

# City of Stillwater

## Vision

The City of Stillwater, a municipal government, is dedicated to providing public services that result in:

- a safe and secure community;
- enriched life experiences;
- development which is attractive, orderly, efficient, and meets the needs of all residents; and,
- a positive climate for economic opportunity.

As public service professionals, we are committed to:

- **Working together** - we work together as one team, and with citizens and elected and appointed officials to establish policies and goals to direct our work.
- **Fairness and respect** - we treat customers and one another with fairness and respect.
- **Being responsive** - we provide timely, accurate, and courteous response to customer needs.
- **Openness and trust** - we maintain an atmosphere of openness and trust throughout the organization.
- **Honesty and integrity** - we have high standards of honesty and integrity.
- **Wise use of resources** - we responsibly use the resources which have been entrusted to us.
- **Innovation** - we constantly search for innovations in management, technology, and methods.
- **Professionalism** - we have a climate where professional growth, education and expression are encouraged.

This, then, is our vision for the City of Stillwater, a premier organization where:

- employees are properly trained and equipped to deliver high quality services to all customers;
- employees are recognized as the City's key resource for service delivery;
- highly respected public service professionals are relied upon to provide analysis and leadership;
- each employee takes an active part in a continual process of identifying and implementing ever better ways to serve customers;
- employees are citizens motivated by an internal desire to work together to accomplish well-defined, community-supported goals;
- job sites and equipment are clean, safe, and well maintained;
- work is meaningful, challenging and satisfying.

**Citizens Helping Citizens Make *Stillwater Run***

## STILLWATER'S MUNICIPAL GOVERNMENT AWARDS

### AIRPORT

- **Oklahoma Airport of the Year – 2001**, Oklahoma Airport Operators Association
- **Outstanding Oklahoma Airport – 1995, 2005** Federal Aviation Administration – Southwest Region
- **General Aviation Airport of the Year – 1989, 1995**, Oklahoma Airport Operators Association

### DEVELOPMENT SERVICES

- **Apex Award Honoring Excellence in Affordable Housing in the Category of Community Development – 2002**, Oklahoma Housing Finance Agency
- **Outstanding Planning Award – 1988 and 1990**, Oklahoma Chapter of the American Planning Association

### ELECTRIC

- **Don Howland Electric System Operations Award – 2006**, Municipal Electric Systems of Oklahoma
- **Electric Operations and Reliability Award – 2005**, Municipal Electric Systems of Oklahoma
- **Century Award – 2001, 100 years of Service to Customers and Community**, American Public Power Association
- **Outstanding Public Service Award – 1999**, for Exemplary Actions in Restoring Electric Service to the City of Stroud, May 3-11, 1999, Municipal Electric Systems of Oklahoma
- **Electric System Achievement Award – 1987**, Municipal Electric Systems of Oklahoma

### FINANCE

- **Certificate of Achievement in Financial Reporting – 1983-2005**, Government Finance Officers Association of the United States
- **Distinguished Budget Presentation Award – 1988-94**, Government Finance Officers Association of the United States

### FIRE

- **Outstanding Ambulance Service in Oklahoma – 2006**, Oklahoma Emergency Medical Service Association
- **Stillwater Fire Department – 1995 Oklahoma City Bombing**, The State of Oklahoma House of Representatives & Governor Frank Keating

### GOLF

- **Lakeside Memorial Golf Course voted one of the “Places to Play” – 1998-99**, Golf Digest Magazine

### INFORMATION TECHNOLOGY

- **Yahoo! Award for America’s 100 Most Wired Cities and Towns – 1998**, Yahoo.com
- **Excellence in Computer User Support and Orientation – 1990**, Municipal Software Users Group

### LIBRARY

- **Certificate of Appreciation - Stillwater Public Library Board – 1994**, Oklahoma Library Association
- **Oklahoma Cities Public Improvement Award – Stillwater Public Library – 1994**, Consulting Engineers Council of Oklahoma

### MAIN STREET

- **Best Public Partner for Main Street Streetscape – 1993**, Oklahoma Main Street Association
- **"Main Street" Program – 1989**, National Trust for Historic Preservation

## **PARKS, EVENTS & RECREATION**

- **Tree City USA – 1992-2006**, National Arbor Foundation
- **Community Partner of the Year – 2004**, Stillwater Noon Lions Club
- **Award of Excellence for Outstanding Program to Multi Arts Center Summer Kids Camp – 2002**, Oklahoma Recreation and Park Society
- **Award of Excellence for Facility Design, Construction and Function to Multi Arts Center – 2002**, Oklahoma Recreation and Park Society
- **Arts and Humanities Award to Multi Arts Center for the Multi Summer Arts Program – 2000**, Oklahoma Recreation and Park Society
- **Award of Excellence – Stillwater Tree Board – 1998**, Keep Oklahoma Beautiful
- **Tree City USA Growth Award – 1993, 1994, 1996, 1998**, National Arbor Foundation
- **Award of Excellence - Pioneer Senior Olympics – 1995**, Oklahoma Recreation and Park Society
- **Award of Excellence for Exceptional Quality in Park Facility Design, Park Center - 1995; Boomer Lake Park – 1992**, Oklahoma Recreation and Park Society
- **Outstanding Arts and Humanities Award for "Run for the Arts" – 1992**, Southwest Regional Council of the National Recreation & Parks Association
- **Outstanding Parks and Recreation Department – 1987**, Oklahoma Recreation and Park Society

## **POLICE**

- **Safe Community Award – 2006**, Project ChildSafe and U.S. Department of Justice
- **StormReady Community – 2005**, National Weather Service
- **Communications Center of the Year – 2004**, Oklahoma State Law Enforcement Telecommunications Association
- **Department Accreditation – 2003 and Reaccreditation -- 2006**, Oklahoma Association of Chiefs of Police
- **Commendation of Excellence for the Community Alcohol Safety Effort (CASE) – 1990**, Stillwater Police Department, Governor of Oklahoma, Henry Bellmon
- **Front Line Report Recognition to the Police Department for Community Alcohol Safety Effort (CASE) – 1989**, National League of Cities
- **Distinguished Service Award Recognizing the Community Alcohol Safety Effort (CASE) – 1989**, The White House
- **Award for Excellence and Workplace Safety – 1989**, National Committee Against Drunk Driving

## **PUBLIC WORKS**

- **Environmental Excellence Award for Beautification and Landscaping, Western Road Project – 2004**, Keep Oklahoma Beautiful
- **Asphalt Pavement Award for Category of City, County or BIA for the North Perkins Road Sales Tax Project – 2002**, Oklahoma Asphalt Pavement Association
- **Best Design of a Commercial/Industrial Class Paving Project for Marine Drive & Mercury Drive – 2000**, Oklahoma Asphalt Pavement Association
- **Oklahoma Cities Public Improvement Award – Lakeview Road & Bridge – 1995**, Consulting Engineers Council of Oklahoma
- **Superior Achievement Awards Program – 1992-95**, Oklahoma Good Roads & Streets Association
- **Achievement Award for the Work Zone Signage Program – 1990**, Oklahoma Municipal League - Municipal Risk Management and Employee Benefits
- **Award of Distinction for Pilot Curbside Recycling Program – 1990**, Keep Oklahoma Beautiful
- **"OKIE" Award (Oklahomans for Klean Industry and Environment) – 1990**, City of Stillwater Citizens Recycling Committee, Oklahoma Department of Agriculture

## **SISTER CITIES COUNCIL**

- **Collage 2000 Contest - Winner of Best Community Effort - Sister Cities Council – 2000**, Sponsored by Hideaway Pizza, Southwestern Bell and the Oklahoma Historical Society
- **United States-Japan Trilateral Exchange Program – 1993-95 and 1996-97**, Sister Cities International
- **Special Achievement Award for Educational Development – 1994**, Sister Cities International
- **Special Achievement Award for Educational Exchange – 1989**, Sister Cities International

## **WATER/WASTEWATER**

- **Award of Excellence – Top Government Award for Environmental Improvement for E-Waste Collection and Recycling Event – 2005**, Keep Oklahoma Beautiful
- **Award of Excellence – Outstanding Achievement Award for Environmental Improvement for E-Waste Collection and Recycling Event – 2005**, Keep Oklahoma Beautiful
- **Public Works Project of the Year for Projects over \$10 Million – 2003**, American Public Works Association, Oklahoma Chapter
- **Award of Excellence – Top Government Award for Environmental Improvement – 2001**, Keep Oklahoma Beautiful
- **Letter of Appreciation for Payne County Hazard Analysis & Safety Audit Checklist – 1991**, Environmental Protection Agency
- **Special Recognition for Development of Statewide Confined Space Entry Program – 1991**, Oklahoma Department of Labor
- **Outstanding Large Water Works Award – 1990**, Oklahoma Water and Pollution Control Association

# **CITY OF STILLWATER**

## **CITY OFFICIALS**

### **Mayor and City Commission**

Roger L. McMillian, Mayor  
Ruth Anne Kennedy, Vice Mayor  
Tom Dugger, Commissioner  
Tom Williams, Commissioner  
Hank Moore, Commissioner

### **Administration**

Dan Galloway, City Manager  
Mary Rupp, Deputy City Manager  
Dan Blankenship, Deputy City Manager  
Marcy Alexander, Director of Finance  
Paula Dennison, Director of Development Services  
Ralph Kinder, Director of Public Works  
Fred Forbes, Director of Lakeside Golf  
Robert Barker, Director of Human Resources  
Jeff Tullis, Director of Electric Utility  
Gary Johnson, Director of Airport  
Roy Lavicky, Director of Information Technology  
John Dorman, City Attorney  
Norman McNickle, Police Chief  
Larry Mullikin, Fire Chief  
John McClenny, Director of Parks, Events and Recreation  
Lynda Reynolds, Director of Library

Fiscal Year  
July 1, 2006 to June 30, 2007

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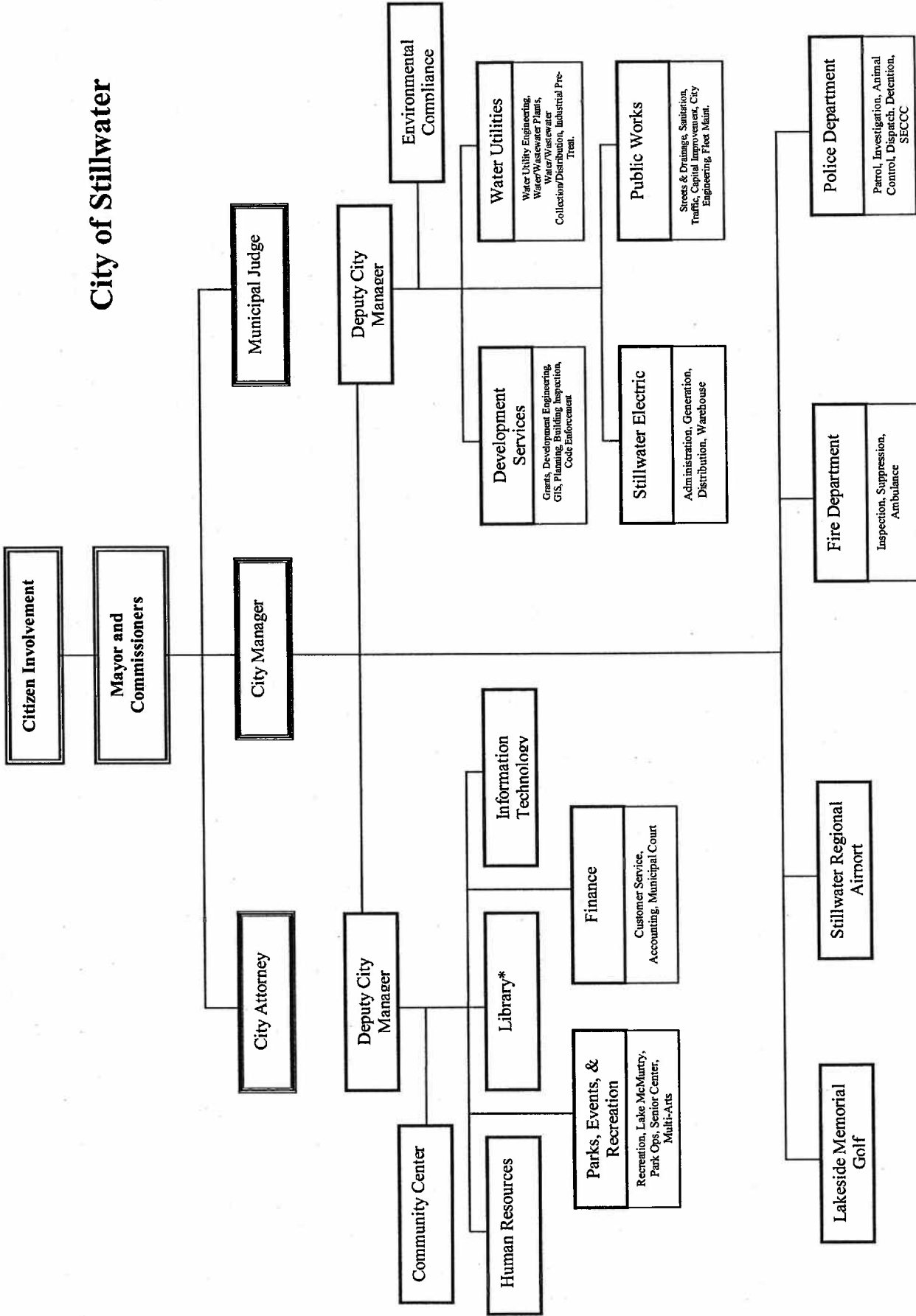
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# City of Stillwater



Effective 12/22/05

\*As provided in Section 3-6 of the Stillwater City Charter, the Library Board has supervision and control of the public library including appointment of the Library Director and setting policies for the administration of the Library.



June 19, 2006

Honorable Mayor and City Commissioners:

Presented herewith is the recommended municipal budget for Fiscal Year 2007 for your consideration and approval. Although Stillwater has been experiencing significant growth, the past two years have experienced only moderate growth in sales tax and other revenues. Accordingly budgets have been relatively conservative. During the past six months we have begun to see a slight upward trend in sales tax revenue. In addition, significant new retail development is under construction with several openings expected during the coming year. However, the recommended budget presented here continues a conservative approach until anticipated increases in revenue are well established and evaluated.

**Revenue Overview**

For 2006-07, total revenues (excluding interfund transfers and fund balances) are projected to be \$82,139,963 or 3% less than this year. The apparent reduction in total revenue is because the current year included over \$2,000,000 in Airport grants, CDBG grants, and park grants which do not recur in 2006-07. Sales tax is projected to grow 5.0%, or an estimated \$21,194,573. This is a slightly improved growth rate as compared to the previous fiscal year. In examining the growth indicators, staff believes the projected 5.0% growth continues to be a fairly conservative estimate of collections for next year. No increases in property taxes, utility fees, sanitation fees or other fees are budgeted for 2006-07. However, program and service fees will be carefully reviewed by staff during the year, and they will present proposed changes if and when they should be deemed appropriate.

**Expenditure Overview**

For 2006-07, Staff is proposing \$86,778,925 in total expenditures, which is a 2% decrease from the original current year budget. Moreover, it is 13% less than estimated actual current year expenditures. This is primarily due to additional capital expenditures for the street and sidewalk projects, water facility projects, and wastewater treatment projects during the current year. Total expenditures are allocated as follows: \$75,023,982 for operating expenditures (86% of total budget), \$5,991,250 for capital expenditures (7% of total budget), and \$5,763,693 for debt service (7% of total budget).

*Personnel and Benefits*

The proposed budget maintains current staffing levels with few exceptions. The budget does include funding for additional staffing in the Fire Department to meet increasing demands for Emergency Medical Services (ambulance) throughout our service area including OSU facilities, and one part-time position at the Stillwater Public Library to meet the increased demands for meetings and library programs. It is not the intent to fill the additional Fire Department positions immediately in that we are in the process of assessing our city-wide fire and ambulance services in terms of present and projected service needs and how it relates to staffing, equipment and facilities. It is anticipated that we will have sufficient information to structure the increase in staffing by mid-year.

The recently adopted City pay plan is designed to provide reasonable salary increases to ensure internal equity and external competitiveness in the comparable market place and is proving to be a reasonable and

workable plan. In addition, we continue to assess the impact of national and regional inflation and its affect on the cost of living. Based on the regional cost factors, the proposed budget includes a recommended total pay plan adjustment of 3% to offset the increase in cost of living. Total salary costs are estimated to increase 7%, contingent on performance reviews.

The benefits provided to employees remain relatively stable for the coming budget year. Health insurance and wellness benefits have been realigned to provide continued comprehensive benefits with minimal cost increase. Although the wellness allowance is being eliminated, the added benefit coverage in the health insurance coverage will more than offset this with an improved overall benefit.

Although it will not require any actual cash expenditure, it is also recommended that the Commission approve an additional employee benefit with the adoption of the recommended budget for Fiscal Year '07. The City provides many recreational, educational, and entertainment activities for fees during the year. These include family swimming, youth and adult sports programs, golf, Multi Arts Center classes and programs, camping, Community Center programs, and more. To encourage participation and support to these activities and programs, it is recommended that each employee be granted a discount package equal to \$500 per year that the employee and their dependents may apply to any of the City recreation, entertainment, and educational programs. Not only will this benefit employees and their families, we believe it will encourage friends, relatives, and acquaintances to join in the programs. This can improve and strengthen the programs for all.

#### *Major Capital Expenditures*

This recommended budget includes all carryover projects from last year. In addition, several significant capital expenditures are added for 2006-07. Among the included projects, several which are of note are:

- ⊕ New roof for Fire Station #1
- ⊕ One new ambulance
- ⊕ Replacement of eight police vehicles
- ⊕ Digital upgrade of outdoor sirens
- ⊕ Metal equipment storage building for Parks, Events, & Recreation
- ⊕ 6<sup>th</sup> and Western intersection upgrade
- ⊕ 6<sup>th</sup> and Monroe intersection upgrade
- ⊕ Replacement of two residential waste collection vehicles
- ⊕ Waste water lift station upgrade/replacement at Westpark
- ⊕ Repaint the raw water storage tank
- ⊕ Exterior painting of Perkins Road water storage tank

In addition to capital projects funded through the General Fund and the Stillwater Utilities Authority, major capital projects continue to be developed with the revenues from the ½ cent Transportation Sales Tax Fund. With voter approval in April 2006 to extend the tax for ten years, plans are underway to design and construct all of the transportation projects identified in the original program in 2001. The review and selection process for additional projects for the Transportation Sales Tax Fund will begin during the fiscal year.

#### *Community Contracts for Service*

This proposed budget includes funding for contracts for service with the Chamber of Commerce for economic development (\$120,000), Payne County Youth Services (\$15,000), Sheerar Museum (\$9,000), Downtown Stillwater (\$20,000), and the Community Relations Committee (\$6,000). These expenditures will be adjusted pending the refinement of the scopes of work and final approval from the City Commission.

### *Commission Goals/Priorities*

In April of this year, the City Commission established a list of organizational/community priorities for 2006-07. This budget proposal includes funding for all funding-related items associated with the City Commission's organization/community priorities.

### *Emergency Reserves*

The proposed budget includes a recommendation that an "emergency reserve" account be established with \$2,000,000 from the General Fund balance and \$11,000,000 from the Stillwater Utilities Authority (SUA) fund balance. This provides a total of \$13,000,000 to be set aside as a reserve to be utilized only by special appropriation by the City Commission for conditions deemed by the Commission to constitute an emergency to preserve the health, safety, and well being of the citizens of the community. The recommendation also provides that the emergency reserve balance be increased at the beginning of each fiscal year hereafter by an amount equal to the region's Consumer Price Index (CPI) or 3%, whichever is greater. This is to ensure the City Commission's goal to provide uninterrupted services and safety to the citizens of Stillwater..

### **Budget Process Summary**

Under the provisions of the Oklahoma Municipal Budget Act, a public hearing on the proposed budget is required a minimum of fifteen days prior to the beginning of the fiscal year. The hearing was publicized and was held on Monday, June 5, 2006. Also under the Act, the deadline for adoption of the budget by the City Commission is a minimum of seven days prior to the beginning of the fiscal year. It is therefore recommended that the City Commission adopt this year's recommended budget at the regularly scheduled City Commission meeting on June 19, 2006.

### **Conclusion**

The recommended budget is a conservative budget designed to preserve current service levels while meeting the City Commission's goals and objectives. With the adoption of the Fiscal Year '07 budget, it is further recommended that the Commission, with the assistance of the City Manager and staff, undertake an effort during the budget year for the development of a Comprehensive Five Year and Ten Year Capital Improvement Plan. Such a plan would identify needed community projects and programs, develop priorities for those projects, and assess financial plans to accomplish priority projects with short-term and long-term perspectives. This will provide improved guidance for development of future budgets and provide a vision for accomplishing future capital improvements.

This budget is respectfully submitted to be in the best interest of the health, safety, and well being of the citizens of Stillwater for today and into the future, and to secure the services and facilities to which the community has become accustomed. I recommend the Mayor and Commissioners give their full consideration to the adoption and support of this proposed budget for Fiscal Year '07.

Thank you for your support, guidance, and consideration.

Sincerely,

  
Dan Galloway  
City Manager

## **THE PURPOSE OF THE BUDGET**

At first glance the budget may appear to only be a row of dollar figures waiting to be spent. Actually it serves four main purposes. If read with these in mind, the information will have more meaning to the reader. The four purposes are:

1. A Policy Statement
2. An Operations Guide
3. A Financial Plan
4. A Communication Device

This budget meets the first purpose by providing goal statements and workload statistics in each department and division. These goals are specific tasks to be accomplished in the coming year. The goal sections include comments on completed goals from the prior year. Other policy statements can be found in the City Manager's budget message.

The second purpose is to serve as an operations guide. The organizational chart included in the front of the budget indicates the participants in the governmental process. It should be apparent that Stillwater involves many of its citizens in the process through special boards. This has worked successfully in obtaining a consensus on most issues brought to the City Commission for final action. Authorized staffing levels in the departments are indicated in the personnel headings for each department. Shown are the current and future year authorizations. A comparison of current staffing with that of the previous four years is shown in the appendix.

The third purpose is to provide a financial plan. The resources available are shown in the revenue pages that precede each of the funds which indicate the legal authority for the revenue, explain what the revenue is, and indicates the assumptions made in making the revenue estimates. This enables the reader to assess how realistic the revenue estimates are and possibly identify opportunities to meet future revenue needs. The tables provided in the front of the budget show the year end balances that are anticipated in each fund based on the revenue estimates and expenditure appropriations approved in the budget. The purposes for the appropriations are described in the budget expenditure pages. Since the budget is on a cash basis while the City's financial reports and audit are on a modified accrual basis, the financial summary table for the last fiscal year is reconciled with the audit for that year. This is done to assure the reader that the budget accurately reflects the City's financial condition.

The budget presents a projection of capital improvements, including the capital improvements that can and cannot be funded under the current financial condition of the City. The street improvement projects are selected by the City Commission after input from city staff, the adopted capital plan, the Chamber of Commerce, and the Transportation Plan for the Year 2010 developed by a citizen advisory committee representing all areas of Stillwater.

The fourth purpose is a communication device. In the budget process, the first document to be published is the proposed budget. Multiple copies are provided at the public library for a month prior to the public hearing required by state statute. Summary information in the form of charts, graphs, and general statistics is provided in the proposed budget. The other introductory materials, including the city manager's transmittal letter, and this explanation of the purpose is also hoped to be helpful to those making their first attempt to read the budget. The public always asks, "Where is all the money going?" To help explain, each department lists those capital expenditure items that consume most of the funds in their budget. Providing this information also helps the public gain some confidence in the budget as a true reflection of where the money is being spent and how limited the choices really are when it comes to finding areas to cut. The revenue section provides enough detail to analyze how realistic the estimates are.

Hopefully, this budget meets the four purposes so that it can become a basis for facilitating more community understanding and involvement in city government. This budget is the plan of work for the next year. Changes during the year are possible if circumstances arise that were not known or could not have been anticipated during the budget preparation process. Changes in capital expenditures must be approved by the City Commission. Should any fund have to spend more than their total appropriation, approval by the City Commission is required. Line item totals within a department may be changed without City Commission approval as long as the department total is not increased. This allows some flexibility but maintains a commitment to prepare an accurate budget and follow the plan as outlined in the budget.

## FINANCIAL SUMMARIES

The following pages summarize the budget in table and graph form showing the expenditure and revenue information in the budget.

The first three tables show the effect on the fund balances of the revenues and expenditures over a three-year period. The first year shown indicates the actual figures for the last fiscal year, and the next two show estimated changes in fund balances for the next two fiscal years.

To read and understand these tables, think of them as your checkbook. The first column is the beginning balance at the end of the last fiscal year. The next column is the cash receipts/revenues estimated for the year. The next column is transfers which represent dollars taken from one account that has left-over money that is transferred to an account that is short of money so that no account is overdrawn. The next column is the total of the last two columns showing the total funds that can be used to meet the expenditures in the next column. The expenditure column represents all the expenditures for the year. The last column shows the cash balance estimated for the end of the year. The last column then becomes the first column of the next table for the next year.

The budget is on a cash basis. The City keeps its books on a modified accrual basis. For those who enjoy accounting and for those who wish to be assured that the cash basis budget can be reconciled with the audit for the last fiscal year, this reconciliation is provided at the end of the budget.

Following the fund balance tables, there are pie charts, which illustrate in the form of proportions the amounts of revenues and expenditures.

The charts that follow show the trends in expenditures and revenues.



CITY OF STILLWATER  
 ACTUAL AND AVAILABLE CASH BALANCES  
 JULY 04 - JUNE 05

	CASH BAL. 7/1/04	CASH RECEIPTS	TRANSFERS	FUNDS AVAILABLE	EXPENDITURES	ACTUAL CASH	CHANGE IN PAYABLES	EXPENDITURES	AVAILABLE CASH
10 GENERAL FUND	4,069,436	24,483,510	(5,694,248)	22,858,698	22,742,245	629,721	285,538	23,027,783	(169,085)
20 DEBT SERVICE	693,684	1,958,922	-	2,652,606	1,474,665	1,177,941	-	2,014,807	637,799
120 STREET & ALLEY	(34,099)	444,692	1,060,000	1,470,593	1,483,094	(12,501)	26,946	1,510,040	(39,447)
130 ECONOMIC DEVELOPMENT	1,116	5,309	400	6,825	5,450	1,375	1,446	6,896	(71)
140 HUNTING & FISHING	9,374	76,380	30,000	115,754	101,495	14,259	4,903	106,398	9,356
150 HOTEL/MOTEL TAX	5,640	334,832	-	340,472	334,832	5,640	-	334,832	5,640
160 RURAL FIRE	186,534	57,789	-	244,323	52,257	192,066	652	52,909	191,414
170 CDBG GRANT	(26,505)	141,706	285,505	400,706	458,239	(57,533)	2,937	461,176	(60,470)
180 PARK BONDS	7,664	20,511	-	28,175	20,040	8,135	3,330	23,370	4,805
200 COMMUNITY DEVELOPMENT	71,948	25,883	(70,000)	27,831	-	27,831	-	-	27,831
210 STORM WATER MGMT	333,861	264,601	90,000	688,462	229,423	459,039	18	229,441	459,021
215 TRANSPORTATION FEE	124,600	261,355	-	385,955	470	385,955	-	470	385,955
220 LIBRARY MATERIALS ENCHN	219,869	3,051	-	222,920	470	222,450	-	470	222,450
230 PARK DONATION	97,029	13,976	-	111,005	7,153	103,852	655	7,808	103,197
250 AIRPORT MUSEUM	1,631	161	-	1,792	535	1,257	-	535	1,257
260 TRANSPORTATION IMP.	5,384,505	88,442	2,679,874	8,152,821	804,970	7,347,851	186,461	991,431	7,161,390
270 COMMUNITY CTR DON	23,912	77	-	23,989	22,162	1,827	-	22,162	1,827
280 GALLIE MAY KOCH DON	93,874	1,291	-	95,165	1,530	93,615	-	1,530	93,615
285 CVB ENTRYWAY SIGN	20,009	278	-	20,287	-	20,287	-	-	20,287
290 COMMUNITY CTR CHAIR DON	49,103	2,625	-	51,728	90,477	51,728	2,358	92,835	51,728
330 POLICE/MUNICIPAL BUIL	316,788	3,688	-	320,476	92,900	229,999	-	92,900	227,641
40 PAVING ASSESSMENT	89,429	15,394	-	104,823	29,999	11,923	-	29,999	11,923
41 SANITARY SEWER ASSE.	30,434	746	-	31,180	29,999	1,181	-	29,999	1,181
42 SIDEWALK ASSE.	5,037	612,000	-	5,649	5,649	-	-	5,649	-
500 SELF INSURANCE	966,652	360,375	4,517,679	5,844,706	4,968,058	876,648	32,964	5,001,022	843,684
520 CITY GARAGE	(48,565)	812,371	314,744	1,078,550	1,094,170	(15,620)	77,041	1,171,211	(92,661)
530 SPWA	158,216	46,154	-	204,370	46,022	158,348	-	46,022	158,348
640 LIBRARY TRUST	269,428	4,904	-	274,332	20,573	253,759	-	20,573	253,759
810 AIRPORT OPERATIONS	(5,262)	783,154	162,000	939,892	938,865	1,027	50,657	989,522	(49,630)
820 AIRPORT SPEC.-GRANTS	33,309	3,757,276	80,795	3,871,380	4,515,957	(644,577)	(30)	4,515,927	(644,547)
840 COMMUNITY CENTER	316	106,279	213,130	319,725	318,668	1,057	14,733	333,401	(13,676)
850 SIRA	13,031	180,719	25,000	218,750	179,926	38,824	1,000	180,926	37,824
SANITATION	711,009	3,017,770	(328,092)	3,400,687	2,510,640	890,047	-	2,510,640	890,047
900 SUA	18,774,161	60,966,975	(3,366,787)	76,374,349	56,765,480	19,095,601	3,138,060	59,903,540	16,470,809
RATE STABILIZATION	506,594	3,187,925	-	3,694,519	-	3,694,519	-	-	3,694,519
930 SFGA	(131,115)	776,817	-	645,702	731,568	(85,866)	21,405	752,973	(107,271)
TOTAL	33,022,647	102,206,550	-	135,229,197	100,047,532	35,181,665	3,851,074	104,438,748	30,790,449

## CITY OF STILLWATER

2005/06

## BUDGETED CASH FLOW

FUND	BEGINNING	ESTIMATED	TRANSFERS	FUNDS	ESTIMATED	ESTIMATED
	BALANCE	REVENUE		AVAILABLE	EXPENDITURES	ENDING
						BALANCE
10 GENERAL FUND	(169,085)	32,445,358	(2,499,105)	29,777,168	27,777,168	2,000,000
20 DEBT SERVICE	637,799	1,944,260	-	2,582,059	1,940,260	641,799
120 STREET & ALLEY	(39,447)	362,000	1,026,632	1,349,185	1,349,185	-
130 ECONOMIC DEVELOPMENT	(71)	250	5,903	6,082	6,082	-
140 HUNTING & FISHING	9,356	74,400	22,081	105,837	105,837	-
150 HOTEL/MOTEL TAX	5,640	310,000	-	315,640	310,000	5,640
160 RURAL FIRE	191,414	78,000	-	269,414	182,380	87,034
170 CDBG GRANT	(60,470)	302,043	168,802	410,375	410,375	-
180 PARK BONDS	4,805	193,285	39,173	237,263	237,263	-
200 COMMUNITY DEVELOPMENT	27,831	10,000	-	37,831	-	37,831
210 STORM WATER MGMT	459,021	255,500	90,000	804,521	294,050	510,471
215 TRANSPORTATION FEE	385,955	195,000	-	580,955	314,750	266,205
220 LIBRARY MATERIALS ENCHN	222,450	3,031	-	225,481	3,031	222,450
230 PARK DONATION	103,197	12,500	-	115,697	38,800	76,897
232 ARTS & HERITAGE FESTIVAL	-	16,895	-	16,895	16,395	500
250 AIRPORT MUSEUM	1,257	150	-	1,407	1,000	407
260 TRANSPORTATION IMP.	7,161,390	-	2,883,615	10,045,005	6,199,061	3,845,944
270 COMMUNITY CTR DON	1,827	-	-	1,827	-	1,827
280 GALIE MAY KOCH DON	93,615	1,500	-	95,115	92,324	2,791
285 CVB ENTRYWAY SIGN	20,287	-	-	20,287	20,000	287
290 COMMUNITY CTR CHAIR DON	51,728	3,600	-	55,328	54,390	938
330 POLICE /MUNICIPAL BUIL	227,641	-	-	227,641	227,641	-
40 PAVING ASSESSMENT	11,923	10,000	-	21,923	2,454	19,469
41 SANITARY SEWER ASSE.	1,181	584	-	1,765	130	1,635
42 SIDEWALK ASSE.	-	800	-	800	-	800
500 SELF INSURANCE	843,684	716,629	4,896,718	6,457,031	5,457,031	1,000,000
520 CITY GARAGE	(92,661)	1,239,000	86,525	1,232,864	1,232,864	-
530 SPWA	158,348	23,177	(21,667)	159,858	80,000	79,858
640 LIBRARY TRUST	253,759	2,913	-	256,672	2,913	253,759
800 SANITATION	890,047	3,100,000	(413,205)	3,576,842	2,674,422	902,420
810 AIRPORT OPERATIONS	(49,630)	1,447,809	291,089	1,689,268	1,689,268	-
820 AIRPORT SPEC.-GRANTS	(644,547)	1,766,572	-	1,122,025	1,122,025	-
840 COMMUNITY CENTER	(13,676)	318,084	479,767	784,175	784,175	-
850 SIRA	37,824	99,950	46,667	184,441	96,667	87,774
900 SUA	16,470,809	44,898,271	(6,312,066)	55,057,014	47,616,340	7,440,674
RATE STABILIZATION	3,694,519	961,000	(1,100,000)	3,555,519	-	3,555,519
930 SPGA	(107,271)	806,278	309,071	1,008,078	1,008,078	-
		(1,102,491)		(1,102,491)	(1,102,491)	-
TOTAL:	30,790,449	90,496,348	-	121,286,797	100,243,868	21,042,929

## CITY OF STILLWATER

2006/07

## PRELIMINARY BUDGETED CASH FLOW

ESTIMATED

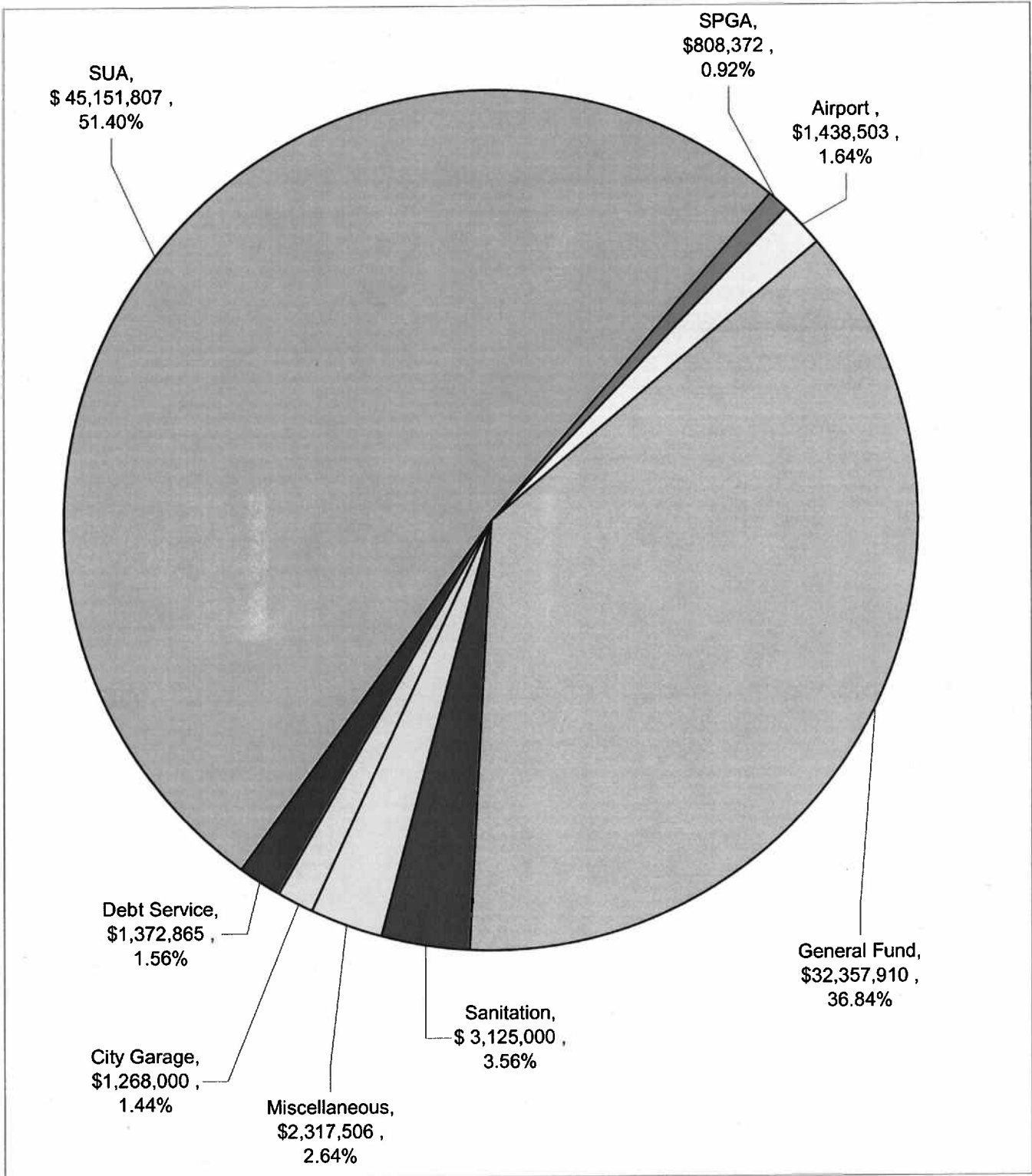
FUND	BEGINNING BALANCE	ESTIMATED REVENUE	TRANSFERS	FUNDS AVAILABLE	ESTIMATED EXPENDITURES	ESTIMATED ENDING BALANCE
1 GENERAL FUND	2,000,000	33,460,401	(5,414,426)	30,045,975	28,045,975	2,000,000
2 DEBT SERVICE	641,799	1,372,865		2,014,664	1,372,865	641,799
12 STREET & ALLEY	-	368,000	1,039,362	1,407,362	1,407,362	-
13 ECONOMIC DEVELOPMENT	-	250	5,300	5,550	5,550	-
14 HUNTING & FISHING	-	75,300	37,680	112,980	112,980	-
15 HOTEL/MOTEL TAX	5,640	365,000		370,640	365,000	5,640
16 RURAL FIRE	87,034	75,000		162,034	115,845	46,189
17 CDBG GRANTS	-	135,130	135,130	270,260	270,260	-
18 PARK GRANTS	-	-	-	-	-	-
20 COMMUNITY DEVEL. REHAB.	37,831	13,000		50,831	-	50,831
21 STORMWATER MANAGEMENT	510,471	256,000	90,000	856,471	237,483	618,988
215 TRANSPORATION FEE	266,205	295,000		561,205	-	561,205
22 LIBRARY MATERIALS ENHANC	222,450	4,000		226,450	4,000	222,450
23 PARK DONATIONS	76,897	5,000		81,897	9,000	72,897
232 ARTS & HERITAGE FESTIVAL	500	16,800		17,300	16,800	500
233 PIONEER SENIOR OLYMPICS		5,000		5,000	5,000	-
25 AIRPORT MUSEUM	407	250		657	657	-
26 TRANSPORATION FUND	3,845,944	-	3,027,796	6,873,740	140,269	6,733,471
27 COMMUNITY CTR DONATIONS	1,827			1,827	-	1,827
28 GALIE MAY KOCH DONATION	2,791	-		2,791	2,791	-
285 CVB ENTRYWAY SIGN	287			287	-	287
29 COMMUNITY CTR. CHAIR DON	938	-		938		938
33 POLICE/MUNICIPAL BUILDING	-			-	-	-
40 PAVING ASSESSMENT	19,469	10,000		29,469	10,000	19,469
41 SANITARY SEWER ASSESSMENT	1,635	584		2,219	584	1,635
42 SIDEWALK ASSESSMENT	800	800		1,600	-	1,600
50 SELF INSURANCE	1,000,000	529,408	5,362,542	6,891,950	5,891,950	1,000,000
52 CITY GARAGE	-	1,268,000	75,658	1,343,658	1,343,658	-
53 SPWA	79,858	2,510		82,368	80,000	2,368
64 LIBRARY TRUST	253,759	6,000		259,759	6,000	253,759
80 SANITATION	902,420	3,125,000	(445,945)	3,581,475	2,748,820	832,655
81 AIRPORT	-	1,438,503	300,936	1,739,439	1,739,439	-
82 AIRPORT SPECIAL	-	-	3,750	3,750	3,750	-
84 COMMUNITY CENTER	-	129,474	348,817	478,291	478,291	-
85 S.I.R.A.	87,774	25,000	21,667	134,441	100,000	34,441
90 STW UTILITIES AUTHORITY	9,440,674	45,151,807	(1,244,585)	53,347,896	42,346,878	11,001,018
RATE STABILIZATION	3,555,519	-	(3,555,519)	-	-	-
93 SPGA	-	808,372	211,837	1,020,209	1,020,209	-
95 LESS INTERFUND BUSINESS		(1,102,491)	-	(1,102,491)	(1,102,491)	-
TOTAL:	23,042,929	87,839,963	-	110,882,892	86,778,925	24,103,967

Beginning balance increased by \$2,000,000 in anticipation of the amount of budget lapsed as unused at June 30, 2006.

Sales tax at 5% increase

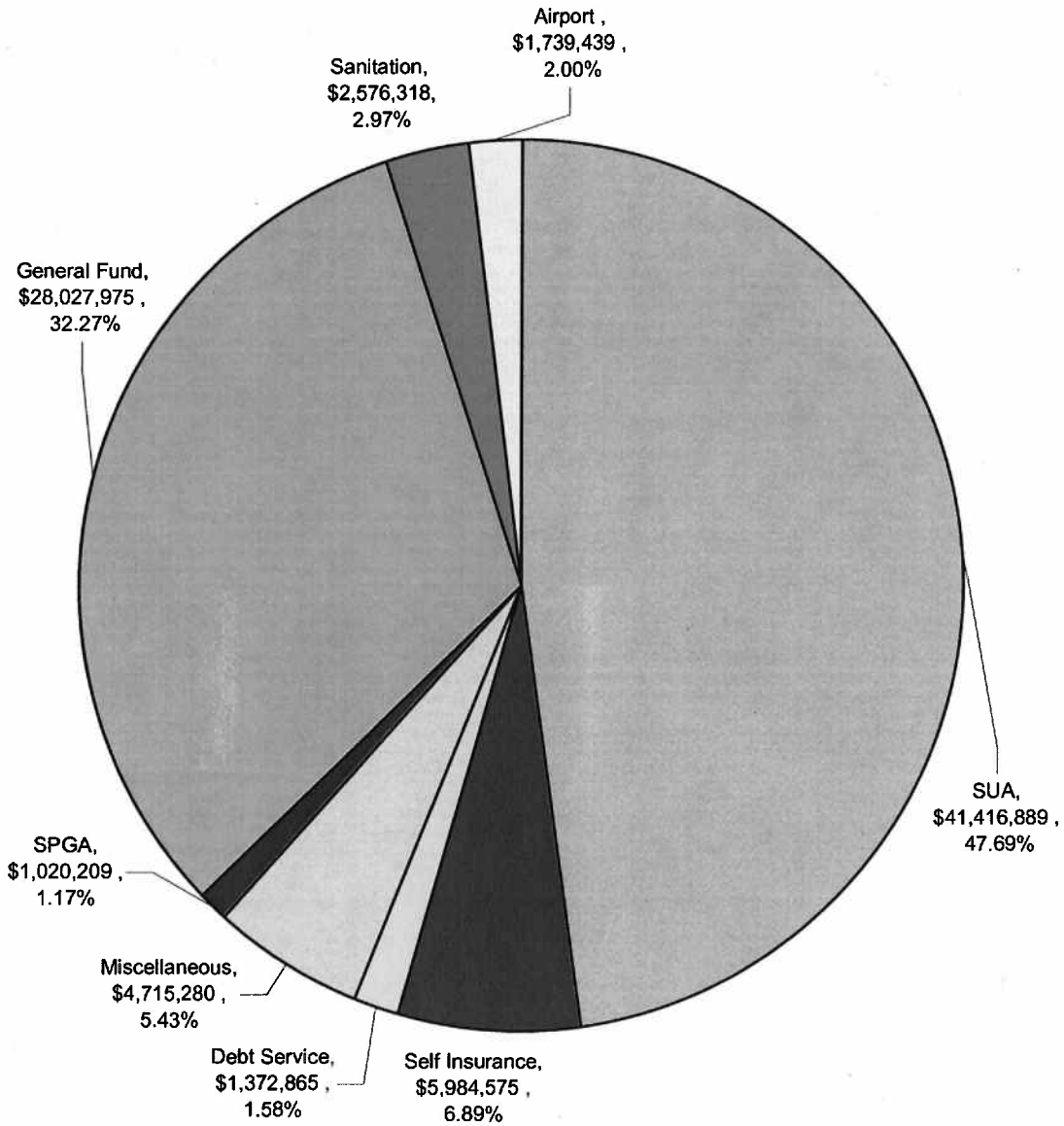
Highlighted amounts are not available for general budget expenditures. These are dedicated funds.

