

*City of Bethany, Oklahoma
Adopted Annual Budget
Fiscal Year 2011-2012*





The City of Bethany
*A Great Place to Live, Work, Shop
and Grow a Business!*

June 21, 2011

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

I am pleased to present to you the Fiscal Year 2011-2012 Annual Budget. While the national recession has presented us with some challenging situations in continuing to provide the level of services that have historically been a part of Bethany, we are fortunate to have been able to continue those services through some tough times while other local governments in Oklahoma and around the country have faced reductions in staff and services.

Each year the challenges will continue, but Bethany has resources from prior efforts to stabilize the financial model that will assist in continuing the level of services our citizens have come to expect. Revenue did slow but did not fall below expectations. Sales taxes for the past 11 months are 1.6% less than a year ago and projected to finish the year \$65,000 below budget. Other revenues are somewhat above expectations. The revenue projections for FY 2012 indicate there will be no growth in sales taxes, and revenues in total will be flat for the year.

Staff works every day to secure needed services and equipment at the most cost effective prices available. This has resulted in expenditures well below expectations for the first 11 months of the current fiscal year. Granted, there are a few capital projects that are not yet complete, but the major category of expense is paying the very people who make the city work. And that expenditure is within the budget and will continue to be within budgetary apportionments. Our employees continue to provide exceptional services to our citizen customers. Expenditure projections for FY 2012 are somewhat above the prior year as we work to accomplish our goals.

Focus on Infrastructure Re-development

As we have for the past several years, we will focus FY 2012 on re-developing infrastructure. Time wears away at concrete and metal. Water lines initially installed as 2" line no longer provide the pressure expected in homes or available to fight fires. Sewer lines once made of clay and concrete have deteriorated over time and are collapsing. We must focus on the re-development of these most basic services: delivery of clean water, and removal of waste water. Without these, there would be no Bethany. Engineering work is underway and Staff time will be devoted to identifying and costing those utility lines that need replacement at the same time they continue to make sure existing infrastructure remains viable. The projects that have been

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City of Bethany, Oklahoma

identified already are included for FY 12 as capital projects in both the Public Works Authority and the Capital Improvement Fund.

Transportation infrastructure in and through the City is another area that time works to deteriorate. Funds to resurface or replace sections of road and sidewalks with help from other governments are included in the FY 12 capital requests in the Capital Improvement Fund. Also included are machinery and equipment to maintain other roads and streets.

Focus on Retail Re-Development

The state of Oklahoma is the only state where municipalities are reliant upon the sales tax, as opposed to other taxes, to fund general government. Without a vibrant retail base, a city in Oklahoma has a difficult time meeting citizen demands for public safety and other services. The next several years for the City of Bethany are very dependent upon the re-development of a retail base. Staff and consultant time and efforts to revitalize the main corridors within Bethany will result in a broader, more vibrant retail center that will benefit existing business as well as expand and deliver alternative shopping to citizens and visitors alike. The planned expenses for FY 12 in the Bethany Development Authority will continue to work on this re-development effort.

Focus on Housing Re-development

As time goes by, homes that were built years ago need more attention. Good property maintenance is the foundation for ensuring quality and healthy living conditions. And quality housing attracts people to a city. Property maintenance requirements as delineated by ordinance were passed to help maintain quality housing. Pro-active enforcement of existing ordinances will be a fundamental step toward ensuring that Bethany residents will find the value of a home increasing over time. The FY 12 budget in the General Fund's Community Development Department will be utilized and staff will be directed to specifically enforce those ordinances that address the issues of property maintenance. This will make certain that future Bethany residents will experience better, healthier living.

The Adopted Budget

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

The General Fund budget for FY12 includes expenditures for continuing operations of \$9,798,921. This .0.65% increase from the FY11 budget of \$9,735,493 reflects increases in contract services and in the cost of benefits for our employees. Our staff continues its dedication to providing timely and quality service and we must re-dedicate ourselves to that staff to continue with the service levels citizens expect. Revenues to support these activities are expected to increase only 0.91% to \$7,469,989 from the FY 1 budget of \$7,543,900.

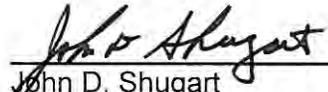
The Bethany Public Works Authority budget for FY 12 increases expenses by 9.04% over the prior years' budget to \$9,244,694. This includes provision for debt repayment and an increase in capital equipment and capital project expenses. Revenues of \$7,743,819 represent a 2.44% increase over the previous years' budgeted revenue of \$7,559,254. Scheduled increases in water, sewer and sanitation rates as well as the continued sewer base rate increase to repay debt contribute to the maintenance of revenues.

The Capital Improvement Fund budget projects tax revenues of \$532,574. Expenditures include most of this year's focus projects for infrastructure repair and replacement. Water and sewer line improvements, street resurfacing projects, as well as replacement of other capital equipment are included in the \$772,902 budget.

Acknowledgments

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

Respectfully submitted for your approval,



John D. Shugart
City Manager

City of Bethany, Oklahoma

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City of Bethany, Oklahoma

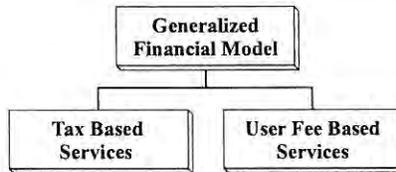
Budget Overview Fiscal Year 2011-2012 Annual Budget



Fiscal Year 11-12 Annual Budget Overview

I. Understanding The Budget

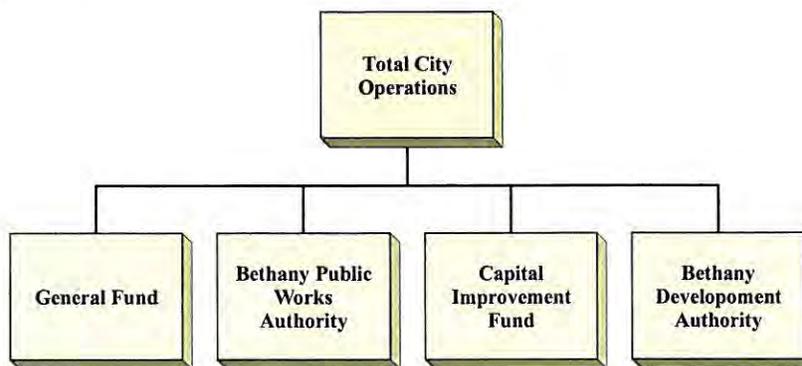
◆ Understanding the City of Bethany’s budget is much easier if you have a basic understanding of how city governments finance the services they provide. The model shown below is a simple explanation that government services are either paid for by taxes or user fees. The citizen pays 100% of all costs.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



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

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

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



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

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

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

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

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

Consider the following. In 1980, the sales tax rate was two percent. Sales tax revenue paid for 42 percent of city services. In 1990 sales tax paid for only 31 percent of city services. In 2000, the sales tax rate was three percent and paid for 35 percent of city services. In 2005, the four percent sales tax rate paid for less than 40 percent of city services. In 2008, sales taxes paid for 56% with fines and other fee increases and increased operating transfers making up the difference.

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 in one year but diminished in value with prolonged use or time.

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

This means that of the estimated \$4,149,989 in sales tax the City expects to receive in FY12, \$726,258 is not available to the General Fund to pay for operating expenses. This money can only be used for capital improvements. While that is a lot of money, the City has many capital projects either in progress or waiting to be funded. These projects include water and sewer line replacements, street improvements and replacement equipment.

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



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

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

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

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

Transfers from Public Works Authority to the General Fund



◆ 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 FY11.

- * 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 FY12

The City's budgetary priorities remain the same for Fiscal Year 2012 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

The Greater Bethany Metropolitan Area's overall economy is in some ways stronger and some ways weaker than the rest of the United States. The latest inflation number from the Bureau of Labor statistics shows the US city average inflation rate fell 0.2 percent from a year ago while the regional rate rose 1.4 percent. The increases were due mostly to

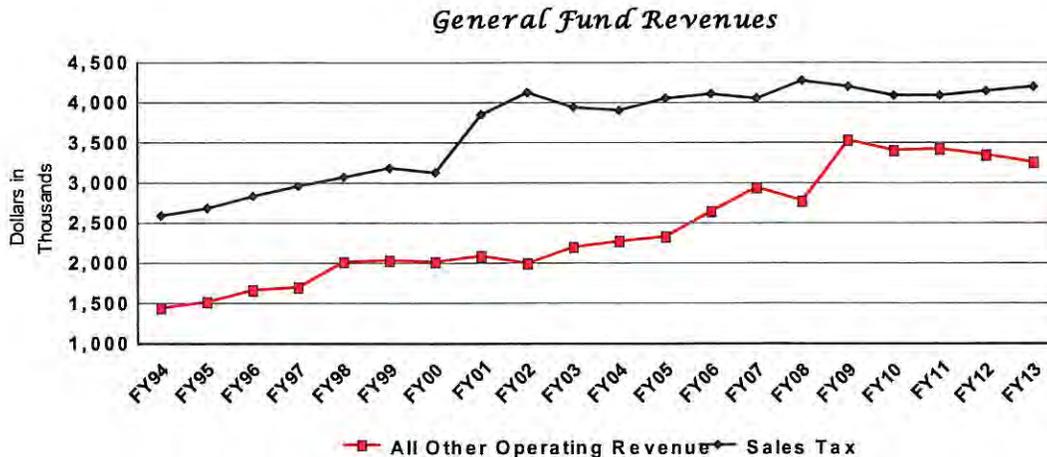
energy prices over the last several months. This comes at the same time that the latest area wide unemployment rate is reported at approximately 5.9 percent. This compares to a deflation rate of 1.5 and an unemployment rate of 5.4 percent at this time last year. The latest unemployment rate for the entire country is 9.7 percent. Counter to the national trend, employment for the metro area is up slightly from last year.

The City’s budgeted worker’s compensation rate of approximately \$523,926 for FY12 is above the average annual cost for this coverage. Our supervisors work hard to instill a safety conscious attitude in all workers by offering training opportunities to expand and renew the knowledge base.

Facing an expensive year for health insurance rates, the City requested proposals on coverage plans for health, life and dental coverage for our employees. A carrier has been chosen that will slightly increase rates for FY 12 with similar coverage and options. We will continue to examine ways to reduce the cost of health care coverage for our employees and their families while complying with the new Federal laws for health care reform.

The City has a contract with EMSA to provide ambulance service. The contract for FY04 was at no cost to the City. The contract this year will again provide every utility unit with an EMSA membership. We expect the contract to cost approximately \$268,819 in FY12. A \$2.60 per utility unit fee will be billed to pay for this membership arrangement.

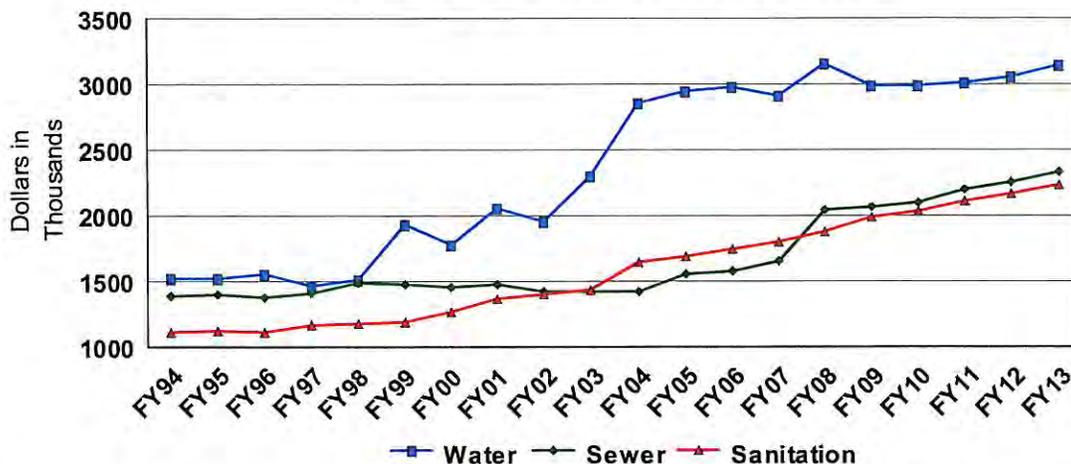
General Fund revenue trends are generally flat. Given the fact that our population and retail base has a slow growth rate, this is expected. The increase in the sales tax is due to increased energy costs for basic utility services.



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

utilities. The additional income will be used for operational expenses. As the scheduled increases expire, revenues turn flat. Water usage was abnormally low in FY07 due to the weather and continues a slowing trend

Bethany Public Works Authority Revenue



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

V. Summary Financial Data

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

Summary Financial Data

	FY10 Actual	FY11 Budget	FY11 Estimate	FY012 Budget	FY13 Budget	% Change
General Fund						
Revenue	\$7,523,061	\$7,402,720	\$7,543,900	\$7,519,989	\$7,584,679	1.58%
Expenditures	\$8,206,394	\$9,735,493	\$8,973,844	\$9,859,273	\$9,653,414	1.27%
Net Transfers	\$332,021	\$1,238,050	\$1,238,050	\$1,115,047	\$1,204,408	-9.94%
Change in fund balanc	(\$351,311)	(\$1,094,723)	(\$191,895)	(\$1,224,237)	(\$864,327)	11.83%
Public Works Authority						
Revenue	\$7,533,757	\$7,559,254	\$7,559,254	\$7,743,819	\$7,968,800	2.44%
Expense	\$5,656,382	\$8,477,894	\$7,733,523	\$9,243,847	\$6,831,520	9.03%
Net Transfers	(\$793,005)	(\$1,438,005)	(\$1,438,005)	(\$1,438,005)	(\$1,537,930)	-0.00%
Change in fund balanc	\$1,084,369	(\$2,356,645)	(\$1,612,274)	(\$2,938,034)	(\$400,650)	24.67%

VI. State and Local Requirements for Balancing the Budget

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

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

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

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

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

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

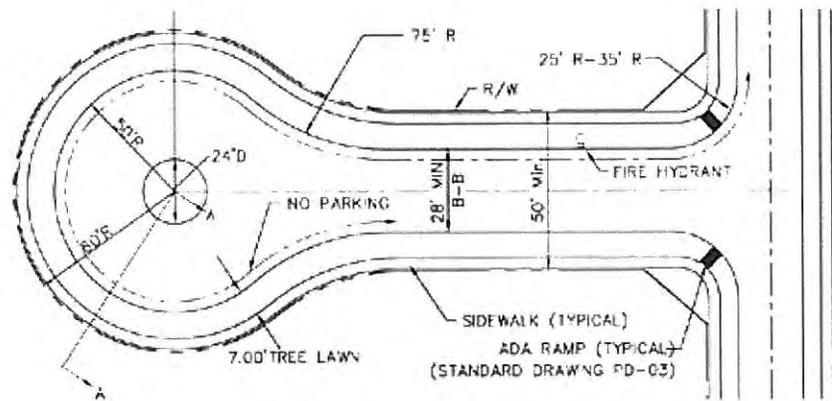
The Finance Department then tabulates each fund and department's budget and prepares a draft budget document for distribution. The City Manager reviews the preliminary budget with the City Council and Trusts. After the public hearing, the City Council and Trusts approve the budget for the year.

