

City of Bethany, Oklahoma

Fiscal Year 2014-2015

Annual Budget





The City of Bethany

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

June 1, 2014

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

I am pleased to present to you the Proposed Fiscal Year 2014-2015 Annual Budget. While the national recession has presented us with some challenging situations in continuing to provide the level of services that have historically been a part of Bethany, we are fortunate to have been able to continue those services through some tough times while other local governments in Oklahoma and around the country have faced reductions in staff and services.

Each year the challenges will continue, but Bethany has resources from prior efforts to stabilize the financial model that will assist in continuing the level of services our citizens have come to expect. Revenue has been above budgeted expectations. Sales taxes continue to pay for approximately 48 percent of our General Fund expenditures. Our employees continue to provide great services to our citizen customers. General Fund expenditure projections for FY 2015 are slightly higher than the current 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 2015 on re-developing infrastructure. Time wears away at concrete and metal. Water lines initially installed as 2" line no longer provide the pressure expected in homes or available to fight fires. Sewer lines once made of clay and concrete have deteriorated over time and are collapsing. We must focus on the re-development of these most basic services: delivery of clean water, and removal of waste water. Without these, there would be no Bethany. Engineering work is underway and Staff time will be devoted to identifying and costing those utility lines that need replacement at the same time they continue to make sure existing infrastructure remains viable. The projects that have been identified already are included for FY15 as capital projects in both the Public Works Authority and the Capital Improvement Fund.

We will also start the engineering process for our major sewer outfall lines on the west side of Bethany. This project will consume a great deal of effort on the part of our Public Works Department.

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 FY15 capital requests in the Capital Improvement Fund. We also hope to extend sidewalks in areas of greatest need.

Focus on Retail Re-Development

The state of Oklahoma is the only state where municipalities are reliant upon the sales tax, as opposed to other taxes, to fund general government. Without a vibrant retail base, a city in Oklahoma has a difficult time meeting citizen demands for public safety and other services. The next several years for the City of Bethany are very dependent upon the re-development of a retail base. Staff and consultant time and efforts to revitalize the main corridors within Bethany will result in a broader, more vibrant retail center that will benefit existing business as well as expand and deliver alternative shopping to citizens and visitors alike. The planned expenses for FY15 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 FY15 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 Community Development Department is in the process now of hiring an additional code enforcement and building inspector officer.

We have seen several homes built the past few years. Hopefully this trend of infill development will continue.

The Proposed Budget

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

The General Fund budget for FY15 includes expenditures for continuing operations of \$9,537,546. This is an increase from the FY14 budget of \$9,376,870. Our staff continues its dedication to providing timely and quality service and we must re-dedicate ourselves to that staff to continue with the service levels citizens expect. Revenues to support these activities are expected to be basically flat at \$8,025,835.

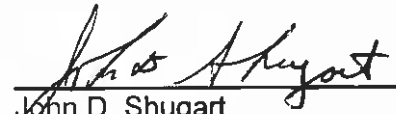
The Bethany Public Works Authority budget for FY15 increases operating and maintenance expenses to \$ 5,749,388. Provision is also made for debt repayment and capital project expenses. Significant projects include the re drilling of two wells and a replacement lift station. Revenues remain flat at \$7,959,343. Increases in utility rates are not planned at this time.

The Capital Improvement Fund budget projects revenues of \$451,311. Expenditures include sidewalk extensions and replacements. Please note there is no replacement equipment in this year's Capital Improvement Fund Budget other than parks equipment and a replacement storm siren system. Equipment replacement is funded this year in either the General Fund or Public Works Fund.

Acknowledgments

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

Respectfully submitted for your approval,



John D. Shugart
City Manager

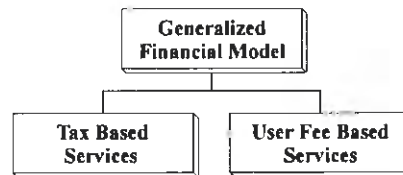
City of Bethany, Oklahoma
Fiscal Year 2014-2015 Annual Budget
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City of Bethany, Oklahoma
Fiscal Year 2014-2015 Annual Budget Summary

I. Understanding the Budget

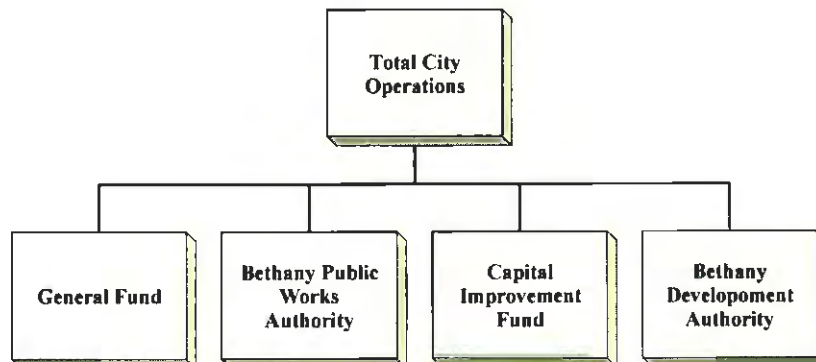
♦ Understanding the City of Bethany's budget is much easier if you have a basic understanding of how city governments finance the services they provide. The model shown below is a simple explanation that government services are either paid for by taxes or user fees. The citizen pays 100% of all costs.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



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

♦ It is also important to understand the basics of the City's financial structure.

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



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

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

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

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

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

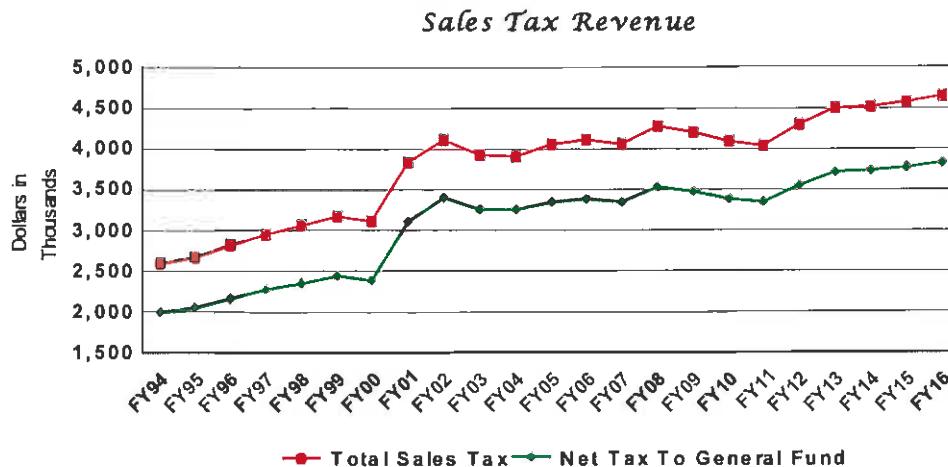
Consider the following. In 1980, the sales tax rate was two percent. Sales tax revenue paid for 42 percent of city services. In 1990 sales tax paid for only 31 percent of city services. In 2000, the sales tax rate was three percent and paid for 35 percent of city services. In 2008, the four percent sales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

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

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

This means that of the \$4,584,971 estimated in sales tax the City expects to receive in FY15, \$802,370 is not available to the General Fund to pay for operating expenses. This money can only be used for capital improvements or debt service on capital improvements. While \$802,370 is a lot of money, the City has many projects either in progress or waiting to be funded. These projects include water and sewer line replacements, street improvements and replacement equipment.

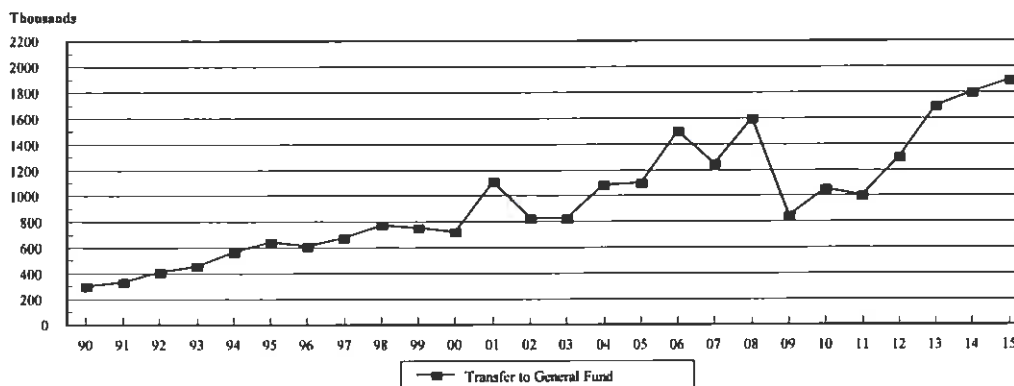
Sales tax revenue is dependent on several factors. Retail sales, population and weather are three of the main factors. Obviously, these factors are beyond the control of the City. We have experienced some growth for several years. The large increase shown in the graph is due to the additional one cent 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.

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

II. Community Goals

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

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

III. Budgetary Priorities and Key Issues for FY15

The City's budgetary priorities remain the same for Fiscal 15 as they have been for the past several fiscal years. Please note the following:

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

IV. Major Financial Factors and Trends Affecting the Budget

Thankfully, the Greater Bethany Metropolitan Area's overall economy is stronger than the rest of the United States. The latest inflation number from the Bureau of Labor Statistics (Region VI) shows the US city average inflation rate to be 2.0 percent. This comes at the same time that the Oklahoma Department of Commerce is reporting the latest area wide unemployment rate to be approximately 4.5 percent.

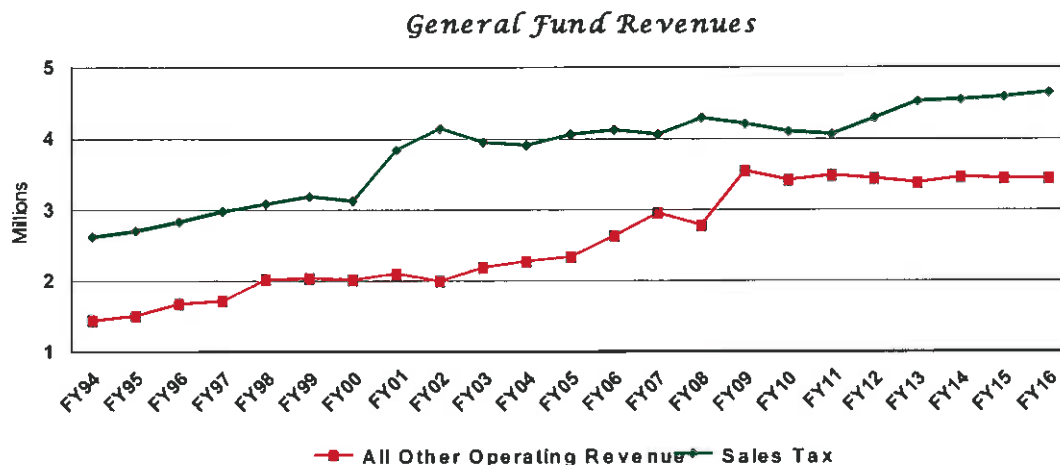
Due to hard work by our employee groups, the City has stabilized our budgeted worker's

compensation rate. Our supervisors work hard to install a safety conscious attitude in all workers.

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

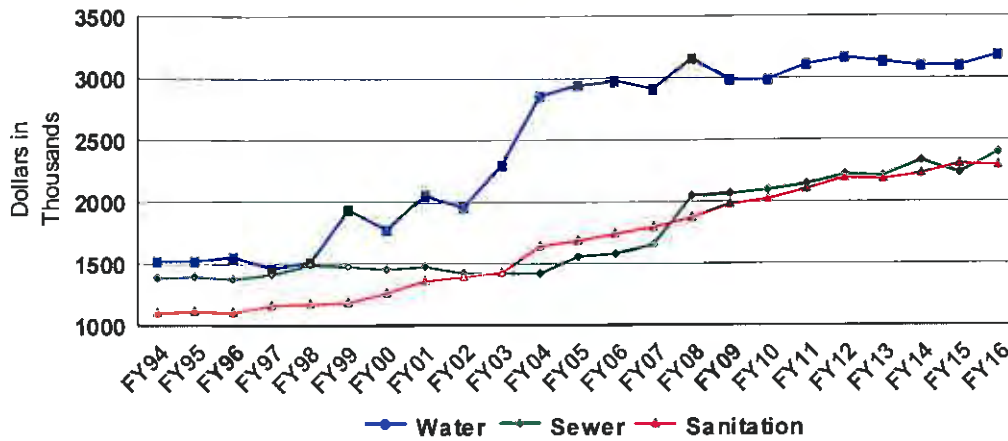
The City has a contract with EMSA to provide ambulance service. The contract for FY16 is funded with a surcharge (\$2.60 per utility unit) on our utility bills. This contract provides that our citizens will not be required to pay for the ambulance service directly. Their insurance carrier may be required to pay for the service, but the citizen will not have an out of pocket charge.