**CITY OF STILLWATER  
TOTAL REVENUES  
FISCAL YEAR 06-07**



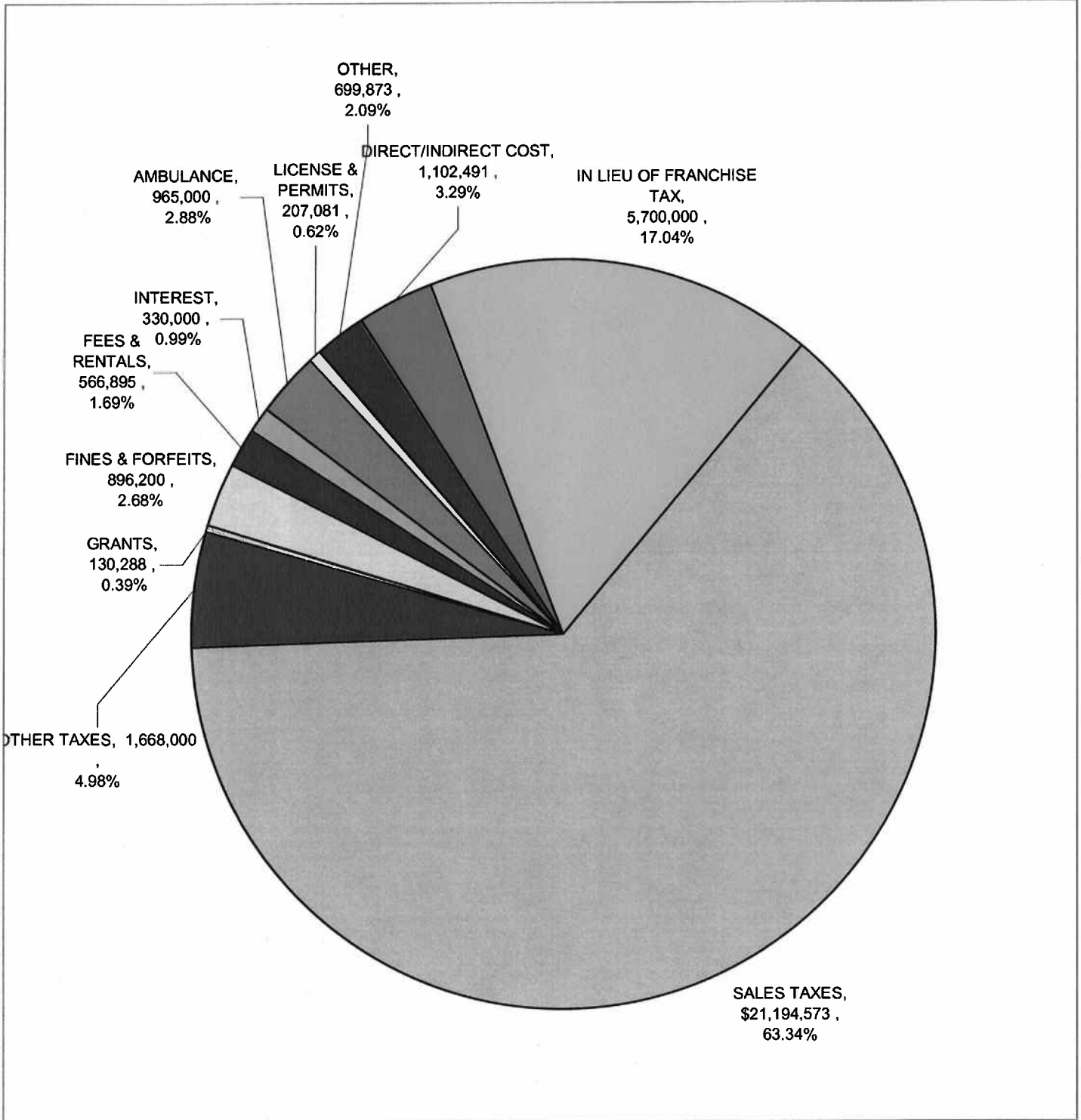
**Total Revenues \$87,839,963**

**CITY OF STILLWATER  
TOTAL EXPENDITURES  
FISCAL YEAR 06-07**



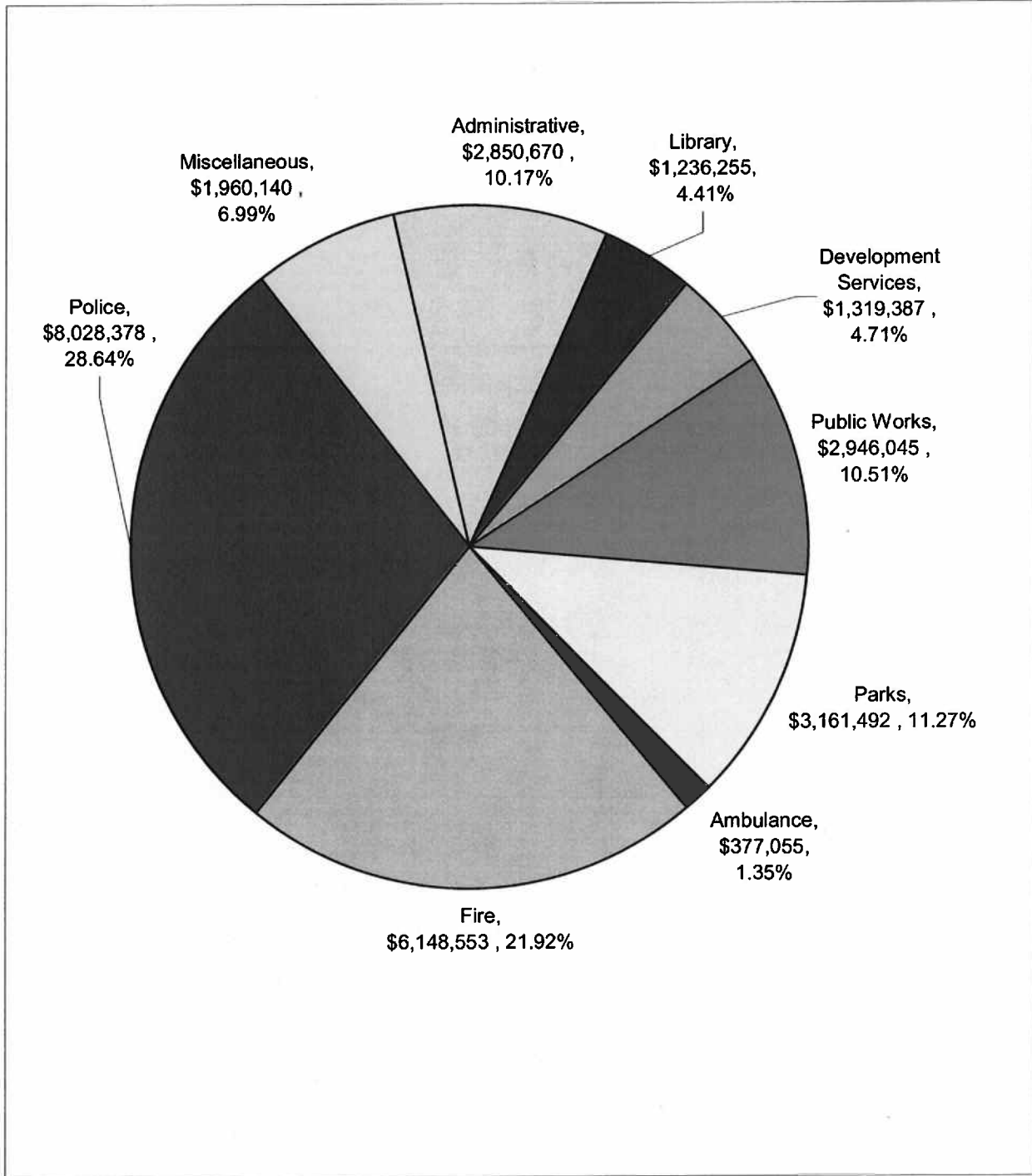
**Total Expenditures \$86,853,550**

**CITY OF STILLWATER  
GENERAL FUND REVENUES  
Fiscal Year 06-07**



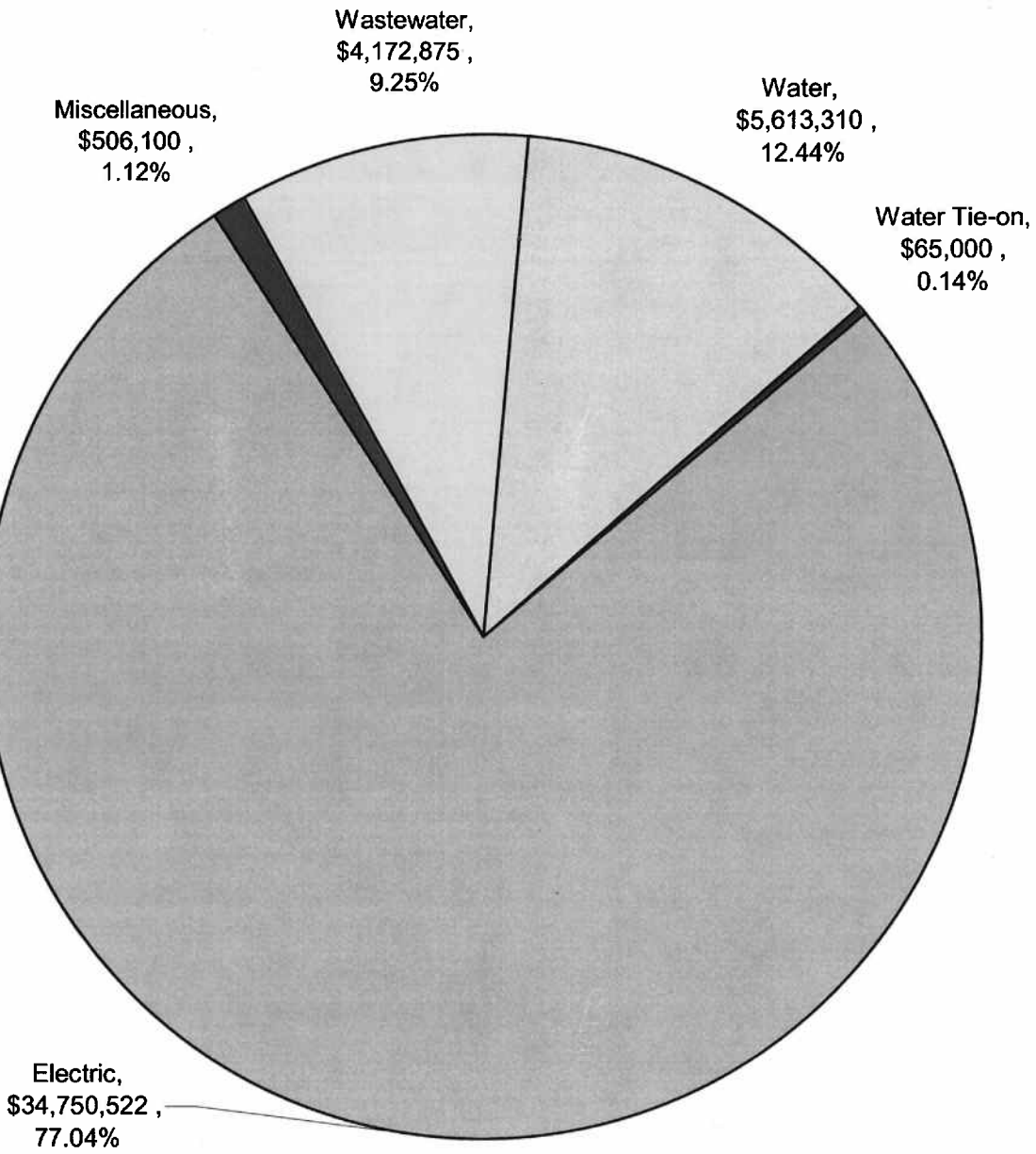
**Total General Fund Revenue \$33,460,401**

**CITY OF STILLWATER  
GENERAL FUND EXPENDITURES  
Fiscal Year 06-07**



**Total General Fund Expenditures \$28,045,975**

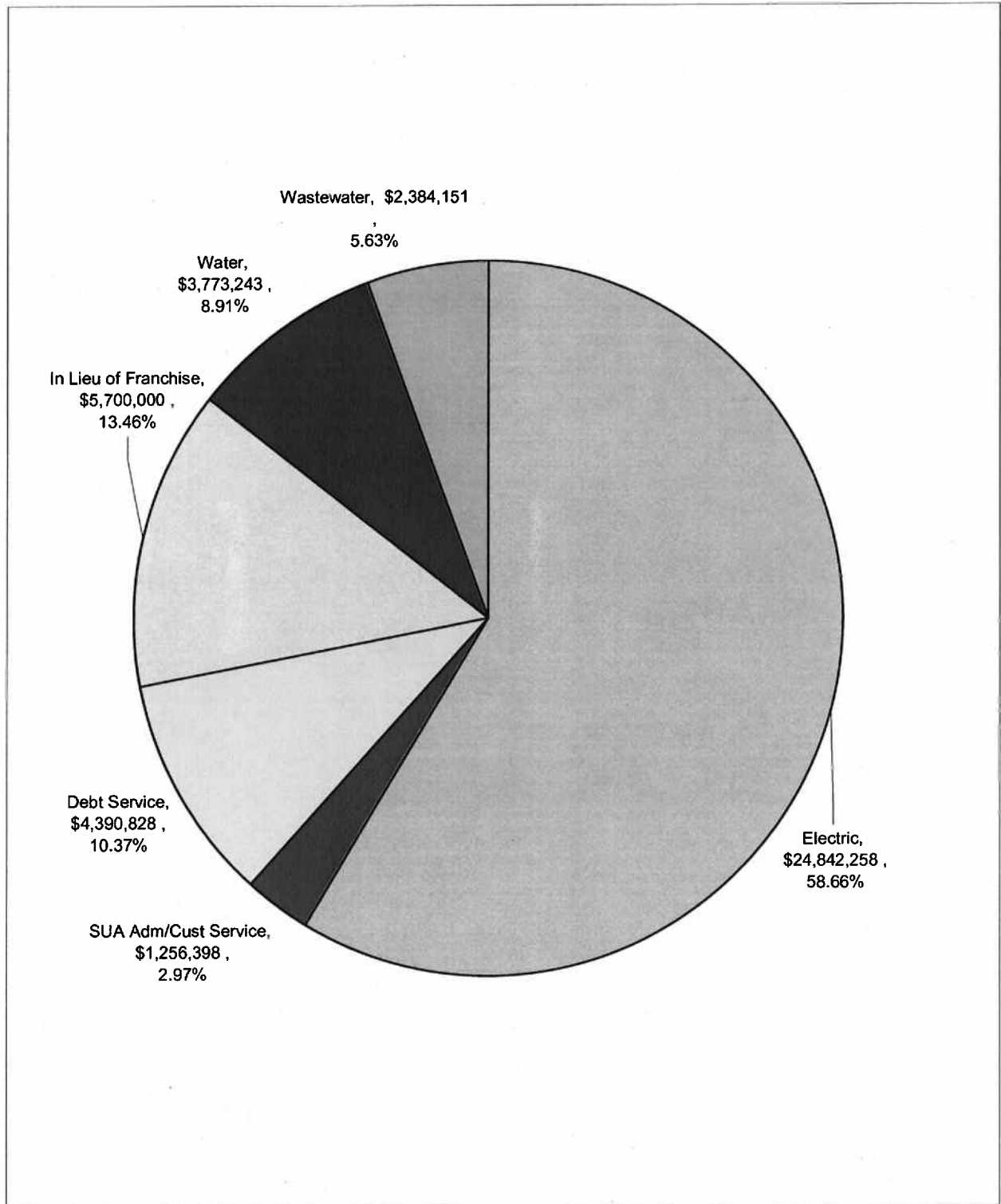
**CITY OF STILLWATER  
SUA REVENUES  
Fiscal Year 06-07**



**Total SUA Revenues \$45,107,807**



**CITY OF STILLWATER  
SUA EXPENDITURES  
Fiscal Year 06-07**



**Total SUA Expenditures \$42,346,878**

**City of Stillwater/Stillwater Utilities Authority/Stillwater Public Golf Authority**  
**Outstanding Debt**  
**For FY 2006/2007 budget**

(A)	Entity	Description	Original Amount	Issue Date	Outstanding at 8/31/06	Issue Type	Interest Rate	Maturity Date
1.	City of Stillwater	2000 GO-City Hall/Police Bldg.	\$ 8,500,000.00	6/7/2000	\$ 6,300,000.00	GO	5.3165%	6/1/2020
2.	City of Stillwater	2001 GO-City Hall/Police Bldg.	\$ 6,470,000.00	6/20/2001	\$ 5,110,000.00	GO	4.7898%	6/1/2021
3.	Stillwater Utilities Authority	2002 Refunding	\$ 11,825,000.00	9/9/2002	\$ 6,640,000.00	Revenue Bond	2.7%	12/1/2009
4.	Stillwater Utilities Authority	OWRB-Water Treatment Plant refunding	\$ 3,413,483.00	2/8/2002	\$ 2,645,449.48	2002 DWSRF Permanent	0% + 0.5%	9/15/2021
5.	Stillwater Utilities Authority	2005 Revenue Bonds	\$ 12,965,000.00	5/11/2005	\$ 12,305,000.00	Revenue Bond	3.5438%	10/4/2012
6.	Stillwater Utilities Authority	OWRB-Wastewater Treatment Plant-Phase II refunding	\$ 4,876,086.11	12/14/2002	\$ 4,022,771.06	CWSRF Permanent	0% + 0.5%	9/15/2022
7.	Stillwater Utilities Authority	OWRB-Wastewater Treatment Plant-Phase II refunding	\$ 7,620,000.00	6/29/2005	\$ 7,341,129.21	OWRB Fixed Rate Permanent	2.60% + 0.5%	3/15/2025
8.	Stillwater Utilities Authority	Bank of America-01/02 Equipment Lease	\$ 622,000.00	12/14/2001	\$ 68,118.39	Lease	4.16%	12/15/2006
9.	Stillwater Utilities Authority	Bank of America-02/03 Equipment Lease	\$ 771,000.00	10/4/2002	\$ 244,459.27	Lease	3.244%	10/4/2007
10.	Stillwater Utilities Authority	Bank of America-03/04 Equipment Lease	\$ 400,880.00	3/8/2004	\$ 247,191.91	Lease	2.804%	3/8/2009
11.	Stillwater Utilities Authority	Bank of America-04/05 Equipment Lease	\$ 102,148.00	12/10/2004	\$ 73,143.98	Lease	3.116%	12/10/2009
12.	Stillwater Utilities Authority	Bank of America-05/06 Equipment Lease	\$ 212,061.33	9/9/2005	\$ 192,451.51	Lease	3.454%	9/9/2010
13.	Stillwater Utilities Authority	Bank of America-05/06 Equipment Lease	\$ 184,632.75	5/12/2006	\$ 184,632.75	Lease	4.000%	5/12/2011
14.	Stillwater Utilities Authority	Bank of America-05/06 Equipment Lease	\$ 553,307.00	6/15/2006	\$ 553,307.00	Lease	4.090%	6/15/2014
15.	Stillwater Utilities Authority	Bank of America-06/07 Equipment Lease	\$ 104,420.00	8/24/2006	\$ 104,420.00	Lease	3.980%	8/24/2011
A.	Stillwater Utilities Authority	Bank of America-06/07 Equipment Lease- T-Hangar	\$ 225,000.00	4/15/2007	\$ -	Lease	4.500%	4/15/2012

(A) - Numbered series are currently outstanding as of 8/17/06. Lettered items are those planned for later in 06/07.

Series	FY 2006/2007	FY 2007/2008	FY 2008/2009	FY 2009/2010	FY 2010/2011	FY 2011/2012	FY 2012/2013	FY 2013/2014	FY 2014/2015	FY 2015/2016
1.	794,925	758,925	722,925	686,925	650,925	628,425	605,925	583,425	560,925	540,000
2.	577,140	563,200	548,920	534,300	519,340	504,210	488,910	473,440	457,630	441,480
3.	2,038,318	2,044,280	2,042,471	863,600	181,275	179,568	178,679	177,814	176,949	176,098
4.	183,871	183,039	182,140	181,275	180,410	179,568	178,679	177,814	176,949	176,098
5.	1,279,513	1,304,325	1,347,187	2,506,650	3,344,500	3,349,000	1,624,625	256,475	254,003	252,792
6.	263,891	262,706	261,419	260,183	258,947	247,749	256,475	255,239	254,003	252,792
7.	516,230	516,230	516,230	516,230	516,230	516,230	516,230	516,230	516,230	516,230
8.	69,535	84,144	86,487	86,487	86,487	86,487	86,487	86,487	86,487	86,487
9.	168,288	168,288	168,288	168,288	168,288	168,288	168,288	168,288	168,288	168,288
10.	86,487	86,487	86,487	86,487	86,487	86,487	86,487	86,487	86,487	86,487
11.	22,221	22,221	22,221	22,221	22,221	22,221	22,221	22,221	22,221	22,221
12.	46,545	46,545	46,545	46,545	46,545	46,545	46,545	46,545	46,545	46,545
13.	41,110	41,110	41,110	41,110	41,110	41,110	41,110	41,110	41,110	41,110
14.	81,793	81,793	81,793	81,793	81,793	81,793	81,793	81,793	81,793	81,793
15.	11,619	23,238	23,238	23,238	23,238	23,238	23,238	23,238	23,238	23,238
A.	-	50,755	50,755	50,755	50,755	50,755	50,755	50,755	50,755	50,755

Total FY Debt Service \$ 6,181,485 \$ 6,068,998 \$ 5,973,441 \$ 5,803,714 \$ 5,690,521 \$ 5,569,349 \$ 3,752,637 \$ 2,087,941 \$ 1,965,737 \$ 1,926,600

## **FINANCIAL TRENDS**

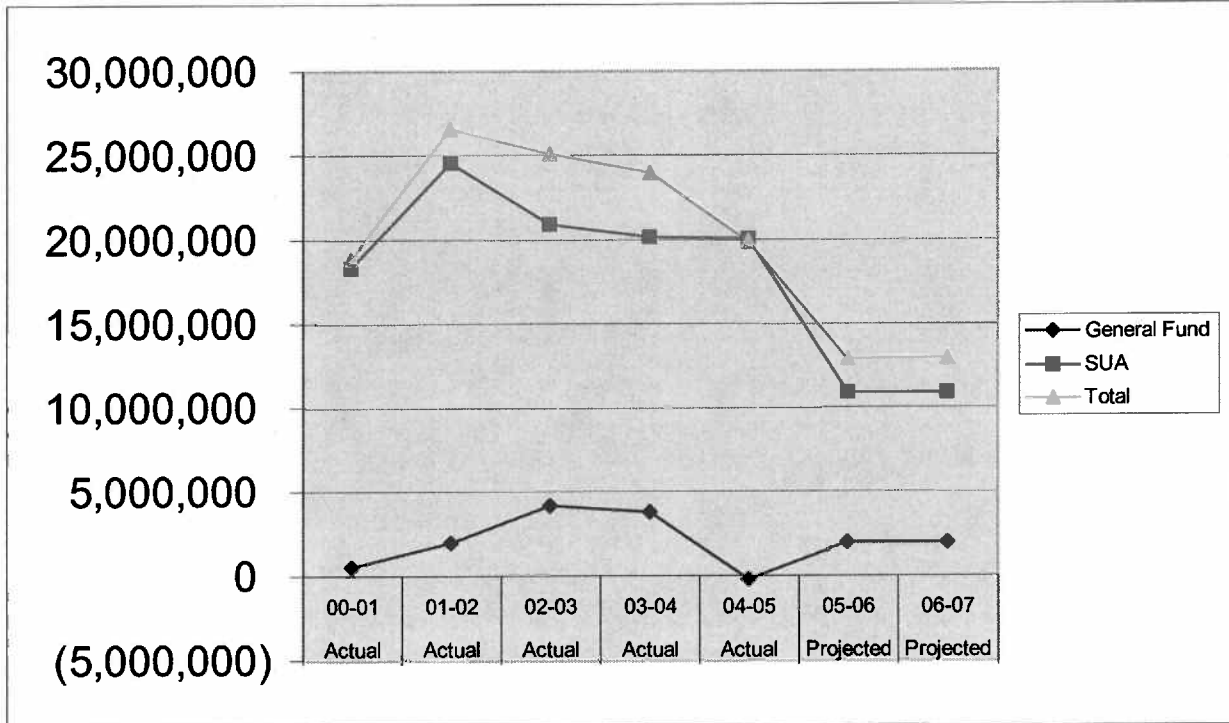
To assist the reader in assessing the financial condition of the City of Stillwater, the following information is provided.

A review of the projected ending fund balances for the next two years is shown in the graph and table entitled Year-end Unencumbered Cash Balances. These fund balances are un-obligated cash balances.

Expenditures and revenues are shown on a historical basis for years 00/01-03/04. The amended budget is the source for 04/05. Each table provides a commentary explaining the major factor that might indicate potential future financial problems.

And at the end of the budget, a statement of financial policies is presented that should be followed to preserve the City's financial integrity.

## CITY OF STILLWATER YEAR-END UNENCUMBERED CASH BALANCES



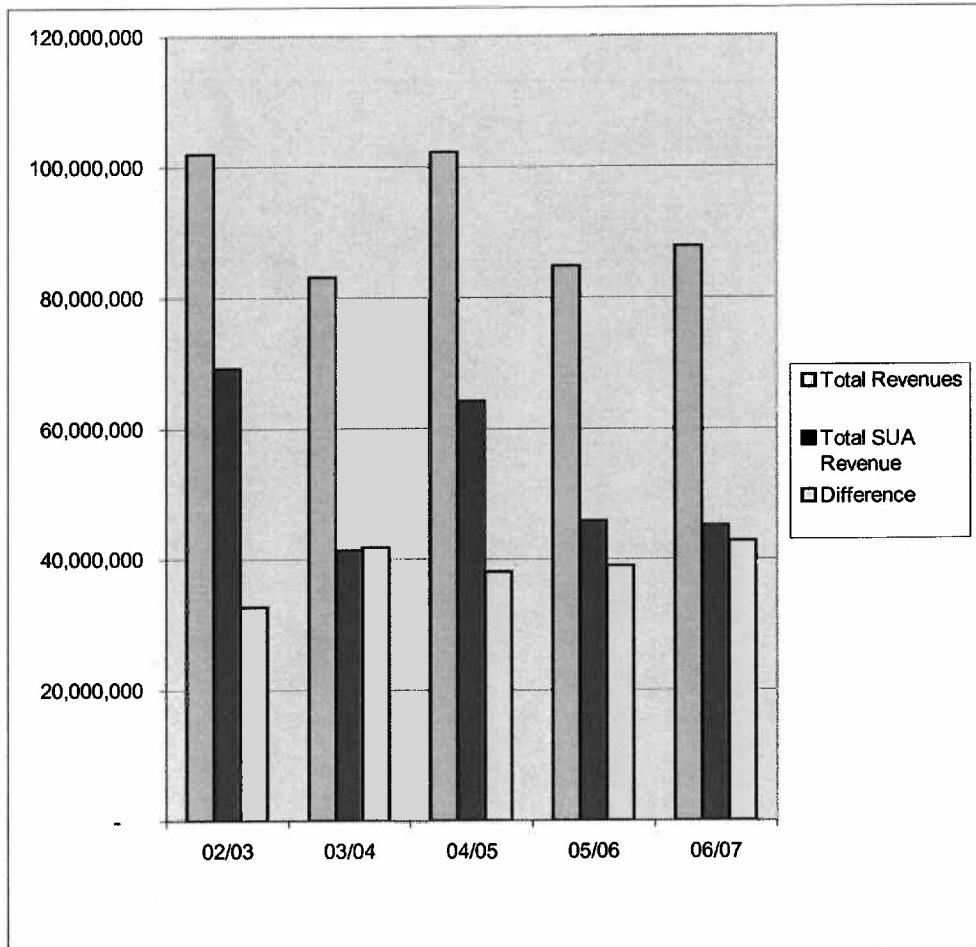
### YEAR-END UNENCUMBERED CASH BALANCES

	Actual 00-01	Actual 01-02	Actual 02-03	Actual 03-04	Actual 04-05	Projected 05-06	Projected 06-07
General Fund	549,889	2,011,802	4,208,448	3,851,951	(169,085)	2,000,000	2,000,000
SUA	18,345,612	24,574,374	20,935,049	20,161,445	20,102,328	10,986,193	11,001,018
Total	18,895,501	26,586,176	25,143,497	24,013,396	19,933,243	12,986,193	13,001,018

The unencumbered cash balance is the amount of funds at year-end that were not appropriated but were held in reserve to meet emergency needs and to meet cash flow needs. A decline in cash balances from year to year is the first indication of potential future financial problems. Ideally, the City should have a 10% cash balance in General Fund and 13% in the SUA

The source is the Comprehensive Annual Financial Report (CAFR-commonly referred to as the audit). Numbers are CAFR-CASH, minus encumbrances (General Fund) and CAFR-CASH(SUA). Payables are also deducted.

## TOTAL REVENUE COMPARISON



**Total Revenue Comparison**

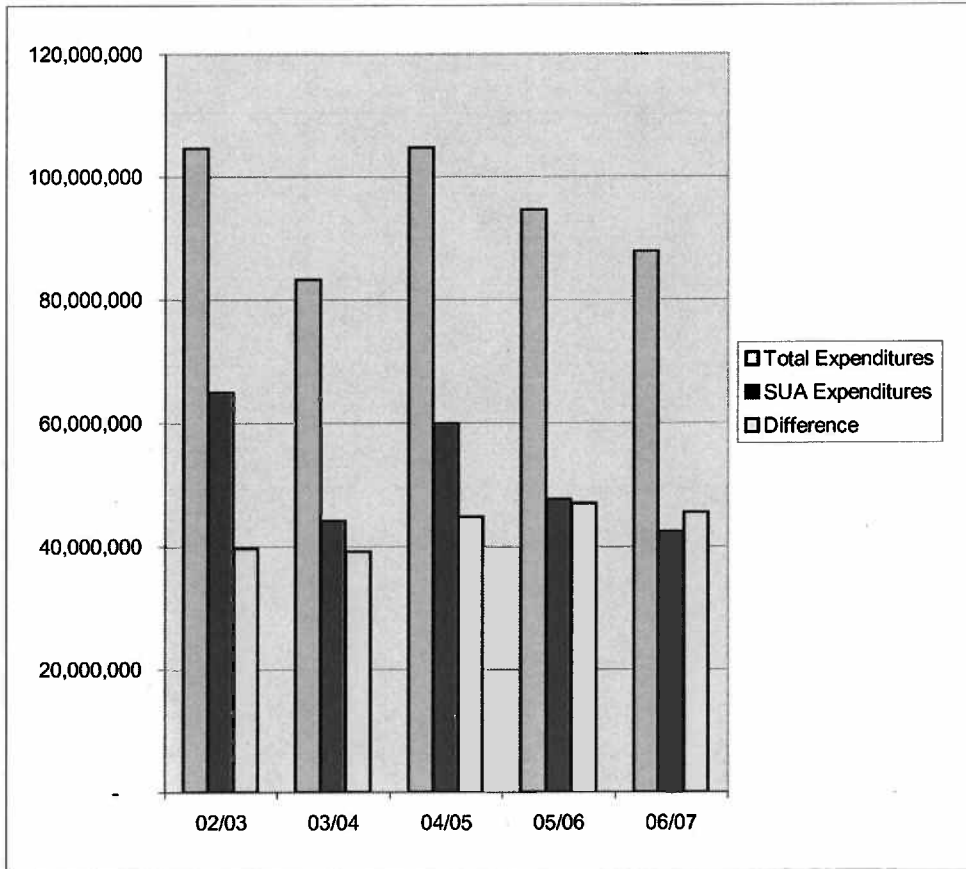
	Total Revenues	Total Utility Revenues	Differences
02/03	101,917,013	69,199,760	32,717,253
03/04	83,128,255	41,323,062	41,805,193
04/05	102,212,142	64,154,900	38,057,242
05/06	84,796,348	45,859,271	38,937,077
06/07	87,839,963	45,107,807	42,732,156

Revenue trends can be identified by reviewing historical figures and future projections. Also shown are utility sales since they make up over half the total and vary considerably due to the changing amount and cost of electric power each year.

By excluding utility sales, a general trend in other revenues can be determined.

Revenues generated from interfund transactions are not included. These revenues include in-lieu of franchise and direct/indirect costs.

## TOTAL EXPENDITURES COMPARISON



### Total Expenditure Comparison

	Total Expenditures	Less: Stillwater Utilities Authority	Difference Non-Utility Services
02/03	104,619,648	64,943,631	39,676,017
03/04	83,276,050	44,119,639	39,156,411
04/05	104,711,024	59,903,540	44,807,484
05/06	94,553,868	47,616,340	46,937,528
06/07	87,839,963	42,346,878	45,493,085

To determine the local government's success in controlling expenditures, it is helpful to look at the total expenditures each year. It is also helpful to show the totals for the Stillwater Utilities Authority (electric, water, and wastewater) and then deduct those expenses from the total to see the expenditure trends for all non-utility services.

Expenses for the SUA have varied considerably from year to year due to the amount of electric power purchased and the cost, as well as the amount of major construction included. By taking this account, one can better evaluate the expenditures trends. Non-utility expenditures have varied primarily due to street improvement projects as well as major construction projects.

Expenditures for interfund activities are excluded from this chart. These expenditures include in-lieu of franchise and direct and indirect costs.

**GENERAL FUND  
REVENUES**

GENERAL FUND REVENUES	
	06/07
SALES TAXES	\$ 21,194,573
OTHER TAXES	1,668,000
GRANTS	130,288
FINES AND FORFEITS	896,200
FEES AND RENTALS	566,895
INTEREST	330,000
AMBULANCE	965,000
LICENSES AND PERMITS	207,081
OTHER	699,873
DIRECT/INDIRECT COST	1,102,491
IN LIEU OF FRANCHISE TAX	5,700,000
TOTAL REVENUES	\$ 33,460,401



## THE GENERAL FUND

This is the general operating fund of the city government. It is to account for all financial resources except those required by state law, city ordinances, etc. to be accounted for in a separate fund.

### REVENUE PROJECTIONS

#### Interest on Accounts

001-0000-361-4432

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
98,775	82,958	150,000	340,000	330,000

The city holds minimal funds in bank NOW accounts. Interest earned on these funds is recorded in this revenue account.

#### Sales Tax

010-0000-313-4101

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
18,039,481	18,974,851	19,685,308	20,185,308	21,194,573

The City has a three and one-half cent sales tax. The first penny was approved by the voters in 1966 according to Ordinance 1160 for the "general purposes" of municipal government. The second penny was voted in 1972 according to Ordinance 1432 for the primary purpose of debt service on capital improvements and, secondarily, for the general purposes of the City. The third penny was voted in 1979 in Ordinance 1835, which restricted its use to utility and sanitation improvements including the \$18 million KAW water pipeline and assumption of the outstanding debt from the 1972 \$12 million general obligation bond issue for streets, drainage, new hospital, park, library, police, and fire building additions. The revenue for the third penny is shown as a transfer from the General Fund. In September 2001, the citizens voted in favor of an additional one-half cent sales which will be used to fund street projects over the next five years. In 2006, the voters extended this portion of the sales tax for an additional 10 years. Sales taxes for the current year are estimated to increase by 5%.

#### Interest on Sales Tax

010-0000-313-4104

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
5,716	14,570	10,000	30,000	30,000

Interest earned on sales tax collection during the period held by the Oklahoma Tax Commission and remitted to the City.

#### Use Tax

010-0000-313-4107

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
552,979	761,391	600,000	900,000	900,000

The City has a 3.5% use tax. The tax was approved by voters authorizing 3% in 1997 and .5% in 2001. The amount collected less a 1.5 % administrative fee is remitted to Oklahoma State University for the purpose retirement of capital improvement bonds. If the annual amount exceeds \$600,000, the excess will remain with the City for use by the General Fund.

**Telephone Franchise Tax**

010-0000-318-4110

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
108,677	99,915	110,000	86,457	88,000

A 2% "franchise tax" which is termed an "inspection fee" in Ordinance 728, approved on September 18, 1939, is paid annually by Southwestern Bell.

A pole attachment fee of \$2 for each Southwestern Bell contact on a Stillwater Electric Utility pole is also paid, per a July 25, 1966 agreement. This payment is reduced by the amount of \$2 for each pole of 35 feet or less plus \$3 for poles of 40 feet or taller owned by Southwestern Bell upon which the City has attachments. The last inventory of poles completed showed 2,376 poles being used by Southwestern Bell. The same inventory showed the City used 941 poles. Since attachments are made to electric utility poles, this revenue is accounted for in the Stillwater Utilities Authority (900-9000-363.43-65).

**ONG Franchise Tax**

010-0000-318-4111

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
351,459	354,514	350,000	395,000	400,000

A 25-year, non-exclusive franchise agreement was submitted to the voters and approved on April 3, 1990 (City Ordinance #1083). The franchise agreement requires ONG to remit monthly a percentage that equals 3% of its gross cash receipts for the highest rate paid to any other municipality on the ONG system with a population of greater than 30,000.

**CATV Franchise Tax**

010-0000-318-4112

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
315,722	348,615	350,000	340,000	340,000

The permit fee is 5% of gross receipts and is paid monthly. The City of Stillwater regulates basic rates as allowed by the Federal Communications Commission. Effective March, 2006, the limited basic service provides 23 channels for \$11.09. The expanded basic service provides an additional 46 channels for \$26.90 for a total of \$37.99. The permit fee is affected by rate changes.

The permit issued to Peak Cablevision expired in January 2000. Ordinance 2662 approved by the City Commission on October 11, 1999, and subsequently amended on November 15, 1999, provides the terms for a 10-year permit agreement. In a special election held November 14, 1999, city voters authorized the use of the public rights-of-way by Peak cablevision.

Cox Communications assumed the cable television permit from Peak Cablevision effective March 15, 2000, approved by the City Commission (Resolution CC-99-20). On December 13, 2006, Cox Communications submitted to the City an FCC Form 394, application for assignment of the cable television franchise from Cox Communications to Cebridge. The application is pending.

An advisory board comprised of three persons appointed by the City and three persons appointed by the cable permit holder is responsible for overseeing the cable permit and making recommendations to the City Commission regarding cable issues.

An October 18, 1970, pole agreement charges \$3 per pole attached to by Cox Communications and is billed semiannually. Since attachments are made to electric utility poles, the pole attachment revenue is accounted for in the Stillwater Utilities Authority (900-9000-363-4465).

**Alcohol Beverage Tax-OK**

010-0000-318-4113

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
84,372	95,491	97,020	100,020	100,000

State law 37-579 authorizes the State to collect a 10% tax on total gross receipts from the sale of alcoholic beverages and on admission charges to such establishments. Under Section 37-563, the State retains two-thirds of 97% and distributes one-third of 97% to the counties on a population/area formula of the county. The county distributes those funds to the cities on a per capita basis per the last Federal decennial census.

**Network Fiber Fee**

010-0000-318-4115

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
101,946	125,240	140,000	130,000	130,000

Fees paid by telecommunications companies to use the city's fiber system network.

**Direct Cost Transfer**

010-0000-338-5816

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
559,876	559,876	496,651	496,651	496,651

Direct costs are directly attributable to SUA, based on educated estimates. These costs include portions of salaries for: City Manager and staff, Finance Department, Information Technology, including operation costs, and Human Resources Department.

**Indirect Cost Transfer**

010-0000-338-5817

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
573,902	573,902	605,840	605,840	605,840

Indirect costs are overhead costs not directly attributable to any department but beneficial to both City and SUA. These costs include equipment usage by department allocated on a percentage basis determined by equipment usage on a 15- year life, building usage by department determined by square footage per department and percentage of direct SUA time, and telephone cost by department determined by the number of phones per department and percentage of direct SUA time. Total budgeted costs are allocated after being reduced by direct costs.

**In Lieu of Franchise Tax**

010-0000-339-5815

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
8,900,000	8,700,000	5,700,000	5,700,000	5,700,000

In addition to payments made by the Stillwater Utility Authority (SUA) to the General fund for services rendered by the City Manager, City Attorney, Human Resources Director, Information Technology, Customer Service, and Accounting (see direct and indirect revenues), the SUA also pays an amount at least equivalent to a franchise payment that a private utility would pay for the use of the public right-of-way. This transfer has become critical to the financing of the City General fund and Capital Improvement Program. Not included in the totals is the "free" electric service to all City-owned buildings and to all street lights that would otherwise be an expense to all City departments.

**Gas & Oil Royalties**

010-0000-363-4630

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
2,201	2,710	2,000	2,000	2,000

Royalties received from wells drilled on city property.

**Miscellaneous Revenues**

010-0000-380-4873

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
151,372	94,111	100,000	226,650	100,000

This is the catch-all account for minor revenues: employee reimbursement for copier or telephone use, restitution ordered by the court, \$1.00 leases, etc. This estimate conservatively uses the lowest amount received in the recent past since these revenues cannot be depended on.

**Rental Income**

010-1030-363-4630

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
15,219	5,908	6,000	31,000	20,000

Revenues received from rental of city properties.

**Liquor Store Licenses**

010-2011-321-4265

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
6,920	7,434	4,500	4,500	4,500

The state sets the annual license at a maximum of \$905 per year for a package store. The City Commission chose to include a lower rate in the current budget.

**Beer Licenses**

010-2011-321-4270

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
1,050	2,340	1,500	1,500	1,500

Ordinance No. 2266, adopted November 18, 1985, sets the off-premise license at \$10 and the club and restaurant license at \$20, the maximum established by state law. The City Commission approved issuing these licenses for a three-year time period at the equivalent fee.

**Mixed Beverage Licenses**

010-2011-321-4275

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
10,675	16,889	12,000	12,000	12,000

The current State maximum license fee for on-premise sale and consumption has been set at \$1,005.00 for the first year fee for a new business and \$905.00 for the renewal. The City Commission chose to include a lower fee in the current budget. The fee which will go into effect in the fall of 2003 will be \$667.50 for the initial license and \$645.00 for a renewal.

**Wine & Beer License**

010-2011-321-4280

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
643	418	450	450	450

Revenue from the issuance of a license for the sale of non-intoxicating alcoholic beverages and wine, but not mixed beverages. The current maximum is \$500 for the first year fee for a new business and \$450 for a renewal. The City Commission chose to include a lower fee in the current budget. The license fee will be \$387.50 for the initial license and \$321.50 for a renewal. The rates will go into effect in the fall of 2003.

**Solicitors Licenses**

010-2011-321-4285

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
175	225	175	175	175

Ordinance No. 1502, dated May 20, 1974, restricts door-to-door sales of subscriptions, merchandise, etc., unless a \$2,000 bond is posted and the license issued is carried by the sales person. Certain types of sales are exempt. The license is \$75 per year.

**Taxi License**

010-2011-321-4286

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
392	590	300	300	300

Taxi service and taxi driver license fees. The annual fee for operating a taxi service is \$75.00. The fee for individual drivers is \$10.00 per year.

**Massage License**

010-2011-321-4287

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
2,010	2,320	1,400	1,400	1,400

Massage therapist license fees. The initial license fee is \$100.00 and the annual renewal fee is \$35.00.

**Itinerant Licenses**

010-2011-321-4290

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
1,150	900	700	700	700

Ordinance No. 1982, dated January 18, 1982, regulates sellers of goods that temporarily occupy a place. It requires an application and bond in an effort to protect the public against fraudulent acts. This ordinance exempts farm produce, charitable organizations, garage sales, and art festivals. The license fee is \$75 per year.

**Return Check Charge**

010-2011-380-4875

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
1,205	850	600	600	850

Resolution CC-00-19, adopted October 16, 2000, sets this fee at \$25.

**Adm. Fees Hotel/Motel Tax**

010-2011-380-4877

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
2,842	3,348	3,500	3,500	3,500

One percent of the gross receipts of hotel/motel tax collections are retained to offset the City cost in administration of this 4% tax on lodging rentals. This tax was adopted March 25, 1985, by Ordinance No. 2178 which was approved by the voters at a special election on May 7, 1985.

**Fines & Forfeitures**

010-2012-351-4335

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
618,294	626,059	612,000	612,000	612,000

Revenue from traffic fines and court costs are placed here. Fines range from \$20 to \$540. The Municipal Judge recommends the schedule of fines to the City Commission. The current fine schedule was approved by the Commission on August 2, 2004, and implemented on August 14, 2004. The schedule below is a list of the most commonly written citations and their fines.

**Misdemeanor Fines**

Alcoholic Beverage Violations	\$100.00 to \$540.00
Animals at Large	\$100.00
Noise Prohibited	\$150.00
Loud Music Prohibited	\$150.00
Littering	\$240.00
Failure to Yield	\$100.00
Insurance	\$150.00
Reckless Driving	\$240.00
Stop Sign	\$100.00
Speeding	
10 miles and under	\$75.00
11 miles thru 15 miles	\$95.00
16 miles thru 20 miles	\$125.00
21 miles thru 25 miles	\$150.00
26 miles thru 30 miles	\$175.00
Over 30 miles	\$240.00
School Zone	\$150.00 to \$240.00

**Parking Fines**

010-2012-351-4336

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
130,108	153,280	175,800	175,800	180,000

Revenue from overtime, improper, hazardous, handicapped, and private parking tickets are placed here. The parking fine schedule is listed below:

Overtime Parking	\$5.00
Improper Parking	\$10.00
Hazardous Parking	\$15.00
Private Parking	\$35.00
Handicapped Parking	\$150.00

**Juvenile Fines**

010-2012-351-4339

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
3,184	5,133	4,000	4,000	4,000

The revenue from Criminal Juvenile Complaints are placed here. The fines collected from these charges are ear-marked by state law to fund Juvenile Programs in the community. These monies have been used to help fund Payne County Juvenile Services since the programs inception in May 2001.

**Downtown Parking**

010-2012-351-4341

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
4,910	7,135	6,000	6,000	6,000

For each downtown overtime parking ticket issued, \$3 is ear-marked to assist in the renovation of the Downtown shopping area. These monies were ear-marked by the City Commission on May 24, 1999.



**Knoblock Parking**

010-2012-351-4342

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
1,401	1,896	1,500	1,500	1,500

For each Knoblock area overtime parking ticket issued, \$3.00 is earmarked to assist in the renovation of the Knoblock shopping area. These monies were earmarked for this purpose by the City Commission on May 24, 1999.

**Washington Parking**

010-2012-351-4343

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
1,158	1,935	1,200	1,200	1,200

For each Washington Street overtime parking ticket issued, \$3 is earmarked to assist in the renovation of the Washington Street shopping area. These monies were also earmarked on May 24, 1999.

**Miscellaneous Revenue**

010-2012-380-4873

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
15,892	24,731	20,000	35,000	25,000

Miscellaneous costs collected by Municipal Court are placed in this account. Most of these costs are generated from the City's portion of DUI costs collected by Payne County.

**Bail Bond Assessment**

010-2012-380-4874

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
0	3,294	3,000	6,000	8,000

A \$35.00 Bail Bond fee is assessed by the court for the filing of any bail bond. A portion of these funds is used to offset the costs of operating the municipal jail.

**Collections, Inc.**

010-2012-381-4777

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
797	3,075	1,500	1,500	1,500

Collection of delinquent Municipal Court Fines.

**Blue Print/Copy Fees - Planning**

010-3030-341-4670

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
909	1,182	1,200	1,200	1,200

Costs are assessed for blue print copies based on the square foot. For example, a blue line print if one square mile at 1":200' is \$4.40. The same map as a sepia costs \$8.80. Account used by the Planning Division. Adopted by the Public Works Department - January 10, 2002.

