



**REGULAR MEETING OF THE
BARTLESVILLE CITY COUNCIL**

**Tuesday, September 2, 2025
5:30 p.m.**

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

**James S. Curd, Jr., Mayor
918-338-4282**

AGENDA

- 1. Call to order the business meeting of the Bartlesville City Council by Mayor Curd.**
- 2. Roll Call and Establishment of a Quorum.**
- 3. Invocation by Dr. Rod MacIvane, Pastor, Grace Community Church.**
- 4. Public Comments on Agenda Items.**
- 5. City Council Announcements and Proclamations.**
 - Constitution Week September 15-22, 2025.
 - Commendations for Service to the Community presented by Mayor Curd and Councilmember Kirkpatrick.
- 6. Authorities, Boards, Commissions and Committees**
 - One opening on the Bartlesville Area History Museum Trust Authority
 - One opening on the Bartlesville Convention and Visitors Bureau Board of Directors
 - Two openings on the White Rose Cemetery Board
- 7. Consent Docket**
 - a. Approval of Minutes**
 - i. The Regular Meeting Minutes of August 4, 2025.
 - b. Approval and/or Ratification of Appointments and Reappointment to Authorities, Board, Commissions, and Committees.**
 - i. Reappointment of Ms. Melanie Bayles to an additional three-year term on the Street and Traffic Committee at the recommendation of Councilman East.
 - ii. Appointment of Ms. Jackie Jimenez to a three-year term on the Bartlesville Library Trust Authority at the recommendation of Councilman East.
 - iii. Reappointment of Ms. Rosie Swindell and Ms. Joanie Elmore to additional three years each on the White Rose Cemetery Board at the recommendation of Mayor Curd.
 - c. Approval of Resolutions**
 - i. Amending the budget of the City of Bartlesville for fiscal year 2025-26 appropriating funds from the Bartlesville Development Authority (BDA) for the Bartlesville Municipal Airport.
 - ii. Amending the budget of the City of Bartlesville for fiscal year 2025-26 appropriating grant funds from the Oklahoma Department of Aerospace and Aeronautics (ODAA) for the Bartlesville Municipal Airport for the Apron Paving.

- iii. Amending the budget of the City of Bartlesville for fiscal year 2025-26 appropriating grant funds from the Oklahoma Department of Aerospace and Aeronautics (ODAA) for the Bartlesville Municipal Airport for the Airport Hangar.
- d. **Approval and Ratification of Agreements, Contracts, Engagement Letters, Grant Applications, Leases, MOU's, Ordinances, Proposals and Task Orders.**
 - i. Service Agreement between Bartlesville Independent School District #30 (BPS) and the Bartlesville Police Department providing policing services-10 School Resource Officers (SROs) with BPS paying 75% of the average sum of salaries of nine, one at no cost to BPS, and one for summer school at no cost to BPS.
 - ii. Contract for E911 Dispatch Services between the Washington County Board of County Commissioners and the City of Bartlesville Police Department.
 - iii. Agreement for Professional Services with Freese and Nichols, Inc. to provide updated land development regulations for the City of Bartlesville, in the amount of \$240,000.
 - iv. Agreement between James R. Nave, II and the City of Bartlesville, for the voluntary demolition of dilapidated structures on property addressed as 411 SW 9th Street, with expenses shared between City (maximum of \$3,000) and property owner.
 - v. Contract with Allstatelining LLC and the City of Bartlesville for improvements to the wastewater treatment plant flow equalization basin, in the amount of \$99,990.
 - vi. Professional Service Agreement with Kleinfelder, Inc. for construction testing services for the Operation Yard Equipment Sheds project, in the amount of \$18,800.
 - vii. Audit Engagement Letter for audit services with Ober and Littlefield Certified Public Accountants, PLLC, in the amount of \$35,000.
 - viii. Letter of Agreement with BKL, Inc. for a structural evaluation and design services to see if the Civitan Park shade canopy structure could be retrofitted with a hard top, in the amount of \$11,879.50.
- e. **Receipt and Acceptance of Report on Code Enforcement Appeals**
 - i. Danny Blackwood of the Code Enforcement Hearing Examiner's Order of Abatement in Case Nos. DS-0325-0384 and -0385 regarding the property at 1032 SW Oak Ave, legally described as Lot 12, Block 1, McCaleb Addition, Bartlesville, Washington County, Oklahoma.
 - ii. Jefferson B. Lee of the Code Enforcement Hearing Examiner's Order of Abatement in Case No. DS-0525-0398, regarding the property at 353 SE Waverly Ave., legally described as Lot 7, Block 3 of Pennington Hills Addition, Bartlesville, Washington County, Oklahoma.
- f. **Approval of Surplus City Property**
 - i. Retirement, surplus, and provision for K-9 Baron's adoption to K9 Hero Haven, a nonprofit 501(c)(3) volunteer organization in Danville, PA, that provides working dogs a place to retire.
 - ii. Surplus and dispose of a 2012 Combination Sewer Cleaner Truck.
- g. **Receipt of Bartlesville NEXT Progress Report**
 - i. Bartlesville NEXT Progress Report August 2025
- h. **Receipt of ALPR (Flock Cameras) Report**
 - i. ALPR Report for August 2025
- i. **Receipt of Financials**
 - i. Interim financials for one month ending July 31, 2025.
- j. **Receipt of Bids**
 - i. Bid No. 2025-2026-007 for Concrete

- ii. Bid No. 2025-2026-008 for Asphaltic Concrete & Aggregate Base
 - iii. Bid No. 2025-2027-009 for City Hall Renovations
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- 8. **Discuss and take possible action to award Bid No. 2025-2026-007 for Concrete. Presented by Mayor Curd.**
 - 9. **Discuss and take possible action to award Bid No. 2025-2026-008 Part I Asphaltic Concrete and Part II Aggregate Base. Presented by Mayor Curd.**
 - 10. **Discuss and take possible action to award Bid No. 2025-2026-009 City Hall Renovations. Presented by Councilman Kirkpatrick.**
 - 11. **Acceptance of Annual Financial Statements and Independent Auditors Report for the year ending June 30, 2023. Presented by Jason Muninger, CFO/City Clerk.**
 - 12. **Unsheltered Homeless Task Force update. Presented by Rachel Showler, Vice Chairman, Unsheltered Homeless Task Force.**
 - 13. **Discuss and take possible action to allocate funding for the Unsheltered Homeless Task Force. Presented by Councilman Aaron Kirkpatrick.**
 - 14. **New Business.**
 - 15. **City Manager and Staff Reports.**
 - 16. **City Council Comments and Inquiries.**
 - 17. **Move to executive session pursuant to 25 O.S. Sec. 307(B)(2) to discuss negotiations concerning employees and representatives of employee groups.**
 - 18. **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 Tuesday, August 26, 2025.

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/>

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Cable Viewing on 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.



Official Proclamation

Constitution Week September 15-20, 2025

Whereas, The Constitution of the United States of American, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

Whereas, September 15, 2025 marks the 238th anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebration which will commemorate the occasion; and

Whereas, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 15 through 20 as Constitution Week.

Now therefore, I, James S. Curd, Jr., Mayor, City of Bartlesville, do hereby proclaim the week of September 15 through 20 as Constitution Week and ask our citizens to reaffirm the ideals of the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Bartlesville to be affixed this 2nd day of September in the year of our Lord, Two Thousand Twenty-Five.

James S. Curd, Jr., Mayor



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

Monday, August 4, 2025

5:30 p.m.

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

**James S. Curd, Jr., Mayor
918-338-4282**

MINUTES

**(The Notice of Meeting was posted December 15, 2024 and
the Agenda was posted July 29, 2025 at 5:30 p.m.)**

City Council in attendance was Mayor Jim Curd, Jr., Vice Mayor Trevor Dorsey, and Councilmembers Tim Sherrick, Larry East and Aaron Kirkpatrick.

City staff in attendance was Mike Bailey, City Manager; Laura Sanders, Assistant City Manager, Jess Kane, City Attorney; Jason Muninger, CFO/City Clerk; Micah Siemers, Director of Engineering; Fire Chief H.C. Call; Deputy Fire Chief Barry Campbell; Matt McCollough, Director of IT; Robin Betts, Director of Human Resources; Tammy Hudgins, Accounts Receivable Supervisor; Alicia Shelton, Accounting and Finance Supervisor; Kelsey Walker, Communications and Marketing Manager; Steve Roper, Engineering; Deputy Police Chiefs Troy Newell and Andrew Ward; Police Captain Elkins; Officer Burdick, Security; and Elaine Banes, Executive Assistant.

- 1. The business meeting of the Bartlesville City Council was called to order by Mayor Curd at 5:30 p.m.**
- 2. Roll Call was conducted a quorum established.**
- 3. Invocation by Errol Hada, Lighthouse Ministries.**
- 4. Public Comments on Agenda Items.**
 - Lachelle Griffin – (Agenda Item 7.d.xii. Airport Hangar MOU): Opposed \$1/year lease to BDA without valuation, and questioned that there were no reporting requirements, no public tenant selection process, and no clear accountability if it underperforms; (Agenda Item 7.d.ix. Task Order 7): She noted lack of cost-benefit analysis and prioritization documentation for ODAA and Park Hill projects; (Agenda Item 7.g.i. Flock Camera Reports): she noted no privacy policy, no audit procedure, or and no public discussion on how the technology is governed. She criticized placing key vendor agreements on the consent agenda without public review, and requested that consent docket agenda items be unbundled, and to establish clear public accountability measures.
 - Homer Heffington – (Agenda Item 7.f.) he supports progress and cultural events celebrating diversity; expressed personal reservations about LGBTQ+ pride events, viewing them as protest-focused, while reaffirming love and acceptance for family members; and commended the Council for avoiding reactionary decisions.
 - Michael Newman – (Agenda Item 13.) He warned of severe fire and safety hazards from faulty wiring and poor conditions in the structure. He noted that such conditions would not be tolerated in other neighborhoods and urged equal enforcement of property maintenance codes.
 - Bob Pomeroy – (Agenda Item 7.d.xii.) He supported BDA Initiatives, and praised the BDA for bringing jobs, retail businesses, and tax revenue to the community. He feels the airport hangar project is a valuable public asset, and this project requires no City funds.

- John Hensley – (Agenda Items 7.g. 11., and 14.) He recommended publishing the flock camera audit and Polco survey results. He also requested disclosure of costs for collective bargaining agreement.

5. City Council Announcements and Proclamations.

There were no announcements or proclamations.

6. Authorities, Boards, Commissions and Committees

- One opening on the Bartlesville Area History Museum Trust Authority
- One Opening on the Bartlesville Library Trust Authority
- Two openings on the White Rose Cemetery Board

7. Consent Docket

a. Approval of Minutes

- i. The Regular Meeting Minutes of July 7, 2025.

b. Approval and/or Ratification of Appointments and Reappointment to Authorities, Board, Commissions, and Committees.

- i. Appointment of Mr. Denis Doe to a three-year term on the Community Center Trust Authority at the recommendation of Councilman Sherrick.
- ii. Reappointment of Mr. Jay Webster and Mr. Ryan Reynolds to additional three-year terms on the Community Center Trust Authority at the recommendation of Councilman Sherrick.

c. Approval of Resolutions

- i. Amending the budget of the City of Bartlesville for Fiscal Year 2024-2025 appropriating unbudgeted revenue for the Health Insurance Fund.
- ii. Amending the budget of the City of Bartlesville for Fiscal Year 2024-2025 appropriating unanticipated revenue for the Municipal Airport Fund.

d. Approval and Ratification of Agreements, Contracts, Engagement Letters, Grant Applications, Leases, MOU's, Ordinances, Proposals and Task Orders.

- i. Ordinance amending the Employee Defined Benefits Contribution Plan.
- ii. Software Agreement between the City of Bartlesville and Velocity EHS for electronic maintenance of the City's safety data sheets, in the amount of \$6,944.64.
- iii. Claim voucher for the Oklahoma Department of Libraries (ODL) grant LITDEV400-24, previously accepted in June 2025-this form is required by ODL to reimburse the funds to the City, in the amount of \$219.40.
- iv. Membership agreement between Amigos Library Services and Bartlesville Public Library/City of Bartlesville in the amount of \$500.
- v. Interlocal Agreement between the Board of County Commissioners of Washington County, Oklahoma and the City of Bartlesville to provide the cooperating agencies with aerial surveys through oblique georeferenced imagery provided by Pictometry International Corp., in the amount of \$7,378.00 annually.
- vi. Service Contract and Statement of Work from Invoice Cloud for online utility payments and processing, with budgetary impact based on customer usage.
- vii. Agreement (three-year) between the City of Bartlesville and Bixby Telecom (BTC) to support the City's telecommunications infrastructure, replacing the existing AT&T lines at the dispatch center while continuing to utilize the current equipment.
- viii. Task Order No. 6 to the Master Service Agreement with Parkhill, Smith and Cooper for Airport Consulting Services, covered by grants through the Bartlesville Development Authority.

- ix. Task Order No. 7 to the Master Services Agreement with Parkhill, Smith and Cooper for Airport Consulting services, 40% reimbursable through an ODAA grant and the remaining 60% funded by the Bartlesville Development Authority.
 - x. Grant application to the Oklahoma Department of Aerospace and Aeronautics, for ODAA BVA-26H-S, to provide 40% funding for hangar bid items within Bid No. 2025-2026-005 Construct Box Hangar.
 - xi. Grant application to the Oklahoma Department of Aerospace and Aeronautics, for ODAA BVO-26-S, to provide 95% funding for paving bid items within Bid No. 2025-2026-005 Construct Box Hangar.
 - xii. Memorandum of Understanding between the Bartlesville Development Authority (BDA) and the City of Bartlesville for reimbursement of construction cost and expenses of a hangar at the Bartlesville Municipal Airport in exchange of a long-term lease agreement of the hangar from the City to the BDA for nominal rent of \$1.00 per year.
- e. **Receipt of Report of Findings Regarding an Appeal**
 - i. Summary report regarding call for services at 353 SE Waverly Ave., Bartlesville, Oklahoma.
 - f. **Receipt of Bartlesville NEXT Progress Report**
 - i. Bartlesville NEXT Progress Report July 2025
 - g. **Receipt of ALPR (Flock Cameras) Report**
 - i. ALPR Report for July 2025
 - h. **Receipt of Financials**
 - i. Interim financials for twelve months ending June 30, 2025.
 - i. **Receipt of Bids**
 - i. Bid No. 2025-2026-004 for N. Sunset Blvd. Bridge over Butler Creek
 - ii. Bid No. 2025-2026-006 for 2023 G.O. Bond Asphalt Street Rehabilitation

Mayor Curd provided the consent docket on a PowerPoint slide and referred citizens to the agenda where every item was listed. He asked the Council if there were any items to be pulled for discussion. Mr. East pulled Agenda Item 7.c.i., Mr. Kirkpatrick pulled Agenda Items 7.d.xii. and 7.g. and Mayor Curd pulled Agenda Item 7.h.

Vice Mayor Dorsey moved to approve the Consent Docket with the exception of Agenda Items 7.c.i., 7.d.xii., 7.g., and 7.h, seconded by Mr. Kirkpatrick.

Voting Aye: Mr. Sherrick, Mr. East, Mr. Kirkpatrick, Vice Mayor Dorsey, Mayor Curd
 Voting Nay: None
 Motion: Passed

Agenda Item 7.c.i. Amending the budget of the City of Bartlesville for Fiscal Year 2024-2025 appropriating unbudgeted revenue for the Health Insurance Fund.

Mr. East inquired about the need for reappropriating this amount. Mr. Muninger reported that prescription drug costs, especially GLP-1 medications have increased sharply to \$1.2 million annually. The City is self-funded therefore this increase required additional funds in the Health Insurance Fund to balance the Internal Service Fund. He added there was no impact on services, and that future cost-control strategies are currently in development.

Agenda Item 7.d.xii. Memorandum of Understanding between the Bartlesville Development Authority (BDA) and the City of Bartlesville for reimbursement of construction cost and expenses of a hangar at the Bartlesville Municipal Airport in exchange of a long-term lease agreement of the hangar from the City to the BDA for nominal rent of \$1.00 per year.

Mr. Kirkpatrick invited Chris Batchelder, Vice President of the Bartlesville Development Authority, to provide information about the proposed MOU. Mr. Batchelder reported that a lease is required by FAA/ODAA rules; the City is required to own the facility; the BDA funds 60%, State grant funds 40%.; the BDA will manage and sublease the hangar; revenues are reinvested in economic development; and how the project is backed by market analysis showing a strong demand. He concluded that there have already been inquiries from interested parties in the hangar.

Agenda Item 7.g.i. ALPR Report for July 2025

At Mr. Kirkpatrick's request, Police Chief Ickleberry reported that the public portal provides anonymized access data; that license plates and sensitive data is removed for privacy; and that camera relocations to comply with the City ordinance is expected to be complete within four weeks.

Agenda Item 7.h.i. Interim financials for twelve months ending June 30, 2025.

At Mayor Curd's request, Mr. Muninger reported that in regard to the fiscal year ending June 30, the General Fund, sales tax was +1.6% over budget; use tax was +10% over budget. He reviewed Investment Income, Wastewater, Water and Sanitation Funds stating that all are doing well. He concluded that conservative budgeting provided for year-end flexibility.

Vice Mayor Dorsey moved to approve Items 7.c.i., 7.d.xii., 7.g.i. and 7.h.i., seconded by Mr. East.

Voting Aye: Mr. East, Mr. Kirkpatrick, Vice Mayor Dorsey, Mr. Sherrick, Mayor Curd

Voting Nay: None

Motion: Passed

8. Discuss and take possible action to award Bid No. 2025-2026-004 for N. Sunset Blvd. Bridge over Butler Creek. Presented by Councilman Kirkpatrick.

Mr. Kirkpatrick provided the bid information. Mr. Roper, project engineer for the City, provided information as well and a brief discussion covered the pedestrian bridge portion of the project which funding will be considered at a later date; the bridge deck; scheduling two separate contractors for the project; and how the project could begin as early as September.

Mr. Kirkpatrick moved to award Bid No. 2025-2026-004, base bid only, to Bright Lighting, Inc., Tulsa, OK, in the amount of \$2,104,434.32, seconded by Vice Mayor Dorsey.

Voting Aye: Mr. Kirkpatrick, Vice Mayor Dorsey, Mr. Sherrick, Mr. East, Mayor Curd

Voting Nay: None

Motion: Passed

9. Discuss and take possible action to award Bid No. 2025-2026-005 for Construct Box Hangar for the Bartlesville Municipal Airport. Presented by Councilman Kirkpatrick.

Mr. Kirkpatrick provided the bid information. A brief discussion covered Koehn Construction Services, their qualifications; and the ODAA, the grants they are providing and what a great partner they are and have been in the development of the City's airport.

Mr. Kirkpatrick moved to award Bid No. 20225-2026-005; ODAA BVO-26-HS; ODAA BVO-26-S to Koehn Construction Services, Fredonia, KS, in the amount of \$5,011,059.66, seconded by Vice Mayor Dorsey.

Voting Aye: Vice Mayor Dorsey, Mr. Sherrick, Mr. East, Mr. Kirkpatrick, Mayor Curd
Voting Nay: None
Motion: Passed

10. Discuss and take possible action to award Bid No. 2025-2026-006 for 2023 G. O. Bond Asphalt Street Rehabilitation. Presented by Councilman East.

Mr. East provided the bid information. A brief discussion covered how Brent Bell Construction is a good company and has completed several projects in the community; and how evenly the rehabilitation plan has been spread throughout the City.

Mr. East moved to award Bid No. 2025-2026-006 to Brent Bell Construction, LLC, base bid and add-alternate bid, in the mount of \$1,446,661.87, seconded by Mr. Kirkpatrick.

Voting Aye: Mr. Sherrick, Mr. East, Mr. Kirkpatrick, Vice Mayor Dorsey, Mayor Curd
Voting Nay: None
Motion: Passed

11. Presentation by Polco (Policy Confluence) Inc. regarding a communitywide survey conducted in March/April 2025. Presented by Kelsey Walker, Marketing and Communications Manager.

Ms. Walker introduced Jason Neumeyer, Director of Survey Research, Polco, who provided the presentation. He starting by noting the City's strategic goal of gathering meaningful resident feedback to assess satisfaction, evaluate services, and guide future planning. The City contracted Polco to conduct the National Community Survey (NCS) in Bartlesville, a nationally benchmarked, statistically valid survey used nationwide. The survey process was conducted in Spring 2025, mailed to 3,500 randomly selected households with a postcard invitation followed by reminder mailing. Residents could respond online, via QR code, or request paper copies. 390 responses were received (12% response rate, $\pm 5\%$ margin of error) and responses were weighted for demographic representation using Census and ACS data. A separate open-participation survey received 481 responses; results reported separately. The National Benchmark Comparisons as follows: 123 survey items measured; 3 higher than national average; 93 similar to national average; 27 lower than national average.

Mr. Neumeyer reported key findings:

1. Government Performance – 70% rated customer service as excellent/good; public information, respect, and honesty rated similarly to national averages.
2. Safety – 90% felt safe in neighborhoods and downtown during the day; fire and EMS services received high marks.
3. Local Economy – Business quality and downtown vibrancy rated moderately; economic health and business variety below benchmarks.
4. Health & Wellness – Opportunities rated below national averages; mental health care access rated lowest (~30% positive).
5. Mobility – Travel by car rated highly; public transit access and use well below benchmarks.
6. Education & Recreation – Library services highly rated; recreation programming and facilities below benchmarks.

Custom survey questions concluded there was high support for securing future water supply (90% for 50 years; 80% for 100 years), and top five-year priorities are homelessness reduction, public safety, infrastructure improvements, attainable housing, and child care solutions.

Discussion covered the importance of tracking trends over time; interest in using the “gap chart” to align resource allocation with community priorities; observed that recreation programming interest did not match traditional program priorities (e.g., youth sports); and all agreed the data would be valuable for upcoming planning retreats and decision-making.

12. Unsheltered Homeless Task Force Update. Presented by Rachel Showler, Task Force Member.

Councilman and Task Force Chairman Kirkpatrick reported that the Task Force is planning a Helping Organizations Summit for October 22, 11:00 a.m.–1:00 p.m. at Tri-County Tech. The goal of the summit is to bring together shelters, food distribution organizations, churches, counseling agencies, and other service providers to share resources and findings. It will be open to the public, but targeted to organizations who assist the homeless unsheltered on a regular basis.

13. Discuss and take possible action on an appeal by Jefferson B. Lee of the Hearing Examiner’s Order of Abatement for demolition and removal of dilapidated structure at 353 SE Waverly Ave., legally described as Lot 7, Blk 3 Pennington Hills Addition, Bartlesville, Washington County, Oklahoma (Code Enforcement Case Number DS-0525-0398). Presented by Greg Collins, Special Project Manager, Community Development.

Mr. Collins provided the staff report and findings beginning May 9, 2025. The property was investigated after a police complaint; multiple municipal code violations documented, including severe structural damage, electrical hazards, plumbing failures, infestation, and unsanitary conditions. Three children were removed by DHS due to unsafe living conditions. June 11, 2025, the hearing examiner declared the structure dilapidated and unsafe, and ordered demolition within 30 days. Additional information regarding inspection findings and police call history was provided: Inspection Findings: Missing/damaged studs; structural stability concerns, overloaded circuits; exposed wiring and plumbing, broken roof, siding, and windows; moisture intrusion, with 37 significant code violations identified by Building Inspector. Police Call History: 142 service calls since December 2020, including domestic disturbances, assaults, burglaries, and nuisance reports.

The appellant, Mr. Lee, attributed damage to adopted nephews with violent behavioral issues. He reported willingness of DHS, Youth Villages, and Cherokee Nation to assist with repairs if the demolition order is lifted. He also reported that he has a Proposed Deed in Lieu of Foreclosure to transfer property to lender, allowing the bank to rehabilitate the home. The Council and the appellant discussed, at length, his situation with his nephews, his job status, where the family would live if removed from the structure, and the efforts he has made to-date to keep it from being demolished. Further discussion among the Council covered the consensus that the structure is unsafe for occupancy; demolition is warranted unless the property is transferred to the lender; an option identified of conditional rescission of demolition order upon execution of deed in lieu within 30 days; and bank ownership is expected to result in the securing and rehabilitation of the property.

Vice Mayor Dorsey moved to allow 30 days for appellant, Mr. Lee, to execute his Deed In Lieu Of Foreclosure to his mortgage company, and secure alternate housing, during which time City staff is to work with lender on abatement, and for staff to provide a report on the situation at the next Council meeting, seconded by Mr. East.

Voting Aye: Mr. East, Mr. Kirkpatrick, Vice Mayor Dorsey, Mr. Sherrick, Mayor Curd
Voting Nay: None
Motion: Passed

14. Discuss and take possible action to approve the Collective Bargaining Agreement between the City of Bartlesville and Fraternal Order of Police, Lodge 117 (the FOP), for Fiscal Year 2025-2026. Presented by Jess Kane, City Attorney.

Mr. Kane reported that negotiations have concluded with the FOP with the recommendation for the Council approval. The following changes were agreed upon: a two-and-a-half percent merit increase and two-and-a-half percent COLA, matching general employees, added differential pay for night shifts and specialized duties, and minor language updates coordinated with police command staff outside of formal negotiations. Mr. Kane stated his appreciation to the FOP for working with their administration at the police department as well as with he and City management.

Mr. Kirkpatrick moved to approve the Collective Bargaining Agreement as presented, seconded by Vice Mayor Dorsey.

Voting Aye: Mr. Kirkpatrick, Vice Mayor Dorsey, Mr. Sherrick, Mr. East, Mayor Curd
Voting Nay: None
Motion: Passed

15. Discuss and take possible action to amend the City Council's Leadership Statements. Presented by Mike Bailey, City Manager.

Mr. Bailey reported that this item should be presented by Councilman East as it was his amendments to the previously approved document that brings it back for amendment approval. Mr. Sherrick had also submitted suggested edits for grammatical improvements. The original and amended documents were included, as well as Mr. Kirkpatrick's input on Section 3, Quality of Life. All agreed the amended document was satisfactory.

Mr. East moved to approve the amended City Council Leadership Statement as discussed, seconded by Mr. Kirkpatrick.

Voting Aye: Vice Mayor Dorsey, Mr. Sherrick, Mr. East, Mr. Kirkpatrick, Mayor Curd
Voting Nay: None
Motion: Passed

16. New Business.

There was no new business.

17. City Manager and Staff Reports.

Mr. Bailey reported on the Pavement Preservation Project covering how weather, contractor issues, and phase sequencing has affected the process. Currently, the contractor is between Phase 2 (aggregate placement) and Phase 3 (sweeping loose aggregate and applying HA5 sealant). Phase 3 will involve 12-hour lane closures, though no property will be completely inaccessible. Phase 4 will involve restriping. He encouraged citizens to utilize the City newsletter, City Beat, or use the City's website to stay apprised of continued updates and planned road closures. Door-to-door notifications by the contractor for affected areas, particularly regarding trash collection adjustments, is underway. He reported the trash collection adjustments for this week. In response to Council questions, Mr. Bailey stated that the contractor is coordinating with Bartlesville Public Schools to avoid significant disruptions when school starts, as well as coordinating with USPS to adjust delivery methods in affected construction zones. He added that this new procedure and product has been educational, and will be evaluated as the project progresses and is finalized.

Mr. Bailey provided an update on the E Coli investigation and corrective actions. A positive test was traced to contamination within a sample station, not the water system. The investigation used hydro-excavation for removal, and the station's internal spigot lacked a \$2 protective cap, allowing debris entry and a contaminant identified as organic matter was found in the standpipe. He

confirmed that protective caps have been installed on all sampling stations, and new protocols are under development and will be shared with Council and public. The Oklahoma Department of Environmental Quality (ODEQ) is conducting an independent review. Mr. Bailey stated that in the future, earlier public communication is warranted when follow-up testing is ordered, and internal response will be escalated immediately upon initial contamination notification.

18. City Council Comments and Inquiries.

Mr. Kirkpatrick reported that Shavon Robles, Westside Community Center Director, and its volunteers, have been working with Mr. Blackwood on his dilapidated structure that was addressed by City Council at the July 7, 2025 Council meeting. The property has been secured, and Mr. Blackwood has agreed to removal of the structure. He stated his appreciation to the volunteers at WCC who assisted Mr. Blackwood with his property recognizing that the collaboration may well preserve a property for productive future use.

19. There being no further business to address, Mayor Curd adjourned the meeting at 8:16 p.m.

James S. Curd, Jr., Mayor

Jason Muninger, CFO/City Clerk



I. SUBJECT, ATTACHMENTS, AND BACKGROUND

A. SUBJECT:

Re-Appointment of Melanie Bayles to the Street and Traffic Committee at the recommendation of Councilman East.

II. STAFF COMMENTS AND ANALYSIS.

Ms. Bayles was appointed to the Street and Traffic Committee September, 2020 to fill the unexpired term of Bill Wientz which expired June, 2022. She was re-appointed and served a 3 year term on the committee which expired June, 2025. She is willing to serve another 3 year term.

Staff recommends the re-appointment of Ms. Bayles to the Street and Traffic Committee.



I. SUBJECT, ATTACHMENTS, AND BACKGROUND

City Council consideration for the appointment of Jackie Jimenez to the Bartlesville Library Trust Authority

II. STAFF COMMENTS AND ANALYSIS

I would like to recommend the appointment of Ms. Jimenez to the Library Trust Authority Board. She is employed with the Trust Company of Oklahoma, and is a licensed CPA in the state of Texas. She is also an active community volunteer.

IV. RECOMMENDED ACTION

Councilmember East and I recommend the appointment of Ms. Jimenez to the Bartlesville Library Trust Authority.

From: [Elaine Banes](#)
To: [Kiley N. Roberson](#); [Ward 2 Council](#)
Subject: FW: New submission from Application for City Boards, Commissions, Committees & Trust Authorities
Date: Monday, July 21, 2025 10:07:11 AM
Attachments: [image001.png](#)

Good morning,

Please see the application below for the opening on the BLTA for your consideration.

Thank you,

Elaine Banes
Executive Assistant
City of Bartlesville
401 S. Johnstone Ave.
Bartlesville, OK 74003
918-338-4282



From: City of Bartlesville <ian@bitbrilliant.com>
Sent: Monday, July 21, 2025 10:00 AM
To: Elaine Banes <rebanes@cityofbartlesville.org>
Subject: New submission from Application for City Boards, Commissions, Committees & Trust Authorities

CAUTION: External Source. THINK BEFORE YOU CLICK!

Please check the ones you wish to serve on:

- Bartlesville Library Trust Authority

Name

Jackie Jimenez

Residential Address

1316 Rockdale Road
Bartlesville, Oklahoma 74006
[Map It](#)

Home Phone

(830) 279-5318

Work Phone

(918) 744-0553

Cell Phone

(830) 279-5318

Email

jlynnjimz@gmail.com

Ward Number

2

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

I am currently employed with the Trust Company of Oklahoma, and am a licensed CPA in the state of Texas.

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

I have previously volunteered for Wayside Elementary School, St. John/St. James Catholic Church, and the Children's Musical Theatre of Bartlesville for the past 9 years.

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

I would like to see the trust authority create an outreach program not only for children, but adults and senior citizens.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take action to reappoint Rosie Swindell to a second term on the White Rose Cemetery Board. Ms. Swindell's first term expires on September 2025.

Discuss and take action to reappoint Joanie Elmore to her first term on the White Rose Cemetery Board. Mrs. Elmore has been filling a temporary vacancy on the board that expired on June 2025.

II. STAFF COMMENTS AND ANALYSIS

Both members are current active members on the White Rose Cemetery Board. They have proven to be valuable, vested members.

III. RECOMMENDED ACTION

Staff recommends the reappointment of both applicants to the White Rose Cemetery Board.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

A resolution amending the budget of the City of Bartlesville for fiscal year 2025-26 appropriating funds from the Bartlesville Development Authority (BDA) for the Bartlesville Municipal Airport.

Attachments:

A resolution amending the Budget for the City of Bartlesville for fiscal year 2025-2026. Appropriating Revenue for the Bartlesville Municipal Airport.

BDA MOU

II. STAFF COMMENTS AND ANALYSIS

The City of Bartlesville Municipal Airport has received \$3,021,619.66 from the BDA for the Airport Hanger design, construction and apron paving. The City has also received \$134,050 from the BDA for the Roadway/Utility/Sewer Lift Station design. These funds must be appropriated prior to their expense.

III. BUDGET IMPACT

Budgetary impact nets zero, \$3,155,669.66 increase in revenue and \$3,155,669.66 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 2025–2026, APPROPRIATING UNBUDGETED REVENUE FOR THE MUNICIPAL AIRPORT FUND.

WHEREAS, THE City of Bartlesville has received funds from the BDA in the amount of \$3,155,669.66; and

WHEREAS, the City of Bartlesville needs to appropriate \$3,155,669.66 of these revenues prior to their expenditure;

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

The Airport Dept (147) of the Municipal Airport Fund (240) shall be increased as follows:

Other Improvements (55930)	\$ 3,155,669.66
----------------------------	-----------------

APPROVED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR OF THE CITY OF BARTLESVILLE THIS 2nd DAY OF SEPTEMBER, 2025.

Mayor

Attest:

City Clerk

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is between the Bartlesville Development Authority, an Oklahoma public trust ("BDA") and City of Bartlesville, OK ("City"). The BDA and City shall collectively be referred to as the ("Parties").

WHEREAS, The BDA has developed initial plans to construct a Hangar to be located at the Bartlesville Municipal Airport and has received a grant from the State of Oklahoma for 40% of the expected construction costs of the hangar("the Hangar"); and

WHEREAS, a requirement of the grant for the construction of the Hangar is that the City own the Hangar upon construction of same; and

WHEREAS, the BDA and the City believe it is in the best economic interest of the City of Bartlesville, Oklahoma, for the Hangar to be constructed by the City on real property owned by the City and with construction cost and expenses of the Hangar being reimbursed to the City by the BDA in exchange for a long-term lease agreement of the Hangar from the City to the BDA for the nominal rent of \$1.00 per year;; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein :

1. City shall undertake to construct the Hangar be located at the Bartlesville Municipal Airport. In this regard, it is the understanding and agreement of the Parties that the City will own the real property upon which the Hangar is to be constructed. If necessary, the BDA agrees to transfer ownership of the real property upon which the Hangar is to be constructed at no cost to the City.

2. As and when the City receives invoices for engineering and construction costs of the Hangar, said invoices will be submitted to the BDA and the BDA will deliver to the City funds from the BDA in the invoiced amounts.

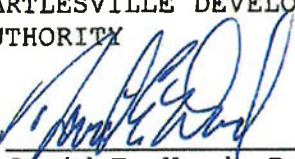
3. Upon completion of construction of the Hangar and upon the issuance of a Certificate of Occupancy by the City, the City will enter into a thirty (30) year term lease of the Hangar to the BDA with rent payable from the BDA to the City in the amount of \$1.00 per year. The BDA will be responsible for all operating expenses of the Hangar during the term of the lease, including but not

limited to all utility expenses of any kind or character, all insurance coverage, and all repair and maintenance expenses.

4. This Memorandum of Understanding represents good faith intentions of the Parties herein and is not to be considered legally binding agreement. Any transfer of real property from the BDA to the City, the construction specifications for the Hangar and the amount required to construct to the Hangar must be approved by the Board of Trustees of the BDA and by the City Council of the City. The terms of the lease of the Hangar contemplated hereby is also subject to approval of the Board of Trustees of the BDA and the City Council for the City.

IN WITNESS WHEREOF the Parties have executed this instrument the day and year first above written.

BARTLESVILLE DEVELOPMENT
AUTHORITY

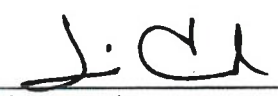
By 

David E. Wood, President

ATTEST


Bartlesville City Clerk

City of Bartlesville

By 

Jim Curd, Mayor



I. SUBJECT, ATTACHMENTS, AND BACKGROUND

A resolution amending the budget of the City of Bartlesville for fiscal year 2025-26 appropriating grant funds from the Oklahoma Department of Aerospace and Aeronautics (ODAA) for the Bartlesville Municipal Airport.

Attachments:

A resolution amending the Budget for the City of Bartlesville for fiscal year 2025-2026. Appropriating Grant Revenue for the Bartlesville Municipal Airport.

ODAA Grant Agreement

II. STAFF COMMENTS AND ANALYSIS

The City of Bartlesville Municipal Airport applied for and received a \$383,173 grant from the ODAA for the Airport Hanger Apron paving. These funds must be appropriated prior to their expense.

III. BUDGET IMPACT

Budgetary impact nets zero, \$383,173 increase in revenue and \$383,173 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 2025–2026, APPROPRIATING UNBUDGETED REVENUE FOR THE MUNICIPAL AIRPORT FUND.

WHEREAS, THE City of Bartlesville has received grant funds from ODAA in the amount of \$383,173; and

WHEREAS, the City of Bartlesville needs to appropriate \$383,173 of these revenues prior to their expenditure;

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

The Airport Dept (147) of the Municipal Airport Fund (240) shall be increased as follows:

Other Improvements (55930)	\$ 383,173
----------------------------	------------

APPROVED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR OF THE CITY OF BARTLESVILLE THIS 2nd DAY OF SEPTEMBER, 2025.

Mayor

Attest:

City Clerk

Oklahoma Department of Aerospace and Aeronautics

STATE GRANT APPLICATION

AIRPORT IMPROVEMENT



**Oklahoma Department of Aerospace and Aeronautics
110 N. Robinson Ave., Suite 200
Oklahoma City, Oklahoma 73102
Phone: 405-604-6900**

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APPLICATION and AGREEMENT

AIRPORT IMPROVEMENT GRANT

OKLAHOMA DEPARTMENT OF AEROSPACE AND AERONAUTICS

110 N. Robinson Ave., Suite 200

Oklahoma City, OKLAHOMA 73102

State Project #: BVO-26-S

Date: 07/07/2025

1. PROJECT INFORMATION

City of Bartlesville hereinafter referred to as the (Sponsor) hereby makes application to the Oklahoma Department of Aerospace and Aeronautics (Department) for State Funds for the purpose of aiding in financing a project (hereinafter referred to as Project) for the development of the Airport (hereinafter referred to as Airport) located 2.5 miles Northwest (direction) from the City/Town of Bartlesville, Osage County, Oklahoma.

It is proposed that the Project shall consist of the following
(brief project description required):

Construct Hangar Apron

FUNDING	SPONSOR	STATE (DEPARTMENT)	FEDERAL	TOTAL PROJECT COST
SHARES	\$ 20,167.23	\$ 383,173.00	\$	\$ 403,340.23
	(5%)	(95%)	(%)	(100 %)

Round Sponsor share up to the nearest dollar and Department share down to the nearest dollar

The above identified project is depicted on the Airport Layout Plan or Sketch (Exhibit A) and major project items listed on the Project Costs page (Exhibit B-2).

Revised November 21, 2023

2. FUNDING

2.1 Projects funded by State Only Grant

For state grants, the maximum level of participation for the Department shall not exceed 95 percent (95%) of "Total Eligible Project Cost." The airport sponsor is required to provide a minimum of 5 percent (5%) of the project funding for the airport sponsor matching share.

Projects funded by Federal and State Grant

For FAA grants for projects identified in the Department's Airport Construction Program, the Department may provide half of the match that is required from the airport sponsor.

For FAA grants for projects identified in the Department's Airport Construction Program, the Department may provide supplemental state grant funding for project items. The maximum level of participation for the Department in such supplemental funding shall not exceed 95 percent (95%). The airport sponsor is required to provide a minimum of 5 percent (5%) of the supplemental project funding for the airport sponsor matching share.

For non-primary entitlement (NPE) grants or special federal earmarks not identified in the Department's Airport Construction Program, the Department will not provide half the match that is required from the airport sponsor. If NPE grant funds are transferred from other airport sponsors to an airport sponsor for a project identified in the Department's Airport Construction Program, the Department may assist with half of any required match from the receiving airport sponsor so long as it will save the Department state funds.

Projects funded by PREP

For funding directed to the Department as a part of the Preserving Rural Economic Prosperity (PREP) program or other similar state program created by the legislature for specifically identified site locations and infrastructure projects of a non-competitive nature within the Oklahoma Airport System the Department may provide funds at a 100 percent (100%) level.

Terminal Building Projects

For terminal building projects, the Department's maximum cost-share level of participation shall be fifty percent (50%) and shall not exceed \$1,000,000. The airport sponsor is required to provide a dollar-for-dollar airport sponsor matching

share for every dollar the Department provides. Remaining share to complete project could come from any available source.

Hangar Construction Projects

For hangar construction projects, the Department may provide funding via grant or loan.

(A) For state grants the Department's maximum cost-share level of participation shall not exceed forty percent (40%). The airport sponsor is required to provide a minimum 5 percent (5%) for the airport sponsor matching share. Remaining share to complete project could come from any available source.

(B) For state loans the Department's maximum cost-share level of participation shall not exceed seventy percent (70%). The airport sponsor is required to provide a minimum 5 percent (5%) for the airport sponsor matching share. Remaining share to complete project could come from any available source.

Fuel System Construction Projects

For fuel system construction projects, the Department's maximum cost-share level of participation shall be fifty percent (50%) and shall not exceed \$300,000. The airport sponsor is required to provide a minimum of 5 percent (5%) for the airport sponsor matching share. Remaining share to complete project could come from any available source.

- 2.2** The Sponsor shall submit an invoice on a monthly basis to the Department for the Department's share of the project cost as described in Section 2.1. The Department will process payment to the Sponsor for the amount that is justified with required supporting documentation. **The Department will not process any invoices until the Engineering Contract and Amendments, Resident Inspection Contract, and Acceptance Testing Contract (if required) has been submitted. In addition, a Construction Management Program (CMP) is required on all paving construction projects. Department staff reserves the right to request a CMP on other projects. The Department will also not process invoices that do not have the required documentation. The required documentation consists of the following:**

1. ODAA Partial Payment Request Form
2. Copy of the Federal Aviation Administration Invoice Summary (Projects funded by Federal and State Grant)

3. Copies of all vendor invoices.
4. Contractor's Application for Payment (State Form G702 or similarly adapted form)
5. Construction Quantities Report signed by the Engineer-of-record
6. Test invoices for the acceptance tests (8.10.6.3) performed in that period.

2.3 The Department will process payments until 90% of the actual project cost of the Department's share has been reached. The final 10% will not be released until:

1. The final acceptance test summary report (8.10.6.4) has been submitted to the Department.
2. The testing laboratory has submitted all acceptance test reports if requested by the Department.
3. If required by the specifications, a Percentage within specification limits report (8.10.6.5) with supporting computations has been submitted to the Department.
4. Final acceptance and project close-out documents have been submitted to the Department.
5. Copy of the final signed Federal Aviation Administration Outlay Report and Invoice Summary (Projects funded by Federal and State Grant)
6. FAA Grant Closeout Letter (Projects funded by Federal and State Grant)
7. A satisfactory Financial Report has been completed by the Department.

2.4 The Sponsor now has on deposit its share of the funding (\$20,167.23) in a designated account, for use in defraying the costs of the project.

2.5 Change Orders

As described in Oklahoma Administrative Code §25:15-1-4(h) and 25:15-1-4(g) the B-2 form lists line-item project costs that cannot be exceeded. During the course of the construction of a project, change orders and/or supplemental agreements may be necessary to increase or decrease bid or line-item amounts and quantities due to unknown or unforeseen circumstances. A change order and/or supplemental agreement shall be sent to the Department along with a request to amend the approved grant's B-2 line-item or bid item.

1. For change orders and/or supplemental agreements that will not increase the Department's overall share for the project the Director may approve such an amendment to the grant application. Change orders and/or supplemental agreements approved by the Director shall be presented to the Commission at its next regular or special business meeting stating the

reasons for the change order and/or supplemental agreement with such information as the Commission may require.

2. For change orders and/or supplemental agreements involving a total increase to the Department's overall share for the project not to exceed Ten Thousand Dollars (\$10,000) the Director may approve such an amendment to the grant application. Such change orders and/or supplemental agreements approved by the Director shall be presented to the Commission at its next regular or special business meeting stating the reasons for the change order and/or supplemental agreement with such information as the Commission may require.
3. Change orders and/or supplemental agreements involving a total increase to the Department's overall share for the project in excess of Ten Thousand Dollars (\$10,000) must be presented to and approved by the Commission before such an amendment can be made to the grant application.

3. EXHIBIT A, Airport Layout Drawing or Project Sketch

An Airport Layout Drawing (ALD) or sketch showing the area and location of proposed construction or rehabilitation work must be provided by the Sponsor with a construction grant application.

4. EXHIBITS B, B-1, B-2, and B-3

Exhibits are to be filled out by the Sponsor and the Sponsor's Engineer. Exhibits B and B-1 have no specific format. Blank forms for Exhibits B-2 and B-3 are attached. All line items on the Exhibit B-2 are considered to be figures **not to be exceeded**. Any amount expended in excess of each line item will not be considered for payment without a change order or a supplemental agreement approved by the Department. A copy of the bid tabulation signed by the Engineer-of-record must accompany the grant application.

5. EXHIBITS C, C-1, and C-2

Exhibits are to be filled out by the Sponsor or the Sponsor's Engineer. Forms C, C-1, and C-2 are attached.

6. EXHIBIT D, Airport Zoning Regulations

As required by 3 O.S. § 103 each airport shall have airport zoning regulations adopted and enacted in order to regulate and restrict the height of structures or trees and land uses within the airport hazard areas. These airport zoning regulations must be adopted and enacted prior to funding. If the Sponsor has not adopted airport zoning regulations, it shall be part of the next state funded project.

7. EXHIBIT E, Sponsor Deposit Verification

The Sponsor is required to furnish verification to the Department that the Sponsor's funding share has been deposited in a designated account for use in defraying the costs of the project.

8. GRANT ASSURANCES

The grant assurances must remain attached to the agreement and be submitted with, and as a part of, this application and agreement.

In order to furnish the Department the Sponsor's assurances required by the Laws and Regulations, the Sponsor hereby covenants and agrees with the State of Oklahoma as follows:

8.1 TIME LIMITS

The Sponsor agrees that the project for which these funds are requested will be completed **within two years** from the date of grant approval.

8.2 EQUAL RIGHTS

8.2.1 The Sponsor agrees that in its operation of the Airport and all facilities thereon, neither it nor any person or organization occupying space or facilities thereon will discriminate against any person or class of persons by reason of race, sex, color, creed, handicap or national origin in the use of any facility provided for the public on airport property.

8.2.2 The Sponsor will operate the Airport as such for the use and benefit of the public. In furtherance of this covenant (but without limiting its general applicability and effect), the Sponsor specifically agrees that it will keep the Airport open to all types, kinds and classes of users: **Provided**, that the Sponsor may establish such fair, equal, and nondiscriminatory conditions to be met by all users of the Airport as may be necessary for the safe and efficient operation of the Airport: **And Provided Further**, that the Sponsor may prohibit or limit any given type, kind, or class of aeronautical use of the Airport if such action is necessary to serve the civil aviation needs of the public.

8.2.3 In furtherance of this covenant (but without limiting its general applicability and effect), the Sponsor specifically covenants and agrees:

8.2.3.1 That in any agreement,

contract, lease or other arrangement under which a right or privilege at the Airport is granted to any person, firm, or corporation to render any service or furnish any parts, materials, or supplies (including the sale thereof) essential to the operation of aircraft at the Airport, the Sponsor will insert and enforce provisions requiring the contractor to:

8.2.3.1.1 furnish good, prompt and efficient service adequate to meet all demands for its service at the Airport; and

8.2.3.1.2 furnish said service on a fair, equal and nondiscriminatory basis to all users thereof, and,

8.2.3.1.3 charge fair, reasonable and nondiscriminatory prices for each unit of sale or service: **Provided** that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates or other similar types or price reductions to volume purchasers.

8.2.3.2 That it will not exercise or grant any right or privilege which would operate to prevent any person, firm, or corporation operating aircraft on the Airport from performing any services on its own aircraft with its own employees (including, but not limited to, maintenance and repair) that it may choose to perform.

8.2.3.3 That if the Sponsor exercises any of the rights or privileges set forth in paragraph 8.2.2 of the Equal Rights Section, it will be bound by and adhere to the condition specified for contractors as set forth in subparagraph 8.2.3 of the Equal Rights Section.

8.2.3.4 Essential facilities, as listed in 8.5 (including night lighting systems, when installed) will be operated in such manner as to assure their availability to all users of the airport.

8.2.4 Nothing contained herein shall be construed to prohibit the granting or exercise of an exclusive right for the furnishing of non aviation products and supplies or any service of a non aeronautical nature.

8.3 AUTHORITY AND POWER

The Sponsor certifies it has the legal authority and power to:

8.3.1 do all things necessary in order to undertake and carry out the Project in conformity with State and Federal Statutes, Acts, and Regulations;

8.3.2 receive, accept and disburse grants of funds from the State of Oklahoma in aid of the Project, in terms and conditions stated in the Laws, Acts, and Regulations; and

8.3.3 carry out all the provisions of this Application and Agreement.

8.4 RESERVATION OF POWERS

The Sponsor will not enter into any transaction which would operate to deprive it of any of the rights and powers necessary to perform any or all of the covenants made herein. If any arrangement is made for management or operation of the Airport by any agency or person other than the Sponsor or an employee of the Sponsor, the Sponsor will reserve sufficient powers and authority to insure that the Airport will be operated and maintained in accordance with these covenants.

8.5 ESSENTIAL FACILITIES

Essential facilities are considered to be the following: a landing area and an aircraft parking area.

8.6 SPONSOR FUND AVAILABILITY AND MAINTENANCE

It has sufficient funds available for that portion of the project costs which are not to be paid by the Department. It has sufficient funds available to assure operation and maintenance of items funded under the grant agreement which it will own or control.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the

airport. It will provide such reports on pavement condition and pavement management programs as the Department determines may be useful.

8.7 AIRPORT LAYOUT PLAN

The Sponsor of an airport included in the National Plan of Integrated Airport System (NPIAS) will keep up to date at all times an approved, reproducible Airport Layout Plan (ALP), showing: airport boundaries, aviation easements, location, and the nature of all existing and proposed airport facilities, structures (such as runways, taxiways, aprons, terminal buildings, hangars, roads) including all proposed extensions and the location of all existing and proposed non aviation areas. The ALP must be prepared in accordance with FAA Advisory Circular 150/5300-13 (most current edition).

The Sponsor will not make or permit to be made any changes or alterations to the Airport or any of its facilities other than in conformity with the ALP as so approved by the Department and/or the FAA, if such changes or alterations might adversely affect the safety, utility, or efficiency of the Airport.

8.8 PROJECT FINANCIAL REPORT REQUIREMENTS

The Department shall prepare a financial report of income and expenditures of **all project funds (Federal, Department, and Sponsor)**. The final 10% of the actual project cost of state grant funds will not be released until a satisfactory financial report has been prepared by the Department.

Records of expenditures shall be maintained by the Sponsor for not less than three (3) years. Access to these records will be provided at the grantees regular place of business.

8.9 ACKNOWLEDGMENT

The Sponsor assures that no work has been started nor has any work been completed on any of the Project(s) for which funds are requested in this Application and Agreement. The Sponsor further acknowledges that the funds will be used only for the purpose described in this Agreement.

8.10 TERMS AND CONDITIONS

Upon execution by the Sponsor and the Department, the offer and acceptance of this grant shall constitute a grant agreement between the Department and the Sponsor. The Department and the Sponsor shall be bound by all of the terms and conditions of the grant agreement and the grant assurances. The Department and the Federal Aviation Administration (FAA) representatives will have access to the

job site and project records at all times. In addition to all other requirements imposed by law or by this agreement, all grants or loans by the Department shall be subject to the following terms and conditions:

8.10.1 The period of the grant or loan agreement shall be twenty (20) years from the date of the Sponsor's acceptance and/or the life of the improvements contemplated under the grant or loan application, whichever is longer.

8.10.2 The airport and/or visual navigational aids shall remain under the Sponsor's control and shall be maintained by the Sponsor in a safe and serviceable condition during the period of this agreement.

8.10.3 The Sponsor assures that all land to be constructed upon is held in clear fee simple title by the Sponsor or is leased from the Federal Government of the United States. The Sponsor assures that, if the land is leased, the lease will be maintained current for a period not less than the life of the agreement. The Sponsor assures that the land, whether leased or held in fee simple, shall be pledged to airport use and shall not be removed in whole or in part from such use without prior written approval from the Department. In addition, airport property as defined in the airport layout plan cannot be transferred by the airport sponsor without the written approval of the Department.

The Sponsor further assures the possession of sufficient land for development, operation and maintenance of the airport or air navigational facility. This requirement shall include the amount of land needed for necessary runways, taxiways, aircraft parking areas and runway protection zones.

8.10.4 Consistent with safety and security requirements, a Sponsor shall make the airport or navigational facility available to all types, kinds and classes of aeronautical use without discrimination between such types, kinds and classes and shall provide adequate public access during the period of this agreement.

8.10.5 The Sponsor shall not grant or permit anyone to exercise an exclusive right for the conduct of any aeronautical activity on or about an airport project landing area. Aeronautical activities include, but are not limited to scheduled airline flights; charter flights, flight instruction;

aircraft sales,
rental and repair; sale of aviation petroleum products; and aerial application. The landing area consists of runways or landing strips, taxiways, parking aprons, roads, airport lighting, and navigational aids.

8.10.6 The Sponsor shall carry out and complete a project without undue delay and in accordance with the plans and specifications submitted to the Department. The Sponsor shall ensure that the following is provided to the Department:

1. On all paving construction projects, the sponsor shall furnish a Construction Management Program (CMP) to the Department prior to the start of construction which shall detail the measures and procedures to be used to comply with the quality control provisions of the construction contract, including, but not limited to, all quality control provisions and tests required by the specifications. Department staff reserves the right to request a CMP on other projects. The CMP shall include as a minimum:
 - a. The name of the person representing the Sponsor who has overall responsibility for contract administration for the Grant and the authority to take necessary actions to comply with the contract.
 - b. Names of testing laboratories and consulting engineer firms with quality control responsibilities on the project, together with a description of the services to be provided.
 - c. Procedures for determining that testing laboratories meet the requirements of the American Society of Testing and Materials standards on laboratory evaluation referenced in the contract specifications (D 3666, C 1077).
 - d. Qualifications of engineering, supervision, and construction inspection personnel.
 - e. A listing of all tests required by the contract specifications, including the type and frequency of tests to be taken, the method of sampling, the applicable test standard, and the acceptance criteria or tolerances permitted for each type of test.
 - f. Procedures for ensuring that the tests are taken in accordance with the program, that they are documented daily, and that the proper corrective actions, where necessary, are undertaken.
2. Weekly Progress Report: The sponsor shall ensure that a weekly progress report is submitted using FAA form 5370-1 to the Department.
3. Acceptance Tests: The Sponsor shall ensure that the acceptance testing laboratory provides a copy of all acceptance tests as and when

the results become available.

4. **Summary Report:** Upon completion of the project, the Sponsor shall provide the Department a final acceptance test summary report. The report shall document the results of all acceptance tests performed and the location of the material tested. The report shall highlight those acceptance tests that were out-of-tolerance and include the pay reductions applied and reasons for accepting any out-of-tolerance material. An interim test and quality control report shall be submitted, if requested by the Department.
5. When the specifications provide for acceptance based on the method of estimating percentage of material within specification limits (PWL), the Sponsor will submit a final report of PWL computations in accordance with section 110, AC 150/5370-10 (most current version) with the summary report.
6. The Department, at its discretion, reserves the right to conduct independent tests and to reduce grant payments accordingly if such independent tests determine that sponsor test results are inaccurate.

8.10.7 The Sponsor, if requested by the Department, shall submit to the Department annual statements of airport or air navigation facility revenues and expenses.

8.10.8 The Sponsor will comply with the Municipal Airports Act of 1948 (Oklahoma Statutes of 1991, Title 3, Section 65.1 et seq.) and specifically, Sec. 65.12, which requires: "The revenues obtained by a municipality from the ownership, control or operation of any airport or navigation facility, including proceeds from the sale of any airport or portion thereof of air navigation facility property, shall be deposited in a special fund to be designated as the 'Airport Fund', which revenues shall be appropriated solely to, and used by the municipality for, the purposes authorized by this act."

8.10.9 All development of an airport constructed with grant funds shall be consistent with the approved Airport Layout Plan. A reproducible copy of such plan (as specified by the Department) and all subsequent modifications thereto, shall be filed with the Department.

8.10.10 The Sponsor shall comply with the "Public Competitive Bidding Act of 1984" (Oklahoma Statutes of 1991, Title 61, Sec. 101 et

seq.), which relates to the execution of certain public agency contracts, etc.

8.10.11 After actual bids on the project are received, a tabulation of all bids on the project must be signed by the Engineer-of-record and must accompany the grant application.

8.10.12 When airport lighting is part of a project, the Sponsor shall operate such lighting from sunset to sunrise either manually or by remote control.

8.10.13 The Department shall not be a party to any contract or commitment which a Sponsor may enter into or assume in carry out a project.

8.10.14 It being further understood and agreed that should the Sponsor fail to do those things herein described and approved and within the time frame prescribed, that said funds shall, without notice, be withdrawn and revert to the Department. It is the Sponsor's responsibility, when delays or problems are encountered, to notify the Department and request from the Department a written time extension and/or deviation.

8.11 LIFE OF THE AGREEMENT

The covenants and assurances shall become effective upon acceptance by the Sponsor of an offer of State aid for the Project or any portion thereof, made by the Department, and shall constitute a part of the Project Agreement thus formed. These covenants and assurances shall remain in full force and effect throughout the useful life of the facilities developed under this Project; but, in any event a minimum of twenty (20) years from the date of said acceptance of this offer of State aid for the Project.

8.12 HANGAR CONSTRUCTION PROJECTS

8.12.1 The Sponsor will ensure any hangars built using Department funds will receive fair market rental rates compared to similar hangar facilities at airports that have similar amenities and capabilities within the region in which that airport is located.

8.12.2 The Sponsor agrees to include in any rental agreement the most up-to-date Federal Aviation Administration hangar use policy and agrees to actively enforce that policy to its full effect.

8.12.3 The Sponsor agrees that any hangar built using Department funds will not be used as a permanent or semi-permanent residence. Hangars may have crew quarters for intermittent overnight stays at the discretion of the Sponsor.

8.12.4 The Sponsor will include in any rental agreement that the aircraft based in a hangar built using Department funds will be in compliance with federal airworthiness requirements and have complied with state aircraft excise tax and aircraft registration requirements.

8.13 FUEL SYSTEM CONSTRUCTION PROJECTS

The airport sponsor understands that fuel systems funded by the Department must be operated by the public airport sponsor and not a third party entity or contractor.

9. SIGNATURE BLOCK

IN WITNESS WHEREOF, the Sponsor has caused this APPLICATION AND ASSURANCES to be duly executed in its name, this 4th day of AUGUST, 2025.

SPONSOR'S ACCEPTANCE:

(Mayor, City Manager or other designated official)

TRUST, IF REQUIRED:

		
_____ Signature		_____ Signature
James Curd, Mayor Name and Title		_____ Name and Title
401 South Johnstone Avenue Address		_____ Address
Bartlesville, Oklahoma 74003 City/Town, State, Zip		_____ City/Town, State, Zip

NOTE: APPLICATION MUST BE SIGNED BY MAYOR, CITY MANAGER, OR OTHER DESIGNATED PERSON WHO IS AUTHORIZED TO SIGN CONTRACTS FOR THE SPONSOR. IF THE DAY TO DAY ADMINISTRATION OF THE AIRPORT IS PERFORMED BY A TRUST, THE CHAIRMAN OF THE TRUST MUST ALSO SIGN THE APPLICATION.

DO NOT WRITE BELOW THIS LINE

The work and expenditure of funds in the amount of \$ _____ were approved in a regular, convened meeting of the Oklahoma Department of Aerospace and Aeronautics on the _____ day of _____, _____. By its approval, the Commission authorized the Director to execute this agreement.

