

The City of Bethany, Oklahoma

FISCAL YEAR 2017

ANNUAL BUDGET



Prepared for
Steve Harzman
City Manager

for presentation to
Mayor and
City Council



The City of Bethany, Oklahoma





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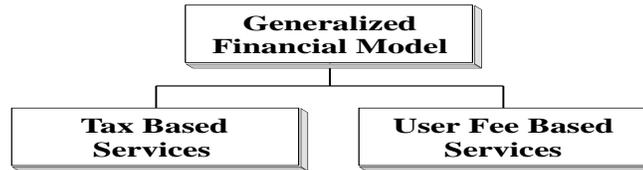
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FISCAL YEAR 2017 ANNUAL BUDGET SUMMARY

I. Understanding the Budget

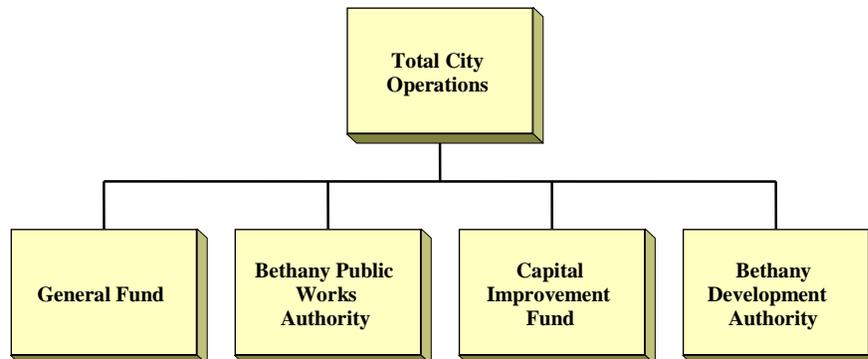
◆ Understanding the City of Bethany’s budget is much easier if you have a basic understanding of how city governments finance the services they provide. The model shown below is a simple explanation that government services are either paid for by taxes or user fees. The citizen pays 100% of all costs. 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 typically used to account for larger 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 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.

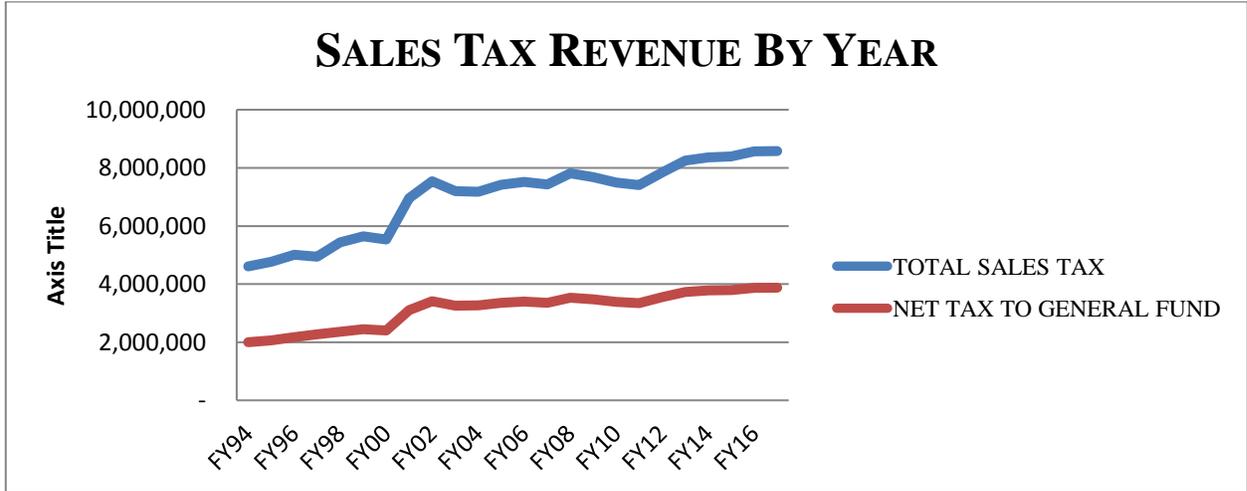
Bethany voters approved an increase in the sales tax rate from two to three percent on July 24, 1990. The three percent rate went into effect on September 1, 1990. The voters stipulated that seventy percent (70%) of the additional cent was to be spent solely on capital improvements. Capital improvements 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 \$4,700,000 estimated in sales tax the City expects to receive in FY17, \$822,600 is not available to the General Fund to pay for operating expenses. This money can only be used for capital improvements or debt service on capital improvements. While \$822,500 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.



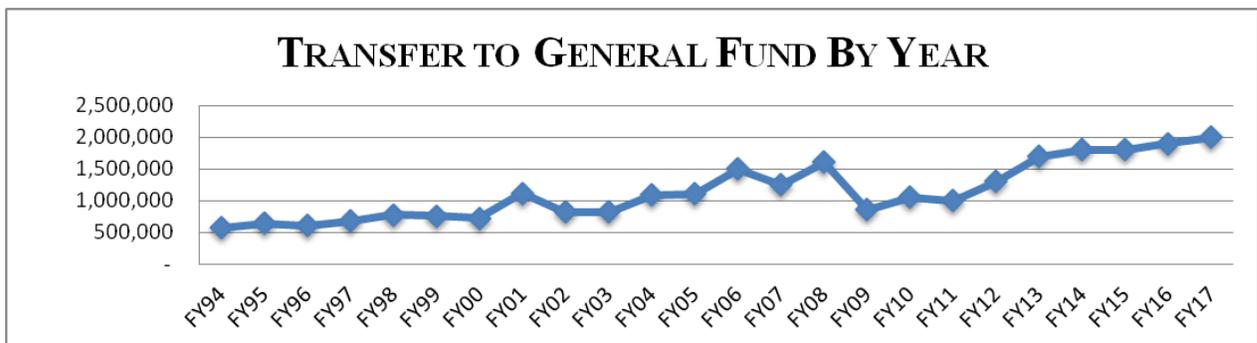
Sales tax revenue is dependent on several factors. Retail sales, population and weather are three of the main factors. Obviously, these factors are beyond the control of the City. We have experienced some growth for several years.



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 depended upon this cash to finance general fund operations. Our sales tax base is not sufficient to pay for the current level and quality of services our customers expect.





This budgetary practice is allowed by state statute and city ordinance and it is important to understand that the City using this means to fund some services.

◆ 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 FY17. This year, the City has worked hard to develop a new city-wide comprehensive plan. While the final goals of that process are pending as of this date, certain goals remain:

- * 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 FY17

The City's budgetary priorities remain the same for Fiscal 17 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

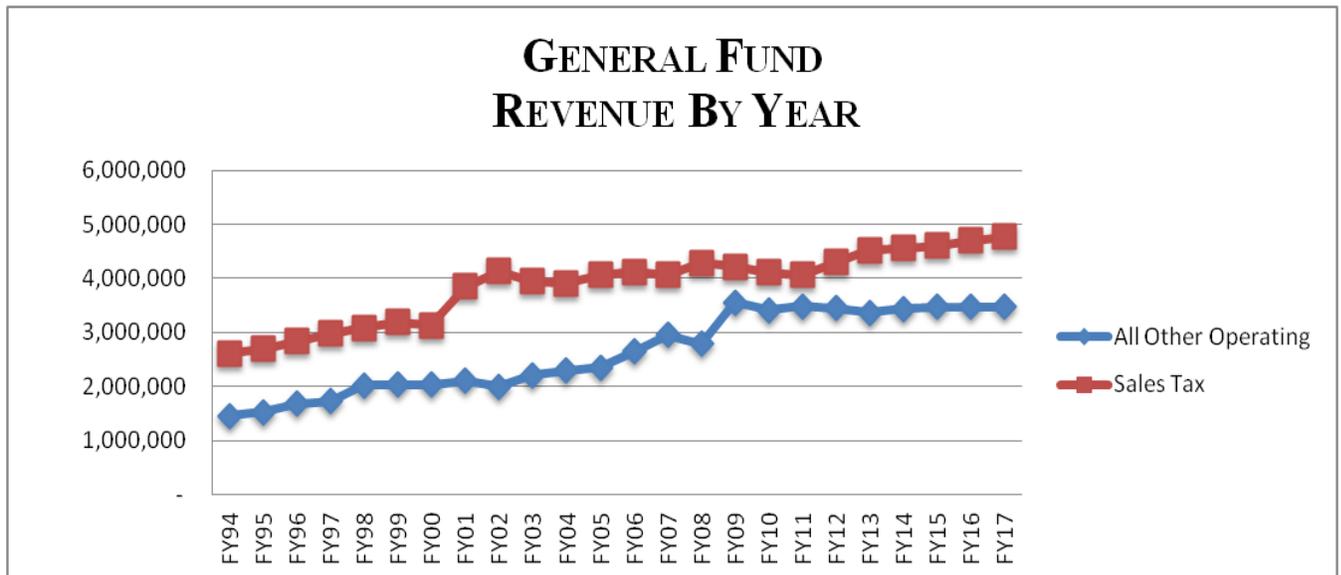
Thankfully, the Greater Bethany Metropolitan Area’s overall economy is stronger than the rest of the state. The latest inflation number from the Bureau of Labor Statistics (Region VI) shows the US city average inflation rate to be 1.10 percent. This comes at the same time that the Oklahoma Department of Commerce is reporting the latest area wide unemployment rate to be approximately 3.6 percent.

Due to hard work by our employee groups, the City has reduced our budgeted worker’s compensation rate. Our supervisors have created a safety conscious attitude in all workers.

Health care for employees continues to be a challenge. We switched carriers three years ago to a public pool. Our employees continue to pay a portion of their coverage. The City will continue to help subsidize the family coverage.

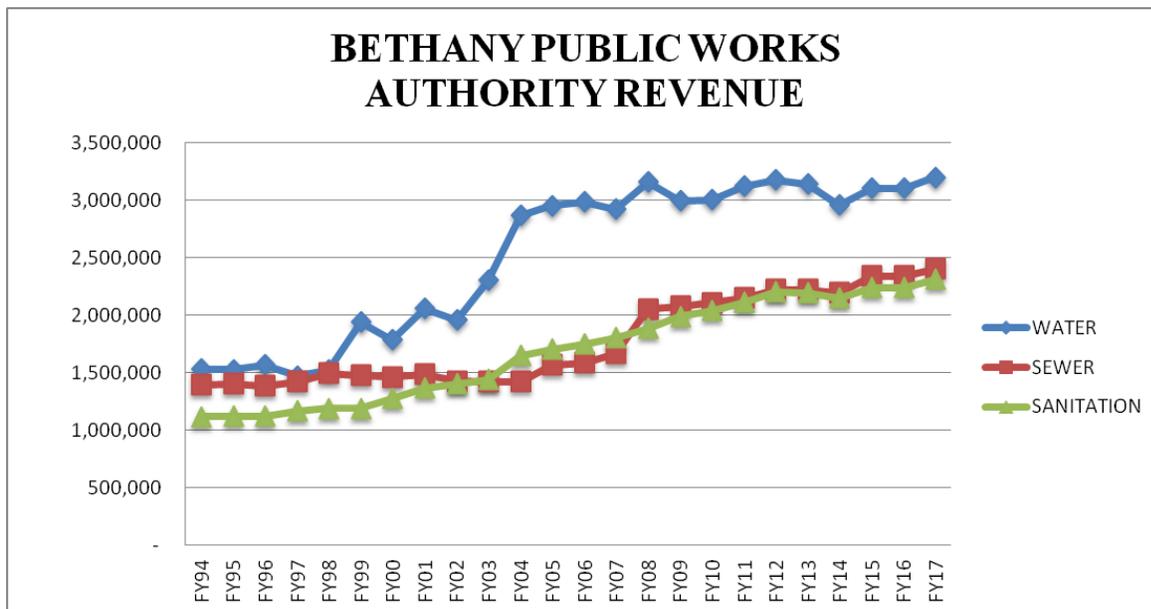
The City has a contract with EMSA to provide ambulance service. The contract for FY17 is funded with a surcharge (\$2.60 per utility unit) on our utility bills. This contract provides that our citizens will not be required to pay for the ambulance service directly. Their insurance carrier may be required to pay for the service, but the citizen will not have an out of pocket charge.

General Fund revenue trends are generally flat. Given the fact that our population and retail base has a slow growth rate, this is expected. Sales tax has increased slightly over the past few years and we are working to increase our retail base.





Bethany Public Works Authority revenues are also generally flat. Water rates were increased significantly in FY03 to pay for our new water plant and in FY15 to cover the emergency purchase of Oklahoma City water. Sewer rates were increased significantly in FY08 to pay for a major sewer line replacement.



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.

**City of Bethany, Oklahoma
Fiscal Year 2017 Budget**

	Summary Financial Data			
	FY15 Actual	FY16 Budget	FY16 Estimate	FY17 Budget
General Fund				
Revenue	\$ 8,224,454	\$ 8,172,000	\$ 7,914,786	\$ 7,907,826
Expenditures	8,837,585	10,960,403	9,435,242	10,815,769
Net Transfers	38,000	934,670	1,106,978	1,433,795
Change in fund balance	\$ (575,131)	\$ (1,853,733)	\$ (413,478)	\$ (1,474,147)
Public Works Authority				
Revenue	\$ 7,726,570	\$ 7,959,343	\$ 7,864,447	\$ 8,749,723
Expense	5,712,934	8,646,259	7,770,627	8,436,141
Net Transfers	(787,776)	(1,482,620)	(1,482,620)	(1,772,435)
Change in fund balance	\$ 1,225,860	\$ (2,169,536)	\$ (1,388,800)	\$ (1,458,852)



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.