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



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

Bethany Public Works Authority Revenue



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

V. Summary Financial Data

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

	FY13 Actual	FY14 Budget	FY14 Estimate	FY15 Budget	FY16 Budget
General Fund:					
Revenue	7,890,591	7,920,835	7,991,835	8,025,835	8,097,278
Expenditures	(8,746,294)	(9,528,870)	(9,333,120)	(9,714,195)	(9,534,010)
Net Transfers	785,755	852,050	847,675	938,925	1,024,910
Change in Fund Balance	(69,948)	(755,985)	(493,610)	(749,435)	(411,822)
Bethany Public Works					
Revenue	7,864,659	7,949,343	7,949,343	7,959,343	8,189,698
Expenditures	(5,984,144)	(8,149,497)	(6,830,019)	7,798,397	7,402,046
Net Transfers	(1,374,437)	(1,282,595)	(1,282,595)	(1,362,620)	(1,486,570)
Change in Fund Balance	354,430	(1,482,749)	(153,271)	(1,221,674)	(695,918)

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 2014-2015 Annual Budget

City of Bethany, Oklahoma General Fund Description

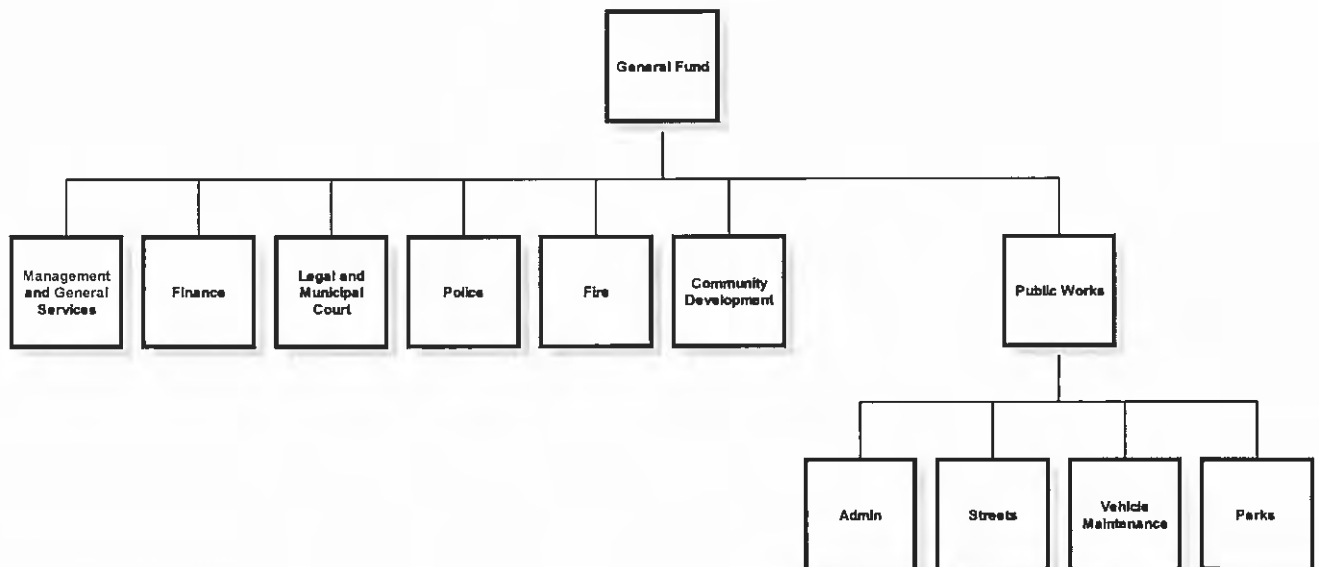
The General Fund is used to account for all financial resources except those which are required to be accounted for in another fund.

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

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

Expenditures are accounted by department and account.

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



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

City of Bethany, Oklahoma
Object Code Chart of Accounts

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

GENERAL FUND

FINANCIAL SUMMARY

	Actual FY13A	Budget FY14B	Estimate FY14E	Budget FY15	Budget FY16
<u>Revenue</u>					
Carryover From Previous Year	\$4,495,657	\$4,425,708	\$4,425,708	\$3,932,098	\$477,958
Total Operating Revenue	7,890,591	7,920,835	7,991,835	8,025,835	8,097,278
Sales Tax Transfer From Public Works	3,720,726	3,720,726	3,741,351	3,782,601	3,839,340
Operating Transfer From Public Works	1,700,000	1,700,000	1,700,000	1,800,000	1,900,000
Transfers From Other Funds	-	41,295	41,295	41,295	39,315
Revenue Available for Appropriation	<u>\$17,806,974</u>	<u>\$17,808,564</u>	<u>\$17,900,189</u>	<u>\$17,581,829</u>	<u>\$14,353,891</u>
<u>Expenditures</u>					
Maintenance and Operations	\$8,715,929	\$9,376,870	\$9,251,120	\$9,537,546	\$9,534,010
Capital Expenditures	30,365	152,000	82,000	176,649	-
Contingency	-	2,904,705	-	2,704,705	-
Transfer Sales Tax to Public Works	4,509,971	4,509,971	4,534,971	4,584,971	4,653,746
Transfer To Other Funds	125,000	100,000	100,000	100,000	100,000
Total Expenditures and Transfers	<u>\$13,381,265</u>	<u>\$17,043,546</u>	<u>\$13,968,091</u>	<u>\$17,103,871</u>	<u>\$14,287,755</u>
FB Carryover to Next Fiscal Year	<u>\$4,425,708</u>	<u>\$765,018</u>	<u>\$3,932,098</u>	<u>\$477,958</u>	<u>\$66,136</u>

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

	Actual FY13	Approved Budget FY14	Year-End Estimate FY14	Budget FY15	Budget FY16
Operating Revenue					
Sales Tax	\$4,515,887	\$4,509,971	\$4,534,971	\$4,584,971	\$4,653,746
Franchise-ONG/OG&E	554,107	545,000	545,000	545,000	545,000
Ordinance-Telephone	21,789	45,000	40,000	40,000	40,000
Franchise-Cable	245,683	232,000	239,000	239,000	239,000
Hotel tax	64,994	52,000	55,000	55,000	55,000
Use Tax	251,307	256,864	266,864	266,864	269,533
Subtotal Taxes	5,653,767	5,640,835	5,680,835	5,730,835	5,802,278
Occupation	46,381	45,000	45,000	45,000	45,000
Building Permits	41,485	20,000	20,000	20,000	20,000
Inspection Fees & Permits	35,613	25,000	25,000	25,000	25,000
Zoning Permits	1,605	1,000	1,000	1,000	1,000
Subtotal Licenses & Permits	125,084	91,000	91,000	91,000	91,000
Alcohol Beverage Tax	23,926	28,000	28,000	28,000	28,000
Tobacco Tax	58,966	60,000	60,000	60,000	60,000
Gasoline Tax	50,231	35,000	35,000	35,000	35,000
Motor Vehicle Tax	114,934	140,000	140,000	140,000	140,000
Subtotal Intergovernmental Revenue	248,056	263,000	263,000	263,000	263,000
Collection Service	26,200	24,000	24,000	24,000	24,000
Emergency Medical call services fee	277,523	282,000	282,000	282,000	282,000
Stormwater compliance fee	107,913	109,000	109,000	109,000	109,000
Swimming Pool	42,255	40,000	40,000	40,000	40,000
Subtotal Charges for Services	453,891	455,000	455,000	455,000	455,000
Total Police Fines & Court Costs	1,154,306	1,325,000	1,325,000	1,325,000	1,325,000
Cemetery Lot Sales	32,100	20,000	20,000	20,000	20,000
Interest on Investments	18,680	25,000	20,000	20,000	20,000
Mineral Rights & Royalties	44,705	48,000	48,000	48,000	48,000
Reimbursements	3,068	3,000	3,000	3,000	3,000
OMAG Reimbursements	54,234	-	36,000	20,000	20,000
Misc. - Other	102,700	50,000	50,000	50,000	50,000
Subtotal Miscellaneous Revenue	255,487	146,000	177,000	161,000	161,000
Total Operating Revenue	\$7,890,591	\$7,920,835	\$7,991,835	\$8,025,835	\$8,097,278
Transfers From Other Funds					
Bethany Public Works Authority	1,700,000	1,700,000	1,700,000	1,800,000	1,900,000
Transfer from Public Safety Fund	-	22,745	22,745	22,745	23,000
Transfer from E-911 Fund	-	8,550	8,550	8,550	6,315
Transfer from Juvenile Justice Fund	-	10,000	10,000	10,000	10,000
Transfer from Bethany Hospital Trust	-	-	-	-	-
Transfer Sales Tax from BPWA	3,720,726	3,720,726	3,741,351	3,782,601	3,839,340
Total Transfers	\$5,420,726	\$5,462,021	\$5,482,646	\$5,623,896	\$5,778,655
Total General Fund Revenue	\$13,311,317	\$13,382,856	\$13,474,481	\$13,649,731	\$13,875,933
Fund Balance Appropriated	-	\$3,660,690	\$553,610	\$3,454,141	\$511,821
Total Funds Appropriated	\$13,311,317	\$17,043,546	\$14,028,091	\$17,103,872	\$14,387,755

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

Department	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
Management and General Services	\$638,057	\$760,386	\$703,386	\$752,431	\$747,636
Finance	\$311,745	286,863	319,863	331,508	329,808
Legal and Municipal Court	\$325,471	472,134	437,134	453,692	412,044
Police Department	\$3,463,431	3,643,172	3,640,172	3,883,667	3,862,545
Fire Department	\$2,076,521	2,302,579	2,255,079	2,282,374	2,249,979
Community Development	\$333,190	414,491	355,491	453,269	433,059
Public Works	\$1,597,880	1,749,245	1,681,995	1,657,254	1,598,938
Non-Departmental	-	\$2,804,705	-	\$2,604,705	-
Total General Fund Expenditures	\$8,746,294	\$12,433,575	\$9,393,120	\$12,418,901	\$9,634,009
Transfers To Other Funds					
Sales Tax Transfer to BPWA	\$4,509,971	\$4,509,971	\$4,534,971	\$4,584,971	\$4,653,746
Other Transfers	125,000	100,000	100,000	100,000	100,000
Total Transfer To Other Funds	\$4,634,971	\$4,609,971	\$4,634,971	\$4,684,971	\$4,753,746
Total Expenditures and Transfers	\$13,381,265	\$17,043,546	\$14,028,091	\$17,103,872	\$14,387,755

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

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$4,977,193	\$5,304,076	\$5,259,076	\$5,365,143	\$5,419,443
101 Allowances	\$30,363	\$33,720	\$33,720	\$33,720	\$33,720
102 FICA & Medicare	\$296,700	\$337,085	\$337,085	\$342,570	\$345,005
103 Retirement	\$762,911	\$743,085	\$743,085	\$778,708	\$784,445
104 Insurance - Employee	\$1,034,374	\$1,056,859	\$1,056,859	\$1,044,026	\$1,044,026
105 Membership, Travel & Training	\$81,566	\$97,700	\$95,700	\$105,200	\$95,200
106 Overtime	\$191,338	\$199,065	\$199,065	\$213,518	\$215,104
Total 100 Personal Service	\$7,374,444	\$7,771,590	\$7,724,590	\$7,882,885	\$7,936,943
200 Materials & Supplies					
210 Office Supplies	\$71,487	\$85,750	\$85,750	\$84,750	\$83,500
211 Janitor Supplies	\$7,939	\$10,450	\$10,450	\$10,200	\$9,400
212 Maintenance Supplies	\$157,277	\$245,800	\$209,800	\$233,800	\$224,800
213 Fuel & Lubricants	\$118,988	\$160,250	\$117,000	\$161,500	\$161,500
214 Small Tools	-	\$1,000	\$1,000	\$1,000	\$1,000
215 Chemicals	\$5,569	\$21,750	\$19,250	\$19,250	\$19,250
Total 200 Materials & Supplies	\$361,261	\$525,000	\$443,250	\$510,500	\$499,450
300 Other Services & Charges					
340 Professional Services	\$134,506	\$133,200	\$163,700	\$158,700	\$145,200
341 Utilities	\$224,740	\$238,380	\$255,380	\$255,380	\$256,004
342 Maintenance Contractual	\$491,568	\$567,500	\$529,000	\$505,868	\$471,500
342.1 Vehicle Repair				\$85,263	\$85,263
343 Insurance - Property	\$128,797	\$140,000	\$134,000	\$137,750	\$138,450
344 Refunds	\$614	\$1,200	\$1,200	\$1,200	\$1,200
Total 300 Services & Charges	\$980,224	\$1,080,280	\$1,083,280	\$1,144,161	\$1,097,617
Subtotal Maintenance and Operations	\$8,715,929	\$9,376,870	\$9,251,120	\$9,537,546	\$9,534,010
400 Capital Expenditures					
401 Office Equipment	\$14,565	\$55,000	\$10,000	\$70,000	-
402 Motor Vehicles & Machinery	\$15,800	\$65,000	\$60,000	\$46,271	-
403 Other Equipment	-	-	-	\$40,378	-
404 Projects	-	\$32,000	\$12,000	\$20,000	-
Total 400 Capital Expenditures	\$30,365	\$152,000	\$82,000	\$176,649	-
500 Contingency					
501 Operating Contingency	-	\$100,000	-	\$100,000	-
502 Litigation Contingency	-	\$200,000	-	\$200,000	-
503 Storm Recovery Contingency	-	\$2,300,000	-	\$2,100,000	-
504 Employee Severance Contingency	-	\$74,705	-	\$74,705	-
507 Long Range Planning Services	-	\$200,000	-	\$200,000	-
506 Compensated Absence Contingency	-	\$30,000	-	\$30,000	-
Total 500 Contingency	-	\$2,904,705	-	\$2,704,705	-
Total Expenditures	\$8,746,294	\$12,433,575	\$9,333,120	\$12,418,900	\$9,534,010