Executive Director
Oklahoma Department of Aerospace and Aeronautics

EXHIBIT A AIRPORT LAYOUT DRAWING OR PROJECT SKETCH

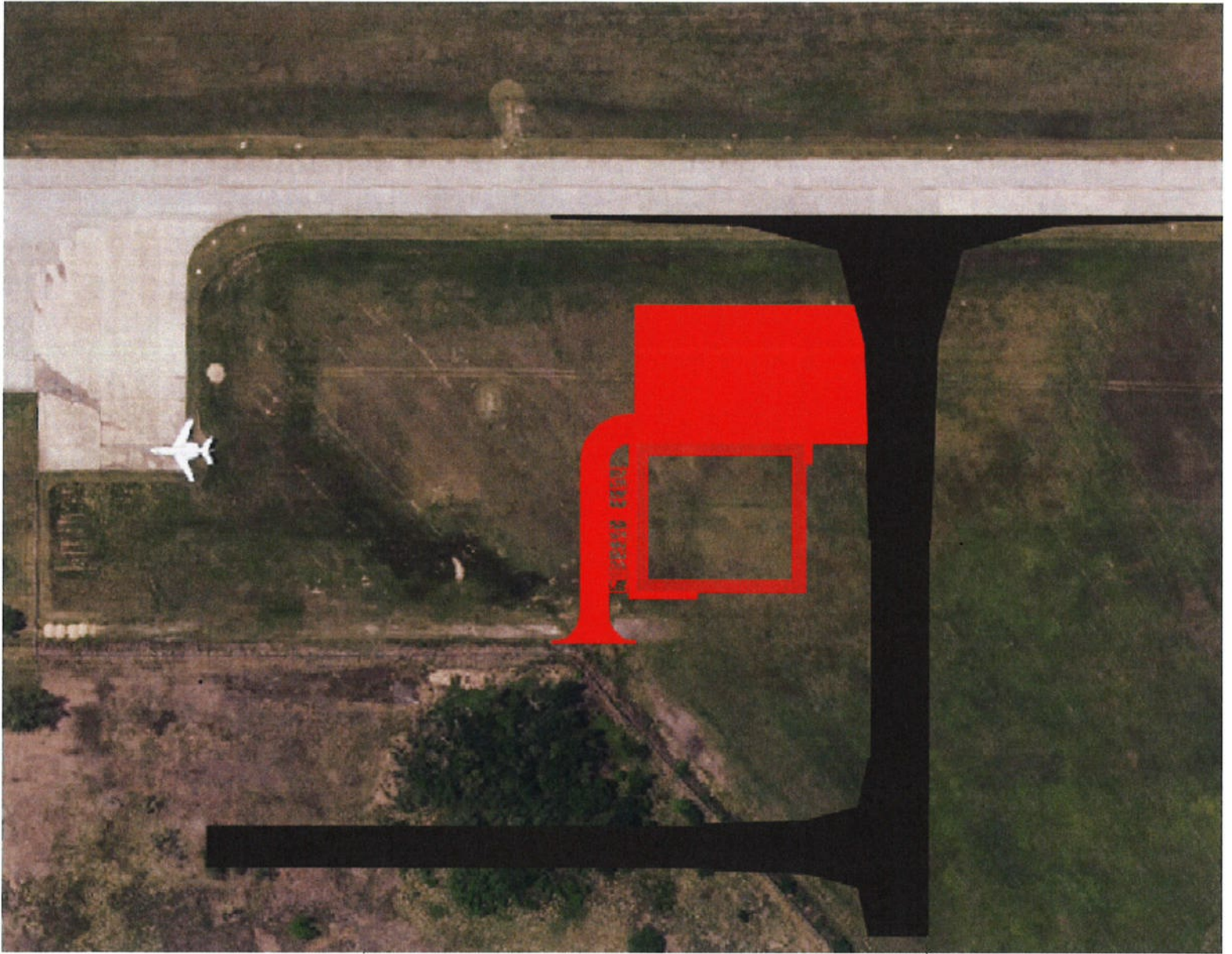


EXHIBIT B PLANS AND SPECIFICATIONS

PREVIOUSLY SUBMITTED

EXHIBIT B-1 PROGRAM NARRATIVE

This project will fund the concrete apron paving items associated with the hangar being constructed under ODAA BVO-26H-S.

EXHIBIT B-2 PROJECT COSTS

AIRPORT: Bartlesville Municipal Airport

PROJECT #: BVO-26-S

CITY: Bartlesville

DATE: 07/07/2025

PROJECT DESCRIPTION: Construct Hangar Apron

Item Description	Amount	Ineligible Amount	Remarks
(a) Advertising			
(b) Engineering			
(c) Grant Admin	12,000.00		
(d) Testing			
(e) Inspection			
(f) Other: Independent Fee Estimate			
(g) Other:			
(h) Other:			
(i) Construction (attach bid tabs)			
(j) Base Bid (Apron Items Only)	\$391,340.23		
(k) Alternate 1 Bid			
(l) Alternate 2 Bid			
(m) Alternate 3 Bid			
(n) Alternate 4 Bid			
(o) Other:			
(p) TOTAL ELIGIBLE PROJECT COST	\$403,340.23		
(q) Ineligible Costs:			
Sponsor Share \$20,167.23 (5%)**	State Share: \$383,173.00 (95%)	Federal Share: \$ (%)	Total Project Cost: \$403,340.23

(For funding share information, see section 2.0 Funding) Note: Sponsor share cannot be lower than 5%

Note: The Department will only participate in costs identified in the contracts

Round Sponsor share up to the nearest dollar and Department share down to the nearest dollar

BARTLESVILLE MUNICIPAL AIRPORT-CONSTRUCT BOX HANGAR
BARTLESVILLE, OKLAHOMA
TUESDAY, JULY 1, 2025, 2:00 PM
ODAA BVO-26H-S

PARKHILL (Engineer's Estimate)				KOEHN CONSTRUCTION SERVICES, LLC		FIREBRAND CONSTRUCTION LLC		W.L. McNATT & CO		DIVERSIFIED CONSTRUCTION OF OK	
Item No.	Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization	1	LS	\$250,000.00	\$250,000.00	\$240,451.42	\$240,451.42	\$498,000.00	\$498,000.00	\$31,150.00	\$31,150.00
2	LOW PROFILE FLAG AND FLASHER BARRICADES	1	LS	\$5,000.00	\$5,000.00	\$15,905.24	\$15,905.24	\$5,250.00	\$5,250.00	\$5,300.00	\$5,300.00
3	TEMPORARY AIR AND WATER POLLUTION, SOIL EROSION, AN SILTATION CONTROL	1	LS	\$8,878.00	\$8,878.00	\$38,490.69	\$38,490.69	\$24,000.00	\$24,000.00	\$6,400.00	\$6,400.00
4	CONTRACTOR QUALITY CONTROL PROGRAM (CQC)	1	LS	\$50,000.00	\$50,000.00	\$197,035.28	\$197,035.28	\$10,300.00	\$10,300.00	\$6,000.00	\$6,000.00
5	REMOVE, STOCKPILE, AND REPLACE TOPSOIL	1,052	CY	\$12.00	\$12,624.00	\$12.62	\$13,278.24	\$28.00	\$30,508.00	\$12.00	\$12,624.00
6	UNCLASSIFIED EXCAVATION USED AS EMBANKMENT	145	CY	\$25.00	\$3,625.00	\$18.70	\$2,711.50	\$28.00	\$4,060.00	\$18.00	\$2,610.00
7	BORROW MATERIAL (FROM OFF-SITE)	5,822	CY	\$32.00	\$187,904.00	\$29.30	\$170,794.60	\$30.00	\$174,660.00	\$28.00	\$163,016.00
8	HYDRATED LIME (4-6%)	23	TONS	\$340.00	\$7,820.00	\$431.71	\$9,929.33	\$400.00	\$9,200.00	\$420.00	\$9,660.00
9	8" LIME TREATED SUBGRADE	2,884	SY	\$8.00	\$23,072.00	\$23.74	\$68,703.56	\$15.00	\$43,260.00	\$9.00	\$25,956.00
10	6" CRUSHED AGGREGATE BASE COURSE	3,784	SY	\$12.00	\$45,408.00	\$10.71	\$40,536.84	\$11.50	\$43,518.00	\$12.50	\$47,300.00
11	12" PC CONCRETE SURFACE COURSE	2,884	SY	\$125.00	\$360,500.00	\$84.05	\$242,180.70	\$123.00	\$355,962.00	\$108.00	\$311,958.00
12	CONSTRUCT HANGAR FOUNDATION	2,375	SY	\$130.00	\$308,750.00	\$196.57	\$466,853.75	\$290.00	\$688,750.00	\$217.00	\$515,375.00
13	CONSTRUCT 150'X132' BOX HANGAR	1	EA	\$3,705,000.00	\$3,705,000.00	\$3,126,282.68	\$3,126,282.68	\$2,832,000.00	\$2,832,000.00	\$4,087,000.00	\$4,087,000.00
14	SOLID SLAB ROOFING AND WATERING UNTIL ESTABLISHED	3,265	SY	\$9.00	\$29,385.00	\$6.37	\$20,809.15	\$9.00	\$29,385.00	\$14.00	\$45,710.00
15	4" WHITE STRIPING - VEHICULAR PARKING	220	LF	\$12.00	\$2,640.00	\$5.48	\$1,205.60	\$4.00	\$880.00	\$11.00	\$2,420.00
16	6" CURB AND GUTTER	60	LF	\$85.00	\$5,100.00	\$68.13	\$4,087.80	\$51.00	\$3,060.00	\$33.00	\$1,980.00
17	6" CLASS A PC CONCRETE PAVING	685	SY	\$94.00	\$64,390.00	\$67.13	\$46,010.05	\$104.00	\$72,040.00	\$89.00	\$60,915.00
18	4" CONCRETE SIDEWALK	130	SY	\$90.00	\$11,700.00	\$69.89	\$9,085.70	\$84.00	\$10,920.00	\$81.00	\$10,530.00
19	OIL SEPARATOR	1	EA	\$31,200.00	\$31,200.00	\$72,708.68	\$72,708.68	\$100,000.00	\$100,000.00	\$16,100.00	\$16,100.00
20	CONCRETE WHEEL STOPS	10	EA	\$380.00	\$3,800.00	\$186.22	\$1,862.20	\$260.00	\$2,600.00	\$270.00	\$2,700.00
21	INSTALL BOLLARD	3	EA	\$750.00	\$2,250.00	\$1,538.55	\$4,615.65	\$450.00	\$1,350.00	\$900.00	\$2,700.00
22	1.5" DIA. SCH 40 PVC PIPE	70	LF	\$60.00	\$4,200.00	\$23.87	\$1,670.90	\$35.00	\$2,450.00	\$40.00	\$2,800.00
23	6" DIA. C900 DR18 PVC PIPE	75	LF	\$86.00	\$6,450.00	\$41.85	\$3,138.75	\$86.00	\$6,450.00	\$45.00	\$3,375.00
24	1.5" 45° VERTICAL BEND	4	EA	\$600.00	\$2,400.00	\$238.39	\$953.56	\$173.00	\$692.00	\$108.00	\$432.00
25	6" 45° VERTICAL BEND	4	EA	\$1,000.00	\$4,000.00	\$300.78	\$1,203.12	\$682.00	\$2,728.00	\$400.00	\$1,600.00
26	1.5" 90° BEND	1	EA	\$600.00	\$600.00	\$661.06	\$661.06	\$173.00	\$173.00	\$110.00	\$110.00
27	6" 90° BEND	1	EA	\$1,000.00	\$1,000.00	\$573.58	\$573.58	\$747.00	\$747.00	\$500.00	\$500.00
28	1.5" GATE VALVE & BOX	1	EA	\$800.00	\$800.00	\$1,763.06	\$1,763.06	\$1,092.00	\$1,092.00	\$1,000.00	\$1,000.00
29	4"X6" WYE TEE WITH 2-WAY CLEANOUT	1	EA	\$1,000.00	\$1,000.00	\$604.25	\$604.25	\$1,724.00	\$1,724.00	\$1,250.00	\$1,250.00
30	6" SMITH & BLAIR TAPPING SADDLE	1	EA	\$2,500.00	\$2,500.00	\$1,249.55	\$1,249.55	\$2,873.00	\$2,873.00	\$1,000.00	\$1,000.00
31	6" GATE VALVE AND BOX	1	EA	\$1,500.00	\$1,500.00	\$1,638.09	\$1,638.09	\$7,888.00	\$7,888.00	\$3,100.00	\$3,100.00
32	1.5" WATER METER	1	EA	\$3,500.00	\$3,500.00	\$5,371.68	\$5,371.68	\$3,563.00	\$3,563.00	\$2,500.00	\$2,500.00
33	CONNECT TO EXISTING UTILITY	2	EA	\$1,500.00	\$3,000.00	\$262.88	\$525.76	\$5,862.00	\$11,724.00	\$1,700.00	\$3,400.00
34	30" RCP	51	LF	\$110.00	\$5,610.00	\$180.75	\$9,218.25	\$104.00	\$5,304.00	\$150.00	\$7,650.00
35	30" PREFAB. CULVERT END SEC., ROUND	2	EA	\$1,500.00	\$3,000.00	\$185.53	\$371.06	\$1,150.00	\$2,300.00	\$1,700.00	\$3,400.00
36	6" SDR26 PVC PIPE	200	LF	\$150.00	\$30,000.00	\$35.95	\$7,190.00	\$109.00	\$21,800.00	\$50.00	\$10,000.00
37	4" SDR26 PVC PIPE	40	LF	\$130.00	\$5,200.00	\$36.63	\$1,465.20	\$86.00	\$3,440.00	\$50.00	\$2,000.00
38	6" DR11 HDPE PIPE	70	LF	\$150.00	\$10,500.00	\$41.18	\$2,882.60	\$75.00	\$5,250.00	\$100.00	\$7,000.00
39	8" DR11 HDPE PIPE	40	LF	\$130.00	\$5,200.00	\$40.78	\$1,631.20	\$81.00	\$3,240.00	\$60.00	\$2,400.00
40	10" DR11 HDPE PIPE	40	LF	\$180.00	\$7,200.00	\$45.07	\$1,802.80	\$86.00	\$3,440.00	\$65.00	\$2,600.00
41	12" DR11 HDPE PIPE	20	LF	\$170.00	\$3,400.00	\$48.21	\$964.20	\$98.00	\$1,960.00	\$125.00	\$2,500.00
42	6" 90 DEGREE BEND WITH CLEANOUT	1	EA	\$1,200.00	\$1,200.00	\$732.09	\$732.09	\$1,092.00	\$1,092.00	\$1,000.00	\$1,000.00
43	8"X6" TEE WITH 2-WAY CLEANOUT	1	EA	\$1,300.00	\$1,300.00	\$744.59	\$744.59	\$1,437.00	\$1,437.00	\$1,200.00	\$1,200.00
44	6"X8" TEE WITH 2-WAY CLEANOUT	1	EA	\$1,500.00	\$1,500.00	\$838.88	\$838.88	\$2,414.00	\$2,414.00	\$1,300.00	\$1,300.00
45	10"X6" TEE WITH 2-WAY CLEANOUT	1	EA	\$1,600.00	\$1,600.00	\$862.74	\$862.74	\$3,333.00	\$3,333.00	\$1,800.00	\$1,800.00
46	8"X6" REDUCER	1	EA	\$900.00	\$900.00	\$217.98	\$217.98	\$690.00	\$690.00	\$300.00	\$300.00
47	10"X8" REDUCER	1	EA	\$1,100.00	\$1,100.00	\$271.38	\$271.38	\$805.00	\$805.00	\$300.00	\$300.00
48	12"X10" REDUCER	1	EA	\$1,200.00	\$1,200.00	\$271.38	\$271.38	\$862.00	\$862.00	\$400.00	\$400.00
49	12" 45° BEND	1	EA	\$1,000.00	\$1,000.00	\$388.99	\$388.99	\$575.00	\$575.00	\$600.00	\$600.00
50	12" PREFAB. FLARED END SECTION	1	EA	\$1,200.00	\$1,200.00	\$1,277.41	\$1,277.41	\$1,092.00	\$1,092.00	\$1,000.00	\$1,000.00
51	CONSTRUCTION STAKING 1	1	LS	\$10,000.00	\$10,000.00	\$10,787.82	\$10,787.82	\$6,500.00	\$6,500.00	\$13,400.00	\$13,400.00
52	HAND RAIL	25	LF	\$120.00	\$3,000.00	\$283.35	\$7,083.75	\$261.00	\$6,525.00	\$200.00	\$5,000.00
53	GRAVEL SPLASH STRIP	7	SY	\$45.00	\$315.00	\$139.69	\$977.83	\$23.00	\$161.00	\$71.00	\$497.00
54	DISINFECTION & TESTING	1	LS	\$5,000.00	\$5,000.00	\$6,816.53	\$6,816.53	\$1,500.00	\$1,500.00	\$5,100.00	\$5,100.00
55	CLEANING & GRUBBING	9,462	SY	\$2.00	\$18,924.00	\$0.30	\$2,838.60	\$2.50	\$23,655.00	\$9.25	\$87,555.00
56	DEMO EXISTING WATERLINE	813	LF	\$50.00	\$40,650.00	\$3.03	\$2,463.99	\$17.00	\$13,721.00	\$2.00	\$1,626.00
57	18" PREFAB. FLARED END SECTION	1	EA	\$1,500.00	\$1,500.00	\$3,345.17	\$3,345.17	\$920.00	\$920.00	\$1,100.00	\$1,100.00
58	18" RCP	77	LF	\$60.00	\$4,620.00	\$173.79	\$13,382.83	\$81.00	\$6,237.00	\$60.00	\$4,620.00
59	SINGLE GRATE AREA INLET	1	EA	\$10,000.00	\$10,000.00	\$585.44	\$585.44	\$4,000.00	\$4,000.00	\$2,400.00	\$2,400.00
60	10"X6" REDUCER	2	EA	\$1,100.00	\$2,200.00	\$237.84	\$475.68	\$682.00	\$1,364.00	\$300.00	\$600.00
61	3" DR11 HDPE PIPE	10	LF	\$120.00	\$1,200.00	\$60.79	\$607.90	\$46.00	\$460.00	\$80.00	\$800.00
62	2-FT WIDE CAST IRON TRENCH DRAIN	110	LF	\$130.00	\$14,300.00	\$516.40	\$56,804.00	\$806.00	\$88,660.00	\$500.00	\$55,000.00
63	24" DR11 HDPE PIPE	90	LF	\$180.00	\$16,200.00	\$97.40	\$8,766.00	\$127.00	\$11,430.00	\$200.00	\$18,000.00
64	24"X12" TEE WITH CLEANOUT	80	EA	\$72.00	\$5,760.00	\$63.41	\$5,072.80	\$3,800.00	\$304,000.00	\$1.00	\$80.00
65	24"X12" TEE	1	EA	\$6,000.00	\$6,000.00	\$250.97	\$250.97	\$1,450.00	\$1,450.00	\$2,000.00	\$2,000.00
66	24" 90° BEND	1	EA	\$5,000.00	\$5,000.00	\$964.44	\$964.44	\$1,450.00	\$1,450.00	\$3,200.00	\$3,200.00
67	REPAIR 12" DIA. STONE	13	SY	\$190.00	\$2,470.00	\$174.78	\$2,272.14	\$138.00	\$1,794.00	\$150.00	\$1,950.00
TOTAL					\$5,979,000.00		\$5,011,068.86		\$5,639,211.00		\$5,689,046.86

Toby J. Baker

EXHIBIT B-3 PROJECT ENGINEERING
(Project Engineer to provide the following information)

Here are the costs which would be incurred in providing the engineering data necessary to make an investigation, testing, estimates, prepare plans and specifications, supervise award of contract, prepare contract, stake the work, supervise the work, make final inspection and final contract estimates for:

Bartlesville Municipal Airport - Construct Hangar Apron
(Name of Airport and Project)

An outline of the work to be performed is as follows:

Grant Administration

For Federal Aviation Administration (FAA) funded projects the work will be accomplished in accordance with the FAA Standards for Specifying Construction of Airports (current edition). The work may be accomplished in accordance with the Oklahoma Department of Transportation Standard Specifications (current edition), with prior written approval by FAA.

The engineering fees will not exceed \$ 12,000.

Parkhill
Name of Engineering Firm

Tom J. Baker
Signature of Engineer

EXHIBIT C STATEMENT OF COMPLIANCE

The Sponsor is in compliance with all terms and conditions of any agreement with the State of Oklahoma related to the development, operation or maintenance of an airport owned by the Sponsor.



Signature (Mayor, City Manager or designated Official)



Signature (Mayor, City Manager or designated Official)

James Curd, Mayor

Name and Title

Name and Title



Date

Date

73-6005079

Sponsor's Federal Identification Number

Sponsor's Federal Identification Number

NOTE: To be signed by same person(s) that signs the Application and Assurances.

EXHIBIT C-1 SUSPENDED/DEBARMENT STATEMENT

The Sponsor hereby specifically agrees that it shall not award the contract for which this grant is given, nor shall bidding documents be given to any contractor which or who is subject to suspension or debarment by the U.S. Department of Transportation or any of its agencies, or the Oklahoma Department of Transportation at the time of the bidding or award of the contract. Violation of this provision shall void this grant.

 _____ Signature (Mayor, City Manager or designated Official) _____ James Curd, Mayor Name and Title _____ August 4, 2025 Date	 _____ Signature (Mayor, City Manager or designated Official) _____ Name and Title _____ Date
73-6005079 _____ Sponsor's Federal Identification Number	_____ Sponsor's Federal Identification Number

NOTE: To be signed by same person(s) that signs the Application and Assurances.

EXHIBIT C-2 STATUTORY AFFIDAVIT

STATE OF OKLAHOMA

COUNTY OF Osage

AFFIDAVIT

JAMES SCURD, JR and _____
(Type name) (Type name)

of lawful age, and having been first duly sworn, on oath, states:

1. That (s)he/they is/are the agent authorized by the Sponsor to submit the attached Grant Application to the State of Oklahoma.
2. That the Sponsor has not paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of the grant.
3. That no person who has been involved in any manner in the development of this grant while employed by the State of Oklahoma shall be employed to fulfill any of the services provided for under this contract.
4. That, to the best of his/her/their knowledge and belief, the Sponsor has not previously submitted a grant request to the Oklahoma Department of Aerospace and Aeronautics or any other agency of the State of Oklahoma which would result in a substantial duplication of the project proposed in the Grant Application and Assurances.

JSC
Affiant (Signature of Mayor, City Manager
or designated Official)

Affiant (Signature of Trust, if required)

Subscribed and sworn to before me this 4th day of AUGUST, 2025



R. Elaine Banes
Notary Public

NOTE: To be signed by the same person(s) that signs Application and Assurances.

EXHIBIT D AIRPORT ZONING REGULATIONS

Indicate if the city has adopted Airport Zoning Regulations, date it was adopted and if a copy is on file with the Oklahoma Department of Aerospace and Aeronautics.

EXHIBIT E SPONSOR DEPOSIT VERIFICATION
PLEASE READ CAREFULLY

SPONSOR: City of Bartlesville

DATE: 07/07/2025

AIRPORT NAME: Bartlesville Municipal
Airport

STATE PROJECT #: BVO-26-S

This form provides verification to the Oklahoma Department of Aerospace and Aeronautics that the Sponsor's share has been deposited in a designated account, however it does not have to be a designated airport-only account. The funds will be for use in defraying the costs of the project.

This form must be completed and submitted as part of the grant application to the Oklahoma Department of Aerospace and Aeronautics.

_____ Account Number
_____ Type of Account

_____ Financial Institution (Please print)

City of Bartlesville
Name of Sponsor (Please print)

_____ Bank Representative (Please print)

James Curd
Sponsor Official (Please print)

_____ Title of Representative (Please print)

Mayor
Title of Official (Please print)

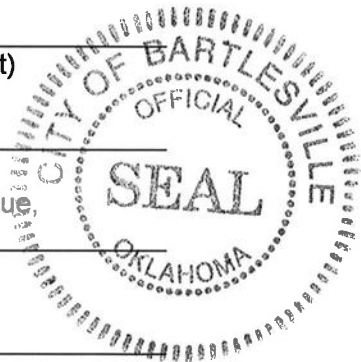
_____ Signature of Representative

LSCL
Signature of Official
401 South Johnstone Avenue,
Bartlesville, OK 74003
Address

_____ Address

_____ Phone

918-338-4256
Phone



QUESTIONNAIRE

(PLEASE TYPE OR PRINT ANSWERS)

1. City Bartlesville Airport Bartlesville Municipal Airport

2. Official point of contact for the Sponsor:

Name Micah Siemers

Address 401 South Johnstone Avenue, Bartlesville, OK 74003

Telephone Number 918-338-4256

Official Position Director of Engineering

Email wmsiemers@cityofbartlesville.org

3. Sponsor contact that can verify payment information:

Name Micah Siemers

Address 401 South Johnstone Avenue, Bartlesville, OK 74003

Telephone Number 918-338-4256

Official Position Director of Engineering

Email wmsiemers@cityofbartlesville.org

4. State payments should be made to: City of Bartlesville

5. Method of performance: Contract and/or Force Account Contract

6. Number of aircraft based at the airport 37

7. Is the Airport operated by a Trust Authority? If yes, provide the name of the Trust Authority and a copy of the Trust Agreement.

No

8. Is there a Fixed Base Operator(s) on the Airport? If yes:

Name Bartlesville Aviation

Address 401 Wiley Post Road, Bartlesville, OK 74003

Telephone Number 918-661-3121

9. Will financial assistance from a Federal source be required? Yes No X

10. Name of your State Senator: Bill Coleman

11. Name of your State Representative: Judd Strom

CHECKLIST

When completed, this Checklist becomes a part of the Grant Application and Agreement.

Answer **yes** or **no** on the appropriate lines. Sign the document.

1. Is the Application properly signed and dated Yes
2. Is Exhibit A attached Yes
3. Are Exhibits B and B-1 attached Yes
4. Are Exhibits B-2 and B-3 attached Yes
5. Are Exhibits C, C-1, and C-2 attached Yes
6. Is Exhibit D attached Yes
7. Is Exhibit E attached Yes
8. Have all questions been answered on the Questionnaire Yes
9. Are yearly funds allocated for airport maintenance Yes
10. Have you furnished the names of your Senator and Representative Yes
11. Has any work been started on this project No
12. If the answer to any of the above questions (except #11) is no, explain below or on an attached sheet of paper.

Checklist completed by:

Name Micah Siemers

Position Director of Engineering

Telephone Number 918-338-4256



July 14, 2025

The Honorable Jim Curd, Jr.
Mayor
City of Bartlesville
401 S. Johnstone Ave.
Bartlesville, OK 74003

Dear Mayor Curd,

I am pleased to advise you that on July 9, 2025, during a regularly scheduled meeting, the Oklahoma Department of Aerospace & Aeronautics (Department) awarded a State Grant to the City of Bartlesville (Sponsor) for the Bartlesville Municipal Airport contingent upon receiving an acceptable grant application. The project consists of two grants to construct a new 120' x 130' box hangar and apron/taxilane pavement. Based on bids, the total project cost for the box hangar is \$5,002,419.43 and will be funded with \$2,000,967 of state grant funds and \$3,001,452.43 of sponsor matching funds. This project is a part of the Preserving Rural Economic Prosperity (PREP) Program that the Legislature passed during 2022 directing funds toward hangar development. Based on bids, the total project cost for the apron/taxilane pavement is \$403,340.23 and will be funded with \$383,173 of state grant funds and \$20,167.23 of sponsor matching funds.

At this time, the Department requests the following signed documents be submitted in electronic format:

- State Grant Application
- Construction Plans and Specifications
- Project Sketch
- Bid Tabs signed by the Engineer-of-Record

Once the Department and Sponsor have signed and executed the State Grant Application, the Department will provide a separate written Notice to Proceed (NTP) to Construction. No construction work may occur before receipt of the NTP for Construction and should work begin prior to the Sponsor receiving this NTP, that work may be deemed ineligible for reimbursement.

Michelle Bouziden is the Department's Senior Project & Grants Manager and is the primary point of contact regarding the grant application process. Should you have any questions do not hesitate to contact her at michelle.bouziden@aerospace.ok.gov or 405-604-6912.

Respectfully,

A handwritten signature in black ink, appearing to read "Grayson Ardies".

Grayson Ardies
Executive Director
Oklahoma Department of Aerospace & Aeronautics

Cc: The Honorable J. Kevin Stitt
Governor of Oklahoma

The Honorable James Lankford
United States Senator

The Honorable Markwayne Mullin
United States Senator

The Honorable Frank Lucas
United States Congressman – OK-3

The Honorable Lonnie Paxton
Oklahoma State Senate President Pro Tempore – District 23

The Honorable Julie Daniels
Oklahoma State Senate – District 29

The Honorable Tom Woods
Oklahoma State Senate – District 4

The Honorable Kyle Hilbert
Oklahoma Speaker of the House of Representatives – District 29

The Honorable Judd Strom
Oklahoma State Representative – District 10

The Honorable Nicole Miller
Oklahoma State Representative – District 82

Mr. Tim Gatz
Executive Director, Oklahoma Department of Transportation

Mr. Mike Richardson
Airport Director

Mr. Micah Siemers
Engineering Director

Mr. Toby Baker
Oklahoma Aviation Lead, Parkhill

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

A resolution amending the budget of the City of Bartlesville for fiscal year 2025-26 appropriating grant funds from the Oklahoma Department of Aerospace and Aeronautics (ODAA) for the Bartlesville Municipal Airport.

Attachments:

A resolution amending the Budget for the City of Bartlesville for fiscal year 2025-2026. Appropriating Grant Revenue for the Bartlesville Municipal Airport.

ODAA Grant Agreement

II. STAFF COMMENTS AND ANALYSIS

The City of Bartlesville Municipal Airport applied for and received a \$2,000,967 grant from the ODAA for the Airport Hangar. These funds must be appropriated prior to their expense.

III. BUDGET IMPACT

Budgetary impact nets zero, \$2,000,967 increase in revenue and \$2,000,967 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 2025–2026, APPROPRIATING UNBUDGETED REVENUE FOR THE MUNICIPAL AIRPORT FUND.

WHEREAS, THE City of Bartlesville has received grant funds from ODAA in the amount of \$2,000,967; and

WHEREAS, the City of Bartlesville needs to appropriate \$2,000,967 of these revenues prior to their expenditure;

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

The Airport Dept (147) of the Municipal Airport Fund (240) shall be increased as follows:

Other Improvements (55930)	\$ 2,000,967
----------------------------	--------------

APPROVED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR OF THE CITY OF BARTLESVILLE THIS 2nd DAY OF SEPTEMBER, 2025.

Mayor

Attest:

City Clerk

Oklahoma Department of Aerospace and Aeronautics

STATE GRANT APPLICATION

AIRPORT IMPROVEMENT



**Oklahoma Department of Aerospace and Aeronautics
110 N. Robinson Ave., Suite 200
Oklahoma City, Oklahoma 73102
Phone: 405-604-6900**

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APPLICATION and AGREEMENT

AIRPORT IMPROVEMENT GRANT

OKLAHOMA DEPARTMENT OF AEROSPACE AND AERONAUTICS

110 N. Robinson Ave., Suite 200

Oklahoma City, OKLAHOMA 73102

State Project #: BVO-26H-S

Date: 07/07/2025

1. PROJECT INFORMATION

City of Bartlesville hereinafter referred to as the (Sponsor) hereby makes application to the Oklahoma Department of Aerospace and Aeronautics (Department) for State Funds for the purpose of aiding in financing a project (hereinafter referred to as Project) for the development of the Airport (hereinafter referred to as Airport) located 2.5 miles Northwest (direction) from the City/Town of Bartlesville, Osage County, Oklahoma.

It is proposed that the Project shall consist of the following
(brief project description required):

Construct Box Hangar

FUNDING	SPONSOR	STATE (DEPARTMENT)	FEDERAL	TOTAL PROJECT COST
SHARES	\$ 3,001,452.43	\$ 2,000,967.00	\$	\$ 5,002,419.43
	(60%)	(40%)	(%)	(100 %)

Round Sponsor share up to the nearest dollar and Department share down to the nearest dollar

The above identified project is depicted on the Airport Layout Plan or Sketch (Exhibit A) and major project items listed on the Project Costs page (Exhibit B-2).

Revised November 21, 2023

2. FUNDING

2.1 Projects funded by State Only Grant

For state grants, the maximum level of participation for the Department shall not exceed 95 percent (95%) of "Total Eligible Project Cost." The airport sponsor is required to provide a minimum of 5 percent (5%) of the project funding for the airport sponsor matching share.

Projects funded by Federal and State Grant

For FAA grants for projects identified in the Department's Airport Construction Program, the Department may provide half of the match that is required from the airport sponsor.

For FAA grants for projects identified in the Department's Airport Construction Program, the Department may provide supplemental state grant funding for project items. The maximum level of participation for the Department in such supplemental funding shall not exceed 95 percent (95%). The airport sponsor is required to provide a minimum of 5 percent (5%) of the supplemental project funding for the airport sponsor matching share.

For non-primary entitlement (NPE) grants or special federal earmarks not identified in the Department's Airport Construction Program, the Department will not provide half the match that is required from the airport sponsor. If NPE grant funds are transferred from other airport sponsors to an airport sponsor for a project identified in the Department's Airport Construction Program, the Department may assist with half of any required match from the receiving airport sponsor so long as it will save the Department state funds.

Projects funded by PREP

For funding directed to the Department as a part of the Preserving Rural Economic Prosperity (PREP) program or other similar state program created by the legislature for specifically identified site locations and infrastructure projects of a non-competitive nature within the Oklahoma Airport System the Department may provide funds at a 100 percent (100%) level.

Terminal Building Projects

For terminal building projects, the Department's maximum cost-share level of participation shall be fifty percent (50%) and shall not exceed \$1,000,000. The airport sponsor is required to provide a dollar-for-dollar airport sponsor matching

share for every dollar the Department provides. Remaining share to complete project could come from any available source.

Hangar Construction Projects

For hangar construction projects, the Department may provide funding via grant or loan.

(A) For state grants the Department's maximum cost-share level of participation shall not exceed forty percent (40%). The airport sponsor is required to provide a minimum 5 percent (5%) for the airport sponsor matching share. Remaining share to complete project could come from any available source.

(B) For state loans the Department's maximum cost-share level of participation shall not exceed seventy percent (70%). The airport sponsor is required to provide a minimum 5 percent (5%) for the airport sponsor matching share. Remaining share to complete project could come from any available source.

Fuel System Construction Projects

For fuel system construction projects, the Department's maximum cost-share level of participation shall be fifty percent (50%) and shall not exceed \$300,000. The airport sponsor is required to provide a minimum of 5 percent (5%) for the airport sponsor matching share. Remaining share to complete project could come from any available source.

- 2.2** The Sponsor shall submit an invoice on a monthly basis to the Department for the Department's share of the project cost as described in Section 2.1. The Department will process payment to the Sponsor for the amount that is justified with required supporting documentation. **The Department will not process any invoices until the Engineering Contract and Amendments, Resident Inspection Contract, and Acceptance Testing Contract (if required) has been submitted. In addition, a Construction Management Program (CMP) is required on all paving construction projects. Department staff reserves the right to request a CMP on other projects. The Department will also not process invoices that do not have the required documentation.** The required documentation consists of the following:

1. ODAA Partial Payment Request Form
2. Copy of the Federal Aviation Administration Invoice Summary (Projects funded by Federal and State Grant)

3. Copies of all vendor invoices.
4. Contractor's Application for Payment (State Form G702 or similarly adapted form)
5. Construction Quantities Report signed by the Engineer-of-record
6. Test invoices for the acceptance tests (8.10.6.3) performed in that period.

2.3 The Department will process payments until 90% of the actual project cost of the Department's share has been reached. The final 10% will not be released until:

1. The final acceptance test summary report (8.10.6.4) has been submitted to the Department.
2. The testing laboratory has submitted all acceptance test reports if requested by the Department.
3. If required by the specifications, a Percentage within specification limits report (8.10.6.5) with supporting computations has been submitted to the Department.
4. Final acceptance and project close-out documents have been submitted to the Department.
5. Copy of the final signed Federal Aviation Administration Outlay Report and Invoice Summary (Projects funded by Federal and State Grant)
6. FAA Grant Closeout Letter (Projects funded by Federal and State Grant)
7. A satisfactory Financial Report has been completed by the Department.

2.4 The Sponsor now has on deposit its share of the funding (\$3,001,452.43) in a designated account, for use in defraying the costs of the project.

2.5 Change Orders

As described in Oklahoma Administrative Code §25:15-1-4(h) and 25:15-1-4(g) the B-2 form lists line-item project costs that cannot be exceeded. During the course of the construction of a project, change orders and/or supplemental agreements may be necessary to increase or decrease bid or line-item amounts and quantities due to unknown or unforeseen circumstances. A change order and/or supplemental agreement shall be sent to the Department along with a request to amend the approved grant's B-2 line-item or bid item.

1. For change orders and/or supplemental agreements that will not increase the Department's overall share for the project the Director may approve such an amendment to the grant application. Change orders and/or supplemental agreements approved by the Director shall be presented to the Commission at its next regular or special business meeting stating the

- reasons for the change order and/or supplemental agreement with such information as the Commission may require.
2. For change orders and/or supplemental agreements involving a total increase to the Department's overall share for the project not to exceed Ten Thousand Dollars (\$10,000) the Director may approve such an amendment to the grant application. Such change orders and/or supplemental agreements approved by the Director shall be presented to the Commission at its next regular or special business meeting stating the reasons for the change order and/or supplemental agreement with such information as the Commission may require.
 3. Change orders and/or supplemental agreements involving a total increase to the Department's overall share for the project in excess of Ten Thousand Dollars (\$10,000) must be presented to and approved by the Commission before such an amendment can be made to the grant application.
3. **EXHIBIT A, Airport Layout Drawing or Project Sketch**
An Airport Layout Drawing (ALD) or sketch showing the area and location of proposed construction or rehabilitation work must be provided by the Sponsor with a construction grant application.
 4. **EXHIBITS B, B-1, B-2, and B-3**
Exhibits are to be filled out by the Sponsor and the Sponsor's Engineer. Exhibits B and B-1 have no specific format. Blank forms for Exhibits B-2 and B-3 are attached. All line items on the Exhibit B-2 are considered to be figures **not to be exceeded**. Any amount expended in excess of each line item will not be considered for payment without a change order or a supplemental agreement approved by the Department. A copy of the bid tabulation signed by the Engineer-of-record must accompany the grant application.
 5. **EXHIBITS C, C-1, and C-2**
Exhibits are to be filled out by the Sponsor or the Sponsor's Engineer. Forms C, C-1, and C-2 are attached.
 6. **EXHIBIT D, Airport Zoning Regulations**
As required by 3 O.S. § 103 each airport shall have airport zoning regulations adopted and enacted in order to regulate and restrict the height of structures or trees and land uses within the airport hazard areas. These airport zoning regulations must be adopted and enacted prior to funding. If the Sponsor has not adopted airport zoning regulations, it shall be part of the next state funded project.

7. EXHIBIT E, Sponsor Deposit Verification

The Sponsor is required to furnish verification to the Department that the Sponsor's funding share has been deposited in a designated account for use in defraying the costs of the project.

8. GRANT ASSURANCES

The grant assurances must remain attached to the agreement and be submitted with, and as a part of, this application and agreement.

In order to furnish the Department the Sponsor's assurances required by the Laws and Regulations, the Sponsor hereby covenants and agrees with the State of Oklahoma as follows:

8.1 TIME LIMITS

The Sponsor agrees that the project for which these funds are requested will be completed **within two years** from the date of grant approval.

8.2 EQUAL RIGHTS

8.2.1 The Sponsor agrees that in its operation of the Airport and all facilities thereon, neither it nor any person or organization occupying space or facilities thereon will discriminate against any person or class of persons by reason of race, sex, color, creed, handicap or national origin in the use of any facility provided for the public on airport property.

8.2.2 The Sponsor will operate the Airport as such for the use and benefit of the public. In furtherance of this covenant (but without limiting its general applicability and effect), the Sponsor specifically agrees that it will keep the Airport open to all types, kinds and classes of users: **Provided**, that the Sponsor may establish such fair, equal, and nondiscriminatory conditions to be met by all users of the Airport as may be necessary for the safe and efficient operation of the Airport: **And Provided Further**, that the Sponsor may prohibit or limit any given type, kind, or class of aeronautical use of the Airport if such action is necessary to serve the civil aviation needs of the public.

8.2.3 In furtherance of this covenant (but without limiting its general applicability and effect), the Sponsor specifically covenants and agrees:

8.2.3.1 That in any agreement,

contract, lease or other arrangement under which a right or privilege at the Airport is granted to any person, firm, or corporation to render any service or furnish any parts, materials, or supplies (including the sale thereof) essential to the operation of aircraft at the Airport, the Sponsor will insert and enforce provisions requiring the contractor to:

8.2.3.1.1 furnish good, prompt and efficient service adequate to meet all demands for its service at the Airport; and

8.2.3.1.2 furnish said service on a fair, equal and nondiscriminatory basis to all users thereof, and,

8.2.3.1.3 charge fair, reasonable and nondiscriminatory prices for each unit of sale or service: **Provided** that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates or other similar types or price reductions to volume purchasers.

8.2.3.2 That it will not exercise or grant any right or privilege which would operate to prevent any person, firm, or corporation operating aircraft on the Airport from performing any services on its own aircraft with its own employees (including, but not limited to, maintenance and repair) that it may choose to perform.

8.2.3.3 That if the Sponsor exercises any of the rights or privileges set forth in paragraph 8.2.2 of the Equal Rights Section, it will be bound by and adhere to the condition specified for contractors as set forth in subparagraph 8.2.3 of the Equal Rights Section.

8.2.3.4 Essential facilities, as listed in 8.5 (including night lighting systems, when installed) will be operated in such manner as to assure their availability to all users of the airport.

8.2.4 Nothing contained herein shall be construed to prohibit the granting or exercise of an exclusive right for the furnishing of non aviation products and supplies or any service of a non aeronautical nature.

8.3 AUTHORITY AND POWER

The Sponsor certifies it has the legal authority and power to:

8.3.1 do all things necessary in order to undertake and carry out the Project in conformity with State and Federal Statutes, Acts, and Regulations;

8.3.2 receive, accept and disburse grants of funds from the State of Oklahoma in aid of the Project, in terms and conditions stated in the Laws, Acts, and Regulations; and

8.3.3 carry out all the provisions of this Application and Agreement.

8.4 RESERVATION OF POWERS

The Sponsor will not enter into any transaction which would operate to deprive it of any of the rights and powers necessary to perform any or all of the covenants made herein. If any arrangement is made for management or operation of the Airport by any agency or person other than the Sponsor or an employee of the Sponsor, the Sponsor will reserve sufficient powers and authority to insure that the Airport will be operated and maintained in accordance with these covenants.

8.5 ESSENTIAL FACILITIES

Essential facilities are considered to be the following: a landing area and an aircraft parking area.

8.6 SPONSOR FUND AVAILABILITY AND MAINTENANCE

It has sufficient funds available for that portion of the project costs which are not to be paid by the Department. It has sufficient funds available to assure operation and maintenance of items funded under the grant agreement which it will own or control.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the

airport. It will provide such reports on pavement condition and pavement management programs as the Department determines may be useful.

8.7 AIRPORT LAYOUT PLAN

The Sponsor of an airport included in the National Plan of Integrated Airport System (NPIAS) will keep up to date at all times an approved, reproducible Airport Layout Plan (ALP), showing: airport boundaries, aviation easements, location, and the nature of all existing and proposed airport facilities, structures (such as runways, taxiways, aprons, terminal buildings, hangars, roads) including all proposed extensions and the location of all existing and proposed non aviation areas. The ALP must be prepared in accordance with FAA Advisory Circular 150/5300-13 (most current edition).

The Sponsor will not make or permit to be made any changes or alterations to the Airport or any of its facilities other than in conformity with the ALP as so approved by the Department and/or the FAA, if such changes or alterations might adversely affect the safety, utility, or efficiency of the Airport.

8.8 PROJECT FINANCIAL REPORT REQUIREMENTS

The Department shall prepare a financial report of income and expenditures of **all project funds (Federal, Department, and Sponsor)**. The final 10% of the actual project cost of state grant funds will not be released until a satisfactory financial report has been prepared by the Department.

Records of expenditures shall be maintained by the Sponsor for not less than three (3) years. Access to these records will be provided at the grantees regular place of business.

8.9 ACKNOWLEDGMENT

The Sponsor assures that no work has been started nor has any work been completed on any of the Project(s) for which funds are requested in this Application and Agreement. The Sponsor further acknowledges that the funds will be used only for the purpose described in this Agreement.

8.10 TERMS AND CONDITIONS

Upon execution by the Sponsor and the Department, the offer and acceptance of this grant shall constitute a grant agreement between the Department and the Sponsor. The Department and the Sponsor shall be bound by all of the terms and conditions of the grant agreement and the grant assurances. The Department and the Federal Aviation Administration (FAA) representatives will have access to the

job site and project records at all times. In addition to all other requirements imposed by law or by this agreement, all grants or loans by the Department shall be subject to the following terms and conditions:

8.10.1 The period of the grant or loan agreement shall be twenty (20) years from the date of the Sponsor's acceptance and/or the life of the improvements contemplated under the grant or loan application, whichever is longer.

8.10.2 The airport and/or visual navigational aids shall remain under the Sponsor's control and shall be maintained by the Sponsor in a safe and serviceable condition during the period of this agreement.

8.10.3 The Sponsor assures that all land to be constructed upon is held in clear fee simple title by the Sponsor or is leased from the Federal Government of the United States. The Sponsor assures that, if the land is leased, the lease will be maintained current for a period not less than the life of the agreement. The Sponsor assures that the land, whether leased or held in fee simple, shall be pledged to airport use and shall not be removed in whole or in part from such use without prior written approval from the Department. In addition, airport property as defined in the airport layout plan cannot be transferred by the airport sponsor without the written approval of the Department.

The Sponsor further assures the possession of sufficient land for development, operation and maintenance of the airport or air navigational facility. This requirement shall include the amount of land needed for necessary runways, taxiways, aircraft parking areas and runway protection zones.

8.10.4 Consistent with safety and security requirements, a Sponsor shall make the airport or navigational facility available to all types, kinds and classes of aeronautical use without discrimination between such types, kinds and classes and shall provide adequate public access during the period of this agreement.

8.10.5 The Sponsor shall not grant or permit anyone to exercise an exclusive right for the conduct of any aeronautical activity on or about an airport project landing area. Aeronautical activities include, but are not limited to scheduled airline flights; charter flights, flight instruction;

aircraft sales,

rental and repair; sale of aviation petroleum products; and aerial application. The landing area consists of runways or landing strips, taxiways, parking aprons, roads, airport lighting, and navigational aids.

8.10.6 The Sponsor shall carry out and complete a project without undue delay and in accordance with the plans and specifications submitted to the Department. The Sponsor shall ensure that the following is provided to the Department:

1. On all paving construction projects, the sponsor shall furnish a Construction Management Program (CMP) to the Department prior to the start of construction which shall detail the measures and procedures to be used to comply with the quality control provisions of the construction contract, including, but not limited to, all quality control provisions and tests required by the specifications. Department staff reserves the right to request a CMP on other projects. The CMP shall include as a minimum:
 - a. The name of the person representing the Sponsor who has overall responsibility for contract administration for the Grant and the authority to take necessary actions to comply with the contract.
 - b. Names of testing laboratories and consulting engineer firms with quality control responsibilities on the project, together with a description of the services to be provided.
 - c. Procedures for determining that testing laboratories meet the requirements of the American Society of Testing and Materials standards on laboratory evaluation referenced in the contract specifications (D 3666, C 1077).
 - d. Qualifications of engineering, supervision, and construction inspection personnel.
 - e. A listing of all tests required by the contract specifications, including the type and frequency of tests to be taken, the method of sampling, the applicable test standard, and the acceptance criteria or tolerances permitted for each type of test.
 - f. Procedures for ensuring that the tests are taken in accordance with the program, that they are documented daily, and that the proper corrective actions, where necessary, are undertaken.
2. Weekly Progress Report: The sponsor shall ensure that a weekly progress report is submitted using FAA form 5370-1 to the Department.
3. Acceptance Tests: The Sponsor shall ensure that the acceptance testing laboratory provides a copy of all acceptance tests as and when

the results become available.

4. **Summary Report:** Upon completion of the project, the Sponsor shall provide the Department a final acceptance test summary report. The report shall document the results of all acceptance tests performed and the location of the material tested. The report shall highlight those acceptance tests that were out-of-tolerance and include the pay reductions applied and reasons for accepting any out-of-tolerance material. An interim test and quality control report shall be submitted, if requested by the Department.
5. When the specifications provide for acceptance based on the method of estimating percentage of material within specification limits (PWL), the Sponsor will submit a final report of PWL computations in accordance with section 110, AC 150/5370-10 (most current version) with the summary report.
6. The Department, at its discretion, reserves the right to conduct independent tests and to reduce grant payments accordingly if such independent tests determine that sponsor test results are inaccurate.

8.10.7 The Sponsor, if requested by the Department, shall submit to the Department annual statements of airport or air navigation facility revenues and expenses.

8.10.8 The Sponsor will comply with the Municipal Airports Act of 1948 (Oklahoma Statutes of 1991, Title 3, Section 65.1 et seq.) and specifically, Sec. 65.12, which requires: "The revenues obtained by a municipality from the ownership, control or operation of any airport or navigation facility, including proceeds from the sale of any airport or portion thereof of air navigation facility property, shall be deposited in a special fund to be designated as the 'Airport Fund', which revenues shall be appropriated solely to, and used by the municipality for, the purposes authorized by this act."

8.10.9 All development of an airport constructed with grant funds shall be consistent with the approved Airport Layout Plan. A reproducible copy of such plan (as specified by the Department) and all subsequent modifications thereto, shall be filed with the Department.

8.10.10 The Sponsor shall comply with the "Public Competitive Bidding Act of 1984" (Oklahoma Statutes of 1991, Title 61, Sec. 101 et

seq.), which relates to the execution of certain public agency contracts, etc.

8.10.11 After actual bids on the project are received, a tabulation of all bids on the project must be signed by the Engineer-of-record and must accompany the grant application.

8.10.12 When airport lighting is part of a project, the Sponsor shall operate such lighting from sunset to sunrise either manually or by remote control.

8.10.13 The Department shall not be a party to any contract or commitment which a Sponsor may enter into or assume in carry out a project.

8.10.14 It being further understood and agreed that should the Sponsor fail to do those things herein described and approved and within the time frame prescribed, that said funds shall, without notice, be withdrawn and revert to the Department. It is the Sponsor's responsibility, when delays or problems are encountered, to notify the Department and request from the Department a written time extension and/or deviation.

8.11 LIFE OF THE AGREEMENT

The covenants and assurances shall become effective upon acceptance by the Sponsor of an offer of State aid for the Project or any portion thereof, made by the Department, and shall constitute a part of the Project Agreement thus formed. These covenants and assurances shall remain in full force and effect throughout the useful life of the facilities developed under this Project; but, in any event a minimum of twenty (20) years from the date of said acceptance of this offer of State aid for the Project.

8.12 HANGAR CONSTRUCTION PROJECTS

8.12.1 The Sponsor will ensure any hangars built using Department funds will receive fair market rental rates compared to similar hangar facilities at airports that have similar amenities and capabilities within the region in which that airport is located.

8.12.2 The Sponsor agrees to include in any rental agreement the most up-to-date Federal Aviation Administration hangar use policy and agrees to actively enforce that policy to its full effect.

8.12.3 The Sponsor agrees that any hangar built using Department funds will not be used as a permanent or semi-permanent residence. Hangars may have crew quarters for intermittent overnight stays at the discretion of the Sponsor.

8.12.4 The Sponsor will include in any rental agreement that the aircraft based in a hangar built using Department funds will be in compliance with federal airworthiness requirements and have complied with state aircraft excise tax and aircraft registration requirements.

8.13 FUEL SYSTEM CONSTRUCTION PROJECTS

The airport sponsor understands that fuel systems funded by the Department must be operated by the public airport sponsor and not a third party entity or contractor.

9. SIGNATURE BLOCK

IN WITNESS WHEREOF, the Sponsor has caused this APPLICATION AND ASSURANCES to be duly executed in its name, this 4th day of AUGUST, 2025.

SPONSOR'S ACCEPTANCE
(Mayor, City Manager or other designated official)

TRUST, IF REQUIRED:



Signature

James Curd, Mayor

Name and Title

401 South Johnstone Avenue

Address

Bartlesville, Oklahoma 74003

City/Town, State, Zip

Signature

Name and Title

Address

City/Town, State, Zip

NOTE: APPLICATION MUST BE SIGNED BY MAYOR, CITY MANAGER, OR OTHER DESIGNATED PERSON WHO IS AUTHORIZED TO SIGN CONTRACTS FOR THE SPONSOR. IF THE DAY TO DAY ADMINISTRATION OF THE AIRPORT IS PERFORMED BY A TRUST, THE CHAIRMAN OF THE TRUST MUST ALSO SIGN THE APPLICATION.

DO NOT WRITE BELOW THIS LINE

The work and expenditure of funds in the amount of \$_____ were approved in a regular, convened meeting of the Oklahoma Department of Aerospace and Aeronautics on the _____ day of _____, _____. By its approval, the Commission authorized the Director to execute this agreement.

Executive Director
Oklahoma Department of Aerospace and Aeronautics

EXHIBIT A AIRPORT LAYOUT DRAWING OR PROJECT SKETCH

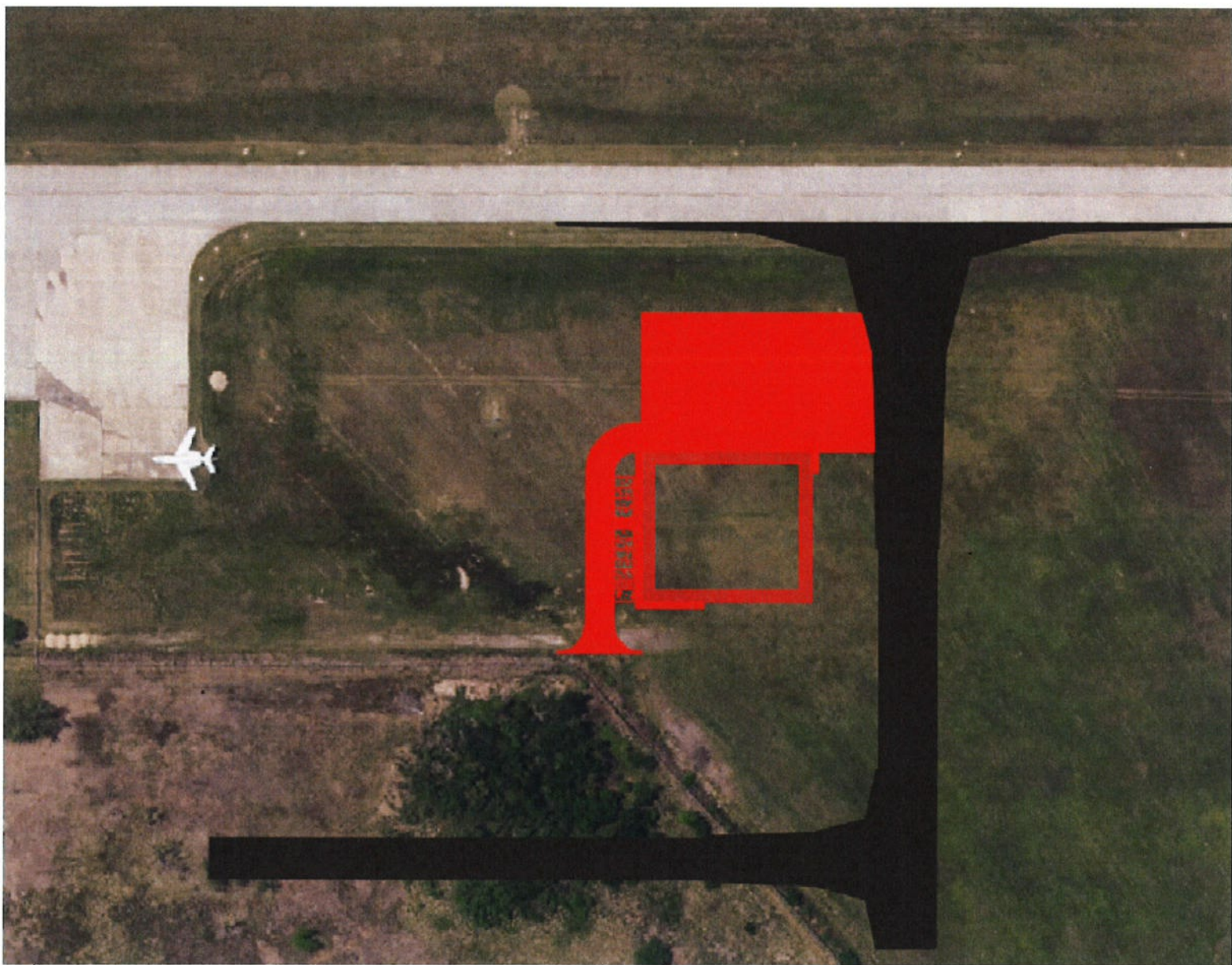


EXHIBIT B PLANS AND SPECIFICATIONS

PREVIOUSLY SUBMITTED

EXHIBIT B-1 PROGRAM NARRATIVE

This project will construct a 120'x130' hangar, with a 120'x30' office space adjacent, for a MRO facility, capable of servicing up to Embarer 170 aircraft.

