

City of Bethany, Oklahoma

Fiscal Year 2013-2014

Annual Budget





The City of Bethany

*A Great Place to Live, Work, Shop
and Grow a Business!*

June 1, 2013

**Honorable Mayor Bryan Taylor
Members of the Bethany City Council,
Citizens and Employees of Bethany;**

I am pleased to present to you the Proposed Fiscal Year 2013-2014 Annual Budget. While the national recession has presented us with some challenging situations in continuing to provide the level of services that have historically been a part of Bethany, we are fortunate to have been able to continue those services through some tough times while other local governments in Oklahoma and around the country have faced reductions in staff and services.

Each year the challenges will continue, but Bethany has resources from prior efforts to stabilize the financial model that will assist in continuing the level of services our citizens have come to expect. Revenue has been above budgeted expectations. Sales taxes continue to pay for approximately 48 percent of our General Fund expenditures. Our employees continue to provide great services to our citizen customers. General Fund expenditure projections for FY 2014 are somewhat below the prior year as we work to accomplish our goals.

Focus on Infrastructure Re-development

As we have for the past several years, we will focus FY 2014 on re-developing infrastructure. Time wears away at concrete and metal. Water lines initially installed as 2" line no longer provide the pressure expected in homes or available to fight fires. Sewer lines once made of clay and concrete have deteriorated over time and are collapsing. We must focus on the re-development of these most basic services: delivery of clean water, and removal of waste water. Without these, there would be no Bethany. Engineering work is underway and Staff time will be devoted to identifying and costing those utility lines that need replacement at the same time they continue to make sure existing infrastructure remains viable. The projects that have been identified already are included for FY14 as capital projects in both the Public Works Authority and the Capital Improvement Fund.

Transportation infrastructure in and through the City is another area that time works to deteriorate. Funds to resurface or replace sections of road and sidewalks with help from other governments are included in the FY14 capital requests in the Capital Improvement Fund. We also hope to extend sidewalks in areas of greatest need.

Focus on Retail Re-Development

The state of Oklahoma is the only state where municipalities are reliant upon the sales tax, as opposed to other taxes, to fund general government. Without a vibrant retail base, a city in

Oklahoma has a difficult time meeting citizen demands for public safety and other services. The next several years for the City of Bethany are very dependent upon the re-development of a retail base. Staff and consultant time and efforts to revitalize the main corridors within Bethany will result in a broader, more vibrant retail center that will benefit existing business as well as expand and deliver alternative shopping to citizens and visitors alike. The planned expenses for FY14 in the Bethany Development Authority will continue to work on this re-development effort.

Focus on Housing Re-development

As time goes by, homes that were built years ago need more attention. Good property maintenance is the foundation for ensuring quality and healthy living conditions. And quality housing attracts people to a city. Property maintenance requirements as delineated by ordinance were passed to help maintain quality housing. Pro-active enforcement of existing ordinances will be a fundamental step toward ensuring that Bethany residents will find the value of a home increasing over time. The FY14 budget in the General Fund's Community Development Department will be utilized and staff will be directed to specifically enforce those ordinances that address the issues of property maintenance. This will make certain that future Bethany residents will experience better, healthier living. We have seen several homes built the past few years. Hopefully this trend of infill development will continue.

The Proposed Budget

Details of all funds are included in this document, but I would like to focus here on the three funds that benefit our citizens most directly, the General Fund, the Bethany Public Works Authority, and the Capital Improvement Fund.

The General Fund budget for FY14 includes expenditures for continuing operations of \$9,376,870. This is a slight decrease from the FY13 budget of \$9,446,195 due to tight cost controls in spending. Our staff continues its dedication to providing timely and quality service and we must re-dedicate ourselves to that staff to continue with the service levels citizens expect. Revenues to support these activities are expected to be basically flat at \$7,833,000.

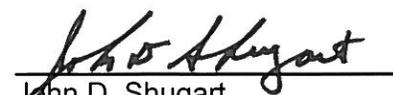
The Bethany Public Works Authority budget for FY14 increases operating and maintenance expenses to \$ 5,608,754. Provision is also made for debt repayment and capital project expenses. Significant projects include the re drilling of two wells and a replacement lift station. Revenues remain flat at \$7,949,343. Increases in utility rates are not planned at this time.

The Capital Improvement Fund budget projects revenues of \$426,791. Expenditures include sidewalk extensions and replacements. Please note there is no replacement equipment in this year's Capital Improvement Fund Budget other than parks equipment. Equipment replacement is funded this year in either the General Fund or Public Works Fund.

Acknowledgments

Every member of the City's staff has, in some way, contributed to the preparation of the budget in the day-to-day completion of jobs well done. The leadership that Department Heads exhibit in supervising their staff is a direct reflection of the leadership this Mayor and this Council has exhibited in establishing the policies and direction for the City of Bethany. I appreciate all the work that has gone into the preparation of this budget, and look forward to facing the challenges next year that we have set for ourselves in its adoption.

Respectfully submitted for your approval,



John D. Shugart
City Manager

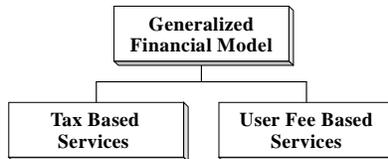
City of Bethany, Oklahoma
Fiscal Year 2013-2014 Annual Budget
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**City of Bethany, Oklahoma
Fiscal Year 2013-2014 Annual Budget Summary**

I. Understanding the Budget

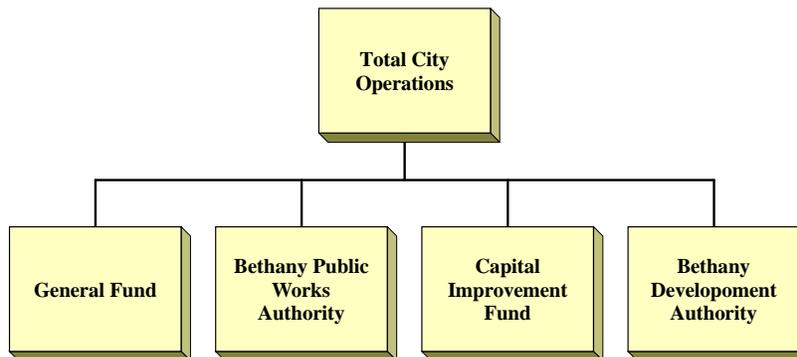
◆ Understanding the City of Bethany’s budget is much easier if you have a basic understanding of how city governments finance the services they provide. The model shown below is a simple explanation that government services are either paid for by taxes or user fees. The citizen pays 100% of all costs. Governments have no money other than what its citizens provide.



Taxes usually pay for traditional services such as police, fire, streets and parks. These services are not usually associated with a particular type of revenue or tax. User fee based services include utilities such as water, waste water and solid waste. Bethany uses a hybrid of this generalized model because our tax base does not fully support all traditional services. Accordingly, user fees provide a subsidy for general governmental services.

◆ It is also important to understand the basics of the City’s financial structure.

The City’s financial accounts are organized on the basis of funds or sets of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, expenditures and transfers. The City’s financial resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. Our budget is designed around the four primary funds shown below.



The General Fund and the Bethany Public Works Authority account for the day to day operations and services the City provides. The General Fund is used to account for general governmental services, public safety, streets and parks. The Bethany Public Works Authority Fund is used to account for water, waste water and solid waste services.

The Capital Projects Fund is used to account for capital improvements and equipment replacement.

The Bethany Development Authority is used to account for the City's economic development activities.

Departmental expenditures are accounted for in both the General and Public Works Authority Funds. This budget document contains all funds of the City that have appropriated revenue to make lawful and necessary expenditures. The reader is directed to the material presented with each fund for specific financial information regarding that particular fund.

◆ Another key is understanding our sales tax. Sales tax is the primary source of general governmental funds for most cities and towns in Oklahoma including Bethany.

Consider the following. In 1980, the sales tax rate was two percent. Sales tax revenue paid for 42 percent of city services. In 1990 sales tax paid for only 31 percent of city services. In 2000, the sales tax rate was three percent and paid for 35 percent of city services. In 2008, the four percent sales tax rate paid for 56% percent of city services.

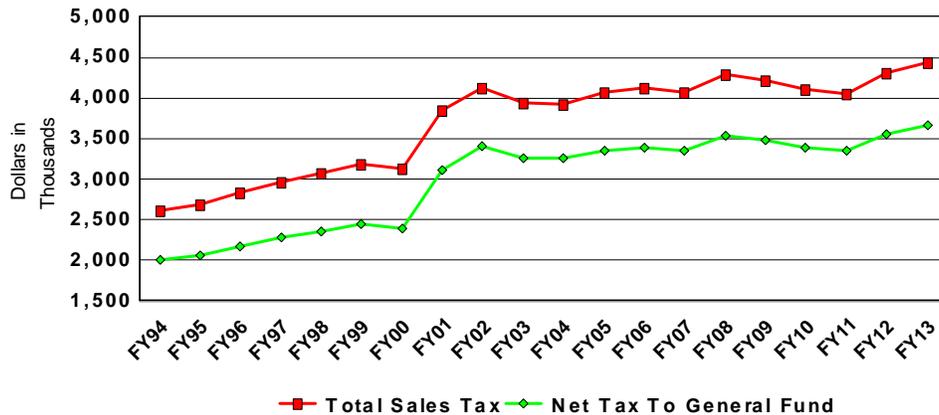
Bethany voters approved an increase in the sales tax rate from two to three percent on July 24, 1990. The three percent rate went into effect on September 1, 1990. The voters stipulated that seventy percent (70%) of the additional cent was to be spent solely on capital improvements. Capital improvements means equipment, land, buildings, water or sewer lines and all other items not consumed but diminished in value with prolonged use or time.

Bethany voters also approved an extension of the sales tax rate from three to four percent in February 2005.

This means that of the estimated \$4,509,971 in sales tax the City expects to receive in FY14, \$789,245 is not available to the General Fund to pay for operating expenses. This money can only be used for capital improvements. While \$789,245 is a lot of money, the City has many projects either in progress or waiting to be funded. These projects include water and sewer line replacements, street improvements and replacement equipment.

Sales tax revenue is dependent on several factors. Retail sales, population and weather are three of the main factors. Obviously, these factors are beyond the control of the City. While we enjoyed significant growth for several years, our sales tax receipts have been flat for the past few years. The increase shown in the graph is due to the additional one cent tax that went into effect on October 1, 2000.

Sales Tax Revenue

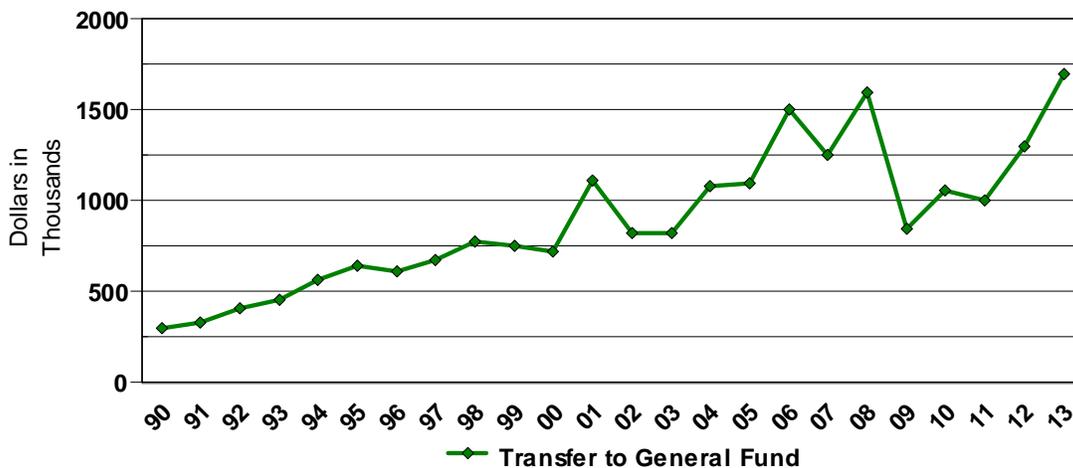


◆ An additional key is understanding the relationship of utility revenues to the financial capacity of the City.

Bethany provides three utility services. Water, wastewater and solid waste services are accounted for in the Bethany Public Works Authority. The money utility customers pay for these services is sufficient to cover the day to day operating expenses.

To the extent the Public Works Authority has cash not required for utility operations, debt service or capital improvements, that cash can be used for other lawful purposes. Over a long period of time, the City has gradually grown more and more dependent upon this cash to finance general fund operations. This is because the sales tax base is not sufficient to pay for the current level and quality of services our customers expect.

Transfers from Public Works Authority to the General Fund



This budgetary practice is not necessarily wrong. It is important to recognize that it exists.

◆ One final key is understanding that both the revenue and expenditures shown in the individual line item budgets are for the most part estimates. The City of Bethany bases most of the estimates on long term trends. Certainly other factors are used when appropriate. The estimates are not intended to be exact numbers.

II. Community Goals

Several years ago, the City Council adopted Community Goals to help shape the planning process for budgetary and other policy matters. These goals remain unchanged from FY14.

- * Provide quality public facilities, services and cultural opportunities that enrich the experience of living in a model community.
- * Promote an atmosphere conducive to active citizen participation, volunteer service and community spirit.
- * Pursue an infrastructure management system with a vision toward continuous maintenance and improvement.
- * Plan for and facilitate quality physical development that compliments and enhances economic prosperity in the public and private sectors.
- * Improve and maintain a transportation network that assures safe and efficient circulation within the community.
- * Hire, train and develop personnel who will improve their skills and make a commitment to work as a team to provide excellence in serving our community.

III. Budgetary Priorities and Key Issues for FY14

The City's budgetary priorities remain the same for Fiscal 14 as they have been for the past several fiscal years. Please note the following:

- * Normal recurring City services are funded at the same level as previous years.
- * Departmental expenditures have been adjusted where necessary to provide sufficient funding for those operations whose costs have increased over the current year.
- * All City Departments will continue with self examination to ensure the public is getting the best results for the dollars spent.
- * We will continue implementing capital projects as necessary to maintain our infrastructure in a sound condition.
- * We plan to continue our business recruitment activities to further enhance our sales tax base.

IV. Major Financial Factors and Trends Affecting the Budget

Thankfully, the Greater Bethany Metropolitan Area's overall economy is stronger than the rest of the United States. The latest inflation number from the Bureau of Labor Statistics (Region VI) shows the US city average inflation rate to be 1.1 percent. This

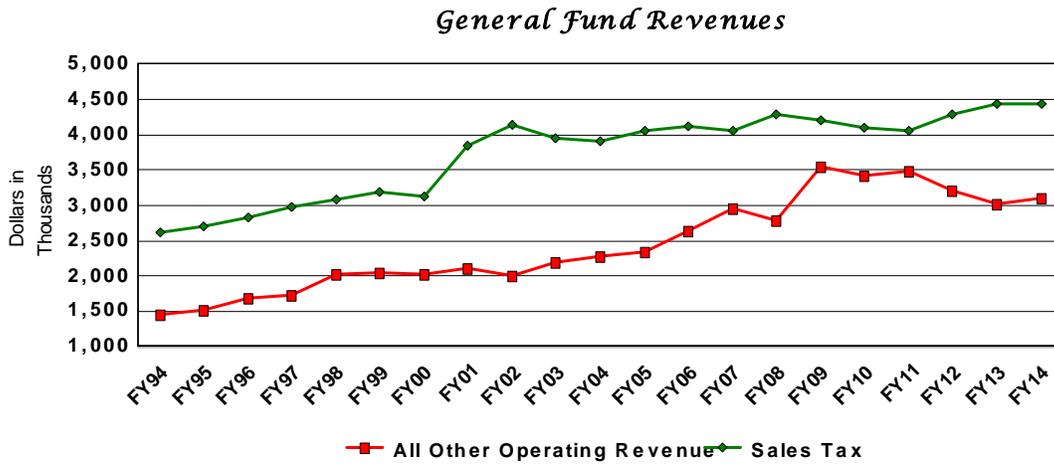
comes at the same time that the Oklahoma Department of Commerce is reporting the latest area wide unemployment rate to be approximately 4.1 percent.

Due to hard work by our employee groups, the City has stabilized our budgeted worker's compensation rate. Our supervisors work hard to install a safety conscious attitude in all workers.

Health care for employees continues to be a challenge. We have switched carriers this year to a public pool. We are also asking our employees to contribute to their coverage. This is the first year employees have contributed to their coverage. The City will continue to help subsidize the family coverage. We will continue to examine ways to reduce the cost of health care coverage for our employees and their families.

