund of sanitation fees that were paid to the City of Bartlesville from the time of the issuance of the certificate of occupancy until the sale of the home if the sanitation service was not utilized during this period up to a maximum of twelve (12) months service. A newly constructed residential property is defined as a home that was still owned by the homebuilder until it was sold or transferred. Refunds must be applied for by the homebuilder in accordance with the following:

- (1) The homebuilder may apply for a refund at the utility billing office but only for the months that the sanitation service was not used.
- (2) The homebuilder will be required to provide a copy of a valid sales contract that includes the date of closing.
- (3) The refund will be provided in the form of a credit which may be placed on any utility account with the City of Bartlesville that the homebuilder chooses.
- (4) Application for a refund must be made within sixty (60) days of closing on the home.

Anyone found to be or attempting to defraud this section of the municipal code will be fined up to the maximum amount allowed by law and will be forever barred from participation in this refund program.

Secs. 8-129—8-140. - Reserved.

DIVISION 65. - PRIVATE REFUSE HAULING SERVICES PERMIT

Sec. 8-141. - Required.

- (a) No person except a duly authorized agent and employee of the city shall collect refuse on the streets, alleys or public thoroughfares of the city without having first obtained a written permit therefore granted and issued by the superintendent of sanitation and obtaining an occupation license from the city clerk.
- (b) This shall not prohibit any person receiving regular city collection service from removing without a permit refuse from the premises under his control which are served by such service.

Sec. 8-142. - Investigation.

The superintendent of sanitation shall determine whether the applicant for a permit for the collection and disposal of refuse is fit and proper to conduct such business and shall make or cause to be made such investigation as he may consider necessary in order to determine whether the public convenience and necessity requires the granting of such permit.

Sec. 8-143. - Term.

Permits under this chapter shall be issued to qualified applicants for a period of one (1) year.

Sec. 8-144. - Nontransferable, revocation.

All permits granted pursuant to this chapter shall be nontransferable and may be revoked and rescinded by the superintendent of sanitation at any time when, in his judgment, such action is deemed to be the best interest of the public.

Sec. 8-145. - List of customers required.

Applicants for permits to provide private refuse hauling services must provide to the sanitation superintendent a list of addresses where service is provided and maintain both general liability and vehicle liability insurance. All changes in private sanitation service customers must be reported to the superintendent within five (5) working days. Private hauling companies may not provide routine service to residential properties.

Sec. 8-146. - Selling prohibited.

No person collecting or disposing or in any manner dealing with refuse shall separate, unload, offer for sale or trade or exchange all or any part of such refuse.

Secs. 8-147—8-160. - Reserved.

DIVISION 76. - DISPOSAL

Sec. 8-161. - Designated.

(a) The superintendent of sanitation shall establish areas of disposal of refuse. He shall establish rules for the operation of disposal areas.

(b) No person, business or institution shall place, deposit or throw or permit, or cause to be placed, thrown, deposited or dumped, any explosive, poison, dangerous or corrosive chemicals, salt water, feces, materials impregnated with urine, dead animals, any material of any nature which emits foul or noxious odors, or any material prohibited by Oklahoma State Department of Health regulations in the city disposal areas.

Secs. 8-162—8-170. - Reserved.

DIVISION 87. - DEAD ANIMALS

Sec. 8-171. - Dead animals—Exposed carcass prohibited.

(a) No person shall place or deposit the exposed carcass of any animal or fowl on any street, alley, highway or public place or upon private property or shall stand or permit to stand any truck or other vehicle containing such carcass on any street, alley, highway or public place or on private property within the city. The term "exposed," as used in this section, means the exposure of the carcass of an animal so that putrefying odors may escape therefrom and contaminate the air.

(b) The exposure of the putrefying carcass of a beast so that noxious or disagreeable odors may escape therefrom and contaminate the air is a public nuisance. The solid waste superintendent of the city solid waste department or his designee or persons authorized by the city or any police officer may summarily remove such carcass to a point outside the city or may bury or burn the carcass. The expense of such disposal shall be assessed in addition to the fine collected from any person violating this section.

Sec. 8-172. - Same—Disposal.

No person shall allow or permit any animal or fowl which has died and which at the time of death was owned or controlled or kept by such person to lie in or upon any street, alley, lot or other place in this city. Such person or persons shall cause the carcass of such animal or fowl to be disposed of as the solid waste superintendent of the city solid waste department or his designee or persons authorized by the city officer may direct.

Secs. 8-173—8-180. - Reserved.

DIVISION 98. - BURNING REFUSE, YARD TRIMMINGS, AND EXEMPT WASTE

Sec. 8-181. - Permit required.

It is unlawful for any person to burn any refuse, yard trimmings, exempt waste, or any other substance out of doors without first obtaining a permit from the chief of the fire department or the assistant chief of the fire department. In determining whether or not to issue such a permit, the appropriate officer of the fire department shall consider weather, adjoining property, proximity of firefighting equipment, and the type of substance to be burned. After considering all of the factors, and based on the factors, the officers shall issue the permit if the health, safety and welfare of the property and people of the city will not be endangered.

Sec. 8-182. - Material not to be burned.

Animal matter or garbage shall not be burned within the city.

Sec. 8-183. - Incinerators.

Standards appropriate to incinerators installed within the city are those of the Uniform Fire Code, adopted in section 6-66, the Uniform Building Code, adopted in section 4-31, and the applicable standards of the State of Oklahoma and the United States government.

Secs. 8-184—8-190. - Reserved.

DIVISION 109. - DUMPING SITES

Sec. 8-191. - License required.

(a) It shall be a violation of this article for any person to dump, deposit, place or dispose of rock, dirt, concrete, bricks or asphalt, on any site or place within the city unless such site is approved and licensed in accordance with the terms of this article. All other debris from any demolition, construction or repair work including trees, tree trimmings, waste lumber or other solid waste as defined by Oklahoma Solid Waste Management Act must be disposed of in a landfill with a valid permit from the state department of health.

(b) It shall be a violation of this article for any person in possession or control of land to knowingly or unknowingly permit, allow or authorize others to dump rock, dirt, concrete, bricks or asphalt on any site or place within the city unless such site is approved and licensed in accordance with the terms of this article. No person in possession or control of land shall knowingly or unknowingly permit, allow or authorize others to dump debris from any demolition, constructions or repair work including trees, tree trimmings, waste lumber and other like materials on any site or place within the city unless such site holds a landfill permit issued by the state department of health.

Sec. 8-192. - Exceptions to permit requirements.

This article shall not be construed to require a permit for, or otherwise prohibit, the following activities:

- (1) Bona fide agricultural and farming operations which constitute the principal use of any lot or tract of ground in the City of Bartlesville and which meet the zoning requirements of the zoning code of the City of Bartlesville.
- (2) Customary and incidental routine grounds maintenance, landscaping, and home gardening.
- (3) Excavating and/or grading, and/or leveling, and/or landfilling requiring not more than twelve (12) inches of cut or fill at any one (1) point.
- (4) The deposition of rock, gravel, sand or earth to be used as construction materials in conjunction with a construction project that has been issued a valid construction permit by the city.

Sec. 8-193. - Approval or disapproval of licenses; standards.

(a) Within ten (10) working days following the filing of the dumping license application, the city manager or his designated representative, shall approve or disapprove the site. If the site is approved, the city shall issue a license. If the site is disapproved, a short statement of the reason for the disapproval shall be filed and such license shall not be issued. The denial of the license may be appealed in writing to the city council no later than thirty (30) days following such denial.

The appeal shall be placed on the council agenda in accordance with established agenda procedures.

(b) Applications for such license shall be denied and disapproved under the following circumstances:

- (1) If such use or activity is in violation of the zoning ordinances of the city or the restrictive covenants of the plat covering the proposed site.
- (2) Such use or activity would constitute a nuisance or otherwise violate any of the ordinances of the city;
- (3) If in the opinion of the city manager or his designated representative the proposed means of controlling and limiting dumping at the site is not adequate to provide compliance with this article;
- (4) If such use or activity would cause or create substantial problems of drainage affecting property other than that owned by the owner of the site proposed to be licensed; or
- (5) Any other factors reasonably constituting a detriment to the health, welfare and safety.

Sec. 8-194. - License application; fee.

An application for a license to permit dumping, depositing or placing of the materials described herein at a particular site shall be filed with the city, along with a fee as provided in the fee schedule; and the application shall be verified under oath and shall furnish the following information:

- (1) Name and address of the applicant;
- (2) Name and address of the owner of the site;
- (3) Location of the site of the dump or fill;
- (4) Relationship of the applicant to the owner of the site (lessee, contractor, etc.); and
- (5) A brief statement of the means by which the applicant proposes to control the dumping at the site.

Individual platted lots ½ acre or less in area:

License to operate dump site (new) - NO CHARGE

License to operate dump site (renewal) - NO CHARGE

Tracts of land 2½ acres or less in area:

License to operate dump site (new) - \$25.00

License to operate dump site (renewal) - \$10.00

Tracts of land larger than 2½ acres:

License to operate dump site (new) - \$50.00

License to operate dump site (renewal) - \$25.00

Sec. 8-195. - Term of license; non-transferability of license.

(a) License shall be issued for a period of six (6) months and may be extended for additional periods of six (6) months upon payment of a renewal fee as provided in the fee schedule.

(b) Licenses shall not be transferable from site to site or from person to person.

Sec. 8-196. - Posting signs at entrance.

At each entrance to a licensed site, the licensee shall erect and maintain a sign stating substantially as follows:

"Restricted Dumping. Only rock, dirt, concrete, brick and asphalt may be dumped here. Permission to dump must be obtained in writing from (Name and address of licensee). License to dump expires (expiration date of license)."

Such sign shall be of such size that the contents thereof can be read by a person in a vehicle using the main traveled portion of the entrance but in no case shall the display surface area of the sign exceed twenty (20) square feet.

Sec. 8-197. - Covering of dumped material.

All material dumped, deposited, placed or disposed of at any licensed dumping site shall be smoothed a minimum of one (1) time per month or as often as necessary not to permit pooling water, obstruction of surface drainage and excessive growth of grass and weeds. If in the opinion of the city code enforcement officer material is being placed in the dump site so as to constitute a health hazard or public nuisance, the officer may order the material regarded or covered with soil to such depth and at such intervals of time as considered necessary to remove the health hazard or nuisance. Failure to cover the material at such intervals or when designated in writing by the code enforcement officer shall constitute an offense.

Sec. 8-198. - Closing of site.

(a) Any person licensed under this article shall continue to be liable and responsible for covering any materials dumped, deposited, placed or disposed of at the site described in the license unless at such time the licensee desires to terminate the use of the site. Within three (3) days following the date proposed for the closing of the site, or the receipt of the notice to close, whichever is later, the city manager or his designated representative shall inspect the site to determine if the materials deposited or placed thereon have been adequately and properly covered with soil and that the site has been otherwise left in such a condition as not to constitute a detriment to the health, welfare and general safety. If the city manager or his designated representative shall determine that the site is in such condition that it be closed and the licensee released from responsibility therefrom, then he shall accept the tender of the license and note thereon the date of his approved inspection of the site. Upon accepting the license, the city manager or his designated representative shall post upon the site a sign stating "Dump Closed. No Dumping Permitted," at each entrance or former entrance to the site.

(b) No person, other than the city manager or his designated representative, shall remove, destroy, obliterate or otherwise obscure any such posted sign.

Sec. 8-199. - Right of entry and inspection.

The right of entry and inspection of any premises or site subject to the control of an applicant for a license hereunder, or a licensee hereunder, by the city manager or any agent of the city charged with the responsibility of this article shall be a condition on which every license shall be issued. The application for and the acceptance of any license hereunder shall conclusively be deemed to be consent of the applicant and licensee to such entry and inspection.

Sec. 8-200. - Dumping on licensed site; permission of licensee required.

No person shall dump, deposit, place or dispose of any materials at any site licensed under this article without the consent in writing of the licensee of the dumping site.

Sec. 8-201. - Revocation of license; appeals.

The making in the application of any material false statement or the violation of any of the terms and provisions of this article shall constitute grounds for the revocation of the license by the code enforcement officer with the concurrence of the city manager, upon giving five (5) days notice in writing to the applicant or licensee. The revocation shall be effective immediately upon the expiration of the five-day notice, but such revocation may be appealed in writing by the licensee to the city council not later than thirty (30) days following the revocation. The appeal shall be placed on the council agenda in accordance with established agenda procedures.

Sec. 8-202. - Service of notice.

Service of notice as provided herein shall be deemed adequate and sufficient if delivered to the licensee personally or by certified mail to the address as stated in the application.

Sec. 8-203. - Existing dump sites to require licensing.

All dump sites in existence at the time of adoption of this article shall be subject to its provisions whether active or not. In the case of an active dump site the owner or person in control of the land shall make application for a permit within thirty (30) day so of the adoption of this article or be deemed to be in violation. In the case of abandoned sites the code enforcement officer shall, upon finding the site left in a condition that results in the pooling of water, obstructs surface drainage, excessive growth of grass or weeds because it cannot be maintained or otherwise constitutes a health hazard or nuisance, notify the owner or person in control of the property to level and cover the fill material in accordance to the terms of this article.