EXHIBIT B-2 PROJECT COSTS

AIRPORT: Bartlesville Municipal Airport PROJECT #: BVO-26H-S
 CITY: Bartlesville DATE: 07/07/2025
 PROJECT DESCRIPTION: Construct Box Hangar

Item Description	Amount	Ineligible Amount	Remarks
(a) Advertising	800		
(b) Engineering	160,000		
(c) Grant Admin	12,000		
(d) Testing	25,000		
(e) Inspection			
(f) Construction Admin	157,000		
(g) Bid Phase Services:	10,400		
(h) NFPA 409 (2022) Fire Risk Assessment	17,500		
(i) Construction (attach bid tabs)			
(j) Base Bid (Less Apron Items)	\$4,619,719.43		
(k) Alternate 1 Bid			
(l) Alternate 2 Bid			
(m) Alternate 3 Bid			
(n) Alternate 4 Bid			
(o) Other:			
(p) TOTAL <u>ELIGIBLE</u> PROJECT COST	\$5,002,419.43		
(q) Ineligible Costs:			
Sponsor Share \$3,001,452.43 (60%)**	State Share: \$2,000,967.00 (40%)	Federal Share: \$ (%)	Total Project Cost: \$5,002,419.43

(For funding share information, see section 2.0 Funding) Note: Sponsor share cannot be lower than 5%

Note: The Department will only participate in costs identified in the contracts

Round Sponsor share up to the nearest dollar and Department share down to the nearest dollar

Toby J. Baker

BARTLESVILLE MUNICIPAL AIRPORT-CONSTRUCT BOX HANGAR
BARTLESVILLE, OKLAHOMA
TUESDAY, JULY 1, 2025, 2:00 PM
ODAA BVO-26H-S

BASE BID				PARKHILL (Engineer's Estimate)		KOEHN CONSTRUCTION SERVICES, LLC		FIREBRAND CONSTRUCTION LLC		W.L. McNATT & CO		DIVERSIFIED CONSTRUCTION OF OK	
Item No.	Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	MORILIZATION	1	LS	\$250,000.00	\$250,000.00	\$240,451.42	\$740,451.42	\$488,000.00	\$488,000.00	\$31,150.00	\$31,150.00	\$155,694.00	\$155,694.00
2	LOW PROFILE FLAG AND FLASHER BARRICADES	1	LS	\$5,000.00	\$5,000.00	\$15,905.24	\$15,905.24	\$5,250.00	\$5,250.00	\$5,300.00	\$5,300.00	\$12,974.00	\$12,974.00
3	TEMPORARY AIR AND WATER POLLUTION, SOIL EROSION, AN SILTATION CONTROL	1	LS	\$8,878.00	\$8,878.00	\$38,490.68	\$38,490.68	\$24,000.00	\$24,000.00	\$6,400.00	\$6,400.00	\$45,411.00	\$45,411.00
4	CONTRACTOR QUALITY CONTROL PROGRAM (CQCP)	1	LS	\$50,000.00	\$50,000.00	\$197,035.28	\$197,035.28	\$10,300.00	\$10,300.00	\$6,000.00	\$6,000.00	\$648.00	\$648.00
5	REMOVE, STOCKPILE, AND REPLACE TOPSOIL	1,052	CY	\$12.00	\$12,624.00	\$12.62	\$13,278.24	\$29.00	\$30,508.00	\$12.00	\$12,624.00	\$14.00	\$14,728.00
6	UNCLASSIFIED EXCAVATION USED AS EMBANKMENT	145	CY	\$25.00	\$3,625.00	\$18.70	\$2,711.50	\$29.00	\$4,205.00	\$18.00	\$2,610.00	\$21.00	\$3,045.00
7	BORROW MATERIAL (FROM OFF-SITE)	5,622	CY	\$32.00	\$178,904.00	\$29.30	\$164,724.60	\$30.00	\$168,660.00	\$28.00	\$157,416.00	\$33.00	\$185,526.00
8	HYDRATED LIME (44%)	23	TONS	\$340.00	\$7,820.00	\$431.71	\$9,929.33	\$400.00	\$9,200.00	\$420.00	\$9,660.00	\$508.00	\$11,684.00
9	8" LIME TREATED SUBGRADE	2,884	SY	\$8.00	\$23,072.00	\$23.74	\$68,703.36	\$15.00	\$43,260.00	\$8.00	\$23,072.00	\$11.00	\$31,616.00
10	6" CRUSHED AGGREGATE BASE COURSE	3,784	SY	\$12.00	\$45,408.00	\$10.71	\$40,526.64	\$11.50	\$43,518.00	\$12.50	\$47,300.00	\$15.00	\$56,760.00
11	12" PC CONCRETE SURFACE COURSE	2,884	SY	\$125.00	\$360,500.00	\$94.05	\$270,980.70	\$123.00	\$354,962.00	\$108.50	\$313,999.00	\$121.00	\$348,974.00
12	CONSTRUCT HANGAR FOUNDATION	2,375	SY	\$130.00	\$308,750.00	\$199.57	\$473,853.75	\$290.00	\$688,750.00	\$217.00	\$515,375.00	\$389.00	\$923,475.00
13	CONSTRUCT 150'X132' BOX HANGAR	1	EA	\$3,705,000.00	\$3,705,000.00	\$3,128,282.68	\$3,128,282.68	\$2,832,000.00	\$2,832,000.00	\$4,087,000.00	\$4,087,000.00	\$3,677,285.00	\$3,677,285.00
14	SOLID SLAB FOOTING AND WATERING UNTIL ESTABLISHED	3,285	SY	\$8.00	\$26,280.00	\$6.37	\$20,888.15	\$8.00	\$26,280.00	\$14.00	\$46,130.00	\$6.00	\$19,710.00
15	4" WHITE STRIPING - VEHICULAR PARKING	220	LF	\$12.00	\$2,640.00	\$6.48	\$1,425.60	\$4.00	\$880.00	\$11.00	\$2,420.00	\$4.00	\$880.00
16	6" CURB AND GUTTER	60	LF	\$85.00	\$5,100.00	\$88.13	\$5,287.80	\$51.00	\$3,060.00	\$33.00	\$1,980.00	\$58.00	\$3,480.00
17	6" CLASS A PC CONCRETE PAVING	885	SY	\$64.00	\$56,640.00	\$67.13	\$59,410.05	\$104.00	\$92,040.00	\$80.00	\$70,560.00	\$70.00	\$61,950.00
18	4" CONCRETE SIDEWALK	130	SY	\$80.00	\$10,400.00	\$80.89	\$10,515.70	\$84.00	\$10,920.00	\$81.00	\$10,530.00	\$117.00	\$15,210.00
19	OIL SEPARATOR	1	EA	\$31,200.00	\$31,200.00	\$72,708.68	\$72,708.68	\$100,000.00	\$100,000.00	\$16,100.00	\$16,100.00	\$25,848.00	\$25,848.00
20	CONCRETE WHEEL STOPS	10	EA	\$380.00	\$3,800.00	\$186.22	\$1,862.20	\$260.00	\$2,600.00	\$270.00	\$2,700.00	\$324.00	\$3,240.00
21	INSTALL BOLLARD	3	EA	\$750.00	\$2,250.00	\$1,538.65	\$4,615.95	\$450.00	\$1,350.00	\$800.00	\$2,400.00	\$778.00	\$2,334.00
22	1.5" DIA. SCH 40 PVC PIPE	70	LF	\$60.00	\$4,200.00	\$23.67	\$1,656.90	\$35.00	\$2,450.00	\$40.00	\$2,800.00	\$48.00	\$3,360.00
23	6" DIA. C900 DR18 PVC PIPE	75	LF	\$80.00	\$6,000.00	\$41.85	\$3,138.75	\$86.00	\$6,450.00	\$65.00	\$4,875.00	\$78.00	\$5,850.00
24	1.5" 45° VERTICAL BEND	4	EA	\$600.00	\$2,400.00	\$239.30	\$957.20	\$173.00	\$692.00	\$108.00	\$432.00	\$60.00	\$240.00
25	6" 45° VERTICAL BEND	4	EA	\$1,000.00	\$4,000.00	\$330.78	\$1,323.12	\$862.00	\$3,448.00	\$400.00	\$1,600.00	\$464.00	\$1,856.00
26	1.5" 90° BEND	1	EA	\$600.00	\$600.00	\$661.06	\$661.06	\$173.00	\$173.00	\$110.00	\$110.00	\$50.00	\$50.00
27	6" 90° BEND	1	EA	\$1,000.00	\$1,000.00	\$573.58	\$573.58	\$747.00	\$747.00	\$500.00	\$500.00	\$512.00	\$512.00
28	1.5" GATE VALVE & BOX	1	EA	\$800.00	\$800.00	\$1,763.06	\$1,763.06	\$1,092.00	\$1,092.00	\$1,000.00	\$1,000.00	\$1,183.00	\$1,183.00
29	4"X6" WYE TEE WITH 2-WAY CLEANOUT	1	EA	\$1,000.00	\$1,000.00	\$604.25	\$604.25	\$1,724.00	\$1,724.00	\$1,250.00	\$1,250.00	\$1,490.00	\$1,490.00
30	6" SMITH & BLAIR TAPPING SADDLE	1	EA	\$2,500.00	\$2,500.00	\$1,249.55	\$1,249.55	\$2,873.00	\$2,873.00	\$1,000.00	\$1,000.00	\$821.00	\$821.00
31	6" GATE VALVE AND BOX	1	EA	\$1,500.00	\$1,500.00	\$1,538.08	\$1,538.08	\$2,888.00	\$2,888.00	\$3,100.00	\$3,100.00	\$3,878.00	\$3,878.00
32	1.5" WATER METER	1	EA	\$3,600.00	\$3,600.00	\$5,371.88	\$5,371.88	\$3,563.00	\$3,563.00	\$2,500.00	\$2,500.00	\$3,027.00	\$3,027.00
33	CONNECT TO EXISTING UTILITY	2	EA	\$1,500.00	\$3,000.00	\$262.68	\$525.36	\$5,862.00	\$11,724.00	\$1,700.00	\$3,400.00	\$2,031.00	\$4,062.00
34	30" RCP	51	LF	\$110.00	\$5,610.00	\$190.75	\$9,728.25	\$104.00	\$5,304.00	\$150.00	\$7,650.00	\$172.00	\$8,772.00
35	30" PREFAB. CULVERT END SEC. ROUND	2	EA	\$1,500.00	\$3,000.00	\$185.53	\$371.06	\$1,150.00	\$2,300.00	\$1,700.00	\$3,400.00	\$1,895.00	\$3,790.00
36	6" SDR26 PVC PIPE	200	LF	\$150.00	\$30,000.00	\$38.65	\$7,730.00	\$100.00	\$20,000.00	\$50.00	\$10,000.00	\$58.00	\$11,600.00
37	4" SDR26 PVC PIPE	40	LF	\$130.00	\$5,200.00	\$36.63	\$1,465.20	\$85.00	\$3,400.00	\$50.00	\$2,000.00	\$60.00	\$2,400.00
38	6" DR11 HDPE PIPE	70	LF	\$150.00	\$10,500.00	\$41.16	\$2,882.60	\$75.00	\$5,250.00	\$100.00	\$7,000.00	\$110.00	\$7,700.00
39	8" DR11 HDPE PIPE	40	LF	\$130.00	\$5,200.00	\$40.78	\$1,631.20	\$81.00	\$3,240.00	\$60.00	\$2,400.00	\$88.00	\$3,520.00
40	10" DR11 HDPE PIPE	40	LF	\$160.00	\$6,400.00	\$45.07	\$1,802.80	\$86.00	\$3,440.00	\$65.00	\$2,600.00	\$77.00	\$3,080.00
41	12" DR11 HDPE PIPE	20	LF	\$170.00	\$3,400.00	\$48.21	\$864.20	\$98.00	\$1,960.00	\$125.00	\$2,500.00	\$151.00	\$3,020.00
42	6" 90 DEGREE BEND WITH CLEANOUT	1	EA	\$1,200.00	\$1,200.00	\$732.09	\$732.09	\$1,092.00	\$1,092.00	\$1,000.00	\$1,000.00	\$1,075.00	\$1,075.00
43	6"X6" TEE WITH 2-WAY CLEANOUT	1	EA	\$1,300.00	\$1,300.00	\$744.59	\$744.59	\$1,437.00	\$1,437.00	\$1,200.00	\$1,200.00	\$1,464.00	\$1,464.00
44	6"X8" TEE WITH 2-WAY CLEANOUT	1	EA	\$1,500.00	\$1,500.00	\$638.86	\$638.86	\$2,414.00	\$2,414.00	\$1,300.00	\$1,300.00	\$1,544.00	\$1,544.00
45	10"X6" TEE WITH 2-WAY CLEANOUT	1	EA	\$1,600.00	\$1,600.00	\$862.74	\$862.74	\$3,333.00	\$3,333.00	\$1,800.00	\$1,800.00	\$2,184.00	\$2,184.00
46	8"X8" REDUCER	1	EA	\$900.00	\$900.00	\$217.98	\$217.98	\$690.00	\$690.00	\$500.00	\$500.00	\$317.00	\$317.00
47	10"X8" REDUCER	1	EA	\$1,100.00	\$1,100.00	\$271.38	\$271.38	\$805.00	\$805.00	\$500.00	\$500.00	\$348.00	\$348.00
48	12"X10" REDUCER	1	EA	\$1,200.00	\$1,200.00	\$271.38	\$271.38	\$852.00	\$852.00	\$400.00	\$400.00	\$488.00	\$488.00
49	12" 45° BEND	1	EA	\$1,000.00	\$1,000.00	\$388.99	\$388.99	\$575.00	\$575.00	\$600.00	\$600.00	\$646.00	\$646.00
50	12" PREFAB. FLARED END SECTION	1	EA	\$1,200.00	\$1,200.00	\$1,277.41	\$1,277.41	\$1,092.00	\$1,092.00	\$1,000.00	\$1,000.00	\$1,105.00	\$1,105.00
51	CONSTRUCTION STAKING	1	LS	\$10,000.00	\$10,000.00	\$10,787.82	\$10,787.82	\$6,500.00	\$6,500.00	\$13,400.00	\$13,400.00	\$8,433.00	\$8,433.00
52	HAND RAIL	25	LF	\$126.00	\$3,150.00	\$283.35	\$7,083.75	\$261.00	\$6,525.00	\$200.00	\$5,000.00	\$258.00	\$6,475.00
53	GRAVEL SPLASH STRIP	7	SY	\$45.00	\$315.00	\$188.68	\$1,320.76	\$23.00	\$161.00	\$21.00	\$147.00	\$185.00	\$1,295.00
54	DISINFECTION & TESTING	1	LS	\$5,000.00	\$5,000.00	\$6,816.53	\$6,816.53	\$1,500.00	\$1,500.00	\$5,100.00	\$5,100.00	\$6,139.00	\$6,139.00
55	CLEANING & GRUBBING	9,462	SY	\$2.00	\$18,924.00	\$0.30	\$2,838.60	\$2.50	\$23,655.00	\$0.25	\$2,365.50	\$0.16	\$1,513.92
56	DEMO EXISTING WATERLINE	913	LF	\$50.00	\$45,650.00	\$3.03	\$2,766.39	\$17.00	\$15,521.00	\$2.00	\$1,826.00	\$2.00	\$1,826.00
57	18" PREFAB. FLARED END SECTION	1	EA	\$1,500.00	\$1,500.00	\$5,345.17	\$5,345.17	\$920.00	\$920.00	\$1,100.00	\$1,100.00	\$1,315.00	\$1,315.00
58	18" RCP	77	LF	\$80.00	\$6,160.00	\$173.79	\$13,381.83	\$81.00	\$6,237.00	\$80.00	\$6,160.00	\$96.00	\$7,392.00
59	SINGLE GRATE AREA INLET	1	EA	\$10,000.00	\$10,000.00	\$595.44	\$595.44	\$4,000.00	\$4,000.00	\$2,400.00	\$2,400.00	\$2,904.00	\$2,904.00
60	10"X8" REDUCER	2	EA	\$1,100.00	\$2,200.00	\$271.38	\$542.76	\$852.00	\$1,704.00	\$500.00	\$1,000.00	\$616.00	\$1,232.00
61	3" DR11 HDPE PIPE	10	LF	\$120.00	\$1,200.00	\$60.79	\$607.90	\$46.00	\$460.00	\$80.00	\$800.00	\$85.00	\$850.00
62	2-FT WIDE CAST IRON TRENCH DRAIN	110	LF	\$130.00	\$14,300.00	\$516.40	\$56,804.00	\$506.00	\$55,660.00	\$500.00	\$55,000.00	\$571.00	\$62,810.00
63	24" DR11 HDPE PIPE	90	LF	\$180.00	\$16,200.00	\$97.40	\$8,766.00	\$127.00	\$11,430.00	\$200.00	\$18,000.00	\$242.00	\$21,780.00
64	24"X12" TEE WITH CLEANOUT	80	EA	\$72.00	\$5,760.00	\$63.41	\$5,072.80	\$3,800.00	\$3,040.00	\$1.00	\$80.00	\$4,289.00	\$3,431.20
65	24"X3" TEE	1	EA	\$6,000.00	\$6,000.00	\$250.97	\$250.97	\$1,450.00	\$1,450.00	\$2,000.00	\$2,000.00	\$2,356.00	\$2,356.00
66	24" 90° BEND	1	EA	\$5,000.00	\$5,000.00	\$964.44	\$964.44	\$1,450.00	\$1,450.00	\$3,200.00	\$3,200.00	\$3,799.00	\$3,799.00
67	R/RPAP 12" DIA. STONE	13	SY	\$190.00	\$2,470.00	\$174.78	\$2,272.14	\$136.00	\$1,768.00	\$150.00	\$1,950.00	\$182.00	\$2,366.00
TOTAL					\$6,373,000.00		\$6,011,068.88		\$6,633,211.00		\$6,689,848.50		\$6,288,927.92

EXHIBIT B-3 PROJECT ENGINEERING
(Project Engineer to provide the following information)

Here are the costs which would be incurred in providing the engineering data necessary to make an investigation, testing, estimates, prepare plans and specifications, supervise award of contract, prepare contract, stake the work, supervise the work, make final inspection and final contract estimates for:

Bartlesville Municipal Airport - Construct Box Hangar
(Name of Airport and Project)

An outline of the work to be performed is as follows:

Engineering, Grant Admin, Testing, Construction Admin, Bid Phase Services

For Federal Aviation Administration (FAA) funded projects the work will be accomplished in accordance with the FAA Standards for Specifying Construction of Airports (current edition). The work may be accomplished in accordance with the Oklahoma Department of Transportation Standard Specifications (current edition), with prior written approval by FAA.

The engineering fees will not exceed \$ 364,400.

Parkhill
Name of Engineering Firm

Tom J. Baker
Signature of Engineer

EXHIBIT C STATEMENT OF COMPLIANCE

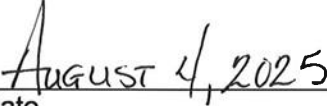
The Sponsor is in compliance with all terms and conditions of any agreement with the State of Oklahoma related to the development, operation or maintenance of an airport owned by the Sponsor.

	
 _____ Signature (Mayor, City Manager or designated Official)	_____ Signature (Mayor, City Manager or designated Official)
James Curd, Mayor _____ Name and Title	_____ Name and Title
 _____ Date	_____ Date
73-6005079 _____ Sponsor's Federal Identification Number	_____ Sponsor's Federal Identification Number

NOTE: To be signed by same person(s) that signs the Application and Assurances.

EXHIBIT C-1 SUSPENDED/DEBARMENT STATEMENT

The Sponsor hereby specifically agrees that it shall not award the contract for which this grant is given, nor shall bidding documents be given to any contractor which or who is subject to suspension or debarment by the U.S. Department of Transportation or any of its agencies, or the Oklahoma Department of Transportation at the time of the bidding or award of the contract. Violation of this provision shall void this grant.

	
 _____ Signature (Mayor, City Manager or designated Official)	_____ Signature (Mayor, City Manager or designated Official)
James Curd, Mayor _____ Name and Title	_____ Name and Title
 _____ Date	_____ Date
73-6005079 _____ Sponsor's Federal Identification Number	_____ Sponsor's Federal Identification Number

NOTE: To be signed by same person(s) that signs the Application and Assurances.

EXHIBIT C-2 STATUTORY AFFIDAVIT

STATE OF OKLAHOMA

COUNTY OF Osage.

AFFIDAVIT

JAMES S. CURD, JR and _____
(Type name) (Type name)

of lawful age, and having been first duly sworn, on oath, states:

1. That (s)he/they is/are the agent authorized by the Sponsor to submit the attached Grant Application to the State of Oklahoma.
2. That the Sponsor has not paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of the grant.
3. That no person who has been involved in any manner in the development of this grant while employed by the State of Oklahoma shall be employed to fulfill any of the services provided for under this contract.
4. That, to the best of his/her/their knowledge and belief, the Sponsor has not previously submitted a grant request to the Oklahoma Department of Aerospace and Aeronautics or any other agency of the State of Oklahoma which would result in a substantial duplication of the project proposed in the Grant Application and Assurances.

J C
Affiant (Signature of Mayor, City Manager
or designated Official)

Affiant (Signature of Trust, if required)

Subscribed and sworn to before me this 4th day of AUGUST, 2025.



[Signature]
Notary Public

NOTE: To be signed by the same person(s) that signs Application and Assurances.

EXHIBIT D AIRPORT ZONING REGULATIONS

Indicate if the city has adopted Airport Zoning Regulations, date it was adopted and if a copy is on file with the Oklahoma Department of Aerospace and Aeronautics.

PLEASE READ CAREFULLY

DATE: 07/07/2025

STATE PROJECT #: BVO-26H-S

This form must be completed and submitted as part of the grant application to the Oklahoma Department of Aerospace and Aeronautics.

Type of Account

City of Bartlesville
Name of Sponsor (Please print)

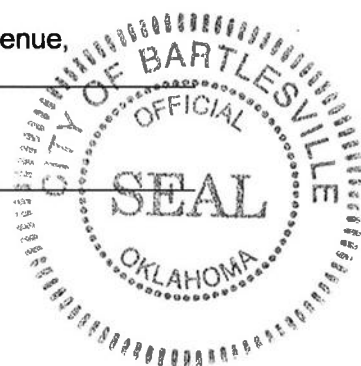
James Curd
Sponsor Official (Please print)

Mayor
Title of Official (Please print)

Signature of Official
401 South Johnstone Avenue,
Bartlesville, OK 74003

Address

918-338-4256
Phone



QUESTIONNAIRE

(PLEASE TYPE OR PRINT ANSWERS)

1. City Bartlesville Airport Bartlesville Municipal Airport

2. Official point of contact for the Sponsor:

Name Micah Siemers

Address 401 South Johnstone Avenue, Bartlesville, OK 74003

Telephone Number 918-338-4256

Official Position Director of Engineering

Email wmsiemers@cityofbartlesville.org

3. Sponsor contact that can verify payment information:

Name Micah Siemers

Address 401 South Johnstone Avenue, Bartlesville, OK 74003

Telephone Number 918-338-4256

Official Position Director of Engineering

Email wmsiemers@cityofbartlesville.org

4. State payments should be made to: City of Bartlesville

5. Method of performance: Contract and/or Force Account Contract

6. Number of aircraft based at the airport 37

7. Is the Airport operated by a Trust Authority? If yes, provide the name of the Trust Authority and a copy of the Trust Agreement.

No

8. Is there a Fixed Base Operator(s) on the Airport? If yes:

Name Bartlesville Aviation

Address 401 Wiley Post Road, Bartlesville, OK 74003

Telephone Number 918-661-3121

9. Will financial assistance from a Federal source be required? Yes ☐ No ☒

10. Name of your State Senator: Bill Coleman

11. Name of your State Representative: Judd Strom

CHECKLIST

When completed, this Checklist becomes a part of the Grant Application and Agreement.

Answer **yes** or **no** on the appropriate lines. Sign the document.

1. Is the Application properly signed and dated Yes
2. Is Exhibit A attached Yes
3. Are Exhibits B and B-1 attached Yes
4. Are Exhibits B-2 and B-3 attached Yes
5. Are Exhibits C, C-1, and C-2 attached Yes
6. Is Exhibit D attached Yes
7. Is Exhibit E attached Yes
8. Have all questions been answered on the Questionnaire Yes
9. Are yearly funds allocated for airport maintenance Yes
10. Have you furnished the names of your Senator and Representative Yes
11. Has any work been started on this project No
12. If the answer to any of the above questions (except #11) is no, explain below or on an attached sheet of paper.

Checklist completed by:

Name Micah Siemers

Position Director of Engineering

Telephone Number 918-338-4256



July 14, 2025

The Honorable Jim Curd, Jr.
Mayor
City of Bartlesville
401 S. Johnstone Ave.
Bartlesville, OK 74003

Dear Mayor Curd,

I am pleased to advise you that on July 9, 2025, during a regularly scheduled meeting, the Oklahoma Department of Aerospace & Aeronautics (Department) awarded a State Grant to the City of Bartlesville (Sponsor) for the Bartlesville Municipal Airport contingent upon receiving an acceptable grant application. The project consists of two grants to construct a new 120' x 130' box hangar and apron/taxilane pavement. Based on bids, the total project cost for the box hangar is \$5,002,419.43 and will be funded with \$2,000,967 of state grant funds and \$3,001,452.43 of sponsor matching funds. This project is a part of the Preserving Rural Economic Prosperity (PREP) Program that the Legislature passed during 2022 directing funds toward hangar development. Based on bids, the total project cost for the apron/taxilane pavement is \$403,340.23 and will be funded with \$383,173 of state grant funds and \$20,167.23 of sponsor matching funds.

At this time, the Department requests the following signed documents be submitted in electronic format:

- State Grant Application
- Construction Plans and Specifications
- Project Sketch
- Bid Tabs signed by the Engineer-of-Record

Once the Department and Sponsor have signed and executed the State Grant Application, the Department will provide a separate written Notice to Proceed (NTP) to Construction. No construction work may occur before receipt of the NTP for Construction and should work begin prior to the Sponsor receiving this NTP, that work may be deemed ineligible for reimbursement.

Michelle Bouziden is the Department's Senior Project & Grants Manager and is the primary point of contact regarding the grant application process. Should you have any questions do not hesitate to contact her at michelle.bouziden@aerospace.ok.gov or 405-604-6912.

Respectfully,

A handwritten signature in black ink, appearing to read "Grayson Ardies".

Grayson Ardies
Executive Director
Oklahoma Department of Aerospace & Aeronautics

Cc: The Honorable J. Kevin Stitt
Governor of Oklahoma

The Honorable James Lankford
United States Senator

The Honorable Markwayne Mullin
United States Senator

The Honorable Frank Lucas
United States Congressman – OK-3

The Honorable Lonnie Paxton
Oklahoma State Senate President Pro Tempore – District 23

The Honorable Julie Daniels
Oklahoma State Senate – District 29

The Honorable Tom Woods
Oklahoma State Senate – District 4

The Honorable Kyle Hilbert
Oklahoma Speaker of the House of Representatives – District 29

The Honorable Judd Strom
Oklahoma State Representative – District 10

The Honorable Nicole Miller
Oklahoma State Representative – District 82

Mr. Tim Gatz
Executive Director, Oklahoma Department of Transportation

Mr. Mike Richardson
Airport Director

Mr. Micah Siemers
Engineering Director

Mr. Toby Baker
Oklahoma Aviation Lead, Parkhill

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action to approve a service agreement between Bartlesville Independent Schools District #30 (BPS) and the Bartlesville Police Department, a department of the City of Bartlesville, an Oklahoma municipal corporation, and a charter city organized and existing pursuant to the Oklahoma State Constitution ("City of Bartlesville").

Attachments:

Service Agreement

II. STAFF COMMENTS AND ANALYSIS

The Bartlesville Police Department believes that this service agreement is necessary to provide policing services (School Resource Officers) in the interest of public and school safety through the promotion of positive influences and mentorship of the youth in an educational environment. In payment for providing ten (10) School Resource Officers (SROs) the City will take the average sum of the ten (10) SROs salaries, and BPS will pay 75% of the nine (9) SROs salaries annually for providing ten (10) School Resource Officers. One (1) SRO will be provided annually at no cost to BPS. Additionally, the City will provide one (1) SRO for summer school at no cost to BPS.

III. RECOMMENDED ACTION

Staff recommends that Council review and approve the service agreement between Bartlesville Independent Schools District #30 (BPS) and the Bartlesville Police Department, a department of the City of Bartlesville, an Oklahoma municipal corporation, and a charter city organized and existing pursuant to the Oklahoma State Constitution ("City of Bartlesville").

SERVICE AGREEMENT
2025-2026
BARTLESVILLE INDEPENDENT SCHOOLS DISTRICT #30 and CITY OF BARTLESVILLE

This AGREEMENT, by and between the Bartlesville Independent Schools District #30 (hereinafter "BPS") and the CITY OF BARTLESVILLE, OKLAHOMA, a municipal corporation, (hereinafter "City")

WHEREAS, BPD is a school district agreeing to share the cost of policing services specifically addressing law enforcement and community oriented policing services on BPS property, and

WHEREAS, BPS is desirous of contracting with the City to provide policing services in the interest of public and school safety through promotion of positive influences and mentorship of the youth in an educational environment.

WHEREAS, BPS and the City are desirous of having ten (10) uniformed police officers (hereinafter referred to as School Resource Officers, or SRO's) assigned to the described policing duties on BPS school property during those days/times when school is in session and/or any other days/times agreed upon through BPS and City.

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the parties agree as follow:

Section I SERVICE AND RESPONSIBILITIES

A. The City shall:

1. Provide ten (10) uniformed officers to work as their primary assignment/duties in SRO capacity on BPS property during date/times that school is in session (not including non-school and/or summer school days) unless the SRO is absent due to illness, or other leave time deemed unavailable without prior notice.
2. Provide other routine policing services to BPS as needed in the absence of, or during dates/times an SRO is unavailable, or as required for policing assistance to the SRO's.
 - a. SRO's will make every effort to schedule vacation/holiday time off in conjunction with those dates/times that school is not in session. However, if such time off is granted by the City to an SRO every effort will be made to give advanced notification to BPS.
 - b. During dates/times of illness and/or other unavailable leave time the City, through the Bartlesville Police Department Patrol Division will assume any routine policing services in the absence of the SRO. During such dates/times a uniformed police officer will not be specifically assigned to the SRO position unless otherwise deemed necessary by the police department administration.
3. The City shall equip the ten (10) SRO's appropriately as deemed necessary by the City for policing duties to include police vehicle, weapons, uniforms, police badge, and other required police credentials, etc.
4. The City reserves the right to recall SROs in cases of emergency, natural disaster, or other manpower shortage and make available for assignment elsewhere as deemed appropriate and at the discretion of the Bartlesville Police Department administration.

SERVICE AGREEMENT
2025-2026
BARTLESVILLE INDEPENDENT SCHOOLS DISTRICT #30 and CITY OF BARTLESVILLE

- a. The City will resume SRO duties as described herein once the emergency, natural disaster, or other manpower shortage has been resolved and/or ended.
- 5. The City reserves the right to end this contractual agreement with BPS at any time with at least 90 days advanced notice.
- B. BPS shall:
 - 1. BPS will provide office space/equipment as deemed necessary for Ten (10) SROs and at the discretion of BPS.
 - 2. BPS shall give at least 90 days advanced notice of intent to end this contractual agreement with the City.

Section II TERMS OF AGREEMENT

This Agreement shall be in effect as of July 1, 2025 and shall remain in effect until June 30, 2026.

This Agreement shall automatically renew upon the same terms and conditions set out herein unless either party notifies the other in writing on or before ninety days prior to the expiration date that it intends to terminate this agreement, or that amendment of the same if desired.

Section III FEES

In payment for providing ten (10) School Resource Officers (SROs) by the City pursuant to Section I of this agreement, BPS agrees:

- A. The City will take the average sum of the ten (10) SROs salaries, and BPS will pay 75% of the nine (9) SROs salaries annually for providing ten (10) School Resource Officers. One (1) SRO will be provided annually at no cost to BPS. Additionally, the City will provide one (1) SRO for summer school at no cost to BPS.
 - 1. BPS will pay the City monthly or 1/12 of the annual sum each month for SRO services provided unless either party desires to end the contractual agreement as set forth herein.
 - 2. Monthly payments will begin using the City fiscal year every July through the following June.

SERVICE AGREEMENT
2025-2026
BARTLESVILLE INDEPENDENT SCHOOLS DISTRICT #30 and CITY OF BARTLESVILLE

Entered into this ____ day of _____ 2025

Secretary

Date

Bartlesville Independent Schools District #30

 6/16/2

Authorized Signature

Date

Attest, City of Bartlesville

City Clerk Signature

Mayor Signature

Date

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action to approve an updated contract for E911 Dispatch Services between the Washington County Board of County Commissioners and the City of Bartlesville Police Department.

Attachments: Current contract 01/06/2014
Proposed contract signed by Washington County Board of Commissioners
08/11/2025

II. STAFF COMMENTS AND ANALYSIS

The new contract contains updated information provided by the Oklahoma 9-1-1 Management Authority Act to help guide and manage the Dispatch Center. The City of Bartlesville, Washington County, Oklahoma will operate the 9-1-1 Emergency System as set forth by the Oklahoma 9-1-1 Management Authority and the Oklahoma State Statutes codified at 63 O.S. 2864 to include all Oklahoma State Statutes that govern the operations of the 9-1-1 Emergency System and Public Service Answering Point (PSAP).

III. BUDGET IMPACT

The impact of this new Agreement will not have a negative impact on the current budget.

IV. RECOMMENDED ACTION

The staff recommended action is to approve the new updated contract between the Washington County Board of County Commissioners and the City of Bartlesville Police Department.

MAILED 4/7/18

CONTRACT

This CONTRACT entered into by and between the following parties:

BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY,
OKLAHOMA; and

CITY OF BARTLESVILLE, OKLAHOMA, a municipal corporation, located in
Washington County, Oklahoma;

WHEREAS, Title 74 O.S. 1008 authorizes governmental agencies to enter
into contracts and agreements pertaining to services, activities, and undertakings
which both of the governmental agencies are authorized by law to perform; and

WHEREAS, Nine-One-One (911) is the number adopted as a nationwide,
dedicated standard telephone number recommended by the President's Commission
on Law Enforcement; and

WHEREAS, the City of Bartlesville, Oklahoma has an operating Enhanced
Nine-One-One (911) Emergency System established by Ordinance passed on the 24th
day of July, 1989; and

WHEREAS, the electorate of Washington County, Oklahoma did on the 1st
day of December, 1992, approve a Proposition for a Nine-One-One (911) Emergency
System for Washington County which was submitted for a vote by the Washington
County Commissioners; and

WHEREAS, the governing bodies to this Contract wish to implement the
Enhanced 911 Emergency System in Washington County in order to expedite the
response of local law enforcement, fire, medical rescue and other emergency
services.

THEREFORE, the parties do hereby enter into this Contract to implement
the operation of the Enhanced 911 Emergency System in Washington County, as
outlined below:

1. The Chief of Police of Bartlesville, Oklahoma or his Designee will
administer and operate the Enhanced 911 Emergency System for
Washington County telephone exchanges on behalf of the Board of County
Commissioners of Washington County in conjunction with the City of
Bartlesville's Enhanced 911 Emergency System.
2. The City of Bartlesville, Oklahoma will have the responsibility of
notifying the appropriate law enforcement agency, fire, medical, rescue and
other emergency services for included Washington County telephone

exchanges that are located within and serviced by the jurisdiction of Washington County, Oklahoma.

3. The Board of County Commissioners of Washington County, Oklahoma will direct all companies that collect communication fees as generated from within the jurisdiction of Washington County, and, as established by law, regardless of the type of communication, to pay the same to the City Treasurer of the City of Bartlesville, Oklahoma for the administration and operation of the Enhanced 911 Emergency System.

4. The City of Bartlesville, Oklahoma will give a fiscal report once a year to the Board of County Commissioners of Washington County, Oklahoma to show the revenues from the fees collected on behalf of the telephone exchanges in Washington County, Oklahoma.

5. The City of Bartlesville, Oklahoma will pay for all the equipment, fees and expenses in connection with the operation of the Enhanced 911 Emergency System from the fees and taxes collected for the operation of the system.

6. The parties further agree that the terms of this Contract are not assignable to another party without the express written consent of the parties to this Contract.

7. The Board of the County Commissioners of Washington County agrees they will bring the Master Street Address Guide (MSAG) up to date and maintain it.

8. The parties agree that the existing addressing will remain in place unless changes are agreed upon by both parties.

9. The parties agree that no real or personal property shall be acquired jointly during the course of this Contract. Any property individually acquired by a party to this Contract shall remain the property of that party upon termination of this Contract.

10. This Contract shall be in force and effect from the date all parties have signed it. This Contract shall automatically renew at the end of each current fiscal year for an additional one year period unless either of the parties takes appropriate affirmative action to terminate this Contract. Provided however, any party's participation in this Contract may be terminated upon at least 60 days written notice to the other party. Notice will be deemed given if sent by regular mail to the governing body of the party to this Contract.

11. The parties agree that this written Contract contains the entire

agreement between the parties, and that it cannot be modified except by a written instrument executed by the parties.

12. This Agreement replaces and supersedes the previous Agreement between the Parties dated June 12, 2006 and all Amendments thereto.

DATED this 6th day of Jan, 2018

(SEAL)

Attest:


[Signature]
Washington County Clerk

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, OKLAHOMA

By: [Signature]

Chairman

(SEAL)

Attest:

[Signature]
City Clerk



BY: [Signature]

Mayor

12-16-13

Contract
9-1-1 Emergency System

This CONTRACT entered into by and between the following parties:

BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OKLAHOMA,
and

CITY OF BARTLESVILLE, OKLAHOMA, a municipal corporation located in Washington County, Oklahoma;

WHEREAS, Title 74, O.S. 1008 authorizes governmental agencies to enter into contracts and agreements pertaining to services, activities, and undertakings, which both of the governmental agencies are authorized by law to perform; and

WHEREAS, Nine-One-One (911) is the number adopted as a nationwide, dedicated standard telephone number recommended by the President's Commission on Law Enforcement; and

WHEREAS, the City of Bartlesville, Oklahoma, has an operating Enhanced Nine-One-One (911) Emergency System established by Ordinance passed on the 24th day of July, 1989; and

WHEREAS, the Electorate of Washington County, Oklahoma did, on the 1st day of December, 1992, approve a Proposition for a Nine-One-One (911) Emergency System for Washington County, which was submitted for a vote by the Washington County Commissioners; and

WHEREAS, in 2016 the State of Oklahoma established the Oklahoma 9-1-1 Management Authority Act that; assigned responsibilities for 911 centers; established funding and oversight; and approved the City of Bartlesville as the Governing Authority and primary Public Safety Answering Point (PSAP) for 911 in Washington County; and

WHEREAS, the governing bodies to this Contract wish to implement and maintain the highest quality 911 Emergency System in Washington County, as outlined below:

- 1) The Chief of Police of Bartlesville, Oklahoma, or his Designee, will administer and operate the 911 Emergency System for Washington County telecommunications services, on behalf of the Board of County Commissioners of Washington County in conjunction with the City of Bartlesville's enhanced 911 Emergency System.
- 2) The City of Bartlesville, Oklahoma will have the responsibility of managing public safety calls and inquiries, facilitating and notifying the appropriate law enforcement agency, fire, medical, rescue and other emergency services that

are located within and serviced by the jurisdiction of Washington County, Oklahoma.

- 3) The Board of County Commissioners of Washington County, Oklahoma, will direct all governmental and nongovernmental entities that collect communication fees, as generated from within the jurisdiction of Washington County, and/or funds collected from the Oklahoma Tax Commission, and as established by law, regardless of the type of communication, to pay the same to the City Treasurer of the City of Bartlesville, Oklahoma, for the administration and operation of the Enhanced 911 Emergency System.
- 4) The City of Bartlesville, Oklahoma, shall maintain a separate budget for the 911 center and provide a fiscal report once a year to the Board of County Commissioners of Washington County, Oklahoma, to show the revenues from the fees and/or taxes collected on behalf of the telephone exchanges in Washington County, Oklahoma.
- 5) The City of Bartlesville, Oklahoma, will pay for all the equipment, fees and expenses in connection with the operation of the Enhanced 911 Emergency System, from the fees and taxes collected for the operation of the system.
- 6) The parties further agree that the terms of this Contract are not assignable to another party without the express written consent of the parties to this Contract.
- 7) The Board of County Commissioners of Washington County agrees to bring Geographic Information Systems (GIS) into compliance with the standards required by the state and maintain such data. This includes the Master Street Address Guide (MSAG) and the Geospatial MSAG (GeoMSAG) required for 911 call delivery.
- 8) The City of Bartlesville, Oklahoma, agrees to follow established processes between the County and the City to ensure accurate addresses are collected and sent to the County. Also the city agrees to utilize the most current GIS data provided by the County for software programs utilized to answer and deliver 911 calls.
- 9) The parties agree that the existing addressing will remain in place, unless changes are agreed upon by both parties.
- 10) The parties agree that no real or personal property shall be acquired jointly during the course of this Contract. Any property individually acquired by a party to this Contract shall remain the property of that party upon termination of this Contract.
- 11) This Contract shall be in force and effect beginning September 1, 2025. This Contract shall automatically renew at the end of each current fiscal year for an

additional one (1) year period unless either of the parties takes appropriate affirmative action to terminate this Contract. Provided, however, any party's participation in this Contract may be terminated upon at least one hundred eighty (180) days written notice to the other party. Notice will be deemed given if sent by certified mail, return receipt requested, to the governing board of the party to this Contract.

12) The City of Bartlesville shall:

- a. Submit or comply with master plans to deliver Phase II Nine-One-One (911) wireless location services and comply with the States master plan to deliver Next Generation 911 Services, as required by Oklahoma 9-1-1 Management Authority Act, and approved by the Oklahoma 9-1-1 Management Authority.
- b. Meet standards of the National Emergency Number Association (NENA) limited to call taking and caller location technology, or comply with an improvement plan to meet such standards as directed by the Oklahoma 9-1-1 Management Authority.
- c. Submit annual reports or audits, as required by the Oklahoma 9-1-1 Management Authority Act.
- d. Comply with the requirements of the Oklahoma 9-1-1 Management Authority Act or procedures, established by the Oklahoma 9-1-1 Management Authority, codified at 63 O.S. § 2861 *et seq.* Any and all failures to meet said compliance requirements shall be reported to Washington County.
- e. Money remitted to the City of Bartlesville, pursuant to the Oklahoma 9-1-1 Management Authority Act, and any money otherwise collected by any lawful means for purposes of providing 9-1-1 emergency telephone services, shall be deposited in a separate 9-1-1 emergency telephone service fund established by the City of Bartlesville, or its governing body, to carry out the requirements of the Oklahoma 9-1-1 Management Authority Act.
- f. Submit to the Oklahoma 9-1-1 Management Authority a report on a form to be prescribed by the Oklahoma 9-1-1 Management Authority, covering the operation and financing of the public safety answering point, which shall include all sources of funding available to the public agency for the 9-1-1 emergency telephone system; and a copy of the most recent annual audit, showing all expenses of the public agency relating to the 9-1-1 emergency telephone system. The City of Bartlesville shall meet at least once quarterly to oversee the operations of the 9-1-1 emergency telephone system; review expenditures, and annual set and approve an operating budget; discuss, review and respond to any questions, concerns, feedback or other issues brought to its attention by the public agencies receiving dispatch services; and take any other action as necessary for the operation and management of the system. Records of the

meetings of the City of Bartlesville shall be subject to the Oklahoma Open Records Act, and the Open Meetings Act. Monies deposited in such fund at the end of a fiscal year shall carry over to subsequent years. The monies deposited will not become part of the general budget or any other agency, except as authorized by the 9-1-1 Management Authority Act.

- g. Ensure all Public Safety Telecommunications (Dispatchers) shall meet all State training requirements and be National Incident Management System (NIMS) compliant, and submit annual compliance report to the NIMS coordinator
- h. Any loss of dispatch capability over one (1) hour or expected outage of more than one (1) hour, Washington County Emergency Management must be notified.
- i. If City of Bartlesville is notified by State of Oklahoma 9-1-1 Authority that they are not in compliance or are in jeopardy of having funds withheld by the State of Oklahoma in regards to 9-1-1, the City of Bartlesville shall notify Washington County Emergency Management within one (1) business day.
- j. The City of Bartlesville may dispatch for any public agency outside of Washington County, if they enter into an interlocal cooperative agreement with them on or before September 1, 2025. The territory of the district shall be coextensive with the territory of the regional sub-state planning district, unless a different territory is approved by the Oklahoma 9-1-1 Management Authority and Washington County.
- k. Shall copy Washington County all communications with the 9-1-1 Management Authority, concerning annual population and land area re-certifications.
- l. This Contract shall be in force and effective from the date all parties have signed it. This Contract shall automatically renew at the end of each current fiscal year for an additional one (1)-year period, unless either of the parties takes appropriate affirmative action to terminate this Contract, provided, however, any party's participation in this Contract may be terminated upon at least one hundred eighty (180) day's written notice to the other party. Notice will be deemed given if sent by regular mail to the governing body of the party to this Contract. In the event the City of Bartlesville plans to enter into a contract for "like" service with any other entity, Washington County must be notified within seven (7) days, at which time this Contract may be renegotiated or terminated upon written notice to the other party of at least one hundred eighty (180) days.
- m. The City of Bartlesville, Washington County, Oklahoma, will operate the 9-1-1 Emergency System as set forth by the Oklahoma 9-1-1 Management Authority and the Oklahoma State Statutes codified at 63 O.S. §2864 to include all Oklahoma State Statutes that govern the operations of the 9-1-1 Emergency System and Public Service Answering Point (PSAP).

- 13) The parties agree that this written Contract contains the entire agreement between the parties, and that it cannot be modified, except by a written instrument executed by the parties.

This Agreement replaces and supersedes the previous Agreement between the Parties dated January 6, 2014, and all amendments therein.

DATED this 11 day of August, 2025

(SEAL)

Board of County Commissioners
of Washington County, Oklahoma

Attest:



Annette Smith by Kaci Rigdon
Annette Smith,
Washington County Clerk

By: [Signature]
Chairman, BOCC

(SEAL)

City of Bartlesville, Oklahoma

Attest:

City Clerk

By: _____
Mayor

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Approval of an Agreement for Professional Services with Freese and Nichols, Inc. to provide updated land development regulations for the City of Bartlesville.

Attachment: Professional Services Agreement draft with Freese and Nichols, Inc.

II. STAFF COMMENTS AND ANALYSIS

The public identified land development regulation reform as a key goal and objective during the public engagement process that formed the foundation of the city's recently adopted Comprehensive Plan, *Endeavor 2045*. Assessing and updating the city's current land development regulations are listed as Action Items # FB. 1-2 and FB. 1-3 in *Endeavor 2045*.

Freese and Nichols, Inc. was selected by a stakeholder advisory committee out of a group of eight firms that submitted proposals in response to the City's Request for Qualifications publicized this summer.

A contract has been negotiated (see Attached draft), with changes requested by Staff as follows:

- Stakeholder Advisory Committee (SAC) meetings changed from 3 virtual meetings, to 3 virtual meetings and 1 in-person meeting (4 meetings total) (page SC-3);
- Attachment CO (Compensation), edit sentence at the end, to read: "This markup approximates the recovery of additional overhead costs and other costs of utilizing non-FNI personnel and resources."
- Attachment TC (Terms and Conditions, page 3 of 4), add to the end of the termination clause (Paragraph 9):

"In the event of termination of this Agreement for any reason, FNI shall, as a condition of final payment, deliver to the City all work product completed or in progress up to the date of termination. This shall include, but not be limited to, all draft and final reports, memoranda, diagnostic analyses, code modules, mapping files, survey results, public engagement materials, meeting notes, and any other documents, data, or digital files prepared under this Agreement, in both editable and PDF formats. FNI shall also provide reasonable cooperation and consultation, at standard hourly rates, for a period of up to thirty (30) days following termination to assist the City in transitioning the work to another consultant or internal staff. All such work product shall be deemed the property of the City, regardless of completion status, and may be used by the City for governmental purposes without restriction."

III. BUDGET IMPACT

The total cost for these services and process is \$241,350.00. The budget for this project approved in the Fiscal Year 2025-2026 capital budget is \$260,000, for zoning code and subdivision code updates, allocated to the Community Development Department.

IV. RECOMMENDED ACTION

Staff recommends approval of this agreement with Freese and Nichols, Inc.

PROFESSIONAL SERVICES AGREEMENT

STATE OF OKLAHOMA §

COUNTY OF WASHINGTON §

This Agreement is entered into by City of Bartlesville, Oklahoma (City) and Freese and Nichols, Inc. (FNI). In consideration of FNI providing professional services for City and City utilizing these services, the parties hereby agree:

- I. **EMPLOYMENT OF FNI:** In accordance with the terms of this Agreement, City agrees to employ and compensate FNI to perform professional services in connection with the Project. The Project is described as Bartlesville Land Development Regulations.
- II. **SCOPE OF SERVICES:** FNI shall render professional services in connection with the Project as set forth in Attachment SC – Scope of Services and Responsibilities of City which is attached to and made a part of this Agreement.
- III. **COMPENSATION:** City agrees to pay FNI for all professional services rendered under this Agreement. FNI shall perform professional services under this Agreement for a not to exceed fee of \$240,000.00.
- IV. **TERMS AND CONDITIONS OF AGREEMENT:** The Terms and Conditions of Agreement, as set forth in Attachment TC – Terms and Conditions of Agreement, shall govern the relationship between the City and FNI.
- V. **GOVERNING LAW; VENUE:** This Agreement shall be administered and interpreted under the laws of the State of Oklahoma. Venue of any legal proceeding involving this Agreement shall be in Washington County, Oklahoma.
- VI. **EFFECTIVE DATE:** The effective date of this Agreement is September 2, 2025.

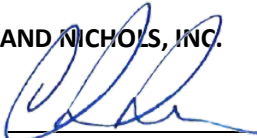
Nothing in this Agreement shall be construed to give any rights or benefits under this Agreement to anyone other than the City and FNI. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the City and FNI and not for the benefit of any other party. This Agreement constitutes the entire agreement between the City and FNI and supersedes all prior written or oral understandings.

This Agreement is executed in two counterparts. IN TESTIMONY HEREOF, Agreement executed:

CITY OF BARTLESVILLE, OKLAHOMA

FREESE AND NICHOLS, INC.

By: _____

By:  _____

Name: _____

Name: Chance Sparks

Title: _____

Title: Principal/Vice-President

Date: _____

Date: 8/25/2025

Attest: _____

Attest: _____

SCOPE OF SERVICES AND RESPONSIBILITIES OF CITY

ARTICLE I

BASIC SERVICES: FNI shall render the following professional services in connection with the development of the project:

City of Bartlesville, OK – Unified Development Code

PROJECT UNDERSTANDING:

The City of Bartlesville (City) has engaged Freese and Nichols, Inc. (FNI) to provide updated zoning and subdivision regulations for private development that advance implementation of the newly adopted *Endeavor 2045* Comprehensive Plan. The project will be performed in four phases beginning with an analysis of existing regulatory documents, adopted plans, and related studies. This review, along with feedback from internal and external stakeholders, will inform a diagnostic report identifying issues and possible solutions to improve the regulations and align them with the City's goals for growth and development.

During phases two and three, FNI will develop updated codes and an updated zoning map based upon the guidance in the completed diagnostic report (phase 1 deliverable). The code will be developed in modules that will be combined into a complete draft at the conclusion of this phase.

FNI will refine the draft code and support the unified development code adoption process in phase four of the project.

SCOPE OF SERVICES:

Tasks prepared as a part of this planning effort may occur concurrently or sequentially where appropriate or, in some cases, may deviate from the sequence shown in this Scope of Services document.

Project Management and Quality Control

FNI will perform general project management and control project quality, progress, and budget for the scoped period of completion, including FNI's monthly reporting and invoicing requirements, regular (virtual) coordination meetings with the City, and similar efforts.

FNI will develop and utilize the following tools to support project management and quality control measures:

- Project schedule, updated as needed
- Facilitation of regular project coordination meetings
- Monthly one-page reports and invoices
- Development of a Quality Assurance Plan and reviews at key project milestones (internal)
- Quality Control reviews of deliverables (internal)

PROJECT MANAGEMENT TASKS:

P.1	Project management	Ongoing throughout project
P.2	Internal team coordination	As needed
P.3	City coordination calls	Biweekly (up to 24 conference calls; 30-minutes each)

Engagement and Meetings

Based on the Scope of Services, the FNI team will make seven (7) trips to the City. If possible, multiple meetings will be conducted during a single trip.

Note: FNI attendance at meetings throughout the project will include key team members with expertise in the topics that will be addressed during the meeting.

Engagement efforts will include:

Website and Survey

- Website – FNI will establish a project website that supports integrated community engagement tools, such as virtual idea walls for brainstorming, interactive mapping for geographic feedback, and online community surveys.
- Survey – FNI will create, distribute, and analyze one (1) non-scientific online community survey to gather general feedback about the type of development products and design considerations the community prefers. In addition to the digital survey launched through the project website, physical copies of the survey will be provided for staff to distribute and collect completed submittals for FNI to manually include in analysis and reports.

Staff/Technical Advisory Committee (TAC) Meetings (up to 24 virtual meetings | 30 minutes each)

A Staff/TAC will represent internal technical staff responsible for code compliance review, interested parties from the City and other related agencies who work with development applications and projects. Regular meetings will be conducted virtually to discuss various topics and inform and review the developing code's working drafts.

Stakeholder Interviews (up to 6 hours)

- FNI will conduct interviews with stakeholders representing various sectors of the community.
- City staff will identify stakeholders, provide an appropriate meeting venue and send invitations to support this task.

Community Open House Meetings (2 in-person meetings | up to 2 hours each)

- FNI will develop supporting materials and facilitate two (2) open house meetings during the project.
- The first community open house or similar event will offer participants an opportunity to understand and review progress that has been made on the project to date and discuss related issues/concerns before code development begins.
- The second community open house or similar event will offer participants an opportunity to understand and review progress that has been made on the project to date and discuss related

issues or concerns before the adoption process/phase.

1 in-person meeting and
Stakeholder Advisory Committee (SAC) Meetings (3 virtual meetings | up to 2 hours each)

Throughout the project, a Stakeholder Advisory Committee will be engaged at key milestones to review code content and provide feedback from the code-user or community-member perspective to improve the functionality of the code and adequately address issues identified during the diagnostic phase of the project (phase 1). **The in-person meeting is for the presentation of the draft Diagnostic Report.**

- Meetings will be presented virtually and occur after development of module 2, module 4 and when a complete draft is prepared in accordance with the project schedule.
- The SAC will be invited to attend a joint meeting with the Planning Commission and City Council to consider approval of the draft Diagnostic Report at the end of phase 1, Diagnostic Report.
- The SAC will be invited to attend a joint meeting with the Planning Commission and City Council during phase four, Adoption.

Joint Planning Commission and City Council Workshop (2 joint workshops, up to 2 hours each)

- FNI will support joint workshops for the Planning Commission and City Council at key milestones during the project to keep decision-makers apprised of progress, collect input, and address policy-related questions.

Adoption Hearings/Meetings (2 in-person meetings | up to 2 hours each)

- FNI will attend and present project information at one Planning Commission and one City Council meeting or public hearing to support the adoption process.

Phase 1: Diagnostic Report

FNI will produce a Diagnostic Analysis and Report to lay the foundation for revising the existing Land Development Regulations, consisting of the Zoning Regulations (Appendix A of the City of Bartlesville Municipal Code of Ordinances) and Subdivision Regulations for the Bartlesville Metropolitan Planning Area (as amended in 2001). This will focus effort to streamline execution of future phases, establish the structure of updated regulations, identify issues with feedback from frequent code users and stakeholders, and discuss potential resolutions.

PHASE 1 TASKS and MEETINGS:

		3 Virtual meetings, 4 In-person meetings 3 Trips
1.1	Existing code review	FNI will review current codes, plans and policies related to growth and development to support the diagnostic report
1.2	Meeting #1 (virtual) - Project kickoff meeting with City Staff	FNI and staff will coordinate a communications plan, public involvement plan, data needs request, and conduct an initial discussion about code challenges
1.3	Project website	FNI will establish a project website that supports integrated community engagement tools, such as virtual idea walls for brainstorming, interactive mapping for geographic feedback, and online community surveys.

1.4	Online Community Survey	FNI will create, distribute, and analyze one (1) non-scientific online community survey to gather general feedback about the type of development products and design considerations the community prefers
1.5	Meeting #2 (in-person) - Stakeholder interviews (up to 6 hours)	Trip #1 Up to 6 stakeholder interviews discussing experience with current code and ideas for improvement
1.6	Meeting #3 (in-person) Community Open House (up to 2 hours)	Trip #1 Community open house (project overview presentation, exhibits and input boards to gather feedback)
1.7	Staff/TAC Draft diagnostic report for review	FNI will deliver a draft diagnostic report (electronically) to Staff and TAC for review/feedback
1.8	Meeting #4 (virtual) - Staff/TAC Introductory call	Meet to discuss the document, address Staff/TAC questions
1.9	Meeting #5 (virtual) - Staff/TAC Feedback call	Conference call to review staff edits/feedback to inform revisions
1.10	Revised draft diagnostic report	FNI will provide a revised Diagnostic Report to be distributed to Staff and the SAC
1.11	Meeting #6 (in-person) - SAC Presentation of draft diagnostic report	Trip #2 Present diagnostic report to SAC; document feedback
1.12	Meeting #7 (in-person) - Joint PC/CC workshop	Trip #3 Present diagnostic report to joint meeting of PC and CC
1.13	Final diagnostic report	Finalized diagnostic report addressing any new feedback

Phase 1 Deliverables:

- Project website with described capabilities
- Online community survey
- Meetings, events and engagements, and their associated support materials, as described
- Draft Diagnostic and Analysis Report
- Final Diagnostic and Analysis Report

Phase 2: Code Development and Drafting

FNI will undertake preparation of a fully revised set of Land Development Regulations based upon the findings of the Diagnostic Report to achieve regulations that are implementable, internally consistent, and aligned to the community's shared vision.

Note: Preparation of the Land Development Regulations does not include revisions to Engineering Criteria Manuals, Construction Details, Specifications and Standards, or other Technical Manuals, but such manuals will be cross-referenced as appropriate. Such revision services are available as an additional service.

The process for creating the Land Development Regulations will be divided into four distinct parts (modules) to allow for focused and topical discussion between City Staff and FNI.

- Districts and Uses
- Definitions, General Provisions, Procedures
- Subdivision Standards
- Zoning Standards

After each module has been drafted, reviewed by staff and revised, a complete discussion draft Land Development Regulations will be provided for staff review and feedback.

A mid-project update will be provided to brief the SAC and decision-makers (Planning Commissioners, City Commissioners) on the progress of the code update. During this phase, FNI will conduct a second community open house or similar engagement event to allow residents and other stakeholders the opportunity to understand how the project is advancing and what changes are proposed.

PHASE 2 TASKS and MEETINGS:

PHASE 2: MODULE 1 USES AND DISTRICTS		2 Virtual meetings
2.1	Meeting #8 (virtual) - Staff/TAC Introductory call	Conference call to introduce the module, address staff questions, and any specific changes directed by the diagnostic report
2.2	Staff/TAC Review draft	FNI to deliver draft module (electronically) to Staff/TAC
2.3	Meeting #9 (virtual) - Staff/TAC Feedback call	Conference call to review Staff/TAC edits/feedback from module review to inform revisions
2.4	Revised module 1 draft	FNI to complete revisions for module
PHASE 2: MODULE 2 DEFINITIONS, GENERAL PROVISIONS, PROCEDURES		3 Virtual meetings
2.5	Meeting #10 (virtual) - Staff/TAC Introductory call	Conference call to introduce the module, address staff questions, and any specific changes directed by the diagnostic report
2.6	Staff/TAC Review draft	FNI to deliver draft module (electronically) to Staff/TAC
2.7	Meeting #11 (virtual) - Staff/TAC Feedback call	Conference call to review Staff/TAC edits/feedback from module review to inform revisions
2.8	Meeting #12 (virtual) - SAC Review of modules 1 & 2	Conference call to provide overview and discuss modules 1 & 2 with the SAC
2.9	Revised module 2 draft	FNI to complete revisions for module
PHASE 2: MODULE 3 SUBDIVISION STANDARDS		2 Virtual meetings
2.10	Meeting #13 (virtual) - Staff/TAC Introductory call	Conference call to introduce the module, address staff questions, and any specific changes directed by the diagnostic report
2.11	Staff/TAC Review draft	FNI to deliver draft module (electronically) to Staff/TAC
2.12	Meeting #14 (virtual) - Staff/TAC Feedback call	Conference call to review Staff/TAC edits/feedback from module review to inform revisions
2.13	Revised module 4 draft	FNI to complete revisions for module
PHASE 2: MODULE 4 ZONING STANDARDS		3 Virtual meetings
2.14	Meeting #15 (virtual) - Staff/TAC Introductory call	Conference call to introduce the module, address staff questions, and any specific changes directed by the diagnostic report
2.15	Staff/TAC Review draft	FNI to deliver draft module (electronically) to Staff/TAC
2.16	Meeting #16 (virtual) - Staff/TAC Feedback call	Conference call to review Staff/TAC edits/feedback from module review to inform revisions
2.17	Meeting #17 (virtual) - SAC Review of modules 4 & 5	Conference call to provide overview and discuss modules 4 & 5 with the SAC

2.18	Revised module 5 draft	FNI to complete revisions for module
PHASE 2: COMPLETE DRAFT(S)		2 Virtual meetings 1 In-person meeting 1 Trip
2.19	Staff/TAC Review draft(s)	FNI to deliver complete draft(s) (electronically) to Staff/TAC
2.20	Meeting #18 (virtual) - Staff/TAC Feedback call	Conference call to review Staff/TAC edits/feedback from review to inform revisions
2.21	Meeting #19 (virtual) - SAC Review of complete draft(s)	Conference call to provide overview and discuss complete draft(s) with the SAC
2.22	Revised complete draft(s)	FNI to complete revisions for complete draft(s)
2.23	Meeting #20 (in-person) - Community Open House	Trip #4 Community open house (project overview presentation, exhibits and input boards to gather feedback)

Phase 2 Deliverables:

- Working (preliminary) draft of four (4) code modules
- Revised modules
- Complete draft Land Development Regulations
- Presentation and materials for SAC Review of complete draft Land Development Regulations
- Presentation and materials for community open house (or similar event)

Phase 3: Zoning Map

Using ArcGIS shapefiles provided by the City, FNI will evaluate the current official zoning map and develop an updated map that reflects new zoning districts and regulatory tools established in the draft Land Development Regulations.

