



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

**REGULAR MEETING OF THE  
BARTLESVILLE CITY COUNCIL**

**Monday, May 4, 2026  
Immediately following the  
Bartlesville Municipal Authority  
Special Meeting  
beginning at 5:30 p.m.**

**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. Public Comments on Agenda Items.**
- 4. City Council Announcements and Proclamations.**
  - Flood Insurance Month – May 2026
  - National Police Week – May 11-17, 2026
- 5. Authorities, Boards, Commissions and Committee Openings**
  - Two openings on the Tree Committee
  - Two openings on the White Rose Cemetery Board
- 6. Consent Docket**
  - a. Approval of Minutes**
    - i. The Regular Meeting Minutes of April 6, 2026.
    - ii. The Special Meeting Minutes of April 21, 2026.
  - b. Approval of Resolutions**
    - i. Amending the budget of the City of Bartlesville for fiscal year 2026-26 appropriating unanticipated revenue for the Fire Department.
  - c. Approval and Ratification of Agreements, Change Orders, Consent Orders, Contracts, Engagement Letters, Leases, MOU's, Ordinances and Proposals.**
    - i. Adoption of an amendment to Bartlesville Ordinance Chapter 19, Article 10 Section 350 Angle Parking Procedure by adding a motorcycle exception.
    - ii. Engagement Letter for Arbitrage Compliance Services with Arbitrage Compliance Specialists in the amount of \$650.00.
    - iii. Change Order #3 from Keohn Construction Services for the Construct Box Hangar – Bartlesville Airport project, with no budget impact.
    - iv. Consent Order 26-039 from the Oklahoma Department of Environmental Quality on the wastewater collection and treatment system.
    - v. On-Demand Contract with B-Town Construction for the installation and decommissioning of water distribution lines of various sizes with the City of

Bartlesville's water distribution system, with a cap of \$100,000 or a duration of six months, whichever comes first.

- vi. Biosolid Disposal Agreement with Bob Chaney to allow the City to deliver treated wastewater biosolids for beneficial agricultural use for property described as parts of SW/2 OF SE/4, SECTION 30, TOWNSHIP 27N, RANGE 13E; N/2 OF NW/4 AND W/2 OF NW/4, SECTION 30, TOWNSHIP 27N, RANGE 13E; NE/4 OF NE/4 AND SE/4 OF NE/4 AND NE/4 OF NE/4 OF NW/4, SECTION 30, TOWNSHIP 27N, RANGE 13E; E 1/2 SW LESS N 1/2 NE SW: E 1/2 LOT 4: SE NW SW: S 21.04 AC LOT 4 LESS SW 98.54 AC SEC 19 TOWNSHIP 27N RANGE 13E.
- vii. Memorandum of Understanding between the City and the Bartlesville Professional Fire fighters, Local 200, IAFF, to update Article 25, Section 2 of the IAFF Collective Bargaining Agreement, setting subsidy rates for calendar year 2026.
- viii. Deed easement from Public Service Company of Oklahoma (PSO) on City-owned properties for an underground secondary feed and transformer to support the new box hangar along with future hangar development.

**d. Approval of Oklahoma Municipal Assurance Group Ballot**

- i. Approve casting City of Bartlesville votes for incumbents Justin Battles from Mustang, Tim Lyon from Midwest City, and Pam Polk from Durant to the Oklahoma Municipal Assurance Group (OMAG) Board of Trustees.

**e. Receipt of Bartlesville NEXT Progress Report**

- i. Bartlesville NEXT Progress Report April 2026.

**f. Receipt of ALPR (Flock Cameras) Report**

- i. ALPR Report for April 2026

**g. Receipt of Financials**

- i. Interim financials for nine months ending March 31, 2026.

**h. Receipt of Bids**

- i. Bid No. 2025-2026-018 Utility Tractor with Front Loader

- 7. **Discuss and take possible action to award Bid No. 2025-2026-018 for Utility Tractor with Front Loader for the Water Treatment Plant. Presented by Vice Mayor Dorsey.**
- 8. **Public hearing and possible action on a Resolution adopting the City of Bartlesville Budget for Fiscal Year 2026-2027 and establishing budget amendment authority, authorizing the cancellation of encumbrances which are not due and payable as of June 30, 2026, and re-appropriating amounts of cancelled encumbrances to the same fund and department for Fiscal Years 2026-2027. Presented by Jason Muninger, CFO/City Clerk.**
- 9. **Discuss and take possible action to approve the Capital Improvements Program (CIP) Budget for Fiscal Year 2026-2027. Presented by Micah Siemers, P.E., Director of Engineering.**
- 10. **Presentation and receipt of the FY 2025-2026 Annual Report of the Bartlesville Development Authority, and take possible action to approve the proposed operating budget for FY 2026-2027, appropriating funds from the Economic Development Fund to support annual operations. Presented by Chris Batchelder, President, Bartlesville Development Authority.**
- 11. **Discuss and take possible action to approve the annual contract between the City of Bartlesville and the Bartlesville Development Authority for Economic Development**

Services for the period of July 1, 2026 through June 30, 2027. Presented by Chris Batchelder, President, Bartlesville Development Authority.

12. **Presentation and receipt Visitors Inc. FY 2025-26 Annual Report, take possible action to approve the Visitors Inc. Fiscal Year 2026-27 Operating Budget, and take possible action to approve the FY 2026-2027 Marketing Destination Agreement. Presented by Maria Gus, Executive Director, Visit Bartlesville.**
13. **Discuss and take possible action on proposed amendments to Ordinance No. 3600, Chapter 15 of the Bartlesville Municipal Code, regarding the regulation of Automated License Plate Reader (ALPR) technology, including two policy options for Council consideration. Presented by Councilmember Tim Sherrick.**
14. **New Business.**
15. **City Manager and Staff Reports.**
16. **City Council Comments and Inquiries.**
17. **Adjournment.**

The Agenda was received and filed in the Office of the City Clerk and posted in prominent public view at City Hall at 5:30 p.m. on Tuesday, April 28, 2026.

Jason Muninger

Jason Muninger, City Clerk/CFO

/s/ Elaine Banes

by Elaine Banes, Deputy City Clerk

City of Bartlesville Website: <https://www.cityofbartlesville.org/city-government/city-council/meeting-agendas/>

Live Streaming: <https://www.cityofbartlesville.org/city-government/city-council/webcast/>

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***  
**“FLOOD INSURANCE MONTH”**  
**May 2026**

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

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

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

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

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

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

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

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

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

**NOW THEREFORE**, the Bartlesville City Council does hereby officially proclaim the month of May, 2026 as “Flood Insurance Month” in the City of Bartlesville, Oklahoma.

***IN WITNESS WHEREOF***, we hereunto set our hands and caused the Official Seal of the City of Bartlesville, Oklahoma, to be affixed this 4<sup>th</sup> day of May in the year of our Lord Two Thousand and Twenty-Six.

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James S. Curd, Jr., Mayor



## *Official Proclamation*

### **National Police Week May 11–17, 2026**

**WHEREAS**, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

**WHEREAS**, as members of the law enforcement agency of the City of Bartlesville play an essential role in safeguarding the rights of freedoms of the citizens of Bartlesville; and

**WHEREAS**, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and

**WHEREAS**, members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

**WHEREAS**, the police department of the City of Bartlesville has grown to be a modern and skilled law enforcement agency which unceasingly provides a vital public service; and

**WHEREAS**, our police officers have exhibited compassion, understanding and professionalism during the performance of their duties in this past year;

**NOW, THEREFORE**, the Bartlesville City Council hereby proclaims the week of May 11-17, 2026, as “National Police Week” and calls upon all citizens of the City of Bartlesville to observe and join in honoring the men and women whose diligence and professionalism keep our citizens safe.

IN WITNESS WHEREOF, we hereunto set our hands and caused the Official Seal of the City of Bartlesville, Oklahoma to be affixed this 4<sup>th</sup> day of May, in the year of our Lord Two Thousand and Twenty-Six.

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James S. Curd, Jr., Mayor



**REGULAR MEETING OF THE  
BARTLESVILLE CITY COUNCIL**

**Monday, April 6, 2026  
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 12, 2025 and  
the Agenda was posted February 24, 2026 at 5:30 p.m.)

**City Council in attendance was Mayor James S. 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; Stephanie Clifton, sitting in for Jess Kane, City Attorney; Jason Muninger, CFO/City Clerk; Micah Siemers, Director of Engineering; Keith Henry, Public Works Director, Larry Curtis, Director of Community Development; Kiley Roberson, Library Director; Acting Police Chief Troy Newell; Deputy Police Chief Andrew Ward; Police Captain Daniel Elkins; Fire Chief H.C. Call; Deputy Fire Chief Barry Campbell; Matt McCollough, IT Director; Alicia Shelton, Accounting; 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 Pastor Stephen Carl, First Presbyterian Church.**
- 4. Public Comments on Agenda Items.**  
Mr. Eddie Collins referenced Agenda Item 8 but instead distributed a pamphlet to Council members without further comment.
- 5. City Council Announcements and Proclamations.**
  - National Child Abuse Month – April 2026 – read by Mr. Kirkpatrick
  - Autism Awareness and Acceptance Month – April 2026 – read by Vice Mayor Dorsey
  - Civitan Awareness Month – April 2026 – read by Mr. East
  - Public Safety Telecommunications E911 Professionals Week – April 12-18, 2026- read by Mayor Curd
  - Flood Awareness Month – April 2026 – read by Mr. Sherrick
- 6. Authorities, Boards, Commissions and Committees**
  - Four openings on the Tree Committee
  - Two openings on the White Rose Cemetery Board

Mayor Curd read the openings and encouraged citizens to volunteer. Applications can be found on the City website and in the City Manager's office.

**7. Consent Docket**

**a. Approval of Minutes**

- i. The Regular Meeting Minutes of March 2, 2026.

- b. Approval and/or Ratification of Appointments and Reappointment to Authorities, Board, Commissions, and Committees.**
  - i. Reappointment of Ms. Rebekah Stephenson to an additional three-year term on the Park Board at the recommendation of Mayor Curd.
  - ii. Reappointment of Mr. Steve Munkirs to an additional three-year term on the City Planning Commission at the recommendation of Councilmember Kirkpatrick.
  - iii. Appointment of Ms. Jennifer Gilliland to a three-year term on the Bartlesville Area History Museum Trust Authority at the recommendation of Councilmember Sherrick.
  
- c. Approval of Resolutions**
  - i. There were no resolutions submitted.
  
- d. Approval and Ratification of Agreements, Change Orders, Contracts, Donations, Easement Requests, Engagement Letters, Grant Applications, Leases, Memorandum of Understanding (MOU), and Proposals.**
  - i. 2026 Management Agreement between the Richard Kane YMCA and City of Bartlesville for the swimming pool facilities in the amount of \$70,500.
  - ii. Engagement Letter for Arbitrage Compliance Services between Arbitrage Compliance Specialists, Inc. and the City of Bartlesville to prepare arbitrage compliance reports pertaining to the required rebate and yield reduction payment to the U.S. Treasury, IRS, for the Bartlesville Municipal Authority Utility System Revenue Note, Series 2021, with the cost of engagement of \$650.00.
  - iii. Airport Hangar Lease Agreement with Tyson Oakes to lease space in Hangar No. 8 at the Bartlesville Municipal Airport at a lease rate of \$200 monthly at fair market value.
  - iv. Airport Hangar Lease Agreement with Sky 66 Aero LLC to lease T-Hangar 108 at the Bartlesville Municipal Airport at a lease rate of \$253.00 monthly at fair market value.
  - v. Airport Hangar Lease Agreement with Lyndall Berwaldt to lease T-Hangar #111 at the Bartlesville Municipal Airport at a lease rate of \$253 monthly at fair market value.
  - vi. Airport Hangar Lease Agreement with David Day to lease approximately 700 sq. ft. of space in PAS Hangar No. 2, at a lease rate of \$150 monthly at fair market value.
  - vii. Oklahoma State Fire Marshal Authority Having Jurisdiction Agreement a document which attests that the City will ensure compliance with all current state-adopted building codes and standards along with all requirement of the Americans with Disabilities Act.
  - viii. Junior Golf Instructor Agreement with Charter Lawson to promote, manage, and provide instruction for the Boots Hollow Golf Course yearly junior clinics and summer camps, with Boots Hollow collecting 25% of the junior golf fees collected.
  - ix. Audit Engagement Letter with Ober and Littlefield Certified Public Accountant, PLLC for auditing services, in the amount of \$35,000
  - x. Fourth amendment to the Tower/Ground Lease Agreement with New Cingular Wireless PCS, LLC for a portion of property located at East WT Bartlesville, no impact to budget as this is for replacement of equipment.
  - xi. Letter of Agreement with CEC Corporation for engineering design of the Sooner Park, Jefferson Road, and Arbor Drive Drainage Improvements project in the amount of \$44,006.00.
  - xii. Contract with Shoemaker Mechanical, Inc. for the Library's mechanical room piping improvements in the amount of \$59,465.00.
  
- e. Receipt and Acceptance on Report of Code Enforcement Appeal**
  - i. Report on the Code Enforcement Appeal of Eric Bonilla and Irma Guevara, of the Hearing Examiner's Order of Abatement for demolition and removal of dilapidated structures at 329 NW Cass Avenue, legally described as Lot 5, Block 2, Bruce

Cass Addition, Bartlesville, Washington County, Oklahoma (Code Enforcement Case Number DS-1125-0457).

- f. Receipt of Permit**
  - i. Permit No. WL000074260080 for the construction of 1,291 linear feet of six (6) inch PVC potable water line and all appurtenances to serve the City Church, Washington County, Oklahoma.
- g. Receipt of Bartlesville NEXT Progress Report**
  - i. Bartlesville NEXT Progress Report March 2026
- h. Receipt of ALPR (Flock Cameras) Report**
  - i. ALPR Report for March 2026
- i. Receipt of Financials**
  - i. Interim financials for eight months ending February 28, 2026.
- j. Receipt of Bids**
  - i. Bid No. 2025-2026-014 Downtown Central Business District Paving Rehabilitation & Landscaping Phase 3
  - ii. Bid No. 2025-2026-016 Utilities Expansion and Access Road
  - iii. Bid No. 2025-2026-017 8<sup>th</sup> Street Storm Sewer 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. Kirkpatrick pulled Item 7.e.i., and Mr. Curtis pulled Items 7.d.ix. and 7.d.x.

Mr. Kirkpatrick moved to approve the Consent Docket with the exception of Agenda Items 7.d.ix, 7.d.x. and 7.e.i., seconded by Mr. Sherrick.

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

Agenda Item 7.e.i. Receipt and Acceptance on Report of Code Enforcement Appeal Report on the Code Enforcement Appeal of Eric Bonilla and Irma Guevara, of the Hearing Examiner's Order of Abatement for demolition and removal of dilapidate structures at 329 NW Cass Avenue, legally described as Lot 5, Block 2, Bruce Cass Addition, Bartlesville, Washington County, Oklahoma (Code Enforcement Case Number DS-1125-0457).

Mr. Kirkpatrick pulled this item in order to commend City staff for working with the family, including providing alternatives for use of the property. Mr. Bailey agreed and stated his appreciation for the Code Enforcement staff and Community Development Department as well.

Agenda Item 7.d.ix. Audit Engagement Letter with Ober and Littlefield Certified Public Accountant, PLLC for auditing services, in the amount of \$35,000

Mr. East inquired of CFO/City Clerk Muninger for an update of the audits and the engagement with Ober and Littlefield. Mr. Muninger reported that the previous accounting firm failed to place Bartlesville as a priority and caused past audits to fall behind. The new accounting firm has brought past audits up-to-date and will soon complete the most current audit. They have proven to be professional, competent, and timely. Ober and Littlefield is also the firm used by the BRTA, BDA and Community Center thereby placing all of the City's financial arms under one umbrella.

Agenda Item 7.d.x. Fourth amendment to the Tower/Ground Lease Agreement with New Cingular Wireless PCS, LLC for a portion of property located at East WT Bartlesville, no impact to budget as this is for replacement of equipment.

Mr. East inquired how this agreement requires no budget amendment. Mr. Muninger explained that Cingular Wireless “rents” a place on the East Water Tower, in this instance, and is required to amend the agreement in place even for equipment replacement. There is no rate change for this type of amendment.

Mr. East moved to approve Items 7.d.ix., 7.d.x. and 7.e.i., seconded by Mr. Kirkpatrick.

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. 2025-2026-012 for New Paint Striper. Presented by Councilmember Mayor Curd.**

Mayor Curd presented the item presenting the necessary information.

Mayor Curd moved to award Bid No. 2025-2026-012 to Vogel Traffic Services, Inc. dba EZ Liner of Orange County, Iowa, in the amount of \$259,825, 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. 2025-2026-014 for Downtown Central Business District Paving Rehabilitation & Landscaping Phase 3. Presented by Mayor Curd.**

Mayor Curd reported that the bids received exceeded the available funding for the project. Engineering believes it is the best course of action for the City to reject all bids and readvertise the project with the original scope of the project being the base bid and the work added to the project being part of an alternate bid option. Mr. Kirkpatrick inquired if a motion to reject is appropriate since the agenda language indicates awarding the bid. Mr. Bailey confirmed that a motion to reject the bids is appropriate.

Mr. Kirkpatrick moved to reject all bids received and readvertise as recommended, 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. 2025-2026-016 for Utilities Expansion and Access Road. Presented by Councilmember Kirkpatrick.**

Mr. Kirkpatrick reported providing all the necessary information.

Mr. Kirkpatrick moved to award Bid No. 2025-2026-016 to KSL Dirtworks, LLC in the amount of \$1,415,304.76, seconded by Mr. East.

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

**11. Discuss and take possible action to award Bid No. 2025-2026-017 for 8<sup>th</sup> Street Storm Sewer Rehabilitation. Presented by Mayor Curd.**

Mayor Curd reported that due to bid coming in higher than the budgeted amount, Engineering staff recommend rejecting all bids, re-evaluating the project scope and potential funding sources, and rebidding the project with the modified scope at a later date. Mr. Sherrick inquired if the funds remain in place for the project. Mr. Bailey confirmed they do, noting that reallocation of the funds would require separate City Council action. Mayor Curd inquired as to the location of the drainage, and Mr. Siemers provided the information.

Mayor Curd moved to reject all bids received and readvertise as recommended, seconded by Vice Mayor Dorsey.

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

**12. Status and update on the Request for Proposals for operating the City of Bartlesville Recycling Center. Presented by Keith Henry, Director of Public Works.**

Mr. Henry reported that the City did not receive any actual proposals by the specified due date. However, two different parties have expressed some interest in recycling in Bartlesville. Staff will continue to investigate and research all possibilities to maintain and operate a recycling facility. Mr. Bailey reported that several years ago a survey was conducted with citizens who stated they would like to have curbside recycling but upon further surveys did not want the additional cost to do so added to their utility bill. He stated that recycling is cost prohibitive but, reiterating what Mr. Henry stated, staff is researching options.

**13. Discuss and take possible action on a request for Final Plat Approval on approximately 7.06 acres, zoned C-3/PUD, 1701 SE Washington Blvd, located at the southwest corner of Washington Blvd and Nowata Rd, from Armstrong Bank. Presented by Larry Curtis, Director of Community Development.**

Mr. Curtis reported this a request for approval of a final plat containing 7.06 acres referred to as Armstrong Bank Addition. This property is currently platted as Tracts 1 through 4 and Tract 9 of Washington Highlands Addition. Armstrong Bank is located on the northeast corner of the property at the intersection of Washington Blvd. and Nowata Road. The proposed plat splits the property into 4 new lots, with Armstrong bank being located on Lot 2. The property is zoned C-3 (General Commercial), along with a PUD (Planned Unit Development). The proposed lots comply with the minimum area requirements of the Zoning Regulations for this zoning district. The existing buildings, although not shown on the plat, would also be in compliance after creation of the proposed property lines, per the approved Site Development Plan approved with the PUD. All proposed lots are currently served adequately with city water. Sanitary sewer serves lots 2 through 4, however, a future sanitary sewer extension will need to be provided to serve lot 1. A utility easement has been added to the southern property boundary for the purpose of future utility service to lot 1 when development occurs. The City Planning Commission reviewed the application at their last meeting and recommend approval.

Mr. Kirkpatrick moved to approve the Final Plat 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

**14. Discuss and take possible action to file a scrivener's error affidavit to accompany the Cambridge Park First Addition-Section A recorded plat correcting the street name from "Kings Way" to "King Drive". Presented by Larry Curtis, Director of Community Development.**

Mr. Curtis provided the information for both Items 14 and 15. The request for both actions was initiated by a communication from the Bartlesville Fire Department to the Community

Development Department. The reason for the request is to have a consistent street name among the neighborhoods to avoid confusion for emergency response, and to resolve inconsistencies in address usage among various agencies. The City Planning Commission reviewed the application at their last meeting and recommend approval.

Mr. Kirkpatrick moved to approve the filing a scrivener's error affidavit as presented, seconded by Mr. East.

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

Voting Nay: None

Motion: Passed

**15. Discuss and take possible action to file a scrivener's error affidavit to accompany the Cambridge Park 2nd Addition recorded plat correcting the street name from "Kings Drive" to "King Drive". Presented by Larry Curtis, Director of Community Development.**

Mr. Curtis provided the information for both Items 14 and 15. The request for both actions was initiated by a communication from the Bartlesville Fire Department to the Community Development Department. The reason for the request is to have a consistent street name among the neighborhoods to avoid confusion for emergency response, and to resolve inconsistencies in address usage among various agencies. The City Planning Commission reviewed the application at their last meeting and recommend approval.

Vice Mayor Dorsey moved to approve the filing of a scrivener's error affidavit as presented, seconded by Mr. East.

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

Voting Nay: None

Motion: Passed

**16. New Business.**

There was no new business.

**17. City Manager and Staff Reports.**

Mr. Bailey reported that the budget workshop meeting for the City Council will be held on Tuesday, April 21, 2026 at 1 p.m. in the 1<sup>st</sup> Floor Conference Room. It is an open meeting. No action will be taken with adoption of the budget set for May 4 at the regular meeting. The budget notebooks will be delivered to each councilmember on Thursday, April 16. Mr. Bailey thanked the Council for coordinating their schedules in order to schedule the workshop on the 21<sup>st</sup>.

**18. City Council Comments and Inquiries.**

Mr. Kirkpatrick inquired as to the status of the City's water supply. Mr. Bailey reported that the supply is at 100%, prior to the recent rain event. Due to Terry Lauritsen, Water Utilities Director, and his staff, water supply management has been improved by using the Caney River water supply and minimizing use from Hulah, Copan and Hudson Lakes. Citizens are also being consciences about water usage as well. He continued to report that additional water resources from Copan and reallocation of Hulah Lake continues to be addressed by legislators. Work at the legislative level has slowed due to Senator Mullins promotion, but Senator Lankford continues to work for the City in that area. Recently discussion between Copan officials and Bartlesville have resumed, and staff looks forward to progress in successful talks with them.

Mr. East inquired as to how reduced water revenues will affect the budget and ultimately water customers. Mr. Bailey stated that assumptions for this type of thing is built-in fortunately. A cost of service study is underway and will likely result in incremental rate increases. All agreed it is preferred to have more water supply than revenue.

Mayor Curd reported that the cover for Civitan Park will be installed tomorrow. He stated his appreciation to Micah Siemers and his staff for their work on getting the cover replaced.

Mr. Bailey announced the Walls That Heal Viet Nam Memorial that will open May 7-10. There will be an opening ceremony on the 7<sup>th</sup> that Mayor Curd will be a guest speaker. Several City staff were involved in assisting with finding the location for the Memorial which will be at Lee Lake on the practice fields. He commended those who have assisted, as well as all of the community volunteers who will staff the memorial 24 hours a day while in place. He concluded that he and the City of Bartlesville is honored to have the memorial in our community.

- 19. There being no further business to address, Mayor Curd adjourned the meeting at 6:45 p.m.**

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James S. Curd, Jr., Mayor

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Jason Muninger, CFO/City Clerk

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



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

**April 21, 2026  
1:00 p.m.**

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

**MINUTES**

(The Notice of Meeting and Agenda was posted April 15, 2026 at 5:30 P.m.)

**City Council in attendance was Mayor James S. 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, Engineering Director; Terry Lauritsen, Water Utilities Director; Keith Henry, Public Works Director; Kelli Williams, CCO; Acting Police Chief Troy Newell; Fire Chief H.C. Call; Robin Betts, H.R. Director; Larry Curtis, Community Development and BRTA Director; Beth Gray, Police Department Finance and Payroll; Alicia Shelton, Accounting Manager; Kelsey Walker, Manager of Communications and Marketing; Caitlyn Kraemer, Community Center Manager; Security Officer; and Elaine Banes, Executive Assistant.**

- 1. The business meeting of the Bartlesville City Council was called to order by Mayor Curd at 1 p.m.**
- 2. Roll Call was conducted a quorum established.**
- 3. Public Comments on Agenda Items.**

There were no public comments.

- 4. Acceptance of the City of Bartlesville Annual Financial Statements and Independent Auditor's Report for year ending June 30, 2024. Presented by Jason Muninger, CFO/City Clerk.**

Mr. Muninger reported that the 2024 audit was delayed due to timing and staffing issues of the previous auditor to complete the audit in a timely manner, and due to that, the necessity to contract with a new auditing service to complete audits for both the 2024-25 and 2025-26 fiscal years was required. The 2024-25 audit process was recently concluded with the City receiving an 'unmodified opinion' which is a clean opinion stating that the City's financials present fairly in all material respects. He concluded that there were no proposed audit adjustments, no management comments and no findings for the 2024 audit, and that the FY 2025-26 audit should be concluded within the next three months.

Mr. East moved to accept the audit as presented, seconded by Mr. Kirkpatrick.

**Ayes:** Mr. Sherrick, Mr. East, Mr. Kirkpatrick, Vice Mayor Dorsey, Mayor Curd  
**Nays:** None  
**Motion:** Failed

5. **Discuss and take possible action to approve a Resolution fixing the amount of Combined Purpose General Obligation Bonds, Series 2026A to mature each year; fixing the time and place the Bonds are to be sold; designating a paying agent/registrars and disclosure counsel; approving the preliminary official statement and distribution thereof; ratifying and confirming continuing disclosure policies and procedures; and authorizing the Clerk to give notice of said sale as required by law and fixing other details of the issue. Presented by Jericah Dawson, Municipal Finance Services, Inc. Financial Advisor.**

Ms. Dawson was unable to attend, so Mr. Muninger presented on her behalf. He reported that this was a necessary step to move forward in the issuance of bond funds. At a May special meeting, additional required steps will need to be approved.

Vice Mayor Dorsey moved to approve the Resolution as presented, seconded by Mr. Kirkpatrick.

Ayes: Mr. East, Mr. Kirkpatrick, Vice Mayor Dorsey, Mr. Sherrick, Mayor Curd  
Nays: Passed  
Motion: Passed

6. **Recess to move into the 1<sup>st</sup> floor Conference Room for the Budget Workshop portion of the meeting.**

Mayor Curd recessed the meeting at 1:06 p.m. He reconvened for the workshop portion of the meeting at 1:10 p.m.

7. **Presentation and discussion on the City of Bartlesville Budget for Fiscal Year 2026-2027. Presented by Jason Muninger, CFO/City Clerk.**

Using a PowerPoint (attached), Mr. Muninger reviewed the budget roles summary, the budget preparation schedule, financial structure, significant items, revenue, sales tax estimates, inflation adjusted sales tax, utility rates, a proposed utility rate plan, personnel, the general employee pension status, salaries and benefits, stabilization reserve fund, capital reserve fund, wastewater capital plans, water capital plans, and sanitation capital plans.

Discussion covered the proposed increase in utility rates and what drives them; assistance plans in place to help with accounts that have fallen behind or for those who have experienced water leaks; water sources and how the Bartlesville Water Resource Committee determined dredging Hulah and contracting with Copan for Copan Lake water were the best and most effective way to secure additional water; and how smaller municipalities struggle with keeping up with the Federal mandates for water and wastewater management.

Additional discussion covered personnel positions since there will were no additional personnel requests in the budget. Discussed were ways the City works to keep and attract quality personnel; golf personnel numbers; fire and police personnel numbers; the COLA increase of 2.5% and merit raises of 2.5% proposed and how merit raises are determined; a compensation study will be conducted in-house on wages; and how the Zero Card and Remedy Clinic help dramatically with the cost of insurance benefits. Mayor Curd inquired as to the difference in figures provided regarding COLA amounts from last year to this year. Mr. Muninger stated he would verify and get back to him.

Mr. Kirkpatrick brought up hotel/motel tax and of the lack of accountability in the State for the funds required to be paid by Air B and B in taxes. He feels the City should be receiving up to

approximately \$100,000 and upon his research, he found no results on where those particular taxes are being held or used. Mr. Bailey stated that he would request Mr. Muninger to research this issue.

Mr. East stated he appreciated the current staff, Council and past Councils for establishing and maintaining the General Employee Pension Status. He went on to inquire about why the increase in the legal department. Mr. Muninger explained that the legal department increase is due to a City Council election coming up in November and the expense that entails.

**8. Presentation and discussion on the Capital Improvements Program (CIP) Budget for Fiscal Year 2026-2027. Presented by Micah Siemers, P.E., Director of Engineering.**

Mr. Siemers, using a PowerPoint (attached), reviewed the G.O. Bond and Sales Tax Projects since 1999, the Capital Improvements Project Budgets; Wastewater Regulatory Fund Carry Over Projects, City Hall Fund Carry Over Projects; Storm Sewer Fund Carry Over Projects, 2018B Bond Fund Carry Over Projects, 2019B Bond Fund Carry Over Projects, 2022 Bond Fund Carry Over Projects, 2023 Bond Fund Carry Over Projects, Capital Reserve Fund Carry Over Projects, ½ Cent Sales Tax Carry Over Projects, Wastewater Fund Proposed Projects and Equipment, Wastewater Regulatory Fund Proposed Projects & Equipment, Capital Reserve Fund Proposed Projects & Equipment, and ½ cent Sales Tax Proposed Projects & Equipment.

Discussion covered the funds to assist with the fireworks for the 250<sup>th</sup> Centennial celebration and how they are a one-time-only expense, for this special occasion; corrugated drainage project and how there is a study to get a better idea of needs so the City can begin prioritizing repair/replacement; how the land that the park in Oak Park is on was granted to the City; that a re-bid is forthcoming on the downtown landscaping; Douglas Park improvements, and Jo Allyn Lowe Park drainage issues.

At this point, the meeting had met the two-hour limit (3:00 p.m.), and it was agreed unanimously to extend the meeting an additional 30 minutes.

Additional discussion covered how arbitration affects the legal fund; how there was a mistake in the original numbers regarding body cams, corrected to allow every officer to have a body cam; brief discussions on mediation and work comp claims; how the pie charts on page 209 needed correcting; a request by Mr. East to provide a report quantifying the value of the airport; and a brief discussion on how the airport brings jobs, transportation infrastructure, and businesses into Bartlesville. Mr. Bailey stated that the ODAA could provide the information requested. He added that Mr. Richardson, airport manager, does a great job adjusting rates, managing the airport, and how, in the long-term, the revenue will offset operating costs.

Mr. Sherrick shared how he wanted to see the police budget increased to add additional police officers. Mr. Bailey stated that a great deal of progress has been made to-date with 20 additional officers added over the past 10 years. He added that he and his staff are committed to continue to add to those numbers as needed and as funds allow. He spoke of the SRO's that are located in the schools, and how the school district works with the City to provide funding for this valuable service that keeps the children and teachers safe.

Mr. Kirkpatrick inquired about the \$220,000 opioid abatement funds with Mr. Bailey reporting they were approved by the City Council to be used for Grand Mental Health assistance and to hire a therapist for the police department.

Mr. East inquired if the golf course, at some point, can it be expected to be self-sufficient to which Mr. Bailey stated that is the hope, or in the least to break even. Mr. East inquired about period reporting from the golf course, and Mr. Bailey reminded him that it can be found in the monthly financials provided to the City Council. Vice Mayor Dorsey reminded Mr. East that the United Way Golf Tournament brings millions of dollars back into the community. Mr. Bailey reported that the Golf Course Master Plan has been completed and will be brought to the City Council for approval in the near future.

**9. City Manager and Staff Reports.**

There were no reports.

**10. City Council Comments and Inquiries.**

Mr. Kirkpatrick appreciated the good work on the budget provided by City staff. Mayor Curd concurred thanking the City staff and Directors for their work on the budget.

Vice Mayor Dorsey reminded everyone that tomorrow is Administrative Assistant Day.

Mr. Bailey encouraged the City Council to contact him if they had additional questions, requests or concerns about the proposed budget.

**11. There being no further business to address, Mayor Curd adjourned the meeting at 3:25 p.m.**

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James S. Curd, Jr.

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Jason Muninger, CFO/City Clerk

# BUDGET WORKSHOP

April 21, 2026

# BUDGET ROLES SUMMARY

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- Accounting prepares:
  - Revenue estimates – current and next year
  - Expenditure estimate – current year
  - Forms for Directors to make budget requests
  - Draft and final budget documents
- Directors
  - Prepare detailed budget requests
  - Prepare capital requests
- Committees
  - Prioritize related projects
- City Manager/CFO
  - Review requests, prioritize capital requests, make cuts
- City Council
  - Review and approve budget
  - Hold public hearing to obtain input

# BUDGET PREPARATION SCHEDULE

March 6	Distribute Budget Preparation Packets to Directors
March 6	Directors verify personnel and fine estimates
March 6-16	Directors prepare budget requests and submit to Finance Director
March 23-26	Directors Budget Meetings with City Manager
April 16	Submit Proposed Budget to City Council
April 21	Publish Budget Summary and Notice of Public Hearing
April 21	workshop meeting - City Council consideration of budget
May 4	Public Hearing on Budget and Budget Adoption (Legal Deadline is June 22)
June 30	Budget published and filed with State Auditor and City Clerk
July 1	New fiscal year begins

# FINANCIAL STRUCTURE

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- Funds
  - General – accounts for most municipal operations
    - Major revenue sources
      - Sales tax
      - Use tax
      - Other taxes
      - Transfers from Enterprise funds
    - Major expenditures
      - Personnel
      - Transfers to operating and reserve funds

# FINANCIAL STRUCTURE (continued)

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- Funds (continued)
  - Enterprise – account for all utility operations
    - Major revenue sources
      - Charges for services (Sanitation)
      - Transfers from BMA (Water and Wastewater)
    - Major expenditures
      - Wastewater plant operating contract
      - Personnel
      - Materials
      - Transfers to General Fund and reserve funds

# FINANCIAL STRUCTURE (continued)

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- Funds (continued)
  - BMA – account for utility debt service and utility revenues
    - Major revenue sources
      - Charges for services
    - Major expenditures
      - Debt service on utility debt
      - Transfers to Water and Wastewater operating funds to cover operating expenses

# FINANCIAL STRUCTURE (continued)

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- Funds (continued)

- Reserve Funds

- Stabilization

- Transfers from General, Water, Wastewater, and Sanitation
      - Expenditures only via ordinance

- Capital

- Transfers from General and Sanitation
      - Dedicated utility fees for Water and Wastewater
      - Expenditures for capital

# FINANCIAL STRUCTURE (continued)

- Funds (continued)
  - Other funds
    - E-911 – transfers from General fund and E-911 fees
    - Economic Development – 1/4% sales tax and portion of lodging tax
    - CIP – Sales Tax – 1/2% sales tax
    - CIP – Wastewater Regulatory – wastewater capital fee/fund is being closed. Capital fees now recorded in Capital Reserve Fund.
    - GO Bond Funds – numerous funds used to track GO bond proceeds and expenditures
    - Golf Course – green fees, membership fees, cart rental, merchandise, and General fund transfers
    - Municipal Airport – fueling fees, hanger rental, and General fund transfers
    - Worker's Comp – transfers from operating funds
    - Health Insurance – transfers from operating funds and premiums
    - Auto Collision – transfers from operating funds

# SIGNIFICANT ITEMS

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- Revenue:
  - Sales tax estimates
  - Use tax estimates
  - Utility rate adjustments
- Personnel:
  - Personnel additions
  - Benefit costs
- Stabilization Reserve Fund
- Capital Reserve Fund



REVENUE

# SALES TAX ESTIMATES

## SALES TAX ESTIMATES

	FY 2025	FY 2026	YOY % Change	FY 2026 Budget	FY 2027	YOY % Change
July	\$ 2,024,085	\$ 1,893,242	-6.5%	\$ 2,003,844	\$ 1,874,310	-1.0%
Aug	1,992,146	2,016,927	1.2%	1,972,225	1,996,758	-1.0%
Sept	2,018,649	2,105,370	4.3%	1,998,463	2,084,316	-1.0%
Oct	1,886,624	1,898,393	0.6%	1,867,758	1,879,409	-1.0%
Nov	1,810,165	1,951,276	7.8%	1,792,063	1,931,763	-1.0%
Dec	2,122,346	1,948,179	-8.2%	2,101,123	1,928,697	-1.0%
Jan	2,036,333	2,093,988	2.8%	2,015,970	2,073,048	-1.0%
Feb	1,979,225	1,947,309	-1.6%	1,959,433	1,927,836	-1.0%
Mar	1,701,676	1,772,775	4.2%	1,684,659	1,755,047	-1.0%
April	1,855,906	1,943,013	4.7%	1,837,347	1,923,583	-1.0%
May	2,017,305	2,017,305	0.0%	1,936,499	1,997,132	-1.0%
June	1,864,925	1,864,925	0.0%	1,841,210	1,846,276	-1.0%
	<b>\$ 23,309,385</b>	<b>\$ 23,452,702</b>	<b>0.6%</b>	<b>\$ 23,010,594</b>	<b>\$ 23,218,175</b>	<b>-1.0%</b>

General	\$ 18,279,312	\$ 17,934,728	\$ 18,096,519
Econ Dev	1,724,463	1,691,955	1,707,219
CIP	3,448,927	3,383,911	3,414,438

# USE TAX ESTIMATES

## USE TAX ESTIMATES

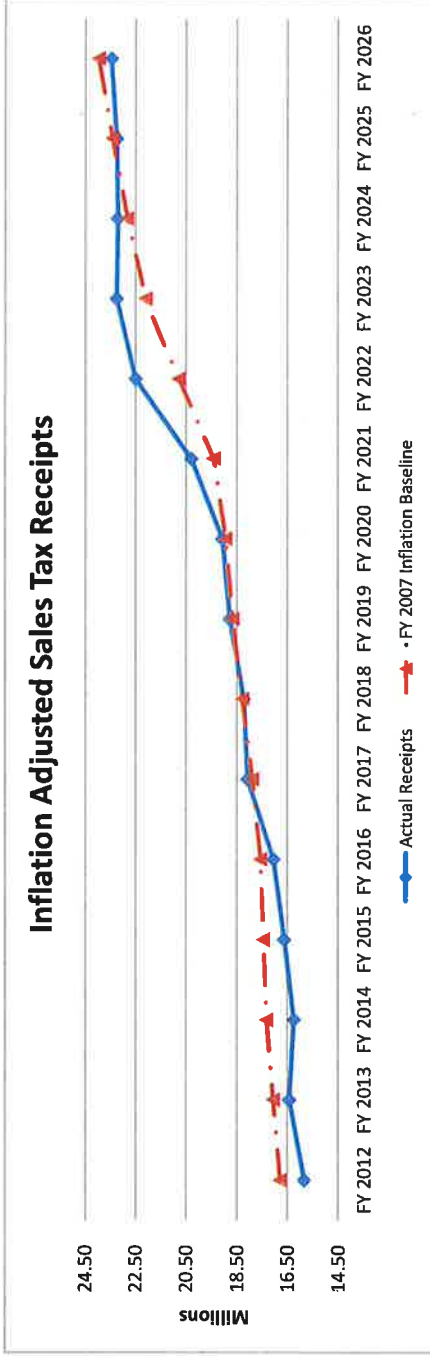
	FY 23/24	FY 2025	FY 2026	FY 2026	FY 2026	FY 2027	YOY %	FY 2026	YOY %
				Change	Budget		Change	Budget	Change
July	\$ 368,121	\$ 377,063	\$ 412,245	9.3%	\$ 369,522	\$ 404,000	-2.0%		
Aug	367,698	408,787	372,852	-8.8%	400,611	365,395	-2.0%		
Sept	409,630	383,302	545,333	42.3%	375,636	534,426	-2.0%		
Oct	398,832	348,260	306,710	-11.9%	341,295	300,576	-2.0%		
Nov	388,745	397,768	322,940	-18.8%	389,813	316,481	-2.0%		
Dec	519,128	418,848	579,743	38.4%	410,471	568,148	-2.0%		
Jan	449,541	440,837	436,187	-1.1%	432,020	427,463	-2.0%		
Feb	514,933	532,234	594,368	11.7%	521,589	582,481	-2.0%		
Mar	320,398	423,800	418,235	-1.3%	415,324	409,870	-2.0%		
April	357,717	342,366	412,645	20.5%	335,519	404,392	-2.0%		
May	387,279	439,468	439,468	0.0%	379,533	430,679	-2.0%		
June	336,353	493,732	493,732	0.0%	329,626	483,857	-2.0%		
	<b>\$ 4,818,375</b>	<b>\$ 5,006,465</b>	<b>\$ 5,334,458</b>	<b>6.6%</b>	<b>\$ 4,700,959</b>	<b>\$ 5,227,768</b>	<b>-2.0%</b>		

