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AMENDED AGENDA

BETHANY CITY COUNCIL

TUESDAY, MAY 7, 2024
6:30 P.M.

BETHANY CITY HALL
6700 NW 36TH ST
BETHANY, OKLAHOMA



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1. Call to Order
2. Invocation and Flag Salute
3. Consent Docket:
 - A. Approval of Minutes from the April 16, 2024, Regular Meeting.
 - B. Approval of Minutes from the April 11, 2024, Special Called Meeting.
 - C. Approval of Minutes from the April 23, 2024, Special Called Meeting.
 - D. Approval of Minutes from the April 26, 2024, Special Called Meeting.
 - E. Approval of Claims: These claims have been found to be in order by staff and proper as to form and procedure and are recommended for payment. A copy of the Claims List is included in the agenda packet.
 - F. Approval of Budget Amendment 24-15.
 - G. Approval to renew Hazardous Waste Inter-Government Agreement with the City of Oklahoma City and authorize the mayor to sign a letter requesting renewal of the agreement for FY 2025.
4. Mayoral Certificate of Appreciation for J. Scott Hopkins.

5. Mayoral Proclamation declaring May 5 through May 11, 2024, as Public Service Recognition Week.
6. **PROPOSED EXECUTIVE SESSION:** Consideration and possible action to enter into Executive Session to discuss the status of negotiations between the City of Bethany and IAFF Local No. 2085 as authorized by 25 O.S. Section 307 (B) (2). *(Elizabeth Gray, City Manager)*
 - A. Enter Executive Session
 - B. Exit Executive Session
7. Consideration and possible action to approve a new collective bargaining agreement for FY 2025 between the City of Bethany and IAFF Local No. 2085. *(Elizabeth Gray, City Manager)*
8. **PUBLIC HEARING ITEM:** FY24 CDBG Grant Project; Application for Proposed Waterlines Improvements Project. *(Elizabeth Gray, City Manager)*
 - A. Motion to enter into public hearing.
 - B. Motion to close public hearing.
9. Consideration and possible adoption of Resolution No. 1696 to Apply for FY-2024 CDBG Grant for Proposed Waterlines Improvements Project. *(Elizabeth Gray, City Manager)*
10. Consideration and possible action on adopting Citizen's Participation Plan for FY-2024 CDBG Program. *(Elizabeth Gray, City Manager)*
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13. Mayoral Proclamation: 2024 Fair Housing Proclamation.
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15. Consideration and possible adoption of Resolution No. 1698, a resolution of the City Council of the City of Bethany, Oklahoma, adopting the Fiscal Year 2025

budget for the General Fund, miscellaneous funds, and various public trusts; affirming the authority of the City Manager to make transfers within the General Fund; and appropriating funds from the Capital Improvements Fund for specified equipment and projects. *(Elizabeth Gray, City Manager)*

16. Consideration and possible adoption of Resolution No. 1699, a resolution of the City Council of the City of Bethany, Oklahoma, approving the Fiscal Year 2025 Manual of Fees, which establishes the fees and costs charged by the City of Bethany, Oklahoma; authorizing periodic adjustment as necessary by the City Manager; and providing an effective date of July 1, 2024. *(Elizabeth Gray, City Manager)*
17. Consideration and possible approval of Ordinance No. 2057, an ordinance amending Title IV, Chapter 37, Section 37.05 of the Bethany Code of Ordinances by amending Section 37.05 Vacation Benefits. *(Ray Jones, City Attorney)*
 - A. Presentation by staff and/or interested party.
 - B. Consideration and possible action to approve of Ordinance No. 2057, on reading by title only.
 - C. Motion to approve Sections 1-3 of Ordinance No. 2057.
18. Consideration and possible approval of updated Personnel Handbook. *(Ray Jones, City Attorney)*
19. Consideration and possible approval of Change Order No. 1 with Luckinbill Construction Co., LLC for Sanitary Sewer to serve Animal Welfare Facility in the amount of \$4,650.00. *(Elizabeth Gray, City Manager)*
20. Consideration and possible approval to accept the emergency repairs to the waterline, storm sewer, and pavement at the intersections of NW 23rd Street and Council Road for Oklahoma Water Resources Board reimbursement. *(Elizabeth Gray, City Manager)*
21. Consideration and possible action voting for three Trustees to the Oklahoma Municipal Assurance Group. *(Elizabeth Gray, City Manager)*
22. Consideration and possible approval of Mayor and Ward selections for Charter Review Board.
 - A. Ward I - Liz Sawyer
 - B. Ward II - no candidate
 - C. Ward III - Arvel Williams
 - D. Ward IV – no candidate
 - E. At-Large - Rob High
23. **PUBLIC HEARING ITEM:** Consideration and possible approval of Ordinance No. 2058, an ordinance amending the zoning ordinances, map, and Comprehensive Plan of the City of Bethany, Oklahoma, by including in C-G, Commercial General, the property located at 3409 N. Rockwell Ave. in Bethany, Oklahoma County, Oklahoma as more particularly described hereinafter. *(Ray Jones, City Attorney)*

- A. Presentation by staff and/or interested party.
 - B. Consideration and possible action to approve of Ordinance No. 2058, on reading by title only.
 - C. Motion to approve Sections 1 of Ordinance No. 2058.
 - D. Motion to approve Section 2 of Ordinance No. 2058, the emergency section.
24. New Business (As defined by the Oklahoma Open Meeting Act § 311 (A) (9) as “matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda”).
25. City Attorney’s Report.
26. City Manager’s Report.
27. Mayor and Council Members Comments and Suggestions.
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3. Consideration and possible award of bid for Water Treatment Plant Quicklime to Mississippi Lime Company for FY 2025. *(Elizabeth Gray, City Manager)*

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BETHANY CITY COUNCIL MEETING

BETHANY CITY HALL

TUESDAY, APRIL 16, 2024

6:30 P.M.

MEMBERS PRESENT:	Nikki Lloyd	Mayor
	Jeff Knapp	Vice- Mayor
	Chris Powell	Council Member
	Marilyn McPhail	Council Member
	Kathy Larsen	Council Member
	Ken Smart	Council Member
	Steve Palmer	Council Member
	Brian Magirowsky	Council Member
MEMBERS ABSENT:	Peter Plank	Council Member
OTHERS PRESENT:	Elizabeth Gray	City Manager
	Ray Jones	City Attorney
	Michael Vaughn	City Clerk/Treasurer
	Lesa LaMar	Deputy City Clerk
	(See Roster)	

ITEM NO. 1 on the agenda **CALL TO ORDER.**

Mayor Lloyd called the Bethany City Council meeting to order at 6:30 P.M.

ITEM NO. 2 on the agenda was **INVOCATION AND FLAG SALUTE.**

The Invocation was given by Mayor Nikki Lloyd.

The Flag Salute was conducted by Council Member Powell.

ITEM NO. 3 on the agenda was **CONSENT DOCKET:**

A. APPROVAL OF MINUTES FROM APRIL 2, 2024, REGULAR MEETING.

- B. APPROVAL OF CLAIMS: THESE CLAIMS HAVE BEEN FOUND TO BE IN ORDER BY STAFF AND PROPER AS TO FORM AND PROCEDURE AND ARE RECOMMENDED FOR PAYMENT. A COPY OF THE CLAIMS.**
- C. APPROVAL TO RENEW RADIO SYSTEM LICENSE AGREEMENT WITH THE CITY OF OKLAHOMA CITY FOR FY 2025 AND AUTHORIZE THE MAYOR TO SIGN THE DOCUMENT ON BEHALF OF THE CITY OF BETHANY.**

Motion was made by Council Member Magirowsky, seconded by Council Member Smart to approve the consent docket. Yes votes: Lloyd, Larsen, Smart, Powell, Knapp, Palmer, Magirowsky, McPhail. No votes: None. Motion approved.

ITEM NO. 4 on the agenda was MAYORAL PROCLAMATION DECLARING THE WEEK OF APRIL 14 TO APRIL 20, 2024, AS ANIMAL CARE AND CONTROL WEEK.

The Proclamation was presented to Matthew Goodwin. Mr. Goodwin is a previous council member and an advocate for animals. Mr. Goodwin spoke about Common Bonds bringing the live release rate of shelter animals across the state to 90% or above. They are working to partner with local municipalities to bring resources. The Bethany Animal Shelter workers were not able to attend the meeting tonight.

ITEM NO. 5 on the agenda was PUBLIC COMMENT - ANY PERSON WISHING TO ADDRESS THE COUNCIL DURING PUBLIC COMMENT SHALL GIVE THEIR NAME, ADDRESS, AND CITY OF RESIDENCE TO THE CITY CLERK FOR THE RECORDS PRIOR TO THE START OF THE MEETING. (PER CHAPTER 30 OF THE BETHANY CODE OF ORDINANCES, THERE IS A FIVE-MINUTE LIMIT, AND NO ACTION OR DISCUSSION SHALL TAKE PLACE. ALL REMARKS SHALL BE ADDRESSED TO THE COUNCIL AS A BODY, AND NOT TO ANY MEMBER THEREOF.

Matt Godwin- 4218 N. Donald- Formation of 501 (C) (3)- Friends of Bethany Animals.org.

ITEM NO. 6 on the agenda was PUBLIC HEARING ITEM: PRESENTATION OF FISCAL YEAR 2025 PROPOSED BUDGET.

A. PRESENTATION

THE COUNCIL WILL BE PROVIDED WITH A PRESENTATION REGARDING THE FISCAL YEAR 2025 PROPOSED BUDGET FOR THE CITY OF BETHANY. (PRESENTED BY: FINANCE DIRECTOR MICHAEL VAUGHN)

THIS ITEM IS FOR INFORMATIONAL PURPOSES ONLY.

This presentation is included in the minutes as Exhibit "A".

B. PUBLIC HEARING

MAYOR LLOYD WILL DECLARE A PUBLIC HEARING FOR THE PURPOSE OF RECEIVING CITIZEN INPUT CONCERNING THE FISCAL YEAR 2025 PROPOSED BUDGET FOR THE CITY OF BETHANY.

No one spoke.

THIS ITEM IS FOR INFORMATIONAL PURPOSES ONLY.

ITEM NO. 7 on the agenda was **CONSIDERATION AND POSSIBLE ADOPTION OF RESOLUTION NO. 1695, A RESOLUTION DECLARING THE ELIGIBILITY OF THE CITY OF BETHANY, OKLAHOMA TO SUBMIT AN APPLICATION TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR USE OF TRANSPORTATION ALTERNATIVES PROGRAM FUNDS SET FORTH BY IIJA FOR THE NW 36TH STREET TRAIL PROJECT IN THE CITY OF BETHANY AND AUTHORIZING THE MAYOR TO SIGN THIS APPLICATION. (ELIZABETH GRAY, CITY MANAGER)**

A motion was made by Council Member Larsen, seconded by Council Member Magirowsky to approve Resolution No. 1695. Yes votes: Palmer, Lloyd, Knapp, Smart, Larsen, McPhail, Magirowsky, Powell. No votes: None. Motion approved.

ITEM NO. 8 on the agenda was **DISCUSSION AND POSSIBLE APPROVAL OF ENGINEERING DESIGN CONTRACT FOR NW 25TH AND SHANNON LIFT STATION REPLACEMENT PROJECT WITH TEIM DESIGN IN THE AMOUNT OF \$94,964.00 AND AUTHORIZE THE MAYOR TO SIGN THE DOCUMENT. (ELIZABETH GRAY, CITY MANAGER)**

City Manager Gray reported that the City of Bethany has 9 lift stations. We have replaced the Davis Lift Station, and the Peniel Lift Station is on the GO Bond for replacement.

A motion was made by Council Member Palmer, seconded by Council Member Magirowsky to approve the engineering design contract for NW 25th and Shannon Lift Station Project with TEIM Design in the amount of \$94,964.00. and authorize the Mayor to sign the document. Yes votes: Knapp, Palmer, McPhail, Smart, Larsen, Lloyd, Powell, Magirowsky. No votes: None. Motion approved.

ITEM NO. 9 on the agenda was **NEW BUSINESS (AS DEFINED BY THE OKLAHOMA OPEN MEETING ACT § 311 (A) (9) AS "MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE REASONABLY BEEN FORESEEN PRIOR TO THE TIME OF POSTING THE AGENDA")**.

None

ITEM NO. 17 on the agenda was the **CITY ATTORNEY'S REPORT.**

City Attorney Jones gave an overview of the projects he has been working on these past two weeks.

ITEM NO. 18 on the agenda was the **CITY MANAGER'S REPORT.**

Finance Director Michael Vaughn gave the monthly financial report.

City offices will be closed Monday, May 27th for Memorial Day. Trash makeup day will be the following Wednesday, May 29th.

City Manager Gray reported to the council the attendance for the Ripper Park Pool was 5695 in 2023, 7000 in 2022 and the pool was closed in 2021.

ITEM NO. 19 on the agenda was **COUNCIL MEMBERS' ANNOUNCEMENTS, COMMENTS, AND PROPOSALS.**

Each Council Member was given the opportunity to comment.

ITEM NO. 20 on the agenda was **ADJOURN UNTIL MAY 7, 2024.**

Mayor Lloyd adjourned the Bethany City Council meeting at 7:11 P.M.

MAYOR

CITY CLERK

FY 25 Budget Presentation

The Budget Process

How we arrived at the numbers

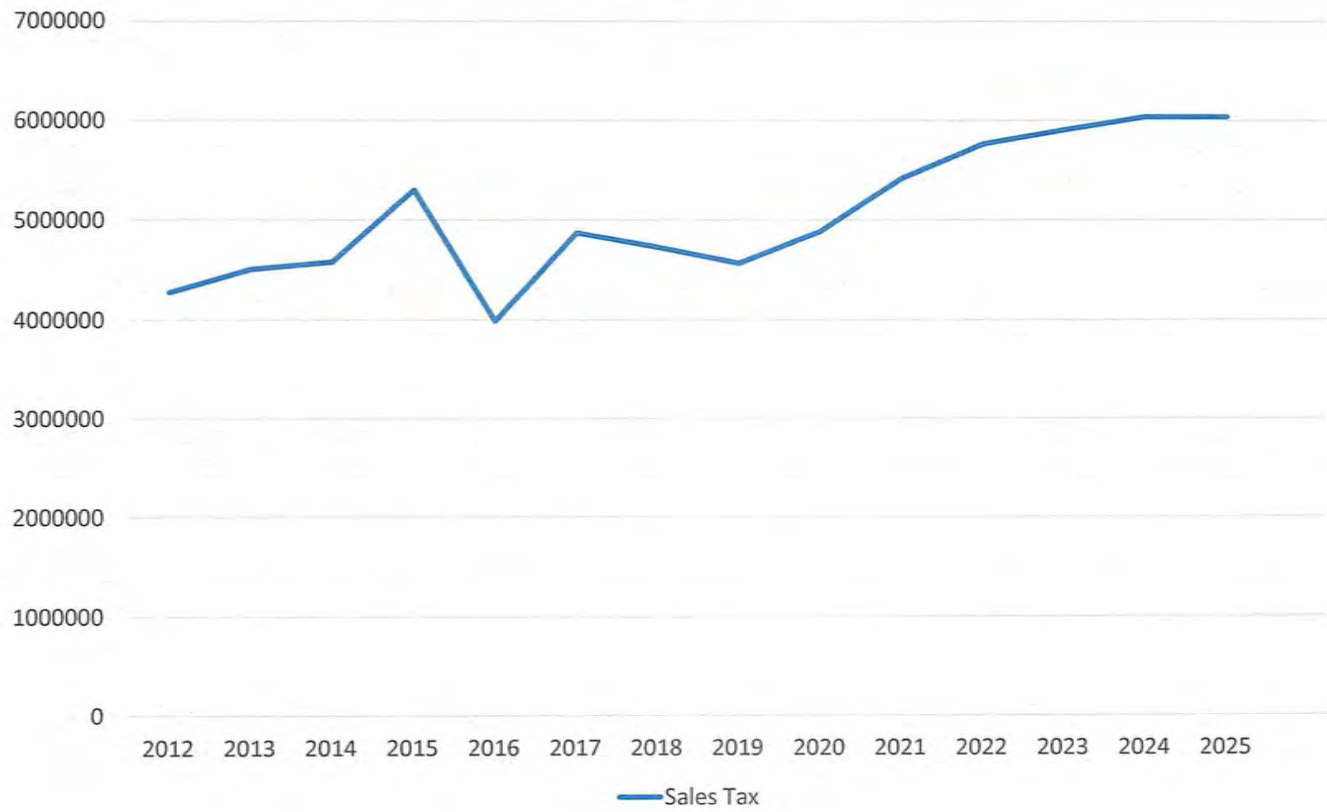
Budget Steps Completed to Date

- Preliminary Income and Expense estimates were prepared using actual data through 11-30-2023.
- Department Heads Submitted their requested budgets.
- A preliminary budget was presented to the City Council on March 5, 2023.
- Meetings were held with each Department Head to prioritize projects and review detail expenses.
- Meetings with individual Councilmembers were held to review the budget.
- Adjustments to the Budget were made as a result from the meetings with Department Heads and Council Members.
- A Budget Fair was held on April 11th to allow citizens to have input on budget items.

Notes on the proposed budget

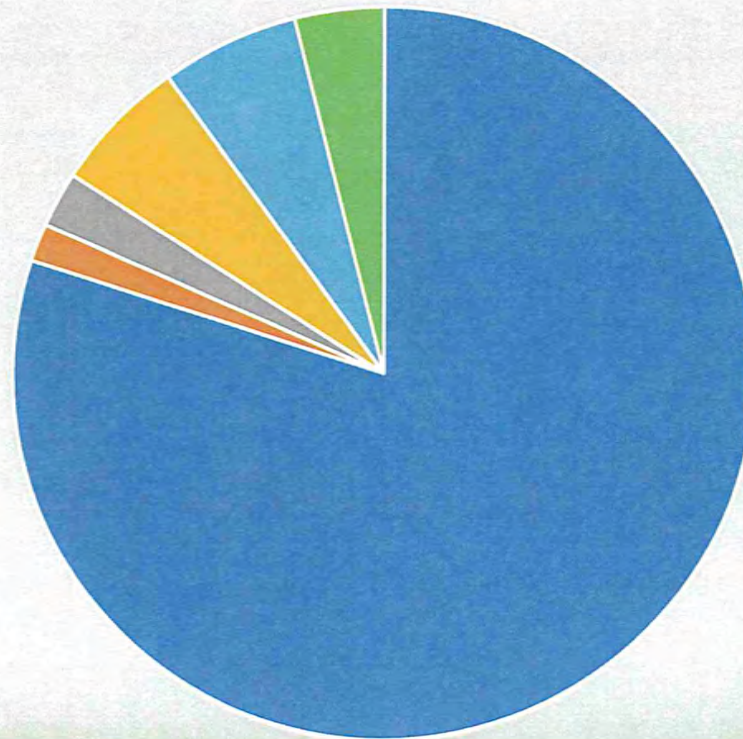
- General Fund Revenues are projected as “flat” apart from Grant Revenues.
- 1.5 new FTE’s are budgeted in the General Fund.
- 1 new FTE is budgeted in the Public Works Authority.
- The budget includes 4% annual step raises for eligible employees.
- The Public Works Authority projected revenues reflect the new utility rates effective Jan. 1, 2024.
- The Sewer Treatment Expense reflects an increase based on the Bethany-Warr Acres PWA loan.
- The Public Works Authority Debt Service reflects the OWRB loans that have been applied for.
- There is over \$3.1 million in Grant Revenues and associated expenses included in the budget. If the grants are not received, then the expenses won’t be made.
- The Proposed FY 25 General Fund Budgeted Expenditures reflect a %1 increase over the FY 24 adopted budget.
- The Capital Improvement Fund reflects an increase of \$280,780 in the Streets, Sidewalks and Drainage Fund, which is %25 of the dedicated sales tax receipts.

Sales Tax



City of Bethany
FY 25 Projected Revenue
By Source

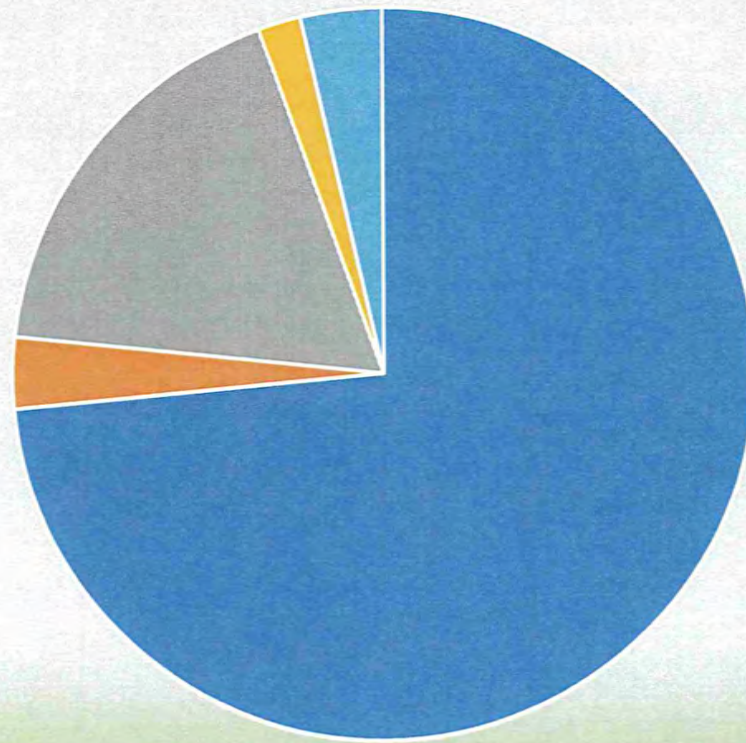
Revenue



■ Taxes ■ Licenses & Permits ■ Intergovernmental Revenue ■ Charges for Services ■ Fines and Forfeitures ■ Misc

General Fund FY25 Expenditures by Category

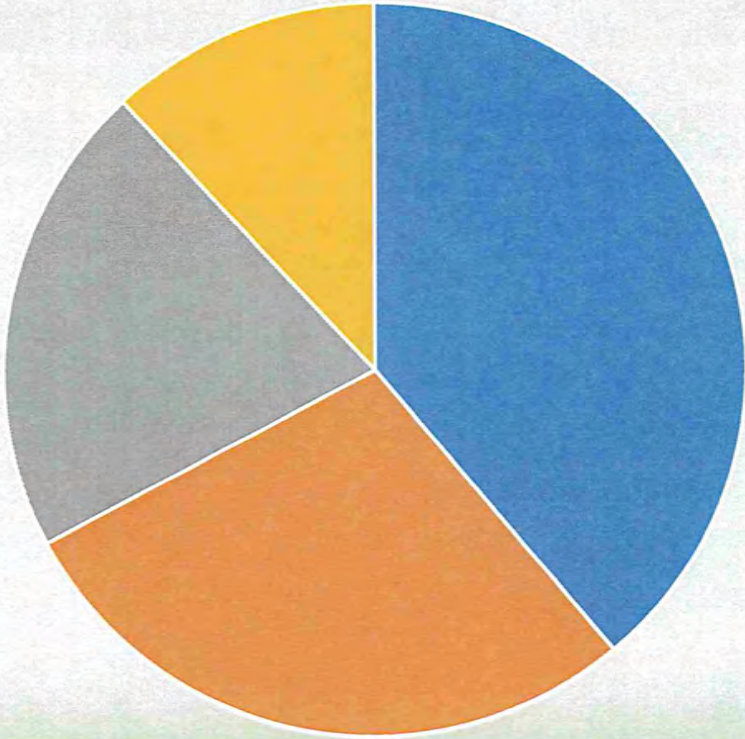
Expenditures



■ Personal Service ■ Materials & Supplies ■ Other Services & Charges ■ Capital Expenditures ■ Contingency ■

Bethany Public Works Authority
FY 25 Projected Revenue
By Category

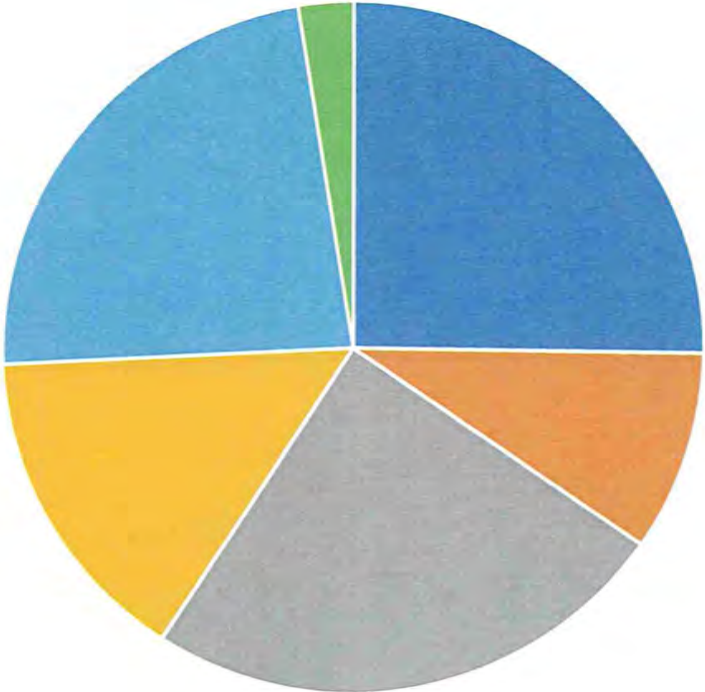
Revenue



■ Water Service ■ Sewer Service ■ Sanitation Service ■ Other

Public Works Authority FY 25 Expenditures by Category

Expenditures



- Personal Service
- Materials & Supplies
- Other Services & Charges
- Debt Service
- Sewer Treatment
- Contingency

City of Bethany/Bethany Public Works Authority Staffing Comparison
Full-Time Equivalent Positions (FTE's)

Fund	FTE's					
	FY20	FY21	FY22	FY23	FY24	FY25
General Fund	108	100	98.5	99.5	99.5	101
Public Works Authority	42	28	33.5	34.5	34.5	35.5
Totals	150	128	132	134	134	136.5

City of Bethany Proposed FY 25 Budget
Main Funds Combined

	General Fund	Public Works Authority	Capital Improvement Fund
Beginning Carryover	5,891,580	9,846,384	2,403,270
<u>Income</u>			
Taxes	8,548,869	0	0
Licenses and Permits	176,684	0	0
Intergovernmental Revenue	261,629	0	0
Charges for Services	631,449	12,682,892	0
Police Fines & Court Costs	641,844	0	0
Miscellaneous Revenue	418,713	1,703,605	2,012,519
Transfers From Other Funds	<u>193,894</u>	<u>0</u>	<u>0</u>
Total Revenue	10,873,082	14,386,497	2,012,519
<u>Expenses</u>			
Personal Service	9,756,714	2,459,921	0
Material and Supplies	419,058	910,022	0
Other Charges and Services	2,358,828	4,643,019	0
Debt Service	0	1,810,193	0
Contingency	470,000	250,000	0
Capital Outlay	<u>246,300</u>	<u>2,418,140</u>	<u>3,081,661</u>
Total Expenses	13,250,900	12,491,295	3,081,661
Transfers (net)	1,410,880	-2,600,000	1,077,784
Ending Reserve Funds	4,924,642	9,141,586	2,411,912

NOTICE: On Wednesday, April 3, 2024, at or before 4:59 p.m., agenda was posted at the front doors of City Hall, on the bulletin board in the lobby of City Hall, and on the City of Bethany website: cityofbethany.org. The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

**BETHANY CITY COUNCIL
BETHANY PUBLIC WORKS AUTHORITY
BETHANY HOSPITAL TRUST
BETHANY DEVELOPMENT AUTHORITY**

SPECIAL CALLED MEETING

**BETHANY LIBRARY
6700 NW 35TH ST
BETHANY OK 73008**

THURSDAY, APRIL 11, 2024

5:30 P.M. – 7:00 P.M.

MEMBERS PRESENT:	Nikki Lloyd	Mayor/Chair
	Brian Magirowsky	Vice Mayor/Vice-chair
	Chris Powell	Council Member/Trustee
	Peter Plank	Council Member/Trustee
	Steve Palmer	Council Member/Trustee
	Ken Smart	Council Member/Trustee
	Kathy Larsen	Council Member/Trustee
	Marilyn McPhail	Council Member/Trustee
	Jeff Knapp	Council Member/Trustee

MEMBERS ABSENT:

OTHERS PRESENT:	Elizabeth Gray	City Manager
	Ray Jones	City Attorney
	Michael Vaughn	City Clerk/Treasurer
	Leasa Furr	Human Resources Director
	Amanda McCellon	Community Development Director
	Brian Murray	Fire Chief
	Phil Stowell	Public Works Director
	Staci Peck	Court Administrator
	J. D. Reid	Police Chief
	Chad Meek	Deputy Police Chief
	Pedro DeLoera	Parks Supervisor
	Lori Longhofer	PW Administrative Assistant

Teresa Bohanan
Rick Gregory
Jimmy Dillard
Ray Bohanan
Linda Warner

PW Administrative Assistant
Public Utilities Superintendent
Streets Supervisor
Solid Waste Supervisor
Executive Assistant
(See Roster)

THE MEMBERS OF THE CITY OF BETHANY CITY COUNCIL, ADMINISTRATIVE STAFF AND GUESTS WILL GATHER FOR THE PURPOSE OF A BUDGET FAIR TO OBTAIN SUGGESTIONS AND INPUT FOR THE FY 2025 BUDGET.

THE MEETING IS FOR INFORMATIONAL PURPOSES ONLY, WITH NO BUSINESS TO ACTED UPON BY COUNCIL

No action taken.

MAYOR / CHAIR

CITY CLERK

NOTICE: On Wednesday, April 17, 2024, at or before 4:59 pm. Agenda was posted at the front doors of City Hall or on the bulletin board in the lobby of City Hall, and on the City of Bethany website:cityofbethany.org. The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

MINUTES

SPECIAL CALLED MEETING/WORKSHOP

BETHANY CITY COUNCIL

TUESDAY, APRIL 23, 2024

6:30 P.M.

MEMBERS PRESENT:	Shannon Lloyd	Mayor
	Jeff Knapp	Vice-Mayor
	Steve Palmer	Council Member
	Marilyn McPhail	Council Member
	Chris Powell	Council Member
	Ken Smart	Council Member
	Peter Plank	Council Member
	Brian Magirowsky	Council Member
	Kathy Larsen	Council Member

MEMBERS ABSENT: None

OTHERS PRESENT:	Elizabeth Gray	City Manager
	Ray Jones	City Attorney
	Lesa LaMar	Deputy City Clerk
	Michael Vaughn	City Clerk

MAYOR LLOYD CALLED THE MEETING/WORKSHOP TO ORDER AT 6:30 P.M.

AT THE FEBRUARY 6, 2024, REGULAR MEETING, A WORKSHOP WAS SET FORTH BY THE FOLLOWING MOTION:

A MOTION WAS MADE BY COUNCIL MEMBER PALMER, SECONDED BY COUNCIL MEMBER SMART TO ADOPT, AND SET A WORKSHOP WITH THIS COUNCIL THAT IS OPEN TO THE PUBLIC, SUBJECT TO THE PUBLIC HEARING WITH A BROAD ENOUGH AGENDA TOPIC AND ITEM TO ALLOW THE COUNCIL TO DETERMINE AND DISCUSS ANNUAL TRAINING, ETHICS, FINANCES, OPERATIONS, EXPECTATIONS, AND GOALS INCLUDING A SELF-ASSESSMENT OF ACCOMPLISHMENTS, IMPROVEMENTS FOR THE COUNCIL, AND POLICY MAKING TO ACHIEVE THOSE GOALS; AMENDED TO INCLUDE AN OMAG

REPRESENTATIVE, IF AVAILABLE, AND THE REQUIREMENT FOR THE CITY CLERK TO OBTAIN AVAILABLE DATES AND SET THE MEETING AS PROVIDED.

1. INTRODUCTION(S) AND OPENING REMARKS BY BILL TACKETT, OKLAHOMA MUNICIPAL ASSURANCE GROUP (OMAG) AND STAFF REGARDING COUNCIL HANDBOOK TRAINING INCLUDING A SELF-ASSESSMENT.

Bill Tackett with OMAG stressed the importance of every city being able to tell their story through the goals that have been accomplished, goals in progress and future goals. He went over each of these with the council. He also had each council member take the stability test for the city which will give an average score at the end of the meeting.

A motion was made by Council Member Palmer, seconded by Council Member Plank to suspend Ordinance 30.23 B for the purpose of discussion and the public hearing on this agenda item. Yes votes: McPhail, Palmer. No votes: Magirowsky, Powell, Larsen, Plank, Knapp, Lloyd, Knapp. Motion failed.

2. ANNUAL TRAINING FOR COUNCIL DISCUSSION.

A. PUBLIC HEARING REGARDING ANNUAL TRAINING FOR COUNCIL.

Florence Fly- 2100 N. Glade Ave.

There was council discussion concerning annual training.

3. ETHICS FOR COUNCIL DISCUSSION.

A. PUBLIC HEARING REGARDING ETHICS FOR COUNCIL.

Michele Stivers- 8308 NW 25th St.
Florence Fly- 2100 N. Glade Ave.- Ms. Fly requested extra speaking time.

A motion was made by Council Member McPhail, seconded by Council Member Palmer to extend Ms. Fly speaking time by 2 minutes. Yes votes: Smart, Lloyd, Powell, McPhail, Palmer, Plank, Knapp, Larsen. No votes: None. Motion approved.

There was a lot of discussion concerning ethics for the council.

4. FINANCES FOR COUNCIL DISCUSSION.

A. PUBLIC HEARING REGARDING FINANCES FOR COUNCIL.

No one from the public spoke.

There was much discussion from council concerning finances for the council.

5. OPERATIONS FOR COUNCIL DISCUSSION.

A. PUBLIC HEARING REGARDING OPERATIONS FOR COUNCIL.

No one from the public spoke.

There was discussion on the operations of the council.

6. EXPECTATIONS AND GOALS FOR COUNCIL DISCUSSION.

A. PUBLIC HEARING REGARDING EXPECTATIONS AND GOALS FOR COUNCIL.

No one from the public spoke.

Some of the council shared their goals for the future.

7. COUNCIL SELF-ASSESSMENT RESULTS-STABILITY TEST.

Mr. Tacket averaged the stability test scores that the council participated in and the final average was 71.6.

8. WRAP UP.

Mr. Tacket will be sharing the City of Bethany story (presentation of completed goals, goals in progress and future goals) with other cities as an example of how to move a city forward.

ADJOURN

Mayor Lloyd adjourned the meeting at 8:40 p.m.

MAYOR

CITY CLERK

NOTICE: On Thursday, April 18, 2024, at or before 4:59 p.m., agenda was posted at the front doors of City Hall, on the bulletin board in the lobby of City Hall, and on the City of Bethany website: cityofbethany.org. The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

BETHANY CITY COUNCIL

SPECIAL CALLED MEETING

**ELDON LYON PARK
7400 NW 36TH ST
BETHANY OK 73008**

FRIDAY, APRIL 26, 2024

10:00 A.M.

MEMBERS PRESENT:	Nikki Lloyd	Mayor/Chair
	Jeff Knapp	Vice-Mayor
	Steve Palmer	Council Member
	Kathy Larsen	Council Member
	Marilyn McPhail	Council Member
MEMBERS ABSENT:	Brian Magirowsky	Council Member
	Chris Powell	Council Member
	Peter Plank	Council Member
	Ken Smart	Council Member
OTHERS PRESENT:	Elizabeth Gray	City Manager
	Tammy West	State Representative
	Marilyn Stark	State Representative
	Jack Stewart	State Senator
	Phil Stowell	Public Works Director
	Brian Murray	Fire Chief
	Amanda McCellon	Community Development Director
	Matt Biswell	Deputy Fire Chief
	Linda Warner	Executive Assistant
	Brendan Summerville	Community Development Assoc.
	Mrs. Dottie (Tom) Ray	Bethany Citizen
	Kenny Ray	Bethany Citizen
	Dave Amis	Vector Air, Inc., President
	Gary Banz	<i>former</i> State Representative
	Kenny Payton	<i>former</i> Aero Commander employee
	Tommy Mallett	<i>former</i> Aero Commander employee
	Jeff Lantz	<i>former</i> Aero Commander employee
	Cris Bennett	<i>former</i> Aero Commander employee

D. J. Niebrugge
Jill McCartney
Robert Helton
Evin Jefferson
Thomas Kerstine

Cimmaron Construction
NW OKC Chamber, President
P&Z Commissioner
Atlantic Aviation
TK Aero Inc.

THE MEMBERS OF THE BETHANY CITY COUNCIL, ADMINISTRATIVE STAFF, AND GUESTS WILL GATHER FOR THE PURPOSE OF A GROUNDBREAKING CEREMONY AT THE SITE OF THE FUTURE HOME OF THE BLUE GOOSE AIRPLANE IN THE CENTER MEDIAN ON JD JOHNSTON BOULEVARD IN ELDON LYON PARK LOCATED AT 7400 NW 36TH STREET, BETHANY, OKLAHOMA.

THIS MEETING IS FOR CEREMONIAL PURPOSES ONLY, WITH NO BUSINESS TO BE ACTED UPON BY COUNCIL.

No action taken.

MAYOR

CITY CLERK

BETHANY CITY COUNCIL

From: Michael Vaughn, Finance Director
Date: May 6, 2024
Subject: Claims list for the 05/07/2024 City Council Meeting

GENERAL OPERATIONS FUND

FUND	AMOUNT
General Operations Fund	\$ 74,202.88
Public Safety Fund	\$ 825.59
Capital Improvement Fund	\$ 76,292.28
Federal Grant Fund	\$ 296,686.87
2022A GO Bond	\$ 4,785.71
General Operations Fund-OG&E	\$ 14,694.75
General Operations Fund-ONG	\$ 1,136.13
TOTAL	\$ 468,624.21

ENTERPRISE-WIDE SUMMARY OF ALL CLAIMS:

FUND	AMOUNT
General Operations Fund	\$ 468,624.21
Bethany Public Works Authority	\$ 318,127.46
Bethany Hospital Trust	\$ -
Bethany Development Authority	\$ 8,800.00
TOTAL	\$ 795,551.67

RECOMMENDATION

1. Approve claims as presented.



FUND: 010- GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01.0		MANAGEMENT				
24-50449	10-005321	AMAZON CAPITAL SERVICES,	INMONITORS	5/2024	7351444	237.16
24-48399	10-005373	CARD SERVICES/P1	INDEED ADS	4/2024	89931194	104.88
24-49668	10-005373	CARD SERVICES/P1	EMPLOYMENT ADS	4/2024	90569088	347.30
24-50148	10-005373	CARD SERVICES/P1	iPAGE-DOMAIN LICENSE 2YR	4/2024	587091863	41.98
24-48194	10-005851	LYTLE, SOULE' & FELTY, P.C.	ATTORNEY MNTLY CONTRACT	4/2024	300971	5,000.00
24-50060	10-005851	LYTLE, SOULE' & FELTY, P.C.	OUTSIDE CONTRACT	4/2024	300972	277.50
24-48296	10-1068	ONG	MNTHLY SVC	4/2024	20240417	365.37
24-50396	10-1261	RED ROCK PETRO	4600UNLEAD&3400DIESL	4/2024	1514298	122.00
24-50481	10-2568	FIRST+AID EXPRESS	MEDICINE CABINET REFILL	5/2024	42169-1	50.00
24-49689	10-3196	IMAGENET CONSULTING, LLC	UPSTAIR/DOWNSTAIRS COPIER	4/2024	INV895692	183.72
DEPARTMENT TOTAL:						6,729.91
DEPARTMENT: 03.0		COURT				
24-50486	10-005321	AMAZON CAPITAL SERVICES,	INJANITOR SUPPLIES	4/2024	2421038	121.44
24-48342	10-006123	CHRISTOPHER T. STEIN	CITY PROSECUTOR FEE	4/2024	240410	1,760.00
24-50334	10-006144	ROBERT BLACK, PLLC	2023-24 CITY PROSECUTOR	4/2024	007	2,722.50
24-49791	10-0465	OK DEPT OF PUBLIC SAFETY	OLETS LICENSES	4/2024	LET-014358	50.00
24-50427	10-0596	FUZZELL'S BUSINESS	COPIER MAINTENANCE	4/2024	168131	343.80
24-48296	10-1068	ONG	MNTHLY SVC	4/2024	20240417	81.71
24-50229	10-1069	OKLAHOMA MUNICIPAL LEAGUE	2024 SPRING JUDGE'S CONF	4/2024	25703753	250.00
24-48577	10-1715	TYLER TECHNOLOGIES	ONLINE BILL PAY HOST	4/2024	025-461986	600.00
24-50512	10-2274	OZARKA WATER COMPANY	WATER	5/2024	1007729	17.99
24-50375	10-3327	WALKER COMPANIES	NOTARY RENEWAL	4/2024	154713	94.50
DEPARTMENT TOTAL:						6,041.94
DEPARTMENT: 04.0		ENGINEERING				
24-50059	10-005900	TEIM DESIGN GROUP, PLLC	CONTRACT ENGINEER SVC	4/2024	12608	10,998.22
DEPARTMENT TOTAL:						10,998.22
DEPARTMENT: 05.0		POLICE				
24-50335	10-004808	ADVANTAGE BATTERY OF OKLAHOUPS	Unit Battery	5/2024	111360	22.99
24-50326	10-004912	DIGI GROUP	Printer Contract & Usage	5/2024	IN27976	135.97
24-50314	10-004996	GOODYEAR COMMERCIAL TIRE &	16-011 Tires	5/2024	255-1029371	515.28
24-50315	10-004996	GOODYEAR COMMERCIAL TIRE &	16-012	5/2024	255-1029372	284.88
24-48829	10-005072	DEVILLE LAUNDRY	Jail Laundry	5/2024	20240416	108.20
24-50341	10-005373	CARD SERVICES/P1	Cups for Jail	5/2024	20240410-	43.96
24-50342	10-005373	CARD SERVICES/P1	Cleaning Supplies	5/2024	20240410	109.88
24-50370	10-005373	CARD SERVICES/P1	Tile & Flash Drives	5/2024	0671468	366.98
24-50054	10-005845	OKLAHOMA ANIMAL CONTROL ASS	Animal Control Academy	5/2024	305	350.00
24-50302	10-005970	COVETRUS NORTH AMERICA, LLC	Euth Drugs	5/2024	BV36938	174.02
24-49840	10-006044	HOUSE OF MODS LLC	Fleet Maint	5/2024	5268	1,117.39
24-49712	10-006110	THE MOUNT DEPOT	21-001 Computer Mount	5/2024	40252	68.49
24-50131	10-006110	THE MOUNT DEPOT	Computer Mount Parts	5/2024	40390	60.00
24-50212	10-006172	STERLING ELECTRIC	LIGHTS AT PD	5/2024	6638	1,988.00
24-50388	10-006177	TROY MCFERREN	Tile for Lobby Bathroom	5/2024	1033	450.00

FUND: 010- GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 05.0		POLICE				
24-50270	10-0225	GENUINE PARTS	19-008 Brakes & Wipers	5/2024	7092-057592	229.37
24-50313	10-0225	GENUINE PARTS	16-011 Water Pump	5/2024	057960	102.78
24-50331	10-0225	GENUINE PARTS	16-011 Water Pump Hose	5/2024	7092-098007	44.39
24-48562	10-0465	OK DEPT OF PUBLIC SAFETY	OLETS	5/2024	LET-014264	495.00
24-48296	10-1068	ONG	MNTHLY SVC	4/2024	20240417	991.40
24-50396	10-1261	RED ROCK PETRO	4600UNLEAD&3400DIESL	4/2024	1514298	6,831.94
24-50343	10-2123	HOME DEPOT CREDIT SVCS	Patch for Floor Drain	5/2024	010909/6022149	26.00
24-50231	10-2369	STAN'S PLUMBING INC	Women Lobby Drain	5/2024	21699	232.00
24-50421	10-2369	STAN'S PLUMBING INC	Floor Drain in Cat Room	5/2024	20240424	145.00
24-48137	10-2442	SUMNERONE, INC.	Kyocera Usage	5/2024	3903980	140.91
24-50361	10-3331	RUCKER MECHANICAL	Ladies Lobby Drain	4/2024	96699	5,300.00
24-50271	10-3512	BOARD OF TESTS	Chavez Intoxilyzer Cert	5/2024	15193	62.00
24-49071	10-4090	AT&T MOBILITY	FirstNet	5/2024	04192024	1,665.52
24-50516	10-4352	MCBRIDE CLINIC	DRUG SCREEN	5/2024	APRIL 24	32.00
24-48068	10-4388	ISG TECHNOLOGY, LLC	Prevntion Security	5/2024	ISG354138	1,204.00
DEPARTMENT TOTAL:						23,298.35
DEPARTMENT: 06.0		FIRE				
24-50113	10-004408	BOUND TREE MEDICAL	SP02 SENSORS AND GLOVES	4/2024	85284458	676.69
24-50487	10-005373	CARD SERVICES/PI	OFFICE CHAIR	4/2024	20240430	499.99
24-50461	10-0225	GENUINE PARTS	WIPER BLADES FOR FD VEHIC	4/2024	059374	150.93
24-48282	10-1063	OG&E	MNTHLY SVC	4/2024	20240423	29.63
24-48296	10-1068	ONG	MNTHLY SVC	4/2024	20240417	470.89
24-50396	10-1261	RED ROCK PETRO	4600UNLEAD&3400DIESL	4/2024	1514298	1,567.49
24-50369	10-4179	BUDGET FLAG & BANNER	USA FLAG FOR FIRE STATION	4/2024	30331	74.70
DEPARTMENT TOTAL:						3,470.32
DEPARTMENT: 07.0		COMMUNITY DEV				
24-50316	10-004417	MCLAIN-CHITWOOD OFFICE	OFFICE SUPPLIES	4/2024	233065	364.78
24-50381	10-005373	CARD SERVICES/PI	CANVA SUBSCRIPTION	4/2024	04120-49933561	119.99
24-50396	10-1261	RED ROCK PETRO	4600UNLEAD&3400DIESL	4/2024	1514298	609.99
24-50274	10-1530	THE TRIBUNE	PUBLICATION	4/2024	2024-04-12	85.15
24-50404	10-1530	THE TRIBUNE	PUBLICATION	4/2024	20240426	90.10
24-49689	10-3196	IMAGENET CONSULTING, LLC	UPSTAIR/DOWNSTAIRS COPIER	4/2024	INV895692	91.04
24-50401	10-3348	COUNTY CLERK OKLA COUNTY	ABATEMENT LIEN/RELEASE	4/2024	24-50401	18.00
24-50482	10-3348	COUNTY CLERK OKLA COUNTY	LIEN/RELEASE	4/2024	24-50482	18.00
24-49795	10-4215	OKLAHOMA CODE ENFORCEMENT	AOCEA SPRING CONFERENCE	4/2024	200003154	200.00
DEPARTMENT TOTAL:						1,597.05

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 08.1		PUBLIC WORKS - ADMIN				
24-50385	10-005373	CARD SERVICES/P1	COPYPAPER, TAPE, GLOVES,	4/2024	202404235726	49.99
24-50414	10-005373	CARD SERVICES/P1	LOCKS, SHARPIES, ZEVOTRAPS	4/2024	0498603	108.32
24-48296	10-1068	ONG	MNTHLY SVC	4/2024	20240417	341.91
24-49343	10-2442	SUMNERONE, INC.	MONTHLY COPIER MAINT	4/2024	3911490	35.71
DEPARTMENT TOTAL:						535.93
DEPARTMENT: 08.2		PUBLIC WORKS - STREETS				
24-50417	10-0007	A-1 LAWN MOWER SHOP INC	HAND HELD BLOWER	4/2024	18362	199.95
24-50093	10-004688	TLS GROUP, INC.	50TH COUNCIL/SIGNALLIGHTS	4/2024	904-47079	4,674.11
24-50305	10-005005	BRONCO EQUIPMENT RENTAL &	SBELT FOR ZERO TURN	4/2024	874227-0001	125.00
24-50456	10-005005	BRONCO EQUIPMENT RENTAL &	SMOWER BLADES	4/2024	875482-0001	116.97
24-50385	10-005373	CARD SERVICES/P1	COPYPAPER, TAPE, GLOVES,	4/2024	202404235726	52.99
24-50393	10-0225	GENUINE PARTS	TURN SIGNAL SWITCH UNIT #62	4/2024	7092-058543	134.35
24-50415	10-0694	HASKELL LEMON CONST CO	4 TONS COLD PATCH/ASPHALT	4/2024	8349	186.40
24-50442	10-0694	HASKELL LEMON CONST CO	4 TONS COLD PATCH/ASPHALT	4/2024	8399	237.60
24-50428	10-0890	LUTHER SIGN CO	10 SIGN POST	4/2024	13691	378.50
24-50396	10-1261	RED ROCK PETRO	4600 UNLEAD & 3400 DIESEL	4/2024	1514298	2,543.48
24-50454	10-1350	SMITH FARM & GARDEN	MOWER BLADES	4/2024	153205	131.94
24-50441	10-1622	WESTLAKE ACE HARDWARE	NUT HEX, BOLTS, SPRAYERS	4/2024	3504110	63.27
24-50360	10-1796	H.O.W. RUBBER, INC.	2 HYDRO HOSES UNIT #74	4/2024	213706	43.40
24-50377	10-2702	AMERICAN LOGO & SIGNS	NO U TURN FOR 39TH EXP	4/2024	33477	300.00
24-50272	10-3003	VANCE BROS INC	TACT	4/2024	ZR00020457	250.00
24-50038	10-4255	CRAFCO, INC	WHITE PAINT	4/2024	9403168135	659.80
DEPARTMENT TOTAL:						10,097.76
DEPARTMENT: 08.4		PUBLIC WORKS - MAINT				
24-50396	10-1261	RED ROCK PETRO	4600 UNLEAD & 3400 DIESEL	4/2024	1514298	426.99
24-50364	10-1509	TOM'S SPEEDY LOCK & KEY	SERREPAIR WASHBARN DOOR LOCK	4/2024	69943	110.75
DEPARTMENT TOTAL:						537.74
DEPARTMENT: 08.5		PUBLIC WORKS - PARKS				
24-50304	10-005005	BRONCO EQUIPMENT RENTAL &	SSPIDLER FOR ZERO TURN MOW	4/2024	874226-0001	170.00
24-50429	10-005005	BRONCO EQUIPMENT RENTAL &	SWEED EATER STRING & BLADE	4/2024	875259-0001	301.98
24-50385	10-005373	CARD SERVICES/P1	COPYPAPER, TAPE, GLOVES,	4/2024	202404235726	52.99
24-50199	10-006171	AAA ROOFING CO.	RIPPER PAVILLION	5/2024	20240321	6,917.54
24-50394	10-006171	AAA ROOFING CO.	REPLACED ROOF POOLHOUSE	4/2024	24-50394	1,150.00
24-50373	10-0225	GENUINE PARTS	BRAKES FRONT & REAR UNIT #52	4/2024	7092-058484	59.98
24-50366	10-0289	CENTRAL NEW HOLLAND, INC.	ARM FOR UNIT #22-002	4/2024	178675	376.60
24-50403	10-0289	CENTRAL NEW HOLLAND, INC.	CYCLE OIL FOR SMALL EQUIP	4/2024	340734	140.00
24-48296	10-1068	ONG	MNTHLY SVC	4/2024	20240417	38.61
24-50396	10-1261	RED ROCK PETRO	4600 UNLEAD & 3400 DIESEL	4/2024	1514298	1,518.45
24-50389	10-1622	WESTLAKE ACE HARDWARE	PVC, VALVE, PARTS FOR POOL	4/2024	3504098	25.77
24-50451	10-1622	WESTLAKE ACE HARDWARE	PAINTING SUPPLIES	4/2024	3504112	143.74
DEPARTMENT TOTAL:						10,895.66
FUND TOTAL:						74,202.88

FUND: 021- PUBLIC SAFETY FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 99.0		NON-DEPARTMENTAL				
24-50424	10-005373	CARD SERVICES/P1	UPS Unit for Radio	5/2024	4277860	199.95
24-49446	10-006110	THE MOUNT DEPOT	Computer Mount 21-001	5/2024	40159	324.44
24-50094	10-006110	THE MOUNT DEPOT	Computer Mount	5/2024	40381	301.20
DEPARTMENT TOTAL:						825.59
FUND TOTAL:						825.59

FUND: 031- CAPITAL IMPROVE PROJECTS

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT	
DEPARTMENT: 40.0		PROJECTS >\$25,000					
24-50035	10-006157	VANCE COUNTRY FORD	HALF TON PICKUP	4/2024	123211	33,785.00	
24-50463	10-2128	BREWER CONST CO, LLC	RIPPER PARK PHASE 2	4/2024	INVOICE #1 PHASE 2	42,507.28	
DEPARTMENT TOTAL:						76,292.28	
FUND TOTAL:						76,292.28	

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 40.0 Sewer Project						
24-50462	10-005981	LUCKINBILL CONSTRUCTION CO.	SEWER RELOCATE	4/2024	INVOICE #1	123,792.00
DEPARTMENT TOTAL:						123,792.00
DEPARTMENT: 42.0 Autometed Meter Project						
24-49810	10-006108	SOUTHWEST WATER WORKS, LLC	WATER METER AUTOMATION	4/2024	INVOICE #4	172,894.87
DEPARTMENT TOTAL:						172,894.87
FUND TOTAL:						296,686.87

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 40.0		Projects				
24-48518	10-005500	TROY D RHODES & COMPANY,	INPROP 3A FIRE STATION RENO	4/2024	03971	3,210.00
24-48573	10-005500	TROY D RHODES & COMPANY,	INFIRE DEPT REIMBURSEABLES	4/2024	03972	54.21
24-50061	10-005900	TEIM DESIGN GROUP, PLLC	PROP 1-A INSPECTION	4/2024	12609----	671.25
24-50062	10-005900	TEIM DESIGN GROUP, PLLC	PROP 1B INSPECTION	4/2024	12609---	179.00
24-50065	10-005900	TEIM DESIGN GROUP, PLLC	PROP 1- E INSPECTION	4/2024	12609--	313.25
24-50066	10-005900	TEIM DESIGN GROUP, PLLC	PROP 1-F INSPECTION	4/2024	12609-	179.00
24-50067	10-005900	TEIM DESIGN GROUP, PLLC	PROP 1-G INSPECTION	4/2024	12609	179.00
DEPARTMENT TOTAL:						4,785.71
FUND TOTAL:						4,785.71

FUND: 010- GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 05.0 POLICE						
24-48282	10-1063	OG&E	MNTHLY SVC	4/2024	20240321	21.04
						DEPARTMENT TOTAL: 21.04
DEPARTMENT: 08.2 PUBLIC WORKS - STREETS						
24-49669	10-1063	OG&E	MNTHLY BILLS	4/2024	20240404	14,278.30
						DEPARTMENT TOTAL: 14,278.30
DEPARTMENT: 08.5 PUBLIC WORKS - PARKS						
24-48282	10-1063	OG&E	MNTHLY SVC	4/2024	20240321	395.41
						DEPARTMENT TOTAL: 395.41
						FUND TOTAL: 14,694.75

FUND: 010- GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 05.0 POLICE						
24-48296	10-1068	ONG	MNTHLY SVC	4/2024	20240321	776.01
DEPARTMENT TOTAL:						776.01
DEPARTMENT: 08.1 PUBLIC WORKS - ADMIN						
24-48296	10-1068	ONG	MNTHLY SVC	4/2024	20240321	360.12
DEPARTMENT TOTAL:						360.12
FUND TOTAL:						1,136.13

CITY OF BETHANY

From: Michael Vaughn, Finance Director
Date: 05/07/2024
Subject: Budget Amendment 24-15

BACKGROUND

In FY 21, The City of Bethany applied for an ARPA grant, receiving \$1,678,524 in FY 22 and \$1,686,431 in FY 23. At the November 21, 2022 City Council meeting, the City Council voted unanimously to use these funds to rehabilitate the Peniel sewer line. During the FY 24 budget process, it was unknown when work would commence on this project, and therefore no funds were budgeted. Work has begun on this project therefore a budget amendment is needed to pay incoming invoices.

RECOMMENDATION

1. Approve Budget Amendment 24-15 (attached).

ADDITIONAL COMMENTS

Funds come from the Federal ARPA Grant

A circular stamp containing the handwritten initials "dg" in blue ink.

BETHANY CITY COUNCIL

From: Elizabeth A. Gray, City Manager
Date: May 2, 2024
Subject: Consideration and Possible Action Renewing our Household Hazardous Waste Inter-Government Agreement with Oklahoma City

BACKGROUND

The City of Bethany and the City of Oklahoma City have maintained an agreement for several years that allows our citizens the use of Oklahoma City's household hazardous waste disposal site.

This site is located at 1621 South Portland Avenue in Oklahoma City. The site provides citizens a safe place to dispose of household hazardous waste such as unused lawn chemicals. It is important for the City of Bethany to maintain this agreement to comply with certain ODEQ regulations concerning clean water.

The cost of the program is approximately \$15,000 per year and we do charge a storm water fee to our utility customers to help offset the cost of this service.

RECOMMENDATION

1. Authorize the mayor to sign a letter requesting renewal of the agreement for the period of July 1, 2024, to June 30, 2025.

ADDITIONAL COMMENTS

In FY 2023, citizens disposed of \$12,600 worth of household hazardous waste.





The City of
OKLAHOMA CITY
Department of Public Works
Storm Water Quality Management



April 17, 2024

City of Bethany
Mayor Nikki Lloyd
PO Box 219
Bethany, OK 73008

Dear Mrs. Mayor:

It's the time of year to consider renewing our Hazardous Waste Inter-Government with the City of Bethany. The current agreement expires June 30, 2024.

Pursuant to Article 4 of the Agreement, the City of Bethany should request renewal for the period of July 1, 2024—June 30, 2025, in the form of a letter addressed to the Oklahoma City Public Works Director, Debbie Miller. The request can be mailed to my attention at 3738 SW 15th St., Bldg 1, Oklahoma City, OK 73108.

Ideally, the renewal request should be received by June 15, 2024. Please let me know if you have any questions.

Sincerely,

Leanita Herndon

Leanita Herndon
Administrative Coordinator

Cc: file



City of Bethany

OFFICE OF THE MAYOR

SHANNON N. LLOYD, MAYOR
PO Box 219 / 6700 NW 36th St
Bethany OK 73008 / (405) 981-9561
www.cityofbethany.org

May 7, 2024

City of Oklahoma City
Eric J. Wenger, Public Works Director
3738 SW 15th St, Bldg 1
Oklahoma City OK 73108

Dear Mr. Wenger:

The City of Bethany desires to renew the Inter-Governmental Agreement with the City of Oklahoma City concerning household hazardous waste disposal for the year ending June 30, 2025.