**Filing Fees-Planning**

010-3030-341-4671

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
31,289	27,779	25,000	25,000	25,000

An extensive process was used in 2000 to evaluate the cost in staff time and materials to review various applications. It was determined that the applicants should ultimately be responsible for half the costs. New fees were adopted with Resolution CC-2000-3 and were applied beginning July 1, 2000. These fees went up again on July 1, 2001, to reach the level set by the City Commission. A preliminary plat cost \$225 plus \$3 per lot. A rezoning costs \$250 plus \$2 per acre. Resolution No. CC-2001-13 - Effective: November 5, 2001.

**Electric Permits**

010-3032-322-4210

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
19,291	28,707	21,000	33,000	33,000

Ordinance No. 2127, adopted March 19, 1984, set the electric fees for new construction at \$15 for the first 100 amps plus an additional \$15 for each additional 100 amps or fraction thereof. For remodeling or additions, it is \$5 for the first four circuits plus an additional \$1 for each additional four circuits. The fee for a meter base relocation is \$5. This account also includes license registration fees.

**Mechanical Permits**

010-3032-322-4211

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
13,755	21,180	23,000	23,000	25,000

Ordinance No. 2484, adopted August 11, 1994, set the following fees: Permits New Construction, Remodel and Additions \$15, plus \$5 for each HVAC air handler over one. Alteration/change outs \$5, Resolution CC-2004-6 adopted 8/20/04 changed licensing requirements due to state law which only allowed registration of contractors, Licenses - Mechanical Contractor \$200 first year; \$55 renewal.

Revenues have increased due to an increase in permits issued.

**Plumbing Permits**

010-3032-322-4212

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
14,190	25,728	23,000	23,000	32,000

Ordinance No. 2290, adopted June 8, 1987, set the fees for plumbing permits. For a complete listing, see Section 24-43 of the City Code. The basic fee is \$30 plus \$1 per fixture for commercial construction. For residential construction, the basic fee is \$15 plus \$5 for each bathroom over one. Also includes license

**Building Permits**

010-3032-322-4213

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
12,168	33,803	45,000	45,000	81,000

Residential                    \$10.00 plus 1 cent for each square foot over 1,000  
                                      \$5.00 for accessory buildings  
                                      \$10.00 for remodel and additions.

Commercial                    \$195 + 2 cents /sq. ft.

**Mobile Home Permits**

010-3032-322-4214

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
1,100	1,640	900	900	3,050

Ordinance No. 2486, adopted August 29, 1994, provided for changes to this fee to be set by resolution. Resolution CC-94-31, approved September 12, 1994, set this fee at \$20.

**Oil Well Permits**

010-3032-322-4215

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
1,540	715	1,800	1,800	500

Resolution CC-94-31, approved September 12, 1994, set the permit fee at \$385 and \$55 for each annual inspection, which represents a 10% increase in fees.

**House Moving Permits**

010-3032-322-4216

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
240	285	250	250	1,200

Section 7.91 of the City Code sets the fee at \$5.00 per year to be licensed to move a structure.

**Sign Permits**

010-3032-322-4217

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
952	1,549	1,500	1,500	2,500

Section 9.30 of the Zoning Ordinance sets the permit fee at 5.5 cents per square foot, but not less than a minimum fee of \$5.50. Any electrical permits necessary are additional.

**Blue Print/Copy Fees-Code Enforcement**

010-3032-341-4670

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
600	31	300	300	0

Costs are assessed for blue print copies based on the square foot. For example, a blue line print, if one square mile, at 1":200' is \$4.40. The same maps as a sepia costs \$8.80.

**Filing Fees-Code Enforcement**

010-3032-341-4671

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
2,745	3,080	3,000	3,000	3,000

Ordinance No. 2486 adopted August 29, 1994, allows the City Commission to set application fees by resolution. The fee for this was increased by Resolution CC-2000-3 to \$85 effective July 1, 2000. The fee increased to \$140 on July 1, 2001.

**Curb Cut Permits**

010-3035-322-4219

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
0	0	0	0	2,240

The cost of a permit to remove any portion of a curb for construction of a driveway, sidewalk, utility or any other purpose is \$10/each occurrence.

**Sidewalk Permits**

010-3035-322-4221

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
0	0	0	0	1,456

Sidewalk permit fees are \$.20 per lineal feet for residential sidewalks and \$.30 per lineal feet for commercial sidewalks.

**ROW Permits**

010-3035-322-4223

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
0	0	0	0	2,560

The cost of a permit to perform construction or utility work in a city right of way is \$10.

**Mowing Fees**

010-3036-341-4673

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
960	12,021	10,000	10,000	12,500

Ordinance No. 2320, dated May 23, 1988, allows the City to enter private property to mow weeds when the owner has failed to comply with the ordinance and notices. Unpaid charges are turned over to the county and become a tax lien. The work is done by contract with rates established seasonally by solicitation of proposals. A \$70 administrative handling fee as well as the fees for filing and releasing the liens added to the actual cost. Revenues are affected by the amount of rain and the ability of the owner to pay.

**Curb Cut Permits**

010-4036-322-4219

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
9,318	8,346	9,600	9,600	0

Ordinance No. 2441, adopted on August 17, 1992, revised section 27-57 of the City Code such that the fees are to be set by resolution. On September 28, 1992, Resolution CC-92-16 was adopted setting the following fee schedule: Base permit fee is \$10 for residential or \$20 for commercial driveways, plus \$.20 per foot for residential or \$.30 per foot for commercial curb cuts or sidewalks, plus \$50 for nuclear density testing when required.

**Blue Print/Copy Fees-Engineering**

010-4036-341-4670

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
574	84	400	400	0

Costs are assessed for blue print and photo copies made for citizens based on the approved schedule of charges.

**Miscellaneous Traffic Revenue**

010-4038-380-4873

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
2,619	6,063	3,000	8,000	3,000

Reimbursements from individuals for damages to street signs and traffic signals.

**Youth Baseball Fees**

010-5050-347-4624

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
21,301	20,680	20,000	20,000	26,400

A fee is charged for recreational activities to offset equipment and some staff costs. These revenues include fees from the items listed above.

**Youth Basketball Fees**

010-5050-347-4625

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
14,970	11,820	11,500	9,840	14,750

A fee is charged for recreational activities to offset equipment and some staff costs. These revenues include fees from the items listed above.

**Youth Soccer Fees**

010-5050-347-4627

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
6,770	4,970	5,000	4,895	6,400

A fee is charged for recreational activities to offset equipment and some staff costs. These revenues include fees from the items listed above.

**Youth Softball Fees**

010-5050-347-4628

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
10,810	14,300	11,000	11,000	13,400

A fee is charged for recreational activities to offset equipment and some staff costs. These revenues include fees from the items listed above.

**Adult Basketball Fees**

010-5050-347-4629

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
6,130	6,141	6,500	5,208	5,500

A fee is charged for recreational activities to offset equipment and some staff costs. These revenues include fees from the items listed above.

**Adult Softball Fees**

010-5050-347-4630

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
65,146	58,168	62,000	62,000	62,000

A fee is charged for recreational activities to offset equipment and some staff costs. These revenues include fees from the items listed above.

**Adult Volleyball Fees**

010-5050-347-4631

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
5,522	6,230	6,000	6,000	6,000

A fee is charged for recreational activities to offset equipment and some staff costs. These revenues include fees from the items listed above.



**Special Needs Fees**

010-5050-347-4642

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
465	1,470	500	500	500

A fee is charged for recreational activities to offset equipment and some staff costs. These revenues include fees from the items listed above.

**Tennis Fees**

010-5050-347-4643

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
2,275	2,580	2,500	2,500	2,500

A fee is charged for recreational activities to offset equipment and some staff costs. These revenues include fees from the items listed above.

**Tumbling Fees**

010-5050-347-4646

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
3,733	2,570	3,500	215	0

A fee is charged for recreational activities to offset equipment and some staff costs. These revenues include fees from the items listed above.

**Motorcycle Park Fees**

010-5050-347-4655

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
15,819	19,545	14,500	14,500	15,000

Fees are charged to riders at the motorcycle track to assist with maintenance costs. Based on the growth in riders, and revision of the fee structure, revenues have increased over the last two years.

**Annex Rental**

010-5050-363-4641

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
13,277	3,040	2,000	2,000	2,000

Rentals include charges for the items listed above.

**Ballfield Rental**

010-5050-363-4642

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
700	640	2,000	2,000	2,000

Rentals include charges for the items listed above.

**Conference Room Rental**

010-5050-363-4643

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
814	1,031	500	500	500

Rentals include charges for the items listed above.

**Equipment Rental**

010-5050-363-4644

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
310	310	300	300	300

Rentals include charges for the items listed above.

**Gym Rental**

010-5050-363-4645

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
355	525	500	500	500

Rentals include charges for the items listed above.

**Tennis Court Rental**

010-5050-363-4647

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
475	200	325	325	325

Rentals include charges for the items listed above.

**Shelter Rental**

010-5050-363-4648

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
5,285	4,850	5,000	5,000	5,000

Rentals include charges for the items listed above.

**Concessions**

010-5050-370-4663

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
34,950	54,839	46,550	46,550	46,550

Revenues come from the department operating concession stands at the ballfields and swimming pool. Revenues cover supplies and some staff costs.

**Tournament Fees**

010-5051-347-4644

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
0	0	0	25,000	35,000

Revenue generated by sports tournaments sponsored or hosted by Parks, Events, and Recreation.

**Grants - Senior Citizens**

010-5052-330-4541

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
0	3,227	0	2,400	2,400

Federal grants received to help cover costs of special programs.

**Ceramics Fees**

010-5052-347-4635

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
2,451	2,195	2,000	10,500	10,500

Fees collected to cover costs of materials and part of the instructor's fees.

**Multi Arts Center Fees**

010-5054-347-4622

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
29,489	35,852	37,720	37,720	43,720

Fees are charged for all classes/workshops at the Multi Arts Center. Fees cover supply costs and part time instructor fees.

**Summer Arts Camp**

010-5054-347-4657

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
12,150	14,225	12,000	12,000	12,000

A summer multimedia art experience for children. The two-week morning session is divided into five different age groups.

**Run For The Arts**

010-5054-347-4658

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
5,645	250	3,700	0	0

Annual spring festival that includes fine art, music, heritage activities and children's projects. Revenue is generated from booth rental to vendors and artists as well as T-shirt sales.

**Gallery Sales**

010-5054-347-4659

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
23,313	28,356	25,000	29,000	28,000

Sales gallery for Multi Arts Center instructor's work and special exhibitions.

**Pool Admission Fees**

010-5056-347-4620

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
35,653	33,028	40,000	40,000	40,000

Fees are \$1, age 3 & under, \$2 for age 4 & over, and \$5 for a family. Punch cards are offered for 10 swims-\$17.50, 20 swims-\$35 or 30 swims-\$45. Additional income comes from group rentals and concessions.

**Swimming Lesson Fees**

010-5056-347-4621

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
23,515	24,870	25,500	25,500	25,500

A fee of \$40 is charged for eight 45-minute lessons given during a 2-week period. Four 2-week sessions are offered during the summer. Approximately 650 children take part in lessons.

**Mini-Bus Fees**

010-5058-341-4697

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
19,944	18,275	22,250	22,250	22,250

The mini-bus service supplements the transportation needs of Stillwater residents who are disabled or age 62 and above. A book of 10 tickets may be purchased for \$20.

**Library Grants**

010-5510-330-4545

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
26,742	25,471	27,000	35,016	35,388

All federal, state, and private sector grant funds are deposited in this account. Future revenue projections are based on grant receipts from previous years.

**Other Fees (photocopies)**

010-5510-341-4675

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
4,170	5,906	5,000	8,000	8,000

All revenues from the library photocopies and printing are deposited in this account.

**Fines & Forfeitures**

010-5510-351-4335

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
44,064	47,363	47,000	47,000	47,000

Fees from the following items are deposited in this account: fines on overdue library materials, lost borrower's cards, out-of-county cards, lost library materials, and miscellaneous revenues. Current fees include: \$0.25 per day for all overdue materials; \$1 to replace a lost unexpired borrower's card, \$15 annual fee for a borrower's card for non-county residents; \$1 for visitor's pass for Internet. Fees for lost library materials are based on the retail price of the item.

**Rental Income-Library**

010-5510-363-4640

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
7,609	24,942	18,000	33,000	35,000

Rental fees for the use of the Library north building meeting room facilities and equipment. North building room rental room fees are: \$20 per hour for small conference rooms; \$25 per hour for Reception area; \$35 per hour for large meeting rooms. There is no cost for city groups. Non-profit organizations only may use the south building conference room free of charge.

**Donations-Library**

010-5510-365-4820

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
17,779	13,958	16,000	44,900	30,000

All donations are deposited in this account.

**Federal Grants-Police**

010-6025-330-4541

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
59,345	298,455	0	6,927	0

Grant funds received from the U.S. Office of Juvenile Affairs for the "Cops in Schools" program and other grants for special projects or equipment.

**State Grants**

010-6025-330-4547

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
48,758	56,922	0	36,106	15,000

Receipt of various law enforcement grants.

**Other Fees-Police**

010-6025-341-4675

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
3,999	4,410	0	0	0

Other fees are payments for traffic accident report copies and other related police reimbursements. One significant reimbursement is for property damage caused by individuals in police custody.

**Prisoner Fee**

010-6025-341-4677

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
0	0	32,805	2,805	1,000

Fees charged to defray costs related to housing prisoners in the municipal jail.

**Police Training Surcharge**

010-6025-351-4337

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
28,427	27,825	26,000	26,000	26,000

A fee is charged against each traffic citation that is earmarked to provide continuous and advanced training for motor vehicle accidents.



**Miscellaneous-Police**

010-6025-380-4873

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
7,076	8,760	38,000	13,000	38,000

Revenue from copying of reports, video tapes, audio tapes, and pictures requested by citizens, attorneys, and the District Attorney's Office. Also used for other miscellaneous items.

**Burglar Alarm Permit Fees**

010-6026-322-4220

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
3,394	4,130	3,500	3,500	3,500

Ordinance No. 2490, dated October 3, 1994, sets a \$6 annual permit fee for burglar alarms. The fee was increased from \$5. No charge is made for Senior Citizens.

**Federal Grants-SECC**

010-6026-330-4541

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
20,491	7,250	7,500	107,500	77,500

Grant funds received from the Federal Emergency Management Agency through the Oklahoma Department of Emergency Management for the operation of the Stillwater Emergency Communications and Coordination Center. This program became the full responsibility of the City in 1987-88 after being operated under a joint agreement with Payne County since 1972.

**Outdoor Siren Sales**

010-6026-370-4667

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
0	7,100	0	0	0

Proceeds of sale of sirens replaced in the cities routine replacement schedule.

**Animal Shelter Fees**

010-6027-345-4630

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
12,096	13,002	12,500	12,500	12,500

Ordinance No. 2069 adopted May 2, 1983, sets the redemption fee at \$5/day for the first day and \$2/day for each day after. A \$10 deposit is required by state law Title 4, Chapter 14A, Section 499.2 that is refunded upon proof of neutering. Amounts not refunded are used by the Humane Society. \$5.00 is charged for shots. In comparison, Norman, OK, has a \$20 impound fee plus a room and board charge of \$2 for animals under 10 lbs., \$5 for those over. An \$8 tranquilizer fee is added if used. The neutering deposit is \$16. \$15 is charged for euthanasia. An average of 30 animals are redeemed per month. Animal licensing was eliminated by Ordinance No. 2273 adopted November 17, 1986. Non-residents are charged \$5 to leave an abandoned dog/cat at the shelter.

**E911 Revenue**

010-6028-380-4886

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
117,167	98,792	117,000	90,000	90,000

On April 4, 1989, Stillwater voters approved a 5% fee on telephone bills for funding the upgrading of the C-911 emergency service to E-911. The upgrade provides the dispatcher the name and address of the caller by computer. Following voter approval, the City Commission adopted Ordinance No. 2350 which provided for the installation and operation of the emergency enhanced telephone system and imposed a telephone service fee for this service.

The E-911 service fee to be collected by the local telephone company began July 1, 1989 and is equal to 5% of all access lines; and, for business service users a flat fee equivalent to 5% of a single residential access line charge excluding hunt lines. The fees are remitted to the City on a monthly basis and must be accounted for separately by the City. The proceeds of the fee will be used for equipment and additional dispatchers. State law requires that the City Commission annually evaluate the need to retain the 5% fee. The system became fully operational on February 1, 1990.

On April 2, 2002, the voters in Payne County approved a fee for the provision of fixed location Enhanced 911 service for all Payne County residents. Voters in Payne County and Stillwater approved a fee for the provision of wireless E911 service. The Proposition called for the creation of an administrative board to oversee fee collection and evaluation of the percentage charged each year to count residents for E911 service. The Board shall adopt an annual budget separately providing for the costs of providing Enhanced Telephone Services for all fixed location and/or wireless telephone users who are either located within Payne County or connected to a telephone exchange providing service within Payne County, Oklahoma. The funds collected by the Agency from the proceeds of the Emergency Telephone Fee may only be expended for providing Emergency Telephone Services to persons at fixed locations either within Payne County but outside of the municipal boundary of the City of Stillwater, or who are outside Payne County but connected to a telephone exchange also providing service within Payne County. The funds collected by the Agency from the proceeds of the Wireless Telephone Fee may only be expended for providing cellular Emergency Telephone Services for calls initiated anywhere within Payne County. The City of Stillwater will receive a portion of these funds starting in January 2003 for providing services including utilization of the city's 911 hardware and additional personnel in Central Communications to handle increased call volume.

**Burn Permit Fees**

010-6510-322-4222

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
1,550	1,575	1,550	1,550	1,550

Ordinance No. 2699, approved by the City Commission on November 13, 2000, establishes fees for burning inside the city limits. A \$25 fee is established for: recreational fires, control of disease or pests, elimination of fire hazards, and maintenance of agricultural land. Land management carries a \$50 fee. Land clearing operations requires a \$350 deposit and a \$50 fee.

**Fire Training Surcharge**

010-6510-351-4338

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
8,714	8,420	8,500	8,500	8,500

A fee of \$15 is added to each traffic citation that is issued as a result of a traffic accident that necessitated the response of a Fire Department ambulance. The funds are dedicated to provide continuous and advanced medical and fire rescue training for motor vehicle accidents. Training supported by this fee includes: trauma management, utilizing rescue tools to their maximum efficiency, specialized rescues, and funding expenses associated with EMS and rescue training schools and seminars. The fee was approved by a Commission vote on September 14, 1998, as the result of a Commission action item (CC-09-14-98).

**Miscellaneous**

010-6510-380-4873

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
501	0	0	0	75,000

Cost shares received from Oklahoma State University for fire fighting equipment.

**Ambulance Charges**

010-6529-340-4760

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
838,826	753,329	750,000	950,000	950,000

Ambulance rates were set by City Commission resolution "CC-2001-03" on March 12, 2001.

**Emergency or non-emergency:**

Inside or outside of City Limits (BLS)	\$375.00
Inside or outside of City Limits (ALS)	\$500.00
Field Treatment Charge	\$70.00 plus supplies
Standby (in addition to run charge)	\$70.00/hour
Mileage charge = Medicare mileage rate for one-way only on rural and out of district runs. Currently, \$8.21 per mile.	

(Mileage is adjusted automatically based on the current Medicare rate authorized by City Commission resolution CC-2002-9 on June 6, 2002)

The amount charged for ambulance services is based on the patient's condition and complexity of medical treatment required. The specific charge is based on Medicare guidelines as determined by the City's billing service.

**Credit Bureau Collections**

010-6529-340-4762

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
6,893	17,761	10,000	15,000	15,000

Uncollectible ambulance accounts are turned over to the various credit bureaus for collection.

**EXPENDITURE SUMMARY PAGES**  
**Explanation of Format used in the Expenditure Summary Pages**

Funds

The budget is presented by funds starting with the General Fund. Different funds are necessary because different accounting rules, city ordinances, and state laws regulate how the revenues are used from different revenue sources. Each fund is divided into departments. The General Fund starts with the Administration Department, which is divided into Programs. The Administration Department has the following Programs: Managerial, Personnel, and Information Services. Other departments follow this one in the General Fund. Other funds follow the General Fund. The revenues associated with each fund are shown at the beginning of each fund section.

Expenditure Summary Pages

These pages begin with an identification of the Fund, Department, and Program. Next are the expenditure totals. The actual totals for the past years are shown to enable one to compare current and future expenditure projections. The totals are broken down into five categories. The Personnel category shows the expenses for salaries, wages, and benefits. Materials and Supplies show those expenditures for items purchased from others like office supplies and repair parts. The Contract Services category is for services provided by others such as telephone, natural gas, and repairs done by private businesses. The Capital category is for equipment purchases such as police cars, computers, utility line extensions, and new buildings. The Debt and Inter-Fund category includes expenses for debt payments on bonds and for transfers to and from other funds as necessary to balance each fund.

Program Description

A brief summary of the services provided is described in this section.

Workload Statistics

Workload indicators are provided here for the reader to judge the level of service provided and to identify trends in the demands for those services. Trends would indicate future needs to change personnel, equipment, and expenditure allocations.

Accomplishments

Goals that were completed from the prior year are shown here also so the reader can determine if the City is meeting its goals as approved in last year's budget.

## Goals

The goals for the next year are recommended here. When the budget is adopted, the goals are adopted. So it is important to consider the goals as they indicate the direction each department is headed for the future and the resulting expenditures that become necessary to accomplish the goals. As a rule, goals should be measurable so that it can be easily determined if the goals are met. Most goals stated met this objective. However, others have been added by the City Manager and the City Commission to reflect their philosophy of how services should be provided and to give direction for the department heads to consider when evaluating the effectiveness of their programs.

## Personnel Authorized

The positions and number of personnel approved by the City Commission are shown here for the current and next fiscal year. A comparison with personnel authorized in 2001-2005 is available in the appendix.

## Capital Outlay

New vehicles, office equipment, buildings, and other non-expendable items are shown here along with a brief explanation of the need for the item

## Departmental Challenges

In this section, the City Manager provides each department head the opportunity to fully express any concerns affecting the department's ability to properly perform their responsibilities. This includes views that may be at variance with those of the City Manager and/or City Commission. As professionals, all department heads are expected to give their professional advice and then abide by the decision of the commission. The adopted budget shows the same concerns expressed in the proposed budget whether or not those concerns were addressed.

**GENERAL FUND  
EXPENDITURES**

**GENERAL FUND EXPENDITURES**

<b>ADMINISTRATION</b>	<b>06/07</b>
MANAGERIAL	457,291
PROPERTY MANAGEMENT	1,500
INFORMATION SERVICES	994,409
HUMAN RESOURCES	534,781
TOTAL DEPT.	1,987,981
<b>FINANCE</b>	
ACCOUNTING	651,108
MUNICIPAL COURT	211,581
TOTAL DEPT.	862,689
<b>DEVELOPMENT SERVICES</b>	
ADMINISTRATION	251,854
PLANNING	204,484
CODE ENFORCEMENT	448,057
GIS	219,658
DEVELOPMENT REVIEW ENGINEERING	195,334
TOTAL DEPT.	1,319,387
<b>PUBLIC WORKS</b>	
ADMINISTRATION	344,807
CONSTRUCTION	1,811,000
ENGINEERING	370,723
TRAFFIC CONTROL	419,515
TOTAL DEPT.	2,946,045
<b>PARKS AND RECREATION</b>	
ADMINISTRATION	357,890
PARK MAINTENANCE	1,874,290
RECREATION PROGRAMS	412,672
TOURNMENTS	25,000
SENIOR CITIZENS	118,752
MULTI ARTS	194,701
SWIMMING POOL	89,798
MINI BUS	88,389
TOTAL DEPT.	3,161,492
<b>LIBRARY</b>	
ADMINISTRATION	1,168,155
GRANTS	35,000
DONATIONS	30,000
BUILDING RENTALS	3,100
TOTAL DEPT.	1,236,255
<b>POLICE</b>	
PATROL AND INVESTIGATION	7,288,867
DARE PROGRAM	6,000
SECC	396,539
ANIMAL CONTROL	183,642
E-911	153,330
TOTAL DEPT.	8,028,378
<b>FIRE</b>	
FIRE SERVICES	6,148,553
<b>HEALTH</b>	
AMBULANCE	377,055
<b>GENERAL GOVERNMENT</b>	
CITY HALL MAINTENANCE	308,990
GENERAL GOVERNMENT	1,273,538
LEGAL	377,612
TOTAL DEPT.	1,960,140
<b>TOTAL EXPENDITURES</b>	<b>28,027,975</b>



## Administration - Managerial

Fund: General Fund  
 Department: Administration  
 Program: Managerial - Dan Galloway

G/L Number: 010-10-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$317,136	\$262,599	\$265,809	\$313,867	\$446,091
<b>Materials/Services</b>	\$299	\$440	\$500	\$500	\$400
<b>Contract Services</b>	\$4,429	\$8,307	\$6,860	\$12,460	\$10,800
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$321,864	\$271,346	\$273,169	\$326,827	\$457,291

### Program Description

The city manager's office is responsible for the general administration of the city as defined by State Statutes, City Code, and City Commission directives. The city manager coordinates the departments within the city, directs the preparation of the budget, keeps the commission informed of municipal concerns, and submits recommendations to improve the operation of municipal government.

### Accomplishments

1. Provided framework and facilitation for City Commission to determine organizational/community needs and capital needs for both short- and long-term.
2. Restructured the City Manager's office staff to provide improved service delivery in a more timely fashion. Oversight of city departments was streamlined by converting the assistant city manager position to deputy city manager and adding another deputy city manager position.
3. Participated in a public information campaign that resulted in voters approving a ten-year extension of the half cent sales tax dedicated to transportation.
4. Made public presentations to community civic organizations to enhance dialogue with the public. Also participated in monthly radio interviews, prepared a regular newspaper column on city programs and issues, and demonstrated a professional working relationship with the local media.
5. Actively participated in professional training offered by the following professional associations: International City/County Management Association, City Management Association of Oklahoma, and Oklahoma Municipal League.
6. Emphasized higher standards for service delivery, while communicating expectations for employees and supervisors.
7. Took an active role in collective bargaining meetings to continue strengthening management's relationship with local bargaining units.
8. Completed recruitment and hiring of key department head positions for Development Services and Public Works Departments.
9. Actively involved with numerous organizations that provide services for or on behalf of the City, including: Airport Authority, Convention and Visitors Bureau, Chamber of Commerce, Downtown Stillwater, Washington Street Merchant's Association, etc. Encouraged staff members directly related or affected by such groups to participate openly to improve collaboration.
10. Identified issues related to the expansion of the campus of Oklahoma State University and established staff coordination with OSU for addressing potential changes to the public infrastructure.
11. Assisted OSU and their Master Plan consultants in conducting "listening sessions" for the public and for local elected officials regarding the OSU Master Plan.
12. Initiated discussions with OSU regarding new agreements for delivery of municipal fire and ambulance services to the University.
13. Continued emphasis on making the development review process more user friendly, consistent, useful, and efficient. Initiated staff dialog to begin identifying improvements to the process which will help identify and accommodate unique characteristics of proposed developments.
14. Continued working with the newly established Accessibility Advisory Board to make recommendations to the City Manager and staff on matters related to accessibility.

15. Implemented multiple items identified in the ADA accessibility survey. Focused implementation of these items with guidance and assistance from the Accessibility Advisory Board.
16. Continued successful negotiations with Rural Water Corporation 3 to develop the framework for possible merger to provide more cost effective water supply to the area.
17. Facilitated the process for the City Commission to adopt legislative priorities and communicated these to elected officials at the state and federal level.
18. Participated on the Oklahoma Municipal Utility Providers Steering Committee.

**Goals**

1. Resolution of Kaw Reservoir Authority conflict, creating an agreement that works for all cities, and preserving Stillwater's future water supply.
2. Complete a merger agreement with Rural Water Corporation #3 to insure the secure and efficient supply of water to developing fringe areas of the city. This must be done in a way that is fair to our current rate payers, fair to RWC #3, consistent with State and Federal laws, and allows the city to meet demands for growth.
3. Create an annexation policy for adoption by the City Commission to help manage future growth. Develop a preliminary annexation plan to effectively carry out the policy.
4. Address long-term financial stability of the city, while meeting the City Commission's community service and capital needs.
5. Develop the framework for a Stillwater Capital Improvement Plan to address the short-and long-term major capital improvement needs of the City. The plan should include identification of a continuing revenue source and financing plan and strategies for a twenty-year plan.
6. Adoption of quality infrastructure construction standards and review approach to building plan review and inspection.
7. Work to attract technology companies and jobs into the Oklahoma Technology and Research Park.
8. Assist the staffing, operating procedures, and service delivery of all departments to ensure that the operating budget presented to the Commission represents the most efficient use of public dollars in delivering quality service.
9. Fulfill the City Commission's 2006-07 community/organizational priorities as established in May, 2006.
10. Provide training and support designed to strengthen the overall decision-making ability and supervisory skills of the management team in order to best satisfy citizens needs and expectations.
11. Develop mutually acceptable multi-year agreement with both the International Association of Fire Fighters and the Fraternal Order of Police that meet their expectations within budgetary constraints.
12. Work with the Chamber of Commerce and other entities involved in local economic development to ensure a balanced and coordinated effort focused on growing all major segments of the economy. Develop efforts to expand tourism and entertainment, technology companies, retail diversity, industry, and conference hosting.
13. Create an economic development incentive policy.
14. Evaluate the best methods to ensure fair and agreeable cost allocation for infrastructure extensions.
15. Continue efforts to bring all city facilities into compliance with the recommendations of the ADA accessibility survey.
16. Strengthen community partnerships and continue to build community trust in the city's administration.

**Personnel Authorized**

	<u>2005-06</u>	<u>2006-07</u>
City Manager	1	1
Deputy City Manager	0	2
Assistant City Manager	1	0
Executive Assistant	1	1
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 0;"/> 3	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 0;"/> 4

**Other Significant Information**

1. Personnel increased by 68% due to reorganization of the Managerial function and the creation of a new position.
2. Contract Services increased by 57% due to the reorganization.

## General Government - Miscellaneous

Fund: General Fund  
 Department: General Government  
 Program: Miscellaneous - Mary Rupp

G/L Number: 010-10-20

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$23,778	\$25,021	\$15,209	\$15,209	\$15,178
<b>Materials/Services</b>	\$8,669	\$10,956	\$9,250	\$10,500	\$10,000
<b>Contract Services</b>	\$774,083	\$904,226	\$934,460	\$926,058	\$1,248,360
<b>Capital</b>	\$0	\$38,500	\$0	\$200,000	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$806,530	\$978,703	\$958,919	\$1,151,767	\$1,273,538

### Program Description

City Commission related expenses are budgeted here including agenda supplies. Also budgeted are telephone charges, natural gas for city hall, general memberships, legal publications costs, and election expenses.

### Goals

1. Establish policy for Stillwater city government through the enactment of ordinances, review of staff proposals, and adoption of the annual budget.
2. Hire and supervise the city manager, advise the manager on political concerns and public input, act on the manager's recommendations, and set priorities through the budgeting process.
3. Hire and supervise the city attorney.
4. Appoint the municipal judge.
5. Appoint Stillwater residents to advisory boards and committees.
6. Provide leadership in the community by explaining city policies, procedures, and proposed projects.
7. Provide the public a forum for participation through the regular City Commission meetings.
8. Represent the community in meetings with federal, state, and county elected officials.
9. Maintain a progressive image for the community by promoting the free exchange of ideas and resolution of differences without resorting to personal conflict.
10. Adopt and annually update state and federal legislative priorities to be communicated to key elected officials at the state and federal level.
11. Participate in training for elected officials offered at the local and state levels.
12. Participate in long-term strategic planning and annual goal setting.

### Other Significant Information

1. Contract Services has increased by 34%. Although contingencies for ADA compliance and fuel increases were eliminated and budgeted in the appropriate departments, the inclusion of the following projects created an increase:
 

1. City portion of OSU aviation research center	45,000
2. City portion of T-hanger #3 including taxi way	235,000
3. Remodel of offices in t-hanger #1	125,000
4. Design of Main Street Streetscape	97,500
5. North park Tower Park development	20,000

## General Government - Property Management

Fund: General Fund  
 Department: General Government  
 Program: Property Management - Mary Rupp

G/L Number: 010-10-30

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$60	\$1,600	\$1,000	\$3,700	\$1,500
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$60	\$1,600	\$1,000	\$3,700	\$1,500

### Program Description

In 1998-99, the City of Stillwater began acquisition of properties north of the Stillwater Public Library for expansion of library parking and for potential future city facilities. The Multi Arts Center and additional library parking was completed in December 2001; however some structures north of the Multi Arts Center continue to be rented until the use for those properties is determined. Rental income from other properties acquired by the city for future use is accounted for here.

## Pretreatment Administration - Pretreatment-Admin. Labor & Exp.

Fund: General Fund  
 Department: Pretreatment Administration  
 Program: Pretreatment-Admin. Labor & Exp. - Doug Gable

G/L Number: 010-10-40

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$112,843	\$99,849	\$105,904	\$107,679	\$114,270
<b>Materials/Services</b>	\$3,392	\$4,259	\$6,300	\$7,037	\$6,834
<b>Contract Services</b>	\$58,986	\$62,480	\$75,250	\$71,190	\$75,050
<b>Capital</b>	\$0	\$0	\$0	\$0	\$15,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$175,221	\$166,588	\$187,454	\$185,906	\$211,154

### Program Description

Environmental and Safety Services encourages compliance with local, state, and federal environmental regulations. Permits are issued to industries for industrial wastewater discharges. Quarterly/annual monitoring of industrial discharges and in-plant inspections are performed to assure compliance. Other functions of this office include coordinating and conducting safety training, providing city staff with information regarding safety issues, conducting the City of Stillwater's Household Hazardous Waste Collection and Computer and Electronics Recycling Events and addressing citizen inquiries regarding environmental issues. The office provides around-the-clock availability for coordination, information, sampling, and other services as necessary.

### Accomplishments

1. Implementation of the City of Stillwater's 8th Annual Household Hazardous Waste Collection Event. The event was conducted on September 24, 2005. Nearly 13 tons of household pollutants were collected during the five hour event. This award winning program continues to see approximately 400 households participate each year.
2. Implementation of the City of Stillwater's 2nd Annual Electronics Waste Collection Event. The event was conducted on May 21, 2005. The program is Keep Oklahoma Beautiful's 2005 Government Program Award Winner. The program was also selected from among 29 award winning programs in the State of Oklahoma as the best of the best by receiving the Outstanding Achievement Award for 2005.
3. City staff worked with community groups associated with Sustainable Stillwater as well as engineering students from Oklahoma State University to continue the placement of 200 storm drain markers in the Stillwater area. This participation supports the community involvement segments of the City of Stillwater's Phase II stormwater program.
4. The Environmental and Safety Services staff provided field services for the monitoring of flows throughout the wastewater system this past year. The information derived from this monitoring will be utilized in the development of the Wastewater Master Plan. The project included installation and maintenance of eighteen (18) computerized flow monitors. Additionally, nine (9) rain gauge locations were monitored as part of this project.

### Goals

1. Implementation of the City of Stillwater's 9th Annual Household Hazardous Waste Collection Event.
2. Implementation of the City of Stillwater's 3rd Annual E-Waste Collection Event.
3. Work with local community organizations to continue the storm drain marking program. These efforts help achieve the implementation of the public involvement and participation aspects of the Phase II storm water program.
4. To pursue modifications to the City of Stillwater's Industrial Pretreatment Program as required under the new Pretreatment Streamlining Regulations. To review and update the current Industrial Pretreatment Program.

**Personnel Authorized**

Environmental Programs Manager  
Environmental Compliance Assistant

**2005-06**

**2006-07**

1

1

1

1

2

2

**Capital**

1. \$15,000 (4001) D7WT18 Replace pickup truck

## Administration - Information Technology

Fund: General Fund  
 Department: Administration  
 Program: Information Technology - Roy Lavicky

G/L Number: 010-12-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$416,219	\$477,912	\$434,275	\$434,275	\$442,604
<b>Materials/Services</b>	\$51,572	\$50,963	\$52,000	\$52,000	\$57,000
<b>Contract Services</b>	\$231,515	\$277,397	\$356,891	\$388,503	\$494,805
<b>Capital</b>	\$0	\$232	\$0	\$59,267	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$699,306	\$806,504	\$843,166	\$934,045	\$994,409

### Program Description

The Information Technology Department is an internal service department that provides support for all computer operations in the organization. The department continually seeks new ways to apply technology to existing processes and systems in order to cut costs or improve performance, productivity, and customer service. Employees of the City of Stillwater are our primary customers, but staff endeavors to assist all departments in providing quality services to the public.

### Accomplishments

1. Implemented Naviline browser-based graphical interface for H.T.E. Public Administration applications for simpler data entry, easier navigation, and more concise screens and data views. The solution is also saving the City almost \$17,000 in annual software maintenance costs.
2. Installed new golf course management software at Lakeside Memorial Golf Course. The new Windows-based system integrates with the existing Parks and Recreation activity registration and facility reservation system and our H.T.E. financial system. The server and client workstations were also upgraded for improved performance. We will be going live with the system later this Spring once we have secured a credit processing vendor.
3. Installed the web interface module for the new golf system and existing recreation registration and reservation system, which will allow citizens to register over the web for activities and programs offered by Parks and Recreation and reserve certain recreation facilities. The web interface will also allow citizens to review and reserve available tee times at Lakeside Memorial Golf Course, maintain household information, and register for newsletters or special announcements and discounts. We will be going live with the system later this Spring once we have secured a credit processing vendor.
4. Upgraded to the latest version of the Parks and Recreation registration and reservation system and conducted training for new and existing users. The MultiArts Center is expected to start using the system in the future so the public can register for their classes online and potentially purchase items from the gift gallery. This application is also being considered at the Municipal Pool for sale of passes and concessions.
5. Replaced Uninterruptible Power Supply (UPS) system that supports the I.T. data center and Police emergency dispatch center. The old unit was outdated and overloaded. The unit was replaced with a newer modular system with more load capacity and longer battery run times. Due to the modular design even more capacity and runtime can be added if needed without having to install a new unit.
6. Continued implementation of the centralized time management system bringing on the Water Utilities department, the Airport, and the Library. Expect to implement the system for Electric, Golf, and Police civilians before the end of the 05/06 fiscal year.
7. Purchased and installed 18 new desktop and laptop computers thus far in 05/06.
8. Continued work on new web design and content management system. Anticipate initial release of new City web site in April 2006. Others department web site will follow soon after. With the new content management system non-technical users will be able to add and remove content from city web sites, which should increase the amount of information available to the public via the web and also improve the timeliness and accuracy of that information.
9. Developed safety incident tracking database in conjunction with HR and the Safety committee. This system provides electronic forms for processing incidents and expedites communication and processing of incidents through e-mail notifications to managers, supervisors, and HR personnel. Incident information is also stored electronically making reporting and analysis of data much easier.

10. Developed sales programs for the MultiArts Center Gift Gallery and the Library Circulation desk. The programs saved each department from having to purchase new cash registers and provide much better reporting capabilities for tracking item sales and preparing deposits and paperwork at the end of the day.
11. Developed an integrated payroll processing program for the Fire Department. The new system replaces several different spreadsheets and manual calculations used by supervisory staff. The system simplifies time entry for end users, automates calculations and manual logic, maintains historical data in electronic format for reporting and analysis, and imports data directly into the H.T.E. payroll system so it doesn't have to be manually entered by staff. The system has only been in place since February, but already it is saving the fire department a lot of processing time.
12. Installed 6 network telephones at the MultiArts Center to eliminate monthly line charges and provide voicemail, caller-id, 3-digit dialing, transfer capabilities, conference calling, and other features available on the City's central telephone switch.
13. Installed a wireless connection to the Lake McMurtry Ranger Station to allow access to the Parks and Recreation registration system and other City network resources. This will allow them to sell hunting, fishing, boating, cycle, and biking permits from the station and potentially state hunting and fishing licenses through a web-based program being developed by the OK Department of Wildlife.
14. Assisted with installation and configuration of network surveillance cameras at several key facilities as part of a Homeland Security project. The feeds from these cameras can be viewed from remote City computers allowing us to monitor unmanned facilities after hours without having to hire additional personnel.
15. Assisted Fire Department with setup of a document scanning and distribution system for transmitting run information to a new billing processor in Enid, OK. The system scans run reports and automatically posts them on a secure website where the processor can access and download them. The automated delivery alone will save days of processing time and also save on postage costs. We continue to work with FireHouse and the Department of Health to develop and export for historical ambulance data reporting.
16. Purchased a new gateway appliance for centralized virus scanning, spyware detection, intrusion prevention, and web content filtering. With this system and SPAM filters in place on our public mail server, we block an average of nearly 200,000 infected or unsolicited e-mail messages a month. These messages, if allowed through, would consume valuable server resources, distract users and clutter mailboxes, and lead to virus infections that could result in system slowdowns or failures and even loss of data.
17. Implemented new, online disk-to-disk backup system improving backup capacities and speeds, providing quicker restores, and making archived data more secure by reducing the chance of tapes being lost in transport. The system also saves time by not having to deliver tapes to remote locations or retrieve them from remote locations when information needs to be restored.
18. Pending - Purchase and implementation of a computer-based training system to improve users' skills and service to the public by providing more timely, self-paced training for everyday office applications. The system will save thousands of dollars over classroom instruction reducing costs associated with travel and after hours pay. Users will also be able to take courses as many times as they need to without additional costs and will have access to hundreds of different courses.
19. Pending - Updates to mobile communications software and public safety laptops. The current system for accessing state and national law enforcement databases is unreliable and does not meet federal encryption requirements. After considerable review, a partnering opportunity with the Oklahoma County Sheriff's Department appears to be the most cost effective solution, and will provide additional benefits by allowing the sharing of local information between our agencies and other departments who are partnering with them. Aging laptops will need to be replaced. Plan to have a proposal to the Commission toward the end of March or early April.
20. Pending - Conduct a security review and update computer use policies and guidelines to ensure compliance with HIPAA regulations - Deadline April 20, 2006.
21. Pending - Upgrade disk space on primary file server to accommodate growing storage needs. Have ordered larger drives. Plan to install in March.
22. Pending - Submit RFP for Imaging System for preservation of aging and historic documents and to improve searching and access to desired information. Following a few departmental meetings to clarify needs and number of users should be able to have the RFP out in early April.
23. Pending - Implement mobile computing solution for meter readers and utility servicemen. Solution will allow mobile access to the City's network and integrate with the H.T.E. and GIS systems, plotting new work orders on a GIS base map and allowing servicemen to review and complete work orders from the field without having to return to the office to get the next round of work orders or to enter work order details. This will be especially useful during rush seasons when college lets out or reconvenes. We expect to have this project completed before the end of the 05/06 fiscal year.



**Goals**

1. Pending approved budget - Establish and execute a lease for replacement of aging computer fleet to improve overall productivity of end users, reduce errors and failures caused by aging hardware, and standardize hardware and software to ensure compatibility and improve information sharing capabilities. Standard hardware and software will also simplify support and administration. A lease will allow us to replace a large number of computers at once and implement standards while letting us spread the cost over several years.
2. Evaluate and install version 4.0 of the H.T.E. Public Administration software.
3. Coordinate with HR to establish a technology orientation program for new hires to communicate policies and provide basic instruction for computers, network, telephones, etc.
4. Investigate and review new public safety software systems to replace existing aged and unsupported software.
5. Update computer and network use policies and launch user awareness campaign to ensure proper use of systems and maximum benefit of network resources. A well-communicated policy should improve the sharing of data among departments and reduce time required for future PC replacements by moving data off local hard drives and onto network servers.
6. Develop 3-year Technology Plan and improve tracking server maintenance, updates, and planned/unplanned downtime.
7. Improve response times on help desk calls and quality of documentation by reviewing current processes and solutions used.
8. Assist Fire Department with expanding the use of the FIREHOUSE tracking software. Investigate needs for integrating with the H.T.E. Payroll system and the proposed LookingGlass GIS integration product.
9. Promote use of Click2Gov web sites for Utility Billing, Building Permits, Planning and Zoning, and Occupational Licensing.
10. Continue to seek training and certification of technical staff to improve their efficiency and ability to support end users. Obtain A+ and Dell hardware certifications for technicians.
11. Continue to investigate new ways to improve customer service and employee productivity with technology.
12. Continue to promote use of Government Information Channel by providing training to interested departments.

**Personnel Authorized**

**2005-06**

**2006-07**

Part-Time Computer Technician	0.75	0
Office Assistant	1	1
Computer Technician	2	2
Webmaster/PC Support Specialist	1	1
Network Administrator	1	1
Systems Analyst	1	1
Director	1	1
	<hr/>	<hr/>
	7.75	7.00

**Other Significant Information**

1. Materials/Services has increased by 10% due to increased cost of paper. IT supplies paper products for the entire City
2. Contract Services has increased by 39% due to the inclusion of \$169,384 for PC replacement lease payments.

## Administration - Human Resources

Fund: General Fund  
 Department: Administration  
 Program: Human Resources - Robert Barker

G/L Number: 010-14-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$304,238	\$279,565	\$383,682	\$324,611	\$406,631
<b>Materials/Services</b>	\$6,738	\$7,632	\$9,450	\$10,250	\$10,450
<b>Contract Services</b>	\$71,878	\$85,384	\$91,500	\$119,700	\$117,700
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$382,854	\$372,581	\$484,632	\$454,561	\$534,781

### Program Description

The Human Resources Department is responsible for the overall administration of all human/labor relations, and other personnel related functions to ensure effective communication, implementation, and interpretation of policies, procedures, and compliance with legal requirements. Functional responsibilities include: employment, compensation administration, benefit programs, training and development, the employee health benefit plan, workers' compensation, and labor relations.

### Accomplishments

1. Instituted City-wide supervisor training program.
2. Instituted an electronic accident reporting form, with the assistance of IT, that will track accidents and near misses for analysis.
3. Implemented cost-saving changes to health and prescription benefit plans.
4. Developed an updated employee bonus program.
5. Implemented contracts with both collective bargaining units for 2005/2006.
6. Implemented new HIPAA security rules with the assistance of IT.
7. Revised the City's employment process, including the employment application and hiring process.
8. Revised the employee manual.

### Goals

1. Expand the supervisor training program to include working crew chiefs.
2. Increase safety training and accident reviews.
3. Improve the City workers' compensation program to reduce associated costs.
4. Continue to develop market criteria for compensation plan.
5. Annual review of city pay plan.