The City of Bethany, Oklahoma

GENERAL FUND FISCAL YEAR 2017
ANNUAL BUDGET



GENERAL FUND DESCRIPTION

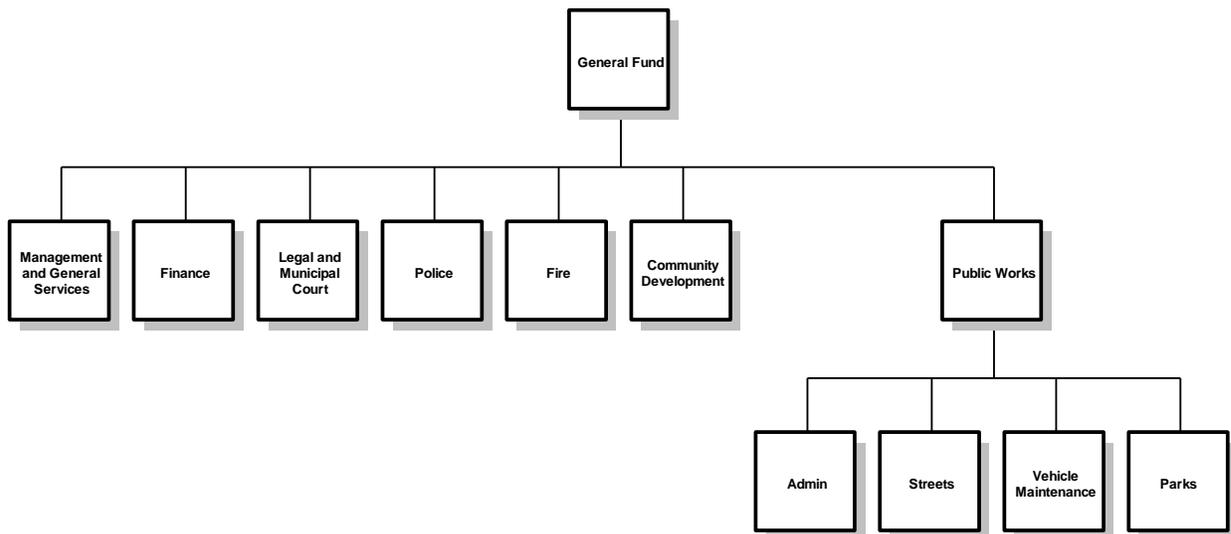
The General Fund is used to account for all financial resources except those which are required to be accounted for in another fund.

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.



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,
341 Utilities	Telephone, natural gas and electric
342 Maintenance Services	Outside repairs including parts and labor, and leases
342.1 Vehicle Repair	Repairs to rolling stock
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
500 Contingency	
501 Operating Contingency	Funds for operating transfers
502 Capital Contingency	Funds for capital outlay transfers



FINANCIAL SUMMARY

**GENERAL FUND
FINANCIAL SUMMARY**

	<u>Actual FY15A</u>	<u>Budget FY16B</u>	<u>Estimate FY16E</u>	<u>Budget FY17</u>
<u>Revenue</u>				
Carryover From Previous Year	\$ 4,110,212	\$ 3,363,865	\$ 3,535,081	\$ 3,121,603
Total Operating Revenue	8,224,454 [▼]	8,172,000	7,914,786	7,907,826
Sales Tax Transfer From Public Works	3,502,244	3,873,375	3,933,208	3,877,500
Operating Transfer From Public Works	1,800,000	1,900,000	1,900,000	2,200,000
Transfers From Other Funds	<u>37,604</u>	<u>41,295</u> [▼]	<u>41,295</u>	<u>41,295</u>
Revenue Available for Appropriation	<u>\$ 17,674,514</u>	<u>\$ 17,350,535</u>	<u>\$ 17,324,370</u>	<u>\$ 17,148,224</u>
<u>Expenditures</u>				
Maintenance and Operations	\$ 8,678,953 [▼]	\$ 9,908,298	\$ 9,191,942	\$ 10,047,639
Capital Expenditures	158,633	297,400	243,300	263,130
Contingency	-	754,705	-	505,000
Transfer Sales Tax to Public Works	5,151,848	4,695,000	4,767,525	4,700,000
Transfer To Other Funds	<u>150,000</u>	<u>185,000</u>	<u>-</u>	<u>185,000</u>
Total Expenditures and Transfers	<u>\$ 14,139,433</u>	<u>\$ 15,840,403</u>	<u>\$ 14,202,767</u>	<u>\$ 15,700,769</u>
FB Carryover to Next Fiscal Year	<u>\$ 3,535,081</u>	<u>\$ 1,510,132</u>	<u>\$ 3,121,603</u>	<u>\$ 1,447,455</u>



SUMMARY OF REVENUES AND TRANSFERS IN

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

	<u>Actual FY15</u>	<u>Approved Budget FY16</u>	<u>Year-End Estimate FY16</u>	<u>Budget FY17</u>
Operating Revenue				
Sales Tax	\$ 4,612,902	\$ 4,695,000	\$ 4,767,525	\$ 4,700,000
Franchise-ONG/OG&E	571,529	545,000	540,446	545,000
Ordinance-Telephone	32,985	31,000	23,650	31,000
Franchise-Cable	298,528	241,000	139,270	241,000
Hotel tax	71,313	60,000	71,750	70,000
Use Tax	<u>277,146</u>	<u>295,000</u>	<u>277,875</u>	<u>277,875</u>
Subtotal Taxes	\$ 5,864,402	\$ 5,867,000	\$ 5,820,516	\$ 5,864,875
Occupation	\$ 44,364	\$ 45,000	\$ 25,500	\$ 45,000
Building Permits	35,332	20,000	78,820	20,000
Inspection Fees & Permits	32,233	25,000	39,150	25,000
Zoning Permits	<u>2,052</u>	<u>1,000</u>	<u>-</u>	<u>1,000</u>
Subtotal Licenses & Permits	\$ 113,980	\$ 91,000	\$ 143,470	\$ 91,000
Alcohol Beverage Tax	\$ 30,233	\$ 28,000	\$ 30,060	\$ 28,000
Tobacco Tax	53,873	60,000	56,555	55,424
Gasoline Tax	36,025	35,000	32,560	35,000
Motor Vehicle Tax	<u>148,781</u>	<u>140,000</u>	<u>147,500</u>	<u>145,000</u>
Subtotal Intergovernmental Revenue	\$ 268,911	\$ 263,000	\$ 266,675	\$ 263,424
Accounting Dept Revenues	\$ 26,400	\$ 24,000	\$ 26,400	\$ 26,400
Emergency Medical call services fee	277,779	282,000	278,670	296,100
Stormwater compliance fee	107,492	109,000	107,955	109,000
Swimming Pool	<u>35,341</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
Subtotal Charges for Services	\$ 447,012	\$ 455,000	\$ 453,025	\$ 471,500
Total Police Fines & Court Costs	\$ 1,191,557	\$ 1,325,000	\$ 1,051,000	\$ 1,077,275
Cemetery Lot Sales	\$ 22,400	\$ 20,000	\$ 31,000	\$ 20,000
Interest on Investments	18,887	20,000	20,000	20,000
Mineral Rights & Royalties	57,137	48,000	26,100	26,753
Reimbursements	273	-	3,000	3,000
OMAG Reimbursements	24,800	20,000	20,000	20,000
Misc. - Other	<u>215,095</u>	<u>50,000</u>	<u>80,000</u>	<u>50,000</u>
Subtotal Miscellaneous Revenue	\$ 338,591	\$ 158,000	\$ 180,100	\$ 139,753
Total Operating Revenue	\$ 8,224,454	\$ 8,159,000	\$ 7,914,786	\$ 7,907,826
Transfers From Other Funds				
Bethany Public Works Authority	\$ 1,800,000	\$ 1,900,000	\$ 1,900,000	\$ 2,200,000
Transfer from Public Safety Fund	22,745	22,745	22,745	22,745
Transfer from E-911 Fund	4,859	8,550	8,550	8,550
Transfer from Juvenile Justice Fund	10,000	10,000	10,000	10,000
Transfer from Bethany Hospital Trust	-	-	-	-
Transfer Sales Tax from BPWA	<u>3,502,244</u>	<u>3,873,375</u>	<u>3,933,208</u>	<u>3,877,500</u>
Total Transfers	\$ 5,339,848	\$ 5,814,670	\$ 5,874,503	\$ 6,118,795
Total General Fund Revenue	\$ 13,564,302	\$ 13,973,670	\$ 13,789,289	\$ 14,026,621
Fund Balance Appropriated	-	1,853,470	429,728	1,674,148
Total Funds Appropriated	\$ 13,564,302	\$ 15,827,140	\$ 14,219,017	\$ 15,700,769



DEPARTMENTAL SUMMARY OF EXPENDITURES AND TRANSFERS OUT

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

Department	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
Management and General Services	\$ 609,801	\$ 753,191	\$ 619,841	\$ 965,570
Finance	350,210	339,147	294,780	357,941
Legal and Municipal Court	425,367	483,380	486,933	616,179
Police Department	3,500,401	3,984,452	3,923,836	3,965,942
Fire Department	2,194,618	2,423,232	2,238,139	2,410,469
Community Development	441,092	653,151	641,609	513,636
Public Works	1,311,298	1,655,882	1,246,354	1,581,031
Non-Departmental	-	654,705	-	405,000
Total General Fund Expenditures	<u>\$ 8,832,786</u>	<u>\$ 10,947,140</u>	<u>\$ 9,451,492</u>	<u>\$ 10,815,769</u>
Transfers To Other Funds				
Sales Tax Transfer to BPWA	\$ 5,301,848	\$ 4,695,000	\$ 4,767,525	\$ 4,700,000
Other Transfers	<u>150,000</u>	<u>185,000</u>	<u>-</u>	<u>185,000</u>
Total Transfer To Other Funds	<u>5,451,848</u>	<u>4,880,000</u>	<u>4,767,525</u>	<u>4,885,000</u>
Total Expenditures and Transfers	<u>\$ 14,284,633</u>	<u>\$ 15,827,140</u>	<u>\$ 14,219,017</u>	<u>\$ 15,700,769</u>



SUMMARY OF EXPENDITURES BY OBJECT CODE

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

Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 4,980,856	\$ 5,547,324	\$ 5,221,194	\$ 5,854,120
101 Allowances	28,404	33,960	32,897	33,480
102 FICA & Medicare	289,272	353,359	321,687	376,315
103 Retirement	705,248	761,911	743,613	825,327
104 Insurance - Employee	911,334	1,060,180	949,571	923,108
105 Membership, Travel & Training	83,104	119,700	84,384	121,700
106 Overtime	196,708	217,132	255,172	233,004
Total 100 Personal Service	\$ 7,194,925	\$ 8,093,566	\$ 7,608,518	\$ 8,367,055
200 Materials & Supplies				
210 Office Supplies	\$ 72,569	\$ 88,750	\$ 73,950	\$ 88,750
211 Janitor Supplies	12,072	10,200	9,005	11,075
212 Maintenance Supplies	154,418	210,800	163,725	220,800
213 Fuel & Lubricants	110,043	152,500	84,850	137,500
214 Small Tools	184	1,000	1,000	1,000
215 Chemicals	97,117	19,250	2,500	19,250
Total 200 Materials & Supplies	\$ 446,403	\$ 482,500	\$ 335,030	\$ 478,375
300 Other Services & Charges				
340 Professional Services	\$ 128,162	\$ 368,639	\$ 346,439	\$ 163,500
341 Utilities	280,052	255,380	227,345	255,380
342 Maintenance Contractual	448,355	479,000	496,910	602,836
342.1 Vehicle Repair	78,505	90,263	64,750	85,263
343 Insurance - Property	101,882	142,750	111,750	94,030
344 Refunds	670	1,200	1,200	1,200
Total 300 Services & Charges	\$ 1,037,625	\$ 1,337,232	\$ 1,248,394	\$ 1,202,209
Subtotal Maintenance and Operations	\$ 8,678,953	\$ 9,913,298	\$ 9,191,942	\$ 10,047,639
400 Capital Expenditures				
401 Office Equipment	\$ 47,149	\$ 62,000	\$ 88,500	\$ 60,000
402 Motor Vehicles & Machinery	51,450	81,000	81,000	56,800
403 Other Equipment	16,794	67,500	53,800	77,430
404 Projects	43,238	86,900	20,000	68,900
Total 400 Capital Expenditures	\$ 158,633	\$ 297,400	\$ 243,300	\$ 263,130
500 Contingency				
501 Operating Contingency	\$ -	\$ 100,000	\$ -	\$ 100,000
502 Litigation Contingency	-	200,000	-	150,000
503 Storm Recovery Contingency	-	350,000	-	150,000
504 Employee Severance Contingency	-	74,705	-	75,000
507 Long Range Planning Services	-	-	-	-
506 Compensated Absence Contingency	-	30,000	-	30,000
Total 500 Contingency	\$ -	\$ 754,705	\$ -	\$ 505,000
Total Expenditures	\$ 8,837,585	\$ 10,965,403	\$ 9,435,242	\$ 10,815,769





GENERAL FUND DEPARTMENT SUMMARIES



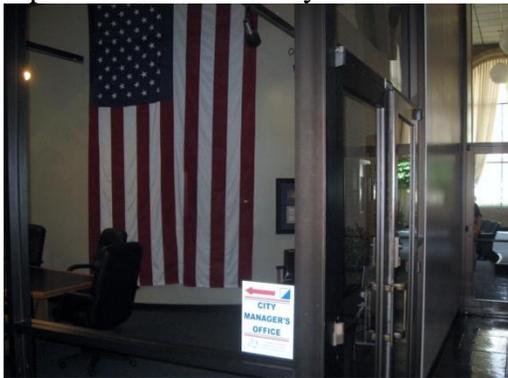
A. DEPARTMENT NAME: MANAGEMENT AND GENERAL SERVICES

B. OVERALL PURPOSE AND FUNCTION:

The Management and General Service 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 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 department members are assigned to daily activities at City Hall. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Management Department employees use personal computers and other office machines to accomplish their assigned tasks.

The costs of maintaining City Hall and other costs, such as elections, that cannot be attributed to one of the other departments, are charged to the Management and General Services Department.