Thank you for your kind assistance in this matter.

Sincerely,

Shannon N. Lloyd
Mayor

BETHANY CITY COUNCIL

From: Elizabeth A. Gray, City Manager
Date: May 2, 2024
Subject: Consideration and Possible Action Approving Agreement between the City of Bethany and IAFF Local 2085

BACKGROUND

The IAFF Local 2085 and the City of Bethany negotiating team have reached an agreement to present to the City Council.

Staff is recommending approval of this 2-year agreement.

RECOMMENDATION

1. Approve the agreement as presented and authorize the mayor to sign the document on behalf of the City of Bethany.

ADDITIONAL COMMENTS

A circular stamp containing the handwritten initials "dg" in blue ink.



AGREEMENT

BETWEEN THE

CITY OF BETHANY, OKLAHOMA

AND

**THE INTERNATIONAL ASSOCIATION
OF FIREFIGHTERS LOCAL 2085**

FISCAL YEARS 2024-2025 and 2025-2026

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1. PREAMBLE

The following Agreement between the City of Bethany, Oklahoma, a municipal corporation, hereinafter referred to as Employer and Local 2085, International Association of Fire Fighters, AFL-CIO/CLC, hereinafter referred to as Union, is recorded in written form to meet the requirements set forth in Title 11, Section 51-101, et, seq. of the Oklahoma Statutes, which requires the execution of a written contract, incorporating any agreement reached. The intent of this agreement is to:

- A. Assure the efficient and uninterrupted performance of the municipal fire service in the public interest.
- B. Provide an orderly procedure for the resolution of disputes concerning the Agreement's interpretation.

2. SCOPE OF THE AGREEMENT

The parties acknowledge that during the negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, for the life of this Agreement, the Employer and the Union each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to negotiate collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated and signed this Agreement.

3. AUTHORITY AND TERM

Section 1 The Employer and Union have, by these Presents, reduced to writing the collective bargaining agreement resulting from negotiations entered into by the Employer and the Union.

Section 2 This Agreement shall be effective as of July 1, 2024 and shall remain in full force and effect until the 30th day of June 2026.

Section 3 The parties agree that all monetary portions of the Agreement for FY 2025-2026 are subject to the appropriation of adequate and sufficient funds at the beginning of FY 2025-2026. In the event that the City is unable to or fails to appropriate adequate and sufficient funds by June 22, 2025, for FY 2025-2026, the one hundred twenty (120) day notification requirement set forth in the Fire and Police Arbitration Act for the IAFF to request bargaining on

monetary issues will be deemed waived for FY 2025-2026 and the parties will immediately enter into good faith negotiations for that fiscal year on monetary issues only. All other provisions of this Agreement will continue in full force and effect as set forth herein. Any agreement on monetary terms reached thereafter will be effective as of July 1, 2025.

Section 4 Whenever matters requiring appropriations of money by the Employer are included as a matter of collective bargaining, it shall be the obligation of the bargaining agent to serve written notice of request for collective bargaining on the Employer at least one hundred twenty (120) days before the last day on which moneys can be appropriated by the Employer to cover the contract period which is the subject of the collective bargaining procedure.

Section 5 It shall be the obligation of the Employer and the Union to meet at reasonable times and confer in good faith within the (10) days after receipt by the Employer of written notice from the Union requesting a meeting for collective bargaining purposes.

Section 6 In the event the Union and Employer are unable, within thirty (30) days from and including the date of the first meeting, to reach an agreement, any and all unresolved arbitral issues may be submitted to arbitration at the request of either party.

4. RECOGNITION

The Employer recognizes the International Association of Fire Fighters, Local 2085, as the exclusive bargaining agent, for the purposes of negotiating wages, hours and other conditions of employment. The Employer and Union agree that the following personnel shall be excluded from the Bargaining Unit:

- A. Fire Chief
- B. Designated Administrative Assistant
- C. Probationary Fire Fighters
- D. Civilian Employees

5. MUTUAL RESPONSIBILITY

Nothing in this Agreement shall be interpreted as diminishing the obligation of both parties to ensure that employees are treated without regard to status of Union membership or political affiliation.

6. GRIEVANCE PROCEDURE

Section 1 A grievance is a controversy or dispute between the Union and the Employer involving the interpretation, enforcement or application of a specific provision of this Agreement.

Section 2 It is the intent of the parties to this Agreement to prevent grievances and to settle any which may occur as fairly and as promptly as practical. Therefore, it is agreed that there should be time limits between the initiation of a grievance and its occurrence and between steps of the grievance procedure and the time in which each answer must be given. The times indicated by these provisions may be extended only by written mutual agreement of the parties. If the aggrieved party fails to pursue any grievance within the time limits provided, the grievance shall be considered waived and settled and the grievant shall have no further right to continue the grievance.

Section 3 The Union President may report an impending grievance to the Fire Chief in an effort to forestall its occurrence. The failure of the Fire Chief or his officers to act upon information of an impending grievance shall not be deemed an event constituting said grievance.

Section 4 An employee or Union grievance shall be processed according to the procedures set forth in this article.

Section 5 Within ten (10) business days from the occurrence of events, which constitute a grievance, the employee affected, and/or his Union representative, shall meet with the employee's shift officer to present the nature and basis of the grievance in writing. The shift officer is encouraged to counsel with the employee. The shift officer may require other employees connected with the grievance to be present, and the employee may require a Union representative to be present. The shift officer is also encouraged to consult with others before rendering his decision to the employee or his Union representative in writing within ten (10) business days.

Section 6 If the grievance is not settled in Section 5, the Union may, within ten (10) business days after the shift officer's decision is issued, submit the same in writing to the Fire Chief attaching the original statement submitted to the shift officer and the officer's written decision. The written grievance shall include: a complete statement of the grievance and the facts upon which it is based, the specific article(s) and section(s) of this Agreement claimed to have been violated, and the remedy or correction requested. The Fire Chief is encouraged to consult with others before rendering his decision. The Fire Chief shall render his decision in writing within ten (10) business days from receipt of said grievance.

Section 7 If the grievance is not settled in Section 6, the Union may, within ten (10)

business days after receipt of the Fire Chief's response, submit the written grievance and a copy of the Fire Chief's response to the City Manager or his designee. The City Manager shall submit by certified mail his/her answer in writing to the Union President or his designee within ten (10) business days.

Section 8

Once the answer is received by the Union, and if the response is in disagreement with the Union's position, then within ten (10) business days, the Union shall contact the City Manager who will call a Pre-Arbitration Settlement conference. The conference will be held within ten (10) business days and will be attended by the City Manager or his/her designee, the Fire Chief and two (2) Union Representatives. In the case of an individual grievance, the aggrieved party may attend. The conference will provide an opportunity to settle the disagreement to the mutual agreement of both parties.

Section 9

If the parties are unable to settle the grievance following the Pre-arbitration Settlement Conference within ten (10) business days after the completion of the Conference, then said grievance shall be submitted to arbitration for adjustment as follows:

- A. Within ten (10) business days after the expiration of the time specified above, the Union and or the Employer shall jointly request the Federal Mediation and Conciliation Service to provide a list of ten (10) arbitrators. Within ten (10) business days after receipt of the list of arbitrators from the Federal Mediation and Conciliation Service, the Union and the Employer shall alternately strike the name of one arbitrator from the list of seven (7) until one name remains, with the party seeking arbitration to make the first strike from said list.
- B. Whenever possible, the Arbitrator shall call a hearing to be held within ten (10) days of notice of his appointment and shall notify the Union and the Employer of the time and place of such hearing. All communication between the parties and the Arbitrator shall be made jointly.
- C. Except as provided in this paragraph, the Arbitrator shall have the power to administer oaths and to require by subpoena the attendance and testimony of witnesses, the production of books, records, and other evidence relevant to the issues presented to him for determination. The hearing shall be informal, with relaxed rules of evidence, and any data deemed relevant by the Arbitrator may be received in evidence. The Arbitrator's authority shall be limited to the interpretation and application of the terms of this Agreement and/or any amendments thereto. The Arbitrator shall have no jurisdiction to establish provisions of a new agreement or variation of the present agreement to arbitrate away, in whole or in part any provisions or

amendments thereof. This shall not preclude an individual wage grievance.

- D. The Arbitrator shall issue a written opinion within sixty (60) days of receipt of closing briefs or, where closing briefs are not requested, within sixty (60) days of the close of oral testimony.
- E. The decision, findings and recommendations of the Arbitrator shall be final and binding on the parties to this Agreement with respect to the interpretation, enforcement or application of the provisions of this Agreement. It is understood by the parties to this Agreement that filing a grievance under this Article, which as its last step is final and binding arbitration, constitutes an election or remedies and waiver of any and all rights by both parties, the Union and the Employer, to litigate or otherwise contest the last answer rendered through the grievance procedure in any court or other appeal forum.
- F. The cost of the Arbitrator shall be shared equally between the Union and the Employer. If a transcript of the proceedings is requested, the party so requesting shall pay for it. However, if both parties request a copy of the transcription the cost will be shared equally.

Section 11 Employer grievances, should they occur as a result of Union activities or actions, shall be submitted in writing directly to the Union and the City Clerk within ten (10) business days of the occurrence prompting the grievance. The process from this point should go to Section 8 where the City Manager shall call a Pre-Arbitration Settlement Conference.

7. MANAGEMENT RIGHTS AND RESPONSIBILITIES

Section 1 Union recognizes the prerogative of Employer to operate and manage its affairs in all respects and in accordance with its responsibilities, and the power or authority which the Employer has not officially abridged, delegated, granted, or modified by this Agreement are retained by the Employer, and all rights, powers and authority the Employer has prior to the signing of this Agreement, are retained by the Employer, and remain exclusively within the rights of the Employer.

Section 2 Except as may be limited herein, the Employer retains the rights in accordance with the constitution, the laws of the State of Oklahoma, and the Charter of the municipality and the duties contained in the laws of the State of Oklahoma and the ordinances and regulations promulgated thereunder. These rights include, but are not limited to the following:

- The right to determine Fire Department policy, missions and

standards of service to the public;

- The right to manage the affairs and operations of the Fire Department in all respects;
- The right to assign working hours, including overtime, not otherwise contained in this agreement;
- The right to establish, modify or change work schedules;
- The right to determine the manning of the apparatus, the amount of apparatus in the main or reserve fleet;
- The right to direct the members of the Fire Department;
- The right to hire or promote any fire personnel, also to demote, suspend, discipline or discharge members of the Bargaining Unit for just and sufficient cause, and the right to establish and conduct employee performance evaluations;
- The right to organize and reorganize the Fire Department;
- The right to determine the size of the Fire Department and also to determine job classification and ranks based on duties assigned;
- The right to determine the safety, health and property protection measures for the Fire Department, including the right to enforce the City Driver Safety Program;
- The right to allocate and assign work to fire personnel within the Fire Department;
- The right to determine policy affecting selection and training of fire personnel;
- The right to establish, modify and enforce departmental rules, regulations, order and policy;
- The right to transfer work from one position to another within the classified service of the Fire Department;
- The right to introduce new, improved or different methods and techniques of operation of the Fire Department or of changes in existing methods, equipment and facilities;
- The right to determine the number of ranks, the number of fire personnel

within each rank and the amount of supervision necessary;

- The right to control the department budget;
- The right to take whatever action necessary to carry out the mission of the Employer in situations of emergency.

8. UNION RIGHTS AND RESPONSIBILITIES

Section 1 This Agreement shall be binding upon the successors and assignees of the parties hereto during the term of this Contract, and no provisions, terms or obligations herein contained shall be affected, modified, altered or changed in any respect whatsoever by the consolidation, merger or annexation, transfer or assignment of either party hereto, or affected, modified, altered or changed in any respect whatsoever by any change of any kind in the ownership or management of either party hereto, or by any change geographically or place of business of either party hereto.

Section 2 All rules, regulations, fiscal procedures, working conditions, departmental practices and manner of conducting the operation and administration of the department currently in effect on the effective date of this Agreement shall be deemed a part of said Agreement unless and except as modified or changed by the specific terms of this Agreement.

9. WAGES

Section 1 For FY 2024-2025 all employees covered by this Agreement shall receive wages as set forth on Addendum A which reflects a four percent (4%) COLA plus a change in the pay plan for each rank resulting in dropping of the first step and adding two steps to the end of the pay plan per rank. It is understood that each employee will drop back one step on July 1, 2024 that will not result in a reduction in compensation and then will progress to the next step in the applicable rank on his/her anniversary date of hire or anniversary date of last promotion.

For FY 2025-2026, employees covered by this Agreement shall receive wages as set forth on Addendum B which reflects a four percent (4%) COLA.

Section 2 Both parties further recognize that the City has stated that it is the goal of the City to compensate employees at the “area municipal wage market”. Both parties further agree that the “area market” is fairly represented by the Oklahoma County municipalities of Bethany, Del City, Edmond, Midwest City, Nichols Hills, Oklahoma City, The Village, and Warr Acres.

Section 3 The parties agree that at the beginning of each annual contract negotiations, the parties will mutually determine the average wages of the seven identified municipalities effective on the immediately preceding July 1st. The City agrees that wages for the following year will be adjusted to the market average, providing that the City has sufficient financial ability to do so.

10. LONGEVITY

Section 1 Longevity shall be paid to employees with at least three (3) years of continuous service with the Employer. Longevity shall be in addition to regular wages and shall be paid on the basis:

Beginning Year of Service	Monthly Longevity
4th	\$35.00
6th	\$55.00
8th	\$75.00
10th	\$95.00
12th	\$115.00
14th	\$135.00
16th	\$155.00
18th	\$175.00
20 th	\$195.00
21st	\$210.00
22nd	\$225.00
23rd	\$240.00
24 th	\$255.00
25 th	\$270.00

Section 2 No employee shall draw more than two hundred seventy dollars (\$270.00) per month in longevity pay.

11. UNIFORM POLICY

Section 1 Style, material and fit of uniforms will be determined by the Employer. Uniform regulations shall be adopted by the Employer and variance from these regulations may be cause for disciplinary action.

Section 2 To maintain a professional appearance, the Department will issue, replace and clean certain uniform components as follows:

- A. Issue – All uniformed personnel will be provided with the following

uniform components:

1. At their time of employment:
 - a. One (1) long sleeved shirt
 - b. One (1) short sleeved shirt
 - c. Three (3) trousers
 - d. Two (2) badges
 - e. Two (2) name tags
 - f. Two (2) duty shorts
 - g. One (1) light weight jacket
 - h. Five (5) Short Sleeve T-Shirts
 - i. One (1) Job Shirt
 - j. One (1) Cap
 - k. Two Long Sleeve T-Shirts
 - l. Three (3) short sleeved polo type shirts
 - m. Two (2) pair of P.T. shorts
 - n. One pair of black duty boots or uniform items or shoes, athletic footwear, or athletic clothing as approved by the Fire Chief not to exceed \$150.00 per employee per fiscal year.
2. At time of promotion to Captain:
 - a. One (1) dress blazer jacket
 - b. One (1) black tie

B. Replacement – The City of Bethany will replace worn or duty damaged uniforms on an as needed basis subject to the following guidelines:

1. Only the following items are eligible for replacement:

- a. Shirts
 - b. Trousers
 - c. Badges and name tags
 - d. Dress blazer
 - e. Duty shorts
 - f. Light weight jacket
 - g. T-Shirts (Long and Short Sleeve)
 - h. Job Shirt
 - i. Cap
 - j. Boots chosen from a list provided by the Fire Chief.
2. Only eligible items which are worn or damaged in the line of duty will be replaced.
 3. The shift officer shall have the right to condemn any part of the uniform when in his opinion it is unsuitable for service, whether or not it is eligible for replacement under this program.
 4. When a uniformed employee feels that a replacement is necessary, the employee shall contact the officer who will administer the process.
 5. The Chief or his designee will determine the eligibility of the article, whether it is suitable for work, or in need of repair or replacement. The replacement officer shall make arrangements for the employee to have the eligible article replaced or repaired if so determined.
 6. The uniformed employee must turn the worn/damaged item in when the replacement is issued.
 7. Any items lost while in the possession of the employee shall be replaced by the employee at his expense.

8. The replacement program will never exceed the amount of money specifically budgeted for this purpose.
 9. At program implementation, any uniforms currently owned by employees must be submitted to the replacement officer for inspection to be considered for inclusion in this program. Only those items suitable for duty as determined by the replacement officer shall be eligible for future replacement/repair under this program. The replacement officer shall be appointed by the Fire Chief.
- C. Cleaning – The City of Bethany will allow up to thirty dollars (\$30.00) per uniformed personnel per month toward uniform cleaning, which is the equivalent cost of cleaning ten (10) uniforms per month, subject to the following guidelines:
1. The employee will use the City designated cleaners and will be responsible for taking the items eligible for cleaning to and from the designated cleaners.
 2. The designated cleaners will keep records and bill the City directly.
 3. The employee will be responsible to the designated cleaners for amounts in excess of the thirty dollars (\$30.00) allotted per month. The employee will be required to sign the receipts when picking up the cleaning.
 4. The only items that are eligible to be cleaned are the following Bethany Fire Department uniform components:
 - a. Shirts (including T-shirts and Job Shirts)
 - b. Trousers
 - c. Officers' dress blazer
 - d. Duty shorts
 - e. Light weight jacket

12. OVERTIME AND CALL BACK

Section 1 Employees regularly scheduled hours shall be nine (9) twenty-four (24) hour shifts in a twenty-seven (27) day work period as established by the Employer.

The scheduled shifts equal two hundred and sixteen (216) hours in the twenty-seven (27) day work period. Hours actually worked in excess of two hundred and four (204) hours will be paid at time and one-half or accrued as compensatory time.

Section 2 For the purpose of determining work cycle overtime, hours worked shall not include annual leave, sick leave, holidays, injury leave, meritorious leave, jury duty, maternity leave, special leave, or any and all other leaves or absences with or without pay, and all time defined as non-compensable under the Fair Labor Standards Act.

Section 3 Call back shall be all hours an employee is required by the Employer to return to the Employer's premises in response to a general alarm or emergency situation.

Section 4 The decision of whether or not overtime or call back is required shall be at the discretion of the Fire Chief or his designee.

Section 5 Overtime shall not commence at shift exchange until thirty (30) minutes have elapsed if the holdover is caused by the tardiness of relief personnel. If the employee is required to holdover in excess of thirty (30) minutes, overtime shall be compensated retroactively.

Section 6 Overtime and call back shall be compensated according to the following guidelines:

A. Overtime, which is a result of a general alarm, emergency non-emergency situation such as attending meetings and training, shall be compensated at time and one-half (1 ½) pay or compensatory time off, according to the employee's choice. If the employee chooses compensatory time, the employee will earn one and one-half (1 ½) hours of compensatory time for each hour worked. An employee shall receive a minimum of two (2) hours call back unless the time extends into his regularly scheduled shift.

B. For the purposes of FLSA, employees are scheduled for two-hundred and sixteen (216) hours in a twenty-seven (27) day work period and shall be paid at time and one-half for all hours in the regular schedule actually worked in excess of two hundred and four (204) hours.

Section 7 Scheduling of the compensatory time off shall be at the discretion of the employee with the approval of the Fire Chief or his designee.

Section 8 An employee shall not receive shift overtime, work cycle overtime and call back compensation for the same hour worked.

13. WORKING OUT OF CLASSIFICATION

Section 1 Any employee covered by this Agreement who is eligible and required to act in a position above that which he/she normally holds for a minimum of four (4) consecutive shifts or more, shall be compensated six percent (6%) above his/her regular salary beginning on the third shift worked.

Section 2 The Employer agrees that absent an emergency only one person will be required to act in any one higher position until such position is permanently filled or until the employee who normally holds the higher position returns to his regular working position.

14. INSURANCE

Section 1 The Employer agrees to pay a portion of the monthly premium for City sponsored group life and group health insurance coverage for employees covered by this Agreement in the same amount as it pays for non-union employees for the policy in effect for all other employees of the Employer. Should the Employer make available more than one health plan to its employees, the Employer shall pay the employee's premium of the lowest cost plan. Employees choosing a higher priced plan shall pay the difference.

Section 2 The Employer further agrees to pay a portion of the monthly dependent premium for employees whose dependents are covered by the Employer's group health insurance policy in the same amount as provided to nonunion employees. Such payment shall be made directly to the insurance carrier.

Section 3 The Employer shall appoint at least one member of the IAFF to the Employee Insurance Committee. Should an IAFF member not be willing to volunteer, then the Employer may appoint a member of the bargaining unit.

15. INCENTIVE PAY

Section 1 Employees of the bargaining unit shall receive incentive pay for achieving the following education levels in college accredited fire related courses approved by the Fire Chief:

<u>Level</u>	<u>Approved Collect Accredited Hours</u>	<u>\$\$ Increment/Month</u>
I.	30 credit hours	\$20
II.	Associate Degree	\$50
III.	Bachelor's Degree	\$100

Section 2 Any emergency Medical Technology degree or certificate program or any First Responder degree or certificate program shall be excluded from the provisions of this Article.

Section 3 This Article replaces all existing and previous tuition incentive programs.

Section 4 The above education levels shall not be paid cumulatively.

Section 5 The Employer shall provide a monthly incentive pay for special instructor levels in the Fire Department. Numbers and types of instructors needed shall be determined by the Fire Chief and shall be at the sole discretion of the Fire Chief. There will be two (2) levels of instructors as follows:

Level One will consist of “CPR Instructors” to be compensated at the rate of \$35 per month.

Level Two will consist of “State Certified E. M. S. Instructors” to be compensated at the rate of \$75 per month. Level Two included “CPR Instructor” within its requirements, therefore, these are not cumulative.

Section 6 Employees who have achieved or achieve the certification of Advanced EMT shall be compensated at a rate of \$100.00 per month. Employees who have achieved or achieve the certification of Paramedic shall be compensated at a rate of \$100 per month. Advanced EMT and Paramedic shall not be cumulative.

16. ANNUAL LEAVE

Section 1 All employees covered by this Agreement are eligible to accrue annual leave time as follows:

- 0 – 5 years, 12 hours per month (6 shifts per year);
- 6 – 10 years, 15 hours per month (7.5 shifts per year);
- 11 – 15 years, 18 hours per month (9 shifts per year);
- 16 years and over, 21 hours per month (10.5 shifts per year).

Section 2 The accumulation of annual leave shall not exceed 360 hours (15 shifts) after the last full pay period of the calendar year.

Section 3 Any employee who is laid off, resigns, retires or is otherwise separated from the service of the City shall receive annual (personal) leave pay for their accrued annual leave. The amount of payment for all unused leave shall be

calculated based upon the employee's regular job, or the last workday of the employee's employment.

17. SICK LEAVE

Section 1 Employees shall accumulate twelve (12) hours of sick leave with pay per month. The accumulation of sick leave shall not exceed 1,440 hours after the last full pay period of the calendar year. Upon retirement, employees may convert sick leave which has accumulated over 960 hours to pay at the ratio of three (3) hours sick leave to one (1) hour of pay. Maximum number of hours paid shall not exceed one hundred and sixty (160) hours.

Section 2 Sick leave may be used by an employee only when incapacitated to perform his duties due to illness or injury not caused in the line of duty, or in the event of an illness or death in the employee's immediate family. The term "immediate family" for the purpose of this section will be as defined in the Family and Medical Leave Act.

Section 3 An employee who does not report for duty for reasons which entitle them to sick leave shall personally notify the Employer by their usual reporting time. In the event of an absence of more than one shift, the Employer may require a statement from a medical doctor certifying the fact that the employee has been under medical care during his absence from work.

Section 4 Any employee who makes a false claim for paid sick leave shall be subject to disciplinary action.

Section 5 As an incentive to minimize sick leave usage, any employee who works twelve consecutive months, beginning July 1, without using any sick leave, shall be granted one additional shift of holiday leave which must be used within the following twelve months.

Section 6 Upon hiring, the employee shall begin a three-year health incentive cycle. At the completion of the three years, the employee will be paid based on the following:

- If after three years the employee has used no (0) sick days, the employee will be paid an amount equal to one-half of the annual sick leave (72 hours).
- If after three years the employee has used one (1) sick day, the employee will be paid an amount equal to forty-eight (48) hours of the annual sick leave.
- If after three years the employee has used two (2) sick days,

the employee will be paid twenty-four (24) hours of the annual sick leave (24 hours).

Payments will be made in the first pay period in December immediately following the three-year period.

18. PERSONAL LEAVE BANK

Section 1 Employees shall be granted thirteen (13) shifts per contract year (312 hours) to provide for holidays and shift adjustment.

Section 2 Leave time provided for this article may be taken in eight (8), twelve (12), sixteen (16), or twenty-four (24) hour increments.

Section 3 Bargaining Unit members shall utilize a minimum of one twelve (12) hour increment during each of at least six twenty-seven (27) day work cycles during the year.

Section 4 Any employee who is laid off, resigns, retires or is otherwise separated from the service of the city shall receive annual (personal) leave pay for their accrued personal leave. The amount of payment for all unused leave shall be calculated based upon the employee's regular job, or the last workday of the employee's employment.

19. EMERGENCY LEAVE

Section 1 Understanding that some personal matters are more important than being at work, upon completion of six months of employment and with proper request, an employee may be granted paid time off from regular duty under certain circumstances. These circumstances include:

- A. Funeral services or other arrangements after a death in the immediate family. (Spouse, father, mother, son, daughter, brother, sister, or grandparent of the employee or the employee's spouse.)
- B. Illness or injury in the employee's immediate family.
- C. Birth of employee's child.

Section 2 The emergency leave herein provided applies only when the family death or unusual circumstance does in fact require time off from regularly scheduled duty and does not contemplate nor grant an accrual of time when said events occur during regularly scheduled days off, vacations, or other permissible leave with pay periods.

Section 3 Emergency leave is limited to three (3) shifts per year (72 hours). Should an employee qualify for additional emergency leave in excess of three (3) shifts per year (72 hours) such leave shall be charged to sick leave or leave pursuant to the City's Family and Medical Leave Act policy.

20. MILITARY LEAVE

An employee who presents official orders requiring his attendance for active duty or other service as a member of the United States Armed Forces, the Oklahoma State Guard or the State of Oklahoma Reserves shall be entitled to leave of absence for the period of time of such active duty without loss of status or efficiency rating and without loss of pay for such period of time as dictated by applicable state and/or federal law, as amended from time to time.

21. SENIORITY

Section 1 Seniority shall mean the status attained by the length of continuous service in the Fire Department.

Section 2 Where two or more employees in the same classification were appointed on the same day, their relative seniority standing shall be determined in the order of the employment application.

Section 3 Seniority shall be lost upon the occurrence of any of the following:

- A. Discharge, if not reversed;
- B. Resignation;
- C. Unexcused failure to return to work upon the expiration of a formal leave of absence;
- D. Retirement.

Section 4 Seniority shall be given consideration by the Fire Chief in ordering permanent work assignments and transfers to fill vacancies, but it will not be the determining factor. The Employer shall maintain a seniority list which shall contain date of employment, name and job position.

22. PERSONNEL REDUCTION

Section 1 In the case of personnel reduction, seniority shall be a factor in considering the order of lay-off. It is understood that if a more senior employee is laid off, this decision would be subject to the grievance procedure.

Section 2 In determining seniority for the purpose of personnel reduction, only time as full-time paid employee in the Bethany Fire Department will be counted.

Section 3 An employee who is laid off will remain on the priority call back list for a period of eighteen (18) months. No employee shall be hired until the laid-off employee who is on the priority call back list has been given the opportunity to return to work, subject to normal job employment requirements. Notice shall be mailed (Certified) to both employee and Union. The affected employee shall have ten (10) days from receipt of notice to notify the Department of his wishes.

Section 4 An employee shall be given thirty (30) days' notice of lay-off.

23. TIME EXCHANGE

Section 1 Employees may have the privilege to exchange duty time, subsequent to approval by the Shift Officer of his shift, or his designee.

Section 2 The request for partial shift exchange shall be made at least by 10:00 P.M. preceding the affected shift.

Section 3 The request for full shift exchange shall be made during the hours of 8:00 A.M. to 5:00 P.M. on the day preceding the affected shift or earlier.

Section 4 An employee may request duty exchange during a shift for emergency situations or events unplanned and not in the control of the employee, subject to approval by the Shift Officer of his shift, or his designee.

Section 5 The replacement employee must possess like skills, knowledge and ability.

24. DUES CHECK OFF

Section 1 The Employer agrees to deduct, each month, Union dues in an amount certified to be correct by the Secretary-Treasurer of the Union, from the pay of those employees who individually request in writing that deductions be made, and such deductions shall continue until the employee requests in writing that deductions cease. All deductions will be for the month in which they are taken.

Section 2 The Employer shall remit, each month, the total amount of deductions to the Secretary-Treasurer of the Union. The Union shall pay the Employer a reasonable bookkeeping fee each month not to exceed five percent (5%) of the total amount of deductions.

Section 3 If the Union sponsors an insurance plan for its members, premiums in an amount certified by employees who participate in the plan.

Section 4 As to the deductions for both dues and premiums the union agrees: to be responsible for refunding any deductions which are refundable when an employee terminates or resigns; to be responsible for making a proper adjustment with the employee affected if the Employer makes an error or improper deduction; to indemnify, defend, and hold the Employer harmless as to claims made, or suite instituted, against the Employer on account of payroll deductions for Union dues or premiums.

Section 5 City agrees to pay to the Oklahoma State Firefighter Association annual dues for each eligible firefighter.

25. BULLETIN BOARDS AND NEGOTIATIONS

Section 1 The Employer shall allow the Union to maintain a bulletin board at the Bethany Fire Station. This board shall be used only for the following materials:

- A. Recreation and social affairs;
- B. Union meetings;
- C. Union elections;
- D. Reports of Union committees;
- E. International Association of Fire Fighters, and State Association notices;
- F. Legislative enactments and judicial decisions affecting employees, said enactments and decisions posted in full without comment or interpretation;
- G. Minutes of Union meetings which do not violate the provisions of the following paragraph.

Section 2 Materials shall not contain anything reflecting upon the Employer, any of its employees, or any labor organization among its employees.

Section 3 The Union President shall be responsible for the contents of the above materials. Any material on the bulletin board must bear the signature of the Union President on its face. Material without such signature will be subject

to removal without notice by the Employer.

Section 4 Any violation of the provisions of this Article shall entitle the Employer to revoke this concession and such revocation is subject to the grievance procedure.

Section 5 The City is encouraged to conduct negotiations at the fire station and bargaining unit members who are on duty could thus participate without being away from the fire station. Such negotiating time will not interfere with the availability of the firefighter negotiator to fight fires or otherwise perform his normal duties.

Section 6 The Union recognizes that political activity is prohibited while bargaining unit members are on duty, in uniform or on City property.

26. PROHIBITION OF STRIKES

Section 1 During the term of this Agreement, the Union agrees to a prohibition of any job action, i.e., strikes, work slowdowns, mass absenteeism, or being party to such activities. In addition, the Union agrees not to petition its affiliate, AFL-CIO, for legal sanction to strike during the term of this Agreement. The Union shall not be in breach of agreement where the acts and actions heretofore enumerated are not caused or authorized by the Union. Union shall not aid or assist any person or parties engaging in the above prohibited conduct by giving direction or guidance to such activities or conduct.

Section 2 Upon notification confirmed in writing by Employer to Union that certain of its members are engaging in a wildcat strike, Union shall immediately, in writing, order such members to return to work at once and provide Employer with a copy of such an order, and a responsible official of Union shall publicly order them to return to work. Such characterization of the strike by Employer shall not establish the nature of the strike. Such notification by Union shall not constitute an admission by it that a wildcat strike is in progress or has taken place or that any particular member is or has engaged in a wildcat strike. The notification shall be made solely on the representations of Employer. In the event that a wildcat strike occurs, Union agrees to take all reasonable, effective and affirmative action to secure the members' return to work as promptly as possible.

27. PERFORMANCE EVALUATION

Section 1 The Union recognizes that the Employer has the right to evaluate performance, to establish minimum levels of competence, to take disciplinary action for unsatisfactory performance, and to compensate based on performance as determined by the Fire Chief.

Section 2 The funds to be made available for the performance-based systems as well as related standards and criteria are to be negotiated.

28. MANNING

The Union recognizes that the Employer has the right to determine the level of manning on each shift and to establish, modify or change work schedules.

29. SAVINGS CLAUSE

Section 1 If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provision or application of this Agreement which can be given effect without the invalid provision or application; and to this end, the provisions of this Agreement are severable.

Section 2 It is understood that the foregoing is a complete understanding of all the terms and conditions of employment to be governed by this Agreement during the contract period; and it cannot be altered in any manner save by the complete written concurrence of the Parties subscribing hereto.

Section 3 Any appendices to this Agreement shall be numbered, dated and signed by the Employer and the Union, and shall be subject to the provisions of this Agreement unless the terms of said appendices specifically delete or change a provision of this Agreement; and all appendices shall become a part of this Agreement as if specifically set forth herein.

Section 4 It is understood that all time limits found within this Agreement may be extended by mutual concurrence.

30. SMOKING

Smoking will be allowed outside the station, in accordance with state and federal mandates.

31. SERGEANT AND CAPTAIN PROMOTION SELECTION

Section 1 The parties agree that to be eligible for promotion to Sergeant, an applicant will have served a minimum of three years on the Bethany Fire Department. Also, said applicant must have successfully completed a Bethany Fire Department Corporal's Exam and Practical Driving Test prior to the posting of the Driver's Promotional Exam. It is understood however, if there are not at least five applicants who meet the three years of service requirement, the

years of service requirement shall be waived and the test shall be opened up to the next senior firefighter(s), that are eligible Corporals, until the five applicants have been reached. If five applicants do not have the required qualifications, then the testing will continue with the number of applicants that are eligible. If no eligible applicants sign up for the testing procedure and there are ineligible persons who want to test, the City and the Union will meet for a solution.

Section 2 It is agreed that to be eligible for promotion to Captain, applicants will have held the rank of Sergeant with the City of Bethany for a minimum of one year. It is understood however, that there must be at least four applicants who meet the one year at rank of Driver requirement or said requirement shall be waived and the test shall be opened up to the next driver(s) until four applicants have been reached.

Section 3 The City of Bethany and the Union President or his designee may observe the assessment center exercise of the Sergeant promotional test and that of the Captain's test and the grading of those processes. It is agreed that the Union observer shall observe only and not interrupt this process in any manner. It is further understood that the observer shall not discuss any questions or answers from applicants with members of the bargaining unit but will report any conduct or questions by the panel that he/she feels inappropriate to the Union President or the City Manager. In all cases, the Union President will report the same to the City Manager.

Section 4 It is agreed that the facilitator of the assessment exercises for Sergeant and Captain shall conduct a meeting with all applicants at least ten (10) days prior to the exercise to explain the process. Proper notice will be given so that all applicants wanting to attend can do so. It is further agreed that applicants so wishing will have an opportunity to discuss with the facilitator his/her performance in the assessment exercise so as to understand their strengths and weaknesses.

Section 5 It is agreed that specific material to be utilized for promotional testing to Sergeant or Captain will be posted in the Fire Department at least thirty days prior to the date of the test.

Section 6 The Sergeant promotional process will be as follows:

- A. The examination will consist of a written test and one assessment center exercise which may include but is not limited to one of the following: Oral assessment, job simulation exercise, role play, or group discussion. Applicants will appear for all phases of testing in regulation blue uniform, neat and clean.

Section 7

Written Test:

- A. The test will contain short answer, true/false and multiple-choice questions.
- B. Subjects covered will include departmental policies, standard operating procedures, firefighting techniques, administration, emergency medical assistance and technical knowledge of firefighting equipment.
- C. The test will be conducted in a manner designed to maintain anonymity of the applicants.
- D. The City of Bethany and the Union President or his designee may observe grading of the written examination.
- E. Only those candidates achieving at least 75% on the written test will be eligible to complete the remainder of the examination.

Section 8

Assessment Center Exercises

An assessment panel of three to five persons with fire service experience who are of equal rank or above will conduct the assessment. No member of the panel shall be employed by the City of Bethany.

Scoring will be as prescribed for assessment center exercises. The panel shall meet, discuss and justify their rating for each factor evaluated on each candidate and as a group shall come up with a composite score which is supported by the ratings and documentation.

Section 9

The scores from the written test and assessment center exercises will then be combined with the written score receiving 60% weight and the assessment center score receiving 40% weight. One-half (.5) point per year of service with the City of Bethany Fire Department will be added to the total score.

Section 10

The candidate with the highest combined score will be promoted.

- A. In the case of a tie, there will be a drive off (using the standard practical driving assessment exercises) between those candidates.
- B. The list shall remain in force for twelve months from the posting of results.

Section 11

All applicants may review the results of their written test and assessment center exercise, subject to the conditions established by the Fire chief.

Section 12

After the grading process is finished, the anonymity of the candidates will be dropped; the test results will be rank ordered; and the list will

be posted by name and raw score on the Fire Department bulletin board.

Section 13 Captain test Procedure:

- A. The examination will consist of a written test and no more than two assessment center exercises which may include the following: oral assessment, job simulation exercise, role-play or group discussion. Applicants will appear for all phases of testing in regulation blue uniform, neat and clean.

- B. Written test:
 - 1. The test will contain short answer, true/false and multiple-choice questions.

 - 2. Subjects covered will include departmental policies, standard operating procedures, firefighting techniques, administration emergency medical assistance and technical knowledge of firefighting equipment.

 - 3. The test will be conducted in a manner designed to maintain anonymity of the applicants. The City of Bethany and Union President or his designee may observe grading of the written examination.

 - 4. All candidates achieving at least 75% on the written test will be eligible to complete the remainder of the examination.

Section 14 Assessment Center Exercise:

- A. An assessment panel of three (3) to five (5) persons with fire service experience who are of equal rank or above will conduct the assessment exercise. No member of the panel shall be employed by the City of Bethany.
 - 1. Scoring will be as prescribed for assessment center exercises. The panel shall meet, discuss and justify their ratings for each factor evaluated on each candidate as a group, shall come up with a composite score which is supported by the ratings and documentation.

Section 15 The scores from the written test and assessment center exercise will then be combined with the written exam receiving 50% weight and the assessment center exercises 50% weight. One half (.5) point per year of service with the City of Bethany Fire Department will be added to the total score

Section 16 Referral of Candidate

- A. The names of the applicants with the top three (3) scores will be submitted in alphabetical order to the Fire Chief.
- B. In the case of a tie, all candidates receiving the highest three scores will be referred to the Fire Chief.

Section 17

- A. The Fire Chief will choose one candidate from among the candidates submitted.
- B. The list shall remain in force for twelve months from posting of the test results.

Section 18

All applicants may review the results of their written test subject to conditions established by the Fire Chief.

Section 19

After the grading process is finished, the anonymity of the candidates will be dropped; the test results will be rank ordered; and the list will be posted by name and raw score on the Fire Department bulletin board.

Section 20

All persons promoted to the rank of Sergeant or Captain will be on promotional probation for a period of six (6) months. At the conclusion of this period, the Fire Chief will evaluate the person's performance. If the person's performance is not satisfactory, the person will be returned to his/her prior rank with an appropriate reduction in compensation.

Section 21

While the title of Corporal carries no rank, it does come with additional responsibilities and opportunities for additional compensation. Therefore, to simplify the process of testing, the following shall apply to all non-probationary employees seeking Corporal status. The Corporal promotional process will be as follows for an employee in good standing who has at least one full year of employment with the Bethany Fire Department:

- A. Attendance at the Corporal Academy consisting of forty (40) hours of classroom training.
- B. Following completion of the Academy, the employee must pass a written test achieving a score of 75% or above.
- C. The employee must have a minimum of forty (40) hours of drive time.
- D. The employee must pass a pumper evolution test. Employees must score a minimum grade of 75% on this test.
- E. The City of Bethany and the Union President or his designee may

observe grading of the written and practical portion of the examination.

- F. All Corporal testing is conducted within the shift officers' schedule and using in-house, and off-duty volunteers as needed.

32. TIME OFF FOR UNION BUSINESS

Section 1 Upon the giving of two shifts written notice acknowledged by the Fire Chief, a maximum of two members of the Executive Board or their designee may be granted time off with pay to attend to union business.

Section 2 Requests for Union business time off will not be denied except for legitimate reason given in writing.

Section 3 The total amount of time off with pay contemplated by this Article shall not exceed the total of two hundred and forty (240) hours per fiscal year combined. These hours may be shared among the members of the Executive Board and the Bargaining Team. A log of all time off requested and granted will be maintained in the Office of the Fire Chief and signed by the President of Local 2085 and the Fire Chief or his designee.

Section 4 If a general alarm or emergency situation arises while an Executive Board Member is in approved Union business time status, that member will immediately revert back to general duty status. Such a reversion will not be treated as a call back.

33. RISK MANAGEMENT

It is the City's intent to contain its workers' compensation costs through a comprehensive program of training, purchase of proper equipment and review of accidents. Said program is contained in the "Safety Manual" developed by the Employee Safety and Accident Review Committee (ESARC). The Employer agrees to appoint one member of the IAFF to the ESARC. Should an IAFF member not be willing to volunteer, then the Employer may appoint a member of the bargaining unit. The ESARC shall have no authority whatsoever in respect to the disciplining of any member of the bargaining unit, and it shall not make any preliminary recommendation concerning the possible disciplining of a bargaining unit member, but it may conduct fact finding investigations.

34. TUITION REIMBURSEMENT

Section 1 Purpose

The City of Bethany recognizes that educational development encourages upward mobility and allows employees to grow and develop in their present jobs.

Section 2 The Fire Chief will take requests for the reimbursement benefit on a first come, first serve basis. It is the desire of the department that all members take advantage of this benefit, and to that end, the City will approve a minimum of four (4) employees if requests are made. No more than \$6,000 total per year for the Department will be provided.

When an employee requests to attend a course, which would otherwise interfere with the employee’s work schedule, the employee must use either vacation or compensatory time. When an employee is required by their department to attend a course, the employee will be granted conference leave.

Section 3 Eligibility

A. Tuition refunds will be granted only to full time employees who have completed at least six (6) months of continuous service prior to the date on which the course begins. The City will reimburse employees for course tuition only, subject to the conditions of this Article. Reimbursement will be limited to the actual hourly rate per course hour or the highest non-graduate level hourly rate for a state institution of higher education, whichever is lowest. Reimbursement will be based on the following grade point criteria:

3.5 and above grade	100% of tuition
2.5-3.4 grade	80% of tuition
2.4 or below	0%

Nothing contained in this Article shall be construed to require the City to compensate the employee for time spent in fulfilling course requirements, or to pay for travel, books, fees or any other expense other than tuition.

B. Tuition reimbursement will be pro rated for an employee who is receiving educational benefits under the G.I. Bill or other public or private funds. The amount paid to any employee by the City will not exceed the total amount of \$1,500.00 when combined with the other assistance received by the employee.

C. The resignation or discharge of an employee automatically terminates the eligibility for benefits under this article.

Section 4 Course

- A. The courses must be offered by recognized institutions such as technical institutes, trade schools, correspondence schools or accredited colleges and universities. Courses given by a tutor will not qualify for tuition reimbursement.
- B. The course must be related to the employee's present job or one of a higher classification.
- C. The course(s) must contribute to the employee's career development. A copy of the transcript from the college/university showing the student's declared major must accompany the request for education assistance each time a request is made.
- D. A record of satisfactory completion (Grade C+ or above on an A-F scale or 2.4 on a 4.0 scale) of the course should be submitted to their department to be placed in the employee's personnel file.

Section 5 Approval

An employee must request educational assistance in writing for each course the employee desires to take prior to enrollment. The request must be made to the employee's supervisor and approved by the Fire Chief and City Manager. A major must be declared and documented by the learning institute each time an approval request is made. Any time spent in addition to regular working hours attending classes or seminars shall not be comparable through either the awarding of compensatory time or the payment of overtime.

Section 6 Reimbursement

Reimbursements are made to employees for a course if within ninety (90) days of the completion, the employee submits the following to the Fire Chief:

- A. A verified statement of tuition costs and receipts.
- B. A record of satisfactory completion (Grade C+ or above on an A-F scale or 2.4 on a 4.0 scale) of the course should be submitted to the department to be placed in the employee's personnel file.

35. PROMOTION INCREASE

The City agrees that when a Bargaining Unit member promotes into a new rank, the

employee will move into the step of the higher rank that ensures the increase in wages. The increase in wages will be no less than six percent (6%).

36. TRAINING INCENTIVE PAY

Section 1 Those employees who voluntarily attend classroom, televised or internet-based training as approved by the Fire Chief or his designate and authorized by the shift officer after 1700 (5:00 pm) hours on weekdays and/or on Saturdays, Sundays and Holidays shall be eligible for the following incentive pay. These subject areas include basic job skills, technical or advanced EMS, or rescue, and professional or managerial subjects. In addition, those instructors who volunteer to teach these classes will receive credit for hours spent in preparation as well as actual hours spent instructing the class. The Fire Chief and the instructor will predetermine the preparation time prior to starting. Also, those attending college credit classes in the aforementioned study areas shall receive five (5) hours of study time credits for each college credit hour completed with at least a letter grade of "C" in the course. The incentive pay shall be paid as follows:

75-100 hours per fiscal year:	\$150.00
100-125 hours per fiscal year:	\$300.00
>125 or more hours per fiscal year:	\$500.00

All payments are one-time incentives, and all training must be completed in the fiscal year. Training hours accumulation will start over at the beginning of the year.

Section 2 There are specific courses of study that will meet the needs of the individual firefighters and the Fire Department. This will allow the firefighter to pursue a structured track that will qualify them to provide a needed service to the community such as, Fire Prevention, Fire Education, Fire Investigation, Technical Rescue, etc. The following courses, while not a comprehensive list, present a good cross section of available classes that might be utilized to complete each discipline of study. Any classes not listed below shall be approved by the Fire Chief or his designee. While some individuals have completed some of the listed classes, it is the intent of this program to provide refresher or remedial training and also obtain training that is current and relevant so past training will not be counted in this program. The three (3) Tracks and examples of approved classes are listed below.

Basic Training

- a. FF-II, III
- b. Wildland Fire
- c. Vehicle Fire
- d. Haz Mat Tech
- e. Pump Operator
- f. Vehicle Extrication

Technical Rescue

- a. Trench Rescue
- b. Confined Space
- c. Ropes I, II, III
- d. Struct. Collapse A. O. T.
- e. Agricultural Rescue
- f. Advanced Extrication

Professional/ Managerial

- a. Fire Officer I, II, III, IV
- b. Fire Prevention I, II
- c. Fire Investigator I, II
- d. Fire Educator I, II
- e. Car Seat Installer
- f. CISD Counselor

g. Any Train-Trainer

g. Any Train-Trainer

g. Any Train-Trainer

The incentive for completing five (5) classes leading to certification in one or more disciplines shall be \$50.00 per month. Those completing ten (10) classes leading to certification shall receive \$100.00 per month. Compensation shall continue for the duration of employment. Some classes require annual or biennial refresher training to maintain certification. The department shall provide training or provide the individual with the means to complete all refresher training. Failure to complete follow-up or re-qualification training will forfeit future incentive payments.

Section 3 The Fire Department budget will cover the cost of EMT Advanced training as scheduled by the Fire Chief.

37. CONDITION OF EMPLOYMENT

Section 1 It is understood that employees of the Bethany Fire Department will be required to complete the basic academy as set out by OSU/SFT, attend all fire department orientation sessions, and become a state certified EMT/EMT-D as a condition of employment. It is further understood that employees shall attempt to achieve state EMT/EMT- D certification within the first twelve (12) months of employment but cannot be terminated until he/she has been given at least three (3) opportunities to pass the state certification exam or until the expiration of 18 months from hire date, whichever comes first. It is agreed that an employee purposely failing to attend a testing opportunity will have said opportunity counted as a test failure. Once an employee has attempted the state certification exam three (3) times and has failed, termination will be immediate.

38. DRUG TESTING

All Members of the Bethany Fire Service will participate in and be subject to the City of Bethany Drug Testing Policy effective July 1, 2021.

39. EMPLOYEE EVALUATIONS

- A. Employees will participate in annual evaluation using the city provided evaluation form.
- B. The employees' immediate supervisor should complete the evaluation. If the employee has recently changed supervisors, the Chief should arrange for the prior supervisor to participate in the evaluation process. The supervisor should provide documentation for any score of "needs improvement" or "unacceptable". If an employee receives an "outstanding" score, the supervisor should provide documentation or explanation as to what prompted the outstanding score.

- C. After the evaluation form is completed, it will be forwarded to the next line supervisor for review. The Chief and Deputy Chief will also review the evaluation. If a senior supervisor believes that there is a problem with the evaluation, that reviewer will meet with the evaluator and discuss the evaluation. If the reviewer is satisfied that it is scored correctly, the evaluation will be forwarded to the Chiefs office.
- D. The Department Chief should thoroughly review the evaluation. If he/she is confident in the validity of the document, the document should be forwarded to the Office of the City Manager. If the Chief has questions about the evaluation, the Chief should do the investigation that is necessary to feel confident that the evaluation is proper.
- E. If an employee is given a confidence rating of “No Confidence”, in the Overall Confidence Rating Section, the step increase for that employee will be withheld for six months. The employee’s supervisor should set up a plan of action to improve the employee’s performance within the next six months. If at the end of six months, the employee has made the necessary improvements, that employee will be granted the step raise at that time. The raise will not be retroactive.
- F. If the employee being evaluated does not agree with the score given, the employee may request a review from the City Manager. The City Manager will consider the documentation and the statements of those individuals involved.
- G. The City Manager may confirm the evaluation or request that the evaluation be returned to the Fire Chief for more consideration.
- H. If the decision of the City Manager confirms the evaluation and the employee continues to disagree with the evaluation results, the employee should contact their union representative and consider the arbitration process.

IN WITNESS WHEREOF, THE PARTIES HEREUNTO HAVE SET THEIR HANDS

THIS ____ DAY OF MAY 2024.

THE CITY OF BETHANY

By: _____
MAYOR

By: _____
CITY MANAGER

ATTEST:

By: _____
CITY CLERK

**LOCAL 2085 OF THE INTERNATIONAL
ASSOCIATION OF FIREFIGHTERS**

By: _____

By: _____

By: _____

APPROVED as to form and legality this _____ day of May, 2024.

By: _____
CITY ATTORNEY

**Fire Pay Plan
FY 2025
Effective July 1, 2024**

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Title											
	<i>Hourly</i>	\$17.20	\$17.89	\$18.60							
F-1	<i>Bi-weekly</i>	\$1,823.20	\$1,896.13	\$1,971.97							
Firefighter	<i>Month</i>	\$3,950.27	\$4,108.28	\$4,272.61							
	<i>Annual</i>	\$47,403.20	\$49,299.33	\$51,271.30							
	<i>Hourly</i>	\$19.34	\$20.11	\$20.92	\$21.75	\$22.63	\$23.53	\$24.47			
F-2	<i>Bi-weekly</i>	\$2,050.04	\$2,132.04	\$2,217.32	\$2,306.02	\$2,398.26	\$2,494.19	\$2,593.95			
Corporal	<i>Month</i>	\$4,441.75	\$4,619.42	\$4,804.20	\$4,996.37	\$5,196.22	\$5,404.07	\$5,620.23			
(Backup Driver)	<i>Annual</i>	\$53,301.04	\$55,433.08	\$57,650.40	\$59,956.42	\$62,354.68	\$64,848.87	\$67,442.82			
	<i>Hourly</i>			\$26.34	\$27.39	\$28.49	\$29.63	\$30.81	\$32.04		
F-3	<i>Bi-weekly</i>			\$2,792.04	\$2,903.34	\$3,019.47	\$3,140.25	\$3,265.86	\$3,396.50		
Sergeant	<i>Month</i>			\$6,049.42	\$6,290.57	\$6,542.19	\$6,803.88	\$7,076.04	\$7,359.08		
(Apparatus Operator)	<i>Annual</i>			\$72,593.04	\$75,486.84	\$78,506.31	\$81,646.57	\$84,912.43	\$88,308.93		
	<i>Hourly</i>				\$27.97	\$29.09	\$30.25	\$31.46	\$32.72	\$34.03	\$35.39
F-4	<i>Bi-weekly</i>				\$2,964.82	\$3,083.54	\$3,206.88	\$3,335.16	\$3,468.56	\$3,607.31	\$3,751.60
Captain	<i>Month</i>				\$6,423.78	\$6,681.00	\$6,948.24	\$7,226.17	\$7,515.22	\$7,815.83	\$8,128.46
	<i>Annual</i>				\$77,085.32	\$80,172.04	\$83,378.92	\$86,714.08	\$90,182.64	\$93,789.95	\$97,541.55
	<i>Hourly</i>				\$31.39	\$32.65	\$33.96	\$35.31	\$36.73	\$38.20	\$39.72
F-5	<i>Bi-weekly</i>				\$3,327.34	\$3,460.90	\$3,599.34	\$3,743.31	\$3,893.04	\$4,048.76	\$4,210.71
Battalion Chief	<i>Month</i>				\$7,209.24	\$7,498.62	\$7,798.56	\$8,110.50	\$8,434.92	\$8,772.32	\$9,123.21
	<i>Annual</i>				\$86,510.84	\$89,983.40	\$93,582.74	\$97,326.05	\$101,219.09	\$105,267.85	\$109,478.56

**Fire Pay Plan
FY 2026
Effective July 1, 2025**

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Title											
	<i>Hourly</i>	\$17.89	\$18.60	\$19.35							
F-1	<i>Bi-weekly</i>	\$1,896.13	\$1,971.97	\$2,050.85							
Firefighter	<i>Month</i>	\$4,108.28	\$4,272.61	\$4,443.51							
	<i>Annual</i>	\$49,299.33	\$51,271.30	\$53,322.15							
	<i>Hourly</i>	\$20.11	\$20.92	\$21.75	\$22.63	\$23.53	\$24.47	\$25.45			
F-2	<i>Bi-weekly</i>	\$2,132.04	\$2,217.32	\$2,306.02	\$2,398.26	\$2,494.19	\$2,593.95	\$2,697.71			
Corporal	<i>Month</i>	\$4,619.42	\$4,804.20	\$4,996.37	\$5,196.22	\$5,404.07	\$5,620.23	\$5,845.04			
(Backup Driver)	<i>Annual</i>	\$55,433.08	\$57,650.40	\$59,956.42	\$62,354.68	\$64,848.87	\$67,442.82	\$70,140.53			
	<i>Hourly</i>			\$27.39	\$28.49	\$29.63	\$30.81	\$32.04	\$33.32		
F-3	<i>Bi-weekly</i>			\$2,903.72	\$3,019.47	\$3,140.25	\$3,265.86	\$3,396.50	\$3,532.36		
Sergeant	<i>Month</i>			\$6,291.40	\$6,542.19	\$6,803.88	\$7,076.04	\$7,359.08	\$7,653.44		
(Apparatus Operator)	<i>Annual</i>			\$75,496.76	\$78,506.31	\$81,646.57	\$84,912.43	\$88,308.93	\$91,841.28		
	<i>Hourly</i>				\$29.09	\$30.25	\$31.46	\$32.72	\$34.03	\$35.39	\$36.81
F-4	<i>Bi-weekly</i>				\$3,083.41	\$3,206.88	\$3,335.16	\$3,468.56	\$3,607.31	\$3,751.60	\$3,901.66
Captain	<i>Month</i>				\$6,680.73	\$6,948.24	\$7,226.17	\$7,515.22	\$7,815.83	\$8,128.46	\$8,453.60
	<i>Annual</i>				\$80,168.73	\$83,378.92	\$86,714.08	\$90,182.64	\$93,789.95	\$97,541.55	\$101,443.21
	<i>Hourly</i>				\$32.65	\$33.96	\$35.31	\$36.73	\$38.20	\$39.72	\$41.31
F-5	<i>Bi-weekly</i>				\$3,460.43	\$3,599.34	\$3,743.31	\$3,893.04	\$4,048.76	\$4,210.71	\$4,379.14
Battalion Chief	<i>Month</i>				\$7,497.61	\$7,798.56	\$8,110.50	\$8,434.92	\$8,772.32	\$9,123.21	\$9,488.14
	<i>Annual</i>				\$89,971.27	\$93,582.74	\$97,326.05	\$101,219.09	\$105,267.85	\$109,478.56	\$113,857.71

**CITY OF BETHANY
MONTHLY INSURANCE PREMIUMS**

FY 2025

(Effective July 1, 2024 - June 30, 2025)

HEALTH - PPO BCBS - Platinum		TOTAL PREMIUM		CITY AMOUNT		EMPLOYEE AMOUNT
	<i>FY 2024</i>	FY 2025	<i>FY 2024</i>	FY 2025	<i>FY 2024</i>	FY 2025
Employee	665.38	668.94	537.92	541.48	127.46	127.46
Employee & Spouse	1,443.36	1,451.06	1,043.00	1,043.00	400.36	408.06
Employee & Child	983.26	988.52	688.00	688.00	295.26	300.52
Employee & Children	1,182.88	1,189.20	781.44	781.44	401.44	407.76
Employee & Spouse & 1	1,761.24	1,770.64	1,193.58	1,193.58	567.66	577.06
Employee & Spouse & 2+	1,960.86	1,971.32	1,360.48	1,360.48	600.38	610.84

DENTAL - PPO BCBS - Standard		TOTAL PREMIUM		CITY AMOUNT		EMPLOYEE AMOUNT
	<i>FY 2024</i>	FY 2025	<i>FY 2024</i>	FY 2025	<i>FY 2024</i>	FY 2025
Employee	40.82	42.86	35.34	35.34	5.48	7.52
Employee & Spouse	91.24	95.80	33.06	33.06	58.18	62.74
Employee & Child	62.38	65.50	34.50	34.50	27.88	31.00
Employee & Children	75.12	78.88	34.02	34.02	41.10	44.86
Employee & Spouse & 1	112.80	118.44	30.94	30.94	81.86	87.50
Employee & Spouse & 2+	125.54	131.82	30.82	30.82	94.72	101.00

VISION - PPO VSP - Enhanced		TOTAL PREMIUM		CITY AMOUNT		EMPLOYEE AMOUNT
	<i>FY 2024</i>	FY 2025	<i>FY 2024</i>	FY 2025	<i>FY 2024</i>	FY 2025
Employee	7.74	7.74	0.00	0.00	7.74	7.74
Employee & Spouse	14.54	14.54	0.00	0.00	14.54	14.54
Employee & Child	14.96	14.96	0.00	0.00	14.96	14.96
Employee & Children	14.96	14.96	0.00	0.00	14.96	14.96
Employee & Spouse & 1	26.18	26.18	0.00	0.00	26.18	26.18
Employee & Spouse & 2+	26.18	26.18	0.00	0.00	26.18	26.18

City of Bethany Public Hearing Minutes:

May 7, 2024, at 6:30 p.m.
Bethany City Hall
6700 NW 36th; Bethany, OK

The public hearing meeting notice was posted in compliance with the Open Meeting Act and the following was stated in the public hearing:

1. The City of Bethany is in the process of applying for a Community Development Block Grant through the Oklahoma Dept. of Commerce to make improvements to the city's water system by replacing lines between NW 35th Street and NW 32nd and between North Holloway Avenue and North Mueller Avenue.
2. The project will benefit low to moderate leveled income citizens.
3. The grant request amount will be approximately \$171,250.00.
4. The project is not likely to result in the displacement or relocation of any citizens.
5. The city will match approximately \$171,250.00 to be used for construction, engineering, and grant administration.
6. Authorization will be given to the mayor to sign the CDBG application by approval of a resolution in the formal city council meeting.
7. The City of Bethany will provide technical assistance to groups representative of persons of low and moderate income that may request assistance in developing proposals. The level and type of assistance to be provided is at the discretion of the City of Bethany and does not necessarily include providing funding to such groups.
8. If the project is funded, the public will be notified of the completion of the project by conducting a public hearing at the closing out of the grant. This public hearing will be to invite citizens for input on the project according to the Citizens Participation Plan which will be approved in the formal city council meeting.