Sec. 8-204. - Severability.

It is hereby declared to be the intention of the council that the sections, paragraphs, sentences, clauses, and phrases of the article are severable, and if any such section, paragraph, sentence, clause, or phrase is declared unconstitutional or otherwise decreed invalid by any court of competent jurisdiction in a valid decree, such unconstitutionality or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses, or phrases of this article

since the same would have been enacted without the incorporation into this article of such unconstitutional or invalid section, paragraph, sentence, clause or phrase.

ORDINANCE _____

AN ORDINANCE AMENDING CHAPTER 8 OF THE BARTLESVILLE MUNICIPAL CODE PERTAINING TO GARBAGE AND TRASH

WHEREAS, Chapter 8 of the Bartlesville Municipal Code contains various provisions relation to garbage and trash and it is the desire of the Bartlesville City Council to completely amend said Chapter 8 so that the new amended Chapter 8 shall provide as hereinafter set forth.

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

That Chapter 8 of the Bartlesville Municipal Code be and the same is hereby amended as follows:

DIVISION 1.-GENERALLY

Secs. 8-1—8-15. - Reserved.

Sec. 8-16. - Established.

There is a sanitation department, the head of which is the sanitation superintendent appointed by the city manager for an indefinite term and removable by the city manager. The sanitation superintendent is an officer of the city and has supervision and control of the sanitation department.

Sec. 8-17. - Powers and duties.

The sanitation department collects and disposes of refuse within the city and enforces the sanitation ordinances of the city.

Secs. 8-18—8-30. - Reserved.

Sec. 8-31. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"Apartment" means a room or suite of rooms with cooking and dishwashing facilities arranged or designed for or occupied by a single family including a subordinate dwelling occupied as garage apartment or employee's quarters.

"Apartment building" means a building or portion thereof or a group of buildings arranged or designed for three (3) or more apartments.

"Bulky materials" means refuse composed of materials not easily containerized in a cart such as, but not limited to, yard trimmings, furniture, cardboard, and large appliances.

"Cart" means an industry-standard watertight container provided by the city or its authorized agents having two (2) wheels, a tight-fitting attached lid and capacity of approximately thirty (30) gallons, sixty (60) gallons or ninety (90) gallons and designed to be mechanically dumped into a loader-packer type truck.

"Cart service" means the collection and disposal of refuse provided via carts and refuse bags with refuse disposal stickers. The sanitation superintendent shall have the sole authority to specify the residential properties and commercial properties to receive cart service.

"Collection" means the act of removing refuse for transport elsewhere.

"Commercial property" means all improved property other than a residential property including improved property with an apartment building or mixed-use property.

"Commercial container" means an industry-standard watertight container approved by sanitation superintendent and constructed of non-absorbent material having a tight-fitting lid and capacity of approximately two (2) cubic yards up to approximately eight (8) cubic yards and designed to be mechanically dumped into a loader-packer type truck.

"Commercial container service" means the collection and disposal of refuse provided via commercial containers.

"Curbside" means the designated physical location for the placement of carts, and refuse bags. This designated location shall be as near as possible to the traveled streets normally serviced by the collection vehicles. The intention of a curbside designation is to allow collection in a rapid manner with walking or reaching minimized. In all cases, the sanitation superintendent shall have the sole authority to approve or specify the precise location for such curbside placement.

"Dispose", "disposed", or "disposal" means the discharge, deposit, injection, dumping, spilling, leaking, or placing of any refuse into or on any land or water that is licensed and permitted for disposing of refuse as required by all governmental bodies having jurisdiction.

"Enclosure" means any area enclosed by a fence or wall.

"Exempt waste" means body waste, hazardous waste, latex and oil based paints, stains and varnishes, adhesives, transmissions fluids, gasoline and diesel fuel, pesticides and fungicides, pool chemicals, household cleaners, propane tanks, camping cylinders, fire extinguishers, tires, vehicles or vehicles parts, and automobile and household batteries.

"Garbage" means all waste animal or vegetable matter such as, but not limited to, waste material and refuse from kitchens, residences, grocery stores, butcher shops, restaurants, cafes, and all other deleterious substances.

"Hazardous waste" means materials or substances, which by reason of their composition or characteristics are:

(1) Hazardous waste as defined in the Solid Waste Disposal Act, 42 USC 6901 et seq., or the regulations thereunder, or the Oklahoma Controlled Industrial Disposal Act, 63 O.S. § 1-2001 et seq., or the regulations thereunder, and any similar or substituted legislation or regulations or amendments to the foregoing; or

(2) Any other materials, which any governmental agency or unit having appropriate jurisdiction shall determine from time to time are harmful, toxic or dangerous.

"Mixed-use property" means all improved property containing both residential properties and commercial properties, where refuse generated at such improved property cannot be readily separated by source of generation.

"Mobile home park" means an area designed for more than one (1) mobile home which is arranged, designed, or used as residential occupancy.

"Occupant" means any person occupying or having possession of an improved property or any portion thereof.

"Owner" means any person who, alone or with others, has title or interest in an improved property with or without accompanying actual possession thereof, and including any person who as agent, or as executor, administrator, trustee or guardian of an estate, has charge, care or control of any improved property.

"Receptacle" means a cart.

"Refuse" means all waste, rubbish, garbage, trash or any other material of any kind that has been discarded, rejected, cast aside or thrown away as worthless. Refuse shall not include exempt waste.

"Refuse bag" means an industry-standard watertight container constructed of a heavy, multiple-ply paper or polyethylene or ethylene copolymer resin and designed for outdoor storage of refuse with a capacity of twenty (20) to thirty-two (32) gallons and a maximum loaded weight of no more than fifty (50) pounds. Refuse bags shall be of a material so liquids and greases will not be able to penetrate through the material, and be of sufficient thickness and strength to contain the refuse enclosed without tearing or ripping under normal handling.

"Refuse disposal sticker" means stickers purchased from the city or its authorized agents which will readily indicate to city that the refuse bags on which the stickers are affixed are intended for refuse collection.

"Residential property" means all improved property with a single-family residence, two-family residence, or mobile home park.

"Roll-off" means any industry-standard watertight container approved by the superintendent of the sanitation department and constructed of non-absorbent material having a capacity of approximately ten (10) cubic yards up to approximately forty (40) cubic yards and designed to be mechanically loaded onto a motor vehicle.

"Roll-off service" means the collection and disposal of refuse provided via roll-off.

"Side yard" means the designated physical location between the front and back building line of a residential property for the placement of refuse accumulations. This designated location shall be visible and accessible by a direct, straight line from the collection vehicle but shall not include any portion of a back yard, any fenced area, or any enclosed area or any area where vision is obstructed such as around a corner from the collection vehicle. In all cases, the sanitation superintendent shall have the sole authority to approve or specify the precise location for such side yard placement.

"Single-family residence" means a building having accommodations for a place of abode for one (1) dwelling unit which is arranged, designed, or used as residential occupancy.

"Trash" means rubbish such as feathers, ashes, tin cans, paper, boxes, glass, grass, wood, yard trimmings and similar matter.

"Two-family residence" means a building having accommodations for a place of abode for two (2) dwelling units sharing at least one (1) common wall or included under the same roof structure

which is arranged, designed or used as residential occupancy and does not include a mobile home.

"Vehicle" means any type of trailer, automobile or truck propelled in any manner.

"Yard trimmings" means all brush, tree limbs, grass, leaves, shrubbery, vines, tree branches, and cuttings which are normally associated with the care and maintenance of landscaping.

"Yard trimmings bag" means a clear biodegradable bag having a capacity of less than approximately thirty (30) gallons.

"Yard trimmings service" means the yard trimmings collection service provided to residential properties.

"Yard trimmings sticker" means stickers purchased from the city or its authorized agents which will readily indicate to city that the yard trimmings contained in a yard trimmings bag on which the stickers are affixed are intended for yard trimmings collection.

Sec. 8-32. - Accumulation deemed nuisance.

The accumulation of refuse on the premises of a residential property, commercial property or public property including streets and alleys greatly increases the danger of fire and the spread of infections, contagious and epidemic diseases and shall constitute a public menace and nuisance.

Sec. 8-33. - Subscription and payment of refuse collection and disposal.

The owner or occupant of any residential property or commercial property shall subscribe to and pay for adequate collection and disposal of refuse.

Sec. 8-34. - Establishment of services by department.

The sanitation department superintendent shall establish the following services:

- (a) Cart service as described in Division 2 at the fees as set forth in Division 4; and
- (b) Commercial container service as described in Division 3 at the fees as set forth in Division 4.
- (c) Alternative collection and disposal services may be established to aid in citizens' needs and public safety.
- (d) The sanitation department superintendent shall have the authority to make adjustments to solid waste policies issues.

Sec. 8-35. - Collection by a refuse collection service other than the city.

Commercial properties may elect to receive refuse collection and disposal service from a private hauling company which is properly permitted and licensed by the city.

Sec. 8-36. - Inspection.

The solid waste department superintendent or his designee shall make, or cause to be made, inspection trips at regular intervals to determine that refuse is being properly stored, collected and disposed and that proper charges are being assessed. In the event violations of this chapter

or related chapters are discovered, the solid waste department superintendent or his designee shall immediately act to affect the necessary corrective action. Cleanliness of carts or containers is the responsibility of the resident or occupant.

Sec. 8-37. - Property maintenance.

The owner or occupant of any residential property shall keep his premises clean of refuse thrown or left on such premises by any passersby or other person and prevent refuse drifting or blowing onto adjoining premises or public rights-of-way. The owner or occupant of any commercial property shall keep his premises clean of refuse thrown or left on such premises by its employees, customers, passersby, or other person and prevent refuse drifting or blowing onto adjoining premises or public rights-of-way. The owner or occupant shall place on the premises receptacles, commercial containers and/or roll-offs of sufficient size and number for deposit of refuse.

Sec. 8-38. - Deposit on public or private property.

- (a) Any person who deliberately places, throws, drops, deposits or discards any refuse on any private property, including residential property and commercial property, or public property of another without consent of owner or occupant of such property shall be guilty of a misdemeanor. Any full-time peace officer of the city or state or persons authorized by the city, upon investigation of violation of this section which contains three (3) or more items bearing a common address in a form which tends to identify the latest owner of the items shall create a rebuttable presumption that all competent persons residing at such address committed the unlawful act.
- (b) No person shall throw, drop, deposit or discard, or permit another to throw, drop, deposit or discard on any private property, including residential property or commercial property, and public property, except in refuse bags, receptacles, commercial containers, or roll-offs provided for such purposes without consent of the owner or occupant of such premises.

Depositing, leaving or storage of any item of any material, excluding motor vehicles parked in accordance with city traffic code, on public property including streets, alleys, parkways and other public rights-of-way is prohibited.

Sec. 8-39. - Unauthorized use.

- (a) No person shall place, or permit another to place, any refuse in any receptacle, refuse bag, yard trimming bag, commercial container or roll-off unless the refuse is from the premises served by the receptacle, refuse bag, yard trimming bag, commercial container or roll-off.
- (b) City provides commercial container services at several points in city areas for refuse from commercial properties within the city limits, and refuse from outside the city limits shall not be placed in the city commercial containers.
- (c) No person shall place or deposit, or permit another to place or deposit, prohibited refuse in receptacles, refuse bag, yard trimming bags, commercial container or roll-off or to put prohibited refuse on the ground at any residential property, commercial property, unimproved property or public property in the city.
- (d) The owner or occupant of any residential property, commercial property, unimproved property or public property in the city shall cause to be removed, collected and disposed within three (3) days of notice by the city to the owner all refuse items of the nature which are prohibited to the regular collection service, and which are located, owned or deposited

on the property or on the public right-of-way adjacent to the property, and the existence of refuse or any other item on the property or the adjacent public right-of-way shall be prima facie evidence that such owner or occupant failed to remove, as provided by this chapter, at his own expense, the refuse or other item or items so stored or located thereon. Removal within three (3) days of notice by the city is required. If such refuse are not removed, collected and disposed within three (3) days after notice by the city to the owner, then city may remove, collect and dispose of such refuse and the owner of the residential property, commercial property or unimproved property shall be charged and shall be responsible for full payment of a fee set forth by city council resolution for removal, collection and disposal of the refuse.

Sec. 8-40. - Supervision of collection.

Each owner of a residential property or commercial property shall maintain supervision and surveillance over the refuse receptacles, refuse bags, commercial containers and roll-offs serving such premises, and if such refuse receptacles, refuse bags, commercial containers and roll-offs are not emptied and the contents collected by an employee of the city or other duly authorized person for a period of seven (7) days, he shall notify the sanitation department of the fact within five (5) days.

Sec. 8-41. - Vehicles.

All vehicles used in the collection of refuse shall be constructed in such a manner that will prevent any portion of the refuse from leaking, spilling, falling, or blowing out of said vehicles onto any public highway, street, avenue, boulevard, alley, highway or other public or private place in the city. Such vehicle being drawn or driven over the public ways or streets shall not be loaded above a point that will result in any portion of the contents being spilled therefrom.