VII. About The Financial Summaries

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

City of Bethany, Oklahoma

General Fund Fiscal Year 2011-2012 annual Budget



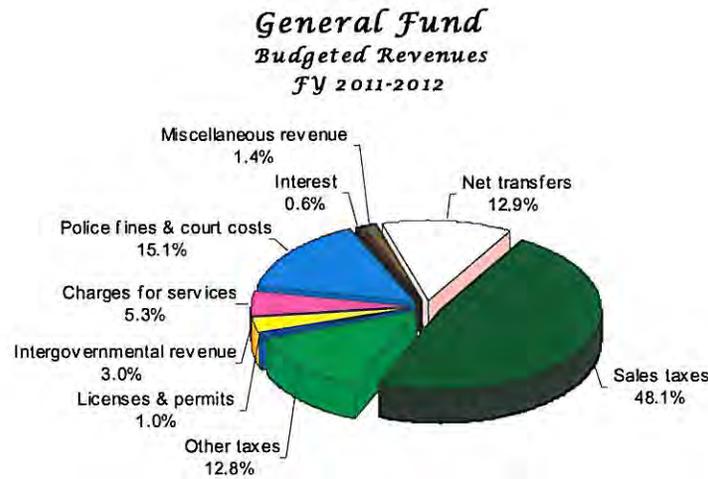
City of Bethany, Oklahoma

General Fund Description

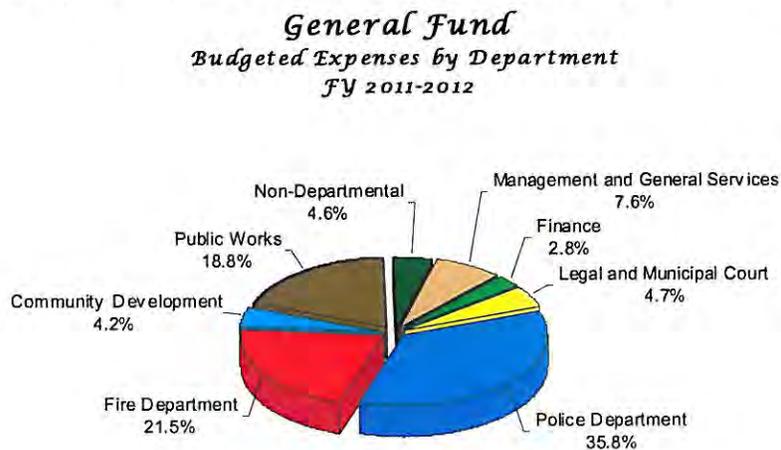
The General Fund is used to account for all financial resources except those which are required to be accounted for in another fund.

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

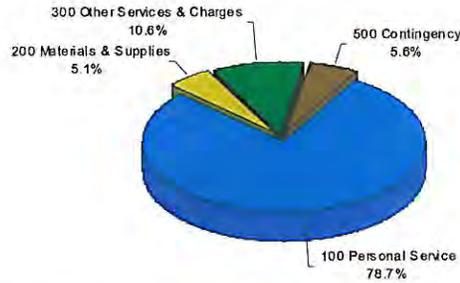
Revenues are non departmental in nature. This means that most categories of revenues can not be attributed to one particular department. The pie chart below depicts the sources of revenue by type.



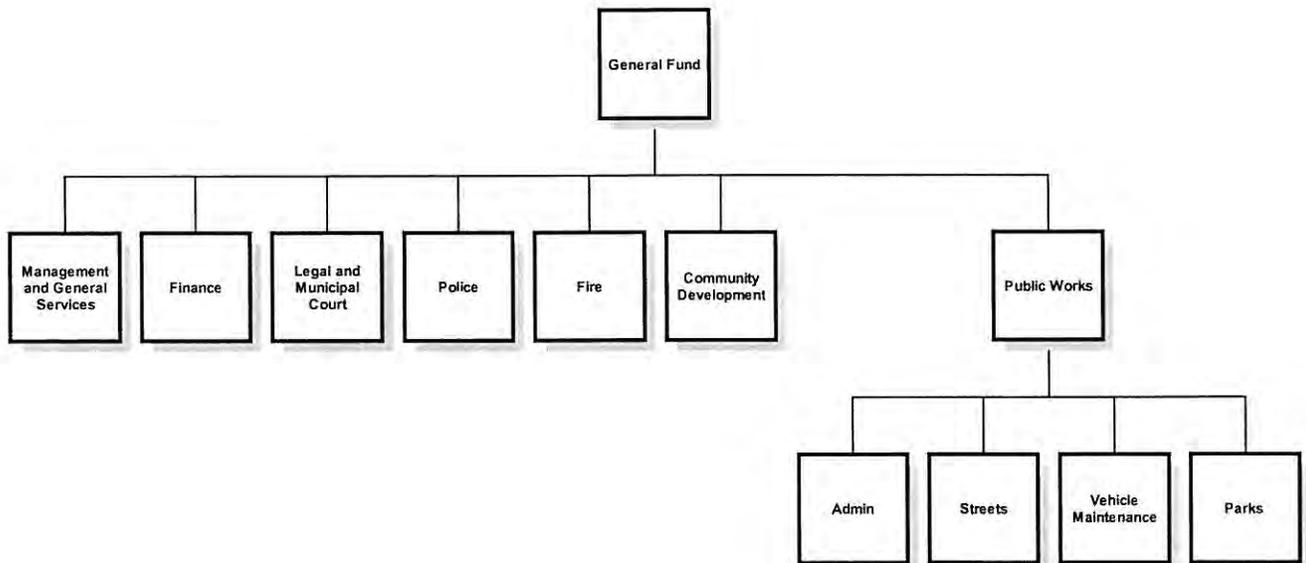
Expenditures are accounted by department and account. Total expenditures by department and object code are reflected in the accompanying pie charts.



General Fund
Budgeted Expenses by Object Code
 FY 2011-2012



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



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

City of Bethany, Oklahoma
Object Code Chart of Accounts

<i>Account Number</i>	<i>Description</i>
<u>100 Personal Services</u>	
100 Salaries	Wages
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
106 Overtime	Regular, special and overtime
<u>200 Materials and Supplies</u>	
210 Office Supplies	Office supplies including postage and printing
211 Janitorial Supplies	Janitorial supplies
212 Maintenance Supplies	Parts and supplies for repairs and maintenance
213 Fuel and Lubricants	Fuel, oil and grease
214 Small Tools	Hand tools under \$ 500.00
215 Chemicals	Water plant chemicals, insecticides
<u>300 Other Services and Charges</u>	
340 Professional Services	Services by professionals including auditors, legal, engineers, medical and elections
341 Utilities	Telephone, natural gas and electric
342 Maintenance Services	Outside repairs including parts and labor, and leases
343 Insurance -- General Liability and Property	Auto, general liability and property insurance
344 Refunds	Refunds to our customers
<u>400 Capital Outlay</u>	
401 Office Equipment	Computer hardware, office furniture, etc.
402 Motor Vehicles and Machinery	Autos, trucks and construction equipment
403 Other Equipment	All other equipment
404 Projects	Construction and other projects
<u>500 Contingency</u>	
501 Operating Contingency	Funds for operating transfers
502 Litigation Contingency	Funds for legal settlements
503 Storm Recovery Contingency	Funds for storm cleanup
504 Contract Employee Contingency	Funds for contract employee severance
505 Emergency Line Repair Contingency	Funds for water/sewer emergency line repairs
506 Compensated Absence Contingency	Funds for employee termination benefits

GENERAL FUND					
FINANCIAL SUMMARY					
	Actual FY 10A	Budget FY11B	Estimate FY11E	Budget FY12	Budget FY13
<u>Revenue</u>					
Carryover From Previous Year	\$4,391,449	\$4,040,138	\$4,040,138	\$3,848,243	\$2,624,006
Total Operating Revenue	7,523,061	7,402,720	7,543,900	7,519,989	7,584,679
Sales Tax Transfer From Public Works	3,387,162	3,389,843	3,389,843	3,423,741	3,475,097
Operating Transfer From Public Works	1,055,000	1,700,000	1,700,000	1,700,000	1,800,000
Transfers From Other Funds	-	357,107	357,107	241,295	241,550
Revenue Available for Appropriation	<u>\$16,356,672</u>	<u>\$16,889,808</u>	<u>\$17,030,987</u>	<u>\$16,733,268</u>	<u>\$15,725,332</u>
<u>Expenditures</u>					
Maintenance and Operations Expenditure	\$8,206,394	\$9,180,788	\$8,973,844	\$9,304,568	\$9,553,414
Capital Expenditures	-	-	-	-	-
Contingency	-	554,705	-	554,705	100,000
Transfer Sales Tax to Public Works	4,105,651	4,108,900	4,108,900	4,149,989	4,212,239
Transfer to Capital Improvement Fund	-	-	-	-	-
Transfer To Other Funds	4,490	100,000	100,000	100,000	100,000
Total Expenditures and Transfers	<u>\$12,316,535</u>	<u>\$13,944,393</u>	<u>\$13,182,744</u>	<u>\$14,109,262</u>	<u>\$13,965,653</u>
FB Carryover to Next Fiscal Year	<u>\$4,040,138</u>	<u>\$2,945,415</u>	<u>\$3,848,243</u>	<u>\$2,624,006</u>	<u>\$1,759,679</u>

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

	Actual FY10	Approved Budget FY11	Year-End Estimate FY11	Budget FY12	Budget FY13
Operating Revenue					
Sales Tax	\$4,105,651	\$4,108,900	\$4,108,900	\$4,149,989	\$4,212,239
Franchise-ONG/OG&E	548,518	520,000	535,000	535,000	535,000
Ordinance-Telephone	49,440	52,000	50,000	50,000	50,000
Franchise-Cable	222,126	200,000	220,000	220,000	220,000
Hotel tax	52,217	50,000	52,000	52,000	52,000
Use Tax	211,348	244,000	244,000	244,000	246,440
Subtotal Taxes	5,189,300	5,174,900	5,209,900	5,250,989	5,315,679
Occupation	46,537	30,000	40,000	40,000	40,000
Building Permits	35,184	20,000	20,000	20,000	20,000
Inspection Fees & Permits	32,527	20,000	22,000	22,000	22,000
Zoning Permits	2,603	1,000	1,000	1,000	1,000
Subtotal Licenses & Permits	116,851	71,000	83,000	83,000	83,000
Alcohol Beverage Tax	29,787	28,000	28,000	28,000	28,000
Tobacco Tax	57,855	55,000	57,000	57,000	57,000
Gasoline Tax	22,148	35,000	35,000	35,000	35,000
Motor Vehicle Tax	144,911	130,000	140,000	140,000	140,000
Subtotal Intergovernmental Revenue	254,701	248,000	260,000	260,000	260,000
Collection Service	24,000	24,000	24,000	24,000	24,000
Emergency Medical call services fee	207,161	268,820	282,000	282,000	282,000
Stormwater compliance fee	109,193	109,000	109,000	109,000	109,000
Swimming Pool	47,948	36,000	40,000	40,000	40,000
Subtotal Charges for Services	388,301	437,820	455,000	455,000	455,000
Total Police Fines & Court Costs	1,255,539	1,200,000	1,250,000	1,300,000	1,300,000
Cemetery Lot Sales	42,068	20,000	20,000	20,000	20,000
Interest on Investments	60,451	50,000	50,000	50,000	50,000
Mineral Rights & Royalties	66,378	48,000	48,000	48,000	48,000
Reimbursements	4,136	3,000	3,000	3,000	3,000
OMAG Reimbursements	63,143	100,000	100,000	-	-
Misc. - Other	82,194	50,000	65,000	50,000	50,000
Subtotal Miscellaneous Revenue	318,370	271,000	286,000	171,000	171,000
Total Operating Revenue	\$7,523,061	\$7,402,720	\$7,543,900	\$7,519,989	\$7,584,679
Transfers From Other Funds					
Bethany Public Works Authority	1,055,000	1,700,000	1,700,000	1,700,000	1,800,000
Transfer from Public Safety Fund	-	132,947	132,947	22,745	23,000
Transfer from E-911 Fund	-	14,160	14,160	8,550	8,550
Transfer from Juvenile Justice Fund	-	10,000	10,000	10,000	10,000
Transfer from Bethany Hospital Trust	-	200,000	200,000	200,000	200,000
Transfer Sales Tax from Bethany Public Wo	3,387,162	3,389,843	3,389,843	3,423,741	3,475,097
Total Transfers	\$4,442,162	\$5,446,950	\$5,446,950	\$5,365,036	\$5,516,647
Total General Fund Revenue	\$11,965,223	\$12,849,670	\$12,990,850	\$12,885,025	\$13,101,326
Fund Balance Appropriated	-	\$1,073,223	\$187,395	\$1,224,238	\$964,327
Total Funds Appropriated	\$11,965,223	\$13,922,893	\$13,178,244	\$14,109,262	\$14,065,653

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

Department	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
Management and General Services	\$659,649	\$793,073	\$687,746	\$753,920	\$768,304
Finance	\$234,777	263,690	263,690	275,562	278,284
Legal and Municipal Court	\$346,871	449,205	449,205	466,046	480,202
Police Department	\$3,174,185	3,394,098	3,372,081	3,526,520	3,631,128
Fire Department	\$1,952,298	2,113,524	2,106,524	2,116,879	2,174,297
Community Development	\$291,241	409,971	353,971	415,992	426,569
Public Works	\$1,547,372	1,835,727	1,736,127	1,849,649	1,894,631
Non-Departmental	-	\$454,705	-	\$454,705	-
Total General Fund Expenditures	\$8,206,394	\$9,713,993	\$8,969,344	\$9,859,273	\$9,653,414
Transfers To Other Funds					
Sales Tax Transfer to Capital Improvement	-	-	-	-	-
Sales Tax Transfer to Bethany Public Works	\$4,105,651	\$4,108,900	\$4,108,900	\$4,149,989	\$4,212,239
Other Transfers	4,490	100,000	100,000	100,000	100,000
Total Transfer To Other Funds	\$4,110,141	\$4,208,900	\$4,208,900	\$4,249,989	\$4,312,239
Total Expenditures and Transfers	\$12,316,535	\$13,922,893	\$13,178,244	\$14,109,262	\$13,965,653