# SALES TAX ESTIMATES

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- Changes in local market:
  - Various New Retail Locations Whataburger, Scooters, Dutch Bros, Jimmy's Egg, HTeaO, Remi's Arcade, Palace Rooms, and Lollipops Woodfire and Grocery, Dollar General(Oak Park), and Neals as well as upgrades and expansions of existing retailers
  
- Staff is conservatively estimating and projects a reduction in Sales Tax over Current year by 1.0%

# INFLATION ADJUSTED SALES TAX



# UTILITY RATES

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- Budget includes Phase 1 of 5 year rate study effective July 1, 2026
  - An ordinance will be brought before council in the coming months
  - Inclining block rate structure
  - Capital improvement fees
  - Rate levels sufficient to sustain operations and maintenance
- Comprehensive rate study
  - Rate study conducted in FY 2026 for FY 2027 – FY 2031

# PROPOSED UTILITY RATE PLAN

## RATE INCREASE

	CURRENT	FY 2027
<b>WATER</b>		
Average monthly residential water usage (g)	6,000	6,000
Volumetric rate/1,000 g	4.37	5.33
Capital investment fee/1,000 g	2.10	2.63
Monthly volumetric charge	17.19	21.32
Monthly capital investment fee charge	8.40	10.52
Monthly base rate	17.19	20.97
Total monthly water charge	42.78	52.81
<b>WASTEWATER</b>		
Average monthly residential wastewater usage (g)	4,500	4,500
Volumetric rate/1,000 g	4.29	4.50
Capital investment fee/1,000 g	3.98	4.50
Monthly volumetric charge	19.31	20.25
Monthly capital investment fee charge	17.91	20.25
Monthly base rate	17.43	18.30
Total monthly wastewater charge	54.65	58.80
<b>SANITATION</b>		
96 Gal Cart Fee	20.00	21.50
<b>TOTAL UTILITY MONTHLY CHARGE</b>	<b>117.43</b>	<b>133.11</b>
<b>% INCREASE</b>		<b>13.4%</b>



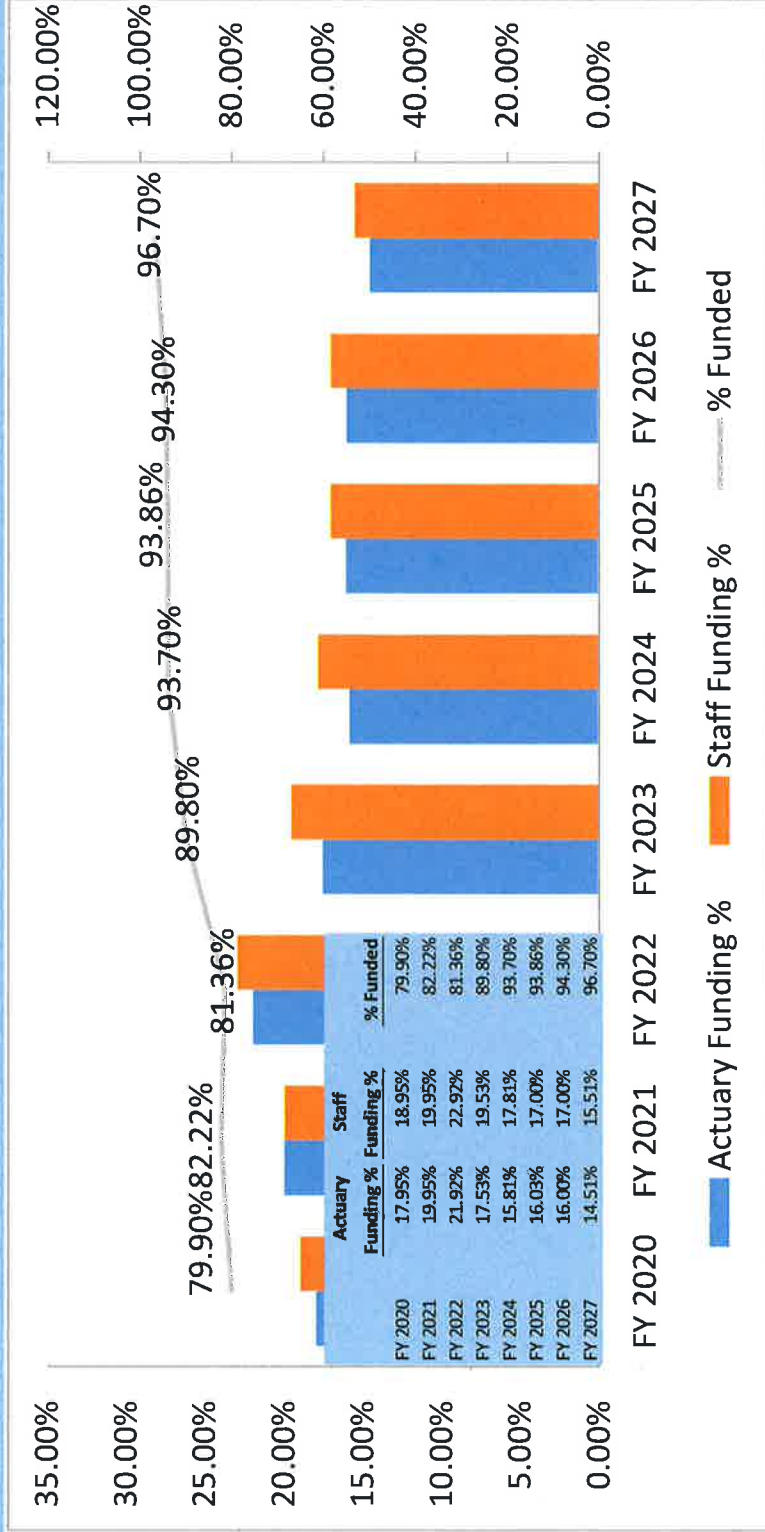
PERSONNEL

# PERSONNEL POSITIONS

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- Staffing Changes
  - ▣ No additions to be made in FY 2026-27
    - Conversion of 1 Engineering position to a Drafting Tech
    - One vacant Fire position eliminated to provide funds for fire inspection services

# GENERAL EMPLOYEE PENSION STATUS



# SALARIES AND BENEFITS

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- Compensation Increases
  - Included in this budget are the compensation increases 2.5% COLA and 2.5% Merit
- Health Insurance – 10th year with UMR
  - FY 2027 consultant estimates a increase 10% increase across in stop loss and similar claims volume
  - City continues to instill measures to bring cost down
  - FY 2027 contributions decreased by \$109K
- Work Comp
  - FY 2027 contributions from departments increased by about \$64k



OTHER ITEMS

# STABILIZATION RESERVE FUND

- Stabilization Reserve – established by ordinance of Council
- Requires minimum 2% annual contribution from General, Wastewater, Water, and Sanitation
- Requires a minimum balance of 16% and maximum of 35%

	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027		% of Budget	
	Contributions	\$	Contributions	\$	Contributions	\$	Contributions	\$	Contributions	\$	Contributions	\$	Contributions	\$	Total Balance	
General Fund	1,495,895	\$	538,879	\$	1,354,469	\$	901,017	\$	1,131,324	\$	726,763	\$	796,798	\$	11,427,403	28.7%
Wastewater	92,945		93,567		102,430		106,831		117,301		120,390		129,390		1,561,170	24.1%
Water	136,225		143,830		163,442		179,340		191,928		220,816		216,953		2,627,601	21.1%
Sanitation	88,396		95,244		102,302		104,586		110,390		116,706		123,987		1,647,997	26.6%
<b>Total</b>	<b>1,813,461</b>	<b>\$</b>	<b>871,520</b>	<b>\$</b>	<b>1,722,643</b>	<b>\$</b>	<b>1,291,774</b>	<b>\$</b>	<b>1,550,943</b>	<b>\$</b>	<b>1,184,675</b>	<b>\$</b>	<b>1,267,128</b>	<b>\$</b>	<b>17,264,171</b>	

**Excerpt from Stabilization Reserve Ordinance:**

- Amounts held in the Stabilization Reserve Fund that are below the minimum threshold may be expended only under specific limited circumstances.
- i. Expenditures for emergency situations for life, health, or public safety issues for which no existing appropriation exists;
  - ii. 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;
  - iii. Correcting the results of an inaccurate estimate, accounting error, or budgeting error.

# CAPITAL RESERVE FUND

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- Capital Reserve Fund established by ordinance
  - Ordinance requires 5 year capital plans for Water, Wastewater, and Sanitation
  - Transfers sufficient to cover these annualized capital expenses are typically made from the operating funds
  - New utility rates provide sufficient cash to make necessary transfers
  - Debt is needed and shown for wastewater plant and AMI

# WASTEWATER CAPITAL PLANS

## WASTEWATER - 5 YR CAPITAL PLAN & FUNDING SUMMARY

Fiscal Year	Capital Plan Summaries			Funding Summaries			
	Wastewater Plant	Wastewater Maint	Total	Revenue to Cap Res Fund	Debt Issued	Expenses	Cash Balance
2026	\$ 1,545,307	1,105,222	2,650,529	\$ 4,956,357	-	2,650,529	17,708,152
2027	85,050,000	425,000	85,475,000	3,665,427	83,000,000	85,475,000	18,898,579
2028	1,950,000	625,000	2,575,000	3,665,427	-	2,575,000	19,989,006
2029	18,700,000	400,000	19,100,000	3,665,427	18,500,000	19,100,000	23,054,433
2030	7,500,000	640,000	8,140,000	3,665,427	-	8,140,000	18,579,860
2031	-	1,900,000	1,900,000	3,665,427	-	1,900,000	20,345,287
<b>Total</b>	<b>\$ 113,200,000</b>	<b>3,990,000</b>	<b>117,190,000</b>	<b>\$ 18,327,135</b>	<b>\$ 101,500,000</b>	<b>117,190,000</b>	

# WATER CAPITAL PLANS

## WATER - 5 YR CAPITAL PLAN & FUNDING SUMMARY

Fiscal Year	Capital Plan Summaries				Funding Summaries			
	Water Plant	Water Admin	Water Distribution	Total	Revenue to Cap Res Fund	Debt Issued	Expenses	Cash Balance
2026	\$ 1,146,138	260,421	773,814	2,180,373	\$ 2,405,618	-	2,180,373	4,072,317
2027	2,405,000	-	8,720,000	11,125,000	2,769,188	8,000,000	11,125,000	3,716,505
2028	350,000	-	2,632,500	2,982,500	2,769,188	-	2,982,500	3,503,193
2029	150,000	-	615,000	765,000	2,769,188	-	765,000	5,507,381
2030	-	-	845,000	845,000	2,769,188	-	845,000	7,431,569
2031	225,000	-	890,000	1,115,000	2,769,188	-	1,115,000	9,085,757
<b>Total</b>	<b>\$ 3,130,000</b>	<b>-</b>	<b>13,702,500</b>	<b>16,832,500</b>	<b>\$ 13,845,940</b>	<b>\$ 8,000,000</b>	<b>16,832,500</b>	

# SANITATION CAPITAL PLANS

## SANITATION 5 YR CAPITAL PLAN

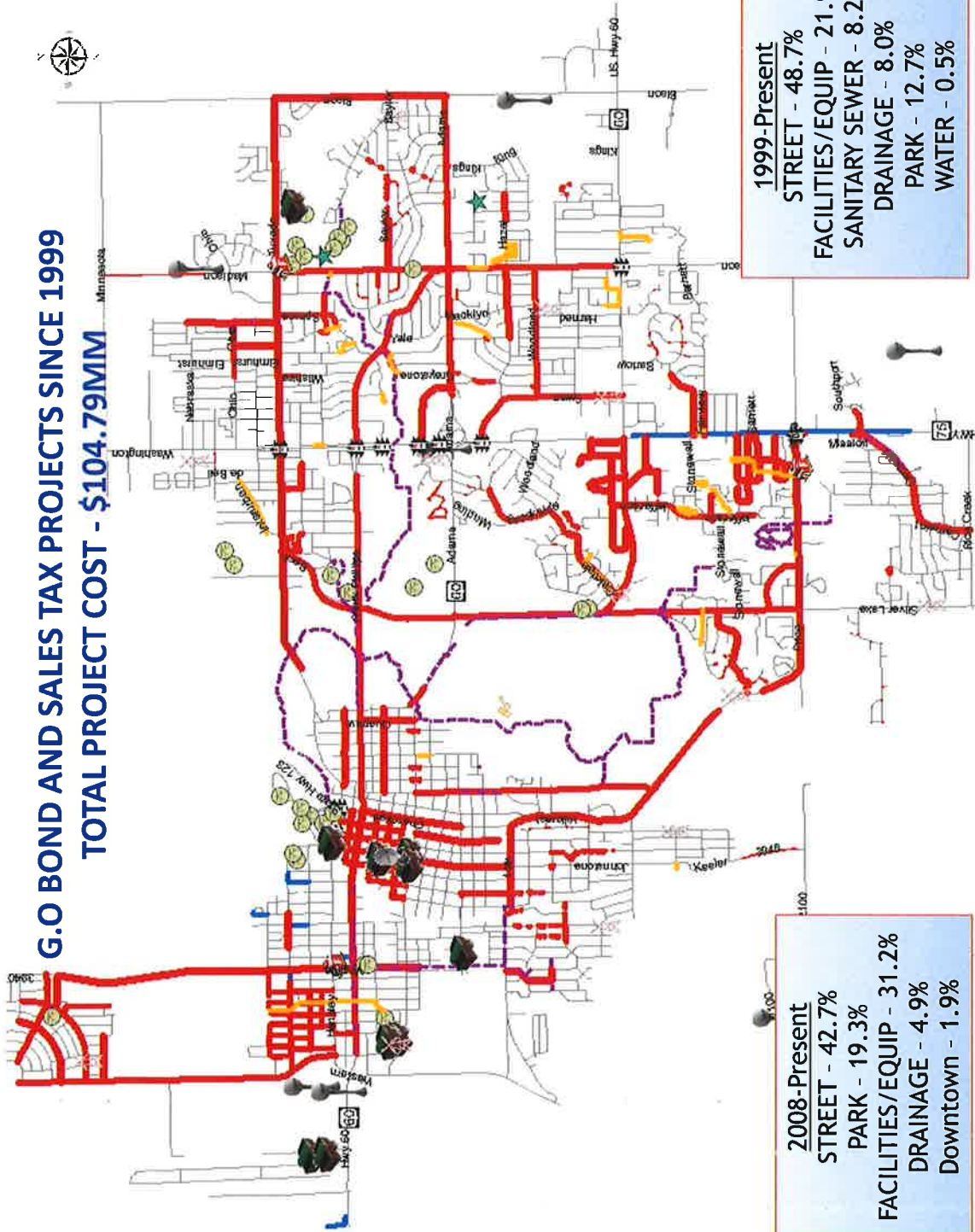
Fiscal Year	Capital Plan Summaries		Funding Summaries				
	Sanitation	Total	Revenue to Cap Res Fund	Debt Issued	Expenses	Cash Balance	
2026	\$ 2,121,268	2,121,268	\$ 880,000	-	2,121,268	2,483,102	
2027	650,000	650,000	985,000	-	650,000	2,818,102	
2028	-	-	985,000	-	-	3,803,102	
2029	1,500,000	1,500,000	985,000	-	1,500,000	3,288,102	
2030	50,000	50,000	985,000	-	50,000	4,223,102	
2031	740,000	740,000	985,000	-	740,000	4,468,102	
<b>Total</b>	<b>\$ 2,940,000</b>	<b>2,940,000</b>	<b>\$ 4,925,000</b>	<b>-</b>	<b>2,940,000</b>		

# FY26-27 Capital BUDGET

Workshop Presentation  
Staff Recommendations  
4.21.2026



**G.O BOND AND SALES TAX PROJECTS SINCE 1999**  
**TOTAL PROJECT COST - \$104.79MM**



**1999-Present**  
**STREET - 48.7%**  
**FACILITIES/EQUIP - 21.9%**  
**SANITARY SEWER - 8.2%**  
**DRAINAGE - 8.0%**  
**PARK - 12.7%**  
**WATER - 0.5%**

**2008-Present**  
**STREET - 42.7%**  
**PARK - 19.3%**  
**FACILITIES/EQUIP - 31.2%**  
**DRAINAGE - 4.9%**  
**Downtown - 1.9%**

# CAPITAL IMPROVEMENT PROJECT BUDGETS

## CARRY OVER PROJECTS FROM:

- WASTEWATER REGULATORY FUND
- CITY HALL FUND
- STORM SEWER FUND
- 2018B GO BOND
- 2019B GO BOND
- 2022 GO BOND
- 2023 GO BOND
- CAPITAL RESERVE FUND
- ½ CENT SALES TAX

## NEW PROJECTS FROM:

- WASTEWATER FUND
- WASTEWATER REGULATORY FUND
- CITY HALL FUND
- CAPITAL RESERVE FUND
- ½ CENT SALES TAX

# WASTEWATER REGULATORY FUND CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Replace Generator (Nebraska/Covington/Silver Lake)	\$80,000	\$80,000	2025-2026	
<b>TOTAL</b>		<b>\$80,000</b>		

\$249,019 is the total amount available for allocation. This fund is comprised of money collected via the wastewater capital investment fee from the utility bill.

**\$249,019 is the total amount available for allocation**

# CITY HALL FUND CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
City Hall HVAC Controls Retrofit	\$100,000	\$250,000	2023-2024	
<b>TOTAL</b>		<b>\$250,000</b>		

\$306,006 is the total amount available for allocation. This fund is comprised of money collected from the 4th floor lease of City Hall.

\$306,006 is the total amount available for allocation

# STORM SEWER FUND CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Storm Sewer Assessment	\$51,963	\$65,000	2022-2023	Assess condition of corrugated metal pipes within storm system

\$84,238 is the total amount available for allocation. This fund is comprised of savings from the 1997 General Obligation Bond funds that were dedicated to storm sewer system improvements as well as the continued receipt of storm water detention in-lieu fees from private development.

**\$84,238 is the total amount available for allocation**

# 2018B BOND FUND CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Storm Sewer Assessment	\$31,386	\$31,386	2024-2025	
<b>TOTAL</b>		<b>\$31,386</b>		

Highlighted projects are 70% designated projects listed on the 2018 Bond Election

\$31,386 is the total amount available for allocation. This fund is from the 2018B G.O. Bond issuance, authorized by voters through the 2018 G.O. Bond election. The balance of this fund is recommended to be held as a contingency for the above listed projects and for future funding of projects.

**\$31,386 is the total amount available for allocation**

# 2019B BOND FUND CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
8th Street Storm Drain Rehab	\$200,570	\$333,953	2019-2020	Funds to replace existing clay tile pipe storm drain along 8th Street between Shawnee and Choctaw
<b>TOTAL</b>		<b>\$333,953</b>		

Highlighted projects are 70% designated projects listed on the 2018 Bond Election

\$333,953 is the total amount available for allocation. This fund is from the 2019B G.O. Bond issuance, authorized by voters through the 2018 G.O. Bond election. The balance of this fund is recommended to be held as a contingency for the above listed projects and for future funding of projects.

**\$333,953 is the total amount available for allocation**

# 2022 BOND FUND CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Bridge Rehabilitation - Sunset over Butler Creek	\$1,000,000	\$50,000	2022-2023	
Douglass Park Shelter	\$80,000	\$100,000	2022-2023	
<b>TOTAL</b>		<b>\$150,000</b>		

Highlighted projects are 70% designated projects listed on the 2020 Bond Election

\$286,854 is the total amount available for allocation. This fund is from the 2022 G.O. Bond issuance, authorized by voters through the 2020 G.O. Bond election. The balance of this fund is recommended to be held as a contingency for the above listed projects and for future funding of projects.

**\$286,854 is the total amount available for allocation**

# 2023 BOND FUND CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Central Fire Station Roof Repair	\$154,500	\$3,000	2023-2024	
Basketball Courts w/ Gaga Ball Pit	\$100,000	\$150,000	2023-2024	
Sooner Park Restroom Remodel	\$80,000	\$80,000	2023-2024	
Bicycle Signage	\$40,000	\$40,000	2023-2024	
<b>TOTAL</b>		<b>\$273,000</b>		

Highlighted projects are 70% designated projects listed on the 2020 Bond Election

\$706,883 is the total amount available for allocation. This fund is from the 2023 G.O. Bond issuance, authorized by voters through the 2020 G.O. Bond election. The balance of this fund is recommended to be held as a contingency for the above listed projects and for future funding of projects.

**\$706,883 is the total amount available for allocation**

# CAPITAL RESERVE FUND CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Fire Apparatus	\$950,000	\$46,123	2025-2026	
Thermoplastic Striper	\$15,000	\$15,000	2021-2022	
Library Mechanical Room Piping	\$60,000	\$10,000	2025-2026	
Park Amenity Replacement	\$25,000	\$25,000	2025-2026	Originally in CIP
Playground Mulch Replacement	\$50,000	\$33,800	2025-2026	Originally in CIP
Jo Allyn Lowe Rain Garden	\$50,000	\$50,000	2025-2026	Originally in CIP
Oak Park Basketball Court	\$100,000	\$150,000	2024-2025	Originally in CIP
<b>Total General Fund</b>		<b>\$329,923</b>		
Engineering Design for WWTP	\$250,000	\$50,000	2022-2023	
<b>Total Wastewater Plant</b>		<b>\$50,000</b>		
Sewer Line Point Repairs/Replacement (contract and materials for staff)	\$350,000	\$350,000	2022-2023	
<b>Total Wastewater Maintenance</b>		<b>\$350,000</b>		
Replace Polymer Skids at WTP	\$175,000	\$115,000	2025-2026	
<b>Total Water Plant</b>		<b>\$115,000</b>		

# CAPITAL RESERVE FUND CARRY OVER PROJECTS (CTD)

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
New AMI System	\$7,500,000	\$8,000,000	2024-2025	
Dump Truck (10 Wheel) - Replaces 2005 Unit	\$220,000	\$220,000	2025-2026	
<b>Total Water Distribution</b>		<b>\$8,220,000</b>		
Roll Off Refuse Truck	\$175,000	\$175,000	2021-2022	
Roll Off Refuse Truck (2)	\$350,000	\$350,000	2023-2024	
One Ton Truck (2)	\$90,000	\$90,000	2023-2024	
<b>Total Sanitation</b>		<b>\$615,000</b>		
<b>TOTAL</b>		<b>\$9,679,923</b>		

# 1/2 CENT SALES TAX CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL/ MODIFIED BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
<b>Facilities</b>				
Community Center Security System Replacement	\$78,000	\$150,000	2021-2022	
City Hall Carpet Replacement	\$100,000	\$10,000	2025-2026	
<b>Storm Sewer</b>				
Drainage Materials	\$25,000	\$110,828	2021-2022	
Turkey Creek Clearing	\$50,000	\$50,000	2024-2025	
Jefferson Rd Drainage	\$100,000	\$55,994	2024-2025	
Sooner Park Loop Drainage	\$150,000	\$150,000	2025-2026	
Arbor Drainage	\$120,000	\$120,000	2025-2026	
Choctaw Drainage	\$250,000	\$218,000	2025-2026	
<b>Streets &amp; Bridges</b>				
Preventive Maintenance Streets (FY 23-24)	\$950,000	\$150,000	2023-2024	
Preventive Maintenance Streets (FY 24-25)	\$1,000,000	\$1,000,000	2024-2025	
Preventive Maintenance Streets (FY 25-26)	\$725,000	\$725,000	2025-2026	
Preventive Maintenance Streets (FY 25-26)	\$500,000	\$500,000	2025-2026	
Sunset Bridge Supplement	\$1,200,000	\$20,000	2024-2025	

# 1/2 CENT SALES TAX CARRY OVER PROJECTS

PROJECT NAME AND DESCRIPTION	ORIGINAL/ MODIFIED BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
<b>Parks</b>				
Park Entry Signage	\$40,000	\$40,000	2023-2024	
Downtown Landscape Improvements	\$800,000	\$800,000	2023-2024	
Security Lighting in Parks	\$75,000	\$75,000	2024-2025	
<b>TOTAL</b>		<b>\$4,174,822</b>		

Projects highlighted were advertised in 2020 election

# WASTEWATER FUND PROPOSED PROJECTS & EQUIPMENT

PROJECT NAME AND DESCRIPTION	AMOUNT REQUESTED	NOTES
Replace Submersible Pumps at Virginia/Dewey LS	\$35,000	
<b>TOTAL</b>	<b>\$35,000</b>	

\$140,148 is the total amount available for allocation. This fund comprises of money collected via the sanitary sewer assessment fee for new subdivisions and commercial developments, which was approved by Council in May 2001.

**\$140,148 is the total amount available for allocation**

# WASTEWATER REGULATORY FUND PROPOSED PROJECTS & EQUIPMENT

PROJECT NAME AND DESCRIPTION	AMOUNT REQUESTED	NOTES
Refurbish Channel Monsters WWTP & Shawnee LS	\$50,000	
<b>TOTAL</b>	<b>\$50,000</b>	

\$243,019 is the total amount available for allocation. This fund is comprised of money collected via the wastewater capital investment fee from the utility bill.

**\$243,019 is the total amount available for allocation**

# CAPITAL RESERVE FUND PROPOSED PROJECTS & EQUIPMENT

PROJECT NAME AND DESCRIPTION	PROPOSED BUDGET	FISCAL YEAR PROJECT APPROVED	NOTES
Airport Terminal Building HVAC Replacement	\$20,000	2026-2027	Airport
Strategic Plan Priorities	\$100,000	2026-2027	Admin
Website ADA Compliance	\$50,000	2026-2027	Admin
Semiquincentennial of USA	\$65,000	2026-2027	Community Development
Public Safety Server Upgrade	\$22,000	2026-2027	Tech
Police Access Control Upgrade	\$5,500	2026-2027	Police/Tech
Fire Access Control Upgrade	\$5,000	2026-2027	Fire/Tech
Bunker Gear	\$117,184	2026-2027	Fire
SCBA (x12)	\$72,550	2026-2027	Fire
Aerial Fire Apparatus Replacement	\$250,000	2026-2027	
Sidewalk Infill and Partnership Program	\$50,000	2026-2027	
Asphalt Patch Truck	\$350,000	2026-2027	Street Dept
Backhoe/Excavator	\$175,000	2026-2027	Street Dept
Artunoff Concessions/Restroom Remodel	\$50,000	2026-2027	
Pull Behind Lift	\$25,000	2026-2027	Golf
Golf Clubhouse HVAC - AC Units and Coils (x2)	\$25,000	2026-2027	
<b>Total General Fund</b>	<b>\$1,382,234</b>		

# CAPITAL RESERVE FUND PROPOSED PROJECTS & EQUIPMENT (CTD)

PROJECT NAME AND DESCRIPTION	PROPOSED BUDGET	FISCAL YEAR PROJECT APPROVED	NOTES
Replace 1.25 Ton with utility bed (2014)	\$75,000	2026-2027	Replaces 2014 unit
<b>Total Wastewater Maintenance</b>	<b>\$75,000</b>		
Water Rights at Copan	\$1,600,000	2026-2027	
Replace Compact Loader	\$100,000	2026-2027	
Refurbish High Service Pumps	\$200,000	2026-2027	
Replace Slide Gates at Caney River Pump Station	\$300,000	2026-2027	
Replace Servers at WTP	\$90,000	2026-2027	
<b>Total Water Plant</b>	<b>\$2,290,000</b>		
Replace Water Lines (contract and materials)	\$500,000	2026-2027	
<b>Total Water Distribution</b>	<b>\$500,000</b>		
Rear Load Refuse Truck (2)	\$600,000	2026-2027	
<b>Total Sanitation</b>	<b>\$600,000</b>		
<b>TOTAL</b>	<b>\$4,847,234</b>		

# ½ CENT SALES TAX PROPOSED PROJECTS & EQUIPMENT

PROJECT NAME AND DESCRIPTION	AMOUNT REQUESTED	YEAR ESTIMATED FUNDING IN ORIGINAL 5-YEAR PLAN	NOTES
<b>Equipment</b>			
Aerial Lift Truck	\$300,000	2026-2027	Lift truck for Building Maintenance
General Fund Vehicle Replacement (285k/yr)	\$300,000	2026-2027	10 year replacement cycle
Police Department Vehicles	\$392,000	2026-2027	10 year replacement cycle
Police Vehicle Equipment/Labor	\$213,500	2026-2027	10 year replacement cycle
Body Worn Cameras	\$60,000	2027-2028	
Taser Lease Purchase	\$60,000	2027-2028	
Greens Fans (x3)	\$16,500	2026-2027	\$45k originally planned. Had to purchase 2 fans in FY25-26 using 2023 GO Bond Fund monies
<b>Buildings and Facilities</b>			
Storm Siren Upgrade	\$800,000	2026-2027	
Community Center HVAC Contactors, Controls and Pneumatics	\$92,500	2026-2027	
Annual IT Equipment Replacement	\$60,000	2026-2027	
Miscellaneous Facility & Buiding Upgrades	\$25,000	2026-2027	
IT Infrastructure Upgrades	\$100,000	2026-2027	
CallWorks 911 Call Handling System	\$190,000	2026-2027	

\$4,019,842 is the total amount available for allocation

# 1/2 CENT SALES TAX PROPOSED PROJECTS & EQUIPMENT (CTD)

PROJECT NAME AND DESCRIPTION	AMOUNT REQUESTED	YEAR ESTIMATED FUNDING IN ORIGINAL 5-YEAR PLAN	NOTES
<b>Streets &amp; Bridges</b>			
Preventative Maintenance Street Repair (FY 25-26)	\$875,000	2026-2027	Annual funds for Preventative Maintenance Street Repair program
<b>Drainage</b>			
Drainage Materials (\$25k/yr)	\$32,000	2025-2026	Materials for Street Department personnel to make improvements to City drainage systems
<b>TOTAL</b>	<b>\$3,516,500</b>		

Projects highlighted were advertised in 2020 election

\$4,019,842 is the total amount available for allocation

# QUESTIONS & DISCUSSION?

**FY 26-27 CAPITAL BUDGET**

**Workshop Presentation**

**Staff Recommendations**

**4.21.2026**



**I. SUBJECT, ATTACHMENTS, AND BACKGROUND**

A resolution amending the budget of the City of Bartlesville for fiscal year 2025-26 appropriating unanticipated revenue for the Fire Department.

Attachments:

A resolution amending the Budget for the City of Bartlesville for fiscal year 2025-2026. Appropriating unanticipated revenue for the Fire Department.

**II. STAFF COMMENTS AND ANALYSIS**

The City has received funds in the amount of \$46,250 for the sale of a 2006 Emergency One Fire Truck. These funds will go towards the purchase of additional fire equipment. These funds must be appropriated prior to their expense.

**III. BUDGET IMPACT**

Budgetary impact nets zero, \$46,250 increase in revenue and \$46,250 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 CAPITAL RESERVE FUND.**

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**WHEREAS,** THE City of Bartlesville has received unanticipated revenue in the amount of \$46,250; and

**WHEREAS,** the City of Bartlesville needs to appropriate \$46,250 of these revenues prior to their expenditure;

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

The Fire Dept (250) of the Capital Reserve Fund (675) shall be increased as follows:

Tools & Equipment (53410)	\$ 46,250
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**APPROVED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR OF THE CITY OF BARTLESVILLE THIS 4<sup>th</sup> DAY OF MAY, 2026.**

\_\_\_\_\_  
**Mayor**

**Attest:**

\_\_\_\_\_  
**City Clerk**

---

## I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action to adopt an amendment to Bartlesville Ordinance Chapter 19, Article 10 Section 350 Angle Parking Procedure. Proposed Amendment to Sec. 19-350 – Angle Parking Procedure by adding (Motorcycle Exception).

### Attachments:

City Ordinance Chapter 19 Article X Section 350 with desired language to add exception for motorcycles to the current ordinance.

## II. STAFF COMMENTS AND ANALYSIS

Consideration and possible approval of an amendment to Chapter 19 Article X Section 350 of the Bartlesville City Code to allow motorcycles, motor-driven cycles, and motorized tricycles to back into angle parking spaces under specified conditions.

### Proposed Amendment Language

**(b)** It is unlawful for any person to angle park any vehicle except by driving forward into the angle parking area and all persons shall leave any vehicle so parked in an angle parking area with the front of the vehicle pointing toward the front of the parking area.

**Exception:** Motorcycles, motor-driven cycles, and motorized tricycles may park by backing into the space if:

1. The vehicle is within the marked parking space;
2. The vehicle does not obstruct adjacent parking spaces, sidewalks, or traffic lanes; and
3. The positioning of the vehicle does not create a hazard to pedestrians or other vehicles.

### Analysis

- Improves safety by allowing forward exit into traffic
- Addresses practical limitations of motorcycles
- Maintains ordinance integrity for standard vehicles
- Provides clear enforcement guidelines
- No fiscal impact

## III. RECOMMENDED ACTION

Police Department staff recommends review and possibly approve amendment to Chapter 19 Article X Sec. 350(b) to allow motorcycles to back into angled parking spaces under defined conditions.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING SECTION 19-350 OF THE BARTLESVILLE MUNICIPAL CODE PERTAINING TO ANGLE PARKING PROCEDURES; PROVIDING FOR A MOTORCYCLE EXCEPTION; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.**

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**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BARTLESVILLE, OKLAHOMA:**

**Sec. 19-350. Angle Parking Procedure** (b) It shall be unlawful for any person to angle park any vehicle except by driving forward into the angle parking area, and all persons shall leave any vehicle so parked with the front of the vehicle pointing toward the front of the parking area.

Exception:

Motorcycles, motor-driven cycles, and motorized tricycles may park by backing into an angled parking space provided that:

1. The vehicle is positioned entirely within the marked parking space;
2. The vehicle does not obstruct adjacent parking spaces, sidewalks, or traffic lanes;
3. The positioning of the vehicle does not create a hazard to pedestrians or other vehicles;
4. The vehicle is positioned so that the front of the vehicle faces the roadway to allow forward entry into traffic.

This exception shall not supersede any provision related to obstruction, hazard creation, or unsafe positioning, and enforcement authority remains with law enforcement.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF BARTLESVILLE, OKLAHOMA THIS \_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**I. SUBJECT, ATTACHMENTS, AND BACKGROUND**

Take action to approve Engagement for Arbitrage Compliance Services with Arbitrage Compliance Specialists.

Attachments:

Engagement Letter

**II. STAFF COMMENTS AND ANALYSIS**

Pursuant to the Arbitrage and Use of Proceeds Certificate agreed to at the time bonds are issued, any year in which \$5,000,000 in debt is issued, arbitrage compliance and rebate calculations must be performed. This engagement is to prepare arbitrage compliance reports pertaining to the required rebate and yield reduction payment to the United States Treasury, Internal Revenue Service (the “IRS”) for specific note listed below.

Bartlesville Municipal Authority Utility System Revenue Note, Series 2016

Cost of the engagement is \$650.00

**III. RECOMMENDED ACTION**

City Staff recommends Arbitrage Compliance Specialist due to this being their sole expertise and their competitive price point in the market. The City has contracted with Arbitrage Compliance Specialist for past G.O. Bond and note arbitrage calculations.

April 23, 2026



Mr. Jason Muninger, Chief Financial Officer  
City of Bartlesville, Oklahoma ("Issuer")  
401 South Johnstone Avenue  
Bartlesville, OK 74003

**ENGAGEMENT LETTER FOR ARBITRAGE COMPLIANCE SERVICES**

**CONTROL #8.50**

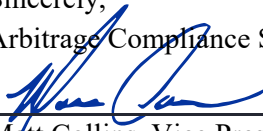
**\$3,355,000.00 UTILITY SYSTEM REVENUE NOTE, SERIES 2016**

Arbitrage Compliance Specialists, Inc. (“ACS”) is pleased to present our fees to provide arbitrage compliance services for the Issuer. Our firm has distinctive legal and accounting experience with arbitrage compliance services dating back to the inception of the arbitrage rebate regulations of 1986. ACS is one of the most prominent and well-respected providers of arbitrage compliance services in the nation. ACS’ staff members are accounting professionals who have extensive knowledge of governmental accounting, accounting allocation methods and legal interpretation skills to compute the lowest permissible liability allowed. We pride ourselves on our unprecedented commitment to each and every client we represent.

ACS has provided a fee schedule, listed on page 2, to encompass the various elements that we may encounter during the calculations. ACS’ fees are derived by the complexity of the issuance and the number of years included in the computation period. Each calculation includes a CPA opinion to provide assurance that the calculations were completed according to Section 148(f) of the Internal Revenue Code of 1986 that governs the arbitrage rebate requirements (the “Tax Code”).

We appreciate the opportunity to assist the Issuer comply with the IRS arbitrage compliance requirements. If we may be of further assistance or if there are any questions, please do not hesitate to call us at (800) 672-9993 ext.7538.

Sincerely,  
Arbitrage Compliance Specialists, Inc.

  
\_\_\_\_\_  
Matt Collins, Vice President

Please acknowledge acceptance of this engagement by signing, scanning and e-mailing this letter in its entirety to Arbitrage Compliance Specialists, Inc at [Matt@rebatebyacs.com](mailto:Matt@rebatebyacs.com).

\_\_\_\_\_  
Accepted by – Signature

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Date

<b>Bond Compliance Program Services:</b>	<b>Fees</b>
10th Year Arbitrage Rebate Review (“Calculation Period”): 05/24/2021 to 05/24/2026	\$650.00
<b>TOTAL</b>	<b>\$650.00</b>

<b>Arbitrage Rebate Calculation Services</b>	
Commingled Funds and / or Transferred Proceeds	Included
Preparation of IRS Form 8038-T and IRS Filing Instructions (if payment is due to the IRS)	\$395.00
<b>Support Services</b>	
IRS Audit Assistance (For Bond Issues Completed By ACS)	Included
<b>Post-Calculation Services</b>	
Debt Compliance Monitoring Service	Included
Record Retention Service	Included

### **Calculation Services**

1. Complete an in-depth analysis of the applicable bond documents and debt structure by our professional staff to determine bond elections and identify applicable exceptions
2. Monitor IRS filing deadlines, election requirements and restricted periods in our database tracking system to ensure timely reporting.
3. Review the applicable rebate, yield restriction/yield reduction or spending exceptions in compliance with Internal Revenue Code of 1986.
4. Provide calculations with a CPA certified professional opinion that can be relied upon by the Issuer regarding the arbitrage rebate liability. The report will provide supporting documentation to include the calculation method employed, assumptions and conclusions.