**City of Bethany, Oklahoma
FY 2014-2015
General Fund Departmental Summaries**

FY 2014-2015 General Fund Budget

Department Purpose and Function

A. Department Name: Management and General Services Department

B. Overall Purpose and Function:

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

C. Department Description

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

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

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

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

D. Staffing Summary

The positions budgeted in the Management Department include:

Classification	FY13 Actual	FY14 Budget	FY15 Budget
City Manager	1	1	1
Assistant City Manager	1	1	1
Executive Assistant	1	1	1
Part Time City Attorney	1	1	1
Marketing and Public Information	1	1	1
Total Positions	5	5	5

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

E. Financial Summary

Description	FY13 Actual	FY14 Budget	FY14 Estimate	FY15 Budget
Personal Services	511,046	498,036	498,036	500,581
Materials & Supplies	37,097	42,750	41,750	40,750
Other Services & Charges	89,915	109,600	103,600	101,100
Capital		10,000		10,000
Total Budget	638,057	660,336	643,386	647,636

F. Major Tasks

The Management Department's major tasks for FY15 include:

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

**1.0 Management and General Government
Departmental Summary**

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$327,681	\$340,731	\$340,731	\$343,134	\$347,446
101 Allowances	3,125	3,120	3,120	3,120	\$3,120
102 FICA & Medicare	23,572	26,305	26,305	26,488	\$26,823
103 Retirement	57,612	46,768	46,768	50,260	\$50,818
104 Insurance - Employee	59,179	41,112	41,112	39,078	39,078
105 Membership, Travel & Training	39,876	40,000	40,000	38,500	38,500
106 Overtime	-	-	-	-	-
Total 100 Personal Service	\$511,046	\$498,036	\$498,036	\$500,581	\$505,786
200 Materials & Supplies					
210 Office Supplies	\$29,235	\$31,000	\$31,000	\$30,000	\$30,000
211 Janitor Supplies	2,279	1,750	1,750	2,000	2,000
212 Maintenance Supplies	5,583	10,000	9,000	8,000	8,000
213 Fuel & Lubricants	-	-	-	750	750
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$37,097	\$42,750	\$41,750	\$40,750	\$40,750
300 Other Services & Charges					
340 Professional Services	\$14,312	\$43,000	\$25,000	\$20,000	\$20,000
341 Utilities	23,775	23,000	35,000	35,000	35,000
342 Maintenance Contractual	29,600	22,000	22,000	22,000	22,000
342.1 Vehicle Repair	-	-	-	500	500
343 Insurance - Property	21,949	21,000	21,000	23,000	23,000
344 Refunds	279	600	600	600	600
Total 300 Services & Charges	\$89,915	\$109,600	\$103,600	\$101,100	\$101,100
Subtotal Maintenance & Operations	\$638,057	\$650,386	\$643,386	\$642,431	\$647,636
400 Capital Expenditures					
401 Office Equipment	-	\$10,000	-	\$10,000	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	\$10,000	-	\$10,000	-
500 Contingency					
501 Operating Contingency	-	\$100,000	\$60,000	\$100,000	\$100,000
Total 500 Contingency	-	\$100,000	\$60,000	\$100,000	\$100,000
Total Expenditures	\$638,057	\$760,386	\$703,386	\$752,431	\$747,636

FY 2014-2015 General Fund Budget

Department Purpose and Function

A. Department Name: Finance Department

B. Overall Purpose and Function:

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

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

C. Department Description

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

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

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

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

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

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

D. Staffing Summary

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

Classification	FY13 Actual	FY14 Budget	FY15 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	FY13 Actual	FY14 Budget	FY14 Estimate	FY15 Budget
Personal Services	218,786	225,863	225,863	231,508
Materials & Supplies	7,671	8,000	8,000	8,000
Other Services & Charges	85,289	48,000	86,000	87,000
Capital		5,000		5,000
Total Budget	311,745	286,863	319,863	331,508

These expenditures are for the General Fund only.

F. Major Tasks

The Finance Department's major tasks for FY15 include:

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

**2.0 Finance - General Fund
Departmental Summary**

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$137,144	\$153,630	\$153,630	\$158,425	\$161,375
101 Allowances	231	240	240	240	\$240
102 FICA & Medicare	9,531	11,771	11,771	12,138	\$12,244
103 Retirement	27,102	25,312	25,312	27,814	\$28,057
104 Insurance - Employee	42,678	31,910	31,910	29,891	29,891
105 Membership, Travel & Training	2,101	3,000	3,000	3,000	3,000
106 Overtime	-	-	-	-	-
Total 100 Personal Service	\$218,786	\$225,863	\$225,863	\$231,508	\$234,808
200 Materials & Supplies					
210 Office Supplies	\$7,671	\$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	\$7,671	\$8,000	\$8,000	\$8,000	\$8,000
300 Other Services & Charges					
340 Professional Services	\$84,167	\$40,000	\$80,000	\$80,000	\$80,000
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	1,122	8,000	6,000	7,000	7,000
342.1 Vehicle Repair	-	-	-	-	-
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$85,289	\$48,000	\$86,000	\$87,000	\$87,000
Subtotal Maintenance & Operations	\$311,745	\$281,863	\$319,863	\$326,508	\$329,808
400 Capital Expenditures					
401 Office Equipment	-	\$5,000	-	\$5,000	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	\$5,000	-	\$5,000	-
Total Expenditures	\$311,745	\$286,863	\$319,863	\$331,508	\$329,808

FY 2014-2015 General Fund Budget

Department Purpose and Function

A. Department Name: Municipal Court Department

B. Overall Purpose and Function:

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

C. Department Description

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

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

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

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

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

D. Staffing Summary

The positions budgeted in the Municipal Court Department include:

Classification	FY13 Actual	FY14 Budget	FY15 Budget
Administrator/Court Clerk	1	1	1
Deputy Court Clerk	1	1	1
Customer Service Representatives	2	2	2
Part-time Municipal Judge	1	1	1
Part-time City Prosecutor	1	1	1
Total Positions	6	6	6

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

E. Financial Summary

Description	FY13 Actual	FY14 Budget	FY14 Estimate	FY15 Budget
Personal Services	292,077	343,034	343,034	344,592
Materials & Supplies	7,152	9,600	9,600	9,600
Other Services & Charges	26,243	54,500	54,500	54,500
Capital		65,000	30,000	45,000
Total Budget	325,471	472,134	437,134	453,692

F. Major Tasks

The Municipal Court Department's major tasks for FY15 include:

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

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

**3.0 Legal and Municipal Court
Departmental Summary**

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$201,032	\$237,667	\$237,667	\$240,476	\$242,735
101 Allowances	472	480	480	480	\$480
102 FICA & Medicare	14,883	18,218	18,218	18,433	\$18,607
103 Retirement	39,431	35,583	35,583	38,558	\$38,882
104 Insurance - Employee	35,164	49,586	49,586	45,145	45,145
105 Membership, Travel & Training	1,094	1,500	1,500	1,500	1,500
106 Overtime	-	-	-	-	-
Total 100 Personal Service	\$292,077	\$343,034	\$343,034	\$344,592	\$347,349
200 Materials & Supplies					
210 Office Supplies	\$6,714	\$8,500	\$8,500	\$8,500	\$8,500
211 Janitor Supplies	106	600	600	600	600
212 Maintenance Supplies	332	500	500	500	300
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$7,152	\$9,600	\$9,600	\$9,600	\$9,400
300 Other Services & Charges					
340 Professional Services	\$5,464	\$8,000	\$8,000	\$8,000	\$8,000
341 Utilities	7,455	9,500	9,500	9,500	9,595
342 Maintenance Contractual	7,200	30,000	30,000	30,000	30,000
342.1 Vehicle Repair	-	-	-	-	-
343 Insurance - Property	6,124	7,000	7,000	7,000	7,700
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$26,243	\$54,500	\$54,500	\$54,500	\$55,295
Subtotal Maintenance & Operations	\$325,471	\$407,134	\$407,134	\$408,692	\$412,044
400 Capital Expenditures					
401 Office Equipment	-	\$30,000	-	\$45,000	-
402 Motor Vehicles & Machinery	-	\$35,000	\$30,000	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	\$65,000	\$30,000	\$45,000	-
Total Expenditures	\$325,471	\$472,134	\$437,134	\$453,692	\$412,044

FY 2014-2015 General Fund Budget

Department Purpose and Function

A. Department Name: Police Department

B. Overall Purpose and Function:

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

C. Department Description

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

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

D. Staffing Summary

The positions budgeted in the Police Department include:

Classification	FY13 Actual	FY14 Budget	FY15 Budget
Police Chief	1	1	1
Deputy Police Chief	1	1	1
Administrative Assistant	1	1	1
Captain	1	1	1
Lieutenants	7	7	7
Investigators	2	2	2
Police Officer	18	18	18
Support Services Coordinator	1	1	1
Communications Specialists	7	7	7
Animal Control Supervisor	1	1	1
Animal Control Officer	2	2	2
Records Clerk	1	1	1
Part Time Warrant Officer	1	1	1
Total Positions	44	44	44

E. Financial Summary

Description	FY13 Actual	FY14 Budget	FY14 Estimate	FY15 Budget
Personal Services	3,138,287	3,330,172	3,328,172	3,381,318
Materials & Supplies	58,817	69,000	69,000	159,000
Other Services & Charges	251,761	244,000	243,000	309,000
Capital	14,565			34,349
Total Budget	3,463,431	3,643,172	3,640,172	3,883,667

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

F. Major Tasks

The Police Department's major tasks for FY14 include:

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

**5.0 Police
Departmental Summary**

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$2,120,807	\$2,257,293	\$2,257,293	\$2,274,485	\$2,297,534
101 Allowances	22,937	26,760	26,760	26,760	\$26,760
102 FICA & Medicare	161,547	182,763	182,763	184,460	\$186,433
103 Retirement	289,048	299,260	299,260	306,924	\$309,129
104 Insurance - Employee	418,887	429,096	429,096	439,690	439,690
105 Membership, Travel & Training	20,896	30,000	28,000	39,000	30,000
106 Overtime	104,166	105,000	105,000	110,000	110,000
Total 100 Personal Service	\$3,138,287	\$3,330,172	\$3,328,172	\$3,381,318	\$3,399,545
200 Materials & Supplies					
210 Office Supplies	\$19,822	\$22,500	\$22,500	\$22,500	\$22,500
211 Janitor Supplies	3,084	3,000	3,000	2,500	2,500
212 Maintenance Supplies	34,761	41,500	41,500	41,500	41,500
213 Fuel & Lubricants	1,150	2,000	2,000	92,500	92,500
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$58,817	\$69,000	\$69,000	\$159,000	\$159,000
300 Other Services & Charges					
340 Professional Services	\$28,665	\$20,000	\$25,000	\$25,000	\$20,000
341 Utilities	37,081	48,000	48,000	48,000	48,000
342 Maintenance Contractual	130,970	112,000	112,000	112,000	112,000
342.1 Vehicle Repair				65,000	65,000
343 Insurance - Property	55,045	64,000	58,000	59,000	59,000
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$251,761	\$244,000	\$243,000	\$309,000	\$304,000
Subtotal Maintenance & Operations	\$3,448,866	\$3,643,172	\$3,640,172	\$3,849,318	\$3,862,545
400 Capital Expenditures					
401 Office Equipment	\$14,565	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	29,271	-
403 Other Equipment	-	-	-	5,078	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	\$14,565	-	-	\$34,349	-
Total Expenditures	\$3,463,431	\$3,643,172	\$3,640,172	\$3,883,667	\$3,862,545