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

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$4,665,147	\$4,977,559	\$4,927,559	\$5,177,427	\$5,282,413
101 Allowances	\$27,784	\$30,260	\$30,260	\$34,560	\$34,560
102 FICA & Medicare	\$285,915	\$317,239	\$317,162	\$330,245	\$336,700
103 Retirement	\$731,025	\$804,870	\$804,870	\$833,945	\$850,624
104 Insurance - Employee	\$928,497	\$1,195,578	\$1,195,578	\$1,114,238	\$1,225,662
105 Membership, Travel & Training	\$84,317	\$93,233	\$88,600	\$99,000	\$98,000
106 Overtime	\$193,933	\$171,490	\$171,490	\$173,447	\$174,791
Total Overtime all depts/all funds	\$235,684	\$218,740	\$218,740	\$220,697	\$222,041
Total 100 Personal Service	\$6,916,618	\$7,590,229	\$7,535,519	\$7,762,863	\$8,002,750
200 Materials & Supplies					
210 Office Supplies	\$72,834	\$105,553	\$86,175	\$84,675	\$82,925
211 Janitor Supplies	\$7,193	\$10,100	\$9,850	\$10,380	\$9,150
212 Maintenance Supplies	\$221,670	\$293,500	\$228,900	\$241,900	\$238,300
213 Fuel & Lubricants	\$89,091	\$125,500	\$106,000	\$132,750	\$135,375
214 Small Tools	-	-	-	-	-
215 Chemicals	\$10,126	\$21,000	\$10,500	\$30,750	\$30,750
Total 200 Materials & Supplies	\$400,913	\$555,653	\$441,425	\$500,455	\$496,500
300 Other Services & Charges					
340 Professional Services	\$104,889	\$99,450	\$90,450	\$113,700	\$107,700
341 Utilities	\$226,841	\$225,500	\$226,500	\$231,500	\$233,335
342 Maintenance Contractual	\$428,956	\$523,126	\$517,220	\$533,220	\$534,720
343 Insurance - Property	\$127,726	\$184,630	\$161,630	\$161,630	\$177,209
344 Refunds	\$450	\$2,200	\$1,100	\$1,200	\$1,200
Total 300 Services & Charges	\$888,863	\$1,034,906	\$996,900	\$1,041,250	\$1,054,164
Subtotal Maintenance and Operations	\$8,206,394	\$9,180,788	\$8,973,844	\$9,304,568	\$9,553,414
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
500 Contingency					
501 Operating Contingency	-	\$100,000	-	\$100,000	\$100,000
502 Litigation Contingency	-	\$50,000	-	\$50,000	-
503 Storm Recovery Contingency	-	\$300,000	-	\$300,000	-
504 Contract Employee Severance Contingency	-	\$74,705	-	\$74,705	-
506 Compensated Absence Contingency	-	\$30,000	-	\$30,000	-
Total 500 Contingency	-	\$554,705	-	\$554,705	\$100,000
Total Expenditures	\$8,206,394	\$9,735,493	\$8,973,844	\$9,859,273	\$9,653,414

City of Bethany, Oklahoma

*General Fund Departmental Summaries
Fiscal Year 2011-2012 Annual Budget*

FY 12 General Fund Budget

I. Department Purpose and Function

A. Department Name: Management and General Services Department

B. Overall Purpose and Function:

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

C. Department Description

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

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

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

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

D. Staffing Summary

The positions budgeted in the Management Department include:

Classification	FY10 Actual	FY11 Budget	FY12 Budget
City Manager	1	1	1
Assistant City Manager	1	1	1
City Attorney	1	1	1
Executive Assistant	1	1	1
Public Info Officer/Dev. Spec	1	1	1
Total Positions	5	5	5

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

E. Financial Summary

Description	FY10 Actual	FY10 Budget	FY10 Estimate	FY11 Budget
Personal Services	\$ 527,115	\$ 543,862	\$ 543,785	\$ 509,959
Materials & Supplies	46,038	45,500	44,250	44,250
Other Services & Charges	86,496	103,711	99,711	99,711
Capital	0	0	0	0
Contingency	0	100,000	0	100,000
Total Budget	\$ 659,649	\$ 793,073	\$ 687,746	\$ 753,920

II. Programs**A. Major Program Statements**

The Management Department's major programs for FY12 include:

1.1 Provide an advanced level of professional management services for all management, personnel and Council operations.

1.2 Provide an objective and consistent system for personnel administration that supports the Corporate Culture and seeks to maximize efficiency of human resources in the delivery of services.

1.3 Advance the City's mission and promote organizational fiscal responsibility through results-oriented budgeting and program oversight.

1.4 Provide a coordinated community relations program that creates positive images of the City, builds customer confidence in City Government, and supports the business environment.

1.5 Maintain a City Hall complex in a manner that creates an attractive image and supports a pleasant environment for customers and employees.

1.6 Support social service organizations and programs that benefit the community through diverse opportunities and improve the quality of life for citizens.

1.7 Provide general monetary and logistical support to City departments with common needs best satisfied through a centralized function.

1.8 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 FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$325,510	\$326,657	\$326,657	\$331,077	\$337,698
101 Allowances	2,167	2,160	2,160	3,120	\$3,120
102 FICA & Medicare	23,362	25,154	25,077	25,566	\$26,077
103 Retirement	57,857	61,112	61,112	62,532	\$63,783
104 Insurance - Employee	74,445	96,779	96,779	45,663	50,229
105 Membership, Travel & Training	43,218	32,000	32,000	42,000	42,000
106 Overtime	557	-	-	-	-
Total 100 Personal Service	\$527,115	\$543,862	\$543,785	\$509,959	\$522,908
200 Materials & Supplies					
210 Office Supplies	\$31,687	\$31,000	\$31,000	\$31,000	\$31,000
211 Janitor Supplies	1,730	2,000	1,750	1,750	1,750
212 Maintenance Supplies	12,621	12,500	11,500	11,500	11,500
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$46,038	\$45,500	\$44,250	\$44,250	\$44,250
300 Other Services & Charges					
340 Professional Services	\$18,886	\$30,000	\$30,000	\$30,000	\$30,000
341 Utilities	24,344	23,000	23,000	23,000	23,230
342 Maintenance Contractual	25,246	22,000	22,000	22,000	22,000
343 Insurance - Property	17,980	28,111	24,111	24,111	25,317
344 Refunds	40	600	600	600	600
Total 300 Services & Charges	\$86,496	\$103,711	\$99,711	\$99,711	\$101,147
Subtotal Maintenance & Operations	\$659,649	\$693,073	\$687,746	\$653,920	\$668,304
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
500 Contingency					
501 Operating Contingency	-	\$100,000	-	\$100,000	\$100,000
Total 500 Contingency	-	\$100,000	-	\$100,000	\$100,000
Total Expenditures	\$659,649	\$793,073	\$687,746	\$753,920	\$768,304

FY12 General Fund Budget**I. Department Purpose and Function****A. Department Name:** Finance Department**B. Overall Purpose and Function:**

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

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

C. Department Description

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

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

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

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

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

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

D. Staffing Summary

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

Classification	FY10 Actual	FY11 Budget	FY12 Budget
Finance Director	1	1	1
Administrative Assistant	1	1	1
Customer Service Supervisor	1	1	1
Customer Service Representatives	2	2	2
Utility Billing Specialist	1	1	1
Municipal Accountant	1	1	1
Total Positions	7	7	7

E. Financial Summary

Description	FY10 Actual	FY11 Budget	FY11 Estimate	FY12 Budget
Personal Services	\$ 205,988	\$ 222,690	\$ 222,690	\$ 225,562
Materials & Supplies	4,711	8,000	8,000	8,000
Other Services & Charges	24,078	33,000	33,000	42,000
Capital	0	0	0	0
Total Budget	\$ 234,777	\$263,690	\$ 263,690	\$ 275,562

These expenditures are for the General Fund only.

II. Programs**A. Major Program Statements**

The Finance Department's major programs for FY12 include:

2.1 Provide external services and customer relations programs that demonstrate concern for customer needs and achieve a 100% customer satisfaction rating.

2.2 Provide internal technical services that demonstrate concern for customer needs and achieve a 100% customer satisfaction rating.

2.3 Provide team support services that demonstrate concern for customer needs and achieve a 100% customer satisfaction rating.

2.4 Provide accounting and financial services and oversight to ensure compliance with local requirements and state law.

**2.0 Finance - General Fund
Departmental Summary**

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$134,551	\$137,901	\$137,901	\$143,715	\$148,027
101 Allowances	-	-	-	240	\$240
102 FICA & Medicare	9,768	10,549	10,549	11,013	\$11,233
103 Retirement	29,192	31,359	31,359	32,735	\$33,390
104 Insurance - Employee	30,092	40,381	40,381	35,358	38,894
105 Membership, Travel & Training	2,069	2,500	2,500	2,500	2,500
106 Overtime	315	-	-	-	-
Total 100 Personal Service	\$205,988	\$222,690	\$222,690	\$225,562	\$234,284
200 Materials & Supplies					
210 Office Supplies	\$4,711	\$8,000	\$8,000	\$8,000	\$8,000
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$4,711	\$8,000	\$8,000	\$8,000	\$8,000
300 Other Services & Charges					
340 Professional Services	\$23,683	\$25,000	\$25,000	\$34,000	\$28,000
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	395	8,000	8,000	8,000	8,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$24,078	\$33,000	\$33,000	\$42,000	\$36,000
Subtotal Maintenance & Operations	\$234,777	\$263,690	\$263,690	\$275,562	\$278,284
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$234,777	\$263,690	\$263,690	\$275,562	\$278,284

FY12 General Fund Budget**I. Department Purpose and Function**

A. Department Name: Legal and Municipal Court Department

B. Overall Purpose and Function:

The purpose of the Legal and 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 and city attorney's office.

C. Department Description

The legal staff provides advice and assistance for all of the City's operations and vigorously defends the City in lawsuits.

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 under 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 Legal and Municipal Court Department includes:

Classification	FY10 Actual	FY11 Budget	FY12 Budget
Administrator/Court Clerk	1	1	1
Deputy court Clerk		1	1
Customer Service Representative	3	2	2
Part-time Municipal Judge	1	1	1
Part-time City Prosecutor	1	1	1
Total Positions	6	6	6

The City Prosecutor was paid on a contract basis until 2007.

E. Financial Summary

Description	FY10 Actual	FY11 Budget	FY11 Estimate	FY12 Budget
Personal Services	\$ 307,090	\$ 389,080	\$ 389,080	\$ 405,921
Materials & Supplies	5,665	8,525	8,525	8,525
Other Services & Charges	34,117	51,600	51,600	51,600
Capital	0	0		
Total Budget	\$ 346,871	\$ 449,205	\$ 449,205	\$ 466,046

II. Programs**A. Major Program Statements**

The Legal and Municipal Court Department's major programs for FY12 include:

3.1 The City Attorney provides legal advice and assistance for all City operations and vigorously defends the City in lawsuits.

3.2 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.

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

**3.0 Legal and Municipal Court
Departmental Summary**

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$209,516	\$266,363	\$266,363	\$274,933	\$280,432
101 Allowances	480	480	480	480	\$480
102 FICA & Medicare	16,046	20,413	20,413	21,069	\$21,490
103 Retirement	42,635	45,671	45,671	47,170	\$48,114
104 Insurance - Employee	37,572	54,653	54,653	60,769	66,846
105 Membership, Travel & Training	840	1,500	1,500	1,500	1,500
106 Overtime	-	-	-	-	-
Total 100 Personal Service	\$307,090	\$389,080	\$389,080	\$405,921	\$418,862
200 Materials & Supplies					
210 Office Supplies	\$5,037	\$7,425	\$7,425	\$7,425	\$7,425
211 Janitor Supplies	463	600	600	600	600
212 Maintenance Supplies	165	500	500	500	300
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$5,665	\$8,525	\$8,525	\$8,525	\$8,325
300 Other Services & Charges					
340 Professional Services	\$5,133	\$7,500	\$7,500	\$7,500	\$7,500
341 Utilities	8,201	9,500	9,500	9,500	9,595
342 Maintenance Contractual	14,715	21,400	21,400	21,400	21,400
343 Insurance - Property	6,068	13,200	13,200	13,200	14,520
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$34,117	\$51,600	\$51,600	\$51,600	\$53,015
Subtotal Maintenance & Operations	\$346,871	\$449,205	\$449,205	\$466,046	\$480,202
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$346,871	\$449,205	\$449,205	\$466,046	\$480,202

FY12 General Fund Budget

I. 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 32 commissioned officers, 10.5 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 (24) marked patrol units, ten (10) unmarked vehicles, two (2) police motorcycles, one (1) K-9 vehicle, two (2) animal control pickup trucks, and one (1) S.R.T. van.

D. Staffing Summary

The positions budgeted in the Police Department include:

Classification	FY10 Actual	FY10 Budget	FY11 Budget
Police Chief	1	1	1
Deputy Police Chief		1	1
Administrative Assistant	1	1	1
Captains	2	2	2
Lieutenants	3	5	5
Sergeants	4		
Investigators	1	2	2
Police Officer	20	19	19
Cops in School Officer	1	1	1
Communications Specialists	7	7	7
Animal Control Supervisor	1	1	1
Animal Control Clerk	1	1	1
IT Technician			1
Part-time Records Clerk	1	1	1
PT Warrant Officer	1	1	1
Total Positions	43	43	44

E. Financial Summary

Description	FY10 Actual	FY11 Budget	FY11 Estimate	FY12 Budget
Personal Services	\$ 2,860,906	\$ 3,069,250	\$ 3,065,017	\$ 3,210,956
Materials & Supplies	71,857	68,878	67,000	68,500
Other Services & Charges	241,422	255,970	240,064	247,064
Capital	0	0	0	0
Total Budget	\$ 3,174,185	\$ 3,394,098	\$ 3,372,081	\$ 3,526,520

One position is added for FY12. The Police Department also plans on purchasing additional equipment using the Capital Improvement and Public Safety Funds.