### **Information Provided by the Issuer:**

1. The Issuer agrees to provide all necessary information for the debt issue as listed in this engagement letter (“Debt Issuance”) within 15 days after the end of Calculation Period to provide ACS adequate time to meet the installment payment deadline as defined in the Tax Code.
  - a. Issuer agrees to provide all necessary Debt Issuance documents to include, but not limited to: Official Statement, Tax Certificate, IRS Form 8038-G, Escrow Verification Report and if applicable, letter of credit/liquidity facility and/or swap/hedge agreements.
  - b. Issuer agrees to provide all expenditures, investment earnings, and monthly cash investment balances for all gross proceeds. This includes (but is not limited to) the following funds accounts: Capital Project, Debt Service Reserve, Debt Service, Cost of Issuance, Escrow funds and if applicable all liquidity facility fees paid and/or swap/hedge payments. To accurately complete the calculations, as required by the Tax Code, data is to include:
    - i. Running balance or at the least a monthly balance.
    - ii. Expenditures by date
    - iii. Earnings by date.
    - iv. Fair Market Value, if available, on the last day of the computation period.
    - v. Exclusion of non-cash transactions such as amortization, accounts payable, and accounts receivable, etc.
    - vi. Fixed Investment records are to include:
      1. Settlement Date
      2. Purchase Amount
      3. Accrued interest paid on settlement date
      4. Coupon Rate
      5. Maturity Date

## 6. Maturity Amount

2. The Issuer agrees to notify ACS within 15 days after the Debt Issuance has been refunded or defeased.
3. The Issuer agrees to notify ACS of all debt issuances that are supported by common funds to include, but not limited to debt service and reserve funds.

### **Support Services:**

1. Discuss the report and findings to ensure a complete understanding of the procedures and recommendations in such report.
2. Prepare a debt compliance monitoring schedule that identifies all-important relevant information by issue including prior calculations, liability amounts, future calculation due dates and important status notes
3. Advise on how future changes in the Tax Code may affect the debt issue.
4. Provide technical assistance and consultation in matters related to the arbitrage compliance regulations.

### **Other Terms & Conditions:**

1. ACS reserves the right to withdraw or re-negotiate the terms of this engagement if our involvement is greater than originally anticipated. Examples include an increase in ACS' time, commitment resources utilized to research and/or locate missing documents or activity requested by ACS, or if information requested by ACS was not provided in the format listed in "Information Provided by Issuer," Sections 1(a), and Sections 1(b).

**I. SUBJECT, ATTACHMENTS, AND BACKGROUND**

Discuss and take action on a Change Order No. 3 from Keohn Construction Services for the Construct Box Hangar – Bartlesville Municipal Airport project.

*Attachments:*

Change Order No. 3

**II. STAFF COMMENTS AND ANALYSIS**

This project consists of construction of a 120'x130' box hangar at the Bartlesville Municipal Airport along a concrete apron and site utilities. The project is being funded by a 40% Oklahoma Department of Aerospace and Aeronautics (ODAA) grant and the sponsor share of 60% of the cost is being provided by the Bartlesville Development Authority (BDA). The construction contract was awarded to Keohn Construction Services at the August 4, 2025 City Council meeting in the amount of \$5,011,059.66. Change Order No. 1 to the contract was approved by the City Council at the November 3, 2025 regular meeting totaling \$128,787.27 for a total contract price of \$5,139,846.93.

During construction, the waterline serving T-hangars further north at the airport was determined to be located directly under the proposed box hangar. While we knew the waterline existed, the topographic survey showed the waterline running outside the limits of the hangar footprint. This waterline was planned to be removed and upgraded as part of a roadway and utility extension project that was bid in January, 2026, to serve the new hangar and future hangars that can be constructed thanks to the recent taxiway extension. That project is fully funded by ARPA and PREP grants secured through the Bartlesville Development Authority (BDA). The location of the existing waterline would not be an issue if not for the material of the line. The depth is adequate that it is not in conflict with the hangar footings, however the line is made of Transite, which is very easily damaged by indirect construction activities such as vibration from equipment or digging in the vicinity of the lines. Fortunately, we were able to construct the building pad without rupturing the line, but staff did not want to risk rupturing the line after footings, concrete slab, or other building elements had been constructed. This would have added costly rework and slowed the completion of the project. Change Order No. 2 was approved by the City Council at the January 5, 2026 regular meeting totaling \$59,977.64 for a total revised contract price of \$5,139,846.93. Change Order No. 2 addressed the waterline issue by including a

portion of the waterline construction that would have been awarded via the roadway and utilities extension project. Koehn has submitted Change Order No. 3, requesting the addition of 30 calendar days to the contract to account for the additional work.

**III. BUDGET IMPACT**

Change Order No. 3 will not have any budget impacts. The only impact this will have is with respect to the project schedule.

**IV. RECOMMENDATION**

Staff recommends approval of Change Order No. 3 with Koehn Construction Services to add 30 calendar days to the contract to account for added work associated with Change Order No. 2.

**CHANGE ORDER**

Project: Construct Box Hangar Grant No. ODAA BVO-26H-S	Change Order No. 3
Project Description: Construct Box Hangar	
Requested Changes & Reasons: Addition of 30 Calendar Days to reroute existing water line.	
LOCATION: Bartlesville Municipal Airport	

The above will necessitate the following changes in quantities and estimates, which will be shown as overruns and underruns on future progressive estimates and vouchers.

Item	Description	Quantity	Unit Price \$	Amount \$	Days Req'd
	Please see attached breakdown of quantities.				30
<b>Total this Change Order</b>				0	30 CD
<b>Existing Contract</b>				5,199,824.57	382 CD
<b>New Contract</b>				\$ 5,199,824.57	412 CD

The prices for additional items have been compared with other contract prices and are fair for the amount of work involved.

04/24/2026

Date

*James S. Curd*

Parkhill

Approved by the City of Bartlesville this \_\_\_\_\_ day of \_\_\_\_\_, 2026

James S Curd, Mayor

We, Koehn Construction Services contractor on the above project, do hereby agree to a net **increase** in the contract of \$ 0.00 and 30 Calendar days as full compensation for making the above changes in accordance with the governing specifications.

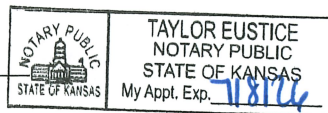
Koehn Construction Services

*David Schultz*  
David Schultz, COO

Subscribed and sworn before me this 23 day of April, 2026.

My Commission Expires:

7/18/26



*Taylor Eustice*  
Notary Public

# Change Request Proposal

Project: 33345 / Bartlesville Box Hanger  
(name and address) 401 Wiley Post Rd  
Bartlesville, OK 74003

Change request number: 1006  
Description: Contract days suspension request

Customer: City of Bartlesville

## Notice to Proceed

Submitted date:  
Received date:  
Rough order of magnitude: 0.00

Status: Proposed  
Origination date: 01/29/26

## Quotation

Submitted date:  
Due date:  
Submitted amount: 0.00  
Requested days delay: 30

## Notes

Request to suspended or add 30 calendar days to the contract time due to the added change order to re route the existing water line after the completion of Phase 1A.

Phase 1A was completed on Dec 15th. The materials to re route the existing water line arrived on site Jan 15th.

## Revenue Detail

Billing Item	Description	Revenue
		<b>Total Revenue:</b>

## No Pricing Detail

<b>Total:</b>	<b>0.00</b>
<b>Mark-up:</b>	<b>0.00</b>
<b>Total Contractor Price for CR 1006</b>	<b>0.00</b>

## Approvals

Customer: City of Bartlesville

Contractor: Koehn Construction

Authorized Representative: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**I. SUBJECT, ATTACHMENTS, AND BACKGROUND**

Approval of Consent Order 26-039 from the Oklahoma Department of Environmental Quality on the wastewater collection and treatment system.

Attachments:

*ODEQ Consent Order 26-039*

**II. STAFF COMMENTS AND ANALYSIS**

Since the early 1990s, the City has made substantial investments to improve the wastewater system and eliminate bypasses - instances where wastewater leaves the collection system before treatment. To date, more than \$43 million has been spent addressing these issues. Through ongoing studies and completed projects, most system capacity problems have been resolved, leaving the treatment plant and several pump stations along the Caney River corridor as the remaining major bottlenecks.

A facility plan completed in 2010 identified the necessary improvements, and this plan was updated in 2017. Over the past 25 years, the Oklahoma Department of Environmental Quality (ODEQ) has used Consent Orders to ensure the City identifies and corrects capacity limitations. A Consent Order is an agreement between the City and ODEQ that outlines specific deficiencies and sets deadlines for resolving them, while allowing the City flexibility to determine time frames for the various tasks.

The current Consent Order, issued in 2020 and most recently amended in November 2023, requires the City to expand and renovate the wastewater treatment plant in accordance with the facility plan, as well as upgrade pump stations along the Caney River corridor. In September 2025, the City notified ODEQ that it would not meet an upcoming deadline and requested an amendment. This delay is primarily due to the complexity of the Indirect Potable Reuse component and the need for additional testing not anticipated in the 2023 schedule.

The ODEQ has been receptive to our request and has issued a revised Consent Order. Due to the age of the original order, ODEQ elected to close it and issue a new agreement, which is attached.

A summary of the tasks within the Consent Order are shown below.

- September 1, 2026 – Submit approvable Plans and Specifications (P&S) for the improvements and rehabilitation of the WWTP.
- June 1, 2027 – Begin construction on the wastewater treatment plant improvements.
- October 1, 2029 – Submit approvable Plans and Specifications (P&S) for the expansion of the Shawnee lift station improvements as outlined in the approved engineering report.
- June 1, 2030 – Begin construction of the Shawnee Lift station expansion.
- June 1, 2030 – Submit approvable Plans and Specifications (P&S) for the Hillcrest and Golf Course lift station improvements as outlined in the approved engineering report.
- February 1, 2031 - Begin construction of Hillcrest and Golf Course lift station improvements.
- February 1, 2031 – Submit approvable Plans and Specifications (P&S) for the Limestone lift station as outlined in the approved engineering report.
- September 1, 2031 – Complete construction of the wastewater treatment plant improvements.
- September 1, 2031 – Complete construction of the Shawnee lift station expansion.
- October 1, 2031 – Begin construction of the Limestone lift station expansion.
- May 1, 2032 – Complete construction of the Hillcrest and Golf Course lift station improvements.
- January 1, 2033 – Complete construction of the Limestone lift station expansion.

The estimated costs associated with the above tasks is over \$130MM.

### **III. RECOMMENDED ACTION**

Staff recommends approval of Consent Order 26-039.

**STATE OF OKLAHOMA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
WATER QUALITY DIVISION**

**IN THE MATTER OF:**

City of Bartlesville,

Respondent,

Case No. 26-039

Facility No. S-21402

OPDES Permit No. OK0030333

Problem(s): Unpermitted Discharges

**CONSENT ORDER**

The parties to this case, the State of Oklahoma, ex rel. Department of Environmental Quality (“DEQ”) and the City of Bartlesville (“Respondent”) agree to this Consent Order to resolve certain environmental compliance issues.

This Consent Order supersedes and closes Consent Order Case No. 19-200 and Addendum A thereto agreed to by DEQ and Respondent on March 17, 2020, and November 27, 2023, respectively.

**FINDINGS OF FACT**

1. Respondent owns and operates a publicly owned treatment works (“POTW”), which serves the residents of the City of Bartlesville, Oklahoma. The POTW consists of wastewater collection lines, appurtenances, and an activated sludge mechanical wastewater treatment plant (“WWTP”) located in the NW¼, NE¼, NW¼, Section 7, Township 26 North, Range 13, East of the Indian Meridian, Washington County, Oklahoma. The WWTP discharges treated effluent to the Caney River pursuant to OPDES Permit No. OK0030333 (“Permit”), which has an effective date of December 20, 2024.
2. On March 17, 2020, DEQ and Respondent agreed to Consent Order Case No. 19-200. On November 27, 2023, DEQ and Respondent agreed to amend the Consent Order with Addendum A (“CO 19-200(A)”) and update the task schedule as follows:

Task		Date Due
A.	Submit interim plan for bypass management, including a signed standard operating procedure (“SOP”) for bypass response and mitigation.	Completed
B.	Hire an engineer licensed to practice in the State of Oklahoma for the purposes of completing Tasks C, D, and E of this Order.	Completed
C.	Submit an approvable Engineering Report (“ER”) for construction of the improvements and rehabilitation to the WWTP.	June 1, 2024
D.	Submit an approvable ER for the construction of the improvements to the collection system in the Limestone-Chickasaw Corridor. The ER shall include a schedule for submitting plans and specifications (“P&S”) and a schedule for beginning and completing construction of the improvements.	February 1, 2024
E.	Submit approvable P&S for the construction outlined in the approved ER from Task C.	October 1, 2025
F.	Begin construction of improvements and rehabilitation of the WWTP.	June 1, 2026
G.	Complete construction of improvements and rehabilitation of the WWTP.	September 1, 2030
H.	Submit approvable P&S for the expansion of the Shawnee lift station as outlined in the approved ER from Task D.	October 1, 2028
I.	Begin construction of the Shawnee lift station expansion.	June 1, 2029
J.	Submit approvable P&S for the Hillcrest and Golf Course lift station improvements as outlined in the approved ER from Task D.	June 1, 2029
K.	Begin construction of the Hillcrest and Golf Course lift station improvements.	February 1, 2030
L.	Submit approvable P&S for the expansion of the Limestone lift station as outlined in the approved ER from Task D.	February 1, 2030
M.	Complete construction of the Shawnee lift station expansion.	September 1, 2030
N.	Begin construction of the Limestone lift station expansion.	October 1, 2030
O.	Complete construction of the Hillcrest and Golf Course lift station improvements.	May 1, 2031
P.	Complete construction of the Limestone lift station expansion.	January 1, 2032

3. Since January 1, 2023, Respondent reported to DEQ the following unpermitted discharges from its collection and treatment system, which are commonly referred to as bypasses or sanitary sewer overflows (“SSOs”).

Date	Duration (hours)	Location	Amount (gallons)	Cause
5/10/2023	3	528 S Elmhurst 4" force main	1,500	4" force main failed
9/7/2023	1	1524 SW Mountain Rd	500	wipes and roots
11/15/2023	1	2380 Mountain Dr	150	wipes and roots
1/10/2024	1	Hillcrest lift station	5,000	electrical problem at Hillcrest Lift station
2/15/2024	1	240 SE Wilshire	250	roots, wipes, and grease
2/15/2024	1	240 SE Wilshire	250	roots, wipes, and grease
2/16/2024	1	2114 S Osage Ave	300	wipes and grease
3/4/2024	1	1800 Skyline Drive	500	wipes and roots
3/12/2024	1	601 Oak Ridge Dr	500	wipes and roots
3/12/2024	3	601 SE Oakridge Dr	2,500	wipes and roots
3/25/2024	1	2275 Mountain Dr	200	wipes and roots
3/28/2024	1	1885 Armstrong Ave	100	wipes
4/1/2024	21	MH T04-049/ 5820 Tuxedo Blvd	5,000	wipes and grease
4/16/2024	3	VIRGINIA LIFT STATION	2,100	PUMP STATION OFF, INSTALLATION OF FLOW METER
4/18/2024	2	MAPLE LIFT STATION	2,800	PUMP STATION OFF, INSTALLATION OF FLOW METER
5/3/2024	2	MHW T07-102A 3875 SE Green Country Rd	2,000	wipes and grease
5/8/2024	1	Shawnee Lift Station	200	Rain
5/21/2024	1	801 SE WASHINGTON BLVD	1,500	wipes and grease
8/19/2024	84	20850 N 3946 Rd	3,000	uprooted tree
8/22/2024	1	3851 E Tuxedo Blvd	3,500	wipes and grease
10/15/2024	1	2331 Skyline Drive	150	wipes and roots
11/4/2024	16	Robinwood Park	900,000	7 inches of rain
11/4/2024	5	Shawnee Lift Station	2,500	7 inches of rain
11/11/2024	52	Robinwood Park	850,000	7 inches of rain
11/11/2024	23	4113 SE Wayside Dr	72,000	wipes and roots
11/11/2024	12	Shawnee Lift Station	161,250	7 inches of rain

City of Bartlesville  
 Consent Order Case No. 26-039

Date	Duration (hours)	Location	Amount (gallons)	Cause
11/11/2024	2	Hillcrest Lift Station	150	heavy rain
11/11/2024	2	3002 Rice Creek Rd	1,500	heavy rain
11/19/2024	23	Robinwood Park	865,000	heavy rain
11/18/2024	9	3002 Rice Creek	15,000	10 inches of rain
11/18/2024	1	333 NE Meyers	500	heavy rain
11/19/2024	30	Shawnee Lift Station	10,000	heavy rain
11/19/2024	13	Pear Orchard	650,000	heavy rain
11/19/2024	10	Hillcrest lift Station	300,000	heavy rain
1/27/2025	159	North of Price RD, East of Washington Mall	115,000	roots, wipes, and rags
1/28/2025	14	4809 Barlow Dr	250	roots, wipes, grease, and debris
1/29/2025	14	5800 E Tuxedo Blvd	2,500	roots, wipes, grease, and debris
1/30/2025	2	601 Oakridge DR	300	roots and debris
2/2/2025	1	1800 Skyline Pl	100	roots and debris
3/4/2025	12	Shawnee Lift Station	150,000	1.5 inches of rain
3/4/2025	3	C	10,000	1.5 inches of rain
3/5/2025	4	Robinwood Park	13,000	2 inches of rain
3/15/2025	5	1779 Silverlake Rd	1,500	roots, wipes, and grease
3/28/2025	3	2325 SE Jupiter Ct	2,500	wipes and roots
4/6/2025	55	Shawnee Lift Station	250,000	3 inches of rain
4/5/2025	16	Robinwood Park	90,000	4 inches of rain
4/15/2025	3	713 Yale Dr	500	wipes and roots
4/20/2025	6	Hillcrest Lift Station	15,000	3 inches of rain
4/20/2025	26	Shawnee lift station	250,000	3 inches of rain
4/20/2025	42	Robinwood Park	900,000	3.5 inches of rain
4/20/2025	44	Pear Orchard	50,000	3.5 inches of rain
4/30/2025	123	Hillcrest Lift Station	100,000	heavy rain
4/28/2025	13	Shawnee Lift Station	20,000	3 inches of rain
4/28/2025	13	Shawnee Lift Station	20,000	3 inches of rain
4/28/2025	13	Shawnee Lift Station	20,000	heavy rain
4/30/2025	13	Shawnee Lift Station	1,100,000	heavy rain
4/30/2025	8	Lupa and Henry	12,000	heavy rain
4/30/2025	50	Shawnee Lift Station	1,700,000	heavy rain
4/30/2025	9	Hillcrest Lift Station	100,000	heavy rain
8/30/2025	44	Robinwood Park	520,000	heavy rain
4/30/2025	58	QUEENSTOWN AND FLEETWOOD	20,000	heavy rain
4/30/2025	34	230 N Chickasaw Ave	14,763	heavy rain

City of Bartlesville  
 Consent Order Case No. 26-039

Date	Duration (hours)	Location	Amount (gallons)	Cause
		outfall #1 Caney River		
4/30/2025	34	230 N Chickasaw Ave outfall #1 Caney River	14,763	heavy rain
4/30/2025	3	Lupa and Henry	2,500	heavy rain
4/30/2025	8	HICKORY AND ELM	28,000	heavy rain
4/30/2025	2	FRANK PHILLIPS AND MADISON	3,500	heavy rain
4/30/2025	52	Pear Orchard	1,200,000	heavy rain
4/30/2025	5	OLD KMART	65,000	heavy rain
4/30/2025	4	PATHFINDER	4,000	heavy rain
4/30/2025	13	SENIOR SALSA	172,000	heavy rain
4/30/2025	3	YALE AND CREEK	3,500	heavy rain
4/30/2025	7	SENIOR SALSA	65,000	heavy rain
5/24/2025	1	Hillcrest lift station	500	heavy rain
5/26/2025	10	Hillcrest Golf Course lift station	10,000	heavy rain
6/4/2025	8	Shawnee Lift Station	10,000	heavy rain
6/4/2025	5	Hillcrest Lift Station	3,000	heavy rain
6/6/2025	5	Queenstown and Fleetwood	20,000	heavy rain
6/6/2025	36	Shawnee Lift Station	1,100,000	heavy rain
6/6/2025	32	Hillcrest Lift Station	50,000	heavy rain
6/6/2025	43	Senior Salsa	105,000	heavy rain
6/6/2025	8	Lupa and Henry	2,000	heavy rain
6/6/2025	3	Lupa and Henry	1,500	heavy rain
6/6/2025	8	Hickory and Elm	21,000	heavy rain
6/6/2025	2	Frank Phillips & Madison	2,500	heavy rain
6/6/2025	26	Shawnee Lift Station	900,000	heavy rain
6/6/2025	41	Robinwood Park	1,520,000	heavy rain
6/6/2025	39	Senior Salsa	174,000	heavy rain
6/6/2025	5	Old Kmart	42,000	heavy rain
6/6/2025	6	Yale and Creek	2,000	heavy rain
6/6/2025	4	PATHFINDER	3,000	heavy rain
6/8/2025	29	Hillcrest Lift Station	50,000	heavy rain
6/18/2025	26	Hillcrest Lift Station	2,500	heavy rain
6/18/2025	14	Shawnee Lift Station	80,000	heavy rain
6/18/2025	34	Robinwood Park	155,000	heavy rain
6/18/2025	32	Pear Orchard	130,000	heavy rain
6/18/2025	19	Robinwood Park	165,000	heavy rain
6/30/2025	15	Robinwood Park	155,000	heavy rain

Date	Duration (hours)	Location	Amount (gallons)	Cause
6/30/2025	5	Shawnee lift station	70,000	heavy rain
6/30/2025	2	Hillcrest lift station	150	heavy rain
8/5/2025	2	2112 SE Skyline Dr	500	wipes and roots
8/19/2025	14	Hillcrest Lift Station	50,000	corroded pipe
8/19/2025	14	1900 S Shawnee Ave	20,000	corroded pipe
9/2/2025	5	Robin Wood Park	30,000	heavy rain
9/2/2025	4	Shawnee Lift Station	10,000	heavy rain
10/16/2025	1	MH S07-006 1706 Skyline PL	100	roots and debris
10/25/2025	16	Shawnee Lift Station	150,000	heavy rain
2/13/2026	2	427 NW Mistletoes Ln	550	wipes and roots

4. On September 25, 2025, Mike Bailey, City Manager for Respondent, submitted an extension request letter via email to DEQ, which asked for “additional time . . . to complete Task E, *Submit approvable plans and specifications for the construction outlined in the approved ER from Task C, . . .*” On December 19, 2025, John Brown, Staff Attorney, Water Quality Division (“WQD”), Office of General Counsel, DEQ, emailed Terry Lauritsen, P.E., Director of Water Utilities for Respondent, requesting a meeting with Respondent to discuss the expansion plans for Indirect Potable Reuse (“IPR”), ongoing improvements to its WWTP, and the need to enter into a new Consent Order with Respondent.

5. On January 27, 2026, representatives from DEQ, Emily Snodgrass, District Representative, Wastewater Enforcement Section, WQD, and Mr. Brown met via TEAMS with representatives for Respondent, Mr. Lauritsen, Bridget Harper, P.E., Tetra Tech Engineering, and Srin Sundaramoorthy, P.E., S2 Engineering. Mr. Lauritsen provided an overall status update on Respondent’s WWTP improvements and detailed plans for completing the WWTP construction of improvements, and the future construction plans for the Shawnee lift station, Golf Course lift station, and Limestone lift station. Mr. Brown agreed that DEQ would draft a new Consent Order to incorporate Respondent’s requested due dates for each improvement project. Mr. Lauritsen and Respondent’s other representatives agreed that a new Consent Order was necessary.

6. On March 12, 2026, DEQ emailed a draft copy of the Consent Order to Mr. Lauritsen for review. On March 18, 2026, Mr. Lauritsen emailed DEQ that Respondent agreed to all the terms and conditions included in the Consent Order.

7. Respondent and DEQ agree that it is beneficial to resolve this matter promptly and by agreement.
8. Respondent and DEQ waive the filing of a petition or other pleading, and Respondent waives the right to a hearing.

#### CONCLUSIONS OF LAW

9. DEQ has regulatory jurisdiction and authority in this matter, and Respondent is subject to the jurisdiction and authority of DEQ under **27A Oklahoma Statutes (“O.S.”) § 1-3-101(B); the Oklahoma Pollutant Discharge Elimination System Act (“OPDES Act”), 27A O.S. §§ 2-6-201 through 2-6-206**, and the rules promulgated thereunder at **Oklahoma Administrative Code (“OAC”) 252:606**.
10. By failing to contain waste streams within the collection system or treatment facility, Respondent violated **27A O.S. § 2-6-205(A)**, which states, “. . . [I]t shall be unlawful for any facility, activity or entity regulated by the Department of Environmental Quality pursuant to the Oklahoma Pollutant Discharge Elimination System Act to discharge any pollutant into waters of the state or elsewhere without first obtaining a permit from the Executive Director.”
11. By failing to contain waste streams within the collection system or treatment facility, Respondent violated **OAC 252:606-1-3(b)(3)(W)** incorporating by reference **40 C.F.R. § 122.41(a)**, which states, “The permittee must comply with all conditions of [its] permit. Any permit noncompliance constitutes a violation of the Clean Water Act and is grounds for enforcement action; for permit termination, revocation and reissuance, or modification; or denial of a permit renewal application.”
12. By failing to contain waste streams within the collection system or treatment facility, Respondent violated **OAC 252:606-3-6**, which states, “Applicants must comply with the terms of the permits that are issued.”
13. By failing to contain waste streams within the collection system or treatment facility, Respondent violated **OPDES Permit No. OK0030333, Part III, Section C(4)(b)**, which states, “The permittee must comply with all conditions of this permit. Any permit noncompliance constitutes a violation of applicable state and federal laws and the Act, the Oklahoma Environmental Quality Code and is grounds for enforcement action; for permit termination, revocation and reissuance, or modification; or for denial of a permit renewal application.”

**ORDER**

14. Based on the above paragraphs, Respondent and DEQ agree, and it is ordered by the Executive Director as follows:

Task	Date Due
A. Respondent shall submit approvable* P&S for the construction outlined in the approved ER from Task C in CO 19-200(A).	September 1, 2026
B. Respondent shall begin construction of improvements and rehabilitation of the WWTP.	June 1, 2027
C. Respondent shall submit approvable* P&S for the expansion of the Shawnee lift station as outlined in the approved ER from Task D in CO 19-200(A).	October 1, 2029
D. Respondent shall begin construction of the Shawnee lift station expansion.	June 1, 2030
E. Respondent shall submit approvable* P&S for the Hillcrest and Golf Course lift station improvements as outlined in the approved ER from Task D in CO 19-200(A).	June 1, 2030
F. Respondent shall begin construction of the Hillcrest and Golf Course lift station improvements.	February 1, 2031
G. Respondent shall submit approvable* P&S for the expansion of the Limestone lift station as outlined in the approved ER from Task D in CO 19-200(A).	February 1, 2031
H. Respondent shall complete construction of improvements and rehabilitation of the WWTP.	September 1, 2031
I. Respondent shall complete construction of the Shawnee lift station expansion.	September 1, 2031
J. Respondent shall begin construction of the Limestone lift station expansion.	October 1, 2031
K. Respondent shall complete construction of the Hillcrest and Golf Course lift station improvements.	May 1, 2032
L. Respondent shall complete construction of the Limestone lift station expansion.	January 1, 2033
*See Paragraph 19 for the definition of “approvable.”	

15. The Oklahoma Pollutant Discharge Elimination System Act (“Act”), 27A O.S. §§ 2-6-201 through 2-6-206, authorizes DEQ to seek penalties of up to Ten Thousand Dollars (\$10,000.00) per day of violation, for each day during which a violation of the Act, Permit, associated rules, and Consent Order continues. Since this Consent Order is a continuation of the previous Consent

Order, for which a penalty has already been assessed, DEQ is not assessing any further penalties at this time.

16. Respondent agrees that if Respondent fails to complete any of the task(s) by the specified due dates set forth in Paragraph 13 of this Consent Order, DEQ may assess stipulated penalties as follows:

TASK	PENALTY PER DAY
A.	\$175.00
B.	\$350.00
C.	\$175.00
D.	\$350.00
E.	\$175.00
F.	\$350.00
G.	\$175.00
H.	\$525.00
I.	\$525.00
J.	\$350.00
K.	\$525.00
L.	\$525.00

Stipulated penalties begin to accrue on the day performance is due, with the total amount of stipulated penalties not to exceed Two Hundred Fifty Thousand Dollars (\$250,000.00).

17. If Respondent fails to pay any penalty, DEQ may bring a separate action for collection of the penalty in district court. An action by DEQ for the collection of a penalty does not affect Respondent's duty to complete the tasks required by this Consent Order.

#### **GENERAL PROVISIONS**

18. DEQ has received delegation from the United States Environmental Protection Agency, to implement and enforce the federal National Pollutant Discharge Elimination System ("NPDES") program. A portion of the implementation and enforcement program is to issue timely enforcement actions and impose appropriate penalties. The federal program calls for a significant increase in monetary penalties should this Consent Order be violated or future violations occur.

19. As used in this Consent Order, an "approvable" submission to DEQ is to be considered a final submission. That is, all preliminary discussions between DEQ and Respondent regarding the

requirements of a submission must be concluded prior to the date the submission is due so that the submission will be approvable as submitted. If the submission is not submitted in an approvable form by its due date, the submission will be considered late, and Respondent will be subject to the stipulated penalties described in this Consent Order.

20. Respondent agrees to perform the requirements of this Consent Order within the time frames specified unless performance is prevented or delayed by events which are a “force majeure.” For purposes of this Consent Order, a force majeure event is defined as any event arising from causes beyond the reasonable control of Respondent or Respondent’s contractors, subcontractors, or laboratories that delays or prevents the performance of any obligation under this Consent Order. Examples are vandalism, fire, flood, labor disputes or strikes, weather conditions which prevent or seriously impair construction activities, civil disorder or unrest, and “acts of God.” Force majeure events do not include increased costs of performance of the tasks agreed to in this Consent Order or changed economic circumstances. Respondent must notify DEQ in writing within fifteen (15) days after Respondent knows or should have known of a force majeure event that is expected to cause a delay in achieving compliance with any requirement of this Consent Order. Failure to submit notification within fifteen (15) days waives the right to claim a force majeure.

21. Respondent and DEQ may amend this Consent Order by mutual consent. Such amendments must be in writing, and the effective date of the amendments will be the date on which they are filed by DEQ. Any amendment to this Consent Order may require the payment of an administrative penalty.

22. Upon their approval by DEQ, any final reports, plans, specifications, schedules, and attachments required under this Consent Order are incorporated into it and enforceable under it. Failure to respond within a reasonable time to any errors, deficiencies, or other regulatory requirements identified by DEQ is a violation of this Consent Order.

23. No informal advice, guidance, suggestions, or comments by employees of DEQ regarding reports, plans, specifications, schedules, and other writings affect Respondent’s obligation to obtain written approval by DEQ when required by this Consent Order.

24. Respondent and DEQ may amend this Consent Order by mutual consent. Such amendments must be in writing, and the effective date of the amendments will be the date on which

they are filed by DEQ. Any amendment to this Consent Order may require the payment of an administrative penalty.

25. Respondent agrees to allow agents of DEQ entry onto Respondent's property, at reasonable times and without advance notice, for the purposes of inspecting, sampling, testing, records review, and other authorized activities to assess compliance with Oklahoma statutes and rules and this Consent Order. If Respondent is required to sample or test, Respondent agrees to give DEQ reasonable notice of the sampling or testing date and time and allow DEQ to observe and/or split-sample.

26. Unless otherwise specified, any report, notice, or other communication required under this Consent Order must be in writing and must be sent to:

**For DEQ:**

Emily Snodgrass, District Representative  
Municipal Wastewater Enforcement Section  
Water Quality Division  
Department of Environmental Quality  
P.O. Box 1176  
Oklahoma City, Oklahoma 73101-1176  
Telephone: 405-702-8125  
Email: Emily.Snodgrass@deq.ok.gov

**For Respondent:**

Terry Lauritsen, P.E., Director of Water Utilities  
City of Bartlesville  
401 S. Johnstone Ave.  
Bartlesville, Oklahoma 74003  
Telephone: 918-338-4116  
Email: tllaurit@cityofbartlesville.org

27. This Consent Order is enforceable as a final Order of the Executive Director of DEQ. DEQ retains jurisdiction of this matter for the purposes of interpreting, implementing, and enforcing the terms and conditions of this Consent Order and for the purpose of resolving disputes.

28. Nothing in this Consent Order limits DEQ's right to take enforcement action for violations discovered or occurring after the effective date of this Consent Order.

29. Nothing in this Consent Order excuses Respondent from its obligation to comply with all applicable federal, state, and local statutes, rules, and ordinances. Respondent and DEQ agree that

the provisions of this Consent Order are considered severable, and if a court of competent jurisdiction finds any provisions to be unenforceable because they are inconsistent with state or federal law, the remaining provisions will remain in full effect.

30. The provisions of this Consent Order apply to and bind Respondent and DEQ and their officers, officials, directors, employees, agents, successors, and assigns. No change in the ownership or corporate status of Respondent will affect Respondent's responsibilities under this Consent Order.

31. Compliance with the terms and conditions of this Consent Order fully satisfies Respondent's liability to DEQ for all allegations of noncompliance in this Consent Order. If Respondent satisfies the requirements of this Consent Order, DEQ will not pursue any other remedy, sanction, or relief that might otherwise be available to address the allegations of noncompliance in this Consent Order. Nothing in this Consent Order shall be deemed to satisfy Respondent's liability, if any, for actions or remedies not within the scope of authority of DEQ.

32. This Consent Order is for the purpose of settlement. Neither the fact that Respondent and DEQ have agreed to this Consent Order, nor the Findings of Fact and Conclusions of Law in it, shall be used for any purpose in any proceeding except the enforcement by Respondent and DEQ of this Consent Order and, if applicable, a future determination by DEQ of eligibility for licensing or permitting. As to others who are not parties to this Consent Order, nothing contained in this Consent Order is an admission of Respondent of the Findings of Fact or Conclusions of Law, and this Consent Order is not an admission by Respondent of liability for conditions at or near the Facility and is not a waiver of any right, cause of action or defense to which Respondent is otherwise entitled.

33. Respondent and DEQ agree that the venue of any action in district court for the purposes of interpreting, implementing, and enforcing this Consent Order will be Oklahoma County, Oklahoma.

34. The requirements of this Consent Order will be considered satisfied and this Consent Order terminated when Respondent receives written notice from DEQ that Respondent has demonstrated that all the terms of the Consent Order have been completed to the satisfaction of DEQ, and that any assessed penalty has been paid.

35. The individuals signing this Consent Order certify that they are authorized to sign it and to legally bind the parties they represent.

36. This Consent Order becomes effective on the date of the latter of the two (2) signatures below.

**FOR RESPONDENT:**

**FOR DEPARTMENT OF ENVIRONMENTAL QUALITY:**

\_\_\_\_\_  
JIM CURD, JR.  
Mayor

\_\_\_\_\_  
ROBERT D. SINGLETARY  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **I. SUBJECT, ATTACHMENTS, AND BACKGROUND**

Approval of an on-demand contract with B-Town Construction for the installation and decommissioning of water distribution lines of various sizes with the City of Bartlesville's water distribution system.

Attachments:

Contract

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

One of the City's most pressing needs in water distribution is the replacement of water lines that have exceeded or are nearing the end of their service life. The City's water distribution system consists of approximately 312 miles of water line. Of this total, 90 miles are more than 50 years old. Given that the typical service life of water pipe ranges from 50 to 100 years, roughly one-third of the City's water system is now in the latter portion of its useful life.

Over the past five years, the water system has experienced a steady increase in the number of line breaks, indicating the growing need for infrastructure renewal. The City's original plan was for staff within Water Distribution to perform the majority of the line replacements. However, maintaining adequate staffing levels has been a consistent challenge, with the department operating at approximately 30% below full staffing for the past five years.

Due to aging infrastructure and limited internal staffing capacity, staff recommends contracted services for water line work. To enhance flexibility and efficiency, staff proposes establishing an on-demand contract that allows for water line work as needed, with a cap of \$100,000 or a duration of six months, whichever occurs first. This project delivery method was approved by Council in November 2025 and proved successful.

Because of their extensive experience and familiarity with the City's standards and procedures, B-Town Construction was asked to submit a proposal for the installation of water lines of various sizes and depths, with the City providing all materials (pipe, fittings, rock, concrete, etc.). This contract method will be capped at \$100,000 or 6 months, whichever comes first. The contract is attached for your review.

Funding for these improvements will be provided through the Water Distribution Capital Fund.

### **III. BUDGET IMPACT**

\$111,410 is available for water system improvements. The proposed cost of these on-demand services will be capped at \$100,000, which is within the available budget.

### **IV. RECOMMENDED ACTION**

Staff recommends approval of the contract with B-Town Construction for on-demand services for water line replacement.

**CITY OF BARTLESVILLE**  
**SHORT FORM CONSTRUCTION CONTRACT**

THIS AGREEMENT, made this 4<sup>th</sup> day of May, 2026, by and between B-Town Construction 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, and expense necessary to install and decommission water lines of various sizes as requested by the Director of Water Utilities. The City shall furnish all material (pipe, fittings, restraints, gravel, and paving materials) to facilitate the work.
2. TIME OF COMPLETION. NOT APPLICABLE FOR THIS CONTRACT.
3. CONTRACT SUM. The City will pay the Contractor for the performance of this contract based on the unit pricing established in the Bid Proposal Form as attached. The unit pricing shall be valid for a period not to exceed six months with the overall total of work not exceeding \$100,000.
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, 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. EQUIPMENT, EMPLOYEES. Except as otherwise noted, the Contractor shall provide and pay for all labor, tools, power, and other items necessary to complete the work. Workmanship 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 the City. The Contractor shall comply with all laws and regulations applicable to the work

**CITY OF BARTLESVILLE**  
**SHORT FORM CONSTRUCTION CONTRACT**

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 Bid Proposal Form 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. 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.

---

Contractor

---

Attest

## BID PROPOSAL FORM

This shall be a unit price, on-demand contract for the installation and decommissioning of water distribution lines of various sizes within the City's water distribution system.

The City shall furnish all pipe, fittings, restraints, concrete, gravel, paving materials (concrete and asphalt), and lab testing to facilitate the work.

The Contractor shall be responsible for providing all labor, equipment, and tools necessary to:

- Install and connect water lines of various sizes;
- Pressure test and disinfect newly installed lines to ensure they meet bacteriological safety standards;
- Install paving for alleys, streets, curbs, sidewalks and/or driveways;
- Coordinate with City staff for scheduling of taps and testing.