D. STAFFING SUMMARY:

Classification	FY 2016		FY 2017
	Actual	Budget	Budget
City Manager	1	1	1
Assistant City Manager	1	1	1
Executive Assistant	1	1	1
Part Time City Attorney	1	1	1
IT Manager	0	0	1
Content Manager	1	1	1
Total Positions	5	5	6

Personnel costs for the Mayor and City Council Members are included in the Management and General Services Department budget.



MANAGEMENT AND GENERAL SERVICES - CONTINUED

E. FINANCIAL SUMMARY:

Description	FY15 Actual	FY16 Budget	FY16 Estimate	FY17 Budget
Personal Services	\$ 443,869	\$ 481,341	\$ 440,886	\$ 658,360
Materials & Supplies	40,862	33,455	40,750	40,750
Other Services & Charges	125,070	109,500	101,100	101,100
Capital Expenditures	-	6,000	10,000	10,000
Contingency	-	30,000	100,000	100,000
Total Budget	\$ 609,801	\$ 660,296	\$ 692,736	\$ 910,210

F. MAJOR TASKS:

The Department's major tasks for Fiscal Year 2017 include:

- ❖ Provide an advanced level of professional management services for all management, personnel, and Council operations.
- ❖ Provide an objective and consistent system of 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 to promote organizational fiscal responsibility through results-orientated 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 within the City.
- ❖ Maintain the City Hall complex in a manner that creates an attractive image and supports a pleasant environment for customers, visitors, 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 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 FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 300,087	\$ 326,215	\$ 320,375	\$ 474,526
101 Allowances	2,672	2,640	2,477	3,120
102 FICA & Medicare	21,536	26,687	23,950	36,540
103 Retirement	42,498	45,277	36,481	64,931
104 Insurance - Employee	44,227	42,022	28,319	40,743
105 Membership, Travel & Training	32,849	38,500	29,284	38,500
106 Overtime	-	-	-	-
Total 100 Personal Service	<u>\$ 443,869</u>	<u>\$ 481,341</u>	<u>\$ 440,886</u>	<u>\$ 658,360</u>
200 Materials & Supplies				
210 Office Supplies	\$ 28,710	\$ 30,000	\$ 24,000	\$ 30,000
211 Janitor Supplies	5,460	2,000	2,030	2,000
212 Maintenance Supplies	6,314	8,000	7,325	8,000
213 Fuel & Lubricants	377	750	100	750
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 40,862</u>	<u>\$ 40,750</u>	<u>\$ 33,455</u>	<u>\$ 40,750</u>
300 Other Services & Charges				
340 Professional Services	\$ 29,322	\$ 40,000	\$ 39,500	\$ 20,000
341 Utilities	32,129	35,000	27,000	35,000
342 Maintenance Contractual	47,910	22,000	24,900	45,400
342.1 Vehicle Repair	489	500	500	500
343 Insurance - Property	15,190	23,000	17,000	14,960
344 Refunds	30	600	600	600
Total 300 Services & Charges	<u>\$ 125,070</u>	<u>\$ 121,100</u>	<u>\$ 109,500</u>	<u>\$ 116,460</u>
Subtotal Maintenance & Operations	<u>\$ 609,801</u>	<u>\$ 643,191</u>	<u>\$ 583,841</u>	<u>\$ 815,570</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ 10,000	\$ 6,000	\$ 30,000
402 Motor Vehicles & Machinery	-	-	-	20,000
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 6,000</u>	<u>\$ 50,000</u>
500 Contingency				
501 Operating Contingency	\$ -	\$ 100,000	\$ 30,000	\$ 100,000
Total 500 Contingency	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 30,000</u>	<u>\$ 100,000</u>
Total Expenditures	<u>\$ 609,801</u>	<u>\$ 753,191</u>	<u>\$ 619,841</u>	<u>\$ 965,570</u>



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.

Department employees accomplish the majority of their tasks with the use of an integrated computer system. Outside vendors currently provide the maintenance on both the hardware and software. This year, the City is seeking the authority to hire a professional IT Manager to reduce cost and greatly enhance the performance of the City's systems. Employees use business 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	FY 2016		FY 2017
	Actual	Budget	Budget
Finance Director	1	1	1
Administrative Assistant	1	1	1
Finance Specialist	0	0	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	8

E. Financial Summary

Description	FY15 Actual	FY16 Budget	FY16 Estimate	FY17 Budget
Personal Services	\$ 216,658	\$ 232,147	\$ 215,780	\$ 250,941
Materials & Supplies	97,744	8,000	7,500	8,000
Other Services & Charges	35,808	87,000	66,500	87,000
Capital Expenditures	-	12,000	5,000	12,000
Contingency	-	-	-	-
Total Budget	\$ 350,210	\$ 339,147	\$ 294,780	\$ 357,941

These expenditures are for the General Fund only.

F. Major Tasks

The Finance Department's major tasks for FY17 include:

*Provide external and customer relations services that demonstrate concern for customer needs and achieve a high customer satisfaction rating.

*Provide team support and demonstrate our concern for customer needs.

*Provide accounting and financial services and oversight to ensure compliance with local requirements and state law and to protect the assets of the City.



2.0 Finance - General Fund

**2.0 Finance - General Fund
Departmental Summary**

Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 142,951	\$ 160,829	\$ 152,000	\$ 177,730
101 Allowances	240	240	240	240
102 FICA & Medicare	9,797	12,322	10,600	12,686
103 Retirement	24,999	25,207	24,000	25,952
104 Insurance - Employee	37,005	30,549	27,440	31,333
105 Membership, Travel & Training	1,666	3,000	1,500	3,000
106 Overtime	-	-	-	-
Total 100 Personal Service	<u>\$ 216,658</u>	<u>\$ 232,147</u>	<u>\$ 215,780</u>	<u>\$ 250,941</u>
200 Materials & Supplies				
210 Office Supplies	\$ 4,336	\$ 8,000	\$ 7,500	\$ 8,000
211 Janitor Supplies	-	-	-	-
212 Maintenance Supplies	-	-	-	-
213 Fuel & Lubricants	-	-	-	-
214 Small Tools	-	-	-	-
216 Financial Fees	93,408	-	-	-
Total 200 Materials & Supplies	<u>\$ 97,744</u>	<u>\$ 8,000</u>	<u>\$ 7,500</u>	<u>\$ 8,000</u>
300 Other Services & Charges				
340 Professional Services	\$ 28,903	\$ 80,000	\$ 60,000	\$ 80,000
341 Utilities	-	-	-	-
342 Maintenance Contractual	6,855	7,000	6,500	7,000
342.1 Vehicle Repair	50	-	-	-
343 Insurance - Property	-	-	-	-
344 Refunds	-	-	-	-
Total 300 Services & Charges	<u>\$ 35,808</u>	<u>\$ 87,000</u>	<u>\$ 66,500</u>	<u>\$ 87,000</u>
Subtotal Maintenance & Operations	<u>\$ 350,210</u>	<u>\$ 327,147</u>	<u>\$ 289,780</u>	<u>\$ 345,941</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ 12,000	\$ 5,000	\$ 12,000
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ 12,000</u>	<u>\$ 5,000</u>	<u>\$ 12,000</u>
Total Expenditures	<u><u>\$ 350,210</u></u>	<u><u>\$ 339,147</u></u>	<u><u>\$ 294,780</u></u>	<u><u>\$ 357,941</u></u>



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	FY 2016		FY 2017
	Actual	Budget	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	2
City Marshall	0.75	0	1
Total Positions	6.75	6	8

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

E. Financial Summary

Description	FY15 Actual	FY16 Budget	FY16 Estimate	FY17 Budget
Personal Services	\$ 322,516	\$ 413,280	\$ 361,033	\$ 479,319
Materials & Supplies	8,854	11,600	11,600	10,900
Other Services & Charges	47,798	51,000	69,300	122,960
Capital Expenditures	46,199	7,500	45,000	3,000
Contingency	-	-	-	-
Total Budget	\$ 425,367	\$ 483,380	\$ 486,933	\$ 616,179

F. Major Tasks

The Municipal Court Department's major tasks for FY17 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 - General Fund

**3.0 Legal and Municipal Court - General Fund
Departmental Summary**

Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 229,289	\$ 282,334	\$ 268,000	\$ 334,964
101 Allowances	480	757	780	960
102 FICA & Medicare	16,667	21,660	19,752	27,016
103 Retirement	37,799	41,021	40,452	46,782
104 Insurance - Employee	35,647	62,508	29,049	42,368
105 Membership, Travel & Training	2,635	5,000	3,000	10,000
106 Overtime	-	-	-	17,229
Total 100 Personal Service	<u>\$ 322,516</u>	<u>\$ 413,280</u>	<u>\$ 361,033</u>	<u>\$ 479,319</u>
200 Materials & Supplies				
210 Office Supplies	\$ 8,468	\$ 8,500	\$ 8,500	\$ 8,500
211 Janitor Supplies	261	600	600	900
212 Maintenance Supplies	125	2,500	2,500	500
213 Fuel & Lubricants	-	-	-	1,000
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 8,854</u>	<u>\$ 11,600</u>	<u>\$ 11,600</u>	<u>\$ 10,900</u>
300 Other Services & Charges				
340 Professional Services	\$ 4,812	\$ 8,000	\$ 21,000	\$ 12,800
341 Utilities	13,253	9,500	9,500	9,500
342 Maintenance Contractual	23,042	26,500	31,800	94,500
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	6,690	7,000	7,000	6,160
344 Refunds	-	-	-	-
Total 300 Services & Charges	<u>\$ 47,798</u>	<u>\$ 51,000</u>	<u>\$ 69,300</u>	<u>\$ 122,960</u>
Subtotal Maintenance & Operations	<u>\$ 379,168</u>	<u>\$ 475,880</u>	<u>\$ 441,933</u>	<u>\$ 613,179</u>
400 Capital Expenditures				
401 Office Equipment	\$ 46,199	\$ 7,500	\$ 45,000	\$ 3,000
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ 46,199</u>	<u>\$ 7,500</u>	<u>\$ 45,000</u>	<u>\$ 3,000</u>
Total Expenditures	<u>\$ 425,367</u>	<u>\$ 483,380</u>	<u>\$ 486,933</u>	<u>\$ 616,179</u>



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	FY 2016		FY 2017
	Actual	Budget	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	3	3
Police Officer	18	17	17
Information Technology Tech	1	1	1
Communication Specialist	7	7	7
Animal Control Supervisor	1	1	1
Animal Control Officer	2	2	2
Part-time Communications Spec	0	0	1
Part-time Records Clerk	1	1	1
Part-time Warrant Officer	1	1	0
	0	0	0
Total Positions	44	44	44



E. Financial Summary

Description	FY15 Actual	FY16 Budget	FY16 Estimate	FY17 Budget
Personal Services	\$ 3,014,887	\$ 3,399,952	\$ 3,361,061	\$ 3,479,457
Materials & Supplies	130,686	157,000	129,225	134,575
Other Services & Charges	320,479	309,000	317,050	300,480
Capital Expenditures	34,349	118,500	116,500	51,430
Contingency	-	-	-	-
Total Budget	\$ 3,500,401	\$ 3,984,452	\$ 3,923,836	\$ 3,965,942

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

F. Major Tasks

The Police Department's major tasks for FY17 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 Department - General Fund

**5.0 Police Department - General Fund
Departmental Summary**

Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 2,090,513	\$ 2,309,635	\$ 2,297,347	\$ 2,412,396
101 Allowances	21,560	26,483	26,250	24,840
102 FICA & Medicare	156,175	187,125	178,800	194,864
103 Retirement	272,173	297,347	305,500	326,527
104 Insurance - Employee	365,957	430,362	389,500	371,831
105 Membership, Travel & Training	29,626	39,000	30,600	39,000
106 Overtime	78,883	110,000	133,064	110,000
Total 100 Personal Service	<u>\$ 3,014,887</u>	<u>\$ 3,399,952</u>	<u>\$ 3,361,061</u>	<u>\$ 3,479,457</u>
200 Materials & Supplies				
210 Office Supplies	\$ 20,248	\$ 22,500	\$ 22,500	\$ 22,500
211 Janitor Supplies	2,992	2,500	3,075	3,075
212 Maintenance Supplies	39,202	39,500	56,900	41,500
213 Fuel & Lubricants	68,244	92,500	46,750	67,500
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 130,686</u>	<u>\$ 157,000</u>	<u>\$ 129,225</u>	<u>\$ 134,575</u>
300 Other Services & Charges				
340 Professional Services	\$ 28,936	\$ 15,000	\$ 11,500	\$ 25,000
341 Utilities	55,924	48,000	49,650	48,000
342 Maintenance Contractual	131,523	122,000	165,900	122,000
342.1 Vehicle Repair	63,220	65,000	44,000	65,000
343 Insurance - Property	40,876	59,000	46,000	40,480
344 Refunds	-	-	-	-
Total 300 Services & Charges	<u>\$ 320,479</u>	<u>\$ 309,000</u>	<u>\$ 317,050</u>	<u>\$ 300,480</u>
Subtotal Maintenance & Operations	<u>\$ 3,466,052</u>	<u>\$ 3,865,952</u>	<u>\$ 3,807,336</u>	<u>\$ 3,914,512</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ 22,500	\$ 22,500	\$ 5,000
402 Motor Vehicles & Machinery	29,271	64,000	64,000	-
403 Other Equipment	5,078	32,000	30,000	46,430
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>34,349</u>	<u>118,500</u>	<u>116,500</u>	<u>51,430</u>
Total Expenditures	<u>\$ 3,500,401</u>	<u>\$ 3,984,452</u>	<u>\$ 3,923,836</u>	<u>\$ 3,965,942</u>



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	FY 2016		FY 2017
	Actual	Budget	Budget
Fire Chief	1	1	1
Assistant Fire Chief	0	0	1
Battalion Fire Chiefs	3	3	3
Captains	3	3	3
Drivers	6	6	6
Firefighters	9	9	9
Total Positions	22	22	23