City Clerk

(Date)

(SEAL)

NOTICE OF PUBLIC HEARING

TOPIC: FY24 CDBG Grant; Application for Proposed Waterlines Improvements Project.

The **City of Bethany** will hold a public hearing on the Community Development Block Grant closeout.

The hearing is scheduled on **May 7, 2024**, at **6:30 p.m.** at Bethany City Hall located at 6700 NW 36th St. Bethany, Oklahoma. The public hearing will be conducted to announce the FY24 CDBG application on the proposed waterline improvements located between NW 35th Street and NW 32nd Street and between North Holloway Avenue and North Mueller Avenue.


Program accomplishments will be discussed with citizens providing the opportunity to ask questions and make input to the program.

All interested citizens are invited to attend this hearing.

Posted at (3 public locations and their addresses):

- 1) Bethany City Hall: 6700 NW 36th; Bethany, OK 73008
- 2) Bethany Court: 6714 NW 36th, Bethany, OK 73008
- 3) Bethany Public Library: 6700 NW 35th, Bethany, OK 73008

Posted by:



Michael Vaughn, City Clerk (signature)

Date Posted: April 26, 2024



NOTICE OF PUBLIC HEARING

TOPIC: FY24 CDBG Grant; Application for Proposed Waterlines Improvements Project.

The **City of Bethany** will hold a public hearing on the Community Development Block Grant closeout.

The hearing is scheduled on **May 7, 2024**, at **6:30 p.m.** at Bethany City Hall located at 6700 NW 36th St. Bethany, Oklahoma. The public hearing will be conducted to announce the FY24 CDBG application on the proposed waterline improvements located between NW 35th Street and NW 32nd Street and between North Holloway Avenue and North Mueller Avenue.

Program accomplishments will be discussed with citizens providing the opportunity to ask questions and make input to the program.

All interested citizens are invited to attend this hearing.

CITY OF BETHANY

From: Elizabeth A. Gray, City Manager
Date: May 2, 2024
Subject: Consideration and Possible Action Approving a Resolution to Apply for the FY-2024 Community Development Block Grant (CDBG) through the Department of Commerce for Proposed Waterlines Improvement Project

BACKGROUND

The City of Bethany is eligible for a CDBG Grant in the amount of \$171,250.00. This is a 50-50 matching grant. This grant can be used as funding for needed water line replacements in a low to moderate income area within Bethany. An income survey has been conducted and a location has been selected (please see attached map).

One of the requirements for the CDBG program is for the City Council to commit to use all its powers to facilitate the receipt of funds and upon receipt of the funds to administer the grant by the appropriate rules and regulations governing the use of the money.

RECOMMENDATION

1. Approve Resolution No. 1696 as presented and authorize the Mayor to sign the document on behalf of the City.

ADDITIONAL COMMENTS

Grant match will come from the Capital Improvement Fund.



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2024 SMALL CITIES PROGRAM**

RESOLUTION 1696

WHEREAS, Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended, authorized by the Secretary of Housing and Urban Development, as representative of the United States of America, to grant to the State of Oklahoma funds and administrative responsibility for the “Small Cities Community Development Block Grant” program; and

WHEREAS, the Oklahoma Department of Commerce, pursuant to designation by the Governor as the administering agency of the Community Development Block Grant Program for Small Cities in Oklahoma, is directed to further the purposes of community development in the State, and is authorized and empowered to accept funds from the Federal Government or its agencies and to enter into such contracts and agreements as are necessary to carry out the functions of the Department; and

WHEREAS, the City of Bethany (City) is a local unit of general purpose government that will provide opportunity for input by residents in determining and prioritizing community development needs through its written Citizen Participation Plan; and

NOW THEREFORE, BE IT RESOLVED by the City Council that the City desires to obtain assistance in community development and hereby requests the Oklahoma Department of Commerce to provide assistance under the policies, regulations, and procedures applicable to local communities in Oklahoma.

NOW THEREFORE, BE IT RESOLVED by the City Council that the City affirms its commitment to take all action within its power to facilitate the receipt of the assistance of community development funds if the City of Bethany is awarded a Community Development Block Grant, and upon receipt to administer said grant by the rules and regulations established by the United States of America, the State of Oklahoma, and all empowered agencies thereof.

ADOPTED this 7th day of May 2024, at a regularly scheduled meeting of the governing body, in compliance with the Open Meeting Act, 25 O.S. §§ 301-314 (2001).

Nikki Lloyd, Mayor

Date: _____

Signature of Chief Elected Official

(S E A L)

Attest:

Subscribed and sworn to before me _____, 20____ My commission

expires _____, 20____. Commission No. _____

Michael Vaughn, City Clerk

CITY OF BETHANY

From: Elizabeth A. Gray, City Manager
Date: May 2, 2024
Subject: Consideration and Possible Action Approving a Citizen Participation Plan for the FY-2024 Community Development Block Grant (CDBG) through the Department of Commerce for Proposed Waterlines Improvement Project

BACKGROUND

The City of Bethany is eligible for a CDBG Grant in the amount of \$171,250.00. This is a 50-50 matching grant. This grant can be used as funding for needed water line replacements in a low to moderate income area within Bethany. An income survey has been conducted and a location has been selected.

One of the requirements for the CDBG program is for the City Council to adopt a citizens participation plan. Please see the attached plan.

RECOMMENDATION

1. Approve the Citizen Participation Plan as presented and authorize the Mayor to sign the document on behalf of the City.

ADDITIONAL COMMENTS



***Community Development Block Grant (CDBG)
2024 Small Cities Program
Citizen Participation Plan***

CITY OF BETHANY CITIZEN PARTICIPATION PLAN

The City of Bethany (City) intends to implement a Citizen Participation Program for its 2024 application process to accomplish the following objectives:

- A. Provide for and encourage citizen participation, particularly by low- and moderate-income persons who reside in areas where Community Development Block Grant (CDBG) funds are proposed to be used. This will be accomplished by:
1. Providing frequent and timely public notice of CDBG program activities in the local newspaper or by posting at City Office.
 2. Adopting a comprehensive CDBG Statement of Needs.
 3. Conducting a Special Public Hearing to inform citizens of the proposed 2024 CDBG project and authorizing the Mayor to sign a CDBG application in a formal Council meeting.
- B. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to proposed and actual use of funds, including, but not be limited to:
1. The amount of CDBG funds to be made available for the current fiscal year, if the proposed project is approved.
 2. The range of activities that may be undertaken with those funds.
 3. The estimated amount of those funds proposed to be used for activities that will benefit low- and moderate-income persons.
 4. The proposed CDBG activities likely to result in displacement and any anti-displacement and relocation plans developed by the City of Bethany in accordance with Section 104(d)(1) and (2) of the Act.
 5. The basis on which the city may provide technical assistance to groups representative of persons of low and moderate income that may request assistance in developing proposals. The level and type of assistance to be provided is at the discretion of the city and does not necessarily include providing funding to such groups.
 6. This requirement will be accomplished by discussing the CDBG proposal during regular Council meetings and in one formal public hearing prior to the submittal of the City of Bethany 2024 CDBG application. During the hearing, the five (5) items listed above will be explained to the public. Records of the 2024 CDBG process will be maintained in the City Office of the City of Bethany by the Clerk and will be available upon request for

**Community Development Block Grant (CDBG)
2024 Small Cities Program
Citizen Participation Plan**

review by the public. A brief summary of the proposed 2024 CDBG project will be available for public review after the Council has made its final selection.

- C. Provide for a minimum of two (2) public hearings; one (1) prior to submission of the application for funding of the project for the purpose of obtaining citizen views and formulating or responding to proposals and questions, and the other end of the grant period if the city receives funding, that discusses the City of Bethany accomplishments in relation to initial plans. The application stage hearing will include discussion of CDBG needs, and the development of activities being proposed for CDBG funding. There will be reasonable notice of all hearings, which will be scheduled for times and locations convenient to the potential and actual beneficiaries and which will accommodate the handicapped. Regularly scheduled Council meetings will not be used for this purpose.
1. This requirement will be met through scheduling a Special Public Hearing to discuss the City of Bethany 2024 CDBG proposal. At this hearing, the proposed project will be reviewed for the public and further citizen input will be solicited. Notice is required to be given seven (7) working days in advance of this hearing in the City of Bethany and by posting at the City Office. The hearing will be held in the early evening so those citizens who work may attend. A second hearing will be held at the end of the grant period if the city is funded in the 2024 CDBG process.
- D. Meet the needs of non-English speaking residents in those instances where a significant number of non-English speaking residents can reasonably be expected to participate in the 2024 CDBG process. For example: the City of Bethany does not currently have a significant population of non-English speaking citizens. However, every effort will be made to accommodate the needs of any non-English speaking citizens who wish to participate.
- E. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities not previously described in the City of Bethany funding request and on activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location or beneficiaries.

The required seven (7) working days' notice for all public meetings and hearings in connection with the City of Bethany 2024 CDBG application process is believed by the city to afford citizens with reasonable advance notice. In addition, if any change is proposed to the purpose, scope, location, or beneficiaries of the proposed project or if the CDBG project budget changes by more than 25%, the public will be notified and afforded an opportunity for additional input.

- F. Provide the place, telephone number, and times when citizens are able to submit written complaints or grievances and the process the city will use to provide a timely, written response to such complaints or grievances. For example: Citizens with comments or grievances on the 2024 CDBG process may submit them in writing or in person at the City Office during regular business hours or may call (405) 789-2146. The city will respond to such comments or grievances within fifteen (15) working days, where practicable.

***Community Development Block Grant (CDBG)
2024 Small Cities Program
Citizen Participation Plan***

By formally adopting this Citizen Participation Plan, the City of Bethany City Council accepts the responsibility for implementing its provisions. The Council further charges all employees and contractors with the responsibility of implementing this plan and living up to the spirit of the citizen participation requirements of the 2024 CDBG program.

Adopted this 7th day of May 2024 by the City Council of the City of Bethany.

Nikki Lloyd, Mayor

ATTEST:

Michael Vaughn, Clerk

(SEAL)

**CITY OF BETHANY
BETHANY PUBLIC WORKS AUTHORITY**

From: Elizabeth A. Gray, City Manager
Date: May 2, 2024
Subject: Consideration and Possible Action Approving a Resolution to Obligate Funds to be used as leverage for the FY-2024 Community Development Block Grant (CDBG) through the Department of Commerce for Proposed Waterlines Improvement Project

BACKGROUND

The City of Bethany is eligible for a CDBG Grant in the amount of \$171,250.00. This is a 50-50 matching grant. This grant can be used as funding for needed water line replacements in a low to moderate income area within Bethany. An income survey has been conducted and a location has been selected.

One of the requirements for the CDBG program is for the City Council to adopt a Resolution on leveraged funds. Please see the attached resolution.

RECOMMENDATION

1. Approve Resolution No. 1697 on leveraged funds as presented and authorize the Mayor to sign the document on behalf of the City.

ADDITIONAL COMMENTS

Grant match will come from the Capital Improvement Fund.



RESOLUTION ON LEVERAGED FUNDS

Whereas, the **City of Bethany** is applying for CDBG funds from the Oklahoma Department of Commerce (ODOC); and

Whereas, the **City of Bethany** hereby commits leveraged funds in the FY-2024 grant application to ODOC for the Proposed Waterlines Improvements Project.

Now therefore, the **City of Bethany** does designate the following source of leveraged funds:

<u>SOURCE</u>	<u>AMOUNT</u>
Cash – City of Bethany	\$171,250.00
TOTAL	\$171,250.00

This resolution adopted on this 7th day of May 2024, by the City Council of the City of Bethany.

Nikki Lloyd, Mayor
Typed Name and Title

Signature of Mayor

Attest: Michael Vaughn, Clerk

(Seal)

**Community Development Block Grant (CDBG)
Small Cities Program
VERIFICATION OF LEVERAGE**

Federal/State participation, if any loan, grants, etc. **Provide Application status and/or commitment letters.**

Agency	Purpose	Amount	Present Status Comment

Other sources and amount of project financing including applicants local contribution, if any. **Provide commitment letters and/or Resolution stating amount and source of Leverage.**

Agency	Purpose	Amount	Present Status Comment
City of Bethany	Construction, Engineering, Grant Administration	\$171,250.00	In Place and available

Note: Leverage information will be verified

Chief Elected Official Signature

Date _____

CITY OF BETHANY

From: Elizabeth A. Gray, City Manager
Date: May 1, 2024
Subject: Consideration and Possible Action Approving a Residential Anti-displacement and Relocation Assistance Plan for the FY-2024 Community Development Block Grant (CDBG) through the Department of Commerce for Proposed Waterlines Improvement Project

BACKGROUND

The City of Bethany is eligible for a CDBG Grant in the amount of \$171,250.00. This is a 50-50 matching grant. This grant can be used as funding for needed water line replacements in a low to moderate income area within Bethany. An income survey has been conducted and a location has been selected.

One of the requirements for the CDBG program is for the City Council to adopt a Residential Anti-displacement and Relocation Assistance Plan whereby if displacement of low/moderate income households occurs in conjunction with the activities funded with CDBG funds, the City of Bethany will provide relocation assistance. No displacement is anticipated with the waterline replacement project.

RECOMMENDATION

1. Approve the Residential Anti-displacement and Relocation Assistance Plan as presented and authorize the Mayor to sign the document on behalf of the City.

ADDITIONAL COMMENTS



RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The City of Bethany will undertake community development activities (2024 Waterlines Improvements Project) funded through the Oklahoma Department of Commerce CDBG Grant program. No demolition or conversion of low/moderate-income dwelling units is anticipated by the City of Bethany in conjunction with the activities assisted with these funds. Under Section 104 (d) of the housing and Community Development Act of 1974, as Amended, if such demolition or conversion unexpected occurs, before obligating or expending funds that will directly result in such demolition or conversion, the City of Bethany will make public and submit to the Oklahoma Department of Commerce the following information in writing:

A description of the proposed assisted activity;

1. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
2. A time schedule for commencement and completion of the demolition or conversion;
3. The location on a map and number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
4. The source of funding and a time schedule for the provision of replacement dwelling units; and
5. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy;
6. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of units is consistent with the housing needs of low/moderate-income household in the jurisdiction.

If displacement of low/moderate-income households occurs in conjunction with the activities funded with CDBG funds, the City of Bethany will provide relocation assistance, as described in 570.496(b)(2) to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as direct result of assisted activities.

City of Bethany

By: _____
Nikki Lloyd, Mayor

Date: 5/7/2024

ATTEST

Michael Vaughn, City Clerk

(Seal)

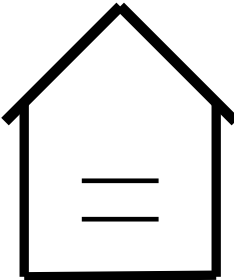
FAIR HOUSING

PROCLAMATION

Pursuant to the authority granted to me as Mayor of the City of Bethany, I do hereby proclaim that the City of Bethany supports and encourages FAIR HOUSING practices. Further, I decree that the City of Bethany affirms to follow the concepts, practices and intent embodied by the Federal, State, and Local laws in regard to Fair Housing.

The Fair Housing Act prohibits discrimination in housing because of race or color, national origin, religion, sex, familial status, sexual orientation, gender identity, handicap, or any other Federally declared characteristic. The City of Bethany encourages each citizen, agency, lender, or real estate business planning housing promotions or activities to implement the provisions of the Fair Housing Act.

Nikki Lloyd, Mayor



Equal Housing
Opportunity

2024

BETHANY CITY COUNCIL

From: Elizabeth A. Gray, City Manager
Date: May 2, 2024
Subject: FY 2025 Budget Resolution

BACKGROUND

On April 16, 2024, a public hearing was held to discuss the proposed budget for the fiscal year ending June 30, 2025. This was the final action required under the Municipal Budget Act prior to your approval. Changes to the FY 25 Proposed Budget since the 4/16/2024 Council meeting:

General Fund:

Added \$1,500,000 transfer from Stabilization Reserve Fund to Federal Grant Fund for ARPA meter replacement match. (Page 4)

Public Works Authority:

Adjusted Current Year Income Estimates. (Page 20)

Added \$300,000 in Water Line Projects for hydrant and valve replacements. (Page 28)

Adjusted Fund Balance Reserve Amounts accordingly. (Page 19)

Added Federal Grant Fund (page 45)

Comments and suggestions have been incorporated and adjustments have been made, as necessary. A final bound document will be made available and posted online.

We formally adopt the budget by resolution. The budget as presented to you includes the funds necessary to provide services to our citizens for the next year.

RECOMMENDATION

- 1. Approve Resolution No. 1698 adopting the budget for fiscal year ending June 30, 2025.

ADDITIONAL COMMENTS



RESOLUTION NO. 1698

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BETHANY, OKLAHOMA, ADOPTING THE FISCAL YEAR 2025 BUDGET FOR THE GENERAL FUND, MISCELLANEOUS FUNDS AND VARIOUS PUBLIC TRUSTS; AFFIRMING THE AUTHORITY OF THE CITY MANAGER TO MAKE TRANSFERS WITHIN THE GENERAL FUND; AND APPROPRIATING FUNDS FROM THE CAPITAL IMPROVEMENTS FUND FOR SPECIFIED EQUIPMENT AND PROJECTS

WHEREAS, the Bethany City Council conducted a public hearing on April 16, 2024, regarding the Fiscal Year 2025 annual budget and has further completed the budget process in accordance with Title 11 O.S. Sec. 17-201 et seq.; and

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

WHEREAS, the Budget has identified the need to purchase certain equipment from the Capital Improvement Fund during Fiscal Year 2025 for the purpose of preserving General Fund resources for operations; and

WHEREAS, said equipment is eligible for inclusion in the Capital Improvement 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 Fiscal Year 2025 Budget as contained in the attached Exhibit "A" is hereby adopted and incorporated by reference. The amended pay plans for employees as contained in the FY 2025 Budget is adopted and approved; provided no salary adjustments for employees subject to collective bargaining agreements shall become effective until an agreement is reached with the collective bargaining entity.
2. The inter-fund 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 Fiscal Year 2025 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.

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 7th day of May 2024.

MAYOR SHANNON N. LLOYD

Attest:

Michael Vaughn
City Clerk

Approved as to form and legality:

R. Ray Jones, Jr.
City Attorney

City Of Bethany, Oklahoma Fiscal Year 2025 Budget

City of Bethany, Oklahoma Fiscal Year 2025 Budget

The Bethany City Council held a public hearing on the proposed FY 25 Budget on April 16, 2024, at 6:30 P.M., at Bethany City Hall, 6700 NW 36th Street, Bethany, OK 73008. The City Council Adopted the FY 25 Budget by resolution on May 7th, 2024 . 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	Special Revenue	Capital Improvement	Debt Service
Estimated Revenue					
Taxes	\$ 8,548,869		\$ 48,000	\$1,077,784	\$2,109,000
Licenses and Permits	176,684				
Intergovernmental	261,629		41,000	2,009,161	
Charges For Services	631,449	\$12,930,552	199,500		
Fines and Forfeitures	641,844				
Miscellaneous	418,713	1,455,945	650	3,358	
Interfund Transfers	2,793,894				
Fund Balance	<u>2,466,938</u>	<u>1,004,799</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	\$ 15,940,020	\$15,391,296	\$ 289,150	\$3,090,303	\$2,109,000
Estimated Expenditures					
General Government	\$ 3,388,194				
Public Safety	8,192,929		\$ 84,410		
Public Works (General Fund)	1,669,777				
Public Works (PWA)		\$ 10,981,103			
Debt Service		1,810,193			\$ 1,811,088
Capital Improvements				\$3,081,661	
Fund Balance			10,846	8,642	297,912
Interfund Transfers	<u>2,689,120</u>	<u>2,600,000</u>	<u>193,894</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$ 15,940,020	\$ 15,391,296	\$ 289,150	\$3,090,303	\$ 2,109,000

GENERAL FUND
FY 2025 FINANCIAL SUMMARY

	Actual FY 23	Budget FY24B	Estimate FY24E	Budget FY25
<u>Revenue</u>				
Carryover From Previous Year	\$ 6,205,030	\$ 6,783,712	\$ 6,783,712	\$ 5,891,580
Total Operating Revenue	10,007,190	10,630,650	10,599,188	10,679,188
Operating Transfer From Public Works	2,515,470	2,150,000	2,150,000	2,600,000
Transfers From Other Funds	<u>319,000</u>	<u>178,894</u>	<u>178,894</u>	<u>193,894</u>
Revenue Available for Appropriation	<u>\$ 19,046,690</u>	<u>\$ 19,743,256</u>	<u>\$ 19,711,794</u>	<u>\$ 19,364,662</u>
<u>Expenditures</u>				
Maintenance and Operations	\$ 10,844,933	\$ 12,098,547	\$ 11,468,644	\$ 12,534,600
Capital Expenditures	339,642	461,819	623,450	246,300
Contingency	-	606,000	90,000	470,000
Transfer CIP Pledged Sales Tax	1,078,403	1,123,120	1,123,120	1,123,120
Transfer to Capital Improvement Fund	-	420,000	420,000	-
Transfer To Other Funds	<u>-</u>	<u>95,000</u>	<u>95,000</u>	<u>1,566,000</u>
Total Expenditures and Transfers	<u>\$ 12,262,978</u>	<u>\$ 14,804,486</u>	<u>\$ 13,820,214</u>	<u>\$ 15,940,020</u>
FB Carryover to Next Fiscal Year	<u>\$ 6,783,712</u>	<u>\$ 4,938,770</u>	<u>\$ 5,891,580</u>	<u>\$ 3,424,642</u>
Restricted Funds	<u>\$ (1,456,835)</u>	<u>\$ (1,456,835)</u>	<u>\$ (1,456,835)</u>	<u>\$ (1,456,835)</u>
Stabilization Reserve	<u>\$ (3,932,838)</u>	<u>\$ (3,481,935)</u>	<u>\$ (3,481,935)</u>	<u>\$ (1,967,807)</u>
Unreserved Unrestricted Fund Balance	<u>\$ 1,394,039</u>	<u>\$ (0)</u>	<u>\$ 952,810</u>	<u>\$ 0</u>

FINANCIAL SUMMARY

GENERAL FUND
FY 2025 SUMMARY OF REVENUES

SUMMARY OF REVENUES AND TRANSFERS IN

	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
Operating Revenue				
Sales Tax	\$ 5,762,304	\$ 6,038,704	\$ 6,002,958	6,002,958.00
Franchise-ONG/OG&E	598,920	751,061	883,630	883,630.00
Ordinance-Telephone	18,792	24,038	77,083	77,083.00
Franchise-Cable	129,504	105,852	60,454	60,454.00
Hotel tax	62,182	53,583	57,113	57,113.00
Use Tax	1,241,227	1,340,722	1,467,631	1,467,631.00
Subtotal Taxes	<u>\$ 7,812,929</u>	<u>\$ 8,313,960</u>	<u>\$ 8,548,869</u>	<u>\$ 8,548,869</u>
Occupation	\$ 38,100	\$ 28,119	\$ 50,345	50,345.00
Building Permits	48,453	28,246	54,934	54,934.00
Inspection Fees & Permits	37,608	33,446	71,405	71,405.00
Zoning Permits	125	1,094	-	-
Subtotal Licenses & Permits	<u>\$ 124,286</u>	<u>\$ 90,905</u>	<u>\$ 176,684</u>	<u>\$ 176,684</u>
Alcohol Beverage Tax	\$ 56,190	\$ 57,391	\$ 53,832	53,832.00
Tobacco Tax	45,965	42,592	38,671	38,671.00
Gasoline Tax	36,959	37,049	37,354	37,354.00
Motor Vehicle Tax	151,066	139,694	131,772	131,772.00
Subtotal Intergovernmental Revenue	<u>\$ 290,180</u>	<u>\$ 276,726</u>	<u>\$ 261,629</u>	<u>\$ 261,629.00</u>
Accounting Dept Revenues	\$ 19,800	\$ 26,400	\$ 26,400	26,400.00
Emergency Medical call services fee	287,166	279,415	280,831	280,831.00
Stormwater compliance fee	333,655	323,352	324,218	324,218.00
Swimming Pool	-	-	-	-
Subtotal Charges for Services	<u>\$ 640,621</u>	<u>\$ 629,167</u>	<u>\$ 631,449</u>	<u>\$ 631,449</u>
Police Fines and Court Costs	745,014	813,252	641,844	641,844.00
Total Police Fines & Court Costs	<u>\$ 745,014</u>	<u>\$ 813,252</u>	<u>\$ 641,844</u>	<u>\$ 641,844</u>
Cemetery Lot Sales	\$ 32,500	\$ 34,200	\$ 11,880	11,880.00
Economic Dev Promo and Event Revenue	-	-	288	288.00
Interest on Investments	11,451	13,515	29,472	29,472.00
Mineral Rights & Royalties	30,432	34,853	11,086	11,086.00
Grant Revenue	153,065.00	134,000	41,434	121,434.00
State on Behalf Payments	-	-	-	-
Reimbursements	46,499	30,386	26,119	26,119.00
OMAG Reimbursements	40,387	48,483	-	-
Credit Card Fees	8,584	102,913	101,986	101,986.00
Misc. - Other	71,242	108,290	116,448	116,448.00
Subtotal Miscellaneous Revenue	<u>\$ 394,160</u>	<u>\$ 506,640</u>	<u>\$ 338,713</u>	<u>\$ 418,713</u>

SUMMARY OF REVENUES AND TRANSFERS

Total Operating Revenue	\$ 10,007,190	\$ 10,630,650	\$ 10,599,188	\$ 10,679,188
Transfers From Other Sources				
Transfer from Public Safety Fund	317,000	168,894	-	183,894
Transfer from E-911 Fund	-	10,000	-	10,000
Transfer from Juvenile Justice Fund	-	-	-	-
Transfer From BEDA	2,000	-	-	-
Total Transfers	<u>\$ 319,000</u>	<u>\$ 178,894</u>	<u>\$ -</u>	<u>\$ 193,894</u>
Total General Fund Revenue	<u>\$ 10,326,190</u>	<u>\$ 10,809,544</u>	<u>\$ 10,599,188</u>	<u>\$ 10,873,082</u>
Fund Balance Appropriated	-	1,660,838	1,108,026	2,273,044
Total Funds Appropriated	\$ 10,326,190	\$ 12,470,382	\$ 11,707,214	\$ 13,146,126

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

DEPARTMENTAL SUMMARY OF EXPENDITURES AND TRANSFERS

Department	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
Management	\$ 844,115	\$ 1,039,918	\$ 956,544	\$ 990,500
Finance	396,672	429,104	391,596	431,087
Municipal Court	575,146	620,082	549,316	616,560
Engineering	121,421	351,000	209,000	190,000
Police	4,558,368	4,694,394	4,623,834	5,150,439
Fire	2,743,588	2,910,684	3,062,039	3,042,490
Community Development	557,974	620,108	566,822	690,047
Public Works	951,848	1,289,309	1,375,362	1,091,343
Parks	440,089	600,557	494,581	578,434
Contingency	-	606,000	-	470,000
Total Gen Fund Expenditures	<u>\$ 11,189,221</u>	<u>\$ 13,161,156</u>	<u>\$ 12,229,094</u>	<u>\$ 13,250,900</u>
Transfers In				
Transfer In- BEDA				
Transfer In- BPWA Operating	2,515,470	2,150,000	2,150,000	2,600,000
Transfer In- Public Safety Fund	-	168,894	-	183,894
Transfer In- E911 Fund	-	-	-	10,000
Transfer In- Juvenile Justice Fund	-	10,000	10,000	-
Total Transfers In	<u>\$ 2,515,470</u>	<u>\$ 2,328,894</u>	<u>\$ 2,160,000</u>	<u>\$ 2,793,894</u>
Transfers Out				
Transfer Out- Pledged Sales Tax CIP	\$ 1,078,403	\$ 1,123,120	\$ 1,123,120	1,123,120.00
Transfer Out - Capital Improvement Fund	\$ -	\$ 420,000	\$ 420,000	\$ -
Transfer Out- BEDA Hotel Tax	75,000	75,000	75,000	46,000
Transfer Out - Federal Grant Fund				1,500,000
Transfer Out- BDA	-	20,000	20,000	20,000
Total Transfers Out	<u>1,153,403</u>	<u>1,638,120</u>	<u>1,638,120</u>	<u>2,689,120</u>
Total Transfers In/Out	<u>\$ (1,362,067)</u>	<u>\$ (690,774)</u>	<u>\$ (521,880)</u>	<u>\$ (104,774)</u>
Total Expenditures and Transfers	<u>\$ 9,827,154</u>	<u>\$ 12,470,382</u>	<u>\$ 11,707,214</u>	<u>\$ 13,146,126</u>

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

SUMMARY OF EXPENDITURES BY OBJECT CODE

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 6,056,072	\$ 6,244,132	\$ 6,186,387	\$ 6,715,498
101 Allowances	180,163	202,874	164,916	199,322
102 FICA & Medicare	361,729	378,747	364,430	424,669
103 Retirement	700,098	737,358	726,383	804,144
104 Insurance - Employee	1,179,890	1,312,265	1,204,456	1,277,098
105 Membership, Travel & Training	98,088	126,750	112,017	128,122
106 Overtime	238,275	224,044	223,094	207,861
Total 100 Personal Service	<u>\$ 8,814,315</u>	<u>\$ 9,226,170</u>	<u>\$ 8,981,683</u>	<u>\$ 9,756,714</u>
200 Materials & Supplies				
210 Office Supplies	\$ 23,070	\$ 33,550	\$ 41,412	\$ 45,948
211 Janitor Supplies	6,379	9,250	5,561	8,170
212 Maintenance Supplies	157,553	179,905	130,490	184,948
213 Fuel & Lubricants	137,330	173,432	135,560	155,992
214 Small Tools	2,592	11,000	1,500	11,000
215 Chemicals	5,981	3,000	7,302	5,000
216 Fees and Materials	4,028	5,000	4,226	8,000
Total 200 Materials & Supplies	<u>\$ 336,933</u>	<u>\$ 415,137</u>	<u>\$ 326,051</u>	<u>\$ 419,058</u>
300 Other Services & Charges				
340 Professional Services	\$ 410,480	\$ 800,701	\$ 688,763	\$ 690,534
341 Utilities	255,702	335,500	247,065	323,900
342 Maintenance Contractual	248,030	331,238	301,680	320,600
342.1 Vehicle Repair	40,475	45,000	36,734	43,000
343 Insurance - Property	106,332	149,434	117,838	163,817
345 911 Service Charges	1,763	10,000	538	15,000
345 Abatement Costs	9,993	30,000	10,082	40,000
347 Economic Development	65,987	78,500	66,000	66,000
350 Advertising and Promotions	2,863	3,000	3,000	3,000
351 IT and Technology Expenses	216,751	301,021	371,462	311,800
Animal Control	22,283	26,650	22,538	28,000
352 Dues and Fees	233,553	246,096	235,625	245,877
353 Software License and Support	79,473	100,100	59,585	107,300
Total 300 Services & Charges	<u>\$ 1,693,685</u>	<u>\$ 2,457,240</u>	<u>\$ 2,160,910</u>	<u>\$ 2,358,828</u>
Subtotal Maintenance and Operations	<u>\$ 10,844,933</u>	<u>\$ 12,098,547</u>	<u>\$ 11,468,644</u>	<u>\$ 12,534,600</u>

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

SUMMARY OF EXPENDITURES BY OBJECT CODE

400 Capital Expenditures				
401 Office Equipment	\$ 5,061	\$ 6,700	\$ 2,450	\$ 9,300
402 Motor Vehicles & Machinery	134,162	150,000	135,000	150,000
403 Other Equipment	195,526	19,119	-	-
404 Projects	4,893	280,000	480,000	81,000
405 Council Chambers	-	6,000	6,000	6,000
	<hr/>	<hr/>	<hr/>	<hr/>
Total 400 Capital Expenditures	\$ 339,642	\$ 461,819	\$ 623,450	\$ 246,300
500 Contingency				
501 Operating Contingency	\$ -	\$ 250,000	\$ -	\$ 250,000
502 Capital Contingency	-	136,000	-	-
503 Disaster/Emergency Contingency	-	-	-	-
504 Employee Severance Contingency	-	90,000	-	90,000
505 Compensated Absence Contingency	-	80,000	-	80,000
506 Litigation Contingency	-	50,000	-	50,000
507 Restricted Capital Contingency	-	-	-	-
508 Restricted Emergency Contingency	-	-	-	-
509 Restricted OPEB Contingency	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total 500 Contingency	\$ -	\$ 606,000	\$ -	\$ 470,000
Total Expenditures	\$ 11,184,575	\$ 13,166,366	\$ 12,092,094	\$ 13,250,900

**1.0 Management - General Fund
Departmental Summary**

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 351,433	\$ 340,000	\$ 366,230	373,000.00
101 Allowances	4,901	5,000	5,294	5,500.00
102 FICA & Medicare	25,591	26,010	26,834	29,000.00
103 Retirement	36,506	38,000	37,166	39,000.00
104 Insurance - Employee	41,358	50,400	41,047	44,000.00
105 Membership, Travel & Training	36,243	37,200	37,200	37,200.00
106 Overtime	-	-	-	-
Total 100 Personal Service	<u>\$ 496,032</u>	<u>\$ 496,610</u>	<u>\$ 513,771</u>	<u>\$ 527,700</u>
200 Materials & Supplies				
210 Office Supplies	\$ 9,383	\$ 5,000	\$ 23,297	15,000.00
211 Janitor Supplies	935	500	492	500.00
212 Maintenance Supplies	1,710	2,000	1,279	2,000.00
213 Fuel & Lubricants	1,264	2,000	1,255	2,000.00
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 13,292</u>	<u>\$ 9,500</u>	<u>\$ 26,323</u>	<u>\$ 19,500</u>
300 Other Services & Charges				
340 Professional Services	\$ 182,927	\$ 314,337	\$ 203,000	203,000.00
341 Utilities	27,672	34,000	32,000	35,700.00
342 Maintenance Contractual	19,141	25,000	30,000	30,000.00
343 Insurance - Property	6,824	23,200	15,000	23,200.00
344 Refunds	-	-	-	-
350 Advertising & Promotion	2,863	3,000	3,000	3,000.00
351 IT and Technology Expenses	78,598	118,821	118,000	129,800.00
353 Software Licenses and Support	-	7,000	7,000	7,300.00
Total 300 Services & Charges	<u>\$ 318,025</u>	<u>\$ 525,358</u>	<u>\$ 408,000</u>	<u>\$ 432,000.00</u>
Subtotal Maintenance & Operations	<u>\$ 827,349</u>	<u>\$ 1,031,468</u>	<u>\$ 948,094</u>	<u>\$ 979,200</u>
400 Capital Expenditures				
401 Office Equipment	\$ 2,091	\$ 2,450	\$ 2,450	5,300.00
403 Other Equipment	-	-	-	-
404 Projects	14,675	-	-	-
405 Council Chambers	-	6,000	6,000	6,000.00
Total 400 Capital Expenditures	<u>\$ 16,766</u>	<u>\$ 8,450</u>	<u>\$ 8,450</u>	<u>\$ 11,300</u>
500 Contingency				
501 Operating Contingency	\$ -	\$ -	\$ -	\$ -
502 Capital Contingency	-	-	-	-
Total 500 Contingency	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 844,115</u>	<u>\$ 1,039,918</u>	<u>\$ 956,544</u>	<u>\$ 990,500</u>

1.0 Management and General Government

**2.0 Finance - General Fund
Departmental Summary**

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 244,820	\$ 231,000	\$ 243,221	252,950.00
101 Allowances	1,447	1,400	1,805	1,900.00
102 FICA & Medicare	17,426	18,204	17,316	19,351.00
103 Retirement	20,699	20,500	20,558	22,386.00
104 Insurance - Employee	40,113	40,000	39,523	40,000.00
105 Membership, Travel & Training	1,168	2,000	838	2,000.00
106 Overtime	-	500	-	-
Total 100 Personal Service	<u>\$ 325,673</u>	<u>\$ 313,604</u>	<u>\$ 323,261</u>	<u>\$ 338,587</u>
200 Materials & Supplies				
210 Office Supplies	\$ 1,795	\$ 3,500	\$ 3,340	3,500.00
211 Janitor Supplies	-	-	-	-
212 Maintenance Supplies	-	-	-	-
213 Fuel & Lubricants	-	-	-	-
214 Small Tools	-	-	-	-
216 Financial Fees	2,080	-	-	2,000.00
Total 200 Materials & Supplies	<u>\$ 3,875</u>	<u>\$ 3,500</u>	<u>\$ 3,340</u>	<u>\$ 5,500</u>
300 Other Services & Charges				
340 Professional Services	\$ 29,077	\$ 46,000	\$ 26,203	30,000.00
341 Utilities	-	-	-	-
342 Maintenance Contractual	2,947	25,000	900	13,000.00
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	-	-	-	-
344 Refunds	-	-	-	-
353 Software Licenses and Support	35,100	37,000	37,892	40,000.00
Total 300 Services & Charges	<u>\$ 67,124</u>	<u>\$ 108,000</u>	<u>\$ 64,995</u>	<u>\$ 83,000</u>
Subtotal Maintenance & Operations	<u>\$ 396,672</u>	<u>\$ 425,104</u>	<u>\$ 391,596</u>	<u>\$ 427,087</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ 4,000	\$ -	\$ 4,000
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ -</u>	<u>\$ 4,000</u>
Total Expenditures	<u>\$ 396,672</u>	<u>\$ 429,104</u>	<u>\$ 391,596</u>	<u>\$ 431,087</u>

2.0 Finance - General Fund

3.0 Municipal Court - General Fund
Departmental Summary

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 381,415	\$ 364,391	\$ 338,573	315,000.00
101 Allowances	23,243	22,760	15,540	960.00
102 FICA & Medicare	29,464	29,161	25,594	23,000.00
103 Retirement	30,683	29,337	26,969	25,000.00
104 Insurance - Employee	48,422	54,593	41,006	49,200.00
105 Membership, Travel & Training	2,099	5,800	1,200	5,900.00
106 Overtime	-	-	-	-
Total 100 Personal Service	<u>\$ 515,326</u>	<u>\$ 506,042</u>	<u>\$ 448,882</u>	<u>\$ 419,060</u>
200 Materials & Supplies				
210 Office Supplies	\$ 2,064	\$ 5,300	\$ 1,013	5,700.00
211 Janitor Supplies	-	1,300	329	900.00
212 Maintenance Supplies	55	1,300	427	1,500.00
213 Fuel & Lubricants	5	1,500	14	1,500.00
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 2,124</u>	<u>\$ 9,400</u>	<u>\$ 1,783</u>	<u>\$ 9,600</u>
300 Other Services & Charges				
340 Professional Services	\$ 3,372	\$ 12,860	\$ 35,124	75,600.00
341 Utilities	12,066	10,500	14,000	13,000.00
342 Maintenance Contractual	30,292	53,180	30,000	51,300.00
342.1 Vehicle Repair	1,292	5,000	-	3,000.00
343 Insurance - Property	4,874	7,000	4,834	35,000.00
344 Refunds	-	-	-	-
353 Software Licenses and Support	5,800	16,100	14,693	10,000
Total 300 Services & Charges	<u>\$ 57,696</u>	<u>\$ 104,640</u>	<u>\$ 98,651</u>	<u>\$ 187,900</u>
Subtotal Maintenance & Operations	<u>\$ 575,146</u>	<u>\$ 620,082</u>	<u>\$ 549,316</u>	<u>\$ 616,560</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	-
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u><u>\$ 575,146</u></u>	<u><u>\$ 620,082</u></u>	<u><u>\$ 549,316</u></u>	<u><u>\$ 616,560</u></u>

3.0 Legal and Municipal Court - General Fund

**4.0 Engineering - General Fund
Departmental Summary**

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
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	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
200 Materials & Supplies				
210 Office Supplies	\$ -	\$ -	\$ -	\$ -
211 Janitor Supplies	-	-	-	-
212 Maintenance Supplies	-	-	-	-
213 Fuel & Lubricants	-	-	-	-
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
300 Other Services & Charges				
340 Professional Services	\$ 120,680	\$ 350,000	\$ 208,000	189,000.00
341 Utilities	-	-	-	-
342 Maintenance Contractual	741	1,000	1,000	1,000.00
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	-	-	-	-
344 Refunds	-	-	-	-
Total 300 Services & Charges	<u>\$ 121,421</u>	<u>\$ 351,000</u>	<u>\$ 209,000</u>	<u>\$ 190,000</u>
Subtotal Maintenance & Operations	<u>\$ 121,421</u>	<u>\$ 351,000</u>	<u>\$ 209,000</u>	<u>\$ 190,000</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 121,421</u>	<u>\$ 351,000</u>	<u>\$ 209,000</u>	<u>\$ 190,000</u>

4.0 Engineering Service - General Fund

**5.0 Police - General Fund
Departmental Summary**

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 2,465,026	\$ 2,551,516	\$ 2,653,759	2,931,525.00
101 Allowances	89,113	97,922	87,204	112,415.00
102 FICA & Medicare	190,641	195,191	200,141	238,720.00
103 Retirement	294,186	304,726	314,897	351,779.00
104 Insurance - Employee	526,430	580,000	528,110	550,000.00
105 Membership, Travel & Training	26,324	45,000	49,757	47,000.00
106 Overtime	133,254	114,000	94,198	114,000.00
Total 100 Personal Service	<u>\$ 3,724,974</u>	<u>\$ 3,888,355</u>	<u>\$ 3,928,066</u>	<u>4,345,439.00</u>
200 Materials & Supplies				
210 Office Supplies	\$ 6,993	\$ 7,000	\$ 5,546	7,000.00
211 Janitor Supplies	2,305	2,500	1,538	2,500.00
212 Maintenance Supplies	50,211	46,000	21,809	51,000.00
213 Fuel & Lubricants	71,874	90,210	70,507	80,000.00
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 131,383</u>	<u>\$ 145,710</u>	<u>\$ 99,400</u>	<u>\$ 140,500</u>
300 Other Services & Charges				
340 Professional Services	\$ 15,524	\$ 20,000	\$ 14,892	20,500.00
341 Utilities	30,183	50,000	19,920	50,000.00
342 Maintenance Contractual	28,887	31,000	22,015	31,000.00
342.1 Vehicle Repair	39,183	40,000	36,734	40,000.00
343 Insurance - Property	69,726	87,470	71,522	75,000.00
345 911 Service Charges	1,763	10,000	538	15,000.00
351 IT and Technology Exp	138,153	182,200	253,462	182,000.00
352 Dues and Fees	17,676	23,219	19,747	23,000.00
353 Software Licenses and Support	38,573	40,000	-	50,000.00
Animal Control	22,283	26,650	22,538	28,000.00
Total 300 Services & Charges	<u>\$ 401,951</u>	<u>\$ 510,539</u>	<u>\$ 461,368</u>	<u>514,500.00</u>
Subtotal Maintenance & Operations	<u>\$ 4,258,308</u>	<u>\$ 4,539,394</u>	<u>\$ 4,488,834</u>	<u>\$ 5,000,439</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	117,722	135,000	135,000	150,000.00
403 Other Equipment	177,445	-	-	-
404 Projects	4,893	20,000	-	-
Total 400 Capital Expenditures	<u>300,060</u>	<u>155,000</u>	<u>135,000</u>	<u>150,000</u>
Total Expenditures	<u>\$ 4,558,368</u>	<u>\$ 4,694,394</u>	<u>\$ 4,623,834</u>	<u>\$ 5,150,439</u>

5.0 Police Department - General Fund

**6.0 Fire - General Fund
Departmental Summary**

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 1,610,540	\$ 1,602,491	\$ 1,653,250	1,685,130.00
101 Allowances	40,333	55,140	34,637	56,243.00
102 FICA & Medicare	24,078	26,694	24,187	29,628.00
103 Retirement	228,062	243,383	241,930	267,349.00
104 Insurance - Employee	316,845	345,000	362,604	362,500.00
105 Membership, Travel & Training	24,117	25,000	20,000	25,000.00
106 Overtime	96,926	98,000	112,793	78,000.00
Total 100 Personal Service	<u>\$ 2,340,901</u>	<u>\$ 2,395,708</u>	<u>\$ 2,449,401</u>	<u>2,503,850.00</u>
200 Materials & Supplies				
210 Office Supplies	\$ 1,678	\$ 2,200	\$ 1,000	2,288.00
211 Operating Supplies	2,190	2,500	2,194	2,600.00
212 Maintenance Supplies	18,950	21,951	17,851	22,829.00
213 Fuel & Lubricants	16,789	20,000	16,850	20,800.00
214 Small Tools	-	8,000	-	8,000
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 39,607</u>	<u>\$ 54,651</u>	<u>\$ 37,895</u>	<u>\$ 56,517</u>
300 Other Services & Charges				
340 Professional Services	\$ 17,574	\$ 19,469	24,000	35,748.00
341 Utilities	18,584	30,000	10,942	31,200.00
342 Maintenance Contractual	96,152	95,000	95,000	98,800.00
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	12,048	12,979	11,923	13,498.00
352 Dues and Fees	215,877	222,877	215,878	222,877.00
Total 300 Services & Charges	<u>\$ 360,235</u>	<u>\$ 380,325</u>	<u>\$ 357,743</u>	<u>402,123.00</u>
Subtotal Maintenance & Operations	<u>\$ 2,740,743</u>	<u>\$ 2,830,684</u>	<u>\$ 2,845,039</u>	<u>\$ 2,962,490</u>
400 Capital Expenditures				
401 Office Equipment	\$ 2,845	\$ -	\$ -	-
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	137,000	-
4045 AFG Grant Exp	-	80,000	80,000	80,000
Total 400 Capital Expenditures	<u>\$ 2,845</u>	<u>\$ 80,000</u>	<u>\$ 217,000</u>	<u>\$ 80,000</u>
Total Expenditures	<u>\$ 2,743,588</u>	<u>\$ 2,910,684</u>	<u>\$ 3,062,039</u>	<u>\$ 3,042,490</u>

6.0 Fire Department - General Fund

**7.0 Community Development
Departmental Summary**

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 330,882	\$ 350,000	\$ 341,328	400,000
101 Allowances	4,978	5,000	5,345	6,000
102 FICA & Medicare	24,177	23,224	25,298	25,298
103 Retirement	31,960	31,192	32,551	32,551
104 Insurance - Employee	44,655	31,192	39,864	39,864
105 Membership, Travel & Training	7,173	10,000	2,000	10,000
106 Overtime	-	-	-	-
Total 100 Personal Service	\$ 443,825	\$ 450,608	\$ 446,386	\$ 513,713
200 Materials & Supplies				
210 Office Supplies	\$ 4,939	\$ 9,000	\$ 5,923	11,000
211 Janitor Supplies	-	-	-	-
212 Maintenance Supplies	60	500	-	-
213 Fuel & Lubricants	6,369	8,000	6,278	8,000
214 Small Tools	-	500	-	5,000
215 Chemicals	-	-	-	-
216 Stormwater Education materials	1,948	5,000	4,226	8,000
Total 200 Materials & Supplies	\$ 13,316	\$ 23,000	\$ 16,427	\$ 32,000
300 Other Services & Charges				
340 Professional Services	\$ 9,176	\$ 20,000	\$ 11,328	20,500
341 Prof Svc-Code ReWrite	-	-	-	-
342 Maintenance Contractual	10,803	11,500	11,765	13,000
343 Insurance - Property	4,874	6,500	4,834	4,834
345 Abatement Costs	9,993	30,000	10,082	40,000
347 Econ Dev Promotions & Events	65,987	78,500	66,000	66,000
Total 300 Services & Charges	\$ 100,833	\$ 146,500	\$ 104,009	\$ 144,334
Subtotal Maintenance & Operations	\$ 557,974	\$ 620,108	\$ 566,822	\$ 690,047
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 557,974	\$ 620,108	\$ 566,822	\$ 690,047

7.0 Community Development - General Fund

**97.0 Contingency-General Fund
Departmental Summary**

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Salaries	\$ -	\$ -	\$ -	\$ -
101 Allowances	-	-	-	-
102 FICA & Medicare	-	-	-	-
103 Retirement	-	-	-	-
104 Insurance - Employee	-	-	-	-
105 Membership, Travel & Training	-	-	-	-
	-	-	-	-
Total 100 Personal Service	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	-	-	-	-
Total 200 Materials & Supplies	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	-	-	-	-
Total 300 Services & Charges	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal Maintenance and Operations	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
400 Capital Expenditures				
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
500 Contingency				
501 Operating Contingency	\$ -	\$ 250,000	\$ -	\$ 250,000
502 Capital Contingency	-	136,000	-	-
503 Disaster/Emergency Contingency	-	-	-	-
504 Employee Severance Contingency	-	90,000	-	90,000
505 Compensated Absence Contingency	-	80,000	-	80,000
506 Medical Contingency	-	50,000	-	50,000
507 Restricted Capital Contingency	-	-	-	-
508 Restricted Emergency Contingency	-	-	-	-
509 Restricted OPEB Contingency	-	-	-	-
Total 500 Contingency	<u>\$ -</u>	<u>\$ 606,000</u>	<u>\$ -</u>	<u>\$ 470,000</u>

97.0 Contingency-General Fund

8.1 Public Works - Administration- General Fund

Departmental Summary

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 98,612	\$ 99,171	\$ 100,740	104,770
101 Allowances	815	780	823	823
102 FICA & Medicare	7,280	7,543	7,752	8,150
103 Retirement	8,469	8,475	9,050	9,050
104 Insurance - Employee	15,446	20,385	16,118	17,000
105 Membership, Travel & Training	215	750	456	456
106 Overtime	1,385	1,054	4,000	4,000
Total 100 Personal Service	<u>\$ 132,222</u>	<u>\$ 138,158</u>	<u>\$ 138,939</u>	<u>\$ 144,249</u>
200 Materials & Supplies				
210 Office Supplies	\$ 700	\$ 750	\$ 554	750.00
211 Janitor Supplies	93	200	190	170.00
212 Maintenance Supplies	502	1,000	500	750.00
213 Fuel & Lubricants	-	-	-	-
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 1,295</u>	<u>\$ 1,950</u>	<u>\$ 1,244</u>	<u>\$ 1,670</u>
300 Other Services & Charges				
340 Professional Services	\$ 614	\$ 535	\$ 662	662
341 Utilities	12,272	21,000	15,000	22,000
342 Maintenance Contractual	1,540	1,000	1,000	1,000
342.1 Vehicle Repair	1,787	-	-	-
343 Insurance - Property	-	2,241	1,800	2,241
346 Well & Legal	-	-	-	-
Total 300 Services & Charges	<u>\$ 16,213</u>	<u>\$ 24,776</u>	<u>\$ 18,462</u>	<u>\$ 25,903</u>
Subtotal Maintenance & Operations	<u>\$ 149,730</u>	<u>\$ 164,884</u>	<u>\$ 158,645</u>	<u>\$ 171,822</u>
400 Capital Expenditures				
401 Office Equipment	\$ 125	\$ -	\$ -	-
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	763	619	-	-
404 Projects	-	25,000	-	\$1,000
Total 400 Capital Expenditures	<u>\$ 888</u>	<u>\$ 25,619</u>	<u>\$ -</u>	<u>\$ 1,000</u>
Total Expenditures	<u><u>\$ 150,618</u></u>	<u><u>\$ 190,503</u></u>	<u><u>\$ 158,645</u></u>	<u><u>\$ 172,822</u></u>

8.1 Public Works - Administration- General Fund

**8.2 Streets - General Fund
Departmental Summary**

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 283,447	\$ 309,382	\$ 270,890	\$ 303,495
101 Allowances	6,423	6,109	7,018	7,018
102 FICA & Medicare	21,458	22,763	20,592	23,754
103 Retirement	24,598	26,287	23,861	26,576
104 Insurance - Employee	85,501	98,700	81,202	85,262
105 Membership, Travel & Training	-	-	-	-
106 Overtime	4,251	6,240	6,482	6,240
Total 100 Personal Service	<u>\$ 425,678</u>	<u>\$ 469,481</u>	<u>\$ 410,045</u>	<u>\$ 452,345</u>
200 Materials & Supplies				
210 Office Supplies	\$ 74	\$ 200	\$ 360	\$ 360
211 Janitor Supplies	-	-	-	-
212 Maintenance Supplies	44,651	61,369	48,223	61,369
213 Fuel & Lubricants	26,411	31,530	26,426	21,000
214 Small Tools	111	500	-	500
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 71,247</u>	<u>\$ 93,599</u>	<u>\$ 75,009</u>	<u>\$ 83,229</u>
300 Other Services & Charges				
340 Professional Services	\$ 2,173	\$ 2,000	\$ 17,774	\$ 17,744
341 Utilities	145,641	170,000	143,203	170,000
342 Maintenance Contractual	38,949	53,058	76,000	76,000
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property and Liability	7,986	10,044	7,925	10,044
345 Public Transportation	-	-	-	-
Total 300 Services & Charges	<u>\$ 194,749</u>	<u>\$ 235,102</u>	<u>\$ 244,902</u>	<u>\$ 273,788</u>
Subtotal Maintenance & Operations	<u>\$ 691,674</u>	<u>\$ 798,182</u>	<u>\$ 729,956</u>	<u>\$ 809,362</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	16,440	-	-	-
403 Other Equipment	-	17,000	-	-
404 Projects	-	150,000	400,000	-
Total 400 Capital Expenditures	<u>\$ 16,440</u>	<u>\$ 167,000</u>	<u>\$ 400,000</u>	<u>\$ -</u>
Total Expenditures	<u><u>\$ 708,114</u></u>	<u><u>\$ 965,182</u></u>	<u><u>\$ 1,129,956</u></u>	<u><u>\$ 809,362</u></u>

8.2 Streets - General Fund

8.4 Fleet and Maintenance - General Fund

Departmental Summary

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 56,836	\$ 68,107	\$ 49,846	\$ 70,831
101 Allowances	263	300	-	-
102 FICA & Medicare	4,217	5,003	3,696	5,419
103 Retirement	4,499	5,784	4,243	5,943
104 Insurance - Employee	8,276	11,145	8,422	8,422
105 Membership, Travel & Training	-	-	-	-
106 Overtime	206	250	742	742
Total 100 Personal Service	<u>\$ 74,297</u>	<u>\$ 90,589</u>	<u>\$ 66,949</u>	<u>\$ 91,357</u>
200 Materials & Supplies				
210 Office Supplies	\$ 219	\$ 250	\$ -	\$ -
211 Janitor Supplies	135	250	-	-
212 Maintenance Supplies	5,200	5,285	4,200	4,500
213 Fuel & Lubricants	5,097	8,000	5,508	6,000
214 Small Tools	2,211	1,500	1,500	1,500
215 Chemicals	-	-	4,302	-
Total 200 Materials & Supplies	<u>\$ 12,862</u>	<u>\$ 15,285</u>	<u>\$ 15,510</u>	<u>\$ 12,000</u>
300 Other Services & Charges				
340 Professional Services	\$ 478	\$ 500	\$ 302	\$ 302
341 Utilities	-	-	-	-
342 Maintenance Contractual	3,983	5,500	4,000	5,500
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	-	-	-	-
344 Refunds	-	-	-	-
Total 300 Services & Charges	<u>\$ 4,461</u>	<u>\$ 6,000</u>	<u>\$ 4,302</u>	<u>\$ 5,802</u>
Subtotal Maintenance & Operations	<u>\$ 91,620</u>	<u>\$ 111,874</u>	<u>\$ 86,761</u>	<u>\$ 109,159</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ 250	\$ -	\$ -
402 Motor Vehicles & Machinery	-	15,000	-	-
403 Other Equipment	1,496	1,500	-	-
404 Projects	-	5,000	-	-
Total 400 Capital Expenditures	<u>\$ 1,496</u>	<u>\$ 21,750</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u><u>\$ 93,116</u></u>	<u><u>\$ 133,624</u></u>	<u><u>\$ 86,761</u></u>	<u><u>\$ 109,159</u></u>

8.4 Fleet and Maintenance - General Fund

**8.5 Parks & Culture Department
Departmental Summary**

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 233,061	\$ 328,074	\$ 168,550	\$ 278,797
101 Allowances	8,647	8,463	7,250	8,463
102 FICA & Medicare	17,397	24,954	13,020	22,349
103 Retirement	20,436	29,674	15,158	24,510
104 Insurance - Employee	52,844	80,850	46,560	80,850
105 Membership, Travel & Training	749	1,000	566	566
106 Overtime	2,253	4,000	4,879	4,879
Total 100 Personal Service	<u>\$ 335,387</u>	<u>\$ 477,015</u>	<u>\$ 255,983</u>	<u>\$ 420,414</u>
200 Materials & Supplies				
210 Office Supplies	\$ 164	\$ 350	\$ 379	\$ 350
211 Janitor Supplies	661	1,500	818	1,500
212 Maintenance Supplies	29,905	33,000	29,923	33,000
213 Fuel & Lubricants	15,890	19,692	15,000	19,692
214 Small Tools	270	1,000	-	1,000
215 Chemicals	3,901	3,000	3,000	3,000
Total 200 Materials & Supplies	<u>\$ 50,791</u>	<u>\$ 58,542</u>	<u>\$ 49,120</u>	<u>\$ 58,542</u>
300 Other Services & Charges				
340 Professional Services	\$ 28,885	\$ 15,000	\$ 147,478	\$ 97,478
341 Utilities	9,284	20,000	12,000	2,000
342 Maintenance Contractual	14,595	30,000	30,000	-
342.1 Vehicle Repair	-	-	-	-
344 Refunds	-	-	-	-
376 Parks Committee Projects	-	-	-	-
Total 300 Services & Charges	<u>\$ 52,764</u>	<u>\$ 65,000</u>	<u>\$ 189,478</u>	<u>\$ 99,478</u>
Subtotal Maintenance & Operations	<u>\$ 438,942</u>	<u>\$ 600,557</u>	<u>\$ 494,581</u>	<u>\$ 578,434</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	1,147	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ 1,147</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u><u>\$ 440,089</u></u>	<u><u>\$ 600,557</u></u>	<u><u>\$ 494,581</u></u>	<u><u>\$ 578,434</u></u>