A. Major Program Statements

The Police Department's major programs for FY12 include:

- 5.1 Administration provides professional administrative services for all police operations.
- 5.2 Support Services maintains an organized system of services including communications, records, and data processing. These essential services support the departments overall mission.
- 5.3 Investigation officers conduct investigative services in a manner that demonstrates concern for the victim and provides quality evidence for successful legal prosecution.
- 5.4 Patrol provides a full range of responsive services to emergencies, non emergencies, and other routine police responsibilities.
- 5.5 Animal Control controls the domestic and wild animal population of the city and operation of a humane impoundment facility.
- 5.6 Operations personnel provide for and maintain the department's facilities including the police station, firearms range and animal control facility.
- 5.7 The holding facility operates in a manner that meets the minimum state requirements outlined by the state jail inspector's office, and passes their random jail inspections.

5.0 Police Departmental Summary					
Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$1,920,770	\$1,999,570	\$1,999,570	\$2,127,546	\$2,170,097
101 Allowances	22,371	25,580	25,580	26,760	\$26,760
102 FICA & Medicare	152,204	161,427	161,427	171,307	\$174,733
103 Retirement	268,793	295,452	295,452	311,825	\$318,062
104 Insurance - Employee	362,039	467,988	467,988	458,519	504,371
105 Membership, Travel & Training	27,068	34,233	30,000	30,000	30,000
106 Overtime	107,661	85,000	85,000	85,000	85,000
Total 100 Personal Service	\$2,860,906	\$3,069,250	\$3,065,017	\$3,210,956	\$3,309,022
200 Materials & Supplies					
210 Office Supplies	\$21,324	\$24,378	\$22,000	\$22,500	\$22,500
211 Janitor Supplies	2,540	2,500	2,500	3,000	2,500
212 Maintenance Supplies	47,541	41,500	41,500	41,500	41,500
213 Fuel & Lubricants	452	500	1,000	1,500	1,500
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$71,857	\$68,878	\$67,000	\$68,500	\$68,000
300 Other Services & Charges					
340 Professional Services	\$28,045	\$24,000	\$20,000	\$20,000	\$20,000
341 Utilities	46,411	40,000	48,000	48,000	48,000
342 Maintenance Contractual	111,944	114,906	105,000	112,000	112,000
343 Insurance - Property	55,022	77,064	67,064	67,064	74,106
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$241,422	\$255,970	\$240,064	\$247,064	\$254,106
Subtotal Maintenance & Operations	\$3,174,185	\$3,394,098	\$3,372,081	\$3,526,520	\$3,631,128
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$3,174,185	\$3,394,098	\$3,372,081	\$3,526,520	\$3,631,128

FY12 General Fund Budget

I. 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 five 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) rescue squad, one (1) brush pumper and one (1) staff vehicle.

D. Staffing Summary

The authorized positions in the Fire Department include:

Classification	FY10 Actual	FY11 Budget	FY12 Budget
Fire Chief	1	1	1
Battalion Fire Chiefs	3	3	3
Captains	3	3	3
Drivers	6	6	6
Firefighters	12	12	12
Totals	25	25	25

E. Financial Summary

Description	FY10 Actual	FY11 Budget	FY11 Estimate	FY12 Budget
Personal Services	\$ 1,657,237	\$ 1,741,116	\$ 1,741,116	\$ 1,773,471
Materials & Supplies	32,562	35,200	35,200	35,200
Other Services & Charges	262,499	337,208	330,208	308,208
Capital	0	0	0	0
Total Budget	\$ 1,952,298	\$ 2,113,524	\$ 2,106,524	\$ 2,116,879

Also, two Firefighter positions that are authorized are not funded.

II. Programs

A. Major Program Statements

The Fire Department's major programs for FY12 include:

6.1 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.

6.2 Continue to develop professionally by attending various short courses, seminars and trade conferences.

6.3 Continue to provide increased custodial care and maintenance of the equipment, facility and grounds.

6.4 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.

6.5 Increase the amount of public education efforts by becoming more involved within the community and creating cooperative agreements with local business entities.

6.6 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.

6.7 Continue to monitor local building and construction progress through improved methods of surveying new and existing business occupancies.

6.8 Continue to deliver and improve upon the ability to respond to any emergency situation and provide the proper protection of life and property.

**6.0 Fire
Departmental Summary**

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$1,194,116	\$1,210,464	\$1,210,464	\$1,250,723	\$1,275,738
101 Allowances	480	480	480	480	\$480
102 FICA & Medicare	15,562	18,505	18,505	19,117	\$19,499
103 Retirement	159,426	165,904	165,904	171,392	\$174,820
104 Insurance - Employee	217,487	265,523	265,523	249,562	274,518
105 Membership, Travel & Training	8,434	15,000	15,000	15,000	15,000
106 Overtime	61,751	65,240	65,240	67,197	68,541
Total 100 Personal Service	\$1,657,237	\$1,741,116	\$1,741,116	\$1,773,471	\$1,828,596
200 Materials & Supplies					
210 Office Supplies	\$5,012	\$5,000	\$5,000	\$5,000	\$5,000
211 Operating Supplies	1,097	2,200	2,200	2,200	1,500
212 Maintenance Supplies	26,452	28,000	28,000	28,000	28,000
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$32,562	\$35,200	\$35,200	\$35,200	\$34,500
300 Other Services & Charges					
340 Professional Services	\$2,546	\$1,500	\$1,500	\$1,500	\$1,500
341 Utilities	15,102	19,000	17,000	17,000	17,170
342 Maintenance Contractual	223,845	284,820	284,820	262,820	262,820
343 Insurance - Property	21,006	31,888	26,888	26,888	29,711
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$262,499	\$337,208	\$330,208	\$308,208	\$311,201
Subtotal Maintenance & Operations	\$1,952,298	\$2,113,524	\$2,106,524	\$2,116,879	\$2,174,297
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$1,952,298	\$2,113,524	\$2,106,524	\$2,116,879	\$2,174,297

FY12 General Fund Budget

I. Department Purpose and Function

A. Department Name: Community Development Department

B. Overall Purpose and Function:

To help the City of Bethany attain optimum physical and economic potential by promoting safe and efficient living, working, and learning environments. This is accomplished by providing a comprehensive range of services, including planning, economic development facilitation, design engineering of public improvements, construction oversight of all aspects of public and private development, and assisting citizens and businesses in their efforts to comply with city ordinances.

C. Department Description

Services provided include long-range planning, capital improvements planning, site plan and building review, building inspection, zoning and building code administration, engineering design/contract administration/field inspection of public improvements, technical support for public works operations, records maintenance, licensing administration, nuisance abatement, economic development activities, fielding citizen and business inquiries, ordinance analysis and modification as required, and providing staff support for the Board of Adjustment, Planning and Zoning Commission, and the City Council.

The department operates primarily in an office environment on the first floor of City Hall. Certain staff members are called on to perform field investigations, attend remote meetings and provide on-site inspection services

Major equipment includes two inspector's automobiles, a diazo blue line machine, two large-format plotters, and personal computer equipment with a myriad of software applications. Office staff also use copy machines and the telephone system to achieve the goals of community development and provide a wide variety of services to the public.

D. Staffing Summary

The positions budgeted in the Community Development Department include:

Classification	FY10 Actual	FY11 Budget	FY12 Budget
Community Development Director	1	1	1
Administrative Assistant	1	1	1
Planner		1	1
City Inspector	2	2	2
City Engineer	1		
Staff Engineer	1		
Total Positions	6	5	5

The City Engineer position has been moved to the Public Works fund beginning in FY 2011 and the Staff engineer position has been eliminated.

E. Financial Summary

Description	FY10 Actual	FY11 Budget	FY11Estimate	FY12 Budget
Personal Services	\$ 261,073	\$ 389,221	\$ 389,221	\$ 385,242
Materials & Supplies	3,192	5,750	5,750	5,750
Other Services & Charges	26,976	15,000	9,000	15,000
Capital	0	0	0	0
Total Budget	\$ 291,241	\$ 409,971	\$ 353,971	\$ 415,992

II. Programs

A. Major Program Statements

The Community Development Department's major programs for FY12 include:

- 7.1 Update the Capital Improvement Program and implement the approved projects within the timetable.
- 7.2 Eliminate public nuisances within 20 days of receiving the complaint.
- 7.3 Provide professional inspection services within 24 hours of the request.
- 7.4 Conduct thorough development site plan review in a timely manner by processing each plan within seven work days.
- 7.5 Comply with federal and state mandated Phase II storm water requirements.

**7.0 Community Development
Departmental Summary**

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$174,944	\$253,845	\$203,845	\$249,333	\$254,320
101 Allowances	1,107	-	-	1,920	1,920
102 FICA & Medicare	13,244	19,566	19,566	19,221	19,455
103 Retirement	38,121	58,160	58,160	57,135	58,278
104 Insurance - Employee	31,765	54,650	54,650	54,633	60,097
105 Membership, Travel & Training	1,892	3,000	3,000	3,000	3,000
106 Overtime	-	-	-	-	-
Total 100 Personal Service	\$261,073	\$389,221	\$339,221	\$385,242	\$397,069
200 Materials & Supplies					
210 Office Supplies	\$3,192	\$5,750	\$5,750	\$5,750	\$4,500
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
216 Stormwater Education materials	-	-	-	10,000	10,000
Total 200 Materials & Supplies	\$3,192	\$5,750	\$5,750	\$15,750	\$14,500
300 Other Services & Charges					
340 Professional Services	\$25,117	\$10,000	\$5,000	\$10,000	\$10,000
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	1,859	5,000	4,000	5,000	5,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$26,976	\$15,000	\$9,000	\$15,000	\$15,000
Subtotal Maintenance & Operations	\$291,241	\$409,971	\$353,971	\$415,992	\$426,569
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$291,241	\$409,971	\$353,971	\$415,992	\$426,569

FY12 General Fund Budget**I. 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 all City owned motor vehicles and certain other equipment. Vehicles are serviced every 3,000 miles and repaired as needed. The Division also provides state inspections for city owned vehicles.

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 for Public Works include:

Classification	FY10 Actual	FY11 Budget	FY11 Budget
Administration Division			
City Engineer / Public Works Director	1	1	1
Administrative Assistant	1	1	1
Vehicle Maintenance Division			
Mechanic	1	1	1
Automotive Technician	1	1	1
Street Division			
Streets Division Foreman	1	1	1
Traffic Signal Technician	1	1	1
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Crew Worker I	2	2	2
PT Crew Worker	1	1	1
PT Seasonal Worker 3 months	1	1	1
Parks Division			
Parks Division Foreman	1	1	1
Equipment Operator II	1	1	1
Crew Worker I	7	7	7
PT Crew Worker	2	1	1
PT Seasonal Worker 3 Month	4	4	4
PT Assistant Pool Manager	1	1	1
PT Lifeguards	16	16	16
Total Positions	44	43	43

E. Financial Summary

Description	FY10 Actual	FY11 Budget	FY11 Estimate	FY12 Budget
Personal Service	\$ 1,097,210	\$ 1,235,011	\$ 1,234,610	\$ 1,251,752
Materials & Supplies	236,887	383,800	268,200	320,230
Other Services & Charges	213,275	238,417	233,317	277,667
Capital	0	0	0	0
Total Budget	\$ 1,547,372	\$1,713,315	\$ 1,736,127	\$ 1,849,649

II. Programs

A. Major Program Statements

The Administration Division's major program for FY12 is:

8.1 Provide administrative services that ensure excellence in all department operations.

The Street Division's major programs for FY12 are:

8.2 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.

8.3 Develop and maintain proper flood control infrastructure to prevent unnecessary inundation of private property and interruption of public services.

The Maintenance Division's major program for FY12 is:

8.5 Serve internal customers by maintaining equipment in a safe, reliable and cost effective manner by minimizing major repairs.

The Parks Division's major programs are:

8.6 Maintain existing parks, playgrounds, and city facilities to meet set standards

8.7 Provide professional operation of Ripper Park Aquatic Center

8.8 Update existing park facilities to improve public perception

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

Expenditure Classification	Actual FY10	Budget FY 11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$46,283	\$57,169	\$57,169	\$59,905	\$61,104
101 Allowances	157	240	240	240	\$240
102 FICA & Medicare	3,522	4,506	4,506	4,716	\$4,810
103 Retirement	9,209	13,396	13,396	14,018	\$14,299
104 Insurance - Employee	7,781	10,495	10,495	11,745	12,920
105 Membership, Travel & Training	411	2,500	2,500	2,500	2,500
106 Overtime	349	1,500	1,500	1,500	1,500
Total 100 Personal Service	\$67,710	\$89,806	\$89,806	\$94,624	\$97,372
200 Materials & Supplies					
210 Office Supplies	\$1,204	\$2,500	\$2,500	\$3,000	\$3,000
211 Janitor Supplies	-	800	800	800	800
212 Maintenance Supplies	2,704	2,400	2,400	5,400	2,000
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$3,909	\$5,700	\$5,700	\$9,200	\$5,800
300 Other Services & Charges					
340 Professional Services	\$751	\$750	\$750	\$10,000	\$10,000
341 Utilities	19,362	22,000	22,000	22,000	22,220
342 Maintenance Contractual	7,911	11,500	11,500	11,500	13,000
343 Insurance - Property	27,650	34,367	30,367	30,367	33,556
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$55,675	\$68,617	\$64,617	\$73,867	\$78,776
Subtotal Maintenance & Operations	\$127,294	\$164,123	\$160,123	\$177,691	\$181,947
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$127,294	\$164,123	\$160,123	\$177,691	\$181,947

**8.2 Streets - General Fund
Divisional Summary**

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$228,225	\$237,078	\$237,078	\$243,051	\$247,912
101 Allowances	960	960	960	960	\$960
102 FICA & Medicare	18,047	18,975	18,975	19,432	\$19,820
103 Retirement	48,324	51,083	51,083	52,441	\$53,490
104 Insurance - Employee	57,397	73,726	73,726	69,321	76,253
105 Membership, Travel & Training	25	500	100	500	500
106 Overtime	12,265	10,000	10,000	10,000	10,000
Total 100 Personal Service	\$365,243	\$392,322	\$391,922	\$395,705	\$408,935
200 Materials & Supplies					
210 Office Supplies	-	-	-	-	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	59,121	110,800	75,000	75,000	75,000
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	105	1,000	500	750	750
Total 200 Materials & Supplies	\$59,226	\$111,800	\$75,500	\$75,750	\$75,750
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	94,804	100,000	95,000	97,000	97,970
342 Maintenance Contractual	13,354	20,000	25,000	20,000	20,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$108,158	\$120,000	\$120,000	\$117,000	\$117,970
Subtotal Maintenance & Operations	\$532,627	\$624,122	\$587,422	\$588,455	\$602,655
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$532,627	\$624,122	\$587,422	\$588,455	\$602,655