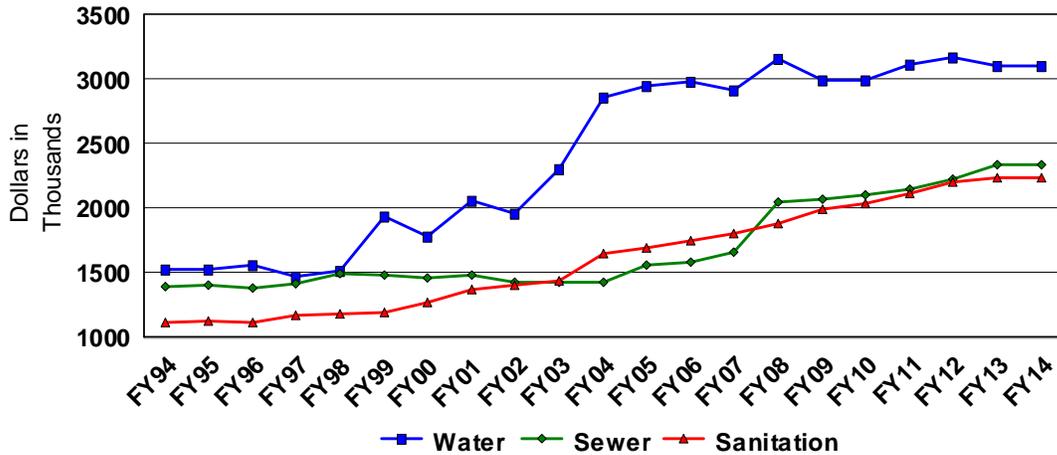
The City has a contract with EMSA to provide ambulance service. The contract for FY14 is funded with a small surcharge (\$2.60 per utility unit) on our utility bills. We expect the contract to cost approximately \$258,209 in FY14.

General Fund revenue trends are generally flat. Given the fact that our population and retail base has a slow growth rate, this is expected.



Bethany Public Works Authority revenues are flat. The increases shown in the graph are the result of utility rate increases. Water rates were increased significantly in FY03 to pay for our new water plant. Sewer rates were increased significantly in FY08 to pay for a major sewer line replacement.

Bethany Public Works Authority Revenue



Population and retail base growth does not keep up with the need for additional revenue to keep pace with modest inflation and capital replacement.

V. Summary Financial Data

Summaries for the two operating funds are shown in the table below.

	FY12 Actual	FY13 Budget	FY13 Estimate	FY14 Budget	FY15 Budget
General Fund:					
Revenue	7,745,902	7,747,103	7,920,835	7,920,835	7,991,053
Expenditures	(8,500,081)	(9,446,195)	(9,304,181)	(9,528,870)	(9,493,892)
Net Transfers	699,018	875,302	852,050	952,050	1,240,466
Change in Fund Balance	(55,161)	(823,790)	(531,296)	(655,985)	(262,372)
Bethany Public Works					
Revenue	7,965,838	7,949,343	7,949,343	7,949,343	8,179,698
Expenditures	(6,303,837)	(8,557,995)	(8,560,995)	(8,154,499)	(7,297,239)
Net Transfers	(1,037,930)	(1,547,000)	(1,547,000)	(1,382,595)	(1,682,620)
Change in Fund Balance	624,071	(2,155,652)	(2,158,652)	(1,587,751)	(800,162)

VI. State and Local Requirements for Balancing the Budget

The budget as presented in this document is balanced according to Oklahoma law and local requirements. This means that revenues including transfers from other funds are equal to or greater than expenditures and transfers to other funds. Revenues may also include any appropriated fund balance.

Article III of Bethany’s Charter provides the basis for our budget process. This article

requires the Bethany City Manager to annually prepare a budget and submit it to the City Council for approval. The City Manager is responsible for administration of the budget.

Section 17-205 to 17-210 of Title 11 of the Oklahoma Statutes also provides a legal basis for the budget process. This statute requires the Chief Executive Officer to prepare and submit a budget to the governing body at least 30 days prior to the beginning of the fiscal year. Oklahoma statutes also require a public hearing on the proposed budget at least fifteen (15) days prior to the beginning of the budget year.

From a practical standpoint, the City Manager receives input from all department heads elected officials and the public in preparing the budget. The Finance Department provides analytical and clerical support.

The normal cycle begins in the fall of the year when the City Manager reviews the Community Goals with the governing body. The department heads also begin planning for the next fiscal year at this time. During the spring the department heads turn in their budget requests to the City Manager. The City Manager reviews each request and determines if the request supports the stated goals. During this time the Finance Department makes a preliminary estimate of the next years' revenue.

The Finance Department then tabulates each fund and department's budget and prepares a draft budget document for distribution. The City Manager reviews the preliminary budget with the City Council and Trusts. After the public hearing, the City Council and Trusts approve the budget for the year.

VII. About the Financial Summaries

Each financial summary provides the actual numbers for last fiscal year as well as the current budget and projected year end balance. Each summary also provides the budget for next year and our estimate for the following year. It is important to plan for the financial future of Bethany by reviewing this additional information.

City of Bethany, Oklahoma

General Fund

Fiscal Year 2013-2014 Annual Budget

City of Bethany, Oklahoma General Fund Description

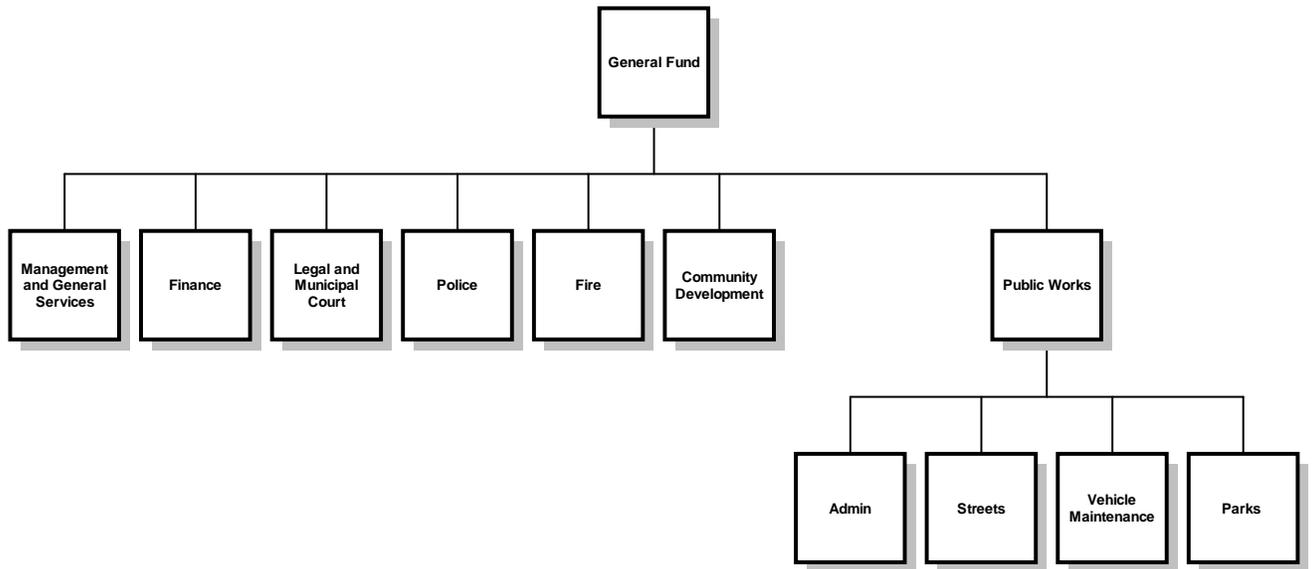
The General Fund is used to account for all financial resources except those which are required to be accounted for in another fund.

The General Fund is the accounting fund that accounts for traditional City services such as public safety, streets and general government. We budget and account for water, sewer and solid waste services in the Public Works Fund.

Revenues are non departmental in nature. This means that most categories of revenues can not be attributed to one particular department.

Expenditures are accounted by department and account.

A departmental summary is provided for each department. The summary includes a brief description of the department's function, day to day operations and major programs. A Staffing and Financial summary are also presented. The departments charged to the General Fund are shown in the chart below.



The object code chart of accounts that follows gives examples of the types of items that are charged to each account.

**City of Bethany, Oklahoma
Object Code Chart of Accounts**

<i>Account Number</i>	<i>Description</i>
<u>100 Personal Services</u>	
100 Salaries	Regular, special and overtime
101 Allowance	Uniforms, vehicle mileage
102 FICA and Medicare	FICA and Medicare taxes paid by the employer
103 Retirement	Pension expenses paid by the employer
104 Employee Insurance	Insurance premiums paid by the employer
105 Memberships, travel and training	Membership dues, training and travel
<u>200 Materials and Supplies</u>	
210 Office Supplies	Office supplies including postage and printing
211 Janitorial Supplies	Janitorial supplies
212 Maintenance Supplies	Parts and supplies for repairs and maintenance
213 Fuel and Lubricants	Fuel, oil and grease
214 Small Tools	Hand tools under \$ 500.00
215 Chemicals	Water plant chemicals, insecticides
<u>300 Other Services and Charges</u>	
340 Professional Services	Services by professionals including auditors, legal, engineers, medical and elections
341 Utilities	Telephone, natural gas and electric
342 Maintenance Services	Outside repairs including parts and labor, and leases
343 Insurance -- General Liability and Property	Auto, general liability and property insurance
344 Refunds	Refunds to our customers
<u>400 Capital Outlay</u>	
401 Office Equipment	Typewriters, computer hardware, etc.
402 Motor Vehicles and Machinery	Autos, trucks and construction equipment
403 Other Equipment	All other equipment
404 Projects	Construction and other projects
<u>500 Contingency</u>	
501 Operating Contingency	Funds for operating transfers
502 Capital Contingency	Funds for capital outlay transfers

GENERAL FUND

FINANCIAL SUMMARY

	Actual FY12A	Budget FY13B	Estimate FY13E	Budget FY14	Budget FY15
<u>Revenue</u>					
Carryover From Previous Year	\$4,550,818	\$4,495,657	\$4,495,657	\$3,864,361	\$303,671
Total Operating Revenue	7,745,902	7,747,103	7,920,835	7,920,835	7,991,053
Sales Tax Transfer From Public Works	3,531,243	3,611,110	3,720,726	3,720,726	3,776,537
Operating Transfer From Public Works	1,300,000	1,700,000	1,700,000	1,800,000	2,100,000
Transfers From Other Funds	287,991	41,295	41,295	41,295	41,550
Revenue Available for Appropriation	<u>\$17,415,953</u>	<u>\$17,595,165</u>	<u>\$17,878,513</u>	<u>\$17,347,217</u>	<u>\$14,212,811</u>
<u>Expenditures</u>					
Maintenance and Operations	\$8,500,081	\$9,446,195	\$9,299,181	\$9,376,870	\$9,493,892
Capital Expenditures	-	-	5,000	152,000	-
Contingency	-	704,705	100,000	2,904,705	-
Transfer Sales Tax to Public Works	4,280,294	4,377,103	4,509,971	4,509,971	4,577,621
Transfer To Other Funds	139,922	100,000	100,000	100,000	100,000
Total Expenditures and Transfers	<u>\$12,920,297</u>	<u>\$14,628,003</u>	<u>\$14,014,152</u>	<u>\$17,043,546</u>	<u>\$14,171,512</u>
FB Carryover to Next Fiscal Year	<u>\$4,495,657</u>	<u>\$2,967,162</u>	<u>\$3,864,361</u>	<u>\$303,671</u>	<u>\$41,299</u>

**GENERAL FUND
SUMMARY OF REVENUES AND TRANSFERS IN**

	Actual FY12	Approved Budget FY13	Year-End Estimate FY13	Budget FY14	Budget FY15
Operating Revenue					
Sales Tax	\$4,301,207	\$4,377,103	\$4,509,971	\$4,509,971	\$4,577,621
Franchise-ONG/OG&E	571,028	535,000	545,000	545,000	545,000
Ordinance-Telephone	44,601	50,000	45,000	45,000	45,000
Franchise-Cable	232,360	220,000	232,000	232,000	232,000
Hotel tax	55,539	52,000	52,000	52,000	52,000
Use Tax	242,172	244,000	256,864	256,864	259,433
Subtotal Taxes	<u>5,446,909</u>	<u>5,478,103</u>	<u>5,640,835</u>	<u>5,640,835</u>	<u>5,711,053</u>
Occupation	46,591	40,000	45,000	45,000	45,000
Building Permits	19,235	20,000	20,000	20,000	20,000
Inspection Fees & Permits	28,927	22,000	25,000	25,000	25,000
Zoning Permits	938	1,000	1,000	1,000	1,000
Subtotal Licenses & Permits	<u>95,691</u>	<u>83,000</u>	<u>91,000</u>	<u>91,000</u>	<u>91,000</u>
Alcohol Beverage Tax	26,854	28,000	28,000	28,000	28,000
Tobacco Tax	62,921	57,000	60,000	60,000	60,000
Gasoline Tax	-	35,000	35,000	35,000	35,000
Motor Vehicle Tax	130,335	140,000	140,000	140,000	140,000
Subtotal Intergovernmental Revenue	<u>220,110</u>	<u>260,000</u>	<u>263,000</u>	<u>263,000</u>	<u>263,000</u>
Collection Service	24,000	24,000	24,000	24,000	24,000
Emergency Medical call services fee	280,286	282,000	282,000	282,000	282,000
Stormwater compliance fee	108,604	109,000	109,000	109,000	109,000
Swimming Pool	45,674	40,000	40,000	40,000	40,000
Subtotal Charges for Services	<u>458,564</u>	<u>455,000</u>	<u>455,000</u>	<u>455,000</u>	<u>455,000</u>
Total Police Fines & Court Costs	1,319,785	1,325,000	1,325,000	1,325,000	1,325,000
Cemetery Lot Sales	26,875	20,000	20,000	20,000	20,000
Interest on Investments	23,276	25,000	25,000	25,000	25,000
Mineral Rights & Royalties	59,553	48,000	48,000	48,000	48,000
Reimbursements	285	3,000	3,000	3,000	3,000
OMAG Reimbursements	13,802	-	-	-	-
Misc. - Other	81,053	50,000	50,000	50,000	50,000
Subtotal Miscellaneous Revenue	<u>204,843</u>	<u>146,000</u>	<u>146,000</u>	<u>146,000</u>	<u>146,000</u>
Total Operating Revenue	<u>\$7,745,902</u>	<u>\$7,747,103</u>	<u>\$7,920,835</u>	<u>\$7,920,835</u>	<u>\$7,991,053</u>
Transfers From Other Funds					
Bethany Public Works Authority	1,300,000	1,700,000	1,700,000	1,800,000	2,100,000
Transfer from Public Safety Fund	62,205	22,745	22,745	22,745	23,000
Transfer from E-911 Fund	15,786	8,550	8,550	8,550	8,550
Transfer from Juvenile Justice Fund	10,000	10,000	10,000	10,000	10,000
Transfer from Bethany Hospital Trust	200,000	-	-	-	-
Transfer Sales Tax from BPWA	3,531,243	3,611,110	3,720,726	3,720,726	3,776,537
Total Transfers	<u>\$5,119,234</u>	<u>\$5,352,405</u>	<u>\$5,462,021</u>	<u>\$5,562,021</u>	<u>\$5,918,087</u>
Total General Fund Revenue	<u>\$12,865,135</u>	<u>\$13,099,508</u>	<u>\$13,382,856</u>	<u>\$13,482,856</u>	<u>\$13,909,140</u>
Fund Balance Appropriated	-	\$1,525,995	\$623,796	\$3,660,691	\$362,372
Total Funds Appropriated	\$12,865,135	\$14,625,503	\$14,006,652	\$17,143,547	\$14,271,512

**GENERAL FUND
DEPARTMENTAL SUMMARY OF EXPENDITURES AND TRANSFERS OUT**

Department	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
Management and General Services	\$586,221	\$743,974	\$737,474	\$760,386	\$761,441
Finance	\$255,012	284,126	284,126	286,863	287,214
Legal and Municipal Court	\$365,737	468,378	462,178	472,134	413,558
Police Department	\$3,378,261	3,617,013	3,623,949	3,643,172	3,697,458
Fire Department	\$2,051,265	2,131,683	2,131,683	2,302,580	2,279,152
Community Development	\$309,031	410,633	350,633	414,491	409,650
Public Works	\$1,554,554	1,887,888	1,806,638	1,749,244	1,745,417
Non-Departmental	-	\$604,705	-	\$2,904,705	-
Total General Fund Expenditures	\$8,500,081	\$10,148,400	\$9,396,681	\$12,533,576	\$9,593,891
Transfers To Other Funds					
Sales Tax Transfer to BPWA	\$4,280,294	\$4,377,103	\$4,509,971	\$4,509,971	\$4,577,621
Other Transfers	139,922	100,000	100,000	100,000	100,000
Total Transfer To Other Funds	\$4,420,216	\$4,477,103	\$4,609,971	\$4,609,971	\$4,677,621
Total Expenditures and Transfers	\$12,920,297	\$14,625,503	\$14,006,652	\$17,143,547	\$14,271,512