8.5 Parks & Culture Department

**PUBLIC WORKS FUND
FINANCIAL SUMMARY**

PUBLIC WORKS FUND FINANCIAL SUMMARY

	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
Revenue*	\$ 10,172,469	\$ 10,499,454	\$ 13,682,491	\$ 14,386,497
Carryover From Previous Year	9,722,374	9,587,272	9,587,272	11,174,830
Total Operating Revenue	10,172,469	10,499,454	13,682,491	14,386,497
Other Capital Transfers				
Transfer In - Pledged Sales Tax	-	-	-	-
Revenue Available for Appropriation	<u>\$ 19,894,843</u>	<u>\$ 20,086,726</u>	<u>\$ 23,269,763</u>	<u>\$ 25,561,327</u>
Maintenance and Operations Expenditures	\$ 6,499,862	\$ 6,899,451	\$ 8,113,171	\$ 8,012,962
Capital Expenditures	1,940	543,369	370,513	2,718,140
Contingency	57,305	250,000	250,000	250,000
Debt Service on OWRB Series 2012	-	-	-	-
Debt Service on OWRB Series 2013	390,000	-	-	-
Debt Service on OWRB SRF CW Loan	758,589	1,115,000	1,211,249	1,250,157
Interest Expense on Debt	252,872	300,000	252,678	560,036
Operating Transfer To General Fund	2,599,875	2,150,000	2,150,000	2,600,000
As a percent of Total Revenue	25.56%	20.48%	15.71%	18.07%
Transfer to CIP 17.5% Sales Tax	-	-	-	-
Transfer to CIP	-	-	-	-
Transfer to GF 82.5% Sales Tax	-	-	-	-
Total Expenditures and Transfers	<u>\$ 10,307,571</u>	<u>\$ 10,957,820</u>	<u>\$ 12,094,933</u>	<u>\$ 15,256,138</u>
FB Carryover to Next Fiscal Year*	<u>\$ 9,587,272</u>	<u>\$ 9,128,906</u>	<u>\$ 11,174,830</u>	<u>\$ 10,305,188</u>
Transfer to Stabilization Fund	<u>\$ (2,614,107)</u>	<u>\$ (2,614,107)</u>	<u>\$ (2,614,107)</u>	<u>\$ (2,892,037)</u>
Transfer to Capital Reserve Fund	<u>\$ (268,818)</u>	<u>\$ (268,818)</u>	<u>\$ (268,818)</u>	<u>\$ (2,065,674)</u>
Reserve for Debt Service	<u>\$ (1,742,526)</u>	<u>\$ (1,742,526)</u>	<u>\$ (1,742,526)</u>	<u>\$ (1,742,526)</u>
Water System Improvements	<u>\$ (3,615,386)</u>	<u>\$ (3,615,386)</u>	<u>\$ (3,604,951)</u>	<u>\$ (3,604,951)</u>
Unreserved	<u>\$ 1,346,435</u>	<u>\$ 888,069</u>	<u>\$ 2,944,428</u>	<u>\$ 0</u>

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

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
Revenue and Transfers In				
Water Service	\$ 3,845,422	\$ 4,005,487	\$ 4,967,884	5,603,550
Sewer Service	2,953,344	3,025,164	3,565,575	4,085,728
Penalties	209,261	215,328	221,660	221,660
Water Taps	2,270	2,513	109,613	25,000
Sewer Taps	400	257	6,480	1,000
Misc. Income	1,103	-	-	-
Lease Income	23,764	149,091	192,274	175,000
Sanitation Service	2,971,080	2,985,427	2,993,614	2,993,614
Workers Comp Ins. Refunds	-	-	-	-
Grant Revenue	-	-	1,328,446	984,000
Interest Income	165,825	116,187	296,945	296,945
Total Revenue	\$ 10,172,469	\$ 10,499,454	\$ 13,682,491	\$ 14,386,497
Transfers In				
Transfer In - Pledged Sales Tax	\$ -	\$ -	\$ -	\$ -
Transfer In - PD/WP Debt Service CIP	-	-	-	-
Transfer In - Sanitation Conversion CIP	-	-	-	-
Total Transfers In	\$ -	\$ -	\$ -	\$ -
Total Revenue and Transfers In	\$ 10,172,469	\$ 10,499,454	\$ 13,682,491	\$ 14,386,497
Expenditures and Transfers Out				
Public Works - Admin	\$ 164,379	\$ 201,503	\$ 168,105	\$ 188,833
Finance - Utility Billing	448,764	515,597	474,874	629,408
Public Works - Fleet Maint	74,606	134,164	29,286	113,988
Solid Waste	1,522,349	2,170,156	1,845,053	2,296,435
Water Plant	1,947,229	1,879,500	2,026,597	2,066,485
Water Line	378,760	484,500	507,965	1,969,203
Sewer Line & Treatment	1,661,590	2,057,400	2,033,579	3,466,751
Contingency	57,305	250,000	250,000	250,000
Debt Service Interest Expense	304,125	300,000	252,678	560,036
Debt Service on OWRB SRF CW Loan	-	1,115,000	1,211,249	1,250,157
Debt Service on OWRB Series 2013	-	-	-	-
Debt Service on OWRB Series 2012	-	-	-	-
Total Operating Expenses	\$ 6,559,107	\$ 9,107,820	\$ 8,799,386	\$ 12,791,295
Transfers Out				
Transfer Out- General Fund	\$ 2,599,875	\$ 2,150,000	\$ 2,150,000	\$ 2,600,000
Transfer Out- CIP Fund	50,000	-	-	-
Transfer Out- GF 82.5% Sales Tax	-	-	-	-
Transfer Out- CIP 17.5% Sales Tax	-	-	-	-
Total Transfers Out	\$ 2,649,875	\$ 2,150,000	\$ 2,150,000	\$ 2,600,000
Total Expenditures and Transfers Out	\$ 9,208,982	\$ 11,257,820	\$ 10,949,386	\$ 15,391,295

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

Page 1 of 2

PUBLIC WORKS FUND - SUMMARY OF EXPENDITURES BY OBJECT CODE

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 1,361,628	\$ 1,579,468	\$ 1,362,652	\$ 1,667,278
101 Allowances	20,888	19,125	14,698	14,723
102 FICA & Medicare	103,807	123,816	107,383	134,454
103 Retirement	114,313	147,274	113,014	147,570
104 Insurance - Employee	284,251	386,780	275,172	399,395
105 Membership, Travel & Training	1,592	9,692	6,214	12,500
106 Overtime	52,934	57,445	99,642	84,001
Total 100 Personal Service	\$ 1,939,413	\$ 2,323,600	\$ 1,978,775	\$ 2,459,921
200 Materials & Supplies				
210 Office Supplies	\$ 3,623	\$ 5,600	\$ 4,720	\$ 6,198
211 Janitor Supplies	568	2,050	1,380	3,600
212 Maintenance Supplies	191,437	305,825	182,547	312,401
213 Fuel & Lubricants	86,152	104,500	83,564	92,965
214 Small Tools	2,611	3,000	5,427	4,450
215 Chemicals	593,879	481,500	485,172	490,408
Total 200 Materials & Supplies	\$ 878,270	\$ 902,475	\$ 762,810	\$ 910,022
300 Other Services & Charges				
340 Professional Services	\$ 311,512	\$ 314,035	\$ 212,722	\$ 239,763
341 Utilities	356,727	303,500	344,372	357,500
342 Maintenance Contractual	553,078	590,500	699,974	691,000
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	54,453	69,341	57,915	73,370
344 Scrap Metal, Storm Damage, Refunds	-	-	-	-
345 Sewer Treatment/OKC Water Ties	1,557,443	1,800,000	2,140,094	2,548,000
346 Well & Legal Exp/Landfill Costs	299,072	313,000	254,609	339,386
347 Big Trash Pickup	83,323	107,000	137,489	107,000
348 Roll Off Costs	56,203	50,000	40,980	100,000
349 Free Landfill Day Costs	3,116	6,000	-	4,000
350 Hazardous Waste Costs	12,602	14,000	10,807	18,000
352 Dues and Fees	42,763	58,000	27,715	45,000
353 Software Licenses and Support	47,762	48,000	48,000	120,000
Total 300 Services & Charges	\$ 3,378,054	\$ 3,673,376	\$ 3,974,677	\$ 4,643,019
Subtotal Maintenance and Operations	\$ 6,195,737	\$ 6,899,451	\$ 6,716,262	\$ 8,012,962

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

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PUBLIC WORKS FUND - SUMMARY OF EXPENDITURES BY OBJECT CODE

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
400 Capital Expenditures				
401 Office Equipment	\$ 444	\$ 5,250	\$ 2,513	\$ 7,000
402 Motor Vehicles & Machinery	-	383,000	368,000	502,500
403 Other Equipment	1,496	2,119	-	142,890
404 Projects	-	153,000	-	2,065,750
Total 400 Capital Expenditures	<u>\$ 1,940</u>	<u>\$ 543,369</u>	<u>\$ 370,513</u>	<u>\$ 2,718,140</u>
500 Contingency				
501 Operating Contingency	\$ -	\$ 250,000	\$ 250,000	\$ 250,000
502 Capital Contingency	-	-	-	-
503 Disaster/Emergency Contingency	-	-	-	-
504 Employee Severance Contingency	-	-	-	-
505 Compensated Absence Contingency	-	-	-	-
506 Litigation Contingency	-	-	-	-
507 Emergency Line repair contingency	-	-	-	-
Total 500 Contingency	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>
600 Debt Service				
601 Interest Expense	\$ 246,260	\$ 250,000	\$ 185,660	\$ 493,018
Retirement of Debt	0	1,115,000	1,211,249	1,250,157
602 Fiscal Agent Fees	57,865	50,000	-	67,018
Total 600 Debt Service	<u>\$ 304,125</u>	<u>\$ 1,415,000</u>	<u>\$ 1,396,909</u>	<u>\$ 1,810,193</u>
800 Transfers In				
810 Transfer In - Pledged Sales Tax	\$ -	\$ -	\$ -	\$ -
832 Transfer In - PD/WP Debt Service CIP	-	-	-	-
831 Transfer In - Sanitation Conversion CIP	-	-	-	-
Total 800 Transfers In	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
900 Transfers Out				
900 Transfer Out- General Fund	\$ 2,515,470	\$ 2,150,000	\$ 2,150,000	\$ 2,600,000
905 Transfer Out- CIP Fund	-	-	-	-
910 Transfer Out- GF 82.5% Sales Tax	-	-	-	-
931 Transfer Out- CIP 17.5% Sales Tax	-	-	-	-
Total 900 Transfers Out	<u>\$ 2,515,470</u>	<u>\$ 2,150,000</u>	<u>\$ 2,150,000</u>	<u>\$ 2,600,000</u>
Subtotal Capital, Contingency, Debt, and Transfers	<u>\$ 2,821,535</u>	<u>\$ 4,358,369</u>	<u>\$ 4,167,422</u>	<u>\$ 7,378,333</u>
Total Expenditures	<u>\$ 9,017,272</u>	<u>\$ 11,257,820</u>	<u>\$ 10,883,684</u>	<u>\$ 15,391,295</u>

8.1 Public Works - Administration - Public Works Fund

Departmental Summary

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 98,613	\$ 99,171	\$ 100,740	\$ 104,770
101 Allowances	815	780	823	823
102 FICA & Medicare	7,280	7,543	7,752	8,150
103 Retirement	8,478	8,475	9,048	9,050
104 Insurance - Employee	14,866	20,385	16,118	17,000
105 Membership, Travel & Training	142	750	-	-
106 Overtime	1,385	1,054	6,290	6,290
Total 100 Personal Service	<u>\$ 131,579</u>	<u>\$ 138,158</u>	<u>\$ 140,771</u>	<u>\$ 146,083</u>
200 Materials & Supplies				
210 Office Supplies	\$ 760	\$ 750	\$ 98	\$ 98
211 Janitor Supplies	-	200	-	-
212 Maintenance Supplies	235	1,000	439	439
213 Fuel & Lubricants	-	-	-	-
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 995</u>	<u>\$ 1,950</u>	<u>\$ 537</u>	<u>\$ 537</u>
300 Other Services & Charges				
340 Professional Services	\$ 682	\$ 535	\$ 586	\$ 586
341 Utilities	11,583	18,000	7,054	21,000
342 Maintenance Contractual	1,171	1000	-	1,000
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	1,787	2,241	1,771	2,241
344 Scrap Metal	-	-	-	-
346 Well & Legal Expenses	16,138	13,000	17,386	17,386
Total 300 Services & Charges	<u>\$ 31,361</u>	<u>\$ 34,776</u>	<u>\$ 26,797</u>	<u>\$ 42,213</u>
Subtotal Maintenance & Operations	<u>\$ 163,935</u>	<u>\$ 174,884</u>	<u>\$ 168,105</u>	<u>\$ 188,833</u>
400 Capital Expenditures				
401 Office Equipment	\$ 444.0	\$ 1,000	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	619	-	-
404 Projects	-	25,000	-	-
Total 400 Capital Expenditures	<u>\$ 444</u>	<u>\$ 26,619</u>	<u>\$ -</u>	<u>\$ -</u>
500 Contingency				
501 Operating Contingency	-	\$ -	\$ -	\$ -
502 Capital Contingency	-	-	-	-
Total 500 Contingency	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 164,379</u>	<u>\$ 201,503</u>	<u>\$ 168,105</u>	<u>\$ 188,833</u>

8.1 Public Works - Administration - Public Works Fund

2.0 Finance - Public Works Fund

Departmental Summary

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 217,617	\$ 237,500	\$ 231,022	\$ 270,000
101 Allowances	3,081	3,000	3,046	3,100
102 FICA & Medicare	15,873	18,170	16,027	20,655
103 Retirement	18,326	19,927	19,008	22,653
104 Insurance - Employee	28,895	40,000	51,852	56,000
105 Membership, Travel & Training	46	1,000	-	500
106 Overtime	-	500	-	-
Total 100 Personal Service	\$ 283,838	\$ 320,097	\$ 320,955	\$ 372,908
200 Materials & Supplies				
210 Office Supplies	\$ 1,725	\$ 2,500	\$ 1,226	\$ 2,000
211 Janitor Supplies	-	-	-	-
212 Maintenance Supplies	-	-	-	-
213 Fuel & Lubricants	-	-	-	-
214 Small Tools	-	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	\$ 1,725	\$ 2,500	\$ 1,226	\$ 2,000
300 Other Services & Charges				
340 Professional Services	\$ 63,707	\$ 73,000	\$ 74,285	\$ 75,500
341 Utilities	-	-	-	-
342 Maintenance Contractual	8,969	10,000	180	10,000
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	-	-	-	-
344 Refunds	-	-	-	-
352 Dues and Fees	42,763	58,000	27,715	45,000
353 Software Licenses and Support	47,762	48,000	48,000	120,000
Total 300 Services & Charges	\$ 163,201	\$ 189,000	\$ 150,180	\$ 250,500
Subtotal Maintenance & Operations	\$ 448,764	\$ 511,597	\$ 472,361	\$ 625,408
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ 4,000	\$ 2,513	\$ 4,000
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	\$ -	\$ 4,000	\$ 2,513	\$ 4,000
Total Expenditures	\$ 448,764	\$ 515,597	\$ 474,874	\$ 629,408

2.0 Finance - Public Works Fund

8.4 Public Works - Fleet Maintenance - Public Works Fund

Departmental Summary

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 43,841	\$ 68,107	\$ 14,974	\$ 70,831
101 Allowances	263	300	-	300
102 FICA & Medicare	3,258	5,003	1,145	5,461
103 Retirement	3,391	5,784	1,162	5,989
104 Insurance - Employee	6,058	11,145	840	11,145
105 Membership, Travel & Training	-	-	-	-
106 Overtime	-	250	-	250
Total 100 Personal Service	<u>\$ 56,811</u>	<u>\$ 90,589</u>	<u>\$ 18,121</u>	<u>\$ 93,976</u>
200 Materials & Supplies				
210 Office Supplies	\$ -	\$ 250	\$ -	\$ 250
211 Operating Supplies	33	250	-	-
212 Maintenance Supplies	5,049	5,825	797	2,462
213 Fuel & Lubricants	5,341	8,000	5,508	7,000
214 Small Tools	2,141	1,500	1,709	1,500
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 12,564</u>	<u>\$ 15,825</u>	<u>\$ 8,014</u>	<u>\$ 11,212</u>
300 Other Services & Charges				
340 Professional Services	\$ 174.0	\$ 500.0	\$ 86.0	\$ 300.0
341 Utilities	-	-	-	-
342 Maintenance Contractual	3,561	5,500	3,065	5,000
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	-	-	-	-
344 Refunds	-	-	-	-
Total 300 Services & Charges	<u>\$ 3,735</u>	<u>\$ 6,000</u>	<u>\$ 3,151</u>	<u>\$ 5,300</u>
Subtotal Maintenance & Operations	<u>\$ 73,110</u>	<u>\$ 112,414</u>	<u>\$ 29,286</u>	<u>\$ 110,488</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ 250	\$ -	\$ -
402 Motor Vehicles & Machinery	-	15,000	-	-
403 Other Equipment	1,496	1,500	-	2,500
404 Projects	-	5,000	-	1,000
Total 400 Capital Expenditures	<u>\$ 1,496</u>	<u>\$ 21,750</u>	<u>\$ -</u>	<u>\$ 3,500</u>
Total Expenditures	<u>\$ 74,606</u>	<u>\$ 134,164</u>	<u>\$ 29,286</u>	<u>\$ 113,988</u>

8.4 Public Works - Fleet Maintenance - Public Works Fund

8.3 Public Works - Solid Waste - Public Works Fund

Departmental Summary

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Total Salaries	\$ 430,628	\$ 509,690	\$ 498,322	\$ 530,078
101 Allowances	9,718	10,945	6,883	7,000
102 FICA & Medicare	33,415	39,000	38,657	42,805
103 Retirement	36,018	53,588	44,194	46,945
104 Insurance - Employee	119,210	152,250	119,141	152,250
105 Membership, Travel & Training	234	442	-	-
106 Overtime	19,456	25,641	23,722	22,461
Total 100 Personal Service	<u>\$ 648,679</u>	<u>\$ 791,556</u>	<u>\$ 730,919</u>	<u>\$ 801,539</u>
200 Materials & Supplies				
210 Office Supplies	\$ 184	\$ 200	\$ 233	\$ 200
211 Janitor Supplies		300		300
212 Maintenance Supplies	41,947	62,000	28,476	57,000
213 Fuel & Lubricants	68,838	78,000	66,790	73,000
214 Small Tools	470	-	-	-
215 Chemicals	-	-	-	-
Total 200 Materials & Supplies	<u>\$ 111,439</u>	<u>\$ 140,500</u>	<u>\$ 95,499</u>	<u>\$ 130,500</u>
300 Other Services & Charges				
340 Professional Services	\$ 160,180	\$ 162,000	\$ 102,377	\$ 102,377
Financial Fees				
341 Utilities		-	-	-
342 Maintenance Contractual	160,624	204,000	113,630	200,000
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	3,249	4,100	8,129	8,129
345 Storm Debris Clean Up	-	-	-	-
346 Landfill Costs	282,934	300,000	237,223	322,000
347 Big Trash Pickup Costs	83,323	107,000	137,489	107,000
348 Roll Off Costs	56,203	50,000	40,980	100,000
349 Free Landfill Days	3,116	6,000	-	4,000
350 Hazardous Waste Fees	12,602	14,000	10,807	18,000
Total 300 Services & Charges	<u>\$ 762,231</u>	<u>\$ 847,100</u>	<u>\$ 650,635</u>	<u>\$ 861,506</u>
Subtotal Maintenance & Operations	<u>\$ 1,522,349</u>	<u>\$ 1,779,156</u>	<u>\$ 1,477,053</u>	<u>\$ 1,793,545</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	368,000	368,000	412,500
403 Other Equipment	-	-	-	60,390
404 Projects	-	23,000	-	30,000
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ 391,000</u>	<u>\$ 368,000</u>	<u>\$ 502,890</u>
Total Expenditures	<u>\$ 1,522,349</u>	<u>\$ 2,170,156</u>	<u>\$ 1,845,053</u>	<u>\$ 2,296,435</u>

8.3 Public Works - Solid Waste - Public Works Fund

12.0 Utility - Water Plant - Public Works Fund

Departmental Summary

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 469,839	\$ 460,000	\$ 360,641	\$ 478,400
101 Allowances	6,993	3,500	2,381	3,000
102 FICA & Medicare	36,246	38,000	29,976	38,740
103 Retirement	39,891	42,000	24,427	42,487
104 Insurance - Employee	79,646	95,000	47,784	95,000
105 Membership, Travel & Training	717	4,000	2,868	8,000
106 Overtime	24,161	25,000	40,166	25,000
Total 100 Personal Service	<u>\$ 657,493</u>	<u>\$ 667,500</u>	<u>\$ 508,243</u>	<u>\$ 690,627</u>
200 Materials & Supplies				
210 Office Supplies	\$ 728	\$ 1,500	\$ 2,839	\$ 2,000
211 Janitor Supplies	535	1,000	1,224	1,000
212 Maintenance Supplies	38,331	77,000	39,101	53,500
213 Fuel & Lubricants	4,835	7,000	4,361	4,000
214 Small Tools	-	500	970	700
215 Chemicals	593,879	480,000	484,452	489,908
Total 200 Materials & Supplies	<u>\$ 638,308</u>	<u>\$ 567,000</u>	<u>\$ 532,947</u>	<u>\$ 551,108</u>
300 Other Services & Charges				
340 Professional Services	\$ 21,748	\$ 30,000	\$ 27,626	\$ 30,000
341 Utilities	281,542	240,000	288,701	270,000
342 Maintenance Contractual	157,217	175,000	128,986	175,000
342.1 Vehicle Repair	-	-	-	-
345 OKC Water Tie and Purch	-	-	-	-
343 Insurance - Property	-	-	-	-
345 OKC Water Tie and Purch	190,921	200,000	540,094	295,000
Total 300 Services & Charges	<u>\$ 651,428</u>	<u>\$ 645,000</u>	<u>\$ 985,407</u>	<u>\$ 770,000</u>
Subtotal Maintenance & Operations	<u>\$ 1,947,229</u>	<u>\$ 1,879,500</u>	<u>\$ 2,026,597</u>	<u>\$ 2,011,735</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	15,000
403 Other Equipment	-	-	-	20,000
404 Projects	-	-	-	19,750
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 54,750</u>
Total Expenditures	<u>\$ 1,947,229</u>	<u>\$ 1,879,500</u>	<u>\$ 2,026,597</u>	<u>\$ 2,066,485</u>

12.0 Utility - Water Plant - Public Works Fund

12.1 Utility - Water Line - Public Works Fund

Departmental Summary

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 87,583	\$ 110,000	\$ 115,877	\$ 114,400
101 Allowances	18	300	420	500
102 FICA & Medicare	6,598	8,500	10,243	10,320
103 Retirement	6,934	9,000	11,330	11,318
104 Insurance - Employee	27,967	38,000	26,088	38,000
105 Membership, Travel & Training	148	2,000	2,244	2,000
106 Overtime	6,288	-	22,058	20,000
Total 100 Personal Service	<u>\$ 135,536</u>	<u>\$ 167,800</u>	<u>\$ 188,260</u>	<u>\$ 196,538</u>
200 Materials & Supplies				
210 Office Supplies	\$ 226	\$ 400	\$ 324	\$ 750
211 Janitor Supplies	-	300	156	300
212 Maintenance Supplies	42,809	65,000	107,976	149,000
213 Fuel & Lubricants	5,751	6,500	5,650	5,865
214 Small Tools	-	500	1,572	1,250
215 Chemicals	-	1,000	-	-
Total 200 Materials & Supplies	<u>\$ 48,786</u>	<u>\$ 73,700</u>	<u>\$ 115,678</u>	<u>\$ 157,165</u>
300 Other Services & Charges				
340 Professional Services	\$ 47,739	\$ 30,000	\$ 7,462	\$ 20,500
341 Utilities	2,601	3,000	-	4,000
342 Maintenance Contractual	118,265	75,000	170,947	150,000
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	25,833	35,000	25,618	35,000
344 Refunds	-	-	-	-
Total 300 Services & Charges	<u>\$ 194,438</u>	<u>\$ 143,000</u>	<u>\$ 204,027</u>	<u>\$ 209,500</u>
Subtotal Maintenance & Operations	<u>\$ 378,760</u>	<u>\$ 384,500</u>	<u>\$ 507,965</u>	<u>\$ 563,203</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ 1,000
402 Motor Vehicles & Machinery	-	-	-	45,000
403 Other Equipment	-	-	-	60,000
404 Projects	-	100,000	-	1,300,000
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 1,406,000</u>
Total Expenditures	<u>\$ 378,760</u>	<u>\$ 484,500</u>	<u>\$ 507,965</u>	<u>\$ 1,969,203</u>

12.1 Utility - Water Line - Public Works Fund

12.2 Utility - Sewer - Public Works Fund

Departmental Summary

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
100 Personal Service				
100 Salaries	\$ 13,507	\$ 95,000	\$ 41,076	\$ 98,800
101 Allowances	-	300	-	-
102 FICA & Medicare	1,137	7,600	3,566	8,323
103 Retirement	1,275	8,500	3,871	9,128
104 Insurance - Employee	7,609	30,000	13,349	30,000
105 Membership, Travel & Training	305	1,500	1,102	2,000
106 Overtime	1,644	5,000	7,406	10,000
Total 100 Personal Service	<u>\$ 25,477</u>	<u>\$ 147,900</u>	<u>\$ 70,370</u>	<u>\$ 158,251</u>
200 Materials & Supplies				
210 Office Supplies	\$ -	\$ -	\$ -	\$ 900.00
211 Janitor Supplies	-	-	-	2,000
212 Maintenance Supplies	63,066	95,000	5,758	50,000
213 Fuel & Lubricants	1,387	5,000	1,255	3,100
214 Small Tools	-	500	1,176	1,000
215 Chemicals	-	500	720	500
Total 200 Materials & Supplies	<u>\$ 64,453.00</u>	<u>\$ 101,000.00</u>	<u>\$ 8,909.00</u>	<u>\$ 57,500.00</u>
300 Other Services & Charges				
340 Professional Services	\$ 17,282	\$ 18,000	\$ 300	\$ 10,500
341 Utilities	61,001	42,500	48,437	62,500
342 Maintenance Contractual	103,271	120,000	283,166	150,000
342.1 Vehicle Repair	-	-	-	-
343 Insurance - Property	23,584	28,000	22,397	28,000
344 Refunds	-	-	-	-
345 Sewer Treatment Expense	1,366,522	1,600,000	1,600,000	2,253,000
Total 300 Services & Charges	<u>\$ 1,571,660</u>	<u>\$ 1,808,500</u>	<u>\$ 1,954,300</u>	<u>\$ 2,504,000</u>
Subtotal Maintenance & Operations	<u>\$ 1,661,590</u>	<u>\$ 2,057,400</u>	<u>\$ 2,033,579</u>	<u>\$ 2,719,751</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ 2,000.00
402 Motor Vehicles & Machinery	-	-	-	30,000
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	715,000
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 747,000</u>
Total Expenditures	<u>\$ 1,661,590</u>	<u>\$ 2,057,400</u>	<u>\$ 2,033,579</u>	<u>\$ 3,466,751</u>

12.2 Utility - Sewer Line - Public Works Fund

97.0 Contingency, 98.0 Debt Svc - Public Works Fund

Departmental Summary

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
97.0 Dept - 500 Contingency				
501 Operating Contingency	\$ -	\$ 250,000	\$ 250,000	\$ 250,000
502 Capital Contingency	-	-	-	-
503 Disaster/Emergency Contingency	-	-	-	-
504 Employee Severance Contingency	-	-	-	-
505 Compensated Absence Contingency	-	-	-	-
506 Litigation Contingency	-	-	-	-
507 Emergency Line repair contingency	-	-	-	-
508 Capital Assets Contingency	-	-	-	-
509 Restricted OPEB Contingency	-	-	-	-
510 Restricted Debt Contingency	-	-	-	-
511 Restricted Capital Contingency	-	-	-	-
512 Restricted Debt Service Contingency	-	-	-	-
513 Restricted Emergency Contingency	-	-	-	-
Total 97.0 Dept - 500 Contingency	<u>\$ 57,305</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>
98.0 Dept - 600 Debt Service				
601 Interest Expense	\$ 246,260	\$ 250,000	\$ 185,660	\$ 493,018
Retirement of Debt	0	1,115,000	1,211,249	1,250,157
602 Fiscal Agent Fees	<u>57,865</u>	<u>50,000</u>	<u>67,018</u>	<u>67,018</u>
Total 98.0 Dept - 600 Debt Service	<u>\$ 304,125</u>	<u>\$ 1,415,000</u>	<u>\$ 1,463,927</u>	<u>\$ 1,810,193</u>
Total 97.0 & 98.0 Expenditures	<u>\$ 361,430</u>	<u>\$ 1,665,000</u>	<u>\$ 1,713,927</u>	<u>\$ 2,060,193</u>

97.0 Contingency, 98.0 Debt Svc - Public Works Fund

99.0 Transfers - Public Works Fund

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

Expenditure Classification	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
99.0 Dept - 800 Transfers In				
810 Transfer In - Pledged Sales Tax	\$ -	\$ -	\$ -	\$ -
832 Transfer In - PD/WP Debt Service CIP	-	-	-	-
831 Transfer In - Sanitation Conversion CIP	-	-	-	-
Total 800 Transfers In	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
99.0 Dept - 900 Transfers Out				
900 Transfer Out - General Fund	\$ 2,515,470	\$ 2,150,000	\$ 2,150,000	\$ 2,600,000
905 Transfer Out - CIP Fund	-	-	-	-
910 Transfer Out - GF 82.5% Sales Tax	-	-	-	-
931 Transfer Out - CIP 17.5% Sales Tax	-	-	-	-
Total 900 Transfers Out	<u>\$ 2,515,470</u>	<u>\$ 2,150,000</u>	<u>\$ 2,150,000</u>	<u>\$ 2,600,000</u>
Total Transfers	<u><u>\$ (2,515,470)</u></u>	<u><u>\$ (2,150,000)</u></u>	<u><u>\$ (2,150,000)</u></u>	<u><u>\$ (2,600,000)</u></u>

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

CAPITAL IMPROVEMENT FUND

Funding Sources	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
Interest Income	\$ 2,143	\$ 1,438	\$ 3,358	\$ 3,358
CIP 17.5% Sales Tax	1,033,470	1,123,120	1,077,784	1,077,784
Transfer Out - PD/WP Debt Service	-	-	-	-
Transfer In- PWA	50,000	-	-	-
Trnsfer In - GF	39,000	648,613	648,613	-
Grant Revenue	<u>838,382</u>	<u>-</u>	<u>115,714</u>	<u>2,009,161</u>
Total Funding Sources	<u>\$ 1,962,995</u>	<u>\$ 1,773,171</u>	<u>\$ 1,845,469</u>	<u>\$ 3,090,303</u>
CDBG Grant Match	\$ 42,769	\$ -	\$ 350,916	\$ 400,000
ODOT Sidewalk Project	396,779	-	-	-
CRRSAA Rockwell Ave Project	7,853	-	86,500	609,161
City Hall Light Replacement	10,550	-	-	-
Replace VFD in Pump Room	21,758	-	-	-
Mueller Water Line Replacement	53,592	0	-	-
City Hall Improve & ADA	94,973	-	-	-
Fire Department Overhead Doors	61,399	-	-	-
New Water Dept Truck	38,387	-	-	-
PD Flock Cameras	-	-	-	30,000
City Hall HVAC Replacements	-	60,000	25,000	25,000
PW 1/2 Ton Truck / Tommy Lift	-	36,000	36,000	-
31st Street Lift Station	-	231,000	-	-
Ripper Pool Rehab	4,185	85,000	-	101,500
Fire Truck Lease Payment	84,084	85,000	85,000	85,000
Streets Dump Truck	-	-	-	155,000
Streets Salt/Sand Spreader	-	-	-	50,000
Streets Snow Plow	-	-	-	18,000
Traffic Signage	-	-	-	10,000
Street Dept. Overhead Door	-	-	-	6,000
Streets One ton Truck w/ Dump Bed	-	60,035	-	-
Dispatch Console	-	95,000	91,966	-
PW Mini Trac Loader	-	29,000	31,316	-
Public Works Backhoe	105,749	-	-	-
Replacement Dumpsters	27,390	54,900	54,900	-
PD HVAC	-	20,000	-	20,000
Fleet Pickup	-	-	-	35,000
TAP Sidewalk Project	-	-	-	1,500,000
Parks Mid-Deck ZTR	-	-	-	19,000
PArk Dept. Overhead Door	-	-	-	18,000
Comm. Dev. Truck	-	40,000	39,602	-
PW 55HP Tractor/Mower	46,900	-	-	-
Streets ZTR Mower	-	20,000	18,654	-
PW Flail Mower	-	9,000	-	-
PW ZTR Mower	17,308	-	-	-
Total Estimated Project Costs	<u>\$ 1,022,188</u>	<u>\$ 824,935</u>	<u>\$ 1,051,454</u>	<u>\$ 3,081,661</u>
Beginning Fund Balance	<u>664,980</u>	<u>1,607,521</u>	<u>1,607,521</u>	<u>2,403,270</u>
Ending Fund Balance	<u>\$ 1,607,521</u>	<u>\$ 2,557,491</u>	<u>\$ 2,403,270</u>	<u>\$ 2,411,912</u>
Reserved For Streets, Sidewalks and Drainage		(670,000)	(670,000)	(950,780)
Unreserved Fund Balance	<u>\$ 1,607,521</u>	<u>1,887,491</u>	<u>1,733,270</u>	<u>1,461,132</u>

E911 FUND
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

E911 FUND

	<u>Actual FY23</u>	<u>Approved Budget FY24B</u>	<u>Year-End Estimate FY24E</u>	<u>Budget FY25</u>
Revenue				
E911 Telephone Fees	\$ 47,911	\$ 46,000	\$ 48,758	\$ 48,000
Total Revenue	<u>\$ 47,911</u>	<u>\$ 46,000</u>	<u>\$ 48,758</u>	<u>\$ 48,000</u>
Expenditures				
E911 Compliant Expenditures	\$ -	\$ -	\$ -	\$ 10,000
Transfe To General Fund	\$ -	\$ 10,000	\$ 10,000	10000
Total Expenditures	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 20,000</u>
Beginning Fund Balance	<u>68,773</u>	<u>116,684</u>	<u>116,684</u>	<u>155,442</u>
Ending Fund Balance	<u>\$ 116,684</u>	<u>\$ 152,684</u>	<u>\$ 155,442</u>	<u>\$ 183,442</u>

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

PUBLIC SAFETY FUND

	<u>Actual FY23</u>	<u>Approved Budget FY24B</u>	<u>Year-End Estimate FY24E</u>	<u>Budget FY25</u>
Revenue and Grants				
Traffic Safety Grants	\$ 45,253	\$ 40,000	\$ 39,770	\$ 40,000
CDS Revolving Fund	-	2,000	2,233	2,000
AG Equitable Share	-	0	-	-
Other Police Grants	68,750		10,694	
ICE Equitable Share	-	-	-	-
Police Donations	14	50	-	50
Fire Donations	-	-	-	-
Bullet Proof Vest Grant	1,619	1,000	-	1,000
BMC Dedicated Tech Fee	47,680	46,500	36,582	46,500
Reimbursement -Towing	3,983	5,000	-	5,000
BPD Dedicated Tech Fee	45,147	44,000	35,393	44,000
Fire Department Grant	238	-	-	-
Impound Fee	85,878	81,000	89,817	81,000
Police Special Revenue	-	1,000	-	1,000
Animal Shelter Revenue	9,943	10,000	35,590	10,000
A.C. Microchipping and Adoption	14,122	10,000	17,231	10,000
Animal Shelter Donations	533	600	300	600
Total Revenue and Grants	<u>\$ 323,160</u>	<u>\$ 241,150</u>	<u>\$ 267,610</u>	<u>\$ 241,150</u>
Expenditures, Contingency, and Transfers				
Fire Department Grant Expenditures	\$ -	\$ -	\$ -	\$ -
Police Department Grant Expenditures	4,800	7,500	-	7,500
Impound Fee Expenditures	2,441	30,000	-	30,000
Other Expenditures	39,936	4,366	180	-
CDS Revolving Acct Share Exp	-	-	-	-
BPD Dedicated Tech Fee Exp	29,914	30,000	29,333	30,000
BMC Dedicated Tech Fee Exp	5,633	10,500	8,049	7,000
Transfer Out- GF	117,722	168,894	135,000	183,894
Transfer Out- Other Funds	-	-	-	-
Total Expenditures, Contingency, and Transfers	<u>\$ 200,446</u>	<u>\$ 251,260</u>	<u>\$ 172,562</u>	<u>\$ 258,394</u>
Beginning Fund Balance	<u>\$ 359,435</u>	<u>\$ 482,149</u>	<u>\$ 482,149</u>	<u>\$ 577,197</u>
Ending Fund Balance	<u>\$ 482,149</u>	<u>\$ 472,039</u>	<u>\$ 577,197</u>	<u>\$ 559,953</u>

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

PARKS AND STREETS CAPITAL IMPROVEMENT FUND

	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
Funding Sources				
Interest Income	\$ 2	\$ 2	\$ 1	\$ 2
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	\$ 2	\$ 2	\$ 1	\$ 2
CE Mendenhall Park Project	\$ -	\$ -	\$ -	\$ -
Street Landscape Projects	-	-	-	-
Centennial Mural Project	-	-	-	-
Park Improvements	-	-	-	-
W Taylor Eldon Lyon Park Memorial	-	-	-	-
	-	-	-	-
	-	-	-	-
Total Estimated Project Costs	\$ -	\$ -	\$ -	\$ -
Beginning Fund Balance	\$ 48,309	\$ 48,311	\$ 48,311	\$ 48,312
Ending Fund Balance	\$ 48,311	\$ 48,313	\$ 48,312	\$ 48,314

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

DEBT SERVICE FUND

	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
Revenue and Transfers				
Current Year Taxes	\$ 680,000	\$ 499,658	\$ 2,000,000	\$ 2,100,000
Prior Year Taxes	25,000	25,000	8,567	9,000
Interest Revenue	-	-	-	-
Transfer From Other funds	-	-	-	-
Debt Proceeds	-	-	-	-
Total Revenue and Transfers	<u>\$ 705,000</u>	<u>\$ 524,658</u>	<u>\$ 2,008,567</u>	<u>\$ 2,109,000</u>
Expenditures				
Current Year Retirements	\$ 430,000	\$ 430,000	\$ 430,000	\$ 980,000
Interest Payments on Bonds	133,575	124,975	1,182,728	831,088
Amt to Repay debt	-	-	-	-
Fiscal Agent Fees	300	300	-	-
Total Expenditures	<u>\$ 563,875</u>	<u>\$ 555,275</u>	<u>\$ 1,612,728</u>	<u>\$ 1,811,088</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ 141,125</u>	<u>\$ (30,617)</u>	<u>\$ 395,839</u>	<u>\$ 297,912</u>
Beginning Fund Balance	\$ 541,742	\$ 682,867	\$ 652,250	\$ 1,048,089
Ending Fund Balance	682,867	\$ 652,250	\$ 1,048,089	\$ 1,346,001
Less Reserve for Bond Retirement	<u>(130,322)</u>	<u>(130,322)</u>	<u>(130,322)</u>	<u>(130,322)</u>
Fund Balance Designated For Debt Service	<u>\$ 552,545</u>	<u>\$ 521,928</u>	<u>\$ 917,767</u>	<u>\$ 1,215,679</u>

**BETHANY HOSPITAL TRUST
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

BETHANY HOSPITAL TRUST

	<u>Actual FY23</u>	<u>Approved Budget FY24B</u>	<u>Year-End Estimate FY24E</u>	<u>Budget FY25</u>
Revenue				
Lease Payments	\$ 133,011	\$ 180,000	\$ 168,497	\$ 180,000
Other Income	-	-	-	-
Interest Income	125,622	125,000	132,079	125,000
Capital Contributions	-	-	-	-
Total Revenues	<u>\$ 258,633</u>	<u>\$ 305,000</u>	<u>\$ 300,576</u>	<u>\$ 305,000</u>
Expenditures And Transfers Out				
Other Expenditures	\$ -	\$ 10,500	\$ -	\$ -
Capital Improvements	-	-	-	-
Depreciation Expense	260,000	255,000	255,000	255,000
Transfer Out- Other Funds	-	-	-	-
Transfer Out- BDA	-	-	-	-
Total Expenditures and Transfers Out	<u>\$ 260,000</u>	<u>\$ 265,500</u>	<u>\$ 255,000</u>	<u>\$ 255,000</u>
Contingency				
Restricted OPEB Contingency	\$ -	\$ -	\$ -	\$ -
Restricted Long Term Asset Contingency	-	-	-	-
Restricted Fixed Asset Contingency	-	-	-	-
Restricted Capital Asset Contingency	-	-	-	-
Litigation Contingency	-	-	-	-
Disaster/Emergency Contingency	-	-	-	-
Total Contingency	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Beginning Fund Balance	<u>\$ 7,136,982</u>	<u>\$ 7,135,615</u>	<u>\$ 7,135,615</u>	<u>\$ 7,181,191</u>
Ending Fund Balance	<u><u>\$ 7,135,615</u></u>	<u><u>\$ 7,175,115</u></u>	<u><u>\$ 7,181,191</u></u>	<u><u>\$ 7,231,191</u></u>

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

BETHANY DEVELOPMENT AUTHORITY

	<u>Actual FY23</u>	<u>Approved Budget FY24B</u>	<u>Year-End Estimate FY24E</u>	<u>Budget FY25</u>
Revenue and Transfers In				
Interest Income	\$ -	\$ -	\$ -	\$ -
TIF District Income	60,783	-	-	61,000
Transfer In- BHT	-	-	-	-
Transfer In- GF	20,000	20,000	20,000	20,000
Transfers Out- BEDA	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenue and Transfers In	\$ 80,783	\$ 20,000	\$ 20,000	\$ 81,000
Expenditures and Transfers Out				
100 Personal Service				
300 Other Services & Charges				
340 Tax Incent Finance Dist Services	\$ -	\$ -	\$ -	\$ -
342 Maintenance Contractual	-	-	-	-
347 Economic Development Grants	-	-	-	-
348 Advertising and Promotion	-	-	-	-
351 Bethany Boom Expense	20,000	20,000	40,000	40,000
352 Other Events	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total 300 Services & Charges	\$ 20,000	\$ 20,000	\$ 40,000	\$ 40,000
Subtotal Maintenance & Operations	\$ 20,000	\$ 20,000	\$ 40,000	\$ 40,000
Beginning Fund Balance	\$ 90,981	\$ 151,764	\$ 151,764	\$ 131,764
Ending Fund Balance	\$ 151,764	\$ 151,764	\$ 131,764	\$ 172,764

**BETHANY ECONOMIC DEVELOPMENT AUTHORITY (BEDA)
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

BETHANY ECONOMIC DEVELOPMENT AUTHORITY (BEDA)

	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
Revenue and Transfers In				
Interest Income	\$ 3,857	\$ 3,000	\$ 5,000	\$ 3,000
Transfer In- GF Mercer Property	-	-	-	-
Transfer In- GF Hotel Tax	75,000	75,000	75,000	75,000
Transfer In- BHT	-	-	-	-
Total Revenue and Transfers In	\$ 78,857	\$ 78,000	\$ 80,000	\$ 78,000
Expenditures and Transfers Out				
100 Personal Service				
100 Salaries	\$ -	\$ 7,800	\$ -	\$ 7,800
101 Allowances	-	-	-	-
102 FICA & Medicare	-	600	-	600
103 Retirement	-	-	-	-
104 Insurance - Employee	-	-	-	-
105 Membership, Travel & Training	-	-	-	-
Total 100 Personal Service	\$ -	\$ 8,400	\$ -	\$ 8,400
200 Materials & Supplies				
210 Office Supplies	\$ -	\$ 500	\$ -	\$ 500
212 Maintenance Supplies	-	-	-	-
Total 200 Materials & Supplies	\$ -	\$ 500	\$ -	\$ 500
300 Other Services & Charges				
340 Professional Services (BANTA)	\$ 20,519	\$ 42,000	\$ 33,600	\$ 42,000
342 Maintenance Contractual	-	-	-	-
347 Economic Development Agreements	-	25,800	20,000	25,800
348 Advertising and Promotion	18,600	5,000	-	5,000
351 Bethany Freedom Festival	-	-	-	-
352 Other Events	-	-	-	-
Total 300 Services & Charges	\$ 39,119	\$ 72,800	\$ 53,600	\$ 72,800
Subtotal Maintenance & Operations	\$ 39,119	\$ 81,700	\$ 53,600	\$ 81,700

**BETHANY ECONOMIC DEVELOPMENT AUTHORITY (BEDA)
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

BETHANY ECONOMIC DEVELOPMENT AUTHORITY (BEDA)

	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	<u>6,500</u>	-	-	-
Total 400 Capital Expenditures	<u>\$ 6,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
500 Contingency				
501 Operating Contingency	\$ -	\$ -	\$ -	\$ -
502 Capital Contingency- Fixed Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total 500 Contingency	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 45,619</u>	<u>\$ 81,700</u>	<u>\$ 53,600</u>	<u>\$ 81,700</u>
Beginning Fund Balance	<u>\$ 345,971</u>	<u>\$ 379,209</u>	<u>\$ 379,209</u>	<u>\$ 405,609</u>
Ending Fund Balance	<u><u>\$ 379,209</u></u>	<u><u>\$ 375,509</u></u>	<u><u>\$ 405,609</u></u>	<u><u>\$ 401,909</u></u>

BETHANY JUVENILE JUSTICE FUND

SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES

	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
Revenue and Transfers In				
Interest Income	\$ -	\$ -	\$ -	\$ -
Juvenile fines and Court Costs	-	-	-	-
Other Income	-	-	-	-
Transfers from Other Funds	-	-	-	-
Total Revenue and Transfers In	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures and Transfers Out				
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	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
200 Materials & Supplies				
210 Office Supplies	\$ -	\$ -	\$ -	\$ -
212 Maintenance Supplies	-	-	-	-
Total 200 Materials & Supplies	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
300 Other Services & Contingency				
340 Professional Services	\$ -	\$ -	\$ -	\$ -
341 Utilities	-	-	-	-
342 Maintenance Contractual	-	-	-	-
503 Restricted Juvenile Justice Contingency	-	-	-	-
300 Other Services & Contingency	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal Maintenance & Operations	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
400 Capital Expenditures				
401 Office Equipment	\$ -	\$ -	\$ -	\$ -
402 Motor Vehicles & Machinery	-	-	-	-
403 Other Equipment	-	-	-	-
404 Projects	-	-	-	-
Total 400 Capital Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
900 Transfers Out				
910 Transfer to General Fund	\$ -	\$ 10,000	\$ 10,000	\$ -
Total 900 Transfers Out	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>
Total Expenditures & Transfers Out	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>
Beginning Fund Balance	<u>\$ 143,516</u>	<u>\$ 143,516</u>	<u>\$ 143,516</u>	<u>\$ 133,516</u>
Ending Fund Balance	<u><u>\$ 143,516</u></u>	<u><u>\$ 133,516</u></u>	<u><u>\$ 133,516</u></u>	<u><u>\$ 133,516</u></u>

**BETHANY CEMETERY TRUST
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

BETHANY CEMETERY TRUST

	<u>Actual FY23</u>	<u>Approved Budget FY24B</u>	<u>Year-End Estimate FY24E</u>	<u>Budget FY25</u>
Revenue and Transfers In				
Sale of sites	\$ -	\$ 11,700	\$ -	\$ 11,700
Other Income	-	-	-	-
Interest Income	-	-	-	-
Donations and Contributions	-	-	-	-
Total Revenue and Transfers In	<u>\$ -</u>	<u>\$ 11,700</u>	<u>\$ -</u>	<u>\$ 11,700</u>
Expenditures and Transfers Out				
Other Expenditures	\$ -	\$ -	\$ -	\$ -
Cemetery Improvements	2,800	64,000	-	64,000
Transfer to Other Funds	-	-	-	-
Disaster/Emergency Contingency	-	-	-	-
Total Expenditures and Transfers Out	<u>\$ 2,800</u>	<u>\$ 64,000</u>	<u>\$ -</u>	<u>\$ 64,000</u>
Beginning Fund Balance	<u>\$ 78,840</u>	<u>\$ 76,040</u>	<u>\$ 76,040</u>	<u>\$ 76,040</u>
Ending Fund Balance	<u><u>\$ 76,040</u></u>	<u><u>\$ 23,740</u></u>	<u><u>\$ 76,040</u></u>	<u><u>\$ 23,740</u></u>

**2022A GO BOND
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

2022A GO BOND FUND

Funding Sources	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
Interest Income	\$ 169,543	\$ -	\$ 267,908	\$ 135,000
Transfer In- PWA	-	-	-	-
Trnsfer In - GF	-	-	-	-
Grant Revenue	-	-	-	-
Total Funding Sources	\$ 169,543	\$ -	\$ 267,908	\$ 135,000
Proposition 1 - Street Projects				
Prop. 1A NW 23RD & Rockwell	\$ 7,500	\$ 437,245	\$ 87,624	\$ 349,621
Prop. 1B NW 36TH & Rockwell	7,500	487,156	51,520	435,636
Prop. 1C NW 36TH & Council	-	450,000	60,000	390,000
Prop. 1D Peniel 39TH to 42ND	34,377	485,623	44,623	475,377
Prop. 1E NW 30TH Rockwell to Peniel	48,972	652,850	652,850	-
Prop. 1F Mueller NW 44TH to NW 50TH	32,887	625,534	626,524	9,900
Prop. 1G Divis NW 36TH to NW 39TH	28,491	542,409	542,409	-
Prop. 1H Peniel NW 25TH to NW 30TH	<u>32,510</u>	<u>392,490</u>	<u>46,490</u>	<u>378,510</u>
Total Propostion 1	-	4,073,307	2,112,040	2,039,044
Proposition 2 - Parks				
Prop. 2A Eldon Lyon Park		265,000	56,779	208,971
Prop. 2B Ripper Park		189,000	8,466	180,634
Prop. 2C Henry Garrison Park		127,500	38,530	88,970
Prop. 2D Macrory Park	-	92,400	8,467	83,933
Prop. 2E Ron Clark Park	-	111,750	-	111,750
Prop. 2F Cecil Mendenhall Park	<u>-</u>	<u>74,500</u>	<u>12,750</u>	<u>61,750</u>
Total Proposition 2	-	860,150	124,992	736,008
Proposition 3 - Public Safety				
Prop. 3A Fire Station Renovation	54,028	1,107,972	1,054,583	53,389
Prop. 3B Police Headquarters Roof/Evidence Room	7,814	1,012,186	884,936	127,250
Prop. 3C Animal Shelter Renovation	<u>9,188</u>	<u>200,812</u>	<u>142,104</u>	<u>58,708</u>
Total Proposition 3	-	2,320,970	2,081,623	239,347
Total Estimated Project Costs	\$ 263,267	\$ 7,254,427	\$ 4,318,655	\$ 3,014,399
Beginning Fund Balance	<u>10,500,000</u>	<u>10,408,010</u>	<u>10,408,010</u>	<u>6,358,997</u>
Ending Fund Balance	<u>\$ 10,408,010</u>	<u>\$ 3,155,317</u>	<u>\$ 6,358,997</u>	<u>\$ 3,479,598</u>

**2022B GO BOND
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

2022B GO BOND FUND

	Actual FY23	Approved Budget FY24B	Year-End Estimate FY24E	Budget FY25
Funding Sources				
Interest Income	\$ 72,696	\$ -	\$ 130,000	\$ 65,000
Transfer In- PWA	-	-	-	-
Trnsfer In - GF	-	-	-	-
Grant Revenue	-	-	-	-
Total Funding Sources	<u>\$ 72,696</u>	<u>\$ -</u>	<u>\$ 130,000</u>	<u>\$ 65,000</u>
Prop. 4 Improving Storm Drainage Facilitites	\$ -	\$ -	\$ -	\$ 4,500,000
Total Estimated Project Costs	\$ -	\$ -	\$ -	\$ 4,500,000
Beginning Fund Balance	<u>4,500,000</u>	<u>4,574,430</u>	<u>4,574,430</u>	<u>4,706,164</u>
Ending Fund Balance	<u><u>\$ 4,574,430</u></u>	<u><u>\$ 4,576,164</u></u>	<u><u>\$ 4,706,164</u></u>	<u><u>\$ 271,164</u></u>

**FEDERAL GRANT FUND
SUMMARY OF REVENUES, TRANSFERS AND EXPENDITURES**

FEDERAL GRANT FUND FUND

	<u>Actual FY23</u>	<u>Approved Budget FY24B</u>	<u>Year-End Estimate FY24E</u>	<u>Budget FY25</u>
Funding Sources				
Interest Income	\$ -	\$ -		
Transfer In- PWA	-	-	-	-
Trnsfer In - GF	-	-	-	1,500,000
Grant Revenue	<u>7,794,438</u>	<u>-</u>	<u>250,000</u>	<u>-</u>
Total Funding Sources	<u>\$ 7,794,438</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 1,500,000</u>
Estimated Project Costs				
Peniel Sewer Line Project (ARPA Grant)	\$ -	\$ -	\$ 361,563	\$ 3,003,392
Meter Replacement Project (ARPA Grant)	-	3,000,000	2,463,233	536,767
Wellfield Rehab (APRA Direct Appropriation)	-	3,908,000	3,775,455	824,545
Meter Replacment (County ARPA)	-	250,000	169,100	80,900
Total Estimated Project Costs	\$ -	\$ 7,158,000	\$ 6,769,351	\$ 4,445,604
Beginning Fund Balance	<u>1,678,525</u>	<u>9,474,697</u>	<u>9,474,697</u>	<u>2,957,080</u>
Ending Fund Balance	<u>\$ 9,474,697</u>	<u>\$ 2,318,431</u>	<u>\$ 2,957,080</u>	<u>\$ 11,476</u>