E. Financial Summary

Description	FY15 Actual	FY16 Budget	FY16 Estimate	FY17 Budget
Personal Services	\$ 1,848,824	\$ 1,986,118	\$ 1,892,359	\$ 1,956,959
Materials & Supplies	36,858	56,334	41,100	56,334
Other Services & Charges	260,266	293,880	260,880	297,276
Capital Expenditures	48,670	86,900	43,800	99,900
Contingency	-	-	-	-
Total Budget	\$ 2,194,618	\$ 2,423,232	\$ 2,238,139	\$ 2,410,469

F. Major Tasks

The Fire Department's major tasks for FY17 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 Department - General Fund

**6.0 Fire Department - General Fund
Departmental Summary**

Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 1,305,230	\$ 1,392,293	\$ 1,316,183	\$ 1,381,270
101 Allowances	480	960	480	960
102 FICA & Medicare	18,090	21,404	20,241	21,224
103 Retirement	180,005	206,659	195,430	204,926
104 Insurance - Employee	224,844	259,920	266,757	245,055
105 Membership, Travel & Training	11,894	22,000	14,000	22,000
106 Overtime	108,281	82,882	79,268	81,525
Total 100 Personal Service	<u>\$ 1,848,824</u>	<u>\$ 1,986,118</u>	<u>\$ 1,892,359</u>	<u>\$ 1,956,959</u>
200 Materials & Supplies				
210 Office Supplies	\$ 3,825	\$ 9,000	\$ 3,200	\$ 9,000
211 Operating Supplies	1,987	2,200	1,900	2,200
212 Maintenance Supplies	20,823	28,000	25,000	28,000
213 Fuel & Lubricants	10,223	17,134	11,000	17,134
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 36,858</u>	<u>\$ 56,334</u>	<u>\$ 41,100</u>	<u>\$ 56,334</u>
300 Other Services & Charges				
340 Professional Services	\$ 13,668	\$ 10,000	\$ 2,000	\$ 10,000
341 Utilities	17,163	15,880	15,880	15,880
342 Maintenance Contractual	208,596	242,000	220,000	250,436
342.1 Vehicle Repair	5,297	6,000	6,000	6,000
343 Insurance - Property	15,542	20,000	17,000	14,960
344 Refunds	-	-	-	-
Total 300 Services & Charges	<u>\$ 260,266</u>	<u>\$ 293,880</u>	<u>\$ 260,880</u>	<u>\$ 297,276</u>
Subtotal Maintenance & Operations	<u>\$ 2,145,948</u>	<u>\$ 2,336,332</u>	<u>\$ 2,194,339</u>	<u>\$ 2,310,569</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	4,515	-	-	-
403 Other Equipment	916	-	23,800	31,000
404 Projects	43,238	86,900	20,000	68,900
Total 400 Capital Expenditures	<u>\$ 48,670</u>	<u>\$ 86,900</u>	<u>\$ 43,800</u>	<u>\$ 99,900</u>
Total Expenditures	<u>\$ 2,194,618</u>	<u>\$ 2,423,232</u>	<u>\$ 2,238,139</u>	<u>\$ 2,410,469</u>



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	FY 2016		FY 2017
	Actual	Budget	Budget
Community Development Director	0	1	1
Community Development Specialist	1	0	1
Administrative Assistant	1	1	1
City Inspector	1	1	2
Code Enforcement/Inspection	2	2	1
Total Positions	5	5	6



E. Financial Summary

<u>Description</u>	<u>FY15 Actual</u>	<u>FY16 Budget</u>	<u>FY16 Estimate</u>	<u>FY17 Budget</u>
Personal Services	\$ 380,104	\$ 400,462	\$ 397,520	\$ 474,886
Materials & Supplies	13,386	19,250	9,650	23,250
Other Services & Charges	28,988	211,439	212,439	10,500
Capital Expenditures	18,614	22,000	22,000	5,000
Contingency	-	-	-	-
Total Budget	\$ 441,092	\$ 653,151	\$ 641,609	\$ 513,636

F. Major Tasks

The Community Development Department's major tasks for FY17 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.
- * Continue the Comprehensive Plan update process.



Expenditure Classification	7.0 Community Development Departmental Summary			
	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 270,086	\$ 285,902	\$ 282,180	\$ 344,992
101 Allowances	1,934	1,920	1,920	2,400
102 FICA & Medicare	19,723	22,018	21,734	26,576
103 Retirement	46,091	43,417	47,980	54,367
104 Insurance - Employee	38,762	41,205	40,706	43,551
105 Membership, Travel & Training	3,247	6,000	3,000	3,000
106 Overtime	261	-	-	-
Total 100 Personal Service	\$ 380,104	\$ 400,462	\$ 397,520	\$ 474,886
200 Materials & Supplies				
210 Office Supplies	\$ 5,570	\$ 5,750	\$ 5,750	\$ 5,750
211 Janitor Supplies	-	-	-	-
212 Maintenance Supplies	14	-	-	-
213 Fuel & Lubricants	5,347	6,000	2,900	10,000
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
216 Stormwater Education materials	2,456	7,500	1,000	7,500
Total 200 Materials & Supplies	\$ 13,386	\$ 19,250	\$ 9,650	\$ 23,250
300 Other Services & Charges				
340 Professional Services	\$ 21,510	\$ 204,939	\$ 204,939	\$ 5,000
341 Utilities	\$ -	\$ -	\$ -	\$ -
342 Maintenance Contractual	2,828	6,000	7,000	5,000
342.1 Vehicle Repair	4,649	500	500	500
343 Insurance - Property	-	-	-	-
344 Refunds	-	-	-	-
Total 300 Services & Charges	\$ 28,988	\$ 211,439	\$ 212,439	\$ 10,500
Subtotal Maintenance & Operations	\$ 422,478	\$ 631,151	\$ 619,609	\$ 508,636
400 Capital Expenditures				
401 Office Equipment	\$ 950	\$ 5,000	\$ 5,000	\$ 5,000
402 Motor Vehicles & Machinery	17,664	17,000	17,000	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	\$ 18,614	\$ 22,000	\$ 22,000	\$ 5,000
Total Expenditures	\$ 441,092	\$ 653,151	\$ 641,609	\$ 513,636



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	FY 2016		FY 2017
	Actual	Budget	Budget
<u>Administrative Division</u>			
Public Works Director	1	1	1
Administrative Assistant	1	1	1
Asst Public Works Director	0	0	1
<u>Vehicle Maintenance Division</u>			
Automotive Technician	1	1	1
<u>Street Division</u>			
Streets Division Foreman	1	1	1
Equipment Operator II	1	1	2
Equipment Operator I	1	1	1
Crew Worker I	2	4	2
<u>Parks Division</u>			
Parks Division Foreman	1	1	1
Equipment Operator II	1	1	1
Crew Worker II	7	12	6
Part-time Assistant Pool Manager	2	2	2
Part-time Lifeguards	16	16	16
Total Positions	35	42	36

E. Financial Summary

Description	FY15 Actual	FY16 Budget	FY16 Estimate	FY17 Budget
Personal Services	\$ 968,068	\$ 1,180,266	\$ 939,879	\$ 1,067,132
Materials & Supplies	118,012	189,566	102,500	204,566
Other Services & Charges	214,417	245,550	198,975	267,533
Capital Expenditures	10,800	40,500	5,000	41,800
Contingency	-	-	-	-
Total Budget	\$ 1,311,298	\$ 1,655,882	\$ 1,246,354	\$ 1,581,031



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

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

Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 642,702	\$ 790,116	\$ 585,109	\$ 728,243
101 Allowances	1,038	960	750	960
102 FICA & Medicare	47,285	62,143	46,610	57,410
103 Retirement	101,683	102,983	93,770	101,843
104 Insurance - Employee	164,892	193,614	167,800	148,226
105 Membership, Travel & Training	1,186	6,200	3,000	6,200
106 Overtime	9,283	24,250	42,840	24,250
Total 100 Personal Service	<u>\$ 968,068</u>	<u>\$ 1,180,266</u>	<u>\$ 939,879</u>	<u>\$ 1,067,132</u>
200 Materials & Supplies				
210 Office Supplies	\$ 1,412	\$ 5,000	\$ 2,500	\$ 5,000
211 Janitor Supplies	1,373	2,900	1,400	2,900
212 Maintenance Supplies	87,940	132,800	72,000	142,800
213 Fuel & Lubricants	25,851	36,116	24,100	41,116
214 Small Tools	184	1,000	1,000	1,000
215 Chemicals	1,253	11,750	1,500	11,750
Total 200 Materials & Supplies	<u>\$ 118,012</u>	<u>\$ 189,566</u>	<u>\$ 102,500</u>	<u>\$ 204,566</u>
300 Other Services & Charges				
340 Professional Services	\$ 1,012	\$ 10,700	\$ 7,500	\$ 10,700
341 Utilities	161,582	147,000	125,315	147,000
342 Maintenance Contractual	27,601	53,500	40,810	78,500
342.1 Vehicle Repair				13,263
343 Insurance - Property	23,583	33,750	24,750	17,470
344 Refunds	640	600	600	600
Total 300 Services & Charges	<u>\$ 214,417</u>	<u>\$ 245,550</u>	<u>\$ 198,975</u>	<u>\$ 267,533</u>
Subtotal Maintenance & Operations	<u>\$ 1,300,498</u>	<u>\$ 1,615,382</u>	<u>\$ 1,241,354</u>	<u>\$ 1,539,231</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
402 Motor Vehicles & Machinery	-	-	-	36,800
403 Other Equipment	10,800	35,500	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ 10,800</u>	<u>\$ 40,500</u>	<u>\$ 5,000</u>	<u>\$ 41,800</u>
Total Expenditures	<u>\$ 1,311,298</u>	<u>\$ 1,655,882</u>	<u>\$ 1,246,354</u>	<u>\$ 1,581,031</u>



8.1 Public Works - Administration - General Fund

8.1 Public Works - Administration- General Fund

Divisional Summary

Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 66,087	\$ 94,419	\$ 68,459	\$ 86,683
101 Allowances	240	480	250	480
102 FICA & Medicare	4,872	7,374	4,980	6,783
103 Retirement	11,660	15,086	10,935	13,876
104 Insurance - Employee	18,113	17,064	10,395	13,622
105 Membership, Travel & Training	196	3,700	2,000	3,700
106 Overtime	-	1,500	1,500	1,500
Total 100 Personal Service	<u>\$ 101,168</u>	<u>\$ 139,623</u>	<u>\$ 98,519</u>	<u>\$ 126,644</u>
200 Materials & Supplies				
210 Office Supplies	\$ 1,027	\$ 3,000	\$ 2,000	\$ 3,000
211 Janitor Supplies	-	800	400	800
212 Maintenance Supplies	1,880	2,800	2,000	2,800
213 Fuel & Lubricants	-	-	-	-
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 2,907</u>	<u>\$ 6,600</u>	<u>\$ 4,400</u>	<u>\$ 6,600</u>
300 Other Services & Charges				
340 Professional Services	\$ 303	\$ 10,000	\$ 7,000	\$ 10,000
341 Utilities	23,384	22,000	16,000	22,000
342 Maintenance Contractual	1,609	11,500	11,500	11,500
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	23,302	28,000	19,000	16,720
344 Refunds	-	-	-	-
Total 300 Services & Charges	<u>\$ 48,598</u>	<u>\$ 71,500</u>	<u>\$ 53,500</u>	<u>\$ 60,220</u>
Subtotal Maintenance & Operations	<u>\$ 152,672</u>	<u>\$ 217,723</u>	<u>\$ 156,419</u>	<u>\$ 193,464</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>
Total Expenditures	<u><u>\$ 152,672</u></u>	<u><u>\$ 222,723</u></u>	<u><u>\$ 161,419</u></u>	<u><u>\$ 198,464</u></u>



8.2 Streets - General Fund

**8.2 Streets - General Fund
Divisional Summary**

Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 220,804	\$ 240,208	\$ 179,800	\$ 224,309
101 Allowances	318	480	-	480
102 FICA & Medicare	16,061	19,178	14,300	17,961
103 Retirement	36,430	36,268	31,050	36,744
104 Insurance - Employee	75,299	65,257	75,525	58,151
105 Membership, Travel & Training	-	500	-	500
106 Overtime	4,374	12,500	18,000	12,500
Total 100 Personal Service	<u>\$ 353,288</u>	<u>\$ 374,391</u>	<u>\$ 318,675</u>	<u>\$ 350,646</u>
200 Materials & Supplies				
210 Office Supplies	\$ -	\$ -	\$ -	\$ -
211 Janitor Supplies	-	-	-	-
212 Maintenance Supplies	43,132	75,000	40,000	75,000
213 Fuel & Lubricants	14,828	21,300	14,000	21,300
214 Small Tools	184	500	500	500
215 Chemicals	-	750	500	750
Total 200 Materials & Supplies	<u>\$ 58,143</u>	<u>\$ 97,550</u>	<u>\$ 55,000</u>	<u>\$ 97,550</u>
300 Other Services & Charges				
340 Professional Services	\$ -	\$ -	\$ -	\$ -
341 Utilities	123,535	110,000	98,315	110,000
342 Maintenance Contractual	14,466	25,000	14,210	50,000
342.1 Vehicle Repair	4,519	5,500	5,500	5,500
343 Insurance - Property	-	-	-	-
344 Refunds	-	-	-	-
Total 300 Services & Charges	<u>\$ 142,520</u>	<u>\$ 140,500</u>	<u>\$ 118,025</u>	<u>\$ 165,500</u>
Subtotal Maintenance & Operations	<u>\$ 553,951</u>	<u>\$ 612,441</u>	<u>\$ 491,700</u>	<u>\$ 613,696</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	36,800
403 Other Equipment	10,800	35,500	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ 10,800</u>	<u>\$ 35,500</u>	<u>\$ -</u>	<u>\$ 36,800</u>
Total Expenditures	<u>\$ 564,751</u>	<u>\$ 647,941</u>	<u>\$ 491,700</u>	<u>\$ 650,496</u>