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

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$60,906	\$60,967	\$60,967	\$61,923	\$63,162
101 Allowances	-	360	360	\$360	\$360
102 FICA & Medicare	4,841	4,864	4,864	4,937	\$5,036
103 Retirement	13,692	14,457	14,457	14,675	\$14,968
104 Insurance - Employee	10,016	12,139	12,139	11,538	12,691
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	1,862	2,250	2,250	2,250	2,250
Total 100 Personal Service	\$91,317	\$95,037	\$95,037	\$95,683	\$98,467
200 Materials & Supplies					
210 Office Supplies	\$345	\$20,000	\$3,000	\$500	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	22,351	40,000	30,000	30,000	30,000
213 Fuel & Lubricants	88,638	125,000	105,000	131,250	133,875
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$111,334	\$185,000	\$138,000	\$161,750	\$163,875
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	18,068	25,000	25,000	60,000	60,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$18,068	\$25,000	\$25,000	\$60,000	\$60,000
Subtotal Maintenance & Operations	\$220,720	\$305,037	\$258,037	\$317,433	\$322,342
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$220,720	\$305,037	\$258,037	\$317,433	\$322,342

**8.5 Parks - General Fund
Divisional Summary**

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$370,327	\$427,545	\$427,545	\$435,220	\$443,925
101 Allowances	62	-	-	-	-
102 FICA & Medicare	29,319	33,280	33,280	33,868	\$34,545
103 Retirement	63,775	68,276	68,276	70,021	\$71,422
104 Insurance - Employee	99,923	119,244	119,244	117,131	\$128,844
105 Membership, Travel & Training	360	2,000	2,000	2,000	1,000
106 Overtime	9,172	7,500	7,500	7,500	7,500
Total 100 Personal Service	\$572,939	\$657,845	\$657,845	\$665,741	\$687,236
200 Materials & Supplies					
210 Office Supplies	\$320	\$1,500	\$1,500	\$1,500	\$1,500
211 Janitor Supplies	1,363	2,000	2,000	2,030	2,000
212 Maintenance Supplies	50,715	57,800	40,000	50,000	50,000
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	10,021	20,000	10,000	20,000	20,000
Total 200 Materials & Supplies	\$62,419	\$81,300	\$53,500	\$73,530	\$73,500
300 Other Services & Charges					
340 Professional Services	\$729	\$700	\$700	\$700	\$700
341 Utilities	18,617	12,000	12,000	15,000	15,150
342 Maintenance Contractual	11,618	10,500	10,500	10,500	10,500
343 Insurance - Property	-	-	-	-	-
344 Refunds	410	1,600	500	600	600
Total 300 Services & Charges	\$31,374	\$24,800	\$23,700	\$26,800	\$26,950
Subtotal Maintenance & Operations	\$666,732	\$763,945	\$735,045	\$766,071	\$787,686
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$666,732	\$763,945	\$735,045	\$766,071	\$787,686

FY 12 General Fund Budget

I. 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 that can not be attributed to one particular function are also charged to the Non-Departmental Department.

D. Staffing Summary

There are no positions authorized or funded in this department.

E. Financial Summary

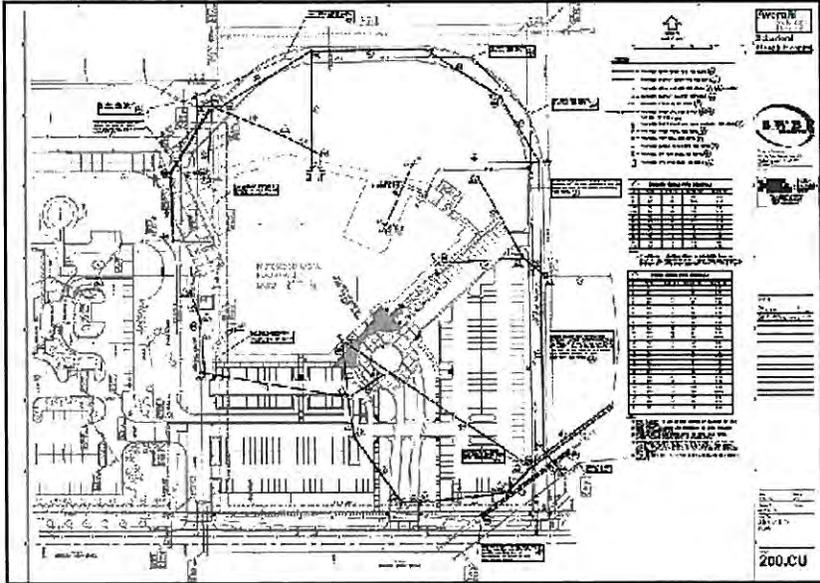
Description	FY10 Actual	FY11 Budget	FY11 Estimate	FY12 Budget
Personal Services				
Materials & Supplies				
Other Services & Charges				
Capital				
Contingency	\$ 0	\$ 454,505	\$ 0	\$ 454,705
Total Budget	\$ 0	\$ 454,705	\$ 0	\$ 454,505

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

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	-	-	-	-	-
101 Allowances	-	-	-	-	-
102 FICA & Medicare	-	-	-	-	-
103 Retirement	-	-	-	-	-
104 Insurance - Employee	-	-	-	-	-
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	-	-	-	-	-
Total 100 Personal Service	-	-	-	-	-
200 Materials & Supplies					
210 Office Supplies	-	-	-	-	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	-	-	-	-	-
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	-	-	-	-	-
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	-	-	-	-	-
Subtotal Maintenance and Operations					
-	-	-	-	-	-
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
500 Contingency					
502 Litigation Contingency	-	\$50,000	-	\$50,000	-
503 Storm Recovery Contingency	-	\$300,000	-	\$300,000	-
504 Contract Employee Severance Contingency	-	\$74,705	-	\$74,705	-
506 Compensated Absence Contingency	-	\$30,000	-	\$30,000	-
Total 500 Contingency	-	\$454,705	-	\$454,705	-
Total Expenditures	-	\$454,705	-	\$454,705	-

City of Bethany, Oklahoma

Bethany Public Works Authority Fiscal Year 2011-2012 Annual Budget



Bethany Public Works Authority Fund Description

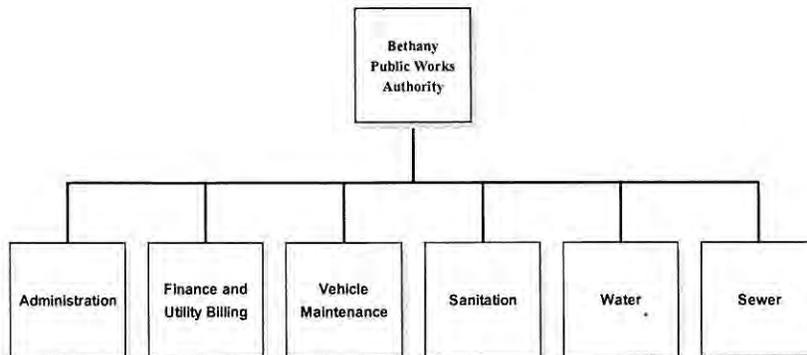
The Bethany Public Works Authority (Authority) is a public trust created to furnish services to residents of Bethany. The Authority may issue long term debt to finance any improvements required to fulfill the purposes outlined in the declaration of Trust. The City of Bethany is the beneficiary of the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

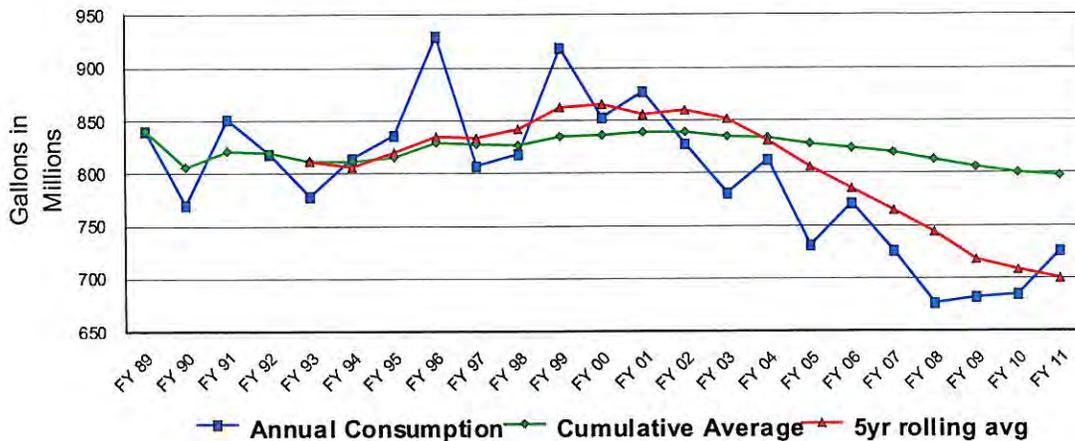


It is important to note that part of the income from the sale of utilities is transferred to the general fund because the City's sales tax base is not sufficient to pay for all services provided by the City.

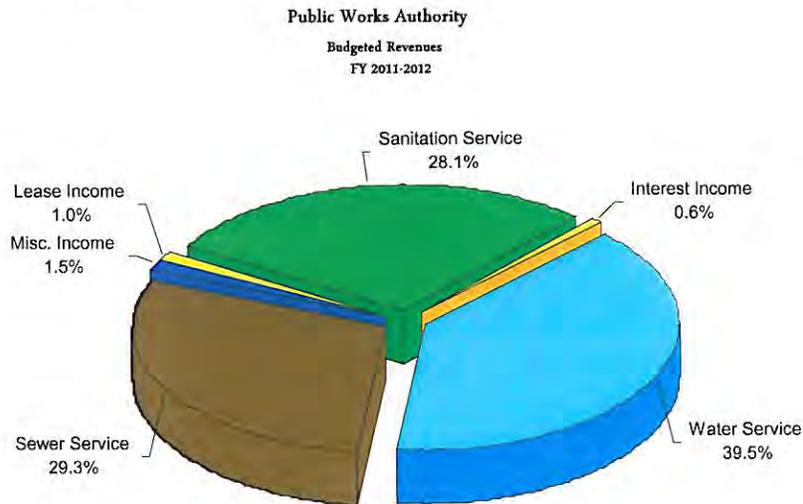
It is also important to understand just how important water sales are to the financial capacity of the City. The chart below shows just how much fluctuation is possible in water sales. We use long term averages to help keep from over estimating water sales.

Over estimating water sales could result in financial problems for both the General Fund and the Public Works Authority.

*Bethany Public Works Authority
Historical Annual Water Consumption*



The South Bethany Sewer Reclamation Project was completed in September 2009 and was funded with a loan from the Oklahoma Water Resources Board. Remaining proceeds of the loan are being used to reconstruct a sewer lift station near Council and N.W. 23rd Street. The note is being repaid with sewer base rate increases approved by City Council and effective July 1, 2007.



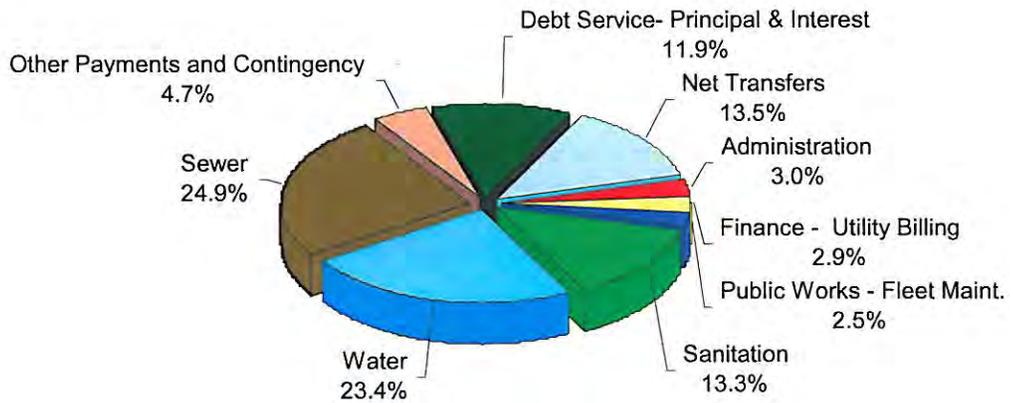
Revenues to support the activities of the Public Works Authority come from three main sources as depicted in the pie chart above. These services have scheduled rates increases for the year based upon the Consumer Price Index. The increases were adopted by Resolution of the City Council and provide for an increase that is the greater of 3% or the CPI for the year.

The activities of the Authority are budgeted in the proportions depicted in the chart below. The payments for Bethany's wastewater treatment are included in the Sewer category.