Sec. 8-42. - Sanitary condition of vehicles.

All such vehicles shall be kept in a clean and sanitary condition at all times, and shall at all times be subject to inspection by the solid waste superintendent of the city solid waste department or his designee or persons authorized by the city. If in their judgment a vehicle is found to be defective or unfit for use, they are empowered to prevent the use of the same until put in proper condition to comply with the terms of this chapter. Any person aggrieved shall have the right to appeal to the city manager. The decision of the city manager thereon shall be final.

Sec. 8-43. - Liquids, wrapping and grease.

Refuse that is mixed with water or other liquids shall be drained before being placed in a receptacle, refuse bag, commercial container or roll-off. Animal matter that is subject to decomposition shall be wrapped in paper or other compostable material before being placed in a receptacle, refuse bag, commercial container or roll-off. Grease in a free flowing state shall be reduced to a solid.

Sec. 8-44. - Materials not to be placed in receptacles, refuse bags, yard trimming bags, commercial containers.

Dead animals, feces, materials impregnated with urine, poisons, explosives, dangerous or corrosive chemicals, or clothing taken from persons with infectious diseases shall not be placed in receptacles, refuse bags, yard trimming bags, or commercial containers used for regular collection service or the city collection service. Bulky materials, appliances, furniture, heavy metals or metal parts, lumber, dirt, rocks, bricks, concrete blocks, tires, crates and other refuse from construction or remodeling shall not be placed in receptacles, refuse bags, yard trimming

bags, or commercial containers used for regular collection service or the city collection service. Nor shall they be left at the collection point. The solid waste department Superintendent or his designee shall have the right to further restrict any hazardous or incompatible materials.

Sec. 8-45. - Unsanitary material storage.

No person shall keep or permit another to keep upon any premises refuse or exempt waste, unless such material is retained in containers which deny access to humans, flies, insects, rodents and animals.

Sec. 8-46. - Prohibited items.

No person shall place nor permit another to place in any receptacle, refuse bag, yard trimming bag, yard trimming city bags, or commercial containers used for regular collection service or the city collection service bulky materials or heavy items such as tires, crates, refrigerators, stoves, air conditioners, sofas, chairs, auto parts weighing more than five (5) pounds, mufflers, tree limbs greater than three (3) feet in length, heavy pipe or metals and other like items. The owner or occupant of any residential property or commercial property shall have these prohibited items removed and deposited in the city disposal area or other approved disposal area at his own expense within three (3) days.

Sec. 8-47. - Ownership of refuse.

Refuse that is not otherwise prohibited under applicable law or this chapter that is set out for collection by the city shall be the sole property of the residential property or commercial property until the city takes actual or constructive possession of such refuse. Refuse for which the city does not take actual or constructive possession of shall be the responsibility of the owner and occupant of the residential property or commercial property.

Secs. 8-48—8-60. - Reserved.

Secs. 8-61—8-80. - Reserved.

DIVISION 2. – CART SERVICE

Sec. 8-81. - Cart collection service.

The superintendent of the sanitation department shall have the authority to require an improved property, including a residential property or commercial property, to receive cart service. Carts or containers that are overloaded beyond capacity or weight as determined by the sanitation superintendent will not be emptied until the property owner or occupant has corrected the violation. Cart load rating specifications are 335 lbs. for 96gal, 224 lbs. for 64gal, and 112 lbs. for 32gal carts.

Sec. 8-82. - Provision of carts and number and condition of carts.

The city shall provide one (1) ninety-six-gallon cart to every residential property or commercial property with cart service within the city. Occupants shall acquire additional carts or a cart of different capacity from the city at a fee as set forth in article V as to contain the refuse that will accumulate on the premises. The number of carts issued may be limited if deemed inappropriate by the superintendent of the sanitation department. Occupants shall maintain all carts in good condition.

Sec. 8-83. - Frequency for collection and disposal of refuse.

- (a) It shall be the duty of every owner and occupant of a residential property or commercial property with cart service to have refuse collected and disposed in accordance with this chapter at least once a week, excluding weeks wherein the sanitation superintendent has determined for safety reasons that refuse will not be collected.
- (b) The owner or occupant of a commercial or residential property with cart service may request additional collections and shall be responsible for the fee as set forth in article V. Requests may be denied by the sanitation superintendent.

Sec. 8-84. - Unauthorized collection prohibited.

- (a) No person other than the duly authorized employee of the city shall collect refuse from any carts used in the city collection service. A cart shall be considered as used in the city collection service if such cart is used by any customer of the city for the purpose of containing or storing refuse awaiting collection by the city.
- (b) Nothing in this section is to be interpreted to allow any person to dispose of refuse in any manner except as provided by the ordinances of the city.

Sec. 8-85. - Cart specifications.

- (a) It shall be the duty of every occupant of a residential property with cart service to use refuse bags and carts that meet the following specifications:
 - (1) Occupants shall accumulate and store refuse in refuse bags. Refuse bags shall be securely tied or sealed to prevent emission of odors. No loose trash shall be placed in the cart
 - (2) Occupants shall accumulate and store refuse bags without a refuse disposal sticker in carts. Carts shall be shall be loosely packed so that contents shall discharge freely when the cart is inverted.
 - (3) Occupants shall purchase and affix a refuse disposal sticker to each refuse bag not contained in a cart.
- (b) It shall be the duty of every occupant of a commercial property with cart service to use refuse bags and carts that meet the following specifications:
 - (1) Occupants shall accumulate and store refuse in refuse bags. Refuse bags shall be securely tied or sealed to prevent emission of odors; and
 - (2) Occupants shall accumulate and store refuse bags in carts. Carts shall be shall be loosely packed so that contents shall discharge freely when the cart is inverted.

Sec. 8-86. - Ownership of cart.

All carts provided by city are the property of the city. Owners and occupants shall ensure that all carts remain at the residential property or commercial property after such property is sold or occupant moves out or in. Carts shall at no time be removed from the assigned property, except by a City official. Carts shall not be transported or used at multiple properties

Every owner and occupant shall be responsible for damage to private property due to improper placement or improper containment of cart.

Sec. 8-87. - Damaged, lost or stolen cart replacement.

- (a) It shall be the duty of every owner and occupant of a residential property or commercial property with cart service to replace damaged, lost or stolen carts according to the following specifications:
- (1) The city shall provide a replacement cart of the residential property or commercial property at no charge where a replacement is necessary because of normal wear and tear caused by proper usage.
 - (2) The city shall provide a replacement cart of the residential property or commercial property for which a cart has been stolen and the occupant has filed a police report at no charge a maximum of one (1) cart every ten (10) years for the improved property.
 - (3) The owner or occupant of the residential property or commercial property for which a cart requires replacement for any other reason other than as specified in subsections (a)(1) and (2) above shall be responsible for the fee as set forth in article V for a replacement cart.

Sec. 8-89. - Placement—Collections.

- (a) Excluding side yard collection service as defined in subsection 8-89(c), it shall be the duty of every occupant of a residential property or commercial property with cart service to place carts and refuse bags with refuse disposal stickers according to the following specifications:
- (b) Occupants shall place all carts and refuse bags with disposal stickers for cart service at the location specified herein by 6:00 a.m. on the day of the pickup. The preferred placement of carts is on the roads edge or against the curb. When not allowable due to safety or obstructions, the sanitation superintendent shall designate the location for cart placement. Carts shall only be placed in front or back of the residents or occupant's legal property lines. Occupants shall remove all carts and refuse bags not collected from the collection service location and return such carts and refuse bags to the side or rear of the residential property or commercial property by 10:00 p.m. on the day of the pickup. Occupants or owners shall be responsible for any damage to private property due to improper placement or containment of carts.
- (1) Carts and refuse bags with refuse disposal stickers affixed shall be placed at curbside at a location designated by the solid waste superintendent of the city solid waste department or his designee for regular collection service. Carts shall be placed at the curbside with lids closed, the lid opening toward the street, a minimum of five (5) feet apart to facilitate automated collection. No refuse shall be placed on top of the cart. Carts shall be placed away from streetlight poles, mailboxes, parked vehicles, and any other obstacles at least five (5) feet. Refuse bags with refuse disposal stickers shall be placed adjacent to carts. Carts and refuse bags with refuse disposal stickers affixed may be placed on public property for removal by regular collection but in no case shall the carts or refuse bags project more than two (2) feet into the roadway. Carts and refuse bags shall be placed in such a manner as to not create a pedestrian hazard, impair the use of the sidewalk or interfere with vehicular traffic.
 - (2) In the event curbside collection service is not available, then the sanitation superintendent shall designate the location for cart service.
- (c) If the city deems all occupants of a residential service unit are handicapped or due to age or verified physical limitations cannot safely move a cart, it shall be the duty of such occupant of the residential property with cart service to place carts at the side yard. Yard waste or

refuse bags will not be collected at the side yard. Only one cart will be collected for handicap service.

Customers utilizing handicap service shall have their service renewed annually by the 1st of the calendar year. Customers should obtain a handicap release form from the city and have it filled out by a licensed physician each year.

- (d) It shall be the duty of every occupant of a residential property or commercial property served by the city yard trimmings service to place the yard trimming at the curbside in such a manner as to not create a pedestrian hazard, impair the use of the sidewalk or interfere with vehicular traffic.
- (e) It shall be the duty of every owner of a residential property or commercial property served by a private hauling company to place commercial carts in such a manner as to not create a pedestrian hazard, impair the use of the sidewalk or interfere with vehicular traffic.

Sec. 8-90. - Placement—Inclement weather.

When alleys or streets become impassable because of inclement weather or other unusual conditions, the superintendent may notify owners of residential properties or commercial properties to place carts and refuse bags with refuse disposal stickers at the nearest collection point which is accessible to collection vehicles.

Sec. 8-91. - Bulky materials.

It shall be the duty of every owner of a residential property or commercial property with cart service to place refuse that is of such nature that it cannot be placed in the required cart or refuse bag with refuse disposal sticker according to the following specifications:

- (a) Paper cartons or wood boxes that cannot be placed in a can or refuse bag shall be prepared for collection by placing the smaller cartons and boxes in the larger cartons and boxes until the larger cartons and boxes are completely filled each weighing not more than fifty (50) pounds. After the large cartons and boxes are completely filled, they shall be securely tied with refuse disposal sticker attached. Cartons and boxes shall not be larger than thirty-six (36) inches along any side.
- (b) Yard trimmings shall be prepared for collection by placing in yard trimmings bags with a yard trimming sticker, yard trimming city bag, or bundles. Yard trimming placed in bundles shall be cut into four-foot lengths and tied securely into bundles weighing not more than fifty (50) pounds with a yard trimming sticker.

All bulky materials as described in section 8-91 shall be collected at the curbside in such a manner as to not create a pedestrian hazard, impair the use of the sidewalk or interfere with vehicular traffic. No other bulky materials shall be collected by the City and are the responsibility of the owner or occupant of the property.

Refuse other than paper cartons, wood boxes and yard trimmings shall be disposed of in cart or refuse bag with refuse disposal sticker.

Sec. 8-92. - Closed lid required.

Except when refuse is being loaded into carts, the doors and lids shall be kept closed except at certain locations approved by the superintendent of the sanitation department. No refuse shall be placed on top of the doors or lids.

Sec. 8-93. - Damaging prohibited.

No person shall damage, either willfully or through negligence, any cart of the city.

Secs. 8-94—8-100. - Reserved.

DIVISION 3. - COMMERCIAL CONTAINER SERVICE AND ROLL-OFF SERVICE

Sec. 8-101. - Commercial container service and roll-off service.

The superintendent of the sanitation department shall have the authority to require an improved property, including a residential property or commercial property, to receive commercial container service and/or roll-off service. Carts or containers that are overloaded by capacity or weight as determined by the sanitation superintendent will not be emptied until the property owner has corrected the violation. Owners or occupants of residential property or commercial properties shall be responsible for containment of all refuse in the containers. Where applicable all refuse shall be in bags or containers to prevent loose articles from leaving the container.

Sec. 8-102. - Provision of commercial containers and roll-offs and number and condition of commercial containers and roll-offs.

- (a) Every owner and occupant of any commercial property with commercial container service within the city shall acquire and maintain in good condition and commercial containers of sufficient number to contain the refuse that will accumulate on the premises.
- (b) Every owner and occupant of any residential property or commercial property with roll-off service within the city shall acquire and maintain in good condition and roll-offs of sufficient number to contain the refuse that will accumulate on the premises. Lids shall be used or containers covered where applicable. No refuse shall be outside or on top of container.
- (c) Every owner and occupant shall be responsible for any damage to private property due do improper placement or improper containment of containers.
- (d) Roll-off containers may be limited to a 9 day rental, or recalled after 9 days at the Sanitation Superintendents discretion.

Sec. 8-103. - Frequency for collection and disposal of refuse.

- (a) It shall be the duty of every owner and occupant of a commercial property with commercial container service to have refuse collected and disposed in accordance with this chapter at least once a week, excluding weeks wherein the sanitation superintendent has determined for safety reasons that refuse will not be collected.
- (b) It shall be the duty of every owner and occupant of a residential property or commercial property with roll-off service to have refuse collected and disposed in accordance with this chapter at least once a month.
- (c) The owner or occupant of a commercial property with commercial container service may request additional collections and shall be responsible for the fee as set forth in article V. Requested may be denied by the sanitation superintendent.