Expenditure Classification	8.4 Fleet Maintenance - General Fund			
	Divisional Summary			
	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 29,787	\$ 30,556	\$ 25,950	\$ 29,171
101 Allowances	-	-	-	-
102 FICA & Medicare	2,176	2,510	1,970	2,404
103 Retirement	5,212	5,134	3,135	4,917
104 Insurance - Employee	5,714	6,087	2,210	3,933
105 Membership, Travel & Training	-	-	-	-
106 Overtime	32	2,250	250	2,250
Total 100 Personal Service	<u>\$ 42,920</u>	<u>\$ 46,537</u>	<u>\$ 33,515</u>	<u>\$ 42,675</u>
200 Materials & Supplies				
210 Office Supplies	\$ -	\$ 500	\$ 300	\$ 500
211 Janitor Supplies	-	-	-	-
212 Maintenance Supplies	6,542	20,000	10,000	20,000
213 Fuel & Lubricants	1,525	4,816	2,100	4,816
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 8,067</u>	<u>\$ 25,316</u>	<u>\$ 12,400</u>	<u>\$ 25,316</u>
300 Other Services & Charges				
340 Professional Services	\$ -	\$ -	\$ -	\$ -
341 Utilities	-	-	-	-
342 Maintenance Contractual	3,879	5,000	3,100	5,000
342.1 Vehicle Repair	-	7,013	2,500	7,013
343 Insurance - Property	-	-	-	-
344 Refunds	-	-	-	-
Total 300 Services & Charges	<u>\$ 3,879</u>	<u>\$ 12,013</u>	<u>\$ 5,600</u>	<u>\$ 12,013</u>
Subtotal Maintenance & Operations	<u>\$ 54,867</u>	<u>\$ 83,866</u>	<u>\$ 51,515</u>	<u>\$ 80,004</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 54,867</u>	<u>\$ 83,866</u>	<u>\$ 51,515</u>	<u>\$ 80,004</u>



8.5 Parks - General Fund

8.5 Parks - General Fund

Divisional Summary

Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 326,022	\$ 424,933	\$ 310,900	\$ 388,080
101 Allowances	480	-	500	-
102 FICA & Medicare	24,175	33,081	25,360	30,262
103 Retirement	48,381	46,495	48,650	46,305
104 Insurance - Employee	65,766	105,206	79,670	72,519
105 Membership, Travel & Training	990	2,000	1,000	2,000
106 Overtime	4,877	8,000	23,090	8,000
Total 100 Personal Service	<u>\$ 470,692</u>	<u>\$ 619,715</u>	<u>\$ 489,170</u>	<u>\$ 547,167</u>
200 Materials & Supplies				
210 Office Supplies	\$ 385	\$ 1,500	\$ 200	\$ 1,500
211 Janitor Supplies	1,373	2,100	1,000	2,100
212 Maintenance Supplies	36,386	35,000	20,000	45,000
213 Fuel & Lubricants	9,499	10,000	8,000	15,000
214 Small Tools	-	500	500	500
215 Chemicals	1,253	11,000	1,000	11,000
Total 200 Materials & Supplies	<u>\$ 48,895</u>	<u>\$ 60,100</u>	<u>\$ 30,700</u>	<u>\$ 75,100</u>
300 Other Services & Charges				
340 Professional Services	\$ 709	\$ 700	\$ 500	\$ 700
341 Utilities	14,663	15,000	11,000	15,000
342 Maintenance Contractual	7,647	12,000	12,000	12,000
342.1 Vehicle Repair	281	5,750	5,750	750
344 Refunds	640	600	600	600
Total 300 Services & Charges	<u>\$ 23,939</u>	<u>\$ 34,050</u>	<u>\$ 29,850</u>	<u>\$ 29,050</u>
Subtotal Maintenance & Operations	<u>\$ 543,527</u>	<u>\$ 713,865</u>	<u>\$ 549,720</u>	<u>\$ 651,317</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 543,527</u>	<u>\$ 713,865</u>	<u>\$ 549,720</u>	<u>\$ 651,317</u>



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	FY15 Actual	FY16 Budget	FY16 Estimate	FY17 Budget
502 Litigation Contingency	\$ -	\$ 200,000	\$ -	\$ 150,000
503 Emergency/Disaster Contingency	-	350,000	-	150,000
504 Employee Severance Contingency	-	74,705	-	75,000
507 Long Range Planning Services	-	-	-	-
506 Compensated Absence Contingency	-	30,000	-	30,000
Total Budget	\$ -	\$ 654,705	\$ -	\$ 405,000

F. Major Tasks

No tasks have been assigned to this department.



99.0 Non-Departmental-General Fund				
Departmental Summary				
Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
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	-	-	-	-
342.1 Vehicle Repair	-	-	-	-
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	\$ -	\$ 150,000
503 Emergency/Disaster Contingency	-	350,000	-	150,000
504 Employee Severance Contingency	-	74,705	-	75,000
507 Long Range Planning Services	-	-	-	-
506 Compensated Absence Contingency	-	30,000	-	30,000
Total 500 Contingency	\$ -	\$ 654,705	\$ -	\$ 405,000
Total Expenditures	\$ -	\$ 654,705	\$ -	\$ 405,000



The City of Bethany, Oklahoma



The City of Bethany, Oklahoma

Bethany Public Works Authority Fund

Fiscal Year 2017

Annual Budget



City of Bethany, Oklahoma

Bethany Public Works Authority Fund Description

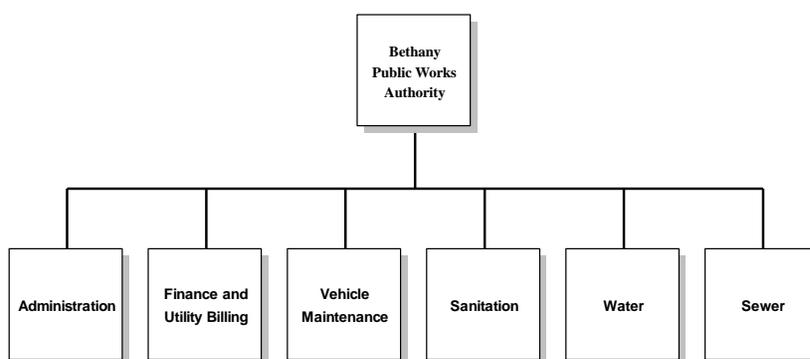
The Bethany Public Works Authority (Authority) is a public trust created to furnish services to residents of Bethany. The Authority may issue long term debt to finance any improvements required to fulfill the purposes outlined in the declaration of Trust. The City of Bethany is the beneficiary of the 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 \$3.0 million sewer project in the west part of Bethany.



PUBLIC WORKS FUND FINANCIAL SUMMARY

**PUBLIC WORKS FUND
FINANCIAL SUMMARY**

	<u>Actual FY15</u>	<u>Approved Budget FY16</u>	<u>Year-End Estimate FY16</u>	<u>Budget FY17</u>
Revenue				
Carryover From Previous Year	\$ 9,689,702	\$ 10,915,562	\$ 10,915,562	\$ 9,526,762
Total Operating Revenue	7,726,570	7,959,343	7,864,447	8,749,723
Other Capital Transfers	-	-	-	-
Transfer Sales Tax From General Fund	<u>5,301,848</u>	<u>4,695,000</u>	<u>4,767,525</u>	<u>4,700,000</u>
Revenue Available for Appropriation	<u>\$ 22,718,120</u>	<u>\$ 23,569,905</u>	<u>\$ 23,547,534</u>	<u>\$ 22,976,486</u>
Maintenance and Operations Expenditures				
	4,874,287	5,842,250	5,703,201	5,917,653
Capital Expenditures				
	162,564	615,000	385,000	457,000
Contingency				
	-	755,000	250,000	630,000
Debt Service on OWRB Series 2012	-	417,380	417,380	427,565
Debt Service on OWRB Series 2013	52,166	666,481	664,898	668,029
Debt Service on OWRB SRF CW Loan	623,917	350,148	350,148	335,894
Operating Transfer to General Fund	1,800,000	1,900,000	1,900,000	2,200,000
As a percent of Water Revenue	56.86%	61.23%	58.11%	61.17%
Transfer Sales Tax to General Fund	3,652,244	3,873,375	3,933,208	3,877,500
Transfer Sales Tax to CIP Fund	637,380	404,245	416,937	394,935
Total Expenditures and Transfers	11,802,558	14,823,879	14,020,772	14,908,576
FB Carryover to Next Fiscal Year	<u>\$ 10,915,562</u>	<u>\$ 8,746,026</u>	<u>\$ 9,526,762</u>	<u>\$ 8,067,910</u>



SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

**PUBLIC WORKS FUND
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

	<u>Actual FY15</u>	<u>Approved Budget FY16</u>	<u>Year-End Estimate FY16</u>	<u>Budget FY17</u>
Revenue and Transfers In				
Water Service	\$ 3,165,517	\$ 3,102,986	\$ 3,269,705	\$ 3,596,676
Sewer Service	2,254,890	2,334,545	2,148,466	2,381,236
Penalties	-	110,000	110,000	110,000
Water Taps	-	2,500	2,500	2,500
Sewer Taps	-	750	750	750
Misc. Income	-	37,600	3,000	287,600
Lease Income	-	80,000	94,243	80,000
Sanitation Service	2,229,867	2,240,962	2,185,783	2,240,962
Interest Income	<u>76,296</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total Revenue	<u>\$ 7,726,570</u>	<u>\$ 7,959,343</u>	<u>\$ 7,864,447</u>	<u>\$ 8,749,723</u>
Other transfers	-	-	-	-
Sales Tax Transfer from General Fund	<u>5,301,848</u>	<u>4,695,000</u>	<u>4,767,525</u>	<u>4,700,000</u>
Total Revenue and Transfers In	<u>\$ 13,028,418</u>	<u>\$ 12,654,343</u>	<u>\$ 12,631,972</u>	<u>\$ 13,449,723</u>
Expenditures and Transfers Out				
Administration	\$ 325,308	\$ 388,322	\$ 388,322	\$ 367,943
Finance - Utility Billing	337,195	319,447	318,808	365,541
Public Works - Fleet Maint.	71,233	188,435	188,435	230,873
Solid Waste	1,427,524	1,644,666	1,640,668	1,547,663
Water	2,383,541	2,566,272	2,436,272	2,554,809
Sewer	443,620	444,108	363,620	401,823
Payment to BWA-PWA	1,161,510	1,056,000	902,076	1,056,000
Other Payments and Contingency	-	755,000	250,000	630,000
Depreciation	70,682	-	-	-
Debt Service on OWRB SRF CW Loan	623,917	350,148	350,148	335,894
Debt Service on OWRB Series 2013	52,166	666,481	664,898	668,029
Debt Service on OWRB Series 2012	<u>-</u>	<u>417,380</u>	<u>417,380</u>	<u>427,565</u>
Total Operating Expenses	<u>\$ 6,896,696</u>	<u>\$ 8,796,259</u>	<u>\$ 7,920,627</u>	<u>\$ 8,586,141</u>
Transfer Surplus to General Fund	\$ 1,800,000	\$ 1,900,000	\$ 1,900,000	\$ 2,200,000
Transfer Sales Tax to CIF	637,380	404,245	416,937	394,935
Transfer Sales Tax to General Fund	<u>3,652,244</u>	<u>3,873,375</u>	<u>3,933,208</u>	<u>3,877,500</u>
Total Transfers	<u>\$ 6,089,624</u>	<u>\$ 6,177,620</u>	<u>\$ 6,250,145</u>	<u>\$ 6,472,435</u>
Total Expenditures and Transfers Out	<u>\$ 12,986,319</u>	<u>\$ 14,973,879</u>	<u>\$ 14,170,772</u>	<u>\$ 15,058,576</u>



PUBLIC WORKS FUND - SUMMARY OF EXPENDITURES BY OBJECT CODE

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

Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 1,331,905	\$ 1,612,801	\$ 1,607,514	\$ 1,629,892
101 Allowances	3,840	4,080	4,080	4,080
102 FICA & Medicare	178,025	128,491	128,086	129,041
103 Retirement	231,675	262,858	278,662	263,986
104 Insurance - Employee	393,740	481,546	486,309	436,480
105 Membership, Travel & Training	6,915	9,050	9,050	9,100
106 Overtime	20,289	52,250	52,250	54,500
Total 100 Personal Service	<u>\$ 2,166,387</u>	<u>\$ 2,551,076</u>	<u>\$ 2,565,951</u>	<u>\$ 2,527,078</u>
200 Materials & Supplies				
210 Office Supplies	\$ 45,384	\$ 52,000	\$ 52,000	\$ 52,000
211 Janitor Supplies	-	2,750	2,750	2,750
212 Maintenance Supplies	189,181	263,746	263,746	344,246
213 Fuel & Lubricants	118,187	126,500	136,500	136,500
214 Small Tools	402	3,000	3,000	3,000
215 Chemicals	325,506	412,000	412,000	412,000
Total 200 Materials & Supplies	<u>\$ 678,660</u>	<u>\$ 859,996</u>	<u>\$ 869,996</u>	<u>\$ 950,496</u>
300 Other Services & Charges				
340 Professional Services	\$ 79,654	\$ 96,962	\$ 96,962	\$ 96,962
341 Utilities	224,335	259,000	259,000	259,000
342 Maintenance Contractual	509,007	888,817	888,817	916,117
342.1 Vehicle Repair	-	34,000	24,000	24,000
343 Insurance - Property	47,038	70,000	70,000	61,600
344 Refunds	7,696	26,399	26,399	26,399
Total 300 Services & Charges	<u>\$ 867,729</u>	<u>\$ 1,375,178</u>	<u>\$ 1,365,178</u>	<u>\$ 1,384,078</u>
Subtotal Maintenance and Operations	<u>\$ 3,712,777</u>	<u>\$ 4,786,250</u>	<u>\$ 4,801,125</u>	<u>\$ 4,861,653</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ 2,000
402 Motor Vehicles & Machinery	-	225,000	200,000	225,000
403 Other Equipment	8,987	35,000	30,000	-
404 Projects	153,577	355,000	155,000	230,000
Total 400 Capital Expenditures	<u>\$ 162,564</u>	<u>\$ 615,000</u>	<u>\$ 385,000</u>	<u>\$ 457,000</u>
500 Contingency				
501 Operating Contingency	\$ 204,876	\$ 150,000	\$ 150,000	\$ 150,000
502 Litigation Contingency	-	250,000	250,000	250,000
503 Storm Recovery Contingency	-	300,000	-	250,000
505 Emergency Line Repair Contingency	-	200,000	-	125,000
504 Compensated Absence Contingency	-	5,000	-	5,000
Total 500 Contingency	<u>\$ 204,876</u>	<u>\$ 905,000</u>	<u>\$ 400,000</u>	<u>\$ 780,000</u>
Total Expenditures	<u>\$ 4,080,217</u>	<u>\$ 5,606,126</u>	<u>\$ 5,586,125</u>	<u>\$ 6,098,653</u>