**GENERAL FUND
SUMMARY OF EXPENDITURES BY OBJECT CODE**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$4,864,306	\$5,274,900	\$5,224,900	\$5,304,077	\$5,411,694
101 Allowances	\$30,888	\$34,560	\$34,560	\$33,720	\$33,720
102 FICA & Medicare	\$287,940	\$336,890	\$336,890	\$337,085	\$343,677
103 Retirement	\$793,268	\$818,518	\$818,518	\$743,085	\$757,947
104 Insurance - Employee	\$1,010,923	\$1,115,356	\$1,115,356	\$1,056,858	\$1,056,858
105 Membership, Travel & Training	\$89,432	\$99,700	\$97,700	\$97,700	\$96,700
106 Overtime	\$167,867	\$176,907	\$186,907	\$199,065	\$200,462
Total 100 Personal Service	\$7,244,623	\$7,856,831	\$7,814,831	\$7,771,590	\$7,901,058
200 Materials & Supplies					
210 Office Supplies	\$69,574	\$85,750	\$85,750	\$85,750	\$84,000
211 Janitor Supplies	\$8,667	\$10,450	\$10,450	\$10,450	\$9,150
212 Maintenance Supplies	\$169,380	\$247,300	\$222,800	\$245,800	\$238,300
213 Fuel & Lubricants	\$121,867	\$160,250	\$127,000	\$160,250	\$160,250
214 Small Tools	-	\$1,000	\$1,000	\$1,000	-
215 Chemicals	\$4,067	\$30,750	\$15,750	\$21,750	\$16,750
Total 200 Materials & Supplies	\$373,555	\$535,500	\$462,750	\$525,000	\$508,450
300 Other Services & Charges					
340 Professional Services	\$64,771	\$120,200	\$113,200	\$133,200	\$133,200
341 Utilities	\$234,678	\$230,380	\$230,380	\$238,380	\$239,234
342 Maintenance Contractual	\$484,776	\$551,820	\$536,820	\$567,500	\$569,000
343 Insurance - Property	\$97,444	\$150,264	\$140,000	\$140,000	\$141,750
344 Refunds	\$233	\$1,200	\$1,200	\$1,200	\$1,200
Total 300 Services & Charges	\$881,902	\$1,053,864	\$1,021,600	\$1,080,280	\$1,084,384
Subtotal Maintenance and Operations	\$8,500,081	\$9,446,195	\$9,299,181	\$9,376,870	\$9,493,892
400 Capital Expenditures					
401 Office Equipment	-	-	\$5,000	\$55,000	-
402 Motor Vehicles & Machinery	-	-	-	\$65,000	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	\$32,000	-
Total 400 Capital Expenditures	-	-	\$5,000	\$152,000	-
500 Contingency					
501 Operating Contingency	-	\$100,000	\$100,000	\$100,000	-
502 Litigation Contingency	-	\$200,000	-	\$200,000	-
503 Storm Recovery Contingency	-	\$300,000	-	\$2,300,000	-
504 Employee Severance Contingency	-	\$74,705	-	\$74,705	-
507 Long Range Planning Services	-	-	-	\$200,000	-
506 Compensated Absence Contingency	-	\$30,000	-	\$30,000	-
Total 500 Contingency	-	\$704,705	\$100,000	\$2,904,705	-
Total Expenditures	\$8,500,081	\$10,150,900	\$9,404,181	\$12,433,575	\$9,493,892

City of Bethany, Oklahoma
FY 2013-2014
General Fund Departmental Summaries

FY 2013-2014 General Fund Budget

Department Purpose and Function

A. Department Name: Management and General Services Department

B. Overall Purpose and Function:

The Management and General Services Department provides professional management expertise for all municipal personnel, programs, services and City Council operations to ensure that publicly owned facilities and funds are utilized in a manner to provide optimal quantity and quality of services to the citizens of the community.

C. Department Description

The department provides a wide range of oversight functions and support services to all City departments and the City Council. The department continually monitors and evaluates ongoing programs and community needs and provides the City Council with recommendations for methods to insure the maintenance and improvement of service delivery.

All members are assigned to daily activities at City Hall. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday to Friday.

Management Department employees use personal computers and other office machines to accomplish the assigned tasks.

The costs of maintaining City Hall and other costs that can not be attributed to one particular function are also charged to the Management and General Services Department.

D. Staffing Summary

The positions budgeted in the Management Department include:

Classification	FY12 Actual	FY13 Budget	FY14 Budget
City Manager	1	1	1
Assistant City Manager	1	1	1
Executive Assistant	1	1	1
Part Time City Attorney	1	1	1
Marketing and Public Information	1	1	1
Total Positions	5	5	5

Personal costs for the Mayor and City Council Members are also included in the Management Department Budget.

E. Financial Summary

Description	FY12 Actual	FY13 Budget	FY13 Estimate	FY14 Budget
Personal Services	470,698	502,124	500,124	498,036
Materials & Supplies	32,410	44,250	42,750	42,750
Other Services & Charges	83,114	97,600	94,600	109,600
Capital				10,000
Total Budget	586,221	643,974	637,474	660,386

F. Major Tasks

The Management Department's major tasks for FY14 include:

- * Provide an advanced level of professional management services for all management, personnel and Council operations.
- * Provide an objective and consistent system for personnel administration that supports the Corporate Culture and seeks to maximize efficiency of human resources in the delivery of services.
- * Advance the City's mission and promote organizational fiscal responsibility through results-oriented budgeting and mission oversight.
- * Provide a coordinated community relations program that creates positive images of the City, builds customer confidence in City Government, and supports the business environment.
- * Maintain a City Hall complex in a manner that creates an attractive image and supports a pleasant environment for customers and employees.
- * Work to improve the quality of life for citizens.
- * Provide general monetary and logistical support to City departments with common needs best satisfied through a centralized function.
- * Enhance the retail sales base by attracting new businesses to the City of Bethany.

**1.0 Management and General Government
Departmental Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$305,310	\$327,034	\$327,034	\$340,731	\$347,545
101 Allowances	2,725	3,120	3,120	3,120	\$3,120
102 FICA & Medicare	22,195	25,257	25,257	26,305	\$26,831
103 Retirement	54,388	57,817	57,817	46,768	\$47,704
104 Insurance - Employee	49,773	46,896	46,896	41,112	41,112
105 Membership, Travel & Training	36,004	42,000	40,000	40,000	40,000
106 Overtime	303	-	-	-	-
Total 100 Personal Service	\$470,698	\$502,124	\$500,124	\$498,036	\$506,311
200 Materials & Supplies					
210 Office Supplies	\$21,838	\$31,000	\$31,000	\$31,000	\$31,000
211 Janitor Supplies	1,982	1,750	1,750	1,750	1,750
212 Maintenance Supplies	8,589	11,500	10,000	10,000	11,500
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$32,410	\$44,250	\$42,750	\$42,750	\$44,250
300 Other Services & Charges					
340 Professional Services	\$22,499	\$30,000	\$28,000	\$43,000	\$43,000
341 Utilities	23,562	23,000	23,000	23,000	23,230
342 Maintenance Contractual	23,526	22,000	22,000	22,000	22,000
343 Insurance - Property	13,418	22,000	21,000	21,000	22,050
344 Refunds	108	600	600	600	600
Total 300 Services & Charges	\$83,114	\$97,600	\$94,600	\$109,600	\$110,880
Subtotal Maintenance & Operations	\$586,221	\$643,974	\$637,474	\$650,386	\$661,441
400 Capital Expenditures					
401 Office Equipment	-	-	-	\$10,000	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	\$10,000	-
500 Contingency					
501 Operating Contingency	-	\$100,000	\$100,000	\$100,000	\$100,000
Total 500 Contingency	-	\$100,000	\$100,000	\$100,000	\$100,000
Total Expenditures	\$586,221	\$743,974	\$737,474	\$760,386	\$761,441

FY 2013-2014 General Fund Budget

Department Purpose and Function

A. Department Name: Finance Department

B. Overall Purpose and Function:

The Finance Department's purpose is to deliver quality financial services to our customers in a courteous and professional manner using a team centered approach.

The Finance Department provides financial management and oversight of revenues, investing of City funds, purchasing and expenditures and safekeeping of all City funds.

C. Department Description

The Finance Department provides a wide range of financial and administrative support services to all departments and the City Council. The department is responsible for all financial accounting and reporting including but not limited to payroll, accounts payable, utility billing, general accounting and investment management.

The Finance Department also provides administrative support with data processing, records management, city council meetings, and telephone switchboard services.

The employees of the Finance Department are organized into three teams to accomplish the stated purpose. The Finance Director provides day to day supervision and support to each team member.

All members are assigned to daily activities at City Hall. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday to Friday.

The Finance Department employees accomplish the majority of their tasks with the use of an integrated computer system. Outside vendors provide the maintenance on both the hardware and software. Employees also use personal computers and other office machines to accomplish the assigned tasks.

The Finance Department is accounted for in both the General Fund and the Public Works Fund. Utility billing expenditures are charged to the Public Works Fund. All others are charged to the General Fund.

D. Staffing Summary

Approximately fifty percent (50%) of the personal services are charged to the Public Works Fund. The positions budgeted in the Finance Department include:

Classification	FY12 Actual	FY13 Budget	FY14 Budget
Finance Director	1	1	1
Administrative Assistant	1	1	1
Customer Service Supervisor	1	1	1
Customer Service Representatives	2	2	2
Utility Billing Specialist	1	1	1
Municipal Accountant	1	1	1
Total Positions	7	7	7

E. Financial Summary

Description	FY12 Actual	FY13 Budget	FY13 Estimate	FY14 Budget
Personal Services	218,802	228,126	228,126	225,863
Materials & Supplies	6,511	8,000	8,000	8,000
Other Services & Charges	29,699	48,000	48,000	48,000
Capital				5,000
Total Budget	255,012	284,126	284,126	286,863

These expenditures are for the General Fund only.

F. Major Tasks

The Finance Department's major tasks for FY14 include:

- * Provide external and customer relations services that demonstrate concern for customer needs and achieve a 100% customer satisfaction rating.
- * Provide internal technical services that demonstrate concern for customer needs and achieve a 100% customer satisfaction rating.
- * Provide team support services that demonstrate concern for customer needs and achieve a 100% customer satisfaction rating.
- * Provide accounting and financial services and oversight to ensure compliance with local requirements and state law.

**2.0 Finance - General Fund
Departmental Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$139,297	\$146,074	\$146,074	\$153,630	\$158,239
101 Allowances	241	240	240	240	\$240
102 FICA & Medicare	9,823	11,193	11,193	11,771	\$12,007
103 Retirement	32,576	31,106	31,106	25,312	\$25,818
104 Insurance - Employee	34,501	36,513	36,513	31,910	31,910
105 Membership, Travel & Training	2,365	3,000	3,000	3,000	3,000
106 Overtime	-	-	-	-	-
Total 100 Personal Service	\$218,802	\$228,126	\$228,126	\$225,863	\$231,214
200 Materials & Supplies					
210 Office Supplies	\$6,511	\$8,000	\$8,000	\$8,000	\$8,000
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$6,511	\$8,000	\$8,000	\$8,000	\$8,000
300 Other Services & Charges					
340 Professional Services	\$25,533	\$40,000	\$40,000	\$40,000	\$40,000
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	4,167	8,000	8,000	8,000	8,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$29,699	\$48,000	\$48,000	\$48,000	\$48,000
Subtotal Maintenance & Operations	\$255,012	\$284,126	\$284,126	\$281,863	\$287,214
400 Capital Expenditures					
401 Office Equipment	-	-	-	\$5,000	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	\$5,000	-
Total Expenditures	\$255,012	\$284,126	\$284,126	\$286,863	\$287,214

FY 2013-2014 General Fund Budget

Department Purpose and Function

A. Department Name: Municipal Court Department

B. Overall Purpose and Function:

The purpose of the Municipal Court Department is to serve the citizens of Bethany effectively and efficiently while providing courteous and professional assistance in every aspect of the municipal court.

C. Department Description

The Municipal Court serves the citizens of Bethany through unbiased and efficient processing of citizen's complaints, code violations, and traffic enforcement citations. The court handles all facets of this process from the initial filing of charges to final adjudication.

In 1995, the Interlocal Cooperation Agreement for Municipal court Jurisdiction concerning Juveniles was approved by the City Council and by the Attorney General's Office. This Agreement authorized the City of Bethany and the Municipal Court to establish, develop, and implement prevention or early intervention programs for local juvenile misdemeanor offenders and to assume jurisdiction of cases involving children less than eighteen years of age charged with violating municipal ordinances. This program, which has become a meaningful instrument in the City of Bethany's fight against juvenile, crime, allows the resources available to the District Court to be focused more efficiently on more serious felony juvenile offenders of juveniles with significant histories of repeat offenses.

The Municipal Court is located on the east side of the building shared with the Police Department. Arraignments are conducted by the Judge each Thursday of the month. Disposition dockets on the second, third and fourth Wednesday of each month grant defendants the opportunity to speak with the City Prosecutor and Legal Assistant concerning their individual circumstances.

Trials are conducted on the second Wednesday of each month, beginning at 1:00 p.m. The citizens' complaint docket is held the third Wednesday at 10:00 a.m. The docket for juvenile offenders is held on the fourth Wednesday of each month beginning at 5:00 p.m.

Legal Department employees use personal computers and other office machines to accomplish the assigned tasks.

D. Staffing Summary

The positions budgeted in the Municipal Court Department include:

Classification	FY12 Actual	FY13 Budget	FY14 Budget
Administrator/Court Clerk	1	1	1
Deputy Court Clerk	1	1	1
Customer Service Representatives	2	2	2
Part-time Municipal Judge	1	1	1
Part-time City Prosecutor	1	1	1
Total Positions	6	6	6

The City Prosecutor and Municipal Judge are currently paid on a contract basis.

E. Financial Summary

Description	FY12 Actual	FY13 Budget	FY13 Estimate	FY14 Budget
Personal Services	308,417	402,078	402,078	343,034
Materials & Supplies	9,300	9,600	9,600	9,600
Other Services & Charges	48,020	56,700	50,500	54,500
Capital				65,000
Total Budget	365,737	468,378	462,178	472,134

F. Major Tasks

The Municipal Court Department's major tasks for FY14 include:

* Municipal court personnel assist the City Prosecutor and Municipal Judge in their efforts to provide due process, prosecute actions to enforce applicable laws, and administer punishments for the convicted.

* The employees of the Court dedicate themselves to work in cooperation with law enforcement agencies to offer effective early intervention programs and deal pro actively with youth crime and related problems. The Juvenile Offender Program and truancy ordinances are positive indicators of the concern and commitment this community demonstrates to youth.

**3.0 Legal and Municipal Court
Departmental Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$205,519	\$273,126	\$273,126	\$237,667	\$242,421
101 Allowances	379	480	480	480	\$480
102 FICA & Medicare	15,188	20,931	20,931	18,218	\$18,583
103 Retirement	43,281	44,137	44,137	35,583	\$36,294
104 Insurance - Employee	43,150	61,904	61,904	49,586	49,586
105 Membership, Travel & Training	899	1,500	1,500	1,500	1,500
106 Overtime	-	-	-	-	-
Total 100 Personal Service	\$308,417	\$402,078	\$402,078	\$343,034	\$348,863
200 Materials & Supplies					
210 Office Supplies	\$8,522	\$8,500	\$8,500	\$8,500	\$8,500
211 Janitor Supplies	476	600	600	600	600
212 Maintenance Supplies	303	500	500	500	300
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$9,300	\$9,600	\$9,600	\$9,600	\$9,400
300 Other Services & Charges					
340 Professional Services	\$4,280	\$8,000	\$8,000	\$8,000	\$8,000
341 Utilities	9,005	9,500	9,500	9,500	9,595
342 Maintenance Contractual	29,758	26,000	26,000	30,000	30,000
343 Insurance - Property	4,976	13,200	7,000	7,000	7,700
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$48,020	\$56,700	\$50,500	\$54,500	\$55,295
Subtotal Maintenance & Operations	\$365,737	\$468,378	\$462,178	\$407,134	\$413,558
400 Capital Expenditures					
401 Office Equipment	-	-	-	\$30,000	-
402 Motor Vehicles & Machinery	-	-	-	\$35,000	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	\$65,000	-
Total Expenditures	\$365,737	\$468,378	\$462,178	\$472,134	\$413,558

FY 2013-2014 General Fund Budget

Department Purpose and Function

A. Department Name: Police Department

B. Overall Purpose and Function:

The Bethany Police Department provides the highest quality law enforcement service to our community, always focusing on our citizen satisfaction through professionalism and continuous improvement in our processes by way of efficiency and exceptional employee performance.