FY 2014-2015 General Fund Budget

Department Purpose and Function

A. Department Name: Fire Department

B. Overall Purpose and Function:

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

C. Department Description

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

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

D. Staffing Summary

The budgeted positions in the Fire Department include:

Classification	FY13 Actual	FY14 Budget	FY15 Budget
Fire Chief	1	1	1
Battalion Fire Chiefs	3	3	3
Captains	3	3	3
Drivers	6	6	6
Firefighters	10	10	9
Totals	23	23	22

E. Financial Summary

Description	FY13 Actual	FY14 Budget	FY14 Estimate	FY15 Budget
Personal Services	1,758,499	1,892,999	1,892,999	1,892,360
Materials & Supplies	37,735	35,200	35,200	52,334
Other Services & Charges	280,286	319,380	291,880	293,880
Capital		55,000	35,000	43,800
Total Budget	2,076,521	2,302,579	2,255,079	2,282,374

F. Major Tasks

The Fire Department's major tasks for FY15 include:

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

**6.0 Fire
Departmental Summary**

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$1,244,899	\$1,320,920	\$1,320,920	\$1,316,183	\$1,332,307
101 Allowances	480	480	480	480	\$480
102 FICA & Medicare	16,044	20,173	20,173	20,241	\$20,498
103 Retirement	164,181	194,770	194,770	195,430	\$197,911
104 Insurance - Employee	242,640	272,841	272,841	266,757	266,757
105 Membership, Travel & Training	12,710	14,000	14,000	14,000	14,000
106 Overtime	77,546	69,815	69,815	79,268	80,854
Total 100 Personal Service	\$1,758,499	\$1,892,999	\$1,892,999	\$1,892,360	\$1,912,806
200 Materials & Supplies					
210 Office Supplies	\$3,176	\$5,000	\$5,000	\$5,000	\$5,000
211 Operating Supplies	1,708	2,200	2,200	2,200	1,500
212 Maintenance Supplies	32,852	28,000	28,000	28,000	28,000
213 Fuel & Lubricants	-	-	-	17,134	17,134
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$37,735	\$35,200	\$35,200	\$52,334	\$51,634
300 Other Services & Charges					
340 Professional Services	\$1,270	\$1,500	\$14,000	\$10,000	\$1,500
341 Utilities	13,118	15,880	15,880	15,880	16,039
342 Maintenance Contractual	248,455	282,000	242,000	242,000	242,000
342.1 Vehicle Repair				6,000	6,000
343 Insurance - Property	17,443	20,000	20,000	20,000	20,000
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$280,286	\$319,380	\$291,880	\$293,880	\$285,539
Subtotal Maintenance & Operations	\$2,076,521	\$2,247,579	\$2,220,079	\$2,238,574	\$2,249,979
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	30,000	30,000	-	-
403 Other Equipment	-	-	-	23,800	-
404 Projects	-	25,000	5,000	20,000	-
Total 400 Capital Expenditures	-	\$55,000	\$35,000	\$43,800	-
Total Expenditures	\$2,076,521	\$2,302,579	\$2,255,079	\$2,282,374	\$2,249,979

FY 2014-2015 General Fund Budget

Department Purpose and Function

A. Department Name: Community Development Department

B. Overall Purpose and Function:

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

C. Department Description

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

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

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

D. Staffing Summary

The positions budgeted in the Community Development Department include:

Classification	FY13 Actual	FY14 Budget	FY15 Budget
Community Development Director	1	1	1
Administrative Assistant	1	1	1
Planner	1	1	1
Code Enforcement/Inspection	2	2	2
Total Positions	5	5	5

E. Financial Summary

Description	FY13 Actual	FY14 Budget	FY14 Estimate	FY15 Budget
Personal Services	306,291	378,741	333,741	397,519
Materials & Supplies	6,637	15,750	13,250	23,250
Other Services & Charges	4,461	15,000	3,500	10,500
Capital	15,800	5,000	5,000	22,000
Total Budget	333,190	414,491	355,491	453,269

F. Major Tasks

The Community Development Department's major tasks for FY15 include:

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

**7.0 Community Development
Departmental Summary**

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$203,408	\$263,888	\$218,888	\$282,180	\$284,763
101 Allowances	1,439	1,920	1,920	1,920	1,920
102 FICA & Medicare	14,906	20,334	20,334	21,734	21,767
103 Retirement	43,432	43,725	43,725	47,980	48,403
104 Insurance - Employee	40,120	45,874	45,874	40,706	40,706
105 Membership, Travel & Training	2,987	3,000	3,000	3,000	3,000
106 Overtime	-	-	-	-	-
Total 100 Personal Service	\$306,291	\$378,741	\$333,741	\$397,519	\$400,559
200 Materials & Supplies					
210 Office Supplies	\$3,507	\$5,750	\$5,750	\$5,750	\$4,500
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	10,000	10,000
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
216 Stormwater Education materials	3,130	10,000	7,500	7,500	7,500
Total 200 Materials & Supplies	\$6,637	\$15,750	\$13,250	\$23,250	\$22,000
300 Other Services & Charges					
340 Professional Services	\$44	\$10,000	\$1,000	\$5,000	\$5,000
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	4,417	5,000	2,500	5,000	5,000
342.1 Vehicle Repair	-	-	-	500	500
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$4,461	\$15,000	\$3,500	\$10,500	\$10,500
Subtotal Maintenance & Operations	\$317,390	\$409,491	\$350,491	\$431,269	\$433,059
400 Capital Expenditures					
401 Office Equipment	-	\$5,000	\$5,000	\$5,000	-
402 Motor Vehicles & Machinery	15,800	-	-	17,000	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	\$15,800	\$5,000	\$5,000	\$22,000	-
Total Expenditures	\$333,190	\$414,491	\$355,491	\$453,269	\$433,059

FY 2014-2015 General Fund Budget

Department Purpose and Function

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

B. Overall Purpose and Function:

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

C. Department Description

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

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

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

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

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

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

The Parks Division's equipment includes four pickup trucks, one one-ton truck, one two-

ton truck two Ford tractors, three commercial riding mowers, three tractor mounted flail mowers, push mowers and trimming equipment.

D. Staffing Summary

The positions budgeted in the General Fund include:

Classification	FY13 Actual	FY14 Budget	FY15 Budget
Administration Division			
City Engineer/Public Works Director	1	1	1
Administrative Assistant	1	1	1
Vehicle Maintenance Division			
Automotive Technician	1	1	1
Street Division			
Streets Division Foreman	1	1	1
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Crew Worker I	2	2	2
Part Time Seasonal Worker 3 Month	1	1	1
Part Time Seasonal Worker 5 Month	1	1	1
Parks Division			
Parks Division Foreman	1	1	1
Equipment Operator I	1	1	1
Crew Worker II	7	7	6
Part Time Seasonal Worker 5 Month	1	1	1
Part Time Seasonal Worker 3 Month	4	4	4
Part Time Assistant Pool Manager	2	2	2
Part Time Lifeguards	16	16	16
Total Positions	42	42	41

E. Financial Summary

Description	FY13 Actual	FY14 Budget	FY14 Estimate	FY15 Budget
Personal Service	1,149,458	1,102,745	1,102,745	1,135,007
Materials & Supplies	206,152	344,700	266,450	217,566
Other Services & Charges	242,269	289,800	300,800	288,181
Capital		12,000	12,000	16,500
Total Budget	1,597,880	1,749,245	1,681,995	1,657,254

F. Major Tasks

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

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

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$742,222	\$729,947	\$729,947	\$750,261	\$753,281
101 Allowances	\$1,679	\$720	\$720	\$720	\$720
102 FICA & Medicare	\$56,218	\$57,521	\$57,521	\$59,076	\$58,634
103 Retirement	\$142,104	\$97,667	\$97,667	\$111,742	\$111,245
104 Insurance - Employee	\$195,706	\$186,440	\$186,440	\$182,759	\$182,759
105 Membership, Travel & Training	\$1,903	\$6,200	\$6,200	\$6,200	\$5,200
106 Overtime	\$9,626	\$24,250	\$24,250	\$24,250	\$24,250
Total 100 Personal Service	\$1,149,458	\$1,102,745	\$1,102,745	\$1,135,007	\$1,136,089
200 Materials & Supplies					
210 Office Supplies	\$1,362	\$5,000	\$5,000	\$5,000	\$5,000
211 Janitor Supplies	\$762	\$2,900	\$2,900	\$2,900	\$2,800
212 Maintenance Supplies	\$83,750	\$165,800	\$130,800	\$155,800	\$147,000
213 Fuel & Lubricants	\$117,838	\$158,250	\$115,000	\$41,116	\$41,116
214 Small Tools	-	\$1,000	\$1,000	\$1,000	\$1,000
215 Chemicals	\$2,439	\$11,750	\$11,750	\$11,750	\$11,750
Total 200 Materials & Supplies	\$206,152	\$344,700	\$266,450	\$217,566	\$208,666
300 Other Services & Charges					
340 Professional Services	\$583	\$10,700	\$10,700	\$10,700	\$10,700
341 Utilities	\$143,312	\$142,000	\$147,000	\$147,000	\$147,370
342 Maintenance Contractual	\$69,804	\$108,500	\$114,500	\$87,868	\$53,500
342.1 Vehicle Repair				\$13,263	\$13,263
343 Insurance - Property	\$28,236	\$28,000	\$28,000	\$28,750	\$28,750
344 Refunds	\$335	\$600	\$600	\$600	\$600
Total 300 Services & Charges	\$242,269	\$289,800	\$300,800	\$288,181	\$254,183
Subtotal Maintenance & Operations	\$1,597,880	\$1,737,245	\$1,669,995	\$1,640,754	\$1,598,938
400 Capital Expenditures					
401 Office Equipment	-	\$5,000	\$5,000	\$5,000	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	\$11,500	-
404 Projects	-	\$7,000	\$7,000	-	-
Total 400 Capital Expenditures	-	\$12,000	\$12,000	\$16,500	-
Total Expenditures	\$1,597,880	\$1,749,245	\$1,681,995	\$1,657,254	\$1,598,938

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

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$63,094	\$64,394	\$64,394	\$64,737	\$65,522
101 Allowances	240	240	240	240	\$240
102 FICA & Medicare	4,507	5,059	5,059	5,086	\$5,148
103 Retirement	13,500	10,879	10,879	11,653	\$11,797
104 Insurance - Employee	12,565	10,751	10,751	9,571	9,571
105 Membership, Travel & Training	1,033	3,700	3,700	3,700	3,700
106 Overtime	-	1,500	1,500	1,500	1,500
Total 100 Personal Service	\$94,938	\$96,523	\$96,523	\$96,488	\$97,479
200 Materials & Supplies					
210 Office Supplies	\$1,146	\$3,000	\$3,000	\$3,000	\$3,000
211 Janitor Supplies	-	800	800	800	800
212 Maintenance Supplies	1,868	2,800	2,800	2,800	2,000
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$3,014	\$6,600	\$6,600	\$6,600	\$5,800
300 Other Services & Charges					
340 Professional Services	\$131	\$10,000	\$10,000	\$10,000	\$10,000
341 Utilities	17,571	22,000	22,000	22,000	22,220
342 Maintenance Contractual	1,975	11,500	11,500	11,500	11,500
342.1 Vehicle Repair					
343 Insurance - Property	28,236	28,000	28,000	28,000	28,000
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$47,914	\$71,500	\$71,500	\$71,500	\$71,720
Subtotal Maintenance & Operations	\$145,866	\$174,623	\$174,623	\$174,588	\$174,999
400 Capital Expenditures					
401 Office Equipment	-	\$5,000	\$5,000	\$5,000	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	\$5,000	\$5,000	\$5,000	-
Total Expenditures	\$145,866	\$179,623	\$179,623	\$179,588	\$174,999