City of Bethany
FY2025 General Pay Plan
Effective 07/01/2024

GRADE	POSITION	ENTRY 6 Mo.	STEP 1 12Mo.	STEP 2 12 Mo.	STEP 3 12 Mo.	STEP 4 12 Mo.	STEP 5 12 Mo.	STEP 6 12 Mo.	STEP 7 12 Mo.	STEP 8 12 Mo.	STEP 9 12 Mo.	STEP 10 12 Mo.	STEP 11 12 Mo.	STEP 12 12 Mo.	STEP 13 12 Mo.	STEP 14 12 Mo.	STEP 15 12 Mo.		
G-1	Solid Waste Collector	\$30,968.10	\$32,207.32	\$33,494.36	\$34,834.81	\$36,228.64	\$37,678.10	\$39,184.29	\$40,751.66	\$42,381.73	\$44,077.00	\$45,840.08	\$47,673.68	\$49,580.63	\$51,563.85	\$53,626.41	\$55,771.46	Annual	
	Crew Worker I	\$2,580.68	\$2,683.94	\$2,791.20	\$2,902.90	\$3,019.05	\$3,139.84	\$3,265.36	\$3,395.97	\$3,531.81	\$3,673.08	\$3,820.00	\$3,972.80	\$4,131.72	\$4,296.98	\$4,468.86	\$4,647.62	\$4,837.18	Monthly
		\$1,191.08	\$1,238.74	\$1,288.24	\$1,339.80	\$1,393.40	\$1,449.16	\$1,507.09	\$1,567.37	\$1,630.07	\$1,695.27	\$1,763.08	\$1,833.60	\$1,906.95	\$1,983.23	\$2,062.56	\$2,145.06	\$2,232.24	Bi-Weekly
	\$14.88	\$15.48	\$16.10	\$16.75	\$17.42	\$18.12	\$18.84	\$19.59	\$20.37	\$21.19	\$22.04	\$22.92	\$23.83	\$24.79	\$25.78	\$26.81	\$27.89	\$29.01	Hourly
G-2	Meter Reader	\$32,516.56	\$33,816.96	\$35,169.64	\$36,576.82	\$38,039.63	\$39,561.39	\$41,144.34	\$42,789.58	\$44,501.16	\$46,281.21	\$48,132.45	\$50,057.75	\$52,060.06	\$54,142.47	\$56,308.16	\$58,560.49	Annual	
	Asst. Solid Waste Driver	\$2,709.71	\$2,818.08	\$2,930.80	\$3,048.07	\$3,169.97	\$3,296.78	\$3,428.69	\$3,565.80	\$3,708.43	\$3,856.77	\$4,011.04	\$4,171.48	\$4,338.34	\$4,511.88	\$4,692.35	\$4,880.04	\$5,075.04	Monthly
	Utility Line Crew Worker I	\$1,250.64	\$1,300.65	\$1,352.68	\$1,406.80	\$1,463.06	\$1,521.59	\$1,582.47	\$1,645.75	\$1,711.58	\$1,780.05	\$1,851.25	\$1,925.30	\$2,002.31	\$2,082.40	\$2,165.70	\$2,252.33	\$2,342.21	Bi-Weekly
	\$15.64	\$16.25	\$16.91	\$17.58	\$18.29	\$19.02	\$19.78	\$20.57	\$21.39	\$22.25	\$23.14	\$24.06	\$25.03	\$26.03	\$27.07	\$28.15	\$29.28	\$30.46	Hourly
G-3	Equipment Operator I	\$34,141.78	\$35,507.81	\$36,928.34	\$38,405.61	\$39,941.83	\$41,539.24	\$43,201.17	\$44,928.72	\$46,725.87	\$48,594.90	\$50,538.70	\$52,560.25	\$54,662.66	\$56,849.16	\$59,123.13	\$61,488.05	Annual	
	Judicial Assistant	\$2,845.15	\$2,958.98	\$3,077.36	\$3,200.47	\$3,328.49	\$3,461.60	\$3,600.10	\$3,744.06	\$3,893.82	\$4,049.58	\$4,211.56	\$4,380.02	\$4,555.22	\$4,737.43	\$4,926.93	\$5,124.00	\$5,318.15	Monthly
	Auto Technician	\$1,313.15	\$1,365.69	\$1,420.32	\$1,477.14	\$1,536.22	\$1,597.66	\$1,661.59	\$1,728.03	\$1,797.14	\$1,869.03	\$1,943.79	\$2,021.54	\$2,102.40	\$2,186.50	\$2,273.96	\$2,364.92	\$2,460.52	Bi-Weekly
	\$16.42	\$17.07	\$17.76	\$18.47	\$19.20	\$19.97	\$20.76	\$21.60	\$22.46	\$23.36	\$24.30	\$25.27	\$26.28	\$27.33	\$28.42	\$29.56	\$30.75	\$32.00	Hourly
G-4	Solid Waste Driver	\$35,850.43	\$37,283.20	\$38,774.93	\$40,325.61	\$41,938.59	\$43,616.09	\$45,360.33	\$47,174.66	\$49,061.65	\$51,024.12	\$53,065.08	\$55,187.68	\$57,395.19	\$59,691.00	\$62,078.64	\$64,561.78	Annual	
	Water Plant Operator	\$2,987.54	\$3,106.93	\$3,231.24	\$3,360.47	\$3,494.88	\$3,634.67	\$3,780.03	\$3,931.22	\$4,088.47	\$4,252.01	\$4,422.09	\$4,598.97	\$4,782.93	\$4,974.25	\$5,173.22	\$5,380.15	\$5,593.15	Monthly
	Utility Line Equip Operator I	\$1,378.86	\$1,433.97	\$1,491.35	\$1,550.98	\$1,613.02	\$1,677.54	\$1,744.62	\$1,814.41	\$1,886.99	\$1,962.47	\$2,040.97	\$2,122.61	\$2,207.51	\$2,295.81	\$2,387.65	\$2,483.15	\$2,582.52	Bi-Weekly
	\$17.23	\$17.92	\$18.64	\$19.38	\$20.17	\$20.97	\$21.81	\$22.68	\$23.59	\$24.53	\$25.51	\$26.53	\$27.59	\$28.70	\$29.85	\$31.04	\$32.28	\$33.57	Hourly
G-5	Water Plant Mechanic	\$36,193.49	\$37,641.93	\$39,147.05	\$40,713.48	\$42,342.39	\$44,036.08	\$45,796.89	\$47,629.40	\$49,534.81	\$51,516.21	\$53,576.86	\$55,719.94	\$57,948.73	\$60,266.68	\$62,677.35	\$65,184.44	Annual	
	Equipment Operator II	\$3,016.13	\$3,136.82	\$3,262.26	\$3,392.79	\$3,528.53	\$3,669.67	\$3,816.41	\$3,969.12	\$4,127.90	\$4,293.02	\$4,464.74	\$4,643.33	\$4,829.06	\$5,022.23	\$5,223.11	\$5,432.04	\$5,648.52	Monthly
	Deputy Court Clerk	\$1,392.06	\$1,447.77	\$1,505.65	\$1,565.90	\$1,628.55	\$1,693.69	\$1,761.42	\$1,831.90	\$1,905.18	\$1,981.39	\$2,060.65	\$2,143.07	\$2,228.79	\$2,317.95	\$2,410.66	\$2,507.09	\$2,606.74	Bi-Weekly
	\$17.40	\$18.10	\$18.82	\$19.57	\$20.35	\$21.17	\$22.02	\$22.90	\$23.81	\$24.77	\$25.76	\$26.79	\$27.86	\$28.98	\$30.14	\$31.34	\$32.58	\$33.87	Hourly
G-6	Utility Line Equipment Operator II	\$38,004.03	\$39,524.19	\$41,104.52	\$42,748.46	\$44,459.52	\$46,237.66	\$48,086.38	\$50,010.30	\$52,010.57	\$54,091.00	\$56,254.64	\$58,504.82	\$60,845.01	\$63,278.81	\$65,809.97	\$68,442.37	Annual	
	Sanitary Sewer Mechanic	\$3,167.00	\$3,293.68	\$3,425.38	\$3,562.37	\$3,704.96	\$3,853.14	\$4,007.19	\$4,167.52	\$4,334.22	\$4,507.58	\$4,687.88	\$4,875.40	\$5,070.41	\$5,273.23	\$5,484.16	\$5,703.53	\$5,931.91	Monthly
	Administrative Assistant	\$1,461.69	\$1,520.16	\$1,580.95	\$1,644.17	\$1,709.99	\$1,778.37	\$1,849.48	\$1,923.47	\$2,000.40	\$2,080.42	\$2,163.64	\$2,250.19	\$2,340.20	\$2,433.80	\$2,531.15	\$2,632.40	\$2,737.01	Bi-Weekly
	\$18.27	\$19.00	\$19.77	\$20.55	\$21.37	\$22.23	\$23.12	\$24.04	\$25.01	\$26.01	\$27.05	\$28.13	\$29.25	\$30.43	\$31.64	\$32.91	\$34.23	\$35.61	Hourly
G-7	Mechanic	\$40,287.75	\$41,899.30	\$43,575.64	\$45,317.93	\$47,130.78	\$49,016.53	\$50,976.31	\$53,015.91	\$55,136.51	\$57,340.88	\$59,634.52	\$62,019.90	\$64,500.69	\$67,080.72	\$69,763.95	\$72,554.51	Annual	
	Utility Billing Specialist	\$3,357.32	\$3,491.61	\$3,631.31	\$3,776.50	\$3,927.57	\$4,084.71	\$4,248.03	\$4,417.99	\$4,594.71	\$4,778.41	\$4,969.54	\$5,168.33	\$5,375.06	\$5,590.06	\$5,813.66	\$6,046.21	\$6,297.41	Monthly
	Communications Specialist	\$1,549.53	\$1,611.51	\$1,675.99	\$1,743.00	\$1,812.72	\$1,885.25	\$1,960.63	\$2,039.07	\$2,120.64	\$2,205.42	\$2,293.63	\$2,385.38	\$2,480.80	\$2,580.03	\$2,683.23	\$2,790.56	\$2,902.31	Bi-Weekly
	\$19.36	\$20.15	\$20.95	\$21.78	\$22.66	\$23.57	\$24.50	\$25.49	\$26.51	\$27.56	\$28.68	\$29.82	\$31.02	\$32.26	\$33.55	\$34.89	\$36.28	\$37.71	Hourly

City of Bethany
FY 2025 General Pay Plan
Effective 07/01/2024

GRADE	POSITION	ENTRY 6 Mo.	STEP 1 12 Mo.	STEP 2 12 Mo.	STEP 3 12 Mo.	STEP 4 12 Mo.	STEP 5 12 Mo.	STEP 6 12 Mo.	STEP 7 12 Mo.	STEP 8 12 Mo.	STEP 9 12 Mo.	STEP 10 12 Mo.	STEP 11 12 Mo.	STEP 12 12 Mo.	STEP 13 12 Mo.	STEP 14 12 Mo.	STEP 15 12 Mo.		
G-8	Municipal Accountant	\$41,500.17	\$43,160.32	\$44,886.41	\$46,681.91	\$48,549.14	\$50,491.57	\$52,510.35	\$54,611.05	\$56,795.50	\$59,067.32	\$61,430.00	\$63,887.20	\$66,442.69	\$69,100.40	\$71,864.42	\$74,738.99	Annual	
	Executive Assistant	\$3,458.35	\$3,596.70	\$3,740.54	\$3,890.16	\$4,045.76	\$4,207.63	\$4,375.86	\$4,550.92	\$4,732.95	\$4,922.28	\$5,119.17	\$5,323.94	\$5,536.90	\$5,758.37	\$5,988.71	\$6,228.26	\$6,474.35	Monthly
	City Inspector	\$1,596.16	\$1,660.01	\$1,726.40	\$1,795.45	\$1,867.28	\$1,941.98	\$2,019.62	\$2,100.43	\$2,184.44	\$2,271.82	\$2,362.70	\$2,457.20	\$2,555.49	\$2,657.71	\$2,764.02	\$2,874.58	\$2,989.97	Bi-Weekly
	Community Development Assoc.	\$19.95	\$20.75	\$21.58	\$22.44	\$23.34	\$24.28	\$25.25	\$26.25	\$27.31	\$28.40	\$29.53	\$30.71	\$31.94	\$33.22	\$34.55	\$35.93	\$37.35	Hourly
G-9	Parks Supervisor	\$42,402.19	\$44,098.27	\$45,862.20	\$47,696.68	\$49,604.55	\$51,588.73	\$53,652.29	\$55,798.38	\$58,030.31	\$60,351.53	\$62,765.58	\$65,276.21	\$67,887.26	\$70,602.75	\$73,426.86	\$76,363.93	Annual	
	Code Enforcement Officer	\$3,533.52	\$3,674.85	\$3,821.85	\$3,974.73	\$4,133.71	\$4,299.07	\$4,471.02	\$4,649.86	\$4,835.86	\$5,029.29	\$5,230.46	\$5,439.68	\$5,657.27	\$5,883.56	\$6,118.90	\$6,363.66	\$6,618.50	Monthly
	Water Plant Supervisor	\$1,630.85	\$1,696.09	\$1,763.93	\$1,834.49	\$1,907.87	\$1,984.18	\$2,063.55	\$2,146.09	\$2,231.94	\$2,321.21	\$2,414.06	\$2,510.63	\$2,611.05	\$2,715.49	\$2,824.11	\$2,937.08	\$3,053.71	Bi-Weekly
	Streets Supervisor	\$20.38	\$21.20	\$22.05	\$22.93	\$23.84	\$24.80	\$25.79	\$26.82	\$27.90	\$29.02	\$30.18	\$31.39	\$32.64	\$33.95	\$35.31	\$36.72	\$38.17	Hourly
	Solid Waste Supervisor																		
	Animal Control Supervisor																		
	Utility Line Supervisor																		
Customer Service Supervisor																			
G-10	City Marshal	\$44,516.16	\$46,296.80	\$48,148.67	\$50,074.62	\$52,077.60	\$54,160.71	\$56,327.14	\$58,580.22	\$60,923.43	\$63,360.37	\$65,894.79	\$68,530.58	\$71,271.80	\$74,122.67	\$77,087.58	\$80,171.08	Annual	
	Communications Supervisor	\$3,709.68	\$3,858.07	\$4,012.39	\$4,172.88	\$4,339.80	\$4,513.39	\$4,693.93	\$4,881.69	\$5,076.95	\$5,280.03	\$5,491.23	\$5,710.88	\$5,939.31	\$6,176.89	\$6,423.96	\$6,680.92	\$6,949.42	Monthly
		\$1,712.16	\$1,780.64	\$1,851.87	\$1,925.95	\$2,002.99	\$2,083.10	\$2,166.43	\$2,253.08	\$2,343.21	\$2,436.94	\$2,534.42	\$2,635.79	\$2,741.23	\$2,850.88	\$2,964.91	\$3,083.51	\$3,206.14	Bi-Weekly
		\$21.40	\$22.26	\$23.14	\$24.07	\$25.04	\$26.04	\$27.08	\$28.16	\$29.29	\$30.46	\$31.68	\$32.95	\$34.27	\$35.64	\$37.06	\$38.55	\$40.07	Hourly
G-11	Senior City Inspector	\$51,424.03	\$53,480.99	\$55,620.09	\$57,844.80	\$60,158.59	\$62,564.94	\$65,068.46	\$67,670.32	\$70,377.46	\$73,192.18	\$76,119.87	\$79,164.67	\$82,331.26	\$85,624.51	\$89,049.49	\$92,611.47	Annual	
	Deputy Utility Superintendent	\$4,285.34	\$4,456.75	\$4,635.01	\$4,820.40	\$5,013.22	\$5,213.75	\$5,422.37	\$5,639.19	\$5,864.79	\$6,099.35	\$6,343.33	\$6,597.06	\$6,860.94	\$7,135.38	\$7,420.80	\$7,717.63	\$8,026.47	Monthly
	Information Technology Tech	\$1,977.85	\$2,056.96	\$2,139.24	\$2,224.80	\$2,313.79	\$2,406.35	\$2,502.63	\$2,602.71	\$2,706.83	\$2,815.08	\$2,927.68	\$3,044.79	\$3,166.58	\$3,293.24	\$3,424.97	\$3,561.97	\$3,704.97	Bi-Weekly
	Deputy City Clerk	\$24.72	\$25.71	\$26.74	\$27.81	\$28.92	\$30.08	\$31.28	\$32.54	\$33.84	\$35.18	\$36.60	\$38.06	\$39.58	\$41.17	\$42.81	\$44.52	\$46.30	Hourly
G-19	Deputy Police Chief	\$67,616.12	\$70,320.37	\$73,133.63	\$76,058.13	\$79,100.54	\$82,264.20	\$85,555.80	\$88,977.54	\$92,536.11	\$96,238.17	\$100,087.08	\$104,090.56	\$108,254.19	\$112,584.35	\$117,087.73	\$121,771.24	Annual	
	Deputy Fire Chief	\$5,634.68	\$5,860.03	\$6,094.47	\$6,338.18	\$6,591.71	\$6,855.35	\$7,129.65	\$7,414.79	\$7,711.34	\$8,019.85	\$8,340.59	\$8,674.22	\$9,021.19	\$9,382.03	\$9,757.31	\$10,147.61	\$10,553.54	Monthly
	Public Utilities Superintendent	\$2,600.62	\$2,704.63	\$2,812.83	\$2,925.31	\$3,042.33	\$3,164.01	\$3,290.60	\$3,422.22	\$3,559.08	\$3,701.47	\$3,849.50	\$4,003.49	\$4,163.63	\$4,330.17	\$4,503.38	\$4,683.51	\$4,874.22	Bi-Weekly
		\$32.51	\$33.80	\$35.16	\$36.57	\$38.03	\$39.55	\$41.13	\$42.78	\$44.49	\$46.27	\$48.12	\$50.05	\$52.05	\$54.13	\$56.30	\$58.55	\$60.97	Hourly
G-20	Community Development Director	\$71,994.94	\$74,874.82	\$77,870.06	\$80,984.78	\$84,224.13	\$87,593.26	\$91,096.29	\$94,740.43	\$98,529.80	\$102,470.58	\$106,569.98	\$110,832.78	\$115,266.09	\$119,876.73	\$124,671.80	\$129,658.68	Annual	
	Court Administrator	\$5,999.57	\$6,239.56	\$6,489.18	\$6,748.74	\$7,018.68	\$7,299.43	\$7,591.36	\$7,895.03	\$8,210.82	\$8,539.22	\$8,880.84	\$9,236.06	\$9,605.50	\$9,989.72	\$10,389.31	\$10,804.89	\$11,244.14	Monthly
	Public Works Director	\$2,769.03	\$2,879.80	\$2,995.00	\$3,114.80	\$3,239.39	\$3,368.98	\$3,503.70	\$3,643.86	\$3,789.61	\$3,941.17	\$4,098.84	\$4,262.80	\$4,433.31	\$4,610.64	\$4,795.07	\$4,986.87	\$5,185.70	Bi-Weekly
	City Engineer	\$34.61	\$36.00	\$37.44	\$38.93	\$40.49	\$42.12	\$43.80	\$45.55	\$47.37	\$49.26	\$51.23	\$53.28	\$55.41	\$57.63	\$59.93	\$62.33	\$64.81	Hourly
	Human Resources Director																		
G-21	Finance Director	\$75,594.69	\$78,618.56	\$81,763.56	\$85,034.02	\$88,435.34	\$91,972.92	\$95,651.10	\$99,477.45	\$103,456.29	\$107,594.11	\$111,898.48	\$116,374.42	\$121,029.39	\$125,870.57	\$130,905.39	\$136,141.61	Annual	
		\$6,299.56	\$6,551.55	\$6,813.64	\$7,086.17	\$7,369.61	\$7,664.42	\$7,970.92	\$8,289.79	\$8,621.36	\$8,966.18	\$9,324.88	\$9,697.87	\$10,085.79	\$10,489.22	\$10,908.79	\$11,345.14	\$11,800.00	Monthly
		\$2,907.48	\$3,023.79	\$3,144.75	\$3,270.54	\$3,401.36	\$3,537.42	\$3,678.89	\$3,826.06	\$3,979.09	\$4,138.23	\$4,303.78	\$4,475.94	\$4,654.97	\$4,841.17	\$5,034.82	\$5,236.21	\$5,445.95	Bi-Weekly
		\$36.35	\$37.80	\$39.30	\$40.88	\$42.52	\$44.22	\$45.99	\$47.82	\$49.74	\$51.73	\$53.80	\$55.95	\$58.19	\$60.52	\$62.94	\$65.45	\$68.04	Hourly
G-22	Fire Chief	\$79,374.43	\$82,549.49	\$85,851.75	\$89,285.73	\$92,857.11	\$96,571.57	\$100,433.66	\$104,451.32	\$108,629.10	\$112,973.82	\$117,493.41	\$122,193.14	\$127,080.87	\$132,164.10	\$137,450.67	\$142,948.70	Annual	
	Police Chief	\$6,614.54	\$6,879.12	\$7,154.31	\$7,440.47	\$7,738.09	\$8,047.63	\$8,369.47	\$8,704.27	\$9,052.42	\$9,414.49	\$9,791.12	\$10,182.77	\$10,590.08	\$11,013.68	\$11,454.23	\$11,912.40	\$12,388.80	Monthly
		\$3,052.86	\$3,174.99	\$3,301.99	\$3,434.06	\$3,571.42	\$3,714.29	\$3,862.83	\$4,017.36	\$4,178.04	\$4,345.15	\$4,518.98	\$4,699.74	\$4,887.72	\$5,083.23	\$5,286.56	\$5,498.03	\$5,718.17	Bi-Weekly
		\$38.16	\$39.69	\$41.27	\$42.93	\$44.64	\$46.43	\$48.29	\$50.21	\$52.22	\$54.31	\$56.49	\$58.75	\$61.10	\$63.55	\$66.09	\$68.73	\$71.45	Hourly

Agenda: 05/07/2024
Item: 16
BPWA Item: 5

BETHANY CITY COUNCIL
BETHANY PUBLIC WORKS AUTHORITY

From: Elizabeth A. Gray, City Manager
Date: May 2, 2024
Subject: Manual of Fees

BACKGROUND

The Manual of Fees was last adopted by Resolution No. 1553 in 2019. Staff has been working for several months to update the manual of fees so that all fees are accessible in one location. Any recommended changes to the manual of fees are highlighted in the attached document.

The staff has done extensive research into the communities surrounding us and have found that our fees fall below other surrounding communities in numerous fee areas. Staff is presenting a new set of fees that we believe are fair, in line with surrounding communities and adequately cover the costs associated with each fee.

It is recommended that staff reviews and updates fees on an annual basis and that City Council reviews and approves the fees on an annual basis during the budget process.

Staff recommends approval of the FY 2025 Manual of Fees.

RECOMMENDATION

1. Approve Resolution No. 1699 adopting FY 2025 Manual of Fees as presented.

ADDITIONAL COMMENTS



RESOLUTION NO. 1699

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BETHANY, OKLAHOMA, APPROVING THE FISCAL YEAR 2025 MANUAL OF FEES, WHICH ESTABLISHES THE FEES AND COSTS CHARGED BY THE CITY OF BETHANY, OKLAHOMA; AUTHORIZING PERIODIC ADJUSTMENT AS NECESSARY BY THE CITY MANAGER; AND PROVIDING AN EFFECTIVE DATE OF JULY 1, 2024.

WHEREAS, during the Fiscal Year 2025 budgeting process, staff reviewed the fees charged for inspections, utility services, zoning, and other services provided by the City; and

WHEREAS, to improve transparency and to create a single reference source for citizens and those transacting business with the City, staff is recommending that the City Council adopt this revised Manual of Fees; and

WHEREAS, the fees charged for City services needed adjustment to ensure that the City will recover the costs and expenses associated with providing certain services; and

WHEREAS, the City Council believes that it is important to adopt a single source for location of the fees and costs, for placement on the City’s website, and in hard copy with the City Clerk’s Office; and

WHEREAS, it is contemplated that the City Council will review the Manual of Fees on an annual basis as part of the budgeting process to ensure that the City is covering the costs of services for personnel and capital needs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BETHANY, OKLAHOMA, THAT the Manual of Fees for Fiscal Year 2025, attached hereto as “Exhibit A” is hereby approved with an effective date of July 1, 2024.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the City Manager is authorized to adjust fees, as needed, to ensure the City will recover its expenses for services, as in the best interest of the City and as authorized by the Bethany Code of Ordinances.

PASSED AND APPROVED by the Bethany City Council this _____ day of _____, 20____.

Nikki Lloyd, Mayor

Attest: _____
Michael Vaughn, City Clerk

Approved as to form and legality on _____, 20____.

Ray Jones, City Attorney

Building Permits

All Construction, Minimum Permit Fee	\$65
Warehouse Buildings	\$0.17/SF
Commercial/Office	\$0.25/SF
Industrial	\$0.25/SF
Residential	\$0.18/SF
Accessory (No Plumbing or Mechanical)	\$0.05/SF
Elevators	\$55.50
Fences	\$25
LP Gas Storage or Dispensation Facilities	\$50
Shelters	\$50 \$125 in ground/\$75 above ground
Swimming Pools	\$50
Storage Tank (Flammables)	\$50
Tennis Court	\$50
Reinspection	\$35
Roofing	\$50
Alterations/Repair (Remodel)	\$34.50 for 1 st story, and \$11.00 per additional story.
Demolition	\$50
Certificate of Occupancy	\$25
Cell Tower	\$100

Electrical Permits

Cut Over (Including Move of Service)	\$8.50/100 amp additional
Re-inspections	\$35
Service	\$20
Temporary Pole	\$35
Wiring (New Construction)	\$111 up to 200 amps, \$41.50/100 amp additional
Add-On or Minor Wiring (No Change in Service)	\$27.50

Swimming Pool Wiring	\$69.00
Water Well	\$75
COMMERCIAL	
New Construction <4000 SF	\$125.50 + \$37.50/100 amps over 200 amps
New Construction >4000 SF	\$269.50 + \$96.50/100 amps over 200 amps
Add-On or Remodel <4000 SF	\$110
Add-On or Remodel >4000 SF	\$187.50
Service for Signs	\$27.50
Commercial Minor Electrical Wiring Permit for Five Outlets or Less, Unrelated to Building Permits and Requiring No Change in Service	\$29.50s

Engineering

Public Improvements Inspection	
	\$0-\$2,000 6.99%
	\$2,001-\$5,000 6.3%
	\$5,001-\$10,000 5.5%
	\$10,001-\$25,000 4.9%
	\$25,001-\$50,000 4.1%
	>\$50,000 3.5%
Paving Cuts	\$69 for 1 st sq yd + \$34.50 for each additional sq yd
Street Bore	Up to 14" in diameter & 36' in length: \$137.50
Casing Diameter >14 inches	\$10 for each additional inch
Length >36 feet	\$7 for each additional foot

License Fees

Alcoholic Beverage Sales		
	Brewer	\$1,250
	Distiller	\$3,125
	Winemaker	\$625
	Oklahoma Winemaker	\$75
	Rectifier	\$3,125
	Wholesaler	\$3,500
	Class B Wholesaler	\$625
	Retail Package Store	\$900
	Retail Dealers (Class I or II): Non-Intoxicating Beverages	\$20
Mixed Beverage Establishment		
	Initial	\$1,000
	Renewal	\$900
Caterer (with Alcohol Sales)		
	Initial	\$1,000
	Renewal	\$900
Auction Merchants		\$100
Contractors		
	Building Mover	\$25
	Electrical, first year/thereafter	\$100/\$30
	Fence Contractor	\$30
	Forced Air Heating/Refrigeration; first year/ thereafter	\$100/\$30
	Gas Fitter; first year/thereafter	\$100/\$30
	General Building	\$25
	Plumbing; first year/thereafter	\$100/\$30

Refrigeration, industrial; first year/thereafter	\$100/\$30
Roofing Contractor	\$30
Sidewalk and Driveway Approach	\$30
Sign Contractor; not required for employees in the course of their employment for licensed sign contractors, or licensed electrical contractors installing the electrical system of signs during their business as electrical contractors.	\$75
Storm Shelter/Fallout Shelter	\$25
Water Well Drillers	\$30
Businesses (Misc.)	
Massage Therapist	\$25/\$20
Day-Care Centers	\$25
Home Occupations	\$25
Incinerators	\$25
Itinerant Vendors	\$200
Motor Vehicle Dealers; first year/ thereafter	\$50/\$35
Nursing, Rest, or Convalescent Homes	\$25
Pawnbrokers	\$50
Solicitors & Peddlers	\$25
Taxicabs	
Ten or fewer cabs in fleet	\$25
More than ten cabs in fleet	\$250
Wrecker Service	
Referrals	\$50
Attendants	\$10
Any other business not listed above which has taxable sales	\$25

Arts and crafts vendors at events on non-city owned property, valid for day of event only	\$10
All other vendors at any event, valid for day of event only	\$10

Mechanical Permits

Boiler	Minimum Permit Fee: \$50, up to 30HP, 31-150 \$70, 151-300 \$150, over 300 \$200
Gas Appliances > 40,000 BTUs	\$35
Commercial Clothes Dryer (gas)	\$35
Gas Extension >10 ft.	\$35
Floor Furnace (gas)	\$35
Panel/Wall Heater (gas)	\$35
Service (gas)	\$35
Temporary Service (gas)	\$35
Gas Unit Heater	\$35
Gas Water Heater	\$35
Forced Air Heating Unit	\$35
Refrigeration System (0-4 tons)	\$23.50
Refrigeration System (5-25 tons)	\$34.50
Refrigeration System (26-60 tons)	\$82.50
Refrigeration System (61-100 tons)	\$96.50
Refrigeration System (101+ tons)	\$344
Reinspection	\$35

Medical Marijuana

Retail Medical Marijuana Dispensary	\$750
Medical Marijuana Processor	\$750
Medical Marijuana Grower	\$750
Medical Marijuana Research Facility	\$250
Medical Marijuana Educational Facility	\$250
Re-Inspection Fee (for each additional inspection)	\$50

Miscellaneous

Driveway Permits	
Curb Cut	\$100
Driveways	Included in Curb Cut Fee
Emergency Medical Services Utility Fee	\$2.60 per month per utility billing unit
Garage Sale Permits	\$10
House Moving	
Advance Inspection	\$69 inside city, \$206.50 within 30 miles
Permit to Move into City	\$150
Land Disturbing	
Site is <5 acres in size	\$75
Site is ≥5 acres, but <20 acres	\$100
Site is ≥20 acres	\$150
Portable Temporary Storage Units (PTSUs)	
PTSU Permit	\$50.00
PTSU Extension	\$150.00

Short Term Rental License	\$150
Mobile Food Service -Annual	\$200
Food Truck – Approved Special Event	\$25
Solicitation	
Street (Itinerant Vendors)	\$200
Charitable	\$23
Peddler, Solicitor, and Outdoor Sellers	\$30
Stormwater	
Monthly Utility Fee	\$3.00
Water Well	
Water Well	\$100 for each well

Occupational Registration

General Building Contractor	\$25
Plumbing Contractor	\$100 Initial/\$30 renewal
Electrical Contractor	\$100 Initial/\$30 renewal
Mechanical Contractor	\$100 Initial/\$30 renewal
Fence Contractor	\$25
Small Sewage System Installer	\$25
Concrete Contractor	\$25
Contractor (other)	\$25

Plan Review

1 & 2 Family Residential	\$60
R-M, All Commercial, and Industrial	\$75

	50% of building permit fee, credited toward building permit fee, not to exceed \$2,750
	\$69 inside city, \$206.50 within 30 miles

Plumbing Permits

New Residential Constructions (including all inside fixtures)	\$69 + \$23.50 for each additional bathroom
New/Remodel Commercial., Multi-Family, and Industrial Construction	\$92.50 + \$5.50
Reinspection	\$35
Grit or Grease Interceptor	\$30
Water Extension > 10 ft.	\$12.50
Automatic Car Wash	\$23.50
Car Wash Steamer or Boiler	\$21
Commercial Dishwasher	\$12.50
Commercial Garbage Disposal	\$12.50
Septic Tank	\$23.50
Sewer	\$35
Automatic Fire Sprinkler System	\$100
Yard Sprinkler System	\$25
Commercial Washing Machine	\$12.50
Water Heater	\$35
Water Service	\$35

Signs

Signs <100 sq ft	\$41.50
Signs >100 sq ft	
101-200 sq ft	\$52.50

201-500 sq ft	\$107.50
>500 sq ft	\$140.00
Impounded Political Signs	\$0.25 each

Water System Impact Charges

Sewer Connection Fee	\$100 + \$50 per additional bathroom
¾"	\$100 \$110
1"	\$165 \$181.50
1.5"	\$335 \$368.50
2"	\$535 \$588.50
3"	\$1,000 \$1,100
4"	\$2,000 \$2,200
Commercial Garbage Disposal	\$100 + \$50 per equivalent bath unit

Water Meter Fees *meters distributed at actual cost

Water Meter Size	Current Meter Fee
5/8"	\$100 \$375.00
1"	\$165 \$450.00
1.5"	\$335 \$920.00
2"	\$535 \$1,080.00

Zoning

Notice Fee, per public hearing, appeal, variance, etc.	\$150
Rezoning: Agricultural	\$438
Rezoning: R-1	\$625 + \$13/acre
Rezoning: R-2	\$813 + \$13/acre

Rezoning: R-M	\$1,000 + \$13/acre
Rezoning: C-O, C-R	\$625 + \$13/acre
Rezoning: C-G, C-H, E-I, I-L	\$875 + \$13/acre
Rezoning: I-H	\$1,250 + \$13/acre
Rezoning: Planned Unit Development (PUD)	\$1,500 + \$19/acre
Rezoning: Mixed Use Development (MUD)	\$850 + \$13/acre
Preliminary Plat: <10 acres	\$1,000
Preliminary Plat: 10-40 acres	\$1,250
Preliminary Plat: >40 acres	\$1,563
Final Plat	\$625
Minor Subdivision	\$1,063 + \$63/acre
BOA Appeal	\$63
BOA Variance	\$344 (residential)/ \$625 (non-residential)
BOA Special Exception	\$625
PZ – Special Use Permit	\$344 (residential) / \$875 (commercial)

Bethany Public Works

Truck Load Fees

Pickup Bed Height	\$15
Over Bed Height	\$20
Cab Height	\$25
Trailer	\$15 (Minimum) / \$7 per yard \$10.00 per cubic yard
Large Truck	\$25 (Minimum) / \$7 per yard

Normal Bulk Pick-Up

≤4 Cubic Yards	\$28 minimum (\$7 per yard) \$35.00 minimum
>4 Cubic Yards	\$7 per yard (after 4 cubic yards) \$10.00 per cubic yard

Park Shelter Reservation

Residents	
First Two Hours	\$30
Additional Hour(s)	\$20
Non-Residents	
First Two Hours	\$45
Additional Hour(s)	\$20

Macrory, Garrison, E/L Maximum Capacity: 50

Ripper Maximum Capacity: 100

Barricades

Type 2	\$1.50 per day
Type 3	\$9 per day
42" Channelizers	\$1.50 per day
28" Cones	\$1 per day
Deploy Fee	\$70 minimum, @ \$70.00 per hour
Pick-Up Fee	\$70 minimum, @ \$70 per hour
Caution Tape	\$20 per roll

Pool

Age 3 & Under	FREE
Age 4-12	\$2
Age 13 & Up	\$3
General Admission	\$5, Y members free
Season Pass (Individual)	\$40 -\$65
Season Pass (Family 2 adults up to 4 children)	\$85 -\$125

Pavilion Rental (Regular Hours)	\$30 (for two hours)
Pavilion Rental (After Hours)	
Groups of 50 or less	\$50 per hour + \$10 per hour for each lifeguard \$200 per hour no baby pool \$250 per hour with baby pool
Groups of 51-75	\$75 per hour + \$10 per hour for each lifeguard \$250 per hour with no baby pool \$300 per hour with baby pool
Groups of 76-100	\$100 per hour + \$10 per hour for each lifeguard \$300 per hour with no baby pool \$350 per hour with baby pool
Groups of 100+	\$150 per hour + \$10 per hour for each lifeguard

Animal Welfare Fees

small animals: dogs, cats, domesticated;

large animal: domesticated farm animals and similar

Adoptions	
Dogs	\$80
Cats	\$55
Microchipping	
Total Fee	\$25
Surrender Fee	
Total Fee	Small: \$25 Large: \$250
Impoundment Fee	Small: \$20 Large: \$200
Daily Cost of Care, Room, & Board Fee	Small: \$10 Large: \$100
Dead Animal Pickup Fee	Small: \$25 Large: \$250

Finance Department Fees

Flush Meters

Flush meter deposit (refundable)	\$1,000
Flush meter fees	\$6.45 per 1,000 gallons
Misc. Fees	
Monthly ambulance fee	\$2.60
Credit Card fee	\$3.25 per transaction
Utility Account Delinquent Fee	\$25.00
Residential Late Fee	\$10.00
Commercial Late Fee	5% of bill
Tampering with water meter	\$40.00
Water meter testing	\$75.00 (credited to account if meter is found to be faulty)

DRAFT

BETHANY CITY COUNCIL

From: Robert Ray Jones, Jr.
Date: May 2, 2024
Subject: Amendment to Vacation Ordinance 35.07 (A) to eliminate ambiguity

BACKGROUND

The ordinance has gone through several iterations, and, in my opinion, none have been helpful in setting forth the boundary of vacation time accrual. The original enactment of the new code in 1985 set forth the following rates:

1. Zero to Ten – 3.693
2. Eleven to Fifteen – 4.616
3. Sixteen to Twenty – 5.539
4. After Twenty - 6.462

At some point in the past the city administration changed the benefit to operate on a different cycle which had been contained in previous iterations of the handbook. Having discovered the cycle, the current administration submitted a proposed ordinance to make the handbook language and ordinance consistent with one another.

1. Zero to five years service: 3.693 hours per payroll period;
2. Six to eleven years of service: 4.616 hours per payroll period;
3. Twelve to fifteen years service: 5.539 hours per payroll period; and
4. After 15 years of service: 6.462

The city has utilized Incode and Paycom to perform the city’s payroll. Under both entities, calculations of accumulated leave were inconsistent based upon the interpretation of the ordinance. One entity calculated the first provision to mean the beginning of five years of service, leave accrual moved up to the next level. The other entity calculated the first provision to mean, leave accrual escalation occurred at the beginning of the six-year of service.

To remove ambiguity the staff and to remain consistent with employee expectations, the administration proposes the following:

1. Beginning of service through end of four years of service: 3.693 hours per payroll period;
2. Beginning of five years of service through end of nine years of service: 4.616 hours per payroll period;
3. Beginning of ten years of service to end of fourteen years of service: 5.539 hours per payroll period; and
4. Beginning of fifteen years of service through the end of service: 6.462 hours per payroll period.

The use of the terms “beginning” and “through the end” clearly demarcate that at the beginning of

the fifth year of service a change occurs. To make the remaining clauses consistent, changes occur at every fifth year of service, i.e. (5), (10), and (15).

Similarly, we will need to change the handbook to match the ordinance.

RECOMMENDATION

1. Passage of the proposed ordinance change and approval of handbook changes.

ADDITIONAL COMMENTS



ORDINANCE NO. 2057

AN ORDINANCE AMENDING TITLE IV, CHAPTER 37, SECTION 37.05 OF THE BETHANY CODE OF ORDINANCES BY AMENDING SECTION 37.05 (A) OF VACATION BENEFITS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BETHANY, OKLAHOMA:

SECTION 1. Section 37.05 (A) reads as follows:

§ 37.05 VACATION BENEFITS.

(A) Each employee shall accrue vacation leave with pay at the following rate:

- (1) Zero to five years service: 3.693 hours per payroll period;
- (2) Six to eleven years of service: 4.616 hours per payroll period;
- (3) Twelve to fifteen years service: 5.539 hours per payroll period; and
- (4) After 15 years of service: 6.462 hours per payroll period.

SECTION 2. Section 37.05 (A) is amended as follows:

§ 37.05 VACATION BENEFITS.

(A) Each employee shall accrue vacation leave with pay at the following rate:

- (1) From the beginning of service through the end of four years of service: 3.693 hours per payroll period;
- (2) From the beginning of five years of service through the end of nine years of service: 4.616 hours per payroll period;
- (3) From the beginning of ten years of service through the end of fourteen years of service: 5.539 hours per payroll period; and
- (4) After 15 years of service: 6.462 hours per payroll period.

SECTION 3. If any part, article, section, or subsection of this ordinance shall be held invalid or unconstitutional for any reason, such holding shall not be construed to impair or invalidate the remainder of said ordinance, notwithstanding such holding.

END

The foregoing ordinance was introduced before the City Council on the ____ day of _____, 202__, and was duly adopted and approved by the Mayor and City Council on the ____ day of _____, 202__, and after compliance with notice requirements of the Open Meeting Law (25 OSA, Sections 301, et seq.)

ATTEST:

MAYOR

CITY CLERK

Approved as to form and legality on _____, 2024_.

CITY ATTORNEY

City of Bethany Oklahoma



Employee Handbook

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CITY OF BETHANY MISSION STATEMENT

The mission of the City of Bethany is to partner with our community to deliver services, preserve, protect, and enhance the quality of life and plan for the future.

CORE VALUES

Accountability – We accept responsibility for our personal and organizational decisions and actions while delivering cost effective and efficient services with the objective of doing our work right the first time.

Continuous Improvement – We provide the highest quality service with the resources available by promoting innovation and flexibility to meet the changing needs in the community.

Environment – We are concerned about our natural, historic, economic, and aesthetic resources and endeavor to enhance their sustainability for future generations.

Ethics – We set high standards for our personal, professional, and organizational conduct and act with integrity as we strive to attain our mission.

Respect – We are honest and treat our coworkers and the public with courtesy and dignity.

Safety – We use education, prevention, and enforcement methods to protect life and property in our business and residential neighborhoods and maintain our infrastructure and facilities to provide a safe environment in which to live, work, shop, and play.

Teamwork – We work together to plan, develop recommendations, deliver services, and openly communicate with the public and each other by soliciting feedback and sharing information to achieve our goals.

Trust – We realize the perception of our organization is dependent upon the public's confidence in our commitment to our core values and to meeting the goals set collectively by City Council and the City Manager.

CHAPTER 1

INTRODUCTION

1-1 AUTHORITY AND EXTENT OF COVERAGE

The rules and regulations contained in this Employee Handbook have been established by the City Manager and approved by the Bethany City Council. *This Employee Handbook shall be the employment policy of the City and shall not be construed as a contract with any employee or as creating any debt or obligation on the part of the City.* These personnel rules and regulations apply to all City employees unless modified by a formal written contract entered into between the City and any Bargaining Unit. In the event of a conflict between the rules and/or benefits contained in this Employee Manual and any Collective Bargaining Agreement (“CBA”), the terms and conditions of the CBA shall prevail.

The provisions of this Handbook will not apply to members of the City Council, to volunteers, persons appointed to Boards and Commissions, the City Manager, the City Attorney, Municipal Judge, and independent contractors.

1-2 EMPLOYEE RESPONSIBILITY

The Employee Handbook should provide a better understanding for all City employees of the rules and regulations of the City. It is the responsibility of Department Directors and Supervisors to communicate, and administer the rules and regulations contained in this Employee Handbook and to do so in a fair and consistent manner. It is the responsibility of the employee to become familiar with the rules and regulations contained in this Employee Handbook and to comply with them.

1-3 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of the City of Bethany to afford equal opportunity for employment to all individuals regardless of race, color, creed, age, religion, ancestry, national origin, sex, marital status, sexual orientation, or qualified disability. The City will recruit, hire, promote and ensure that all personnel actions will be administered without regard to race, color, creed, age, religion, ancestry, national origin, sex, marital status, sexual orientation, or qualified disability except where management is unable to reasonably accommodate a qualified disability in the position being considered.

1-4 DEPARTMENT POLICIES AND PROCEDURES

Departments of the City may establish regulations, procedure, and guidelines that are necessary for daily operations. Department Policies and Procedures shall not be in conflict with this Employee Handbook and shall be approved by the City Manager. A current copy of Department Policies and Procedures shall be kept on file with the Human Resources Department.

1-5 AMENDMENT AND IMPLEMENTATION

The City Manager may amend the Policies and Procedures when deemed desirable and necessary in the best interest of the City and with the approval of the City Council. The City Manager will provide notice to all City employees prior to the Council action.

1-6 AT-WILL EMPLOYMENT

Employment with the City of Bethany is "at will". This generally means that either the employee or the City may choose to end the employment relationship at any time without incurring any liability for doing so. Employment may be terminated by the employer for any reason that is not in violation of Oklahoma public policy.

CHAPTER 2

APPOINTMENT

2-1 PROBATIONARY PERIOD

The probationary period is a trial period considered a part of the selection process during which a new employee is required to successfully demonstrate his or her ability to perform the duties required of the position.

- A. New Employee Probationary Period. The probation period for all new employees is six (6) months, with the exception of those employees covered by a Collective Bargaining Agreement. The Department Director, with the approval of the City Manager, may extend the probationary period for an additional ninety (90) days if deemed desirable to adequately assess employee performance.
- B. Transfers and Promotions - Probationary Period. Any change in job assignment or promotion shall be accompanied by a three (3) month probationary period.

2-2 TYPES OF APPOINTMENTS

- A. Probationary Employee. A newly appointed employee who has not completed the designated probationary period.
- B. Permanent Part-Time Employee. An employee who has completed the initial probationary period and who works less than 29 hours per week on a regular schedule throughout the year. Permanent part-time employees are not entitled to receive fringe benefits.
- C. Regular Full-Time Employee. An employee who has completed the initial probationary period and who works 40 or more hours per week on a regular schedule throughout the year. Generally, full-time employees are eligible to receive fringe benefits.
- D. Seasonal Employee. An employee who works either on a regular or part-time basis for a limited period of time. Seasonal employees are not entitled to receive fringe benefits.
- E. Acting Appointment. This designates an employee who is appointed to fill a position which cannot remain vacant for an extended time. The City Manager may appoint any employee to hold a position in an acting capacity.

2-3 PERSONNEL FILES

- A. New Employees. Department Directors shall ensure that each new employee reports to Human Resources to complete appropriate employment forms prior to initiating a work schedule.

- B. Personnel File Contents. Employee personnel files are maintained by the Human Resources Department. Department Directors are responsible for forwarding appropriate documents to the Human Resources Department for inclusion in the personnel files of Department employees.
- C. Personal Data Changes. It is the responsibility of each employee to notify the Human Resources Department of any changes in personal data. Personal mailing addresses, telephone numbers, names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports shall be kept accurate and current at all times. Any change in personal data shall be provided to the Human Resources Department as soon as possible.
- D. Access to Personnel Files. Personnel files are the property of the City. With reasonable advance notice, employees may view their personnel file at the Human Resources Department in the presence of a staff member at any time during normal working hours. Information contained in personnel files shall be kept confidential and shall not be disclosed except as authorized by the Oklahoma Open Records Act, in writing by the employee, or pursuant to a Court Order or subpoena.

2-4 IMMIGRATION LAW COMPLIANCE

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past three (3) years, or if their previous I-9 is no longer retained or valid.

CHAPTER 3

WAGE ADMINISTRATION

3-1 PAY POLICY AND CLASSIFICATION PLAN

The Pay Classification Plan shall consist of class titles and class specifications which are approved by the City Manager and amended from time to time. Establishment of a new position or a significant change in the duties and responsibilities of a position shall be approved by the City Manager.

3-2 WORK PERIOD

The following section does not apply to employees who are covered by a Collective Bargaining Agreement. The normal work period is a standard eight (8) hours per day for a five (5) day work week. Working hours may be changed by a Department Director, with the written prior approval of the City Manager, as deemed appropriate for the efficient operations of the Department or due to weather conditions.

Employees will receive an unpaid lunch break of sixty (60) minutes depending on the work schedule of the Department. Full time employees may receive two fifteen (15) minute paid breaks and scheduled by the supervisor if available.

3-3 PAY DATES

All employees shall be paid biweekly (every other Friday). The pay cycle for all employees except those covered under CBA's runs from Saturday mornings at 12:00 am until 11:59 pm Friday night 14 days later.

The City has 26 pay periods per year. If a regularly scheduled payday falls on a holiday, employees will be paid on the last business day before the regularly scheduled payday. If a regular payday falls during an employee's absence, the employee's paycheck will be available upon his or her return. Direct Deposit is the preferred method to receive pay with the City. Upon beginning employment with the City, a new employee will be given time to establish an account to receive the deposits. An alternative is available for those not wishing an account at a financial institution. Consult the Finance Department for additional information.

3-4 OVERTIME

- A. Bona fide executive, administrative, and professional employees are exempt from the overtime requirements of the Fair Labor Standards Act.
- B. Employees who are eligible for overtime shall be paid at 1 ½ times the computed regular rate of pay for each overtime hour actually worked over 40 hours in an established seven (7) day work period. The Department Director or his or her designee shall approve all overtime prior to the time it is worked.

3-5 COMPENSATORY TIME

Employees not covered by a Collective Bargaining Agreement electing to receive compensatory time off instead of monetary overtime compensation shall receive such time at the rate of one and one-half hours for each hour earned. Employees who work a 40-hour work week may accumulate up to a maximum number of hours established by the City Manager. The Department Director will routinely monitor the accumulated hours in their department. At no time will non-CBA employees exceed 240 hours accumulated compensatory hours. The Department Director or his or her designee shall approve all compensatory time prior to the time it is worked, and all compensatory time taken will be authorized by the supervisor prior to use. The City reserves the right to pay out compensatory time at the City's discretion. Compensatory time may be sold or cashed out by the employee one time per year with City Manager approval.

3-6 STAND BY/CALL BACK

Those employees not covered by a Collective Bargaining Agreement and required to work "stand by" or are subject to "call back" shall be compensated according to current established practices. Job descriptions will inform the employee when they will be required to be on call back. See job description for standby/call requirements.

CHAPTER 4

EMPLOYEE EVALUATIONS, PROMOTIONS AND DEMOTIONS

4-1 EMPLOYEE EVALUATIONS

- A. Supervisors and employees are encouraged to discuss job performance and expectations on an informal basis throughout the year. Supervisors will formally establish their expectations for each employee and share those expectations with each employee on a semi-annual basis. This can be done with non-formal meeting, so the employee understands the expectations.
- B. Each employee of the City of Bethany, except those directly employed by the City Council, shall be evaluated for performance of job duties annually on her/his date of hire or promotion. Performance evaluations objectively assess an employee's work production and execution, as well

as, set goals for work improvement. Positive evaluations or affirmations made by a supervisor about an employee's performance does not create an expectation of continued employment or alter the at-will employment relationship.

- C. The evaluation must be completed by the employee's immediate supervisor. *The evaluation should be forwarded to the HR Department for review prior to discussion with the employee.* The evaluation will be returned to the supervisor so it can be discussed and signed by the employee. The signed evaluation will be forwarded to the Human Resources Department. The employee will receive a copy of the evaluation. The final evaluation will be placed in the employee's personnel file.
- D. If the employee has not reached job rate in their pay grade and funds are available, increases may be awarded to employees whose performance is evaluated as consistently competent and subject to the availability of adequate funds. All performance evaluation step increases will be based on a review of the employee's performance for the entire year. In the event an employee receives an evaluation which makes the employee ineligible for a step increase, the employee shall receive a subsequent evaluation three (3) months later to determine whether or not satisfactory improvement has been shown in the interim. A pay raise will be reconsidered at that time on the basis of all performance since the last step pay raise was granted. There is no guarantee of a raise. These increases are not retroactive.

4-2 PROMOTIONS

A promotion is a move to a position or classification having a higher basic salary, greater job responsibility. All vacancies that occur within the City that are considered promotional opportunities will be posted in accordance with this Employee Handbook. All City employees that meet the qualifications of the specific job opening are eligible to apply. The City may choose to fill the vacancy with a qualified applicant who is not an employee of the city. Positive work performance or length of continued service does not create an expectation of promotion. Promotion of an employee may be halted for any reason or no reason that does not violate Oklahoma public policy.

4-3 DEMOTIONS

A demotion occurs when an employee moves to a position or classification having a lower basic salary range and lessor job responsibility. An employee may be demoted for any reason or no reason pursuant to the at-will employment relationship. When an employee is demoted to a lower position, the employee shall be paid at a rate which is within the approved range for the lower position.

CHAPTER 5

EMPLOYEE BENEFITS

5-1 GENERAL STATEMENT

Fringe benefits are provided to Full-Time employees as an inducement to attract, recruit, and retain highly qualified employees and staff. They are also provided as a measure of personal and family security to allow employees to give their full attention to their jobs and professional development. In some cases, fringe benefits are provided as a requirement of law. Benefits may be added, eliminated, or changed as needed to meet the needs of the City, the employees, and the meet legal requirements. Employees are responsible to know and understand the benefits summary plan. For assistance, contact the Human Resources Department.

Benefits of employees in a Collective Bargaining Agreement are established expressly by the terms of the agreement. Sections 5-2 to 5-10 do not apply to employees in a collective bargaining agreement.

5-2 LONGEVITY PAY

Longevity shall be paid to employees with at least three (3) years of continuous service with the City of Bethany. Longevity pay is additional to regular base wages and is paid on the following basis:

<u>Beginning Year of Service</u>	<u>Longevity Pay Per Month</u>
4 th Year	\$25.00
6 th Year	\$45.00
8 th Year	\$65.00
10 th Year	\$85.00
12 th Year	\$105.00
14 th Year	\$125.00
16 th Year	\$145.00
18 th Year	\$165.00
20 th Year and beyond	\$185.00

No employee shall be paid more than \$185.00 per month in longevity pay.

5-3 PAID HOLIDAYS

- A. Holidays. All full-time City employees, receive a full day's compensation and time off of work for the following days:
- New Year's Day
 - Martin Luther King, Jr. Day
 - President's Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas
 - Floating Holiday
- B. Observation of Holidays. A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. When a holiday falls on an employee's regularly scheduled day off, the holiday shall be treated as though it had fallen on the employee's next workday. An employee who is required to actually work on one of the above days designated as a holiday will be granted one day off with pay or will be paid an additional normal day's pay in lieu of time off as well as pay for the hours worked for the holiday. If an employee is scheduled to work a holiday but fails to report for work, the employee will not be eligible for any holiday pay and may be subject to discipline.
- C. Floating Holiday. Full-time City employees receive one (1) floating holiday per year. This holiday

may be taken on the employee’s birthday, or at a time approved in advance by the Department Director. A Full-time employee is eligible to receive the floating holiday after completing six months of full-time employment.

- D. Employees covered under a CBA should look at the agreement for further explanation of benefits.

5-4 VACATION

Vacation leave is intended to benefit the employee and serve as a time of mental and physical refreshment. Therefore, employees are encouraged to use their vacation time.

- A. Eligibility. A full-time employee is eligible to take accumulated vacation leave after completion of six months of full-time employment. Employees may take accrued vacation time before that with special permission of the Department Director and City Manager or HR Director. Upon the hire date, vacation leave shall be accrued per pay period with annual maximum accruals as follows:

<u>Length of Service</u>	<u>Accrual Per Pay Period</u>	<u>Yearly Total</u>
0-4 Years <i>(beginning of service through end of Year 4)</i>	3.693 Hours	96 Hours
5-9 Years <i>(beginning of Year 5 through end of Year 9)</i>	4.616 Hours	120 Hours
10-14 Years <i>(beginning of Year 10 through end of Year 14)</i>	5.539 Hours	144 Hours
15+ Years <i>(beginning of Year 15 through end of service)</i>	6.462 Hours	168 Hours

- B. Expenditure. Vacation leave shall not be expended in less than a one (1) hour unit and shall not be expended for more than the actual number of hours accrued. Vacation leave will be approved by the Department Director to meet the operating requirements of the City and, whenever possible, the preference of the employee. Requests for vacation leave shall be submitted with as much notice as possible to allow proper scheduling.
- C. Accumulation. For employees hired before 09-01-2021, vacation leave may be accumulated to a maximum of 240 hours per year. All vacation leave in excess of 240 hours as of December 31st of each year will be lost. Exceptions may be made with approval of the City Manager if an employee is unable to take vacation leave through no fault of his/her own.

New employees hired after 09-12-2021, do not accrue vacation leave when the employee maintains a balance of 240 hours. The maximum balance of vacation leave that may be kept by an employee is 240 hours. No more than 240 hours of vacation leave may be carried over to the next year.

- D. Separation. Upon separation, employees will be paid for unused vacation that has been earned through the last day of employment or the employee may elect to use the vacation to extend the period of employment. No more than 240 hours shall be paid.

5-5 SICK LEAVE

- A. Eligibility and Accrual. A full-time employee is eligible to take one (1) day of sick leave after completion of the first month of employment. After that time, sick leave shall be accrued at the rate of 3.693 hours per pay period. An employee is eligible to take sick leave for one (1) of the following

reasons:

1. Personal illness or physical incapacity other than incurred on the job, including medical, dental, or optical diagnosis or treatment, and pregnancy.
 2. Serious illness or physical incapacity of a member of the employee's immediate family requiring the employee's personal care or attention. Immediate family shall include husband or wife, father or mother of the employee, sister or brother of the employee, children or legally adopted children of the employee's husband or wife, or any other person whose relationship could justify the employee's absence, providing special approval by the Department Director is first obtained.
 3. Exposure to a contagious disease that, in the opinion of the attending physician, could jeopardize the health of others.
 4. Any condition covered under the City's Family Medical Leave Act policy.
- B. Expenditure. Sick leave may be expended in units of no less than one (1) hour. Any sick leave extending for three (3) consecutive workdays must be accompanied by a physician's written statement certifying the employee's condition or his/her immediate family member's condition that prevented the employee reporting to work. Any abuse of sick leave is justification for disciplinary action.
- C. Procedure. An employee who is unable to report for work due to one of the above reasons shall report his absence verbally to his supervisor at least 30 minutes before the scheduled start of their workday. The supervisor must also be contacted verbally on each additional day of absence. Texting in sick may be allowed in the department as approved by the Department Head.
- D. Accumulation. Sick leave may be accumulated to a maximum of 960 hours.
- E. Retirement. Upon retirement, an employee shall be entitled to convert sick leave which has accumulated over 680 hours to pay at the ratio of two sick leave to one hour of pay. The maximum number of hours paid shall not exceed 140 hours.

5-6 INSURANCE

- A. Life Insurance. All full-time employees are covered by a term life insurance policy in the amount of \$10,000.00. Department Directors are covered by a term life insurance policy in the amount of \$20,000.00. The City pays the entire cost of the policy. Each employee may select a beneficiary and the beneficiary may be changed at any time as addressed in the insurance plan document. Additional voluntary term life insurance policies are available and policy premiums are paid by the employee through a payroll deduction.
- B. Health Insurance. The City offers full-time employees individual and family medical coverage under a group health insurance plan. The City pays a portion of the cost of an employee for single coverage and a portion of the cost of family coverage as budgeted. The employee's portion of the cost is paid through a payroll deduction. Employees retiring from the City are entitled to remain in the health insurance plan by paying the full cost of the health insurance, plus an administrative fee charged by the insurance provider. Those leaving employment will be entitled to health insurance benefits for a period of eighteen (18) to thirty-six (36) months in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) upon payment of applicable premium. The Human Resources Department can assist employees with this process.

- C. Dental Insurance. The City offers full-time employees individual and family dental coverage under the group dental insurance plan. The City pays a portion of the cost of an employee for single coverage and a portion of the cost of family coverage as budgeted. The employee's portion of the cost is paid through a payroll deduction. Employees are responsible for filing their own claims, but Human Resource Department employees may provide assistance if needed.

5-7 RETIREMENT

- A. Defined Benefit Plan. The City is a member of the Oklahoma Municipal Retirement Fund (OMRF). Full-time employees are automatically placed in the OMRF system and funds are paid by the City into the fund on the employee's behalf. The City has established a Defined Benefit Plan. Employee contributions to OMRF are automatically deducted from the employee's pay before federal and state tax withholdings are calculated. For additional information contact the Human Resources Department.
- B. Defined Contribution Plan. All employees may be members of the OMRF defined Contribution plan. Employees will receive employer contributed funds in a 401(a) account. There are many options available. For more information, contact your HR Department.
- C. Deferred Compensation. Employees may participate in the City's Deferred Compensation Plan. This Plan is governed by Section 457 of the Internal Revenue Service Code. This Section allows public employees to defer state and federal taxes on a portion of their income. Employees may withdraw contributions and income only under limited circumstances. For more information, contact your HR Department.

5-8 EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program (EAP) is available to all employees. The EAP is a referral service established to assist employees in identifying and resolving individual problems which may, at times, interfere with job performance. The EAP can assist employees and families with a multitude of issues. Employees may voluntarily refer themselves into the program with the assurance of total confidentiality. Department Directors may also refer employees to the EAP when individual problems affect an employee's level of work performance.

There is no cost for the first six (6) visits for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. Costs not covered by the health insurance plan are the responsibility of the employee. Employees should contact the Human Resources Department for additional information on the EAP.

5-9 TUITION REIMBURSEMENT

- A. Eligibility. The City provides educational assistance to full-time employees upon completion of the initial probationary period. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Courses must be related to the employee's current job duties or a foreseeable future position in the City in order to be eligible for educational assistance. The City Manager has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable future position. Courses must be approved by the Department Director prior to taking the course.
- B. Reimbursement. The amount of educational assistance available to an employee is limited to six (6) credit hours per semester, not to exceed eighteen (18) credit hours per fiscal year.

Reimbursement shall be limited to the actual hourly rate per course hour or the highest (non-graduate rate for non-graduate courses and graduate rate for graduate courses) level hourly rate for a state institution of higher education of either Oklahoma University (OU) or Oklahoma State University (OSU). Nothing contained in this Employee Handbook shall be construed to require the City to compensate the employee for time spent in fulfilling course requirements, or to pay for travel, books, fees, or any expense other than tuition.

- C. Grade requirement. The employee shall receive a letter grade of “C” or higher for his or her performance in the course and not be evaluated on the basis of pass/fail or satisfactory/unsatisfactory, except in any course in which a letter grade cannot be awarded. The employee will be required to produce a certified transcript to the HR Department to receive reimbursement. If the employee drops a course, the employee will not be eligible for reimbursement.

5-10 OPTIONAL BENEFIT PROGRAMS

The City provides payroll deductions for a variety of optional benefit programs. More detailed information may be obtained from the Human Resources Department.

CHAPTER 6

LEAVES OF ABSENCE

6-1 EMERGENCY LEAVE

This leave is normally reserved for unusual circumstances and is used for emergencies. The City Manager or his/her designees is the only person who can authorize emergency leave. Emergency leave is limited to five (5) days paid leave each year.

6-2 TRAINING LEAVE

Employees may be granted time off with pay and travel expenses to attend conferences, schools, or other events if the Department Director believes that attendance would benefit the City and improve the employee’s job performance.