Item	Description	Unit	Unit Price
1	Install 1.5" to 6" water mains up to 5 feet in depth including fittings, valves, connections and restraints	LF	\$40.00
2	Install 1.5" to 6" water mains between 5 feet to 8 feet in depth including fittings, valves, connections and restraints	LF	\$45.00
3	Install 1.5" to 6" water mains between 8 feet to 10 feet in depth including fittings, valves, connections and restraints	LF	\$50.00
4	Install 8" to 12" water mains up to 5 feet in depth including fittings, valves, connections and restraints	LF	\$50.00
5	Install 8" to 12" water mains between 5 feet to 8 feet in depth including fittings, valves, connections and restraints	LF	\$55.00
6	Install 8" to 12" water mains between 8 feet to 10 feet in depth including fittings, valves, connections and restraints	LF	\$60.00
7	Bore and install up to a 6" water main or casing	LF	\$120.00
8	Bore and install between an 8" to 12" steel casing pipe	LF	\$130.00
9	Bore and install between an 14" to 18" steel casing pipe	LF	\$150.00
10	Install short side service tap from ¾" to 2", which includes up to 12 feet of service line installation	EA	\$800.00
11	Install long side service tap from ¾" to 2", which includes up to 40 feet of service line installation	EA	\$1300.00

## BID PROPOSAL FORM

Item	Description	Unit	Unit Price
12	Sawcut and remove pavement	LF	\$3.00
13	Install concrete paving	SF	\$18.00
14	Pressure testing and disinfection of water main	EA	\$1,000.00
15	Mobilization for each project	EA	\$2,500.00

Name and Address of Bidder:

B-TOWN Construction LLC

5225 WOODLAND RD

BARTLESVILLE OK 74006

Telephone No.:

918-814-6463

Contact Person:

MARTIN PEREZ

Title:

MANAGER

## I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Approval of Biosolid Disposal Agreement with Bob Chaney to allow the City to deliver treated wastewater biosolids for beneficial agricultural use for property described as parts of SW/2 OF SE/4, SECTION 30, TOWNSHIP 27N, RANGE 13E; N/2 OF NW/4 AND W/2 OF NW/4, SECTION 30, TOWNSHIP 27N, RANGE 13E; NE/4 OF NE/4 AND SE/4 OF NE/4 AND NE/4 OF NE/4 OF NW/4, SECTION 30, TOWNSHIP 27N, RANGE 13E; E 1/2 SW LESS N 1/2 NE SW: E 1/2 LOT 4: SE NW SW: S 21.04 AC LOT 4 LESS SW 98.54 AC SEC 19 TOWNSHIP 27N RANGE 13E.

Attachments:

*Agreement*

## II. STAFF COMMENTS AND ANALYSIS

The City of Bartlesville manages all biosolids produced at its wastewater treatment plant through a no-till land application process. Biosolids are nutrient-rich organic materials generated during the treatment of domestic sewage. Through this process, solids are stabilized and treated to reduce pathogens and odors, making them suitable for beneficial reuse.

Applying biosolids to land provides a sustainable solution that supports agricultural productivity while addressing waste management needs. To carry out this process, the City transports the biosolids and applies them to approved fields. Property owners who participate agree to certain restrictions on land use during and after application to prevent any potential contaminants from public exposure or entering the food chain.

To formalize this arrangement, the City and the property owner enter into an agreement identifying the specific fields to be used and outlining the required use limitations. The City also conducts soil testing to assess field characteristics and determine appropriate loading rates.

There is no financial exchange associated with this agreement; neither the City nor the property owner charges fees. Mr. Chaney has requested that the City apply biosolids to his property located west of Dewey, as indicated on the attached map. The City is currently seeking a permit from the Oklahoma Department of Environmental Quality to authorize land application at these sites. A signed agreement with the property owner, as required for the permit application, is included.

**III. RECOMMENDED ACTION**

Staff requests approval of the attached Agreement for Biosolid Disposal.

**AGREEMENT FOR BIOSOLIDS DISPOSAL SITE  
BOB CHANEY PROPERTY**

THIS AGREEMENT, made and entered this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the City of Bartlesville, Oklahoma, hereinafter referred to as the (CITY) and Bob Chaney, 398110 W 1300 Rd, Dewey, OK 74029, hereinafter referred to as (OWNER),

WITNESSTH

WHEREAS, the OWNER of various land located in the State of Oklahoma desires to allow the CITY to deliver wastewater treatment Biosolids to said land for beneficial agricultural use, and the CITY desires to do so according to the terms hereinafter set forth.

NOW, THEREFORE, for valuable consideration hereby acknowledged by each of the parties hereto, the parties do agree as follows:

IT IS UNDERSTOOD that this agreement refers to the Bob Chaney Property described as parts of SW/2 OF SE/4, SECTION 30, TOWNSHIP 27N, RANGE 13E (“Herein referred to site 190”), N/2 OF NW/4 AND W/2 OF NW/4, SECTION 30, TOWNSHIP 27N, RANGE 13E (“Herein referred to site 191”), NE/4 OF NE/4 AND SE/4 OF NE/4 AND NE/4 OF NE/4 OF NW/4, SECTION 30, TOWNSHIP 27N, RANGE 13E (“Herein referred to site 192”), E 1/2 SW LESS N 1/2 NE SW: E 1/2 LOT 4: SE NW SW: S 21.04 AC LOT 4 LESS SW 98.54 AC SEC 19 TOWNSHIP 27N RANGE 13E (“Herein referred to site 193”); Washington County, Oklahoma. Graphical property representation, Satellite imagery maps with the designations and boundaries delineated will be kept with this document. This property has been designated as Sites “190”, “191”, “192”, and “193”.

IT IS AGREED that either the CITY or OWNER may void this agreement if at any time the Oklahoma State Department of Environmental Quality imposes any unacceptable conditions upon the disposal of said biosolids.

**CITY agrees to provide the OWNER with copies of the following upon request:**

1. Permit Application
2. Approved Permit
3. Biosolids analysis.
4. Current composite data for approved sites.
5. An annual analysis of a representative soil sample from the application sites.

**IN ADDITION, the CITY agrees to perform and be responsible for the following:**

1. Incorporate the biosolids into the soil a minimum of 6 inches before the end of each working day.
2. Use reasonable efforts to disturb the ground cover as little as practicable in consideration of the site's current use.
3. Repair any damage caused to fences, roads or other facilities as a result of biosolids application operations.
4. Apply the biosolids in accordance with permit guidelines and Oklahoma State Department of Environmental Quality regulations.
5. Notify and cooperate with the Owner or land operator for monthly scheduling of site utilization.
6. Keep daily records of biosolids application, including date, location, quantity, weather conditions and date of the latest biosolids analysis.
7. Maintain said records for 5 years and make said records available for inspection by the Owner.

The Owner certifies that he is the holder of the legal title to the above described property or is in authority by the holder to give consent for the land application of biosolids and that there are no restrictions to the granting of consent under this contract.

**Owner agrees to the following:**

1. To allow the City to incorporate wastewater treatment biosolids into the land as described in the permit application.
2. Provide access to the biosolids disposal sites.
3. Cooperate with the City on notifying the City of changes in tract utilization, or ownership.
4. Provide 60 days prior notice to the City of intent to discontinue biosolids application on any site and provide continuance of site restrictions under part 5 and 6 of this agreement section until the proper time has elapsed.
5. Shall assure that:
  - a. Food crops with harvested parts that touch the biosolids/soil mixture and are totally above the land surface shall not be harvested for 14 months after application of biosolids.
  - b. Food crops with harvested parts below the surface of the land shall not be harvested for 38 months after the application of biosolids when the biosolids remains on the land surface for less than four months prior to incorporation into the soil.

- c. Any other food crops, feed crops and fiber crops shall not be harvested for 30 days after application of biosolids.
6. Shall assure that:
  - a. Animals shall not be allowed to graze on the land for 30 days after application of biosolids. Turf grown on land where biosolids is applied shall not be harvested for one year after application of the biosolids when the harvested turf is placed on either land with high potential for public exposure or a lawn, unless otherwise specified by the permitting authority.
  - b. Public access to the land with high potential for public exposure shall be restricted for one year after application of biosolids.
  - c. Public access to these sites with a low potential for public exposure shall be restricted for 30 days.
7. Provide the City an annual plan of intended crops to be grown on the sites, and desired crop production rates to help maximize nitrogen and phosphorus application rates to meet property Owner and State requirements. Also assist by providing anticipated periods of site access for biosolids application.
8. Inform the City of known utilities, oil gathering lines and other oil facilities on the property that could be damaged or affected by biosolids application and incorporation.

The CITY agrees to comply with all reasonable safety rules established by the OWNER. The CITY further agrees to indemnify against loss or damage to OWNER'S property caused by the CITY employees or agents and to further protect OWNER against liability claims or property damage asserted against OWNER a result of the CITY'S biosolids application operation, except as may be caused by the negligence of OWNER or his employees and except with respect to any alleged damage or liability caused by the application of biosolids that meet appropriate regulatory and legal requirements.

Neither CITY nor OWNER (nor their respective insurers), nor any affiliated entities or contractors, nor their officers, agents and employees or consultants, shall be liable to the other in any action or claim for consequential, indirect, punitive, exemplary, liquidated or special damages, loss of profits, loss of opportunity, loss of product or loss of use. Any protection against liability for losses or damages afforded any individual or entity by these terms shall apply whether the action in which recovery of damages sought is based on contract, tort (including sole, concurrent or other negligence and strict liability of any protected individual or entity), and statute or otherwise. To the extent permitted by law, any statutory remedies which are inconsistent with these terms are waived.

[signature page follows]

This agreement shall be binding upon the parties hereto, their successors and assigns, CITY OF BARTLESVILLE, OKLAHOMA.

BY: \_\_\_\_\_  
Jim S. Curd, Mayor

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CITY CLERK

SEAL

Signed or Attested before me on \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Officer

\_\_\_\_\_/\_\_\_\_\_  
Commission Expires      Commission No.

BY: \_\_\_\_\_  
Bob Chaney, Owner

DATE: \_\_\_\_\_

SEAL

Signed or Attested before me on \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Officer

\_\_\_\_\_/\_\_\_\_\_  
Commission Expires      Commission No.



13

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190

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AVE

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BARTLES RD

**I. SUBJECT, ATTACHMENTS, AND BACKGROUND**

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

Attachments:

IAFF Memorandum of Understanding

**II. STAFF COMMENTS AND ANALYSIS**

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

Article 25, Section 2 of the Contract with the Firefighters provides subsidy rates through the end of 2025. The attached Memorandum of Understanding sets subsidy rates for calendar year 2026.

Memorandum of Understanding was sent to City Attorney Jess Kane for review.

**III. BUDGET IMPACT**

There was between a 15% and 16.43% increase in the subsidy amounts given to the members of the IAFF depending on their tier of coverage.

**IV. RECOMMENDED ACTION**

Staff recommends approval and execution of the memorandum of understanding.

**MEMORANDUM OF UNDERSTANDING**

WHEREAS, THE CITY OF BARTLESVILLE, hereinafter referred to as "CITY", has entered into agreement with BARTLESVILLE PROFESSIONAL FIRE FIGHTERS, LOCAL 200, INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, hereinafter referred to as "LOCAL" for Fiscal Year 2025-2026; and

WHEREAS, Article 25, Section 2 provides that new rates will be established effective January 1, 2026 to determine the contributions by the CITY; and

WHEREAS, CITY and LOCAL have agreed on the new rates for Calendar Year 2026.

NOW THEREFORE, pursuant to the agreement of the parties, the contribution rates for the CITY to pay the LOCAL for Calendar Year 2026 are as follows:

	Medical	Dental
Employee Only	\$807.47	\$23.41
Employee & Spouse	\$1,321.59	\$33.51
Employee & Child	\$1080.70	\$38.88
Family	\$1,912.36	\$64.77

APPROVED by the parties hereto this 23<sup>th</sup> day of April, 2026.

CITY OF BARTLESVILLE

BY: \_\_\_\_\_  
Mayor

IAFF LOCAL 200

BY:  \_\_\_\_\_  
President

**I. SUBJECT, ATTACHMENTS, AND BACKGROUND**

Discuss and take possible action on request from Public Service Company of Oklahoma (PSO) to deed easement on City-owned properties for an underground secondary feed and transformer to support the new box hangar along with future hangar development.

*Attachments:*

PSO Easement Document

**II. STAFF COMMENTS AND ANALYSIS**

The current overhead electric power supply at the Bartlesville Municipal Airport terminates at the terminal building at the north end of Wiley Post Road. The box hangar project currently under construction is located approximately 900 feet north of the terminal building. Council recently awarded a contract to extend Wiley Post Road along with water and sewer infrastructure to serve the new hangar and future hangars that are now possible due to the recent completion a taxilane extension project. This area also needs power extended to the new development area. Public Service Company of Oklahoma (PSO) has existing easement that runs along the section line that Wiley Post is located along. They will extend overhead electric to the new hangar development area within that easement. However, they need additional easement to extend underground secondary power to a new pad mounted transformer to support the new box hangar. They have requested dedication of a 10-foot wide easement on the City-owned property at the airport to facilitate this work.

**III. BUDGET IMPACT**

There will be no cost associated with dedication of this easement.

**IV. RECOMMENDED ACTION**

Staff recommends authorizing the Mayor to execute the attached easement document.

PSO  
212 E. 6<sup>th</sup> St.  
Tulsa, OK 74119

Agent: Diana Rose/Joseph Mallinger  
W.R.#: 91783862  
**OK 26 2069**

## **UNDERGROUND RIGHT-OF-WAY EASEMENT**

### **KNOW ALL MEN BY THESE PRESENTS:**

That: **The City of Bartlesville**, hereinafter referred to as "Grantor(s)", for the sum of One Dollar (\$1.00) and other good and valuable considerations in hand paid, the receipt and sufficiency of which as consideration for any and all direct and indirect, current damage, injury or diminution in value to the property covered by this easement, or the property of Grantor(s) adjacent thereto is hereby acknowledged, hereby grants, bargains, sells and conveys unto **PUBLIC SERVICE COMPANY OF OKLAHOMA**, an Oklahoma corporation, its successors and assigns, hereinafter referred to as "Grantee", an easement consisting of the perpetual right, privilege and authority to construct, operate, maintain, reconstruct and remove an underground electrical system consisting of conduits, wires, cables, fixtures, surface-mounted transformers and pedestals and other appurtenances for the transmission, transformation, regulation and distribution of electrical current and other forms of energy and for the transmission or communication of data, audio and video information under, upon and across a portion of a tract or parcel of land owned by Grantor(s). Such tract or parcel is located in Section 4, Township 26 North, Range 12 East, I.B.&M., Osage County, State of Oklahoma, and is described as follows:

**Lot 1, The SE/4 NE/4 of Sect. 4-26N-12E and The E/2 SE/4 of Sec. 4-26N-12E, less and except a tract described as commencing at the NE/Corner of the E/2 SE/4 of said Section 4; thence, South along the East Section line 340' to the point of beginning; thence, West 310'; thence, South a distance of 2329.4' to the South Section line; thence, East a distance of 310' to the SE/Corner of said Section 4; thence, North along the East section line a distance of 2329.4' to the point of beginning.**

PSO  
212 E. 6<sup>th</sup> St.  
Tulsa, OK 74119

**Section 4, T26N, R12E**

The easement and right-of-way granted hereby is **five (5)** feet on each side of a centerline, more fully described as follows:

Beginning at a point that is approximately 2,000 feet South of the Northeast corner of the above-described tract; thence West approximately 100 feet to a point of ending. Said point of ending is also location of pad-mounted transformer. Notwithstanding the foregoing, the actual, as-built location of the electric line shall locate, define and establish the centerline of the easement.

Said right-of-way to be **ten (10)** feet in width.

Grantor(s) warrant that the surface of the earth upon said easement will not be lowered without prior consent of Grantee. This covenant is recognized as being necessary for the protection of the underground facilities and the public. Grantor(s) agrees to be responsible for any damage to the facilities. Grantor(s) agrees to prevent the placement of any structure within said easement.

While the installations to be made by Grantee in pursuance of this grant are made to facilitate the development of Grantors' property and are permanent in nature, Grantor(s) nevertheless reserves the right to require relocation of all or part of said facilities installed by Grantee hereunder to the extent, from time to time, as is necessary to permit the further development of said property, upon the condition, however, and it is hereby agreed that Grantor(s), or the successors in interest to Grantor(s), will bear the cost of any and all such relocations.

PSO  
212 E. 6<sup>th</sup> St.  
Tulsa, OK 74119

**Section 4, T26N, R12E**

ALSO granting said Grantee, its successors and assigns, the perpetual right, privilege and authority to prevent the placement of any structure that may, in the judgment of the Grantee, interfere with or endanger said underground electrical system or its maintenance and operation; and to enter upon the above described premises for the purposes of constructing, operating, maintaining, reconstructing and removing its underground electrical system aforesaid, and further granting to said Grantee, its successors and assigns, the right, privilege and authority to construct, operate, maintain, reconstruct and remove such underground electrical system under, upon, over and across any street, alley, highway, railroad or other right-of-way now or hereafter established and existing on or across said premises or adjoining the same or adjacent thereto.

The failure of Grantee to exercise any of the rights granted hereby, in whole or in part, for any period of time shall not be deemed to constitute a waiver, release, abandonment or limitation of such easement, right, privilege or authority. Grantor(s) hereby reserves the right to make such use of the land included within the easement as is not inconsistent with the rights, privileges and authorities granted hereby.

Grantor(s) hereby warrants unto Grantee that Grantor(s) will defend the easement and all rights, privileges and authorities hereby granted against every person or persons who may lawfully claim an interest in the property of Grantor(s) contrary thereto. Grantor(s) hereby acknowledges that this document contains the entire agreement between Grantor(s) and Grantee regarding the easement, rights, privileges and authority granted herein and that Grantor(s) is not relying upon any oral or written representations or assurances given by Grantee in connection with the negotiations for this document. Any special agreements between Grantor(s) and Grantee shall be in writing, and signed by both parties.



**I. SUBJECT, ATTACHMENTS, AND BACKGROUND**

Oklahoma Municipal Assurance Group Ballot

Attachments:  
Ballot

**II. STAFF COMMENTS AND ANALYSIS**

It is that time again that OMAG asks its participating Cities to submit their votes for their board of Trustees. This year there are three open seats, with three Incumbents running, Justin Battles from Mustang, Tim Lyon from Midwest City, and Pam Polk from Durant. In Speaking with Mr. Bailey he felt retaining the three incumbents would be the correct way to vote.

**III. RECOMMENDED ACTION**

Staff recommends council submit our Ballot casting votes for Justin Battles, Tim Lyon, and Pam Polk.

# BALLOT

## OKLAHOMA MUNICIPAL ASSURANCE GROUP 2026 Election of THREE Trustees For a three-year term starting July 1, 2026

The biographical sketch on the next page for each nominee was written by the person who made the nomination. **YOU MAY VOTE FOR THREE (3) NOMINEES** by placing a check mark next to their names below.

\_\_\_\_\_ Justin Battles, Assistant City Manager, Mustang (Incumbent)

\_\_\_\_\_ Tim Lyon, City Manager, Midwest City (Incumbent)

\_\_\_\_\_ Pam Polk, City Manager, Durant (Incumbent)

\_\_\_\_\_ Brady Moore, City Manager, Stillwater

\_\_\_\_\_ Cody Roe, City Manager, McLoud

\_\_\_\_\_ Michael Shannon, City Manager, Guymon

\_\_\_\_\_ Cecilia Taft, City Clerk, Spencer

### SIGN AND ATTEST

Ballot cast by the governing body of the municipality of

\_\_\_\_\_

Signed: \_\_\_\_\_  
Mayor

Attested: \_\_\_\_\_ Date: \_\_\_\_\_, 2026  
Clerk

**FAILURE TO PROPERLY SUBMIT THIS BALLOT WILL INVALIDATE THE BALLOT.**

**Your Ballot must be received by OMAG no later than *May 15, 2026*, by:**

- (1) emailing the ballot to [elections@omag.org](mailto:elections@omag.org);
- (2) sending the ballot to OMAG by mail to 3650 S. Boulevard, Edmond, OK 73013; or
- (3) sending a fax of the ballot to OMAG at (405) 657-1401.

**SEE REVERSE FOR BIOGRAPHICAL SKETCHES**

## **BIOGRAPHICAL SKETCHES, limited to 50 words**

**JUSTIN BATTLES (Incumbent)** Justin Battles is passionate about communities, working with others and the organizations that support them. As the Assistant City Manager for the City of Mustang, he recognizes and understands the demands that cities and towns face. Justin has 24 years of municipal experience. He knows that together we can succeed. (Mustang participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)

**TIM LYON (Incumbent)** Tim Lyon has over 40 years of local government experience specializing in Risk Management, a Master's Degree, and is an accredited City Manager. For the past 26 years, he has served the City of Midwest City in various management functions. He has served on the OMAG Board for two terms. (Midwest City participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)

**PAM POLK (Incumbent)** Pam Polk is the city manager of Durant. She holds bachelor's and master's degrees. Pam is a credentialed manager through ICMA. She was awarded the Gerald Wilkins Award for Oklahoma City Manager of the Year 2017 and OML Woman of the Year 2022. Pam also serves on the OML BOD. (Durant participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)

**BRADY MOORE** Named Stillwater City Manager in December 2024 after serving two terms as Interim City Manager. Brady Moore served roles of Chief Innovation Officer, Economic Development Director, Assistant and Deputy City Manager. Project leadership includes: \$14.5M downtown City park, alternative work schedule, Rails-to-Trails conversion, and \$3B Google data center campus. (Stillwater participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)

**CODY ROE** Currently serving as City Manager for the City of McLoud, Cody has over 16 years in Municipal Government where he has served as the Parks Director, Emergency Manager, Operations Director, Public Works Director, and Assistant City Manager. Cody is actively involved in Pottawatomie County and serves on the COEDD Board. (McLoud participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)

**MICHAEL SHANNON** Michael Shannon serves as City Manager of Guymon, overseeing municipal operations, infrastructure, utilities, and economic development. With decades of municipal experience, he emphasizes fiscal responsibility, collaboration and long-term planning. He led major initiatives including the Mesa Water Project and helped secure the OWRB's 2060 Water Excellence Award. (Guymon participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)

**CECILIA TAFT** Cecilia Taft of Luther, Oklahoma, is a focused and driven public service professional. She has served as City Clerk for the City of Spencer since 2020 and previously held administrative leadership roles with Langston University and the Clark County School District. (Spencer participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)

END.



# **Progress Report**

## **Bartlesville NEXT 2025-27**

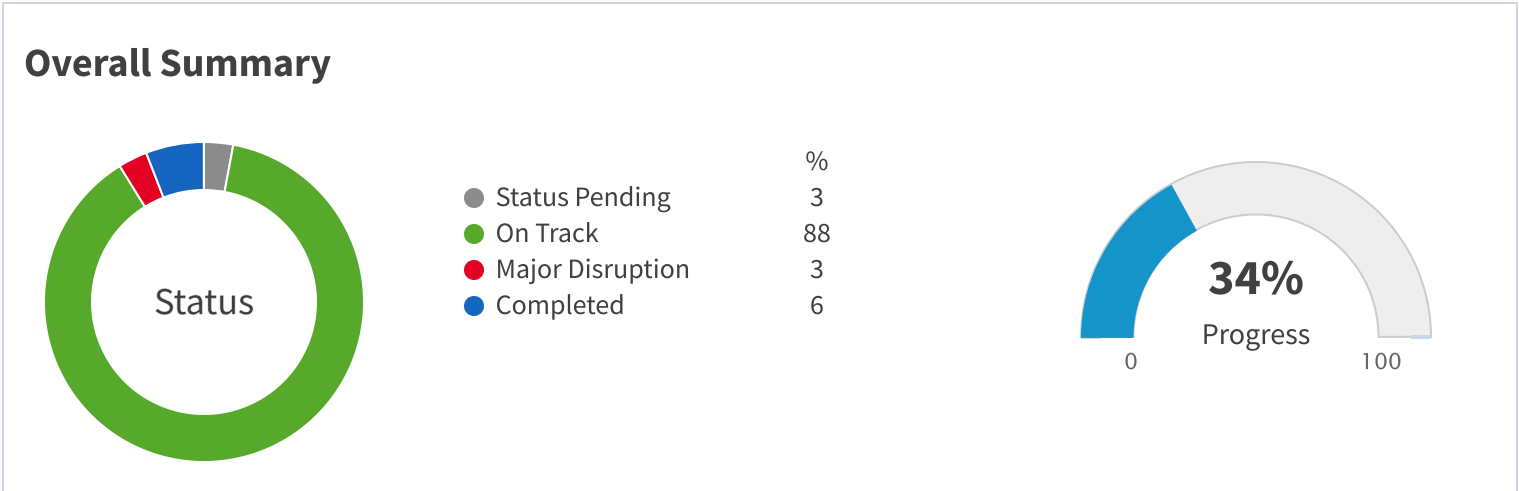
Current Reporting Date: Apr 01, 2026 - Apr 30, 2026

Report Created On: Apr 27, 2026



A City Strategic Plan for  
Responsible Governance

<b>5</b> Strategic Priority	<b>14</b> Objective	<b>34</b> Goal
--------------------------------	------------------------	-------------------



## Executive Summary

### Summary:

The Bartlesville NEXT 2025-27 strategic plan is advancing with an overall progress of 34% and the majority of initiatives classified as "On Track" (88.2%), with minor elements encountering pending status (2.9%), major disruption (2.9%), or completion (5.9%). The plan is built on key priorities including Quality of Life, Effective Infrastructure, Economic Vitality, Financial Strength & Operational Excellence, and Community Collaboration. Efforts are notably underway to improve workplace culture, expand and modernize operational processes, enhance infrastructure, and deepen community engagement. Progress includes foundational work on updated ordinances, stronger interagency partnerships around economic and tourism development, employee engagement efforts, enhanced public safety, and initiatives targeting housing, child care, and homelessness. Most objectives are in various phases from data gathering and planning to policy drafting and launch schedules pending final approvals or resource allocation.

### Accomplishments:

Several significant milestones have been achieved. Annual recruitment activities, new hire orientations, and job swap programs are in shape for timely launch. A new standard brand policy is advancing, and accreditation work in priority areas such as organizational health and risk management has begun. Transparency is being increased through outreach for new citizen-facing financial tools, and annual reporting procedures are established. Collaborative meetings have been initiated with economic and tourism development partners, while targeted efforts on housing have produced a draft plan and are preparing infill development contracts. Safety and morale have improved as seen in public safety surveys and visible patrols, and preventive infrastructure work—such as updated pavement models and asset management hiring—is progressing. Multicultural engagement, formal feedback mechanisms, and citizen volunteer frameworks are also in motion, demonstrating holistic community involvement.

## Roadblocks:

Challenges remaining include pending reviews and delayed launches of new programs, such as formal new hire orientation and expanded job shadowing. Some initiatives, such as the community-wide survey and significant portions of the asset management and stormwater planning, await either data, internal reviews, or funding. There are questions around the technical integration of transparency-focused platforms. Additionally, recreational sports and programming initiatives are lagging behind other projects, and implementation of employee morale strategies waits on survey results yet to be issued. Some progress is slow due to necessary consultation, lack of funding (particularly in infrastructure and stormwater), and processes that rely on sequential internal or committee reviews. Areas such as updating ordinances, launching AI initiatives, and certain community engagement programs are still in early development or planning stages.

## Recommendations:

To maintain momentum, prioritize timely deployment of employee and community surveys, as these findings directly inform other initiatives. Expedite internal reviews where feasible and consider temporary reallocation of resources to initiatives facing delays due to staffing or funding bottlenecks. Advance transparency efforts by resolving integration issues with technology providers, and consider additional training or staff involvement for swift adoption of asset and risk management tools. For lagging recreational and community programming, initiate pilot partnerships to jumpstart progress. Continue regular communication and feedback loops with community partners and stakeholders to ensure goals remain aligned with evolving needs. Where funding is a constraint, pursue phased approaches or alternative finance options while maintaining communication on projected timelines. Lastly, consistently showcase early wins and ongoing progress to build morale, stakeholder trust, and community buy-in throughout the course of the plan.

**Report Legend**



**Priority**



No Update

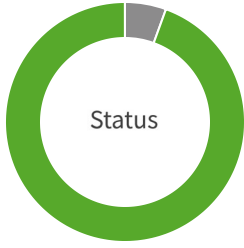


Overdue

# Plan Summary

## Strategic Priority 1

Progress 34%



- Status Pending
- On Track

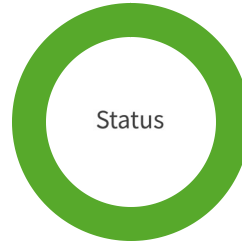
%	#
6	1
94	17

Status

Financial Strength & Operational Excellence

## Strategic Priority 2

Progress 28%



- On Track

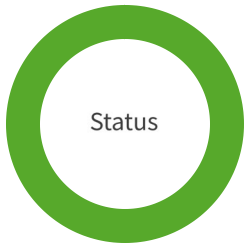
%	#
100	4

Status

Economic Vitality

## Strategic Priority 3

Progress 34%



- On Track

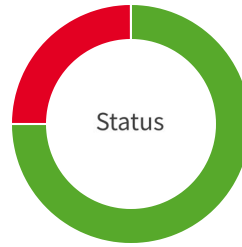
%	#
100	4

Status

Community Collaboration

## Strategic Priority 4

Progress 10%



- On Track
- Major Disruption

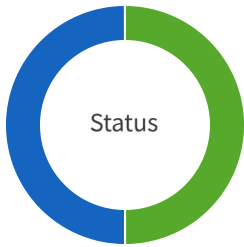
%	#
75	3
25	1

Status

Effective Infrastructure Network

## Strategic Priority 5

Progress 68%



- On Track
- Completed

%	#
50	2
50	2

Status

Quality of Life

## Strategic Priority 1

Progress 34%

### Financial Strength & Operational Excellence

Owner: Mike Bailey

Objective: 4

Goal: 18



	%	#
Status Pending	6	1
On Track	94	17

## Objective 1.1

Progress 43%

Focus on staff recruitment, retention, development, department collaborations, and safety programs to improve workplace culture and morale.

Owner: Mike Bailey

Goal: 7



	%	#
Status Pending	14	1
On Track	86	6

### Goal 1.1.1

Update provided by Laura Sanders on Apr 24, 2026 19:02:16

This is a two year initiative so we are on track to complete at 100% next year.

Dec 01, 2025 - Dec 31, 2027

On Track

Progress 50%

Participate in and measure the success of four (4) recruitment opportunities per year. (HR to lead)

Owner: Robin Betts

### Goal 1.1.2

Update provided by Laura Sanders on Apr 24, 2026 19:03:38

A new hire orientation policy and agenda has been sent for review and is awaiting remarks and implementation. Target implementation date is 07/01/2026.

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 75%

Implement a periodic new hire orientation. (HR to lead)

Owner: Robin Betts

### Goal 1.1.3



Update provided by Robin Betts on Mar 17, 2026 20:06:59

Program and Policy have been drafted and will be presented at Directors Meeting for comments/suggestions. Launch date should be determined by May 1, 2026

Dec 01, 2025 - Jun 30, 2026

On Track

Progress 50%

Incorporate job shadowing into our new job swap program to increase utilization and success of program. (HR to lead)

Owner: Robin Betts

### Goal 1.1.4

Update provided by Laura Sanders on Apr 24, 2026 19:05:28

This initiative will partially be address through the Employee Engagement Survey results that is in draft form and waiting to be issued to employees within the next 2 weeks.


Dec 01, 2025 - Dec 31, 2026

On Track

Progress 25%

Research plans to increase and maintain employee morale, and overall employee buy in of the City's vision and culture. (HR to lead)

Owner: Robin Betts

**Goal 1.1.5** 

Update provided by Jason Muninger on Mar 26, 2026 16:22:43

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 75%

Review tax and budget impacts of providing City branded clothing for non-labor employees. (A&F to lead)

Owner: Jason Muninger

IRS Code 132(a)(4) deems items in excess of \$100 are not De Minimis, however anything below that threshold that is infrequent is permissible.

**Goal 1.1.6** 

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Evaluate and update employee rules and regulations handbook. (HR to lead)

Owner: Robin Betts

**Goal 1.1.7**

Update provided by Kiley Roberson on Apr 24, 2026 18:44:59

Dec 01, 2025 - Jun 30, 2027

On Track

Progress 25%

Implement a standard consistent brand policy for all operations, buildings, uniforms, equipment, vehicles, and other relevant areas using existing logo. (Admin to lead)

Owner: Laura Sanders

The committee has established a regular bi-weekly meeting cadence. In subsequent meetings the committee worked to identify needs and current gaps in consistency. The committee also reviewed various municipal policies regarding logo and branding standardization and is currently in the process of writing the language for the new policy.

**Objective 1.2**

Progress 42%

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.

Owner: Mike Bailey

Goal: 5



● On Track

%	#
100	5

**Goal 1.2.1**

Update provided by Laura Sanders on Apr 24, 2026 18:25:22

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 90%

Best practices committee will identify and begin implementation of best practices and accreditation programs in at least two areas. (Administration to lead)

Owner: Laura Sanders

Staff convened on April 13, 2026, and identified four priority programs to advance organizational best practices and accreditation efforts.

The organization will move forward with pursuing the Certified Healthy Oklahoma designation, including the adoption of necessary policies in advance of the August 2026 application cycle.

Additionally, staff will begin implementation of an enhanced organizational program focused on strengthening internal systems and risk management practices, with rollout anticipated in July 2026.

Two additional focus areas include pursuing OMCTFOA certifications for certain individuals in the Accounting and Finance Department and evaluating nationally recognized fire service standards to support continuous improvement within the Fire Department.

**Goal 1.2.2**

Dec 01, 2025 - Dec 31, 2026 On Track Progress 10%

Evaluate effectiveness of existing performance and reward-based evaluation process for general and police department employees. (HR to lead)

Owner: Robin Betts

Update provided by Laura Sanders on Apr 24, 2026 19:06:24

This initiative will partially be address through the Employee Engagement Survey results that is in draft form and waiting to be issued to employees within the next 2 weeks.

**Goal 1.2.3** 

Dec 01, 2025 - Dec 31, 2026 On Track Progress 10%

Evaluate asset management system to determine how we can integrate this system into our operating departments. (Engineering/Water to lead)

Owner: Micah Siemers

Update provided by Micah Siemers on Feb 23, 2026 14:42:26

Working with asset management system to learn functionality

**Goal 1.2.4** 

Dec 01, 2025 - Jun 30, 2027 On Track Progress 73%

Revise and update utility billing and integrations to improve citizen satisfaction and e-gov capabilities. (A&F and IT to lead)

Owner: Jason Muninger

Update provided by Jason Muninger on Mar 26, 2026 16:27:59

Project continues to move forward, still testing sewer cap mod, and bug fixes in billing calculations compared to the test files.

**Goal 1.2.5**

Dec 01, 2025 - Dec 31, 2026 On Track Progress 25%

Explore and create a plan for Artificial Intelligence (AI) initiatives and potential implementation. (Admin to lead)

Owner: Laura Sanders

Update provided by Laura Sanders on Apr 24, 2026 18:34:11

Members of City leadership will participate in a sector-specific Artificial Intelligence (AI) training the first part of May to help assist in moving this initiative forward.

**Objective 1.3** Progress 21%

Develop annual communications and feedback systems to include a standard report to citizens, community survey, and employee survey.

Owner: Mike Bailey

Goal: 4



● On Track

%	#
100	4

**Goal 1.3.1** 

Dec 01, 2025 - Dec 31, 2026 On Track Progress 5%

Continue to publish annual report on overall City and departmental achievements, progress, and goals. Summary of report to be circulated by various means. (Admin to lead) – 1 year

Owner: Kelli Williams

Update provided by Kelsey Walker on Dec 29, 2025 17:34:14

The FY 2025-26 annual report is scheduled for production and publication by the end of August 2026. Selection of information and photos for inclusion in the 2025-26 report is underway. Design and layout of the report will commence toward the end of the fiscal year.

**Goal 1.3.2**

Update provided by Kelsey Walker on Apr 24, 2026 13:23:38

Dec 01, 2025 - Dec 31, 2026 On Track Progress 20%

Continue to distribute surveys to obtain citizen feedback and requests for all City departments. Individual departments may also be surveyed individually as part of a larger survey plan. (Admin to lead) – 1 year

Owner: Kelli Williams

Several departments are utilizing software such as Polco or SurveyMonkey to conduct surveys for their specific departments. The larger community survey is still planned for spring of 2027, and further updates will be provided on that survey closer to that date.

**Goal 1.3.3**

Update provided by Laura Sanders on Apr 24, 2026 19:10:56

Dec 01, 2025 - Jun 30, 2026 On Track Progress 50%

Continue to distribute annual survey for employees to rate their department and the City as an overall employer. (HR to lead) – 6 months

Owner: Robin Betts

The Employee Engagement Survey is in draft form and waiting to be issued to employees within the next 2 weeks.

**Goal 1.3.4**

Update provided by Laura Sanders on Apr 24, 2026 18:43:04

Dec 01, 2025 - Dec 31, 2026 On Track Progress 10%

Utilizing existing feedback cards, develop a formal plan for collection and review of all customer and citizen input to include frequency of review, contacting those who have requested it, and making recommendations to address areas of weakness. (Admin to lead) – 1 year

Owner: Laura Sanders

The Best Practice Review Committee will meet on May 14, 2026 to begin discussing a plan for this initiative.

**Objective 1.4**

Progress 13%

Adopt governance best practices and update municipal criminal code.

Owner: Mike Bailey



	%	#
● On Track	100	2

Goal: 2

**Goal 1.4.1**



Update provided by Jason Muninger on Mar 26, 2026 16:25:12

Dec 01, 2025 - Dec 31, 2027 On Track Progress 20%

Investigate and where appropriate implement additional tools for citizens to have the ability to obtain financial data in an effort to be as financially transparent as possible. (A&F to lead) – 2 years

Owner: Jason Muninger

Have reached out to Tyler Technologies to receive more information on integrated products that utilize citizen portals to extract and investigate data. Civic Plus, another current City vendor also has some transparency products however at this time integration is still a big question.

**Goal 1.4.2** 

*Update provided by Laura Sanders on Mar 18, 2026 19:43:23*

Dec 01, 2025 - Dec 31, 2027

On Track

Progress 5%

Reached out to Oklahoma Municipal League (OML) to get contacts of consultants that provide this service for municipalities.

Review and update the municipal criminal code utilizing a consultant to remove outdated and obsolete language, ensure cohesion with State and U.S. criminal codes, and add any missing sections related to laws necessary to ensure the safety of the public. (Legal to lead) – 2 years

*Owner: Laura Sanders*

## Strategic Priority 2

Progress 28%

Economic Vitality

Owner: Mike Bailey

Objective: 3

Goal: 4



● On Track 100 % 4 #

### Objective 2.1

Progress 60%

Reevaluate our development regulatory policies to ensure all rules, regulations, and processes align with best practices and reflect the character of our community.

Owner: Mike Bailey

Goal: 1



● On Track 100 % 1 #

#### Goal 2.1.1

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 60%

Update zoning, subdivision, and other ordinances and codes which regulate private development and land use following the updated comprehensive land use plan. (Community Development to lead) – 1 year

Owner: Larry Curtis

Update provided by Larry Curtis on Apr 13, 2026 14:21:07

The Community Development Department has received the initial draft of the updated zoning, subdivision, and related land use regulations from the consultant team and is actively advancing through a detailed internal review process. Staff continues to evaluate the draft for alignment with the Comprehensive Plan, established development patterns, and implementation priorities, while identifying targeted revisions, clarifying regulatory language, and coordinating with key departments.

This review is iterative, and staff is working collaboratively with the consultant team to refine proposed sections as they are evaluated. Emphasis is being placed on usability, regulatory consistency, and ensuring the updated code effectively implements the community's long-term vision, including reinforcing desired development patterns such as those outlined in the Downtown Design Guidelines .

Following completion of the internal review phase, refined draft sections will be released incrementally for stakeholder engagement and public input prior to proceeding through the formal adoption process in accordance with required procedures .

### Objective 2.2

Progress 15%

Collaborate with economic development partners and experts to optimize development.

Owner: Mike Bailey

Goal: 2



● On Track 100 % 2 #

### Goal 2.2.1

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 20%

Convene quarterly meetings of economic development partners and other interested stakeholders to discuss primary jobs, retail development, and housing development opportunities and challenges. (Community Development to lead) – 1 year

Owner: Larry Curtis

Update provided by Larry Curtis on Apr 13, 2026 14:22:17

Community Development has initiated coordination with key economic development partners, including the Bartlesville Development Authority (BDA), Bartlesville Redevelopment Trust Authority (BRTA), and City Management, to establish a unified approach to advancing primary job growth, retail development, and housing initiatives. An initial coordination meeting has been completed, resulting in a preliminary framework and shared priorities. A follow-up meeting is being scheduled for later in April to continue refining strategies and formalizing next steps.

Moving forward, Community Development will lead the establishment of quarterly coordination meetings with economic development partners and other interested stakeholders. These meetings will serve as a regular forum to discuss opportunities and challenges related to primary employment, retail recruitment, and housing development, while improving interagency alignment and implementation efficiency.