Sec. 8-104. - Unauthorized collection prohibited.

- (a) No person other than the duly authorized employee of the city shall collect refuse from any commercial container or roll-off used in the city collection service. A cart, commercial container, or roll-off shall be considered as used in the city collection service if such cart, commercial container, or roll-off is used by any customer of the city for the purpose of containing or storing refuse awaiting collection by the city.
- (b) Nothing in this section is to be interpreted to allow any person to dispose of refuse in any manner except as provided by the ordinances of the city.

Sec. 8-105. - Ownership of commercial containers and roll-offs.

All commercial containers and roll-offs provided by city are the property of the city. Owners and occupants shall ensure that all commercial containers and roll-offs remain at the residential property or commercial property after such property is sold or occupant moves out or in.

Sec. 8-106. - Damaged, lost or stolen commercial container and roll-off replacement.

- (a) It shall be the duty of every owner and occupant of a commercial property with commercial container service to replace damaged, lost or stolen commercial containers according to the following specifications:
 - (1) The city shall provide a replacement commercial container of the commercial property at no charge where a replacement is necessary because of normal wear and tear caused by proper usage.
 - (2) The city shall provide a replacement commercial container of the commercial property for which a commercial container has been stolen and the occupant has filed a police report at no charge a maximum of one (1) every ten (10) years for the improved property.
 - (3) The owner or occupant of the commercial property for which a commercial container requires replacement for any other reason other than as specified in subsections (a)(1) and (2) above shall be responsible for the fee as set forth by city council resolution for a replacement commercial container.
- (b) It shall be the duty of every owner and occupant of a residential property or commercial property with roll-off service to replace damaged, lost or stolen roll-offs according to the following specifications:
 - (1) The city shall provide a replacement roll-off of the residential property or commercial property at no charge where a replacement is necessary because of normal wear and tear caused by proper usage.
 - (2) The city shall provide a replacement roll-off of the residential property or commercial property for which a roll-off has been stolen and the occupant has filed a police report at no charge a maximum of one (1) every ten (10) years for the improved property.
 - (3) The owner or occupant of the residential property or commercial property for which a roll-off requires replacement for any other reason other than as specified in subsection (a)(1) and (2) above shall be responsible for the fee as set forth by city council resolution for a replacement roll-off.

Sec. 8-107. - Placement—Collections.

- (a) Occupants shall place all refuse to be collected by the city in the commercial container or roll-off by 5:00 a.m. on the day of the pickup.
- (b) It shall be the duty of every owner of a commercial property served by the city to place the commercial container as directed by the sanitation superintendent.
- (c) It shall be the duty of every owner of a residential property or commercial property served by the city to place the roll-off as directed by the sanitation superintendent.
- (d) It shall be the duty of every owner of a residential property or commercial property served by a private hauling company to place commercial containers or roll-offs in such a manner as to not create a pedestrian hazard, impair the use of the sidewalk or interfere with vehicular traffic.

Sec. 8-108. - Closed lid required.

Except when refuse is being loaded into commercial containers, the doors and lids shall be kept closed except at certain locations approved by the superintendent of the sanitation department.

Sec. 8-109. - Commercial container and roll-off—Damaging prohibited.

No person shall damage, either willfully or through negligence, any commercial container or roll-off of the city.

Secs. 8-110—8-120. - Reserved.

DIVISION 4. - FEES, CHARGES, BILLING AND REFUNDS

Sec. 8-121. - Unusual collection charges.

Refuse collection and disposal service may be provided, within the capabilities of the department, to installations with unusual locations, types or accumulations of refuse at a charge established by the superintendent based on actual cost.

Sec. 8-122. - Requirements and fees for residential properties for collection of solid waste via carts.

- (a) All residential properties with cart service shall be charged for collection by the City of Bartlesville as follows:
 - (1) The monthly fee for regular collection at the curbside for the initial cart:

Cart size	July 1, 2021	July 1, 2022	July 1, 2023	July 1, 2024
96 Gal Cart	\$17.00	\$18.00	\$19.00	\$20.00
64 Gal Cart	\$15.00	\$16.00	\$17.00	\$18.00
32 Gal Cart	\$13.00	\$14.00	\$15.00	\$16.00

(2) The monthly fee for regular collection for each cart after the initial cart is as follows:

Additional Cart Collection	July 1, 2021	July 1, 2022	July 1, 2023	July 1, 2024
Per addt'l/Cart	\$7.00	\$9.00	\$9.00	\$9.00

- (3) The fee for delivery or pick-up of a cart shall be five dollars (\$5.00) per trip for change of service
- (4) The fee for each refuse sticker shall be two dollars fifty cents (\$2.50) for each refuse sticker.
- (5) The fee for each yard trimmings sticker shall be one dollar (\$1.00) for each yard trimmings sticker.
- (6) Any fees levied on a per customer basis by law or regulation by the governments of the United States or the State of Oklahoma may be added to the rates provided above without amendment of the ordinance codified in this article and shall at all times be in addition to the rates.
- (7) All fees and charges levied pursuant to this chapter shall be billed at the same time and in the same manner as all other municipal utility charges and are subject to the same terms of payment, late payment penalties, and discontinuance of service for failure to pay as apply to other municipal services.
- (8) The fee for return service to a residential property shall be \$5.00 per cart. Return service is subject to the approval of the sanitation superintendent and may be denied.

Sec. 8-123. - Fees for collection of solid waste from commercial properties via carts, or commercial containers.

All commercial properties not served through conventional collection methods, shall be served by one (1) of the following collection methods. The appropriate method shall be established by the superintendent of the sanitation department in consultation with the property owner or manager. Fees for such service shall be as follows:

(a) Monthly fees for cart service.

Beginning July 1, 2021

96 gal Carts	Collections Per Week		
	1	2	3
One	\$20.50	\$41.00	\$61.50
Two	25.50	51.00	76.50

Three	30.50	61.00	91.50
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Beginning July 1st, 2022

96 gal Carts	Collections Per Week		
	1	2	3
One	\$22.50	\$45.00	\$67.50
Two	27.50	55.00	82.50
Three	32.50	65.00	97.50

Beginning July 1st, 2023

96 gal Carts	Collections Per Week		
	1	2	3
One	\$24.50	\$49.00	\$73.50
Two	29.50	59.00	88.50
Three	34.50	69.00	103.50

Beginning July 1st, 2024

96 gal Carts	Collections Per Week		
	1	2	3
One	\$26.50	\$53.00	\$79.50
Two	31.50	63.00	94.50
Three	36.50	73.00	109.50

(2) Monthly fees for commercial container service.

Beginning July 1st, 2021

Container Size	Collections Per Week					
	1	2	3	4	5	6
2 cu. yard	\$81.00	\$126.00	\$190.00	\$252.00	\$316.00	\$378.00
3 cu. yard	107.00	137.00	205.00	274.00	342.00	411.00

Beginning July 1st, 2022

Container Size	Collections Per Week					
	1	2	3	4	5	6
2 cu. yard	\$89.00	\$139.00	\$209.00	\$277.00	\$348.00	\$416.00
3 cu. yard	118.00	151.00	226.00	301.00	376.00	452.00

Beginning July 1st, 2023

Container Size	Collections Per Week					
	1	2	3	4	5	6
2 cu. yard	\$98.00	\$153.00	\$230.00	\$305.00	\$383.00	\$458.00
3 cu. yard	130.00	166.00	249.00	331.00	414.00	497.00

Beginning July 1st, 2024

Container Size	Collections Per Week					
	1	2	3	4	5	6
2 cu. yard	\$108.00	\$168.00	\$253.00	\$336.00	\$421.00	\$504.00
3 cu. yard	143.00	183.00	274.00	364.00	455.00	547.00

In the event additional collections per week is requested beyond normal scheduled collection per week, the City shall charge twenty dollars (\$20.00) per two-cubic-yard container and twenty-five dollars (\$25.00) per 3 cu. yard container. The charge for each cart shall be five dollars (\$5.00). Requests may be denied by the sanitation superintendent.

In the event commercial container service is ordered and subsequently discontinued, proration of the monthly fee is not permitted. A minimum charge of one (1) month's service will be made.

Where commercial container service is shared among a group of commercial properties, the charge may be allocated in an equitable manner among the commercial properties. The allocation of charges shall be determined by the director of the solid waste department of the city, provided, no individual commercial property may pay a fee less than one-third (1/3) of the rate for monthly service based on the container size and frequency of collection as provided above.

A refundable deposit shall be made for commercial container service if no other utility services are provided by the city on the account. The deposit shall be no less than the monthly fee for one (1) month to be paid by the customer.

Sec. 8-124. - Fees for roll-off service.

Roll-off service is available to customers who purchase or rent a roll-off container meeting the specifications of the City of Bartlesville. Fees for services to a roll-off container shall be as follows:

Beginning	July 1 st , 2021	July 1 st , 2022	July 1 st , 2023	July 1 st , 2024
Standard roll Off	\$168.00	\$188.00	\$208.00	\$228.00
Compactor	\$235.00	\$255.00	\$275.00	\$295.00
Rental Fee(Daily)	\$10.00	\$10.00	\$10.00	\$10.00

Service to roll-off containers is subject to the approval of the director of the solid waste department. Service may be denied if provision of such service would present a hazard to the city's personnel or equipment.

Sec. 8-125. - Charges and billing.

All fees and charges levied under this chapter shall be billed at the same time and in the same method as other municipal utility charges and are subject to the same terms and conditions, late payment penalties and discontinuance of service for non-payment as applied to other municipal services.

Sec. 8-126. - Billing.

The charges fixed in this article are mandatory unless all utilities are disconnected. The charges for the collection, removal and disposal of all refuse shall be entered in their respective amounts as charges against each owner, manager, occupant, tenant or lessee, and the amount so fixed

and charged shall be collected monthly in connection with and as a part of the water bill of the city. Should any owner, manager, tenant or lessee of any residential property or of any commercial property fail or refuse to pay the charges fixed against him and his residential property or commercial property when due, the city shall have the right to disconnect water service to his residential property or commercial property against which such refuse collection fees and water charges have been fixed and assessed.

Sec. 8-127. - Fee for customers of private haulers.

A fee of fifty cents (\$0.50) per month per residential unit is imposed on all apartment buildings and mobile home parks which elect to have trash and refuse collected by a private hauler.

Sec. 8-128. - Refund of sanitation fees for newly constructed residential homes.

Newly constructed residential properties are eligible for a refund of sanitation fees that were paid to the City of Bartlesville from the time of the issuance of the certificate of occupancy until the sale of the home if the sanitation service was not utilized during this period up to a maximum of twelve (12) months service. A newly constructed residential property is defined as a home that was still owned by the homebuilder until it was sold or transferred. Refunds must be applied for by the homebuilder in accordance with the following:

- (a) The homebuilder may apply for a refund at the utility billing office but only for the months that the sanitation service was not used.
- (b) The homebuilder will be required to provide a copy of a valid sales contract that includes the date of closing.
- (c) The refund will be provided in the form of a credit which may be placed on any utility account with the City of Bartlesville that the homebuilder chooses.
- (d) Application for a refund must be made within sixty (60) days of closing on the home.

Anyone found to be or attempting to defraud this section of the municipal code will be fined up to the maximum amount allowed by law and will be forever barred from participation in this refund program.

Secs. 8-129—8-140. - Reserved.

DIVISION 5. - PRIVATE REFUSE HAULING SERVICES PERMIT

Sec. 8-141. - Required.

- (a) No person except a duly authorized agent and employee of the city shall collect refuse on the streets, alleys or public thoroughfares of the city without having first obtained a written permit therefore granted and issued by the superintendent of sanitation and obtaining an occupation license from the city clerk.
- (b) This shall not prohibit any person receiving regular city collection service from removing without a permit refuse from the premises under his control which are served by such service.

Sec. 8-142. - Investigation.

The superintendent of sanitation shall determine whether the applicant for a permit for the collection and disposal of refuse is fit and proper to conduct such business and shall make or cause to be made such investigation as he may consider necessary in order to determine whether the public convenience and necessity requires the granting of such permit.

Sec. 8-143. - Term.

Permits under this chapter shall be issued to qualified applicants for a period of one (1) year.

Sec. 8-144. - Nontransferable, revocation.

All permits granted pursuant to this chapter shall be nontransferable and may be revoked and rescinded by the superintendent of sanitation at any time when, in his judgment, such action is deemed to be the best interest of the public.

Sec. 8-145. - List of customers required.

Applicants for permits to provide private refuse hauling services must provide to the sanitation superintendent a list of addresses where service is provided and maintain both general liability and vehicle liability insurance. All changes in private sanitation service customers must be reported to the superintendent within five (5) working days. Private hauling companies may not provide routine service to residential properties.

Sec. 8-146. - Selling prohibited.

No person collecting or disposing or in any manner dealing with refuse shall separate, unload, offer for sale or trade or exchange all or any part of such refuse.