Public Works Authority

Budgeted Expenses

FY 2011-2012



PUBLIC WORKS FUND

FINANCIAL SUMMARY

	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
Revenue					
Carryover From Previous Year	\$6,842,744	\$8,124,116	\$8,124,116	\$6,511,842	\$3,723,808
Total Operating Revenue	\$7,533,757	\$7,559,254	\$7,559,254	\$7,743,819	\$7,968,800
Transfer Sales Tax From General Fund	4,105,651	4,108,900	4,108,900	4,149,989	4,212,239
Revenue Available for Appropriation	\$18,482,152	\$19,792,270	\$19,792,270	\$18,405,650	\$15,904,847
Maintenance and Operations Expenditure					
Maintenance and Operations Expenditure	\$4,574,961	\$5,118,559	\$5,029,188	\$5,197,831	\$5,206,110
Capital Expenditures	435,100	1,434,000	1,434,000	2,120,681	205,000
Contingency	-	505,000	-	505,000	-
Debt Service on 2003 Sales Tax Bonds	64,189	261,995	261,995	261,995	262,070
Debt Service on OWRB DWSRF Loan	264,177	658,192	658,192	658,192	658,192
Debt Service on OWRB CWSRF Loan	120,953	350,148	350,148	350,148	350,148
Operating Transfer to General Fund As a percent of Water Revenue	1,055,000 35.18%	1,700,000 56.44%	1,700,000 56.44%	1,700,000 55.61%	1,800,000 57.16%
Transfer Sales Tax to General Fund	3,387,162	3,389,843	3,389,843	3,423,741	3,475,097
Transfer Sales Tax to CIP Fund	456,494	457,063	457,063	464,253	475,072
Total Expenditures and Transfers	\$10,358,036	\$13,874,799	\$13,280,428	\$14,681,841	\$12,431,689
FB Carryover to Next Fiscal Year	\$8,124,116	\$5,917,471	\$6,511,842	\$3,723,808	\$3,473,158

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
Revenue and Transfers In					
Water Service	\$2,998,874	\$3,011,950	\$3,011,950	\$3,057,129	\$3,148,843
Sewer Service	2,105,710	2,200,533	2,200,533	2,266,549	2,334,545
Penalties	101,704	100,000	100,000	100,000	100,000
Water Taps	3,560	2,500	2,500	2,500	2,500
Sewer Taps	350	750	750	750	750
Misc. Income	21,444	1,200	1,200	11,200	11,200
Lease Income	148,132	80,000	80,000	80,000	80,000
Sanitation Service	2,036,658	2,112,321	2,112,321	2,175,691	2,240,961
Interest Income	117,325	50,000	50,000	50,000	50,000
Total Revenue	\$7,533,757	\$7,559,254	\$7,559,254	\$7,743,819	\$7,968,800
Other transfers	61,383	-	-	-	-
Sales Tax Transfer from General Fund	4,105,651	4,108,900	4,108,900	4,149,989	4,212,239
Total Revenue and Transfers In	\$11,700,791	\$11,668,154	\$11,668,154	\$11,893,808	\$12,181,039
Expenditures and Transfers Out					
Administration	\$128,712	\$312,306	\$162,306	\$317,124	\$323,372
Finance - Utility Billing	276,084	305,690	305,690	312,562	320,297
Public Works - Fleet Maint.	167,921	294,079	294,079	267,167	211,385
Solid Waste	1,275,962	1,382,561	1,404,190	1,415,661	1,445,537
Water	1,889,158	2,327,596	2,327,596	2,495,702	1,919,049
Sewer	223,182	913,327	913,327	1,604,296	285,471
Payment to BWA-PWA	1,049,042	1,167,000	1,056,000	1,056,000	1,056,000
Other Payments and Contingency	-	505,000	-	505,000	-
Depreciation	748,773				
Debt Service on OWRB SRF CW Loan	120,953	350,148	350,148	350,148	350,148
Debt Service on OWRB SRF DW Loan	264,177	658,192	658,192	658,192	658,192
Debt Service on 2003 Sales Tax Bonds	64,189	261,995	261,995	261,995	262,070
Total Expenditures	\$6,208,152	\$8,477,894	\$7,733,523	\$9,243,847	\$6,831,520
Transfer Surplus to General Fund	1,055,000	1,700,000	1,700,000	1,700,000	1,800,000
Transfer Sales Tax to CIF	456,494	457,063	457,063	464,253	475,072
Transfer Sales Tax to General Fund	3,387,162	3,389,843	3,389,843	3,423,741	3,475,097
Total Transfers	\$4,898,656	\$5,546,905	\$5,546,905	\$5,587,994	\$5,750,169
Total Expenditures and Transfers Out	\$11,106,808	\$14,024,799	\$13,280,428	\$14,831,841	\$12,581,689

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

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$1,295,359	\$1,343,004	\$1,351,971	\$1,348,572	\$1,373,591
101 Allowances	2,520	3,720	3,720	3,480	3,480
102 FICA & Medicare	99,698	106,675	107,360	107,083	109,225
103 Retirement	288,317	317,099	313,199	318,310	324,677
104 Insurance - Employee	315,585	382,921	403,798	393,564	421,076
105 Membership, Travel & Training	2,875	10,400	10,400	10,400	10,400
106 Overtime	41,751	47,250	47,250	47,250	47,250
Total 100 Personal Service	\$2,046,106	\$2,211,069	\$2,237,698	\$2,228,659	\$2,289,698
200 Materials & Supplies					
210 Office Supplies	\$45,456	\$52,000	\$52,000	\$52,000	\$50,450
211 Janitor Supplies	1,640	2,750	2,750	2,750	2,750
212 Maintenance Supplies	148,642	205,500	200,500	207,878	197,780
213 Fuel & Lubricants	69,663	130,000	130,000	136,500	139,230
214 Small Tools	-	1,500	1,500	1,500	-
215 Chemicals	313,827	317,000	317,000	380,000	380,000
Total 200 Materials & Supplies	\$579,228	\$708,750	\$703,750	\$780,628	\$770,210
300 Other Services & Charges					
340 Professional Services	\$59,139	\$67,790	\$67,790	\$72,305	\$72,305
341 Utilities	210,770	259,000	259,000	259,000	259,000
342 Maintenance Contractual	575,132	634,950	634,950	731,239	685,397
343 Insurance - Property	55,544	70,000	70,000	70,000	73,500
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$900,585	\$1,031,740	\$1,031,740	\$1,132,544	\$1,090,202
Subtotal Maintenance and Operations	\$3,525,919	\$3,951,559	\$3,973,188	\$4,141,831	\$4,150,110
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	224,817	169,000	169,000	193,000	150,000
403 Other Equipment	45,174	158,000	158,000	54,100	-
404 Projects	165,110	1,107,000	1,107,000	1,873,581	55,000
Total 400 Capital Expenditures	\$435,100	\$1,434,000	\$1,434,000	\$2,120,681	\$205,000
500 Contingency					
501 Operating Contingency	-	\$150,000	-	\$150,000	\$150,000
503 Storm Recovery Contingency	-	\$300,000	-	\$300,000	-
505 Emergency Line Repair Contingency	-	\$200,000	-	\$200,000	-
504 Compensated Absence Contingency	-	\$5,000	-	\$5,000	-
Total 500 Contingency	-	\$655,000	-	\$655,000	\$150,000
Total Expenditures	\$4,616,020	\$5,535,559	\$5,407,188	\$6,262,512	\$4,355,110

I. 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. Parts of these activities are also budgeted in the General Fund.

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 out 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 system 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 works on an 8 hour a day, 5 days a week work schedule. This crew reads meters, provides service to the meter addresses, and takes care of many problems related to field service.

D. Staffing Summary

The positions authorized and budgeted in the Public Works Utility Operations include:

Classification	FY10Actual	FY11 Budget	FY12 Budget
Solid Waste Division			
Solid Waste Supervisor	1	1	1
Solid Waste Truck Driver	5	5	5
Assistant Solid Waste Truck Driver	3	2	2
Solid Waste Collector	7	8	8
Part Time Seasonal Worker			
Water Division			
Utility Superintendent	1	1	1
Water Plant Supervisor	1	1	1
Water Plant Mechanic	1	1	1
Plant Operator	6	6	5
Utility Line Foreman	1	1	1
Equipment Operator II			
Crew Worker II	4	5	5
Waste Water Division			
Sanitary Sewer System Mechanic	1	1	1
Equipment Operator II	1	1	2
Total Positions	32	33	33

E. Financial Summary**Revenues:**

Description	FY10 Actual	FY11 Budget	FY11 Estimate	FY12 Budget
Water Charges	\$ 2,998,874	\$ 3,011,950	\$ 3,011,950	\$ 3,057,129
Sewer Charges	2,105,710	2,136,440	2,136,440	2,266,549
Sanitation Charges	2,036,658	2,050,797	2,050,797	2,175,691
Lease revenue	148,132	80,000	80,000	80,000
Interest Revenue	117,325	50,000	50,000	50,000
Miscellaneous	127,057	104,450	104,450	114,450
Total Budget	\$ 7,533,757	\$ 7,559,254	\$ 7,559,254	\$ 7,743,819

Expenses:

Description	FY10 Actual	FY11 Budget	FY11 Estimate	FY12 Budget
Personal Services	\$ 2,046,106	\$ 2,211,069	\$ 2,237,698	\$ 2,228,659
Materials & Supplies	579,228	708,750	703,750	780,628
Other Services & Charges	900,696	1,031,740	1,031,740	1,132,544
Capital	435,100	1,434,000	1,434,000	2,120,681
Contingency	0	655,000	0,	655,000
Total Budget	\$ 4,616,020	\$ 5,090,408	\$ 5,407,188	\$ 6,262,512

II. Programs**A. Major Program Statements**

The Administration Division's major program for FY12 is:

8.1 Provide administrative services that ensure excellence in all department operations.

The Maintenance Division's major program for FY12 is:

8.2 Serve internal customers by maintaining equipment in a safe, reliable and cost effective manner by minimizing major repairs.

The Solid Waste Division's major program for FY12 is:

8.3 Promote a customer based Solid Waste program that exceeds customer expectations, while providing a clean environment and reliable service.

The Water Division's major programs for FY12 include:

12.1 Produce drinking water at a cost less than \$1.00 per thousand , treatment plant/billed cost.

12.2 Keep combined well and plant equipment downtime to less than 30 days per year.

12.3 Fix 200 water leaks per year including fire hydrants

12.4 Complete all locates on time.

12.5 Read all meters on time each month.

12.6 Replace all dead meters by 06/30/2012.

12.7 Complete all safety and license renewal training on time.

The Sewer Division's major objectives for FY12 include:

12.8 Keep lift station equipment downtime to less than 30 days per year.

12.9 Clear all stoppages in sewer collection line on the same day.

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

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$46,283	\$57,168	\$57,168	\$59,905	\$61,104
101 Allowances	157	240	240	240	\$240
102 FICA & Medicare	3,522	4,506	4,506	4,716	\$4,810
103 Retirement	9,209	13,396	13,396	14,018	\$14,299
104 Insurance - Employee	7,781	10,496	10,496	11,745	12,920
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	349	1,500	1,500	1,500	1,500
Total 100 Personal Service	\$67,300	\$87,306	\$87,306	\$92,124	\$94,872
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	\$5,868	\$5,000	\$5,000	\$5,000	\$5,000
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	-	-	-	-	-
343 Insurance - Property	55,544	70,000	70,000	70,000	73,500
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$61,412	\$75,000	\$75,000	\$75,000	\$78,500
Subtotal Maintenance & Operations	\$128,712	\$162,306	\$162,306	\$167,124	\$173,372
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
500 Contingency					
501 Operating Contingency	-	\$150,000	-	\$150,000	\$150,000
Total 500 Contingency	-	\$150,000	-	\$150,000	\$150,000
Total Expenditures	\$128,712	\$312,306	\$162,306	\$317,124	\$323,372

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

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$134,554	\$137,901	\$137,901	\$143,715	\$146,589
101 Allowances	-	-	-	240	\$240
102 FICA & Medicare	9,768	10,549	10,549	11,013	\$11,233
103 Retirement	29,192	31,359	31,359	32,735	\$33,390
104 Insurance - Employee	29,764	40,381	40,381	35,358	38,894
105 Membership, Travel & Training	454	500	500	500	500
106 Overtime	315	-	-	-	-
Total 100 Personal Service	\$204,046	\$220,690	\$220,690	\$223,562	\$230,847
200 Materials & Supplies					
210 Office Supplies	\$40,967	\$45,000	\$45,000	\$45,000	\$45,450
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$40,967	\$45,000	\$45,000	\$45,000	\$45,450
300 Other Services & Charges					
340 Professional Services	\$21,074	\$28,000	\$28,000	\$32,000	\$32,000
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	9,996	12,000	12,000	12,000	12,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$31,070	\$40,000	\$40,000	\$44,000	\$44,000
Subtotal Maintenance & Operations	\$276,084	\$305,690	\$305,690	\$312,562	\$320,297
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$276,084	\$305,690	\$305,690	\$312,562	\$320,297

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

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$20,302	\$20,323	\$20,323	\$20,641	\$21,054
101 Allowances	-	120	120	120	\$120
102 FICA & Medicare	1,614	1,621	1,621	1,646	\$1,679
103 Retirement	4,564	4,819	4,819	4,892	\$4,989
104 Insurance - Employee	4,205	4,046	4,046	3,846	4,230
105 Membership, Travel & Training	-	2,400	2,400	2,400	2,400
106 Overtime	621	750	750	750	750
Total 100 Personal Service	\$31,306	\$34,079	\$34,079	\$34,294	\$35,222
200 Materials & Supplies					
210 Office Supplies	-	\$2,000	\$2,000	\$2,000	-
211 Operating Supplies	-	-	-	-	-
212 Maintenance Supplies	13,104	26,500	26,500	26,898	16,800
213 Fuel & Lubricants	69,663	130,000	130,000	136,500	139,230
214 Small Tools	-	1,500	1,500	1,500	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$82,768	\$160,000	\$160,000	\$166,898	\$156,030
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	53,848	65,000	65,000	65,975	20,133
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$53,848	\$65,000	\$65,000	\$65,975	\$20,133
Subtotal Maintenance & Operations	\$167,921	\$259,079	\$259,079	\$267,167	\$211,385
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	35,000	35,000	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	\$35,000	\$35,000	-	-
Total Expenditures	\$167,921	\$294,079	\$294,079	\$267,167	\$211,385

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

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Total Salaries	\$509,414	\$515,684	\$524,651	\$532,027	\$542,667
101 Allowances	246	480	480	480	\$480
102 FICA & Medicare	38,985	40,252	40,937	41,502	\$42,332
103 Retirement	111,049	119,649	115,749	123,366	\$125,833
104 Insurance - Employee	131,795	148,246	169,123	159,374	175,312
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	8,157	10,000	10,000	10,000	10,000
Total 100 Personal Service	\$799,645	\$834,311	\$860,940	\$866,748	\$896,624
200 Materials & Supplies					
210 Office Supplies	-	-	-	-	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	32,302	40,000	35,000	40,600	40,600
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$32,302	\$40,000	\$35,000	\$40,600	\$40,600
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	297,880	341,250	341,250	358,313	358,313
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$297,880	\$341,250	\$341,250	\$358,313	\$358,313
Subtotal Maintenance & Operations	\$1,129,827	\$1,215,561	\$1,237,190	\$1,265,661	\$1,295,537
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	142,205	150,000	150,000	150,000	150,000
403 Other Equipment	3,930	5,000	5,000	-	-
404 Projects	-	12,000	12,000	-	-
Total 400 Capital Expenditures	\$146,135	\$167,000	\$167,000	\$150,000	\$150,000
Total Expenditures	\$1,275,962	\$1,382,561	\$1,404,190	\$1,415,661	\$1,445,537