### Goal 2.2.2

Dec 01, 2025 - Dec 31, 2027

On Track

Progress 10%

Convene quarterly meetings of tourism development partners and other interested stakeholders to discuss visitation trends, opportunities, and events. (Community Development to lead) – 2 years

Owner: Larry Curtis

Update provided by Larry Curtis on Apr 13, 2026 14:23:10

Community Development has initiated outreach to key tourism development partners to schedule the first coordination meeting. This initial meeting will establish a foundation for ongoing collaboration and help identify key discussion topics, including visitation trends, event coordination, and tourism-related opportunities.

Moving forward, Community Development will lead the facilitation of quarterly meetings with tourism partners and interested stakeholders to provide a consistent forum for sharing information, aligning efforts, and addressing opportunities and challenges related to tourism development.

### Objective 2.3

Progress 20%

Explore strategies to retain and attract young professionals and families to Bartlesville.

Owner: Mike Bailey

Goal: 1



● On Track

%	#
100	1

### Goal 2.3.1

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 20%

Work with economic development partners to understand young professionals' and families' needs to strengthen recruitment and retention in this area. (Admin to lead) – 1 year

Owner: Mike Bailey

Update provided by Mike Bailey on Apr 14, 2026 13:26:20

Meetings have been held to better develop a plan to understand the issues. A 2nd meeting is scheduled where a plan to survey local employers about their employee demographics and needs will be finalized.

### Strategic Priority 3

Progress 34%

#### Community Collaboration

Owner: Mike Bailey

Objective: 1

Goal: 4



● On Track 100 % 4 #

### Objective 3.1

Progress 34%

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.

Owner: Mike Bailey

Goal: 4



● On Track 100 % 4 #

#### Goal 3.1.1

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 20%

##### Child Care:

- Attend meetings with local groups to discuss childcare needs, issues, and barriers. (Admin to lead) – 1 year

Owner: Mike Bailey

Update provided by Mike Bailey on Apr 14, 2026 13:27:30

Task force has provided data that will be used to develop a gap analysis. Further action steps are being developed by the committee and future meetings are planned.

#### Goal 3.1.2

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 25%

##### Housing:

- Use current housing study to develop plans to incentivize and encourage development of housing that helps to fill the identified gaps. (Community Development to lead) – 1 year

Owner: Larry Curtis

Update provided by Larry Curtis on Apr 13, 2026 14:24:54

Community Development is continuing to work with its consultant to advance a comprehensive housing plan based on the findings of the current housing study. This effort includes identifying strategies and tools to incentivize and encourage development that addresses documented housing gaps.

In addition, a contract is being prepared for City Council consideration to support the development of targeted housing plans focused on infill development. These efforts are intended to align policy, regulatory approaches, and implementation strategies to promote reinvestment in existing neighborhoods and expand housing opportunities across the community.

#### Goal 3.1.3

Dec 01, 2025 - Jun 30, 2027

On Track

Progress 74%

##### Homelessness:

- Monitor and evaluate the Park and Mental Health Co-Response Units' activities and results to determine if patrolling of the park areas is meeting our expectations in preventing crime and enhancing the public's trust in the safety of our public spaces, particularly as it relates to the unsheltered population. (Admin to lead) – 1 year
- Provide crisis intervention training to at least 90% of our officers, so they can more effectively address the challenges presented by the unsheltered and other suffering from mental illness. (Police Department to lead) – 18 months

Owner: Kevin Ickleberry

Update provided by Troy Newell on Apr 23, 2026 14:43:21

Our public safety survey is now complete, with 250 community members participating, and the feedback was very encouraging. A strong majority of respondents said they feel safe in our parks, and many believe safety has improved over the past year. Participants also shared that a visible police presence helps prevent crime and increases their confidence in the safety of our public spaces, reinforcing the importance of proactive patrol and community-oriented policing. At the same time, we recognize there is always room for improvement, and respondents provided helpful suggestions such as improving lighting in certain areas and continuing strong community engagement during patrols, which are practical steps to further enhance safety and maintain public trust moving forward.

**Goal 3.1.4**

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 15%

Recreational sports and programming

Owner: Larry Curtis

*Update provided by Larry Curtis on Apr 13, 2026 14:25:53*

Limited progress has been made to date on advancing recreational sports and programming initiatives. Staff will continue to evaluate opportunities, partnerships, and potential resources to support expanded programming and improved access, with additional focus anticipated as other priority initiatives move forward.

## Strategic Priority 4

Progress 10%



### Effective Infrastructure Network

Owner: Mike Bailey

Objective: 3

Goal: 4

	%	#
● On Track	75	3
● Major Disruption	25	1

## Objective 4.1

Progress 10%



### Develop Asset Management Program for infrastructure.

Owner: Mike Bailey

Goal: 1

	%	#
● On Track	100	1

#### Goal 4.1.1



Update provided by Micah Siemers on Feb 23, 2026 14:43:15

In process of hiring GIS Specialist who will work with this data.

Dec 01, 2025 - Dec 31, 2028

On Track

Progress 10%

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 aide in planning improvement priority and capital needs.

- Select consultant to collect and populate data into ESRI. (Engineering to lead) – 1 year
- Facilities, streets, storm drains, wastewater and water – (Engineering to lead) – 1 year from completion of first step
- Signs and signals – (Engineering to lead) – 2 years from completion of first steps

Owner: Micah Siemers

## Objective 4.2

Progress 20%



### Improve road conditions as captured by Pavement Condition Index (PCI).

Owner: Mike Bailey

Goal: 1

	%	#
● On Track	100	1

#### Goal 4.2.1



Update provided by Micah Siemers on Feb 23, 2026 14:45:17

Updated pavement condition model with recently completed projects as well as projecting PCI score when all 2020 GO Bond and 2023 GO Bond streets are complete in FY 27 as a part of the decision making process for the 2026 GO Bond and Sales Tax election

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 20%

Improve road conditions as captured by Pavement Condition Index (PCI).

Owner: Micah Siemers

## Objective 4.3

Progress 5%



### Develop storm sewer system improvement plan.

Owner: Mike Bailey

Goal: 2

	%	#
● On Track	50	1
● Major Disruption	50	1

**Goal 4.3.1** 

*Update provided by Micah Siemers on Feb 23, 2026 14:46:59*

Dec 01, 2025 - Jun 30, 2027

On Track

Progress 5%

Evaluate condition of current storm sewer system. (Engineering to lead) – 18 months

*Owner: Micah Siemers*

Engineering Department staff have reached out to WSB (formerly Meshek & Associates) to get a proposal to assess the City's corrugated metal pipe infrastructure with recommendations for future projects. Hope to have a contract for council consideration in April.

**Goal 4.3.2** 

*Update provided by Micah Siemers on Feb 23, 2026 14:48:29*

Dec 01, 2025 - Jun 30, 2028

Major Disruption

Progress 5%

Update storm water master plan. (Engineering to lead) – 12 months after completion of first step

*Owner: Micah Siemers*

While funding is still not currently available for this project, staff have reached out to WSB (formerly Meshek & Associates) to provide a conservative budgetary cost estimate so that staff can look at potential funding opportunities in the next two fiscal years

## Strategic Priority 5

Progress 68%

### Quality of Life

Owner: Mike Bailey

Objective: 3

Goal: 4



	%	#
● On Track	50	2
● Completed	50	2

## Objective 5.1

Progress 100%

Explore opportunities to embrace the unique cultures of our community.

Owner: Mike Bailey

Goal: 1



	%	#
● Completed	100	1

### Goal 5.1.1

Update provided by Kiley Roberson on Dec 23, 2025 19:45:04

This event was held as part of Unityfest.

Dec 01, 2025 - Dec 31, 2026

Completed

Progress 100%

Continue coordinating a multi-cultural group to highlight the diverse cultures in our community. (Library to lead) – 1 year

Owner: Kiley Roberson

## Objective 5.2

Progress 35%

Develop and maintain healthy lifestyle options as a segment of our parks, recreation and transportation systems.

Owner: Mike Bailey

Goal: 1



	%	#
● On Track	100	1

### Goal 5.2.1

Update provided by Larry Curtis on Apr 13, 2026 14:27:24

Community Development continues to advance this effort through public engagement to gather input on trail expansion priorities and opportunities. In support of a more data-driven approach, staff has reached out to multiple firms to identify qualified partners capable of providing strategic analysis related to future trail alignments, usage patterns, and connectivity gaps.

Additionally, staff has coordinated with a local firm to inventory and confirm existing easements secured over time, particularly on the eastern side of the city. This work will help establish a clearer foundation for future trail planning and implementation.

These efforts build on existing plans and ongoing coordination to support the development of a more connected and strategic multi-modal network.

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 35%

Update a Trails/Multi-modal plan that incorporates existing assets and plans such as bicycle plan. (Community Development is lead) – 1 year

Owner: Larry Curtis

## Objective 5.3

Progress 68%

Ensure and maintain clean, bright, vibrant community spaces.

Owner: Mike Bailey

Goal: 2



	%	#
● On Track	50	1
● Completed	50	1

### Goal 5.3.1

Dec 01, 2025 - Dec 31, 2026

Completed

Progress 100%

Evaluate effectiveness of existing security measures in parks and community spaces. (Public Works/PD is the lead) – 1 year

Owner: Keith Henry

Update provided by Keith Henry on Feb 20, 2026 17:11:30

Bartlesville PD has one officer assigned to the "Parks Unit" on day and evening shifts. This officer spends their full 8-hour shift patrolling the city parks and pathfinder trail. Their job is to be visible, talk with citizens, and handle any issues in those areas. The officer has access to a mini truck, bicycle or a patrol car. The choice depends on daily needs and weather conditions.

12 park restrooms have security alarms and fire alarms installed. They are monitored 24hrs a day and automatically lock at night. While some vandalism is still occurring, it did eliminate the issue of people staying in them at night.

### Goal 5.3.2

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 35%

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 program, adopt a path program, etc. (Community Development to lead) – 1 year

Owner: Larry Curtis

Update provided by Larry Curtis on Apr 13, 2026 14:28:42

Community Development is coordinating with Keep Bartlesville Beautiful (KBB), which is currently formulating a guidance framework to establish volunteer programs and processes that support community beautification and maintenance efforts. This includes the development of structured initiatives such as periodic cleanup events, Adopt-a-Mile, and Adopt-a-Path programs.

These efforts are intended to create a more organized and sustainable approach to citizen volunteer engagement, supplementing City maintenance activities while enhancing the overall appearance of the community. Community Development will continue to support and help implement these programs as they are finalized.



**Agenda Item 6.f.i.**  
*May 4<sup>th</sup> 2026*  
Prepared by Captain Daniel Elkins  
Police Department

- 
- 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 April 2026.
  
  - III. **Staff Comments and Analysis:**
    - a. Staff has conducted an organizational audit and found no discrepancy for April 2026.
  
  - 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 -April 2026-

Date: 04/24/2026

## 1. System Overview

- Total ALPR Cameras Installed: 9

- Current Locations:

#	Location	Distance from City Limit
1	Frank Phillips & Western-Eastbound	Approx. 300' - Straight east of west city limit.
2	815 NE Washington Blvd-Southbound	Approx. 365' straight south of north city limit.
3	3250 SE Washington Blvd-Northbound	Approx. 160' straight North of south city limits.
4	East of Industrial Blvd and Nowata Blvd.- Westbound	Approx. 100' straight west of east city limit.
5	Tuxedo Blvd and Caney River Bridge – Eastbound	Approx. 80' straight south of north limit.
6	14 <sup>th</sup> Street & Texas Circle-Eastbound	Approx. 50' straight south or north city limit.
7	Adams Blvd and Adeline Ave -Eastbound	Approx. 125' straight north of south city limit. (Awaiting installation)
8	Silver Lake Rd. & Rice Creek Rd - Northbound	Approx. 5 feet straight west of east city limits.
9	Virginia Ave. & Herrick-Southbound	Approx. 105'' straight south of north west city limit.
10	Bison Rd. & Adams Blvd.-Westbound	Approx. 490' straight west 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 March 23th to April 24 <sup>th</sup>	
Total License Plates Captured	865,692
Unique License Plates Captured	197,460
Total Hotlist Entered	14
Alerts Matched Against Hotlists	0
Searches Conducted by Personnel	163 searches total, on 20 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: 24
- New User Accounts Created: 0
- Search Audit Logs Reviewed: [Yes/No]

First Name	Last Name	Title	Role	Last Login
Alison	Pittman	Dispatcher	User	4/19/2026
Andrew	Ward	Deputy Chief - Operations	Admin	03/30/2026
Chad	McCarty	D.A. Investigator	User	08/13/2025
Daniel	Elkins	CID Captain	Admin	04/24/2026
Daniel	Mains	Patrol Lieutenant	Admin	04/17/2026
Gina	Kennedy	Dispatcher	User	04/24/2026
Glenn	McClintock	Records Lieutenant	Admin	04/20/2026
Greg	Oates	LEAD	Admin	04/21/2026
Hannah	Harbour	LEAD	Admin	04/16/2026
Logan	Minor	Dispatcher	User	04/22/2026
Eva	Valdez	Dispatcher	User	04/20/2026
Jasie	Mercier	Dispatcher	User	04/23/2026
Jay	Hastings	Service Captain	Admin	12/19/2024
Jennifer	Hart	Dispatcher	User	04/23/2026
Kaitlyn	SotoBello	Dispatcher	User	04/15/2026
Kevin	Ickleberry	Chief	Admin	12/02/2025
Lauren	Holland	Dispatcher	User	04/22/2026
Lisa	Duncan	Dispatcher	User	04/23/2026
Makinze	Powell	Dispatcher	User	04/20/2026
Mike	Stokes	Dispatcher	Admin	04/15/2026
Rudy	Brooklyn	Dispatcher	User	04/22/2026
Tanya	Yates	Dispatcher	User	04/22/2026
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	Installed 2/5/2025
#2 815 NE Washington Blvd-Southbound	100%	Device Operating Normally	Installed 10/28/25
#3 3250 SE Washington Blvd-Northbound	100%	Device Operating Normally	Installed 10/30/25
#4 East of Industrial Blvd and Nowata Blvd.- Westbound	100%	Device Operating Normally	Installed 10/30/25
#5 Tuxedo Blvd and Caney River Bridge – Eastbound	100%	Device Operating Normally	Installed 10/28/25
#6 14th Street & Texas Circle-Eastbound	99%	Device needs serviced. Device is currently working	Originally installed 10/22/24 replaced September/October 2025
#7 Adams Blvd and Adeline Ave - Eastbound			Awaiting installation
#8 Silver Lake Rd. & Rice Creek Rd - Northbound	100%	Device Operating Normally	Installed 11/19/25
#9 Virginia Ave. & Herrick-Southbound	100%	Device Operating Normally	Installed 10/22/24
#10 Bison Rd. & Adams Blvd.- Westbound	100%	Device Operating Normally	Installed 10/22/25

### 6. Privacy & Compliance

- Data Retention Policy Enforced: [Yes/No]
- Compliance Review Completed: [Yes/No]

### 7. Comments/Recommendations

See attached excel reports for greater detail.

Date	groupby	Volume
#####	Bartlesville	34355
#####	Bartlesville	33388
#####	Bartlesville	33302
#####	Bartlesville	32965
#####	Bartlesville	32773
#####	Bartlesville	32630
#####	Bartlesville	32591
#####	Bartlesville	32425
#####	Bartlesville	32394
#####	Bartlesville	32247
#####	Bartlesville	32129
#####	Bartlesville	32082
#####	Bartlesville	31933
#####	Bartlesville	31907
#####	Bartlesville	31830
#####	Bartlesville	31060
#####	Bartlesville	30661
#####	Bartlesville	30404
#####	Bartlesville	29787
#####	Bartlesville	29041
#####	Bartlesville	28731
#####	Bartlesville	28123
#####	Bartlesville	28011
#####	Bartlesville	27486
#####	Bartlesville	26713
#####	Bartlesville	22754
#####	Bartlesville	22710
#####	Bartlesville	22107
#####	Bartlesville	19153

captured\_c total\_unique\_count (SUM)

#####	23315
#####	23459
#####	23948
#####	23437
#####	17888
#####	19742
#####	23904
#####	23619
#####	21689
#####	23162
#####	22426
#####	16044
#####	20109
#####	22667
#####	24106
#####	23718
#####	23894
#####	23626
#####	17502
#####	19498
#####	22532
#####	24106
#####	23813
#####	24098
#####	23735
#####	18089
#####	20791
#####	24937
#####	24087
#####	23764

User	Days Used	Most Recent Visit
Gina Kenne	17	#####
Jasie Merci	13	#####
Jennifer Ha	12	#####
Lisa Dunca	15	#####
Daniel Elkir	2	#####
Lauren Hol	6	#####
Logan Minc	8	#####
Rudy Brool	11	#####
Tanya Yate	10	#####
Greg Oates	7	#####
Eva Valdez	6	#####
Glenn McC	5	#####
Makinze Pc	11	#####
Alison Pittr	3	#####
Daniel Mai	2	#####
Hannah Ha	5	#####
Kaitlyn Sotr	4	#####
Mike Stoke	4	#####
Andrew Wi	1	#####
Keylee Johi	0	#####
Kevin Icklel	0	#####
Jamie Tenn	0	#####
Jakaya Barl	0	#####
Chad McCa	0	#####
Joshua Joh	0	#####
Sarah Baraj	0	#####
Sarah Vigil	0	#####
Tyler Diedr	0	#####
Jay Hasting	0	#####
Warren Mc	0	#####
Chris Neal	0	#####
Travis Mart	0	
Troy Newe	0	

role_name	name	Service	Days Visited
Admin	Andrew Wi	All FlockOS	1
Admin	Andrew Wi	Hotlist Page	
Admin	Andrew Wi	Search Pag	1
Admin	Andrew Wi	Sharing Page	
Admin	Andrew Wi	VMS Page	
Admin	Andrew Wi	Web App	1
Admin	Daniel Elkir	All FlockOS	2
Admin	Daniel Elkir	Hotlist Page	
Admin	Daniel Elkir	Search Page	
Admin	Daniel Elkir	Sharing Page	
Admin	Daniel Elkir	VMS Page	1
Admin	Daniel Elkir	Web App	2
Admin	Daniel Mai	All FlockOS	2
Admin	Daniel Mai	Mobile App	
Admin	Daniel Mai	Search Pag	2
Admin	Daniel Mai	Web App	2
Admin	Glenn McC	All FlockOS	5
Admin	Glenn McC	Hotlist Pag	5
Admin	Glenn McC	Mobile App	
Admin	Glenn McC	Search Pag	4
Admin	Glenn McC	Sharing Page	
Admin	Glenn McC	VMS Page	
Admin	Glenn McC	Web App	5
Admin	Greg Oates	All FlockOS	7
Admin	Greg Oates	Hotlist Pag	4
Admin	Greg Oates	Search Page	
Admin	Greg Oates	Web App	4
Admin	Hannah Ha	All FlockOS	5
Admin	Hannah Ha	Hotlist Pag	2
Admin	Hannah Ha	Search Page	
Admin	Hannah Ha	VMS Page	
Admin	Hannah Ha	Web App	2
Admin	Jay Hasting	All FlockOS	
Admin	Jay Hasting	Hotlist Page	
Admin	Jay Hasting	Sharing Page	
Admin	Jay Hasting	Web App	
Admin	Kevin Icklel	All FlockOS	
Admin	Kevin Icklel	Hotlist Page	
Admin	Kevin Icklel	Web App	
Admin	Mike Stoke	All FlockOS	4
Admin	Mike Stoke	Hotlist Pag	1
Admin	Mike Stoke	VMS Page	
Admin	Mike Stoke	Web App	1
Admin	Travis Mari	All FlockOS	
Admin	Tyler Diedr	All FlockOS	
Admin	Tyler Diedr	Hotlist Page	

Admin	Tyler Diedr Search Page	
Admin	Tyler Diedr VMS Page	
Admin	Tyler Diedr Web App	
Dispatch	Alison Pittr All FlockOS	3
Dispatch	Alison Pittr Hotlist Page	2
Dispatch	Alison Pittr Web App	2
Dispatch	Eva Valdez All FlockOS	6
Dispatch	Eva Valdez Hotlist Page	1
Dispatch	Eva Valdez Search Page	1
Dispatch	Eva Valdez Web App	2
Dispatch	Kaitlyn Soti All FlockOS	4
Dispatch	Kaitlyn Soti Web App	2
No Assigne	Chris Neal All FlockOS	
No Assigne	Jakaya Barl All FlockOS	
No Assigne	Jakaya Barl Hotlist Page	
No Assigne	Jakaya Barl Web App	
No Assigne	Jamie Tenn All FlockOS	
No Assigne	Jamie Tenn Search Page	
No Assigne	Jamie Tenn Web App	
No Assigne	Joshua Joh All FlockOS	
No Assigne	Joshua Joh Hotlist Page	
No Assigne	Joshua Joh Mobile App	
No Assigne	Joshua Joh Search Page	
No Assigne	Joshua Joh Sharing Page	
No Assigne	Joshua Joh VMS Page	
No Assigne	Joshua Joh Web App	
No Assigne	Keylee Joh All FlockOS	
No Assigne	Keylee Joh Hotlist Page	
No Assigne	Keylee Joh Search Page	
No Assigne	Keylee Joh Sharing Page	
No Assigne	Keylee Joh VMS Page	
No Assigne	Keylee Joh Web App	
No Assigne	Sarah Baraj All FlockOS	
No Assigne	Sarah Baraj Web App	
No Assigne	Sarah Vigil All FlockOS	
No Assigne	Sarah Vigil Web App	
No Assigne	Troy Newe All FlockOS	
No Assigne	Warren Mc All FlockOS	
No Assigne	Warren Mc Hotlist Page	
No Assigne	Warren Mc Search Page	
No Assigne	Warren Mc VMS Page	
No Assigne	Warren Mc Web App	
User	Chad McCa All FlockOS	
User	Chad McCa Hotlist Page	
User	Chad McCa Web App	
User	Gina Kenne All FlockOS	17
User	Gina Kenne Hotlist Page	16

User	Gina Kenne Web App	16
User	Jasie Merci All FlockOS	13
User	Jasie Merci Hotlist Page	9
User	Jasie Merci Web App	9
User	Jennifer Ha All FlockOS	12
User	Jennifer Ha Hotlist Page	6
User	Jennifer Ha Web App	6
User	Lauren Hol All FlockOS	6
User	Lauren Hol Hotlist Page	2
User	Lauren Hol Search Page	1
User	Lauren Hol Web App	5
User	Lisa Dunca All FlockOS	15
User	Lisa Dunca Hotlist Page	14
User	Lisa Dunca Web App	14
User	Logan Min All FlockOS	8
User	Logan Min Search Page	8
User	Logan Min Web App	8
User	Makinze Pc All FlockOS	11
User	Makinze Pc Hotlist Page	10
User	Makinze Pc Web App	10
User	Rudy Brool All FlockOS	11
User	Rudy Brool Hotlist Page	6
User	Rudy Brool Web App	6
User	Tanya Yate All FlockOS	10
User	Tanya Yate Hotlist Page	2
User	Tanya Yate Web App	2

**I. SUBJECT, ATTACHMENTS, AND BACKGROUND**

Receipt of Interim Financials for the eight months ending March 30, 2026.

Attachments:

Interim Financials for March 30, 2026

**II. STAFF COMMENTS AND ANALYSIS**

Staff has prepared the condensed Interim Financial Statements for March 2026; 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 March 30, 2026.



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

For The Nine Months Ended March 30, 2026

**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

<b>TABLE OF CONTENTS</b>
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**HIGHLIGHTS**

**MAJOR FUNDS:**

GENERAL FUND

WASTEWATER OPERATING/BMA WASTEWATER FUNDS

WATER OPERATING/BMA WATER FUNDS

SANITATION

**OTHER FUNDS:**

REVENUE BUDGET STATUS

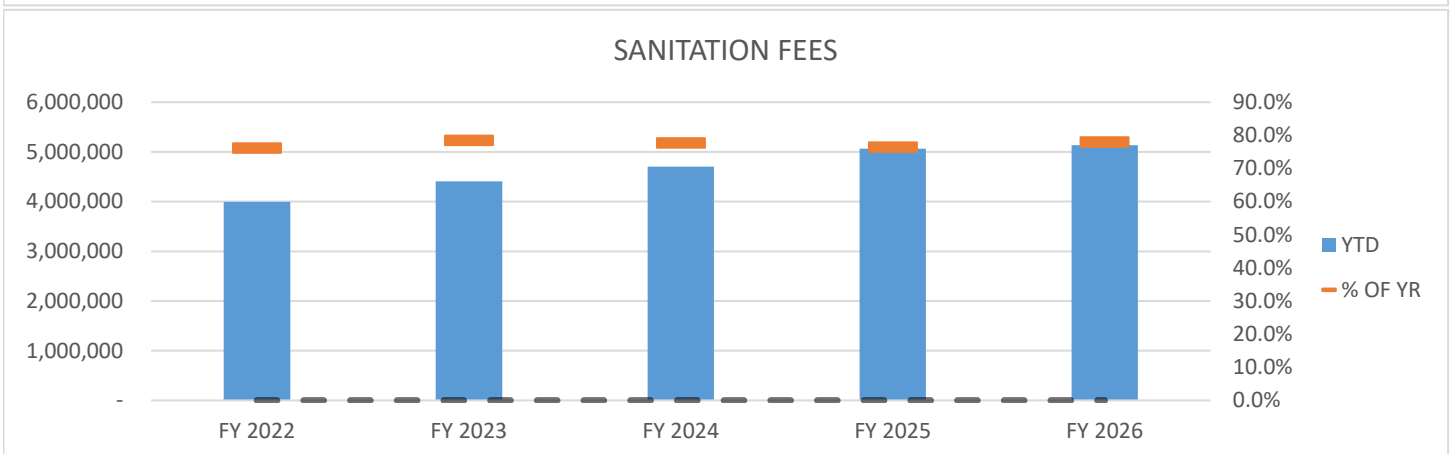
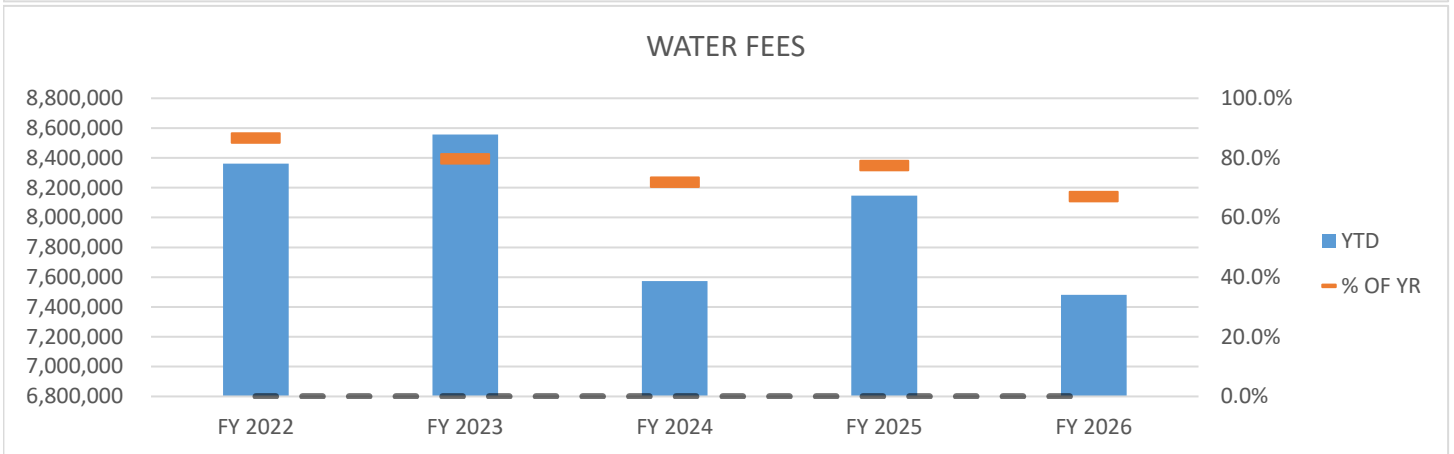
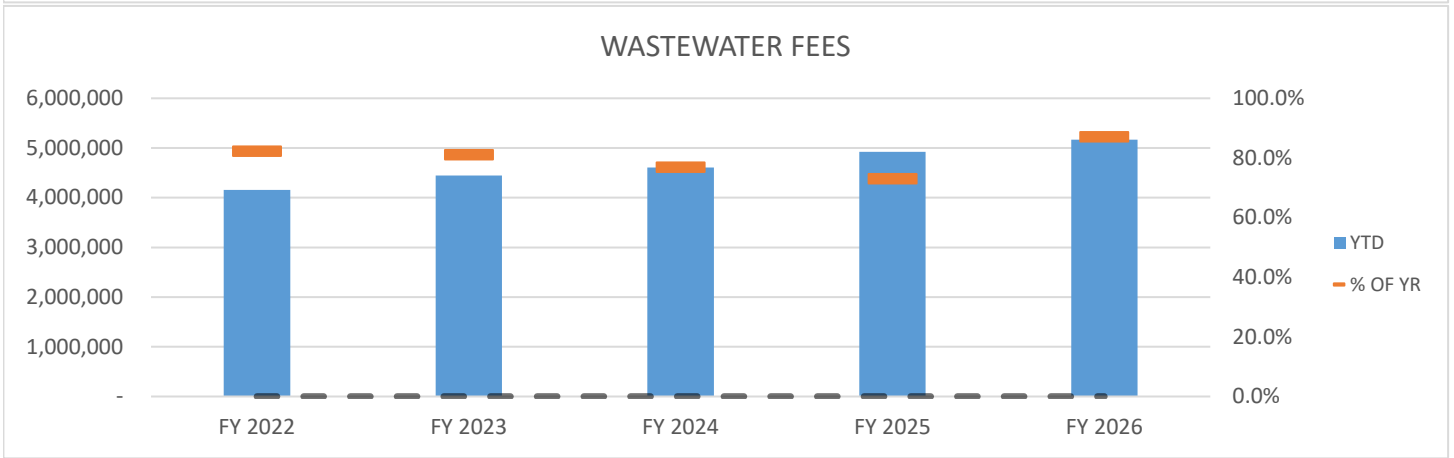
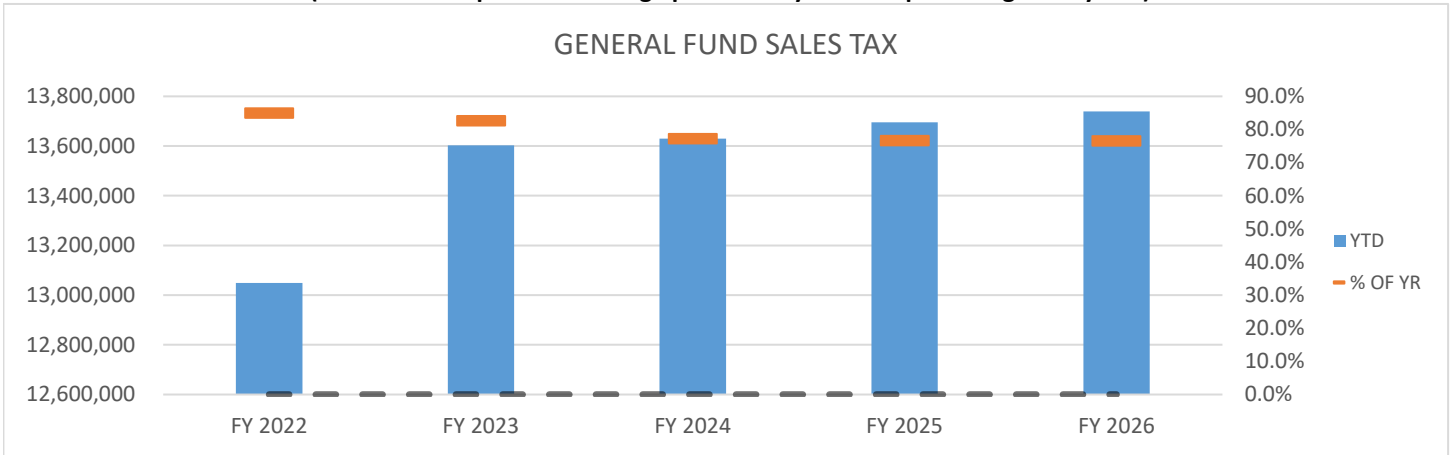
EXPENDITURE BUDGET STATUS

CHANGE IN FUND BALANCE

**EXPLANATORY MEMO**

## FINANCIAL STATEMENT REVENUE HIGHLIGHTS

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



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

75% of Year Lapsed

	<u>2025-26 Fiscal Year</u>					% of Budget	<u>2024-25 Fiscal Year</u>	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total		YTD Total	% Total Year
<b>Revenue:</b>								
Sales Tax	\$ 17,934,728	\$ 13,451,046	\$ 13,738,844	\$ -	\$ 13,738,844	76.6%	\$ 13,695,033	75.4%
Use Tax	4,700,959	3,525,719	3,988,616	-	3,988,616	84.8%	3,728,900	74.5%
Gross Receipt Tax	1,454,200	1,090,650	1,222,687	-	1,222,687	84.1%	1,150,871	76.7%
Licenses and Permits	258,100	193,575	226,121	-	226,121	87.6%	213,780	91.2%
Intergovernmental	686,200	514,650	456,584	-	456,584	66.5%	453,918	39.2%
Charges for Services	528,613	396,460	405,561	-	405,561	76.7%	408,629	77.5%
Court Costs	133,100	99,825	113,279	-	113,279	85.1%	108,746	70.6%
Police/Traffic Fines	266,300	199,725	198,228	-	198,228	74.4%	195,061	71.2%
Parking Fines	44,600	33,450	45,532	-	45,532	102.1%	37,515	76.3%
Other Fines	55,400	41,550	40,616	-	40,616	73.3%	41,977	72.2%
Investment Income	1,760,000	1,320,000	1,900,000	-	1,900,000	108.0%	1,856,687	77.1%
Miscellaneous Income	1,112,700	834,525	833,645	-	833,645	74.9%	1,026,825	79.5%
Transfers In	7,911,123	5,933,342	5,933,343	-	5,933,343	75.0%	4,912,194	75.0%
<b>Total</b>	<b><u>\$ 36,846,023</u></b>	<b><u>\$ 27,634,517</u></b>	<b><u>\$ 29,103,057</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 29,103,057</u></b>	<b>79.0%</b>	<b><u>\$ 27,830,135</u></b>	<b>74.5%</b>
<b>Expenditures:</b>								
General Government	\$ 10,911,051	\$ 8,183,288	\$ 7,578,525	\$ (421,860)	\$ 7,156,665	65.6%	\$ 7,463,549	72.2%
Public Safety	19,884,970	14,913,728	14,260,778	127,153	14,387,931	72.4%	13,738,670	74.4%
Street	2,210,872	1,658,154	1,394,398	27,855	1,422,253	64.3%	1,553,500	74.3%
Culture and Recreation	3,927,421	2,945,566	2,598,672	16,436	2,615,108	66.6%	2,588,598	73.0%
Transfers Out	3,901,595	2,926,196	2,926,196	-	2,926,196	75.0%	3,590,610	75.0%
Reserves	1,288,490	966,368	-	-	-	0.0%	-	N.A.
<b>Total</b>	<b><u>\$ 42,124,399</u></b>	<b><u>\$ 31,593,300</u></b>	<b><u>\$ 28,758,568</u></b>	<b><u>\$ (250,415)</u></b>	<b><u>\$ 28,508,153</u></b>	<b>67.7%</b>	<b><u>\$ 28,934,927</u></b>	<b>73.8%</b>
<b>Changes in Fund Balance:</b>								
Fund Balance 7/1			\$ 6,869,826					
Net Revenue (Expense)			<u>344,489</u>					
<b>Ending Fund Balance</b>			<b><u>\$ 7,214,315</u></b>					

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

75% of Year Lapsed

	<u>2025-26 Fiscal Year</u>						<u>2024-25 Fiscal Year</u>	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
<b>Revenue:</b>								
Wastewater Fees	\$ 5,940,336	\$ 4,455,252	\$ 5,170,593	\$ -	\$ 5,170,593	87.0%	\$ 4,916,539	75.3%
Investment Income	202,166	151,625	-	-	-	0.0%	159,314	72.5%
Debt Proceeds	83,000,000	62,250,000	-	-	-	0.0%	-	N.A.
Miscellaneous	100,400	75,300	127,976	-	127,976	127.5%	109,050	99.8%
<b>Total</b>	<b>\$ 89,242,902</b>	<b>\$ 66,932,177</b>	<b>\$ 5,298,569</b>	<b>\$ -</b>	<b>\$ 5,298,569</b>	<b>5.9%</b>	<b>\$ 5,184,903</b>	<b>75.6%</b>
<b>Expenditures:</b>								
Wastewater Plant	\$ 3,097,300	\$ 2,322,975	\$ 2,309,747	\$ 787,274	\$ 3,097,021	100.0%	\$ 3,109,762	99.9%
Wastewater Maint	1,052,317	789,238	672,897	3,183	676,079	64.2%	682,127	75.5%
BMA Expenses	2,000,000	1,500,000	-	-	-	0.0%	-	N.A.
Transfers Out	2,015,278	1,511,459	1,511,458	-	1,511,458	75.0%	1,377,141	75.0%
Reserves	96,602	72,452	-	-	-	0.0%	-	N.A.
<b>Total</b>	<b>\$ 8,261,497</b>	<b>\$ 6,196,124</b>	<b>\$ 4,494,101</b>	<b>\$ 790,457</b>	<b>\$ 5,284,558</b>	<b>64.0%</b>	<b>\$ 5,169,030</b>	<b>88.3%</b>
<b>Changes in Fund Balance:</b>								
Fund Balance 7/1			\$ 2,751,267					
Net Revenue (Expense)			804,468					
<b>Ending Fund Balance</b>			<b>\$ 3,555,735</b>					

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

75% of Year Lapsed

	<u>2025-26 Fiscal Year</u>					% of Budget	<u>2024-25 Fiscal Year</u>	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total		YTD Total	% Total Year
<b>Revenue:</b>								
Water Fees	\$ 11,755,739	\$ 8,816,804	\$ 7,929,852	\$ -	\$ 7,929,852	67.5%	\$ 8,514,461	77.7%
Investment Income	274,059	205,544	-	-	-	0.0%	138,243	80.1%
Debt Proceeds	8,000,000	6,000,000	-	-	-	0.0%	-	N.A.
Miscellaneous	-	-	887	-	887	N.A.	8,856	100.0%
<b>Total</b>	<b>\$ 20,029,798</b>	<b>\$ 15,022,348</b>	<b>\$ 7,930,739</b>	<b>\$ -</b>	<b>\$ 7,930,739</b>	<b>39.6%</b>	<b>\$ 8,661,560</b>	<b>77.8%</b>
<b>Expenditures:</b>								
Water Plant	\$ 5,166,544	\$ 3,874,908	\$ 2,734,455	\$ 42,031	\$ 2,776,486	53.7%	\$ 2,889,542	73.8%
Water Administration	464,959	348,719	325,329	3,615	328,944	70.7%	379,633	79.0%
Water Distribution	2,470,881	1,853,161	1,546,680	(25,658)	1,521,022	61.6%	1,604,864	75.2%
BMA Expenses	11,184,392	8,388,294	2,386,294	-	2,386,294	21.3%	2,652,859	77.1%
Transfers Out	3,184,211	2,388,158	2,388,161	-	2,388,161	75.0%	2,159,061	75.0%
Reserves	253,961	190,471	-	-	-	0.0%	-	N.A.
<b>Total</b>	<b>\$ 22,724,948</b>	<b>\$ 17,043,711</b>	<b>\$ 9,380,919</b>	<b>\$ 19,988</b>	<b>\$ 9,400,906</b>	<b>41.4%</b>	<b>\$ 9,685,959</b>	<b>75.4%</b>
<b>Changes in Fund Balance:</b>								
Fund Balance 7/1			\$ 6,293,695					
Net Revenue (Expense)			(1,450,180)					
<b>Ending Fund Balance</b>			<b>\$ 4,843,515</b>					