Secs. 8-147—8-160. – Reserved

DIVISION 6. – DISPOSAL

Sec. 8-161. - Designated.

- (a) The superintendent of sanitation shall establish areas of disposal of refuse. He shall establish rules for the operation of disposal areas.
- (b) No person, business or institution shall place, deposit or throw or permit, or cause to be placed, thrown, deposited or dumped, any explosive, poison, dangerous or corrosive chemicals, salt water, feces, materials impregnated with urine, dead animals, any material of any nature which emits foul or noxious odors, or any material prohibited by Oklahoma State Department of Health regulations in the city disposal areas.

Secs. 8-162—8-170. - Reserved.

DIVISION 7. - DEAD ANIMALS.

Sec. 8-171. - Dead animals—Exposed carcass prohibited.

- (a) No person shall place or deposit the exposed carcass of any animal or fowl on any street, alley, highway or public place or upon private property or shall stand or permit to stand any truck or other vehicle containing such carcass on any street, alley, highway or public place or on private property within the city. The term "exposed," as used in this section, means the exposure of the carcass of an animal so that putrefying odors may escape therefrom and contaminate the air.
- (b) The exposure of the putrefying carcass of a beast so that noxious or disagreeable odors may escape therefrom and contaminate the air is a public nuisance. The solid waste superintendent of the city solid waste department or his designee or persons authorized by the city or any police officer may summarily remove such carcass to a point outside the city or may bury or burn the carcass. The expense of such disposal shall be assessed in addition to the fine collected from any person violating this section.

Sec. 8-172. - Same—Disposal.

No person shall allow or permit any animal or fowl which has died and which at the time of death was owned or controlled or kept by such person to lie in or upon any street, alley, lot or other place in this city. Such person or persons shall cause the carcass of such animal or fowl to be disposed of as the solid waste superintendent of the city solid waste department or his designee or persons authorized by the city officer may direct.

Secs. 8-173—8-180. – Reserved

DIVISION 8. - BURNING REFUSE, YARD TRIMMINGS, AND EXEMPT WASTE

Sec. 8-181. - Permit required.

It is unlawful for any person to burn any refuse, yard trimmings, exempt waste, or any other substance out of doors without first obtaining a permit from the chief of the fire department or the assistant chief of the fire department. In determining whether or not to issue such a permit, the appropriate officer of the fire department shall consider weather, adjoining property, proximity of firefighting equipment, and the type of substance to be burned. After considering all of the factors, and based on the factors, the officers shall issue the permit if the health, safety and welfare of the property and people of the city will not be endangered.

Sec. 8-182. - Material not to be burned.

Animal matter or garbage shall not be burned within the city.

Sec. 8-183. - Incinerators.

Standards appropriate to incinerators installed within the city are those of the Uniform Fire Code, adopted in section 6-66, the Uniform Building Code, adopted in section 4-31, and the applicable standards of the State of Oklahoma and the United States government.

Secs. 8-184—8-190. - Reserved.

DIVISION 9. - DUMPING SITES

Sec. 8-191. - License required.

- (a) It shall be a violation of this article for any person to dump, deposit, place or dispose of rock, dirt, concrete, bricks or asphalt, on any site or place within the city unless such site is approved and licensed in accordance with the terms of this article. All other debris from any demolition, construction or repair work including trees, tree trimmings, waste lumber or other solid waste as defined by Oklahoma Solid Waste Management Act must be disposed of in a landfill with a valid permit from the state department of health.
- (b) It shall be a violation of this article for any person in possession or control of land to knowingly or unknowingly permit, allow or authorize others to dump rock, dirt, concrete, bricks or asphalt on any site or place within the city unless such site is approved and licensed in accordance with the terms of this article. No person in possession or control of land shall knowingly or unknowingly permit, allow or authorize others to dump debris from any demolition, constructions or repair work including trees, tree trimmings, waste lumber and other like materials on any site or place within the city unless such site holds a landfill permit issued by the state department of health.

Sec. 8-192. - Exceptions to permit requirements.

This article shall not be construed to require a permit for, or otherwise prohibit, the following activities:

- (1) Bona fide agricultural and farming operations which constitute the principal use of any lot or tract of ground in the City of Bartlesville and which meet the zoning requirements of the zoning code of the City of Bartlesville.
- (2) Customary and incidental routine grounds maintenance, landscaping, and home gardening.
- (3) Excavating and/or grading, and/or leveling, and/or landfilling requiring not more than twelve (12) inches of cut or fill at any one (1) point.
- (4) The deposition of rock, gravel, sand or earth to be used as construction materials in conjunction with a construction project that has been issued a valid construction permit by the city.

Sec. 8-193. - Approval or disapproval of licenses; standards.

- (a) Within ten (10) working days following the filing of the dumping license application, the city manager or his designated representative, shall approve or disapprove the site. If the site is approved, the city shall issue a license. If the site is disapproved, a short statement of the reason for the disapproval shall be filed and such license shall not be issued. The denial of the license may be appealed in writing to the city council no later than thirty (30) days following such denial. The appeal shall be placed on the council agenda in accordance with established agenda procedures.
- (b) Applications for such license shall be denied and disapproved under the following circumstances:

- (1) If such use or activity is in violation of the zoning ordinances of the city or the restrictive covenants of the plat covering the proposed site.
- (2) Such use or activity would constitute a nuisance or otherwise violate any of the ordinances of the city;
- (3) If in the opinion of the city manager or his designated representative the proposed means of controlling and limiting dumping at the site is not adequate to provide compliance with this article;
- (4) If such use or activity would cause or create substantial problems of drainage affecting property other than that owned by the owner of the site proposed to be licensed; or
- (5) Any other factors reasonably constituting a detriment to the health, welfare and safety.

Sec. 8-194. - License application; fee.

An application for a license to permit dumping, depositing or placing of the materials described herein at a particular site shall be filed with the city, along with a fee as provided in the fee schedule; and the application shall be verified under oath and shall furnish the following information:

- (1) Name and address of the applicant;
- (2) Name and address of the owner of the site;
- (3) Location of the site of the dump or fill;
- (4) Relationship of the applicant to the owner of the site (lessee, contractor, etc.); and
- (5) A brief statement of the means by which the applicant proposes to control the dumping at the site.

Individual platted lots ½ acre or less in area:

License to operate dump site (new) - NO CHARGE

License to operate dump site (renewal) - NO CHARGE

Tracts of land 2½ acres or less in area:

License to operate dump site (new) - \$25.00

License to operate dump site (renewal) - \$10.00

Tracts of land larger than 2½ acres:

License to operate dump site (new) - \$50.00

License to operate dump site (renewal) - \$25.00

Sec. 8-195. - Term of license; non-transferability of license.

- (a) License shall be issued for a period of six (6) months and may be extended for additional periods of six (6) months upon payment of a renewal fee as provided in the fee schedule.
- (b) Licenses shall not be transferable from site to site or from person to person.

Sec. 8-196. - Posting signs at entrance.

At each entrance to a licensed site, the licensee shall erect and maintain a sign stating substantially as follows:

"Restricted Dumping. Only rock, dirt, concrete, brick and asphalt may be dumped here. Permission to dump must be obtained in writing from (Name and address of licensee). License to dump expires (expiration date of license)."

Such sign shall be of such size that the contents thereof can be read by a person in a vehicle using the main traveled portion of the entrance but in no case shall the display surface area of the sign exceed twenty (20) square feet.

Sec. 8-197. - Covering of dumped material.

All material dumped, deposited, placed or disposed of at any licensed dumping site shall be smoothed a minimum of one (1) time per month or as often as necessary not to permit pooling water, obstruction of surface drainage and excessive growth of grass and weeds. If in the opinion of the city code enforcement officer material is being placed in the dump site so as to constitute a health hazard or public nuisance, the officer may order the material regarded or covered with soil to such depth and at such intervals of time as considered necessary to remove the health hazard or nuisance. Failure to cover the material at such intervals or when designated in writing by the code enforcement officer shall constitute an offense.

Sec. 8-198. - Closing of site.

- (a) Any person licensed under this article shall continue to be liable and responsible for covering any materials dumped, deposited, placed or disposed of at the site described in the license unless at such time the licensee desires to terminate the use of the site. Within three (3) days following the date proposed for the closing of the site, or the receipt of the notice to close, whichever is later, the city manager or his designated representative shall inspect the site to determine if the materials deposited or placed thereon have been adequately and properly covered with soil and that the site has been otherwise left in such a condition as not to constitute a detriment to the health, welfare and general safety. If the city manager or his designated representative shall determine that the site is in such condition that it be closed and the licensee released from responsibility therefrom, then he shall accept the tender of the license and note thereon the date of his approved inspection of the site. Upon accepting the license, the city manager or his designated representative shall post upon the site a sign stating "Dump Closed. No Dumping Permitted," at each entrance or former entrance to the site.
- (b) No person, other than the city manager or his designated representative, shall remove, destroy, obliterate or otherwise obscure any such posted sign.

Sec. 8-199. - Right of entry and inspection.

The right of entry and inspection of any premises or site subject to the control of an applicant for a license hereunder, or a licensee hereunder, by the city manager or any agent of the city charged with the responsibility of this article shall be a condition on which every license shall be issued. The application for and the acceptance of any license hereunder shall conclusively be deemed to be consent of the applicant and licensee to such entry and inspection.

Sec. 8-200. - Dumping on licensed site; permission of licensee required.

No person shall dump, deposit, place or dispose of any materials at any site licensed under this article without the consent in writing of the licensee of the dumping site.

Sec. 8-201. - Revocation of license; appeals.

The making in the application of any material false statement or the violation of any of the terms and provisions of this article shall constitute grounds for the revocation of the license by the code enforcement officer with the concurrence of the city manager, upon giving five (5) days notice in writing to the applicant or licensee. The revocation shall be effective immediately upon the expiration of the five-day notice, but such revocation may be appealed in writing by the licensee to the city council not later than thirty (30) days following the revocation. The appeal shall be placed on the council agenda in accordance with established agenda procedures.

Sec. 8-202. - Service of notice.

Service of notice as provided herein shall be deemed adequate and sufficient if delivered to the licensee personally or by certified mail to the address as stated in the application.

Sec. 8-203. - Existing dump sites to require licensing.

All dump sites in existence at the time of adoption of this article shall be subject to its provisions whether active or not. In the case of an active dump site the owner or person in control of the land shall make application for a permit within thirty (30) day so of the adoption of this article or be deemed to be in violation. In the case of abandoned sites the code enforcement officer shall, upon finding the site left in a condition that results in the pooling of water, obstructs surface drainage, excessive growth of grass or weeds because it cannot be maintained or otherwise constitutes a health hazard or nuisance, notify the owner or person in control of the property to level and cover the fill material in accordance to the terms of this article.

Sec. 8-204. - Severability.

It is hereby declared to be the intention of the council that the sections, paragraphs, sentences, clauses, and phrases of the article are severable, and if any such section, paragraph, sentence, clause, or phrase is declared unconstitutional or otherwise decreed invalid by any court of competent jurisdiction in a valid decree, such unconstitutionality or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses, or phrases of this article since the same would have been enacted without the incorporation into this article of such unconstitutional or invalid section, paragraph, sentence, clause or phrase.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF BARTLESVILLE, OKLAHOMA, THIS 4TH DAY OF DECEMBER 2023.

Dale W. Copeland, Mayor

Jason Muninger, CFO/City Clerk

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Consider and take action on the establishment and implementation of Keep Bartlesville Beautiful (KBB) Committee.

- Attachments: Keep Bartlesville Beautiful Document, Proposed By-Laws, Proposed Ordinance
- The document outlines the creation of the Keep Bartlesville Beautiful (KBB) committee, a city government committee dedicated to enhancing the visual appeal and sustainability of Bartlesville. It details the committee's mission, objectives, strategic planning, and the proposed implementation process.

II. STAFF COMMENTS AND ANALYSIS

The KBB committee aims to lead and coordinate beautification efforts in Bartlesville, focusing on main corridors, parks, and neighborhood revitalization. The committee will work closely with city departments, local organizations, and the community to enhance the city's aesthetics and promote sustainability. Key strategies include:

1. Community Engagement: Engaging residents through public forums, town hall meetings, and clean-up efforts.
2. Partnerships: Collaborating with city departments like Parks and Recreation, Public Works, and Environmental Services.
3. Project Identification and Implementation: Focusing on high-impact areas, integrating sustainable practices, and maintaining existing beautification projects.
4. Funding and Resources: Will be seeking a \$20,000 in the 2024-2025 budget from the City Council and additional funds through grants and donations.
5. Affiliation: Pursuing affiliation with Keep Oklahoma Beautiful/Keep America Beautiful for access to additional resources and best practices.
6. Continuous Evaluation: Regularly assessing the impact and effectiveness of beautification initiatives.

The committee's establishment and operations align with the city's goals of enhancing quality of life and economic vitality through improved urban aesthetics and sustainability.