C. Department Description

The Bethany Police Department consists of 30 commissioned officers, 11 civilian employees, and 1 part-time warrant officer. The department provides police and dispatch service 24 hours of each day from a central location on NW 36th Street. The animal control facility is located at 5100 N. College. The Police Department also operates a firearms training range that is located at the Bluff Creek Water Treatment Plant.

The Police Department's vehicle fleet includes twenty four (24) marked patrol units, ten (10) unmarked vehicles, two (2) animal control pickup trucks, and one (1) van.

D. Staffing Summary

The positions budgeted in the Police Department include:

Classification	FY12 Actual	FY13 Budget	FY14 Budget
Police Chief	1	1	1
Deputy Police Chief	1	1	1
Administrative Assistant	1	1	1
Captain	1	1	1
Lieutenants	7	7	7
Investigators	2	2	2
Police Officer	18	18	18
Support Services Coordinator	1	1	1
Communications Specialists	7	7	7
Animal Control Supervisor	1	1	1
Animal Control Officer	2	2	2
Records Clerk	1	1	1
Part Time Warrant Officer	1	1	1
Total Positions	44	44	44

E. Financial Summary

Description	FY12 Actual	FY13 Budget	FY13 Estimate	FY14 Budget
Personal Services	3,081,137	3,330,949	3,310,949	3,330,172
Materials & Supplies	67,059	69,000	69,000	69,000
Other Services & Charges	230,065	247,064	244,000	244,000
Capital				
Total Budget	3,378,261	3,617,013	3,623,949	3,343,172

The Police Department also plans on purchasing additional equipment using the Public Safety Fund.

F. Major Tasks

The Police Department's major tasks for FY14 include:

- * Provide professional administrative services for all police operations.
- * Provide support services including communications, records, and data processing. These essential services support the departments overall mission.
- * Conduct investigative services in a manner that demonstrates concern for the victim and provides quality evidence for successful legal prosecution.
- * Provide patrol with a full range of responsive services to emergencies, non emergencies, and other routine police responsibilities.
- * Control the domestic and wild animal population of the city and operation of a humane impoundment facility.
- * Provide for and maintain the department's facilities including the police station, firearms range and animal control facility.
- * Operate the holding facility in a manner that meets the minimum state requirements outlined by the state jail inspector's office, and passes their random jail inspections.

**5.0 Police
Departmental Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$2,051,633	\$2,206,788	\$2,206,788	\$2,257,293	\$2,302,439
101 Allowances	23,933	26,760	26,760	26,760	\$26,760
102 FICA & Medicare	157,027	177,369	177,369	182,763	\$186,418
103 Retirement	298,059	315,745	315,745	299,260	\$305,245
104 Insurance - Employee	406,403	459,287	459,287	429,096	429,096
105 Membership, Travel & Training	36,902	30,000	30,000	30,000	30,000
106 Overtime	107,180	85,000	95,000	105,000	105,000
Total 100 Personal Service	\$3,081,137	\$3,300,949	\$3,310,949	\$3,330,172	\$3,384,958
200 Materials & Supplies					
210 Office Supplies	\$22,311	\$22,500	\$22,500	\$22,500	\$22,500
211 Janitor Supplies	2,539	3,000	3,000	3,000	2,500
212 Maintenance Supplies	40,405	41,500	41,500	41,500	41,500
213 Fuel & Lubricants	1,805	2,000	2,000	2,000	2,000
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$67,059	\$69,000	\$69,000	\$69,000	\$68,500
300 Other Services & Charges					
340 Professional Services	\$10,216	\$20,000	\$20,000	\$20,000	\$20,000
341 Utilities	56,193	48,000	48,000	48,000	48,000
342 Maintenance Contractual	120,438	112,000	112,000	112,000	112,000
343 Insurance - Property	43,218	67,064	64,000	64,000	64,000
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$230,065	\$247,064	\$244,000	\$244,000	\$244,000
Subtotal Maintenance & Operations	\$3,378,261	\$3,617,013	\$3,623,949	\$3,643,172	\$3,697,458
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$3,378,261	\$3,617,013	\$3,623,949	\$3,643,172	\$3,697,458

FY 2013-2014 General Fund Budget

Department Purpose and Function

A. Department Name: Fire Department

B. Overall Purpose and Function:

The Fire Department is an organization that through education, prevention and preparation, will provide a safe environment for the citizens of our community by developing and maintaining the skills, equipment and response levels to the highest standards in protecting life and property.

C. Department Description

The Bethany Fire Department is located at 3919 N. Rockwell Avenue. The department operates 24 hours per day. Each of the three shifts consists of seven paid career firefighters. Management services are provided by the Fire Chief.

Major equipment includes three (3) 1500 gpm pumping apparatus with one (1) being a 50 foot tele squirt, one (1) brush pumper and one (1) staff vehicle.

D. Staffing Summary

The budgeted positions in the Fire Department include:

Classification	FY12 Actual	FY13 Budget	FY14 Budget
Fire Chief	1	1	1
Battalion Fire Chiefs	3	3	3
Captains	3	3	3
Drivers	6	6	6
Firefighters	12	12	12
Totals	25	25	25

E. Financial Summary

Description	FY12 Actual	FY13 Budget	FY13 Estimate	FY14 Budget
Personal Services	1,734,724	1,787,283	1,787,283	1,893,000
Materials & Supplies	28,325	35,200	35,200	35,200
Other Services & Charges	288,216	309,200	309,200	319,380
Capital				55,000
Total Budget	2,051,265	2,131,683	2,131,683	2,302,580

Two firefighter positions that are authorized are not funded.

F. Major Tasks

The Fire Department's major tasks for FY14 include:

- * Manage operations relative to the proper scheduling of personnel, accountability of equipment, improving service levels and developing and improving upon the department's practices and procedures.
- * Continue to develop professionally by attending various short courses, seminars and trade conferences.
- * Continue to provide increased custodial care and maintenance of the equipment, facility and grounds.
- * Conduct training, testing and promotional procedures in order to provide a highly qualified work force to respond to the emergency and non-emergency service needs of the community.
- * Increase the amount of public education efforts by becoming more involved within the community and creating cooperative agreements with local business entities.
- * Increase the visibility and availability of the fire department by getting out into the community through improved methods of delivering customer service to the citizens.
- * Continue to monitor local building and construction progress through improved methods of surveying new and existing business occupancies.
- * Continue to deliver and improve upon the ability to respond to any emergency situation and provide the proper protection of life and property.

**6.0 Fire
Departmental Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$1,253,952	\$1,263,930	\$1,263,930	\$1,320,920	\$1,347,339
101 Allowances	481	480	480	480	\$480
102 FICA & Medicare	15,748	19,315	19,315	20,173	\$20,576
103 Retirement	165,327	173,169	173,169	194,770	\$198,666
104 Insurance - Employee	238,776	248,732	248,732	272,841	272,841
105 Membership, Travel & Training	9,785	14,000	14,000	14,000	14,000
106 Overtime	50,655	67,657	67,657	69,815	71,212
Total 100 Personal Service	\$1,734,724	\$1,787,283	\$1,787,283	\$1,893,000	\$1,925,113
200 Materials & Supplies					
210 Office Supplies	\$4,423	\$5,000	\$5,000	\$5,000	\$5,000
211 Operating Supplies	2,193	2,200	2,200	2,200	1,500
212 Maintenance Supplies	21,709	28,000	28,000	28,000	28,000
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$28,325	\$35,200	\$35,200	\$35,200	\$34,500
300 Other Services & Charges					
340 Professional Services	\$924	\$1,500	\$1,500	\$1,500	\$1,500
341 Utilities	12,781	15,880	15,880	15,880	16,039
342 Maintenance Contractual	260,248	271,820	271,820	282,000	282,000
343 Insurance - Property	14,263	20,000	20,000	20,000	20,000
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$288,216	\$309,200	\$309,200	\$319,380	\$319,539
Subtotal Maintenance & Operations	\$2,051,265	\$2,131,683	\$2,131,683	\$2,247,580	\$2,279,152
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	30,000	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	25,000	-
Total 400 Capital Expenditures	-	-	-	\$55,000	-
Total Expenditures	\$2,051,265	\$2,131,683	\$2,131,683	\$2,302,580	\$2,279,152

FY 2013-2014 General Fund Budget

Department Purpose and Function

A. Department Name: Community Development Department

B. Overall Purpose and Function:

The Community Development Department's purpose is to help Bethany attain optimum physical and economic potential. We hope to accomplish this by providing a comprehensive service of planning, economic development facilitation, design engineering of public improvements and construction oversight of all aspects of public and private development.

C. Department Description

Development services consist of long-range planning, capital improvements planning and implementation, site plan and building review, building inspection, zoning and building code administration and compliance, licensing administration, design and engineering of all public improvements, public nuisance abatement and economic development services.

Community Development operates primarily in an office environment on the first floor of City Hall. However, certain staff members are called on to perform field investigation, meetings and inspections on a daily basis.

Major equipment includes two inspector's cars, a blue print machine, plotter and personal computers. Office staff also use copy machines and the telephone system to provide a wide variety of services to the public.

D. Staffing Summary

The positions budgeted in the Community Development Department include:

Classification	FY12 Actual	FY13 Budget	FY14 Budget
Community Development Director	1	1	1
Administrative Assistant	1	1	1
Planner	1	1	1
Code Enforcement/Inspection	2	2	2
Total Positions	5	5	5

E. Financial Summary

Description	FY12 Actual	FY13 Budget	FY13 Estimate	FY14 Budget
Personal Services	301,530	379,883	329,883	378,741
Materials & Supplies	4,861	15,750	10,750	15,750
Other Services & Charges	2,640	15,000	10,000	15,000
Capital				5,000
Total Budget	309,031	410,633	350,633	414,491

F. Major Tasks

The Community Development Department's major tasks for FY14 include:

- * Eliminate public nuisances within 20 days of receiving the complaint.
- * Comply with federal and state mandated Phase II storm water requirements.
- * Provide professional zoning and business regulation administration.
- * Provide professional inspection services within 24 hours of the request.
- * Conduct through development site plan review in a timely manner by processing each plan within seven work days.
- * Begin the Comprehensive Plan update process.

**7.0 Community Development
Departmental Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$196,481	\$249,924	\$199,924	\$263,888	\$269,165
101 Allowances	1,444	1,920	1,920	1,920	1,920
102 FICA & Medicare	14,290	19,266	19,266	20,334	20,591
103 Retirement	46,074	53,542	53,542	43,725	44,600
104 Insurance - Employee	41,612	52,231	52,231	45,874	45,874
105 Membership, Travel & Training	1,628	3,000	3,000	3,000	3,000
106 Overtime	-	-	-	-	-
Total 100 Personal Service	\$301,530	\$379,883	\$329,883	\$378,741	\$385,150
200 Materials & Supplies					
210 Office Supplies	\$3,252	\$5,750	\$5,750	\$5,750	\$4,500
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
216 Stormwater Education materials	1,609	10,000	5,000	10,000	5,000
Total 200 Materials & Supplies	\$4,861	\$15,750	\$10,750	\$15,750	\$9,500
300 Other Services & Charges					
340 Professional Services	-	\$10,000	\$5,000	\$10,000	\$10,000
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	2,640	5,000	5,000	5,000	5,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$2,640	\$15,000	\$10,000	\$15,000	\$15,000
Subtotal Maintenance & Operations	\$309,031	\$410,633	\$350,633	\$409,491	\$409,650
400 Capital Expenditures					
401 Office Equipment	-	-	-	\$5,000	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	\$5,000	-
Total Expenditures	\$309,031	\$410,633	\$350,633	\$414,491	\$409,650

FY 2013-2014 General Fund Budget

Department Purpose and Function

A. Department Name: Public Works Department-General Government Operations

B. Overall Purpose and Function:

The Public Works Department's purpose is to provide services that ensure efficiency and excellence in all departmental operations; attain a total commitment to constantly improve our street network and infrastructure to ensure safe and efficient utilization and appearance throughout our community; promote a customer based utility services program that exceeds customer concepts, while providing a clean environment and reliable service; support all city operations by maintaining equipment in a safe, reliable and cost effective manner by minimizing major repairs.

C. Department Description

The Public Works Department is responsible for street, parks and vehicle maintenance and repair. These activities are funded through the General Fund. The Public Works Department is also responsible for Bethany's solid waste, water and sewer water utilities. These activities are funded through the Bethany Public Works Authority Fund. The Public Works complex, located at 5300 North Central, includes the administrative offices, fleet maintenance and storage buildings. Public Works activities are budgeted by division for cost analysis and control purposes.

The Administration Division provides overall management and coordination for all divisions.

The Street Division provides general street maintenance and repair. This division is also responsible for maintaining storm drain facilities and public rights of way. The Street Division sweeps the streets and maintains all traffic control devices and signs.

The Parks Division maintains and operates the 150 acres of developed park land, Ripper Park Aquatic Center and the city owned cemetery.

The Fleet Maintenance Division provides maintenance on City owned motor vehicles and certain other equipment. Vehicles are serviced and repaired as needed.

The Street Division's equipment includes two 1-ton trucks, one wench truck, four 2-ton trucks, 1 street sweeper, 1 bobcat with two buckets and forklift, two sand spreaders, two loader-back hoes, one motor grader, one dozer, a paver and trailer, and other equipment.

The Parks Division's equipment includes four pickup trucks, one one-ton truck, one two-ton truck two Ford tractors, three commercial riding mowers, three tractor mounted flail mowers, push mowers and trimming equipment.