**8.2 Streets - General Fund
Divisional Summary**

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$248,130	\$214,075	\$214,075	\$224,388	\$224,796
101 Allowances	960	480	480	480	\$480
102 FICA & Medicare	18,378	17,178	17,178	17,967	\$18,015
103 Retirement	49,756	33,090	33,090	41,172	\$41,281
104 Insurance - Employee	71,983	75,690	75,690	72,507	72,507
105 Membership, Travel & Training	-	500	500	500	500
106 Overtime	3,615	12,500	12,500	12,500	12,500
Total 100 Personal Service	\$392,822	\$353,513	\$353,513	\$369,515	\$370,078
200 Materials & Supplies					
210 Office Supplies	-	-	-	-	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	38,866	75,000	50,000	75,000	75,000
213 Fuel & Lubricants	-	-	-	21,300	21,300
214 Small Tools	-	500	500	500	500
215 Chemicals	190	750	750	750	750
Total 200 Materials & Supplies	\$39,057	\$76,250	\$51,250	\$97,550	\$97,550
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	112,498	105,000	110,000	110,000	110,000
342 Maintenance Contractual	11,994	25,000	25,000	59,368	25,000
342.1 Vehicle Repair	-	-	-	5,500	5,500
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$124,492	\$130,000	\$135,000	\$174,868	\$140,500
Subtotal Maintenance & Operations	\$556,370	\$559,763	\$539,763	\$641,933	\$608,128
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	11,500	-
404 Projects	-	7,000	7,000	-	-
Total 400 Capital Expenditures	-	\$7,000	\$7,000	\$11,500	-
Total Expenditures	\$556,370	\$566,763	\$546,763	\$653,433	\$608,128

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

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$75,761	\$29,437	\$29,437	\$30,195	\$30,034
101 Allowances	-	-	-	-	-
102 FICA & Medicare	5,813	2,424	2,424	2,482	\$1,767
103 Retirement	13,119	5,213	5,213	5,688	\$5,036
104 Insurance - Employee	12,008	9,093	9,093	8,936	8,936
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	-	2,250	2,250	2,250	2,250
Total 100 Personal Service	\$106,702	\$48,417	\$48,417	\$49,550	\$48,023
200 Materials & Supplies					
210 Office Supplies	\$139	\$500	\$500	\$500	\$500
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	16,987	30,000	20,000	20,000	20,000
213 Fuel & Lubricants	117,838	158,250	115,000	4,816	4,816
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$134,965	\$188,750	\$135,500	\$25,316	\$25,316
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	46,495	60,000	66,000	5,000	5,000
342.1 Vehicle Repair				7,013	7,013
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$46,495	\$60,000	\$66,000	\$12,013	\$12,013
Subtotal Maintenance & Operations	\$288,161	\$297,167	\$249,917	\$86,879	\$85,352
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$288,161	\$297,167	\$249,917	\$86,879	\$85,352

**8.5 Parks - General Fund
Divisional Summary**

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$355,237	\$422,041	\$422,041	\$430,941	\$432,930
101 Allowances	480	-	-	-	-
102 FICA & Medicare	27,520	32,860	32,860	33,541	\$33,704
103 Retirement	65,729	48,485	48,485	53,228	\$53,131
104 Insurance - Employee	99,149	90,906	90,906	91,744	\$91,744
105 Membership, Travel & Training	870	2,000	2,000	2,000	1,000
106 Overtime	6,011	8,000	8,000	8,000	8,000
Total 100 Personal Service	\$554,997	\$604,292	\$604,292	\$619,454	\$620,509
200 Materials & Supplies					
210 Office Supplies	\$78	\$1,500	\$1,500	\$1,500	\$1,500
211 Janitor Supplies	762	2,100	2,100	2,100	2,000
212 Maintenance Supplies	26,028	58,000	58,000	58,000	50,000
213 Fuel & Lubricants	-	-	-	15,000	15,000
214 Small Tools	-	500	500	500	500
215 Chemicals	2,249	11,000	11,000	11,000	11,000
Total 200 Materials & Supplies	\$29,117	\$73,100	\$73,100	\$88,100	\$80,000
300 Other Services & Charges					
340 Professional Services	\$452	\$700	\$700	\$700	\$700
341 Utilities	13,242	15,000	15,000	15,000	15,150
342 Maintenance Contractual	9,340	12,000	12,000	12,000	12,000
342.1 Vehicle Repair	-	-	-	750	750
344 Refunds	335	600	600	600	600
Total 300 Services & Charges	\$23,369	\$28,300	\$28,300	\$29,050	\$29,200
Subtotal Maintenance & Operations	\$607,483	\$705,692	\$705,692	\$736,604	\$729,709
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$607,483	\$705,692	\$705,692	\$736,604	\$729,709

FY 2014-2015 General Fund Budget

Department Purpose and Function

A. Department Name: Non-Departmental

B. Overall Purpose and Function:

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

C. Department Description

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

D. Staffing Summary

There are no positions authorized or funded in this department.

E. Financial Summary

Description	FY13 Actual	FY14 Budget	FY14 Estimate	FY15 Budget
Personal Services				
Materials & Supplies				
Other Services & Charges				
Capital				
Contingency		2,804,705		2,604,705
Total Budget		2,804,705		2,604,705

F. Major Tasks

No tasks have been assigned to this department.

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

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	-	-	-	-	-
101 Allowances	-	-	-	-	-
102 FICA & Medicare	-	-	-	-	-
103 Retirement	-	-	-	-	-
104 Insurance - Employee	-	-	-	-	-
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	-	-	-	-	-
Total 100 Personal Service	-	-	-	-	-
200 Materials & Supplies					
210 Office Supplies	-	-	-	-	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	-	-	-	-	-
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	-	-	-	-	-
342.1 Vehicle Repair	-	-	-	-	-
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	-	-	-	-	-
Subtotal Maintenance and Operations	-	-	-	-	-
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
500 Contingency					
502 Litigation Contingency	-	\$200,000	-	\$200,000	-
503 Emergency/Disaster Contingency	-	\$2,300,000	-	\$2,100,000	-
504 Employee Severance Contingency	-	\$74,705	-	\$74,705	-
507 Long Range Planning Services	-	\$200,000	-	\$200,000	-
506 Compensated Absence Contingency	-	\$30,000	-	\$30,000	-
Total 500 Contingency	-	\$2,804,705	-	\$2,604,705	-
Total Expenditures	-	\$2,804,705	-	\$2,604,705	-

Bethany Public Works Authority Fund

Fiscal Year 2014-15 Annual Budget

City of Bethany, Oklahoma
Bethany Public Works Authority Fund Description

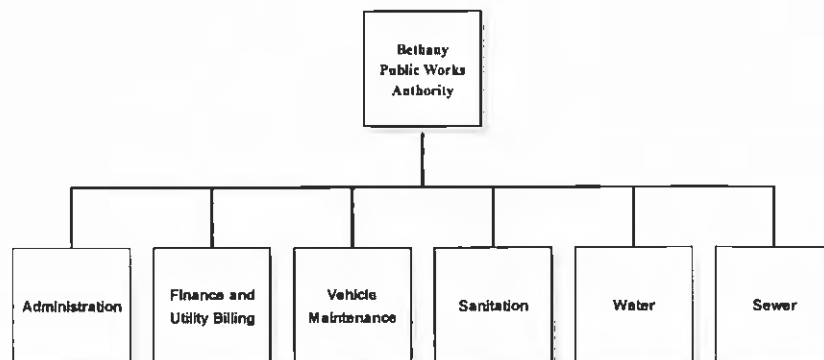
The Bethany Public Works Authority (Authority) is a public trust created to furnish services to residents of Bethany. The Authority may issue long term debt to finance any improvements required to fulfill the purposes outlined in the declaration of Trust. The City of Bethany is the beneficiary of the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

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

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

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

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



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

The Public Works continues to invest in replacement infrastructure as evidenced by the currently underway \$3.0 million sewer project in the west part of Bethany.

Department Purpose and Function

A. Department Name: Public Works Department- Utility Operations

B. Overall Purpose and Function:

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

C. Department Description

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

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

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

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

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

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

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

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

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

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

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

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

D. Staffing Summary

The positions budgeted in the Public Works Utility Operations include:

Classification	FY13 Actual	FY14 Budget	FY15 Budget
Solid Waste Division			
Solid Waste Supervisor	1	1	1
Solid Waste Truck Driver	5	5	5
Assistant Solid Waste Truck Driver	2	2	2
Solid Waste Collector	8	8	8
Water Division			
Utility Superintendent	1	1	1
Water Plant Supervisor	1	1	1
Water Plant Mechanic	1	1	1
Plant Operator	5	5	5
Utility Line Foreman	1	1	1
Crew Worker I			
Crew Worker II	5	5	6
Waste Water Division			
Sanitary Sewer System Mechanic	1	1	1
Equipment Operator II	2	2	2
Total Positions	33	33	34

E. Financial Summary

Description	FY13 Actual	FY14 Budget	FY14 Estimate	FY15 Budget
Personal Services	2,150,783	2,392,420	2,392,420	2,458,214
Materials & Supplies	611,374	831,996	820,496	869,996
Other Services & Charges	974,405	1,323,336	1,234,361	1,365,178
Capital	130,814	1,120,000	125,000	615,000
Total Budget	3,867,377	4,762,752	4,572,277	5,308,388

F. Major Tasks

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

PUBLIC WORKS FUND

FINANCIAL SUMMARY

	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
Revenue					
Carryover From Previous Year	\$7,775,887	\$8,281,965	\$8,281,965	\$7,878,694	\$5,902,021
Total Operating Revenue	\$7,864,659	\$7,949,343	\$7,959,343	\$7,959,343	\$8,189,698
Transfer Sales Tax From General Fund	4,509,971	4,509,971	4,534,971	4,584,971	4,653,746
Revenue Available for Appropriation	<u>\$20,150,517</u>	<u>\$20,741,279</u>	<u>\$20,776,279</u>	<u>\$20,423,008</u>	<u>\$18,745,464</u>
Expenditures					
Maintenance and Operations Expenditures	\$4,691,990	\$5,603,752	\$5,503,277	\$5,749,388	\$5,740,570
Capital Expenditures	130,814	1,120,000	125,000	615,000	230,000
Contingency	-	755,000	250,000	755,000	-
Debt Service on 2003 Sales Tax Bonds	153,000	417,405	417,405	417,380	416,430
Debt Service on OWRB DWSRF Loan	658,192	658,192	434,189	666,481	664,898
Debt Service on OWRB CWSRF Loan	350,148	350,148	350,148	350,148	350,148
Operating Transfer to General Fund As a percent of Water Revenue	1,700,000 54.24%	1,700,000 54.79%	1,700,000 54.79%	1,800,000 58.01%	1,900,000 59.45%
Transfer Sales Tax to General Fund	3,720,726	3,720,726	3,741,351	3,782,601	3,839,340
Transfer Sales Tax to CIP Fund	463,682	371,840	376,215	384,990	397,975
Total Expenditures and Transfers	\$11,868,552	\$14,697,063	\$12,897,585	\$14,520,988	\$13,539,361
FB Carryover to Next Fiscal Year	<u>\$8,281,965</u>	<u>\$6,044,216</u>	<u>\$7,878,694</u>	<u>\$5,902,021</u>	<u>\$5,206,102</u>

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
Revenue and Transfers In					
Water Service	\$3,134,193	\$3,102,986	\$3,102,986	\$3,102,986	\$3,196,076
Sewer Service	2,219,315	2,334,545	2,334,545	2,334,545	2,404,581
Penalties	114,371	100,000	110,000	110,000	110,000
Water Taps	3,246	2,500	2,500	2,500	2,500
Sewer Taps	350	750	750	750	750
Misc. Income	28,990	37,600	37,600	37,600	37,600
Lease Income	136,186	80,000	80,000	80,000	80,000
Sanitation Service	2,190,605	2,240,962	2,240,962	2,240,962	2,308,191
Interest Income	37,403	50,000	50,000	50,000	50,000
Total Revenue	\$7,864,659	\$7,949,343	\$7,959,343	\$7,959,343	\$8,189,698
Other transfers	-	-	-	-	-
Sales Tax Transfer from General Fund	4,509,971	4,509,971	4,534,971	4,584,971	4,653,746
Total Revenue and Transfers In	\$12,374,631	\$12,459,314	\$12,494,314	\$12,544,314	\$12,843,443
Expenditures and Transfers Out					
Administration	\$149,173	\$345,222	\$195,222	\$345,187	\$199,678
Finance - Utility Billing	297,209	313,163	313,163	318,808	325,636
Public Works - Fleet Maint.	200,158	249,512	197,037	189,890	167,126
Solid Waste	1,238,727	1,508,083	1,310,083	1,640,668	1,642,609
Water	1,774,428	2,450,198	2,205,198	2,500,216	2,233,134
Sewer	207,682	951,574	351,574	463,620	346,387
Payment to BWA-PWA	955,427	1,056,000	1,056,000	1,056,000	1,056,000
Other Payments and Contingency	-	755,000	250,000	755,000	-
Depreciation	-	-	-	-	-
Debt Service on OWRB SRF CW Loan	350,148	350,148	350,148	350,148	350,148
Debt Service on Water Refunding Loan	658,192	658,192	434,189	666,481	664,898
Debt Service on 2003 Sales Tax Bonds	153,000	417,405	417,405	417,380	416,430
Total Operating Expenses	\$5,984,144	\$9,054,497	\$7,080,019	\$8,703,397	\$7,402,046
Transfer Surplus to General Fund	1,700,000	1,700,000	1,700,000	1,800,000	1,900,000
Transfer Sales Tax to CIF	463,682	371,840	376,215	384,990	397,975
Transfer Sales Tax to General Fund	3,720,726	3,720,726	3,741,351	3,782,601	3,839,340
Total Transfers	\$5,884,408	\$5,792,566	\$5,817,566	\$5,967,591	\$6,137,316
Total Expenditures and Transfers Out	\$11,868,552	\$14,847,063	\$12,897,585	\$14,670,988	\$13,539,361