<b><u>Personnel Authorized</u></b>	<b><u>2005-06</u></b>	<b><u>2006-07</u></b>
HR PBX/Receptionist	0.5	0.5
HR PBX/Office Aide	1	0
Benefits Specialist	1	0
Workers' Compensation Coordinator	1	1
Human Resources Specialist	1	0
Human Resources Director	1	1
Human Resources Administrative Assistant	0	1
Human Resources Generalist	0	2
F.T.E. Part-time PBX/Receptionist	0.5	0.5
Safety Coordinator	0	1
	<u>6</u>	<u>7</u>

**Other Significant Information**

1. Contract Services increased by 29% due to inclusion of the funding for the police tuition reimbursement program as provided in the FOP contract. The 05/06 budget included this item in the police budget.

## General Government - Legal

Fund: General Fund  
 Department: General Government  
 Program: Legal - John Dorman

G/L Number: 010-16-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$290,802	\$324,916	\$305,194	\$308,381	\$350,883
<b>Materials/Services</b>	\$8,652	\$10,229	\$10,800	\$10,300	\$10,800
<b>Contract Services</b>	\$12,643	\$15,274	\$12,929	\$43,866	\$15,929
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$312,097	\$350,419	\$328,923	\$362,547	\$377,612

### Program Description

As mandated by the City Charter, the City Attorney's Office provides legal services to the City Commission, City Administration, 13 appointed boards, and 4 public trusts. The scope of the City Attorney's Office practice is extremely broad, rivaling that of much larger private law firms in breadth of coverage. Typical examples of the workload maintained by this office include: drafting and reviewing ordinances, resolutions, contracts, agreements, bonds, indentures, legal notices, policies/procedures, and similar legal documents; rendering oral and written legal opinions; answering municipal law inquiries from commissions, boards, administration and the public; claim evaluation and resolution; workers' compensation defense; human resources and labor law; prosecution of code and criminal violations in municipal court; representation of city interests before administrative tribunals; and litigation in federal and state courts.

### Accomplishments

1. Attorneys completed CLE in Municipal Government Civil Practice and Suing and Defending Government Entities. Paralegal completed 12 hours of insurance CE and Small Loss Property Adjusting certification.
2. Renewal of 1/2 cents sales tax set on general election ballot April 4, 2006.
3. Drafting standardized contract language for use by all departments to minimize review time, proposed revisions, amendments, and various legal issues arising from liability or surety issues with vendors is ongoing.
4. Amend tort claim standards to allow for administrative Guidelines for Processing Tort Claims Valued at Less than \$10,000.00 adopted in March 2006.

### Goals

- NOTE: Since the primary function of the City Attorney's Office is to assist City boards, commissions, and administration with legal matters, the "substantive" goals of this department mirror those of the entities served. The items listed above are either "procedural" (methods to better deliver services to clients) or are substantive matters initiated by this office.
1. Complete goals not fully realized during previous year, including completion of recodification with land development code.
  2. Continue efforts to improve attorney/paralegal competencies through enhanced training regimen, attendance at municipal law and specialized CLE and insurance CE training programs.

**Personnel Authorized**

**2005-06**

**2006-07**

Receptionist	0	0.5
Assistant City Attorney/Prosecutor	1	1
Paralegal/Claims Adjuster	1	1
Assistant City Attorney	1	1
City Attorney	1	1
	<hr/>	<hr/>
	4	4.5

**Other Significant Information**

1. Personnel has increased 15% due to restructuring of the department
2. Contract Services has increased 23% to provide for the lease payments on a copying machine.

## Finance - Accounting

Fund: General Fund  
 Department: Finance  
 Program: Accounting - Marcy Alexander

G/L Number: 010-20-11

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$459,269	\$473,981	\$418,881	\$423,381	\$448,638
<b>Materials/Services</b>	\$33,169	\$58,772	\$65,400	\$63,400	\$56,600
<b>Contract Services</b>	\$121,470	\$116,715	\$143,218	\$145,218	\$145,870
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$613,908	\$649,468	\$627,499	\$631,999	\$651,108

### Program Description

The responsibilities of the Finance Department include: collection of all revenues, depositing and investing funds, processing all accounts payable and payroll, responding to requests from commissioners, citizens and other departments for financial information and maintaining the accounting and budgetary systems and internal control for the city and for the city's trust authorities. The Finance Department is also responsible for the maintenance of official and historical records of the city.

### Accomplishments

1. Received the GFOA Certificate of Achievement.
2. Conducted purchasing manual training for employees participating in the purchasing process.
3. Electronic funds transfer (EFT) program has been implemented for vendors
4. Bids to select a vendor for the acceptance of credit/debit cards will be distributed soon.

### Goals

1. Receive the GFOA certificate of achievement for fiscal year 2005-06.
2. Assist departments with rate studies, financial forecasting, inventories, and reporting.
3. Work with IT to acquire and implement an imaging program for the finance department.
4. Implement debit/credit card acceptance at several city locations.
5. Implement new purchasing card software and train card holders in the use of the program. Assist the departments in developing a more efficient system for tracking costs.
6. Arrange for a consultant from HTE to review the entire system set-up in order to enhance efficiency.
7. Work with IT to arrange for a training programs on the use of "Naviline" and have all finance employees trained on the use of "Naviline"
8. Finalize purchasing manual

### Personnel Authorized

	<u>2005-06</u>	<u>2006-07</u>
Payroll Technician	1	1
Account Clerk Supervisor	1	1
Account Clerk I	2	2
Account Technician	1	1
Deputy City Clerk	1	1
Accounting Supervisor	1	1
Finance Director	1	1
	<hr/> 8	<hr/> 8

## Finance - Municipal Court

Fund: General Fund  
 Department: Finance  
 Program: Municipal Court - Melinda Gray

G/L Number: 010-20-12

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$189,794	\$207,858	\$181,815	\$181,815	\$192,286
<b>Materials/Services</b>	\$6,591	\$7,730	\$8,125	\$8,125	\$8,125
<b>Contract Services</b>	\$20,284	\$12,500	\$10,875	\$10,875	\$11,170
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$216,669	\$228,088	\$200,815	\$200,815	\$211,581

### Program Description

The Municipal Court processes violations of city ordinances resulting from citizen complaints, traffic citations, juvenile, and misdemeanor arrests. This division records violations, collects fines, schedules court dates, and provides support to the Municipal Judge.

### Accomplishments

1. Municipal Court reviewed the division's policies and procedures to insure efficiency and accuracy.
2. Court Clerk and Deputy Court Clerk completed all requirements to maintain certification.
3. Court staff continued to monitor state legislation for changes in state law which would impact the Municipal Court.

### Goals

1. To complete a review of the probation/deferred sentence program and institute a more formal process for the acceleration of sentences when the terms of probation are violated.
2. Implement a program for the acceptance of credit cards for the payment of fines.
3. Court Clerk and Deputy Court Clerk to complete educational requirements to maintain certification.
4. Continue to monitor state legislation for changes in state law which would impact the Municipal Court.

### Personnel Authorized

	<u>2005-06</u>	<u>2006-07</u>
Parking/Records Clerk	1	1
Deputy Court Clerk	1	1
Court Clerk	1	1
Part-time (2)	1	1
Municipal Judge	1	1
	<hr style="width: 50%; margin: 0 auto;"/> 5	<hr style="width: 50%; margin: 0 auto;"/> 5

## Development Services - Administration

Fund: General Fund  
 Department: Development Services  
 Program: Administration - Paula Dennison

G/L Number: 010-30-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$236,904
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$6,100
<b>Contract Services</b>	\$0	\$0	\$0	\$0	\$8,850
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$0	\$0	\$251,854

### Program Description

The Administration Division of the Development Services Department provides overall supervision and direction to the Department, which is comprised of Planning, Development Engineering, Code Enforcement, Geographical Information Systems and grants. The Administration Division also oversees the City's Development Services Center, a one-stop shop for the issuance of all development related permits.

### Accomplishments

1. Staff increased the consistency of services provided throughout the development community.
2. Staff, along with representatives from the development community, completed the revision to the Land Development Code.
3. The consultant team, along with community stakeholders, completed the Core Commercial Districts Master Plan.
4. Oklahoma Department of Commerce completed the monitoring of CDBG #10462 and CDBG #10669.
5. The City of Stillwater received the 2005 CDBG #11905 grant.
6. Staff reconciled and closed out the existing forestry grants.
7. As a means of tracking the number of land use applications, the type of land use project, and the timing of completion of the land use process, staff developed a status table.
8. To adequately and accurately review land use project applications, checklists, based upon City Code, were created and are utilized with each land use project.
9. Ten (10) text amendments were completed covering topics such as: performance guarantees, flood plain easement requirements, minor subdivisions, commercial minor subdivisions and definitions.
10. The Planning Division was reorganized, upgrading one (1) Assistant City Planner to Senior Planner.
11. The Land Development file management system was established.
12. Regulations for tree conservation are included in the Land Development Code.
13. Staff completed review of the CDBG program, including review of Home Buyers Assistance Program which resulted in policies and procedures being adopted.
14. The Rental Rehab Program review was completed and proposed use of funds included support of tax credit applications to provide rental housing for low income persons.



**Goals**

1. Oversee update to the Comprehensive Community Development Plan, including but not limited to population projections to 2030, Annexation Plan and Policy, development constraints and corridor plans.
2. Assist with the creation of an economic incentives policy.
3. Review development regulations for land development projects outside the city limits that connection to city water and present a proposal for Planning Commission review and City Commission consideration.
4. Oversee the completion of the Transportation Enhancement Study and assist with the development of the Hazard Mitigation Plan.
5. Research rental housing inspection programs, develop and present alternatives to City Commission for review and consideration.
6. Make application for the 2007 Small Cities CDBG.
7. Implement the 2005 Small Cities CDBG.
8. Oversee the development of a redevelopment code that would provide flexibility and encourage in-fill development.
9. Oversee the draft of a cell tower ordinance in cooperation with OSU for review by Planning Commission and consideration by the City Commission.
10. Oversee the review and recommendations to update the development review fee structure.
11. Formally document the land development file management system.
12. Oversee the development of a process/policy to insure that new or updated infrastructure is added to the GIS accurately and in a timely manner.
13. Establish written goals and objectives for the GIS Division with focus on accurate and comprehensive documentation of the City's infrastructure.
14. Draft and publish a development manual.
15. Go online with a department web page.
16. Oversee the review and recommendations to improve the code enforcement process and day care licensing procedure with specific cooperative efforts with Department of Human Services.

**Personnel Authorized**

	<u>2005-06</u>	<u>2006-07</u>
Director	0	1
Administrative Coordinator	0	1
Administrative Technician	0	1
Grants Coordinator	0	1
	<hr/> 0	<hr/> 4

**Significant Changes**

1. This new department was created by separating Development Services and Public works.

## Development Services - Planning

Fund: General Fund  
 Department: Development Services  
 Program: Planning - City Planner

G/L Number: 010-30-30

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$223,245	\$159,764	\$181,789	\$168,789	\$184,938
<b>Materials/Services</b>	\$2,720	\$3,661	\$5,100	\$5,100	\$3,646
<b>Contract Services</b>	\$4,976	\$10,494	\$29,575	\$61,075	\$15,900
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$230,941	\$173,919	\$216,464	\$234,964	\$204,484

### Program Description

The Planning Division is responsible for long-range planning, research services, zoning/subdivision administration, and the development review process. The division provides staff support to the Board of Adjustment, Development Review Committee, and Planning Commission. It is our mission to assist in the achievement of community goals as embodied within the Comprehensive Development Plan for the City. This is done through facilitating public participation in the planning and development review processes, through the implementation of appropriate development ordinances and policies that help implement the "Plan", and while facilitating the development process maintaining an appropriate level of quality for new development, and protecting the health, safety, and welfare of the community.

### Accomplishments

1. Staff improved the development review processes including: better utilization of available staff, quicker distribution of application materials to internal reviewing staff, and improved communication of DRC comments to applicants - better internal knowledge of the code and review of applications.
2. Staff improved the development review process by creating updated land use application forms and checklists with code citation and reference.
3. Planning staff assisted in the completion of ten (10) text amendments.
4. Staff oversaw the preparation of a draft of the updated Land Development Code for presentation to the public, Planning Commission and City Commission for review and anticipated adoption in June 2006.
5. Staff initiated the Transportation Enhancement Study.

### Goals

1. Assist in the preparation of an Annexation Plan.
2. Assist with review of development regulations for land development projects outside the city limits that connect to city water and present a proposal for Planning Commission review and City Commission consideration.
3. Assist in drafting and publishing a Development Review manual.
4. Assist with development of a redevelopment code that would provide flexibility and encourage in-fill development.
5. Assist in drafting a cell tower ordinance in cooperation with OSU for review by Planning Commission and consideration by the City Commission.
6. Review and make recommendation to update the development review fee structure.
7. Become division for census data collection, manipulation and distribution.
8. Assist in preparation of an update to the Comprehensive Community Development Plan.
9. Assist Parks Department with development of a Master Trail Plan.

**Personnel Authorized**

	<b><u>2005-06</u></b>	<b><u>2006-07</u></b>
City Planner	1	1
Senior Planner	0	2
Assistant City Planner	2	0
	<hr/>	<hr/>
	3	3

**Other Significant Information**

1. Contract Services has decreased by 46% due to the inclusion of a transportation study in the 05/06 budget.

## Development Services - Code Enforcement

Fund: General Fund  
 Department: Development Services  
 Program: Code Enforcement - Darin Morgan

G/L Number: 010-30-32

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$225,025	\$405,975	\$371,624	\$373,131	\$397,731
<b>Materials/Services</b>	\$14,793	\$12,072	\$18,500	\$21,198	\$18,326
<b>Contract Services</b>	\$28,028	\$28,705	\$36,000	\$44,500	\$32,000
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$267,846	\$446,752	\$426,124	\$438,829	\$448,057

### Program Description

The Code Enforcement Division performs commercial and residential building plan review, issues building permits, and performs building, electrical, mechanical, and plumbing inspections. The division is also responsible for the enforcement of the property maintenance and zoning codes. Staff provides support to the Board of Adjustment and the Building Trades Board.

### Accomplishments

1. Staff established an improved level of customer service by creating numerous public informational handouts for both contractors and citizens.
2. Staff has completed residential inspection checklists which will be in full use by April 2006.
3. Staff has updated building permit application forms which are accessible on the City website.
4. Staff completed research and accomplished the adoption of Ordinance 2888 for the 2003 International Code Council building, mechanical, plumbing, residential, and fuel gas regulations and 2005 NEC effective September 1, 2005.
5. Staff has improved communication with builders and trades by mass mailing notifications of changes, updates and informational handouts to contractors as well as regular meetings.
6. An inspection scheduling program has been implemented. This process provides notice of the timeframe that the inspection(s) will occur.
7. The changes in permit fees were adopted and became effective January 1, 2006.

### Goals

1. To develop and present a rental housing inspection program, with alternatives, to City Commission for review and consideration.
2. Perform review of the sections of the Municipal Code that relate to the operation of the Code Enforcement Division and make recommendations for modifications.
3. Continue to improve communication with builders and trades with mass mailings of changes, updates and notices as well as all information handouts for the builders, trades and citizens.
4. To develop and present a property maintenance policy, with alternatives, in accordance to the adopted International Property Maintenance Code to the City Commission for review and consideration.
5. Full implementation of a division web page including a permit tracking system.
6. Research and review commercial plan checking software options and make recommendation for implementing the use of such software.

**Personnel Authorized**

**2005-06**

**2006-07**

Property Maintenance Assistant	1	1
Property Maintenance Supervisor	1	1
Administrative Assistant	1	1
Building Inspector	2	1
Building Official	1	1
Assistant Building Official	0	1
Combination Building Inspector (plumbing/mechanical)	0	1
Electrical Inspector	0	1
	<hr/>	<hr/>
	7	8

## Development Services - GIS

Fund: General Fund  
 Department: Development Services  
 Program: GIS - Jun Gao

G/L Number: 010-30-34

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$155,338	\$176,432	\$154,331	\$154,331	\$162,158
<b>Materials/Services</b>	\$30	\$36	\$200	\$200	\$50
<b>Contract Services</b>	\$24,989	\$27,111	\$34,750	\$30,750	\$32,450
<b>Capital</b>	\$5,000	\$0	\$15,000	\$15,000	\$25,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$185,357	\$203,579	\$204,281	\$200,281	\$219,658

### Program Description

The Geographic Information System (GIS) Division is responsible for the daily and long-term maintenance and development of the City's GIS. Duties include: maintenance of the hardware, training of personnel working in the system in individual departments, and developing and maintaining the base map and data base. Direction for the development of the system is given by the GIS Policy Committee, implementation of specific function is determined by the GIS Technical Committee.

### Accomplishments

1. Staff created and customized GIS website to make GIS data easily available to general public.
2. General ArcGIS and ArcSDE training was attended by staff.
3. Staff wrote ARC GIS training manual.
4. Staff assisted with the creation of a street sign layer and established an update and maintenance procedure.
5. Staff created Sex Offender related layers and website for Stillwater Police Dept.
6. Assistance was provided to Payne County in their transition from Intergraph GIS system to ESRI GIS system.
7. Staff completed the right-of-way layer.
8. Support and data for city projects was provided to consultants.
9. At the request of 51 East Rural Water District, staff established GIS to inventory assets, purchased GPS equipment for them, trained users on GPS usage, data collection and GIS maintenance.
10. Updates were provided to Census Bureau.

### Goals

1. Establish written goals and objectives for the GIS Division with focus on accurate and comprehensive documentation of the City's infrastructure.
2. Develop a process/policy to insure that new or updated infrastructure is added to the GIS accurately and in a timely manner.
3. Establish quarterly GIS user meetings: workgroup, annual meeting schedule, identification of participants, summary of focus and purpose of this group.
4. Research and secure funding for aerials or some other form of visual imagery - utilize coordinating skills for work with Grants Coordinator, Emergency Operations Commander and Fire Chief.
5. Coordinate with consultants for various master planning activities for data collection and sharing.
6. Create traffic signal layer, setup procedure to collect, enter and update information.
7. Continue working on adding storm water layer. Completion of this layer is dependent upon the success of the Water Department's ability to secure GPS equipment.
8. Attend pre-DRC meetings to iron out and correct any identified mis-applications and/or inaccuracies of the GIS data.
9. Provide training to GIS users.
10. Increase GIS usage by developing custom applications to make GIS more user friendly. Customization will include but not be limited to Arc GIS VBA add-ons, ArcIMS websites, ArcPad VB applications. Most of these custom applications are based on specific requests.
11. Go online with a department web page.

**Personnel Authorized**

**2005-06**

**2006-07**

GIS Technician

2

2

GIS Administrator

1

1

3

3

**Capital**

- 1. \$25,000 (4004) C7DS01 Pictometry aerials
- 2. \$0 (4004) D6DS03 Carry forward of survey monuments

## Development Services - Development Engineering

Fund: General Fund  
 Department: Development Services  
 Program: Development Engineering - Bill Millis

G/L Number: 010-30-35

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$201,739	\$201,739	\$185,584
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$3,600
<b>Contract Services</b>	\$0	\$0	\$0	\$0	\$6,150
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$201,739	\$201,739	\$195,334

### Program Description

The Development Engineering Division participates in the development review process by reviewing all proposed developments for compliance with city code relating to streets, driveways, sidewalks, drainage, water distribution and sewage collection. The division also reviews the health, safety and welfare impacts of each proposed development on the citizens of Stillwater by considering such items as increased flooding potential and adverse traffic impacts. The division reviews, issues and inspects earth change permits and right-of-way/curb cut/sidewalk permits. The division reviews all development improvement plans for compliance with city code, state and federal statutes and standard engineering principals and practices and also provides construction inspection and recommendation of acceptance of all improvements dedicated to the city.

### Accomplishments

1. Staff achieved 100% of City Code required submittal review response times, and 89% of internal target response times.
2. Formalization and documentation of construction and acceptance process, including development of forms such as Notice of Non-Compliance and Project Completion Checklist have been improved.
3. Communication with developers has been improved by regularly providing review and status information.
4. Staff completed update of the National Flood Insurance Program's (NFIP) Community Rating System, achieving an upgrade in Stillwater's rating.
5. Stillwater's Phase II Stormwater Management Program was developed and received ODEQ approval.
6. Staff developed review coordination processes with Water Utilities Department.
7. Staff participated in and assisted with the preparing of the draft Updated Land Development Code for adoption in June 2006.
8. Staff provided support to the on-going updates of the Land Development Code and Water Utilities Design Criteria and Construction Specifications.

### Goals

1. Complete the Transportation Enhancement Study.
2. Assist with development of a redevelopment code that would provide flexibility and encourage in-fill development.
3. Review and make recommendation to update the development review fee structure.
4. Assist with evaluation of development review fees and tie-on fees.
5. Assist with a complete update of the engineering standards and design criteria for improvements.
6. Develop a Development Review Manual.
7. Assist with the completion of the Land Development Code.
8. Evaluate the need for software and hardware to support hand-held or tablet PC units for in-field inspections. These inspections would then be downloaded back into HTE for real-time data rather than having to manually enter data after inspection.
9. Overhaul the permit form process (right-of-way, earth change, etc.) and evaluate the application of fees.
10. Develop a construction inspection process and possible associated fee schedule.
11. Go online with a department web page.
12. Continue working to improve and streamline the engineering development review.



**Personnel Authorized**

**2005-06**

**2006-07**

Engineering Construction Inspector  
Development Engineer  
Development Engineering Manager

1

1

1

1

1

1

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3

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3

## Development Services - Community Improvement Services

Fund: General Fund  
 Department: Development Services  
 Program: Community Improvement Services - Paula Dennison

G/L Number: 010-30-36

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$160,651	\$87,415	\$88,680	\$36,905	\$0
<b>Materials/Services</b>	\$5,447	\$5,888	\$9,150	\$1,409	\$0
<b>Contract Services</b>	\$13,962	\$46,388	\$4,725	\$3,650	\$0
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$180,060	\$139,691	\$102,555	\$41,964	\$0

### Program Description

The former Community Improvement Services included urban forestry and various community development programs. The forestry program has been transferred to Parks, Events and Recreation Department. The grants program is included in the Development Services Administration.

This division will cease to exist as of July 1, 2006.

### Accomplishments

1. Continue to be a Tree City USA. (14th Year)

### Significant Changes

1. This division has been eliminated by reorganization. The Parks, Events and Recreation department will administer the forestry grants and programs. All other grant activities have been moved to Development Services Administration.

## Development Services - Forestry Grants

Fund: General Fund  
 Department: Development Services  
 Program: Forestry Grants - Paula Dennison

G/L Number: 010-30-38

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$15,110	\$3,046	\$0	\$0	\$0
<b>Materials/Services</b>	\$2,055	\$11,168	\$3,000	\$8,450	\$0
<b>Contract Services</b>	\$23,820	\$15,947	\$0	\$6,688	\$0
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$40,985	\$30,161	\$3,000	\$15,138	\$0

### Program Description

The City applies for a variety of grants each year to fund various tree projects. These projects include: tree plantings, tree inventories, and tree maintenance. These grants help achieve the Community Forestry Plan approved by the Tree Board and City Commission. Expenses and revenues are budgeted at the time each individual grant is awarded. It is anticipated that there will be Forestry grants in the coming fiscal year. However, it is staff policy to not budget revenues or expenditures until the grants have been awarded.

This forestry program has been transferred to the Parks, Events and Recreation Department. The grants program is included in the Development Services Administration and will assist the Parks, Events and Recreation Department in researching and apply for applicable grants.

### Personnel Authorized

1. This fund will seek assistance from the Grants Coordinator within the Development Services Department and will utilize personnel from the Parks, Events and Recreations Department.

## Public Works - Administration

Fund: General Fund  
 Department: Public Works  
 Program: Administration - Ralph Kinder

G/L Number: 010-40-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$247,182	\$237,600	\$356,724	\$243,666	\$320,532
<b>Materials/Services</b>	\$6,804	\$13,657	\$11,575	\$10,575	\$8,075
<b>Contract Services</b>	\$7,532	\$15,393	\$14,340	\$18,340	\$16,200
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$261,518	\$266,650	\$382,639	\$272,581	\$344,807

### Program Description

The Administration Division of the Public Works Department provides overall supervision and direction to the Department, which is comprised of Engineering, Street and Storm Drainage Operations, Traffic Control Operations, Fleet Maintenance, Sanitation and Capital Improvements. The Public Works Administration was part of the Development Services Administration from FY 03/04 through FY 05/06 (3 years).

### Accomplishments

1. Re-established the Public Works Department to provide a stronger focus on capital improvement and project planning, design and construction; storm drainage management; pavement and sidewalk management; and street, storm drainage, traffic control and sanitation operations and maintenance.
2. Hired a Capital Improvement Program Manager to oversee all capital improvement and sales tax projects.
3. Hired a Public Works Director to oversee the re-established Public Works Department.

### Goals

1. Review and update the Streets and Sidewalks Ordinance.
2. Update the street and storm drainage design criteria and construction standards.
3. Establish roadway maintenance agreements with Payne County and OSU.
4. Improve customer service through the development of a public education and public relations program.
5. Complete the budgeted capital improvement projects.
6. Hire an Operations Manager.
7. Develop a storm water management and maintenance program.

**Personnel Authorized**

**2005-06**

**2006-07**

Public Works Director	1	1
Public Works Operations Manager	0	1
Deputy Director/Engineering Manager *	0	1
Management Analyst	1	1
Administration Technician	1	1
Receptionist **	0.5	0
Community Development Director	1	0
Development Services Director ***	1	0
	<hr/>	<hr/>
	5.5	5

\* Deputy Director/Engineering Manager moved from Public Works Engineering. \*\* Receptionist moved to Development Services Administration. \*\*\* Development Services Director moved to Development Services

**Other Significant Information**

1. The expenses for the division will decrease due to the reorganization of the department and the separating of the Development Services function and the Public Works function. Some of the costs in all classifications have been shifted to Development Services.

## Public Works - Capital Improvement

Fund: General Fund  
 Department: Public Works  
 Program: Capital Improvement - Ralph Kinder

G/L Number: 010-40-35

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Capital</b>	\$1,798,336	\$3,015,935	\$1,884,000	\$4,211,333	\$1,811,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$1,798,336	\$3,015,935	\$1,884,000	\$4,211,333	\$1,811,000

### Program Description

This program budgets funds for special capital improvement projects. Primarily, these projects are transportation related.

### Accomplishments

1. Completed the design and started construction of the 2005/2006 mill and overlay project.
2. Preliminary plans have been prepared for the reconstruction of the 6th Avenue and Western intersection. The bid opening for the project is scheduled in November 2006 by ODOT.
3. The contract for both phases of the Lakeview Road, Washington to Western reconstruction project was awarded on August 1, 2005 by the Oklahoma Transportation Commission. Construction began on January 2, 2006 and is scheduled to be complete by October 30, 2006.
4. A preliminary design has been completed for the reconstruction of the 6th Avenue and Monroe intersection. A meeting was conducted on January 23, 2006 with Harold Smart, ODOT Chief Traffic Engineer and Casey Shell, ODOT Division IV Division Engineer. At the meeting ODOT committed to funding 50% of the intersection project up to \$200,000.
5. Final design has been completed for the reconstruction of Washington Avenue from 6th to 9th and to replace the water line from 6th to 10th. Utility relocations have been scheduled. Right-of-way acquisition has been initiated. Construction bid documents have been prepared. The project is scheduled to be bid in April 2006.
6. Qualifications were solicited from consulting engineering firms for the design of the bridge replacement project on 19th Avenue at Boomer Creek. Qualifications were received from engineering firms on October 31, 2005. Leading candidates were interviewed in November 2005 by a selection panel. A firm has been selected for recommendation to the City Commission pending receipt of a fee proposal, construction alternatives and cost estimates. The design effort should begin in March 2006 with construction following in February 2007.
7. Final design has been completed for the reconstruction of the 6th Avenue and Jardot Road intersection. The necessary right-of-way has been acquired and utilities are being relocated. The bid opening for the project is scheduled for April 2006 by ODOT.
8. Completed the construction of the 2004/2005 sidewalk project.

### Goals

1. Complete reconstruction of Washington Avenue, 6th to 9th project.
2. Complete the design and construction of Public Sidewalks project for FY06/07.
3. Complete 6th and Jardot reconstruction project.
4. Complete 6th and Monroe reconstruction project.
5. Begin construction of 6th and Western reconstruction project.
6. Complete Lakeview Road, Washington to Western reconstruction project.
7. Complete the design, right-of-way acquisition and utility relocation for the 19th Ave bridge replacement project over Boomer Creek.
8. Complete the design and construction of the Miscellaneous Streets project.

**Capital**

1. \$500,000 (4009) C7PW15 Miscellaneous street maintenance and/or replacement
2. \$500,000 (4009) C7PW16 Miscellaneous public sidewalk maintenance and/or replacement, including addressing ADA compliance issues
3. \$250,000 (4009) C7PW17 New public sidewalks
4. \$100,000 (4085) C7PW19 19th Av bridge replacement over Boomer Creek - Design
5. \$219,000 (4009) C7PW20 6th and Monroe intersection improvements. Construction. Total cost \$406,000. Partially funded by ODOT
6. \$242,000 (4009) C7PW18 6th and Western intersection improvements - Construction - \$1,054,439 total project partially funded by Oklahoma Department of Transportation (ODOT)
7. \$0 (4009) C3PW09 Carry forward of Western Bridge
8. \$0 (4009) C9PW08 Carry forward of Lakeview: Western to Washington
9. \$0 (4009) (also 4085) C5DS01 Carry forward of intersection improvements at 6th and Jardot
10. \$0 (4009) C4PW02 Carry forward of 26th Av improvements
11. \$0 (4009) C4PW03 Carry forward of Miscellaneous Street Projects
12. \$0 (4009) C4PW09 Carry forward of Miscellaneous projects
13. \$0 (4009) (Also 4085) C5DS03 Carry forward of Miscellaneous Street Projects
14. \$0 (4009) C5DS05 Carry forward of Washington: 6th to 9th
15. \$0 (4009) (Also 4085) C6DS01 Carry forward of intersection improvements at 6th and Monroe
16. \$0 (4009) C6DS02 Carry forward of Sidewalk Maintenance
17. \$0 (4085) C6DS07 Carry forward of Pavement Maintenance System
18. \$0 (4085) C6DS03 Carry forward of 19th Av Bridge
19. \$0 (4009) C2PW02 Carry forward of Duck: Boomer to 12th
20. \$0 (4009) C6DS08 Carry forward of Sidewalks
21. \$0 (4009) (also 4085) C5DS08 Carry forward of design of intersection improvements at 6th and Western
22. \$0 (4009) C4PW10 Carry forward of 3rd Av bridge

## Public Works - Engineering Services

Fund: General Fund  
 Department: Public Works  
 Program: Engineering Division - David Cross

G/L Number: 010-40-36

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$521,199	\$606,124	\$309,612	\$309,612	\$297,698
<b>Materials/Services</b>	\$13,160	\$15,521	\$15,250	\$16,357	\$17,575
<b>Contract Services</b>	\$11,566	\$13,909	\$24,500	\$24,500	\$22,200
<b>Capital</b>	\$4,599	\$18,634	\$0	\$0	\$33,250
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$550,524	\$654,188	\$349,362	\$350,469	\$370,723

### Program Description

The Public Works Engineering division is responsible for performing traffic engineering duties; development, implementation and operation of a pavement management system; development and implementation of a sidewalk management program; design, construction management and inspection of street, drainage and sidewalk maintenance projects as assigned; overseeing and supervising the surveying functions and general engineering support to the Streets and Storm Drainage and Traffic Control operations divisions; receiving and responding to citizen questions, inquiries and complaints; and assisting the Public Works Director in infrastructure planning and preparation of the operating and capital budgets. The Public Works Engineering division also provides engineering assistance to the Capital Improvement Program, the Storm Drainage Program and the Engineering Development Review Program and other duties as assigned. Currently, the City Engineer serves as the City's floodplain administrator and provides staff support to the Drainage Board of Appeals.

### Accomplishments

1. The 2005/06 sidewalk maintenance project was designed and bid, and a construction contract awarded.
2. A request for qualifications process for an engineering firm to implement a Pavement Management System throughout the city has been completed, an engineering firm selected, and a contract approved for the project.
3. Traffic counts have been completed at several locations throughout the city, and the traffic count map has been updated with the new counts.
4. A Traffic Signal Timing study for the interconnected traffic signal system on 6th Ave. and Perkins Rd. was contracted to a consultant traffic engineer. The study has been completed and the new timing plans implemented.
5. The contract for both phases of the Lakeview: Western to Washington project was awarded on August 1, 2005 by the Oklahoma Transportation Commission. Construction began on January 2, 2006 and is scheduled to be completed by October 30, 2006.
6. New flood insurance rate maps and a new flood insurance study have been completed and adopted by the city.
7. The 6th & Monroe Traffic Signal and Intersection Modification project design, right-of-way acquisition, and utility relocation have been completed.
8. The 2004/05 sidewalk maintenance project was bid and constructed.
9. A project for 26th Ave. pavement repairs was designed, bid, and constructed.
10. A project for thermoplastic striping at various locations throughout the city was designed, bid, and constructed.
11. The division provided construction management and inspection services for construction of the Parks, Events, and Recreation Department Kameoka Trail section extending south of Parkview Estates.
12. Designed, bid, and awarded a project for the remainder of the 1/2 cent sales tax residential street repairs.



**Goals**

1. Complete the design, bidding, and, construction of the Public Works capital projects assigned to the Engineering Division.
2. Complete the implementation of a computerized pavement management system.
3. Establish a process to respond to traffic engineering requests, including target response times, and report the number of requests and response times on a monthly basis.
4. Develop a sidewalk inventory and management program.
5. Complete the implementation of new FEMA flood insurance rate maps for the entire city.
6. Continue with the implementation of the City of Stillwater's Phase II Stormwater Management Program to comply with the State of Oklahoma's Phase II General Permit for Municipalities (OKR04)

**Personnel Authorized**

	<u>2005-06</u>	<u>2006-07</u>
City Engineer	1	1
Surveyor	1	1
Engineering Assistant	1	1
Engineering Technician	1	1
Capital Improvement Program Manager (Moved to Public Works - Administration as Deputy Director/Engineering Manager)	1	0
Storm Water Program Coordinator (Salary cost transferred from Storm Water Drainage)	0	1
	<u>5</u>	<u>5</u>

**Other Significant Information**

1. Personnel has decreased by 4% due to reorganization.
2. Supplies/Services has increased by 15% due mostly to the increased cost of fuel

**Capital**

1. \$1,250 (4002) D7PW12 36" cubicle divider to increase natural light in work area
2. \$32,000 (4001) D7PW14 Replace 12 year old Suburban with 3/4 ton Suburban

## Public Works - Traffic Control

Fund: General Fund  
 Department: Public Works  
 Program: Traffic Control - James Driskel

G/L Number: 010-40-38

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$304,177	\$297,115	\$239,936	\$239,936	\$212,888
<b>Materials/Services</b>	\$69,686	\$65,675	\$88,550	\$88,205	\$94,627
<b>Contract Services</b>	\$7,915	\$3,860	\$44,100	\$65,827	\$28,000
<b>Capital</b>	\$0	\$19,448	\$118,050	\$268,917	\$84,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$381,778	\$386,098	\$490,636	\$662,885	\$419,515

### Program Description

The Traffic Control Division is responsible for: the repair and maintenance of traffic signals; the installation, replacement, and repair of damaged or faded street and traffic signs; the installation of traffic counters at various locations throughout the year to provide traffic engineering evaluations; striping of streets and crosswalks; and providing work zone traffic control signage for work done by city crews in the right-of-way.

### Accomplishments

1. Continued to stripe all street on the recurring striping plan once a year.
2. Increased the level of training for Traffic Control personnel as follows:  
 James Driskel - National Highway Institute's "Computerized Traffic Signal Systems"  
 James Driskel - City of Stillwater Human Resources' Supervisor Training "Legal Issues in Hiring"  
 Ted Porter - Metrotech's "Theory of Pipe and Cable Locating"  
 Justin Hill - Metrotech's "Theory of Pipe and Cable Locating"
3. Completed the data collection and entry for a sign management system and continually update the data.

### Goals

1. Increase the level of training for Traffic Control personnel.
2. Develop a traffic counts program.
3. Hold monthly safety meetings and continually emphasize safe work practices.
4. Develop and implement a useable and more efficient barricade request system. This is meant to increase communication, planning, and response time which if successful, should increase safety.

### Personnel Authorized

	<u>2005-06</u>	<u>2006-07</u>
Maintenance Worker I/II	2	2
Traffic Control Construction Safety Worker	1	1
Traffic Control Technician	1	1
Traffic Signal Technician	1	1
Traffic Control Supervisor	1	1
	<hr style="width: 50%; margin: 0 auto;"/> 6	<hr style="width: 50%; margin: 0 auto;"/> 6

**Other Significant Information**

1. Personnel decreased by 11% due to elimination of the Traffic Engineer position. 50% of the position was included in this division.
2. Contract Services has decreased by 36% due to the inclusion of the signal timing study project in the 05/06 budget.

**Capital**

- |    |          |        |        |  |
|----|----------|--------|--------|--|
| 1. | \$42,500 | (4078) | C7PW01 | LED Signal Lens Upgrade  |
| 2. | \$6,500  | (4008) | D7PW02 | Submeter GPS receiver/computer with ArcPad software for sign inventory |
| 3. | \$25,000 | (4001) | D7PW04 | Replace 3/4 ton pickup with 1 ton flatbed                              |
| 4. | \$10,000 | (4008) | D7PW07 | Retroreflectometer to measure traffic sign retro-reflectivity          |
| 5. | \$0      | (4078) | C6DS04 | Carry forward of LED signal lens upgrade                               |
| 6. | \$0      | (4078) | C6DS05 | Carry forward of Signals upgrade                                       |
| 7. | \$0      | (4078) | C3PW02 | Carry forward of Opticom system  |

## Parks, Events & Recreation - Administration

Fund: General Fund  
 Department: Parks, Events & Recreation  
 Program: Administration - John McClenny

G/L Number: 010-50-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$223,562	\$292,653	\$281,703	\$256,678	\$287,988
<b>Materials/Services</b>	\$13,541	\$15,227	\$13,400	\$13,692	\$13,372
<b>Contract Services</b>	\$20,580	\$21,204	\$19,330	\$29,355	\$56,530
<b>Capital</b>	\$0	\$4,976	\$20,000	\$20,000	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$257,683	\$334,060	\$334,433	\$319,725	\$357,890

### Program Description

The Administration Division is responsible for the overall supervision of department personnel, budget, policies and procedures, programs, and operations. Included in the administrative division are all office/clerical functions.

### Accomplishments

1. The front office counters have been re-built and lowered to comply with the ADA. New doors have been installed between the gym and front office. New Braille signage has been added to the restrooms. The conference room is in the process of being re-located to an area with an accessible door width (it is not technically feasible to widen the door to the current room). Hand rails will be installed in the hallway of the main office to help with the floor slope which cannot be easily changed without major demolition and reconstruction. Staff is currently focusing on the Armory as it is our most public facility. When all issues have been addressed, we will begin work on the Park Center if funding allows.
2. Staff has been working with OSU transit to improve services through joint efforts. We are currently compiling statistics on the Minibus service as requested by OSU transit to assist in determining an appropriate course of action.
3. Training was completed in the IT Department for all recreation, office, and administrative staff on December 12th, 13th, and 14th of 2005.

### Goals

1. Staff will work to determine availability and possibilities of connecting to rural water supplies on the west side of Lake McMurry. At the present time all water for the westside must come directly from the other side of the lake.
2. Staff will evaluate the feasibility of moving the east swim area at Lake McMurry into the cove below the shelter. The existing swim area is having a problem with bank erosion.
3. Continue to work on the clearing and removal of trees on hay and pasture tracts at Lake McMurry so they can be leased for additional revenue.
4. Staff will work on relationships with OSU's Art Department and Performing Arts Department to attempt to collaborate on special workshops, exhibits, community art projects, etc.
5. Increase public knowledge of the programming and events available at Multi Arts.
6. Staff will explore the possibility of expanded internships with Oklahoma State University and Langston University in recreation, art, nutrition and gerontology.
7. Staff will review all Recreation Division programming to ensure fees are appropriate, to include Recreation, Multi Arts, Senior Activities, Pool, Mini Bus and facility reservations.
8. Staff will begin replacing worn bathroom partitions which could include new design for maintenance and also ensuring ADA compliance.
9. Playgrounds are low on safety surface. If operating budget is approved, staff will use funds to fill every playground in town and keep them full for safety and ADA.
10. Staff will complete all budgeted projects.
11. Staff will address ADA concerns in the parks, beginning with parking and access to facilities.
12. Implement on-line registration for all programs over the internet.

13. Complete joint planning with OSU transit and present a course of action for the future of the minibus program to the City Commission for consideration.
14. Establish and implement quarterly customer service training for office staff.
15. Staff will work with the Stillwater Rifle and Gun Club to establish electrical power lines into the tracts on the northwest side of Lake McMurtry. This will provide power for their matches and should increase revenue opportunities. Power would then be available for other potential growth opportunities.
16. Apply for an additional grant to complete the trail from Boomer Lake to Parkview Estates.

<b><u>Personnel Authorized</u></b>	<b><u>2005-06</u></b>	<b><u>2006-07</u></b>
<b>Full-time</b>		
Director	1	1
Administrative Technician *	4	3
Park Planner	1	1
Program Manager	1	1
	<hr style="width: 50%; margin: 0 auto;"/>	<hr style="width: 50%; margin: 0 auto;"/>
	7	6

\*4 clerical/office job descriptions were revised into a single job description of Administrative Technician.

**Other Significant Information**

1. Contract Services has increased by 192% due primarily to consolidating of all advertising from the division of Parks, Events and Recreation to Parks Administration and the cost of performing background checks on coaches for recreation programs.

## Parks, Events & Recreation - Park Operations

Fund: General Fund  
 Department: Parks, Events & Recreation  
 Program: Park Operations - Larry Devers, Rodney Wilson, John McClenny

G/L Number: 010-50-40

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$1,157,387	\$1,325,895	\$1,162,355	\$1,155,790	\$1,260,859
<b>Materials/Services</b>	\$147,558	\$148,102	\$181,200	\$210,065	\$220,831
<b>Contract Services</b>	\$60,445	\$56,583	\$71,150	\$124,250	\$117,100
<b>Capital</b>	\$67,190	\$20,076	\$73,000	\$106,399	\$275,500
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$1,432,580	\$1,550,656	\$1,487,705	\$1,596,504	\$1,874,290

### Program Description

The Park Operations Division is responsible for providing the necessary maintenance and services that provide the foundation for recreational opportunities in the community. The division is responsible for planning, building, and maintenance to the Parks and Facilities. Work groups in the division include ground maintenance (Parks, Ball Fields, City Hall, Community Center, Electric Distribution, Sub Stations), ball field preparation, tree maintenance, building/facility maintenance, construction, vehicle repair, and sanitation.

### Accomplishments

1. Staff has revised the information kept as work load statistics to give a more complete look at areas in which staff is responsible. Staff has divided parks into smaller areas to get a more accurate count for many of the statistics.
2. Staff has built new reception counters which are ADA compliant. The flooring was replaced, all pamphlet/flyer holders have been lowered, drain and pipe covers have been installed. The door into the gym has been replaced and hand rails on the ramp will be installed before July. Staff is currently working on renovating an old office area to be the new conference room which will make it accessible because of the door width. Staff has also purchased and placed signs at the Armory and have more ordered for the Park Center. In addition to these facilities staff have worked at many other locations in restrooms, playground, parking lots and other facilities to comply with ADA.
3. All capital outlay equipment has been purchased and received except the skid steer which is on order. The old saw shop has been cleaned out and made ready for demolition. As stated in prior goal staff has worked to comply in office areas and the parks with ADA.
4. A new playground was installed at the new West Park.
5. Staff hosted and worked several ball tournaments for adults and youth which brought many out of town teams to our community.

### Goals

1. See Administrative Division for departmental goals.

**Personnel Authorized****2005-06****2006-07****Full Time**

Park Equipment Maintenance Supervisor	1	1
Park Maintenance Crew Chief	4	4
Mechanic II	1	1
Equipment Operator I	1	1
Equipment Operator II	3	3
Senior Maintenance Worker	5	5
Sanitation Equipment Operator	2	2
Maintenance Worker II	4	4
Tool Room/Mechanic Helper	1	1
Custodians	3	3
Facilities Manager	1	1
Parks and Grounds Manager	1	1
Forester*	0	1

**Part-time year round**

Maintenance Worker I	1	1
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**Seasonal**

Park Maintenance Aides FTE	7	7
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35

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36

\*Moved from Development Services

**Other Significant Information**

1. Materials/Services has increased by 22% due to the rising price of fuel and the inclusion of a new line item for the cost of playground safety materials.
2. Contract Services has increased by 65% due to the consolidation of the forestry function into this division. The tree trimming contract is included in this division rather than Development Services as in prior budgets.

**Capital**

1. \$10,000 (4054) D7PR01 ADA Compliance - Curb Ramps and Parking - Boomer Lake
2. \$21,000 (4005) D7PR02 Replace 6 ft commercial mower
3. \$15,000 (4008) D7PR03 Printer plotter for signs and banners
4. \$30,000 (4001) D7PR04 Replace 1 ton pickup with 1 1/2 ton cab and chassis with flat bed
5. \$100,000 (4041) C7PR01 Metal building at Park Operations
6. \$39,500 (4054) C7PR02 Southern Woods concession stand
7. \$60,000 (4054) C7PR03 Ball field lighting at Strickland Park

## Parks, Events & Recreation - Recreation Programs

Fund: General Fund  
 Department: Parks, Events & Recreation  
 Program: Recreation Programs - Danny Gaches, Barbara Bliss

G/L Number: 010-50-50

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$360,463	\$336,250	\$291,780	\$294,280	\$308,872
<b>Materials/Services</b>	\$62,525	\$71,793	\$75,200	\$75,200	\$73,700
<b>Contract Services</b>	\$44,733	\$34,156	\$46,150	\$49,650	\$30,100
<b>Capital</b>	\$80,958	\$9,644	\$0	\$55,000	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$548,679	\$451,843	\$413,130	\$474,130	\$412,672

### Program Description

The Recreation Division provides a variety of opportunities for recreational and leisure enjoyment for all age groups. Active programs offered include: sports leagues, summer programs, tennis lessons and special events. Opportunities for passive leisure enjoyment include: use of trails, picnic areas, playgrounds, and lake activities. Staff will hire as many as 150 part-time workers in the summer months to assist with activities.