D. Staffing Summary

The positions budgeted in the General Fund include:

Classification	FY12 Actual	FY13 Budget	FY14 Budget
Administration Division			
City Engineer/Public Works Director	1	1	1
Administrative Assistant	1	1	1
Vehicle Maintenance Division			
Automotive Technician	1	1	1
Street Division			
Streets Division Foreman	1	1	1
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Crew Worker I	2	2	2
Part Time Seasonal Worker 3 Month	1	1	1
Part Time Seasonal Worker 5 Month	1	1	1
Parks Division			
Parks Division Foreman	1	1	1
Equipment Operator I	1	1	1
Crew Worker II	7	7	6
Part Time Seasonal Worker 5 Month	1	1	1
Part Time Seasonal Worker 3 Month	4	4	4
Part Time Assistant Pool Manager	2	2	2
Part Time Lifeguards	16	16	16
Total Positions	42	42	41

E. Financial Summary

Description	FY12 Actual	FY13 Budget	FY13 Estimate	FY14 Budget
Personal Service	1,129,316	1,256,388	1,256,388	1,104,271
Materials & Supplies	225,090	351,200	284,950	344,700
Other Services & Charges	200,148	280,300	265,300	289,800
Capital				12,000
Total Budget	1,554,554	1,887,888	1,806,638	1,750,771

F. Major Tasks

- * Provide administrative services that ensure excellence in all department operations.
- * Attain a total commitment to the Community Goal of constantly improving the street network to ensure safe and efficient circulation and appearance through the community.
- * Develop and maintain proper flood control infrastructure to prevent unnecessary inundation of private property and interruption of public services.
- * Serve internal customers by maintaining equipment in a safe, reliable and cost effective manner by minimizing major repairs.
- * Maintain existing parks, playgrounds, and city facilities to meet set standards
- * Provide professional operation of Ripper Park Aquatic Center
- * Update existing park facilities to improve public perception

**8.0 Public Works-General Fund
Departmental Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$712,114	\$808,024	\$808,024	\$729,947	\$744,546
101 Allowances	\$1,685	\$1,560	\$1,560	\$720	\$720
102 FICA & Medicare	\$53,670	\$63,559	\$63,559	\$57,522	\$58,672
103 Retirement	\$153,564	\$143,002	\$143,002	\$97,666	\$99,620
104 Insurance - Employee	\$196,707	\$209,793	\$209,793	\$186,439	\$186,439
105 Membership, Travel & Training	\$1,848	\$6,200	\$6,200	\$6,200	\$5,200
106 Overtime	\$9,729	\$24,250	\$24,250	\$24,250	\$24,250
Total 100 Personal Service	\$1,129,316	\$1,256,388	\$1,256,388	\$1,102,744	\$1,119,447
200 Materials & Supplies					
210 Office Supplies	\$2,718	\$2,500	\$2,500	\$5,000	\$4,500
211 Janitor Supplies	\$1,477	\$2,900	\$2,900	\$2,900	\$2,800
212 Maintenance Supplies	\$98,375	\$165,800	\$142,800	\$165,800	\$157,000
213 Fuel & Lubricants	\$120,062	\$158,250	\$125,000	\$158,250	\$158,250
214 Small Tools	-	\$1,000	\$1,000	\$1,000	-
215 Chemicals	\$2,459	\$20,750	\$10,750	\$11,750	\$11,750
Total 200 Materials & Supplies	\$225,090	\$351,200	\$284,950	\$344,700	\$334,300
300 Other Services & Charges					
340 Professional Services	\$1,319	\$10,700	\$10,700	\$10,700	\$10,700
341 Utilities	\$133,137	\$134,000	\$134,000	\$142,000	\$142,370
342 Maintenance Contractual	\$43,998	\$107,000	\$92,000	\$108,500	\$110,000
343 Insurance - Property	\$21,568	\$28,000	\$28,000	\$28,000	\$28,000
344 Refunds	\$125	\$600	\$600	\$600	\$600
Total 300 Services & Charges	\$200,148	\$280,300	\$265,300	\$289,800	\$291,670
Subtotal Maintenance & Operations	\$1,554,554	\$1,887,888	\$1,806,638	\$1,737,244	\$1,745,417
400 Capital Expenditures					
401 Office Equipment	-	-	-	\$5,000	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	\$7,000	-
Total 400 Capital Expenditures	-	-	-	\$12,000	-
Total Expenditures	\$1,554,554	\$1,887,888	\$1,806,638	\$1,749,244	\$1,745,417

**8.1 Public Works - Administration- General Fund
Divisional Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$60,895	\$60,320	\$60,320	\$64,394	\$65,682
101 Allowances	241	240	240	240	\$240
102 FICA & Medicare	4,398	4,748	4,748	5,059	\$5,160
103 Retirement	14,305	13,194	13,194	10,879	\$11,097
104 Insurance - Employee	9,565	12,023	12,023	10,751	10,751
105 Membership, Travel & Training	1,618	3,700	3,700	3,700	3,700
106 Overtime	-	1,500	1,500	1,500	1,500
Total 100 Personal Service	\$91,021	\$95,725	\$95,725	\$96,523	\$98,130
200 Materials & Supplies					
210 Office Supplies	\$2,294	\$3,000	\$3,000	\$3,000	\$3,000
211 Janitor Supplies	-	800	800	800	800
212 Maintenance Supplies	1,329	2,800	2,800	2,800	2,000
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$3,623	\$6,600	\$6,600	\$6,600	\$5,800
300 Other Services & Charges					
340 Professional Services	\$240	\$10,000	\$10,000	\$10,000	\$10,000
341 Utilities	14,611	22,000	22,000	22,000	22,220
342 Maintenance Contractual	1,960	11,500	11,500	11,500	13,000
343 Insurance - Property	21,568	28,000	28,000	28,000	28,000
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$38,379	\$71,500	\$71,500	\$71,500	\$73,220
Subtotal Maintenance & Operations	\$133,023	\$173,825	\$173,825	\$174,623	\$177,150
400 Capital Expenditures					
401 Office Equipment	-	-	\$5,000	\$5,000	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	\$5,000	\$5,000	-
Total Expenditures	\$133,023	\$173,825	\$178,825	\$179,623	\$177,150

**8.2 Streets - General Fund
Divisional Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$239,169	\$246,140	\$246,140	\$214,075	\$218,356
101 Allowances	963	960	960	480	\$480
102 FICA & Medicare	17,666	19,668	19,668	17,178	\$17,522
103 Retirement	52,579	49,684	49,684	33,090	\$33,752
104 Insurance - Employee	67,790	66,986	66,986	75,690	75,690
105 Membership, Travel & Training	-	500	500	500	500
106 Overtime	3,347	12,500	12,500	12,500	12,500
Total 100 Personal Service	\$381,512	\$396,438	\$396,438	\$353,513	\$358,800
200 Materials & Supplies					
210 Office Supplies	-	-	-	-	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	35,602	75,000	75,000	75,000	75,000
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	500	500	500	-
215 Chemicals	-	750	750	750	750
Total 200 Materials & Supplies	\$35,602	\$76,250	\$76,250	\$76,250	\$75,750
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	105,800	97,000	97,000	105,000	105,000
342 Maintenance Contractual	9,548	25,000	25,000	25,000	25,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$115,348	\$122,000	\$122,000	\$130,000	\$130,000
Subtotal Maintenance & Operations	\$532,462	\$594,688	\$594,688	\$559,763	\$564,550
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	7,000	-
Total 400 Capital Expenditures	-	-	-	\$7,000	-
Total Expenditures	\$532,462	\$594,688	\$594,688	\$566,763	\$564,550

**8.4 Fleet Maintenance - General Fund
Divisional Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$62,653	\$62,492	\$62,492	\$29,437	\$30,026
101 Allowances	-	360	360	-	-
102 FICA & Medicare	4,693	4,980	4,980	2,424	\$2,473
103 Retirement	14,714	13,841	13,841	5,213	\$5,317
104 Insurance - Employee	10,724	12,136	12,136	9,093	9,093
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	67	2,250	2,250	2,250	2,250
Total 100 Personal Service	\$92,851	\$96,059	\$96,059	\$48,416	\$49,158
200 Materials & Supplies					
210 Office Supplies	\$170	\$500	\$500	\$500	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	30,154	30,000	30,000	30,000	30,000
213 Fuel & Lubricants	120,062	158,250	125,000	158,250	158,250
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$150,385	\$188,750	\$155,500	\$188,750	\$188,250
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	20,070	60,000	45,000	60,000	60,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$20,070	\$60,000	\$45,000	\$60,000	\$60,000
Subtotal Maintenance & Operations	\$263,306	\$344,809	\$296,559	\$297,166	\$297,408
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$263,306	\$344,809	\$296,559	\$297,166	\$297,408

**8.5 Parks - General Fund
Divisional Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$349,398	\$439,072	\$439,072	\$422,041	\$430,482
101 Allowances	481	-	-	-	-
102 FICA & Medicare	26,913	34,163	34,163	32,860	\$33,517
103 Retirement	71,966	66,283	66,283	48,485	\$49,455
104 Insurance - Employee	108,628	118,648	118,648	90,906	\$90,906
105 Membership, Travel & Training	230	2,000	2,000	2,000	1,000
106 Overtime	6,315	8,000	8,000	8,000	8,000
Total 100 Personal Service	\$563,932	\$668,166	\$668,166	\$604,292	\$613,360
200 Materials & Supplies					
210 Office Supplies	\$254	\$1,500	\$1,500	\$1,500	\$1,500
211 Janitor Supplies	1,477	2,100	2,100	2,100	2,000
212 Maintenance Supplies	31,290	58,000	35,000	58,000	50,000
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	500	500	500	-
215 Chemicals	2,459	20,000	10,000	11,000	11,000
Total 200 Materials & Supplies	\$35,480	\$82,100	\$49,100	\$73,100	\$64,500
300 Other Services & Charges					
340 Professional Services	\$1,079	\$700	\$700	\$700	\$700
341 Utilities	12,726	15,000	15,000	15,000	15,150
342 Maintenance Contractual	12,421	10,500	10,500	12,000	12,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	125	600	600	600	600
Total 300 Services & Charges	\$26,351	\$26,800	\$26,800	\$28,300	\$28,450
Subtotal Maintenance & Operations	\$625,762	\$777,066	\$744,066	\$705,692	\$706,310
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$625,762	\$777,066	\$744,066	\$705,692	\$706,310

FY 2013-2014 General Fund Budget

Department Purpose and Function

A. Department Name: Non-Departmental

B. Overall Purpose and Function:

The Non-Departmental Department is utilized to expense items not directly related to any specific department.

C. Department Description

The costs than can not be attributed to one particular function are also charged budgeted here.

D. Staffing Summary

There are no positions authorized or funded in this department.

E. Financial Summary

Description	FY12 Actual	FY13 Budget	FY13 Estimate	FY14 Budget
Personal Services				
Materials & Supplies				
Other Services & Charges				
Capital				
Contingency				2,904,705
Total Budget		643,974		2,904,705

F. Major Tasks

No tasks have been assigned to this department.

**99.0 Non-Departmental-General Fund
Departmental Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	-	-	-	-	-
101 Allowances	-	-	-	-	-
102 FICA & Medicare	-	-	-	-	-
103 Retirement	-	-	-	-	-
104 Insurance - Employee	-	-	-	-	-
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	-	-	-	-	-
Total 100 Personal Service	-	-	-	-	-
200 Materials & Supplies					
210 Office Supplies	-	-	-	-	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	-	-	-	-	-
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	-	-	-	-	-
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	-	-	-	-	-
Subtotal Maintenance and Operations	-	-	-	-	-
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
500 Contingency					
502 Litigation Contingency	-	\$200,000	-	\$200,000	-
503 Emergency/Disaster Contingency	-	\$300,000	-	\$2,400,000	-
504 Employee Severance Contingency	-	\$74,705	-	\$74,705	-
507 Long Range Planning Services	-	-	-	\$200,000	-
506 Compensated Absence Contingency	-	\$30,000	-	\$30,000	-
Total 500 Contingency	-	\$604,705	-	\$2,904,705	-
Total Expenditures	-	\$604,705	-	\$2,904,705	-

Bethany Public Works Authority Fund

Fiscal Year 2013-14 Annual Budget

City of Bethany, Oklahoma
Bethany Public Works Authority Fund Description

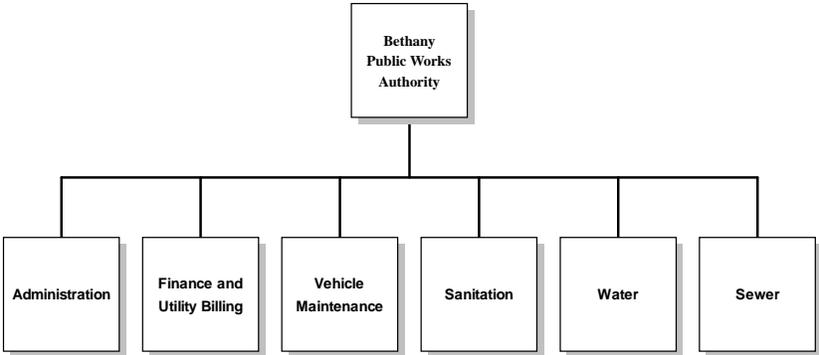
The Bethany Public Works Authority (Authority) is a public trust created to furnish services to residents of Bethany. The Authority may issue long term debt to finance any improvements required to fulfill the purposes outlined in the declaration of Trust. The City of Bethany is the beneficiary of the Trust estate.

The Mayor and Members of the City Council are Trustees. The City Manager and City Clerk serve as Trust Manager and Trust Clerk respectively.

The Bethany Public Works Authority is a proprietary fund used to account for the City’s utility operations. Proprietary funds are used in governmental accounting to account for operations that are financed and operated in a manner similar to private business enterprises.

The Authority contracts with the Bethany-Warr Acres Public Works Authority for operations, maintenance and debt service of the Bluff Creek Wastewater Treatment Plant. This contract was signed May 13, 1974.

The Finance and Public Works Departments receive funding for utility operations through this fund. A departmental summary was provided in the General Fund for activities other than utility operations. The departmental summary in the Public Works Fund is only for utility and related support operations. The departments charged to the Public Works Fund can also be thought of as cost centers and are shown in the chart below.



It is important to note that part of the income from the sale of utilities is transferred to the general fund because the City’s sales tax base is not sufficient to pay for all services provided by the City.

The Public Works continues to invest in replacement infrastructure as evidenced by the currently underway \$1.4 million sewer project in east central part of Bethany.

PUBLIC WORKS FUND

FINANCIAL SUMMARY

	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
Revenue					
Carryover From Previous Year	\$7,775,887	\$8,399,958	\$8,399,958	\$6,241,306	\$3,898,555
Total Operating Revenue	\$7,965,838	\$7,949,343	\$7,949,343	\$7,949,343	\$8,179,698
Transfer Sales Tax From General Fund	4,280,294	4,377,103	4,509,971	4,509,971	4,577,621
Revenue Available for Appropriation	<u>\$20,022,019</u>	<u>\$20,726,404</u>	<u>\$20,859,272</u>	<u>\$18,700,620</u>	<u>\$16,655,873</u>
Maintenance and Operations Expenditures					
Capital Expenditures	256,730	1,996,916	1,999,916	1,120,000	205,000
Contingency	-	505,000	-	755,000	-
Debt Service on 2003 Sales Tax Bonds	261,995	153,000	153,000	417,405	417,380
Debt Service on OWRB DWSRF Loan	658,192	658,192	658,192	658,192	658,192
Debt Service on OWRB CWSRF Loan	350,148	350,148	350,148	350,148	350,148
Operating Transfer to General Fund As a percent of Water Revenue	1,300,000 41.01%	1,700,000 54.79%	1,700,000 54.79%	1,800,000 58.01%	2,100,000 65.71%
Transfer Sales Tax to General Fund	3,531,243	3,611,110	3,720,726	3,720,726	3,776,537
Transfer Sales Tax to CIP Fund	486,981	612,993	636,245	371,840	383,704
Total Expenditures and Transfers	\$11,622,061	\$14,987,098	\$14,617,966	\$14,802,065	\$13,557,480
FB Carryover to Next Fiscal Year	<u>\$8,399,958</u>	<u>\$5,739,306</u>	<u>\$6,241,306</u>	<u>\$3,898,555</u>	<u>\$3,098,393</u>

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
Revenue and Transfers In					
Water Service	\$3,170,207	\$3,102,986	\$3,102,986	\$3,102,986	\$3,196,076
Sewer Service	2,222,341	2,334,545	2,334,545	2,334,545	2,404,581
Penalties	118,349	100,000	100,000	100,000	100,000
Water Taps	1,766	2,500	2,500	2,500	2,500
Sewer Taps	150	750	750	750	750
Misc. Income	29,531	37,600	37,600	37,600	37,600
Lease Income	166,787	80,000	80,000	80,000	80,000
Sanitation Service	2,205,005	2,240,962	2,240,962	2,240,962	2,308,191
Interest Income	51,701	50,000	50,000	50,000	50,000
Total Revenue	\$7,965,838	\$7,949,343	\$7,949,343	\$7,949,343	\$8,179,698
Other transfers	-	-	-	-	-
Sales Tax Transfer from General Fund	4,280,294	4,377,103	4,509,971	4,509,971	4,577,621
Total Revenue and Transfers In	\$12,246,132	\$12,326,446	\$12,459,314	\$12,459,314	\$12,757,318
Expenditures and Transfers Out					
Administration	\$133,757	\$344,114	\$194,114	\$345,222	\$200,329
Finance - Utility Billing	318,263	314,881	314,881	313,163	322,318
Public Works - Fleet Maint.	191,331	314,617	314,617	249,512	269,559
Solid Waste	1,324,732	1,433,954	1,433,954	1,508,084	1,519,827
Water	1,719,241	2,421,186	2,421,186	2,450,198	2,182,287
Sewer	219,991	1,661,903	1,664,903	956,575	321,200
Payment to BWA-PWA	1,126,187	1,056,000	1,056,000	1,056,000	1,056,000
Other Payments and Contingency	-	505,000	-	755,000	-
Depreciation	-	-	-	-	-
Debt Service on OWRB SRF CW Loan	350,148	350,148	350,148	350,148	350,148
Debt Service on OWRB SRF DW Loan	658,192	658,192	658,192	658,192	658,192
Debt Service on 2003 Sales Tax Bonds	261,995	153,000	153,000	417,405	417,380
Total Operating Expenses	\$6,303,837	\$9,212,995	\$8,560,995	\$9,059,499	\$7,297,239
Transfer Surplus to General Fund	1,300,000	1,700,000	1,700,000	1,800,000	2,100,000
Transfer Sales Tax to CIF	486,981	612,993	636,245	371,840	383,704
Transfer Sales Tax to General Fund	3,531,243	3,611,110	3,720,726	3,720,726	3,776,537
Total Transfers	\$5,318,224	\$5,924,103	\$6,056,971	\$5,892,566	\$6,260,241
Total Expenditures and Transfers Out	\$11,622,061	\$15,137,098	\$14,617,966	\$14,952,065	\$13,557,480