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

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$1,368,924	\$1,492,127	\$1,492,127	\$1,532,848	\$1,541,361
101 Allowances	3,590	3,360	3,360	3,360	3,360
102 FICA & Medicare	99,699	119,203	119,203	122,319	123,244
103 Retirement	288,725	256,327	256,327	280,294	277,593
104 Insurance - Employee	368,461	464,653	464,653	457,643	460,632
105 Membership, Travel & Training	2,394	9,500	9,500	9,500	8,500
106 Overtime	18,989	47,250	47,250	52,250	52,250
Total 100 Personal Service	\$2,150,783	\$2,392,420	\$2,392,420	\$2,458,214	\$2,466,940
200 Materials & Supplies					
210 Office Supplies	\$43,703	\$52,000	\$52,000	\$52,000	\$52,800
211 Janitor Supplies	741	2,750	2,750	2,750	2,750
212 Maintenance Supplies	122,559	225,746	225,746	263,746	243,746
213 Fuel & Lubricants	123,525	136,500	125,000	136,500	136,500
214 Small Tools	370	3,000	3,000	3,000	500
215 Chemicals	320,475	412,000	412,000	412,000	412,000
Total 200 Materials & Supplies	\$611,374	\$831,996	\$820,496	\$869,996	\$848,296
300 Other Services & Charges					
340 Professional Services	\$89,576	\$96,962	\$96,962	\$96,962	\$97,618
341 Utilities	266,608	259,000	259,000	259,000	259,000
342 Maintenance Contractual	610,542	870,975	782,000	888,817	888,817
342.1 Vehicle Repair	-	-	-	24,000	24,000
343 Insurance - Property	-	70,000	70,000	70,000	73,500
344 Refunds	7,680	26,399	26,399	26,399	26,399
Total 300 Services & Charges	\$974,405	\$1,323,336	\$1,234,361	\$1,365,178	\$1,369,334
Subtotal Maintenance and Operations	\$3,736,563	\$4,547,752	\$4,447,277	\$4,693,388	\$4,684,570
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	150,000	-	225,000	175,000
403 Other Equipment	8,987	-	-	35,000	-
404 Projects	121,827	970,000	125,000	355,000	55,000
Total 400 Capital Expenditures	\$130,814	\$1,120,000	\$125,000	\$615,000	\$230,000
500 Contingency					
501 Operating Contingency	-	\$150,000	-	\$150,000	-
502 Litigation Contingency	-	\$250,000	\$250,000	\$250,000	-
503 Storm Recovery Contingency	-	\$300,000	-	\$300,000	-
505 Emergency Line Repair Contingency	-	\$200,000	-	\$200,000	-
504 Compensated Absence Contingency	-	\$5,000	-	\$5,000	-
Total 500 Contingency	-	\$905,000	\$250,000	\$905,000	-
Total Expenditures	\$3,867,377	\$5,667,752	\$4,822,277	\$6,213,388	\$4,914,570

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

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$63,095	\$64,394	\$64,394	64,737	\$65,522
101 Allowances	240	240	240	240	\$240
102 FICA & Medicare	4,507	5,059	5,059	5,086	\$5,148
103 Retirement	13,500	10,879	10,879	11,653	\$11,797
104 Insurance - Employee	6,823	10,751	10,751	9,571	9,571
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	-	1,500	1,500	1,500	1,500
Total 100 Personal Service	\$88,165	\$92,823	\$92,823	\$92,788	\$93,779
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	\$2,938	\$6,000	\$6,000	\$6,000	\$6,000
341 Utilities	50,390	-	-	-	-
342 Maintenance Contractual	-	-	-	-	-
342.1 Vehicle Repair	-	-	-	-	-
343 Insurance - Property	-	70,000	70,000	70,000	73,500
344 Refunds	-	-	-	-	-
345 Scrap Metal	7,680	26,399	26,399	26,399	26,399
Total 300 Services & Charges	\$61,008	\$102,399	\$102,399	\$102,399	\$105,899
Subtotal Maintenance & Operations	\$149,173	\$195,222	\$195,222	\$195,187	\$199,678
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
500 Contingency					
501 Operating Contingency	-	\$150,000	-	\$150,000	-
Total 500 Contingency	-	\$150,000	-	\$150,000	-
Total Expenditures	\$149,173	\$345,222	\$195,222	\$345,187	\$199,678

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

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$137,148	\$153,630	\$153,630	\$158,425	\$159,809
101 Allowances	231	240	240	240	\$240
102 FICA & Medicare	9,531	11,771	11,771	12,138	\$12,244
103 Retirement	27,102	25,312	25,312	27,814	\$27,507
104 Insurance - Employee	22,376	31,910	31,910	29,891	32,880
105 Membership, Travel & Training	308	500	500	500	500
106 Overtime	-	-	-	-	-
Total 100 Personal Service	\$196,695	\$223,363	\$223,363	\$229,008	\$233,180
200 Materials & Supplies					
210 Office Supplies	\$42,111	\$45,000	\$45,000	\$45,000	\$47,000
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	-	-	-	-	-
213 Fuel & Lubricants	-	-	-	-	-
214 Small Tools	-	-	-	-	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$42,111	\$45,000	\$45,000	\$45,000	\$47,000
300 Other Services & Charges					
340 Professional Services	\$40,795	\$32,800	\$32,800	\$32,800	\$33,456
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	17,608	12,000	12,000	12,000	12,000
342.1 Vehicle Repair	-	-	-	-	-
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$58,403	\$44,800	\$44,800	\$44,800	\$45,456
Subtotal Maintenance & Operations	\$297,209	\$313,163	\$313,163	\$318,808	\$325,636
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$297,209	\$313,163	\$313,163	\$318,808	\$325,636

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

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$25,254	\$9,812	\$9,812	\$10,065	\$10,011
101 Allowances	-	-	-	-	-
102 FICA & Medicare	1,938	808	808	827	\$824
103 Retirement	4,373	1,738	1,738	1,896	\$1,889
104 Insurance - Employee	6,144	3,031	3,031	2,979	2,979
105 Membership, Travel & Training	-	500	500	500	500
106 Overtime	-	750	750	750	750
Total 100 Personal Service	\$37,708	\$16,639	\$16,639	\$17,017	\$16,953
200 Materials & Supplies					
210 Office Supplies	\$456	\$2,000	\$2,000	\$2,000	\$800
211 Operating Supplies	-	-	-	-	-
212 Maintenance Supplies	26,833	26,898	26,898	46,898	26,898
213 Fuel & Lubricants	123,525	136,500	125,000	56,500	56,500
214 Small Tools	-	1,500	1,500	1,500	-
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$150,814	\$166,898	\$155,398	\$106,898	\$84,198
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	11,636	65,975	25,000	65,975	65,975
342.1 Vehicle Repair	-	-	-	-	-
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$11,636	\$65,975	\$25,000	\$65,975	\$65,975
Subtotal Maintenance & Operations	\$200,158	\$249,512	\$197,037	\$189,890	\$167,126
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$200,158	\$249,512	\$197,037	\$189,890	\$167,126

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

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Total Salaries	\$578,882	\$567,898	\$567,898	\$585,770	\$589,325
101 Allowances	480	480	480	480	\$480
102 FICA & Medicare	42,397	44,246	44,246	45,613	\$45,901
103 Retirement	123,364	95,143	95,143	104,523	\$103,120
104 Insurance - Employee	172,552	225,716	225,716	224,682	224,682
105 Membership, Travel & Training	-	500	500	500	-
106 Overtime	3,670	10,000	10,000	10,000	10,000
Total 100 Personal Service	\$921,345	\$943,983	\$943,983	\$971,568	\$973,509
200 Materials & Supplies					
210 Office Supplies	-	-	-	-	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	14,367	40,600	40,600	40,600	40,600
213 Fuel & Lubricants	-	-	-	60,000	60,000
214 Small Tools	-	500	500	500	500
215 Chemicals	-	-	-	-	-
Total 200 Materials & Supplies	\$14,367	\$41,100	\$41,100	\$101,100	\$101,100
300 Other Services & Charges					
340 Professional Services	-	-	-	-	-
341 Utilities	-	-	-	-	-
342 Maintenance Contractual	303,015	373,000	325,000	373,000	373,000
342.1 Vehicle Repair				20,000	20,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$303,015	\$373,000	\$325,000	\$393,000	\$393,000
Subtotal Maintenance & Operations	\$1,238,727	\$1,358,083	\$1,310,083	\$1,465,668	\$1,467,609
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	150,000	-	175,000	175,000
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	\$150,000	-	\$175,000	\$175,000
Total Expenditures	\$1,238,727	\$1,508,083	\$1,310,083	\$1,640,668	\$1,642,609

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

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$460,303	\$582,053	\$582,053	\$599,674	\$604,018
101 Allowances	2,639	2,400	2,400	2,400	\$2,400
102 FICA & Medicare	33,703	47,388	47,388	48,736	\$49,126
103 Retirement	97,320	101,900	101,900	111,679	\$110,364
104 Insurance - Employee	131,452	151,797	151,797	153,066	153,066
105 Membership, Travel & Training	2,086	7,500	7,500	7,500	7,500
106 Overtime	10,419	25,000	25,000	25,000	25,000
Total 100 Personal Service	\$737,922	\$918,038	\$918,038	\$948,056	\$951,474
200 Materials & Supplies					
210 Office Supplies	\$1,137	\$5,000	\$5,000	\$5,000	\$5,000
211 Janitor Supplies	741	2,750	2,750	2,750	2,750
212 Maintenance Supplies	71,514	111,248	111,248	129,248	129,248
213 Fuel & Lubricants	-	-	-	10,000	10,000
214 Small Tools	370	500	500	500	-
215 Chemicals	320,024	410,000	410,000	410,000	410,000
Total 200 Materials & Supplies	\$393,786	\$529,498	\$529,498	\$557,498	\$556,998
300 Other Services & Charges					
340 Professional Services	\$45,558	\$57,662	\$57,662	\$57,662	\$57,662
341 Utilities	211,033	250,000	250,000	250,000	250,000
342 Maintenance Contractual	255,315	375,000	375,000	375,000	375,000
342.1 Vehicle Repair	-	-	-	2,000	2,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$511,906	\$682,662	\$682,662	\$684,662	\$684,662
Subtotal Maintenance & Operations	\$1,643,614	\$2,130,198	\$2,130,198	\$2,190,216	\$2,193,134
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	50,000	-
403 Other Equipment	8,987	-	-	35,000	-
404 Projects	121,827	320,000	75,000	225,000	40,000
Total 400 Capital Expenditures	\$130,814	\$320,000	\$75,000	\$310,000	\$40,000
Total Expenditures	\$1,774,428	\$2,450,198	\$2,205,198	\$2,500,216	\$2,233,134

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

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
100 Personal Service					
100 Salaries	\$104,243	\$114,340	\$114,340	\$114,176	\$112,676
101 Allowances	-	-	-	-	-
102 FICA & Medicare	7,623	9,931	9,931	9,919	\$10,000
103 Retirement	23,067	21,355	21,355	22,729	\$22,915
104 Insurance - Employee	29,115	41,448	41,448	37,454	37,454
105 Membership, Travel & Training	-	500	500	500	-
106 Overtime	4,900	10,000	10,000	15,000	15,000
Total 100 Personal Service	\$168,948	\$197,574	\$197,574	\$199,778	\$198,045
200 Materials & Supplies					
210 Office Supplies	-	-	-	-	-
211 Janitor Supplies	-	-	-	-	-
212 Maintenance Supplies	9,845	47,000	47,000	47,000	47,000
213 Fuel & Lubricants	-	-	-	10,000	10,000
214 Small Tools	-	500	500	500	-
215 Chemicals	451	2,000	2,000	2,000	2,000
Total 200 Materials & Supplies	\$10,297	\$49,500	\$49,500	\$59,500	\$59,000
300 Other Services & Charges					
340 Professional Services	\$285	\$500	\$500	\$500	\$500
341 Utilities	5,184	9,000	9,000	9,000	9,000
342 Maintenance Contractual	22,968	45,000	45,000	62,842	62,842
342.1 Vehicle Repair	-	-	-	2,000	2,000
343 Insurance - Property	-	-	-	-	-
344 Refunds	-	-	-	-	-
Total 300 Services & Charges	\$28,437	\$54,500	\$54,500	\$74,342	\$74,342
Subtotal Maintenance & Operations	\$207,682	\$301,574	\$301,574	\$333,620	\$331,387
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	650,000	50,000	130,000	15,000
Total 400 Capital Expenditures	-	\$650,000	\$50,000	\$130,000	\$15,000
Total Expenditures	\$207,682	\$951,574	\$351,574	\$463,620	\$346,387