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

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$507,918	\$537,897	\$537,897	\$494,686	\$504,579
101 Allowances	2,086	2,880	2,880	2,400	\$2,400
102 FICA & Medicare	39,581	43,282	43,282	39,940	\$40,738
103 Retirement	115,992	128,658	128,658	118,722	\$121,097
104 Insurance - Employee	120,567	154,339	154,339	148,063	151,025
105 Membership, Travel & Training	2,409	7,500	7,500	7,500	7,500
106 Overtime	24,666	25,000	25,000	25,000	25,000
Total 100 Personal Service	\$813,219	\$899,556	\$899,556	\$836,311	\$852,339
200 Materials & Supplies					
210 Office Supplies	\$4,488	\$5,000	\$5,000	\$5,000	\$5,000
211 Janitor Supplies	1,640	2,750	2,750	2,750	2,750
212 Maintenance Supplies	82,914	92,000	92,000	93,380	93,380
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	313,534	315,000	315,000	378,000	378,000
Total 200 Materials & Supplies	\$402,576	\$414,750	\$414,750	\$479,130	\$479,130
300 Other Services & Charges					
340 Professional Services	\$28,146	\$34,290	\$34,290	\$34,805	\$34,805
341 Utilities	204,236	250,000	250,000	250,000	250,000
342 Maintenance Contractual	181,753	185,000	185,000	262,775	262,775
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$414,135	\$469,290	\$469,290	\$547,580	\$547,580
Subtotal Maintenance & Operations	\$1,629,930	\$1,783,596	\$1,783,596	\$1,863,021	\$1,879,049
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	82,612	19,000	19,000	43,000	-
403 Other Equipment	14,460	80,000	80,000	16,100	-
404 Projects	162,157	445,000	445,000	573,581	40,000
Total 400 Capital Expenditures	\$259,229	\$544,000	\$544,000	\$632,681	\$40,000
Total Expenditures	\$1,889,158	\$2,327,596	\$2,327,596	\$2,495,702	\$1,919,049

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

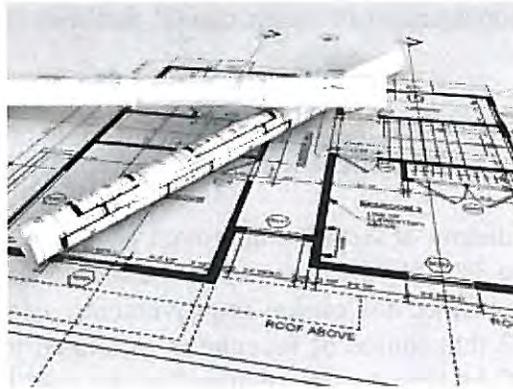
Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
100 Personal Service					
100 Salaries	\$76,888	\$74,031	\$74,031	\$97,598	\$97,598
101 Allowances	32	-	-	-	-
102 FICA & Medicare	6,230	6,465	6,465	8,268	\$8,433
103 Retirement	18,310	19,218	19,218	24,577	\$25,068
104 Insurance - Employee	21,473	25,413	25,413	35,177	38,695
105 Membership, Travel & Training	12	-	-	-	-
106 Overtime	7,645	10,000	10,000	10,000	10,000
Total 100 Personal Service	\$130,590	\$135,127	\$135,127	\$175,620	\$179,795
200 Materials & Supplies					
210 Office Supplies	-	-	-	-	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	20,322	47,000	47,000	47,000	47,000
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	294	2,000	2,000	2,000	2,000
Total 200 Materials & Supplies	\$20,615	\$49,000	\$49,000	\$49,000	\$49,000
300 Other Services & Charges					
340 Professional Services	\$4,050	\$500	\$500	\$500	\$500
341 Utilities	6,534	9,000	9,000	9,000	9,000
342 Maintenance Contractual	31,655	31,700	31,700	32,176	32,176
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$42,240	\$41,200	\$41,200	\$41,676	\$41,676
Subtotal Maintenance & Operations	\$193,445	\$225,327	\$225,327	\$266,296	\$270,471
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	26,784	38,000	38,000	38,000	-
404 Projects	2,953	650,000	650,000	1,300,000	15,000
Total 400 Capital Expenditures	\$29,737	\$688,000	\$688,000	\$1,338,000	\$15,000
Total Expenditures	\$223,182	\$913,327	\$913,327	\$1,604,296	\$285,471

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

Expenditure Classification	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
300 Other Services & Charges					
397 Sewer Treatment Expense	\$1,049,042	\$1,167,000	\$1,056,000	\$1,056,000	\$1,056,000
Total 300 Services & Charges	\$1,049,042	\$1,167,000	\$1,056,000	\$1,056,000	\$1,056,000
Subtotal Maintenance and Operations	\$1,049,042	\$1,167,000	\$1,056,000	\$1,056,000	\$1,056,000
400 Capital Expenditures					
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
500 Contingency					
503 Storm Recovery Contingency	-	\$300,000	-	\$300,000	-
505 Emergency Line repair contingency	-	\$200,000	-	\$200,000	-
506 Compensated Absence Contingency	-	\$5,000	-	\$5,000	-
Total 500 Contingency	-	\$505,000	-	\$505,000	-
600 Debt Service					
601 Interest Expense	\$486,035	\$597,403	\$597,403	\$590,066	\$590,141
Total 600 Debt Service	\$486,035	\$597,403	\$597,403	\$590,066	\$590,141
Transfers-In					
810 Operating Transfer In - GF Sales Tax	\$4,105,651	\$4,108,900	\$4,108,900	\$4,149,989	\$4,212,239
825 Op Xfer from CDBG	\$61,383				
Total Transfers-In	\$4,167,034	\$4,108,900	\$4,108,900	\$4,149,989	\$4,212,239
Transfers Out					
900 Transfers to General Fund	\$1,055,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,800,000
910 Operating Transfer out- GF Sales Tax	\$456,494	\$457,063	\$457,063	\$464,253	\$475,072
931 Operating Transfer Out - CIP Sales Tax	\$3,387,162	\$3,389,843	\$3,389,843	\$3,423,741	\$3,475,097
Total Transfers Out	\$4,898,656	\$5,546,905	\$5,546,905	\$5,587,994	\$5,750,169
Total Expenditures and Transfers	\$2,266,699	\$3,707,408	\$3,091,408	\$3,589,071	\$3,184,071

City of Bethany, Oklahoma

Capital Improvement Fund Fiscal Year 2011-2012 Annual Budget



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 project 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 FY12 this source of revenue is estimated to generate approximately \$464,253. This is net of the debt service required on the new Police, Court and Animal Control facilities.

CAPITAL IMPROVEMENT FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
Funding Sources					
Interest Income	\$7,845	\$5,500	\$5,500	\$5,500	\$5,000
Dedicated Sales Tax (Net)	456,494	457,063	457,063	464,253	475,072
CDBG	-	62,821	-	62,821	-
GO Bond Proceeds	-	-	-	-	-
Lease/ Purchase Proceeds	-	-	-	-	-
Miscellaneous revenue	77,316	-	-	-	-
Total Funding Sources	\$541,655	\$525,384	\$462,563	\$532,574	\$480,072
Street Overlays and Sidewalks	1,298	50,000	-	50,000	10,000
CDBG Project Costs	4,430	150,000	-	150,000	-
Joint City/County Street Projects	-	100,000	-	100,000	75,000
Contingency for Preliminary engineering	189	15,000	-	15,000	15,000
Fire Department Equipment	14,709	163,300	163,300	235,000	5,000
Community Development Equipment	-	5,000	1,587	5,000	5,000
Police Department Equipment	61,957	90,900	90,427	70,516	50,000
Public Works Administration	-	-	-	5,000	5,000
Sanitation Department Equipment	-	-	-	-	-
Water Department Equipment	-	-	-	-	-
Water Department Projects	-	-	-	-	-
Sewer Department Equipment	-	-	-	-	-
Sewer Line Improvement Projects	35,100	-	-	-	50,000
Sewer Lift Station Improvements	-	-	-	-	-
Street Department Equipment	110,000	78,271	44,474	4,000	25,000
Garage Department Equipment	-	44,563	44,563	35,000	5,000
Parks Department Equipment	34,126	99,278	74,431	40,000	25,000
Municipal Court Equipment	4,920	5,000	-	6,000	5,000
City Hall Equipment and Improvements	3,376	10,000	25,805	10,000	10,000
Finance Department Equipment	3,787	212,000	212,000	34,000	5,000
Well Field Improvements	-	-	-	-	50,000
Aero Commander rehab/disp	-	-	-	-	-
Capital Lease interest payments	3,767	4,291	4,291	-	-
Capital Lease principal payments	124,003	53,480	53,480	13,386	-
Total Estimated Project Costs	\$401,662	\$1,081,083	\$714,358	\$772,902	\$340,000
Beginning Fund Balance	\$670,294	\$810,288	\$810,288	\$558,493	\$318,165
Ending Fund Balance	\$810,288	\$254,589	\$558,493	\$318,165	\$458,236

City of Bethany, Oklahoma

E 911 Fund Fiscal Year 2011-2012 Annual Budget



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 FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
Revenue and Transfers In					
E911 Telephone Tariff	\$12,549	\$14,160	\$14,160	\$8,550	\$8,550
Total Revenue and Transfers In	\$12,549	\$14,160	\$14,160	\$8,550	\$8,550
Expenditures and Transfers Out					
Transfer to General Fund	-	\$14,160	\$14,160	\$8,550	\$8,550
Total Expenditures and Transfers Out	-	\$14,160	\$14,160	\$8,550	\$8,550

City of Bethany, Oklahoma

*Public Safety Fund
Fiscal Year 2011-2012 Annual Budget*

Public Safety Fund Description

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

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

PUBLIC SAFETY FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
Revenue and Transfers Out					
Traffic Safety Grants	\$20,126	\$44,745	\$44,745	\$22,745	\$23,000
Cops School Grant	-	-	-	-	-
Court Award grants	21,097	12,000	5,000	12,000	-
New Cops Grant	-	-	-	-	-
Other PD grants/donations	11,370	110,202	110,202	-	-
Fire Rescue Donations	-	-	-	-	-
JAG Grant awards-BVP	4,800	2,510	2,510	-	-
DHS equipment grant	-	-	-	-	-
Grants to Fire Department	-	-	-	-	-
Reimbursement-Towing	-	600	600	600	600
Impound Fee	100,400	100,000	100,000	100,000	100,000
Transfers From Other Funds	-	-	-	-	-
Other Revenue	11,384	-	-	-	-
Total Revenue and Transfers In	\$169,178	\$270,057	\$263,057	\$135,345	\$123,600
Expenditures and Transfers Out					
Transfers to Other Funds	-	\$160,447	\$160,447	\$22,745	\$23,000
Fire Department Grant Expenditures	-	-	-	-	-
Police Department grant expenditures	80,082	194,267	194,267	12,000	-
Expenditures from Impound Fee Account	164,998	258,984	258,984	100,000	100,000
Other Expenditures	-	2,000	2,000	600	600
Total Expenditures and Transfers Out	\$245,080	\$615,698	\$615,698	\$135,345	\$123,600

City of Bethany, Oklahoma

Juvenile Justice Fund Fiscal Year 2011-2012 Annual Budget



Juvenile Justice Fund Program 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. Beginning in FY 2012 proceeds are budgeted for programs to rehabilitate juvenile offenders.

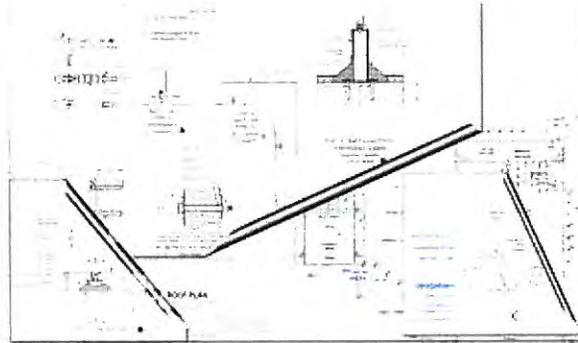
BETHANY JUVENILE JUSTICE FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
Revenue and Transfers In					
Interest Income	-	-	-	-	-
Juvenile fines and Court Costs	\$35,742	\$40,000	\$40,000	\$40,000	\$40,000
Other Income	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Total Revenue and Transfers In	\$35,742	\$40,000	\$40,000	\$40,000	\$40,000
Expenditures and Transfers Out					
100 Personal Service					
100 Salaries	-	-	-	\$19,500	\$19,500
101 Allowances	-	-	-	-	-
102 FICA & Medicare	-	-	-	\$1,492	1,492
103 Retirement	-	-	-	-	-
104 Insurance - Employee	-	-	-	\$2,345	2,345
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	-	-	-	-	-
Total 100 Personal Service	-	-	-	\$23,336	\$23,336
200 Materials & Supplies					
210 Office Supplies	-	-	-	250	250
212 Maintenance Supplies	-	-	-	250	250
Total 200 Materials & Supplies	-	-	-	\$500	\$500
300 Other Services & Charges					
340 Professional Services	856	40,000	40,000	5,000	5,000
341 Utilities	-	-	-	200	200
342 Maintenance Contractual	-	-	-	-	-
Total 300 Services & Charges	\$856	\$40,000	\$40,000	\$5,200	\$5,200
Subtotal Maintenance & Operations	\$856	\$40,000	\$40,000	\$29,036	\$29,036
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
900 Transfers Out					
910 Transfer to General Fund	-	\$10,000	\$10,000	\$10,000	\$10,000
Total 900 Transfers Out	-	\$10,000	\$10,000	\$10,000	\$10,000
Total Expenditures & Transfers Out	\$856	\$50,000	\$50,000	\$39,036	\$39,036
Beginning Fund Balance	\$73,432	\$108,318	\$108,318	\$98,318	\$99,282
Ending Fund Balance	\$108,318	\$98,318	\$98,318	\$99,282	\$100,245

City of Bethany, Oklahoma

Debt Service Fund Fiscal Year 2011-2012 annual Budget



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 the year. The ad valorem tax levy is based on the calculation shown on the next page. The actual mill levy is dependent on the assessed valuation of property within the City of Bethany, the total tax collected during the current year and the actual cash required to pay the principal and interest when due.

The City of Bethany currently does not have any general obligation bonds outstanding. Thus no property taxes are levied and collected by the City of Bethany. A new GO Bond issued during the fiscal year would be assessed against property in the following year.

City of Bethany, Oklahoma

Bethany Hospital Trust Fiscal Year 2011-2012 Annual Budget



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 capital improvement projects for the hospital facility.

BETHANY HOSPITAL TRUST
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
Revenue and Transfers In					
Lease Payments	\$104,495	-	-	-	-
Other Income	-	200,000	200,000	200,000	200,000
Interest Income	215,297	20,000	20,000	20,000	20,000
Capital Contributions	689,604	420,644	720,075		
Total Revenue and Transfers In	\$1,009,396	\$640,644	\$940,075	\$220,000	\$220,000
Expenditures and Transfers Out					
Other Expenditures	-	-	-	-	-
Capital Improvements	\$689,604	\$420,644	\$750,075	-	-
Transfer to Other Funds	-	200,000	200,000	200,000	200,000
Debt Service	-	-	-	-	-
Total Expenditures and Transfers Out	\$689,604	\$620,644	\$950,075	\$200,000	\$200,000
Beginning Fund Balance	\$2,513,074	\$2,832,866	\$2,832,866	\$2,822,866	\$2,842,866
Ending Fund Balance	\$2,832,866	\$2,852,866	\$2,822,866	\$2,842,866	\$2,862,866

City of Bethany, Oklahoma

Bethany Development Authority Fiscal Year 2011-2012 Annual Budget



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.