**PUBLIC WORKS FUND
SUMMARY OF EXPENDITURES BY OBJECT CODE**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$1,344,027	\$1,365,012	\$1,365,012	\$1,492,127	\$1,519,683
101 Allowances	3,851	3,480	3,480	3,360	3,360
102 FICA & Medicare	98,412	108,341	108,341	119,204	121,588
103 Retirement	317,772	301,089	301,089	256,327	257,006
104 Insurance - Employee	346,519	390,046	390,046	464,653	467,844
105 Membership, Travel & Training	6,988	9,500	9,500	9,500	8,500
106 Overtime	15,203	47,250	47,250	52,250	52,250
Total 100 Personal Service	\$2,132,772	\$2,224,718	\$2,224,718	\$2,397,421	\$2,430,231
200 Materials & Supplies					
210 Office Supplies	\$45,639	\$52,000	\$52,000	\$52,000	\$52,800
211 Janitor Supplies	600	2,750	2,750	2,750	2,750
212 Maintenance Supplies	160,226	225,746	225,746	225,746	225,746
213 Fuel & Lubricants	123,686	136,500	136,500	136,500	159,000
214 Small Tools	-	3,000	3,000	3,000	500
215 Chemicals	356,188	412,000	412,000	412,000	412,000
Total 200 Materials & Supplies	\$686,339	\$831,996	\$831,996	\$831,996	\$852,796
300 Other Services & Charges					
340 Professional Services	\$65,106	\$96,962	\$96,962	\$96,962	\$97,618
341 Utilities	246,274	259,000	259,000	259,000	259,000
342 Maintenance Contractual	475,740	834,664	834,664	870,975	870,975
343 Insurance - Property	41,001	70,000	70,000	70,000	73,500
344 Refunds	3,353	26,399	26,399	26,399	26,399
Total 300 Services & Charges	\$831,475	\$1,287,025	\$1,287,025	\$1,323,336	\$1,327,492
Subtotal Maintenance and Operations	\$3,650,585	\$4,343,739	\$4,343,739	\$4,552,754	\$4,610,519
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	179,135	150,000	150,000	150,000	150,000
403 Other Equipment	4,736	165,868	165,868	-	-
404 Projects	72,859	1,681,048	1,684,048	970,000	55,000
Total 400 Capital Expenditures	\$256,730	\$1,996,916	\$1,999,916	\$1,120,000	\$205,000
500 Contingency					
501 Operating Contingency	-	\$150,000	-	\$150,000	-
502 Litigation Contingency	-	-	-	\$250,000	-
503 Storm Recovery Contingency	-	\$300,000	-	\$300,000	-
505 Emergency Line Repair Contingency	-	\$200,000	-	\$200,000	-
504 Compensated Absence Contingency	-	\$5,000	-	\$5,000	-
Total 500 Contingency	-	\$655,000	-	\$905,000	-
Total Expenditures	\$3,907,314	\$6,340,655	\$6,343,655	\$6,577,754	\$4,815,519

Department Purpose and Function

A. Department Name: Public Works Department- Utility Operations

B. Overall Purpose and Function:

The Public Works Department's purpose is to provide administrative services that ensure efficiency and excellence in all departmental operations; attain a total commitment to constantly improve our street network and infrastructure to ensure safe and efficient utilization and appearance throughout our community; promote a customer based utility services program that exceeds customer concepts, while providing a clean environment and reliable service; support all city operations by maintaining equipment in a safe, reliable and cost effective manner by minimizing major repairs.

C. Department Description

The Public Works Department is responsible for street, parks and vehicle maintenance and repair. These activities are funded through the General Fund. The Public Works Department is also responsible for Bethany's solid waste, water and waste water utilities. These activities are funded through the Bethany Public Works Authority Fund. The Public Works complex, located at 5300 North Central, includes the administrative offices, fleet maintenance and storage buildings. Public Works activities are budgeted by division for cost analysis and control purposes.

The Administration Division provides overall management and coordination for all divisions. The General Fund also provides funding for these activities.

The Finance Department allocates utility billing activities to the Public Works Fund.

The Fleet Maintenance Division provides maintenance on all City owned motor vehicles and certain other equipment. Vehicles are serviced every 3,000 miles and repaired as needed. Safety inspections are also provided for city owned vehicles. Water, wastewater and solid waste operations costs are charged to the Public Works Fund.

The Solid Waste Division provides twice a week residential solid waste pick up service for all city residences. This division also provides a variety of services for business and institutional customers. The Solid Waste Division provides a spring clean up to allow customers to dispose of items that are too large to fit into regular trash containers.

The Solid Waste Division uses eight heavy trucks with packer bodies to haul solid waste to the landfill.

The Utility Division provides customer service, maintains the water and wastewater systems and protects public health for the benefit of the City.

Water is pumped from water wells in the North Canadian Terrace Aquifer to the water plant. The water is then softened and pumped to town through the distribution system. The used water is then collected into the sewer collection system. The water plant, located west of Council Road on NW 50th, is staffed 24 hours per day 365 days per year. The shift operators treat the water, take chemical tests, and match the flow from the plant to the demand for water.

The maintenance staff maintains the 23 water wells, water plant equipment and grounds. The maintenance staff is also responsible for the booster stations and storage facilities.

The water crew repairs leaks and fire hydrants, performs routine maintenance on the distribution and maintains the shop building and grounds at NW 50th and College.

The sewer crew maintains the equipment and grounds at the nine lift stations, jets sewer stoppages and repairs damaged sewer mains.

The meter crew reads the meters and takes care of many problems related to field service.

D. Staffing Summary

The positions budgeted in the Public Works Utility Operations include:

Classification	FY12 Actual	FY13 Budget	FY14 Budget
Solid Waste Division			
Solid Waste Supervisor	1	1	1
Solid Waste Truck Driver	5	5	5
Assistant Solid Waste Truck Driver	2	2	2
Solid Waste Collector	8	8	8
Water Division			
Utility Superintendent	1	1	1
Water Plant Supervisor	1	1	1
Water Plant Mechanic	1	1	1
Plant Operator	5	5	5
Utility Line Foreman	1	1	1
Crew Worker I			
Crew Worker II	5	5	6
Waste Water Division			
Sanitary Sewer System Mechanic	1	1	1
Equipment Operator II	2	2	2
Total Positions	33	33	34

E. Financial Summary

Description	FY12 Actual	FY13 Budget	FY13 Estimate	FY14 Budget
Personal Services	2,132,722	2,224,718	2,224,718	2,397,421
Materials & Supplies	686,339	831,996	831,996	831,996
Other Services & Charges	831,475	1,287,025	1,287,025	1,323,336
Capital	256,730	1,996,916	1,999,916	1,120,000
Total Budget	4,812,314	5,685,655	6,343,655	5,672,754

F. Major Tasks

- * Provide administrative services that ensure excellence in all department operations.
- * Serve internal customers by maintaining equipment in a safe, reliable and cost effective manner by minimizing major repairs.
- * Promote a customer based Solid Waste program that exceeds customer expectations, while providing a clean environment and reliable service.
- * Produce drinking water that meets and exceeds all required standards.
- * Keep combined well and plant equipment downtime to less than 30 days per year.
- * Fix all water leaks including fire hydrants
- * Complete all locates on time.
- * Read all meters on time each month.
- * Replace all dead meters.
- * Complete all safety and license renewal training on time.
- * Keep lift station equipment downtime to less than 30 days per year.
- * Clear all stoppages in sewer collection line on the same day.

**8.1 Public Works - Administration - Public Works Fund
Divisional Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$60,895	\$60,080	\$60,080	64,394	\$65,682
101 Allowances	240	240	240	240	\$240
102 FICA & Medicare	4,398	4,729	4,729	5,059	\$5,160
103 Retirement	14,305	13,143	13,143	10,879	\$11,097
104 Insurance - Employee	9,565	12,023	12,023	10,751	10,751
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	-	1,500	1,500	1,500	1,500
Total 100 Personal Service	\$89,403	\$91,715	\$91,715	\$92,823	\$94,430
200 Materials & Supplies					
210 Office Supplies	-	-	-	-	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	-	-	-	-	-
300 Other Services & Charges					
340 Professional Services	-	\$6,000	\$6,000	\$6,000	\$6,000
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	-	-	-	-	-
343 Insurance - Property	41,001	70,000	70,000	70,000	73,500
344 Refunds	-	-	-	-	-
345 Scrap Metal	3,353	26,399	26,399	26,399	26,399
Total 300 Services & Charges	\$44,354	\$102,399	\$102,399	\$102,399	\$105,899
Subtotal Maintenance & Operations	\$133,757	\$194,114	\$194,114	\$195,222	\$200,329
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
500 Contingency					
501 Operating Contingency	-	\$150,000	-	\$150,000	-
Total 500 Contingency	-	\$150,000	-	\$150,000	-
Total Expenditures	\$133,757	\$344,114	\$194,114	\$345,222	\$200,329

**2.0 Finance - Public Works Fund
Departmental Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$139,301	\$145,651	\$145,651	\$153,630	\$156,703
101 Allowances	241	240	240	240	\$240
102 FICA & Medicare	9,824	11,161	11,161	11,771	\$12,007
103 Retirement	32,576	31,016	31,016	25,312	\$25,312
104 Insurance - Employee	34,173	36,513	36,513	31,910	35,101
105 Membership, Travel & Training	1,427	500	500	500	500
106 Overtime	-	-	-	-	-
Total 100 Personal Service	\$217,541	\$225,081	\$225,081	\$223,363	\$229,862
200 Materials & Supplies					
210 Office Supplies	\$43,713	\$45,000	\$45,000	\$45,000	\$47,000
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$43,713	\$45,000	\$45,000	\$45,000	\$47,000
300 Other Services & Charges					
340 Professional Services	\$46,357	\$32,800	\$32,800	\$32,800	\$33,456
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	10,652	12,000	12,000	12,000	12,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$57,009	\$44,800	\$44,800	\$44,800	\$45,456
Subtotal Maintenance & Operations	\$318,263	\$314,881	\$314,881	\$313,163	\$322,318
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$318,263	\$314,881	\$314,881	\$313,163	\$322,318

**8.4 Public Works - Fleet Maintenance - Public Works Fund
Divisional Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$20,884	\$20,831	\$20,831	\$9,812	\$10,009
101 Allowances	-	120	120	-	-
102 FICA & Medicare	1,564	1,660	1,660	808	\$824
103 Retirement	4,905	4,614	4,614	1,738	\$1,772
104 Insurance - Employee	4,402	4,045	4,045	3,031	3,031
105 Membership, Travel & Training	-	500	500	500	500
106 Overtime	22	750	750	750	750
Total 100 Personal Service	\$31,778	\$32,520	\$32,520	\$16,639	\$16,886
200 Materials & Supplies					
210 Office Supplies	\$141	\$2,000	\$2,000	\$2,000	\$800
211 Operating Supplies	-	-	-	-	-
212 Maintenance Supplies	18,872	26,898	26,898	26,898	26,898
213 Fuel & Lubricants	123,686	136,500	136,500	136,500	159,000
214 Small Tools	-	1,500	1,500	1,500	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$142,699	\$166,898	\$166,898	\$166,898	\$186,698
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	16,854	65,975	65,975	65,975	65,975
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$16,854	\$65,975	\$65,975	\$65,975	\$65,975
Subtotal Maintenance & Operations	\$191,331	\$265,393	\$265,393	\$249,512	\$269,559
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	49,224	49,224	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	\$49,224	\$49,224	-	-
Total Expenditures	\$191,331	\$314,617	\$314,617	\$249,512	\$269,559

**8.3 Public Works - Solid Waste - Public Works Fund
Divisional Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Total Salaries	\$552,185	\$539,205	\$539,205	\$567,898	\$579,256
101 Allowances	481	480	480	480	\$480
102 FICA & Medicare	40,664	42,051	42,051	44,246	\$45,131
103 Retirement	129,205	116,863	116,863	95,143	\$95,143
104 Insurance - Employee	145,583	160,755	160,755	225,716	225,716
105 Membership, Travel & Training	-	500	500	500	-
106 Overtime	2,180	10,000	10,000	10,000	10,000
Total 100 Personal Service	\$870,299	\$869,854	\$869,854	\$943,984	\$955,727
200 Materials & Supplies					
210 Office Supplies	-	-	-	-	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	22,226	40,600	40,600	40,600	40,600
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	500	500	500	500
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$22,226	\$41,100	\$41,100	\$41,100	\$41,100
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	302,315	373,000	373,000	373,000	373,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$302,315	\$373,000	\$373,000	\$373,000	\$373,000
Subtotal Maintenance & Operations	\$1,194,840	\$1,283,954	\$1,283,954	\$1,358,084	\$1,369,827
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	129,892	150,000	150,000	150,000	150,000
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	\$129,892	\$150,000	\$150,000	\$150,000	\$150,000
Total Expenditures	\$1,324,732	\$1,433,954	\$1,433,954	\$1,508,084	\$1,519,827

**12.1 Utility - Water - Public Works Fund
Divisional Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$468,936	\$500,721	\$500,721	\$582,053	\$593,694
101 Allowances	2,889	2,400	2,400	2,400	\$2,400
102 FICA & Medicare	34,388	40,401	40,401	47,388	\$48,336
103 Retirement	112,235	112,279	112,279	101,900	\$101,900
104 Insurance - Employee	129,473	144,612	144,612	151,797	151,797
105 Membership, Travel & Training	5,561	7,500	7,500	7,500	7,500
106 Overtime	9,569	25,000	25,000	25,000	25,000
Total 100 Personal Service	\$763,050	\$832,913	\$832,913	\$918,038	\$930,627
200 Materials & Supplies					
210 Office Supplies	\$1,784	\$5,000	\$5,000	\$5,000	\$5,000
211 Janitor Supplies	600	2,750	2,750	2,750	2,750
212 Maintenance Supplies	85,108	111,248	111,248	111,248	111,248
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	500	500	500	-
215 Chemicals	355,395	410,000	410,000	410,000	410,000
Total 200 Materials & Supplies	\$442,887	\$529,498	\$529,498	\$529,498	\$528,998
300 Other Services & Charges					
340 Professional Services	\$18,627	\$57,662	\$57,662	\$57,662	\$57,662
341 Utilities	240,443	250,000	250,000	250,000	250,000
342 Maintenance Contractual	127,396	351,513	351,513	375,000	375,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$386,466	\$659,175	\$659,175	\$682,662	\$682,662
Subtotal Maintenance & Operations	\$1,592,404	\$2,021,586	\$2,021,586	\$2,130,198	\$2,142,287
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	49,243	-	-	-	-
403 Other Equipment	4,736	64,400	64,400	-	-
404 Projects	72,859	335,200	335,200	320,000	40,000
Total 400 Capital Expenditures	\$126,838	\$399,600	\$399,600	\$320,000	\$40,000
Total Expenditures	\$1,719,241	\$2,421,186	\$2,421,186	\$2,450,198	\$2,182,287

**12.2 Utility - Sewer - Public Works Fund
Divisional Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
100 Personal Service					
100 Salaries	\$101,825	\$98,524	\$98,524	\$114,340	\$114,340
101 Allowances	-	-	-	-	-
102 FICA & Medicare	7,574	8,339	8,339	9,931	\$10,130
103 Retirement	24,547	23,174	23,174	21,355	\$21,782
104 Insurance - Employee	23,323	32,098	32,098	41,448	41,448
105 Membership, Travel & Training	-	500	500	500	-
106 Overtime	3,432	10,000	10,000	15,000	15,000
Total 100 Personal Service	\$160,701	\$172,635	\$172,635	\$202,575	\$202,700
200 Materials & Supplies					
210 Office Supplies	-	-	-	-	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	34,021	47,000	47,000	47,000	47,000
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	500	500	500	-
215 Chemicals	792	2,000	2,000	2,000	2,000
Total 200 Materials & Supplies	\$34,813	\$49,500	\$49,500	\$49,500	\$49,000
300 Other Services & Charges					
340 Professional Services	\$122	\$500	\$500	\$500	\$500
341 Utilities	5,831	9,000	9,000	9,000	9,000
342 Maintenance Contractual	18,523	32,176	32,176	45,000	45,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$24,476	\$41,676	\$41,676	\$54,500	\$54,500
Subtotal Maintenance & Operations	\$219,991	\$263,811	\$263,811	\$306,575	\$306,200
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	52,244	52,244	-	-
404 Projects	-	1,345,848	1,348,848	650,000	15,000
Total 400 Capital Expenditures	-	\$1,398,092	\$1,401,092	\$650,000	\$15,000
Total Expenditures	\$219,991	\$1,661,903	\$1,664,903	\$956,575	\$321,200