**SANITATION FUND**

Statement of Revenue, Expenditures, and Changes in Fund Balances

75% of Year Lapsed

	<b>2025-26 Fiscal Year</b>					<b>% of Budget</b>	<b>2024-25 Fiscal Year</b>	
	<b>Total Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Encum</b>	<b>YTD Total</b>		<b>YTD Total</b>	<b>% Total Year</b>
<b>Revenue:</b>								
Collection Fees	\$ 6,581,948	\$ 4,936,461	\$ 5,136,390	\$ -	\$ 5,136,390	78.0%	\$ 5,063,923	74.7%
Investment Income	2,000	1,500	-	-	-	0.0%	4,601	43.7%
Miscellaneous	131,278	45,669	34,741	-	34,741	26.5%	26,200	67.8%
Transfers In	-	-	-	-	-	N.A.	-	N.A.
<b>Total</b>	<b>\$ 6,715,226</b>	<b>\$ 4,983,630</b>	<b>\$ 5,171,131</b>	<b>\$ -</b>	<b>\$ 5,171,131</b>	<b>77.0%</b>	<b>\$ 5,094,724</b>	<b>74.6%</b>
<b>Expenditures:</b>								
Sanitation	\$ 3,965,404	\$ 2,974,053	\$ 2,774,122	\$ 132,052	\$ 2,906,174	73.3%	\$ 2,781,833	74.3%
Transfers Out	2,866,594	2,149,946	2,149,945	-	2,149,945	75.0%	2,013,208	75.0%
Reserves	148,414	111,311	-	-	-	0.0%	-	N.A.
<b>Total</b>	<b>\$ 6,980,412</b>	<b>\$ 5,235,310</b>	<b>\$ 4,924,067</b>	<b>\$ 132,052</b>	<b>\$ 5,056,119</b>	<b>72.4%</b>	<b>\$ 4,795,041</b>	<b>74.6%</b>
<b>Changes in Fund Balance:</b>								
Fund Balance 7/1			\$ 482,222					
Net Revenue (Expense)			247,064					
<b>Ending Fund Balance</b>			<b>\$ 729,286</b>					

**ALL OTHER FUNDS**  
Revenue Budget Report - Budget Basis

75% of Year Lapsed

	<u>Budget</u>	<u>Actuals</u>	<u>Percent of Budget</u>
<b>Special Revenue Funds:</b>			
Economic Development Fund	2,105,695	1,421,772	68%
E-911 Fund	1,231,050	851,413	69%
Special Library Fund	99,386	149,082	150%
Special Museum Fund	10,726	3,481	32%
Municipal Airport Fund	5,548,464	2,253,043	41%
Library Restricted Donation Fund	29,318	54,325	185%
Restricted Revenue Fund	187,245	208,358	111%
Golf Course Memorial Fund	2,875	30,300	1054%
CDBG-COVID	485,000	-	0%
ARPA	-	-	N/A
Justice Assistance Grant Fund	-	14,410	N/A
Opioid Settlement Fund	-	30,000	N/A
Neighborhood Park Fund	4,133	-	0%
Cemetery Care Fund	2,601	2,159	83%
Debt Service Fund	4,893,260	3,971,227	81%
<b>Capital Project Funds:</b>			
Sales Tax Capital Improvement Fund	3,839,586	2,599,663	68%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	9,394	20,000	213%
Wastewater Regulatory Capital Fund	36,556	-	0%
City Hall Capital Improvement Fund	62,203	47,880	77%
Storm Drainage Capital Improvement Fund	3,914	6,069	155%
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
<b>Proprietary Funds:</b>			
Adams Golf Course Operating Fund	1,445,903	1,094,771	76%
Sooner Pool Operating Fund	90,835	66,088	73%
Frontier Pool Operating Fund	88,930	63,256	71%
Municipal Airport Operating	658,487	438,535	67%
<b>Internal Service Funds:</b>			
Worker's Compensation Fund	108,791	73,844	68%
Health Insurance Fund	6,371,415	5,548,313	87%
Auto Collision Insurance Fund	75,000	64,657	86%
Stabilization Reserve Fund	1,220,675	915,503	75%
Capital Improvement Reserve Fund	8,304,151	8,292,093	100%
Mausoleum Trust Fund	559	-	0%

**ALL OTHER FUNDS**

## Expenditure Budget Report - Budget Basis

75% of Year Lapsed

	<u>Budget</u>	<u>Actuals</u>	<u>Percent of Budget</u>
Special Revenue Funds:			
Economic Development Fund	5,337,203	1,724,000	32%
E-911 Fund	1,694,229	1,068,843	63%
Special Library Fund	194,000	108,437	56%
Special Museum Fund	25,600	6,283	25%
Municipal Airport Fund	5,548,464	5,521,587	100%
Library Restricted Donation Fund	483,825	44,970	9%
Restricted Revenue Fund	283,449	236,305	83%
Golf Course Memorial Fund	54,599	50,328	92%
CDBG-COVID	485,000	-	0%
ARPA	1,232,952	924,714	75%
Justice Assistance Grant Fund	-	-	N/A
Opioid Settlement Fund	244,818	120,000	49%
Neighborhood Park Fund	73,643	-	0%
Cemetery Care Fund	18,398	-	0%
Debt Service Fund	4,895,060	2,041,435	42%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	7,952,707	2,875,759	36%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	140,148	-	0%
Wastewater Regulatory Capital Fund	376,393	174,273	46%
City Hall Capital Improvement Fund	308,106	10,882	4%
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	3,885	100%
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	386,120	81%
2023 G.O. Bond Fund	4,163,794	3,377,740	81%
Proprietary Funds:			
Adams Golf Course Operating Fund	1,456,327	820,792	56%
Sooner Pool Operating Fund	84,898	32,545	38%
Frontier Pool Operating Fund	106,024	39,329	37%
Municipal Airport Operating	826,621	595,998	72%
Internal Service Funds:			
Worker's Compensation Fund	430,000	131,308	31%
Health Insurance Fund	6,371,415	5,671,059	89%
Auto Collision Insurance Fund	446,559	42,233	9%
Stabilization Reserve Fund	15,997,043	-	0%
Capital Improvement Reserve Fund	15,818,560	5,769,272	36%
Mausoleum Trust Fund	9,968	-	0%

**ALL OTHER FUNDS**

## Fund Balance Report - Modified Cash Basis

75% of Year Lapsed

	<u>Beginning of Year</u>	<u>Change</u>	<u>Current</u>
Special Revenue Funds:			
Economic Development Fund	2,603,212	(284,061)	2,319,151
E-911 Fund	367,641	(214,616)	153,025
Special Library Fund	407,134	49,822	456,956
Special Museum Fund	160,522	(2,802)	157,720
Municipal Airport Fund	147	139,547	139,694
Library Restricted Donation Fund	450,528	9,355	459,883
Restricted Revenue Fund	203,720	125,180	328,900
Golf Course Memorial Fund	31,201	(28,330)	2,871
CDBG-COVID	-	-	-
ARPA	1,232,952	(924,714)	308,238
Justice Assistance Grant Fund	14,804	14,410	29,214
Opioid Settlement Fund	334,814	(66,246)	268,568
Neighborhood Park Fund	68,967	-	68,967
Cemetery Care Fund	12,627	2,159	14,786
Debt Service Fund	3,618,325	1,929,792	5,548,117
Capital Project Funds:			
Sales Tax Capital Improvement Fund	6,971,906	(2,045,341)	4,926,565
Park Capital Improvement Fund	-	-	-
Wastewater Capital Improvement Fund	169,391	20,000	189,391
Wastewater Regulatory Capital Fund	402,311	(366,855)	35,457
City Hall Capital Improvement Fund	244,131	47,880	292,011
Storm Drainage Capital Improvement Fund	66,269	6,069	72,338
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	(2,244)	331,708
2021A G.O. Bond Fund	23,188	-	23,188
2022A G.O. Bond Fund	844,885	(455,843)	389,042
2023 G.O. Bond Fund	4,624,341	(2,196,610)	2,427,731
Proprietary Funds:			
Adams Golf Course Operating Fund	165,922	179,876	345,798
Sooner Pool Operating Fund	40,725	28,789	69,514
Frontier Pool Operating Fund	75,044	17,535	92,579
Municipal Airport Operating	315,126	(143,020)	172,106
Internal Service Funds:			
Worker's Compensation Fund	313,401	(56,813)	256,588
Health Insurance Fund	107,844	(94,603)	13,241
Auto Collision Insurance Fund	526,546	(36,975)	489,571
Stabilization Reserve Fund	14,776,368	915,503	15,691,871
Capital Improvement Reserve Fund	25,289,727	(325,721)	24,964,006
Mausoleum Trust Fund	9,335	-	9,335



**FROM:** Jason Muninger, CFO/City Clerk  
**SUBJECT:** Financial Statement Explanatory Information

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## 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 Bartlesville, OK Examiner-Enterprise April 1, 4 & 8, 2026)

**INVITATION FOR BIDS**

**City of Bartlesville  
UTILITY TRACTOR WITH FRONT LOADER  
Bid No. 2025-2026-018**

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 23<sup>rd</sup> day of April, 2026 at such time bids will be opened and publicly read.

The City of Bartlesville is accepting bids to provide one (1) new 2024 or newer 60HP utility cab tractor with front loader. The tractor shall be a new, current production model and shall meet or exceed the specifications listed below. It must be serviced and ready for operation upon delivery.

Proposals shall be submitted in sealed envelopes and marked, "City Clerk, City Center Building, 401 S. Johnstone, Bartlesville, Oklahoma 74003. **PROPOSAL FOR UTILITY TRACTOR WITH FRONT LOADER, BID NO. 2025-2026-018.**"

Each Bidder shall complete every space in Bidders Proposal Column and submit the entire BID PACKET with the NON-COLLUSION AFFIDAVIT.

The Owner reserves the right to waive any informalities 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 30<sup>th</sup> day of March, 2026.

Jason Muninger  
City Clerk  
By Jay Lawler

## BID REVIEW RECOMMENDATION

### I. SUBJECT, ATTACHMENTS, AND BACKGROUND

**A. SUBJECT:**

Discuss and take action to award Bid No. 2025-2026-018 for a Utility Tractor with Front Loader for the Water Treatment Plant.

**B. ATTACHMENTS:**

None

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

**A. PROJECT DESCRIPTION:**

One of the capital items needed at the water plant is a utility tractor with a front loader. This equipment will replace a 2016 New Holland tractor that is currently out of service. The tractor is used to pull a finish mower for maintaining the plant's 35 acres and also serves as a backup unit for solids removal at the drying beds.

**B. COMMENTS:**

In addition to advertising in the local newspaper, invitations were sent to the three (3) local tractor dealers and one (1) bid was received. The bid was as follows:

P&K Equipment (Bartlesville, OK)	\$57,096
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The bid was evaluated for line-item pricing and had all the necessary components. The bid also included a rotary cutter and box blade add on bid alternate. Total pricing for these attachments was \$4,030.30 (rotary cutter - \$2,651.06 and box blade - \$1,379.24). Including these add on alternates increases the overall bid to \$61,126.30.

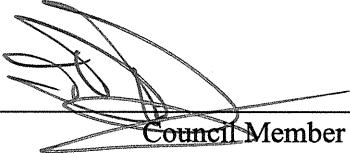
**C. BUDGET AMOUNT:**

\$65,000 is the project budget from the Water Plant Capital Reserve Fund. The lowest bid, submitted by P&K Equipment and including all add-on alternates is \$61,126.30, which is below the available budget by \$3,873.70.

**III. RECOMMENDED ACTION**

P&K Equipment's bid was for a John Deere 5060E unit that meets all the specifications.

Staff recommends awarding the contract to P&K Equipment, including all the add-on alternates, in the amount of \$61,126.30.

  
\_\_\_\_\_  
Council Member

4-27-26  
\_\_\_\_\_  
Date

**I. SUBJECT, ATTACHMENTS, AND BACKGROUND**

Public hearing and possible action on a Resolution adopting the City of Bartlesville Budget for Fiscal Year 2026-2027 and establishing budget amendment authority, authorizing the cancellation of encumbrances which are not due and payable as of June 30, 2026, and re-appropriating amounts of canceled encumbrances to the same fund and department for Fiscal Years 2026-2027.

Attachments:

Resolution adopting the budget for FY 2026-27 as discussed at the budget workshop

Budget adoption and public hearing Power Point

**II. STAFF COMMENTS AND ANALYSIS**

The Resolution presented reflects the items discussed in the Budget workshop meeting, there are no changes reflected from prior presentation.

**III. BUDGET IMPACT**

N/A

**IV. RECOMMENDED ACTION**

Staff recommends the adoption of the Resolution for the 2026-27 Operating Budget.

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION ADOPTING THE BUDGET FOR THE CITY OF BARTLESVILLE, OKLAHOMA FOR FISCAL YEAR 2026-27 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY, AUTHORIZING THE CANCELLATION OF ENCUMBRANCES WHICH ARE NOT DUE AND PAYABLE AS OF JUNE 30, 2026, AND REAPPROPRIATING AMOUNTS OF CANCELLED ENCUMBRANCES TO THE SAME FUND AND DEPARTMENT FOR FISCAL YEARS 2026-27.**

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

**WHEREAS**, the City Manager has prepared a budget for the fiscal year ending June 30, 2027 consistent with the Act; and

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

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

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

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

**Section 1.** The City Council of the City Bartlesville does hereby adopt the FY 2026-27 Budget on the 4th day of May 2026 with total resources available in the amount of \$150,698,923 and total fund/departamental expenditure and reserve appropriations in the amount of \$132,815,391. Legal appropriations (spending/encumbering limits) are hereby established as follows:

<i>FUND &amp; DEPARTMENT</i>	<i>2026-27 APPROVED</i>	<i>FUND &amp; DEPARTMENT</i>	<i>2026-27 APPROVED</i>
<b>GENERAL FUND</b>			
<b>General Fund:</b>		<b>Special Museum Fund:</b>	
City Council	\$ 33,700	Museum	<u>\$ 25,600</u>
Administration	1,636,436	<b>Restricted Library Donation Fund:</b>	
Accounting and Finance	2,242,167	Library	<u>\$ 884,815</u>
Legal	438,452	<b>Restricted Revenue Fund:</b>	
Building & Neighborhood Service	1,023,008	General Services	\$ 171,158
Building Maintenance	604,514	Cemetery	31,667
General Services	1,049,550	Community Development	34,590
Cemetery	17,213	Fire	449
Community Development	800,678	Police	58,507
Technical Services	1,932,580	Street	4,916
Engineering	1,023,882	Park and Recreation	91,628
Fleet Maintenance	593,431	Swimming Pools	12,331
Fire	9,415,508	Golf	60
Police	11,439,764	Total Restricted Donations	<u>\$ 405,306</u>
Street	2,178,381	<b>Golf Course Memorial Fund:</b>	
Library	1,944,991	Municipal Golf Course	<u>\$ 7,217</u>
History Museum	271,858	<b>CDBG-COVID Fund:</b>	
Park and Recreation	1,780,194	General Services	<u>\$ 485,000</u>
Transfers Out	2,862,404	<b>Neighborhood Park Fund:</b>	
Reserves	1,310,589	Park and Recreation	<u>\$ 74,897</u>
<b>Total General Fund</b>	<u><b>\$ 42,599,300</b></u>	<b>Cemetery Perpetual Care Fund:</b>	
<b>SPECIAL REVENUE FUNDS</b>		Cemetery	<u>\$ 18,542</u>
<b>Economic Development Fund:</b>		<b>Opioid Abatement Fund:</b>	
Economic Development	<u>\$ 4,111,803</u>	Police	<u>\$ 221,060</u>
<b>E-911 Fund:</b>		<b>Total Special Revenue Funds</b>	
Emergency Dispatch	\$ 1,740,295		<u><b>\$ 8,226,735</b></u>
Reserves	35,700		
Total E-911 Fund	<u>\$ 1,775,995</u>		
<b>Special Library Fund:</b>			
Library	<u>\$ 216,500</u>		

<i>FUND &amp; DEPARTMENT</i>	<i>2026-27 APPROVED</i>
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<i>FUND &amp; DEPARTMENT</i>	<i>2026-27 APPROVED</i>
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**DEBT SERVICE FUND**

**Debt Service Fund:**

Judgments	\$ 70,000
2018A Combined Purpose Bonds	1,208,900
2018C Combined Purpose Bonds	293,000
2019A Combined Purpose Bonds	236,300
2021A Combined Purpose Bonds	235,100
2022 Combined Purpose Bonds	1,399,600
2023 Combined Purpose Bonds	984,125
<b>Total Debt Service Fund</b>	<b>\$ 4,427,025</b>

**CAPITAL PROJECTS FUNDS**

**CIP - Sales Tax Fund:**

Building Maintenance	\$ 300,000
General Services	1,377,500
Tech Services	160,000
Police	915,500
Storm Sewer	736,822
Street	3,270,000
Park and Recreation	915,000
Municipal Golf Course	16,500
Unallocated	503,342
<b>Total CIP - Sales Tax</b>	<b>\$ 8,194,664</b>

**CIP - Wastewater Fund:**

Wastewater Maintenance	\$ 35,000
Unallocated	65,451
<b>Total CIP - Wastewater</b>	<b>\$ 100,451</b>

**CIP - Wastewater Regulatory Fund:**

CWWTP	\$ 130,000
Unallocated	113,019
<b>Total CIP - Wastewater Regulatory</b>	<b>\$ 243,019</b>

**CIP - City Hall Fund:**

General Services	\$ 270,000
Unallocated	36,006
<b>Total CIP - City Hall</b>	<b>\$ 306,006</b>

**CIP - Storm Sewer Fund:**

Storm Sewer	\$ 65,000
Unallocated	19,238
<b>Total CIP - Storm Sewer</b>	<b>\$ 84,238</b>

**2019B G.O Bond Fund**

Storm Sewer	\$ 333,953
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**2022 G.O Bond Fund**

Street	\$ 50,000
Park	100,000
Unallocated	136,854
<b>Total 2022 G.O. Bond</b>	<b>\$ 286,854</b>

**2023 G.O Bond Fund**

Fire	\$ 3,000
Park	270,000
Unallocated	433,883
<b>Total 2023 G.O. Bond</b>	<b>\$ 706,883</b>

<b>Total Capital Projects Funds</b>	<b>\$ 10,287,454</b>
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**ENTERPRISE FUNDS**

**Wastewater Operating Fund:**

Wastewater Treatment Plant	\$ 3,268,025
Wastewater Maintenance	1,089,018
Transfers Out	2,266,825
Reserves	99,311
<b>Total Wastewater Operating</b>	<b>\$ 6,723,179</b>

<b>FUND &amp; DEPARTMENT</b>	<b>2026-27 APPROVED</b>
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<b>FUND &amp; DEPARTMENT</b>	<b>2026-27 APPROVED</b>
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**Water Operating Fund:**

Water Plant	\$ 4,573,562
Water Administration	455,002
Water Distribution	2,499,548
Transfers Out	3,561,493
Reserves	266,546
<b>Total Water Operating</b>	<b><u>\$ 11,356,151</u></b>

**Sanitation Operating Fund:**

Sanitation	\$ 4,086,930
Transfers Out	3,186,422
Reserves	162,750
<b>Total Sanitation Operating</b>	<b><u>\$ 7,436,102</u></b>

**Municipal Golf Course Fund:**

Golf Course	\$ 711,004
Pro Shop	821,586
Reserves	35,970
<b>Total Municipal Golf Course</b>	<b><u>\$ 1,568,560</u></b>

**Sooner Pool Fund:**

Sooner Pool	\$ 83,233
Reserves	1,665
<b>Total Sooner Pool</b>	<b><u>\$ 84,898</u></b>

**Frontier Pool Fund:**

Frontier Pool	\$ 103,945
Reserves	2,079
<b>Total Frontier Pool</b>	<b><u>\$ 106,024</u></b>

**Municipal Airport Fund:**

Airport	\$ 837,170
Reserves	57,673
<b>Total Municipal Airport</b>	<b><u>\$ 894,843</u></b>

**Total Enterprise Funds** **\$ 28,169,757**

**INTERNAL SERVICE FUNDS**

**Workers' Compensation Fund:**

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

**Health Insurance Fund:**

Medical Claims	\$ 5,131,171
Administration Fees	1,298,923
<b>Total Health Insurance</b>	<b><u>\$ 6,430,094</u></b>

**Auto Collision Fund:**

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

**Stabilization Reserve Fund:**

General Fund Reserve	\$ 11,427,403
Wastewater Fund Reserve	1,561,170
Water Fund Reserve	2,627,601
Sanitation Fund Reserve	1,647,997
<b>Total Stabilization Reserve</b>	<b><u>\$ 17,264,171</u></b>

**Capital Reserve Fund:**

General	\$ 1,712,157
Wastewater	475,000
Water	11,125,000
Sanitation	1,215,000
<b>Total Capital Reserve</b>	<b><u>\$ 14,527,157</u></b>

**Total Internal Service Funds** **\$ 39,094,981**

**FIDUCIARY FUNDS**

**Mausoleum Trust Fund:**

Mausoleum	<b><u>\$ 10,139</u></b>
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**Section 2.** The City Council does hereby authorize the City Manager to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2026-27, from one department to another within a fund, without further approval by the City Council. This however should not be construed as granting authority to the City Manager to transfer appropriations from a reserve without Council approval.

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

**Section 4.** All encumbrances of any fund, exclusive of amounts due and payable as of June 30, 2026 are hereby cancelled and the amounts of said encumbrances are authorized to be added to the appropriations contained in the FY 2026-27 budget and the same amounts re-encumbered to be paid upon receipt of goods or services during FY 2026-27.

**APPROVED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR OF THE CITY OF BARTLESVILLE THIS 4<sup>th</sup> DAY OF MAY, 2026.**

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**Mayor**

**ATTEST:**

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**City Clerk**

# CITY BUDGET

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PUBLIC HEARING

FY 2026-27

# BUDGET PREPARATION SCHEDULE

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March 6	Distribute Budget Preparation Packets to Directors
March 6	Directors verify personnel and line estimates
March 6-16	Directors prepare budget requests and submit to Finance Director
March 23-26	Directors Budget Meetings with City Manager
April 16	Submit Proposed Budget to City Council
April 21	Publish Budget Summary and Notice of Public Hearing
April 21	workshop meeting - City Council consideration of budget
May 4	Public Hearing on Budget and Budget Adoption (Legal Deadline is June 22)
June 30	Budget published and filed with State Auditor and City Clerk
July 1	New fiscal year begins

# CHANGES SINCE WORKSHOP

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Change to Personnel Summary to reflect additional Maintenance Worker at the Golf Course

Change to Golf Course Personnel & Capital Schedule to Reflect addition of Golf Course Maintenance Worker

# BUDGET RECAP

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## Revenue:

- Sales tax
  - Budget conservatively estimated based on 2026 Actuals with a 1.0% reduction applied
  - This equates to a \$234K reduction from actuals collected in FY 2026
- Use Tax
  - The City has chosen the conservative budget amount of \$5.2 million which is 2.0% reduction applied
  - This equates to a \$106K reduction from actuals collected in 2026
- Utility rates effective July 1, 2026
  - Beginning the rate study effective for FY 2027
  - Estimated 13.4% rate increase for average residential customer in the first year of implementation

## Personnel:

- A 2.5% COLA to be given to all employees
- A 2.5% Merit given to all eligible employees
- Addition of a 1 FTE (Traded Temp Labor for Permanent)

# BUDGET ADOPTION RESOLUTION

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**Section 1.** – adopts the budgeted amounts included in the document

- Sets the legal level of control at department within a fund

**Section 2.** – sets budget amendment authority for the City Manager during the year

- City Manager can adjust budgets within a fund (cannot alter reserves)

**Section 3.** – sets budget amendment authority for the City Council during the year

- City Council can increase budgets, transfers between funds, and alter reserves

**Section 4.** – re-appropriates all encumbrances that remain open at fiscal year end

- Re-encumbers all open purchase orders and increases budget to match the offset expense

# PUBLIC HEARING

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Public hearing required for budgets adopted in accordance with the “Municipal Budget Act”

- BMA is formed under Title 60 as a Public Trust and does not require a public hearing
- City of Bartlesville’s budget is adopted in accordance with the “Municipal Budget Act” and a public hearing is required

## **I. SUBJECT, ATTACHMENTS, AND BACKGROUND**

Discuss and take possible action on the Capital Improvements Program (CIP) Budget for FY 2026-2027

Attachments:

RE: Draft Capital Budget Document  
Exhibits A through F

## **II. STAFF COMMENTS AND ANALYSIS**

In February of 2026, the citizens of Bartlesville voted to extend a one-half cent sales tax to finance capital improvements for a five-year period. The authorizing ordinance stated that this sales tax is to be used for the making of capital improvements, to include, but not limited to “roads and streets, drainage improvements, water improvements, sewer improvements, machinery and equipment, furniture and fixtures, rights-of-way, all real property, all construction or reconstruction of buildings, appurtenances and improvements to real property and other costs and expenses related thereto.” A specific list of improvements which is to be financed from the proceeds of this tax, to the extent funds are available is attached hereto as Exhibit A. Projects highlighted in green were advertised for the election and make up 70% of the anticipated revenue generated through this sales tax, while the other projects, which were approved by Council, make up the remaining 30% of the funds. The projects funded in FY26-27 are also highlighted in the FY 2026-2027 column and highlighted with green text.

The accounting staff has identified in the FY 2025-2026 Operating Budget for the Capital Improvement Project (CIP) Sales Tax Fund a \$4,019,842 budget for new projects. Carry over projects totaling \$4,174,822 include the committed capital funding for previous fiscal year projects that have not yet been completed. Staff has compiled a list of proposed FY 2026-2027 ½ cent sales tax capital improvement projects (CIP) totaling \$3,516,500 for Council consideration. CIP carry over and proposed projects are shown in Exhibit B. Highlighted projects are priority (70%) projects. These projects have been assembled from the list of voter-approved projects as shown in the original 2026 ½ cent sales tax CIP included as Exhibit A.

In addition to allocating funds from the ½ cent sales tax revenue source, proposed carry over projects are summarized for the Wastewater Regulatory Fund, City Hall Fund, and Storm Sewer Fund, as well as the 2018B, 2019B, 2022 and 2023 General Obligation Bond funds which are shown in Exhibit C. Staff is recommending proposed projects for the Wastewater Fund, Wastewater Regulatory Fund and City Hall Fund, shown in Exhibit D. Finally, staff is also recommending carry over and proposed projects for the Capital Reserve Fund which are shown in Exhibits E and F, respectively.

All of the carry over projects and proposed projects for the various different funding sources were presented to the City Council at the April 15, 2026 special workshop meeting. No changes have been made to the proposed capital budget since the April 15<sup>th</sup> meeting.

**III. BUDGET IMPACT**

This will establish the City's capital budget for Fiscal Year 26-27.

**IV. RECOMMENDED ACTION**

Staff requests Council consideration of and possible action on the proposed FY 2026-2027 Capital Improvement Budget at its regular meeting on May 4, 2026.

# EXHIBIT A

**2026 CIP ELECTION - FINAL PROJECT LIST - IMPLEMENTATION SCHEDULE - UPDATED 4.14.2026**

Description	Project Amount	Category	FY 2026-2027	FY 2027-2028	FY 2029-2030	FY 2030-2031	FY 2031-2032	TOTAL
<b>ESTIMATED SALES TAX COLLECTION</b>			\$ 3,400,000.00	\$ 3,400,000.00	\$ 3,400,000.00	\$ 3,400,000.00	\$ 3,400,000.00	\$ 17,000,000.00
<b>BUDGETED SALES TAX COLLECTION</b>			\$ 3,414,438.00	\$ 3,400,000.00	\$ 3,400,000.00	\$ 3,400,000.00	\$ 3,400,000.00	\$ 17,014,438.00
<b>DIFFERENCE BETWEEN ESTIMATED AND BUDGETED</b>			\$ 14,438.00	\$ -	\$ -	\$ -	\$ -	\$ 14,438.00
<b>OVERALL TOTAL BY YEAR</b>			\$ 3,400,000.00	\$ 3,400,000.00	\$ 3,400,000.00	\$ 3,400,000.00	\$ 3,400,000.00	\$ 17,000,000.00
<b>MUNICIPAL BUILDINGS &amp; EQUIPMENT</b>								
General Fund Vehicle Replacement (\$300k/yr)	1,500,000	EQUIPMENT	300,000	300,000	300,000	300,000	300,000	1,500,000
Storm Siren Upgrade	800,000	EQUIPMENT	800,000					800,000
Community Center Lighting Upgrade	800,000	EQUIPMENT		800,000				800,000
Replace Core Servers (x5)	800,000	EQUIPMENT					800,000	800,000
Dump Trucks with Snow Equipment (x2)	600,000	EQUIPMENT			600,000			600,000
BCC Chiller Replacement	500,000	EQUIPMENT		500,000				500,000
IT Infrastructure Upgrades	400,000	EQUIPMENT	100,000	100,000	200,000			400,000
Aerial Lift Truck	300,000	EQUIPMENT	300,000					300,000
Annual PC Replacement/Software (x15/yr)	300,000	EQUIPMENT	60,000	60,000	60,000	60,000	60,000	300,000
Library Elevator Modernization	300,000	EQUIPMENT				300,000		300,000
Golf Course Equipment	300,000	EQUIPMENT			300,000			300,000
<b>Tractors (x2)</b>	<b>280,000</b>	<b>EQUIPMENT</b>				<b>280,000</b>		<b>280,000</b>
Tractor Boom and Mower	200,000	EQUIPMENT					200,000	200,000
Equipment Shed	115,000	EQUIPMENT				115,000		115,000
BCC HVAC Contactors, Controls & Air Compressor (pneumatics)	92,500	EQUIPMENT	92,500					92,500
Greens Fans (x3)	45,000	EQUIPMENT	45,000					45,000
BCC Community Hall Projector	30,000	EQUIPMENT					30,000	30,000
<b>PUBLIC SAFETY BUILDINGS &amp; EQUIPMENT</b>								
Annual Police Vehicle Replacement (x10)	1,960,000	BUILDINGS & FACILITIES	392,000	392,000	392,000	392,000	392,000	1,960,000
Annual Police Vehicle Equipment (x10)	1,067,500	BUILDINGS & FACILITIES	213,500	213,500	213,500	213,500	213,500	1,067,500
Police & Fire Tablets (x75)	475,000	BUILDINGS & FACILITIES				475,000		475,000
CallWorks 911 Call Handling System	190,000	BUILDINGS & FACILITIES	190,000					190,000
Police Body Camera Replacement (x72)	60,000	BUILDINGS & FACILITIES		60,000				60,000
Police Taser Replacement (x60)	60,000	BUILDINGS & FACILITIES		60,000				60,000
<b>STREETS &amp; DRAINAGE</b>								
Preventive Maintenance Streets (\$1,010,000/yr)	5,050,000	STREETS & DRAINAGE	875,000	850,000	906,000	1,089,500	1,329,500	5,050,000
Materials for Drainage Improvements (\$25k/yr)	125,000	STREETS & DRAINAGE	32,000	14,500	28,500	25,000	25,000	125,000
<b>PARKS &amp; RECREATION</b>								
Pathfinder Parkway Improvements	400,000	PARKS & RECREATION			400,000			400,000
Pathfinder Bridge Deck Replacement	150,000	PARKS & RECREATION				150,000		150,000
Park and Pool Amenities	50,000	PARKS & RECREATION		50,000				50,000
Park Signage (Wayfinding)	50,000	PARKS & RECREATION					50,000	50,000

# EXHIBIT B

STAFF RECOMMENDED CARRY OVER PROJECTS  
1/2 CENT SALES TAX (449)  
CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2026-2027

PROJECT NAME AND DESCRIPTION	ORIGINAL/ MODIFIED BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
<b>Facilities</b>				
Community Center Security System Replacement	\$78,000	\$150,000	2021-2022	
City Hall Carpet Replacement	\$100,000	\$10,000	2025-2026	
<b>Storm Sewer</b>				
Drainage Materials	\$25,000	\$110,828	2021-2022	
Turkey Creek Clearing	\$50,000	\$50,000	2024-2025	
Jefferson Rd Drainage	\$100,000	\$55,994	2024-2025	
Sooner Park Loop Drainage	\$150,000	\$150,000	2025-2026	
Arbor Drainage	\$120,000	\$120,000	2025-2026	
Choctaw Drainage	\$250,000	\$218,000	2025-2026	
<b>Streets &amp; Bridges</b>				
Preventive Maintenance Streets (FY23-24)	\$950,000	\$150,000	2023-2024	
Preventive Maintenance Streets (FY 24-25)	\$1,000,000	\$1,000,000	2024-2025	
Preventive Maintenance Streets (FY 25-26)	\$725,000	\$725,000	2025-2026	
Preventive Maintenance Streets (FY 25-26)	\$500,000	\$500,000	2025-2026	
Sunset Bridge Supplement	\$1,200,000	\$20,000	2024-2025	
<b>Parks</b>				
Park Entry Signage	\$40,000	\$40,000	2023-2024	
Downtown Landscape Improvements	\$800,000	\$800,000	2023-2024	
Security Lighting in Parks	\$75,000	\$75,000	2024-2025	
<b>TOTAL</b>		<b>\$4,174,822</b>		

Projects highlighted were advertised in 2020 election

**STAFF RECOMMENDED PROJECTS**  
**1/2 CENT SALES TAX (449)**  
**CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2026-2027**

PROJECT NAME AND DESCRIPTION	AMOUNT REQUESTED	YEAR ESTIMATED FUNDING IN ORIGINAL 5-YEAR PLAN	NOTES
<b>Equipment</b>			
Aerial Lift Truck	\$300,000	2026-2027	Lift truck for Building Maintenance
General Fund Vehicle Replacement (285k/yr)	\$300,000	2026-2027	10 year replacement cycle
Police Department Vehicles	\$392,000	2026-2027	10 year replacement cycle
Police Vehicle Equipment/Labor	\$213,500	2026-2027	10 year replacement cycle
Body Worn Cameras	\$60,000	2027-2028	
Taser Lease Purchase	\$60,000	2027-2028	
Greens Fans (x3)	\$16,500	2026-2027	\$45k originally planned. Had to purchase 2 fans in FY25-26 using 2023 GO Bond Fund monies
<b>Buildings and Facilities</b>			
Storm Siren Upgrade	\$800,000	2026-2027	
Community Center HVAC Contactors, Controls and Pneumatics	\$92,500	2026-2027	
Annual IT Equipment Replacement	\$60,000	2026-2027	
Miscellaneous Facility & Building Upgrades	\$25,000	2026-2027	
IT Infrastructure Upgrades	\$100,000	2026-2027	
CallWorks 911 Call Handling System	\$190,000	2026-2027	
<b>Streets &amp; Bridges</b>			
Preventative Maintenance Street Repair (FY 25-26)	\$875,000	2026-2027	Annual funds for Preventative Maintenance Street Repair program
<b>Drainage</b>			
Drainage Materials (\$25k/yr)	\$32,000	2025-2026	Materials for Street Department personnel to make improvements to City drainage systems
<b>TOTAL</b>	<b>\$3,516,500</b>		

Projects highlighted were advertised in 2020 election

# EXHIBIT C

STAFF RECOMMENDED CARRY OVER PROJECTS  
WASTEWATER REGULATORY FUND (454)  
CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2026-2027

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Replace Generator (Nebraska/Covington/Silver Lake)	\$80,000	\$80,000	2025-2026	
<b>TOTAL</b>		<b>\$80,000</b>		

\$249,019 is the total amount available for allocation. This fund is comprised of money collected via the wastewater capital investment fee from the utility bill.

STAFF RECOMMENDED CARRY OVER PROJECTS  
CITY HALL FUND (455)  
CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2026-2027

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
City Hall HVAC Controls Retrofit	\$100,000	\$250,000	2023-2024	
<b>TOTAL</b>		<b>\$250,000</b>		

\$306,006 is the total amount available for allocation. This fund is comprised of money collected from the 4th floor lease of City Hall.

STAFF RECOMMENDED CARRY OVER PROJECTS  
STORM SEWER FUND (457)  
CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2026-2027

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Storm Sewer Assessment	\$51,963	\$65,000	2022-2023	Assess condition of corrugated metal pipes within storm system

\$84,238 is the total amount available for allocation. This fund is comprised of savings from the 1997 General Obligation Bond funds that were dedicated to storm sewer system improvements as well as the continued receipt of storm water detention in-lieu fees from private development.

**STAFF RECOMMENDED CARRY OVER PROJECTS**  
**2018B BOND FUNDS (483)**  
**CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2026-2027**

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Storm Sewer Assessment	\$31,386	\$31,386	2024-2025	
<b>TOTAL</b>		<b>\$31,386</b>		
Highlighted projects are 70% designated projects listed on the 2018 Bond Election				

\$31,386 is the total amount available for allocation. This fund is from the 2018B G.O. Bond issuance, authorized by voters through the 2018 G.O. Bond election. The balance of this fund is recommended to be held as a contingency for the above listed projects and for future funding of projects.

**STAFF RECOMMENDED CARRY OVER PROJECTS**  
**2019B BOND FUNDS (486)**  
**CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2026-2027**

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
8th Street Storm Drain Rehab	\$200,570	\$333,953	2019-2020	Funds to replace existing clay tile pipe storm drain along 8th Street between Shawnee and Choctaw
<b>TOTAL</b>		<b>\$333,953</b>		
Highlighted projects are 70% designated projects listed on the 2018 Bond Election				

\$333,953 is the total amount available for allocation. This fund is from the 2019B G.O. Bond issuance, authorized by voters through the 2018 G.O. Bond election. The balance of this fund is recommended to be held as a contingency for the above listed projects and for future funding of projects.

**STAFF RECOMMENDED CARRY OVER PROJECTS**  
**2022 BOND FUNDS (488)**  
**CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2026-2027**

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Bridge Rehabilitation - Sunset over Butler Creek	\$1,000,000	\$50,000	2022-2023	
Douglass Park Shelter	\$80,000	\$100,000	2022-2023	
<b>TOTAL</b>		<b>\$150,000</b>		
Highlighted projects are 70% designated projects listed on the 2020 Bond Election				

\$286,854 is the total amount available for allocation. This fund is from the 2022 G.O. Bond issuance, authorized by voters through the 2020 G.O. Bond election. The balance of this fund is recommended to be held as a contingency for the above listed projects and for future funding of projects.

STAFF RECOMMENDED CARRY OVER PROJECTS  
 2023 BOND FUNDS (489)  
 CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2026-2027

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Central Fire Station Roof Repair	\$154,500	\$3,000	2023-2024	
Basketball Courts w/ Gaga Ball Pit	\$100,000	\$150,000	2023-2024	
Sooner Park Restroom Remodel	\$80,000	\$80,000	2023-2024	
Bicycle Signage	\$40,000	\$40,000	2023-2024	
<b>TOTAL</b>		<b>\$273,000</b>		
Highlighted projects are 70% designated projects listed on the 2020 Bond Election				

\$706,883 is the total amount available for allocation. This fund is from the 2023 G.O. Bond issuance, authorized by voters through the 2020 G.O. Bond election. The balance of this fund is recommended to be held as a contingency for the above listed projects and for future funding of projects.

# EXHIBIT D

**STAFF RECOMMENDED PROJECTS  
WASTEWATER FUND (453)  
CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2026-2027**

PROJECT NAME AND DESCRIPTION	AMOUNT REQUESTED	NOTES
Replace Submersible Pumps at Virginia/Dewey LS	\$35,000	
<b>TOTAL</b>	<b>\$35,000</b>	

\$140,148 is the total amount available for allocation. This fund comprises of money collected via the sanitary sewer assessment fee for new subdivisions and commercial developments, which was approved by Council in May 2001.