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:

(Continued on next page)



Staffing (Continued):

Classification	FY 2016		FY 2017
	Actual	Budget	Budget
<u>Solid Waste Division</u>			
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
<u>Water Division</u>			
Utility Superintendent	1	1	1
Assistant Utility Superintendent	0	0	1
Water Plant Supervisor	1	1	1
Water Plant Mechanic	1	1	1
Plant Operator	5	5	6
Utility Line Foreman	1	1	1
Crew Worker I	1	0	2
Crew Worker II	4	5	4
<u>Waste Water Division</u>			
Sanitary Sewer System Mechanic	1	1	1
Equipment Operator II	2	2	2
	0	0	0
Total Positions	33	33	36

E. Financial Summary

Description	FY15 Actual	FY16 Budget	FY16 Estimate	FY17 Budget
Personal Services	\$ 2,166,387	\$ 2,551,076	\$ 2,565,951	\$ 2,527,078
Materials & Supplies	678,660	859,996	869,996	950,496
Other Services & Charges	867,729	1,375,178	1,365,178	1,384,078
Capital Expenditures	162,564	615,000	385,000	457,000
Contingency	204,876	905,000	400,000	780,000
Total Budget	\$ 4,080,217	\$ 6,306,250	\$ 5,586,125	\$ 6,098,653



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 FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 65,481	\$ 94,419	\$ 94,419	\$ 86,683
101 Allowances	240	480	480	480
102 FICA & Medicare	8,091	7,374	7,374	6,783
103 Retirement	10,824	15,086	15,086	13,876
104 Insurance - Employee	9	17,064	17,064	13,622
105 Membership, Travel & Training	-	-	-	-
106 Overtime	-	1,500	1,500	1,500
Total 100 Personal Service	\$ 84,644	\$ 135,923	\$ 135,923	\$ 122,944
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
341 Utilities	-	-	-	-
342 Maintenance Contractual	-	-	-	-
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	46,996	70,000	70,000	61,600
344 Refunds	-	-	-	-
345 Scrap Metal	7,696	26,399	26,399	26,399
Total 300 Services & Charges	\$ 54,692	\$ 102,399	\$ 102,399	\$ 93,999
Subtotal Maintenance & Operations	\$ 139,336	\$ 238,322	\$ 238,322	\$ 216,943
400 Capital Expenditures				
401 Office Equipment	-	-	-	1,000
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	\$ -	\$ -	\$ -	\$ 1,000
500 Contingency				
501 Operating Contingency	204,876	150,000	150,000	150,000
Total 500 Contingency	\$ 204,876	\$ 150,000	\$ 150,000	\$ 150,000
Total Expenditures	\$ 344,213	\$ 388,322	\$ 388,322	\$ 367,943



2.0 Finance - Public Works Fund

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

Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 141,848	\$ 160,829	\$ 158,425	\$ 177,730
101 Allowances	240	240	240	240
102 FICA & Medicare	12,982	12,322	12,138	12,686
103 Retirement	23,390	25,207	27,814	25,952
104 Insurance - Employee	13,307	30,549	29,891	31,333
105 Membership, Travel & Training	1,491	500	500	500
106 Overtime	586	-	-	-
Total 100 Personal Service	<u>\$ 193,844</u>	<u>\$ 229,647</u>	<u>\$ 229,008</u>	<u>\$ 248,441</u>
200 Materials & Supplies				
210 Office Supplies	\$ 45,126	\$ 45,000	\$ 45,000	\$ 45,000
211 Janitor Supplies	-	-	-	-
212 Maintenance Supplies	-	-	-	-
213 Fuel & Lubricants	-	-	-	-
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 45,126</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>
300 Other Services & Charges				
340 Professional Services	\$ 48,691	\$ 32,800	\$ 32,800	\$ 32,800
341 Utilities	-	-	-	-
342 Maintenance Contractual	20,354	12,000	12,000	39,300
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	-	-	-	-
344 Refunds	-	-	-	-
Total 300 Services & Charges	<u>\$ 69,045</u>	<u>\$ 44,800</u>	<u>\$ 44,800</u>	<u>\$ 72,100</u>
Subtotal Maintenance & Operations	<u>\$ 308,015</u>	<u>\$ 319,447</u>	<u>\$ 318,808</u>	<u>\$ 365,541</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 308,015</u>	<u>\$ 319,447</u>	<u>\$ 318,808</u>	<u>\$ 365,541</u>



8.4 Public Works - Fleet Maintenance - Public Works Fund

8.4 Public Works - Fleet Maintenance - Public Works Fund

Divisional Summary

Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 9,802	\$ 10,185	\$ 10,185	\$ 38,895
101 Allowances	-	-	-	-
102 FICA & Medicare	3,987	837	837	3,205
103 Retirement	1,607	1,711	1,711	6,557
104 Insurance - Employee	7,711	2,029	2,029	5,244
105 Membership, Travel & Training	-	50	50	100
106 Overtime	-	750	750	3,000
Total 100 Personal Service	<u>\$ 23,107</u>	<u>\$ 15,562</u>	<u>\$ 15,562</u>	<u>\$ 57,000</u>
200 Materials & Supplies				
210 Office Supplies	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
211 Operating Supplies	-	-	-	-
212 Maintenance Supplies	37,321	46,898	46,898	46,898
213 Fuel & Lubricants	118,187	56,500	56,500	56,500
214 Small Tools	-	1,500	1,500	1,500
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 155,508</u>	<u>\$ 106,898</u>	<u>\$ 106,898</u>	<u>\$ 106,898</u>
300 Other Services & Charges				
340 Professional Services	\$ -	\$ -	\$ -	\$ -
341 Utilities	-	-	-	-
342 Maintenance Contractual	28,298	65,975	65,975	65,975
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	-	-	-	-
344 Refunds	-	-	-	-
Total 300 Services & Charges	<u>\$ 28,298</u>	<u>\$ 65,975</u>	<u>\$ 65,975</u>	<u>\$ 65,975</u>
Subtotal Maintenance & Operations	<u>\$ 206,914</u>	<u>\$ 188,435</u>	<u>\$ 188,435</u>	<u>\$ 229,873</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ 1,000
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>
Total Expenditures	<u>\$ 206,914</u>	<u>\$ 188,435</u>	<u>\$ 188,435</u>	<u>\$ 230,873</u>



8.3 Public Works - Solid Waste - Public Works Fund				
Divisional Summary				
Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Total Salaries	\$ 524,579	\$ 602,154	\$ 585,770	\$ 552,520
101 Allowances	480	480	480	480
102 FICA & Medicare	104,185	46,867	45,613	43,069
103 Retirement	96,285	95,877	104,523	88,109
104 Insurance - Employee	225,160	219,688	224,682	183,885
105 Membership, Travel & Training	-	500	500	500
106 Overtime	3,818	10,000	10,000	10,000
Total 100 Personal Service	\$ 954,507	\$ 975,566	\$ 971,568	\$ 878,563
200 Materials & Supplies				
210 Office Supplies	\$ -	\$ -	\$ -	\$ -
211 Janitor Supplies	-	-	-	-
212 Maintenance Supplies	28,487	40,600	40,600	40,600
213 Fuel & Lubricants	-	50,000	60,000	60,000
214 Small Tools	72	500	500	500
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	\$ 28,559.2	\$ 91,100.0	\$ 101,100.0	\$ 101,100.0
300 Other Services & Charges				
340 Professional Services	\$ -	\$ -	\$ -	\$ -
341 Utilities	-	-	-	-
342 Maintenance Contractual	294,207	373,000	373,000	373,000
342.1 Vehicle Repair	-	30,000	20,000	20,000
343 Insurance - Property	-	-	-	-
344 Refunds	-	-	-	-
Total 300 Services & Charges	\$ 294,207	\$ 403,000	\$ 393,000	\$ 393,000
Subtotal Maintenance & Operations	\$ 1,277,273	\$ 1,469,666	\$ 1,465,668	\$ 1,372,663
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	175,000	175,000	175,000
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	\$ -	\$ 175,000	\$ 175,000	\$ 175,000
Total Expenditures	\$ 1,277,273	\$ 1,644,666	\$ 1,640,668	\$ 1,547,663



12.1 Utility - Water - Public Works Fund

12.1 Utility - Water - Public Works Fund

Divisional Summary

Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 477,226	\$ 644,539	\$ 644,539	\$ 667,196
101 Allowances	2,880	2,880	2,880	2,880
102 FICA & Medicare	37,401	52,205	52,205	53,938
103 Retirement	80,219	106,799	106,799	110,344
104 Insurance - Employee	111,144	175,189	175,189	165,790
105 Membership, Travel & Training	5,094	7,500	7,500	7,500
106 Overtime	11,011	25,000	25,000	25,000
Total 100 Personal Service	<u>\$ 724,975</u>	<u>\$ 1,014,112</u>	<u>\$ 1,014,112</u>	<u>\$ 1,032,649</u>
200 Materials & Supplies				
210 Office Supplies	\$ 259	\$ 5,000	5,000	\$ 5,000
211 Janitor Supplies	-	2,750	2,750	2,750
212 Maintenance Supplies	110,579	129,248	129,248	159,248
213 Fuel & Lubricants	-	10,000	10,000	10,000
214 Small Tools	151	500	500	500
215 Chemicals	324,517	410,000	410,000	410,000
Total 200 Materials & Supplies	<u>\$ 435,506</u>	<u>\$ 557,498</u>	<u>\$ 557,498</u>	<u>\$ 587,498</u>
300 Other Services & Charges				
340 Professional Services	\$ 30,913	\$ 57,662	57,662	\$ 57,662
341 Utilities	220,695	250,000	250,000	250,000
342 Maintenance Contractual	123,811	375,000	375,000	375,000
342.1 Vehicle Repair	-	2,000	2,000	2,000
343 Insurance - Property	41	-	-	-
344 Refunds	-	-	-	-
Total 300 Services & Charges	<u>\$ 375,460</u>	<u>\$ 684,662</u>	<u>\$ 684,662</u>	<u>\$ 684,662</u>
Subtotal Maintenance & Operations	<u>\$ 1,535,941</u>	<u>\$ 2,256,272</u>	<u>\$ 2,256,272</u>	<u>\$ 2,304,809</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	50,000	25,000	50,000
403 Other Equipment	8,987	35,000	30,000	-
404 Projects	121,827	225,000	125,000	200,000
Total 400 Capital Expenditures	<u>\$ 130,814</u>	<u>\$ 310,000</u>	<u>\$ 180,000</u>	<u>\$ 250,000</u>
Total Expenditures	<u>\$ 1,666,755</u>	<u>\$ 2,566,272</u>	<u>\$ 2,436,272</u>	<u>\$ 2,554,809</u>



12.2 Utility - Sewer - Public Works Fund				
Divisional Summary				
Expenditure Classification	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
100 Personal Service				
100 Salaries	\$ 112,968	\$ 100,675	\$ 114,176	\$ 106,868
101 Allowances	-	-	-	-
102 FICA & Medicare	11,379	8,886	9,919	9,360
103 Retirement	19,349	18,178	22,729	19,148
104 Insurance - Employee	36,409	37,027	37,454	36,605
105 Membership, Travel & Training	330	500	500	500
106 Overtime	4,874	15,000	15,000	15,000
Total 100 Personal Service	\$ 185,310	\$ 180,266	\$ 199,778	\$ 187,481
200 Materials & Supplies				
210 Office Supplies	-	-	-	-
211 Janitor Supplies	-	-	-	-
212 Maintenance Supplies	12,794	47,000	47,000	97,500
213 Fuel & Lubricants	-	10,000	10,000	10,000
214 Small Tools	178	500	500	500
215 Chemicals	989	2,000	2,000	2,000
Total 200 Materials & Supplies	\$ 13,960.91	\$ 59,500.00	\$ 59,500.00	\$ 110,000.00
300 Other Services & Charges				
340 Professional Services	\$ 50	\$ 500	\$ 500	\$ 500
341 Utilities	3,640	9,000	9,000	9,000
342 Maintenance Contractual	42,337	62,842	62,842	62,842
342.1 Vehicle Repair	-	2,000	2,000	2,000
343 Insurance - Property	-	-	-	-
344 Refunds	-	-	-	-
Total 300 Services & Charges	\$ 46,027	\$ 74,342	\$ 74,342	\$ 74,342
Subtotal Maintenance & Operations	\$ 245,298	\$ 314,108	\$ 333,620	\$ 371,823
400 Capital Expenditures				
401 Office Equipment	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	31,750	130,000	30,000	30,000
Total 400 Capital Expenditures	\$ 31,750	\$ 130,000	\$ 30,000	\$ 30,000
Total Expenditures	\$ 277,048	\$ 444,108	\$ 363,620	\$ 401,823