### Accomplishments

1. Community wide recreation needs assessment is under way and will be completed this summer. The department is working with OSU's Leisure Services Department on this assessment.
2. Staff is currently working on the development of a quarterly brochure to improve the marketing of our services and will have the first issue available for the public before the fall session of programs. Staff is working with Information Technology concerning the web page and web based registration and training for the new applications.
3. Staff has completed the department's inclusion statement, policy and procedures concerning inclusion to be inclusive of people with disabilities.

### Goals

1. See Administrative Division for departmental goals.



<u>Personnel Authorized</u>	<u>2005-06</u>	<u>2006-07</u>
<b>Full-Time</b>		
Recreation Supervisor	2	2
Recreation Program Assistant	1	1
<b>Part-Time employees - paid by the hour</b>		
Summer Activities	6	6
Field Supervisors	12	12
Gym Supervisors	15	15
Concessions	20	20
Recreation Leaders	20	20
<b>Allowance Employees - paid by the game</b>		
Volleyball	12	12
Basketball	40	40
Soccer	10	10
Adult Softball	50	50
Youth Softball	15	15
Youth Baseball	45	45
	<hr/>	<hr/>
	248	248

**Personnel Authorized**

1. Part-time employees are paid by the hour and include: instructors, supervisors, and concession workers.
2. Allowance employees are paid per game and include umpires and scorekeepers.
3. Although the total number of employees appears large, many employees work more than one sport. The numbers indicate the total number of staff needed for that activity.

**Other Significant Information**

1. Contract Services decreased by 35% due to the reclassification of advertising cost to administration. However, Natural Gas was increased due to rising prices which partially offsets the reclassification.

**Capital**

1. \$0 (4054) C5PR01 Carry forward of Babcock soccer fields

## Parks, Events & Recreation - Tournaments

Fund: General Fund  
 Department: Parks, Events & Recreation  
 Program: Tournaments - Danny Gaches

G/L Number: 010-50-51

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$8,000	\$8,000
<b>Materials/Services</b>	\$0	\$0	\$0	\$14,000	\$14,000
<b>Contract Services</b>	\$0	\$0	\$0	\$3,000	\$3,000
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$0	\$25,000	\$25,000

### Program Description

In 2005, the Parks, Events & Recreation department entered into a partnership with the Stillwater Youth Baseball Association. One of the primary goals of this partnership was to bring local, state, and eventually regional youth baseball tournaments to Stillwater. We now have held or plan to hold several tournaments each spring. These tournaments have benefited the department and programs through greatly increased revenue. They are also beneficial to Stillwater as a whole because they bring families to town to spend money on gas, food and motels. In June of 2006, Stillwater PE&R and the SYBA will be co-hosting a state "AA" baseball tournament that is expected to bring 120 teams to Stillwater.

## Parks, Events & Recreation - Senior Citizens

Fund: General Fund  
 Department: Parks, Events & Recreation  
 Program: Senior Citizens - Valerie Bloodgood

G/L Number: 010-50-52

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$79,860	\$77,250	\$78,690	\$78,690	\$82,102
<b>Materials/Services</b>	\$4,241	\$10,236	\$9,850	\$21,230	\$17,850
<b>Contract Services</b>	\$13,341	\$12,338	\$15,600	\$18,600	\$18,800
<b>Capital</b>	\$10,399	\$1,906	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$107,841	\$101,730	\$104,140	\$118,520	\$118,752

### Program Description

The Senior Citizen Center's mission is to provide social and recreational activities for persons 50 years of age and older in a friendly, relaxed atmosphere. The Center has been located in Couch Park since 1975 as a division of the Parks, Events and Recreation Department. The center was renovated in 2002 to provide additional space to expand the number and variety of activities for participants. The center is managed by city staff with input from the Senior Center Advisory Board comprised of active seniors. The center is open 7 days a week (except for some holidays and yearly cleaning).

### Accomplishments

1. In order to increase average daily participation at the Center staff has increased advertising and free publicity through various medias. Staff has also attempted new programming. Numbers have not increased, but staff is still attempting to address the lower participation numbers
2. Staff has attempted to find an exercise instructor for the center. As of yet, we have not been successful. Participation has increased in the exercise area with the addition of new exercise equipment purchased this past spring as well as individuals using the walking trail in Couch Park.
3. Based on journals and discussion with other senior programmers, educational and exercise programs, along with trips are among the top trends for seniors of the baby boomers generation. Staff is continuing to explore ways that we can provide for these changes in trends.
4. The Senior Board and Park Board have approved and staff has implemented a rental policy for the center. Staff has been updating our department rental rates and policy. The Senior Center is included in this updated information and this new policy and rates will be implemented with the start of the new budget year.

### Goals

1. See Administrative Division for departmental goals.

<b><u>Personnel Authorized</u></b>	<b><u>2005-06</u></b>	<b><u>2006-07</u></b>
<b>Full-Time</b>		
Recreation Supervisor	1	1
<b>Part-time</b>		
Office Aides - 2-3 staff - total avg 40 hours per week	1.5	1.5
Ceramics Instructors - 2 staff - total avg 30 hours per week	0.75	0.75
Class/Exercise Instructors - number varies based on programs offered - total avg 10 hrs per week	0.25	0.25
	3.5	3.5

**Other Significant Information**

1. Materials/Services has increased by 81% due to the inclusion of grant expenditures. This will be offset by increased revenues
2. Contract Services has increased by 21% due to the inclusion of grant expenditures. This will be offset by increased revenues.

## Parks, Events & Recreation - Multi Arts Center

Fund: General Fund  
 Department: Parks, Events & Recreation  
 Program: Multi Arts Center - Jessica Novak

G/L Number: 010-50-54

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$124,046	\$99,294	\$101,159	\$101,159	\$100,551
<b>Materials/Services</b>	\$14,422	\$15,975	\$17,025	\$20,793	\$23,000
<b>Contract Services</b>	\$50,462	\$55,275	\$59,900	\$66,950	\$64,650
<b>Capital</b>	\$2,332	\$0	\$0	\$0	\$6,500
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$191,262	\$170,544	\$178,084	\$188,902	\$194,701

### Program Description

The Multi Arts Center provides art instruction for youth and adults in the many art classes offered at the Center. The Center's new facility has allowed staff and community instructors to offer more programs at times convenient for working adults and families to participate. The favorite programs are: pottery, fiber arts, glass blowing, painting, sculpture and stained glass. Glass fusing, raku kilns and other opportunities are available at the Center. Special programs include: Run for The Arts Festival in Couch Park, the annual Christmas Exhibit, and Valentine Sale. The Center continues to partner with local schools to provide their art programming.

### Accomplishments

1. Staff has implemented the City's inclusion plan and information concerning the plan is available to every student that enrolls in classes. There are non-compliance issues in the facility relating to ADA. Staff has prioritized these issues department wide and are working to correct these.
2. Multi is currently facilitating art classes for all six Stillwater Elementary Schools. Children in grades 3-5 participate, and classes meet four times during the course of one semester per school year.
3. Open studio policies have been changed to generate additional revenue. Policies are being changed concerning the Gift Gallery and this will increase revenue. The department is updating the rental rates and policies for the entire department and this will possibly increase revenue at Multi. Staff will continue to research and apply for grant money to assist in covering the cost of programming.

### Goals

1. See Administrative Division for departmental goals.

### Personnel Authorized

	<u>2005-06</u>	<u>2006-07</u>
<b>Full-Time</b>		
Multi Arts Center Supervisor	1	1
Children's Programmer	0	1
<b>Part-Time</b>		
Program Coordinators - 2 staff, avg 30 hours per week	1.5	1.5
Office Aides - weekends, evenings, registration, gallery, asst instructors 3-4 staff avg 20 hours per week	1.5	1.5
	<hr style="width: 50%; margin: 0 auto;"/> 4	<hr style="width: 50%; margin: 0 auto;"/> 5

**Other Significant Information**

1. Materials/Services has increased by 35% due in part to a change in procedures in class registration. Staff will now purchase the supplies for the class and the participants will reimburse the City. The increase will be offset by an increase in revenues.
2. Services has increased by 8% due to an increase in payments to artists for sales in the Gallery. This will be offset by increased revenue.

**Capital**

1. \$6,500 (4008) D7PR05 Carpet for reception/foyer area of Multi Arts Center

## Parks, Events & Recreation - Swimming Pool

Fund: General Fund  
 Department: Parks, Events & Recreation  
 Program: Swimming Pool - Jim Scott

G/L Number: 010-50-56

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$67,792	\$65,928	\$67,820	\$67,820	\$69,148
<b>Materials/Services</b>	\$12,044	\$9,976	\$12,250	\$12,250	\$15,250
<b>Contract Services</b>	\$3,429	\$4,452	\$5,400	\$5,400	\$5,400
<b>Capital</b>	\$24,460	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$107,725	\$80,356	\$85,470	\$85,470	\$89,798

### Program Description

The Couch Park Swimming Pool provides a recreational opportunity for youth and adults during the summer months. Swim instruction is a large part of the summer program and lessons are offered for ages 4 - Adult. Concessions are sold during afternoon public swim times. There is also the opportunity to rent the pool for special occasions/events or host a child's birthday party at the facility. The pool operates 7 days a week from the end of May through the middle of August.

### Accomplishments

1. Staff has made contact with several companies that offer projection screens for movies and DJ services. Planning is under way to include at least one movie night or music night in the upcoming summer season.
2. Staff has identified possible additions of spray toys to the spray area. Addition of these items will require planning through the State Health Dept. to ensure that these items are installed according to their regulations. Staff will also include these items in future years budgeting.
3. Wheelchair lift has been purchased and installed.

### Goals

1. See Administrative Division for departmental goals.

### Personnel Authorized

	<u>2005-06</u>	<u>2006-07</u>
<b>Seasonal</b>		
Pool Manager	1	1
Assistant Pool Manager	1	1
Lifeguards/Swim Instructors F.T.E.	10.5	10.5
	<u>12.5</u>	<u>12.5</u>

### Other Significant Information

1. Materials/Services has increased by 24% due to the increasing cost of chemicals used to treat the pool water.

**Parks, Events & Recreation - Mini Bus**

Fund: General Fund  
 Department: Parks, Events & Recreation  
 Program: Mini Bus - John McClenny

G/L Number: 010-50-58

	<b>Actual 2003-04</b>	<b>Actual 2004-05</b>	<b>Original Budget 2005-06</b>	<b>Revised Budget 2005-06</b>	<b>Proposed Budget 2006-07</b>
<b>Personnel</b>	\$81,811	\$67,688	\$66,952	\$66,952	\$72,489
<b>Materials/Services</b>	\$8,310	\$7,632	\$10,350	\$12,763	\$11,500
<b>Contract Services</b>	\$3,168	\$2,927	\$5,500	\$4,500	\$4,400
<b>Capital</b>	\$30,972	\$0	\$36,000	\$36,000	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$124,261	\$78,247	\$118,802	\$120,215	\$88,389

**Program Description**

The Mini Bus program continues to serve an important need for the community. The mini bus allows citizens access to community services including: transportation to dialysis, Life Center, work programs, and doctors appointments. Presently, the program utilizes two full-time drivers and two wheelchair equipped vehicles, and one part-time driver in an automobile. The benefits offered by this program include: opportunity for self-reliance and increased self-esteem, reduced healthcare costs, and an opportunity to socialize.

**Accomplishments**

1. Staff is currently completing a grant application for the purchase of an accessible van.
2. Staff is currently working with outside vendors to schedule training for Mini Bus employees to include CPR/First Aid and blood borne pathogens.
3. Staff has developed a regular schedule for maintenance for each vehicle used by the Mini Bus staff. Staff is working to implement a regular cleaning schedule, working around the full schedule of each vehicle.
4. Staff has looked at the citizens who have registered for transportation with the Mini Bus and tried to determine if they would be able to use the transit service offered by OSU. Information has been presented to all riders concerning OSU's service. Staff has also met and will continue to meet with OSU concerning options available to both operations and to better the service available to the citizens who are requesting service.

**Goals**

1. See Administrative Division for departmental goals.

**Personnel Authorized**

	<b><u>2005-06</u></b>	<b><u>2006-07</u></b>
<b>Full-Time</b>		
Mini Bus Driver	2	2
<b>Part-Time</b>		
Mini Bus Driver	0.75	0.75
	<hr/> 2.75	<hr/> 2.75

**Capital**

1. \$0 (4001) D6PR03 Carry forward of wheel chair accessible van



## Library - Administration

Fund: General Fund  
 Department: Library  
 Program: Administration - Lynda Reynolds

G/L Number: 010-55-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$797,939	\$885,169	\$808,003	\$808,003	\$837,967
<b>Materials/Services</b>	\$157,490	\$164,942	\$169,500	\$171,430	\$171,138
<b>Contract Services</b>	\$90,024	\$110,625	\$126,300	\$284,839	\$125,050
<b>Capital</b>	\$0	\$39,000	\$0	\$0	\$34,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$1,045,453	\$1,199,736	\$1,103,803	\$1,264,272	\$1,168,155

### Program Description

Vision Statement: "The Stillwater Public Library will serve our community's needs by providing a strong relationship between the community and the public library for opportunities that benefit Stillwater's citizens; diverse social and recreational opportunities which will enhance the quality of life for the community, and support for a life-long pursuit of knowledge. Mission Statement: "Uniting our community to create a world of imagination and wisdom"

### Accomplishments

1. Completed two priorities of the 2005-2007 Stillwater Public Library Technology Plan: establishing a computer lab and wireless Internet access for customers.
2. Completed 2003-2006 Long Range Plan.
3. Implemented 2006-2009 Stillwater Public Library Long Range Plan.
4. Assisted Stillwater Public Library Trust with creation and distribution of informational brochure and promotion of the Trust to the community.
5. Completed 2005 State Aid report and age and condition survey to meet State Aid requirements.
6. Completed renovations to 3rd floor reception area.
7. Received grants totaling \$29,799.00.
8. Two Stillwater Public Library employees received public library certification from the Institute of Public Librarianship sponsored by the Oklahoma Department of Libraries.
9. Successfully re-organized library collection to better meet the needs of customers.
10. Successfully bid and replaced library materials security system.
11. Successfully upgraded library automation server.
12. Implemented successful children's and teen summer programs.
13. Hosted open house for area business and civic groups to promote meeting rooms.
14. Completed ADA facility updates.
15. Completed revisions of all Library personnel job descriptions.
16. Successfully re-located meeting room coordinators to North lobby to provide better customer service.
17. Began circulation of back issues of magazines.

### Goals

1. Complete 2006 State Aid report and review all Library Board policies to meet State Aid requirements.
2. Complete at least one remaining priority of the Stillwater Public Library 2005-2007 Technology Plan: (1) assessing software needs of library staff; (2) improving ease of use and access to public computers and; (3) maintaining and improving library website.
3. Implement first year goals and objectives of the Stillwater Public Library 2006-2009 Long Range Plan.
4. Continue to provide quality summer programs for teens and children.
5. Implement additional programming for adults.
6. Implement activities to increase donations to the Stillwater Public Library Trust.
7. Successfully bid and replace carpet in main library.
8. Successfully bid and re-paint interior of library.

**Personnel Authorized**

	<u>2005-06</u>	<u>2006-07</u>
F.T.E. Mtg Rm Coord, Aides, Monitor and Shelves	6	6
Interlibrary Loan Librarian	1	1
Children's Services Assistant	1.5	1.5
Administrative Clerk	4	4
Data Entry Operator	1	1
Building Maintenance Worker	2	2
Administrative Assistant	1	1
Librarian I	2.5	3
Librarian I/Cataloger	1	1
Librarian II	4	4
Library Director	1	1
	<hr/>	<hr/>
	25	25.5

**Capital**

1. \$3,000 (4004) D7LB01 Ceiling mounted LCD projector for Computer Lab
2. \$31,000 (4041) C7LB02 Re-painting of all interior walls in Stillwater Public Library

## Library - Library Building Rentals

Fund: General Fund  
 Department: Library  
 Program: Library Building Rentals - Vicki Conrad

G/L Number: 010-55-13

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$2,048	\$1,104	\$1,350	\$1,543	\$2,500
<b>Contract Services</b>	\$0	\$325	\$350	\$557	\$600
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$2,048	\$1,429	\$1,700	\$2,100	\$3,100

**Program Description**

The Library Meeting Rooms account was created to track revenues and expenditures related to library meeting room reservations. Expenditures in this account are offset by meeting room revenues.

## Library - Library Donations

Fund: General Fund  
 Department: Library  
 Program: Library Donations - Lynda Reynolds

G/L Number: 010-55-15

	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
	<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$11,482	\$5,395	\$7,000	\$22,790	\$20,000
<b>Contract Services</b>	\$6,545	\$7,903	\$9,000	\$11,000	\$10,000
<b>Capital</b>	\$0	\$0	\$0	\$7,700	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$18,027	\$13,298	\$16,000	\$41,490	\$30,000

### Program Description

The Donations account was created to track private donations to the Library. Donations are primarily used to purchase books, audio visual materials, equipment, and to support programs. All donations to this account are deposited with the Finance Department.

## Library - Library Grants

Fund: General Fund  
 Department: Library  
 Program: Library Grants - Lynda Reynolds

G/L Number: 010-55-17

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$19,154	\$18,666	\$17,000	\$12,134	\$18,000
<b>Contract Services</b>	\$5,892	\$6,567	\$10,000	\$14,866	\$17,000
<b>Capital</b>	\$0	\$0	\$0	\$7,466	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$25,046	\$25,233	\$27,000	\$34,466	\$35,000

### Program Description

Expenditures from this account are funded exclusively by outside grants. All expenditures are reimbursable to the City of Stillwater and include book & audio visual material expenditures, programming, continuing education, and equipment purchases.

## Police - DARE Program

Fund: General Fund  
 Department: Police  
 Program: DARE Program - Norman McNickle

G/L Number: 010-60-24

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$774	\$5,885	\$6,000	\$6,114	\$6,000
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$774	\$5,885	\$6,000	\$6,114	\$6,000

### Program Description

Drug Abuse Resistance Education (DARE) is an educational program designed to teach children substance abuse prevention skills. The Stillwater Police Department has been providing DARE instruction in the Stillwater Public Schools for 9 years at the 8th, 9th, and 10th grade levels. Approximately 5,000 students are instructed each year. In 1994, the department introduced a companion course called Gang Resistance Education and Training (GREAT), which is taught at the 8th grade level. The grant for this program expired in 1996. The DARE program is funded through the Police Department operating budget.

## Police - Patrol & Investigation

Fund: General Fund  
 Department: Police  
 Program: Patrol & Investigation - Norman McNickle

G/L Number: 010-60-25

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$5,986,883	\$6,426,804	\$5,980,551	\$5,940,251	\$6,386,367
<b>Materials/Services</b>	\$345,497	\$322,578	\$309,626	\$341,043	\$413,657
<b>Contract Services</b>	\$194,007	\$130,185	\$173,403	\$231,039	\$246,843
<b>Capital</b>	\$116,789	\$231,052	\$47,300	\$99,962	\$242,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$6,643,176	\$7,110,619	\$6,510,880	\$6,612,295	\$7,288,867

### Program Description

The Stillwater Police Department provides comprehensive law enforcement and protective services to reduce criminal opportunity; to protect life, liberty, and property; to maintain order and preserve the public peace; to recover lost property; to investigate crimes; to enforce statutory law; to apprehend violators and seek prosecution; to provide public assistance through educational and referral services; and to maintain the public trust conferred on policing by meeting our objectives through the use of legal, ethical and proper police procedures.

### Accomplishments

1. A comprehensive study and review of a police vehicle refurbishment trial program indicated that although the concept was sound, unforeseen expenses associated with the only available vendor makes the program not feasible at this time.
2. We are continuing to upgrade the technical and skill level of investigators to address the ever increasing sophistication of Internet crimes targeting our youngest and elderly citizens. Due to the increasing amount and sophistication of these types of crimes, we continue this goal through the next fiscal year.
3. A comprehensive study involving a number of research methodologies was completed that established benchmarks for staffing levels compared to area law enforcement agencies. This study resulted in staffing realignments in a number of areas of the department for greater efficiency.

### Goals

1. Continue to increase our procedural and technical abilities in investigating crimes involving Internet pornography and technology crimes targeting particularly our young and elderly citizens.
2. Finalize and implement an employee training roadmap where employees can manage their career path through recognized advanced training and education. This goal includes increasing the number of training opportunities brought to Stillwater thus decreasing employee travel and lodging expenses while increasing the number of employees able to receive quality training.
3. Obtain Agency Reaccreditation through the Oklahoma Commission on Accreditation.

<u>Personnel Authorized</u>	<u>2005-06</u>	<u>2006-07</u>
Dispatcher	13	13
Major	1	1
Captain	2	2
Lieutenant	5	5
Sergeant	9	9
Police Officer	51	52
D.A.R.E. Officer	1	1
Police Chief	1	1
Data Analyst	1	1
Dispatch Supervisor	1	1
Administrative Coordinator	1	1
Police Records Supervisor	1	1
Police Records Clerk	5	5
Police Property Evidence Technician	2	2
Parking Attendant	3	3
Jailer	9	9
Jailer Supervisor	1	1
Crime Prevention Officer	1	0
Information Specialist	1	1
	<u>109</u>	<u>109</u>

**Other Significant Information**

1. Materials/Services increased by 34% due to increased cost of fuel and increased vehicle repair parts.
2. Contract Services increased by 42% due to the inclusion of \$25,000 for document conversion and expenditures for grants. The grants expenditures will be offset by revenue. The cost of the tuition reimbursement program is now included in the Human Resources budget.

**Capital**

1. \$216,000 (4001) D7PD01 Replace eight (8) police vehicles
2. \$26,000 (4007) D7PD02 Replace patrol shotguns
3. \$0 (4001) D6PD01 Carry forward of vehicles



**Police - SECCC**

Fund: General Fund  
 Department: Police  
 Program: SECCC - Norman McNickle

G/L Number: 010-60-26

	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
	<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
<b>Personnel</b>	\$71,675	\$55,341	\$50,594	\$53,614	\$72,569
<b>Materials/Services</b>	\$5,426	\$18,217	\$37,174	\$37,316	\$31,400
<b>Contract Services</b>	\$64,469	\$279,325	\$90,035	\$208,323	\$127,070
<b>Capital</b>	\$59,338	\$61,159	\$0	\$0	\$165,500
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$201,145	\$414,332	\$177,803	\$299,253	\$396,539

**Program Description**

The Stillwater Emergency Coordination and Communications Center (SECCC) works closely with all city departments, state, and federal agencies in the development and coordination of disaster planning. SECCC is involved with training programs as well as coordination of all city radio, telecommunications, and warning equipment. SECCC provides emergency management for the Stillwater area.

**Accomplishments**

1. Restoration of the Flood Alert System.
2. Completed all Federal Emergency Management Agency and Oklahoma Emergency Management required activities.
3. Provided five presentations and thirty public service announcements on severe weather and emergency preparedness.
4. Identified and surveyed an alternate Emergency Operations Center location.
5. Started the All Hazards Mitigation Planning Process.
6. Completed modifications of replacement Emergency Communications Van and equipped an Emergency Response Vehicle.

**Goals**

1. Enhance the Emergency Operations Center by completing necessary updates, adding resource materials and equipment.
2. Continue organizational plans for equipping and setting up of the alternate Emergency Operations Center sites.
3. Complete all OEM and FEMA required activities.
4. Continue the education process for the citizens of Stillwater by doing presentations on hazardous weather and disaster preparedness.
5. Complete the preliminary Hazard Mitigation Plan for the City of Stillwater.

**Personnel Authorized**

	<u>2005-06</u>	<u>2006-07</u>
Emergency Mgmt. Director	0	1
Emergency Mgmt. Technician	<u>1</u>	<u>1</u>
	1	2

**Personnel Authorized**

1. \$8,000 included in overtime account to be used as needed during critical or emergency situations.

**Other Significant Information**

1. Personnel increased by 43% due to the creation of a fulltime director position in the third quarter of the year.
2. Materials/Services decreased by 16% to reflect more accurately historical costs.
3. Contract Services increased by 41% due to the inclusion of costs of maintenance of sirens and grant expenditures.  
Revenue will increase to offset grant expenditures.

**Capital**

1. \$65,500 (4003) C7PD03 Replace base station radios
2. \$100,000 (4007) C7PD04 Digital upgrade of outdoor sirens

## Police - Animal Control

Fund: General Fund  
 Department: Police  
 Program: Animal Control - Norman McNickle

G/L Number: 010-60-27

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$144,077	\$146,042	\$132,459	\$135,639	\$142,088
<b>Materials/Services</b>	\$16,656	\$18,235	\$22,301	\$23,231	\$25,435
<b>Contract Services</b>	\$7,088	\$6,151	\$16,619	\$17,349	\$16,119
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$167,821	\$170,428	\$171,379	\$176,219	\$183,642

### Program Description

The Animal Control Division is organized to enforce municipal animal ordinances, inspect locations within the city to ensure the humane treatment of animals, educate the general public concerning animal care, and provide proper care for sick and homeless animals.

### Accomplishments

1. Standard Operating Procedures for the Animal Control Division were completed and submitted.
2. Several changes have been implemented at the shelter to comply with ADA requirements. The main foyer has been enlarged and wider doors entering the Animal Control office and Humane Society Cat Playroom have been installed. Also correct door handles have been installed in public areas of Animal Control and most Humane Society areas. A sign declaring "no public restroom" was added to the front door. The parking lot was striped with the addition of a van accessible parking space. A concrete pad was poured in front of the new parking space and the entrance landing enlarged in front of the Humane Society.
3. Animal Control has actively coordinated with the Companion Animal Assistance Program and area veterinarians to ensure that most adult dogs and cats adopted directly from Animal Control are altered before adoption. (198 animals were altered this year.)
4. Members on the board of the Humane Society of Stillwater requested and have received input and participation by the animal control shelter director/supervisor in the implementation of their grant toward creating a spay/neuter suite in the animal shelter. This project is still on-going.

### Goals

1. Animal Control shall pursue in-depth training beyond what is offered by the State's animal control organization with the purpose of compliance with State and Federal laws and officer safety.
2. Animal Control will pursue options to seal the floor in the foyer.
3. Animal Control will continue assistance with projects with both the Companion Animal Assistance Program and the Humane Society of Stillwater
4. Animal Control will research the availability of tools that will decrease the need for chemical immobilization and increase officer safety.

### Personnel Authorized

Animal Control Officer  
 Animal Shelter Supervisor

	<u>2005-06</u>	<u>2006-07</u>
Animal Control Officer	2	2
Animal Shelter Supervisor	1	1
	3	3

**Police - E-911**

Fund: General Fund  
 Department: Police  
 Program: E-911 - Norman McNickle

G/L Number: 010-60-28

	<b>Actual 2003-04</b>	<b>Actual 2004-05</b>	<b>Original Budget 2005-06</b>	<b>Revised Budget 2005-06</b>	<b>Proposed Budget 2006-07</b>
<b>Personnel</b>	\$146,533	\$139,628	\$112,646	\$112,646	\$114,129
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$21,692	\$35,014	\$33,000	\$33,000	\$39,201
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$168,225	\$174,642	\$145,646	\$145,646	\$153,330

**Program Description**

On April 4, 1989, Stillwater voters approved a 5% percent fee on telephone bills for funding the upgrading of the existing C-911 system to Enhanced-911. Enhanced-911 telephone service provides the dispatcher the name and address of the caller by computer. State law requires the tax funds to be accounted for separately. In March 2006, the City Commission voted to retain the 5% percent user fee through April 2006. The user fee level will require review in March 2007.

**Goals**

1. Participate in planning and implementation for the proposed county-wide 911 system.

**Personnel Authorized**

Dispatcher

<u>2005-06</u>	<u>2006-07</u>
3	3
<hr/>	<hr/>
3	3

## Fire - Fire Services

Fund: General Fund  
 Department: Fire  
 Program: Fire Services - Larry Mullikin

G/L Number: 010-65-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$4,963,452	\$5,203,870	\$4,699,052	\$4,879,052	\$5,502,597
<b>Materials/Services</b>	\$141,119	\$116,529	\$130,686	\$185,035	\$189,733
<b>Contract Services</b>	\$100,854	\$161,793	\$201,340	\$129,392	\$398,223
<b>Capital</b>	\$48,133	\$63,015	\$50,000	\$74,805	\$58,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$5,253,558	\$5,545,207	\$5,081,078	\$5,268,284	\$6,148,553

### Program Description

The Stillwater Fire Department provides comprehensive and diversified emergency and non-emergency services to reduce loss of life, injuries, property damage, and to improve the quality of life for the citizens and visitors of Stillwater and Payne County. Services include: emergency medical treatment and transportation at the Advanced Life Support level, fire suppression, fire prevention and safety education, fire inspection and enforcement of the 2003 International Fire Code, fire cause determination and investigation, hazardous materials and Special Operations response. Emergency services, including emergency medical, rescue, fire suppression, and hazardous materials response, are delivered by 72 full-time firefighters, including 66 emergency medical technicians, operating from four stations strategically located throughout the city. The Fire Marshal and Deputy Fire Marshal, with the assistance of on-duty personnel and staff, are responsible for all prevention, investigation, public education, and code enforcement activities.

### Accomplishments

1. The department has completed National Incident Management System (NIMS) training for all department personnel.
2. Concrete drive way at the rear of Station 3 was replaced.
3. Rapid Intervention Team training was conducted for all operations personnel.
4. Installed washers and dryers in all fire stations.
5. Provided refresher training at the HazMat Technician level to fire personnel.
6. The Fire Marshal's Office handed out nearly 200 smoke detectors free of charge to residents who needed them. Funding for the detectors came from donations to the department.

### Goals

1. Complete fire preplans for target hazards.
2. Certify fire personnel in the National Incident Management System (NIMS) at the 300 and 400 level.
3. Conduct table top and field exercises on emergency response to terrorism/rescue incidents.
4. Distribute free smoke detectors to homeowners and renters as necessary.
5. Provide fire safety training to school children through fire safety programs.

<u>Personnel Authorized</u>	<u>2005-06</u>	<u>2006-07</u>
Fire Chief	1	1
Assistant Fire Chief	2	2
Fire Marshal	1	1
Deputy Fire Marshal	1	1
Training Officer	1	1
Battalion Chief	3	3
Fire Captain	12	12
Fire Lieutenant	12	12
Fire Fighter	36	33
Master Mechanic	1	1
Administrative Assistant	1	1
Medical Officer	3	3
Lieutenant Medical Officer	0	3
(3) Fire Interns	0.5	0.5
	<u>74.5</u>	<u>74.5</u>

**Other Significant Information**

1. Personnel increased by 17% due to the inclusion of 9 additional employees. Funding by Oklahoma State University would offset this expense.
2. Materials/Services increased 45% due to increase in fuel cost and medical supplies cost.
3. Contract Services increased 98% due to the following:
  - Loan payment for purchase of the Quint Fire Apparatus
  - Cost of recruits to attend Fire Academy
  - Data entry for state filing compliance
  - Import filter for EMS data

**Capital**

1. \$38,000 (4041) D7FR01 New roof at Fire Station #1
2. \$20,000 (4001) D7FR03 ATV Multi-response Vehicle
3. \$0 (4041) C4FR01 Carry forward of remodel of living quarters at Station #2
4. \$0 (4007) D5FR03 Carry forward of Fire Act Grant major tools

## Health - Ambulance

Fund: General Fund  
 Department: Health  
 Program: Ambulance - Larry Mullikin

G/L Number: 010-65-29

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$256	\$225	\$300	\$300	\$800
<b>Materials/Services</b>	\$87,001	\$132,514	\$104,950	\$121,969	\$139,768
<b>Contract Services</b>	\$54,506	\$49,659	\$53,569	\$47,049	\$101,487
<b>Capital</b>	\$0	\$231,707	\$0	\$0	\$135,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$141,763	\$414,105	\$158,819	\$169,318	\$377,055

### Program Description

The Stillwater Fire Department provides a full service Advanced Life Support ambulance service State licensed at the EMT-Intermediate level to the citizens of Stillwater and the surrounding community. Paramedic services are provided as personnel and staffing allows. Paramedics provide services under "Individual Protocols" approved by the Medical Director. Ambulance services include emergency response and patient transfer. Services are provided by utilizing fire personnel from each of the City's four fire stations. Medical operations are supervised by a full time paramedic level fire department Medical Officer. The total response area for the ambulance service is approximately 584 square miles.

### Accomplishments

1. Purchased and equipped two E-350 Type I ambulances, complete with defibrillators, for Paramedic operations.
2. Established a medical quality control program supervised by the Medical Officers.
3. Medical Officers conducted the State required EMT-Basic and Intermediate recertification training.

### Goals

1. Purchase and equip a new E-350 Type I ambulance to maintain a reliable and trouble free fleet.
2. Conduct a study of when, where, and why it takes longer than 5 minutes to arrive on the scene of a medical emergency inside the City.

### Other Significant Information

1. Materials/Services has increased by 33% due to the inclusion of the following items:  
 EMS training manual  
 Increase in medical supplies
2. Contract Services has increased by 89% due to the inclusion of the following items:  
 Assistant medical officer  
 EMS training enhancement

### Capital

1. \$135,000 (4001) D7FR02 Ambulance

## General Government - City Hall Maintenance

Fund: General Fund  
 Department: General Government  
 Program: City Hall Maintenance - Dan Galloway

G/L Number: 010-80-40

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$130,190	\$168,331	\$138,618	\$139,428	\$152,027
<b>Materials/Services</b>	\$17,022	\$12,650	\$21,100	\$21,100	\$22,100
<b>Contract Services</b>	\$54,833	\$76,704	\$110,800	\$134,863	\$134,863
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$202,045	\$257,685	\$270,518	\$295,391	\$308,990

### Program Description

The Facilities Management Department provides maintenance and custodial service for City Hall and the Police Department. Staff is also responsible for minor repairs. Outside contract services are used for HVAC, plumbing, electrical, security systems, pest control, elevators, and fire extinguisher maintenance.

### Accomplishments

1. Replaced two motors on rooftop exhaust fans.
2. Assisted United Mechanical in replacing drive motors on air handler.
3. Started refinishing metal hand rails outside of building.
4. Installation of glass reception area in Municipal Building.
5. Welded screens over vents in jail and painted.
6. Installation of dampers and thermostats to control heat and cooling between court clerk and IT training room.
7. Tested new "Green" cleaning products that are environmentally friendly.

### Goals

1. Continue to improve City buildings for ADA compliance.
2. Continue to monitor and use environmentally friendly cleaning products.
3. Complete the refinishing of outside metal handrails.
4. Institute pest control program.
5. Schedule regular window cleaning program.

### Personnel Authorized

	<u>2005-06</u>	<u>2006-07</u>
Building Maintenance Workers	3	3
Building Maintenance Supervisor	1	1
	<hr style="width: 50%; margin: 0 auto;"/> 4	<hr style="width: 50%; margin: 0 auto;"/> 4

### Other Significant Information

1. Contract Services has increased by 22% due to the increasing cost of the maintenance contracts for the Municipal building.



**DEBT SERVICE FUNDS  
SPECIAL REVENUE FUNDS  
CAPITAL PROJECT FUNDS**

REVENUES		06/07
<b>DEBT SERVICE</b>		
DEBT SERVICE		1,372,865
<b>SPECIAL REVENUES</b>		
STREET & ALLEY		368,000
ECONOMIC DEVELOPMENT		250
HUNTING & FISHING		75,300
HOTEL/MOTEL TAX		365,000
RURAL FIRE		75,000
CDBG GRANTS		135,130
PARK GRANTS		-
COMMUNITY DEVELOPMENT REHAB		13,000
STORMWATER MANAGEMENT FUND		256,000
TRANSPORTATION FEE		295,000
LIBRARY ENHANCEMENTS		4,000
PARK DONATIONS		5,000
COMUNITY CENTER DONATIONS		
<b>EXPENDITURES</b>		06/07
<b>DEBT SERVICE</b>		
DEBT SERVICE		1,372,865
<b>SPECIAL REVENUES</b>		
STREET & ALLEY		1,407,362
ECONOMIC DEVELOPMENT		5,550
HUNTING & FISHING		112,980
HOTEL/MOTEL TAX		365,000
RURAL FIRE		115,845
CDBG GRANTS		270,260
PARK GRANTS		-
COMMUNITY DEVELOPMENT REHAB		-
STORMWATER MANAGEMENT FUND		237,483
TRANSPORTATION FEE FUND		-
LIBRARY ENHANCEMENTS		4,000
PARK DONATIONS		9,000
TRANSPORTATION IMPROVEMENT FUND		140,269 *
GALIE MAY KOCH DONATIONS		2,791
CVB ENTRYWAY SIGN		

\*Projects funded by 1/2 cent sales tax recorded as revenue in the general fund.

## DEBT SERVICE FUND

This fund is used to account for the accumulation of resources for and the payment of, long-term general obligation debt principal, interest, and related costs.

### REVENUE PROJECTIONS

<b>Property Tax-Current</b>				<b>020-0000-311-4115</b>
<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>2006-07</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
2,073,781	1,963,161	1,944,260	1,944,260	1,372,865

Property tax amounts are certified to the Payne County Board of Equalization. Stillwater's annual debt requirements exceed the property tax revenues. (See sales tax revenue explanation.)

Recent increases are the result of the new bond issue voted on by the Stillwater residents to finance the police/municipal building which were issued in two series. The first series was issued in June 2000 and the second series was issued in June 2001.

<b>Property Tax-Delinquent</b>				<b>020-0000-311-4116</b>
<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>2006-07</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
77,544	14,637	0	0	0

Delinquent payments are shown here.

## Finance - Debt Service

Fund: Debt Service  
 Department: Finance  
 Program: Debt Service - Marcy Alexander

G/L Number: 020-20-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$2,067,458	\$2,015,608	\$1,944,260	\$1,940,260	\$1,372,865
<b>Total</b>	\$2,067,458	\$2,015,608	\$1,944,260	\$1,940,260	\$1,372,865

### Program Description

The funds budgeted here are required to retire outstanding general obligation debt. The City has the following issues outstanding:

2000 City Hall/Police Building Bonds \$8,500,000. Principal balance at June 30, 2006 - \$6,300,000  
 2001 City Hall/Police Building Bonds \$6,470,000. Principal balance at June 30, 2006 - \$5,110,000

Maturities for these issues are June 1, 2020 for the 2000 City Hall/Police Building Bonds, and June 1, 2021 for the 2001 issue.

## SPECIAL REVENUE FUNDS

These individual revenue funds finance particular activities and were created to account for receipts from specific taxed or other earmarked revenues. These funds are authorized by statutory or charter provisions to pay for certain activities that receive some form of continuing revenue.

### REVENUE PROJECTIONS

<b>Gasoline Tax-State</b>				<b>120-0000-314-4120</b>	
<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>		
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	
80,043	79,900	84,000	84,000	86,000	

Title 68 of the Oklahoma Revenue and Taxation Code, Article 5, Section 504, defines the apportionment method of the State gas tax. 5% of collections is distributed to the cities on a population basis. The funds can only be used for streets and alleys.

<b>Auto Tag Tax-State</b>				<b>120-0000-314-4121</b>	
<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>		
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	
276,807	277,074	278,000	278,000	282,000	

All revenue is apportioned according to Section 47-1104 of the Oklahoma Vehicle License and Registration Act. 3 % is apportioned to cities on a population basis. The funds may only be used for streets and alleys

<b>Miscellaneous Revenues-Street and Alley</b>				<b>120-0000-380-4873</b>	
<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>		
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	
-166	87,130	0	0	0	

Includes reimbursements from individuals for damages to street and drainage structures. Also includes payments for culvert pipe purchased by citizens for installation by City crews during improvements projects.

**Donations/Miscellaneous**

130-0000-365-4820

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
220	5,302	250	250	250

Donations received by the Sister Cities Program.

**Daily-Basic Use/Fishing**

140-0000-322-4250

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
10,472	10,872	10,000	10,000	10,100

Fees are set by a team of staff members and approved by the Parks, Events and Recreation Advisory Board. Prior to 1997/1998 all fees were included in this account. The current rate is \$3 per vehicle for daily

**Daily Boating**

140-0000-322-4251

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
7,440	8,120	7,500	7,500	7,500

The daily boating rate (including fishing) is \$5 per vehicle and boat.

**Annual Basic Use/Fishing**

140-0000-322-4252

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
5,105	6,595	5,500	5,500	5,600

The annual use/fishing permit rate is \$20 per vehicle: Additional vehicle (limit 2) is \$5 per vehicle.

**Annual Boating**

140-0000-322-4253

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
10,237	9,958	10,000	10,000	10,000

Annual boating (includes fishing) \$35 per vehicle and boat; additional boat (limit 2) \$15 second boat.

**Hunting/Fishing**

140-0000-322-4254

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
1,010	659	1,000	1,000	1,000

Revenues are generated from fees charged for daily use, boating and mountain biking permits. With the addition of a new restroom and other improvements, the use of the facility will continue to increase.

**Daily-Mountain Bike**

140-0000-347-4671

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
1,855	2,215	2,000	2,000	2,100

These fees are charged to those using bikes on the Lake McMurtry trails. Daily Mountain Bike fee is \$5 per vehicle.

**Annual Mountain Bike**

140-0000-347-4672

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
3,060	2,915	3,000	3,000	3,000

These fees are charged to those using bikes on the Lake McMurtry trails. The annual fee is \$25 for up to two bikes. Additional bikes are \$5 per vehicle.

**Camping Fees**

140-0000-347-4674

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
23,912	22,110	22,000	22,000	22,100

Primitive Camping-\$6/night per tent, camper, trailer. Improved Site-\$12/night per tent, camper, trailer. The sixth night is free.

**Shelter Rental-Boomer**

140-0000-363-4648

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
945	810	1,000	1,000	800

Rental of shelters for special events. The fee is \$30 for basic and \$50 with fishing.

**Rental Income**

140-0000-363-4653

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
2,551	1,871	1,200	1,200	1,700

Rentals include land leases and other long-term lease agreements at city lake areas.

**Concessions**

140-0000-370-4663

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
9,860	9,265	11,500	11,500	11,000

Revenue from concessions sold at Lake McMurtry.



**Miscellaneous**

140-0000-380-4873

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
1,891	990	0	0	200

Fees charged for maintaining areas used by outside groups.

**Hotel/Motel Tax**

150-0000-316-4130

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
294,015	332,728	310,000	310,000	365,000

Hotels and motels are required to collect a 4% lodging tax which is remitted to the city.

The city contracts with the Stillwater Convention and Visitors Bureau for economic development purposes to use the proceeds from this tax to attract visitors, conventions, and events to the Stillwater area.

**Membership Fees**

160-0000-342-4680

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
41,800	43,440	40,000	45,000	40,000

Resolution No. 2002-4, adopted by the City Commission on March 11, 2002, established that rural property owners or leasees may elect to pay a rural fire subscription fee to the City of Stillwater for an annual charge of \$40; or, if they belong to a rural water cooperation that purchases water from the City of Stillwater, a subscriber is charged \$175 per call and no manpower charge for all fire services provided.

**Rural Fire Runs**

160-0000-342-4685

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
6,129	9,557	20,000	25,000	25,000

Resolution No. 2002-4, adopted by the City Commission on March 11, 2002, sets forth a fee schedule for providing fire services outside the City limits. The fees are:

\$300.00 per unit. Includes pumpers, rescues, special operations, ladders, grass/brush trucks, and tankers.

\$150.00 per Command unit.

\$12.50 per man-hour for incidents involving straight time.

\$25.00 per man-hour for incidents involving overtime personnel.

Man-hours are one (1) hour minimum. Any partial hours are billed as a whole hour.

**Rescue Runs**

160-0000-342-4686

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
6,389	861	8,000	8,000	10,000

Resolution No. 2002-04, adopted by the City Commission on March 11, 2002, establishes fees for rescue and extrication emergencies outside the City limits. City residents and members of the Rural Fire Association are exempt from such fees. The fee schedule is:

\$300.00 per unit. Includes pumpers, rescues, Special Operations, ladders, grass/brush trucks, and tankers.

\$150.00 per Command unit.

\$12.50 per man-hour for incidents involving straight time.

\$25.00 per man-hour for incidents involving overtime personnel.

Man-hours are one (1) hour minimum. Any partial hours are billed as a whole hour.

**Community Development Block Grant**

170-3020-330-4541

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
62,786	233,386	135,130	302,043	135,130

Community Development Block Grant funds to be received from the Oklahoma Department of Commerce as a part of the State's Small Cities Set Aside program. This is 50/50 match grant

**Grant Revenue-Parks**

180-0000-330-4541

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
0	0	0	0	0

Proceeds from a grant from Oklahoma Department of Transportation to fund continuation of the walking and biking trail.

**Grant Revenue**

180-5012-330-4541

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
0	20,511	0	193,285	0

Proceeds from a grant from Oklahoma Department of Transportation to fund extensions of trail to Parkview Estates housing addition.

**Rental Income-Rental Rehab**

200-0000-368-4460

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
16,359	25,883	10,000	10,000	13,000

Repayment of loans and escrow interest from the rental rehabilitation program.

**Grant Revenue-Storm Water Management**

210-0000-330-4545

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
15,668	0	0	0	0

Grant from Federal Emergency Management Services to fund Storm Water Master Plan.

**Stormwater Fee**

210-0000-348-4680

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>2006-07</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
252,405	258,960	255,500	255,500	256,000

This fee was created to provide funds for drainage facilities and stormwater related projects. Fees are set by resolution of the City Commission.

**Drainage Fees**

210-0000-348-4681

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>2006-07</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
2,700	-999	0	0	0

On June 30, 1997, Ordinance 2575 was adopted that established a monthly storm water fee. Resolution 97-18 was adopted on July 7, 1997, that established the rate schedule for the fees. For single-family residential properties the fee is \$1 per month. Multi-family and commercial properties are charged a fee based on the amount of hard surface constructed on their lot.

**Library Materials Enhancement Fund**

220-0000-361-4440

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>2006-07</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
1,226	3,051	3,000	3,031	4,000

Interest from this account is used to purchase library books and audio visual materials.

**Recreational Fees-Park Donations**

230-0000-347-4623

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>2006-07</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
0	0	0	0	0

As a result of the recommendation of the Park and Recreation Advisory Board in 1994, a portion of league fees will be placed in a facility improvement fund. The primary use of these funds is to support youth programs operated by the department.

**Donations-Parks**

230-0000-365-4820

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
788	5,099	0	5,000	0

Donations received for park improvements. Donations are received from members of the community for fund items such as memorials and park improvements.

**Artist Fees**

232-0000-347-4645

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
0	0	0	4,495	4,200

Artist/Exhibitor fees received from the artists participating in the Stillwater Arts & Heritage Festival.