PHASE 3 TASKS and MEETINGS:

		2 Virtual meetings
3.1	Meeting #21 (virtual) - Staff/TAC Introductory call	Conference call to introduce the task, address staff questions, and any specific changes directed by the diagnostic report and needed to align with proposed zoning updates
3.2	Prepare draft zoning map for Staff/TAC review	FNI will deliver a draft zoning map (electronically) to Staff/TAC
3.3	Meeting #22 (virtual) - Staff/TAC Feedback call	Conference call to review Staff/TAC edits/feedback from map review to inform revisions
3.4	Revised zoning map	FNI to complete revisions for the new zoning map

Phase 3 Deliverables:

- Draft zoning map
- Revised zoning map

Phase 4: Adoption

FNI will support the adoption process by providing deliverables from earlier phases necessary for consideration and approval by decision makers. FNI will attend public hearings and meetings related to the adoption process as described below:

PHASE 4 TASKS and MEETINGS:

		3 In-person meetings 3 Trips
4.2	Meeting #23 (in-person) - Joint SAC, PC and CC workshop	Trip #5 FNI will conduct a joint workshop for the PC and CC including an overview of community feedback and any proposed final adjustments
4.3	Revised complete draft(s) for Adoption	FNI will provide and Adoption Draft to be presented at PC and CC public hearings
4.4	Meeting #24 (in-person) - Planning Commission public hearing and recommendation	Trip #6 FNI will present the Adoption Draft(s) at a Planning Commission public hearing for consideration and a recommendation to the City Council
4.5	Meeting #25 (in-person) - City Council public hearing and adoption	Trip #7 FNI will present the Adoption Draft(s) at a City Council meeting for final action
4.6	Submit final deliverables	Final deliverables will be packaged and provided to Staff

Phase 4 Deliverables:

- Revised complete draft
- At the conclusion of the project, final deliverables will include all electronic files in Microsoft Word and Adobe PDF formats.

ARTICLE II

ADDITIONAL SERVICES: Additional Services to be performed by FNI, if authorized by City, which are not included in the above described Basic Services, are described as follows:

- A. Making revisions to drawings or other report documents when such revisions are 1) not consistent with approvals or instructions previously given by City or 2) due to other causes not solely within the control of FNI.
- B. Meeting or trips in excess of the number of meetings included in Article I for coordination meetings, public meetings or other activities. Additional meetings requested by the City in excess of those included in Article I will be billed hourly in accordance with the rates outlined in Attachment CO.
- C. Preparing applications and supporting documents for government grants, loans, or planning advances and providing data for detailed applications.
- D. Preparing data and reports for assistance to City in preparation for hearings before regulatory agencies, courts, arbitration panels or any mediator, giving testimony, personally or by deposition, and preparations therefore before any regulatory agency, court, arbitration panel or mediator.
- E. Revisions, contract modifications, studies or analysis required to comply with local, State, Federal or other regulatory agencies that become effective after the date of this agreement.
- F. Providing basic or additional services on an accelerated time schedule. This includes cost for overtime wages of employees and consultants, inefficiencies in work sequence and plotting or reproduction costs directly attributable to an accelerated time schedule directed by the City.
- G. Preparing statements for invoicing or other documentation for billing other than for the standard invoice for services attached to this professional services agreement.
- H. Providing document revisions in excess of those outlined in Article I.

ARTICLE III

TIME OF COMPLETION: FNI is authorized to commence work on the project upon execution of this Agreement and agrees to complete the services within **SCHEDULE** (attached)

If FNI's services are delayed through no fault of FNI, FNI shall be entitled to adjust the contract schedule consistent with the number of days of delay. These delays may include but are not limited to delays in City or regulatory reviews, delays on the flow of information to be provided to FNI, governmental approvals, etc. These delays may result in an adjustment to compensation as outlined on the face of this Agreement and will be based upon rates outlined in Attachment CO.

ARTICLE IV

RESPONSIBILITIES OF CITY: City shall perform the following in a timely manner so as not to delay the services of FNI:

- A. Provide meeting space and coordinate equipment needs, room set up, and logistics for meetings outlined in Article I.
- B. Contact meeting invitees for stakeholder and public meeting(s). This includes email, mail, newsletter or other forms of notification.
- C. Examine and provide prompt feedback on all submittals, draft reports, sketches, drawings, and other documents presented by FNI within a reasonable time so as not to delay the services of FNI. City comments should be consolidated with clear and concise edits, preferably typed for legibility.
- D. Designate in writing a person to act as City's representative with respect to the services to be rendered under this Agreement. Such person shall have contract authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to FNI's services for the project.
- E. Arrange for access to and make all provisions for FNI to enter upon public and private property as required for FNI to perform services under this Agreement.
- F. Bear all costs incident to compliance with the requirements of this Article IV.

ARTICLE V

DESIGNATED REPRESENTATIVES: FNI and City designate the following representatives:

City's Project Representative	Name: Greg Collins E-mail: gscollins@cityofbartlesville.org Phone: (918) 338-4241
City's Accounting Representative	Name: E-mail: Phone:
FNI's Project Representative	Name: Dawn Thomas E-mail: Dawn.Thomas@freese.com Phone: (539) 202-1818
FNI's Accounting Representative	Name: Raquel Longoria E-mail: raquel.longoria@freese.com Phone: (817) 735-7256

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COMPENSATION

ATTACHMENT CO

Compensation to FNI for Basic Services in Attachment SC shall be computed on the basis of the following Schedule of Charges, but shall not exceed Two Hundred Forty Thousand Dollars (\$240,000).

If FNI sees the Scope of Services changing so that Additional Services are needed, including but not limited to those services described as Additional Services in Attachment SC, FNI will notify OWNER for OWNER's approval before proceeding. Additional Services shall be computed based on the following Schedule of Charges.

<u>Position</u>	<u>Hourly Rate</u>	
	<u>Min</u>	<u>Max</u>
Professional 1	93	180
Professional 2	109	186
Professional 3	135	285
Professional 4	148	343
Professional 5	196	356
Professional 6	221	416
Construction Manager 1	103	157
Construction Manager 2	116	189
Construction Manager 3	151	196
Construction Manager 4	160	244
Construction Manager 5	196	298
Construction Manager 6	263	356
Construction Representative 1	84	103
Construction Representative 2	93	119
Construction Representative 3	100	180
Construction Representative 4	128	189
CAD Technician/Designer 1	68	122
CAD Technician/Designer 2	96	192
CAD Technician/Designer 3	128	228
Corporate Project Support 1	71	157
Corporate Project Support 2	77	231
Corporate Project Support 3	96	333
Intern / Coop	52	93

Rates for In-House Services and Equipment

<u>Mileage</u>	<u>Bulk Printing and Reproduction</u>		<u>Equipment</u>	
Standard IRS Rates		<u>B&W</u>	<u>Color</u>	Valve Crew Vehicle (hour) \$75
	Small Format (per copy)	\$0.10	\$0.25	Pressure Data Logger (each) \$500
	Large Format (per sq. ft.)			Water Quality Meter (per day) \$100
<u>Technology Charge</u>	Bond	\$0.25	\$0.75	Microscope (each) \$150
\$8.50 per hour	Glossy / Mylar	\$0.75	\$1.25	Ultrasonic Thickness Guage (per day) \$275
	Vinyl / Adhesive	\$1.50	\$2.00	Coating Inspection Kit (per day) \$275
				Flushing / Cfactor (each) \$500
	Mounting (per sq. ft.)	\$2.00		Backpack Electrofisher (each) \$1,000
	Binding (per binding)	\$0.25		
				<u>Survey Grade</u> <u>Standard</u>
				Drone (per day) \$200 \$100
				GPS (per day) \$150 \$50

OTHER DIRECT EXPENSES:

Other direct expenses are reimbursed at actual cost times a multiplier of 1.15. They include outside printing and reproduction expense, communication expense, travel, transportation and subsistence away from the FNI office. For other miscellaneous expenses directly related to the work, including costs of laboratory analysis, test, and other work required to be done by independent persons other than staff members, these services will be billed at a cost times a multiplier of 1.15. For Resident Representative services performed by non-FNI employees and CAD services performed In-house by non-FNI employees where FNI provides workspace and equipment to perform such services, these services will be billed at cost times a multiplier of 2.0. ~~This markup approximates the cost to FNI if an FNI employee was performing the same or similar services.~~ This markup approximates the recovery of additional overhead costs and other costs of utilizing non-FNI personnel and resources.

These ranges and/or rates will be adjusted annually in February. Last updated 2025.

TERMS AND CONDITIONS OF AGREEMENT

1. **DEFINITIONS:** As used herein: (1) City refers to the party named as such in the Agreement between the City and FNI; (2) FNI refers to Freese and Nichols, Inc., its employees and agents, and its subcontractors and their employees and agents; and (3) Services refers to the professional services performed by FNI pursuant to the Agreement.
2. **INFORMATION FURNISHED BY CITY:** City will assist FNI by placing at FNI's disposal all available information pertinent to the project, including previous reports and any other data relative to design or construction of the project. FNI shall have no liability for defects or negligence in the Services attributable to FNI's reliance upon or use of data, design criteria, drawings, specifications, or other information furnished by City. To the fullest extent permitted by law, City agrees to indemnify and hold FNI harmless from any and all claims and judgments, and all losses, costs, and expenses arising therefrom. FNI shall disclose to City, prior to use thereof, defects or omissions in the data, design criteria, drawings, specifications, or other information furnished by City to FNI that FNI may reasonably discover in its review and inspection thereof.
3. **STANDARD OF CARE:** FNI will perform all professional services under this Agreement with the professional skill and care ordinarily provided by competent members of the subject profession practicing under the same or similar circumstances and professional license as expeditiously as is prudent considering the ordinary professional skill and care of a competent member of the subject profession. FNI makes no warranties, express or implied, under this Agreement or otherwise, in connection with any Services performed or furnished by FNI.
4. **INSURANCE:** FNI shall provide City with certificates of insurance with the following minimum coverage:

Commercial General Liability

\$2,000,000 General Aggregate

Automobile Liability (Any Auto)

\$1,000,000 Combined Single Limit

Workers' Compensation

As required by Statute

Professional Liability

\$3,000,000 Annual Aggregate

5. **CHANGES:** City, without invalidating the Agreement, may order changes within the general scope of Services required by the Agreement by altering, adding, and/or deducting from the Services to be performed. If any such change under this clause causes an increase or decrease in FNI's cost or time required for the performance of any part of the Services, an equitable adjustment will be made by mutual agreement and the Agreement will be modified in writing accordingly.

FNI will make changes to the drawings, specifications, reports, documents, or other deliverables as requested by City. However, when such changes differ from prior comments, directions, instructions, or approvals given by City or are due to causes not solely within the control of FNI, FNI shall be entitled to additional compensation and time required for performance of such changes to the Services authorized under this Agreement.

6. ~~**OPINION OF PROBABLE CONSTRUCTION COSTS:** No fixed limit of project construction cost shall be established as a condition of the Agreement, unless agreed upon in writing and signed by the parties hereto. If a fixed limit is established, FNI shall be permitted to include contingencies for design, bidding, and price escalation in the construction contract documents to make reasonable adjustments in the scope of the project to adjust the project construction cost to the fixed limit. Such contingencies may include bid allowances, alternate bids, or other methods that allow FNI to~~

~~determine what materials, equipment, component systems, and types of construction are to be included in the construction contract documents. Fixed limits, if any, shall be increased by the same amount as any increase in the contract price after execution of the construction contract.~~

~~FNI will furnish an opinion of probable construction or program cost based on present day pricing, but does not guarantee the accuracy of such estimates. Opinions of probable cost, financial evaluations, feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs prepared by FNI hereunder will be made on the basis of FNI's experience and qualifications and represent FNI's judgment as an experienced and qualified design professional. It is recognized, however, that FNI does not have control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors' methods of determining prices. Accordingly, FNI cannot and does not warrant or represent that bids or cost proposals will not vary from the City's project budget or from any estimate or opinion of probable construction or program cost prepared by or agreed to by FNI.~~

7. **PAYMENT:** Progress payments may be requested by FNI based on the amount of Services completed. Payment for Services shall be due and payable upon submission of a statement for Services to City and in acceptance of Services as satisfactory by City. Statements for Services shall not be submitted more frequently than monthly. Any applicable taxes imposed upon the Services, expenses, and charges by any governmental body after the execution of this Agreement will be added to FNI's compensation.

If City fails to make any payment due FNI for Services, expenses, and charges within 30 days after receipt of FNI's statement for Services therefore, the amounts due FNI will be increased at the rate of 1 percent per month from said 30th day, and, in addition, FNI may, after giving 7 days' written notice to City, suspend Services under this Agreement until FNI has been paid in full for all amounts due for Services, expenses, and charges.

If FNI's Services are delayed or suspended by City or are extended for more than 60 days through no fault of FNI, FNI shall be entitled to equitable adjustment of rates and amounts of compensation to reflect reasonable costs incurred by FNI in connection with such delay or suspension and reactivation and the fact that the time for performance under this Agreement has been revised.

8. **OWNERSHIP OF DOCUMENTS:** All drawings, reports, data, and other project information developed in the execution of Services provided under this Agreement shall be the property of City upon payment of FNI's fees for Services. FNI may retain copies for record purposes. City agrees such documents are not intended or represented to be suitable for reuse by City or others. Any reuse by City or by those who obtained said documents from City without written verification or adaptation by FNI, will be at the City's sole risk and without liability or legal exposure to FNI, or to FNI's independent associates or consultants. To the fullest extent permitted by law, City shall indemnify and hold harmless FNI and FNI's independent associates and consultants from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle FNI to further reasonable compensation. FNI may reuse all drawings, report data, and other project information in the execution of Services provided under this Agreement in FNI's other activities. Any reuse by FNI will be at FNI's sole risk and without liability or legal exposure to City, and FNI shall indemnify and hold harmless City from all claims, damages, losses, and expenses including reasonable attorneys' fees arising out of or resulting therefrom.

9. **TERMINATION:** The obligation to provide Services under this Agreement may be terminated by either party upon 10 days' written notice. In the event of termination, FNI will be paid for all Services rendered and reimbursable expenses incurred to the date of termination and, in addition, all reimbursable expenses directly attributable to termination. ^A
10. ~~**CONSTRUCTION REPRESENTATION:** If required by the Agreement, FNI will furnish construction representation according to the defined scope for these Services. FNI will observe the progress and the quality of work to determine in general if the work is proceeding in accordance with the construction contract documents. In performing these Services, FNI will report any observed deficiencies to City, however, it is understood that FNI does not guarantee the contractor's performance, nor is FNI responsible for the supervision of the contractor's operation and employees. FNI shall not be responsible for the contractor's means, methods, techniques, sequences, or procedures of construction or the safety precautions and programs incident to the work of the contractor. FNI shall not be responsible for the acts or omissions of any person (except its own employees or agents) at the project site or otherwise performing any of the work of the project. If City designates a resident project representative that is not an employee or agent of FNI, the duties, responsibilities, and limitations of authority of such resident project representative will be set forth in writing and made a part of this Agreement before the construction phase of the project begins.~~
11. ~~**GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT:** City agrees to include provisions in the general conditions of the construction contract that name FNI: (1) as an additional insured and in any waiver of subrogation rights with respect to such liability insurance purchased and maintained by the contractor for the project (except workers' compensation and professional liability policies); and (2) as an indemnified party in any indemnification provisions where City is named as an indemnified party.~~
12. **POLLUTANTS AND HAZARDOUS WASTES:** It is understood and agreed that FNI has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at the project site, if any, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposures to such substances or conditions. The parties agree that in performing Services required by this Agreement, FNI does not take possession or control of the subject site, but acts as an invitee in performing Services, and is not therefore responsible for the existence of any pollutant present on or migrating from the site. Further, FNI shall have no responsibility for any pollutant during clean-up, transportation, storage or disposal activities.
13. **SUBCONTRACTS:** If, for any reason and at any time during the progress of providing Services, City determines that any subcontractor for FNI is incompetent or undesirable, City shall notify FNI accordingly and FNI shall take immediate steps for cancellation of such subcontract. Subletting by subcontractors shall be subject to the same regulations. Nothing contained in the Agreement shall create any contractual relation between any subcontractor and City.
14. **PURCHASE ORDERS:** If a purchase order is used to authorize FNI's Services, only the terms, conditions, and instructions typed on the face of the purchase order shall apply to this Agreement. Should there be any conflict between the purchase order and the terms of this Agreement, then this Agreement shall prevail and be determinative of the conflict.

In the event of termination of this Agreement for any reason, FNI shall, as a condition of final payment, deliver to the City all work product completed or in progress up to the date of termination. This shall include, but not be limited to, all drafts and final reports, memoranda, diagnostic analyses, code modules, mapping files, survey results, public engagement materials, meeting notes, and any other documents, data, or digital files prepared under this Agreement, in both editable and PDF formats. FNI shall also provide cooperation and consultation, at standard hourly rates, for a period of up to thirty (30) days following termination to assist the City in transitioning the work to another consultant or internal staff. All such work product shall be deemed the property of the City, regardless of completion status, and may be used by the City for governmental purposes without restriction.

15. **CONSEQUENTIAL DAMAGES:** In no event shall FNI be liable in contract, tort, strict liability, warranty, or otherwise for any special, indirect, incidental, or consequential damages (such as loss of product, loss of use of equipment or systems, loss of anticipated profits or revenue, non-operation or increased expense of operation), arising out of, resulting from, or in any way related to this Agreement or the project.
16. **ARBITRATION:** No arbitration, arising out of or relating to this Agreement, involving one party to this Agreement may include the other party to this Agreement without their approval.
17. **SUCCESSORS AND ASSIGNMENTS:** City and FNI and the partners, successors, executors, administrators, and legal representatives of each are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Neither City nor FNI shall assign, sublet, or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent FNI from employing such independent associates and consultants as FNI may deem appropriate to assist in the performance of Services hereunder.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Agreement between James R. Nave, II and the City of Bartlesville, for the voluntary demolition of dilapidated structures on property addressed as 411 SW 9th St.

Exhibits/Attachments:

Exhibit A:	Aerial Image	Exhibit D:	Notice of Dilapidation and Lien
Exhibit B:	Zoning Map	Exhibit E:	NZOD Map excerpt
Exhibit C:	Photos of Dilapidated Structures	Exhibit F:	Voluntary Demolition Agreement

The house, accessory building, and carport at 411 SW 9th St. (Legal Description: East 50 feet of Lot 2, Block 73, Original Town of Bartlesville) were found to be dilapidated and a public nuisance by the City Administrative Hearing Examiner at a hearing on July 23, 2025. The City filed a Notice of Dilapidation and Lien on the property at the Washington County Clerk's office on July 24, 2025 (**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 \$12,950 to demolish and remove the house, accessory structure, and carport. 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. The allocation of the cost in this case is as follows:

City contractor quote:	Owner pays:	\$ 9,950
	City contribution:	\$ 3,000
<u>\$12,950</u>	Total Demolition Cost:	\$ <u>12,950</u>
Owner's Total Cost Summary:	Owner's share of demolition cost:	\$ 9,950
	Administration fee:	\$ 100
	Owner's Total Cost:	\$ <u>10,050</u>

This lot is in the National Zinc Overlay District (NZOD), and there are no additional actions needed or costs to be incurred at this time. This lot was already sampled and did not have constituents of concern at targeted levels. See NZOD Final Report Map excerpt (**Exhibit E**).

The owner has agreed to enter into an agreement with the City (**Exhibit F**) under the terms of the Voluntary Demolition Program.

III. RECOMMENDED ACTION

Staff recommends approval of this agreement between James R. Nave, II and the City of Bartlesville for the voluntary demolition of the dilapidated structures on property addressed as 411 SW 9th St.

EXHIBIT A—Aerial Image: 411 SW 9th St. (East 50 feet of Lot 2, Block 73, Original Town of Bartlesville)



EXHIBIT B—Zoning: 411 SW 9th St. (East 50 feet of Lot 2, Block 73, Original Town of Bartlesville)

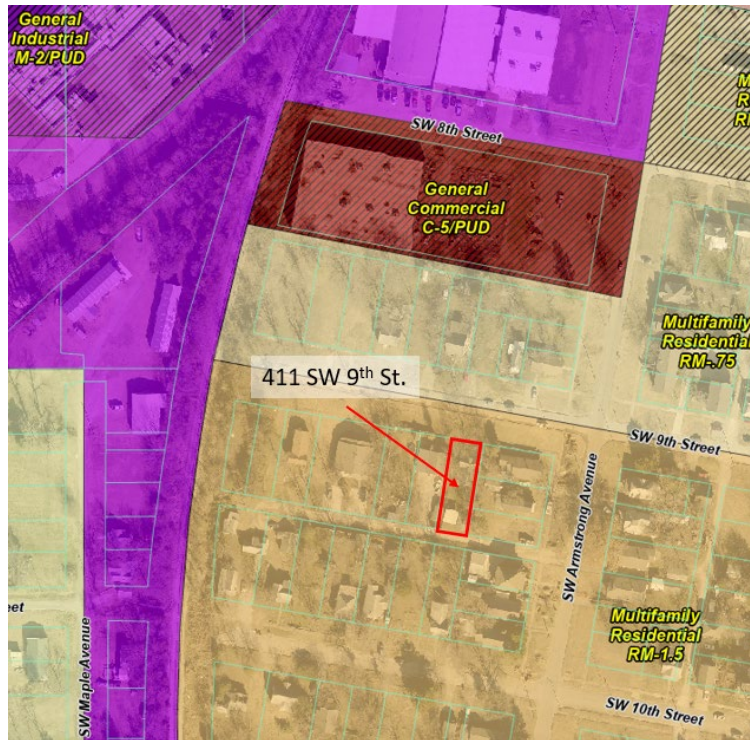
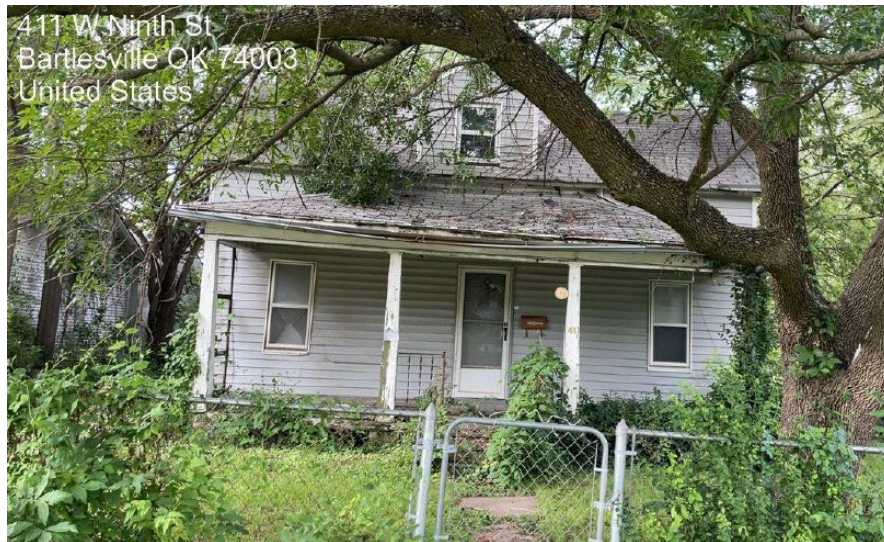
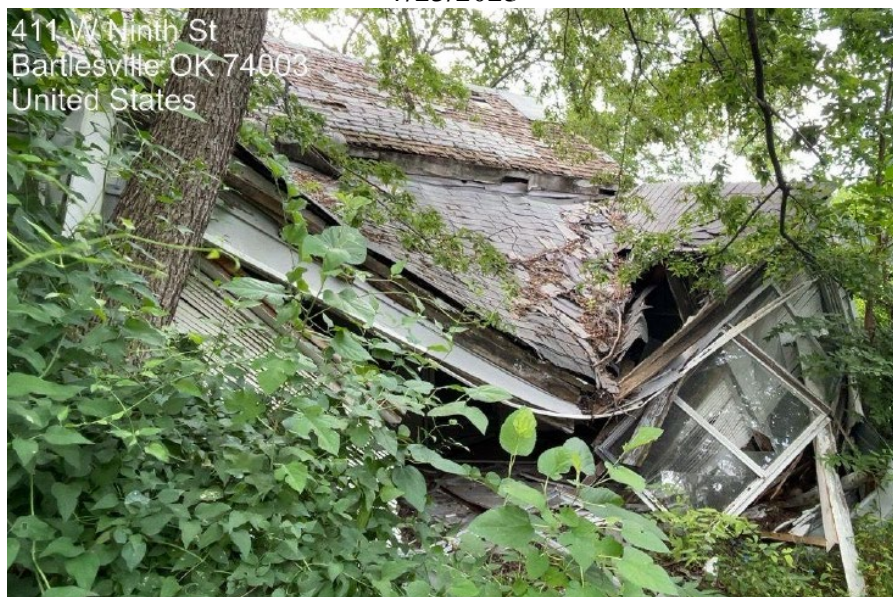


EXHIBIT C—Photos of Property: 411 SW 9th St. (East 50 feet of Lot 2, Block 73, Original Town of Bartlesville)

7/23/2025



7/23/2025



**EXHIBIT C (cont'd)—Photos of Property: 411 SW 9th St. (East 50 feet of Lot 2, Block 73,
Original Town of Bartlesville)**

Accessory Building 6/11/2025



Carport 6/11/2025



Exhibit D

I-2025-005466 Book 1231 Pg 3585
07/24/2025 11:10am Pg 3585-3586
Fee: \$20.00 Doc: \$0.00
Annette Smith - Washington County Clerk
State of Oklahoma



**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-0625-0418

Owner of Record: NAVE, JAMES R II
411 W 9TH ST
BARTLESVILLE, OK 74003-0000

Property Location: 411 SW 9TH ST

Legal Description: E 50 LOT 2 BLK 73 ORIG BARTLESVILLE, Bartlesville, Washington County, Oklahoma

Hearing Date: 07/23/2025

A Public Nuisance Administrative Hearing was held in accordance with Title 11 O.S. Section 22-112, on 07/23/2025 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 07/23/2025, 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: 7/24/25

Completion Date: 8/23/25

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.

401 S Johnstone
Bartlesville, OK 74003

I-2025-005466 Book 1231 Pg 3586
07/24/2025 11:10am Pg 3585-3586
Fee: \$20.00 Doc: \$0.00
Annette Smith - Washington County Clerk
State of Oklahoma

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

Before me, the undersigned Notary Public in and for said County and State, on this 24th day of JULY, 2025, 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.

Karen M. Tanner

My commission expires Jan. 17, 2026

Karen M. Tanner
NOTARY PUBLIC
State of Oklahoma
Commission #06000658

EXHIBIT E—NZOD Map Excerpt: 411 SW 9th St. (East 50 feet of Lot 2, Block 73, Original Town of Bartlesville)

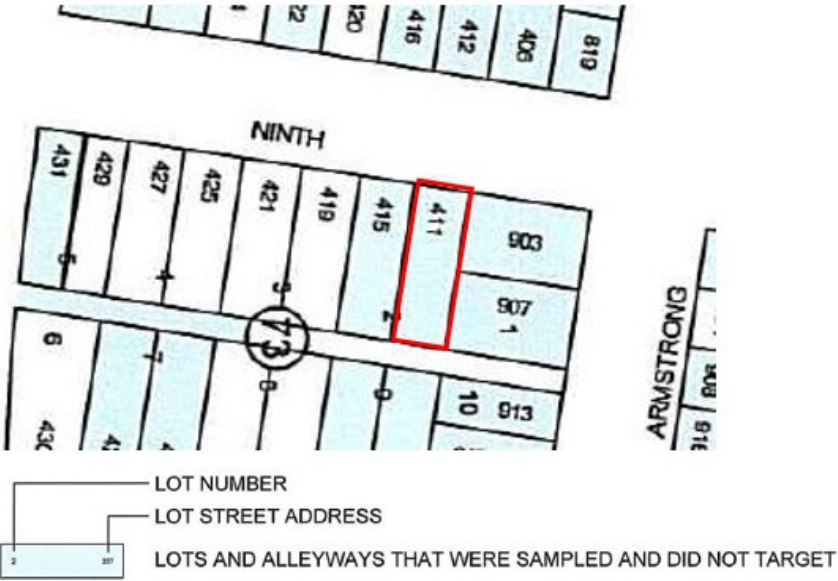


EXHIBIT F: Voluntary Demolition Agreement

**411 SW 9th St. (East 50 feet of Lot 2, Block 73, Original
Town of Bartlesville))**

PROPERTY OWNER CONSENT DEMOLITION PROGRAM
City of Bartlesville, Oklahoma
RELEASE AND AGREEMENT
VOLUNTARY DILAPIDATED STRUCTURE REMOVAL
3RD Party Contract
Case No.

This Release and Agreement is hereby made and entered into this _____ day of _____, 2025 by and between the City of Bartlesville, Oklahoma, a municipal corporation, hereinafter referred to as City, and JAMES R NAVE, II, hereinafter referred to as Owner.

Whereas, JAMES R NAVE, II 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: E 50' LOT 2 BLK 73 ORIG BARTLESVILLE and addressed as 411 SW 9TH ST; 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, plus a fee in the amount of \$1.00 per square foot, and additional fees, if any, that exceed the City's maximum participation of \$3,000.00, that is, **\$9,950.00** 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 or financial instrument 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 **\$9,950.00** to the designated contractor, and the actual work may proceed. The remaining cost to the contractor is **\$3,000.00** and will be paid by the City upon completion of the work.

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:

James R. Nave, II

James S. Curd Jr., Mayor

Date

Date

SUBSCRIBED AND SWORN to before me this
____ day of _____, 202_.

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 THE CONCRETE SLABS ARE REMOVED.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Approval of a \$99,990 contract with Allstatelining LLC for improvements to the wastewater treatment plant flow equalization basin.

Attachments:

Contract

II. PROJECT DESCRIPTION, STAFF COMMENTS AND ANALYSIS, AND BUDGET AMOUNT.

The wastewater treatment plant includes a 20-million-gallon flow equalization basin (FEB), which is used to temporarily store excess wastewater during rain events. This helps protect the treatment process from disruption caused by elevated inflows. Once flows subside, the stored wastewater is gradually conveyed through the plant for treatment.

Over the past year, staff has observed the formation of air pockets beneath the liner, as illustrated in the photo below. As more wastewater is stored in the FEB, these air pockets rise and place significant stress on the liner material. While the liner currently remains intact, improvements are necessary to relieve pressure and prevent potential damage. Without intervention, these air pockets could compromise the liner's integrity - potentially leading to failure and the need for costly removal and replacement.



To address this issue, staff is proposing to engage the contractor currently performing the liner replacement at the Tuxedo FEB. The proposed improvement involves installing a 2-foot-wide by 250-foot-long geocomposite strip at each air vent located along the top of the liner, spaced every 200 feet. These geocomposite strips consist of a hybrid liner with a mesh backing, designed to allow air to travel through the material and exit via the existing vent structures.

III. BUDGET IMPACT

There is \$114,036 in unallocated funds in the CIP-Wastewater Regulatory fund, which staff is requesting to allocate toward these improvements. The proposed cost, \$99,990, is within the available unallocated budget.

IV. RECOMMENDED ACTION

Staff recommends approval of the contract with Allstatelining LLC in the amount of 99,990 using unallocated funds in the CIP-Wastewater Regulatory Fund.

CITY OF BARTLESVILLE
SHORT FORM CONSTRUCTION CONTRACT

THIS AGREEMENT, made this 2nd day of September, 2025, by and between Allstatelining, LLC hereinafter called "Contractor", and the City of Bartlesville, Oklahoma, hereinafter called "City".

WITNESSETH, that the Contractor and the City, for considerations hereinafter named, agree as follows:

1. SCOPE OF WORK. The project shall include all labor, equipment, materials and expense necessary to install a 250 feet long by 2 foot wide geocomposite air vent strip at every air vent in the FEB liner at the wastewater treatment plant. Installation and testing shall be in accordance to the Geosynthetic Institutes installation guide(s).
2. TIME OF COMPLETION. Installation shall be complete within 60 working days after receiving the signed contract.
3. CONTRACT SUM. The City will pay the Contractor for the performance of this contract based on the quoted lump sum price totaling (\$99,990). The contract amount may be amended through a written agreement between the parties if additional work is added.
4. ACCEPTANCE AND PAYMENT. Payment will be made by the City upon completion and acceptance of the work by the Director of Water Utilities, subject to the provisions of Paragraph 11 and 14 of the General Conditions. Partial payments will be allowed based on percent of work complete at the time of request.

GENERAL CONDITIONS

1. CONTRACT DOCUMENTS. The Contract includes the Agreement and its General Conditions, and any additional written directives from the Engineer. The intent of these documents is to include all labor, materials, equipment, and services of every kind necessary for the proper execution of the work, and the terms and conditions of payment therefore. The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.
2. DEFINITIONS. "City" shall refer to the Director of Water Utilities or other designated administrative official of the City of Bartlesville.
3. MATERIALS, EQUIPMENT, EMPLOYEES. Except as otherwise noted, the Contractor shall provide and pay for all materials, labor, tools, power, and other items necessary to complete the work. Unless otherwise specified, all materials shall be new. Workmanship and materials shall be of superior quality and acceptable to the City. All workers shall be skilled in their trades.
4. SURVEY, PERMITS AND REGULATIONS. The City will furnish all surveys and layouts unless otherwise specified. Easements and rights-of-ways will be secured and paid for by

CITY OF BARTLESVILLE
SHORT FORM CONSTRUCTION CONTRACT

the City. The Contractor shall comply with all laws and regulations applicable to the work and shall notify the City if the drawings or specifications are at variance therewith.

5. PROTECTION OF WORK, PROPERTY AND PERSONS. The Contractor shall adequately protect the work, adjacent property, and all persons in accordance with all laws and regulations. The Contractor shall be completely responsible for any damage or injury due to his acts or negligence. Damage caused by carelessness, neglect, negligence or that is outside the defined work area will be the Contractors sole responsibility to correct.
6. ACCESS TO WORK. The Contractor shall permit and facilitate observation of the work by the City or his agents at all times. The contractor shall coordinate all required inspections with the appropriate code inspecting agent.
7. CHANGES IN WORK. The City may order changes in the work, with any adjustment of the Contract Sum by mutual agreement of the parties. All such orders and adjustments shall be in writing. Claims by the Contractor for extra cost shall be made in writing to the City before executing the work involved.
8. CORRECTION OF WORK. The Contractor shall correct any work determined by the City not to conform to the requirements of the contract.
9. CITY'S RIGHT TO TERMINATE CONTRACT. Should the Contractor fail to prosecute the work properly, or to perform any provision of the contract, the City, after seven (7) days' written notice to the Contractor may, without prejudice to any other remedy it may have, complete the work by such means as it sees fit. If the unpaid balance of the contract price exceeds the expense of completing the work, such excess will be paid to the Contractor. If such expense exceeds the unpaid balance, the Contractor shall pay the difference to the City.
10. CONTRACTOR'S RIGHT TO TERMINATE CONTRACT. Should the work be stopped by any public authority for a period of thirty (30) days or more through no fault of the Contractor, or should the work be stopped through act or neglect of the City for a period of seven (7) days, then the Contractor, upon seven (7) days' written notice to the City, may stop work or terminate the contract, and recover from the City payment for all work executed, including reasonable profit and damages.
11. PAYMENT. Payment will be made based upon unit prices in the Proposal and the actual completed construction progress as determined by the City. The making and acceptance of the payment shall constitute a waiver of all claims by the City, other than those arising from unsettled liens or from defective work appearing thereafter as provided in Paragraph 8, and of all claims by the Contractor except any previously made and still unsettled. Payment may be withheld on account of defective work not remedied, liens filed, damage by the Contractor to others not adjusted, or failure to make materials or labor payments.

CITY OF BARTLESVILLE
SHORT FORM CONSTRUCTION CONTRACT

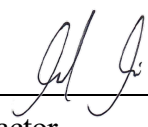
12. BONDS. The Contractor shall furnish surety bonds to the City as indicated herein.
NO BONDS ARE REQUIRED FOR THIS PROJECT
13. CONTRACTOR'S INSURANCE. The Contractor shall maintain such insurance as will protect him and the City from claims under worker's compensation acts and other employee benefits acts; from liability claims for damages because of bodily injury or death; and from liability claims for damages to property which may arise from operations under this contract, whether such operations be by himself, any subcontractor or vendor, or anyone directly or indirectly employed by them. Liability insurance shall be written for not less than \$1,000,000 in each case. Copies of certificates of such insurance shall be filed with the City prior to beginning construction. The Contractor shall provide certification to the City that all insurance is effective for the duration of the work.
14. LIENS. Payment shall not be made by the City until the Contractor has provided a complete release of all lien able claims on the work included in this contract.
15. ENGINEER. The Director of Water Utilities shall be the City's representative and shall have the authority to stop or suspend the work as necessary. All work shall be done to his satisfaction. Determination of final acceptance shall be by the Engineer. He shall certify to the City when payment under the contract is due and the amount to be paid. He shall make final decision on all claims by the City and Contractor.
16. CLEANUP. The Contractor shall keep the premises free from waste material and rubbish, and at the completion of the work he shall remove from the premises all rubbish, debris, and surplus materials, and leave the site in a condition acceptable to the Engineer.

IN WITNESS WHEREOF the parties hereto have executed this Agreement, the day and year first above written.

CITY OF BARTLESVILLE

Mayor, James S. Curd, Jr.

Allstatelining, LLC



Contractor

Attest

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Approval of a \$18,800 professional service agreement with Kleinfelder, Inc. for construction testing services for the Operation Yard Equipment Sheds project.

Attachments:

Proposal

II. STAFF COMMENTS AND ANALYSIS

One of the capital projects approved last fiscal year was to construct two 50' x 100' equipment sheds located in the City's operation yard, as shown by the exhibit below.



In June 2025, a construction contract was awarded to Higgins Construction (Bartlesville, OK) for \$498,800. Construction is scheduled to begin in September 2025.

To ensure compliance with project requirements related to compaction, fill material, and concrete strength, the City utilizes a third-party firm to perform construction testing services. Kleinfelder, a firm with a strong track record on numerous City projects, was requested to provide a proposal for this project. Their proposal, which is attached, provides these services on a time-and-expense basis, with estimated costs totaling \$18,800.

III. BUDGET IMPACT

Funding for the professional services will be through the Water Capital Reserve Fund, which has a \$500,000 budget for capital improvements. The proposed construction testing services (\$18,800) is within the available project budget.

IV. RECOMMENDED ACTION

Staff recommends approval of the professional service contract with Kleinfelder, Inc.



August 21, 2025
Kleinfelder Proposal No.: TUL25P185792

Mr. Terry Lauritsen
Director of Water Utilities
City of Bartlesville, Oklahoma
401 South Johnstone Ave
Bartlesville, Oklahoma 74003
E-mail: tlaurit@cityofbartlesville.org

**Subject: Proposal to Provide Special Inspection and Testing Services
City of Bartlesville Operation Yard Sheds
Bartlesville, Oklahoma**

Dear Mr. Lauritsen:

Kleinfelder, Inc. (Kleinfelder) is pleased to submit this proposal for construction materials testing services for the proposed building project, located in Bartlesville, Oklahoma. The purpose of our services will be to provide City of Bartlesville (or your representative) and your design professionals with field data and information in order to assess compliance with the project plans and specifications. We welcome the opportunity to be part of the Project Team. The following proposal presents: our understanding of the project, the scope of services we anticipate providing, an estimate of our fees, authorization, and our limitations.

PROJECT UNDERSTANDING

It is our understanding that the project will consist of materials testing and observation services during construction of two, 5,000 sq. ft. maintenance buildings. Our understanding of the project is based on our experience with similar projects in the same jurisdiction and a cursory review of the project plans and specifications. If the project understanding is different than described, please contact us so we can adjust our scope.

SCOPE OF SERVICES

The following lists the anticipated scope of services to be provided by Kleinfelder based on our understanding of the project. The estimated durations, quantities and services should be considered approximate and subject to change based on the contractor's actual methodology and work schedule. Kleinfelder will staff the project from our Tulsa office with technicians appropriately trained to perform the services on each element of work being observed or tested.

Geotechnical Observation and Testing

We will provide an engineering technician on a periodic basis to observe earthwork construction and perform density testing to evaluate condition and adherence to the project plans, specifications, and recommendations of the geotechnical report. We anticipate these services to be performed during mass grading, trench backfill compaction, excavation of footings and grade beams, and preparation of building subgrade.

Our Project Manager will review the daily progress reports during foundation excavation and slab subgrade observation. Items found in non-compliance with the project requirements will be brought to the immediate attention of the general contractor, designated design professionals, and your representative. Our Senior Geotechnical Engineer will provide consultation services on an “as-needed” basis to support the design and construction team.

Reinforced Concrete Special Inspection & Testing

Our services are anticipated to include periodic observation of reinforcing steel and continuous observation during cast-in-place concrete placement. Slump, temperature, and air content tests will be performed, and concrete specimens will be cast for compressive strength testing in accordance with the project specifications and local jurisdiction requirements. Concrete specimens will be picked up and delivered to our Tulsa laboratory after the initial on-site curing period. Copies of batch tickets for concrete placed will be monitored during placement for mix compliance and copies retained for loads sampled and tested. Kleinfelder can provide other services not listed above if these services if desired, following our receipt of appropriate authorization.

Structural Steel & Welding Inspection

Our services will include periodic observation and inspection during field welding and erection (including reinforcing steel) and review of procedures and welder qualifications. Continuous observation and inspection will be performed during all full penetration and groove welds as required. Non-destructive testing is not anticipated to be required for this project. If non-destructive testing is required, we are prepared to provide these services following receipt of proper authorization of services. During structural steel bolting and fit up our services will include periodic observation of torquing and tensioning of high strength bolts involved in critical connections as required by the plans and specifications. Observation of the pre-installation bolt verification will be performed for bolted connections requiring a specified tension.

Laboratory Testing Services

Laboratory testing will be performed in conjunction with the field testing and observation described above in accordance with the plans, specifications, and local jurisdictional requirements to evaluate that the materials comply with project requirements and are suitable for their intended use. Our services are anticipated to include moisture-density (standard Proctor) relationship, Atterberg Limits, and sieve analysis testing during earthwork construction and compressive strength testing during concrete construction.

Project Management

Our Project Manager will review the daily reports during construction. Items found in non-compliance with the project requirements will be brought to the immediate attention of the general contractor's construction superintendent, designated design professionals, and your representative. Our project manager will conduct periodic field visits and provide consultation to the design team, as needed during the project. Upon completion of the project, we will provide a final summary report to document the services provided. Our project manager is also responsible for providing qualified personnel, supervision, invoice review per the contract, provide oversight of our services and communication with the client and design team.

ESTIMATED FEES

Based on the scope of services provided, we have developed a tentative budget estimate of **\$18,800**. Should the construction schedule require a lesser or greater amount of service than that estimated herein, the cost for construction testing services would vary accordingly. A detailed summary of our estimated fees is presented in the attached estimated fee schedule, for your review.

COMPENSATION

We propose our services be compensated on a time-and-expense basis. It should be noted that the fee rates shown in the attached fee schedule are inclusive of labor costs and standard equipment charges. Equipment that is non-standard (rebar locators, floor flatness equipment, etc.) or services requested which are not listed in this proposal may be provided and will be charged in accordance with the Tulsa office standard fee schedule. While we are diligent in our review of the project schedule and plans, it may be possible for deviations to occur once the project has begun. The actual cost of our services will depend largely on the contractor's efficiency and actual schedule and progress, as well as impact of weather, work stoppages, and jurisdictional requirements, all of which are beyond our control.

AUTHORIZATION

This proposal is based only upon terms and condition included in our Master Services Agreement, dated March 26, 2021. Please indicate your approval of the proposal by signing the attached Work Order and returning the entire original document to our office. A fully executed copy will be returned to you.

LIMITATIONS

Materials testing and observation services provided by Kleinfelder will be performed in accordance with generally accepted procedures practiced within the project area at the time of our services. Even with diligent monitoring, construction defects may occur. In all cases the contractor is solely responsible for the direction and quality of the work, adherence to plans and specifications, and repair of defects regardless of when they are found.

The safety of our employees is of paramount concern to Kleinfelder. You will be notified if the location of your project represents a potential safety concern to our employees. Unsafe conditions for field work will require a modification of our estimated scope of work and associated fees. We will advise you of the additional costs necessary to mitigate these unanticipated conditions, if applicable.

Kleinfelder is committed to providing quality service to our clients, commensurate with their wants, needs, and desired level of risk. If a portion of this proposal does not meet your needs, or if those needs have changed, Kleinfelder will consider appropriate modifications, subject to the standards of care to which we adhere as professionals. Modifications such as changes in scope, methodology, scheduling, and contract terms and conditions may result in changes to the risks assumed by the client, as well as adjustments to our fees.

CLOSURE

We appreciate the opportunity to present our proposal for construction materials testing and inspection services for this project and look forward to its forthcoming success. If you have questions regarding this proposal, our services and fees or if additional information is required, please contact our office at 918.627.6161.

Sincerely,

KLEINFELDER, INC.



Joe Duin
Project Manager



Joel Peters
Senior Project Manager

Attachments:

Schedule of Fees
Estimated Cost Summary
Work Order No.: TUL25P185792

KLEINFELDER FEE SCHEDULE

PROFESSIONAL and ADMINISTRATIVE STAFF RATES

Project Manager -----	140.00/hour
Project Engineer ----- (Registered Geotechnical Engineer)	160.00/hour
Administration -----	65.00/hour

TECHNICAL STAFF RATES

Engineering Technician ----- (Soil, Concrete, and Asphalt Observation and Testing)	68.00/hour
Steel Technician (AWS D1.1 Qualified) ----- (Visual inspection of welds, & bolt tension inspection)	95.00/hour

TRAVEL AND EXPENSES

Trip Charge (Vehicle) -----	110.00/trip
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LABORATORY RATES

SOILS & AGGREGATE

Standard Proctor, 4" Mold -----	215.00/each
Standard Proctor, 6" Mold -----	215.00/each
Modified Proctor, 6" Mold -----	230.00/each
Atterberg Limits, Single Point -----	100.00/each
Proctor Oversize Correction -----	85.00/each
Sieve Analysis, -200 Wash -----	95.00/each
Sieve Analysis -----	120.00/each

CONCRETE & MASONRY

Concrete Compression -----	25.00/each
Masonry Mortar Compression -----	35.00/each
Masonry Grout Compression -----	35.00/each
CMU Compression -----	95.00/each

ASPHALT

AC Core Unit Weight & Thickness -----	45.00/each
AC Content by Ignition Oven -----	125.00/each
AC Unit Weight – Gyratory Method -----	255.00/each
AC Gradation of Extracted Aggregate -----	120.00/each
Theoretical Maximum Specific Gravity -----	140.00/each



12727 E. 61st Street, Suite A
Tulsa, Oklahoma 74146
Phone: 918.627.6161

Operation Yard Sheds

City of Bartlesville, Oklahoma

Estimated Cost Summary

Personnel / Laboratory Test	Area	Est. Units	Unit Fee	Estimated Cost
Site Development and Structural Fill				
Engineering Technician - Site Development	Building	20 hrs	\$68.00	\$ 1,360
Engineering Technician - Structural Fill	Building	60 hrs	\$68.00	\$ 4,080
Standard Proctor	Laboratory	2 ea	\$215.00	\$ 430
Atterberg Limits	Laboratory	2 ea	\$100.00	\$ 200
Sieve Analysis	Laboratory	2 ea	\$120.00	\$ 240
Trip Charge	Travel	25 ea	\$110.00	\$ 2,750
Subtotal				\$ 9,060
Reinforced Concrete				
Engineering Technician - Foundations and Walls	Building	20 hrs	\$68.00	\$ 1,360
Engineering Technician - Floor Slabs	Building	12 hrs	\$68.00	\$ 816
Sample Pick-Up/Delivery	Sample Pick-Up	14 hrs	\$68.00	\$ 952
Concrete Compressive Strength Testing	Laboratory	36 ea	\$25.00	\$ 900
Trip Charge	Travel	14 trips	\$110.00	\$ 1,540
Subtotal				\$ 5,568
Structural Steel Welding and Bolting Observation and Testing				
AWS Certified Welding Inspector	Building	16 hrs	\$95.00	\$ 1,520
Trip Charge	Travel	4 trips	\$110.00	\$ 440
Subtotal				\$ 1,960
Project Management / Administration				
Project Management	Project Management	10 hrs	\$140.00	\$ 1,400
Project Engineer (Engineering & Review)	Project Engineer	1 hrs	\$160.00	\$ 160
Administration/Report Document Preparation	Administration	10 hrs	\$65.00	\$ 650
Subtotal				\$ 2,210
TOTAL ESTIMATED COST:				\$ 18,798
TOTAL RECOMMENDED BUDGET:				\$ 18,800

WORK ORDER TUL25P185792

Issued Pursuant to The Client Master Services Agreement effective as of March 26, 2021 by and between City of Bartlesville (**Client**) and Kleinfelder, Inc. (**Kleinfelder**).

Client Name: City of Bartlesville

Kleinfelder Project No: TBD

Project Name: Operation Yard Sheds

Work Order Type: (Check One)

☒ Time-and-Materials

☐ Fixed-Price

Kleinfelder Office: Tulsa, OK

Subcontractor Reference No: TBD

Kleinfelder Contact Name: Joe Duin

1. SCOPE OF WORK: See Proposal TUL25P185792
(Continue on additional page, if needed)
2. LOCATION/CLIENT FACILITY INVOLVED: Bartlesville, OK
3. PERIOD OF PERFORMANCE: See Proposal TUL25P185792
4. AUTHORIZED FUNDING: \$18,000
5. SPECIAL PROVISIONS: See Proposal TUL25P185792

NOTICE TO PROCEED IS GIVEN ON (DATE): _____
--

CLIENT: KLEINFELDER:

By: _____

Printed Name: _____

Title:

Address:

By: _____

Printed Name: _____

Title:

Address:

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Take action to approve Engagement for Audit Services with Ober and Littlefield Certified public Accountants, PLLC.

Attachments:

Engagement Letter

II. STAFF COMMENTS AND ANALYSIS

The City is required to annually perform an audit of financial statements of the government activities, business type activities, each major fund, and aggregate remaining fund information, including related notes to those financial statements. Cost of the engagement is \$35,000. This will be the City's first year utilizing this auditor, however Ober & Littlefield have the engagements of the BDA, BRTA, and CCTA. This puts the City and all of its Title 60 public Trusts under the same umbrella. This should build timing efficiencies that are needed since all of our Public Trusts have to be completed before we can prepare our report.

III. BUDGETARY IMPACT

Minimal Budgetary Impact, the City's prior engagement was for \$39,700. Savings of \$4,700 to be expected.

IV. RECOMMENDED ACTION

City Staff recommends approval of the Engagement Letter.

Audit Engagement Letter

February 25, 2025

Honorable Mayor and City Council
City of Bartlesville
Bartlesville, OK

We are pleased to confirm our understanding of the services we are to provide for City of Bartlesville for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who consider it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding 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 will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Information
- 3) Pension Plan Information
- 4) Post-employment Benefit Plan information

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our 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 financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards.
- 2) Combining Balance Sheet – General Fund Accounts
- 3) Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – General Fund Accounts
- 4) Combining Balance Sheet – Non-Major Governmental Funds
- 5) Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Non-Major Governmental Funds
- 6) Combining Statements of Net Position – Nonmajor Enterprise Fund
- 7) Combining Statement of Revenues, Expenditures, and Changes in Net Position – Nonmajor Enterprise Fund

8) Combining Statements of Net Position – Internal Service Funds

9) Combining Statement of Revenues, Expenditures, and Changes in Net Position – Internal Service Funds

The objectives of our audit 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 issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. 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 GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the

confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. 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, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant

contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on within five days of disclosure.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the

prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

Preparation of the financial statements, schedule of expenditures of federal awards, and related notes in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance will be completed and provided by Crawford and Associates. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City, the Federal Audit Clearing house; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Ober & Littlefield, CPAs PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Oklahoma State Auditor and Inspector's office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Ober & Littlefield, CPAs PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the U.S. Government Accountability Office or the Oklahoma State Auditor and Inspector's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

Christie Littlefield, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for audit services will be \$35,000.00. You will also be billed for out-of-pocket costs such as confirmation service provider fees, postage, etc.... Confirmation service provider fees are estimated at \$35 per account. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes sixty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. If it is determined an in-person presentation of the audit is required, additional fees will be assessed at our standard hourly rate to compensate for travel time and presentation time plus travel meals or hotel if deemed necessary. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant

additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and governing board of the City. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of 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, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Bartlesville and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



OBER & LITTLEFIELD, CPAS, PLLC
MIAMI, OKLAHOMA

RESPONSE:

This letter correctly sets forth the understanding of City of Bartlesville.

Governance signature: _____

Title: _____

Date: _____

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Approval of a Letter of Agreement with BKL, Inc. for a structural evaluation and design services to see if the Civitan Park shade canopy structure could be retrofitted with a hard top.

Attachments:

BKL Design Services Letter of Agreement

II. STAFF COMMENTS AND ANALYSIS

The Civitan Park shade structure was originally constructed with a fabric top. The structure was donated by the Civitan non-profit group, but the structure is owned and maintained by the City of Bartlesville. The fabric shade canopy has been damaged and replaced twice since 2019. The first time it was damaged was due to ice accumulation. More recently, the fabric was damaged by wind in May, 2025. Staff believes it would be beneficial to investigate whether or not the structure could be modified to support a solid roof rather than the fabric. The manufacturer will not provide any recommendations since it was not designed to carry a solid roof. A structural analysis by a licensed structural engineer is required to determine if it is feasible and provide a recommendation to retrofit the structure. The intent is to verify feasibility and get a design that can be bid at a later date. We have already ordered a replacement fabric canopy, but the metal roof option could be planned for in a future fiscal year capital budget or capital election.

Staff has negotiated an agreement with BKL, Inc. for the structural evaluation and design recommendation to add a metal roof to the existing pre-engineered shade structure. BKL has proposed a price of \$11,879.50 for the services. BKL is the same consultant who the City contracted with for a structural evaluation of the Goff Tower at Sooner Park. The City has contracted with BKL on the recent park parking lot design and are currently under contract for the Downtown Landscaping Phase 3 design.

III. BUDGET IMPACT

There is currently no budget for this work. The need arose after the FY 25-26 capital budget was approved. Staff recommends utilizing unallocated sale tax capital funds to cover the cost.

IV. RECOMMENDED ACTION

Staff recommends awarding the agreement with BKL, Inc. in the amount of \$11,879.50.



BKL Architects | Engineers

1623 East 6th Street
Tulsa, Oklahoma 74120

918-835-9588
www.bklinc.com

August 12, 2025

Micah Siemers
Director of Engineering
City of Bartlesville
401 S. Johnstone Ave.,
Bartlesville, OK 74003

Re: Letter of Agreement for Design Services relating to Civitas Park Shade Structure, Bartlesville, OK

Dear Mr. Siemers,

BKL is pleased to submit this Letter of Agreement (Agreement) for full design and construction documents for adding a metal roof to an existing pre-engineered shade structure that was previously provided and installed by Superior Shade with a canvas covering. This Agreement is between City of Bartlesville (Client) and BKL, Inc. (Consultant) for services (Services) to be performed by Consultant for Client on the Project. The Client and Consultant agree to the following:

PROJECT SCOPE

Through site verification and the use of Superior Shade drawings, BKL will determine member sizes and connection details for the existing structure. We will analyze the existing structure to support a metal roof. We will design, specify and detail attachments for the metal roof if feasible. If required by analysis, BKL will design and detail modifications to the existing structure to support the metal roof.

The existing structure is approximately 60ft x 60ft steel structure consisting of steel tube framing with weld plates and bolted connections.

BASIC SERVICES

The design for the project will be broken into the following phases with progress and review meetings at each phase and as needed to complete the project.

Structural Investigation

Determine Member Sizes - Field drill to determine member thickness if necessary patch holes.

One column and one beam.

Determine Connection Details using Superior Shade drawings and field investigation

Structural Analysis

Apply loading based on IBC 2018 and ASCE 7-16

Analyze existing framing to support loads

Design metal roof

Design modifications to existing structure

Structural Plans and Details for Construction

Detail and specify metal roof covering including finish.
Detail modifications to existing structure if required.

Not included:

Fire Sprinkler Design

Permitting Process (Plans will be ready to submit for permitting)

Cost Estimates

Site Civil, Mechanical, Electrical and Plumbing

Construction Administration

BKL will attend construction meetings and site visits as needed. We will review shop drawings, answer RFI's, perform a punch list, final walk-through, and review provided Owner's Manual. All construction services will be billed hourly as used.

FEES:

Based on the above scope of work, the total cost for Design Services will not exceed \$11,879.50. This cost is based on performing only the scope of work above through the bidding phase. Should additional items be identified that warrant engineering or architectural design and require higher fees, we will contact you prior to initializing this work.

SITE INVESTIGATION	\$1,879.00
STRUCTURAL ANALYSIS	\$5,195.00
STRUCTURAL PLANS AND DETAILS	\$2,305.50
BIDDING AND CONSTRUCTION ADMINISTRATION (HOURLY AS NEEDED-ESTIMATED)	\$2,500.00
COMPENSATION FOR PROFESSIONAL SERVICES	\$11,879.50

INVOICING METHODS

Invoices are generated monthly based on the percentage of design work completed and are due and payable within 30 days of the invoice date. Design fees and construction fees are hourly not-to-exceed. Unless otherwise instructed, invoices will be submitted to:

Micah Siemers
Director of Engineering
City of Bartlesville
401 S. Johnstone Ave.,
Bartlesville, OK 74003

PERFORMANCE

The Consultant shall provide the professional Services set forth in this Agreement consistent with the professional skill and care ordinarily provided by other consultants of the same profession in the same or similar locality practicing under the same or similar circumstances. The Consultant shall perform its

services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

INSURANCE

Consultant and Client each agree to maintain statutory Worker's Compensation, Employer's Liability Insurance and General Liability insurance for the duration of this Agreement. Additionally, Consultant will maintain Professional Liability Insurance for Consultant's negligent acts, errors, or omissions in providing Services pursuant to this Agreement.

CLIENT RESPONSIBILITIES

Unless otherwise provided under this Agreement, the Client shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which will set forth the Client's objectives, schedule constraints and criteria.

The Client shall designate a person to act as Client representative with authority to transmit instructions, receive instructions and information and interpret and define Client requirements and requests regarding the Services.

The Client shall establish the Client's budget for the Project, including the budget for the cost of the work, the Client's other costs; and reasonable contingencies related to all of these costs. The Client shall update the Client's budget for Project as necessary throughout the duration of the Project until final completion. If the Client significantly increases or decreases the Client's budget for the cost of the work, the Client shall notify the Consultant. The Client and the Consultant shall thereafter agree to a corresponding change in the Project's scope.

SUPPLEMENTAL AGREEMENTS

Changes in the Scope of Services may be accomplished after the execution of this Agreement only by a written supplemental Agreement signed by Consultant and Client. For a change that increases the Consultant's cost of, or time required for performance of any part of the Services, Consultant's compensation and time for performance will be equitably increased.

COST ESTIMATES

Upon request, unless specifically excluded from the Scope of Work, the Consultant may furnish estimates of probable cost, but cannot and does not guarantee the accuracy of such estimates. All estimates, including estimates of construction costs, financial evaluations, feasibility studies and economic analyses of alternate solutions, will be made on the basis of Consultant's experience and qualifications and will represent Consultant's judgement as a design professional familiar with the construction industry. However, Consultant has no control over the cost of labor, material or equipment furnished by others; market conditions; contractors' methods of determining prices or performing work; or competitive bidding practices. Accordingly, Consultant will have no liability for bids or actual costs that differ from Consultant's estimates.

WORK PRODUCT

Consultant is the author and owner of all reports, drawings, specifications, test data, techniques photographs, letters, notes and all other work product, including in electronic form created by Consultant in connection with the Project, (the Work Product). The Consultant shall retain all common law, statutory and other reserved rights to the Work Product, including copyrights.

Unless otherwise agreed by Client and Consultant, Client may rely upon Work Product only in paper copy (hard copy) or unalterable digital files, with either wet or digital signature meeting the requirements of the governing licensing authority having jurisdiction over the Project. In all instances, the original hard copy of the Work Product takes precedence over electronic files. All electronic files furnished by Consultant are furnished only for convenience, not reliance by Client, and any reliance on such electronic files will be at the Client's sole risk.