Consultants are also engaged to provide services to our local business community.

BETHANY DEVELOPMENT AUTHORITY

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY10	Budget FY11	Estimate FY11	Budget FY12	Budget FY13
Revenue and Transfers In					
Interest Income	-	-	-	-	-
Bethany Freedom Festival	\$22,680	\$20,000	\$20,000	\$20,000	\$20,000
Other Income	-	-	-	-	-
Transfers from Other Funds	-	100,000	100,000	100,000	100,000
Total Revenue and Transfers In	\$22,680	\$120,000	\$120,000	\$120,000	\$120,000
Expenditures and Transfers Out					
100 Personal Service					
100 Salaries	-	-	-	-	-
101 Allowances	-	-	-	-	-
102 FICA & Medicare	-	-	-	-	-
103 Retirement	-	-	-	-	-
104 Insurance - Employee	-	-	-	-	-
105 Membership, Travel & Training	600	4,000	4,000	4,000	4,000
Total 100 Personal Service	\$600	\$4,000	\$4,000	\$4,000	\$4,000
200 Materials & Supplies					
210 Office Supplies	121	2,500	2,500	2,500	2,500
212 Maintenance Supplies	-	-	-	-	-
Total 200 Materials & Supplies	\$121	\$2,500	\$2,500	\$2,500	\$2,500
300 Other Services & Charges					
340 Professional Services	57,920	65,000	65,000	65,000	65,000
342 Maintenance Contractual	-	-	-	-	-
347 Economic Development Grants	-	-	-	-	-
348 Advertising and Promotion	6,845	10,000	10,000	10,000	10,000
351 Bethany Freedom Festival	38,192	40,000	40,000	40,000	40,000
Total 300 Services & Charges	\$102,956	\$115,000	\$115,000	\$115,000	\$115,000
Subtotal Maintenance & Operations	\$103,677	\$121,500	\$121,500	\$121,500	\$121,500
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$103,677	\$121,500	\$121,500	\$121,500	\$121,500
Beginning Fund Balance	\$131,839	\$50,841	\$50,841	\$49,341	\$47,841
Ending Fund Balance	\$50,841	\$49,341	\$49,341	\$47,841	\$46,341

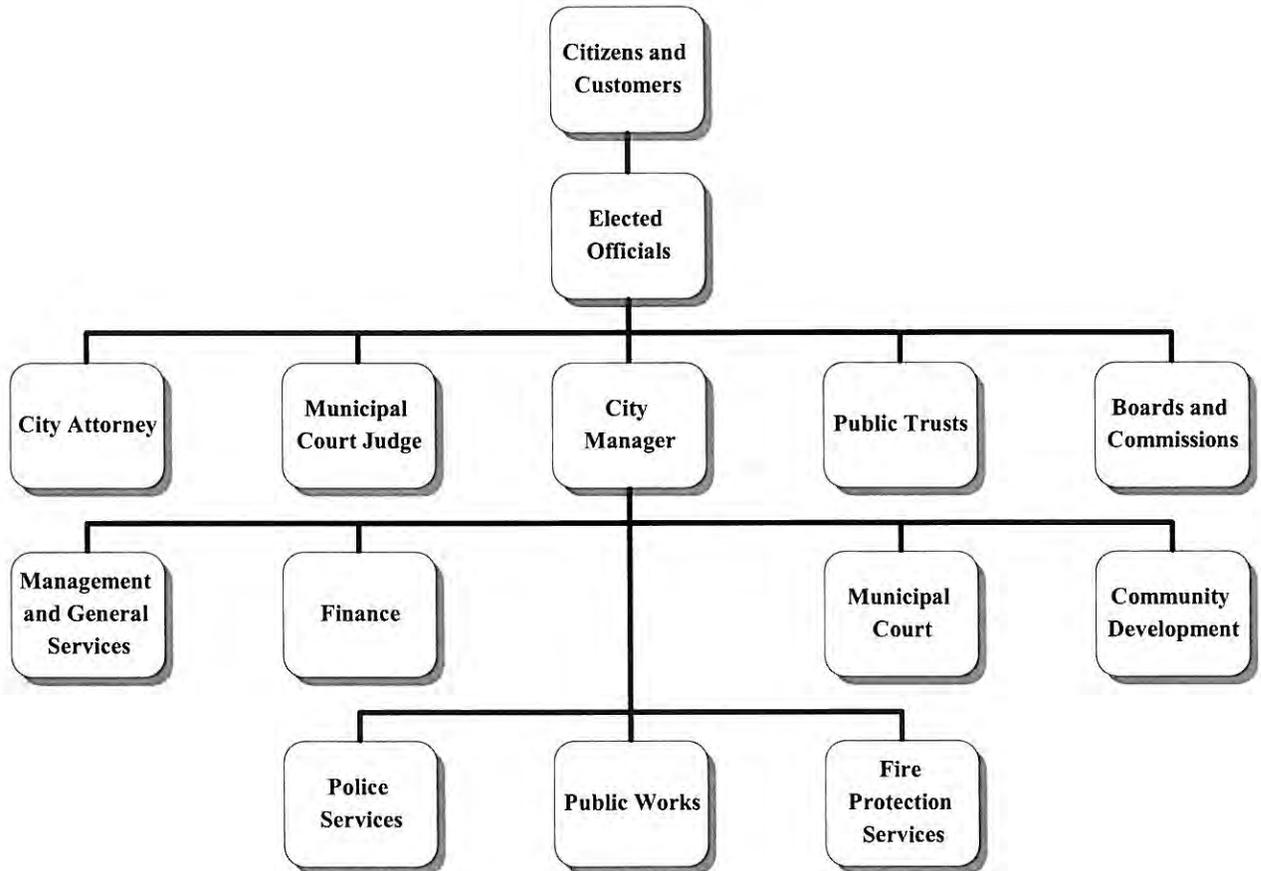
City of Bethany, Oklahoma

Appendices *Fiscal Year 2011-2012 Annual Budget*



Appendix A.

**City of Bethany, Oklahoma
Organizational Chart**



Appendix B.

Health, Life and Worker's Compensation Insurance

The City will provide health insurance coverage for its employees and their dependents through plans by Aetna Health, Inc. The employee has the option to choose a Health Management or a Preferred Provider arrangement. The monthly rate is \$320.14 for the HMO or \$387.02 for the PPO for employees. The City pays \$320.14 for employee coverage. If an employee opts for the PPO, a monthly deduction of \$66.88 will come from the employee. Family coverage is available at \$845.16 for the HMO and \$1021.7 for the PPO. An employee who chooses family coverage will contribute \$198.94 or \$375.48 per month towards the family premium for the HMO or PPO, respectively, with the City paying the balance.

The City also provides a Section 125 Flexible Spending Account that pays out-of-pocket medical costs for the employee. Employees may contribute up to \$200 per month to the FSA through payroll deduction for medical and child care expenses.

Basic life insurance is provided for the employee at City expense. Various voluntary life insurance policies are available through payroll deduction.

The City will also provide dental insurance through Delta Dental. Rates for this plan are \$24.04 per month for employee. Employees may choose tiered family coverage through payroll deduction.

The Employee Health and Benefits Committee worked hard to study market options and built an effective, low cost plan for our employees. It exercises an indispensable management role with respect to this most important benefit. 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), now CompSource Oklahoma, 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, and the City is now on a first dollar premium plan. Our billed premium for FY12 will be \$523,926. We do anticipate receiving any refunds from previous plan years.

Appendix C.

Policy Statements for Job Classification and Pay Plans

Placement

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

Step Advancement

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

Promotion

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

Differential

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

Merit Pay

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

Administrative Salaries

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

Emergency

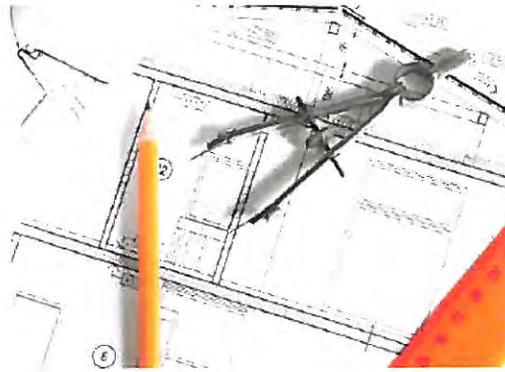
The City Manager may suspend one or all of the above policies in time of financial emergency. The City Council shall be notified of the action taken and the reasons therefore.

Other Rules and Regulations

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

City of Bethany, Oklahoma

*Public Notice of Budget Hearing
Fiscal Year 2011-2012 Annual Budget*



(Published in The Tribune, Bethany, Oklahoma County, Oklahoma, on Friday, May 27, 2011.)

**City of Bethany, Oklahoma
Fiscal Year 2012 Budget**

The Bethany City Council will hold a public hearing on the proposed FY12 Budget on June 7, 2011, at 7:30 P.M., in City Hall, 6700 NW 36th Street. All citizens are invited and encouraged to attend to provide the City Council with written or oral comments. The complete documents supporting the summarized budgets are available for public inspection from 8:00 A.M. until 5:00 P.M., Monday through Friday in the City Clerk's office at City Hall.

	General Fund	Bethany PWA	Debt Service	Special Revenue	Capital Improvement
Estimated Revenue					
Taxes	5,250,989			14,160	
Licenses & Permits	83,000				
Intergovernmental	260,000			144,947	62,821
Charges for Services	455,000	7,743,819		100,600	
Fines & Forfeitures	1,250,000				
Bond proceeds	-				
Miscellaneous	171,000				5,500
Interfund Transfers	5,480,848	4,149,989			464,253
Fund Balance	909,290	3,000,910			176,328
Total Revenues	<u>13,860,127</u>	<u>14,894,718</u>	=	<u>259,707</u>	<u>708,902</u>
Estimated Expenditures					
General Government	2,324,075				
Public Safety	5,462,101			112,600	
Public Works (General Fund)	1,823,962				
Public Works (Utility Fund)		5,784,689			
Debt Service		1,270,335			13,386
Capital Improvements		2,251,700			695,516
Interfund transfers	4,249,989	5,587,994		147,107	
Total Expenditures	<u>13,860,127</u>	<u>14,894,718</u>	=	<u>259,707</u>	<u>708,902</u>

City of Bethany, Oklahoma

Authorizing Resolution Fiscal Year 2011-2012 Annual Budget



RESOLUTION NO. 1341

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BETHANY ADOPTING THE FISCAL YEAR 2011 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 CAPITAL IMPROVEMENTS FUND FOR SPECIFIED EQUIPMENT AND PROJECTS.

WHEREAS, the Bethany City Council has conducted a public hearing on the FY 2012 annual budget and has completed the budget process in accordance with Title 11 O.S. Sec. 17-201 et seq.; and

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

WHEREAS, the Budget has identified the need to purchase certain equipment from the Capital Improvements Fund during FY 2012 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 2012 Annual Budget contained in the attached Exhibit "A" are hereby adopted and incorporated by reference.
2. The interfund transfers included within the budget are hereby approved.
3. Resolution No. 819, authorizing the City Manager to make transfers within the General Fund, is affirmed.
4. The Capital Improvement Plan is amended to include the expenditures for equipment and projects enumerated in the budget.
5. The City Manager is authorized to proceed with implementation of the FY 2012 Annual Budget, and to purchase from the Capital Improvement Fund when necessary and appropriate the equipment or projects specified within the budget, subject to established policies governing expenditures, purchasing and contracts.

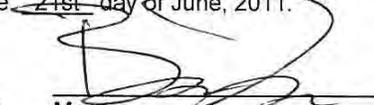
END

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, 2011.

Attest:



City Clerk


Mayor

Approved as to form and legality on June 21, 2011


City Attorney

**Exhibit A
FY 11-12 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	\$509,959	\$44,250	\$99,711	-	\$100,000	-	-	\$753,920
Finance Department	225,562	8,000	42,000	-	-	-	-	\$275,562
Legal and Municipal Court Department	405,921	8,525	51,600	-	-	-	-	\$466,046
Police Department	3,210,956	68,500	247,064	-	-	-	-	\$3,526,520
Fire Department	1,773,471	35,200	308,208	-	-	-	-	\$2,116,879
Community Development Department	385,242	15,750	15,000	-	-	-	-	\$415,992
Public Works Department	1,251,752	320,230	277,667	-	-	-	-	\$1,849,649
Non Departmental	-	-	-	-	454,705	-	4,249,989	\$4,704,694
Total General Fund	\$7,762,863	\$500,455	\$1,041,250	-	\$554,705	-	\$4,249,989	\$14,109,262
Public Works Fund								
Administration Division	92,124	-	75,000	-	150,000	-	-	\$317,124
Finance Department	223,562	45,000	44,000	-	-	-	-	\$312,562
Vehicle Maintenance Division	34,294	166,898	65,975	-	-	-	-	\$267,167
Solid Waste Division	866,748	40,600	358,313	150,000	-	-	-	\$1,415,661
Water Division	836,311	479,130	547,580	632,681	-	-	-	\$2,495,702
Sewer Division	175,620	49,000	41,676	1,338,000	-	-	-	\$1,604,296
Non Departmental	-	-	1,056,000	-	505,000	1,270,335	5,587,994	\$8,419,329
Total Public Works Fund	\$2,228,659	\$780,628	\$2,188,544	\$2,120,681	\$655,000	\$1,270,335	\$5,587,994	\$14,831,841
Capital Improvement Fund								
E911 Fund	-	-	-	759,516	-	13,386	-	\$772,902
Public Safety Fund	-	-	-	-	-	-	8,550	\$8,550
Parks and Streets CIP Fund	-	600	-	112,000	-	-	22,745	\$135,345
Debt Service Fund	-	-	-	39,600	-	-	-	\$39,600
Bethany Hospital Trust	-	-	-	-	-	-	-	-
Bethany Development Authority	4,000	2,500	115,000	-	-	-	200,000	\$200,000
Bethany Juvenile Justice Fund	23,336	500	5,200	-	-	-	10,000	\$39,036
Totals	\$10,018,859	\$1,284,683	\$3,349,994	\$3,031,797	\$1,209,705	\$1,283,721	\$10,079,278	\$30,258,037