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

Expenditure Classification	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
300 Other Services & Charges					
397 Sewer Treatment Expense	\$1,042,373	\$1,056,000	\$1,056,000	\$1,056,000	\$1,056,000
Total 300 Services & Charges	\$1,042,373	\$1,056,000	\$1,056,000	\$1,056,000	\$1,056,000
Subtotal Maintenance and Operations	\$1,042,373	\$1,056,000	\$1,056,000	\$1,056,000	\$1,056,000
400 Capital Expenditures					
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
500 Contingency					
503 Storm Recovery Contingency	-	\$300,000	-	\$300,000	-
503 Litigation Contingency	-	\$250,000	\$250,000	\$250,000	-
505 Emergency Line repair contingency	-	\$200,000	-	\$200,000	-
506 Compensated Absence Contingency	-	\$5,000	-	\$5,000	-
Total 500 Contingency	-	\$755,000	\$250,000	\$755,000	-
600 Debt Service					
601 Interest Expense	\$454,319	\$590,066	\$590,066	\$753,739	\$751,206
Total 600 Debt Service	\$454,319	\$590,066	\$590,066	\$753,739	\$751,206
Transfers-In					
810 Operating Transfer In - GF Sales Tax	\$4,509,971	\$4,509,971	\$4,534,971	\$4,584,971	\$4,653,746
825 Op Xfer from CDBG	-	-	-	-	-
Total Transfers-In	\$4,509,971	\$4,509,971	\$4,534,971	\$4,584,971	\$4,653,746
Transfers Out					
900 Transfers to General Fund	\$1,700,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,900,000
910 Operating Transfer Out- CIPSales Ta	\$463,682	\$371,840	\$376,215	\$384,990	\$397,975
931 Operating Transfer Out - GFSales Ta	\$3,720,726	\$3,720,726	\$3,741,351	\$3,782,601	\$3,839,340
Total Transfers Out	\$5,884,408	\$5,892,566	\$5,917,566	\$5,967,591	\$6,137,316
Total Expenditures and Transfers	\$2,871,129	\$3,783,661	\$3,278,661	\$3,947,359	\$3,290,776

City of Bethany, Oklahoma
Capital Improvement Fund
Fiscal Year 2014-2015 Annual Budget

City of Bethany, Oklahoma Capital Improvement Fund Description

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

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

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

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

During FY15 this source of revenue is estimated to generate approximately \$384,990. This is net of the debt on the new Police, Court and Animal Control facilities.

CAPITAL IMPROVEMENT FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
Funding Sources					
Interest Income	\$2,275	\$3,500	\$3,500	\$3,500	\$3,500
Dedicated Sales Tax (Net)	463,682	371,840	371,840	384,990	397,975
CDBG	-	62,821	-	62,821	-
GO Bond Proceeds	-	-	-	-	-
Lease/ Purchase Proceeds	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
Total Funding Sources	\$465,957	\$438,161	\$375,340	\$451,311	\$401,475
Street Overlays and Sidewalks	-	200,000	-	400,000	200,000
CDBG Project Costs	-	150,000	-	150,000	-
Joint City/County Street Projects	-	200,000	-	400,000	200,000
Contingency for Preliminary engineering	-	15,000	-	15,000	15,000
Downtown Parking Lot Improvements	-	200,000	-	75,000	-
Fire Department Equipment(Siren)	20,976	90,000	-	90,000	-
Community Development Equipment	-	-	-	-	-
Police Department Equipment	38,663	-	-	-	-
Street Department Equipment	-	-	-	-	-
Garage Department Equipment	-	-	-	-	-
Playground Equipment	-	30,000	-	30,000	30,000
Municipal Court Equipment	9,975	-	-	-	-
City Hall Equipment and Improvements	-	-	-	-	-
Finance Department Equipment	-	-	-	-	-
Capital Lease interest payments	-	-	-	-	-
Capital Lease principal payments	-	-	-	-	-
Total Estimated Project Costs	\$69,614	\$885,000	-	\$1,160,000	\$445,000
Beginning Fund Balance	\$697,773	\$1,094,116	\$1,094,116	\$1,469,456	\$760,766
Ending Fund Balance	\$1,094,116	\$647,277	\$1,469,456	\$760,766	\$717,242

City of Bethany, Oklahoma
Parks and Streets Improvement Fund
Fiscal Year 2014-2015 Annual Budget

City of Bethany, Oklahoma
Streets and Parks Improvement Fund

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

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

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

PARKS AND STREETS CAPITAL IMPROVEMENT FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
Funding Sources					
Interest Income	\$20	-	-	-	-
CE Mendenhall Park Project	-	-	-	-	-
Street Landscape Projects	-	-	-	-	-
Centennial Mural Project	-	-	-	-	-
Eldon Lyon Park easement	-	-	-	-	-
W Taylor Eldon Lyon Park Memorial	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Funding Sources	\$20	-	-	-	-
CE Mendenhall Park Project	-	-	-	-	-
Street Landscape Projects	-	-	-	-	-
Centennial Mural Project	-	-	-	-	-
Park Improvements	-	36,800	-	36,800	-
W Taylor Eldon Lyon Park Memorial	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total Estimated Project Costs	-	\$36,800	-	\$36,800	-
Beginning Fund Balance	\$47,936	\$47,956	\$47,956	\$47,956	\$11,156
Ending Fund Balance	\$47,956	\$11,156	\$47,956	\$11,156	\$11,156

City of Bethany, Oklahoma

E911 Fund

Fiscal Year 2014-2015 Annual Budget

City of Bethany, Oklahoma

E911 Fund Description

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

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

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

E911 FUND**SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
Revenue and Transfers In					
E911 Telephone Tariff	\$6,315	\$8,550	\$6,315	\$6,315	\$6,315
Total Revenue and Transfers In	\$6,315	\$8,550	\$6,315	\$6,315	\$6,315
Expenditures and Transfers Out					
Transfer to General Fund	-	\$8,550	\$6,315	\$6,315	\$6,315
Total Expenditures and Transfers Out	-	\$8,550	\$6,315	\$6,315	\$6,315

City of Bethany, Oklahoma
Public Safety Fund
Fiscal Year 2014-2015 Annual Budget

City of Bethany, Oklahoma
Public Safety Fund Description

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

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

PUBLIC SAFETY FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
Revenue and Transfers Out					
Traffic Safety Grants	\$18,123	\$22,745	\$22,745	\$22,745	\$23,000
Cops School Grant	-	-	-	-	-
Court Award grants	21,352	12,000	12,000	12,000	12,000
DEA Equitable Sharing	9,016	-	-	-	-
Other PD grants/donations	24,558	-	-	-	-
Fire Rescue Donations	-	-	-	-	-
JAG Grant awards-BVP	-	-	-	-	-
DHS equipment grant	-	-	-	-	-
Grants to Fire Department	-	-	-	-	-
Reimbursement-Towing	-	600	600	600	600
Impound Fee	72,007	100,000	100,000	100,000	100,000
Transfers From Other Funds	-	-	-	-	-
Other Revenue	5,294	-	-	-	-
Total Revenue and Transfers In	\$150,350	\$135,345	\$135,345	\$135,345	\$135,600
Expenditures and Transfers Out					
Transfers to Other Funds	-	\$22,745	\$22,745	\$22,745	\$23,000
Fire Department Grant Expenditures	-	-	-	-	-
Police Department grant expenditures	17,198	12,000	12,000	12,000	12,000
Expenditures from Impound Fee Account	65,049	100,000	100,000	100,000	100,000
Other Expenditures	-	600	600	600	600
Total Expenditures and Transfers Out	\$82,247	\$135,345	\$135,345	\$135,345	\$135,600

City of Bethany, Oklahoma
Juvenile Justice Fund
Fiscal Year 2014-2015 Annual Budget

City of Bethany, Oklahoma
Juvenile Justice Fund Description

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

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

BETHANY JUVENILE JUSTICE FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
Revenue and Transfers In					
Interest Income	-	-	-	-	-
Juvenile fines and Court Costs	\$12,131	\$40,000	\$40,000	\$40,000	\$40,000
Other Income	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Total Revenue and Transfers In	\$12,131	\$40,000	\$40,000	\$40,000	\$40,000
Expenditures and Transfers Out					
100 Personal Service					
100 Salaries	-	\$19,500	\$19,500	\$20,000	\$20,000
101 Allowances	-	-	-	-	-
102 FICA & Medicare	-	1,492	1,492	\$1,530	1,530
103 Retirement	-	-	-	\$88	88
104 Insurance - Employee	-	4,881	4,881	\$120	120
105 Membership, Travel & Training	-	-	-	-	-
106 Overtime	-	-	-	-	-
Total 100 Personal Service	-	\$25,873	\$25,873	\$21,738	\$21,738
200 Materials & Supplies					
210 Office Supplies	-	250	250	250	250
212 Maintenance Supplies	-	250	250	250	250
Total 200 Materials & Supplies	-	\$500	\$500	\$500	\$500
300 Other Services & Charges					
340 Professional Services	-	5,000	5,000	5,000	5,000
341 Utilities	-	200	200	200	200
342 Maintenance Contractual	-	-	-	-	-
Total 300 Services & Charges	-	\$5,200	\$5,200	\$5,200	\$5,200
Subtotal Maintenance & Operations	-	\$31,573	\$31,573	\$27,438	\$27,438
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	-	\$41,573	\$41,573	\$37,438	\$37,438
Beginning Fund Balance	\$165,289	\$177,420	\$177,420	\$175,847	\$178,410
Ending Fund Balance	\$177,420	\$175,847	\$175,847	\$178,410	\$180,972

City of Bethany, Oklahoma

Debt Service Fund

Fiscal Year 2014-2015 Annual Budget

City of Bethany, Oklahoma Debt Service Fund Description

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

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

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

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

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

DEBT SERVICE FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
Revenue and Transfers					
Current Year Taxes	-	-	-	-	-
Prior Year Taxes	21,230	-	-	-	-
Interest Revenue	-	-	-	-	-
Transfer From Other funds	-	-	-	-	-
Debt Proceeds	-	-	-	-	-
Total Revenue and Transfers	\$21,230	-	-	-	-
Expenditures					
Current Year Retirements	-	-	-	-	-
Interest Payments on Bonds	-	-	-	-	-
Amt to Repay debt	-	-	-	-	-
Fiscal Agent Fees	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Excess (Deficiency) of Revenues over Expenditures	\$21,230	-	-	-	-
Beginning Fund Balance	\$83,578	\$104,809	\$104,809	\$104,809	\$104,809
Ending Fund Balance	\$104,809	\$104,809	\$104,809	\$104,809	\$104,809
Less Reserve for Bond Retirement	-	-	-	-	-
Fund Balance Designated For Debt Service	\$104,809	\$104,809	\$104,809	\$104,809	\$104,809

City of Bethany, Oklahoma
Bethany Hospital Trust
Fiscal Year 2014-2015 Annual Budget

City of Bethany, Oklahoma
Bethany Hospital Trust Description

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

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

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

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

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

BETHANY HOSPITAL TRUST

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
Revenue and Transfers In					
Lease Payments	-	-	-	-	-
Other Income	199,493	200,000	200,000	200,000	200,000
Interest Income	-	20,000	20,000	20,000	20,000
Capital Contributions	-	-	-		
Total Revenue and Transfers In	\$199,493	\$220,000	\$220,000	\$220,000	\$220,000
Expenditures and Transfers Out					
Other Expenditures	-	-	-	-	-
Capital Improvements	-	\$200,000	-	\$200,000	-
Transfer to Other Funds	200,000	-	-	-	-
Debt Service	-	-	-	-	-
Total Expenditures and Transfers Out	\$200,000	\$200,000	-	\$200,000	-
Beginning Fund Balance	\$1,589,648	\$1,589,141	\$1,589,141	\$1,809,141	\$1,829,141
Ending Fund Balance	\$1,589,141	\$1,609,141	\$1,809,141	\$1,829,141	\$2,049,141