6-3 JURY LEAVE

If called for jury duty, employees will be given leave with pay for time required for service. Employees are expected to report to supervisors as soon as released from jury duty.

6-4 MERITORIOUS LEAVE

The City Manager may grant additional compensatory time off for extraordinary meritorious service to the City.

6-5 MILITARY LEAVE

Military Leave shall be authorized for active-duty training with Reserve components of the United States Armed Forces as provided by Oklahoma State Statutes. While on long-term temporary active duty, employees will continue to accumulate vacation and sick leave. Employees shall submit official military

orders, if available, prior to being granted Military Leave. If orders are not available, employees shall submit an official letter from their unit commander and, upon return, must present a copy of the official orders to the Human Resources Department. Additionally, the City will comply with all provisions of the Uniformed Services Employment and Reemployment Act (USERRA).

6-6 LEAVE WITHOUT PAY

Leave without pay may be granted by the City Manager for a specific period of time. When it is in the best interest of the City to do so and shall not exceed three (3) months. Employees on leave without pay (excluding Military Leave) do not accrue sick or vacation leave. The employer's contribution toward insurance premiums will cease for employees on leave of absence without pay for periods exceeding thirty (30) days, unless the employee is on approved Family and Medical Leave (FMLA). Employees may continue health insurance premiums at their expense. Under very special circumstances, when an employee has used his or her accrued vacation and sick leave and because of illness or non-service injury is not able to return to work, the City Manager may extend a leave of absence without pay for a period not to exceed one year.

6-7 WORKERS' COMPENSATION

Employees with work-related injuries/illnesses are provided benefits under the Oklahoma Administrative Workers' Compensation Act. It is the duty of all employees to advise their supervisor of any injury or suspected injury received on duty. Notification should be done as soon as safely possible.

6-8 LEAVE SHARING

- A. Summary. The City, under certain circumstances, may allow an employee to donate annual vacation leave to a fellow employee who is suffering from an illness, injury, impairment, or physical or mental condition which will the employee to take leave without pay.
- B. Procedure. Leave sharing shall be approved by the receiving employee's Department Director and by the Human Resources Department subject to the following provisions:
 - 1. The receiving employee will have exhausted, all leave due to the illness or injury, impairment, or condition.
 - 2. The donating employee may donate up to twenty-four (24) hours of accrued annual vacation leave per pay period.
 - 3. Any shared leave not used by the recipient will be returned to the donor(s). Unused shared leave will be divided proportionally among the donors.
 - 4. The receiving employee will not accrue vacation or sick leave while on donated leave time.
 - 5. All donated leave must be given voluntarily.

CHAPTER 7

CODE OF CONDUCT AND CORRECTIVE ACTION

7-1 UNPROFESSIONAL CONDUCT

It is the policy of the City of Bethany to provide a high quality of service by the safe, efficient, and orderly operation of all City Departments. The examples listed below are not intended to be all-inclusive and demonstrate conduct that is unacceptable for employment with the City of Bethany:

1. Habitual tardiness or unexcused absence.
2. Not immediately returning to work after being released from a doctor's care.
3. Abuse of any city benefits.
4. Abuse of any policies regarding employee leaves.
5. Falsification of records.
6. Loss of required license or certification.
7. Discourteous conduct to citizens or co-workers.
8. Immoral, indecent, or obscene conduct.
9. Failure to meet standards for personal appearance.
10. Acceptance of a fee or gift given with the intent of influencing the employee in the performance of his or her official duties.
11. Violation of safety rules.
12. Violation of any city policy or procedure or interdepartmental regulation.
13. Use, or possession of alcohol or illegal drugs on the job or reporting to work under the influence of alcohol or drugs.
14. Taking more than specified time for meals or breaks.
15. Insubordination.
16. Destruction, theft, or misappropriation of city property.
17. Repeated failure, refusal, or neglect in performance of duties.
18. Fighting, intimidating, or coercing other employees on the job or engaging in horseplay or scuffling or other disruptive actions.
19. Concealment or failure to report a significant error, mistake or unsafe working condition or injury.
20. Improper use of authority by using official position for personal profit or advantage.
21. Wasting time, loafing, or sleeping on the job, except as required by job duties.
22. Commitment of acts, on or off the job, which would bring embarrassment, distrust, or discredit to the City of Bethany.
23. Removal of any city property or materials from the work premises without proper authorization.
24. Violations of any state laws regarding political activity.
25. Negligence, inefficiency, or incompetence in the performance of job duties.
26. The destruction, theft, or misappropriation of the personal property of another through the unauthorized use of city authority. Provided, that this provision shall not apply to the destruction of contraband or to activities authorized by Court Order.
27. Any other reason which the City Manager believes, in good faith, to be for the good of the service.
28. Bringing unauthorized firearms or weapons of any sort, concealed or not, onto city property, except that firearms that are otherwise legal may be kept inside a locked vehicle on city designated parking areas.
29. Making a threat of violence or actually displaying violent behavior within the workplace.
30. Violation of City policy regarding professional conduct, harassment, and discrimination.

7-2 CORRECTIVE ACTION

The City Manager or a supervisor may find it necessary to take corrective action with respect to an employee's conduct. The corrective action taken is based upon the seriousness of the employee's conduct past record of corrective action, the length of employment the employee. If corrective action is taken with an employee, the City Manager or supervisor will:

1. Describe the unsatisfactory behavior in a corrective action notice.
2. Outline the corrective measures taken by the employer
3. Specify that any recurrence of the behavior or other unprofessional conduct could lead to further

corrective action or termination.

4. Deliver the corrective action to the employee and request a signature of acknowledgement. If the employee refuses to sign, the employer will mark the document “refused to sign.” The City Manager or supervisor will then sign and date the notice and deliver to Human Resources.

7-3 PROCESS FOR DISCIPLINE, SUSPENSION, DEMOTION OR TERMINATION

Employees are hired at-will and can be suspended, demoted, or terminated for any lawful reason or no reason and are not entitled to a hearing before or after any disciplinary action.

CHAPTER 8

MISCELLANEOUS

8-1 OUTSIDE EMPLOYMENT

Employees may hold outside jobs provided that:

1. There is no conflict of interest; and
2. There is no conflict with working hours; and
3. The employee’s efficiency is maintained; and
4. Approval is given by the employee’s Department Director.

Employees may not engage in outside business activities during working hours and may not use city equipment in any outside business

8-2 PERSONAL APPEARANCE

Personal appearance is important. Employees shall dress in a manner that creates a good impression upon the people served. When uniforms are issued to employees, they will be worn during working hours.

Pierced jewelry will be visible in the ears only. Other piercings will be covered or removed while the employee is at work. Body art can be considered an expression of free speech. Bethany will allow body art as long as it is in good taste by community standards. Out of respect for our customers, the citizens of Bethany, the City will not allow face or neck tattoos and, the City requests that visible tattoos be tasteful and appropriate. The City will not allow tattoos that are vulgar, abusive, offensive, obscene, violent, or contrary to the moral standards of the community of Bethany to be seen while the employee is at work. City employees who have tattoos prior to the implementation of this handbook will be exempt from this section with preexisting tattoos only. All new tattoos will fall under this handbook.

8-3 USE OF CITY EQUIPMENT

When using City equipment and vehicles, employees are expected to exercise care, follow required maintenance, and follow all operating instructions, safety standards, and guidelines. City property and equipment is for City business only.

It is the employee’s responsibility to notify her/his supervisor when any equipment, machine, tool, or vehicle appears to be missing, damaged, defective, or in need of repair. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles is conduct that is unacceptable to employment.

8-4 TOBACCO USE

Smoking, vaping, and the use of smokeless tobacco is prohibited throughout the workplace and extends to 25-feet beyond any portion of City buildings or facilities. Any tobacco use in City-owned vehicles is also prohibited.

8-5 CITIZEN RELATIONS

Every employee represents the City to the public. How employees present themselves and the way they perform their jobs presents an image of the entire organization. All employees are expected to be courteous, helpful, and prompt in the attention given to citizens.

8-6 EMPLOYEE RELATIONS

It is the responsibility of all employees to be respectful, to be fair in treatment of others and to conduct themselves in a non-discriminatory manner in their association with other employees and vendors.

8-7 CITY VEHICLES

City vehicles are for official use only unless an employee has been authorized to commute to and from work. Family members and civilians are not authorized to ride in City vehicles except in the performance of an employee's job duties or with permission of the City Manager. In case of an accident involving City-owned vehicles, employees must notify their supervisor and the Police Department. All employees who drive City vehicles must have a valid Oklahoma driver's license and a commercial driver's license as required. All City employees are to use seat belts when driving or riding in a City vehicle. Failure to do so can result in disciplinary action. Use of cellular phones in any manner while operating any city vehicle is prohibited.

All employees who drive City vehicles, will have their driver's license checked for validity on a semiannual basis. Those employees who are found to have lost their driving privileges is conduct that is unacceptable to employment.

Before an employee is allowed to have a vehicle to drive back and forth to work, the employee's supervisor must justify the need for this to the City Manager. The City Manager will take into account emergency call backs or other possible needs that the City may have of the employee. The City Manager will determine those individuals who will have access to take home vehicles.

8-8 CELL PHONE USAGE

Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and can be distracting to others. A reasonable standard is to limit personal calls during work time.

8-9 NEPOTISM

An employee shall not supervise, either directly or indirectly, the work of a relative which involves hiring, dismissal, disciplinary action, promotional evaluation, performance appraisal or job and work assignment. If this situation arises through a change in family composition or a job transfer/promotion, the affected employees shall immediately report the situation to the Human Resources Department. The employees may be separated by reassignment or terminated from employment as deemed necessary by the City Manager.

Relatives of present employees will not be hired into the same division within a Department. Under no circumstances shall any relative of any City Council Member, Department Director, or employee in the offices of the City Manager, the Finance Department, or the Human Resources Department be employed in a full-time or regular part-time position within the City. This restriction does not apply to seasonal positions for those persons related to a Department Director or employees in the Human Resources Department.

For purposes of this policy, relative is defined as a spouse, parent, child, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or corresponding in-law, step, adopted or half relation, relative will include those individuals related up to the third degree.

8-10 POLITICAL ACTIVITY

- A. City employees may attend and express their views at any regular public meeting for the City of Bethany, its commissions, committees, authorities, and trusts.
- B. City employees may actively participate in all political activities. Provided, the employee does not participate in any political activity during on-duty hours or while wearing any city uniform or apparel indicating the person is employed by the City of Bethany.
- C. City employees may not utilize city equipment of any kind for political activity.
- D. It may prove difficult to be employed by the City of Bethany and run for political office. Recognizing that the time commitment to run for political office as a candidate can be extensive, the following should be considered:
 - 1. Time needed away from the employee/candidate's regular job duties for political activity;
 - 2. Amount of accrued leave time (vacation or compensatory time) available to the employee/candidate for time away from work for political activity;
 - 3. Whether leave without pay will be needed for the employee/candidate for time away from work for political activity;
 - 4. Ability of the affected department or division to continue with the city functions in the employee/candidate's absence;
 - 5. Leave away from work by an employee/candidate for political activity shall be considered for approval by the City Manager upon recommendation from the employee's department director.
 - 6. If an employee is successfully elected to a City of Bethany office, the employee must immediately resign.

8-11 EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION POLICY

The City of Bethany is committed to providing equal employment opportunities to all employees and applicants for employment. There shall be no discrimination against any employee or applicant on the basis of race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, as defined and required by state and federal laws. This commitment extends to every aspect of employment, including recruitment, selection, placement, training, compensation, promotion, transfer, layoff, recall and disciplinary action. The responsibility for administering this policy is delegated to Department Heads and Supervisors.

8-12 AMERICANS WITH DISABILITIES ACT (ADA) AND ADA AMMENDMENT ACT (ADAA)

It is the policy of The City of Bethany to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the City's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, termination, compensation, training or other terms conditions and privileges of employment.

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodations and/or if the accommodation creates an undue hardship to the City of Bethany. Contact the Human Resources department with any questions or request for accommodations.

Contact the Human Resources office for additional information about these policies or to file a claim.

8-13 PROFESSIONAL CONDUCT AND ANTI-HARASSMENT POLICY

The City is committed to establishing a professional and congenial work environment and will take reasonable steps to ensure that the work environment is pleasant for all who work here. All employees are expected to treat others with courtesy, consideration, and professionalism. The City will not tolerate the harassment of any employee or any member of the public by any other employee, supervisor, or customer. Employees may not use epithets, slurs or other terms or language designed to threaten, insult, intimidate or show hostility to another. Employees are prohibited from posting or circulating in the workplace any written or graphic materials or other objects that attack, defame, belittle, degrade, or show hostility or aversion to any person or group of people. In addition, harassment for any discriminatory reason, such as race, gender, national origin, disability, age, religion, or veteran status is prohibited not only by State and Federal laws but also by the policies of the City. The City prohibits not only unlawful harassment but other types of unprofessional and discourteous conduct. Accordingly, derogatory, racial, ethnic, religious, age, gender, sexual orientation, sexual or other inappropriate remarks, slurs, "jokes," written material or actions will not be tolerated in the workplace.

Included in this prohibition is a prohibition against sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature when:

- A. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
- B. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- C. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or of creating an environment which is intimidating, hostile or offensive to the employee.

Each employee must exercise his own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to, the following:

- E. Verbal: Repeated sexual innuendos, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;

- F. Visual/Non-Verbal: Derogatory posters, cartoons, telefaxes, drawings, suggestive objects or pictures, graphic commentaries, leering or obscene gestures;
- G. Physical: Unwanted physical contact including touching, interference with the individual's normal work movements or threatening gestures; and
- H. Other: Making or threatening reprisals as a result of a negative response to a harassing action.

Any employee or applicant who feels that he or she has been subjected to harassment or otherwise has been discriminated against due to his or her race, color, religion, national origin, gender, sexual orientation, age, disability, or veteran status or who witnesses such harassment of or discrimination against another employee, should promptly report the incident. A complaint form is available in the Human Resources Department. Although employees are encouraged to discuss issues of alleged harassment or discrimination with their immediate supervisor, they may by-pass their immediate supervisor and report the incident directly to the Human Resources Director. In the event the employee believes the Human Resources Director is involved in the harassment or discrimination, the employee may bring the complaint to the attention of the City Manager. Further, any supervisor who gains information concerning allegations of harassment or discrimination is to immediately report the same to the Human Resources Department.

All complaints of harassment or discrimination will be investigated. In determining whether alleged conduct constitutes harassment or discrimination, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be considered. Except as deemed necessary to investigate and remedy violations, management will keep any complaint and the information revealed in the investigation as confidential as possible.

All employees are strongly encouraged to use the complaint procedures set forth herein if they believe they have been subjected to discrimination or harassment. Before it becomes a serious problem and the conduct interferes with an individual's work performance or creates a hostile environment, employees are encouraged to notify management of conduct that may violate this policy. That will allow management time to address the situation.

The initiation of a complaint, in good faith, will not be grounds for discipline. It is a violation of the City's policy for an individual to be disciplined or otherwise disadvantaged as a result of a good faith resort to this complaint procedure. However, deliberately reporting false allegations may be considered as a form of harassment and may subject an employee to appropriate discipline.

If a person is determined to have violated this policy, the City will take appropriate action designed to prevent any further incidents of inappropriate behavior. If necessary, this could include disciplinary action up to and including termination. In addition, management and supervisory employees may face disciplinary action if they fail to take corrective action after becoming aware of the existence of harassment or discrimination, regardless of whether the victim has filed a formal complaint.

8-14 EMPLOYEE SOCIAL MEDIA/NETWORKING POLICY

Social media, including networking sites and blogs, are increasing in popularity and activity. The City of Bethany believes that social media can assist in raising visibility and support for its business. The City of Bethany is also aware that social media is not used exclusively for the City of Bethany's business and that employees are utilizing blogs and social networking sites for personal use. However, it is important to keep in mind that what is posted is traceable and permanent.

When employees create their own blogs, comment on a blog, create a LinkedIn profile, Twitter, use Facebook and/or contribute to or through any of the other online media (i.e., Wikis, blogs, chat rooms, internet forums, electronic mailing lists, etc.), they are impacting their personal image and potentially impacting the City of Bethany. If your online profile indicates that you work for the City of Bethany, then that activity is associated with the City of Bethany. Therefore, the City of Bethany asks all employees to follow the guidelines below regarding online behavior.

The sites covered in this policy include any electronic form of communication, including social networking sites such as Facebook and Instagram; professional networking sites such as LinkedIn; and live blogging tools like Twitter, as well as employee's personal blogs and those hosted by other organizations that you either author or where you post comments.

Follow these guidelines when creating and/or publishing work-related or non-work-related content online:

- **Maintain confidentiality.** Never divulge proprietary or confidential information about the City of Bethany, our employees, or our clients.
- **Represent yourself accurately.** If you are participating in an online community and commenting on topics related to our business, you must make it clear that you are speaking for yourself and not on behalf of the City of Bethany.
- **Be accurate.** When posting content, your overall goal should be to provide value through accurate information. You may not post anything that is knowingly false.
- **Be respectful.** Respect the opinions of others. You may have disagreements, but please make your opinions respectfully. The City of Bethany does not tolerate intimidating or threatening comments.

Please keep the following guidelines in mind regarding your online identity:

- Follow the rules regarding the use of the City of Bethany email outlined in the City of Bethany's Personnel Policies.
- Even when using social media sites on a personal basis, please remember to follow the City of Bethany's policies prohibiting threats and intimidation.
- The City of Bethany is not interested in limiting your ability to participate in personal social networks with a personal email address outside of the workplace. However, what you publish on these sites should never be attributed to the City of Bethany. Please make it clear that you are speaking for yourself. Furthermore, even if you do not mention the City of Bethany, that information is readily ascertainable and could reflect poorly upon you and the City of Bethany. Please use common sense when making online comments, even if you intend for them only to be personal in nature. If you choose to use your work affiliation on a social network, then you should regard all communication on that network as you would in a professional network.
- Be aware of your association with the City of Bethany in online social networks. If you identify yourself as a City of Bethany employee, ensure your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and clients. In particular, if your name on Twitter is related to the City of Bethany's business, be sure that the majority of your "tweets" are on this topic.

- As they are in the public domain, the City of Bethany reserves the right to monitor social media sites and blogs.
- Any violators of these guidelines will be subject to disciplinary action, up to and including termination.

CHAPTER 9

FAMILY MEDICAL LEAVE ACT POLICY

9-1 PURPOSE OF THE ACT

The FMLA allows eligible employees to take up to 12 weeks of unpaid leave in a 12-month period for medical reasons; the birth or adoption of a child; and the care of a child, spouse, or parent of the employee who has a serious health condition. (§ 825.200(a)).

9-2 DEFINITIONS

- A. *Son or Daughter*: A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis* who is either less than 18 years of age or 18 years of age or older and “incapable of self-care” because of a physical or mental disability at the time that FMLA leave is to commence. “Incapable of self-care” means that the individual requires active assistance or supervision to provide daily self-care in three or more activities or instruments of daily living (i.e., hygiene, eating, paying bills, cleaning, etc.). (§ 825.122(c)).
- B. *Parent*: The biological parent, adoptive, step or foster father or mother, of an employee or an individual who stood *in loco parentis* to an employee when the employee was a son or daughter. Persons who are *in loco parentis* include those with day-to-day responsibilities to care for and financially support a child. A biological relationship is not necessary. (§ 825.122(b)).
- C. *Spouse*: A husband or wife as defined or recognized under State law for purposes of marriage in the State of Oklahoma, including common law marriage under the laws of the State of Oklahoma. (§ 825.122(a)).
- D. *Health Care Provider*: A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; or any other person determined by the Secretary of Labor to be capable of providing health care services (i.e., podiatrist, dentists, clinical psychologists, optometrists, chiropractor, nurse practitioner and nurse-midwife, physician assistants, clinical social workers, and certain Christian Science practitioners). (§ 825.125(b)).
- E. *Serious Health Condition*: An illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, continuing treatment by a health care provider or a chronic condition. (§ 825.113).
- F. *Intermittent Leave*: Leave taken in separate blocks of time due to a single qualifying reason. (§ 825.202(a)).
- G. *Reduced Leave*: A leave schedule that reduces an employee’s usual number of working hours per workweek or hours per workday. A change in the employee’s schedule for a period of time, normally from full time to part time. (§ 825.202(a)).

- H. *FMLA 12-Month Period:* The 12-month period is measured forward from the date an employee's first FMLA leave begins. Example: If an employee's FMLA 12-month period begins on June 9 it will run until the following June 8. (§ 825.200(b)(4)).

9-3 ELIGIBILITY REQUIREMENTS

- A. To be eligible for leave under the FMLA, an employee must have been employed by The City for at least 12 months within the past seven years *and* worked at least 1,250 hours during the previous 12-month period preceding the request for leave. (§ 825.110).
1. The 12 months do not need to be consecutive months. (§ 825.110(b)). For example, if an employee worked for The City five (5) years before the current period of employment, the previous service could be counted toward the employee's 12-month eligibility requirement.
 2. If the break in service is to fulfill National Guard or Reserve military service obligations, there is no limit in the gap between periods of employment. (§ 825.110(b)).
- B. If The City grants non-FMLA leave to an employee before the employee is eligible for FMLA leave and the employee becomes eligible for FMLA leave while on non-FMLA leave, the leave period after the date the employee becomes eligible is FMLA leave and the leave period before such leave is non-FMLA leave. (§ 825.110).
- C. An eligible employee shall be entitled to a total of 12 workweeks of leave during the FMLA 12-month period for one or more of the following *FMLA qualifying events*:

Birth or Adoption:

1. The birth of a son or daughter of the employee or placement of a son or daughter with the employee for adoption or foster care. (§ 825.112).
 - a. Both the mother and father are entitled to FMLA leave to be with the healthy newborn child (i.e., bonding time) during the 12-month period beginning on the date of birth. (§ 825.120).
 - b. The mother is entitled to FMLA leave for incapacity due to pregnancy (i.e., morning sickness), for prenatal care, or for her own serious health condition following the birth of the child. (§ 825.120).
 - c. The husband is entitled to FMLA leave if needed to care for his pregnant spouse who is incapacitated, if needed to care for her during her prenatal care, or if needed to care for the spouse following the birth of a child if the spouse has a serious health condition. (§ 825.120).
 - d. Employees may take FMLA leave *before* the actual placement or adoption of a child if an absence from work is required for placement for adoption or foster care to proceed (i.e., appear in court, counseling, or travel to another country, etc.). (§ 825.121).

- e. If both parents work for the City, the combined leave to which they are entitled is 12 weeks. However, time may be split in any manner chosen by the parents. For example, if each parent took 6 weeks of leave to care for a healthy, newborn child, each could use an additional 6 weeks due to his or her own serious health condition or to care for a child with a serious health condition. If one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full 12 weeks of leave. (§ 825.120(a)).

Employee's Serious Health Condition:

- 2. A serious health condition that renders the employee “unable to perform the functions of the position” because of an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. (§ 825.112).
 - a. An employee is “unable to perform the functions of the position” where the health care provider finds that the employee is unable to work at all or is unable to perform any one of the essential functions of the employee's position. An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. (§ 825.123).
 - b. An on-the-job injury that qualifies as a serious health condition under FMLA will be charged to the employee's FMLA entitlement. The workers' compensation absence and FMLA leave shall run concurrently subject to proper notice and designation by the department.

Family Member's Serious Health Condition:

- 3. An employee may be eligible for FMLA when “needed to care for” the employee's spouse, son, daughter, or parent of the employee with a “*serious health condition.*” Care for parents-in-law is not covered by the FMLA. (§ 825.112; § 825.201).
 - a. “Needed to care for” means an employee may take leave to care for a family member if needed to provide physical and/or psychological care (i.e., basic medical needs, hygiene, transportation to the doctor, or emotional support). (§ 825.124).
 - b. The employee does not need to be the only individual or family member available to provide the care nor is the employee required to provide actual care. (§ 825.124).
 - c. If both spouses work for the City, each is entitled to 12 weeks to care for a sick son or daughter. If one spouse is ill and must be cared for by the other, each spouse is entitled to 12 weeks.

9-4 NOTICE AND DESIGNATION OF FMLA

- A. Eligibility notice. When an employee requests FMLA leave, or when the department/division acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the FMLA Coordinator must notify the employee of the employee's eligibility within five business days, absent extenuating circumstances. If it is determined that the employee is not eligible, the notice must state at least one reason why the employee is not eligible. *See* DOL Notice of Eligibility of

Rights and Responsibilities form. (§ 825.300).

- B. Employee notice requirements. An employee must provide at least verbal notice to the department/division at least 30 days before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or a planned medical treatment for a serious health condition of the employee or a family member. If 30 days' notice is not practicable, notice must be given as soon as practicable. The notice should make the department/division aware that the employee needs FMLA leave and the anticipated timing and duration of the leave. (§ 825.302).

- C. Designation notice. It is The City's responsibility through the FMLA Coordinator to designate leave as FMLA qualifying, and to give notice of the designation of FMLA leave to the employee. When the FMLA Coordinator has enough information to determine whether the leave is being taken for a FMLA qualifying reason (e.g., after receiving the certification), the Coordinator must notify the employee within five (5) business days. *See* DOL Designation Notice form. (§ 825.300(d)).
 - 1. If the department/division will require the employee to present a fitness-for-duty certification to be restored to employment, it must provide notice of such requirement with the designation notice. If the fitness-for-duty is to address the employee's ability to perform the essential functions of the employee's position, it must so indicate in the designation notice, and must include a list of essential functions of the employee's position. (§ 825.300(d)).
 - 2. If the information provided by the employer to the employee in the designation notice changes (e.g., the employee exhausts the FMLA entitlement), the employer shall provide, within five (5) business days of receipt of the employee's first notice of need for leave subsequent to any change, written notice of the change. (§ 825.300(d)(5)).

- D. Sufficient information to designate leave. The decision to designate leave as FMLA-qualifying must be based only on information received from the employee or the employee's spokesperson (i.e., if the employee is incapacitated, the employee's spouse, adult child, parent, doctor, etc., may provide notice to the department/division of the need for leave). (§ 825.301(b)).
 - 1. In any circumstance where there is insufficient information about the reason for an employee's use of leave, the department/division can inquire further of the employee or the employee's spokesperson to ascertain whether the leave is potentially FMLA qualifying. (§ 825.301(b)).
 - 2. If the employee or their spokesperson fails to explain the reasons for the use of leave, the FMLA leave may be denied. (§ 825.301(b)).

- E. Requesting use of approved FMLA leave. When an employee seeks leave due to an approved FMLA event, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave. (§ 825.303).
 - 1. Calling in "sick" without providing more information will not be considered sufficient notice to trigger obligations under the FMLA. (§ 825.303).
 - 2. An employee has an obligation to respond to questions designed to determine whether an absence is potentially FMLA qualifying. Failure to respond to reasonable inquiries regarding the leave request may result in denial of FMLA protection if unable to determine whether the leave is FMLA qualifying. (§ 825.303).

- F. Retroactive designation. FMLA leave may be retroactively designated with appropriate notice to the employee provided that the failure to timely designate leave does not cause harm or injury to the employee. (§ 825.301).
- G. Denial of FMLA Leave. Denial of FMLA leave requires consultation with the Personnel Department.

9-5 CERTIFICATION

- A. Certification requirement. The department/division may require an eligible employee to provide certification from a health care provider supporting the need for family and/or medical leave no later than 15 days from the date leave is requested. (§ 825.305(b)).
- B. Costs. Any and all costs associated with obtaining medical certification for purposes of FMLA are the sole responsibility of the employee.
- C. Complete and sufficient certification. In all instances in which certification is requested, it is the employee's responsibility to provide a complete and sufficient certification and failure to do so may result in denial of FMLA leave. (§ 825.305; § 825.306).
 - 1. The FMLA Coordinator shall advise an employee whenever the certification is incomplete or insufficient and shall state in writing what additional information is necessary to make the certification complete and sufficient. The employee has seven (7) calendar days to resubmit the certification. If the deficiencies are not cured in the resubmitted certification FMLA leave may be denied. (§ 825.305; § 825.306).
 - 2. A medical certification is considered incomplete if one or more of the applicable entries have not been completed. A medical certification is considered insufficient if the information is vague, ambiguous, or non-responsive. (§ 825.305; § 825.306).
 - 3. A certification that is not returned is not considered incomplete or insufficient but constitutes a failure to provide certification. (§ 825.305).
- D. Certification for each event. A separate request for leave must be submitted for each FMLA purpose. Approved leave shall only apply to that single purpose.
- E. Statement of essential functions. The department/division has the option, in requiring certification from a health care provider, to provide a statement of the essential functions of the employee's position for the health care provider to review. The essential functions of the employee's position are to be determined with reference to the position the employee held at the time notice is given or leave commenced, whichever is earlier. (§ 825.123).
- F. Certification forms. When leave is taken because of an employee's own serious health condition or the serious health condition of a family member, the employee may be required to obtain a medical certification from the health care provider. For use in obtaining medical certification, employees can either submit the current Department of Labor form WH-380E or WH-380F or some other form of documentation that sets forth the following information: (§ 825.306)

1. The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
 2. The approximate date on which the serious health condition commenced, and its probable duration;
 3. A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave. Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;
 4. If the employee is the patient, information sufficient to establish that the employee cannot perform the essential functions of the employee's job as well as the nature of any other work restrictions, and the likely duration of such inability (see § 825.123(b) and (c));
 5. If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is *in need of care*, and an estimate of the frequency and duration of the leave required to care for the family member;
 6. If employee requests leave on an intermittent or reduced schedule basis for planned medical treatment of the employee's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates and duration of such treatments and any periods of recovery;
 7. If employee requests leave on an intermittent or reduced schedule basis for the employee's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the frequency and duration of the episodes of incapacity; and
 8. If employee requests leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required leave.
- G. HIPAA privacy rules. The City has a statutory right to require sufficient medical information to support an employee's request for FMLA leave for a serious health condition. Generally, HIPAA privacy rules only apply in a physician/patient relationship and not to the employee/employer relationship. The HIPAA privacy rule does not apply in situations where an employee is providing medical certification to the employer for purposes of qualifying for FMLA leave. If an employee fails to provide the requested medical information, the employee will not qualify for FMLA.
- H. Contact with health care providers. The FMLA specifically allows Human Resource professionals to contact an employee's health care provider for the sole purpose of authenticating or clarifying a medical certification but only after the employee has been given the opportunity to cure any

deficiencies. The FMLA specifically prohibits direct supervisors from contacting the employee's health care provider. (§ 825.307).

1. Recertification. If a minimum duration for the *period of incapacity* is specified, recertification may not be requested until that time period has expired. For example, if the certification states the employee will be unable to perform essential functions of job for two weeks, then the department/division cannot request recertification until those two weeks has expired. (§ 825.308).
 - a. Recertification may be requested in less than 30 days if the employee requests an extension of leave, circumstances have changed significantly from the original certification, or there are doubts about the stated reason for the employee's absence. (§ 825.308).
 - b. In all circumstances, recertification is permitted every six (6) months. (§ 825.308).
 - c. The employee is responsible for the costs of recertification. (§ 825.308).
 - d. If the recertification is not provided in 15 days, the department/division may deny continuation of FMLA leave until recertification is provided. (§ 825.308).

9-6 INTERMITTENT AND REDUCED LEAVE SCHEDULE

- A. Birth or placement of a child. When leave is taken after the birth of a *healthy* child or placement of a *healthy* child for adoption or foster care, intermittent or reduced leave may be taken only with the agreement of the supervisor. An agreement is not required for leave during which the mother has a serious health condition with the birth of her child or if the newborn child has a serious health condition. (§ 825.202(c)).
- B. Medical need for intermittent leave. Intermittent or a reduced leave schedule taken because of one's own serious health condition or to care for a parent, son or daughter with a serious health condition requires a medical need for leave and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule. (§825.202(b)).
- C. Scheduling treatment. When planning medical treatment, the employee must consult his/her supervisor and make a reasonable effort to schedule the treatment so as not to unduly disrupt operations, subject to the approval of the health care provider. (§ 825.302).
- D. Temporary transfer. An employee on intermittent leave or on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or family member may be temporarily transferred from their regular position to an alternative position for which the employee is qualified and which better accommodates recurring periods of leave. (§ 825.204).
 1. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent or reduced schedule leave. (§ 825.204(b)).
 2. When the employee no longer needs to continue the intermittent leave or reduced leave schedule the employee must be placed in the same or equivalent job as he/she left when the leave commenced. (§ 825.204(e)).

3. Transfers may require compliance with applicable collective bargaining agreements. (§ 825.204(b)).
- E. Time keeping. Intermittent and reduced leave schedule will reduce the 12-week FMLA entitlement minute for minute. (§ 825.205).

9-7 EFFECT ON PAY, ACCRUED LEAVE, BENEFITS AND POLICIES

- A. Substitution of paid leave. Generally, FMLA leave is unpaid leave. However, the City allows an employee requesting FMLA leave to substitute accrued sick leave, vacation leave, compensatory time (CTO) and donated sick leave prior to being placed in an unpaid leave status. The department/division is not required to provide sick leave benefits in any situation in which a health care professional has not certified the leave as medically necessary or has released the employee/family member from medical care. (§ 825.207).
- B. Exempt employees. If an employee is otherwise exempt from minimum wage and overtime requirements under the Fair Labor Standards Act (FLSA) as a salaried employee, providing unpaid FMLA-qualifying leave to such an employee will not cause the employee to lose the FLSA exemption. (§ 825.206).
- C. Vacation and sick leave accruals. Vacation and sick leave shall not continue to accrue during any family and/or medical leave, which exceeds two (2) consecutive payroll periods. (§ 825.209(h)).
- D. Retirement and longevity. Unpaid family and/or medical leave will result in an adjustment to the employee's retirement and longevity eligibility (see applicable state statute with respect to eligibility for members of the Police and Fire pension systems). Salary review and eligibility dates will be adjusted one day for each day of absence in excess of 30 continuous calendar days. (§ 825.209(h)).
- E. Health and welfare benefits. An employee on FMLA leave will have health and welfare benefits maintained while on leave as if the employee had continued to work instead of taking the leave.
 1. Premiums. The employee will continue to pay his/her share of the premiums during the leave period. Failure to pay the required premium may result in cancellation of the employee's coverage. (§ 825.209; § 825.210; § 825.212).
 2. COBRA. Once all leave, including FMLA, has been exhausted and the employee has been in an unpaid status exceeding two (2) consecutive payroll periods, the employee will be offered allowable continuation coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). Should the employee elect COBRA continuation coverage, he/she will be responsible for all premiums associated to continue health insurance coverage. Failure to pay the required premiums may result in cancellation of insurance benefits. (§ 825.209(f)).
- F. Overtime. If an employee would normally be required to work overtime but is unable to do so because of a FMLA-qualifying reason that limits the employee's ability to work overtime, the hours which the employee would have been required to work may be counted against the employee's

FMLA entitlement. Voluntary overtime hours that an employee does not work due to a serious health condition may not be counted against the employee's FMLA leave entitlement. (§ 825.205).

- G. Holiday. Holidays are counted as FMLA leave if the employee is on FMLA leave the entire week in which the holiday falls. If the employee takes FMLA for less than a full workweek in which the holiday falls, the holiday does not count as FMLA leave unless the employee was otherwise scheduled and expected to work during the holiday. (§ 825.200).
- H. Periodic reporting. The department/division may require an employee on FMLA leave to report *periodically* on the employee's status and intent to return to work. The relevant facts and circumstances related to the individual employee's leave situation must be taken into account before determining how often the employee should be required to report the status and intent of their return to work. (§ 825.311).
- I. Division reporting requirements. The department/division may require an employee to comply with the usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. (§ 825.302).
- J. Bonuses. If a bonus, award, or other payment is based on the achievement of a specified goal (e.g., hours worked, production output, perfect attendance, safety, etc.) and the employee has not met the goal due to FMLA leave, then the bonus or payment can be denied (and does not need to be prorated) as long as other employees on an equivalent leave status (e.g., vacation, sick days, paid time off, etc.) for a reason that does not qualify as FMLA leave are treated the same. (§ 825.215).
- K. Secondary employment. An employee is prohibited from engaging in any secondary employment that occurs when the employee is off work from City employment on FMLA leave.
- L. Recordkeeping. Each department/division will be responsible for establishing procedures for entering and tracking FMLA leave in the payroll system for benefit purposes, as well as, maintaining records and documents related to health care certifications in a separate confidential medical file. (§ 825.500).

9-8 RETURN FROM FAMILY/MEDICAL LEAVE

- A. Restoration to position. An employee returning from FMLA leave within the 12-week FMLA period shall be restored to the position held prior to the leave commencing; or if the previously held position is unavailable, shall be restored to an equivalent position with equivalent pay and benefits, within his/her current department or division. (§ 825.214).
 - 1. Necessary leave. An employee may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated the need for leave. (§ 825.311(c)).
 - 2. Light duty. If an employee accepts a light duty assignment while still eligible for FMLA leave, he/she has reinstatement rights to his/her original or an equivalent job, but only until the end of the FMLA 12-month period. (§ 825.220(d)).
 - 3. Qualifications expired. If an employee is no longer qualified for the position because of the employee's inability to attend a necessary course, renew a license, etc. as a result of the leave,

the employee shall be given a reasonable opportunity to fulfill those conditions upon return. (§ 825.215(b)).

- B. Medical release to return to work. Prior to an employee's return to work, the employee may be required to provide The City with a medical release, indicating that he/she is able to resume work. (§ 825.312(a))
- C. Fitness for duty. The department/division is entitled to a fitness-for-duty certification up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform his/her duties, based on the serious health condition for which the employee took such leave. In order to require a fitness-for-duty, the department/division must provide an employee with a list of the essential job functions no later than with the designation notice and it must be indicated in the designation notice that the fitness-for-duty must address the employee's ability to perform those essential functions. (§ 825.312(a)).
 - 1. The cost of the fitness-for-duty shall be borne by the employee. (§ 825.312(c)).
 - 2. A department/division may delay restoration to employment until an employee submits a required fitness-for-duty. (§ 825.312(e)).
 - 3. An employee who does not provide a fitness-for-duty certification or request additional FMLA leave is no longer entitled to reinstatement under the FMLA. (§ 825.312(e)).
- D. Second opinion. The City reserves the right to obtain a second opinion, and if necessary, a third opinion, at the City's expense. If the second or third opinion supports the original release, the employee shall be compensated, from the date of the original release. However, if *both* the second and third opinion do not support the original release, the employee shall not be compensated for time lost. (§ 825.307(b)).

9-9 FAILURE TO RETURN FROM FAMILY/MEDICAL LEAVE

- A. Failure to Return. An employee who fails to return from FMLA leave after the 12 weeks of FMLA leave has expired and has not been approved for leave of absence or after being medically certified to do so, may be subject to disciplinary action, up to and including termination.
- B. Personal leave of absence. An employee who is medically unable to return to work after the 12-week FMLA period has expired and is unable to perform the essential functions of his/her position with or without restrictions, may apply for a leave of absence through his/her department director. (See Personal Leave of Absence Section of the Personnel Policies).
 - 1. If the leave of absence is approved, the employee will be permitted to use accrued vacation/sick leave/comp time. If the employee does not have any accrued vacation, sick leave, or comp time, he/she will be placed in an unpaid status.
 - 2. If after the leave of absence expires the employee remains unable to perform the essential functions of the position, he/she held at the time FMLA was granted (with or without restrictions), the employee may be subject to termination.

3. Medical documentation from the employee’s health care provider indicating that the employee is unable to work because of the continuation, recurrence, or onset of the serious health condition, must be provided at the time the leave of absence is requested. The City reserves the right to investigate an employee’s continued absence. *Note:* Continued absences due to job injuries are covered under applicable job injury policies.

C. Restoration after expiration of FMLA. The employee does not have the right to restoration to his/her position after the 12-week FMLA entitlement has expired, except where the employee’s job injury leave exceeds the FMLA period. In that instance, the employee will be restored according to applicable injury leave policies. An employee whose medical leave exceeds 12 weeks will be returned to the same or similar position, only if available. If the same or similar position is not available, the employee may be terminated.

9-10. ADMINISTRATION

A. Each City department shall have an assigned FMLA Coordinator who is responsible for administration of the FMLA policy as it pertains to that department’s employees. If an employee has questions or concerns about the interpretation or administration of the FMLA policy, they are to consult their FMLA Coordinator.

B. The Personnel Department shall be responsible for general oversight and interpretation of the FMLA; provide advice and guidance to all FMLA Coordinators regarding applications of the Act; and, the coordination of all FMLA dispute resolution activities between The City and the United States Department of Labor, Wage and Hour Division.

CHAPTER 10

**FAMILY AND MEDICAL LEAVE ACT OF 1993 –QUALIFYING
EXIGENCY AND MILITARY CAREGIVER LEAVE**

10-1 PURPOSE

As of January 28, 2008, the FMLA allows two new forms of leave benefits for families of military servicemembers – qualifying exigency leave and leave to care for an injured or ill military family member. The same rules that apply to traditional FMLA provisions apply to servicemember family and medical leave. The servicemember family and medical leave amendments allow eligible employees to take up to twelve (12) weeks of FMLA leave in a twelve (12) month period for a qualifying exigency. The Act further allows up to 26 weeks of leave in a twelve (12) month period to an eligible employee who is the primary caregiver of a servicemember in the Armed Forces with a serious injury or illness incurred in the line of active duty. This policy shall not supersede specific language in the collective bargaining agreements, unless required by Federal or State law. This policy is not intended to change any existing terms and conditions of employment in effect in any of the bargaining agreements.

10-2 DEFINITIONS

A. *Son or daughter:* The employee’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood in *loco parentis*, who is on active duty or call to active-duty status and who is of any age. (§ 825.122(g); § 825.127(b)(1)).

- B. *Parent (of a covered servicemember)*: The biological parent of an employee or an individual who stood in *loco parentis* to an employee. Persons who are *in loco parentis* include those with day-to-day responsibilities to care for and financially support a child. A biological relationship is not necessary. (§ 825.122(b); § 825.127(b)(2)).
- C. *Spouse*: A husband or wife as defined or recognized under State law for purposes of marriage in the State of Oklahoma, including common law marriage under the laws of the State of Oklahoma. (§ 825.122(a)).
- D. *Next of Kin (of a covered servicemember)*: A servicemember's nearest blood relative in the following order: (1) blood relatives with legal custody of the servicemember (2) siblings (3) grandparents (4) aunts and uncles (5) first cousins. The highest priority is given to a blood relative whom the servicemember has designated as the next of kin. Once this designation is made, that relative is deemed the only next of kin eligible to take military caregiver leave. If the servicemember does not designate a next of kin, multiple family members with the same level of relationship may take leave, either consecutively or simultaneously. (§ 825.122(d); § 825.127(b)(3)).
- E. *Health Care Provider*: For purposes of leave taken to care for a covered servicemember, any one of the following health care providers may complete such certification: (1) United States Department of Defense ("DOD") health care provider (2) a United States Department of Veterans Affairs ("VA") health care provider; (3) a DOD Tricare network authorized private health care provider; or (4) a DOD non-network Tricare authorized private health care provider. (§ 825.310(a)).
- F. *Intermittent Leave*: Leave taken in separate blocks of time due to a single qualifying reason. (§ 825.202(a)).
- G. *Reduced Leave*: Leave schedule that reduces an employee's usual number of working hours per workweek or hours per workday. A change in the employee's schedule for a period of time, normally from full time to part time. (§ 825.202(a)).
- H. *FMLA 12- Month Period*: The 12-month period measured forward from the date an employee's first FMLA leave begins. Example: If an employee's FMLA 12-month period begins on June 9 it will run until the following June 8. (§ 825.200 (b) (4)).
- I. *Active Duty*: Military duty that results in the call or order to, or retention on, active duty of members of the uniformed services under Title 10 §§ 688, 12301(a), 12302, 12304, 12305 or 12406, chapter 15 of Title 10 or any other provision of law during a war or during a national emergency declared by the President or Congress. (10 U.S.C. § 101(a)(13)(B)).
- J. *Contingency Operation*: A military operation:
1. Designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
 2. Resulting in the call or order to, or retention on, active duty of members of the uniformed services under section 688, 12301(a), 12302, 12304, 12305, or 12406 of Title 10 of the United States Code, chapter 15 of Title 10 of the United States Code, or any other provision

of law during a war or during a national emergency declared by the President or Congress. See also (§ 825.126(b)(3); § 825.800).

- K. *Covered Servicemember*: A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. (§ 825.800; § 825.127(a)).
- L. *Outpatient Status*: The status of a member of the Armed Forces assigned to (1) a military medical treatment facility as an outpatient or (2) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (§ 825.127(a)(2)).
- M. *Serious Injury or Illness*: An injury or illness incurred by the servicemember in line of duty on active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. (§ 825.127(a)(1)).
- N. *Qualifying Exigency*: A qualifying exigency includes: (1) short notice deployment of seven or fewer calendar days; (2) military events and related activities; (3) childcare and school activities for a child under 18 (or older if incapable of self-support); (4) financial and legal arrangements; (5) counseling for employee, military member or child under 18 (or older if incapable of self-support); (6) rest and recuperation of up to 5 days per break *while on deployment*; (7) post-deployment activities and issues related to death of military member on active duty for 90 days; or (8) additional activities per agreement of employer and employee. (§ 825.126(a)).

10-3 QUALIFYING EXIGENCY

An eligible employee can receive up to 12 weeks of leave in a twelve-month period for a qualifying exigency arising from Federal active duty/call-up of the employee's spouse, child (of any age) or parent. Exigency leave applies only to a federal call to duty or a state call under order of the President. Qualifying exigencies leave only applies to families of National Guard and Reserve and certain retired members of the Armed Forces and not to families of regular armed servicemembers on active duty. (§ 825.126).

- A. **ELIGIBILITY**: To be eligible for leave under the FMLA for a qualifying exigency, an employee must:
 - 1. Have been employed by the City for at least twelve (12) months; and
 - 2. Worked at least 1,250 hours during the previous twelve (12) month period preceding the request for leave; and
 - 3. Be the spouse, son/daughter, or parent to a servicemember in the National Guard, Reserve, and certain retired members of the Armed Forces; and provide certification of a qualifying exigency as defined above.
- B. **CERTIFICATION**: The FMLA permits an employer to require that employees submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. See the attached Department of Labor Form WH-384 – Certification of Qualifying Exigency for Military Family Leave. The employee must either complete this form or provide:

1. a statement signed by the employee with appropriate facts regarding the qualifying exigency; and
2. approximate date on which the qualifying exigency will commence; and
3. the beginning and ending dates of leave; and
4. an estimate of frequency and duration if on intermittent leave or reduced leave schedule; and
5. if the qualifying exigency involves meeting with a third party, appropriate contact information for the individual with whom the employee is meeting and a brief description of the purpose of the meeting. (§ 825.309(b)).

10-4 MILITARY CAREGIVER LEAVE

An employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 workweeks of leave in a 12-month period to care for a servicemember with a serious injury or illness incurred in the line of active duty. This leave benefit is covered on a per-covered-servicemember, per-injury basis. An eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered servicemembers or to care for the same servicemember with a subsequent serious injury or illness. (§ 825.127(c)).

A. **ELIGIBILITY:** To be eligible for leave under the FMLA, an employee must:

1. Have been employed by The City for at least twelve (12) months; and
2. Worked at least 1,250 hours during the previous twelve (12) month period preceding the request for leave. (29 U.S.C. § 2611 (2) (A) (i) (ii); and
3. Be the spouse, son/daughter or next of kin to a member of the Armed Forces, National Guard, Reserves and servicemembers on the temporary disability retired list; and
4. Provide certification that the covered servicemember incurred a serious illness or injury in the line of duty on active duty for which he/she is undergoing: (1) medical treatment; (2) therapy; (3) recuperation; (4) outpatient treatment; or (5) on the temporary disability list.

B. **CERTIFICATION:** The FMLA provides that an employer may require an employee seeking leave due to a serious injury or illness of a covered servicemember to submit a certification, from a health care provider as defined above, providing sufficient facts to support the request for leave. To determine whether an employee is eligible to receive FMLA leave, the employee must complete the attached Department of Labor Form WH-385 – Certification for Serious Injury or Illness of Covered Servicemember – for Military Family Leave or provide:

1. The name, address, and appropriate contact information of the health care provider, the type of practice, the medical specialty and whether the health care provider is a DOD health care provider, a VA health care provider, a DOD Tricare network authorized private health care provider, a DOD non-network Tricare authorized private health care provider; and
2. whether the serious injury or illness was incurred in the line of duty; and
3. the approximate date on which the serious injury or illness commenced and probable duration;

and

4. a statement of appropriate medical facts regarding the covered servicemember's health condition; and
5. information sufficient to establish that the covered servicemember is *in need of care* and the estimated beginning and ending dates for treatment and recovery; and
6. whether there is a medical necessity for the covered servicemember to have intermittent leave or a reduce leave schedule and an estimate of the treatment schedule. (§ 825.310(a) & (b)).

In lieu of the Department of Labor Form WH-385 or an employee's own certification form, it is sufficient to accept either "invitational travel orders" (ITOs) or "invitational travel authorizations" (ITAs) issued to any family member to join an injured or ill servicemember at his or her bedside. (§ 825.310(e)).

10-5 NOTICE AND DESIGNATION OF FMLA

- A. *Eligibility notice.* When an employee requests FMLA leave, or when the department/division acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the FMLA Coordinator must notify the employee of the employee's eligibility within five business days, absent extenuating circumstances. If it is determined that the employee is not eligible, the notice must state at least one reason why the employee is not eligible. *See* DOL Notice of Eligibility of Rights and Responsibilities form. (§ 825.300).
- B. *Employee notice requirements.* An employee must provide at least verbal notice to the department/division at least 30 days before FMLA leave is to begin if the need for the leave is foreseeable. If 30 days' notice is not practicable, notice must be given as soon as practicable. The notice should make the department/division aware that the employee needs FMLA leave and the anticipated timing and duration of the leave. (§ 825.302).
- C. *Designation notice.* It is the City's responsibility through the FMLA Coordinator to designate leave as FMLA qualifying, and to give notice of the designation of FMLA leave to the employee. When the FMLA Coordinator has enough information to determine whether the leave is being taken for a FMLA qualifying reason (e.g., after receiving the certification), the Coordinator must notify the employee within five (5) business days. *See* DOL Designation Notice form. (§ 825.300(d) § 825.127(c)(4)).
 1. If the information provided by the employer to the employee in the designation notice changes (e.g., the employee exhausts the FMLA entitlement), the employer shall provide, within five (5) business days of receipt of the employee's first notice of need for leave subsequent to any change, written notice of the change. (§ 825.300(d)(5)).
- D. *Sufficient information to designate leave.* The decision to designate leave as FMLA-qualifying must be based only on information received from the employee.
 1. In any circumstance where there is insufficient information about the reason for an employee's use of leave, the department/division can inquire further of the employee or the employee's spokesperson to ascertain whether the leave is potentially FMLA qualifying. (§ 825.301(b)).
 2. If the employee or their spokesperson fails to explain the reasons for the use of leave, the FMLA

leave may be denied. (§ 825.301(b)).

- E. *Requesting use of approved FMLA leave.* When an employee seeks leave due to an approved FMLA event, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave. (§ 825.303).
 - 1. Calling in without providing information about the reason for the FMLA leave will not be considered sufficient notice to trigger obligations under the FMLA. (§ 825.303).
 - 2. An employee has an obligation to respond to questions designed to determine whether an absence is potentially FMLA qualifying. Failure to respond to reasonable inquiries regarding the leave request may result in denial of FMLA protection if unable to determine whether the leave is FMLA qualifying. (§ 825.303).
- F. *Retroactive designation.* FMLA leave may be retroactively designated with appropriate notice to the employee provided that the failure to timely designate leave does not cause harm or injury to the employee. (§ 825.301).
- G. *Denial of FMLA Leave.* Denial of FMLA leave requires consultation with the Personnel Department.

10-6 CERTIFICATION

- A. *Certification requirement.* The department/division may require an eligible employee to provide certification supporting a qualifying exigency or certification from a health care provider supporting the need for FMLA leave no later than 15 days from the date leave is requested. (§ 825.305(b)).
- B. *Costs.* Any and all costs associated with obtaining medical certification for purposes of FMLA are the sole responsibility of the employee.
- C. *Complete and sufficient certification.* In all instances in which certification is requested, it is the employee's responsibility to provide a complete and sufficient certification and failure to do so may result in denial of FMLA leave. (§ 825.305; § 825.306; § 825.310(f)).
 - 1. The FMLA Coordinator shall advise an employee whenever the certification is incomplete or insufficient and shall state in writing what additional information is necessary to make the certification complete and sufficient. The employee has seven (7) calendar days to resubmit the certification. If the deficiencies are not cured in the resubmitted certification FMLA leave may be denied. (§ 825.305; § 825.306).
 - 2. A medical certification is considered incomplete if one or more of the applicable entries have not been completed. A medical certification is considered insufficient if the information is vague, ambiguous, or non-responsive. (§ 825.305; § 825.306).
 - 3. A certification that is not returned is not considered incomplete or insufficient but constitutes a failure to provide certification. (§ 825.305).
- D. *Certification for each event.* A separate request for leave must be submitted for each FMLA purpose. Approved leave shall only apply to that single purpose.

- E. *HIPAA privacy rules.* The City has a statutory right to require sufficient medical information to support an employee's request for FMLA leave. Generally, HIPAA privacy rules only apply in a physician/patient relationship and not to the employee/employer relationship. The HIPAA privacy rule does not apply in situations where an employee is providing medical certification to the employer for purposes of qualifying for FMLA leave. If an employee fails to provide the requested medical information, the employee will not qualify for FMLA.
- F. *Contact with health care providers.* The FMLA specifically allows Human Resource professionals to contact an employee's health care provider for the sole purpose of authenticating or clarifying a medical certification but only after the employee has been given the opportunity to cure any deficiencies. The FMLA specifically prohibits direct supervisors from contacting the employee's health care provider. (§ 825.307).
- G. *Recertification and second opinions.* The City may not utilize the second and third opinion process or the recertification process during the period of time in which leave is supported by an ITO or ITA. (§ 825.310(e)(2)).
- H. *Confirmation of relationship.* The City may require an employee to provide confirmation of a covered family member relationship to the seriously ill or injured servicemember when an employee supports his or her request for FMLA leave with an ITO or an ITA. (§ 825.310(e)(3)).
- I. *Qualifying exigency verification.* If an employee submits a complete and sufficient certification to support his or her request for leave because of a qualifying exigency, The City may not request additional information from the employee. (§ 825.309(d)).
- J. *Qualifying exigency meeting with third party.* If the qualifying exigency involves meeting with a third party, a representative from the Personnel Department may contact the individual or entity with whom the employee is meeting for purposes of verifying a meeting or appointment schedule and the nature of the meeting. The employee's permission is not required but no additional information can be requested by the City. (§ 825.309(d)).
- K. *Verification of active duty.* A representative from the Personnel Department may contact an appropriate unit of the Department of Defense to request verification that a covered military member is on active duty or call to active-duty status. No additional information may be requested. (§ 825.309(d)).

10-7 INTERMITTENT AND REDUCED LEAVE SCHEDULE

- A. *Qualifying exigency or to care for a covered servicemember.* Intermittent or reduced leave schedule may be taken for qualifying exigencies or where the employee is caring for a covered servicemember. (§ 825.202(b)(2)).
- B. *Medical need for intermittent leave.* Intermittent or a reduced leave schedule taken to care for a covered servicemember requires a medical need for leave and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule. (§825.202(b)).
- C. *Scheduling treatment.* When planning medical treatment or leave for a qualifying exigency, the employee must consult his/her supervisor and make a reasonable effort to schedule the treatment and/or appointment so as not to unduly disrupt operations. (§ 825.302).

- D. *Temporary transfer.* An employee on intermittent leave or on a reduced leave schedule that is foreseeable based on planned medical treatment for a covered servicemember or appointments arising out of a qualifying exigency may be temporarily transferred from their regular position to an alternative position for which the employee is qualified and which better accommodates recurring periods of leave. (§ 825.204).
1. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent or reduced schedule leave. (§ 825.204(b)).
 2. When the employee no longer needs to continue the intermittent leave or reduced leave schedule the employee must be placed in the same or equivalent job as he/she left when the leave commenced. (§ 825.204(e)).
 3. Transfers may require compliance with applicable collective bargaining agreements. (§ 825.204(b)).
- E. *Time keeping.* Intermittent and reduced leave schedule will reduce the 12-week (or 26-week) FMLA entitlement minute for minute. (§ 825.205).

10-8 EFFECT ON PAY, ACCRUED LEAVE, BENEFITS AND POLICIES

- A. *Substitution of paid leave.* Generally, FMLA leave is unpaid leave. However, the City allows an employee requesting FMLA leave to substitute accrued sick leave, vacation leave, compensatory time (CTO) and donated sick leave prior to being placed in an unpaid leave status. The department/division is not required to provide sick leave benefits in any situation in which the covered servicemember's health care provider has not certified the leave as medically necessary or has released the covered servicemember from medical care. (§ 825.207).
- B. *Exempt employees.* If an employee is otherwise exempt from minimum wage and overtime requirements under the Fair Labor Standards Act (FLSA) as a salaried employee, providing unpaid FMLA-qualifying leave to such an employee will not cause the employee to lose the FLSA exemption. (§ 825.206).
- C. *Vacation and sick leave accruals.* Vacation and sick leave shall not continue to accrue during any FMLA leave, which exceeds two (2) consecutive payroll periods. (§ 825.209(h)).
- D. *Retirement and longevity.* Unpaid FMLA leave will result in an adjustment to the employee's retirement and longevity eligibility (see applicable state statute with respect to eligibility for members of the Police and Fire pension systems). Salary review and eligibility dates will be adjusted one day for each day of absence in excess of 30 continuous calendar days. (§ 825.209(h)).
- E. *Health and welfare benefits.* An employee on FMLA leave will have health and welfare benefits maintained while on leave as if the employee had continued to work instead of taking the leave.