12.2 Utility - Sewer - Public Works Fund



Expenditure Classification	99.0 Non-Departmental-Public Works Fund Departmental Summary			
	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
300 Other Services & Charges				
397 Sewer Treatment Expense	\$ 1,161,510	\$ 1,056,000	\$ 902,076	\$ 1,056,000
Total 300 Services & Charges	<u>1,161,510</u>	<u>1,056,000</u>	<u>902,076</u>	<u>1,056,000</u>
Subtotal Maintenance and Operations	\$ 1,161,510	\$ 1,056,000	\$ 902,076	\$ 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	250,000	250,000
505 Emergency Line repair contingency	-	200,000	-	200,000
506 Compensated Absence Contingency	-	5,000	-	5,000
Total 500 Contingency	\$ -	\$ 755,000	\$ 250,000	\$ 755,000
600 Debt Service				
601 Interest Expense	454,319	740,084	174,881	751,219
Total 600 Debt Service	<u>454,319.22</u>	<u>740,084.00</u>	<u>174,881.00</u>	<u>751,218.89</u>
Transfers-In				
810 Operating Transfer In - GF Sales Tax	4,580,168	4,695,000	4,767,525	4,700,000
825 Op Xfer from CDBG	-	-	-	-
Total Transfers-In	<u>4,580,168</u>	<u>4,695,000</u>	<u>4,767,525</u>	<u>4,700,000</u>
Transfers Out				
900 Transfers to General Fund	\$ 1,800,000	\$ 1,900,000	\$ 1,900,000	\$ 2,200,000
905 Transfers to CIP Projects	-	-	-	-
910 Operating Transfer Out- CIP Sales Tax	400,124	405,195	545,856	394,935
931 Operating Transfer Out - GF Sales Tax	3,778,639	3,873,375	3,933,208	3,877,500
Total Transfers Out	<u>5,978,763</u>	<u>6,178,570</u>	<u>6,379,064</u>	<u>6,472,435</u>
Total Expenditures and Transfers	<u>\$ 3,014,424</u>	<u>\$ 4,034,654</u>	<u>\$ 2,938,496</u>	<u>\$ 4,334,654</u>



The City of Bethany, Oklahoma

CITY OF BETHANY, OKLAHOMA

CAPITAL IMPROVEMENT FUND

FISCAL YEAR 2017

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 FY17 this source of revenue is estimated to generate approximately \$394,935. This is net of the debt on the Police, Court and Animal Control facilities.



CAPITAL IMPROVEMENT FUND

**CAPITAL IMPROVEMENT FUND
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
Funding Sources				
Interest Income	\$ -	\$ 3,500	\$ 2,684	\$ 3,500
Dedicated Sales Tax (Net)	637,740	405,195	545,856	394,935
CDBG	-	-	-	-
GO Bond Proceeds	-	-	-	-
Transfer F/ Public Works Authority	-	-	-	-
Miscellaneous revenue	-	62,821	-	-
Total Funding Sources	<u>\$ 637,740</u>	<u>\$ 471,516</u>	<u>\$ 548,540</u>	<u>\$ 398,435</u>
Estimated Project Costs				
Street Overlays and Sidewalks	\$ -	\$ 400,000	\$ 150,000	\$ 200,000
CDBG Project Costs	-	150,000	-	50,000
Joint City/County Street Projects	-	400,000	-	200,000
Contingency for Preliminary engineering	-	15,000	-	15,000
Downtown Parking Lot Improvements	-	75,000	-	75,000
Fire Department Equipment	117,373	-	1,390,000	-
Community Development Equipment	-	-	-	-
Garage Department Equipment	-	-	-	-
Playground Equipment	-	30,000	-	30,000
Capital Lease principal payments	-	-	-	-
Total Estimated Project Costs	<u>117,373</u>	<u>1,070,000</u>	<u>1,540,000</u>	<u>570,000</u>
Beginning Fund Balance	<u>1,092,830</u>	<u>1,613,197</u>	<u>1,613,197</u>	<u>621,736</u>
Ending Fund Balance	<u>\$ 1,613,197</u>	<u>\$ 1,014,713</u>	<u>\$ 621,736</u>	<u>\$ 450,171</u>



The City of Bethany, Oklahoma



CITY OF BETHANY, OKLAHOMA

PARKS AND STREETS IMPROVEMENT FUND

FISCAL YEAR 2017

ANNUAL BUDGET





CITY OF BETHANY, OKLAHOMA

PARKS AND STREETS IMPROVEMENT FUND

The Parks and Streets 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 FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
Funding Sources				
Interest Income	\$ 3	\$ -	\$ -	\$ -
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	\$ 3	\$ -	\$ -	\$ -
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	\$ 47,939	\$ 47,939	\$ 47,939
Ending Fund Balance	\$ 47,939	\$ 11,139	\$ 47,939	\$ 11,139



The City of Bethany, Oklahoma

CITY OF BETHANY, OKLAHOMA

E911 FUND

FISCAL YEAR 2017

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	Approved	Year-End	Budget
		FY15	Budget	Estimate	FY17
		_____	_____	_____	_____
E911 FUND	Revenue and Transfers In				
	E911 Telephone Tariff	\$ -	\$ 6,513	\$ 5,335	\$ 6,513
	Total Revenue and Transfers In	\$ -	\$ 6,513	\$ 5,335	\$ 6,513
	Expenditures and Transfers Out				
	Transfer to General Fund	\$ 4,859	\$ 6,513	\$ 5,335	\$ 6,513
	Total Expenditures and Transfers Out	\$ 4,859	\$ 6,513	\$ 5,335	\$ 6,513



The City of Bethany, Oklahoma

CITY OF BETHANY, OKLAHOMA

PUBLIC SAFETY FUND

FISCAL YEAR 2017

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			
		<u>Actual FY15</u>	<u>Approved Budget FY16</u>	<u>Year-End Estimate FY16</u>	<u>Budget FY17</u>
Revenue and Transfers Out					
PUBLIC SAFETY FUND	Traffic Safety Grants	\$ 33,297	\$ 28,745	\$ 38,508	\$ 22,745
	CDS Revolving Fund	14,126	-	17,865	-
	Court Award grants	-	12,000	12,000	12,000
	DEA Equitable Sharing	71,633	-	-	-
	Other PD grants/donations	8,195	-	9,956	-
	Fire Rescue Donations	150	-	-	-
	JAG Grant awards-BVP	-	-	-	-
	DHS equipment grant	-	-	-	-
	Grants to Fire Department	1,117	-	134,419	-
	Reimbursement-Towing	-	600	600	600
	Impound Fee	78,542	100,000	61,733	100,000
	Transfers From Other Funds	-	-	-	-
	Other Revenue	<u>9,566</u>	<u>-</u>	<u>5,351</u>	<u>-</u>
Total Revenue and Transfers In		<u>\$ 216,625</u>	<u>\$ 141,345</u>	<u>\$ 280,432</u>	<u>\$ 135,345</u>
Expenditures and Transfers Out					
	Transfers to Other Funds	\$ 22,745	\$ 22,745	\$ 22,745	\$ 22,745
	Fire Department Grant Expenditures	-	-	124,429	-
	Police Department grant expenditures	84,363	43,000	89,265	12,000
	Expenditures from Impound Fee Account	68,479	100,000	136,430	90,000
	Other Expenditures	<u>968</u>	<u>25,000</u>	<u>600</u>	<u>25,000</u>
Total Expenditures and Transfers Out		<u>\$ 176,555</u>	<u>\$ 190,745</u>	<u>\$ 373,469</u>	<u>\$ 149,745</u>



The City of Bethany, Oklahoma

CITY OF BETHANY, OKLAHOMA

JUVENILE JUSTICE FUND

FISCAL YEAR 2017

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.

Currently, this fund activity is managed under the Municipal Court Department. The department is developing plans and programs to reactivate this important function of the City.



BETHANY JUVENILE JUSTICE FUND

**BETHANY JUVENILE JUSTICE FUND
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

	<u>Actual FY15</u>	<u>Approved Budget FY16</u>	<u>Year-End Estimate FY16</u>	<u>Budget FY17</u>
Revenue and Transfers In				
Interest Income	\$ -	\$ -	\$ -	\$ -
Juvenile fines and Court Costs	-	40,000	4,000	40,000
Other Income	-	-	-	-
Transfers from Other Funds	-	-	-	-
Total Revenue and Transfers In	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ 4,000</u>	<u>\$ 40,000</u>
Expenditures and Transfers Out				
100 Personal Service				
100 Salaries	\$ -	\$ 19,500	\$ 19,500	\$ 19,500
101 Allowances	-	-	-	-
102 FICA & Medicare	-	1,492	1,492	1,492
103 Retirement	-	-	-	-
104 Insurance - Employee	-	120	4,881	120
105 Membership, Travel & Training	-	-	-	-
106 Overtime	-	-	-	-
Total 100 Personal Service	<u>\$ -</u>	<u>\$ 21,112</u>	<u>\$ 25,873</u>	<u>\$ 21,112</u>
200 Materials & Supplies				
210 Office Supplies	\$ -	\$ 250	\$ 250	\$ 250
212 Maintenance Supplies	-	250	250	250
Total 200 Materials & Supplies	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 500</u>
300 Other Services & Charges				
340 Professional Services	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
341 Utilities	-	200	200	200
342 Maintenance Contractual	-	-	-	-
Total 300 Services & Charges	<u>\$ -</u>	<u>\$ 5,200</u>	<u>\$ 5,200</u>	<u>\$ 5,200</u>
Subtotal Maintenance & Operations	<u>\$ -</u>	<u>\$ 26,812</u>	<u>\$ 31,573</u>	<u>\$ 26,812</u>
900 Transfers Out				
910 Transfer to General Fund	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total 900 Transfers Out	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
Total Expenditures & Transfers Out	<u>\$ 10,000</u>	<u>\$ 36,812</u>	<u>\$ 41,573</u>	<u>\$ 36,812</u>
Beginning Fund Balance	<u>\$ 165,289</u>	<u>\$ 155,289</u>	<u>\$ 155,289</u>	<u>\$ 117,716</u>
Ending Fund Balance	<u>\$ 155,289</u>	<u>\$ 158,477</u>	<u>\$ 117,716</u>	<u>\$ 120,905</u>



The City of Bethany, Oklahoma



The City of Bethany, Oklahoma

CITY OF BETHANY, OKLAHOMA

DEBT SERVICE FUND

FISCAL YEAR 2017

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 plans to seek voter approval to issue general obligation bonds to finance a replacement to our aging library building.



Debt Service Fund Mill Levy Calculation

**City of Bethany, Oklahoma
Debt Service Fund Mill Levy Calculation**

Bond Series	Amount Outstanding	Interest Levy	Principal Levy	Total Levy
G.O Series 2016	\$ 8,180,000	\$ 295,788	\$ 409,000	\$ 704,788
		0.035	20 yrs	
Totals	\$ 8,180,000	\$ 295,788	\$ 409,000	\$ 704,788
Ad Valorem Tax Estimate				
Interest Levy	\$ 295,788			
Principal Levy	409,000			
Fiscal Agent Fees	400			
Less Reserve	(104,809)			
Delinquent Taxes (at 5 %)	30,019			
Total Estimated Ad Valorem Tax Requirement	\$ 630,398			
Estimated Assessed Valuation of Taxable Property	\$ 88,826,430			
Estimated Mill Levy		7.096964271		

DEBT SERVICE FUND

**DEBT SERVICE FUND
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

	Actual FY15	Approved Budget FY16	Year-End Estimate FY16	Budget FY17
Revenue and Transfers				
Current Year Taxes	\$ -	\$ -	\$ -	\$ 600,379
Prior Year Taxes	-	-	-	-
Debt Proceeds	-	-	-	-
Total Revenue and Transfers	\$ -	\$ -	\$ -	\$ 600,379
Expenditures				
Current Year Retirements	\$ -	\$ -	\$ -	\$ -
Interest Payments on Bonds	-	-	-	273,035
Amt to Repay debt	-	-	-	-
Fiscal Agent Fees	-	-	-	400
Total Expenditures	\$ -	\$ -	\$ -	\$ 273,435
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ -	\$ 326,944
Beginning Fund Balance	\$ 104,809	\$ 104,809	\$ 104,809	\$ 104,809
Ending Fund Balance	\$ 104,809	\$ 104,809	\$ 104,809	\$ 431,753
Less Reserve for Bond Retirement	-	-	-	-
Fund Balance Designated For Debt Service	\$ 104,809	\$ 104,809	\$ 104,809	\$ 431,753



View of Entrance from North



CITY OF BETHANY, OKLAHOMA

BETHANY HOSPITAL TRUST

FISCAL YEAR 2017

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	Approved	Year-End	Budget	Budget
		FY15	Budget	Estimate	FY17	FY18
			FY16	FY16		
BETHANY HOSPITAL TRUST	Revenue and Transfers In					
	Lease Payments	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
	Other Income	200,000	200,000	200,000	200,000	200,000
	Interest Income	19,480	20,000	35,855	20,000	20,000
	Capital Contributions	-	-	-	-	-
	Total Revenue and Transfers In	\$ 219,480	\$ 220,000	\$ 235,855	\$ 225,000	\$ 225,000
	Expenditures and Transfers Out					
	Other Expenditures	\$ 59,917	\$ -	\$ 22,455	\$ -	\$ -
	Capital Improvements	-	200,000	22,275	-	-
	Transfer to Other Funds	-	-	-	-	200,000
Depreciation Expense	224,126	-	-	-	-	
Total Expenditures and Transfers Out	\$ 284,043	\$ 200,000	\$ 44,730	\$ -	\$ 200,000	
Beginning Fund Balance	\$ 1,589,648	\$ 1,525,085	\$ 1,525,085	\$ 1,716,210	\$ 1,941,210	
Ending Fund Balance	\$ 1,525,085	\$ 1,545,085	\$ 1,716,210	\$ 1,941,210	\$ 1,966,210	



The City of Bethany, Oklahoma





The City of Bethany, Oklahoma

CITY OF BETHANY, OKLAHOMA

BETHANY DEVELOPMENT AUTHORITY

FISCAL YEAR 2017

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.