III. RECOMMENDED ACTION

Approval of the proposed ordinance for the establishment of Keep Bartlesville Beautiful (KBB) as a city government committee,

Keep Bartlesville Beautiful

Keep Bartlesville Beautiful (KBB) will be a dedicated city government committee with a passion for enhancing the visual appeal and sustainability of our beloved city. Comprising representatives from various city departments, local organizations, and community members, KBB's mission will be to lead and coordinate beautification efforts through collaborative initiatives, education, and advocacy. The committee will strive to create a more vibrant and eco-conscious urban environment, fostering community pride and ownership in Bartlesville, Oklahoma. By engaging in continuous community outreach, partnering with city departments and organizations, and encouraging active volunteer participation, KBB will work tirelessly to make our city more beautiful and environmentally sustainable for the benefit of all residents and future generations. Together, we will join hands in transforming Bartlesville into a true beacon of beauty and unity.

- **Who:** Keep Bartlesville Beautiful (KBB) is a dedicated city government committee comprising representatives from various city departments, local organizations, and community members. The committee's primary goal is to lead and coordinate beautification efforts in Bartlesville, Oklahoma.
- **What:** KBB's mission is to enhance the city's aesthetics, promote sustainability, and foster community engagement through collaborative initiatives, education, and advocacy. The committee strives to create a visually appealing and eco-conscious urban environment that instills community pride and ownership.
- **Where:** Keep Bartlesville Beautiful operates within the city of Bartlesville, Oklahoma, working across neighborhoods, parks, main corridors, and other public spaces to transform the city's appearance.
- **Why:** The committee recognizes the significance of beautifying Bartlesville as it contributes to the city's overall well-being, quality of life, and economic vitality. By fostering public/private partnerships and active community participation, KBB aims to create a united front in making the city more beautiful and sustainable for present and future generations.
- **How:** To achieve its mission, KBB engages in continuous community outreach, collaborates with city departments and organizations, and encourages volunteer involvement in monthly clean-up efforts and beautification projects. The committee also seeks funding from the City, grants, and donations to support their initiatives. Through strategic planning, monitoring, and publicizing success stories, Keep Bartlesville Beautiful aims to inspire and mobilize the community in their collective pursuit of a more vibrant and visually attractive Bartlesville.



As a city government committee, Keep Bartlesville Beautiful (KBB) will have some adjustments in its implementation process. Formally establish Keep Bartlesville Beautiful as an official city government committee, comprising representatives from relevant departments, city officials, and community organizations. Hold an inaugural meeting to introduce the committee's mission, roles, and responsibilities.

- **Define Key Objectives:** Work closely with the City Council and relevant departments to define specific goals and objectives aligned with the city's overall beautification strategy and long-term vision.
- **Develop a Strategic Plan:** Collaborate with city officials and stakeholders to develop a comprehensive strategic plan that outlines the timeline, budget allocation, and specific tasks required to achieve the beautification goals.
- **Secure Funding:** Work with the City Council to allocate the \$20,000 annual budget for beautification efforts and ensure adequate funding for hazardous waste cleanup. Additionally, explore avenues for grants and donations in partnership with the city's grant office.
- **Community Engagement:** Engage the local community through public forums, town hall meetings, and community events to gather input and encourage active participation in beautification initiatives.
- **Partnerships with City Departments:** Foster partnerships with various city departments, such as Parks and Recreation, Public Works, and Environmental Services, to leverage resources and coordinate beautification projects effectively.
- **Identify Beautification Projects:** Collaborate with relevant city departments to identify priority areas for beautification, focusing on the Hwy 75 corridor and other key locations.
- **Monthly Volunteer Clean-up Efforts:** Organize and promote monthly volunteer clean-up days in collaboration with community groups, city employees, and local businesses to maintain the beautification efforts.
- **Affiliation with State Organizations:** Seek formal affiliation with Keep Oklahoma Beautiful/Keep America Beautiful as a city government committee to gain access to resources, training, and best practices.
- **Continuous Evaluation and Improvement:** Regularly evaluate the progress of beautification projects, gather feedback from residents, and collaborate with city departments to make necessary improvements.
- **Monitor Existing Beautification Projects:** Identify existing beautification projects within the city and collaborate with relevant departments to ensure their continuity and proper maintenance.
- **Publicize Success Stories:** Share success stories of beautification projects and community engagement through official city communication channels, newsletters, and social media platforms.
- **Continuous Community Outreach:** Maintain an ongoing dialogue with the community, keeping them informed about beautification efforts, seeking feedback, and encouraging active involvement.

By adopting this updated implementation process as a city government committee, Keep Bartlesville Beautiful can effectively lead and coordinate the beautification efforts throughout the city, fostering community pride and a visually appealing urban environment.

- **Establish the Committee:** Formally establish Keep Bartlesville Beautiful as an official city government committee, comprising representatives from relevant departments, city officials, and community organizations. Hold an inaugural meeting to introduce the committee's mission, roles, and responsibilities.
 - **Proposal Submission:** Submit the proposal to the City Council, outlining the committee's mission and objectives for beautification efforts.
 - **Legal Authorization:** Obtain City Council approval through an ordinance or resolution, officially establishing the KBB committee as a city government committee.
 - **Composition and Appointments:** Determine committee composition, appoint or nominate members, and establish their roles and responsibilities.
 - **Budget Allocation:** Collaborate with the City Council to allocate the necessary budget for KBB's operations and beautification projects.
 - **Public Announcement:** Publicly announce the committee's establishment, its purpose, and encourage community engagement in beautification efforts.

- **Define Key Objectives:** Work closely with the City Council and relevant departments to define specific goals and objectives aligned with the city's overall beautification strategy and long-term vision. The following are some examples.
 - **Beautify Main Corridors and High Visibility Intersections:** Implement beautification projects along main corridors and high visibility intersections to enhance the city's aesthetics and create a positive first impression for visitors and residents.
 - **Enhance Parks and Recreational Areas:** Improve and maintain parks and recreational areas to provide residents with inviting green spaces, promoting outdoor activities and community gatherings.
 - **Revitalize Neighborhoods:** Collaborate with local organizations and residents to beautify neighborhoods, focusing on public spaces, community gardens, and initiatives that foster neighborhood pride and engagement.
 - **Promote Sustainable Practices:** Implement sustainable beautification practices, such as native plant landscaping, water conservation measures, and eco-friendly materials, to enhance environmental resilience and reduce the city's ecological footprint.
 - **Increase Community Engagement:** Facilitate community involvement through volunteer clean-up efforts, educational programs, and public awareness campaigns to instill a sense of ownership and responsibility for maintaining the city's beauty.

- **Develop a Strategic Plan:** Collaborate with city officials and stakeholders to develop a comprehensive strategic plan that outlines the timeline, budget allocation, and specific tasks required to achieve the beautification goals.

- To achieve these objectives, KBB will collaborate with various city departments, community organizations, and local businesses. The strategic plan emphasizes the importance of public/private partnerships and active community participation. The committee will seek financial support from the City's allocated budget for beautification efforts and explore grants and donations to fund projects.
 - Community engagement will be fostered through regular volunteer clean-up efforts and educational programs that raise awareness about the importance of preserving the city's beauty. KBB will work closely with the City Council to ensure the committee is formally recognized and integrated into the city's organizational structure.
 - To ensure long-term sustainability, KBB will adopt eco-friendly practices, such as using native plant landscaping and water conservation measures. The committee will also collaborate with the Park Department to maintain existing beautification projects and secure their continuity.
 - Affiliating with Keep Oklahoma Beautiful/Keep America Beautiful will provide valuable resources, best practices, and a broader network of support to further enhance KBB's impact.
- **Community Engagement:** Engage the local community through public forums, town hall meetings, and community events to gather input and encourage active participation in beautification initiatives.
 - Community engagement is a fundamental pillar of Keep Bartlesville Beautiful' s mission, fostering a strong sense of ownership and pride among residents. The committee recognizes the immense value of active community participation in beautification efforts. Through regular public forums, town hall meetings, and community events, KBB seeks to gather input, share progress, and collaborate with local residents, businesses, and organizations. Community members are encouraged to actively volunteer in monthly clean-up efforts, participate in educational programs, and contribute their ideas for beautifying public spaces. By engaging the community, KBB aims to create a collective commitment towards preserving and enhancing the city's beauty, promoting a shared responsibility for a more vibrant, attractive, and sustainable Bartlesville.
- **Partnerships with City Departments:** Foster partnerships with various city departments, such as Parks and Recreation, Public Works, and Environmental Services, to leverage resources and coordinate beautification projects effectively.
 - Partnerships with city departments are essential for the success of Keep Bartlesville Beautiful' s beautification endeavors. The committee recognizes the value of collaborating with various city departments to leverage resources, expertise, and municipal support. Key departments that KBB would work closely with include the Parks and Recreation Department, Public Works Department, and the Community Development Department. The Parks and Recreation Department's expertise in park maintenance and development is crucial for enhancing green spaces and recreational areas. The Public Works Department's involvement can contribute to efficient waste

management and the implementation of sustainable practices, such as eco-friendly landscaping and stormwater management. The Community Development Department's support can ensure compliance with zoning regulations and promote eco-conscious approaches in the committee's projects. By forging strong partnerships with these and other city departments, KBB can implement comprehensive beautification initiatives that positively impact the community and the environment.

- **Identify Beautification Projects:** Collaborate with relevant city departments to identify priority areas for beautification, focusing on the Hwy 75 corridor and other key locations.
 - The Keep Bartlesville Beautiful (KBB) committee would employ a systematic approach to identify and prioritize beautification projects within the city. The first step would involve conducting a comprehensive assessment of Bartlesville's public spaces, neighborhoods, and main corridors to identify areas in need of improvement. The committee would collaborate with relevant city departments, community organizations, and residents to gather input on the most pressing beautification needs. This could be done through community surveys, public forums, and engagement with local stakeholders.
 - After gathering data and feedback, the KBB committee would evaluate the potential impact and feasibility of various beautification projects. They would consider factors such as budget constraints, available resources, and the level of community support for each project. High visibility areas, main corridors, and public spaces that contribute significantly to the city's overall aesthetics and community well-being would be given priority.
 - To ensure the projects align with sustainability goals, the committee would also assess the environmental impact of each initiative. They would seek to incorporate eco-friendly practices, such as native plant landscaping, water conservation measures, and recycling efforts. By prioritizing sustainable projects, KBB aims to create long-lasting and environmentally responsible improvements.
 - In conclusion, the Keep Bartlesville Beautiful committee would identify beautification projects through data-driven assessments, community input, and sustainability considerations. By engaging with city departments, residents, and local organizations, the committee can strategically prioritize projects that positively impact the community's visual appeal, quality of life, and environmental health.

- **Monthly Volunteer Clean-up Efforts:** Organize and promote monthly volunteer clean-up days in collaboration with community groups, city employees, and local businesses to maintain the beautification efforts.
 - Monthly Volunteer Clean-up Efforts would involve organizing regular community-driven initiatives to improve and maintain the cleanliness of various areas within Bartlesville. The Keep Bartlesville Beautiful (KBB) committee would collaborate with local organizations, residents, businesses, and city volunteers to participate in these clean-up events. Each month, different locations in the city, such as parks, streets, neighborhoods, and public spaces, would be targeted for clean-up. Participants would

engage in activities like litter pick-up, graffiti removal, and general beautification efforts. These volunteer-driven clean-ups not only enhance the city's visual appeal but also foster a sense of community pride and ownership, inspiring residents to take an active role in keeping their city clean and attractive throughout the year.

- **Affiliation with State and Organizations:** Seek formal affiliation with Keep Oklahoma Beautiful/Keep America Beautiful as a city government committee to gain access to resources, training, and best practices.
 - To become affiliated with the Keep Oklahoma Beautiful (KOB) organization, the Keep Bartlesville Beautiful (KBB) committee would need to follow the affiliation process outlined by KOB. This would involve formally expressing their interest in becoming an affiliate member and meeting the organization's criteria. The KBB committee would submit necessary documentation, such as their mission statement, bylaws, and a summary of their beautification projects and community engagement efforts. Once approved, KBB would gain access to KOB's resources, support, and expertise in implementing successful beautification initiatives. The affiliation would also provide opportunities for networking and collaboration with other affiliated communities, fostering a broader exchange of best practices and ideas. Through this affiliation, KBB can further strengthen its impact and contribute to the collective efforts of keeping Oklahoma beautiful.

- **Continuous Evaluation and Improvement:** Regularly evaluate the progress of beautification projects, gather feedback from residents, and collaborate with city departments to make necessary improvements.
 - Continuous evaluation and improvement play a vital role in the Keep Bartlesville Beautiful (KBB) committee's mission to enhance the city's aesthetics and sustainability. The committee regularly assesses the progress of ongoing beautification projects, measuring their impact and effectiveness in achieving the established objectives. This involves gathering feedback from community members, city officials, and relevant stakeholders to identify areas for improvement and address any challenges. By closely monitoring project outcomes, KBB can make informed decisions on resource allocation, project prioritization, and strategy adjustments to ensure optimal results. Additionally, the committee conducts periodic reviews of its own performance, evaluating the effectiveness of its organizational structure, communication strategies, and community engagement efforts. Through a commitment to continuous evaluation and improvement, KBB ensures that its beautification initiatives remain dynamic, responsive to community needs, and contribute positively to Bartlesville's overall growth and development.