**Vendor Fees**

232-0000-347-4647

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
0	0	0	900	1,000

Vendor/Exhibitor fees received from the vendors participating in the Stillwater Arts & Heritage Festival.

**Donations/Miscellaneous**

232-0000-365-4820

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
0	0	0	11,000	11,000

Donations received for the Stillwater Arts & Heritage Festival, agency sponsorships.

**Miscellaneous**

232-0000-380-4873

<b>Actual 2003-04</b>	<b>Actual 2004-05</b>	<b>Original Budget 2005-06</b>	<b>Revised Budget 2005-06</b>	<b>Budget 2006-07</b>
0	0	0	500	600

Revenue for sales of T-shirts and other miscellaneous items at the Stillwater Arts & Heritage Festival.

**Recreation Fees**

233-0000-347-4623

<b>Actual 2003-04</b>	<b>Actual 2004-05</b>	<b>Original Budget 2005-06</b>	<b>Revised Budget 2005-06</b>	<b>Budget 2006-07</b>
0	0	0	0	5,000

Pioneer Senior Olympic program entry fees.

**Airport Museum Donations**

250-0000-365-4820

<b>Actual 2003-04</b>	<b>Actual 2004-05</b>	<b>Original Budget 2005-06</b>	<b>Revised Budget 2005-06</b>	<b>Budget 2006-07</b>
247	140	0	0	250

Donations for the operation of the airport museum.

## Public Works - Street & Alley

Fund: Street & Alley  
 Department: Public Works  
 Program: Street & Alley - Tom Vitek

G/L Number: 120-40-39

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$918,066	\$887,554	\$773,463	\$773,463	\$817,533
<b>Materials/Services</b>	\$318,891	\$297,230	\$430,350	\$411,239	\$440,111
<b>Contract Services</b>	\$101,486	\$98,040	\$145,593	\$151,593	\$99,218
<b>Capital</b>	\$25,860	\$229,732	\$100,000	\$137,890	\$50,500
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$1,364,303	\$1,512,556	\$1,449,406	\$1,474,185	\$1,407,362

### Program Description

The Street Division is responsible for maintenance of the city streets (approximately 295 miles total), alleys, drainage, street sweeping, right-of-way mowing, public storm water detention facilities, minor channel work, street construction and support functions to the other city departments. Financing is provided by gasoline tax, tag fees, and contributions from the General Fund.

### Accomplishments

1. Continued clearing and reseeded of all drainage areas that the Division has worked on this year.
2. We have not been able to increase the blocks of cracks sealed due to the high number of utility repairs and major asphalt replacement completed this year.
3. Improved on the response time on all complaints called in. Average response time is same day to 24 hours. We are only limited to a longer time if materials are not available to complete the job.

### Goals

1. Division will hold once a month safety meetings.
2. Start a program with the help of Sanitation to keep the alley ways clear of brush and tree limbs.
3. Continue replacing all utility cuts in streets and sidewalks for Water and Sewer Division.

### Personnel Authorized

	<u>2005-06</u>	<u>2006-07</u>
Maintenance Worker I/II	5	5
Equipment Operator I/II	4	4
Sweeper Operator	3	3
Senior Equipment Operator	2	2
Street Maintenance Crew Chief	3	3
Street and Drainage Maintenance Supervisor	1	1
Street and Drainage Maintenance Superintendent	1	1
Maintenance Workers (Transferred from Storm Water Drainage)	0	2
Street Maintenance Worker (Transferred from Transportation Improvement Fund)	0	3
	-----	-----
	19	24

**Other Significant Information**

1. Personnel increased by 6% due in part to the inclusion of 5 maintenance workers included in the Storm Water Drainage budget and Transportation Improvement Fund budget in 05/06.
2. Contract Services has decreased by 32% due to the end of payments on a lease purchase agreement and reduction of professional services and miscellaneous services to more accurately reflect historical expenditures.

**Capital**

1. \$18,000 (4001) D7PW08 Replace 3/4 ton pickup truck
1. \$18,500 (4008) D7PW05 50 KW Generator - Stand by power source for Street Service Center
3. \$14,000 (4005) D7PW10 Replace 23 year old air compressor used for street repairs



## Sister Cities Program - Sister Cities Program

Fund: Sister Cities  
 Department: Sister Cities Program  
 Program: Sister Cities Program - Sister Cities Council

G/L Number: 130-10-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$652	\$3,573	\$1,100	\$2,496	\$1,800
<b>Contract Services</b>	\$2,434	\$2,039	\$3,000	\$3,586	\$3,750
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$3,086	\$5,612	\$4,100	\$6,082	\$5,550

### Program Description

On November 3, 1985, an agreement was signed with Kameoka, Japan establishing a sister city partnership. Kameoka is located in Kyoto Prefecture which has a sister-state partnership with the State of Oklahoma. The Sister Cities Council, appointed by the City Commission, oversees this program which involves numerous community volunteers. The council membership consists of 11 volunteers who work with city staff to facilitate cultural and educational programs in the community in cooperation with the City Commission, Oklahoma State University, Stillwater Public Schools, State of Oklahoma, and other agencies.

As a result of the sister city relationship, a sister school agreement between Stillwater Middle School and Taisei Junior High School in Kameoka was signed in 1989. Annual student-teacher exchanges and art exchanges have continued between Stillwater and Kameoka Schools throughout the relationship. The Stillwater Public Schools promote this award-winning program with the assistance of the Sister Cities Council.

Stillwater's sister city program has been recognized on several occasions by Sister Cities International (SCI), an organization that assists U.S. communities in developing partnerships with communities throughout the world. The 1992 SCI annual conference was held in Tulsa, Oklahoma, and Kameoka's Mayor Yoshihisa Taniguchi attended and was on the conference program. Stillwater was one of 10 U.S. cities to receive grants and participate in the Trilateral Exchange Program linking Stillwater with Kameoka and its Brazilian sister city Jandira. At the SCI National Conference in 2001, Sister Cities Council member Dr. Larry Jones was recognized as the "Volunteer of the Year" for his many contributions to the sister cities programs in Stillwater and Kameoka.

The Sister Cities Council participates in the SCI Young Artists Competition each year and has had seven international winning entries and two certificates of merit from Stillwater and Kameoka young artists. The council coordinates the annual competition and art exhibit to provide an opportunity for young artists in Stillwater and Kameoka to express their artistic concepts of the themes of world peace and understanding.

In 1997, the Japanese Gardeners' Association of Kameoka sent 17 gardeners to Stillwater to construct the International Friendship Garden at the Stillwater Community Center and a Tea Garden at Oklahoma State University on the grounds of the Oklahoma Botanical Garden and Arboretum. These Japanese gardens were constructed for the citizens of Stillwater to commemorate the sister cities relationship between Stillwater and Kameoka. In 2005, 4 members of the original Japanese gardener delegation returned to Stillwater to examine how the gardens have developed since the time they were constructed.

The Sister Cities Council hosts delegations from our sister city with the assistance of many community volunteers and home stay families. Stillwater has hosted official delegations from Kameoka in celebration of the 10th anniversary led by Mayor Yoshihisa Taniguchi in 1995, the 15th anniversary led by Mayor Hideo Tanaka in 2000, and is making plans to host Mayor Masataka Kuriyama for the 20th anniversary in 2006. Stillwater received an SCI award for a 1993 educational exchange of a 33 member delegation from the Kameoka Social Welfare Foundation who studied programs in Stillwater for senior citizens, the physically and cognitively impaired, and working women. In 2002, a delegation of 16 musicians presented a cultural exchange concert of musical selections for the ocarina at the Wes Watkins Center, and a delegation of 17 Kyoto Prefecture Assemblymen was welcomed in Stillwater.

A number of City of Stillwater and Oklahoma State University officials as well as students and citizens have been hosted in Kameoka, Japan for celebrations, dedications, and educational exchanges throughout the years.

## Parks, Events & Recreation - Hunting & Fishing

Fund: Hunting & Fishing  
 Department: Parks, Events & Recreation  
 Program: Hunting & Fishing - Roger Bastion

G/L Number: 140-50-40

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$82,713	\$68,607	\$68,125	\$68,125	\$72,615
<b>Materials/Services</b>	\$17,465	\$14,953	\$18,800	\$18,522	\$20,865
<b>Contract Services</b>	\$16,907	\$18,184	\$21,850	\$29,190	\$19,500
<b>Capital</b>	\$6,800	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$123,885	\$101,744	\$108,775	\$115,837	\$112,980

### Program Description

Lake McMurtry includes 1,300 acres of water recreation and 2,100 acres of land which is leased or provides special recreational activities. Activities include: camping (16 sites with water and electric, 4 with water only, and 75 primitive areas), hiking, fishing, boating, water fowl hunting, gun range, 28 miles of mountain bike trails, scouting activities, and fishing tournaments. Facilities at Lake McMurtry include: restrooms with showers for campers on the west side, fishing docks, one enclosed dock, boat ramps, and designated swimming areas. Lake McMurtry requires a user's fee for use of the lake's amenities.

### Accomplishments

1. Staff working with the Park Operations crews were able to remove and stack 1600 Eastern Red Cedar trees in those areas. The removal work was halted early because of the drought and extreme fire danger.
2. Land has not been leased on a regular basis and the oversight of the program needs improvement to ensure that leases are paid on time. Staff reviewed several past years to determine problems and deficiencies. Staff has recommended changes to the leasing program to streamline and expedite the leasing process. These recommendations are now being reviewed by legal for correctness. Staff is hoping to be able to institute a new program in the near future.
3. The land around the gun range has been surveyed, marked, and corners posts and fences installed. Staff has designated several other areas needing to have corners reestablished. Staff is working with the survey crew to get these into their work schedule.

### Goals

1. See Administrative Division for departmental goals.

### Personnel Authorized

	<u>2005-06</u>	<u>2006-07</u>
<b>Full Time</b>		
Lake McMurtry Supervisor	1	1
<b>Part Time</b>		
Part-Time Staff	0	0
<b>Seasonal</b>		
Seasonal Employees	5	5
	6	6

## Hotel/Motel Tax - Hotel/Motel Tax

Fund: Hotel/Motel  
 Department: Hotel/Motel Tax  
 Program: Hotel/Motel Tax - Marcy Alexander

G/L Number: 150-20-11

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$283,327	\$334,831	\$310,000	\$310,000	\$365,000
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$283,327	\$334,831	\$310,000	\$310,000	\$365,000

### Program Description

This pass-through fund represents collections from the city's hotel/motel tax which are forwarded to the Stillwater Chamber of Commerce. The Chamber is under contract with the city to use these funds for the Stillwater Convention and Visitors Bureau. The hotel/motel tax was authorized in Ordinance 2178 adopted by the City Commission on March 25, 1985, and approved by a vote of the people on May 7, 1985.

## Rural Fire - Rural Fire

Fund: Rural Fire  
 Department: Rural Fire  
 Program: Rural Fire - Larry Mullikin

G/L Number: 160-65-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$982	\$2,187	\$15,000	\$25,000	\$21,650
<b>Materials/Services</b>	\$24,406	\$37,182	\$76,361	\$73,768	\$77,187
<b>Contract Services</b>	\$2,017	\$539	\$10,432	\$10,432	\$17,008
<b>Capital</b>	\$6,464	\$2,680	\$28,180	\$73,180	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$33,869	\$42,588	\$129,973	\$182,380	\$115,845

### Program Description

The Stillwater Fire Department provides fire protection to 359 square miles in Payne County including the Lake McMurtry area. The fire department also provides mutual aid assistance to all communities in Payne County and surrounding areas. The Rural Fire Association was established to provide the necessary funding to provide rural fire fighting equipment and offset the manpower costs incurred by the City of Stillwater. The Rural Fire Association fee is set at \$40 per year, per member and is collected on an individual basis or through the surrounding rural water districts.

### Accomplishments

1. Utilized fire forecasting to determine when to call back additional staffing for rural equipment in anticipation of wild land fires.
2. Participated in the Rural Fire Districts Association.

### Goals

1. Participate in the Rural Fire Districts Association and continue to promote County wide planning.
2. Be prepared to respond adequate fire forces to rural fires during high fire danger by the use of fire forecasting using computerized fire models.

### Other Significant Information

1. Contract services increased 63% due to the inclusion of a vehicle location system.

### Capital

1. \$0 (4001) D5FR04 Carry forward of heavy duty truck

## Development Services - CDBG

Fund: CDBG  
 Department: Development Services  
 Program: CDBG - Paula Dennison/Jean Cody

G/L Number: 170-30-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Capital</b>	\$181,766	\$421,402	\$270,260	\$410,735	\$270,260
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$181,766	\$421,402	\$270,260	\$410,735	\$270,260

### Program Description

This fund was established for the Community Development Block Grant Small Cities Set Aside created by the Oklahoma Department of Commerce. This program utilizes grant dollars from ODOC and the local match (50/50) to fund neighborhood improvements in low/moderate income portions of the community. A citizens committee formerly assisted staff in developing a plan for the use of these funds and monitoring implementation. These programs are administered by staff in the Development Services Department.

### Accomplishments

1. Oklahoma Department of Commerce monitored CDBG year 5 and year 6 grants.
2. Staff initiated the spending of the City's portion of the 2004 unfunded grant.
3. The City provided home buyers assistance to 31 home buyers in the amount of \$104,286.
4. The City has been awarded 2005 CDBG #11950.
5. The City received the 2005 CDBG contract to continue with the Home Buyers Assistance/Education (HBA/HBE) program and to construct the Virginia/Miller sidewalk between Perkins Road and Main Street.
6. City Commission adopted the policies and guidelines for the HBA program and for the newly formed Owner Occupied Housing Emergency Repairs Program (OOHER).

### Goals

1. Apply for the 2007 Small Cities CDBG funding.
2. Complete the 2005 CDBG #11950.
3. Oversee ESG grant once awarded.

### Personnel Authorized

1. This fund utilizes existing personnel within the Development Services Department.

## Park Grants - Park and Recreation Improvements

Fund: Park Grants  
 Department: Park Grants  
 Program: Park and Recreation Improvements - John McClenny

G/L Number: 180-50-11

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Capital</b>	\$14,049	\$15,931	\$0	\$237,263	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$14,049	\$15,931	\$0	\$237,263	\$0

### Program Description

The Park Grant account includes funding for parks and recreation redevelopment and development projects which are eligible for federal or state grants. Projects which qualify for matching grants may be offset by in-kind services, matching funds, or donated funds. Funding sources include ODOT, Department of Wildlife, and perhaps the Land/Water Conservation fund.

### Accomplishments

1. With help from the City's engineering division, Parkview Estates section of the trail system is currently under construction. Anticipated completion date is June 15th 2006. However, delays to the project beyond the City's control have increased costs to the point that only 1/2 of the original trail plan can be constructed.

### Goals

1. See Administrative Division for departmental goals.

### Capital

1. \$0 (4954) C2PR05 Carry forward of Kameoka Trail: Parkview to Boomer Lake

## Development Services - Community Development Rehab

Fund: Community Development Rehab  
 Department: Development Services  
 Program: Community Development Rehab - Paula Dennison

G/L Number: 200-30-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$13	\$0	\$0	\$0	\$0
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$13	\$0	\$0	\$0	\$0

### Program Description

The Development Services Department administers a variety of grant and loan programs to assist with community and economic development activities. Grants managed within this program are Emergency Shelter Grants (ESG), USDA, and Rural Business Enterprise Grant (RBEG).

This division will cease to exist as of July 1, 2006.

### Goals

1. Complete closeout of rental rehab program.

### Personnel Authorized

1. This fund utilizes existing personnel within the Development Services and Finance Departments.

## Public Works - Storm Water Drainage

Fund: Storm Water Drainage  
 Department: Public Works  
 Program: Storm Water Drainage - David Cross/Operations Manager

G/L Number: 210-40-36

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$38,330	\$75,502	\$123,202	\$123,202	\$112,601
<b>Materials/Services</b>	\$12,251	\$33,693	\$47,700	\$51,326	\$51,905
<b>Contract Services</b>	\$9,693	\$31,383	\$61,704	\$58,077	\$72,977
<b>Capital</b>	\$40,526	\$83,020	\$0	\$61,445	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$100,800	\$223,598	\$232,606	\$294,050	\$237,483

### Program Description

This fund is used to improve the city's stormwater drainage system and to comply with Phase II of the National Pollutant Discharge Elimination System (NPDES) storm water regulations.

### Accomplishments

1. Received authorization from the Oklahoma Department of Environmental Quality to discharge storm water under the OPDES Storm Water Phase II Small Municipal Separate Storm Sewer System (MS4) General Permit (OKR04).
2. Recruited and hired a Stormwater Program Coordinator to begin the implementation of the Phase II NPDES storm water program
3. New flood insurance rate maps and a new flood insurance study have been completed and adopted by the city.
4. Utilized storm water drainage maintenance personnel to perform maintenance of storm water drainage facilities throughout the city.

### Goals

1. Continue with the implementation of the City of Stillwater's Phase II Stormwater Management Program to comply with the State of Oklahoma's Phase II General Permit for Municipalities (OKR04) by completing the following items:
2. Review all applicable existing ordinances relating to storm water, identify ordinances in need of updating, and identify ordinances that need to be added.
3. Review all existing policies and procedures relating to storm water quality and determine needed updates and additions. Combine all policies and procedures into one document.
4. Update the Stillwater city commission on the Phase II Stormwater Management Program and solicit city commission and public input.
5. Complete mapping of at least 20% of major drainage structures and streams within the city.
6. Develop and distribute storm water educational materials including at least one poster/board to educate the public on storm water quality.
7. Provide storm water training to at least 50% of the city's Storm Water Management staff.
8. Inspect all active construction sites and city owned facilities for storm water pollution discharge violations. Document and resolve violations.
9. Investigate and resolve all complaints of storm water illicit discharges.
10. Complete house keeping of public property by marking 1/3 of storm drains and sweeping streets upon request.
11. Plan at least one clean-up event to help improve storm water quality.
12. Provide the public with Storm Water Management staff contact information to solicit information/input from the public.
13. Complete the required annual report for the City of Stillwater's Phase II Stormwater Management Program and submit the report to the Oklahoma Department of Environmental Quality by January 29th, 2007.
14. Coordinate with FEMA for the implementation of the Digital Flood Insurance Rate Maps for the City.
15. Continue performing maintenance of storm water drainage facilities throughout the city.



**Personnel Authorized**

**2005-06**

**2006-07**

Maintenance Workers (Transferred to Street and Alley)

2

0

Storm Water Program Coordinator (Transferred to Engineering Services)

1

0

3

0

**Capital**

1.

\$0 (4010) C4DR01 Carry forward of Glenwood drainage project

## Public Works - Transportation Fee

Fund: Transportation Fee  
 Department: Public Works  
 Program: Transportation Fee - Ralph Kinder

G/L Number: 215-40-36

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$0	\$0	\$0	\$314,750	\$0
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$0	\$314,750	\$0

### Program Description

The Transportation Fee was created to take the place of the half street paving requirement. The fees collected are to be used to study the future transportation capacity enhancements required to maintain reasonable level of services as the community grows. Fees collected in excess of what are needed for the study will be applied to transportation enhancement projects.

### Accomplishments

1. Initiated the City-wide Transportation Enhancement Study.

### Goals

1. Complete the City-wide Transportation Enhancement Study.

### Personnel Authorized

1. Development Services and Public Works provide staff for this program.

## Library - Library Materials Enhancement

Fund: Library Materials Enhancement  
 Department: Library  
 Program: Library Materials Enhancement - Lynda Reynolds

G/L Number: 220-55-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$2,017	\$470	\$3,000	\$3,031	\$4,000
<b>Contract Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$2,017	\$470	\$3,000	\$3,031	\$4,000

### Program Description

In October 1993, the old library building at 206 W. 6th was sold to T.M.S. for \$185,024. During the 1994/95 fiscal year, the City of Stillwater Finance Department created the Library Building Fund account to ensure that the proceeds from the sale of the old library building would be used for library purposes. At its May 5, 1997 meeting, the Stillwater City Commission approved a proposal to use interest generated each year from this account to enhance the Library's print and audio visual collections.

**Park Donations - Park Donations**

Fund: Park Donations  
 Department: Park Donations  
 Program: Park Donations - John McClenny

G/L Number: 230-50-10

	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
	<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$2,880	\$5,907	\$12,000	\$12,000	\$5,000
<b>Contract Services</b>	\$550	\$1,900	\$4,000	\$26,800	\$4,000
<b>Capital</b>	\$0	\$0	\$0	\$10,000	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$3,430	\$7,807	\$16,000	\$48,800	\$9,000

**Program Description**

The Park Donations account has several divisions and supports the department in a variety of ways. Citizens or civic groups wanting to contribute to a specific program or facility may do so through this account. Areas where donations can be given include: Adopt-a-Park, recreation equipment, scholarships, park facility improvements, recreation programs, adult softball, Lake McMurry, memorials, or the Motorcycle Park.

**Capital**

1. \$0 (4054) 06PR01 Carry forward of Sanborn restroom

## Parks, Events & Recreation - Arts and Heritage Festival

Fund: Special Revenue Fund  
 Department: Parks, Events & Recreation  
 Program: Arts and Heritage Festival - Jim Scott

G/L Number: 232-50-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$2,800	\$2,800
<b>Contract Services</b>	\$0	\$0	\$0	\$13,595	\$14,000
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$0	\$16,395	\$16,800

### Program Description

Beginning in 1977, the Stillwater Arts & Heritage Festival was first known to the public as Run for the Arts. The Festival has grown from a small art show held on the courthouse lawn to a major cultural event lasting for two days. Now held in scenic Couch Park, the Festival attracts over sixty artists from more than 7 different states, offers a variety of food vendors, live musical performances, historically accurate demonstrations of Oklahoma heritage, and a special children's area designed to allow kids to express their creative side. The Stillwater Arts & Heritage Festival greatly benefits the Stillwater community as it offers family friendly weekend activities, broadens knowledge of the arts, and boosts tourism. As the major organizer of the Festival the Parks, Events and Recreation Department gains extra exposure to the public and added revenues.

## Parks, Events & Recreation - Pioneer Senior Olympics

Fund: Special Revenue Fund  
 Department: Parks, Events & Recreation  
 Program: Pioneer Senior Olympics - Valerie Bloodgood

G/L Number: 233-50-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$5,000
<b>Contract Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$0	\$0	\$5,000

### Program Description

The Pioneer Senior Olympics has been a Stillwater Parks, events & Recreation event since 1991. The event is held in August of each year and brings as many as 500 athletes, 50 years or older, from around the state, to Stillwater for the competition and fun. Athletes compete in cycling, track and field, softball, swimming, weightlifting and several other events. This event is fun for the athletes, families and spectators. Benefits to the department and City include increased revenue and tourism.

## Public Works - Transportation Improvement Fund

Fund: Transportation Projects  
 Department: Public Works  
 Program: Transportation Improvement Fund - Ralph Kinder

G/L Number: 260-00-00

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$72,776	\$72,856	\$76,345	\$76,345	\$71,173
<b>Materials/Services</b>	\$26,525	\$26,494	\$39,300	\$42,558	\$44,346
<b>Contract Services</b>	\$0	\$0	\$0	\$650	\$0
<b>Capital</b>	\$215,928	\$700,256	\$5,200,000	\$6,079,508	\$24,750
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$315,229	\$799,606	\$5,315,645	\$6,199,061	\$140,269

### Program Description

In September 2001, the citizens voted in favor of an additional one-half cent sales tax to be used for maintenance and improvements to existing streets over a 5 year period. The program includes \$1.5 million for maintenance of residential streets on an annual basis and approximately \$10 million for 12 major street improvement projects located throughout the city.

### Accomplishments

1. The design of Western and Hall of Fame intersection project was completed. Construction of the project is on hold pending resolution on the future of Hall of Fame.
2. The Richmond and Washington intersection project final design has been completed. Utility relocation plans have been prepared. Construction bid documents are being prepared.
3. Design is complete for the 12th; Adams to Western reconstruction project. Right-of-way plans are complete. Utility relocation plans are being prepared. Bid documents are being prepared.
4. The Jardot; 12th to McElroy design has been completed. Right-of-way plans were prepared and indicated 80 parcels of right-of-way are required to accommodate the design. Therefore, the project design is being modified to reduce right-of-way requirements and minimize utility impacts. Utility relocation has been put on hold pending the completion of the design modifications.
5. Design is complete for the 19th; Sangre to Western reconstruction project. Right-of-way plans have been prepared. Utility relocation coordination has been initiated. Construction bid documents are being prepared.
6. Design is complete for the Residential Street project.

### Goals

1. Complete construction of 12th Ave., Western to Adams project.
2. Complete construction of 19th Ave., Western to Sangre project.
3. Complete construction of Jardot, 12th to McElroy project.
4. Complete construction of Washington and Richmond intersection project.
5. Subject to 1/2 cent sales tax renewal, complete design, right-of-way acquisition and utility relocation for University; Monroe to Knoblock, 19th; Main to Jardot, Lakeview and Husband intersection, Jardot; 12th to 19th.
6. Complete construction of the Residential Street project

### Personnel Authorized

	<u>2005-06</u>	<u>2006-07</u>
Street Maintenance Worker (Transferred to Street & Alley)	3	0
	3	0

**Capital**

1. \$24,750 (4085) STPW17 Design: 19th Av bridge replacement roadway approaches
2. \$0 (4009) (also 4085) STPW02 Carry forward of 19th: Main to Jardot
3. \$0 (4009) STPW08 Carry forward of Washington and Richmond
4. \$0 (4009) STPW07 Carry forward of 12th: Western to Adams
5. \$0 (4009) (also 4085) STPW16 and STPW03 Carry forward of Jardot: 19th to McElroy
6. \$0 (4009) STPW09 Carry forward of 19th: Western to Sangre
7. \$0 (4009) (also 4085) STPW01 Carry forward of Residential Streets
8. \$0 (4085) STPW12 Carry forward of University: Main to Knoblock
9. \$0 (4085) STPW13 Carry forward of Lakeview/Husband



**INTERNAL SERVICE FUNDS  
TRUST AND AGENCY FUNDS  
ENTERPRISE FUNDS**

REVENUES		06/07
<b>SPECIAL ASSESSMENTS FUNDS</b>		
STREET PAVING		10,000
DRAINAGE		584
SIDEWALK		800
<b>INTERNAL SERVICE FUNDS</b>		
SELF INSURANCE		529,408
CITY GARAGE		1,268,000
S.P.W.A.		2,510
S.I.R.A.		25,000
<b>TRUST AND AGENCY FUNDS</b>		
LIBRARY TRUST		6,000
<b>ENTERPRISE FUNDS</b>		
COMMUNITY CENTER		129,474
AIRPORT		1,438,503
AIRPORT SPECIAL		
SPGA		808,372
EXPENDITURES		06007
<b>SPECIAL ASSESSMENTS FUNDS</b>		
STREET PAVING		10,000
DRAINAGE		584
<b>INTERNAL SERVICE FUNDS</b>		
SELF INSURANCE		5,984,575
CITY GARAGE		1,343,658
S.P.W.A.		80,000
S.I.R.A.		100,000
<b>TRUST AND AGENCY FUNDS</b>		
LIBRARY TRUST		6,000
<b>ENTERPRISE FUNDS</b>		
COMMUNITY CENTER		478,291
AIRPORT		1,739,439
AIRPORT SPECIAL		3,750
SPGA		1,020,209

## INTERNAL SERVICE FUNDS

Internal Service Funds are established to finance and account for services and/or commodities furnished by one city program to other city programs.

### REVENUE PROJECTIONS

**Claim Reimbursements-Self Insurance**

500-0000-380-4815

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
0	160,605	175,000	175,000	175,000

Reimbursement from third parties for costs of damage to city property or equipment.

**Workers' Compensation Contributions**

500-0000-380-4826

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
229,378	245,594	371,131	371,131	354,408

Contributions received from departmental funds to reimburse for workers compensation claims experience.

**Departmental Garage Charges**

520-0000-337-5880

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
915,838	1,127,115	1,064,000	1,239,000	1,268,000

Each department using Fleet Maintenance is charged for services rendered. This revenue is a transfer from budgeted funds within the departments.

## SELF INSURANCE FUND

### Program Description

In 1986, the City Commission directed that the city initiate a self-insurance program for the vehicle liability, general liability, and city property coverage. This action was initiated due to the city's low loss experience compared to high premiums and lower coverages offered by conventional and pooled insurance plans. Boomer Lake Station, et. al. and the Stillwater Municipal Airport were added to the self-insurance program in 1987-88, the first full year of operation for the self-insurance program.

Prior to the decision in 1986 to implement a comprehensive self-insurance program, the city had been self-insured for workers compensation and unemployment compensation. To create a self-insurance fund for the city, the workers compensation and unemployment compensation funds were combined with the funds budgeted in the 1987 fiscal year for insurance premiums. Within this fund, accounts were created for the different types of losses the city could anticipate. Expenditures from the fund are determined by claims filed with the city during the year and approved for payment by the City Commission.

The municipal building and the public library are structures which, if destroyed or heavily damaged, could not be replaced by the self-insurance fund without jeopardizing the fund's integrity. In recognition of this risk exposure, the City Commission authorized building and contents coverage for these facilities. Coverage is also maintained on the water utility facilities as required by the bond indenture.

A review of the self-insurance fund was completed in 1994, with the assistance of a consultant. A recommendation to obtain airport liability and non owned aircraft liability insurance coverage was approved and implemented in January, 1995. Another recommendation from the consultant to implement a comprehensive property insurance program was not implemented.

Beginning in 1995-96, employee health/life benefit expenditures are budgeted in the Self-Insurance Fund. Transfers from the General Fund, Street & Alley, Sanitation, Airport, Lakeside Golf, and Stillwater Utilities Authority offset the expenditures from the Self-Insurance Fund.

In 1997, an excess liability insurance program was implemented with the assistance of a broker. Coverages include general liability, law enforcement liability, public entity management, EMT, commercial auto liability, and employee benefits program liability. Claims handling continues to be done in-house.

The City of Stillwater assumed operation of Lakeside Memorial Golf Course in 1997. The Stillwater Public Golf Authority (SPGA) was established. Property and liability insurance for the golf course is funded through the SPGA budget.

## Risk Management - Risk Management

Fund: Self Insurance  
 Department: Risk Management  
 Program: Risk Management - Mary Rupp

G/L Number: 500-10-16

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$448,647	\$349,719	\$481,200	\$518,819	\$481,200
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$448,647	\$349,719	\$481,200	\$518,819	\$481,200

### Program Description

**City Insurance:** Payments for private property damage, auto and general liability losses, and legal defense costs associated with city operations will be charged to this self-insurance account. Insurance premiums for the property insurance policies for city hall and the library are paid from here as are the premiums for airport liability and non-owned aircraft liability. Excess liability coverage was implemented in 1997, with half the premiums charged to this account.

**SUA Insurance:** Claims for private property damage, auto and general liability losses, and legal defense costs associated with Stillwater Utilities Authority operations will be charged to this self-insurance account. Excess property insurance on the water utility facilities required by the bond indenture is paid from this account. Excess liability coverage was implemented in 1997, with half the premium charged to this account.

**Risk Management:** Costs associated with the city's risk management program are charged against this account. Examples of expenses include: the purchase of training manuals and materials, membership dues for the Oklahoma Safety Council and the Public Risk Management Association, and general training expenses for employees.

### Accomplishments

1. The Legal Assistant/Claims Assistant completed certification in small loss property adjusting and obtained required continuing education in claims and mediation training.
2. Utilized in-house legal staff for tort claims and the majority of litigation
3. Recommended the administrative handling of claims under \$10,000 by the city manager which was approved by the City Commission and adopted a new tort claim process.

### Goals

1. Implement new tort claim process, including claims investigation, settlement and appeal procedures.
2. Complete continuing education update and training on risk management issues affecting public entities.
3. Develop information for city's web page related to tort claim process.
4. Coordinate with the water utility to review and update response procedures and documentation for sewer backups including evaluating the potential for requiring back flow prevention devices.

## Human Resource Insurance - Human Resource Insurance

Fund: Self Insurance  
 Department: Human Resource Insurance  
 Program: Human Resource Insurance - Robert Barker

G/L Number: 500-14-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$3,441,513	\$3,600,038	\$4,314,940	\$3,994,245	\$4,690,554
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$1,128,740	\$964,123	\$1,155,600	\$1,243,967	\$1,188,185
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$4,570,253	\$4,564,161	\$5,470,540	\$5,238,212	\$5,878,739

### Program Description

The money in this fund is used to pay claims and administration fees for our health benefit plan which includes health/prescription coverage, life insurance, and accidental death & dismemberment coverage. In addition, payments for workers' compensation medical and temporary disability claims, judgments, legal fees, and settlements will be charged against this self-insurance account. These payments are charged back to appropriate departmental funds.

Payments for employee health/life benefits (administration and claims) are charged against this account. These expenditures are covered by transfers to the Self Insurance Fund from appropriate City and SUA funds.

## Public Works - Fleet Maintenance

Fund: Fleet Maintenance  
 Department: Public Works  
 Program: Fleet Maintenance - John Maehs

G/L Number: 520-40-40

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$421,760	\$477,565	\$385,469	\$385,469	\$405,259
<b>Materials/Services</b>	\$460,805	\$606,677	\$606,275	\$782,245	\$827,349
<b>Contract Services</b>	\$33,279	\$40,628	\$58,150	\$58,150	\$56,550
<b>Capital</b>	\$0	\$2,247	\$7,000	\$7,000	\$54,500
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$915,844	\$1,127,117	\$1,056,894	\$1,232,864	\$1,343,658

### Program Description

The Fleet Maintenance Division is an internal service organization that provides repairs, preventive maintenance, and servicing for 293 city vehicles. The diverse fleet includes 36 police units, 12 passenger cars, 69 light trucks, 5 vans and 11 SUV's, 69 medium & heavy trucks, 59 light, medium & heavy equipment, 3 street sweepers, and 26 trailers and 3 generators. Field repairs, wrecker service, and new vehicle set-up are also provided. An internal billing system with vehicle histories, warranty/recall data is maintained.

Fleet Maintenance provides an off-site fueling system for 350 vehicles and 61 cards for miscellaneous other equipment in all city departments. Security is maintained through the use of personal identification numbers which are provided to all employees who fuel vehicles and a fuel card assigned to each vehicle or department. Fuel is billed through the internal billing system and vehicle fueling history maintained for all vehicles.

### Accomplishments

1. The job order process has been reviewed but no major changes have been made so far. The Parts Clerk position has been filled and the employee is getting familiar with the job order system. The HTE Naviline program has been installed and employees are learning to navigate with it. The Naviline system may have some advantages but they are not obvious at this time. Major changes are not anticipated but ensuring the mechanics always have a job order open before beginning a job and closed when completed is essential. Just having the parts position filled so the mechanics have a person to assist them at all times has helped tremendously.
2. Finding appropriate training opportunities for the Fleet Maintenance employees is a priority. The MESO training that Finance has set up has been utilized. Classes with local vendors have been attended and training companies notify us when they have appropriate training in our area. ASE (Automotive Service Excellence) testing is attended each spring and fall. Fleet Maintenance currently has four employees that are ASE Master Certified Automobile Technicians and three Master Certified Medium/Heavy Truck Technicians. Other employees have passed individual tests in these and parts certification areas as well.
3. A Ford training class is set for this spring. The dates of the training are set for May 31 and June 1. The training will cover Ford Fleet Engine Performance. It has been increasingly hard to get the trainers to set training dates. The reduction in staff and services at Ford may impact the availability of this program in the future.
4. Two employees are certified through EVCC in Law Enforcement Equipment Installation and two more will be scheduled to attend the spring certification testing. National testing date is June 3, 2006.
5. A Competencies in Fleet Management web class is being set for several of the employees to attend June 15. The Fleet Superintendent plans on attending a management conference this spring but has not scheduled anything yet.
6. Fleet Maintenance has purchased software updates for several of the scan tools in use in the shop. The update subscriptions are good for two years. With this information mechanics are able to diagnose vehicle systems and access vehicle processors to update information relating to vehicle systems. Access to this information and new technology is vital to the success of Fleet Maintenance.

**Goals**

1. Ensure City of Stillwater vehicles are maintained in a safe, reliable and cost effective manner.
2. Provide a quick response to our customers needs.
3. Provide a customer satisfaction survey to our customers, other city departments and make changes as required.
4. Ensure employees are properly trained by having every Fleet Maintenance employee attend a minimum of two training classes or seminars during the year.
5. Apply for the ASE (Automotive Service Excellence) Blue Seal of Excellence Recognition Program.
6. Transition and rename the Fleet Maintenance Division to the Fleet Management Division to more appropriately reflect the functions of the division.

**Personnel Authorized**

	<u>2005-06</u>	<u>2006-07</u>
Supply Clerk II	1	1
Parts Manager/Service Writer	1	1
Service Attendant	2	2
Mechanic	2	2
Lead Mechanic	2	2
Fleet Maintenance Superintendent	1	1
	<hr/> 9	<hr/> 9

**Other Significant Information**

1. Material/services increased by 36% due to the increased cost of gasoline and diesel.

**Capital**

1. \$5,000 (4008) D7PW03 Replace wheel balancer
2. \$15,000 (4008) D7PW06 Replace 28 year old car wash system
3. \$8,500 (4041) D7PW09 Replace light fixtures in shop area and upstairs storage area of Fleet Maintenance facility
4. \$14,000 (4041) D7PW11 Replace 28 year old garage door openers at Fleet Maintenance facility
5. \$12,000 (4041) D7PW13 Paint exterior of Fleet Maintenance facility



**SPWA - SPWA**

Fund: SPWA  
 Department: SPWA  
 Program: SPWA - Marcy Alexander

G/L Number: 530-20-11

	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
	<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$615	\$1,909	\$0	\$0	\$0
<b>Capital</b>	\$0	\$0	\$80,000	\$80,000	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$615	\$1,909	\$80,000	\$80,000	\$0

**Program Description**

The Stillwater Public Works Authority (SPWA) was created by a Declaration of Trust dated January 21, 1963, pursuant to Title 60, Oklahoma Statutes 1961 and the Oklahoma Trust Act, designating the City Commission as Trustees to enter into contractual arrangements to provide services and physical facilities to departments and residential and commercial residents within the corporate boundaries of the city.

**Capital**

1. \$0 (4041) C5DS12 Carry forward of Municipal Service Center Feasibility study

## TRUST AND AGENCY FUNDS

These funds are established to administer resources received and held by a government unit as the trustee or agent for others.

### REVENUE PROJECTIONS

**Interest on Investment-Library Trust**

**640-0000-361-4440**

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
1,209	2,912	1,500	1,413	0

Interest on investments of the Library Trust Fund.

**Donations-Library Trust**

**640-0000-365-4820**

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
1,857	1,265	0	1,500	5,000

The Stillwater Public Library Trust Charter was created by the Stillwater City Commission in February 1984 for the benefit of the Stillwater Public Library. Trust funds may be used to purchase equipment and materials for the Library, to fund programming for the Library, and to cover Trust expenses for fund raising and other related activities. All Trust funds are invested by the City of Stillwater Finance Department in U.S. Treasury obligations and collateralized certificates of deposit. Library Trust revenues estimates are based on income from previous years and projected income from pledges.

## ENTERPRISE FUNDS

Enterprise Funds were established to account for entries of the governmental unit, which render services to the general public on a lesser charge basis.

### REVENUE PROJECTIONS

#### AIRPORT

##### Office Rental

810-7010-341-4652

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
0	0	2,000	2,000	2,000

Rents received for the lease of airport office space.

##### Landing Fees-Airport

810-7010-341-4662

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
3,203	1,155	5,000	3,000	3,000

Landing fees charged to commercial operators based on gross landing weight per 1,000 lbs.

##### Stand By ARFF Fees

810-7010-341-4667

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
9,750	4,050	4,000	13,714	10,000

Revenue from providing emergency response labor and equipment for airport user activity.

##### Security Fees

810-7010-341-4668

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
9,150	1,000	4,000	11,200	10,000

Security fees are charges to the airlines to meet requirements for passenger screening. The airport contracts security services through TSA employees to provide mandated passenger screening for air carrier flights. The airport also utilizes services from the Stillwater Police Department in conjunction with screening activities. Screening charges are dependant on the size of aircraft and passenger loading. On most flights, the security fee charged to the airline is \$1,200 for five screeners and one law enforcement officer. Additionally, security fees may be imposed for outside security as needed for passenger and crowd control. The security screeners are paid individually by the airport.

**Blue Print/Copy Fees - Airport**

810-7010-341-4670

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
9	18	50	48	25

Fees collected for document reproduction.

**Land Usage Fee-Airport**

810-7010-363-4661

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
26,634	15,832	25,000	31,902	28,000

This revenue represents land rental fees charged for airport tenants who own their own facility/building and lease the land from the Authority.

**Finance Charges-Airport**

810-7010-368-4461

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
413	621	472	1,260	750

Finance charges on accounts which are past due or in delinquent status.

**Sales of Merchandise**

810-7010-370-4660

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
1,257	1,399	2,000	500	500

Sale of radio equipment.

**Concessions-Airport**

810-7010-370-4663

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
374	672	678	684	678

This revenue is generated from vendors located within the terminal building.

**Miscellaneous Fees-Airport**

810-7010-380-4873

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
49,976	991	1,500	553	750

Miscellaneous charges are revenues which do not fit the major revenue categories such as: fax machine fees, copy fees, return checks, and other miscellaneous charges.

**Space Rental-Airport**

810-7013-363-4640

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
0	0	100	100	100

Money collected from local businesses who use space in the terminal building such as: conference room rental, and miscellaneous items.

**Fuel Flowage Fee-Airport**

810-7040-341-4664

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
35,925	47,656	36,000	59,639	60,000

The fuel flowage fee is charged at a rate of 16 cents per gallon for Jet-A and 14 cents per gallon for Av-gas sold. These fees may be adjusted by the Authority as needed.

**Plane Wash-Airport**

810-7040-341-4665

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
322	266	300	300	300

The aircraft self-wash was constructed and is operated to meet storm water run-off regulations and serve the users. Revenues from the wash facility are represented in this category.

**Parking Charges-Airport**

810-7040-341-4676

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
10,437	12,439	12,900	12,745	12,900

Parking charges include: tie-down fees, overnight parking charges, and monthly parking charges for local and transient aircraft.

**Pasture Rent-Airport**

810-7040-363-4650

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
-3,389	14,471	18,000	18,000	18,000

Revenue from rental of airport pasture land (hay and pasture rental revenue combined).

**Hangar Rental-Airport**

810-7040-363-4651

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
64,884	59,760	64,500	61,668	62,000

Hangar rental fees charged to airport users for storage of aircraft in group hangars, T-hangars, and port-a-ports.

**Office Rental-Airport**

810-7040-363-4652

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
13,509	29,336	19,000	19,000	19,000

Airport tenants rent office space in the terminal building and at other locations on the airport. Rental rates are set by the Stillwater Regional Airport Authority.

**Fuel Sales-Airport**

810-7040-370-4664

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
363,268	597,130	423,000	1,210,996	1,210,000

Revenues from sale of fuel to retail fuelers. The airport serves as the marketer of aviation fuel through a marketer agreement. The retail fueling companies provide fuel and line services to airport users.

**AIRPORT GRANTS****Federal Grants-Airport**

820-0000-330-4541

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
0	0	905,827	0	0

Federal grant funds are shown here. Funds are usually offered on a matching basis with a 95% federal and 5% local share. This revenue source is a significant source of funding for the airports major capital items. Other funding may be available to the airports through grants from the state aeronautics.

**State Grants-Airport**

820-0000-330-4547

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
0	0	45,573	5,250	0

State only grants are shown here. State grants are usually offered on a 80%/20% matching basis (80% State and 20% Local match). The State also offers a 5% match for some federal grants up to \$2,000,000 (limit \$100,000 total participation). A typical example is a federal grant of 90%: State match 5%, Local match 5%.

**STILLWATER COMMUNITY CENTER****State Grants-Community Center**

840-0000-330-4547

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
16,800	11,450	18,650	24,570	20,700

Grants received from state agencies, primarily the Oklahoma Arts Institute, for the purpose of supporting the performances presented at the community center.

**Cleaning Services**

840-0000-340-4750

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
5,236	5,136	5,004	5,004	5,004

Fees paid for cleaning cafeteria.

**Food Service**

840-0000-340-4751

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
275	970	1,500	1,500	1,500

Fees charged for catering services.

**Technical Support**

840-0000-342-4650

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
4,248	1,910	3,000	5,000	5,000

Fees charged for technical support personnel.



**Rental Income**

840-0000-363-4640

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
39,564	53,312	60,674	191,774	67,274

Rents collected for use of facilities.

**Donations**

840-0000-365-4820

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
35,864	21,500	20,250	64,475	14,600

Donations are received for the purchases of special equipment as well as for the general operations of the Community Center.

**Miscellaneous Revenue**

840-0000-380-4873

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
940	1,127	2,150	4,081	4,500

Revenues received for miscellaneous fees.

**Performance Admission Fees**

840-8000-380-4813

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
6,734	9,563	19,700	31,484	22,400

Revenues received from admission fees, concession sales, and performance related donations.

**STILLWATER PUBLIC GOLF COURSE AUTHORITY**

**Annual Pass Sales/ Cart Storage**

930-0000-347-4650

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
166,940	158,104	151,180	151,180	150,713

Revenues received from the sale of annual passes. All fees were approved by SPGA. Also includes revenue received from the rental of cart storage space on an annual basis.

**Daily Green Fees**

930-0000-347-4651

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
261,182	244,661	286,400	286,400	246,462

Revenues received from golfers who do not have an annual pass.

**Cart Rentals/ Trail Fees**

930-0000-347-4652

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
151,141	149,545	171,237	171,237	171,842

Revenues received from the rental of golf carts on a per player basis. Also includes revenues received from golfers who own their own golf cart and pay a trail fee per round played or purchase the annual cart trail fee.

**Locker Rental**

930-0000-347-4653

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
1,740	1,170	1,080	1,080	1,296

Revenues received from the rental of lockers on an annual basis.

**Range Sales**

930-0000-347-4654

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
30,315	34,380	34,513	34,513	41,571

Revenues received from the sale or rental of range balls for golfers use on a "per bag" basis and also includes annual range fee for members.

**Merchandise Sales**

930-0000-370-4660

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
94,002	94,594	74,279	74,279	91,123

Revenues received from the sales of hard and soft goods. Examples are: shirts, golf balls, golf clubs, shorts, etc.

**Food Sales**

930-0000-370-4661

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
23,968	22,221	28,000	28,000	30,889

Revenues received from the sales of food at the Snack Bar.