**99.0 Non-Departmental-Public Works Fund
Departmental Summary**

Expenditure Classification	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
300 Other Services & Charges					
397 Sewer Treatment Expense	\$1,042,373	\$1,056,000	\$1,056,000	\$1,056,000	\$1,056,000
Total 300 Services & Charges	\$1,042,373	\$1,056,000	\$1,056,000	\$1,056,000	\$1,056,000
Subtotal Maintenance and Operations	\$1,042,373	\$1,056,000	\$1,056,000	\$1,056,000	\$1,056,000
400 Capital Expenditures					
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
500 Contingency					
503 Storm Recovery Contingency	-	\$300,000	-	\$300,000	-
503 Litigation Contingency	-	-	-	\$250,000	-
505 Emergency Line repair contingency	-	\$200,000	-	\$200,000	-
506 Compensated Absence Contingency	-	\$5,000	-	\$5,000	-
Total 500 Contingency	-	\$505,000	-	\$755,000	-
600 Debt Service					
601 Interest Expense	\$454,319	\$590,066	\$590,066	\$745,476	\$745,451
Total 600 Debt Service	\$454,319	\$590,066	\$590,066	\$745,476	\$745,451
Transfers-In					
810 Operating Transfer In - GF Sales Tax	\$4,280,294	\$4,377,103	\$4,509,971	\$4,509,971	\$4,577,621
825 Op Xfer from CDBG	-	-	-	-	-
Total Transfers-In	\$4,280,294	\$4,377,103	\$4,509,971	\$4,509,971	\$4,577,621
Transfers Out					
900 Transfers to General Fund	\$1,300,000	\$1,700,000	\$1,700,000	\$1,800,000	\$2,100,000
910 Operating Transfer out- GF Sales Tax	\$486,981	\$612,993	\$636,245	\$371,840	\$383,704
931 Operating Transfer Out - CIP Sales Tax	\$3,531,243	\$3,611,110	\$3,720,726	\$3,720,726	\$3,776,537
Total Transfers Out	\$5,318,224	\$5,924,103	\$6,056,971	\$5,892,566	\$6,260,241
Total Expenditures and Transfers	\$2,534,622	\$3,698,066	\$3,193,066	\$3,939,071	\$3,484,071

City of Bethany, Oklahoma
Capital Improvement Fund
Fiscal Year 2013-2014 Annual Budget

City of Bethany, Oklahoma Capital Improvement Fund Description

In January 1990, the Bethany City Council adopted an ambitious Capital Improvements Program requiring nearly \$23 million and spanning the next fifteen years. The CIP identified short and long range projects, sources for funding, and established completion timetables. The program is reviewed at least once annually to reorder priorities and amend projects as necessary in response to changing needs of the community.

The Capital Improvements Fund is accounted for as a capital projects fund. Capital projects funds are used in governmental accounting to account for financial resources used for the acquisition and construction of major capital facilities (other than those financed by proprietary funds).

Income is provided by transfers from the Bethany Public Works Authority, interest income from investments, and various federal, state and county government sources.

On July 24, 1990, the citizens of Bethany approved an initiative petition increasing the sales tax levy from 2% to 3%. By the terms of the petition, seventy percent (70%) of the additional levy must be utilized for capital improvements, which includes projects and equipment.

During FY14 this source of revenue is estimated to generate approximately \$383,704. This is net of the debt on the new Police, Court and Animal Control facilities.

CAPITAL IMPROVEMENT FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
Funding Sources					
Interest Income	\$3,850	\$3,500	\$3,500	\$3,500	\$3,500
Dedicated Sales Tax (Net)	486,981	612,993	612,993	371,840	383,704
CDBG	-	62,821	-	62,821	-
GO Bond Proceeds	-	-	-	-	-
Lease/ Purchase Proceeds	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
Total Funding Sources	\$490,831	\$679,314	\$616,493	\$438,161	\$387,204
Street Overlays and Sidewalks	3,395	50,000	50,000	200,000	100,000
CDBG Project Costs	-	150,000	-	150,000	-
Joint City/County Street Projects	-	175,000	175,000	200,000	100,000
Contingency for Preliminary engineering	-	15,000	-	15,000	15,000
39th Expressway Area Improvements				200,000	
Fire Department Equipment	323,596	50,000	50,000	90,000	-
Community Development Equipment	628	5,000	5,000	-	-
Police Department Equipment	69,555	55,663	55,663	-	-
Street Department Equipment	8,012	-	-	-	-
Garage Department Equipment	-	-	-	-	-
Playground Equipment	4,562	30,000	30,000	30,000	-
Municipal Court Equipment	1,400	6,000	6,000	-	-
City Hall Equipment and Improvements	-	10,000	10,000	-	-
Finance Department Equipment	26,426	5,000	5,000	-	-
Capital Lease interest payments	-	-	-	-	-
Capital Lease principal payments	13,386	13,386	13,386	-	-
Total Estimated Project Costs	\$450,959	\$565,049	\$400,049	\$885,000	\$215,000
Beginning Fund Balance	\$657,901	\$697,773	\$697,773	\$914,217	\$467,378
Ending Fund Balance	\$697,773	\$812,038	\$914,217	\$467,378	\$639,582

City of Bethany, Oklahoma
Parks and Streets Improvement Fund
Fiscal Year 2013-2014 Annual Budget

City of Bethany, Oklahoma
Streets and Parks Improvement Fund

The Streets and Parks Improvements Fund is accounted for as a capital projects fund. Capital projects funds are used in governmental accounting to account for financial resources used for the acquisition and construction of major capital facilities (other than those financed by proprietary funds).

Income is provided by transfers from other funds, donations and other income.

The City will primarily use this fund to improve our parks.

PARKS AND STREETS CAPITAL IMPROVEMENT FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
Funding Sources					
Interest Income	\$20	-	-	-	-
CE Mendenhall Park Project	-	-	-	-	-
Street Landscape Projects	-	-	-	-	-
Centennial Mural Project	-	-	-	-	-
Eldon Lyon Park easement	-	-	-	-	-
W Taylor Eldon Lyon Park Memorial	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Funding Sources	\$20	-	-	-	-
CE Mendenhall Park Project	-	-	-	-	-
Street Landscape Projects	-	-	-	-	-
Centennial Mural Project	-	-	-	-	-
Park Improvements	-	36,800	-	36,800	-
W Taylor Eldon Lyon Park Memorial	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total Estimated Project Costs	-	\$36,800	-	\$36,800	-
Beginning Fund Balance	\$47,936	\$47,956	\$47,956	\$47,956	\$11,156
Ending Fund Balance	\$47,956	\$11,156	\$47,956	\$11,156	\$11,156

City of Bethany, Oklahoma

E911 Fund

Fiscal Year 2013-2014 Annual Budget

City of Bethany, Oklahoma E911 Fund Description

The E911 Fund is accounted for as a special revenue fund. Special revenue funds are used in governmental accounting to account for the proceeds and expenditures of revenue sources (other than expendable trusts or major capital projects) that are legally restricted for specific purposes.

The fund was established to account for moneys received pursuant to the “Nine-One-One Emergency Act.”

The enabling act restricts the use of excess funds to E911 related purposes. Resolution 818 adopted on May 2, 1989, defines such purposes to include the costs of existing or new communications personnel and existing or new communications equipment in the Police Department. The Resolution further specifies that the Finance Director is to reimburse the General Fund for any E911 expenses incurred. The revenues will be used to help defray the costs of providing dispatch services to assist with the volume of E911 service calls.

E911 FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
Revenue and Transfers In					
E911 Telephone Tariff	\$7,075	\$8,550	\$8,550	\$8,550	\$8,550
Total Revenue and Transfers In	\$7,075	\$8,550	\$8,550	\$8,550	\$8,550
Expenditures and Transfers Out					
Transfer to General Fund	\$24,336	\$8,550	\$8,550	\$8,550	\$8,550
Total Expenditures and Transfers Out	\$24,336	\$8,550	\$8,550	\$8,550	\$8,550

City of Bethany, Oklahoma

Public Safety Fund

Fiscal Year 2013-2014 Annual Budget

City of Bethany, Oklahoma Public Safety Fund Description

The Public Safety Fund is accounted for as a special revenue fund. Special revenue funds are used in governmental accounting to account for the proceeds and expenditures of revenue sources (other than expendable trusts or major capital projects) that are legally restricted for specific purposes.

The fund was established to account for moneys received for public safety grants and donations.

PUBLIC SAFETY FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
Revenue and Transfers Out					
Traffic Safety Grants	\$35,150	\$22,745	\$22,745	\$22,745	\$23,000
Cops School Grant	-	-	-	-	-
Court Award grants	10,634	12,000	12,000	12,000	-
DEA Equitable Sharing	3,630	-	-	-	-
Other PD grants/donations	34,023	-	-	-	-
Fire Rescue Donations		-	-	-	-
JAG Grant awards-BVP	2,160	-	-	-	-
DHS equipment grant	-	-	-	-	-
Grants to Fire Department		-	-	-	-
Reimbursement-Towing	-	600	600	600	600
Impound Fee	108,839	100,000	100,000	100,000	100,000
Transfers From Other Funds		-	-	-	-
Other Revenue	9,545	-	-	-	-
	<hr/>				
Total Revenue and Transfers In	\$203,981	\$135,345	\$135,345	\$135,345	\$123,600
Expenditures and Transfers Out					
Transfers to Other Funds	\$53,264	\$22,745	\$22,745	\$22,745	\$23,000
Fire Department Grant Expenditures	-	-	-	-	-
Police Department grant expenditures	22,264	12,000	12,000	12,000	-
Expenditures from Impound Fee Account	113,703	100,000	100,000	100,000	100,000
Other Expenditures	1,586	600	600	600	600
	<hr/>				
Total Expenditures and Transfers Out	\$190,816	\$135,345	\$135,345	\$135,345	\$123,600

City of Bethany, Oklahoma

Juvenile Justice Fund

Fiscal Year 2013-2014 Annual Budget

City of Bethany, Oklahoma
Juvenile Justice Fund Description

The Juvenile Justice Fund is accounted for as a special revenue fund. Special revenue funds are used in governmental accounting to account for the proceeds and expenditures of revenue sources (other than expendable trusts or major capital projects) that are legally restricted for specific purposes.

The fund was established to account for moneys received from fines and court costs for juvenile offenses. Proceeds are budgeted for programs to help rehabilitate juvenile offenders.

BETHANY JUVENILE JUSTICE FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
Revenue and Transfers In					
Interest Income	\$523	-	-	-	-
Juvenile fines and Court Costs	\$30,849	\$40,000	\$40,000	\$40,000	\$40,000
Other Income	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Total Revenue and Transfers In	\$31,372	\$40,000	\$40,000	\$40,000	\$40,000
Expenditures and Transfers Out					
100 Personal Service					
100 Salaries	-	\$19,500	\$19,500	\$19,500	\$19,500
101 Allowances	-	-	-	-	-
102 FICA & Medicare	-	1,491	1,491	\$1,492	1,492
103 Retirement	-	-	-	-	-
104 Insurance - Employee	-	2,345	2,345	\$4,881	4,881
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	-	-	-	-	-
Total 100 Personal Service	-	\$23,336	\$23,336	\$25,873	\$25,873
200 Materials & Supplies					
210 Office Supplies	20	200	200	250	250
212 Maintenance Supplies	-	250	250	250	250
Total 200 Materials & Supplies	\$20	\$450	\$450	\$500	\$500
300 Other Services & Charges					
340 Professional Services	297	5,000	5,000	5,000	5,000
341 Utilities	-	200	200	200	200
342 Maintenance Contractual	-	-	-	-	-
Total 300 Services & Charges	\$297	\$5,200	\$5,200	\$5,200	\$5,200
Subtotal Maintenance & Operations	\$317	\$28,986	\$28,986	\$31,573	\$31,573
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
900 Transfers Out					
910 Transfer to General Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total 900 Transfers Out	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total Expenditures & Transfers Out	\$10,317	\$38,986	\$38,986	\$41,573	\$41,573
Beginning Fund Balance	\$144,234	\$165,289	\$165,289	\$166,303	\$164,730
Ending Fund Balance	\$165,289	\$166,303	\$166,303	\$164,730	\$163,157

City of Bethany, Oklahoma

Debt Service Fund

Fiscal Year 2013-2014 Annual Budget

City of Bethany, Oklahoma Debt Service Fund Description

The Debt Service Fund is used to account for the accumulation of financial resources for the payment of general obligation bond principal, interest and related costs. This fund is accounted for as a governmental fund.

The debt service fund receives ad valorem (sometimes called property) taxes collected for the City by Oklahoma County.

The amount of ad valorem taxes received from Oklahoma County is dependent upon the debt service for general obligation bonds approved by the voters. Currently, ad valorem taxes can only be used for general obligation bond debt service and are not available for operations.

An annual estimate of needs is filed with the County Excise Board after the close of business for year. The ad valorem tax levy is based on the calculation shown on the next page. The actual mill levy is dependent on the assessed valuation of property within the City of Bethany, the total tax collected during the current year and the actual cash required to pay the principal and interest when due.

The City of Bethany currently does not have any general obligation bonds outstanding. Thus no property taxes are levied and collected by the City of Bethany.

DEBT SERVICE FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
Revenue and Transfers					
Current Year Taxes	-	-	-	-	-
Prior Year Taxes	18,251	-	-	-	-
Interest Revenue	288	-	-	-	-
Transfer From Other funds	-	-	-	-	-
Debt Proceeds	-	-	-	-	-
Total Revenue and Transfers	\$18,539	-	-	-	-
Expenditures					
Current Year Retirements	-	-	-	-	-
Interest Payments on Bonds	-	-	-	-	-
Amt to Repay debt	-	-	-	-	-
Fiscal Agent Fees	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Excess (Deficiency) of Revenues over Expenditures	\$18,539	-	-	-	-
Beginning Fund Balance	\$65,039	\$83,578	\$83,578	\$83,578	\$83,578
Ending Fund Balance	\$83,578	\$83,578	\$83,578	\$83,578	\$83,578
Less Reserve for Bond Retirement	-	-	-	-	-
Fund Balance Designated For Debt Service	\$83,578	\$83,578	\$83,578	\$83,578	\$83,578

City of Bethany, Oklahoma
Bethany Hospital Trust
Fiscal Year 2013-2014 Annual Budget

City of Bethany, Oklahoma
Bethany Hospital Trust Description

The Bethany Hospital Trust (Trust) is a public trust created to furnish services to residents of Bethany. The Authority may issue long term debt to finance any improvements required to fulfill the purposes outlined in the declaration of Trust. The City of Bethany is the beneficiary of the Trust estate.

The Mayor and Members of the City Council are Trustees. The City Manager and City Clerk serve as Trust Manager and Trust Clerk respectively.

The Bethany Hospital Trust is a proprietary fund used to account for the City's hospital operations. Proprietary funds are used in governmental accounting to account for operations that are financed and operated in a manner similar to private business enterprises.

The City of Bethany owns Bethany General Hospital and its premises and leases the facility to the Trust. The Trust subleases the hospital to health care providers. Any portion of the lease payments not required by the Trust may be used by the Trust without restriction.

The Trust's current policy is to use all available funds for economic development projects for the City of Bethany.

BETHANY HOSPITAL TRUST

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
Revenue and Transfers In					
Lease Payments	-	-	-	-	-
Other Income	199,493	200,000	200,000	200,000	200,000
Interest Income	-	20,000	20,000	20,000	20,000
Capital Contributions	-	-	-		
Total Revenue and Transfers In	\$199,493	\$220,000	\$220,000	\$220,000	\$220,000
Expenditures and Transfers Out					
Other Expenditures	-	-	-	-	-
Capital Improvements	-	\$200,000	-	\$200,000	-
Transfer to Other Funds	200,000	-	-	-	-
Debt Service	-	-	-	-	-
Total Expenditures and Transfers Out	\$200,000	\$200,000	-	\$200,000	-
Beginning Fund Balance	\$1,589,648	\$1,589,141	\$1,589,141	\$1,809,141	\$1,829,141
Ending Fund Balance	\$1,589,141	\$1,609,141	\$1,809,141	\$1,829,141	\$2,049,141

City of Bethany, Oklahoma
Bethany Development Authority
Fiscal Year 2013-2014 Annual Budget

City of Bethany, Oklahoma
Bethany Development Authority Description

The Bethany Development Authority (BDA) is a public trust created to promote the development of industrial, cultural and educational activities within and without the City limits of Bethany. The City of Bethany is the beneficiary of the trust estate.