- **Monitor Existing Beautification Projects:** Identify existing beautification projects within the city and collaborate with relevant departments to ensure their continuity and proper maintenance.
 - Monitoring existing beautification projects is a crucial aspect of Keep Bartlesville Beautiful' s commitment to long-term sustainability and maintenance. The committee regularly assesses the condition and impact of previously completed beautification initiatives throughout the city. This involves conducting site visits, evaluating the projects' visual appeal, and ensuring that they align with sustainability goals. KBB collaborates with relevant city departments, community partners, and volunteers to identify any necessary maintenance or enhancements required. By closely monitoring these projects, the committee can proactively address potential issues, allocate resources effectively, and secure the necessary support to ensure the continued beauty and functionality of these spaces. Monitoring existing beautification projects not only reinforces the committee's dedication to city enhancement but also strengthens the sense of pride and ownership within the community, as residents witness the enduring positive transformations within their beloved Bartlesville.

- **Publicize Success Stories:** Share success stories of beautification projects and community engagement through official city communication channels, newsletters, and social media platforms.
 - Publicizing success stories is an essential component of Keep Bartlesville Beautiful' s efforts to inspire and engage the community. The committee actively shares achievements and positive outcomes of completed beautification projects through various communication channels, including social media, the official city website, newsletters, and local media outlets. By showcasing the impact of these projects with before-and-after pictures and testimonials from community members, KBB aims to build public awareness and pride in their collective accomplishments.
 - These success stories serve as powerful testimonials of how community engagement and collaboration can create meaningful change in Bartlesville's landscape. Highlighting the transformation of once neglected areas into vibrant, aesthetically pleasing spaces reinforces the positive impact of KBB's efforts on the city's overall ambiance. Sharing these stories also encourages residents and businesses to get involved in future beautification projects, fostering a sense of ownership and responsibility for the city's appearance.
 - Moreover, publicizing success stories is a way for Keep Bartlesville Beautiful to express gratitude to all those involved, including volunteers, partnering organizations, and city officials. Recognizing their dedication and contributions through success stories further strengthens the sense of community and encourages ongoing support for KBB's mission. Ultimately, publicizing success stories amplifies the committee's message and empowers Bartlesville's residents to take pride in their city and actively participate in its beautification for a more vibrant and united community.

Continuous Community Outreach: Maintain an ongoing dialogue with the community, keeping them informed about beautification efforts, seeking feedback, and encouraging active involvement.

- Continuous community outreach is a cornerstone of Keep Bartlesville Beautiful's commitment to fostering strong ties with the local residents and businesses. The committee engages in ongoing dialogue with the community through regular communication channels, such as social media updates, newsletters, and public events. By proactively sharing information about upcoming beautification initiatives, volunteer opportunities, and educational programs, KBB ensures that residents are well-informed and encouraged to actively participate in the city's beautification efforts.
- Continuous community outreach not only keeps the public updated on KBB's progress but also provides a platform for residents to share their ideas, feedback, and suggestions. This two-way communication fosters a sense of inclusion and ownership, making community members feel valued and heard in the decision-making process. The committee leverages these interactions to tailor beautification projects to meet the unique needs and desires of the Bartlesville community, ultimately resulting in a more impactful and community-driven approach to city enhancement. By maintaining an open and accessible line of communication, KBB continues to build trust, support, and enthusiasm among residents, ultimately cultivating a united and engaged community dedicated to the beauty and well-being of Bartlesville.

By adopting this updated implementation process as a city government committee, Keep Bartlesville Beautiful can effectively lead and coordinate the beautification efforts throughout the city, fostering community pride and a visually appealing urban environment.

Timeline

- Creation of Committee:
- Proposal Submission and Evaluation (August 7th 2023)
- Submit the proposal for the establishment of the Keep Bartlesville Beautiful (KBB) committee to the City Council. The City Council reviews and evaluates the proposal's feasibility, alignment with city goals, and potential benefits. The City Council prepares and passes an ordinance or resolution officially establishing the KBB committee as a city government committee. (September 4th 2023)
- Develop and adopt the bylaws and operating procedures for the KBB committee.
- Appoint or nominate committee members based on established criteria and qualifications.
- Hold the inaugural meeting of the KBB committee, where members are introduced to their roles and responsibilities.
- Ensure the committee is integrated into the city's organizational structure with support from relevant city departments.

Timeline for the Committee as a Whole:

- **First Month: Strategic Planning and Budget Allocation**
 - Collaborate to develop a comprehensive strategic plan outlining beautification goals and projects.
 - Work with the City Council to allocate the necessary budget for KBB's operations and beautification initiatives.

- **Months 2-4: Community Engagement and Affiliation**
 - Engage in continuous community outreach to gather feedback, ideas, and promote volunteer involvement.
 - Begin the process of formal affiliation with Keep Oklahoma Beautiful/Keep America Beautiful.

- **Months 5-9: Identifying and Implementing Beautification Projects**
 - Assess city areas and prioritize beautification projects based on input from the community and city departments.
 - Collaborate with local organizations to maximize volunteer efforts for beautification, maintenance, and clean-up.

- **Months 10-12: Monitoring and Publicizing Success**
 - Monitor the progress and impact of ongoing beautification projects, ensuring sustainability and effectiveness.
 - Publicize success stories to build community pride and encourage further engagement.

- **Ongoing: Continuous Evaluation and Improvement**
 - Conduct regular evaluations of projects and the committee's performance to make informed decisions for improvement.
 - Maintain continuous community outreach to keep residents informed and involved in the city's beautification efforts.

Proposed Bi-Laws:

Article I: Name and Purpose

Section 1: Name

The name of this organization shall be "Keep Bartlesville Beautiful," hereinafter referred to as "KBB."

Section 2: Purpose

The purpose of KBB is to enhance the visual appeal and environmental sustainability of Bartlesville, Oklahoma, through collaborative beautification efforts, education, and community engagement. KBB seeks to foster community pride, ownership, and a sense of responsibility for maintaining the city's beauty and green spaces.

Article II: Membership

Section 1: Composition

KBB shall consist of members representing various city departments, community organizations, local businesses, and residents from within the City limits. The committee shall include the Community Development Director, one Council representative, a member from the Park Board, and representatives from partnering organizations.

Article III: Officers

Section 1: Executive Committee

KBB shall have an Executive Committee comprising the Chair, Vice-Chair, Volunteer Coordinator, Event and Education Coordinator, and Marketing Coordinator. These officers shall be elected by the committee members.

Section 2: Duties of Officers

- The Chair shall preside over meetings, represent KBB in official matters, and provide overall leadership.
- The Vice-Chair shall assist the Chair and assume their duties in their absence.
- The Volunteer Coordinator shall organize volunteer efforts and maintain communication with volunteers.
- The Event and Education Coordinator shall plan educational programs and community events.

- The Marketing Coordinator shall handle communication, public relations, and promotional activities.

Article IV: Meetings

Section 1: Regular Meetings

KBB shall hold regular meetings at least once a month, with specific dates and locations determined by the committee.

Section 2: Special Meetings

Special meetings may be called by the Chair or upon request of at least three committee members. Adequate notice shall be given to all members.

Section 3: Quorum

A quorum for conducting business shall be at least 50% of the total committee membership.

Article V: Decision-Making

Section 1: Voting

Decisions shall be made by a majority vote of the members present at meetings. In the case of a tie, the Chair's vote shall serve as the deciding vote.

Section 2: Conflict of Interest

Members with a direct or indirect conflict of interest regarding specific agenda items shall disclose the conflict and may abstain from voting on those matters.

Article VI: Finances

Section 1: Budget

KBB shall establish and maintain an annual budget, subject to approval by the City Council.

Section 2: Financial Management

The Treasurer, appointed by the committee, shall be responsible for managing KBB's finances, keeping records, and providing financial reports as needed.

Article VII: Amendments

Section 1: Bylaw Amendments

These bylaws may be amended by a two-thirds majority vote of the committee members present at a regular or special meeting, provided that the proposed amendments have been distributed to all members at least two weeks before the meeting.

Article VIII: Dissolution

Section 1: Dissolution Procedure

In the event of KBB's dissolution, any remaining funds shall be distributed to a local nonprofit organization with similar objectives, as decided by the committee.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BARTLESVILLE, OKLAHOMA, CREATING DIVISION 9 IN ARTICLE III - THE KEEP BARTLESVILLE BEAUTIFUL COMMITTEE; STATING ITS PURPOSE AND OBJECTIVES; DEFINING ITS STRUCTURE AND OPERATION; PROVIDING FOR MEMBERSHIP AND TERMS; OUTLINING POWERS AND DUTIES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Bartlesville recognizes the need to enhance the visual appeal and sustainability of the city; and

WHEREAS, a dedicated committee focused on beautification efforts can significantly contribute to the community's well-being and aesthetic environment; and

WHEREAS, the creation of the Keep Bartlesville Beautiful Committee will facilitate coordinated and effective beautification and sustainability initiatives throughout the city;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BARTLESVILLE, OKLAHOMA:

Section 1: Title

This ordinance shall be known as the "Keep Bartlesville Beautiful Ordinance."

Section 2: Findings and Purpose

The City Council of Bartlesville finds that enhancing the visual appeal and environmental sustainability of the city is of utmost importance. To achieve this goal, the City Council hereby establishes the Keep Bartlesville Beautiful (KBB) committee under Article III Division 9 of the City Code.

Section 3: Creation of Keep Bartlesville Beautiful

- A. The Keep Bartlesville Beautiful committee (hereinafter referred to as "KBB") is hereby established as a city government committee.
- B. KBB shall operate under the provisions set forth in the City Code, Article III Division 9, and these ordinances.

Section 4: Purpose of Keep Bartlesville Beautiful

The purpose of KBB shall be to lead, coordinate, and promote beautification efforts within Bartlesville, Oklahoma. The committee shall work towards enhancing the aesthetic appeal of the city, promoting sustainability, and fostering community engagement through collaborative initiatives, education, and advocacy.

Section 5: Composition of Keep Bartlesville Beautiful

- A. KBB shall consist of seven (7) members appointed by City Council representing various city departments, community organizations, local businesses, and residents from within the City limits.
- B. The committee shall include the Community Development Director, one Council representative, a member from the Park Board, and four (4) representatives appointed by City Council.

- C. KBB shall have a Committee comprising the Chair, Vice-Chair, Volunteer Coordinator, Event and Education Coordinator, and Marketing Coordinator.

Section 6: Term, vacancies, compensation, and meetings

- A. The term of office of the four (4) representatives appointed by City Council shall be three (3) years and until each member's successor in office has been appointed and qualified.
- B. Any vacancy that may occur for any reason may be filled for the unexpired term in the same manner as the original appointment.
- C. No consideration for services shall be allowed to any member thereof. Meetings of the KBB shall be in accordance with all open meeting laws.
- D. KBB shall hold regular monthly meetings as set by the committee. The Chairman may call special meetings.

Section 7: Duties and Powers of Keep Bartlesville Beautiful

- A. KBB shall actively engage in strategic planning, identifying beautification projects, and developing programs to enhance the city's visual appeal.
- B. The committee shall coordinate volunteer efforts, publicize success stories, and collaborate with local organizations to maximize community engagement in beautification, maintenance, and clean-up activities.
- C. KBB shall have the authority to solicit and accept funds, grants, donations, and other financial resources to support its beautification initiatives, subject to City Council approval.

Section 8: Reporting

KBB shall report to the City Council on its activities, progress, and financial status annually or as requested by the City Council.

Section 9: Effective Date

This ordinance shall take effect immediately upon passage and approval.

Section 10: Severability

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application.

APPROVED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR OF THE CITY OF BARTLESVILLE THIS 1st DAY OF JUNE 2020.

Dale Copeland, Mayor
City of Bartlesville

Jason Muninger, CFO/City Clerk
City of Bartlesville

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Corrective Zoning Ordinance for the Arcadian Housing Development Project.

Attachments:

- (1) Ordinance 3567
- (2) PUD and Site Development Plan Applications
- (3) Corrective Ordinance

II. STAFF COMMENTS AND ANALYSIS

Ordinance 3567 was adopted by City Council on March 6, 2023, pursuant to the approval of applications from developer/property owner Arcadian Housing, LP to amend an existing Planned Unit Development (PUD) and an associated Site Development Plan (Case Nos.

PUD-0123-0025/26) on property in the Oak Wood Addition.

The legal description in Ordinance 3567 was based on the legal description included in the PUD application. The application omitted one lot owned by the developer (Lot 1, Block 2), and included two lots not owned by the developer (Lots 9 and 10, Block 2). The Site Development Plan application did include Lot 1, Block 2, therefore it is part of the overall project as approved March 6th, 2023. The applications are attached with staff markup for reference. Ordinance 3567 also has a typographical error in the zoning district that reads C-5 instead of RS-7.

The legal description in this proposed Ordinance includes Lot 1, Block 2 and does not include Lots 9 and 10, Block 2. The zoning district is also corrected to read as RS-7. This Ordinance is intended to be corrective by replacing Ordinance 3567.

III. RECOMMENDED ACTION

Adopt ordinance as presented.