**Beverage Sales**

930-0000-370-4662

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
49,453	54,753	48,000	48,000	54,056

Revenues received from the sales of beverages from the Snack Bar and on-course services.

**Miscellaneous-SPGA**

930-0000-380-4873

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2005-06</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
15,683	15,888	11,589	11,589	20,420

Various items such as: golf club rental, golf handicap fees, and returned check charges.

## Airport - Administration

Fund: Airport  
 Department: Airport  
 Program: Administration - Gary Johnson

G/L Number: 810-70-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$119,181	\$127,082	\$115,515	\$117,015	\$129,962
<b>Materials/Services</b>	\$5,129	\$6,943	\$7,680	\$10,680	\$8,754
<b>Contract Services</b>	\$26,578	\$16,903	\$126,543	\$116,643	\$52,325
<b>Contract Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Capital</b>	\$0	\$0	\$0	\$0	\$5,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$150,888	\$150,928	\$249,738	\$244,338	\$196,041

### Program Description

The Airport administrative staff is responsible for the oversight and maintenance of accounting records including accounts payable, accounts receivable, and general accounting. This division is also responsible for administration of state and federal grants and oversight of construction connected to grant projects.

Staff prepares and distributes monthly meeting packets for the Stillwater Regional Airport Authority as well as reports and correspondence necessary to keep the Stillwater Regional Airport Authority, the City Manager and the City Commission informed. All Airport Authority expenses are included within this program. The airport administrative staff actively promotes aviation within the area and maintains public awareness of the airport. In addition, this program is responsible for enforcing the airport's minimum standards and monitoring flight activity on and around the airport area. Other administrative activities include budget preparation, maintaining general office correspondence, oversight of requirements for meeting state and federal regulations, preparation and handling of leases for land, buildings, and other airport facilities. The Airport Director maintains and updates the FAR 139 Airport Certification Specifications, the Disadvantaged Business Enterprise Program and the currency of information for the Airport Facility Directory, the instrument approach procedures publications, and aeronautical charting information for the airport. The airport administration oversees and maintains the EPA SWPPP (Storm Water Pollution Prevention Plan) and the new SPCC (Spill Prevention Control and Countermeasures Plan).

The Airport Authority is charged with the responsibility of maintaining an Airport Action Plan, Height Zoning Regulations, and land use compatibility issues surrounding the airport. The administrative division is also responsible for the promotion and development of the airport and the Airport Business Development Park. The department works closely with Chamber of Commerce, Meridian Technology Center, the State of Oklahoma, the Department of Commerce, and the Stillwater Visitors and Convention Bureau in matters of economic development issues for the city.

The Airport Director is an active member of the Management Team and works closely with the City Manager and City Attorney's office on airport issues and other city business.

### Accomplishments

1. Obtained and managed Non-Primary Entitlement Grant funds in the amount of \$300,000 for the reconstruction of the OSU Flight School parking apron and the addition of the catwalk on the control tower. The benefit cost determination was reevaluated by FAA and the operational cost for the ATC is now being paid 100% resulting in a savings of over \$75,000 for the operating fund.
2. Maintained on-going Airport users meetings/luncheons which include events such as: the Customer Appreciation Dinner, Holiday Luncheon, and Chili Cook-off.
3. Maintained on-going liaison with FAA and Oklahoma Aeronautics Commission state and federal legislative officials.
4. Completed additional agreement with Vance Air Force Base for emergency overhead landings. Continued to maintain on-going relationship and operating agreement with Vance Air Force Base.
5. Web Page development is in progress with our Information Technology Department. We expect to have a completed and operable page by FY 06 year end.

**Goals**

1. Continue to actively seek federal and state funding for capital improvements as identified in the state system plan, the Stillwater Regional Airport Capital Plan, and the City of Stillwater Five Year Financial Plan as approved by the City of Stillwater Commission.
2. Conduct ongoing public information program concerning the airport including the development and maintaining of a web page.
3. Conduct ongoing promotional program for Economic Development through new business recruitment, compatible land development and building program.
4. Administer and coordinate the grant process and contracts for the FAA contract tower for air traffic control.

**Personnel Authorized**

	<u>2005-06</u>	<u>2006-07</u>
Administrative Assistant	1	1
Airport Director	1	1
	<hr/>	<hr/>
	2	2

**Other Significant Information**

1. Personnel increased by 13% due in part to an inclusion of a part time position.
2. Contract Services decreased by 59% due to the decrease in the City's portion of traffic controller tower operations.

**Capital**

1. \$3,000 (4041) D7AP06 Upgrade pilots' lounges
2. \$2,000 (4008) D7AP14 Video Display and laptop computer for presentations

## Airport - Customer Service

Fund: Airport  
 Department: Airport  
 Program: Customer Service - Frank Parker

G/L Number: 810-70-13

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$74,001	\$72,038	\$62,281	\$58,281	\$61,948
<b>Materials/Services</b>	\$368,327	\$602,252	\$425,325	\$1,213,321	\$1,212,571
<b>Contract Services</b>	\$5,689	\$5,714	\$7,927	\$7,927	\$9,400
<b>Capital</b>	\$0	\$25,027	\$0	\$0	\$96,500
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$448,017	\$705,031	\$495,533	\$1,279,529	\$1,380,419

### Program Description

The Customer Service Division of the airport carries the responsibility for the maintenance of the fuel farm and the distribution of fuel to the retail fuel vendors. In addition to maintaining jet and av-gas supplies on a continual basis, this division is responsible for: issuing permits for retail fuelers and self-fuelers, performing inspections on fueling vehicles, and monitoring the vending of fuel from the retail fueler to the airport users in accordance with state and local regulations. Other responsibilities include: 1) ARFF vehicle and fire extinguisher maintenance; 2) maintenance of terminal building and other leased premises; 3) mowing entire airport facility; 4) supervision of janitorial services and fire station resident; 5) assistance in oversight of construction projects associated with capital improvements; 6) oversight and maintenance of coin operated plane wash; 7) assist in inspection, maintenance and repair of all airport facilities including, but not limited to runway, taxiway and ramp surfaces, and airfield structures; 8) all airport lighting, marking and fencing; 9) assist/perform maintenance and repair to airport equipment and mechanical systems; 10) assure compliance with applicable federal, state and local regulations pertaining to airfield inspection, maintenance and operation. Since the department is so small, this staff position and the maintenance division work together on many of the duties and responsibilities; and 11) perform and oversee repair and maintenance of Control Tower and associated equipment and systems.

### Accomplishments

1. Attended Basic Aircraft Rescue Certification course.
2. Hold and maintain EMT Certification.
3. Performed upgrade on airport perimeter fencing and fencing adjacent to the apron reconstruction area.

### Goals

1. Oversee completion of Runway 17-35 Phase III Construction project.
2. Maintain ARFF, First Responder and CPR certification.
3. Obtain FCC General Radiotelephone Operators License.
4. Implement and assure compliance with SPCC plan.
5. Continue cedar tree removal in airport pasture areas.
6. Promote quality image and create pride in airport services and facilities.
7. Upgrade fencing on Wright Drive.
8. Oversee Hangar #1 Lean-to remodel project.
9. Investigate and pursue possible Jet storage upgrades.

**Personnel Authorized**

Operations Supervisor

**2005-06**

**2006-07**

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**Other Significant Information**

1. Materials/services increased by 185% due primarily to the increase in the cost of aviation fuel.

**Capital**

1. \$25,000 (4001) D7AP01 Replace vehicle
2. \$16,500 (4008) D7AP02 Replace mower - 72" Commercial Zero-Turn diesel mower
3. \$40,000 (4008) C7AP04 Addition of 30,000 gallon bulk fuel storage tank. Total cost \$85,000. Corporate participation anticipated.
4. \$15,000 (4041) D7AP05 Fuel spill prevention and control

## Airport - Maintenance

Fund: Airport  
 Department: Airport  
 Program: Maintenance - Gary Johnson

G/L Number: 810-70-40

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$72,099	\$63,404	\$67,620	\$79,446	\$75,229
<b>Materials/Services</b>	\$16,652	\$11,756	\$17,665	\$20,093	\$20,435
<b>Contract Services</b>	\$10,843	\$14,599	\$15,965	\$26,362	\$54,815
<b>Capital</b>	\$0	\$0	\$9,500	\$44,500	\$12,500
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$99,594	\$89,523	\$110,750	\$170,401	\$162,979

### Program Description

The Supervisor of Maintenance manages the general maintenance program for the airport and is responsible for the repair and maintenance of all airport equipment. Due to the variety of tasks performed by the airport staff, the vehicles and equipment to be maintained are diverse and varied. These vehicles include: trucks, cars, tractors, sweepers, mowers, backhoe, road grader, and snow plows. In addition, this division maintains the runway lighting, taxiway lighting, approach lighting, obstruction lighting, security lighting, and visual approach lighting. Approximately 21 miles of land-side and airside fencing is also maintained. This position is responsible for safety training and for aircraft rescue fire fighting training as required to meet FAA and state regulations. This position is also responsible for assisting in the maintenance and upkeep of the landscaping around the terminal area.

This program maintains all airport facilities including: the terminal building, T-hangar #1 with 9 stalls and 2500 square foot of office space, T-hangar #2, hangar #1, hangar #2, rock hangar, the northeast office complex, southeast hangar, aircraft fire station, and the aircraft wash facility.

This division is cross-trained to assist the Customer Service division in fueling procedures, help with the air traffic control tower maintenance and equipment, and all FAR 139 duties and responsibilities.

### Accomplishments

1. Provided oversight for the closeout of the Runway Extension Project and oversight for the OSU Flight School apron reconstruction and the catwalk installation project.
2. Completed ARFF certification for airport fire fighting duties.
3. Maintained First Aid certification.
4. Administered range pasture plan, performed cedar tree removal.

### Goals

1. Obtain right of way license for spraying and develop spray schedule.
2. Implement and assure compliance with SPCC plan. Assist with SPCC construction.
3. Implement monthly safety training program.
4. Upgrade Airport perimeter fencing.
5. Work with street department to renovate barricades at the end of Wright Dr.
6. Maintain ARFF and EMT Basic certifications.



**Personnel Authorized**

Operations Maintenance Assistant  
Maintenance Supervisor

**2005-06**

1  
1  

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2

**2006-07**

1  
1  

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2

**Other Significant Information**

1. Contract Services increased 243% due to the inclusion of the following items:

Asphalt repair taxi land	\$15,000
Security Fencing Phase I	10,500
Security Fencing Phase II	8,100
Rock hanger door repair	2,400
Safety Restraint for Beacon Tower	1,200
Replace base radio	1,200

**Capital**

1. \$7,000 (4001) D7AP12 Utility all-terrain vehicle for grounds work
2. \$5,500 (4008) D7AP13 Walk Behind stripe painter to maintain runway and taxiway markings

## Airport - Airport Special

Fund: Airport  
 Department: Airport  
 Program: Airport Special - Gary Johnson

G/L Number: 820-70-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Capital</b>	\$1,194,166	\$8,162,247	\$1,006,475	\$1,122,025	\$3,750
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$1,194,166	\$8,162,247	\$1,006,475	\$1,122,025	\$3,750

### Program Description

This program accounts for major capital improvement projects that are to be funded for the airport. Funding sources include federal, state, and local. Since outside funding is unsure from year to year, many items which are listed in the program are subject to available funding and may appear in the financial plan over an extended time period. The program is administered by the airport director. Grant administration and associated paperwork is maintained in the airport administration office in coordination with the City of Stillwater finance department.

Projects approved in the Airport Special account are subject to grants being received and are not programmed to be funded by the City alone. If the grants are not received then the projects are held for future consideration for state or federal funds. Those items which are in the five year CIP are included in this program and are considered for possible funding by the OAC and FAA.

### Accomplishments

1. Obtained grant funding of \$300,000 for the OSU Apron Reconstruction Project as well as the catwalk for the air traffic control tower.
2. Worked with State Aeronautics, FAA, and Congressional Delegation to obtain funding.
3. Supported legislation through congress to obtain funding for the addition of radar in the air traffic control tower. Provided substantial information to the FAA contact tower and FAA forecasting office in support of the benefit/cost reevaluation for air traffic control services. The reevaluation resulted in a benefit cost of 1.46 which placed Stillwater regional Airport in the 100% funding category.

### Goals

1. Seek funding for capital projects from federal and state sources as approved by City Commission in the City's Five Year Financial Plan.
2. Staff continues to work with Oklahoma Aeronautics and Space Commission to maintain "regionally significant airport" status, which enhances funding eligibility. Federal discretionary funding is being sought for several future projects. Local staff and state aeronautics officials work together to gain discretionary federal funding.
3. Continue working with FAA and other government officials for funding for vital airport projects including the FAA contract tower program.
4. Maximize the use of land and development property to increase revenue to the airport.

**Personnel Authorized**

1. No personnel are included in the division. It is managed through Airport administration.

**Capital**

2. \$3,750 (4010) C7AP15 Airport master plan update. Total cost \$75,000 (\$71,250 FAA funds)
3. \$0 (4053) 04AP01 Carry forward of runway extension - Phase III

## Community Center - Community Center

Fund: Community Center  
 Department: Community Center  
 Program: Community Center - Stephanie Walker

G/L Number: 840-80-13

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$161,793	\$166,681	\$166,848	\$167,188	\$184,470
<b>Materials/Services</b>	\$32,105	\$45,463	\$32,350	\$32,087	\$44,571
<b>Contract Services</b>	\$93,150	\$97,690	\$134,750	\$149,257	\$161,250
<b>Capital</b>	\$233,823	\$16,825	\$21,500	\$447,643	\$88,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$520,871	\$326,659	\$355,448	\$796,175	\$478,291

### Program Description

The mission of the Stillwater Community Center is to enhance the quality of life for all citizens of the Stillwater area by providing facilities, programming, and resources to support community and cultural activities. A major departmental goal is to address the needs of a wide variety of organizations and individuals from Stillwater and the surrounding area through building bridges between the diverse interests, talents, and cultures that make Stillwater unique and exceptional.

### Accomplishments

1. The theater seating replacement project was completed in the Fall of 2005. The new layout provides 702 seats plus 10 accessible seats to comply with the Americans with Disabilities Act. The new seats add comfort and improve sightline. An area of refuge was constructed by Parks, Events, and Recreation to protect the disabled in an emergency situation.
2. A subscription series was implemented and included the following programs; Rhythm of the Dance, Second City Comedy Act, Community Theater "Joseph and the Amazing Technicolor Dreamcoat", Quintango Festival, and Stillwater Arts and Heritage Festival Concert featuring Great Divide. Other programming events sponsored by the Center were Stillwater Blues Festival and Missoula Children's Theater. Missoula will be offered two weeks this year to include as many children as possible.
3. Acoustical paneling and additional lighting was installed in the Lowry Activity Center to enhance the sound quality and lighting options for both meeting and musical events.
4. The SCC Board and SCC Foundation again combined efforts promoting the mission to enhance the quality of life for all citizens. The following grants were submitted for programming:
  1. Oklahoma Arts Council Annual Project Support Grant - \$13,770.
  2. Mid America Heartland Arts Fund - \$4,500
  3. Stillwater Arts and Humanities - \$5,300
  4. Stillwater Community Center Foundation - \$3,000
5. The Stillwater Community Singers continued their "Love A Piano Campaign" and reached their goal of \$25,000. A grand piano will be purchased for the Center enhancing the resources to support community and cultural activities.
6. The west wing boiler was disconnected and removed and a new HVAC system was installed for the individual rooms in the center wing.
7. The Church of Jesus Christ of Latter Day Saints presented a proposal that was approved to provide \$171,500 for the renovation of the four west wing meeting rooms. The LDS Church contracted with the Center for meeting room space for a period of two years September 1, 2005 - September 1, 2007.

### Goals

1. With the introduction of the annual subscription series, it is our goal to continue to provide quality programming and to increase awareness of the community based events to strengthen the series membership.
2. Continue to research funding resources for future Center upgrades.
3. There is an immediate need to structure staff duties and responsibilities to provide staff support to meet the growing number of events and user days at the Center.

**Personnel Authorized**

**2005-06**

**2006-07**

(3) Custodians - Part-Time (FTE)	1.8	1.8
Custodian - Full-Time	1	1
Programming Coordinator	1	1
Manager	1	1
	<hr/>	<hr/>
	4.8	4.8

**Capital**

1. \$88,000 (4041) Electrical upgrade-east wing (theater)
2. \$0 (4041) C5CC01 Carry forward of west wing roof replacement
3. \$0 (4041) C5CC02 and 05CC02 Carry forward of west wing renovation
4. \$0 (4009) 00CC04 Carry forward of ADA parking
5. \$0 (4008) 06CC02 Carry forward of grand piano
6. \$0 (4008) D6CC04 Carry forward of handicap wheel chair lift

**Significant Changes**

1. Personnel increased by 11% due in part to an increase in part time cost.
2. Materials/Services increased by 38% due to the inclusion of the following items:

Microphones	\$4,000
LCD projector	\$3,500
Stackable chairs	\$2,500
Ticket program	\$2,700
3. Contract Services increased by 20% due to the inclusion of the following:

Exterior door replacement – Dining Room	\$4,000
Office HVAC	\$4,500
Programming	\$15,500

**Development Services - Still. Industrial and Redevelopment Auth.**

Fund: SIRA  
 Department: Development Services  
 Program: Still. Industrial and Redevelopment Auth. - Paula Dennison

G/L Number: 850-20-11

	<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Proposed</b> <b>Budget</b> <b>2006-07</b>
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$0	\$0	\$75,000	\$75,000	\$100,000
<b>Capital</b>	-\$1,144	\$101,129	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	-\$1,144	\$101,129	\$75,000	\$75,000	\$100,000

**Program Description**

The Stillwater Industrial and Redevelopment Authority was established by resolution of the City Commission on February 19, 1990, pursuant to Title 60, Oklahoma Statutes 1961 designating the City Commission as Trustees to improve the economic climate through such actions as assisting in the acquisition of financial resources to improve availability of housing, the redevelopment of blighted areas and other economic activities.

The Authority acts as a conduit agency for the repayment of economic development loans from the Oklahoma Department of Commerce for the Tuebner parking garage project downtown and for the Nomadics research building located in the Tech Park near Meridian Technology Center.

## Golf Course - Stillwater Public Golf Authority

Fund: Stillwater Public Golf Authority  
 Department: Golf Course  
 Program: Stillwater Public Golf Authority - Fred Forbes

G/L Number: 930-57-10

	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
	<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
<b>Personnel</b>	\$236,656	\$314,362	\$220,196	\$220,196	\$232,966
<b>Materials/Services</b>	\$83,645	\$87,698	\$94,920	\$94,920	\$93,500
<b>Contract Services</b>	\$71,758	\$55,928	\$116,847	\$136,892	\$120,786
<b>Capital</b>	\$0	\$0	\$14,615	\$39,608	\$0
<b>Debt</b>	\$117,889	\$94,755	\$279,911	\$0	\$0
<b>Total</b>	\$509,948	\$552,743	\$726,489	\$491,616	\$447,252

### Program Description

The General and Administrative branch of Golf Operations is responsible for the general management of the golf course as directed by the SPGA Board of Directors. Such duties include: collection of fees from golfers and depositing such funds, starting golfers at their appropriate tee-time, sale and ordering of merchandise, administration of lesson sessions, obtaining statistical information concerning rounds played, tracking revenues and expenses of all branches within the scope of golf operations, implementation of rules and regulations, officiating of golf rules questions, club fitting, and other duties to enhance the golfers experience.

### Accomplishments

1. Increase of the sale of green fees. Providing a booth at the Tulsa Golf Expo promoting Stillwater and Lakeside as a place to visit and play golf. At the Expo, coupons were given out to try Lakeside out (2 for 1).
2. Increased golf outings by 5 and increased the size of most of the outings.
3. Reputation of being one of the best public courses in Oklahoma.
4. March 15 Lakeside will have a Web site that will promote the golf course and will be able to book tee times over the web.
5. A new computer system which will have a electronic tees sheet and be able to improve the tracking of the inventory and the levels of play.
6. Reorganization of the Men's Golf Association. A new handicap system will be introduced and new tournaments will be established to recruit more golfers.

### Goals

1. Increase daily green fees revenue through cross marketing.
2. Publicize the quality of the golf course to the golf community in and out of Stillwater.
3. Increase the number of golf outings.
4. Establish a Signature Golf Tournament that will be open to golfers all over the state.
5. Offer new golf programs through the "Play Golf America" to grow the number of new golfers.
6. Increase college student play.
7. Create incentives for local businesses to encourage employees to join as members and play at Lakeside.
8. Coupons for Tulsa, Oklahoma City, and surrounding areas to play at Lakeside.

**Personnel Authorized**

**2005-06**

**2006-07**

Cart/Range Attendant - Part-Time (FTE)  
Golf Shop Attendant - Part-Time (FTE)  
Cart/Range Attendant - Full-time  
2nd Assistant Golf Professional  
Assistant Golf Professional  
Head Golf Professional

2  
1  
1  
2  
1  
1  

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8

2  
1  
1  
2  
1  
1  

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8



## Golf Course - Food & Beverage Operations

Fund: Stillwater Public Golf Authority  
 Department: Golf Course  
 Program: Food & Beverage Operations - Fred Forbes

G/L Number: 930-57-18

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$33,959	\$15,691	\$14,745	\$14,745	\$15,712
<b>Materials/Services</b>	\$43,559	\$47,524	\$48,300	\$48,300	\$48,300
<b>Contract Services</b>	\$1,447	\$627	\$2,300	\$2,300	\$2,300
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$78,965	\$63,842	\$65,345	\$65,345	\$66,312

### Program Description

The Food and Beverage branch of Golf Operations is responsible for the preparation and serving the patrons of the golf course with quality food and beverages, inspect to ensure that all safety, sanitation, energy management, preventive maintenance of equipment, and other food handling standards are consistently met. Responsibilities also include following standard operating procedures for sales and cost controls to ensure that all revenues and inventories are accurate.

### Accomplishments

1. Snack bar is profitable.
2. Beverage sales increase because of all day "happy hour" two days a week.
3. More efficient operation of the beverage cart. Personnel working the beverage cart are friendly, personable and communicate well with the customers.

### Goals

1. Keep snack bar profitable.
2. The beverage cart to be used as a public relation tool as well as providing good service.
3. Encourage outside tournament events to have meals included with tournament.
4. Use the all day "happy hour" to help increase play.

### Personnel Authorized

	<u>2005-06</u>	<u>2006-07</u>
Snack bar Attendants - Part-Time (FTE)	1	1
	1	1

## Golf Course - Course Maintenance

Fund: Stillwater Public Golf Authority  
 Department: Golf Course  
 Program: Course Maintenance - Michael Buxton

G/L Number: 930-57-40

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$333,144	\$255,152	\$284,460	\$269,560	\$287,834
<b>Materials/Services</b>	\$120,225	\$117,880	\$113,875	\$132,919	\$130,575
<b>Contract Services</b>	\$17,015	\$69,594	\$73,975	\$69,831	\$75,236
<b>Capital</b>	\$0	\$0	\$3,800	\$3,800	\$13,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$470,384	\$442,626	\$476,110	\$476,110	\$506,645

### Program Description

The Course Maintenance branch of Golf Operations is responsible for the care of all grounds, greens, landscaping, and equipment. Ensures that preventive maintenance is performed on equipment and that chemicals and fertilizers are applied in a timely manner to protect the assets of the City and the SPGA. Works closely with the General and Administrative branch to enhance the golfer's experience.

### Accomplishments

1. Installed drainage on #18, #16, #4 tee box, and #9 rough.
2. Planted 120 trees.
3. Rebuilt 4 sand traps.
4. Built sand and gravel bins.
5. Built new sand trap on hole #2.
6. Re-established grass on edges of creeks where creek maintenance was performed.
7. Cleaned out creeks and dug out two of the small ponds.
8. Removed large elm tree on # 14.
9. Rip rap creek in front of #1 green and 15 creek.
10. Built new flower bed on #11 tee box.
11. Installed curb #2 green.
12. Installed netting at bottom of driving range.
13. Organized shop area to meet safety requirements.

### Goals

1. Install sides to new bridges.
2. Build putting green and chipping green with a sand trap.
3. Improve drainage on hole #15.
4. Install irrigation between holes #3 and #16 and at the front entrance.
5. Continue to improve day to day playing conditions of the course.
6. Add more irrigation to rough areas that are in play.
7. Remodel clubhouse bathrooms to meet ADA requirements.
8. Replace signs at front entrance.
9. Replace #6 cart path on top of dam and install curbs to keep golfers from driving off top.

<u>Personnel Authorized</u>	<u>2005-06</u>	<u>2006-07</u>
Maintenance Worker- I	1	1
Irrigation Technician	1	1
Mechanic	1	1
Assistant Superintendent	1	1
Superintendent	1	1
<b>Seasonal</b>		
Laborer (FTE)	7	7
	<hr/> 12	<hr/> 12

**Other Significant Information**

1. Materials/services has increased by 15% due to the increased cost of fuel, chemicals and fertilizers. Also included is \$9,000 for a new entrance signs.
2. Contract services includes \$5,000 for a cart path on top of dam.

**Capital**

1. \$13,000 (4041) D7GF01 ADA compliance in and around clubhouse

**STILLWATER UTILITIES  
AUTHORITY  
REVENUES/EXPENDITURES**

**STILLWATER UTILITY AUTHORITY REVENUES**

<b>GENERAL</b>	<b>06/07</b>
MISC. OTHER	506,100
<b>TOTAL DEPARTMENT</b>	<b>506,100</b>
<b>ELECTRIC</b>	
SALES	34,431,545
MISCELLANEOUS	318,977
<b>TOTAL DEPARTMENT</b>	<b>34,750,522</b>
<b>WATER</b>	
SALES	5,278,110
MISCELLANEOUS	335,200
<b>TOTAL DEPARTMENT</b>	<b>5,613,310</b>
<b>WASTEWATER</b>	
SALES	4,022,875
MISCELLANEOUS	150,000
<b>TOTAL DEPARTMENT</b>	<b>4,172,875</b>
<b>WATER TIE-ON FUND</b>	
MISC. OTHER	65,000
<b>TOTAL DEPARTMENT</b>	<b>65,000</b>
<b>SANITATION</b>	
SALES	3,100,000
MISCELLANEOUS	25,000
<b>TOTAL DEPARTMENT</b>	<b>3,125,000</b>
<b>TOTAL REVENUES</b>	<b>48,232,807</b>

**STILLWATER UTILITIES AUTHORITY  
EXPENDITURES**

<b>CUST. SERV/METER READING</b>	<b>06/07</b>
ADMIN. LABOR & EXP	934,848
<b>ACCOUNTING</b>	
ADMIN. LABOR & EXP	485,054
<b>ELECTRIC</b>	
GEN. MGMT. & ADMIN.	30,542,258
<b>WATER</b>	
WATER ADMIN.	3,250,521
TREATMENT	1,656,244
DISTRIBUTION	1,551,296
<b>TOTAL DEPARTMENT</b>	<b>6,458,061</b>
<b>WASTEWATER</b>	
ADMIN. LABOR & EXP	1,803,032
COLLECTION	1,105,289
TREATMENT	707,182
<b>TOTAL DEPARTMENT</b>	<b>3,615,503</b>
<b>PRETREATMENT ADMINISTRATION</b>	
ADMIN. LABOR & EXP	211,154
<b>WATER TIE-ON FUND</b>	
LINE MANAGEMENT	100,000
<b>SANITATION</b>	
ADMIN. LABOR & EXP	2,748,820
<b>TOTAL EXPENDITURES</b>	<b>45,095,698</b>

## THE STILLWATER UTILITY AUTHORITY

The Stillwater Utilities Authority is a public trust created pursuant to a trust indenture dated April 30, 1979 and is authorized to issue bonds under Oklahoma Statute 1981, Sections 176 to 180.3 and the Oklahoma Trust Act. The City of Stillwater is the beneficiary of the trust. The Authority was created to operate and maintain a utilities system which provides electric, water and sewer services to the city. The authority is governed by the city's five commissioners who serve as trustees.

The trust indenture provides for transfers of surplus funds to the city at the sole discretion of the trustees. The trust indenture limits the amount of bonds or notes the authority may issue in any fiscal year to 10% of its gross revenues recorded in the preceding year. The 10% limitation can be exceeded only upon approval by a majority of the city's qualified voters, voting on such question.

### REVENUE PROJECTIONS

#### GENERAL ADMINISTRATIVE

##### Sales Tax Admin. Refund

901-0000-340-4781

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
25,028	26,197	25,000	29,000	25,000

A 2.25% administration fee is allowed by the Oklahoma Tax Commission to cover costs associated with filing a timely sales tax remittance each month.

##### Bond Fund-Long Term Interest

901-0000-361-4451

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
2,948	10,836	10,300	39,100	0

Interest is earned on the funds accumulated for current year principal and interest payments on the Revenue Bonds. An amount is set aside each month to meet the June and December payments.

##### Unclaimed Monies

901-0000-380-4876

Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Budget 2006-07
8,251	2,421	0	0	0

Money owed to unlocated utility customers unclaimed at the end of each year.

**CUSTOMER SERVICE****Utility Reconnect Fee**

901-2013-340-4776

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
19,600	19,863	16,000	23,000	20,000

Reconnect fee for connection subsequent to turn-off for non-payment. Resolution CC-00-19, adopted October 16, 2000 and effective December 1, 2001, set this fee at \$25 for normal office hours (8:00am-5:00pm, Monday through Friday).

**Late Charges-Utility Sale**

901-2013-340-4787

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
122,097	126,691	120,000	100,000	95,000

Delinquent utility bills are assessed a late charge per the SUA Terms and Conditions on file with the City Clerk. The current late charge is 1.5% per month.

**Reconnect After Hours**

901-2013-340-4790

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
1,290	750	500	500	500

Reconnection fee for connection subsequent to turn-off for non-payment. Resolution CC-00-19 adopted October 16, 2000, effective December 12, 2001 set this fee at \$130 for connections done on weekday evenings after 9pm, on Saturdays after 5pm, and all day Sunday.

**Reconnect Stand-By**

901-2013-340-4792

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
1,950	4,750	2,500	6,000	6,000

Reconnection fee for connection subsequent to turn off for non-payment. Resolution CC-00-19 adopted October 16, 2000 effective December 1, 2000, set this fee at \$50 for weekday evenings (5:00pm - 9pm) and Saturdays (9am - 5pm).

**Cut-off Notice Fee**

901-2013-340-4795

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
37,068	36,202	36,000	36,000	36,000

Cut-off notice fee charged once an account receives more than one cut-off notice in the last 12 months. Resolution CC-00-19 adopted October 16, 2000 effective December 1, 2000, set this fee at \$2.

**Disconnect Fee**

901-2013-340-4797

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
39,400	40,987	35,000	45,000	42,000

Disconnect fee that is charged once the cut-off representative has gone to the customer's address due to non-payment on the account. Resolution CC-00-19 adopted October 16, 2000 effective December 1, 2000, set this fee at \$25.

**Bill Stuffers**

901-2013-380-4774

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
719	648	600	731	600

Agencies outside the City entity are charged a fee to reimburse the City for the cost of handling and postage.

**Utility Connection Fees**

901-2013-380-4775

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
221,478	232,360	210,000	230,000	230,000

Utility connection fee is \$25. This fee is set in the Terms and Conditions of Service.

**Charge Offs Collected**

901-2013-380-4777

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
23,054	32,894	20,000	42,000	35,000

Collections received from collection agencies for recovered accounts receivable.



**Returned Check Charges**

901-2013-380-4875

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
13,050	13,174	12,000	16,000	16,000

Charges for returned checks. Resolution CC-00-19, adopted October 16, 2000, set this fee at \$25.

**ELECTRIC****Utility Sales/Electric**

901-9000-340-4761

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
29,559,201	31,065,056	31,218,120	34,218,120	34,434,545

Electric rates are set by the Stillwater Utilities Authority and are kept on file with the City Clerk. The projected income for FY 06/07 is based upon a projected usage increase of XX%. A 4.5% across the board increase in electric rates was implemented in January 2006 under Resolution SUA-2006-1 in order to address increased purchased power costs and meet future capital needs.

**Pole Rental**

901-9000-363-4465

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
11,762	19,077	16,922	16,922	19,077

Pole rental income is derived from agreements with the telephone and cable television companies for the privilege of having their attachments on Stillwater Power poles. Fees are charged on a per-pole basis. Specific details on these agreements may be found in Southwestern Bell Telephone Franchise Tax (01-00-00-4105) and Cable Television Permit Tax (01-00-00-4125).

**Miscellaneous Charges-Electric**

901-9000-380-4873

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
17,984	24,067	24,000	24,000	19,900

Miscellaneous income is that resulting from the sales of scrap copper and aluminum wire, scrap steel hardware, old transformers which are beyond repair, old poles, and any other unusable equipment.

**Interest on Bank Accounts**

910-0000-361-4432

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
26,834	59,880	50,000	120,400	100,000

Interest earned on temporarily idle SUA funds invested in interest bearing NOW accounts, money market accounts, and sweep accounts.

**Interest - Treasuries**

910-0000-361-4445

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
125,624	377,604	250,000	633,000	400,000

Interest earned on temporarily idle SUA funds invested in U.S. Treasury obligations.

**WATER****Utility Sales/Water**

912-9200-340-4761

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
4,584,833	4,663,152	4,889,312	5,075,106	5,278,110

Ordinance No. 2147 dated July 9, 1984, set the rates at \$2.25/1,000 gallons for 0-15,000 gallons, \$1.85/1,000 gallons for 15,001 to 300,000, and \$1.65//1,000 for each additional 1,000 gallons. Lower summer rates are an option under Ordinance No. 2268 dated October 27, 1986. Sales are estimated conservatively at no increase over current consumption levels; however the budget reflects the adoption of a rate increase of 2.5%.

**Meter Testing Charge**

912-9200-340-4782

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
0	44	200	200	200

Charge for customer request for meter testing. Customers are charged for meter testing if testing at customer request.

**Per Acre Water Line Fee**

912-9200-340-4783

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
34,938	106,501	60,000	100,000	100,000

Developers are charged a water line connection fee in new developments. Ordinance No. 2470, adopted March 13, 1995, established this fee.

**Water Meters & Fittings**

912-9200-340-4784

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
91,931	168,565	80,000	80,000	80,000

Charges to developers for water meters and fittings. Actual costs are billed.

**Water Tie-On Fees**

912-9200-340-4785

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
7,650	34,300	7,500	0	0

Charges to developers for tie-ons to the water systems. Moved to fund 914.

**Water Tower Rental**

912-9200-363-4692

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
26,625	27,214	0	29,000	0

Rental from communication companies of space on towers for placement of antennas.

**Misc. Charges-Water**

912-9200-380-4873

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
2,997	731	0	436	0

Miscellaneous revenue received may include costs charged for damages to water lines, hydrants, or other portions of the water system.

**WASTEWATER****Utility Sales/Waste Water**

913-9300-340-4761

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
3,755,453	3,832,663	4,004,853	3,924,756	4,022,875

Each residential sewer rate is set once per year in April by averaging the meter readings obtained in December, January, February, and March. This method avoids higher sewer bills in the summer due to lawn watering.

Ordinance No. 2325, adopted on June 27, 1988, sets the basic rate at \$3.00 and Ordinance No. 2438, adopted August 3, 1992, increased the rate/1,000 gallons from 55 cents to 69.6 cents. Resolution No. 9931, adopted February 22, 1999, increased the rate/1,000 from 69.6 cents to 75 cents as of July 1, 1999, and \$1.75/1,000 as of July 1, 2000.

**Utility Tie-On Fees**

913-9300-340-4785

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
17,481	13,265	15,000	9,500	10,000

Charges to developers for tie-ons to the waste water system.

**Water Closet Fee**

913-9300-340-4786

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2005-06</b>	<b>2006-07</b>
95,800	167,600	80,000	125,000	100,000

Developers are charged for each new or additional water closet. Ordinance No. 2470, adopted March 13, 1995, established this fee.

**Misc. Charges-Wastewater**

913-9300-380-4873

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
0	215	0	0	0

Miscellaneous revenue received may include charges for damages to the wastewater system and other various charges.

**Water Tie-On Fees**

914-9200-340-4785

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
0	0	0	25,000	65,000

Charges for tie-ons to the water system. Set aside for water extensions for new development.

**SANITATION****Refuse Collection**

918-0000-344-4764

<b>Actual</b> <b>2003-04</b>	<b>Actual</b> <b>2004-05</b>	<b>Original</b> <b>Budget</b> <b>2005-06</b>	<b>Revised</b> <b>Budget</b> <b>2005-06</b>	<b>Budget</b> <b>2006-07</b>
2,948,057	3,021,281	2,995,750	3,075,000	3,100,000

On December 18, 1995, Resolution CC-95-25 raised the residential rate to \$7.45 curbside and \$12.10 houseside to accommodate the new system of collecting the state mandated solid waste fee. Commercial rates were also raised slightly to accommodate the state's change to basing the solid waste fee on volume.

On July 8, 1996, Resolution CC-96-15 raised the rate charged to the public schools to cover landfill costs. Residential and commercial rates remained unchanged.

On July 7, 1997, Resolution CC-97-18 initiated a \$0.95 per month increase to cover the costs of the city's street sweeping program.

On June 19, 2000, Resolution CC-2000-17 raised residential to \$8.45 curbside and \$13.10 for houseside. The monthly fee for street sweeping was raised to \$1.23 per household. In the current budget, the residential curbside rate is budgeted at \$10.01 and \$14.66 houseside.

On June 25, 2001, Resolution SUA-2001-3 raised residential to \$10.01 curbside and \$14.66 houseside.

On June 30, 2003, Resolution CC-2003-6, rates were increased. Residential rates will increase from \$11.24 to \$13.67. Commercial rates will increase by 10.9%.

## Accounting - SUA Acctg-Admin. Labor & Exp.

Fund: Stillwater Utilities Authority  
 Department: Accounting  
 Program: SUA Acctg-Admin. Labor & Exp. - Tammy Brown

G/L Number: 901-20-11

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
Personnel	\$118,253	\$124,668	\$115,645	\$118,169	\$121,602
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$126,405	\$152,008	\$266,650	\$241,150	\$266,150
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$6,832,769	\$98,914	\$531,298	\$421,655	\$257,302
<b>Total</b>	<b>\$7,077,427</b>	<b>\$375,590</b>	<b>\$913,593</b>	<b>\$780,974</b>	<b>\$645,054</b>

### Program Description

As a division of the Finance Department, SUA Accounting provides support functions for the collection of revenues, depositing and investing funds, and processing of accounts payable and payroll. These functions include: maintaining the records of City, SUA and other trust authorities' fixed assets, procurement and monitoring of investments for all funds, review of daily SUA and SPGA collections, reimbursement to the City for SUA accounts payables, payroll input verification, maintenance of pledged collateral, and project financial monitoring as needed.

### Accomplishments

1. Provided background financial information and financial projections used in major capital planning, budgeting, financing, and refinancing.
2. Maintained accurate overview and detail records of financed projects.

### Goals

1. Continue process reviews and implementation of new time management system.
2. Provide financial information needed for analysis of debt, rates, or cost analysis.
3. Help utility departments in utilization of Naviline (Windows-based HTE display system)
4. Improve internal record keeping and audit procedures related to purchasing cards.
5. Provide assistance in implementation of credit card payment system for utility payments.

### Personnel Authorized

	<u>2005-06</u>	<u>2006-07</u>
Authority Accountant	1	1
Internal Auditor	1	1
	2	2

## Customer Service/Meter Reading - Cust. Serv-Admin. Labor & Exp.

Fund: Stillwater Utilities Authority  
 Department: Customer Service/Meter Reading  
 Program: Cust. Serv-Admin. Labor & Exp. - Dana Mattox

G/L Number: 901-20-13

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$753,269	\$771,571	\$696,336	\$696,336	\$717,664
<b>Materials/Services</b>	\$125,702	\$128,075	\$147,450	\$148,754	\$150,055
<b>Contract Services</b>	\$35,421	\$37,245	\$67,129	\$42,129	\$67,129
<b>Capital</b>	\$13,859	\$0	\$20,000	\$43,000	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$928,251	\$936,891	\$930,915	\$930,219	\$934,848

### Program Description

The Customer Service Division of the Finance Department consists of three distinct but closely interrelated units: (1) Customer Service handles the initial contact with walk-in and telephone customers and provides services associated with maintaining utility and internet accounts, preparing bills, and receiving payments including funds collected from other departments; (2) Meter Reading & Service is responsible for reading all water and electric meters each month and completing field requests associated with established utility accounts; and (3) Credit & Collections monitors and processes delinquent utility accounts in accordance with approved policies and procedures.

### Accomplishments

1. Maintained ratio of dollars charged off to total dollars billed at .34% compared to a goal of .50%.
2. Continue to emphasize the need for courteous and efficient service to our customers. Staff is allowed to attend seminars when time and budget allows. Quarterly Customer Service Training put on by MESO.
3. Changed out 118 water meters which were dead or were unable to be read by the meter readers.
4. Reduced collection turnover time from 5 to 3 months.
5. Reviewed and revised Terms and Conditions. Given to City Attorney for review.
6. Tested 226 electric meters and changed out 201.

### Goals

1. Implement use of laptops to work service orders.
2. Continue to emphasize courteous and efficient service to customers in all units and provide service-related training to all staff members pursuant to this goal.
3. Upgrade software to allow customers to view their account information and pay bills via the internet.
4. Continue to assist water department in changing out water meters which are dead or unable to be read by the meter readers.
5. Acceptance of debit/credit cards.
6. Revised 'Terms and Conditions' for utility service approved.
7. Continue to test and change out electric meters.
8. Review bill stuffer policy.

<b><u>Personnel Authorized</u></b>	<b><u>2005-06</u></b>	<b><u>2006-07</u></b>
<b>Customer Service Division</b>		
Customer Service Manager	1	1
Customer Service Lead Representative	1	1
Utility Billing Technician	1	1
Part-Time: Cust Serv Rep (FTE)	3	3
<b>Meter Reading &amp; Service</b>		
Utility Service Supervisor	1	1
Utility Service Representative	2	2
Senior Meter Reader	1	1
Meter Reader	5	4
Utility Meter Technician	0	1
<b>Credit &amp; Collections</b>		
Credit Supervisor	1	1
Credit Representative	2	2
	<hr/>	<hr/>
	18	18



## Electric - Elec: General Mgmt & Admin.

Fund: Stillwater Utilities Authority  
 Department: Electric  
 Program: Elec: General Mgmt & Admin. - Jeff Tullis

G/L Number: 910-90-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$4,025,197	\$3,475,199	\$3,906,848	\$3,906,848	\$4,186,652
<b>Materials/Services</b>	\$588,319	\$619,681	\$1,031,946	\$987,246	\$1,008,018
<b>Contract Services</b>	\$17,588,594	\$19,167,126	\$19,928,921	\$23,611,020	\$23,931,304
<b>Capital</b>	\$2,048,726	\$1,842,010	\$635,500	\$3,123,566	\$894,000
<b>Debt</b>	\$534,381	\$1,444,243	\$522,284	\$522,284	\$522,284
<b>Total</b>	\$24,785,217	\$26,548,259	\$26,025,499	\$32,150,964	\$30,542,258

### Program Description

The goals of the City's consumer-owned Stillwater Power are as follows: 1. To provide reliable electric power at competitive prices; 2. To provide timely and courteous service to customer service requests and problems; and, 3. To remain the hometown power company, owned and operated by residents and citizens, for the benefit of our customers and the City of Stillwater.

There are three major divisions within Stillwater Power: Administration; Generation and Transmission; and Distribution. The Electric Administration Division personnel provide utility management, internal budget control, bidding and purchasing of all materials and supplies, and maintenance of the department inventory in excess of one million dollars.

Generation and Transmission Division personnel operate and maintain the power plant, transmission system, and substations. Operators at the Boomer Lake Station also provide 24-hour phone answering and dispatch services for the Electric, Water, and Wastewater Utilities.

The Distribution Division handles the distribution system from the 12,470 volt main feeders down to single phase 120/240 volt service drops used to supply residential customers. The Distribution Division personnel design, construct, operate, and maintain residential, commercial, and industrial distribution and service installations. Street lights are also maintained by line personnel from this group. This group also upgrades existing system facilities as needed.

The Stillwater Power system includes: Boomer Lake generating facility, two transmission voltage substations, six distribution substations, Supervisory Control and Data Acquisition System (SCADA), 69 KV transmission system, and 12.47 KV distribution system. The department also provides street lighting throughout Stillwater at no cost to the City. The Stillwater Power budget includes the cost of power provided at no charge to all City buildings and facilities.

### Accomplishments

1. Replaced vehicles: BLS Foreman's Truck, #280; Line Flatbed Truck, #234.
2. Purchased four new 15 kV outdoor vacuum circuit breakers to be installed during upcoming upgrades to BLS and Ferguson Substations.
3. Completed spill containment structure at Kinzie Substation.
4. Completed reconditioning of two 20 MVA transformers at Central Substation.
5. Purchased protective relays for upcoming BLS Substation upgrade.
6. Completed underground feeder circuit to Stillwater Medical Center.
7. Built backup feeder for Stillwater Medical Center.
8. Removed 69 kV oil circuit breaker at Central Substation and replaced with 69 kV circuit switcher.
9. Completed Parkview Estates underground residential rebuild.
10. Completed communication system between Industrial Substation and Water Treatment Plant standby diesel genset.
11. Extended Feeder #37 from Ferguson to McElroy. Completion of extension to Sixth contingent upon pending Jardot street widening project.

**Goals**

1. Replace vehicles as approved in the budget.
2. Rebuild the underground residential electric system in the Hillside Addition.
3. Expand automated meter reading service to large commercial customers.
4. Upgrade Central Substation including new 12.47 kV indoor switchgear, protective relays, additional 69 kV entrance/support structure, and 69 kV SF6 tie breaker.
5. Respond to developer's needs for installation of underground services as requested.
6. Assist in any City-OSU partnership formed with relation to the OSU Master Plan.

**Personnel Authorized**

	<u>2005-06</u>	<u>2006-07</u>
<b>Administrative Division</b>		
Electric Utility Director	1	1
Office Manager	1	1
System Engineer	1	1
Administrative Clerk II (Half Time)	0.5	0.5
<b>G &amp; T Division</b>		
Generation and Transmission Coordinator	1	1
Operations Foreman	1	1
Maintenance Foreman	1	1
Power Station Foreman	1	1
Substation Foreman	1	1
Administrative Assistant	1	1
Generation Plant Shift Supervisor	4	4
Power System Technician/Maintenance	9	9
Electronics Technician I	1	1
Environmental and Safety Specialist	1	0
<b>Distribution Division</b>		
Electric Distribution Superintendent	1	1
Electric Distribution Supervisor	2	2
Electric Distribution Crew Chief	7	7
Lineman	20	20
Electric Engineering Technician II	2	2
Electric Meter Technician	1	1
GIS/CAD Technician	1	1
Underground Cable Locator	1	1
Backhoe Operator	1	1
Warehouse Supervisor	1	1
Warehouse Assistant	1	1
Electric Laborer	1	1
Office Assistant *	1	1
Janitor (Part Time)	1	1
	65.5	64.5

\*This position was reclassified; it is not a new additional position.