1. *Premiums.* The employee will continue to pay his/her share of the premiums during the leave period. Failure to pay the required premium may result in cancellation of the employee's coverage. (§ 825.209; § 825.210; § 825.212).
 2. *COBRA.* Once all leave, including FMLA, has been exhausted and the employee has been in an unpaid status exceeding two (2) consecutive payroll periods, the employee will be offered allowable continuation coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). Should the employee elect COBRA continuation coverage, he/she will be responsible for all premiums associated to continue health insurance coverage. Failure to pay the required premiums may result in cancellation of insurance benefits. (§ 825.209(f)).
- F. *Overtime.* If an employee would normally be required to work overtime but is unable to do so because of a FMLA-qualifying reason that limits the employee's ability to work overtime, the hours which the employee would have been required to work may be counted against the employee's FMLA entitlement. Voluntary overtime hours that an employee does not work due to a serious health condition may not be counted against the employee's FMLA leave entitlement. (§ 825.205(c)).
- G. *Holiday.* Holidays are counted as FMLA leave if the employee is on FMLA leave the entire week in which the holiday falls. If the employee takes FMLA for less than a full workweek in which the holiday falls, the holiday does not count as FMLA leave unless the employee was otherwise scheduled and expected to work during the holiday. (§ 825.200).
- H. *Periodic reporting.* The department/division may require an employee on FMLA leave to report *periodically* on the employee's status and intent to return to work. The relevant facts and circumstances related to the individual employee's leave situation must be taken into account before determining how often the employee should be required to report the status and intent of their return to work. (§ 825.311).
- I. *Division reporting requirements.* The department/division may require an employee to comply with the usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. (§ 825.302(d)).
- J. *Bonuses.* If a bonus, award, or other payment is based on the achievement of a specified goal (e.g., hours worked, production output, perfect attendance, safety, etc.) and the employee has not met the goal due to FMLA leave, then the bonus or payment can be denied (and does not need to be pro-rated) as long as other employees on an equivalent leave status (e.g., vacation, sick days, paid time off, etc.) for a reason that does not qualify as FMLA leave are treated the same. (§ 825.215(c)(2)).
- K. *Secondary employment.* An employee is prohibited from engaging in any secondary employment that occurs when the employee is off work from City employment on FMLA leave.
- L. *Recordkeeping.* Each department/division will be responsible for establishing procedures for entering and tracking FMLA leave in the payroll system for benefit purposes, as well as, maintaining records and documents related to health care certifications in a separate confidential medical file. (§ 825.500).

10-9 RETURN FROM FAMILY/MEDICAL LEAVE

- A. *Restoration to position.* An employee returning from FMLA leave within the 12-week (or 26-week) FMLA period shall be restored to the position held prior to the leave commencing; or if the previously held position is unavailable, shall be restored to an equivalent position with equivalent pay and benefits, within his/her current department or division. (§ 825.214).
- B. *Necessary leave.* An employee may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated the need for leave. (§ 825.311(c)).
- C. *Qualifications expired.* If an employee is no longer qualified for the position because of the employee's inability to attend a necessary course, renew a license, etc. as a result of the FMLA leave, the employee shall be given a reasonable opportunity to fulfill those conditions upon return. (§ 825.215(b)).

10-10 FAILURE TO RETURN FROM FAMILY/MEDICAL LEAVE

- A. *Failure to Return.* An employee who fails to return from FMLA leave after the 12 weeks (or 26 weeks) of FMLA leave has expired and has not been approved for leave of absence or after being medically certified to do so, may be subject to disciplinary action, up to and including termination.
- B. *Personal leave of absence.* An employee who is unable to return to work after the 12-week (or 26-week) FMLA period has expired may apply for a leave of absence through his/her department director. (See Personal Leave of Absence Section of the Personnel Policies).
 - 1. If the leave of absence is approved, the employee will be permitted to use accrued vacation/sick leave/comp time. If the employee does not have any accrued vacation, sick leave, or comp time, he/she will be placed in an unpaid status.
 - 2. If after the leave of absence expires the employee may be subject to termination.
- C. *Restoration after expiration of FMLA.* The employee does not have the right to restoration to his/her position after the 12-week (or 26-week) FMLA entitlement has expired. An employee whose leave exceeds 12 weeks (or 26 weeks) will be returned to the same or similar position, only if available. If the same or similar position is not available, the employee may be terminated.

10-11 ADMINISTRATION

- A. Each City department shall have an assigned FMLA Coordinator who is responsible for administration of the Servicemember FMLA policy as it pertains to that department's employees. If an employee has questions or concerns about the interpretation or administration of the Servicemember FMLA policy, they are to consult their FMLA Coordinator.
- B. The Personnel Department shall be responsible for general oversight and interpretation of the Servicemember FMLA; provide advice and guidance to all FMLA Coordinators regarding applications of the Act; and, the coordination of all FMLA dispute resolution activities between The City and the United States Department of Labor, Wage and Hour Division.

CHAPTER 11

ALCOHOL & CONTROLLED SUBSTANCE TESTING POLICY AND PROCEDURE

11-1 POLICY STATEMENT

The City recognizes the importance of a drug and alcohol-free workplace. The abuse of drugs, alcohol or other chemical substances by an employee endangers the safety of the public, the employee, and other City employees. The City recognizes that it is in its best interest, as well as the best interest of its employees and the public, to prevent and eliminate drug, alcohol and/or substance abuse in the workplace. Any employee found using, possessing, selling, distributing or being under the influence of an illegal chemical substance and/or alcohol during working hours or while on City property or while using City equipment will be subject to discipline up to and including termination of employment.

11-2 EFFECTIVE DATE

This policy will be effective ten (10) days after posting in a prominent place at all City facilities where employees routinely report for duty and following distribution of the policy to all employees. In addition, a copy will be given to each applicant for employment upon receipt of a conditional offer of employment.

11-3 APPLICATION

This policy applies to all employees as well as all applicants for employment once they have received a conditional offer of employment. Employee is defined as any person who supplies labor for remuneration to his or her employer in this state and shall not include an independent contractor, subcontractor, or employees of an independent contractor; provided, however, an independent contractor, subcontractor, or employees of an independent contractor, unless otherwise provided for by contract. This policy will comply with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, 40 O.S. §551, *et seq.* (Act) as amended.

11-4 APPLICANT PRE-EMPLOYMENT TESTING

All applicants will undergo drug and/or alcohol testing following a conditional offer of employment, but prior to final hiring and assignment. Refusal to undergo a test, or a positive test, will result in the City withdrawing its conditional offer of employment. In addition, adulteration of a specimen for a drug or alcohol test will be considered as a refusal to undergo a test.

11-5 FOR CAUSE TESTING

Drug and/or alcohol testing may be conducted on any employee at any time the City has reasonable suspicion there is cause to believe an employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- A. Observation of drugs or alcohol on or about the employee's person or in the employee's vicinity.
- B. Observation of conduct on the part of the employee that suggests that the employee is impaired or is under the influence of drugs or alcohol.

- C. Receipt of a report of drug or alcohol use by an employee while at work.
- D. Information that an employee has tampered with drug or alcohol testing at any time.
- E. Negative job performance patterns by the employee; or
- F. Excessive or unexplained absenteeism or tardiness.

The supervisor will verbally inform the employee of the reason for the test. Additionally, the attached Reasonable Suspicion Determination Report will be completed and signed by the supervisor(s)/witnesses within 24 hours of the event. A copy of the Report will be forwarded to the Human Resources Department. The employee involved must stop work immediately and will be transported as soon as possible to the designated testing facility by a management/supervisory employee. The employee will not be allowed back to work until the results of the test are known.

11-6 POST-ACCIDENT TESTING

Post-Accident drug and/or alcohol testing may be conducted on an employee where there has been damage to City property or equipment while the employee was at work or the employee or another person has sustained an injury while at work. The post-accident test will be administered while the employee is still on duty or as close to as possible. No employee required to take a post-accident alcohol or drug test may use any alcohol or drugs, of any kind, following the accident until the employee undergoes the post-accident testing.

11-7 RANDOM TESTING

The City may, at various times, randomly select members of the following employment groups, at its discretion, for unannounced random testing for drugs or alcohol:

- A. police officers;
- B. firefighters;
- C. persons engaged in activities which directly affect the safety of the public;
- D. employees whose work involves direct contact with inmates in the custody of the Department of Correction; or
- E. employees whose work requires possession of a CDL.

11-8 PERIODIC SCHEDULED TESTING

The City may require an employee in any of the employment groups identified in Section 7 above to undergo drug or alcohol testing as part of a routinely scheduled employee fitness for duty examination or in connection with the employee's return to duty from a leave of absence.

11-9 POST REHABILITATION TESTING

The City may require an employee to undergo drug and/or alcohol testing, without prior notice, for a period of up to two (2) years after the employee's return to work following a confirmed positive test result or following participation in a drug or alcohol dependency program. Post-rehabilitation testing will be conducted in addition to any other testing the employee is subject to under this policy.

11-10 SUBSTANCE FOR WHICH TESTS MAY BE GIVEN

The City reserves the right to test for all drugs and for the presence of alcohol. Threshold reporting levels will be those established and maintained by State and Federal Regulations relevant to the position held by employee. Any positive levels below those established reporting levels will not be reported to the City's Review Officer by the testing laboratory.

11-11 METHODS AND DOCUMENTATION

Collection, storage, transportation, testing facilities and testing procedures will be conducted in accordance with rules established by the State Board of Health. Samples may be collected on the premises of the City at its election. Body component samples will be collected with due regard to the privacy of the individual being tested. In no case may any City employee directly observe collection of a urine sample. A written record of the chain of custody of the sample will be maintained until the sample is no longer required.

All sample testing will conform to scientifically accepted analytical methods and procedures. Testing will include confirmation testing of any positive test results by gas chromatography, gas chromatography-mass spectroscopy, or an equivalent scientifically accepted method of equal or greater accuracy as approved by the State Board of Health at the cut off levels as determined by the State Board of Health. In the case of the use of Breathalyzer testing method, no discipline may be imposed unless there is a confirmation test performed on a second sample that confirms the prior results.

An applicant or employee will be given the opportunity to provide notification of any information which he/she considers relevant to the test, including currently or recently used drugs or other relevant information. In the event that an applicant or employee wishes to challenge the results of the City's test, he/she may do so as provided in this policy. The applicant or employee must have had the sample collected within one hour of the City's sample and such retest must be in accordance with the standards set forth by the State Board of Health and in this policy.

11-12 COSTS

The City is responsible for all costs associated with drug or alcohol testing. However, if an applicant or employee requests a confirmation test of a sample within twenty-four (24) hours of receiving notice of a positive test result in order to challenge the results of the positive test, the applicant or employee is responsible for the cost of the confirmation test unless the confirmation test reverses the findings of the challenged positive test. In such case, the City will reimburse the person for the cost of the confirmation test.

11-13 REFUSAL TO UNDERGO TESTING OR TAMPERING WITH SAMPLE

Employees who refuse to undergo testing according to the terms of this policy will be subject to disciplinary action up to and including termination. Adulteration of a specimen or of a drug or alcohol test will be considered as a refusal to undergo a test and will result in disciplinary action up through and including termination of employment.

11-14 REVIEW OFFICER

The City will contract with a Review Officer who will receive confirmed positive test results from the testing facility and evaluate those results in conjunction with the subject employee and/or applicant. The Review Officer will be qualified by the Board of Health to receive, interpret, and evaluate the test results. Upon receiving a confirmed positive test result, the Review Officer will contact the applicant or employee prior to notification of City officials. The applicant or employee will be given the opportunity to explain the test results.

11-15 CONFIDENTIALITY

The City will treat all tests and all information related to such tests, as confidential materials. All records relating to drug testing will be kept separated from personnel records. The records are the property of the City but will be made available to the affected applicant or employee for inspection and copying upon request and will also be available for review by the City' Review Officer. Except as set forth below, the records will not be released to any person other than the applicant or the employee without that person's express written permission. However, the City may release the records:

- A. To comply with a valid judicial or administrative order;
- B. As admissible evidence in a case or proceeding before a court of record or administrative agency if the employee or the City is named as a party in the case or proceeding; or
- C. To employees or agents of the City who need access to the records in connection with the administration of this Policy and the Act.

11-16 DISCIPLINARY ACTION

The City may elect to take disciplinary action, up to and including termination of employment, against an employee who: 1) tests positive for drugs and/or alcohol; 2) refused to test under this policy; or 3) adulterates a specimen for a drug or alcohol test.

- A. The City will evaluate the employment history of any employee who tests positive for drugs and/or alcohol. The appropriate course of action will be determined based on the employee's total work record. Where deemed appropriate by management, an employee may be offered the opportunity to enter into a rehabilitation program. Continued employment will be contingent upon the successful completion of a rehabilitation program and an agreement to undergo periodic drug and/or alcohol post-rehabilitation testing for up to two (2) years. However, the City reserves the right to initiate disciplinary action, up to an including termination of employment, for the first positive test result. A decision regarding disciplinary action under this policy by management will be final and binding.
- B. Employees who have tested positive, and who have been offered the opportunity to participate in a rehabilitation program in lieu of termination of employment, will not be allowed to return to work until they can provide a verified negative "return to work" test from a City approved facility. An employee may be allowed a maximum of 12 weeks to provide a verified negative "return to work" drug or alcohol test. If a negative test is not provided within 12 weeks, the employee will be terminated from employment. Until a negative "return to work" test is supplied, the employee will be on leave without pay. However, an employee may request permission to use accrued sick leave

and vacation leave. An employee may request a "return to work" test no sooner than two weeks from a positive test result, and subsequently every other week thereafter, until a negative "return to work" test is obtained. Employees refusing to seek help or submit to testing in accordance with this policy will be subject to disciplinary action.

- C. In the event the City does not terminate the employment of an employee who has a positive test result, the employee who enters a rehabilitation program after the positive test results will be permitted to do so only once. Any future recurrence for abuse with the same or any other substance will result in termination of employment.
- D. An employee who is discharged from employment on the basis of refusal to undergo drug or alcohol testing or based on a positive drug or alcohol test will be considered as having been discharged for misconduct for the purpose of unemployment compensation and the City will protest any application for unemployment benefits.

11-17 PROHIBITIONS

No employee will be on duty or operate a City vehicle/equipment or perform job duties while in possession of alcohol nor use alcohol during duty time. Further, no employee may report for duty, drive a City-owned vehicle, operate City equipment, or remain on duty when the employee has used any controlled substance, except when the use is pursuant to the instructions of a physician and where the physician has advised an employee the substance will not adversely affect an employee's ability to drive a vehicle or operate equipment. No supervisor having knowledge that an employee has used a controlled substance may permit an employee to be on duty or drive/operate any City vehicle or equipment.

11-18 RESPONSIBILITIES OF INDIVIDUALS

In order to comply with the provisions of this policy, each employee assumes the following responsibilities:

- A. *Working under the Influence of Performance Impairing Medication:* Employees who have been prescribed legal medications that might affect the safe performance of their duties are required to notify their supervisors prior to performing any hazardous or dangerous tasks.
- B. *Reporting to Work or Working While Impaired:* Employees may not report to work and may not continue to work while impaired by any restricted substance identified in this policy.
- C. *Reporting Violations:* The services provided by certain employees are performed, at times, under hazardous and dangerous conditions. Thus, employees are encouraged to come forward and report any violation of this policy to management. This information may be instrumental in the prevention of serious accidents and injuries on the job.

11-19 MEDICAL MARIJUANA

Effective August 28, 2019, employees possessing a valid State issued Medical Marijuana license shall not be discriminated against for possessing a license or testing positive for marijuana that is at or above the cutoff concentration level established by the United States Department of Transportation or Oklahoma law regarding being under the influence, whichever is lower, except in the following circumstances:

- A. Use or possession of marijuana at work or during work hours;
- B. The City would fail to obtain or lose federal funding;
- C. The employee is required as part of the job duties to possess a federal license under the Federal Motor Carrier Safety Administration, the Federal Aviation Administration, Federal Railroad Administration, Federal Transit Administration, National Highway Traffic Safety Administration or Pipeline and Hazardous Materials Safety Administration.
- D. *Safety Sensitive Positions*. The employee's position involves safety sensitive job duties, including but not limited to:
 - 1. The handling, packaging, processing, storage, disposal, or transport of hazardous materials;
 - 2. The operation of a motor vehicle, other vehicle, equipment, machinery, or power tools;
 - 3. Repairing, maintaining, or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage;
 - 4. Performing firefighting duties;
 - 5. The operation, maintenance or oversight of critical services and infrastructure including, but not limited to, electric, gas, and water utilities, power generation or distribution;
 - 6. The extraction, compression, processing, manufacturing, handling, packaging, storage, disposal, treatment, or transport of potentially volatile, flammable, combustible materials, elements, chemicals, or any other highly regulated component;
 - 7. Dispensing pharmaceuticals;
 - 8. Carrying a firearm; or
 - 9. Direct patient care or direct childcare
- D. *Health and Workers Compensation Benefits*. Employer is not required to reimburse the costs associated with the use of medical marijuana.

11-20 REASONABLE SUSPICION (FOR CAUSE) CHECKLIST INSTRUCTIONS

Observation of Behavior

When a Supervisor is notified or suspects an employee may be in violation of the Drug Free Workplace Policy (the Policy):

- The Supervisor must notify Human Resources as soon as possible of the possibility of a violation of the Policy.
- Two designated staff members (witnesses) [who have received reasonable suspicion training] will observe the behavior of the employee and immediately complete the Reasonable Suspicion Testing Checklist.
- After completing the Reasonable Suspicion Testing Checklist, if the witnesses believe, there is reasonable suspicion that the employee may be in violation of the Policy (e.g., using or being under the influence of drugs or alcohol while at work); the witnesses must contact Human Resources.
- Each witness must observe the behavior of the employee and complete a separate Reasonable Suspicion Testing Checklist.
- After completing the Reasonable Suspicion Testing Checklist, if the witnesses believe the employee may be in violation of the policy, the witnesses will escort the employee to an area where a conversation with the employee can be held in private.

Two Witnesses

Both designated staff members should be involved in all steps of the process and are required to fully document the events immediately.

Notification of Possible Violation to Employee

The witnesses will inform the employee that the employee may be in violation of the Policy and will inform the employee of the observations. The employee must be given an opportunity to provide an explanation of the observed behaviors (“What explanation do you have for these behaviors?”). Both witnesses would document the conversation, including noting if the employee declined to comment.

If both witnesses believe the employee is in violation of the Policy, they will inform the employee that they believe the employee is in violation of the Policy, ask the employee to submit to a reasonable suspicion drug/alcohol test, and sign and complete the Reasonable Suspicion Testing Consent Form indicating the employee’s consent or refusal to the screening.

For example, the designated staff member might say, “At this time, we believe you are in violation of the Drug Free Workplace policy and are requesting that you submit to a reasonable suspicion drug/alcohol test. This test will involve screenings to detect the presence of alcohol or drugs in your system. A positive test could result in corrective action, up to and including termination of your employment. Please read this consent form and sign in the appropriate area to indicate either your consent to or your refusal to the test. Failure to submit to and/or complete this testing may lead to corrective action, up to and including termination of employment.”

The City’s Drug-Free Workplace Reasonable Suspicion Testing Procedure

Collective Bargaining

[For collective bargaining cities only: If the employee is covered under a collective bargaining agreement and the employee requests union representation, the employee will have the right to consult with a union representative. If requested, up to one half hour will be made available to obtain this consultation. This is the maximum time allowed for this consultation.]

Minors

If the employee is 17 years of age or younger, the parent or guardian must be contacted to provide consent.

Employee Refuses Testing

If the employee refuses to submit to the testing, one of the designated staff must tell the employee that refusal to submit to and complete the testing could subject them to corrective action up to and including termination of employment. The designated staff member should again ask the employee to submit to the testing.

If the employee refuses again, the designated staff member will inform the employee that the refusal could subject them to disciplinary action. The designated staff member will inform the employee to report to duty at their next assigned shift and should instruct and assist, if necessary, the employee to make arrangements to be taken home safely. If the employee insists upon driving home, the designated staff member will inform the employee that local law enforcement will be notified and again instruct the employee to make arrangements to get home safely. If the employee refuses, the designated staff member should obtain vehicle information such as make, model, color, license plate number and must notify local law enforcement that an employee is suspected of being in violation of the Drug-Free Workplace policy and that the suspected employee may be attempting to operate a vehicle. The witnesses must report this refusal to Human Resources as soon as possible.

Employee Consents to Testing

If the employee consents to testing designated staff member will arrange for testing. The designated staff member should contact Human Resources that they have an employee suspected of being in violation of the Drug-Free Workplace policy and that the suspected employee will be transported to the specimen collection location (see below) for a drug/alcohol screening. The employee will be transported to the collection location, if possible, by two designated staff members. At no time will the employee be allowed to transport him/herself. A copy of the completed Reasonable Suspicion Testing Checklist and any other relevant documentation will be maintained. If there is a safety concern, the designated staff members can request a Bethany PD officer to follow the transporting vehicle containing the witnesses and employee.

Specimen Collection Contacts

[Name, Address, Phone and Fax of testing facility]

The designated staff members will remain with the individual while at the collection location.

If the individual refuses to cooperate in the testing process, the designated staff member must tell the individual that refusal to submit to and complete the testing could subject them to corrective action up to and including termination of employment.

If after reasonable efforts have been made to enable the individual to provide a breath or urine specimen and the individual is unable to do so, an evaluation by the testing facility's medical personnel is to be conducted to establish medical impediment to providing a specimen. If no medical impediment exists, it is considered a refusal to test.

Once the screening has been completed, if positive, the designated staff member will inform the individual to report to Human Resources the next business day and should instruct the individual to make arrangements to be taken home safely. If the individual insists upon driving home, the designated staff member will inform the individual that local police may be notified and again instruct the individual to make arrangements to get home safely. If the individual refuses, designated staff member should obtain vehicle information such as make, model, color, and license plate number and must notify Bethany PD that they have an individual suspected of being in violation of the Drug-Free Workplace policy and that the suspected individual may be attempting to operate a vehicle.

Test Results

Test results and any other pertinent reports will be reviewed by Human Resources who will determine if a policy violation occurred. Human Resources will work with the department manager or senior-level administrator to determine next steps.

Reasonable Suspicion Testing Consent Form

I, _____ (individual name) as an employee of the City of Bethany, have been informed that:

- Supervisor(s) have concurred with management that reasonable suspicion exists that I am in violation of the Drug and Alcohol-Free Workplace Policy after reviewing the attached Reasonable Suspicion Checklist.
- I will be transported by my [supervisor/manager] and [a witness, if available] to and from the designated testing location.
- The test results will be provided to an independent Medical Review Officer.
- A positive test could result in disciplinary action up to and including termination of employment.
- I may refuse my consent to submit to the drug/alcohol test.
- I will be subject to disciplinary action up to and including termination of employment if I refuse the screening or test, adulterate or dilute the specimen, substitute the specimen, send an imposter, or refuse to cooperate in the testing process in such a way that prevents completion of the test.

Individual's statement regarding the allegation of being in violation of the Drug and Alcohol-Free Workplace Policy (attach or write on back if necessary):

At the conclusion of this process, I will be instructed to make arrangements for my safe transportation home and that my supervisor may notify law enforcement if I attempt to operate a vehicle.

I have read the form and **AGREE** to undergo testing for drugs and/or alcohol

Employee Signature

Date

I have read the form and **REFUSE** to undergo testing for drugs and/or alcohol

Employee Signature

Date

Witnessed by (signature): _____

Date: _____

Printed Name: _____ Title: _____

Reasonable Suspicion Testing Checklist – Witness #1

Employee Name: _____ Employee ID/SSN: _____

Date of Observation: _____ Time of Observation: _____ am/pm

Observed Indicators of Prohibited Drug Use/Alcohol Misuse:

This checklist and consent form is used to determine and document reasonable suspicion of a potential violation of the Drug- Free Workplace policy. In such instances, both designated staff members observing the behavior must complete a checklist. It must be completed prior to testing and must be used to notify the individual that they are being asked to submit to drug and alcohol testing if indicators in at least two categories are checked. *Check all indicators observed:*

<p>WALKING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Holding on <input type="checkbox"/> Stumbling <input type="checkbox"/> Unable to walk <input type="checkbox"/> Unsteady <input type="checkbox"/> Staggering <input type="checkbox"/> Swaying <input type="checkbox"/> Falling <input type="checkbox"/> Other 	<p>FACE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Red/flushed <input type="checkbox"/> Pale <input type="checkbox"/> Sweaty <input type="checkbox"/> Appears normal <input type="checkbox"/> Slobbering <input type="checkbox"/> Grinding teeth <input type="checkbox"/> Dry mouth <input type="checkbox"/> Runny nose <input type="checkbox"/> Other 	<p>SPEECH</p> <ul style="list-style-type: none"> <input type="checkbox"/> Whispering <input type="checkbox"/> Slurred <input type="checkbox"/> Shouting <input type="checkbox"/> Incoherent <input type="checkbox"/> Silent <input type="checkbox"/> Rambling <input type="checkbox"/> Slow <input type="checkbox"/> Other 	<p>BREATH/ODOR</p> <ul style="list-style-type: none"> <input type="checkbox"/> No alcohol odor <input type="checkbox"/> Faint alcohol odor <input type="checkbox"/> Strong alcohol odor <input type="checkbox"/> Pungent tobacco odor <input type="checkbox"/> Chemical odor <input type="checkbox"/> Marijuana odor <input type="checkbox"/> Breath spray/mouthwash <input type="checkbox"/> None Gum <input type="checkbox"/> Mints Candy <input type="checkbox"/> Other
<p>STANDING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Swaying <input type="checkbox"/> Feet wide apart <input type="checkbox"/> Rigid <input type="checkbox"/> Staggering <input type="checkbox"/> Sagging at knees <input type="checkbox"/> Other 	<p>EYES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Watery <input type="checkbox"/> Bloodshot <input type="checkbox"/> Glassy <input type="checkbox"/> Dilated <input type="checkbox"/> Closed <input type="checkbox"/> Droopy eye lids <input type="checkbox"/> Appear normal 	<p>MOVEMENTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fumbling <input type="checkbox"/> Jerky <input type="checkbox"/> Nervous <input type="checkbox"/> Slow <input type="checkbox"/> Hyperactive <input type="checkbox"/> Other 	<p>APPEARANCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Messy <input type="checkbox"/> Dirty/stained clothing <input type="checkbox"/> Burns on person/clothing <input type="checkbox"/> Ripped/torn clothing <input type="checkbox"/> Partially dressed <input type="checkbox"/> Puncture marks/needle tracks <input type="checkbox"/> Appears normal
<p>DEMEANOR</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cooperative <input type="checkbox"/> Talkative <input type="checkbox"/> Sarcastic <input type="checkbox"/> Anxious <input type="checkbox"/> Disoriented <input type="checkbox"/> Sleepy 	<ul style="list-style-type: none"> <input type="checkbox"/> Silent <input type="checkbox"/> Belligerent <input type="checkbox"/> Excited <input type="checkbox"/> Inattentive <input type="checkbox"/> Drowsy <input type="checkbox"/> Polite 	<ul style="list-style-type: none"> <input type="checkbox"/> Tearful/crying <input type="checkbox"/> Mood changes <input type="checkbox"/> Paranoid <input type="checkbox"/> Calm <input type="checkbox"/> Resisting communication <input type="checkbox"/> Other 	

Written Summary - Summarize the facts and circumstances surrounding the incident. Attach additional sheets as needed.

Additional facts:

- Presence of alcohol and/or drugs in individual’s possession or vicinity
 - On the job misconduct by individual, (specify)
 - Individual admission concerning alcohol use and/or drug use or possession
 - Individual declined to comment, or
 - Other witnesses, list names and contact information below
-

Minors:

Is individual at least 18 years of age? YES NO (circle) If “no,” name of parent/guardian contacted:

Testing Information:

Collection Site Location: _____ Time Arrived: _____ am/pm

1. Was the **alcohol** test performed within **2** hours of the time of the observations that led to the reasonable suspicion determination?

YES
 NO **Explain:** _____

2. Was the **alcohol** test performed within **8** hours of the time of the observations that led to the reasonable suspicion determination?

YES
 NO **Explain:** _____

If the alcohol test is not conducted within 8 hours cease all efforts to administer the test.

The above documentation of the observed physical, behavioral, and performance indicators of the named employee was provided by:

Supervisor Name: _____

Phone No: _____

Signature: _____

Date: _____

Reasonable Suspicion Testing Checklist – Witness #2

Employee Name: _____ Employee ID/SSN: _____

Date of Observation: _____ Time of Observation: _____ am/pm

Observed Indicators of Prohibited Drug Use/Alcohol Misuse:

This checklist and consent form is used to determine and document reasonable suspicion of a potential violation of the Drug- Free Workplace policy. In such instances, both designated staff members observing the behavior must complete a checklist. It must be completed prior to testing and must be used to notify the individual that they are being asked to submit to drug and alcohol testing if indicators in at least two categories are checked. *Check all indicators observed:*

<p>WALKING</p> <input type="checkbox"/> Holding on <input type="checkbox"/> Stumbling <input type="checkbox"/> Unable to walk <input type="checkbox"/> Unsteady <input type="checkbox"/> Staggering <input type="checkbox"/> Swaying <input type="checkbox"/> Falling <input type="checkbox"/> Other	<p>FACE</p> <input type="checkbox"/> Red/flushed <input type="checkbox"/> Pale <input type="checkbox"/> Sweaty <input type="checkbox"/> Appears normal <input type="checkbox"/> Slobbering <input type="checkbox"/> Grinding teeth <input type="checkbox"/> Dry mouth <input type="checkbox"/> Runny nose <input type="checkbox"/> Other	<p>SPEECH</p> <input type="checkbox"/> Whispering <input type="checkbox"/> Slurred <input type="checkbox"/> Shouting <input type="checkbox"/> Incoherent <input type="checkbox"/> Silent <input type="checkbox"/> Rambling <input type="checkbox"/> Slow <input type="checkbox"/> Other	<p>BREATH/ODOR</p> <input type="checkbox"/> No alcohol odor <input type="checkbox"/> Faint alcohol odor <input type="checkbox"/> Strong alcohol odor <input type="checkbox"/> Pungent tobacco odor <input type="checkbox"/> Chemical odor <input type="checkbox"/> Marijuana odor <input type="checkbox"/> Breath spray/mouthwash <input type="checkbox"/> None Gum <input type="checkbox"/> Mints Candy <input type="checkbox"/> Other
<p>STANDING</p> <input type="checkbox"/> Swaying <input type="checkbox"/> Feet wide apart <input type="checkbox"/> Rigid <input type="checkbox"/> Staggering <input type="checkbox"/> Sagging at knees <input type="checkbox"/> Other	<p>EYES</p> <input type="checkbox"/> Watery <input type="checkbox"/> Bloodshot <input type="checkbox"/> Glassy <input type="checkbox"/> Dilated <input type="checkbox"/> Closed <input type="checkbox"/> Droopy eye lids <input type="checkbox"/> Appear normal	<p>MOVEMENTS</p> <input type="checkbox"/> Fumbling <input type="checkbox"/> Jerky <input type="checkbox"/> Nervous <input type="checkbox"/> Slow <input type="checkbox"/> Hyperactive <input type="checkbox"/> Other	<p>APPEARANCE</p> <input type="checkbox"/> Messy <input type="checkbox"/> Dirty/stained clothing <input type="checkbox"/> Burns on person/clothing <input type="checkbox"/> Ripped/torn clothing <input type="checkbox"/> Partially dressed <input type="checkbox"/> Puncture marks/needle tracks <input type="checkbox"/> Appears normal
<p>DEMEANOR</p> <input type="checkbox"/> Cooperative <input type="checkbox"/> Talkative <input type="checkbox"/> Sarcastic <input type="checkbox"/> Anxious <input type="checkbox"/> Disoriented <input type="checkbox"/> Sleepy	<input type="checkbox"/> Silent <input type="checkbox"/> Belligerent <input type="checkbox"/> Excited <input type="checkbox"/> Inattentive <input type="checkbox"/> Drowsy <input type="checkbox"/> Polite	<input type="checkbox"/> Tearful/crying <input type="checkbox"/> Mood changes <input type="checkbox"/> Paranoid <input type="checkbox"/> Calm <input type="checkbox"/> Resisting communication <input type="checkbox"/> Other	

Written Summary - Summarize the facts and circumstances surrounding the incident. Attach additional sheets as needed.

Additional facts:

- Presence of alcohol and/or drugs in individual's possession or vicinity
 - On the job misconduct by individual, (specify)
 - Individual admission concerning alcohol use and/or drug use or possession
 - Individual declined to comment, or
 - Other witnesses, list names and contact information below
-

Minors:

Is individual at least 18 years of age? YES NO (circle) If "no," name of parent/guardian contacted:

Testing Information:

Collection Site Location: _____ Time Arrived: _____ am/pm

1. Was the **alcohol** test performed within **2** hours of the time of the observations that led to the reasonable suspicion determination?

YES

NO **Explain:** _____

2. Was the **alcohol** test performed within **8** hours of the time of the observations that led to the reasonable suspicion determination?

YES

NO **Explain:** _____

If the alcohol test is not conducted within 8 hours cease all efforts to administer the test.

The above documentation of the observed physical, behavioral, and performance indicators of the named employee was provided by:

Supervisor Name: _____

Phone No: _____

Signature: _____

Date: _____

CHAPTER 12

PREGNANT WORKERS FAIRNESS ACT POLICY

12-1 PURPOSE

This policy is based on the Pregnant Workers Fairness Act that requires covered employers to provide reasonable accommodations to a worker's **known limitations** related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship.

12-2 DEFINITIONS

- A. **Known Limitation** is one that has been communicated to the employee's supervisor.
- B. **Limitation** is a physical or mental condition related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions that may be modest, minor, and/or episodic. The condition may also be that an employee has a need or problem related to maintain their health or the health of the pregnancy.

12-3 REQUESTING AN ACCOMMODATION

If an employee is unable to perform one or more of the essential functions of their position due to a **limitation**, the employee must inform their supervisor they want a change or adjustment at work related to the **limitation**.

The supervisor and employee will meet promptly to discuss the employee's proposals for a change or adjustment at work that will allow them to perform the essential functions of their position due to the **known limitation**. During the meeting, the employee should specifically define the **known limitation** resulting from or related to the pregnancy and propose reasonable and proportional accommodations that would overcome the specifically identified **limitation**. The supervisor may also propose reasonable and proportional accommodations. If more than one reasonable and proportional accommodation is proposed, the supervisor retains the discretion to choose among them. At the conclusion of the meeting, the supervisor will document in writing the identified **known limitation** and the reasonable and proportional accommodation provided. The employee must sign and date the documentation of accommodation. The supervisor should follow up with the employee to determine the efficacy of the accommodation.

12-4 POSSIBLE REASONABLE AND PROPORTIONAL ACCOMMODATIONS

- A. The ability to sit or drink water
- B. Closer parking
- C. Flexible hours
- D. Appropriately sized uniforms and safety apparel
- E. Additional break time to use the bathroom, eat, and rest
- F. Take leave or time off to recover from childbirth
- G. Excusal from strenuous activities and/or activities that involve exposure to compounds not safe for pregnancy

12-5 SUPERVISOR RULES

- A. The supervisor must provide a reasonable and proportional accommodation to a **known limitation**.

- B. The supervisor must participate in a meeting with the employee to arrive at a reasonable and proportional accommodation to a **known limitation**.
- C. The supervisor may not deny a position or employment opportunity due to a need for a reasonable and proportional accommodation.
- D. The supervisor may not require an employee to take leave if another reasonable and proportional accommodation can be provided.
- E. The supervisor may not take adverse action against an employee for requesting an accommodation.

CHAPTER 13

PUMP FOR NURSING MOTHER ACT

13-1 PURPOSE

This policy is based on the Pump for Nursing Mothers Act that requires covered employers to provide breastfeeding employees certain lactation accommodations.

13-2 REASONABLE TIME TO EXPRESS MILK AT WORK

Employees shall be provided reasonable time to express milk while at work for up to one (???) More) year following the child's birth each time the employee has need to express milk. Employees should use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors.

13-3 PRIVATE SPACE FOR MILK EXPRESSION

Employees will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, to express breast milk. The room can be a designated space for lactation. If this is not practical or possible, a vacant office, conference room, or other small area can be used so long as it is not accessible or visible to the public or other employees while the nursing employee is using the room to express milk. The room will:

- A. Be in close to the employee's workstation when possible.
- B. Have a door equipped with a functional lock or, if this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other employees or the public.
- C. Be well lit
- D. Ensure privacy by covering any windows with a curtain, blind, or other covering.
- E. Contain at a minimum a chair and a small table, counter, or other flat surface.
- F. Ideally include an electrical outlet and nearby access to clean water.

13-4 ANTIDISCRIMINATION

No employee shall be discriminated against for breastfeeding or expressing milk during the work period, and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.

**CITY OF BETHANY
PERSONNEL POLICIES AND PROCEDURES ACKNOWLEDGMENT**

DATE: _____

I, _____, certify and acknowledge the following:

- I have received a copy of the City of Bethany Personnel Policies and Procedures.
- I understand and agree that I must be familiar with and comply with the City of Bethany Personnel Policies and Procedures (the “Policies”), and any revisions.
- I have been informed that I have access to the City of Bethany Personnel Policies and Procedures Manual at any time in my department and that I may direct any questions regarding City policies, procedures, or directives to my immediate supervisor and/or the Human Resources Department.
- I understand that the City of Bethany may change, modify, suspend, interpret, or cancel, in whole or part, any of the City of Bethany Personnel Policies and Procedures, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify, or eliminate existing policies and/or procedures.
- It is expressly understood that the City of Bethany Personnel Policies and Procedures Manual does not constitute the terms of a contract of employment, but rather my employment with the City of Bethany is at will, which may be terminated at the will of either the City of Bethany or me. Furthermore, I acknowledge and agree that nothing in the Handbook creates or is intended to create a promise or representation of continued employment.

Employee Signature

Date Signed

BETHANY CITY COUNCIL

From: Elizabeth Gray, City Manager
Date: May 2, 2024
Subject: Approval of Change Order No. 1 with Luckinbill Construction Co., LLC for Sanitary Sewer to serve Animal Welfare Facility (G. O. Bond Proposition 3-C).

BACKGROUND

On August 23, 2022, citizens of Bethany passed General Obligation Bond, Proposition 3, that included Proposition 3-C Repairing, Renovating and Equipping the Animal Welfare Facility. During design it was found there was a sanitary sewer that would be in conflict with the expansion project.

On April 4, 2023, the City of Bethany entered into a contract for engineering and design services with TEIM Design, LLC. Bids were opened on December 21, 2023, and the project was awarded to Luckinbill Construction Co., LLC. in the amount of \$123,792.00. During construction it was found that an additional 20 linear feet of sanitary sewer is in disrepair and needing to be replaced to ensure a good connection with the new sewer being installed at a cost of \$4,650.00 for a revised contact amount of \$128,842.00.

RECOMMENDATION

1. Approval of Change Order No. 1 with Luckinbill Construction Co., LLC for Sanitary Sewer to serve Animal Welfare Facility in the amount of \$4,650.00.

ADDITIONAL COMMENTS

Funding will come from the Peniel Sewer ARPA funds.





TRANSPORTATION • ENVIRONMENTAL • INFRASTRUCTURE • MUNICIPAL

April 16, 2024

Ms. Elizabeth Gray
City of Bethany
6700 NW 36th Street
Bethany, OK 73008

Re: Sanitary Sewer Relocation to Serve the Animal Welfare Expansion
Change Order No. 1

Dear Ms. Gray:

I. CHANGE ORDER NO. 1 - SCOPE AND JUSTIFICATION

CO 1 – Furnish and Install Sanitary Sewer Point Repair


The sanitary relocation requires a new manhole to be installed over the downstream sanitary sewer line. The downstream sanitary sewer line was uncovered and approximately 20 feet of the sanitary sewer line needs to be removed and replaced. This is required to make a good connection to the existing sanitary sewer line.

II. COST ESTIMATE

Original Contract Amount:	\$123,792.00
Change Order No. 1:	\$4,650.00 (3.76%)
Revised Contract Amount:	\$128,442.00

The above and foregoing is hereby accepted on this 16th day of April 2024 and the undersigned agrees to perform the work as so indicated in this Change Order No. 1 with said adjustments in the contract sum.

Luckinbill Construction Co. LLC


Name and Title

The prices shown for the Change Order were established by negotiation and appear to be fair and reasonable.


Patrick James Garrett, P.E.

City Attorney

APPROVED by Council of the City of Bethany this ____ day of _____, 2024.

ATTEST:

CITY CLERK

MAYOR

Agenda: 05/07/2024
Item: 20
BPWA Item: 6

BETHANY CITY COUNCIL
BETHANY PUBLIC WORKS AUTHORITY

From: Elizabeth Gray, City Manager
Date: May 2, 2024
Subject: Accept the Emergency Repairs to the waterline, storm sewer and pavement at the intersection of NW 23rd and Council for OWRB reimbursement.

BACKGROUND

On July 9, 2023, a waterline leak was located in the intersection of NW 23rd and Council. On July 13, 2023, the City Council approved funding for emergency repairs. Emergency repair quotes were received on July 17, 2023, in the amount of \$249,895.00 from Schwarz Paving Company, Inc. and construction began on July 18, 2023. The project was completed and reopened to traffic on July 31, 2023, for a total amount of \$227,395.20.

The Oklahoma Water Resources Board requires formal acceptance by the City Council for the emergency repairs in order to reimburse the City \$100,000. The emergency repairs were completed on July 31, 2023.

RECOMMENDATION

1. Accept the Emergency Repairs to the waterline, storm sewer and pavement at the intersection of NW 23rd and Council to satisfy OWRB requirements for reimbursement.

ADDITIONAL COMMENTS



BETHANY CITY COUNCIL

From: Elizabeth A. Gray, City Manager
Date: May 2, 2024
Subject: Consideration and Possible Action Voting for Two Trustees to the Oklahoma Municipal Assurance Group

BACKGROUND

The Oklahoma Municipal Assurance Group (OMAG) provides insurance and other services to Oklahoma Cities and Towns. OMAG is governed by a board of trustees nominated and approved by the member cities.

The City of Bethany has an opportunity to vote for three nominees whose name appears on the attached ballot. A short biographical sketch on each nominee is attached, along with letters from Craig Stephenson, City Manager of Ponca City, David Mason, Mayor of Enid, and Mike Bailey, City Manager of Bartlesville.

Given that the member cities make the nominations, I am confident that this is a great slate of candidates.

RECOMMENDATION

1. As develops during the meeting.

ADDITIONAL COMMENTS

A circular stamp containing the handwritten initials "dg" in blue ink.

BALLOT

OKLAHOMA MUNICIPAL ASSURANCE GROUP 2024 Election of TWO Trustees For a three-year term starting July 1, 2024

The biographical sketch on the next page for each nominee was written by the person who made the nomination. YOU MAY VOTE FOR TWO (2) NOMINEES by placing a check mark next to their names below.

_____ Mike Bailey, City Manager, Bartlesville (Incumbent)

_____ Craig Stephenson, City Manager, Ponca City (Incumbent)

_____ Donalynn Blazek-Scherler, City Clerk, Lawton

_____ Gary A. Jones, City Manager, Altus

_____ Tammy Kretchmar, City Manager, Yukon

_____ David M. Mason, Mayor, Enid

_____ Cody Roe, City Manager, McLoud

_____ Micheal Shannon, Interim City Manager, Guymon

SIGN AND ATTEST

Ballot cast by the governing body of the municipality of

Signed: _____
Mayor

Attested: _____ Date: _____, 2024
Clerk

FAILURE TO PROPERLY SUBMIT THIS BALLOT WILL INVALIDATE THE BALLOT.

Your Ballot must be received by the OMAG no later than *May 15, 2024*, by:

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

SEE REVERSE FOR BIOGRAPHICAL SKETCHES

BIOGRAPHICAL SKETCHES

MIKE BAILEY (Incumbent) Mike is the City Manager for Bartlesville and has been with the City for 18 years. Mike is a licensed CPA who has worked with many local governments throughout his career. He has served on the OMAG Board since 2007 and is also on the boards of CMAO and OMSCC. (Bartlesville participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)

CRAIG STEPHENSON (Incumbent) Craig is a current incumbent on the OMAG Board. He has 37 years of municipal (government) experience serving communities as Assistant City Manager and City Manager. Craig holds Bachelor's and Master's degrees in Political Science and has earned the ICMA Credentialed and Oklahoma Accredited Manager designation. (Ponca City participates in the Municipal Property Protection Plan and the Municipal Liability Protection Plan.)

DONALYNN BLAZEK-SCHERLER Donalynn is an excellent candidate to serve as a trustee for the Oklahoma Municipal Assurance Group (OMAG). She's an extremely dedicated and hard working employee who will no doubt be an asset to the board. Ms. Blazek-Scherler has been an exemplary employee for the City of Lawton for several years. (Lawton participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)

GARY JONES City Manager Altus September 2019-present. Oklahoma State Auditor 2011-2019 where he received the 2016 "Sunshine Award" and was named an honorary Fire-Fighter and friend of retired Teachers. Comanche County Commissioner 1995-1999. Received the "Superior Achievement Award" from the Oklahoma Good Roads and Streets Association. BS Business Administration/Accounting-Cameron University. (Altus participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan, and the Workers' Compensation Plan.)

TAMMY KRETCHMAR Tammy Kretchmar, serving the City of Yukon since 1996, advanced to City Manager in 2021. She actively engages in professional associations like ICMA and CMAO. Tammy's exceptional leadership in Yukon has earned her the 2017 Don Rider Award and the 2022 Gerald Wilkins and Jeff Shockley Award. (Yukon participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)

DAVID MASON David has a BS degree in Education and a Master's Degree in Administration. He entered the insurance business in 2003 and quickly advanced to District Manager of 29 agencies. He later became VP/Director of Sales for a large Independent agency helping to increase sales \$100M over 5 years. (Enid participates in the Municipal Property Protection Plan and the Municipal Liability Protection Plan.)

CODY ROE Currently serving as City Manager for the city of McLoud, Cody has over 14 years in Municipal Government where he has served as the Parks Director, Emergency Manager, Operations Director, Public Works Director, and Assistant City Manager. Cody is actively involved in Pottawatomie County and serves on the COEDD Board. (McLoud participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)

MICHEAL SHANNON Mike Shannon, a lifelong cowboy and team roper of the Oklahoma Panhandle has worked in municipal government over 45 years. During that time, he worked in the private sector managing a small communication company for 9 years, returning to municipal government as Interim City Manager for the City of Guymon. (Guymon participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)



Craig Stephenson, City Manager

516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74601
580-767-0339 Fax 580-767-0344

March 26, 2024

City of Bethany
Elizabeth Gray, City Manager
P.O. Box 219
Bethany, Oklahoma 73008-0219

Dear Ms. Gray,

I am writing to notify you that I am seeking re-election to the OMAG Board. It has been an honor to serve alongside dedicated professionals who share a commitment to enhancing the welfare of our communities through effective risk management practices.

Over the years, OMAG has continuously strived to provide invaluable resources and support to its members, and I am proud to have been a part of this journey. As a seasoned city manager with 37 years of experience in municipal governance, including 15 years as a city manager, I bring a wealth of knowledge and expertise to the table. I firmly believe in OMAG's mission to empower municipalities with the tools necessary to mitigate risks and foster sustainable growth.

One of the key pillars of OMAG's initiatives is its comprehensive training opportunities, which are instrumental in equipping municipal leaders with the skills needed to navigate complex challenges effectively. Additionally, OMAG's safety grants, root control program, body-worn cameras, and recognition and retention program have played pivotal roles in enhancing operational efficiency and ensuring the well-being of our communities.

I am grateful for the trust and support you have placed in me thus far, and I humbly ask for your continued endorsement in the upcoming election. Together, let us continue to build a future where our municipalities flourish and prosper.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Craig Stephenson". The signature is written in a cursive, flowing style.

Craig Stephenson, ICMA-CM
City Manager



City of Enid
P.O. Box 1768
Enid, Oklahoma 73702-1768
PH (580) 234-0400
Desk of Mayor David M. Mason

March 25, 2024

Mayors and Commissioners,

I certainly hope your 2024 has started off well and has been marked by numerous achievements within each of your respective communities.

I believe each of us understand the significance and vital role having a strong *Oklahoma Municipal Assurance Group* continues to play in protecting each of our communities. Given the unpredictable weather patterns in our great state, I believe it is crucial to make sure that our municipal assets and liabilities are always managed in a way that both protects and continues to benefit each of our municipalities.

On March 29th, 2024, voting ballots will be mailed. There will be an opportunity to elect an additional trustee to OMAG'S Board of Directors. I am pleased to announce that I have submitted my application for this position.

Having 23 years in the insurance sector, including overseeing compliance and production for 29 insurance agencies across Northwest Oklahoma for a national carrier as well as having a family owned agency today, I believe I can offer valuable insight from both perspective of a Mayor as well as an insurance professional to this board.

I am asking for your support and your vote for the Oklahoma Municipal Assurance Group Board of Trustees.

From our City, to yours,

A handwritten signature in black ink that reads "David M. Mason". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

David M. Mason
Mayor of Enid
"A City on the Move"



April 15, 2024

Dear Municipal Official,

I am writing to express my candidacy for reelection to the Oklahoma Municipal Assurance Group's (OMAG) Board of Trustees, representing Oklahoma's municipalities. Over the past sixteen years, it has been my privilege to serve in this capacity, and I am seeking your support once again for another term.

With a background as a licensed CPA and extensive experience in municipal leadership, including roles as City Clerk, Treasurer, Finance Director, Assistant City Manager, and currently as City Manager of the City of Bartlesville, I bring a wealth of knowledge and expertise to the position.

During my tenure on the OMAG Board of Trustees, I have held key positions such as Secretary, Vice Chairman, and Chairman. Through these roles, I have gained valuable insights into the diverse needs of our municipalities and have worked diligently to represent their interests effectively.

I believe that my comprehensive background and commitment to public service uniquely qualify me for continued service as an OMAG Trustee. I am dedicated to advocating for the interests of all member municipalities and ensuring the best possible outcomes for our communities.

I sincerely appreciate your consideration and hope to have the opportunity to continue serving as a trusted representative for our municipalities on the OMAG Board of Trustees. Thank you for your support.

Warm regards,

Mike Bailey
City Manager
City of Bartlesville, Oklahoma
(918) 338-4282
mlbailey@cityofbartlesville.org

BETHANY CITY COUNCIL

From: Amanda McCellon, Comm. Dev. Director
Date: April 22, 2024
Subject: Consider a request by Cristal Escobar, Applicant, and Wish Homes LLC, Property Owner to rezone 3409 N. Rockwell Avenue from Industrial Light (I-L) to Commercial General (C-G).

BACKGROUND

Attached are the minutes and staff report from the Planning and Zoning Commission meeting of April 18, 2024. Motion was made by Trent Reid, seconded by Justin Peck to approve rezoning 3409 N. Rockwell Avenue from Industrial Light (I-L) to Commercial General (C-G). The votes are as follows: AYE- Charles Snyder, Justin Peck, Kent Lynn, Robert Helton, Steve Marx, Ron Crouch, Trent Reid. NAY- None. ABSTAIN- None. The motion carried unanimously 7 – 0.

RECOMMENDATION

- 1. Approve Ordinance No. 2058 to rezone 3409 N. Rockwell Avenue from Industrial Light (I-L) to Commercial General (C-G).



ADDITIONAL COMMENTS

ORDINANCE NO. 2058

AN ORDINANCE AMENDING THE ZONING ORDINANCES, MAP, AND COMPREHENSIVE PLAN OF THE CITY OF BETHANY, OKLAHOMA, BY INCLUDING IN C-G, COMMERCIAL GENERAL, THE PROPERTY LOCATED AT 3409 N. ROCKWELL AVE. IN BETHANY, OKLAHOMA COUNTY, OKLAHOMA AS MORE PARTICULARLY DESCRIBED HEREINAFTER.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BETHANY:

Section 1. The following-described real estate situated in the City of Bethany, to wit:

Unpltd PT NE/4 SEC 20-T12N-R4W Beg 660 FT S of NE/C NE4 TH W 164 FT S 80.15 FT E 164 FT N 80.15 FT to Beg.

is hereby included in, added to, and made part of the district set aside for C-G, Commercial General, and the Clerk of the City of Bethany is hereby authorized and directed to correct the official zoning map and comprehensive plan map of the City of Bethany, Oklahoma, to conform thereto.

Section 2. It being immediately necessary for the preservation of the public peace, health, safety, and welfare the City of Bethany and the inhabitants thereof that this ordinance be put into full force and effect, an emergency is hereby declared to exist by reason whereof this ordinance shall be in full force and effect from and after its passage and approval.

END

The undersigned hereby certify that the foregoing ordinance was introduced before the Bethany Planning and Zoning Commission on April 11, 2024, and the Bethany City Council on the 7th day of May 2024, and was duly adopted and approved by the Mayor and City Council of the City of Bethany on the 7th day of May 2024, after public hearing, and after compliance with notice requirements of the Open Meeting Law (25 OSA, Sections 301, et seq.).

MAYOR

ATTEST:

CITY CLERK

Approved as to form and legality on _____, 2024.

CITY ATTORNEY

MINUTES
CITY OF BETHANY
PLANNING AND ZONING COMMISSION
APRIL 18, 2024

MEMBERS PRESENT: Charles Snyder, Chair
Justin Peck, Vice-Chair
Kent Lynn
Robert Helton
Steve Marx
Ron Crouch
Trent Reid

MEMBERS ABSENT: James Clemmer

STAFF PRESENT: Ray Jones, City Attorney
Amanda McCellon, Comm. Dev. Director
Brendan Summerville, Comm. Dev. Associate
Linda Hlinicky, Adm. Assistant

NOTICE: Agenda posted in the lobby and on the front door of Bethany City Hall, 6700 NW 36th St., Bethany, OK 73008 on Thursday, April 11, 2024 at 11:00 a.m.

Charles Snyder, Chair called the meeting to order and gave the invocation. Motion was made by Trent Reid, seconded by Justin Peck to approve the March 7, 2024 Planning and Zoning Commission minutes as mailed. The votes are as follows: AYE- Charles Snyder, Justin Peck, Kent Lynn, Robert Helton, Steve Marx, Ron Crouch, Trent Reid. NAY- None. ABSTAIN- None. The motion carried unanimously 7 - 0.

ITEM 1: **PC 24-04**
Consider a request by Cristal Escobar, applicant, and Wish Homes LLC., property owner, to rezone 3409 N Rockwell Avenue from Industrial Light (I-L) to Commercial General (C-G).

Legal Description: Unpltd PT NE/4 SEC 20-T12N-R4W Beg 660FT S of NE/C NE4 TH W 164FT S80.15FT E164FT N80.15FT to BEG.
(ITEM TO BE HEARD BY CITY COUNCIL ON MAY 7, 2024.)

ACTION: Brendan Summerville, Comm. Dev. Associate presented the staff report to consider rezoning 3409 N. Rockwell Ave. from I-L, Industrial Light to C-G, Commercial General. Summerville reviewed the zoning of the surrounding properties; and zoning characteristics for I-L, Industrial Light and C-G, Commercial General. The applicant plans to operate a real estate brokerage at this location.

Cristal Escobar, Applicant said she grew up in Bethany, and would like to have her business in Bethany as well.

Guy Kargl w/ SSS Fence at 3407 N. Rockwell Ave. was concerned with the legal description in the notice sent to surrounding property owners but understands the legal description has been corrected.

Motion was made by Trent Reid, seconded by Justin Peck to approve rezoning 3409 N. Rockwell Avenue from Industrial Light (I-L) to Commercial General (C-G). The votes are as follows: AYE- Charles Snyder, Justin Peck, Kent Lynn, Robert Helton, Steve Marx, Ron Crouch, Trent Reid. NAY- None. ABSTAIN- None. The motion carried unanimously 7 - 0.

ITEM 2: **PC 24-05**

Discussion of Missing Middle Housing as it pertains to the Bethany 2030 Comprehensive Plan.

ACTION: Brendan Summerville, Comm. Dev. Associate explained this item has come before the Planning and Zoning Commission at the request of Commissioner Robert Helton. He explained missing middle housing is the block of housing types within the urban transect which has all but disappeared since the 1940's. The 2030 Comprehensive Plan described it as middle scale housing like duplexes, townhomes, garden apartments, and condominiums. The density ratings are 16 to 50 dwelling units per acre which promotes a livelier connected walkable neighborhood environment.

Brendan Summerville, Comm. Dev. Associate says you ask why missing middle housing? Bethany has a scarcity of one major resource and that is land. Bethany is completely landlocked. Missing middle housing allows population to grow in an efficient use of the land.

After some discussion, Charles Snyder, Chair suggested if what we have is working for staff, then we should leave the 2030 Comprehensive Plan alone.

NEW BUSINESS

Brendan Summerville, Comm. Dev. Associate stated there will be seven subdivision applications coming before the Planning and Zoning Commission within the next few months. On May 2, 2024 there will be a rezoning case for NW 30th & N. Council Rd.; and May 16, 2024 we will have a duplex request.

Amanda, McCellon, Comm. Dev. Director informed the Planning and Zoning Commission that Councilmember Plank has asked the Planning Commission to discuss the possibility of using shipping containers as accessory structures.

Motion was made by Trent Reid, seconded by Justin Peck to adjourn. The motion carried unanimously 7 - 0.

BETHANY

Oklahoma

City of Bethany

Planning & Zoning Staff Report

April 18, 2024

CASE NO: PC 24-04

Request: Consider a request by Cristal Escobar, applicant, and Wish Homes LLC., property owner, to rezone 3409 N Rockwell Avenue from Industrial Light (I-L) to Commercial General (C-G).

Legal Description: Unpltd PT NE/4 SEC 20-T12N-R4W Beg 660FT S of NE/C NE4 TH W 164FT S80.15FT E164FT N80.15FT to BEG

Current Zoning: Industrial Light (I-L)

Proposed Zoning: Commercial General (C-G)

Surrounding Zoning:

Direction	Zoning
North	Commercial Restricted (C-R)
South	Single-Family Residential (R-1)
East	Commercial General (C-G)
West	Single-Family Residential (R-1)

Table 1

Zoning Characteristics:

	I-L	C-G
Use	Industrial Light	Commercial General
Minimum Lot Area (ft ²)	N/A	N/A
Width x Depth (ft)	N/A	N/A
Front Setback (ft)	25	25
Rear Setback (ft)	15	20
Side Setback (ft)	N/A Interior Lots	N/A Interior Lots

Table 2

Background:

The applicant is seeking to rezone 3409 N Rockwell Avenue from Industrial Light (I-L) to Commercial General (C-G). This property has been zoned as I-L as far back as city records indicate and has been utilized as a vacuum repair shop for much of that time. The applicant is seeking to rezone this property for use as a real estate brokerage, which is permitted under the C-G category.

Analysis:

The surrounding zoning of the site is a mix of commercial and residential properties, with a lower intensity of land uses throughout. The applicant is seeking to rezone this property from I-L to C-G, as professional offices are not allowed within I-L districts.

Water service is provided via 6" and 8" lines along North Rockwell Avenue. The Sanitary Sewer can be accessed through North Rockwell Avenue.

The Comprehensive Plan calls for this area to be developed in the direction of commercial mixed use.