The Consultant grants to the Client a nonexclusive license to use the Consultant's Work Product solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums when due. The license granted under this section permits the Client to authorize the contractor, subcontractors and suppliers as well as the Client's consultants and separate contractors, to reproduce applicable portions of the Work Product solely and exclusively for use in performing services or construction for the Project. If the Consultant rightfully terminates this Agreement for cause, the license granted in this section shall terminate.

In the event, the Client uses the Work Product without retaining the Consultant's service, the Client releases the Consultant from all claims and causes of action arising from such uses. The Client, to the extent permitted by law, further agrees to indemnify and hold harmless the Consultant from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Client's unauthorized use of the Work Product.

DISPUTE RESOLUTION

The Client and the Consultant will endeavor to resolve claims, disputes and other matters in issue arising out of this Agreement, the Project or the Services through a meeting. The meeting will be attended by senior representatives of Client and Consultant who have full authority to resolve the claim. The meeting will take place within thirty (30) days after a request by either part, unless the parties mutually agree otherwise. Prior to the meeting, the parties will exchange relevant information that will assist in resolving the claim.

If the parties resolve the claim, they will prepare appropriate documentation memorializing the resolution.

If the parties are unable to resolve the claim, Consultant and Client agree to submit the claim to Mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Consultants services, the Consultant may proceed in accordance with

applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

Mediation, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

AGREED REMEDY

To the fullest extent permitted by law, the total liability, in the aggregate, of Consultant and Consultant's officers, directors, employees, agents, and consultants to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages, including with limitation, attorneys' fees, arising out of or in any way related to this Agreement, the Services, or the Project, from any cause and under any theory of liability, shall not exceed Consultant's total fee under this Agreement. In no event will Consultant be liable for any indirect, incidental, special or consequential damages, including, without limitation, loss of use or lost profits incurred by Client or anyone claiming by, through, or under Client.

TERMINATION

Both the Client and the Consultant have the right to terminate this Agreement for convenience upon fifteen calendar days' written notice to the other party. In the event the Client terminates this Agreement without cause, the Consultant shall be entitled to payment for all Services performed and expenses incurred up to the time of such termination, plus fees for any required transition services, and reimbursement of all costs incurred which are directly attributable to such termination.

INDEMNITY

To the fullest extent permitted by law, Client and Consultant each agree to indemnify and hold harmless the other, as well as their respective officers, directors and employees, from and against liability for claims, losses, damages, and expenses, including reasonable attorneys' fees, provided such claim, loss, damage, or expense is attributable to bodily injury, sickness, disease, death, or property damage, but only to the extent caused by the negligent acts or omissions of the indemnifying party, or anyone for whose acts they may be liable.

BETTERMENT

The Consultant will not be responsible for any cost or expense that provides betterment, upgrade or enhancement of the Project.

CONSTRUCTION MEANS, METHODS AND SAFETY

The Consultant shall not have control over and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for construction safety precautions and programs. The Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor or any other person performing any work (other than the Services), or for the failure of any of them to carry

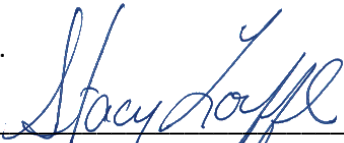
out their work in accordance with all applicable laws, regulations, codes, and standards, or the construction documents.

AUTHORIZATION TO PROCEED:

If this Agreement is acceptable, please sign below and return an executed copy as Notice to Proceed with the above scope of Services.

We look forward to working with you,

BKL, INC.

By:  _____

Printed Name: Stacy Loeffler _____

Title: Vice President _____

Date: 8/12/2025 _____

City of Bartlesville

By: _____

Printed Name: _____

Title: _____

Date _____

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Receipt and acceptance of a report of findings regarding a conditional extension of an appeal by Danny L. Blackwood of the Hearing Examiner's Order of Abatement for boarding and securing, and demolition and removal of dilapidated structures at 1032 SW Oak Ave., legally described as Lot 12, Block 1, McCaleb Addition, Bartlesville, Washington County, Oklahoma (Code Enforcement Case Numbers DS-0325-0384 and -0385).

Attachments: 1) Letter to Mr. Blackwood, dated July 8, 2025
2) Minutes of July 7, 2025 City Council Meeting, Excerpted, Highlighted

Background:

City Council at its Regular Meeting of July 7, 2025, Agenda Item No. 12, heard an appeal by Mr. Danny Blackwood of the Code Enforcement Hearing Examiner's Order of Abatement for demolition and removal of a house, storm shelter, and sidewalk at 1032 SW Oak Avenue. City Council unanimously approved a motion to grant a conditional extension of the appeal as follows:

- the storm shelter must be secured by the owner within 3 days (**July 10, 2025**);
- the house must be fully boarded and secured by the owner within 30 days to City standards (**August 6, 2025**);
- full remediation and code compliance of the property must be completed by the owner within 60 days (**September 5, 2025**); and
- if these requirements are not met, the demolition order will proceed automatically without further City Council action.

This memorandum is a status report on the completion of these conditions.

II. STAFF COMMENTS AND ANALYSIS

City staff mailed by U.S. First Class Receipted mail a letter listing the conditions and deadlines for the property (see Attached letter from Mr. Wickham to Mr. Blackwood dated July 8, 2025). Westside Community Center Executive Director, Shavon Annette, communicated with Mr. Blackwood and made earnest efforts to assist Mr. Blackwood in satisfying the conditions of the extension. The storm shelter was successfully secured by the July 10, 2025 deadline. However, the other conditions were not able to be satisfied within the remaining deadlines. City Code Enforcement boarded and secured the house on August 22, 2025. City Code Enforcement will inspect the property on or after Friday, September 5, 2025, and if the conditions as listed in the July 8th letter are not met, City Code Enforcement will proceed with demolition and removal of the dilapidated structures.

III. CONCLUSION AND RECOMMENDED ACTION

Accept this report of findings regarding 1032 SW Oak Avenue.

Date: July 8, 2025

Delivery via U.S. First Class Receipted MailTo:

Danny L. Blackwood
401246 W 300 Rd
Wann, OK 74083

RE: Code Enforcement Appeal – 1032 SW Oak Avenue

Dear Mr. Blackwood,

As you are aware, at its July 7, 2025 meeting, the Bartlesville City Council reviewed your appeal regarding the dilapidated condition of the property located at 1032 SW Oak Avenue. After discussion, the Council upheld the code enforcement order and established the following compliance deadlines:

Council-Ordered Compliance Deadlines:

1. Storm Shelter:

The exterior storm shelter must be secured **within 3 calendar days** of the Council's vote (no later than **July 10, 2025**). Securing includes installing a lockable door or hatch, or otherwise ensuring the shelter is not accessible to unauthorized individuals. All immediate safety concerns must be addressed.

2. Structure Securing:

The building must be fully secured **within 30 calendar days** (no later than **August 6, 2025**). This includes securing all doors, windows, and other openings using materials compliant with the **International Property Maintenance Code (IPMC)**.

Specifically:

- **A101.1 – General:** Windows and doors must be boarded in an approved manner to prevent entry by unauthorized persons and must be painted to match the structure to the extent possible.
- **A102.1 – Boarding Sheet Material:** Boarding materials must be a minimum of **1/2 inch-thick wood structural panels** that meet International Building Code requirements.
- 3. Full Compliance with IPMC:**

The property must be brought into full compliance **within 60 calendar days** (no later than **September 5, 2025**). This includes, but is not limited to:

 - Applying for building permit(s) and using state-licensed and state-registered contractors where required, for the following actions
 - Restoring structural integrity (roof, walls, floors, foundation, and porch elements, and using a state-registered roofing contractor for roof work, where required)
 - Replacing or repairing windows, doors, and weatherproof exterior features
 - Removal of all debris and sanitation of interior and exterior areas

- Correcting any electrical, plumbing, or mechanical code violations (if present), using state-licensed contractors where required
- Repairing/replacing sidewalk
- Eliminating any life-safety hazards identified on the property

Please be advised that failure to comply with these deadlines will result in abatement by the City of Bartlesville, and any associated costs will be assessed to you as the property owner.

Inspection Checklist – Items to be Corrected

As of the latest inspection, the following items must be corrected to bring the property into compliance:

- ☐ Replace all damaged or missing windows and exterior doors with new units.
- ☐ Replace deteriorated or damaged exterior walls and framing.
- ☐ Replace roof decking and shingles (using state-registered roofing contractor where required), and install new fascia where missing or damaged.
- ☐ Repair or replace deteriorated floor and rim joists, and replace floor decking where necessary.
- ☐ Install new siding across all exterior walls.
- ☐ Paint all exposed or unfinished exterior wood surfaces.
- ☐ Repair the significant crack in the garage floor.
- ☐ Repair or replace plumbing facilities and fixtures (using state-licensed contractors where required) (IPMC Chapter 5).
- ☐ Repair or replace mechanical and electrical facilities and equipment (using state-licensed contractors where required) (IPMC Chapter 6).
- ☐ Repair or replace sidewalk.
- ☐ Keep the yard mowed and cleared of trash and debris throughout the growing season.

Re-Inspections and Demolition Assessment:

City staff will conduct on-site inspections at the end of each time period listed above to verify progress:

- **After Day 3 (July 10, 2025):** Confirm storm shelter has been properly secured.
- **After Day 30 (August 6, 2025):** Confirm structure is fully secured in accordance with IPMC standards.
- **After Day 60 (September 5, 2025):** Final inspection to determine overall compliance and evaluate whether the structure should be considered for demolition due to ongoing dilapidation.
-

Please maintain communication with our office throughout this process. Timely updates and documentation of work performed will be considered in evaluating compliance.

Thank you for your cooperation in this matter.

Sincerely,
Michael Wickham
Neighborhood Services Supervisor
City of Bartlesville
918-338-4230
mwickham@cityofbartlesville.org

Received Mail Verification – Code Enforcement Department 155

Received Mail: (8) Pieces were mailed on (07-09-25) to the following:

(8) X \$.65 = \$ 5.20 Total

Danny L. Blackwood
401246 W 300 Rd
Wann, OK 74083
RE: 1032 S Oak Ave appeal letter

CUNNINGHAM, LARRY & TAMMY
615 NW PALMETTO DR
BARTLESVILLE, OK 74003-0000
RE: WT-0725-3846, MV-0725-1028

SOLIS, IRMA & MARTIN
109 GLENWOOD ST
COFFEYVILLE, KS 67337-0000
RE: WT-0725-3847

JAVILLO, MATTHEW
303 NW LARCHMONT DR
BARTLESVILLE, OK 74003-0000
RE: WT-0725-3848

ABJ REAL ESTATE FUND
414 SE WASHINGTON BLVD
BOX 327
BARTLESVILLE, OK 74006-0000
RE: WT-0725-3849

STOLWORTHY, CLAUDIA
6888 LEE DRIVE
BARTLESVILLE, OK 74006-0000
RE: WT-0725-3853

CARLETON, MARY ANN
2540 GEORGETOWN DR
BARTLESVILLE, OK 74006-0000
RE: WT-0725-3854

MOLICK, HOLLY : GUS HANAWALT
20675 SW OLESON RD
PORTLAND, OR 97223-0000
RE: WT-0725-3855, MV-0725-1029



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07/09/2025 ZIP 74003
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US POSTAGE



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

**Monday, July 7, 2025
5:30 p.m.**

**James S. Curd, Jr., Mayor
918-338-4282**

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

MINUTES

**(The Notice of Meeting was posted December 15, 2024 and
the Agenda was posted June 27, 2025 at 5:30 p.m.)**

City Council in attendance was Mayor Jim Curd, Jr., Vice Mayor Trevor Dorsey, and Councilmembers Tim Sherrick, Larry East and Aaron Kirkpatrick.

City staff in attendance was Mike Bailey, City Manager; Laura Sanders, Assistant City Manager, Jess Kane, City Attorney; Jason Muninger, CFO/City Clerk; Terry Lauritsen, Director of Water Utilities; Fire Chief H.C. Call; Deputy Fire Chief Barry Campbell; Matt McCollough, Director of IT; Larry Curtis, Director of Community Development; Alicia Shelton, Accounting and Finance Supervisor; Deputy Police Chiefs Troy Newell and Andrew Ward; Police Captain Elkins; and Elaine Banes, Executive Assistant.

- 1. The business meeting of the Bartlesville City Council was called to order by Mayor Curd at 5:30 p.m.**
- 2. Roll Call was conducted a quorum established.**
- 3. Invocation by Councilman Kirkpatrick.**
- 4. Public Comments on Agenda Items.**
 - Mary Fowler (Agenda Item 7.h.i.)– Expressed concern over data retention policies. Defended her tone as assertive in opposition to corruption and thanked Councilman Sherrick for urging public involvement.
 - Shavonne Robles (Agenda Item 9)– Requested clarity on fluoride in city water. Shared research suggesting risks of fluoride removal without dental program replacements, urged a pause for public education.
 - Sarah Burnett (Agenda Item 9) – Cited Governor Stitt's executive order and scientific studies linking fluoride to health risks. Urged the Council to halt water fluoridation.
 - Lachelle Griffin (Agenda Item 9) – Called for ending fluoridation with no substitutions, citing federal toxicology reports and constitutional concerns.
 - Jackie Whitley (Agenda Item 9) – Opposed the use of hydrofluorosilicic acid, citing cost, waste, and public health concerns.
 - Cody Moseman (Agenda Item 9) – Questioned changes in city limit maps and the treatment of Brad Purvis's property.
 - Homer Heffington (Agenda Item 9)– Urged the Council to prioritize Oklahoma state water quality standards over federal ones. Praised local diligence.
- 5. City Council Announcements and Proclamations.**

There were no announcement or proclamations.

Mr. East moved to approve the award of bid to the various vendors as highlighted within the attached bid tabulation, seconded by Vice Mayor Dorsey.

Voting Aye: Vice Mayor Dorsey, Mr. Sherrick, Mr. East, Mr. Kirkpatrick, Mayor Curd
Voting Nay: None
Motion: Passed

10. Discuss and take possible action to award Bid No. 2024-2026-003 for Highland Drive, Wilshire Avenue, Waverly Avenue, and Oakdale Drive Concrete Panel Replacement Project. Presented by Councilmember East.

Mr. East provided the bid recommendation details.

Mr. East moved to approve the award of bid to R & L Construction, LLC, Sapulpa, OK, in the amount of \$847,000, seconded by Vice Mayor Dorsey.

Voting Aye: Mr. Sherrick, Mr. East, Mr. Kirkpatrick, Vice Mayor Dorsey, Mayor Curd
Voting Nay: None
Motion: Passed

11. Unsheltered Homeless Task Force Update. Presented by Task Force Members Ms. Rachel Showler and Mr. Tom Gorman.

Councilman Kirkpatrick and Chairman of the Unsheltered Homeless Task Force announced that there will not be an update at this time.

12. Discuss and take possible action on appeals by Danny L. Blackwood of the Hearing Examiner's Order of Abatement for boarding and securing, and demolition and removal of dilapidated structures at 1032 SW Oak Ave., legally described as Lot 12, Blk 1 McCaleb Addition, Bartlesville, Washington County, Oklahoma (Code Enforcement Case Number DS-0325-0384 and -0385). Presented by Larry Curtis, Director of Community Development.

Mr. Curtis reported that the case originated from a complaint on March 20 regarding an unsecured structure. A City inspection on March 21, 2025 confirmed that the house and storm shelter were open and accessible; that there were extensive structural issues such as holes in the roof and floor, wood rot, missing siding, and structural damage; additional hazards such as deteriorating fence, hazardous sidewalk, and overhanging trees; and no active water service since May 2011, indicating the property is uninhabitable. Courtesy notices sent on March 25, violation notices sent on April 15, and a hearing was held on May 14, resulting in: Order 1: property must be boarded and secured within two days; and Order 2: demolition/removal of structures within 30 days. Mr. Blackwood appealed the hearing officer's orders five days later, with no remediation plan provided. The property has a history of code violations and City abatements, most recently for trash and overgrowth on June 5. Staff recommends denial of appeal due to public safety concerns, negligence history, and lack of remediation plan or compliance.

The appellate, Mr. Blackwood, cited health issues, including a broken hip and diabetes, hindering his ability to maintain the property; that he is in the process of selling the property via verbal agreement; claims of repeated vandalism and trespassing by homeless individuals; asserted that the property has been re-secured recently, including chaining the cellar; and that due his construction engineering experience, he feels that the structure is repairable. Mr. Blackwood confirmed he did not attend the initial hearing, citing mail delays as the reason. He requested more time to remedy the issues and stated a desire to resolve the matter without demolition.

Discussion covered the longstanding condition of the property, including 14 years with no water service; ongoing impact on neighboring properties; repeated code enforcement activity over the years; security concerns, particularly an open storm shelter posing risk to children; and emphasized that progress must be verifiable and that prior delays warranted strict timelines.

Mr. Kirkpatrick moved to grant a conditional extension as follows: the storm shelter must be secured within 3 days, verified by staff; the house must be fully boarded and secured within 30 days to City standards; full remediation and code compliance must be completed within 60 days; and if these requirements are not met, the demolition order will proceed automatically without further Council action, seconded by Vice Mayor Dorsey.

Voting Aye: Mr. East, Mr. Kirkpatrick, Vice Mayor Dorsey, Mr. Sherrick, Mayor Curd

Voting Nay: None

Motion: Passed

13. Discuss and take possible action on approving the Proposed Green Fee, Cart Fees, and Annual Pass rates for City of Bartlesville public golf course. Presented by Dee Roadman, Director, Golf Division.

Mr. Roadman introduced the proposed rate structure for the City of Bartlesville Golf Course, citing several factors that informed the updates such as the J.J. Keegan Consultant Report (2024) evaluating the current business model, feedback from the City's Golf Steering Committee, comparative market analysis of public golf courses in the Tulsa area, Ongoing renovations and improvements to the greens, and the Upgrade to a new fleet of lithium-ion battery-powered golf carts equipped with GPS. He provided a slide comparing the current rates to the proposed rate structure (attached to these minutes). The proposed rates are as follows:

Annual Passes:

Individual Pass (7-day): \$1,600 / \$2,500 with annual cart and range credit

Family Pass: \$2,000 / \$2,950 with annual cart and range credit

Weekday Pass: \$1,400 / \$2,200 with cart with annual cart and range credit

Public Daily Rates:

Weekday Green Fee: \$30 walking / \$47 with cart.

Weekend Green Fee: \$35 walking / \$52 with cart.

Senior Rate: \$25 walking / \$39 with cart.

Junior Rate: \$10, available weekdays and weekends during non-peak hours.

Nine-Hole Rate: \$22 weekday / \$25 weekend (walking); \$32 weekday / \$35 weekend (with cart).

Replay Rate: \$20 per person (cart included; space available only).

Fees do not include taxes of 8.9%.

Added Membership Benefits:

Annual passes receive daily range credit of \$10.50 individual, \$21 family

Annual passes to include 15% discount in the golf shop merchandise (excludes clubs, balls, grips (already marked down)).

Monthly payment option available (+\$6 finance fee per month)

Family annual pass includes both spouses and dependents under the age of 21

Juniors 12 & under play free with paid adult (after twilight w/adult/non-peak times)

Rates reviewed and subject to change yearly.

Mr. Roadman emphasized that the new pricing remains competitive with Tulsa area courses and reflects the enhanced value provided through improved facilities and equipment.

Mr. Roadman also announced the rebranding and renaming of the course to "Boots Hollow Golf Club", in honor of its founder, K.S. "Boots" Adams. The Adams family supports the rebranding initiative. A new logo is in development and will be unveiled prior to reopening.

Council members expressed appreciation for the comprehensive rate review, praised the competitive pricing, and noted that rebranding reflects community heritage. There was also discussion about the value of GPS-enabled carts for course preservation and player experience.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Receipt and acceptance of a report of findings regarding City Council's conditional rescission of the Hearing Examiner's Order of Abatement for demolition and removal of a dilapidated structure at 353 SE Waverly Ave., legally described as Lot 7, Block 3 of Pennington Hills Addition, Bartlesville, Washington County, Oklahoma (Code Enforcement Case Number DS-0525-0398).

Attachment: Letter to Mr. Lee dated August 5, 2025

Background:

City Council at its Regular Meeting of August 4, 2025, Agenda Item No. 13, heard an appeal by Mr. Jefferson B. Lee of the Code Enforcement Hearing Examiner's Order of Abatement for demolition and removal of the dilapidated house at 353 SE Waverly Avenue. City Council unanimously approved a motion to conditionally rescind the Hearing Examiner's Order of Abatement, but on the condition that Mr. Lee convey the property at 353 SE Waverly Avenue to his mortgage company / lender, via a Deed in Lieu of Foreclosure, within 30 days, before the September 2, 2025 City Council meeting. Mr. Lee stated at the Council meeting that the lender provided the Deed in Lieu of Foreclosure, and that he agreed to this resolution of the case.

This memorandum is a status report on the completion of this condition.

II. STAFF COMMENTS AND ANALYSIS

City staff sent to Mr. Lee via U.S. First Class Receipted mail dated August 5, 2025, and via email, a letter stating City Council's conditional rescission of the Hearing Examiner's Order of Abatement, on the condition that Mr. Lee convey the property to the lender via the Deed in Lieu of Foreclosure provided by the lender. City staff contacted Mr. Lee by phone on August 15, 2025 and Mr. Lee reported that he mailed the required paperwork to the lender on August 14th. He also stated that the lender would process the paperwork within five days of receipt. City staff expects that the Deed in Lieu of Foreclosure will be filed by the lender at the Washington County Clerk's office within the next 30 days. City staff will provide an updated report at a future City Council meeting.

III. CONCLUSION AND RECOMMENDED ACTION

Accept this report of findings regarding 353 SE Waverly Avenue.

Date: August 5, 2025

DELIVERY VIA U.S. FIRST CLASS RECEIPTED MAIL

& Email: jefferson.lee1@gmail.com

Jefferson B. Lee
353 SE Waverly Ave.
Bartlesville, OK 74006

RE: Code Enforcement Appeal – 353 SE Waverly Ave—Case No. DS-0525-0398

Dear Mr. Lee:

As you are aware, at its August 4, 2025 meeting, the Bartlesville City Council reviewed your appeal regarding the dilapidated condition of the property located at 353 SE Waverly Avenue.

After discussion, the Council voted to conditionally rescind the Hearing Examiner's Order of Abatement, but on the condition that you convey the property at 353 SE Waverly Avenue to your mortgage company / lender, within 30 days, and before the next City Council meeting to be held on Tuesday, September 2, 2025, as you agreed to at the City Council meeting. You would convey the property to your mortgage company / lender by way of the Deed in Lieu of Foreclosure that they have provided to you.

Please maintain communication with our office during this process. Thank you for your cooperation in this matter.

Sincerely,



Greg Collins
Special Projects Manager
City of Bartlesville
918-338-4241
gscollins@cityofbartlesville.org

cc: Mike Wickham
City of Bartlesville
Neighborhood Services Supervisor

U.S. POSTAL SERVICE		CERTIFICATE OF MAILING	
MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT PROVIDE FOR INSURANCE—POSTMASTER			
Received From:		City of Bartlesville City Hall	
		401 S. Johnstone Ave.	
		Bartlesville, OK 74003-6619	
One piece of ordinary mail addressed to:			
		Jefferson B. Lee	
		353 SE Waverly Ave	
		Bartlesville, OK 74006	

PS Form 3817, Mar. 1989

RDC 99



U.S. POSTAGE PAID
FOR LETTER
BARTLESVILLE, OK
74003
AUG 06, 25
AMOUNT
\$2.40
S2324P50441-12

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action to retire, surplus, and provide for K-9 Baron's adoption to K9 Hero Haven, a non-profit 501(c)(3) volunteer organization out of Danville, PA., that provides working dogs a place to retire.

II. STAFF COMMENTS AND ANALYSIS

The Bartlesville Police Department requests to retire, surplus, and provide for K-9 Baron's adoption to K9 Hero Haven, a non-profit 501(c)(3) volunteer organization out of Danville, PA., that provides working dogs a place to retire. This is in accordance with Oklahoma Statutes Title 70, 3311: 9B, which states, "Upon retiring the dog from the service it was certified to perform, the law enforcement department that handled the dog shall retain possession of the dog. The handler shall have first option of adopting the dog. If that option is not exercised, the law enforcement department shall provide for its adoption".

III. RECOMMENDED ACTION

Staff recommends that the Council review and approve the retirement, surplus, and provide for K-9 Baron's adoption to K9 Hero Haven, a non-profit 501(c)(3) volunteer organization out of Danville, PA., that provides working dogs a place to retire.

Bartlesville Police Department

Police Chief, Kevin Ickleberry - Deputy Chief, Troy Newell - Deputy Chief, Andrew Ward

615 S. Johnstone Ave.
Bartlesville, OK 74003

Non-Emergency 918.338.4001
Administration 918.338.4050



To: City Manager Mike Bailey & Assistant City Manager Laura Sanders

From: Deputy Chief Troy Newell

Subject: Bartlesville Police K-9 Baron (Retirement)

Date: 8-13-25

Mr. Bailey & Ms. Sanders,

The time has come for the Bartlesville Police Department to retire K-9 Baron. Baron has faithfully served the community, our department, and his police officer handlers for many years.

Baron has reached the age of 12, placing him above the age range of 8-10 years of average effective service to the police industry. Baron's physical abilities have diminished noticeably, and his abilities as an effective police asset will continue to decrease as he continues to age.

As you know, it has been the past practice of our department to allow the police officer handler to take possession of their retired K-9 partner and transfer ownership of the dog to the handler. This is common practice in the law enforcement industry due to the bond between the handler, their families and their assigned K-9 partner. However, in this case, the handler Corporal Cody Loyd, is unable to keep Baron.

In accordance with Oklahoma Statue Title 70 3311: 9B, which states, "Upon retiring the dog from the service it was certified to perform, the law enforcement department that handled the dog shall retain possession of the dog. The handler shall have first option of adopting the dog. If that option is not exercised, the law enforcement department shall provide for its adoption". It is our intent to provide for Baron's adoption to K9 Hero Haven, a non-profit 501(c)(3) volunteer organization out of Danville, PA. that provides working dogs a place to retire.

If possible, we would like to bring this matter before the City of Bartlesville's City Council at the regularly scheduled meeting on September 2, 2025.

Consideration for approval of this matter is greatly appreciated.

Respectfully,

Troy Newell
Deputy Chief of Police
Bartlesville Police Department

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Approval of a request to surplus and dispose of a 2012 Combination Sewer Cleaner truck.

Attachments:

None

II. PROJECT DESCRIPTION, STAFF COMMENTS AND ANALYSIS, AND BUDGET AMOUNT.

In 2011, the City purchased a 2012 Combination Sewer Cleaner truck that is utilized by the Wastewater Maintenance Department to assist in the maintenance of the wastewater collection system. Pictures of the unit are below.



This truck is scheduled for replacement in the current fiscal year. Although it remains operational, it has seen extensive use, and most of its components - including pumps, hoses, and tanks - have reached the end of their service life. Staff recommends trading in this unit as part of the purchase of a new combination sewer cleaner truck. The estimated trade-in value is \$35,000. Since this exceeds \$25,000, Council authorization is required to declare the truck as surplus in order to proceed with its disposal.

III. BUDGET IMPACT

The disposition of the existing truck will help offset the cost of purchasing a new combination sewer cleaner. The estimated trade-in value of the current unit is \$35,000, which will be applied toward the purchase of the new unit, priced at \$605,000.

IV. RECOMMENDED ACTION

Staff requests approval to declare the truck surplus and authorize staff to dispose of the unit.



Progress Report

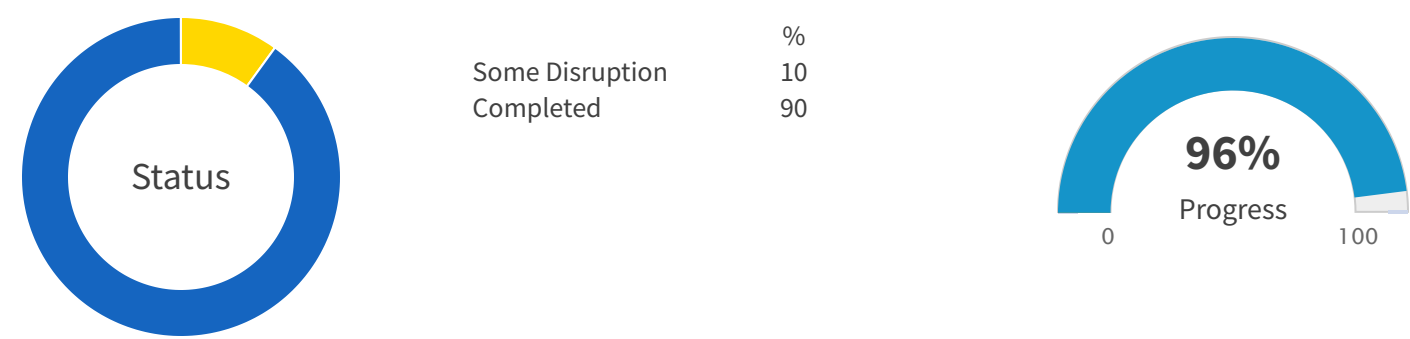
Bartlesville NEXT

Current Reporting Date: Aug 01, 2025 - Aug 31, 2025

Report Created On: Aug 21, 2025

5	13	40
Strategic Priority	Objective	Goal

Overall Summary



Executive Summary

Summary:

The Bartlesville NEXT strategic plan is in its advanced stages, with 96% completion and 90% of tasks finalized. This comprehensive plan addresses key priorities: Economic Vitality, Community Character, Financial Strength & Operational Excellence, Effective Infrastructure Network, and Emerging Issues. Major objectives range from modernizing workplaces and fostering a positive staff culture, to improving infrastructure, promoting healthy lifestyles, and enhancing both community engagement and public spaces. Extensive progress has been made in updating policies, deploying technology, and incorporating community and employee feedback to drive continuous improvement.

Accomplishments:

Significant achievements include the completion of most strategic goals, such as updating the comprehensive plan, launching a redesigned website, implementing performance-based evaluations, and finalizing annual communication initiatives. Notable successes involve enhanced collaboration with economic development partners, launching a new community festival, modernizing city infrastructure management, and achieving operational milestones like the launch of a City app and completion of the Parks Masterplan. The city also introduced new programs for employee engagement, instituted formal policies for financial governance, improved public safety in community spaces, and established structures to address childcare, housing, and homelessness.

Roadblocks:

Several challenges were encountered, including event planning conflicts, such as scheduling the CommUNITY Fest alongside existing events, which impacted attendance. Some initiatives required coordination among multiple stakeholders, leading to delays or pending committee actions, particularly in the areas of regulatory updates and subcommittee review processes. Community collaborations, such as efforts to address homelessness, face external delays (e.g., construction held up by regulatory agencies). In addition, some objectives required ongoing engagement or analysis, such as the implementation of survey results and the integration of IT systems.

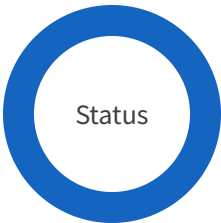
Recommendations:

To ensure effective completion and sustained impact, it is recommended to focus on resolving scheduling conflicts by integrating standalone initiatives with pre-existing events, maximizing engagement and resource use. Continuous monitoring and periodic evaluation of new systems, such as the redesigned website and city app, should be prioritized to adapt to resident needs. Strengthening stakeholder and partner coordination will help overcome external barriers, as seen in the homelessness initiative. Finally, ongoing analysis of survey feedback and the results of implemented policies should drive adaptive management, ensuring that strategic priorities remain aligned with emerging community needs and best practices.

Report Legend  **Priority**  No Update  Overdue

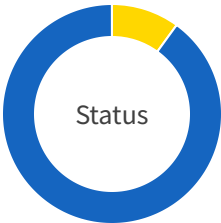
Department Summary

Accounting & Finance Department Progress 100%



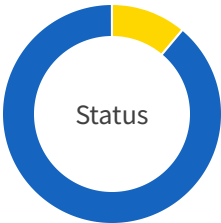
Completed %
100

City of Bartlesville Progress 96%



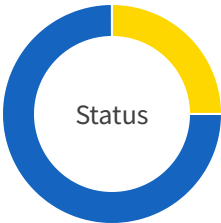
Some Disruption %
Completed 10
90

Communications Progress 92%



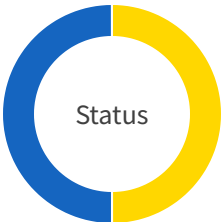
Some Disruption %
Completed 11
89

Community Development Department Progress 92%



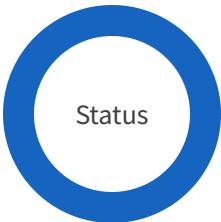
Some Disruption %
Completed 25
75

Engineering Department Progress 98%



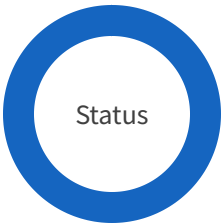
Some Disruption %
Completed 50
50

History Museum Progress 100%



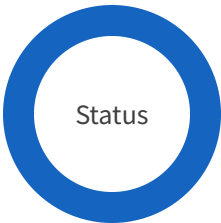
Completed %
100

Human Resources Progress 100%

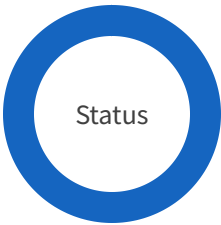


Completed %
100

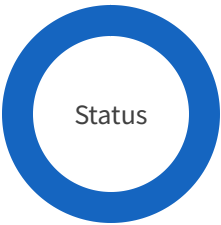
IT Department Progress 100%



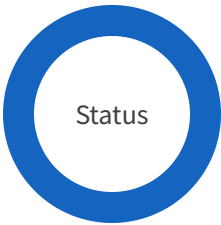
Completed %
100



Completed %
100

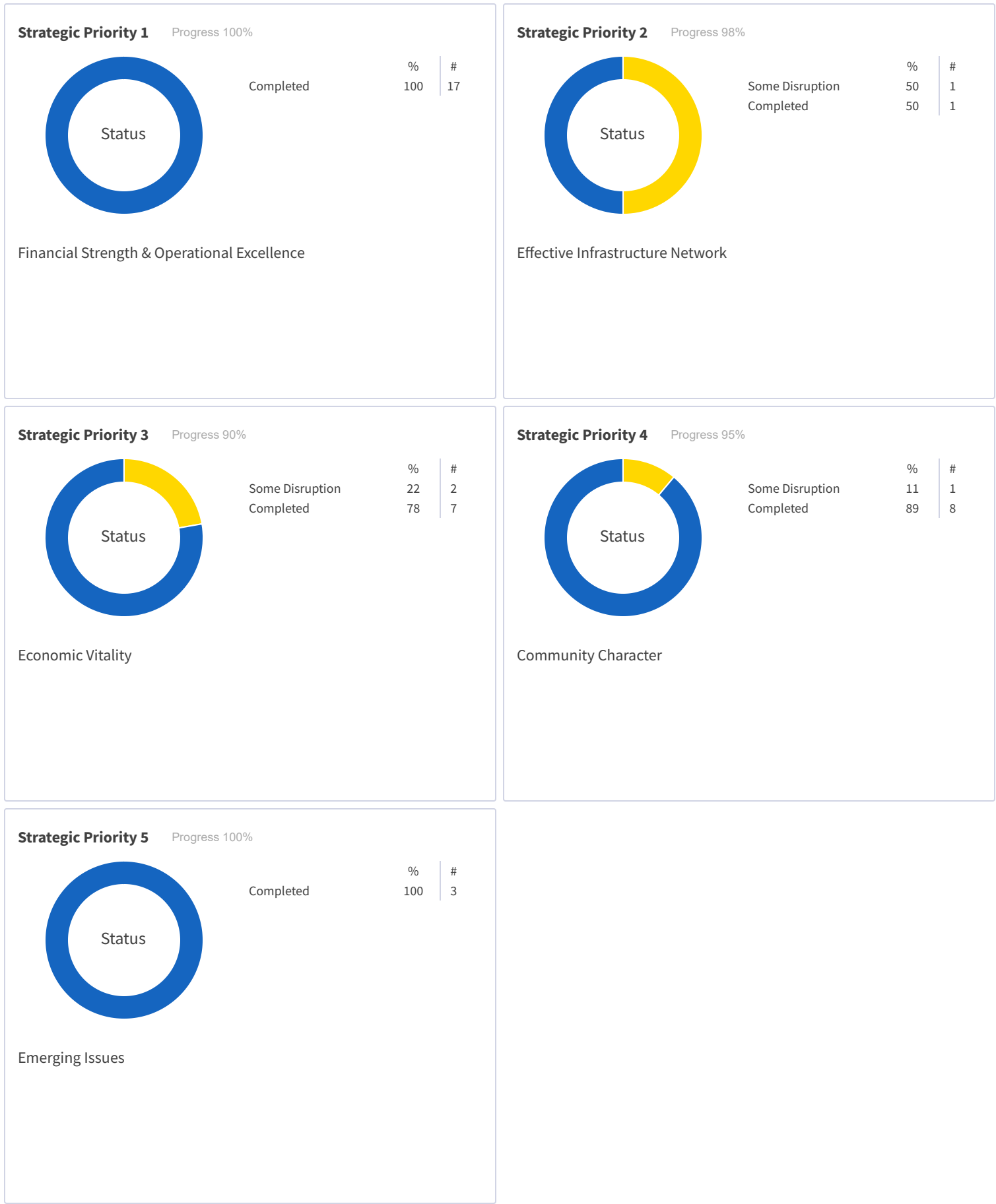


Completed %
100



Completed %
100

Plan Summary



Strategic Priority 1		Progress 100%					
Financial Strength & Operational Excellence				Completed	% 100	# 17	
Objective: 4		Goal: 17					
Objective 1.1		Progress 100%					
Focus on staff recruitment, retention, development, department collaborations, and safety programs to improve workplace culture and morale.				Completed	% 100	# 5	
Goal: 5							
Goal 1.1.1							
Ongoing - Oct 31, 2023		Completed	Progress 100%				
Investigate programs to recruit non-traditional employees and within schools.							
				Update provided by Kelsey Walker on Sep 30, 2023 05:00:01			
				Accomplishments: Goal has been completed.			
				Challenges:			
				Next Steps:			
Goal 1.1.2							
Ongoing - Oct 31, 2023		Completed	Progress 100%				
Within six months of adoption of Strategic plan, investigate potential vacation buyback program.							
				Update provided by Kelsey Walker on Nov 30, 2023 06:00:01			
				Accomplishments: Goal has been completed.			
				Challenges:			
				Next Steps:			
Goal 1.1.3							
Ongoing - Oct 31, 2023		Completed	Progress 100%				
Implement a job swap program for employees.							
				Update provided by Kelsey Walker on Sep 30, 2023 05:00:01			
				Accomplishments: Goal has been completed.			
				Challenges:			
				Next Steps:			
Goal 1.1.4							
Ongoing - Jul 31, 2024		Completed	Progress 100%				
Hold employee appreciation luncheons twice yearly.							
				Update provided by Kelsey Walker on Apr 30, 2024 05:00:01			
				Accomplishments: Goal has been completed.			
				Challenges:			
				Next Steps:			
Goal 1.1.5							
Ongoing - Apr 30, 2024		Completed	Progress 100%				
Investigate ways to implement a flex-hours or work from home program for applicable employees.							
				Update provided by Kelsey Walker on Sep 30, 2024 05:00:01			
				Accomplishments: Goal has been completed.			
				Challenges:			
				Next Steps:			
Objective 1.2		Progress 100%					
Improve and modernize our workplace including seeking accreditations for operational excellence, developing a performance and reward-based evaluation process, and furthering integration of IT systems into our operating departments.				Completed	% 100	# 4	
Goal: 4							

Goal 1.2.1

Ongoing - Oct 31, 2023

Completed

Progress 100%

Develop a committee to research best practices and accreditation programs.

Update provided by Kelsey Walker on Mar 31, 2024 05:00:01

Accomplishments: Goal has been completed. Committee has met and is gathering data.

Challenges:

Next Steps:

Goal 1.2.2

Ongoing - Jul 31, 2023

Completed

Progress 100%

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.

Update provided by Kelsey Walker on Sep 30, 2023 05:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Goal 1.2.3

Ongoing - Apr 30, 2024

Completed

Progress 100%

Re-evaluate 311 and Enterprise Asset Management (E.A.M.) to determine how we can integrate these systems into our operating departments.

Update provided by Matt McCollough on Apr 03, 2025 17:09:27

Accomplishments:

Challenges:

Next Steps:

Goal 1.2.4

Ongoing - Oct 31, 2024

Completed

Progress 100%

Revise and update our website using newest technologies and integrations to improve citizen satisfaction and e-gov capabilities.

Update provided by Kelsey Walker on Mar 28, 2025 13:35:46

Accomplishments: Redesigned website launched to the public on March 19.

Next Steps: Staff will continue to routinely monitor the website to assess if further changes are needed in the future.

Objective 1.3 Progress 100%

Develop annual communications and feedback systems to include a standard report to citizens, community survey, and employee survey.

%	#
Completed	100 5

Goal: 5

Goal 1.3.1

Ongoing - Sep 30, 2024

Completed

Progress 100%

Create and publish annual digital report on overall City and departmental achievements, progress, and goals. Summary of report to be circulated in utility bill.

Update provided by Kelsey Walker on Sep 30, 2024 05:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Goal 1.3.2

Ongoing - Apr 30, 2024

Completed

Progress 100%

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.

Update provided by Kelli Williams on Apr 25, 2025 14:43:13

Accomplishments: Post cards were mailed as planned and the online portion of the survey opened April 14. This portion will end April 28, officially ending the survey. The Communications Department has consistently publicized both the randomized and online survey options and will release the results when they are made available by Polco, the consultant.

Challenges:

Next Steps: Results will be analyzed by the consultant and presented to the City Council in July.

Goal 1.3.3

Ongoing - Jul 31, 2023

Completed

Progress 100%

Create and distribute survey for employees to rate their department and the City as an overall employer by July 1, 2023.

Update provided by Kelsey Walker on Sep 30, 2023 05:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Goal 1.3.4

Ongoing - Oct 31, 2023

Completed

Progress 100%

Develop feedback cards for golf course, library and other City services as appropriate.

Update provided by Kelsey Walker on May 31, 2024 05:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Goal 1.3.5

Ongoing - Apr 30, 2024

Completed

Progress 100%

Continue to enhance, improve, and promote City Beat and grow subscription base by 10%.

Update provided by Kelsey Walker on Aug 31, 2023 05:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Objective 1.4 Progress 100%

Adopt governance best practices relating to debt, financial targets, multi-year plans, and a comprehensive Council handbook.

	%	#
Completed	100	3

Goal: 3

Goal 1.4.1

Ongoing - Oct 31, 2023

Completed

Progress 100%

Develop and adopt formal policies pertaining to:

- Debt Policy
- Utility Rate Studies
- Capital Planning Policy

Update provided by Kelsey Walker on Dec 31, 2023 06:00:01

Accomplishments: Goal has been completed,

Challenges:

Next Steps:

Goal 1.4.2

Ongoing - Jul 31, 2025

Completed

Progress 100%

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.

Update provided by Jason Muninger on May 01, 2025 15:01:48

Accomplishments:

Challenges:

Next Steps:

Goal 1.4.3

Ongoing - Apr 30, 2024

Completed

Progress 100%

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.

Update provided by Kelsey Walker on Dec 31, 2023 06:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Strategic Priority 2 Progress 98%

Effective Infrastructure Network

Objective: 2

Goal: 2

	%	#
Some Disruption	50	1
Completed	50	1

Objective 2.1 Progress 96%

Develop Asset Management Program for infrastructure.

Goal: 1

	%	#
Some Disruption	100	1

Goal 2.1.1

Ongoing - Oct 31, 2025

Some Disruption

Progress 96%

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.

Update provided by Micah Siemers on Jul 15, 2025 14:05:46

Accomplishments:

Challenges:

Next Steps:

Objective 2.2 Progress 100%

Improve road conditions as captured by Pavement Condition Index (PCI).

Goal: 1

	%	#
Completed	100	1

Goal 2.2.1

Ongoing - Jun 30, 2023

Completed

Progress 100%

Improve road conditions as captured by Pavement Condition Index (PCI).

Update provided by Kelsey Walker on Aug 31, 2023 05:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Strategic Priority 3 Progress 90%

Economic Vitality

	%	#
Some Disruption	22	2
Completed	78	7

Objective: 3

Goal: 9

Objective 3.1 Progress 91%

Reevaluate our development regulatory policies to ensure all rules, regulations, and processes align with best practices and reflect the character of our community.

	%	#
Some Disruption	50	1
Completed	50	1

Goal: 2

Goal 3.1.1

Ongoing - Oct 31, 2024

Completed

Progress 100%

Update the city’s comprehensive plan and other long-range plans utilizing accepted best practices (i.e. transportation, storm drainage, utilities, etc.).

Update provided by Kelsey Walker on May 23, 2025 14:59:29

Council took no action on the proposed update. As such, this project is now complete.

Goal 3.1.2

Ongoing - Jun 30, 2025

Some Disruption

Progress 82%

Update zoning, subdivision, and other ordinances and codes which regulate private development and land use following the updated comprehensive land use plan.

Update provided by Larry Curtis on Aug 19, 2025 20:45:10

Accomplishments: A subcommittee is to be created by the Park Board for review and approval of updates to the Trails/Multi-Model Plan.

Challenges: N/A.

Next Steps: Subcommittee will be meeting.

Objective 3.2 Progress 100%

Collaborate with economic development partners and experts to optimize development.

	%	#
Completed	100	3

Goal: 3

Goal 3.2.1

Ongoing - Ongoing

Completed

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.

Update provided by Kelsey Walker on Jun 30, 2023 05:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Goal 3.2.2

Ongoing - Dec 31, 2023

Completed

Progress 100%

Convene a meeting with all economic development partners to determine how best to support their efforts and to define the expectations for all parties.

Update provided by Kelsey Walker on Aug 31, 2023 05:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Goal 3.2.3

Ongoing - Ongoing Completed

Ongoing coordination between liaison and economic development partners.

Update provided by Kelsey Walker on Dec 31, 2023 06:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Objective 3.3

Progress 81%

Develop and implement strategies to retain and attract young professionals and families to Bartlesville.

Some Disruption
Completed

%	#
25	1
75	3

Goal: 4

Goal 3.3.1

Ongoing - Sep 30, 2023 Completed Progress 100%

Identify community partners who employ and recruit young professionals.

Update provided by Kelsey Walker on Sep 30, 2023 05:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Goal 3.3.2

Ongoing - Jan 31, 2024 Completed Progress 100%

Engage with community partners to learn how the City can attract young professionals and families.

Update provided by Kelsey Walker on May 23, 2025 16:11:54

Meetings have been conducted.

Goal 3.3.3

Ongoing - Jan 01, 2024 Some Disruption Progress 25%

Examine ways to make the community more enticing for businesses and restaurants that attract young professionals and families.

Update provided by Kelsey Walker on May 23, 2025 16:12:49

Goal 3.3.4

Ongoing - Jan 31, 2024 Completed Progress 100%

Work closely with BDA and Visit Bartlesville to promote their efforts and accomplishments.

Update provided by Kelsey Walker on Jun 30, 2024 05:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Strategic Priority 4 Progress 95%

Community Character

	%	#
Some Disruption	11	1
Completed	89	8

Objective: 3

Goal: 9

Objective 4.1 Progress 100%

Explore opportunities to embrace the unique cultures of our community.

	%	#
Completed	100	2

Goal: 2

Goal 4.1.1

Ongoing - Jan 01, 2024

Completed

Progress 100%

Coordinate a multi-cultural group to highlight the diverse cultures in our community.

Update provided by Kelsey Walker on Nov 30, 2023 06:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Goal 4.1.2

Ongoing - Jan 31, 2025

Completed

Progress 100%

Allocate city resources for support group (such as facilities, properties, venues, etc.)

Update provided by Kiley Roberson on Mar 26, 2025 15:24:08

Accomplishments: Successfully completed the event planning and execution of CommUNITY Fest to support various groups in our city.

Challenges: Encountered challenges with planning around all the other events the city and various groups offer. The event ended up overlapping with OctoberFest as well which did impact attendance.

Next Steps: The planning team has decided that it would be better going forward to combine this event with another preexisting event to capitalize on attendance numbers and just make the unity part a piece of theme for the event.

Objective 4.2 Progress 76%

Develop and maintain healthy lifestyle options as a segment of our parks, recreation and transportation systems.

	%	#
Some Disruption	50	1
Completed	50	1

Goal: 2

Goal 4.2.1

Ongoing - Oct 31, 2024

Completed

Progress 100%

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.

Update provided by Kelsey Walker on May 23, 2025 14:59:53

As this project was waiting for council action on the comprehensive plan, we can now state that this project is complete.

Goal 4.2.2

Ongoing - Oct 31, 2024

Some Disruption

Progress 52%

Create a Trails/Multi-modal plan that incorporates existing assets and plans such as bicycle plan.

Update provided by Larry Curtis on Aug 19, 2025 20:46:19

Accomplishments: A subcommittee has been created to review and make recommendations of the trail/,multi-modal plan.

Challenges: N/A

Next Steps: Meeting of the subcommittee.

Objective 4.3 Progress 100%

Ensure and maintain clean, bright, vibrant community spaces.

Completed % 100 # 5

Goal: 5

Goal 4.3.1

Ongoing - Apr 30, 2024 Completed Progress 100%

Address vandalism and criminal activities in our community spaces, including destruction or defacement of public restrooms, violations of park curfews, etc.

Update provided by Kelsey Walker on Sep 30, 2024 05:00:01

Accomplishments: Goal is complete. 10 of 10 bathrooms installed.

Challenges:

Next Steps:

- ✓Improve security measures at public restrooms using automatic locks combined with motion and smoke detectors
- ✓Police to respond to all calls at public restrooms generated by new systems
- ✓Offenders, especially repeat offenders, will be prosecuted for vandalism, arson, trespassing, etc.

Goal 4.3.2

Ongoing - Oct 31, 2024 Completed Progress 100%

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.

Update provided by Kelsey Walker on Jun 26, 2025 14:18:19

Committee is established and had completed working on the projects as established by council.

Goal 4.3.3

Ongoing - Oct 31, 2023 Completed Progress 100%

Establish Neighborhood Watch and Sentinel Program.

Update provided by Kelsey Walker on Mar 31, 2024 05:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Goal 4.3.4

Ongoing - Apr 30, 2024 Completed Progress 100%

Finalize implementation of and launch Software 311 and City App.

Update provided by Kelsey Walker on Apr 30, 2024 05:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Goal 4.3.5

Ongoing - Jul 31, 2023 Completed Progress 100%

Create a list of minimum maintenance intervals for our parks and rights-of-way.

Update provided by Kelsey Walker on Mar 31, 2024 05:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Strategic Priority 5 Progress 100%

Emerging Issues

Completed %
100 #
3

- Objective: 1
- Goal: 3

Objective 5.1 Progress 100%

Partner with community groups to discuss, evaluate and report on existing needs and potential solution that address: Child Care, Housing, Homelessness, and Others to be Determined.

Completed %
100 #
3

- Goal: 3

Goal 5.1.1

Ongoing - Apr 30, 2024

Completed

Progress 100%

Child Care

Update provided by Kelsey Walker on May 23, 2025 16:14:02

New task force established and meeting regularly.

Proposed regulations presented to council 10/24.

Goal 5.1.2

Ongoing - Apr 30, 2024

Completed

Progress 100%

Housing

Update provided by Kelsey Walker on Sep 30, 2024 05:00:01

Accomplishments: Goal has been completed.

Challenges:

Next Steps:

Goal 5.1.3

Ongoing - Apr 30, 2024

Completed

Progress 100%

Homelessness

Update provided by Kelsey Walker on Jun 30, 2024 05:00:01

Accomplishments:

Challenges:

Next Steps: Collaboration with "B the Light" will continue. Their construction currently delayed by ODEQ.

-
- I. **Subject:** Monthly ALPR (Flock Cameras) report per Chapter 15 Ordinance 3600

 - II. **Background:**
 - a. The City of Bartlesville recently passed a new ordinance pertaining to ALPR technology such as Flock Safety Cameras with guidelines on implementation and a report on monthly activity. Attached is a detailed report for the month of August 2025.

 - III. **Staff Comments and Analysis:**
 - a. Staff has conducted an organizational audit and found no discrepancy for August 2025.

 - IV. **Recommended Action:**
 - a. Review Attached reports.

Bartlesville Police Department

Chief of Police, Kevin Ickleberry – Deputy Chief of Police, Troy Newell
615 S. Johnstone Ave. Non-Emergency 918.338.4001
Bartlesville, OK 74003 Administration 918.338.4050



To: DC A. Ward

From: Capt. D. Elkins #2350

Subject: Monthly Flock Report -August 2025-

Date: 08/20/2025

1. System Overview

- Total ALPR Cameras Installed: 10

- Current Locations:

#	Location	Distance from City Limit
1	Frank Phillips & Western-Eastbound	Approx. 300' - Straight east of west city limit.
2	3700 block of Frank Phillips Blvd.	Approx. 3,590' straight west of east city limit.
3	Hillcrest Dr. & Caney River-Northbound	Approx. 3,000' SW to city limit on Kane Hill.
4	Madison Blvd. & Tuxedo Blvd.-Southbound	Approx. 5,300' west of east city limit at Bison Rd.
5	Adams Blvd & Adams Rd-Eastbound	Approx. 9, 520' east of east city limit at Bison Rd.
6	14 th Street & Texas Circle-Eastbound	Approx. 50' south or north (SW) city limit.
7	Frank Phillips Blvd & Cherokee	Approx. 2,400' south of the north city limit.
8	Silver Lake Rd. & Price Rd.-Northbound	Approx. 1,700" north of the south city limit at Hampden.
9	Virginia Ave. & Herrick-Southbound	Approx. 105" south of north west city limit.
10	Bison Rd. & Adams Blvd.-Westbound	Approx. 570' east of the east city limit.

- System Manufacturer/Provider: Flock Safety

- Retention Period: 30 days

- Data Storage Location: AWS Cloud (encrypted) (FBI CJIS compliant)

2. System Activity Summary

Report Dates July 24th to August 19 th	
Total License Plates Captured	793,204
Unique License Plates Captured	513,746
Total Hotlist Entered	9
Alerts Matched Against Hotlists	1
Searches Conducted by Personnel	95 searches total, on 19 cases

3. Hotlist Monitoring

- Hotlists Used:
 - [e.g., NCIC Stolen Vehicle List, Amber Alert, Custom Local Lists]
- Hotlist Updates Verified: ☐ Yes/No

4. User Access & Searches

- Total Authorized Users: 26
- New User Accounts Created: 0
- Search Audit Logs Reviewed: ☐ Yes/No

First Name	Last Name	Title	Role	Last Login
Alison	Pittman	Dispatcher	User	05/20/2025
Andrew	Ward	Deputy Chief - Operations	Admin	04/2/2025
Chad	McCarty	D.A. Investigator	User	08/13/2024
Daniel	Elkins	CID Captain	Admin	08/20/2025
Daniel	Mains	Patrol Lieutenant	Admin	08/19/2025
Gina	Kennedy	Dispatcher	User	08/19/2025
Glenn	McClintock	CID Lieutenant	Admin	08/12/2025
Greg	Oates	LEAD	Admin	08/06/2025
Hannah	Harbour	LEAD	Admin	08/15/2025
Jakaya	Barker	Dispatcher	User	07/23/2025
Jamie	Tennell	Dispatcher	User	08/19/2025
Jasie	Mercier	Dispatcher	User	08/15/2025
Jay	Hastings	Service Captain	Admin	12/19/2024
Jennifer	Hart	Dispatcher	User	08/15/2025
Joshua	Johnson	Patrol Lieutenant	Admin	04/30/2025
Kevin	Ickleberry	Chief	Admin	02/20/2025
Keylee	Johnson	LEAD	Admin	08/19/2025
Lauren	Holland	Dispatcher	User	07/16/2025
Lisa	Duncan	Dispatcher	User	07/03/2025
Makinze	Powell	Dispatcher	User	08/18/2025
Mike	Stokes	Dispatcher	Admin	07/31/2025
Rudy	Brooklyn	Dispatcher	User	08/19/2025
Sarah	Barajas	Dispatcher	User	Deactivated
Sarah	Vigil	Dispatcher	User	04/24/2025
Tanya	Yates	Dispatcher	User	08/07/2025
Travis	Martinez	Patrol Captain	Admin	

5. System Maintenance & Uptime

Camera Location	Uptime %	Maintenance Performed	Notes
#1 Frank Phillips Blvd @ Hwy 123	99%	Device Operating Normally	
#2 3700 block of Frank Phillips Blvd.	100%	Device Operating Normally	
#3 Hillcrest Dr. & Caney River-Northbound	100%	Device Operating Normally	
#4 Madison Blvd. & Tuxedo Blvd.-Southbound	100%	Device Operating Normally	
#5 Adams Blvd & Adams Rd-Eastbound	100%	Device Operating Normally	
#6 14th Street & Texas Circle-Eastbound	0%	Scheduled for replacement	damaged in auto accident on 06/25/25
#7 Frank Phillips Blvd & Cherokee	100%	Device Operating Normally	
#8 Silver Lake Rd. & Price Rd.-Northbound	100%	Device Operating Normally	
#9 Virginia Ave. & Herrick-Southbound	100%	Device Operating Normally	
#10 Bison Rd. & Adams Blvd.-Westbound	100%	Device Operating Normally	

6. Privacy & Compliance

- Data Retention Policy Enforced: ☒ Yes/No]

- Compliance Review Completed: ☒ Yes/No]

7. Comments/Recommendations

- Camera #6 was struck by a vehicle on 06/25/2025. The Flock pole and camera was destroyed.
- Progress has been made on relocating 7 of the 10 cameras. Site survey and solar survey will need to be done once permission is obtained.
- Written permission from private property owner for Camera #2 at HWY 75 and Minnesota has been obtained.
- Written permission from private property owner for camera #3 at Hwy 75 and Rice Creek is nearly completed.
- Efforts to expedite Flock Field Services have been made.
- Organizational audit has been conducted, but is not included with this report due to the informational being confidential.

Users by Recent FlockOS Use, Most Recent Visit

User	Days Used FlockOS Last 30	Most Recent Visit
Daniel Elkins	7	08-19-2025
Daniel Mains	9	08-19-2025
Gina Kennedy	3	08-19-2025
Jamie Tennell	2	08-19-2025
Keylee Johnson	21	08-19-2025
Rudy Brooklyn	12	08-19-2025
Makinze Powell	20	08-18-2025
Hannah Harbour	13	08-16-2025
Jasie Mercier	5	08-16-2025
Jennifer Hart	7	08-15-2025
Glenn McClintock	9	08-14-2025
Chad McCarty	1	08-13-2025
Tanya Yates	8	08-07-2025
Greg Oates	3	08-06-2025
Mike Stokes	2	07-31-2025
Jakaya Barker	1	07-23-2025
Lauren Holland	0	07-17-2025
Lisa Duncan	0	07-06-2025
Joshua Johnson	0	05-29-2025
Alison Pittman	0	05-20-2025
Sarah Barajas	0	04-28-2025
Sarah Vigil	0	04-25-2025
Andrew Ward	0	04-02-2025
Tyler Diedrich	0	03-18-2025
Kevin Ickleberry	0	02-20-2025
Jay Hastings	0	12-19-2024

Warren Morrow	0	12-16-2024
Chris Neal	0	12-11-2024
Travis Martinez	0	
Troy Newell	0	

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Receipt of Interim Financials for the one month ending July 31, 2025.

Attachments:

Interim Financials for July 31, 2025

II. STAFF COMMENTS AND ANALYSIS

Staff has prepared the condensed Interim Financial Statements for July 2025; 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 July 31, 2025.