**Other Significant Information**

1. Contract Services had a 20% increase primarily due to the increase in purchased power.

**Capital**

1.	\$650,000 (4064)	C7EL01	Distribution division: New electric construction/system extensions including street lighting and extensions within the hi-tech park
2.	\$21,500 (4001)	D7EL02	Distribution division: Replace 3/4 ton pickup with extended cab 4WD 1/2 ton pickup
3.	\$22,500 (4001)	D7EL03	Distribution division: Replace 3/4 ton pickup with extended cab 4WD 3/4 ton pickup
4.	\$22,500 (4001)	D7EL04	Distribution division: Replace 3/4 ton pickup with extended cab 4WD 3/4 ton pickup
5.	\$20,000 (4008)	D7EL05	Generation division: Replace 17 year old tractor mower to maintain driveways, and grounds areas around substations
6.	\$38,000 (4001)	D7EL06	Generation division: Replace crew cab pickup with a crew cab 4WD 1 ton truck
7.	\$21,500 (4001)	D7EL07	Distribution division: Replace 3/4 ton pickup with extended cab 4WD 1/2 ton pickup
8.	\$30,000 (4004)	C7EL08	Distribution division: Watt-hour meter test and calibration system to test and calibrate electric meters
9.	\$27,000 (4008)	D7EL09	Generation division: Heavy duty skid loader for use in substation upgrade and maintenance projects
10.	\$24,500 (4004)	D7EL10	Generation division: SCADA database and integration system to allow multiple users and flexible data retrieval
11.	\$16,500 (4001)	D7EL11	Administration division: Replace vehicle with over 125,000 miles with mid-size vehicle
12.	\$0 (4064)	C6EL03	Distribution division: carry forward of feeder 37 (Jardot) extension
13.	\$0 (4064)	C2EL02	Transmission division: carry forward of upgrade to hospital sub station- Phase II
14.	\$0 (4064)	C5EL04	Distribution division: carry forward of residential rebuild - Hillside
15.	\$0 (4064)	C3EL07	Distribution division: carry forward of Lakeview Road line relocation
16.	\$0 (4064)	C6EL01	Distribution division: carry forward of 05/06 system extensions
17.	\$0 (4064)	C4EL01	Distribution division: carry forward of 04/05 system extensions
18.	\$0 (4041)	06EL01	Generation division: carry forward of Central substation upgrade
19.	\$0 (4064)	C2EL02	Distribution division: carry forward of rewire of substation feeders
20.	\$0 (4003)	03EL01	Distribution division: carry forward of genset communications
21.	\$0 (4041)	04EL02	Generation division: carry forward of spill containment project
22.	\$0 (4064)	C5EL01	Distribution division: carry forward of new underground/overhead services
23.	\$0 (4001)	06EL02	Distribution division: carry forward of truck with bed and winch

## Water - Water Admin. Labor & Expense

Fund: Stillwater Utilities Authority  
 Department: Water  
 Program: Water Admin. Labor & Expense - Wyatt Irving

G/L Number: 912-92-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$206,822	\$237,682	\$219,171	\$201,871	\$183,004
<b>Materials/Services</b>	\$4,863	\$6,441	\$10,650	\$11,936	\$6,284
<b>Contract Services</b>	\$116,467	\$104,146	\$142,450	\$165,630	\$146,850
<b>Capital</b>	\$0	\$0	\$0	\$247,670	\$0
<b>Debt</b>	\$194,703	\$697,124	\$2,574,654	\$2,649,192	\$2,879,894
<b>Total</b>	\$522,855	\$1,045,393	\$2,946,925	\$3,276,299	\$3,216,032

### Program Description

The Water Utilities Administration is responsible for the overall internal administration of the Water Utilities Department. This includes water treatment, water distribution, wastewater collection, wastewater treatment, and environmental safety services. The primary responsibilities of the water utilities is to provide a high quality drinking water, and collect and properly treat the wastewater of the Stillwater community. All waters utilized by the Stillwater community are required to be processed and treated in such a manner that it can be returned to the environment for beneficial reuse. This mission is accomplished under the strict guidelines and regulations set forth by the United States Environmental Protection Agency (EPA) and the Oklahoma Department of Environmental Quality (DEQ).

### Accomplishments

1. Completed the Raw Water Master Plan for the potable water system.
2. Continue development and implementation of the regionalization of the City water and sewer services. Negotiated with Rural Water Corporation #3 to merge service areas. This initiative is ongoing.
3. Completed reorganizing the department to develop water engineering and planning services. Filled a vacant division head position for the Distribution and Collection Divisions (D&C). Added an inventory control function in D&C while implementing a formal hierarchal structure to assure accountability in the D&C. Master planning projects for water and wastewater will provide additional alternatives for meeting customer demands.
4. Master Plans for the Water and Wastewater systems include performance benchmarking as a component. These plans are scheduled for completion in April 2006. Recommendations from the plans will considered and implemented as appropriate. This is an ongoing process.
5. Completed the Wastewater Collection System Master Plan.
6. Completed a minimum of 85% of all capital projects.
7. Continue to assist with the full implementation of GIS initiative related to the water and wastewater inventory. Staff will be implementing GPS technology in system inventory. Ongoing.
8. Staff continues to encourage Oklahoma State University to execute the water purchase contract with the City. There has not been any activity on this item during the 2005-2006 budget year.
9. Completed the vulnerability assessment for the wastewater system. Begin implementing recommendations included in the assessment.
10. Emergency response plans for the water and wastewater systems were reviewed with consideration given to merging with the recent hazard mitigation initiative.
11. Purchased an additional 39 acres of land for use in the Sludge Management Plan.

**Goals**

1. Implement Raw Water Master Plan recommendations as necessary. Begin study and design phase for back up water supply. Consider design options for replacement and/or rehab of the Kaw pipeline.
2. Continue development and implementation of the regionalization of the of City water and sewer services. Finalize system merger with Rural Water Corporation #3.
3. Continue organization review. Consider master planning initiatives to improve customer service.
4. Continue performance benchmarking to improve the Water Utilities operations. Implement recommendations from Master Planning initiatives necessary. This is an ongoing process.
5. Implement Wastewater Collection System Master Plan recommendations as needed.
6. Complete a minimum of 85% of all capital projects.
7. Assist with the full implementation of GIS initiative related to the water and wastewater inventory. Ongoing. Acquire GPS, asset management system and implement GPS technology to manage infrastructure assets.
8. Complete water purchase contract with Oklahoma State University for the sale of treated water. Continue to encourage OSU to execute contract. Ongoing.
9. Develop annual work plans for each division.
10. Develop and implement a professional and technical development program for senior staff members.
11. Acquire and implement a computerized maintenance management system for the water and wastewater systems.
12. Develop a comprehensive funding program to meet the projected needs for the Water Utilities.

<b><u>Personnel Authorized</u></b>	<b><u>2005-06</u></b>	<b><u>2006-07</u></b>
<b>Water</b>		
Director	0.5	0.5
Deputy Director/Engineering Manager	0.5	0.5
Assistant Director	0.5	0
Deputy Director/Treatment Special Projects	0	0.5
Water Planner	0	0.5
Administrative Assistant	0.5	0.5
Engineering Assistant	1	0
GIS/CADD Technician	0.5	0.5
<b>Wastewater</b>		
Director	0.5	0.5
Deputy Director/Engineering Manager	0.5	0.5
Assistant Director	0.5	0
Deputy Director/Treatment Special Projects	0	0.5
Water Planner	0	0.5
Administrative Assistant	0.5	0.5
Engineering Assistant	1	0
GIS/CADD Technician	0.5	0.5
	7	6

**Other Significant Information**

1. Materials/Services decreased by 41% due to adjustments to more clearly reflect historical costs.

**Capital**

1. \$0 (4010) C5WT01 Carry forward: Water resources system master plan

## Water - Water Distribution

Fund: Stillwater Utilities Authority  
 Department: Water  
 Program: Water Distribution - Duane Shank

G/L Number: 912-92-66

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$557,587	\$554,715	\$548,531	\$521,531	\$586,071
<b>Materials/Services</b>	\$234,825	\$309,118	\$300,955	\$337,461	\$317,748
<b>Contract Services</b>	\$78,314	\$78,291	\$119,122	\$195,622	\$109,477
<b>Capital</b>	\$188,376	\$77,821	\$315,000	\$1,717,061	\$538,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$1,059,102	\$1,019,945	\$1,283,608	\$2,771,675	\$1,551,296

### Program Description

The Water Distribution is responsible for the delivery of treated water, with adequate pressures and volume. There is approximately 300 miles of water lines including fire hydrants, pumping stations, water towers and meters that require on-going maintenance.

### Accomplishments

1. Replaced 160 water meters.
2. Worked with the development community to loop existing water lines and eliminate dead end lines.
3. Continued isolation valve exercising program at critical locations throughout the water distribution system. 50 valves have been exercised.
4. Located dead end water lines and installed flushing valves when it was necessary at 5 locations.
5. Coordinated with OSU for fire hydrant flushing program. The campus hydrant flushing was completed during the week of March 13, 2006 through March 19, 2006.

### Goals

1. Continue meter replacement program at 5% per year.
2. Continue to eliminate dead end water lines by looping and working with the development community.
3. Locate dead end water lines and install flushing valves or hydrants when necessary.
4. Continue to install water lines for GIS/CADD system, including pressures, flows, and trouble areas.
5. Continue to work with OSU on fire hydrant flushing program.
6. New water meters installed in 14 working days.

### Personnel Authorized

	<u>2005-06</u>	<u>2006-07</u>
Part-Time Labor-1(Custodian)	0.75	0.375
Laborer	3	0
Utility Maintenance Worker I/II	11	7
Water Distribution Supervisor	0.5	1
Senior Utility Maintenance Worker	0	3
Crew Chief	0	3
Warehouse Supervisor	0	0.5
Deputy Director Distribution/Collection	0	0.5
	<hr/> 15.25	<hr/> 15.375

**Other Significant Information**

1. Materials/services has increased by 6% primarily due to increased cost of fuel and replacement meters.
2. Contract services has decreased by 8% primarily due more clearly reflect historical costs.

**Capital**

1. \$24,000 (4001) D7WT01 Replace 3/4 ton pickup with extended cab 3/4 ton 4WD pickup
2. \$24,000 (4001) D7WT03 Replace 3/4 ton pickup with extended cab 3/4 ton 4WD pickup
3. \$68,000 (4001) D7WT05 Replace backhoe with unit with 4WD backhoe with extendable boom and jackhammer attachment
4. \$10,000 (4041) D7WT06 Shelving for water distribution/ wastewater collection shop
5. \$200,000 (4062) C7WT07 Annual water line replacements
6. \$18,000 (4008) D7WT11 Six laptop computers with mapping information for use in vehicles
7. \$10,000 (4041) D7WT12 Three sided storage building for storing valves, hydrants, tires and other large parts that are susceptible to weather
8. \$14,000 (4008) D7WT14 Replace air compressor used to run air tools
9. \$70,000 (4001) D7WT16 Replace 2 1/2 ton dump truck with a new unit
10. \$100,000 (4062) C7WT20 New development water line extensions
11. \$100,000 (4062) C7WT21 Fire flow fund: Fire flow water line projects
12. \$0 (4041) C6WT04 Carry forward: land related to S Perkins water tower
13. \$0 (4062) C4WT02 Carry forward: Water lines -Country Club Rd south to 32nd: 32nd east 1/2 mile
14. \$0 (4062) C2WT04 Carry forward: water tower - South Perkins Road
15. \$0 (4062) C2WT05 Carry forward: 2nd half of Lakeview/ Jardot water line loop
16. \$0 (4062) C1WT01 Carry forward: Washington to Duck: 6th to 10th - water lines
17. \$0 (4062) 06WT03 Carry forward: 6th/ Jardot water line relocate
18. \$0 (4062) 06WT05 Carry forward: Stillwater Creek/ Cow Creek Bridge - water line relocate

## Water - Water Treatment

Fund: Stillwater Utilities Authority  
 Department: Water  
 Program: Water Treatment - Lynn West

G/L Number: 912-92-70

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$537,864	\$546,981	\$457,717	\$470,416	\$487,096
<b>Materials/Services</b>	\$305,198	\$274,623	\$373,750	\$402,479	\$362,349
<b>Contract Services</b>	\$265,480	\$254,731	\$377,052	\$296,402	\$374,799
<b>Capital</b>	\$0	\$8,796	\$200,000	\$1,671,222	\$432,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$1,108,542	\$1,085,131	\$1,408,519	\$2,840,519	\$1,656,244

### Program Description

Water Treatment is responsible for operation and maintenance of the municipal 18 MGD water treatment plant, 45 miles of raw water pipeline, and Kaw pumping station. The Water Treatment Plant is necessary to produce a clean and bacteriologically safe potable water meeting federal and state requirements.

### Accomplishments

1. Achieved another year without any lost-time accidents.
2. Continued to implement the Water Plant Sludge Management Plan. This program was initiated to deal with the vast amount of sludge that is generated by the lime softening process.
3. Inspected the cathodic protection systems between Oklahoma State University, the City water plant, and the Kaw Lake pump station.
4. Inspected the Internal/External protection systems on the Raw water storage tank, Clearwell and five water storage towers.
5. Cleaned and inspected the raw water storage tank.
6. Modified the Lime sludge drain system.
7. Refurbished 8 dual media filters.
8. Refurbished 19th and Surry Hills booster station. (waiting for specialty pumps for completion).

### Goals

1. To achieve another year without any lost time accidents.
2. Continue to implement the water plant sludge management program.
3. Continue to evaluate the water/wastewater treatment operations, conduct cross-training between divisions and reassign personnel as needed.
4. Implement standby callout program between the water and wastewater maintenance personnel.
5. Replace both High Pressure and Low Pressure Zone effluent flow meters.
6. Replace chlorine cylinder hoist.
7. Refurbish/Replace chlorine feed system (2 chlorinators).
8. Modify drainage system at the water treatment plant.
9. Evaluate and possibly replace Lime Slaker system. (Two Lime Slakers)



<u>Personnel Authorized</u>	<u>2005-06</u>	<u>2006-07</u>
Water/Wastewater Treatment Superintendent	0.5	0.5
Water/Wastewater Treatment Supervisor	0.5	0.5
Operator	5	5
Maintenance Mechanics	2	2
Industrial Technician	0.5	0.5
Laborer - Part-time (1)	0.75	0.75
	9.25	9.25

**Capital**

	\$0 (0)		
1.	\$50,000 (4053)	C7WT10	Road resurfacing at water treatment plant
2.	\$12,000 (4041)	D7WT13	30' x 60' equipment shed to house grounds maintenance equipment
3.	\$25,000 (4008)	D7WT15	Pump/Pad/Motor replacement at North Manning pump station
4.	\$225,000 (4010)	C7WT22	Paint exterior of 4 million gallon raw water storage tank at water treatment plant
5.	\$120,000 (4010)	C7WT23	Paint exterior of N Perkins Road elevated storage tank
6.	\$0 (4010)	C6WT03	Carry forward of painting of Clearwell at water treatment plant
7.	\$0 (4003)	C5WT06	Carry forward of radio communications between water treatment plant and water storage facilities

**Wastewater - Wastewater Admin. Labor & Exp.**

Fund: Stillwater Utilities Authority  
 Department: Wastewater  
 Program: Wastewater Admin. Labor & Exp. - Wyatt Irving

G/L Number: 913-93-10

	<b>Actual 2003-04</b>	<b>Actual 2004-05</b>	<b>Original Budget 2005-06</b>	<b>Revised Budget 2005-06</b>	<b>Proposed Budget 2006-07</b>
<b>Personnel</b>	\$196,139	\$250,591	\$219,171	\$188,346	\$183,004
<b>Materials/Services</b>	\$1,044	\$3,236	\$3,650	\$6,232	\$3,701
<b>Contract Services</b>	\$24,894	\$11,274	\$19,950	\$17,730	\$20,500
<b>Capital</b>	\$0	\$75,925	\$0	\$88,899	\$0
<b>Debt</b>	\$119,383	\$851,867	\$1,463,220	\$1,435,804	\$1,561,337
<b>Total</b>	\$341,460	\$1,192,893	\$1,705,991	\$1,737,011	\$1,768,542

**Program Description**

See Department 900-92-10 for related program description, personnel, materials, supplies, capital, debt and inter-fund expenditures.

**Capital**

1. \$0 (4010) C5WT02 Carry forward: wastewater collection master plan

## Wastewater - Wastewater Collection Labor & Exp.

Fund: Stillwater Utilities Authority  
 Department: Wastewater  
 Program: Wastewater Collection Labor & Exp. - Duane Shank

G/L Number: 913-93-66

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$326,632	\$351,376	\$439,339	\$437,439	\$382,223
<b>Materials/Services</b>	\$51,297	\$48,652	\$78,050	\$87,259	\$81,866
<b>Contract Services</b>	\$58,067	\$64,289	\$71,250	\$62,750	\$73,200
<b>Capital</b>	\$687,365	\$448,006	\$200,000	\$1,144,222	\$568,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$1,123,361	\$912,323	\$788,639	\$1,731,670	\$1,105,289

### Program Description

Wastewater Collection is responsible for the maintenance and upkeep of approximately 300 miles of sewer mains, laterals, lift stations and manholes. The major duties include: cleaning sewer mains to prevent backups, camera inspecting of sewer lines to find infiltration of stormwater, and assisting in locating illegal discharges of toxic waste by testing wastewater in the wastewater collection system.

### Accomplishments

1. Continued high pressure cleaning of sewer lines, 879,593 feet cleaned.
2. Continued camera inspection of sewer lines, 142 lines.
3. Repaired manholes, sewer lines, and appurtenances as identified through camera inspection.
4. Worked with GIS/CADD personnel to locate sewer manholes with GPS for inclusion in the GIS system.
5. Daily inspection of lift stations with no bypasses.

### Goals

1. Continue high pressure cleaning of sewer lines.
2. Continue camera inspection of sewer lines.
3. Repair sewer lines, manholes, and appurtenances identified through remote television inspections.
4. Continue updating sewer lines and appurtenances for GIS/CADD system.
5. Daily inspection of lift stations to remain in compliance with EPA/DEQ regulations.

### Personnel Authorized

	<u>2005-06</u>	<u>2006-07</u>
Laborers	5	0
Utility Maintenance Worker I/II	5	5
Wastewater Collection Supervisor	0.5	1
Senior Utility Maintenance Worker	0	2
Crew Chief	0	2
Custodian	0	0.375
Warehouse Supervisor	0	0.5
Deputy Director Distribution/Collection	0	0.5
	10.5	11.375

**Other Significant Information**

1. Personnel costs decreased by 13% primarily due to large workers compensation claims in 05/06.
2. Materials/services increased by 5% primarily due to the increased cost of fuel.

**Capital**

- |    |           |        |        |   |
|----|-----------|--------|--------|---|
| 1. | \$200,000 | (4063) | C7WT04 | Westpark lift station upgrade/replacement                                 |
| 2. | \$200,000 | (4063) | C7WT08 | Annual sewer line replacement   |
| 3. | \$68,000  | (4001) | D7WT09 | Replace backhoe   |
| 4. | \$100,000 | (4063) | C7WT19 | New development sewer line extensions                                     |
| 5. | \$0       | (4063) | C5WT04 | Carry forward: Lift station replacement at Airport/Husband                |
| 6. | \$0       | (4063) | C2Wt12 | Carry forward: Northeast corridor sewer line extension                    |
| 7. | \$0       | (4063) | C0WT05 | Carry forward: Upgrade of south interceptor                               |
| 8. | \$0       | (4063) | C2WT02 | Carry forward: Sewer lines - Ramsey, Hester, Knoblock - University to 6th |
| 9. | \$0       | (4063) | 06WT03 | Carry forward: 6th/Jardot - sewer line relocates                          |

## Wastewater - Wastewater Treatment Labor & Exp.

Fund: Stillwater Utilities Authority  
 Department: Wastewater  
 Program: Wastewater Treatment Labor & Exp. - Scott Taylor

G/L Number: 913-93-70

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$414,925	\$374,445	\$337,227	\$359,778	\$365,351
<b>Materials/Services</b>	\$50,481	\$74,428	\$73,200	\$85,560	\$85,900
<b>Contract Services</b>	\$139,188	\$180,495	\$146,031	\$186,431	\$185,931
<b>Capital</b>	\$4,112,405	\$788,982	\$0	\$737,334	\$70,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$4,716,999	\$1,418,350	\$556,458	\$1,369,103	\$707,182

### Program Description

This division is responsible for the proper treatment of the City of Stillwater's wastewater. The Environmental Protection Agency and the Oklahoma Department of Environmental Quality mandate that wastewater be treated in such a manner that down stream users may derive a beneficial reuse. The Wastewater Treatment Division operates and maintains a 10 MGD activated sludge treatment facility.

### Accomplishments

1. Achieved another year without any lost time accidents.
2. Continued to implement the Wastewater Sludge Management Plan. The Wastewater Sludge Management Plan was approved by ODEQ and a permit was issued on January 4, 2000. The wastewater plant staff has currently injected 3,182.8 dry tons of sludge. (as of December 31, 2005)
3. Assisted engineering firm and contractors with the construction phase of the Digester Improvement Project
4. The wastewater treatment plant had one NPDES violation for the 2004/05 fiscal year.

### Goals

1. Continue to implement the Wastewater Sludge Management Plan.
2. To achieve another year without any lost time accidents.
3. Continue to evaluate the water/wastewater treatment operations, conduct cross-training between divisions, and reassign personnel as needed.
4. To achieve another year without any NPDES permit violations.
5. Implement standby/callout program between the water and wastewater maintenance personnel.

### Personnel Authorized

	<u>2005-06</u>	<u>2006-07</u>
Water/Wastewater Treatment Superintendent	0.5	0.5
Water/Wastewater Treatment Supervisor	0.5	0.5
Operator	5	4
Maintenance Mechanics	1	1
Laboratory Technician I/II	1	2
Industrial Technician	0.5	0.5
Laborer - Part-time (1)	0.75	0.75
	<hr/> 9.25	<hr/> 9.25

**Other Significant Information**

1. Contract Services increased by 27% primarily due to the increased cost of natural gas.

**Capital**

- |    |          |        |        |   |
|----|----------|--------|--------|---|
| 1. | \$25,000 | (4001) | D7WT02 | Replace 1 ton truck with 1 1/2 ton truck with utility bed                     |
| 2. | \$45,000 | (4008) | D7WT17 | Replace tractor used to maintain sludge program at wastewater treatment plant |
| 3. | \$0      | (4041) | 98WT02 | Carry forward: Digester C improvements  |

## Public Works - Sanitation

Fund: Sanitation  
 Department: Public Works  
 Program: Sanitation - Richard Shook

G/L Number: 918-40-10

	Actual 2003-04	Actual 2004-05	Original Budget 2005-06	Revised Budget 2005-06	Proposed Budget 2006-07
<b>Personnel</b>	\$1,524,721	\$1,582,038	\$1,272,838	\$1,272,838	\$1,244,215
<b>Materials/Services</b>	\$264,591	\$325,066	\$346,700	\$379,208	\$396,617
<b>Contract Services</b>	\$654,966	\$528,123	\$633,903	\$633,903	\$679,486
<b>Capital</b>	\$55,498	\$39,655	\$110,000	\$215,971	\$256,000
<b>Debt</b>	\$188,963	\$678,681	\$172,502	\$172,502	\$172,502
<b>Total</b>	\$2,688,739	\$3,153,563	\$2,535,943	\$2,674,422	\$2,748,820

### Program Description

The Sanitation Division provides solid waste collection, bulk item removal, appliance recycling, and yard waste collection for approximately 8,500 single family units, 7,000 multi-family units, and 1,200 mobile home spaces. In addition to residential collection, this division provides commercial collection service to 1,220 commercial customers and all city owned facilities. This division has partial responsibility for collection and disposal of right of way litter from the Adopt A Street program, cleanup of illegal dumping, and maintenance of recycling sites. Funding for street sweeper services is included in the monthly rate charged to customers.

### Accomplishments

1. Maintained safe and efficient equipment with the purchase of a new truck cab, chassis and compactor.
2. Reviewed budget data for 2005/06 and determined a rate increase should not be required for 2006-07. In comparison with comparable Oklahoma cities, Stillwater rates remain among the lowest in Oklahoma for the level of services provided.
3. Reviewed collection routes for size and efficiency and implemented needed changes, none of which required changing collection days for any customers.
4. The weekly yard waste collection program resulted in a savings of over \$21,843 in landfill fees and avoided placing 809 ton of yard waste into the landfill.
5. Completed survey of other cities utilizing cart systems for semi-automated collection of garbage. Additional review and public input will be needed before a proposal to consider this type of system is made to the City Commission.

### Goals

1. Continue updating and inspection of equipment for safety and efficiency.
2. Evaluate and make recommendations on rates to assure the cost to provide services is covered.
3. Monitor route sizes for efficiency and equal workloads.
4. Monitor the yard waste collection program for efficiency and cost.
5. Continue to study and compile information on curbside cart systems for possible consideration and recommendation to the city manager and the city commission.

**Personnel Authorized****2005-06****2006-07**

Sanitation Superintendent	1	0
Sanitation Supervisor	1	1
Sanitation Coordinator	1	1
Welder	1	1
Equipment Operators	11	11
Workers	20	20
Worker (part-time)	0.5	0.5
	<u>35.5</u>	<u>34.5</u>

**Other Significant Information**

1. Materials/services has increased by 14% primarily due to the increased cost of fuel.
2. Contract services has increased by 7% primarily due to the increased landfill costs.

**Capital**

1. \$20,000 (4001) D7SN01 Replace 3/4 ton pickup with tailgate lift
2. \$118,000 (4001) D7SN02 Replace residential refuse collection vehicle
3. \$118,000 (4001) D7SN03 Replace residential refuse collection vehicle



# **APPENDIX**

# **FINANCIAL POLICIES**

## **City of Stillwater, Oklahoma**

### Introduction

As the preceding budget clearly indicates, there is a need to follow sound financial policies to guide the City staff and City Commission in overall fiscal planning and management. The following policies should be considered during the budget process and whenever the community considers a major capital improvement proposal.

### Policies

1. The City shall conduct its affairs in a fiscally responsible manner to insure that it is able to pay its bills, balance its budget, accumulate funds to meet future anticipated needs, and continue to provide the traditional basic levels of service at the highest standards possible.
2. The accounting and management practices shall be in conformance with the professional standards outlined by the appropriate accounting boards.
3. City government's basic level of traditional services (police, fire, ambulance, parks, etc.) should be supported by stable dependable revenue sources.
  - a. Cash balances should provide a reasonable reserve for emergencies and not be used to meet operation expenses.
  - b. On-going annual maintenance costs for streets, parks, etc. should be financed from recurring to operating revenues, rather than bonds.
  - c. Federal grants should not be used finance operating costs.
4. General Fund appropriations should include a reserved contingency or year end unobligated cash balance of \$2,000,000 to protect itself from unexpected program cuts due to sudden drops in revenues.
5. Utility funds should be self-supporting and provide an accumulation of funds to meet anticipated capital needs of insufficient size to have a bond issue or that would cause Stillwater's utility rates to be uncompetitive. Rate adjustments shall be based on a three-year capital improvement plan. The Stillwater Utility Authority should include a reserved contingency or year end unobligated cash balance of \$11,000,000.
6. The replacement of vehicles should follow a schedule based on years of use and actual operation and maintenance costs.
7. Before any new program, service, or building project (library, civic center, museum, park, etc.) is approved, a complete analysis of the full costs to build/repair/remodel and to operate shall be determined. Also, revenue sources to be relied upon shall be evaluated to determine if the project or service is affordable in future years. The ability of the project to survive a downturn in the economy should be assessed.
8. Before any new general obligation bond issues are proposed, all potential projects needed that fall under the state debt limit shall be considered and prioritized.
9. Use of any unobligated cash balance must have the approval of the City Commission.
10. Changes of the appropriations within departments may be administratively done by the City Manager except changes in capital expenditures in excess of \$25,000 which require City Commission approval.
11. A budgetary control procedure shall be maintained to insure compliance with the budget and that expenses are charged to the appropriate accounts.
12. Any changes in the approved annual capital improvement fund shall be approved by the City Commission.

## DEFINITIONS

**Adoption:** Formal action by the governing body to accept the budget. This is done by a motion after scheduled public hearings.

**Appropriation:** A set aside of funds for a specific purpose or use.

**Assessments:** Charges against property for benefits (streets, water lines, drainage channels, etc.) received.

**Bond:** A long-term I.O.U. A general obligation bond is paid from property taxes. A revenue bond is paid from specific revenues, such as utility rates.

**Capital Improvement Fund:** New streets, drainage facilities, sidewalks, traffic lights, bridges, etc., that are not related necessarily to any one city department and are used by the general public.

**Capital Outlay:** Within individual departments, it means vehicles, radios, computers, building improvements, etc., that last more than one year.

**Contractual Services:** Services generally provided by non-city departments, such as telephone, rental, maintenance contracts, radios, and vehicles repaired by private companies and other contractual services.

**CREC:** Central Rural Electric Cooperative, a rural electric cooperative operating within the city limits of Stillwater.

**Dedicated Revenues:** Dollars that are received as a result of the service performed.

**Fiscal Year (FY):** A 12 month period that begins July 1.

**Fund:** A method of distinguishing between services that operate under different accounting rules and revenue sources. See the definition of each fund in the title page preceding that fund.

**Goal:** A general standard of service to achieve/maintain and a specific project to complete within the budget year.

**GRDA:** Grand River Dam Authority, a publicly owned and operated electric wholesale company.

**KAW:** Kaw Lake, located 30 miles north, is the primary water supply for Stillwater.

**Materials & Supplies:** Line item expenditures for office supplies, cleaning supplies, building repair materials, vehicle parts, gasoline, etc.

**OG&E:** Oklahoma Gas & Electric, a private investor owned electric utility.

**SPWA:** Stillwater Public Works Authority is a Trust under State law which allows the City to borrow funds for certain public improvements without a vote of the people.

**SEU:** Stillwater Electric Utility.

**Transfers:** The reassignment of funds not needed in one fund to another fund where the proposed expenditures exceed the revenues.

**Workload Statistics:** Numerical measures showing the results of the dollars spent.

**2000 - 3000 Accounts:** 2000-Materials & Supplies; 3000-Contractual Services.

**MUNICIPAL BUDGET ACT**  
**Title 11 O.S. Section 17-201 et. seq.**  
**Budget Deadlines\***

- 5/31 Chief Executive Officer must submit budget to Governing Body 30 days prior to beginning of fiscal year which begins July 1.
- 6/15 Governing Body must hold a public hearing on the proposed budget not later than 15 days prior to fiscal year beginning.
- 6/09 Notice of public hearing on the proposed budget must be given not less than 5 days prior to the date of the budget hearing.
- 6/23 Governing Body must adopt budget at least 7 days prior to fiscal year beginning.
- 7/01 Adopted budget must be filed on or before first day of fiscal year with the State Auditor & Inspector and the Municipal Clerk.

\* Represents the absolute latest these actions can take place under state law. The public hearing and budget adoption may take place before these dates.

NOTICE OF MUNICIPAL BUDGET PUBLIC HEARING

A public hearing concerning the proposed 2006-07 budget for the City of Stillwater, Stillwater Utilities Authority, Stillwater Public Golf Authority, Stillwater Public Works Authority, and Stillwater Industrial and Redevelopment Authority will be held Monday, June 5, 2006. The hearing will be conducted at the Municipal Building, 723 South Lewis, during the regular City Commission meeting that begins at 6:30 p.m. and is televised on channel 23. All citizens will have the opportunity to provide written or oral input regarding the proposed budget.

FUND	BEGINNING BALANCE	ESTIMATED REVENUE	TRANSFERS	FUNDS AVAILABLE	ESTIMATED EXPENDITURES	ESTIMATED ENDING BALANCE
1 GENERAL FUND	2,000,000	33,535,401	(9,155,528)	26,379,873	24,379,873	2,000,000
2 DEBT SERVICE	641,799	1,372,865		2,014,664	1,372,865	641,799
12 STREET & ALLEY	-	368,000	988,862	1,356,862	1,356,862	-
13 ECONOMIC DEVELOPMENT	-	250	5,300	5,550	5,550	-
14 HUNTING & FISHING	-	75,300	37,680	112,980	112,980	-
15 HOTEL/MOTEL TAX	5,640	365,000		370,640	365,000	5,640
16 RURAL FIRE	87,034	75,000		162,034	107,457	54,577
17 CDBG GRANTS	-	-	-	-	-	-
18 PARK GRANTS	-	-	-	-	-	-
20 COMMUNITY DEVEL. REHAB.	37,831	13,000		50,831	-	50,831
21 STORMWATER MANAGEMENT	510,471	256,000	90,000	856,471	182,347	674,124
215 TRANSPORATION FEE	266,205	295,000		561,205	-	561,205
22 LIBRARY MATERIALS ENHANC	222,450	4,000		226,450	4,000	222,450
23 PARK DONATIONS	76,897	5,000		81,897	9,000	72,897
232 ARTS & HERITAGE FESTIVAL	500	16,800		17,207	16,800	407
233 PIONEER SENIOR OLYMPICS		5,000		5,000	5,000	-
25 AIRPORT MUSEUM	407	250		657	657	-
26 TRANSPORATION FUND	3,845,944	-	3,027,796	6,873,740	115,519	6,758,221
27 COMMUNITY CTR DONATIONS	1,827			1,827	-	1,827
28 GALIE MAY KOCH DONATION	2,791	-		2,791	2,791	-
285 CVB ENTRYWAY SIGN	25,287			25,287	20,000	5,287
29 COMMUNITY CTR. CHAIR DON	938	-		938		938
33 POLICE/MUNICIPAL BUILDING	-			-	-	-
40 PAVING ASSESSMENT	10,053	10,000		20,053	10,000	10,053
41 SANITARY SEWER ASSESSMENT	1,851	584		2,435	584	1,851
42 SIDEWALK ASSESSMENT	800	800		1,600	-	1,600
50 SELF INSURANCE	1,000,000	529,408	5,830,531	7,359,939	6,359,939	1,000,000
52 CITY GARAGE	-	1,268,000	21,158	1,289,158	1,289,158	-
53 SPWA	81,261	2,510		83,771	80,000	3,771
64 LIBRARY TRUST	250,846	6,000		256,846	6,000	250,846
68 PROPERTY REHABILITATION	622			622	-	622
69 SIDEWALK ESCROW	17,987			17,987	-	17,987
70 BOND ESCHEATMENT	159	-		159	-	159
71 RIGHT OF WAY ESCROW	35,325			35,325	-	35,325
76 PERFORMANCE ESCROWS	4,717			4,717	-	4,717
80 SANITATION	902,420	3,125,000	(433,865)	3,593,555	2,492,820	1,100,735
81 AIRPORT	-	1,438,503	148,536	1,587,039	1,587,039	-
82 AIRPORT SPECIAL	-	-	-	-	-	-
84 COMMUNITY CENTER	-	129,474	224,617	354,091	354,091	-
85 S.I.R.A.	62,774	25,000	21,667	109,441	100,000	9,441
90 STW UTILITIES AUTHORITY	9,578,271	45,107,807	(970,591)	53,715,487	39,657,565	14,057,922
RATE STABILIZATION	3,555,519	-	-	3,555,519	-	3,555,519
93 SPGA	-	808,372	163,837	972,209	972,209	-
95 LESS INTERFUND BUSINESS		(6,802,491)	-	(6,802,491)	(6,802,491)	-
TOTAL:	23,228,626	82,035,833	-	105,264,366	74,163,615	31,100,751

RESOLUTION NO. CC-2006-10

"A RESOLUTION OF THE MAYOR AND BOARD OF COMMISSIONERS OF THE CITY OF STILLWATER, OKLAHOMA, ADOPTING THE OPERATING BUDGET FOR THE FISCAL YEAR 2006- 2007."

WHEREAS, the Mayor and Board of Commissioners of the City of Stillwater, Oklahoma have completed the process required in 11 O.S. Section 17-201 et. seq.; and

WHEREAS, agreement has been reached relative to the estimated revenues, and necessary appropriations for the various accounts within various funds for the 2006-2007 fiscal year; and

WHEREAS, the appropriations must be approved by resolution.

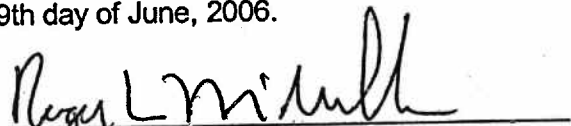
NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND THE BOARD OF COMMISSIONERS OF THE CITY OF STILLWATER:

Section 1. That the 2006-2007 fiscal year operating budget be adopted in the amounts reflected in this resolution's attachment which lists expenditures by department and classifications as required by 11 O.S. Section 17-213.

Section 2. That the resolution and a copy of the adopted budget be transmitted to the Oklahoma State Auditor and Inspector and one copy be transmitted to the Clerk of this municipality.


Section 3. That sinking fund requirements be filed with the Payne County Excise Board.

PASSED, APPROVED AND ADOPTED by the Mayor and Board of Commissioners and SIGNED by the Mayor of the City of Stillwater this 19th day of June, 2006.

  
\_\_\_\_\_  
ROGER L. MCMILLIAN, MAYOR

(SEAL)

ATTEST:

  
\_\_\_\_\_  
MARCY ALEXANDER, CITY CLERK

APPROVED AS TO FORM AND LEGALITY on this 19<sup>th</sup> day of June, 2006.

  
\_\_\_\_\_  
JOHN E. DORMAN  
CITY ATTORNEY

Department	Personnel	Materials/ Supplies	Contract Services	Capital	Debt and Inter-Fund	Total
<b>General Fund</b>						
Administration	1,295,326	67,850	624,805	-	-	1,987,981
Finance	640,924	64,725	157,040	-	-	862,689
Development Services	1,167,315	31,722	95,350	25,000	-	1,319,387
Public Works	831,118	120,277	66,400	1,928,250	-	2,946,045
Parks And Recreation	2,190,009	389,503	299,980	282,000	-	3,161,492
Library	837,967	211,638	152,650	34,000	-	1,236,255
Police	6,733,153	470,492	435,233	407,500	-	8,046,378
Fire	5,502,597	189,733	398,223	58,000	-	6,148,553
Health	800	139,768	101,487	135,000	-	377,055
General Government	518,088	42,900	1,399,152	-	-	1,960,140
<b>Total General Fund</b>	<b>19,717,297</b>	<b>1,728,608</b>	<b>3,730,320</b>	<b>2,869,750</b>		<b>28,045,975</b>
<b>Debt Service Fund:</b>					<b>1,372,865</b>	<b>1,372,865</b>
<b>Special Revenue Funds</b>						
Street and Alley	817,533	440,111	99,218	50,500	-	1,407,362
Sister Cities Program	-	1,800	3,750	-	-	5,550
Hunting and Fishing	72,615	20,865	19,500	-	-	112,980
Hotel/Motel Tax	-	-	365,000	-	-	365,000
Rural Fire	21,650	77,187	17,008	-	-	115,845
CDBG Grant	-	-	270,260	-	-	270,260
Park Grants	-	-	-	-	-	-
Storm Water Management	112,601	51,905	72,977	-	-	237,483
Library Materials Enhancements	-	4,000	-	-	-	4,000
Library Trust Fund	-	-	6,000	-	-	6,000
Transportation Fee Fund	-	-	-	-	-	-
Park Donations	-	5,000	4,000	-	-	9,000
Arts & Heritage Festival	-	2,800	14,000	-	-	16,800
Pioneer Senior Olympics	-	5,000	-	-	-	5,000
Airport Museum	-	657	-	-	-	657
Galle May Koch Donation	-	-	2,791	-	-	2,791
CVB Entry Sign	-	-	-	-	-	-
Transportation Fund	71,173	44,346	-	24,750	-	140,269
<b>Total Special Revenue Funds</b>	<b>1,095,572</b>	<b>653,671</b>	<b>874,504</b>	<b>75,250</b>		<b>2,698,997</b>
<b>Police and Municipal Building Bond</b>						
<b>Special Assessment Funds</b>						
Paving Assessments	-	-	10,000	-	-	10,000
Drainage District Assessments	-	-	584	-	-	584
<b>Internal Service Funds</b>						
Self Insurance	4,222,565	-	1,669,385	-	-	5,891,950
City Garage	405,259	827,349	56,550	54,500	-	1,343,658
Stillwater Public Works Authority	-	-	80,000	-	-	80,000
<b>Total Internal Service Funds</b>	<b>4,627,824</b>	<b>827,349</b>	<b>1,805,935</b>	<b>54,500</b>		<b>7,315,608</b>
<b>Enterprise Funds</b>						
Airport	267,139	1,241,760	116,540	114,000	-	1,739,439
Airport Special	-	-	-	3,750	-	3,750
Community Center	184,470	44,571	161,250	88,000	-	478,291
Stillwater Industrial Redevelopment Auth	-	-	100,000	-	-	100,000
Stillwater Utilities Authority						
Accounting	121,602	-	106,150	-	163,504	391,256
Customer Service	717,664	150,055	67,129	-	-	934,848
Electric	4,186,652	1,008,018	23,931,304	894,000	-	30,019,974
Water	1,290,660	686,381	631,126	970,000	2,684,818	6,262,985
Wastewater	965,068	171,467	279,631	638,000	1,542,506	3,596,672
Pretreatment Administration	114,270	6,834	75,050	15,000	-	211,154
Sanitation	1,244,215	396,617	679,486	256,000	-	2,576,318
<b>Total Utilities Authority</b>	<b>8,440,131</b>	<b>2,419,372</b>	<b>25,769,876</b>	<b>2,773,000</b>	<b>4,390,828</b>	<b>43,993,207</b>
Stillwater Public Golf Authority	536,512	272,375	198,322	13,000	-	1,020,209
<b>Total Enterprise Funds</b>	<b>9,628,252</b>	<b>3,978,078</b>	<b>26,345,988</b>	<b>2,991,750</b>	<b>4,390,828</b>	<b>47,334,896</b>
<b>Total Budgeted expenditures</b>						
<b>City of Stillwater</b>	<b>36,068,946</b>	<b>7,187,706</b>	<b>32,767,331</b>	<b>5,991,250</b>	<b>5,763,693</b>	<b>86,778,925</b>

## CASH BALANCE AT JUNE 30, 2005 AND CAFR RECONCILIATION

The Total Restricted, Unrestricted, and Pooled Investment Balances for the City, SUA, and SPWA at June 30, 2005 Were As Follows:

City	9,819,711	
SUA	26,731,609	
SPWA	158,348	
SPGA	60,313	
 TOTAL		 <u>36,769,981</u>

### RESTRICTED CASH:

Debt Service	637,799	
Police/Municipal Building Fund I	227,641	
Street & Alley	(39,447)	
Sister Cities	(71)	
Hunting & Fishing	9,356	
Rural Fire	191,414	
Hotel/Motel Tax	5,640	
CDBG Grant	(60,470)	
Park Donations	103,197	
Airport Museum	1,257	
Community Development	27,831	
Library Enhancements	222,450	
Storm Management	459,021	
Transportation Imp.	7,161,390	
Community Center Donation	53,555	
Park Grants	4,805	
Paving Assessments	11,923	
Sewer Assessments	1,181	
Public Library Donations	253,759	
Sidewalk Escrow	17,987	
Various Escrow Accounts	40,823	
Galie May Koch Donations	93,615	
Transportation Fee	385,955	
CVB Entry way	20,287	
Sanitation	890,047	
Airport Operations	(49,630)	
Airport Special Grants	(644,547)	
Self Insurance restricted	10,754	
SUA Restricted	2,096,718	
SPWA	158,348	
 TOTAL:		 <u>12,292,588</u>



**COMMITTED FUNDS:**

City Garage	(92,661)
Self-Insurance	843,684
Community Center	<u>(13,676)</u>

**TOTAL:** 737,347

**INTERFUND PAYABLES**

Change in Accounts Payable, Accrued Payroll Interest Payable	3,851,074
---	-----------

**AVAILABLE FUNDS:**

SPGA	(107,271)
SUA	20,165,328
General	<u>(169,085)</u>

**TOTAL** 19,888,972

**TOTAL:** 36,769,981

**RECONCILIATION WITH THE COMPREHENSIVE ANNUAL FINANCIAL REPORT**

CAFR Total 36,769,981

Less:

SUA Debt Service (2,096,718)

Funds not included in cash available  
calculation (31,740)

Interfund Payables

Accounts Payable &  
Encumbrances (3,851,074)

**TOTAL:** 30,790,449

**PERSONNEL REPORT  
COMPARISON OF BUDGETED FULL-TIME POSITIONS**

	<u>2005-06</u>	<u>2006-07</u>
<b>Administration</b>		
City Manager	3	4
Human Resources	5	6
Information Services	7	7
Pretreatment	0	2
<b>Finance</b>		
Accounting	8	8
Municipal Court	4	4
Customer Service	15	15
SUA Accounting	2	2
<b>Development Services</b>		
Planning	4	3
Code Enforcement	7	8
GIS	3	3
Development Engineering	3	3
Administration	2	4
Community Improvement	2	0
<b>Public Works</b>		
Engineering	5	5
Traffic Control	6	6
Street	25	24
Fleet Maintenance	9	9
Sanitation	35	34
Administration	3	5
<b>Parks, Events, &amp; Recreation</b>		
Administration	7	7
Mini Bus	2	2
Operations	28	29
Multi Arts	1	1
Senior Center	1	1
Recreation	3	3
Lake McMurtry	1	1
<b>Golf</b>	10	10
<b>Police</b>		
Patrol and Investigation	109	109
Animal Control	3	3
SECC	1	2
<b>Fire</b>	74	74
<b>Library</b>	16	16
<b>Legal</b>	4	4
<b>Facilities Maintenance</b>	4	4
<b>Community Center</b>	3	3
<b>Electric</b>	64	63
<b>Water</b>		
Administration	7	6
Water Distribution	14.5	15
Water Treatment	8.5	8.5
Wastewater Collection	10.5	11
Wastewater Treatment	8.5	8.5
Environmental/Safety	2	0
<b>Airport</b>	5	5
<b>Total</b>	<b>535</b>	<b>538</b>

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