ORDINANCE NO. 3567

AN ORDINANCE AMENDING THE LAND USE AND ZONING MAP OF THE CITY OF BARTLESVILLE, AND AMENDING THE ZONING MAP ON FILE IN THE OFFICE OF THE CITY CLERK OF THE CITY OF BARTLESVILLE BY CHANGING THE BOUNDARY OF THE USE DISTRICT SO THAT CERTAIN AREAS HEREIN DESCRIBED AND LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF BARTLESVILLE, OKLAHOMA SHALL BE CHANGED FROM RS-7/PUD TO RS-7/PUD AMENDED AND ACKNOWLEDGING THE APPROVAL OF A SUPPLEMENTAL DESIGNATION PLANNED UNIT DEVELOPMENT (CASE NO. PUD-0123-0025/26).

WHEREAS, a petition was heretofore filed with the Planning Commission of the City of Bartlesville requesting that the real estate hereinafter described, located in the City of Bartlesville, be rezoned from RS-7/PUD to RS-7/PUD Amended and materials were submitted relative to a certain supplemental designation Planned Unit Development and Site Development Plan relative to all of the real property hereinafter described; and

WHEREAS, the Bartlesville City Planning Commission considered said request at a public hearing on February 28, 2023, and following public input and discussion, submitted its report to the City Council with a recommendation and approval of RS-7/PUD zoning and supplemental designation Planned Unit Development; and

WHEREAS, after receipt of said report recommending approval of the request with conditions, the City Council thereafter gave due public notice of hearing to be held relative to said proposed changes, which notice stated the nature and purpose of said proposed changes, gave the time and place of said hearing and stated where copies of the proposed changes were available for inspection prior to the time of said hearing; and

WHEREAS, on March 6, 2023, said hearing was duly held by the City Council; and

WHEREAS, on March 6, 2023 said City Council approved said rezoning and supplemental designation planned unit development.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BARTLESVILLE, OKLAHOMA:

Section 1. That the land use and zoning map of the City of Bartlesville approved by the City Council on December 19, 1966, on file in the office of the City Clerk of the City of Bartlesville, Oklahoma, be and the same is hereby amended by re-establishing the boundary of the use districts so that the following described real estate located in the City of Bartlesville, County of Washington, Oklahoma, containing 30 acres, more or less, be rezoned from RS-7/PUD to C-5/PUD Amended:

Lots 9-12 & 14-22 in Block 1, Lots 7-28 in Block 2, Lots 1-28 in Block 3, Lots 1-12 in Block 4, Lots 1-22 in Block 6, Lots 20-31 in Block 7- Oakwood Addition, Bartlesville, OK, Washington County.

Section 2. That the PUD pertaining to Case No. PUD-0123-0025/26 relative to all of the real property heretofore described is hereby approved with the following conditions:

1. Landowner/developer is required to have 100% brick / masonry cladding on the first floor of all houses, and the second floor cladding / siding must be non-vinyl, fiber cement siding, such as Hardie Plank siding.

I-2023-001638 Book 1208 Pg 931
03/09/2023 3:49pm Pg 0931-0932
Fee: \$20.00 Doc: \$0.00
Annette Smith - Washington County Clerk
State of Oklahoma



2. Recreational vehicles and boats are prohibited from being parked or stored on front driveways.

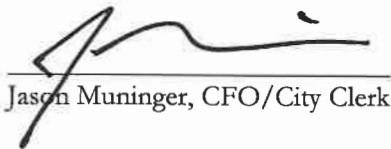
Section 3. That the materials submitted in connection with the case are hereby approved and adopted and are incorporated herein by reference.

PASSED by the City Council and **APPROVED** by the Mayor of the City of Bartlesville, Oklahoma this 6th day of March, 2023.



Dale Copeland, Mayor

ATTEST:


Jason Muninger, CFO/City Clerk

VOTE:

MR. ROSZEL	<input checked="" type="radio"/> aye	<input type="radio"/> no
MR. DORSEY	<input checked="" type="radio"/> aye	<input type="radio"/> no
MS. ROANE	<input checked="" type="radio"/> aye	<input type="radio"/> no
VICE MAYOR CURD	<input checked="" type="radio"/> aye	<input type="radio"/> no
MAYOR COPELAND	<input checked="" type="radio"/> aye	<input type="radio"/> no

CITY OF BARTLESVILLE
401 S JOHNSTONE
BARTLESVILLE, OK 74003

I-2023-001638 Book 1208 Pg 932
03/09/2023 3:49pm Pg 0931-0932
Fee: \$20.00 Doc: \$0.00
Annette Smith - Washington County Clerk
State of Oklahoma

ARCADIAN HOUSING

Application to Amend or Abandon a Previously Approved
Planned Unit Development

Exhibit #1



Case No:	PUD-0123-0025
Date Received:	1/27/2023
BCPC Hearing Date:	2/28/2023
City Council Hearing Date:	N/A

APPLICATION TO AMEND OR ABANDON A PREVIOUSLY APPROVED PLANNED UNIT DEVELOPMENT

NAME OF APPLICANT: Arcadian Housing DAYTIME PHONE: 580.226.0416

GENERAL INFORMATION AND REQUIREMENTS: ATTACH THE FOLLOWING INFORMATION WITH THE APPLICATION EITHER IN SUPPLEMENTAL TEXT OR DRAWING FORM:

- | | |
|---|--|
| <input type="checkbox"/> Acres
<input type="checkbox"/> General Surrounding Area
<input type="checkbox"/> General Location of Streets
<input type="checkbox"/> Proposed Land Uses, Building and Structures | <input type="checkbox"/> Character of Development
<input type="checkbox"/> Schedule of Development
<input type="checkbox"/> Density of Development
<input type="checkbox"/> Topographic Information |
|---|--|

REASON FOR PROPOSED AMENDMENT OR ABANDONMENT: Arcadian Housing, LP is requesting approval of an amendment to the current Planned Unit Development to allow a new Low Income Housing Tax Credit Development of 100 single family homes to be built in the Oak Wood Addition located in Bartlesville, Oklahoma.

SITE LOCATION Vacant Land North of Palmetto Drive Bartlesville, OK

SITE ADDRESS TBD

LEGAL DESCRIPTION Lots 9-12 & 14-22 in Block 1, Lots 7-28 in Block 2, Lots 1-28 in Block 3, Lots 1-12 in Block 4, Lots 1-22 in Block 6, Lots 20-31 in Block 7- Oakwood Addition, Bartlesville, OK, Washington County.

RECORD OWNER Arcadian Housing, LP

PRESENT ZONING RS-7/PUD PROPOSED ZONING RS-7/PUD

PRESENT USE Vacant Land PROPOSED USE New Construction

AS APPLICANT, WHAT IS YOUR INTEREST IN THIS PROPERTY?

- Present Owner
 Purchaser
 Attorney for Owner
 Other

I certify that the submitted information is true and correct.

NAME: Lance A. Windel

ADDRESS 600 S. Washington St. Ardmore, OK 73401

SIGNATURE (APPLICANT)

SIGNATURE (PROPERTY OWNER IF NOT APPLICANT) _____

THE FOLLOWING ITEMS ARE ATTACHED:

Attached

ARCADIAN HOUSING

Application for Site Development Plan Approval

Exhibit #1



Case No:	PUD-0123-0026
Date Received:	1/27/2023
BCPC Hearing Date:	2/28/2023
City Council Hearing Date:	N/A

APPLICATION FOR SITE DEVELOPMENT PLAN APPROVAL

APPLICANT INFORMATION

Name of Applicant Arcadian Housing Daytime Phone 580.226.0416

Applicant Email Address Melody@lwdevelopment.net

Address of Applicant 600 S.. Washington St. Ardmore, OK 73401

Record Owner Arcadian Housing, LP

As Applicant, what is your interest in this property?

- present owner
 purchaser (attach copy of contract for purchase)
 attorney for owner
 representative for owner
 other

SITE INFORMATION


General Location Vacant land north of Palmetto Drive in Bartlesville, OK

Address and Legal Description See Attached Exhibit #2.

Total acreage <u>20</u>	Zoning District <u>RS-7/PUD</u>
Present Use <u>Vacant Land</u>	Proposed Use(s) <u>New Construction</u>
Adjacent Zoning: North <u>RS-7/PUD</u>	South <u>RS-7/PUD</u> East <u>RS-7/PUD</u> West <u>RS-7/PUD</u>
Adjacent Land Use: North <u>Residential</u>	South <u>Residential</u> East <u>Residential</u> West <u>Residential</u>

THE FOLLOWING ITEMS ARE ATTACHED:

- Two (2) copies of the Site Development Plan on 24" x 36" paper, drawn to scale,
- Two (2) copies of the Plan no larger than 11" x 17" in size for reproduction purposes,
- An electronic copy of the plan in PDF file format,
- Application fee of \$100.00, and
- One (1) set of self-stick mailing labels, either typed or legibly printed, of names and addresses of all property owners within 300-feet (or greater as may be required by Community Development Director) of the perimeter boundary of the property.

SIGNATURE (Applicant) 

SIGNATURE (Property Owner if not Applicant) _____

ARCADIAN HOUSING

Address and Legal Description

Exhibit #2

Arcadian Housing – Legal Description

Lots 9, 10, 11, and 12 Block 1, Lots 14, 15, 16, 17, 18, 19, 20, 21, and 22 Block 1, Lot 1 Block 2, Lots 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, and 28 Block 2, Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, and 28 Block 3, Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12 Block 4, Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, and 22 Block 6, Lots 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31 Block 7, Oak Wood Addition, Bartlesville, Washington County, Oklahoma.

Staff note: Lots 9 & 10 are not owned by the developer and should not have been included in the applications. They were not included on the original Development Agreement, but they were inadvertently included on the Ordinance.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE LAND USE AND ZONING MAP OF THE CITY OF BARTLESVILLE, AND AMENDING THE ZONING MAP ON FILE IN THE OFFICE OF THE CITY CLERK OF THE CITY OF BARTLESVILLE BY CHANGING THE BOUNDARY OF THE USE DISTRICT SO THAT CERTAIN AREAS HEREIN DESCRIBED AND LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF BARTLESVILLE, OKLAHOMA SHALL BE CHANGED FROM RS-7/PUD TO RS-7/PUD AMENDED AND ACKNOWLEDGING THE APPROVAL OF A SUPPLEMENTAL DESIGNATION PLANNED UNIT DEVELOPMENT (CASE NO. PUD-0123-0025/26).

WHEREAS, a petition was heretofore filed with the Planning Commission of the City of Bartlesville requesting that the real estate hereinafter described, located in the City of Bartlesville, be rezoned from RS-7/PUD to RS-7/PUD Amended and materials were submitted relative to a certain supplemental designation Planned Unit Development and Site Development Plan relative to all of the real property hereinafter described; and

WHEREAS, the Bartlesville City Planning Commission considered said request at a public hearing on February 28, 2023, and following public input and discussion, submitted its report to the City Council with a recommendation and approval of RS-7/PUD zoning and supplemental designation Planned Unit Development; and

WHEREAS, after receipt of said report recommending approval of the request with conditions, the City Council thereafter gave due public notice of hearing to be held relative to said proposed changes, which notice stated the nature and purpose of said proposed changes, gave the time and place of said hearing and stated where copies of the proposed changes were available for inspection prior to the time of said hearing; and

WHEREAS, on March 6, 2023, said hearing was duly held by the City Council; and

WHEREAS, on March 6, 2023 said City Council approved said rezoning and supplemental designation planned unit development; and

WHEREAS, on March 6, 2023, Ordinance 3567 was adopted pursuant to said approval with an error in the legal description and zoning district that this Ordinance is intended to correct.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BARTLESVILLE, OKLAHOMA:

Section 1. That the land use and zoning map of the City of Bartlesville approved by the City Council on December 19, 1966, on file in the office of the City Clerk of the City of Bartlesville, Oklahoma, be and the same is hereby amended by re-establishing the boundary of the use districts so that the following described real estate located in the City of Bartlesville, County of Washington, Oklahoma, containing 30 acres, more or less, be rezoned from RS-7/PUD to RS-7/PUD Amended:

Lots 9-12 & 14-22 in Block 1, Lots 1, 7, 8 & 11-28 in Block 2, Lots 1-28 in Block 3, Lots 1-12 in Block 4, Lots 1-22 in Block 6, Lots 20-31 in Block 7- Oak Wood Addition, Bartlesville, OK, Washington County.

Section 2. That the PUD pertaining to Case No. PUD-0123-0025/26 relative to all of the real property heretofore described is hereby approved with the following conditions:

1. Landowner/developer is required to have 100% brick / masonry cladding on the first floor of all houses, and the second floor cladding / siding must be non-vinyl, fiber cement siding, such as Hardie Plank siding.

2. Recreational vehicles and boats are prohibited from being parked or stored on front driveways.

Section 3. That the materials submitted in connection with the case are hereby approved and adopted and are incorporated herein by reference.

PASSED by the City Council and **APPROVED** by the Mayor of the City of Bartlesville, Oklahoma this 4th day of December, 2023.

Dale Copeland, Mayor

ATTEST:

Jason Muninger, CFO/City Clerk