**STAFF RECOMMENDED PROJECTS  
WASTEWATER REGULATORY FUND (454)  
CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2026-2027**

PROJECT NAME AND DESCRIPTION	AMOUNT REQUESTED	NOTES
Refurbish Channel Monsters WWTP & Shawnee LS	\$50,000	
<b>TOTAL</b>	<b>\$50,000</b>	

\$243,019 is the total amount available for allocation. This fund is comprised of money collected via the wastewater capital investment fee from the utility bill.

**STAFF RECOMMENDED PROJECTS  
CITY HALL FUND (455)  
CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2026-2027**

PROJECT NAME AND DESCRIPTION	AMOUNT REQUESTED	NOTES
Miscellaneous Improvements to City Hall	\$20,000	
<b>TOTAL</b>	<b>\$20,000</b>	

\$306,006 is the total amount available for allocation. This fund is comprised of money collected from the 4th floor lease of City Hall.

# EXHIBIT E

STAFF RECOMMENDED CARRY OVER PROJECTS  
 CAPITAL RESERVE FUND (675)  
 CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2026-2027

PROJECT NAME AND DESCRIPTION	ORIGINAL BUDGET	BUDGET TO CARRY OVER	FISCAL YEAR PROJECT APPROVED	NOTES
Fire Apparatus	\$950,000	\$46,123	2025-2026	
Thermoplastic Striper	\$15,000	\$15,000	2021-2022	
Library Mechanical Room Piping	\$60,000	\$10,000	2025-2026	
Park Amenity Replacement	\$25,000	\$25,000	2025-2026	Originally in CIP
Playground Mulch Replacement	\$50,000	\$33,800	2025-2026	Originally in CIP
Jo Allyn Lowe Rain Garden	\$50,000	\$50,000	2025-2026	Originally in CIP
Oak Park Basketball Court	\$100,000	\$150,000	2024-2025	Originally in CIP
<b>Total General Fund</b>		<b>\$329,923</b>		
Engineering Design for WWTP	\$250,000	\$50,000	2022-2023	
<b>Total Wastewater Plant</b>		<b>\$50,000</b>		
Sewer Line Point Repairs/Replacement (contract and materials for staff)	\$350,000	\$350,000	2022-2023	
<b>Total Wastewater Maintenance</b>		<b>\$350,000</b>		
Replace Polymer Skids at WTP	\$175,000	\$115,000	2025-2026	
<b>Total Water Plant</b>		<b>\$115,000</b>		
New AMI System	\$7,500,000	\$8,000,000	2024-2025	
Dump Truck (10 Wheel) - Replaces 2005 Unit	\$220,000	\$220,000	2025-2026	
<b>Total Water Distribution</b>		<b>\$8,220,000</b>		
Roll Off Refuse Truck	\$175,000	\$175,000	2021-2022	
Roll Off Refuse Truck (2)	\$350,000	\$350,000	2023-2024	
One Ton Truck (2)	\$90,000	\$90,000	2023-2024	
<b>Total Sanitation</b>		<b>\$615,000</b>		
<b>TOTAL</b>		<b>\$9,679,923</b>		

# EXHIBIT F

**STAFF RECOMMENDED PROPOSED PROJECTS**  
**CAPITAL RESERVE FUND (675)**  
**CAPITAL IMPROVEMENT PROJECT PROGRAM - FY 2026-2027**

PROJECT NAME AND DESCRIPTION	PROPOSED BUDGET	FISCAL YEAR PROJECT APPROVED	NOTES
Airport Terminal Building HVAC Replacement	\$20,000	2026-2027	Airport
Strategic Plan Priorities	\$100,000	2026-2027	Admin
Website ADA Compliance	\$50,000	2026-2027	Admin
Semiquincentennial of USA	\$65,000	2026-2027	Community Development
Public Safety Server Upgrade	\$22,000	2026-2027	Tech
Police Access Control Upgrade	\$5,500	2026-2027	Police/Tech
Fire Access Control Upgrade	\$5,000	2026-2027	Fire/Tech
Bunker Gear	\$117,184	2026-2027	Fire
SCBA (x12)	\$72,550	2026-2027	Fire
Aerial Fire Apparatus Replacement	\$250,000	2026-2027	
Sidewalk Infill and Partnership Program	\$50,000	2026-2027	
Asphalt Patch Truck	\$350,000	2026-2027	Street Dept
Backhoe/Excavator	\$175,000	2026-2027	Street Dept
Artunoff Concessions/Restroom Remodel	\$50,000	2026-2027	
Pull Behind Lift	\$25,000	2026-2027	Golf
Golf Clubhouse HVAC - AC Units and Coils (x2)	\$25,000	2026-2027	
<b>Total General Fund</b>	<b>\$1,382,234</b>		
Replace 1.25 Ton with utility bed (2014)	\$75,000	2026-2027	Replaces 2014 unit
<b>Total Wastewater Maintenance</b>	<b>\$75,000</b>		
Water Rights at Copan	\$1,600,000	2026-2027	
Replace Compact Loader	\$100,000	2026-2027	
Refurbish High Service Pumps	\$200,000	2026-2027	
Replace Slide Gates at Caney River Pump Station	\$300,000	2026-2027	
Replace Servers at WTP	\$90,000	2026-2027	
<b>Total Water Plant</b>	<b>\$2,290,000</b>		
Replace Water Lines (contract and materials)	\$500,000	2026-2027	
<b>Total Sanitation</b>	<b>\$500,000</b>		
Rear Load Refuse Truck (2)	\$600,000	2026-2027	
<b>Total Sanitation</b>	<b>\$600,000</b>		
<b>TOTAL</b>	<b>\$4,847,234</b>		

Good evening, Mayor, Council...

As I do each year I will quote my predecessor and good friend David Wood: "As is our custom, I'll be mercifully brief with the presentation, but open to your questions..."

As I do anytime I present since February 10, let me start by saying on behalf of the BDA team of Jared Patton, Laura Clark and myself how much we appreciate the opportunity to serve the taxpayers of Bartlesville through business recruitment and expansion for at least another 5 years. We deeply appreciate the relationship with the council, city staff and citizens who overwhelmingly approved funding of the economic development fund during the recent election.

I want to take a brief moment of editorial liberty to thank the BDA Board of Trustees for the opportunity to serve as the new President of the organization. David Wood's retirement at the end of January left gigantic shoes to fill but I'm eager to do my best every day to fulfill the will of the taxpayers and city leaders.

I also want to thank the council for their overwhelming show of support during the election cycle. Mike, Micah, Maria, myself and many others conducted over 30 in person information sessions and at least one, often multiple, council members were at each and every one of those presentations. That spoke volumes to our community and I believe played a large part in our overwhelmingly positive approval numbers.

On to the BDA itself. The 2025-2026 budget year was yet again full of activity and opportunity.

**On the primary industry front:**

Northeast Oklahoma remains a prime target for recruitment and late in 2025 and throughout 2026 so far the Department of Commerce project portal seems to have gone into overdrive. Bartlesville has gotten the attention of the region due to our success in recent years in corporate and individual recruitment and retention.

Both Blue Whale Materials and Lincoln Electric Products have either met or are close to meeting their initial hiring goal numbers far ahead of schedule. We are

already in active conversations with Lincoln about a potential expansion which has become necessary based on their Bartlesville facility performance.

Speaking of expansion, the BDA currently has two construction projects underway. Our industrial spec building at the Bartlesville Industrial Park is in site preparation mode with a targeted completion date of 1<sup>st</sup> quarter 2027. This full service facility will be actively marketed for lease once upward construction begins and we already have a lease proposal out to a potential tenant. We are also excited about our joint venture with the Oklahoma Department of Aerospace and Aeronautics on a new commercial maintenance hangar at the Bartlesville Municipal Airport that will continue to move our airfield into becoming an MRO hub for northeast Oklahoma. Targeted completion of that project is end of calendar year.

On the recruiting front...since its inception, we have had over 130 people take advantage of the Resident Recruitment program. As you will recall, this initiative provides \$10,000 toward purchase of a new home or \$20,000 toward construction of a new home in the Bartlesville public school district. We want workers to live where their jobs are. Program participants have to be employed by one of our primary industry businesses in town and we are so grateful to the Bartlesville Chamber for administering this program for us. It has been a great success.

## **Retail**

On the retail side, Bartlesville continued its hot streak this year.

The highway 75 corridor had several new additions and our downtown continues to thrive and evolve. We get inquiries on almost a daily basis from developers and retail consultants with questions about our community.

We are currently in discussions with several potential retail partners and look forward to future announcements that could have a significant impact on the growth of our community.

**Budget**

This year's appropriation request is \$655,088 – plus our cash carryover

**Personnel**

We once again utilized the CPI of 2.4% for our cost of living adjustment across the board which filters down through all personnel associated costs. Going from 4 to 3 full time employees obviously has an impact on the personnel line as well as a few other expense related line items. Our employee benefits, mostly related to health insurance costs went up 15% last year and at the advice of our provider we are budgeting an additional 18% increase for next year.

**Requested Action**

Approve FY 2026-27 BDA appropriation request of \$655,088 plus cash carryover estimated at \$202,486.

With that, I'll be happy to answer any questions

BDA Budget

FY 2026-27

	Budget FY 25-26	9 YTD Actual March '26	12 Projection June '26	% of Budget FY 25-26	PROPOSED FY 2026-2027	Yr / Yr Variance
<b>Revenue</b>						
Cash carryover from prior year	270,552	270,552	270,552	100%	202,486	75%
City of Bartlesville	690,000	517,500	690,000	100%	655,088	95%
Interest		14,725	19,633			
Other Income						
	960,552	802,777	980,185	102%	857,574	89%
<b>Personnel</b>						
Salaries	450,284	378,617	469,007	104%	370,237	79%
Payroll Taxes	34,447	28,326	35,226	102%	28,508	83%
Employee Benefits	112,557	81,616	105,421	94%	103,790	92%
Professional Dev.	5,000	2,175	2,175	44%	5,000	100%
	602,288	490,733	611,828	102%	507,535	84%
<b>Administration &amp; Program Support</b>						
Accounting & Auditing	40,000	2,850	28,000	70%	30,000	75%
Administrative Fees & (Leases)	22,514	17,995	22,516	100%	22,514	100%
Automobile	250	177	177	71%	-	0%
Equipment & Furniture	2,500	3,530	3,530	141%	3,000	120%
Communications	5,500	3,436	4,831	88%	5,500	100%
Dues, Fees & Subscriptions	19,000	18,099	25,626	135%	20,000	105%
Insurance	7,000	5,299	5,299	76%	5,500	79%
Repair & Maintenance	3,000	1,133	1,538	51%	2,500	83%
Legal Fees	25,000	8,851	25,000	100%	25,000	100%
Office Supplies	2,500	2,313	3,084	123%	3,000	120%
Property/Project Management	2,500	2,379	2,380	95%	2,500	100%
Office & Facility Rent	22,500	16,875	22,500	100%	24,525	109%
Special Project Reserve	75,000	-	-	0%	75,000	100%
SLV Conservation	10,000	-	-	0%	10,000	100%
	237,264	82,937	144,481		229,039	97%
<b>Program</b>						
Advertising & Marketing	25,000	11,098	14,797	59%	25,000	100%
Contingency	75,000	-	-	0%	75,000	100%
Promotional Items & Gifts	500	614	614	123%	500	100%
Prospect Visits	2,000	-	-	0%	2,000	100%
Research	6,000	1,151	4,604	77%	6,000	100%
Travel	10,000	1,030	1,374	14%	10,000	100%
Trade Shows & Events	2,500	-	-	0%	2,500	100%
	121,000	13,894	21,390	46%	121,000	100%
TOTAL REVENUE	960,552		980,185	102%	857,574	89%
TOTAL EXPENSE	960,552		777,699	97%	857,574	89%
Revenue over Expense	0		202,486		(0)	

Special Project Reserve	(75,000)
Silver Lake Conservation	(10,000)
Contingency	(75,000)
Projected FY 25/26 Adjusted Operations	42,486

**ECONOMIC DEVELOPMENT AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_ day of May, 2026, but to become effective July 1, 2026, by and between the CITY OF BARTLESVILLE, OKLAHOMA, a municipal corporation, hereinafter referred to as "CITY", and BARTLESVILLE DEVELOPMENT AUTHORITY, an Oklahoma Trust, hereinafter referred to as "BDA",

WITNESSETH:

WHEREAS BDA has been formed for the purpose of furthering economic development in the Bartlesville area and City wished to contract with BDA for such purposes and BDA also desires to enter into such an agreement with City.

NOW THEREFORE, for valuable consideration, the receipt of which is hereby acknowledged by both parties hereto, the parties hereto hereby agree as follows:

1. PURPOSE. BDA agrees to use its best efforts to further the economic development of the City of Bartlesville and its surrounding area. It will use its best efforts to promote Bartlesville as a community of excellence, known for a superior lifestyle, a diverse economic base, and a highly skilled workforce which foster the growth of tourism and business, providing quality employment opportunity for all citizens.

BDA has presented a strategic plan and a budget to fund its operational expenses for the period from July 1, 2026 through June 30, 2027, copies of which are attached hereto and incorporated herein.

2. FUNDING. City agrees to pay to BDA the sum of \$655,088 which sum shall be paid by City to BDA 1/12 of said amount by no later than the 15th day of each month starting in July 2026, and appropriates to BDA the unrestricted funds remaining with BDA on June 30, 2026 (estimated to be approximately \$202,486) to fund the attached budget starting on July 1, 2026.

All funds appropriated to BDA by City shall be used for a proper public purpose. In the event BDA shall desire to expend funds for other purposes, it shall be entitled to do so but shall be obligated to make expenditures from private funds raised and accounted for separately from public funds. On or prior to June 30<sup>th</sup> of each year, BDA agrees to submit to City its annual action program, goals, and proposed budget which will help form the basis for the amount to be appropriated by City. It being clearly understood that City is under no legal obligation to appropriate funds for another year.

3. TERM. This agreement shall expire on June 30, 2027, but it is intended that the relationship between the parties be a long-term relationship with agreements similar to this agreement, being signed by the parties on an annual basis.

4. REPORTING. BDA will report to the City Council when so requested by City regarding its financial standing and its economic development plans and all else it may deem appropriate, including any specific subject requested by City. All such reports shall be open records in accordance with the open records laws of the State of Oklahoma.

5. MEETINGS. The BDA will comply with the provisions of the Oklahoma Open Meetings Act.

6. AMENDING ARTICLES. Article VII of the First Amendment to the Trust Indenture provides a method for selecting the members of the Board of Trustees and other provisions relating to their terms. BDA agrees that this portion of its Trust Indenture not be further amended without the prior approval of the Bartlesville City Council.

7. CODE OF ETHICS. The parties agree that BDA has presented to the City Council a Code of Ethics policy which policy has been reviewed and approved by the City Council and said policy shall remain in effect during this contract period.

8. BIDDING. BDA is encouraged to institute a policy of seeking competitive bids relating to the expenditure of its funds whenever possible. It is recognized that bidding is not always possible or practical but to the extent that BDA finds it advantageous, it is encouraged to seek competitive bids. In addition, BDA will comply with the Public Competitive Bidding Act of 1974.

9. INDEPENDENT CONTRACTOR. BDA is an independent contractor to the City in connection with this agreement. The officers and employees of BDA involved in the program of this contract shall not be considered for any purposes to be the officers of City.

10. AUDIT. The parties agree that the City shall annually cause an audit by an independent auditor to be made of the records of BDA to the extent that they involve directly or indirectly the expenditure of funds appropriated to BDA by City pursuant to this agreement. The cost of such an audit shall be borne by BDA.

11. RIGHT TO SUBCONTRACT. It is understood and agreed that BDA may itself perform its obligations and duties relating to economic development or that it may subcontract certain portions of its duties and responsibilities to other parties. However, in the event that certain duties are subcontracted, BDA will remain responsible to City for the results.

12. PROHIBITION ON EMPLOYMENT. It is agreed that the Chief Executive Officer of the BDA will be only employed by and responsible to the BDA. Specifically, the Chief Executive Officer of the BDA will not also be employed by the Bartlesville Regional Chamber of Commerce or any related or similar entity.

13. EXISTING INCENTIVE CONTRACTS. In addition to its other duties, BDA shall be responsible for the monitoring of existing and future incentive agreements between City and other entities and shall report to City relative to compliance with existing contracts.

THIS AGREEMENT shall be binding upon the parties hereto, their successors and assigns.

CITY OF BARTLESVILLE

BY \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

BARTLESVILLE DEVELOPMENT AUTHORITY

By \_\_\_\_\_  
President & CEO

ATTEST:

\_\_\_\_\_  
Secretary



### **Mission**

The Mission of Visit Bartlesville is to enhance the local economy, image, and quality of life by marketing and promoting the Bartlesville area as a destination for conventions, meetings, special events, leisure travel, and film.

### **Strategic Vision**

Bartlesville is a unique city that combines the friendliness and accessibility of a small town with a rich cultural heritage typically found in much larger municipalities. Bartlesville's history and architectural significance position it as a premier destination for cultural heritage tourism, while its events, sports tournaments, and family-friendly attractions allow us to reach a broad spectrum of leisure and group travelers. Visit Bartlesville remains committed to delivering a strong return on investment to the City of Bartlesville and its partners through strategic marketing, sales efforts, and visitor services, while continuing to advocate for destination development and long-term economic growth.

### **Key Goals for FY2027**

- Increase overall visitor spending and economic impact
- Stabilize and grow hotel occupancy through targeted campaigns
- Increase group tour, meeting, and sports tourism bookings
- Expand family-focused visitation through affordable experiences
- Strengthen regional and state tourism partnerships
- Support evaluation of visitor tax competitiveness

### **Target Market**

Visit Bartlesville will continue to focus on regional travelers within a 350-mile drive radius, with emphasis on drive markets within approximately 150 miles. Target audiences include leisure travelers, families, cultural and architecture enthusiasts, sports participants, and group tours, with continued outreach to senior and leisure markets in anticipation of future destination developments.

## **Marketing Strategy & Campaign Focus**

Visit Bartlesville will maintain a focused, multi-channel marketing approach designed to maximize reach and return. The “66 Miles from Route 66” campaign will continue as a central message across print, digital, and video platforms, supported by partnerships with Green Country Tourism and the Oklahoma Tourism and Recreation Department.

Marketing efforts will emphasize affordability, family-friendly experiences, and authentic community appeal, with assets such as Kiddie Park serving as key highlights. Digital advertising will remain targeted around seasonal travel, events, sports tournaments, and cultural programming. Performance will continue to be measured using industry tools to ensure alignment between marketing efforts and visitor impact.

### **Key strategies include:**

- Continued implementation of the “66 Miles from Route 66” campaign
- Expansion of digital video and storytelling to support campaign messaging
- Ongoing partnership with Green Country Tourism to leverage cooperative advertising, fulfillment programs, and regional reach
- Continued use of data tools such as Zartico and Smith Travel Research to align marketing performance with visitor behavior and economic impact

## **Sales & Development Focus**

Visit Bartlesville will continue to recruit and support conferences, sports tournaments, and group events, with an emphasis on repeat business and long-term growth opportunities. Existing partnerships and newly secured events position Bartlesville to remain competitive as a cost-effective destination for group travel.

## **Measurement & Accountability**

Performance will be tracked through key indicators including visitor spending, hotel performance, digital engagement, and event activity. These metrics ensure accountability and allow for continued refinement of marketing strategies.

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## **Summary**

Visit Bartlesville will continue to build on its proven success by maintaining strong marketing efforts while adapting to current travel trends. By focusing on affordability, regional accessibility, and group travel opportunities, Visit Bartlesville is well positioned to sustain and grow its economic impact for the community.

## Visit Bartlesville FY2027 Budget Summary



### Funding Request

Visit Bartlesville respectfully requests \$473,000 in funding for FY2027.

This request is based on lodging tax collections and overall visitor activity and represents a 6% increase over FY2026 to maintain momentum in driving visitation and supporting Bartlesville's local economy.

### FY2026 Snapshot (to date)

- 69% of visitors originate from out of state
- 22% of visitor spending goes directly to local businesses
- Visitors account for 12% of total community spending
- Average daily visitor spend: \$49

Top markets including Oklahoma City, Tulsa, Dallas–Fort Worth, Wichita, and Houston continue to drive the majority of visitation and spending.

### Community Impact

FY2026 included another successful Gathering at the Roc, multiple group tours and conferences, and several sporting events ranging from Pickleball to Golf to swimming and gymnastics.

Visit Bartlesville also continued to provide access to key attractions, including free outdoor tours of Price Tower, while supporting and promoting events across the community.

### Focus & Forward Strategy

While visitation trends are shifting nationwide, visitors continue to play a meaningful role in Bartlesville's economy. Visit Bartlesville is focused on:

- Promoting affordable, family-friendly experiences
- Expanding group travel, sports, and events
- Driving regional visitation
- Partnering locally to strengthen and grow existing tourism assets

### Key Takeaway

Visitors make a measurable impact in Bartlesville. Continued investment in tourism ensures we support local businesses, sustain community assets like The Center and the Economic Development Fund, and remain competitive in attracting new visitors.

### Summary

Visit Bartlesville continues to deliver results and adapt to current market conditions. This request supports continued efforts to attract visitors, increase economic impact, and strengthen Bartlesville's position as a regional destination.

**Visit Bartlesville Budget Proposal  
FY 2026 - 2027**

	<b>Fiscal Year 2026-2027</b>	<b>Budget</b>
<b>Revenue</b>		
	City Contract	473,000
	CO-OP Advertising	6,700
	VIC Income	160
	Meetings	375
	Cash Carryover (potential)	47,891
	<b>Total Revenue</b>	<b>528,126</b>
<b>Expenses</b>		
	<b>Personnel</b>	
7010	Salaries	184,500
7020	Payroll Taxes	13,500
7030	Employee Benefits	33,000
7050	Outside Services	1,200
	<b>Total Personnel</b>	<b>232,200</b>
<b>Administrative/Program Support</b>		
7100	Accounting and Auditing	9,200
7105	Administrative Fees & Leases	7,400
7130	Equipment and Furniture	2,500
7140	Communications	2,400
7150	Contingency	2,000
7180	Dues, Fees and Subscriptions	17,000
7185	Insurance	2,200
7190	Repair and Maintenance	2,000
7200	Meetings/Events	1,600
7210	Office Supplies	290
7270	Office and Facility Rent	17,400
	<b>Total Admin/Program Support</b>	<b>63,990</b>
<b>Marketing Program</b>		
7110	Advertising and Marketing	110,000
7220	Printing & Distribution	42,000
7230	Grant Funding	33,000
7240	Promotional Items	14,000
7280	Trade Shows/ Travel	15,000
7300	Website	1,000
	<b>Total Marketing Program</b>	<b>215,000</b>
	<b>Total Yearly Expenses</b>	<b>511,190</b>



## DESTINATION MARKETING AGREEMENT

THIS AGREEMENT made and entered into this 4<sup>th</sup> day of May, 2026, but to become effective July 1, 2026, by and between the CITY OF BARTLESVILLE, OKLAHOMA, a municipal corporation, hereinafter referred to as "CITY", and VISITORS, INC., an Oklahoma Trust, hereinafter referred to as "Visit Bartlesville",

WITNESSETH:

WHEREAS VISIT BARTLESVILLE has been formed for the purpose of furthering destination marketing and tourism development in the Bartlesville area and City wished to contract with VISIT BARTLESVILLE for such purposes and VISIT BARTLESVILLE also desires to enter into such an agreement with City.

NOW THEREFORE, for valuable consideration, the receipt of which is hereby acknowledged by both parties hereto, the parties hereto hereby agree as follows:

1. PURPOSE. VISIT BARTLESVILLE agrees to use its best efforts to further the destination marketing, visitation, and tourism economic development of the City of Bartlesville and its surrounding area. It will use its best efforts to promote Bartlesville as a community of excellence, known for a superior lifestyle, a diverse economic base, and a highly skilled workforce which foster the growth of tourism and business, providing quality employment opportunity for all citizens.

VISIT BARTLESVILLE has presented a strategic plan and a budget to fund its operational expenses for the period from July 1, 2026 through June 30, 2027, copies of which are attached hereto and incorporated herein.

2. FUNDING. City agrees to pay to VISIT BARTLESVILLE the sum of \$473,000 which sum shall be paid by City to VISIT BARTLESVILLE 1/12 of said amount by no later than the 15th day of each month starting in July 2026, and appropriates to VISIT BARTLESVILLE the unrestricted funds remaining with VISIT BARTLESVILLE on June 30, 2026 to fund the attached budget starting on July 1, 2026.

VISIT BARTLESVILLE current appropriations shall come from the economic development fund and the amount requested is based on 70% of the average of lodging tax and lodging tax equivalent (i.e. short term vacation rentals or other lodging agreement) collected for the previous three years. Future requests shall be based upon this same formula.

All funds appropriated to VISIT BARTLESVILLE by City shall be used for a proper public purpose. In the event VISIT BARTLESVILLE shall desire to expend funds for other purposes, it shall be entitled to do so but shall be obligated to make expenditures from private funds raised and accounted for separately from

public funds. On or prior to June 30<sup>th</sup> of each year, VISIT BARTLESVILLE agrees to submit to City its annual action program, goals, and proposed budget which will help form the basis for the amount to be appropriated by City. It being clearly understood that City is under no legal obligation to appropriate funds for another year.

3. TERM. This agreement shall expire on June 30, 2027, but it is intended that the relationship between the parties be a long-term relationship with agreements similar to this agreement, being signed by the parties on an annual basis.

4. REPORTING. VISIT BARTLESVILLE will report to the City Council when so requested by City regarding its financial standing and its tourism development plans and all else it may deem appropriate, including any specific subject requested by City. All such reports shall be open records in accordance with the open records laws of the State of Oklahoma.

5. MEETINGS. The VISIT BARTLESVILLE will comply with the provisions of the Oklahoma Open Meetings Act.

6. AMENDING ARTICLES. Article VII of the First Amendment to the Trust Indenture provides a method for selecting the members of the Board of Trustees

and other provisions relating to their terms. VISIT BARTLESVILLE agrees that this portion of its Trust Indenture not be further amended without the prior approval of the Bartlesville City Council.

7. CODE OF ETHICS. The parties agree that VISIT BARTLESVILLE has presented to the City Council a Code of Ethics policy which policy has been reviewed and approved by the City Council and said policy shall remain in effect during this contract period.

8. BIDDING. VISIT BARTLESVILLE is encouraged to institute a policy of seeking competitive bids relating to the expenditure of its funds whenever possible. It is recognized that bidding is not always possible or practical but to the extent that VISIT BARTLESVILLE finds it advantageous, it is encouraged to seek competitive bids. In addition, VISIT BARTLESVILLE will comply with the Public Competitive Bidding Act of 1974.

9. INDEPENDENT CONTRACTOR. VISIT BARTLESVILLE is an independent contractor to the City in connection with this agreement. The officers and employees of VISIT BARTLESVILLE involved in the program of this contract shall not be considered for any purposes to be the officers of City.

10. AUDIT. The parties agree that the City shall annually cause an audit by an independent auditor to be made of the records of VISIT BARTLESVILLE to the extent that they involve directly or indirectly the expenditure of funds appropriated to VISIT BARTLESVILLE by City pursuant to this agreement. The cost of such an audit shall be borne by VISIT BARTLESVILLE.

11. RIGHT TO SUBCONTRACT. It is understood and agreed that VISIT BARTLESVILLE may itself perform its obligations and duties relating to tourism development or that it may subcontract certain portions of its duties and responsibilities to other parties. However, in the event that certain duties are subcontracted, VISIT BARTLESVILLE will remain responsible to City for the results.

12. PROHIBITION ON EMPLOYMENT. It is agreed that the Chief Executive Officer of VISIT BARTLESVILLE will be only employed by and responsible to VISIT BARTLESVILLE. Specifically, the Chief Executive Officer of VISIT BARTLESVILLE will not also be employed by the Bartlesville Regional Chamber of Commerce or any related or similar entity.

THIS AGREEMENT shall be binding upon the parties hereto, their successors and assigns.

CITY OF BARTLESVILLE

BY \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Visitors, Inc. dba Visit Bartlesville

By \_\_\_\_\_  
President & CEO

ATTEST:

\_\_\_\_\_  
Secretary

## I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action on proposed amendments to Ordinance No. 3600, Chapter 15 of the Bartlesville Municipal Code, regarding the regulation of Automated License Plate Reader (ALPR) technology, including two policy options for Council consideration.

### Attachments:

#### *Option A Attachments:*

- Attachment A-1: Resolution Proposing Amendment to Ordinance 3600 - Section 7A Warrant Requirement
- Attachment A-2: Side-by-Side Comparison — Original vs. Amended Ordinance (Option A)
- Attachment A-3: One-Page Summary of Proposed Warrant Requirement Amendment

#### *Option B Attachments:*

- Attachment B-1: Resolution Proposing ALPR Ordinance Amendment - parking only
- Attachment B-2: Side-by-Side Comparison — Current vs. Proposed Language (Option B)
- Attachment B-3: Current Article III Text (Ordinance No. 3600, adopted April 7, 2025)

## II. COMMENTS AND ANALYSIS

### Background

On April 7, 2025, the Bartlesville City Council adopted Ordinance No. 3600 by a vote of 3-2 (Yes: Kirkpatrick, Dorsey, Mayor Curd; No: Sherrick, East). The ordinance amended Chapter 15 — Police Department of the Bartlesville Municipal Code to establish a regulatory framework governing the use of Automated License Plate Reader (ALPR) camera systems, commonly known as "Flock" cameras, operated by or on behalf of the Bartlesville Police Department.

The existing regulatory framework established by Ordinance 3600 includes the following provisions:

- Permitted operational areas within city limits, with cameras deployed no more than 500 feet from the city boundary
- A cap of up to 20 cameras total, with 10 initially deployed
- Council notification and objection procedures for camera placement
- Monthly audit reports included in the consent docket
- Authorized user lists maintained with rank, title, and justification for each individual granted access to ALPR data
- A 30-day data retention limit with automatic deletion
- A prohibition on automatic data sharing with federal agencies or databases
- Any new system features, software updates, or hardware additions require prior City Council approval
- Misuse and disciplinary provisions for unauthorized use of ALPR data

Ordinance No. 3600 explicitly excluded ALPR devices used solely for parking time-violation enforcement from its regulatory scope.

During the deliberations preceding adoption of Ordinance 3600, concerns were raised regarding the preservation of Constitutional and Civil Rights while accessing ALPR data for investigative purposes. The dissenting votes reflected, in part, the position that the ordinance should include stronger provisions to provide additional safeguards for the privacy of Bartlesville residents.

The two proposed amendments presented in this report offer the Council distinct approaches to addressing these and related policy concerns.

### **Overview of Policy Options**

This staff report presents two proposed amendments for the Council's consideration. Each represents a distinct policy approach:

**Option A — Warrant Requirement for ALPR Data Access (Section 7A Addition):** This amendment would add a new Section 7A to Ordinance No. 3600, requiring judicial authorization — in the form of a warrant, court order, or subpoena — before ALPR data may be accessed for investigative purposes, subject to narrowly defined exigent circumstances exceptions. This option preserves the existing ALPR regulatory framework while adding judicial oversight to the data access process.

**Option B — Limitation of ALPR Use to Parking Enforcement Only:** This amendment would fundamentally restructure Article III of Chapter 15 to limit all city-operated ALPR use exclusively to parking time-violation enforcement. If adopted, this option would prohibit the use of ALPR technology for law-enforcement surveillance, criminal investigation, or any purpose other than the enforcement of posted parking time restrictions within the city.

**Option A — Warrant Requirement for ALPR Data Access (Section 7A)**

The proposed amendment adds a warrant requirement to ensure that ALPR data — which can reveal detailed patterns of movement, association, and daily activity — is accessed for investigative purposes only through established judicial channels. ALPR systems passively collect license plate data across multiple locations and over extended periods, creating a comprehensive record of vehicle movements. The warrant requirement ensures that access to this aggregated location data is consistent with Fourth Amendment principles and subject to independent judicial review before being used in individual investigations.

The proposed Section 7A includes the following principal provisions:

- **Judicial Authorization Required:** A warrant, court order, or subpoena issued by a court of competent jurisdiction is required before any officer, employee, or agent of the City may query or access ALPR data for purposes of an individual investigation.
- **Exigent Circumstances Exception:** A narrowly defined exception permits access to ALPR data without prior judicial authorization only in the following circumstances:
  - A documented imminent threat to life;
  - An active Amber Alert or Silver Alert; or
  - A fleeing suspect in a violent felony.
- **Documentation Requirement:** All exigent-circumstances access must be documented within twenty-four (24) hours of the access event. Documentation shall include the identity of the officer accessing the data, the nature of the exigency, the specific data accessed, and the outcome or disposition of the access.

- **Council Notification:** The City Council shall be notified of all exigent-circumstances access within seventy-two (72) hours of the access event.
- **Annual Reporting:** An annual summary of all warrant-based and exigent-circumstances access shall be compiled and included within the existing monthly audit reporting framework established by Ordinance 3600.
- **Enforcement:** Violations of Section 7A shall be subject to administrative review, including the potential suspension or revocation of ALPR data access privileges for the offending individual.

#### **Legal Framework — Option A**

The proposed amendment is informed by the United States Supreme Court's decision in *Carpenter v. United States*, 585 U.S. 296 (2018). In *Carpenter*, the Court held that the government's acquisition of historical cell-site location information (CSLI) constitutes a search under the Fourth Amendment and, as such, generally requires a warrant supported by probable cause.

While *Carpenter* addressed cell-site location data specifically, the Court's reasoning centered on the privacy implications of aggregated location data that can reveal "the privacies of life" — including movements, associations, and patterns of behavior. The Court recognized that comprehensive location tracking "achieves near perfect surveillance, as if [the government] had attached an ankle monitor to the phone's user."

This reasoning is directly relevant to ALPR systems, which similarly track vehicle movements across time and space, generating an aggregated record of location data that can paint a detailed picture of an individual's daily life. Several states and municipalities across the country have adopted warrant requirements for ALPR data access consistent with the principles articulated in *Carpenter*, reflecting a growing recognition that judicial oversight is appropriate for this category of surveillance data.

#### **Compatibility with Existing Framework — Option A**

The proposed amendment is designed to integrate seamlessly with Ordinance 3600's existing regulatory provisions. Specifically, Section 7A:

- Does not alter the deployment authority for ALPR cameras or the process for installing or relocating equipment;

- Does not modify the authorized user list requirements, including the requirement that users be identified by rank, title, and justification;
- Does not change the thirty (30) day data retention period;
- Does not affect the prohibition on automatic data sharing with federal agencies or databases;
- Does not alter the requirement for City Council approval of new system features, software, or hardware; and
- Does not modify existing monthly audit and reporting obligations, but rather supplements them with annual warrant-access statistics.

In essence, the amendment adds a single additional safeguard — judicial authorization — to the data access process, without disturbing the balance of the existing regulatory framework.

#### **Operational Impact — Option A**

The warrant requirement applies only to investigative queries of stored ALPR data. It does not apply to the passive collection of license plate data by the cameras themselves, which would continue to operate as currently deployed. Law enforcement retains full ability to use ALPR technology as an investigative tool; the amendment ensures that accessing stored data for individual investigations follows the same judicial process that is routinely used for other search authorities, including search warrants for physical premises, electronic devices, and communications records.

The exigent circumstances exception is designed to preserve the ability of law enforcement to act immediately in life-threatening situations, active missing-persons alerts, and pursuit of violent felony suspects. The documentation and reporting requirements associated with exigent access ensure accountability and transparency without impeding the operational response.

#### **Fiscal Impact — Option A**

No direct fiscal impact is anticipated. The proposed amendment does not require additional equipment, personnel, or technology expenditures. Warrant applications are processed through existing judicial channels at no additional cost to the City. The documentation and reporting requirements can be incorporated into the existing monthly audit framework without the need for additional staff resources or software systems.

#### **Option B — Limitation of ALPR Use to Parking Enforcement Only**

This proposed amendment would fundamentally change the scope of Article III by limiting all city-operated ALPR use — regardless of the type of device — to parking enforcement only, thereby prohibiting law-enforcement use of ALPR technology. The amendment restructures Sections 15-61 through 15-69 of the Bartlesville Municipal Code.

The following table summarizes the section-by-section changes proposed under Option B:

<b>Section</b>	<b>Proposed Amendment</b>
Sec. 15-61 (Purpose and Intent)	Revised to state that ALPR use by the City of Bartlesville is limited exclusively to parking time-violation enforcement. Law-enforcement surveillance, criminal investigation, and all non-parking uses are expressly prohibited.
Sec. 15-62 (Definitions)	Key definitions amended. The "regulated ALPR device" (flock-style) category is eliminated. All city-operated ALPR devices are now governed under a single framework limited to parking enforcement.
Sec. 15-63 (Scope)	Expanded to cover all city-operated, contracted, or deployed ALPRs. All devices are restricted to parking enforcement purposes. Sharing of ALPR data with external agencies for non-parking purposes is prohibited.
Sec. 15-64 (Permitted Operational Areas)	Deployment limited to locations with posted parking time restrictions. The 500-foot boundary provision from Ordinance No. 3600 is removed.
Sec. 15-65 (Installation and Relocation)	The camera cap (10 initial / 20 maximum) is removed. Deployment is tied to locations with posted parking time restrictions. The City Manager is required to maintain a public list of deployment locations. Installation and relocation require City Manager approval.
Sec. 15-66 (Audit and Reporting)	Monthly reports are retained. Report content is shifted to parking-specific metrics: violations detected, citations issued, deployment locations, and confirmation that no non-parking use occurred. The composition of the annual audit panel is changed (police chief removed).
Sec. 15-67 (Data Storage and Retention)	The 30-day data retention period is retained. Data use is restricted exclusively to parking enforcement. Access is limited to parking enforcement personnel. No sharing with any law-enforcement agency for non-parking purposes is permitted.
Sec. 15-68 (Misuse and Disciplinary Action)	Existing misuse provisions are retained with added clarification that any non-parking use of ALPR data or equipment constitutes misuse subject to disciplinary action.
Sec. 15-69 (Complaints and Oversight)	No substantive change.

<b>Section</b>	<b>Proposed Amendment</b>
New Provision (Transition)	Establishes a 60-day wind-down period following adoption for the deactivation or repurposing of existing law-enforcement ALPR devices. Requires a complete purge of all law-enforcement ALPR data collected under the prior ordinance.

**Fiscal Impact — Option B**

No direct fiscal impact is anticipated. The proposed amendment does not require additional equipment, personnel, or technology expenditures.

**Comparative Summary**

<b>Category</b>	<b>Option A — Warrant Requirement</b>	<b>Option B — Parking Enforcement Only</b>
Scope of Change	Adds Section 7A to existing Ordinance 3600; existing framework remains intact	Restructures all of Article III (Sections 15-61 through 15-69); fundamentally changes ALPR program scope
ALPR Law-Enforcement Use	Retained with judicial oversight requirement	Eliminated entirely
ALPR Parking Enforcement	Not addressed; remains excluded per existing Ordinance 3600	Becomes the sole permitted use of all city-operated ALPR devices
Data Access Controls	Warrant, court order, or subpoena required for investigative access; exigent circumstances exception	Access restricted to parking enforcement personnel only; no law-enforcement access permitted
Data Retention	30-day retention unchanged	30-day retention unchanged; requires purge of all existing law-enforcement ALPR data
Camera Deployment	Unchanged (20-camera cap, 500-foot boundary rule)	Camera cap removed; deployment limited to posted parking time-restriction locations
Oversight / Reporting	Existing monthly audits supplemented with annual warrant-access statistics	Monthly reports shifted to parking-specific metrics; audit panel composition changed
Transition Period	None required; integrates into existing framework	60-day wind-down period for deactivation or repurposing of law-enforcement devices
Fiscal Impact	No direct fiscal impact anticipated	None

Category	Option A — Warrant Requirement	Option B — Parking Enforcement Only
Legal Review	Informed by <i>Carpenter v. United States</i> (2018); consistent with Fourth Amendment principles	City Attorney review required for statutory compliance, vendor contracts, and legal exposure

### Summary

The Council has before it two distinct approaches to amending the City's ALPR regulatory framework. Option A preserves the existing structure of Ordinance 3600 while adding a single, targeted safeguard — judicial authorization for investigative data access. Option B takes a fundamentally different approach by eliminating law-enforcement use of ALPR technology entirely and restricting all city-operated devices to parking enforcement.