Required Action: Hold a public hearing to provide a recommendation to either approve or deny the applicant's zoning change request. This recommendation will be heard by the Bethany City Council on the 7th of May 2024, and a decision whether to approve or deny this change will be made.

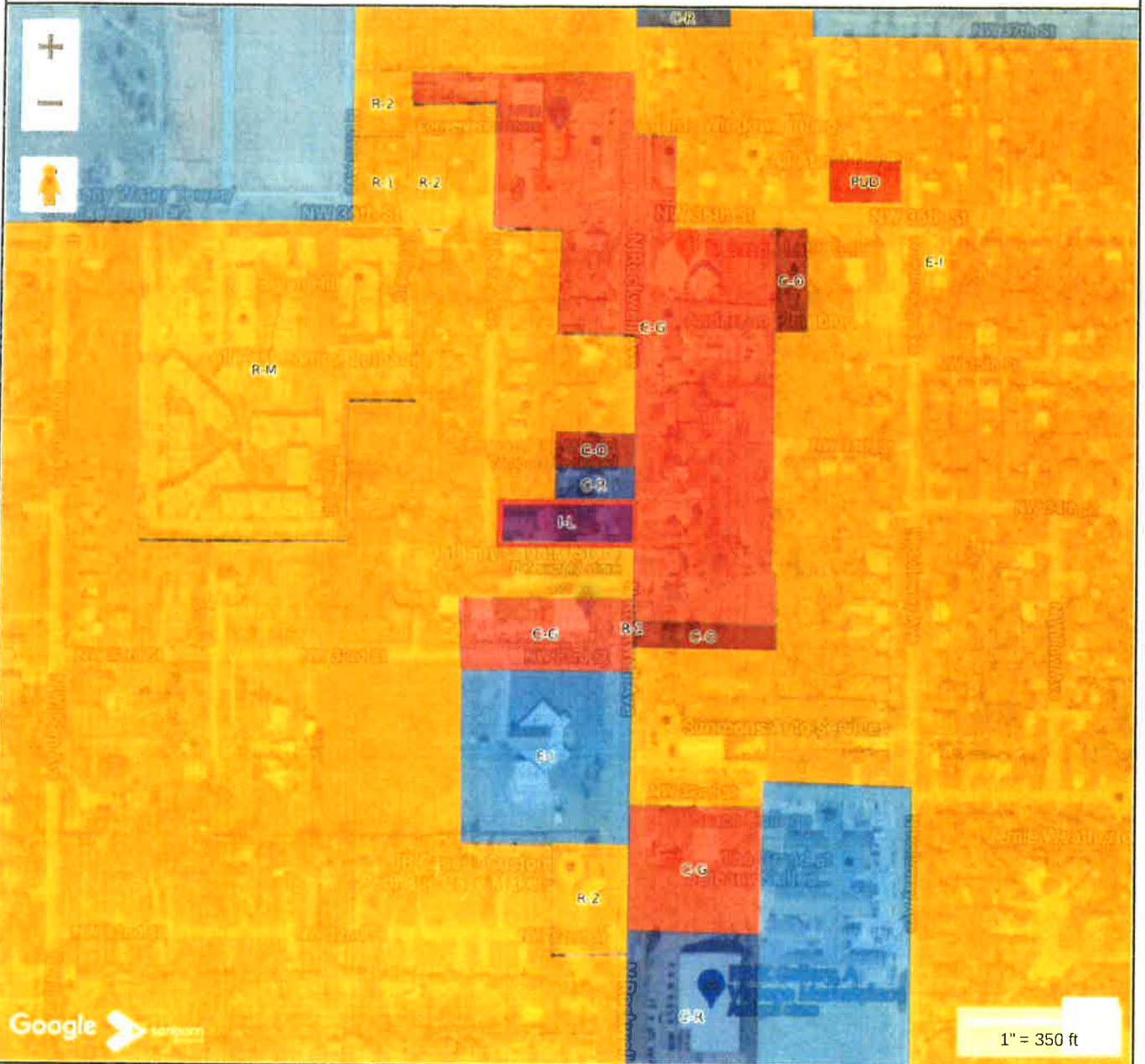
Attachments:

- Aerial Photographs
- Zoning Map
- Water & Sewer Atlases
- Application Documents
- Certified Owners List
- Public Notification





PC 24-04 Zoning Map



ZONING CODE LEGEND

	A		R
	CO		HO
	CG		POD
	CH		PRD
	CS		R-1
	CR		R-2
	CR		R-M
	CR		HOH
	PL		HOH

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

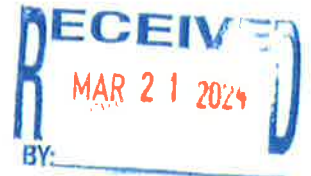
Bethany, Oklahoma makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

BETHANY Oklahoma

Department of Planning & Community Development

Date Received: 3-21-24
Processed by: [Signature]



Rezoning Application

Application must be completed in INK.
Email to brendan.summerville@bethanyok.org or submit in person at 6700 NW 36th St., Bethany OK 73008. Contact Community Development at (405)789-6005.

General Information

Applicant Name: <u>Cristal Escobar</u>			
Address: <u>3401 N. Rockwell</u>		City: <u>Bethany</u>	State: <u>OK</u> ZIP Code: <u>73008</u>
Phone: <u>405.953.8004</u>		Email: <u>cristal@escobar-realty.com</u>	
Property Owner Name: <u>Wish Homes LLC</u>			
Address: <u>7200 NW 32nd St</u>		City: <u>Bethany</u>	State: <u>OK</u> ZIP Code: <u>73008</u>
Phone: <u>405.429.9134</u>		Email: <u>cristal@escobar@iclad.com</u>	

Property Information

Present Zoning: <u>Industrial Light</u>	Requested Zoning: <u>Commercial - General</u>
Legal Description: <u>see attached</u>	
Area of Property (sq ft): <u>19116 sq ft</u>	Number of Structures: <u>2 (with shed)</u>
Present Use: <u>Vacuum Business</u>	Requested Use: <u>Real Estate Brokerage</u>

Requirements & Supplemental Documents

- Certified list of named and address of all property owners of record within three hundred (300) feet of the exterior boundaries of the subject property. Certified lists may be acquired through the Oklahoma County Assessor's Office
- The filing fee for the meeting must be paid upon submission of this application. This is a non-refundable fee that is independent of the hearing's outcome. The fee is dependent on the zoning category, the total area is comprises, and a filing & publishing fee for public notice.
- For a Planned Unit Development (PUD) please attach or email renderings of the project in addition to any specific standards and/or requirements that would require a PUD zoning change.
- (If applicable) A completed application for the amendment of the Comprehensive Plan.

Please expect 4 weeks between the filing deadline and the first hearing date; the City Council hearing will take place within two weeks of the first hearing. It is highly recommended that applicants attend both hearings, as the Planning & Zoning Commission and City Council may ask questions regarding specific details of the zoning change.

I hereby certify that all of the above statements are true to the best of my knowledge and belief. I have thoroughly read the application and understand its qualification and requirements.

Signature of Applicant: Cristal Escobar Date: 3/20/24



Larry Stein Oklahoma County Assessor (405) 713-1200 - Public Access System

Home Contact Us Guest Book Map Search New Search

Just released: Try our new Mapping Service

Account: K0718080 Type: 16000 Location: 3409 N ROCKWELL AVE
Building Name/Occupant: DISCOUNT VAC WORLD Map Parcel: BETHANY
Owner Name 1: WISH HOMES LLC New service: New Map Parcel
Owner Name 2: 1/4 section #: 2877
Owner Name 3: Parent Acct:
Billing Address: 3409 N ROCKWELL AVE Tax District: TXD 581
City, State, Zip: BETHANY, OK 73008-3959 School System: Putnam City #1
Country: (If noted) Land Size: 13,202.00 Square Feet

Personal Property

Land Value: 49,508

Treasurer:

Click to View Taxes

Sect 20-T12N-R4W Qtr NE UNPLTD PT SEC 20 12N 4W Block 000 Lot 000 Subdivision Sales

Full Legal Description: UNPLTD PT NE4 SEC 20 12N 4W BEG 660FT S OF NE/C NE4 TH W164FT S80.15FT E164FT N80.15FT TO BEG

Photo & Sketch (if available)

Report Coming Soon



No comparable sales returned.

Value History (*The County Treasurer 405-713-1300 posts & collects actual tax amounts. Contact information 11/16)

Table with columns: Year, Market Value, Taxable Mkt Value, Gross Assessed, Exemption, Net Assessed, Millage, Est. Tax, Tax Savings. Rows for years 2020-2024.

Account Status/Exemption

Table with columns: Account #, Grant Year, Exemption Description, Amount. Row: No adjustment/exemption records returned.

Deed Transaction Recorded in the County Clerk's Office

Table with columns: Date, Type, Book, Page, Price, Grantor, Grantee. Rows for 11/21/2023 and 1/11/1999.

Advised Notice of Value (A.N.V.) information/History

Table with columns: Year, Date, Market Value, Taxable Market Value, Gross Assessed, Exemption, Net Assessed. Rows for 2024, 2020, 2019.

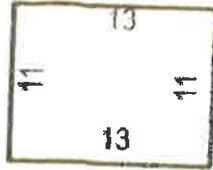
Permit # Bldg # Permit Hist

Table with columns: Issued, Permit #, Provided by, Bldg #, Description, Est Construction Cost, Status. Row: 3/30/1999, 10255766, BETHANY, 1, Commercial, 0, Inactive.

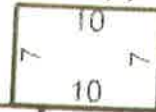
Click button on the number to access detailed information

Table with columns: Bldg #, Vacant/Improved Land, Bldg Description, Year Built, SqFt, # Stories. Row: Click, Improved, Ranch 1 Story, 1946, 1,460, 1 Stories.

Material Storage Shed
143 FT²



Canopy Walkway Unfinished
70 FT²

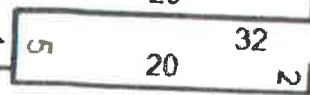


GBA
1460 FT²

Fin Converted
228 FT²

Fin Converted
228 FT²

Porch
136 FT²



BETHANY

Oklahoma

Department of Planning & Community Development

Rezoning Procedure

1. Check with the Community Development Department to see what your present zoning is and the zone you desire. A list of permitted land uses is attached to this packet.
2. Submit a written & completed application to the Bethany Planning & Zoning Commission, setting forth the legal description of the property to be rezoned, the street address or approximate location, the names and addresses of the owners thereof, and the zoning requested.
3. The application shall also be accompanied by a list of the names and addresses of all property owners of record within a three hundred (300) foot radius of the exterior boundaries of the subject property. This list must be current and certified by a bonded abstractor or the Oklahoma County Assessor.
4. The Planning Staff will ensure that your application is complete, and will calculate your filing fee according to the following schedule: A public notice fee of \$150 + \$13 per acre of land being rezoned + the base rezoning fee for the desired land use.
 - a. A (Agricultural) - \$438; R-1 (Single-Family Res.) - \$625; R-2 (Two-Family Res.) - \$813; R-M (Multi-Family Res.) - \$1,000; C-O & C-R (Comm. Office & Comm. Restricted) - \$625; C-G, C-h, E-I, I-L (Comm. General, Comm. Highway, Educational-Institutional, and Industrial Light) - \$875; I-H (Industrial Heavy) - \$1,250; PUD (Planned Unit Development) - \$1,500.
5. Turn in your completed application, the required accompanying data, and the filing fee in full to the Community Development Department. Once the application has been received and reviewed for completion, the Community Development Director will schedule your application on the next available Planning & Zoning Commission Agenda.
6. Legal notice of the requested will be published in a newspaper of general circulation in the City of Bethany, as required by State Law. At the same time, every property owner within three hundred (300) feet of the exterior boundaries of your property is notified by letter that your request has been filed.
7. The Planning staff will research and analyze your request and prepare a staff report, presentation, and a recommendation which will be mailed to each member of the Planning & Zoning Commission and to each member of the City Council.
8. At the next scheduled Planning & Zoning Commission meeting, your request will be considered at a public hearing. You will be sent notice of this meeting, and you and/or your representative must be present. The Planning Staff will introduce your request, and you & any interested citizens will have the opportunity to speak to the Commission concerning your request.
9. At the conclusion of this public hearing, the Planning Commission will decide, by majority vote, whether to recommend that the ordinance which accomplishes your requested zoning change be either approved or denied. This recommendation is made to the Bethany City Council.
10. When the Planning Commission has acted upon an application for rezoning, an ordinance shall be prepared and introduced before the City Council at a public hearing on the same date as set forth in the notice to property owners provided in the preceding section. The City Council may continue that hearing from time to time, prior to final action thereon.
11. At the public hearing, the City Council will vote either to adopt or reject the proposed rezoning ordinance. You or your representative must be present at this meeting.
12. Both the Planning Commission and City Council meetings are held in the Council Chamber (East Wing) of the Bethany City Hall, located at 6700 NW 36th St. The Planning Commission Meetings begin at 7:00 P.M. and the City Council meetings begin at 7:30 P.M. The average zoning case takes about 50 days from the time the application is received until its final approval.

PC 24-04

Larry Stein
Oklahoma County Assessor's
Office



Ownership Radius Report

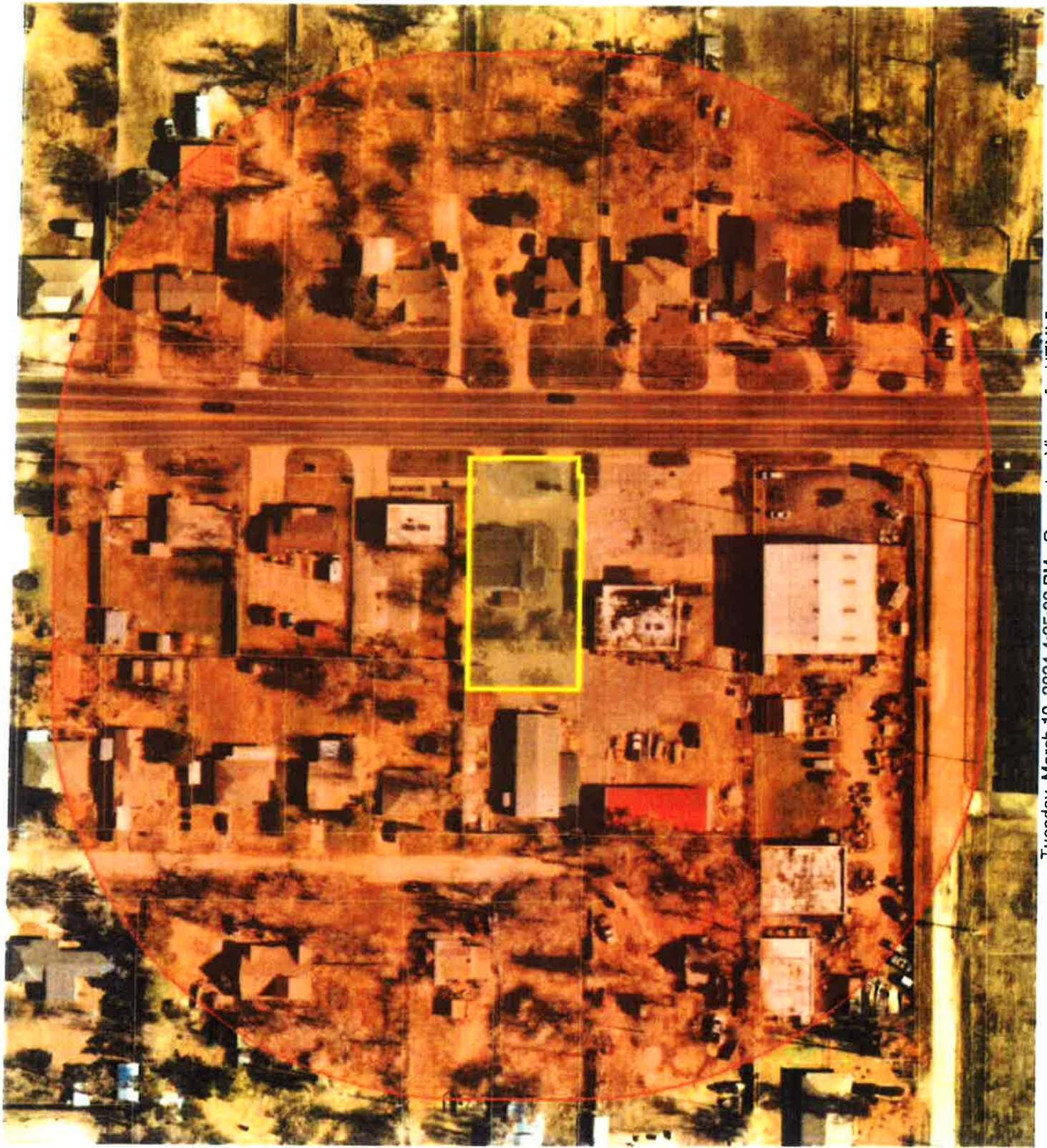
This Official Report is for Account Number R173780980 and is a 300-foot radius from the outside of the polygon. If the minimum number of different owners was not reached it was extended by 100-foot increments until the required number of different owners was reached, or the maximum distance was reached. This report does not constitute a legal survey or document, for definitive description of real property and ownership; consult the deeds recorded in the Oklahoma County Clerks Office. *Official Record of this Certified Radius Report will expire 30 days from the date of creation stamped on the back of this sheet.*

Oklahoma County Assessor's
300ft Radius Report
3/19/2024

accountno	name1	name2	mailingaddress1	city	state	zipcode	subname	block	lot	legal	location
R174961300	SHADARAM HAMID J		10208 SHADOWVIEW DR	OKLAHOMA CITY	OK	73159	DENHAM LTS 9 THRU 16	000	013	DENHAM LTS 9 THRU 16 000 013	3308 N ROCKWELL AVE BETHANY
R174961400	TATE REV FAMILY TRUST		3400 N ROCKWELL AVE	BETHANY	OK	73008-3960	DENHAM LTS 9 THRU 16	000	014	DENHAM LTS 9 THRU 16 000 014	3400 N ROCKWELL AVE BETHANY
R173780850	HORSLEY CHARLES T		PO BOX 987	BETHANY	OK	73008-0987	UNPLTD PT SEC 20 12N 4W	000	000	UNPLTD PT SEC 20 12N 4W 000 000 PT NE4 SEC 20 12N 4W BEG 330FT N OF SE/C OF NE4 OF NE4 W437FT N117.85FT E437FT S117.85FT TO BEG	3401 N ROCKWELL AVE BETHANY
R174961500	HODSON BENTON E & JUDY		3404 N ROCKWELL AVE	BETHANY	OK	73008-3960	DENHAM LTS 9 THRU 16	000	000	DENHAM LTS 9 THRU 16 000 000 LOTS 15 & 16	3404 N ROCKWELL AVE BETHANY
R173887830	KANELOPOULOS GEORGE J & GINA M		5471 EMI RD	KOLOA	HI	96755-9710	UNPLTD PT SEC 21 12N 4W	000	000	UNPLTD PT SEC 21 12N 4W 000 000 PT OF NW4 SEC 21 12N 4W S57FT OF W 1/2 OF N 1/2 OF N 1/2 OF SW4 OF NW4 OF NW4	3406 N ROCKWELL AVE BETHANY
R173780600	HERNANDEZ JOSE & SUSANA		7212 NW 46TH ST	BETHANY	OK	73008-2318	UNPLTD PT SEC 20 12N 4W	000	000	UNPLTD PT SEC 20 12N 4W 000 000 PT NE4 SEC 20 12N 4W BEG 447.85FT N & 305FT W OF SE/C NE4 NE4 TH N117.85FT W269FT S117.85FT E269FT TO BEG	3405 N DONNA AVE BETHANY
R173780700	TAMBLA PROPERTIES LLC		3407 N ROCKWELL AVE	BETHANY	OK	73008	UNPLTD PT SEC 20 12N 4W	000	000	UNPLTD PT SEC 20 12N 4W 000 000 PT OF NE4 SEC 20 12N 4W BEG 447.85FT N OF SE/C OF NE4 OF NE4 TH N132FT W305FT S132FT E305FT TO BEG EX E50FT TO CITY	3407 N ROCKWELL AVE BETHANY
R173780520	HORSLEY CHARLES T		PO BOX 987	BETHANY	OK	73008-0987	UNPLTD PT SEC 20 12N 4W	000	000	UNPLTD PT SEC 20 12N 4W 000 000 PT NE4 SEC 20 12N 4W BEG 565.70FT N & 355FT W OF SE/C NE4 NE4 TH W305FT N66FT E305FT S66FT TO BEG OR TR C OF NE4	3409 N DONNA AVE BETHANY

Oklahoma County Assessor's
300ft Radius Report
3/19/2024

R173780900	TAMBUA PROPERTIES LLC				BETHANY	OK	73008	UNPLTD PT SEC 20 12N 4W	000	000	UNPLTD PT SEC 20 12N 4W 000 000 PT NE4 SEC 20 12N 4W BEG 660FT S & 164FT W OF NE/C NE4 TH W141FT S80.15FT E141FT N80.15FT TO BEG	3407 N ROCKWELL AVE BETHANY
R173887825	BUS KID REALTY LLC				YUKON	OK	73099	UNPLTD PT SEC 21 12N 4W	000	000	UNPLTD PT NW4 SEC 21 12N 4W N108FT OF W/2 OF N/2 OF N/2 OF SW4 OF NW4 OF NW4	3408 N ROCKWELL AVE BETHANY
R173780510	WHITE WALTER KEITH				WHEATLAND	OK	73097-0188	UNPLTD PT SEC 20 12N 4W	000	000	UNPLTD PT SEC 20 12N 4W 000 000 PT OF NE4 SEC 20 12N 4W BEG 631.7FT N & 355FT W OF SE/C OF NE4 OF NE4 TH W305FT N66FT E305FT S66FT TO BEG OR TR B OF NE4	3411 N DONNA AVE BETHANY
R177841300	HERNANDEZ TERESA	HERNANDEZ LUIS F			OKLAHOMA CITY	OK	73130	WEST AVENUE ADDITION	000	004	WEST AVENUE ADDITION 000 004	3412 N DONNA AVE BETHANY
R177841200	RAMI DAM DEVELOPMENT LLC				OKLAHOMA CITY	OK	73127	WEST AVENUE ADDITION	000	003	WEST AVENUE ADDITION 000 003	3411 N ROCKWELL AVE BETHANY
R177841400	CRUZ ALEX JR				BETHANY	OK	73008-3812	WEST AVENUE ADDITION	000	005	WEST AVENUE ADDITION 000 005	3500 N DONNA AVE BETHANY
R175931400	KANELOPOULOS GEORGE & GINA M				KOLOA	HI	96756	HOLLOWAY ACRES	001	006	HOLLOWAY ACRES 001 006	3410 N ROCKWELL AVE BETHANY
R177841100	ALLTHETHINGS EXPERT INC				OKLAHOMA CITY	OK	73132-6203	WEST AVENUE ADDITION	000	002	WEST AVENUE ADDITION 000 002	3501 N ROCKWELL AVE BETHANY
R177841500	HERNANDEZ ALFREDO R				OKLAHOMA CITY	OK	73132	WEST AVENUE ADDITION	000	006	WEST AVENUE ADDITION 000 006	3502 N DONNA AVE BETHANY
R173780500	TURNER TRACY R				BETHANY	OK	73008-3811	UNPLTD PT SEC 20 12N 4W	000	000	UNPLTD PT SEC 20 12N 4W 000 000 PT NE4 SEC 20 12N 4W BEG 697.70FT N & 355FT W OF SE/C OF NE4 OF NE4 TH W305FT N190.5FT E305FT S190.5FT TO BEG	3503 N DONNA AVE BETHANY
R175932100	WILLIAMS JAMES G & VICKI M TRS	WILLIAMS FAMILY TRUST			OKLAHOMA CITY	OK	73162-6867	HOLLOWAY ACRES	001	007	HOLLOWAY ACRES 001 007	3502 N ROCKWELL AVE BETHANY
R177841600	RUTHERFORD SANDRA J	SLOVER TAMARA D			BETHANY	OK	73008	WEST AVENUE ADDITION	000	007	WEST AVENUE ADDITION 000 007	3504 N DONNA AVE BETHANY
R177841000	THEPHACHANH JOHN				BETHANY	OK	73008-3964	WEST AVENUE ADDITION	000	001	WEST AVENUE ADDITION 000 001	3503 N ROCKWELL AVE BETHANY



Tuesday, March 19, 2024 4:25:02 PM - Geocortex Viewer for HTML5



Larry Stein

Oklahoma County Assessor

320 Robert S. Kerr, #313, Oklahoma City Oklahoma 73102

(405) 713-1236 Fax (405) 713-1220 www.oklahomacounty.org/assessor

Open Records Request

Fee Receipt

Receipt No	Name	Received	Currency	Description	PricePerUnit	Units	PriceTotal
32429	<u>ESCOBAR REALTY</u>						
		3/20/2024	Check	300 Feet Radius	\$25.00	1	\$25.00
						<u>Total</u>	<u>\$25.00</u>

Thank You

CheckNumber 932

For questions concerning this invoice, please contact
Stephanie Sousa 405-713-1236
Email address Stephanie.Sousa@oklahomacounty.org

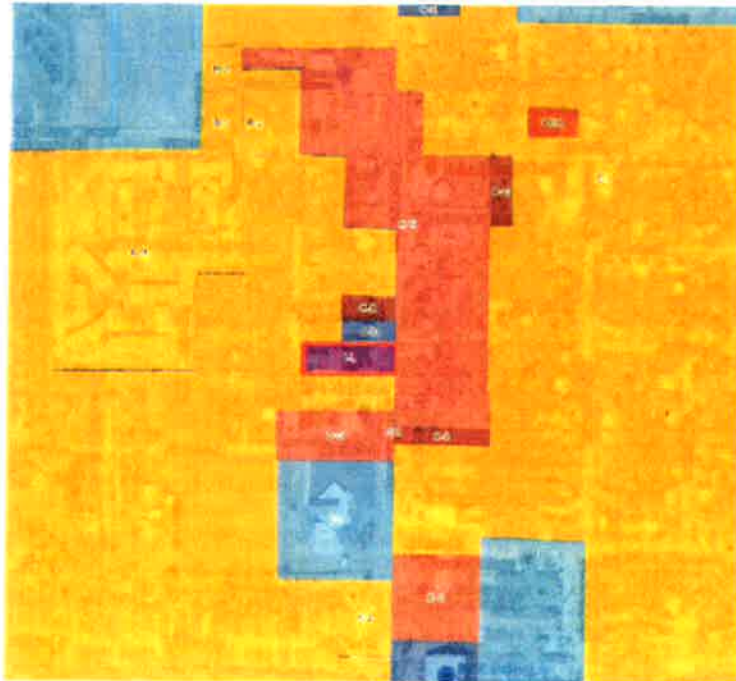
NOTICE OF PUBLIC HEARING

On April 18, 2024, at 7:00 p.m. the Bethany Planning and Zoning Commission will during its regular session hold a public hearing at Bethany City Hall at 6700 NW 36th St., Bethany, OK 73008 for the following: Consider a request by Cristal Escobar, applicant, and WishHomes LLC., property owner, to rezone 3409 N Rockwell Avenue from Industrial Light (I-L) to Commercial General (C-G).

Following the public hearing the Bethany Planning & Zoning Commission will vote on the request and forward a recommendation to the Bethany City Council, which in turn will hear this case on May 7, 2024, at 6:30 p.m. and a vote to approve or deny the request will be held.

The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

LEGAL DESCRIPTION: UNPLTD PT NE4 SEC 20-T12N-R4W BEG 660FT S OF NE/C NE/4 TH W164FT S80.15FT E164FT N80.15FT TO BEG



BETHANY

Oklahoma

Department of Planning & Community Development

March 25 2024

NOTICE OF HEARING

**PLANNING & ZONING COMMISSION
AND CITY COUNCIL**

Dear Property Owner:

This notice is to inform you that a neighboring property owner has filed an application with the Bethany Planning Department to rezone their property. All rezoning applications within city limits are reviewed by the Planning and Zoning Commission at a public hearing to determine whether the proposal is in conformity with the Comprehensive Plan for the City of Bethany.

We would like to emphasize that the Planning and Zoning Commission does not make the final decision on whether or not to approve the application; it simply makes a recommendation to the City Council. The final decision is made by the City Council in a second hearing.

Attached to this notice is information regarding the property location, zoning, and the meeting dates set for this item. During the public hearings, the applicant for the zoning change presents their case, and all interested property owners in the surrounding area are invited to appear and state whether they are for or against the proposal.

Your participation in these proceedings can affect the outcome.

If you have any questions regarding this notice, please contact the Community Development Director. Call (405) 789-6005.

**SECRETARY,
PLANNING AND ZONING COMMISSION**

ZONING CASE INFORMATION

A. Rezoning Proposal

1. Case Number: PC 24-04.
2. Location of Property: 3409 N Rockwell Avenue
3. Legal Description: UNPLTD PT NE4 SEC 20-T12N-R4W BEG 660FT S OF NE/C NE/4 TH W164FT S80.15FT E164FT N80.15FT TO BEG
4. Present Zoning: Industrial-Light (I-L).
5. Requested Zoning: C-G (Commercial General).

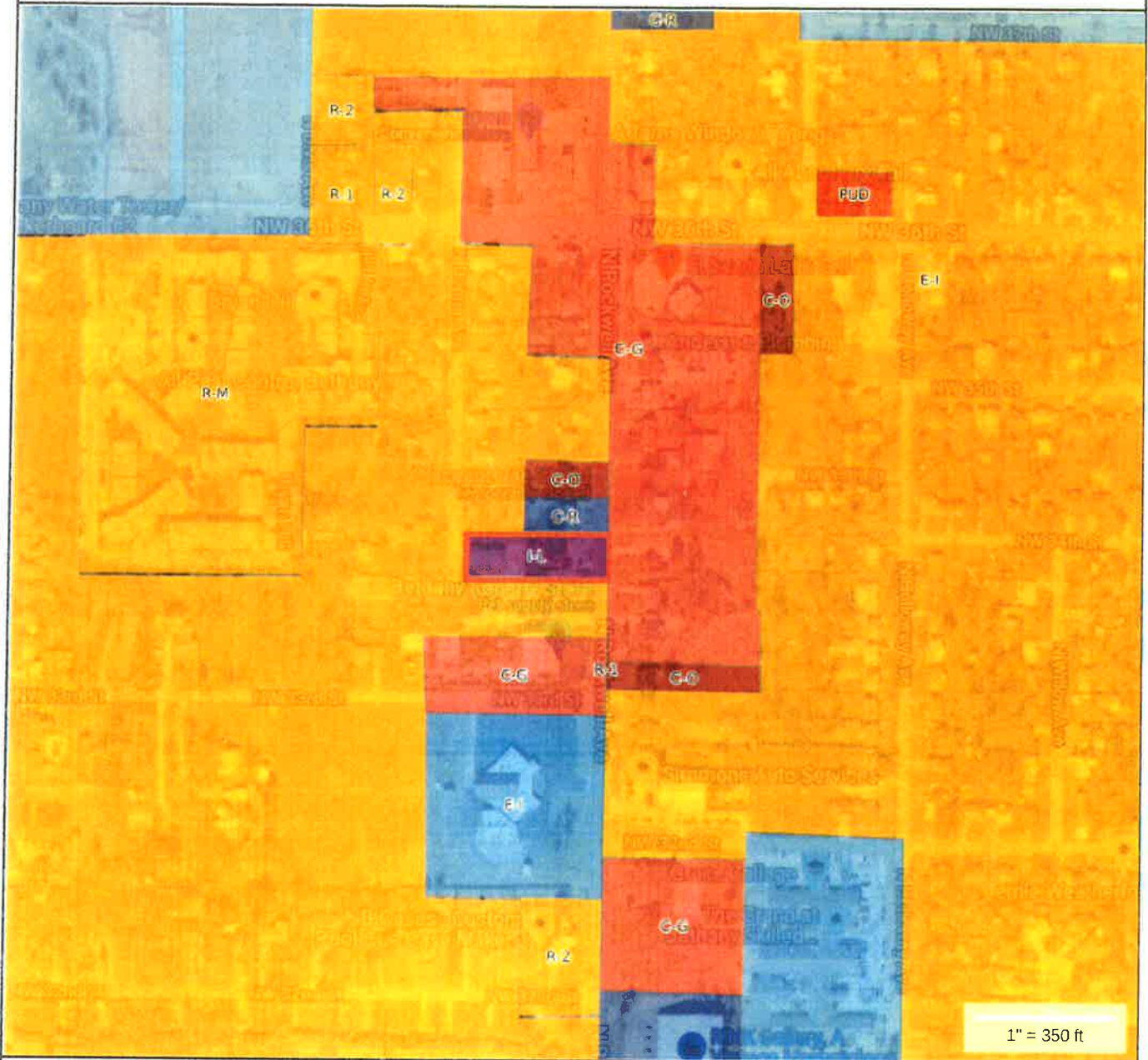
B. Hearing Schedule

1. The Planning and Zoning Commission hearing on the proposed rezoning will be held on April 18, 2024 at 7:00 P.M. At this hearing, any interested citizen will have the opportunity to speak to the Commission concerning the proposed zoning change. The Commission will vote on whether to recommend approval or disapproval of the proposed rezoning. **IF YOU HAVE AN OPINION ON THE APPLICATION, YOU SHOULD ATTEND THIS HEARING.**
2. The City Council Hearing will be held on May 7, 2024 at 6:30 P.M. At this hearing, any interested citizens will have the opportunity to speak to the City Council concerning the request. The City Council will vote either to adopt or reject the proposed rezoning ordinance. **IF YOU HAVE AN OPINION ON THE APPLICATION, YOU SHOULD ATTEND THIS MEETING.**

C. Location of Hearings

Both the Planning and Zoning Commission and City Council hearings will be held in the Bethany City Hall Council Chamber located at 6700 NW 36th St.

PC 24-04 ZONING MAP



ZONING CODE LEGEND

	A		H1
	OOO		H2
	G-0		PUD
	G-1		PRD
	G-2		R-1
	G-3		R-2
	G-4		R-M
	G-5		HOA
	E-1		TBP

MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

Bethany, Oklahoma makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

City of Bethany BOARD APPLICATION FORM

Choose the board or committee you are applying for:

Board of Adjustment

 Bethany Economic Development Authority
 Planning and Zoning Commission

 Other: Charter committee


Name: Rob High		In which Ward do you reside: 4	
Street Address: [REDACTED]			
City: Bethany	State: OK	Zip Code: 73008	
Home Phone: [REDACTED]	Cell Phone: [REDACTED]		
Email Address: [REDACTED]			
Occupation: IDD Safe LLC, Co-founder and Director of Training			

Serving on a board or commission can be time consuming. Does your schedule allow attendance at regularly scheduled meetings?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If appointed, are you willing to comply with the City of Bethany Conflict of Interest Policy as stated in Section 7.5 (c) of the City Charter? <i>c) Any member of the Council or any board, commission, or other authority who has a direct personal or private interest in any question before the body of which he is a member shall abstain from voting thereon. Violation of this section shall constitute cause for removal from office for members of any board, commission, or other authority of the City government. Provided, however, a violation of this section shall not affect the validity of any action taken by the City Council or any other board or commission of the City.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Education and Hobbies		
Level	Certificate / Degree / Major	Name of School
High School	HS Diploma	Carl Albert HS
College		Rose State College/OSU Okc
Trade or Business School	CLEET	Okc PD academy
Hobbies:		

It is suggested that you include a cover letter and resume with your application.

I understand that this application does not guarantee an appointment to any board or committee. Appointments are approved by a City Council majority vote and this application is subject to the Open Meeting Act and Open Records Act.

Signature:  Date: 04-25-2024

NOTICE: On Thursday, April 11th, 2024, at or before 4:59 p.m., agenda was posted at the front doors of City Hall, on the bulletin board in the lobby of City Hall, and on the City of Bethany website: cityofbethany.org. The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

BETHANY PUBLIC WORKS AUTHORITY MEETING

BETHANY CITY HALL

TUESDAY, APRIL 16, 2024

6:30 P.M.

MEMBERS PRESENT:	Nikki Lloyd	Chairman
	Jeff Knapp	Vice-Chairman
	Steve Palmer	Trustee
	Chris Powell	Trustee
	Marilyn McPhail	Trustee
	Kathy Larsen	Trustee
	Ken Smart	Trustee
	Brian Magirowsky	Trustee
MEMBERS ABSENT:	Peter Plank	Trustee
OTHERS PRESENT:	Elizabeth Gray	City Manager
	Ray Jones	City Attorney
	Michael Vaughn	City Clerk/Treasurer
	Lesa LaMar	Deputy City Clerk
	(See Roster)	

Mayor Lloyd called the Bethany City Council meeting to order at 7:11 P.M.

ITEM NO. 1 on the agenda was **CONSENT DOCKET:**

- A. APPROVAL OF MINUTES FROM APRIL 2, 2024, REGULAR MEETING.**
- B. APPROVAL OF CLAIMS: THESE CLAIMS HAVE BEEN FOUND TO BE IN ORDER BY STAFF AND PROPER AS TO FORM AND PROCEDURE AND ARE RECOMMENDED FOR PAYMENT. A COPY OF THE CLAIMS.**

A motion was made by Trustee Magirowsky, seconded by Trustee Smart to approve the Consent Docket. Yes Votes: Larsen, Palmer, Lloyd, Powell, Smart, Magirowsky, McPhail, Knapp. No Votes: None. Motion passed.

ITEM NO. 2 on the agenda was **PUBLIC HEARING ITEM: PRESENTATION OF FISCAL YEAR 2025 PROPOSED BUDGET.**

MAYOR LLOYD WILL DECLARE A PUBLIC HEARING FOR THE PURPOSE OF RECEIVING CITIZEN INPUT CONCERNING THE FISCAL YEAR 2025 PROPOSED BUDGET FOR THE CITY OF BETHANY.

No one spoke.

THIS ITEM IS FOR INFORMATIONAL PURPOSES ONLY.

ITEM NO. 3 on the agenda was **CONSIDERATION AND POSSIBLE APPROVAL OF WATER TREATMENT PLANT QUICKLIME BID SPECIFICATIONS AND AUTHORIZE STAFF TO SOLICIT BIDS. (ELIZABETH GRAY, CITY MANAGER)**

A motion was made by Trustee Magirowsky, seconded by Trustee Larsen to approve Water Treatment Plant Quicklime bid specifications, and authorize staff to solicit bids. Yes votes: Palmer, Knapp, Lloyd, Larsen, Smart, Magirowsky, McPhail, Powell. No votes: None. Motion approved.

ITEM NO. 4 on the agenda was **DISCUSSION AND POSSIBLE APPROVAL OF ENGINEERING DESIGN CONTRACT FOR NW 25TH AND SHANNON LIFT STATION REPLACEMENT PROJECT WITH TEIM DESIGN IN THE AMOUNT OF \$94,964.00 AND AUTHORIZE THE MAYOR TO SIGN THE DOCUMENT. (ELIZABETH GRAY, CITY MANAGER)**

A motion was made by Council Member Palmer, seconded by Council Member Magirowsky to approve the engineering design contract for NW 25th and Shannon Lift Station Project with Teim Design in the amount of \$94,964.00. and authorize the Mayor to sign the document. Yes votes: Knapp, Palmer, McPhail, Smart, Larsen, Lloyd, Powell, Magirowsky. No votes: None. Motion approved.

ITEM NO. 5 on the agenda was **NEW BUSINESS (AS DEFINED BY THE OKLAHOMA OPEN MEETING ACT § 311 (A) (9) AS "MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE REASONABLY BEEN FORESEEN PRIOR TO THE TIME OF POSTING THE AGENDA").**

None

ITEM NO. 6 on the agenda was **ADJOURN UNTIL MAY 7, 2024.**

Mayor Lloyd adjourned the Bethany Public Works meeting at 7:12 P.M. until May 7th, 2024.

CHAIRMAN

SECRETARY

BETHANY PUBLIC WORKS AUTHORITY

From: Michael Vaughn, Finance Director
Date: May 6, 2024
Subject: Claims list for the 05/07/2024 Bethany Public Works Authority Meeting

BETHANY PUBLIC WORKS AUTHORITY

FUND	AMOUNT
Bethany Public Works Authority	\$ 302,298.09
Bethany Public Works Authority-OG&E	\$ 14,985.51
Bethany Public Works Authority-ONG	\$ 843.86
TOTAL	\$ 318,127.46

ENTERPRISE-WIDE SUMMARY OF ALL CLAIMS:

FUND	AMOUNT
General Operations Fund	\$ 468,624.21
Bethany Public Works Authority	\$ 318,127.46
Bethany Hospital Trust	\$ -
Bethany Development Authority	\$ 8,800.00
TOTAL	\$ 795,551.67

RECOMMENDATION

1. Approve claims as presented.



FUND: 056- BETHANY PUBLIC WORKS AUTH

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 02.0		FINANCE				
24-50379	10-005373	CARD SERVICES/P1	PRINTER RIBBONS, PAPER	4/2024	20240424	64.77
24-48310	10-005702	TPS TECHNICAL PROGRAMMING	UTILITY BILLING SVC	4/2024	117615	2,460.71
24-50518	10-005912	SMARTPHONE METER READING,	LMETER READER #3 SET UP	5/2024	SPMR3971	2,523.36
24-48577	10-1715	TYLER TECHNOLOGIES	ONLINE BILL PAY HOST	4/2024	025-461986	4,440.00
DEPARTMENT TOTAL:						9,488.84
DEPARTMENT: 08.1		PUBLIC WORKS - ADMIN				
24-50385	10-005373	CARD SERVICES/P1	COPYPAPER, TAPE, GLOVES,	4/2024	202404235726	30.78
24-48296	10-1068	ONG	MNTHLY SVC	4/2024	20240417	341.91
24-50235	10-3042	ACCURATE ENVIRONMENTAL	ODEQ REQUIRED TESTING	4/2024	GD05008	736.00
DEPARTMENT TOTAL:						1,108.69
DEPARTMENT: 08.3		PUBLIC WORKS - SANIT				
24-50385	10-005373	CARD SERVICES/P1	COPYPAPER, TAPE, GLOVES,	4/2024	202404235726	94.57
24-50419	10-005373	CARD SERVICES/P1	GREEN TAGS	4/2024	109552	164.02
24-50011	10-006081	CH&W COMMERCIAL TIRE, LLC	RE-CAPS&DIS&REMOUNTS	4/2024	GS62123	1,600.00
24-50382	10-006164	METRO EMERGENCY UPFITTERS,	LOGO FOR UNIT #93	4/2024	6202	525.00
24-50384	10-0225	GENUINE PARTS	KNOX SENSOR #99	4/2024	7092-058638	426.64
24-50352	10-0812	J & R EQUIPMENT LLC	TIPPER PARTS FOR SANITATI	4/2024	01P17824	176.76
24-50396	10-1261	RED ROCK PETRO	4600UNLEAD&3400DIESL	4/2024	1514298	5,890.88
24-50351	10-3081	PREMIER TRUCK/ATC FREIGHTLIT	TWO RIMS SANITATION TRUCK	4/2024	120772257	296.48
24-50390	10-3081	PREMIER TRUCK/ATC FREIGHTLID	X&POSSIBLEREPAIR#98	4/2024	10064120	738.82
DEPARTMENT TOTAL:						9,913.17
DEPARTMENT: 08.4		PUBLIC WORKS - MAINT				
24-50396	10-1261	RED ROCK PETRO	4600UNLEAD&3400DIESL	4/2024	1514298	426.99
24-50364	10-1509	TOM'S SPEEDY LOCK & KEY SER	REPAIR WASHBARN DOOR LOCK	4/2024	69943	110.75
DEPARTMENT TOTAL:						537.74
DEPARTMENT: 12.0		UTILITY - WATER PLANT				
24-50430	10-004725	RUCKER ELECTRIC INCORPORATED	X&POSSIBLEREPAIRWELL215	4/2024	13738	155.00
24-50207	10-005005	BRONCO EQUIPMENT RENTAL &	SMOWER BELT	4/2024	874225-0001	250.00
24-50385	10-005373	CARD SERVICES/P1	COPYPAPER, TAPE, GLOVES,	4/2024	202404235726	6.98
24-50426	10-005373	CARD SERVICES/P1	THREE HYDRANT WRENCHS	4/2024	8550620	105.39
24-49841	10-0091	BRENNTAG SOUTHWEST INC	2 TOTES AQUA AMMONIA	4/2024	BSW542234	1,954.60
24-49922	10-0091	BRENNTAG SOUTHWEST INC	2 TOTES OF ALUMINUM SULF	4/2024	BSW538298	2,702.50
24-50161	10-0091	BRENNTAG SOUTHWEST INC	4200 GALS OF BLEACH	4/2024	BSW541363	8,496.62
24-50312	10-0091	BRENNTAG SOUTHWEST INC	2 TOTES OF ALUM SULF	4/2024	BSW540771	2,702.50
24-50483	10-0091	BRENNTAG SOUTHWEST INC	4BBL55GALSORTHOPOLYPHOSP	5/2024	BSW542235	1,812.79
24-49669	10-1063	OG&E	MNTHLY BILLS	4/2024	20240416	2,330.74
24-48296	10-1068	ONG	MNTHLY SVC	4/2024	20240417	427.56
24-50396	10-1261	RED ROCK PETRO	4600UNLEAD&3400DIESL	4/2024	1514298	420.46
24-50372	10-1622	WESTLAKE ACE HARDWARE	SCREWDRIVERSET, SAWBLADES	4/2024	3504096	53.94
24-50425	10-1622	WESTLAKE ACE HARDWARE	CHAINSAW&MOTOMIX,	4/2024	3504108	474.33

FUND: 056- BETHANY PUBLIC WORKS AUTH

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 12.0 UTILITY - WATER PLANT						
24-50400	10-3032	DEALERS ELECTRICAL SUPPLY	CWELL FUSES & TANK FUSES	4/2024	S101121184.001	262.86
24-50235	10-3042	ACCURATE ENVIRONMENTAL	ODEQ REQUIRED TESTING	4/2024	GD01046	960.00
24-50363	10-3487	AIRGAS USA, LLC	20 TONS OF LIQUID CO2	4/2024	9148962875	5,010.38
24-49764	10-3919	MISSISSIPPI LIME	25 TONS LIME	4/2024	1721954	9,459.45
24-50319	10-3924	ODEQ	EJ COPE	4/2024	OE 4549833	62.00
24-50437	10-4071	FEDEX	SHIP ASBESTOS SAMPLES	4/2024	273865092090	390.20
24-50443	10-4163	PRECISION FLUID POWER INC	UNIT #49	4/2024	102355	368.00
DEPARTMENT TOTAL:						38,406.30
DEPARTMENT: 12.1 UTILITY - WATER LINE						
24-50414	10-005373	CARD SERVICES/PI	LOCKS, SHARPIES, ZEVOTRAPS	4/2024	0498603	36.99
24-49974	10-005732	UTILITY TECHNOLOGY SERVICES	SMART METER CANS AND LIDS	4/2024	S105547254.002	936.00
24-50192	10-005732	UTILITY TECHNOLOGY SERVICES	SMART METER CANS&LIDS	4/2024	S105587112.001	1,872.00
24-50374	10-0225	GENUINE PARTS	BATTERY FOR METER TRUCK	4/2024	7092-058505	103.77
24-50387	10-1066	OKLAHOMA CONTRACTOR'S SUPPL	3 CURBSTOPS	4/2024	0379254-IN	165.00
24-50470	10-1066	OKLAHOMA CONTRACTOR'S SUPPL	FIRE HYDRANT REPAIR	5/2024	0379381	4,751.00
24-50475	10-1066	OKLAHOMA CONTRACTOR'S SUPPL	FIRE HYDANT	5/2024	0379380	700.00
24-50396	10-1261	RED ROCK PETRO	4600UNLEAD&3400DIESEL	4/2024	1514298	542.46
24-50186	10-2557	CORE & MAIN LP	2' PVC PIPE	4/2024	U612804	46.40
24-50362	10-2557	CORE & MAIN LP	2 INCH CURBSTOP	4/2024	U713741	500.00
24-50516	10-4352	MCBRIDE CLINIC	DRUG SCREEN	5/2024	APRIL 24	32.00
DEPARTMENT TOTAL:						9,685.62
DEPARTMENT: 12.2 UTILITY - SEWER						
24-49985	10-0225	GENUINE PARTS	BATTERIES FOR UNIT 48	4/2024	7092-058261	137.32
24-50502	10-0668	HAYES ELECTRIC	NEWFLOATS@50TH&MCMILLAN	5/2024	INV8129602	1,636.15
24-49612	10-0696	HAYNES EQUIPMENT CO INC	50TH AND STINCHCOMB	5/2024	INV8129615	797.60
24-50365	10-0696	HAYNES EQUIPMENT CO INC	25TH&PENIEL/SENSAPHONE	4/2024	INV812497	2,052.53
24-49797	10-1063	OG&E	SEWER MNTHLY	4/2024	20240422	206.41
24-50396	10-1261	RED ROCK PETRO	4600UNLEAD&3400DIESEL	4/2024	1514298	122.00
24-50356	10-1622	WESTLAKE ACE HARDWARE	MOWER/TRIMMER, STRNG, OIL	4/2024	3504095	568.96
24-48398	10-1785	BETHANY-WARR ACRES PWA	SEWER PROCESSING	4/2024	20240228	227,481.76
24-50227	10-3331	RUCKER MECHANICAL	DX & POSSIBLE REPAIR	4/2024	96534	155.00
DEPARTMENT TOTAL:						233,157.73
FUND TOTAL:						302,298.09

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 12.0 UTILITY - WATER PLANT						
24-49669	10-1063	OG&E	MNTHLY BILLS	4/2024	20240404	12,093.42
DEPARTMENT TOTAL:						12,093.42
DEPARTMENT: 12.2 UTILITY - SEWER						
24-49797	10-1063	OG&E	SEWER MNTHLY	4/2024	20240321	2,892.09
DEPARTMENT TOTAL:						2,892.09
FUND TOTAL:						14,985.51
GRAND TOTAL:						29,680.26

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 08.1 PUBLIC WORKS - ADMIN						
24-48296	10-1068	ONG	MNTHLY SVC	4/2024	20240321	360.13
DEPARTMENT TOTAL:						360.13
DEPARTMENT: 12.0 UTILITY - WATER PLANT						
24-48296	10-1068	ONG	MNTHLY SVC	4/2024	20240321	483.73
DEPARTMENT TOTAL:						483.73
FUND TOTAL:						843.86
GRAND TOTAL:						1,979.99

BETHANY PUBLIC WORKS AUTHORITY

From: Rick Gregory, Public Utilities Superintendent
Date: April 30, 2024
Subject: Bid Award: Water Treatment Plant Quicklime (Bid No. WTP 25-01)

BACKGROUND

Bids were opened on April 30, 2024, for the subject chemicals. Water Treatment Plant personnel and staff reviewed the bid.

Based on the bid results, award of the contract is recommended for the following lowest responsive and responsible bidder:

Standard Quicklime: Mississippi Lime Company

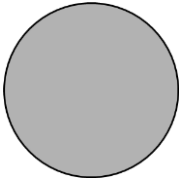
Bulk Material Price: \$272.50 per ton
Truck Delivery Price: \$121.25 per ton (plus fuel surcharge)

This bid amount (total) is \$22.50 per ton (6.06%) higher than the previous bid (June 2023) for quicklime.

RECOMMENDATION

1. Award contract to the lowest responsive and responsible bidder as stated above.

ADDITIONAL COMMENTS



NOTICE: On Thursday, April 11, 2024, at or before 4:59 p.m., agenda was posted at the front doors of City Hall, on the bulletin board in the lobby of City Hall, and on the City of Bethany website: cityofbethany.org. The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

BETHANY HOSPITAL TRUST MEETING

BETHANY CITY HALL

TUESDAY, APRIL 16, 2024

6:30 P.M.

Nikki Lloyd	Chairman
Jeff Knapp	Vice-Chairman
Steve Palmer	Trustee
Chris Powell	Trustee
Marilyn McPhail	Trustee
Kathy Larsen	Trustee
Ken Smart	Trustee
Brian Magirowsky	Trustee

MEMBERS ABSENT: Peter Plank Trustee

OTHERS PRESENT: Elizabeth Gray City Manager
Ray Jones City Attorney
Michael Vaughn City Clerk/Treasurer
Lesa LaMar Deputy City Clerk
(See Roster)

Chairman Lloyd called the Bethany Hospital Trust meeting to order at 7:12 P.M.

ITEM NO. 1 on the agenda was **CONSENT DOCKET:**

- A. APPROVAL OF MINUTES FROM APRIL 2, 2024, REGULAR MEETING.**
- B. APPROVAL OF CLAIMS: THESE CLAIMS HAVE BEEN FOUND TO BE IN ORDER BY STAFF AND PROPER AS TO FORM AND PROCEDURE AND ARE RECOMMENDED FOR PAYMENT. A COPY OF THE CLAIMS.**

A motion was made by Trustee Magirowsky, seconded by Trustee Smart to approve the Consent Docket. Yes Votes: Larsen, Palmer, Powell, Smart, Magirowsky, McPhail, Lloyd, Knapp. No Votes: None. Motion

passed.

ITEM NO. 2 on the agenda was **PUBLIC HEARING ITEM: PRESENTATION OF FISCAL YEAR 2025 PROPOSED BUDGET.**

MAYOR LLOYD WILL DECLARE A PUBLIC HEARING FOR THE PURPOSE OF RECEIVING CITIZEN INPUT CONCERNING THE FISCAL YEAR 2025 PROPOSED BUDGET FOR THE CITY OF BETHANY.

No one spoke.

THIS ITEM IS FOR INFORMATIONAL PURPOSES ONLY.

ITEM NO. 3 on the agenda was **NEW BUSINESS (AS DEFINED BY THE OKLAHOMA OPEN MEETING ACT § 311 (A) (9) AS "MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE REASONABLY BEEN FORESEEN PRIOR TO THE TIME OF POSTING THE AGENDA")**.

None

ITEM NO. 4 on the agenda was **ADJOURN UNTIL MAY 7, 2024.**

Mayor Lloyd adjourned the Bethany Hospital Trust meeting at 7:13 P.M. until May 7, 2024.

CHAIRMAN

SECRETARY

BETHANY HOSPITAL TRUST

From: Michael Vaughn, Finance Director
Date: May 6, 2024
Subject: Claims list for the 05/07/2024 Bethany Hospital Trust Meeting

BETHANY HOSPITAL TRUST

FUND	AMOUNT
Bethany Hospital Trust	\$ -
TOTAL	\$ -

ENTERPRISE-WIDE SUMMARY OF ALL CLAIMS:

FUND	AMOUNT
General Operations Fund	\$ 468,624.21
Bethany Public Works Authority	\$ 318,127.46
Bethany Hospital Trust	\$ -
Bethany Development Authority	\$ 8,800.00
TOTAL	\$ 795,551.67

RECOMMENDATION

1. Approve claims as presented.



NOTICE: On Thursday, April 11, 2024, at or before 4:59 p.m., agenda was posted at the front doors of City Hall, on the bulletin board in the lobby of City Hall, and on the City of Bethany website: cityofbethany.org. The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

BETHANY DEVELOPMENT AUTHORITY

BETHANY CITY HALL

TUESDAY, APRIL 16, 2024

6:30 P.M.

Nikki Lloyd	Chairman
Jeff Knapp	Vice-Chairman
Steve Palmer	Trustee
Chris Powell	Trustee
Marilyn McPhail	Trustee
Kathy Larsen	Trustee
Ken Smart	Trustee
Brian Magirowsky	Trustee

MEMBERS ABSENT: Peter Plank Trustee

OTHERS PRESENT: Elizabeth Gray City Manager
Ray Jones City Attorney
Michael Vaughn City Clerk/Treasurer
Lesa LaMar Deputy City Clerk
(See Roster)

Chairman Lloyd called the Bethany Development Authority meeting to order at 7:13 P.M.

ITEM NO. 1 on the agenda was **CONSENT DOCKET:**

- A. APPROVAL OF MINUTES FROM APRIL 2, 2024, REGULAR MEETING.**
- B. APPROVAL OF CLAIMS: THESE CLAIMS HAVE BEEN FOUND TO BE IN ORDER BY STAFF AND PROPER AS TO FORM AND PROCEDURE AND ARE RECOMMENDED FOR PAYMENT. A COPY OF THE CLAIMS.**

Motion was made by Trustee Smart, seconded by Trustee Knapp to approve the Consent Docket. Yes votes: Larsen, Magirowsky, Smart,

Lloyd, McPhail, Powell, Palmer, Knapp. No votes: None. Motion passed.

ITEM NO. 2 on the agenda was **PUBLIC HEARING ITEM: PRESENTATION OF FISCAL YEAR 2025 PROPOSED BUDGET.**

MAYOR LLOYD WILL DECLARE A PUBLIC HEARING FOR THE PURPOSE OF RECEIVING CITIZEN INPUT CONCERNING THE FISCAL YEAR 2025 PROPOSED BUDGET FOR THE CITY OF BETHANY.

No one spoke.

THIS ITEM IS FOR INFORMATIONAL PURPOSES ONLY.

ITEM NO. 3 on the agenda was **NEW BUSINESS (AS DEFINED BY THE OKLAHOMA OPEN MEETING ACT § 311 (A) (9) AS "MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE REASONABLY BEEN FORESEEN PRIOR TO THE TIME OF POSTING THE AGENDA")**.

None

ITEM NO. 4 on the agenda was **ADJOURN UNTIL MAY 7, 2024.**

Mayor Lloyd adjourned the Bethany Development Authority meeting at 7:13 P.M. until May 7, 2024.

CHAIRMAN

SECRETARY

BETHANY DEVELOPMENT AUTHORITY

From: Michael Vaughn, Finance Director
Date: May 6, 2024
Subject: Claims list for the 05/07/2024 Bethany Development Authority Meeting

BETHANY DEVELOPMENT AUTHORITY

FUND	AMOUNT
Bethany Development Authority	\$ 8,800.00
TOTAL	\$ 8,800.00

ENTERPRISE-WIDE SUMMARY OF ALL CLAIMS:

FUND	AMOUNT
General Operations Fund	\$ 468,624.21
Bethany Public Works Authority	\$ 318,127.46
Bethany Hospital Trust	\$ -
Bethany Development Authority	\$ 8,800.00
TOTAL	\$ 795,551.67

RECOMMENDATION

1. Approve claims as presented.



FUND: 082- BETHANY DEVELOPMENT AUTH

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 99.0		NON-DEPARTMENTAL				
24-50324	10-3923	WESTERN ENTERPRISES INC	FIREWORKS 2024	4/2024	20240412	8,800.00
DEPARTMENT TOTAL:						8,800.00
FUND TOTAL:						8,800.00
GRAND TOTAL:						756,973.88