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

For The One Month Ended July 31, 2025

CITY COUNCIL

Ward 1 - Tim Sherrick

Ward 2 - Larry East

Ward 3 - Jim Curd, Mayor

Ward 4 - Aaron Kirkpatrick

Ward 5 - Trevor Dorsey, Vice Mayor

City Manager
Mike Bailey

Prepared by:

Jason Muninger
Finance Director

Alicia Shelton
Finance Supervisor

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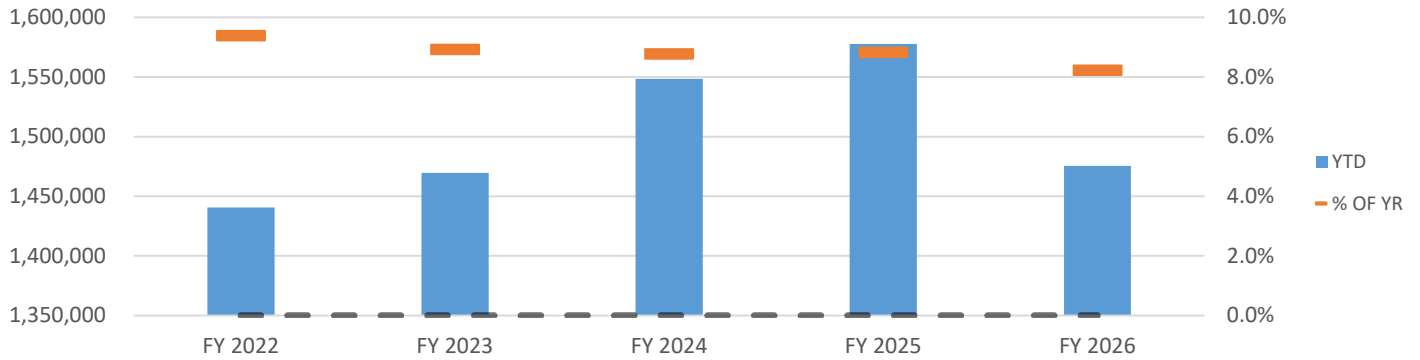
CHANGE IN FUND BALANCE

EXPLANATORY MEMO

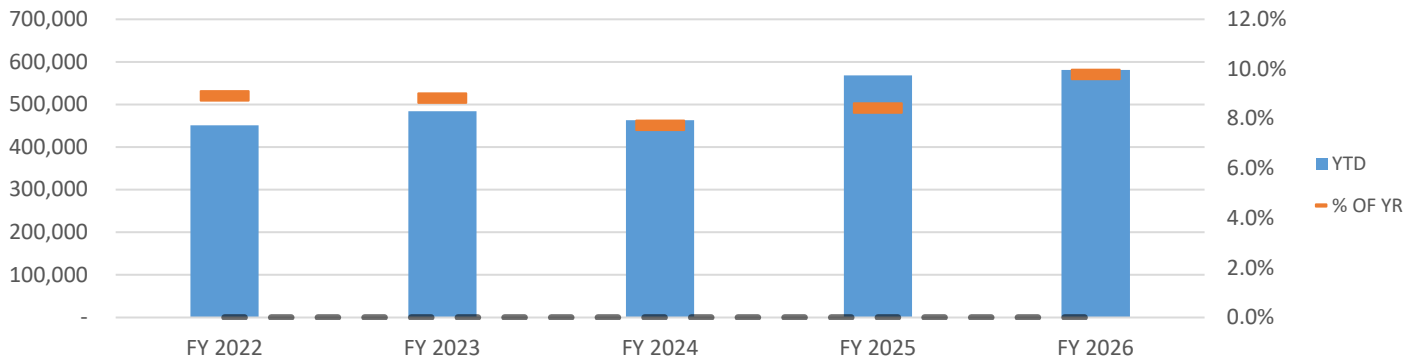
FINANCIAL STATEMENT REVENUE HIGHLIGHTS

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

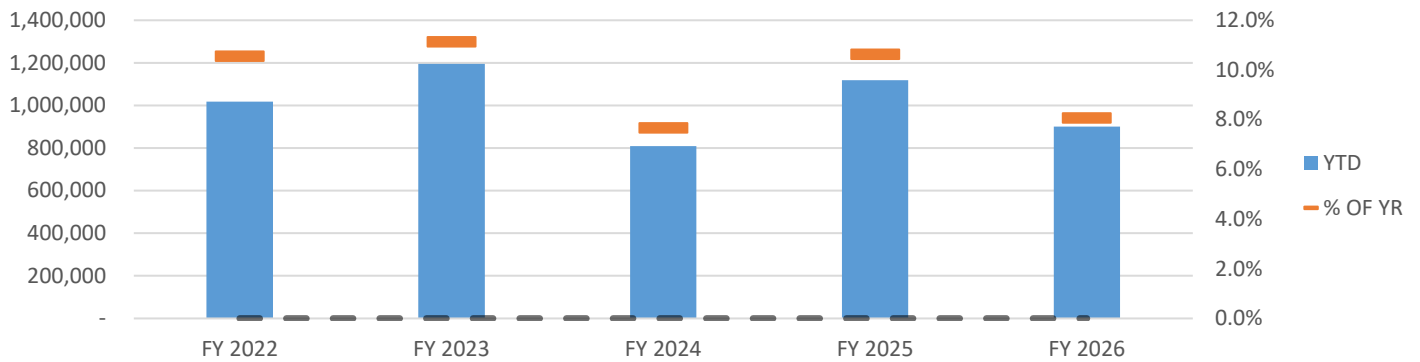
GENERAL FUND SALES TAX



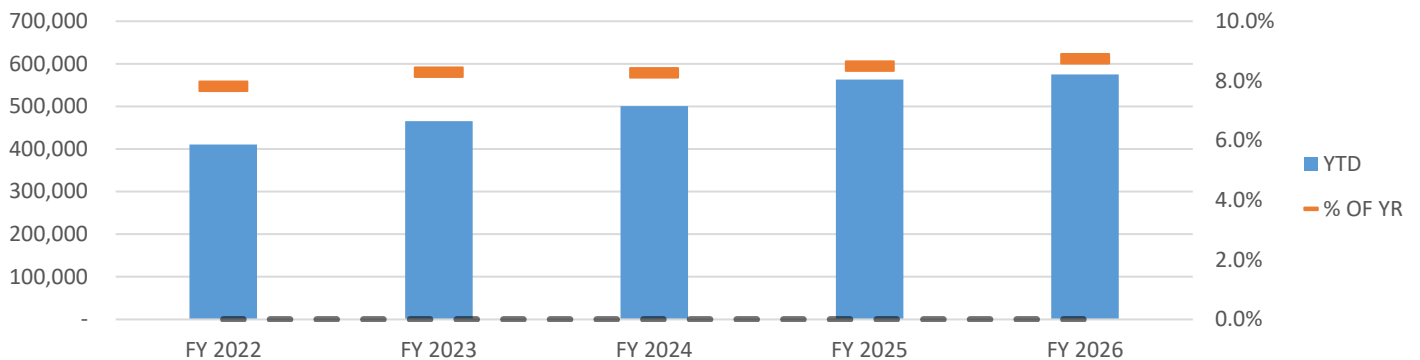
WASTEWATER FEES



WATER FEES



SANITATION FEES



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

8% of Year Lapsed

	2025-26 Fiscal Year						2024-25 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Sales Tax	\$ 17,934,728	\$ 1,494,561	\$ 1,475,593	\$ -	\$ 1,475,593	8.2%	\$ 1,577,572	8.7%
Use Tax	4,700,959	391,747	412,245	-	412,245	8.8%	377,063	7.5%
Gross Receipt Tax	1,454,200	121,183	88,202	-	88,202	6.1%	119,539	8.0%
Licenses and Permits	258,100	21,508	104,870	-	104,870	40.6%	105,110	44.8%
Intergovernmental	686,200	57,183	43,452	-	43,452	6.3%	54,491	4.7%
Charges for Services	528,613	44,051	70,511	-	70,511	13.3%	52,483	10.0%
Court Costs	133,100	11,092	15,475	-	15,475	11.6%	9,648	6.3%
Police/Traffic Fines	266,300	22,192	27,125	-	27,125	10.2%	17,033	6.2%
Parking Fines	44,600	3,717	685	-	685	1.5%	4,045	8.2%
Other Fines	55,400	4,617	6,004	-	6,004	10.8%	4,216	7.2%
Investment Income	1,760,000	146,667	166,616	-	166,616	9.5%	408,217	16.9%
Miscellaneous Income	1,107,700	92,308	10,477	-	10,477	0.9%	20,073	1.6%
Transfers In	7,911,123	659,260	659,263	-	659,263	8.3%	545,834	8.3%
Total	\$ 36,841,023	\$ 3,070,086	\$ 3,080,518	\$ -	\$ 3,080,518	8.4%	\$ 3,295,324	8.8%
Expenditures:								
General Government	\$ 10,911,051	\$ 909,254	\$ 889,782	\$ 239,653	\$ 1,129,435	10.4%	\$ 1,044,675	10.1%
Public Safety	19,874,970	1,656,248	1,422,520	312,733	1,735,253	8.7%	1,779,955	9.6%
Street	2,210,872	184,239	153,311	25,881	179,192	8.1%	178,940	8.6%
Culture and Recreation	3,927,421	327,285	277,581	64,975	342,556	8.7%	345,239	9.7%
Transfers Out	3,901,595	325,133	325,132	-	325,132	8.3%	398,994	8.3%
Reserves	1,288,490	107,374	-	-	-	0.0%	-	N.A.
Total	\$ 42,114,399	\$ 3,509,533	\$ 3,068,326	\$ 643,242	\$ 3,711,568	8.8%	\$ 3,747,803	9.6%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 6,869,826					
Net Revenue (Expense)			12,193					
Ending Fund Balance			\$ 6,882,019					

COMBINED WASTEWATER OPERATING & BMA WASTEWATER FUNDS

Statement of Revenue, Expenditures, and Changes in Fund Balances

8% of Year Lapsed

	2025-26 Fiscal Year						2024-25 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Wastewater Fees	\$ 5,940,336	\$ 495,028	\$ 581,265	\$ -	\$ 581,265	9.8%	\$ 568,642	8.7%
Investment Income	202,166	16,847	-	-	-	0.0%	-	0.0%
Debt Proceeds	83,000,000	6,916,667	-	-	-	0.0%	-	N.A.
Miscellaneous	100,400	8,367	75	-	75	0.1%	3,071	2.8%
Total	\$ 89,242,902	\$ 7,436,909	\$ 581,340	\$ -	\$ 581,340	0.7%	\$ 571,713	8.3%
Expenditures:								
Wastewater Plant	\$ 3,097,300	\$ 258,108	\$ 522,799	\$ 2,532,324	\$ 3,055,123	98.6%	\$ 3,022,502	97.1%
Wastewater Maint	1,052,317	87,693	60,711	2,555	63,266	6.0%	68,104	7.5%
BMA Expenses	2,000,000	166,667	-	-	-	0.0%	-	N.A.
Transfers Out	2,015,278	167,940	167,938	-	167,938	8.3%	153,029	8.3%
Reserves	96,602	8,050	-	-	-	0.0%	-	N.A.
Total	\$ 8,261,497	\$ 688,458	\$ 751,448	\$ 2,534,879	\$ 3,286,327	39.8%	\$ 3,243,636	55.4%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 2,751,267					
Net Revenue (Expense)			(170,108)					
Ending Fund Balance			\$ 2,581,159					

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

8% of Year Lapsed

	2025-26 Fiscal Year						2024-25 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Water Fees	\$ 11,755,739	\$ 979,645	\$ 948,345	\$ -	\$ 948,345	8.1%	\$ 1,161,478	10.6%
Investment Income	274,059	22,838	-	-	-	0.0%	-	0.0%
Debt Proceeds	8,000,000	666,667	-	-	-	0.0%	-	N.A.
Miscellaneous	-	-	-	-	-	N.A.	-	0.0%
Total	\$ 20,029,798	\$ 1,669,150	\$ 948,345	\$ -	\$ 948,345	4.7%	\$ 1,161,478	10.4%
Expenditures:								
Water Plant	\$ 5,166,544	\$ 430,545	\$ 360,303	\$ 19,824	\$ 380,127	7.4%	\$ 319,144	8.1%
Water Administration	464,959	38,747	34,005	41,162	75,167	16.2%	30,697	6.4%
Water Distribution	2,470,881	205,907	174,983	(15,923)	159,060	6.4%	176,081	8.3%
BMA Expenses	11,184,392	932,033	-	-	-	0.0%	306,009	8.9%
Transfers Out	3,184,211	265,351	265,361	-	265,361	8.3%	239,909	8.3%
Reserves	253,961	21,163	-	-	-	0.0%	-	N.A.
Total	\$ 22,724,948	\$ 1,893,746	\$ 834,652	\$ 45,063	\$ 879,715	3.9%	\$ 1,071,840	8.3%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 6,293,695					
Net Revenue (Expense)			113,693					
Ending Fund Balance			\$ 6,407,388					

SANITATION FUND

Statement of Revenue, Expenditures, and Changes in Fund Balances

8% of Year Lapsed

	2025-26 Fiscal Year						2024-25 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Collection Fees	\$ 6,581,948	\$ 548,496	\$ 575,050	\$ -	\$ 575,050	8.7%	\$ 562,993	8.3%
Investment Income	2,000	167		-	-	0.0%	-	0.0%
Miscellaneous	131,278	45,669	2,590	-	2,590	2.0%	4,487	11.6%
Transfers In	-	-	-	-	-	N.A.	-	N.A.
Total	\$ 6,715,226	\$ 594,332	\$ 577,640	\$ -	\$ 577,640	8.6%	\$ 567,480	8.3%
Expenditures:								
Sanitation	\$ 3,965,404	\$ 330,450	\$ 346,548	\$ 403,006	\$ 749,554	18.9%	\$ 593,929	15.9%
Transfers Out	2,866,594	238,883	238,881		238,881	8.3%	223,704	8.3%
Reserves	148,414	12,368	-	-	-	0.0%	-	N.A.
Total	\$ 6,980,412	\$ 581,701	\$ 585,429	\$ 403,006	\$ 988,435	14.2%	\$ 817,633	12.7%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 482,222					
Net Revenue (Expense)			(7,789)					
Ending Fund Balance			\$ 474,433					

ALL OTHER FUNDS
Revenue Budget Report - Budget Basis

8% of Year Lapsed

	<u>Budget</u>	<u>Actuals</u>	<u>Percent of Budget</u>
Special Revenue Funds:			
Economic Development Fund	2,105,695	153,962	7%
E-911 Fund	1,231,050	98,618	8%
Special Library Fund	94,386	3,080	3%
Special Museum Fund	10,726	-	0%
Municipal Airport Fund	8,654	-	0%
Harshfield Library Donation Fund	29,318	-	0%
Restricted Revenue Fund	-	2,050	N/A
Golf Course Memorial Fund	2,875	-	0%
CDBG-COVID	485,000	-	0%
ARPA	-	-	N/A
Justice Assistance Grant Fund	-	-	N/A
Opioid Settlement Fund	-	-	N/A
Neighborhood Park Fund	4,133	-	0%
Cemetery Care Fund	2,601	181	7%
Debt Service Fund	4,893,260	21,804	0%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	3,839,586	283,792	7%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	9,394	12,800	136%
Wastewater Regulatory Capital Fund	36,556	-	0%
City Hall Capital Improvement Fund	62,203	47,880	77%
Storm Drainage Capital Improvement Fund	3,914	1,298	33%
Community Development Block Grant Fund	-	-	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
2023 G.O. Bond Fund	-	-	N/A
Proprietary Funds:			
Adams Golf Course Operating Fund	1,445,903	50,631	4%
Sooner Pool Operating Fund	90,835	7,344	8%
Frontier Pool Operating Fund	88,930	7,024	8%
Municipal Airport Operating	658,487	56,207	9%
Internal Service Funds:			
Worker's Compensation Fund	108,791	12,111	11%
Health Insurance Fund	6,371,415	584,822	9%
Auto Collision Insurance Fund	75,000	12,173	16%
Stabilization Reserve Fund	1,220,675	101,711	8%
Capital Improvement Reserve Fund	8,304,151	764,412	9%
Mausoleum Trust Fund	559	-	0%

ALL OTHER FUNDS

Expenditure Budget Report - Budget Basis

8% of Year Lapsed

	Budget	Actuals	Percent of Budget
Special Revenue Funds:			
Economic Development Fund	5,337,203	1,135,000	21%
E-911 Fund	1,694,229	174,522	10%
Special Library Fund	194,000	4,459	2%
Special Museum Fund	25,600	1,018	4%
Municipal Airport Fund	8,654	147	2%
Harshfield Library Donation Fund	483,825	896	0%
Restricted Revenue Fund	283,449	5,980	2%
Golf Course Memorial Fund	44,984	22,834	51%
CDBG-COVID	485,000	-	0%
ARPA	1,232,952	102,746	8%
Justice Assistance Grant Fund	-	-	N/A
Opioid Settlement Fund	244,818	-	0%
Neighborhood Park Fund	73,643	-	0%
Cemetery Care Fund	18,398	-	0%
Debt Service Fund	4,895,060	-	0%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	7,952,707	775,004	10%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	140,148	-	0%
Wastewater Regulatory Capital Fund	376,393	56,891	15%
City Hall Capital Improvement Fund	308,106	-	0%
Storm Drainage Capital Improvement Fund	70,379	-	0%
Community Development Block Grant Fund	-	-	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	31,386	-	0%
2018C G.O. Bond Fund	-	-	N/A
2019A G.O. Bond Fund	-	-	N/A
2019B G.O. Bond Fund	322,278	-	0%
2021A G.O. Bond Fund	13,683	-	0%
2022 G.O. Bond Fund	476,133	-	0%
2023 G.O. Bond Fund	4,163,794	119,061	3%
Proprietary Funds:			
Adams Golf Course Operating Fund	1,456,327	94,097	6%
Sooner Pool Operating Fund	84,898	17,466	21%
Frontier Pool Operating Fund	106,024	17,990	17%
Municipal Airport Operating	826,621	91,505	11%
Internal Service Funds:			
Worker's Compensation Fund	430,000	45,243	11%
Health Insurance Fund	6,371,415	603,946	9%
Auto Collision Insurance Fund	446,559	119	0%
Stabilization Reserve Fund	15,997,043	-	0%
Capital Improvement Reserve Fund	15,818,560	1,355,100	9%
Mausoleum Trust Fund	9,968	-	0%

ALL OTHER FUNDS

Fund Balance Report - Modified Cash Basis

8% of Year Lapsed

	Beginning of Year	Change	Current
Special Revenue Funds:			
Economic Development Fund	2,603,212	59,378	2,662,590
E-911 Fund	367,641	(4,519)	363,122
Special Library Fund	407,134	(5,701)	401,433
Special Museum Fund	160,522	(1,018)	159,504
Municipal Airport Fund	147	(147)	-
Harshfield Library Donation Fund	450,528	(896)	449,632
Restricted Revenue Fund	203,720	494	204,214
Golf Course Memorial Fund	31,201	(13,686)	17,515
CDBG-COVID	-	-	-
ARPA	1,232,952	(102,746)	1,130,206
Justice Assistance Grant Fund	14,804	-	14,804
Opioid Settlement Fund	334,814	-	334,814
Neighborhood Park Fund	68,967	-	68,967
Cemetery Care Fund	12,627	181	12,808
Debt Service Fund	3,618,325	21,804	3,640,129
Capital Project Funds:			
Sales Tax Capital Improvement Fund	6,971,906	(214,846)	6,757,060
Park Capital Improvement Fund	-	-	-
Wastewater Capital Improvement Fund	169,391	12,800	182,191
Wastewater Regulatory Capital Fund	402,311	(125,504)	276,807
City Hall Capital Improvement Fund	244,131	47,880	292,011
Storm Drainage Capital Improvement Fund	66,269	1,298	67,566
Community Development Block Grant Fund	211,387	-	211,387
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	-	-	-
2014B G.O. Bond Fund	3,885	-	3,885
2015 G.O. Bond Fund	-	-	-
2017 G.O. Bond Fund	-	-	-
2018A G.O. Bond Fund	-	-	-
2018B G.O. Bond Fund	31,386	-	31,386
2018C G.O. Bond Fund	-	-	-
2019A G.O. Bond Fund	867	-	867
2019B G.O. Bond Fund	333,952	-	333,952
2021A G.O. Bond Fund	23,188	-	23,188
2022A G.O. Bond Fund	844,885	(133,772)	711,113
2023 G.O. Bond Fund	4,624,341	(72,000)	4,552,341
Proprietary Funds:			
Adams Golf Course Operating Fund	165,922	(52,915)	113,007
Sooner Pool Operating Fund	40,725	(13,912)	26,813
Frontier Pool Operating Fund	75,044	(13,436)	61,608
Municipal Airport Operating	315,126	(3,094)	312,032
Internal Service Funds:			
Worker's Compensation Fund	313,401	(19,977)	293,424
Health Insurance Fund	107,844	15,739	123,583
Auto Collision Insurance Fund	526,546	7,532	534,078
Stabilization Reserve Fund	14,776,368	101,711	14,878,079
Capital Improvement Reserve Fund	25,289,727	229,321	25,519,048
Mausoleum Trust Fund	9,335	-	9,335



FROM: Jason Muninger, CFO/City Clerk

SUBJECT: Financial Statement Explanatory Information

GENERAL INFORMATION

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

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

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

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

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

These analyses are presented in the final manner:

Highlights:

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

Major Operating Funds:

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

Other Funds:

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

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

Published in the Examiner Enterprise

July 10, 11, & 12, 2025

NOTICE TO BIDDERS

The City of Bartlesville will accept sealed bids for the purchase of the following described items at the office of the City Clerk, 401 S Johnstone Ave, Bartlesville, Oklahoma until the hour of 2:00 p.m. on Tuesday, August 5, 2025.

2025-2026-007 Concrete

For complete Bid Specs please visit our website at www.cityofbartlesville.org under Bid Applications

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

NAME AND ADDRESS OF BIDDER
BID NUMBER

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

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

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

Dated this 2nd Day of July, 2025

Jason Muninger
City Clerk /CFO

Published in the Examiner Enterprise

July 10, 11 & 12, 2025

NOTICE TO BIDDERS

The City of Bartlesville will accept sealed bids for the purchase of the following described items at the office of the City Clerk, 401 S Johnstone Ave, Bartlesville, Oklahoma until the hour of 2:00 p.m. on Tuesday, August 5, 2025.

2025-2026-008 Asphaltic Concrete & Aggregate Base

For complete Bid Specs please visit our website at www.cityofbartlesville.org under Bid Applications

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

NAME AND ADDRESS OF BIDDER
BID NUMBER

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

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Bartlesville, OK 74003-6619

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

Dated this 2nd Day of July, 2025

Jason Muninger
City Clerk /CFO

(Published in Bartlesville, OK Examiner-Enterprise 7/26/2025, 7/30/2025, & 8/2/2025)

INVITATION FOR BIDS

**City of Bartlesville
City Hall Renovations
Bid No. 2025-2026-009**

Notice is hereby given that the City of Bartlesville will receive sealed bids at the office of the City Clerk until **2:00 p.m.** on the 19th day of August, 2025 at such time bids will be opened and publicly read.

The project consists of furnishing all materials, labor, and expenses necessary to construct the project as called for in the plans and specifications on file in the office of Keleher Architects, 401 S. Dewey, Suite 216, Bartlesville, Oklahoma 74003, (918) 333-8855. Plans, specifications, and contract documents may be examined in this office and are available at a nonrefundable charge of **\$20.00** or they can be requested and received via email at no charge (dan@keleherarch.com).

No documents will be mailed until payment is received in full.

A pre-bid conference will be held on August 7th, 2025 at 10:00 a.m. in the City Hall, 3rd Floor Conference Room, 401 S. Johnstone, Bartlesville, Oklahoma.

The major work on the project shall consist of the following:

- **Interior remodel of eight (8) public restrooms**
- **Security upgrades on five (5) floors, including relocation of walls, construct secure customer interface windows/counters, install controlled access card readers with wire runs to panels, install new doors and replace existing doors.**
- **Carpet and window replacement**
- **Replace light fixtures with LED fixtures**

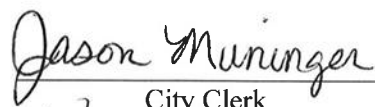
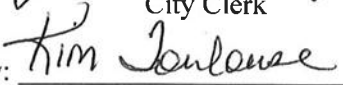
Proposals shall be submitted in sealed envelopes and marked, "City Clerk, City Hall, 401 S. Johnstone, Bartlesville, Oklahoma 74003, **City Hall Renovations, Bid No. 2025-2026-009**". Proposals shall be accompanied by a five percent (5%) bid guarantee.

Each Bidder must deposit with his Bid, security in the amount, form, and subject to the conditions provided in the Information for Bidders. All Bids must be made on the required Bid form and Bidder shall be a record plan holder with the City.

The Owner reserves the right to waive any informality or to reject any or all Bids and select the lowest and best bid.

Bids received more than ninety-six (96) hours (excluding Saturdays, Sundays and Holidays) before the time set for receiving bids as well as bids received after the time set for receipt of bids will not be considered, and will be returned unopened. No Bidder may withdraw his Bid within 30 days after the actual date of the opening thereof.

DATED this 23rd day of July, 2025.


 City Clerk
 By: 
 Deputy Clerk

INV-1

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take action to award bid 2025-2026-007 for concrete.

Attachments:

- A. Bid review recommendation.
- B. Bid sheet.

II. STAFF COMMENTS AND ANALYSIS

Bids for concrete are taken on an annual basis. One bid was received from Bartlesville Redi-Mix and met all specified requirements.

The bid amounts are provided on the attached forms.

Sufficient funding is available in annual department budgets.

III. RECOMMENDED ACTION

Staff recommends award of bid 2025-2026-007 to Bartlesville Redi-Mix of Bartlesville, Ok. On occasions when the awarded bidder cannot provide materials in a timely manner, the City reserves the right to use and alternate supplier.

BID REVIEW RECOMMENDATION

DATE: August 18, 2025

PROJECT: N/A

BID NO: 2025-2026-007

DESCRIPTION: Concrete

DEPARTMENT: Street, Park, Water & Wastewater

BID AMOUNT: As provided on the attached form

BUDGET AMOUNT: Sufficient funding is available in annual department budgets.

COMMENTS: Bids for concrete are taken on an annual basis. One bid was received, and met all specified requirements.

RECOMMENDATION: Recommend award of bid for all bid items (see attached) to Bartlesville Redi-Mix. On certain occasions when the awarded bidder cannot provide materials in a timely manner, the City reserves the right to use an alternate supplier.



Council Member or Staff Member

Date

**CITY OF BARTLESVILLE, OKLAHOMA
 BID SPECIFICATIONS FOR
 CONCRETE
 BID NUMBER 2025-2026-007**

Concrete:

Price per Cubic Yard:

4 sack Class C (2,000 psi min):

N/A

4½ sack Class C (25000 psi min):

\$ 147.00

5 sack Class B (3,000 psi min):

\$ 151.00

5 ½ sack Class B (3,500 psi min):

\$ 155.00

6 sack Class A (4,000 psi min):

\$ 159.00

7 sack Class AA:

\$ 163.00

High Early

163.00

Flowable Fill:

Flowable Fill Quick Set concrete shall contain
 Rapid set cement 100#, fly ash 0#, Sand 2970#,
 water 55 gal., air 0%:

130.00

Flowable Fill Regular Set concrete shall contain
 Type 1 cement 60#, Fly ash 290#, sand 2750#,
 water 55 gal., air 0%

120.00

Sand used in Flowable fill shall have 100% passing
 the ¾" inch sieve and 0%-20% passing the No. 200 sieve

Flyash Grout: (1827 Flyash, 1220 Cement, 75 Gals Water)

N/A

Air Entraining: 4-6%

N/A

Calcium Chloride: 1%

3.00

Calcium Chloride: 2%

6.00

Fiber mesh

6.00

Hot Water (140 degree min)

4.00

Black Pigment: Frank Davis #807 @ 6.25 lb./cy. Or equal

N/A

Minimum Order Amount: 1 yd (i.e. .5 yards. etc)

If there is a price break for quantity please list:

\$ 48 Fuel Surcharge per Truck

COMPANY: Bartlesville Redi-mix

ADDRESS: 1500 Tuxedo Blvd Bartlesville, OK 74006

Company Name Bartlesville Redi-mix

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take action to award bid 2025-2026-008 Part I and II for asphaltic concrete and aggregate base.

Attachments:

- A.** Bid review recommendation Part I.
- B.** Bid review recommendation Part II.
- C.** Bid Sheet Part I.
- D.** Bid Sheet Part II.

II. STAFF COMMENTS AND ANALYSIS

Bids for asphaltic concrete (part I) and aggregate base (part II) are taken on an annual basis. Bids were received from three vendors for part I and two bids were received for part II. Bison Materials LLC met all specifications and were determined to be the best bid for both part I and II.

The bid amounts are provided on the attached forms.

Sufficient funding is available in annual department budgets.

III. RECOMMENDED ACTION

Staff recommends award of bid 2025-2026-008 Part I and II to Bison Materials LLC of Bartlesville, OK.

BID REVIEW RECOMMENDATION

DATE: August 18, 2025

PROJECT: N/A

BID NO: 2025-2026-008 - Part I

DESCRIPTION: Asphaltic Concrete

DEPARTMENT: Street, Park, Water & Wastewater

BID AMOUNT: As provided on the attached form.

BUDGET AMOUNT: Sufficient funding is available in annual department budgets.

COMMENTS: Bids for asphaltic concrete are taken on an annual basis. Bids were received from three vendors. Bison Materials LLC was determined to be the best bid due to being a local company and their close proximity to Bartlesville. When not applicable, other vendors may be used.

RECOMMENDATION: Recommend award of bid for asphaltic concrete to Bison Materials LLC, of Bartlesville, Oklahoma.



Council Member or Staff Member

Date

BID REVIEW RECOMMENDATION

DATE: August 18, 2025

PROJECT: N/A

BID NO: 2025-2026-008 - Part II

DESCRIPTION: Aggregate Base

DEPARTMENT: Street, Park, Water & Wastewater

BID AMOUNT: As provided on the attached form.

BUDGET AMOUNT: Sufficient funding is available in annual department budgets.

COMMENTS: Bids for aggregate base are taken on an annual basis. Bids were received from two vendors. Bison Materials LLC met required specifications, and were the best bid on primary products and are in close proximity to Bartlesville.

RECOMMENDATION: Recommend award of bid for aggregate base to Bison Materials LLC, of Bartlesville, Oklahoma.



Council Member or Staff Member

Date

**CITY OF BARTLESVILLE, OKLAHOMA
BIDS FOR -
PLANT MIX BITUMINOUS BASES AND SURFACES
ASPHALTIC CONCRETE & AGGREGATE BASE
BID # 2025-2026-008**

**ASPHALTIC CONCRETE
PART I**

<u>DESCRIPTION</u>	<u>UNIT/TON</u>
1. Type A (S-3)	\$ <u>74</u>
2. Type B (S-4)	\$ <u>75</u>
3. Type C (S-5)	\$ <u>76</u>

Highway miles from your plant to the City of Bartlesville, OK _____

COMPANY NAME Bison Materials LLC

ADDRESS 3590 E. Durham Rd

CITY, STATE, ZIP Bartlesville, OK 74006

CONTACT Joetta VanSchuyver PHONE 918-534-9992

FAX 918-534-9952 E-MAIL joetta@bisonmaterials.com

MAIL THE BID FORM(S) ALONG WITH THE NON-COLLUSION AFFIDAVIT TO:

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

BIDS MUST BE RECEIVED BY 2:00 PM ON TUESDAY AUGUST 5, 2025.

PLEASE INDICATE BID NUMBER ON THE OUTSIDE OF THE MAILING ENVELOPE.
IF BID NUMBER IS NOT ON THE ENVELOPE, YOUR BID WILL BE DISQUALIFIED.

If you wish to obtain a copy of the bid results, please include with your bid a letter requesting a copy of the bid results that contains an email address where we may forward an electronic copy of the results.

**THE CITY OF BARTLESVILLE RESERVES THE RIGHT TO ACCEPT OR REJECT
ANY OR ALL BIDS OR PORTIONS THEREOF.**

Company Name Bison Materials LLC

**CITY OF BARTLESVILLE, OKLAHOMA
BIDS FOR -
PLANT MIX BITUMINOUS BASES AND SURFACES
ASPHALTIC CONCRETE & AGGREGATE BASE
BID # 2025-2026-008**

**AGGREGATE BASE
PART II**

ITEM	COST PER TON @ PLANT	TRAILER DELIVERY	BOBTAIL DELIVERY
1 ½" CLASS A	\$10.50		
2" CLASS A	—		
3" CLASS A	\$10.50		
CRUSHER RUN (ALL SIZES)	\$9.50		
½" CHIPS	\$13.00		
3/8" CHIPS	\$13.00		
5/8" CHIPS	—		
¾" CHIPS	—		
3" BEDDING	\$12.50		
SHOT ROCK	\$8.50		
RIP RAP	\$22.00		
NEW SCREENINGS	\$4.50		
ASPAHLT SCREENINGS	\$6.50		
TYPE A	—		
TYPE B	—		
PUGGED BASE TYPE A & TYPE B	\$11.00		
MANUFACTURED SAND	\$12.50		

Company Name Bism Materials LLC

BID REVIEW RECOMMENDATION

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

A. SUBJECT:

Discuss and take action to award Bid No. 2025-2026-009 for the City Hall Renovations project.

B. ATTACHMENTS:

Bid Tabulation

II. PROJECT DESCRIPTION, STAFF COMMENTS AND ANALYSIS, AND BUDGET AMOUNT.

A. PROJECT DESCRIPTION:

The City Hall Renovations project combines funding for various improvements to City Hall. The scope includes security upgrades, restroom remodels, window replacement, replacing lights with LED's, carpet replacement, and rehabilitating the columns on the rear exterior staircase. The window replacement project is a priority project included in the 2023 issuance of the 2020 GO Bond. The carpet replacement project is a discretionary project included in the 2020 ½ Cent Sales Tax extension. The security upgrades, restroom remodel, LED lighting improvements, and stair column rehabilitation were all projects approved as part of the FY 23-24 capital budget in the Capital Reserve Fund. All items of work were included in the Base Bid with three (3) Deduct Bid Alternates. Alternate No. 1 eliminated the lighting improvements from the project. Alternate No. 2 eliminated the windows from all floors. Alternate No. 3 eliminated the windows from floors 3, 4 and 5.

B. COMMENTS:

In addition to advertising in the local newspaper, Dodge Reports, E-Plan Bidding, and Southwest Construction News, twelve (12) contractors obtained copies of the bid documents and nine (9) contractors attended the pre-bid meeting. Six (6) contractors submitted a bid. The base bids and deduct bid alternates were as follows:

A&K Construction (Edmond, OK)	\$1,452,760.00
Koehn Construction (Fredonia, KS)	\$1,504,911.00
Rick Scott Construction (Ponca City, OK)	\$1,914,900.00
Ascend Commercial Builders (Tulsa, OK)	\$1,925,000.00
Limestone Construction (Owasso, OK)	\$2,048,000.00
Decker Construction (Coffeyville, KS)	\$2,249,000.00

The bids were evaluated for addendums, bid bonds, line-item prices, and arithmetic. Each bid had all of the necessary components and was mathematically correct.

C. BUDGET AMOUNT:

\$1,270,000.00 was originally budgeted for the project through the various funding sources. \$45,000 of these funds will be spent to contract out the controlled access installation for the security improvements portion of the project, using Glenn Security. This leaves \$1,225,000.00 for the rest of the construction. The lowest compliant base bid by A&K Construction is \$227,760.00 over the available budget. Staff discussed which alternate would be best to included to get the best overall project while getting within budget or closer to within budget. Staff believes that there is more benefit to eliminating the LED lighting component from the scope as opposed to eliminating windows completely or eliminating windows on floors 3, 4 and 5. There is nothing wrong with the lighting in City Hall. The intent was to change to LED and an energy saving measure. The intent with the window replacement was not only to make them more energy efficient, but also to improve the appearance and operation of the existing single pane windows that are operable. They rattle in the wind, let in outdoor air, moisture and dust, and are opened frequently by staff which affects the HVAC efficiency throughout the building. If the LED lighting is removed from the scope, this brings the deficit down to \$41,489.00. Staff recommends utilizing unallocated sales tax funds to cover the remaining deficit. This also changes the low bidder from A&K Construction to Koehn Construction when you combine the Base Bid with deduct Bid Alternate No. 1.

III. RECOMMENDED ACTION

While the City of Bartlesville has never worked with Koehn Construction, they have been awarded the project to construct the new box hangar at the airport. They have shown that they have the technical expertise and are financially capable of completing this project.

Staff recommends awarding the Base Bid, including Deduct Alternate No. 1, to Koehn Construction in the amount of \$1,266,489.00.

Council Member

Date

[illegible]

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Acceptance of the City's 2023 Financial Audit Report.

Attachments:

Post Audit Communication FY 2023

FY 2022-23 Annual Financial Statement and Independent Auditor's Report and Single
Audit for the year ending June 30, 2023

II. STAFF COMMENTS AND ANALYSIS

The City completed its FY 2023 Audit on July 31. The City received an unmodified opinion, which is a clean opinion stating our financial's present fairly in all material respects.

III. RECOMMENDED ACTION

Staff recommends acceptance of Annual Financial Statements and Independent Auditors Report for the year ending June 30, 2023.

July 31, 2025

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

We have audited the financial statements of the governmental activities, the business-type activities, and the aggregate remaining fund information of City of Bartlesville, Oklahoma (“the City”) for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated September 29, 2023. Professional standards also require that we communicate to you the following information related to our audit. We did not audit the financial statements of the Community Center Trust Authority, Bartlesville Development Authority, and the Bartlesville Redevelopment Trust Authority. Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Community Center Trust Authority, Bartlesville Development Authority, and the Bartlesville Redevelopment Trust Authority are based on the reports of the other auditors. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2023. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the City’s financial statements were:

1. Management’s estimates of the allowance for uncollectible accounts receivable are based on past Due balances and historical collections experience.
2. The liabilities for self-insured health and workers’ compensation claims are based on historical information and actuarial reports.
3. Pension assets, deferred outflows, liabilities, and deferred inflows, which are based on actuarial reports and the City’s contributions towards the plans.
4. The liability for Other Post-Employment Benefits, which is based on an actuarial report.
5. The fair value of the City’s financial instruments is measured under GASB No. 53, *Accounting and Financial Reporting for Derivative Instruments*, which is based on a third-party servicer’s information.

6. Management's estimate of the useful life of fixed assets is based on the estimated fair value of the assets at the time of the acquisition and is used in the calculation of depreciation by applying the straight-line method ranging from 3 to 50 years.
7. Management's estimate of the lease liabilities and right-of-use assets and related deferred inflows is based on the estimated net present value using the Municipal Bonds Yield Rate at the moment of inception of each lease.

We evaluated the key factors and assumptions used to develop these estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

1. The disclosure of Risk Management in Note 9 to the financial statements.
2. The disclosure of Commitments and Contingencies in Note 10 to the financial statements.
3. The disclosure of Pension and OPEB Plan Participation in Note 11 to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 31, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. Crawford & Associates, P.C. acts as consultants for the City of Bartlesville and assisted the City in pre-audit matters and in drafting the City's financial statements and advised the City on a number of issues. There were no unresolved differences impacting our opinions on the City's financial statements as a result of these discussions.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We did note two findings in our engagement. The first related to proper approvals on the revision of a contract and the second related to the timely filing of audits with the federal audit clearinghouse and with the state auditor and inspector.



Other Matters

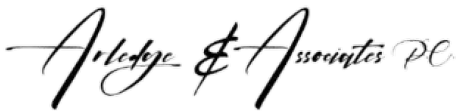
We applied certain limited procedures to Management's Discussion and Analysis, Budgetary Comparison Information, Pension Plan Information, and Post-employment Benefit Plan Information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on Nonmajor Governmental Combining Statements, Non Major Enterprise Funds Combining Schedules, and Internal Service Funds Combining Schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of City Council and management of the City and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

A handwritten signature in black ink that reads "Arledge & Associates PC". The signature is written in a cursive, flowing style.

Arledge & Associates, P.C.





**ANNUAL FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORTS**

**AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2023**

**CITY OF BARTLESVILLE,
OKLAHOMA**

**ANNUAL FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORTS**

**AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2023**

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2023

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CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2023

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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, 2023, 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, 2023, 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 Community Center Trust Authority, which represents 6 percent, 9 percent, and 4 percent, respectively, and the Bartlesville Redevelopment Trust Authority, which represents 2 percent, 3 percent, and 1 percent, respectively, of the assets, net position, and revenues of the business-type activities as of June 30, 2023. Those financial statements were audited by other auditors whose reports thereon have been furnished to us, and our opinions, insofar as they relate to the amounts included for the Community Center Trust Authority and the Bartlesville Redevelopment Trust Authority are based solely on the reports 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 financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States of America. 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.

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.

We conducted our audit in accordance with 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

In performing an audit in accordance with generally accepted auditing standards and *Government 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 budgetary comparison information 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 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.

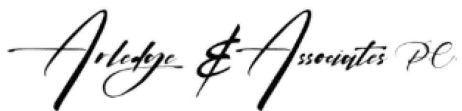
Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated July 31, 2025, 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.



Oklahoma City, Oklahoma
July 31, 2025



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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, 2023. 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, 2023, the City’s total net position increased by \$12.1 million or 5.34% from the prior year.
- During the year, the City’s expenses for governmental activities were \$40.3 million and were funded by program revenues of \$9.5 million and further funded with taxes and other general revenues that totaled \$41.3 million.
- In the City’s business-type activities, such as utilities, program revenues exceed program expenses by \$.7 million.
- Taxes increased by \$3.9 million or 12.6% over the prior fiscal year.
- At June 30, 2023, the General Fund reported an unassigned fund balance of \$5.5 million, which is a increase of 103% from the prior year unassigned fund balance.
- For budgetary reporting purposes, the General Fund reported revenues over estimates of \$4.8 million or 22.49%, while expenditures were under the final appropriations by \$2.4 million or 8.2%.
- Noteworthy changes to the City’s capital assets included:
 - Completed over \$3.5 million in street projects.
 - Completed construction of the water slides and rehab of Sooner Poole costing over \$3.1 million
 - Completed replacement of \$1.4 million in park equipment and lighting.
- 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 \$1.7 million to its stabilization reserve fund, bringing the total to \$11.9 million or 24% 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:

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- 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
- 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.

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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 \$238.7 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.)
	<u>2023</u>	<u>2022</u>		<u>2023</u>	<u>2022</u>		<u>2023</u>	<u>2022</u>	
Current assets	\$ 72,055	\$ 64,691	11%	\$ 21,401	\$ 16,522	30%	\$ 93,456	\$ 81,213	15%
Capital assets, net	100,253	102,592	-2%	119,465	119,532	0%	219,718	222,124	-1%
Other noncurrent assets	2,547	6,314	-60%	8,144	10,473	-22%	10,691	16,787	-36%
Total assets	<u>174,855</u>	<u>173,597</u>	1%	<u>149,010</u>	<u>146,527</u>	2%	<u>323,865</u>	<u>320,124</u>	1%
Deferred outflows of resources	10,481	5,794	81%	1,268	549	131%	11,749	6,343	85%
Current liabilities	5,728	6,413	-11%	5,486	6,266	-12%	11,214	12,679	-12%
Noncurrent liabilities	42,020	33,839	24%	34,495	30,849	12%	76,515	64,688	18%
Total liabilities	<u>47,748</u>	<u>40,252</u>	19%	<u>39,981</u>	<u>37,115</u>	8%	<u>87,729</u>	<u>77,367</u>	13%
Deferred inflows of resources	2,822	14,888	-81%	6,362	7,617	-16%	9,184	22,505	-59%
Net position									
Net investment in capital assets	78,238	77,383	1%	85,066	87,243	-2%	163,304	164,626	-1%
Restricted	44,794	40,057	12%	5,222	4,362	20%	50,016	44,419	13%
Unrestricted (deficit)	11,734	6,811	72%	13,647	10,739	27%	25,381	17,550	45%
Total net position	<u>\$ 134,766</u>	<u>\$ 124,251</u>	8%	<u>\$ 103,935</u>	<u>\$ 102,344</u>	2%	<u>\$ 238,701</u>	<u>\$ 226,595</u>	5%

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 2023, this investment in capital assets, net of related debt, amounted to \$163 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, \$50.0 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 \$4.2 million (or 61%) is due primarily to an increase in deferred outflows related to pensions.

Changes in Net Position

For the year ended June 30, 2023, 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.)
	<u>2023</u>	<u>2022</u>		<u>2023</u>	<u>2022</u>		<u>2023</u>	<u>2022</u>	
Revenues									
Charges for service	\$ 6,416	\$ 5,265	22%	\$ 25,313	\$ 24,354	4%	\$ 31,729	\$ 29,619	7%
Operating grants and contributions	2,245	2,190	3%	306	329	-7%	2,551	2,519	1%
Capital grants and contributions	809	614	32%	120	93	29%	929	707	31%
Taxes	34,619	30,755	13%	-	-	-	34,619	30,755	13%
Intergovernmental revenue	3,546	3,513	1%	-	-	-	3,546	3,513	1%
Investment income	1,705	(231)	838%	540	(467)	-216%	2,245	(698)	-422%
Miscellaneous	1,741	2,048	-15%	24	307	-92%	1,765	2,355	-25%
Total revenues	<u>51,081</u>	<u>44,154</u>	16%	<u>26,303</u>	<u>24,616</u>	7%	<u>77,384</u>	<u>68,770</u>	13%
Expenses									
General government	8,847	2,456	260%	-	-	-	8,847	2,456	260%
Public safety	20,022	13,720	46%	-	-	-	20,022	13,720	46%
Culture, parks and recreation	3,619	4,800	-25%	-	-	-	3,619	4,800	-25%
Public works	7,081	10,188	-30%	-	-	-	7,081	10,188	-30%
Interest on long-term debt	695	454	53%	-	-	-	695	454	53%
Water	-	-	-	8,789	8,206	7%	8,789	8,206	7%
Wastewater	-	-	-	5,137	4,606	12%	5,137	4,606	12%
Sanitation	-	-	-	3,509	3,255	8%	3,509	3,255	8%
Community Center	-	-	-	1,772	1,849	-4%	1,772	1,849	-4%
Airport	-	-	-	616	510	21%	616	510	21%
Other Business-Type Activities	-	-	-	5,192	4,235	23%	5,192	4,235	23%
Total expenses	<u>40,264</u>	<u>31,618</u>	27%	<u>25,015</u>	<u>22,661</u>	10%	<u>65,279</u>	<u>54,279</u>	20%
Excess (deficiency) before transfers	10,817	12,536	-14%	1,288	1,955	-34%	12,105	14,491	-16%
Transfers	<u>(302)</u>	<u>(742)</u>	-59%	<u>302</u>	<u>742</u>	-59%	<u>-</u>	<u>-</u>	-
Change in net position	<u>10,515</u>	<u>11,794</u>	-11%	<u>1,590</u>	<u>2,697</u>	-41%	<u>12,105</u>	<u>14,491</u>	-16%
Beginning net position	<u>124,251</u>	<u>112,457</u>	10%	<u>102,345</u>	<u>99,647</u>	3%	<u>226,596</u>	<u>212,104</u>	7%
Ending net position	<u>\$ 134,766</u>	<u>\$ 124,251</u>	8%	<u>\$ 103,935</u>	<u>\$ 102,344</u>	2%	<u>\$ 238,701</u>	<u>\$ 226,595</u>	5%

Explanations for changes in excess of 20% and \$100,000 are as follows:

Governmental Activities:

Investment income increased by \$1.9 million or 838% due to increases on the rate of return on investments.

General government expenses increased due to the increase in activity related to pension and OPEB obligations.

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:

Investment increased increase by \$1.0 million due to increases on the rate of return of investments.

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,

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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 that 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>2023</u>	<u>2022</u>		<u>2023</u>	<u>2022</u>	
General government	\$ 8,847	\$ 2,456	260%	(\$7,808)	(\$1,500)	421%
Public safety	20,022	13,720	46%	(17,488)	(11,105)	57%
Culture, parks and recreation	3,619	4,800	-25%	(3,388)	(4,544)	-25%
Public works	7,081	10,188	-30%	(1,415)	(5,946)	-76%
Interest on long-term debt	695	454	53%	(695)	(454)	53%
Total	<u>40,264</u>	<u>\$ 31,618</u>	27%	<u>(\$30,794)</u>	<u>(\$23,549)</u>	31%

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 \$23,423,631, which represented a 3.96% increase over prior year tax revenues.

Public Safety is one of the most important yet costly governmental expense activities in the City. Combined, the Police and Fire departments accounted for 47% of net governmental expenses. The Fire department consists of 71 full-time employees, including one administrative assistant. The Police department consists of 82 full-time employees with 74 being sworn enforcement personnel and 8 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 approximately \$1,590,000 in net position.

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TABLE 4
Net Revenue (Expense) of Business-Type Activities
(In Thousands)

	Total Expense of Services		% Inc. Dec.	Net Revenue (Expense) of Services		% Inc. Dec.
	<u>2023</u>	<u>2022</u>		<u>2023</u>	<u>2022</u>	
Water	\$ 8,789	\$ 8,206	7%	\$ 2,553	\$ 3,342	-24%
Wastewater	5,137	4,606	12%	844	1,039	-19%
Sanitation	3,509	3,255	8%	2,438	2,152	13%
Community center	1,772	1,849	-4%	(923)	(1,036)	-11%
Airport	616	510	21%	18	(235)	108%
Other business-type activities	<u>5,192</u>	<u>4,235</u>	23%	<u>(4,206)</u>	<u>(3,146)</u>	34%
Total	<u>\$ 25,015</u>	<u>\$ 22,661</u>	10%	<u>\$ 724</u>	<u>\$ 2,116</u>	-66%

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 \$174.1 million, which represents an increase of \$502,000 from the prior fiscal year. This increase can mainly be attributed to 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 \$1.7 million being set aside in a formal stabilization reserve fund and \$7.3 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 the funds are invested and monitored by a third party who is contracted by the Council. It also allows for greater efficiency, since the investment 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 our service contracts. Available grants are continually sought and applied for to reduce local expenses.

The City has continued its concerted effort to improve workplace 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'

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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 \$49.9 million for the year and \$45.5 million in expenditures resulting in revenues over expenditures of \$4.4 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 \$4.0 million. When combined with the deficiency mentioned above, the City's governmental funds' fund balances in total finished the year up approximately \$8.4 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, 2019A G.O. Bond Fund, 2021A GO 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 \$3.7 million in revenues while expending \$2.6 million leaving an increase in fund balance of approximately \$1.2 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 \$7.4 million in revenue and transfers while spending \$3.0 million which resulted in an increased fund balance of approximately \$4.4 million. The 2019A G.O. Bond Fund spent approximately \$323,262 of prior year bond proceeds, which explains the decrease in fund balance of the same amount. The 2021A G.O. Bond Fund spent approximately \$562,299 of prior year bond proceeds, which explains the decrease in fund balance of the same amount. The 2022A G.O. Bond Fund spent approximately \$2,720,860 of prior year bond proceeds, which explains the decrease in fund balance of the same amount.

The general fund reflects an increase in fund balance of \$4,604,391 which brings it up to \$23.5 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 the good financial condition of the City as a whole.

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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 fund budgeted is the General Fund. An annual appropriation budget is required for all the 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 \$4,060,826 over the budget estimates of \$21,413,272. 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 2023 were \$2,448,869 below the final budget of \$29,789,823. These savings were achieved through spending restraints and careful monitoring of budget results.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At the end of June 30, 2023, the City had \$219.7 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 decrease of approximately \$2.4 million over last year.

TABLE 5
Capital Assets
(In Thousands)
(Net of accumulated depreciation)

	Governmental Activities		Business-Type Activities		Total	
	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>
Land	\$ 3,638	\$ 3,424	\$ 7,549	\$ 7,466	\$ 11,187	\$ 10,890
Works of art	-	-	46	46	46	46
Buildings	1,850	2,157	69,609	73,031	71,459	75,188
Infrastructure	77,832	77,931	32,272	31,021	110,104	108,952
Machinery, furniture and equipment	7,196	4,742	3,510	3,772	10,706	8,514
Leased assets	254	163	31	31	285	194
Construction in progress	9,483	14,175	6,448	4,165	15,931	18,340
Totals	<u>\$ 100,253</u>	<u>\$ 102,592</u>	<u>\$ 119,465</u>	<u>\$ 119,532</u>	<u>\$ 219,718</u>	<u>\$ 222,124</u>

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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.

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, 2023, the City of Bartlesville had approximately \$58.9 million in outstanding debt. Table 6 summarizes the outstanding debt. The City's changes in long-term debt by type of debt are as follows:

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TABLE 6
Long-Term Debt
(In Thousands)

	Governmental		Business-Type		Total		Total
	Activities		Activities		Total		Percentage
	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2022-2023</u>
General obligation bonds	\$ 21,790	\$ 25,075	\$ -	\$ -	\$ 21,790	\$ 25,075	-13.1%
Notes payable (direct borrowings)	-	-	34,674	32,015	34,674	32,015	8.3%
Lease obligations (direct borrowings)	225	134	31	31	256	165	55.2%
Workers' compensation claims liability	478	456	-	-	478	456	4.8%
Accrued compensated absences	1,362	1,038	354	343	1,716	1,381	24.3%
Totals	<u>\$ 23,855</u>	<u>\$ 26,703</u>	<u>\$ 35,059</u>	<u>\$ 32,389</u>	<u>\$ 58,914</u>	<u>\$ 59,092</u>	-0.3%

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).

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, 2023

	<u>Governmental</u> <u>Activities</u>	<u>Business-type</u> <u>Activities</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents	\$ 10,665,068	\$ 7,033,609	\$ 17,698,677
Investments	53,572,735	10,193,300	63,766,035
Restricted cash and cash equivalents, current	49,003	1,589,704	1,638,707
Accounts receivable, net of allowance	1,436,974	2,867,318	4,304,292
Internal balances	1,061,887	(1,061,887)	-
Due from other governmental agencies	5,085,742	-	5,085,742
Inventories	105,125	732,914	838,039
Prepaid expenses	78,636	11,375	90,011
Incentive loans receivable, current	-	35,000	35,000
Restricted cash and cash equivalents, noncurrent	-	1,891,219	1,891,219
Mortgage and security agreement	-	215	215
Lease receivables	1,462,427	6,005,245	7,467,672
Incentive loans receivable, noncurrent	-	166,250	166,250
Capital Assets:			
Land and construction in progress	13,121,565	14,043,105	27,164,670
Other capital assets, net of depreciation	87,131,457	105,421,731	192,553,188
Net OPEB asset	240,865	80,874	321,739
Net pension asset	844,078	-	844,078
Total Assets	<u>174,855,562</u>	<u>149,009,972</u>	<u>323,865,534</u>
DEFERRED OUTFLOW OF RESOURCES			
Deferred amounts related to pensions	10,211,656	1,150,467	11,362,123
Deferred amounts related to OPEB	269,186	117,696	386,882
Total deferred outflow of resources	<u>10,480,842</u>	<u>1,268,163</u>	<u>11,749,005</u>
LIABILITIES			
Accounts payable and accrued expenses	1,214,342	703,280	1,917,622
Accrued interest payable	-	191,320	191,320
Due to depositors	5,000	1,255,308	1,260,308
Restricted cash reserves	-	414,348	414,348
Advanced revenues	7,864	133,218	141,082
Long-term liabilities			
Due within one year:			
Compensated absences	136,162	28,820	164,982
Bonds, notes and contracts	4,125,000	2,737,938	6,862,938
Incentives payable	-	15,000	15,000
Claims payable	192,682	-	192,682
Lease obligations payable	47,546	7,272	54,818
Due in more than one year:			
Compensated absences	1,225,460	324,949	1,550,409
Bonds, notes and contracts	17,665,000	31,935,789	49,600,789
Claims payable	285,238	-	285,238
Lease obligations payable	177,534	23,552	201,086
Total OPEB liability	1,249,174	419,426	1,668,600
Net pension liability	21,417,221	1,790,911	23,208,132
Total liabilities	<u>47,748,223</u>	<u>39,981,131</u>	<u>87,729,354</u>
DEFERRED INFLOW OF RESOURCES			
Deferred amounts related to pensions	1,191,904	318,817	1,510,721
Deferred amounts related to OPEB	231,157	121,520	352,677
Deferred amounts related to leases	1,399,329	5,921,963	7,321,292
Total Deferred inflow of resources	<u>2,822,390</u>	<u>6,362,300</u>	<u>9,184,690</u>
NET POSITION			
Net investment in capital assets	78,237,942	85,065,760	163,303,702
Restricted by:			
Enabling legislation	13,775,359	-	13,775,359
Statutory requirements	29,504,837	-	29,504,837
External contracts	744,491	5,176,787	5,921,278
Pension and OPEB	769,360	45,097	814,457
Unrestricted	11,733,802	13,647,060	25,380,862
Total net position	<u>\$ 134,765,791</u>	<u>\$ 103,934,704</u>	<u>\$ 238,700,495</u>

See accompanying notes to the basic financial statements.

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Statement of Activities –Year Ended June 30, 2023

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	\$ 8,846,746	\$ 746,207	\$ 25,401	\$ 266,818	\$ (7,808,320)	\$ -	\$ (7,808,320)
Public Safety	20,022,217	705,565	1,824,582	4,005	(17,488,065)	-	(17,488,065)
Culture and Recreation	3,618,531	55,678	87,718	87,261	(3,387,874)	-	(3,387,874)
Public Works	7,081,291	4,908,123	307,551	450,830	(1,414,787)	-	(1,414,787)
Interest on Long-term debt	694,896	-	-	-	(694,896)	-	(694,896)
Total governmental activities	40,263,681	6,415,573	2,245,252	808,914	(30,793,942)	-	(30,793,942)
Business-Type Activities:							
Water	8,789,134	11,337,607	4,688	-	-	2,553,161	2,553,161
Wastewater	5,137,089	5,980,604	-	-	-	843,515	843,515
Sanitation	3,509,483	5,946,616	922	-	-	2,438,055	2,438,055
Community Center	1,771,743	552,447	175,827	120,368	-	(923,101)	(923,101)
Airport	615,839	526,202	107,957	-	-	18,320	18,320
Other Business-Type Activities	5,191,566	969,244	16,375	-	-	(4,205,947)	(4,205,947)
Total business-type activities	25,014,854	25,312,720	305,769	120,368	-	724,003	724,003
Total primary government	\$ 65,278,535	\$31,728,293	\$ 2,551,021	\$ 929,282	\$ (30,793,942)	\$ 724,003	\$ (30,069,939)
General revenues:							
Taxes:							
Sales and use taxes					\$ 25,709,987	\$ -	\$ 25,709,987
TIF tax revenue					1,732,054	-	1,732,054
Property taxes					4,350,080	-	4,350,080
Franchise taxes and public service taxes					1,688,923	-	1,688,923
Other taxes					1,138,344	-	1,138,344
Intergovernmental revenue not restricted to specific programs					3,545,883	-	3,545,883
Unrestricted investment earnings					1,704,868	540,011	2,244,879
Miscellaneous					1,740,711	24,221	1,764,932
Transfers					(302,000)	302,000	-
Total general revenues and transfers					41,308,850	866,232	42,175,082
Change in net position					10,514,908	1,590,235	12,105,143
Net position - beginning					124,250,883	102,344,469	226,595,352
Net position - ending					\$ 134,765,791	\$ 103,934,704	\$ 238,700,495

See accompanying notes to the basic financial statements.