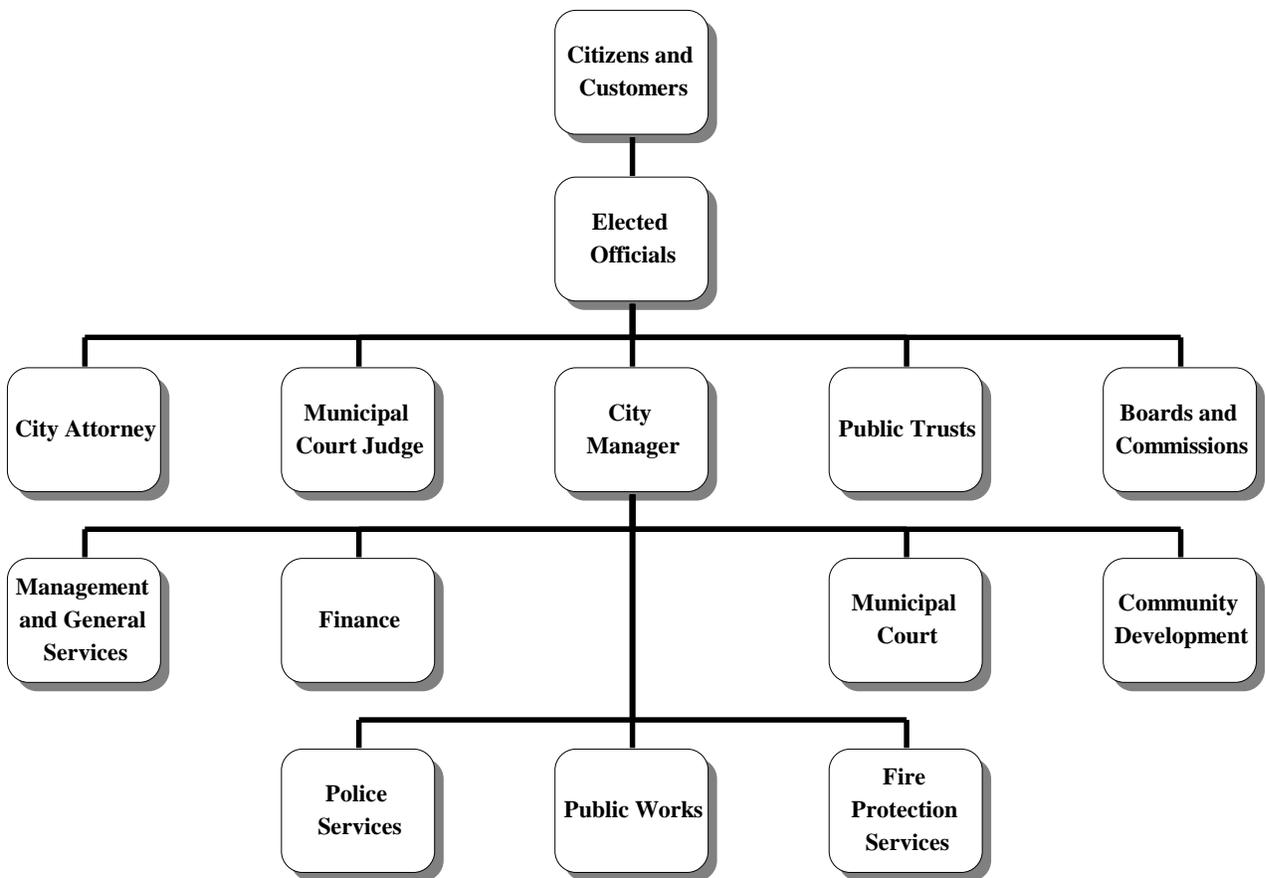
**BETHANY DEVELOPMENT AUTHORITY
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

	<u>Actual FY15</u>	<u>Approved Budget FY16</u>	<u>Year-End Estimate FY16</u>	<u>Budget FY17</u>
Revenue and Transfers In				
Interest Income	\$ -	\$ -	\$ -	\$ -
Bethany Freedom Festival	33,920	15,000	30,000	30,000
Bethany Balloon Festival	-	-	-	-
Other Income	-	-	-	-
Transfers from Other Funds	<u>150,000</u>	<u>185,000</u>	<u>-</u>	<u>185,000</u>
Total Revenue and Transfers In	<u>\$ 183,920</u>	<u>\$ 200,000</u>	<u>\$ 30,000</u>	<u>\$ 215,000</u>
Expenditures and Transfers Out				
100 Personal Service				
100 Salaries	\$ -	\$ -	\$ -	\$ -
101 Allowances	-	-	-	-
102 FICA & Medicare	-	-	-	-
103 Retirement	-	-	-	-
104 Insurance - Employee	-	-	-	-
105 Membership, Travel & Training	<u>1,309</u>	<u>5,000</u>	<u>1,320</u>	<u>1,500</u>
Total 100 Personal Service	<u>\$ 1,309</u>	<u>\$ 5,000</u>	<u>\$ 1,320</u>	<u>\$ 1,500</u>
200 Materials & Supplies				
210 Office Supplies	169	2,000	100	2,000
212 Maintenance Supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total 200 Materials & Supplies	<u>\$ 169</u>	<u>\$ 2,000</u>	<u>\$ 100</u>	<u>\$ 2,000</u>
300 Other Services & Charges				
340 Professional Services	\$ 57,060	\$ 64,800	\$ 14,220	\$ 64,800
342 Maintenance Contractual	-	-	-	-
347 Economic Development Grants	-	60,000	32,400	60,000
348 Advertising and Promotion	23,612	30,000	25,000	30,000
351 Bethany Freedom Festival	49,704	60,000	48,750	60,000
352 Bethany Balloon Festival	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total 300 Services & Charges	<u>\$ 130,376</u>	<u>\$ 214,800</u>	<u>\$ 120,370</u>	<u>\$ 214,800</u>
Subtotal Maintenance & Operations	<u>\$ 131,854</u>	<u>\$ 221,800</u>	<u>\$ 121,790</u>	<u>\$ 218,300</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 131,854</u>	<u>\$ 221,800</u>	<u>\$ 121,790</u>	<u>\$ 218,300</u>
Beginning Fund Balance	<u>\$ 94,819</u>	<u>\$ 146,885</u>	<u>\$ 146,885</u>	<u>\$ 55,095</u>
Ending Fund Balance	<u>\$ 146,885</u>	<u>\$ 125,085</u>	<u>\$ 55,095</u>	<u>\$ 51,795</u>



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 \$383.77 for employees. Employees will contribute \$103.55 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 \$34.39 per month for employees with an additional charge for family coverage.

The Employee Health and Benefits Committee works hard 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 FY17 will be approximately \$428,799.



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.



The City of Bethany, Oklahoma

Request	Capital Requests By Fund									
	Public Works Fund	Capital Improvement	Parks/Streets Cap Improvement	Public Safety/Impound Fees	Federal Programs	General Fund Other	GO/Revenue Bond	Total Requested	Total Budgeted	Actual
ADMINISTRATION:										
City Hall equipment & Server Staff vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ -
FINANCE:										
Meter Reader Vehicle Replacement equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 20,000
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 20,000
Municipal Court:										
Laserfiche Scanner & Software Municipal Court Equipment-Computer F/Judge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ 12,000
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ 12,000
Police Department:										
Office Equipment Police cars (2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -
Tasers (10)	\$ -	\$ -	\$ -	\$ -	\$ 10,430	\$ -	\$ -	\$ 20,860	\$ 20,860	\$ -
Computer Server and Upgrades	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ 32,000	\$ 32,000	\$ -
Police cars (3)	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ -
Ruggedized Patrol Car, Tablets	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -
Live Scan Fingerprint System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ -	\$ -	\$ -	\$ 90,000	\$ 46,430	\$ 51,430	\$ -	\$ 187,860	\$ 187,860	\$ -
Fire Department:										
Apparatus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Station remodel-windows, lighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,900	\$ -	\$ 68,900	\$ 68,900	\$ -
Turn-out gear for new hires	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,000	\$ -	\$ 31,000	\$ 31,000	\$ -
Federal Reimbursement Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,900	\$ -	\$ 99,900	\$ 99,900	\$ -
Community Development:										
401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
CDBG projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 5,000
Bethany Public Works:										
010 General Fund - PWA Admin	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
508.1-401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
010 General Fund - PWA Streets										
508.1-401 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Improvements	\$ -	\$ -	\$ 36,800	\$ -	\$ -	\$ -	\$ -	\$ 36,800	\$ 36,800	\$ 36,800
Totals	\$ -	\$ -	\$ 36,800	\$ -	\$ -	\$ -	\$ -	\$ 36,800	\$ 36,800	\$ 36,800



**City of Bethany, Oklahoma
Fiscal Year 2017 Budget**

The Bethany City Council will hold a public hearing on the proposed FY17 Budget on May 31, 2016, at 6:30 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
<u>Estimated Revenue</u>					
Taxes	\$ 5,864,875	\$ -	\$ 600,379	\$ 6,513	\$ -
Licenses & Permits	91,000	-	-	-	-
Intergovernmental	263,424	-	-	34,745	-
Charges for Services	471,500	8,749,723	-	100,600	-
Fines & Forfeitures	1,077,275	-	-	-	-
Bond proceeds	-	-	-	-	-
Miscellaneous	139,753	-	-	-	3,500
Interfund Transfers	6,318,795	4,700,000	-	-	394,935
Fund Balance	<u>1,474,148</u>	<u>1,608,852</u>	<u>(326,944)</u>	<u>-</u>	<u>171,565</u>
Total Revenues	\$ 15,700,769	\$ 15,058,576	\$ 273,435	\$ 141,858	\$ 570,000
<u>Estimated Expenditures</u>					
General Government	\$ 2,858,327	\$ -	\$ -	\$ -	\$ -
Public Safety	6,376,412	-	-	127,000	-
Public Works (General Fund)	1,581,031	-	-	-	-
Public Works (Utility Fund)	-	6,697,653	-	-	-
Debt Service	-	1,431,488	273,435	-	-
Capital Improvements	-	457,000	-	-	570,000
Interfund transfers	<u>4,885,000</u>	<u>6,472,435</u>	<u>-</u>	<u>29,258</u>	<u>-</u>
Total Expenditures	\$ 15,700,769	\$ 15,058,576	\$ 273,435	\$ 156,258	\$ 570,000

Jon Robinson – City Clerk



RESOLUTION NO. 1414

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BETHANY ADOPTING THE FISCAL YEAR 2017 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 FY I 7 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 FY I 7 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 FY I 7 Annual Budget contained in the attached Exhibit "A" are hereby adopted and incorporated by reference.



The City of Bethany, Oklahoma

1. The inter-fund transfers included within the budget are hereby approved
2. Resolution No. 819 authorizing the City Manager to make transfers within the General Fund is affirmed.
3. The Capital Improvement Plan is amended to include the expenditures for equipment and projects enumerated in the budget.
4. The City Manager is authorized to proceed with implementation of the FY I 7 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 21st day of June 2016.

Mayor

Attest:

City Clerk



Approved as to form and legality on June 21, 2016.

City Attorney: /s/ David Davis



City Of Bethany
FY 16-17 Budget Summary

FY 16-17 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	\$ 688,360	\$ 40,750	\$ 116,460	\$ 50,000	\$ 100,000	\$ -	\$ -	\$ 965,570
Finance Department	250,941	8,000	87,000	12,000	-	-	-	357,941
Legal and Municipal Court Department	479,319	10,900	122,960	3,000	-	-	-	616,179
Police Department	3,479,457	134,575	300,480	51,430	-	-	-	3,965,942
Fire Department	1,956,959	56,334	297,276	99,900	-	-	-	2,410,469
Community Development Department	474,886	23,250	10,500	5,000	-	-	-	513,636
Public Works Department	1,067,132	204,566	267,533	41,800	-	-	-	1,581,031
Non Departmental	-	-	-	-	405,000	-	4,885,000	5,290,000
Total General Fund	\$ 8,367,055	\$ 478,375	\$ 1,202,209	\$ 263,130	\$ 505,000	\$ -	\$ 4,885,000	\$ 15,700,769
Public Works Fund								
Administration Division	\$ 122,944	\$ -	\$ 93,999	\$ 1,000	\$ 150,000	\$ -	\$ -	\$ 367,943
Finance Department	248,441	45,000	72,100	-	-	-	-	365,541
Vehicle Maintenance Division	57,000	106,898	65,975	1,000	-	-	-	230,873
Solid Waste Division	878,563	101,100	393,000	175,000	-	-	-	1,547,663
Water Division	1,032,649	587,498	684,662	250,000	-	-	-	2,554,809
Sewer Division	187,481	110,000	74,342	30,000	-	-	-	401,823
Non Departmental	-	-	1,056,000	-	755,000	1,431,488	6,472,435	9,714,923
Total Public Works Fund	\$ 2,527,078	\$ 950,496	\$ 2,440,078	\$ 457,000	\$ 905,000	\$ 1,431,488	\$ 6,472,435	\$ 15,183,576
Capital Improvement Fund								
E911 Fund	\$ -	\$ -	\$ -	\$ 570,000	\$ -	\$ -	\$ -	\$ 570,000
Public Safety Fund	-	-	-	-	-	-	6,513	6,513
Parks and Streets CIP Fund	-	25,000	-	90,000	-	-	22,745	137,745
Debt Service Fund	-	-	-	36,800	-	-	-	36,800
Bethany Hospital Trust	-	-	-	-	-	273,435	-	273,435
Bethany Development Authority	1,500	2,000	214,800	-	-	-	200,000	200,000
Bethany Juvenile Justice Fund	21,112	500	5,200	-	-	-	10,000	21,812
Totals	\$ 10,916,745	\$ 1,456,371	\$ 3,862,287	\$ 1,416,930	\$ 1,410,000	\$ 1,704,923	\$ 11,596,693	\$ 32,363,950