City of Bethany, Oklahoma
Bethany Development Authority
Fiscal Year 2014-2015 Annual Budget

City of Bethany, Oklahoma
Bethany Development Authority Description

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

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

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

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

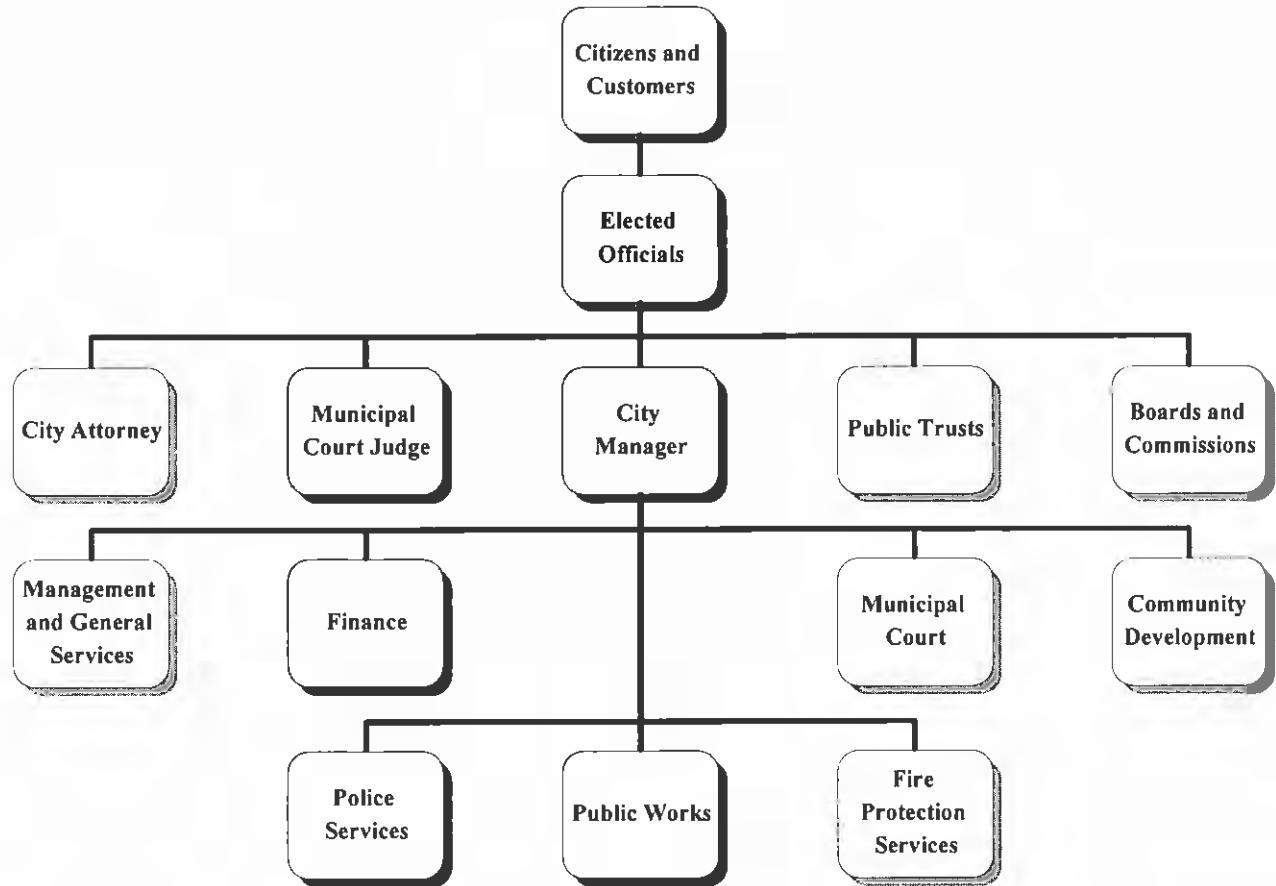
BETHANY DEVELOPMENT AUTHORITY

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY13	Budget FY14	Estimate FY14	Budget FY15	Budget FY16
Revenue and Transfers In					
Interest Income	-	-	-	-	-
Bethany Freedom Festival	\$18,805	\$15,000	\$15,000	\$15,000	\$15,000
Other Income	-	-	-	-	-
Transfers from Other Funds	125,000	150,000	150,000	150,000	150,000
Total Revenue and Transfers In	\$143,805	\$165,000	\$165,000	\$165,000	\$165,000
Expenditures and Transfers Out					
100 Personal Service					
100 Salaries	-	-	-	-	-
101 Allowances	-	-	-	-	-
102 FICA & Medicare	-	-	-	-	-
103 Retirement	-	-	-	-	-
104 Insurance - Employee	-	-	-	-	-
105 Membership, Travel & Training	1,870	9,000	9,000	9,000	9,000
Total 100 Personal Service	\$1,870	\$9,000	\$9,000	\$9,000	\$9,000
200 Materials & Supplies					
210 Office Supplies	151	2,000	2,000	2,000	2,000
212 Maintenance Supplies	-	-	-	-	-
Total 200 Materials & Supplies	\$151	\$2,000	\$2,000	\$2,000	\$2,000
300 Other Services & Charges					
340 Professional Services	55,839	64,800	64,800	64,800	64,800
342 Maintenance Contractual	-	-	-	-	-
347 Economic Development Grants	-	-	-	-	-
348 Advertising and Promotion	20,251	40,000	40,000	40,000	30,000
351 Bethany Freedom Festival	55,043	60,000	60,000	60,000	60,000
Total 300 Services & Charges	\$131,132	\$164,800	\$164,800	\$164,800	\$154,800
Subtotal Maintenance & Operations	\$133,153	\$175,800	\$175,800	\$175,800	\$165,800
400 Capital Expenditures					
401 Office Equipment	-	-	-	-	-
402 Motor Vehicles & Machinery	-	-	-	-	-
403 Other Equipment	-	-	-	-	-
404 Projects	-	-	-	-	-
Total 400 Capital Expenditures	-	-	-	-	-
Total Expenditures	\$133,153	\$175,800	\$175,800	\$175,800	\$165,800
Beginning Fund Balance	\$58,899	\$69,551	\$69,551	\$58,751	\$47,951
Ending Fund Balance	\$69,551	\$58,751	\$58,751	\$47,951	\$47,151

Appendix A.

City of Bethany, Oklahoma Organizational Chart



Appendix B.

Health, Life and Worker's Compensation Insurance

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

The expected monthly rate is \$476.14 for employees. Employees will contribute \$103.55 per month. Family coverage is also available at an additional cost. The rate varies depending on the coverage selected.

No changes are proposed in the employee life insurance benefits.

The City will also continue dental insurance with OPEH&W. Rates for this plan are \$34.39 per month for employees with an additional charge for family coverage.

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

SPECIAL NOTE ON WORKER'S COMPENSATION

The City obtains its worker's compensation coverage through The Oklahoma Municipal Assurance Group (OMAG). In past years actuaries with the State Insurance Fund (SIF) would establish a loss fund for the City based upon experience. The costs of administration and reinsurance are added to derive the premium. Interest earned on the loss fund is credited against the premium. The OMAG advantage, unlike the SIF, is that two years after the close of the policy year the City is entitled to a return on that portion of the loss fund not needed to pay claims. The State Insurance Fund and OMAG are phasing out this program. Our billed premium for FY15 will be approximately \$506,637.

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 therefor.

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.



LEGAL NOTICES



THE OKLAHOMAN

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Notice of Hearing

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City of Bethany, Oklahoma Fiscal Year 2015 Budget

The Bethany City Council will hold a public hearing on the proposed FY15 Budget on June 3, 2014, 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	5,680,835		-	6,315	
Licenses & Permits	91,000				
Intergovernmental	263,000			34,745	62,821
Charges for Services	455,000	7,959,343		100,600	
Fines & Forfeitures	1,325,000				
Bond proceeds					
Miscellaneous	161,000				3,500
Interfund Transfers	5,582,646	4,534,971		-	376,240
Fund Balance	1,262,046	2,104,479	-		317,439
Total Revenues	<u>14,820,527</u>	<u>14,598,793</u>	<u>=</u>	<u>141,660</u>	<u>760,000</u>
Estimated Expenditures					
General Government	2,451,234				
Public Safety	6,091,862			112,600	
Public Works (General Fund)	1,642,460				
Public Works (Utility Fund)		6,632,194			
Debt Service		1,434,009	-		
Capital Improvements		615,000			760,000
Interfund transfers	4,634,971	5,917,591		29,060	
Total Expenditures	<u>14,820,527</u>	<u>14,598,793</u>	<u>=</u>	<u>141,660</u>	<u>760,000</u>

Notice of Hearing

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RESOLUTION NO. 1380

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BETHANY ADOPTING THE FISCAL YEAR 2015 BUDGET FOR THE GENERAL FUND, MISCELLANEOUS FUNDS AND VARIOUS TRUSTS; AFFIRMING THE AUTHORITY OF THE CITY MANAGER TO MAKE TRANSFERS WITHIN THE GENERAL FUND; AND APPROPRIATING FUNDS FROM THE CAPITALS IMPROVEMENTS FUND FOR SPECIFIED EQUIPMENT AND PROJECTS.

WHEREAS, the Bethany City Council has conducted a public hearing on the FY15 annual budget and has completed the budget process in accordance with Title 11 O.S. Sec. 17-201 et seq.;

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

WHEREAS, the Budget has identified the need to purchase certain equipment from the Capital Improvements Fund during FY15 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 FY15 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 FY15 Annual Budget, and to purchase from the Capital Improvement Fund when necessary the appropriate equipment or projects specified within the budget, subject to established policies governing expenditures, purchasing and contracts.

END

The undersigned hereby certify that the foregoing Resolution was duly adopted and approved by the Mayor and City Council of the City of Bethany on the 17th day of JUNE, 2014.

Attest:

City Clerk



Approved as to form and legality, on June 17, 2014.

City Attorney

Mayor

**Exhibit A
FY 14-15 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	\$500,581	\$40,750	\$101,100	\$10,000	\$100,000	-	-	\$752,431
Finance Department	231,508	8,000	87,000	5,000	-	-	-	\$331,508
Legal and Municipal Court Department	344,592	9,600	54,500	45,000	-	-	-	\$453,692
Police Department	3,381,318	159,000	309,000	34,349	-	-	-	\$3,883,667
Fire Department	1,892,360	52,334	293,880	43,800	-	-	-	\$2,282,374
Community Development Department	397,519	23,250	10,500	22,000	-	-	-	\$453,269
Public Works Department	1,135,007	217,566	288,181	16,500	-	-	-	\$1,657,254
Non Departmental	-	-	-	-	2,604,705	-	4,684,971	\$7,289,676
Total General Fund	\$7,882,886	\$510,500	\$1,144,161	\$176,649	\$2,704,705	-	\$4,684,971	\$17,103,872
Public Works Fund								
Administration Division	92,788	-	102,399	-	150,000	-	-	\$345,187
Finance Department	229,008	45,000	44,800	-	-	-	-	\$318,808
Vehicle Maintenance Division	17,017	106,898	65,975	-	-	-	-	\$189,890
Solid Waste Division	971,568	101,100	393,000	175,000	-	-	-	\$1,640,668
Water Division	948,056	557,498	684,662	310,000	-	-	-	\$2,500,216
Sewer Division	199,778	59,500	74,342	130,000	-	-	-	\$463,620
Non Departmental	-	-	1,056,000	-	755,000	1,434,009	5,967,591	\$9,212,600
Total Public Works Fund	\$2,458,214	\$869,996	\$2,421,178	\$615,000	\$905,000	\$1,434,009	\$5,967,591	\$14,670,988
Capital Improvement Fund	-	-	-	1,160,000	-	-	-	\$1,160,000
E911 Fund	-	-	-	-	-	-	6,315	\$6,315
Public Safety Fund	-	600	-	112,000	-	-	22,745	\$135,345
Parks and Streets CIP Fund	-	-	-	36,800	-	-	-	\$36,800
Debt Service Fund	-	-	-	-	-	-	-	-
Bethany Hospital Trust	-	-	-	200,000	-	-	-	\$200,000
Bethany Development Authority	9,000	2,000	164,800	-	-	-	-	\$175,800
Bethany Juvenile Justice Fund	21,738	500	5,200	-	-	-	10,000	\$37,438
Totals	\$10,371,837	\$1,383,596	\$3,735,339	\$2,300,449	\$3,609,705	\$1,434,009	\$10,691,622	\$33,526,557