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BASIC FINANCIAL STATEMENTS - GOVERNMENTAL FUNDS

CITY OF BARTLESVILLE, OKLAHOMA
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Governmental Funds Balance Sheet - June 30, 2023

	General Fund	Capital Reserve Fund	Other Governmental Funds	Total Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 2,716,230	-	\$ 7,948,838	\$ 10,665,068
Investments	17,251,414	17,864,707	17,550,414	52,666,535
Receivable from other governments	64,835	-	267,168	332,003
Due from other funds	645,594	-	-	645,594
Taxes receivable, net	4,002,014	-	988,802	4,990,816
Note receivable	-	179,264	-	179,264
Other receivables, net of allowance	930,905	-	38,407	969,312
Lease Receivable	1,462,427	-	-	1,462,427
Inventories	105,125	-	-	105,125
Prepaid expenses	78,636	-	-	78,636
Cash - restricted	49,003	-	-	49,003
Total assets	<u>\$ 27,306,183</u>	<u>\$ 18,043,971</u>	<u>\$ 26,793,629</u>	<u>\$ 72,143,783</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 223,154	\$ 33,911	\$ 312,748	\$ 569,813
Accrued payroll payable	425,338	-	15,436	440,774
Due to other funds	-	-	206,816	206,816
Advanced revenue	7,724	-	140	7,864
Other payables	47,522	83,253	38,749	169,524
Total liabilities	<u>703,738</u>	<u>117,164</u>	<u>573,889</u>	<u>1,394,791</u>
Deferred inflow of resources:				
Unavailable revenue	911,569	-	-	911,569
Leases	1,399,329	-	-	1,399,329
Total Deferred Inflows of resources	<u>2,310,898</u>	<u>-</u>	<u>-</u>	<u>2,310,898</u>
Fund balances:				
Nonspendable	183,761	-	-	183,761
Restricted	-	17,926,807	26,097,880	44,024,687
Committed	11,933,651	-	131,106	12,064,757
Assigned	6,690,686	-	-	6,690,686
Unassigned (deficit)	5,483,449	-	(9,246)	5,474,203
Total fund balances	<u>24,291,547</u>	<u>17,926,807</u>	<u>26,219,740</u>	<u>68,438,094</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 27,306,183</u>	<u>\$ 18,043,971</u>	<u>\$ 26,793,629</u>	<u>\$ 72,143,783</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, 2023

Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances – Year Ended June 30, 2023

	General Fund	Capital Reserve Fund	Other Governmental Funds	Total Governmental Funds
REVENUES				
Sales and miscellaneous taxes	\$ 22,231,658	\$ -	\$ 12,387,730	\$ 34,619,388
Intergovernmental	5,977,330	-	724,322	6,701,652
Licenses and permits	256,346	-	-	256,346
Charges for services	608,993	4,855,465	57,957	5,522,415
Fees and fines	727,923	-	-	727,923
Investment earnings	991,089	-	595,951	1,587,040
Miscellaneous	756,836	-	292,245	1,049,081
Contributions and donations	-	-	167,980	167,980
Total revenues	<u>31,550,175</u>	<u>4,855,465</u>	<u>14,226,185</u>	<u>50,631,825</u>
EXPENDITURES				
Current:				
General government	7,489,069	25,427	560,083	8,074,579
Public safety	17,117,090	2,803	1,201,105	18,320,998
Public works	1,693,328	611,292	-	2,304,620
Culture and recreation	3,112,609	840	272,714	3,386,163
Capital outlay	253,334	2,388,712	7,057,008	9,699,054
Debt service:				
Principal	45,120	-	3,286,816	3,331,936
Interest and other charges	4,814	-	692,632	697,446
Total expenditures	<u>29,715,364</u>	<u>3,029,074</u>	<u>13,070,358</u>	<u>45,814,796</u>
Excess (deficiency) of revenues over expenditures	<u>1,834,811</u>	<u>1,826,391</u>	<u>1,155,827</u>	<u>4,817,029</u>
OTHER FINANCING SOURCES (USES)				
Proceeds from leases obligation	227,607	-	-	227,607
Transfers in	7,283,871	2,530,000	775,427	10,589,298
Transfers out	(3,986,107)	-	(2,482,722)	(6,468,829)
Total other financing sources and uses	<u>3,525,371</u>	<u>2,530,000</u>	<u>(1,707,295)</u>	<u>4,348,076</u>
Net change in fund balances	5,360,182	4,356,391	(551,468)	9,165,105
Fund balances - beginning	18,931,365	13,570,416	26,771,208	59,272,989
Fund balances - ending	<u>\$ 24,291,547</u>	<u>\$ 17,926,807</u>	<u>\$ 26,219,740</u>	<u>\$ 68,438,094</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, 2023

Reconciliation of Governmental Funds and Government-Wide Financial Statements:

Total fund balance, governmental funds	\$ 68,438,094
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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.	100,253,022
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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	844,078
Net OPEB asset	240,865
Pension related deferred outflows	10,211,656
OPEB related deferred outflows	269,186
Unavailable revenue deferred inflows	911,569
Internal service funds	414,638
Internal balance related to internal service fund classified as BTA	648,841

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	(21,790,000)
Lease obligations payable	(225,080)
Net pension liability	(21,417,221)
Accrued compensated absences liability	(1,361,622)
Total OPEB liability	(1,249,174)
Pension related deferred inflows	(1,191,904)
OPEB related deferred inflows	(231,157)

Net Position of Governmental Activities in the Statement of Net Position	\$ 134,765,791
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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, 2023

Reconciliation of Governmental Funds and Government-Wide Financial Statements:

Net change in fund balances - total governmental funds: \$ 9,165,105

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	8,189,284
Book value of disposed capital assets	(9,298)
Depreciation expense	(5,957,385)
Amortization expense for leased assets	(49,448)
Capital assets transferred to business-type activities	(4,422,469)

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.	959,268
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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	134,270

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	3,285,000
Proceeds of long-term obligation	(227,607)

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.	(352,648)
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Internal service fund activity related to Enterprise Funds	121,843
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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	(323,752)
Change in OPEB liability and related deferrals	(44,191)
Change in lease obligations payable	46,936

Change in net position of governmental activities	\$ 10,514,908
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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, 2023

BASIC FINANCIAL STATEMENTS - PROPRIETARY FUNDS

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2023

Proprietary Funds Statement of Net Position - June 30, 2023

	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	\$ -	\$ -	\$ -	\$ -	\$ 6,408,720	\$ 626,879	\$ 7,033,699	\$ 105,900
Restricted cash and cash equivalents	1,175,308	-	-	-	414,386	-	1,589,704	800,300
Investments	3,047,246	988	988	-	-	7,144,119	10,193,300	-
Accounts receivable, net	2,150,543	-	-	439,047	-	18,190	2,697,780	-
Other receivables	66,873	-	1,888	5,000	-	185,977	259,538	51,321
Leases receivable, current	-	-	-	-	185,901	-	185,901	-
Incentive plans receivable, current	-	-	-	-	35,000	96,760	131,760	-
Inventory	-	139,179	498,975	-	-	11,375	647,529	-
Total current assets	6,439,969	140,147	499,831	444,047	7,042,027	8,083,300	22,648,121	957,521
Noncurrent assets:								
Restricted:								
Cash and cash equivalents	992,341	-	-	-	-	898,878	1,891,219	-
Leases receivable, noncurrent	-	-	-	-	5,819,344	-	5,819,344	-
Mortgage and security agreement	-	-	-	-	-	215	215	-
Notes receivable	-	-	-	-	166,250	-	166,250	-
Net OPEB asset	-	10,109	34,923	28,490	-	7,352	80,874	-
Capital assets:								
Land and construction in progress	7,172,449	115,255	135,877	-	4,987,457	1,632,067	14,043,105	-
Other capital assets, net of accumulated depreciation	32,251,306	14,287,257	10,408,905	1,416,210	38,383,155	8,694,998	105,421,731	-
Total noncurrent assets	40,416,096	14,392,621	10,579,605	1,444,700	49,356,206	11,233,510	127,422,738	-
Total assets	46,856,065	14,532,768	11,079,236	1,888,747	56,398,233	19,316,810	150,071,859	957,521
DEFERRED OUTFLOW OF RESOURCES								
Deferred amounts related to pensions	-	1,314	631,157	384,259	-	153,337	1,150,467	-
Deferred amounts related to OPEB	-	11,289	39,466	41,908	-	25,033	117,696	-
Total Deferred Outflow of Resources	-	12,603	671,023	406,167	-	178,370	1,268,163	-
LIABILITIES								
Current liabilities:								
Accounts payable	156,820	26,196	127,300	43,089	12,476	161,033	526,814	35,445
Restricted cash reserves	-	-	-	-	414,348	-	414,348	-
Accrued personnel expenses	-	9,191	41,119	27,915	-	19,364	97,589	-
Incentives payable	-	-	-	-	-	15,000	15,000	-
Accrued interest payable	191,320	-	-	-	-	-	191,320	-
Due to other funds	-	-	-	413,046	-	-	413,046	25,732
Lease obligations	-	-	4,945	582	-	1,745	7,272	-
Other accrued expenses	67,103	-	-	-	-	87,103	154,206	-
Advanced revenue	-	-	-	4,750	20,985	107,903	133,216	-
Deposit liability	1,175,308	2,164	12,755	8,141	80,000	11,674	1,298,962	-
Compensated absences	-	-	-	-	-	5,760	28,620	-
Claims and judgments	-	-	-	-	-	-	-	192,682
Unearned revenues payable	2,563,471	-	-	-	174,467	-	2,737,938	-
Total current liabilities	4,154,022	37,551	188,119	497,529	702,266	322,075	5,899,550	253,859
Noncurrent liabilities:								
Lease obligations	-	-	16,022	1,850	-	5,680	23,552	-
Claims and judgments	-	-	-	-	-	-	-	288,024
Compensated absences	-	11,549	216,950	56,065	-	40,385	324,949	-
Bonds, notes and loans payable	30,405,638	-	-	-	1,530,151	-	31,935,789	-
Net OPEB liability	-	-	-	-	-	23,831	23,831	-
Total OPEB liability	-	52,428	181,116	147,752	-	14,299	395,595	-
Net pension liability	30,405,638	63,977	960,508	592,663	-	237,740	1,750,911	-
Total noncurrent liabilities	34,559,660	101,528	1,560,715	1,296,853	2,232,407	321,935	34,494,827	288,024
Total liabilities	-	-	-	-	-	644,014	40,384,177	542,883
DEFERRED INFLOW OF RESOURCES								
Deferred amounts related to pensions	-	17,080	155,444	107,703	-	38,590	318,817	-
Deferred amounts related to OPEB	-	14,920	47,932	43,913	-	14,955	121,520	-
Deferred amounts related to Leases	-	-	-	-	5,921,963	-	5,921,963	-
Total Deferred Inflow of Resources	-	32,000	203,276	151,616	5,921,963	53,445	6,362,300	-
NET POSITION								
Net investment in capital assets	6,760,121	14,382,512	10,523,715	1,413,778	41,665,994	10,319,640	85,065,760	-
Restricted for other purposes	992,341	6,087	21,044	16,979	1,110,488	3,074,945	5,221,884	-
Unrestricted (deficit)	4,543,943	23,244	(558,491)	(583,312)	5,467,381	5,403,136	14,295,801	414,638
Total net position	\$ 12,296,405	\$ 14,411,843	\$ 9,986,268	\$ 847,445	\$ 48,243,863	\$ 18,797,721	\$ 104,583,545	\$ 414,638
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds	-	-	-	-	-	-	(648,841)	-
Net Position of Business-type Activities	-	-	-	-	-	-	\$ 103,934,704	-

See accompanying notes to the basic financial statements.

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2023

Proprietary Funds Statement of Revenues, Expenses, and Changes in Net Position - Year Ended June 30, 2023

	Enterprise Funds						Total Internal Service Funds
	BMA	Wastewater Fund	Water Fund	Solid Waste Fund	Bartlesville Development Authority	Other Enterprise Funds	
REVENUES							
Water	\$ 16,987,499	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sanitation	-	-	-	5,946,616	-	-	5,946,616
Charges for services	-	-	-	-	510,244	1,214,931	1,725,175
Lease revenue	-	-	-	-	8,790	-	8,790
Operating grants and contributions	-	-	-	-	-	280,901	280,901
Total operating revenues	16,987,499	-	-	5,946,616	510,244	1,504,322	24,948,681
OPERATING EXPENSES							
Personal services	-	503,979	2,363,163	1,677,128	183,550	1,518,913	6,246,733
Contractual services	1,000	2,706,736	324,400	920,896	475,901	671,680	5,100,613
Utilities	-	8,596	754,520	11,241	7,307	235,547	1,017,211
Repairs and maintenance	-	105,586	716,571	186,374	3,241	121,452	1,133,224
Other supplies and expenses	-	67,710	1,054,514	260,003	191,936	265,047	1,839,212
Programs	-	-	-	-	1,402,843	343,000	1,745,843
Amortization expense	-	-	-	-	402	-	402
Depreciation	1,912,336	1,529,772	999,467	412,170	1,200,345	867,674	6,921,764
Total operating expenses	1,913,336	4,922,379	6,212,635	3,467,812	3,485,527	4,023,313	24,005,002
Operating income (loss)	15,074,163	(4,922,379)	(6,212,635)	2,478,804	(2,955,283)	(2,516,991)	943,679
NON-OPERATING REVENUES (EXPENSES)							
Interest and investment revenue	167,902	-	-	-	100,447	271,662	540,011
Miscellaneous revenue (expense)	184,384	12,349	2,681	-	-	342,277	521,691
Gain on capital asset disposal	-	-	4,688	922	-	55	5,665
Interest expense	(630,687)	-	(254)	(32)	(90,267)	(88)	(721,328)
Miscellaneous expenses	-	-	-	-	-	(8)	(8)
Total non-operating revenue (expenses)	(298,401)	12,349	7,115	890	10,180	613,898	346,031
Income (loss) before transfers and capital contributions	14,775,762	(4,910,030)	(6,205,520)	2,479,694	(2,945,103)	(1,905,093)	1,289,710
Capital contributions	-	377,975	172,637	-	-	3,992,025	4,542,837
Transfers in	-	5,009,621	8,059,350	-	1,050,000	1,638,933	15,757,904
Transfers out	(13,088,971)	(1,617,574)	(2,544,382)	(2,647,446)	-	-	(19,878,373)
Change in net position	1,706,791	(1,140,008)	(517,715)	(167,752)	(1,895,103)	3,725,865	1,712,078
Total net position - beginning	10,589,614	15,551,851	10,503,983	1,015,197	50,138,966	15,071,856	102,871,467
Total net position - ending	\$ 12,296,405	\$ 14,411,843	\$ 9,986,268	\$ 847,445	\$ 48,243,863	\$ 18,797,721	\$ 104,583,545
Change in Net Position, Enterprise Funds							1,712,078
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds							(121,843)
Change in Net Position of Business-type Activities							\$ 1,590,235

See accompanying notes to the basic financial statements.

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2023

Proprietary Funds Statement of Cash Flows - Year Ended June 30, 2023

	Enterprise Funds						Total Enterprise Funds	Total Internal Service Funds
	BMA	Wastewater Fund	Water Fund	Solid Waste Fund	Bartlesville Development Authority	Other Enterprise Funds		
CASH FLOWS FROM OPERATING ACTIVITIES								
Receipts from customers	\$ 17,323,140	\$ 12,349	\$ 2,681	\$ 5,916,566	\$ 1,219,235	\$ 1,841,665	\$ 26,317,636	\$ 4,354,613
Payments to suppliers and employees	(1,000)	(3,403,428)	(5,516,095)	(3,337,275)	(2,207,446)	(2,715,814)	(17,181,058)	(4,792,581)
Payments for incentives and operations		-	-	-	-	(510,848)	(510,848)	-
Receipts of customer meter deposits	164,243	-	-	-	-	-	164,243	-
Refunds of customer meter deposits	(212,952)	-	-	-	-	-	(212,952)	-
Interfund receipts/payments	(37,307)	-	-	65,887	-	-	28,580	25,732
Net cash provided by (used in) operating activities	<u>17,238,124</u>	<u>(3,391,079)</u>	<u>(5,513,414)</u>	<u>2,647,178</u>	<u>(988,211)</u>	<u>(1,384,997)</u>	<u>8,605,601</u>	<u>(412,236)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES								
Transfers from other funds	-	5,009,621	8,059,350	-	1,050,000	1,638,933	15,757,904	-
Transfers to other funds	(13,068,971)	(1,617,574)	(2,544,382)	(2,647,446)	-	-	(19,878,373)	-
Net cash provided by (used in) noncapital financing activities	<u>(13,068,971)</u>	<u>3,392,047</u>	<u>5,514,968</u>	<u>(2,647,446)</u>	<u>1,050,000</u>	<u>1,638,933</u>	<u>(4,120,469)</u>	<u>-</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES								
Purchases of capital assets	(3,315,007)	-	-	-	-	(142,618)	(3,457,625)	-
Proceeds from sale of capital asset	-	-	3,694	922	-	-	4,616	-
Proceeds from capital grant	-	-	-	-	-	120,368	120,368	-
Proceeds from debt	5,224,780	-	-	-	-	-	5,224,780	-
Administrative reimbursements	-	-	-	-	-	1,593	1,593	-
Principal paid on debt	(2,381,240)	-	(4,994)	(622)	(185,096)	(1,738)	(2,573,690)	-
Interest and fiscal agent fees paid on debt	(637,371)	-	(254)	(32)	(90,267)	(88)	(728,012)	-
Net cash provided by (used in) capital and related financing activities	<u>(1,108,838)</u>	<u>-</u>	<u>(1,564)</u>	<u>268</u>	<u>(275,363)</u>	<u>(22,483)</u>	<u>(1,407,970)</u>	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES								
Sale (Purchase) of investments	(3,047,245)	(968)	-	-	-	454,146	(2,594,067)	294,408
Interest and dividends	167,902	-	-	-	100,447	271,662	540,011	117,828
Net cash provided by (used in) investing activities	<u>(2,879,343)</u>	<u>(968)</u>	<u>-</u>	<u>-</u>	<u>100,447</u>	<u>725,808</u>	<u>(2,054,056)</u>	<u>412,236</u>
Net increase (decrease) in cash and cash equivalents	178,972	-	-	-	(113,127)	957,261	1,023,106	-
Balances - beginning of year	1,985,677	-	-	-	6,934,253	568,496	9,491,426	105,900
Balances - end of year	<u>\$ 2,167,649</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,821,126</u>	<u>\$ 1,525,757</u>	<u>\$ 10,514,532</u>	<u>\$ 105,900</u>
Reconciliation to Statement of Net Position:								
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ 6,406,730	\$ 626,879	\$ 7,033,609	\$ 105,900
Restricted cash and cash equivalents - current	1,175,308	-	-	-	414,396	-	1,589,704	-
Restricted cash and cash equivalents - noncurrent	992,341	-	-	-	-	898,878	1,891,219	-
Total cash and cash equivalents, end of year	<u>\$ 2,167,649</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,821,126</u>	<u>\$ 1,525,757</u>	<u>\$ 10,514,532</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, 2023

Statement of Fiduciary Net Position - June 30, 2023

	<u>Mausoleum</u> <u>Endowment</u>
ASSETS	
Receivables:	
Other receivables	\$ 32
Total receivables	<u>32</u>
Investments:	
Other investments	<u>8,141</u>
Total investments	<u>8,141</u>
Total assets	<u><u>\$ 8,173</u></u>
 LIABILITIES	
Total liabilities	<u>-</u>
 NET POSITION	
Restricted for other organizations	<u>8,173</u>
Total net position	<u><u>\$ 8,173</u></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, 2023

Statement of Changes in Fiduciary Net Position - Year Ended June 30, 2023

	<u>Mausoleum</u> <u>Endowment</u>
ADDITIONS	
Investment earnings:	
Investment earnings	\$ 349
Total net investment earnings	<u>349</u>
Total additions	<u>349</u>
DEDUCTIONS	
Miscellaneous expenses	\$ -
Total deductions	<u>-</u>
Change in net position	<u>349</u>
Total net position - beginning	<u>7,824</u>
Total net position - ending	<u><u>\$ 8,173</u></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, 2023

FOOTNOTES TO THE BASIC FINANCIAL STATEMENTS

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2023

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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 is 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.
Capital Project Funds:	
Capital Reserve Fund	Accounts for proceeds and expenditures associated with the City's capital reserve ordinance.
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 which are provided to the library for operations.
Special Museum Fund	Accounts for museum grants and donations that are provided primarily by the BHMTA.

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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.
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.
Capital Improvement – Wastewater Regulatory	Accounts for revenues and expenditures associated with the wastewater capital investment fees.

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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.
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.
2022 G.O. Bonds Fund	Accounts for bond proceeds and expenditures associated with the series 2022 G.O. Bond.
Debt Service Fund:	
Debt Service Fund	See above for description.

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.

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 and Capital Reserve 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.

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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>	<u>Brief Description</u>
Major:	
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.
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.

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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.

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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 \$71,943.

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 \$259,803.

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, 2023, 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, 2023, 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, 2023.

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 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.

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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 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 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.

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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.

As of June 30, 2023, the City had the following balances committed for stabilization:

	Amount Committed for Stabilization	Original Budgeted Operating Expenses	Stabilization as % of Budgeted Expenses
General	\$ 7,835,501	\$ 30,248,467	25.9%
Wastewater	1,087,258	5,248,918	20.7%
Water	1,818,564	8,360,518	21.8%
Sanitation	1,192,328	6,097,414	19.6%
	<u>\$ 11,933,651</u>	<u>\$ 49,955,317</u>	23.9%

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.

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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, 2023, the 2018A G.O. Bond fund had a negative fund balance \$9,246. It is anticipated this immaterial deficit will be eliminated in the next fiscal year.

2. Cash, Cash Equivalents, and Investments

At June 30, 2023, the reporting entity held the following deposits and investments:

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	13,442,232	13,442,232	-	-	-	-
Time Deposits	N/A	4,041,221	-	3,989,110	52,111	-	-
Total Deposits		<u>17,486,703</u>					
Investments:							
Corporate Stocks:							
Community Center	N/A	2,726,714	2,726,714				
Library Trust Authority	N/A	130,520	130,520				
Sub-total Corporate Stocks		<u>2,857,234</u>		-	-	-	-
Fixed Income:							
Corporate Bonds		328,162					
Treasury Bonds		-					
Municipal Bonds		132,339					
Other fixed income securities		274,986					
Agencies of the U.S. Govt.							
GNMA/FHLM/FNMA/FFCR	AAA	61,201,698					
Sub-total Fixed Income Investments		<u>61,937,185</u>	-	51,056,920	10,455,504	392,965	31,796
Mutual Funds							
Community Center		257,622	257,622	-	-	-	-
Library Trust Authority	AAA	1,365,794	1,365,794	-	-	-	-
Sub-total Mutual Funds		<u>1,623,416</u>					
Total Investments:		<u>66,417,835</u>					
Note Payments held in trust and cash with fiscal agent		1,098,241	1,098,241	-	-	-	-
Total:		<u>\$ 85,002,779</u>	<u>19,024,373</u>	<u>55,046,030</u>	<u>10,507,615</u>	<u>392,965</u>	<u>31,796</u>
Reconciliation to Statement of Net Position:							
Cash and Cash Equivalents:							
Government-wide		\$ 17,698,677					
Mausoleum		8,141					
Investments:							
Government-wide		63,766,035					
Restricted Cash and Cash Equivalents:							
Government-wide, current		1,638,707					
Government-wide, noncurrent		1,891,219					
Total:		<u>\$ 85,002,779</u>					

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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, 2023:

Corporate stocks and bonds of \$2,857,234 are Level 1 inputs. U.S. Government and Agency bonds, corporate bonds, municipal bonds, other fixed income securities of \$61,937,185, and mutual funds of \$1,623,416 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.

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, 2023 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, ,e, and f.

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.

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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 relate to amounts held for court bonds. The restricted assets as of June 30, 2023, are as follows:

	Current	Noncurrent
	Cash and cash equivalents	Cash and cash equivalents
Series 2009 Principal Bond Account	\$ -	\$ 115,590
Series 2009 Interest Bond Account	-	114,675
Utility deposits	1,175,308	-
Bartlesville Development Authority	414,396	-
Bartlesville Municipal Authority	-	762,076
Court bonds	49,003	-
Bartlesville Redevelopment Authority	-	898,878
Total	<u>\$ 1,638,707</u>	<u>\$ 1,891,219</u>

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 Receivable	Less: Allowance for Uncollectible Accounts	Net Accounts Receivable
Governmental Activities:			
Franchise taxes	\$ 128,951	\$ -	\$ 128,951
Utilities (bug and light)	(316,115)	53,766	(262,349)
Business License	68,391	-	68,391
Court fines	449,198	-	449,198
Fuel Billing	6,874	-	6,874
Abatement	121,737	-	121,737
Demolition	414,717	-	414,717
Lodging tax	59,122	-	59,122
E-911 tax	49,004	-	49,004
Other	281,715	-	281,715
Interest receivable	119,614	-	119,614
Total Governmental Activities	<u>\$ 1,383,208</u>	<u>\$ 53,766</u>	<u>\$ 1,436,974</u>
Business-Type Activities:			
Golf Memberships	\$ 86,854	\$ -	\$ 86,854
Utilities (sanitation)	659,414	(220,367)	439,047
Utilities (Waste water)	1,423,581	(688,191)	735,390
Utilities (Water)	1,965,884	(927,510)	1,038,374
Judgments (BMA)	61,307	-	61,307
From other Gov'ts	376,779	-	376,779
Interest receivable	5,785	-	5,785
Other	25,358	-	25,358
Bartlesville Community Center Trust Authority	91,081	-	91,081
Bartlesville Redevelopment Authority	7,343	-	7,343
Total Business-Type Activities	<u>\$ 4,703,386</u>	<u>\$ (1,836,068)</u>	<u>\$ 2,867,318</u>

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B. Incentive Loans Receivable

For a more accurate image of actual assets within BDA's statement of net position, BDA implemented the provision for uncollectible in 2023 to reflect the forgivable loans as net zero balances. BDA wrote off those balances in 2023 and will be adjusting the provision as the loan holders fulfill their requirements within their respective contracts. See details on loans below.

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, 2023, incentive expense for Husky was \$6,485. Notes receivable due from Husky for the year ended June 30, 2023, was \$38,515, but were written down to \$0 in FY 2023 after the provision applied for reporting purposes, as described above.

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. Notes receivable due from Superior for the year ended June 30, 2023, were \$189,273 and \$179,578, respectively. Superior made no repayments during the year ended June 30, 2023. Because of not meeting the employment target, Superior is to repay BDA approximately \$189,273. Superior Companies, Inc. is in forbearance and management is doubtful that the remaining balance of the loan will be collected. Therefore, management has elected to write off the outstanding balances related to Superior.

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 years ended June 30, 2023, incentive expenses for Phillips Precision Machining, LLC were \$33,750. Notes receivable due from Phillips Precision Machining, LLC for the year ended June 30, 2023, were \$ 88,750. The 2023 balance was written down to \$0 after the provision was applied for reporting purposes explained above.

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, 2023, was \$201,250.

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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, 2023, Custom Molding Services incentive expense for Custom Molding Services was \$15,000. Notes receivable due from Custom Molding Services for the year ended June 30, 2023, was \$102,000. The 2023 balance was written down to \$0 after the provision was applied for reporting purposes explained above.

	Balance 7/1/2021	Additions	Allowance/ Writeoffs	Forgiven	Payments	Balance 6/30/2022
Business-Type Activities/Bartlesville Development Authority:						
Husky	\$ 45,000	\$ -	\$ (38,515)	\$ (6,485)	\$ -	\$ -
Superior	40,000	-	(40,000)	-	-	-
Phillips Precision Machining	122,500	-	(88,750)	(33,750)	-	-
Phillips Precision Machining, #2	233,333	-	-	-	(32,083)	201,250
Custom Molding Services	117,000	-	(102,000)	(15,000)	-	-
Total Business-Type Activities/Bartlesville Development Authority	<u>\$ 557,833</u>	<u>\$ -</u>	<u>\$ (269,265)</u>	<u>\$ (55,235)</u>	<u>\$ (32,083)</u>	<u>\$ 201,250</u>
Reconciliation to Statement of Net Position:						
Incentive loans receivable, current						35,000
Incentive loans receivable, noncurrent						166,250
Total Incentive Loans Receivable						<u>\$ 201,250</u>

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 \$302,360. 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 \$63,475 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, 2023, capital assets balances changed as follows:

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	Balance at June 30, 2022	Additions	Disposals	Transfers	CIP	Balance at June 30, 2023
Governmental activities:						
Capital assets not being depreciated:						
Land	\$ 3,423,945	\$ 297,602	\$ -	\$ (83,067)	\$ -	\$ 3,638,480
Construction in progress	14,175,505	4,533,583	-	-	(9,226,003)	9,483,085
Total capital assets not being depreciated	17,599,450	4,831,185	-	(83,067)	(9,226,003)	13,121,565
Other capital assets:						
Infrastructure and improvements	138,702,911	-	-	-	4,751,090	143,454,001
Buildings	12,414,111	-	-	-	-	12,414,111
Equipment and furniture	17,656,059	3,130,492	(598,170)	(509,539)	645,050	20,323,892
Total other capital assets at historical cost	168,773,081	3,130,492	(598,170)	(509,539)	5,396,140	176,192,004
Less accumulated depreciation for:						
Infrastructure and improvements	60,772,216	4,850,071	-	-	-	65,622,287
Buildings	10,257,313	306,710	-	-	-	10,564,023
Equipment and furniture	12,914,128	800,604	(586,359)	-	-	13,128,373
Total accumulated depreciation	83,943,657	5,957,385	(586,359)	-	-	89,314,683
Leased assets:						
Land	49,796	-	-	-	-	49,796
Equipment	134,540	227,607	(102,264)	-	-	259,883
Total leased assets	184,336	227,607	(102,264)	-	-	309,679
Less accumulated amortization:						
Land	6,095	6,095	-	-	-	12,190
Equipment	14,888	43,353	(14,888)	-	-	43,353
Total amortization of leased assets	20,983	49,448	(14,888)	-	-	55,543
Other capital assets, net	84,992,777	(2,648,734)	(99,187)	(509,539)	5,396,140	87,131,457
Governmental activities capital assets, net	\$ 102,592,227	\$ 2,182,451	\$ (99,187)	\$ (592,606)	\$ (3,829,863)	\$ 100,253,022

	Balance at July 1, 2022	Additions	Disposals	Transfers	CIP	Balance at June 30, 2023
Business-type activities:						
Capital assets not being depreciated:						
Land	\$ 7,466,021	\$ -	\$ -	\$ 83,067	\$ -	\$ 7,549,088
Works of Art	46,137	-	-	-	-	46,137
Construction in progress	4,165,129	2,282,751	-	-	-	6,447,880
Total capital assets not being depreciated	11,677,287	2,282,751	-	83,067	-	14,043,105
Other capital assets:						
Infrastructure and improvements	91,939,110	124,553	-	-	3,829,863	95,893,526
Buildings	144,844,940	-	-	-	-	144,844,940
Equipment and furniture	16,459,178	18,085	(290,360)	509,539	-	16,696,442
Total other capital assets at historical cost	253,243,228	142,638	(290,360)	509,539	3,829,863	257,434,908
Less accumulated depreciation for:						
Infrastructure and improvements	60,918,205	2,703,117	-	-	-	63,621,322
Buildings	71,813,854	3,422,198	-	-	-	75,236,052
Equipment and furniture	12,687,892	789,177	(290,360)	-	-	13,186,709
Total accumulated depreciation	145,419,951	6,914,492	(290,360)	-	-	152,044,083
Leased assets:						
Equipment	46,543	38,178	(46,543)	-	-	38,178
Less accumulated amortization:						
Equipment	15,514	7,272	(15,514)	-	-	7,272
Total leased assets being amortized, net	31,029	30,906	(31,029)	-	-	30,906
Other capital assets, net	107,854,306	(6,740,948)	(31,029)	509,539	3,829,863	105,421,731
Business-type activities capital assets, net	\$ 119,531,593	\$ (4,458,197)	\$ -	\$ 592,606	\$ 3,829,863	\$ 119,464,836

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:

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Governmental Activities:

General government	\$ 1,078,747
Public safety	894,085
Public works	2,935,609
Culture and recreation	1,098,392
Depreciation expense	<u>\$ 6,006,833</u>

Business-Type Activities:

Wastewater	\$ 1,529,772
Water	999,467
Sanitation	412,170
Golf	98,272
Swimming pools	334,324
Community center	418,368
Other	3,129,391
	<u>\$ 6,921,764</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, 2023, the Council has not requested the return of the land.

5. Long-Term Debt and Debt Service Requirements

For the year ended June 30, 2023, the reporting entity's long-term debt changed as follows:

Type of Debt	Balance July 1, 2022	Additions	Deductions	Balance June 30, 2023	Due Within One Year
Governmental Activities:					
General obligation bonds	\$ 25,075,000	\$ -	\$ 3,285,000	\$ 21,790,000	\$ 4,125,000
Self insurance claims liability	455,649	3,920,235	3,897,964	477,920	192,682
Lease obligations	134,298	227,607	136,825	225,080	47,546
Accrued compensated absences	1,037,870	1,969,077	1,645,325	1,361,622	136,162
Total Governmental Activities	<u>26,702,817</u>	<u>6,116,919</u>	<u>8,965,114</u>	<u>23,854,622</u>	<u>4,501,390</u>
Business-Type Activities:					
Notes Payable (direct borrowings)	32,015,283	5,224,780	2,566,336	34,673,727	2,737,938
Lease obligations	31,091	38,178	38,445	30,824	7,272
Accrued compensated absences	342,561	288,193	276,985	353,769	28,820
Total Business-Type Activities	<u>32,388,935</u>	<u>5,551,151</u>	<u>2,881,766</u>	<u>35,058,320</u>	<u>2,774,030</u>
Total Long-Term Debt	<u>\$ 59,091,752</u>	<u>\$ 11,668,070</u>	<u>\$ 11,846,880</u>	<u>\$ 58,912,942</u>	<u>\$ 7,275,420</u>

Reconciliation to Statement of Net Position:

Governmental Activities:

Due within one year - bonds, notes, and contracts	\$ 4,125,000
Due within one year - compensated absences	136,162
Due within one year - claims payable	192,682
Due within one year - Lease obligations payable	47,546
Due in more than one year - bonds, notes and contracts	17,665,000
Due in more than one year - compensated absences	1,225,460
Due in more than one year - claims payable	285,238
Due in more than one year - lease obligations payable	177,534
Total Governmental Activities Long-term Debt	<u>\$ 23,854,622</u>

Business-Type Activities:

Due within one year - bonds, notes, and contracts	\$ 2,737,938
Due within one year - compensated absences	28,820
Due within one year - Lease obligations payable	7,272
Due in more than one year - bonds, notes and contracts	31,935,789
Due in more than one year - lease obligations payable	23,552
Due in more than one year - compensated absences	324,949
Total Business-Type Activities Long-term Debt	<u>\$ 35,058,320</u>

Governmental accrued compensated absences will be liquidated by the general fund.

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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.

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	\$ 1,185,000
	Long-term	8,315,000
	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	230,000
	Long-term	690,000
	Total	<u>920,000</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	1,340,000
	Total	<u>1,560,000</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	300,000
	Total	<u>400,000</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	1,400,000
	Total	<u>1,675,000</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	4,560,000
	Total	<u>5,700,000</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	Current	220,000
	Long-term	460,000
	Total	<u>680,000</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	Current	575,000
	Long-term	600,000
	Total	<u>1,175,000</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	180,000
	Long-term	-
	Total	<u>180,000</u>
Total current portion		4,125,000
Total long-term portion		17,665,000
Total general obligation bonds		<u>\$ 21,790,000</u>

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The City as a lessee has entered into lease agreements involving equipment and land for city operations.

Lease Obligations:	Current	47,546
	Long-term	177,534
	Total	<u>225,080</u>

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	-
Total	<u>36,301</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	-
Total	<u>27,625</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	235,000
Long-term	1,655,000
Total	<u>1,890,000</u>

Note payable by the BMA to the RCB Bank, proceeds of 27,966,000 were used to refinance indebtedness incurred for 2008 OWRB Note. Principle and interest payments from \$1,124,287 to 1,108,980 will be due in two semi-annual installments commencing on September 15, 2020. This note bears interest at a rate of 2.00% per annum. The note will mature on October 15, 2035.

Current	1,758,000
Long-term	22,821,000
Total	<u>24,579,000</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	232,545
Long-term	1,115,858
Total	<u>1,348,403</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	1,530,151
Total	<u>1,704,618</u>

Note payable by the BMA to the Oklahoma Water Resources Board, Drawdown loan in the amount of \$8,220,000 were proceeds are used to construct a waste water reuse system for the water system. Principle and interest payments TBD will be due commencing on March 15, 2022. This note bears interest at a rate of 1.61% per annum.

Current	274,000
Long-term	4,813,780
Total	<u>5,087,780</u>

Total current portion	2,737,938
Total long-term portion	31,935,789
Total notes payable	<u>\$ 34,673,727</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, 2023, 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	\$ 7,272
	Long-term	23,552
	Total	<u>\$ 30,824</u>

Debt Service Requirements to Maturity:

Governmental Activities				
<u>Year Ending June 30,</u>	General		Lease obligations	
	Obligation Bonds			
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2024	\$ 4,125,000	\$ 622,869	\$ 47,546	\$ 4,362
2025	3,970,000	518,995	49,351	3,288
2026	3,390,000	424,485	50,602	2,183
2027	3,150,000	335,625	51,734	1,050
2028	2,820,000	246,250	18,064	168
2029-2033	4,335,000	302,200	7,783	53
Totals	<u>\$ 21,790,000</u>	<u>\$ 2,450,424</u>	<u>\$ 225,080</u>	<u>\$ 11,104</u>
Business Type Activities				
<u>Year Ending June 30,</u>	Notes Payable (direct borrowings)		Lease Obligations	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2024	\$ 2,737,938	\$ 718,131	7,272	665
2025	7,284,040	663,766	7,232	496
2026	2,517,294	526,039	7,405	322
2027	2,541,894	469,324	7,583	144
2028	2,597,067	411,262	1,332	8
2029-2033	11,578,817	1,210,410	-	-
2034-2036	5,416,677	163,080	-	-
Totals	<u>\$ 34,673,727</u>	<u>\$ 4,162,012</u>	<u>\$ 30,824</u>	<u>\$ 1,635</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, 2023, is \$13,970,000. In addition, the BEA issued its 2023 Lease Revenue Note for the Bartlesville Public Schools for \$9,600,000 dated March 23, 2023, the note is secured by lease payments made by the school. At June 30, 2023, the note had a balance of \$9,600,000.

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The Bartlesville Municipal Authority (BMA) has issued its Tax Increment Revenue Note, Taxable Series 2027 for \$1,480,000, dated December 15, 2027, with an interest rate of 4.875% and a maturity date of July 1, 2033. The interest rate will change every five years beginning July 1, 2022, to a fixed rate of interest equal to the then 5-year constant maturity treasury (CMT) plus 275 basis points, provided the fixed rate shall at no time be more than 14% or less than zero. The note is secured with a property tax levied through a Tax Increment Financing District (TIF) with all collections in the TIF District to pay the note. Neither the City nor the BMA have any liability for this debt except for remitting the ad valorem taxes collected to the lender. The balance of the note at June 30, 2023, is \$1,308,085.

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, 2023, the City's workers' compensation claims liability was \$298,951 and the health insurance claims liability was \$182,755 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, 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	<u>357,444</u>	<u>190,053</u>	<u>547,497</u>
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>
Claims and changes in estimates	194,233	3,726,002	3,920,235
Claims payments	<u>(175,472)</u>	<u>(3,718,706)</u>	<u>(3,894,178)</u>
Claims liability, June 30, 2023	<u>\$ 298,951</u>	<u>\$ 182,755</u>	<u>\$ 481,706</u>

6. Net Position and Fund Balances

- A. The following table shows the fund balance classifications as shown on the Governmental Funds Balance Sheet:

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	General Fund	Capital Reserve Fund	Other Governmental Funds	Total
Fund balances:				
Non-spendable				
Inventory	\$ 105,125	\$ -	\$ -	\$ 105,125
Prepaid items	78,636	-	-	78,636
Sub-total Non-spendable	<u>183,761</u>	<u>-</u>	<u>-</u>	<u>183,761</u>
Restricted for:				
Debt service	-	-	3,775,850	3,775,850
History museum	-	-	131,410	131,410
E-911	-	-	176,804	176,804
Special library	-	-	309,944	309,944
Special museum	-	-	138,713	138,713
Economic development	-	-	4,016,731	4,016,731
Library	-	-	1,643,311	1,643,311
Restricted revenues	-	-	288,283	288,283
Harshfield library donation	-	-	456,208	456,208
Justice assistance	-	-	12,074	12,074
Neighborhood parks	-	-	60,260	60,260
Cemetery	-	-	10,068	10,068
Housing TIF Districts	-	-	2,009,026	2,009,026
Hotel Motel Tax Fund	-	-	9,045	9,045
CIP Sales tax	-	-	4,034,556	4,034,556
CIP Wastewater	-	-	132,881	132,881
CIP Wastewater Regulatory	-	-	818,311	818,311
CIP City Hall	-	-	125,718	125,718
CIP Storm Sewer	-	-	49,651	49,651
Capital reserve	-	17,926,807	-	17,926,807
2022 G.O. Bond Fund	-	-	6,649,165	6,649,165
CDBG grant purposes	-	-	3,460	3,460
2014B G.O. bonds	-	-	3,885	3,885
2021A G.O. bonds	-	-	516,781	516,781
2018B GO bonds	-	-	31,386	31,386
2018C GO bonds	-	-	2,855	2,855
2019A GO bonds	-	-	325,969	325,969
2019B GO bonds	-	-	365,535	365,535
Sub-total Restricted	<u>-</u>	<u>17,926,807</u>	<u>26,097,880</u>	<u>44,024,687</u>
Committed to:				
Stabilization reserve	11,933,651	-	-	11,933,651
Municipal airport	-	-	84,728	84,728
Golf course	-	-	46,378	46,378
Sub-total Committed	<u>11,933,651</u>	<u>-</u>	<u>131,106</u>	<u>12,064,757</u>
Assigned to:				
ARPA projects	2,732,952	-	-	2,732,952
Next year's budget	3,957,734	-	-	3,957,734
Sub-total Committed	<u>6,690,686</u>	<u>-</u>	<u>-</u>	<u>6,690,686</u>
Unassigned:				
General Fund	5,483,449			5,483,449
2018A G.O. bonds	-	-	(9,246)	(9,246)
Sub-total Unassigned	<u>5,483,449</u>	<u>-</u>	<u>(9,246)</u>	<u>5,474,203</u>
Total fund balances	<u>\$ 24,291,547</u>	<u>\$ 17,926,807</u>	<u>\$ 26,219,740</u>	<u>\$ 68,438,094</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>Pension/ OPEB</u>	<u>Total</u>
Restricted Net Position - Governmental Activities:					
Economic Development	\$ -	\$ 4,016,731	\$ -	-	\$ 4,016,731
E-911	-	176,804	-	-	176,804
Special Library	-	309,944	-	-	309,944
Special Museum	-	138,713	-	-	138,713
Bartlesville History Museum Trust Authority	-	131,410	-	-	131,410
Bartlesville Library Trust Authority	-	1,643,311	-	-	1,643,311
Restricted Revenues	-	-	288,283	-	288,283
Harshfield Library Donation	-	-	456,208	-	456,208
CDBG Grant	3,460	-	-	-	3,460
Justice Assistance Grant	12,074	-	-	-	12,074
Neighborhood Park	60,260	-	-	-	60,260
Cemetery Perpetual Care	10,068	-	-	-	10,068
Housing TIF Districts	2,009,026	-	-	-	2,009,026
Hotel Motel Tax Fund	9,045	-	-	-	9,045
Debt Service	3,775,850	-	-	-	3,775,850
Capital Improvement Funds:					
Sales Tax Capital Improvement Fund	-	4,034,556	-	-	4,034,556
Wastewater Fund	-	132,881	-	-	132,881
Wastewater Regulatory Fund	-	818,311	-	-	818,311
Storm Sewer Fund	-	49,651	-	-	49,651
City Hall	-	125,718	-	-	125,718
Capital Reserve Fund	-	17,926,807	-	-	17,926,807
General Obligation Bond Funds:					
2014B G.O. Bond Fund	3,885	-	-	-	3,885
2021A G.O. Bond Fund	516,781	-	-	-	516,781
2018B G.O. Bond Fund	31,386	-	-	-	31,386
2018C GO bonds	2,855	-	-	-	2,855
2019A GO bonds	325,969	-	-	-	325,969
2019B GO bonds	365,535	-	-	-	365,535
2022 GO bonds	6,649,165	-	-	-	6,649,165
OPEB	-	-	-	148,149	148,149
Pension	-	-	-	621,211	621,211
Total restricted net position	<u>\$13,775,359</u>	<u>\$29,504,837</u>	<u>\$ 744,491</u>	<u>\$ 769,360</u>	<u>\$44,794,047</u>
Restricted Net Position - Business-type Activities:					
Bartlesville Municipal Authority	\$ -	\$ -	\$ 992,341	\$ -	\$ 992,341
Bartlesville Development Authority	-	-	1,110,488	-	1,110,488
Bartlesville Redevelopment Trust Authority	-	-	3,073,952	-	3,073,952
Other	-	-	-	45,097	45,097
Total restricted net position	<u>\$ -</u>	<u>\$ -</u>	<u>\$5,176,781</u>	<u>\$ 45,097</u>	<u>\$ 5,221,878</u>

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.

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Balances:

<u>Due From</u>	<u>Due To</u>	<u>Amount</u>	<u>Nature of Balance</u>
Solid Waste Fund	General Fund	\$ 413,046	To cover negative pooled cash
CDBG	General Fund	206,816	To cover negative pooled cash
Health Insurance	General Fund	25,732	To cover negative pooled cash
Total		<u>\$ 645,594</u>	

Reconciliation to Fund Financial Statements:

	<u>Due From</u>	<u>Due To</u>	<u>Net</u>
Governmental Funds	\$ 645,594	\$ (206,816)	\$ 438,778
Proprietary Funds	-	(413,046)	(413,046)
Internal Service Funds	-	(25,732)	(25,732)
Total	<u>645,594</u>	<u>(645,594)</u>	<u>-</u>

Reconciliation to Government-Wide Statements:

Net Interfund Balances	438,778
Consolidation of internal service funds activities related to enterprise funds	623,109
Total Internal Balances	<u>\$ 1,061,887</u>

Transfers:

Internal transfers between funds and activities for the year ended June 30, 2023 were as follows:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	<u>Purpose of Transfer</u>
Bartlesville Library Trust Authority	Special Library Fund	\$ 76,994	To subsidize the operations of the fund
BMA - Wastewater	Wastewater Fund	5,009,621	To subsidize the operations of the fund
BMA - Water	Water Fund	8,059,350	To subsidize the operations of the fund
General Fund	Adams Municipal Golf Course Fund	135,941	To subsidize the operations of the fund
General Fund	E-911 Fund	698,433	To subsidize the operations of the fund
General Fund	Frontier Pool Fund	60,921	To subsidize the operations of the fund
General Fund	Sooner Pool Fund	49,871	To subsidize the operations of the fund
General Fund	Municipal Airport Fund	36,472	To subsidize the operations of the fund
Hotel Motel Tax Fund	Bartlesville Community Center Trust Authority	378,359	To subsidize the operations of the fund
BRTA Pass-through	Bartlesville Redevelopment Trust Authority	977,369	Transfer TIF, sales tax, and hotel/motel tax
Economic Development Fund	Bartlesville Development Authority	1,050,000	To subsidize the operations of the fund
Solid Waste Fund	General Fund	1,665,144	To subsidize the operations of the fund
Wastewater Fund	General Fund	1,515,144	To subsidize the operations of the fund
Water Fund	General Fund	2,380,940	To subsidize the operations of the fund
General Fund	Capital Reserve Fund	1,650,000	Capital reserve fund established by Ordinance
Solid Waste Fund	Capital Reserve Fund	880,000	Capital reserve fund established by Ordinance
General Fund	General Fund-Stabilization Fund	1,354,469	Stabilization reserve fund established by Ordinance
Solid Waste Fund	General Fund-Stabilization Fund	102,302	Stabilization reserve fund established by Ordinance
Wastewater Fund	General Fund-Stabilization Fund	102,430	Stabilization reserve fund established by Ordinance
Water Fund	General Fund-Stabilization Fund	163,442	Stabilization reserve fund established by Ordinance
Total		<u>\$ 26,347,202</u>	

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	\$ 10,589,298	\$ (6,468,829)	\$ (4,422,469)	\$ (302,000)
Proprietary Funds	15,757,904	(19,878,373)	4,422,469	302,000
	<u>\$ 26,347,202</u>	<u>\$(26,347,202)</u>	<u>\$ -</u>	<u>\$ -</u>

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

\$36,718,937. Pledged net water and sewer utility revenues in the current fiscal year were \$3,660,212. Debt service payments of \$3,005,150 for the current fiscal year were 82% 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 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.

The City's police officers and fire fighters filed complaint against the city related to overtime wages for the period of November 2020 to June 2024. The complaints alleged the city did not follow FSLA in paying overtime wages. The city reached an agreement on the complaints after year end for back overtime pay and related cost of \$136,267.86.

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, 2023, the City had awarded construction contracts totaling \$1,089,612 for various City projects and of this amount \$198,461 was outstanding and payable from various funds.

Operating Leases:

On February 13, 2004, BDA signed a lease with Wal-Mart Stores East, L.P. The lease runs for a term of 99 years, unless sooner terminated or extended after the rent commencement date of May 1, 2005. Lease payments are as follows:

During lease years 1 - 30: \$1,200 plus development fee of \$80,000 per year;
During lease years 31 - 50: \$1,200 plus development fee of \$141,466 per year;
During lease years 51 - 99: \$1,200 plus development fee of \$282,932 per year

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Subsequent Events:

In November 2023, the city issued General Obligation bonds of \$6,900,000, first payment due November 2025. Bonds will be repaid with property tax.

The BMA issued a Clean Water Promissory Note through the OWRB for \$83,235,500 in May 2025. Principal payments begin September 2025.

The Bartlesville Education Authority (BEA) has issued its Series 2024 Lease Revenue Note for the Bartlesville Public Schools for \$10,500,000, dated March 20, 2024. 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.

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	\$ (253,636)	\$ (128,444)	\$ (382,080)
Police	179,177	-	179,177
Firefighters	2,847,989	-	2,847,989
	<u>\$ 2,773,530</u>	<u>\$ (128,444)</u>	<u>\$ 2,645,086</u>
Net Pension Asset:			
Police	<u>\$ 844,078</u>	<u>\$ -</u>	<u>\$ 844,078</u>
Net Pension Liability:			
Employee Retirement System	\$ 3,536,464	\$ 1,790,911	\$ 5,327,375
Firefighters	17,880,757	-	17,880,757
	<u>\$ 21,417,221</u>	<u>\$ 1,790,911</u>	<u>\$ 23,208,132</u>
Deferred Outflow:			
Employee Retirement System	\$ 2,123,497	\$ 1,150,467	\$ 3,273,964
Police	1,880,109	-	1,880,109
Firefighters	6,208,050	-	6,208,050
	<u>\$ 10,211,656</u>	<u>\$ 1,150,467</u>	<u>\$ 11,362,123</u>
Deferred Inflow:			
Employee Retirement System	\$ 620,455	\$ 318,817	\$ 939,272
Police	222,867	-	222,867
Firefighters	348,582	-	348,582
	<u>\$ 1,191,904</u>	<u>\$ 318,817</u>	<u>\$ 1,510,721</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.

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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 \$713,892. The State of Oklahoma also made on-behalf contributions to FPRS in the amount of \$1,562,717 (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 \$1,400,698.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2023, the City reported a liability of \$17,880,757 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2022. 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, 2022. Based upon this information, the City's proportion was 1.367308%.

For the year ended June 30, 2023, the City recognized pension expense of \$2,847,989. At June 30, 2023, 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	\$ 2,295,408	\$ 90,267
Change of assumptions	-	114,005
Net difference between projected and actual earnings on pension plan investments	2,077,936	-
Changes in proportion related to city contributions during the measurement period	1,112,368	143,410
Contributions during measurement date	8,446	900
City contributions subsequent to the measurement date	713,892	-
Total	<u>\$ 6,208,050</u>	<u>\$ 348,582</u>

The \$713,892 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, 2024. 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:	
2024	\$ 1,387,762
2025	1,177,168
2026	548,328
2026	2,032,318
2027	-
Total	<u>\$ 5,145,576</u>

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Actuarial Assumptions-The total pension liability was determined by an actuarial valuation as of July 1, 2022, 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, 2022, valuation were based on the results of an actuarial experience study for the period July 1, 2013, to June 30, 2018.

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, 2022, are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed income	20%	3.62%
Domestic equity	47%	5.66%
International equity	15%	8.34%
Real estate	10%	7.64%
Other assets	8%	5.08%

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, 2020, 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, 2021
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:

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	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Employers' Net Pension Liability	\$ 23,040,743	\$ 17,880,757	\$ 13,564,693

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.

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.

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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 \$597,156. The State of Oklahoma also made on-behalf contributions to OPPRS in the amount of \$542,758 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 \$419,429. 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, 2023, the City reported an asset of \$844,078 for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2023, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of July 1, 2022. 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, 2022. Based upon this information, the City's proportion was 1.052571%.

For the year ended June 30, 2023, the City recognized pension expense of \$179,177. At June 30, 2023, 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	\$ 414,030	\$ 91,942
Changes of assumptions	29,386	-
Net difference between projected and actual earnings on pension plan investments	823,649	-
Changes in proportion	7,749	127,230
Contributions during measurement period	8,139	3,695
City contributions subsequent to the measurement date	597,156	-
Total	<u>\$ 1,880,109</u>	<u>\$ 222,867</u>

The \$597,156 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, 2024. 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:		
2024	\$	240,495
2025		45,011
2026		(251,318)
2027		989,166
2028		<u>36,732</u>
Total	\$	<u>1,060,086</u>

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Actuarial Assumptions-The total pension liability was determined by an actuarial valuation as of July 1, 2022, 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 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, 2022, 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, 2022, are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return
Fixed income	3.34%
Domestic equity	4.69%
International equity	8.34%
Real estate	7.64%
Private Equity	9.66%

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

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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.

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)	\$ 2,445,545	\$ (844,078)	\$ (3,624,614)

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

Provision

a. Eligible to participate

As of 07/01/22

OkMRF Plan

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.

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b. Period Required to Vest	7 years of credited service
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.

D. Employees Covered by Benefit Terms

Active Employees	69
Active Employees – opted out 1/1/2010	14
Deferred Vested Former Employees	34
Retirees or Retiree Beneficiaries	<u>129</u>
Total	<u>246</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 17.53% of covered payroll as of July 1, 2022. However, the city contributed an additional 2% (or 19.53%) to reduce the net pension liability. For the year ended June 30, 2023, the City recognized \$892,102 of employer contributions to the plan which is 2% more than the actuarially determined amount based on covered payroll of \$4,312,990. 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, 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 8.0% and 5.0% 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> <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, 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%
 TOTAL	 <u>100%</u>		
 Average Real Return			4.75%
Inflation			2.75%
Long-term expected return			<u>7.50%</u>

- H. *Changes in Net Pension Liability* – The total pension liability was determined based on an actuarial valuation performed as of July 1, 2022 which is also the measurement date. There changes to assumptions regarding turnover rates, salary increase rates, retirement rates, annuitant mortality rates, and disabled life mortality rates. 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, 2022 and the City’s report ending date of June 30, 2023, 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>\$28,726,955</u>	<u>\$ 26,952,344</u>	<u>\$ 1,774,611</u>
Changes for the Year:			
Service cost	260,247	-	260,247
Interest expense	2,101,561	-	2,101,561
Experience losses (gains) - (amortized over avg remain svc period of actives & inactives)	532,729	-	532,729
Changes of assumptions	(1,447,371)		(1,447,371)
Contributions--City	-	1,022,119	(1,022,119)
Contributions--members	-	267,543	(267,543)
Net investment income	-	(3,348,949)	3,348,949
Benefits paid	(1,438,291)	(1,438,291)	-
Plan administrative expenses	-	(46,310)	46,310
Net Changes	<u>8,875</u>	<u>(3,543,888)</u>	<u>3,552,763</u>
Balances End of Year	<u>\$28,735,830</u>	<u>\$ 23,408,456</u>	<u>\$ 5,327,374</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)	\$ 8,300,670	\$ 5,327,374	\$ 2,773,775

The City reported \$(382,080) in pension expense (benefit) for the year ended June 30, 2023. At June 30, 2023, 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	\$ 270,301	\$ 120,977
Changes of assumptions	-	734,380
Net difference between projected and actual earnings on pension plan investments	2,021,471	-
Changes in proportion and differences between City contributions and proportionate share of contributions.	90,093	83,915
City contributions subsequent to the measurement date	892,102	-
Total	<u>\$ 3,273,967</u>	<u>\$ 939,272</u>

The \$892,102 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, 2024.

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:

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Year ended June 30:

2024	\$	(188,321)
2025		341,273
2026		217,002
2027		1,072,639
	\$	<u>1,442,593</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, 2023, the City contributed their required 3% fixed contributions of \$185,052 and an additional 1.69% of matched after-tax employee contributions of \$104,314 to the plan.

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.

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	Governmental Activities	Business-type Activities	Plan Totals
OPEB Expense (Benefit):			
OkMRF Retiree Medical	\$ (52,010)	\$ (17,896)	\$ (69,906)
Unfunded implicit rate	135,304	22,229	157,533
	<u>\$ 83,294</u>	<u>\$ 4,333</u>	<u>\$ 87,627</u>
Net OPEB Asset:			
OkMRF Retiree Medical	\$ 240,865	\$ 80,874	\$ 321,739
	<u>\$ 240,865</u>	<u>\$ 80,874</u>	<u>\$ 321,739</u>
Total OPEB Liability:			
Unfunded implicit rate	\$ 1,249,174	\$ 419,426	\$ 1,668,600
	<u>\$ 1,249,174</u>	<u>\$ 419,426</u>	<u>\$ 1,668,600</u>
Deferred Outflow:			
OkMRF Retiree Medical	30,647	10,203	40,850
Unfunded implicit rate	238,539	107,493	346,032
	<u>\$ 269,186</u>	<u>\$ 117,696</u>	<u>\$ 386,882</u>
Deferred Inflow:			
OkMRF Retiree Medical	\$ 92,716	\$ 34,154	\$ 126,870
Unfunded implicit rate	138,441	87,366	225,807
	<u>\$ 231,157</u>	<u>\$ 121,520</u>	<u>\$ 352,677</u>

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.

B. Eligibility Factors and Benefit Provisions

<u>Provision</u>	As of 07/01/22 <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

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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 65th birthday of the retiree.
 Spouse/dependent – the 65th 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	83
Nonactive Employees	<u>12</u>
Total	<u>95</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, 2022. For the year ended June 30, 2023, the City recognized \$0 of employer contributions to the plan which equals the actuarially determined amount based on covered payroll of \$4,312,990. Employees do not contribute in accordance with the plan provisions adopted by the City Council.

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 8.0% and 5.0% based on age

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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> <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 asset class included in the OPEB’s plan’s target asset allocation as of July 1, 2023 are summarized in the following table:

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	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 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%
	<u>100%</u>		
		Average Real Return	4.75%
		Inflation	2.75%
		Long-term expected return	<u>7.50%</u>

- G. *Changes in Net OPEB Liability (Asset)* – The net OPEB liability (asset) was determined based on an actuarial valuation performed as of July 1, 2023 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):

	<u>June 30, 2023</u>
Net OPEB Asset:	
Total OPEB Liability (TOL)	\$ 229,593
Plan's Fiduciary Net Position	<u>(551,332)</u>
Net OPEB Asset	<u>\$ (321,739)</u>
Plan's fiduciary net position as a % of TOL	240.13%

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	Increase (Decrease)		
	Total OPEB	Plan Fiduciary	Net OPEB
	Liability (a)	Net Position (b)	Liability (Asset) (a) - (b)
Beginning Balances	\$ 270,266	\$ 656,636	\$ (386,370)
Changes for the Year:			
Service cost	5,689	-	5,689
Interest	19,353	-	19,353
Differences between expected and actual experience	(36,804)	-	(36,804)
Assumption changes	(4,017)	-	(4,017)
Contributions - employers	-	-	-
Net investment income	-	(79,295)	79,295
Benefit payments, including refunds	(24,894)	(24,894)	-
Administrative expense	-	(1,115)	1,115
Net changes	<u>(40,673)</u>	<u>(105,304)</u>	<u>64,631</u>
Ending Balances	<u>\$ 229,593</u>	<u>\$ 551,332</u>	<u>\$ (321,739)</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>\$ (314,488)</u>	<u>\$ (321,739)</u>	<u>\$ (328,939)</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.