The Council may consider the following courses of action:

- **Adopt Option A (Warrant Requirement).** The City Council may adopt the proposed amendment adding Section 7A — Warrant Requirement for ALPR Data Access — with all provisions as described above. This option preserves the existing ALPR regulatory framework while adding judicial oversight.
- **Adopt Option B (Parking Enforcement Only).** The City Council may adopt the proposed amendment limiting all city-operated ALPR use to parking time-violation enforcement, with all provisions as described above. This option eliminates law-enforcement use of ALPR technology.
- **Adopt Either Option with Modifications.** The City Council may adopt either proposed amendment with modifications deemed appropriate by the Council, such as adjustments to exigent circumstances categories, reporting timelines, transition periods, or other provisions.
- **Take No Action.** The City Council may elect to take no action and maintain Ordinance No. 3600 in its current form.

### III. RECOMMENDED ACTION

The City Council is asked to consider the two proposed amendments to Ordinance No. 3600 as presented in this staff report and to take such action as the Council deems appropriate.

**CITY OF BARTLESVILLE, OKLAHOMA**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BARTLESVILLE, OKLAHOMA, PROPOSING AN AMENDMENT TO ORDINANCE NO. 3600 TO ADD SECTION 7A — WARRANT REQUIREMENT FOR AUTOMATED LICENSE PLATE READER (ALPR) DATA ACCESS — TO CHAPTER 15 OF THE BARTLESVILLE MUNICIPAL CODE; AND PROVIDING FOR RELATED MATTERS.**

**WHEREAS**, the City Council of the City of Bartlesville adopted Ordinance No. 3600 on April 7, 2025, establishing regulations governing the deployment, use, and oversight of Automated License Plate Reader (ALPR) systems within the City; and

**WHEREAS**, Ordinance No. 3600 established important safeguards including monthly audit reports, authorized user lists with rank, title, and justification requirements, a prohibition on automatic federal data sharing, council approval for new system features, and a thirty (30) day data retention limit; and

**WHEREAS**, ALPR systems capture and store license plate data, vehicle images, and location information that, when aggregated over time, can reveal detailed patterns of an individual's movements, associations, and daily activities; and

**WHEREAS**, the United States Supreme Court in *Carpenter v. United States*, 585 U.S. 296 (2018), held that government access to historical location data constitutes a search within the meaning of the Fourth Amendment to the United States Constitution, recognizing the significant privacy interests implicated by aggregated location information; and

**WHEREAS**, the principles articulated in *Carpenter* apply with equal force to ALPR data, which functions as a comprehensive log of vehicle locations across time and geography; and

**WHEREAS**, Article II, Sections 7 and 30 of the Oklahoma Constitution provide protections against unreasonable searches and seizures and safeguard the rights of the people to be secure in their persons, houses, papers, and effects; and

**WHEREAS**, requiring judicial authorization before ALPR data is accessed for investigative purposes ensures that the constitutional rights of Bartlesville residents are protected while preserving the operational effectiveness of ALPR technology for law enforcement; and

**WHEREAS**, a narrowly defined exigent circumstances exception is necessary to permit immediate access to ALPR data in situations involving imminent threats to life, active Amber or Silver Alerts, or fleeing violent felony suspects, subject to prompt documentation and council notification; and

**WHEREAS**, the proposed amendment is designed to integrate with and strengthen the existing regulatory framework of Ordinance No. 3600 without altering deployment authority, authorized user requirements, data retention periods, federal data-sharing prohibitions, or audit and reporting obligations; and

**WHEREAS**, the City Council finds that adding a warrant requirement for ALPR data access serves the public interest by balancing effective law enforcement with the protection of civil liberties and constitutional rights.

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

**Section 1. Findings.**

The City Council hereby adopts the findings set forth in the recitals above and incorporates them herein by reference.

**Section 2. Amendment Proposed.**

The City Council hereby proposes to amend Ordinance No. 3600, Chapter 15 – Police Department of the Bartlesville Municipal Code, by adding a new Section 7A — Warrant Requirement for ALPR Data Access — to read as follows:

**“Section 7A. Warrant Requirement for ALPR Data Access.**

**(a) General Requirement.** No officer, employee, or agent of the City of Bartlesville shall query, access, or retrieve ALPR data for the purpose of an individual investigation without first obtaining a warrant, court order, or subpoena issued by a court of competent jurisdiction, except as provided in subsection (b) of this section.

**(b) Exigent Circumstances Exception.** An authorized user may access ALPR data without a warrant, court order, or subpoena only when:

- (1) There is an imminent and documented threat to the life or physical safety of an individual;
- (2) An active Amber Alert, Silver Alert, or similar missing-person emergency has been issued by a federal, state, or local authority; or
- (3) A suspect in a violent felony is actively fleeing and ALPR data is reasonably necessary to locate the suspect and prevent further harm to the public.

**(c) Documentation of Exigent Access.** Any access to ALPR data under the exigent circumstances exception in subsection (b) shall be documented in writing within twenty-four (24) hours. The documentation shall include:

- (1) The identity and rank of the officer or employee who accessed the data;
- (2) The date and time of access;
- (3) The nature of the exigency justifying warrantless access;
- (4) A description of the ALPR data accessed; and
- (5) The outcome or disposition of the matter.

**(d) Reporting of Exigent Access.** A copy of each exigent-use report prepared under subsection (c) shall be provided to the City Council within seventy-two (72) hours of the access.

**(e) Annual Summary.** The Chief of Police shall include in the audit reports required by Section 7 an annual summary of:

- (1) The total number of warrant-based ALPR data requests;
- (2) The total number of exigent-circumstances accesses;
- (3) The disposition of each request or access; and
- (4) Any recommended modifications to this section based on operational experience.

**(f) Violations.** Any access to ALPR data in violation of this section shall be subject to administrative review and may result in disciplinary action, including but not limited

to suspension or revocation of ALPR access privileges, in addition to any penalties under Section 8 of this Article.”

**Section 3. Conforming Amendments.**

The City Clerk is hereby directed to update all cross-references, numbering, and formatting within Chapter 15 of the Bartlesville Municipal Code as necessary to incorporate Section 7A and maintain internal consistency.

**Section 4. Existing Provisions Preserved.**

Except as specifically amended by this Resolution, all provisions of Ordinance No. 3600 shall remain in full force and effect.

**Section 5. Severability.**

If any section, subsection, sentence, clause, phrase, or portion of this Resolution or the amendment proposed herein is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**Section 6. Effective Date.**

This Resolution shall take effect immediately upon its adoption.

**ADOPTED AND APPROVED** by the City Council of the City of Bartlesville, Oklahoma, this \_\_\_\_ day of \_\_\_\_\_, 2026.

**Jim Curd, Mayor**

City of Bartlesville, Oklahoma

**ATTEST:**

**City Clerk**

City of Bartlesville, Oklahoma

**APPROVED AS TO FORM:**

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**City Attorney**

City of Bartlesville, Oklahoma

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CITY OF BARTLESVILLE

State of Oklahoma

# Side-by-Side Comparison Ordinance No. 3600 — Original vs. Proposed Amendment

Chapter 15 — Police Department, Bartlesville Municipal Code  
Automated License Plate Reader (ALPR) Regulations

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Ordinance 3600 — Side-by-Side Comparison

## Introduction

This document presents a side-by-side comparison of the original Ordinance No. 3600, adopted by the Bartlesville City Council on April 7, 2025, and the proposed amended version. The original ordinance text appears in the **left column**; the proposed amended version appears in the **right column**. The sole substantive change is the insertion of a new **Section 7A — Warrant Requirement for ALPR Data Access**, which would be placed between existing Section 7 (Audit and Reporting) and Section 8 (Penalties and Enforcement). All other sections remain unchanged. The new Section 7A row is highlighted for ease of reference.

### ORIGINAL — Ordinance No. 3600 (Adopted 4/7/2025)

**Section 1. Purpose and Authority.** The City Council of the City of Bartlesville hereby finds that it possesses the authority to regulate the use of Automated License Plate Reader (ALPR) technology within the city limits. The purpose of this ordinance is to establish policies and procedures governing the deployment, use, data retention, and oversight of ALPR systems operated by or on behalf of the City, in order to protect the privacy and civil liberties of

### PROPOSED AMENDED VERSION

**Section 1. Purpose and Authority.** The City Council of the City of Bartlesville hereby finds that it possesses the authority to regulate the use of Automated License Plate Reader (ALPR) technology within the city limits. The purpose of this ordinance is to establish policies and procedures governing the deployment, use, data retention, and oversight of ALPR systems operated by or on behalf of the City, in order to protect the privacy and civil liberties of

**ORIGINAL — Ordinance No. 3600 (Adopted 4/7/2025)**

residents while supporting effective law enforcement.

**Section 2. Definitions.** As used in this ordinance, the following terms shall have the meanings ascribed herein: (a) "**ALPR System**" means any device or system, including associated software, that uses automated technology to capture, read, and record license plate data from motor vehicles. (b) "**Authorized User**" means any sworn law enforcement officer or designated civilian analyst of the Bartlesville Police Department who has been granted access to ALPR data in accordance with this ordinance. (c) "**ALPR Data**" means any information captured, collected, or derived from an ALPR system, including but not limited to license plate numbers, images, date, time, and location of capture. (d) "**Data Retention Period**" means the maximum period of time during which ALPR data may be stored before it must be permanently purged. (e) "**Exigent Circumstances**" means situations in which there is an imminent threat to life, physical safety, or public safety that requires immediate action and precludes the timely obtaining of a warrant or court order.

**Section 3. Authorized Deployment.** ALPR cameras shall be deployed only by or under contract with the Bartlesville Police Department. The specific locations for ALPR camera deployment shall be determined by the Chief of Police, in consideration of public safety needs and operational requirements.

**Section 4. Authorized Users.** Access to ALPR data shall be limited to sworn officers and designated civilian analysts of the Bartlesville Police Department who have documented justification for such access. The Chief of Police shall maintain and regularly update a list of all authorized users. The list shall include each user's rank, title, and written justification for access to ALPR data.

**Section 5. Data Retention and Security.** ALPR data shall be retained for no more than thirty (30) days from the date of capture, after

**PROPOSED AMENDED VERSION**

residents while supporting effective law enforcement.

**Section 2. Definitions.** As used in this ordinance, the following terms shall have the meanings ascribed herein: (a) "**ALPR System**" means any device or system, including associated software, that uses automated technology to capture, read, and record license plate data from motor vehicles. (b) "**Authorized User**" means any sworn law enforcement officer or designated civilian analyst of the Bartlesville Police Department who has been granted access to ALPR data in accordance with this ordinance. (c) "**ALPR Data**" means any information captured, collected, or derived from an ALPR system, including but not limited to license plate numbers, images, date, time, and location of capture. (d) "**Data Retention Period**" means the maximum period of time during which ALPR data may be stored before it must be permanently purged. (e) "**Exigent Circumstances**" means situations in which there is an imminent threat to life, physical safety, or public safety that requires immediate action and precludes the timely obtaining of a warrant or court order.

**Section 3. Authorized Deployment.** ALPR cameras shall be deployed only by or under contract with the Bartlesville Police Department. The specific locations for ALPR camera deployment shall be determined by the Chief of Police, in consideration of public safety needs and operational requirements.

**Section 4. Authorized Users.** Access to ALPR data shall be limited to sworn officers and designated civilian analysts of the Bartlesville Police Department who have documented justification for such access. The Chief of Police shall maintain and regularly update a list of all authorized users. The list shall include each user's rank, title, and written justification for access to ALPR data.

**Section 5. Data Retention and Security.** ALPR data shall be retained for no more than thirty (30) days from the date of capture, after

**ORIGINAL — Ordinance No. 3600 (Adopted 4/7/2025)**

which it shall be automatically and permanently purged from all systems. All ALPR data shall be stored in encrypted, access-controlled systems maintained by or on behalf of the Bartlesville Police Department. No ALPR data shall be sold, transferred, or otherwise provided to any commercial entity.

**Section 6. Prohibition on Automatic Federal Data Sharing.** No automatic, bulk, or standing data-sharing arrangement shall be established between the City of Bartlesville or the Bartlesville Police Department and any federal agency with respect to ALPR data. Compliance with lawful federal requests for specific ALPR data shall be evaluated on a case-by-case basis in accordance with applicable law.

**Section 7. Audit and Reporting.** A monthly audit report shall be submitted to the City Council as part of the consent docket. The audit report shall include, at a minimum: (a) Statistical data regarding ALPR system usage, including the number of queries, alerts, and investigative uses during the reporting period; (b) A summary of findings and outcomes resulting from ALPR data use; (c) A current list of all authorized users, including rank, title, and justification for access. No additional system features, software upgrades, or hardware installations related to the ALPR system shall be implemented without prior approval of the City Council.

*[No corresponding section]*

**PROPOSED AMENDED VERSION**

which it shall be automatically and permanently purged from all systems. All ALPR data shall be stored in encrypted, access-controlled systems maintained by or on behalf of the Bartlesville Police Department. No ALPR data shall be sold, transferred, or otherwise provided to any commercial entity.

**Section 6. Prohibition on Automatic Federal Data Sharing.** No automatic, bulk, or standing data-sharing arrangement shall be established between the City of Bartlesville or the Bartlesville Police Department and any federal agency with respect to ALPR data. Compliance with lawful federal requests for specific ALPR data shall be evaluated on a case-by-case basis in accordance with applicable law.

**Section 7. Audit and Reporting.** A monthly audit report shall be submitted to the City Council as part of the consent docket. The audit report shall include, at a minimum: (a) Statistical data regarding ALPR system usage, including the number of queries, alerts, and investigative uses during the reporting period; (b) A summary of findings and outcomes resulting from ALPR data use; (c) A current list of all authorized users, including rank, title, and justification for access. No additional system features, software upgrades, or hardware installations related to the ALPR system shall be implemented without prior approval of the City Council.

**Section 7A. Warrant Requirement for ALPR Data Access.** [NEW — PROPOSED] (a) No officer, employee, or agent of the City shall query, access, or retrieve ALPR data for the purpose of an individual investigation without first obtaining a warrant, court order, or subpoena issued by a court of competent jurisdiction, except as provided in subsection (b). (b) **Exigent Circumstances Exception.** An authorized user may access ALPR data without a warrant when: (1) There is an imminent threat to the life or physical safety of an individual; (2) An active Amber Alert, Silver Alert, or similar missing-person emergency has been issued by a federal, state, or local authority; or (3) A suspect in a violent felony is

**Section 8. Penalties and Enforcement.** Any violation of this ordinance shall be subject to administrative review and disciplinary action in accordance with the City of Bartlesville personnel policies and applicable law.

**Section 9. Severability.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, and phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

**Section 10. Effective Date.** This ordinance shall take effect upon final codification and publication as provided by law.

actively fleeing and ALPR data is necessary to locate the suspect and prevent further harm.

(c) **Documentation.** Any access under the exigent circumstances exception in subsection (b) shall be documented in writing within twenty-four (24) hours, including the identity of the officer, the nature of the exigency, the data accessed, and the outcome. A copy of each exigent-use report shall be provided to the City Council within seventy-two (72) hours. (d)

**Annual Reporting.** The Chief of Police shall include in the monthly audit report required by Section 7 an annual summary of all warrant-based ALPR data requests, all exigent-circumstances accesses, and the disposition of each. (e) **Violations.** Any access to ALPR data in violation of this section shall be subject to administrative review and may result in disciplinary action, including but not limited to suspension of ALPR access privileges, in addition to any penalties under Section 8.

**Section 8. Penalties and Enforcement.** Any violation of this ordinance shall be subject to administrative review and disciplinary action in accordance with the City of Bartlesville personnel policies and applicable law.

**Section 9. Severability.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, and phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

**Section 10. Effective Date.** This ordinance shall take effect upon final codification and publication as provided by law.

**Key:**

Highlighted row indicates new Section 7A — proposed amendment

## Summary of Proposed Changes

The proposed amendment would insert a single new section — **Section 7A, Warrant Requirement for ALPR Data Access** — into Ordinance No. 3600. No existing sections are deleted, modified, or renumbered. The amendment establishes the following requirements:

- **Warrant Requirement:** ALPR data access for individual investigations requires a warrant, court order, or subpoena from a court of competent jurisdiction.
- **Exigent Circumstances Exception:** Narrowly defined exceptions for imminent threats to life, active Amber/Silver Alerts, and fleeing violent felony suspects.
- **Documentation:** Mandatory written documentation within 24 hours for any exigent-circumstances access, with copies provided to the City Council within 72 hours.
- **Annual Reporting:** An annual summary of all warrant-based requests and exigent accesses integrated into the existing monthly audit framework under Section 7.
- **Enforcement:** Violations subject to administrative review, potential suspension of ALPR access privileges, and any additional penalties under Section 8.

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Prepared by Councilman Tim Sherrick, Ward 1 — City of Bartlesville

April 27, 2026

**CITY OF BARTLESVILLE, OKLAHOMA**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BARTLESVILLE, OKLAHOMA, PROPOSING AN AMENDMENT TO CHAPTER 15, ARTICLE III OF THE BARTLESVILLE MUNICIPAL CODE TO LIMIT THE USE OF AUTOMATED LICENSE PLATE READERS EXCLUSIVELY TO PARKING TIME-VIOLATION ENFORCEMENT; DIRECTING STAFF TO PREPARE THE AMENDING ORDINANCE FOR FORMAL ADOPTION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City Council of the City of Bartlesville adopted Ordinance No. 3600 on April 7, 2025, establishing Article III of Chapter 15 of the Bartlesville Municipal Code, which regulates the use of flock-style automated license plate reader (ALPR) technology by the Bartlesville Police Department; and

**WHEREAS**, Ordinance No. 3600 established a regulatory framework that includes permitted operational areas within city limits, a maximum of twenty (20) cameras, council notification procedures for camera placement, monthly audit reports, thirty (30) day data retention limits, a prohibition on automatic data sharing with federal agencies, and misuse and discipline provisions; and

**WHEREAS**, Ordinance No. 3600 explicitly excluded ALPR devices used solely for parking time-violation enforcement from its regulatory scope; and

**WHEREAS**, the City Council has received public comment and has deliberated on the broader implications of law-enforcement use of automated license plate reader technology for general surveillance purposes within the City of Bartlesville; and

**WHEREAS**, the City Council has determined that the use of flock-style ALPR technology for general law-enforcement surveillance raises significant privacy concerns for the residents of Bartlesville; and

**WHEREAS**, the City Council finds that automated license plate reader technology may serve a legitimate and narrowly defined municipal purpose when limited exclusively to the enforcement of parking time violations; and

**WHEREAS**, the City Council desires to amend Article III of Chapter 15 to restrict all city-operated ALPR use to parking time-violation enforcement only, and to repeal provisions authorizing broader law-enforcement ALPR operations; and

**WHEREAS**, the City Council desires to set forth the substance of the proposed amendment in this resolution to guide staff in the preparation of the formal amending ordinance and to provide transparency to the public regarding the Council's intent.

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

**Section 1. Proposal of Amendment.**

The City Council hereby proposes to amend Chapter 15, Article III (Automated License Plate Readers), Sections 15-61 through 15-69, of the Bartlesville Municipal Code, to limit the use of all city-operated automated license plate readers exclusively to parking time-violation enforcement, as set forth in Section 2 of this Resolution.

**Section 2. Substance of Proposed Amendment.**

The following sets forth the amended language for each section of Article III as proposed by this Resolution. The formal amending ordinance prepared pursuant to Section 3 shall incorporate this language. Each section below replaces the corresponding current section of Article III in its entirety:

***Sec. 15-61. — Purpose and intent.***

This article establishes regulations limiting the use of automated license plate readers (ALPRs) operated by or on behalf of the City of Bartlesville exclusively to parking time-violation enforcement. No ALPR system shall be operated, maintained, or contracted for the purpose of general law-enforcement surveillance, criminal investigation, or any purpose other than enforcement of parking time violations within city limits.

***Sec. 15-62. — Definitions.***

As used in this article, the following terms shall have the meanings set forth below:

(a) *Automated license plate reader (ALPR)* means any device that uses a camera or optical sensor in combination with computer software to capture, store, or transmit images of vehicle license plates and associated data.

(b) *Parking enforcement ALPR* means an automated license plate reader device used exclusively for the purpose of detecting and documenting parking time violations within the City of Bartlesville.

(c) *Audit* means a systematic review of ALPR operations, data access, and compliance with this article.

(d) *Data* means all photographic images, license plate numbers, location information, timestamps, and any other electronic information captured, stored, or generated by an ALPR device.

***Sec. 15-63. — Scope.***

(a) This article applies to all ALPR devices operated by, contracted by, or deployed on behalf of the City of Bartlesville, regardless of the department, division, or contractor responsible for their operation.

(b) All ALPR devices subject to this article shall be used exclusively for parking time-violation enforcement. No ALPR device shall be used for general law-enforcement purposes, criminal investigation, surveillance, or any purpose other than parking enforcement.

(c) No ALPR data collected under this article shall be shared with any external law-enforcement agency, federal agency, state agency, or third party for any non-parking-enforcement purpose.

***Sec. 15-64. — Permitted operational areas.***

ALPR devices for parking enforcement shall be deployed only within the corporate limits of the City of Bartlesville and only at locations where parking time restrictions are posted and actively enforced.

***Sec. 15-65. — Installation and relocation.***

(a) ALPR devices for parking enforcement shall be deployed only at locations with posted parking time restrictions.

(b) The city manager shall maintain a current list of all ALPR deployment locations, which shall be publicly available upon request and posted on the city's website.

(c) Installation of new ALPR devices or relocation of existing devices shall require the approval of the city manager.

(d) The city manager shall notify the City Council by electronic mail of any new installation or relocation of an ALPR device within seven (7) days of such action.

***Sec. 15-66. — Audit and reporting requirements.***

(a) A monthly audit report on ALPR usage shall be included in the City Council consent docket.

(b) Each monthly report shall include, at a minimum:

(1) The number of parking time violations detected by ALPR devices during the reporting period;

(2) The number of parking citations issued based on ALPR data during the reporting period;

(3) A list of all active ALPR deployment locations;

(4) A certification by the city manager that no ALPR data was accessed, used, or shared for any purpose other than parking time-violation enforcement during the reporting period.

(c) An annual audit of all ALPR operations shall be conducted by the city manager and one (1) council representative designated by the City Council. The annual audit shall include a comprehensive review of data access logs, compliance with this article, and any complaints received.

***Sec. 15-67. — Data storage and retention.***

(a) Data captured by ALPR devices shall be retained for no more than thirty (30) days from the date of capture. Storage of data beyond thirty (30) days is expressly prohibited unless otherwise amended by action of the City Council.

(b) Data captured by parking enforcement ALPR devices shall be used exclusively for parking time-violation documentation and enforcement.

(c) Access to ALPR data shall be limited to city personnel assigned to parking enforcement duties.

(d) No ALPR data shall be shared with any federal, state, or local law-enforcement agency, or any third party, for any purpose other than parking time-violation enforcement. Sharing of ALPR data for non-parking purposes is expressly prohibited.

***Sec. 15-68. — Misuse and disciplinary action.***

(a) Any misuse of ALPR data or ALPR systems is a violation of this article.

(b) Any use of ALPR data or ALPR systems for purposes other than parking time-violation enforcement constitutes misuse under this section.

(c) Any city employee or contractor who violates this section shall be subject to immediate administrative leave pending investigation, termination of employment or contract, and referral for prosecution as authorized by applicable law.

***Sec. 15-69. — Complaints and oversight.***

(a) Any individual may submit a concern or complaint regarding ALPR operations to the city manager or the appropriate city department.

(b) All complaints shall be reviewed and addressed in accordance with established city procedures.

(c) A summary of complaints received and their disposition shall be included in the annual audit report.

***Sec. 15-70. — Transition.***

(a) Any ALPR device deployed for general law-enforcement purposes as of the effective date of the amending ordinance shall be deactivated or repurposed exclusively for parking time-violation enforcement within sixty (60) days of the effective date.

(b) All data collected by law-enforcement ALPR devices under the prior authorization of Ordinance No. 3600 shall be purged in accordance with the data retention provisions of Sec. 15-67 within the sixty (60) day transition period.

(c) The city manager shall certify to the City Council in writing upon completion of the transition that all law-enforcement ALPR devices have been deactivated or repurposed and all applicable data has been purged.

**Section 3. Effective Date.**

This Resolution shall take effect immediately upon its adoption.

**ADOPTED AND APPROVED** by the City Council of the City of Bartlesville, Oklahoma,  
this \_\_\_\_ day of \_\_\_\_\_, 2026.

**Jim Curd, Mayor**

City of Bartlesville, Oklahoma

**ATTEST:**

**City Clerk**

City of Bartlesville, Oklahoma

**APPROVED AS TO FORM:**

**City Attorney**

City of Bartlesville, Oklahoma

# CITY OF BARTLESVILLE

## Proposed Amendment to Ordinance No. 3600

### Section 7A — Warrant Requirement for ALPR Data Access

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#### PURPOSE

This amendment adds a judicial authorization requirement to the City's existing Automated License Plate Reader (ALPR) regulatory framework established by Ordinance No. 3600. Its goal is to ensure Fourth Amendment protections for Bartlesville residents by requiring a warrant, court order, or subpoena before ALPR data may be accessed for individual investigations—while preserving law enforcement's full ability to use ALPR technology through proper legal channels.

#### BACKGROUND — ORDINANCE NO. 3600 (ADOPTED APRIL 7, 2025)

Ordinance No. 3600 amended Chapter 15 – Police Department of the Bartlesville Municipal Code to regulate ALPR (“Flock”) camera systems. Current provisions include:

- Monthly audit reports submitted to the City Council
- Authorized user lists maintained with rank, title, and justification
- Prohibition on automatic federal data sharing
- Council approval required for any new system features, software, or hardware
- 30-day data retention limit

#### PROPOSED AMENDMENT — KEY PROVISIONS

- **Judicial authorization required:** A warrant, court order, or subpoena must be obtained before any investigative query of ALPR data
- **Narrow exigent circumstances exception** limited to: documented imminent threat to life, active Amber/Silver Alert, or a fleeing suspect in a violent felony
- **Mandatory reporting:** All exigent-use instances must be documented and reported to the City Council within 72 hours
- **Annual statistics:** Warrant-access data reported as part of the existing monthly audit framework

- **Accountability:** Violations subject to administrative review and potential disciplinary action

## **LEGAL BASIS**

In *Carpenter v. United States* (2018), the U.S. Supreme Court held that the government's acquisition of aggregated location data constitutes a search under the Fourth Amendment, generally requiring a warrant. This amendment aligns Bartlesville's ALPR policy with the constitutional principle that warrantless collection and querying of location-tracking data implicates fundamental privacy rights.

## **IMPACT**

This amendment does not eliminate or restrict ALPR camera deployment. It adds a layer of judicial oversight to data access while preserving all existing Ordinance No. 3600 provisions intact. Law enforcement retains full operational use of the ALPR system through established legal channels already familiar to officers and prosecutors.

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**Sponsored by:** Councilman Tim Sherrick, Ward 1

# SIDE-BY-SIDE COMPARISON ARTICLE III — AUTOMATED LICENSE PLATE READERS

Ordinance No. 3600 (Current) vs. Proposed Amendment (Parking Enforcement Only)

April 27, 2026

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## Introduction

This document presents a section-by-section comparison of the current Article III language — Automated License Plate Readers (Secs. 15-61 through 15-69) of Chapter 15 of the Bartlesville Municipal Code — as adopted under Ordinance No. 3600 on April 7, 2025, alongside the proposed amended language that would limit ALPR use exclusively to parking time-violation enforcement.

For ease of reference: ~~striketrough text~~ indicates language that would be deleted by the proposed amendment; **bold underlined text** indicates new or amended language introduced by the proposed amendment.

## Section-by-Section Comparison

### CURRENT LANGUAGE (Ordinance No. 3600)

#### Sec. 15-61 — Purpose and Intent

This ordinance establishes regulations for the use of ~~flock-style~~ automated license plate readers (ALPRs) by the Bartlesville Police Department. Its intent is to affirm permitted operations, locations, and data practices for these devices while explicitly excluding: (1) ALPRs used exclusively for the enforcement of parking time violations; and (2) ALPRs that are privately owned and operated or operated by state government agencies. This ordinance applies solely to systems that are both

### PROPOSED AMENDED LANGUAGE (Parking Enforcement Only)

This article establishes regulations limiting the use of automated license plate readers (ALPRs) **operated by or on behalf of the City of Bartlesville exclusively to parking time-violation enforcement. No ALPR system shall be operated, maintained, or contracted for the purpose of general law-enforcement surveillance, criminal investigation, or any purpose other than enforcement of parking time violations within city limits.**

## CURRENT LANGUAGE (Ordinance No. 3600)

~~operated and audited by the Bartlesville Police Department.~~

### Sec. 15-62 — Definitions

~~Automated license plate reader (ALPR) — Devices that capture and store license plate data in the cloud with searchable records. ALPR for parking enforcement — Devices used exclusively for parking time violations. Excluded from this article. Audit — A systematic review of ALPR operations. Data — All photographic and electronic information captured. Regulated ALPR device — A flock-style ALPR operated and audited by the Bartlesville Police Department.~~

### Sec. 15-63 — Scope

~~This article applies exclusively to flock-style ALPRs operated and audited by the Bartlesville Police Department. It does not affect privately owned ALPR systems, state government agency systems, or ALPR devices used exclusively for parking enforcement.~~

### Sec. 15-64 — Permitted Operational Areas

~~ALPRs permitted within city limits, no more than 500 feet from the outermost boundary. Isolated unincorporated areas excluded.~~

### Sec. 15-65 — Installation and Relocation

~~Currently 10 cameras at city-chosen locations. Maximum of 20 total cameras. City manager notifies council via email of proposed locations; 7-day objection period; majority objection triggers alternative location or council vote. Objections evaluated individually. Deviations from approved areas require council authorization.~~

### Sec. 15-66 — Audit and Reporting Requirements

## PROPOSED AMENDED LANGUAGE (Parking Enforcement Only)

Automated license plate reader (ALPR) — Any device using a camera and software to capture license plate images and store data. Parking enforcement ALPR — An ALPR device used exclusively for detecting and documenting parking time violations. Audit — A systematic review of ALPR operations. (Retained.) Data — All photographic and electronic information captured. (Retained.) "Regulated ALPR device" definition deleted and replaced — all city-operated ALPRs now governed by this article and limited to parking enforcement only.

This article applies to all ALPR devices operated by, contracted by, or deployed on behalf of the City of Bartlesville. All such devices shall be used exclusively for parking time-violation enforcement. No ALPR device shall be used for general law-enforcement purposes, criminal surveillance, or shared with external law-enforcement agencies for non-parking purposes.

ALPR devices for parking enforcement shall be deployed within city limits only at locations where parking time restrictions are posted and enforced. 500-foot boundary provision removed.

Camera cap provisions removed. ALPR devices deployed only at locations with posted parking time restrictions. City manager maintains a publicly available list of all deployment locations. Installation or relocation requires city manager approval.

## CURRENT LANGUAGE (Ordinance No. 3600)

Monthly audit report on regulated ALPR usage included in council consent docket. Reports include ~~statistical usage data, findings, and list of all authorized users with name, rank/title, and justification for access.~~ Annual audit by police chief, city manager, and one designated council representative.

### Sec. 15-67 — Data Storage and Retention

Data retained no more than 30 days. Storage beyond that expressly prohibited unless amended by council. No automatic data sharing with any federal agency.

### Sec. 15-68 — Misuse and Disciplinary Action

Any misuse of data or operations is a violation. Violators subject to immediate administrative leave, termination, and prosecution.

### Sec. 15-69 — Complaints and Oversight

Individuals may submit concerns to BPD or city manager. All complaints reviewed per established city procedures.

### New — Transition Provision

*[No existing provision]*

## PROPOSED AMENDED LANGUAGE (Parking Enforcement Only)

Monthly audit report retained in consent docket. Content amended to require: **(a) Number of parking violations detected and citations issued via ALPR; (b) List of active deployment locations; (c) Confirmation that no ALPR data was accessed for non-parking purposes; (d) Annual audit by city manager and one designated council representative.** Police chief removed from audit panel.

30-day retention retained. **Data used exclusively for parking violation documentation. Access limited to parking enforcement personnel only. No sharing with any federal, state, or local law-enforcement agency for non-parking purposes. Sharing for non-parking purposes expressly prohibited.**

Existing provisions retained. **Added: Any use of ALPR data or systems for purposes other than parking time-violation enforcement constitutes misuse under this section.**

*No substantive change. Existing language retained.*

**Any ALPR device currently deployed for general law-enforcement purposes shall be deactivated or repurposed exclusively for parking enforcement within 60 days of the effective date of this amendment. All data collected under prior authorization shall be purged in accordance with the retention and deletion requirements of Sec. 15-67.**

## Summary of Key Changes

The proposed amendment would effect the following major policy shifts from the current Ordinance No. 3600 language:

- **ALPR use restricted exclusively to parking time-violation enforcement.** All other uses by city-operated systems are prohibited.
- **Law-enforcement surveillance use of ALPRs prohibited.** No ALPR system may be operated for general criminal investigation, surveillance, or any non-parking purpose.
- **"Regulated ALPR device" (flock-style) category eliminated.** The distinction between flock-style police ALPRs and parking enforcement ALPRs is removed; all city ALPRs are now governed under a single parking-enforcement framework.
- **Camera cap (10 current / 20 maximum) removed.** Deployment is no longer governed by numerical limits but is instead tied to locations where parking time restrictions are posted and enforced.
- **Data access limited to parking enforcement personnel only.** Police department access for law-enforcement purposes is eliminated.
- **Data sharing with law enforcement for non-parking purposes expressly prohibited.** Prohibition expanded to include federal, state, and local agencies.
- **60-day transition period established.** Existing law-enforcement ALPR deployments must be deactivated or repurposed for parking enforcement, and previously collected data must be purged per Sec. 15-67.

This document is provided for informational comparison purposes and does not constitute legal advice. The official text of any adopted ordinance shall control in the event of any discrepancy.

**ORDINANCE NO. 3600**

**AN ORDINANCE AMENDING CHAPTER 15 – POLICE DEPARTMENT OF THE BARTLESVILLE MUNICIPAL CODE ADDING REGULATIONS RELATED TO THE USE OF FLOCK STYLE AUTOMATED LICENSE PLATE READER TECHNOLOGY.**

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**WHEREAS**, the City Council wishes to provide regulations and Council oversight for the use of automated license plate reader technologies used by the City of Bartlesville; and

**WHEREAS**, the City Council finds a compelling public interest in ensuring the proper use of these devices; and

**WHEREAS**, the City Council recognizes the benefit of these tools for protecting the public and solving significant crimes; and

**WHEREAS**, the City Council chooses to provide adequate regulations to protect the public interest while allowing sufficient flexibility to permit law enforcement to use these powerful tools to also protect the public interest.

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

A new Article III titled “Automated License Plate Readers” shall be created in Chapter 15 of the Bartlesville municipal code that shall read as follows:

**Section 1. Purpose and Intent**

This ordinance establishes regulations for the use of Flock-style Automated License Plate Readers (ALPRs) by the Bartlesville Police Department. Its intent is to affirm permitted operations, locations, and data practices for these devices while explicitly excluding:

- a) ALPRs used exclusively for parking time violation enforcement, and
- b) ALPRs that are privately owned or operated by state government agencies.

This ordinance applies solely to systems operated and audited by the Bartlesville Police Department.

**Section 2. Definitions**

For the purposes of this ordinance:

- a) ALPR: Refers to automated license plate readers that store data in the cloud and provide searchable records.
- b) Regulated ALPR Device: A Flock-style ALPR that is operated and audited by the Bartlesville Police Department.
- c) ALPR for Parking Enforcement: Refers to devices used exclusively for the detection and enforcement of parking time violations; these devices are expressly excluded from this ordinance.
- d) Data: All photographic and electronically recorded information captured by a regulated ALPR device.
- e) Audit: A systematic review of ALPR operations and data management as specified herein.

### **Section 3. Scope**

This ordinance applies exclusively to Flock-style ALPRs that are operated and audited by the Bartlesville Police Department. It does not affect privately owned ALPR systems or those operated by state government agencies, nor does it apply to ALPRs used solely for parking enforcement.

### **Section 4. Permitted Operational Areas**

Regulated ALPR devices shall operate within the city limits of Bartlesville and may be placed no more than five-hundred feet (500') from the outermost boundary of the City's incorporated limits. Isolated unincorporated areas included within the City limits shall not be used to determine eligible locations.

### **Section 5. Installation and Relocation of Regulated ALPR Devices**

- a) The City currently has 10 cameras. These cameras will be placed at locations chosen by The City in compliance with this ordinance.
- b) The City is authorized to install additional cameras, up to a total maximum of 20, at locations determined by The City and compliant with this ordinance.
- c) Prior to installation or relocation, the City Manager will notify the city council via email regarding each proposed camera location. Council members have seven (7) days from notification to raise objections via email directly to the city manager. If a majority of the council objects to a specific location, the City Manager will either suggest an alternative location or schedule the issue for discussion and a vote at the next city council meeting.
- d) Objections are evaluated individually; objecting to one location does not imply objection to all proposed locations.

- e) Any deviation from the approved operational areas must be authorized by the City Council in advance.

### **Section 6. Audit and Reporting Requirements**

The Bartlesville Police Department shall provide a monthly audit report on regulated ALPR usage, to be included in the consent docket presented to the City Council.

- a) These reports shall include statistical data indicating the usage of the system and any findings that occurred as well as a list of all authorized users including name, rank or title, and the reason for their access.
- b) Annual Audits: An annual audit shall be conducted by a panel comprising the police chief, the city manager, and one designated City Council representative.

### **Section 7. Data Storage and Retention**

- a) Data captured by regulated ALPR devices shall be retained for no more than 30 days.
- b) Storage of data beyond these periods is expressly prohibited unless amended by the City Council.
- c) There will be no automatic data sharing with any Federal agency.

### **Section 8. Misuse and Disciplinary Action**

- a) Any misuse of data or operations associated with regulated ALPR devices is a violation of this ordinance.
- b) Violators shall be subject to immediate administrative leave, termination, and, where applicable, prosecution to the fullest extent of the law.

### **Section 9. Complaints and Oversight**

- a) Individuals with concerns or complaints regarding the use or operation of regulated ALPR devices may submit their concerns to the Bartlesville Police Department or City Manager.
- b) All complaints shall be reviewed in accordance with established city procedures to ensure accountability.
- c) No additional system features (software, hardware, or otherwise) may be installed without approval by the City Council.

### **Section 10. Enforcement and Penalties**

- a) Enforcement of this ordinance shall be the responsibility of the Bartlesville City Police, with oversight provided by the City Manager and City Council.
- b) Any violation of this ordinance will result in disciplinary and/or legal action as provided by applicable city regulations and state law.

**Section 11. Severability**

Should any provision of this ordinance be deemed invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

**Section 12. Effective Date**

This ordinance shall take effect immediately upon its adoption by the City Council and publication in accordance with local law. If any current Regulated ALPR Device is in a non-compliant location upon adoption of this ordinance, then the Bartlesville Police Department shall begin to immediately work with Flock to relocate the device to a compliant location.

**APPROVED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR OF THE CITY OF BARTLESVILLE THIS 7<sup>TH</sup> DAY OF APRIL 2025.**



James S. Curd, Jr., Mayor  
City of Bartlesville



Jason Muninger, CFO/City Clerk  
City of Bartlesville

Votes:	
Mr. Sherrick	No
Mr. East	No
Mr. Kirkpatrick	Yes
Vice Mayor Dorsey	Yes
Mayor Curd	Yes