The Mayor and Members of the City Council are Trustees. The City Manager and City Clerk serve as Trust Manager and Trust Clerk respectively.

The BDA provides funding for the annual July 4th event held each year in Eldon Lyon Park.

Consultants are also engaged to help attract retail providers to serve our citizens.

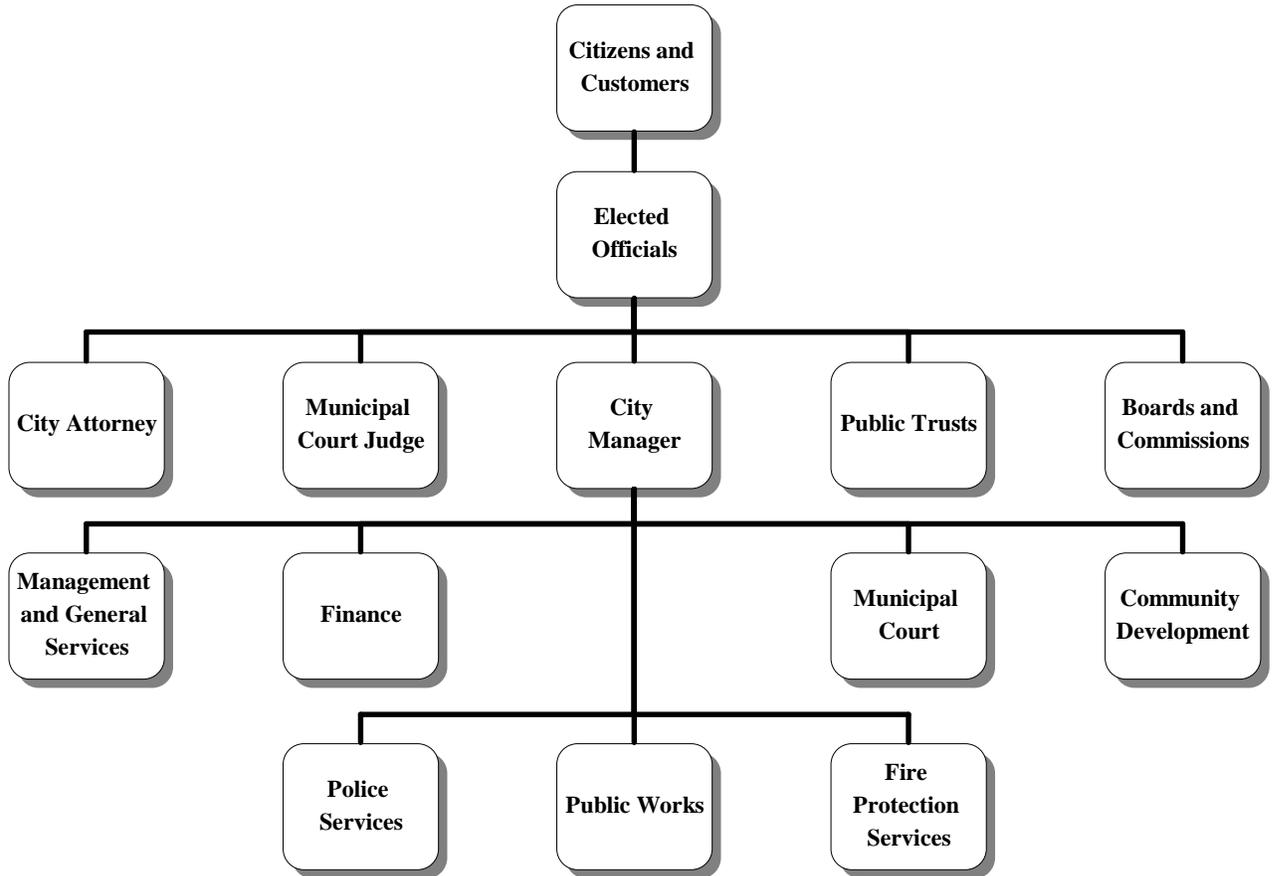
BETHANY DEVELOPMENT AUTHORITY

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY12	Budget FY13	Estimate FY13	Budget FY14	Budget FY15
Revenue and Transfers In					
Interest Income	\$111	-	-	-	-
Bethany Freedom Festival	\$27,510	\$15,000	\$16,605	\$15,000	\$15,000
Other Income	-	-	-	-	-
Transfers from Other Funds	139,800	150,000	150,000	150,000	150,000
Total Revenue and Transfers In	\$167,421	\$165,000	\$166,605	\$165,000	\$165,000
Expenditures and Transfers Out					
100 Personal Service					
100 Salaries	-	-	-	-	-
101 Allowances	-	-	-	-	-
102 FICA & Medicare	-	-	-	-	-
103 Retirement	-	-	-	-	-
104 Insurance - Employee	-	-	-	-	-
105 Membership, Travel & Training	6,941	9,000	7,030	9,000	9,000
Total 100 Personal Service	\$6,941	\$9,000	\$7,030	\$9,000	\$9,000
200 Materials & Supplies					
210 Office Supplies	34	2,500	1,000	2,000	2,000
212 Maintenance Supplies	-	-	-	-	-
Total 200 Materials & Supplies	\$34	\$2,500	\$1,000	\$2,000	\$2,000
300 Other Services & Charges					
340 Professional Services	81,270	64,800	64,800	64,800	64,800
342 Maintenance Contractual	135	-	-	-	-
347 Economic Development Grants	-	-	-	-	-
348 Advertising and Promotion	11,337	40,000	40,000	40,000	30,000
351 Bethany Freedom Festival	61,896	60,000	60,000	60,000	60,000
Total 300 Services & Charges	\$154,638	\$164,800	\$164,800	\$164,800	\$154,800
Subtotal Maintenance & Operations	\$161,612	\$176,300	\$172,830	\$175,800	\$165,800
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$161,612	\$176,300	\$172,830	\$175,800	\$165,800
Beginning Fund Balance	\$53,091	\$58,899	\$58,899	\$52,674	\$41,874
Ending Fund Balance	\$58,899	\$47,599	\$52,674	\$41,874	\$41,074

Appendix A.

**City of Bethany, Oklahoma
Organizational Chart**



Appendix B.

Health, Life and Worker's Compensation Insurance

The City provides health insurance coverage for its employees and their dependents through an indemnity plan with the Oklahoma Public Employees Health and Wellness. (OPEH&W)

The expected monthly rate is \$469.10 for employees. Employees will contribute \$100.03 per month. Family coverage is also available at an additional cost. The rate varies depending on the coverage selected.

No changes are proposed in the employee life insurance benefits.

The City will also continue dental insurance with OPEH&W. Rates for this plan are \$29.08 per month for employees with an additional charge for family coverage.

The Employee Health and Benefits Committee works to study market options and has built an effective, low cost plan for our employees. It exercises an indispensable management role with respect to this most important benefit. The members are looking to broaden the scope of their responsibilities. They are to be commended for their efforts.

SPECIAL NOTE ON WORKER'S COMPENSATION

The City obtains its worker's compensation coverage through The Oklahoma Municipal Assurance Group (OMAG). In past years actuaries with the State Insurance Fund (SIF) would establish a loss fund for the City based upon experience. The costs of administration and reinsurance are added to derive the premium. Interest earned on the loss fund is credited against the premium. The OMAG advantage, unlike the SIF, is that two years after the close of the policy year the City is entitled to a return on that portion of the loss fund not needed to pay claims. The State Insurance Fund and OMAG are phasing out this program. Our billed premium for FY14 will be approximately \$516,000.

Appendix C.

Policy Statements for Job Classification and Pay Plans

Placement

New employees shall receive no less than entry level wages for their respective grade. Pay above entry level is authorized where, in the judgment of the city manager, exigencies of the labor market justify higher wages.

Step Advancement

Movement from one step to the next will normally be made upon the employee's anniversary date, according to the timetable provided. For purposes of administering the pay plans, the term "anniversary date" shall mean the employee's date of hire or date of promotion in rank, whichever is the most recent. This policy shall not restrict the City Manager in matters of disciplinary action or in cases of demonstrably inadequate performance.

Promotion

Any promotion in grade shall result in no less than a 2.125% increase in base wage, unless the proportion is made from one pay plan to another. Should the adjustment place the employee's salary between two steps, the City Manager may advance the employee to the higher of the two steps.

Differential

A premium of up to 2.125% above base wage may be paid to employees who, for at least ten percent (10%) of their time, perform duties different from other employees of like position and grades.

Merit Pay

The City Manager is authorized to award controlled pay increases above base wage to employees with exceptional performance records. To this end the City Manager may develop and implement a system of performance evaluation for any or all departments.

Administrative Salaries

It shall be the prerogative of the City Manager to establish salaries for designated administrative personnel as may be required for the purposes of recruitment or retention, or upon the basis of performance. The City Manager may award performance incentives to administrative personnel in place of or in combination with salary adjustments, when deemed in the best interest of the City. The total of salary incentives paid to an employee during the fiscal year shall fall within approved ranges.

Emergency

The City Manager may suspend one or all of the above policies in time of financial emergency. The City Council shall be notified of the action taken and the reasons therefore.

Other Rules and Regulations

The City Manager is authorized to adopt additional rules and regulations for the proper administration of the City's job classification and pay plans that are not inconsistent with the policies expressed herein.

**City of Bethany, Oklahoma
Fiscal Year 2014 Budget**

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The Bethany City Council will hold a public hearing on the proposed FY14 Budget on June 4, 2013, at 7:30 P.M., in City Hall, 6700 NW 36th Street. All citizens are invited and encouraged to attend to provide the City Council with written or oral comments. The complete documents supporting the summarized budgets are available for public inspection from 8:00 A.M. until 5:00 P.M., Monday through Friday in the City Clerk's office at City Hall.

	General Fund	Bethany PWA	Debt Service	Special Revenue	Capital Improvement
Estimated Revenue					
Taxes	5,640,835		-	8,550	
Licenses & Permits	91,000				
Intergovernmental	263,000			34,745	62,821
Charges for Services	455,000	7,949,343		100,600	
Fines & Forfeitures	1,325,000				
Bond proceeds	-				-
Miscellaneous	146,000				3,500
Interfund Transfers	5,562,021	4,509,971		-	371,840
Fund Balance	3,660,691	2,492,751	-		446,839
Total Revenues	<u>17,143,547</u>	<u>14,952,065</u>	=	<u>143,895</u>	<u>885,000</u>
Estimated Expenditures					
General Government	4,838,580				
Public Safety	5,945,752			112,600	
Public Works (General Fund)	1,749,244				
Public Works (Utility Fund)		6,513,754			
Debt Service		1,425,745	-		-
Capital Improvements		1,120,000			885,000
Interfund transfers	4,609,971	5,892,566		31,295	
Total Expenditures	<u>17,143,547</u>	<u>14,952,065</u>	=	<u>143,895</u>	<u>885,000</u>

RESOLUTION NO. 1368

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BETHANY ADOPTING THE FISCAL YEAR 2014 BUDGET FOR THE GENERAL FUND, MISCELLANEOUS FUNDS AND VARIOUS TRUSTS; AFFIRMING THE AUTHORITY OF THE CITY MANAGER TO MAKE TRANSFERS WITHIN THE GENERAL FUND; AND APPROPRIATING FUNDS FROM THE CAPITALS IMPROVEMENTS FUND FOR SPECIFIED EQUIPMENT AND PROJECTS.

WHEREAS, the Bethany City Council has conducted a public hearing on the FY14 annual budget and has completed the budget process in accordance with Title 11 O.S. Sec. 17-201 et seq.;

WHEREAS, the attached Exhibit "A," entitled "Budget Summary," represents the appropriations contained in said Budget, and the same must be approved by resolution;

WHEREAS, the Budget has identified the need to purchase certain equipment from the Capital Improvements Fund during FY14 for the purpose of preserving General Fund resources for operations; and

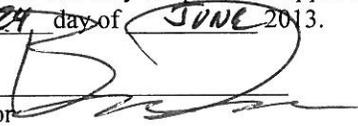
WHEREAS, said equipment is eligible for inclusion in the Capital Improvements Fund, and the Capital Improvement Plan should be amended accordingly.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Bethany that:

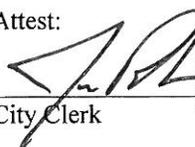
1. The appropriations of the FY14 Annual Budget contained in the attached Exhibit "A" are hereby adopted and incorporated by reference.
2. The interfund transfers included within the budget are hereby approved.
3. Resolution No. 819 authorizing the City Manager to make transfers within the General Fund, is affirmed.
4. The Capital Improvement Plan is amended to include the expenditures for equipment and projects enumerated in the budget.
5. The City Manager is authorized to proceed with implementation of the FY14 Annual Budget, and to purchase from the Capital Improvement Fund when necessary the appropriate equipment or projects specified within the budget, subject to established policies governing expenditures, purchasing and contracts.

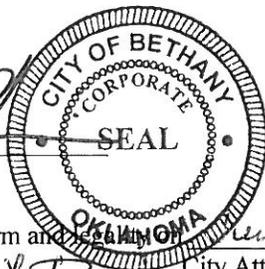
END

The undersigned hereby certify that the foregoing Resolution was duly adopted and approved by the Mayor and City Council of the City of Bethany on the 24 day of JUNE, 2013.

Mayor 

Attest:


City Clerk



Approved as to form and content by  June 18, 2013.
City Attorney

**Exhibit A
FY 13-14 Budget Summary**

Fund/ Department/ Division	Personal Services	Materials and Supplies	Other Services and Charges	Capital Outlay	Contingency	Debt Service	Transfers to Other Funds	Total Appropriation
General Fund:								
Management Department	\$498,036	\$42,750	\$109,600	\$10,000	\$100,000	-	-	\$760,386
Finance Department	225,863	8,000	48,000	5,000	-	-	-	\$286,863
Legal and Municipal Court Departm	343,034	9,600	54,500	65,000	-	-	-	\$472,134
Police Department	3,330,172	69,000	244,000	-	-	-	-	\$3,643,172
Fire Department	1,893,000	35,200	319,380	55,000	-	-	-	\$2,302,580
Community Development Departme	378,741	15,750	15,000	5,000	-	-	-	\$414,491
Public Works Department	1,102,744	344,700	289,800	12,000	-	-	-	\$1,749,244
Non Departmental	-	-	-	-	2,904,705	-	4,609,971	\$7,514,676
Total General Fund	\$7,771,591	\$525,000	\$1,080,280	\$152,000	\$3,004,705	-	\$4,609,971	\$17,143,547
Public Works Fund								
Administration Division	92,823	-	102,399	-	150,000	-	-	\$345,222
Finance Department	223,363	45,000	44,800	-	-	-	-	\$313,163
Vehicle Maintenance Division	16,639	166,898	65,975	-	-	-	-	\$249,512
Solid Waste Division	943,984	41,100	373,000	150,000	-	-	-	\$1,508,084
Water Division	918,038	529,498	682,662	320,000	-	-	-	\$2,450,198
Sewer Division	202,575	49,500	54,500	650,000	-	-	-	\$956,575
Non Departmental	-	-	1,056,000	-	755,000	1,425,745	5,892,566	\$9,129,311
Total Public Works Fund	\$2,397,421	\$831,996	\$2,379,336	\$1,120,000	\$905,000	\$1,425,745	\$5,892,566	\$14,952,065
Capital Improvement Fund								
E911 Fund	-	-	-	885,000	-	-	-	\$885,000
Public Safety Fund	-	-	-	-	-	-	8,550	\$8,550
Parks and Streets CIP Fund	-	600	-	112,000	-	-	22,745	\$135,345
Debt Service Fund	-	-	-	36,800	-	-	-	\$36,800
Bethany Hospital Trust	-	-	-	200,000	-	-	-	\$200,000
Bethany Development Authority	9,000	2,000	164,800	-	-	-	-	\$175,800
Bethany Juvenile Justice Fund	25,873	500	5,200	-	-	-	10,000	\$41,573
Totals	\$10,203,885	\$1,360,096	\$3,629,616	\$2,505,800	\$3,909,705	\$1,425,745	\$10,543,832	\$33,578,679