	1% Decrease	Healthcare Cost Trend Rate	1% Increase
Net OPEB asset	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

The City reported \$(69,906) in OPEB expense (benefit) for the year ended June 30, 2023. At June 30, 2023, 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	\$ -	\$ 119,664
Changes of assumptions	1,167	3,142
Net difference between projected and actual earnings on OPEB plan investments	35,529	-
Changes in proportion	3,568	3,576
Contributions during the measurement period	586	490
Total	<u>\$ 40,850</u>	<u>\$ 126,872</u>

Amortization of Pension Deferrals: Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in OPEB expense as follows:

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Year ended June 30:

2024	\$ (48,638)
2025	(33,050)
2026	(21,810)
2027	17,476
2028	-
	<u>\$ (86,022)</u>

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 \$1,668,599 was measured as of June 30, 2022, and was determined by an actuarial valuation as of June 30, 2022 with roll forward procedures performed.

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, 2022 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.

<u>Age</u>	Civilian Retirement Rate
55 - 61	7%
62	30%
63 - 64	17.5%
65 - 69	30%
70	100%

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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	\$ 1,591,423
Changes for the Year:	
Service cost	94,129
Interest	35,280
Change in assumptions	-
Differences between expected and actual experience	-
Benefit payments, net of retiree contributions	(52,232)
Other changes	-
Net change in total OPEB liability	77,177
Ending Balances	\$ 1,668,600

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:

	1% Decrease 1.16%	Current Discount Rate 2.16%	1% Increase 3.16%
Total OPEB liability	\$ 1,850,209	\$ 1,688,600	\$ 1,508,789

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:

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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	<u>\$ 1,492,123</u>	<u>\$ 1,668,600</u>	<u>\$ 1,885,200</u>

The City reported \$157,532 in OPEB expense for the year ended June 30, 2023. At June 30, 2023, 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	\$ 52,936	\$ 120,942
Changes of assumptions	191,951	3,723
Changes in proportion	101,145	101,142
Total	<u>\$ 346,032</u>	<u>\$ 225,807</u>

Amortization of OPEB Deferrals: Amounts reported as deferred inflows of resources will be recognized in OPEB expense as follows:

Year ended June 30:

2024	\$ 28,837
2025	32,562
2026	32,558
2027	17,331
2028	6,891
Thereafter	2,046
	<u>\$ 120,225</u>

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, 2023, BDA paid a total of \$21,173 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, 2023, the employer contributed \$18,426 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, 2023

	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u> <u>Budgetary Basis</u>	<u>Variance with</u> <u>Final Budget -</u> <u>Positive</u> <u>(Negative)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Taxes	\$ 18,258,422	\$ 18,308,422	\$ 22,231,568	\$ 3,923,146
Licenses and permits	265,600	265,600	256,346	(9,254)
Intergovernmental	739,100	739,100	669,233	(69,867)
Charges for services	832,500	832,500	608,993	(223,507)
Fees and fines	772,200	772,200	727,923	(44,277)
Investment earnings	100,000	100,000	990,782	890,782
Miscellaneous	395,450	395,450	745,044	349,594
Total revenues	<u>21,363,272</u>	<u>21,413,272</u>	<u>26,229,889</u>	<u>4,816,617</u>
EXPENDITURES				
Departmental:				
City council	22,660	22,660	22,265	395
Administration	1,062,512	1,124,679	870,437	254,242
Accounting and finance	1,697,503	1,734,229	1,586,366	147,863
Legal	241,640	292,240	243,494	48,746
Building & neighborhood service	937,365	938,865	846,605	92,260
Building maintenance	525,869	530,964	474,569	56,395
General services	843,350	874,789	791,197	83,592
Cemetery	16,860	16,860	13,607	3,253
Community development	615,589	621,089	566,756	54,333
Technical services	1,176,941	1,342,842	1,070,609	272,233
Engineering	517,194	558,398	536,822	21,576
Fleet maintenance	481,294	488,852	477,255	11,597
Fire	7,627,665	7,641,884	7,395,834	246,050
Police	8,137,083	8,164,547	7,626,452	538,095
Street	1,843,488	1,911,026	1,693,984	217,042
Library	1,645,797	1,662,501	1,556,886	105,615
History museum	225,216	227,271	198,329	28,942
Park and recreation	1,623,803	1,636,127	1,369,487	266,640
Total Expenditures	<u>29,241,829</u>	<u>29,789,823</u>	<u>27,340,954</u>	<u>2,448,869</u>
Excess (deficiency) of revenues over expenditures	<u>(7,878,557)</u>	<u>(8,376,551)</u>	<u>(1,111,065)</u>	<u>7,265,486</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	9,170,941	9,170,941	9,170,941	-
Transfers out	<u>(4,011,107)</u>	<u>(4,011,107)</u>	<u>(4,011,107)</u>	-
Total other financing sources and uses	<u>5,159,834</u>	<u>5,159,834</u>	<u>5,159,834</u>	-
Net change in fund balances	(2,718,723)	(3,216,717)	4,048,769	7,265,486
Fund balances - beginning	<u>3,629,648</u>	<u>4,422,393</u>	<u>4,422,393</u>	-
Fund balances - ending	<u>\$ 910,925</u>	<u>\$ 1,205,676</u>	<u>\$ 8,471,162</u>	<u>\$ 7,265,486</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	\$ 35,400,830
Total expenditures and transfers - budgetary basis	<u>(31,352,061)</u>
Change in fund balance - budgetary basis	4,048,769
On-behalf payments	2,105,475
On-behalf payments	(2,105,475)
Lease entries	31,854
Change in Fund Balance - ARPA Fund	(423,419)
Change in Fund Balance - CDBG Covid Grant Fund	(19,972)
Changes in Fund Balance - Stabilization Fund	1,722,643
Changes in Fund Balance - Court Bond Fund	<u>307</u>
Change in fund balance - GAAP basis	<u><u>\$ 5,360,182</u></u>

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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*

	2023	2022	2021	2020	2019	2018	2017	2016	2015
City's proportion of the net pension liability	1.367308%	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	\$ 17,880,757	\$ 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	\$ 4,525,550	\$ 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	395%	203%	379%	343%	379%	442%	437%	402%	371%
Plan fiduciary net position as a percentage of the total pension liability	69.49%	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 nine 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*

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Statutorily required contribution	\$ 713,892	\$ 633,577	\$ 565,836	\$ 556,001	\$ 541,293	\$ 525,422	\$ 498,456	\$ 461,404	\$ 458,109
Contributions in relation to the statutorily required contribution	713,892	633,577	565,836	556,001	541,293	525,422	498,456	461,404	458,109
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City's covered-employee payroll	\$ 5,099,229	\$ 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%	14.00%

Notes to Schedule:

*Only nine fiscal years are presented because 10-year data is not yet available.

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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*

	2023	2022	2021	2020	2019	2018	2017	2016	2015
City's proportion of the net pension liability (asset)	1.0526%	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)	\$ (844,078)	\$ (4,516,934)	\$ 1,105,034	\$ (58,355)	\$ (457,617)	\$ 72,459	\$ 1,308,962	\$ 36,138	\$ (319,824)
City's covered-employee payroll	\$ 3,773,708	\$ 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	-22.37%	-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)	102.74%	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 nine 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*

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Statutorily required contribution	\$ 597,156	\$ 490,582	\$ 423,587	\$ 418,990	\$ 386,424	\$ 380,885	\$ 365,183	\$ 327,774	\$ 326,429
Contributions in relation to the statutorily required contribution	597,156	490,582	423,587	418,990	386,424	380,885	365,183	327,774	326,429
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City's covered-employee payroll	\$ 4,593,508	\$ 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%	13.00%

Notes to Schedule:

*Only nine 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 Nine Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Total pension liability									
Service cost	\$ 260,247	\$ 297,742	\$ 292,419	\$ 312,887	\$ 287,037	\$ 314,106	\$ 306,603	\$ 343,430	\$ 318,728
Interest	2,101,561	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	532,729	(1,172,949)	447,981	(1,843,092)	(187,879)	(879,788)	159,192	(422,875)	-
Changes of assumptions	(1,447,371)	-	-	1,602,992	-	283,261	-	-	-
Benefit payments, including refunds of member contributions	(1,438,291)	(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	8,875	(79,466)	1,479,894	839,893	902,360	598,698	1,226,991	703,845	1,150,892
Total pension liability - beginning	28,726,955	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)	\$ 28,735,830	\$ 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	\$ 1,022,118	\$ 909,053	\$ 875,145	\$ 955,002	\$ 1,111,238	\$ 1,118,024	\$ 1,098,186	\$ 1,145,860	\$ 1,230,392
Contributions - member	267,543	273,419	277,090	283,664	314,801	317,015	311,247	327,700	344,472
Net investment income	(3,348,949)	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	(1,438,291)	(1,316,273)	(1,263,472)	(1,176,086)	(1,075,998)	(1,016,605)	(1,040,526)	(966,693)	(857,478)
Administrative expense	(46,310)	(43,449)	(42,576)	(39,731)	(36,807)	(33,387)	(29,565)	(29,336)	(28,636)
Net change in plan fiduciary net position	(3,543,889)	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	26,952,344	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)	\$ 23,408,455	\$ 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)	\$ 5,327,375	\$ 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	81.46%	93.82%	73.81%	75.27%	72.55%	68.79%	61.23%	62.36%	60.47%
Covered employee payroll	\$ 4,312,990	\$ 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	123.52%	40.89%	166.23%	147.37%	142.08%	159.06%	194.23%	168.33%	163.24%

Notes to Schedule:

Only nine 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 Nine Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Actuarially determined contribution	\$ 892,102	\$ 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	892,102	1,034,151	909,762	875,734	960,983	1,154,659	1,126,060	1,149,535	1,230,391
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ (46,205)	\$ (50,720)	\$ (55,062)	\$ (100,678)	\$ (115,157)	\$ (156,626)
Covered employee payroll	\$ 4,312,990	\$ 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	20.68%	21.92%	19.95%	18.95%	20.27%	21.18%	22.15%	22.16%	23.16%

Notes to Schedule:

- Only nine fiscal years are presented because 10-year data is not yet available.
- Latest Valuation Date: July 1, 2022
- Actuarially determined contribution rate is calculated as of July 1, 2022
July 2022 through June 2023 contributions were at a rate of 19.53%
- Methods and assumptions used to determine contribution rates:
 - Actuarial cost method - Unit Credit
 - Amortization method - Level dollar amount
 - Remaining amortization period - 18 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 Six Fiscal Years

	2023	2022	2021	2020	2019	2018
Total OPEB liability						
Service cost	\$ 94,128	\$ 94,128	\$ 75,359	\$ 44,980	\$ 46,223	\$ 46,222
Interest	35,280	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)	(52,232)	(56,198)	(48,180)	(48,180)
Other changes	-	(65,770)	(102,269)	85,556	-	-
Net change in total OPEB liability	77,176	91,393	(89,699)	294,925	110,113	8,939
Total OPEB liability - beginning	1,591,423	1,500,030	1,589,729	1,294,804	1,184,691	1,175,752
Total OPEB liability - ending	\$ 1,668,599	\$ 1,591,423	\$ 1,500,030	\$ 1,589,729	\$ 1,294,804	\$ 1,184,691
 Covered employee payroll	 \$ 12,796,000	 \$ 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	 13.04%	 12.44%	 11.95%	 12.54%	 11.16%	 10.21%

Notes to Schedule:

Only six 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*

	2023	2022	2021	2020	2019	2018
Total OPEB liability						
Service cost	\$ 5,689	\$ 6,465	\$ 6,374	\$ 6,682	\$ 6,217	\$ 5,710
Interest	19,353	24,478	27,367	32,149	36,579	37,749
Changes of assumptions	-	-	-	4,672	-	-
Experience Gain/(Loss)	(36,804)	(79,641)	(46,790)	(73,048)	(61,809)	-
Changes of assumptions	(4,017)	-	-	-	-	-
Benefit payments, including refunds of member contributions	(24,894)	(14,545)	(36,008)	(32,492)	(47,346)	(59,140)
Net change in total OPEB liability	(40,673)	(63,243)	(49,057)	(62,037)	(66,359)	(15,681)
Total OPEB liability - beginning	270,266	333,509	382,566	444,603	510,962	526,643
Total OPEB liability - ending	\$ 229,593	\$ 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	(79,295)	143,321	21,426	35,701	36,960	56,138
Benefit payments	(24,894)	(14,545)	(36,008)	(32,492)	(47,346)	(59,140)
Administrative expense	(1,115)	(1,063)	(1,099)	(1,084)	(1,039)	(988)
Net change in plan fiduciary net position	(105,304)	127,713	(15,681)	9,378	30,018	40,373
Plan fiduciary net position - beginning	656,636	528,923	544,604	535,226	505,208	464,835
Plan fiduciary net position - ending (b)	\$ 551,332	\$ 656,636	\$ 528,923	\$ 544,604	\$ 535,226	\$ 505,208
Net OPEB liability (asset) - ending (a) - (b)	\$ (321,739)	\$ (386,370)	\$ (195,414)	\$ (162,038)	\$ (90,623)	\$ 5,754
Plan fiduciary net position as a percentage of the total OPEB liability	240.13%	242.96%	158.59%	142.36%	120.4%	98.87%
Covered employee payroll	\$4,312,990	\$ 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	-7.46%	(8.90%)	(4.31%)	(3.53%)	(1.7%)	0.11%

Notes to Schedule:

*Only six 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*

	2023	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	\$ 4,312,990	\$ 4,312,990	\$ 4,339,478	\$ 4,537,702	\$ 4,585,858	\$ 5,258,659
Contributions as a percentage of covered-employee payro	0.00%	0.00%	0.00%	0.00%	0.15%	0.82%

Notes to Schedule:

1. *Only six 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

OTHER SUPPLEMENTARY INFORMATION

CITY OF BARTLESVILLE, OKLAHOMA
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Combining Balance Sheet – General Fund Accounts – June 30, 2023

	General Fund	ARPA Account	CDBG Covid Grant Account	Total General Fund Accounts
ASSETS				
Cash and cash equivalents	\$ 3,250	\$ 2,732,952	\$ (19,972)	\$ 2,716,230
Investments	17,251,414	-	-	17,251,414
Receivable from other governments	44,863	-	19,972	64,835
Due from other funds	645,594	-	-	645,594
Taxes receivable, net	4,002,014	-	-	4,002,014
Other receivables	930,905	-	-	930,905
Lease Receivable	1,462,427	-	-	1,462,427
Inventories	105,125	-	-	105,125
Prepaid expenses	78,636	-	-	78,636
Cash - restricted	49,003	-	-	49,003
Total assets	<u>\$ 24,573,231</u>	<u>\$ 2,732,952</u>	<u>\$ -</u>	<u>\$ 27,306,183</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 223,154	\$ -	\$ -	\$ 223,154
Accrued payroll payable	425,338	-	-	425,338
Advanced revenue	7,724	-	-	7,724
Other payables	47,522	-	-	47,522
Total liabilities	<u>703,738</u>	<u>-</u>	<u>-</u>	<u>703,738</u>
Deferred inflow of resources:				
Unavailable revenue	911,569	-	-	911,569
Leases	1,399,329	-	-	1,399,329
Total Deferred Inflows of resources	<u>2,310,898</u>	<u>-</u>	<u>-</u>	<u>2,310,898</u>
Fund balances:				
Nonspendable	183,761	-	-	183,761
Committed	11,933,651	-	-	11,933,651
Assigned	3,957,734	2,732,952	-	6,690,686
Unassigned (deficit)	5,483,449	-	-	5,483,449
Total fund balances	<u>21,558,595</u>	<u>2,732,952</u>	<u>-</u>	<u>24,291,547</u>
Total liabilities and fund balances	<u>\$ 24,573,231</u>	<u>\$ 2,732,952</u>	<u>\$ -</u>	<u>\$ 27,306,183</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, 2023

	General Fund	ARPA Account	CDBG Covid Grant Account	Total General Fund Accounts
REVENUES				
Taxes	\$ 22,231,658	\$ -	\$ -	\$ 22,231,658
Intergovernmental	2,774,708	3,186,294	16,328	5,977,330
Licenses and permits	256,346	-	-	256,346
Charges for services	608,993	-	-	608,993
Fees and fines	727,923	-	-	727,923
Investment earnings	991,089	-	-	991,089
Miscellaneous	756,836	-	-	756,836
Total revenues	<u>28,347,553</u>	<u>3,186,294</u>	<u>16,328</u>	<u>31,550,175</u>
EXPENDITURES				
Current:				
General government	7,472,741	-	16,328	7,489,069
Public safety	17,117,090	-	-	17,117,090
Public works	1,693,328	-	-	1,693,328
Culture and recreation	3,112,609	-	-	3,112,609
Capital outlay	253,334	-	-	253,334
Debt service:				
Principal	45,120	-	-	45,120
Interest and other charges	4,814	-	-	4,814
Total expenditures	<u>29,699,036</u>	<u>-</u>	<u>16,328</u>	<u>29,715,364</u>
Excess (deficiency) of revenues over expenditures	<u>(1,351,483)</u>	<u>3,186,294</u>	<u>-</u>	<u>1,834,811</u>
OTHER FINANCING SOURCES (USES)				
Proceeds from leases obligation	227,607	-	-	227,607
Transfers in	10,893,584	(3,609,713)	-	7,283,871
Transfers out	(3,986,107)	-	-	(3,986,107)
Total other financing sources and uses	<u>7,135,084</u>	<u>(3,609,713)</u>	<u>-</u>	<u>3,525,371</u>
Net change in fund balances	5,783,601	(423,419)	-	5,360,182
Fund balances - beginning	15,774,994	3,156,371	-	18,931,365
Fund balances - ending	<u>\$ 21,558,595</u>	<u>\$ 2,732,952</u>	<u>\$ -</u>	<u>\$ 24,291,547</u>

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Combining Balance Sheet – Nonmajor Governmental Funds – June 30, 2023

	Bartlesville History Museum Trust Authority	E-911 Fund	Special Library Fund	Special Museum Fund	Economic Development Fund	Bartlesville Library Trust Authority	Restricted Revenues Fund
ASSETS							
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments	130,903	143,165	328,430	138,706	3,688,119	1,642,744	288,283
Receivable from other governments	-	-	-	-	-	-	-
Taxes receivable, net	-	49,004	-	-	317,075	-	-
Other receivables, net of allowance	507	41	1,340	525	11,677	567	-
Total assets	\$ 131,410	\$ 192,210	\$ 329,770	\$ 139,231	\$ 4,016,871	\$ 1,643,311	\$ 288,283
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable	\$ -	\$ 760	\$ 19,554	\$ -	\$ -	\$ -	\$ -
Due to other funds	-	-	-	-	-	-	-
Advanced revenue	-	-	-	-	140	-	-
Accrued payroll payable	-	14,646	272	518	-	-	-
Other payables	-	-	-	-	-	-	-
Total liabilities	-	15,406	19,826	518	140	-	-
Fund balances:							
Restricted	131,410	176,804	309,944	138,713	4,016,731	1,643,311	288,283
Committed	-	-	-	-	-	-	-
Unassigned (deficit)	-	-	-	-	-	-	-
Total fund balances	131,410	176,804	309,944	138,713	4,016,731	1,643,311	288,283
Total liabilities and fund balances	\$ 131,410	\$ 192,210	\$ 329,770	\$ 139,231	\$ 4,016,871	\$ 1,643,311	\$ 288,283

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Combining Balance Sheet – Nonmajor Governmental Funds – June 30, 2023, (Continued)

	Municipal Airport Fund	Harshfield Library Donation	Golf Course Memorial Fund	Justice Assistance Grant Fund	Neighborhood Park Fund	Cemetery Perpetual Fund	Housing TIF Districts
ASSETS							
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments	83,628	453,736	46,262	7,619	60,148	10,033	2,014,026
Receivable from other governments	-	-	-	4,455	-	-	-
Taxes receivable, net	-	-	-	-	-	-	-
Other receivables, net of allowance	1,100	2,472	116	-	112	35	-
Total assets	<u>\$ 84,728</u>	<u>\$ 456,208</u>	<u>\$ 46,378</u>	<u>\$ 12,074</u>	<u>\$ 60,260</u>	<u>\$ 10,068</u>	<u>\$ 2,014,026</u>
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due to other funds	-	-	-	-	-	-	-
Advanced revenue	-	-	-	-	-	-	-
Accrued payroll payable	-	-	-	-	-	-	-
Other payables	-	-	-	-	-	-	5,000
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,000</u>
Fund balances:							
Restricted	-	456,208	-	12,074	60,260	10,068	2,009,026
Committed	84,728	-	46,378	-	-	-	-
Unassigned (deficit)	-	-	-	-	-	-	-
Total fund balances	<u>84,728</u>	<u>456,208</u>	<u>46,378</u>	<u>12,074</u>	<u>60,260</u>	<u>10,068</u>	<u>2,009,026</u>
Total liabilities and fund balances	<u>\$ 84,728</u>	<u>\$ 456,208</u>	<u>\$ 46,378</u>	<u>\$ 12,074</u>	<u>\$ 60,260</u>	<u>\$ 10,068</u>	<u>\$ 2,014,026</u>

CITY OF BARTLESVILLE, OKLAHOMA
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Combining Balance Sheet – Nonmajor Governmental Funds – June 30, 2023, (Continued)

	BRTA Pass Through	Hotel/Motel Tax Fund	Capital Improvement Sales Tax Fund	CIP- Wastewater Fund	CIP-Wastewater Regulatory Fund	CIP-City Hall Fund	CIP-Storm Sewer Fund
ASSETS							
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments	-	43,550	3,517,494	162,204	815,155	127,411	56,884
Receivable from other governments	-	-	-	-	-	-	-
Taxes receivable, net	-	35,473	587,250	-	-	-	-
Other receivables, net of allowance	-	-	15,736	502	3,156	307	214
Total assets	\$ -	\$ 79,023	\$ 4,120,480	\$ 162,706	\$ 818,311	\$ 127,718	\$ 57,098
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable	\$ -	\$ 69,978	\$ 77,795	\$ 29,825	\$ -	\$ -	\$ 7,447
Due to other funds	-	-	-	-	-	-	-
Advanced revenue	-	-	-	-	-	-	-
Accrued payroll payable	-	-	-	-	-	-	-
Other payables	-	-	8,129	-	-	2,000	-
Total liabilities	-	69,978	85,924	29,825	-	2,000	7,447
Fund balances:							
Restricted	-	9,045	4,034,556	132,881	818,311	125,718	49,651
Committed	-	-	-	-	-	-	-
Unassigned (deficit)	-	-	-	-	-	-	-
Total fund balances	-	9,045	4,034,556	132,881	818,311	125,718	49,651
Total liabilities and fund balances	\$ -	\$ 79,023	\$ 4,120,480	\$ 162,706	\$ 818,311	\$ 127,718	\$ 57,098

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Combining Balance Sheet – Nonmajor Governmental Funds – June 30, 2023, (Continued)

	CDBG Fund	2012 GO Bond Fund	2018A GO Bond Fund	2014B GO Bond Fund	2021A GO Bond Fund	2017 GO Bond Fund
ASSETS						
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ 516,781	\$ -
Investments	-	-	20,449	3,885	-	-
Receivable from other governments	221,282	-	-	-	-	-
Taxes receivable, net	-	-	-	-	-	-
Other receivables, net of allowance	-	-	-	-	-	-
Total assets	\$ 221,282	\$ -	\$ 20,449	\$ 3,885	\$ 516,781	\$ -
LIABILITIES AND FUND BALANCES						
Liabilities:						
Accounts payable	\$ -	\$ -	\$ 20,449	\$ -	\$ -	\$ -
Due to other funds	206,816	-	-	-	-	-
Advanced revenue	-	-	-	-	-	-
Accrued payroll payable	-	-	-	-	-	-
Other payables	11,006	-	9,246	-	-	-
Total liabilities	217,822	-	29,695	-	-	-
Fund balances:						
Restricted	3,460	-	-	3,885	516,781	-
Committed	-	-	-	-	-	-
Unassigned (deficit)	-	-	(9,246)	-	-	-
Total fund balances	3,460	-	(9,246)	3,885	516,781	-
Total liabilities and fund balances	\$ 221,282	\$ -	\$ 20,449	\$ 3,885	\$ 516,781	\$ -

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Combining Balance Sheet – Nonmajor Governmental Funds – June 30, 2023, (Continued)

	2018B GO Bond Fund	2018C GO Bond Fund	2019A GO Bond Fund	2019B GO Bond Fund	2022 GO Bond Fund	Debt Service Fund	Total Governmental Funds
ASSETS							
Cash and cash equivalents	\$ -	\$ 3,688	\$ 325,969	\$ 385,860	\$ 6,716,540	\$ -	\$ 7,948,838
Investments	33,161	-	-	-	-	3,734,419	17,550,414
Receivable from other governments	-	-	-	-	-	41,431	267,168
Taxes receivable, net	-	-	-	-	-	-	988,802
Other receivables, net of allowance	-	-	-	-	-	-	38,407
Total assets	\$ 33,161	\$ 3,688	\$ 325,969	\$ 385,860	\$ 6,716,540	\$ 3,775,850	\$ 26,793,629
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable	\$ -	\$ -	\$ -	\$ 20,325	\$ 66,615	\$ -	\$ 312,748
Due to other funds	-	-	-	-	-	-	206,816
Advanced revenue	-	-	-	-	-	-	140
Accrued payroll payable	-	-	-	-	-	-	15,436
Other payables	1,775	833	-	-	760	-	38,749
Total liabilities	1,775	833	-	20,325	67,375	-	573,889
Fund balances:							
Restricted	31,386	2,855	325,969	365,535	6,649,165	3,775,850	26,097,880
Committed	-	-	-	-	-	-	131,106
Unassigned (deficit)	-	-	-	-	-	-	(9,246)
Total fund balances	31,386	2,855	325,969	365,535	6,649,165	3,775,850	26,219,740
Total liabilities and fund balances	\$ 33,161	\$ 3,688	\$ 325,969	\$ 385,860	\$ 6,716,540	\$ 3,775,850	\$ 26,793,629

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Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds – For the Year Ended June 30, 2023

	Bartlesville History Museum Trust Authority	E-911 Fund	Special Library Fund	Special Museum Fund	Economic Development Fund	Bartlesville Library Trust Authority	Restricted Revenues Fund
REVENUES							
Taxes	\$ -	\$ 507,746	\$ -	\$ -	\$ 1,973,876	\$ -	\$ -
Intergovernmental	-	-	37,964	-	-	-	4,005
Charges for services	-	2,400	27	113	-	-	-
Investment earnings	5,621	4,082	15,813	6,467	150,197	179,706	-
Miscellaneous	-	-	4,703	-	-	-	39,912
Contributions and donations	-	-	16,759	32,995	-	-	42,281
Total revenues	5,621	514,228	75,266	39,575	2,124,073	179,706	86,198
EXPENDITURES							
Current:							
General government	-	-	-	-	328,267	-	5,125
Public Safety	-	1,073,933	-	-	-	-	37,693
Culture and recreation	-	-	166,596	29,123	-	-	5,849
Debt Service:							
Principal	-	1,816	-	-	-	-	-
Interest and other charges	-	157	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Total Expenditures	-	1,075,906	166,596	29,123	328,267	-	48,667
Excess (deficiency) of revenues over expenditures	5,621	(561,678)	(91,330)	10,452	1,795,806	179,706	37,531
OTHER FINANCING SOURCES (USES)							
Transfers in	-	698,433	76,994	-	-	-	-
Transfers out	-	-	-	-	(1,050,000)	(76,994)	-
Total other financing sources and uses	-	698,433	76,994	-	(1,050,000)	(76,994)	-
Net change in fund balances	5,621	136,755	(14,336)	10,452	745,806	102,712	37,531
Fund balances - beginning	125,789	40,049	324,280	128,261	3,270,925	1,540,599	250,752
Fund balances - ending	\$ 131,410	\$ 176,804	\$ 309,944	\$ 138,713	\$ 4,016,731	\$ 1,643,311	\$ 288,283

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Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds – For the Year Ended June 30, 2023, (Continued)

	Municipal Airport Fund	Harshfield Library Donation	Golf Course Memorial Fund	Justice Assistance Grant Fund	Neighborhood Park Fund	Cemetery Perpetual Fund	Housing TIF Districts
REVENUES							
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 754,885
Intergovernmental	450,830	-	-	4,455	-	-	-
Charges for services	-	-	-	-	-	2,759	-
Investment earnings	10,094	20,401	575	-	1,532	395	-
Miscellaneous	-	-	-	-	-	-	-
Contributions and donations	-	-	44,980	-	30,965	-	-
Total revenues	<u>460,924</u>	<u>20,401</u>	<u>45,555</u>	<u>4,455</u>	<u>32,497</u>	<u>3,154</u>	<u>754,885</u>
EXPENDITURES							
Current:							
General government	136,198	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-
Culture and recreation	-	21,973	30,514	-	-	-	-
Debt Service:							
Principal	-	-	-	-	-	-	-
Interest and other charges	-	-	-	-	-	-	-
Capital Outlay	502,921	144,979	-	-	-	-	-
Total Expenditures	<u>639,119</u>	<u>166,952</u>	<u>30,514</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	<u>(178,195)</u>	<u>(146,551)</u>	<u>15,041</u>	<u>4,455</u>	<u>32,497</u>	<u>3,154</u>	<u>754,885</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>	<u>-</u>
Net change in fund balances	<u>(178,195)</u>	<u>(146,551)</u>	<u>15,041</u>	<u>4,455</u>	<u>32,497</u>	<u>3,154</u>	<u>754,885</u>
Fund balances - beginning	<u>262,923</u>	<u>602,759</u>	<u>31,337</u>	<u>7,619</u>	<u>27,763</u>	<u>6,914</u>	<u>1,254,341</u>
Fund balances - ending	<u>\$ 84,728</u>	<u>\$ 456,208</u>	<u>\$ 46,378</u>	<u>\$ 12,074</u>	<u>\$ 60,260</u>	<u>\$ 10,068</u>	<u>\$ 2,009,026</u>

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Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds – For the Year Ended June 30, 2023, (Continued)

	BRTA Pass Through	Hotel Motel Tax Fund	Capital Improvement Sales Tax Fund	CIP-Wastewater Fund	CIP- Wastewater Regulatory Fund	CIP-City Hall Fund	CIP-Storm Sewer Fund
REVENUES							
Taxes	\$ 977,369	\$ 378,359	\$ 3,445,615	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-	-	-	-
Charges for services	-	-	-	51,050	-	-	1,608
Investment earnings	-	-	151,695	6,437	35,005	5,499	2,432
Miscellaneous	-	-	199,750	-	-	47,880	-
Contributions and donations	-	-	-	-	-	-	-
Total revenues	977,369	378,359	3,797,060	57,487	35,005	53,379	4,040
EXPENDITURES							
Current:							
General government	-	-	21,502	-	-	1,569	-
Public Safety	-	-	89,479	-	-	-	-
Culture and recreation	-	-	19,534	-	-	-	-
Debt Service:							
Principal	-	-	-	-	-	-	-
Interest and other charges	-	-	-	-	-	-	-
Capital Outlay	-	-	2,490,803	50,101	-	211	7,447
Total Expenditures	-	-	2,621,318	50,101	-	1,780	7,447
Excess (deficiency) of revenues over expenditures	977,369	378,359	1,175,742	7,386	35,005	51,599	(3,407)
OTHER FINANCING SOURCES (USES)							
Transfers in	-	-	-	-	-	-	-
Transfers out	(977,369)	(378,359)	-	-	-	-	-
Total other financing sources and uses	(977,369)	(378,359)	-	-	-	-	-
Net change in fund balances	-	-	1,175,742	7,386	35,005	51,599	(3,407)
Fund balances - beginning	-	9,045	2,858,814	125,495	783,306	74,119	53,058
Fund balances - ending	\$ -	\$ 9,045	\$ 4,034,556	\$ 132,881	\$ 818,311	\$ 125,718	\$ 49,651

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Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds – For the Year Ended June 30, 2023, (Continued)

	CDBG Fund	2012 GO Bond Fund	2018A GO Bond Fund	2014B GO Bond Fund	2021A GO Bond Fund	2017 GO Bond Fund
REVENUES						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	227,068	-	-	-	-	-
Charges for services	-	-	-	-	-	-
Investment earnings	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Contributions and donations	-	-	-	-	-	-
Total revenues	227,068	-	-	-	-	-
EXPENDITURES						
Current:						
General government	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-
Culture and recreation	-	(875)	-	-	-	-
Debt Service:						
Principal	-	-	-	-	-	-
Interest and other charges	-	-	-	-	-	-
Capital Outlay	227,068	-	-	-	562,299	53
Total Expenditures	227,068	(875)	-	-	562,299	53
Excess (deficiency) of revenues over expenditures	-	875	-	-	(562,299)	(53)
OTHER FINANCING SOURCES (USES)						
Transfers in	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-
Total other financing sources and uses	-	-	-	-	-	-
Net change in fund balances	-	875	-	-	(562,299)	(53)
Fund balances - beginning	3,460	(875)	3,885	3,885	1,079,080	53
Fund balances - ending	\$ 3,460	\$ -	\$ (9,246)	\$ 3,885	\$ 516,781	\$ -

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Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds – For the Year Ended June 30, 2023, (Continued)

	2018B GO Bond Fund	2018C GO Bond Fund	2019A GO Bond Fund	2019B GO Bond Fund	2022 GO Bond Fund	Debt Service Fund	Total-Other Governmental Funds
REVENUES							
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,350,080	\$ 12,387,730
Intergovernmental	-	-	-	-	-	-	724,322
Charges for services	-	-	-	-	-	-	57,957
Investment earnings	-	-	-	-	-	-	595,951
Miscellaneous	-	-	-	-	-	-	292,245
Contributions and donations	-	-	-	-	-	-	167,980
Total revenues	-	-	-	-	-	4,350,080	14,226,185
EXPENDITURES							
Current:							
General government	-	30,585	-	-	-	36,837	560,083
Public Safety	-	-	-	-	-	-	1,201,105
Culture and recreation	-	-	-	-	-	-	272,714
Debt Service:							
Principal	-	-	-	-	-	3,285,000	3,286,816
Interest and other charges	-	-	-	-	-	692,475	692,632
Capital Outlay	(1,719)	8,378	323,282	20,325	2,720,860	-	7,057,008
Total Expenditures	(1,719)	38,963	323,282	20,325	2,720,860	4,014,312	13,070,358
Excess (deficiency) of revenues over expenditures	1,719	(38,963)	(323,282)	(20,325)	(2,720,860)	335,768	1,155,827
OTHER FINANCING SOURCES (USES)							
Transfers in	-	-	-	-	-	-	775,427
Transfers out	-	-	-	-	-	-	(2,482,722)
Total other financing sources and uses	-	-	-	-	-	-	(1,707,295)
Net change in fund balances	1,719	(38,963)	(323,282)	(20,325)	(2,720,860)	335,768	(551,468)
Fund balances - beginning	29,667	41,818	649,251	385,860	9,370,025	3,440,082	26,771,208
Fund balances - ending	\$ 31,386	\$ 2,855	\$ 325,969	\$ 365,535	\$ 6,649,165	\$ 3,775,850	\$ 26,219,740

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Combining Statement of Net Position – Nonmajor Enterprise Funds – June 30, 2023

	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
ASSETS								
Current assets:								
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ 380,774	\$ 28,182	\$ 18,994	\$ 198,929	\$ 626,879
Investments	(6,684)	21,300	23,489	4,605,779	74,021	2,426,214	-	7,144,119
Restricted:								
Cash and cash equivalents	-	-	-	-	-	-	-	-
Accounts receivable, net	-	-	-	-	-	-	18,190	18,190
Other receivables	86,928	555	70	91,081	-	7,343	-	185,977
Inventory	-	-	-	-	-	-	96,760	96,760
Prepaid Expenses	-	-	-	11,375	-	-	-	11,375
Total current assets	80,244	21,855	23,559	5,089,009	102,203	2,452,551	313,879	8,083,300
Noncurrent assets:								
Restricted:								
Cash and cash equivalents	-	-	-	-	-	898,878	-	898,878
Mortgage and security agreement	-	-	-	-	-	215	-	215
Net OPEB asset	2,757	-	-	-	-	-	4,595	7,352
Capital assets:								
Land and construction in progress	498,500	-	-	1,035,952	97,615	-	-	1,632,067
Other capital assets, net of accum depr	889,824	3,901,710	245,928	3,486,740	99,624	-	71,172	8,694,998
Total noncurrent assets	1,391,081	3,901,710	245,928	4,522,692	197,239	899,093	75,767	11,233,510
Total assets	1,471,325	3,923,565	269,487	9,611,701	299,442	3,351,644	389,646	19,316,810
DEFERRED OUTFLOW OF RESOURCES								
Deferred amounts related to pensions	153,337	-	-	-	-	-	-	153,337
Deferred amounts related to OPEB	3,270	-	-	-	-	-	21,763	25,033
	156,607	-	-	-	-	-	21,763	178,370
LIABILITIES								
Current liabilities:								
Accounts payable	11,148	750	933	144,590	-	1,507	2,105	161,033
Accrued personnel expenses	6,120	-	-	5,301	-	-	7,943	19,364
Lease obligations payable	-	-	-	-	-	-	1,745	1,745
Unearned revenue	89,666	-	-	-	-	-	17,837	107,503
Deposit liability	-	-	-	11,674	-	-	-	11,674
Compensated absences	1,712	-	-	-	-	-	4,048	5,760
Incentives payable	-	-	-	-	-	15,000	-	15,000
Total current liabilities	108,646	750	933	161,565	-	16,507	33,678	322,079
Noncurrent liabilities:								
Lease obligations payable	-	-	-	-	-	-	5,680	5,680
Net pension liability	237,740	-	-	-	-	-	-	237,740
Net OPEB liability	-	-	-	-	-	-	23,831	23,831
Total OPEB liability	14,299	-	-	-	-	-	-	14,299
Bonds, notes and loans payable	-	-	-	-	-	-	-	-
Compensated absences	17,027	-	-	-	-	-	23,358	40,385
Total noncurrent liabilities	269,066	-	-	-	-	-	52,869	321,935
Total liabilities	377,712	750	933	161,565	-	16,507	86,547	644,014
DEFERRED INFLOW OF RESOURCES								
Deferred amounts related to pensions	38,590	-	-	-	-	-	-	38,590
Deferred amounts related to OPEB	9,473	-	-	-	-	-	5,382	14,855
Total Deferred Inflow of Resources	48,063	-	-	-	-	-	5,382	53,445
NET POSITION								
Net investment in capital assets	1,388,324	3,901,710	245,928	4,522,692	197,239	-	63,747	10,319,640
Restricted for other purposes	-	-	-	-	-	3,073,952	993	3,074,945
Unrestricted (deficit)	(186,167)	21,105	22,626	4,927,444	102,203	261,185	254,740	5,403,136
Total net position	\$ 1,202,157	\$ 3,922,815	\$ 268,554	\$ 9,450,136	\$ 299,442	\$ 3,335,137	\$ 319,480	\$ 18,797,721

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2023

Combining Statement of Revenues, Expenses, and Changes in Net Position – Nonmajor Enterprise Funds – Year Ended June 30, 2023

	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
REVENUES								
Charges for services	\$ 418,174	\$ -	\$ -	\$ 552,447	\$ 40,826	\$ -	\$ 203,484	\$ 1,214,931
Lease revenue	-	-	-	8,790	-	-	-	8,790
Operating grants and contributions	-	-	-	175,827	14,083	-	90,691	280,601
Total operating revenues	418,174	-	-	737,064	54,909	-	294,175	1,504,322
OPERATING EXPENSES								
Personal services	270,642	-	-	630,993	18,359	124,992	473,927	1,518,913
Contractual services	139,911	25,252	19,650	415,903	-	22,340	48,624	671,680
Utilities	23,696	-	11,343	138,503	7,857	1,898	52,250	235,547
Repairs and maintenance	44,045	3,548	1,225	39,726	18,118	-	14,790	121,452
Other supplies and expenses	72,030	8,473	4,741	128,250	16,452	17,904	17,197	265,047
Programs	-	-	-	-	-	343,000	-	343,000
Depreciation	98,272	67,612	266,712	418,368	7,692	-	9,018	867,674
Total operating expenses	648,596	104,885	303,671	1,771,743	68,478	510,134	615,806	4,023,313
Operating income (loss)	(230,422)	(104,885)	(303,671)	(1,034,679)	(13,569)	(510,134)	(321,631)	(2,518,991)
NON-OPERATING REVENUES (EXPENSES)								
Interest and investment revenue	312	210	206	200,624	292	70,018	-	271,662
Miscellaneous revenue	2,293	-	-	-	-	-	339,984	342,277
Gain (loss) on capital asset disposal	-	-	-	-	-	-	55	55
Interest expense	-	-	-	-	-	-	(88)	(88)
Miscellaneous expenses	-	-	-	-	-	(8)	-	(8)
Total non-operating revenue (expenses)	2,605	210	206	200,624	292	70,010	339,951	613,898
Income (loss) before contributions and transfers	(227,817)	(104,675)	(303,465)	(834,055)	(13,277)	(440,124)	18,320	(1,905,093)
Capital contributions	41,794	3,829,863	-	120,368	-	-	-	3,992,025
Transfers in	135,941	49,871	60,921	378,359	-	977,369	36,472	1,638,933
Change in net position	(50,082)	3,775,059	(242,544)	(335,328)	(13,277)	537,245	54,792	3,725,865
Total net position - beginning	1,252,239	147,756	511,098	9,785,464	312,719	2,797,892	264,688	15,071,856
Total net position - ending	\$ 1,202,157	\$ 3,922,815	\$ 268,554	\$ 9,450,136	\$ 299,442	\$ 3,335,137	\$ 319,480	\$ 18,797,721

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2023

Combining Cash Flow Statement – Nonmajor Enterprise Funds – Year Ended June 30, 2023

	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	\$ 420,469	\$ 3	\$ 3	\$ 733,066	\$ 54,909	\$ (944)	\$ 634,159	\$ 1,841,665
Payments to suppliers and employees	(594,345)	(51,904)	(52,276)	(1,321,589)	(60,786)	-	(634,914)	(2,715,814)
Payments for incentives and operations	-	-	-	-	-	(510,848)	-	(510,848)
Net cash provided by (used in) operating activities	(173,876)	(51,901)	(52,273)	(588,523)	(5,877)	(511,792)	(755)	(1,384,997)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES								
Transfers from other funds	135,941	49,871	60,921	378,359	-	977,369	36,472	1,638,933
Net cash provided by noncapital financing activities	135,941	49,871	60,921	378,359	-	977,369	36,472	1,638,933
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES								
Purchases of capital assets	-	-	-	(142,618)	-	-	-	(142,618)
Payment on incentives payable	-	-	-	-	-	1,593	-	1,593
Proceeds from capital grant	-	-	-	120,368	-	-	-	120,368
Principal paid on debt	-	-	-	-	-	-	(1,738)	(1,738)
Interest and fiscal agent fees paid on debt	-	-	-	-	-	-	(88)	(88)
Net cash provided by (used in) capital and related financing activities	-	-	-	(22,250)	-	1,593	(1,826)	(22,463)
CASH FLOWS FROM INVESTING ACTIVITIES								
Sale (Purchase) of investments	37,623	1,820	(8,854)	62,713	(292)	361,136	-	454,146
Interest and dividends	312	210	206	200,624	292	70,018	-	271,662
Net cash provided by (used in) investing activities	37,935	2,030	(8,648)	263,337	-	431,154	-	725,808
Net increase (decrease) in cash and cash equivalents	-	-	-	30,923	(5,877)	898,324	33,891	957,261
Balances - beginning of year	-	-	-	349,851	34,059	19,548	165,038	568,496
Balances - end of year	\$ -	\$ -	\$ -	\$ 380,774	\$ 28,182	\$ 917,872	\$ 198,929	\$ 1,525,757
Reconciliation to Statement of Net Position:								
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ 380,774	\$ 28,182	\$ 18,994	\$ 198,929	\$ 626,879
Restricted cash and cash equivalents - current	-	-	-	-	-	898,878	-	898,878
Total cash and cash equivalents, end of year	\$ -	\$ -	\$ -	\$ 380,774	\$ 28,182	\$ 917,872	\$ 198,929	\$ 1,525,757
Reconciliation of operating income (loss) to net cash provided by (used in) Operating Activities:								
Operating (loss)	\$ (230,422)	\$ (104,885)	\$ (303,671)	\$(1,034,679)	\$ (13,569)	\$ (510,134)	\$ (321,631)	\$ (2,518,991)
Adjustments to reconcile (loss) to net cash (used in) operating activities:								
Depreciation expense	98,272	67,612	266,712	418,368	7,692	-	9,018	867,674
Miscellaneous revenue (expense)	2,293	-	-	-	-	(8)	339,984	342,269
Change in assets and liabilities:								
Accounts receivable	-	-	-	(3,998)	-	-	(13,530)	(17,528)
Other receivable	(36,793)	3	3	-	-	(944)	-	(37,731)
Change in inventory	-	-	-	-	-	-	(28,481)	(28,481)
Accounts payable	4,755	(14,631)	(15,317)	41,235	-	(706)	(1,084)	14,252
Deferred revenue	36,795	-	-	-	-	-	13,530	50,325
Accrued salaries payable	(8,529)	-	-	(968)	-	-	(12,061)	(21,558)
OPEB liability	(9,507)	-	-	-	-	-	(2,527)	(12,034)
Pension liability	(38,205)	-	-	-	-	-	-	(38,205)
Deposits subject to refund	-	-	-	(1,060)	-	-	-	(1,060)
Prepaid expenses	-	-	-	(7,421)	-	-	-	(7,421)
Compensated absence liability	7,465	-	-	-	-	-	16,027	23,492
Net cash provided by (used in) operating activities	\$ (173,876)	\$ (51,901)	\$ (52,273)	\$ (588,523)	\$ (5,877)	\$ (511,792)	\$ (755)	\$ (1,384,997)
Noncash activities:								
Contributed capital assets	\$ 41,794	\$ 3,829,863	\$ -	\$ 120,368	\$ -	\$ -	\$ -	\$ 3,992,025
	\$ 41,794	\$ 3,829,863	\$ -	\$ 120,368	\$ -	\$ -	\$ -	\$ 3,992,025

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2023

Combining Statement of Net Position – Internal Service Funds – June 30, 2023

	Internal Service Funds			
	<u>Workers' Compensation</u>	<u>Health Insurance</u>	<u>Auto Collision Insurance Fund</u>	<u>Total</u>
ASSETS				
Current assets:				
Cash and cash equivalents	\$ 60,000	\$ 45,900	\$ -	\$ 105,900
Investments	290,435	-	509,865	800,300
Other receivables	1,079	50,242	-	51,321
Total current assets	<u>351,514</u>	<u>96,142</u>	<u>509,865</u>	<u>957,521</u>
Non-current assets:				
Total non-current assets	-	-	-	-
Total assets	<u>351,514</u>	<u>96,142</u>	<u>509,865</u>	<u>957,521</u>
LIABILITIES				
Current liabilities:				
Accounts payable	7,033	28,412	-	35,445
Due to other funds	-	25,732	-	25,732
Claims and judgments	119,580	73,102	-	192,682
Total current liabilities	<u>126,613</u>	<u>127,246</u>	<u>-</u>	<u>253,859</u>
Noncurrent liabilities:				
Claims and judgments	179,371	109,653	-	289,024
Total noncurrent liabilities	<u>179,371</u>	<u>109,653</u>	<u>-</u>	<u>289,024</u>
Total liabilities	<u>305,984</u>	<u>236,899</u>	<u>-</u>	<u>542,883</u>
NET POSITION				
Unrestricted (deficit)	45,530	(140,757)	509,865	414,638
Total net position	<u>\$ 45,530</u>	<u>\$ (140,757)</u>	<u>\$ 509,865</u>	<u>\$ 414,638</u>

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2023

Combining Statement of Revenues, Expenses, and Changes in Net Position – Internal Service Funds
– Year Ended June 30, 2023

	Internal Service Funds			
	Workers' Compensation	Health Insurance	Auto Collision Insurance Fund	Total
REVENUES				
Charges for services	\$ 101,160	\$ 3,708,207	\$ 75,000	\$ 3,884,367
Total operating revenues	101,160	3,708,207	75,000	3,884,367
OPERATING EXPENSES				
Personal services	194,233	3,726,002	-	3,920,235
Contractual services	-	865,929	-	865,929
Utilities	-	-	39,375	39,375
Repairs and maintenance	-	-	11,318	11,318
Total Operating Expenses	194,233	4,591,931	50,693	4,836,857
Operating income (loss)	(93,073)	(883,724)	24,307	(952,490)
NON-OPERATING REVENUES (EXPENSES)				
Interest and investment revenue	14,249	103,579	-	117,828
Miscellaneous revenue	5,126	468,952	7,936	482,014
Total non-operating revenue	19,375	572,531	7,936	599,842
Change in net position	(73,698)	(311,193)	32,243	(352,648)
Total net position - beginning	119,228	170,436	477,622	767,286
Total net position - ending	\$ 45,530	\$ (140,757)	\$ 509,865	\$ 414,638

CITY OF BARTLESVILLE, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2023

Combining Cash Flow Statement – Internal Service Funds – Year Ended June 30, 2023

	Internal Service Funds			
	Workers' Compensation	Health Insurance	Auto Collision Insurance Fund	Total
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	\$ 106,319	\$ 4,165,358	\$ 82,936	\$ 4,354,613
Payments to suppliers and employees	(172,025)	(4,569,863)	(50,693)	(4,792,581)
Interfund receipts/payments	-	25,732	-	25,732
Net cash provided by (used in) operating activities	(65,706)	(378,773)	32,243	(412,236)
CASH FLOWS FROM INVESTING ACTIVITIES				
Sale (purchase) of investments	51,457	275,194	(32,243)	294,408
Interest and dividends	14,249	103,579	-	117,828
Net cash provided by (used in) investing activities	65,706	378,773	(32,243)	412,236
Net increase in cash and cash equivalents	-	-	-	-
Balances - beginning of year	60,000	45,900	-	105,900
Balances - end of year	\$ 60,000	\$ 45,900	\$ -	\$ 105,900
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)	\$ (93,073)	\$ (883,724)	\$ 24,307	\$ (952,490)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
Miscellaneous revenue	5,126	468,952	7,936	482,014
Change in assets and liabilities:				
Due to/from other funds	-	25,732	-	25,732
Other receivable	33	(11,801)	-	(11,768)
Accounts payable	3,447	14,772	-	18,219
Claims liability	18,761	7,296	-	26,057
Net cash provided by (used in) operating activities	\$ (65,706)	\$ (378,773)	\$ 32,243	\$ (412,236)

CITY OF BARTLESVILLE, OKLAHOMA

**SINGLE AUDIT REPORTS
AND SUPPLEMENTARY SCHEDULES**

JUNE 30, 2023

CITY OF BARTLESVILLE, OKLAHOMA

June 30, 2023

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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:

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Schedule of Expenditures of Federal Awards	5
Notes to the Schedule of Expenditures of Federal Awards	6
Schedule of Findings and Questioned Costs	7
Summary Schedule of Prior Audit Findings and Questioned Costs	9

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, the aggregate discretely presented component units, 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, 2023, and the related notes to the financial statements, which collectively comprise City's basic financial statements, and have issued our report thereon dated July 31, 2025.

Our report includes a reference to other auditors who audited the financial statements of the Community Center Trust 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 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. However, we identified a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2023-001, that we consider to be a significant deficiency as defined above

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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as Finding 2023-002.

City of Bartlesville's Response to Findings

The City's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

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.

Arlidge & Associates PC

Oklahoma City, Oklahoma
July 31, 2025



**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 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 City’s major federal programs for the year ended June 30, 2023. 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, 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, 2023.

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 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 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 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 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 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 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 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 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 item 2023-001. 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 City's response to the noncompliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The City'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

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.

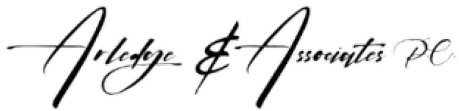
Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated July 31, 2025, 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.



Oklahoma City, Oklahoma
July 31, 2025



City of Bartlesville
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2023

<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>
U.S. Department of Housing and Urban Development				
Community Development Block Grant-COVID	14.218	Oklahoma Department of Commerce, CDBG-CV		243,396
Hope VI Main Street Grant	14.878	Oklahoma Humanities		4,005
Total U.S. Department of Housing and Urban Development				<u>247,401</u>
U.S. Department of Justice				
Bulletproof Vest Partnership Grant Act	16.607	Office of Justice Programs' Bureau of Justices Assistance		4,455
Total U.S. Department of Justice				<u>4,455</u>
Institute of Museum and Library Services				
Library Community Literacy Grant	45.310	Oklahoma Department of Libraries	Grants to States	9,600
Library Community Literacy Grant - Supplemental	45.310	Oklahoma Department of Libraries	Grants to States	473
Library Citizenship Project Grant	45.310	Oklahoma Department of Libraries	Grants to States	14,000
Library Health Literacy Grant	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	2,391
Library Literacy Technology Grant	45.310	Oklahoma Department of Libraries	Grants to States	2,500
Total ALN 45.310 and Institute of Museum and Library Services				<u>37,964</u>
U.S. Department of Treasury				
Covid 19-Coronavirus Relief Fund	21.019	Oklahoma Department of Emergency Management, FEMA-DR-2020S-EMPG-PW		
ARPA-Coronavirus Relief Fund	21.027	Oklahoma Office of Management and Enterprise Services, COVID-19		3,186,294
Total U.S. Department of Treasury				<u>3,186,294</u>
U.S. Department of Transportation				
The Oklahoma Highway Safety Office	20.600	Oklahoma Department of Transportation		1,305
FAA Airport Improvement Program	20.106	Oklahoma Department of Transportation		450,830
CARES Act Airport Grant	20.106	Oklahoma Department of Transportation		90,691
Total U.S. Department of Transportation				<u>542,826</u>
Total Expenditures of Federal Awards				<u><u>\$ 4,018,940</u></u>

The accompanying notes are an integral part of this schedule

CITY OF BARTLESVILLE, OKLAHOMA

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS AND QUESTIONED COSTS

June 30, 2023

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, 2023. 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 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.

NOTE C – INDIRECT COST RATE

The City has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE D—SUBRECIPIENTS

During the year ended June 30, 2023, the City did not provide federal awards to subrecipients.

NOTE E – SUBSEQUENT EVENTS

The City has evaluated the effects of all subsequent events through the date the SEFA was available to be issued, for potential recognition or disclosure in the SEFA. The City is not aware of any subsequent events which would require recognition or disclosure in the SEFA.

CITY OF BARTLESVILLE

SUMMARY OF AUDITOR'S RESULTS

For the year ended June 30, 2023

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

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

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:

Program

Federal Assistance Listing

Coronavirus State and Local Fiscal Recovery Funds

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

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended June 30, 2023

Section II – Findings Required to be Reported in Accordance with *Government Auditing Standards*:

A. Internal Control Findings

Finding 2023-001 – Proper Approval of Contract Modifications

Criteria: Modifications and amendments of contracts should be approved by the city council for procurement projects.

Condition: The contract pertaining to the Wayfinding Sign Project was modified without the approval of the council and without any formal amendments to the existing contract.

Cause and Effect: Upon review of the Wayfinding Sign Project, the contract was initially approved for \$400,000, with provisions allowing the City to add to the contract in writing if necessary. However, following discussions with management and reviews of the contract submitted to council, it was determined that the City added an additional \$260,000 worth of signage without any formal amendments to the contract or board approval.

Recommendation: We recommend that management follow existing internal procurement controls and that modifications be approved by the council when required.

Management Response: The City will ensure that department heads responsible for construction contracts are adequately trained on purchasing and procurement processes and procedures, this unfortunate event was caused by the passing off of a project in the middle of completion due to illness and subsequent retirement.

B. Compliance Findings

Finding: 2023-002 – Filing with the State Auditor (Repeat Finding of 2021-001 and 2022-001)

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 City of Bartlesville's (the City) annual audit could not be completed by the deadline of nine months from year-end for the federal audit clearinghouse and within six months of year-end for the State Auditor.

Cause and Effect: The City has filed its reports late for several years. There have been several issues that have accumulated to a continual late filing, which include the late completion of component unit audits and the implementation of a new accounting system. These issues pushed closing of the 2023 financial year and completion of the audit report to a later date. The 2022 audit was not completed and filed until July 2024, which would have been too late for the filing of the 2023 engagement.

Recommendation: We recommend the internal controls for reporting with the state auditor and the federal audit clearinghouse be reviewed to ensure that future filings are completed within the prescribed timeline.

Management Response: The City's audit includes several component unit audits that utilize other firms for their audits. The BDA utilized a new audit firm due to the prior auditor's failure to perform the Yellow Book standards, which led to delays and the reissuance of their FY2022 audit. This created scheduling conflicts between the City's consultants and the City's auditors. The corrective actions taken to date include a change in the BDA's auditor to ensure yellow book standards are followed, as well as the utilization of the same audit firm as the City to expedite completion times. The City believes this will enable them to report and submit to the Oklahoma State Auditor and Inspector in a timely manner as soon as possible.

CITY OF BARTLESVILLE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended June 30, 2023

Section III – Findings Required to be Reported in Accordance with the Uniform Guidance:

A. Internal Control Findings

No findings to report as of June 30, 2023

B. Compliance Findings

No findings to report as of June 30, 2023

CITY OF BARTLESVILLE

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

For the year ended June 30, 2023

SECTION I – Findings Required to be Reported in Accordance with *Government Auditing Standards*:

A. Internal Control Findings

None noted in prior year audit.

B. Compliance Findings

<u>Reference Number</u>	<u>Summary of Finding</u>	<u>Status</u>	<u>Corrective Action Plan or Other Explanation</u>
2021-001 & 2022-001	In order to comply with the filling of reports with the Oklahoma State Auditor and Inspector (State Auditor), management needs to appropriately monitor the timing of the submission of the filling of the audit report six months after the end of the fiscal year.	In progress	With the scope and magnitude of the changes related to both the complete change in software and BDA's auditor, the City believes to return being able to timely report and submit to the Oklahoma State Auditor & Inspector as soon as possible.

SECTION II – Findings Required to be Reported in Accordance with the Uniform Guidance:

A. Internal Control Findings

None noted in prior year audit.

B. Compliance Findings

None noted in prior year audit.

Information will be provided at the meeting.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action to allocate funds to the Unsheltered Homeless Task Force.

II. STAFF COMMENTS AND ANALYSIS

The Unsheltered Homelessness Task Force has been meeting for the past eight months to study solutions for better care and coordination for our Unsheltered Homeless neighbors. After researching and vetting options, the Task Force has voted to recommend Charity Tracker, a software platform that will help connect Bartlesville's many helping organizations.

What Charity Tracker Does

Charity Tracker links helping organizations together, allowing them to share appropriate information about services offered and services received. This improves care for our homeless neighbors by making it more personalized while also helping organizations reduce duplication of services. It also creates an interactive website that showcases all participating organizations and the services they provide—giving the public a one-stop view of the help available in Bartlesville. Although homelessness is our immediate concern, Charity Tracker is not limited to that area alone. It is designed to benefit all helping organizations, strengthening the entire network of care in our community.

Why We Need It

Currently, some organizations use their own software, but these systems don't connect with one another. Others have avoided software altogether because of cost concerns. By adopting Charity Tracker at the community level, we can offer this opportunity at a much lower user cost while maximizing the number of organizations who can participate.

Funding Plan

The Task Force recommends creating a fund to cover the first three years:

- Year 1: The City covers 100% of the cost for each participating organization.
- Years 2 & 3: The City covers 50%, with participating organizations covering the remaining half.

This phased approach gives our community three years to evaluate the benefits of Charity Tracker. At that point, organizations will be free to continue—or not—based on the value they see.

III. BUDGET IMPACT

Requested amount to be allocated - \$75,000

Note: The City Council set aside \$100,000 for the Unsheltered Homelessness Task Force in anticipation of this request. We believe the \$75,000 will be adequate for this software need over the next three years. We are keeping \$25,000 in reserve for emerging needs that may arise in the coming months.

IV. RECOMMENDED ACTION

The Task Force requests approval to allocate funding in the amount of \$75,000.00 to the Unsheltered Homeless Task Force at the September 2, 2025 City Council Meeting.